LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd. Wednesday, May 10, 2017, at 8:30 a.m.

Call to Order	Action Required
 Approval of Minutes – April 12, 2017, Board Meeting 	Approval
2. Public Comments	TBD
Adjournment – Board Photos	
Reconvene – LAMTD, May 10 th , 2017 Board Meeting	
3. Crowe-Horwath Audit Presentation	Approval
 4. Finance / David Persaud a. LAMTD Financial Report b. PCTS Financial Report 	None None
 5. Executive Director Report / Tom Phillips a. Consolidated Transit System Review FY 15-16, 16-17, 17-18 for Countywide Services b. Refund to Polk County 	None None
6. Human Resources / Steve Schaible a. 6 Month Re-Organizational Update	None
7. Operations / Bill Knieriem a. Route Bi-Annual Changes	None
8. LYNX Replacement Bus / Joe Cheney a. Approval to accept LYNX bus transfer	Approval
9. TPO / Diane Slaybaugh a. Intergovernmental Coordination & Review and Public Transportation Coordination Joint Participation Agreement	Approval
10. Executive <u>Informational</u> Summary / Tom Phillipsa. March Calendarb. UAP Update	None None
11. Other Business	TBD

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #1

Agenda Item: Approval of April 12, 2017 LAMTD Board of Directors

Meeting Minutes

Presenter: Marcy Harrison

Recommended

Action: Board of Directors approve the Minutes of the

April 12, 2017 LAMTD Board of Directors Meeting.

Attachments: April 12, 2017 LAMTD Board of Directors Meeting

Minutes

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, April 12, 2017, at 8:30 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Assistant: Marcy Harrison

Call to Order

8:30 a.m. By Chairman George Lindsey III

Quorum

All Present

Agenda Item #1 - Approval of the Minutes

Approval request for the approval of the March 8, 2017 LAMTD Board of Director meeting minutes.

"Approval of March 8, 2017 Board of Directors Meeting Minutes"

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

None at this time

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, April 12, 2017, at 8:30 a.m.

Agenda Item #3 - Finances / David Persaud, CFO

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

a) LAMTD Financials

Year to Date January 31, 2017

Description	YTD of FY	YTD Budget \$	YTD Actual \$	YTD of FY	Annual
	Budget			Expended	Budget
Revenue YTD	42%	\$4,334,838	\$4,604,943	106%	\$10.4 Million
Expenses YTD	42%	\$4,233,538	\$3,618,463	85%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through February 28, 2017 totaled \$4.6 million or 106% of the YTD budget.

Farebox and all contract revenues reflect 6% over budgeted revenues through February 28, 2017. Farebox revenues are under budget \$87,259 due to decline in ridership and some comingling of revenue that is being addressed.

• Ad Valorem taxes reflect \$3.6 million. The total budgeted revenues are \$3.9 million. Revenues are over 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 \$41,000 revenue YTD. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The JPA agreement will be in play this month for billing.
- 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 at \$41,000 but should improve as payments are realized.
- The Support cost reimbursement revenue is in line with budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, April 12, 2017, at 8:30 a.m.

EXPENSES:

The total expenses year-to-date through February 28, 2017 totaled \$3.6 million or 85% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2016-2017 YTD budget. As of February 28, 2017 these expenses totaled \$2.3 million or 84% of the YTD budget of \$2.7 million and is under budget.
- Professional and Technical Services expenses totaled \$164,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$38,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$202,000 YTD under budget due to declining fuel prices; a favorable variance.
- Materials and supplies totaled \$248,000 under budget, a favorable variance.
- Advertising promotion expenses totaled \$11,700 over budget, offset with advertising 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 under budget, since payments are quarterly and annually.

Other remaining expenses are under the YTD budget through February 28, 2017

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through February 28th the financials reflect a favorable actual variance of \$.98 million due to the collection of property taxes.

STATISTICAL TRE	NDS LAST FIV	E YEARS AUDITE	D FINANCIAL ST	ATEMENTS	
	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. Ridership	1,424,965	1,647,010	1,638,470	1,452,161	1,768,087

LAKELAND AREA MASS TRANSIT DISTRICT **BOARD OF DIRECTORS MEETING**

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, April 12, 2017, at 8:30 a.m.



					Month							YTD				۸n	proved
			Actual		Budget		Variance			Actual		Budget		Variance			al Budget
			Actual		Budget		\$'s	%		Actual		Budget		\$'s	%	Annu	ai budget
REVENUES:	Account						·			,				•			
R4	Farebox/Pass Sales	\$	49,551	\$	70,711	\$	(21,160)	-30%	\$		\$	353,554	\$	(87,259)	-25%	\$	848,530
R6	Contract Income (UAP)	\$	36,024	\$	20,260	\$	15,764	78%	\$	103,102	\$	101,300	\$	1,802	2%	\$	243,120
R3	Other Contract Revenue	\$	37,762	\$	24,076	\$	13,686	57%	\$		\$	120,379	\$	118,595	99%	\$	288,910
R5	Miscellaneous Income	\$	563	\$	833	\$	(270)	-32%	\$	563	\$	4,167	\$	(3,603)	-86%	\$	10,000
R7	Advertising Revenue	\$	18,560	\$	14,500	\$	4,060	28%	\$	41,379	\$	72,500	\$	(31,121)	-43%	\$	174,000
R8	Investment/Interest Income (net)	\$	5,001	\$	833	\$	4,167	500%	\$		\$	4,167	\$	20,326	488%	\$	10,000
R9	Ad Valorum Income, net	\$	78,435	\$	324,372	\$	(245,937)	-76%	\$		\$	1,621,858	\$	1,967,430	121%	\$	3,892,460
R10	FDOT Operating Grant	\$	-	\$	137,002	\$	(137,002)	-100%	\$,	\$	685,008	\$	(643,846)	-94%	\$	1,644,020
R11	Federal Operating Grant	\$	-	\$	217,626	\$	(217,626)	-100%	\$		\$	1,088,129	\$	(1,088,129)	-100%	\$	2,611,510
R12	Charitable Contributions	\$	3,000	\$	12,531	\$	(9,531)	-76%	\$	-,	\$	62,654	\$	(59,654)	-95%	\$	150,370
R13	Cost Recovery	\$	3,430	\$	3,109	\$	321	10%	\$	19,920	\$	15,546	\$	4,374	28%	\$	37,310
ŔÎ	Bartow Express	\$	-	\$	3,274	\$	(3,274)	-100%	\$	6,479	\$	16,371	\$	(9,892)	-60%	\$	39,290
R2	PCTS - Support Cost Reimb.	\$	105,392	\$	37,841	\$	67,551	179%	\$	270,286	\$	189,204	\$	81,082	43%	\$	454,090
	Reserve																
TOTAL REVE	NUES	\$	337,716.29	\$	866,968	\$	(529,251)	-61%	\$	4,604,943.19	\$	4,334,838	\$	270,106	6%	\$ 1	10,403,610
				_										<u> </u>			
ELIGIBLE EX	PENSES:																
1	Salaries	\$	348.878	\$	372.057	\$	(23, 179)	-6%	\$	1.574.868	\$	1,860,287	\$	(285.419)	-15%	\$	4,464,690
2	Employee Benefits	\$	160,881	\$	186,011	\$	(25, 130)	-14%	\$	778,731	\$	930,056	\$	(151,325)	-16%	\$	2,232,134
3	Advertising Fees	\$	-	\$	1,125	\$	(1,125)	-100%	\$	1,819	\$	5,625	\$	(3,807)	-68%	\$	13,500
4	Professional & Techinical Ser	\$	107,240	\$	31,490	\$	75.749	241%	\$		\$	157,450	\$	6.746	4%	\$	377,881
				-	- 1,	-	,			,		,		- 1			
5	Contract Maintenance Services	\$	8,088	\$	8,196	\$	(107)	-1%	\$		\$	40,979	\$	(14,852)	-36%	\$	98,350
6	Other Services	\$	4,653	\$	3,352	\$	1,301	39%	\$		\$	16,762	\$	20,784	124%	\$	40,229
7	Fuel & Lubricants	\$	36,049	\$	47,585	\$	(11,536)	-24%	\$		\$	237,925	\$	(36,004)	-15%	\$	571,020
8	Freight	\$	1,001	\$	292	\$	709	243%	\$	-,	\$	1,458	\$	2,180	150%	\$	3,500
9	Repairs & Maintenance	\$	-	\$	3,708	\$	(3,708)	-100%	\$	2,959	\$	18,542	\$	(15,583)	-84%	\$	44,500
10	Materials & Supplies	\$	46,776	\$	57,049	\$	(10,273)	-18%	\$	247,923	\$	285,246	\$	(37,323)	-13%	\$	684,590
11	Utilities/Telephone	\$	11,153	\$	9,167	\$	1,987	22%	\$	39,093	\$	45,833	\$	(6,740)	-15%	\$	110,000
12	Physical Damage Insurance	\$	3,042	\$	2,267	\$	775	34%	\$	11,637	\$	11,333	\$	303	3%	\$	27,200
13	Liab & Prop Damage Insurance	\$	16,117	\$	19,433	\$	(3,317)	-17%	\$	83,181	\$	97,167	\$	(13,986)	-14%	\$	233,200
14	Other Coporate Insurance	\$	_	\$	167	\$	(167)	-100%	\$	1,010	\$	833	\$	177	21%	\$	2,000
15	Dues & Subscriptions	\$	1.225	\$	3,483	\$	(2.258)	-65%	\$		\$	17,413	\$	7.421	43%	\$	41,792
16	Education/Training/Meeting/Travel	\$	15,063	\$	6,646	\$	8,417	127%	\$		\$	33,229	\$	7,596	23%	\$	79,750
17	Service Charges	\$	1,163	\$	917	\$	246	27%	\$		\$	4,583	\$	3,001	65%	\$	11,000
18	Office Expense	\$	6.093	\$	9.237	\$	(3.144)	-34%	\$		\$	46,185	\$	(6,925)	-15%	\$	110,845
19	Advertising & Promotions	\$	5,462	\$	1,667	\$	3.795	228%	\$,	\$	8,333	\$	3.380	41%	\$	20,000
20	Miscellaneous Expenses	\$	791	\$	359	\$	432	120%	\$,	\$	1,796	\$	(208)	-12%	\$	4,310
21	Property Appraiser/Tax Collector Comm	\$	1,569	\$	12.283	\$	(10,715)	-87%	\$		\$	61,417	\$	38,572	63%	\$	147,400
22	LDDA, CRA Contributions	\$	1,000	\$	12,167	\$	(12,167)	-100%	\$		\$	60,833	\$	100,115	165%	\$	146,000
	,	-	44.011	-		-	(,)									*	
23	Capital Expenditures/ Debt Service	\$	11,014	\$	57,883	\$	(46,869)	-81%	\$,	\$	289,417	\$	(234,344)	-81%	\$	694,600
24	Bad Debt	\$	-	\$	167	\$	(167)	-100%	\$	-	\$	833	\$	(833)	-100%	\$	2,000
25	Restricted Contingency	\$	-	\$	20,260	\$	(20,260)	-100%	\$	-	\$	101,300	\$	(101,300)	-100%	\$	243,120
TOTAL ELIG	BLE EXPENSES:	\$	786,258	\$	846,708	\$	(60,449)	-7%	\$	3,616,463	\$	4,233,538	\$	(617,075)	-15%	\$ 1	10,403,610
NET REVENU							•										
	(UNDER) EXPENSES	\$	(448,542)	\$	20,260	\$	(468,802)		\$	988,480	\$	101,300	\$	887,180		\$	(0)
	1	_	(110,042)	•	25,200	_	(100,002)		•	555, 100	_		•	55. (.56			
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LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room
1212 George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, April 12, 2017, at 8:30 a.m.

b) PCTS Financials

Revenues

- ➤ The revenues totaled \$1.5 million or 58% of the year-to-date budget.
- > The FTA grant drawdown reflects no activity of the budgeted revenues.
- Fare Revenues totaled \$54,000 or 105% of the year-to-date budget.
- ➤ The County funding is designed to reflect the first and second payment for the budget grants match totaling \$1.3 million.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.8 million or 71% of the year-to-date budget.
- > Salaries and wages totaled \$1.06 million or 77% of the YTD Budget.
- ➤ Operating expenses totaled \$610,000 or 63% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$142,000 or 67% of the year-to-date budget.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, April 12, 2017, at 8:30 a.m.

