LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd. December 14, 2016, at 8:30 a.m.

Call to Order for LAMTD Board of Directors Meeting / Roll Call

1. Approval of Minutes	Approval
2. Public Comments	None
 Recognitions (a) Winner of the Biggest Loser / Erin Killebrew with Wes Warren (b) Jane Waters- Thomas / Erin Killebrew (c) GEM Award – Susan Alfano with Cheryl Roscillo 	
 4. Financial Matters / David Persaud (a) LAMTD Financials (b) PCTS Financials (c) Cash Flow and Administrative Vehicle Replacement (d) LAMTD and PCTS Grant Resolutions 29 - 33 	None Approval None Approval
5. Government & Community Relations / Erin Killebrew (a) Brand Management	None
 Legal / Darby Group (a) District Annexation – 4171 S. Pipkin Rd. – Resolution #16-34 	Approval
 7. Executive Update / Tom Phillips (a) Activity Calendar (b) UAP & Ridership Report (c) Review of Municipality Fair Share Agreements (d) Countyline Update (e) Appointment of Audit Committee Members 	None None None None None
8. Other Business	
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #1

Agenda Item: Approval of November 10, 2016, LAMTD Board of

Directors Meeting Minutes

Presenter: Marcy Harrison

Recommended

Action: Board of Directors approve the Minutes of the

November 10, LAMTD Board of Directors Meeting.

Attachments: November 10, 2016, Board of Directors Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MINUTES NOVEMBER 10, 2016

Directors:

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

Executive Director: Tom Phillips
Executive Assistant: Marcy Harrison

Call to Order

8:30 a.m. By Chairman John Hall

Roll Call

Present
Commissioner Hall
Commissioner Malless
Commissioner Lindsey
Commissioner Walker
Commissioner Salvage

Agenda Item #1 - Approval of the Minutes

Approval request for the approval of the November 10, 2016 LAMTD Board of Director meeting minutes.

"Approval November 10, 2016 Board of Directors Meeting Minutes"

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

Jack Kozak, Noah's Landing and Melody Lane Resident present:

Mr. Malcomb Eckart had several concern over the amount of traffic through Melody Lane and how/who will be taking care of the road, as it is already cracking. Commissioner Hall assured Mr. Eckart that the County will be responsible for the maintenance. Another concern of Mr. Eckart is the speeding going through the area. Mr. Knieriem explained to the resident and the Board that all buses are equipped with a system that monitors location, speed, and communication of the bus driver and the bus. Tom Phillips, Executive Director also spoke to ease Mr. Eckart's concerns regarding his issues and promises to monitor all aspects of the route and community empact.

Agenda Item #3 - Board Action

- a) Citrus Connection Strategic Planning / Dr. Larry Ross
 - KSI Employee Engagement Survey Presentation

Agenda Item #4 - Finances / David Persaud, CFO

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

a) Asset Disposal – The District is proposing the disposal of these items based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1C – Grant Management Guidelines, Chapter II, paragraph 3.f.(4). The vehicles shall be disposed of through a competitive bid process. Items that cannot be sold will be reassessed and disposed of as scrap, in accordance with the District's Asset Disposal Policies.

			Asset Disposal Chart			
Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TRIP S Useful Life	Current Status or Reason for Disposal	Current Condition
40' Fixed Route Bus #1050, 2001 Gillig	9/26/2001	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 445,065	All vehicle require a high
40' Fixed Route Bus #1051, 2001 Gillig	9/26/2001	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 448,970	level of maintenance
35' Fixed Route Bus #1062, 2002 Gillig	7/25/2002	\$ 267,229.94	Between Scrap & Market Value	11 yrs or 500,000 mile	over 13 yrs & 620,654	and have exceeded the useful life
35' Fixed Route Bus #1066, 2002 Gillig	8/1/2002	\$ 267,229.94	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 590,674	dserur me
35' Fixed Route Bus #1068, 2004 Gillig	3/3/2004	\$ 270,848.23	Between Scrap & Market Value	12 yrs or 500,000 mile	over 12 yrs & 510,560	
27' Paratransit Bus #541; 2006 Champion Challenger	6/10/2006	\$ 85,255.00	Scrap Value	7 yrs or 250,000 mile	10 yrs & 319,152 miles	
27' Paratransit Bus #544; 2008 Champion Challenger	12/2/2008	\$ 90,271.00	Scrap Value	7 yrs or 250,000 mile	7+ yrs & 200,000 + miles	
27' Paratransit Bus #548; 2009 Champion Challenger	6/10/2009	\$ 90,356.70	Scrap Value	7 yrs or 250,000 mile	7+ yrs & 217,359	

b) Procurement:

- Staff Vehicles – Capital Purchase

On September 22, 2015 the State of Florida, Department of Management Services issued an Invitation to Bid (ITB) #01-25100000-C, for 2016 Model Motor Vehicles. Offers were due October 19, 2015, publicly opened, and awarded, per the selection criteria stated within the DMS' solicitation. The District finds use of the State Contract to be the most cost effective procurement method, as well as having a robust selection of vehicles. This method will allow the District to select the best value units that meets the requirements of our agency. A review of the solicitation process was conducted in accordance with Federal Transit Administrations Best Practices Manual, with the findings published within the attached Award Analysis. Having fully reviewed the Florida DMS Contract, the District seeks to acquire 5 Chevy Cruz Sedans, and 2 Chevy 1500's, at a total cost of \$126,120.70.

- Park n Ride - On October 12, 2016, the Board pre-approve the award of Invitation for Bid (IFB) # 16-031, for the construction of a Park and Ride Facility to the lowest responsive, responsible bidder for a Not to Exceed amount of \$784,159. Offers received were publicly opened and evaluated solely on price. A responsiveness and responsibility review, for the selected firm, is being conducted to ensure the firm meets the requirements as outlined in the solicitation prior to obtaining award approval from the Department of Transportation and posting the District's Notice of Intent to Award. On October 14, 2016, Ms. Michelle Peronto of the Florida Department of Transportation reviewed and approved the offers submittals and evaluation naming the firm of Leisure Construction, Inc. as the intended awardee. The District's solicitation is primarily funded through a State Discretionary Grant for Park and Ride Lot Programs. The State is funding 100% of the project, up to the available balance of Grant AQH55, being \$676,176. Optional deductive alternates may be accepted as alternate funding sources are identified.

