

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #1

Agenda Item: Election of Officers

Presenter: Marcy Harrison

Recommended

Action: The Board of Directors elect a Chair, Vice-Chair, and Secretary to serve for a period of eleven months beginning, January 13, 2016, through the close of the December 2016 meeting.

Summary: The Lakeland Area Mass Transit District Board of Directors conducts an election to select members to serve as Chair, Vice-Chair, and Secretary for a one year period.

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #2

Agenda Item: Approval of December 9, 2015, Board of Directors Meeting Minutes.

Presenter: Marcy Harrison

Recommended Action: Board of Directors approve the Minutes of the December 9, 2015.

Attachments: December 9, 2015, Board of Directors Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MINUTES
DECEMBER 9, 2015

Directors:

City of Lakeland Commissioner Don Selvage - Chairman
Polk County Commissioner John Hall – Vice Chairman
Polk County Commissioner George Lindsey - Secretary
City of Lakeland Commissioner Jim Malless
City of Lakeland Commissioner Keith Merritt

Executive Director: Tom Phillips
Administrative Assistant: Marcy Harrison

Call to Order

8:30a.m. by Chairman Don Selvage

Roll Call

Present

Commissioner Hall
Commissioner Malless
Commissioner Selvage
Commissioner Lindsey
Commissioner Merritt

Agenda Item #1 – Approval of Minutes for November 12, 2015 Board of Directors Meeting

Approval requested for the approval of the November 12, 2015 LAMTD Board of Directors Meeting Minutes.

“Approval November 12, 2015 Board of Directors Meeting Minutes”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None at this time

Agenda Item #3 – Government & Community Relations / Erin Killebrew

(a) New Beginnings UAP – Contract Parameters - Chairman has signed the UAP and will begin in January 2016. To assure a successful program we will be working very closely with the Principal of New Beginnings High School and Citrus Connection staff to maintain a safe transfer for all students.

Agenda Item #4 – Legal / Darby Group

(a) Executive Director Review – Tim Darby distributed copies of Tom’s performance evaluations from each Commissioner. Tom’s overall average from the Board was 4.79 out of five. Commissioners have agreed to discuss Tom’s salary increase scale at the Strategic Planning Retreat in January 2016. Review is attached.

Agenda Item #5 – Finance / David Persaud

(a) Financial Statement October 2015



**LAKELAND AREA MASS TRANSIT DISTRICT
FY 2016
MONTHLY FINANCIAL STATEMENT
MONTH OF Oct 2015**

	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
REVENUES:									
Farebox/Pass Sales	\$ 88,659	\$ 82,228	\$ 6,430	8%	\$ 88,659	\$ 82,228	\$ 6,430	8%	\$ 986,740
Monthly billing for WH service	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Contract Income (UAP)	\$ 16,325	\$ 27,787	\$ (11,461)	-41%	\$ 16,325	\$ 27,787	\$ (11,461)	-41%	\$ 333,440
Other Contract Revenue	\$ -	\$ 42,799	\$ (42,799)	-100%	\$ -	\$ 42,799	\$ (42,799)	-100%	\$ 513,590
Miscellaneous Income	\$ 131	\$ 833	\$ (702)	-84%	\$ 131	\$ 833	\$ (702)	-84%	\$ 10,000
Advertising Revenues	\$ 6,855	\$ 14,500	\$ (7,645)	-53%	\$ 6,855	\$ 14,500	\$ (7,645)	-53%	\$ 174,000
Investment/Interest Income (net)	\$ -	\$ 93	\$ (93)	-100%	\$ -	\$ 93	\$ (93)	-100%	\$ 1,120
Ad Valorum Income, net	\$ -	\$ 304,030	\$ (304,030)	-100%	\$ -	\$ 304,030	\$ (304,030)	-100%	\$ 3,648,360
FDOT Operating Grant	\$ -	\$ 136,799	\$ (136,799)	-100%	\$ -	\$ 136,799	\$ (136,799)	-100%	\$ 1,641,590
Federal Operating Grant	\$ -	\$ 218,673	\$ (218,673)	-100%	\$ -	\$ 218,673	\$ (218,673)	-100%	\$ 2,624,080
Charitable Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Cost Recovery	\$ 10,498	\$ -	\$ 10,498	0%	\$ 10,498	\$ -	\$ 10,498	0%	\$ -
Operating Assistance:	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Bartow Express	\$ 4,761	\$ 4,402	\$ 359	8%	\$ 4,761	\$ 4,402	\$ 359	8%	\$ 52,820
PCTS - Support Cost Reimb.	\$ 31,494	\$ 28,161	\$ 3,333	12%	\$ 31,494	\$ 28,161	\$ 3,333	12%	\$ 337,930
Reserve									
TOTAL REVENUES	\$ 158,724	\$ 860,306	\$ (701,582)	-82%	\$ 158,724	\$ 860,306	\$ (701,582)	-82%	\$ 10,323,670
ELIGIBLE EXPENSES:									
Salaries	\$ 351,526	\$ 362,436	\$ (10,910)	-3%	\$ 351,526	\$ 362,436	\$ (10,910)	-3%	\$ 4,349,237
Employee Benefits	\$ 178,102	\$ 179,581	\$ (1,478)	-1%	\$ 178,102	\$ 179,581	\$ (1,478)	-1%	\$ 2,154,968
Advertising Fees - Admin	\$ -	\$ 1,008	\$ (1,008)	-100%	\$ -	\$ 1,008	\$ (1,008)	-100%	\$ 12,100
Professional & Technical Serv.	\$ 10,473	\$ 34,567	\$ (24,094)	-70%	\$ 10,473	\$ 34,567	\$ (24,094)	-70%	\$ 414,800
Contract Maintenance Service	\$ 368	\$ 7,750	\$ (7,382)	-94%	\$ 368	\$ 7,750	\$ (7,382)	-94%	\$ 93,000
Other Services	\$ 735	\$ 11,546	\$ (10,811)	-94%	\$ 735	\$ 11,546	\$ (10,811)	-94%	\$ 138,550
Fuel & Lubricants (net)	\$ 34,761	\$ 73,428	\$ (38,667)	-53%	\$ 34,761	\$ 73,428	\$ (38,667)	-53%	\$ 881,130
Freight	\$ -	\$ 25	\$ (25)	-100%	\$ -	\$ 25	\$ (25)	-100%	\$ 300
Repair & Maintenance Admin Bldg	\$ -	\$ 1,000	\$ (1,000)	-100%	\$ -	\$ 1,000	\$ (1,000)	-100%	\$ 12,000
Repair & Maintenance Terminal	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Materials & Supplies	\$ 86	\$ 60,451	\$ (60,365)	-100%	\$ 86	\$ 60,451	\$ (60,365)	-100%	\$ 725,410
Utilities/Telephone - Admin	\$ 7,056	\$ 9,208	\$ (2,152)	-23%	\$ 7,056	\$ 9,208	\$ (2,152)	-23%	\$ 110,500
Physical Damage Insurance	\$ -	\$ 2,154	\$ (2,154)	-100%	\$ -	\$ 2,154	\$ (2,154)	-100%	\$ 25,850
Liab & Prop Damage Insurance	\$ -	\$ 18,250	\$ (18,250)	-100%	\$ -	\$ 18,250	\$ (18,250)	-100%	\$ 219,000
Other Corporate Insurance	\$ -	\$ 58	\$ (58)	-100%	\$ -	\$ 58	\$ (58)	-100%	\$ 700
Vehicle Licensing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Dues & Subscriptions	\$ 1,689	\$ 1,529	\$ 160	10%	\$ 1,689	\$ 1,529	\$ 160	10%	\$ 18,350
Education/Training/Meeting/Travel	\$ 2,871	\$ 6,086	\$ (3,215)	-53%	\$ 2,871	\$ 6,086	\$ (3,215)	-53%	\$ 73,030
Service Charges	\$ 719	\$ 3,483	\$ (2,765)	-79%	\$ 719	\$ 3,483	\$ (2,765)	-79%	\$ 41,800
Office Expense	\$ 2,626	\$ 4,096	\$ (1,470)	-36%	\$ 2,626	\$ 4,096	\$ (1,470)	-36%	\$ 49,153
Advertising & Promotion	\$ 500	\$ 3,033	\$ (2,533)	-84%	\$ 500	\$ 3,033	\$ (2,533)	-84%	\$ 36,400
Miscellaneous Expenses	\$ -	\$ 1,850	\$ (1,850)	-100%	\$ -	\$ 1,850	\$ (1,850)	-100%	\$ 22,200
Property Appraiser/Tax Collector Comm	\$ -	\$ 21,533	\$ (21,533)	-100%	\$ -	\$ 21,533	\$ (21,533)	-100%	\$ 258,400
PTA/Winter Haven Billable Expenses	\$ 300	\$ 517	\$ (217)	-42%	\$ 300	\$ 517	\$ (217)	-42%	\$ 6,200
Capital Expenditures		\$ 56,716				\$ 56,716			\$ 680,502
TOTAL ELIGIBLE EXPENSES:	\$ 591,811	\$ 860,306	\$ (268,495)	-31%	\$ 591,811	\$ 860,306	\$ (268,495)	-31%	\$ 10,323,670
NET REVENUES OVER (UNDER) EXPENSES	\$ (433,088)	\$ (0)	\$ (433,087)		\$ (433,088)	\$ (0)	\$ (433,087)		\$ (0)