Revenue

						Percent
	Anr	nual Budget	Y	TD Budget	YTD Actual	Expended
Revenues						
					\$	
FTA 5307 Grant	\$	2,147,360	\$	894,733	-	0%
					\$	
Fares	\$	123,780	\$	51,575	54,094	105%
FDOT Block Grant	\$	711,773	\$	296,572		0%
					\$	
City Contribution	\$	208,085	\$	160,800	-	100%
FDOT Block Grants:						
JARC AQ379	\$	76,479	\$	31,866		0%
New Freedom AQ497	\$	89,808	\$	31,420		0%
FTA 5311 AQ R07	\$	800,575	\$	333,573		0%
					\$	
County Match	\$	1,960,704	\$	816,960	1,307,136	160%
Total	\$	6,118,564	\$	2,623,499	\$ 1,522,030	58%

Expenses

	Ann	ual Budget	Y	ΓD Budget	Y	TD Actual	Percent Expended
Labor	\$	3,303,659	\$	1,376,525	\$	1,058,650	77%
Contract	\$	506,300	\$	210,958	\$	141,516	67%
Operating	\$	2,308,605	\$	961,919	\$	609,698	63%
Total	\$	6,118,564	\$	2,549,402	\$	1,809,864	71%

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, April 12, 2017, at 8:30 a.m.

C) Farebox Project - David Persaud, CFO is recommending Board approval of the sole source procurement of the Avail Fare Collection System. The anticipated funding source will be from FTA grants and vehicle replacement funds.

On April 10, 2013 the Board approved the acquisition of an Intelligent Transit System (ITS), provided by Avail Technologies, Inc. This system was to upgrade or replace the District's aging or nonexistent AVL, APC, MDT, AVAS and GPS systems. At that time, LAMTD Contract 13-011 also required and received FDOT approval; later becoming an optional feature under the FDOT/CUTR TRIPS Contract for transit vehicle.

With the ITS system operating seamlessly, the District decided to address its obsolete fare collection system; researching various types of systems, cost associated, compatibility with our existing system, and the amount data that can be extracted from each.

Through this research, Avail Technologies proposed a fare collection system as an add-on feature to the existing ITS system. Having found this option to be the most advantageous, District Staff is recommending the award of the myFare Collection System, as a sole source procurement, to Avail Technologies, Inc.

This product will further expand the capabilities of our existing ITS system, further improving service for riders and the community.

Some key benefits of this solution are:

- Expandability beyond base solution allowing the District to add technologies as needed.
- myFare branded smart cards offer cashless payment convenience for our riders and multiple opportunities for reduced operating costs through more efficient and streamlined operations.
- Low maintenance Diamond Fare Box Equipment in the bus further reduces operational costs and increases revenue service time through reduced road calls and mechanical issues compared to the current system.
- New MDT's for Polk Paratransit buses supporting manifest transfers and navigation.

Avail Technologies would like to continue its partnership with the District, to bring another progressive and innovative product to the market place, together. The project cost is \$675,955 with \$338,000 funded with County grants and \$338,000 funded with LAMTD share of the Call Center Capital Grant \$168,000 and \$170,000 from the LAMTD Vehicle Replacement Funds.

"Approval of the Sole Source Procurement of the Avail Fare Collection System"

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, April 12, 2017, at 8:30 a.m.

Agenda Item #4 – Marketing / Erin Killebrew

Erin presented to the Board the Try Transit Day Proclamation for approval.

Proclamation

Lakeland Area Mass Transit District Board Try Transit Day Proclamation

WHEREAS, the State of Florida is dedicated to improving air quality, reducing traffic congestion, promoting health and physical fitness, and reducing energy consumption; and

WHEREAS, the Florida Department of Transportation, District One, through its Commuter Services Program, contributes to these state goals by reducing traffic congestion and lowering greenhouse gas emissions throughout the region, by promoting the use of alternative commute modes; and

WHEREAS, Commuter Services and Citrus Connection are promoting the regional "Go Green, Save Green" campaign in conjunction with the April 21, 2017 "Try Transit Day" to shift commuters away from drive-alone travel in Polk County and throughout the 12 counties of southwest Florida.

NOW, THEREFORE, WE, THE LAKELAND AREA MASS TRANSIT BOARD OF DIRECTORS do hereby proclaim April 21, 2017 to be

"TRY TRANSIT DAY"

in Polk County, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public transportation and to utilize the services provided by Citrus Connection.

PRESENTED this 13th day of April, 2016

"Approval of the Try Transit Day Proclamation and to assure the participation of participation of the municipalities and county government"

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, April 12, 2017, at 8:30 a.m.

Agenda Item #5 - Legal/ Tim Darby

Mr. Darby presented for Board approval Resolution #17-05, Parkway Adkins Revision.

LAKELAND AREA MASS TRANSIT DISTRICT
RESOLUTION NO. 17-05

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED AT 3855 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 3855 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 this 12th day of April, 2017.

Exhibit "A"

Lot 1, PARKWAY CORPORATE CENTER, according to the map or plat thereof as recorded in Plat Book 120, Page 22, of the Public Records of Polk County, Florida.

"Approval of Resolution #17-05 approving an enlargement of the District; including within the District certain territory in Lakeland, Florida located at 3855 S. Pipkin Rd."

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815

Wednesday, April 12, 2017, at 8:30 a.m.

Agenda Item #6 - Executive Report / Executive Report

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

- a) Activity Calendar (Calendar in Board Packet)
- b) UAP & Ridership Report (Report in Board Packet)
- c) Senate Bill 1774/House Bill 7105

SB 1774/HB 7105

INCREASED HOMESTEAD PROPERTY TAX EXEMPTION

SB 1774/HB 7105 are linked bills calling to amend Section 6 of Article VII of the Florida Constitution increasing the homestead exemption from property taxes, other than school district taxes, by exempting the assessed value between \$75,000 and \$100,000. The amendment would take effect Jan. 1, 2019. Like all constitutional amendments, it has to be approved by the voters.

SB 1774

- Sponsored by Republican Senator Tom Lee, a member of the Polk County Delegation serving Polk, Pasco and Hillsborough counties
- Passed by a 5-1 vote of the Senate Community Affairs Committee.
- Bill now sits in the Senate
 Appropriations Subcommittee on
 Finance and Tax

HB7105

- Co-sponsored by Republican Mike LaRosa, a member of the Polk County Delegation
- Passed House Ways & Means Committee April 5 by a 12-5 vote including a Yea vote from Committee Vice Chair Representative Colleen Burton, a member of the Polk Delegation

FISCAL
IMPACT
ON THE
LAKELAND
AREA MASS
TRANSIT
DISTRICT

AN INCREASE OF THE HOMESTEAD EXPEMPTION TO \$75,000 WOULD RESULT IN A DIFFICULT LOSS OF A \$100,000 IN TAXING DISTRICT REVENUE, THE EQUIVILENT OF ELIMINATING ONE 90-MINUTE ROUTE.

AN INCREASE OF THE HOMESTEAD EXEMPTION TO \$100,000 WOULD RESULT IN A DEVESTATING LOSS OF \$200,000 IN TAXING DISTRICT REVENUE.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815

Wednesday, April 12, 2017, at 8:30 a.m.

c) Continuation of the SB1774/HB7105:

- Board has motioned Staff to contact both Senate and House representatives opposing both bills.

"Approval to contact Florida Senate and House representatives opposing SB1774/HB7105"

MOTION APPROVED UNANIMOUSLY

Executive Report:

- Staff is awaiting approval from the FDOT to allow access to Greyhound at the I-4/Florida Ave. Park n Ride.
- City of Lakeland has been notified if portable restrooms are allowed at the Park n Ride facility and we not received any responses as of today.
- Summer of Safety meeting is scheduled with Sheriff Grady Judd next week. We are hoping to secure the program again this year as the ridership numbers last summer exceeded all expectations.
- County budget will be submitted the end of next week. The District is happy to announce that the numbers will remain flat.
- Erin Killebrew will be meeting with Mr. Maxi at the Florida Polytechnic to assure that they fulfill their promise to competitively bidding out transit services for their students.
- Internship program will return this summer for the District and will be led by Steve Schaible, Director of HR.
- Audit will be presented at the May Board meeting; FRS issues have been overcome.
- Federal funding has completed for the Winter Haven Smart Shuttle thus service will sees as of July 2017. Aaron Dunn and his team will be working with those riders affected to see if they qualify for free rides through the District's TD program.
- Staff is coordinating with federal contacts to open an East Polk County maintenance facility, updates forthcoming.

Agenda Item #7 – Other Business	
None at this time	
Adjournment	
Approved this 12th day of April, 20 <u>17</u> .	
Chairman – Commissioner George Lindsey III	Minutes Recorder – Marcy Harrison

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended

Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #3(a)

Agenda Item: Crowe Horwath Annual Audit

Presenter: Christopher Davis

Recommended

Action: Board Approval

Attachments: Annual Audit FY 9-30-2016

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #4(a)

Agenda Item: March 31, 2017 LAMTD Monthly Financial Statement

FY 2016-17

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 March 31, 2017 FY 2016-2017

Year to Date March 31, 2017

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	50%	\$5,201,805	\$5,239,117	101%	\$10.4 Million
Expenses YTD	50%	\$5,080,245	\$4,212,746	83%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through March 31, 2017 totaled \$5.2 million or 101% of the YTD budget.

