

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, February 21, 2018, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the January 10, 2018 LAMTD Board Minutes	Approval
2. Public Comments	TBD
3. Finance / David Persaud	
a. LAMTD Financials	None
b. PCTS Financials	None
4. Human Resources/Steve Schaible	
a. 2017 Attrition Report	None
b. Demographics Report	None
c. Level II Background Checks	Approval
d. SSPP and SSP	Approval
5. Paratransit/ Aaron Dunn	
a. CTC Annual Evaluation	None
6. Government Affairs / Erin Killebrew	
a. Customer Service Survey	Approval
b. Citizens Advisory Council Bylaws	Approval
7. Fleet Maintenance / Joe Cheney	
a. Fleet Plan Update	None
b. Lease Financing for New Buses	Approval
8. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
9. Executive <u>Informational</u> Summary / Tom Phillips	
a. January Calendar	None
b. Ridership and UAP Update	None
10. Bus Purchase Report / Tom Phillips	None
11. Other Business	TBD

Adjournment

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #1

Agenda Item: Approval of the January 10, 2018 LAMTD Board Minutes

Presenter: Alex Durham

Recommended
Action: Board approval of the January 10, 2018 LAMTD Board
Minutes

Attachments: January 10, 2018 LAMTD Board Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room
1212 George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 10, 2018, at 8:30 a.m.

Directors:

Polk County Commissioner George Lindsey III – Chairman City of
Lakeland Commissioner Michael Dunn – Vice Chairman
City of Lakeland Commissioner Phillip Walker - Secretary
Polk County Commissioner John Hall
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips Executive
Assistant: OPEN (Debbie Moore fill in)

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 December 13, 2017 LAMTD Board of Director meeting minutes.

“Approval of December 13, 2017 Board of Directors Meeting Minutes”

MOTION CARRIED UNANIMOUSLY

Board Elections – Chairman George Lindsey III

“Approval of Board Elections”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

Michael Mele – Lakeland Florida resident spoke on Bus Stops and related matter.

Mary Lee - Lakeland Florida Resident spoke on Bus stops and expanding transit bus run times and related matter

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room
1212 George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 10, 2018, at 8:30 a.m.

Agenda Item #3 - Finance / David Persaud, CFO

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

a) LAMTD Financials

Year to Date November 30, 2017

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	16.7%	\$1,729,507	\$411,604	24%	\$10.4 Million
Expenses YTD	16.7%	\$1,729,507	\$1,403,873	81%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through November 30, 2017 totaled \$411,604 or 24% of the YTD budget.

- Farebox revenues reflect \$116,791 or 105% of budgeted revenues through November 30, 2017.
- Contract revenues totaled \$23,548 or 72 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$33,836 under budget for RAMCO and GEICO. RAMCO payment of \$93,000 will be billed in January and GEICO Agreement is terminated in December 2017.
- Ad Valorem taxes reflect revenue of \$96,211. The total budgeted revenues are \$4.382 million. Only 95% of the taxes are budgeted by State Law.

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 \$1.5 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Advertising income is also lagging at \$15,056 but should improve as new accounts are billed.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room
1212 George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 10, 2018, at 8:30 a.m.

- 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 November 30, 2017 totaled \$1,403,873 or 81% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2017-2018 budget. As of November 30, 2017, these expenses totaled \$1,034 million or 6% under budget of \$1,101 million and is under budget.
- Professional and Technical Services expenses totaled \$27,517 of the YTD budget; a favorable variance.
- Other services expenses totaled \$6,549 of the YTD budget, under budget due to cost for temporary employees in Finance- budgeted in salaries account not recognized.
- Fuel expenses totaled \$111,225 YTD over budget; due to fuel cost is expensed not in inventory.
- Materials and supplies totaled \$76,097 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are under budget a favorable variance.
- 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 November 30, 2017

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through November 30 th the financials reflect a unfavorable actual variance of \$992,269 with 16% of the fiscal year. The expenses are funded with positive cash flow.

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.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, January 10, 2018, at 8:30 a.m.



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2017
MONTHLY FINANCIAL STATEMENT
MONTH OF Nov 2017

