

**LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, February 10, 2016, at 8:30 a.m.**

Call to Order	<u>Action Required</u>
• Roll Call	
1. Approval of Minutes	
• January 13, 2016, Board Meeting	Approval
2. Public Comments	TBD
3. Board Action	TBD
4. Finance / David Persaud	
(a) December Financial Statement	None
(b) County Full Time Position	Approval
(c) PT Financials	None
(d) Fuel Island	Approval
(e) January Ridership Report	None
(f) Bus Lease Agreement	Approval
5. Operations / Dean Kirkland-McMillan	
(a) SSPP	Approval
(b) SPP	Approval
6. Governmental & Community Relations / Erin Killebrew	
(a) Fast Act 2015	None
7. Executive Reports / Tom Phillips, Executive Director	
(a) Executive Director Update	None
(b) South Eastern Proposal	None
(c) Greyhound Update	None
(d) Transition House	None
8. Other Business	TBD

Adjournment

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2016
AGENDA ITEM #1

Agenda Item: Approval of January 13, 2016, Board of Directors Meeting Minutes.

Presenter: Marcy Harrison

Recommended

Action: Board of Directors approve the Minutes of the January 13, 2016.

Summary: The LAMTD Board of Directors Meeting Minutes for January 13, 2016, summarizes agenda items covered during that meeting.

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

1. Election of Officers
2. Board Minutes for January 9, 2016
3. Lynx Bus Transfer
4. Grant Resolutions 16-01 thru 16-04
5. Bus Service Agreements for Lynx Routes 416, 427, & 603

Attachments: January 13, 2016, Board of Directors Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MINUTES
JANUARY 13, 2016

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 Phillip Walker

Executive Director: Tom Phillips
Executive Assistant: Marcy Harrison

Call to Order

8:30a.m. by Chairman Don Selvage

Roll Call

Present

Commissioner Hall
Commissioner Malless
Commissioner Selvage
Commissioner Lindsey
Commissioner Walker

Agenda Item #1 – Election of Officers

- Commissioner Lindsey motioned to elect John Hall to represent the LAMTD Board as Chairman.

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

“Approval of John Hall as LAMTD Chairman”

MOTION CARRIED UNANIMOUSLY

- Commissioner Hall motioned to elect George Lindsey to represent the LAMTD Board as Vice-Chairman.

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

“Approval of George Lindsey as LAMTD Vice-Chairman”

MOTION CARRIED UNANIMOUSLY

- Commissioner Lindsey motioned to elect Jim Malless to represent the LAMTD Board as Secretary.

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

“Approval of Jim Malless as LAMTD Secretary”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Approval of Minutes for December 9, 2016 Board of Directors Meeting

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

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

MOTION CARRIED UNANIMOUSLY

Agenda Item #3 – Public Comments

None at this time

Agenda Item #4 – Board Actions

(a) Weapons Policy – The below weapons policy was presented to the Board of Directors.

FIREARMS/WEAPONS IN THE WORKPLACE POLICY

PURPOSE

This Policy is designed to protect internal and external customers. The intent is to minimize the risk that use of a firearm may result in accidental or intentional harm and minimize the potential for intimidation caused by the presence of firearms.

POLICY

Except as provided in this policy, employees are prohibited from carrying any firearms while on-duty and are prohibited from carrying firearms on Lakeland Area Mass District(Citrus Connection) property or contracted property to include, facilities, bus shelters and bus stops, buses and Non-revenue vehicles. This includes employees who have obtained a concealed weapons permit. For purposes of this policy:

1. On-duty means any time the employee is performing work for or on behalf of Lakeland area Mass transit District (Citrus Connection) This includes, but is not limited to any travel on Company business, attending community meetings, classes or conferences. On-duty does not include "on-call" or "standby" status, except that the employee shall be subject to the policy upon commencing regular duty. It does not include the employee's commute between the employee's residence and his or her regular work site unless operating a district vehicle, the firearm shall not be stored on any District property.
2. District property means any District owned or leased property, facilities, equipment or vehicles. It includes, but is not limited to parking lots, common areas and private vehicles while in use on District business.

EXCEPTIONS

Sworn law enforcement officers and assistant deputy district attorneys shall be subject to the policies, procedures and decisions of the Sheriff and District Attorney, respectively.

VIOLATIONS

Violation of this policy shall be a basis for discipline up to and including termination. Discipline is in addition to, and not in lieu of, any criminal or other action provided by law. Violation of this policy may be deemed malfeasance or willful or wanton neglect of duty, in which case the District may decline to indemnify and defend an employee in a civil suit relating to the employee violating this policy.

(b) Wellness Program

Susan Alfano, HR Manager addressed the board and informed them that they are working with our insurance brokers to see the types of Wellness programs that would best fit for our employees. No changes, additions, or deletions will be made until the renewal of our current plan.

(c) Snapshot: Before and After – see power point presentation

(d) Strategic Planning Meeting has been postponed due to conflicts in scheduling. The District has been given the directive to contact Dr. Ross and offer nights, weekends, and/or anytime that he would be available.

Agenda Item #5 – Legal / Darby Group & Joseph Cheney, Fleet Maintenance Director

(a) Lynx Bus Transfer - Agreement was presented to the Board

“Approval of the Lynx Bus Transfer Agreement”

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Finance / David Persaud, Chief Financial Officer

(a) Financial Statement November 2015

Year to Date November 30, 2015					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	16.7%	\$1,720,612	\$3,463,100	201%	\$10.3 Million
Expenses YTD	16.7%	\$1,720,612	\$1,164,411	68%	\$10.3 Million

REVENUES:

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

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

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Florida DOT operating grants is being billed quarterly effective fiscal year 2014-2015. The first billing covered the quarter ending Dec. 31, 2015. These grants are on a cash basis which mean the services must be provided before we receive grant assistance.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Advertising income totaled \$18,704 or 65% of budget.
- Other revenues are not significant and are on a cash basis which means these revenues are recognized when the cash is received and in line with the year-to-date budget.