Farebox and all contract revenues reflect 4% over budgeted revenues through March 31, 2017. Farebox revenues are under budget \$88,000 due to decline in ridership and some comingling of revenue that is being addressed.

- Contract Revenues are over budget by \$116,000 due to RAMCO Payment.
- Ad Valorem taxes reflect \$3.6 million. The total budgeted revenues are \$3.9 million. Revenues are over 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 \$41,000 revenue YTD. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The JPA agreement will be in place this month for billing.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 million with revenue YTD totaling \$390,000.
 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 at \$73,000 but should improve as payments are realized.
- The Support cost reimbursement revenue is in line with budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

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

EXPENSES:

The total expenses year-to-date through March 31, 2017 totaled \$4.2 million or 83% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2016-2017 YTD budget. As of March 31, 2017 these expenses totaled \$2.88 million or 86% of the YTD budget of \$3.35 million and is under budget.
- Professional and Technical Services expenses totaled \$169,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$43,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$237,000 YTD under budget due to declining fuel prices; a favorable variance.
- Materials and supplies totaled \$202,000 under budget, a favorable variance.
- Advertising promotion expenses totaled \$16,000 over budget, offset with advertising 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 under budget, since payments are quarterly and annually.

Other remaining expenses are under the YTD budget through March 31, 2017

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through March 31st the financials reflect a favorable actual variance of \$1.03 million due to the collection of property taxes.

STATISTICAL TREN	IDS LAST FIVE	YEARS AUDITE	FINANCIAL STA	ATEMENTS	
	9/30/16	9/30/15	9/30/14	9/30/13	9/30/12
1. Farebox Recovery Ratio (All modes)	13.95%	25.50%	23.08%	25.16%	23.02%
2. Cost per revenue hour	\$104.76	\$89.45	\$86.29	\$83.84	\$83.62
3. Revenue Hours	139,228	103,550	117,008	116,422	112,539
4. Fuel Cost (\$)	\$757,485	\$847,360	\$1,316,739	\$1,367,289	\$1,317,442
5. Ridership	1,393,620	1,424,965	1,647,010	1,638,470	1,452,161

^{*} Total 13.95%, LAMTD 20.06%, PCTS 2.20%

^{**} Total \$104.76, LAMTD \$122.49, PCTS \$83.93 excludes T.D.



					Month					ΔTA					
							Variance				_	Variance		Approved	hed
			<u>Actual</u>		Budget		\$'s	%	Actual	Budget		\$'s	%	Annual Budget	udget
REVENUES:	Account Fareboy/Dass Salas	¥	788 09	¥	70 711	¥	(1/08)	70,	336 182	390 101 388		(880 88)	.21%		848 530
R6	Contract Income (UAP)	9 69	8,391	÷ +	20.260	÷ +:	(11.869)	-59%	111,493		9 69	(10,067)	%8-		43.120
R3	Other Contract Revenue	₩	31,789	₩	24,076	· 69	7,713	32%	270,764			126,309	87%		288,910
R5	Miscellaneous Income	↔		€	833	s	(833)	-100%	263			(4,437)	%68-		10,000
R7	Advertising Revenue	↔	31,756	s	14,500	s	17,256	119%	73,134	w		(13,866)	-16%		174,000
R8	Investment/Interest Income (net)	↔	6,244	s	833	S	5,411	649%	30,737			25,737	515%		10,000
R9	Ad Valorum Income, net	↔	51,434	S	324,372	s	(272,938)	-84%	3,640,723	۲,		1,694,493	81%		3,892,460
R10	FDOT Operating Grant	↔	•	₩.	137,002	₩.	(137,002)	-100%	41,163			(780,847)	-95%		1,644,020
R11	Federal Operating Grant	⇔ (390,301	ы	217,626	⇔ (172,675	79%	390,301	6,		(915,454)	-70%		2,611,510
R12	Charitable Contributions	⇔ €	, 20	⇔ €	12,531	د د	(12,531)	-100%	3,000	\$ 75,185		(72,185)	%96-	_	150,370
Ž(2	Cost Recovery	A 6	0,531	A16	3,109	A 6	3,422	110%	26,451			7,796	%7.4		37,310
Z Z	bartow Express PCTS - Support Cost Reimb.	A 49	37,841	о	3,2/4 37,841	e e	(3,2/4)	%0 -		19,645	ত ন্ত ৬ ৬	(13,166) 81,082	%9E	v v v	39,290 454,090
	Reserve														
TOTAL REVENUES	ENUES	s	634,173.52	⇔	896,998	\$	(232,794)	-27%	\$ 5,239,116.71	\$ 5,201,805	£	37,312	1%	\$ 10,4	10,403,610
EI IGIBI E EXPENSES															
1	Salaries	69	347.639	69	372.057	s	(24.419)	-2%	\$ 1.922.507	\$ 2.232.345	55	(309.838)	-14%		4.464.690
7	Employee Benefits	€	179,620	€9	186,011	8	(6,391)	-3%	\$ 958,352	\$ 1,116,067	\$ 22	(157,715)	-14%	\$ 2,2	2,232,134
ო	Advertising Fees	↔	43	↔	1,125	8	(1,083)	%96-	\$ 1,861	\$ 6,750	\$ 00	(4,889)	-72%	€9	13,500
4	Professional & Techinical Ser	↔	4,623	છ	31,490	s	(26,867)	-85%	\$ 168,819	\$ 188,941	₽	(20,121)	-11%		377,881
2	Contract Maintenance Services	↔	9,593	↔	8,196	s	1,397	17%	\$ 35,720	\$ 49,175		(13,455)	-27%	s	98,350
9	Other Services	↔	5,918	s	3,352	\$	2,566	77%		\$ 20,115	2	23,349	116%		40,229
7	Fuel & Lubricants	↔	35,300	↔	47,585	S	(12,285)	-26%	ĸ	5		(48,288)	-17%		571,020
∞	Freight	s S	611	ss.	292	s S	319	109%		\$ 1,750		2,499	143%		3,500
၈	Repairs & Maintenance	↔	92	s S	3,708	s	(3,613)	-97%		\$ 22,250		(19,196)	%98-		44,500
9	Materials & Supplies	φ.	38,413	φ,	57,049	ss ·	(18,636)	-33%	.,	\$ 342,295		(140,162)	-41%		684,590
7	Utilities/Telephone	↔	10,160	↔	9,167	ss.	994	11%		\$ 55,000		(5,747)	-10%		110,000
12	Physical Damage Insurance	↔	3,042	€9	2,267	s ·	775	34%		13,600		1,079	%8		27,200
3	Liab & Prop Damage Insurance	⇔ (16,902	⇔ (19,433	ы	(2,532)	-13%	~	116,60		(16,518)	-14%		233,200
4	Other Coporate Insurance	₩.	•	€	167	₩.	(167)	-100%		1,000		10	%		2,000
5 5	Dues & Subscriptions	⇔ (100	⇔ (3,483	⇔ ((3,383)	-97%		20,896		4,038	19%		41,792
16	Education/ I raining/Meeting/ I ravel	∌ €	6,172	∌ €	6,646	∌ €	(473)	%/-	\$ 46,998	39,875		7,123	18%		79,750
- 8	Selvice Citatges Office Expense	9 6 5	2,641	9 65	9.237	9 6 5	(6.596)	-71%	7	55.423	9 65 2 87	3,462	.24%	9 6 9	110.845
<u></u>	Advertising & Promotions	θ.	4.702	· 65	1.667	· +	3.035	182%		10,000		6.414	64%		20,00
50	Miscellaneous Expenses	₩	1,470	· 69	326	· 69	1,111	309%		2,155	. rS	903	42%		4,310
21	Property Appraiser/Tax Collector Comm	s	1,029	8	12,283	s	(11,255)	-92%	7	\$ 73,700	8	27,317	37%		147,400
52	LDDA, CRA Contributions	↔	•	s	12,167	s	(12,167)	-100%	Υ-	\$ 73,000	\$	87,948	120%		146,000
23	Capital Expenditures/ Debt Service	↔	11,014	↔	57,883	s	(46,869)	-81%	\$ 66,087	\$ 347,300	\$ 00	(281,213)	-81%	9	694,600
24	Bad Debt	↔	•	↔	167	\$	(167)	-100%		\$ 1,000	\$	(1,000)	-100%		2,000
25	Restricted Contingency	↔	•	s	20,260	s	(20,260)	-100%		\$ 121,560	\$	(121,560)	-100%	\$ 2	243,120
TOTAL ELIG	TOTAL ELIGIBLE EXPENSES:	s	680,486	s	846,708	s	(166,222)	-20%	\$ 4,212,746	\$ 5,080,245	₩	(867,499)	-17%		10,403,610
NET REVENUES OVER	UES OVER			_											
	(UNDER) EXPENSES	s	(46,312)	s	20,260	s	(66,572)		\$ 1,026,371	\$ 121,560	<u>چ</u>	904,811		s	0

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #4(b)

Agenda Item: March 31, 2017 Financials for Polk County Transit Services

Contract - FY 2016-17

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 MAY 10, 2017 AGENDA ITEM #4(b)

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of March 31, 2017
Year to Date Report
Percent of FY Reported (50%)

Revenues

- The revenues totaled \$1.54 million or 50% of the year-to-date budget.
- ➤ The FTA grant drawdown reflects no activity of the budgeted revenues.
- Fare Revenues totaled \$67,170 or 109% of the year-to-date budget.
- ➤ The Polk County City Contributions totaled \$161,000.
- ➤ The County funding is designed to reflect the first and second payment for the budget grants match totaling \$1.3 million.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$2.1 million or 70% of the year-to-date budget.
- ➤ Salaries and wages totaled \$1.20 million or 65% of the YTD Budget.
- ➤ Operating expenses totaled \$.8 million or 86% of the YTD Budget.
- ➤ The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$170,000 or 67% of the year-to-date budget.

Lakeland Area Mass Transit District Financial Statement Polk County Contract Month of March 2017

Revenue

	Anr	nual Budget	١	/TD Budget	Y	TD Actual	Percent Expende d
Revenues							
FTA 5307 Grant	\$	2,147,360	\$	1,073,680			0%
Fares	\$	123,780	\$	61,890	\$	67,171	109%
FDOT Block Grant	\$	711,773	\$	355,887			0%
City Contribution	\$	208,085	\$	104,043	\$	160,800	155%
FDOT Block Grants:							
JARC AQ379	\$	76,479	\$	38,240			0%
New Freedom AQ497	\$	89,808	\$	44,904			0%
FTA 5311 AQ R07	\$	800,575	\$	400,288			0%
County Match	\$	1,960,704	\$	980,352	\$	1,307,136	133%
Total	\$	6,118,564	\$	3,059,284	\$	1,535,107	50%

Expenses

	An	nual Budget	Y	TD Budget	Y	TD Actual	Percent Expended
Labor	\$	3,731,659	\$	1,865,830	\$	1,209,289	65%
Contract	\$	506,300	\$	253,150	\$	114,210	45%
Operating	\$	1,880,605	\$	940,303	\$	805,842	86%
Total	\$	6,118,564	\$	3,059,283	\$	2,129,341	70%

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #5(a)

Agenda Item: Consolidated Transit System Review FY 15-16, 16-17, 17-18

for Countywide Services

Presenter: Tom Phillips, Executive Director

Recommended

Action: Board Information

Summary: The County is proposing the FY 2017-18 Operating and Capital

Budget for the Polk County Transit Services Totaling \$5,998,890.

