

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, April 11, 2018, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the March 14, 2018 LAMTD Board Minutes	Approval
2. Public Comments	TBD
3. Finance / David Persaud	
a. Mauldin & Jenkins Presentation/David Persaud and Tom Phillips	Approval
b. LAMTD Financials	None
c. PCTS Financials	None
d. Vehicle Replacement Capital	Approval
4. Legal	
a. CRA Stop Gap Agreement	Approval
b. Universal Access Agreement Renewal	Approval
c. Acceptance of Warranty Deed for Transfer of Real Property	Approval
d. Acceptance of Proposed Deed from Polk for Winter Haven Transit	Approval
5. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
6. Executive <u>Informational</u> Summary / Tom Phillips	
a. March Calendar	None
b. Ridership and UAP Update	None
7. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
April 11, 2018
AGENDA ITEM #1

Agenda Item: Approval of the March 14, 2018 LAMTD Board Minutes

Presenter: Alex Durham

Recommended
Action: Board approval of the March 14, 2018 LAMTD Board
Minutes

Attachments: March 14, 2018 LAMTD Board Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
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Directors:

Polk County Commissioner George Lindsey III
Polk County Commissioner John Hall
City of Lakeland Commissioner Michael Dunn
City of Lakeland Commissioner Phillip Walker
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips
Executive Assistant: Alex Durham

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 March 14, 2018 LAMTD Board of Director meeting minutes.

“Approval of March 14, 2018 Board of Directors Meeting Minutes”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

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Agenda Item #3 GEM Award-Human Resources/Steve Schaible

GEM Award Presented to Debbie Moore

Agenda Item #4 – FDOT Presentation-Jennifer Dorning

Presentation by FDOT concerning context classification

Agenda Item #5 – Finance/Rhonda Carter for David Persaid

- a. January 31, 2018 LAMTD Monthly Financial Statement FY 2017-18

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.

FY 2017-2018

Year to Date January 31, 2018

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	33%	\$3,459,013	\$4,767,742	138%	\$10.4 Million
Expenses YTD	33%	\$3,459,013	\$2,805,306	81%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through January 31, 2018 totaled \$4.8 million or 138% of the YTD budget.

- Farebox revenues reflect \$224,532 or 101% of budgeted revenues through January 31, 2018.
- Contract revenues totaled \$47,095 or 72 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$133,551 over 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 \$4.034 million or 92% 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:

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- 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.
- To date, neither the FTA 5307 and the FDOT Operating Grants have been approved for draw down.
- Advertising income totaled \$56,818 in line with the budget.
- The Support cost reimbursement revenue totaled \$142,667 and is in line with budget.
- The other revenues are within the budget for fixed and variable costs with no significant deviation.

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

EXPENSES:

The total expenses year-to-date through January 31, 2018 totaled \$2.8 million or 81% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2017-2018 budget. As of January 31, 2018, these expenses totaled \$1.941 million or 12% under budget of \$2.201 million and is under budget.
- Professional and Technical Services expenses totaled \$69,295 of the YTD budget; a favorable variance.
- Other services expenses totaled \$43,520 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.

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- Fuel expenses totaled \$168,165 YTD, under budget.
- Materials and supplies totaled \$158,398 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 \$70,000 is due to the Property Tax Commission.

Other remaining expenses are under the YTD budget through January 31, 2018

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through January 31 st the financials reflect a favorable actual variance of \$1.96 million with 33% 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.

b. January 31, 2018 Financials for Polk County Transit Services Contract – FY 2017-18

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.

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Percent of FY Reported (33%)

Revenues

- The revenues totaled \$1.8 million or 94% of the year-to-date budget.
- The FTA grant drawdown reflects no activity. Grants will be billed in the second quarter.
- Fare Revenues totaled \$52,357 or 127% of the year-to-date budget.
- The Polk County (City Contributions Fair Share) totaled \$335,542.
- The County funding is designed to reflect the first payment for the budget grants match totaling \$1.3 million.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.6 million or 85% of the year-to-date budget.
- Salaries and wages totaled \$962,336 or 82% of the YTD Budget.
- Operating expenses totaled \$446,678 or 89% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other contractual services totaled \$180,000 or 91% of the year to date budget..

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Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,661,780	\$ 553,927	\$ 1,307,136	236%
City Contribution	\$ 208,080	\$ 69,360	\$ 335,542	484%
County Contribution - PCTS	\$ 298,920	\$ 99,640	\$ -	0%
Fares	\$ 124,000	\$ 41,333	\$ 52,357	127%
FDOT Block Grants:				
GO924 - WHAT/ADA	\$ 613,660	\$ 204,553	\$ -	0%
JARC AQ379	\$ 93,470	\$ 31,157	\$ -	0%
RURAL AQR07	\$ 800,570	\$ 266,857	\$ -	0%
FTA				
FTA 5307 Grant	\$ 1,813,690	\$ 604,563	\$ -	0%
Capital Grant	\$ -	\$ -	\$ 61,891	100%
Total	\$ 5,614,170	\$ 1,871,390	\$ 1,756,926	94%

Expenses				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,512,900	\$ 1,170,967	\$ 962,336	82%
Contract	\$ 594,000	\$ 198,000	\$ 180,000	91%
Operating	\$ 1,507,270	\$ 502,423	\$ 446,678	89%
Total	\$ 5,614,170	\$ 1,871,390	\$ 1,589,014	85%

c. IT Contract

Recommend Board approve award of Contract 18-004 for

Action: Information Technology (IT) Management and Oversight to the lowest responsive, responsible bidder, for a Not to Exceed amount of \$85,000 annually.

