

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.  
**Wednesday, October 9<sup>th</sup>, 2019, at 8:30 a.m.**

Call to Order	<u>Action Required</u>
1. Approval of Meeting Minutes	
a. Approval of the September 11, 2019 LAMTD Board Meeting Minutes	Approval
b. Approval of the September 11, 2019 Budget Public Hearing Minutes	Approval
c. Approval of the September 18, 2019 Budget Public Hearing Minutes	Approval
d. Approval of the September 18, 2019 Route Public Hearing Minutes	Approval
2. Public Comments	None
3. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
4. Legal	
a. Executive Director performance evaluation	None
5. Purchase of Replacement Support Vehicles / Joseph Cheney	Approval
6. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
b. Write-off of Aging Receivables for Elderpoint 4thQ	Approval
7. Executive <u>Informational</u> Summary / Tom Phillips	
a. September Calendar	None
b. Ridership and UAP Update	None
8. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT  
SPECIAL MEETING  
OCT 9, 2019  
AGENDA ITEM #1

Agenda Item: Approval of the September 11, 2019 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the September 11, 2019 LAMTD Meeting Minutes

Attachments: September 11, 2019 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, September 11<sup>th</sup>, 2019 at 8:30 a.m.

**Directors:**

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

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

8:31 a.m. By Commissioner Walker

**Agenda Item #1 – Moment of Silence in observance of Patriot Day**

**Agenda Item #2 – Approval of the Minutes**

Approval request for the approval of the August 14, 2019 LAMTD Board meeting minutes.

“Approval of the August 14, 2019 LAMTD Board meeting minutes”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #3 – Public Hearing for East County Service**

a. Public Comments  
None

b. Approval of East County Routes  
Thanks to the direction of the Polk County Board of County Commissioners we were able to design new service to assist in the continued growth on the East side of Polk county. These new routes will reduce congestion and offer more service to our transit dependent riders on the East side of the county.

“Approval of additional Service to Loughman, Davenport, and Lake Wales as well as a reduction in service from Haines City to Poinciana.”  
1<sup>st</sup> Bill Mutz/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #4 – Public Comments**

None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, September 11<sup>th</sup>, 2019 at 8:30 a.m.

**Agenda Item #5 – Executive Director Report / Tom Phillips**

**a. Agency Updates**

**b. Write-off of Aging Receivables**

The District would also like to take the opportunity to write off the past due amount of \$13,696.25 with ElderPoint Ministries.

**\*\*discussion about aging receivables with Polk County tabled for later discussion\*\***

“Approve the write-off of the aging receivable debt with ElderPoint Ministries to the amount of \$13,696.25.”

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #6– Legal**

**a. Board dates for the Lakeland Area Mass Transit District for FY 19-20**

Maintaining the previous year of meetings to be held on the 2nd Wednesday of the month.

“Approve the calendar of meetings for the FY 19/20.”

1<sup>st</sup> Sara McCarley/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**b. Interlocal Agreement with Polk County**

**\*\*Tabled for further discussion\*\***

**c. CRA Eloise Shelter Agreement**

The attached document is a Memorandum of Understanding from the Eloise Community Redevelopment Agency to sign over a parcel of land to be used by LAMTD to build a shelter.

[Attachment available]

“Approve and sign the MOU”

1<sup>st</sup> Bill Mutz/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**d. License Agreement with Polk County**

An agreement with the county to grant LAMTD, the right, privilege, and license to operate and maintain a Public Bus Stop on the property described in Exhibit “A” (License Area) by constructing, maintaining, repairing, improving, facilities and fixtures associated with the Public Bus Stop.

“Accept the License Agreement as written.”

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**e. Fort Meade Fair Share Agreement**

This fair share is similar to previous versions but includes the reduction of 8 runs of the bus down to 4.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
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Wednesday, September 11<sup>th</sup>, 2019 at 8:30 a.m.

“Accept the new Fair Share Agreement to include the reduction of services.”  
1<sup>st</sup> Bill Mutz/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**f. Riverstone Annexation Agreement**

The Riverstone Annexation Agreement which was originally passed was amended and therefore needs to be reaccepted by the District and the City of Lakeland. The first adoption did not include the entire development project area and proper language.

“Accept the revised language for the Riverstone Development project.”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #7 – Finance**

**a. LAMTD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date July 31, 2019  
FY 2018-2019

**Year to Date July 31, 2019**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	83%	\$8,959,150	\$8,953,700	100%	\$10.8 Million
Expenses YTD	83%	\$8,959,150	\$7,655,378	85%	\$10.8 Million

**REVENUES:**

The total revenues realized year-to-date through July 31, 2019 totaled \$8.95million or 100% of the YTD budget.

- Farebox revenues reflect \$531,000 or 95% of YTD budgeted revenues through July 31, 2019.
- Contract revenues totaled \$156,000 or 92% of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$93,600 for RAMCO. RAMCO payment of \$93,600 billed in January and received in March 2019.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, September 11<sup>th</sup>, 2019 at 8:30 a.m.

- Ad Valorem taxes reflects \$4.74 million or 102% of the Tax Levy. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, 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 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$180,000 over budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$1.01 million.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 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. The year-to-date revenues totaled \$1.3 million.
- Advertising income reflects \$137,000 over budget due to revenues being prepaid.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue totaled \$139,000 resulting from reimbursement for Capital expenses from the County after the 9/30/18 audit.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date July 31, 2019  
FY 2018-2019

**EXPENSES:**

The total expenses year-to-date through July 31, 2019 totaled \$7.7 million or 85% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of July 31, 2019, these expenses totaled \$5.0 million or 13% under budget of \$5.75 million.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
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Wednesday, September 11<sup>th</sup>, 2019 at 8:30 a.m.

- Professional and Technical Services expenses totaled \$340,000 of the YTD budget; and in line with budget.
- Other services expenses totaled \$73,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$435,000 YTD, under budget; due to fuel cost being under budgeted cost.
- Materials and supplies totaled \$442,000 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 over budget, since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.

Other remaining expenses are under the YTD budget through July 31, 2019

**CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through July 31<sup>st</sup> the financials reflect are favorable actual variance of \$1.3 million with 83% of the fiscal year.

**STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS**

	9/30/18	9/30/17	9/30/16	9/30/15	9/30/14
* 1. Farebox Recovery Ratio (All modes)	13.00%	10.04%	13.95%	25.50%	23.08%
2. Cost per revenue hour	\$108.42	\$106.94	\$104.76	\$89.45	\$86.29
3. Revenue Hours	146,597	142,189	139,228	103,550	117,008
4. Fuel Cost (\$)	\$1,082,166	\$834,971	\$757,485	\$847,360	\$1,316,739
5. Ridership	1,252,600	1,346,211	1,393,620	1,424,965	1,647,010

\* Total 13.00%, LAMTD 13.40%, PCTS 4.70%

**b. PCTS Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of July 31, 2019  
Year to Date Report  
Percent of FY Reported (83%)

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, September 11<sup>th</sup>, 2019 at 8:30 a.m.

**Revenues**

- The revenues totaled \$5.2 million or 92% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$1.1 million or 55%.
- Fare Revenues totaled \$112,800 or 90% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$414,000 and over budget year-to-date.
- The County funding reflects payments for the budgeted grants match totaling \$2.297 million.
- The FDOT Grants drawdown totaled \$1.26 million.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$5.4 million or 95% of the year-to-date budget.
- Salaries and wages totaled \$2.96 million or 89% of the YTD Budget
- Operating expenses totaled \$1.63 million or 100% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$689,000 or 139% of the year to date budget. The over-budget amount would be funded with Grants.
- Capital Expenses totaled \$115,000 for the Avail Bus Technology System.