Year to Date October 31, 2015

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	8.3%	\$858,300	\$159,000	19%	\$10.3 Million
Expenses YTD	8.3%	\$858,300	\$677,810	79%	\$10.3 Million

REVENUES:

The total revenues realized year-to-date through Oct. 31, 2015 totaled \$159,000 or 19% of the YTD budget.

- Farebox revenues reflect 69% of budgeted revenues through Oct. 31, 2015. The revenues are under budget due to contractual revenues lagging.
- Ad Valorem taxes are due in November. The total budgeted revenues is \$3.65 million

Property taxes become due and payable on November 1st, 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 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Florida DOT operating grants is being billed quarterly effective fiscal year 2014-2015. The first billing covered the quarter ending Dec. 31, 2015. These grants are on a cash basis which mean the services must be provided before we receive grant assistance.
- 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.
- Misc. income totaled \$131.
- Other revenues are not significant and are on a cash basis which means these revenues are recognized when the cash is received and in line with the year-to-date budget.

EXPENSES:

The total expenses year-to-date through Oct. 31, 2015 totaled 79% of the YTD budget.

- Salaries and benefits represent 63% of the FY 2015-2016 budget. As of Oct. 31, 2015 those expenses totaled \$530,000 or 98% of the YTD budget.
- Professional and Technical Services expenses totaled \$10,500 and under YTD budget.
- Other services expenses totaled \$735 and under budget
- Fuel expenses totaled \$35,000 and under budget.
- Materials and supplies totaled \$7,000 and under budget.

Other remaining expenses are under the YTD budget through October 31, 2015

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through Oct. 31st the financials reflect unfavorable revenues and favorable expenses variances. The first month of the fiscal year shows slow activities, but should move to the normal trend by the first quarter of FY 2015-2016.
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STATISTICAL TRENDS LAST FOUR YEARS AUDITED FINANCIAL STATEMENTS				
	9/30/2014	9/30/2013	9/30/2012	9/30/2011

1. Farebox Recovery Ratio (All modes)	25.71%	28.7%	26%	22.6%
2. Cost per revenue hour	\$86.29	\$83.84	\$83.62	\$91.26
3. Revenue Hours	117,008	116,422	112,539	115,679
4. Fuel Cost (\$)	\$1,316,739	\$1,367,289	\$1,317,442	\$1,349,788
5. Ridership	1,647,010	1,638,470	1,452,161	1,768,087

(b) Financial Statement October 2015 – PCT Services Contract

**Polk County Transit Services
Contract Budget**

FY 2015-2016 Period Ending October 31, 2015 (8.33% of Budget)

	Annual Budget	YTD Budget October 31, 2012	YTD Actual October 31, 2015	Percent Expended
Revenues				
FTA 5307 Grant	\$1,125,545	\$93,795	0	0
Fares	\$186,661	\$15,555	\$11,740	76%
PCTS	\$5,245,278	\$437,107	\$437,107	100%
Total	\$6,557,484	\$546,457	\$448,847	82%
Expenses				
Operating Expenses	\$6,557,484	\$546,457	\$211,252	39%

Authorized Staffing	Filled Positions
FT 63, PT 10, Total 73	FT 40, PT 6, Total 46

Revenues

The revenues totaled \$448,847 or 82% of the year-to-date budget.

The FTA grant drawdown will occur later in the fiscal year based on expenses incurred on a reimbursement basis.

Fare Revenues totaled \$11,740 or 76% of the year-to-date budget.

The County funding is designed to reflect a 1/12 allocation as cash advance to facilitate cash flow.

Expenses

Operating expenses consists of labor cost, operating expenses and contract expenses as follows:

Budget	\$	%	YTD Budget	YTD Actual	%
Labor	\$3,434,803	52%	\$286,234	\$113,630	38%
Contract	\$833,783	13%	\$69,482	0	0
Operating	\$2,288,898	35%	\$190,741	\$97,622	51%
Total	\$6,557,484	100%	\$546,457	\$211,252	39%

Total expenses for the period totaled \$211,252 or 39% of year-to-date budget. Salaries and wages totaled \$113,630 or 38% of the budget.

Operating expenses totaled \$97,622 or 51% of the budget.

The contract services is for contractual cost for the Lynx service and other planned contractual services such as Transportation Disadvantage.

(c) Coordination Agreement between Polk County and LAMTD (See Attached Agreement)

Coordination Agreement between Polk County and Lakeland Area Mass Transit District (District) and Polk County acting as the Community Transportation Coordinator (CTC).

Financial Impact: Potential source of revenue for the District based on capacity and demand of the CTC to provide trips to the Transportation Disadvantaged population. Federal Transit Administration 5310 capital and operations funding opportunities for the Transportation of seniors and disabled populations throughout the county.

Summary: The Standard Coordination Agreement with the Polk County acting as the CTC is a requirement for the District and all agencies wishing to submit 5310 grant applications. The District agrees to provide the CTC with all Annual Operating Report information required for submittal to the Commission for the Transportation Disadvantaged.

