

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2015
AGENDA ITEM #1 (a)

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

Presenter:

Recommended

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

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

Five (5) items required Board of Directors approval or concurrence:

1. Board Meeting Minutes for November 12, 2015.
2. Resolution #15-21, Grant Application 5307, 5309, 5339
3. Collective Bargaining Agreement
4. Transit Supervisor Positions (2)
5. Maintenance Service Island Supervisor /
Maintenance Coordinator Position

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

**LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MINUTES
NOVEMBER 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 Malless
Commissioner Selvage

Excused

Commissioner Lindsey
Commissioner Merritt

Agenda Item #1 – Approval of Minutes for September 9, 2015 Board of Directors Meeting

Approval requested for the approval of the September 9, 2015 LAMTD Board of Directors Meeting Minutes.

“Approval September 9, 2015 Board of Directors Meeting Minutes”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

Nick Lingo with Spring Engineering on behalf of KBC Properties, owners of location of the new Audi dealership in Lakeland. Mr. Lingo addressed the Board of Directors regarding a bus shelter requirement in front of the upcoming dealership. The Darby group has been representing the District in this City requirement of a bus shelter. The City of Lakeland is imposing a concurrency requirement on the property owners and are now asking the District to indemnify KBC Properties.

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

(a) Free Ride Friday – Board has decided to table the Free Ride Friday until November 2017

Agenda Item #4 – Financial Matters / David Persaud

(a) Financial Statement September 2015

	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
REVENUES:									
Farebox/Pass Sales	\$ 48,712	\$ 114,843	\$ (65,931)	-58%	\$ 930,209	\$ 1,375,720	\$ (445,511)	-32%	\$ 1,375,720
Monthly billing for WH service	\$ 102,853	\$ 90,298	\$ 12,555	14%	\$ 1,208,706	\$ 1,083,580	\$ 125,126	12%	\$ 1,083,580
Contract Income (UAP)	\$ 21,643	\$ 9,167	\$ 12,477	136%	\$ 271,941	\$ 110,000	\$ 161,941	147%	\$ 110,000
Miscellaneous Income	\$ 323	\$ 833	\$ (510)	-61%	\$ 427,088	\$ 10,000	\$ 417,088	4171%	\$ 10,000
Advertising Revenues	\$ 11,267	\$ 7,167	\$ 4,100	57%	\$ 153,124	\$ 86,000	\$ 67,124	78%	\$ 86,000
Investment/Interest Income (net)	\$ 428	\$ 167	\$ 261	157%	\$ 1,455	\$ 2,000	\$ (545)	-27%	\$ 2,000
Ad Valorum Income, net	\$ (87)	\$ 2,484	\$ (2,571)	-103%	\$ 3,451,175	\$ 3,410,810	\$ 40,365	1%	\$ 3,410,810
FDOT Operating Grant	\$ 382,482	\$ 142,567	\$ 239,916	168%	\$ 1,529,802	\$ 1,710,800	\$ (180,998)	-11%	\$ 1,710,800
Federal Operating Grant	\$ 2,553,850	\$ 212,804	\$ 2,340,846	1100%	\$ 2,632,147	\$ 2,553,850	\$ 78,497	3%	\$ 2,553,850
Charitable Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Cost Recovery	\$ 9,938	\$ -	\$ 9,938	0%	\$ 183,046	\$ -	\$ 183,046	0%	\$ -
Operating Assistance:									
Bartow Exp. S.Fla.	\$ 15,251	\$ 12,500	\$ 2,751	22%	\$ 177,950	\$ 150,000	\$ 27,950	19%	\$ 150,000
Reserve						\$ 431,160	\$ (431,160)		\$ 431,160
TOTAL REVENUES	\$ 3,146,461	\$ 592,630	\$ 2,553,831	431%	\$ 10,966,643	\$ 10,923,720	\$ 42,923	0%	\$ 10,923,720
ELIGIBLE EXPENSES:									
Salaries	\$ 350,646	\$ 444,853	\$ (94,207)	-21%	\$ 4,376,349	\$ 5,338,240	\$ (961,891)	-18%	\$ 5,338,240
Employee Benefits	\$ 207,280	\$ 172,843	\$ 34,436	20%	\$ 1,838,185	\$ 2,074,120	\$ (235,935)	-11%	\$ 2,074,120
Advertising Fees - Admin	\$ 1,210	\$ 330	\$ 880	267%	\$ 9,862	\$ 3,960	\$ 5,902	149%	\$ 3,960
Professional & Technical Serv.	\$ 28,033	\$ 28,751	\$ (718)	-2%	\$ 266,772	\$ 345,017	\$ (78,245)	-23%	\$ 345,017
Contract Maintenance Service	\$ 3,482	\$ 7,733	\$ (4,272)	-55%	\$ 73,640	\$ 92,800	\$ (19,160)	-21%	\$ 92,800
Other Services	\$ 2,202	\$ 12,379	\$ (10,177)	-82%	\$ 71,308	\$ 148,550	\$ (77,242)	-52%	\$ 148,550
Fuel & Lubricants (net)	\$ 62,849	\$ 119,917	\$ (57,068)	-48%	\$ 862,945	\$ 1,439,000	\$ (576,055)	-40%	\$ 1,439,000
Freight	\$ 139	\$ 208	\$ (69)	-33%	\$ 878	\$ 2,500	\$ (1,622)	-65%	\$ 2,500
Repair & Maintenance Admin Bldg	\$ 1,156	\$ 333	\$ 822	247%	\$ 6,224	\$ 4,000	\$ 2,224	56%	\$ 4,000
Repair & Maintenance Terminal	\$ -	\$ 150	\$ (150)	-100%	\$ -	\$ 1,800	\$ (1,800)	-100%	\$ 1,800
Materials & Supplies	\$ 84,965	\$ 52,545	\$ 32,420	62%	\$ 837,818	\$ 630,535	\$ 207,283	33%	\$ 630,535
Utilities/Telephone - Admin	\$ 7,144	\$ 9,142	\$ (1,997)	-22%	\$ 122,345	\$ 109,700	\$ 12,645	12%	\$ 109,700
Physical Damage Insurance	\$ 2,140	\$ 2,154	\$ (14)	-1%	\$ 24,036	\$ 25,850	\$ (1,814)	-7%	\$ 25,850
Liab & Prop Damage Insurance	\$ 18,016	\$ 20,768	\$ (2,753)	-13%	\$ 213,729	\$ 249,220	\$ (35,491)	-14%	\$ 249,220
Other Corporate Insurance	\$ -	\$ 57	\$ (57)	-100%	\$ -	\$ 680	\$ (680)	-100%	\$ 680
Vehicle Licensing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Dues & Subscriptions	\$ -	\$ 1,579	\$ (1,579)	-100%	\$ 27,947	\$ 18,950	\$ 8,997	47%	\$ 18,950
Education/Training/Meeting/Travel	\$ 948	\$ 3,820	\$ (2,871)	-75%	\$ 47,944	\$ 45,835	\$ 2,109	5%	\$ 45,835
Service Charges	\$ 1,261	\$ 650	\$ 611	94%	\$ 14,780	\$ 7,800	\$ 6,980	89%	\$ 7,800
Office Expense	\$ 17,111	\$ 1,637	\$ 15,474	945%	\$ 69,301	\$ 19,649	\$ 49,652	253%	\$ 19,649
Advertising & Promotion	\$ 109	\$ 1,667	\$ (1,557)	-93%	\$ 86,567	\$ 20,000	\$ 66,567	333%	\$ 20,000
Miscellaneous Expenses	\$ (22,781)	\$ 7,210	\$ (29,990)	-416%	\$ 12,284	\$ 86,514	\$ (74,230)	-86%	\$ 86,514
Property Appraiser/Tax Collector Comm	\$ 48	\$ 21,583	\$ (21,535)	-100%	\$ 275,949	\$ 259,000	\$ 16,949	7%	\$ 259,000
PTA/Winter Haven Billable Expenses	\$ 9,553	\$ -	\$ 9,553	0%	\$ 39,954	\$ -	\$ 39,954	0%	\$ -
TOTAL ELIGIBLE EXPENSES:	\$ 775,492	\$ 910,310	\$ (134,818)	-15%	\$ 9,278,795	\$ 10,923,720	\$ (1,644,925)	-15%	\$ 10,923,720
NET REVENUES OVER	\$ 2,370,969	\$ (317,680)	\$ 2,688,648	-645%	\$ 1,687,848	\$ -	\$ 1,687,848	0%	\$ -
(UNDER) EXPENSES	\$ 2,370,968	\$ (317,680)	\$ 2,688,648	-645%	\$ 1,687,848	\$ -	\$ 1,687,848	0%	\$ -

