

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, August 9, 2017, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of Minutes – July 12, 2017, Board Meeting	Approval
2. Public Comments	TBD
3. Legal / Darby Law Group	
a. PSC UAP	Approval
b. Addition of Lands Reserve @ Lakeland Square	Approval
c. Resolution accepting property from FDOT	Approval
d. Interlocal agreements with Auburndale, Winter Haven, Lake Alfred, Haines City and Lake Wales	Approval
e. Veteran's UAP	Approval
4. Finance / David Persaud	
a. LAMTD Financials	None
b. PCTS	None
c. 2017-2018 Proposed Budget	None
d. Bus and Bus Facilities Grant and Resolution #17-09	Approval
5. Executive Report / Tom Phillips	
a. LAMTD 2017-2018 Board Meeting Schedule Resolution 17-08	Approval
6. Transit Disadvantaged / Aaron Dunn	
a. Community Transportation Coordinator Annual Operating Report	None
7. Human Resources / Steve Schaible	
a. GEM Award	None
b. Internship Program	None
8. Operations / Bill Knieriem	
a. TSI Quarterly Update	None
b. New Route 61	Approval
c. ccbusinfo app	None
9. Fleet Maintenance / Joe Cheney	
a. Authorization to accept the transfer of 60 light fixtures from LYNX	Approval
10. TPO / Diane Slaybaugh	
a. TDP Major Update Presentation 2017-2026	Approval
11. Other Business	

Adjournment

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #1

Agenda Item: Approval of July 12, 2017 LAMTD Board of Directors
Meeting Minutes

Presenter: Marcy Harrison

Recommended
Action: Board of Directors approve the Minutes of the
July 12, 2017 LAMTD Board of Directors Meeting.

Attachments: July 12, 2017 LAMTD Board of Directors Meeting
Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
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1212 George Jenkins Blvd., Lakeland, Fl. 33815
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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

Agenda Item #1 – Approval of the Minutes

Approval request for the approval of the June 27, 2017 LAMTD Board of Director meeting minutes.

“Approval of June 27, 2017 Board of Directors Meeting Minutes”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None at this time

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

a) Radiah Craft Building Dedication

b) Proclamation for Pledge to Slow Down Month -

George Lindsey, Chairman of the Lakeland Area Mass Transit District, Lakeland, Florida, do hereby proclaim June 2017 is, “Pledge to Slow Down Month”, throughout Polk County served by the Lakeland Area Mass Transit District and urge all drivers to make a pledge to slow down and drive safely at all times.

“Approval for the pledge to slow down month”

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
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Agenda Item #4 Finances / David Persaud, CFO

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

a) Financials for the Year-to-date April 30, 2017

Year to Date April 30, 2017					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	53%	\$6,068,773	\$5,790,533	95%	\$10.4 Million
Expenses YTD	53%	\$6,068,773	\$4,968,498	82%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through April 30, 2017 totaled \$5.8 million or 95% of the YTD budget.

Farebox and all contract revenues reflect 8% under budgeted revenues through April 30, 2017.

Farebox revenues are under budget \$104,000 due to decline in ridership and some comingling of revenue that is being addressed.

- Other Contract Revenues are over budget by \$39,000 due to RAMCO Payment. City of Lakeland Revenues of \$83,450 is in line with the budgeted revenues of \$87,700.
- Ad Valorem taxes reflect \$3.8 million. The total budgeted revenues are \$3.9 million. Revenues are over budget since only 97% 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 \$395,000 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 \$418,000. 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 \$77,000 but should improve as payments are realized.

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- 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.

EXPENSES:

The total expenses year-to-date through April 30, 2017 totaled \$4.9 million or 82% of the YTD budget.

- Salaries and benefits represent 87% of the FY 2016-2017 YTD budget. As of April 30, 2017, these expenses totaled \$3.4 million or 13% under budget of \$3.90 million and is under budget.
- Professional and Technical Services expenses totaled \$207,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$48,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$302,000 YTD under budget due to declining fuel prices; a favorable variance.
- Materials and supplies totaled \$262,000 under budget, a favorable variance.
- Advertising promotion expenses totaled \$19,000 over budget, offset with advertising revenues that are lagging.
- 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. The City of Lakeland CRA payments were higher than budgeted.

Other remaining expenses are under the YTD budget through April 30, 2017

CHANGE IN FINANCIAL CONDITION	
Based on the year-to-date budget-to-actual variances through April 30 th the financials reflect a favorable actual variance of \$.8 million due to the collection of property taxes.	

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS					
	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.

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LAKELAND AREA MASS TRANSIT DISTRICT

