# Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd. Wednesday, August 08, 2018, at 8:30 a.m.

Call to Order	Action Required
1. Approval of the July 11, 2018 LAMTD Board Minutes	Approval
2. Public Comments	TBD
3. GEM Award / Steve Schaible	None
4. Colton Larson Feature / David Walters	None
<ul> <li>5. Finance / David Persaud</li> <li>a. Transit Advertising - Revenue Contract Award</li> <li>b. FY 2018 Federal Transit Administration (FTA) 5339(b) Buses and Bus Facilities Application</li> <li>c. LAMTD Financials</li> <li>d. PCTS Financials</li> <li>e. LAMTD Proposed Operating and Capital Budget FY 2018-19 Budget</li> </ul>	Approval Approval None None Approval
6. Progress Report for the Polk Transit Development Plan / Diane Slaybaugh	Approval
<ul> <li>7. Legal / Tim Darby</li> <li>a. Public Purpose Conveyance to Citrus Connection</li> <li>b. LAMTD CRA Agreement</li> <li>c. South Eastern University Service Agreement</li> </ul>	Approval Approval Approval
8. Operations / Bill Knieriem a. Route Changes	None
9. Human Resources / Steve Schaible a. Reclassification of Terminal Coordinators to Terminal Safety Officers	None
10. Executive Director Report / Tom Phillips a. Agency Update(s)	None
<ul><li>11. Executive <u>Informational</u> Summary / Tom Phillips</li><li>a. July Calendar</li><li>b. Ridership and UAP Update</li></ul>	None None
12. Other Business	TBD

#### LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AUGUST 08, 2018 AGENDA ITEM #1

Agenda Item: Approval of the July 11, 2018 LAMTD Board Minutes

Presenter: James Phillips

Recommended

Action: Board approval of the July 11, 2018 LAMTD Board

Minutes

Attachments: June 13, 2018 LAMTD Board Minutes

# LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815

Wednesday, July 11, 2018, at 8:30 a.m.

#### **Directors**:

Polk County Commissioner George Lindsey III Polk County Commissioner John Hall City of Lakeland Commissioner Michael Dunn City of Lakeland Commissioner Phillip Walker City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips Executive Assistant: James Phillips

#### **Call to Order**

8:30 a.m. By Chairman Phillip Walker

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

Approval request for the approval of the January 10, 2018 LAMTD Board of Director meeting minutes.

"Approval of January 10, 2018 Board of Directors Meeting Minutes"

**MOTION CARRIED UNANIMOUSLY** 

#### Agenda Item #2 - Public Comments

None

#### Agenda Item #3 – Lake Morton Plaza Fire Evacuation

Video highlighting the Lake Morton plaza fire evacuation.

#### Agenda Item #4 - Executive Director

a. Proposal for municipalities to offer maintenance of bus stops and shelters in favor of a 1% credit at the end of the fiscal year.

"Approval to continue discussions about 1% credit" 1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, July 11, 2018, at 8:30 a.m.

#### Agenda Item #5 - Finance / David Persaud, CFO

David Persaud, CFO presented to the Board the items listed below:

a) Proposed FY 2017-18 Millage Rate / Certificate of Taxable Value and Set Public Hearings for FY 2018-19
 Millage Rate and Budget

Recommend approval of the proposed aggregate millage rate of .5000 mills and for the proposed FY 2018-19 Millage and Budget Public Hearings.

Millage:

FY 2017-18 Proposed Millage rate .5000

FY 2017-18 Current Year Aggregate ...

.4663

Rolled-Back-Rate

Current year proposed rate as a percent

7.23%

Change of Rolled-Back-Rate

The DR-420, Certification of Taxable Value, is due to the Property Appraiser by Friday, August 3, 2018. A copy of the

DR-420 Certificate of Taxable Value is attached using the maximum allowable millage rate of .5000, the current rate of

.5000 and the aggregate rolled back rate of .4663.

#### **Public Hearings:**

First Public Hearing for FY 2017-18 Millage Rate and FY 2018-19 Budget: Wednesday, September 5, 2018, at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

Second Public Hearing (Final) FY 2017-18 Millage Rate and FY 2018-19 Budget: Wednesday, September 19, 2018 at 5:01PM at Lakeland City Hall, City Commission

Conference Room, 228 S. Massachusetts Ave., Lakeland.

"Approval of proposed aggregate millage rate of .5000 mills and for the proposed FY 2018-19 Millage and Budget Public Hearings."

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

**MOTION CARRIED UNANIMOUSLY** 

#### b) LAMTD Financials

Lakeland Area Mass Transit District Monthly Financial Report Operating Budget. Budget to Actual For the Year-to-date May 31, 2018 FY 2017-2018

#### Year to Date May 31, 2018

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	67%	\$6,918,000	\$6,888,512	100%	\$10.4 Million
Expenses YTD	67%	\$6,918,000	\$6,009,912	87%	\$10.4 Million

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, July 11, 2018, at 8:30 a.m.

#### **REVENUES:**

The total revenues realized year-to-date through May 31, 2018 totaled \$6.9 million or 100% of the YTD budget.

- Farebox revenues reflect \$447,390 or 100% of budgeted revenues through May 31, 2018.
- Contract revenues totaled \$97,380 or 75 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$133,551 or 68% of the budget for RAMCO and GEICO. RAMCO payment of \$93,000
   received and GEICO Agreement is terminated in December 2017.
- Ad Valorem taxes reflect revenue of \$4.3 million or 99% of the Tax Levy. The total budgeted revenues are \$4.382 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 \$1.5 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 \$126,813.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 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 \$1.1 million.
- In March 2018, the FTA has approved drawing 50% of the FTA Operating Grants and then the remaining 50% was released. The District has begun the draws for the grants.
- Advertising income totaled \$94,240 over the budget.
- The Support cost reimbursement revenue totaled \$285,330 and is in line with budget.
- The other revenues are within the budget for fixed and variable costs with no significant deviation.

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

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, July 11, 2018, at 8:30 a.m. FY 2017-2018

#### **EXPENSES:**

The total expenses year-to-date through May 31, 2018 totaled \$6.0 million or 87% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2017-2018 budget. As of May 31, 2018, these expenses totaled \$4.09 million or 93% of the budget of \$4.4 million and is under budget.
- Professional and Technical Services expenses totaled \$200,310 of the YTD budget; a favorable variance.
- Other services expenses totaled \$84,864 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$357,894 YTD, under budget.
- Materials and supplies totaled \$541,795 over budget by \$70,328. This unfavorable variance is due to removing the obsolete inventory totaling \$197,648. This is due to several buses (aged 1999-2008) that have been replaced. The obsolete parts were auctioned for \$27,500.
- Dues and subscriptions, and office supplies are under budget a favorable variance.
- Misc. expense and office expense are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually. The overage of \$46,000 is due to the Property Tax Commission.

Other remaining expenses are under the YTD budget through May 31, 2018

#### **CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through May 31<sup>st</sup> the financials reflect a favorable actual variance of \$.9 million with 67% of the fiscal year.

		STATISTICAL T	TRENDS LAST	FIVE YEARS AU	DITED FINANC	IAL STATEMEN	TS
			9/30/17	9/30/16	9/30/15	9/30/14	9/30/13
k	1. Farebox Red	covery Ratio (All modes)	10.04%	13.95%	25.50%	23.08%	25.16%
	2. Cost per rev	enue hour	\$106.94	\$104.76	\$89.45	\$86.29	\$83.84
	3. Revenue Ho	ours	142,189	139,228	103,550	117,008	116,422
	4. Fuel Cost (\$	)	\$834,971	\$757,485	\$847,360	\$1,316,739	\$1,367,289
	5. Ridership		1,346,211	1,393,620	1,424,965	1,647,010	1,638,470

<sup>\*</sup> Total 10.04%, LAMTD 14.80%, PCTS 2.26%

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		Month			YTD												
			Actual		Durdmet		Variance		Actual Budget			Durtost	Variance			APP	roved Annual Budget
			ACIUAI		Budget		\$'8	%		ACTUBI		DOUGHL		\$'8	%		puofier
REVENUES:	Account	Г							Г								
R4	Farebox/Pass Sales	S	62,074		55,833	S	6,240	11%			s	446,667	s	722	0%	8	670,000
RG	Contract Income (UAP)	5	11,621	5	16,250	5	(4,629)	-28%	\$		5	130,000	5	(32,622)	-25%	\$	195,000
R3	Other Contract Revenue	s		s	24,453	s	(24,453)	-100%	\$		ş	195,627	s	(62,076)	-32%	\$	293,440
R5	Miscellaneous Income	S	314	S	1,050	S	(736)	-70%	\$		s	8,400	S	27,182	324%	8	12,600
R7	Advertising Revenue	5	85	5		5	(10,915)	-99%	\$		5	88,000	5	6,242	7%	\$	132,000
R8 R9	Investment/interest Income (net)	S	12,641	3	1,667	ş	10,974	658%	\$		ş	13,333	5	69,670	523%	\$	20,000
R10	Ad Valorum Income, net	5	29,683	5	365,197	5	(335,514)	-92% -100%	5	4,341,212	5	2,921,573 995,433	5	1,419,638 (868,620)	49% -87%	5	4,382,360
R10	FDOT Operating Grant	S	1,118,076	S	124,429 212,804	S	(124,429)	-100% 425%	8	1 46 (1) (1)	s	1,702,433	5		-34%	5	1,493,150
R13	Federal Operating Grant	5		-		5	905,272	420%	5		5	3,333	5	(584,357)		8	2,553,650
	Cost Recovery		2,106			-	.,	10010	~		*	-,	5	43,494	1305%	8	5,000
R17	City of Lakeland	S		s	12,583	s	(12,583)	-100%	\$		s	100,667	s	(21,561)	-21%	\$	151,000
R1	Bartow Express	S		S	3,274	S	(3,274)	-100%	\$		\$	26,193	s	(26,193)	-100%	\$	39,290
R2	PCTS - Support Cost Reimb.	5	35,667	5	35,796	\$	(129)	0%	\$	285,333	5	286,367	5	(1,033)	0%	\$	429,550
	Reserve																
TOTAL REVE	NUES	\$	1,272,266	\$	864,753	\$	407,513	47%	\$	6,888,512	\$_	6,918,027	\$	(29,514)	0%	\$	10,377,040
				' -													
ELIGIBLE EX		l							l								
1	Salaries	S	467,840	S	370,663	S	97,176	26%	\$		s	2,965,307	s	(162,041)	-5%	\$	4,447,960
2	Employee Benefits	5	173,696	5	179,606	5	(5,910)	-3%	\$	.,	5	1,436,847	5	(151,997)	-11%	\$	2,155,270
3	Advertising Fees	8	1,105	S	1,325	S	(220)	-17%	\$	18,062	s	10,600	s	7,462	70%	\$	15,900
4	Professional & Techinical Ser	S	16,748	S	30,792	S	(14,044)	-46%	\$	200,310	s	246,333	s	(46,024)	-19%	\$	369,500
5	Contract Maintenance Services	s	7,032	S	8,800	S	(1,768)	-20%	s	57,150	s	70,400	s	(13,250)	-19%	s	105,600
6	Other Services	s	5,380	S	4,446	s	934	21%	ŝ	84.864	s	35,567	s	49,297	139%	s	53,350
7	Fuel & Lubricants	5	54,864	5	50,275	5	4,589	9%	ŝ		Š	402,200	5	(44,306)	-11%	s	603,300
8	Freight	š	409	5	800	š	(391)	-49%	ŝ		š	6,400	5	(1,346)	-21%	ŝ	9.600
9	Repairs & Maintenance	š	(4)	-	3,825	š	(3,829)	-100%	š		š	30,600	5	(25,150)	-82%	š	45,900
10	Materials & Supplies	š	48,013	š	58,933	š	(10,920)	-19%	š		š	471,467	5	70,328	15%	š	707,200
11	Utilities/Telephone	š	14,918	ě	9,933	š	4,985	50%	ŝ		š	79,467	ě	3,846	5%	ě	119,200
13	Liab & Prop Damage Insurance	ě	22,361	Š	22.667	Š	(306)	-1%	ŝ		š	181,333	ě	(1,609)	-1%	ě	272,000
14	Other Coporate Insurance	ŝ	22,301	s	167	s	(167)	-100%	6		š	1,333	ě	(1,333)	-100%	6	2,000
15	Dues & Subscriptions	ě	249	ě	3,823	s	(3,574)	-93%	é		š	30,580	ě	(18,121)	-59%	é	45.870
16	Education/Training/Meeting/Travel	5	10,083	5	8,250	5	1,833	22%	ŝ		ŝ	66,000	8	(15,525)	-24%	ė	99,000
17	Service Charges	ŝ	1,693	š	2.142	š	(449)	-21%	ě		š	17.133	š	(4,300)	-25%	ě	25,700
18	Office Expense	ŝ	2,307	š	6,417	š	(4,109)	-64%	ŝ		š	51,333	š	(6,055)	-12%	ŝ	77,000
19	Advertising & Promotions	5	2,007	5		S	(2,083)	-100%	8		s	16,667	8	(16,667)	-100%	ė	25,000
20	Miscellaneous Expenses	5	411	5	5,271	5	(4,860)	-92%	5		5	42,167	ě	(5,986)	-14%	6	63.250
21	Property Appraiser/Tax Collector Comm	ŝ	594	S	12,083	S	(11,490)	-95%	s		ŝ	96,667	ŝ	46,091	48%	ŝ	145.000
22	LDDA, CRA Contributions	ŝ	204	ŝ	13,833	ŝ	(13,833)	-100%	ŝ		š	110,667	š	(110,667)	-100%	ė	166,000
23	Capital Expenditures/ Debt Service	s	11,014	S	,	s	(45,702)	-81%			s	453,733	÷	(365,537)	-81%		680,600
			11,014	-		-	f 1 3			00,100	~					9	000,000
24	Bad Debt	5		5	167	5	(167)	-100%	\$		5	1,333	5	(1,333)	-100%	5	2,000
25	Restricted Contingency	5		. 5	11,737	5	(11,737)	-100%	\$		5	93,893	5	(93,893)	-100%	5	140,840
	BLE EXPENSES:	\$	838,713	\$	864,753	\$	(26,040)	-3%	5	6,009,912	\$	6,918,027	\$	(908,115)	-13%	\$	10,377,040
NET REVENU																	
	(UNDER) EXPENSES	ŝ	433,553	ŝ		ŝ	433,553		\$	878,600	\$		ŝ	878,600		\$	

#### c) PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of May 31, 2018
Year to Date Report
Percent of FY Reported (67%)

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, July 11, 2018, at 8:30 a.m.

#### Revenues

- ➤ The revenues totaled \$3.7 million or 99% of the year-to-date budget.
- ➤ The FTA grant drawdown reflects \$.81 million or 67% of the grants.
- Fare Revenues totaled \$103,470 or 125% of the year-to-date budget.
- ➤ The Polk County (City Contributions Fair Share) totaled \$335,540.
- ➤ The County funding is designed to reflect the incremental payments for the budgeted grants match totaling \$1.63 million through May 31, 2018.

#### **Expenses**

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$3.5 million or 94% of the year-to-date budget.
- ➤ Salaries and wages totaled \$2.1 million or 88% of the YTD Budget.
- ➤ Operating expenses totaled \$.84 million or 84% of the YTD Budget.
- ➤ The contract services are for contractual cost for the Lynx contractual services totaled \$607,000 over budget by 54%. The District is evaluating the increase in services that contributed to this expense with appropriate action to be taken.

# LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, July 11, 2018, at 8:30 a.m.

Lakeland Area Mass Transit District Financial Statement Polk County Contract Month of May 2018

#### Revenue

		Revei	lue				
	Ann	ual Budget	Υ	TD Budget	Υ	TD Actual	Percent Expended
Revenues							
County Match	\$	1,661,780	\$	1,107,853	\$	1,633,920	147%
Other Contract Revenue - County	\$	-			\$	100,842	100%
City Contribution	\$	208,080	\$	138,720	\$	335,542	242%
County Contribution - PCTS	\$	298,920	\$	199,280	\$		0%
Fares	\$	124,000	\$	82,667	\$	103,469	125%
FDOT Block Grants:							
GO924 - WHAT/ADA	\$	613,660	\$	409,107	\$	235,983	58%
JARC AQ379	\$	93,470	\$	62,313	\$	-	0%
RURAL AQR07	\$	800,570	\$	533,713	\$	472,924	89%
FTA							
FTA 5307 Grant	\$	1,813,690	\$	1,209,127	\$	805,358	67%
	$\pm$						
Total	\$	5,614,170	\$	3,742,780	\$	3,688,038	99%

#### **Expenses**

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,512,900	\$ 2,341,933	\$ 2,055,362	88%
Contract	\$ 594,000	\$ 398,000	\$ 606,526	153%
Operating	\$ 1,507,270	\$ 1,004,847	\$ 1,094,228	109%
Total	\$ 5,614,170	\$ 3,742,780	\$ 3,756,114	100%

d) Ultra-Low Sulfur Diesel Fuel (Bulk Fuel) and Regular Unleaded 87 Octane Gasoline

On May 7, 2018 the District entered into a consortium purchase with Pinellas Suncoast Transit Authority (PSTA), City of St. Petersburg (COSP), Hillsborough Transit Authority (HART), Hillsborough County Board of County Commissioners (HCBOCC), and the Polk County Board of County Commissioners (PCBOCC) for the purchase of No. 2 Ultra Low Sulfur Diesel Fuel and Regular Unleaded 87 Octane

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Gasoline. An Invitation for Bid (IFB), #30624, was issued by HART, legally advertised and publicly posted on their website.

Twenty-four (24) firms received notification of the posting, with eight (8) timely offers received.

- Of the bids submitted for diesel fuel with transport truck deliveries (7,500 gallons) the firm of Mansfield Oil Company has been found to be a responsive responsible firm offering the best price at a rate of <\$0.0040> per gallon, <u>under</u> the OPIS (Oil Price Index Service) rack average. This price is <\$0.0019> lower than previously paid under the HART Fuel Consortium.
- Of the bids submitted for unleaded fuel with tank wagon deliveries (500 up to 4,000 gallons) the firm of Palmdale Oil Company has been found to be a responsive responsible firm offering the best price at a rate of \$0.1075 per gallon, over the OPIS (Oil Price Index Service) rack average. This price is \$0.0125 over that previously paid under the HART Fuel Consortium.

"Approval to enter a consortium with Pinellas Suncoast Transit Authority (PSTA), City of St. Petersburg (COSP), Hillsborough Transit Authority (HART), Hillsborough County Board of County Commissioners (HCBOCC), and the Polk County Board of County Commissioners (PCBOCC)"

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Michael Dunn

**MOTION CARRIED UNANIMOUSLY** 

e) FDOT Park and Ride Grant Application and Resolution 18-05

The State Park and Ride Program under FDOT provides funding for the installation of park and ride facilities. This current year's application is for the construction of restrooms, an electric car charging station, ADA compliant water fountain, bike lockers, and an aluminum awning. Total amount of application is \$161,998. This project is subjected to a 50/50 match requirement in local funds.