Year to Date Sept. 30, 2015

Description	% of FY Budget	Budget \$	Actual \$	% of FY	Annual Budget
Revenue YTD	100%	\$10.9 Million	\$10.97 Million	100.4%	\$10.9 Million
Expenses YTD	100%	\$10.9 Million	\$9.3 Million	85%	\$10.9 Million

REVENUES:

The total revenues realized year-to-date through Sept. 30, 2015 totaled \$10.97 million or 100% of the fiscal year budget.

- Farebox revenues reflect 94% of budgeted revenues through Sept. 30, 2015. The revenues are under budget by 6%. Ridership for FY 2015 decreased 13.4%.
- Ad Valorem taxes reflect \$3.45 million or 101.2% 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 fourth billing covered the quarter ending Sept. 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 \$1.53 million or 90% 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. The revenues recorded totaled 100% of budget.
- Misc. income totaled \$427,000 is over due to the payment for the RAMCO bus. \$396,000 and realized gains of \$16,000 from the Florida SBA-State Pool B account and other miscellaneous income.
- 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 Sept. 30, 2015 totaled \$9.3 million, 85% of the Fiscal year budget.

- Salaries and benefits represent 68% of the FY 2014-2015 budget. As of Sept. 30, 2015 those expenses totaled \$6.2 million or 85% of the YTD budget.
- Professional and Technical Services expenses totaled \$267,000 or 77% of YTD budget; a favorable variance
- Other services expenses totaled \$71,000 or 48% YTD budget
- Fuel expenses totaled \$863,000 or 60% YTD budget due to declining fuel prices; a favorable variance
- Materials and supplies totaled \$837,000 over budget by 33% due to increase use of parts and supplies on vehicles.
- Advertising promotion expenses totaled \$87,000 over budget, \$67,000 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 Sept. 30, 2015

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through Sept. 30th the financials reflect favorable revenues and expenses favorable performance variance of \$1.7 million. Primarily due to favorable revenue variance of \$43,000 and favorable expense variance of \$1.6 million.
--

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

	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

Ridership 2012-2015				
Ridership	Fixed Route	Demand Response	WHAT Contract	Total
FY 2015	1,074,449	69,268	282,689	1,426,406
FY 2014	1,215,338	85,569	346,103	1,647,010
FY 2013	1,224,636	94,053	319,781	1,638,470
FY 2012	1,104,646	96,118	251,397	1,452,161

Ridership	Fixed Route	Demand Response	WHAT Contract	Total
FY 2015	1,074,449	69,268	282,689	1,426,406
FY 2014	1,215,338	85,569	346,103	1,647,010
FY 2013	1,224,636	94,053	319,781	1,638,470
FY 2012	1,104,646	96,118	251,397	1,452,161

For 9/30/2015 total ridership decreased 13.4% with fixed route decreasing 12%, demand response decreasing 19% and WHAT decreasing 18%.

(b) Grants Applications; 5307, 5309, & 5339 funds / Resolution #15-21-

The District is submitting multiple grant applications to the Federal Transit Administration (FTA) under Sections 5307, 5309, 5339 for capital and operating assistance, more specifically to operate specific urban routes and to replace vehicles that exceed their useful life. Funds will also be unitized for the completion of the regional call center implementation as per the attached FTA Grant Summary.

The pending applications are in response to FTA funding apportionments from Federal Fiscal Year 2013, 2014, and 2015 and FTA transfer of funds in the combined amount of \$7,137,758.

Funding: This grant funding requires both 80/20 and 50/50 splits, the FTA shall provide \$7,137,758, the State shall provide \$158,733 in Transportation Development Credits (Toll Revenue Credits), and the County shall provide \$5,066,953 in cash and in-kind match.

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

“Approval of Resolution #15-21, Grant Application 5307, 5309, 5339”

MOTION CARRIED UNANIMOUSLY

(c) Information Report on the Polk Transit Authority FYE 9/30/2015 Annual Audit -

The PTA Board of Directors have requested that the staff look into the requirements for the PTA annual audit as required by both the Florida Auditor General and the OMB Circulars relative to the Single Audit Act.

A letter was address to the Florida Auditor General on August 9, 2015 and a response dated October 7, 2015 provided an acknowledgement. Since the PTA annual expenses for 9/30/2015 will be less than \$50,000 threshold as reflected in Florida Status Section 218.39(1) the District would not be required to provide for a financial audit for the FYE 9/30/2015. However, the District would still be required to file an annual financial report with the Florida Department of Financial Services by June 30, 2016.

The Finance staff will prepare the 9/30/2015 PTA financial statements unaudited and present same to the PTA Board and the Florida Department of Financial services as required. The Executive Director and the Finance staff has discussed this with the Auditors Crowe Horwath CPA's.

A recap of the PTA 9/30/2014 and 9/30/2015 financials is presented below.

PTA Financials		
	9/30/2014 Audited	9/30/2015 Preliminary
Cash	\$87,602	\$59,880
Liabilities	\$18,997	\$2,565
Net Position	\$68,605	\$57,315
Revenues		
- Polk County Transit Grant	\$50,000	0
Expenses	\$46,547	\$11,290

Agenda Item #5 – Legal / Darby Group

(a) Union CBA – agreement attached

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

“Approval of the Collective Bargaining Agreement between Lakeland Area Mass Transit District and Transport Workers Union of America AFL-CIO Local 525”

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Human Resources / Operations / Mary Lynne Janoso & Dean Kirkland-McMillan

(a) Request to Establish Two (2) New Transit Supervisor Positions –

Fixed route and ParaTransit services are currently supervised by six (6) Supervisors; five (5) for Fixed Route and one (1) for ParaTransit. The two (2) requested positions are needed to cover Saturday hours of service, Call-Out Coverage, Vacations, and Administrative duties.

Budgeted Cost for funding these personnel changes are as follows:

- Position control indicates three (3) open operator positions with an annualized (benefits included) salary of \$46,262.00, totaling \$138,788.00.
- The Supervisor’s salary (benefits included) is \$65,041.00 totaling \$130,082 for the two positions.

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

“Approval to add two (2) new transit supervisor position”

MOTION CARRIED UNANIMOUSLY

(b) Maintenance Service Island Supervisor / Maintenance Coordinator –

The Board authorized a part time Service Island Supervisor’s position on July 8, 2015 based on the prior termination of the cleaning contract and the resulting savings. To date we have been unable to fill this position. This request is to combine the approved funding for the Supervisor’s position and the approved funding for the Assistant Vehicle Maintenance Coordinator position to create one full time position.

The approved dual funding for these two positions is as follows:

LAMTD Funded:	
Supervisor Service Island (Part Time)	\$28,080.00
BOCC Funded:	
Assistant Vehicle Maintenance Coordinator position (full time)	\$27,410.00
Total	<u>\$55,490.00</u>

There are 9 authorized part time Utility Workers performing the cleaning and refueling work during the evening. The Vehicle Maintenance Coordinator is now the person responsible for revenue collection 2 days per week. The addition of this position will improve the quality of the work through the implementation of Standard Operating Procedures for the service island and provide backup for the Vehicle Maintenance Coordinator’s position.

