

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2015
AGENDA ITEM #1

Agenda Item: Approval of August 12, 2015, LAMTD Board of Directors Meeting Minutes

Presenter: Marcy Harrison

Recommended

Action: Board of Directors approve the Minutes of the August 12, 2015, LAMTD Board of Directors Meeting.

Summary: The LAMTD Board of Directors Meeting Minutes for August 12, 2015, summarizes agenda items covered during that meeting.

Seven (7) items required Board of Directors approval or concurrence:

1. Board Meeting Minutes for August 12, 2015.
2. Proposed LAMTD 2015-2016 Budget Presentation
3. Bulk Fuel Contract
4. Disposal of 8 buses that have met depreciation schedule as per the FTA guidelines
5. SSI Contract for transmission fluid, coolant and grease.
6. Transit Operator Agreement Amendment #6
7. Transit Workers Union CBA Extension/MOU

Attachments: August 12, 2015, Board of Directors Meeting Minutes

**LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MINUTES
AUGUST 12, 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 Lindsey
Commissioner Malless
Commissioner Merritt
Commissioner Selvage

Agenda Item #1 – Approval of Minutes for July 8, 2015 Board of Directors Meeting

Approval requested for the approval of the July 8, 2015 LAMTD Board of Directors Meeting Minutes.

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

“Approval of July 8, 2015 LAMTD Board Meeting Minutes”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item # – Maintenance / Joe Cheney and Tom Phillips

a. Fleet Replacement Plan & Revision was presented to the Board:

- Fixed Route Fleet – Reduced by 8 buses – Add 6 buses from LYNX – Reduce Fleet by 6 buses – Grant Submitted for two replacement buses.
- Para Transit Fleet – Rehab 6 large Champion buses to extend their useful life – designate on bus as a backup for Route 3X (Polytechnic) and one Bus for Flex Service.
- See attached power point presentation

Agenda Item #4 – Financial Matters / David Persaud

a. June Financials:

Year to Date June 30, 2015

Description	% of FY Budget	Budget \$	Actual \$	% of FY	Annual Budget
Revenue YTD	75%	\$8.8 Million	\$7.5 Million	69%	\$10.9 Million
Expenses YTD	75%	\$8.2 Million	\$6.9 Million	63%	\$10.9 Million

REVENUES:

The total revenues realized year-to-date through June 30, 2015 totaled \$7.5 million or 69% of the fiscal year budget.

- Farebox revenues reflect 96% of budgeted revenues through June 30, 2015. The revenues are in line with the budget.
- Ad Valorem taxes reflect \$3.446 million or 101% of the total budgeted revenues of \$3.4 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 third billing covered the quarter ending June 30, 2015. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The YTD revenues are \$1.3 million or 76% of total budget.
- 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 is over due to the payment for the RAMCO bus.
- 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 June 30, 2015 totaled \$6.9 million, 63% of the Fiscal year budget.

- Salaries and benefits represent 68% of the FY 2014-2015 budget. As of June 30, 2015 those expenses totaled \$4.6 million or 83% of the YTD budget.
- Professional and Technical Services expenses totaled \$177,000 or 68% of YTD budget; a favorable variance
- Other services expenses totaled \$49,700 or 45% YTD budget
- Fuel expenses totaled \$660,000 or 65% YTD budget due to declining fuel prices; a favorable variance
- Materials and supplies totaled \$566,000 over budget by 20% due to increase use of parts and supplies.
- Advertising promotion expenses totaled \$79,000 over budget, \$59,000 due to FY 2014 expenses from the referendum that came in this FY, developing the District website and advertising expenses.

- Dues and subscriptions, and office supplies are over budget due to proper classifications of expenses and IT expenses not budgeted.
- Property appraiser, Tax Collector Commission and CRA payments totaled \$263,000, slightly over the budget due to CRA payments made in total and the property appraiser fees slightly over budget.

Other remaining expenses are in line with the YTD budget through June 30, 2015

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through June 30th the financials reflect favorable budget to actual performance variance of \$560,000 (revenues over expenses). Fuel expenses are favorable but parts and supplies for repairing the fleet is over budget.

