

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.  
**Wednesday, May 15<sup>th</sup>, 2019, at 8:30 a.m.**

Call to Order	<u>Action Required</u>
1. Approval of Meeting Minutes	
a. Board Minutes April 10, 2019	Approval
b. Public Hearing Minutes April 10, 2019	Approval
c. Strategic Planning Retreat Minutes	Approval
2. Public Comments	None
3. Citrus Connection Governance	None
4. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Transportation Disadvantaged Trust Fund, Resolution 19-15	Approval
e. Bus Lease Financing / Purchase Agreement	Approval
f. Service Development Grant Application, Resolution 19-14	Approval
5. Legal	
a. Resolution to enlarge the District	Approval
6. Reroute Progress Update / Aaron Dunn, Paul Simms, & James Phillips	None
7. Reroute Marketing Cost Estimate / Erin Killebrew	None
8. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
9. Executive <u>Informational</u> Summary / Tom Phillips	
a. April Calendar	None
b. Ridership and UAP Update	None
10. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT  
SPECIAL MEETING  
APRIL 10, 2019  
AGENDA ITEM #1a

Agenda Item: Approval of the March 20, 2019 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the March 20, 2019 LAMTD Meeting  
Minutes

Attachments: March 20, 2019 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, March 20<sup>th</sup>, 2019 at 8:30 a.m.

**Directors:**

Polk County Commissioner George Lindsey  
Polk County Commissioner John Hall  
City of Lakeland Commissioner Phillip Walker  
City of Lakeland Mayor Bill Mutz  
City of Lakeland Commissioner Sara McCarley

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

8:30 a.m. By Commissioner Walker

**Agenda Item #1 – Approval of the Minutes**

1. Approval request for the approval of the Mar 20, 2019 LAMTD Board meeting minutes.

“Approval of the Mar 20, 2019 LAMTD Board meeting minutes”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Bill Mutz

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Hearing**

Public hearing for Amendment 1 for the Dixie Land Road Diet Project

**Agenda Item #3 – Public Comments**

None

**Agenda Item #4 – Finance**

**a. LAMTD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date February 28, 2019  
FY 2018-2019

**Year to Date February 28, 2019**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	42%	\$4,479,575	\$5,802,171	130%	\$10.8 Million
Expenses YTD	42%	\$4,479,575	\$3,698,662	83%	\$10.8 Million

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, March 20<sup>th</sup>, 2019 at 8:30 a.m.

**REVENUES:**

The total revenues realized year-to-date through February 28, 2019 totaled \$5.8 million or 130% of the YTD budget.

- Farebox revenues reflect \$247,000 or 88% of budgeted revenues through February 28, 2019.
- Contract revenues totaled \$56,000 or 65% of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$93,000 for RAMCO. RAMCO payment of \$93,000 billed in January and received in March 2019.
- Ad Valorem taxes reflects \$4.34 million or 93% of the Tax Levy. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$276,000.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled 267,000.
- Advertising income reflects \$77,000 over budget due to revenues being prepaid.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue totaled \$95,400 resulting from reimbursement for Capital expenses from the County after the 9/30/18 audit.
- The other revenues are showing a lag due to timing and being on a cash basis.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, March 20<sup>th</sup>, 2019 at 8:30 a.m.

Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date February 28, 2019  
FY 2018-2019

**EXPENSES:**

The total expenses year-to-date through February 28, 2019 totaled \$3.70 million or 83% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of February 28, 2019, these expenses totaled \$2.6 million or 11% under budget of \$2.9 million.
- Professional and Technical Services expenses totaled \$134,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$53,400 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$221,200 YTD, under budget; due to fuel cost being under budgeted.
- Materials and supplies totaled \$226,900 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.

Other remaining expenses are under the YTD budget through February 28, 2019

<b>CHANGE IN FINANCIAL CONDITION</b>
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Based on the year-to-date budget-to-actual variances through February 28 <sup>th</sup> the financials reflect are favorable actual variance of \$2.1 million with 42% of the fiscal year.
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	<b>STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS</b>				
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	9/30/18	9/30/17	9/30/16	9/30/15	9/30/14
* 1. Farebox Recovery Ratio (All modes)	13.00%	10.04%	13.95%	25.50%	23.08%
2. Cost per revenue hour	\$108.42	\$106.94	\$104.76	\$89.45	\$86.29
3. Revenue Hours	146,597	142,189	139,228	103,550	117,008
4. Fuel Cost (\$)	\$1,082,166	\$834,971	\$757,485	\$847,360	\$1,316,739
5. Ridership	1,252,600	1,346,211	1,393,620	1,424,965	1,647,010

\* Total 13.00%, LAMTD 13.40%, PCTS 4.70%

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, March 20<sup>th</sup>, 2019 at 8:30 a.m.

**b. PCTS Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of February 28, 2019  
Year to Date Report  
Percent of FY Reported (42%)

**Revenues**

- The revenues totaled \$2.6 million or 92% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$506,849.
- Fare Revenues totaled \$57,000 or 91% of the year-to-date budget.
- The Polk County City Contributions reflects one payment of \$202,000 over budget year-to-date.
- The County funding reflects payments for the budgeted grants match totaling \$1.4 million.
- The FDOT Grants drawdown totaled \$213,000.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$2.4 million or 86% of the year-to-date budget.
- Salaries and wages totaled \$1.5 million or 91% of the YTD Budget.
- Operating expenses totaled \$737,000 or 91% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$173,000 or 70% of the year to date budget.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, March 20<sup>th</sup>, 2019 at 8:30 a.m.

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
<b>Revenues</b>				
County Match	\$ 1,960,700	\$ 816,958	\$ 1,363,137	167%
Other Contract Revenue - County	\$ 191,600	\$ 79,833	\$ 15,287	19%
City Contribution	\$ 393,040	\$ 163,767	\$ 201,512	123%
County Contribution - PCTS	\$ 76,378	\$ 31,824	\$ 39,189	123%
Fares	\$ 150,000	\$ 62,500	\$ 56,642	91%
<b>FDOT Block Grants:</b>				
GOV71/G1481 - WHAT/ADA	\$ 575,600	\$ 239,833	\$ 66,942	28%
RURAL AQR07	\$ 913,000	\$ 380,417	\$ 213,398	56%
<b>FTA</b>				
FTA 5307 Grant	\$ 2,262,076	\$ 942,532	\$ 515,713	55%
Capital Grant - County	\$ 257,626	\$ 107,344	\$ 128,813	120%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 2,825,008</b>	<b>\$ 2,600,633</b>	<b>92%</b>

Expenses				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,973,664	\$ 1,655,693	\$ 1,510,847	91%
Contract	\$ 594,000	\$ 247,500	\$ 172,790	70%
Operating	\$ 1,954,730	\$ 814,471	\$ 737,275	91%
Capital	\$ 257,626	\$ 107,344	\$ 0	0%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 2,825,008</b>	<b>\$ 2,420,912</b>	<b>86%</b>

**c. TD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of February 28, 2019  
Year to Date Report  
Percent of FY Reported (42%)

**Revenues**

- The revenues totaled \$.79 million or 81% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$652,000 or 75% of the grants.
- Contract Revenues and other revenues totaled \$46,000.
- The County funding for the match totaled \$82,000 or 86%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$.82 million or 85% of the year-to-date budget.

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- Salaries and wages totaled \$570,000 or 109% of the YTD Budget.
- Operating expenses totaled \$167,000 or 48% of the YTD Budget.
- Support Services for Operations totaled \$82,000 or 88% of the YTD Budget.

Lakeland Area Mass Transit District				
Transportation Disadvantage Program				
Period Ending - February, 2019				
Revenue				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
<b>Revenues</b>				
County Match 10%	\$ 144,500	\$ 96,333	\$ 82,401	86%
<b>Contract Revenue</b>	\$ 205	\$ 103	\$ 3,848	
Adult Day Care			\$ 46,040	
<b>FDOT Grants:</b>				
CTD Grant -Operating	\$ 1,300,175	\$ 866,783	\$ 652,252	75%
<b>Total</b>	<b>\$ 1,444,880</b>	<b>\$ 963,220</b>	<b>\$ 784,541</b>	<b>81%</b>
Expenditure				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 785,751	\$ 523,834	\$ 569,853	109%
		\$ -		
Support Services	\$ 139,692	\$ 93,128	\$ 82,246	88%
		\$ -		
Operating	\$ 519,437	\$ 346,291	\$ 167,083	48%
<b>Total</b>	<b>\$ 1,444,880</b>	<b>\$ 963,253</b>	<b>\$ 819,182</b>	<b>85%</b>

**d. Shirley Conroy Rural Area Capital Assistance Grant**

The Shirley Conroy Grant address the capital needs of rural areas. This service would include the purchase of 16 new computers for the call center. Total CTD funding for this application is \$13,560.91 with a \$1,506.77 in-kind cash contribution from the County. The County has been advised of the cash match.

“Approve the 2019-2020 CTD Program Application in the amount of \$15,067.68”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Bill Mutz

**MOTION CARRIED UNANIMOUSLY**

**e. Insurance Agent/Broker Services for the District’s Employee Health & Welfare Insurance Benefit Suites**

On February 05, 2019, the District issued a Request for Proposal (RFP) #19-004, for qualified firms interested in supplying insurance brokerage services that will provide the District’s Employee Health & Welfare Insurance Benefit Suites. Offer submittals were due March 8, 2019.

The solicitation was provided to the District’s registered vendors and state certified Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE). Forty (40) firms received notification of the posting, of which 32% were DBE firms found through the Florida Department of Transportation’s DBE Directory/website.

Seven timely offers were received and reviewed for responsiveness. Requests for Clarification were provided, to ensure the firm understood the requirements as outlined in the solicitation and where permissible. Four firms were found nonresponse, the remaining three firms were then evaluated on both technical and price.

Two nonresponsive firms request a debriefing, said debriefing was held telephonically. No bid

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
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Wednesday, March 20<sup>th</sup>, 2019 at 8:30 a.m.

protests have been received, as of this communication.

The District had posted its Notice of Intent to Award and received approval from the Florida Department of Transportation.

“Approve the award of Request for Proposal (RFP) #19-004 for the purchase of Insurance Brokerage Services, to the responsive, responsible bidder, Lanier Upshaw, Inc., demonstrating the best value to the District, for a Not to Exceed amount of \$350,000 for the 5-year contract term. (First Year Cost \$59,321.40).”

1<sup>st</sup> Bill Mutz/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #5– Route Restructure / Aaron Dunn & Paul Simms**

At the direction of the LAMTD Board of Directors and requests from the public, Citrus Connection staff has been evaluating potential methodologies for expanding transit service hours, as well as transit frequency. Through a series of comprehensive evaluations of the existing transit system, a comparative analysis among like/ similar agencies, and examining industry trends, it was determined that expanding transit services, without increasing capital resources or additional personnel, is not viable within the current structure of the existing transit system.

Consequently, alternative methodologies for delivering transit services were explored to realize greater service magnitude without incurring increased financial demand. This process has yielded a viable, hub-centric methodology whereby existing intercity routes are combined and transit vehicles run in opposing concert. This methodology will allow Citrus Connection to continue all services currently provided, while increasing morning and evening service hours and expanding route coverage areas. A preliminary system design has been produced utilizing this methodology.

Importantly, the restructured design would not constitute a service increase. The newly designed system would provide the same amount of total service hours and, therefore, incur the same costs as the existing system. In order to complete the best possible system design, incorporating the greater public, stakeholders, and staff is appropriate. Therefore, testing and refining the design among these groups is proposed over the following 60 days, at the end of which time, a completed system proposal could be prepared and presented to the LAMTD Board of Directors.

**\*\*9:10a-10:11a Field trip to Lakeside Village 1400 Town Center Dr, Lakeland FL 33803\*\***

“Approve a 60-day pilot for public testing and refinement of proposed route changes for FY 2019/20).”

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, March 20<sup>th</sup>, 2019 at 8:30 a.m.

**Agenda Item #6 – Executive Director Report / Tom Phillips**

- a. Agency Updates
  - Lakeland CRA still missing
  - Bartow Agreement still missing
  - Employee engagement survey started
  - NW Indiana trip upcoming to discuss challenges with a merger
  - NY State tourism conference to talk about the successful partnerships with Legoland

**Agenda Item #7 – Executive Informational Update / Tom Phillips**

- a. March Calendar  
[See attached]
- b. Ridership and UAP Update  
[See attached]

**Agenda Item #8 – Other Business**

-None

Adjournment at 10:19 a.m.

Approved this 15<sup>th</sup> day of May, 2019.

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Chairman – City Commissioner Phillip Walker

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
SPECIAL MEETING  
MAY 15, 2019  
AGENDA ITEM #1b

Agenda Item: Approval of the April 10, 2019 Public Hearing Meeting Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the April 10, 2019 Public Hearing Meeting Minutes

Attachments: April 10, 2019 Public Hearing Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, March 20<sup>th</sup>, 2019 at 8:30 a.m.

**Directors:**

Polk County Commissioner George Lindsey  
City of Lakeland Commissioner Phillip Walker  
City of Lakeland Mayor Bill Mutz  
City of Lakeland Commissioner Sara McCarley

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

8:33 a.m. By Commissioner Walker

**Agenda Item #1 – Public Comments**

Open forum for the public to address any comments, questions, or concerns related to the Amendment 1 to the Polk Transit Development Plan (TDP) 2019

**Agenda Item #2 – Board Elections**

Required Public Hearing: The Lakeland Area Mass Transit District (LAMTD) is required to conduct a Public Hearing on the Amendment I to the Polk Transit Development Plan (TDP) 2019.

The Amendment I to the TDP is to include the Dixie Land Circular Route in coordination with the planned Road Diet along the South Florida Corridor.

A Public Hearing Advertisement was placed on the Lakeland Ledger on March 28, 2019 to inform the public on the Amendment I.

“Motion to approve amendment 1”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Bill Mutz

**3 Ayes 0 Nays 1 Abstention  
MOTION CARRIES**

Adjournment at 8:55 a.m.

Approved this 15<sup>th</sup> day of May, 2019.