**FY 2017
MONTHLY FINANCIAL STATEMENT**

MONTH OF **Apr 2017**

		Month				YTD				Approved Annual Budget
		Actual	Budget	Variance \$'s	%	Actual	Budget	Variance \$'s	%	
REVENUES:	Account									
R4	Farebox/Pass Sales	\$ 57,205	\$ 70,711	\$ (13,506)	-19%	\$ 391,036	\$ 494,976	\$ (103,939)	-21%	\$ 848,530
R6	Contract Income (UAP)	\$ 24,764	\$ 20,260	\$ 4,504	22%	\$ 139,367	\$ 141,820	\$ (2,453)	-2%	\$ 243,120
R3	Other Contract Revenue	\$ 16,215	\$ 24,076	\$ (7,861)	-33%	\$ 207,103	\$ 168,531	\$ 38,573	23%	\$ 288,910
R5	Miscellaneous Income	\$ 9,834	\$ 833	\$ 9,001	1080%	\$ 17,245	\$ 5,833	\$ 11,412	196%	\$ 10,000
R7	Advertising Revenue	\$ 3,800	\$ 14,500	\$ (10,701)	-74%	\$ 76,934	\$ 101,500	\$ (24,566)	-24%	\$ 174,000
R8	Investment/Interest Income (net)	\$ 6,115	\$ 833	\$ 5,281	634%	\$ 36,852	\$ 5,833	\$ 31,018	532%	\$ 10,000
R9	Ad Valorem Income, net	\$ 150,982	\$ 324,372	\$ (173,390)	-53%	\$ 3,791,705	\$ 2,270,602	\$ 1,521,103	67%	\$ 3,892,460
R10	FDOT Operating Grant	\$ -	\$ 137,002	\$ (137,002)	-100%	\$ 395,320	\$ 959,012	\$ (563,692)	-59%	\$ 1,644,020
R11	Federal Operating Grant	\$ -	\$ 217,626	\$ (217,626)	-100%	\$ 417,591	\$ 1,523,381	\$ (1,105,790)	-73%	\$ 2,611,510
R12	Charitable Contributions	\$ -	\$ -	\$ -	0%	\$ 3,000	\$ -	\$ 3,000	0%	\$ -
R13	Cost Recovery	\$ 16,566	\$ 3,109	\$ 13,456	433%	\$ 43,016	\$ 21,764	\$ 21,252	98%	\$ 37,310
R17	City of Lakeland	\$ -	\$ 12,531	\$ (12,531)	-100%	\$ 83,450	\$ 87,716	\$ (4,266)	-5%	\$ 150,370
R1	Bartow Express	\$ -	\$ 3,274	\$ (3,274)	-100%	\$ 6,479	\$ 22,919	\$ (16,440)	-72%	\$ 39,290
R2	PCTS - Support Cost Reimb.	\$ 37,841	\$ 37,841	\$ (0)	0%	\$ 264,885	\$ 264,886	\$ (1)	0%	\$ 454,090
	Reserve									
TOTAL REVENUES		\$ 323,320	\$ 866,968	\$ (543,648)	-63%	\$ 5,790,533	\$ 6,068,773	\$ (278,240)	-5%	\$ 10,403,610
ELIGIBLE EXPENSES:										
1	Salaries	\$ 335,378	\$ 372,057	\$ (36,679)	-10%	\$ 2,257,886	\$ 2,604,402	\$ (346,517)	-13%	\$ 4,464,690
2	Employee Benefits	\$ 172,564	\$ 186,011	\$ (13,447)	-7%	\$ 1,131,401	\$ 1,302,078	\$ (170,677)	-13%	\$ 2,232,134
3	Advertising Fees	\$ 500	\$ 1,125	\$ (625)	-56%	\$ 2,361	\$ 7,875	\$ (5,514)	-70%	\$ 13,500
4	Professional & Technical Ser	\$ 38,642	\$ 31,490	\$ 7,152	23%	\$ 206,976	\$ 220,431	\$ (13,455)	-6%	\$ 377,881
5	Contract Maintenance Services	\$ 1,612	\$ 8,196	\$ (6,584)	-80%	\$ 37,332	\$ 57,371	\$ (20,039)	-35%	\$ 98,350
6	Other Services	\$ 4,071	\$ 3,352	\$ 719	21%	\$ 47,535	\$ 23,467	\$ 24,068	103%	\$ 40,229
7	Fuel & Lubricants	\$ 44,518	\$ 47,585	\$ (3,067)	-6%	\$ 301,740	\$ 333,095	\$ (31,355)	-9%	\$ 571,020
8	Freight	\$ (63)	\$ 292	\$ (354)	-122%	\$ 4,186	\$ 2,042	\$ 2,145	105%	\$ 3,500
9	Repairs & Maintenance	\$ 4,787	\$ 3,708	\$ 1,079	29%	\$ 7,841	\$ 25,958	\$ (18,118)	-70%	\$ 44,500
10	Materials & Supplies	\$ 60,049	\$ 57,049	\$ 2,999	5%	\$ 262,182	\$ 399,344	\$ (137,162)	-34%	\$ 684,590
11	Utilities/Telephone	\$ 6,336	\$ 9,167	\$ (2,830)	-31%	\$ 55,590	\$ 64,167	\$ (8,577)	-13%	\$ 110,000
12	Physical Damage Insurance	\$ 3,062	\$ 2,267	\$ 796	35%	\$ 17,741	\$ 15,867	\$ 1,874	12%	\$ 27,200
13	Liab & Prop Damage Insurance	\$ 15,966	\$ 19,433	\$ (3,467)	-18%	\$ 116,048	\$ 136,033	\$ (19,985)	-15%	\$ 233,200
14	Other Coporate Insurance	\$ -	\$ 167	\$ (167)	-100%	\$ 1,010	\$ 1,167	\$ (157)	-13%	\$ 2,000
15	Dues & Subscriptions	\$ 5,231	\$ 3,483	\$ 1,748	50%	\$ 30,165	\$ 24,379	\$ 5,786	24%	\$ 41,792
16	Education/Training/Meeting/Travel	\$ 4,070	\$ 6,646	\$ (2,576)	-39%	\$ 51,068	\$ 46,521	\$ 4,547	10%	\$ 79,750
17	Service Charges	\$ 1,687	\$ 917	\$ 771	84%	\$ 9,627	\$ 6,417	\$ 3,211	50%	\$ 11,000
18	Office Expense	\$ 2,287	\$ 9,237	\$ (6,950)	-75%	\$ 26,394	\$ 64,660	\$ (38,266)	-59%	\$ 110,845
19	Advertising & Promotions	\$ 2,854	\$ 1,667	\$ 1,187	71%	\$ 19,268	\$ 11,667	\$ 7,602	65%	\$ 20,000
20	Miscellaneous Expenses	\$ 466	\$ 359	\$ 107	30%	\$ 22,362	\$ 2,514	\$ 19,847	789%	\$ 4,310
21	Property Appraiser/Tax Collector Comm	\$ 20,720	\$ 12,283	\$ 8,436	69%	\$ 121,737	\$ 85,983	\$ 35,754	42%	\$ 147,400
22	LDDA, CRA Contributions	\$ -	\$ 12,167	\$ (12,167)	-100%	\$ 160,948	\$ 85,167	\$ 75,781	89%	\$ 146,000
23	Capital Expenditures/ Debt Service	\$ 11,014	\$ 57,883	\$ (46,869)	-81%	\$ 77,101	\$ 405,183	\$ (328,082)	-81%	\$ 694,600
24	Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 1,167	\$ (1,167)	-100%	\$ 2,000
25	Restricted Contingency	\$ -	\$ 20,260	\$ (20,260)	-100%	\$ -	\$ 141,820	\$ (141,820)	-100%	\$ 243,120
TOTAL ELIGIBLE EXPENSES:		\$ 735,752	\$ 866,968	\$ (131,215)	-15%	\$ 4,968,498	\$ 6,068,773	\$ (1,100,275)	-18%	\$ 10,403,610
NET REVENUES OVER										
(UNDER) EXPENSES		\$ (412,432)	\$ (0)	\$ (412,432)		\$ 822,035	\$ (0)	\$ 822,035		\$ (0)

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b) PCTS Financials –

Polk County Transit Contract
Month of April 30, 2017
Year to Date Report
Percent of FY Reported (58.3%)

Revenues

- The revenues totaled \$1.6 million or 45% of the year-to-date budget.
- The FTA grant drawdown reflects no activity of the budgeted revenues.
- Fare Revenues totaled \$76,857 or 106% of the year-to-date budget.
- The Polk County City Contributions totaled \$65,000.
- The County funding is designed to reflect the first and second payment for the budget grants match totaling \$1.5 million.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$2.6 million or 73% of the year-to-date budget.
- Salaries and wages totaled \$1.4 million or 63% of the YTD Budget.
- Operating expenses totaled \$.97 million or 89% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$258,000 or 87% of the year-to-date budget.

