

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING

1212 George Jenkins Blvd, Hollingsworth/Beulah Meeting Room

January 9, 2013

9:00 a.m.

Call to Order	<u>Action Required</u>
• Roll Call	
1. Approval of Minutes	Approval
2. Public Comments	None
3. Awards and Commendations / Tom Phillips	None
4. Action Items / Tom Phillips	None
5. Legal Matters / Darby Law Group	
• Amendment No. 1 to Universal Access Service Agreement between University of South Florida, Polk County, and LAMTD	Approval
• Cost Sharing Agreement	TBD
6. Financial Matters / Brian Jaruszewski	
• Financial Statement	None
• FDOT Grant Application Section 5310 - <i>Resolution #13-07</i>	Approval By Roll Call Vote
• FDOT Grant Application Section 5311 - <i>Resolution #13-08</i>	Approval By Roll Call Vote
• FDOT Grant Application Section 5311 - <i>Resolution #13-09</i>	Approval By Roll Call Vote
7. Contracts / Leases / Interlocal Agreements	
• Fire Extinguisher Services / Lisa Harris	Approval
8. Disposition of Vehicles / David Rodriguez	Approval
9. Benefit Change for LAMTD Family Bus Riders / Tom Phillips	Approval
10. Reports	TBD
• FDOT Report / FDOT Representative	
• Polk Transit Update / Tom Phillips	
• Executive Director / Tom Phillips	
➤ Monthly Activities	
11. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #1

Agenda Item: Approval of December 12, 2012, Board of Directors Meeting Minutes.

Presenter: Tina Moore

Recommended

Action: Board of Directors approve the Minutes of the December 12, 2012.

Summary: The LAMTD Board of Directors Meeting Minutes for December 12, 2012, summarizes agenda items covered during that meeting.

Six (6) items required Board of Directors approval or concurrence:

1. Consent Agenda Items:

- Board Meeting Minutes for November 14, 2012.
- Community Transportation Coordination Interlocal Agreement

2. Election of Officers.

3. University of South Florida Universal Access Program.

4. Resolution #13-06 Supplemental Joint Participation Agreement.

5. Resolution #13-05 FDOT Designated Recipient of FTA Section 5310 Funds for LAMTD.

6. Route Changes.

Attachments: December 12, 2012, Board of Directors Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 12, 2012

**Directors:**

City of Lakeland Commissioner Keith Merritt (Chairman)  
City of Lakeland Commissioner Don Selvage (Vice-Chairman)  
Polk County Commissioner John Hall (Secretary)  
City of Lakeland Mayor Gow Fields  
Polk County Commissioner George Lindsey

Executive Director: Tom Phillips  
Attorney: Ben Darby and Tim Darby  
Administrative Assistant: Tina Moore

**Call to Order**

9:02 p.m. by Vice-Chairman Merritt

**Roll Call**

Present

Mayor Fields  
Commissioner Hall  
Commissioner Lindsey  
Commissioner Merritt  
Commissioner Selvage

*(Exhibit 1)*

**Welcome**

Tom Phillips welcomed Polk County Commissioner's John Hall and George Lindsey to the LAMTD Board of Directors.

**Agenda Item #1 - Election of Officers**

On a nomination made by Commissioner Selvage, and seconded by Mayor Fields:

**“Appoint Commissioner Keith Merritt as Chair of the LAMTD Board of Directors for a one year period beginning December 12, 2012, meeting through the end of the December 2013 meeting.”**

**NOMINATION CARRIED UNANIMOUSLY**

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

**“Appoint Commissioner Don Selvage as Vice-Chair of LAMTD Board of Directors for a one year period beginning December 12, 2012, meeting through the end of the December 2013 meeting.”**

**NOMINATION CARRIED UNANIMOUSLY**

On a nomination made by Commissioner Lindsey, and seconded by Commissioner Selvage:

**“Appoint Commissioner John Hall as Secretary of the LAMTD Board of Directors for a one year period beginning December 12, 2012, meeting through the end of the December 2013 meeting.”**

**NOMINATION CARRIED UNANIMOUSLY**

**Agenda Item #2 - Consent Agenda**

On a motion made by, Mayor Fields and seconded by Commissioner Selvage:

**“Approve Consent Agenda for individual items as indicated on their summary sheets.”**

- Agenda Item #3 – Approval of November 14, 2012, Meeting Minutes.
- Agenda Item #10 – Community Transportation Coordination Interlocal Agreement.

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #3 - Approval of Minutes - refer to Agenda Item #1 CONSENT AGENDA**

**“Approval of November 14, 2012, Board of Directors Meeting Minutes.”** *(Exhibit 2)*

**Agenda Item #4 - Public Comments**

No comments at this time.

**Agenda Item #5 - Awards and Commendations**

Items discussed:

- No GEM Award recipients at this time.
- Tom Phillips was presented with a plaque commemorating his honor of being nominated as a Top Forty Under Forty Award recipient by Mass Transit Magazine.

**Agenda Item #6 - Action Item**

Board Action Item was addressed. *(Exhibits 3)*

**Agenda Item #7 - Legal Matters**

**Designate a Representative to attend the mediation in the Coleman Case**

On a motion made by, Commissioner Selvage, and seconded by Mayor Fields:

**“Board appointed Executive Director, Tom Phillips, to represent the District at the mediation in the Coleman Case.”**

**MOTION CARRIED UNANIMOUSLY**

**University of South Florida Universal Access Program**

On a motion made by, Mayor Fields, and seconded by Commissioner Selvage:

**“Board approve the agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and University of South Florida Universal Access Program (UAP) to all Citrus Connection and Winter Haven Area Transit (WHAT) Fixed Routes for University of South Florida students and staff.”** *(Exhibit 4)*

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- The monthly rate to be charged to University of South Florida (USF) by LAMTD and the County for transit service will be \$2475.00.
- The initial term of the agreement shall be for a period of one (1) year commencing on January 7, 2013.
- The agreement will go before the BoCC at the December Board meeting for an approval.
- USF agrees to provide all current students, faculty, and staff with a photo identification card which shall include an expiration date.
- USF agrees to design and fund the wrapping of one (1) District bus with USF artwork and advertisement.

**Agenda Item #8 - Financial Matters**

Financial Statement

Distributed unaudited October 2012 and November 2012 Financial Statements. *(Exhibit 5)*

Items discussed:

- The District is a Federal Transit Administration (FTA) grantee and is required to follow FTA's Standard Chart of Accounts.
- An excerpt from the FTA's handbook of Standard Chart of Accounts was distributed and reviewed with the Board. *(Exhibit 6)*
- Reviewed the format of the Financial Statements for the benefit of the new Board members.
- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$84.65, and FY12 cost per hour forecast is \$84.65.

**Action Item:**

**If the District used Compressed Natural Gas (CNG) what would be our return on investment?**

Resolution #13-06 – Supplemental Joint Participation Agreement (JPA) for Fuel Efficiency Initiative

On a motion made by, Commissioner Selvage, and seconded by Mayor Fields:

**“Board approve Resolution #13-06 – Joint Participation Agreement (JPA) for Fuel Efficiency Initiative, by roll call vote. *(Exhibit 7)***

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

<b>Mayor Fields</b>	<b>Yes</b>
<b>Commissioner Hall</b>	<b>Yes</b>
<b>Commissioner Lindsey</b>	<b>Yes</b>
<b>Commissioner Merritt</b>	<b>Yes</b>
<b>Commissioner Selvage</b>	<b>Yes</b>

Items discussed:

- FDOT has approved funding for a Service Development Grant to pursue a fuel efficiency initiative.
- The total project amount is \$507,500 which will be funded jointly by FDOT (50%) and the District (50%).

**Agenda Item #9 - Resolution #13-05 – Florida Department of Transportation (FDOT) serve as the designated recipient of Federal Transit Administration Section 5310 Funds for the Lakeland Transportation Management Areas (TMA).**

On a motion made by, Commissioner Selvage, and seconded by Mayor Fields:

**“Board adopt Resolution #13-05 – approving the selection of FDOT as the Designated Recipient of FTA Section 5310 funds for the Lakeland TMA, by roll call vote.”** *(Exhibit 8)*

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

Mayor Fields	Yes
Commissioner Hall	Yes
Commissioner Lindsey	Yes
Commissioner Merritt	Yes
Commissioner Selvage	Yes

**Items discussed:**

- The Lakeland urbanized areas were identified as having a population over 200,000 as part of the 2010 Census. This action necessitated the appointment of a Designated Recipient to receive and apportion FTA Section 5310 transit funding allocated to the new TMA’s for eligible program activities within the Lakeland Urbanized Areas.
- The selection of a Designated Recipient is made by the Governor with the concurrence of the local metropolitan planning organization and transit operators. The FDOT acted on behalf of the Governor in this matter.

**Agenda Item #10 – Community Transportation Coordination (CTC) Interlocal Agreement refer to Agenda Item #1 CONSENT AGENDA**

*“Approval of Standard Coordination / Operator Agreement 2012-2013.”* *(Exhibit 9)*

**Agenda Item #11 – Proposed Route Changes**

On a motion made by, Mayor Fields, and seconded by Commissioner Selvage:

**“Board approve the route changes as indicated at the November Board of Directors Meeting with an effective date of January 7, 2013.”** *(Exhibit 10)*

**MOTION CARRIED UNANIMOUSLY**

**Items discussed:**

- A PowerPoint presentation on the TSI Third Quarter Report and Community Scorecard was shown to the Board. *(Exhibit 11)*
- A PowerPoint presentation on the proposed route changes was shown to the Board. *(Exhibit 12)*
- Public workshops were held at the terminal and other various locations. *(Exhibit 13)*

**Action Item:**

**Set up a meeting with the Lake Hunter Terrace Homeowners Association to discuss public transportation.**

**Agenda Item #12 – Florida Southern College Presentation**

**Items discussed:**

- Traditional Customer Appreciation Day was held on Friday, November 23, the day after Thanksgiving, with all rides free for the entire day on both LAMTD and WHAT routes. LAMTD’s ridership for the day was 5,666 compared to last year’s ridership of 4,179.

- USF’s Advertising and Public Relations class project – “how to get more students to ride the bus” video was shown to the Board.
- On December 5, USF’s Advertising and Public Relations class presented their findings to students, faculty, staff, and guest.

**Agenda Item #13 – Reports**

FDOT Report

- Jan Parham, FDOT Representative, introduced herself to the new Board members.
- Rodney Wetzel, Polk County Transit Services, discussed the grant process to the new Board members.

Executive Director Report

- Distributed Performance Indicators for September 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 14)*
- Distributed the third update to the Board on the FTA Maintenance Report. *(Exhibit 15)*
- Monthly Activities report was distributed to the Board. *(exhibit 16)*
- The District is partnering with Polk Works with their 2013 initiative “Race to Place”.
- Regional Mobility Call Center opening has been delayed due to some procurement issues. Estimated go-live date is late January 2013.
- QR Codes are going through an approval process with FDOT.

PT Update

- New bus routes; Route 416, 417, and the SMART Shuttle will be coming to the Haines City area. The new routes are to begin in December 17, 2012, and the routes are funded by Board of County Commissioners.
- My Ride Plan presentations are ongoing throughout the County.
- Polk Transit logos will be placed on LYNX buses that run routes in the Polk Transit service area.

**Action Item:**

**Research news articles on HART’s 2010 failed referendum.**

Curb Appeal

- Luis Suazo-Hurtado, Fixed Route Supervisor, showed a PowerPoint presentation to the Board depicting Bus Operators parking close to the curb at the Lakeland Square Mall.

**Agenda Item #14 – Other Business**

On a motion made by, Commissioner Selvage, and seconded by Mayor Fields:

**“Board approve the Community Transportation Coordination (CTC) Interlocal Agreement between Polk County’s Board of County Commissioners (BoCC) and Lakeland Area Mass Transit District (LAMTD) with the revision that the indemnification obligation of the District in paragraph 9 provides the LAMTD’s contractual indemnity will be limited to the sovereign immunity limits to which the BoCC is subject to as well, motion is based upon the County Attorney’s final approval.” *(Exhibit 17)***

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Agenda Item #10 – Community Transportation Coordination Interlocal Agreement’s Consent Agenda approval was amended.

**Adjournment**

10:56 a.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chairman – Commissioner Keith Merritt

\_\_\_\_\_  
Minutes Taker – Tina L. Moore

*(Acronyms – Exhibit 18)*



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended  
Action: None

Summary: None

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #3

Agenda Item:       **Awards and Commendations**

Presenter:           Tom Phillips

Recommended  
Action:               None

Summary:            Oral Presentation

Attachments:        None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #4

Agenda Item: **Board Action Items**

Presenter: Staff

Recommended  
Action: None

Summary: Staff will address questions raised by the Board at the previous Board meeting.

Attachments: Board Action Items will be discussed during Board meeting.