Attachments: Letter to Todd Bond, Budget Officer, Polk County dated

April 13, 2017



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

Date:

April 13, 2017

To:

Todd Bond, Budget Officer, Polk County

From:

Tom Phillips, Executive Director

Subject:

Proposed FY 2017-18 Operating and Capital Budget

The District is proposing the FY 2017-18 Operating and Capital Budget for the Polk County Transit Services Totaling \$5,998,890.

The Revenues are summarized on the attached page with the FY 2017-18 projections. The amount for each revenue source for the grants are reflected on this page totaling \$5,998,890.

The Operating and Capital Expenses totaled \$ 5,998,890 with the following assumptions.

Salaries and wages

2.25% increase

FRS Rate

7.52%

Health Investments:

12% Increase

Operating Expenses

Based on the current fiscal year Operating

and Maintenance costs for the County.

Capital Budget

The District is again proposing the Vehicle

Replacement totaling \$ 92,000.

Attachments

cc: David Persaud, CFO

Final 4/12/17

Polk County Transit Budget Budget Summary FY 2017-18 Per Approved Agreement

	FY 2015-2016 Funded	FY 2016-2017 LAMTD	FY 2016-2017 Funded	FY 2017-2018 LAMTD
	Level	<u>Proposal</u>	Level	Proposal
REVENUES				
FTA Grant 5307	1,125,545	2,147,360	2,147,360	1,813,690
Fares	186,661	123,780	123,780	124,000
County Funds	5,245,278	4,349,913		
FDOT Block Grant	# # # # B B		711,773	613,660
City Contribution			208,085	208,080
FDOT Grants				
JARC AQ 379			76,479	93,470
New Freedom AQ 407			89,808	0
FTA 5311 AQ R07			800,575	800,570
County Match	*****		1,960,704	1,661,780
County Contribution				683,640
Total Revenues	\$6,557,484	\$6,621,053	\$6,118,564	\$5,998,890
Total Expenses	\$6,557,484	\$6,621,053	\$6,118,564	\$5,998,890

Polk County Transit Budget Budget Summary FY 2017-18 Proposed Budget

	Budget FY <u>2016-2017</u>	Proposed FY <u>2017-2018</u>
REVENUES:	\$6,118,564	\$5,998,890
Operating Expenses	6,118,564	5,906,890
Capital Expenses		92,000
Total Expenses	\$6,118,564	\$5,998,890

4/12/2017

Polk County Transit Budget Budget Summary FY 2017-18 Proposed Budget County Capital Budget

Total	\$92,000
3-Supervisor Vehicles @20,000 each	60,000
1-Trailer Hitch	4,000
1- Truck	\$28,000

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #5(b)

Agenda Item: Refund to Polk County \$1,111,417.00 for FY ending September 30, 2016

Presenter: Tom Phillips, Executive Director

David Persaud, Chief Financial Officer

Recommended

Action: Board Informational

Summary: The Agreement between the Lakeland Area Mass transit District and Polk

County requires the District to have the Audited Financial Report for the District to reflect the Polk County Operations and financial conditions and to rebate all funds exceeding expenses. The September 30, 2016 audit is

completed and the amount due to Polk County is \$1,111,417.00

Attachments: September 30, 2016 Audited Financial Statement Report for Polk County

Transit Services. (Report will be distributed at the Board Meeting)

LAKELAND AREA MASS TRANSIT DISTRICT SCHEDULE OF REVENUES AND EXPENSES POLK COUNTY TRANSIT SERVICES Year Ended September 30, 2016

Operating Revenues		2016
FTA 5307 Grant	\$	1,121,318.00
Fares		118,254.00
PCTS		5,245,278.00
Total Operating Revenue	\$	6,484,850.00
Operating Expenses		
Labor Expenses	\$	2,002,366.00
Contract Expenses	·	654,712.00
Operating Expenses		2,716,355.00
Total Operating Expenses	\$	5,373,433.00
Net Increase (Decrease) in	ø	4 444 447 00
Revenue over (under) expenses	\$	1,111,417.00

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #6(a)

Agenda Item: 6 Month Organizational Update

Presenter: Recommended Steve Schaible, Director of HR/Risk, Safety, EEO

Action: None

Summary: On January 11th, 2017 we presented three (3) key position changes to the

District organizational structure.

• Marcia Roberson, Director of the Regional Mobility Call Center

• Aaron Dunn, Director of Para Transit Services

• Paul Simms, Training/Professional Development Manager

As they have successfully completed their trial period in their new roles and continue to demonstrate their effective and efficient management.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #7(a)

Agenda Item: Bi-Annual Route Changes

Presenter: Bill Knieriem, Director of Operations

Recommended

Action: Informational

Summary: The route 4X currently is funded through a partnership between

Ramco-Gershenson and LAMTD, with provision that LAMTD provides three (3) pm peak hours of transit service servicing Gateway Commons. The 4X currently runs between the hours of 2:45 and 5:35 pm. The rideship has been very poor since the onset

as shown in the Trip Scoring Index attached.

We are proposing eliminating this route and adding the three pm peak hours onto the route 47, which currently ends service at 5:05 pm, and extending it to 7:05pm. The route 47 previously operated between the hours of 7:15am to 7:05 pm, and due to route cuts in July 0f 2015, the service hours were cut back. Extending these hours back will help increase ridership, as per the TSI attached, and would provide later service to the Gateway Commons shopping center.

Due to an expired federal grant (JARC) effective July 10, 2017, the Smart Shuttle will cease operations in Winter Haven. The areas serviced by the smart shuttle, will continue to be serviced by fixed route and/or paratransit service.

Workshops are in progress in Winter Haven for the elimination of the Smart Shuttle, no workshop is necessary for the elimination of the 4X due to it being funded privately, but contact will be made with Ramco Gershenson.

- 2.1.10.2 So as to provide LAMTD with funds to complete the purchase of the new bus for the new transit circulator service, Developer shall pay or have previously paid an additional \$396,000 in cash for transportation impact fees for development within the Project not later than thirty (30) days after the Developer has received a written request for payment from LAMTD stating that it anticipates to receive delivery of the new bus within sixty (60) days from the date the written request is made.
- 2.1.10.3 Any pre-payment of transportation impact fees under this section shall be recognized as a credit against transportation impact fees due for development within the Project. As used in this section, the term "cash" means actual funds paid to the City, as opposed to impact fee credits issued by the City to Developer for right-of-way acquisition or other improvements for which Developer is eligible for impact fee credits.
- 2.1.11 Contribution of Funds Towards the Provision of a Transit Route Serving Gateway Commons. The Developer shall pay LAMTD \$93,600 per year for five consecutive years, with each \$93,600 payment to be made annually beginning on October 1 of the year following the delivery of the new bus, towards operating cost of a weekday, peak hour transit route serving the Gateway Commons project. Each of these payments are contingent upon (a) the purchase of a bus by LAMTD pursuant to this Agreement, and (b) the regular operation by LAMTD of at least a Monday through Friday, evening peak hour period (at least 3 hours) transit route serving the Gateway Commons project between September 30 of the then-current year and September 30 of the prior year.

After Stder 3015.

_	week of	week of	week of	week of	week of	week of	week of	week of	week of	weekof	week of	week of	week of	week of	1ST Qtr	1ST Qtr
	1/5/2015	1/12/2015	1/19/2015	1/26/2015	2/2/2015	2/9/2015	2/16/2015	2/23/2015	3/2/2015		3/9/2015 3/16/2015	3/23/2015	3/30/2015		AVG	Goal
7:15	6.4	7.4	7.3	9.4	8.4	5.6	7.0	6.4	10.0	8.4	5.2	5.8			7.3	100
8:15	99	7.2	83	9.2	13.0	9.0	6.3	8'6	11.8	12.0	10,2	10.4			9.5	100
9:15	12.4	11.8	11.3	11.2	10.8	10.6	13.0	80,80	15.8	11.4	11.4	13.0			11.8	10.0
10:15	12.8	9.6	86	11.6	11.6	10.6	8.3	10.8	12.4	11,0	9.4	13,3			10.9	10.0
11:15	12.2	11.0	15.8	13.4	9.4	12.4	12.0	14.4	15.6	10.8	11.8	15.6			12.9	10.0
12:15	13.4	14.4	15.0	15.8	23.4	15.6	13.0	18.6	17.8	16.0	14.4	14,6			16.0	10.0
1:15	16.4	15.2	15.5	14.6	14.6	13.0	13.3	19.8	19.0	21.0	17.2	16.2			16.3	10.0
2:15	15.8	17.2	9.3	15 4	21.4	22.6	22.0	19.2	19.2	16.6	18.8	18.8			18.0	10.0
3:15	17.0	16.8	16.0	16.0	16.8	17.2	15.7	13.6	15.4	17.6	13.4	14.0			15.8	10.0
4:15	18.0	12.0	14.0	12.2	13.4	10.6	11.7	12,4	14.0	15.6	13.6	11,6			13.3	10.0
5:15	7.0	0.9	40.5	9.9	10.6	9.2	7.7	7.2	7.2	8.2	12.7	6.6			10.6	10.0
6-15	4.8	5.6	4.0	4.8	7.0	6.2	2.7	3.0	4.6	5.6	3.8	5.4			4.8	100