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
FTA 5307 Grant	\$ 2,147,360	\$ 1,252,627		0%
Fares	\$ 123,780	\$ 72,205	\$ 76,857	106%
FDOT Block Grant	\$ 711,773	\$ 415,201		0%
City Contribution	\$ 208,085	\$ 121,383	\$ 65,551	54%
FDOT Block Grants:				
JARC AQ379	\$ 76,479	\$ 44,613		0%
New Freedom AQ49	\$ 89,808	\$ 52,388		0%
FTA 5311 AQ R07	\$ 800,575	\$ 467,002		0%
County Match	\$ 1,960,704	\$ 1,143,744	\$ 1,467,936	128%
Total	\$ 6,118,564	\$ 3,569,163	\$ 1,610,344	45%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
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Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,731,659	\$ 2,176,801	\$ 1,367,375	63%
Contract	\$ 506,300	\$ 295,342	\$ 258,229	87%
Operating	\$ 1,880,605	\$ 1,097,020	\$ 971,248	89%
Total	\$ 6,118,564	\$ 3,569,163	\$ 2,596,852	73%

c) Fuel Award Contract –

On May 8, 2017, the District entered into a consortium purchase with Pinellas Suncoast Transit Authority (PSTA), City of St. Petersburg (COSP), Hillsborough Transit Authority (HART), Hillsborough County Board of County Commissioners (HCOCC), and the Polk County Board of County Commissioners (PCBOCC) for the purchase of No. 2 Ultra Low Sulfur Diesel Fuel and Regular Unleaded 87 Octane Gasoline. An Invitation for Bid (IFB), #25597, was issued by HART, legally advertised and publicly posted on their website.

Twenty-three (23) firms received notification of the posting, with nine (9) timely offers received.

- Of the bids submitted for diesel fuel with transport truck deliveries (7,500 gallons) the firm of James River Solutions, LLC has been found to be a responsive responsible firm offering the best price at a rate of <\$0.0200> per gallon, under the OPIS (Oil Price Index Service) rack average. This price is \$0.0064 over that previously paid under the HART Fuel Consortium.
- Of the bids submitted for unleaded fuel with tank wagon deliveries (500 up to 4,000 gallons) the firm of Palmdale Oil Company has been found to be a responsive responsible firm offering the best price at a rate of \$0.0950 per gallon, over the OPIS (Oil Price Index Service) rack average. This price is \$0.0050 over that previously paid under the HART Fuel Consortium.

“Approval of the fuel award contract”

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room
1212 George Jenkins Blvd., Lakeland, Fl. 33815
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d) Transfer of Funds for Capital Assets –

December 2015 the District applied for a federal 5339 capital grant to purchase 2 – 35 foot fixed route buses and computer hardware. The capital grant funds are split 80/20, meaning the Federal Transit Administration (FTA) funds 80% of the grant, while the District provides the remaining 20% as a local match. In this case, the split was \$816,685 from the FTA with a \$204,171 local match. The District received authorization, for the Florida Department of Transportation (FDOT), to use Toll Revenue Credits for this match.

On March 23, 2016 the District procured a two 35 foot fixed route Gillig buses in the amount of \$920,000. Upon ordering the buses, the District found that in documenting the 80/20 funding split, the Toll Revenue Credits were noted as part of the available grant funding. As toll revenue credits are a soft match and not actually available for obligation, the District only able to recover \$737,185 under the grant, leaving an \$180,000 grant match.

As a result, the District wishes to transfer \$180,000 from the capital budget, for the bus purchases.

Funding:

The District established a capital budget with annual funding of \$680,000 stating in FY 2015-16. Funds available in the Capital Budget after these expenditures totaled \$436,514. The capital budget funding has been a very tangible source of funding capital related projects and assets.

“Approval of the transfer of funds for capital assets”

MOTION CARRIED UNANIMOUSLY

e) Proposed FY 2017-2018 Millage Rate / Certificate of Taxable Value and Set Public Hearing for FY 2017-2018

Recommend approval of the proposed aggregate millage rate of .5000 mills and for the proposed FY 2017-18 Millage and Budget Public Hearings.

Millage:

FY 2016-17 Proposed Millage rate .5000

FY 2016-17 Current Year Aggregate .4402
Rolled-Back-Rate

Current year proposed rate as a percent 13.58%
Change of Rolled-Back-Rate

The DR-420, Certification of Taxable Value, is due to the Property Appraiser by Friday, August 4, 2017. A copy of the DR-420 Certificate of Taxable Value is attached using the maximum allowable millage rate of .5000, the current rate of .5000 And the aggregate rolled back rate of .4402.

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Public Hearings:

First Public Hearing for FY 2017-18 Millage Rate and Budget: Wednesday, September 6, 2017, at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

Second Public Hearing (Final) FY 2017-18 Millage Rate and Budget: Wednesday, September 20, 2017 at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

“Approval of the proposed FY 2017-2018 Millage Rate / Certificate of Taxable Value and Set Public Hearing for FY 2017-2018”

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Operations / Bill Knieriem

Bill Knieriem presented to the board with the below item:

a. New Route Proposal -

The District is proposing a new route beginning at the Lakeland Park Center running up to Banana and Duff Roads along US 98 North. This route will encompass the new senior living communities on Carpenters Way and Kennedy Blvd as well as the senior community at Foxwood Village with an estimated cost of \$9,184 for the last month of this year and funded by the current year's budget. The annual estimated cost starting October 1, 2017 would be \$110,205, to be budgeted in FY 2017-2018.

Agenda Item #6 – Executive Director / Tom Phillips

Tom Phillips reported to the board the monthly UAP and Ridership data – informational only

Agenda Item #7 – Other Business

None at this time

Adjournment

Approved this 12th day of July, 2017.

Vice Chairman – Commissioner Phillip Walker

Minutes Recorder – Marcy Harrison

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #3(a)

Agenda Item: LAMTD Annexation Petitions

Presenter: Darby Law Group

Recommended
Action: Board Approval

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #3(b)

Agenda Item:	Lands Reserve
Presenter:	Darby Law Group
Recommended Action:	Board Approval

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #3(c)

Agenda Item: Resolution accepting property from FDOT

Presenter: Darby Law Group

Recommended
Action: Board Approval

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #3(d)

Agenda Item: Interlocal agreements with Auburndale, Winter Haven, Lake Alfred, Haines City and Lake Wales

Presenter: Darby Law Group

Recommended
Action: Board Approval

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #3(e)

Agenda Item:	Veterans UAP
Presenter:	Darby Law Group
Recommended Action:	Board Approval

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #4(a)

Agenda Item: May 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 May 31, 2017
FY 2016-2017

Year to Date May 31, 2017

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	67%	\$6,935,740	\$5,741,236	83%	\$10.4 Million
Expenses YTD	67%	\$6,935,740	\$5,606,295	81%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through May 31, 2017 totaled \$5.7 million or 83% of the YTD budget.

Farebox and all contract revenues reflect 18% under budgeted revenues through May 31, 2017.

Farebox revenues are under budget \$118,000 due to decline in ridership and some comingling of revenue that is being addressed.

- Other Contract Revenues are over budget by \$31,000 due to RAMCO Payment. City of Lakeland Revenues of \$96,440 is in line with the budgeted revenues.
- Ad Valorem taxes reflect \$3.8 million or 98% of budget. The total budgeted revenues are \$3.9 million. 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 \$92,000 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 \$83,000 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 May 31, 2017
FY 2016-2017

EXPENSES:

The total expenses year-to-date through May 31, 2017 totaled \$5.61 million or 81% of the YTD budget.

- Salaries and benefits represent 87% of the FY 2016-2017 YTD budget. As of May 31, 2017, these expenses totaled \$3.9 million or 14% under budget of \$4.5 million and is under budget.
- Professional and Technical Services expenses totaled \$234,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$94,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$335,000 YTD under budget due to declining fuel prices; a favorable variance.
- Materials and supplies totaled \$289,000 under budget, a favorable variance.
- Advertising promotion expenses totaled \$23,000 over budget, offset with advertising revenues that are lagging.
- 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. The City of Lakeland CRA payments were higher than budgeted.