On a motion made by, Commissioner Hall and seconded by Commissioner Lindsey:

“Approval of the 2016 Coordination Agreement between the District and Polk County acting as the CTC”

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Human Resources / Mary Lynne Janoso

(a) Vacation Buy Out Policy –

The Bargaining Unit employees has been awarded through the TWU Collective Bargaining Agreement the ability to sell back forty (40) hours of vacation annually. They must submit the request by the end of August of the fiscal year for this to be paid out in the last payroll of the fiscal year. Non Bargaining Unit employees can sell back forty (40) hours of vacation annually in each fiscal year. They must submit their request to Human Resources Department and it will be processed with the next payroll cycle. Human Resources will insure all transactions are processed in conjunction with the Districts Payroll Procedures for Timely Payroll Processing and Approval. Vacation time is accrued so there is no financial or budget implications with instituting this policy for all District employees.

On a motion made by, Commissioner Malless and seconded by Commissioner Merritt:

“Approval of the Vacation Buy Out Policy”

Commissioner Lindsey moved to NOT to approve the Vacation Buy Out Policy

MOTION CARRIED WITH FOUR (4) YEA AND ONE (1) NEY

Agenda Item #7 - Executive Update / Tom Phillips

(a) November Activity Report – See Attached

(b) November UAP Ridership Report – See Attached

(c) Succession Plan Presentation – See Attached

(d) GEICO Proposal – See Attached

Agenda Item #8 – Maintenance / Joe Cheney

(a) Lynx Transfer Update – See Attached

Agenda Item #9 – Operations / Bill Knieriem

(a) January 2016 Route Changes – Route Maps Attached

Agenda Item #10 – Other Business

Adjournment

Approved this 9th day of December, 2015.

Chairman – Commissioner Don Selvage

Minutes Taker – Marcy Harrison

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #3

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: None

Summary: None

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #4

Agenda Item: Board Action Items

Presenters: (a) Dean Kirkland-McMillan, Director Safety, Security,
Operational Support

(b) Susan Alfano, HR Manager

(c) Tom Phillips, Executive Director

(d) Tom Phillips, Executive Director

Action Items: (a) Weapons Policy

(b) Wellness Program

(c) Snapshot

(d) Strategic Planning Meeting

Summary: Oral Presentations

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #4(a)

Agenda Item: Weapons Policy

Presenters: Dean Kirkland-McMillan, Director Safety, Security,
Operational Support

Action Items: Informational Only - Weapons Policy

Summary: Oral Presentation

Attachment: Weapons Policy

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #4(b)

Agenda Item: Wellness Program

Presenters: Susan Alfano, HR Manager

Action Items: Informational Only – Wellness Program

Summary: Oral Presentation

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #4(c)

Agenda Item: Snapshot: Before & After Merge

Presenters: Tom Phillips, Executive Director

Action Items: Informational Only

Summary: Oral Presentation

Snapshot: Before & After Merge

	LAMTD	BOCC	Combined	Increase %
Employees	118	73	191	62%
Facilities	2 (1212 and Lakeland Terminal)	3 (WH Terminal, Call Center, Parking Lot)	5	250%
Total Vehicles	67	70	137	204%
Budget	\$10.324M	\$6.58M	\$16.904M	64%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #4(d)

Agenda Item: Strategic Planning Meeting

Presenters: Tom Phillips, Executive Director

Action Items: Informational Only – Strategic Planning

Summary: Oral Presentation

**Interlocal Agreement for Transit Services -
Lakeland Area Mass Transit District and City of Lakeland, Florida, as the Community
Redevelopment Agency**

This Interlocal Agreement is entered into as of the _____ day of _____, 2015, by and between the Lakeland Area Mass Transit District, an independent special district (hereinafter referred to as the "District"), and the City of Lakeland, a municipal corporation, as the Community Redevelopment Agency (hereinafter referred to as the "City").

WHEREAS, the District operates a public transit system which currently provides fixed route bus service in the Mid-Town and Downtown Community Redevelopment Areas in the City of Lakeland;

WHEREAS, the District needs additional funding in order to provide certain services in the Mid-Town and Downtown Community Redevelopment Areas;

WHEREAS, the City, as the Community Redevelopment Agency under Chapter 163 of the Florida Statutes, desires that the District provide certain transit services in the Mid-Town and Downtown Community Redevelopment Areas, and is willing to provide funding for the services,

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The term of this Agreement shall be for a period of three (3) years, commencing on May 1, 2015, through and including April 30, 2018, as to the services described in paragraph 2.(a) below, and for a period of eight (8) months, commencing on May 1, 2015, through and including December 31, 2015, as to the services described in paragraph 2.(b) below.

2. The following transit services shall be provided by the District and the City shall provide funding for the following transit services:

- a. Seven (7) runs of the Lakeland Hills Corridor (Route 3). The estimated annual cost for these services, based on the District's cost per revenue hour of \$86.29, is \$150,378.30.
- b. The 8:45 a.m. run of the Lakeland Hills Corridor (Route 3). The estimated one time cost for these services, based on the District's cost per revenue hour of \$86.29, is \$14,321.74.

3. The monthly rate to be charged to the City by the District for the transit services will be based on District's cost per revenue hour, which is determined annually at the end of the District's fiscal year on September 30. As of September 30, 2014, the District's cost per revenue hour was \$86.29. This will be the charge per revenue hour through September 30, 2015. The charge for the period from October 1, 2015, through September 30, 2016, will be the cost per revenue hour determined as of September 30, 2015. The charges for subsequent years will be made based on this determination of the annual cost per revenue hour. In the event the annual cost per revenue hour increases from one year to the next, the City shall have the right to terminate this Agreement upon one hundred twenty (120) days written notice to the District. However, since the final audited cost per revenue hour is not determined until six (6) months subsequent to September 30 of each year, the City is obligated to pay any increased cost per revenue hour, on a retroactive basis, until the Agreement is terminated after the one hundred twenty (120) days written notice. In other words, upon notification to the City that the cost has increased, which notification would occur six (6) months from September 30 of each year of the Agreement, the City has the right to terminate the Agreement upon one hundred twenty (120) days written notice to the District. For example, if the City is notified on April 1 of any year that the cost has increased, the Agreement would be terminated one hundred twenty (120) days from the date the City notifies the District that it elects to terminate the Agreement. If, in this example, the City notified the District on April 15 of the applicable year that it elects to terminate the Agreement, the Agreement would be terminated effective August 15 of that year, and the City would be obligated to pay the increased cost from September 30 until the effective date of the termination, which would be August 15.

4. Invoices will be issued each calendar month for the transit services. The City shall pay within 30 days of receipt of the invoice.

5. This Agreement is subject to the terms and conditions contained in any interlocal or other agreement between the District and any other governmental authority, including, without limitation, the Polk Transit Authority and the County of Polk.

6. This Agreement is subject to all federal, state, and local laws, rules, and regulations with which the District is obligated to comply.

7. Failure of any party to comply with any provision of this Agreement shall place that party in default. Prior to terminating this Agreement, the non-defaulting party shall notify the defaulting party in writing. The notification shall make specific reference to the condition alleged to give rise to the default. The defaulting party shall then be entitled to a period of fifteen (15) days from the date notification is received in which to cure the default. If said default is not cured within the fifteen (15) day period, this Agreement may be terminated by the non-defaulting party. The failure of any party to exercise this right shall not be considered a waiver of such right in the event of any further default or non-compliance.