		Month				YTD					
		Actual	Budget	Variance		Actual	Budget	Variance		Budget	
				\$'s	%			\$'s	%		
REVENUES: Account											
R4	Farebox/Pass Sales	\$ 54,758	\$ 55,833	\$ (1,076)	-2%	\$ 116,791	\$ 111,667	\$ 5,124	5%	\$ 670,000	
R6	Contract Income (UAP)	\$ 15,698	\$ 16,250	\$ (553)	-3%	\$ 23,548	\$ 32,500	\$ (8,953)	-28%	\$ 195,000	
R3	Other Contract Revenue	\$ 16,918	\$ 24,453	\$ (7,535)	-31%	\$ 33,836	\$ 48,907	\$ (15,070)	-31%	\$ 293,440	
R5	Miscellaneous Income	\$ 6,256	\$ 1,050	\$ 5,206	496%	\$ 7,028	\$ 2,100	\$ 4,928	235%	\$ 12,600	
R7	Advertising Revenue	\$ 10,062	\$ 11,000	\$ (938)	-9%	\$ 15,056	\$ 22,000	\$ (6,944)	-32%	\$ 132,000	
R8	Investment/Interest Income (net)	\$ 5,455	\$ 1,667	\$ 3,788	227%	\$ 10,485	\$ 3,333	\$ 7,152	215%	\$ 20,000	
R9	Ad Valorem Income, net	\$ 96,211	\$ 365,197	\$ (268,986)	-74%	\$ 96,211	\$ 730,393	\$ (634,183)	-87%	\$ 4,382,360	
R10	FDOT Operating Grant	\$ -	\$ 124,429	\$ (124,429)	-100%	\$ -	\$ 248,856	\$ (248,856)	-100%	\$ 1,493,150	
R11	Federal Operating Grant	\$ -	\$ 212,804	\$ (212,804)	-100%	\$ -	\$ 425,608	\$ (425,608)	-100%	\$ 2,553,650	
R13	Cost Recovery	\$ -	\$ 417	\$ (417)	-100%	\$ -	\$ 833	\$ (833)	-100%	\$ 5,000	
R17	City of Lakeland	\$ 12,532	\$ 12,583	\$ (52)	0%	\$ 25,522	\$ 25,167	\$ 355	1%	\$ 151,000	
R1	Bartow Express	\$ -	\$ 3,274	\$ (3,274)	-100%	\$ -	\$ 6,548	\$ (6,548)	-100%	\$ 39,290	
R2	PCTS - Support Cost Reimb.	\$ 35,667	\$ 35,796	\$ (129)	0%	\$ 71,333	\$ 71,592	\$ (258)	0%	\$ 429,550	
Reserve											
TOTAL REVENUES		\$ 265,350	\$ 864,753	\$ (599,403)	-69%	\$ 411,604	\$ 1,729,507	\$ (1,317,902)	-76%	\$ 10,377,040	
ELIGIBLE EXPENSES:											
1	Salaries	\$ 535,278	\$ 370,663	\$ 164,615	44%	\$ 719,342	\$ 741,327	\$ (21,985)	-3%	\$ 4,447,980	
2	Employee Benefits	\$ 183,055	\$ 179,606	\$ 3,449	2%	\$ 314,256	\$ 359,212	\$ (44,956)	-13%	\$ 2,155,270	
3	Advertising Fees	\$ 2,643	\$ 1,325	\$ 1,318	99%	\$ 4,620	\$ 2,650	\$ 1,970	74%	\$ 15,900	
4	Professional & Technical Ser	\$ 10,178	\$ 30,792	\$ (20,613)	-67%	\$ 27,517	\$ 61,583	\$ (34,067)	-55%	\$ 369,500	
5	Contract Maintenance Services	\$ 217	\$ 8,800	\$ (8,583)	-98%	\$ 8,805	\$ 17,600	\$ (8,795)	-61%	\$ 105,600	
6	Other Services	\$ 4,025	\$ 4,446	\$ (421)	-9%	\$ 6,549	\$ 8,892	\$ (2,342)	-26%	\$ 53,350	
7	Fuel & Lubricants	\$ 62,783	\$ 50,275	\$ 12,508	25%	\$ 111,225	\$ 100,550	\$ 10,675	11%	\$ 603,300	
8	Freight	\$ 766	\$ 800	\$ (34)	-4%	\$ 965	\$ 1,800	\$ (835)	-46%	\$ 9,600	
9	Repairs & Maintenance	\$ (10,122)	\$ 3,825	\$ (13,947)	-365%	\$ (24,744)	\$ 7,850	\$ (32,594)	-423%	\$ 45,900	
10	Materials & Supplies	\$ 51,941	\$ 58,933	\$ (6,992)	-12%	\$ 78,097	\$ 117,867	\$ (39,770)	-35%	\$ 707,200	
11	Utilities/Telephone	\$ 10,785	\$ 9,933	\$ 852	9%	\$ 15,113	\$ 19,867	\$ (4,754)	-24%	\$ 119,200	
13	Liab. & Prop Damage Insurance	\$ 22,361	\$ 22,667	\$ (306)	-1%	\$ 44,722	\$ 45,333	\$ (612)	-1%	\$ 272,000	
14	Other Corporate Insurance	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 333	\$ (333)	-100%	\$ 2,000	
15	Dues & Subscriptions	\$ 5,791	\$ 3,823	\$ 1,968	52%	\$ 5,939	\$ 7,645	\$ (1,706)	-22%	\$ 45,870	
16	Education/Training/Meeting/Travel	\$ 8,461	\$ 8,250	\$ 211	3%	\$ 16,567	\$ 16,500	\$ 67	0%	\$ 99,000	
17	Service Charges	\$ 1,362	\$ 2,142	\$ (779)	-36%	\$ 2,622	\$ 4,263	\$ (1,642)	-39%	\$ 25,700	
18	Office Expense	\$ 11,525	\$ 6,417	\$ 5,108	80%	\$ 17,966	\$ 12,833	\$ 5,132	40%	\$ 77,000	
19	Advertising & Promotions	\$ 1,005	\$ 2,063	\$ (1,058)	-52%	\$ 1,005	\$ 4,167	\$ (3,162)	-76%	\$ 25,000	
20	Miscellaneous Expenses	\$ 11,503	\$ 5,271	\$ 6,233	118%	\$ 14,833	\$ 10,542	\$ 4,291	41%	\$ 63,250	
21	Property Appraiser/Tax Collector Costs	\$ 2,174	\$ 12,063	\$ (9,909)	-82%	\$ 20,446	\$ 24,167	\$ (3,720)	-15%	\$ 145,000	
22	LDDA, CRA Contributions	\$ -	\$ 13,833	\$ (13,833)	-100%	\$ -	\$ 27,667	\$ (27,667)	-100%	\$ 166,000	
23	Capital Expenditures/ Debt Service	\$ 11,014	\$ 56,717	\$ (45,702)	-81%	\$ 22,029	\$ 113,433	\$ (91,404)	-81%	\$ 680,600	
24	Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 333	\$ (333)	-100%	\$ 2,000	
25	Restricted Contingency	\$ -	\$ 11,737	\$ (11,737)	-100%	\$ -	\$ 23,473	\$ (23,473)	-100%	\$ 140,840	
TOTAL ELIGIBLE EXPENSES:		\$ 926,748	\$ 864,753	\$ 61,995	7%	\$ 1,403,873	\$ 1,729,507	\$ (325,634)	-19%	\$ 10,377,040	
NET REVENUES OVER											
(UNDER) EXPENSES		\$ (661,398)	\$ -	\$ (661,398)		\$ (992,269)	\$ -	\$ (992,269)		\$ -	

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of November 30, 2017
Year to Date Report
Percent of FY Reported (16.6%)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room
1212 George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 10, 2018, at 8:30 a.m.

Revenues

- The revenues totaled \$1.14 million or 122% of the year-to-date budget.
- The FTA grant drawdown reflects no activity.
- Fare Revenues totaled \$20,667 or 90% of the year-to-date budget.
- The Polk County City Contributions totaled \$141,387.
- The County funding is designed to reflect the first payment for the budget grants match totaling \$980,352.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$646,874 or 69% of the year-to-date budget.
- Salaries and wages totaled \$434,136 or 74% of the YTD Budget.
- Operating expenses totaled \$212,738 or 85% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services is zero and lagging.