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

“Approval of the Maintenance Service Island Supervisor / Maintenance Coordinator

MOTION CARRIED UNANIMOUSLY

Agenda Item #7 - Executive Update / Tom Phillips

(a) Organizational Chart presentation – Power Point presentation attached

(b) Activity Report

October 2015							November 2015						
October 2015							November 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
				8:00am Gene Strickland 10:30am Weekly Meetings with Darby 2:00pm 1/1 with David Persaud (Executive)		
4	5	6	7	8	9	10
	Copy: Board of Directors, Performance 5:00pm LAMTD Board Meeting	10:00am Union Negotiation Meeting (1212 George Jenkins) 11:00am One on One Erin/Tom (Tom's)	7:00am Walk with Keith Merritt (His City) 11:45am Lunch with Bill Thompson (Black n 3:00pm Conference Call	10:30am Weekly Meetings with Darby Law Group (500 S Fla 2:00pm 1/1 with David Persaud (Executive)		
11	12	13	14	15	16	17
	Columbus Day (United States) 8:30am Polk Complete 8:30am Radio Gig (Hall 5:00pm Gang Task Force	Bartow 8:30am Email Ridership Update to LAMTD 11:00am One on One 3:00pm Financial Review	7:00am Walk with Keith Merritt (His City) 8:30am LAMTD Board 9:00am Regional Fare 10:30am Transportation	Bartow 10:30am Weekly Meetings with Darby 2:00pm 1/1 with David Persaud (Executive)		
18	19	20	21	22	23	24
	9:30am 1 on 1 Bill and Tom (Office) - Marcy Harrison 10:30am Mtg with Marshall Batten	Bartow 11:00am One on One Erin/Tom (Tom's) 1:30pm FRS Education (Hollingsworth) -	8:30am CC sr staff pictures (Meet at 1:00pm Polk Vision Literacy Team 4:00pm VISTEBall	Bartow 9:00am 1 on 1 Mary 11:00am Howard Wiggs: 2:00pm 1/1 with David 5:00pm Birthday Bash	7:00am Walk with Keith Merritt (His City) 10:00am Polk County Transit Consolidation: 1:00pm 1 on 1 Joe and	
25	26	27	28	29	30	31
12:00am 28th	9:30am 1 on 1 Bill and Tom (Office) - Marcy Harrison	Bartow 11:00am One on One Erin/Tom (Tom's) 1:30pm Union Agreement (Tom's	7:00am Walk with Keith 8:30am Alan Turner - 9:00am TWU 28th & 9:00am TWU 10:00am Retirement	Bartow 9:00am 1 on 1 Mary 10:00am Retirement 10:30am Weekly 2:00pm 1/1 with David	11:00am 1 on 1 Joe and Tom (Office) - Marcy Harrison	Halloween (United States)

(c) Ridership Report

Ridership 2015		LAMTD	WHAT	Total
August		20,221		20,221
September		25,059	4,065	29,124
UAP Ridership 2015		LAMTD	WHAT	Total
Polk State College				
August		2,952		2,952
September		5,253	1,002	6,374
LEGOLAND				
August		1,072		1,072
September		871	573	1,445
South Eastern University				
August		453		453
September		444	17	461
Everest University				
August		886		886
September		1,568	23	1,591
COLTS				
August		2,286		2,286
September		4,153	648	4,801
Veterans				
August		3,551		3,551
September		3,469	630	4,099
Southern Technical College				
August		759		759
September		920	400	1,320
Polk Health Care				
August		4,484		4,484
September		4,618	630	5,248
Polytechnic				
August				
September		1,236	23	1,259
Central Florida Healthcare				
August		2,549		2,549
September		2,271	119	2,390
Transition House				
August		330		330
September		256		256

Agenda Item #8 – Other Business

Board of Commissioners discussed topics that they would like covered at the January 2016 LAMTD Strategic Planning meeting. Topics listed below:

- Capital Construction
- Deputy Director/Deputy Executive Vice President
- Succession planning
- Tom Phillip's salary and evaluation which will also be added to the December 9th, 2016 LAMTD BOD Mtg

Adjournment

Approved this 12th day of November, 2015.

Chairman – Commissioner Don Selvage

Minutes Taker – Marcy Harrison

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

Agenda Item: New Beginnings UAP Update

Presenter: Erin Killebrew, Director of Governmental & Community Relations

Recommended
Action: None

Summary: Oral Presentation

Attachments: None

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

Agenda Item: Executive Director Review

Presenter: The Darby Group

Recommended
Action: TBD

Summary: Oral Presentation

Attachments: None

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

Agenda Item: October 31, 2015 – FY 2015-2016

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 Oct. 31, 2015
FY 2015-2016

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.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date October 31, 2015
FY 2015-2016

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.

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
DECEMBER 9, 2015
AGENDA ITEM #5 (b)

Agenda Item: October 31, 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

AGENDA ITEM #4 (b) – CONT.

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.

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

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

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: Board approval of the 2016 Coordination Agreement between the District and Polk County acting as the 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.

Attachments: Standard Coordination Agreement

COORDINATION AGREEMENT

BETWEEN

POLK COUNTY

AND

Lakeland Area Mass Transit District

THIS AGREEMENT, made and entered into as of the Effective Date (defined in section 19, below) between Polk County, a political subdivision of the State of Florida, hereinafter referred to as the "County", and the Lakeland Area Mass Transit District, an independent special taxing district.

WHEREAS, the County in its role as the Community Transportation Coordinator (CTC) for Polk County and; has initiated a program to provide community transportation service for social service clients, agencies, and organizations, provided such service complies with Chapter 427, Florida Statutes and Chapters 41-2 and 14-90, Florida Administrative Code, and

WHEREAS, Lakeland Area Mass Transit District hereafter known as LAMTD is operating in Polk County and is eligible to coordinate services with the CTC; and the transportation services described herein are deemed to comply with all applicable state laws and regulations, and

WHEREAS, LAMTD currently provides or plans to provide service using its own vehicles in the provision of transportation to transportation disadvantaged clients that are unique in nature, and will provide the CTC the opportunity to develop a proposal for any new transportation services needed.

NOW, THEREFORE, the CTC and LAMTD, in consideration of the mutual covenants hereinafter set forth, agree as follows

1. The CTC shall provide transportation coordination services to LAMTD clients deemed eligible in accordance with Florida Statutes 427, within all Polk County, and to other counties as necessity and efficiency dictates.
2. LAMTD shall retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit or litigation has been initiated and audit findings or litigation have not been resolved at the end of the five (5) years, the records shall be retained until resolution of the audit findings or

litigation. The LAMTD shall assure that these records shall be subject to inspection, review, or audit at all reasonable times. The CTC shall have full access to and the right to examine any of the records and documents during the retention period.