RIDERSHIP														
Ridership through May 31, 2015														
	FY 2013					FY 2014					FY 2015			
	<i>LAMTD</i>	<i>WHAT</i>	<i>PARA</i>	<i>TOTAL</i>		<i>LAMTD</i>	<i>WHAT</i>	<i>PARA</i>	<i>TOTAL</i>		<i>LAMTD</i>	<i>WHAT</i>	<i>PARA</i>	<i>TOTAL</i>
<i>OCT</i>	107,786	24,783	8,729	141,298	<i>OCT</i>	114,557	32,938	7,968	155,463	<i>OCT</i>	113,670	32,992	6,888	153,550
<i>NOV</i>	100,764	19,964	7,337	128,065	<i>NOV</i>	91,529	26,260	6,798	124,587	<i>NOV</i>	*90,011	*25,705	5,470	121,186
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<i>JAN</i>	109,639	27,666	8,007	145,312	<i>JAN</i>	98,127	28,895	7,190	134,212	<i>JAN</i>	*96,996	*23,903	*5,919	126,818
<i>FEB</i>	100,239	29,581	7,289	137,109	<i>FEB</i>	99,784	29,436	6,820	136,040	<i>FEB</i>	*90,462	*20,828	*5,581	116,871
<i>MAR</i>	100,194	27,702	7,720	136,416	<i>MAR</i>	99,107	28,673	7,356	135,136	<i>MAR</i>	*95,630	*23,532	*6,316	125,478
<i>APRIL</i>	101,248	30,157	8,308	139,713	<i>APRIL</i>	102,859	30,794	8,118	141,771	<i>APRIL</i>	*91,789	*22,853	*6,333	*120,975
<i>MAY</i>	100,169	30,670	8,215	955,096	<i>MAY</i>	100,584	29,210	7,790	138,284	<i>MAY</i>	82,768	20,021	6,170	108,132
	821,263	210,276	62,611	1,094,690		806,893	232,221	58,807	1,098,621		764,560	198,808	48,723	1,011,264
For the period ending May 31, 2015, total ridership decreased 8% compared to the same period last fiscal year.														

* Post Medicaid reform ridership and November 11th route reduction ridership

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. Proposed LAMTD 2015-2016 Budget Presentation – Items within the budget needing approval are listed below – see budget packet attached for more details:

- FY 2016 Budget totaling \$10,323,670
- Increase service for the Ramco Gershenson contract
- FRS System Funding \$321,000, \$(221,000 net cost with no 457 plan)
- CIP Budget / Asset Replacement Funding \$0.68 million (compared to \$1.2 million)

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

“Approval of the LAMTD 2015-2016 Budget”

MOTION CARRIED UNANIMOUSLY

c. Bulk Fuel Contract: On May 22, 2015, 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.

Board approval to award Contract #15-019(a) for Ultra Low Sulfur Diesel Fuel to TAC Energy and Contract #15-019(b) for Regular Unleaded Fuel to James River Solutions, each for a one (1) year base term.

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

“Approval to award Contract #15-019(a) to TAC Energy for Ultra Low Sulfur Diesel Fuel”

MOTION CARRIED UNANIMOUSLY

d. Asset Disposal: The District is proposing the disposal of eight (8) items based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1C. The Vehicles and/or equipment shall be disposed of through a competitive bid process. Item that cannot be sold will be reassessed and disposed of as scrap.

Asset Disposal Chart

Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TR IPS Useful Life	Current Status or Reason for Disposal	Current Condition
40' Fixed Route Bus #1052, 2001 Gillig	09/26/01	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 418,334 miles	All vehicle require a high level of maintenance and have exceeded the useful life
40' Fixed Route Bus #1053, 2001 Gillig	09/26/01	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 484,621 miles	
40' Fixed Route Bus #1054, 2001 Gillig	10/01/01	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 467,319 miles	
40' Fixed Route Bus #1055, 2001 Gillig	10/01/01	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 493,353 miles	
35' Fixed Route Bus #1063, 2002 Gillig	07/25/02	\$ 267,229.94	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 602,671 miles	
35' Fixed Route Bus #1064, 2002 Gillig	08/01/02	\$ 267,229.94	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 576,394 miles	
35' Fixed Route Bus #1065, 2002 Gillig	08/01/02	\$ 267,229.94	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 603,187 miles	
35' Fixed Route Bus #1067, 2002 Gillig	08/01/02	\$ 267,229.94	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 625,7894 miles	

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

“Approval to dispose of eight (8) buses based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1C. ”

MOTION CARRIED UNANIMOUSLY

e. Bulk Fluids: On April 29, 2015, the District entered into a consortium purchase with the Hillsborough Transit Authority (HART) for the purchase of various bulk fluids. An Invitation for Bid (IFB) #14126 was issued by HART, legally advertised and publicly posted on their website.

Forty-six (46) firms received notification of the posting, with seven (7) timely offers received.