Anticipated

Funding Source: State Operating Grants and Operational Funds

Summary: On January 23, 2018, the District issued a Request for Proposal (RFP) #18-004, for qualified firms interested in providing Information Technology (IT) Management and Oversight that will meet the needs of the District and the Information Technology (IT). Offer submittals were due February 20, 2018 at 2:00 P.M.

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The solicitation was provided to the District's registered vendors and state certified Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE). Forty-six firms received notification of the posting, of which 30% were DBE firms found through the BizNet website.

Two offers were received, one timely, one delayed. The single timely offer was evaluated on responsiveness, technical capacity, and price. A responsibility review was conducted to ensure the firm was experienced, adequately staffed, and understood the requirements as outlined in the solicitation. The untimely offer was reviewed, found nonresponsive and outside the competitive range in pricing.

A review of the solicitation process was conducted in accordance with Federal Transit Administrations Best Practices Manual, with the findings published within the attached Memorandum.

The solicitation was also scrutinized to verify that the statement of work would allow for full and open competition.

Each review resulted in the firm of AllTek Services, Inc. being recommended for award. It is important to know that AllTek Services is the incumbent firm, currently providing I.T. consulting services to the District.

Additional Funding Notes: The high turnover, in the I.T. manager's position and the significant down time in the I.T. operations, resulted in the District's management electing to privatize these services. The annual savings from this option is expected to be over \$98,000, with the deletion of two I.T. positions.

Attachments: Contract Award Analysis
Single Bid Findings and Determinations
"Approval of the IT Contract"

MOTION CARRIED UNANIMOUSLY

d. Board Approval of the 2018-2019 Florida Commission for the Transportation Disadvantaged Mobility Enhancement Grant and corresponding resolution.

Staff recommends the board approve the 2018-2019 CTD
Program Application in the amount of \$308,823.

Summary: The Mobility Enhancement Grant is designed to give those individuals that are determined to be eligible for Transportation Disadvantaged funds enhanced access to transportation. This service would include access to nontraditional paratransit services with private transportation provider participation including Uber, Lift, Mega Bus and a Greyhound. Total CTD funding for this application is \$277,941 dollars with a \$30,882 in-kind cash contribution from the County. The County has been advised of the cash match.

Attachments: Resolution #18-01

"Approval of the Florida Commission for the Transportation Disadvantaged Mobility Enhancement Grant and Resolution"

MOTION CARRIED UNANIMOUSLY

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**e. Safety and Security Grant
Approval**

Staff recommends board approval of the Safety and Security Grant

Summary: Grant Approval for Safety and Security via funding by Florida League of Cities. Grant will provide \$3,000 every quarter based on reimbursement of the cost associated with safety and security capital. The grant will be an annual allocation totaling \$12,000.00 per year.

Approval of the Safety and Security Grant”

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Human Resources-Steve Schaible/Marcy Harrison

a. Background Check Follow-up

b. Vision and Sup Benefit for PT Employees

“Approval of Vison and Supplemental Benefits for Part Time Employees”

MOTION CARRIED UNANIMOUSLY

Legal/The Darby Group & Tom Phillips

a. TBD

b. Annual Certifications and Assurances

“Approval of Annual Certifications and Assurances”

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – Government Affairs/Erin Killebrew

a. ADA Videos

1. Past
2. Current

b. Downtown Circulator

c. Smart Card Customers Survey

Agenda Item #9 – Executive Informational Summary / Tom Phillips

a. March Executive Calendar – (see attached)

b. Monthly UAP and Ridership data – (see attached)

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Agenda Item #10 – Other Business

None at this time

Adjournment

Approved this 11th day of April, 2018.

Chairman – City Commissioner Phillip Walker

Minutes Recorder – Alex Durham

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
April 11, 2018
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM #3(a)

Agenda Item: Presentation by the District Independent Auditor's Mauldin & Jenkins LLC on the District Fiscal year ending September 30, 2017 Annual Audited Financial Report.

Presenter: Tom Phillips, Executive Director
David Persaud, Chief Financial Officer

Recommended
Action: Approval

Summary: The District is required by Florida Statutes to have an annual independent financial audit done. This request has been compiled with and the Auditor's will be presenting the report.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM # 3(b)

Agenda Item: February 28, 2018 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.