3. LAMTD shall act as a transportation provider for the LAMTD's clients based on the availability of LAMTD vehicles.
4. LAMTD shall furnish vehicles which conform to Chapter 427 Florida Statutes and Chapter 14-90, Florida Administrative Code and shall maintain same in good mechanical and clean condition.
5. LAMTD has developed and implemented a System Safety Program Plan (SSPP) or adopts the SSPP of the CTC and agrees to abide by said policy.
6. LAMTD shall maintain minimum automobile and general coverage in effect of \$200,000 per person, and \$300,000 per incident in effect at all times.
7. LAMTD shall conduct a criminal background screening, pre-employment drug screening, and pre-employment physical for all drivers. LAMTD will provide training to include safety, vehicle operations, and passenger sensitivity in accordance with Chapter 427 Florida Statutes.
8. LAMTD agrees to submit an Annual Operating Report, Certifications of Compliance, and quality assurance reports to the CTC annually.
9. LAMTD agrees to safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
10. LAMTD shall protect Civil Rights by:
 - I. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. LAMTD gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so required by the CTC or Commission for Transportation Disadvantaged.
 - II. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that is

binding upon LAMTD, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. LAMTD assures that all operators, subcontractors, subgrantees, or others with whom LAMTD arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, LAMTD agrees that the CTC may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

11. INDEMNIFICATION:

To the extent permissible under Florida law, LAMTD shall release, defend, indemnify, and hold harmless the County, its elected officials, employees, officers, agents, and volunteers from and against any and all claims, actions, damages, fees, fines, penalties, defense costs (including attorneys fees and court costs, whether such fees and costs are incurred in negotiations, collection of attorneys' fees or at the trial level or on appeal), suits or liabilities which may arise out of any actual or alleged negligent act, error, omission, or any default of the LAMTD (or LAMTD officers, employees, agents, volunteers and subcontractors, if any) in the performance or failure to perform under the terms of this Agreement. This indemnification and hold harmless Agreement shall survive the termination or expiration of this Agreement. Nothing herein shall be construed as a waiver of the parties' sovereign immunity.

12. LAMTD agrees to comply with all applicable federal, state, and local codes, laws, standards, and ordinances in effect during the term of this Agreement, including, without limitation, Chapter 427, Florida Statutes, and Chapters 14-90 and 41-2, Florida Administrative code.
13. LAMTD shall comply with standards and performance requirements of the Commission for Transportation Disadvantaged, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this Agreement, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the CTC.
14. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both parties hereto.
15. This Agreement may be terminated by either party by providing five (5) day written notice to the other party. This Agreement shall be for a period beginning

on the effective date and expires on June 30, 2016, unless terminated at an earlier date as described above. The effective date shall mean the date that the later of the two parties executes this Agreement.

16. LAMTD shall not be allowed to assign its rights, duties, and obligations pursuant to this Agreement or any entity (i) which LAMTD is affiliated, (ii) Into which LAMTD may be merged or reorganized, or (iii) To which all or a portion of LAMTD capital, stock, or assets may be sold without the prior written consent of the CTC which shall not be unreasonably withheld. If approval for assignment is obtained, it shall not release the LAMTD from any liability or obligation under this Agreement.
17. Any notices, invoices, reports or any other type of documentation required by this Agreement shall be sufficient if sent by the parties postage paid in the United States mail, postage paid to the addresses listed below.

Lakeland Area Mass
Transit District.

Name: Tom Phillips
Title: Executive Director
Address: P.O. Box 1687
Lakeland, FL 33802

Polk County
Social Services Division

Name: Marcia Andresen
Title: Director
Address: Drawer HS09
P.O. Box 9005
Bartow, FL 33831-9005

18. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Florida and the venue for any legal or judicial proceedings in connection with the enforcement or interpretation of this Agreement shall be in Polk County, Florida.
19. The "Effective Date" shall mean the last date that the Agreement is signed by both parties.

The Remainder of this page intentionally left blank

**LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2015
AGENDA ITEM #6 (a)**

Agenda Item: Vacation Pay Out-Buy Back

Presenter: Mary L. Janoso, Human Resource Director

Recommended
Action: Approval of the Vacation Pay Out-Buy Back Policy

Summary: 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.

Attachments: Vacation Pay Out-Buy Back Policy and Vacation Cash Out Form



Agenda Item for Approval:

Date: November 30, 2015

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 for so there is no financial or budget implications with instituting this policy for all District employees.



Vacation CASH-OUT REQUEST FORM

Name: _____ Date: _____

Department name: _____

A. PTO CASH-OUT

I wish to cash out: _____ 40 Hours

Bargaining Unit Employees need to complete this form and return it to Human Resources by the end of August annually. A onetime payout of 40 hours will be available the last pay period of the fiscal year.

All other Employees can complete the form and return it to The Human Resources Department. A Onetime payout per employee of 40 hours will be available once a fiscal year.

B. SIGNATURES:

Employee: _____ Date: _____

Human Resources _____ Date: _____

PAYROLL USE ONLY

PTO Hours available: _____ PTO Hours Paid: _____

Date Request Received: _____ Effective PPE: _____

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2015
AGENDA ITEM #7 (a)

Agenda Item: Monthly Activities Report

Presenter: Tom Phillips, Executive Director

Recommended
Action: None

Summary: Oral Presentation

Attachments: Activities Report

November 2015

November 2015						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5
13	14	8	9	10	11	12
20	21	15	16	17	18	19
27	28	22	23	24	25	26
		29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2 8:00am Jury Duty - Polk County Courthouse 9:30am 1 on 1 Bill and Tom (Office) - Marcy 10:30am Grants Meeting	3 Bartow Election Day (United) 9:00am Workers 9:00am SAS 14 Planning 11:00am One on One	4 Copy: Board of Directors 9:00am 1 on 1 Mary Lynne and Tom 1:30pm Call Malless	5 Bartow 10:30am Weekly Meetings with Darby 2:00pm 1/1 with David Persaud (Executive)	6 10:30am 1 on 1 Joe and Tom (Office) - Marcy Harrison	7
8	9 8:30am Radio Gig (Hall Communications) - 9:30am 1 on 1 Bill and 1:00pm Annual Public 1:30pm FW: TD LCB	10 7:00am Gray Robinson Forum - Tony 8:30am Email Ridership 11:00am One on One 1:00pm Mtg with Dr.	11 Copy: Veteran's Day - Service - LAMTD Veteran's Day (United States) 7:00am Walk with Keith	12 Bartow 8:30am LAMTD Board 9:00am 1 on 1 Mary 10:30am Weekly 2:00pm Retirement	13 9:00am Transportation Disadvantaged 11:00am 1 on 1 Joe and 1:00pm Conference Call 2:00pm Dunn	14
15	16 9:30am 1 on 1 Bill and Tom (Office) - Marcy Harrison	17 Bartow 8:00am FW: New Cross 8:30am Dean 1 on 1 w/ 9:00am Senior Staff 5:15pm PRC Monthly	18 10:00am Provision of Transportation Services by LAMTD 4:00pm VISTEBall Meeting (VISTE -	19 Bartow 9:00am 1 on 1 Mary Lynne and Tom 10:30am Weekly 2:00pm 1/1 with David	20 9:30am 1 on 1 Joe and Tom (Office) - Marcy Harrison 1:00pm Meeting with Geico (Erin will pick	21
22	23 9:00am Lynx (Erin will pick you up at 9:30am 1 on 1 Bill and Tom (Office) - Marcy 11:00am FMIT Asset	24 Bartow	25 Tom on Vacation 1:500am Thanksaiving - No Service Bartow Thanksgiving Day (United States)	26 Tom on Vacation 1:500am Thanksaiving - No Service Bartow Thanksgiving Day (United States)	27	28
29	30 9:30am 1 on 1 Bill and Tom (Office) - Marcy Harrison 1:00pm One on One with Erin (1212) -	Dec 1	2	3	4	5

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2015
AGENDA ITEM #7 (b)

Agenda Item: UAP Updates

Presenter: Tom Phillips, Executive Director

Recommended
Action: None

Summary: Oral Presentation

Attachments: UAP Report

Ridership 2015	LAMTD	WHAT	Total
September	25,059	4,065	29,124
October	26,672		26,672
UAP Ridership 2015	LAMTD	WHAT	Total
Polk State College			
September	5,253	1,002	6,374
October	4,179		4,179
LEGOLAND			
September	871	573	1,445
October	1,047		1,047
South Eastern University			
September	444	17	461
October	353		353
Everest University			
September	1,568	23	1,591
October	1,124		1,124
COLTS			
September	4,153	648	4,801
October	3,106		3,106
Veterans			
September	3,469	630	4,099
October	3,797		3,797
Southern Technical College			
September	920	400	1,320
October	713		713
Polk Health Care			
September	4,618	630	5,248
October	3,712		3,712
Polytechnic			
September	1,236	23	1,259
October	1,324		1,324
Central Florida Healthcare			
September	2,271	119	2,390
October	1,851		1,851
Transition House			
September	256		256
October	240		240

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2015
AGENDA ITEM #7 (c)

Agenda Item: Succession Plan

Presenter: Tom Phillips, Executive Director

Recommended
Action: Informational

Summary: Power Point Presentation

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2015
AGENDA ITEM #7 (c)

Agenda Item: GEICO

Presenter: Tom Phillips, Executive Director

Recommended
Action: Informational

Summary: Oral Presentation

Attachments: None



Shuttle Proposal for **GEICO**®

2015

> cart details & operating hours

As shown below, there will be three time slots for employees to utilize cart transportation throughout the day. Each cart will transport a total of 6 passengers at a time; 1 operator, 5 riders.