- Of the bids submitted for Automatic Transmission Fluid, Coolant, and Grease the firm of SSI Lubricants, LLC has been found to be a responsive responsible firm offering the best overall pricing with an anticipated annual cost savings of roughly \$3,100.
- Of the bids submitted for Engine Oils the firm of Seaboard Newman Distribution has been found to be a responsive responsible firm offering the best overall pricing with an anticipated annual cost savings of roughly \$9,200.
- Of the bids submitted for Low Ash Engine Oil and DEF Fluid the firm of Palm Dale Oil Company has been found to be responsive responsible firm offering the best overall pricing with an anticipated annual cost savings of roughly \$2,400.
- The overall cost avoidance is roughly \$14,700 annually.

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

“Approval to award Contract #15-012(a) to SSI for automatic transmission fluid, coolant and grease”

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Legal / The Darby Group

a. Annexation Petition and Resolution No. 15-11 Donovan Rd. Estates

b. Annexation Petition and Resolution No. 15-12 Dollar Tree – N. Socurm Loop

So noted that Commissioner George Lindsey will not be counted in the approval process due to financial interest on the annexation petition.

After careful deliberation the LAMTD Board of Directors have postponed approval of the annexation petitions and resolution No. 15-11 and No. 15-12, pending the receipt of the approved annexation document.

c. Transit Operator Agreement Amendment #6 - extension

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

“Approval of the Transit Operator Agreement Amendment #6 - Extension”

MOTION CARRIED UNANIMOUSLY

d. Transit Workers Union CBA Extension/MOU – mobilization cost

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

“Approval of the Transit Workers Union CBA Extension/MOU”

MOTION CARRIED UNANIMOUSLY

e. Transit Service Master Agreement

- Ben Darby presented to the Board the draft Transit Service Master Agreement

Agenda Item #6 – Operations / Bill Knieriem

a. Presented to the Board was the Polytechnic route changes which will now include the Lakeland Square Mall, where the bus will drop off and pick up between Macy’s and JcPenney – Mall Westside.

Agenda Item #7 – Executive Update / Tom Phillips

a. June Activity Log presented to the Board for review.

July Activity Report

July 1, 2015	Contractual Mtg with Lynx
July 1, 2015	Senior Staff Mtg
July 1, 2015	PT Meeting in Bartow
July 6, 2015	Lake Alfred Commission Mtg
July 7, 2015	Senior Staff Mtg
July 8, 2015	Transit Consolidation Mtg
July 8, 2015	LAMTD Board of Directors Mtg
July 8, 2015	PT Meeting in Bartow
July 8, 2016	Triennial Review
July 9, 2015	FPTA Referendum Funding Mtg
July 9, 2015	Triennial Review
July 10, 2015	Triennial Review Exit Mtg
July 13, 2015	Hall Communications
July 13, 2015	Gang Task Force Mtg
July 14, 2015	Polk Consolidation Operations Plan Mtg
July 14, 2015	Funding for 416, 427, and 5311 Mtg
July 15, 2015	PT Meeting in Bartow
July 16, 2015	Weekly Mtg with the Darby Group
July 17, 2015	Kiwanis Club of Lakeland – Presenter
July 17, 2015	PT Cost Allocation Mtg
July 20, 2015	Union Negotiations Mtg
July 21, 2015	JPA Contract Review – FDOT
July 22, 2015	PT Meeting in Bartow
July 23, 2015	Weekly Mtg with the Darby Group
July 24, 2015	Polk Vision Infrastructure Mtg
July 27, 2015	Senior Staff Mtg
July 27, 2015	LAMTD Budget Mtg
July 28, 2015	Polk Consolidation Operations Plan Mtg
July 29, 2015	PT Meeting in Bartow
July 30, 2015	Weekly Mtg with the Darby Group
July 30, 2015	VOMS Mtg
July 31, 2015	Fleeting Replacement Mtg
July 31, 2015	LAMTD Budget Mtg

b. June Ridership Report

Ridership 2015	LAMTD	WHAT	Total
June	19,291		19,291
July	19,821		19,821
UAP Ridership 2015	LAMTD	WHAT	Total
Polk State College			
June	2,885		2,885
July	2,464		2,464
LEGOLAND			
June	1,246		1,246
July	1,071		1,071
South Eastern University			
June	471		471
July	263		263
Everest University			
June	1,204		1,204
July	898		898
COLTS			
June	2,526		2,526
July	2,448		
Veterans			
June	3,706		3,706
July	3,501		3,501
Southern Technical College			
June	897		897
July	848		848
Polk Health Care			
June	3,837		2,837
July	4,255		4,255
Summer of Safety			
June	866		866
July	970		970
Central Florida Healthcare			
June	1,994		1,994
July	2,640		2,640
Transition House			
June	556		556
July	385		385

c. County Budget Merger Update was presented to the Board. A draft Polk County budget for the FY 2015-2016 was presented with the information below.