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Chairman – City Commissioner Phillip Walker

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
SPECIAL MEETING  
MAY 15, 2019  
AGENDA ITEM #1c

Agenda Item: Approval of the Strategy Retreat Meeting Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the Strategy Retreat Meeting Minutes

Attachments: Strategy Retreat Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS ANNUAL STRATEGY RETREAT  
Polk Nature Discovery Center, Meeting Room  
4399 Winter Lake Rd, Lakeland, FL 33803 Wednesday,  
May 1<sup>st</sup>, 2019 at 8:15 a.m.

**Directors:**

Polk County Commissioner George Lindsey  
City of Lakeland Commissioner Phillip Walker  
City of Lakeland Mayor Bill Mutz  
City of Lakeland Commissioner Sara McCarley

Executive Director: Tom Phillips

Executive Assistant: James Phillips

**Call to Order**

8:32 a.m. By Commissioner Walker

**Agenda Item #1 – Welcome, light refreshments / Tom Phillips and Dr. Larry Ross**

Tom Phillips and Dr. Ross welcomed everyone to the Annual Strategic Board Retreat.

**Agenda Item #2 – Introductions, plan for day/ Tom Phillips and Dr. Larry Ross**

Dr. Ross briefly went over the agenda and the plan for the day.

**Agenda Item #3 – Executive Director's Update on the Strategic Plan / Tom Phillips**

Video presentation of the latest updates with Reroute 2020 and how it is impacting the Agency. Data from the survey results was also shared.

**Agenda Item #4 – Results of the Employee Engagement Survey / Dr. Larry Ross**

Dr. Ross Described the measurements and how the survey was detailed in its construction. It was noted an increase in seasoned employees indicated greater trust in the agency. All four of the measured indices showed improvement, however none scored over an eighty-nine. Greatest improvement came from the Work Environment; however, it is also the area the requires the greatest improvement. Passion for the job is still evident in the survey results. Dr. Ross urged to continue to administer the survey on an annual basis around the same time. Dr. Ross also recommended focus groups in order to highlight possible solutions.

**Agenda Item #5 – Update on Employee Engagement Strategies / Steve Schaible**

Clarification and definition on how surveys were delivered during the exit interview process. Highlights responses based on voluntary and involuntary exits. Stay interview data was also shared. Some discussion about how to deal with millennials and the centennials. Some discussion was shared about cohort survey groups and about cultivating a culture dynamic willing to adapt to changing times.

**Agenda Item #6 – Break**

**Agenda Item #7– Review and Discussion of the Internal Strengths & Weaknesses from the 2019 Situation**

**Analysis**

Strengths:

- Creativity
- Increased Awareness in the community/elected officials
- Fiscal management

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS ANNUAL STRATEGY RETREAT  
Polk Nature Discovery Center, Meeting Room  
4399 Winter Lake Rd, Lakeland, FL 33803 Wednesday,  
May 1<sup>st</sup>, 2019 at 8:15 a.m.

- Engaged Board of Directors
- Staff/talent
- Reliable customer service
- Proper equipment/tools

Weaknesses:

- Public perception
- Regulatory burden
- Lack of dedicated funding stream (Ad valorem, grants, fair share)
- Amenities (Wi-Fi, bike racks, East county garage, lack of shelters, charging stations)
- Scheduling/routes

**Agenda Item #8 – Review and Discussion of the External Opportunities & Threats from the 2019 Situation**

**Analysis**

Threats:

- Public perception
- Divided population
- Cultural history/ Agricultural history
- Current labor market
- Lack of convenience
- Increase in para-transit demographics
- Derogatory perception of transit

Opportunities:

- Broader user base/popular support
- Relevance
- Facilitate airport transit
- Emerging perception of transit (very young/very old)
- Regional momentum
- Autonomous vehicles
- Public experience (Training circulator)
- Funding sources

**Agenda Item #9 – Discussion and Consensus on Key Strategic Issues**

Strengths vs. Weaknesses

- Creativity      - Limits of funding
- Staff            - Scheduling

Opportunity                  vs.                  Threats

- Funding strategies                  - Public perception
- Regional momentum              - funding cuts
- Public experience

**Agenda Item #10 – Setting Goals and Developing the Action Plan**

Current Key Strategic Issues:

- Five-year focus
- Talent management
- Five-year Capital Improvement Plan
- New ridership

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS ANNUAL STRATEGY RETREAT  
Polk Nature Discovery Center, Meeting Room  
4399 Winter Lake Rd, Lakeland, FL 33803 Wednesday,  
May 1<sup>st</sup>, 2019 at 8:15 a.m.

After some discussion it was decided to continue the course for the four current Key Strategic Issues and add a fifth one to include:

- Changing public perception

**Agenda Item #11 – Next Steps, time lines, leading to approval of a draft strategic plan.**

It was quickly agreed the Reroute 2020, if successful, will aid a great deal in the development in the public's perception of transit for Lakeland. Wi-Fi routers and expanding the charging stations on our buses as part of the Capital Improvement Plan was also discussed.

Adjournment at 12:09 p.m.

Approved this 15<sup>th</sup> day of May, 2019.

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Chairman – City Commissioner Phillip Walker

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended  
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #3

Agenda Item:           Citrus Connection Governance

Presenter:             Tom Phillips, Executive Director

Summary:              A short presentation concerning the history of governance for the  
Lakeland Area Mass Transit District and the Polk Transit Authority.

Recommended  
Action:                 TBD

Attachments:           Presentation



CitrusConnection

# Citrus Connection Governance

2019

**Citrus Connection  
Board of Directors**

A yellow bus with the words "Citrus Connection" and large orange fruit graphics is parked on a street. In the background, a person is visible on a ledge of a building.

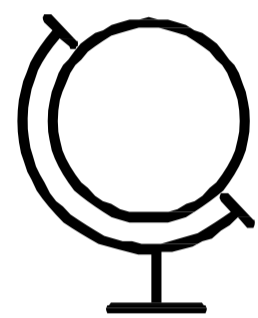
# 01.

HISTORY

## 1982

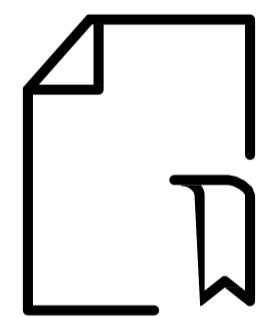
### *Dedicated Funding*

A funding source was created through referendum where voters approved a property tax of 1/2 mil property tax with the ability to go to a full mil. The governance then was approved to be three Lakeland City Commissioners and two Polk County Commissioners.



## Growth

Mulberry, Bradley Junction  
and Pearce



## Annexations

As the city grew through  
annexations, so did LAMTD

02. —  
Growth  
—

**While Mulberry  
voters approved  
the 1/2 mil tax,  
city leaders have  
opted not collect  
the transit tax  
leaving the  
residents without  
transit service**

# 03.

## WINTER HAVEN AREA TRANSIT

### HISTORY

Winter Haven Area Transit started as a three-year pilot project through FDOT District 1, the Polk COunty Board of County Commissioners and the City of WinterHaven.

### GOVERNANCE

The BoCC served as the grant recipient and administrator. A Winter Haven Area Transit Policy Board was established to provide policy governance.



# 04.

## HISTORY

A local bill was filed with the state legislature to form the Polk Transit Authority. Both the Florida House and Senate approved the bill and it was signed by then Governor Charlie Crist.

## FUNDING

At this point, there is no dedicated funding source for the PTA. County provides \$250K startup with the county and Citrus Connection providing in-kind services for the PTA

## POLK TRANSIT AUTHORITY

## GOVERNANCE

The county dissolves the Winter Haven Area Transit Policy Board into the Polk Transit Authority Board mirroring the Polk Transportation Planning Organization.



# 05.

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## REFERENDUM

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Ballot initiatives in 2010 and 2014 allowed Polk County voters to express their desire NOT to pay a 1/2 cent sales tax for public transit.

**Note:**

The My Ride Campaign in 2010 failed 62% to 38%

The My Ride/My Roads Campaign in 2014 failed 72%-28%

# 07.

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## PTA Goes Dormant

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The Polk Transit Authority Board of Directors votes to take the PTA dormant after the county decides to consolidate with CitrusConnection



Of the \$250,000 contribution from the BoCC toward the start up of the PTA, most of the funding was used toward public education campaigns for the MyRide 2010 referendum.

Currently, there is approximately \$39,962 in the PTA account which remains until which time the PTA is revived.

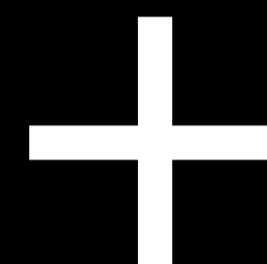
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## PTA FUNDING

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08.

Winter Haven  
Urbanized  
Area grants



Florida  
Department of  
Transportation  
grants

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**GRANT  
DESIGNEE**

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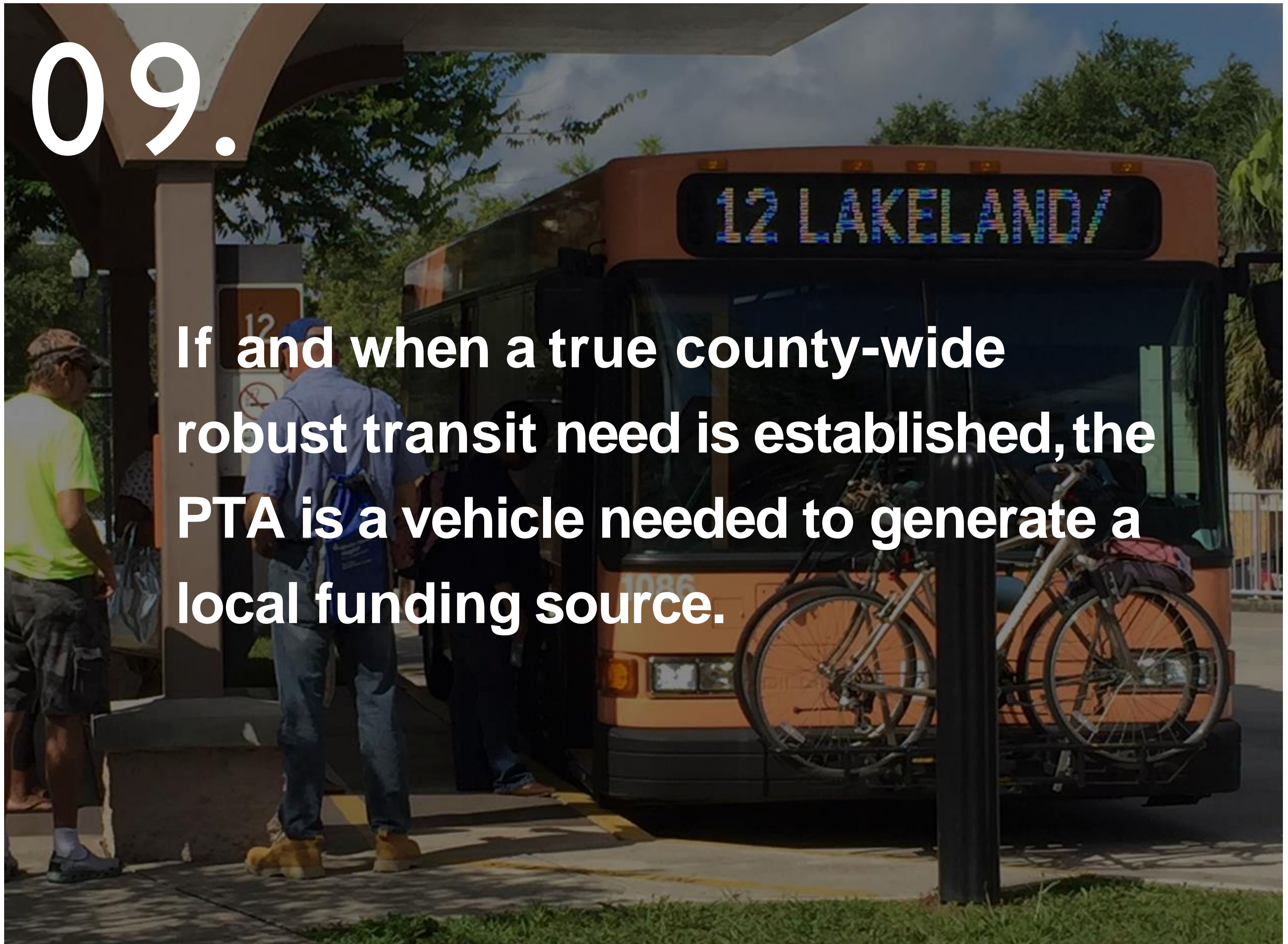
Polk County gives up grant designee status and supports Citrus Connection as the recipient and administrator of the Federal Transit Administration and Florida Department of Transportation grants.

FTA and FDOT want to see dedicated funding for the local match and PTA couldn't provide that.

The PTA remains dormant and meets every other year to set the budget and hear the mandated financial audit.

# 09.

**If and when a true county-wide robust transit need is established, the PTA is a vehicle needed to generate a local funding source.**



# 10.



We will enter our fifth year in October as the sole provider of public transit in Polk County.

## Services added:

- Route 60 in NE Winter Haven
- Sunday LEGOLAND Service

## Future Services:

- 27 Express
- Loughman Route

II.



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## OPTIONS

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### Communication:

- Meet with your city commission every other month to give a transit update
- Continue our relationship with the East Ridge Mayor's Organization
- Include elected officials in our weekly video newsletter (CCTV)

### Status Quo:

The board make up would remain as it is today

### Stand up the PTA Board:

Let this board serve in an advisory group with the remaining funds available

### Reconstitute the LAMTD Board:

That would require a legislative approval



# \*QUESTIONS

WWW.RIDECITRUS.COM

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #4a

Agenda Item: March 31, 2019 LAMTD Monthly Financial Statement  
FY 2018-19

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget.

Attachments: See Attachments

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date March 31, 2019  
FY 2018-2019

**Year to Date March 31, 2019**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	50%	\$5,375,490	\$6,363,116	118%	\$10.8 Million
Expenses YTD	50%	\$5,375,490	\$4,415,886	82%	\$10.8 Million

**REVENUES:**

The total revenues realized year-to-date through March 31, 2019 totaled \$6.4 million or 118% of the YTD budget.