	week of	week of	week of	week of	week of	week of	week of	week of	week of	week of	week of	week of	week of	week of	2nd Qtr	2ndQtr
	4/1/2015	4/6/2015	4/13/2015	4/20/2015	4/27/2015	5/4/2015	5/11/2015	5/18/2015	5/25/2015	6/1/2015	6/8/2015	6/15/2015	6/22/2015	6/29/2015	AVG	Goal
7:15	5.8	8.8	7.0	8.2	7.4	8.0	6.4	8.0	9.0	8.0	0.9	7.4	8,0	8.2	9'4	10.0
8:15	5 10.2	9.2	7.0	0.9	7.4	0'6	7.2	7.2	0.6	12.2	8.2	8.2	7.8	8.4	8.4	10.0
9:15	13.8	13.4	0.6	7.0	12.0	10.2	11.0	11.0	11.3	11.8	11.2	7.0	8.4	13.6	10.8	10.0
10:15	17.0	11.8	13.2	8.4	12,8	11,6	7.8	9,4	7.8	15.0	13.6	7.0	7.8	16.0	11,4	10.0
11:15	14.0	15.2	10.8	10.6	9.4	16,8	11.8	10.4	11.5	15.6	9.8	10,0	1112	14.4	12,3	10.0
12:15	5 17.2	16.4	12.6	13.2	13,6	15.2	14.2	10.8	12.3	18.8	13.0	12.6	11.8	9.0	13.6	10.0
1:18	18.8	16.8	20.8	13.0	12.6	13.8	11.0	12.6	11.3	13.6	12.8	9.6	12.0	15.2	13.8	10.0
2.15	19.4	16.8	19.0	14.8	17.0	12.8	12.6	9.6	8.6	11.2	11.6	11.2	12.0	16.6	13.9	10.0
3:15	18.6	13.2	14.0	13.8	15.0	14.0	13.6	13.8	15.8	11.8	12.8	12.2	11.4	12.2	13.7	10.0
4:1	15.4	13.4	14.6	12.8	11.2	10.0	10.2	12.4	10.5	11.0	7.0	11.0	7.4	7.8	111	10.0
5:15	10.8	8.6	4.8	5.8	5.0	7.8	0.6	6.4	6.5	6.8	5.2	0.9	7.0	6.8	7.0	10.0
6:15	5 4.8	5.3	4.2	4.8	4.8	5.3	3.6	4.4	3.0	0.0	4.2	5.6	4.2	2.6	4.5	10.0

toute 4X Jan	D-8-31 201															
	week of	week of	week of	week of	week of	week of	week of	weekof	week of	week of	week of	week of	week of	week of	1st Otr	1st Qtr
	1/3/2017	1/9/2017	1/16/2017	1/23/2017	1/30/2017	2/6/2017	2/13/2017	2/20/2017	7/20/72/2	3/6/2017	3/13/2017	3/20/2017	3/27/2017		AVG	Goal
2:45 PM	2.3	9.0	1.3	1.8	2.0	1.4	9.0	4.3	2.0	2.4	1.2	1.4	1.8		1.8	10.0
3:45 PM	2.3	2.2	1.3	1.0	2.4	1.8	2.6	1.5	1.6	1,2	2,0	3.8	2.2		2.0	100
4:45 PM	1.0	0.4	0.5	9.0	0.4	0.2	9.0	2.3	2.2	1.6	9'0	8.0	0.8		0	100

at 74 atuc	n - Mar 2017															
	week of	week of v	week of 1/16/2017	week of 1/24/17	week of 1/30/2017	week of 2/6/2017	week of 2/19/2017	week of 2/20/2017	week of 2/27/2017	week of 3/6/2017	week of 3/13/2017	sek of Week of Week of 346/2017 3/13/2017	week of 3/27/2017	week of	1st Qtr AVG	1st Qtr Goal
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8:13	10.0	10.0	7.5	9.2	13.5	10.6	9.4	6.8	10.6	8.0	7.8	7.4	8,4		9.2	10.0
9:15	11.8	11.6	10.5	11.0	11.8	7.6	11.0	12.5	118	12.2	9.0	10.8	10.2		10.9	10.0
10:15		12.0	9.5	12.0	11.5	12.6	12.8	14.3	12.8	12.4	10.8	13.8	10.6		12.2	10.0
11:15	12.7	13.4	12.3	10.2	13.5	15.8	14.0	15.8	12.8	13.2	14.0	11.0	10.8		13.0	10.0
12:15		12.2	14.8	11.2	23.3	13.8	18.0	17.3	17.0	16.8	10,6	13.6	11.4		15.0	10.0
1:15		14.2	21.5	12.7	13.0	11.4	13.4	14.0	13.6	16.0	10,6	13.6	14.0		14.2	10.0
2:15	12.8	11.8	12.3	10.2	17.3	15.2	13.2	15.3	11.8	13.0	15,0	13.4	10.8		13.2	10.0
3:15	11.8	10.8	13.0	11.8	15.3	12.4	10.2	11.0	11.6	11.6	11.4	9.6	8.6		11.5	10.0
4:15	10.0	8.6	8.0	9.2	16.8	8.8	11.2	13.0	11.0	11.0	12.2	10.8	10.0		10.9	10.0

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #8(a)

Agenda Item: Authorization to accept the transfer of the following asset from

LYNX Central Florida Regional Transportation Authority

1 - 35 Foot Low Floor Gillig Transit Buses, Manufacture in

2006.

Bus #708 - VIN# 15GGB2910610077382 - Manufacture Date

9/18/2006

Life Mileage 547,391

Presenter: Joseph Cheney, Maintenance Director

Recommended

Action

Approve this transfer.

Summary:

LYNX is in the process of receiving new replacement buses. The above listed bus has been retired due to an expensive mechanical repair needed to the engine and has met the FTA required minimum mileage requirement for useful life/retirement (>500,000 miles).

The bus being transferred was as originally FTA funded asset. As such, Lakeland Area Mass Transit District will need to incorporate these buses into our current inventory and maintain the vehicles in accordance and in compliance with FTA requirements. This vehicle is needed to replace an older vehicle that is more costly to maintain.

The buses being transferred from LYNX is powered by Cummins ISL engines with a VOITH Transmissions. This low floor bus would be used to replace a high floor bus within our present fleet that is powered by Detroit Diesel and is Wheel Chair Lift equipped. Parts for the Detroit Diesel Series 50 engine are not readily available and are expensive. The low floor design of the LYNX Bus will eliminate Wheelchair Lift Maintenance because it is equipped with a ramp. The Cummins ISL can be rebuilt inhouse.

Funding for the transfer of buses:

No Funding required for this transfer.

LYNX will be asked to paint the bus after the bus has been repaired. Estimated cost < \$2,000

BOARD OF DIRECTORS MEETING May 10, 2017

Agenda Item: Authorization to accept the transfer of the following asset from LYNX

Central Florida Regional Transportation Authority

1 - 35 Foot Low Floor Gillig Transit Buses, Manufacture in 2006.

Bus #708 - VIN# 15GGB2910610077382 - Manufacture Date 9/18/2006 Life Mileage 547,391

Presenter: Joseph Cheney, Maintenance Director

Recommended Approve this transfer.

Action

Background:

LYNX is in the process of receiving new replacement buses. The above listed bus has been retired due to an expensive mechanical repair needed to the engine and has met the FTA required minimum mileage requirement for useful life/retirement (>500,000 miles).

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No Funding required for this transfer.

LYNX will be asked to paint the bus after the bus has been repaired. Estimated cost < \$2,000

Board Approval		
		_
George Lindsey, Chairman of the Board	Date	
Lakeland Area Mass Transit District		

LYNX BUS 708

Manufactured 9/18/2006 35 FL Low Floor Model G29B102N4 VIN# 15GGB291061077382

CAPACITY 32+52 PASSENGERS -new seat inserts needed

UNLADEN WEIGHT 26,680

GVWR 39,600

ENGINE: CUMMINS ISL #46641981 – Rebuild + Head TRANSMISSION: VOITH-Condition unknown

EMP HYBRID Electric Cooling System – some repairs needed













The estimated cost to refurbish this bus:

Engine Repairs \$16,000.00
Seat insert replace \$3,000.00
Hybrid Cooling System \$3,000.00
Paint Bus \$2,000.00
Bike Rack \$1,000.00
Aluminum Wheels \$3,000.00

Transmission unknown (\$11,000 if rebuild is necessary)

Total cost \$28,000 to \$39,000

Estimated life 6 years

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #9(a)

Agenda Item: Intergovernmental Coordination & Review and Public

Transportation Coordination Joint Participation Agreement (ICAR)

Presenter: Diane Slaybaugh, Polk Transportation Planning Organization

Recommended

Action: Board Approval

Summary: Oral Presentation

Attachments: ICAR Agreement

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

525-010-03 POLICY PLANNING OGC – 01/16 Page 1 of 12

INTERGOVERNMENTAL COORDINATION AND REVIEW AND PUBLIC TRANSPORTATION COORDINATION

PUBLIC TRANSPORTATION COORDINATION JOINT PARTICIPATION AGREEMENT

THIS JOINT PARTICIPATION AGREEMENT is made and entered into on this _____ day of _____, 2017 by and between the FLORIDA DEPARTMENT OF TRANSPORTATION; the POLK TRANSPORTATION PLANNING ORGANIZATION; the CENTRAL FLORIDA REGIONAL PLANNING COUNCIL; THE LAKELAND AREA MASS TRANSIT DISTRICT; THE POLK TRANSIT AUTHORITY; AND THE BARTOW MUNICIPAL AIRPORT DEVELOPMENT AUTHORITY.; (and where applicable, insert the names of the appropriate port, transit, and/or aviation authorities).

RECITALS

WHEREAS, the Federal Government, under the authority of Title 23 United States Code Section 134 and Title 49 United States Code (USC) Section 5303 and any subsequent applicable amendments, requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in designated urbanized areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area;

WHEREAS, Title 23 USC §134, Title 49 USC §5303, and Section 339.175, Florida Statutes (F.S.), provide for the creation of metropolitan planning organizations to develop transportation plans and programs for urbanized areas;

WHEREAS, Title 23 Code of Federal Regulations (CFR) §450 requires that the State, the Metropolitan Planning Organization, and the operators of publicly owned transportation systems shall enter into an agreement clearly identifying the responsibilities for cooperatively carrying out such transportation planning (including multimodal, systems-level corridor and subarea planning studies pursuant to Title 23 CFR §450) and programming;

WHEREAS, pursuant to Section 20.23, F.S., the Department has been created by the State of Florida, and the Department has the powers and duties relating to transportation, as outlined in Section 334.044, F.S.;

WHEREAS, pursuant to 23 USC §134, 49 USC §5303, 23 CFR §450, and Section 339.175 F.S., the Polk Transportation Planning Organization (TPO), herein after referred to as the Metropolitan Planning Organization or MPO, has been designated and its membership apportioned by the Governor of the State of Florida, with the agreement of the affected units of general purpose local government, to organize and establish the Metropolitan Planning Organization;

WHEREAS, pursuant to the Interlocal Agreement executed on August 11, 2004, and filed with the Clerk of the Circuit Court of Polk County the MPO was established;

WHEREAS, pursuant to Chapter 125.01(5), F.S., Laws of Florida, the Lakeland Area Mass Transit District was created and established with the purpose of maintaining and operating public transportation systems and other facilities; 2007-275, F.S., Laws of Florida, the Polk Transit Authority was created and established with the purpose of maintaining and operating public transportation systems and other facilities;

WHEREAS, pursuant to Chapter 189.429, F.S., Laws of Florida, the Bartow Municipal Airport Development Authority was created and established with the purpose of maintaining and operating airport and other facilities;

WHEREAS, pursuant to Section 339.175 F.S., the MPO shall execute and maintain an agreement with the metropolitan and regional intergovernmental coordination and review agencies serving the Metropolitan Planning Area;