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

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,661,780	\$ 276,963	\$ 980,352	354%
City Contribution	\$ 208,080	\$ 34,680	\$ 141,387	408%
County Contributions	\$ 298,920	\$ 49,820	\$ -	0%
Fares	\$ 124,000	\$ 20,667	\$ 18,696	90%
FDOT Block Grants:				
GO924 - WHAT/ADA	\$ 613,660	\$ 102,277	\$ -	0%
JARC AQ379	\$ 93,470	\$ 15,578	\$ -	0%
RURAL AQR07	\$ 800,570	\$ 133,428	\$ -	0%
FTA				
FTA 5307 Grant	\$ 1,813,690	\$ 302,282	\$ -	0%
Total	\$ 5,614,170	\$ 935,695	\$ 1,140,435	122%
Expenses				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,512,900	\$ 585,483	\$ 434,136	74%
Contract	\$ 594,000	\$ 99,000	\$ -	0%
Operating	\$ 1,507,270	\$ 251,212	\$ 212,738	85%
Total	\$ 5,614,170	\$ 935,695	\$ 646,874	69%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room
1212 George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 10, 2018, at 8:30 a.m.

c. Report on the District payments to the Lakeland Redevelopment Trust Fund

The payments are for Tax Increment Districts

District	2014	2015	Change	2016	Change
Downtown District 48 & 49	\$37,736	\$40,986	8.6%	\$46,156	13%
Dixieland District	\$6,903	\$7,441	7.8%	\$8,876	19%
Midtown District 55	\$69,822	\$90,708	30%	\$105,911	17%
Total	\$114,461	\$139,135	21.56%	\$160,948	16%

“Approval of Report of the District payments to Lakeland Redevelopment Trust Fund”

MOTION CARRIED UNANIMOUSLY

Agenda Item #4 – HR / Steve Schaible (rescheduled to February Board Meeting)

Agenda Item #5 – Legal / Tim Darby

LYNX Contract – Approval

“Approval for the LYNX Contract”

MOTION CARRIED UNANIMOUSLY

Polk County Veteran UAP – Approval

“Approval for the Polk County Veteran UAP”

MOTION CARRIED UNANIMOUSLY

Eagle Lake UAP – Approval

“Approval for the Eagle Lake UAP”

MOTION CARRIED UNANIMOUSLY

Polk County School Board Contract – Approval

“Approval for the Polk County School Board Contract”

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Government Affairs / Erin Killebrew (rescheduled to February Board Meeting)

Agenda Item #7 – Fleet Plan Update – LAMTD 2018 / Joe Cheney (rescheduled to February Board Meeting)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room
1212 George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 10, 2018, at 8:30 a.m.

Agenda Item #8 – Executive Director Report / Tom Phillips

Agency Update(s)

Agenda Item #9 – Executive Informational Summary / Tom Phillips

- a. December Executive Calendar – (see attached)
- b. Monthly UAP and Ridership data – (see attached)

Agenda Item #10 – Other Business

None at this time

Adjournment

Approved this 10th day of January, 2018.

Chairman – Commissioner George Lindsey, III

Minutes Recorder – Debbie Moore

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #3(a)

Agenda Item: December 31, 2017 LAMTD Monthly Financial Statement
FY 2017-18

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 December 31, 2017
FY 2017-2018

Year to Date December 31, 2017

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	25%	\$2,594,260	\$4,281,230	165%	\$10.4 Million
Expenses YTD	25%	\$2,594,260	\$2,166,630	84%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through December 31, 2017 totaled \$4.3 million or 165% of the YTD budget.

- Farebox revenues reflect \$171,170 or 102% of budgeted revenues through December 31, 2017.
- Contract revenues totaled \$35,320 or 72 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$50,010 under budget for RAMCO and GEICO. RAMCO payment of \$93,000 will be billed in January and GEICO Agreement is terminated in December 2017.
- Ad Valorem taxes reflect revenue of \$3.8 million or 87% of the Tax Levy. The total budgeted revenues are \$4.382 million. Only 95% of the taxes are budgeted by State Law.

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 \$1.5 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Advertising income totaled \$32,390, in line with the budget.
- The Support cost reimbursement revenue totaled \$107,000 and is in line with budget.
- The other revenues are somewhat within the budget, with no significant deviation.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date December 31, 2017
FY 2017-2018

EXPENSES:

The total expenses year-to-date through December 31, 2017 totaled \$2.167 million or 84% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2017-2018 budget. As of December 31, 2017, these expenses totaled \$1.51 million or 9% under budget of \$1.651 million and is under budget.
- Professional and Technical Services expenses totaled \$44,600 of the YTD budget; a favorable variance.
- Other services expenses totaled \$24,500 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$129,480 YTD, under budget.
- Materials and supplies totaled \$112,690 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are under budget a favorable variance.
- Misc. expense is over budget due to some fixed cost incurred early in the fiscal year.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually. The overage of \$83,000 is due to the Property Tax Commission.

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

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through December 31 st the financials reflect a favorable actual variance of \$2.1 million with 25% of the fiscal year. The expenses are funded with positive cash flow.
--

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.



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2017
MONTHLY FINANCIAL STATEMENT
MONTH OF Dec 2017