The draft budget essentially is based on the County projected FY 2015-2016 budget. Most of the Paratransit and Transit Disadvantage Programs expenses are maintained at the budgeted level. The fixed route likewise remained at the same level.

Revisions

- Salaries and fringes are revised using the LAMTD pay schedule, benefits, and FRS (copy attached)
- Other support services are reflected to show the additional expenses that are support costs for the District.
- The WHAT services operated by LAMTD has been removed from LAMTD Budget and credit for the revenues and payments shown as a revenue in the PCTS budget. Therefore the draft budget reflect all of the County services.
- The District has not revised the original County services and projected expenses. These areas are new to the LAMTD and therefore requires you and your staff pay close attention to the 416 and 427 route service assumptions.
- The LAMTD did not address the County's funding sources as again these grants and matching funds are based on the County's funding formula and subject to the County's financial policies and revenue policies.
- The revenue side of the budget reflects the WHAT FY 2014 revenues as projections and the payments to LAMTD. The net difference is the amount due to LAMTD to operate these services.

- Cash-flow for the LAMTD will remain a very high concern absent any reserve and working capital. A line of credit is being recommended to provide needed working capital for operations.
- The next step is for the County staff to review and revise this proposal for both expenses and revenues with your approval.
- The intergovernmental agreement must be in place before the LAMTD Board approves the final budget in September 2015. A draft Polk County Transit Budget will be presented to the LAMTD Board in August 2015 for planning purposes.
- The final Polk County Budget will be presented to the LAMTD Board separate and distinct from the LAMTD Budget for TRIM Compliance.
- The Administrative cost that LAMTD is proposing is significantly less than the County's indirect cost allocations for transit services.
- As seen below, the Cost Allocation & Performance System report for Polk County 2013 indicates an expense of \$284,755 for transportation operations. This total does not include an additional recurrent savings for the salaries/benefits of the Program Manager and the Accountant II positions which total \$164,790.

Cost Allocation Planning & Performance System for Polk County 2013	
Transportation Operations	\$284,755
Additional Recurrent Savings	
Program Manager's Salary & Benefits – Paul Simmons	\$91,035
Accountant II's Salary & Benefits – Walt Smith	\$73,755
Total	\$449,545
LAMTD Administrative Cost	\$377,920
Total Savings for Polk County	\$99,545

***Also attached with the above information were Allocation of LAMTD Administrative Costs between LAMTD and Polk County Transit Services, Para Transit Adopted and Projected Expenses and Revenues, as well as the PCTS Salary Schedule.

d. Executive Report – Items covered below:

- 25 PCTS employees have already applied for openings at LAMTD – applicants will follow the hiring process of level 2 background checks, drug & alcohol testing, and training
- Human Resources Procedure for Schedules, Work Conditions and Hours Policy was presented to the Board. This policy was distributed to all current and new employees as a refresher read.
- Erin Killebrew, Director of Governmental & Community Relations will distribute her schedule monthly to all employees and Senior Staff. For those interested in activities, shadow days are available and can be scheduled with Erin or Marcy. Erin's has been meeting with community leaders and establishing UAPs with new businesses.
- Tom will be speaking at the FPTA Workshop in Vero Beach on August 26th.
- Viste – Trapeze- is reconsidering partnering with LAMTD. A meeting has been scheduled for August 16th.
- Tom has been elected to voluntarily serve as a board member for Peace River Centers

Adjournment

10:25 a.m.

Approved this 12th day of August, 2015.

Chairman – Commissioner Don Selvage

Minutes Taker – Marcy Harrison

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2015
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: None

Summary: None

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2015
AGENDA ITEM #3 (a)

Agenda Item: July Financials

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

Lakeland Area Mass Transit District
 Monthly Financial Report
 Operating Budget. Budget to Actual
 For the Year-to-date July 31, 2015
 FY 2014-2015

Year to Date July 31, 2015

Description	% of FY Budget	Budget \$	Actual \$	% of FY	Annual Budget
Revenue YTD	83%	\$9.4 Million	\$7.7 Million	71%	\$10.9 Million
Expenses YTD	83%	\$9.1 Million	\$7.8 Million	72%	\$10.9 Million

REVENUES:

The total revenues realized year-to-date through July 31, 2015 totaled \$7.7 million or 71% of the fiscal year budget.

- Farebox revenues reflect 96% of budgeted revenues through July 31, 2015. The revenues are in line with the budget.
- Ad Valorem taxes reflect \$3.449 million or 101% of the total budgeted revenues of \$3.4 million

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- Misc. income is over due to the payment for the RAMCO bus.
- 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 July 31, 2015
FY 2014-2015

EXPENSES:

The total expenses year-to-date through July 31, 2015 totaled \$7.8 million, 72% of the Fiscal year budget.

- Salaries and benefits represent 68% of the FY 2014-2015 budget. As of July 31, 2015 those expenses totaled \$5.3 million or 85% of the YTD budget.
- Professional and Technical Services expenses totaled \$205,000 or 71% of YTD budget; a favorable variance
- Other services expenses totaled \$54,000 or 44% YTD budget
- Fuel expenses totaled \$731,000 or 61% YTD budget due to declining fuel prices; a favorable variance
- Materials and supplies totaled \$666,000 over budget by 27% due to increase use of parts and supplies.
- Advertising promotion expenses totaled \$79,000 over budget, \$63,000 due to FY 2014 expenses from the referendum that came in this FY, developing the District website and advertising expenses.
- Dues and subscriptions, and office supplies are over budget due to proper classifications of expenses and IT expenses not budgeted.
- Property appraiser, Tax Collector Commission and CRA payments totaled \$276,000, slightly over the total budget due to CRA payments made in total and the property appraiser fees slightly over budget.

Other remaining expenses are in line with the YTD budget through July 31, 2015

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through July 31 the financials reflect favorable expense budget variance of \$1.267M. Fuel expenses are favorable but parts and supplies for repairing the fleet is over budget.

RIDERSHIP

Ridership through July 31, 2015

	FY 2013				FY 2014				FY 2015					
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<i>JUNE</i>	94,380	27,171	7,787	129,338	<i>JUNE</i>	94,326	27,459	6,622	128,407	<i>JUNE</i>	83,147	20,478	6,136	109,761
<i>JULY</i>	100,619	26,310	8,017	134,946	<i>JULY</i>	102,872	28,206	6,982	138,060	<i>JULY</i>	74,681	19,923	5,407	100,011
	1,127,074	292,412	86,724	1,506,210		1,110,104	316,483	78,933	1,505,520		922,388	239,209	1,161,597	1,221,863

For the period ending July 31, 2015, total ridership decreased 8% compared to the same period last fiscal year.

* Post Medicaid reform ridership and November 11th route reduction ridership

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
September 9, 2015
Agenda # 3 (b)

Agenda Item: **Agreement between the Florida Retirement System and the Lakeland Area Mass Transit District to join the FRS.**

Presenter: Tom Phillips, CEO
David Persaud, CFO

Recommended
Action: Approve the agreement.

Summary: The Lakeland Area Mass Transit District is applying for membership to the Florida Retirement System for retirement benefits for all the District's employees both full-time and part-time. The membership application is planning for an effective date of October 1, 2015. The attached Agreement is required by the FRS to join.

Attachments: The Florida Retirement System and the Lakeland Area Mass Transit District agreement for employees to participate.

STATE LAKELAND AREA MASS TRANSIT DISTRICT AGREEMENT NO. 01

The Department of Management Services, Division of Retirement, of the State of Florida, under the authority of Chapter 121, Florida Statutes, and LAKELAND AREA MASS TRANSIT DISTRICT of the State of Florida, in order to extend to General Employees of said LAKELAND AREA MASS TRANSIT DISTRICT (except such as are hereinafter excluded) the benefits of the Florida Retirement System established by Chapter 121, Florida Statutes, hereby agree as follows:

1. Definitions:

For the purpose of the Agreement -

(a) The definitions, words and phrases as set out in Section 121.021, Florida Statutes, shall have the respective meanings set forth therein.

2. Services Covered:

The agreement includes and covers all services performed by General Employees of this LAKELAND AREA MASS TRANSIT DISTRICT except any service, position, employee, or official excluded by Chapter 121, Florida Statutes, the rules and regulations of the Florida Retirement System, or resolution/ordinance No. 15-15, adopted by the LAKELAND AREA MASS TRANSIT DISTRICT on the 9th day of September 2015.

3. Contributions by Employees:

The LAKELAND AREA MASS TRANSIT DISTRICT agrees to impose upon its employees covered by this Agreement the required contributions with respect to wages if such services constituted employment within the meaning of Chapter 121, Florida Statutes, and to deduct the amount of such required contributions from the wages as and when paid. Contributions so collected shall be paid to the Administrator of the Florida Retirement System in partial discharge of the liability of said LAKELAND AREA MASS TRANSIT DISTRICT, said payments to be made in accordance with rules and regulations relating to the Florida Retirement System. It is agreed and understood that the failure of said to deduct such contributions shall not relieve it of liability therefore.

4. Contributions by the LAKELAND AREA MASS TRANSIT DISTRICT:

(a) The LAKELAND AREA MASS TRANSIT DISTRICT represents that it has duly and legally adopted, and that there is now in full force and effect, a resolution/ordinance requiring an appropriation from available funds in its general or special funds derived from ad valorem tax or other sources, which shall be in an amount not less than the sums withheld as the contributions of employees covered by the Agreement, the sum to equal the total amount due from said LAKELAND AREA MASS TRANSIT DISTRICT (employer's and employee's contributions) under applicable provisions of Chapter 121, Florida Statutes.

(b) As assurance of its ability to pay its share of the contributions which will become due and payable to the Administrator under the terms of this Agreement and as assurance that said contributions will be adequate, the LAKELAND AREA MASS TRANSIT DISTRICT hereby obligates itself to maintain, and represents that at all times hereafter there will be maintained, in the appropriation provided in paragraph 4.(a), above, a sum fully sufficient to pay its share of the contributions: and that same (together with contributions deducted from salaries, wages, etc., of employees) will be paid promptly when due.

5. Reports-Compliance and Regulations:

The LAKELAND AREA MASS TRANSIT DISTRICT agrees that it will make such reports, in such form and containing such information, as the Administrator may require. The LAKELAND AREA MASS TRANSIT DISTRICT further agrees that it will comply with all provisions of Chapter 121, Florida Statutes, and with all rules and regulations adopted and promulgated by the Administrator of the Florida Retirement system necessary to carry out the purposes of Chapter 121, Florida Statutes. It is further understood and agreed that late payments come under provisions of Section 121.061, paragraphs (2) (a), (b) and (c), Florida Statutes.

6. Termination:

Once this agreement is made and approved it may not be revoked and all present General Employees electing coverage under this agreement and all future General Employees shall be compulsory members of the Florida Retirement System.

Clerk
(SEAL) LAMTD

LAKELAND AREA MASS TRANSIT DISTRICT

By _____

Title: Chairman

This Agreement shall be effective as of the ____ day of _____, 2015.

Approved this ____ day of _____ 2015.

Director of the Division of Retirement

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
September 9, 2015
Agenda Item #3 (c)

Agenda Item: **Resolution Relating to Membership into the Florida Retirement System (FRS)**

Presenter: Tom Phillips, CEO
David Persaud, CFO

Recommended
Action: Adopt the Resolution

Summary: The Lakeland Area Mass Transit District is applying for membership to the Florida Retirement System for retirement benefits for all the District's employees both full-time and part-time. The membership application is planning for an effective date of October 1, 2015. The attached Resolution is required by the FRS to join.

Attachments: Resolution No. 15-15

RESOLUTION NO. 15-15

**RESOLUTION RELATING TO MEMBERSHIP INTO THE
FLORIDA RETIREMENT SYSTEM**

The LAKELAND AREA MASS TRANSIT DISTRICT of 1212 George Jenkins Blvd. Lakeland FL 33815 Florida, in lawful session and in regular order of business properly presented, finds that:

WHEREAS, the policy and purposes of the LAKELAND AREA MASS TRANSIT DISTRICT of Lakeland, Florida, to extend to the General Employees of said LAKELAND AREA MASS TRANSIT DISTRICT, not excluded by law, the benefits of the Florida Retirement System, on the basis of applicable State laws and amendments thereto, and rules and regulations, authorizing and directing the Chairman (or other chief executive officer) to execute agreements thereto with the Department of Management Services, for coverage of said General Employees; providing for withholding from salaries and wages of General Employees of LAKELAND AREA MASS TRANSIT DISTRICT so covered to be made and paid over as provided by applicable State laws or regulations; providing that said LAKELAND AREA MASS TRANSIT DISTRICT shall appropriate and pay over employer's contributions and assessments as provided by applicable State laws or regulations; providing that said LAKELAND AREA MASS TRANSIT DISTRICT shall keep records and make reports as required by applicable State laws or regulations:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. It is hereby declared to be the policy and purpose of the Lakeland Area Mass Transit District, Florida that all its General Employees except those excluded by law, shall participate in the Florida Retirement System as authorized by Chapter 121, Florida Statutes.

All General Employees shall be compulsory members of the Florida Retirement System as of the effective date of participation in the Florida Retirement System so stated herein.

Section 2. The Chairman (or other chief executive officer) is hereby authorized and directed to execute all necessary agreements and amendments thereto with the Administrator of the Florida Retirement System for the purpose of extending the benefits provided by the Florida Retirement System to the General Employees of this LAKELAND AREA MASS TRANSIT DISTRICT as provided by Section 1 & 2 hereof, which agreement shall provide for such methods of administration of the plan by said LAKELAND AREA MASS TRANSIT DISTRICT as are found by the Administrator of the Florida Retirement System to be necessary and proper, and shall be effective with respect to any employment covered by such agreement for serviced performed on and after the 9th day of September, 2015.