"Approval of resolution grant submission and subsequent award)"  $1^{st}$  George Lindsey/  $2^{nd}$  Michael Dunn

**MOTION CARRIED UNANIMOUSLY** 

f) FY 2018-19 CTD agreement between the District and Polk County TPO for planning services.

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. This is a one-time agreement since the

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planning funds were inadvertently remitted to the District. This agreement will provide the framework for the CTD to remit funds to the District and the District remitting funds to the Polk County TPO

"Approval of the agreement between the District and the Polk County Transportation Planning Organization (TPO) for the provision of planning services."

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Michael Dunn

**MOTION CARRIED UNANIMOUSLY** 

#### Agenda Item #6 – Legal / Tim Darby

Peace River Center Contract Renewal Upon approval the agreement shall commence on June 1, 2018, through and including June 30, 2019 and to automatically renew for two more years. The District will allow up to 300 participants being served by PRC in programs and services. The monthly rate to be charges to PRC by the District for the transit service will be \$750.00.

"Approval of the renewal of the Peace River Center Universal Access Program"

1st George Lindsey/ 2nd Michael Dunn

#### MOTION CARRIED UNANIMOUSLY

b. PACE Center for Girls Service Agreement

effective date.

Upon approval the agreement shall commence on July 1, 2018, through and including June 30, 2019 and to automatically renew for four more years. The District will allow up to 300 participants being served by PRC in programs and services. The monthly rate to be charges to PRC by the District for the transit service will be \$250.00.

"Approval of the renewal of the PACE Center for Girls Universal Access Program"

1st George Lindsey/ 2nd Michael Dunn

#### **MOTION CARRIED UNANIMOUSLY**

c. Resolution for the 4175 S. Pipkin Rd Project A resolution relating to district boundaries; approving an enlargement of the district; including within the district certain territory in Lakeland, Florida, located at 4175 s. Pipkin road, Lakeland, Florida 33811; finding approval by the property owner; finding compliance with the county ordinance; providing an

"Approval of the resolution of the 4175 S. Pipkin Rd Project"

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Michael Dunn

#### **MOTION CARRIED UNANIMOUSLY**

#### Agenda Item #7 – Quarterly Ridership Report / Bill Knieriem

TSI ridership data for first and second qtrs of 2018 for the periods of Jan-Mar and Apr -June. (see attached)

# LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room

1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, July 11, 2018, at 8:30 a.m.

#### <u>Agenda Item #8 – Executive Director Report / Tom Phillips</u>

- a. Agency Update(s)
  - a. Thankful for the Ledger and their comments with Citrus Connections and Eagle Lake
  - b. Continue with Citrus Connections TV
  - c. Thanked Joe Cheney for looking into new buses, possible vendors coming later this month.
  - d. Thanked the Sales group for coming through with Fort Mead
  - e. Introduced James Phillips, no relation, as the new executive assistant point of contact
  - f. T Bardic Resignation
  - g. Publix continues to ask for Citrus Connections to remove/relocate the stop in from of the Lake Miriam complex

#### Agenda Item #9 - Executive Informational Summary / Tom Phillips

a. June Executive Calendar – (see attached)	
b. Monthly UAP and Ridership data – (see attached)	
Agenda Item #10 – Other Business None at this time	
Adjournment at 9:18 a.m.	
Approved this 8 <sup>th</sup> day of August, 2018.	
Chairman – City Commissioner Phillip Walker	Minutes Recorder – James Phillips

#### LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AUGUST 08, 2018 AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended

Action: TBD

#### LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AUGUST 08, 2018 AGENDA ITEM #3

Agenda Item: **GEM Award** 

Presenter: Steve Schaible

Recommended

Action: None

Summary: Video presentation telling the story of fixed route

Supervisor Caroline Hird.

Date: AUGUST 8, 2018 AGENDA ITEM 4

Agenda Item: Colton Larson Feature

Presenter: David Walters

Recommended

Action: None

Summary: Video presentation telling the story of fixed route rider

Colton Larson

August 8, 2018 AGENDA ITEM # 5a

Agenda Item: **Transit Advertising - Revenue Contract Award** 

Presenter: David Persaud, CFO

Recommended

Recommend Board approve award of Contract 18-015 for Action: Transit Advertising to the highest revenue generating, responsive, responsible bidder, for a Guaranteed

Minimum Revenue of \$132,000 annually.

Anticipated

Funding Source: **Revenue Generating** 

Summary: On March 13, 2018, the District issued a Request for

Proposal (RFP) #18-015, for qualified firms interested in providing Transit Advertising Services that will meet the needs of the District. Offer submittals were due June 22, 2018 at 2:00 P.M. The agreement will be for a three-year

base term with two additional one-year option terms.

The solicitation was provided to the District's registered vendors and state certified Disadvantaged Business Enterprise (DBE) and/or Minority **Business** Enterprise (MBE). Forty-three firms received notification of the posting, of which 33% were DBE firms found through the BizNet website.

Three timely offers were received and reviewed for responsiveness. One firm was found nonresponsive during the review process. The two remaining offers were then reviewed for expectations taken to the solicitation, finding none, they were evaluated for technical capacity by an evaluation committee of 5 persons.

Upon the conclusion of both the technical and fee/revenue evaluation, it was found that the second ranked firm had taken exception to the solicitation by modifying the protected fee/revenue schedule. password modification would ultimately alter the statement of work, revenue structure, and award methodology resulting in that firm being found nonresponsive.

#### AGENDA ITEM # 5a - CONT.

A responsibility review was then conducted on the highest ranked firm, to ensure the firm was experienced, adequately staffed, and understood the requirements as outlined in the solicitation.

The review resulted in the firm of Blackjack Media Group, Inc. being recommended for award with a Guaranteed Minimum Revenue of \$132,000 for the first year, increase an average of 8% each year thereafter.

Attachments: Contract Award Analysis

Single Bid Findings and Determinations

Nonresponsive Findings and Determinations – Vector Media Nonresponsive Findings and Determinations – Tinsley Creative

Tinsley Creative Dispute LAMTD's Dispute Response

#### Lakeland Area Mass Transit District

#### AWARD ANALYSIS AND SUMMARY SHEET

**Solicitation Number: 18-015** 

#### **Contract Information**

A. Description:

Transit Advertising (Revenue Generating Contract)

**B.** Contractor:

Blackjack Media Group, Inc.

C. Contract Number:

18-015

D. Contract Amount:

Guaranteed Minimum Revenue of \$132,000 annually

E. Contract Type:

Revenue Generating with Minimum Guarantee

F. Term of Contract:

Three (3) year base term

G. Options Available:

Two (2) additional One (1) year option terms

H. Base Term Expiration: 08/2021

I. Options Term(s) Expiration:

08/2023

J. Funding Source:

N/A

#### **Solicitation Information**

A. Issue Date:

03/13/18

- **B.** Number of Notifications Sent: Forty-three (43) firms received notification of the solicitation posting via email, posting on Demand Star and LAMTD's websites. Of those firms, two (2) were registered vendors from the District's Vendor Database, and sixteen (16) registered DBE's found through the BizNet website.
- C. Date and Time Offers were due: 06/22/2018, 2:00 P.M. Eastern Standard Time
- **D.** Number of Timely Offers Received: Three (3)

#### E. Ranking Summary of offer received:

CALCULATED TECHNICAL & REVENUE SUMMARY SHEET							
Offeror	TECHNICAL POINTS (600 possible points)	REVENUE POINTS (400 possible points)	TECHNICAL + PRICE POINTS	RANKING			
Blackjack Media Group	462	400	862	1			
Tinsley Creative	488	318	806	2			
Vector Media Holding Corp	0	0	0	3			

(Grayed cells indicate nonresponsive firms)

#### CALCULATED REVENUE SUMMARY

Offeror	BASE TERM (3 Years Annual Revenue)	OPTION TERMS (2 Years Annual Revenue)	TOTAL REVENUE (Base + Opt Terms)
Blackjack Media Group	\$432,000.00	\$348,000.00	\$780,000.00
Tinsley Creative	\$356,652.91	\$264,006.37	\$620,659.20
Vector Media Holding Corp	NOT PROVIDED		

(Grayed cells indicate nonresponsive firms)

F. Late Offers (if any): None

- G. Discussion of Nonresponsive Offers (if any): see attached Findings and Determination
- **H.** Cost Price Reasonableness Summary: Price determined to be fair and reasonable based on a comparison to cost estimates, other offers received, and current market value.
- I. Determination of Responsibility:

**Like Project Assessment**: Based on 3 projects of similar size and financial responsibility

**Financial Responsibility Survey:** The intended awardee is determined to be a financially responsible firm, which submitted the highest ranked offer. They have the capacity to perform this contract and are recommended for award.

Arithmetic Check: Yes

**Debarment/Suspension Status:** Not on the federal government's debarred /suspended list. Excluded, Debarred, or Suspended List Sites searched: (<a href="http://epls.gov">http://epls.gov</a>).

- FL Department of Management Services
  (<a href="http://www.dms.myflorida.com/business\_operations/state\_purchasing/vendor\_information/convicted\_s">http://www.dms.myflorida.com/business\_operations/state\_purchasing/vendor\_information/convicted\_s</a>
  uspended discriminatory complaints vendor lists)
- Office of Inspector General (http://exclusions.oig.hhs.gov/Default.aspx)
- System for Award Management (<a href="https://www.sam.gov/portal/public/SAM?portal:componentId">https://www.sam.gov/portal/public/SAM?portal:componentId</a>
- **J.** Protests received (and disposition of any received, if applicable): A formal award protest, as outlined within the Solicitation and Purchasing Policy Manual, was not received. However, the firm of Tinsley Creative did dispute the Non-responsiveness Finding and Determinations.

#### **Determination and Recommendation**

Blackjack Media Group, Inc. has determined to be a responsive and responsible contractor, which have submitted their bid through a full and open competition. The offeror has the capacity to perform under this contract and are recommended for award.

Prepared: Africa Specialist Purchasing Agent/Contracts Specialist

Date

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

#### Findings and Determination Memorandum

DATE: July 17, 2018 Solicitation # 18-015

ACTION TO BE APPROVED: Single Bid Intent to Award

- 1. The Districts Transit Advertising was competitively bid on March 13, 2018, under RFP No. 18-015. Offer submittals were due June 22, 2018.
  - a. The extended timeline is the result of a previously cancelled solicitation from which potential offerors stated that a 30 day offer period was insufficient.
- 2. A pre-offer conference was held May 17, 2018; two firms were in attendance.
  - a. Tinsley Creative
  - b. Blackjack Media Group
- 3. An amendment to the solicitation posted within 3 days of the pre-offer conference, address all topics of discussion. No other requests for clarification were received.
- 4. Offer submissions were due on June 22, 2018. Three timely offers were received and reviewed for responsiveness.
  - a. Vector Media Holding Corp.
  - b. Tinsley Creative
  - c. Blackjack Media Group
- 5. The offer submitted by Vector Media Holding Corp., was found non-responsive during the technical review process. This was based on exceptions taken and omission of the price/fee schedule. (See attached Findings and Determinations).
- The offer submitted by Tinsley Creative was found non-responsive during the price evaluation process. This was based on modifications made to the password protected price/fee schedule, ultimately altering the award methodology. (See attached Findings and Determinations).
- 7. The Tinsley Creative findings were not evident until the conclusion of the price evaluation. Having completed the evaluation process, the Procurement Department recommends using the pricing offered to validate fair and reasonableness of the remaining submittal by Blackjack Media Group.
  - a. Tinsley Creative had ranked second overall, prior to being found non-responsive.

#### **DETERMINATION**

Award shall be made to Blackjack Media Group as adequate competition was sought, they scored highest as the best value for the District, and pricing deemed fair and reasonable.

APPROVING OFFICIAL					
NAME/TITLE:	Lisa Harris, Contract Specialist				
SIGNATURE:	DATE: July 17, 2018				
NAME/TITLE:	David Persaud, CFO				
SIGNATURE:	DATE: July 17, 2018				

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

#### Findings and Determination Memorandum

DATE: July 09, 2018 Solicitation # 18-015

ACTION TO BE APPROVED: Offeror Responsiveness Review - VECTOR

- 1. The Districts Transit Advertising was competitively bid on March 13, 2018, under RFP No. 18-015. Offer submittals were due June 22, 2018.
  - a. The extended timeline is the result of a previously cancelled solicitation from which potential offerors stated that a 30 day offer period was insufficient.
- 2. A pre-offer conference was held May 17, 2018; two firms were in attendance.
  - b. Tinsley Creative
  - c. Blackjack Media Group
- 3. An amendment to the solicitation posted within 3 days of the pre-offer conference, address all topics of discussion. No other requests for clarification were received.
- 4. Three timely offers were received and reviewed for responsiveness.
  - a. Vector Media Holding Corp.
  - b. Tinsley Creative
  - c. Blackjack Media Group
- 5. The offer submitted by Vector Media Holding Corp., noted multiple exceptions, sighting some requirements of the SOW as "unduly burdensome". The District's Fee/Revenue Schedule, requiring a guaranteed minimum and revenue projections was also noted as an exception.
  - a. Whereas exception was taken against key elements of the solicitation, the Procurement Department recommends the firm of Vector Media Holding Corp. be found non-responsive and given no further consideration for award.

#### **DETERMINATION**

Based on the above finding, LAMTD will proceed with the evaluation of the remaining two responsive submittals.

APPROVING OFFICIAL						
NAME/TITLE:	Lisa Harris, Contract Specialist					
SIGNATURE:	Extances,	DATE: July 09, 2018				
NAME/TITLE:	David Persaud, CFO					
SIGNATURE:	and I down	DATE: 7-17-18				

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

#### Findings and Determination Memorandum

DATE: July 17, 2018 Solicitation # 18-015

ACTION TO BE APPROVED: Offeror Responsiveness Review - TINS LEY

- 1. The Districts Transit Advertising was competitively bid on March 13, 2018, under RFP No. 18-015. Offer submittals were due June 22, 2018.
  - a. The extended timeline is the result of a previously cancelled solicitation from which potential offerors stated that a 30 day offer period was insufficient.
- 2. A pre-offer conference was held May 17, 2018; two firms were in attendance.
  - b. Tinsley Creative
  - c. Blackjack Media Group
- An amendment to the solicitation posted within 3 days of the pre-offer conference, address all topics of discussion. No other requests for clarification were received.
- 4. Three timely offers were received and reviewed for responsiveness.
  - a. Vector Media Holding Corp.
  - b. Tinsley Creative
  - c. Blackjack Media Group
- 5. The offer submitted by Vector Media Holding Corp., was found non-responsive during the technical review process.
- 6. The offer submitted by Tinsley Creative, was noted no exceptions and contained all required technical documents. Appearing responsive, the submittal was provided to the evaluation committee for review.
- 7. During the price evaluation, the offer submitted by Tinsley Create was found to have follow deficiencies.
  - a. The firm altered the password protected price/fee schedule by overwriting the word Minimum "Guaranteed" Monthly Revenue with the word "Projected'.
  - b. The alteration indicates exceptions taken to the SOW, Revenue Structure, and award methodology.
  - c. Stated within the solicitation, such exceptions were to be identified under section 6 of the offer submittal; none were noted
  - d. Whereas exception was taken against key elements of the solicitation and award methodology, the Procurement Department recommends the firm of Tinsley Creative be found non-responsive and ineligible for award.
- 8. The above noted Tinsley Creative findings were not evident until the conclusion of the price evaluation. Having completed the evaluation process, the Procurement Department recommends using the pricing offered to validate fair and reasonableness of the remaining submittal.
  - Tinsley Creative had ranked second overall, prior to being found non-responsive.

#### DETERMINATION

Based on the above finding, LAMTD will proceed with the evaluation of the remaining single responsive submittal.

APPROVING OFFICIAL					
NAME/TITLE:	Lisa Harris, Contract Specialist				
SIGNATURE:	Extains 1	<b>DATE:</b> July 17, 2018			
NAME/TITLE:	David Persaud, CFO				
SIGNATURE:	Danstoneo	<b>DATE:</b> July 17, 2018			



Tinsley Creative Dispute of RFP 18-015 Findings

In a memorandum sent to Tinsley Creative on July 19, 2018 our firm's submittal was judged as non-responsive for the following reasons:

During the price evaluation, the offer submitted by Tinsley Create was found to have follow deficiencies.

- a. The firm altered the password protected price/fee schedule by overwriting the word Minimum "Guaranteed" Monthly Revenue with the word "Projected'.
- b. The alteration indicates exceptions taken to the SOW, Revenue Structure, and award methodology.
- Stated within the solicitation, such exceptions were to be identified under section 6 of the offer submittal; none were noted.
- d. Whereas exception was taken against key elements of the solicitation and award methodology, the Procurement Department recommends the firm of Tinsley Creative be found non-responsive and ineligible for award.

The issue at hand revolves specifically around the portion of the RFP Fee/Price Schedule covering "Monthly Minimum Guarantee". Several questions were posed by our firm regarding this topic during the request for clarification period.

Questions and Clarifications sent out on April 4, 2018 stated that exceptions could be taken, as outlined in Section 5.6 of the solicitation. There are two key points of note regarding this statement. First, it was stated that several concessions were made to the Minimum Guarantee section throughout the RFP specifically Section 2.16 and 2.25, etc. Upon further review the Monthly Minimum Guarantee was not mentioned in these sections. Secondly, Section 5.6 of the solicitation states that exceptions must be clearly noted, but overall speaks specifically to the sample form of contract only.

The procedure to note exceptions as it relates specifically to the Fee/Price Schedule was left to interpretation. Section 6 of the RFP was titled Contract Terms and Conditions, Tinsley Creative having no issue with the sample form of contract, noted in a clear statement on the proposal RFP submittal that no issues or exceptions with the form of contract would be taken in the example provide by the District. The Fee/Price Schedule, that also included the Monthly Minimum Guarantee portion of the submittal was not a part of the Contract Terms and Conditions as it was provided. So, the interpretation made by our firm was that it should be displayed separately as requested by the RFP documents.

Section 5 Fee/Revenue Schedule of our response was therefore submitted as a separate section as shown and requested by the District in the RFP. The response that Tinsley Creative submitted, clearly defined and showed through a color and font change our firm's assertion that the monthly amount to be paid to the District was to be projected and not guaranteed. This was a part of our submittal and was clearly defined as a part of our proposed fee/price schedule to be judged accordingly during the review process. This section was not "password protected" as asserted, and was simply a PDF document provided by the District for submission.