8. All notices, requests, demands and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given when received if personally delivered; when transmitted if transmitted by telecopy, electronic telephone line facsimile transmission or other similar electronic or digital transmission method; the day after it is sent, if sent by recognized expedited delivery service; and five (5) days after it is sent, if mailed, first class mail, postage prepaid. In each case, notice shall be sent to:

DISTRICT: Lakeland Area Mass Transit District
 1212 George Jenkins Blvd.
 Lakeland Florida 33815
 ATTN: Tom Phillips

CITY:

9. If any covenant or provision of this Agreement is determined to be invalid, illegal or incapable of being enforced, all other covenants and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be dependent upon any other covenant or provision unless so expressed herein.

10. This Agreement contains all the terms and conditions agreed upon by the parties and is a complete and exclusive statement of the Agreement between the parties. This Agreement supersedes all other agreements and proposals, oral or written, regarding the subject matter herein, and all such other agreements and proposals are hereby deemed void.

11. This Agreement shall be construed in accordance with the laws of the State of Florida and venue of any legal proceedings shall be in Polk County, Florida, if the action is commenced in state court. If any action is commenced in federal court, then venue shall be in the United States District Court for the Middle District of Florida, Tampa Division.

12. In the event any litigation is instituted for the purpose of enforcing any provision of this Agreement, the prevailing party, as determined by the court having jurisdiction thereof, shall be entitled to recover, in addition to all other relief, an amount equal to all costs and expenses incurred in connection with such litigation, including reasonable attorneys' fees at the trial level and in connection with all appellate proceedings.

13. Nothing contained herein shall operate or be construed as a waiver of the District's or the City's sovereign immunity.

14. This Agreement may only be amended by an instrument in writing signed by the parties hereto.

15. Each of the undersigned warrants and represents that he or she is authorized to execute this Agreement on behalf of the entity identified.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officers.

LAKELAND AREA MASS TRANSIT
DISTRICT

By: _____
_____, Chairman

Witnesses

Date: _____

CITY OF LAKELAND, FLORIDA

By: _____

Date: _____

Attest: _____

By: _____

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #5(a)

Agenda Item: Lynx Bus Transfer

Presenter: The Darby Group

Recommended
Action: Approval

Summary: Oral Presentation

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #6(a)

Agenda Item: November 30, 2015 – Monthly Financial Statement
FY 2015-2016

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

Summary: The Interim Financial Statement covers a period of less than on year. The report is used to convey the performance of the District's financial position and budget comparisons – budget 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
FY 2016
MONTHLY FINANCIAL STATEMENT
MONTH OF Nov 2015

	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
REVENUES:									
15 Farebox/Pass Sales	\$ 59,918	\$ 82,228	\$ (22,311)	-27%	\$ 157,951	\$ 164,457	\$ (6,505)	-4%	\$ 986,740
16 Monthly billing for WH service	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
17 Contract Income (UAP)	\$ 30,179	\$ 27,787	\$ 2,392	9%	\$ 50,188	\$ 55,573	\$ (5,386)	-10%	\$ 333,440
17b Other Contract Revenue	\$ 77,565	\$ 42,799	\$ 34,766	81%	\$ 77,565	\$ 85,598	\$ (8,033)	-9%	\$ 513,590
18 Miscellaneous Income	\$ 141	\$ 833	\$ (692)	-83%	\$ 272	\$ 1,667	\$ (1,395)	-84%	\$ 10,000
19 Advertising Revenues	\$ 13,974	\$ 14,500	\$ (526)	-4%	\$ 18,704	\$ 29,000	\$ (10,296)	-36%	\$ 174,000
20 Investment/Interest Income (net)	\$ -	\$ 93	\$ (93)	-100%	\$ 110	\$ 187	\$ (77)	-41%	\$ 1,120
21 Ad Valorum Income, net	\$ 3,087,604	\$ 304,030	\$ 2,783,574	916%	\$ 3,087,604	\$ 608,060	\$ 2,479,544	408%	\$ 3,648,360
22 FDOT Operating Grant	\$ -	\$ 136,799	\$ (136,799)	-100%	\$ -	\$ 273,598	\$ (273,598)	-100%	\$ 1,641,590
23 Federal Operating Grant	\$ -	\$ 218,673	\$ (218,673)	-100%	\$ -	\$ 437,347	\$ (437,347)	-100%	\$ 2,624,080
24 Charitable Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
25 Cost Recovery	\$ 1,817	\$ -	\$ 1,817	0%	\$ (2,087)	\$ -	\$ (2,087)	0%	\$ -
26 Operating Assistance:	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
27 Bartow Express	\$ 4,902	\$ 4,402	\$ 501	11%	\$ 9,805	\$ 8,803	\$ 1,001	11%	\$ 52,820
27b PCTS - Support Cost Reimb.	\$ 31,494	\$ 28,161	\$ 3,333	12%	\$ 62,988	\$ 56,322	\$ 6,667	12%	\$ 337,930
Reserve									
TOTAL REVENUES	\$ 3,307,594	\$ 860,306	\$ 2,447,288	284%	\$ 3,463,100	\$ 1,720,612	\$ 1,742,488	101%	\$ 10,323,670
ELIGIBLE EXPENSES:									
32 Salaries	\$ 273,754	\$ 362,436	\$ (88,682)	-24%	\$ 476,594	\$ 724,873	\$ (248,279)	-34%	\$ 4,349,237
33 Employee Benefits	\$ 174,199	\$ 179,581	\$ (5,382)	-3%	\$ 407,284	\$ 359,161	\$ 48,123	13%	\$ 2,154,968
34 Advertising Fees - Admin	\$ 1,210	\$ 1,008	\$ 202	20%	\$ 1,210	\$ 2,017	\$ (807)	-40%	\$ 12,100
35 Professional & Technical Serv.	\$ 20,138	\$ 34,567	\$ (14,429)	-42%	\$ 23,922	\$ 69,133	\$ (45,212)	-65%	\$ 414,800
36 Contract Maintenance Service	\$ 6,784	\$ 7,750	\$ (966)	-12%	\$ 6,784	\$ 15,500	\$ (8,716)	-56%	\$ 93,000
37 Other Services	\$ 2,099	\$ 11,546	\$ (9,447)	-82%	\$ 2,336	\$ 23,092	\$ (20,756)	-90%	\$ 138,550
38 Fuel & Lubricants (net)	\$ 63,552	\$ 73,428	\$ (9,876)	-13%	\$ 98,313	\$ 146,855	\$ (48,542)	-33%	\$ 881,130
39 Freight	\$ 861	\$ 25	\$ 836	3346%	\$ 861	\$ 50	\$ 811	1623%	\$ 300
40 Repair & Maintenance Admin Bldg	\$ 154	\$ 1,000	\$ (846)	-85%	\$ 154	\$ 2,000	\$ (1,846)	-92%	\$ 12,000
41 Repair & Maintenance Terminal	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
42 Materials & Supplies	\$ 49,824	\$ 60,451	\$ (10,626)	-18%	\$ 49,054	\$ 120,902	\$ (71,847)	-59%	\$ 725,410
43 Utilities/Telephone - Admin	\$ 15,494	\$ 9,208	\$ 6,285	68%	\$ 18,604	\$ 18,417	\$ 188	1%	\$ 110,500
44 Physical Damage Insurance	\$ -	\$ 2,154	\$ (2,154)	-100%	\$ -	\$ 4,308	\$ (4,308)	-100%	\$ 25,850
45 Liab & Prop Damage Insurance	\$ -	\$ 18,250	\$ (18,250)	-100%	\$ -	\$ 36,500	\$ (36,500)	-100%	\$ 219,000
46 Other Corporate Insurance	\$ -	\$ 58	\$ (58)	-100%	\$ -	\$ 117	\$ (117)	-100%	\$ 700
47 Vehicle Licensing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
48 Dues & Subscriptions	\$ 9,000	\$ 1,529	\$ 7,471	489%	\$ 10,689	\$ 3,058	\$ 7,631	250%	\$ 18,350
49 Education/Training/Meeting/Travel	\$ 639	\$ 6,086	\$ (5,447)	-90%	\$ 2,787	\$ 12,172	\$ (9,385)	-77%	\$ 73,030
50 Service Charges	\$ -	\$ 3,483	\$ (3,483)	-100%	\$ 6,967	\$ 6,967	\$ (6,248)	-90%	\$ 41,800
51 Office Expense	\$ 981	\$ 4,096	\$ (3,115)	-76%	\$ 991	\$ 8,192	\$ (7,201)	-88%	\$ 49,153
52 Advertising & Promotion	\$ -	\$ 3,033	\$ (3,033)	-100%	\$ 500	\$ 6,067	\$ (5,567)	-92%	\$ 36,400
53 Miscellaneous Expenses	\$ -	\$ 1,850	\$ (1,850)	-100%	\$ -	\$ 3,700	\$ (3,700)	-100%	\$ 22,200
54 Property Appraiser/Tax Collector Comm	\$ 63,262	\$ 21,533	\$ 41,729	194%	\$ 63,262	\$ 43,067	\$ 20,196	47%	\$ 258,400
55 PTA/Winter Haven Billable Expenses	\$ 347	\$ 517	\$ (170)	-33%	\$ 347	\$ 1,033	\$ (687)	-66%	\$ 6,200
Capital Expenditures		\$ 56,716				\$ 113,432			\$ 680,592
TOTAL ELIGIBLE EXPENSES:	\$ 682,298	\$ 860,306	\$ (178,008)	-21%	\$ 1,164,411	\$ 1,720,612	\$ (556,201)	-32%	\$ 10,323,670
NET REVENUES OVER (UNDER) EXPENSES	\$ 2,625,296	\$ (0)	\$ 2,625,296		\$ 2,298,689	\$ (0)	\$ 2,298,689		\$ (0)