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Attachments: See Attachments

Lakeland Area Mass Transit District
 Monthly Financial Report
 Operating Budget. Budget to Actual
 For the Year-to-date February 28, 2018
 FY 2017-2018

Year to Date February 28, 2018

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	42%	\$4,323,770	\$5,111,800	118%	\$10.4 Million
Expenses YTD	42%	\$4,323,770	\$3,703,190	86%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through February 28, 2018 totaled \$5.1million or 118% of the YTD budget.

- Farebox revenues reflect \$278,000 or 100% of budgeted revenues through February 28, 2018.
- Contract revenues totaled \$58,700 or 72 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$133,551 over budget for RAMCO and GEICO. RAMCO payment of \$93,000 received and GEICO Agreement is terminated in December 2017.
- Ad Valorem taxes reflect revenue of \$4.1 million or 94% 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.
- In March 2018, the FTA has approved drawing 50% of the FTA Operating Grants, the District will begin the draws.
- Advertising income totaled \$65,270 in line with the budget.
- The Support cost reimbursement revenue totaled \$178,330 and is in line with budget.
- The other revenues are within the budget for fixed and variable costs with no significant deviation.

Lakeland Area Mass Transit District
 Monthly Financial Report
 Operating Budget. Budget to Actual
 For the Year-to-date February 28, 2018
 FY 2017-2018

EXPENSES:

The total expenses year-to-date through February 28, 2018 totaled \$3.7 million or 86% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2017-2018 budget. As of February 28, 2018, these expenses totaled \$2.442 million or 11% under budget of \$2.751 million and is under budget.
- Professional and Technical Services expenses totaled \$105,670 of the YTD budget; a favorable variance.
- Other services expenses totaled \$61,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$209,000 YTD, under budget.
- Materials and supplies totaled \$402,480 over budget by \$107,800. This unfavorable variance is due to removing the obsolete inventory totaling \$197,648. This is due to several buses (aged 1999-2008) that have been replaced.
- Dues and subscriptions, and office supplies are under budget a favorable variance.
- Misc. expense and office expense are over budget slightly 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 \$59,490 is due to the Property Tax Commission.

Other remaining expenses are under the YTD budget through February 28, 2018

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through February 28 th the financials reflect a favorable actual variance of \$1.4 million with 42% 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 Feb 2018