## Board Action Items

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### Action Item:

**If the District used Compressed Natural Gas (CNG) what would be our return on investment.** *Bill Knieriem and Finance*

### CNG/LNG

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(1) There are concerns about the decreased range associated with CNG vehicles (CNG has  $\frac{1}{4}$  the energy density of diesel)—it would require the vehicle to refuel at a minimum of twice per day.

(2) The School Board has started a pilot program with CNG to power school buses – it is concerned about the significant capital cost difference - the School Board can purchase either 50 diesel buses per year or 30 CNG buses per year.

(3) There is an old slow-fill CNG station no longer in use at Travis Technical Center that could be upgraded into a fast-fill station if the County was interested in CNG. Slow fill would take approximately 90 minutes to fuel a bus. Upgrading to a fast-fill would reduce the time to fuel to 30-40 minutes.

(4) CNG/LNG projects have the potential to save a lot of fuel costs as the cost of oil rises. However, these projects require large fleets of CNG/LNG vehicles to appreciate the savings.

(5) If the District were to purchase CNG/LG vehicles for the fleet, any repairs or work to be done on those vehicles would need to be sent out, or the District would need to budget a significant amount of funds for training for the maintenance technicians, along with the cost of parts to be kept in inventory.

(6) NYC Transit Authority did a study in 2003 comparing CNG and Clean Diesel and published the following findings:

- A) Operating and maintaining one bus costs: CNG .31 cents a mile more than standard diesel bus CD .04 cents a mile more than a standard diesel bus.
- B) In comparison to CNG, diesel is inherently more fuel efficient.
- C) While CNG has historically had an inherent emissions advantage, new technologies applied to diesel have dramatically closed the gap.
- D) Even with new technologies which have added cost, diesel retains a significant cost advantage over CNG.

(7) The City of Fresno California awarded a five year contract to Gillig Corp in April 2010 for ten (10) 30 foot CNG Low Floor buses at a cost o \$4,228,883,85, or \$422,888.39 per bus. A 30 foot low floor diesel El Dorado bus can be purchased at a cost of approximately \$300,000.00

(8) Long Beach Transit, Long Beach California purchased 64 40 foot low floor CNG Gillig buses in Aug 2010 at a cost of about \$450,000.00 and retrofitted their Transit station with a CNG fueling station at a cost of \$6.7 million dollars.

(9) For the My Ride plan, most vehicles will not leave the communities that they serve, so this will cause logistical problems for fueling, for example the Frostproof vehicle will be a circulator in the Frostproof area only.

Excerpt from:

TRANSIT COOPERATIVE RESEARCH PROGRAM

SPONSORED BY

The Federal Transit Administration

TCRP Report 38

**Guidebook for Evaluating, Selecting, and Implementing Fuel Choices for Transit Bus Operations**

In many regions, using CNG will yield savings in fuel bills of 30 to 35 percent, compared with diesel. However, other operating costs exist with CNG that more than offset the savings in fuel costs. These include electric power and maintenance costs for the compressor station and higher vehicle maintenance costs. Total operating costs for CNG buses will usually moderately exceed those for diesel. For a typical 200-bus transit division, it is estimated that median fuel-related operating costs will be \$0.66 per mi with CNG and \$0.62 per mi with diesel. Incremental capital costs for CNG buses are substantial, and there is no evidence to indicate that these will decrease in the future. Two major factors account for CNG buses' inherently higher cost: (1) the high precision needed to engineer and manufacture light, durable, and reliable onboard CNG tanks as well as the liability cost associated with defects in tank design and manufacture; and (2) the need for onboard fire protection systems. Whereas fueling station installation and garage modifications for CNG represent substantial up-front costs, the long life of these investments greatly reduces their lifecycle cost impact compared with incremental vehicle replacement costs.

**Action Item:**

**Set up a meeting with the Lake Hunter Terrace Homeowners Association to discuss public transportation. *Tom Phillips***

**Action Item:**

**Research news articles on HART's 2010 failed referendum. *Tom Phillips***

**After speaking with HART'S Media Public Information Officer she stated that news articles on HART's failed referendum have been in the news continuously since it failed in 2010. Attached are the most recent news articles on the failed referendum. A meeting date with the Executive Director of HART has yet to be determined.**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #5

Agenda Item:      **Legal Matters**  
                          • **Cost Sharing Agreement**

Presenter:         Darby Law Group

Recommended  
Action:            TBD

Summary:         Oral Presentation

Attachments:     None

AGENDA ITEM #5 – CONT.

- Agenda Item:       **Legal Matters**
- **Amendment to University of South Florida’s  
Universal Access Program Agreement**
- Presenter:           Darby Law Group
- Recommended  
Action:               Approval
- Summary:             Oral Presentation
- Attachments:         Amended USF’s UAP

**AMENDMENT NO. 1 TO UNIVERSAL ACCESS SERVICE AGREEMENT BETWEEN  
UNIVERSITY OF SOUTH FLORIDA, POLK COUNTY AND LAKE LAND AREA MASS  
TRANSIT DISTRICT**

This Amendment No. 1 to the Universal Access Service Agreement, by and between The University of South Florida Board of Trustees, a public body corporate for the University of South Florida, Lakeland Campus, hereinafter referred to as USF, the Polk County Board of County Commissioners, a political subdivision of the State of Florida, hereinafter referred to as the "County," and the Lakeland Area Mass Transit District, an independent special taxing district, hereinafter referred to as the "District," is entered into this \_\_\_\_\_ day of January, 2013.

**WHEREAS**, USF, the County and the District desire to amend the Universal Access Service Agreement dated December 18, 2012.

**NOW, THEREFORE**, for and in consideration of the premises and the mutual promises and agreements herein, the parties hereto agree as follows:

1. SECTION 1, is hereby amended to read as follows:

**SECTION 1**

The term of this Agreement shall be for a period of one (1) year commencing on January 1<sup>st</sup>, 2013, through and including December 31, 2013.

2. SECTION 15, is hereby amended to read as follows:

**SECTION 15**

This Agreement contains all the terms and conditions agreed upon by the parties and is a complete and exclusive statement of the Agreement between the parties. Any renewals, alterations, variations, modifications, amendments or waivers of provisions of this agreement shall only be valid when they have been reduced to writing, duly signed, approved by all entities and attached to this Agreement. This agreement supersedes all other agreements and proposals, oral or written, regarding the subject matter herein, and all such other agreements and proposals are deemed void.

3. Other than as expressly set forth above, the terms and conditions of the Universal Access Service Agreement between University of South Florida, Polk County, and Lakeland Area Mass Transit District, dated December 18, 2012, remain in full force and effect.



**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

**LAKELAND AREA MASS  
TRANSIT DISTRICT**

By: \_\_\_\_\_  
Keith Merritt

Title: Chairman

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

**POLK COUNTY BOARD OF  
COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Melony M. Bell

Title: Chairman

Date: \_\_\_\_\_

Attest: Stacy Butterfield  
Clerk of Court

By: \_\_\_\_\_

**UNIVERSITY OF SOUTH FLORIDA**

By: \_\_\_\_\_

Title:

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #6

Agenda Item: **Financial Statement**

Presenter: Brian Jaruszewski

Recommended  
Action: None

Summary: Oral Presentation on FY13 (unaudited) Financial  
Statement for the month of November, 2012.

Attachments: November 2012 Financial Statement

**UNAUDITED**  
**STATEMENT OF REVENUES AND EXPENSES**  
**2 MONTH PERIOD 10/1/2012 - 11/30/2012**

	2 Months End 11/30/2012			1 Month End 11/30/2012			Prior Year to Date		Fiscal Year End 9/30/13		
	YTD Actual	YTD Budget	YTD Variance	MTD Actual	MTD Budget	MTD Variance	FY12 Actual	Variance To PY	FY13 Forecast	FY 13 Budget	FY 13 Variance
<b>REVENUES:</b>											
Farebox/Pass Sales	\$ 197,569	\$ 199,818	\$ (2,249)	\$ 94,746	\$ 99,909	\$ (5,163)	\$ 184,526	\$ 13,043	\$ 1,185,413	\$ 1,198,909	\$ (13,496)
Monthly billing for WH service	\$ 230,715	\$ 256,515	\$ (25,800)	\$ 118,171	\$ 128,257	\$ (10,086)	\$ 206,883	\$ 23,832	\$ 1,384,289	\$ 1,539,088	\$ (154,799)
Contract Income (UAP)	\$ 5,884	\$ 6,667	\$ (783)	\$ 3,084	\$ 3,333	\$ (250)	\$ -	\$ 5,884	\$ 35,302	\$ 40,000	\$ (4,698)
Miscellaneous Income	\$ 571	\$ 1,347	\$ (776)	\$ 159	\$ 674	\$ (515)	\$ 602	\$ (31)	\$ 3,426	\$ 8,084	\$ (4,658)
Advertising Revenues	\$ 10,783	\$ 9,691	\$ 1,092	\$ 2,820	\$ 4,846	\$ (2,026)	\$ 9,720	\$ 1,063	\$ 64,695	\$ 58,146	\$ 6,549
Investment/Interest Income (net)	\$ 420	\$ 760	\$ (340)	\$ 165	\$ 380	\$ (215)	\$ 785	\$ (365)	\$ 2,519	\$ 4,560	\$ (2,041)
Ad Valorum Income, net	\$ 11,868	\$ 11,868	\$ -	\$ 11,868	\$ 11,868	\$ -	\$ 123,225	\$ (111,357)	\$ 2,792,140	\$ 2,792,140	\$ -
FDOT 08-09 Operating Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,492,436	\$ 1,492,436	\$ -
Federal 08-09 Operating Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,530,153	\$ 2,530,153	\$ -
Operating Assistance: New Freedom, Bartow Exp, S.Fla.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 308,875	\$ 308,875	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 457,808</b>	<b>\$ 486,666</b>	<b>\$ (28,857)</b>	<b>\$ 231,013</b>	<b>\$ 249,267</b>	<b>\$ (18,254)</b>	<b>\$ 525,740</b>	<b>\$ (67,932)</b>	<b>\$ 9,799,248</b>	<b>\$ 9,972,391</b>	<b>\$ (173,143)</b>
<b>ELIGIBLE EXPENSES:</b>											
Salaries	\$ 670,674	\$ 709,130	\$ (38,457)	\$ 355,678	\$ 354,565	\$ 1,113	\$ 633,588	\$ 37,086	\$ 4,359,379	\$ 4,609,348	\$ (249,969)
Employee Benefits	\$ 310,436	\$ 339,866	\$ (29,429)	\$ 156,600	\$ 169,933	\$ (13,333)	\$ 355,439	\$ (45,003)	\$ 1,862,619	\$ 2,039,195	\$ (176,576)
Advertising Fees - Admin	\$ 1,079	\$ 1,942	\$ (862)	\$ -	\$ 971	\$ (971)	\$ 3,341	\$ (2,262)	\$ 6,476	\$ 11,649	\$ (5,173)
Professional & Technical Serv.	\$ 56,788	\$ 61,710	\$ (4,922)	\$ 27,781	\$ 30,855	\$ (3,074)	\$ 81,552	\$ (24,765)	\$ 340,726	\$ 370,259	\$ (29,533)
Contract Maintenance Service	\$ 11,232	\$ 16,359	\$ (5,128)	\$ 3,127	\$ 8,180	\$ (5,053)	\$ 12,276	\$ (1,045)	\$ 67,389	\$ 98,155	\$ (30,766)
Other Services	\$ 22,210	\$ 21,763	\$ 446	\$ 21,340	\$ 10,882	\$ 10,458	\$ 10,465	\$ 11,744	\$ 133,257	\$ 130,579	\$ 2,678
Fuel & Lubricants (net)	\$ 241,589	\$ 242,576	\$ (987)	\$ 114,070	\$ 121,288	\$ (7,218)	\$ 197,606	\$ 43,983	\$ 1,449,537	\$ 1,455,458	\$ (5,921)
Repair & Maintenance Admin Bldg	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair & Maintenance Terminal	\$ 1,743	\$ -	\$ 1,743	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ 1,743	\$ 10,456	\$ -	\$ 10,456
Materials & Supplies	\$ 114,303	\$ 104,052	\$ 10,251	\$ 71,611	\$ 52,026	\$ 19,585	\$ 99,842	\$ 14,461	\$ 685,820	\$ 624,312	\$ 61,508
Utilities/Telephone - Admin	\$ 16,737	\$ 18,236	\$ (1,499)	\$ 8,156	\$ 9,118	\$ (962)	\$ 17,916	\$ (1,179)	\$ 100,420	\$ 109,416	\$ (8,996)
Physical Damage Insurance	\$ 2,700	\$ 2,836	\$ (136)	\$ 2,700	\$ 1,418	\$ 1,282	\$ -	\$ 2,700	\$ 16,200	\$ 17,013	\$ (813)
Liab & Prop Damage Insurance	\$ 35,106	\$ 33,345	\$ 1,761	\$ 14,053	\$ 16,673	\$ (2,620)	\$ 47,513	\$ (12,407)	\$ 210,636	\$ 200,072	\$ 10,564
Other Corporate Insurance	\$ 3,200	\$ 3,764	\$ (564)	\$ 3,200	\$ 1,882	\$ 1,318	\$ 613	\$ 2,587	\$ 19,200	\$ 22,583	\$ (3,383)
Vehicle Licensing	\$ 175	\$ 86	\$ 89	\$ -	\$ 43	\$ (43)	\$ 175	\$ -	\$ 1,050	\$ 518	\$ 532
Dues & Subscriptions	\$ 4,022	\$ 2,099	\$ 1,923	\$ 215	\$ 1,049	\$ (834)	\$ 878	\$ 3,144	\$ 24,131	\$ 12,593	\$ 11,538
Education/Training/Meeting/Travel	\$ 11,012	\$ 8,678	\$ 2,334	\$ 3,578	\$ 4,339	\$ (761)	\$ 3,785	\$ 7,227	\$ 66,072	\$ 52,068	\$ 14,004
Office Expense	\$ 8,100	\$ 5,143	\$ 2,957	\$ 2,684	\$ 2,571	\$ 113	\$ 10,236	\$ (2,136)	\$ 48,600	\$ 30,857	\$ 17,743
Advertising & Promotion	\$ 8,567	\$ 6,667	\$ 1,900	\$ 5,244	\$ 3,333	\$ 1,910	\$ 9,694	\$ (1,127)	\$ 51,403	\$ 40,000	\$ 11,403
Leases & Rentals	\$ 1,020	\$ 380	\$ 640	\$ 840	\$ 190	\$ 650	\$ 8,307	\$ (7,287)	\$ 6,120	\$ 2,280	\$ 3,840
<b>TOTAL ELIGIBLE EXPENSES:</b>	<b>\$ 1,520,692</b>	<b>\$ 1,578,632</b>	<b>\$ (57,939)</b>	<b>\$ 791,976</b>	<b>\$ 789,316</b>	<b>\$ 2,660</b>	<b>\$ 1,493,227</b>	<b>\$ 27,465</b>	<b>\$ 9,459,491</b>	<b>\$ 9,826,355</b>	<b>\$ (366,864)</b>
<b>NET REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (1,062,884)</b>	<b>\$ (1,091,966)</b>	<b>\$ 29,082</b>	<b>\$ (560,963)</b>	<b>\$ (540,049)</b>	<b>\$ (20,914)</b>	<b>\$ (967,487)</b>	<b>\$ (95,397)</b>	<b>\$ 339,756</b>	<b>\$ 146,036</b>	<b>\$ 193,720</b>