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

CHANGE IN FINANCIAL CONDITION	
Based on the year-to-date budget-to-actual variances through May 31 st the financials reflect a favorable actual variance of \$135,000 due to the collection of property taxes.	

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS					
	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.



FINANCIAL STATEMENT

MONTH OF May 2017

REVENUES:		Account
R4	Contract Income (UAP)	Account
R6	Contract Income (UAP)	Account
R3	Other Contract Revenue	Account
R5	Miscellaneous Income	Account
R7	Advertising Revenue	Account
R8	Investment/Interest Income (net)	Account
R9	Ad Valorum Income, net	Account
R10	FDOT Operating Grant	Account
R11	Federal Operating Grant	Account
R12	Charitable Contributions	Account
R13	Cost Recovery	Account
R17	City of Lakeland	Account
R1	Barlow Express	Account
R2	PCTS - Support Cost Reimb.	Account
TOTAL REVENUES		Reserve
ELIGIBLE EXPENSES:		
1	Salaries	Account
2	Employee Benefits	Account
3	Advertising Fees	Account
4	Professional & Technical Ser	Account
5	Contract Maintenance Services	Account
6	Other Services	Account
7	Fuel & Lubricants	Account
8	Freight	Account
9	Repairs & Maintenance	Account
10	Materials & Supplies	Account
11	Utilities/Telephone	Account
12	Physical Damage Insurance	Account
13	Liab & Prop Damage Insurance	Account
14	Other Coporate Insurance	Account
15	Dues & Subscriptions	Account
16	Education/Training/Meeting/Travel	Account
17	Service Charges	Account
18	Office Expense	Account
19	Advertising & Promotions	Account
20	Miscellaneous Expenses	Account
21	Property Appraiser/Tax Collector Comm	Account
22	LDDA, CRA Contributions	Account
23	Capital Expenditures/ Debt Service	Account
24	Bad Debt	Account
25	Restricted Contingency	Account
TOTAL ELIGIBLE EXPENSES:		
NET REVENUES OVER		(UNDER) EXPENSES

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #4(b)

Agenda Item: May 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
AUGUST 9, 2017

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of May 31, 2017
Year to Date Report
Percent of FY Reported (67%)

Revenues

- The revenues totaled \$1.6 million or 40% of the year-to-date budget.
- The FTA grant drawdown reflects no activity of the budgeted revenues.
- Fare Revenues totaled \$89,700 or 109% of the year-to-date budget.
- The Polk County City Contributions totaled \$182,000.
- 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 \$3.0 million or 73% of the year-to-date budget.
- Salaries and wages totaled \$1.5 million or 61% of the YTD Budget.
- Operating expenses totaled \$1.2 million or 93% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$300,000 or 89% of the year-to-date budget.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
FTA 5307 Grant	\$ 2,147,360	\$ 1,431,573		0%
Fares	\$ 123,780	\$ 82,520	\$ 89,710	109%
FDOT Block Grant	\$ 711,773	\$ 474,515		0%
City Contribution	\$ 208,085	\$ 138,723	\$ 181,551	131%
FDOT Block Grants:				
JARC AQ379	\$ 76,479	\$ 50,986		0%
New Freedom AQ497	\$ 89,808	\$ 59,872		0%
FTA 5311 AQ R07	\$ 800,575	\$ 533,717		0%
County Match	\$ 1,960,704	\$ 1,307,136	\$ 1,307,136	100%
Other Contract Revenue	\$ -	\$ -		-
Total	\$ 6,118,564	\$ 4,079,042	\$ 1,578,397	40%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,731,659	\$ 2,487,773	\$ 1,524,054	61%
Contract	\$ 506,300	\$ 337,533	\$ 300,418	89%
Operating	\$ 1,880,605	\$ 1,253,737	\$ 1,169,377	93%
Total	\$ 6,118,564	\$ 4,079,043	\$ 2,993,849	73%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
August 9, 2017
AGENDA ITEM #4(c)

Agenda Item: LAMTD Proposed Operating and Capital Budget
FY 2017-18 Budget

Presenter: Tom Phillips, Executive Director
David Persaud, CFO

Recommended
Action: Presentation to the Board FY 2017-18 Proposed Budget

Summary: Proposed Operating and Capital Budget is included.

The proposed budget for the District is included herewith with revenues and expenses balanced for a total budget of \$10,377,040. The budget is balanced with funding for the capital vehicle replacement program totaling \$680,000 and includes the FY 2017-18 annual debt service for totaling \$132,000 for the FY 2016-17 lease bus purchases over a twelve-year period. The millage rate as certified at the .50 level reflects an increase of 12.60% or \$489,896.

A summary level description of the revenues and expenses are also included.

Attachments: See attached Proposed Operating and Capital Budget

REVENUES

Total Revenues are estimated at \$ 10,377,040 a decrease of \$26,570 (.3%).

FARES

- Fares decreased from \$ 848,530 in FY 2017 to \$ 670,000 in FY 2018 by \$ 178,530 or 21%.
 - The reasons are decline in Ridership by 5% for Fixed Route and 2% for Paratransit YTD 6/30/17.
- Contract revenue is projected at \$1,108,280 a decrease of \$105,000 in UAP revenues.
- Advertising Revenue is projected to decrease by \$42,000 to \$132,000.
- Property Tax Revenue is projected to increase \$ 489,900 or 12.6%.
- Federal Grants will remain flat at \$2,553,650 a decrease of \$58,000.
- State FDOT Grants will decrease \$150,870 since no funding has been identified for Corridors. FY 2018 funding estimated at \$1,493,000.
- Other revenue is estimated to decrease \$24,400 due to decline in misc. revenue.

OPERATING EXPENSES

Total expenses of \$ 10,377,040 is estimated to decrease \$26,570 (.3%).

- Salaries and wages are projected to decrease \$33,560 or .7 % due to labor contract and administrative salaries increase of 2.25% and reduction of positions in Fixed Route and Fleet with reducing salaries.
- Fringe benefits is expected to decrease \$ 80,254 or 3.6% due to decline in health insurance premiums.
- Position count at Oct.1, 2016- full time 95.5 and part time 13, a total of 108.5.
- Services for professional and technical service, contract maintenance services and other services is projected to increase \$21,000 primarily due to increase in services.
- Fuel, Materials, Supplies and Parts is projected to increase \$ 59,000 or 5 % due to increase in parts.
- Insurance Costs is expected to increase \$14,800 due to increase in property coverage.
- Misc. expense is increasing \$65,000 due to increase in CRA payments and other misc. expenses.
- The Budget reflects \$140,840 for operating contingency.

REVENUES- per

LAKELAND AREA MASS TRANSIT DISTRICT
Fiscal Year Proposed Budget
FY 2017-18
August 9, 2017

REVENUES FY '17 v FY '18 VARIANCE

REVENUES	FY '17 BUDGET ADOPTED	% OF TOTAL	FY '18 BUDGET PROPOSED	% OF TOTAL	\$ Inc / (Dec) '18 v '17	% Inc / (Dec) '18 v '17
Ad Valorem Taxes	\$3,892,460	37.40%	\$4,382,360	42.23%	\$489,900	12.59%
Passenger Fares	848,530	8.20%	670,000	6.46%	(\$178,530)	-21.04%
Contract Revenues	1,213,090	11.70%	1,108,280	10.68%	(\$104,810)	-8.64%
Federal Grants	2,611,510	25.10%	2,553,650	24.61%	(\$57,860)	-2.22%
State Grants	1,644,020	15.80%	1,493,150	14.39%	(\$150,870)	-9.18%
Other Revenues	194,000	1.90%	169,600	1.63%	(\$24,400)	-12.58%
TOTAL	\$10,403,610	100.00%	\$10,377,040	100.00%	-26,570	-0.26%

LAKELAND AREA MASS TRANSIT DISTRICT

Fiscal Year Proposed Budget

FY 2017-18

August 9, 2017

EXPENSES FY '17 v FY '18 VARIANCE

EXPENSES	FY '17 BUDGET ADOPTED	% OF TOTAL	FY '18 BUDGET PROPOSED	% OF TOTAL	\$ Inc / (Dec) '18 v '17	% Inc / (Dec) '18 v '17
Salaries and wages	\$4,476,690	43.0%	4,443,130	42.8%	(\$33,560)	-0.7%
Fringe Benefits	2,238,134	21.5%	2,157,880	20.8%	(\$80,254)	-3.6%
Services	480,839	4.6%	501,970	4.8%	\$21,131	4.4%
Materials and Supplies Consumed	1,307,541	12.6%	1,366,200	13.2%	\$58,659	4.5%
Utilities	110,000	1.1%	119,200	1.1%	\$9,200	8.4%
Casualty and Liability Insurance	259,200	2.5%	274,000	2.6%	\$14,800	5.7%
Miscellaneous Expenses	317,487	3.1%	382,220	3.7%	\$64,733	20.4%
Restricted Contingency	243,120		140,840	1.4%	(\$102,280)	-42.1%
Tax Collector's Commissions, Property Appraiser's Fees/CRA Tax Increment Payment	290,000	12.2%	311,000	3.0%	21,000	7.2%
Total Operating Expenditures	\$9,723,010	93.4%	\$9,696,440	93.4%	(\$26,570)	-0.3%
Capital Expenditures	680,600	6.6%	548,420	5.3%	(132,180.00)	-19.4%
Debt Services	0		132,180	1.3%	132,180.00	0%
TOTAL	\$10,403,610	100.00%	\$10,377,040	100.00%	\$ (26,570)	-0.3%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUGUST 9, 2017
AGENDA ITEM #4(d)

Agenda Item: **FY 2017 Federal Transit Administration Grant Application for Bus and Bus Facilities**

Presenter: David Persaud, CFO

Recommended

Action: Recommend Approval of Grant Submission, corresponding resolution and subsequent award

Summary: The Federal Transit Administration under 5339 funding provides opportunities for replacement and repair of existing buses and bus facilities. Citrus Connection staff are requesting the approval of a grant application for the replacement of three fixed route buses. A total of \$1,848,925 will come directly from FTA 5339 grant funding and \$462,231 will be provided by the Florida Department of Transportation in the form of Transportation Development Credits. There is no cash match requirement from the District.

Funding: Funding proved by the Federal Transit Administration at 80% is \$1,848,925 with a 20% match of \$462,231 in the form of Transportation Development Credits. There is no fiscal impact for the LAMTD.

Attachments: Grant Application

RESOLUTION #17-09

A RESOLUTION of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Federal Transit Administration..

WHEREAS, **Lakeland Area Mass Transit District** has the authority to apply for and accept grant awards made through Federal Transit Administration, as authorized by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Lakeland Area Mass Transit District:

1. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5339.
2. The submission of a grant application(s), supporting documents, and assurances to the Federal Transit Administration is approved
3. The Lakeland Area Mass Transit Board of Directors authorizes the Executive Director of the Lakeland Area Mass Transit District or his designee to sign the application, accept a grant award, and enter into, modify or terminate any subsequent award contract or agreement related to this grant application unless specifically rescinded.

DULY PASSED AND ADOPTED THIS August 9, 2017

By: _____
(Signature)

George Lindsey III, Chairman of the Board
Lakeland Area Mass Transit District

ATTEST:

_____ (seal)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #5

Agenda Item: 2017-2018 LAMTD Board Schedule

Presenter: Tom Phillips, Executive Director

Recommended
Action: Board Approval

Summary: 2017-2018 LAMTD board schedule resolution has been coordinated by County, City, and LAMTD support staff.

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 17-08

A RESOLUTION RELATING TO SCHEDULE OF REGULAR MEETINGS;
APPROVING THE SCHEDULE OF REGULAR MEETINGS FOR THE 2017
-2018 FISCAL YEAR; AUTHORIZING AND DIRECTING THE CHAIRMAN
TO FILE THE SCHEDULE WITH THE LOCAL GOVERNING AUTHORITY
AND TO PUBLISH THE AMENDED SCHEDULE AS REQUIRED BY LAW;
PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE GOVERNINGBODY OF THE LAKELAND AREA
MASS TRANSIT DISTRICT:

SECTION 1. Pursuant to Section 189.417, Florida Statutes, there is hereby adopted a
schedule of regular meetings of the Lakeland Area Mass Transit District for the fiscal year
commencing October 1, 2017,

SCHEDULE OF REGULAR MEETINGS

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>
October 11, 2017	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
November 8, 2017	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
December 13, 2017	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
January 10, 2018	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
February 14, 2018	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
March 14, 2018	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
April 11, 2018	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
May 9, 2018	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
June 13, 2018	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
July 11, 2018	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.
August 8, 2018	8:30am	1212 George Jenkins Blvd., Hollingsworth Room, Lakeland, Fl.

SECTION 2. The Chairman of the District, or such other person or persons designated by the
governing body, is hereby authorized and directed to file the above Schedule of Regular Meetings with Stacy M.
Butterfield, Clerk of the Board of County Commissioners, Bartow, Florida, and to publish the schedule as required by
law.

SECTION 3. This resolution shall take effect August 9, 2017

PASSED AND CERTIFIED AS TO PASSAGE this 9th day of August, A.D., 2017

LAKELAND AREA MASS TRANSIT DISTRICT

BY: _____
Chairman

ATTEST BY: _____
Secretary

APPROVED AS TO FORM AND CORRECTNESS: _____
Attorney for District

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #6

Agenda Item: **Community Transportation Coordinator Annual Operating Report (AOR)/ Fiscal Year (FY) 2016/17 status report**

Presenter: Aaron Dunn, Director of Para Transit

Recommended
Action: Review the FY 2016/17 CTC Program year-end status

Summary: On April 1st 2016 the Citrus Connection officially assumed the state Commission for the Transportation Disadvantaged (CTD) appointment as the Community Transportation Coordinator (CTC). The overall mission of Florida Transportation Disadvantaged (TD) Program is to ensure the availability of safe, efficient, cost-effective and quality transportation services for the transportation disadvantaged population of a designated service area.