	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
REVENUES: Account									
R4 Farebox/Pass Sales	\$ 53,476	\$ 55,833	\$ (2,357)	-4%	\$ 278,008	\$ 279,167	\$ (1,158)	0%	\$ 670,000
R6 Contract Income (UAP)	\$ 11,621	\$ 16,250	\$ (4,629)	-28%	\$ 58,716	\$ 81,250	\$ (22,534)	-28%	\$ 195,000
R3 Other Contract Revenue	\$ -	\$ 24,453	\$ (24,453)	-100%	\$ 133,551	\$ 122,267	\$ 11,284	9%	\$ 293,440
R5 Miscellaneous Income	\$ 3,863	\$ 1,050	\$ 2,813	268%	\$ 4,602	\$ 5,250	\$ (648)	-12%	\$ 12,600
R7 Advertising Revenue	\$ 8,447	\$ 11,000	\$ (2,553)	-23%	\$ 65,265	\$ 55,000	\$ 10,265	19%	\$ 132,000
R8 Investment/Interest Income (net)	\$ 12,208	\$ 1,667	\$ 10,542	632%	\$ 45,415	\$ 8,333	\$ 37,081	445%	\$ 20,000
R9 Ad Valorum Income, net	\$ 79,430	\$ 365,197	\$ (285,767)	-78%	\$ 4,113,604	\$ 1,825,983	\$ 2,287,621	125%	\$ 4,382,360
R10 FDOT Operating Grant	\$ 126,813	\$ 124,429	\$ 2,384	2%	\$ 126,813	\$ 622,146	\$ (495,333)	-80%	\$ 1,493,150
R11 Federal Operating Grant	\$ -	\$ 212,804	\$ (212,804)	-100%	\$ -	\$ 1,064,021	\$ (1,064,021)	-100%	\$ 2,553,650
R13 Cost Recovery	\$ -	\$ 417	\$ (417)	-100%	\$ 43,916	\$ 2,083	\$ 41,833	2008%	\$ 5,000
R17 City of Lakeland	\$ 12,532	\$ 12,583	\$ (52)	0%	\$ 63,575	\$ 62,917	\$ 659	1%	\$ 151,000
R1 Bartow Express	\$ -	\$ 3,274	\$ (3,274)	-100%	\$ -	\$ 16,371	\$ (16,371)	-100%	\$ 39,290
R2 PCTS - Support Cost Reimb.	\$ 35,667	\$ 35,796	\$ (129)	0%	\$ 178,333	\$ 178,979	\$ (646)	0%	\$ 429,550
Reserve									
TOTAL REVENUES	\$ 344,056	\$ 864,753	\$ (520,697)	-60%	\$ 5,111,798	\$ 4,323,767	\$ 788,032	18%	\$ 10,377,040
ELIGIBLE EXPENSES:									
1 Salaries	\$ 336,715	\$ 370,663	\$ (33,948)	-9%	\$ 1,665,667	\$ 1,853,317	\$ (187,649)	-10%	\$ 4,447,960
2 Employee Benefits	\$ 162,938	\$ 179,606	\$ (16,668)	-9%	\$ 776,016	\$ 898,029	\$ (122,013)	-14%	\$ 2,155,270
3 Advertising Fees	\$ -	\$ 1,325	\$ (1,325)	-100%	\$ 6,130	\$ 6,625	\$ (495)	-7%	\$ 15,900
4 Professional & Technical Ser	\$ 36,374	\$ 30,792	\$ 5,582	18%	\$ 105,669	\$ 153,958	\$ (48,289)	-31%	\$ 369,500
5 Contract Maintenance Services	\$ 2,352	\$ 8,800	\$ (6,448)	-73%	\$ 15,124	\$ 44,000	\$ (28,876)	-66%	\$ 105,600
6 Other Services	\$ 18,706	\$ 4,446	\$ 14,260	321%	\$ 61,016	\$ 22,229	\$ 38,787	174%	\$ 53,350
7 Fuel & Lubricants	\$ 40,848	\$ 50,275	\$ (9,427)	-19%	\$ 209,013	\$ 251,375	\$ (42,362)	-17%	\$ 603,300
8 Freight	\$ 587	\$ 800	\$ (213)	-27%	\$ 3,251	\$ 4,000	\$ (749)	-19%	\$ 9,600
9 Repairs & Maintenance	\$ 673	\$ 3,825	\$ (3,152)	-82%	\$ 3,478	\$ 19,125	\$ (15,647)	-82%	\$ 45,900
10 Materials & Supplies	\$ 244,084	\$ 58,933	\$ 185,151	314%	\$ 402,482	\$ 294,667	\$ 107,815	37%	\$ 707,200
11 Utilities/Telephone	\$ 8,044	\$ 9,933	\$ (1,890)	-19%	\$ 46,530	\$ 49,667	\$ (3,137)	-6%	\$ 119,200
13 Liab & Prop Damage Insurance	\$ 22,361	\$ 22,667	\$ (306)	-1%	\$ 111,804	\$ 113,333	\$ (1,529)	-1%	\$ 272,000
14 Other Coporate Insurance	\$ -	\$ 167	\$ (167)	-100%	\$ 1,010	\$ 833	\$ 177	21%	\$ 2,000
15 Dues & Subscriptions	\$ 2,296	\$ 3,823	\$ (1,526)	-40%	\$ 9,390	\$ 19,113	\$ (9,722)	-51%	\$ 45,870
16 Education/Training/Meeting/Travel	\$ 1,813	\$ 8,250	\$ (6,437)	-78%	\$ 32,466	\$ 41,250	\$ (8,784)	-21%	\$ 99,000
17 Service Charges	\$ 1,881	\$ 2,142	\$ (261)	-12%	\$ 7,606	\$ 10,708	\$ (3,103)	-29%	\$ 25,700
18 Office Expense	\$ 2,669	\$ 6,417	\$ (3,747)	-58%	\$ 34,428	\$ 32,083	\$ 2,345	7%	\$ 77,000
19 Advertising & Promotions	\$ 1,893	\$ 2,083	\$ (191)	-9%	\$ 6,141	\$ 10,417	\$ (4,275)	-41%	\$ 25,000
20 Miscellaneous Expenses	\$ 1,042	\$ 5,271	\$ (4,228)	-80%	\$ 30,984	\$ 26,354	\$ 4,630	18%	\$ 63,250
21 Property Appraiser/Tax Collector Comm	\$ 1,589	\$ 12,083	\$ (10,495)	-87%	\$ 119,907	\$ 60,417	\$ 59,491	98%	\$ 145,000
22 LDDA, CRA Contributions	\$ -	\$ 13,833	\$ (13,833)	-100%	\$ -	\$ 69,167	\$ (69,167)	-100%	\$ 166,000
23 Capital Expenditures/ Debt Service	\$ 11,014	\$ 56,717	\$ (45,702)	-81%	\$ 55,072	\$ 283,583	\$ (228,511)	-81%	\$ 680,600
24 Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 833	\$ (833)	-100%	\$ 2,000
25 Restricted Contingency	\$ -	\$ 11,737	\$ (11,737)	-100%	\$ -	\$ 58,683	\$ (58,683)	-100%	\$ 140,840
TOTAL ELIGIBLE EXPENSES:	\$ 897,880	\$ 864,753	\$ 33,127	4%	\$ 3,703,186	\$ 4,323,767	\$ (620,581)	-14%	\$ 10,377,040
NET REVENUES OVER (UNDER) EXPENSES	\$ (553,824)	\$ -	\$ (553,824)		\$ 1,408,612	\$ -	\$ 1,408,612		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM #3(c)