		Month					YTD					Approved Annual Budget
		Actual	Budget	Variance		Actual	Budget	Variance				
				\$'s	%			\$'s	%			
REVENUES: Account												
R4	Farebox/Pass Sales	\$ 54,343	\$ 55,833	\$ (1,490)	-3%	\$ 171,175	\$ 167,500	\$ 3,675	2%	\$ 670,000		
R6	Contract Income (UAP)	\$ 11,774	\$ 16,250	\$ (4,476)	-28%	\$ 35,321	\$ 48,750	\$ (13,429)	-28%	\$ 195,000		
R3	Other Contract Revenue	\$ 16,174	\$ 24,453	\$ (8,279)	-34%	\$ 50,010	\$ 73,360	\$ (23,350)	-32%	\$ 293,440		
R5	Miscellaneous Income	\$ 4,596	\$ 1,050	\$ 3,546	338%	\$ 4,768	\$ 3,150	\$ 1,618	51%	\$ 12,600		
R7	Advertising Revenue	\$ 17,329	\$ 11,000	\$ 6,329	58%	\$ 32,385	\$ 33,000	\$ (615)	-2%	\$ 132,000		
R8	Investment/Interest Income (net)	\$ 8,327	\$ 1,667	\$ 6,661	400%	\$ 18,812	\$ 5,000	\$ 13,812	276%	\$ 20,000		
R9	Ad Valorum Income, net	\$ 3,712,751	\$ 365,197	\$ 3,347,555	917%	\$ 3,808,962	\$ 1,095,590	\$ 2,713,372	248%	\$ 4,382,360		
R10	FDOT Operating Grant	\$ -	\$ 124,429	\$ (124,429)	-100%	\$ -	\$ 373,288	\$ (373,288)	-100%	\$ 1,493,150		
R11	Federal Operating Grant	\$ -	\$ 212,804	\$ (212,804)	-100%	\$ -	\$ 638,413	\$ (638,413)	-100%	\$ 2,553,650		
R13	Cost Recovery	\$ 2,492	\$ 417	\$ 2,075	498%	\$ 2,492	\$ 1,250	\$ 1,242	99%	\$ 5,000		
R17	City of Lakeland	\$ 12,990	\$ 12,583	\$ 407	3%	\$ 38,512	\$ 37,750	\$ 762	2%	\$ 151,000		
R1	Bartow Express	\$ -	\$ 3,274	\$ (3,274)	-100%	\$ -	\$ 9,823	\$ (9,823)	-100%	\$ 39,290		
R2	PCTS - Support Cost Reimb.	\$ 35,667	\$ 35,796	\$ (129)	0%	\$ 107,000	\$ 107,388	\$ (388)	0%	\$ 429,550		
	Reserve											
TOTAL REVENUES		\$ 3,876,444	\$ 864,753	\$ 3,011,691	348%	\$ 4,281,233	\$ 2,594,260	\$ 1,686,973	65%	\$ 10,377,040		
ELIGIBLE EXPENSES:												
1	Salaries	\$ 340,852	\$ 370,663	\$ (29,812)	-8%	\$ 1,032,047	\$ 1,111,990	\$ (79,943)	-7%	\$ 4,447,960		
2	Employee Benefits	\$ 163,096	\$ 179,606	\$ (16,510)	-9%	\$ 478,203	\$ 538,818	\$ (60,615)	-11%	\$ 2,155,270		
3	Advertising Fees	\$ 505	\$ 1,325	\$ (820)	-62%	\$ 5,125	\$ 3,975	\$ 1,150	29%	\$ 15,900		
4	Professional & Technical Ser	\$ 17,092	\$ 30,792	\$ (13,700)	-44%	\$ 44,609	\$ 92,375	\$ (47,766)	-52%	\$ 369,500		
5	Contract Maintenance Services	\$ 3,667	\$ 8,800	\$ (5,133)	-58%	\$ 10,472	\$ 26,400	\$ (15,928)	-60%	\$ 105,600		
6	Other Services	\$ 17,950	\$ 4,446	\$ 13,505	304%	\$ 24,500	\$ 13,338	\$ 11,162	84%	\$ 53,350		
7	Fuel & Lubricants	\$ 41,161	\$ 50,275	\$ (9,114)	-18%	\$ 129,481	\$ 150,825	\$ (21,344)	-14%	\$ 603,300		
8	Freight	\$ 1,287	\$ 800	\$ 487	61%	\$ 2,252	\$ 2,400	\$ (148)	-6%	\$ 9,600		
9	Repairs & Maintenance	\$ 75	\$ 3,825	\$ (3,750)	-98%	\$ 2,626	\$ 11,475	\$ (8,849)	-77%	\$ 45,900		
10	Materials & Supplies	\$ 36,588	\$ 58,933	\$ (22,345)	-38%	\$ 112,685	\$ 176,800	\$ (64,115)	-36%	\$ 707,200		
11	Utilities/Telephone	\$ 11,586	\$ 9,933	\$ 1,653	17%	\$ 26,699	\$ 29,800	\$ (3,101)	-10%	\$ 119,200		
13	Liab & Prop Damage Insurance	\$ 22,361	\$ 22,667	\$ (306)	-1%	\$ 67,082	\$ 68,000	\$ (918)	-1%	\$ 272,000		
14	Other Coporate Insurance	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 500	\$ (500)	-100%	\$ 2,000		
15	Dues & Subscriptions	\$ 280	\$ 3,823	\$ (3,543)	-93%	\$ 6,219	\$ 11,468	\$ (5,248)	-46%	\$ 45,870		
16	Education/Training/Meeting/Travel	\$ 7,526	\$ 8,250	\$ (724)	-9%	\$ 24,092	\$ 24,750	\$ (658)	-3%	\$ 99,000		
17	Service Charges	\$ 1,555	\$ 2,142	\$ (587)	-27%	\$ 4,176	\$ 6,425	\$ (2,249)	-35%	\$ 25,700		
18	Office Expense	\$ 4,129	\$ 6,417	\$ (2,288)	-36%	\$ 22,095	\$ 19,250	\$ 2,845	15%	\$ 77,000		
19	Advertising & Promotions	\$ 1,313	\$ 2,083	\$ (771)	-37%	\$ 293	\$ 6,250	\$ (5,957)	-95%	\$ 25,000		
20	Miscellaneous Expenses	\$ 12,282	\$ 5,271	\$ 7,011	133%	\$ 27,114	\$ 15,813	\$ 11,302	71%	\$ 63,250		
21	Property Appraiser/Tax Collector Comm	\$ 93,368	\$ 12,083	\$ 81,285	673%	\$ 113,814	\$ 36,250	\$ 77,564	214%	\$ 145,000		
22	LDDA, CRA Contributions	\$ -	\$ 13,833	\$ (13,833)	-100%	\$ -	\$ 41,500	\$ (41,500)	-100%	\$ 166,000		
23	Capital Expenditures/ Debt Service	\$ 11,014	\$ 56,717	\$ (45,702)	-81%	\$ 33,043	\$ 170,150	\$ (137,107)	-81%	\$ 680,600		
24	Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 500	\$ (500)	-100%	\$ 2,000		
25	Restricted Contingency	\$ -	\$ 11,737	\$ (11,737)	-100%	\$ -	\$ 35,210	\$ (35,210)	-100%	\$ 140,840		
TOTAL ELIGIBLE EXPENSES:		\$ 787,686	\$ 864,753	\$ (77,067)	-9%	\$ 2,166,629	\$ 2,594,260	\$ (427,631)	-16%	\$ 10,377,040		
NET REVENUES OVER (UNDER) EXPENSES		\$ 3,088,758	\$ -	\$ 3,088,758		\$ 2,114,604	\$ -	\$ 2,114,604		\$ -		

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #3(b)

Agenda Item: December 31, 2017 Financials for Polk County Transit Services
Contract – FY 2017-18

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
FEBRUARY 21, 2018
AGENDA ITEM #3(a)

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of December 31, 2017
Year to Date Report
Percent of FY Reported (25%)

Revenues

- The revenues totaled \$1.3 million or 96% of the year-to-date budget.
- The FTA grant drawdown reflects no activity. Grants will be billed in the second quarter.
- Fare Revenues totaled \$27,660 or 89% of the year-to-date budget.
- The Polk County City Contributions totaled \$335,540.
- The County funding is designed to reflect the first payment for the budget grants match totaling \$980,350.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.1 million or 79% of the year-to-date budget.
- Salaries and wages totaled \$674,650 or 77% of the YTD Budget.
- Operating expenses totaled \$301,650 or 80% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other contractual services totaled \$133,000 or 90% of the budget..