Lakeland Area Mass Transit District
 Monthly Financial Report
 Operating Budget. Budget to Actual
 For the Year-to-date November 30, 2015
 FY 2015-2016

Year to Date November 30, 2015

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	16.7%	\$1,720,612	\$3,463,100	201%	\$10.3 Million
Expenses YTD	16.7%	\$1,720,612	\$1,164,411	68%	\$10.3 Million

REVENUES:

The total revenues realized year-to-date through November 30, 2015 totaled \$3.463 million or 201% of the YTD budget.

- Farebox revenues reflect 94% of budgeted revenues through November 30, 2015. The revenues are under budget due to contractual revenues lagging.
- Ad Valorem taxes reflect \$3.1 million or 85% of budget. The total budgeted revenues is \$3.65 million

Property taxes become due and payable on November 1st, 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 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Florida DOT operating grants is being billed quarterly effective fiscal year 2014-2015. The first billing covered the quarter ending Dec. 31, 2015. These grants are on a cash basis which mean the services must be provided before we receive grant assistance.
- 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.
- Advertising income totaled \$18,704 or 65% of budget.
- Other revenues are not significant and are on a cash basis which means these revenues are recognized when the cash is received and in line with the year-to-date budget.

Lakeland Area Mass Transit District
 Monthly Financial Report
 Operating Budget. Budget to Actual
 For the Year-to-date November 30, 2015
 FY 2015-2016

EXPENSES:

The total expenses year-to-date through November 30, 2015 totaled \$1.72 million or 68% of the YTD budget.

- Salaries and benefits represent 63% of the FY 2015-2016 budget. As of November 30, 2015 those expenses totaled \$884,000 or 82% of the YTD budget due to vacant positions.
- Professional and Technical Services expenses totaled \$24,000 or 35% of the YTD budget; a favorable variance.
- Other services expenses totaled \$2,300 or 10% of the YTD budget.
- Fuel expenses totaled \$98,000 or 67% YTD budget due to declining fuel prices; a favorable variance.
- Materials and supplies totaled \$49,000 under budget by 59% due to increase use of parts and supplies.
- Advertising promotion expenses totaled \$500 under budget.
- Dues and subscriptions, and office supplies are over budget due to payment for the City of Lakeland Bicycle Program subscription.
- Property appraiser, Tax Collector Commission and CRA payments totaled \$63,000, slightly over the budget due to property appraiser fees paid.

Other remaining expenses are under the YTD budget through November 30, 2015

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through Nov. 30th the financials reflect favorable budget to actual performance. (revenues over expenses) due to receipt of property tax revenue.

STATISTICAL TRENDS LAST FOUR YEARS AUDITED FINANCIAL STATEMENTS

	9/30/2014	9/30/2013	9/30/2012	9/30/2011
1. Farebox Recovery Ratio (All modes)	25.71%	28.7%	26%	22.6%
2. Cost per revenue hour	\$86.29	\$83.84	\$83.62	\$91.26
3. Revenue Hours	117,008	116,422	112,539	115,679
4. Fuel Cost (\$)	\$1,316,739	\$1,367,289	\$1,317,442	\$1,349,788
5. Ridership	1,647,010	1,638,470	1,452,161	1,768,087

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #6 (b)

Agenda Item: November 30, 2015 Financials for Polk County Transit Services Contract

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 Attachment

Polk County Transit Services
 Contract Budget
 FY 2015-2016 Period Ending November 30, 2015 (16.7% of Budget)

	Annual Budget	%	YTD Budget November 30, 2012	YTD Actual November 30, 2015	Percent Expended
Revenues					
FTA 5307 Grant	\$1,125,545	17	\$187,590	0	0
Fares	\$186,661	3	\$31,110	\$23,412	75
PCTS	\$5,245,278	80	\$874,214	\$874,214	100
Total	\$6,557,484	100	\$1,092,914	\$897,626	82

Authorized Staffing	Filled Positions
FT 63, PT 10, Total 73	FT 50, PT 2, Total 59

Revenues

The revenues totaled \$897,626 or 82% of the year-to-date budget.

The FTA grant drawdown will occur later in the fiscal year based on expenses incurred on a reimbursement basis.

Fare Revenues totaled \$23,412 or 75% of the year-to-date budget.

The County funding is designed to reflect a 1/12 allocation as cash advance to facilitate cash flow.