Agenda Item: February 28, 2018 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
APRIL 11, 2018
AGENDA ITEM #3(c) cont

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of February 28, 2018
Year to Date Report
Percent of FY Reported (42%)

Revenues

- The revenues totaled \$2.0 million or 86% of the year-to-date budget.
- The FTA grant drawdown reflects little activity. Grants will be billed in the second quarter.
- Fare Revenues totaled \$61,320 or 119% of the year-to-date budget.
- The Polk County (City Contributions Fair Share) totaled \$335,540.
- The County funding is designed to reflect the incremental payments for the budgeted grants match totaling \$1.3 million.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$2.0 million or 87% of the year-to-date budget.
- Salaries and wages totaled \$1.2 million or 82% of the YTD Budget.
- Operating expenses totaled \$574,800 or 92% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other contractual services totaled \$244,720 or 99% of the year to date budget..

Lakeland Area Mass Transit District
 Financial Statement
 Polk County Contract
 Month of February 2018

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,661,780	\$ 692,408	\$ 1,307,136	189%
Other Contract Revenue	\$ -	\$ -	\$ 9,996	100%
City Contribution	\$ 208,080	\$ 86,700	\$ 335,542	387%
County Contribution - PCTS	\$ 298,920	\$ 124,550	\$ -	0%
Fares	\$ 124,000	\$ 51,667	\$ 61,321	119%
FDOT Block Grants:				
GO924 - WHAT/ADA	\$ 613,660	\$ 255,692	\$ 236,188	92%
JARC AQ379	\$ 93,470	\$ 38,946	\$ -	0%
RURAL AQR07	\$ 800,570	\$ 333,571	\$ -	0%
FTA				
FTA 5307 Grant	\$ 1,813,690	\$ 755,704	\$ 61,891	8%
Capital Grant	\$ -	\$ -	\$ -	0%
Total	\$ 5,614,170	\$ 2,339,238	\$ 2,012,074	86%

Expenses				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,512,900	\$ 1,463,708	\$ 1,204,004	82%
Contract	\$ 594,000	\$ 247,500	\$ 244,720	99%
Operating	\$ 1,507,270	\$ 628,029	\$ 574,804	92%
Total	\$ 5,614,170	\$ 2,339,237	\$ 2,023,528	87%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM # 3(d)

Agenda Item: Request Board approval to use Vehicle Replacement Capital Funding to renovate the Lakeland Terminal.

Presenter: David Persaud, Chief Financial Officer

Recommended Action: For Board Approval

Summary: With the passage of the New Avail Fare System, the Lakeland Bus Terminal is a central location for Customer Relations and Sales for bus fares. The new electronic fare system need reliable computer technology and improvements that is now automated. The current facility needs improvement for safety, air conditioning, computer related improvements and general improvements. The estimated cost is \$40,000 -\$45,000.

Funding: Funding is available in the Vehicle Replacement Fund from funds restricted for capital expenses.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM # 4(a)

Agenda Item: CRA Stop Gap Agreement
CRA service

Presenter: The Darby Group

Recommended
Action: Board Approval

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM # 4(b)

Agenda Item: Renewal of Universal Access Agreement between
 LAMTD & PACE Center for Girls

Presenter: The Darby Group

Recommended
Action: Board Approval

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM #4 (c)

Agenda Item: Acceptance of Warranty Deed for the transfer of real property

Presenter: The Darby Group

Recommended
Action: Board Approval

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM #4 (d)

Agenda Item: Acceptance of proposed deed from Polk County for
Winter Haven Transit Terminal and acceptance of Transit Vehicles

Presenter: The Darby Group

Recommended
Action: Board Approval

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM # 5

Agenda Item: Agency Updates

Presenter: Tom Phillips

Recommended
Action: Informational

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM #6(a)

Agenda Item: March Executive Calendar Tom

Presenter: Phillips, Executive Director

Recommended
Action: Informational

Attachment: February Calendar

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM # 6 (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 February 28, 2018

Attachments: Ridership Report.