Fuel & Lubricants (net)	Actual Cost	Actual Cost	Actual Cost	Prior Year	YTD Cost	FY13 Cost
Cost varies with number of gallons delivered during payment period	10/1/10 - 11/30/10	10/1/11 - 11/30/11	10/1/12 - 11/30/12	Cost Per Hour	Per Revenue Hour	Per Hour Forecast
	\$ 208,498	\$ 197,606	\$ 241,589	83.62	82.18	82.18
				% change from prior year		-1.75%

AGENDA ITEM #6 – CONT.

Agenda Item: **Resolution #13-07 – Florida Department of Transportation (FDOT) Grant Application**

Presenter: Brian Jaruszewski

Recommended

Action: Recommend Approval to execute a Florida Department Of Transportation (FDOT) Grant Application, and associated Resolution #13-07, for submission to FDOT, by Roll Call Vote.

Summary: In 2011, the District submitted a grant application under Section 5317 (New Freedom Program) to secure funding for the operation of Fixed-Route service on Saturday, and to reduce the headway on Route 1 (Florida Avenue) from 60 minutes to 30 minutes.

The application was approved, and a Joint Participation Agreement (JPA) was executed in January 2012. Service commenced on January 5, 2012.

This grant application is for the continuation of this project under the Section 5310 of the new surface transportation legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).

Attachments: Resolution #13-07  
Grant application to be distributed at Board Meeting.

## **RESOLUTION #13-07**

**A RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, and the acceptance of a grant award from the Department.

**WHEREAS, Lakeland Area Mass Transit District** has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

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

1. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5310.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved
3. The Chairman of the Board is authorized 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 \_\_\_\_\_, 2013**

By: \_\_\_\_\_  
(Signature)

Keith Merrit, Chairman of the Board  
Lakeland Area Mass Transit District

**ATTEST:**

\_\_\_\_\_ (seal)

AGENDA ITEM #6 – CONT.

Agenda Item: **Resolution #13-08 – Florida Department of Transportation (FDOT) Grant Application**

Presenter: Brian Jaruszewski

Recommended  
Action:

Recommend Approval to execute a Florida Department of Transportation (FDOT) Grant Application, and associated Resolution #13-08, for submission to FDOT, by Roll Call Vote.

Summary:

This grant application is for new express bus service to operate between Lakeland (Park ‘n’ Ride Lot) and Tampa. This grant application is being submitted under Section 5311 (formerly Section 5316 – Job Access and Reverse Commute) of the new surface transportation legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).

This resolution and grant application is for the capital portion of the anticipated project. The estimated capital cost is approximately \$135,000, and will fund two (2) 23 foot medium duty buses.

Attachments:

Resolution #13-08  
Grant application to be distributed at Board Meeting.

## **RESOLUTION #13-08**

**A RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, and the acceptance of a grant award from the Department.

**WHEREAS, Lakeland Area Mass Transit District** has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

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

1. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5311.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved
3. The Chairman of the Board is authorized 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 ON \_\_\_\_\_, 2013**

By: \_\_\_\_\_  
(Signature)

Keith Merritt, Chairman of the Board  
Lakeland Area Mass Transit District

**ATTEST:**

\_\_\_\_\_ (seal)

AGENDA ITEM #6 – CONT.

Agenda Item: **Resolution #13-09 – Florida Department of Transportation (FDOT) Grant Application**

Presenter: Brian Jaruszewski

Recommended  
Action:

Recommend Approval to execute a Florida Department of Transportation (FDOT) Grant Application, and associated Resolution #13-09, for submission to FDOT, by Roll Call Vote.

Summary:

This grant application is for new express bus service to operate between Lakeland (Park ‘n’ Ride Lot) and Tampa. This grant application is being submitted under Section 5311 (formerly Section 5316 – Job Access and Reverse Commute) of the new surface transportation legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).

This resolution and grant application is for the operating portion of the anticipated project. The estimated operating cost is approximately \$335,000, and will fund service from Monday through Friday between the hours of 5am and 9pm, with a 2 hour headway.

Attachments:

Resolution #13-09  
Grant application to be distributed at Board Meeting.



## **RESOLUTION #13-09**

**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 Florida Department of Transportation, and the acceptance of a grant award from the Department.

**WHEREAS, Lakeland Area Mass Transit District** has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

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

1. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5311.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved
3. The Chairman of the Board is authorized 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 ON \_\_\_\_\_, 2013**

By: \_\_\_\_\_  
(Signature)

Keith Merritt, Chairman of the Board  
Lakeland Area Mass Transit District

**ATTEST:**

\_\_\_\_\_ (seal)

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #7

Agenda Item: **Fire Extinguisher Services - Inspections, Maintenance, Repair and Recharging**

Presenter: Lisa Harris

Recommended

Action: Recommend Board approve award of **Contract #13-003**, Fire Extinguisher Services - Inspections, Maintenance, Repair, and Recharging to *VSC Fire & Security, Inc.*, for a one (1) year base term and two (2) – one (1) year option terms, in an amount not to exceed \$25,000 annually, subject to review by counsel.

Anticipated

Funding Source: Operating Expense

Summary:

On November 16, 2012, the District issued a Request for Quote #13-003, on behalf of the Facilities and Fleet Maintenance Departments, for experienced and qualified firms interested in providing Fire Extinguisher Services for the District. The solicitation was provided to seven (7) firms selected from the District's vendor database, Disadvantaged Business Enterprise (DBE) firms found on the BizNet website, and through Internet research.

Two (2) offers were received, reviewed for responsiveness, and evaluated based on price. A Notice of Intent to Award was provided to the offerors, naming *Piper Fire Protection, Inc.* the intended awardee. Upon award recommendation, a responsibility review was conducted to verify the firm's ability to perform the specified services. The firm of *Piper Fire Protection, Inc.* did not appear on the federal government's debarred / suspended vendor list, met the insurance requirements, and received good references, but did not hold the required certification criteria to maintain, repair or recharge the Amerex (V25ABC) 25 lb Dry Chem Fires Suppression System found on the Districts buses.

AGENDA ITEM # 7 – CONT.

As a result of that review, the District has determined that it is unable to find the firm of *Piper Fire Protection Inc.* responsible.

A responsibility review of the second ranked firm, *VSC Fire & Security, Inc.*, revealed that this firm does hold the required certifications, is not on the federal governments debarred / suspended vendor list, meets the insurance requirements, and received positive references. Therefore, the District recommends award of **Contract #13-003** to *VSC Fire & Security, Inc.*

Attachments: Contract Award Analysis and Summary Sheet  
Findings and Determination Memorandum

**AWARD ANALYSIS AND SUMMARY SHEET****Solicitation Number: 13-003****Contract Information**

- A. Description:** Fire Extinguisher Services - Inspections, Maintenance, Repair and Recharging
- B. Contractor:** VSC Fire & Security, Inc.
- C. Contract Number:** 13-003
- D. Contract Amount:** \$75,000 (\$25,000 annually)  
(\$23,501 for known services, \$1,499 for unforeseen repairs and/or emergencies)
- E. Contract Type:** Indefinite Delivery/Indefinite Quantity with Firm Fixed Unit Price
- F. Term of Contract:** 1 year
- G. Options Available:** 2 – 1 year options
- H. Base Term Expiration:** 01/01/14
- I. Options Term(s) Expiration:** 01/01/2017
- J. Funding Source:** Operating Funds

**Solicitation Information**

- A. Issue Date:** 11/16/12
- B. Number of Notifications Sent:** Nine (9) firms received the request for quote.
- C. Date and Time Offers were due:** 12/7/2012, 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** Two (2)
- E. Price Summary of top offers:**  
(The top ranked firm was found non-responsible for liability reasons as a result of communications with the fire suppression manufacturer and a required Amerex certification. Detailed explanation provided through attached Findings and Determination)

<b>SUMMARY SHEET</b>			
<b>Offeror</b>	<b>Total PRICE (Lots 1 – 6)</b>	<b>Parts Discount Under MSRP</b>	<b>RANKING</b>
Piper Fire Protect.	\$ <del>12,470.70</del>	20 %	<b>1</b>
VSC Fire & Security	\$ 23,501.00	15 %	<b>2</b>

**F. Late Offers (if any):** None

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

**H. Cost Price Reasonableness Summary:** Price determined to be fair and reasonable based on internet research and comparison of past and current pricing.

**I. Determination of Responsibility:**

**Reference Checks:** Yes.

**Financial Responsibility Survey:** N/A

**Arithmetic Check:** Yes

**Debarment/Suspension Status:** Not on the federal government's debarred /suspended list (<http://epls.gov>).

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

**Determination and Recommendation**

Piper Fire Protection, Inc. is determined to be a responsive and responsible contractor, which submitted the lowest price in full and open competition. The offeror has the capacity to perform this contract and are recommended for award.

Prepared: Lisa Harris  
Purchasing Agent/Contracts Specialist

12/27/12  
Date

**LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)**

Office of Purchasing and Contracts  
P.O. Box 1687, Lakeland Florida 33802

**Findings and Determination Memorandum**

<b>DATE:</b>	December 27, 2012	<b>Reference#</b>	RFQ 13-003
<b>ACTION TO BE APPROVED:</b>	Offeror Responsibility Review		

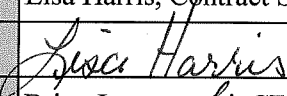
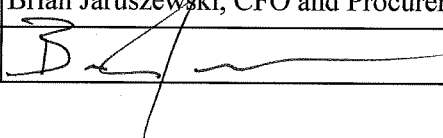
**FINDINGS**

1. Fire Extinguisher Services - Inspections, Maintenance, Repair and Recharging was competitively bid under RFQ No. 09-022.
2. Two offers were received and deemed responsive.
  - a. Piper Fire Protection, Inc.
  - b. VSC Fire & Security, Inc.
3. The offer submitted by the firm of Piper Fire Protection, Inc., ranked highest and was recommended for award.
4. The District provided its "Notice of Intent to Award" to the offerors..
5. Upon award recommendation, a responsibility review was conducted in the following areas:
  - a. Qualifications, Licensing and Certifications
  - b. References and Insurance
  - c. Federal Government's Debarred /Suspended Vendor List
6. Communications with the manufacturer of the Amerex (V25ABC) 25 lb Dry Chem Fires Suppression System, found on the Districts buses, reveled that firms must be Amerex certified in order to obtain manufacturer's recommended replacement parts and to insure proper warranties, in accordance with the solicitation.
7. The firm of Piper Fire Protection, Inc., did not appear on the federal government's debarred /suspended vendor list, met the insurance requirements, and received good references, but did not meet the required certification to maintain, repair or recharge the Amerex (V25ABC) 25 lb Dry Chem Fires Suppression System.
8. The District has determined that for safety, liability, and warranty purposes it is unable to find the firm of Piper Fire Protection responsible.

**DETERMINATION**

Based on the above finding, LAMTD will proceed with an award to the second highest ranked firm of VSC Fire & Security, Inc.

**APPROVING OFFICIAL**

<b>NAME/TITLE:</b>	Lisa Harris, Contract Specialist		
<b>SIGNATURE:</b>		<b>DATE:</b>	December 27, 2012
<b>NAME/TITLE:</b>	Brian Jaruszewski, CFO and Procurement Manager		
<b>SIGNATURE:</b>		<b>DATE:</b>	December 27, 2012

LAKELAND AREA MASS TRANSIT DISTRICT  
 BOARD OF DIRECTORS MEETING  
 JANUARY 9, 2013  
 AGENDA ITEM #8

Agenda Item: **Disposition of Vehicles**

Presenter: David Rodriguez

Recommended  
 Action:

The Lakeland Area Mass Transit District is requesting Board approval to dispose of four (4) rolling stock buses that have surpassed their useful life in years of service and/or mileage as defined by the Federal Transit Administration Circular 5010.1C - Grant Management Guidelines, Chapter II, Paragraph 3.f. (4). We are proposing to dispose of the equipment through private sell. The buses that cannot be sold will be disposed of as scrap. Based on the information from the buyer, no proceeds will exceed \$5,000.00. per unit. All buses listed will be disposed of by January 31, 2013.

Attachments: Disposal Vehicle Chart

The following are (4) fixed route buses with the defined service life of ten (10) years or 350,000 miles.

Count	ID#	Model	Year	VIN#	Mileage
1	1040	Orion	1999	1VH519P77X6034149	585886
2	367	Gillig	1999	15GCD2019X1089425	45140 (hub)*
3	1042	Orion	1999	1VH519P79X6034153	607585
4	379	Gillig	1999	15GCD2015X1089437	97798. (hub)*

*\*Mileage on unit at time of breakdown, unable to determine total mileage on units. This units were acquired from LYNX in Orlando.*

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #9

Agenda Item: **Human Resources Policy – Benefit Change for LAMTD Family Bus Riders.**

Presenter: Tom Phillips

Recommended

Action: Board approve the following policy for LAMTD:

- Employee/Dependent Transportation

Summary: We would like to offer family members of Lakeland Area Mass Transit District the ability to ride our fixed route transit system at no cost. This request follows best practices from other state transit systems.

Attachments: Employee/Dependent Transportation Policy





**Proposed Benefit Addition to Lakeland Area Mass Transit District January 9, 2013**

*EMPLOYEE/DEPENDENT TRANSPORTATION*

*Every LAMTD employee is issued a Picture Identification Badge. This enables the employee to ride the regular fixed route service free of charge. The employee Picture Identification Badge can only be used by the person to whom it was originally issued. It is expected that employees will not occupy seats, to the exclusion, of paying customers. Off Duty Employees must not engage in extended conversation with the Operator while the bus is in motion.*

*Dependent Picture Identification Badge*

*As a LAMTD employee, your dependents are entitled to a LAMTD Dependent Picture Identification Card which enables them to ride the regular fixed route service free of charge. Picture Identification replacement fees will be \$10.00.*

*Dependent/Identification Badge criteria*

*Dependent Picture Identification Cards can be issued to employees' current spouse/significant other and children residing in the employee household under the age of 19. Those relatives with a LAMTD Identification Card are not expected to occupy seats to the exclusion of paying customers.*

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #10

Agenda Item:      **Reports**

- FDOT / FDOT Representative
- Polk Transit Update / Tom Phillips
- Executive Director / Tom Phillips
  - Monthly Activities

## **Executive Director Monthly Activities for DECEMBER 2012**

---

3-Dec	Meeting with USF
3-Dec	STAT Team Meeting
4-Dec	Meeting on FTA Grants / MAP21
4-Dec	MAP21 webcast
5-Dec	Meeting with Lance Schmidt
5-Dec	Florida Southern College Advertising Presentation
5-Dec	Meeting with Steve Carr from Polk Works
5-Dec	Meeting with TWU Steward, Charlotte Mantz
6-Dec	Meeting with Sheriff Grady Judd
6-Dec	Weekly meeting with Darby Law Group
6-Dec	IT Manager Interviews
7-Dec	Meeting with Commissioner Selvage
7-Dec	IT Manager Interviews
7-Dec	SUN'nFUN ride along meeting
7-Dec	A&E Contract Meeting
10-Dec	Paratransit Interviews
10-Dec	Weekly- STAT Meetings
7-Dec	Polk City Commissioner Meeting - My Ride Presentation
11-Dec	Meeting with Robert Rosenberg
12-Dec	Monthly - LAMTD Board of Directors Meeting
12-Dec	Meeting with Commissioner Ed Smith
13-Dec	Leadership Lakeland
14-Dec	Weekly meeting with Paul Simmons
14-Dec	Meeting with Polk County Headstart Staff
18-Dec	Meeting with PEACE Group
19-Dec	IT Manager Interviews
20-Dec	Weekly meeting with Darby Law Group
21-Dec	Meeting with Florida Southern College, Terry Dennis
12/24-12/27	Vacation
31-Dec	New Board Member orientation planning meeting

1320 minutes were spent on meetings with Staff.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JANUARY 9, 2013  
AGENDA ITEM #11

Agenda Item:     **Other Business**

Presenter:        TBD

Recommended  
Action:           None

Summary:         None

Attachments:     None



LAKELAND AREA MASS TRANSIT DISTRICT

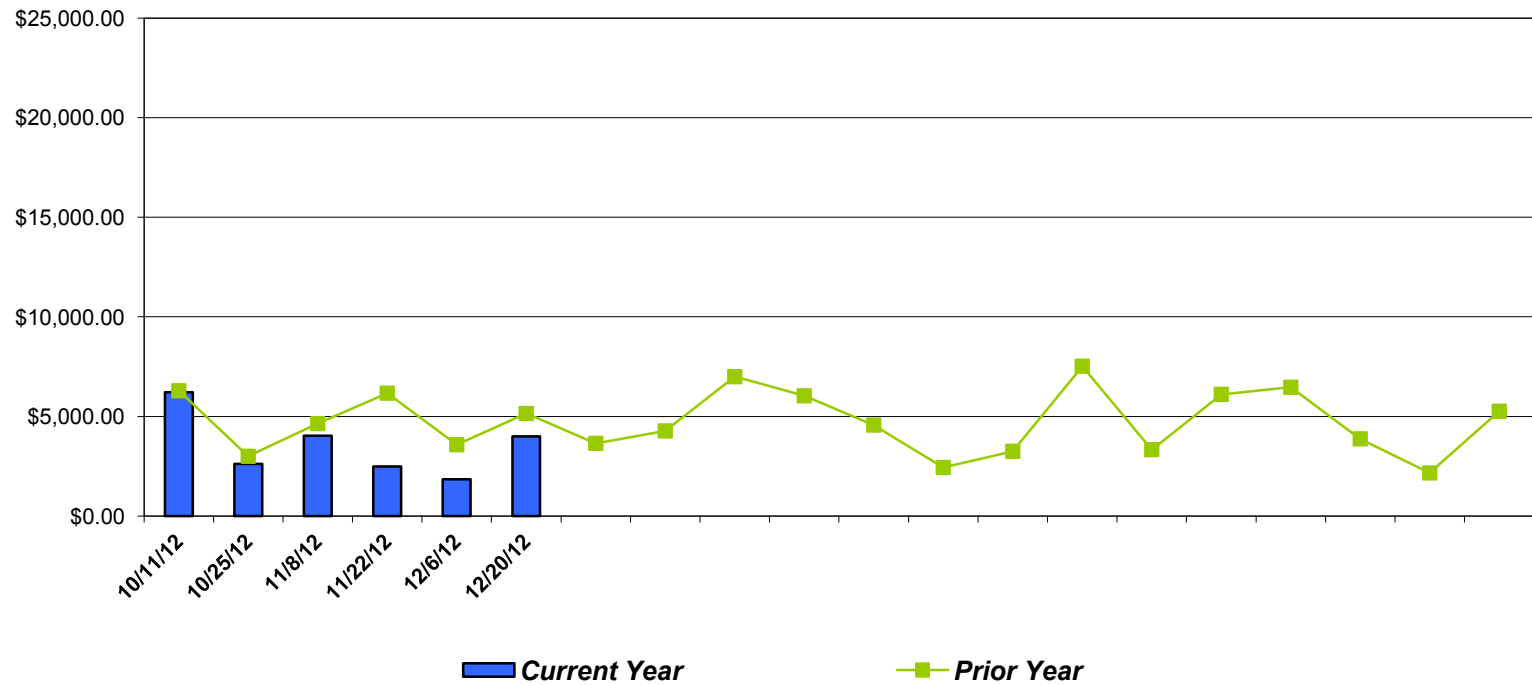
FY 12/13

Performance  
Indicators

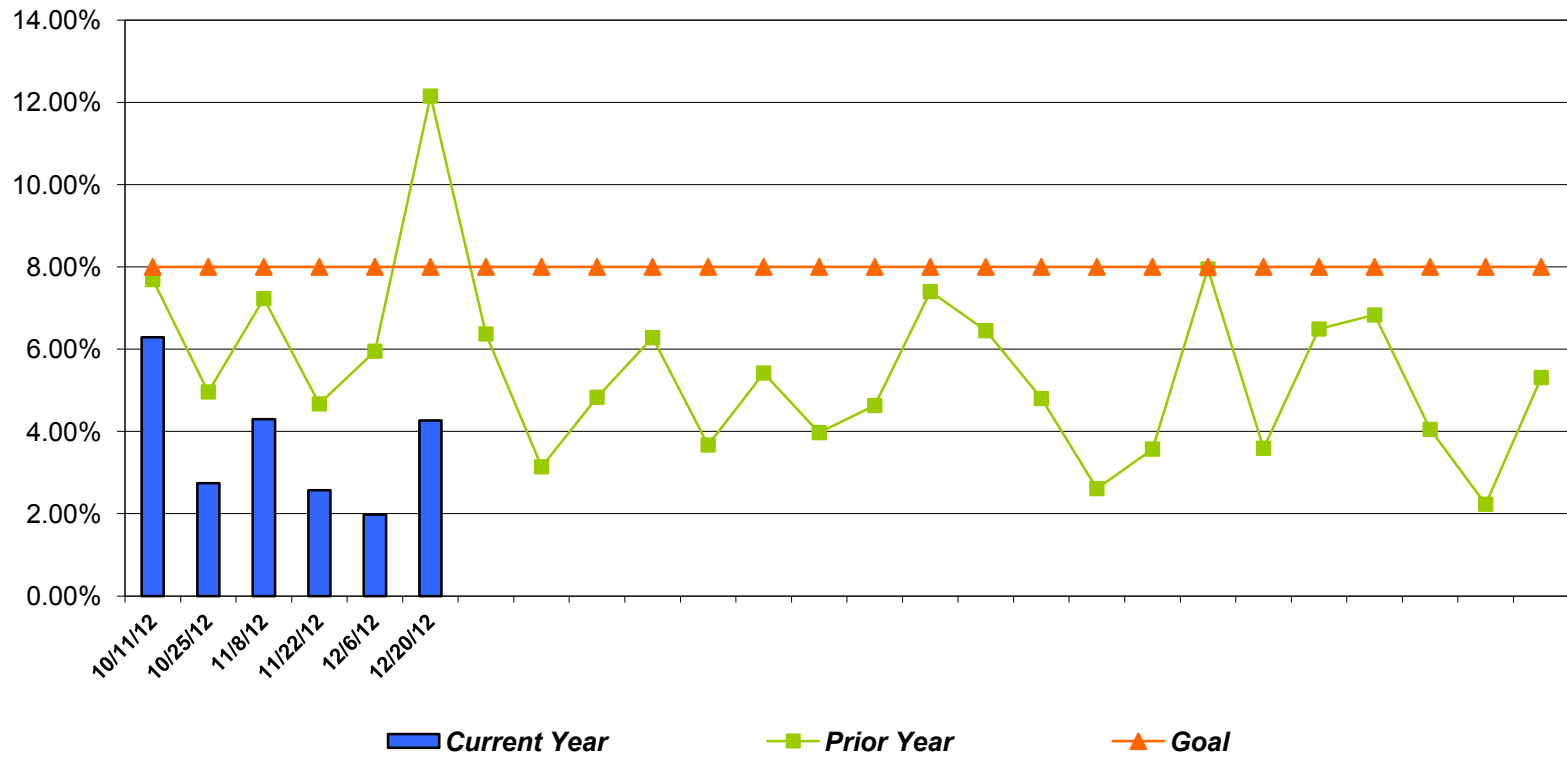
As of December 2012

**OVERTIME**

# OVERTIME - WAGES OPERATIONS FY 12-13

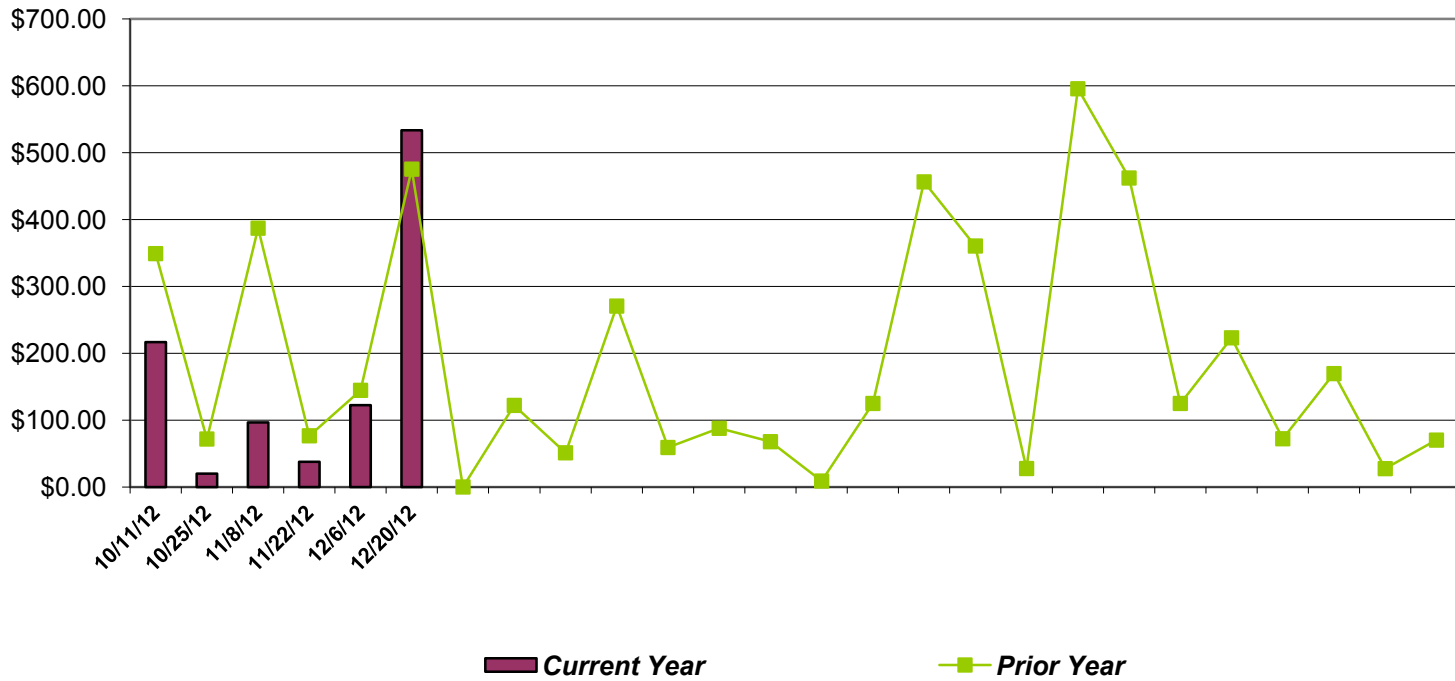


# OVERTIME - PERCENTAGE OPERATIONS FY 12-13

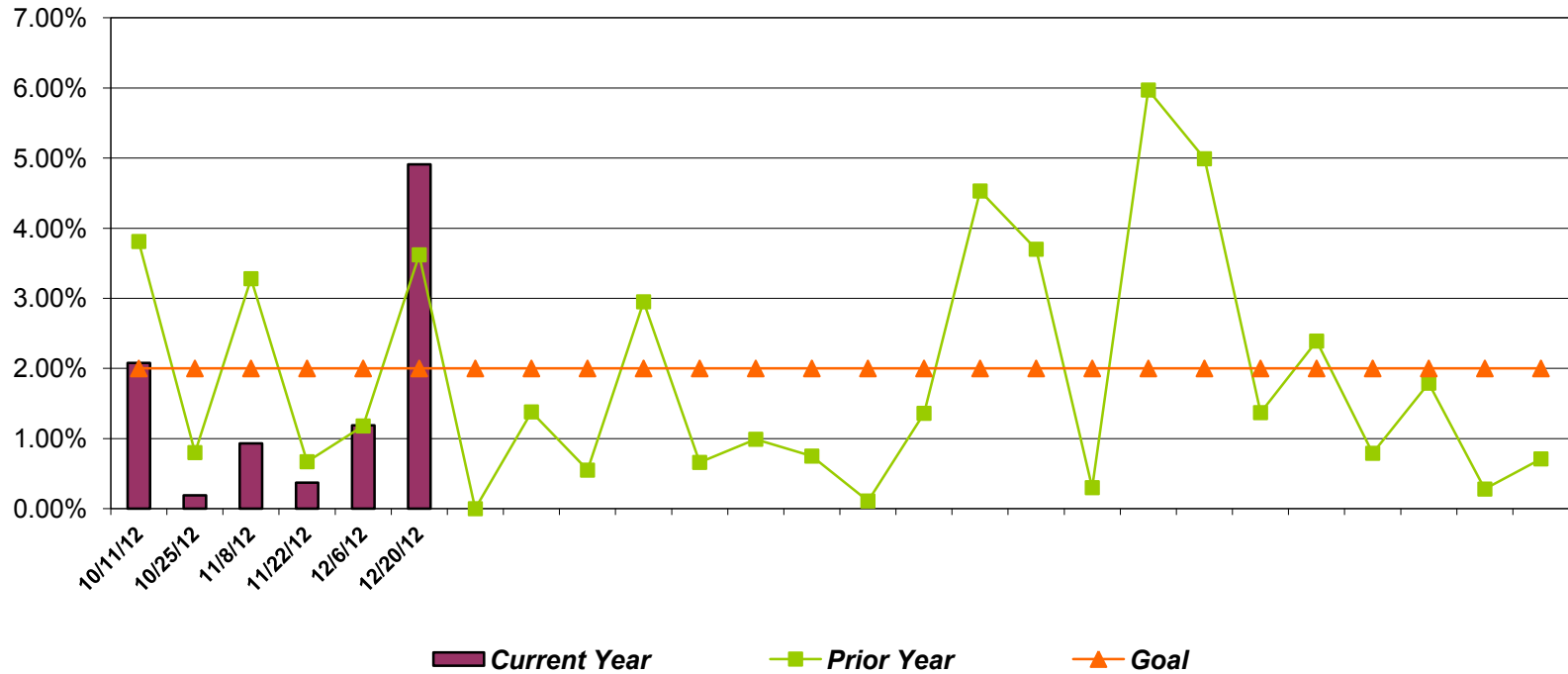




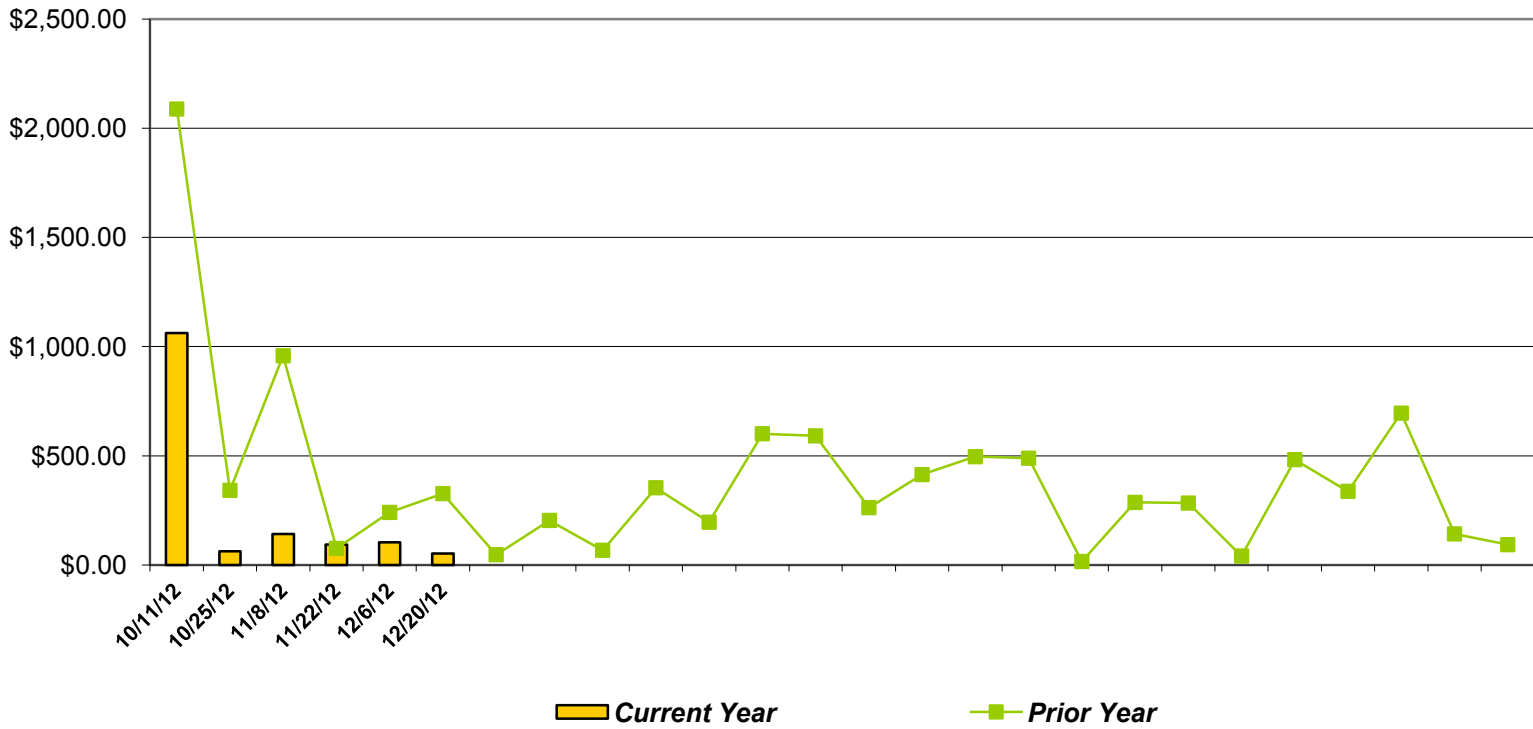
# OVERTIME - WAGES ADMINISTRATION FY 12-13



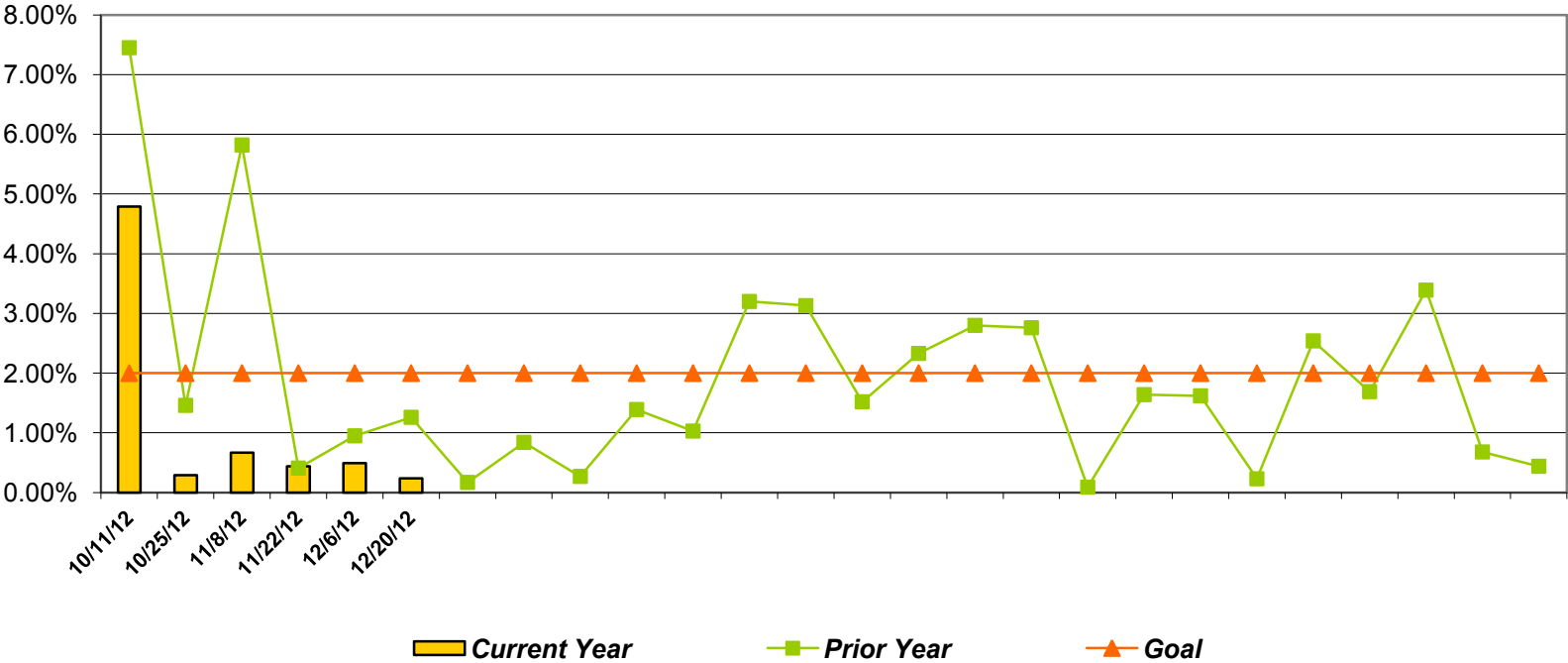
# OVERTIME- PERCENTAGE ADMINISTRATION FY 12-13



# OVERTIME- WAGES MAINTENANCE FY 12-13

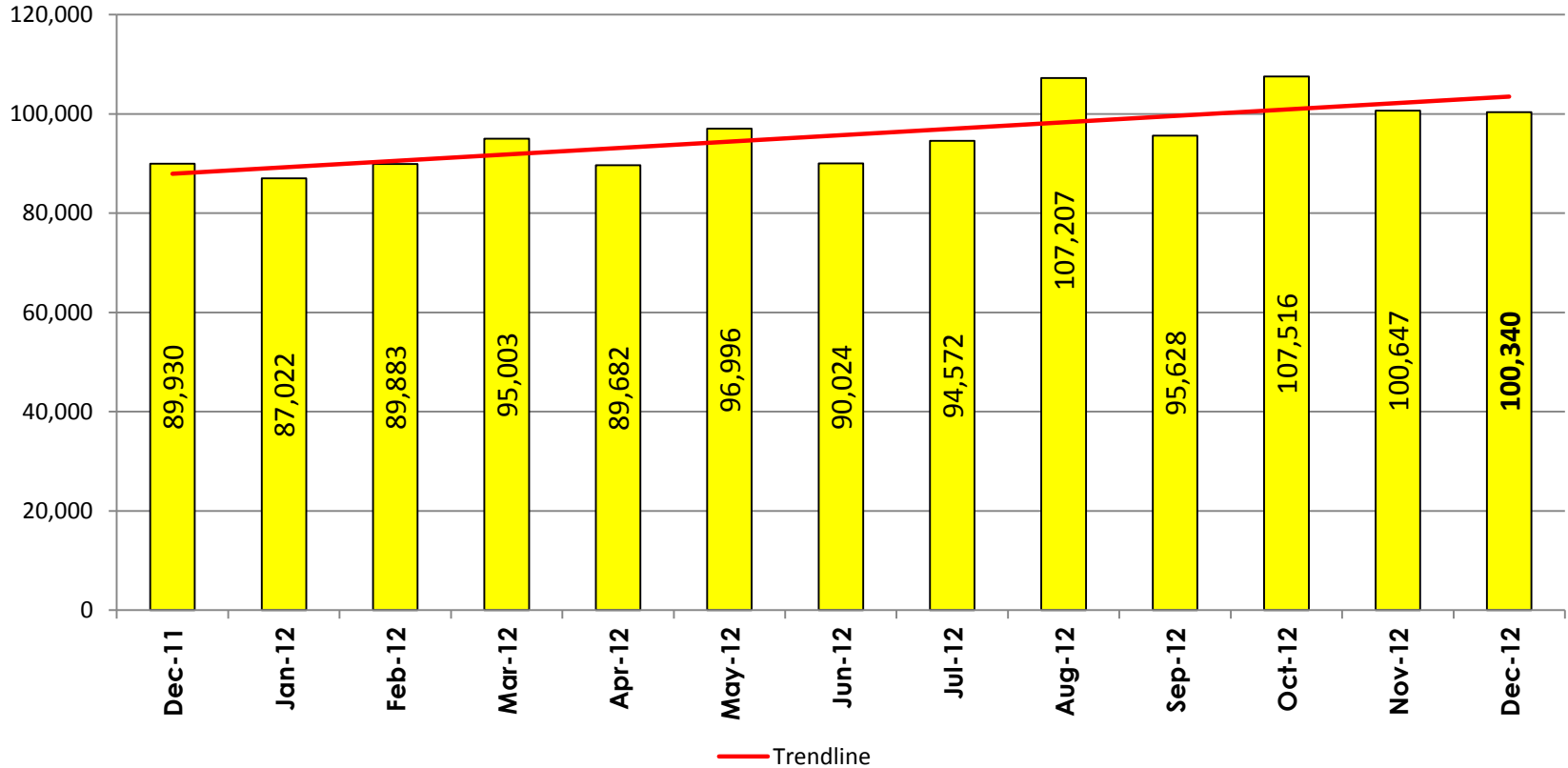


# OVERTIME - PERCENTAGE MAINTENANCE FY 12-13

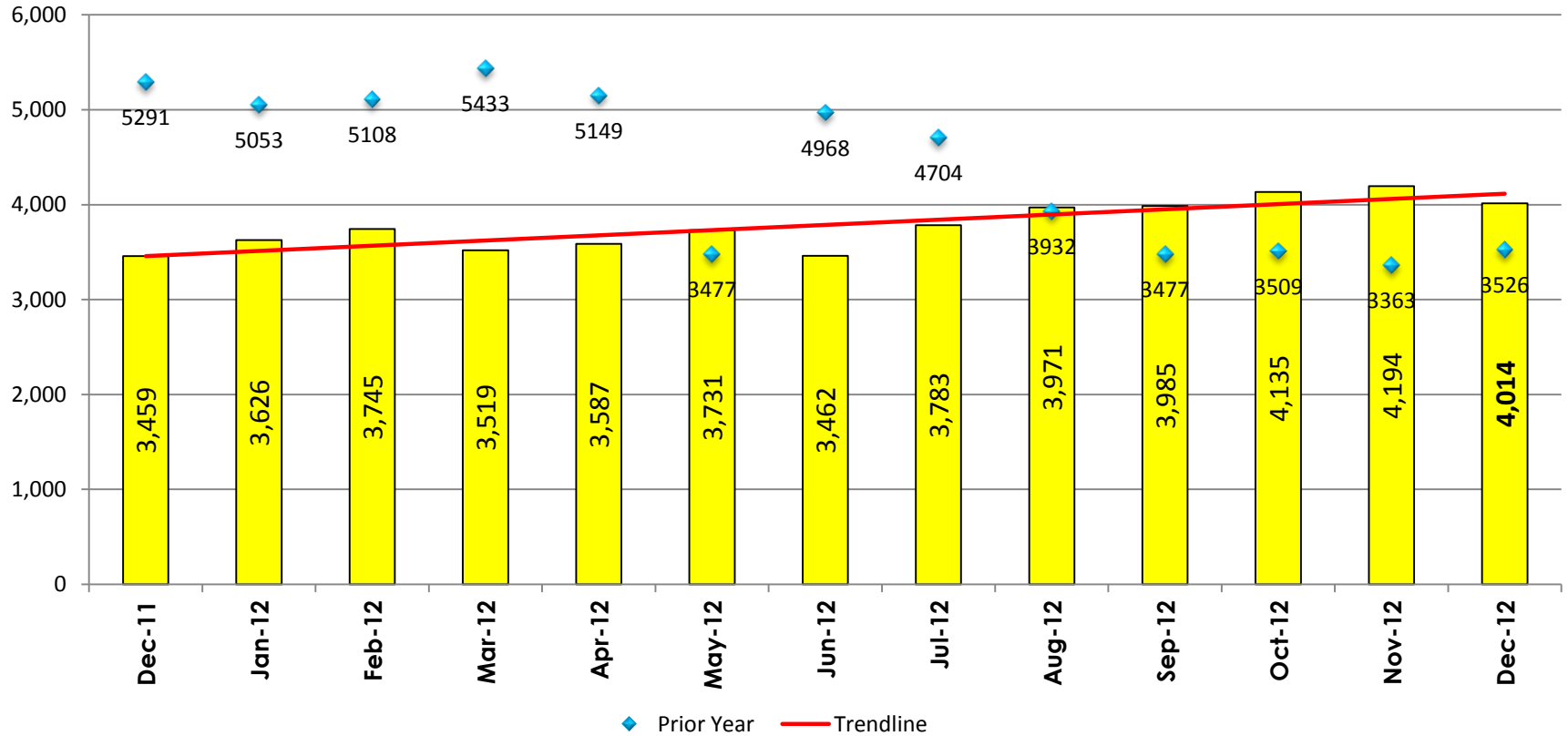


# RIDERSHIP

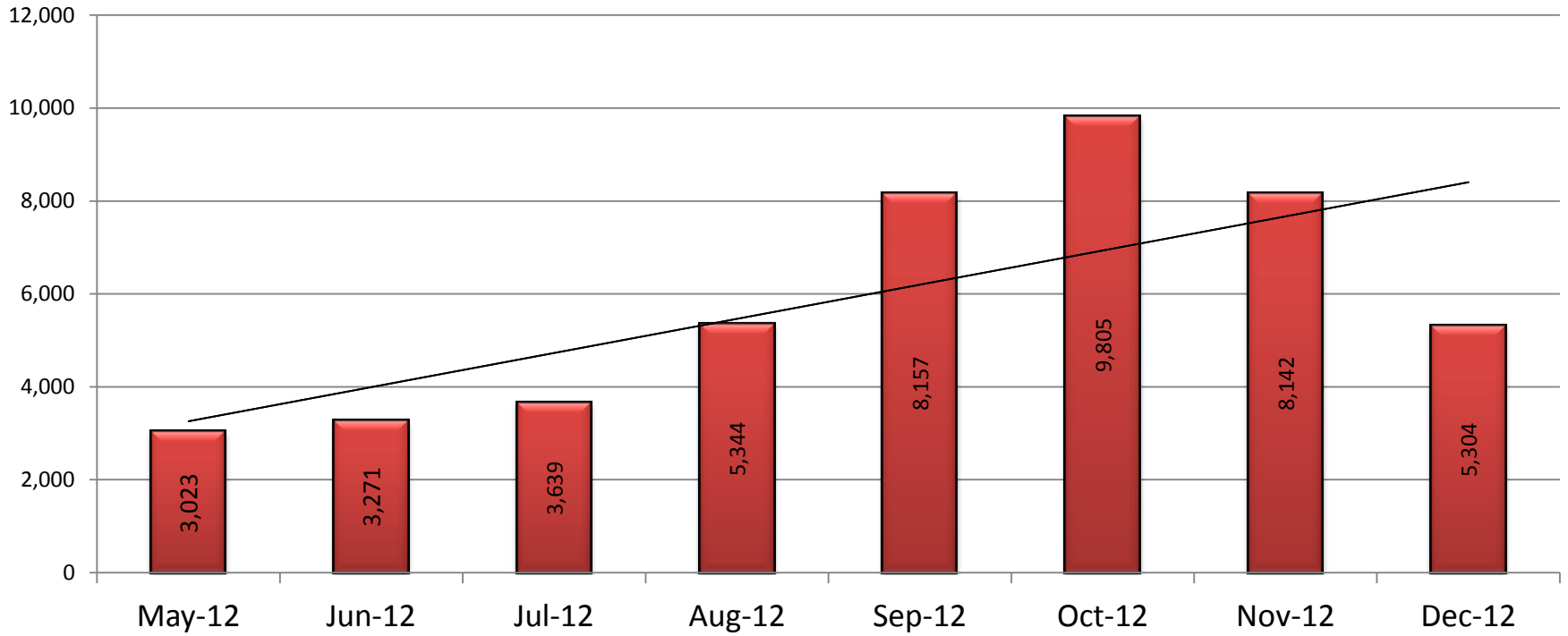
# LAKELAND FIXED ROUTE MONTHLY RIDERSHIP FY12-13



# LAKELAND FIXED ROUTE RIDERSHIP FY12-13



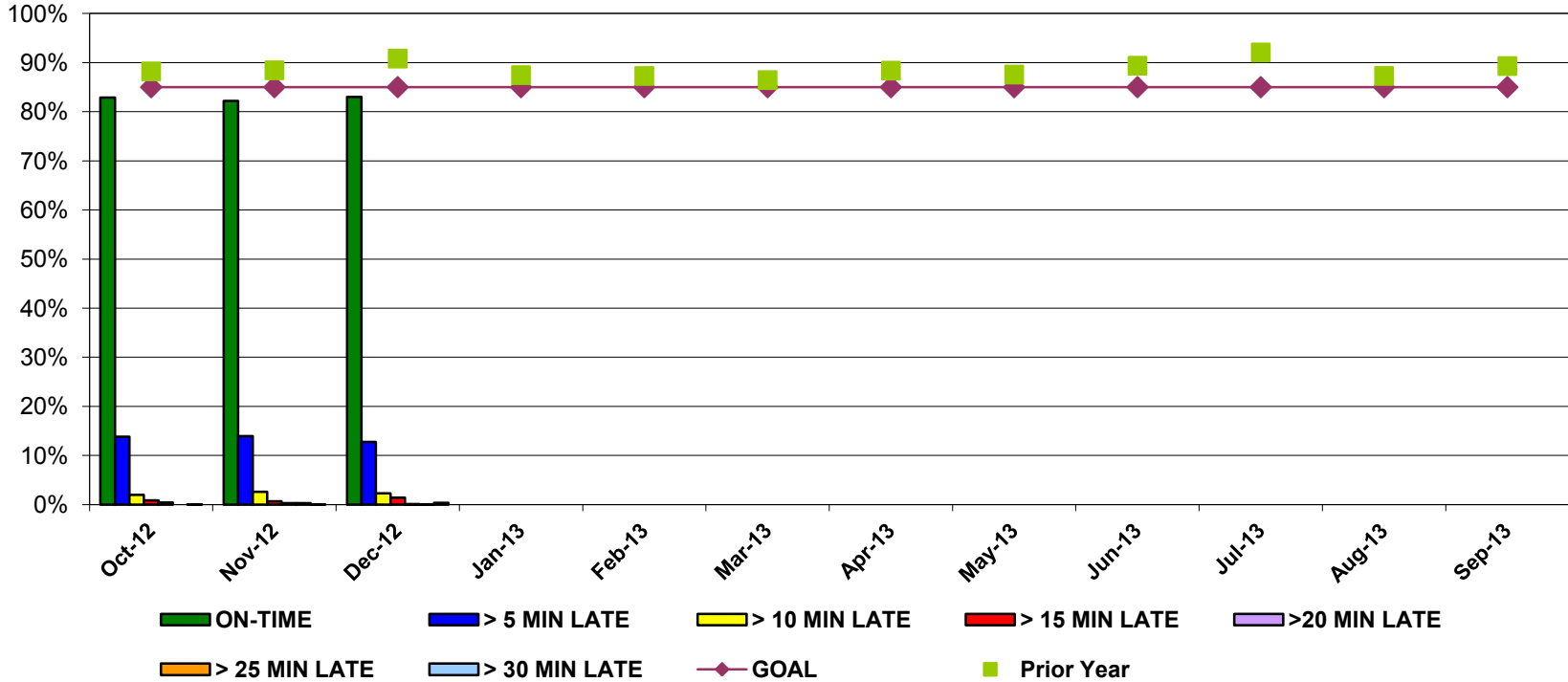
## POLK STATE COLLEGE - FIXED ROUTE MONTHLY RIDERSHIP FY12-13



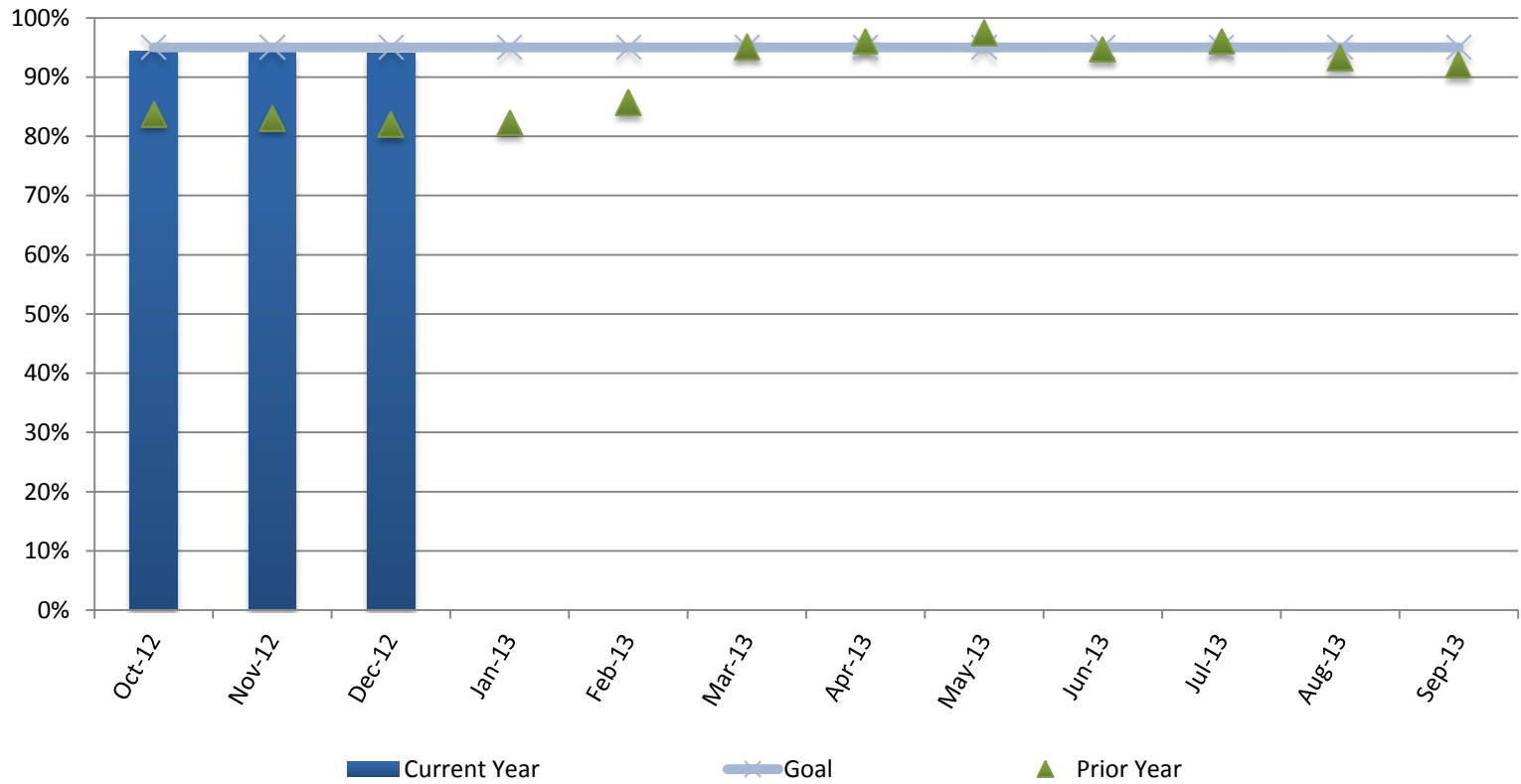


# ON-TIME PERFORMANCE LAKELAND

# LAKELAND FIXED ROUTE ON-TIME PERFORMANCE FY 12-13 (Based on Supervisors' time checks)

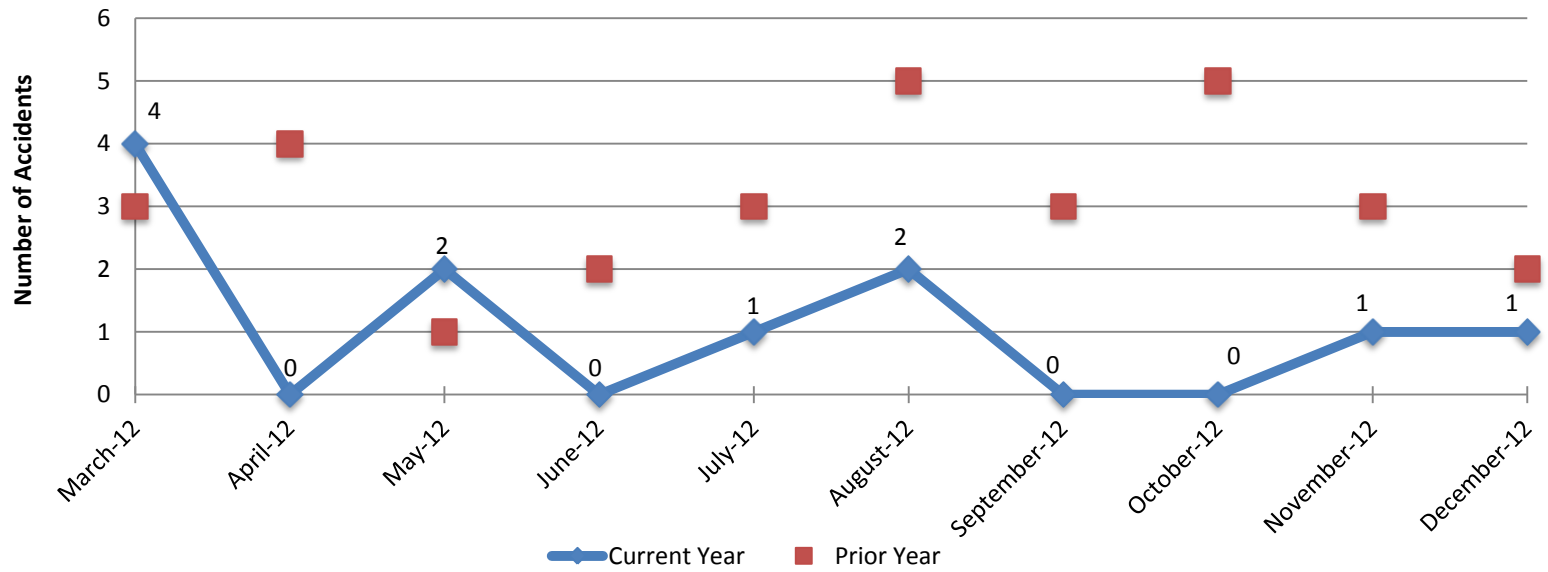


# PARATRANSIT ON-TIME PERFORMANCE FY 12-13 (Based on Paratransit software reporting)



# ACCIDENTS

## Preventable Accidents FY 12-13



# DECEMBER - 2 0 1 2

## FIXED ROUTE

PREVENTABLE ACCIDENTS						
No. Accidents	LAKELAND	WINTER HAVEN	Type of Accident	Minor (up to \$999.99)	Moderate (\$1,000.00- \$4,999.99)	Major (Above \$5,000.00)
	Bus #	Bus #				
<b>TOTAL</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## FIXED ROUTE

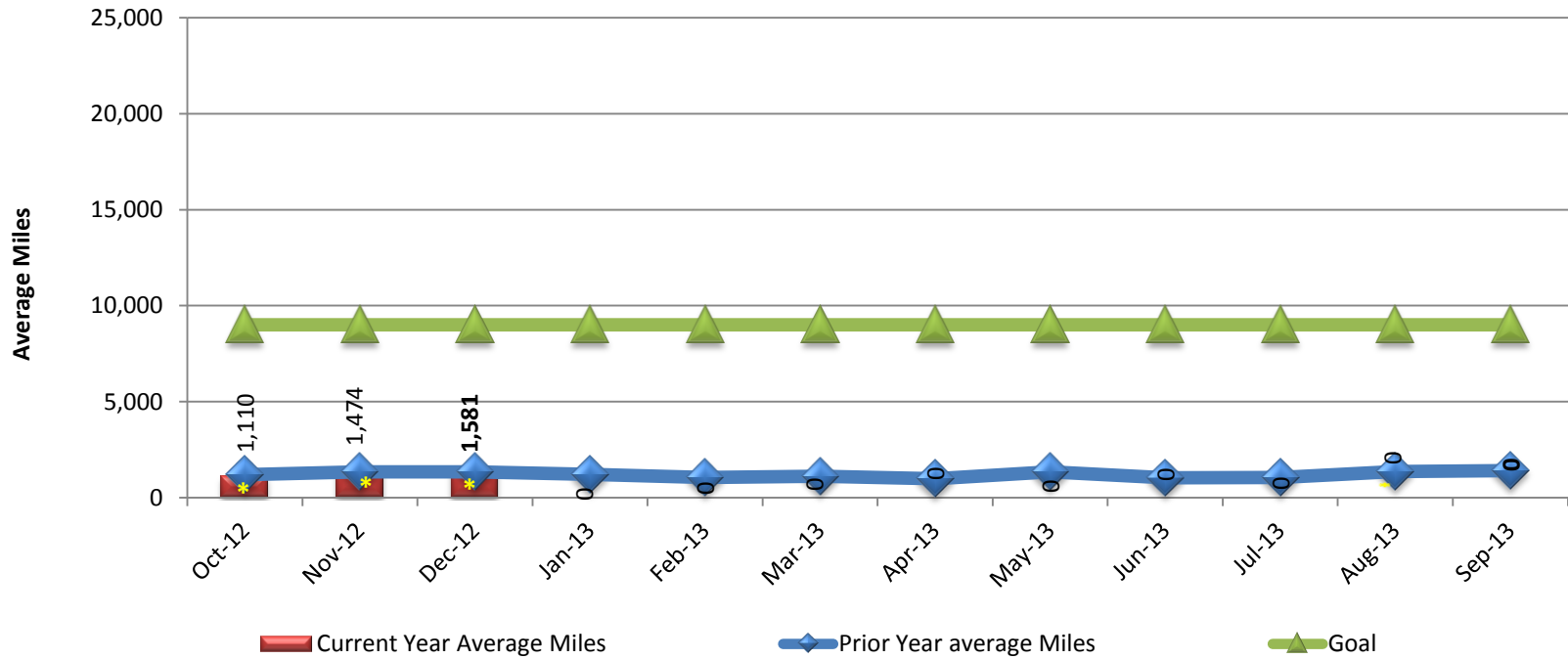
NON-PREVENTABLE ACCIDENTS						
No. Accidents	LAKELAND	WINTER HAVEN	Type of Accident	Minor (up to \$999.99)	Moderate (\$1,000.00- \$4,999.99)	Major (Above \$5,000.00)
	Bus #	Bus #				
1	1073			\$0.00		
<b>TOTAL</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## PARA-TRANSIT