Expenses

Operating expenses consists of labor cost, operating expenses and contract expenses as follows:

Annual Budget	\$	%	YTD Budget	YTD Actual	%
Labor	\$3,434,803	52%	\$572,468	\$262,030	46
Contract	\$833,783	13%	\$138,964	0	0
Operating	\$2,288,898	35%	\$381,482	\$186,300	49
Total	\$6,557,484	100%	\$1,092,914	\$448,300	41

Total expenses for the period totaled \$448,300 or 41% of year-to-date budget. Salaries and wages totaled \$262,030 or 46% of the budget.

Operating expenses totaled \$186,300 or 49% of the budget.

The contract services is for contractual cost for the Lynx service and other planned contractual services such as Transportation Disadvantage.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #16-01

Agenda Item: **Resolution #16-01 – FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) Grant Application for the Lakeland Area Mass Transit District (LAMTD) 5310 CAPITAL FUNDS**

Presenter: David Persaud, CFO

Recommended Action: Recommend Approval to apply to the FDOT for the Federal Transit Administration (FTA) Section 5310 Grant Funds.

Summary: The District is submitting this grant application to the FDOT under Sections 5310 for capital assistance, more specifically to replace five vehicles that exceed their useful life in the Lakeland Urbanized Area.

Funding: This grant requires both 80/10/10 split between the FTA, FDOT and the LAMTD. FTA will provide \$466,852 with grant funding, FDOT will provide \$58,356 in toll credit, and LAMTD with provide \$58,356

Attachments: Resolution 16-01

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #16-02

Agenda Item: **Resolution #16-02 – FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) Grant Application for the WINTER HAVEN 5310 CAPITAL FUNDS**

Presenter: David Persaud, CFO

Recommended
Action:

Recommend Approval to apply to the FDOT for the Federal Transit Administration (FTA) Section 5310 Grant Funds, as Designated Recipient and under the Countywide Transit System Agreement.

Summary:

The District is submitting this grant application to the FDOT under Sections 5310 for capital assistance, more specifically to replace five vehicles that exceed their useful life in the Winter Haven Urbanized Area.

Funding:

This grant requires both 80/10/10 split between the FTA, FDOT and the LAMTD through monthly invoicing from the County. FTA will provide \$466,852 with grant funding, FDOT will provide \$58,356 in toll credit, and LAMTD will provide \$58,356 in County contributions.

Attachments:

Resolution 16-02

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #16-03

Agenda Item: **Resolution #16-03 – FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) Grant Application for the RURAL 5339 CAPITAL FUNDS**

Presenter: David Persaud, CFO

Recommended

Action: Recommend Approval to apply to the FDOT for the Federal Transit Administration (FTA) Section 5339 Grant Funds, as Designated Recipient and under the Countywide Transit System Agreement.

Summary: The District is submitting this grant application to the FDOT under Sections 5339 for capital assistance, more specifically to purchase a bus for a new route on County Line Road.

Funding: This grant requires both 80/20 split between the FTA and the LAMTD. FTA will provide \$93,370 with grant funding and LAMTD with provide \$23,343.

Attachments: Resolution 16-03

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #16-04

Agenda Item: **Resolution #16-04 – FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) Grant Application for the RURAL 5311 OPERATING FUNDS**

Presenter: David Persaud, CFO

Recommended Action: Recommend Approval to apply to the FDOT for the Federal Transit Administration (FTA) Section 5311 Grant Funds, as Designated Recipient and under the Countywide Transit System Agreement.

Summary: The District is submitting this grant application to the FDOT under Sections 5311 for operating assistance, more specifically to provide services in the rural areas of Polk County.

Funding: This grant requires a 50/50 split between the FTA, and LAMTD through monthly invoicing from the County. FTA will provide \$1,111,482 with grant funding and LAMTD with provide \$1,111,482 in County contributions.

Attachments: Resolution 16-04

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING

Date: January 13, 2016
AGENDA ITEM #6(d)

Agenda Item: Bus Service Agreements between the Lakeland Area Mass Transit District and the Central Florida Regional Transportation Authority for the operation of public transit service from Haines City to HWY 192 (427), Poinciana to Haines City (416) and the Poinciana Pick up line (603) through September 30, 2017. Funding is through the Federal Transit Administration (FTA) Section 5316 Grant Funds, County cash contributions, 5311 Rural and 5307 Urban formula Grants.

Presenter: David Persaud, CFO

Recommended Action: Board approval of the 2016 Bus Service Agreement between the Lakeland Area Mass Transit District and the Central Florida Regional Transportation Authority

Financial Impact: Funding for this Bus Service Agreement is through (FTA) Section 5316 funds, North Ridge CRA cash contributions, and 5311 Rural and 5307 Urban formula Grants. Funds totaling \$229,394 for route 427, \$155,308 for route 416 and \$142,336 for route 603 are include in the Polk County Transit budget for FY 2016. These agreements were previously between LYNX and the County which LAMTD assumed responsibility for on October 1, 2015

Summary: The North Ridge route services the northeast portion of Polk County and operates with a two-hour frequency. The service operates approximately 12 hours a day, Monday through Friday. The route will run along US Highway 27 and connect the Winter Haven Area Transit route 15 in Haines City to the Victor Posner City Center near Interstate 4, and also connects with a Lynx transfer site along US Highway 192.

The Highway 580 route is an express public transit route with one-hour frequency, approximately 8 hours a day Monday through Friday. The route runs along Highway 580 and connects the Poinciana Wal-Mart to the Save A Lot in Haines City. Riders traveling from Haines City to Poinciana can connect to the Central Florida Regional Transportation Authority (Lynx) at the Poinciana Wal-Mart. Both routes will connect to WHAT route 15 with access to all Polk County routes.

AGENDA ITEM # – CONT.

As currently operated, the service provides curb-to-curb public transit services for Polk County's portion of Poinciana approximately 14 hours per day Monday through Saturday. The route connects the community of Poinciana from Lake Hatchineha Road north to County Highway 580. The route travels along Poinciana Parkway and Marigold Ave and connects at a Lynx fixed route at the Poinciana Wal-Mart.

Attachment: Bus Service Agreements

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #6(e)