The CTC is responsible for the TD program with the following responsibilities:

- I. Plan, administer, monitor, coordinate, arrange, and deliver coordinated Transportation Disadvantaged services originating in their designated service area
 - a) Provide transportation to disadvantaged population
 - b) Determine trip eligibility
 - c) Schedule trips
 - d) Analyze community's transportation needs and assets
 - e) Cultivate transportation resources and allocate efficiently
- II. Recommend and enforce eligibility guidelines mandated by the CTD and Local Coordinating Board (LCB).
- III. Accounting for coordinated transportation access including: reporting, agency auditing, eligibility documentation, and trip reporting

AGENDA ITEM #6 – CONT.

A key obligation of the CTC is reporting; which is performed by gathering and presenting the Annual Operating Report (AOR) to the state CTD each year. The 30th of June, 2017 marks the end of the first official FY that Citrus Connection has been the recipient of the CTC grant and administered the program unitarily. What follows is a synopsis of the CTC's performance over the past FY and an update on the current status of the AOR and overall program.



FISCAL YEAR (FY) 2016 / 17

CTC YEAR-END

Aaron Dunn, Director of Para Transit

ANNUAL OPERATING REPORT (AOR)

STATUS

AOR HIGHLIGHTS

- 534,651 TOTAL COORDINATED TRIPS- 12% INCREASE
- A \$12.76 PER TRIP EXPENSE; DOWN \$4.49- 26.2% DECREASE
- 5,578 PARA TRANSIT CLIENTS SERVED; UP 2,572- 46.6% INCREASE
- \$369,960 TD DOLLARS UN-USED- 29.8% LESS EXPENSIVE

CTC FY 2017 / 18 OUTLOOK

- APPROVED RATE MODEL PROJECTS 100% UTILIZATION OF CTC GRANT FUNDS (ONLY \$132,915 LESS THAN FY16 / 17)
- WILL EASILY REACH 36,000 TRIPS VIA THE TD BUS PASS PROGRAM (TDAP)- EXCEEDS 3-YEAR GOAL
- INCREASE COORDINATED TRIPS THROUGH OUR CTC (CINDY MIXON)- ADD PARTNERS AND OVERCOME SYSTEM DEFICIENCIES

CTC FY 2017 / 18 OUTLOOK

- EXPAND TD DOOR-TO-DOOR OPERATIONAL CAPACITY AND EFFICIENCY BY ADDING TWO SERVICE POSITIONS
- LEVERAGE INCREASED TRIPS, TDAPA, AND OVERBILLING IN ORDER TO PURSUE INCREASED FUNDING FOR FY 18 / 19

Summary of CTC Performance	FY 16/17	FY 15/16	FY 14/15	FY 13/14	FY 12/13	FY 11/12	FY 10/11
Total Passenger Trips	534,726	477,313	392,509	425,559	553,364	506,642	515,268
Expenses per Passenger Trips	\$12.76	\$17.25	\$18.50	\$19.99	\$15.39	\$16.70	\$19.10
Vehicle Miles	929,193	1,490,814	2,073,346	2,489,766	2,539,934	2,397,371	2,295,834
Expenses Vehicle Mile	\$7.27	\$5.52	\$3.50	\$3.14	\$3.33	\$3.53	\$4.28
Driver Hours	143,997	217,118	208,457	252,521	250,522	264,991	219,340
Operating Expense per Driver Hour	\$46.90	\$37.93	\$34.84	\$33.70	\$33.76	\$31.93	\$47.37
Total Para Transit Trips	103,657	183,045	191,771	232,300	273,568	285,388	292,714
Percent of Trips as Para Transit	19.40%	39.00%	49.00%	54.58%	49.45%	56.32%	56.80%
Total Fixed Route Trips	431,069	294,268	200,738	193,259	275,559	221,254	222,554
Percent of Trips as Fixed Route	81.00%	61.00%	51.00%	45.42%	49.80%	43.67%	43.19%
Total School Board Trips	0	0	0	0	0	0	0

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #7(a)

Agenda Item: GEM Presentation

Presenter: Steve Schaible

Recommended
Action: Transfer approval

Summary:

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #7(b)

Agenda Item: Internship Program Update

Presenter: Steve Schaible, Director of HR

Recommended
Action: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #8(a)

Agenda Item: Operations – TSI Quarterly Update

Presenter: Bill Knieriem

Recommended
Action: Informational

Summary: Quarterly TSI Report

First QTR Jan-Mar 2017	6:15 am - 11:15 am			11:15 am - 3:15 pm			3:15 pm - 7:15 pm		
	Min per trip	Max per trip	Avg per trip	Min per trip	Max per trip	Avg per trip	Min per trip	Max per trip	Avg per trip
Route 1	11.6	24.3	18.0	24.5	27.9	26.2	12.4	24.3	18.4
Route 3	12.7	21.8	17.3	17.3	20.8	19.1	12.2	17.8	15.0
Route 3X									
Route 4X							0.9	2	1.45
Route 10	7.3	12.4	9.9	11.2	13.2	12.2	9.7	14.2	12.0
Route 14	11.0	18.8	14.9	14.0	18.3	16.2	10.3	15.5	12.9
Route 15	6.8	20.3	13.6	13.9	20.3	17.1	8.7	19.4	14.1
Route 22 XL	19.3	31.5	25.4	25.4	27.6	26.5	25.7	30.8	28.3
Route 32/33	6.2	12.7	9.5	8.9	11.0	10.0	1.7	8.0	4.9
Route 39	7.1	7.1	7.1	6.9	6.9	6.9	4.2	4.2	4.2
Route 45	10.8	22.3	16.6	17.2	21.9	19.6	7.7	19.3	13.5
Route 46	11.3	17.1	14.2	12.4	17.7	15.1	11.5	21.6	16.6
Route 47	9.2	12.2	10.7	13.0	15.0	14.0	10.9	11.5	11.2
Route 58	7.1	14.7	10.9	8.5	16.1	12.3	4.9	17.2	11.1
Route 59X	0	0.2	0.1				0	0	0.0
Route 12	16.4	24.2	20.3	18.1	24.9	21.5	9.1	26.8	18.0
Route 15WH	18.4	41.0	29.7	28.2	50.6	39.4	15.6	29.7	22.7
route 22 XW	11.5	25.3	18.4	22.0	24.9	23.5	8.6	23.3	16.0
route 25WH	5.6	11.6	8.6	8	9.6	8.8	6.9	10.6	8.8
route 30WH	5.5	14.0	9.8	11.4	17.4	14.4	5.5	17.7	11.6
Route 27WH	0.5	0.5	0.5				0.4	0.4	0.4
Route 35WH	5.8	13.5	9.7	9.5	12.5	11.0	2.2	11.6	6.9
Route 40/44WH	9.6	15.1	12.4	12.8	19.2	16.0	8.7	13.4	11.1
Route 50WH	13.7	27.9	20.8	20.1	28.0	24.1	10.1	18.9	14.5
Route 60WH	4.2	11.5	7.9	7.2	11.9	9.6	5.3	10.1	7.7

new route started Jan 2017

Urban Fixed Route

15+	route doing well	9.0-14.9	possible minor changes	0-8.9	possible major changes
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Residential Fixed Route