- Farebox revenues reflect \$296,000 or 88% of budgeted revenues through March 31, 2019.
- Contract revenues totaled \$66,000 or 65% of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$93,000 for RAMCO. RAMCO payment of \$93,000 billed in January and received in March 2019.
- Ad Valorem taxes reflects \$4.40 million or 95% of the Tax Levy. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$107,000 over budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$536,000.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled 267,000.
- Advertising income reflects \$95,000 over budget due to revenues being prepaid.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue totaled \$103,000 resulting from reimbursement for Capital expenses from the County after the 9/30/18 audit.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date March 31, 2019  
FY 2018-2019

**EXPENSES:**

The total expenses year-to-date through March 31, 2019 totaled \$4.4 million or 82% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of March 31, 2019, these expenses totaled \$3.0 million or 13% under budget of \$3.4 million.
- Professional and Technical Services expenses totaled \$184,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$57,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$271,200 YTD, under budget; due to fuel cost being under budgeted.
- Materials and supplies totaled \$283,000 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are over budget due to membership fees paid in full for Lakeland Economic Development Council.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.

Other remaining expenses are under the YTD budget through March 31, 2019

**CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through March 31<sup>st</sup> the financials reflect are favorable actual variance of \$1.9 million with 50% of the fiscal year.

**STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS**

\*

	9/30/18	9/30/17	9/30/16	9/30/15	9/30/14
1. Farebox Recovery Ratio (All modes)	13.00%	10.04%	13.95%	25.50%	23.08%
2. Cost per revenue hour	\$108.42	\$106.94	\$104.76	\$89.45	\$86.29
3. Revenue Hours	146,597	142,189	139,228	103,550	117,008
4. Fuel Cost (\$)	\$1,082,166	\$834,971	\$757,485	\$847,360	\$1,316,739
5. Ridership	1,252,600	1,346,211	1,393,620	1,424,965	1,647,010

\* Total 13.00%, LAMTD 13.40%, PCTS 4.70%



# LAKELAND AREA MASS TRANSIT DISTRICT

## FY 2019 MONTHLY FINANCIAL STATEMENT MONTH OF Mar 2019

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 49,658	\$ 55,833	\$ (6,175)	-11%	\$ 296,416	\$ 335,000	\$ (38,584)	-12%	\$ 670,000
Contract Income (UAP)	\$ 10,821	\$ 17,025	\$ (6,204)	-36%	\$ 66,428	\$ 102,150	\$ (35,723)	-35%	\$ 204,300
Other Contract Revenue	\$ 37,311	\$ 7,800	\$ 29,511	378%	\$ 130,911	\$ 46,800	\$ 84,111	180%	\$ 93,600
Miscellaneous Income	\$ 7,607	\$ 2,917	\$ 4,691	161%	\$ 103,132	\$ 17,500	\$ 85,632	489%	\$ 35,000
Advertising Revenue	\$ 18,028	\$ 12,500	\$ 5,528	44%	\$ 94,857	\$ 75,000	\$ 19,857	26%	\$ 150,000
Investment/Interest Income (net)	\$ 21,048	\$ 5,833	\$ 15,215	261%	\$ 107,299	\$ 35,000	\$ 72,299	207%	\$ 70,000
Ad Valorum Income, net	\$ 77,456	\$ 389,136	\$ (311,680)	-80%	\$ 4,421,271	\$ 2,334,815	\$ 2,086,456	89%	\$ 4,669,630
FDOT Operating Grant	\$ 259,771	\$ 143,423	\$ 116,348	81%	\$ 535,627	\$ 860,540	\$ (324,913)	-38%	\$ 1,721,080
Federal Operating Grant	\$ -	\$ 203,380	\$ (203,380)	-100%	\$ 266,903	\$ 1,220,280	\$ (953,377)	-78%	\$ 2,440,560
Cost Recovery	\$ 28,333	\$ 833	\$ 27,500	3300%	\$ 35,579	\$ 5,000	\$ 30,579	612%	\$ 10,000
City of Lakeland	\$ 15,091	\$ 18,048	\$ (2,956)	-16%	\$ 89,830	\$ 108,285	\$ (18,455)	-17%	\$ 216,570
Bartow Express	\$ -	\$ 1,203	\$ (1,203)	-100%	\$ -	\$ 7,220	\$ (7,220)	-100%	\$ 14,440
PCTS - Support Cost Reimb.	\$ 35,811	\$ 37,983	\$ (2,173)	-6%	\$ 214,863	\$ 227,900	\$ (13,037)	-6%	\$ 455,800
TOTAL REVENUES	\$ 560,935	\$ 895,915	\$ (334,980)	-37%	\$ 6,363,116	\$ 5,375,490	\$ 987,626	18%	\$ 10,750,980
Salaries	\$ 343,247	\$ 396,968	\$ (53,721)	-14%	\$ 2,011,242	\$ 2,381,810	\$ (370,568)	-16%	\$ 4,763,620
Employee Benefits	\$ 97,123	\$ 177,621	\$ (80,498)	-45%	\$ 994,569	\$ 1,065,725	\$ (71,156)	-7%	\$ 2,131,450
Advertising Fees	\$ 1,730	\$ 1,750	\$ (20)	-1%	\$ 10,646	\$ 10,500	\$ 146	1%	\$ 21,000
Professional & Technical Ser	\$ 50,315	\$ 33,817	\$ 16,498	49%	\$ 184,414	\$ 202,900	\$ (18,486)	-9%	\$ 405,800
Contract Maintenance Services	\$ 4,006	\$ 8,400	\$ (4,394)	-52%	\$ 48,680	\$ 50,400	\$ (1,720)	-3%	\$ 100,800
Other Services	\$ 3,795	\$ 4,929	\$ (1,134)	-23%	\$ 57,171	\$ 29,575	\$ 27,596	93%	\$ 59,150
Fuel & Lubricants	\$ 49,465	\$ 50,246	\$ (781)	-2%	\$ 270,523	\$ 301,475	\$ (30,952)	-10%	\$ 602,950
Freight	\$ 889	\$ 808	\$ 80	10%	\$ 1,387	\$ 4,850	\$ (3,463)	-71%	\$ 9,700
Repairs & Maintenance	\$ 1,514	\$ 4,050	\$ (2,536)	-63%	\$ 4,783	\$ 24,300	\$ (19,517)	-80%	\$ 48,600
Materials & Supplies	\$ 56,194	\$ 63,155	\$ (6,961)	-11%	\$ 283,047	\$ 378,930	\$ (95,883)	-25%	\$ 757,860
Utilities/Telephone	\$ 8,643	\$ 9,426	\$ (782)	-8%	\$ 60,277	\$ 56,555	\$ 3,722	7%	\$ 113,110
Liab & Prop Damage Insurance	\$ 48,075	\$ 19,333	\$ 28,742	149%	\$ 158,751	\$ 116,000	\$ 42,751	37%	\$ 232,000
Other Corporate Insurance	\$ 873	\$ 100	\$ 773	773%	\$ 10,327	\$ 600	\$ 9,727	1621%	\$ 1,200
Dues & Subscriptions	\$ 5,277	\$ 3,658	\$ 1,619	44%	\$ 23,078	\$ 21,950	\$ 1,128	5%	\$ 43,900
Education/Training/Meeting/Travel	\$ 8,251	\$ 9,142	\$ (891)	-10%	\$ 31,148	\$ 54,850	\$ (23,702)	-43%	\$ 109,700
Service Charges	\$ 1,470	\$ 1,150	\$ 320	28%	\$ 9,868	\$ 6,900	\$ 2,968	43%	\$ 13,800
Office Expense	\$ 2,060	\$ 7,558	\$ (5,498)	-73%	\$ 17,877	\$ 45,350	\$ (27,473)	-61%	\$ 90,700
Advertising & Promotions	\$ 1,059	\$ 2,083	\$ (1,024)	-49%	\$ 4,568	\$ 12,500	\$ (7,932)	-63%	\$ 25,000
Miscellaneous Expenses	\$ 1,085	\$ 2,446	\$ (1,361)	-56%	\$ 18,653	\$ 14,675	\$ 3,978	27%	\$ 29,350
Property Appraiser/Tax Collector Comm	\$ 21,138	\$ 14,017	\$ 7,121	51%	\$ 148,388	\$ 84,100	\$ 64,288	76%	\$ 168,200
LDDA, CRA Contributions	\$ -	\$ 18,048	\$ (18,048)	-100%	\$ 402	\$ 108,285	\$ (107,883)	-100%	\$ 216,570
Capital Expenditures/ Debt Service	\$ 11,014	\$ 56,717	\$ (45,702)	-81%	\$ 66,087	\$ 340,300	\$ (274,213)	-81%	\$ 680,600
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 1,000	\$ (1,000)	-100%	\$ 2,000
Restricted Contingency	\$ -	\$ 10,327	\$ (10,327)	-100%	\$ -	\$ 61,960	\$ (61,960)	-100%	\$ 123,920
TOTAL EXPENDITURES	\$ 717,225	\$ 895,915	\$ (178,690)	-20%	\$ 4,415,886	\$ 5,375,490	\$ (959,604)	-18%	\$ 10,750,980
REVENUES (OVER)/UNDER EXPENDITURES	\$ (156,290)	\$ -	\$ (156,290)		\$ 1,947,230	\$ -	\$ 1,947,230		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #4b

Agenda Item: March 31, 2019 Financials for Polk County Transit Services  
Contract – FY 2018-19

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #4b

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of March 31, 2019  
Year to Date Report  
Percent of FY Reported (50%)

**Revenues**

- The revenues totaled \$3.3 million or 97% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$720,000.
- Fare Revenues totaled \$67,000 or 90% of the year-to-date budget.
- The Polk County City Contributions reflects one payment of \$414,000 over budget year-to-date.
- The County funding reflects payments for the budgeted grants match totaling \$1.53 million.
- The FDOT Grants drawdown totaled \$540,000.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$3.1 million or 90% of the year-to-date budget.
- Salaries and wages totaled \$1.7 million or 88% of the YTD Budget.
- Operating expenses totaled \$957,000 or 98% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$359,000 or 121% of the year to date budget.

Lakeland Area Mass Transit District  
Financial Statement  
Polk County Contract  
Month of March 2019

**Revenue**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Percent Expended</b>
<b>Revenues</b>				
County Match	\$ 1,960,700	\$ 980,350	\$ 1,307,136	133%
Other Contract Revenue - County	\$ 191,600	\$ 95,800	\$ 17,331	18%
City Contribution	\$ 393,040	\$ 196,520	\$ 413,979	211%
County Contribution - PCTS	\$ 76,378	\$ 38,189	\$ 52,252	137%
Fares	\$ 150,000	\$ 75,000	\$ 67,379	90%
<b>FDOT Block Grants:</b>				
GOV71/G1481 - WHAT/ADA	\$ 575,600	\$ 287,800	\$ 207,517	72%
RURAL AQR07	\$ 913,000	\$ 456,500	\$ 332,775	73%
<b>FTA</b>				
FTA 5307 Grant	\$ 2,262,076	\$ 1,131,038	\$ 720,325	64%
Capital Contributions - County	\$ 257,626	\$ 128,813	\$ 171,751	133%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 3,390,010</b>	<b>\$ 3,290,445</b>	<b>97%</b>

**Expenses**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Percent Expended</b>
Labor	\$ 3,973,664	\$ 1,986,832	\$ 1,745,976	88%
Contract	\$ 594,000	\$ 297,000	\$ 358,915	121%
Operating	\$ 1,954,730	\$ 977,365	\$ 956,652	98%
Capital	\$ 257,626	\$ 128,813	\$ 0	0%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 3,390,010</b>	<b>\$ 3,061,543</b>	<b>90%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #4c

Agenda Item: March 31, 2019 Financials for The Transportation Disadvantaged Program– FY 2018-19

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget

The Transportation Disadvantaged Program fiscal year starting July 1, 2018 and ends June 30, 2019. The funding is 90% State for the Transportation Disadvantaged Trust Fund and 10% matching funds funded by Polk County. There are some other third-party revenues for contract services.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #4c

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of March 31, 2019  
Year to Date Report  
Percent of FY Reported (50%)

**Revenues**

- The revenues totaled \$.9 million or 82% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$742,000 or 76% of the grants.
- Contract Revenues and other revenues totaled \$55,000.
- The County funding for the match totaled \$93,000 or 86%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$.92 million or 85% of the year-to-date budget.
- Salaries and wages totaled \$626,000 or 106% of the YTD Budget.
- Operating expenses totaled \$207,000 or 53% of the YTD Budget.
- Support Services for Operations totaled \$92,000 or 87% of the YTD Budget.

**Lakeland Area Mass Transit District  
Transportation Disadvantage Program  
Period Ending - March, 2019**

**Revenue**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Total YTD</b>
<b>Revenues</b>				
County Match 10%	\$ 144,500	\$ 108,375	\$ 93,255	86%
<b>Contract Revenue</b>	\$ 205	\$ 103	\$ 3,858	
Adult Day Care			\$ 51,144	
<b>FDOT Grants:</b>				
CTD Grant -Operating	\$ 1,300,175	\$ 975,131	\$ 741,612	76%
<b>Total</b>	<b>\$ 1,444,880</b>	<b>\$ 1,083,609</b>	<b>\$ 889,868</b>	<b>82%</b>

**Expenditure**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Total YTD</b>
Labor	\$ 785,751	\$ 589,313	\$625,858	106%
		\$ -		
Support Services	\$ 139,692	\$ 104,769	\$ 91,482	87%
		\$ -		
Operating	\$ 519,437	\$ 389,578	\$ 206,825	53%
<b>Total</b>	<b>\$ 1,444,880</b>	<b>\$ 1,083,660</b>	<b>\$924,165</b>	<b>85%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 15, 2019  
AGENDA ITEM #4d

Agenda Item: **FY 2019-20 Florida Commission for Transportation Disadvantaged Grant Application for Trips and Equipment and corresponding Resolution # 19-20**

Presenter: David Persaud, CFO

Recommended  
Action: Recommend Approval of Grant Submission and subsequent award for the period of July 1<sup>st</sup>, 2019 through June 30<sup>th</sup>, 2020

Summary: The State Commission for the Transportation Disadvantaged administers the State Transportation Disadvantaged Trust Fund. The primary purpose of the trust fund is to provide transportation for transportation disadvantaged county residents who have no other means of transportation or are not sponsored for that need by any other available funding source.