**c. TD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of July 31, 2019  
Year to Date Report  
Percent of FY Reported (8.3%)  
State FY July 1, 2019 thru June 30, 2020

**Revenues**

- The revenues totaled \$112,000 or 89% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$94,000 or 84% of the grants.
- Contract Revenues and other revenues totaled \$5,400.
- The County funding for the match totaled \$12,000 or 97%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$91,000 or 73% of the year-to-date budget.



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
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Wednesday, September 11<sup>th</sup>, 2019 at 8:30 a.m.

- Salaries and wages totaled \$68,000 or 84% of the YTD Budget.
- Operating expenses totaled \$23,000 or 52% of the YTD Budget.

TD Financials

July 2019

Lakeland Area Mass Transit District  
Transportation Disadvantage Program  
Period Ending - July, 2019

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
<b>Revenues</b>				
County Match 10%	\$ 149,788	\$ 12,482	\$ 12,132	97%
Contract Revenue	\$ 228	\$ 19	\$ 102	
Adult Day Care		\$ -	\$ 5,393	
<b>FDOT Grants:</b>				
CTD Grant -Operating	\$ 1,348,094	\$ 112,341	\$ 93,988	84%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 124,843</b>	<b>\$ 111,615</b>	<b>89%</b>

Expenditure				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 973,780	\$ 81,148	\$ 67,797	84%
		\$ -		
Operating	\$ 524,330	\$ 43,694	\$ 22,805	52%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 124,843</b>	<b>\$ 90,603</b>	<b>73%</b>

**d. Polk County Transit Proposed Operating Budget FY 2019-20 Budget**

Proposed Operating Budget is included.

The proposed budget for the County is included herewith with revenues and expenses balanced for a total budget of \$7,854,570.

The proposed Intergovernmental agreement provides the County funding totaling \$2,583,896 for grants match and balancing the Budget.

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

“Presentation to the Board FY 2019-20 Proposed Operating Budget for Polk County Transit for approval.”

1<sup>st</sup> Bill Mutz/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #8 – Executive Informational Update / Tom Phillips**

- a. August Calendar  
[Attachment available]
- b. Ridership and UAP Update  
[Attachment available]

**Agenda Item #9 – Other Business**

-None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, September 11<sup>th</sup>, 2019 at 8:30 a.m.

\*\*\*Recess at 9:10a to review Polk County Agreement\*\*

\*\*\*Reconvene at 9:26a\*\*\*

The Board of directors agreed the issues in the language were to great and the time to review documents submitted after the LAMTD board meeting started was to short to properly voted on.

The LAMTD Board of directors agreed to recess and reconvene at Lakeland City Hall following the budget hearing.

\*\*\*Recess at 9:26a to review documents submitted late\*\*\*

\*\*\*Reconvene at 5:06\*\*\*

**Agenda Item #6– Legal**

**a. Interlocal Agreement with Polk County**

This agreement covers the FY 2019-20 agreement between LAMTD and Polk County.

The Interlocal Agreement was finalized down to one sentence in disagreement from the version submitted by the county in September 11, 2019.

County proposed language:

“The District shall not now, or in the future retain any funds provided by the County under this Agreement for accrued pension liabilities or an expense that does not represent an actual disbursement of funds.”

District proposed language:

“The District shall not now, or in the future retain any funds provided by the County under this Agreement for accrued pension liabilities, unless required by law or applicable accounting principles.”

“Accept the language as prepared by the county at 8:35a.”

1<sup>st</sup> Bill Mutz/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #5 – Executive Director Report / Tom Phillips**

**c. Write-off Aging Receivables**

The District conducts an annual audit each year in accordance with best accounting practices. During the process it was noted on two separate occasions when The District was owed money by Polk County. In 2018 the audited balance due was \$6,621.00 in addition to an aging receivable from the 2017 audit of \$163,759.80, for a total of \$170,380.80.

“Approve the write-off of the aging receivable debt with Polk County to the amount of \$170,380.80, pending the approval of the Polk County Interlocal agreement.”

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> John Hall

**MOTION CARRIED UNANIMOUSLY**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, September 11<sup>th</sup>, 2019 at 8:30 a.m.

Adjournment at 5:31 p.m.

Approved this 9<sup>th</sup> day of October, 2019.

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Chairman – City Commissioner Phillip Walker

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
SPECIAL MEETING  
OCT 9, 2019  
AGENDA ITEM #1b

Agenda Item:           Approval of the September 11, 2019 LAMTD Budget  
Hearing Minutes

Presenter:             James Phillips

Recommended  
Action:                 Board approval of the September 11, 2019 LAMTD Budget  
Hearing Minutes

Attachments:           September 11, 2019 LAMTD Budget Hearing Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Wednesday, September 11, 2019, at 5:01 p.m.

**Directors:**

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

Executive Director: Tom Phillips

Executive Assistant: James Phillips

**Call to Order**

5:01 p.m. By Chairman Phillip Walker

**Agenda Item #1 – Proposed FY 19/20 Millage Rate / David Persaud, CFO**

- **Required Public Hearings-** The Lakeland Area Mass Transit District (LAMTD) is required to conduct two public hearings on the 2019-2020 millage levy and the Fiscal Year 2019-20 budget before the millage and the budget can be finally adopted. This is the first of two hearings.
- **Truth In Millage (TRIM) Notice-** On July 10<sup>th</sup>, 2019 the LAMTD Board tentatively certified a .5000 proposed millage levy by a majority vote as authorized by the Florida Statue and appropriately submitted the form to the Polk County Property Appraiser's office before the required August 2, 2019 deadline.
- **Millage Rate-** Staff is presenting the tentative millage resolution for adoption with the .5000 millage levy.
- **Percentage over Rolled-Back Rate-** As required by the Florida Statues, LAMTD will need to publicly announce and advertise the percentage increase that the proposed tax rate of .5000 is above the Rolled-Back rate which is .4829. This percentage increase is 3.54%.
- **Fiscal Year 2019-20 Annual Budget-** The proposed budget for Fiscal Year 2019-2020 was presented to the LAMTD Board on August 14, 2019.
- **Maximum Millage Calculation Final Disclosure-** The minimum vote required to approve the proposed tentative millage rate of .5000 mills is the majority vote of the governing body.
- The final public hearing will be held on September 18, 2019 at 5:01PM at the same location.

**Agenda Item #2 – Public Comments**

None

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Wednesday, September 11, 2019, at 5:01 p.m.

**Agenda Item #3 – Proposed FY 19/20 Millage Rate / David Persaud, CFO**

At both Public hearings, the governing body will hear comments about the proposed tax increase and explain the reasons for the proposed increase over the rolled-back rate.

At both the tentative and final hearings, the governing body must adopt its millage rate before it adopts a budget (F.S. 200.065 (2)(e)1.

The Taxing District must adopt the millage rate and budget by separate votes at the advertised hearing.

The District millage levy for FY 2019/2020 is .5000 mills and **the staff must publicly read at this meeting before the adoption of the millage levy resolution the following:**

“The Lakeland Area Mass Transit District FY 2019-2020 millage levy is .5000 mills.

- The Rolled-back rate is .4829
- The percentage of increase over the rolled-back rate is 3.54 percent
- The millage rate to be levied for 2019/2020 fiscal year is .5000 mills.”

“Approve FY 2019/20 Tentative Millage Resolution Rate of .5000 mills.”

1<sup>st</sup> Sara McCarley / 2<sup>nd</sup> George Lindsey

Polk County Commissioner George Lindsey III - Aye  
Polk County Commissioner John Hall - Aye  
City of Lakeland Commissioner Sara McCarley - Aye  
City of Lakeland Commissioner Phillip Walker – Aye  
City of Lakeland Mayor Bill Mutz – Aye

**MOTION CARRIES**

**Agenda Item #4 – Tentative FY 2019/2020 Budget / David Persaud, CFO**

LAMTD is presenting the FY 19/20 Tentative Budget which reflects a millage levy of .5000 mills. The FY 2019/2020 budget is balanced as reflected in the budget summary. The Budget was presented to the LAMTD board on August 14, 2019.

**Agenda Item #5 – Public Comments**

None

**Agenda Item #6 – Tentative FY 19/20 Budget / David Persaud, CFO**

LAMTD is recommending approval of FY 2019/20 Tentative Budget.

“Approval of the Tentative FY 2019/2020 Budget Resolution.”

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> John Hall

Polk County Commissioner George Lindsey III - Aye  
Polk County Commissioner John Hall - Aye  
City of Lakeland Commissioner Sara McCarley - Aye  
City of Lakeland Commissioner Phillip Walker – Aye  
City of Lakeland Mayor Bill Mutz – Aye

**MOTION CARRIES**

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Wednesday, September 11, 2019, at 5:01 p.m.

Adjournment at 5:05 p.m.

Approved this 9<sup>th</sup> day of October, 2019.

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Chairman – City Commissioner Phillip Walker

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
SPECIAL MEETING  
OCT 9, 2019  
AGENDA ITEM #1c

Agenda Item: Approval of the September 18, 2019 LAMTD Budget  
Hearing Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the September 18, 2019 LAMTD Budget  
Hearing Minutes

Attachments: September 18, 2019 LAMTD Budget Hearing Minutes



LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Wednesday, September 18, 2018, at 5:01 p.m.

**Directors:**

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

Executive Director: Tom Phillips

Executive Assistant: James Phillips

**Call to Order**

5:01 p.m. By Chairman Phillip Walker

**Agenda Item #1 – Final FY 2019-20 Millage Rate/ David Persaud, CFO**

- **Required Public Hearings-** The Lakeland Area Mass Transit District (LAMTD) is required to conduct two public hearings on the 2019-20 millage levy and the Fiscal Year 2019-20 budget before the millage and the budget can be finally adopted. This is the second of two hearings.
- **Truth In Millage (TRIM) Notice-** On July 10<sup>th</sup>, 2019 the LAMTD Board tentatively certified a .5000 proposed millage levy by a majority vote as authorized by the Florida Statue and appropriately submitted the form to the Polk County Property Appraiser's office before the required August 2, 2019 deadline.
- **Millage Rate-** Staff is presenting the final millage resolution for adoption with the .5000 millage levy.
- **Percentage over Rolled-Back Rate-** As required by the Florida Statues, LAMTD will need to publicly announce and advertise the percentage increase that the proposed tax rate of .5000 is above the Rolled-Back rate which is .4829. This percentage increase is 3.54%.
- **Fiscal Year 2019-20 Annual Budget-** The proposed budget for Fiscal Year 2019-2020 was presented to the LAMTD Board on August 14, 2019.
- **Maximum Millage Calculation Final Disclosure-** The minimum vote required to approve the proposed final millage rate of .5000 mills is the majority vote of the governing body.
- The first public hearing was held on September 11, 2019 and the Board approved the tentative millage resolution and the tentative FY 2019-20 budget resolution.
- The District advertised the date, time and place for the second public hearing in the *Lakeland Ledger* on September 15, 2019.

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Wednesday, September 18, 2018, at 5:01 p.m.

- The final public hearing will be held on September 18, 2019 at 5:01PM at the same location.

**Agenda Item #2 – Public Comments**

None

**Agenda Item #3 – Final FY 2019-20 Millage Rate / David Persaud, CFO**

At both Public hearings, the governing body will hear comments about the proposed tax increase and explain the reasons for the proposed increase over the rolled-back rate.

At both the tentative and final hearings, the governing body must adopt its millage rate before it adopts a budget (F.S. 200.065 (2)(e)1.

The Taxing District must adopt the millage rate and budget by separate votes at the advertised hearing.

The District millage levy for FY 2019/2020 is .5000 mills and the staff must publicly read at this meeting before the adoption of the millage levy resolution the following:

“The Lakeland Area Mass Transit District FY 2019-2020 millage levy is .5000 mills.

- The Rolled-back rate is .4829
- The percentage of increase over the rolled-back rate is 3.54 percent
- The millage rate to be levied for 2019/2020 fiscal year is .5000 mills.”

“Request to approve FY 2019/2020 Final Millage Resolution Rate of .5000 mills.”

1<sup>st</sup> John Hall/ 2<sup>nd</sup> George Lindsey

Polk County Commissioner George Lindsey III - Aye

Polk County Commissioner John Hall - Aye

City of Lakeland Commissioner Sara McCarley - Aye

City of Lakeland Commissioner Phillip Walker – Aye

City of Lakeland Mayor Bill Mutz – Aye

**MOTION CARRIES**

**Agenda Item #4 – Final FY 2019/2020 Budget / David Persaud, CFO**

LAMTD is presenting the FY 19/20 Final Budget which reflects a millage levy of .5000 mills. The FY19/20 budget is balanced as reflected in the budget summary.

The Budget was presented to the LAMTD Board on August 14, 2019.

[Attachments available]

**Agenda Item #5 – Public Comments**

None

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Wednesday, September 18, 2018, at 5:01 p.m.

**Agenda Item #6 – Final FY 19/20 Budget / David Persaud, CFO**

The Sources and uses of funds are reflected in the total budget \$10,995,020. The Budget is balanced with revenues equal to expenses.

“Recommend Approval of the Final FY 2019/20 Budget Resolution.”

1<sup>st</sup> John Hall/ 2<sup>nd</sup> George Lindsey

Polk County Commissioner George Lindsey III - Aye  
Polk County Commissioner John Hall - Aye  
City of Lakeland Commissioner Sara McCarley - Aye  
City of Lakeland Commissioner Phillip Walker – Aye  
City of Lakeland Mayor Bill Mutz – Aye

**MOTION CARRIES**

Adjournment at 5:05 p.m.

Approved this 9<sup>th</sup> day of October, 2019.

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Chairman – City Commissioner Phillip Walker

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
SPECIAL MEETING  
OCT 9, 2019  
AGENDA ITEM #1d

Agenda Item: Approval of the September 18, 2019 LAMTD Public  
Hearing Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the September 18, 2019 LAMTD Public  
Hearing Minutes

Attachments: September 18, 2019 LAMTD Public Hearing Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Wednesday, September 18, 2018, at 5:05 p.m.

**Directors:**

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

Executive Director: Tom Phillips

Executive Assistant: James Phillips

**Call to Order**

5:05 p.m. By Chairman Phillip Walker

**Agenda Item #1 – Public Comments**

None

**Agenda Item #2 – Approval of Fort Meade Reduction**

In discussions between the District and the City of Fort Meade during their budgeting cycle, it was determined they would not be able to fully fund their fair share of eight runs of the bus. The planning team has revised a new schedule which will reduce the service to four runs of the bus, however this will allow the City of Fort Meade to provide transit within their budget.

We are also extending the run time between run along Route 12 from 60 minutes to 90 minutes and reducing the number of runs per day in order to improve on time performance.

“Approve the reduction of service for Fort Meade as reflected in the revised Fair Share Agreement and the reduction of service on Route 12 between Lakeland and Winter Haven.”

1<sup>st</sup> John Hall/ 2<sup>nd</sup> George Lindsey III

**MOTION CARRIES**

Adjournment at 5:08 p.m.

Approved this 9<sup>th</sup> day of October, 2019.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCT 9, 2019  
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended  
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCTOBER 9, 2019  
AGENDA ITEM #3a

Agenda Item: August 31, 2019 LAMTD Monthly Financial Statement  
FY 2018-19

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 August 31, 2019  
FY 2018-2019

**Year to Date August 31, 2019**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	92%	\$9,855,065	\$9,141,914	93%	\$10.8 Million
Expenses YTD	92%	\$9,855,065	\$8,325,544	85%	\$10.8 Million

**REVENUES:**

The total revenues realized year-to-date through August 31, 2019 totaled \$9.14 million or 93% of the YTD budget.

- Farebox revenues reflect \$579,000 or 94% of YTD budgeted revenues through August 31, 2019.
- Contract revenues totaled \$167,000 or 89% of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$93,600 for RAMCO. RAMCO payment of \$93,600 billed in January and received in March 2019.
- Ad Valorem taxes reflects \$4.74 million or 102% of the Tax Levy. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, 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 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$195,000 over budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$1.17 million.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 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. The year-to-date revenues totaled \$1.3 million.
- Advertising income reflects \$137,000 in line with budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue totaled \$100,000 resulting from reimbursement for Capital expenses from the County after the 9/30/18 audit.
- The other revenues are showing a lag due to timing and being on a cash basis.



Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date August 31, 2019  
FY 2018-2019

**EXPENSES:**

The total expenses year-to-date through August 31, 2019 totaled \$8.3 million or 85% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of August 31, 2019, these expenses totaled \$5.496 million or 13% under budget of \$6.321 million. However, there are three pay period expenses in September totaling \$243,000 for one additional payroll.
- Professional and Technical Services expenses totaled \$348,000 of the YTD budget; and in line with budget.
- Other services expenses totaled \$75,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$474,000 YTD, under budget; due to fuel cost being under budgeted cost.
- Materials and supplies totaled \$560,000 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 over budget, since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.

Other remaining expenses are under the YTD budget through August 31, 2019

**CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through August 31<sup>st</sup> the financials reflect are favorable actual variance of \$816,000 with 92% of the fiscal year.

**STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS**

\*

	9/30/18	9/30/17	9/30/16	9/30/15	9/30/14
1. Farebox Recovery Ratio (All modes)	13.00%	10.04%	13.95%	25.50%	23.08%
2. Cost per revenue hour	\$108.42	\$106.94	\$104.76	\$89.45	\$86.29
3. Revenue Hours	146,597	142,189	139,228	103,550	117,008
4. Fuel Cost (\$)	\$1,082,166	\$834,971	\$757,485	\$847,360	\$1,316,739
5. Ridership	1,252,600	1,346,211	1,393,620	1,424,965	1,647,010

\* Total 13.00%, LAMTD 13.40%, PCTS 4.70%



# LAKELAND AREA MASS TRANSIT DISTRICT

FY 2019  
MONTHLY FINANCIAL STATEMENT  
MONTH OF Aug 2019

Month					YTD					Approved Annual Budget
Actual	Budget	Variance		Actual	Budget	Variance				
		\$'s	%			\$'s	%			
\$ 47,790	\$ 55,833	\$ (8,044)	-14%	\$ 578,748	\$ 614,167	\$ (35,419)	-6%	\$ 670,000		
\$ 11,621	\$ 17,025	\$ (5,404)	-32%	\$ 167,442	\$ 187,275	\$ (19,833)	-11%	\$ 204,300		
\$ -	\$ 7,800	\$ (7,800)	-100%	\$ 93,600	\$ 85,800	\$ 7,800	9%	\$ 93,600		
\$ 300	\$ 2,917	\$ (2,617)	-90%	\$ 100,385	\$ 32,083	\$ 68,302	213%	\$ 35,000		
\$ -	\$ 12,500	\$ (12,500)	-100%	\$ 136,673	\$ 137,500	\$ (827)	-1%	\$ 150,000		
\$ 14,714	\$ 5,833	\$ 8,881	152%	\$ 194,744	\$ 64,167	\$ 130,577	203%	\$ 70,000		
\$ 3,053	\$ 389,136	\$ (386,083)	-99%	\$ 4,747,005	\$ 4,280,494	\$ 466,511	11%	\$ 4,669,630		
\$ 94,531	\$ 143,423	\$ (48,892)	-34%	\$ 1,173,159	\$ 1,577,657	\$ (404,497)	-26%	\$ 1,721,080		
\$ -	\$ 203,380	\$ (203,380)	-100%	\$ 1,308,250	\$ 2,237,180	\$ (928,930)	-42%	\$ 2,440,560		
\$ 4,127	\$ 833	\$ 3,293	395%	\$ 64,248	\$ 9,167	\$ 55,082	601%	\$ 10,000		
\$ 14,373	\$ 18,048	\$ (3,675)	-20%	\$ 166,005	\$ 198,523	\$ (32,517)	-16%	\$ 216,570		
\$ -	\$ 1,203	\$ (1,203)	-100%	\$ 17,738	\$ 13,237	\$ 4,501	34%	\$ 14,440		
\$ 35,811	\$ 37,983	\$ (2,173)	-6%	\$ 393,916	\$ 417,817	\$ (23,901)	-6%	\$ 455,800		
\$ 226,319	\$ 895,915	\$ (669,596)	-75%	\$ 9,141,914	\$ 9,855,065	\$ (713,151)	-7%	\$ 10,750,980		
\$ 345,776	\$ 396,968	\$ (51,192)	-13%	\$ 3,894,957	\$ 4,366,652	\$ (471,695)	-11%	\$ 4,763,620		
\$ 149,704	\$ 177,621	\$ (27,917)	-16%	\$ 1,600,639	\$ 1,953,829	\$ (353,190)	-18%	\$ 2,131,450		
\$ 113	\$ 1,750	\$ (1,637)	-94%	\$ 14,147	\$ 19,250	\$ (5,103)	-27%	\$ 21,000		
\$ 7,553	\$ 33,817	\$ (26,264)	-78%	\$ 348,361	\$ 371,983	\$ (23,622)	-6%	\$ 405,800		
\$ 7,050	\$ 8,400	\$ (1,350)	-16%	\$ 88,165	\$ 92,400	\$ (4,235)	-5%	\$ 100,800		
\$ 1,884	\$ 4,929	\$ (3,046)	-62%	\$ 74,392	\$ 54,221	\$ 20,172	37%	\$ 59,150		
\$ 44,763	\$ 50,246	\$ (5,483)	-11%	\$ 474,392	\$ 552,704	\$ (78,312)	-14%	\$ 602,950		
\$ 603	\$ 808	\$ (205)	-25%	\$ 4,412	\$ 8,892	\$ (4,480)	-50%	\$ 9,700		
\$ 4,461	\$ 4,050	\$ 411	10%	\$ 59,828	\$ 44,550	\$ 15,278	34%	\$ 48,600		
\$ 61,033	\$ 63,155	\$ (2,122)	-3%	\$ 560,468	\$ 694,705	\$ (134,237)	-19%	\$ 757,860		
\$ 5,928	\$ 9,426	\$ (3,497)	-37%	\$ 66,585	\$ 103,684	\$ (37,099)	-36%	\$ 113,110		
\$ -	\$ 19,333	\$ (19,333)	-100%	\$ 381,876	\$ 212,667	\$ 169,209	80%	\$ 232,000		
\$ -	\$ 100	\$ (100)	-100%	\$ 873	\$ 1,100	\$ (227)	-21%	\$ 1,200		
\$ 237	\$ 3,658	\$ (3,421)	-94%	\$ 29,901	\$ 40,242	\$ (10,341)	-26%	\$ 43,900		
\$ 3,091	\$ 9,142	\$ (6,050)	-66%	\$ 50,265	\$ 100,558	\$ (50,293)	-50%	\$ 109,700		
\$ 1,148	\$ 1,150	\$ (2)	0%	\$ 19,703	\$ 12,650	\$ 7,053	56%	\$ 13,800		
\$ 3,769	\$ 7,558	\$ (3,789)	-50%	\$ 41,611	\$ 83,142	\$ (41,531)	-50%	\$ 90,700		
\$ 1,243	\$ 2,083	\$ (841)	-40%	\$ 13,274	\$ 22,917	\$ (9,642)	-42%	\$ 25,000		
\$ 605	\$ 2,446	\$ (1,841)	-75%	\$ 26,391	\$ 26,904	\$ (513)	-2%	\$ 29,350		
\$ 61	\$ 14,017	\$ (13,956)	-100%	\$ 169,688	\$ 154,183	\$ 15,504	10%	\$ 168,200		
\$ -	\$ 18,048	\$ (18,048)	-100%	\$ 230,801	\$ 198,523	\$ 32,279	16%	\$ 216,570		
\$ 25,228	\$ 56,717	\$ (31,489)	-56%	\$ 174,814	\$ 623,883	\$ (449,069)	-72%	\$ 680,600		
\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 1,833	\$ (1,833)	-100%	\$ 2,000		
\$ -	\$ 10,327	\$ (10,327)	-100%	\$ -	\$ 113,593	\$ (113,593)	-100%	\$ 123,920		
\$ 664,251	\$ 895,915	\$ (231,664)	-26%	\$ 8,325,544	\$ 9,855,065	\$ (1,529,521)	-16%	\$ 10,750,980		
\$ (437,933)	\$ -	\$ (437,933)		\$ 816,370	\$ -	\$ 816,370		\$ -		

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCTOBER 9, 2019  
AGENDA ITEM #3b

Agenda Item: August 31, 2019 Financials for Polk County Transit Services  
Contract – FY 2018-19

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  
OCTOBER 9, 2019  
AGENDA ITEM #3b

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of August 31, 2019  
Year to Date Report  
Percent of FY Reported (92%)

**Revenues**

- The revenues totaled \$5.4 million or 87% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$1.1 million or 53%.
- Fare Revenues totaled \$124,000 or 90% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$414,000 and over budget year-to-date.
- The County funding reflects payments for the budgeted grants match totaling \$2.297 million.
- The FDOT Grants drawdown totaled \$1.35 million under budget.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$5.96 million or 96% of the year-to-date budget.
- Salaries and wages totaled \$3.3 million or 91% of the YTD Budget
- Operating expenses totaled \$1.71 million or 95% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$783,000 or 144% of the year to date budget. The over-budget amount would be funded with Grants.
- Capital Expenses totaled \$154,000 for the Avail Bus Technology System.

Lakeland Area Mass Transit District  
Financial Statement  
Polk County Contract  
Month of August 2019

**Revenue**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Percent Expended</b>
<b>Revenues</b>				
County Match	\$ 1,960,700	\$ 1,797,308	\$ 1,960,704	109%
Other Contract Revenue - County	\$ 191,600	\$ 175,633	\$ 84,221	48%
City Contribution	\$ 393,040	\$ 360,287	\$ 413,979	115%
County Contribution - PCTS	\$ 76,378	\$ 70,013	\$ 78,378	112%
Fares	\$ 150,000	\$ 137,500	\$ 124,227	90%
<b>FDOT Block Grants:</b>				
GOV71/G1481 - WHAT/ADA	\$ 575,600	\$ 527,633	\$ 587,118	111%
RURAL AQR07	\$ 913,000	\$ 836,917	\$ 766,186	92%
<b>FTA</b>				
FTA 5307 Grant	\$ 2,262,076	\$ 2,073,570	\$ 1,104,135	53%
Capital Contributions - County	\$ 257,626	\$ 236,157	\$ 257,626	109%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 6,215,018</b>	<b>\$ 5,376,574</b>	<b>87%</b>

**Expenses**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Percent Expended</b>
Labor	\$ 3,973,664	\$ 3,642,525	\$ 3,320,510	91%
Contract	\$ 594,000	\$ 544,500	\$ 783,382	144%
Operating	\$ 1,954,730	\$ 1,791,836	\$ 1,705,366	95%
Capital	\$ 257,626	\$ 236,157	\$ 153,825	65%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 6,215,018</b>	<b>\$ 5,963,083</b>	<b>96%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCTOBER 9, 2019  
AGENDA ITEM #3c

Agenda Item: August 31, 2019 Financials for The Transportation Disadvantaged Program– FY 2018-19

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

The Transportation Disadvantaged Program fiscal year starting July 1, 2018 and ends June 30, 2019. The funding is 90% State for the Transportation Disadvantaged Trust Fund and 10% matching funds funded by Polk County. There are some other third-party revenues for contract services.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCTOBER 9, 2019  
AGENDA ITEM #3c

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of August 31, 2019  
Year to Date Report  
Percent of FY Reported (17%)  
**State FY July 1, 2019 thru June 30, 2020**

**Revenues**

- The revenues totaled \$238,000 or 95% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$203,000 or 90% of the grants.
- Contract Revenues and other revenues totaled \$200.
- The County funding for the match totaled \$24,600 or 98%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$182,000 or 73% of the year-to-date budget.
- Salaries and wages totaled \$135,000 or 83% of the YTD Budget.
- Operating expenses totaled \$47,000 or 54% of the YTD Budget.

**Lakeland Area Mass Transit District  
Transportation Disadvantage Program  
Period Ending - August, 2019**

**Revenue**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Total YTD</b>
<b>Revenues</b>				
County Match 10%	\$ 149,788	\$ 24,965	\$ 24,572	98%
<b>Contract Revenue</b>	\$ 228	\$ 38	\$ 188	
Adult Day Care		\$ -	\$ 10,106	
<b>FDOT Grants:</b>		\$ -		
CTD Grant -Operating	\$ 1,348,094	\$ 224,682	\$ 203,174	90%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 249,685</b>	<b>\$ 238,040</b>	<b>95%</b>

**Expenditure**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Total YTD</b>
Labor	\$ 973,780	\$ 162,297	\$135,358	83%
		\$ -		
Operating	\$ 524,330	\$ 87,388	\$ 46,951	54%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 249,685</b>	<b>\$182,309</b>	<b>73%</b>



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCT 9, 2019  
AGENDA ITEM 4a

Agenda Item:       **Executive Director performance evaluation**

Presenter:           Tim Darby, Esq.

Recommended  
Action:               None

Summary:            As per the structure of the District, every year we open an evaluation of the Executive Director by the LAMTD Board of Directors. This period of evaluation spans from October 1<sup>st</sup>, 2019 to September 30<sup>th</sup>, 2019. These evaluations will be facilitated by the legal team to be aggregated and presented to the Executive Director.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCT 9, 2019  
AGENDA ITEM#5

Agenda Item:       **Purchase of Replacement Support Vehicles**

Presenter:           Joseph Cheney, Maintenance Director

**Recommended**

Action:              Approve the Purchase of 5-Chevy Equinox cars  
Cost each:           \$21,152.00  
Total Cost:          \$105,760.00  
Note: New vehicles will be equipped with 4 corner Strobe LED Lighting.

Summary:            The following 5 support vehicles are due for replacement. These vehicles are normally used by Operations and Safety Departments. All vehicles are the same make and model and were purchased at the same time.

Vehicle Year        2009  
Make                Ford  
Model               Fusion  
Capacity            5 passenger sedan  
Age                  10.9 years  
Cost/each           \$17,388.00 (in 2008)

VEHICLE #	VEHICLE MAKE / MODEL	Body Type or Manufacture	VEHICLE ID #	DATE IN SERVICE	LTD MILEAGE 08/31/2019	Average Monthly Mileage
11	FORD	FUSION	3FAHP07119R173767	10/22/2008	91,759	848
12	FORD	FUSION	3FAHP07139R173768	10/22/2008	115,120	2,142
13	FORD	FUSION	3FAHP07159R173769	10/22/2008	74,435	1,095
14	FORD	FUSION	3FAHP07119R173770	10/22/2008	89,374	1,261
15	FORD	FUSION	3FAHP07139R173771	10/22/2008	70,750	714

Funding:            New request not included approved CIP Budget for FY 20. Funding is available to support this request in the Capital Budget.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCT 9, 2019  
AGENDA ITEM 6a

Agenda Item:      **Agency Updates**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

Summary:         TBA

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCT 9, 2019  
AGENDA ITEM 6b

Agenda Item:       **Write-off of Aging Receivables for ElderPoint 4thQ**

Presenter:         Tom Phillips

Recommended  
Action:             Approve the write-off of the remaining aging receivable  
                      debt with and ElderPoint Ministries to the amount of  
                      \$4,572.00

Summary:           Last month, the board of directors approved to write-off  
                      the amount of \$13, 696.25 in order to alleviate financial  
                      burdens for the non-profit organization.

                      The District would also like to take the opportunity to  
                      write off the remaining past due amount of \$4,572.00 with  
                      ElderPoint Ministries to settle all items past due for the  
                      2018/19 fiscal year.

Attachments:       ElderPoint Ministries 4<sup>th</sup> quarter invoice

# LAMTD Quarterly Invoice

DATE October 1, 2019

Billing Cycle: 07.01.2019 to 09.30.2019

Remit to: LAMTD  
1212 George Jenkins Blvd  
Lakeland, FL 32815  
863-327-1308 O  
863-327-1348 F

To: ElderPoint Ministries  
Attention: Jane Hammond  
ElderPoint Ministries  
1021 Lakeland Hills Blvd.  
2<sup>nd</sup> Floor, Suite 4  
Lakeland, FL 33805  
863-682-7249

Unit #	Product ID	Description	Annual Cost	Quarterly Cost
2012 Dodge Van	Vehicle Insurance	2608	\$2,314	\$578.50
2014 Dodge Van	Vehicle Insurance	6579	\$2,314	\$578.50
2016 Dodge Van	Vehicle Insurance	1862	\$2,347	\$586.75
2016 Dodge Van	Vehicle Insurance	5338	\$2,347	\$586.75
1998 Ford Van	Vehicle Insurance	4522	\$2,202	\$550.50
2008 Ford Van	Vehicle Insurance	5327	\$2,281	\$570.25
2003 Ford Van	Vehicle Insurance	5372	\$2,202	\$550.50
2008 Ford Van	Vehicle Insurance	5329	\$2,281	\$570.25

**Terms & Conditions:** Payable on receipt. Payable to LAMTD

This billing cycle **\$4,572.00**

**DUE \$4,572.00**

INVOICE 2019004

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: AUG 14, 2019  
AGENDA ITEM 7a

Agenda Item:       **September calendar**

Presenter:         Tom Phillips

Recommended  
Action:             Informational

Summary:           Review and summary of events taken place in September.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 1	2	3	4	5	6	7
	Labor Day; United States	10:00am Reroute Phase II Update; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips	Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of every month		8:30am Meeting with the Darby's; 500 S Florida Ave, Suite 520, Lakeland, FL 33801	
	Labor Day Students/Staff	2:00pm Interlocal Agreement review; Tom Phillips	Out of Office	10:00am Out of Office	10:30am Pre-Blackjack meeting; Board room; James Phillips	
	10:00am 1 on 1 with HR; Tom's office ; Tom Phillips		9:00am Scott Franklin Teleconference; 1-877-274-5598; 052012#		11:00am Joint call with Black Jack Media Group; Bridged phone call; Erin Killebrew	
8	9	10	11	12	13	14
	9:30am The Swan Grant; Board Room; Rodney Wetzel	Back to School night (Montessori)	Early Dismissal (Montessori)	5:00pm Tapas night; 1961	Food and Wine- Tiffany	
	10:00am 1 on 1 with HR; Tom's office ; Tom Phillips	8:30am Email Ridership Update to LAMTD Board of Directors	Interim Reports			
		10:00am Reroute Phase II Update; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips	8:30am LAMTD Board Meeting; 1212 George Jenkins Blvd, Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips			
15	16	17	18	19	20	21
	James at FPTA			8:00am GENTS; Warner	Starship	
	No School for Students & Paras/ Staff work Day (McKeel&Montessori)		11:00am Meeting with Public Risk Underwriters of Florida, Inc.	10:00am Update with Aaron and Paul; Operation Office; Tom Phillips	9:00am Memorial Service; James Phillips	
	9:00am 1 on 1 with HR; Tom's office ; Tom Phillips		3:30pm Neal Site visit; 1212 George Jenkins Blvd	10:00am Yearly Grants Meeting; LAMTD Board Room; Rodney Wetzel	2:00pm Warner; Gents: Marshall	
22	23	24	25	26	27	28
	10:00am 1 on 1 with HR; Tom's office ; Tom Phillips	10:00am Reroute Phase II Update; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips	9:00am 9th Annual Mayors Roundtable; Polk State College - Center for Public Safety; 1251 Jim Keene Boulevard, Winter Haven, FL 33880; James Phillips	9:00am 1-on-1 with Marcy; Tom Phillips	9:00am Breakfast w/ Mary Lee	
	11:30am Meeting with Elanor	11:30am Sam Killebrew-Tiger Bay; Bartow Civic Center; 2250 S Floral Ave, Bartow, FL 33830; James Phillips	1:00pm All Trust - Client Exit Meeting; Black and Brew; 205 E Main St, Lakeland, FL 33801; Tom Phillips	2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	10:30am Triennial Follow Meeting; Rodney Wetzel	
		2:00pm Car shuffle; James Phillips			1:00pm Candidate Briefing: Chad McLeod; 231 N. Kentucky Ave. Suite 216, Lakeland, FL 33801; James Phillips	
29	30	Oct 1	2	3	4	5
	1:00pm 1 on 1 with HR; Tom's office ; Tom Phillips	10:00am FW: Lakeland Intermodal Center Project Advisory Committee Meeting; City Commission Conference Room - Third Floor; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips	8:30am 3rd Quarter Meeting	Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of every month		
		10:00am Reroute Phase II Update; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips	2:00pm Meet-up with Citrus Connection ; 1212 George Jenkins Blvd, Lakeland, Florida 33815, United States; Lindsay Zimmerman	2:00pm Electrician	8:00am Plumber	
		7:00pm Poinciana Meeting; Poinciana Library; 101 N Doverplum Ave, Kissimmee, FL 34741; James Phillips		7:00pm Lakeland Democratic Club; Democratic Party office; 1531 S. Combee Rd	10:00am Polk County Legislative Warm-up; Polk State College Center for Public Safety; 1251 Jim Keene Blvd, Winter Haven, FL	

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCTOBER 9, 2019  
AGENDA ITEM #7b

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 August 31, 2019.

Attachments:        Ridership Report.



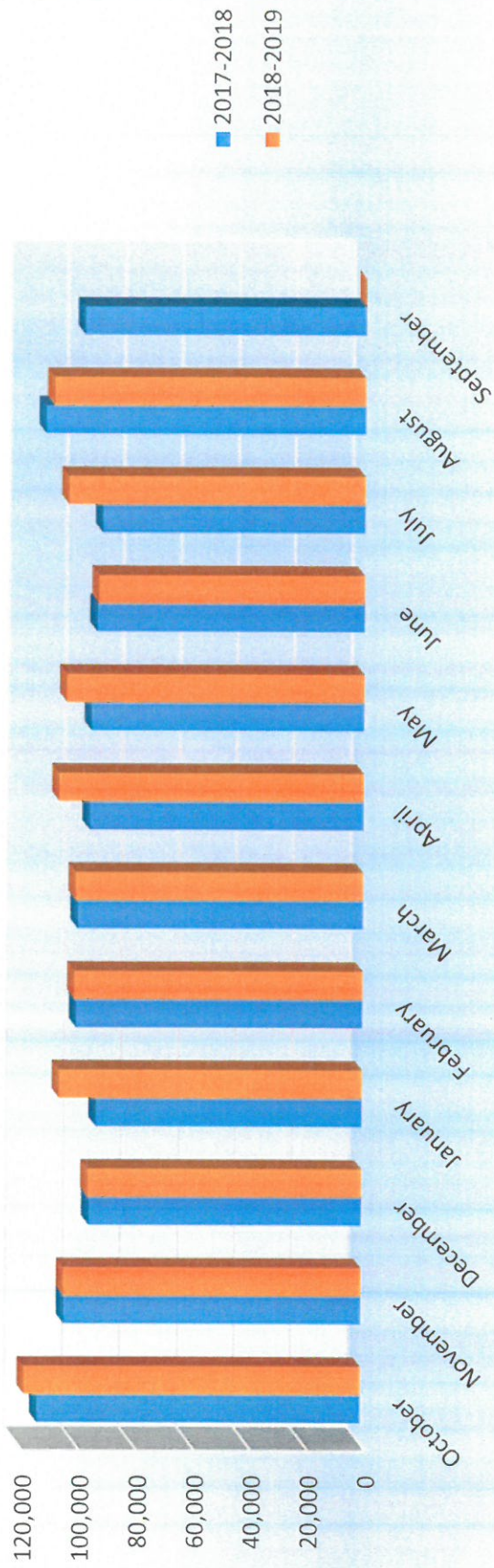
Citrus Connection and PCTS Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	125,714	108,078	113,220	117,763	4%
November	111,028	106,998	104,149	104,192	0%
December	122,018	111,197	95,520	95,813	0%
January	101,190	103,647	93,227	106,078	12%
February	111,486	108,068	100,300	100,900	1%
March	117,618	116,794	99,916	100,594	1%
April	110,754	103,274	95,993	106,578	10%
May	105,362	108,224	95,476	104,034	8%
June	106,252	102,092	93,781	93,028	-1%
July	100,929	98,193	92,042	103,739	12%
August	115,998	118,104	111,898	108,943	-3%
September	109,705	89,794	98,550	0	0%
Totals	1,338,053	1,274,460	1,194,072	1,141,662	4%

Citrus Connection and PCTS Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	7,846	7,071	8,654	9,820	13%
November	6,690	7,002	7,940	8,495	8%
December	7,330	7,014	7,660	8,032	5%
January	7,020	7,521	9,478	8,846	-8%
February	7,027	7,413	9,514	8,559	-13%
March	7,780	8,715	10,469	9,204	-15%
April	7,334	7,757	9,947	9,377	-7%
May	7,431	8,460	9,534	9,801	3%
June	7,548	8,374	8,777	8,784	0%
July	6,846	8,131	8,247	9,502	15%
August	8,166	9,533	9,642	9,455	-2%
September	7,791	6,711	8,437	0	0%
Totals	88,809	93,702	108,299	99,875	0%

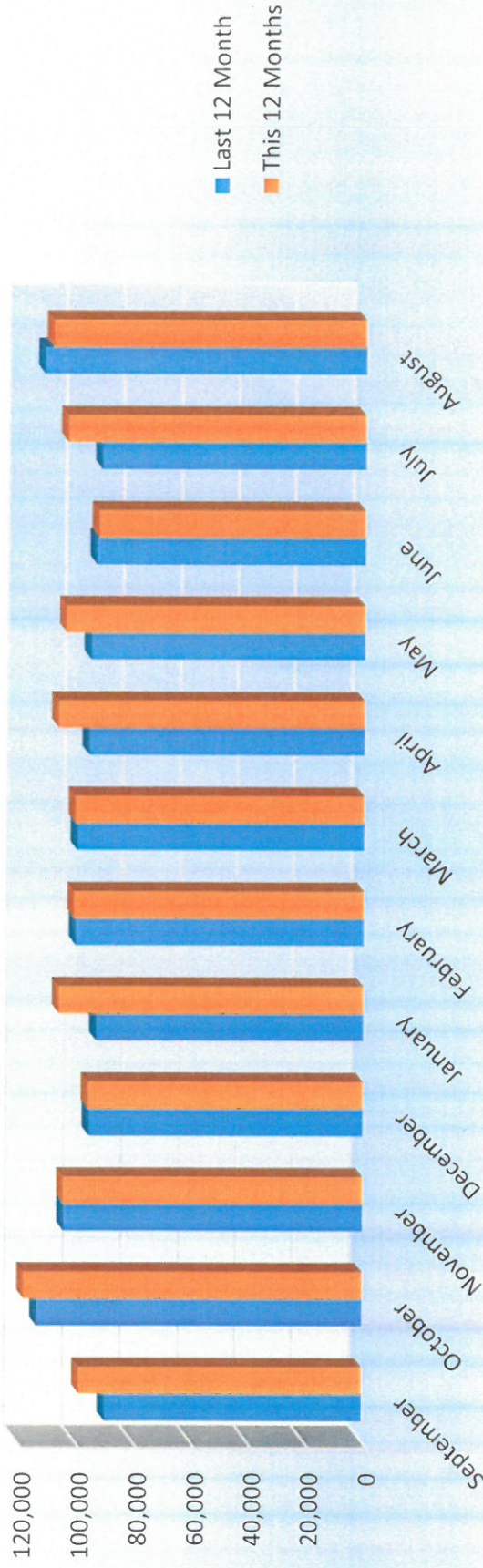
Citrus Connection only Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	83,092	67,636	73,349	74,739	2%
November	73,987	71,083	67,437	66,084	-2%
December	82,287	72,646	60,879	60,217	-1%
January	67,774	70,767	58,830	66,889	11%
February	74,506	71,884	63,140	62,854	0%
March	79,428	78,158	62,897	63,867	1%
April	73,926	67,338	59,873	67,078	11%
May	69,120	72,329	60,039	66,297	9%
June	71,398	67,965	59,754	60,242	1%
July	68,162	66,347	59,884	67,868	12%
August	76,847	79,427	71,375	70,546	-1%
September	72,624	54,155	62,306	0	0%
Totals	893,149	839,734	759,763	726,681	4%

Citrus Connection only Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	4,094	3,229	4,025	4,745	18%
November	3,437	3,252	3,734	3,963	7%
December	3,695	3,154	3,444	3,818	12%
January	3,512	3,507	4,055	4,252	6%
February	3,496	3,505	3,909	4,248	10%
March	3,897	4,040	4,217	4,513	7%
April	3,651	3,694	3,935	4,630	19%
May	3,589	4,060	3,848	4,916	26%
June	3,660	3,880	3,627	4,352	19%
July	3,269	3,681	3,437	4,612	32%
August	3,866	4,306	3,978	4,686	16%
September	3,747	6,039	3,396	0	0%
Totals	43,913	46,347	45,605	48,735	15%