10 +	route doing well	7 - 9.9	possible minor changes	0 - 6.9	possible major changes
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Flex/Rural Routes

7+	route doing well	4 - 6.9	possible minor changes	0 - 3.9	possible major changes
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Second QTR Apr-June 2017	6:15 am - 11:15 am			11:15 am - 3:15 pm			3:15 pm - 7:15 pm		
	Min per trip	Max per trip	Avg per trip	Min per trip	Max per trip	Avg per trip	Min per trip	Max per trip	Avg per trip
Route 1	20.7	22.6	21.7	22.0	26.2	24.1	11.1	23.0	17.1
Route 3	12.3	20.8	16.6	15.8	20.6	18.2	11.1	17.0	14.1
Route 3X									
Route 4X							0.9	2.1	1.5
Route 10	9.3	11.7	10.5	10.2	11.4	10.8	8.5	11.5	10.0
Route 14	10.4	19.2	14.8	14.2	16.5	15.4	8.9	14.4	11.7
Route 15	6.3	17.4	11.9	12.6	16.8	14.7	7.4	16.0	11.7
Route 22 XL	16.9	29.1	23.0	22.9	25.5	24.2	23.9	25.8	24.9
Route 32/33	5.0	10.8	7.9	7.1	8.6	7.9	0.7	5.8	3.3
Route 39	5.6	5.6	5.6	5.9	5.9	5.9	4.4	4.4	4.4
Route 45	11.3	18.1	14.7	16.8	19.5	18.2	8.0	18.5	13.3
Route 46	10.2	13.6	11.9	10.9	12.7	11.8	10.7	18.9	14.8
Route 47	7.8	12.0	9.9	12.9	13.7	13.3	8.1	11.7	9.9
Route 58	7.2	12.9	10.1	8.0	13.9	11.0	5.1	14.8	10.0
Route 59X	0.1	0.9	0.5				0.1	0.3	0.2
Route 12	17.8	23.4	20.6	18.5	25.6	22.1	8.4	26.6	17.5
Route 15WH	17.3	33.4	25.4	24.5	39.6	32.1	14.0	28.3	21.2
route 22 XW	10.3	25.2	17.8	21.6	23.0	22.3	12.5	25.2	18.9
route 25WH	6.7	8.6	7.7	7.5	8.2	7.9	4.5	9.2	6.9
route 30WH	5.7	15.1	10.4	12.4	19.5	16.0	5.5	18.5	12.0
Route 27WH	0.5	0.5	0.5				0.4	0.4	0.4
Route 35WH	1.6	13.1	7.4	9.4	11.6	10.5	1.6	12.2	6.9
Route 40/44WH	8.7	15.8	12.3	13.0	16.3	14.7	9.1	10.9	10.0
Route 50WH	10.6	24.6	17.6	18.0	21.5	19.8	7.7	15.6	11.7
Route 60WH	4.6	11.2	7.9	5.8	9.6	7.7	4.9	9.1	7.0

Urban Fixed Route

15+	route doing well	9.0-14.9	possible minor changes	0-8.9	possible major changes
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Residential Fixed Route

10 +	route doing well	7 - 9.9	possible minor changes	0 - 6.9	possible major changes
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Flex/Rural Routes

7+	route doing well	4 - 6.9	possible minor changes	0 - 3.9	possible major changes
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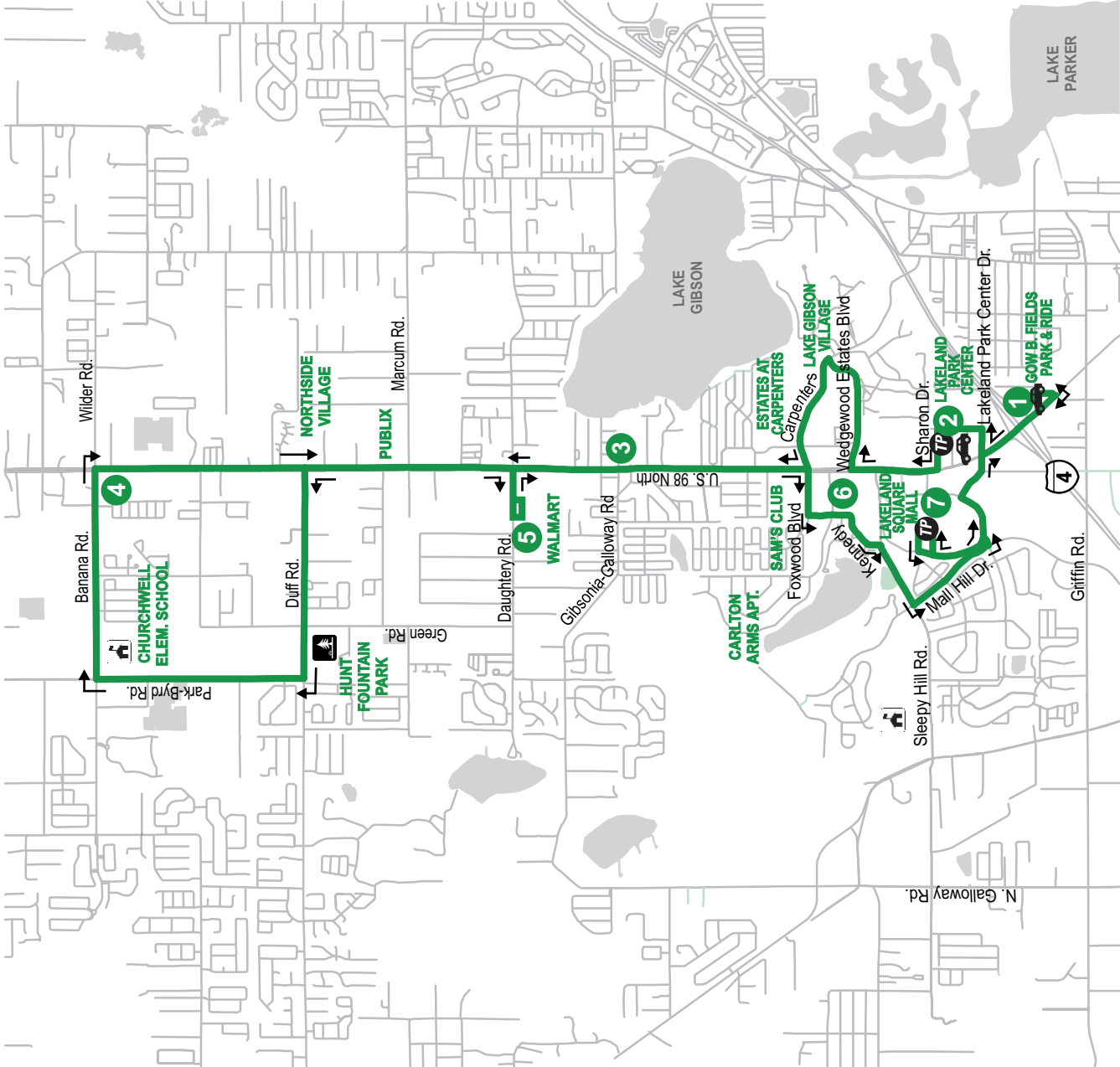
LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #8(b)

Agenda Item: Operations – New Route 61

Presenter: Bill Knieriem

Recommended
Action: Board approval

Summary: The District is requesting approval of a new route beginning at the Lakeland Park Center running up to Banana and Duff Roads along US 98 North. This route will encompass the new senior living communities on Carpenters Way and Kennedy Blvd as well as the senior community at Foxwood Village with an estimated cost of \$9,184 for the last month of this year and funded by the current year's budget. The annual estimated cost starting October 1, 2017 would be \$110,205, to be budged in FY 2017-2018.



