

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.  
**Wednesday, May 13<sup>th</sup>, 2020, at 8:30 a.m.**

Call to Order	<u>Action Required</u>
1. Approval of March 11, 2020 LAMTD Board Meeting 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
d. Polk County Transit Services Exemption of Pension Liability - Expense	Approval
e. TD Grant Acceptance	Approval
f. Budget revisions to include cost rate	Approval
g. Federal Transit Administration CARES ACT Section 5311, Capital	Approval
h. Federal Transit Administration CARES ACT Section 5311, Operations	Approval
4. Legal / Ben Darby, Esq.	
a. Publix annexation	Approval
b. Swan lake annexation	Approval
c. Ackerman annexation	Approval
d. Park and Ride Transfer	Approval
5. Fleet Maintenance / Joseph Cheney, Director of Fleet Maintenance	
a. FDOT Cutaway Vehicle Transfer	Approval
6. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
b. Essential Workers Recognition	Approval
7. Executive <u>Informational</u> Summary / Tom Phillips	
a. April Calendar	None
b. Ridership and UAP Update	None
8. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 13, 2020  
AGENDA ITEM #1

Agenda Item: Approval of the Mar 11, 2020 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the Mar 11, 2020 LAMTD Meeting  
Minutes

Attachments: Mar 11, 2020 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, March 11<sup>th</sup>, 2020 at 8:30 a.m.

**Directors:**

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

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

8:30 a.m. By Commissioner Hall

**Agenda Item #1 – Approval of the Minutes**

- a. Approval of the February 12, 2019 LAMTD Board Meeting Minutes

[Attachment available]

“Approval of meeting minutes for the month of January”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

None

**Agenda Item #3 – Presentation of the District Independent Audit for FY 2018/2019**

Presentation from Mauldin & Jenkins of the FY 2018/2019 Independent Financial Audit  
“Approval of meeting minutes for the month of January”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley

**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, March 11<sup>th</sup>, 2020 at 8:30 a.m.

**Agenda Item #4 – Finance**

**a. LAMTD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date January 31, 2020  
FY 2019-2020

**Year to Date January 31, 2020**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	33%	\$3,665,010	\$5,210,720	142%	\$11 Million
Expenses YTD	33%	\$3,665,010	\$3,351,220	91%	\$11 Million

**REVENUES:**

The total revenues realized year-to-date through January 31, 2020 totaled \$5.2 million or 142% of the YTD budget.

- Farebox revenues reflect \$141,510 or 72% of YTD budgeted revenues through January 31, 2020.
- Contract revenues totaled \$57,900 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled zero for RAMCO. RAMCO payment of \$93,600 billed in January 2020.
- Ad Valorem taxes reflects \$4.51 million or 93% of budget. The total budgeted revenues are \$4.86 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 \$52,400 in line with 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 \$68,500.
- 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

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
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reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled zero.

- Advertising income reflects \$34,680.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$10,080 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date January 31, 2020  
FY 2019-2020

**EXPENSES:**

The total expenses year-to-date through January 31, 2020 totaled \$3.4 million or 91% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of January 31, 2020, these expenses totaled \$2.0 million or 15% under budget of \$2.4 million a favorable variance.
- Professional and Technical Services expenses totaled \$158,000 of the YTD budget; and over budget due to contract payments for Trapeze.
- Other services expenses totaled \$34,750 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$162,330 YTD, under budget.
- Materials and supplies totaled \$211,360 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are over budget, due to the Florida APTA dues paid in full.
- 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.
- The CRA Payments totaling \$257,706 for Tax Year 2019 is paid.

Other remaining expenses are under the YTD budget through January 31, 2020

**CHANGE IN FINANCIAL CONDITION**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
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Based on the year-to-date budget-to-actual variances through January 31<sup>st</sup> the financials reflect a favorable actual variance of \$1.9 million with 33% of the fiscal year due to collection of property taxes.

	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 January 31, 2020  
Year to Date Report  
Percent of FY Reported (33%)

**Revenues**

- The revenues totaled \$2.61 million or 100% of the year-to-date budget.
- The FTA grants drawdown \$217,000 year-to-date.
- Fare Revenues totaled \$39,100 or 86% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$498,600 and over the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$1.72 million for the for the second of four payments.
- The FDOT Grants drawdown reflects no activity.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$2.24 million or 86% of the year-to-date budget.
- Salaries and wages totaled \$1.19 million or 84% of the YTD Budget
- Operating expenses totaled \$.77 million or 98% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$.278 million or 85% of budget.

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- Capital Expenses shows no activity.

**c. TD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of January 31, 2020  
Year to Date Report  
Percent of FY Reported (58%)  
**State FY July 1, 2019 thru June 30, 2020**

**Revenues**

- The revenues totaled \$861,000 or 99% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$747,100 or 95% of the grants.
- Contract Revenues and other revenues totaled \$32,800.
- The County funding for the match totaled \$81,000 or 93%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$770,200 or 88% of the year-to-date budget.
- Salaries and wages totaled \$536,500 or 94% of the YTD Budget.
- Operating expenses totaled \$233,700 or 76% of the YTD Budget.

**Operating Results**

- Actual Revenues exceeded actual expenses by \$90,800.

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BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
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Lakeland Area Mass Transit District				
Transportation Disadvantage Program				
Period Ending -January, 2020				
Revenue				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
<b>Revenues</b>				
County Match 10%	\$ 149,788	\$ 87,376	\$ 81,116	93%
<b>Contract Revenue</b>	\$ 228	\$ 133	\$ 706	
Adult Day Care		\$ -	\$ 32,046	
<b>FDOT Grants:</b>		\$ -		
CTD Grant -Operat	\$ 1,348,094	\$ 786,388	\$ 747,086	95%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 873,898</b>	<b>\$ 860,955</b>	<b>99%</b>
Expenditure				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 973,780	\$ 568,038	\$536,473	94%
		\$ -		
Operating	\$ 524,330	\$ 305,859	\$ 233,722	76%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 873,898</b>	<b>\$770,195</b>	<b>88%</b>

**d. Travel Trainer Program Grant, Resolution 20-06**

This grant involves a Travel Trainer Program for the purpose of educating Seniors and the Disabled population on how to utilize public transit. The District has been awarded 5310 grant funding in the amount of \$117,113 The grant match is 80/10/10. The sum of \$93,691 will be provided through the FTA with a cash match of \$11,711 provided by the District and \$11,711 provided by the state FDOT.

“Approval of the Resolution as recommended by staff”

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

**MOTION CARRIED UNANIMOUSLY**

**e. State Corridor Grant, Resolution 20-07**

FDOT has allocated funding in the amount of \$756,00 with \$756,000 local funds for a total of \$ 1,512,000 in Fiscal Year 2020 under the State Public Transit Corridor Program for operating expense of a transit corridor service operating along South Florida Avenue and State Road 37, a north/south corridor.

This funding will allow the District to continue the multi-modal travel options reducing traffic congestion in the S.R. 37 (South Florida Avenue) Corridor. High frequency services for buses, with frequencies less than 30 minutes, will continue during peak evening hours.

“Approval of the Resolution as recommended by staff”

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

**MOTION CARRIED UNANIMOUSLY**

**f. Rural Transit 5311 funding, Resolution 08**

This grant provides needed services to citizens in the rural areas of Polk County. The District has been awarded 5311 grant funding in the amount of \$1,968,082 This is a 50/50 match. FTA will provide \$984,041 with in-kind match of \$984,041 to be provided by the County. If awarded this program will be included in the 2020-2021 FY budget

“Approval of the Resolution as recommended by staff”

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

LAKELAND AREA MASS TRANSIT DISTRICT  
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Citrus Connection, Hollingsworth Meeting Room 1212  
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Wednesday, March 11<sup>th</sup>, 2020 at 8:30 a.m.

**MOTION CARRIED UNANIMOUSLY**

**g. Asset Disposal**

The District is proposing the disposal of these items based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1C – Grant Management Guidelines, Chapter II, paragraph 3.f.(4).

The vehicles shall be disposed of through a competitive bid process. Item that cannot be sold will be reassessed and disposed of as scrap, in accordance with the District's Asset Disposal Policies.

“Approve the disposal of five (5) rolling stock, fixed route buses, that have surpassed their useful life in years of service and/or mileage, generating costly repairs or limited usage.”

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

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #5– Legal**

**a. FlixBus Release and Indemnification Agreement**

In consideration of being allowed to have access and utilize the bus stop at the Gow B. Fields Park and Ride lot, located at the intersection of US Highway 98 and Pyramid Parkway for the purposes of boarding and alighting passengers.

“Approve FlixBus Release and Indemnification Agreement.”

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

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #6– Title VI Program Update**

Update and recertification of the Agency's Title VI Program as outlined by 49 CFR Part 21

[Attachment Available]

“Approve Agency's Title VI Program.”

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

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #7– Transit System Update**

Update on the current system of routes in Polk County and the evaluation of their performance.

[Attachment available]

**Agenda Item #8 – Fleet Maintenance**

**a. Purchase of Two Ford Buses T24 Ten Passenger**

Citrus Connection has been awarded a Public Service Development Grant. The purpose of this agreement is to provide two (2) new buses for a new bus circulator route around the SR37 (South Florida Avenue) road diet pilot project. The grant provides a 50/50 match for the cost of the bus not to exceed \$85,273.00.

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The buses are available under the State of Florida TRIPS Procurement Contract #TRIPS-17-CA-FTS-C. These buses will be narrow and only 24 Feet in Length with side loading Wheel Chair Lift, Electronic Front Signs, Avail ITS Sys, 2-way Radios and Bike Racks.

“Approve the Purchase of two 24 Foot Ford /Collins Transit Buses.”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #9– Human Resources**

- a. Policy Update Prohibiting Weapons  
After discussions with employment legal counsel and TWU 525 representation, a consensus about the updates weapons policy was established.

[Attachment available]

“Approve the updated weapon policy.”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

- b. GEM Award  
Award to Charles Reiff for Going the Extra Mile and for his continued acts of professionalism as a former driver now dispatcher in the Bartow Call Center.

**Agenda Item #10 – Executive Director Report**

- a. Agency Updates
  - Ms. Hammond will make payments by March 31<sup>st</sup>
  - Roadshow is starting up again and hope to highlight out latest tech improvements
  - Thank the staff and all the hard work they do
  - Trip out of country to Ecuador
  - Board retreat move to May 13
  - Signage update for East County. Board motioned to vote for the apportionment of funds (1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Sara McCarley) Motion carried unanimously.

**Agenda Item #11 – Executive Director Informational Summary**

- b. February Calendar

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, March 11<sup>th</sup>, 2020 at 8:30 a.m.

[Attachment Available]

c. Ridership and UAP Update

[Attachment Available]

**Agenda Item #12 – Other Business**

Jeffery Bradley – Compliments on the system, complaints for being ignored by the driver and being based up simply because they were not at a physical stop, despite their outward handicap. Did not receive feedback from complaint when they called it in.

Adjournment at 9:44 a.m.

Approved this 8<sup>th</sup> day of April, 2020.

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Chairman – County Commissioner John Hall

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
May 13, 2020  
AGENDA ITEM #2

Agenda Item:       **Public Comments**

Presenter:           TBD

Recommended  
Action:               TBD

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 13, 2020  
AGENDA ITEM #3a

Agenda Item: March 31, 2020 LAMTD Monthly Financial Statement  
FY 2019-20

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 March 31, 2020  
FY 2019-2020

**Year to Date March 31, 2020**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	50%	\$5,497,510	\$5,671,025	103.2%	\$11 Million
Expenses YTD	50%	\$5,497,510	\$4,840,060	88%	\$11 Million

**REVENUES:**

The total revenues realized year-to-date through March 31, 2020 totaled \$5.7 million or 103% of the YTD budget.

- Farebox revenues reflect \$264,890 or 90% of YTD budgeted revenues through March 31, 2020.
- Contract revenues totaled \$71,225 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled zero for RAMCO. RAMCO payment of \$93,600 billed in January 2020. The District with the assistance of legal counsel Ben Darby is assisting in collection.
- Ad Valorem taxes reflects \$4.647million or 96% of budget. The total budgeted revenues are \$4.86 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 \$78,087 in line with 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 \$73,413.
- 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 zero.
- Advertising income reflects \$34,680 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$22,500 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date March 31, 2020  
FY 2019-2020

**EXPENSES:**

The total expenses year-to-date through March 31, 2020 totaled \$4.84 million or 88% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of March 31, 2020, these expenses totaled \$3.02 million or 15% under budget of \$3.55 million a favorable variance.
- Professional and Technical Services expenses totaled \$207,150 of the YTD budget; and over budget due to contract payments for Trapeze.
- Other services expenses totaled \$52,462 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$207,402 YTD, under budget.
- Materials and supplies totaled \$322,063 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- 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.
- The CRA Payments totaling \$257,706 for Tax Year 2019 is paid.

Other remaining expenses are under the YTD budget through March 31, 2020

**CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through March 31<sup>st</sup> the financials reflect a favorable actual variance of \$830,965 with 50% of the fiscal year due to collection of property taxes.