Section 3. Withholding from salaries, wages, or other compensation of General Employees for the purport provided in Section 1 hereof are hereby authorized to be made, and shall be made, in the amounts and at such times as may be required by applicable State laws or regulations, and shall be paid over to the Administrator designated by said laws or regulations to receive such amounts.

Section 4. There shall be appropriated from available funds, derived from the District's general revenues, property tax, fares, grant revenues and other revenues.

such amounts and at such times as may be required to pay promptly the contributions and assessments required of the LAKELAND AREA MASS TRANSIT DISTRICT of Lakeland, Florida, as employer, by applicable State laws or regulations, which shall be paid over to the lawfully designated Administrator of the Florida Retirement System at the times and in the manner provided by law and regulation.:

Section 5. The LAKELAND AREA MASS TRANSIT DISTRICT of Lakeland, Florida, shall keep such records and make such reports as may be required by applicable State laws or regulations, and shall adhere to all laws and regulations relating to the Florida Retirement System.:

Section 6. The LAKELAND AREA MASS TRANSIT DISTRICT of Lakeland, Florida, does hereby adopt the terms, conditions, requirements, reservations, benefits, privileges, and other conditions thereunto appertaining, of the Florida Retirement System, for and on behalf of all General Employees of its departments and agencies to be covered under the agreement.:

Section 7. The Executive Director of the LAKELAND AREA MASS TRANSIT DISTRICT of Lakeland, Florida, is hereby designated the custodian of all sums withheld from the compensation of General Employees as authorized herein and of the appropriated funds for the employer's contributions as provided in Section 5 hereof. Also, the Executive Director is hereby designated the withholding and reporting agent and charged with the duty of maintaining records for the purpose of this ordinance.:

Section 8. This Resolution shall take effect upon its approval and publication as required by law.

BE IT FURTHER RESOLVED that a copy of this Resolution fully executed as in original, duly attested by the Secretary, be furnished to the Administrator of the Florida Retirement System.

DONE at 228 S. Massachusetts Avenue, Lakeland, Florida, this 9th day of September, 2015.

Approved as to legal form and sufficiency.

By: _____
Chairman

Legal Counsel

Budget & Finance Committee Chair

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2015
AGENDA ITEM #3 (d)

Agenda Item: **Resolution #15-17 – Federal Transit Administration (FTA) Grant Application, Section 5339**

Presenter: David Persaud, CFO

Recommended

Action: Recommend Approval to apply for the Federal Transit Administration (FTA) Section 5339 Grant for submission to the FTA.

Summary: The District is submitting a grant application under the Federal Transit Administration (FTA) Section 5339, for capital projects, more specifically to replace, rehabilitate and purchase buses, vans, and related capital equipment.

The funding will be used to secure the replacement of two (2) fixed route vehicles, refurbish 2 paratransit vehicles that have exceeded their useful life in both years and miles, miscellaneous shop equipment, and Information Technology (IT) equipment. The replacement vehicle will have a useful life of 12 years and/or 500,000 miles. The refurbished vehicles will have extended their useful life by 3.5 year and/or 100,000 miles. The shop and IT equipment shall have a useful life of 5 years.

The pending application is in response to FTA funding apportionments from Federal Fiscal Year 2013, 2014, and 2015; in the amount of \$1,020,856.

Funding: This grant funding requires an 80/20 split, being the FTA shall provide 80% or \$816,685, the State shall provide 20% or \$204,171 in Transportation Development Credits (Toll Revenue Credits)

Attachments: Resolution 15-17



LAKELAND AREA MASS TRANSIT DISTRICT

Board of Directors

Polk County Commissioner, John Hall
Polk County Commissioner, George Lindsey
City of Lakeland Commissioner Jim Malless
City of Lakeland Commissioner, Keith Merritt
City of Lakeland Commissioner, Don Selvage
Executive Director: Tom Phillips

RESOLUTION # 15-17

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, 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 through Federal Transit Administration, as authorized 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 Federal Program(s) under 49 U.S.C. Section(s) 5307 and 5339.
2. The submission of a grant application(s), supporting documents, and assurances to the Federal Transit Administration is approved
3. The Chairman of the Board authorizes the Executive Director of the Lakeland Area Mass Transit District 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 September 9, 2015

By: _____
(Signature)

Don Selvage, Chairman of the Board
Lakeland Area Mass Transit District

ATTEST:

_____ (seal)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
September 9, 2015
Agenda Item 3 (e)

Agenda Item: **Information Requested on Designated Funds for
Capital/Asset Replacement Expenses**

Presenter: David Persaud, CFO

Recommended
Action: None – For Information

Summary: The Board members have requested a report providing more details on the FY 2015-16 Budget for capital expenses.