Agenda Item: Ridership Report

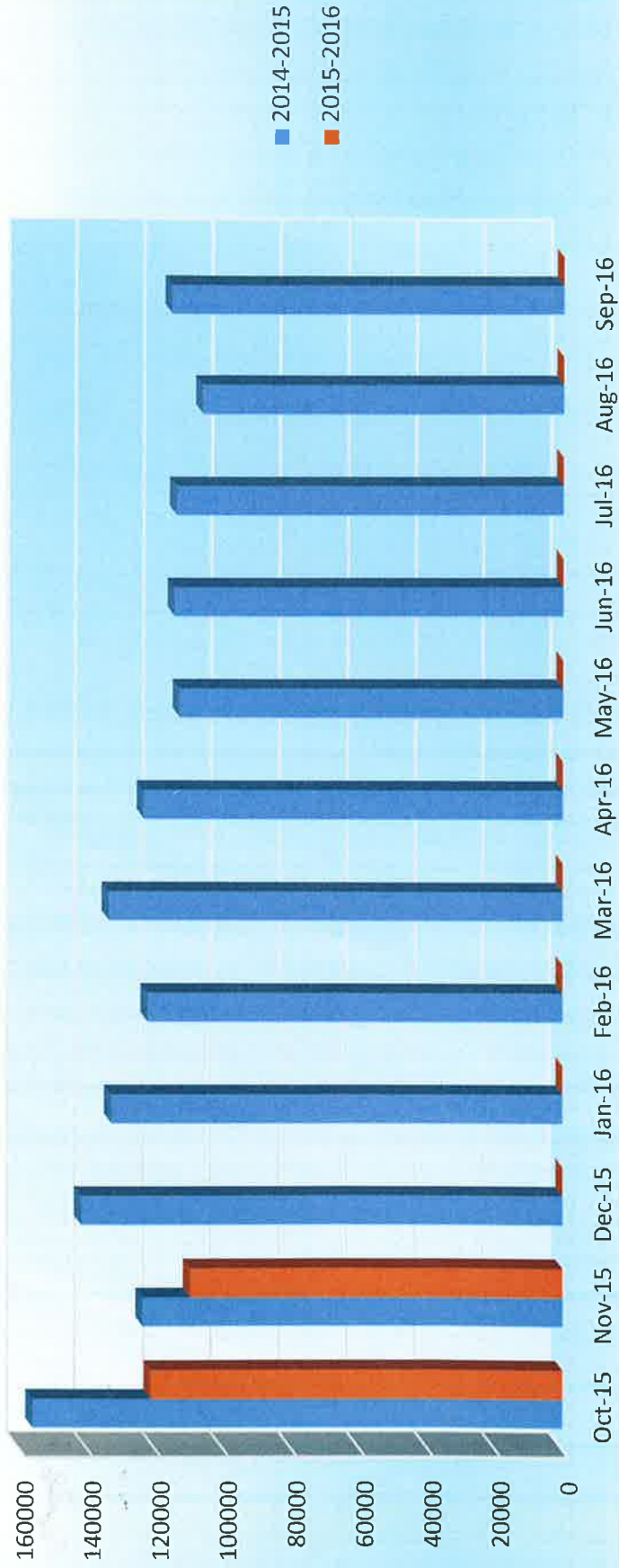
Presenter: David Persaud, Chief Financial Officer

Recommended
Action: Informational Only

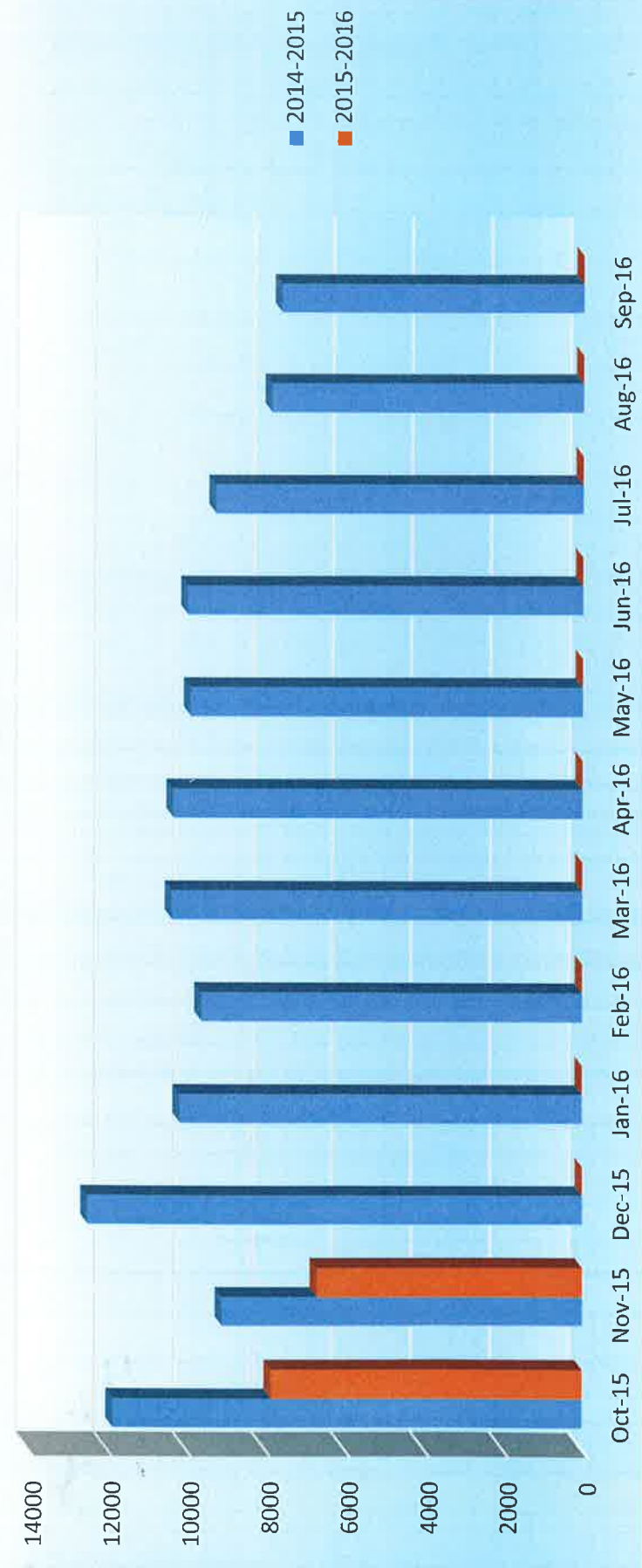
Summary: Year to date ridership information for the entire system including LAMTD, Winter Haven, Rural and Demand Response through November 30, 2015.

Attachments: Ridership Report

Citrus Connection Fixed Route Total Ridership



Citrus Connection Para-Transit Total Ridership



LAKELAND AREA MASS TRANSIT DISTRICT
 BOARD OF DIRECTORS MEETING
 JANUARY 13, 2016
 AGENDA ITEM #6(f)

Agenda Item: Informational Report on the District FYE 9-30-2016
 Redevelopment Trust Fund for Tax Year 2015

Presenter: David Persaud, Chief Financial Officer

Recommended
 Action: TBD

Summary: For Fiscal Year 2014-2015 the LAMTD paid the City of Lakeland Redevelopment Trust Fund (CRA) for tax year 2014 \$114,461. Each fiscal year the District includes a budget for this obligation.

For FY 2015-2016 Tax Year 2015 the payment is \$139,135 or \$24,674 and 21-56 percent increase.

The payments are for Tax Increment Districts

	2014	2015	Change
Downtown District 48 & 49	\$37,736	\$40,986	8.6%
Dixieland District	\$6,903	\$7,441	7.8%
Midtown District 55	\$69,822	\$90,708	30%
Total	\$114,461	\$139,135	21.56%

The payments are made annually based on the annual final Tax Rolls issued by the Polk County Property Appraiser's Office.

Chapter 163.387 (2)(b) F.S. requires that the Tax Increment payments be made to the City of Lakeland as the Community Redevelopment Agency.