EXPENSES:

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

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

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

CHANGE IN FINANCIAL CONDITION

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

STATISTICAL TRENDS LAST FOUR YEARS AUDITED FINANCIAL STATEMENTS

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

(b) PCTS November 2015

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

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

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

Revenues

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

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

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

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

Expenses

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

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

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

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

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

(c) Grant Resolutions 16-01 thru 16-04

Applications to the FDOT for the Federal Transit Administration (FTA) Section 5310 Grand Funds and for Section 5310 Grant Funds as Designated Recipient and under the Countywide Transit System Agreement.

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

“Approval of Grant Resolutions 16-01 thru 16-04 for section 5310 of grant funds as Designated Recipient and under the Countrywide Transit System Agreement”

MOTION CARRIED UNANIMOUSLY

(d) Bus Service Agreements for Lynx Routes, 416, 427, & 603

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

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

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

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

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

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

“Approval of Board approval of the 2016 Bus Service Agreement between the Lakeland Area Mass Transit District and the Central Florida Regional Transportation Authority”

MOTION CARRIED UNANIMOUSLY

- (e) UAP Ridership Report presented - attached
- (f) Redevelopment Trust Fund for Taxes 2015 – Tom Phillips, Executive Director has been given the direct to contact the City of Lakeland and re-open communication.

Agenda Item #7 – Bill Knieriem, Director of Operations

- (a) Community Scorecard: Trip Scoring Index – Presented by Dean Kirkland-McMillan, Director of Safety, Security & Operational Support reported to the board the trip scoring index for the District routes.

Agenda Item #8 - Executive Update / Tom Phillips, Executive Director

- (a) Activity Report presented to board – see attached
- (b) UAP Ridership Report presented to board – see attached

Agenda Item #9 – Other Business

Adjournment

Approved this 13th day of January, 2016.

Chairman – Commissioner Don Selvage

Minutes Taker – Marcy Harrison

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 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
FEBRUARY 10, 2016
AGENDA ITEM #3

Agenda Item: **Board Action Item**

Presenter: TBD

Recommended
Action: None

Summary: None

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
February 10, 2016
AGENDA ITEM #4(a)

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

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 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 December 31, 2015
FY 2015-2016

Year to Date December 31, 2015

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	25%	\$2,580,920	\$4,012,135	156%	\$10.3 Million
Expenses YTD	25%	\$2,580,920	\$2,043,190	79%	\$10.3 Million

REVENUES:

The total revenues realized year-to-date through December 31, 2015 totaled \$4.0 million or 156% of the YTD budget.

- Farebox revenues reflect 120% of budgeted revenues through December 31, 2015. The revenues are over budget due to contractual revenues from RAMCO \$93,000 received.
- Ad Valorem taxes reflect \$3.3 million or 90% of budget. The total budgeted revenues is \$3.65 million

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Florida DOT operating grants is being billed quarterly effective fiscal year 2014-2015. The first billing covered the quarter ending Dec. 31, 2015. These grants are on a cash basis which mean the services must be provided before we receive grant assistance.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Advertising income totaled \$47,464 or 109% of YTD 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 December 31, 2015
FY 2015-2016

EXPENSES:

The total expenses year-to-date through December 31, 2015 totaled \$2.04 million or 69% of the YTD budget.

- Salaries and benefits represent 63% of the FY 2015-2016 budget. As of December 31, 2015 those expenses totaled \$1.5 million or 90% of the YTD budget due to vacant positions.
- Professional and Technical Services expenses totaled \$44,000 or 42% of the YTD budget; a favorable variance.
- Other services expenses totaled \$11,053 or 32% of the YTD budget.
- Fuel expenses totaled \$129,000 or 59% YTD budget due to declining fuel prices; a favorable variance.
- Materials and supplies totaled \$163,000 under budget by 10% due to use of parts and supplies, a favorable variance.
- Advertising promotion expenses totaled \$7,500 under budget.
- Dues and subscriptions, and office supplies are over budget due to payment for the City of Lakeland Bicycle Program subscription.
- Property appraiser, Tax Collector Commission and CRA payments totaled \$66,267 slightly over the budget due to property appraiser fees paid.

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

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through Dec. 31 st the financials reflect favorable budget to actual performance. (revenues over expenses) due to receipt of property tax revenue.
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STATISTICAL TRENDS LAST FOUR YEARS AUDITED FINANCIAL STATEMENTS
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	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