Funding: The total amount of the requested funds is \$1,498,110. The CTD will fund \$1,348,299 through grant funds and \$149,811 will be budgeted into the County's transit budget

Attachments: Resolution and Application

**AUTHORIZING RESOLUTION #19-15  
FOR  
TRANSPORTATION DISADVANTAGED TRUST FUND**

A RESOLUTION of the Lakeland Area Mass Transit District (Recipient), hereinafter BOARD, hereby authorizes the execution of a Transportation Disadvantaged Trust Fund Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes the Tom Phillips, Executive Director to execute the grant agreement on behalf of the BOARD with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD authorizes the Tom Phillips, Executive Director to sign any and all agreements or contracts which are required in connection with the grant agreement.
5. The BOARD authorizes the Tom Phillips, Executive Director to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

DULY PASSED AND ADOPTED THIS DAY OF: \_\_\_\_\_

Lakeland Area Mass Transit District

\_\_\_\_\_  
Phillip Walker

\_\_\_\_\_  
Signature of Chairperson

ATTEST: Tim Darby

BY: \_\_\_\_\_  
Attorney



# Transportation Disadvantaged Trip & Equipment Grant Application Form

<b>Legal Name</b>	LAKELAND AREA MASS TRANSIT d.b.a. Citrus Connection		
<b>Federal Employer Identification Number</b>	59-2096281		
<b>Registered Address</b>	1212 George Jenkins Blvd		
<b>City and State</b>	Lakeland, Fl	<b>Zip Code</b>	33815
<b>Contact Person for this Grant</b>	Tom Phillips	<b>Phone Number Format 111-111-1111</b>	863-327-1300
<b>E-Mail Address [Required]</b>	tphillips@ridecitrus.com		
<b>Project Location [County(ies)]</b>	Polk	<b>Proposed Project Start Date</b>	07/01/2019
<b>Budget Allocation</b>			
Grant Amount – State Allocation [90%]		\$1,348,094.00	
Grant Amount – Local Match [10%]		\$149,788.00	
Grant Amount – Proviso [90%]		0	
Grant Amount – Proviso Match [10%]		0	
Voluntary Dollar Amount		\$205.00	
Local Match for Voluntary Dollars [In Kind]		\$23.00	
<b>Total Project Amount</b>		<b>\$1,498,110.00</b>	

Capital Equipment Request	
Description of Capital Equipment	\$ Amount
	\$0.00
<b>Total Project Amount</b>	<b>\$ 0.00</b>

*Local Coordinating Board Review IS Required if Requesting Capital Equipment*

If the purchase of capital equipment is included in this Application Form, the application has been reviewed by the n/a Local Coordinating Board.

\_\_\_\_\_  
**Signature of Local Coordinating Board Chairperson**

\_\_\_\_\_  
**Date**

I, the authorized Grantee Representative, hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the 2019-20 Program Manual and Application for the Trip & Equipment Grant.

\_\_\_\_\_  
**Signature of Grant Recipient Representative**

\_\_\_\_\_  
**Date**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
May 8, 2019  
AGENDA ITEM #4e

Agenda Item:       **Bus Lease Financing / Purchase Agreement**

Presenter:           David Persaud, CFO

Recommended  
Action:               Recommend Board approve award of Contract #19-003 for the Bus Lease-Purchase Agreement to US Bancorp Government Leasing and Finance, Inc., for a Not to Exceed \$800,000 in Principal Funding over five (5) year term

Funding Source:    The debt service funding is for a total of \$852,805 over five years, with a principal of \$800,000, and interest expense of \$52,805, with an interest rate of 2.544%.

The District FY 2018-2019 budget for capital funding reflects the purchase new fixed route buses and previous debt service payment, totaling \$680,000. The estimated annual debt of service over 5 years totaled \$170,061 annually (\$42,515 per bus). Funds will be escrowed in an interest-bearing account and restricted for debt services.

The interest rate of 2.544% is an acceptable for the following reasons.

- Prime Rate: 5.50%
- Federal Funds Rate: 2.50%
- Percent of Prime Rate: 46.25%
- Percent of Federal Fund Rate: 101.76%

Staff anticipated an interest rate of 5% or a \$181,200 annual debt service payment.

Summary:           On March 08, 2019, the District issued a Request for Proposal #19-003, on behalf of the Finance Department, for experienced and qualified firms interested in providing a Fixed Rate Bus Lease-Purchase Agreement for the

## AGENDA ITEM #4f – CONT.

District's Fleet Replacement Program. More specifically to finance four (4) heavy duty, fixed route buses and add-on equipment. The approximate amount for the purchase is \$800,000 (\$200,000 per bus).

The solicitation was posted publicly on the District's website, and the "business-2-government" web service "Demand-star.com", provided by Onvia.

The solicitation was posted on the District's website, the public bidding site Demandstar where 94 firms were notified, and sent via email to over 25 firms, of which 13% were Minority Owned Small Businesses found through the District's Vendor Database, BizNet website, or Demandstar.

A single offer was received and reviewed for responsiveness by the Contract Specialist. The Price was determined fair and reasonable based on a price comparison against the Independent Cost Estimate (ICE), the prior bus lease contract, and online research of like financial institutions.

A responsibility review was conducted to verify the firm's ability to perform the specified services. The evaluation resulted in the firm of US Bancorp Government Leasing and Finance, Inc., having demonstrated the ability to meet the needs of the District and is being recommended for award.

Attachments: Contract Award Analysis  
Findings and Determinations for Single Bid Award

**AWARD ANALYSIS AND SUMMARY SHEET****Solicitation Number: 16-015****Contract Information**

- A. Description:** Bus Lease-Purchase Agreement
- B. Contractor:** US Bancorp Government Leasing and Finance, Inc.
- C. Contract Number:** 19-003
- D. Contract Amount:** Not to Exceed \$852,804.93 Principal Funded
- E. Contract Type:** Firm Fixed Rate
- F. Term of Contract:** 5 year
- G. Options Available:** None
- H. Base Term Expiration:** June 27, 2025
- I. Options Term(s) Expiration:** N/A
- J. Funding Source:** Operating Funds

**Solicitation Information**

- A. Issue Date:** March 08, 2019
- B. Number of Notifications Sent:** The solicitation was posted on the Districts website, the public bidding site Demandstar where 94 firms were notified, and sent via email to over 25 firms, 15 of which confirmed receipt.
- C. Date and Time Offers were due:** April 03, 2019, 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** One
- E. Price Summary Offer(s):**

Total Lease Amount	Interest Component	Principal Component
\$ 852,804.93	\$ 52,804.93	\$ 800,000.00

- F. Late Offers (if any):** None
- G. Discussion of Nonresponsive Offers (if any):** None
- H. Cost Price Reasonableness Summary:** Price determined to be fair and reasonable based on Price comparison against the Independent Cost Estimate (ICE), the prior bus lease contract, and online research of like financial institutions.

**I. Determination of Responsibility:**

**Financial Responsibility Survey:** The intended awardee is determined to be a financially responsible firm.

**Arithmetic Check:** Yes

**Debarment/Suspension Status:** Not on the federal government's debarred /suspended list. Excluded, Debarred, or Suspended List Sites searched:

- FL Department of Management Services  
([http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists))
- Office of Inspector General (<http://exclusions.oig.hhs.gov/Default.aspx>)
- System for Award Management (<https://www.sam.gov/portal/public/SAM?portal:componentId>)

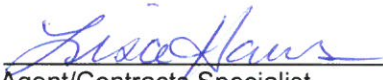
**J. Protests received (and disposition of any received, if applicable):** None.

**Determination and Recommendation**

US Bancorp Government Leasing and Finance, Inc. is determined to be a financially responsible firm, which submitted the highest ranked offer. They have the capacity to perform under this contract and are recommended for award

Prepared:

Purchasing Agent/Contracts Specialist



4/12/19  
Date

**LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)**

Office of Purchasing and Contracts  
1212 George Jenkins Blvd, Lakeland Florida 33815

**Findings and Determination Memorandum**

<b>DATE:</b>	April 12, 2019	<b>Solicitation #</b>	19-003
<b>ACTION TO BE APPROVED:</b>	Single Bid Intent to Award		

1. A Request for Proposal (RFP) No. 19-003 was issued March 08, 2019 for a Bus Lease Agreement.
2. The services have an estimated cost of \$200,000 per bus, or \$800,000 in total, for the purchase of 4 fixed route buses.
3. The solicitation was posted on the District's website, the public bidding site Demandstar where 94 firms were notified, and sent via email to over 25 firms, 15 of which confirmed receipt.
  - a. Where email notifications were returned undeliverable, telephone contact was attempted.
4. A pre-offer telephone conference was scheduled to be held March 15, 2019 at 1:00 P.M., if requested. No such requests were received.
5. As per Section 3.2 and 3.3 of the solicitation, any additional requests for clarification or time extensions, must be submitted in writing, no later than 5 business days prior to the solicitation due date and time (by March 27, 2019). No such requests were received.
6. Offer submissions were due on April 03, 2019 at 2:00 PM. EST.
  - a. US Bancorp's offer was received on April 02, 2019 at 12:37 PM
  - b. No other timely offers were received.
7. Due to the lack of respondents, a Request for Explanation or Statement of Decline was sent to 20 firms. The following explanations were provided.
  - a. The firm of Stahl & Assoc responded, citing they do not believe the RFP process allows them to adequately demonstrate their value or their ability to fulfill their client's needs.
  - b. The firm of Regents Capital Corp. responded, citing insufficient time to submit.
    - In response to that statement, the initial invitation to bid was provided to the firm via email, as well as posted to the District's website and the government bidding site DemandStar. Upon receiving an email delivery error message, telephone communication was attempted, and a voice message provided on March 11, 2019.
    - The Representative that responded to the aforementioned Statement of Decline, did not personally receive the documents until March 27<sup>th</sup>, as his inquiries were sent to the District's CFO, whom was out of town and forwarded the correspondence upon his return.
    - Through continued dialog, Mr. Padilla stated that a bid submittal for this type of solicitation would take 2 to 3 weeks. The submittal timeline for our RFP was over 3 weeks.
  - c. The firm of Axiom Bank responded, citing that they "are a financial institution and have no interest in this" type of bid.
  - d. The firm of Escot Bus Line does not offer bus leases without drivers.
  - e. The firm of Banc of America Leasing does not lease less than \$1,000,000.
  - f. Ten other firms confirmed receipt of our No Bid Questionnaire and declined to elaborate.

8. The inconclusive responses prompted the District to review its prior solicitation, RFP 16-015.
  - a. That solicitation resulted in the receipt of two proposals; one from Banc of America Leasing (the awardee) and the other from US Bancorp, after notifying 45 firms and obtaining 39 confirmed receipts.
9. A pricing review was conducted to determine fair and reasonableness of the offer received. A comparison to the Independent Cost Estimate (ICE) and the prior bus lease contract, found the offer to be fair and reasonable.
  - a. The interest rate under the Banc of America Leasing Contract 16-015 is 2.648%, for 3 fixed route buses at \$452,500 per bus. The principal and interest figures for the 12-year term are as follows:
 

Total Lease Amount	Interest Component	Principal Component
\$ 1,586,085.12	\$ 228,585.12	\$ 1,357,500.00
  - b. The interest rate offered by US Bancorp is 2.544%, for 4 fixed route buses at \$200,000 per bus, over a 5-year term is as follows:
 

Total Lease Amount	Interest Component	Principal Component
\$ 852,804.93	\$ 52,804.93	\$ 800,000.00
  - c. The Independent Cost Estimate, provided by the District's CFO, indicated the interest rate may fluctuate up to 5%, during the February Board Meeting from which the capital budget plan was approved.
10. In reviewing the no bid explanations against that of the documented solicitation process, it was determined the statement of work was clear, no extensions were requested, and an adequate number of firms were contacted.
11. The offer submitted by the firm of US Bancorp was reviewed for responsiveness and responsibility, with no adverse findings.
12. Based on the findings noted above, the Procurement Department recommends a single bid award to the firm of US Bancorp.

### DETERMINATION

Award shall be made to US Bancorp Government Leasing and Finance Inc. as adequate competition was sought, the statements of decline found irrelevant, and the pricing deemed fair and reasonable.

APPROVING OFFICIAL			
NAME/TITLE:	Lisa Harris, Contract Specialist		
SIGNATURE:		DATE:	April 12, 2019
NAME/TITLE:	Todd Morrow, Procurement Manager		
SIGNATURE:		DATE:	April 12, 2019
NAME/TITLE:	David Persaud, CFO		
SIGNATURE:		DATE:	April 12, 2019

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 15, 2018  
AGENDA ITEM #4f

Agenda Item: **FY 2019 Florida Department of Transportation (FDOT) Service Development Grant Application and corresponding resolution.**

Presenter: David Persaud, CFO

Recommended  
Action: Recommend approval of resolution, grant submission and subsequent award

Summary: The Service Development Program under FDOT provides funding for the development of new transit services. This current year's application is for the Dixieland Road Diet Test. This includes two smaller bus, one running at a time, to travel alternative streets providing shuttle services to those individuals impacted by the Road Diet. This project is subjected to a 50/50 match requirement in local funds. The grant attached was anticipated with the City of Lakeland funding which is now not feasible.

Funding: Funding provided by the Florida Department of Transportation is \$133,422 with a match requirement of \$133,423 provided by the LAMTD for a total of \$266,845. The LAMTD funding is in the proposed FY 2019-2020 budget. The two vehicles will be funded from the District's CIP fund.

Attachments: Resolution

## RESOLUTION #19-14

A RESOLUTION of the *Lakeland Area Mass Transit District* authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, and the acceptance of a grant award from the Department.

WHEREAS,

The Lakeland Area Mass Transit District *has* the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes;

NOW, THEREFORE, BE IT RESOLVED BY THE Lakeland Area Mass Transit District FLORIDA:

- 1) This resolution applies to State Discretionary Transit Service Development under Chapter 341.051, Florida Statutes,
- 2) The submission of grant application(s), supporting documents, and assurances to the Florida Department of Transportation are approved.
- 3) Tom Phillips, Executive Director is authorized to sign the grant application and accept a grant award unless specifically rescinded.