As a vendor with almost 13 years of service in good standing with the District, it is the desire of our firm to simply be judged fairly and to be allowed to be a part of the full review process.

Thank you for your consideration regarding the Findings and Determination Memorandum.

Donovan Tinsley Principal, Tinsley Creative July 23, 2018

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

#### TRANSIT ADVERTISING – DISPUTE RESPONSE

**DATE**: July 27, 2018 | Solicitation # 18-015

- 1. The Districts Transit Advertising was competitively bid on March 13, 2018, under RFP No. 18-015.
  - Offer submittals were due June 22, 2018.
  - b. A pre-offer conference was held May 17, 2018; two firms were in attendance.
  - c. Three timely offers were received and reviewed for responsiveness.
    - i. The firm of Vector Media Holding Corp. was found non-responsive
    - ii. The two remaining offers were then reviewed for expectations taken to the solicitation, finding none, they were evaluated for technical capacity, by an evaluation committee of 5 persons, then evaluated on the Fee/Revenue Schule through a mathematical calculation.
- 2. At the conclusion of the technical and fee/revenue evaluation:
  - a. The offer submitted by the firm Blackjack Media Group, Inc., ranked highest overall
  - b. The offer submitted by the firm Tinsley Creative, ranked second overall.
    - i. After further review, it was found that the exception had been taken to the statement of work, revenue structure, and award methodology; resulting in the firm being found nonresponsive as allowable under section 3.11, 5.6, 5.8B(e), 5.8B(f)
- 3. The District's Notice of Intent provided to all Offerors on July 17, 2018 at 5:23 PM
  - a. The evaluation details and any Findings and Determinations were provided to each Offeror individually on July 19, 2018 at 9:25 AM
  - b. The firm of Tinsley Creative requested said details on July 18, 2018, however, the emailed communication was overlooked until a receiving a follow up request on July 19, 2018 at 8:47 AM.
- 4. On July 19, 2018 at 11:59 AM, the District received an email communication, from Tinsley Creative, stating that they were formally protesting the review and specifically the Notice of Non-Responsiveness.
  - a. The communication did not follow the protest procedure as outlined in section 3.11 of the solicitation or that of the Purchasing Policy Manual. I provided a web-link to the necessary information within two hours of the "protest" email, of which lacked all required element to be deemed warranted.
- 5. On July 19, 2018 at 4:07 PM, a public records request was received by Tinsley Creative for the electronic transmission of all offers received. Said documents were provided in accordance with Chapter 119 Request for Information, found on the District's website.
- 6. On July 23, 2018 at 11:47 AM, the District received a "Dispute of RFP 18-015 Findings" from the firm of Tinsley Creative. The "Dispute contested only the Findings and Determination of Non-responsiveness. There was no mention of the award being protested, only a request "to be allowed to be a part of the review process".
  - a. As stated within the Tinsley Creative Responsiveness Review, Single Bid Justification, Award Analysis, and Evaluation details, it wasn't until after the firm had been evaluated and ranked second overall, that it was found nonresponsive.

#### **DETERMINATION**

Based on the above finding, the firm of Tinsley Creative has not adequately present sufficient evidence or cause to protest the Transit Advertising Contract Award. Having been found unwarranted, the District shall proceed with the contract award.

	APPROVING OFFICIAL										
NAME/TITLE:	Lisa Harris, Contract Specialist										
SIGNATURE:	Haus	DATE:	July 27, 2018								
NAME/TITLE:	David Persaud, CFO										
SIGNATURE:	Day James	DATE:	7-30-2018								

Date: AUGUST 8, 2018 AGENDA ITEM# 5b

Agenda Item: FY 2018 Federal Transit Administration (FTA)

5339(b) Buses and Bus Facilities Application and

corresponding resolution.

Presenter: David Persaud, CFO

Recommended

Action: Recommend approval of resolution, grant submission and

subsequent award

Summary: The purpose of the Bus and Bus Infrastructure Program is

to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities. The application for these funds consists of \$1,891,563 from the Federal Transit Administration with matching funds of \$472,891 provided by the Florida Department of Transportation in the form of Transportation Development Credits. These funds will be utilized to construct new bus parking lots, resurface employee parking lots, replace the roof on the bus wash

facility and the construction of a storage shed.

Funding: Funding provided by the Federal Transit Administration

totals \$1,891,563 with a match requirement of \$472,891 provided from the Florida Department of Transportation in the form of Transportation Development Credits for a

total of \$2,364,454 with no direct cost to the district.

Attachments: Resolution

#### **RESOLUTION # 18-07**

**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 Federal Transit Administration (FTA), and the acceptance of a grant award from the Department.

WHEREAS, 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 and/or by the Federal Transit Administration Act of 1964, as amended;

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

- 1. This resolution applies to 5339(b) Grants for Buses and Bus Facilities Infrastructure Investment Program,
- 2. The submission of a grant application(s), supporting documents, and/or assurances to the FTA is approved
- 3. The Executive Director, Tom Phillips, is authorized to sign the application, accept a grant award, and enter into, modify or terminate any subsequent award contract or agreement related to this grant application unless specifically rescinded.

#### **DULY PASSED AND ADOPTED THIS** <u>August 8, 2018</u>

		Ву:
		(Signature)
ATTEST:		Phillip Walker, Chairman of the Board Lakeland Area Mass Transit District
	(seal)	

#### LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AUGUST 8, 2018 AGENDA ITEM #5c

Agenda Item: June 30, 2018 LAMTD Monthly Financial Statement

FY 2017-18

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 June 30, 2018 FY 2017-2018

#### Year to Date June 30, 2018

Description	YTD of FY	YTD Budget \$	YTD Actual \$	YTD of FY	Annual
	Budget			Expended	Budget
Revenue YTD	75%	\$7,782,780	\$7,154,800	92%	\$10.4 Million
Expenses YTD	75%	\$7,782,780	\$6,680,730	86%	\$10.4 Million

#### **REVENUES:**

The total revenues realized year-to-date through June 30, 2018 totaled \$7.2 million or 92% of the YTD budget.

- Farebox revenues reflect \$497,660 or 99% of budgeted revenues through June 30, 2018.
- Contract revenues totaled \$109,000 or 75 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$133,551 or 61% of the budget for RAMCO and GEICO. RAMCO payment of \$93,000
   received and GEICO Agreement is terminated in December 2017.
- Ad Valorem taxes reflect revenue of \$4.45 million or 101% of the Tax Levy. The total budgeted revenues are \$4.382 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 \$1.5 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 \$126,813.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 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 \$1.1 million.
- In March 2018, the FTA has approved drawing 50% of the FTA Operating Grants and then the remaining 50% was released. The District has begun the draws for the grants.
- Advertising income totaled \$109,000 over the budget.
- The Support cost reimbursement revenue totaled \$321,000 and is in line with budget.
- The other revenues are within the budget for fixed and variable costs with no significant deviation.

#### Lakeland Area Mass Transit District Monthly Financial Report Operating Budget. Budget to Actual For the Year-to-date June30, 2018 FY 2017-2018

#### **EXPENSES:**

The total expenses year-to-date through June 30, 2018 totaled \$6.7 million or 86% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2017-2018 budget. As of June 30, 2018, these expenses totaled \$4.57 million or 92% of the budget of \$4.4 million and is under budget.
- Professional and Technical Services expenses totaled \$206,790 of the YTD budget; a favorable variance.
- Other services expenses totaled \$88,530 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$413,620 YTD, under budget.
- Materials and supplies totaled \$582,940 over budget by \$52,540. This unfavorable variance is due to removing the obsolete inventory totaling \$197,648. This is due to several buses (aged 1999-2008) that have been replaced. The obsolete parts were auctioned for \$27,500.
- Dues and subscriptions, and office supplies are under budget a favorable variance.
- Misc. expense and office expense are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually. The overage of \$52,000 is due to the Property Tax Commission.

Other remaining expenses are under the YTD budget through June 30, 2018

#### **CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through June 30<sup>th</sup> the financials reflect a favorable actual variance of \$.48 million with 75% of the fiscal year.

STATISTICAL T	TRENDS LAST	<b>FIVE YEARS AU</b>	DITED FINANC	CIAL STATEMEN	ITS
	9/30/17	9/30/16	9/30/15	9/30/14	9/30/13
1. Farebox Recovery Ratio (All modes)	10.04%	13.95%	25.50%	23.08%	25.16%
2. Cost per revenue hour	\$106.94	\$104.76	\$89.45	\$86.29	\$83.84
3. Revenue Hours	142,189	139,228	103,550	117,008	116,422
4. Fuel Cost (\$)	\$834,971	\$757,485	\$847,360	\$1,316,739	\$1,367,289
5. Ridership	1,346,211	1,393,620	1,424,965	1,647,010	1,638,470

<sup>\*</sup> Total 10.04%, LAMTD 14.80%, PCTS 2.26%



# LAKELAND AREA MASS TRANSIT DISTRICT FY 2017 MONTHLY FINANCIAL STATEMENT

## MONTH OF Jun 2018

		Month				YTD											
		A =4=1		l Budget		Variance		Astual		Budget		Variance			Approved Annual		
			<u>Actual</u>		<u>Budget</u>		\$'s	%		<u>Actual</u>		<u>Budget</u>		\$'s	%		Budget
<b>REVENUES:</b>	Account																
R4	Farebox/Pass Sales	\$	,	\$	,	\$	(5,557)	-10%		- ,	\$	502,500		(4,835)	-1%		670,000
R6	Contract Income (UAP)	\$	11,621	\$	16,250	\$	(4,629)	-28%	\$	108,999	\$	146,250	\$	(37,251)	-25%	\$	195,000
R3	Other Contract Revenue	\$		\$	24,453	\$	(24,453)	-100%	\$	/	\$	220,080	\$	(86,529)	-39%	\$	293,440
R5	Miscellaneous Income	\$	6,252	\$	1,050	\$	5,202	495%	\$	,	\$	9,450	\$	32,384	343%	\$	12,600
R7	Advertising Revenue	\$	14,631	\$	,	\$	3,631	33%	\$	108,872		99,000	\$	9,872	10%	\$	132,000
R8	Investment/Interest Income (net)	\$	12,652	\$	1,667	\$	10,985	659%	\$	,	\$	15,000	\$	80,656	538%	\$	20,000
R9 R10	Ad Valorum Income, net	\$ \$	106,442	\$	365,197	\$	(258,755)	-71%	\$	, ,	\$ \$	3,286,770	\$ \$	1,160,883	35%	\$	4,382,360
R11	FDOT Operating Grant Federal Operating Grant	\$	-	\$ \$	124,429 212,804	\$ \$	(124,429) (212,804)	-100% -100%	\$	-,	\$	1,119,863 1,915,238	\$ \$	(993,049) (797,162)	-89% -42%	\$ \$	1,493,150 2,553,650
R13	. 5	\$	28,747	\$	,	\$	, ,	6799%	\$			3,750	*	, ,		\$	
	Cost Recovery		28,747				28,330			75,574		,		71,824	1915%		5,000
R17	City of Lakeland	\$	-	\$	,	\$	(12,583)	-100%	\$	79,106		113,250		(34,144)	-30%	\$	151,000
R1	Bartow Express	\$	-	\$		\$	(3,274)	-100%			\$	29,468		(29,468)	-100%	\$	39,290
R2	PCTS - Support Cost Reimb.	\$	35,667	\$	35,796	\$	(129)	0%	\$	321,000	\$	322,163	\$	(1,163)	0%	\$	429,550
	Reserve																
TOTAL REVE	<u>NUES</u>	\$	266,287	\$	864,753	\$	(598,467)	-69%	\$	7,154,799	\$	7,782,780	\$	(627,981)	-8%	\$	10,377,040
ELIGIBLE EXI																	
1	Salaries	\$	,	\$	,	\$	(47,600)	-13%		, ,	\$	3,335,970		(209,640)	-6%	\$	4,447,960
2	Employee Benefits	\$	158,827		179,606	\$	(20,779)			1,443,677		1,616,453		(172,775)	-11%	\$	2,155,270
3	Advertising Fees	\$	(635)	\$	1,325	\$	(1,960)		\$	7,311	\$	11,925	\$	(4,614)	-39%	\$	15,900
4	Professional & Techinical Ser	\$	6,483	\$	30,792	\$	(24,309)	-79%	\$	206,793	\$	277,125	\$	(70,332)	-25%	\$	369,500
5	Contract Maintenance Services	\$	12,186	\$	8,800	\$	3,386	38%	\$	69,337	\$	79,200	\$	(9,863)	-12%	\$	105,600
6	Other Services	\$	3,665	\$	4,446	\$	(781)	-18%	\$	88,529	\$	40,013	\$	48,517	121%	\$	53,350
7	Fuel & Lubricants	\$	55,727	\$	50,275	\$	5,452	11%	\$	413,620	\$	452,475	\$	(38,855)	-9%	\$	603,300
8	Freight	\$	137	\$	800	\$	(663)	-83%	\$	5,191	\$	7,200	\$	(2,009)	-28%	\$	9,600
9	Repairs & Maintenance	\$	-	\$	3,825	\$	(3,825)	-100%	\$	5,450	\$	34,425	\$	(28,975)	-84%	\$	45,900
10	Materials & Supplies	\$	41,147	\$	58,933	\$	(17,787)	-30%	\$	582,941	\$	530,400	\$	52,541	10%	\$	707,200
11	Utilities/Telephone	\$	10,410	\$	9,933	\$	477	5%	\$	93,723	\$	89,400	\$	4,323	5%	\$	119,200
13	Liab & Prop Damage Insurance	\$	22,361	\$	22,667	\$	(306)	-1%	\$	202,085	\$	204,000	\$	(1,915)	-1%	\$	272,000
14	Other Coporate Insurance	\$	· -	\$	167	\$	(167)	-100%	\$		\$	1,500	\$	(1,500)	-100%	\$	2,000
15	Dues & Subscriptions	\$	363	\$	3,823	\$	(3,459)	-90%	\$	12,823	\$	34,403	\$	(21,580)	-63%	\$	45,870
16	Education/Training/Meeting/Travel	\$	4,197	\$	8,250	\$	(4,053)	-49%	\$	54,672	\$	74,250	\$	(19,578)	-26%	\$	99,000
17	Service Charges	\$	1,796	\$		\$	(346)	-16%	\$	,	\$	19,275	\$	(4,645)	-24%	\$	25,700
18	Office Expense	\$	1,420	\$	6,417	\$	(4,996)	-78%	\$	46,699	\$	57,750	\$	(11,051)	-19%	\$	77,000
19	Advertising & Promotions	\$	1,430	\$	2,083	\$	(653)	-31%	\$	11,546	\$	18,750	\$	(7,204)	-38%	\$	25,000
20	Miscellaneous Expenses	\$	(993)	\$	5,271	\$	(6,264)	-119%	\$	35,187	\$	47,438	\$	(12,250)	-26%	\$	63,250
21	Property Appraiser/Tax Collector Comm	\$	17,941	\$	12,083	\$	5,857	48%	\$	160,698	\$	108,750	\$	51,948	48%	\$	145,000
22	LDDA, CRA Contributions	\$	· -	\$	13,833	\$	(13,833)	-100%	\$	· -	\$	124,500	\$	(124,500)	-100%	\$	166,000
23	Capital Expenditures/ Debt Service	\$	10,934	\$	56,717	\$	(45,783)	-81%	\$	99,130	\$	510,450		(411,320)	-81%	\$	680,600
24	Bad Debt	\$	.0,004	\$	•		(167)	-100%		,	\$	1,500		(1,500)	-100%	\$	2,000
2 <del>4</del> 25		\$	-	\$		\$	, ,	-100%			\$	105,630	Ф \$	(1,500)	-100%	\$	140,840
	Restricted Contingency	Ф	670.460	Ф \$		\$ \$	(11,737)					,		. , ,		Φ	,
	BLE EXPENSES:	<u>\$</u>	670,460	<u> </u>	864,753	<del>p</del>	(194,293)	-22%	\$	6,680,372	\$	7,782,780	<u>\$</u>	(1,102,408)	-14%	<u> </u>	10,377,040
NET REVENU		١.	//A/ /= "				//A / /= "							4-4 46-			
	(UNDER) EXPENSES	\$	(404,174)	<u>\$</u>	-	\$	(404,174)		\$	474,427	\$		\$	474,427		\$	

#### LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AUGUST 8, 2018 AGENDA ITEM #5d

Agenda Item: June 30, 2018 Financials for Polk County Transit Services

Contract – FY 2017-18

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 AUGUST 8, 2018 AGENDA ITEM #5d

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of June 30, 2018
Year to Date Report
Percent of FY Reported (75%)

#### **Revenues**

- ➤ The revenues totaled \$3.8 million or 90% of the year-to-date budget.
- ➤ The FTA grant drawdown reflects \$.81 million or 59% of the grants.
- Fare Revenues totaled \$114,900 or 124% of the year-to-date budget.
- ➤ The Polk County (City Contributions Fair Share) totaled \$335,540.
- ➤ The County funding is designed to reflect the incremental payments for the budgeted grants match totaling \$1.66 million through June 30, 2018.

#### **Expenses**

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$4.0 million or 96% of the year-to-date budget.
- ➤ Salaries and wages totaled \$2.3 million or 89% of the YTD Budget.
- ➤ Operating expenses totaled \$1.1 million or 95% of the YTD Budget.
- ➤ The contract services are for contractual cost for the Lynx contractual services totaled \$605,000 over budget by 36%. The District is evaluating the increase in services that contributed to this expense with appropriate action to be taken.

# Lakeland Area Mass Transit District Financial Statement Polk County Contract Month of JUNE 2018

#### Revenue

		IXCVCI					Percent
	Ann	nual Budget	Y	ΓD Budget	Υ	TD Actual	Expended
Revenues						ĺ	
County Match	\$	1,661,780	\$	1,246,335	\$	1,661,784	133%
Other Contract Revenue - County	\$	-			\$	110,148	100%
City Contribution	\$	208,080	\$	156,060	\$	335,542	215%
County Contribution - PCTS	\$	298,920	\$	224,190	\$	298,920	133%
Fares	\$	124,000	\$	93,000	\$	114,912	124%
FDOT Block Grants:	-						
GO924/GOV71 - WHAT/ADA	\$	613,660	\$	460,245	\$	235,983	51%
JARC AQ379	\$	93,470	\$	70,103			0%
RURAL AQR07	\$	800,570	\$	600,428	\$	235,525	39%
FTA	-						
FTA 5307 Grant	\$	1,813,690	\$	1,360,268	\$	805,153	59%
Total	\$	5,614,170	\$	4,210,629	\$	3,797,967	90%

### Expenses

	Aı	nnual Budget	YTD Budg	et YTD A	ctual	Percent Expended
Labor	\$	3,512,900	\$ 2,634	675 \$ 2	2,348,898	89%
Contract	\$	594,000	\$ 445,	500 \$	604,688	136%
Operating	\$	1,507,270	\$ 1,130,	453 \$	1,076,300	95%
Total	\$	5,614,170	\$ 4,210,	628 \$ 4	1,029,886	96%

August 8, 2018 AGENDA ITEM #5e

Agenda Item: LAMTD Proposed Operating and Capital Budget

FY 2018-19 Budget

Presenter: Tom Phillips, Executive Director

David Persaud, CFO

Recommended

Action: Presentation to the Board FY 2018-19 Proposed Budget

Summary: Proposed Operating and Capital Budget is included.

The proposed budget for the District is included herewith with revenues and expenses balanced for a total budget of \$10,750,980.

The budget is balanced with funding for the capital vehicle replacement program totaling \$680,600 and includes the FY 2018-19 annual debt service for totaling \$561,600 for the FY 2016-17 and planned lease bus purchases over a twelve-year period. The millage rate as certified at the .50 level reflects an

increase of 6.6% or \$287,000.

A summary level description of the revenues and expenses are also included. A Power Point Presentation will follow this report.

Attachments: See attached Proposed Operating and Capital Budget

#### **REVENUES**

Total Revenues are estimated at \$10,750,980 a decrease of \$373,940 (3.6%).

#### **FARES**

- Fares are projected to remain flat at \$ 670,000 in FY 2019.
  - The reasons are decline in Fixed Route Ridership.
- Total Contract revenue is projected at \$984,710 a decrease of \$123,570 in GEICO Contract termination..
- Advertising Revenue is projected to increase by \$18,000 to \$150,000.
- Property Tax Revenue is projected to increase \$ 287,000 or 6.6%.
- Federal Grants will remain flat at \$2,440,650 a decrease of \$113,000.
- State FDOT Grants will increase \$228,000 for State Corridors.
- Other revenue is estimated to increase \$95,000 due to increase in interest income and misc. income.

#### **OPERATING EXPENSES**

Total expenses of \$ 10,750,980 is estimated to increase \$374,000 (3.6%).

- Salaries and wages are projected to increase \$320,000 or 6.7 % due to labor contract and administrative salaries increase of 2.25% and addition of four positions in Fleet.
- Fringe benefits is expected to decrease \$ 27,000 or 1.2% due to decline in health insurance premiums.
- Position count at Oct.1, 2018- full time 100.5 and part time 9, a total of 109.5.
- Services for professional and technical service, contract maintenance services and other services is projected to increase \$79,000 primarily due to increase for Radios and Avail System Maintenance.
- Fuel, Materials, Supplies and Parts is projected to increase \$ 108,250 or 7.3 % due to increase in parts.
- Insurance Costs is expected to decrease \$40,800 due to decrease in workers compensation premium.
- Misc. expense is decreasing \$132,070 due to showing materials and supplies increase of \$108,000 in the line item and decrease in other line items.
- Debt Service expenses is increasing \$429,420 due to new Capital Lease financing.
- The Budget reflects \$124,000 for operating contingency.

#### LAKELAND AREA MASS TRANSIT DISTRICT Fiscal Year Proposed Budget FY 2018-19 August 9, 2018

#### REVENUES FY '19 v FY '18 VARIANCE

REVENUES	FY '18 BUDGET ADOPTED	% OF TOTAL	FY '19 BUDGET PROPOSED	% OF TOTAL	\$ Inc / (Dec) '19 v '18	% Inc / (Dec) '19 v '18
Ad Valorem Taxes	\$4,382,360	37.40%	\$4,669,630	43.43%	\$287,270	6.56%
Passenger Fares	670,000	8.20%	670,000	6.23%	\$0	0.00%
<b>Contract Revenues</b>	1,108,280	11.70%	984,710	9.16%	(\$123,570)	-11.15%
Federal Grants	2,553,650	25.10%	2,440,560	22.70%	(\$113,090)	-4.43%
State Grants	1,493,150	15.80%	1,721,080	16.01%	\$227,930	15.27%
Other Revenues	169,600	1.90%	265,000	2.46%	\$95,400	56.25%
TOTAL	\$10,377,040	100.00%	\$10,750,980	100.00%	373,940	3.60%

#### LAKELAND AREA MASS TRANSIT DISTRICT Fiscal Year Proposed Budget FY 2018-19 August 9, 2018

#### EXPENSES FY '19 v FY '18 VARIANCE

EXPENSES	FY '18 BUDGET ADOPTED	% OF TOTAL	FY '19 BUDGET PROPOSED	% OF TOTAL	\$ Inc / (Dec) '19 v '18	% Inc / (Dec) '19 v '18
Salaries and wages	\$4,443,130	45.8%	4,763,620		\$320,490	
Fringe Benefits	2,157,880	22.3%	2,131,450	21.2%	(\$26,430)	-1.2%
Services	501,970	5.2%	581,350	5.8%	\$79,380	13.7%
Materials and Supplies Consumed	1,366,200	14.1%	1,474,450	14.6%	\$108,250	7.3%
Utilities	119,200	1.2%	127,470	1.3%	\$8,270	6.5%
Casualty and Liability Insurance	274,000	2.8%	233,200	2.3%	(\$40,800)	-17. <mark>5%</mark>
Miscellaneous Expenses	382,220	3.9%	250,150	2.5%	(\$132,070)	-52.8%
Restricted Contingency	140,840	1.5%	123,920	1.2%	(\$16,920)	-13.7%
Tax Collector's Commissions, Property Appraiser's Fees/CRA Tax Increment Payment	311,000	3.2%	384,770	3.8%	\$73,770	19.2%
Total Operating Expenditures	\$9,696,440	93.4%	\$10,070,380	93.7%	\$373,940	3.7%
Capital Expenditures	548,420	5.7%	119,000	1.2%	(\$429,420)	-360.9%
Debt Services	132,180	1.4%	561,600	5.6%	\$429,420	76.5%
TOTAL	\$10,377,040	100%	\$10,750,980	100%	\$ 373,940	-280.7%

#### LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AUGUST 8, 2018 AGENDA ITEM #6

Agenda Item: Progress Report for the Polk Transit Development Plan (TDP)

2018

Presenter: Diane Slaybaugh, TPO

Summary An annual progress report is a requirement of the Florida

Department of Transportation for the continuation of State Block

**Grant Funds** 

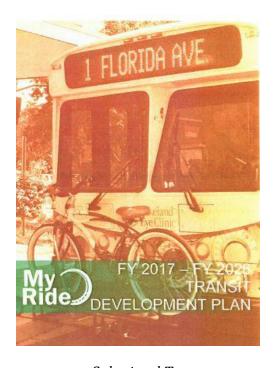
Recommended

Action: Board approval

Attachments: 2018 Progress Report

# MY RIDE: POLK TRANSIT DEVELOPMENT PLAN 2017-2026

#### **2018 PROGRESS REPORT**



Submitted To:

#### Florida Department of Transportation District One



#### Prepared By:



**Pending Adoption** 

#### **Section 1: Introduction**

The State of Florida Public Transit Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transit. The Block Grant Program requires public transit service providers to develop, adopt, and annually update a Ten-Year Transit Development Plan (TDP). Under legislation that became effective February 20, 2007, the TDP must undergo a Major Update every five years. In the Interim years, an update is to be submitted in the form of a progress report on the ten-year implementation program of the TDP. Major updates involve more substantial reporting requirements than annual progress reports. Each update must be submitted to the appropriate Florida Department of Transportation (FDOT) District Office by September 1<sup>st</sup>.

The most recent major update of the Polk County Transit Development Plan, *My Ride*, was adopted by the Lakeland Area Mass Transit District (LAMTD) Board in August, 2017. This document comprises LAMTD's annual progress report for the 10-year period from 2018 through 2027 and meets the requirement for a TDP annual progress report in accordance with Rule Chapter 14-73, Florida Administrative Code (FAC). Table 1-1 lists the TDP requirements from Rule 14-73.001 for annual progress reports and indicates whether or not the item was accomplished in this TDP.

**Table 1-1: TDP Progress Report Checklist** 

Annual Progress Report Checklist Item	Related Section
Past Year's accomplishments compared to the original	
implementation program	Section 2 – Progress Report
Analysis of discrepancies between the plan and its implementation for the past year and steps that will be taken to attain or modify original goals and objectives	Section 2 – Progress Report
Any revisions to the implementation program for the coming	
year	Section 3 – Implementation and Financial Plan
Revised implementation program for the new tenth year	
	Section 3 – Implementation and Financial Plan
Added recommendations for the new tenth year of the	
updated plan	Section 3 – Implementation and Financial Plan
A revised financial plan	
	Section 3 – Implementation and Financial Plan
A revised list of projects or services needed to meet the goals	
and objectives	Section 3 – Implementation and Financial Plan

Source: Transit Development Plan Review Guidance for FDOT Districts, August 2009.

#### **Identification of the Submitting Entity:**

**Agency:** Lakeland Area Mass Transit District (LAMTD)

**Dba/Citrus Connection** 

**Telephone Number:** (863) 688-RIDE (7433)

Mailing Address: 1212 George Jenkins Blvd., Lakeland, FL 33815

**Authorizing Agency Representative:** Mr. Tom Phillips, Executive Director

For more information about this plan, please contact Mr. Rodney Wetzel, Senior Planner, Citrus Connection, at the phone number or address above.

**Organization of the Report:** This TDP progress report is organized into the following sections:

**Section 1: Introduction** – This section outlines the requirements of a TDP and includes contact information for the submitting agency.

**Section 2: Progress Report** – This section includes the progress report on past year's accomplishments and milestones achieved including the status of plan goals and objectives.

**Section 3: Implementation and Financial Plan –** This section presents the revised Implementation and Financial Program including the integration of any new recommendations.

#### **Section 2: Progress Report**

Over the last year, LAMTD has achieved some milestones consistent with the adopted implementation plan in *My Ride the TDP Major Update*. The progress report included in this section is organized into two major categories: 1. Transit capital and infrastructure projects, and 2. Service planning and operational projects. Each project or activity is briefly described and the accomplishment achieved is summarized. Any discrepancies between the Implementation plan and the activity described are noted and steps to be taken to modify the corresponding goal or milestone are presented. An additional subsection is included which presents the status of LAMTD goals and objectives identified in the My Ride TDP major update.

#### PROGRESS REPORT ON MILESTONES

Progress on ongoing efforts since the TDP major update adoption in August 2017, are summarized below. These efforts help LAMTD accomplish priority goals and work objectives.

#### **Transit Capital and Infrastructure**

#### **Bus Acquisitions**

With the implementation of a bus replacement plan, LAMTD acquired three new 24 ft. buses to the fleet, each with 4 wheelchair positions. They received five new 35 ft. Gillig buses for the fixed-route fleet. Two used Gillig buses were acquired as "rehab" projects, transferred from West Palm Beach transit agency, and one 2002 Gillig Phantom was removed from service.

#### Park and Ride Lot on North 98

One of the highlights of this year and a major goal of the TDP was the completion of the new Park and Ride on North 98. This project now stands as a major gateway to the City of Lakeland and has facilitated new partnerships with private transit agencies such as Mega Bus. The second round of funding for this project has been submitted. If awarded, two additional shelters, bathrooms, bike lockers, and an awning would be installed for the protection of riders from the elements.



#### Transit Intelligent Transportation System (ITS) Projects

Citrus Connection introduced a new fare media and commended its loyal passengers for their cooperation and willingness to change the way they pay their fares aboard its buses. The new Citrus Connection **SMARTCARD** fare payment system was implemented and is progressing each day. This new technology allows LAMTD to track not only ridership, but

the rider and individual bus stop utilization. The District now has the ability to identify trends (strengths and deficiencies) in the system.

Other ITS project updates included:

- All Mentor Ranger Units were removed on County owned paratransit buses and replaced with Avail units.
- New servers were installed in Lakeland to host the AVAIL communications system.
- Tap Card readers for Smart Cards were installed in all fixed-route and paratransit buses.
- Four (4) customer service Smart Card ticket sales stations were installed.
- All GFI Genfare Fare boxes on fixed-route buses were removed and replaced with Diamond fare boxes.

#### East Polk Maintenance Facility

Since the inception of transit services in the Winter Haven urbanized area, the need for a maintenance facility to service those vehicles that deliver transit services to the east Polk County routes has been a priority listed in the TDP. There is an existing maintenance facility in West Polk County, but due to the large geographical size of Polk County, it presents a great challenge to the routes operating in the eastern side of the County.

LAMTD secured consultant services to draw up concept plans for this proposed facility, in phases – a temporary facility and a permanent facility, along with cost estimates. The temporary facility plan allows locating fuel tanks, a building and a work pad on the west side of the property, while the permanent facility would locate the buildings and fuel tanks to the east and north side of the property. This facility would be located on property currently owned by the City of Winter Haven, and ongoing discussions are occurring regarding the long-term use of the land. The construction of the facility is also contingent upon successful securement of federal funding.

#### Capital Asset Management Plan

Per new federal regulations, this is currently in process. Transit performance measure targets were developed in coordination between LAMTD and the Polk TPO in January, 2017. As of the date of this report, all facilities have been inspected and rated. The calculation sheet will be completed when the full inventory is conducted. The final Transit Asset Management Plan will be completed by October 1, 2018.

#### **Service Planning and Operations**

#### Ridership

The fixed-route service in Lakeland, Winter Haven and the rural areas provided 1,252,509 rides in fiscal year 2016/17, which was slightly down from the 1,304,808 in 2015/16. As the Community Transportation Coordinator (CTC) for Polk County, Citrus Connection

provided 21,024 transportation disadvantaged trips in 2017, up from 17,167 in 2016. In 2017, 56,484 ADA trips were provided, up from 54,061 the previous year.

#### **New Routes**

Route 61, service to North Lakeland, was officially kicked off this year with a ribbon cutting ceremony at the Public Supermarket at Lake Gibson. Route 61, Citrus Connection's most northern route in Lakeland, travels from the Gow W. Fields Park and Ride at I-4 and US 98 North up to Banana Road.

Route 59X, the County Line Express, was introduced to serve large employers in this area on the western side of Polk County.

Route 60 was introduced in northeast Winter Haven to increase service and on-time performance. With the addition of this route, it allowed Route 30 to return to a 60-minute route to increase frequency.



#### Additional Pass Sales Hours at Terminals

The hours of the Bus Pass Sales windows at the Lakeland and Winter Haven terminals were expanded. They are open Monday through Friday from 8:30 a.m. to 5:30 p.m. This enhances access to the fixed-route service and complements the other ticket purchase options for all Citrus Connection's riders.

#### Community Score Card/Transit Scoring Index

LAMTD implemented a project to collect data on routes by trip instead of on a daily basis by sampling. The idea was to have solid documentation of hourly data in order to analyze the peak and off-peak trips along each route. In turn, this would allow the agency to review the data quarterly and make route adjustments to ensure the service is being performed in the most cost-effective manner. This route data is published on Citrus Connection's website to allow the public to view which routes may be affected. It is color-coded – green indicates the route is performing well with no adjustments needed. Yellow indicates there may be minor route adjustments; and red indicates the need for major adjustments. This method has been very successful and modeled by other transit agencies across the country.

#### Universal Access Program Agreements

Businesses, colleges, schools and organizations recognize the importance of public transportation by entering into Universal Access Agreements (UAPs) with LAMTD, where businesses and educational institutions pay a flat rate to subsidize transit for their employees, students or clients. Riders show their ID and are able to ride free. This program continues to thrive, with approximately a dozen UAPs currently in place, including



Southeastern University, Pace Center for Girls, Polk County Schools, Peace River Center, and LEGOLAND. LAMTD is also proud of their partnership with the Polk County Board of County Commissioners for subsidizing free transportation for Veterans through a UAP.

#### Fair Share Agreements

In the Winter Haven urbanized areas, there are local municipalities that have partnered with transit to provide their citizens better access to public transportation. For many years, these contributions have been way below the fully allocated cost for service within their respective jurisdictions. LAMTD is diligently working with all of the municipalities to increase their contributions by one-third of their twenty percent of cost.

#### Summer of Safety

Thanks to a partnership between New Beginnings High School and Citrus Connection, the Summer of Safety program is running for its fifth year providing free public transportation to Polk County students ages 12-18. This program provides crucial transportation options throughout the summer when students are not in school and it the first of its kind in the United States.

#### **Quality Assurance**

Citrus Connection staff regular administers surveys to riders for quality-assurance purposes, as well as identifying where and when their riders need public transportation. Current data shows that 60% of riders are using the system five days per week going to work, medical appointments or educational opportunities.

A Quality Assurance team was formed and has initiated a Quality Assurance line to help facilitate open lines of communication with our riders. All bus operators have received Quality Assurance Line cards to handout to passengers.

#### Federal Transit Administration (FTA) Triennial Review

Every three years, the FTA conducts a comprehensive compliance audit of each recipient of FTA Section 5307 Urbanized Area grant funds. The compliance audit consists of 20 subject areas which cover Procurement and Satisfactory Continuing Control, Civil Rights, and several other federal mandates. The process generally consists of two steps, a desk review conducted off-site by the FTA consultant reviewer and then a formal site visit. LAMTD serves as the designated recipient for the Lakeland and Winter Haven urbanized areas within Polk County. The FTA conducted a Triennial Review in April, 2018. No deficiencies were found with the FTA requirements in 19 areas. One deficiency was found in ADA-General, regarding revising the Riders' Guide to publicize how the public may request a reasonable modification for accessibility to transit services. This will be completed on or before September 10, 2018.

#### **Preparing for Safety**

In preparation for hurricane season, staff prepared an Emergency Operations Guide and all staff was trained in the event the Agency is required to assist in emergency operations.

Citrus Connection assisted hurricane evacuees from Puerto Rico, by allowing them to show the bus operator their ID card from Puerto Rico and ride the bus at no charge. High schools students who have also relocated making Polk County their temporary home will also receive subsidized transportation through the COLTS Program.

Citrus Connection has partnered with Polk County Fire Rescue to help spread safety messages inside the 27 buses traveling throughout the County.

#### **EVALUATION OF TDP GOALS AND OBJECTIVES**

Goals and objectives are an integral part of any transportation plan because they provide policy direction to achieve the community's vision. As part of the planning process, goals, objectives and policies were established in My Ride – Polk Transit Development Plan FY 2017-FY2026. The resulting goals and objectives are consistent with the 10-year priorities and long-term improvements laid out in the plan which included operations, planning, policy and procedures, new technology, and capital and infrastructure priorities.

As part of this progress report, the goals, objectives and policies were assessed. Table 2-1 presents the goals and objectives for the TDP major update and additional columns in the table document were added to illustrate if the measure was achieved or is "in progress" and implemented over time.

Table 2-1: Polk TDP Goals and Objectives

Goals/ Objectives	Description	Implemented (Yes/No)	Assessment
Goal	Develop and maintain a public transportation system to provide safe travel for all users which supports livable communities and economic activity.	Ongoing	The overall Goal and Objectives is an ongoing process. Steps towards achieving these objectives have been summarized in this Progress Report in Section 2, Progress Report.
Safety Objective	Safe and secure travel conditions on public transportation.	Ongoing	LAMTD has a very thorough, comprehensive training program for bus operators to ensure that riders enjoy safe and secure travel conditions on the public transportation system. Staff is also trained to assist in emergency response situations. All vehicles are maintained and serviced to the highest standards to ensure safety.
Livability Objective	Provide travel options for persons of all ages and abilities.	Ongoing	Neighborhood mobility audits & the Senior Mobility Audits have identified connectivity and potential improvements to provide persons of all ages to access public transportation. The UAPs illustrate LAMTD's efforts to go above & beyond to provide students will easy access to transit. The Bus Pass Program for the transportation disadvantaged is very successful with regular outreach to senior communities.
Mobility Objective	Provide transportation options for intercity and local travel.	In progress	Out of the 17 municipalities in Polk County (which is over 2,010 sq. miles), LAMTD provides service to 16 of them. Also, Routes 416 & 427 in northeast Polk County allows riders to access regional transit with the Lynx system. With the opening of the Park and Ride on US 98 N & I-4, LAMTD has partnered with Mega Bus, which provides regional connections to the riders.
Economic Objective	Provide transportation infrastructure and services that support economic vitality and job creation.	Ongoing	LAMTD is constantly looking at "out of the box" travel options, which is illustrated by the Universal Access Program Agreements. They also do extensive public outreach/presentations in the community to educate on the need for and the value of public transportation. LAMTD implemented the Transit Scoring Index to monitor route productivity & make adjustments when/where necessary to ensure cost efficiency.

#### Section 3: Phased Implementation and Financial Plans

The purpose of My Ride, Polk Transit Development Plan FY 2017-2026, is to provide direction for transit service improvements in Polk County over the next 10 years. This direction was developed through extensive public outreach and consideration of all modes of transportation options, resulting in a 10-year phased implementation plan. Progress on the implementation of service improvements and expansion in the 10-year plan, along with an updated implementation and financial plan, is included in this section.

In the major update of the My Ride TDP document, the following priorities were listed for operations and capital and infrastructure:

#### **OPERATIONS**

Maximize existing service efficiency

In a fiscally constrained transit environment, maximizing existing service efficiency is a high priority. Service efficiency includes:

- Coordinated vehicle maintenance
- o Consolidated administration and maintenance activities, and
- o Coordinated contracting for fuel and maintenance supplies and activities.
- Implement service improvements

Service improvements were also identified as priorities for implementation. Service improvements include:

- o Improvements to existing service frequency (headways)
- o Extended weekday service hours (span), and
- o Additional weekend service (either Saturday or Sunday).
- Service expansion

Service expansion is a priority for implementation for the 10-year needs plan. Service expansion includes:

- New routes operating in county activity centers with no existing service, and
- o A proposed feeder route to the future Poinciana SunRail Station.

#### **CAPITAL AND INFRASTRUCTURE**

- Downtown Lakeland Intermodal Center
- Easts Polk Maintenance Facility
- Park and Ride Facilities
- Vehicle expansion and replacement
- IT and Technology

As indicated in Section 2 of this report, progress has been made in the implementation of the 10-year implementation plan. During the development of the major update to the TDP last year, efforts were still ongoing regarding the consolidation of transit services from the Polk County Board of County Commissioners to LAMTD. The transfer of capital equipment and negotiating contracts has finally been completed, with the Polk BOCC actively participating in the funding of transit services.

The following chart 3-1 depicts the original Implementation Plan contained in the FY 2017-FY2026 TDP major update.

**Table 3-1 Original Service Implementation Plan** 

		Op	erating Characteristi	cs
Service Type/Mode	Description	Frequency (Weekday)	Service Span (Weekday)	Days of Service
FY 2017 and FY 2018				
Route 1/101 Florida Ave Corridor	Maintain Existing Fixed Route Service	30 mins	6:15 AM - 6:05 PM	Mon - Sat
Route 3/301 Lakeland Hills Corridor	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 10 Circulator	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 12 Lakeland to WH	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Sat
Route 14 Combee/Edgewood	Maintain Existing Fixed Route Service	120 mins	7:15 AM - 6:05 PM	Mon - Fri
Route 15 (N/S) Kathleen/Providence/Harden	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 15 (E/W) Winter Haven/Haines City	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:00 PM	Mon - Sat
Route 22XL Bartow Express	Maintain Existing Fixed Route Service	90 mins	5:55 AM - 5:10 PM	Mon - Fri
Route 22XW Winter Haven/Bartow	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:00 PM	Mon - Sat
Route 25 Bartow/Fort Meade	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 5:45 PM	Mon - Fri
Route 27X Dundee/Eagle Ridge Mall	Maintain Existing Fixed Route Service	60 mins	6:00 AM - 7:05 AM	Mon - Fri
Route 30 Legoland	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:10 PM	Mon - Sun
Route 32/33 South Fl/Carter Rd.	Maintain Existing Fixed Route Service	60 mins	7:41 AM - 6:05 PM	Mon - Fri
Route 35 Bartow/Lake Wales	Maintain Existing Fixed Route Service	120 mins	6:10 AM - 7:05 PM	Mon - Sat
Route 39 Bradley	Maintain Existing Fixed Route Service	5 hrs	6:45 AM - 5:35 PM	Mon - Fri
Route 40/44 Winter Haven Southside	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:05 PM	Mon - Sat
Route 45 George Jenkins/Swindell	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Fri
Route 46 10th/Wabash/Ariana	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 5:05 PM	Mon - Fri
Route 47 Duff Rd. Shuttle	Maintain Existing Fixed Route Service	60 mins	8:15 AM - 5:05 PM	Mon - Fri
Route 50 Auburndale	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:05 PM	Mon - Sat
Route 58 College Connector	Maintain Existing Fixed Route Service	60 mins	6:30 AM - 4:40 PM	Mon - Fri
Route 58X Airside Express	Maintain Existing Fixed Route Service	15 mins	7:00 AM - 1:00 AM	Mon - Fri
Route 59X County Line Express	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 60 Winter Haven Northeast	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Sat
Route 416 Poinciana/Haines City LYNX	Maintain Existing Fixed	150 mins	10:40 AM - 7:00	Mon - Fri

		Op	erating Characteristi	cs
Service Type/Mode	Description	Frequency (Weekday)	Service Span (Weekday)	Days of Service
	Route Service		PM	
Route 427 US 27/Haines City LYNX	Maintain Existing Fixed Route Service	120 mins	6:25 AM - 7:12 PM	Mon - Fri
Route 603 Neighborlink Line LYNX	Maintain Existing Fixed Route Service	90 mins	6:05 AM - 6:15 PM	Mon - Fri
ADA Paratransit Service	Maintain Existing ADA Paratransit Service	n/a	6:00 AM - 6:30 PM	Mon - Sat
FY 2019	T ,	T		I
	Increase Frequency			
Route 12 Lakeland to WH	Increase Hours of Service	30 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
FY 2020				
	Increase Frequency			
Route 1/101 Florida Ave Corridor	Increase Hours of Service	15 mins	6:15 AM - 8:05 PM	Mon - Sun
	Add Weekend Service			
FY 2021				
	Increase Frequency		6 1 F AM 0 0 F DM	M C .
Route 14 Combee/Edgewood	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
	Increase Frequency			
Route 15 Winter Haven - Haines City	Increase Hours of Service	60 mins	5:45 AM - 7:35 PM	Mon - Sun
	Add Weekend Service			
	Increase Frequency			
Route 22XL Bartow Express	Increase Hours of Service	30 mins	5:55 AM - 7:10 PM	Mon - Sat
	Add Weekend Service			
SunRail Feeder Winter Haven to Poinciana	Add New Service	30 mins	6:15 AM - 8:05 PM	Mon - Fri
FY 2022				
	Increase Frequency			
Route 30 Legoland	Increase Hours of Service	30 mins	6:15 AM - 8:05 PM	Mon - Sun
Route 58 College Connector	Increase Frequency	30 mins	6:30 AM - 4:40 PM	Mon - Fri
Doute 427 HC 27 /Heines City LVNV	Increase Frequency	60 mins	6:15 AM - 8:05 PM	Mon - Sat
Route 427 US 27/Haines City LYNX	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
FY 2023		<u> </u>		
Polk City to Winter Haven	Add New Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Frequency			
Route 22XW Winter Haven/Bartow	Increase Hours of Service Add Weekend Service	60 mins	6:15 AM - 8:05 PM	Mon - Sun
	Aud weekend Service			
FY 2024				

		Op	erating Characteristi	cs
Service Type/Mode	Description	Frequency (Weekday)	Service Span (Weekday)	Days of Service
D CO IAI' II . N . II	Increase Frequency	20 1	6 45 AM 0 05 DM	M C
Route 60 Winter Haven Northeast	Increase Hours of Service	30 mins	6:15 AM - 8:05 PM	Mon - Sun
	Add Weekend Service			
FY 2025				
Route 15 Kathleen/Providence/Harden	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
FY 2026				
Route 3/301 Lakeland Hills Corridor	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
Route 32/33 South Fl/Carter Rd.	Increase Hours of Service Add Weekend Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat

The original Service Implementation Plan recommended maintaining existing service in FY 2017 and FY 2018, with the first improvement in FY 2019. The transit agency has been able to maintain existing transit services within their funding limitations. Until funding is identified to expand services, all resources have gone towards maintaining the areas currently served. Therefore, the Service Implementation Plan has been adjusted to move everything out one year, which adds the tenth year to the TDP Progress Report. The adjusted Service Implementation Plan follows in Chart 3-2.

**Table 3-2 REVISED SERVICE IMPLEMENTATION PLAN** 

		Ope	erating Characteristi	cs
Service Type/Mode	Description	Frequency (Weekday)	Service Span (Weekday)	Days of Service
FY 2018 and FY 2019				
Route 1/101 Florida Ave Corridor	Maintain Existing Fixed Route Service	30 mins	6:15 AM - 6:05 PM	Mon - Sat
Route 3/301 Lakeland Hills Corridor	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 10 Circulator	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 12 Lakeland to WH	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Sat
Route 14 Combee/Edgewood	Maintain Existing Fixed Route Service	120 mins	7:15 AM - 6:05 PM	Mon - Fri
Route 15 (N/S) Kathleen/Providence/Harden	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 15 (E/W) Winter Haven/Haines City	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:00 PM	Mon - Sat
Route 22XL Bartow Express	Maintain Existing Fixed Route Service	90 mins	5:55 AM - 5:10 PM	Mon - Fri
Route 22XW Winter Haven/Bartow	Maintain Existing Fixed	90 mins	5:45 AM - 7:00 PM	Mon - Sat

		Op	erating Characteristi	cs
Service Type/Mode	Description	Frequency (Weekday)	Service Span (Weekday)	Days of Service
	Route Service			
Route 25 Bartow/Fort Meade	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 5:45 PM	Mon - Fri
Route 27X Dundee/Eagle Ridge Mall	Maintain Existing Fixed Route Service	60 mins	6:00 AM - 7:05 AM	Mon - Fri
Route 30 Legoland	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:10 PM	Mon - Sun
Route 32/33 South Fl/Carter Rd.	Maintain Existing Fixed Route Service	60 mins	7:41 AM - 6:05 PM	Mon - Fri
Route 35 Bartow/Lake Wales	Maintain Existing Fixed Route Service	120 mins	6:10 AM - 7:05 PM	Mon - Sat
Route 39 Bradley	Maintain Existing Fixed Route Service	5 hrs	6:45 AM - 5:35 PM	Mon - Fri
Route 40/44 Winter Haven Southside	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:05 PM	Mon - Sat
Route 45 George Jenkins/Swindell	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Fri
Route 46 10th/Wabash/Ariana	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 5:05 PM	Mon - Fri
Route 47 Duff Rd. Shuttle	Maintain Existing Fixed Route Service	60 mins	8:15 AM - 5:05 PM	Mon - Fri
Route 50 Auburndale	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:05 PM	Mon - Sat
Route 58 College Connector	Maintain Existing Fixed Route Service	60 mins	6:30 AM - 4:40 PM	Mon - Fri
Route 58X Airside Express	Maintain Existing Fixed Route Service	15 mins	7:00 AM - 1:00 AM	Mon - Fri
Route 59X County Line Express	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 60 Winter Haven Northeast	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Sat
Route 416 Poinciana/Haines City LYNX	Maintain Existing Fixed Route Service	150 mins	10:40 AM - 7:00 PM	Mon - Fri
Route 427 US 27/Haines City LYNX	Maintain Existing Fixed Route Service	120 mins	6:25 AM - 7:12 PM	Mon - Fri
Route 603 Neighborlink Line LYNX	Maintain Existing Fixed Route Service	90 mins	6:05 AM - 6:15 PM	Mon - Fri
ADA Paratransit Service	Maintain Existing ADA Paratransit Service	n/a	6:00 AM - 6:30 PM	Mon - Sat
FY 2020	T , n			
	Increase Frequency			
Route 12 Lakeland to WH	Increase Hours of Service	30 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service	-		
FY 2021	•			
	Increase Frequency			
Route 1/101 Florida Ave Corridor	Increase Hours of Service	15 mins	6:15 AM - 8:05 PM	Mon - Sun
	Add Weekend Service			
FY 2022	T ,			
Route 14 Combee/Edgewood	Increase Frequency	60 mins	6:15 AM - 8:05 PM	Mon - Sat
, 3	Increase Hours of Service	OU IIIII3	0.13 mm - 0.03 i M	mon - sat

		Ор	erating Characteristi	cs
Service Type/Mode	Description	Frequency (Weekday)	Service Span (Weekday)	Days of Service
	Add Weekend Service			
	Increase Frequency			
Route 15 Winter Haven - Haines City	Increase Hours of Service	60 mins	5:45 AM - 7:35 PM	Mon - Sun
	Add Weekend Service			
2	Increase Frequency			
Route 22XL Bartow Express	Increase Hours of Service	30 mins	5:55 AM - 7:10 PM	Mon - Sat
	Add Weekend Service			
SunRail Feeder Winter Haven to Poinciana	Add New Service	30 mins	6:15 AM - 8:05 PM	Mon - Fri
FY 2023		_		
Doute 20 Legalon d	Increase Frequency	20 min a	C.15 AM 0.05 DM	Man Com
Route 30 Legoland	Increase Hours of Service	30 mins	6:15 AM - 8:05 PM	Mon - Sun
Route 58 College Connector	Increase Frequency	30 mins	6:30 AM - 4:40 PM	Mon - Fri
	Increase Frequency			
Route 427 US 27/Haines City LYNX	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
FY 2024		T		
Polk City to Winter Haven	Add New Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Frequency			
Route 22XW Winter Haven/Bartow	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sun
	Add Weekend Service			
FY 2025				
Route 60 Winter Haven Northeast	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sun
Route of Whitei Haven Northeast	Increase Hours of Service	30 mms	0.13 AM - 0.03 FM	Mon - Sun
	Add Weekend Service			
FY 2026		1		
Route 15 Kathleen/Providence/Harden	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
W 2007	Add Weekend Service			
FY 2027	Increase Hours of			
Route 3/301 Lakeland Hills Corridor	Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
,	Add Weekend Service	1		
Route 32/33 South Fl/Carter Rd.	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			

With all improvements being moved out a year throughout the revised Service Implementation Plan, there are no new recommendations or for the new tenth year of the updated plan. However, In addition to continuing to implement capital and operating

projects that move the Agency closer to meeting its Goals and Objectives, scheduled upgrades and improvements under new technology (ITS) include:

- Working with AVAIL to complete a prototype with Wi Fi, USB Charging, Pre-Trip on MDT, upgrade Modem from 3G to 4G technology, Video Surveillance with wireless connection and bus health monitoring.
- Working with AVAIL to implement remote loading of value on Smart Cards through Internet and fare payment with Smart Phones.

#### TEN-YEAR MY RIDE TDP FINANCIAL PLAN

Capital and operating costs in this progress report area consistent with the information and assumptions prepared for the My Ride TDP major update. All key assumptions are documented in the 2017 major update report. Cost estimates are based on a variety of data, including professional experience, recent procurements, peer agency costs, NTD data, trend information and analysis, fleet planning, and discussions with Transit Management staff. Revenue projections take into account capital and operating revenue from several sources, including state and federal grants, the District's Ad Valorem tax, allocated county general fund, passenger fares, and advertising sales.

Every year, LAMTD operates using a fiscally constrained, balanced budget to provide a basic level of transit service for Polk County. The updated 10-year Financial Plan for this TDP Progress Report is shown in Tables 3-3 and 3-4 on the next two pages of this report. As stated above with respect to the revised Service Implementation Plan, the dates on year of expense have been moved out a year to align with the revised Implementation Plan.

# Table 3-3 Revised Ten-Year Budget Estimates

		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
		Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	
TOOPET. COSTIS	v	28 351 874 13	s 16.056.950.46	\$ 19.386,395,52	\$ 28,518,403.51	\$ 31,728,053.54	s	41,089,117.20 \$ 39,576,502.48	\$ 44,707,368.39	\$ 44,007,664.38	44,007,664.38 \$ 48,223,251.95	\$ 341,645,581.58
TOTAL BEVENITES	v	17.154.684.63	40	\$ 18,201,156.14	\$ 18,598,819.21	\$ 19,008,936.95 \$	\$ 19,432,660.56 \$ 19,871,587.74 \$ 20,327,941.89 \$	\$ 19,871,587.74	\$ 20,327,941.89	\$ 20,804,845.35 \$	\$ 21,306,737.73	\$ 192,376,688.45
-	-											
udget Surplus/Defi \$	\$ 5	\$ (11,197,189.49) \$	\$ 1,612,367.78	\$ 1,612,367.78 \$ (1,185,239.38)	\$ (9,919,584.31)	\$ (12,719,116.59)	\$ (12,719,116.59) \$ (21,656,456.64) \$ (19,704,914.74) \$ (24,379,426.51) \$ (23,202,819.03) \$ (26,916,514.22) \$ (149,268,893.13)	\$ (19,704,914.74)	\$ (24,379,426.51)	\$ (23,202,819.03)	\$ (26,916,514.22)	\$ (149,268,893.13)
und Balance		(11,197,189.49)	\$ (9,584,821.71)	(11,197,189.49) \$ (9,584,821.71) \$ (10,770,061.09)	(20,689,645.40)	\$ (33,408,761.99)	689, 645, 40) \$ (33, 408, 761.99) \$ (55, 065, 218.63) \$ (74, 770, 133.38) \$ (99, 149, 559.88) \$ (122, 352, 378.91)	\$ (74,770,133.38)	\$ (99,149,559.88)	\$ (122,352,378.91)	\$ (149,268,893.13)	

Table 3-4 Revised Ten-Year Operating and Capital Cost Estimates

Cost/Revenue	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	
Operating Costs								- 1		- 1	
Existing Fixed-Route Service	\$ 12,565,969.13	\$ 12,836,137.46	\$ 13,112,114.42	\$ 13,394,024.88	\$ 13,681,996.41	\$ 13,976,159.34	\$ 14,276,646.76	\$ 14,583,594.67	\$ 14,897,141.95	\$ 15,217,430.51	\$ 138,541,215.53
Existing ADA Paratransit Service	\$ 1,212,197.00	\$ 1,238,259.24	\$ 1,264,881.81	\$ 1,292,076.77	\$ 1,319,856.42	\$ 1,348,233.33	\$ 1,377,220.35	\$ 1,406,830.59	$\rightarrow$	\$ 1,467,974.61	\$ 13,364,607.55
Maintain Existing Service	\$ 13,778,166.13	\$ 14,074,396.70	\$ 14,376,996.23	\$ 14,686,101.65	\$ 15,001,852.83	\$ 15,324,392.67	\$ 15,653,867.11	\$ 15,990,425.25	\$ 16,334,219.40	\$ 16,685,405.11	\$ 151,905,823.08
Course Tunnersement &		,	3 594 626 2	5 7 487 815 74	379 344 56	\$ 16.435.324.92	\$ 18.136.634.34	\$ 20.145.733.82	\$ 22.360.645.55	\$ 24.836.741.48	\$ 123,576,866,66
Service inprovements	2 4				1			1	2 200 010 0	1	6 16 224 245 49
Service Expansion					1		1.	- 1	+	-11	Ca. Ca. 7 100 CC. 4
Service Improvements & Expansions	\$	- *	\$ 2,594,626.26	\$ 7,487,815.74	\$ 13,887,035.76	\$ 18,792,631.48	\$ 20,934,901.70	\$ 23,004,163.92	* T6.180,082,62 \$	\$ 71,819,405.39	\$ 139,801,112.15
Total Operating Costs	\$ 13,778,166.13	\$ 14,074,396.70	\$ 16,971,622.49	\$ 22,173,917.39	\$ 28,888,888.59	\$ 34,117,024.14	\$ 36,588,768.81	\$ 38,994,589.18	\$ 41,614,751.30	\$ 44,504,810.51	\$ 291,706,935.24
Capital Costs											
Replacement Fixed Route 30-35' Buses	\$ 7,407,504.00	- \$		\$ 1,480,431.37		\$ 2,574,623.75	\$ 525,995.63	\$ 2,686,522.69	υ, υ,	\$ 560,657.00	\$ 15,235,734.45
Spare Fixed Route 30-35' Buses	\$ 1,851,876.00	-		\$ 493,477.12		\$ 514,924.75	- \$	\$ 537,304.54		1	\$ 3,397,582.41
Replacement Fixed Route 24' Buses				\$ 150,150.10	1 40-	· ·		1	\$ 167,000.39	i o	\$ 317,150.49
Spare Fixed Route 24' Buses	s	1			1	5	\$	1	\$ 83,500.19		\$ 83,500.19
Renlacement Minibuses (29.)	\$				\$ 137,108,84	\$ 140,056.68	- 5	\$ 146,143.85		\$ 152,495.59	\$ 575,804.96
Spare Minibuses (29')		,					- 5				1
Replacement Other Paratransit Vehicles	\$ 1,574,440.00	\$ 241,243.57	\$ 328,573.74	\$ 839,095.19	\$ 599,995.02	\$ 1,313,346.23	\$ 268,316.64	\$ 639,532.70	\$ 746,608.75 \$	9	\$ 7,218,480.07
Spare Other Paratransit Vehicles	\$ 314,888.00	\$ 80,414.52	\$ 82,143.44	\$ 167,819.04	\$ 85,713.57	\$ 262,669.25	\$ 89,438.88	\$ 91,361.81	\$ 186,652.19	\$ 95,332.60	\$ 1,456,433.30
Maintain Existing Service	\$ 11,148,708.00	\$ 321,658.09	\$ 410,717.18	\$ 3,130,972.82	\$ 822,817.43	\$ 4,805,620.66	\$ 883,751.15	\$ 4,100,865.60	\$ 1,183,761.52 \$	1,475,813.43	\$ 28,284,685.87
							67 300 363			00 133 033	
Route 1/101 Florida Ave Corridor	s		\$ 483,090.67		1						\$ 1,309,743.31
Route 3/301 Lakeland Hills Corridor	43-			í.	-						
Route 12 Lakeland to WH	S	\$ 472,922.83	1	+	-	\$ 514,924.75	-		548,856.59	- 8	-
Route 14 Combee/Edgewood	· ·	1	i Co-	493,477.12	-	40	ı.			-	
Route 15 Winter Haven - Haines City	· ·		1	493,477,12		- *	1	\$ 537,304.54	1 5	1	\$ 1,030,781.66
Route 15 Kathleen/Providence/ Harden	- \$	\$	· ·		1	57		· ·	\$		· ·
Route 22XL Bartow Express	4		· ·	\$ 493,477.12	-			\$		560,657.00	\$ 1,054,134.13
Route 22XW Winter Haven/Bartow	ı v	1		,		\$ 514,924.75		ı,	1	1	\$ 514,924.75
Route 30 Legoland	1	- 5	ı	- 5	\$ 504,086.88	\$	- 3		\$ 548,856.59 \$	31	\$ 1,052,943.47
Route 32/33 South F1/Carter Rd.	· ·	55	1	- 8		-		\$	\$ - \$	1	- \$
Route 58 College Connector	i i	-	\$	1	\$ 504,086.88	to-		•	s - s		\$ 504,086.88
Route 60 Winter Haven Northeast	40	1				10	\$ 525,995.63	1			\$ 525,995.63
Route 427 US 27/Haines City LYNX		1			\$ 504,086,88	i co	-	1	1	1	\$ 504,086.88
Dolly City to Minter Hayen	· ·					\$ 514.924.75		· vo		-	
FOIR CICY CO WINCE HAVEIL	2										
Suntail reeder wincer maven to Poinciana	s	1		\$ 493,477.12		\$ 514,924.75	\$ 525,995.63	\$ 537,304.54		560,657.00	\$ 2,632,359.05
Spare 30-35 Buses	· ·	\$ 472,922.83	- \$		\$ 504,086.88		\$ 525,995.63	\$ 537,304.54	1	560,657.00	\$ 3,094,444.01
Simple Bus Stop	US	1	- \$			\$ 106,773.40		·	· · ·	1	\$ 106,773.40
Park-and-Ride Facility	U)	\$ 715,050.00	\$ 730,423.58	\$ 746,127.68	100	ı	\$			1	\$ 2,191,601.26
East Polk Transit Maintenance Facility		-			1		1				
Downtown Lakeland Intermodal Center	\$ 1,140,000.00				1		-	1 co	1	1	\$ 1,140,000.00
Downtown Lakeland Intermodal Center (Design and Engineering)	\$ 285,000.00	i,	67		ı «	ı.		ı sə	1	t	\$ 285,000.00
Transit Signal Priority (TSP)			4	0	4		·				900
Infrastructure - Florida Ave	· ·		28.717.686 \$	2					0		202,411.44
Transit Signal Priority (TSP) Infrastructure - Lakeland Hills Blvd	ı v>	ı	43-	5	ı		1		\$ 111,438.39 \$		\$ 111,438.39
Transit Signal Priority (TSP)	v	· ·	\$ 401,330,19	s,	i.	s	ı,	1		1	\$ 401,330.19
Service Improvements & Expansions	\$ 3,425,000.00	\$ 1,660,895.67	2,	3,213,513.30	\$ 2,016,347.53	\$ 2,166,472.40	\$ 2,103,982.53	\$ 1,611,913.61	\$ 1,209,151.56 \$	2,242,628.01	\$ 21,653,960.47
Bottel Ceste	00 300 623 14 6	¢ 1 082 553 75	\$ 2 414.773 03	\$ 6.344.486.13	\$ 2.839.164.95	\$ 6.972.093.06	\$ 2.987.733.68	\$ 5,712,779.21	\$ 2,392,913.07 \$	3,718,441.44	\$ 49,938,646.34
וחופו ופלוופו וחופו	1	2110000000000000					1			1	1
POST COSTS	1 28.351.874.1	28 351.874.13 \$ 16.056.950.46		19.386.395.52 \$ 28,518,403.51 \$		\$ 41,089,117.20	\$ 39,576,502.48	\$ 44,707,368.39	31,728,053.54 \$ 41,089,117.20 \$ 39,576.502.48 \$ 44,707,368.39 \$ 44,007,664.38 \$ 48,233,251.95 \$ 341,645,581.58	48,223,251.95	\$ 341,645,581.58
TOTAL COSTS	- 1		1		1						

#### CONCLUSION

This fiscal year has been a challenging yet rewarding year for public transportation in Polk County. This year saw the start of three new routes to the system (Lakeland, Winter Haven, Rural), and the implementation of a new fare box system utilizing Smart Card technologies. As the transition to one transit system completed its second year, there are still issues that need to be addressed, such as the cost of unifying the branding on all of the vehicles. This process will take time to complete and all new buses are receiving the updated logo.

A new endeavor for the District is the revamp of the "fair share" system with the municipalities through Polk County. The District identified that the fair share Agreements grossly understated the proportion of cost required to provide quality service to each municipality in the Winter Haven urbanized area. A goal of 20 percent of the total cost of providing services will be redistributed to the municipalities over a three-year period with a gradual increase to the required FTA 50% local match.

Over the past year, LAMTD continued to make strides towards implementing the priorities with respect to the adopted 10-year Major TDP Update, My Ride, adopted in 2017.

The 10-year TDP was created to ensure that limited public funds are being allocated in the most efficient way possible and to ensure that investment is still reflective of the values of the people of Polk County. Continued diligence and service optimization efforts ensure that LAMTD continues to provide the highest possible value to the county taxpayers/residents, and visitors. The phased Implementation Plan will hopefully assist the agency in achieving those objectives. As transit services in Polk County are expanded in a phased, measured, incremental, and cost effective approach, the full vision for Polk County and LAMTD can be achieved over time, enhancing economic development and the agency's overall value to the community.

Date: AUGUST 8, 2018 AGENDA ITEM 7a

Agenda Item:	Public Purpose	<b>Conveyance to</b>	Citrus Connection

Presenter: Tim Darby

Recommended

Action: Approval

Summary: Public Purpose Conveyance to Citrus Connection. As this

is a Public Purpose conveyance, FDOT will not require any funds, Citrus Connection is only responsible for the

title search and recording fees.

Attachments: Title Search

Date: AUGUST 8, 2018 AGENDA ITEM 7b

Agenda Item: Agreement between the district and the City of

**Lakeland for Services** 

Presenter: Tim Darby

Recommended

Action: Approval

Summary: A new agreement with the City of Lakeland for the

transit services.

Attachments: Agreement

Date: AUGUST 8, 2018 AGENDA ITEM 7c

Agenda Item: Service agreement with Southeastern University

Presenter: Tim Darby

Recommended

Action: Approval

Summary: A universal access program with Southeastern

University.

Attachments: Agreement

Date: AUGUST 8, 2018 AGENDA ITEM 8a

Agenda Item: Oct 1, 2018 Proposed Route Changes

Presenter: Bill Knieriem

Recommended

Action: Informational

Summary: We are proposing the following route changes to begin

Oct 1, 2018. After analyzing the TSI data and speaking with passenger and operators, we are proposing the following route changes to take effect Monday Oct 1, 2018. We will be holding workshops at different locations and will present the results at a Public hearing

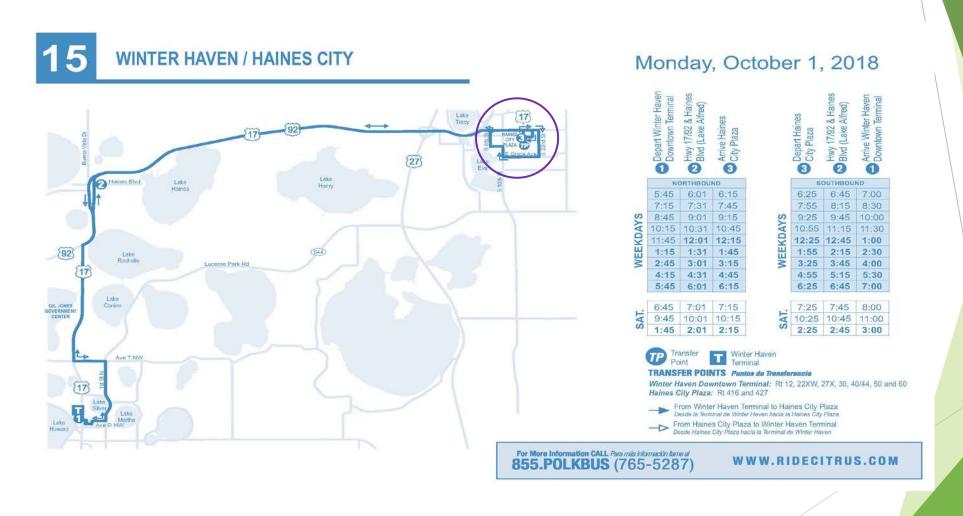
to be held at the next board meeting in September.

Attachments: Proposed route maps

# Proposed Route Changes for Lakeland and Winter Haven

Changes scheduled to take effect Monday Oct 1, 2018

Route 15WH – adding more of the downtown area, leaving Hinson Plaza 22<sup>nd</sup> St s to Grace Ave E to 10<sup>th</sup> St s to s6th St by the pool and park, and back to Hwy 17



## Route 60 - Elimination of Saturday service

# WINTER HAVEN NORTHEAST

Monday, October 1, 2018

	Depart Winter Haven Downtown Terminal	Polk State College in Winter Haven	Winter Haven Rec	Walmart Distribution Ctr at Lucerne Loop Rd.	Wifred Smith Community Center	Arrive Winter Haven Downtown Terminal
	0	3	3	4	6	0
	6:15	6:21	6:25	6:35	6:44	7:04
	7:15	7:21	7:25	7:35	7:44	8:04
	8:15	8:21	8:25	8:35	8:44	9:04
	9:15	9:21	9:25	9:35	9:44	10:04
	10:15	10:21	10:25	10:35	10:44	11:04
S	11:15	11:21	11:25	11:35	11:44	12:04
A	12:15	12:21	12:25	12:35	12:44	1:04
K	1:15	1:21	1:25	1:35	1:44	2:04
WEEKDAYS	2:15	2:21	2:25	2:35	2:44	3:04
	3:15	3:21	3:25	3:35	3:44	4:04
	4:15	4:21	4:25	4:35	4:44	5:04
	5:15	5:21	5:25	5:35	5:44	6:04
	6:15	6:21	6:25	6:35	6:44	7:04





Winter Haven Terminal

TRANSFER POINTS Puntos de Transferenci

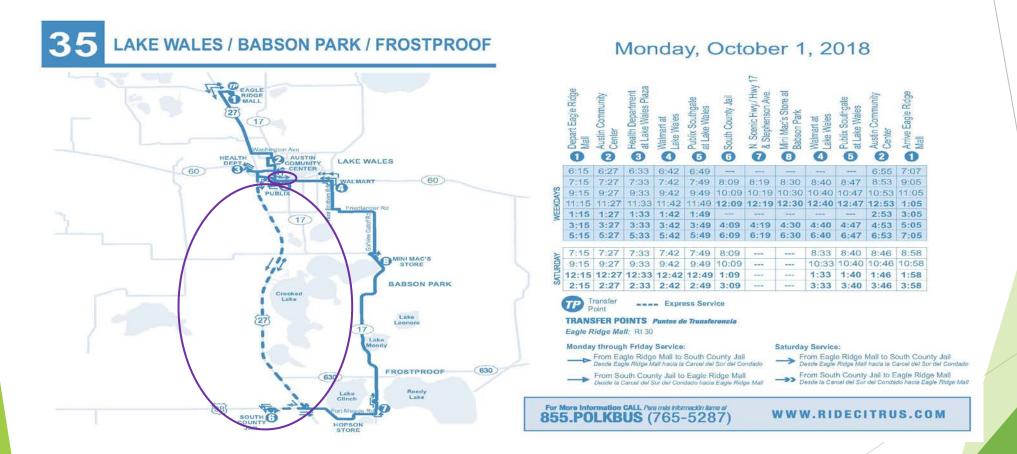
Winter Haven Downtown Terminal: Rt 12, 15, 22XW, 27X, 30, 40/44 and 50

From Winter Haven Terminal to Winter Haven Terminal
Desde la Terminal de Winter Haven hacis Winter Haven Terminal

For More Information CALL Pera més información liene el 855.POLKBUS (765-5287)

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Route 35 - Reduced service to Frostproof, northbound only, eliminate Saturday Service to Frostproof, add South County Jail M-Sat