1	2	3	4	5	6	7	1
Depart Gow B. Fields Park & Ride (US 98 N)	Lakeland Park Center	US 98 N & Gib-Galloway Rd.	Banana Rd. & US 98 N	Walmart at US 98 N	Kennedy Blvd. & Williamstown Blvd.	Lakeland Square Mall	Arrive Gow B. Fields Park & Ride (US 98 N)

WEEKDAYS							
6:45	6:50	6:58	7:10	7:18	7:24	7:29	7:35
7:45	7:50	7:58	8:10	8:18	8:24	8:29	8:35
8:45	8:50	8:58	9:10	9:18	9:24	9:29	9:35
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3:45	3:50	3:58	4:10	4:18	4:24	4:29	4:35
4:45	4:50	4:58	5:10	5:18	5:24	5:29	5:35
5:45	5:50	5:58	6:10	6:18	6:24	6:29	6:35

TP

Transfer Point

Park & Ride

School

Park

TRANSFER POINTS *Puntos de Transferencia*
Gow B. Fields Park & Ride (US 98 N): Rt 1, 47 and Megabus
Lakeland Park Center: Rt 1 and 47
Lakeland Square Mall (between Macys & JC Penney) Westside: Rt 15 and 47

➔ From Gow B. Fields Park & Ride (US 98 N) to
Gow B. Fields Park & Ride (US 98 N)
Desde Gow B. Fields Park & Ride (US 98 N) hasta
Gow B. Fields Park & Ride (US 98 N)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #8(c)

Agenda Item: Operations – ccbusinfo app

Presenter: Bill Knieriem

Recommended
Action: Informational

Summary: The ccbusinfo app is a tool for transit riders navigate our transit system with accurate real-time predictions, simple trip planning, step-by-step navigation, service disruption notifications, and departure and stop reminders. This new app will roll-out on August 9, 2017

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

Agenda Item: Authorization to accept the transfer of 60 light fixtures as an FTA ASSET TRANSFER from LYNC, Central Florida Regional Transportation Authority.

Presenter: Joe Cheney, Director of Fleet Maintenance

Recommended
Action: Transfer approval

Summary: LYNX maintenance staff has identified sixty (60) light fixtures for retirement. Lakeland Area Mass Transit has expressed an interest in receiving these lights for use inside their Maintenance Garage and Parts Room Storage Areas.

In 2016, as part of the CNG fuel station agreement, NO PETRO made facility improvements to the LYNX Operations Center. The facilities improvements included new industrial rated lights and fixtures throughout the Maintenance Garage Area. The new light fixtures were needed to comply with the CNG fuel safety requirements. The existing lights were purchased in 2007 as part of the original construction of the LYNX Operations Center and are no longer needed.

These light fixtures will help LAMTD lower its maintenance and repair costs while improving the efficiency of their current operations.

The transfer will require Federal Transit Administration (FTA) approval in order to waive or transfer any outstanding obligation which has a net book value of \$0. LYNX will not receive any funds as a result of this transfer.

Fiscal Impact:

The net book value of the sixty (60) light fixtures is \$0. The potential FTA obligation is \$0. The following is a list of the associated assets:

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
19821	14934	9/30/2007	FE	60 Light Fixtures	5	\$44,500	\$0	\$0
				GRAND TOTAL		\$44,500	\$0	\$0

Funding for the transfer of light fixtures:

None required

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #10

Agenda Item: 2017-2026 TDP Major Update Presentation

Presenter: Diane Slaybaugh, TPO

Recommended
Action: Board approval

My Ride: Polk Consolidated Transit Development Plan 2017-2026

TDP Major Update



Polk Transportation
Planning Organization

TDP Requirements

- ▶ Requirement of Block Grant Recipients under Chapter 14–73.001 (LAMTD & WHAT)
- ▶ 10 Year Planning Horizon
- ▶ Last major update adopted August, 2012
- ▶ Major update required every 5 years
- ▶ Progress report in interim years



Focus of TDP – Major Factors

- ▶ Focus on efficiency & effectiveness in the face of fiscal constraints of the transit system.
- ▶ A stated goal of LAMTD & the Polk TPO is to continually improve transit service in Polk County.
- ▶ Shifting demographics, development patterns, & transportation investments in and around Polk County.



TDP Requirements

- ▶ Situation Appraisal and Ridership Projections
- ▶ Mission and Goals
- ▶ Alternative Courses of Action
- ▶ 10-year Implementation Program (Financial Plan)
- ▶ Relationship to Other Plans for Consistency



Additional Components in the TDP

- ▶ Senior Mobility Audit Methodology & Pilot Study
- ▶ Evaluation of Feeder Bus Service – SunRail Station in Poinciana
- ▶ Peer Review Analysis
- ▶ Current Innovations & Emerging Trends



Public Involvement Outreach

- ▶ Numerous surveys
- ▶ TPO Community Forum – “Volunteer Transportation Services: Overcoming Barriers to Senior Mobility”
- ▶ TPO’s Adviser Network (250+ members)
- ▶ Social Media
- ▶ TPO Website
- ▶ Public Meeting on Draft Document – July 17, 2017



Proposed Improvements

- ▶ **Service Improvements** to existing service frequency (headways), extended weekday service hours, more weekend service.
- ▶ **Service Expansion** – New routes operating in area of county with no existing service (Polk City to Winter Haven), and proposed feeder routes to future Poinciana SunRail Station.



Proposed Capital & Infrastructure

- ▶ Downtown Lakeland Intermodal Center
- ▶ East Polk Maintenance Facility
- ▶ Park-and-Ride Facilities
- ▶ Vehicle Expansion and Replacement
- ▶ IT and Technology



Cost & Revenue Assumptions

- ▶ Fixed-route Operating Cost per Revenue Hour:
\$122.49
- ▶ Operating Cost Inflation Rate: 2.15%
- ▶ Farebox Recovery Ratio: Current 14%; projected at 17% for 2017, 20% 2018 & thereafter.
- ▶ Efforts to increase local shares underway.
- ▶ Financially constrained plan over 10-year period.



Recommended Action

Staff recommends the Board approve the draft My Ride Polk Consolidated Transit Development Plan FY 2017–FY 2026 for submittal to the Florida Department of Transportation.



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 9, 2017
AGENDA ITEM #11

Agenda Item: Other Business

Presenter: TBD

Recommended
Action: TBD