Citrus Connection and PCTS Fixed Route Total Ridership

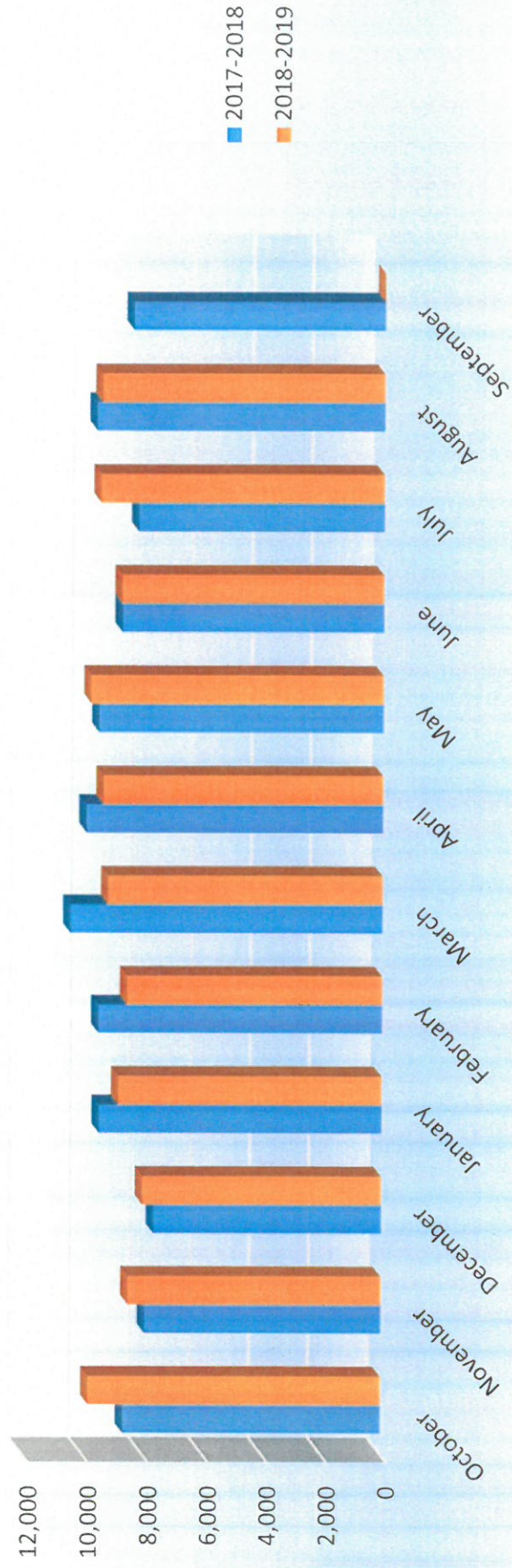


Citrus Connection and PCTS Fixed Over 12 Months

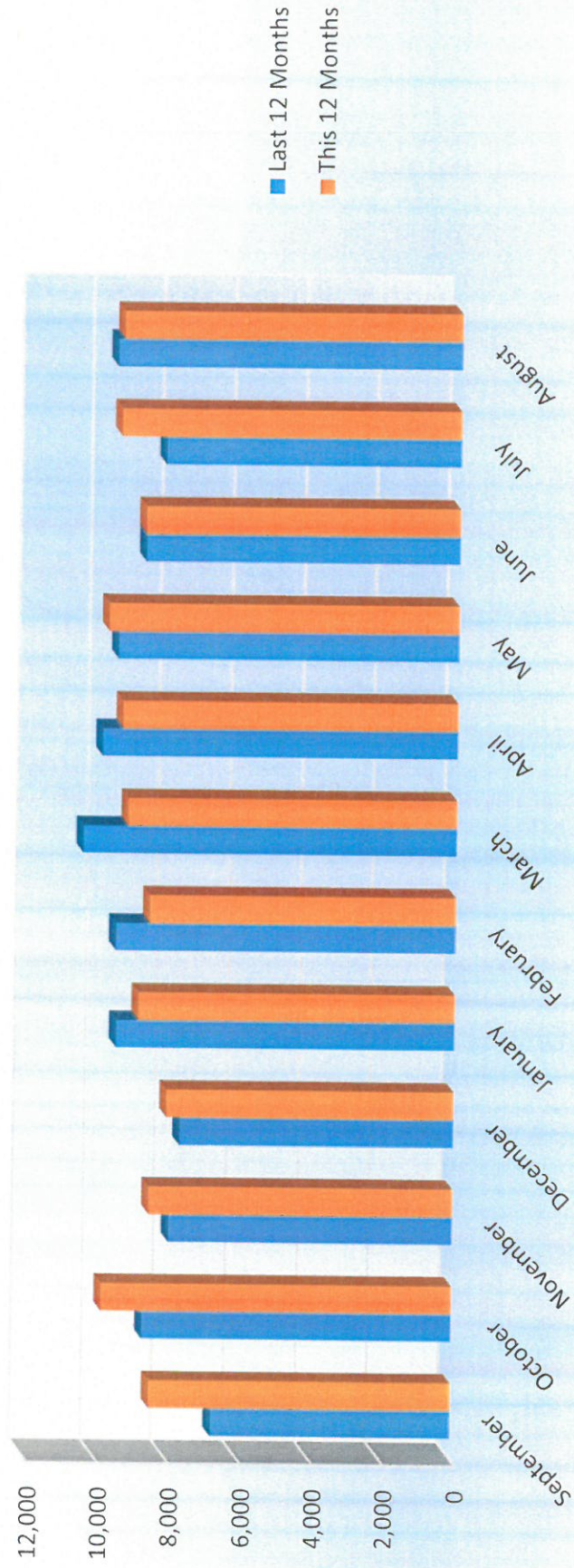




Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



<b>UAP Ridership Totals FY 2019</b>	<b>LAMTD</b>	<b>WHAT</b>	<b>Total</b>
July	13,979	7,335	21,314
August	15,165	8,694	23,859
<b>UAP Ridership 2019</b>	<b>LAMTD</b>	<b>WHAT</b>	<b>Total</b>
<b>Polk State College</b>			
July	1,229	739	1,968
August	2,029	1,259	3,288
<b>LEGOLAND</b>			
July	284	1,308	1,592
August	288	1,319	1,607
<b>South Eastern University</b>			
July	136	14	150
August	129	19	148
<b>COLTS</b>			
July	158	126	284
August	1,199	523	1,722
<b>Veterans</b>			
July	4,080	1,518	5,598
August	4,332	1,665	5,997
<b>Southern Technical College</b>			
July	132	293	425
August	158	337	495
<b>Central Florida Healthcare</b>			
July	1,362	544	1,906
August	1,346	451	1,797
<b>New Beginnings High School</b>			
July	368	398	766
August	1,063	1,699	2,762
<b>LDDA</b>			
July	60	0	60
August	45	0	45
<b>PACE</b>			
July	293	205	498
August	340	153	493
<b>Peace River</b>			
July	3,253	583	3,836
August	3,131	592	3,723
<b>Summer of Safety</b>			
July	2,624	1,607	4,231
August	1,105	677	1,782

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCT 9, 2019  
AGENDA ITEM#8

Agenda Item:      **Other Business**

Presenter:        TBD

Recommended  
Action:            TBD

Summary:         TBD