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

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,661,780	\$ 415,445	\$ 980,352	236%
City Contribution	\$ 208,080	\$ 52,020	\$ 335,542	645%
County Contribution - PCTS	\$ 298,920	\$ 74,730	\$ -	0%
Fares	\$ 124,000	\$ 31,000	\$ 27,661	89%
FDOT Block Grants:				
GO924 - WHAT/ADA	\$ 613,660	\$ 153,415		0%
JARC AQ379	\$ 93,470	\$ 23,368		0%
RURAL AQR07	\$ 800,570	\$ 200,143		0%
FTA				
FTA 5307 Grant	\$ 1,813,690	\$ 453,423		0%
Total	\$ 5,614,170	\$ 1,403,544	\$ 1,343,555	96%

Expenses				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,512,900	\$ 878,225	\$ 674,652	77%
Contract	\$ 594,000	\$ 148,500	\$ 133,000	90%
Operating	\$ 1,507,270	\$ 376,818	\$ 301,654	80%
Total	\$ 5,614,170	\$ 1,403,543	\$ 1,109,306	79%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM 4(a)

AGENDA ITEM: Turnover Analysis FY 2017

PRESENTER: Steven Schaible, Director of Human Resources

RECOMMENDED ACTION: Informational

SUMMARY: Overall turnover during the fiscal year was 28%. A review of employee separation trends will be presented. General discussion of plan to improve retention.

ATTACHMENT: Trend graph

TURNOVER REPORT: Fiscal Year October 1, 2016 to September 30, 2017

Turnover is expressed as the **ratio** of the total number of separations to the **average** monthly **employment** for the preceding 12-month period, expressed as a percentage. During the fiscal year the District employed an average of 178 employees each month while a total of 50 employees separated over the 12 months. Therefore, the District turnover during the fiscal year was 28%.

Fast Fact: Of the 50 total separations during FY 2017; 15 were involuntary and 35 were voluntary (retirement, relocation, other employment, etc.).

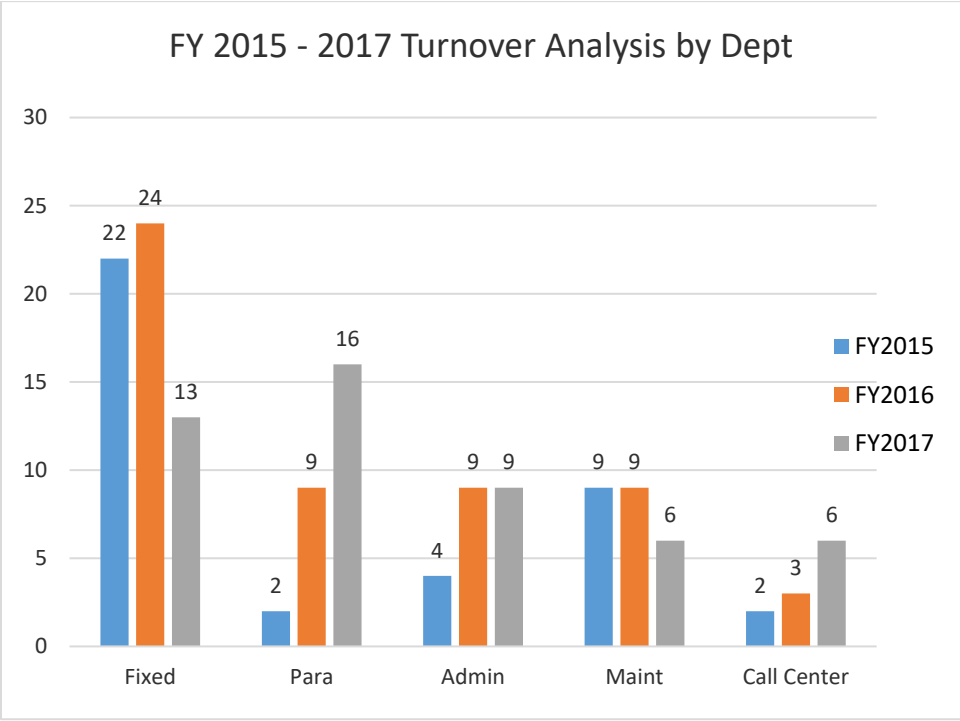
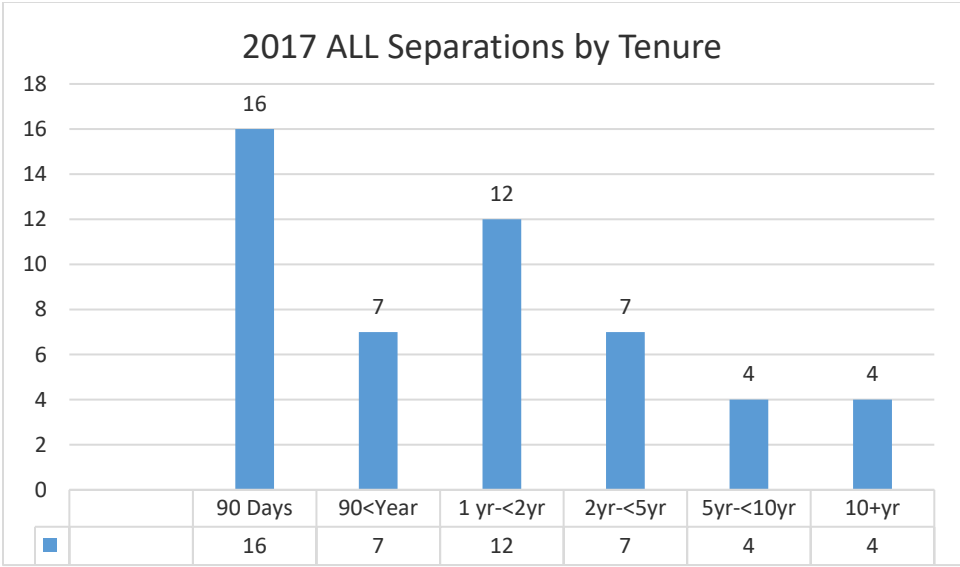
Fast Fact: There were 16 separations that occurred during the first 90 days of employment. There were 7 additional terminations that occurred between 90 days and one (1) full year of employment for a total of 23 separations within the first year.

Fast Fact: Twelve employees separated with a year of service but less than 2 years were the next largest group to leave employment.

Fast Fact: Turnover costs the District money. Conservatively, \$5,500 - \$6,000 per separation or over \$275,000 to source, interview, background check, drug test and train a new employee during the fiscal year. This number does not include overtime costs or lowered moral.