NON-PREVENTABLE ACCIDENTS						
No. Accidents	LAKELAND	WINTER HAVEN	Type of Accident	Minor (up to \$999.99)	Moderate (\$1,000.00- \$4,999.99)	Major (Above \$5,000.00)
	Bus #	Bus #				
1	541			\$83.00		
<b>TOTAL</b>				<b>\$83.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# AVERAGE MILES BETWEEN ROAD CALLS

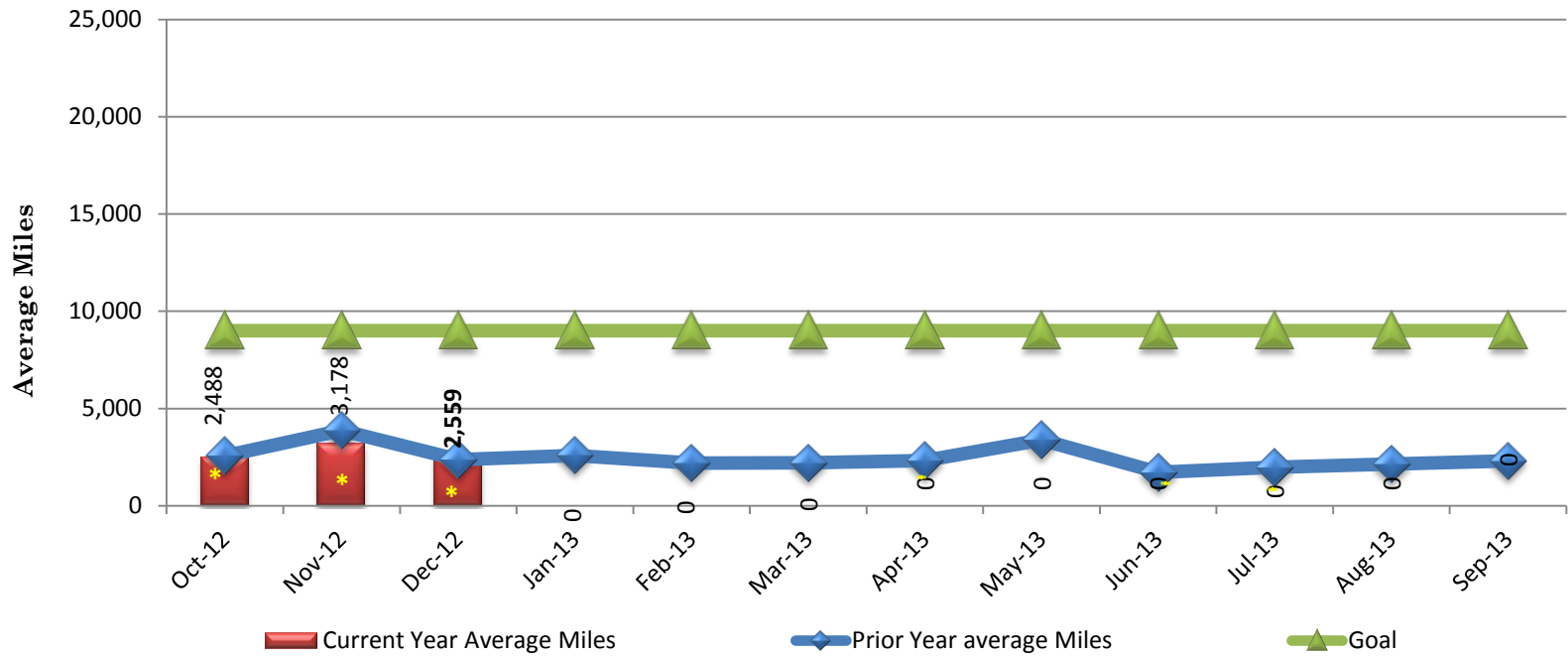
## AVERAGE MILES BETWEEN ROAD CALLS FY 12-13



\* Calculation of road miles was changed as of October 2009. Mileage is based on Revenue Vehicles (Fixed Route and Paratransit) only. Service vehicle mileage had previously been added to the total mileage.



## AVERAGE MILES BETWEEN ROAD CALLS FY 11-12 Excluding Farebox

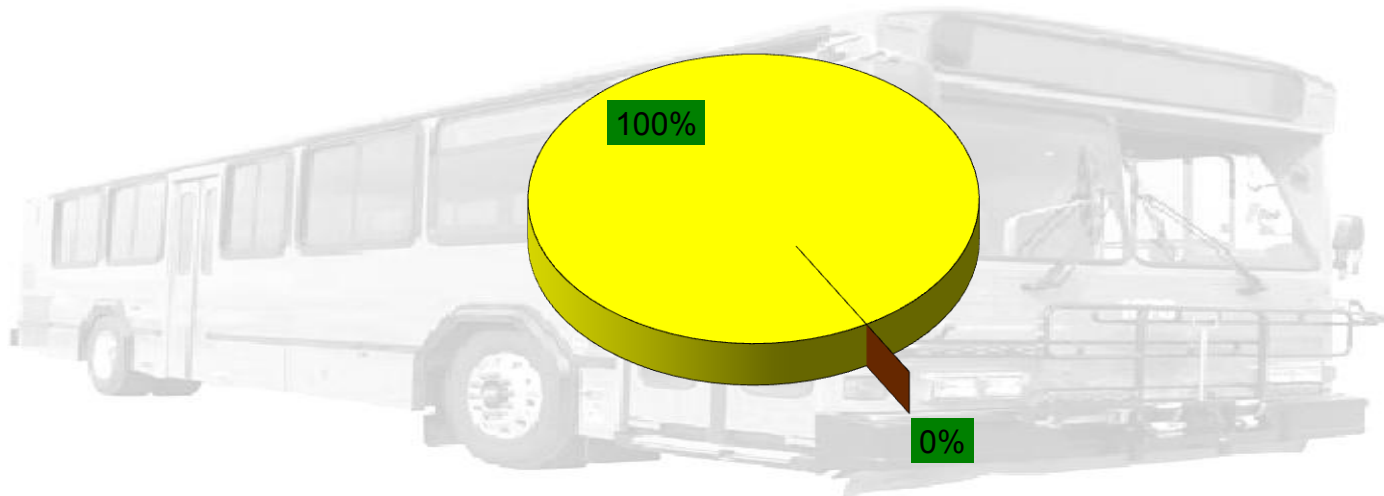


\* Calculation of road miles was changed as of October 2009. Mileage is based on Revenue Vehicles (Fixed Route and Paratransit) only. Service vehicle mileage had previously been added to the total mileage.

# PREVENTIVE MAINTENANCE

**DECEMBER 2012  
PREVENTIVE MAINTENANCE (PM)  
FIXED ROUTE FLEET**

<b>18</b>	NUMBER OF VEHICLES <u>DONE</u> TIMELY
<b>0</b>	NUMBER OF VEHICLES <u>NOT DONE</u> TIMELY
<b>18</b>	TOTAL NUMBER OF VEHICLES DONE THIS MONTH



**CITRUS CONNECTION FLEET PM SERVICE CRITERIA**

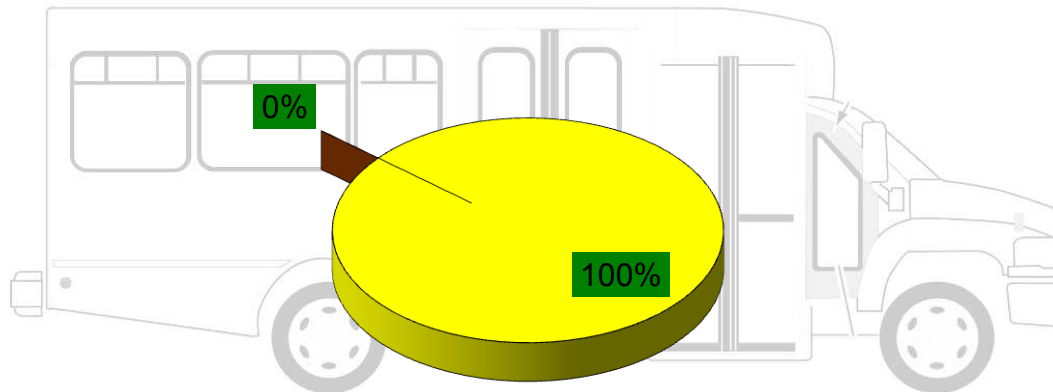
**\*LAMTD SERVICES ALL VEHICLES EVERY 6000 MILES\***

**\*FTA NOT COMPLETED TIMELY CRITERIA\***

**NO MORE THAN 20% OF THE FLEET SERVICED  
CAN BE 10% BEYOND THE FLEET PM CRITERIA**

**DECEMBER 2 0 1 2**  
**PREVENTIVE MAINTENANCE (PM)**  
**HANDY BUS FLEET**

<b>9</b>	NUMBER OF VEHICLES <u>DONE</u> TIMELY
<b>0</b>	NUMBER OF VEHICLES <u>NOT DONE</u> TIMELY
<b>9</b>	TOTAL NUMBER OF VEHICLES DONE THIS MONTH



**CITRUS CONNECTION FLEET PM SERVICE CRITERIA**

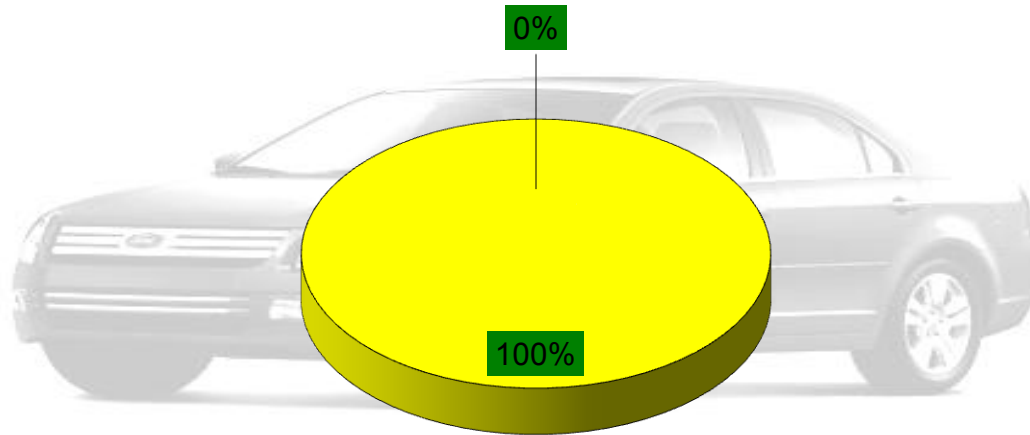
\* LAMTD SERVICES ALL VEHICLES EVERY 6000 MILES \*

**\*FTA NOT COMPLETED TIMELY CRITERIA\***

NO MORE THAN 20% OF THE FLEET SERVICED  
CAN BE 10% BEYOND THE FLEET PM CRITERIA

**DECEMBER 2 0 1 2**  
**PREVENTIVE MAINTENANCE (PM)**  
**SERVICE VEHICLE FLEET**

<b>3</b>	NUMBER OF VEHICLES <u>DONE</u> TIMELY
<b>0</b>	NUMBER OF VEHICLES <u>NOT DONE</u> TIMELY
<b>3</b>	TOTAL NUMBER OF VEHICLES DONE THIS MONTH



CITRUS CONNECTION FLEET PM SERVICE CRITERIA

\* LAMTD ALL SERVICES ALL VEHICLES 6,000 MILES \*

\*FTA NOT COMPLETED TIMELY CRITERIA\*

NO MORE THAN 20% OF THE FLEET SERVICED  
CAN BE 10% BEYOND THE FLEET PM CRITERIA