FY 2016

MONTHLY FINANCIAL STATEMENT

MONTH OF Dec 2015

		Month				YTD				Approved Annual Budget
		Actual	Budget	Variance		Actual	Budget	Variance		
				\$'s	%			\$'s	%	
REVENUES:										
15	Farebox/Pass Sales	\$ 66,513	\$ 82,228	\$ (15,716)	-19%	\$ 224,424	\$ 246,685	\$ (22,261)	-9%	\$ 986,740
17	Contract Income (UAP)	\$ 21,274	\$ 27,787	\$ (6,513)	-23%	\$ 71,461	\$ 83,360	\$ (11,899)	-14%	\$ 333,440
17b	Other Contract Revenue	\$ 146,104	\$ 42,799	\$ 103,305	241%	\$ 252,313	\$ 128,398	\$ 123,915	97%	\$ 513,590
18	Miscellaneous Income	\$ 2,466	\$ 833	\$ 1,633	196%	\$ 2,738	\$ 2,500	\$ 238	10%	\$ 10,000
19	Advertising Revenues	\$ 28,760	\$ 14,500	\$ 14,260	98%	\$ 47,464	\$ 43,500	\$ 3,964	9%	\$ 174,000
20	Investment/Interest Income (net)	\$ 146	\$ 93	\$ 53	57%	\$ 362	\$ 280	\$ 82	29%	\$ 1,120
21	Ad Valorum Income, net	\$ 150,258	\$ 304,030	\$ (153,772)	-51%	\$ 3,299,337	\$ 912,090	\$ 2,387,247	262%	\$ 3,648,360
22	FDOT Operating Grant	\$ -	\$ 136,799	\$ (136,799)	-100%	\$ -	\$ 410,398	\$ (410,398)	-100%	\$ 1,641,590
23	Federal Operating Grant	\$ -	\$ 218,673	\$ (218,673)	-100%	\$ -	\$ 656,020	\$ (656,020)	-100%	\$ 2,624,080
24	Charitable Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
25	Cost Recovery	\$ 6,933	\$ -	\$ 6,933	0%	\$ 4,846	\$ -	\$ 4,846	0%	\$ -
26	Operating Assistance:	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
27	Bartow Express	\$ 4,902	\$ 4,402	\$ 501	11%	\$ 14,707	\$ 13,205	\$ 1,502	11%	\$ 52,820
27b	PCTS - Support Cost Reimb.	\$ 31,494	\$ 28,161	\$ 3,333	12%	\$ 94,483	\$ 84,483	\$ 10,000	12%	\$ 337,930
Reserve										
TOTAL REVENUES		\$ 458,851	\$ 860,306	\$ (401,455)	-47%	\$ 4,012,135	\$ 2,580,918	\$ 1,431,218	55%	\$ 10,323,670
ELIGIBLE EXPENSES:										
32	Salaries	\$ 360,039	\$ 362,436	\$ (2,397)	-1%	\$ 943,206	\$ 1,087,309	\$ (144,103)	-13%	\$ 4,349,237
33	Employee Benefits	\$ 212,351	\$ 179,581	\$ 32,770	18%	\$ 514,651	\$ 538,742	\$ (24,091)	-4%	\$ 2,154,968
34	Advertising Fees - Admin	\$ -	\$ 1,008	\$ (1,008)	-100%	\$ 1,210	\$ 3,025	\$ (1,815)	-60%	\$ 12,100
35	Professional & Technical Serv.	\$ 20,035	\$ 34,567	\$ (14,532)	-42%	\$ 43,957	\$ 103,700	\$ (59,744)	-58%	\$ 414,800
36	Contract Maintenance Service	\$ 1,962	\$ 7,750	\$ (5,788)	-75%	\$ 8,745	\$ 23,250	\$ (14,505)	-62%	\$ 93,000
37	Other Services	\$ 4,235	\$ 11,546	\$ (7,311)	-63%	\$ 11,053	\$ 34,638	\$ (23,585)	-68%	\$ 138,550
38	Fuel & Lubricants (net)	\$ 58,549	\$ 73,428	\$ (14,878)	-20%	\$ 129,092	\$ 220,283	\$ (91,191)	-41%	\$ 881,130
39	Freight	\$ 56	\$ 25	\$ 31	122%	\$ 917	\$ 75	\$ 842	1123%	\$ 300
40	Repair & Maintenance Admin Bldg	\$ 98	\$ 1,000	\$ (902)	-90%	\$ 370	\$ 3,000	\$ (2,630)	-88%	\$ 12,000
41	Repair & Maintenance Terminal	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
42	Materials & Supplies	\$ 59,474	\$ 60,451	\$ (977)	-2%	\$ 163,350	\$ 181,353	\$ (18,002)	-10%	\$ 725,410
43	Utilities/Telephone - Admin	\$ 7,970	\$ 9,208	\$ (1,238)	-13%	\$ 27,495	\$ 27,625	\$ (130)	0%	\$ 110,500
44	Physical Damage Insurance	\$ 2,140	\$ 2,154	\$ (14)	-1%	\$ 6,421	\$ 6,463	\$ (41)	-1%	\$ 25,850
45	Liab & Prop Damage Insurance	\$ 18,016	\$ 18,250	\$ (234)	-1%	\$ 54,048	\$ 54,750	\$ (702)	-1%	\$ 219,000
46	Other Corporate Insurance	\$ -	\$ 58	\$ (58)	-100%	\$ -	\$ 175	\$ (175)	-100%	\$ 700
47	Vehicle Licensing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
48	Dues & Subscriptions	\$ 5,990	\$ 1,529	\$ 4,461	292%	\$ 17,016	\$ 4,588	\$ 12,429	271%	\$ 18,350
49	Education/Training/Meeting/Travel	\$ 3,824	\$ 6,086	\$ (2,262)	-37%	\$ 22,319	\$ 18,258	\$ 4,061	22%	\$ 73,030
50	Service Charges	\$ 1,452	\$ 3,483	\$ (2,032)	-58%	\$ 3,182	\$ 10,450	\$ (7,268)	-70%	\$ 41,800
51	Office Expense	\$ 10,748	\$ 4,096	\$ 6,652	162%	\$ 22,014	\$ 12,288	\$ 9,726	79%	\$ 49,153
52	Advertising & Promotion	\$ 7,024	\$ 3,033	\$ 3,990	132%	\$ 7,524	\$ 9,100	\$ (1,576)	-17%	\$ 36,400
53	Miscellaneous Expenses	\$ -	\$ 1,850	\$ (1,850)	-100%	\$ -	\$ 5,550	\$ (5,550)	-100%	\$ 22,200
54	Property Appraiser/Tax Collector Comm	\$ 3,006	\$ 21,533	\$ (18,528)	-86%	\$ 66,267	\$ 64,600	\$ 1,667	3%	\$ 258,400
55	PTA/Winter Haven Billable Expenses	\$ -	\$ 517	\$ (517)	-100%	\$ 352	\$ 1,550	\$ (1,198)	-77%	\$ 6,200
Capital Expenditures			\$ 56,716				\$ 170,148			\$ 680,592
TOTAL ELIGIBLE EXPENSES:		\$ 776,968	\$ 860,306	\$ (83,338)	-10%	\$ 2,043,189	\$ 2,580,918	\$ (537,729)	-21%	\$ 10,323,670
NET REVENUES OVER										
(UNDER) EXPENSES		\$ (318,118)	\$ (0)	\$ (318,118)		\$ 1,968,946	\$ (0)	\$ 1,968,946		\$ (0)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2016
AGENDA ITEM #4(c)

Agenda Item: December 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 Attachments

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of December 31, 2016
Year to Date Report
Percent of FY Reported (25%)

Revenues

- The revenues totaled \$1,343,489 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 \$32,169, or 69% of the year-to-date budget.
- The County funding is designed to reflect a 1/12 allocation as cash advance to facilitate cash flow with receipt of \$1.3 million.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$806,758 or 49% of the year-to-date budget.
- Salaries and wages totaled \$492,183 or 57% of the YTD Budget.
- Operating expenses totaled \$314,575 or 55% of the YTD Budget.
- The contract services is for contractual cost for the Lynx service and other planned contractual services such as Transportation Disadvantaged that is lagging.