With low unemployment and increased competition for workers, Human Resources recruiting will be focusing on making immediate changes to improve retention within the first two years of employment. Compensation improved however during the first three months of the new fiscal year the turnover trend shows no sign of slowing during the first three months of FY 2018. Planned for 2018 are the following:

1. Improved New Employee Orientation.
2. Expanding the selection process is being implemented this month. It will include a realistic job preview.
3. Expanding the use of Social Media to seek out a larger pool of qualified candidates.



**LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #4(b)**

AGENDA ITEM: EEO Demographics Report

PRESENTER: Steven Schaible, Director of Human Resources

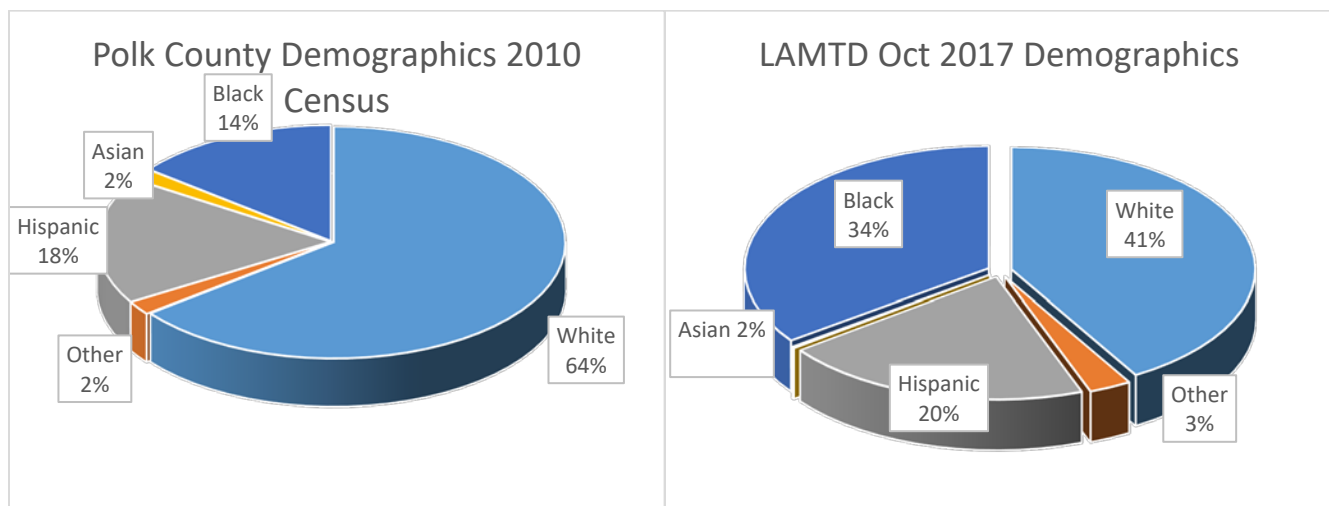
RECOMMENDED ACTION: Informational

SUMMARY: General contrast and comparison of Polk County EEO demographics and District employee base.

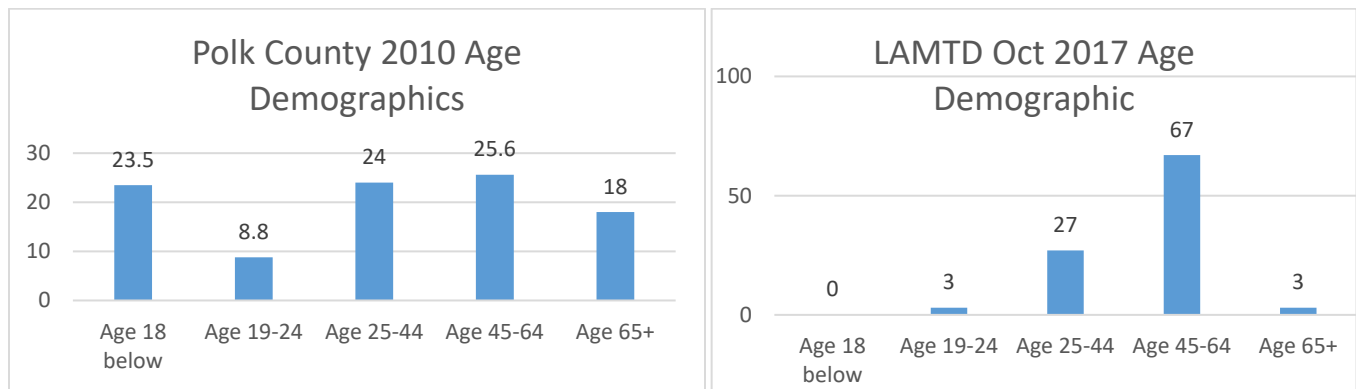
ATTACHMENT: Trend pie chart and bar graph

EEO Demographic Report

Lakeland Area Mass Transit is mandated by the FTA to collect data and annually report on organizational EEO. Below pie chart shows the 2010 US Census demographics for Polk County Florida. The second pie chart shows the overall EEO breakdown for LAMTD as of October 2017.



Age Discrimination in Employment Act (ADEA) prohibits employers from refusing to select qualified candidates for employment based on being 40 years of age or older. Below bar graph shows the 2010 US Census age demographics for Polk County Florida. The second bar graph contrasts the overall age breakdown for LAMTD employees as of October 2017.



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #4(c)

Agenda Item: Level II Background Checks

Presenter: Marcy Harrison, HR Generalist

Recommended
Action: Informational

Summary: Level II background checks review the criminal history of a potential employee as part of the employment process for a healthcare provider and/or for participation as a provider in the Florida Medicaid program. The District has been a participating provider since 1996 under its home community based organization through the Department of Children & Family services.

In 2016 the Florida Medicaid program removed transit benefits for its recipients and a pre-employment level II background check was no longer a requirement.

To further research this requirement we reached out to HART, LYNX, PSTA, Gainesville Regional Transit, the CTC, Polk County and the FDOT. The above listed transit organization contract out their background check services and the other state and county agencies have verified that level II screenings are no longer necessary.

The District currently spends \$57.00 per person for a criminal felony & misdemeanor screening that includes all counties in the state of Florida for the past seven (7) years. After conducting an independent cost estimate with several companies, the estimated saving per person is approximately \$11.00 per person and includes not only the criminal screening for the Florida but nationwide, motor vehicle history, social security tracing, and sex offender registry query.

AGENDA ITEM #4(c) – CONT.