DULY PASSED AND ADOPTED THIS May 15<sup>th</sup>, 2019

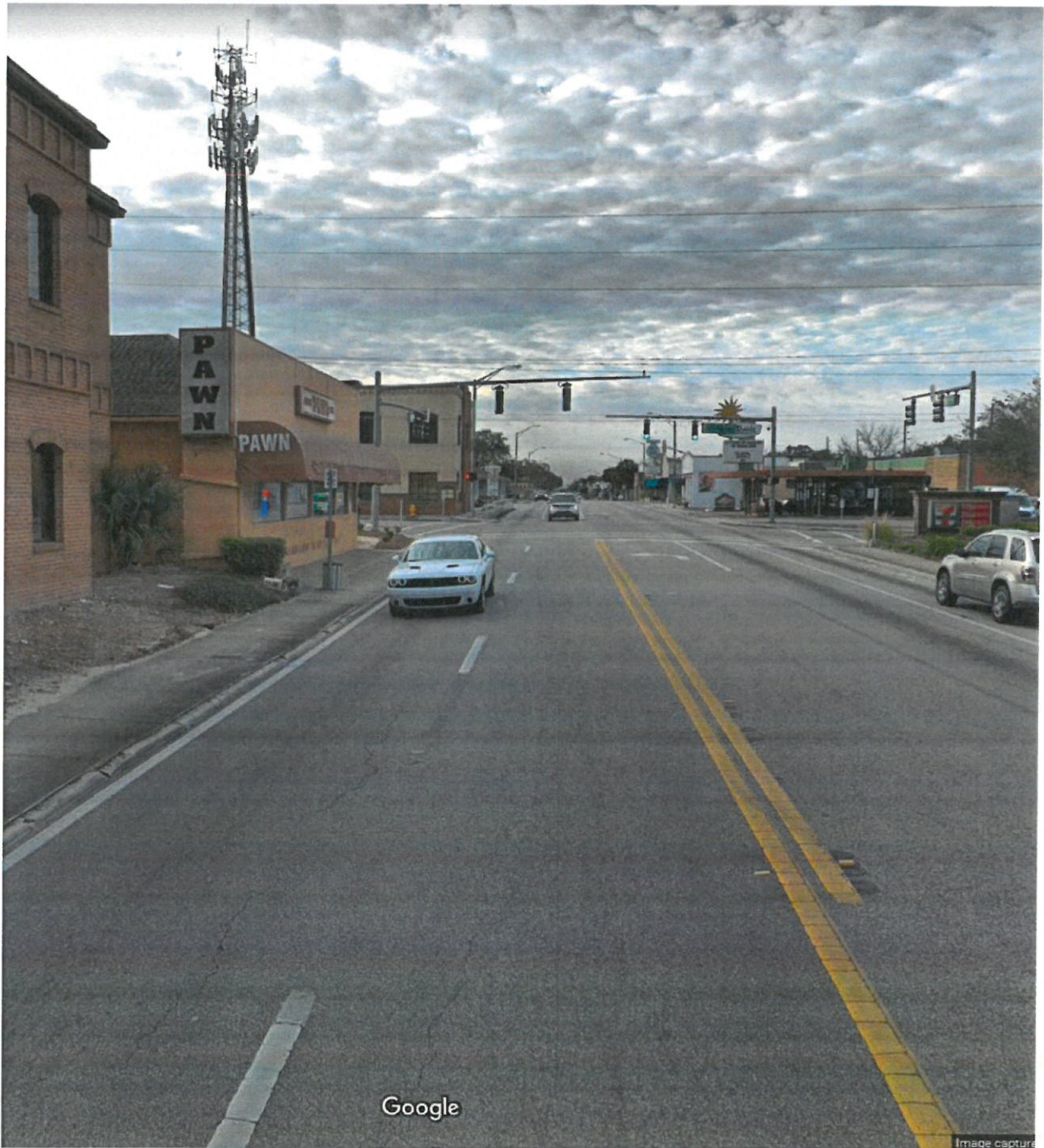
By: \_\_\_\_\_  
(Signature)

Phillip Walker, Board Chair  
(Typed name and Title)

ATTEST:

\_\_\_\_\_(seal)  
REQUIRED

# LAKELAND AREA MASS TRANSIT DISTRICT SERVICE DEVELOPMENT GRANT



## STATE DISCRETIONARY TRANSIT SERVICE DEVELOPMENT PROJECT PROPOSAL PREPARATION AND CONTENT GUIDANCE

### **Recipient Name:**

Lakeland Area Mass Transit District

### **General Manager or Agency Director:**

Tom Phillips, Executive Director  
1212 George Jenkins Blvd. Lakeland FL 33815  
863-327-1300 ph. 863-327-1343 fax  
TPhillips@ridecitrus.com

### **Contact information:**

Rodney Wetzel, Senior Planner  
1212 George Jenkins Blvd. Lakeland FL 33815  
863-327-1330 ph. 863-327-1343 fax  
RWetzel@ridecitrus.com

### **Project Title and Description:**

The Dixie Land Shuttle Bus Project

FDOT in partnership with the Central Florida Regional Planning Council and the Treasure Coast Regional Planning Council studied and developed ways to improve mobility, safety, quality of life and economic vitality along the South Florida corridor between Ariana Street and Pine Street in Lakeland. A Master Plan was developed through community engagement with input from the City of Lakeland, Lakeland Community Redevelopment Agency, PTO, Lakeland Downtown Development Authority, the Lake Morton and Dixieland Neighborhood Associations and other community partners. It is anticipated that over 1.25 million will be invested in the Dixie Land Test Project by just the City of Lakeland and the CRA spanning from 2019 until the end of the test period in 2024.

FDOT in coordination with the City of Lakeland developed an alternative roadway configuration that includes a Road Diet that will test in the coming year. Because of the need to provide transit service without disturbing traffic flow along the Corridor, both the City and FDOT approached LAMTD to come up with a solution to meet this challenge. LAMTD planning staff developed a strategic plan that would allow for the removal of stops on the corridor while providing shuttle service on parallel side streets. This application is for the implementation of these services.

The major issue was dealing with traffic flow when a bus is stopped to pick up riders. This is compounded with the need to utilize a lift for loading individuals that need assistance. Traffic at this point would be sitting idle behind the bus. According to Newsmax, Independent America, "Traffic jams and congestion cause major gas emissions on the nation's highways and freeways. Idling during stalled traffic could waste some 26 million tons of extra gas emissions a year. <https://www.newsmax.com/fastfeatures/cars-global-warming-idling/2015/03/22/id/631722/>. The use of a shuttle service would reduce emissions, relieve unwelcomed travel delays, provide service for transportation dependent individuals, relieve driver frustration, and provide a downtown circular for the City of Lakeland.

### **Eligible Project Type and Duration:**

This project will improve system operations, having a duration of no more than three years.

### **Project Location and Service Area:**

The project location will be along the state corridor of South Florida Ave from the downtown terminal to the Southgate Mall. Please see Attachment 1 for specific locations.

**Florida Department of Transportation District:**

One

**Prior Florida Department of Transportation Funding:**

1. *This project has not been previously funded.*
2. *In the past five years LAMTD has received a State Park-and-Ride grant for the installation of shelters with an additional funding for bathrooms project for fiscal year 20/21. The RFP for the purchase of shelters is completed and the RFP for construction has been approved by FDOT. It is projected this project will be completed by September 30, 2019*

**Project Objectives:**

Objective One: Provide safe and reliable transportation options for transit passengers along the Dixie Land Road Diet for the testing period.

Objective Two: To increase ridership along this corridor using alternative roadways to South Florida.

**Project Initiation / Milestone or Progress / Completion Dates:**

It is imperative that operations are ready to go when the test period starts in 2020. LAMTD will start the operations with older demand response vehicles until they can purchase the new buses required for this test period. The route for this service has already been designed and once the test period has started in 2020, LAMTD will be ready to provide required services. This service will start on the date established by the City and FDOT and will run the full length of the testing period up to three years.

**Operational Responsibilities:**

It will be the responsibility of the LAMTD to provide services along the test corridor. Service will start the date of the test period. Having the routes up and running by the spring of 2020 when the test period begins will be our first major milestone.

It will be the responsibility of the LAMTD to increase ridership on these shuttle routes throughout the test period. This will be tracked by Avail, Trapeze and monthly ridership reports. Analyzed data will be included in all progress reports to the FDOT and openly shared with the City.

**Financial Responsibilities:**

*The cost for this project will be a 50/50 split between the state FDOT and the Lakeland Area Mass Transit District.*

**Planning Requirement:**

Please see attachment #2

**Criteria for Success:**

The Criteria for success are the removal of all transit stops along the South Florida Dixie Land Test location.

The second Criteria for success are the full implementation of services on the projected project test date.

The third Criteria for success is a gradual increase in ridership over the three year period. This will be tracked utilizing Avail, Trapeze, and ridership reports. This data will be shared with FDOT in progress reports and to the City through coordination meetings.

**Project Linkage(s):**

1. While this project is independent and not contingent on other LAMTD projects active or planned, it does link several stakeholders including the City of Lakeland, the local MPO, and FDOT. Funding for the operations of this route will be dependent on funding from the City in the form of in-kind match.
2. The regional impact of this project is that it is the first in the state to develop and test a road diet on this kind of major corridor. Lessons learned from this testing period can and will be shared with cities and municipalities across the State.

**Sample Budget:**

Dixie Land Transit Services						
Lakeland Area Mass Transit District						
Proposed Contract for Services Monthly Pilot						
Peak Hour Service						
LABOR HOURS	Daily Hours	Number of Days	Yearly Hours			
Supervisor	0.5	303	152			
Full Time Operator (Week)	10.0	252	2,520			
Full Time Operator (Sat)	0.0	52	0			
Admin Support staff	1	52	52			
LABOR COSTS	Hrly rate	Fringe	Total Hrly Rt	Yearly Hours		LABOR COSTS
Supervisor	\$20.87	\$10.23	\$31.10	152		\$4,711.09
Full Time Operator	\$14.29	\$7.00	\$21.29	2,520		\$53,656.09
Admin Support staff	\$28.85	\$14.14	\$42.99	52		\$2,235.30
					Total	\$60,602.48
ANNUAL COST						Operational Cost
Fuel						\$10,580.63
Maintenance						\$25,116.27
					Total	\$35,696.90
					Total Yearly	\$96,299.37
					Total Monthly	\$8,024.95
					Cost per HR	\$38.21
Capital						\$170,546
Total first year cost						\$266,845.37

COST ITEM	TOTAL PROJECT COST	REVENUES AND FEDERAL FUNDS	NET PROJECT COST	STATE SHARE
Capital Equipment	\$ 170,546	\$ 0	\$ 170,546	\$85,273
Operating Costs	\$ 96,299.37	\$ 0	\$ 96,299.37	48,149.68
<b>Total</b>	<b>\$ 496,018</b>	<b>\$ 0</b>	<b>\$ 266,845.37</b>	<b>\$ 133,422.68</b>

## EXHIBIT A

### **Applicant Certification and Assurance to the Florida Department of Transportation for the State Discretionary Transit Service Development Program**

*(To be completed and signed by an individual authorized by the governing board of the applicant agency and submitted with the grant application)*

The Lakeland Area Mass Transit District certifies to, and assures, the Florida Department of Transportation in regard to its Application for State Discretionary Transit Service Development Program Financial Assistance dated May 17, 2019

- 1) It shall comply with Section 341.051 Florida Statutes and Chapter 14-73 Florida Administrative Code.
- 2) It has the fiscal and managerial capability and legal authority to file the application and to execute the project.
- 3) Its proposed project is listed and justified in its Transit Development Plan, or Transportation Disadvantaged Service Plan, as applicable, and
- 4) It has identified and will commit by October 1<sup>st</sup>, the required local matching funds identified in its proposal, or the prorated portion thereof should the Department fund the project at less than the applicant's requested amount of funding.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## RESOLUTION #19-14

A RESOLUTION of the *Lakeland Area Mass Transit District* authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, and the acceptance of a grant award from the Department.

WHEREAS,

The Lakeland Area Mass Transit District *has* the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes;

NOW, THEREFORE, BE IT RESOLVED BY THE Lakeland Area Mass Transit District FLORIDA:

- 1) This resolution applies to State Discretionary Transit Service Development under Chapter 341.051, Florida Statutes,
- 2) The submission of grant application(s), supporting documents, and assurances to the Florida Department of Transportation are approved.
- 3) **Tom Phillips, Executive Director** is authorized to sign the grant application and accept a grant award unless specifically rescinded.