# Route 3 - add Watson Clinic outbound 8:45 to 2:45 runs only

3 LAKELAND HILLS CORRIDOR



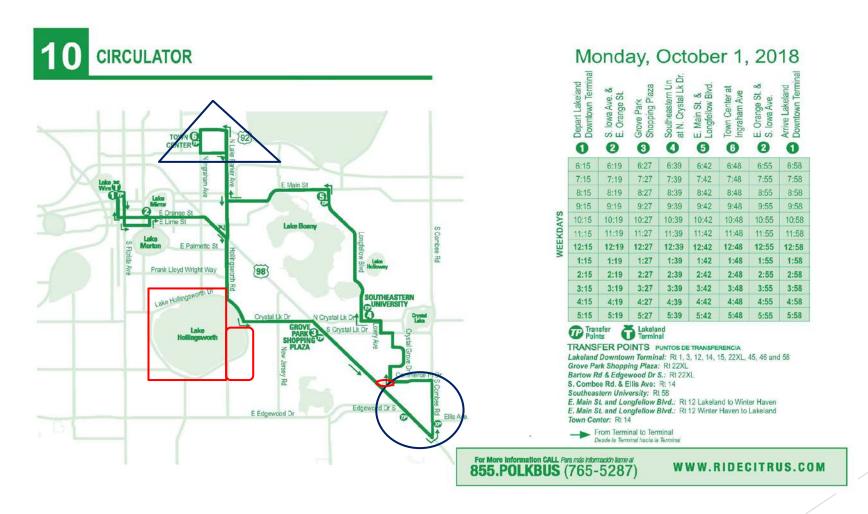
Monday, October 1, 2018

	Depart Lakeland Downtown Terminal	Watson Clinic at Lakeland Hills Blvd	Watson Clinic at Morrell Dr	Polk County Health Department	The Villages at Noah Landing	Plantation Square Publix	N Florida Ave & W Robson St	Watson Clinic at Lakeland Hills Blvd	Arrive Lakeland Downtown Terminal
	0	2	3	4	6	6	0	0	0
	6:15	6:24		6:28	6:33	6:37	6:43	6:48	6:56
	7:15	7:24		7:28	7:33	7:37	7:43	7:48	7:56
	8:15	8:24		8:28	8:33	8:37	8:43	8:48	8:56
	8:45	1000	8:55	9:00	9:05	9:09	9:15	9:20	9:28
	9:15	9:24	-	9:28	9:33	9:37	9:43	9:48	9:56
	9:45	-	9:55	10:00	10:05	10:09	10:15	10:20	10:28
	10:15	10:24	-	10:28	10:33	10:37	10:43	10:48	10:56
S	10:45		10:55	11:00	11:05	11:09	11:15	11:20	11:28
A	11:15	11:24		11:28	11:33	11:37	11:43	11:48	11:56
8	11:45	-	11:55	12:00	12:05	12:09	12:15	12:20	12:28
WEEKDAYS	12:15	12:24	-	12:28	12:33	12:37	12:43	12:48	12:56
>	12:45	-	12:55	1:00	1:05	1:09	1:15	1:20	1:28
	1:15	1:24	-	1:28	1:33	1:37	1:43	1:48	1:56
	1:45		1:55	2:00	2:05	2:09	2:15	2:20	2:28
	2:15	2:24		2:28	2:33	2:37	2:43	2:48	2:56
	2:45	-	2:55	3:00	3:05	3:09	3:15	3:20	3:28
	3:15	3:24	-	3:28	3:33	3:37	3:43	3:48	3:56
	4:15	4:24	-	4:28	4:33	4:37	4:43	4:48	4:56
8	5:15	5:24	_	5:28	5:33	5:37	5:43	5:48	5:56

For More Information CALL Para mile Información Ramo al 855.POLKBUS (765-5287)

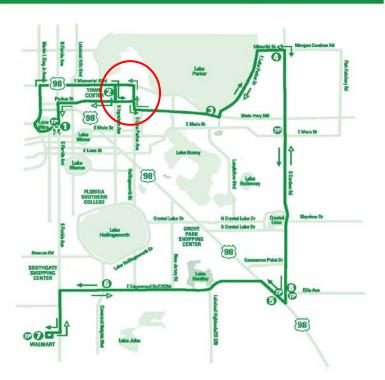
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# Route 10 - Eliminate Lake Hollingsworth Loop, add 98S to Edgewood to Commerce Pt Dr, Add S Lake Parker to Memorial to Ingraham inbound

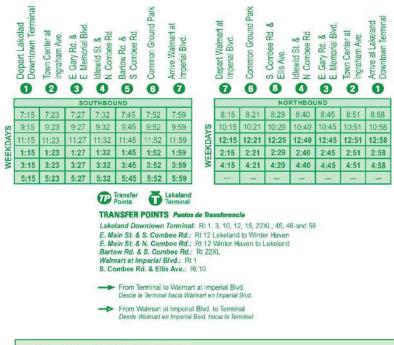


# Route 14 - Add S Lake Parker to Memorial to Ingraham





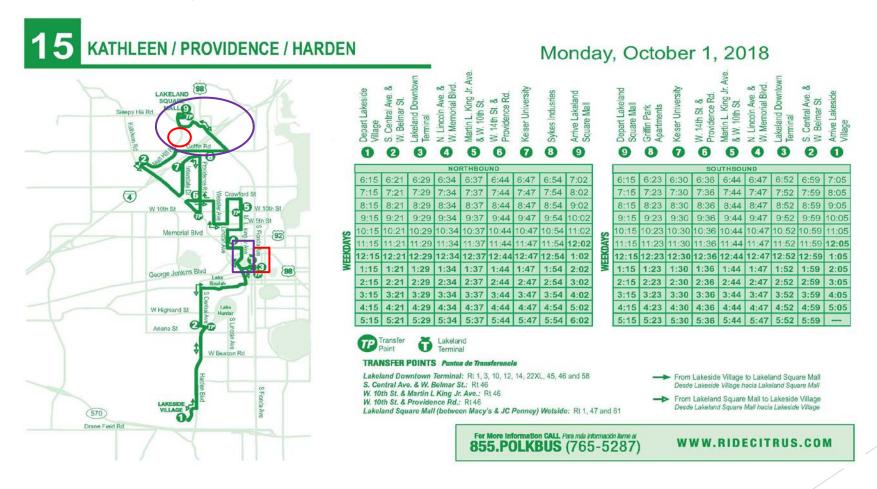
#### Monday, October 1, 2018



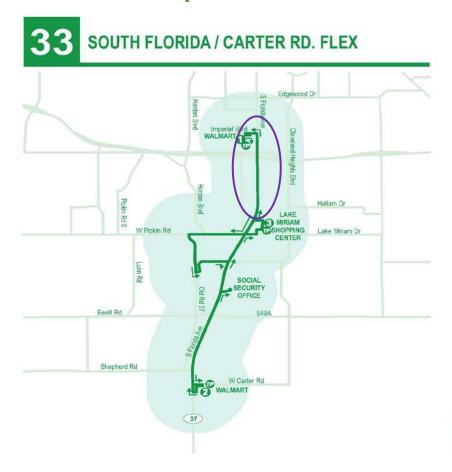
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# Route 15 - Add Griffin Rd to 98 to Mall, add Lk Wire to MLK (In and Out bound), Eliminate Fla Ave (In and Out bound)



# Route 33 - add Walmart Imperial as a start and end point



Monday, October 1, 2018

Depart Walma Imperial Blvd.	Walmart at Carter Rd.	E Lake Miriam Shopping Cen	Arrive Walmar Imperial Blvd.
( <del>100</del>	7:50	8:01	8:08
8:15	8:50	9:01	9:08
9:15	9:50	10:01	10:08
10:15	10:50	11:01	11:08
11:15	11:50		
	12:50	1:01	1:08
1:15	1:50	2:01	2:08
2:15	2:50	3:01	3:08
3:15	3:50	4:01	4:08
4:15	4:50	S-175	
-	5:50	6:01	6:08

Transfe Points

TRANSFER POINTS PUNTOS DE TRANSFERENCIA

Walmart at Imperial Blvd.: Rt 1 and 14 Lake Miriam Shopping Center: Rt 1 Walmart at Carter Rd.: Rt 39

From Walmart at Imperial Blvd. to Walmart at Imperial Blvd.

Desde Walmart en Imperial Blvd. hacia Walmart en Imperial Blvd.

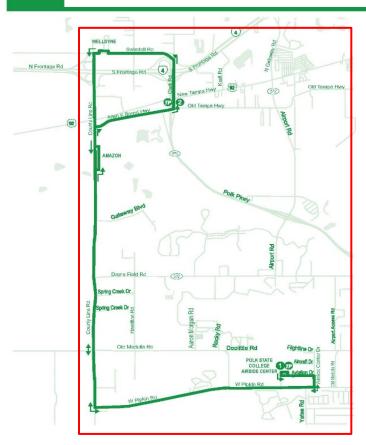
Flex Service Area within 3/4 of a mile from Bus Stop
Area De Servicio Flexible dentro de 3/4 de milla desde la parada de autob

For More Information CALL Para más información larne al 855.POLKBUS (765-5287)

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### Route 59X - Elimination of Route

## 59X COUNTY LINE EXPRESS



Route change, starting Monday, February 27th, 2017

Depart Polk State College Airside	Clark Rd. and New Tampa Hwy	Arrive Polk State College Airside
6:15	6:45	7:05
7:15	7:45	8:05
8:15	8:45	9:05
9:15	9:45	10:05
	_	_
2:15	2:45	3:05
3:15	3:45	4:05
4:15	4:45	5:05
5:15	5:45	6:05



#### TRANSFER POINTS Puntos de Transferencia

Polk State College Airside Center: Rt 58 Clark Rd. and New Tampa Hwy: Rt 45

→ From Polk State College Airside Center to Polk State College Airside Center Desde Polk State College Airside Center hacia Polk State College Airside Center

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# Route 45 - Eliminate The Pines, add Clark Rd to Swindell to County Line to Amazon to Allen K Breed





### Monday, October 1, 2018

	Depart Lakeland Downtown Terminal	Citrus Connection Main Office	Wabash Shopping Center	New Tampa Hwy & N. Galloway Rd.	New Tampa Hwy     & Clark Rd.	9 Welldyne	4 Amazon	S. Wabash Ave. & W. Highland St.	Citrus Connection Main Office	Arrive Lakeland     Downtown Terminal
1	6:15	6:19	6:22	6:27	6:29	6:32	6:37	6:47	6:53	6:57
	7:15	7:19	7:22	7:27	7:29	7:32	7:37	7:47	7:53	7:57
	8:15	8:19	8:22	8:27	8:29	8:32	8:37	8:47	8:53	8:57
	9:15	9:19	9:22	9:27	9:29	9:32	9:37	9:47	9:53	9:57
	10:15	10:19	10:22	10:27	10:29	10:32	10:37	10:47	10:53	10:57
ANS.	11:15	11:19	11:22	11:27	11:29	11:32	11:37	11:47	11:53	11:57
WEEKDAYS	12:15	12:19	12:22	12:27	12:29	12:32	12:37	12:47	12:53	12:57
¥	1:15	1:19	1:22	1:27	1:29	1:32	1:37	1:47	1:53	1:57
	2:15	2:19	2:22	2:27	2:29	2:32	2:37	2:47	2:53	2:57
	3:15	3:19	3:22	3:27	3:29	3:32	3:37	3:47	3:53	3:57
	4:15	4:19	4:22	4:27	4:29	4:32	4:37	4:47	4:53	4:57
	5:15	5:19	5:22	5:27	5:29	5:32	5:37	5:47	5:53	5:57
	6:15	6:19	6:22	6:27	6:29	6:32	6:37	6:47	6:53	6:57





TRANSFER POINTS PUNTOS DE TRANSFERENCIA

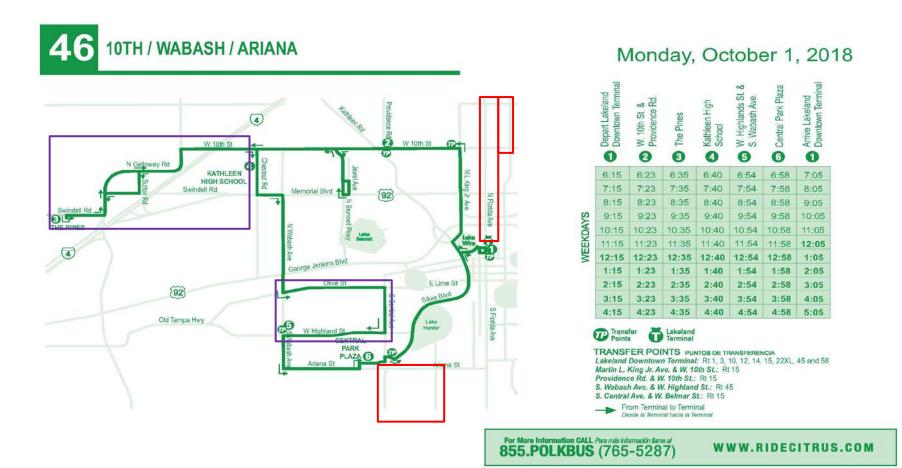
Lakeland Downtown Terminal: Rt 1, 3, 10, 12, 14, 15, 22XL, 46 and 58 W. Highland St. & S. Wabash Ave.: Rt 46

From Terminal to Terminal
Desde Is Terminal hacia is Term

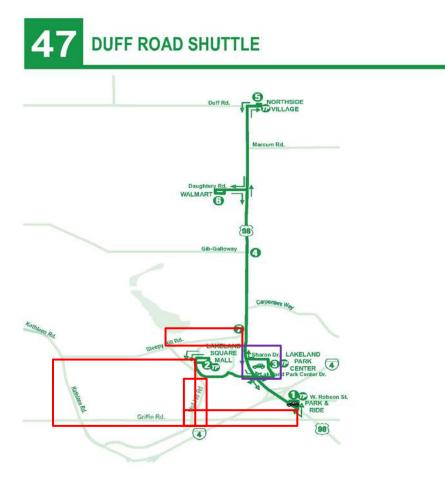
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Route 46 - Eliminate Watson Clinic, add MLK to 10<sup>th</sup> to Galloway to The Pines, add Olive St to Central to Highlands to Wabash. Eliminate Beacon, Lincoln and Ariana



# Route 47 - eliminate Griffin Rd, eliminate Sleepy Hill to Kathleen (salvation Army). Add Lakeland Park Center in and outbound



Monday, October 1, 2018

	Park & Ride at US 98N	Arrive at Lakeland Square Mall	Depart at Lakeland Square Mall	Lakeland Park Center	US 98 N & Gib-Galloway Rd.	Northside Village	Walmart at US 98 N	US 98 N & Sleepy Hill Rd.	Lakeland Park Center	Arrive at Lakeland Square Mall	Depart at Lakeland Square Mall	Arrive Gow B. Fields Park & Ride at US 98N
	O	0	2	3	4	6	6	0	3	2	3	0
	7:15	7:20	7:23	7:27	7:32	7:36	7:39	7:44	7:48	7:55	7:58	8:02
	8:15	8:20	8:23	8:27	8:32	8:36	8:39	8:44	8:48	8:55	8:58	9:02
	9:15	9:20	9:23	9:27	9:32	9:36	9:39	9:44	9:48	9:55	9:58	10:02
1404	10:15	10:20	10:23	10:27	10:32	10:36	10:39	10:44	10:48	10:55	10:58	11:02
XS	11:15	11:20	11:23	11:27	11:32	11:36	11:39	11:44	11:48	11:55	11:58	12:02
DA	12:15	12:20	12:23	12:27	12:32	12:36	12:39	12:44	12:48	12:55	12:58	1:02
WEEKDAYS	1:15	1:20	1:23	1:27	1:32	1:36	1:39	1:44	1:48	1:55	1:58	2:02
R	2:15	2:20	2:23	2:27	2:32	2:36	2:39	2:44	2:48	2:55	2:58	3:02
	3:15	3:20	3:23	3:27	3:32	3:36	3:39	3:44	3:48	3:55	3:58	4:02
	4:15	4:20	4:23	4:27	4:32	4:36	4:39	4:44	4:48	4:55	4:58	5:02
	5:15	5:20	5:23	5:27	5:32	5:36	5:39	5:44	5:48	5:55	5:58	6:02
	6:15	6:20	6:23	6:27	6:32	6:36	6:39	6:44	6:48	6:55	6:58	7:02









#### TRANSFER POINTS Puntos de Transferencia

Gow B. Fields Park & Ride at US 98 N: Rt 1, 6

Lakeland Square Mall (between Macys & JC Penney) Westside: Rt 1, 15, and 61 Lakeland Park Center: Rt 1, 61

Northside Village: Rt 61

From Gow B. Fields Park & Ride at US 98N to Northside Village Desde Gow B. Fileds Park & Ride en US 98N hacia Northside Village

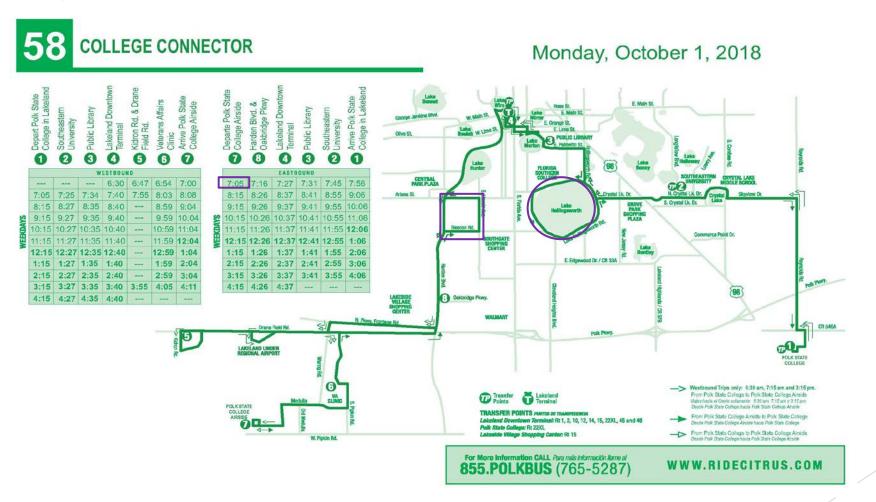
► From Northside Village to Gow B. Fields Park & Ride at US 98N

Desde Northside Village bacin Gow B. Fields Park & Ride on US 98N

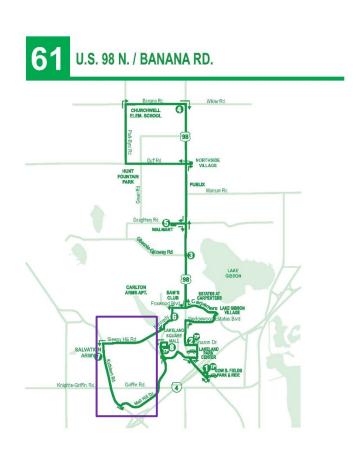
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Route 58 - add Beacon to Lincoln to Ariana to Sikes (Eastbound Only). Add Lake Hollingsworth (Eastbound Only) Start first run from PSC at 7:05



# Route 61 - Add Sleepy Hill to Kathleen (Salvation Army, Adds 4 additional trips) to Mall Hill to Mall



Monday, October 1, 2018



#### TRANSFER POINTS Pantos de Transferencia

Gow B. Fields Park & Ride at US 98 N: Rt 1, 47 and Megabus Lakeland Park Center: Rt 1 and 47 Northside Village: Rt 47 Lakeland Square Mall (between Macys & JC Penney) Westside: Rt 1, 15 and 47

From Gow B. Fields Park & Ride at US 98 N to Gow B. Fields Park & Ride at US 98 N Desde Gow B. Fields Park & Ride at US 98 N hasta Gow B. Fields Park & Ride at US 98 N

For More Information CALL Para más información fame al 855.POLKBUS (765-5287)

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Date: AUGUST 8, 2018 AGENDA ITEM 9a

Agenda Item: Reclassification of Terminal Coordinators to

**Terminal Safety Officers** 

Presenter: Steve Schaible & Bill Knieriem

Recommended

Action: Informational

Summary: Recently Citrus Connection has added Customer Service

Representatives (CSR) to the Lakeland and Winter Haven Terminals. The CSRs are onsite with Citrus Connection Terminal Coordinators along with a contract Security Guard at each terminal. Having the additional customer service care has raised the question of the need for continued contract security services. Current contract security services provide unarmed security eight (8) hours a day M-F and work the same schedule as Terminal Coordinators. The terminal contract security services duties consist of reminding riders of terminal rules, observe and report and providing information for

issuing trespass notices.