In conclusion, the District will bring forward at the March board meeting the final recommendation for board approval to contract with an outside background check service.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #4(d)

Agenda Item: SSPP and SSP Certifications

Presenter: Steven Schaible

Recommended
Action: Approval

Summary: Commissioner approval of the System Safety Program Plan and
the Annual Security Certificaion

LAMTD Board Meeting
February 21, 2018
AGENDA ITEM #5(a)

Agenda Item: CTC Annual Evaluation

Presenter: Aaron Dunn

Recommended

Action: Informational

Summary: 2017 Annual Evaluation of Polk County's Community Transportation Coordinator

Attachment: None



2017 Performance Measures

Performance Measure	Target	FY 16/17	FY 15/16	FY 14/15	FY 13/14	FY 12/13	Peer ^{1,2} Averages	Statewide ² Average
Potential TD Population Served	>=9%	3.0%	5.83%	6.5%	9%	12.75%	5.43%	9.8%
Percent of Trips on Fixed-Route (Bus Passes)	>=25%	65%	61%	51.0%	45.42%	49.8%	28.67%	52%
Average Cost per Trip	<=\$19.00	\$10.81	\$18.51	\$18.51	\$19.99	\$15.39	\$9.96	\$12.66
Average Cost per Paratransit Trip	<=\$29.00	\$31.82	\$44.99	\$37.87	\$36.63	\$30.45	\$14.49	\$23.19
Accidents per 100,000 Vehicle Miles	<1.0	.114	1.07	.68	0.36	0.75	1.06	1.72
Vehicle Miles between Road Calls	>=30,000	15,102	15,650	11,028	13,314	14,350	39,836	38,706
Complaints per 1,000 Paratransit Trips	<2.0	.217	.0005	.39	.456	0.144	.362	.58

Peer Counties: Brevard, Lee, Volusia

Table 5. Summary of CTC Performance FY 2012 - FY 2017

Performance Measure	FY 16/17	FY 15/16	FY 14/15	FY 13/14	FY 12/13	FY 11/12
Revenues	\$7,477,272	\$8,208,159	\$7,265,954	\$8,989,940	\$8,674,860	\$8,521,344
Expenses	\$7,191,199	\$8,235,680	\$7,262,178	\$8,511,029	\$8,513,644	\$8,463,033
Total Passenger Trips	665,437	477,313	392,509	425,559	553,364	506,642
Expenses per Passenger Trip	\$10.82	\$17.25	\$18.50	\$19.99	\$15.39	\$16.70
Vehicle Miles	1,744,038	1,490,814	2,073,346	2,489,766	2,539,934	2,397,371
Expense per Vehicle Mile	\$2.62	\$5.52	\$3.50	\$3.14	\$3.33	\$3.53
Driver Hours	197,515	217,118	208,457	252,521	250,522	264,991
Operating Expense per Driver Hour	\$36.58	\$37.93	\$34.84	\$33.70	\$33.76	\$31.93
Total Paratransit Trips	234,443	183,045	191,771	232,300	273,658	285,388
Percent of Trips as Paratransit	35%	39%	49%	54.58%	49.45%	56.32%
Total Fixed-Route Trips	430,994	294,268	200,738	193,259	275,559	221,254
Percent of Trips as Fixed-Route	65%	61%	51%	45.42%	49.8%	43.67%
Total School Board Trips	0	0	0	0	0	0
Percent of Trips as School Board	0%	0%	0%	0%	0%	0%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM # 6 (a)

Agenda Item: Customer Service Survey

Presenter: Erin Killebrew, Director of Government Affairs

Recommended
Action: Discussion and Approval

Summary: Oral Presentation

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM # 6 (b)

Agenda Item: Citizens Advisory Bylaws

Presenter: Erin Killebrew, Director of Government Affairs

Recommended
Action: Approval

Summary: Oral Presentation

Lakeland Area Mass Transit District Citizens' Advisory Council (CAC)

Purpose: The Citizens' Advisory Council (CAC) will work with Lakeland Area Mass Transit District staff to develop a quality Countywide Transit System for all Polk County residents.

Composition: 25 members: One citizen from each of the 17 Polk County Municipalities, and eight additional citizens from the business community county wide.

Members Qualifications: Each member should have a cell phone, have access to the internet, have an e-mail address, and possess one or more of the following:

- 1) Currently using public transit in Polk County.
- 2) Has demonstrated an interest in the Community.
- 3) Must attend 75% of all regular CAC meetings.

Communication Methods:

- Meetings will occur three times a year; or more frequently if needed.
- The e-mail system will be used to notify of upcoming meetings, exchange ideas, make comments, and pose questions between meetings.

Terms of Appointment: The Council members will serve for three years beginning summer of 2018 through July of 2021.

Appointment Authority: Appointments to the Council will be made and vetted through District staff. The District Board of Directors shall then approve the appointment recommendations.

Public Records: Council members understand and accept that participation on this Council may subject them to Florida's broad public records law under Florida Statute 119.

Achieving Consensus: A quorum shall consist of eight (8) members of the Council being present at the time and place of the meeting.

**LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #7(a)**

Agenda Item:	Fleet Plan Update
Presenter:	Joe Cheney-Fleet Maintenance Director
Recommended Action:	Informational
Summary:	LAMTD 2018 Fleet Plan PowerPoint Presentation

**LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #7(b)**

Agenda Item: Lease financing for new buses

Presenter: Joe Cheney-Fleet Maintenance Director

Recommended
Action: Approval

Summary: Lease financing for:

- (1) 6 fixed route buses @\$2.814m and annual debt service expense of \$294,000
- (2) Paratransit- 5 buses @ \$630,000 and an annual debt service expense of \$100,000
- (3) Total annual debt service estimate expense of \$394,000 for the lease finance
- (4) Debt service estimated at \$526,000 which when broken down is \$394,000 + prior lease financing debt service expense of \$132,000

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #8(a)

Agenda Item: Agency Update(s)

Presenter: Tom Phillips, Executive Director

Recommended
Action: Informational

Summary: Executive update(s) on District matters.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #9(a)

Agenda Item: November Executive Calendar

Presenter: Tom Phillips, Executive Director

Recommended
Action: Informational

Attachment: November Calendar

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #9(b)

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, ED

Recommended
Action: Information only

Summary: Year to date ridership information for the entire system
including LAMTD, Winter Haven, Rural and Demand
Response through December 2017

Attachments: Ridership Report.