WHEREAS, the agreement must describe the means by which activities will be coordinated and specify how transportation planning and programming will be part of the comprehensively planned development of the Metropolitan Planning Area;

WHEREAS, pursuant to Section 186.504, F.S., and Chapter 29 G, Florida Administrative Code (FAC), the Central Florida Regional Planning Council, herein after referred to as the Regional Planning Council or the RPC, was established and operates with a primary purpose of intergovernmental coordination and review;

WHEREAS, pursuant to Section 186.505, F.S., the RPC is to review plans of metropolitan planning organizations to identify inconsistencies between those agencies' plans and applicable local government comprehensive plans adopted pursuant to Chapter 163, F.S.;

WHEREAS, the RPC, pursuant to Section 186.507, F.S., is required to prepare a Strategic Regional Policy Plan, which will contain regional goals and policies that address regional transportation issues;

WHEREAS, based on the RPC statutory mandate to identify inconsistencies between plans of metropolitan planning organizations and applicable local government comprehensive plans, and to prepare and adopt a Strategic Regional Policy Plan, the RPC is appropriately situated to assist in the intergovernmental coordination of the transportation planning process;

WHEREAS, pursuant to Section 186.509, F.S., and Chapter 29 G, FAC, the RPC has adopted a conflict and dispute resolution process;

WHEREAS, the purpose of the dispute resolution process is to reconcile differences in planning and growth management issues between local governments, regional agencies, and private interests;

WHEREAS, the parties hereto have determined that the voluntary dispute resolution process can be useful in resolving conflicts and disputes arising in the transportation planning process;

WHEREAS, pursuant to Title 23 CFR §450 and Section 339.175, F.S., the MPO must execute and maintain an agreement with the operators of public transportation systems, including transit systems, commuter rail systems, airports, seaports, and spaceports, describing the means by which activities will be coordinated and specifying how public transit, commuter rail, aviation, and seaport planning (including multimodal, systems-level corridor and subarea planning studies pursuant to 23 CFR §450) and programming will be part of the comprehensively planned development of the Metropolitan Planning Area;

WHEREAS, it is in the public interest that the MPO, operators of public transportation systems, including transit systems, commuter rail systems, port and aviation authorities, jointly pledge their intention to cooperatively participate in the planning and programming of transportation improvements within this Metropolitan Planning Area;

WHEREAS, the undersigned parties have determined that this Agreement satisfies the requirements of and is consistent with Title 23 CFR §450 and Section 339.175 F.S.; and

WHEREAS, the parties to this Agreement desire to participate cooperatively in the performance, on a continuing basis, of a cooperative, and comprehensive transportation planning process to assure that highway facilities, transit systems, bicycle and pedestrian facilities, rail systems, air transportation and other facilities will be located and developed in relation to the overall plan of community development.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

ARTICLE 1 RECITALS; DEFINITIONS

Section 1.01. Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

Section 1.02. Definitions. The following words when used in this Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

Agreement means and refers to this instrument, as may be amended from time to time.

<u>Corridor or Subarea Study</u> shall mean and refer to studies involving major investment decisions or as otherwise identified in Title 23 CFR §450.

<u>Department</u> shall mean and refer to the Florida Department of Transportation, an agency of the State of Florida, created pursuant to Section 20.23, F.S.

<u>FHWA</u> means and refers to the Federal Highway Administration.

Long Range Transportation Plan is the 20-year transportation planning horizon which identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and, in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by Title 23 USC §134, Title 49 USC §5303, Title 23 CFR §450, and Section 339, F.S.

Metropolitan Planning Area means and refers to the planning area as determined by agreement between the MPO and the Governor for the urbanized areas designated by the United States Bureau of the Census as described in 23 USC §134, 49 USC §5303, and Section 339.175, F.S., and including the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period, which shall be subject to the Metropolitan Planning Organization's planning authority.

Metropolitan Planning Organization (MPO) means and refers to the Metropolitan Planning Organization formed pursuant to this Interlocal Agreement as described in Title 23 USC §134, Title 49 USC §5303, and Section 339.175, F.S. This may also be referred to as a Transportation Planning Organization (TPO).

Regional Planning Council means and refers to the Central Florida Regional Planning Council created pursuant to Section 186.504, F.S., and identified in Chapter 29 G, FAC.

<u>Transportation Improvement Program (TIP)</u> is the staged multi-year program of transportation improvement projects developed by a metropolitan planning organization consistent with the Long Range Transportation Plan, developed pursuant to Titles 23 USC §134, 49 USC §5303, 23 CFR §450 and Section 339.175, F.S.

<u>Unified Planning Work Program (UPWP)</u> is a biennial program developed in cooperation with the Department and public transportation providers, that identifies the planning priorities and activities to be carried out within a metropolitan planning area to be undertaken during a 2-year period, together with a complete description thereof and an estimated budget, as required by Title 23 CFR §450, and Section 339.175, F.S.

ARTICLE 2 PURPOSE

Section 2.01. <u>Coordination with public transportation system operators</u>. This Agreement is to provide for cooperation between the MPO, the Department, the Transit Authority, the Port Authority, the Aviation Authority, and n/a in the development and preparation of the UPWP, the TIP, the LRTP, and any applicable Corridor or Subarea Studies.

Section 2.02. <u>Intergovernmental coordination; Regional Planning Council</u>. Further, this Agreement is to provide a process through the RPC for intergovernmental coordination and review and identification of inconsistencies between proposed MPO transportation plans and local government comprehensive plans adopted pursuant to Chapter 163, F.S., and reviewed by the Division of Community Development within the Florida Department of Economic Opportunity.

Section 2.03. <u>Dispute resolution</u>. This Agreement also provides a process for conflict and dispute resolution through the RPC.

ARTICLE 3 COOPERATIVE PROCEDURES FOR PLANNING AND PROGRAMMING WITH OPERATORS OF PUBLIC TRANSPORTATION SYSTEMS

Section 3.01. <u>Cooperation with operators of public transportation systems; coordination with local government approved comprehensive plans.</u>

- (a) The MPO shall cooperate with the Transit Authority, Port Authority, Aviation Authority, and n/a to optimize the planning and programming of an integrated and balanced intermodal transportation system for the Metropolitan Planning Area.
- (b) The MPO shall implement a continuing, cooperative, and comprehensive transportation planning process that is consistent, to the maximum extent feasible, with port and aviation master plans, and public transit development plans of the units of local governments whose boundaries are within the Metropolitan Planning Area.
- (c) As a means towards achievement of the goals in paragraphs (a) and (b) and in an effort to coordinate intermodal transportation planning and programming, the MPO may include, but shall include no later than July 6, 2014 if within a transportation management area, as part of its membership officials of agencies that administer or operate major modes or systems of transportation, including but not limited to transit operators, sponsors of major local airports, maritime ports, and rail operators per

Federal regulations. The representatives of the major modes or systems of transportation may be accorded voting or non-voting advisor status. In the Metropolitan Planning Area if authorities or agencies are created by law to perform transportation functions and that are not under the jurisdiction of a general purpose local government represented on the MPO, the MPO may request the Governor to designate said authority or agency as a voting member of the MPO in accordance with the requirements of Section 339.175, F.S. If the new member would significantly alter local government representation in the MPO, the MPO shall propose a revised apportionment plan to the Governor to ensure voting membership on the MPO to be an elected official representing public transit authorities which have been, or may be, created by law.

The MPO shall ensure that representatives of ports, transit authorities, rail authorities, and airports within the Metropolitan Planning Area are provided membership on the MPO Technical Advisory Committee.

Section 3.02. Preparation of transportation related plans.

- (a) Although the adoption or approval of the UPWP, the TIP, and the LRTP is the responsibility of the MPO, development of such plans or programs shall be viewed as a cooperative effort involving the Department, the Transit Authority, the Port Authority, Aviation Authority, and n/a. In developing its plans and programs, the MPO shall solicit the comments and recommendations of the parties to this Agreement in the preparation of such plans and programs.
- (b) When preparing the UPWP, the TIP, or the LRTP, or preparing other than a minor amendment thereto (as determined by the MPO), the MPO shall provide notice to the Department, the Transit Authority, the Port Authority, Aviation Authority, n/a advising them of the scope of the work to be undertaken and inviting comment and participation in the development process. The MPO shall ensure that the chief operating officials of the Department, the Transit Authority, the Port Authority, Aviation Authority, and [insert the names of other entities as needed] shall receive at least 15 days written notice of all public workshops and hearings, or specified number of days per MPO bylaws, or public participation plan, relating to the development of such plans and programs.
- (c) Local government comprehensive plans.
 - (1) In developing the TIP, the LRTP, or Corridor or Subarea studies, or preparing other than a minor amendment thereto (as determined by the MPO), the MPO, the Polk Transit Authority, the Lakeland Area Mass Transit District, the n/a, the Bartow Municipal Airport Development Authority, and n/a shall analyze for each local government in the Metropolitan Planning Area:
 - (i) each comprehensive plan's future land use element;
 - (ii) the goals, objectives, and policies of each comprehensive plan; and
 - (iii) the zoning, of each local government in the Metropolitan Planning Area.
 - (2) Based upon the foregoing review and a consideration of other growth management factors, the MPO, the Transit Authority, the Port Authority, Aviation Authority, and n/a, shall provide written recommendations to local governments in the Metropolitan

- Planning Area in the development, amendment, and implementation of their comprehensive plans. A copy of the recommendations shall be sent to the RPC.
- (3) The MPO agrees that, to the maximum extent feasible, the LRTP and the projects and project-phases within the TIP shall be consistent with the future land use element and goals, objectives, and policies of each comprehensive plan of the local governments in the Metropolitan Planning Area. If the MPO's TIP is inconsistent with a local government's comprehensive plan, the MPO shall so indicate, and the MPO shall present, as part of the TIP, justification for including the project in the program.
- (d) Multi-modal transportation agency plans.
 - (1) In developing the TIP, the LRTP, or Corridor or Subarea studies, or preparing other than a minor amendment thereto (as determined by the MPO, the MPO shall analyze the master plans of the n/a, the Bartow Municipal Airport Development Authority, the Polk Transit Authority, the Lakeland Area Mass Transit District, and n/a. Based upon the foregoing review and a consideration of other transportation-related factors, the MPO, shall from time to time and as appropriate, provide recommendations to the parties to this Agreement as well as local governments within the Metropolitan Planning Area, for the development, amendment, and implementation of their master, development, or comprehensive plans.
 - (2) In developing or revising their respective master, development, or comprehensive plans, the parties to this Agreement shall analyze the draft or approved Unified Planning Work Program, Transportation Improvement Program, Long Range Transportation Plan, or Corridor or Subarea studies, or amendments thereto. Based upon the foregoing review and a consideration of other transportation-related factors, the parties to this Agreement shall from time to time and as appropriate, provide written recommendations to the MPO with regard to development, amendment, and implementation of the plans, programs, and studies.
 - (3) The MPO agrees that, to the maximum extent feasible, the Transportation Improvement Program shall be consistent with the affected master plans and development plans of the parties to this Agreement.