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

\*

	9/30/19	9/30/18	9/30/17	9/30/16	9/30/15
1. Farebox Recovery Ratio (All modes)	10.13%	13.00%	10.04%	13.95%	25.50%
2. Cost per revenue hour	\$116.62	\$108.42	\$106.94	\$104.76	\$89.45
3. Revenue Hours	145,405	146,597	142,189	139,228	103,550
4. Fuel Cost (\$)	\$949,887	\$1,082,166	\$834,971	\$757,485	\$847,360
5. Ridership	1,294,771	1,252,600	1,346,211	1,393,620	1,424,965

\* Total 10.13%, LAMTD 13.37%, PCTS 4.70%



**Citrus Connection**  
LAKELAND AREA MASS TRANSIT DISTRICT

FY 2020  
MONTHLY FINANCIAL STATEMENT

MONTH OF Mar 2020

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 31,873	\$ 49,403	\$ (17,530)	-35%	\$ 264,890	\$ 296,415	\$ (31,525)	-11%	\$ 592,830
Contract Income (UAP)	\$ 11,621	\$ 17,781	\$ (6,160)	-35%	\$ 71,225	\$ 106,685	\$ (35,461)	-33%	\$ 213,370
Other Contract Revenue	\$ -	\$ 7,800	\$ (7,800)	-100%	\$ 93,600	\$ 46,800	\$ 46,800	100%	\$ 93,600
Miscellaneous Income	\$ (33)	\$ 8,167	\$ (8,200)	-100%	\$ 22,499	\$ 49,000	\$ (26,501)	-54%	\$ 98,000
Advertising Revenue	\$ -	\$ 12,000	\$ (12,000)	-100%	\$ 34,680	\$ 72,000	\$ (37,320)	-52%	\$ 144,000
Investment/Interest Income (net)	\$ 9,611	\$ 12,500	\$ (2,889)	-23%	\$ 78,087	\$ 75,000	\$ 3,087	4%	\$ 150,000
Ad Valorum Income, net	\$ 62,360	\$ 404,623	\$ (342,263)	-85%	\$ 4,647,184	\$ 2,427,735	\$ 2,219,449	91%	\$ 4,855,470
FDOT Operating Grant	\$ -	\$ 142,215	\$ (142,215)	-100%	\$ 73,413	\$ 853,290	\$ (779,877)	-91%	\$ 1,706,580
Federal Operating Grant	\$ -	\$ 200,542	\$ (200,542)	-100%	\$ -	\$ 1,203,250	\$ (1,203,250)	-100%	\$ 2,406,500
Cost Recovery	\$ 20,395	\$ 2,167	\$ 18,228	841%	\$ 40,344	\$ 13,000	\$ 27,344	210%	\$ 26,000
City of Lakeland	\$ 15,810	\$ 15,152	\$ 658	4%	\$ 90,548	\$ 90,910	\$ (362)	0%	\$ 181,820
City of Winter Haven	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Bartow Express	\$ -	\$ 1,478	\$ (1,478)	-100%	\$ -	\$ 8,870	\$ (8,870)	-100%	\$ 17,740
PCTS - Support Cost Reimb.	\$ 42,426	\$ 42,426	\$ (0)	0%	\$ 254,555	\$ 254,555	\$ (0)	0%	\$ 509,110
TOTAL REVENUES	\$ 194,062	\$ 916,252	\$ (722,190)	-79%	\$ 5,671,025	\$ 5,497,510	\$ 173,515	3%	\$ 10,995,020
Salaries	\$ 352,561	\$ 413,593	\$ (61,031)	-15%	\$ 2,105,371	\$ 2,481,555	\$ (376,184)	-15%	\$ 4,963,110
Employee Benefits	\$ 152,207	\$ 178,214	\$ (26,008)	-15%	\$ 914,170	\$ 1,069,285	\$ (155,115)	-15%	\$ 2,138,570
Advertising Fees	\$ -	\$ 1,583	\$ (1,583)	-100%	\$ 3,123	\$ 9,500	\$ (6,377)	-67%	\$ 19,000
Professional & Technical Ser	\$ 31,446	\$ 30,564	\$ 882	3%	\$ 207,156	\$ 183,385	\$ 23,771	13%	\$ 366,770
Contract Maintenance Services	\$ 5,685	\$ 10,383	\$ (4,698)	-45%	\$ 35,846	\$ 62,300	\$ (26,454)	-42%	\$ 124,600
Other Services	\$ 3,545	\$ 5,204	\$ (1,659)	-32%	\$ 52,462	\$ 31,225	\$ 21,237	68%	\$ 62,450
Fuel & Lubricants	\$ 25,581	\$ 50,179	\$ (24,598)	-49%	\$ 207,402	\$ 301,075	\$ (93,673)	-31%	\$ 602,150
Freight	\$ 422	\$ 846	\$ (423)	-50%	\$ 3,253	\$ 5,075	\$ (1,822)	-36%	\$ 10,150
Repairs & Maintenance	\$ 8,231	\$ 4,217	\$ 4,014	95%	\$ 16,211	\$ 25,300	\$ (9,089)	-36%	\$ 50,600
Materials & Supplies	\$ 48,060	\$ 54,008	\$ (5,948)	-11%	\$ 322,063	\$ 324,050	\$ (1,987)	-1%	\$ 648,100
Utilities/Telephone	\$ 10,544	\$ 13,183	\$ (2,640)	-20%	\$ 62,878	\$ 79,100	\$ (16,222)	-21%	\$ 158,200
Insurance Expense	\$ 32,685	\$ 35,374	\$ (2,689)	-8%	\$ 196,022	\$ 212,245	\$ (16,223)	-8%	\$ 424,490
Other Corporate Insurance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Dues & Subscriptions	\$ -	\$ 3,700	\$ (3,700)	-100%	\$ 16,392	\$ 22,200	\$ (5,808)	-26%	\$ 44,400
Education/Training/Meeting/Travel	\$ 154	\$ 7,175	\$ (7,021)	-98%	\$ 25,088	\$ 43,050	\$ (17,962)	-42%	\$ 86,100
Service Charges	\$ 775	\$ 1,150	\$ (375)	-33%	\$ 4,960	\$ 6,900	\$ (1,940)	-28%	\$ 13,800
Office Expense	\$ 7,610	\$ 9,408	\$ (1,798)	-19%	\$ 41,969	\$ 56,450	\$ (14,481)	-26%	\$ 112,900
Advertising & Promotions	\$ 1,339	\$ 2,083	\$ (744)	-36%	\$ 3,702	\$ 12,500	\$ (8,798)	-70%	\$ 25,000
Miscellaneous Expenses	\$ 10,676	\$ 4,971	\$ 5,705	115%	\$ 19,929	\$ 29,825	\$ (9,896)	-33%	\$ 59,650
Property Appraiser/Tax Collector Comm	\$ 21,497	\$ 14,262	\$ 7,236	51%	\$ 154,776	\$ 85,570	\$ 69,206	81%	\$ 171,140
LDDA, CRA Contributions	\$ -	\$ 19,270	\$ (19,270)	-100%	\$ 257,706	\$ 115,620	\$ 142,086	123%	\$ 231,240
Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ (31,489)	-56%	\$ 165,581	\$ 340,300	\$ (174,719)	-51%	\$ 680,600
Bad Debt	\$ 24,000.00	\$ 167	\$ 23,833	14300%	\$ 24,000.00	\$ 1,000	\$ 23,000	2300%	\$ 2,000
Restricted Contingency	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL EXPENDITURES	\$ 762,247	\$ 916,252	\$ (154,005)	-17%	\$ 4,840,060	\$ 5,497,510	\$ (657,450)	-12%	\$ 10,995,020
REVENUES (OVER)/UNDER EXPENDITURES	\$ (568,185)	\$ -	\$ (568,185)		\$ 830,965	\$ -	\$ 830,965		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 13, 2020  
AGENDA ITEM #3b

Agenda Item: March 31, 2020 Financials for Polk County Transit Services  
Contract – FY 2019-20

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  
MAY 13, 2020  
AGENDA ITEM #3b

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of March 31, 2020  
Year to Date Report  
Percent of FY Reported (50%)

**Revenues**

- The revenues totaled \$3.362 million or 86% of the year-to-date budget.
- The FTA grants drawdown \$387,580 year-to-date.
- Fare Revenues totaled \$52,200 or 77% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$495,620 and over the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$2.153 million for the for the third of four payments.
- The FDOT Grants drawdown reflects \$224,930 or 42%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$3.234 million or 82% of the year-to-date budget.
- Salaries and wages totaled \$1.796 million or 85% of the YTD Budget
- Operating expenses totaled \$1.073 million or 91% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$365,220 or 75% of budget.
- Capital Expenses shows no activity.

Lakeland Area Mass Transit District  
Financial Statement  
Polk County Contract  
Month of March 2020

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 2,176,676	\$ 1,088,338	\$ 2,153,247	198%
Other Contract Revenue - County	\$ 36,690	\$ 18,345	\$ 48,148	262%
City Contribution	\$ 497,320	\$ 248,660	\$ 495,621	199%
County Contribution - PCTS	\$ 407,220	\$ 203,610	\$ -	0%
Fares	\$ 136,000	\$ 68,000	\$ 52,197	77%
FDOT Block Grants:				
GOV71/G1481 - WHAT/ADA	\$ 643,490	\$ 321,745	\$ -	0%
RURAL AQR07	\$ 1,077,966	\$ 538,983	\$ 224,929	42%
FTA				
FTA 5307 Grant	\$ 2,879,208	\$ 1,439,604	\$ 387,582	27%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 7,854,570	\$ 3,927,285	\$ 3,361,724	86%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,245,240	\$ 2,122,620	\$ 1,795,824	85%
Contract	\$ 980,326	\$ 490,163	\$ 365,215	75%
Operating	\$ 2,361,754	\$ 1,180,877	\$ 1,072,494	91%
Capital	\$ 203,160	\$ 101,580	\$ -	0%
Capital - Loughman Route	\$ 64,090	\$ 32,045	\$ -	0%
Total	\$ 7,854,570	\$ 3,927,285	\$ 3,233,533	82%

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 13, 2020  
AGENDA ITEM #3c

Agenda Item: March 31, 2020 Financials for The Transportation Disadvantaged Program– FY 2019-20

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, 2019 and ends June 30, 2020. 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  
MAY 13, 2020  
AGENDA ITEM #3c

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of March 31, 2020  
Year to Date Report  
Percent of FY Reported (75%)  
**State FY July 1, 2019 thru June 30, 2020**

**Revenues**

- The revenues totaled \$1.08 million or 96% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$942,800 or 93% of the grant.
- Contract Revenues and other revenues totaled \$40,520.
- The County funding for the match totaled \$99,400 or 88%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$929,400 or 83% of the year-to-date budget.
- Salaries and wages totaled \$691,400 or 95% of the YTD Budget.
- Operating expenses totaled \$238,000 or 61% of the YTD Budget.

**Operating Results**

- Actual Revenues exceeded actual expenses by \$153,300.

**Lakeland Area Mass Transit District  
Transportation Disadvantage Program  
Period Ending -March, 2020**

**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	\$ 112,341	\$ 99,392	88%
<b>Contract Revenue</b>	\$ 228	\$ 171	\$ 808	
Adult Day Care		\$ -	\$ 39,710	
<b>FDOT Grants:</b>		\$ -		
CTD Grant -Operating	\$ 1,348,094	\$ 1,011,071	\$ 942,838	93%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 1,123,583</b>	<b>\$ 1,082,748</b>	<b>96%</b>

**Expenditure**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Total YTD</b>
Labor	\$ 973,780	\$ 730,335	\$691,442	95%
		\$ -		
Operating	\$ 524,330	\$ 393,248	\$ 238,006	61%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 1,123,583</b>	<b>\$929,448</b>	<b>83%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 13, 2020  
AGENDA ITEM #3d

Agenda Item: Polk County Transit Services Audit September 30, 2019  
Exemption of Pension Liability - Expense

Presenter: Tom Phillips, Executive Director

Recommended  
Action: Recommend the District exempt Polk County the 9/30/2019  
Audit Pension Liability in the amount of \$475,906

Summary: The attached report is a summary of the audited financial operations for the Polk County Agreement for Transit Services through September 30, 2019. The issue is to address the accrued Pension Liability resulting in allocated Pension Expenses totaling \$475,906.

The County raised several questions on the September 30, 2018 Audit and the reason for the accrued expenses. Since the District is mandated to use accrual basis of accounting as required for all Enterprise Fund Accounting by GAAP and GASB there is no exception to exclude the recording of the liability.

This request is a one-time exemption in light of the September 30, 2018 Audit and the County Staff Position. The other remaining expenses totaling \$59,018 (total shortfall \$652,191 less Pension Liability \$475,906 less the CIP funds remaining \$117,267) will be billed to the County.

Attachments: Financial Analysis Report



1212 GEORGE JENKINS BLVD., LAKE LAND, FL 33815 | 855-POLKBUS (765-5287) | WWW.RIDECITRUS.COM

Date: March 2, 2020  
To: Tom Phillips, Executive Director  
From: David Persaud, CFO  
Subject: Polk County Intergovernmental Agreement for Transit Services  
FYE September 30, 2019 Financial Report - Audit

The District Auditor Mauldin & Jenkins CPA's have completed the Independent Audit for fiscal year ending September 30, 2019. The Polk County (Fund 5) Financial Summary is presented below.

The actual expenses exceeded the actual revenues by \$652,191

Operating Revenues \$6,541,568

Operating Expenses \$7,193,759

Revenues under Expense (\$ 652,191)

**Revenues:**

The budgeted Operating Revenues and the actual revenues are presented below:

Budgeted Revenues \$6,780,020

Actual Revenues \$6,541,568

Shortfall (\$238,452)

In analyzing the revenues, the FTA Section 5307 Grant Revenues were \$276,416 under budget. This is due to the fact that the County Operations are allocated 20 percent for preventive maintenance expenses (for buildings, facilities and fleet operation expenses). The District could only identify and bill the actual expenses related to this function leaving this shortfall.

Other Revenues, Fares and the Mid-Florida Contract for transportation came in under budget. The net results for revenues is a shortfall of \$238,452.

**Operational Expenses:**

The actual operating expenses totaled \$7,193,759 compared to Budget Expenses of \$6,780,020. The net result is an unfavorable variance of \$413,739 presented below:

Budgeted Expenses:	\$6,780,020
Actual Expenses:	<u>\$7,193,759</u>
Shortfall:	(\$413,739)

The total shortfall of \$652,191 is primarily due to the Accrued Pension Expense from the FRS Actuarial Report and Financials.

The revenues under expenses for the fiscal year of \$652,191 is due to the revenue shortfall of \$238,452 and the expenses over budget of \$413,739.

The Budget is an estimate of projected revenues and planned expenses. The Pension Expense from the Pension Liability accrual is not a budgeted expense. Therefore, the District has a shortfall of \$652,191.

**The component of the shortfall:**

<b><u>Revenues</u></b>	<b>\$</b>
(1) Revenues under budget:	(\$238,452)
<b><u>Expenses:</u></b>	
Labor under budget:	\$169,054
Operating expenses under budget:	\$196,042
Contract expenses over budget:	<u>(\$420,196)</u>
Subtotal:	(\$ 55,100)
Pension Liability:	<u>(\$475,906)</u>
Subtotal:	(\$531,006)
CIP Carryover	<u>117,267</u>
(2) Sub-Total – Expenses over budget	(\$413,739)
Net Shortfall (1 & 2):	<u>\$652,191</u>

**Attachments:**

- (1) Budget to actual Financials
- (2) Audited Financial Statement Summary

cc: Ben Darby and Tim Darby

Lakeland Area Mass Transit District  
Financial Statement  
Polk County Contract - Budget to Actual  
Audited Report for September 30, 2019

**Revenue**

	Annual Budget	YTD Actual	Variance
<b>Revenues</b>			
County Match	\$ 1,960,700	\$ 1,960,704	\$ (4)
Other Contract Revenue - County <sup>(5)</sup>	\$ 191,600	\$ 78,118	\$ 113,482
City Contribution	\$ 393,040	\$ 413,979	\$ (20,939)
County Contribution - PCTS	\$ 76,378	\$ 78,378	\$ (2,000)
Fares	\$ 150,000	\$ 133,020	\$ 16,980
<b>FDOT Block Grants:</b>			
GOV71/G1481 - WHAT/ADA	\$ 575,600	\$ 661,675	\$ (86,075)
RURAL GOi79 <sup>(1)</sup>	\$ 913,000	\$ 972,408	\$ (59,408)
<b>FTA</b>			
FTA 5307 Grant <sup>(2)</sup>	\$ 2,262,076	\$ 1,985,660	\$ 276,416
<b>SUBTOTALS</b>	<b>\$ 6,522,394</b>	<b>\$ 6,283,942</b>	<b>\$ 238,452</b>
Capital Contributions - County	\$ 257,626	\$ 257,626	\$ -
<b>GRAND TOTAL</b>	<b>\$ 6,780,020</b>	<b>\$ 6,541,568</b>	<b>\$ 238,452</b>

**Expenses**

	Annual Budget	YTD Actual	Variance
Labor	\$ 3,973,664	\$ 3,804,610	\$ 169,054
Contract <sup>(1)</sup>	\$ 594,000	\$ 1,014,196	\$ (420,196)
Operating	\$ 1,954,730	\$ 1,758,688	\$ 196,042
FRS Expense for FY 2019 <sup>(3)</sup>	\$ -	\$ 475,906	\$ (475,906)
<b>SUBTOTALS</b>	<b>\$ 6,522,394</b>	<b>\$ 7,053,400</b>	<b>\$ (531,006)</b>
Capital <sup>(4)</sup>	\$ 257,626	\$ 140,359	\$ 117,267
<b>GRAND TOTAL</b>	<b>\$ 6,780,020</b>	<b>\$ 7,193,759</b>	<b>\$ (413,739)</b>

**FOOTNOTES:**

- 1). The over budget amount of \$420,196 is funded with the Rural - GOi79 Grant.
- 2). Variance of \$276,416 is due to preventative maintenance costs not received due to insufficient expenses.
- 3). FRS Pension Accrual (expense is not budgeted). This is an annual year end accrual per GASB 68.
- 4). The Capital balance of \$117,267 will carry forward in FY 2019-2020 for County Capital related expenses.
- 5). This revenue is for the projected Mid-Florida Nutrition Center Services.

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LAKELAND AREA MASS TRANSIT DISTRICT

**SCHEDULE OF REVENUES AND EXPENSES  
POLK COUNTY TRANSIT SERVICES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

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<b>Operating Revenues</b>	<b><u>2019</u></b>
Operating Federal Grant	1,985,660
Operating Grants FDOT	1,634,083
City Contribution	413,979
Fares	211,138
PCTS	2,296,708
<b>Total Operating Revenue</b>	<b><u>6,541,568</u></b>
<b>Operating Expenses</b>	
Labor Expenses	\$ 4,280,516
Contract Expenses	1,014,196
Operating Expenses	1,899,048
<b>Operating Expenses</b>	<b><u>\$ 7,193,759</u></b>
<b>Net Increase (Decrease) Revenue &amp; Expenses</b>	<b><u>\$ (652,191)</u></b>
<b>Capital Expenses</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b><u>\$ 7,193,759</u></b>
<b>Net Increase (Decrease) in Revenue over (under) expenses</b>	<b><u>\$ (652,191)</u></b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM #3e

Agenda Item:       **FY 2020-21 Florida Commission for Transportation Disadvantaged Grant Application for Trips and Equipment and corresponding Resolution # 20-14**

Presenter:           David Persaud, CFO

Recommended  
Action:               Recommend Approval of Grant Submission and subsequent award for the period of July 1<sup>st</sup>, 2020 through June 30<sup>th</sup>, 2021

Summary:            The State Commission for the Transportation Disadvantaged administers the State Transportation Disadvantaged Trust Fund. The primary purpose of the trust fund is to provide transportation for transportation disadvantaged county residents who have no other means of transportation or are not sponsored for that need by any other available funding source.

Funding:            The total amount of the requested funds is \$1,483,248. The CTD will fund \$1,334,687 through grant funds and \$148,229 will be budgeted into the County's transit budget

Attachments:        Resolution and Application

**AUTHORIZING RESOLUTION #20-14  
FOR  
TRANSPORTATION DISADVANTAGED TRUST FUND**

A RESOLUTION of the Lakeland Area Mass Transit District (Recipient), hereinafter BOARD, hereby authorizes the execution of a Transportation Disadvantaged Trust Fund Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes the Tom Phillips, Executive Director to execute the grant agreement on behalf of the BOARD with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD authorizes the Tom Phillips, Executive Director to sign any and all agreements or contracts which are required in connection with the grant agreement.
5. The BOARD authorizes the Tom Phillips, Executive Director to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

DULY PASSED AND ADOPTED THIS DAY OF: \_\_\_\_\_

Lakeland Area Mass Transit District

\_\_\_\_\_  
John Hall

\_\_\_\_\_  
Signature of Chairperson

ATTEST: Ben Darby

BY: \_\_\_\_\_  
Attorney

**Commission for the Transportation Disadvantaged  
Trip & Equipment Grant Allocations  
FY 2020-2021**

	Trip & Equipment Grant			Voluntary Dollar			Hold Harmless			
County	Allocation	Local Match (10%)	Total Funds	Funding	Local Match (10%)	Total Funds	Funding	Local Match (10%)	Total Funds	2020-21 Total Funds
Alachua	\$650,821	\$72,313	\$723,134	\$51	\$6	\$57	\$0	\$0	\$0	\$723,191
Baker	\$227,942	\$25,327	\$253,269	\$37	\$4	\$41	\$31,112	\$3,457	\$34,569	\$253,310
Bay	\$463,681	\$51,520	\$515,201	\$22	\$2	\$24	\$0	\$0	\$0	\$515,225
Bradford	\$133,697	\$14,855	\$148,552	\$3	\$0	\$3	\$90,639	\$10,071	\$100,710	\$148,555
Brevard	\$1,580,812	\$175,646	\$1,756,458	\$181	\$20	\$201	\$0	\$0	\$0	\$1,756,659
Broward	\$4,593,446	\$510,383	\$5,103,829	\$464	\$52	\$516	\$0	\$0	\$0	\$5,104,345
Calhoun	\$201,090	\$22,343	\$223,433	\$0	\$0	\$0	\$2,764	\$307	\$3,071	\$223,433
Charlotte	\$397,085	\$44,121	\$441,206	\$17	\$2	\$19	\$84,622	\$9,402	\$94,024	\$441,225
Citrus	\$417,128	\$46,348	\$463,476	\$37	\$4	\$41	\$121,973	\$13,553	\$135,526	\$463,517
Clay	\$429,849	\$47,761	\$477,610	\$71	\$8	\$79	\$121,800	\$13,533	\$135,333	\$477,689
Collier	\$910,350	\$101,150	\$1,011,500	\$93	\$10	\$103	\$0	\$0	\$0	\$1,011,603
Columbia	\$352,353	\$39,150	\$391,503	\$12	\$1	\$13	\$0	\$0	\$0	\$391,516
DeSoto	\$231,978	\$25,775	\$257,753	\$0	\$0	\$0	\$0	\$0	\$0	\$257,753
Dixie	\$210,456	\$23,384	\$233,840	\$1	\$0	\$1	\$0	\$0	\$0	\$233,841
Duval	\$1,660,767	\$184,530	\$1,845,297	\$442	\$49	\$491	\$166,123	\$18,458	\$184,581	\$1,845,788
Escambia	\$691,065	\$76,785	\$767,850	\$106	\$12	\$118	\$0	\$0	\$0	\$767,968
Flagler	\$307,681	\$34,187	\$341,868	\$83	\$9	\$92	\$109,398	\$12,155	\$121,553	\$341,960
Franklin	\$179,455	\$19,939	\$199,394	\$0	\$0	\$0	\$4,481	\$498	\$4,979	\$199,394
Gadsden	\$397,029	\$44,114	\$441,143	\$24	\$3	\$27	\$13,887	\$1,543	\$15,430	\$441,170
Gilchrist	\$120,511	\$13,390	\$133,901	\$0	\$0	\$0	\$58,857	\$6,540	\$65,397	\$133,901
Glades	\$224,145	\$24,905	\$249,050	\$0	\$0	\$0	\$1,457	\$162	\$1,619	\$249,050
Gulf	\$198,935	\$22,104	\$221,039	\$0	\$0	\$0	\$19,503	\$2,167	\$21,670	\$221,039
Hamilton	\$160,778	\$17,864	\$178,642	\$0	\$0	\$0	\$7,395	\$822	\$8,217	\$178,642
Hardee	\$241,643	\$26,849	\$268,492	\$0	\$0	\$0	\$5,470	\$608	\$6,078	\$268,492
Hendry	\$366,927	\$40,770	\$407,697	\$2	\$0	\$2	\$0	\$0	\$0	\$407,699
Hernando	\$360,906	\$40,101	\$401,007	\$20	\$2	\$22	\$129,074	\$14,342	\$143,416	\$401,029
Highlands	\$467,885	\$51,987	\$519,872	\$23	\$3	\$26	\$0	\$0	\$0	\$519,898
Hillsborough	\$2,043,758	\$227,084	\$2,270,842	\$186	\$21	\$207	\$142,626	\$15,847	\$158,473	\$2,271,049
Holmes	\$215,050	\$23,894	\$238,944	\$0	\$0	\$0	\$44,422	\$4,936	\$49,358	\$238,944
Indian River	\$371,401	\$41,267	\$412,668	\$22	\$2	\$24	\$45,941	\$5,105	\$51,046	\$412,692
Jackson	\$442,520	\$49,169	\$491,689	\$27	\$3	\$30	\$0	\$0	\$0	\$491,719
Jefferson	\$206,852	\$22,984	\$229,836	\$4	\$0	\$4	\$8,799	\$978	\$9,777	\$229,840
Lafayette	\$154,293	\$17,144	\$171,437	\$0	\$0	\$0	\$9,059	\$1,007	\$10,066	\$171,437
Lake	\$734,191	\$81,577	\$815,768	\$111	\$12	\$123	\$51,247	\$5,694	\$56,941	\$815,891
Lee	\$930,039	\$103,338	\$1,033,377	\$680	\$76	\$756	\$344,300	\$38,256	\$382,556	\$1,034,133
Leon	\$547,783	\$60,865	\$608,648	\$121	\$13	\$134	\$0	\$0	\$0	\$608,782
Levy	\$413,817	\$45,980	\$459,797	\$22	\$2	\$24	\$0	\$0	\$0	\$459,821
Liberty	\$267,952	\$29,772	\$297,724	\$0	\$0	\$0	\$0	\$0	\$0	\$297,724
Madison	\$238,041	\$26,449	\$264,490	\$0	\$0	\$0	\$0	\$0	\$0	\$264,490
Manatee	\$651,551	\$72,395	\$723,946	\$115	\$13	\$128	\$96,415	\$10,713	\$107,128	\$724,074
Marion	\$854,091	\$94,899	\$948,990	\$95	\$11	\$106	\$0	\$0	\$0	\$949,096
Martin	\$324,301	\$36,033	\$360,334	\$49	\$5	\$54	\$65,126	\$7,236	\$72,362	\$360,388
Miami-Dade	\$6,951,485	\$772,387	\$7,723,872	\$1,333	\$148	\$1,481	\$0	\$0	\$0	\$7,725,353
Monroe	\$371,023	\$41,225	\$412,248	\$40	\$4	\$44	\$0	\$0	\$0	\$412,292
Nassau	\$316,009	\$35,112	\$351,121	\$9	\$1	\$10	\$0	\$0	\$0	\$351,131
Okaloosa	\$567,105	\$63,012	\$630,117	\$56	\$6	\$62	\$0	\$0	\$0	\$630,179
Okeechobee	\$243,040	\$27,004	\$270,044	\$0	\$0	\$0	\$0	\$0	\$0	\$270,044
Orange	\$2,455,686	\$272,854	\$2,728,540	\$795	\$88	\$883	\$551,457	\$61,273	\$612,730	\$2,729,423
Osceola	\$1,094,660	\$121,629	\$1,216,289	\$4	\$0	\$4	\$0	\$0	\$0	\$1,216,293
Palm Beach	\$3,129,588	\$347,732	\$3,477,320	\$965	\$107	\$1,072	\$617,276	\$68,586	\$685,862	\$3,478,392
Pasco	\$722,131	\$80,237	\$802,368	\$166	\$18	\$184	\$155,736	\$17,304	\$173,040	\$802,552
Pinellas	\$3,632,904	\$403,656	\$4,036,560	\$190	\$21	\$211	\$114,242	\$12,694	\$126,936	\$4,036,771
Polk	\$1,334,687	\$148,299	\$1,482,986	\$236	\$26	\$262	\$0	\$0	\$0	\$1,483,248
Putnam	\$428,717	\$47,635	\$476,352	\$52	\$6	\$58	\$0	\$0	\$0	\$476,410
Saint Johns	\$533,571	\$59,286	\$592,857	\$114	\$13	\$127	\$79,662	\$8,851	\$88,513	\$592,984
Saint Lucie	\$566,748	\$62,972	\$629,720	\$27	\$3	\$30	\$217,382	\$24,154	\$241,536	\$629,750
Santa Rosa	\$432,546	\$48,061	\$480,607	\$23	\$3	\$26	\$0	\$0	\$0	\$480,633
Sarasota	\$895,536	\$99,504	\$995,040	\$181	\$20	\$201	\$392,236	\$43,582	\$435,818	\$995,241
Seminole	\$911,879	\$101,320	\$1,013,199	\$192	\$21	\$213	\$54,511	\$6,057	\$60,568	\$1,013,412
Sumter	\$294,050	\$32,672	\$326,722	\$22	\$2	\$24	\$122,471	\$13,608	\$136,079	\$326,746
Suwannee	\$247,175	\$27,464	\$274,639	\$1	\$0	\$1	\$0	\$0	\$0	\$274,640
Taylor	\$312,431	\$34,715	\$347,146	\$6	\$1	\$7	\$0	\$0	\$0	\$347,153
Union	\$97,857	\$10,873	\$108,730	\$0	\$0	\$0	\$86,574	\$9,619	\$96,193	\$108,730
Volusia	\$1,251,951	\$139,106	\$1,391,057	\$61	\$7	\$68	\$146,828	\$16,314	\$163,142	\$1,391,125
Wakulla	\$210,946	\$23,438	\$234,384	\$1	\$0	\$1	\$0	\$0	\$0	\$234,385
Walton	\$406,542	\$45,171	\$451,713	\$2	\$0	\$2	\$0	\$0	\$0	\$451,715
Washington	\$234,113	\$26,013	\$260,126	\$2	\$0	\$2	\$7,061	\$785	\$7,846	\$260,128
<b>TOTALS</b>	<b>\$52,216,435</b>	<b>\$5,801,828</b>	<b>\$58,018,263</b>	<b>\$7,596</b>	<b>\$840</b>	<b>\$8,436</b>	<b>\$4,321,925</b>	<b>\$480,217</b>	<b>\$4,802,142</b>	<b>\$58,026,699</b>

Florida Commission for the



**Transportation  
Disadvantaged**

FISCAL YEAR 2020-21  
PROGRAM MANUAL AND APPLICATION INSTRUCTIONS  
FOR THE  
TRIP & EQUIPMENT GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

<http://ctd.fdot.gov/>

# INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (Commission), pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the Commission in carrying out its legislative responsibilities. The trust fund is appropriated by the Legislature annually from revenues collected from vehicle registrations and voluntary contributions. The Trip & Equipment Grant program was established to provide opportunities for transportation disadvantaged citizens to obtain access to transportation for daily living needs. These grant funds are for the specific purpose of funding a portion of passenger trips provided to eligible transportation disadvantaged individuals. Grantees must provide service before seeking payment.

This manual contains information regarding the Transportation Disadvantaged Trip & Equipment Grant Program administered by the Commission. Its purpose is to provide program guidance to Community Transportation Coordinators (CTCs) when planning and implementing transportation disadvantaged services and purchasing equipment under this program.

This manual is divided into two parts: Program Requirements and the Grant Application Instructions and Forms.

# **PART I**

## **TRIP & EQUIPMENT GRANT PROGRAM REQUIREMENTS**

This part of the manual contains requirements of the Trip & Equipment Grant.

### **1. ELIGIBILITY INFORMATION**

#### **A. Eligible Recipients**

For this grant cycle, an eligible recipient is any current Commission approved CTC who has an executed Memorandum of Agreement (MOA) and Transportation Disadvantaged Service Plan (TDSP). The recipient of these funds will be referred to as the Grantee.

#### **B. Allowable Expenditures**

The grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of funding a portion of passenger trips provided to eligible transportation disadvantaged individuals or for purchase of equipment to be utilized in the designated service area. The Trip & Equipment Grant funds are to be expended and utilized in accordance with Chapter 427, Florida Statutes; Rule 41-2, Florida Administrative Code; Commission policies; the grant agreement; and this grant manual.

The Grantee shall not use grant funds to supplant or replace funding of transportation disadvantaged services that are currently funded by any federal, state, or local governmental agency. The grant funds shall not be used as a system subsidy to cover other operating costs or deficits.

The following is a detailed description of the two areas for which these grant funds may be utilized.

**(1) Trips:** A trip is a one-way trip for an eligible individual who meets the local qualifications to receive transportation services funded by the TDTF. These trips are coordinated by the Grantee and can be provided by any conveyance, either publicly or privately owned. These trips originate and/or end in the Grantee's service area for the purpose of health care, shopping, education, employment, recreation, or other life sustaining activities. There shall be an approved eligibility application for each rider who receives a trip or bus pass). In addition, documentation which supports the eligibility determination shall be maintained by the Grantee as part of the rider's eligibility file. This documentation shall be made available upon request by CTD Staff or designee.

Personal care attendants (PCAs), escorts, and companions of eligible individuals are not an eligible expense. However, they are recognized as a cost of doing business and should be accounted for when determining a rate structure.

**(2) Capital Equipment:** Capital equipment is any equipment used to maintain or provide improved or expanded transportation services to the transportation disadvantaged and is utilized within the Grantee's coordinated system.

Eligible capital equipment may include, but is not limited to:

- a. Paratransit vehicles, including small buses, vans, or sedans;
- b. Wheelchair lifts, ramps, restraints, or other safety equipment;
- c. Two-way radios and communications equipment (TDD -Telecommunications Device for the Deaf), cell phones, excluding annual service contracts;
- d. Computer hardware/software;
- e. Support equipment, other than items specifically identified in this section, above \$500 per piece;
- f. Vehicle procurement, testing, acceptance inspection, and vehicle rehabilitation when the rehabilitation extends the life of the vehicle one year beyond the original expectancy; or
- g. Initial installation or set-up costs of any of the above items.

Capital equipment does not include the acquisition, construction, or improvement of facilities. In addition, funding cannot be used for extended warranties or maintenance or service agreements beyond those included with the initial purchase of the capital equipment.

## **2. GRANT FUNDING**

For FY2020-21, the Commission will provide the same level of allocated funds distributed to each CTC for the FY2019-20. The voluntary dollars will still be provided based on actual receipt of voluntary dollar contributions for each county. This should provide adequate time for the Commission to finalize an equitable funding allocation formula based on the results of the formula allocation study and feedback received from stakeholder workshops.

A maximum of twenty-five percent (25%) of the total Trip & Equipment Grant project budget can be used for the purchase of capital expenditures. Voluntary dollar contributions cannot be used to fund capital equipment.

### **LOCAL MATCH REQUIREMENT**

All match funding must be documented, reasonable, necessary, and related to this project.

- (1) Trip & Equipment Match - This grant program provides ninety-percent (90%) funding and requires a ten-percent (10%) local cash match generated from local sources. No state or federal government revenues are acceptable as local match.

Examples of cash generated from local sources include local appropriations, dedicated tax revenues, private donations, net income generated from advertising and concessions, contract revenues, and farebox revenues.

- (2) Voluntary Dollar Contribution Match - A ten-percent (10%) local cash or in-kind match for the voluntary dollar contributions is required. All in-kind match used as a funding mechanism must be equivalent to a cash value and be documented, reasonable, necessary, and related to this project.

Examples of in-kind match that are acceptable to the Commission include non-cash donations, volunteered services, or salaries and fringe benefits. Any service provided with State or Federal government revenues is not accepted as in-kind match.

#### FUNDING PARTICIPATION FORMULA

	Allocation for Trip & Equipment Grant	Voluntary dollar contribution
State	90%	90%
Local cash match	10%	
Local cash or in-kind match		10%
TOTAL	100%	100%

### **3. GRANT APPROVAL**

All grants are subject to approval by the Commission or its designee. Once documentation of capital equipment needs, rate model calculation spreadsheets, fixed route service rates (bus passes), and other information is confirmed, a grant agreement will be forwarded to the Grantee for execution.

Costs incurred prior to the effective date of the grant agreement execution cannot be charged to the project, nor will the Commission give retroactive grant agreement execution. Costs incurred by the Grantee to prepare and file this agreement are not eligible project costs.

### **4. INVOICING**

Invoices for Transportation Disadvantaged Trust Funds will not be honored until the grant agreement has been executed by both the Commission and the Grantee, and is on file at the Commission office. Funds will be expended at the fare structure contained in the approved Transportation Disadvantaged Service Plan and Exhibit B of the grant for the particular type or mode of service. Invoices related to this grant agreement shall be completed in accordance with the Commission's most current Invoicing Procedures for the Provision of Transportation and Capital Equipment.

### **5. CAPITAL EQUIPMENT ADDITIONAL INFORMATION**

All capital equipment purchases made with funds from the Transportation Disadvantaged Trust Fund shall be reviewed by the Local Coordinating Board (LCB) prior to grant execution. Equipment purchased shall meet or exceed any applicable Commission

accepted minimum specifications. The Commission accepts any specifications by any local, state, or federal government department.

If the Grantee decides to purchase vehicles or other equipment after the date of the Agreement, the Grantee must submit a request to the Commission to consider amending the grant to include such equipment. In addition, the Grantee shall provide documentation of the LCB's review prior to execution of the amendment such as an amended application reflecting capital or LCB meeting minutes. Such amendments should be submitted timely to ensure the capital equipment will be purchased and received prior to the grant expiration date.

All vehicles purchased with Transportation Disadvantaged Funds shall be titled to the Grantee, with a lien to the Florida Commission for the Transportation Disadvantaged.

Grantees who intend to utilize project vehicles for demand response services should ensure that such services offered to individuals with disabilities, including individuals who use wheelchairs, are equivalent to the level and quality of service offered to individuals without disabilities.

The Grantee may only purchase vehicles with Transportation Disadvantaged Trust Funds that the Grantee actually uses to transport eligible transportation disadvantaged passengers in the coordinated system. The Grantee shall notify the Commission in writing of any lease or assignment of operational responsibility of project vehicles and equipment to third-parties.

The Commission shall retain a majority of the interest in all capital equipment until the useful life of such equipment, as defined by the Commission's Capital Equipment Policy, has been expended. At that time, the Grantee may dispose of such equipment with the written permission of the Commission in accordance with the Commission's Capital Equipment Procedures.

Grantees are required to insure vehicles in accordance with requirements of Chapter 427, F.S. Each vehicle or other capital equipment purchase must have insurance coverage for liability, collision, or other property loss. The Commission must be made an additional insured for liability policies and the loss payee for collision or property insurance coverage.

The Commission may, after consultation with the Grantee and LCB, transfer any equipment purchased under this grant at such time that it deems the equipment to be underutilized or that it is not being operated for its intended purpose.

Prescribed inspection schedules, published by the equipment manufacturer(s), shall be adhered to and appropriately documented to protect the equipment warranties. Preventative maintenance inspection checklists, work (or repair) order which adequately records labor actions, parts replaced, consumables added and any sub-contracted repairs are considered essential records for documentation. The eligible Grantee will be responsible for maintenance of software.

## **PART II**

### **TRIP & EQUIPMENT GRANT**

### **APPLICATION INSTRUCTIONS AND FORMS**

#### **GENERAL INSTRUCTIONS**

Presented in this part are specific instructions on the preparation of the grant application forms. Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission at (850) 410-5700.

- A. A complete application package shall be submitted to the Commission and shall consist of the following forms and documents:
- Trip & Equipment Grant Application,
  - Service Rates Form,
  - Authorizing Resolution,
  - Standard Assurances,
  - A blank copy of the CTC's current rider eligibility application for TDTF services, and,
  - CTC's current written procedures for determining TDTF eligibility.

The application package can be submitted to the assigned CTD project manager via email, with signed originals to follow. Originals shall be mailed to the Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, FL 32399.

- B. Local Coordinating Board review is not required for this application unless a request for capital equipment is included as part of the total project budget. The LCB Chair must sign the grant application indicating that it has been reviewed by the LCB. The LCB review may be obtained after the grant application is submitted, but must be received by the Commission prior to the final execution of the grant.
- C. The grant agreement must contain the rates that will be charged for the services provided to those who are transportation disadvantaged. Except for bus pass rates from fixed route providers, an updated Rate Model Calculation Spreadsheet must be provided to support the rates listed on the Service Rates Form. The rate model worksheets are required to be reviewed by the LCB and incorporated into the Transportation Disadvantaged Service Plan.

#### **TIMETABLE**

<b>JULY 1</b>	Earliest date that grant agreements can be effective for these grant funds. The Commission's fiscal year begins on July 1 <sup>st</sup> each year. Contracts not executed prior to July 1 will begin on the date of execution.
<b>MARCH 31</b>	Last day to request Capital Equipment grant amendments.
<b>JUNE 30</b>	All Grant Agreements will terminate on June 30 <sup>th</sup> the following year.
<b>AUGUST 15</b>	Deadline for final invoices.

## **TRANSPORTATION DISADVANTAGED TRIP & EQUIPMENT GRANT APPLICATION INSTRUCTIONS AND FORMS**

Except for the following notes, the grant application forms are essentially self-explanatory. If questions arise, please contact the Commission.

### **TRIP & EQUIPMENT GRANT APPLICATION**

LEGAL NAME: The full legal name of the applicant's organization, not an individual. Name must match the Federal ID number and the information that is registered with MyFloridaMarketPlace.

FEDERAL EMPLOYER IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. Name must match Federal ID number and the information that is registered with MyFloridaMarketPlace.

REGISTERED ADDRESS: This should be the grant applicant's mailing address as registered in MyFloridaMarketPlace and will be the address on the grant agreement. This address shall also be consistent with the address associated with your Federal Employer Identification (FEI) Number.

CONTACT PERSON, PHONE NUMBER, AND E-MAIL ADDRESS: Provide the name of the person who will be the point of contact, their phone number and email address.

PROJECT LOCATION: This is the service area [county(ies)] that the applicant operates in, as identified in the Memorandum of Agreement and the Transportation Disadvantaged Service Plan. CTCs who serve several different service areas should complete a separate application form for each service area.

PROPOSED PROJECT START DATE: The start date shall be July 1st each state fiscal cycle or date of grant agreement execution if later than July 1st.

BUDGET ALLOCATION: Using the Commission approved Trip & Equipment Grant Allocations chart, complete each funding category as appropriate. Once each line item is complete, right click on the space provided for the "Total Project Amount." Select "update field" from the drop down box. This will automatically calculate the total project amount.

CAPITAL EQUIPMENT REQUEST: Provide a detailed description and estimated total cost of equipment to be purchased with grant funds. Ensure funds requested do not exceed 25% of total project costs.

LOCAL COORDINATING BOARD (LCB) REVIEW: The LCB is only required to review and sign the application if the CTC is using project funds for capital equipment. If applicable, the LCB Chairman must certify, by signing the application, that the LCB has reviewed the grant application.

## **SERVICE RATES FORM**

Complete the Service Rates Form listing the selected passenger mile or passenger trip rates from the approved Rate Model and as listed in the Transportation Disadvantaged Service Plan. Include Fixed Route Bus Pass (Daily, Weekly, Monthly, etc.) costs if grants funds will be used to purchase these types of transportation services. The passes purchased with this grant must be used for Transportation Disadvantaged eligible riders who have been approved for TD services. There shall be an approved eligibility application for each rider who receives a ~~non-sponsored~~ trip or bus pass. In addition, documentation which supports the eligibility determination shall be maintained by the Grantee as part of the rider's eligibility file. This documentation shall be made available upon request by CTD staff or a designee.

## **SAMPLE AUTHORIZING RESOLUTION**

A resolution authorizing an individual and/or position to sign the grant agreement, amendments, assurances, etc., must be completed by the Grantee's governing body. A sample resolution is provided for convenience. It is not required that this sample resolution be used as long as the same basic information is included. The resolution must include signatures. Remember that the resolution can be good for an extended period or for multiple contracts if worded accordingly. The signed resolution may be submitted after the submission of the application but prior to the grant agreement execution.

## **STANDARD ASSURANCES**

The Standard Assurance form should be signed and dated by the person or position identified in the authorizing resolution.

# TRIP & EQUIPMENT GRANT APPLICATION DOCUMENTS

- Application Form
- Service Rates Forms
- Standard Assurances
- Sample Authorizing Resolution
- Blank Copy of the CTC's Current TDTF Rider Eligibility Application
- CTC's Current Written Procedures for determining TDTF eligibility

\*Actual forms are "Fill-In" documents and are provided separately. \*



## TRANSPORTATION DISADVANTAGED TRIP & EQUIPMENT GRANT STANDARD ASSURANCES

The Grantee hereby assures and certifies that:

1. The Grantee has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
2. The Grantee is aware that the Trip & Equipment Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation.
3. Trip & Equipment Grant funds will not be used to supplant or replace existing federal, state, or local government funds.
4. The Grantee understands that an approved written eligibility application and eligibility support documentation is required and is to be maintained for each rider who receives a trip or bus pass funded by the Transportation Disadvantaged Trust Fund. Such documentation shall be made available upon request by CTD staff or its designee.
5. The Grantee is aware that if capital equipment is purchased with these grant funds, equipment must be received by the recipient no later than June 30, 2021.
6. The Grantee recipient is aware that the approved project must be complete by June 30, 2021, which means services must be provided by that date or reimbursement will not be approved.
7. Capital equipment **purchased through this grant shall comply with the recipient's** competitive procurement requirements or Chapter 287 or Chapter 427, Florida Statutes.

This certification is valid for the agreement period for which the grant application is filed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Service Area: \_\_\_\_\_



Applicant	
Project Location [County(ies)]	
Service Rate Effective Date	

[illegible]

\* **Ambulatory, Wheel Chair and Stretcher** must all use the same Unit of Measure either **Trip or Passenger Mile**;  
Cannot mix, all must be the same regardless of Transportation Mode.



# Transportation Disadvantaged Trip & Equipment Grant Application Form

Legal Name			
Federal Employer Identification Number			
Registered Address			
City and State		Zip Code	
Contact Person for this Grant		Phone Number Format 111-111-1111	
E-Mail Address [Required]			
Project Location [County(ies)]		Proposed Project Start Date	
Budget Allocation			
Grant Amount – State Allocation [90%]			
Grant Amount – Local Match [10%]			
Grant Amount – Hold Harmless [90%]			
Grant Amount – Hold Harmless Match [10%]			
Voluntary Dollar Amount			
Local Match for Voluntary Dollars [In Kind]			
Total Project Amount			\$ 0.00

Capital Equipment Request	
Description of Capital Equipment	\$ Amount
Total Project Amount	\$ 0.00

## Local Coordinating Board Review IS Required if Requesting Capital Equipment

If the purchase of capital equipment is included in this Application Form, the application has been reviewed by the \_\_\_\_ Local Coordinating Board.

\_\_\_\_\_  
Signature of Local Coordinating Board Chairperson

\_\_\_\_\_  
Date

I, the authorized Grantee Representative, hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the 2020-21 Program Manual and Application Instructions for the Trip & Equipment Grant.

\_\_\_\_\_  
Signature of Grant Recipient Representative

\_\_\_\_\_  
Date

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM #3f

Agenda Item:       **Budget Revisions to include indirect cost rate for the District's Federal Transit Administration Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities operating G1732 grant and the 5310-capital grant Gi458 as well as the County's 5311 operating grant G1733 for rural transportation.**

Presenter:           David Persaud, CFO

Recommended  
Action:               Staff recommend approval of resolutions 20-09, 20-10, 20-11 for budget revision for Section 5310 operating and capital grants and 5311 operating grants to include indirect cost rate.

Summary:            With the approval of the board LAMTD will be able to charge the state an indirect cost rate of 31.30% to invoices relieving the need for addition documentation of cost.

Attachments:        Resolutions 20-09, 20-10, 20-11

## RESOLUTION #20-09

A **RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

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

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

This resolution applies to the Federal Program under U.S.C. Section 5310. FM NO: 437582-2-94-01

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

**Tom Phillips, Executive Director** is authorized to sign the application, accept a grant award, modify budgets as needed, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **May 13<sup>th</sup>, 2020**

**By**

---

*Signature, Chairperson of the Board [blue ink]*

*John Hall*

---

*Typed Name and Title*

**ATTEST:**

## RESOLUTION #20-10

A **RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

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

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

This resolution applies to the Federal Program under U.S.C. Section 5310. FM NO: 437582-1-84-02

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

**Tom Phillips, Executive Director** is authorized to sign the application, accept a grant award, modify budgets as needed, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **May 13<sup>th</sup>, 2020**

**By**

---

*Signature, Chairperson of the Board [blue ink]*

*John Hall*

---

*Typed Name and Title*

**ATTEST:**

## RESOLUTION #20-11

A **RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

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

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

This resolution applies to the Federal Program under U.S.C. Section 5311. FM NO: 440258-1-84-03

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

**Tom Phillips, Executive Director** is authorized to sign the application, accept a grant award, modify budgets as needed, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **May 13<sup>th</sup>, 2020**

**By**

---

*Signature, Chairperson of the Board [blue ink]*

*John Hall*

---

*Typed Name and Title*

**ATTEST:**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM #3g

Agenda Item: **Federal Transit Administration CARES ACT Section 5311 Formula Grant for Rural Areas Capital application and resolution 20-12**

Presenter: David Persaud, CFO

Recommended Action: Staff recommend approval of the Cares ACT section 5311 grant application and corresponding resolution for the County for a total amount of \$815,000

Summary: This grant covers 100% of the purchase of three new expansion buses in the amount of \$690,000 and stop and shelter repairs in the amount of \$125,000

Attachments: Resolutions 20-12

## RESOLUTION #20-12

A **RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

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

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

This resolution applies to the Federal Program under U.S.C. Section 5311. FM NO: 447482-1-94-01

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

**Tom Phillips, Executive Director** is authorized to sign the application, accept a grant award, modify budgets as needed, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **May 13<sup>th</sup>, 2020**

**By**

---

*Signature, Chairperson of the Board [blue ink]*

*John Hall*

---

*Typed Name and Title*

**ATTEST:**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM #3h

Agenda Item:       **Federal Transit Administration CARES ACT Section 5311 Formula Grant for Rural Areas Operations application and resolution 20-13**

Presenter:           David Persaud, CFO

Recommended  
Action:               Staff recommend approval of the Cares ACT section 5311 grant application and corresponding resolution for the County for a total amount of \$2,198,900.

Summary:            This grant will provide 3 years of funding at 100% of the cost for the full restoration of the Poinciana Rural route at \$493,644, an expansion route along US 60 from Mulberry to Lake Wales at \$1,529,075, and a full-time route maintenance position at \$176,181.

Attachments:        Resolutions 20-13

## RESOLUTION #20-13

A **RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

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

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

This resolution applies to the Federal Program under U.S.C. Section 5311. FM NO: 447482-2-84-01

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

**Tom Phillips, Executive Director** is authorized to sign the application, accept a grant award, modify budgets as needed, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **May 13<sup>th</sup>, 2020**

**By**

---

*Signature, Chairperson of the Board [blue ink]*

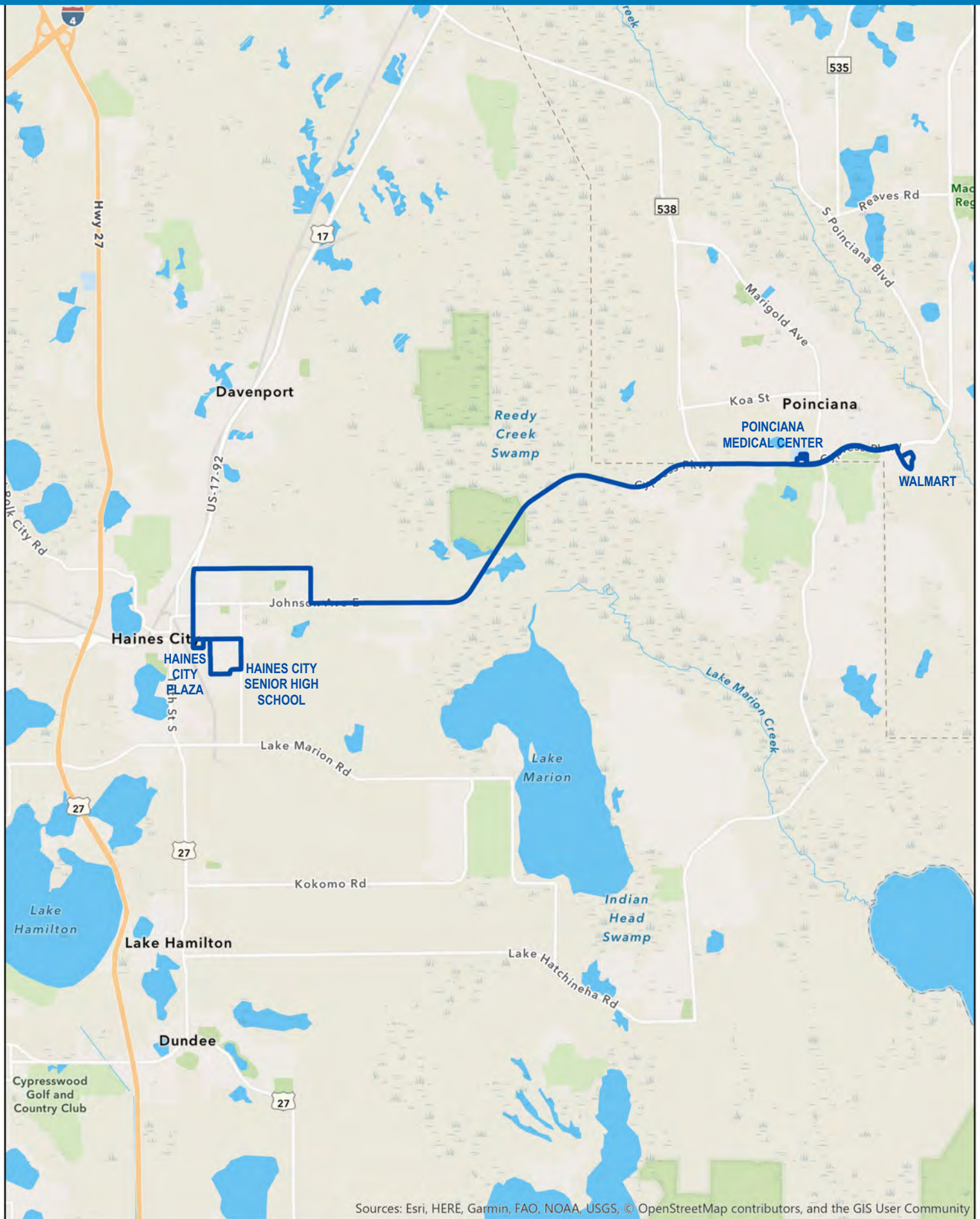
*John Hall*

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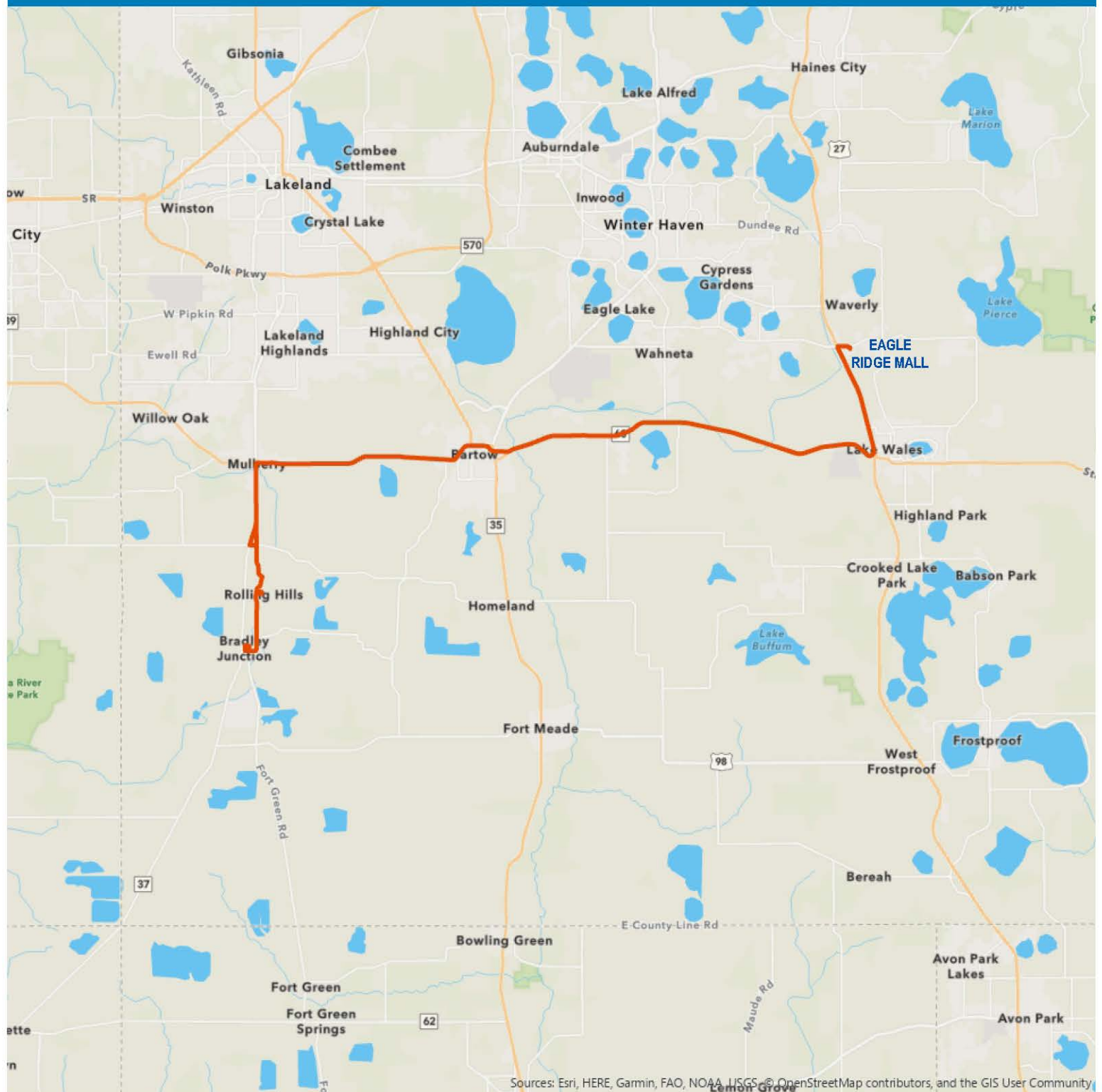
*Typed Name and Title*

**ATTEST:**

# 16X - HAINES CITY / POINCIANA EXPRESS



# BRADLEY / BARTOW / LAKE WALES



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM 4a

Agenda Item:       **Publix Easement Agreement**

Presenter:         Ben Darby, Esq.

Recommended  
Action:             Approve and sign the Easement Agreement between  
                          LAMTD and Publix

Summary:           An agreement entered by Publix and the Lakeland Area  
                          Mass Transit District to provide access to the easement  
                          property for use of a transit shelter.

Attachments:       Resolution 20-15

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 20-15

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED ON COUNTY LINE ROAD; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lakeland Area Mass Transit District was created on June 19, 1980, by the adoption of Ordinance No. 80-13 by the Board of County Commissioners of Polk County, Florida; and

WHEREAS, certain territory located on County Line Road, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

WHEREAS, that territory was not included within the boundaries of the district established by Polk County Ordinance No. 80-13, and approved in by City of Lakeland Ordinance No. 2205; and

WHEREAS, the Board of County Commissioners has adopted Ordinance No. 81-23, which amended Ordinance No. 80-13, to provide a procedure for adding territory to the District subsequent to its creation; and

WHEREAS, both the governing body of the Lakeland Area Mass Transit District and the owner of the property are desirous of adding such territory to the District.

NOW, THEREFORE, BE IT RESOLVED BY GOVERNING BODY OF THE LAKELAND AREA MASS TRANSIT DISTRICT:

SECTION 1. The boundaries of the District are hereby revised to include the territory described on Exhibit "A" attached hereto.

SECTION 2. The approval of the owner of the territory described in Section 1 to the inclusion shall be evidenced by a letter executed by the owner of said property expressing its approval to being included in the District, and subject to the levy of an ad valorem tax by the District.

SECTION 3. The transit director has received a letter complying with Section 2, and it is hereby found that such letter complies with Ordinance No. 81-23.

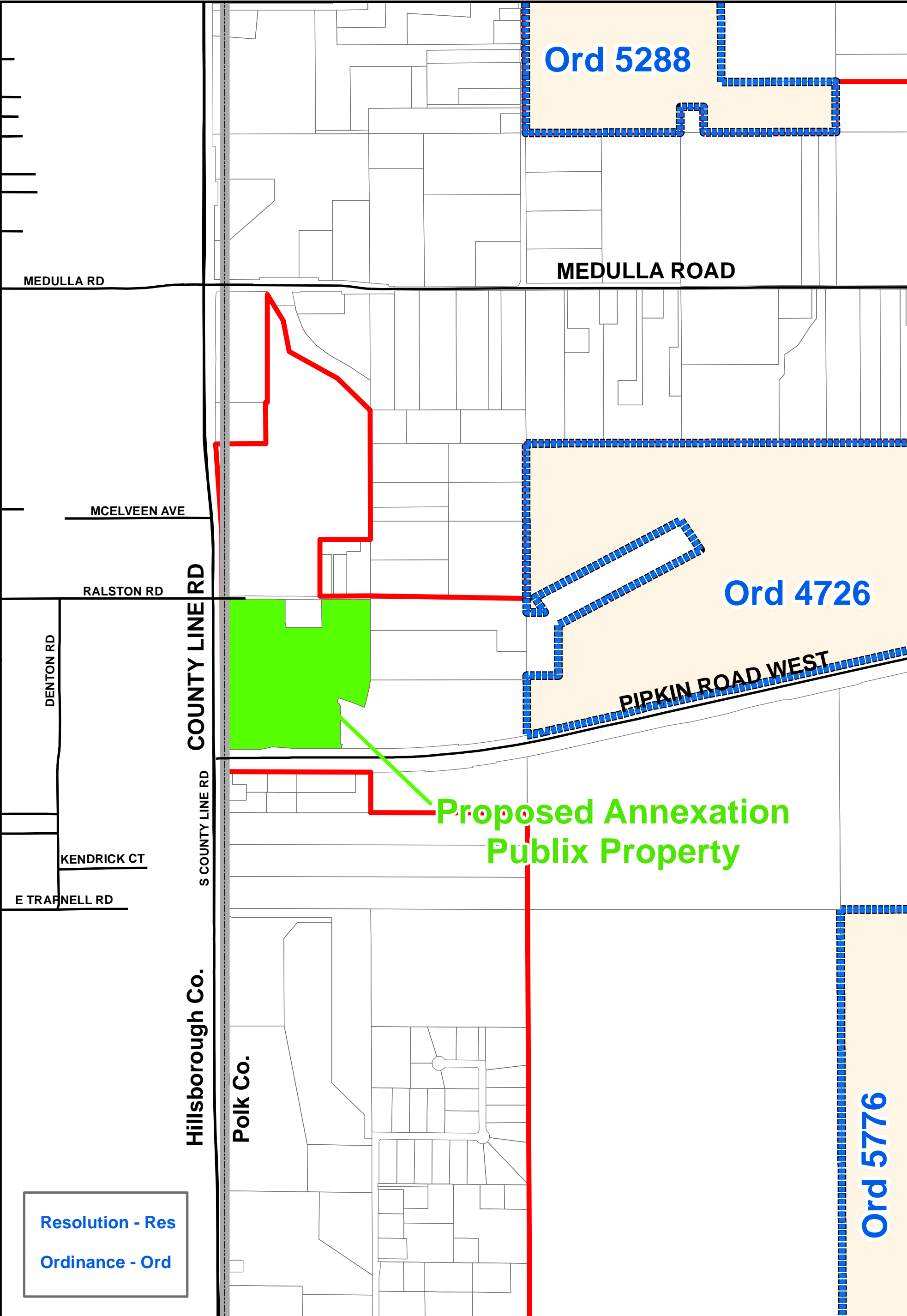
SECTION 4. This resolution shall take effect upon its approval by the governing body, except that Section 1 shall not take effect until the City Commission of the City of Lakeland has adopted an ordinance approving of the inclusion of this territory, which is located in the City, into the District.

PASSED AND CERTIFIED AS TO PASSAGE this 13<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Secretary

APPROVED AS TO FORM AND CORRECTNESS: \_\_\_\_\_  
Ben H. Darby, Jr., Attorney for the District



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM 4b

Agenda Item:       **Swan Lake Easement Agreement**

Presenter:         Ben Darby, Esq.

Recommended  
Action:             Approve and sign the Easement Agreement between  
                          LAMTD and Swan Lake

Summary:           An agreement entered by Swan Lake and the Lakeland  
                          Area Mass Transit District to provide access to the  
                          easement property for use of a transit shelter.

Attachments:       Easement Agreement

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM 4c

Agenda Item:       **Ackerman Easement Agreement**

Presenter:         Ben Darby, Esq.

Recommended  
Action:             Approve and sign the Easement Agreement between  
                          LAMTD and Ackerman

Summary:           An agreement entered by Ackerman development,  
                          formerly the dragstrip, and the Lakeland Area Mass  
                          Transit District to provide access to the easement property  
                          for use of a transit shelter.

Attachments:       Resolution 20-16

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 20-16

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED ON STATE ROAD 33 NORTH; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lakeland Area Mass Transit District was created on June 19, 1980, by the adoption of Ordinance No. 80-13 by the Board of County Commissioners of Polk County, Florida; and

WHEREAS, certain territory located on State Road 33 North, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

WHEREAS, that territory was not included within the boundaries of the district established by Polk County Ordinance No. 80-13, and approved in by City of Lakeland Ordinance No. 2205; and

WHEREAS, the Board of County Commissioners has adopted Ordinance No. 81-23, which amended Ordinance No. 80-13, to provide a procedure for adding territory to the District subsequent to its creation; and

WHEREAS, both the governing body of the Lakeland Area Mass Transit District and the owner of the property are desirous of adding such territory to the District.

NOW, THEREFORE, BE IT RESOLVED BY GOVERNING BODY OF THE LAKELAND AREA MASS TRANSIT DISTRICT:

SECTION 1. The boundaries of the District are hereby revised to include the territory described on Exhibit "A" attached hereto.

SECTION 2. The approval of the owner of the territory described in Section 1 to the inclusion shall be evidenced by a letter executed by the owner of said property expressing its approval to being included in the District, and subject to the levy of an ad valorem tax by the District.

SECTION 3. The transit director has received a letter complying with Section 2, and it is hereby found that such letter complies with Ordinance No. 81-23.

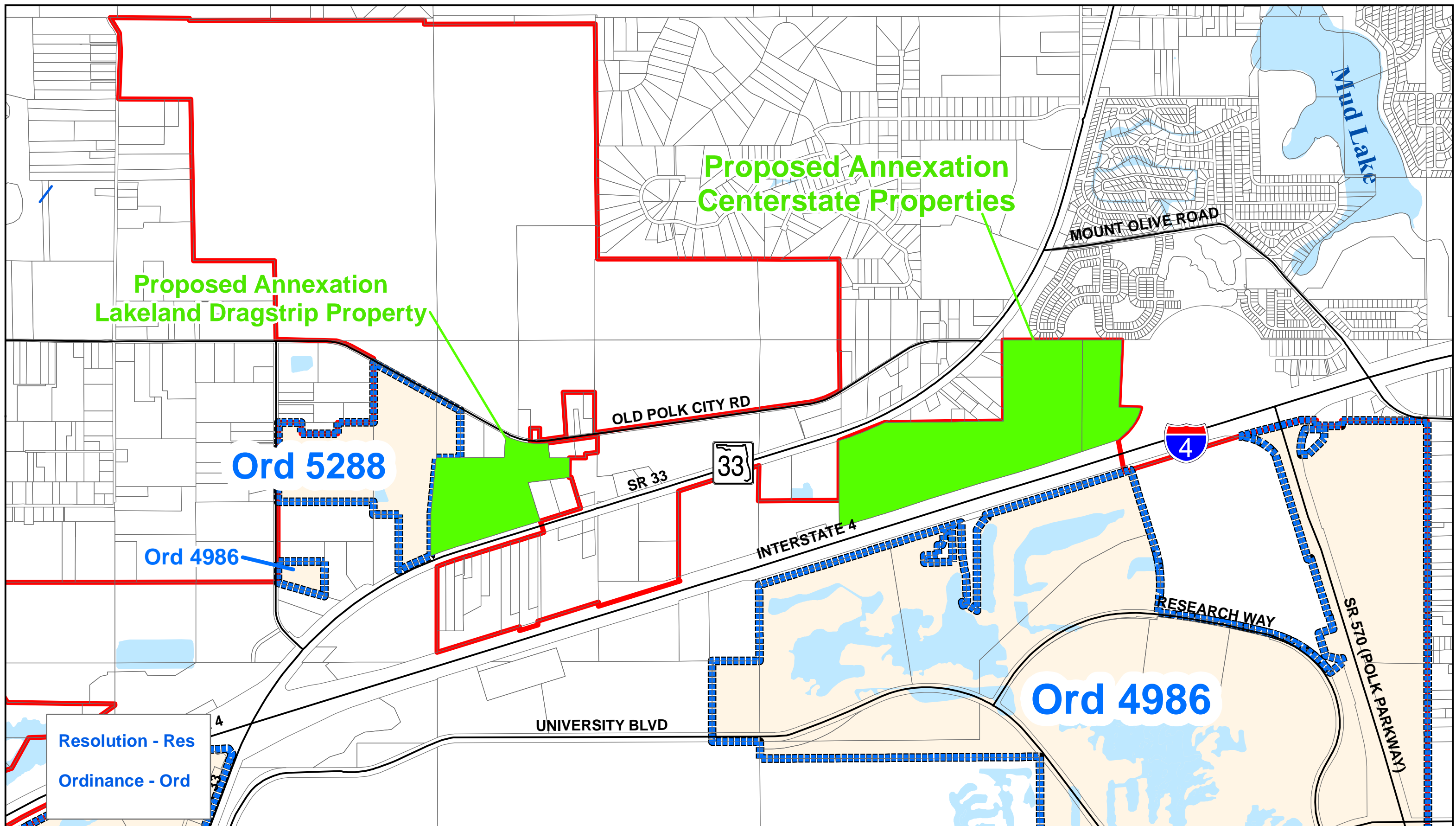
SECTION 4. This resolution shall take effect upon its approval by the governing body, except that Section 1 shall not take effect until the City Commission of the City of Lakeland has adopted an ordinance approving of the inclusion of this territory, which is located in the City, into the District.

PASSED AND CERTIFIED AS TO PASSAGE this 13<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Secretary

APPROVED AS TO FORM AND CORRECTNESS: \_\_\_\_\_  
Ben H. Darby, Jr., Attorney for the District



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM 4d

Agenda Item:       **Park and Ride Transfer**

Presenter:           Ben Darby, Esq.

Recommended  
Action:               Approve the transfer of ownership of the Ernie Caldwell  
Transit Center from Polk County to LAMTD

Summary:            The since completion of the Park and Ride facility, the  
Lakeland Area Mass Transit District has been eagerly  
waiting to incorporate its utilization for future planning  
and routes.

Attachments:        County Deed  
Aerial Exhibit  
Ernie Caldwell Transit Center Plat

This instrument prepared under the direction of:  
R. Wade Allen, Administrator  
Polk County Real Estate Services  
P. O. Box 9005, Drawer RE-01  
Bartow, Florida 33831-9005  
By: Scott C. Lowery  
Parcel ID Nos.: 272617-7044060-000010/000020

**COUNTY DEED**

THIS DEED, made this \_\_\_\_\_ day of May, 2020, by **POLK COUNTY**, a political subdivision of the State of Florida, Grantor, to **LAKELAND AREA MASS TRANSIT DISTRICT**, an independent special district, whose mailing address is 1212 George Jenkins Boulevard, Lakeland, FL 33815.

WITNESSETH: That the Grantor, for and in consideration of the sum of \$1.00, to it in hand paid by the Grantee, receipt whereof is hereby acknowledged, has granted, bargained, and sold to the Grantee, its successors and assigns forever, all the right, title, interest, including interests, if any, in rights which may have been reserved by operation of Section 270.11 *Florida Statutes*, claim, and demand which the Grantor has in and to the following described land lying and being in Polk County, Florida, to wit:

**Lots 1 and 2, ERNIE CALDWELL TRANSIT CENTER, according to the map or plat thereof as recorded in Plat Book 176, at Pages 9 and 10, Public Records of Polk County, Florida.**

Being the same property described in that certain Warranty Deed recorded in Official Records Book 11179, at Pages 1050 and 1051, Public Records of Polk County, Florida.

IN WITNESS WHEREOF, said Grantor has caused these presents to be executed in its name by its Board of County Commissioners, acting by the Chair or Vice-Chair of said board, the day and year aforesaid.

**ATTEST:**

**GRANTOR:**

**Stacy M. Butterfield**  
Clerk to the Board

**Polk County, Florida**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
W.C. Braswell, Chairman  
Board of County Commissioners

(Seal)



Subject

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INSTR # 2019276731  
BK 176 Pgs 9-10 PG(s)2  
RECORDED 12/31/2019 09:47:06 AM  
STACY M. BUTTERFIELD, CLERK OF COURT  
POLK COUNTY  
RECORDING FEES \$45.00  
RECORDED BY shauruss

**Plat Name: Ernie Caldwell Transit Center**

**Section        18**  
**Township    26 South**  
**Range        27 East**

STATE OF FLORIDA  
COUNTY OF POLK

**FILED FOR RECORD    this 31st day of December 2019**

Recorded in Plat Book: **176**  
Page(s) ----- **9-10**

**Record verified 12/31/19**

Stacy M. Butterfield  
Clerk of Circuit Court

By:

  
Jennifer Leiding  
Deputy Clerk



76 PG 9  
SHEET 1 OF 2  
RD WARNING:

## NOTES

1) Lands within the vicinity of a stormwater retention/detention pond, ditch or swales may be subject to temporary standing water when conditions decrease the rate of percolation and proper drainage.

1) Lands within the vicinity of a stormwater retention/detention pond, ditch or swales may be subject to temporary standing water when conditions decrease the rate of percolation and proper drainage.

## ACCEPTANCE OF DEDICATION CITY CENTER COMMUNITY DISTRICT

STATE OF FLORIDA  
COUNTY OF POLK

City Center Community Development District hereby consents to and accepts the

CITY CENTER COMMUNITY DISTRICT  
By: Noah Breakstone  
Noah Breakstone, Chairman

Deputy clerk

**POLK COUNTY EN**  
**STATE OF FLORIDA**  
**COUNTY OF POLK**

This Plat is hereby approved by the Polk County Engineer.

## COUNTY SURVEYORS APPROVAL

STATE OF CONNECTICUT  
COUNTY OF FAIRFIELD

The foregoing instrument was acknowledged before me by the undersigned, Counsel of Westport Capital Partners,

Delaware limited liability company, as General Partner of WCP Real Estate Fund III L.P., a Delaware limited partnership, as Managing Member of City Center Property Holdings, L.L.C., a Delaware limited liability company, on their behalf, who ☒ is personally known to me or produced as identification and who did not take an oath.

Signed in the presence of:

Witness: *J. Niles*

Print name: Lizette Cervantes

Witness: [Signature]  
Print name: Jaime Almeshica

Signed in the presence of:

Witness: J. Luby

Print name: J. Luby

Witness: *[Signature]*  
Print name: Claire Almetria

This property may be subject to flooding. Even meeting federal, state, or local standards does not insure that any improvements such as structures, driveways, yards, sanitary sewage systems, and water systems will not be flooded in certain rain events.

STATE OF FLORIDA  
COUNTY OF POLK

100

ALLI: Hay M. Butcher  
Clerk  
By: Jennifer Leidinger  
Deputy Clerk

STATE OF FLORIDA  
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ATTEST:

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Mark D. Porter  
Florida Registration No. 33

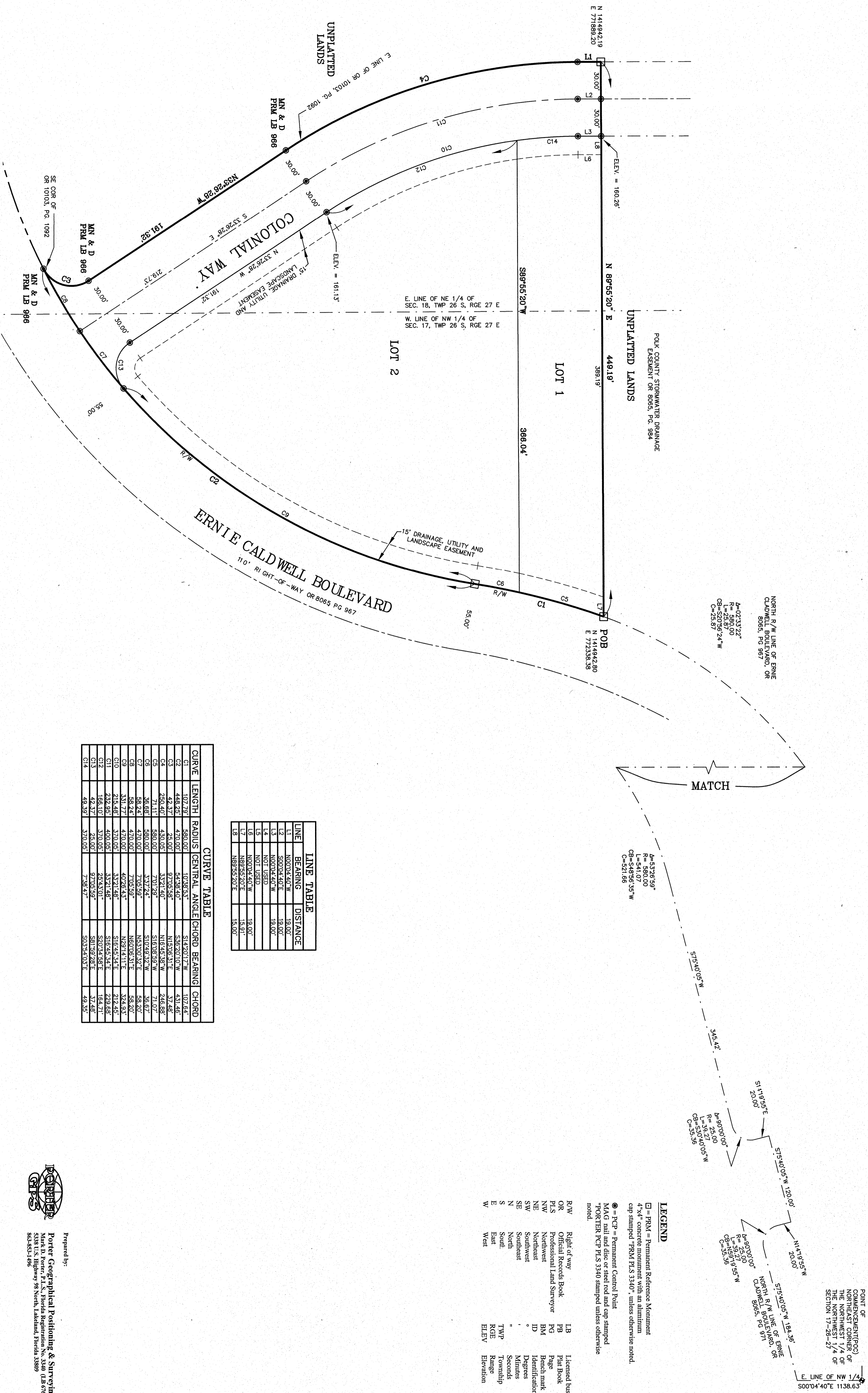
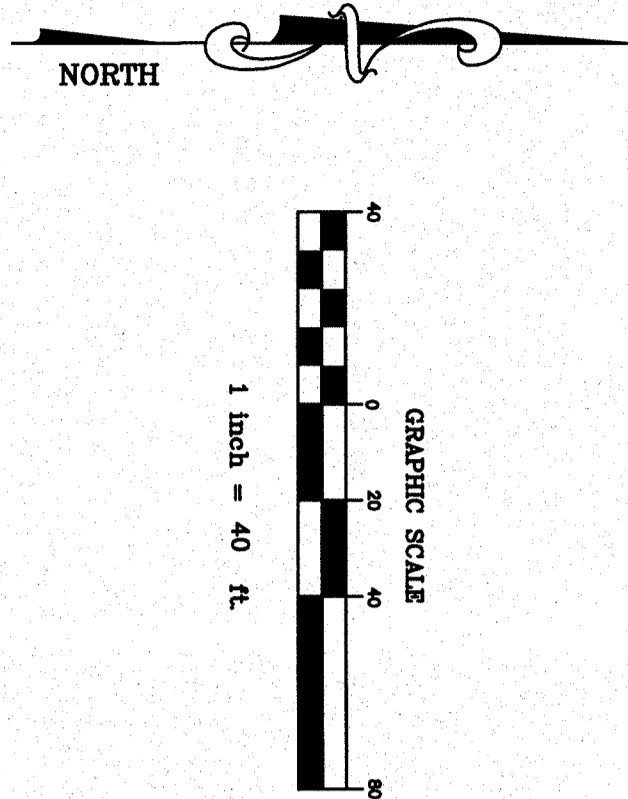
Prepared by:

**Porter Geographical Positioning & Surveying**  
Mark D. Porter, P.L.S., Florida Registration No. 3340 (LB 6765)  
5338 U.S. Highway 98 North, Lakeland, Florida 33809  
863-853-1496

ERNIE CALDWELL TRANSIT CENTER

A PORTION OF THE NORTHWEST 1/4 OF SECTION 17, AND THE NORTHEAST 1/4 OF SECTION 18,  
TOWNSHIP 26 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA

PB 17 PG 10  
SHEET 2 OF 2



CURVE TABLE				
CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING
C1	107.29	580.00	103.85°	S14°20'17\"
C2	448.25	470.00	94.38°	S85°20'10\"
C3	448.25	470.00	94.38°	N15°08'31\"
C4	448.25	470.00	94.38°	N15°08'31\"
C5	448.25	470.00	94.38°	N15°08'31\"
C6	448.25	470.00	94.38°	N15°08'31\"
C7	448.25	470.00	94.38°	N15°08'31\"
C8	448.25	470.00	94.38°	N15°08'31\"
C9	448.25	470.00	94.38°	N15°08'31\"
C10	448.25	470.00	94.38°	N15°08'31\"
C11	448.25	470.00	94.38°	N15°08'31\"
C12	448.25	470.00	94.38°	N15°08'31\"
C13	448.25	470.00	94.38°	N15°08'31\"
C14	448.25	470.00	94.38°	N15°08'31\"

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N00°04'40\"	18.00'
L2	S00°04'40\"	18.00'
L3	N00°04'40\"	18.00'
L4	N00°04'40\"	18.00'
L5	N01°15'52\"	18.00'
L6	N00°04'40\"	18.00'
L7	N88°55'20\"	18.00'
L8	N88°55'20\"	18.00'

- LEGEND**
- = PRM = Permanent Reference Monument
  - 4 1/4\" = concrete monument with an aluminum cap stamped "PRM PLS 3340", unless otherwise noted.
  - = PCP = Permanent Control Point
  - MAAG = nail and disc or steel rod and cap stamped "PORTER PCP PLS 3340 stamped unless otherwise noted."
  - R/W = Right of way
  - OR = Official Records Book
  - PLS = Professional Land Surveyor
 PG = Page | LB = Licensed business || NE = Northeast | BN = Bench mark | PB = Plat Book |
| SW = Southwest | ID = Identification | PG = Page |
| SE = Southeast | M = Monuments | BN = Bench mark |
| N = North | S = South | ID = Identification |
| E = East | W = West | M = Monuments |
| TWP = Township | RGE = Range | S = South |
| ELEV = Elevation |  | W = West |

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM #5

Agenda Item:       **Authorization to accept the transfer of the following  
FDOT Funded asset from ALLIANCE FOR  
INDEPENDANCE**

Presenter:           Joseph Cheney, Maintenance Director

Recommended  
Action:               Approve the transfer of the one 24' Turtle Top Para-  
Transit Bus from Alliance for Independence to Lakeland  
Area Mass Transit District.

Summary:            FDOT notified LAMTD of a vehicle that was available  
for transfer. The vehicle was funded under FDOT 5310  
Grant which paid for 90% of the cost of the vehicle. The  
following is the timeline of communications between  
FDOT and Citrus Connection regarding this transfer:  
1/29/2020 – FDOT informed Citrus Connection  
(Rodney) of the availability of a bus for transfer. The  
group having current possession of the bus remained  
anonymous.  
1/30/2020 – Citrus Connection notified FDOT of their  
interest in receiving the bus and requested the vehicle  
details, location of the vehicle and contact information  
for inspecting the bus.  
2/28/2020 – FDOT had not responded to Citrus  
Connections request for information but did request an  
update on the required process to transfer the vehicle.  
3/2/2020 – Citrus Connection (J. Cheney) sent an email  
to give notice to FDOT of Citrus Connection cancelation  
of interest in Transferring/receiving this vehicle. Also  
left voicemail messages for FDOT prior to this date.

## AGENDA ITEM #5 – CONT.

3/3/2020 – FDOT responded with the information requested on 1/30/2020. The vehicle is assigned to The Alliance for Independence. The contact person is Katie Tinsely.

3/5/2020-sent email to FDOT to re-affirm Citrus Connection was canceling its interest in receiving this vehicle.

4/3/2020 - Received FDOT request for LAMTD to reconsider accepting the transfer of this vehicle. FDOT informed Citrus Connection that FDOT “cannot award new vehicles in the Lakeland UZA if we have a vehicle available for transfer that would meet the intent of the grant request.”

5/4/2020 – The bus was inspected and found to be in good condition. Maintenance records indicate the vehicle was maintained up to February 2020.

Funding: Citrus Connection will be responsible for a prorated portion of 10% match for the 5310 Grant. This amount will be payable to the Alliance for Independence. Estimated value \$4,222.11.

Tag and Tax Office Transfer fees will also apply. Avail System and Radio will be repurposed from an old vehicle being scrapped.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM 6a

Agenda Item:      **Agency Updates**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

Summary:        -Update with the COLTS program  
                      -CARES Funding  
                      -Phase 1 Ridership

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM 6b

Agenda Item:       **Essential Worker Recognition**

Presenter:         Tom Phillips and Aaron Dunn

Recommended  
Action:             Approve adding a letter of recognition for operator's and  
staff personnel files.

Summary:           Since March 2020, our operators and staff have endured  
changes in the operational environment and working the  
front lines of this crisis to provide the superior service our  
riders expect from us. We would like to add a letter of that  
recognition to their personnel file signed by the board  
showing their gratitude for all the hard work they do.

Citrus Connection Essential Workers,

The Citrus Connection Board of Directors would like to express their sincere gratitude and appreciation for your efforts in support of the District's response to the COVID-19 Pandemic. Punishing reductions in public services, food and supply shortages, and life-threatening health risks have harshly impacted the 17 communities we serve over the past several weeks. Through it all, despite great personal risk to yourselves and your families, you met these challenges, and many more, with unparalleled commitment and tremendous resilience. Truly, you are an example for all public servants to follow.

The continuation of transit services throughout the COVID-19 crisis has not only ensured the continued vitality of our communities, but served as a beacon of hope and stability for our riders and the general public at a time when uncertainty seems like the only constant. It has been, and continues to be, your professional competence, commitment to others, vigilance, and steadfast dedication to duty that has made the difference for all citizens of Polk County. Thank you and your families for all that you have done and continue to do as a Citrus Connection Essential Worker.

Best wishes,

John E. Hall  
Lakeland Area Mass Transit District Board Chairman

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM 7a

Agenda Item:      **April calendar**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

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



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
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 March 31, 2020

Attachments:        Ridership Report.

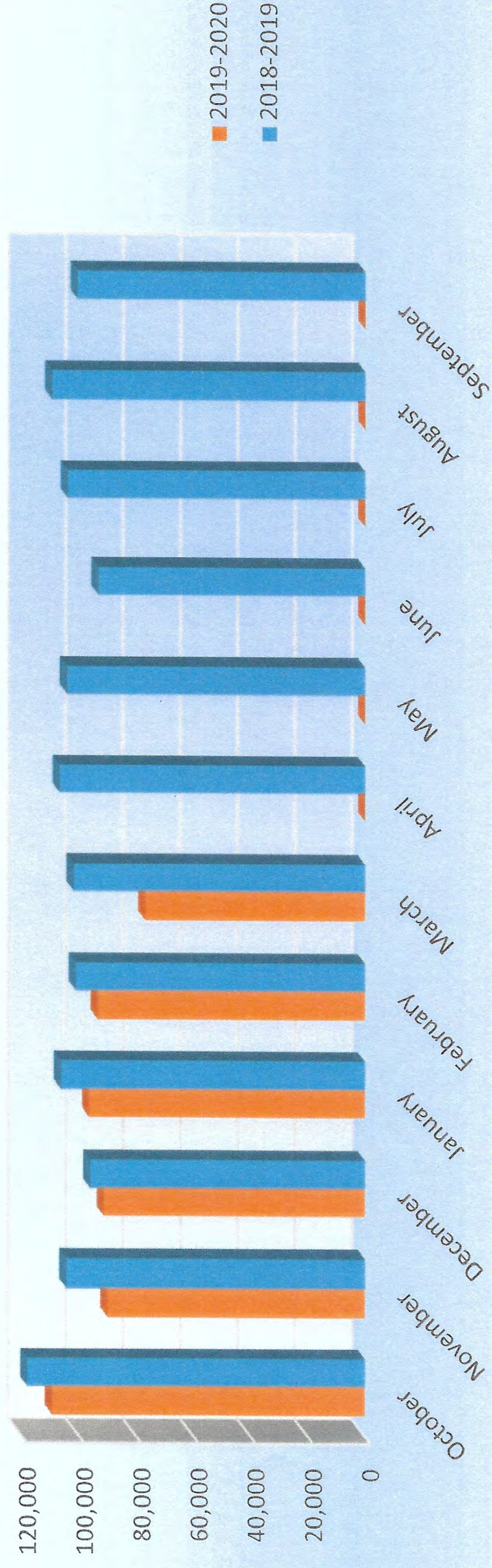
Citrus Connection and PCTS Fixed Route						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	125,714	108,078	113,220	117,763	109,219	-7%
November	111,028	106,998	104,149	104,192	89,803	-14%
December	122,018	111,197	95,520	95,813	91,057	-4%
January	101,190	103,647	93,227	106,080	96,288	-9%
February	111,486	108,068	100,300	100,900	93,231	-7%
March	117,618	116,794	99,916	101,697	76,728	-21%
April	110,754	103,274	95,993	106,578	0	0%
May	105,362	108,224	95,476	104,034	0	0%
June	106,252	102,092	93,781	93,028	0	0%
July	100,929	98,193	92,042	103,793	0	0%
August	115,998	118,104	111,898	109,285	0	0%
September	109,705	89,794	98,550	100,468	0	0%
Totals	1,338,053	1,274,460	1,194,072	1,243,631	556,326	-11%

Citrus Connection and PCTS Para-Transit Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	7,846	7,071	8,654	9,820	9,745	-1%
November	6,690	7,002	7,940	8,495	8,246	-4%
December	7,330	7,014	7,660	8,032	8,177	2%
January	7,020	7,521	9,478	8,846	8,734	-1%
February	7,027	7,413	9,514	8,559	8,231	-4%
March	7,780	8,715	10,469	9,204	5,578	-42%
April	7,334	7,757	9,947	9,377	0	0%
May	7,431	8,460	9,534	9,801	0	0%
June	7,548	8,374	8,777	8,784	0	0%
July	6,846	8,131	8,247	9,502	0	0%
August	8,166	9,533	9,642	9,455	0	0%
September	7,791	6,711	8,437	7,866	0	0%
Totals	88,809	93,702	108,299	107,741	48,711	-8%

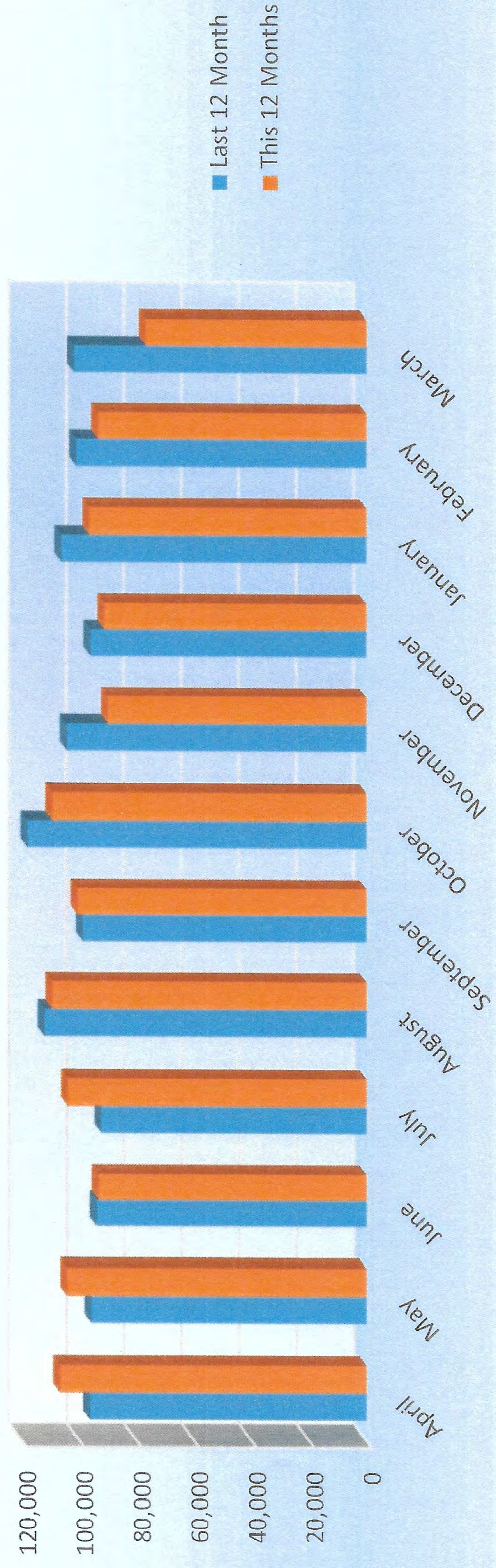
Citrus Connection only Fixed Route Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	83,092	67,636	73,349	74,739	67,938	-9%
November	73,987	71,083	67,437	66,084	55,331	-15%
December	82,287	72,646	60,879	60,217	55,960	-6%
January	67,774	70,767	58,830	66,889	58,774	-11%
February	74,506	71,884	63,140	62,854	57,800	-7%
March	79,428	78,158	62,897	63,867	46,291	-22%
April	73,926	67,338	59,873	67,078	0	0%
May	69,120	72,329	60,039	66,297	0	0%
June	71,398	67,965	59,754	60,242	0	0%
July	68,162	66,347	59,884	67,655	0	0%
August	76,847	79,427	71,375	70,546	0	0%
September	72,624	54,155	62,306	65,477	0	0%
Totals	893,149	839,734	759,763	791,945	342,094	-13%

Citrus Connection only Para-Transit Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	4,094	3,229	4,025	4,745	4,889	3%
November	3,437	3,252	3,734	3,963	3,980	1%
December	3,695	3,154	3,444	3,818	3,930	4%
January	3,512	3,507	4,055	4,252	4,277	1%
February	3,496	3,505	3,909	4,248	4,255	0%
March	3,897	4,040	4,217	4,513	2,392	-53%
April	3,651	3,694	3,935	4,630	0	0%
May	3,589	4,060	3,848	4,916	0	0%
June	3,660	3,880	3,627	4,352	0	0%
July	3,269	3,681	3,437	4,612	0	0%
August	3,866	4,306	3,978	4,686	0	0%
September	3,747	6,039	3,396	3,414	0	0%
Totals	43,913	46,347	45,605	52,149	23,723	-7%

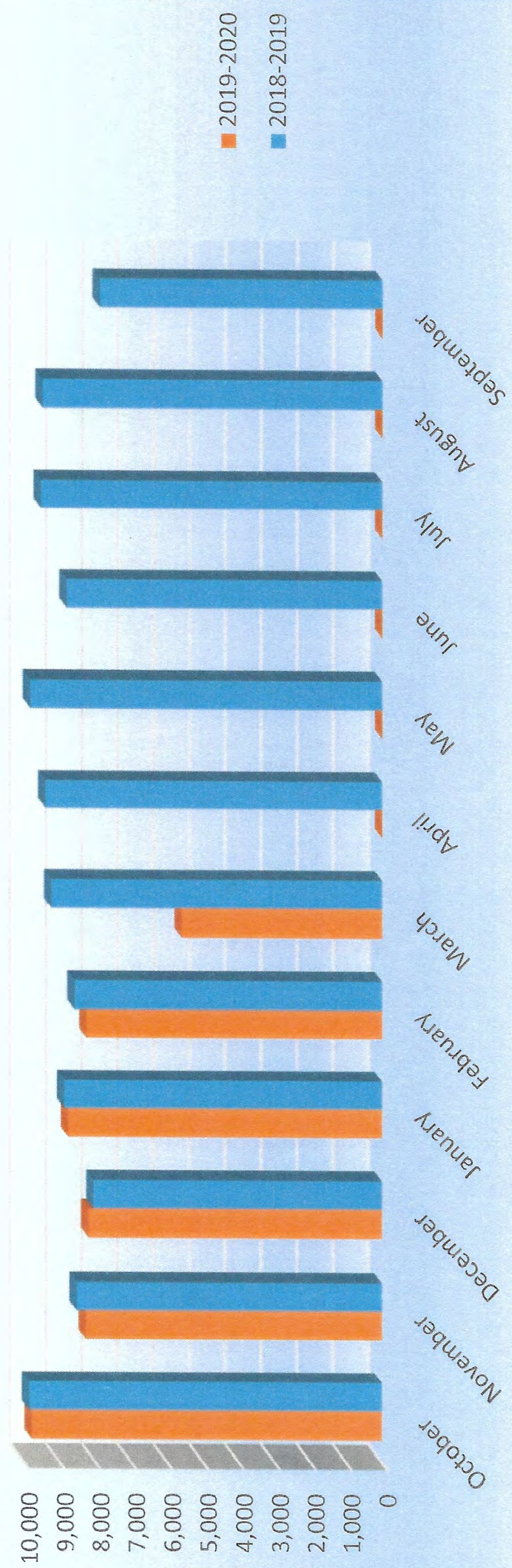
Citrus Connection and PCTS Fixed Route Total Ridership



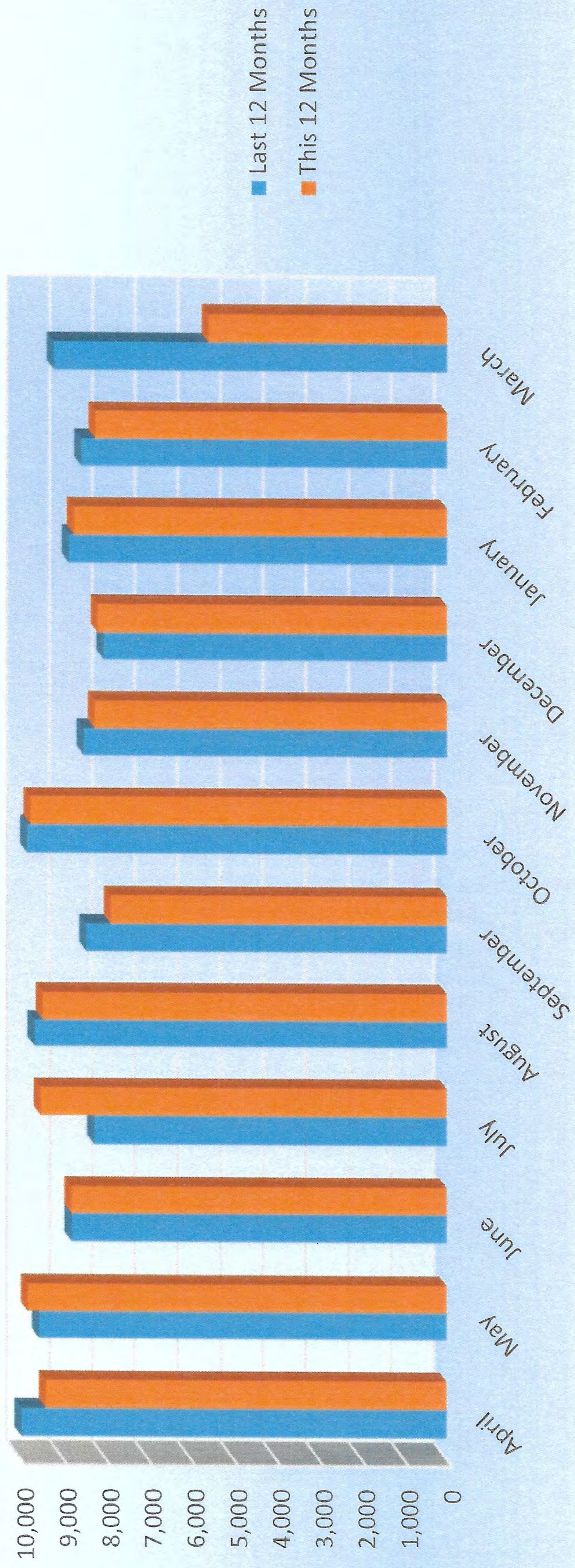
Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



UAP Ridership Totals FY 2019	LAMTD	WHAT	Total
February	13,219	9,424	22,643
March	9,224	6,452	15,676
UAP Ridership 2019	LAMTD	WHAT	Total
Polk State College			
February	2,375	981	3,356
March	1,069	572	1,641
LEGOLAND			
February	108	1,153	1,261
March	54	761	815
Southeastern University			
February	226	62	288
March	136	57	193
COLTS			
February	1,975	1,799	3,774
March	1,208	1,264	2,472
Veterans			
February	3,609	1,186	4,795
March	2,979	968	3,947
Southern Technical College			
February	76	343	419
March	66	275	341
Central Florida Healthcare			
February	843	305	1,148
March	932	326	1,258
New Beginnings High School			
February	1,297	2,772	4,069
March	866	1,701	2,567
LDDA			
February	10	0	10
March	4	0	4
PACE			
February	318	324	642
March	166	166	332
Peace River			
February	2,382	499	2,881
March	1,744	362	2,106
Summer of Safety			
February	0	0	-
March	0	0	-

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: MAY 13, 2020  
AGENDA ITEM#8

Agenda Item:      **Other Business**

Presenter:        TBD

Recommended  
Action:            TBD

Summary:         TBD