7 AM to 10 AM

Morning pickups for arriving employees, 2 carts active

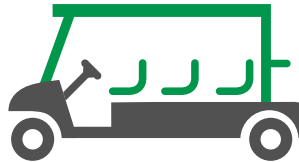
10 AM to 3 PM

Late morning to mid-afternoon transportation, 1 cart active

3 PM to 7 PM

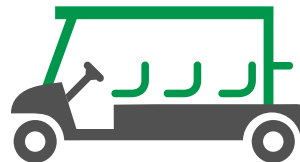
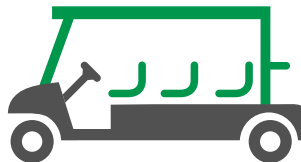
Evening drop offs for departing employees, 2 carts active

> cost overview



= \$424.72 per day

-- OR --

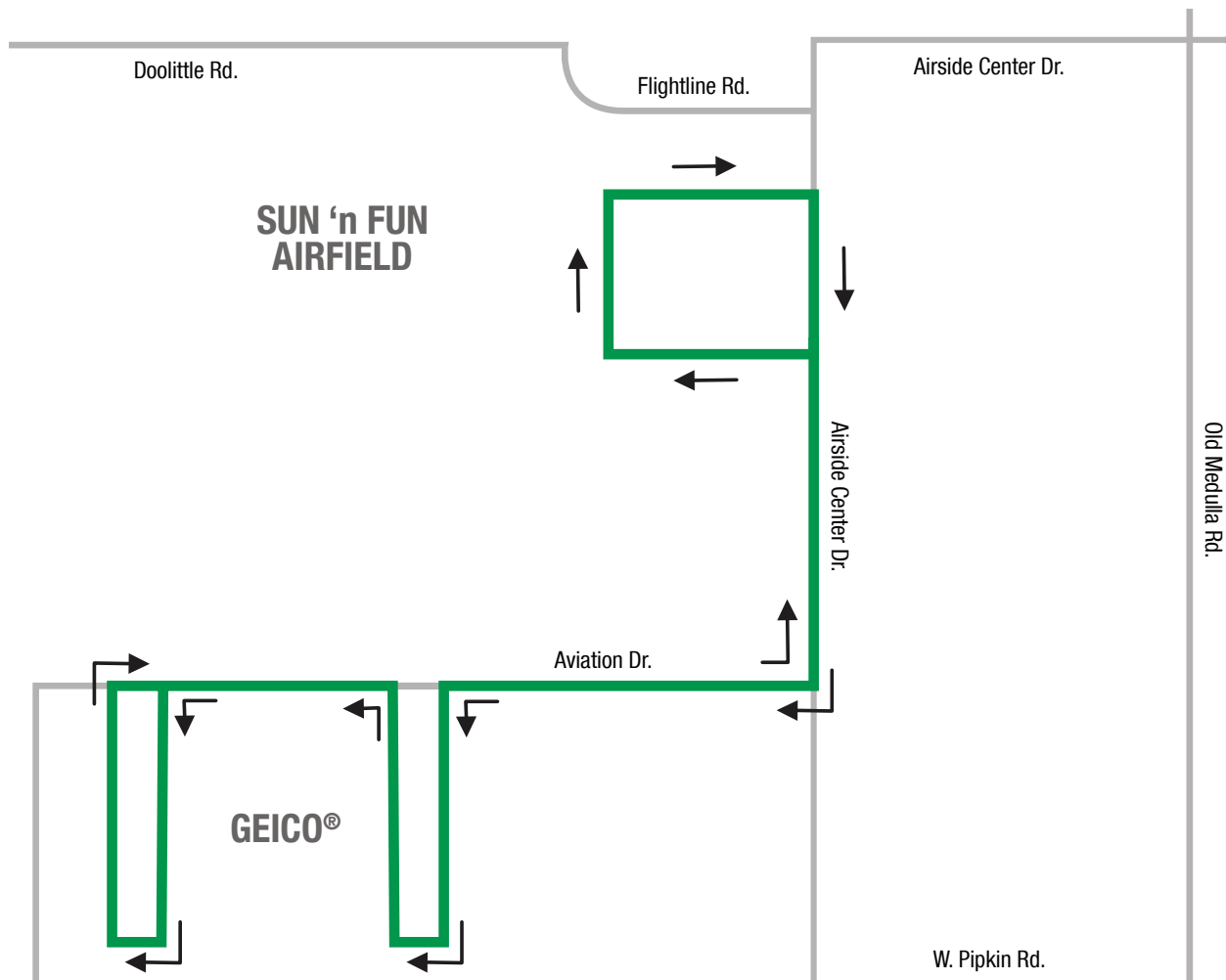


= \$560.17 per day

Citrus Connection is licensed, bonded and insured and has sovereign immunity through Florida League of Cities.

> operator's schedule & route

06:30 AM to 07:00 AM	Full-time operator arrives, pre-trip inspection of carts, cleaning of carts, carts delivered to starting locations.
07:00 AM to 10:00 AM	Full-time operator and part-time operator run two carts during morning arrival of staff.
10:00 AM to 11:00 AM	Full-time operator's lunch, part-time operator starts the parking lot circular.
11:00 AM to 03:00 PM	Part-time staff leaves and full-time operator runs the parking lot circular.
03:00 PM to 03:30 PM	Full-time operator and one part-time operator run two carts during afternoon for departure of staff.
03:30 PM to 07:00 PM	Second part-time staff arrives, full-time operator leaves for the day, two part-time drivers finish afternoon departure of staff.
07:00 PM to 07:30 PM	One part-time staff leaves, the 3:30 PM staff returns carts, post trip inspection, charging of carts, cleaning of carts.





Operators will be dressed in either a black, white or GEICO® blue short-sleeve polo shirt as depicted below.





Carts will be wrapped in a unique, custom designed vinyl as depicted below.





CitrusConnection

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2015
AGENDA ITEM #8 (a)

Agenda Item: Federal Transfer of Assets from Lynx to LAMTD

Presenter: Joe Cheney

Recommended
Action: Board approval for the transfer of Lynx federal assets to
LAMTD

Summary: Oral Presentation

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2015
AGENDA ITEM #9 (a)

Agenda Item: January 2016 Route Changes

Presenter: Bill Knieriem, Director of Operations

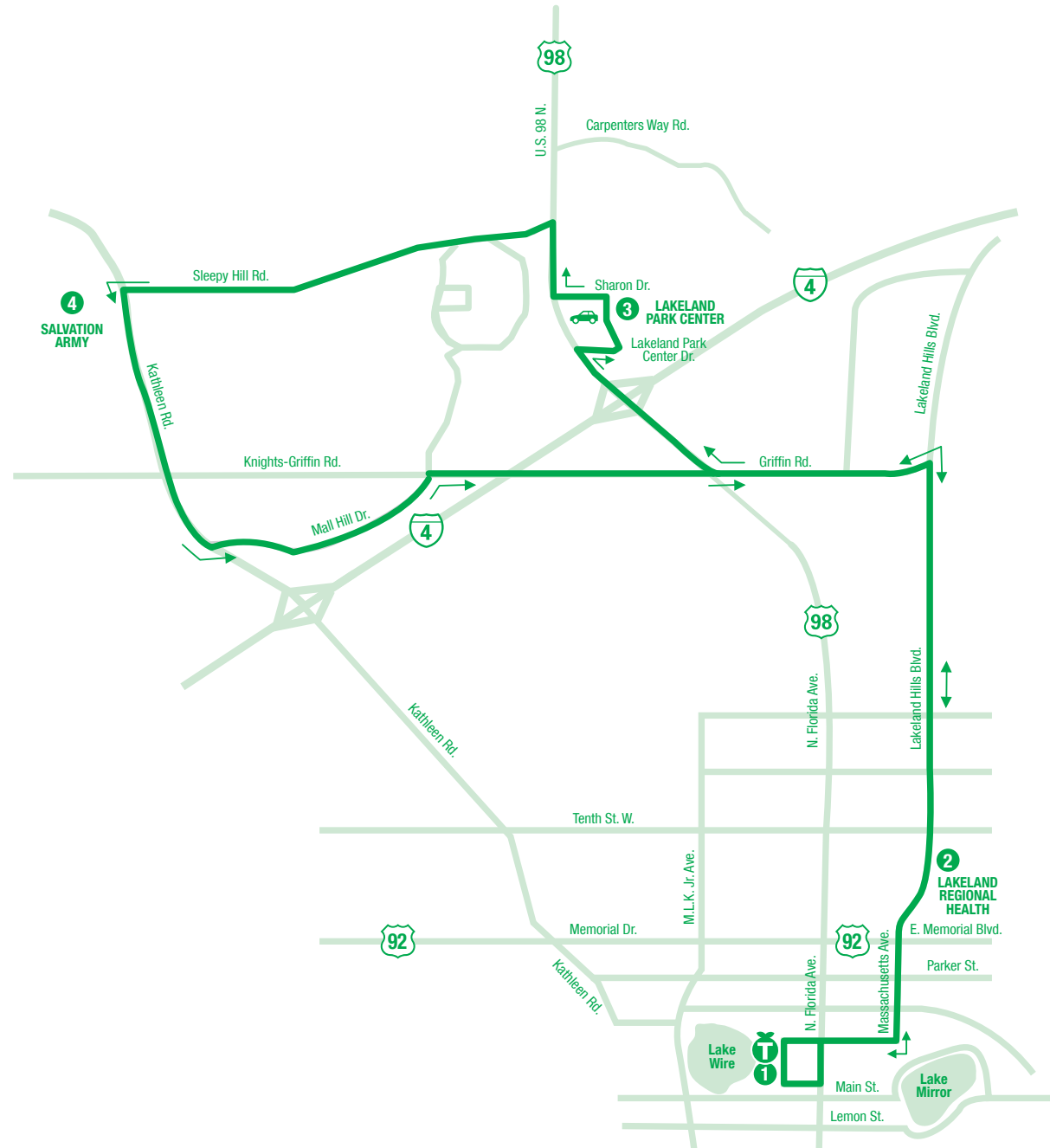
Recommended
Action: None

Summary: Oral Presentation

Attachments: Route maps: 47,4X, 50WH, and 58

4X

LAKELAND PARK CENTER EXPRESS



	Depart Lakeland Downtown Terminal	Lakeland Regional Health	Lakeland Park Center	Salvation Army	Lakeland Regional Health	Arrive Lakeland Downtown Terminal
WEEKDAYS	1	2	3	4	2	1
	2:45	2:52	3:02	3:10	3:25	3:35
	3:45	3:52	4:02	4:10	4:25	4:35
	4:45	4:52	5:02	5:10	5:25	5:35



Transfer
Points



Lakeland
Terminal

TRANSFER POINTS PUNTOS DE TRANSFERENCIA

Lakeland Downtown Terminal: Rt 1, 3, 10, 12, 14, 22XL, 45, 46 and 58 Weekdays.

Lakeland Park Center: Rt 3X and 47 Weekdays.

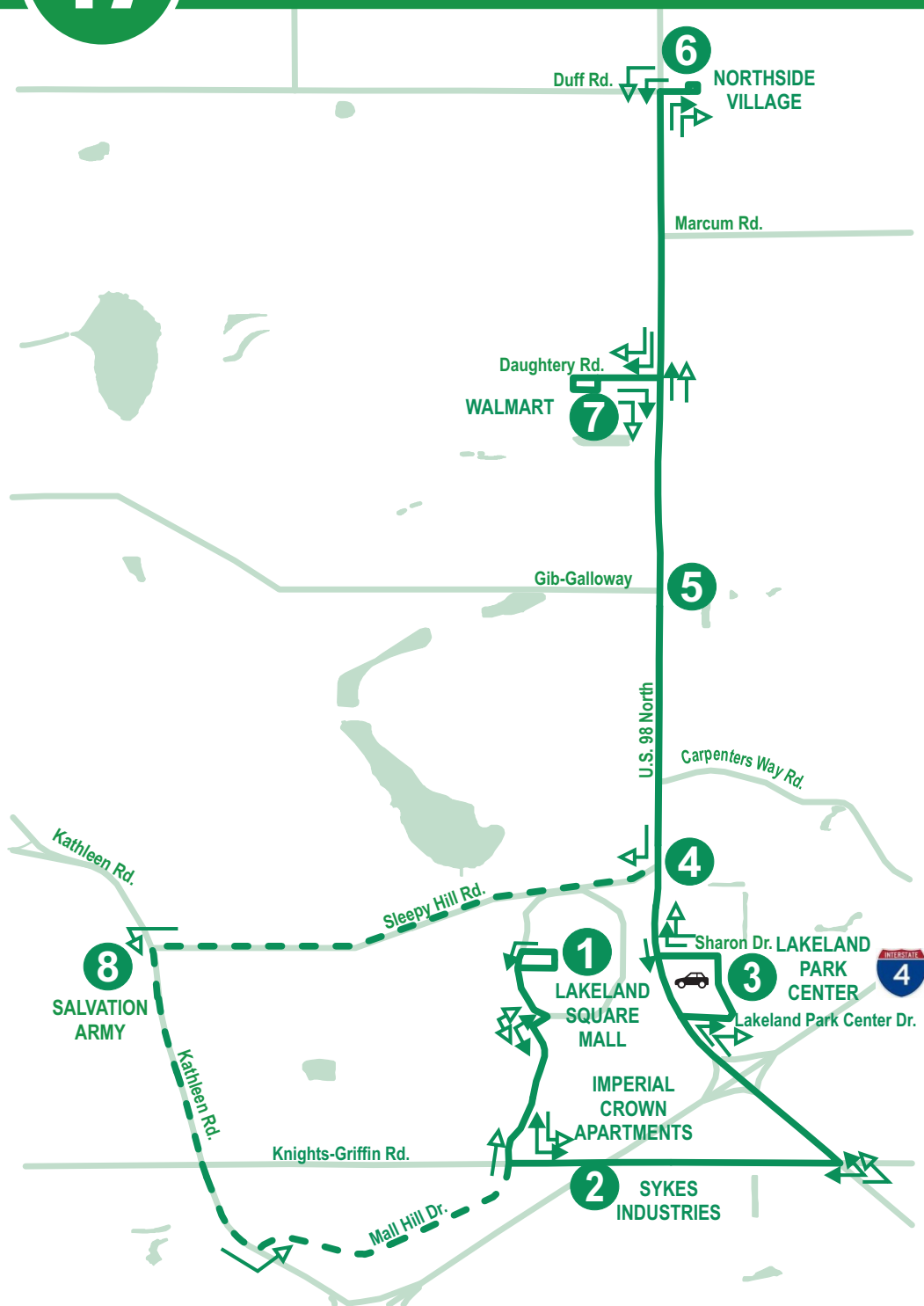
➔ From Lakeland Terminal to Lakeland Terminal
Desde la Terminal hacia la Terminal

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

WWW.RIDECITRUS.COM

47

DUFF ROAD SHUTTLE



ROUTE & SCHEDULE CHANGE, STARTING MONDAY, JANUARY 4, 2016 CAMBIO DE RUTA Y HORARIO COMENZANDO LUNES, ENERO 4, 2016

Depart Lakeland Square Mall
1

Sykes Industries
2

Lakeland Park Center
3

US 98 N & Sleepy Hill Rd.
4

US 98 N & Gib-Galloway Rd.
5

Northside Village
6

Walmart at US 98 N
7

US 98 N & Sleepy Hill Rd.
4

Salvation Army
8

Griffin Park Apartments
2

Arrive Lakeland Square Mall
1

WEEKDAYS	8:15	8:20	8:26	8:28	8:32	8:40	8:46	8:53	8:56	—	9:05
	9:15	9:20	9:26	9:28	9:32	9:40	9:46	9:53	—	10:00	10:05
	10:15	10:20	10:26	10:28	10:32	10:40	10:46	10:53	—	11:00	11:05
	11:15	11:20	11:26	11:28	11:32	11:40	11:46	11:53	—	12:00	12:05
	12:15	12:20	12:26	12:28	12:32	12:40	12:46	12:53	—	1:00	1:05
	1:15	1:20	1:26	1:28	1:32	1:40	1:46	1:53	—	2:00	2:05
	2:15	2:20	2:26	2:28	2:32	2:40	2:46	2:53	—	3:00	3:05
	3:15	3:20	3:26	3:28	3:32	3:40	3:46	3:53	—	4:00	4:05
	4:15	4:20	4:26	4:28	4:32	4:40	4:46	4:53	—	5:00	5:05



Terminal



Transfer Point



Park & Ride

TRANSFER POINTS

Puntos de Transferencia

Lakeland Square Mall (between Macys & JC Penney) Westside: RT 1 and 15

➔ Express Service at 8:15 AM trip ONLY. From Lakeland Square Mall to Lakeland Square Mall.

Servicio Express en el viaje de las 8:15 AM SOLAMENTE. Desde Lakeland Square Mall hacia Lakeland Square Mall.

➔ Regular Route from 9:15 AM to 4:15 PM trips. From Lakeland Square Mall to Lakeland Square Mall.

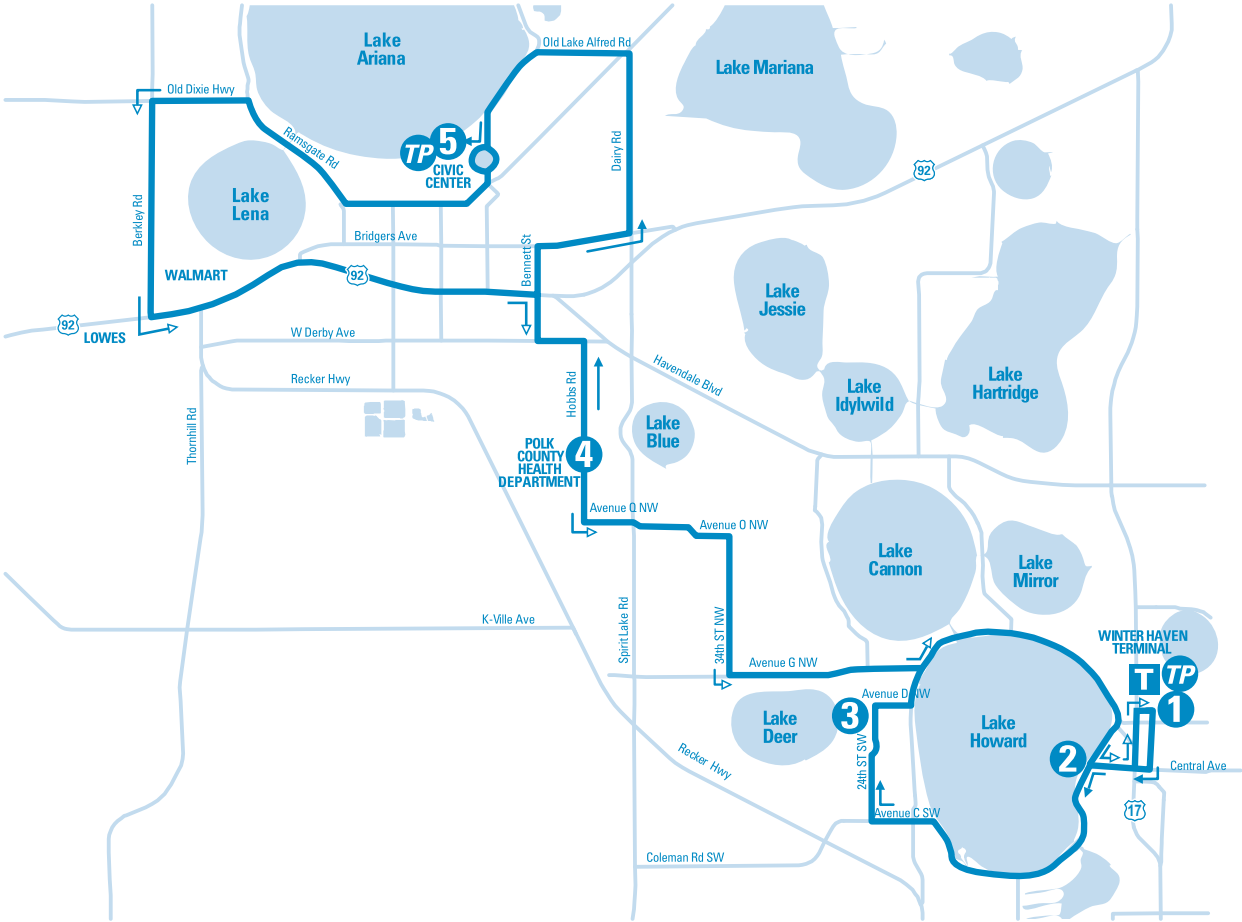
Ruta Regular en los viajes desde las 9:15 AM hasta las 4:15 PM. Desde Lakeland Square Mall hacia Lakeland Square Mall.

For More Information CALL Para más información llame al

855.POLKBUS (765-5287) www.RIDECITRUS.COM

50

AUBURNDALE



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

ROUTE & SCHEDULE CHANGE, STARTING MONDAY, JANUARY 4, 2016

CAMBIO DE RUTA Y HORARIO COMENZANDO LUNES, ENERO 4, 2016

	Depart Downtown Winter Haven Terminal 1	Fraizer Towers 2	Ave D NW & 24th St NW 3	Hobbs Rd at Polk County Health Department 4	Auburndale Civic Center 5	Hobbs Rd at Polk County Health Department 4	Fraizer Towers 2	Arrive Winter Haven Downtown Terminal 1
	5:45	5:50	5:55	6:05	6:15	6:50	7:00	7:05
	7:15	7:20	7:25	7:35	7:45	8:20	8:30	8:35
	8:45	8:50	8:55	9:05	9:15	9:50	10:00	10:05
	10:15	10:20	10:25	10:35	10:45	11:20	11:30	11:35
	11:45	11:50	11:55	12:05	12:15	12:50	1:00	1:05
	1:15	1:20	1:25	1:35	1:45	2:20	2:30	2:35
	2:45	2:50	2:55	3:05	3:15	3:50	4:00	4:05
	4:15	4:20	4:25	4:35	4:45	5:20	5:30	5:35
	5:45	5:50	5:55	6:05	6:15	6:50	7:00	7:05
SATURDAY SCHEDULE	8:15	8:20	8:25	8:35	8:45	9:20	9:30	9:35
	12:15	12:20	12:25	12:35	12:45	1:20	1:30	1:35