Funding: The FY 2015-2016 budget reflects \$119,400 for this obligation. The District and the City of Lakeland entered into an agreement on April 8, 2015 for two service agreements totally \$451,136 for 36 months for the Lakeland Hills Corridor (Route 3) for 7 daily runs and \$14,320 for eight months for the Lakeland Hills Corridor (Route 3) for 1 daily run.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #7(a)

Agenda Item: Community Scorecard

Presenter: Bill Knieriem, Director of Operations

Recommended
Action: Informational Only

Summary: None

Attachments: Trip Scoring Index

FOURTH QTR OCT-DEC 2015	6:15 am - 11:15 am				11:15 am - 3:15 pm				3:15 pm - 7:15 pm			
	1st Qtr Avg	2nd Qtr Avg	3rd Qtr Avg	4th Qtr Avg	1st Qtr Avg	2nd Qtr Avg	3rd Qtr Avg	4th Qtr Avg	1st Qtr Avg	2nd Qtr Avg	3rd Qtr Avg	4th Qtr Avg
Route 1	19.3	19.3	19.6	19.9	26.4	26.5	27.2	29.5	16.6	16.3	18.8	21.6
Route 3	27.6	17.4	17.9	19.7	39.0	21.7	20.5	22.1	18.5	13.6	18.0	18.5
Route 3X	9.7	8.2	5.3	5.4	9.4	4.8	6.9	6.2	8.1	0.8	4.1	4.85
Route 10	12.9	9.8	9.8	11.6	17.7	12.5	12.5	12.5	21.6	21.6	12.1	21.6
Route 14	15.0	11.9	18.2	18.3	18.2	16.4	17.7	16.8	15.1	11.5	17.2	16.5
Route 15	13.8	13.5	13.3	13.4	19.4	16.8	16.1	17.4	12.4	11.8	14.4	15.8
Route 22 XL	28.1	23.6	34.0	37.6	42.5	32.5	30.1	30.4	18.0	15.4	31.9	33.2
Route 32/33	7.4	8.3	11.4	10.0	7.3	8.5	11.9	13.4	5.8	6.4	6.5	6.8
Route 39	7.1	5.9	6.3	6.8	5.4	6.7	8.1	7.8	6.0	5.7	5.2	5.0
Route 45	20.5	16.8	17.0	19.2	23.6	19.8	17.5	17.7	19.4	15.1	13.4	14.9
Route 46	11.7	10.2	9.8	10.8	10.0	8.6	10.8	11.9	14.5	10.8	12.3	14.0
Route 47	9.6	9.5	11.8	13.2	15.5	13.1	12.8	14.1	10.3	9.1	11.1	13.4
Route 57	10.3	9.6	#DIV/0!	#DIV/0!	9.8	9.1	#DIV/0!	#DIV/0!	12.9	11.1	#DIV/0!	#DIV/0!
Route 58	13.6	11.1	11.1	10.4	15.5	12.5	13.0	10.1	9.2	7.4	10.9	9.8
Route 12	24.4	21.7	20.4	24.9	24.7	22.7	22.6	24.2	19.7	17.7	17.6	17.6
Route 15WH	40.4	33.0	35.0	37.3	38.3	31.1	33.3	36.0	31.8	25.5	27.8	29.8
route 22 XW	25.2	25.9	21.8	19.8	29.2	24.0	23.2	22.1	25.6	21.8	19.0	16.6
route 30	15.9	14.3	13.8	14.1	23.7	21.8	21.1	22.2	23.5	21.8	18.5	17.2

Regular Fixed Route

10 +	route doing well	7 - 9.9	possible minor changes	0 - 6.9	possible major changes
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Flex Routes

7+	route doing well	4 - 6.9	possible minor changes	0 - 3.9	possible major changes
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LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #8(a)

Agenda Item: Monthly Activities
Presenter: Tom Phillips, Executive Director
Recommended: Informational
Summary: Oral Presentation
Attachment: December Calendar

December 2015

December 2015							January 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1	2	3	4	5
		8:30am Dean 1 on 1 w/ Tom (Tom's Office) - Marcy/Harrison 9:00am Senior Staff Meeting		9:00am FDOT Grants (HND Conference) 10:30am Weekly Mtg at the Darty Law Group 2:00pm Copy: 1/1 with	11:00am 1 on 1 Joe and Tom (Office) - Marcy Harrison	
6	7	8	9	10	11	12
	12:00am D 9:30am 1 on 1 Bill and Tom (Office) - Marcy 11:00am One on One Erin/Tom (Tom's	8:30am Dean 1 on 1 w/ Tom (Tom's Office) - 10:00am Invitation: Citrus connection Mtg 12:00pm Interview with	8:30am LAMTD Board Meeting 12:30pm Interview with Debra Huntley 1:30pm Mtg with Kevin	10:30am Weekly Mtg at the Darty Law Group 1:00pm Supervisors 2:30pm Position Control 3:00pm Copy: 1/1 with	Install Back Up Camera (Tom's Truck Unit 18) 9:00am Hiring Plan Mtg (Hollingsworth) -	
13	14	15	16	17	18	19
	12:00am Dec 9:30am 1 on 1 Bill and Tom (Office) - Marcy 11:00am One on One 1:00pm Mike and Tom	8:30am Dean 1 on 1 w/ Tom (Tom's Office) - Marcy/Harrison 9:00am Senior Staff Meeting		2:00pm Copy: 1/1 with David Persaud (Executive Office) - Tom Phillips	11:00am 1 on 1 Joe and Tom (Office) - Marcy Harrison	
20	21	22	23	24	25	26
	9:00am Position Control Meeting 9:30am 1 on 1 Bill and 11:00am One on One 1:00pm Mike and Tom	8:30am Dean 1 on 1 w/ Tom (Tom's Office) - 9:00am Senior Staff Meeting 11:30am Senior Staff	Tom Vacation	2:00pm Copy: 1/1 with David Persaud (Executive Office) - Tom Phillips		
27	28	29	30	31	Jan 1, 16	2
	9:30am 1 on 1 Bill and Tom (Office) - Marcy Harrison 3:00pm Grants Reporting & Governmental	8:30am Dean 1 on 1 w/ Tom (Tom's Office) - 9:00am Senior Staff Meeting 11:00pm CTC Presentation		2:00pm Copy: 1/1 with David Persaud (Executive Office) - Tom Phillips		

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #8(a)

Agenda Item: UAP Update

Presenter: Tom Phillips, Executive Director

Recommended: Informational

Summary: Oral Presentation

Attachment: UAP Document

UAP Ridership Totals 2015		LAMTD	WHAT	Total
	November	17,507		17,507
	December	18,008		18,008
UAP Ridership 2015		LAMTD	WHAT	Total
Polk State College				
	November	240		240
	December	198		198
LEGOLAND				
	November	1,047		1,047
	December	1,053		1,053
South Eastern University				
	November	353		353
	December	292		292
Everest University				
	November	1,124		1,124
	December	967		967
COLTS				
	November	3,106		3,106
	December	3,111		3,111
Veterans				
	November	3,797		3,797
	December	3,850		3,850
Southern Technical College				
	November	713		713
	December	657		657
Polk Health Care				
	November	3,712		3,712
	December	4,233		4,233
Polytechnic				
	November	1,324		1,324
	December	1,004		1,004
Central Florida Healthcare				
	November	1,851		1,851
	December	2,445		2,445
Transition House				
	November	240		240
	December	198		198

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 13, 2016
AGENDA ITEM #9

Agenda Item: Other Business

Presenter: TBD

Recommended
Action: None

Summary: None

Attachments: None