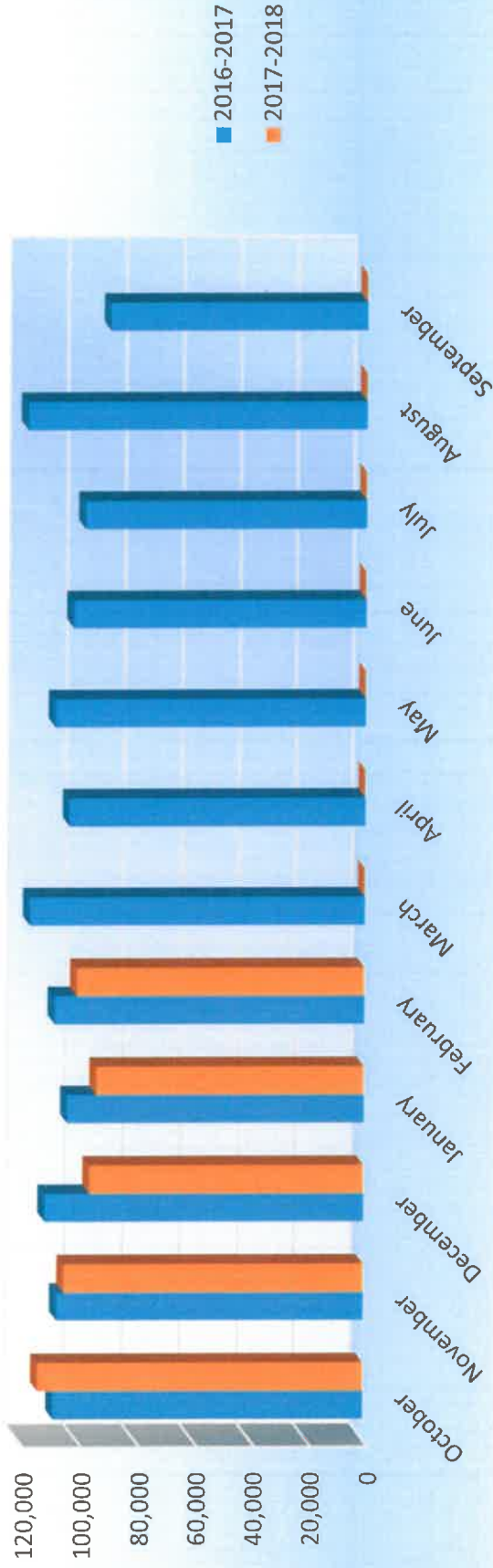
Citrus Connection and PCTS Fixed Route Totals							
	2014-2015	2015-2016	2016-2017	2017-2018	Dif	Change	
October	167,775	125,714	108,078	113,426	5,349	5%	
November	133,255	111,028	106,998	104,514	-2,484	-2%	
December	153,148	122,018	111,197	95,815	-15,382	-13%	
January	141,892	101,190	103,647	93,622	-10,025	-10%	
February	131,235	111,486	108,068	100,398	-7,670	-7%	
March	142,894	117,618	116,794	0		0%	
April	132,400	110,754	103,274	0		0%	
May	123,350	105,362	108,224	0		0%	
June	124,152	106,252	102,092	0		0%	
July	126,245	100,929	98,193	0		0%	
August	115,908	115,998	118,104	0		0%	
September	125,983	109,705	89,794	0		0%	
Totals	1,618,237	1,338,053	1,274,460	507,775		-6%	

Citrus Connection and PCTS Para-Transit Totals							
	2014-2015	2015-2016	2016-2017	2017-2018		Change	
October	11,849	7,846	7,071	8,654	1,583	22%	
November	9,092	6,690	7,002	7,940	938	14%	
December	12,494	7,330	7,014	7,660	646	9%	
January	10,149	7,020	7,521	9,478	1,957	28%	
February	9,603	7,027	7,413	9,514	2,101	30%	
March	10,358	7,780	8,715	0		0%	
April	10,323	7,334	7,757	0		0%	
May	9,895	7,431	8,460	0		0%	
June	9,973	7,548	8,374	0		0%	
July	9,277	6,846	8,131	0		0%	
August	7,871	8,166	9,533	0		0%	
September	7,619	7,791	6,711	0		0%	
Totals	118,503	88,809	93,702	43,246		20%	