DULY PASSED AND ADOPTED THIS May 15<sup>th</sup>, 2019

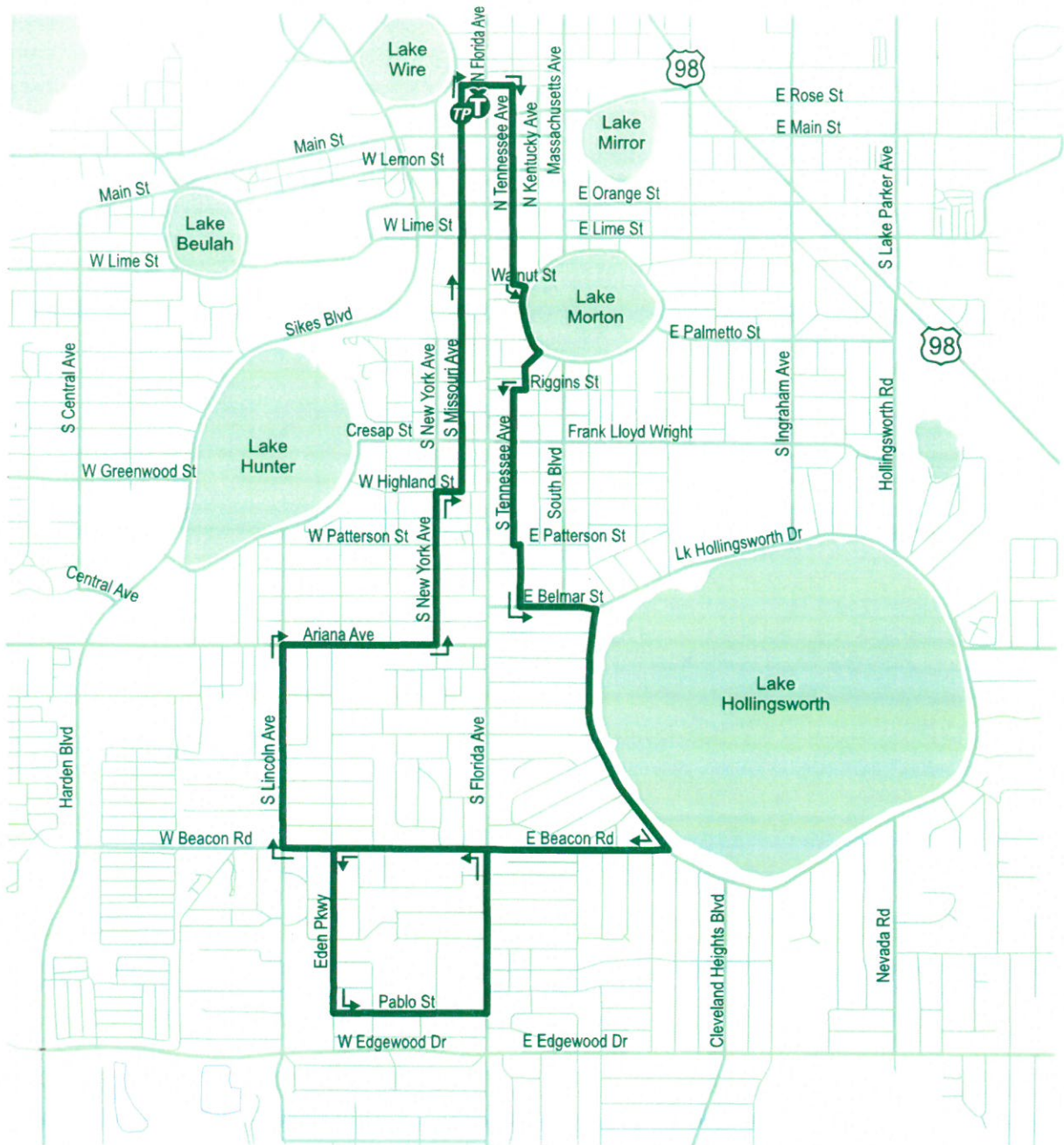
By: \_\_\_\_\_  
(Signature)

Phillip Walker, Board Chair  
(Typed name and Title)

ATTEST:

\_\_\_\_\_  
(seal)  
REQUIRED

# DOWNTOWN SHUTTLE



➔ From Terminal to Terminal  
Desde la Terminal hacia la Terminal



CitrusConnection

## Attachment II

### **Transportation Development Plan**

#### **Amendment 1**

#### **Dixie Land Road Diet Project**

In response to the City of Lakeland's plans to implement a road diet project along South Florida Avenue (SR 37), the Lakeland Area Mass Transit District, in coordination with FDOT and the City of Lakeland has designed a circulator route around the affected area. The stopping of buses along the corridor, especially for the loading of wheelchairs, would cause major traffic delays. The solution is a circulator route to reduce congestion on South Florida Avenue while allowing for timely pick up and drop off local transit passengers utilizing multiple paratransit buses to provide services on less-traveled streets as close as possible to South Florida Avenue.



**ANTHONY J. DELGADO**  
City Manager  
863.834.6006

May 3, 2019

Tom Phillips, Executive Director  
Lakeland Area Mass Transit District (LAMTD)  
1212 George Jenkins Blvd,  
Lakeland, FL 33815

**SUBJECT: SUPPORT OF TRANSIT SERVICE ENHANCEMENTS – SR 37/SOUTH  
FLORIDA AVENUE ROAD-DIET TEST**

Dear Mr. Phillips:

On behalf of the City of Lakeland, I am expressing my support for LAMTD's grant application to the Florida Department of Transportation for the proposed Florida Avenue transit service enhancements that are to be implemented during the upcoming Road-Diet Pilot Project (Test) between Ariana Street and Lime Street. This test is scheduled to begin in 2020. While improving service for patrons, these enhancements will also help maintain traffic flow within the test area and could lead to permanent transit service improvements should the test be successful.

If you have any questions or need additional information, please contact Chuck Barmby at 834-6028.

Sincerely,

Anthony J. Delgado  
City Manager

cc: Lakeland City Commission  
Nicole Travis, Director, City Community & Economic Development Department

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #5a

Agenda Item:           Approval to Enlarge District

Presenter:           Tim Darby, Esq.

Summary:           A request to have approval to expand the District to include the territory located at Timberwood Drive, Lakeland, Florida 33813.

Recommended  
Action:           Approve Resolution 19-16

Attachments:       Resolution

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 19-16

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED AT TIMBERWOOD DRIVE, LAKELAND, FLORIDA 33813; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lakeland Area Mass Transit District was created on June 19, 1980, by the adoption of Ordinance No. 80-13 by the Board of County Commissioners of Polk County, Florida; and

WHEREAS, certain territory located at Timberwood Drive, Lakeland, Florida 33813, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

WHEREAS, that territory was not included within the boundaries of the district established by Polk County Ordinance No. 80-13, and approved in by City of Lakeland Ordinance No. 2205; and

WHEREAS, the Board of County Commissioners has adopted Ordinance No. 81-23, which amended Ordinance No. 80-13, to provide a procedure for adding territory to the District subsequent to its creation; and

WHEREAS, both the governing body of the Lakeland Area Mass Transit District and the owner of the property are desirous of adding such territory to the District.

NOW, THEREFORE, BE IT RESOLVED BY GOVERNING BODY OF THE LAKELAND AREA MASS TRANSIT DISTRICT:

SECTION 1. The boundaries of the District are hereby revised to include the territory described on Exhibit "A" attached hereto.

SECTION 2. The approval of the owner of the territory described in Section 1 to the inclusion shall be evidenced by a letter executed by the owner of said property expressing its approval to being included in the District, and subject to the levy of an ad valorem tax by the District.

SECTION 3. The transit director has received a letter complying with Section 2, and it is hereby found that such letter complies with Ordinance No. 81-23.

SECTION 4. This resolution shall take effect upon its approval by the governing body, except that Section 1 shall not take effect until the City Commission of the City of Lakeland has adopted an ordinance approving of the inclusion of this territory, which is located in the City, into the District.

PASSED AND CERTIFIED AS TO PASSAGE this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Secretary

APPROVED AS TO FORM AND CORRECTNESS: \_\_\_\_\_  
Timothy B. Darby, Attorney for the District

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #6

Agenda Item: Reroute 2020 Progress Update

Presenter: Aaron Dunn, Paul Simms, and James Phillips

Summary: Following the boards decision to begin the testing phase of the project we have complied feedback from both drivers and riders. Using the feedback, we have since made numerous changes to the originally proposed routes to make them more efficient, user friendly, and reliable.

Throughout this process we still maintained the four main principles of the project:

1. Each of the new routes will accomplish the same things the current routes do now.
2. The routes do not eliminate any current service area or bus stop.
3. The routes will begin earlier in the day and end later in the evenings.
4. The proposed system will be created to be more user-friendly.

Recommended  
Action: None

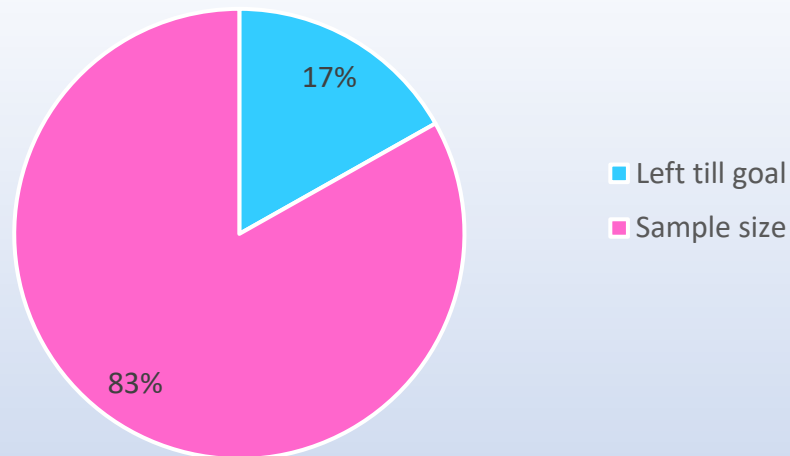
Attachments: Presentation



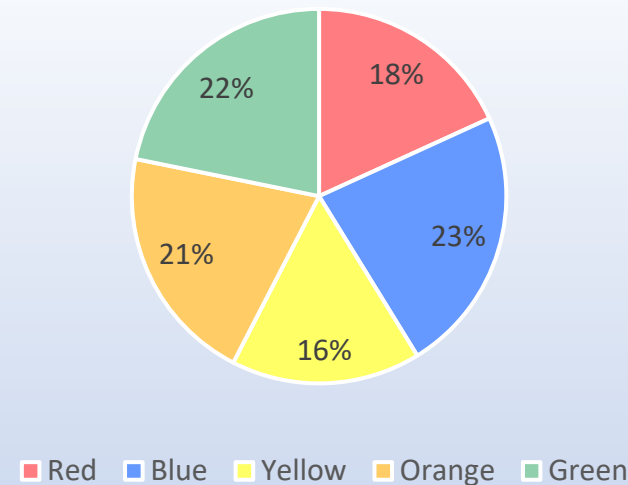
# Reroute 2020 Update

# Overall Data

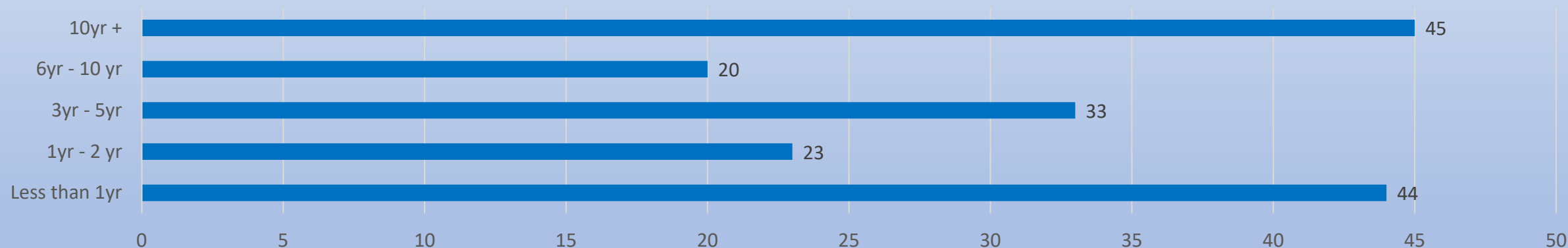
## Sample size progress



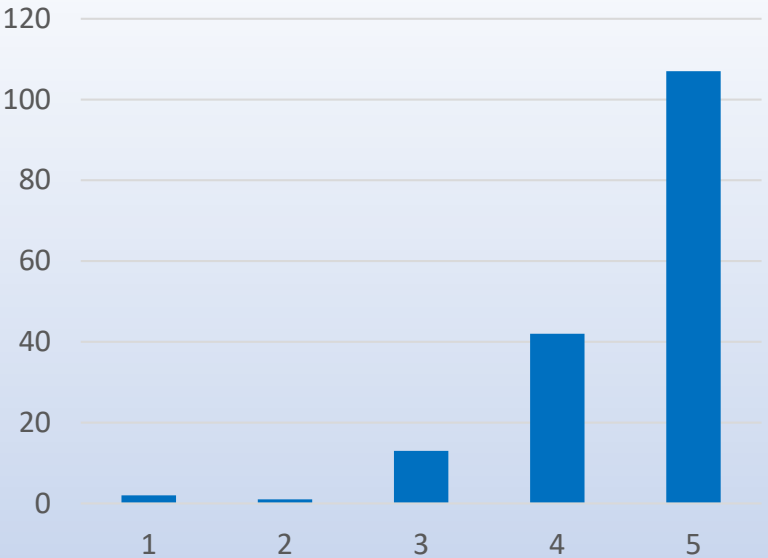
## Route Representation



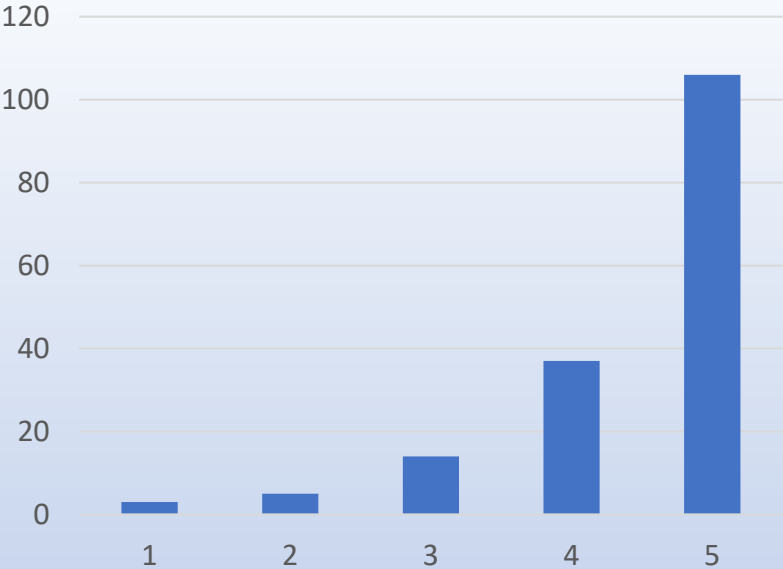
## How long have you been using Citrus Connection?



On a scale of 1-5, how would you rate availability?