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

Revenues

	Annual Budget	%	YTD Budget	YTD Actual	Percent Expended
Revenues					
FTA 5307 Grant	\$ 1,125,545	17%	\$ 281,386	\$ -	0%
Fares	\$ 186,661	3%	\$ 46,665	\$ 32,169	69%
PCTS	\$ 5,245,278	80%	\$ 1,311,320	\$ 1,311,320	100%
Total	\$ 6,557,484	100%	\$ 1,639,371	\$ 1,343,489	82%

Expenses

	Annual Budget	%	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,434,803	52%	\$ 858,701	\$ 492,183	57%
Contract	\$ 833,783	13%	\$ 208,446	\$ -	0%
Operating	\$ 2,288,898	35%	\$ 572,225	\$ 314,575	55%
Total	\$ 6,557,484	100%	\$ 1,639,371	\$ 806,758	49%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBURARY 10, 2016
AGENDA ITEM #4(d)

Agenda Item: Request approval to demolish the old Fuel Island on the Transit Property.

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: Approval for demolishing the old Fuel Island located at George Jenkins Blvd. for safety purposes.

Summary: The old Fuel Island located at 1212 George Jenkins Blvd. has exhausted its useful life and is in a state of repair or demolition.

A new Fuel Island was constructed and the old Fuel Island has deteriorated physically and the remaining structure is a cause for safety and removal.

Staff will solicit the services of a contractor to demolish the structure and remove it for safety concerns.

The estimated independent cost estimate to complete the work is \$10,500 to solicit the service for an independent contractor to complete the demolition. The funding needs to be addressed. The only funding source is the debt service funds restricted in FY 2015-16 budget totaling \$680,000. These funds are designated for one bus replacement in FY 2016 for \$46,000 and improvement to 6 buses for \$180,000 for a total of \$226,000 leaving a balance of \$454,000. The lease financing in FY 2015-16 for debt service for FY 2015-16 and FY 2016-17 for three buses based on the lease financing completed is \$133,000 annually. Funding remaining is estimated at \$367,000.

Funding: Appropriation from the restricted debt service funds addressed above.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: February 10, 2016
AGENDA ITEM #4(e)

Agenda Item: Ridership Report

Presenter: David Persaud, CFO

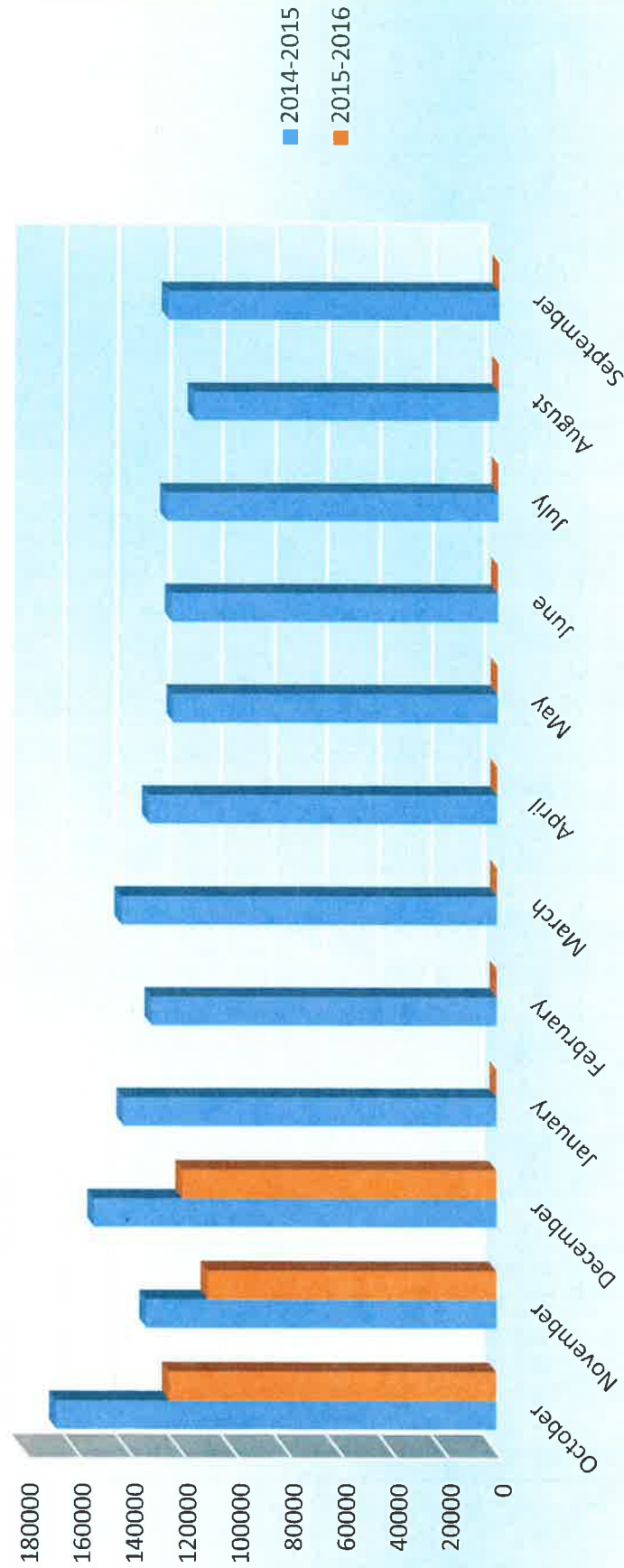
Recommended Action: Information only

Financial Impact: None

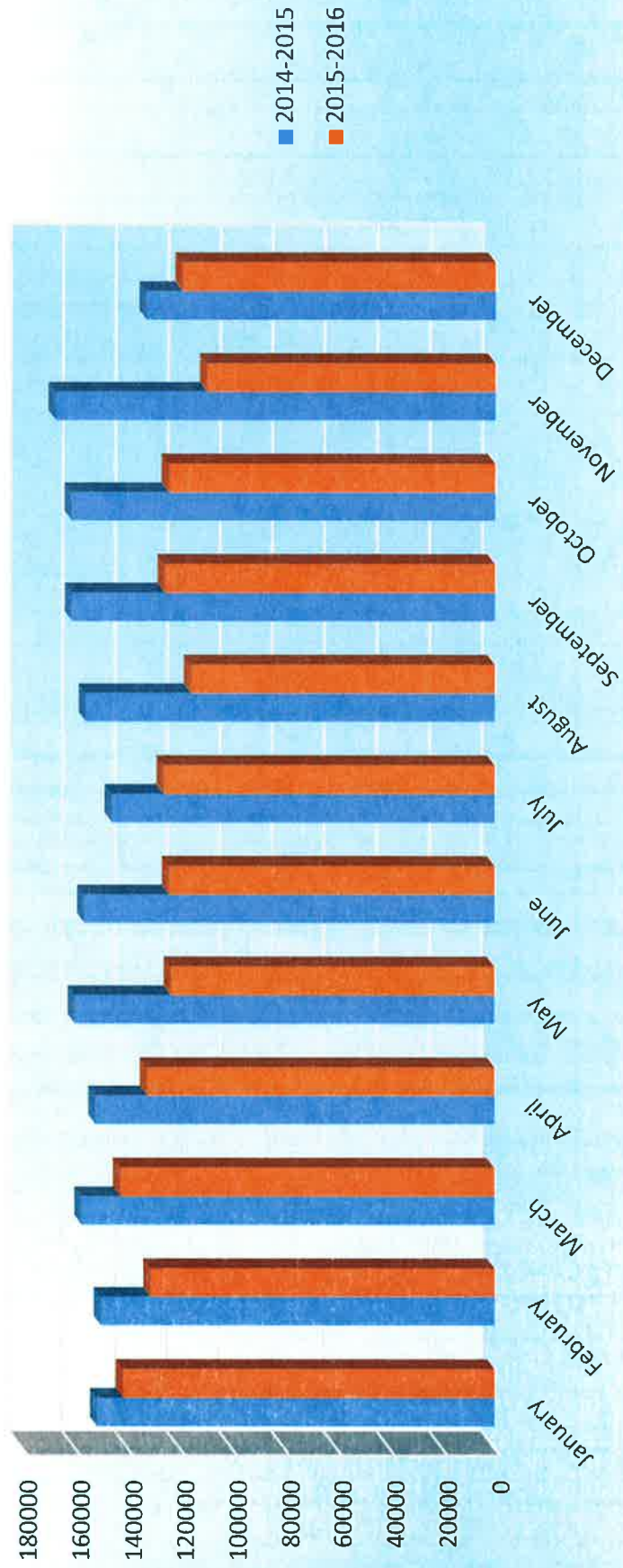
Summary: Year to date ridership information for the entire system including LAMTD, Winter Haven, Rural and Demand Response through December 31, 2015

Attachment: Ridership Report

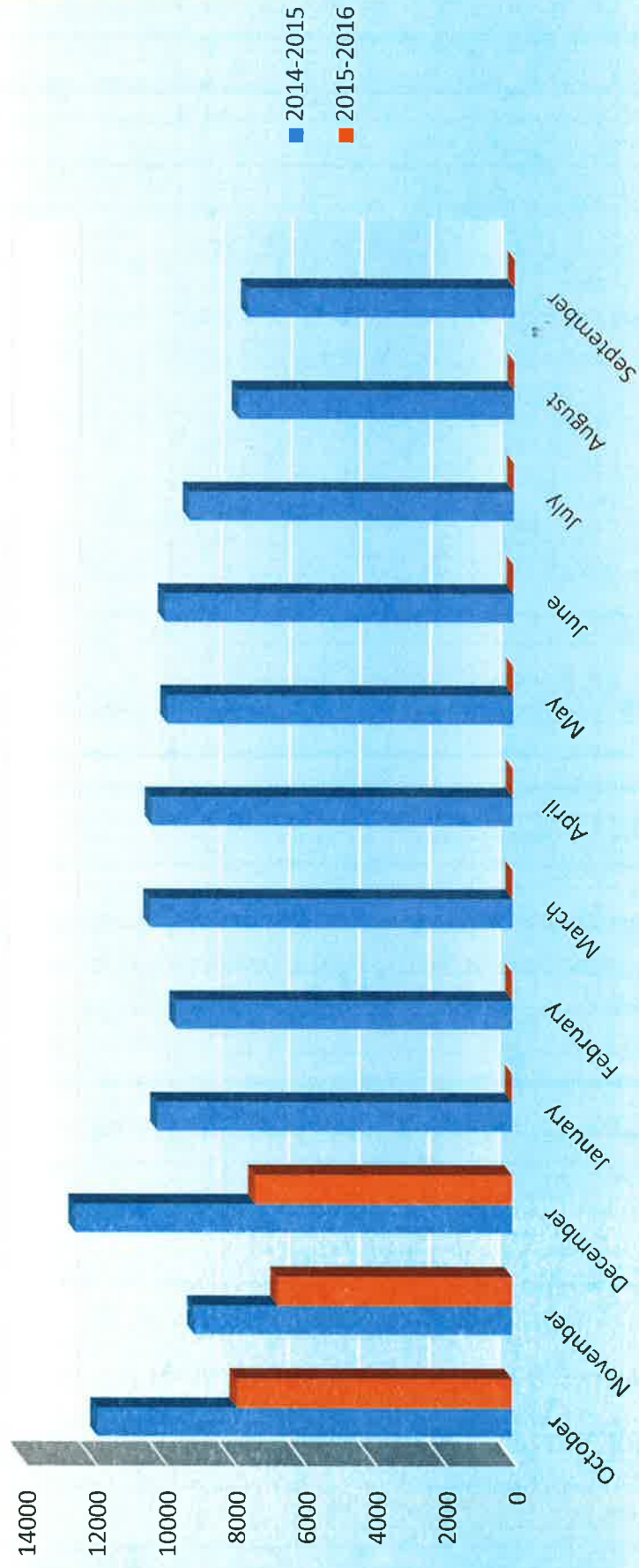
Citrus Connection Fixed Route Total Ridership



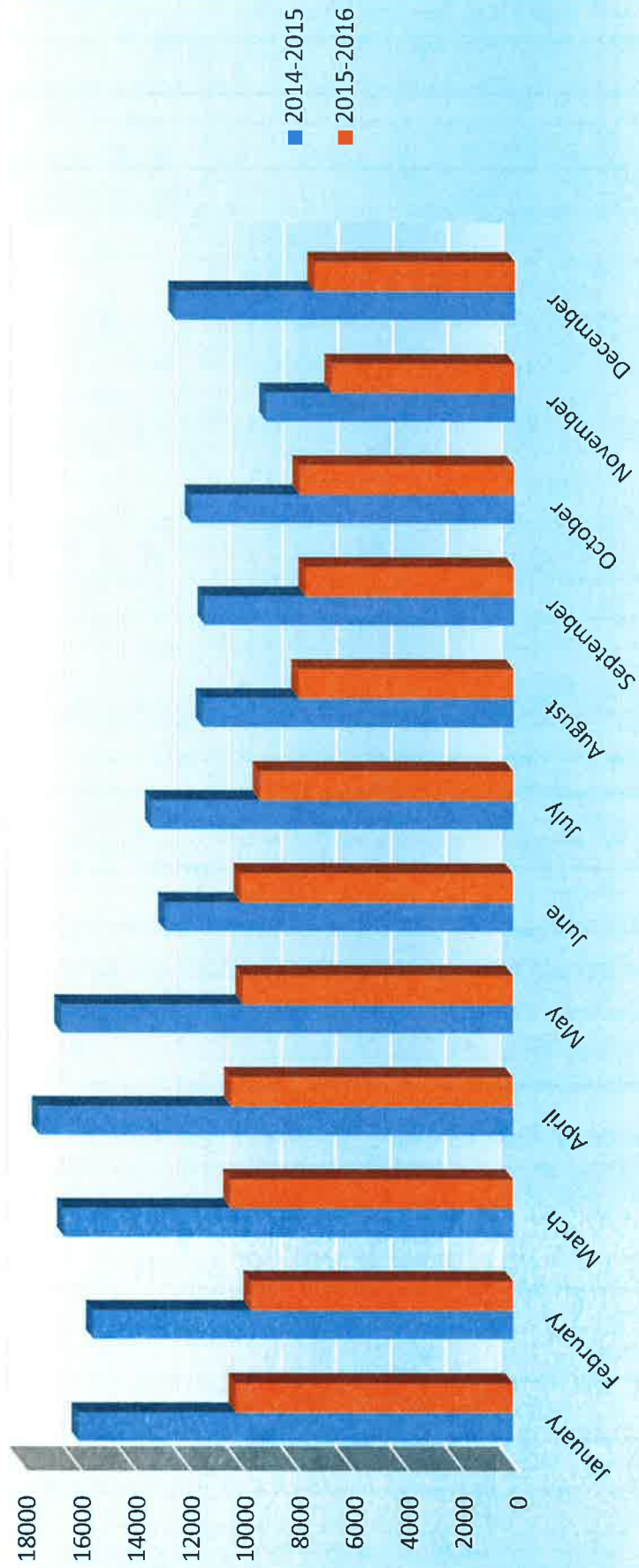
Fixed Route Over 12 Months



Citrus Connection Para-Transit Total Ridership



Para-Transit Over 12 Months



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2016
AGENDA ITEM #4(f)

Agenda Item: **Bus Lease Purchase Agreement**

Presenter: David Persaud, CFO

Recommended

Action: Recommend Board approve award of Contract #16-015 for the Bus Lease-Purchase Agreement to Banc of America Public Capital Corporation (BAPCC), a subsidiary of Bank of America, National Association, for a Not to Exceed \$1,357,500 in Principal Funding over twelve (12) year term

Funding Source: The debt service funding total of \$680,000 is included in the Fiscal Year (FY) 2015-2016 Budget.

The District FY 2015-2016 budget for capital funding reflects three fixed route bus purchases, one in FY 2015-2016 and two in FY 2016-2017. The estimated annual debt of service over 12 years totaled \$132,905 annually (\$44,300 per bus). Funds will be escrowed in an interest bearing account and restricted for debt services.

Summary: On December 10, 2015, the District issued a Request for Proposal #16-015, on behalf of the Finance Department, for experienced and qualified firms interested in providing a Fixed Rate Bus Lease-Purchase Agreement for the District's Fleet Replacement Program. More specifically to finance three (3) heavy duty, fixed route buses and add-on equipment. The approximate amount for the purchase is \$1,357,500.00 (\$452,500 per bus).

The solicitation was posted publicly on the District's website, and the "business-2-government" web service "Demand-star.com", provided by Onvia.

AGENDA ITEM #9 – CONT.

Twenty five (25) firms received notification of the posting, of which 13% were Minority Owned Small Businesses found through the District's Vendor Database, BizNet website, or Demandstar.

The offers received were evaluated 70% price and 30% technically. The price review was given a higher weight to ensure the most advantageous interest rate available. Though equally important, the technical review was given a lesser weight, allowing us to ensure the selected firm possessed longevity, experience, adequate staff, and a clear understanding of the requirements outlined in the solicitation.

Two offers were received and reviewed for responsiveness by the Contract Specialist. The Source Evaluation Committee (SEC) reviewed the proposals received in accordance with the evaluation criteria identified in Section 5 of the solicitation with the award recommendation is given to the highest ranked offeror that best demonstrated the ability to meet the needs of the District.

A responsibility review was conducted to verify the firm's ability to perform the specified services. The evaluation resulted in the firm of Banc of America Public Capital Corporation (BAPCC), a subsidiary of Bank of America, N.A. being recommended as the best value for the District.

The offer submitted by BAPCC reflects an interest rate of 2.64820 %, falling within the budget provisions attached here.

Attachments: Contract Award Analysis
 Evaluation Summary Sheets

AWARD ANALYSIS AND SUMMARY SHEET**Solicitation Number: 16-015****Contract Information**

- A. Description:** Bus Lease-Purchase Agreement
- B. Contractor:** Banc of America Public Capital Corp
- C. Contract Number:** 6-015
- D. Contract Amount:** Not to Exceed \$1,357,500 Principal Funded
- E. Contract Type:** Firm Fixed Rate
- F. Term of Contract:** 12 year
- G. Options Available:** None
- H. Base Term Expiration:** 2/12/28
- I. Options Term(s) Expiration:** N/A
- J. Funding Source:** Operating Funds

Solicitation Information

- A. Issue Date:** 12/10/2015
- B. Number of Notifications Sent:** Twenty-five (25) firms received the request for proposal
- C. Date and Time Offers were due:** 01/07/16, 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** Two (2)
- E. Technical and Price Summary Offers:**

SUMMARY SHEET				
Offeror	PRICE POINTS (700 possible points)	TECHNICAL POINTS (300 possible points)	TECHNICAL + PRICE POINTS	RANKING
Banc of America	700	262	962	1
US Bancorp	697	235	932	2
N/A	0	0	0	3

See attached evaluation details

F. Late Offers (if any): None

G. Discussion of Nonresponsive Offers (if any): None

H. Cost Price Reasonableness Summary: Price determined to be fair and reasonable based on Price comparison of all bids received and online research of like financial institutions.

I. Determination of Responsibility:

Financial Responsibility Survey: The intended awardee is determined to be a financially responsible firm.

Arithmetic Check: Yes

Debarment/Suspension Status: Not on the federal government's debarred /suspended list. Excluded, Debarred, or Suspended List Sites searched:

- FL Department of Management Services
(http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)
- Office of Inspector General (<http://exclusions.oig.hhs.gov/Default.aspx>)
- System for Award Management (<https://www.sam.gov/portal/public/SAM?portal:componentId>)

J. Protests received (and disposition of any received, if applicable): None.

Determination and Recommendation

Banc of America Public Capital Corp is determined to be a financially responsible firm, which submitted the highest ranked offer. They have the capacity to perform under this contract and are recommended for award

Prepared: 
Purchasing Agent/Contracts Specialist


Date

RFP 16-015

Bus Lease-Purchase Agreement

CALCULATED TECHNICAL & PRICE SUMMARY SHEET

Offeror	PRICE POINTS (700 possible points)	TECHNICAL POINTS (300 possible points)	TECHNICAL + PRICE POINTS	RANKING
Banc of America	700	262	962	1
US Bancorp	697	235	932	2
N/A	0	0	0	3

Format Created by: Lisa Creel-Harris 12/15/16

SUMMARY SUBMITTED BY & Date:

L Harris 1/20/16

RFP 16-015

Bus Lease-Purchase Agreement

Contract Agent - Price Review - 700 Point Max

Firm	Interest Rate	Other / Legal Fees	Principal Loan	Total Principal + Other Fees	Total Interest	Total Loan Amount	Monthly Payment	Total Points
Banc of America	2.6482	\$ 7,500.00	\$ 1,357,500.00	\$ 1,365,000.00	\$ 229,848.54	\$ 1,594,848.54	\$ 11,075.34	700
US Bancorp	2.8210	\$ -	\$ 1,357,500.00	\$ 1,357,500.00	\$ 244,289.28	\$ 1,601,789.28	\$ 11,123.54	697
N/A		\$ -	\$ -	\$ -	\$ -	\$ -		0

Format Created by: Lisa Creel-Harris 12/15/16

SUMMARY SUBMITTED BY & Date:

 1/15/16

the formula used is "=-+F5 [lowest total price]/F5 [current cell] * 700 [available points]

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2015
AGENDA ITEM #5(a)

Agenda Item: **System Safety Program Plan**

Presenter: Dean Kirkland-McMillan

Recommended

Action: Board approve the 2015 System Safety Program Plan and its component the Security Program Plan.

Summary: Annually, the District is required to update the System Safety Program Plan (SSPP). The 2015 update describes the functions and responsibilities required to implement and maintain a high level of safety at the Citrus Connection. The SSPP provides a means for improving communications, documentation, and coordination within the entire system. It contributes to employees' safety knowledge in order to reduce injuries, property damage, and delays in service. The SSPP applies to all areas of the transit system, including: facility design; administration; equipment procurement; operations; and maintenance.

Attachments: 2015 System Safety Program Plan

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2015
AGENDA ITEM #5(b)

Agenda Item: **System Security Plan**

Presenter: Dean Kirkland-McMillan

Recommended

Action: Board approve the 2016 System Security Plan

Summary: Annually, the District is required to update the System Security Plan (SSPP). The 2016 update describes the functions and responsibilities required to implement and maintain a high level of safety and security at the Citrus Connection. The SPP provides a means for improving communications, documentation, and coordination within the entire system. It contributes to employees' safety knowledge in order to reduce injuries, property damage, and delays in service. The SPP applies to all areas of the transit system,

Attachments: The SPP has been adopted separately from the SSPP. Bus transit systems are prohibited by Section 119.071(3) (2), Florida Statutes, from publicly disclosing the SPP, as applicable under any circumstance. The document is maintained in a secure location by the management and access to the document is restricted to select agency personnel and appropriate FDOT personnel exercising oversight in this area. On-site access to the SPP is granted to regulatory authorities (FDOT, FTA, etc.) on as-needed basis.



BUS TRANSIT SYSTEM

ANNUAL SAFETY CERTIFICATION

Date: February 11, 2015

Name: Lakeland Area mass Transit District
d.b.a Citrus Connection

Address: 1212 George Jenkins Blvd.
Lakeland, Florida 33815

In accordance with Florida Statute 341.061, the bus system named above hereby adopts and certifies to the following:

1. The adoption of a System Safety Program Plan in accordance, at a minimum, with the established Florida Department Of Transportation safety standards set forth in Rule 14-90, Florida Administrative Code, for calendar year 2015
2. Compliance with adopted standards of the System Safety Program Plan (SSPP), for calendar year 2014.
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, for calendar year 2014

Signature: _____

Name: Commissioner: John Hall

Title: Chairman of the Board of Directors, Lakeland Area Mass Transit District

Signature: _____

Name: Tom Phillips

Title: Executive Director, Lakeland Area Mass Transit District

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2016
AGENDA ITEM #6

Agenda Item: FAST Act 2015 update

Presenter: Erin Killebrew, Director of Government & Community
Relations

Recommended
Action:

None

Summary: Oral Presentation

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2016
AGENDA ITEM #7(a)

Agenda Item: Executive Updates

Presenter: Tom Phillips, Executive Director

Recommended

Action: None

Summary:

- Monthly Activities Report

January 2016

January 2016							February 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	7	8	9	10	11	12	13
17	18	19	20	21	22	23	14	15	16	17	18	19	20
24	25	26	27	28	29	30	21	22	23	24	25	26	27
31							28	29					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 27	28	29	30	31	Jan 1, 16	2
					Off	
3	4	5	6	7	8	9
	8:00am PIN Annual Certifications and 1:00pm Mike and Tom 1-on-1 (Tom's Office)	Bartow Copy: Board of Directors, Performance Indicator 9:00am Senior Staff	9:00am Position Control Follow Up Meeting (Hollingsworth) - 1:30pm Lunch	Bartow 10:30am Weekly 10:30am BHD & TBD - 1:30pm Union Grievance	11:00am 1 on 1 Joe and Tom (Office) - Marcy 12:30pm Walker/Phillips LAMTD Orientation	
10	11	12	13	14	15	16
	1:00pm Mike and Tom 3:00pm General Investor 4:00pm CFDC Meeting 5:00pm Gang Task Force	Bartow 8:30am Email Ridership 11:00am Mtg with 1:00pm Workflow	8:30am LAMTD BOD Mtg (Hollingsworth) - 2:30pm Pick up William 4:00pm VISTEBall	Bartow 8:00am Mtg with 9:00am 4X Ribbon 10:30am Weekly	8:30am Audit Status 9:30am Senior Staff 11:00am 1 on 1 Joe and 1:00pm CTC Evaluation	
17	18	19	20	21	22	23
	Martin Luther King Day (United States) 1:00pm Mike and Tom 1-on-1 (Tom's Office)	Check In to the Home2 Suites by Hilton in Tallahassee (210 S. Magnolia Drive, Tallahassee, FL 32301) - Marcy Harr 10:00am Tom Meet & 12:00pm Leave for 5:15pm PRC Monthly	Tallahassee 9:15am Mtg-Rep. John 10:30am Mtg-Rep.	Tallahassee 9:00am TD day Rally 10:30am Weekly	10:30am 1 on 1 Joe and Tom (Office) - Marcy 11:00am Senior Staff	
24	25	26	27	28	29	30
	12:00pm Lunch with CFDC President 2:30pm walker CRA 4:00pm LEDC Meeting -	Bartow 1:30pm Southeastern Proposal (1000 2:30pm Pick up kids	9:00am PTA Board 11:00am Lunch with 12:30pm Marcy - Bartow 1:00pm Mike and Tom	Bartow 10:30am Weekly 11:15am Roti lunch 1:00pm Step 2 (Mortony	10:30am Regional Revenue Collection 11:00am 1 on 1 Joe and	
31	Feb 1	2	3	4	5	6

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2016
AGENDA ITEM #7(b)

Agenda Item: South Eastern College Proposal

Presenter: Tom Phillips, Executive Director

Recommended
Action: Informational

Summary: Oral presentation

Shuttle Proposal for



CitrusConnection

2016



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



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



> cart details & operating hours

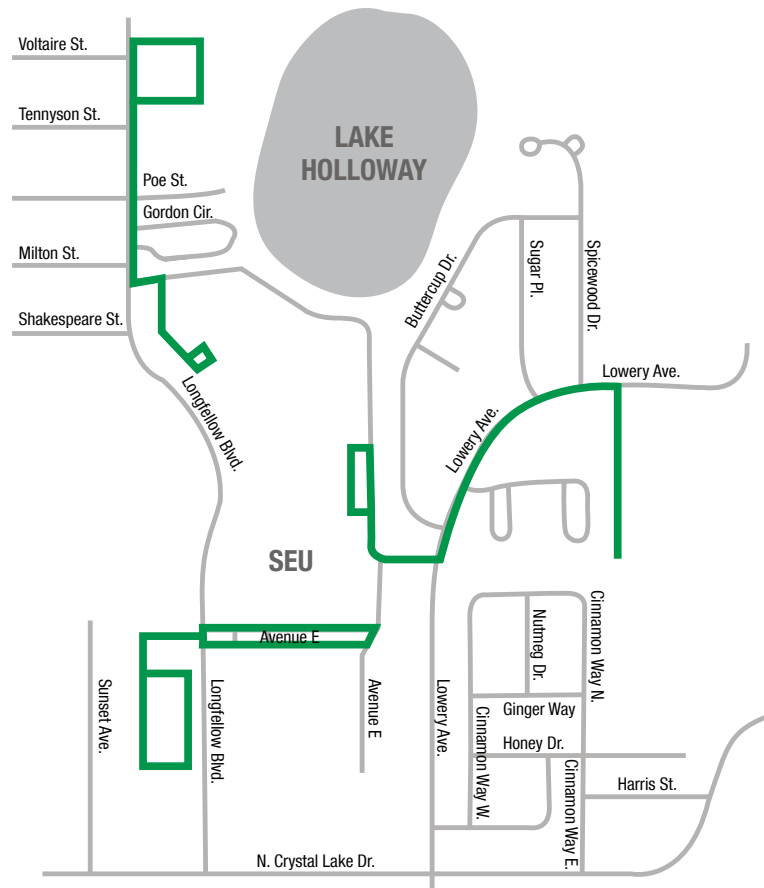
Students, faculty and staff will be able to utilize cart transportation throughout the day. Each cart will transport up to 6 individuals at a time (5 passengers, 1 operator).

7 AM to 7 PM

> cost overview



> route



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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2016
AGENDA ITEM #7(c)

Agenda Item: Greyhound Update

Presenter: Tom Phillips, Executive Director

Recommended
Action: Informational

Summary: Oral presentation

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2016
AGENDA ITEM #7(d)

Agenda Item: Transition House

Presenter: Tom Phillips, Executive Director

Recommended
Action: Informational

Summary: Oral presentation

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2016
AGENDA ITEM #8

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: None

Summary: None

Attachments: None