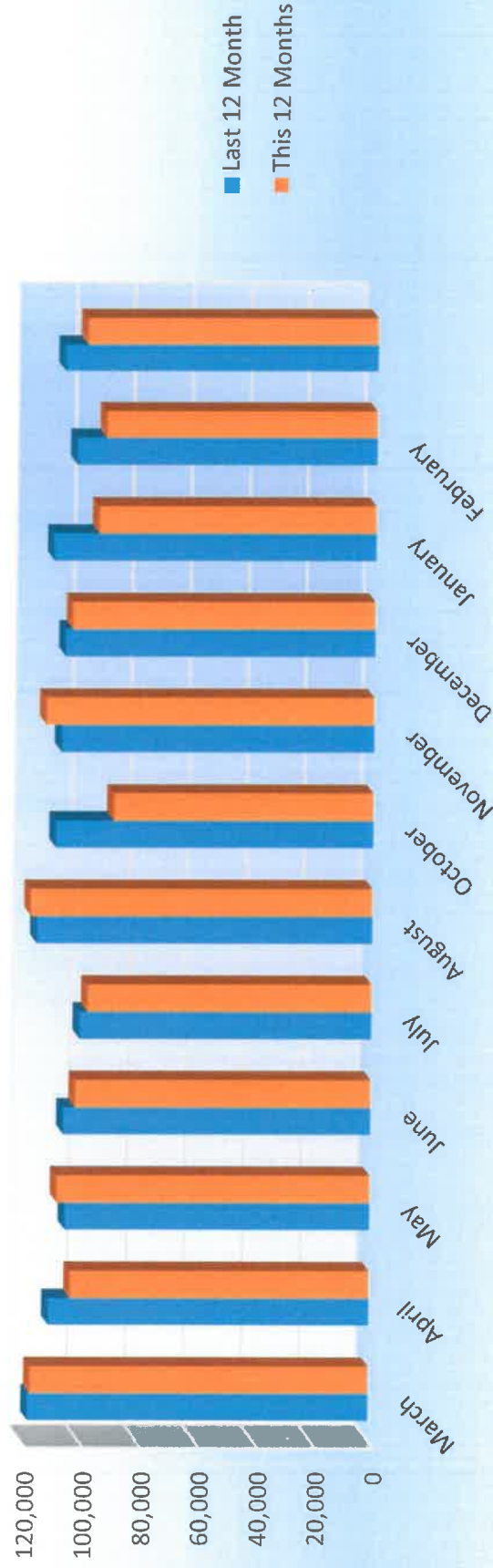
Citrus Connection only Fixed Route Totals							
	2014-2015	2015-2016	2016-2017	2017-2018	Dif	Change	
October	110,975	83,092	67,636	73,349	5,713	8%	
November	88,195	73,987	71,083	67,575	-3,508	-5%	
December	100,995	82,287	72,646	60,885	-11,761	-14%	
January	95,059	67,774	70,767	58,864	-11,903	-18%	
February	88,704	74,506	71,884	63,148	-8,736	-12%	
March	93,660	79,428	78,158	0		0%	
April	89,872	73,926	67,338	0		0%	
May	80,003	69,120	72,329	0		0%	
June	80,998	71,398	67,965	0		0%	
July	74,681	68,162	66,347	0		0%	
August	72,290	76,847	79,427	0		0%	
September	79,771	72,624	54,155	0		0%	
Totals		893,149	839,734	323,821		-9%	

Citrus Connection only Para-Transit Totals							
	2014-2015	2015-2016	2016-2017	2017-2018		Change	
October	6,888	4,094	3,229	4,025	796	25%	
November	5,470	3,437	3,252	3,734	482	14%	
December	6,046	3,695	3,154	3,444	290	8%	
January	5,919	3,512	3,507	4,055	548	16%	
February	5,581	3,496	3,505	3,909	404	12%	
March	6,316	3,897	4,040	0		0%	
April	6,333	3,651	3,694	0		0%	
May	6,170	3,589	4,060	0		0%	
June	6,136	3,660	3,880	0		0%	
July	5,407	3,269	3,681	0		0%	
August	4,485	3,866	4,306	0		0%	
September	4,517	3,747	6,039	0		0%	
Totals	69,268	43,913	46,347	19,167		15%	

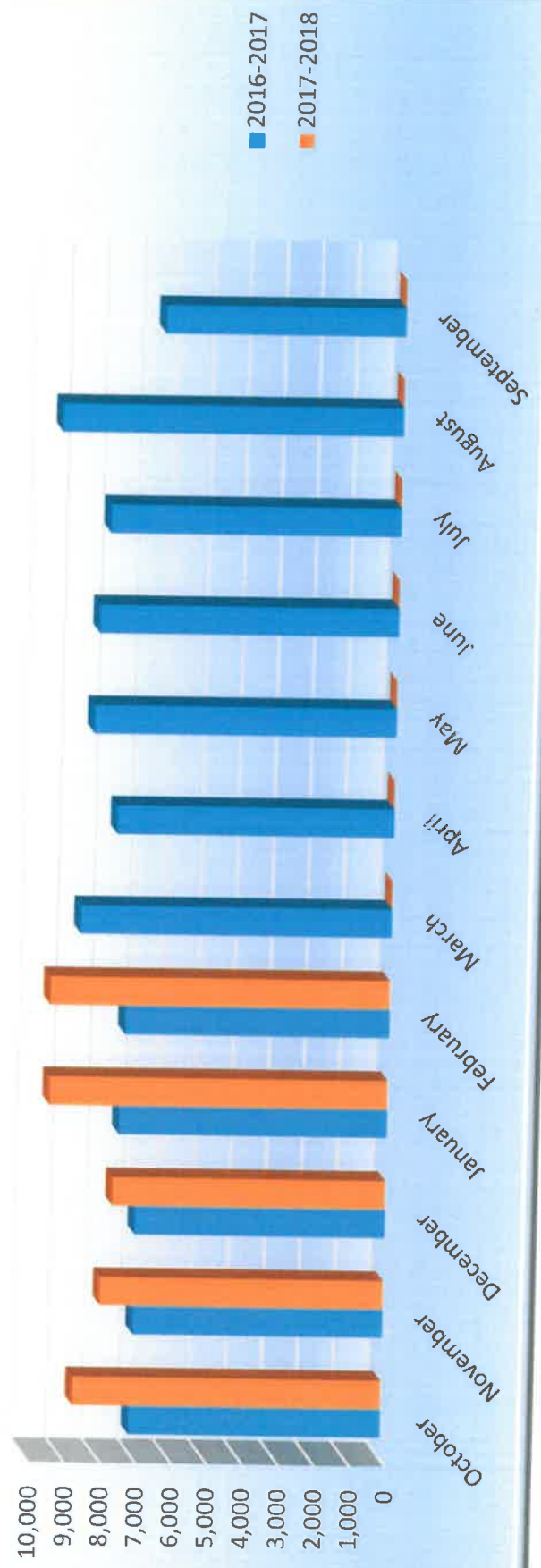
Citrus Connection and PCTS Fixed Route Total Ridership