In the service reductions report to the board facilitating the service reductions in July 1, 2015 an estimated \$1.240 million was designated for the Capital Budget. However in the FY 2015-16 budget \$680,590 was designated for capital budget and debt-service payments on lease bus purchases.

In the FY 2015-16 Proposed Budget, the amount of \$680,590 is considered to be restricted assets for only capital related and capital asset expenses (basically bus replacements). The amortization schedule shows the \$680,000 for lease purchase payments starting Oct. 1, 2015 and for future years-debt service payment.

During the issuance of capital debt it is normally the practice to establish the following:

- 1) A debt reserve amount equal to one-to-two years of debt service payments.
- 2) Debt reserve for economic uncertainty and decline in economic activities.
- 3) Matching the maturity structure and established debt service match to the anticipated cash flow and flow of revenues so as not to cause credit concerns.

AGENDA ITEM # – CONT.

- 4) Issuers of government debt have a fiduciary responsibility to manage their debt service funds in a manner that assures timely and accurate payment of debt service principal and interest.
- 5) Using excess designated funds for capital expenses to pay down outstanding principal to reduce debt early.
- 6) Use designated capital budget to fund other capital expenses based on prudent financial planning and debt structuring.
- 7) Accounting for and presenting a clear audit trail for sources and uses of restricted capital funds on the balance sheet so that the identity of these funds are maintained annually.

AGENDA ITEM # – CONT.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2015
AGENDA ITEM #4 (a)

Agenda Item: Legal Matters

Presenter: The Darby Group

Recommended
Action: New Beginnings High School UAP approval

Summary: Oral Presentation

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2015
AGENDA ITEM #5 (a)

Agenda Item: Monthly Activities Report

Presenter: Tom Phillips, Executive Director

Recommended
Action: None

Summary: Oral Presentation

Attachments: Activities Report

August Activity Report

August 3, 2015	Terminal Meeting
August 4, 2015	Employee Life Insurance Meeting
August 6, 2015	Meeting with Don Salvage
August 7, 2015	Meeting with John Hall
August 7, 2015	Meeting with Steve Warner and Maggie Mariucci
August 8, 2015	Meeting with Jim Malless
August 8, 2015	Meeting with George Lindsey
August 10, 2015	Meeting with Keith Merritt
August 10, 2015	Hall Communications
August 11, 2015	BOCC Work Session
August 11, 2015	Meeting with Amy Barry – LRMC
August 12, 2015	LAMTD Board Meeting
August 13, 2015	Transit Consolidation Budget Proposed for 15/16
August 18, 2015	Meeting with VISTE Regarding Trapeze
August 18, 2015	BOCC Position Recap
August 18, 2015	Budget Meeting – Todd Bond
August 19, 2015	Union Negotiation Meeting
August 19, 2015	PCT Meeting
August 20, 2015	Meeting with the Darby Group
August 20, 2015	Position Control Meeting
August 21, 2015	Meeting with Rob Gregg
August 24, 2015	Lighthouse for the Blind Meeting
August 25, 2015	PTA Budget Meeting
August 26, 2105	CIP Budget Meeting with Jim Malless
August 26, 2015	All Staff meeting
August 26 th – 28 th , 2015	FPTA Workshop
August 31, 2015	PT/LAMTD Personnel Meeting
August 31, 2015	FRS/Benefits Cost/Salary Increase Meeting

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2015
AGENDA ITEM #5 (a)

Agenda Item: Monthly Activities Report

Presenter: Tom Phillips, Executive Director

Recommended
Action: None

Summary: Oral Presentation

Attachments: Activities Report

Ridership 2015	LAMTD	WHAT	Total
July	19,821		19,821
August	20,221		20,221
UAP Ridership 2015	LAMTD	WHAT	Total
Polk State College			
July	2,464		2,464
August	2,952		2,952
LEGOLAND			
July	1,071		1,071
August	1,072		1,072
South Eastern University			
July	263		263
August	453		453
Everest University			
July	898		898
August	886		886
COLTS			
July	2,448		2,448
August	2,286		2,286
Veterans			
July	3,501		3,501
August	3,551		3,551
Southern Technical College			
July	848		848
August	759		759
Polk Health Care			
July	4,255		4,255
August	4,484		4,484
Summer of Safety			
July	970		970
August	899		899
Central Florida Healthcare			
July	2,640		2,640
August	2,549		2,549
Transition House			
July	385		385
August	330		330

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2015
AGENDA ITEM #6

Agenda Item: Other Business

Presenter: TBD

Recommended
Action: None

Summary: None

Attachments: None