UAP Ridership Totals 2017	LAMTD	WHAT	Total
November	14,438	8,640	23,078
December	12,107	7,554	19,661
UAP Ridership 2017	LAMTD	WHAT	Total
Polk State College			
November	3,094	1,399	4,493
December	1,880	918	2,798
LEGOLAND			
November	98	1,266	1,364
December	105	1,250	1,355
South Eastern University			
November	287	20	307
December	286	26	312
COLTS			
November	1,954	1,225	3,179
December	1,639	1,030	2,669
Veterans			
November	3,262	1,108	4,370
December	3,039	1,093	4,132
Southern Technical College			
November	214	369	583
December	140	281	421
Central Florida Healthcare			
November	1,166	486	1,652
December	1,049	516	1,565
New Beginnings High School			
November	1,930	2,305	4,235
December	1,476	2,030	3,506
Spectrum (Peace River)			
November	2,433	462	2,895
December	2,493	410	2,903

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #10

Agenda Item: Bus Purchase Report

Presenter: Tom Phillips, ED

Recommended
Action: Informational Only

Summary: The District applied for and received multiple FTA 5339 grant awards, allowing for the purchase of 3 fixed route buses.

- Two 30' Gillig Buses for Winter Haven's rural areas
 - These buses are fully fund by the FTA grant with Toll Revenue Credits used as the cash match.
- One 35' Gillig Bus for the Lakeland area
 - This bus is primarily funded by the FTA grant with Toll Revenue Credits used as the cash match.
 - Other funding being provided through an insurance claim for damages received in an accident, as required, when involved a previously purchased, grant funded, vehicle.

Attachments: none

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM #11

Agenda Item: Other Business

Presenter: TBD

Recommended
Action: None

Summary:

Alex Durham

From: Citrus Connections Human Resources <citrusconnection@ridecitrus.com>
Sent: Wednesday, February 14, 2018 1:36 PM
To: Alex Durham
Subject: Citrus Connector

Volume 1 | Issue 3 | February 2018

Citrus Connector



Human Resources News & Updates

Employee reminders of upcoming news and dates will be highlighted for your convenience.

For additional resources, click [HERE](#) for our Internet site

Operator Refresher Training Update

On behalf of the Human Resources Department, I would like to give a HUGE thank you to Ruby Kimble and Luis Suazo for conducting the two year mandatory retraining to 67 operators!

As we move forward in 2018, Citrus Connection will be joining forces with CUTR to create a stronger training program, which will not only keep us in compliance but provide growth and development opportunities for our operators.

Your feedback is always welcomed and we encourage you to share your thoughts and ideas with your supervisors, trainers and the Human Resources department!

Marcy Harrison, Human Resources



Let the Challenge Begin- May the Best Man or Woman Win



We are excited to announce that **41** Employees have joined the **BIGGEST LOSER**

The winners will be determined by whoever has lost the most percentage of their weight lost. There will be a total of three (3) winners.

The employee that has the highest percentage of weight loss will be our First Place winner.

There will be **two Second place** winners: **One Woman and One Man**

FIRST PLACE PRIZE - \$200.00

SECOND PLACE PRIZE - \$100.00 Each

Weigh-Ins are held in all three locations:

Monday – Lakeland – Susan's Office (HR)

Tuesday – Winter Haven – Caroline Hird and Robert Wilson

Wednesday – Bartow – Paul Simms and Robert Wilson

Please stop in any location to weigh in.

Marcy Harrison is in the process of creating Citrus Connection's Season 1 Biggest Loser Cookbook.

Please send Marcy your favorite recipes of healthy, easy, and delicious dishes.

GOOD LUCK!

Technology and Your Benefits

Last week I was able to watch the Falcon Heavy lift off and watched the boosters return to earth and land. It was amazing to think we had a Tesla orbiting our planet for several hours before heading into deep space.

Who would have thought of that? Clearly, technology is amazing and is a steadily increasing influence in our lives.

An example of how vastly technology influences us is a new approach to our benefits. One such benefit for those on our insurance is MDLive (or Amwell), which is an online tele-doctor.

While pre-registration is required, it works very well for non-emergency, minor health concerns. No more having to sit in the doctor's waiting room. Instead, an online doctor can diagnose and treat you for minor illnesses in the comfort of your home and prescribe meds directly to your pharmacy.

For more information see your Human Resources Representative or check out the MDLive brochure on the Intranet.

Steven Schaible, Director of Human Resources

Upcoming...

President's Day: Mon Feb 19

As a reminder, ALL employees that are service essential will be required to report to work. This service day is to evaluate ridership. Employees who work will receive their eight (8) hours of holiday pay and will be paid for all hours worked.

Other non-service essential departments have the option to report to work with your Director's approval. Non- Service essential employees who are approved and work will receive their eight (8) hours of holiday pay and will be paid for all hours worked as well.

If you have any questions, please contact your Director.

Quarter Meeting

The All Employee First Quarterly Meeting will be held on Mar 7, 2018. Posters with the times are coming soon and will be posted in all three locations, including the Lakeland terminal.

Bus Rodeo Fun Day

Our Annual Bus Rodeo is coming soon, Mar. 11, 2018. This annual event will be combined with our family fun day. These events will be at the LP Funding Center in Lakeland. Please keep a look-out for more details to come soon.

Upcoming March Birthdays

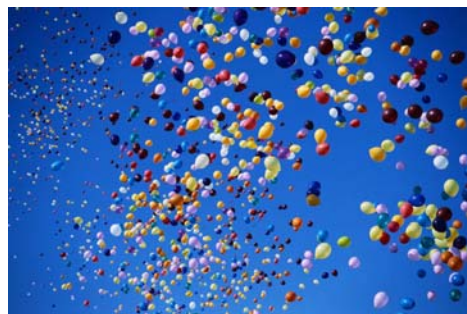
We at Citrus Connection, would like to wish each of the following a very Happy Birthday.

<u>Mar 1-</u>	Toney Wilson
<u>Mar 7-</u>	Scott Strickler
<u>Mar 10-</u>	Fredrick Davis
<u>Mar 15-</u>	Jonathan Otero
<u>Mar 17-</u>	Georges Fredric
<u>Mar 19-</u>	Marlene Joe
<u>Mar 20-</u>	Joshua Morgan
<u>Mar 23-</u>	Paula Siepierzanski
<u>Mar 24-</u>	Marquitta Carter
<u>Mar 25-</u>	Carmello Graziano
	Charles Winters
<u>Mar 26-</u>	Jeri Humanes
<u>Mar 29-</u>	Julie Seymour
	Anthony Weaver

Upcoming March Anniversaries

Citrus Connection would like to wish the following a Happy Anniversary with us and thank you for your service to the residents of Polk County.

<u>Mar 9-</u>	Mario Calvillo- 1 yr
	Princeton Gilbert- 2 yrs
<u>Mar 10-</u>	Amanada Gainer- 7 yrs
<u>Mar 18-</u>	Joseph Cheney- 5 yrs
<u>Mar 20-</u>	Kelly Graham- 12 yrs



Follow us on Facebook and Twitter for more updates.
Click on the icon links below to go to our Social Network pages.



Lakeland Area Mass Transit District
855-765-5287