ARTICLE 4 INTERGOVERNMENTAL COORDINATION AND REVIEW

- Section 4.01. <u>Coordination with Regional Planning Council</u>. The RPC shall perform the following tasks:
 - (a) Within 30 days of receipt, the RPC shall review the draft TIP, LRTP, Corridor and Subarea studies, or amendments thereto, as requested by the MPO, to identify inconsistencies between these plans and programs and applicable local government comprehensive plans adopted pursuant to Chapter 163, F.S., for counties and cities within the Metropolitan Planning Area and the adopted Strategic Regional Policy Plan.
 - (1) The parties recognize that, pursuant to Florida law, the LRTP and the TIP of the MPO must be considered by cities and counties within the Metropolitan Planning Area in the preparation, amendment, and update/revision of their comprehensive plans. Further, the LRTP and the projects and project phases within the TIP are to

be consistent with the future land use element and goals, objectives, and policies of the comprehensive plans of local governments in the Metropolitan Planning Area. Upon completion of its review of a draft TIP or LRTP, the RPC shall advise the MPO and each county or city of its findings;

- (2) The RPC shall advise the MPO in writing of its concerns and identify those portions of the submittals which need to be reevaluated and potentially modified if the RPC review identifies inconsistencies between the draft TIP or LRTP and local comprehensive plans; and
- (3) Upon final adoption of the proposed Transportation Improvement Program, Long Range Transportation Plan, Corridor and Subarea studies, or amendments thereto, the MPO may request that the RPC consider adoption of regional transportation goals, objectives, and policies in the Strategic Regional Policy Plan implementing the adopted Transportation Improvement Program, Long Range Transportation Plan, Corridor and Subarea studies, or amendments thereto. If the proposed plan, program, or study, or amendments thereto, was the subject of previous adverse comment by the RPC, the MPO will identify the change in the final adopted plan intended to resolve the adverse comment, or alternatively, the MPO shall identify the reason for not amending the plan as suggested by the RPC.
- (b) Provide the availability of the conflict and dispute resolution process as set forth in Article 5 below.

ARTICLE 5 CONFLICT AND DISPUTE RESOLUTION PROCESS

- Section 5.01. <u>Disputes and conflicts under this Agreement</u>. This process shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. Except as otherwise provided in this Article 5, only representatives of the agencies with conflicts or disputes shall engage in conflict resolution.
- Section 5.02. <u>Initial resolution</u>. The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials:

Florida Department of Transportation: District Director for Planning and Programs

MPO: Polk Transportation Planning Organization (TPO)

Central Florida Regional Planning Council: Patricia M. Steed, Executive Director

Polk Transit Authority: Tom Phillips, Executive Director

Lakeland Area Mass Transit District: Tom Phillips, Executive Director

Bartow Municipal Airport Development Authority: Cindy Barrow, Executive Director

Section 5.03. <u>Resolution by senior agency official</u>. If the conflict remains unresolved, the conflict shall be resolved by the following officials:

Florida Department of Transportation: District Secretary

Polk Transportation Planning Organization: Thomas M. Deardorff, Executive Director

Central Florida Regional Planning Council: Patricia M. Steed, Executive Director

Polk Transit Authority: Tom Phillips, Executive Director

Lakeland Area Mass Transit District: Tom Phillips, Executive Director

Bartow Municipal Airport Development Authority: Cindy Barrow, Executive Director

Section 5.04. Resolution by the Office of the Governor. If the conflict is not resolved through conflict resolution pursuant to Sections 5.02, 5.03, and 5.04 of this Agreement, the parties shall petition the Executive Office of the Governor for resolution of the conflict pursuant to its procedures. Resolution of the conflict by the Executive Office of the Governor shall be binding on all parties.

ARTICLE 6 MISCELLANEOUS PROVISION

- Section 6.01. Constitutional or statutory duties and responsibilities of parties. This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.
- Section 6.02. <u>Amendment of Agreement</u>. Amendments or modifications of this Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Agreement.
- Section 6.03. Duration; withdrawal procedure.
 - (a) <u>Duration</u>. This Agreement shall have a term of (5) years and the parties hereto shall examine the terms hereof and agree to amend the provisions or reaffirm the same in a timely manner. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.
 - (b) <u>Withdrawal procedure</u>. Any party may withdraw from this Agreement after presenting in written form a notice of intent to withdraw to the other parties to this Agreement and the MPO, at least (90) days prior to the intended date of withdrawal; provided, that financial commitments made prior to withdrawal are effective and binding for their full term and amount regardless of withdrawal.

Section 6.04. <u>Notices</u>. All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice is required to be given and shall be addressed as follows:

Polk Transportation Planning Organization

Drawer TS05, P. O. Box 9005

Bartow, FL 33830

Central Florida Development Council

555 E. Chuch Street

Bartow, FL 33830

Polk Transit Authority

1212 George Jenkins Boulevard

Lakeland, FL 33815

Lakeland Area Mass Transit District

1212 George Jenkins Boulevard

Lakeland, FL 33815

Bartow Municipal Airport Development Authority

P. O. Box 650

Bartow, FL 33831

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 6.05. Interpretation.

- (a) <u>Drafters of Agreement</u>. All parties hereto were each represented by, or afforded the opportunity for representation by legal counsel, and participated in the drafting of this Agreement and in the choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.
- (b) <u>Severability</u>. Invalidation of any one of the provisions of this Agreement or any part, clause or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

- (c) <u>Rules of construction</u>. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:
 - (1) The singular of any word or term includes the plural;
 - (2) The masculine gender includes the feminine gender; and
 - (3) The word "shall" is mandatory, and "may" is permissive.
- Section 6.06. <u>Attorney's Fees</u>. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own costs and attorney's fees in connection with such proceeding.
- Section 6.07. <u>Agreement execution; use of counterpart signature pages</u>. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.
- Section 6.08. <u>Effective date</u>. This Agreement shall become effective upon its recording by all parties hereto.
- Section 6.09. Other authority. In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is required under applicable law to enable the parties to enter into this Agreement or to undertake the provisions set forth hereunder, or to observe, assume or carry out any of the provisions of the Agreement, said parties will initiate and consummate, as provided by law, all actions necessary with respect to any such matters as required.
- Section 6.10. <u>Parties not obligated to third parties</u>. No party hereto shall be obligated or be liable hereunder to any party not a signatory to this Agreement. There are no express or intended third party beneficiaries to this Agreement.
- Section 6.11. Rights and remedies not waived. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO, and the making of any such payment by the Department while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the Department in respect of such breach or default.
- Section 6.12 <u>Data, records, reports and other documents.</u> Subject to the right to claim an exemption from the Florida Public Records Law, Chapter 119, F.S., the parties shall provide to each other such data, reports, records, contracts, and other documents in its possession relating to the MPO as is requested. Charges are to be in accordance with Chapter 119, F.S.

IN WITNESS WHEREOF, the undersigned parties have executed this Joint Participation Agreement on behalf of the referenced legal entities.

Signed, Sealed, and Delivered in the presence of:

POLK TRANSPORTATION PLANNING ORGANIZATION Commissioner Donald R. Selvage, Chairman Attest: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL CFRPC Chairman Attest: Approved as to form and legal sufficiency: Randy Mink, Deputy County Attorney CFRPC Attorney Polk Transit Authority Chairman Attest:

LAKELAND AREA MASS TRANSIT DISTRICT LAMTD Chairman Attest: Bartow Municipal Airport Development Authority Chairman Attest:

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #10(a)

Agenda Item: Monthly Calendar

Presenter: Tom Phillips, Executive Director

Recommended

Action: Informational

Summary: Oral Presentation

Attachments: Monthly Calendar

April 2017	7			April 2017 Su Mo Tu We Th 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27	Fr Sa Su Mo 1 7 8 7 8 14 15 7 8 21 22 21 22 28 29 29 28 29	May 2017 Tu We Th Fr Sa 2 3 4 5 6 2 10 11 12 13 16 17 18 19 20 23 24 25 26 27
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 26	27	28	29	30	31	Apr 1
2	3 9:00am RE: 440319-1 City of Lakeland / 10:00am 1 on 1 with Tom and Steve	4 9:00am Senior Staff 10:00am One on One 12:00pm Disability Mtg:	Copy. Board of Directors. 10:30am 1 on 1 with Tom and Erin (Tom's	6 8:30am 1 on 1 with 10:00am Grants Meeting	7 11:00am 1 on 1 Joe and Tom (Office) - Marcy Harrison	8
o	10:00am 1 on 1 with Tom and Steve 6:30pm Flying Tigers vs. Threshers (Ready for	8:30am Email Ridership 9:00am Senior Staff 10:00am One on One 1:00pm 1 on 1 Tom and	12 8:30am LAMTD Board Meeting 10:30am 1 on 1 with 6:30pm Flying Tigers vs.	13 8:30am 1 on 1 with 9:00am TPO (Bartow) - 10:30am Dentist 2:00pm 1/1 with David	Tom Off 10:00am IT Review (David Persaud's 11:00am 1 on 1 Joe and	15
16 Easter Day (United States)	17 Tax Day (United States) 10:00am 1 on 1 with 4:00pm US 98/Pyramid 6:30pm Flying Tigers vs.	18 9:00am Canceled: Senior 11:30am Norm Lunch 11:00pm 1 on 1 Tom and 6:30pm Flying Tigers vs.	19 11:00am Conference Call with Christopher 2:00pm Meeting with 6:30pm Flying Tigers vs.	8:30am City of Lakeland: 8:30am City of Lakeland 10:30am City of Lakeland 10:30am City of	9:30am Winter Haven Terminal 211:00am 1 on 1 Joe and 6:30pm Flying Tigers vs.	22
23	24 10:00am 1 on 1 with 11:30am Mr. 1:00pm (Your Office) -	25 9:00am Senior Staff 10:00am One on One 12:30pm Polk County 1:00pm 1 on 1 Tom and	26 8:00am Mtg w/ George Lindsey (His office) 10:30am 1 on 1 with 3:15pm Meeting with	8:30am 1 on 1 with 10 30am Weekly 11:30am Round Table	28 Marcia Sick Acation 8:30am Updated 11:00am 1 on 1 Joe and	29

Tom Phillips

5/3/2017 8:26 AM

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May 1

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LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #10(b)

Agenda Item: UAP & Ridership Report

Presenter: Tom Phillips, Executive Director

Recommended

Action: Informational

Summary: Year to date ridership information for the entire system including

LAMTD, Winter Haven, Rural and Demand Response.

Attachments: Ridership Report

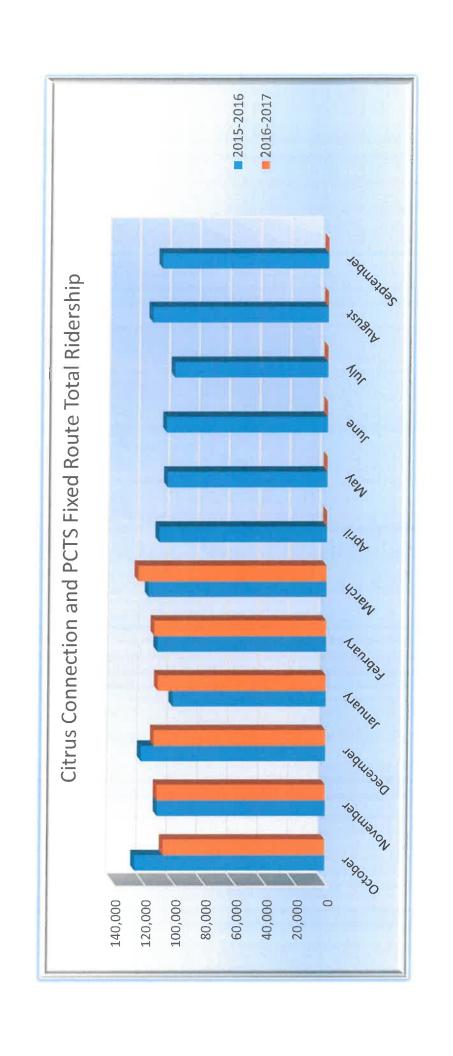
UAP Ridership Totals 2016-17		LAMTD	WHAT	Total
	February	16,662	10,493	27,155
	March	14,460	9,843	24,303
UAP Ridership 2016		LAMTD	WHAT	Total
Polk State College				
	February	3,825	1,883	5,708
	March	3,243	1,681	4,924
LEGOLAND				
	February	123	1,330	1,453
	March	124	1,789	1,913
South Eastern University				
	February	225	24	249
	March	288	71	359
COLTS				
	February	2,564	1,463	4,027
	March	2,872	1,428	4,300
Veterans				
	February	2,917	1,290	4,207
	March	3,054	1,366	4,420
Southern Technical College				
	February	285	480	765
	March	316	396	712
Polk Health Care				
	February	2,113	1,009	3,122
	March	198	89	287
Central Florida Healthcare				
	January	1,958	522	2,480
	February	1,898	523	2,421
New Beginnings High School				
	February	2,712	2,491	5,203
	March	2,467	2,500	4,967

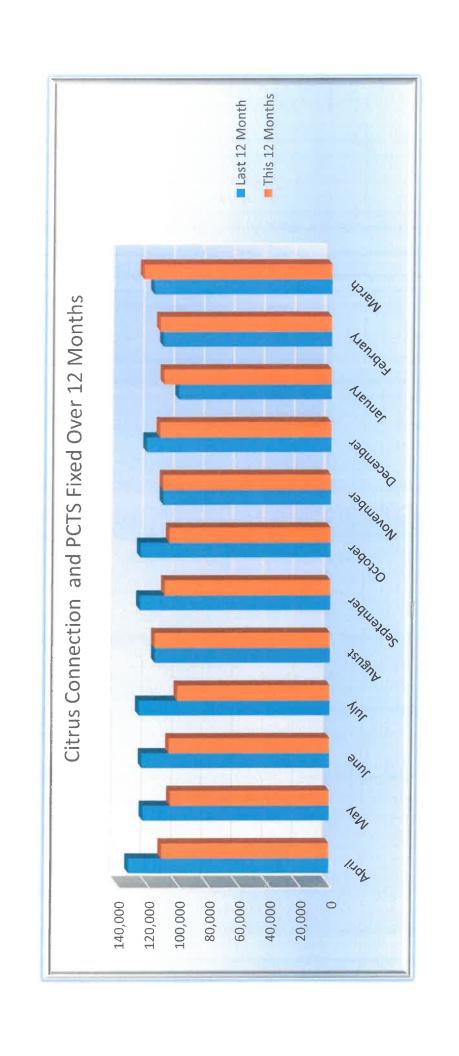
Citrus Connection and PCTS Fixed Route Totals							
	2013-2014	2014-2015	2015-2016	2016-2017	Change		
October	175,231	167,775	125,714	106,806	-15%		
November	142,742	133,255	111,028	111,139	0%		
December	151,623	153,148	122,018	113,316	-6%		
January	150,249	141,892	101,190	110,948	7%		
February	157,540	131,235	111,486	113,537	2%		
March	152,174	142,894	117,618	124,451	0%		
April	160,032	132,400	110,754	0	0%		
May	156,361	123,350	105,362	0	0%		
June	146,011	124,152	106,252	0	0%		
July	155,955	126,245	100,929	0	0%		
August	161,384	115,908	115,998	0	0%		
September	161,540	125,983	109,705	0	0%		
Totals	1,870,842	1,618,237	1,338,053	680,197	-1%		

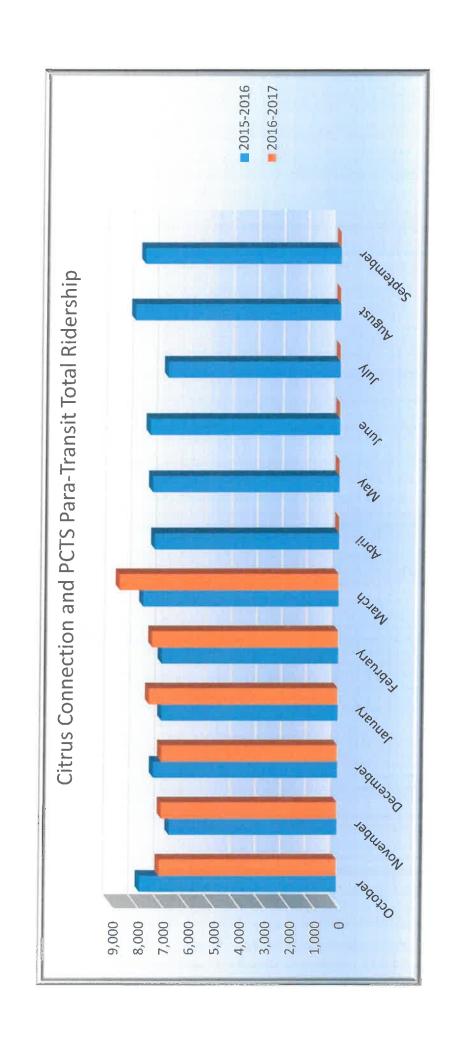
Citrus Connection and PCTS Para-Transit Totals							
	2013-2014	2014-2015	2015-2016	2016-2017	Change		
October	17,42	11,849	7,846	7,071	-10%		
November	14,9	2 9,092	6,690	7,002	3%		
December	15,28	3 12,494	7,330	7,014	-3%		
January	15,92	2 10,149	7,020	7,521	5%		
February	15,40	9,603	7,027	7,413	4%		
March	16,46	2 10,358	7,780	8,715	0%		
April	17,37	0 10,323	7,334	0	0%		
May	16,56	4 9,895	7,431	0	0%		
June	12,77	2 9,973	7,548	0	0%		
July	13,26	0 9,277	6,846	0	0%		
August	11,40	7 7,871	8,166	0	0%		
September	11,34	6 7,619	7,791	0	0%		
Totals	178,14	2 118,503	88,809	44,736	2%		

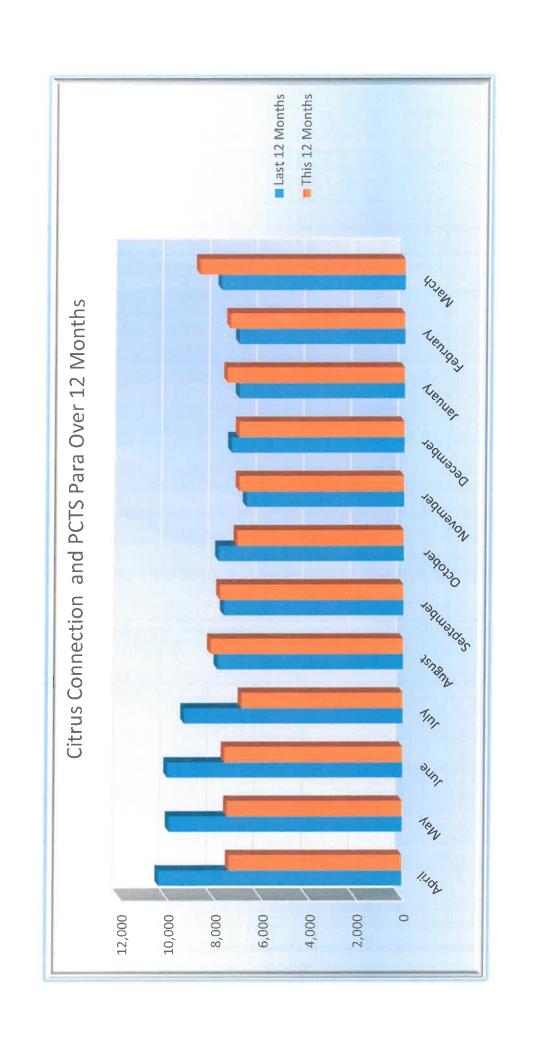
	Citrus Connection only Fixed Route Totals							
	2013-2014	2014-2015	2015-2016	2016-2017	Change			
October	114,557	110,975	83,092	67,636	-19%			
November	91,529	88,195	73,987	71,083	-3%			
December	100,346	100,995	82,287	72,646	-10%			
January	98,127	95,059	67,774	70,767	3%			
February	99,784	88,704	74,506	71,884	-3%			
March	99,107	93,660	79,428	78,158	0%			
April	102,859	89,872	73,926	0	0%			
May	100,584	80,003	69,120	0	0%			
June	94,326	80,998	71,398	0	0%			
July	102,872	74,681	68,162	0	0%			
August	106,013	72,290	76,847	0	0%			
September	105,234	79,771	72,624	0	0%			
Totals		1,055,203	893,149	432,174	-6%			

Citrus Connection only Para-Transit Totals							
	2013-2014	2014-2015	2015-2016	2016-2017	Change		
October	7,96	8 6,888	4,094	3,229	-21%		
November	6,79	8 5,470	3,437	3,252	-3%		
December	6,76	7 6,046	3695	3,154	-9%		
January	7,19	0 5,919	3512	3,507	0%		
February	6,82	0 5,581	3496	3,505	0%		
March	7,35	6 6,316	3897	4,040	0%		
April	8,11	8 6,333	3651		0%		
May	7,79	0 6,170	3589		0%		
June	6,62	2 6,136	3660		0%		
July	6,98	2 5,407	3269		0%		
August	6,52	2 4,485	3,866		0%		
September	6,63	6 4,517	3,747		0%		
Totals	85,56	9 69,268	43,913	20,687	-7%		









LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MAY 10, 2017 AGENDA ITEM #11

Agenda Item: Other Business

Presenter: TBD

Recommended

Action: TBD