- T

Terminal
- TP

Transfer Point
- TRANSFER POINTS** *Puntos de Transferencia*
- Winter Haven Downtown Terminal** RT 12, 15, 22XW, 30, and 40/44
- Auburndale Civic Center:** RT 12
- ➡

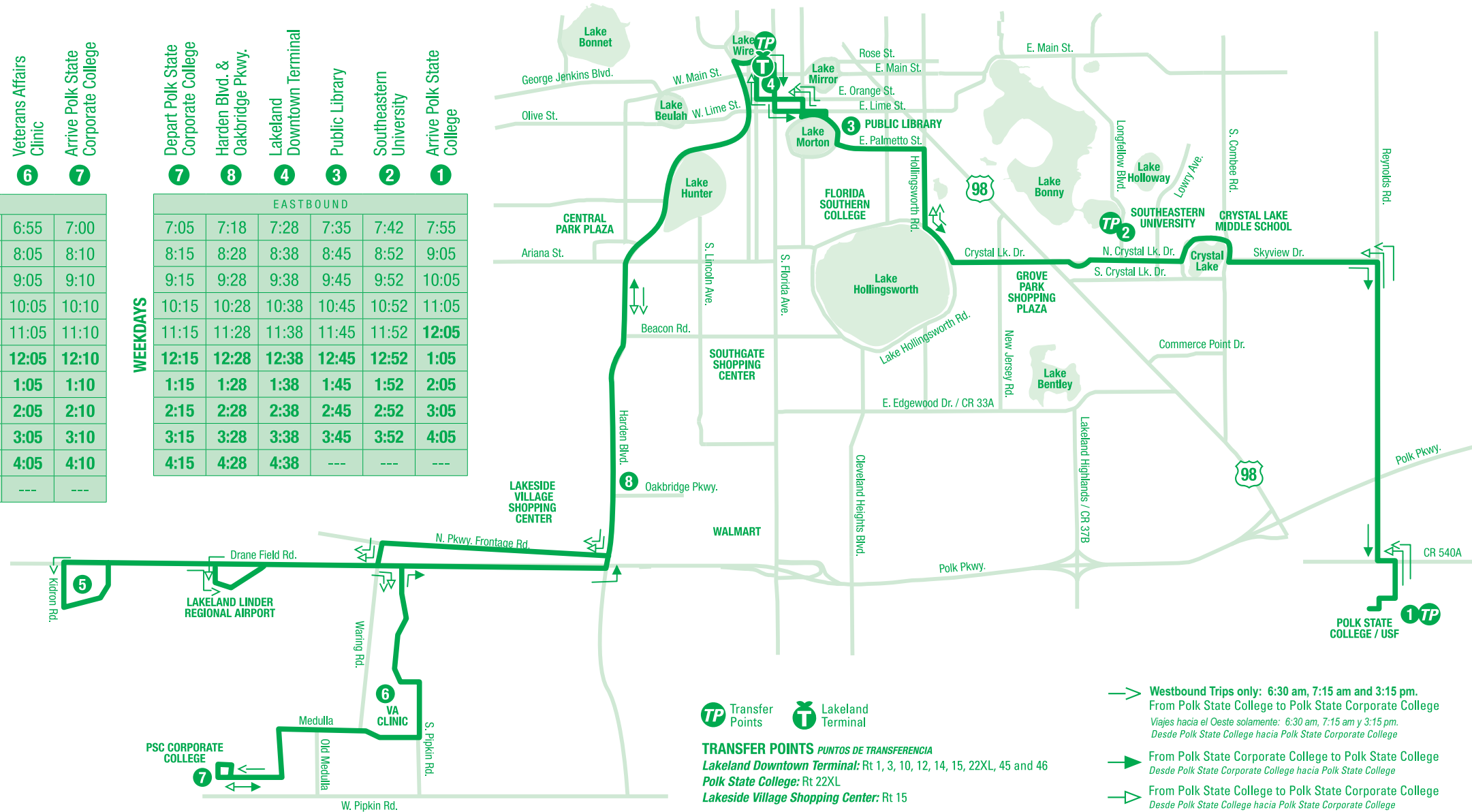
From Winter Haven Terminal to Auburndale Civic Center
 Desde la Terminal de Winter Haven hacia el Centro Civico de Auburndale
- ➡

From Auburndale Civic Center to Winter Haven Terminal
 Desde el Centro Civico de Auburndale hacia la Terminal de Winter Haven

ROUTE CHANGE, STARTING MONDAY, JANUARY 4, 2016
CAMBIO DE RUTA COMENZANDO LUNES, ENERO 4, 2016

	1	2	3	4	5	6	7
	Depart Polk State College	Southeastern University	Public Library	Lakeland Downtown Terminal	Kidron Rd. & Drane Field Rd.	Veterans Affairs Clinic	Arrive Polk State Corporate College
WESTBOUND							
---	---	---	6:30	6:45	6:55	7:00	
7:15	7:28	7:35	7:40	7:55	8:05	8:10	
8:15	8:28	8:35	8:40	---	9:05	9:10	
9:15	9:28	9:35	9:40	---	10:05	10:10	
10:15	10:28	10:35	10:40	---	11:05	11:10	
11:15	11:28	11:35	11:40	---	12:05	12:10	
12:15	12:28	12:35	12:40	---	1:05	1:10	
1:15	1:28	1:35	1:40	---	2:05	2:10	
2:15	2:28	2:35	2:40	---	3:05	3:10	
3:15	3:28	3:35	3:40	3:55	4:05	4:10	
4:15	4:28	4:35	4:40	---	---	---	

	7	8	4	3	2	1
	Depart Polk State Corporate College	Harden Blvd. & Oakbridge Pkwy.	Lakeland Downtown Terminal	Public Library	Southeastern University	Arrive Polk State College
EASTBOUND						
7:05	7:18	7:28	7:35	7:42	7:55	
8:15	8:28	8:38	8:45	8:52	9:05	
9:15	9:28	9:38	9:45	9:52	10:05	
10:15	10:28	10:38	10:45	10:52	11:05	
11:15	11:28	11:38	11:45	11:52	12:05	
12:15	12:28	12:38	12:45	12:52	1:05	
1:15	1:28	1:38	1:45	1:52	2:05	
2:15	2:28	2:38	2:45	2:52	3:05	
3:15	3:28	3:38	3:45	3:52	4:05	
4:15	4:28	4:38	---	---	---	



TP Transfer Points
T Lakeland Terminal

TRANSFER POINTS PUNTOS DE TRANSFERENCIA
Lakeland Downtown Terminal: Rt 1, 3, 10, 12, 14, 15, 22XL, 45 and 46
Polk State College: Rt 22XL
Lakeside Village Shopping Center: Rt 15

- ➔ **Westbound Trips only: 6:30 am, 7:15 am and 3:15 pm.**
 From Polk State College to Polk State Corporate College
Viajes hacia el Oeste solamente: 6:30 am, 7:15 am y 3:15 pm.
Desde Polk State College hacia Polk State Corporate College
- ➔ From Polk State Corporate College to Polk State College
Desde Polk State Corporate College hacia Polk State College
- ➔ From Polk State College to Polk State Corporate College
Desde Polk State College hacia Polk State Corporate College

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

WWW.RIDECITRUS.COM

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2015
AGENDA ITEM #10

Agenda Item: Other Business

Presenter: TBD

Recommended
Action: None

Summary: None

Attachments: None