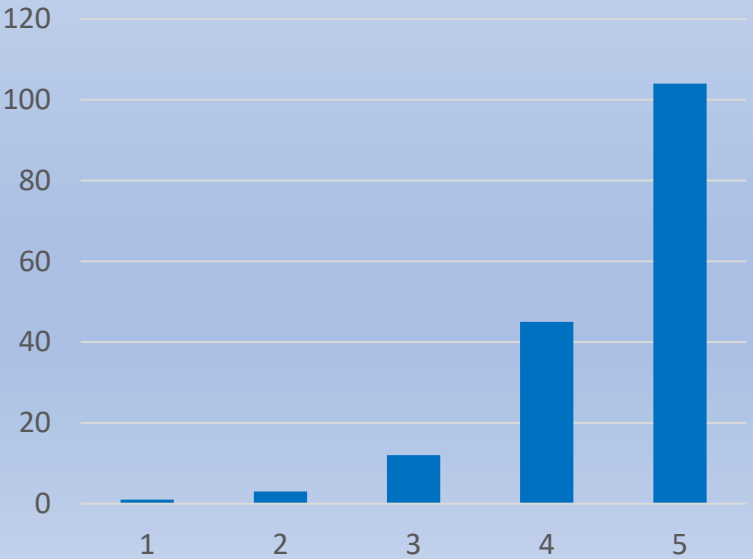


On a scale of 1-5, how easy is the route schedule to use?

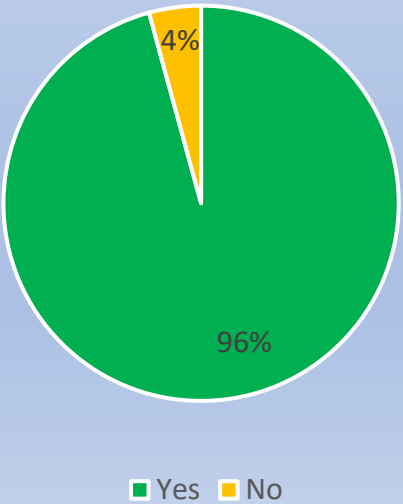


On the surveys we asked riders to rate the following questions on a scale of 1 (not at all effective) to 5 (highly effective).

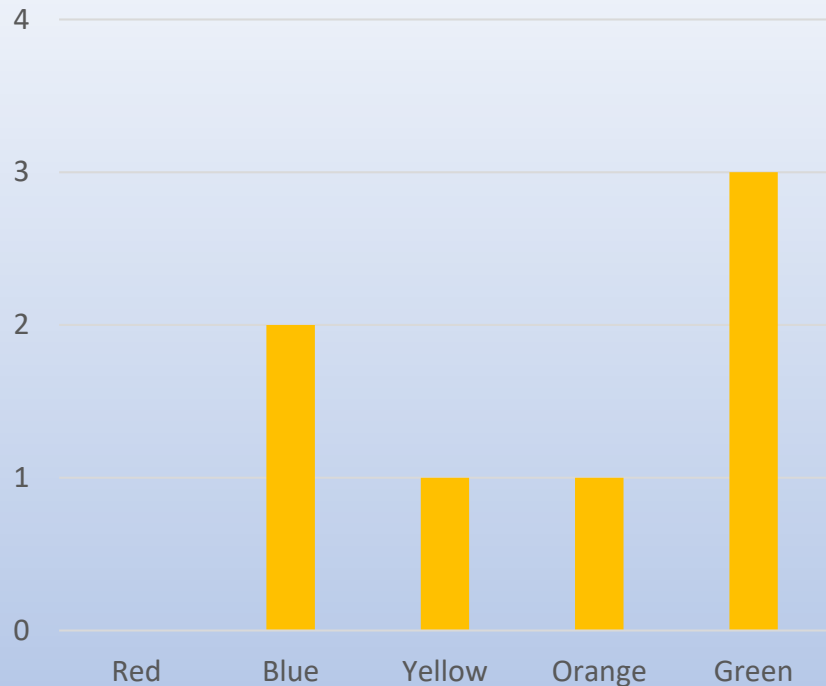
On a scale of 1-5, how effective is the proposed area?



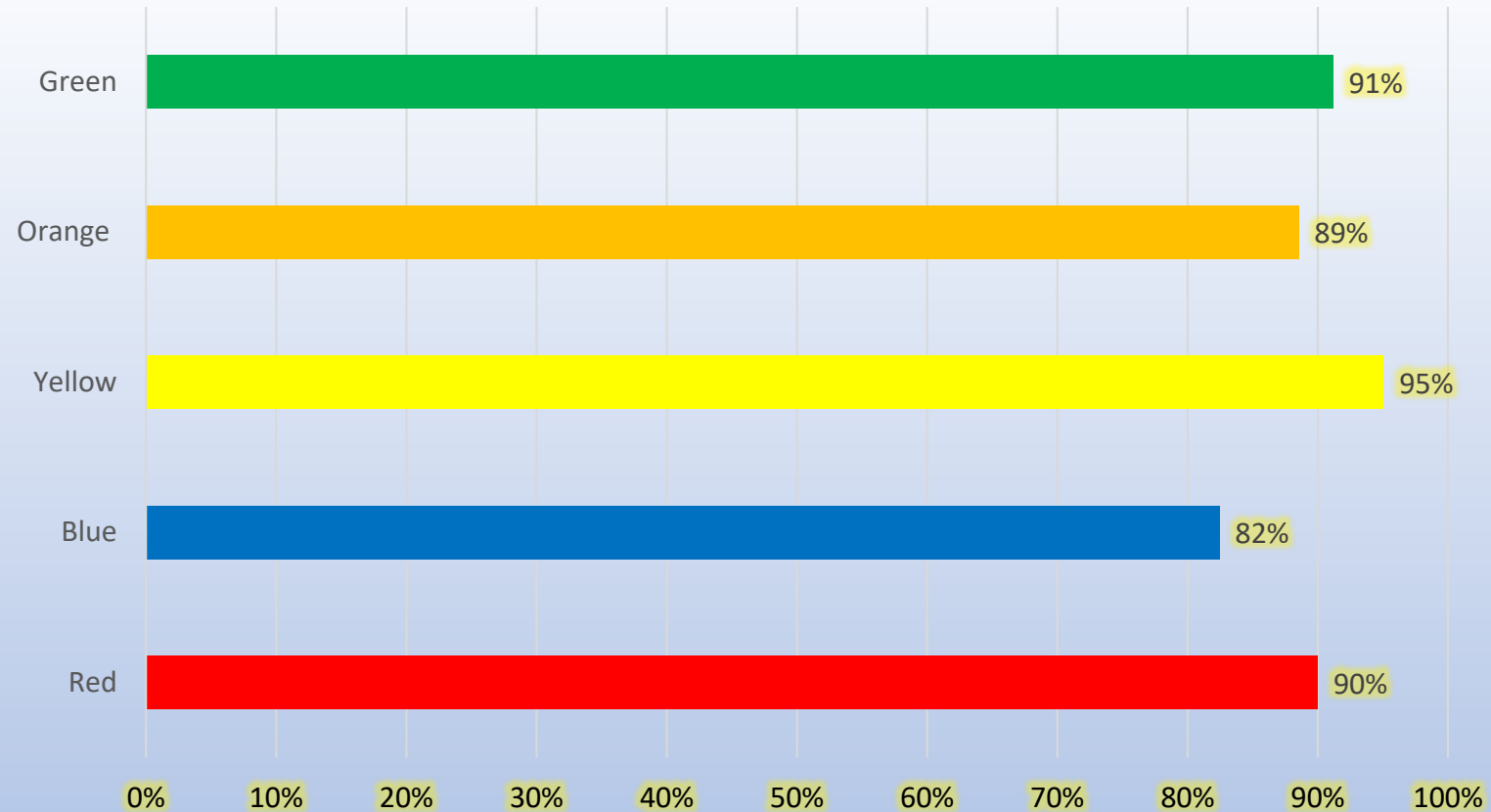
Do you support the restructure?



## Does Not Support



## Composite Favorability by Route



### Analysis:

Composite Favorability is defined here as the average survey sampling of each route that scored higher than a 4 for the survey responses. They are represented as percentage of each sample category.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 15, 2019  
AGENDA ITEM #7

Agenda Item: Reroute Marketing Cost Estimate

Presenter: Erin Killebrew, Director of External Affairs

Summary: The Reroute 2020 project is an exciting moment in our Agency's history. However, any project of this size would come with extra costs beyond the normal spending for the fiscal year. The following estimate highlights those extra costs.

Recommended  
Action: None

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 15, 2019  
AGENDA ITEM 8a

Agenda Item:      **Agency Updates**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

Summary:         TBA

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 15, 2019  
AGENDA ITEM 9a

Agenda Item:      **April calendar**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

Summary:         Review and summary of events taken place in April.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	<b>Apr 1</b>	2	3	4	5	6
	Annual Training - James					
	10:00am 1 on 1 with HR; Tom's office ; Tom Phillips	9:00am Meeting with Tom, Steve, and David; Tom's Office; James Phillips	Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of eve		Distribute Report Cards	
	4:00pm Meeting to discuss Services in East Polk; County Manager's Conference Room; Thomas, Lea Ann	11:00am Tinsley Creative	7:45am Breakfast with Mr. Mele	10:00am FW: RFP 19-004 Emp Benefits Broker - Kickoff Meeting; Morton; Lisa Harris CPPB	8:00am Lakeland Commissioner Brief - Pablo S; Concord Coffee	
		1:00pm Loughman Flex; Skype Meeting; James Phillips	2:00pm HR Block	1:00pm 1/1 with David Persaud; Executive Office; Tom Phillips		
			6:00pm Lake Wales additional fair share presentation; City of Lake Wales - 201 W Central Ave, Lake Wales, FL 33853, Unit...			
7	8	9	10	11	12	13
Annual Training - James	10:00am 1 on 1 with HR; Tom's office ; Tom Phillips	8:30am Email Ridership Update to LAMTD Board of Directors	8:30am LAMTD Board Meeting; 1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL; Tom Phillips	10:00am Re-Route 2020 Launch meeting; Hollingsworth Board Room; Hollingsworth	8:00am 1-on-1 with Bill	
	11:00am Senior Staff Meeting; Tom Phillips	9:00am Rath Connexions Center ; Central Florida Speech and Hearing Ce...		2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	9:30am Gents- Haircut	
	5:00pm Gang Task Force Meeting; Conf Rm City Comm; Koos, Kelly	2:00pm Call with Donovan Tinsley			1:00pm Orientation with Commissioner Santiago "Future Transportation Challenges" (Roads & Transit); Commissioners' Conference Room - Room 407; Freeman, Jim	
		6:30pm Dundee Fair Share increase request presentation; Dundee Town Ha...				
14	15	16	17	18	19	20
	NWI presentation			8:30am Rifle Range Rd Roadway Safety ...	No School Students/Staff	
	Tax Day; United States	1/2 sick 1/2 vacation ; Tampa ; Marcia Roberson	8:30am 42nd St NW/Charlotte Rd Roadway Safety Audit; Meet at Winn Dixie, 445 Havendale Blvd, Auburndale, FL 33823; Chris Fellerhoff	8:30am Carmello's Breakfast	9:00am Meeting with Steve	
		9:30am Transit Roundtable Discussion; Wicker Park Clubhouse; 2125 Ridge Rd, Highland, IN 46322		10:00am Reroute 2020 Task Force Updat...	11:00am Meeting with Dr. Ross; Tom Phillips	
				11:00am WEBINAR: Vanpool 101 for Tra...	1:00pm Meeting with Christina and Tom; Concord Coffee; 1037 Florida Ave S #135, Lakeland, FL 33803; Tom Phillips	
				2:00pm 1/1 with David Persaud; Executi...		
				7:00pm Haines City Fair Share increase ...		
21	22	23	24	25	26	27
Easter Day; United States	10:00am O.U. Mutz Memorial; First Presbyterian Church; 175 Lake Hollingsworth Dr, Lakeland, FL 33801	8:00am Invitation: Save the Date: 2019 State Of The County @ Tue Apr 23, 2019 8am - 9:30am (EDT)	New York State Tourism Conference; Buffalo, NY		8:30am Senior Staff Meeting; Tom Phillips	
	11:15am Lunch with Stevens; Southside Crispers	(tphillips@ridecitrus.com); Polk County Sheriff's Office - PROCAP Room, 1891 Ji...	Administrative Professionals Day; United States	10:00am Reroute 2020 Task Force Update Meeting; Hollingsworth Board Room; J...	8:30am Updated invitation with note: Polk Vision Infrastructure Team Meeting @ Fri Apr 26, 2019 8:30am - 10am (EDT) (...)	
	1:00pm 1 on 1 with HR; Tom's office ; Tom Phillips	1:30pm Homeless Steering Committee; City Commission Conf Rm; Chadwell, Chris		2:00pm 1/1 with David Persaud; Executi...	8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am ...	
				2:00pm 4/25/19-Homeless Youth Task F...		
				3:00pm Canceled: Homeless Youth Task ...		
28	29	30	May 1	2	3	4
8:00am Avengers: Endgame Sunday, April 28, 2019 at 8:00 AM	9:30am FW: Meeting about LYNX; Board Room; James Phillips	10:30am SR 540 Urban Concept Kick-off meeting; D1-HQ, Elizabeth Moore Rm 214; Chesna, Deborah	Interim Reports	9:00am Update with Aaron and Paul; Operation Office; Tom Phillips	Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of eve	
	11:00am 1 on 1 with HR; Tom's office ; Tom Phillips		8:15am Citrus Connection Annual Retreat; 4399 Winter Lake Rd, Lakeland, FL 33803; James Phillips	10:00am Reroute 2020 Task Force Update Meeting; Hollingsworth Board Room; J...	11:00am Project SEARCH Graduation; Lakeland Regional Health; Perlewitz, Sandra D.	
				11:30am block		
				2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips		

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 15, 2019  
AGENDA ITEM #9b

Agenda Item:       **Ridership Report**

Presenter:           Tom Phillips, ED

Recommended  
Action:               Information only

Summary:            Year to date ridership information for the entire system including LAMTD, Winter Haven, Rural and Demand Response through March 31, 2019.

Attachments:        Ridership Report.