Like contract security, Terminal Coordinators already manage behaviors at the terminal, remind riders of rules, assist with issuing trespass notices and write incident reports. In addition, Terminal Coordinators provide customer service support which contract security does not provide.

Reclassifying Terminal Coordinators to Terminal Safety Officers (TSOs) will blend Terminal Coordinator duties

### AGENDA ITEM #9a - CONT.

with basic security functions. Discontinuing contract security services and providing security (class "D" License) training to Terminal Coordinators along with an identifying uniform, will present an annual cost savings of \$40,000.

Attachments: Terminal Security Officer (TSO) job description

#### JOB DESCRIPTION

**JOB TITLE:** Terminal Security Officer (TSO)

**Department:** Operations Primary

**Reports To:** Director of Operations; Dotted line to RISK Department

FLSA Status: Non-exempt;

#### **SUMMARY:**

This position is responsible for assuring safe, reliable, and expert transportation and security to the community at large, achieving such through Operator education and Security training.

This position primarily supports the basic service functions of the Operations department and Risk department secondary.

#### **ESSENTIAL JOB FUNCTIONS:**

- 1. Monitor on-time performance at the Transit Center.
- 2. Addresses and diffuses employee and/or passenger disputes at the Transit Center.
- 3. Assists in reporting of accidents/incidents at the Transit Center.
- 4. Responsible for coordinating activities at downtown terminal.
- 5. Communicates route changes, detours and schedule changes to operator terminal.
- 6. Responsible for dealing with passengers and the public with courtesy and patience.
- 7. Assists Fixed Route and Operations as necessary.
- 8. Responsible for assisting impaired passengers.
- 9. Responsible for replenishment of route maps at the Transit Center
- 10. Adhere to Terminal Post Orders
- 11. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**: This position has no supervisory responsibilities.

#### **MINIMUM JOB REQUIREMENTS:**

High school diploma or G.E.D required. One (1) year of related field experience as a bus operator, preferably in a public transportation setting. An equivalent combination of education and experience that is determined to be directly related to the specific requirements may be substituted. Must complete accredited training for a Security "D" License. Bi-lingual Spanish desirable but not required.

#### **OTHER CERTIFICATES/LICENSES:**

Must have valid CDL Class "B" license with (P) Passenger Endorsement and Airbrakes. Prefer Security "D" License.

#### KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

Knowledge of traffic laws and regulations and ability to operate assigned equipment in a safe manner. Ability to continually deal with the public in a courteous and pleasant manner.

Diffuse difficult situations and not antagonize riders, public or employees. Understand when a situation will need to escalate to EMS, Fire Department or Law Enforcement and initiate that contact.

Ability to document and process onsite reports immediately and maintain required records.

Knowledge of the geography of the county and bus routes.

Knowledge of general security practices.

Skill in safely operating a bus or other vehicle in a variety of weather and traffic conditions:

Ability to work under pressure; ability to multi-task. Strong verbal and written communication skills.

Strong interpersonal and conflict resolution skills.

PC literate, basic skills in Microsoft Office Suite and Internet research.

Ability to organize and prioritize work and meet deadlines.

Must be a self-starter and able to work independently.

Ability to establish effective working relationships with co-workers, various County and City employees, customers, and the public.

Uses sound, independent judgment in daily work activities and exercises discretion; has strong ethical standards.

#### **WORKING ENVIRONMENT and PHYSICAL DEMANDS:**

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Being visible at the terminal and attentive. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

This job is usually performed primarily in an outdoor environment with temperature extremes; there is limited time on a bus.

It may include the need to lift up to 25 lbs. infrequently.

I have read, understand and agree to fulfill the requirements of the above job description and have been provided a copy.

Employee Signature:	DATE:
Print Name:	

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge, skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Date: AUGUST 08, 2018 AGENDA ITEM 10a

Agenda Item: Agency Updates

Presenter: Tom Phillips

Recommended

Action: Informational

Summary: Oral presentation

Date: AUGUST 08, 2018 AGENDA ITEM 11a

Agenda Item: July calendar

Presenter: Tom Phillips

Recommended

Action: Informational

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 1	2	3	4	5	6	7
← From Jun 28		3	Marcia Vacation ; VACATION ; Marcia Re	oberson		8:30am
← From Jun 30		Tom out of office			Hon	nestay
	10:00am 1 on 1 with Steve; Tom's office; Tom Phillips		Copy: Board of Directors, Performa Independence Day; United States	2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	8:30am Senior Staff Meeting; To 8:30am Aaron Dunn 1 on 1; To 12:00pm Kiwanis Lunch; Lake M	
8	9.	10	11	12	13	14
			Homestay			
	10:00am 1 on 1 with Steve; Tom' 11:00am Senior Staff Meeting; 3:00pm Pre-Mediation Call for A 5:00pm Gang Task Force Meetin	8:30am Email Ridership Update to LAMTD Board of Directors 10:30am Agenda Review: Chairman	8:30am LAMTD Board Meeting; Hollingsworth, 1212 George Jenkins Blvd.; Marcy Harrison	2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	8:30am Senior Staff Meeting; To 8:30am Aaron Dunn 1 on 1; To 11:00am Fare Collection; Web 12:00pm Kiwanis Lunch; Lake M	
15	16	17	18	19	20	21
			Homestay			
	Lakeland City Commission Meeting 10:00am 1 on 1 with Steve; Tom's office; Tom Phillips	10:00am Meet with new cadets 11:30am Lunch with Reporter; Sushi place at NoBay 3:30pm Haircut	Board of County Commissioners - Special Meeting 8:00am Meeting with Victora Leon; Tom's Office	PRWC - Regular Meeting 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	8:30am Senior Staff Meeting; Tom Phillips 8:30am Aaron Dunn 1 on 1; Tom's Office; Alex Durham 12:00pm Kiwanis Lunch; Lake M	
22	23	24	25	26	27	28
		Home	estay			
	10:00am 1 on 1 with Steve; Tom's office; Tom Phillips	Board of County Commissioners - Regular Meeting	8:30am Photoshoot at the new PACE center; 213 Tyler Ave, Lake	Polk County Board of Adjustment - Regular Meeting	8:30am Updated invitation: Infrastructure Team Meeting @	
	10:30am Meet new hires 7:00pm Tom and Beer; Patio 850;	10:30am Meeting at SEU	11:30am Meeting with Lea Ann Thomas; County Manager's Con	9:00am Senior Staff Meeting; Tom Phillips	8:30am Aaron Dunn 1 on 1; Tom's Office; Alex Durham	
	Jim Malless		2:00pm 1/1 with David Persaud;	10:00am Ride Along with Para-t	12:00pm Kiwanis Lunch; Lake M	
29	30	31	Aug 1	2	3	4
	10:00am 1 on 1 with Steve; Tom's	10:00am Transit Adverting Kickoff	Polk County Planning	T	eacher Work Days/ Training	To Aug 8 →
	office ; Tom Phillips 11:00am Leisure Construction	Meeting; Hollingsworth; Lisa Harris CPPB	Commission - Regular Meeting	7:30am Coffee @ Hillcrest		nce Indicator Data, due COB 3rd wor
	Proposal for repair; Board Roo	11:00am Cigna - Medical &	9:00am CFRPC Walk-Through; 1212 George Jenkins blvd, Lakel	10:00am SR 37 Pilot Project Disc	8:30am Senior Staff Meeting; To	
	1:00pm Call Darby Law Group a	Ancillary Benefit Review; Citrus Connection; Shaun Porter	11:30am Homeless Steering	2:00pm 1/1 with David Persaud;	8:30am Aaron Dunn 1 on 1; To	
	1:30pm Meeting to discuss the	connection, shadii Potter	Committee Slide Prep ; James P	5:00pm Canceled: Florida Depar	12:00pm Kiwanis Lunch; Lake M	

Date: AUGUST 8, 2018 AGENDA ITEM 11b

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 June 30, 2018

Attachments: Ridership Report.

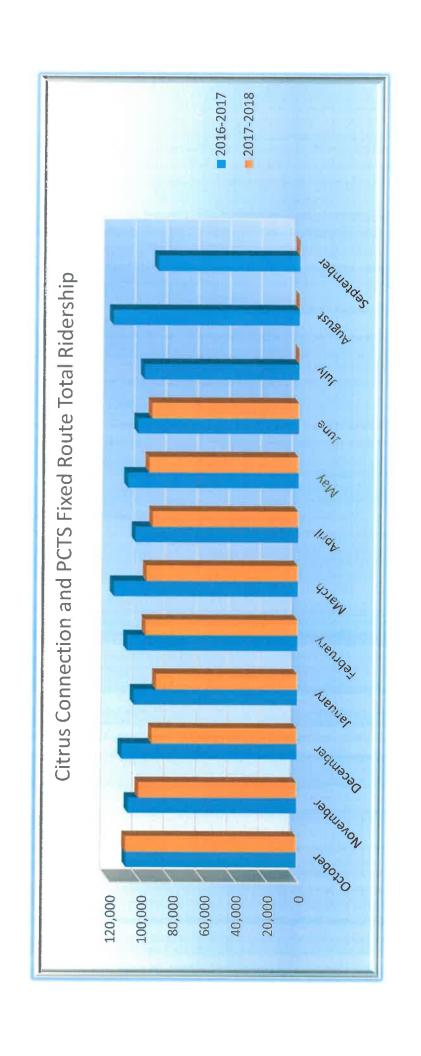
UAP Ridership Totals 2018		LAMTD	WHAT	Total
	June	13,015	7,285	20,300
	July	13,373	6,742	20,115
UAP Ridership 2018		LAMTD	WHAT	Total
Polk State College				
	June	1,190	735	1,925
	July	1,341	834	2,175
LEGOLAND				
	June	250	1,669	1,919
	July	279	1,591	1,870
South Eastern University				
	June	122	22	144
	July	122	26	148
COLTS				
	June	376	236	612
	July	387	162	549
Veterans				
	June	3,369	1,307	4,676
	July	3,578	1,283	4,861
Southern Technical College				
	June	153	203	356
	July	92	226	318
Central Florida Healthcare				
	June	1,496	644	2,140
	July	1,623	607	2,230
New Beginnings High School				
	June	414	762	1,176
	July	244	377	621
LDDA				
	June	50	-	50
	July	66	1	67
PACE		250		427
	June	350	77	427
Daniel B' and	July	324	62	386
Peace River		2 222	F2.0	2.000
	June	2,383	526	2,909
Common of Cofety	July	2,360	530	2,890
Summer of Safety	J	2.002	4 404	2.000
	June	2,862	1,104	3,966
	July	2,957	1,043	4,000

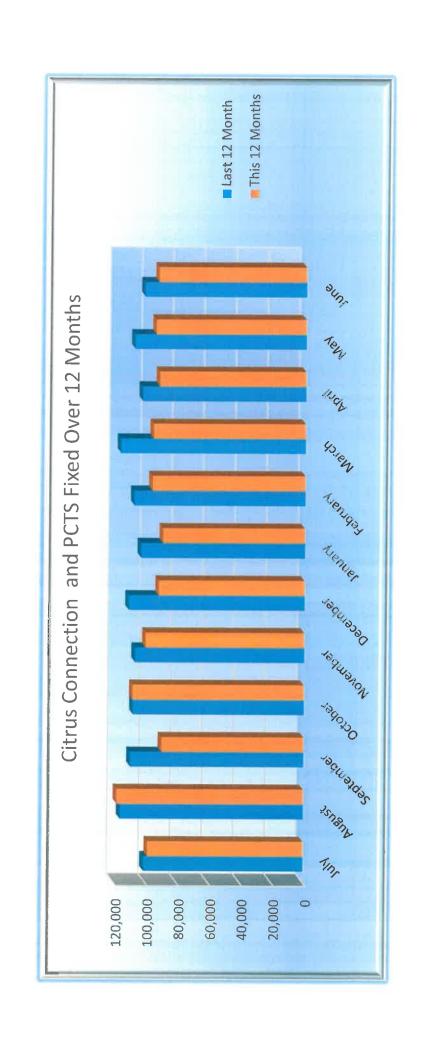
	Citrus Connection and PCTS Fixed Route Totals									
	2014-2015	2015-2016	2016-2017	2017-2018	Change					
October	167,77	5 125,714	108,078	108,397	0%					
November	133,25	5 111,028	106,998	100,352	-6%					
December	153,14	122,018	111,197	92,139	-16%					
January	141,89	101,190	103,647	89,677	-14%					
February	131,23	111,486	108,068	96,598	-10%					
March	142,89	117,618	116,794	96,093	-18%					
April	132,40	110,754	103,274	92,359	-10%					
May	123,35	105,362	108,224	94,832	-13%					
June	124,15	106,252	102,092	93,186	-8%					
July	126,24	100,929	98,193	0	0%					
August	115,90	115,998	118,104	0	0%					
September	125,98	109,705	89,794	0	0%					
Totals	1,618,23	1,338,053	1,274,460	863,633	-11%					

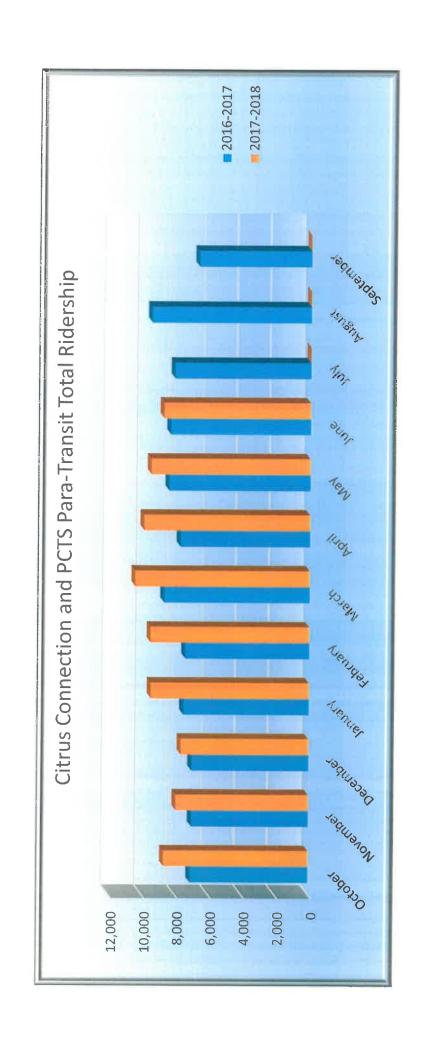
	Citrus Connection and PCTS Para-Transit Totals									
	2014-2015	2015-2016	2016-2017	2017-2018	Change					
October	11,84	7,846	7,071	8,654	22%					
November	9,09	2 6,690	7,002	7,940	14%					
December	12,49	4 7,330	7,014	7,660	9%					
January	10,14	7,020	7,521	9,478	28%					
February	9,60	3 7,027	7,413	9,514	30%					
March	10,35	7,780	8,715	10,469	23%					
April	10,32	7,334	7,757	9,947	30%					
May	9,89	7,431	8,460	9,534	14%					
June	9,97	7,548	8,374	8,777	5%					
July	9,27	6,846	8,131	0	0%					
August	7,87	8,166	9,533	0	0%					
September	7,61	7,791	6,711	0	0%					
Totals	118,50	88,809	93,702	81,973	18%					

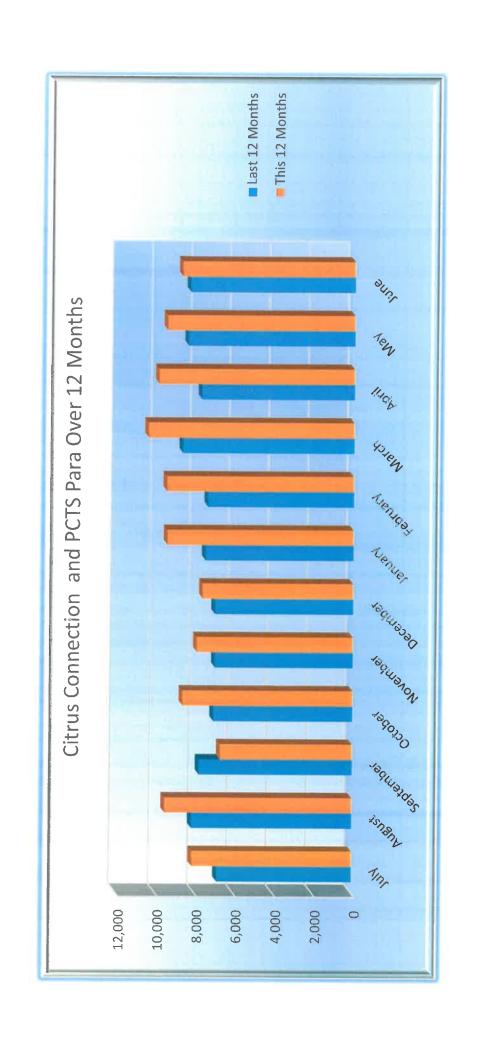
	Citrus Connection only Fixed Route Totals									
	2014-2015	2015-2016	2016-2017	2017-2018	Change					
October	110,9	75 83,092	67,636	73,349	8%					
November	88,1	73,987	71,083	67,575	-5%					
December	100,99	95 82,287	72,646	60,885	-14%					
January	95,09	67,774	70,767	58,864	-18%					
February	88,70	74,506	71,884	63,148	-12%					
March	93,60	79,428	78,158	62,900	-19%					
April	89,8	2 73,926	67,338	59,873	-10%					
May	80,00	3 69,120	72,329	60,039	-18%					
June	80,99	71,398	67,965	59,754	-11%					
July	74,68	68,162	66,347	0	0%					
August	72,29	0 76,847	79,427	0	0%					
September	79,77	1 72,624	54,155	0	0%					
Totals		893,149	839,734	566,387	-11%					

	Citrus Connection only Para-Transit Totals								
	2014-2015	2015-2016	2016-2017	2017-2018	Change				
October	6,888	4,094	3,229	4,025	25%				
November	5,470	3,437	3,252	3,734	14%				
December	6,046	3,695	3,154	3,444	8%				
<u>Ja</u> nuary	5,919	3,512	3,507	4,055	16%				
February	5,581	3,496	3,505	3,909	12%				
March	6,316	3,897	4,040	4,217	5%				
April	6,333	3,651	3,694	3,935	7%				
May	6,170	3,589	4,060	3,848	-6%				
June	6,136	3,660	3,880	3,627	-7%				
July	5,407	3,269	3,681	0	0%				
August	4,485	3,866	4,306	0	0%				
September	4,517	3,747	6,039	0	0%				
Totals	69,268	43,913	46,347	34,794	8%				









## LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Date: AUGUST 08, 2018

AGENDA ITEM#12

Agenda Item: Other Business

Presenter: TBD

Recommended

Action: TBD

Summary: TBD