Agenda Item #5 - Legal / The Darby Group

Tim Darby presented the below items to the Board of Directors

a) Lynx Bus Service Agreement LAMTD Fixed Route

"Approve the Lynx Bus Service Agreement LAMTD Fixed Route"

MOTION CARRIED UNANIMOUSLY

Lynx Bus Service Agreement LAMTD Poinciana Route.

"Approve the Lynx Bus Service Agreement LAMTD Poinciana Route"

MOTION CARRIED UNANIMOUSLY

b) Municipality Contribution Agreements for Auburndale, Bartow, Haines City, Eagle Lake, Lake Wales, Winter Haven and Lake Alfred for approval.

"Approve Municipality Contribution Agreements for Auburndale, Bartow, Haines City, Eagle Lake, Lake Wales, Winter Haven and Lake Alfred approval"

MOTION CARRIED UNANIMOUSLY

c) Universal Access Program approval for LEGOLAND Florida Revision and New Beginnings High School

"Approve Universal Access Programs for LEGOLAND Florida Revision and New Beginnings High School"

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 - Transportation Disadvantaged / Aaron Dunn

Paul Simms presented to the Board the "Driver Observation Report". (Presentation attached)

Agenda Item #7 - Marketing / Dave Walters

Dave Walters presented the board with the results from the public outreach route changes effective January 2017. (Presentation attached)

Agenda Item #8 - Executive Report

Tom Phillips, ED presented to the Board the items below.

- a) Activity Calendar (Calendar attached)
- b) UAP & Ridership Report (Report attached)
- c) Countyline Road Update The business community agreed to support the grant funded route option 1 for 6 months. See map attached. Amazon has requested to extend the project 1 more month in order to poll their employees on public transit. The results of their poll will be shared at the LAMTD December Board meeting.

None at this time	
Adjournment	
Approved this 10 <u>th</u> day of November, 20 <u>16</u> .	
Chairman – Commissioner John Hall	Minutes Recorder – Marcy Harrison

Agenda Item #8 - Other Business

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 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 14, 2016 AGENDA ITEM #3

Agenda Item: Recognitions

Presenter: Erin Killebrew – Wes Warren

Jane Waters-Thomas

Susan Alfano – GEM: Cheryl Roscillo

Recommended

Action: None

Summary: None

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #4(a)

Agenda Item: October 31, 2016 LAMTD Monthly Financial Statement

FY 2015-16

Presenter: David Persaud, Chief Financial Officer

Recommended

Action: None

Summary: The Interim Financial Statement covers a period of less than

one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial

statements, Interim Statements do not have to be audited.

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

the budget.

Attachments: See Attachments

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

FY 2016-2017

Year to Date October 31, 2016

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	8.3%	\$866,968	\$154,955	18%	\$10.4 Million
Expenses YTD	8.3%	\$846,708	\$615,298	73%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through October 31, 2016 totaled \$154,955 or 18% of the YTD budget.

Farebox and all contract revenues reflect 84% of budgeted revenues through October 31, 2016. The revenues are under budget due to several reasons, contractual revenues from RAMCO \$93,000 and UAP are lagging. Farebox revenues are under budget \$17,786 due to decline in ridership and some comingling of revenue that is being addressed.

• Ad Valorem taxes reflect no revenue. The total budgeted revenues are \$3.9 million. Revenues are under budget since only 95% of the taxes are budgeted and due date is November 2016.

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 \$1.6 million is being billed quarterly with no revenue YTD. 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 with no revenue YTD. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Advertising income is also lagging.
- The Support cost reimbursement revenue is in line with budget.
- Other revenues are not significant and are on a cash basis which means these revenues are recognized when the cash is received and in line with the year-to-date budget.

Lakeland Area Mass Transit District Monthly Financial Report Operating Budget. Budget to Actual For the Year-to-date October 31, 2016 FY 2016-2017

EXPENSES:

The total expenses year-to-date through October 31, 2016 totaled \$.60 million or 73% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2016-2017 budget. As of October 31, 2016 these expenses totaled \$469,000 million or 84% of the YTD budget of \$558,000 and is under budget.
- Professional and Technical Services expenses totaled \$5,116 of the YTD budget; a favorable variance.
- Other services expenses totaled \$2,778 of the YTD budget, a favorable variance.
- Fuel expenses totaled \$38,000 YTD budget due to declining fuel prices; a favorable variance.
- Materials and supplies totaled \$26,000 under budget, a favorable variance.
- Advertising promotion expenses totaled \$600 under budget, offset with revenues.
- Dues and subscriptions, and office supplies are over budget due to payment for Florida Public Transportation.
- Property appraiser, Tax Collector Commission and CRA payments totaled \$0, since payments are quarterly and annually.

Other remaining expenses are under the YTD budget through October 31, 2016

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through October 31st the financials reflect a unfavorable actual variance of \$460,000 million due to the timing and collection of all revenue.

STATISTICAL TRI	ENDS LAST FIV	E YEARS AUDITE	D FINANCIAL S	TATEMENTS	
	9/30/15	9/30/2014	9/30/2013	9/30/2012	9/30/2011
1. Farebox Recovery Ratio (All modes)	25.50%	23.08%	25.16%	23.02%	20.32%
2. Cost per revenue hour	\$89.45	\$86.29	\$83.84	\$83.62	\$91.26
3. Revenue Hours	103,550	117,008	116,422	112,539	115,679
4. Fuel Cost (\$)	\$847,360	\$1,316,739	\$1,367,289	\$1,317,442	\$1,349,788
5. Riership	1,424,965	1,647,010	1,638,470	1,452,161	1,768,087



				Month							YTD					
						Variance					2		Variance		₹	Approved
		Actual		Budget		5.5	%	۷١	Actual	ωı	Budget		5.5	%	Ann	Annual Budget
REVENUES: Account) •	2) }	2		
Farebox/Pass Sales	8	52,924	8	70,711	€9	(17,786)	-25%	€9	52,924	↔	70,711	€9	(17,786)	-25%		848,530
Contract Income (UAP)	↔	13,844	↔	20,260	\$	(6,416)	-32%	\$	13,844	↔	20,260	\$	(6,416)	-32%		243,120
Other Contract Revenue	€	29,746	€	24,076	φ,	2,670	24%	φ,	29,746	⇔	24,076	ss .	2,670	24%	s ·	288,910
Miscellaneous Income	€	846	₩.	833	છ •	13	2%	છ •	846	↔	833	⇔	13	5%	₩.	10,000
Advertising Revenue	φ.	404	()	14,500	φ.	(14,096)	-97%	φ.	404	∽	14,500	φ.	(14,096)	-97%		174,000
Investment/Interest Income (net)	s	4,382	s	833	s S	3,548	426%	s	4,382	s	833	s	3,548	426%		10,000
Ad Valorum Income, net	s	•	s	324,372	s	(324,372)	-100%	s	•	↔	324,372	s	(324, 372)	-100%		3,892,460
FDOT Operating Grant	s	i	s	137,002	s	(137,002)	-100%	s	•	s	137,002	s	(137,002)	-100%	s	1,644,020
Federal Operating Grant	s	•	s	217,626	s	(217,626)	-100%	s	•	s	217,626	s	(217,626)	-100%	↔	2,611,510
Charitable Contributions	8	•	8	12,531	s	(12,531)	-100%	s	•	\$	12,531	s	(12,531)	-100%	\$	150,370
Cost Recovery	S	13,087	s	3,109	s	9,978	321%	s	13,087	s	3,109	s	9,978	321%	s	37,310
Bartow Express	8	1,881	s	3,274	69	(1,394)	-43%	69	1,881	69	3,274	69	(1,394)	-43%	s	39,290
PCTS - Support Cost Reimb.	€	37,841	↔	37,841	↔	(0)	%0	↔	37,841	₩	37,841	€9	(0)	%0	s	454,090
TOTAL BEVENIES	G	154.954.78	€.	866.968	€.	(712.013)	82%	÷.	154 954 78	€.	866.968	€.	(712.013)	-80%	G	10.403.610
O AL NEVENOES	•	01:100:101	•	0000	•	(1.15)	0 70-	ı	01,00,00	•	200,000	•	(212(21.1)	0.70-	•	2100,001
ELIGIBLE EXPENSES:																
Salaries	↔	321,383	⇔	372,057	⇔	(50,674)	-14%	⇔	321,383	↔	372,057	↔	(50,674)	-14%	↔ (4,464,690
Employee Benefits	€	147,802	€	186,011	s	(38,209)	-21%	s	147,802	↔	186,011	s	(38,209)	-21%	s	2,232,134
Advertising Fees	↔	•	s	1,125	\$	(1,125)	-100%	\$	•	↔	1,125	⇔	(1,125)	-100%	s	13,500
Professional & Techinical Ser	s	5,116	s	31,490	s	(26,374)	-84%	s	5,116	s	31,490	s	(26,374)	-84%	s	377,881
Contract Maintenance Services	8	5,228	s	8,196	€9	(2,968)	-36%	€9	5,228	₩	8,196	€9	(2,968)	-36%	s	98,350
Other Services	↔	2,778	s	3,352	\$	(575)	-17%	\$	2,778	\$	3,352	8	(575)	-17%	s	40,229
Fuel & Lubricants	8	37,799	s	47,585	\$	(9,786)	-21%	\$	37,799	s	47,585	s	(9,786)	-21%	s	571,020
Freight	↔	104	s	292	\$	(188)	-64%	\$	104	\$	292	8	(188)	-64%	s	3,500
Repairs & Maintenance	\$	96	s	3,708	\$	(3,613)	-97%	\$	96	s	3,708	↔	(3,613)	-97%	s	44,500
Materials & Supplies	s	26,075	s	57,049	s	(30,975)	-54%	s	26,075	s	57,049	s	(30,975)	-54%	s	684,590
Utilities/Telephone	↔	4,506	s	9,167	\$	(4,661)	-51%	\$	4,506	\$	9,167	8	(4,661)	-51%		110,000
Physical Damage Insurance	s	1,851	\$	2,267	s	(416)	-18%	s	1,851	s	2,267	s	(416)	-18%		27,200
Liab & Prop Damage Insurance	↔	16,982	s	19,433	\$	(2,451)	-13%	\$	16,982	↔	19,433	⇔	(2,451)	-13%		233,200
Other Coporate Insurance	↔	•	s	167	s	(167)	-100%	s	•	↔	167	\$	(167)	-100%		2,000
Dues & Subscriptions	s ·	6,621	ss ·	3,483	₩.	3,138	%06	₩.	6,621	ss ·	3,483	↔	3,138	%06	s ·	41,792
Education/Training/Meeting/Travel	φ (7,598	6	6,646	6 9 (953	14%	6 9 (7,598	↔ (6,646	⇔ (953	14%	\$	79,750
Service Charges	∌ €	1,562	9 6	917	∵ •	645	%02	∵ •	1,562	9 6	917	∌ €	645	%0 <i>/</i>	∽ •	11,000
Office Expense	A (978	,	9,237	.	(8,709)	-94%	.	978	,	9,237	.	(8,709)	-94%	,	110,845
Advertising & Promotions	φ.	009	ь	1,667	⇔ •	(1,067)	-64%	⇔ •	009	↔	1,667	⇔ •	(1,067)	-64%	د	20,000
Miscellaneous Expenses	φ.	(44)	()	328	∽	(403)	-112%	∽	<u>4</u>	↔	328	∽	(403)	-112%	s ·	4,310
Property Appraiser/Tax Collector Comm	↔	17,699	⇔	12,283	⇔	5,416	44%	⇔	17,699	€	12,283	⇔	5,416	44%		147,400
LDDA, CRA Contributions	↔	•	s	12,167	€9	(12,167)	-100%	€9	•	₩	12,167	€9	(12,167)	-100%		146,000
Capital Expenditures/ Debt Service	↔	11,014	s	57,883	S	(46,869)	-81%	S	11,014	↔	57,883	\$	(46,869)	-81%	69.	694,600
Bad Debt	s	•	s	167	€9	(167)	-100%	€9	•	s	167	↔	(167)	-100%	63	2,000
Restricted Contingency	\$	•	s	20,260	\$	(20,260)	-100%	\$	•	s	20,260	↔	(20,260)	-100%	69.	243,120
TOTAL ELIGIBLE EXPENSES:	₩.	615,298	s	846,708	ss	(231,410)	-27%	\$	615,298	69	846,708	₩.	(231,410)	-27%	s	10,403,610
NET REVENUES OVER	,							,				,			,	
(UNDER) EXPENSES	ь	(460,343)	ы	20,260	ы	(480,603)		ы	(460,343)	ы	20,260	ы	(480,603)		ы	0
	_															

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #4(b)

Agenda Item: October 31, 2016 Financials for Polk County Transit Services

Contract - FY 2015-16

Presenter: David Persaud, Chief Financial Officer

Recommended

Action: None

Summary: The Interim Financial Statement covers a period of less than

one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial

statements, Interim Statements do not have to be audited.

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

the budget.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #4(b)

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of October 31, 2016
Year to Date Report
Percent of FY Reported (8.3%)

Revenues

- ➤ The revenues totaled \$992,000 or 195% of the year-to-date budget.
- ➤ The FTA grant drawdown reflects no activity of the budgeted revenues.
- Fare Revenues totaled \$12,000 or 13% of the year-to-date budget.
- ➤ The County funding is designed to reflect the first payment for the over budget grants match totaling \$980,000.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$223,000 or 44% of the year-to-date budget.
- ➤ Salaries and wages totaled \$207,000 or 67% of the YTD Budget.
- ➤ Operating expenses totaled \$16,000 or 10% of the YTD Budget.
- ➤ The contract services is for contractual cost for the Lynx service and other planned contractual services. The year-to-date expenses show no activity.

Lakeland Area Mass Transit District Financial Statement Polk County Contract Month of October 2016

Revenue

	Anı	nual Budget	YT	D Budget	Y	TD Actual	Percent Expended
Revenues							
FTA 5307 Grant	\$	2,147,360	\$	178,947	\$	-	0%
Fares	\$	123,780	\$	10,315	\$	11,650	113%
FDOT Block Grant	\$	711,773	\$	59,314			0%
City Contribution	\$	208,085	\$	17,340			0%
FDOT Block Grants:							
JARC AQ379	\$	76,479	\$	6,373			0%
New Freedom AQ497	\$	89,808	\$	7,484			0%
FTA 5311 AQ R07	\$	800,575	\$	66,715			0%
County Match	\$	1,960,704	\$	163,392	\$	980,352	600%
Total	\$	6,118,564	\$	509,880	\$	992,002	195%

Expenses

	Ann	ual Budget	ΥT	D Budget	Y	TD Actual	Percent Expended
Labor	\$	3,731,659	\$	310,972	\$	207,127	67%
Contract	\$	506,300	\$	42,192	\$	-	0%
Operating	\$	1,880,605	\$	156,717	\$	16,257	10%
Total	\$	6,118,564	\$	509,881	\$	223,384	44%

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #4(c)

Agenda Item: Financial Information of Cash Flow and Vehicles Relative to the

Polk County Transit Agreement FY 2016-2017

Presenter: Tom Phillips, Executive Director

David Persaud, Chief Financial Officer

Recommended

Action: For Board Information and to advise the Board on Planned Actions

to Achieve a Positive Solution with the County

Summary: The second year agreement with the Polk County Government for

provision of Transit Services essentially provide funding for transit services on an annual basis. The agreement does not address cashflow (working capital) as well as the County administrative

vehicles to ensure sustainability.

In the first year the County advanced the District enough funding to ensure cash flow and liquidity. In the second year the County agreed to only fund the grant match \$1.9 million in three installments. The make up of the County budget as noted on the attachments will have cause for deficit cash-flow budget.

Likewise the County has not been systematically addressing the Transit administrative vehicles replacement resulting in these vehicles needing immediate replacement.

The end of fiscal year September 30, 2016 will reflect some excess funds estimated at \$1.2 million. There is a need to pursue discussions with the County to address these two items that are of significance to the agreement and Transit services in Polk County before the District return all the remaining excess funding over the actual expense.

Attachments: See attached



1212 GEORGE JENKINS BLVD., LAKELAND, FL 33815 | 855-POLKBUS (765-5287) | WWW.RIDECITRUS.COM

Date: December 5, 2016

To: Tom Phillips, Executive Director

From: David Persaud, Chief Financial Officer

Subject: Polk County Transit District FY 2016-17 Cash Flow Deficit

FTA Grant 5307: The District will bill for these quarterly and on a monthly basis

as permissible

Fares: The District will collect an equivalent of 1/12 monthly

FDOT Block Grant: The District will draw down quarterly and monthly when

permissible.

City Contribution: The District will bill the Cities by January each month pending

the approval of the grants.

JARC AQ 379 Grant: County must finish billing before District to draw-LYNX603

New Freedom 5311 AQ R07 Grant: County must finish billing before District can

bill with JPA.

County Match: The County match is reflected as documented in the

agreement.

Expenses: The expenses reflect 1/12 monthly

Cash Flow Analysis:

Given the estimate for the revenues and expenses and the timing of the receipt of cash, the highest projected cash flow deficit in February 2017 is \$267,821 (\$270,000 rounded with 12% contingency). The County needs to provide this level of cash flow so the District can have the necessary liquidity to pay the County related expenses. The District has remaining cash from the FYE 9-31-2016 cash advance to currently fund for FY 2016-17 deficit cash flows and liquidity.

Attachment

Polk County Budget Budget Summary FY 2016-17 Per Approved Agreement Amended

<u>REVENUES</u>	FY 2015-2016 Funded <u>Level</u>	FY 2016-2017 LAMTD <u>Proposal</u>	FY 2016-2017 Funded <u>Level</u>
FTA Grant 5307 Fares County Funds	1,125,545 186,661 5,245,278	2,147,360 123,780 4,349,913	2,147,360 123,780
FDOT Block Grant City Contribution FDOT Grants	3,243,276 	4,345,513 	711,773 208,085
JARC AQ 379 New Freedom AQ 407 FTA 5311 AQ R07 County Match			76,479 89,808 800,575 1,960,704
Total Revenues	\$6,557,484	\$6,621,053	\$6,118,564
Total Expenses	\$6,557,484	\$6,621,053	\$6,621,053
Transfer to Transportation Disadvantage Program			<u><\$502,489></u>
Total Expenses			\$6,118,564

Prepared By:___ Date: ___

PCTS CASH FLOW BUDGET OCTOBER 1, 2016 THRU SEPTEMBER 30, 2017

	FY 2016-2017 Funded level	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017
Beginning Cash Balance	N/A	0	480,787	-18,778	196,440	231,744	-267,821	513,971	341,190	-158,375	56,843	284,350	-215,215
Revenues													
FTA Grant 5307	\$2,147,360			\$536,840			\$536,840			\$536,840			\$536,840
Fares	\$123,780	\$10,315	\$10,315	\$10,315	\$10,315	\$10,315	\$10,315	\$10,315	\$10,315	\$10,315	\$10,315	\$10,315	\$10,315
County Funds													
FDOT Block Grant	\$711,773			\$177,943			\$177,943			\$177,943			\$177,944
City Contribution	\$208,085				\$208,085								
FDOT Grants													
JARC AQ 379	\$76,479						\$76,479						
New Freedom AQ 407	\$89,808						\$89,808						
FTA 5311 AQ R07	\$800,575						\$400,287				\$400,288		
County Match	\$1,960,704	\$980,352			\$326,784			\$326,784			\$326,784		
Total Revenues	\$6,118,564	\$990,667	\$10,315	\$725,098	\$545,184	\$10,315	\$1,291,672	\$337,099	\$10,315	\$725,098	\$737,387	\$10,315	\$725,099
Total Expenses	\$6,118,564	\$509,880	\$509,880	\$509,880	\$509,880	\$509,880	\$509,880	\$509,880	\$509,880	\$509,880	\$509,880	\$509,880	\$509,880
Ending Cash Balance	N/A	\$480,787	-\$18,778	\$196,440	\$231,744	-\$267,821	\$513,971	\$341,190	-\$158,375	\$56,843	\$284,350	-\$215,215	\$4
Cash B/F 9-30-16	1,200,000.00												
Ending Cash Balance													

UNFUNDED VEHICLE REPLACEMENTS

	000	יום וכוחם/י	ANVW BIOIDE			L		Droi o de	00000		VENIO	<u>-</u>	
VEHICLE #	Type	YEAR		Body Type	COST	DATE IN SERVICE	Age	useful life	useful life	TYPE	Veh. #	MILEAGE	LTD MILEAGE
T64	Pool Vehicle Fin. & Admin.	2001	FORD/SUV	ESCAPE	\$18,223.00	12/18/2000	16.0	4yr/100K	-12.0	GAS	21015412	105,463	-5,463
Т63	Support Vehicle-Maint.	2001	FORD/SUV	ESCAPE	\$18,225.00	1/10/2001	15.9	4yr/100K	-11.9	GAS	21015415	133,455	-33,455
Т62	Support IT Department	2003	FORD/SUV	ESCAPE	\$17,891.00	8/21/2003	13.3	4yr/100K	-9.3	GAS	21052807	110,287	-10,287
T61	Gov. Affairs Marketing	2003	FORD/SUV	ESCAPE	\$17,891.00	9/6/2002	14.3	4yr/100K	-10.3	GAS	21035409	62,417	37,583
Т70	F.Maintenance Bus Stop Maint.	2005	FORD	Pickup F-350	\$15,642.00	10/5/2004	12.2	4yr/100K	-8.2	GAS	21058003	109,005	-9,005
770	Para Trans-Van Converted to a	0000	00300///12110	: : : :	00 112	000070070	7	710.07	Ċ	ָ	7000000	070	07.3
1109	Para Service	2003	MV1/SLIV	Official Bus	\$70,714.00	5/8/2013	2. 8	391/190K	2.2-	DIESEL	21124410	32 019	117 081
T110	Para Service & Ops Supv.	2012	MV1/SUV	M \	\$47,643.00	5/8/2013	3.6	4yr/100K	0.4	GAS	21124411	32,775	117,225
T111	Para Service & Ops Supv.	2012	MV1/SUV	MV1	\$47,378.00	5/8/2013	3.6	4yr/100K	0.4	GAS	21124412	38,519	111,481

Exceeded useful life

\$301,250.00

Total Original Cost

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

December 14, 2016 AGENDA ITEM #4(d)

Agenda Item: **Resolution #16-29 – FLORIDA DEPARTMENT OF**

TRANSPORTATION (FD0T) Grant Application for the Lakeland Area Mass Transit District (LAMTD)

5310 CAPITAL FUNDS

Presenter: David Persaud, CFO

Recommended

Action: Recommend Approval to apply to the FDOT for the

Federal Transit Administration (FTA) Section 5310

Grant Funds.

Summary: The District is submitting this grant application to the

FDOT under Sections 5310 for capital assistance, more specifically to implement a mobility management

program in the Lakeland Urbanized Area.

Funding: This grant requires an 80/20 split between the FTA and

LAMTD. FTA will provide \$129,120 with grant funding

and LAMTD with provide \$32,280.

Attachments: Resolution 16-29





1212 GEORGE JENKINS BLVD., LAKELAND, FL 33815 | 855-POLKBUS (765-5287)

/W.RIDECITRUS.COM

RESOLUTION #16-29

A **RESOLUTION** of the <u>Lakeland Area Mass Transit District</u> authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Lakeland Area Mass Transit District

DULY PASSED AND ADOPTED THIS December 14, 2016

has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE LAKELAND AREA MASS TRANSIT DISTRICT, FLORIDA:

- 1. This resolution applies to Federal Program(s) under U.S.C. Section(s) 5310.
- 2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
- 3. <u>Tom Phillips, Executive Director</u> is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

		By:
		John Hall, Chairman of the Board
ATTEST:	(1)	
	(seal)	

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

December 14, 2016 AGENDA ITEM #4(d)

Agenda Item: **Resolution #16-30 – FLORIDA DEPARTMENT OF**

TRANSPORTATION (FD0T) Grant Application for the Lakeland Area Mass Transit District (LAMTD)

5310 CAPITAL FUNDS

Presenter: David Persaud, CFO

Recommended

Action: Recommend Approval to apply to the FDOT for the

Federal Transit Administration (FTA) Section 5310

Grant Funds.

Summary: The District is submitting this grant application to the

FDOT under Sections 5310 for capital assistance, more specifically to replace five vehicles that exceed their

useful life in the Lakeland Urbanized Area.

Funding: This grant requires both 80/10/10 split between the FTA,

FDOT and the LAMTD. FTA will provide \$476,666 with grant funding, FDOT will provide \$59,583 in funding,

and LAMTD with provide \$59,583

Attachments: Resolution 16-30



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RESOLUTION #16-30

A **RESOLUTION** of the <u>Lakeland Area Mass Transit District</u> authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Lakeland Area Mass Transit District

DULY PASSED AND ADOPTED THIS December 14, 2016

has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE LAKELAND AREA MASS TRANSIT DISTRICT, FLORIDA:

- 1. This resolution applies to Federal Program(s) under U.S.C. Section(s) 5310.
- 2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
- 3. <u>Tom Phillips, Executive Director</u> is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

n Hall, Chairman of the Board

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

December 14, 2016 AGENDA ITEM #4(d)

Agenda Item: Resolution #16-31 – FLORIDA DEPARTMENT OF

TRANSPORTATION (FD0T) Grant Application for

the WINTER HAVEN 5310 CAPITAL FUNDS

Presenter: David Persaud, CFO

Recommended

Action: Recommend Approval to apply to the FDOT for the

Federal Transit Administration (FTA) Section 5310 Grant Funds, as Designated Recipient and under the

Countywide Transit System Agreement.

Summary: The District is submitting this grant application to the

FDOT under Sections 5310 for capital assistance, more specifically to replace Three vehicles that exceed their

useful life in the Winter Haven Urbanized Area.

Funding: This grant requires both 80/10/10 split between the FTA.

FTA will provide \$286,000 with grant funding, FDOT will provide \$35,750 in funds and the County will

provide \$35,750 in County contributions.

Attachments: Resolution 16-31



1212 GEORGE JENKINS BLVD., LAKELAND, FL 33815 | 855-POLKBUS (765-5287)

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RESOLUTION #16-31

A **RESOLUTION** of the <u>Lakeland Area Mass Transit District</u> authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Lakeland Area Mass Transit District

DULY PASSED AND ADOPTED THIS December 14, 2016

has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE LAKELAND AREA MASS TRANSIT DISTRICT, FLORIDA:

- 1. This resolution applies to Federal Program(s) under U.S.C. Section(s) 5310.
- 2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
- 3. <u>Tom Phillips, Executive Director</u> is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

		Ву:
		John Hall, Chairman of the Board
ATTEST:	(seal)	

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

December 14, 2016 AGENDA ITEM #4(d)

Agenda Item: Resolution #16-32 – FLORIDA DEPARTMENT OF

TRANSPORTATION (FD0T) Grant Application for

the RURAL 5311 OPERATING FUNDS

Presenter: David Persaud, CFO

Recommended

Action: Recommend Approval to apply to the FDOT for the

Federal Transit Administration (FTA) Section 5311 Grant Funds, as Designated Recipient and under the

Countywide Transit System Agreement.

Summary: The District is submitting this grant application to the

FDOT under Sections 5311 for operating assistance, more specifically to provide services in the rural areas of

Polk County.

Funding: This grant requires a 50/50 split between the FTA, and

LAMTD through County contributions. FTA will provide \$913,000 with grant funding and the County will

provide \$913,000 in County contributions.

Attachments: Resolution 16-32





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RESOLUTION #16-32

A **RESOLUTION** of the Lakeland Area Mass Transit District, authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Lakeland Area Mass Transit District has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended:

NOW, THEREFORE, BE IT RESOLVED BY THE Lakeland Area Mass Transit District Board of Directors. FLORIDA:

2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

1. This resolution applies to Federal Program(s) under U.S.C. Section(s) _____5311

3. <u>Tom Phillips, Executive Director</u> is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS Decem	iber 14	, 2016
	By:	
	·	Chairman of the Board
		Don Selvage, Chairman of the Board
ATTEST:		
(cool)		

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

December 14, 2016 AGENDA ITEM #4(d)

Agenda Item: **Resolution #16-33 – FLORIDA DEPARTMENT OF**

TRANSPORTATION (FD0T) Grant Application for

the WINTER HAVEN 5310 CAPITAL FUNDS

Presenter: David Persaud, CFO

Recommended

Action: Recommend Approval to apply to the FDOT for the

Federal Transit Administration (FTA) Section 5310 Grant Funds, as Designated Recipient and under the

Countywide Transit System Agreement.

Summary: The District is submitting this grant application to the

FDOT under Sections 5310 for capital assistance, more specifically to replace two vehicles that exceed their

useful life in Rural Polk County.

Funding: This grant requires both 80/10/10 split between the FTA.

FTA will provide \$190,666 with grant funding, FDOT will provide \$23,833 in funds, and the County will

provide \$23,833 in County contributions.

Attachments: Resolution 16-33





1212 GEORGE JENKINS BLVD., LAKELAND, FL 33815 | 855-POLKBUS (765-5287) |

W.RIDECITRUS.COM

RESOLUTION #16-33

A **RESOLUTION** of the <u>Lakeland Area Mass Transit District</u> authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Lakeland Area Mass Transit District

DULY PASSED AND ADOPTED THIS December 14, 2016

has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE LAKELAND AREA MASS TRANSIT DISTRICT, FLORIDA:

- 1. This resolution applies to Federal Program(s) under U.S.C. Section(s) 5310.
- 2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
- 3. <u>Tom Phillips, Executive Director</u> is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

		Ву:
		John Hall, Chairman of the Board
ATTEST:	(seal)	

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #5(a)

Agenda Item: Brand Management

Presenter: Erin Killebrew and Donovan Tinsley

Recommended

Action: Informational

Summary: Power Point Presentation

CLOSING THE GAP

Citrus Connection brand evolution

PRINT

PROMOTIONAL



8

CitrusConnection



CitrusConnection SMART SHUTTLE

RECOGNITION

DIGITAL





previous logo



CitrusConnection

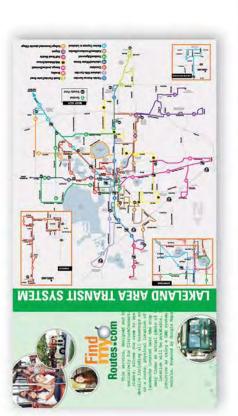
New times require a new statement. The rework of the Citrus Connection brand Connection" have been carefully selected and refined to create this distinctive maintains careful consideration to respect history while working to rebrand our agency with a modern sleek effect. In addition, the characters spelling "Citrus brand for our community. LAMTD approved this new brand on June 10, 2015 and has since permeated into their additional service offerings.



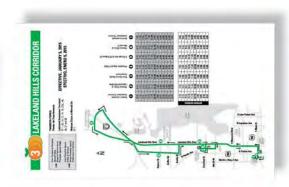
previous website

After the new logo was approved, the brand was immediately implemented into a custom designed website which launched mid 2015. Clear and easy site navigation with a modern mobile availability to the user has been achieved.

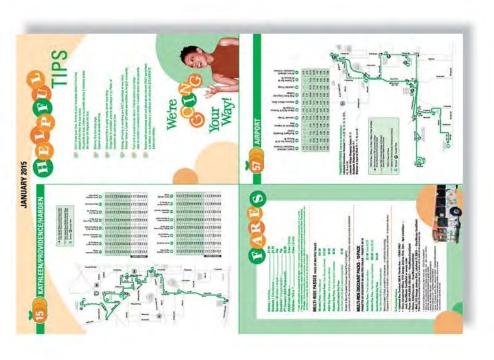










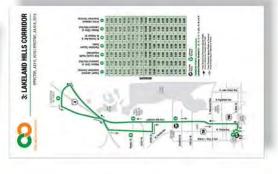


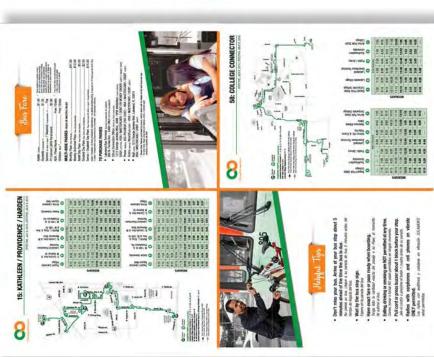
previous collateral













previous logo versions





COMMUNITY OF LEARNING TRANSPORTATION SERVICES

previous logo





CitrusConnection SMART SHUTTLE



previous look













This pass entities the bearer to a one-way trip on the paratransis service. This pass should be surrendered to the flux Operator upon boarding. 855-POLKBUS.

© PolkTransit CONNECT

PASS PASS















CitrusConnection

CitrusConnection

CitrusConnection

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ADULT PASS

STUDENT gatto distribute or sell to o'thers. Not insterable refundable or exchangeable.

illegal to distribute or sell to a thers. Not transferable primitable or exchangeable.

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DAY

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855-POLKBU S (765-5287)

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INSERT

855-POLKBU S (765-5287) RIDECIT RUS.CO M INSERT





Your card will be punched each time you board the bus



ONE This pass entitles the rider to a one-way trip on the paratranst WAY service and should be surended to the Bus Operator at boarding





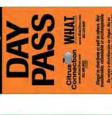






















SENIOR/ DISABLED PASS

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previous look



other BRANDED COLLATERAL



HOLIDAY SCHEDULE

THERE WILL BE NO BUS SERVICE ON THE FOLLOWING HOLIDAYS:

Lakelander ad

8

CELLECOPPIECES 1939 Dougs anticology Calesce R. 1871

More details at www.RideCitrus.com

interior bus card

INDEPENDENCE DAY July 4, 2017

MARTIN LUTHER KING Jan. 16, 2017

VETERANS' DAY Nov. 11, 2016 Sept. 4, 2017

PRESIDENTS' DAY Feb. 20, 2017

THANKSGIVING Nov. 24, 2016

CHRISTMAS Dec. 25-26, 2016

MEMORIAL DAY May 29, 2017

NEW YEAR'S Jan. 1-2, 2017

COLUMBUS DAY Oct. 10, 2016



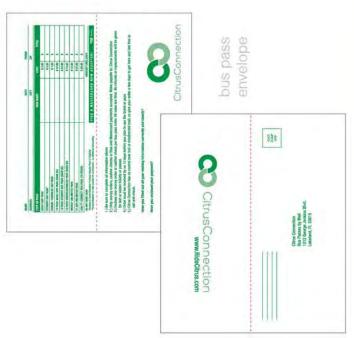
license plate



email signature

863-255-3948 (cell) tphillips@ridecitrus.com

TOM PHILLIPS
Executive Director



Citass Connection
(played and citass Connection)

TOM PHILLIPS

stationery package



CLOSING THE GAP

Citrus Connection brand evolution

PRINT

PROMOTIONAL



8

CitrusConnection



CitrusConnection SMART SHUTTLE

RECOGNITION

DIGITAL



LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #6(a)

Agenda Item: 4171 S. Pipkin Rd. – Resolution #16-34

Presenter: Ben Darby

Recommended

Action: Resolution #16-34 approval

Summary: Oral presentation

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 16-34

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED AT 4171 S. PIPKIN ROAD, LAKELAND, FLORIDA 33811; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, certain territory located at 4171 S. Pipkin Road, Lakeland, Florida 33811, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

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

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

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

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

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

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

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

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

PASSED AND CERTIFIED AS TO PASSAGE	E this, 2016
	Chairman
ATTEST: Secretary	
APPROVED AS TO FORM AND CORRECTNESS: _	Timothy B. Darby, Attorney for the District

Exhibit "A"

Lot 7, less North 220 feet, PARKWAY CORPORATE CENTER, according to the map or plat thereof as recorded in Plat Book 120, Pages 22 through 24, Public Records of Polk County, Florida.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #7(a)

Agenda Item: Monthly Activity Calendar

Presenter: Tom Phillips, Executive Director

Recommended

Action: None

Summary: Oral Presentation

Attachments: Activity Calendar

November 2016	r 2016			November 2016 Su Mo Tu We Th 6 7 8 2 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30	Fr Sa Su Mo T 14 5 5 4 5 11 12 1 25 26 25 26 25 26 2	December 2016 Tu We Th Fr Sa 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 30	31	Nov 1 9:00am Senior Staff Meeting 10:00am Dean and Jom 1/1 (Tom's Office) 3:30pm Phillips~Delgado	2	3 8:30-an Aaron and Tom 9:00-an Bill and Iom 1/1 10:30-an Weekly 11:30-an Tiger Bay Event 2:00-pm Copy, 1/1 with	11.00am 1 on 1 Joe and Tom (Office) - Marcy Harrison	5
9	7 1.00pm Mike and Tom 1-on-1 (Tom's Office) - Marcy Harrison	9:00am Senior Staff Meeting (Hollingsworth) - 10:00am Dean and Tom 1/1 (Tom's Office)	9 8:30am Aaron and Tom 1 on 1 (1212) = Marcy Harrison 9:00am Bill and Tom 1/1 (Tom's Office) - Marcy	8:30am LAMTD BOD Meeting (Hollingsworth) - 2:00pm Copy: 1/1 with David Persaud	11:00am 1 on 1 Joe and: Tom (Office) - Marcy Harrison	12
13	8:30am WLKF 1430 AM Studio Radio Talk with Len - 8:40 1:00pm Mike and Tom 1-on-1 (Tom's Office)	9:00am Senior Staff Meeting 10:00am Dean and Tom 1/1 (Tom's Office)	16	8:30am Aaron and Tom 9:00am Bill and Tom 1/1 10.30am Weekly 2:00pm Copy, 1/1 with 6:00pm Real Men Wear	11:00am 1 on 1 Joe and Tom (Office) - Marcy Harrison	0
20	1:00pm Mike and Tom 1-on-1 (Tom's Office) - Marcy Harrison	9:00am Senior Staff Meeting (Hollingsworth) - 10:00am Dean and Tom 1/1 (Tom's Office) -	23	24 8:30am Aaron and Tom 1 on 1 (1212) - Marcy 9:00am Bill and Tom 1/1 10:30am Weekly 2:00pm Copy, 1/1 with	25 11:00am 1 on 1 Joe and Tom (Office) - Marcy Harrison	56
27	1:00pm Mike and Tom 1-on-1 (Tom's Office) - Marcy Harrison	10:00am Dean and Tom 1/1 (Tom's Office) Marcy Harrison	30	Dec 1	2	(m

12/12/2016 8:26 AM

Marcy Harrison

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #7(b)

Agenda Item: UAP & Ridership Updates

Presenter: Tom Phillips, Executive Director

Recommended

Action: None

Summary: Oral Presentation

Attachments: UAP & Ridership Report

UAP Ridership Totals 2015-16		LAMTD	WHAT	Total
	September	11,015	9,493	20,508
	October	14,874	11,463	26,337
UAP Ridership 2015-16		LAMTD	WHAT	Total
Polk State College				
	September	4,200	2,564	6,764
	October	4,215	2,235	6,450
LEGOLAND				
	September	232	1,249	1,481
	October	134	1,176	1,310
South Eastern University				
	September	197	94	291
	October	185	32	217
COLTS				
	September	1,388	1,288	2,676
	October	1,433	1,393	2,826
Veterans				
	September	3,328	1,325	4,653
	October	3,045	1,324	4,369
Southern Technical College				
	September	316	383	699
	October	283	351	634
Polk Health Care				
	September	2,643	1,171	3,814
	October	2,363	979	3,342
Central Florida Healthcare				
	September	1,732	449	2,181
	October	1,485	458	1,943
New Beginnings High School				
	September	1,179	3,534	4,713
	October	1,731	3,515	5,246

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #7(c)

Agenda Item: Municipality Fair Share Agreements

Presenter: Tom Phillips, Executive Director

Recommended

Action: None

Summary: Oral Presentation



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		Current		
	Total Miles	Contributions	Current Cost	Percent
Auburndale	69,744.49	49,783	\$235,387.65	21%
Winter Haven	153,977.98	109,000	\$519,675.69	21%
Lake Alfred	22,518.78	5,000	\$76,000.87	7%
Lake Wales	59,598.15	5,433	\$201,143.77	3%
Haines City	14,162.16	12,335	\$47,797.28	26%
Bartow	58,269.21	21,534	\$196,658.58	11%
Davenport	0	0	0	0%
Dundee	0	0	0	0%
Eagle Lake	10,960.22	5,000	\$36,990.73	14%
Fort Meade	21,084.00	0	\$71,158.50	0%
Frostproof	23,685.77	0	\$79,939.46	0%
Totals	389,231	\$208,085	\$1,313,654.56	16%

^{*}Contribution numbers are rounded up to the nearest percentage

^{**}Haines City contribution percentage is significantly overstated as it does not include LYNX routes 416 & 427

^{***}Services for Davenport and Dundee are still being calculated

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #7(d)

Agenda Item: Countyline Update

Presenter: Tom Phillips, Executive Director

Recommended

Action: None

Summary: Oral Presentation



Map 2 at Polk State College

Service Hours 2:15p - 6:05p

Stops

1 Polk State College Airside

2 W Pipken Rd @ Medulla Rd

3 County Line Rd @ Amazon

Frontage Rd 9 @ Region Ct

Trontage Rd 9 @ Kensinger Rd.

6 Swindell Rd @ D5 Services

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #7(e)

Agenda Item: Appointment of Audit Committee Members

Presenter: Tom Phillips, Executive Director

Recommended

Action: None

Summary: Oral Presentation

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 14, 2016 AGENDA ITEM #8

Agenda Item: Other Business

Presenter: TBD

Recommended

Action: None

Summary: None

Attachments: None