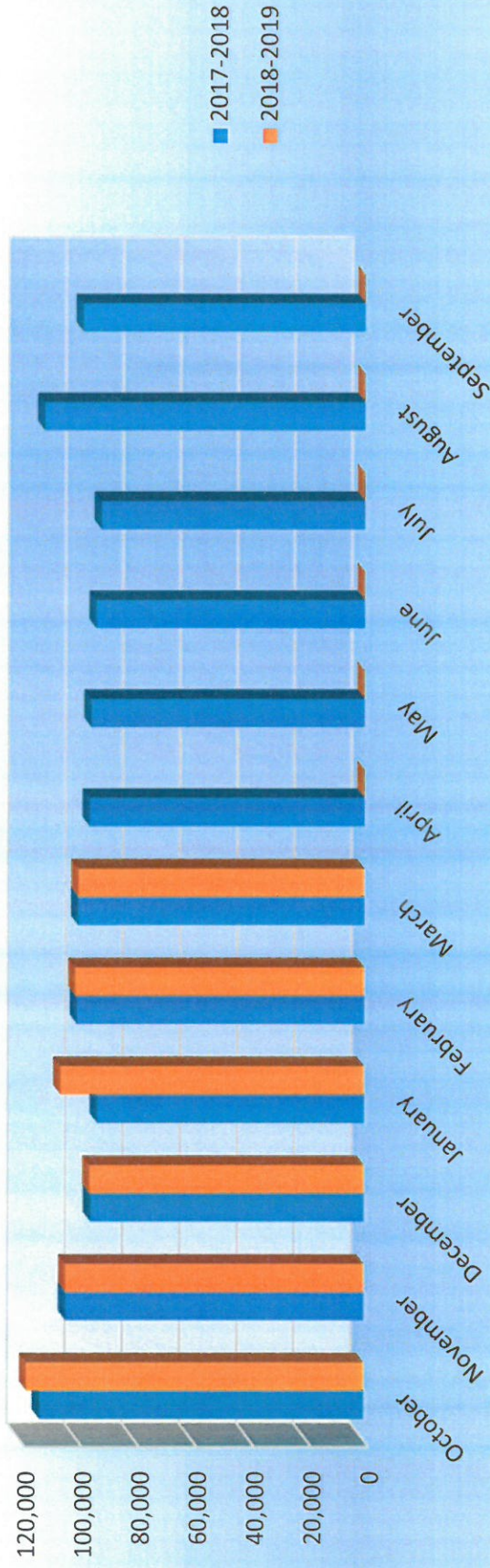
Citrus Connection and PCTS Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	125,714	108,078	113,220	117,763	4%
November	111,028	106,998	104,149	104,192	0%
December	122,018	111,197	95,520	95,813	0%
January	101,190	103,647	93,227	106,078	12%
February	111,486	108,068	100,300	100,900	1%
March	117,618	116,794	99,916	99,838	0%
April	110,754	103,274	95,993	0	0%
May	105,362	108,224	95,476	0	0%
June	106,252	102,092	93,781	0	0%
July	100,929	98,193	92,042	0	0%
August	115,998	118,104	111,898	0	0%
September	109,705	89,794	98,550	0	0%
Totals	1,338,053	1,274,460	1,194,072	624,584	3%

Citrus Connection and PCTS Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	7,846	7,071	8,654	9,820	13%
November	6,690	7,002	7,940	8,495	8%
December	7,330	7,014	7,660	8,032	5%
January	7,020	7,521	9,478	8,846	-8%
February	7,027	7,413	9,514	8,559	-13%
March	7,780	8,715	10,469	9,204	-15%
April	7,334	7,757	9,947	0	0%
May	7,431	8,460	9,534	0	0%
June	7,548	8,374	8,777	0	0%
July	6,846	8,131	8,247	0	0%
August	8,166	9,533	9,642	0	0%
September	7,791	6,711	8,437	0	0%
Totals	88,809	93,702	108,299	52,956	-1%

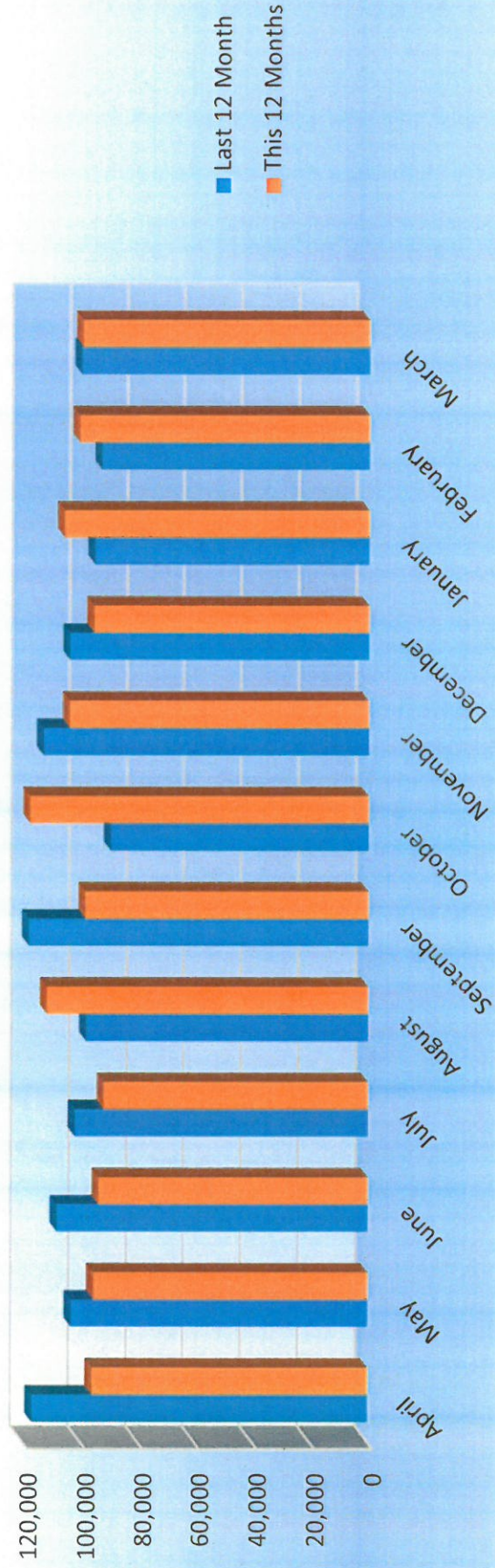
Citrus Connection only Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	83,092	67,636	73,349	74,739	2%
November	73,987	71,083	67,437	66,084	-2%
December	82,287	72,646	60,879	60,217	-1%
January	67,774	70,767	58,830	66,889	11%
February	74,506	71,884	63,140	62,854	0%
March	79,428	78,158	62,897	63,867	1%
April	73,926	67,338	59,873	0	0%
May	69,120	72,329	60,039	0	0%
June	71,398	67,965	59,754	0	0%
July	68,162	66,347	59,884	0	0%
August	76,847	79,427	71,375	0	0%
September	72,624	54,155	62,306	0	0%
Totals	893,149	839,734	759,763	394,650	2%

Citrus Connection only Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	4,094	3,229	4,025	4,026	0%
November	3,437	3,252	3,734	3,473	-8%
December	3,695	3,154	3,444	3,155	-9%
January	3,512	3,507	4,055	3,581	-14%
February	3,496	3,505	3,909	3,557	-10%
March	3,897	4,040	4,217	3,818	-10%
April	3,651	3,694	3,935	0	0%
May	3,589	4,060	3,848	0	0%
June	3,660	3,880	3,627	0	0%
July	3,269	3,681	3,437	0	0%
August	3,866	4,306	3,978	0	0%
September	3,747	6,039	3,396	0	0%

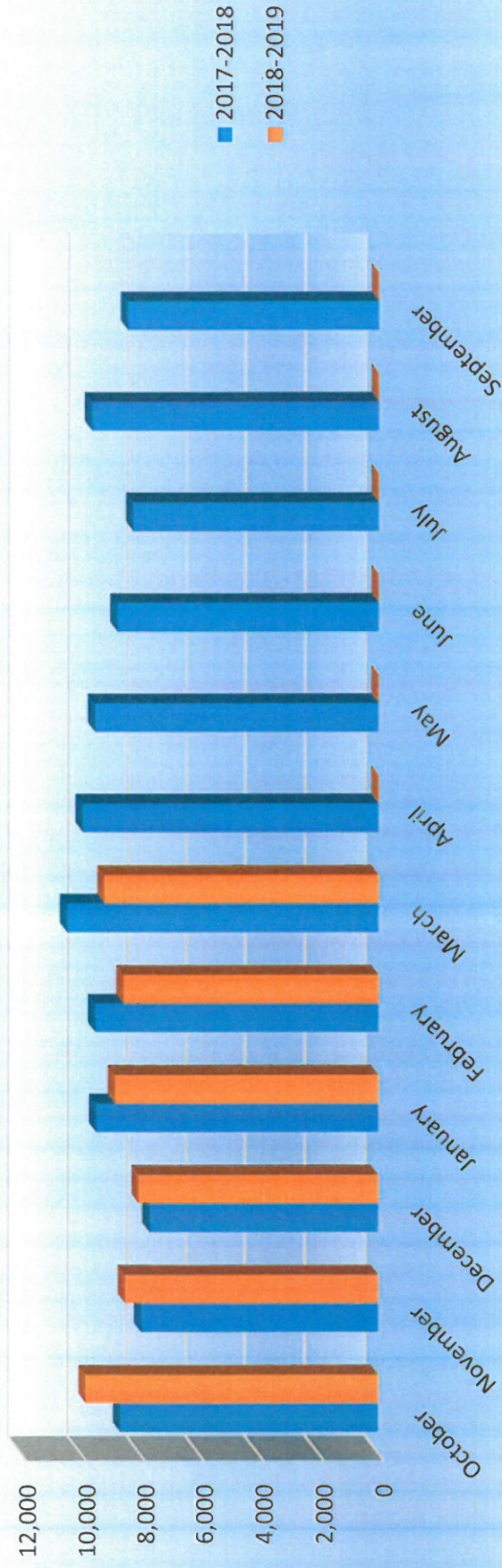
Citrus Connection and PCTS Fixed Route Total Ridership



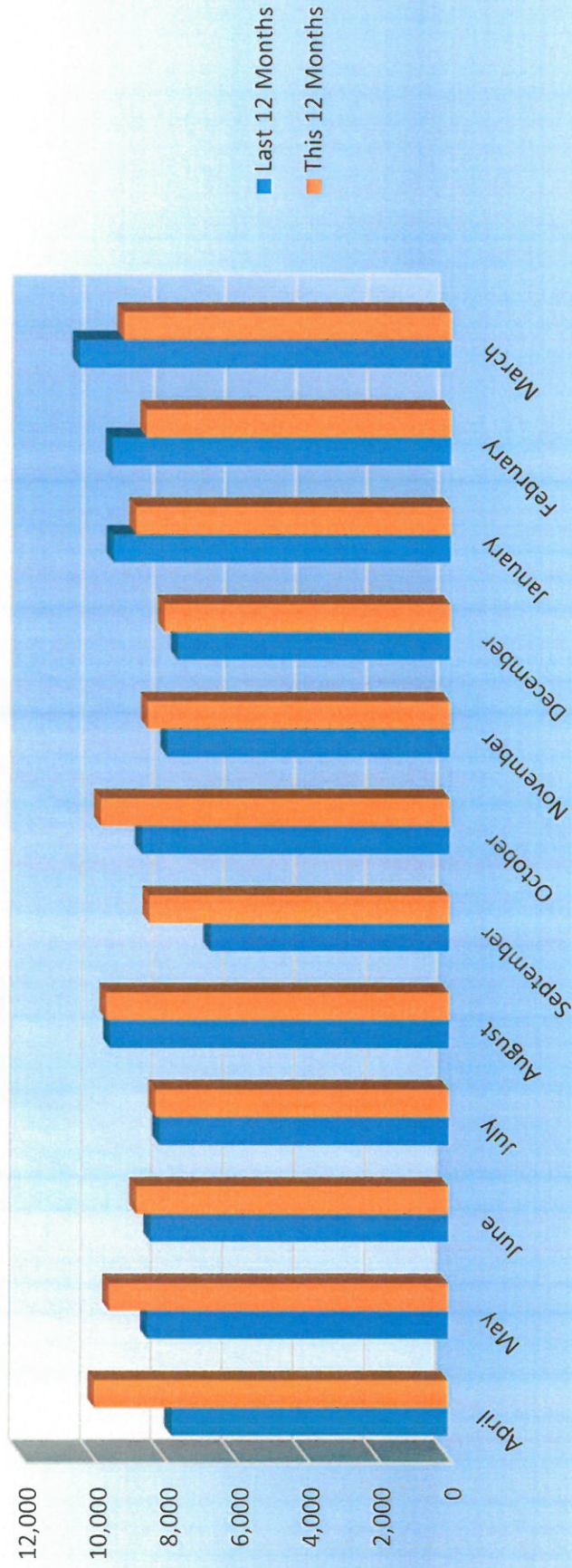
Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



<b>UAP Ridership Totals FY 2019</b>	<b>LAMTD</b>	<b>WHAT</b>	<b>Total</b>
March	14,208	8,808	23,016
April	16,220	10,119	26,339
<b>UAP Ridership 2018</b>	<b>LAMTD</b>	<b>WHAT</b>	<b>Total</b>
<b>Polk State College</b>			
March	1,986	1,142	3,128
April	2,139	1,253	3,392
<b>LEGOLAND</b>			
March	178	859	1,037
April	268	1,007	1,275
<b>South Eastern University</b>			
March	203	26	229
April	249	22	271
<b>COLTS</b>			
March	1,981	1,149	3,130
April	2,385	1,236	3,621
<b>Veterans</b>			
March	3,604	1,328	4,932
April	4,032	1,454	5,486
<b>Southern Technical College</b>			
March	139	471	610
April	183	303	486
<b>Central Florida Healthcare</b>			
March	1,295	671	1,966
April	1,276	629	1,905
<b>New Beginnings High School</b>			
March	1,049	2,433	3,482
April	1,507	3,397	4,904
<b>LDDA</b>			
March	87	0	87
April	43	0	43
<b>PACE</b>			
March	352	171	523
April	523	231	754
<b>Peace River</b>			
March	3,334	558	3,892
April	3,615	587	4,202
<b>Summer of Safety</b>			
March	0	0	-
April	0	0	-

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 15, 2019  
AGENDA ITEM#10

Agenda Item:      **Other Business**

Presenter:        TBD

Recommended  
Action:            TBD

Summary:         TBD