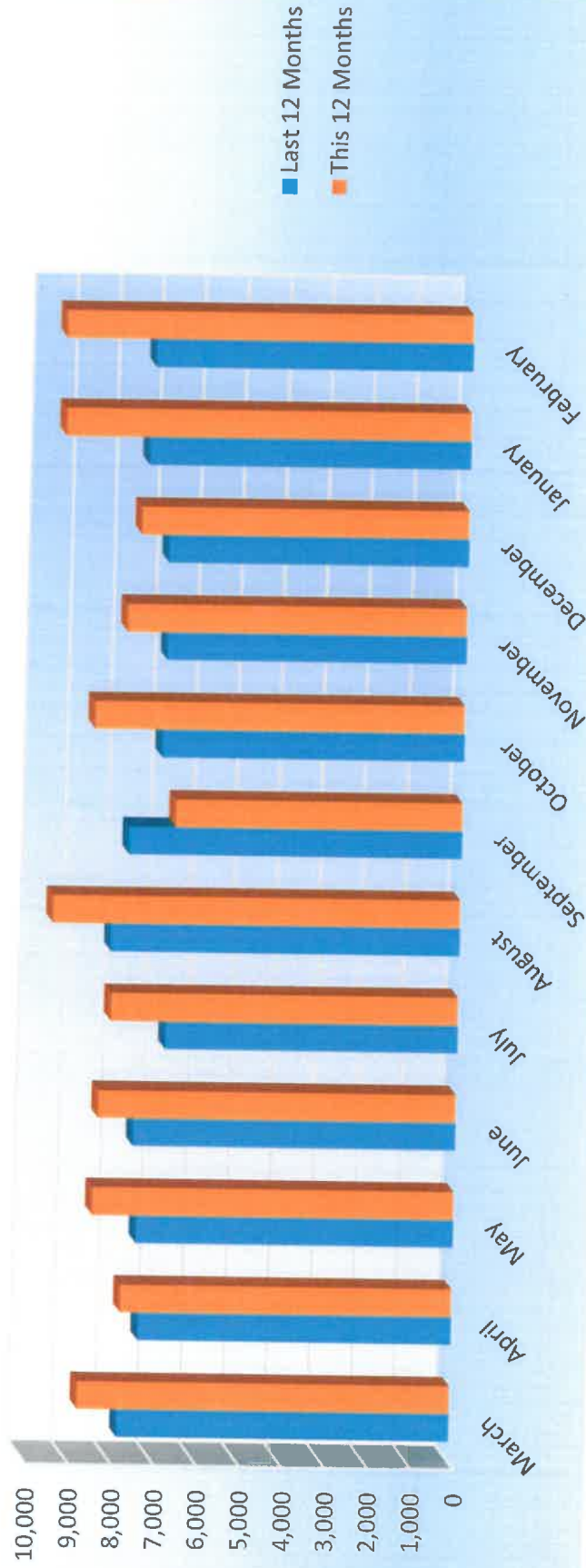
Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



UAP Ridership Totals 2018	LAMTD	WHAT	Total
January	13,525	8,548	22,073
February	15,083	9,981	25,064
UAP Ridership 2018	LAMTD	WHAT	Total
Polk State College			
January	2,443	1,206	3,649
February	2,722	1,097	3,819
LEGOLAND			
January	81	1,237	1,318
February	105	1,460	1,565
South Eastern University			
January	249	14	263
February	344	20	364
COLTS			
January	2,429	1,125	3,554
February	2,767	1,498	4,265
Veterans			
January	3,285	1,198	4,483
February	3,593	1,267	4,860
Southern Technical College			
January	95	171	266
February	128	266	394
Central Florida Healthcare			
January	1,105	410	1,515
February	1,178	493	1,671
New Beginnings High School			
January	1,477	2,788	4,265
February	1,823	3,433	5,256
Spectrum (Peace River)			
January	2,361	399	2,760
February	2,423	447	2,870

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 11, 2018
AGENDA ITEM #7

Agenda Item: Other Business

Presenter: TBD

Recommended
Action: None

Summary: