

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.  
**Wednesday, June 19<sup>th</sup>, 2019, at 8:30 a.m.**

Call to Order	<u>Action Required</u>
1. Approval of Meeting Minutes	
a. Board Minutes May 15, 2019	Approval
b. Public Hearing Minutes June 12, 2019	Approval
2. Public Comments	None
3. GEM Award	None
4. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Bus and Bus Facilities Grant, Resolution 19-17	Approval
e. CTD Budget Approval	Approval
f. ADA Deployment Pads and Bus Shelter Installation	Approval
5. Legal	
a. Peace River Center UAP Renewal	Approval
b. Approving an enlargement of the district, Resolution 19-18	Approval
6. Authorization to Accept the Transfer of Asset	Approval
7. Reconfiguration of Lakeland Intracity Routes / Aaron Dunn	Approval
8. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
9. Executive <u>Informational</u> Summary / Tom Phillips	
a. May Calendar	None
b. Ridership and UAP Update	None
10. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT  
SPECIAL MEETING  
JUNE 12, 2019  
AGENDA ITEM #1a

Agenda Item: Approval of the May 15, 2019 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the May 15, 2019 LAMTD Meeting  
Minutes

Attachments: May 15, 2019 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, May 15<sup>th</sup>, 2019 at 8:30 a.m.

**Directors:**

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

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

8:33 a.m. By Commissioner Walker

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

1a. Approval request for the approval of the Apr 12, 2019 LAMTD Board meeting minutes.

“Approval of the Apr 12, 2019 LAMTD Board meeting minutes”  
1<sup>st</sup> John Hall/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

1b. Approval request for the approval of the Apr 12, 2019 Public Hearing minutes.

“Approval of the Apr 12, 2019 Public Hearing minutes”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> John Hall

**MOTION CARRIED UNANIMOUSLY**

1c. Approval request for the approval of the Strategic Planning Retreat minutes.

“Approval of the Strategic Planning Retreat minutes”  
1<sup>st</sup> John Hall/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

None

**Agenda Item #3 – Citrus Connection Governance**

Item was tabled

**Agenda Item #4 – Finance**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, May 15<sup>th</sup>, 2019 at 8:30 a.m.

**a. LAMTD Financials**

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

**Year to Date March 31, 2019**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	50%	\$5,375,490	\$6,363,116	118%	\$10.8 Million
Expenses YTD	50%	\$5,375,490	\$4,415,886	82%	\$10.8 Million

**REVENUES:**

The total revenues realized year-to-date through March 31, 2019 totaled \$6.4 million or 118% of the YTD budget.

- Farebox revenues reflect \$296,000 or 88% of budgeted revenues through March 31, 2019.
- Contract revenues totaled \$66,000 or 65% of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$93,000 for RAMCO. RAMCO payment of \$93,000 billed in January and received in March 2019.
- Ad Valorem taxes reflects \$4.40 million or 95% of the Tax Levy. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$107,000 over budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$536,000.
- 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 267,000.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
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- Advertising income reflects \$95,000 over budget due to revenues being prepaid.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue totaled \$103,000 resulting from reimbursement for Capital expenses from the County after the 9/30/18 audit.
- The other revenues are showing a lag due to timing and being on a cash basis.

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

**EXPENSES:**

The total expenses year-to-date through March 31, 2019 totaled \$4.4 million or 82% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of March 31, 2019, these expenses totaled \$3.0 million or 13% under budget of \$3.4 million.
- Professional and Technical Services expenses totaled \$184,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$57,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$271,200 YTD, under budget; due to fuel cost being under budgeted.
- Materials and supplies totaled \$283,000 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are over budget due to membership fees paid in full for Lakeland Economic Development Council.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.

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

<b>CHANGE IN FINANCIAL CONDITION</b>
Based on the year-to-date budget-to-actual variances through March 31 <sup>st</sup> the financials reflect are favorable actual variance of \$1.9 million with 50% of the fiscal year.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, May 15<sup>th</sup>, 2019 at 8:30 a.m.

	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 March 31, 2019  
Year to Date Report  
Percent of FY Reported (50%)

**Revenues**

- The revenues totaled \$3.3 million or 97% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$720,000.
- Fare Revenues totaled \$67,000 or 90% of the year-to-date budget.
- The Polk County City Contributions reflects one payment of \$414,000 over budget year-to-date.
- The County funding reflects payments for the budgeted grants match totaling \$1.53 million.
- The FDOT Grants drawdown totaled \$540,000.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$3.1 million or 90% of the year-to-date budget.
- Salaries and wages totaled \$1.7 million or 88% of the YTD Budget.
- Operating expenses totaled \$957,000 or 98% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$359,000 or 121% of the year to date budget.
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LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, May 15<sup>th</sup>, 2019 at 8:30 a.m.

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
<b>Revenues</b>				
County Match	\$ 1,960,700	\$ 980,350	\$ 1,307,136	133%
Other Contract Revenue - County	\$ 191,600	\$ 95,800	\$ 17,331	18%
City Contribution	\$ 393,040	\$ 196,520	\$ 413,979	211%
County Contribution - PCTS	\$ 76,378	\$ 38,189	\$ 52,252	137%
Fares	\$ 150,000	\$ 75,000	\$ 67,379	90%
<b>FDOT Block Grants:</b>				
GOV71/G1481 - WHAT/ADA	\$ 575,600	\$ 287,800	\$ 207,517	72%
RURAL AQR07	\$ 913,000	\$ 456,500	\$ 332,775	73%
<b>FTA</b>				
FTA 5307 Grant	\$ 2,262,076	\$ 1,131,038	\$ 720,325	64%
Capital Contributions - County	\$ 257,626	\$ 128,813	\$ 171,751	133%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 3,390,010</b>	<b>\$ 3,290,445</b>	<b>97%</b>

Expenses				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,973,664	\$ 1,986,832	\$ 1,745,976	88%
Contract	\$ 594,000	\$ 297,000	\$ 358,915	121%
Operating	\$ 1,954,730	\$ 977,365	\$ 956,652	98%
Capital	\$ 257,626	\$ 128,813	\$ 0	0%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 3,390,010</b>	<b>\$ 3,061,543</b>	<b>90%</b>

**c. TD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of March 31, 2019  
Year to Date Report  
Percent of FY Reported (50%)

**Revenues**

- The revenues totaled \$.9 million or 82% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$742,000 or 76% of the grants.
- Contract Revenues and other revenues totaled \$55,000.
- The County funding for the match totaled \$93,000 or 86%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$.92 million or 85% of the year-to-date budget.
- Salaries and wages totaled \$626,000 or 106% of the YTD Budget.

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- Operating expenses totaled \$207,000 or 53% of the YTD Budget.
- Support Services for Operations totaled \$92,000 or 87% of the YTD Budget.

Lakeland Area Mass Transit District				
Transportation Disadvantage Program				
Period Ending - March, 2019				
Revenue				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
<b>Revenues</b>				
County Match 10%	\$ 144,500	\$ 108,375	\$ 93,255	86%
<b>Contract Revenue</b>	\$ 205	\$ 103	\$ 3,858	
Adult Day Care			\$ 51,144	
<b>FDOT Grants:</b>				
CTD Grant -Operating	\$ 1,300,175	\$ 975,131	\$ 741,612	76%
<b>Total</b>	<b>\$ 1,444,880</b>	<b>\$ 1,083,609</b>	<b>\$ 889,868</b>	<b>82%</b>
Expenditure				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 785,751	\$ 589,313	\$ 625,858	106%
		\$ -		
Support Services	\$ 139,692	\$ 104,769	\$ 91,482	87%
		\$ -		
Operating	\$ 519,437	\$ 389,578	\$ 206,825	53%
<b>Total</b>	<b>\$ 1,444,880</b>	<b>\$ 1,083,660</b>	<b>\$ 924,165</b>	<b>85%</b>

**d. FY 2019-20 Florida Commission for Transportation Disadvantaged Grant Application for Trips and Equipment and corresponding Resolution # 19-20**

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.

“Approve Approval of Grant Submission and subsequent award for the period of July 1st, 2019 through June 30th, 2020”

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

**MOTION CARRIED UNANIMOUSLY**

**e. Bus Lease Financing / Purchase Agreement Suites**

The debt service funding is for a total of \$852,805 over five years, with a principal of \$800,000, and interest expense of \$52,805, with an interest rate of 2.544%.

The District FY 2018-2019 budget for capital funding reflects the purchase new fixed route buses and previous debt service payment, totaling \$680,000. The estimated annual debt of service over 5 years totaled \$170,061 annually (\$42,515 per bus). Funds will be escrowed in an interest-bearing account and restricted for debt services.

The interest rate of 2.544% is an acceptable for the following reasons.

- Prime Rate: 5.50%
- Federal Funds Rate: 2.50%
- Percent of Prime Rate: 46.25%
- Percent of Federal Fund Rate: 101.76%



LAKELAND AREA MASS TRANSIT DISTRICT  
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Wednesday, May 15<sup>th</sup>, 2019 at 8:30 a.m.

Staff anticipated an interest rate of 5% or a \$181,200 annual debt service payment.

Summary: On March 08, 2019, the District issued a Request for Proposal #19-003, on behalf of the Finance Department, for experienced and qualified firms interested in providing a Fixed Rate Bus Lease-Purchase Agreement for the District's Fleet Replacement Program. More specifically to finance four (4) heavy duty, fixed route buses and add-on equipment. The approximate amount for the purchase is \$800,000 (\$200,000 per bus).

The solicitation was posted publicly on the District's website, and the "business-2-government" web service "Demand-star.com", provided by Onvia.

The solicitation was posted on the Districts website, the public bidding site Demandstar where 94 firms were notified, and sent via email to over 25 firms, of which 13% were Minority Owned Small Businesses found through the District's Vendor Database, BizNet website, or Demandstar.

A single offer was received and reviewed for responsiveness by the Contract Specialist. The Price was determined fair and reasonable based on a price comparison against the Independent Cost Estimate (ICE), the prior bus lease contract, and online research of like financial institutions.

A responsibility review was conducted to verify the firm's ability to perform the specified services. The evaluation resulted in the firm of US Bancorp Government Leasing and Finance, Inc., having demonstrated the ability to meet the needs of the District and is being recommended for award.

"Approve award of Contract #19-003 for the Bus Lease-Purchase Agreement to US Bancorp Government Leasing and Finance, Inc., for a Not to Exceed \$800,000 in Principal Funding over five (5) year term."

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

**MOTION CARRIED UNANIMOUSLY**

**f. FY 2019 Florida Department of Transportation (FDOT) Service Development Grant Application and corresponding resolution.**

The Service Development Program under FDOT provides funding for the development of new transit services. This current year's application is for the Dixieland Road Diet Test. This includes two smaller bus, one running at a time, to travel alternative streets providing shuttle services to those individuals impacted by the Road Diet. This project is subjected to a 50/50 match requirement in local funds. The grant attached was anticipated with the City of Lakeland funding which is now not feasible.

"Recommend approval of resolution, grant submission and subsequent award"  
1<sup>st</sup> Bill Mutz/ 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, May 15<sup>th</sup>, 2019 at 8:30 a.m.

**Agenda Item #5– Legal**

**a. Resolution to enlarge the District**

A request to have approval to expand the District to include the territory located at Timberwood Drive, Lakeland, Florida 33813.

“Recommend approval of Resolution 19-16”

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

**MOTION CARRIED UNANIMOUSLY**

**b. Other**

- The CRA agreement is set to be signed at the City of Lakeland’s next meeting on May 20<sup>th</sup>
- **Publix Easement Agreement:** Current language is being worked out between our legal team and the legal team from Publix to adjust some of the wording and terms.

“Approve the easement agreement upon the completion of the work done between both legal teams”

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

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #7 – Reroute Progress Update / Aaron Dunn, Paul Simms, James Phillips**

Following the board's decision to begin the testing phase of the project we have compiled feedback from both drivers and riders. Using the feedback, we have since made numerous changes to the originally proposed routes to make them more efficient, user friendly, and reliable.

Throughout this process we still maintained the four main principles of the project:

1. Each of the new routes will accomplish the same things the current routes do now.
2. The routes do not eliminate any current service area or bus stop.
3. The routes will begin earlier in the day and end later in the evenings.
4. The proposed system will be created to be more user-friendly.

[Attachment available]

**Agenda Item #8 – Reroute Marketing Cost Estimate / Erin Killebrew**

The Reroute 2020 project is an exciting moment in our Agency’s history. However, any project of this size would come with extra costs beyond the normal spending for the fiscal year. The following rough estimates highlights those extra costs.

- Printing for shelters - \$6,000
- Maps and guides - \$10,000
- Aluminum signs - \$10,000

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
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**Agenda Item #6 – Executive Director Report / Tom Phillips**

- a. Agency Updates
- Highlighted an article from the Ledger from 2017 about the Road Diet
  - Commended staff for their customer service and their ability to navigate incongruent situations
  - Welcomed back Kaley Raub for another internship with the agency
  - New Beginnings High School sponsored another year of Summer of Safety
  - Possible cancelation of Metro Bench agreement will prove to be a tenuous situation and present unique legal challenges

**Agenda Item #7 – Executive Informational Update / Tom Phillips**

- a. April Calendar  
[See attached]
- b. Ridership and UAP Update  
[See attached]

**Agenda Item #8 – Other Business**

-None

Adjournment at 9:44 a.m.

Approved this 19<sup>th</sup> day of June, 2019.

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Vice Chairman – County Commissioner John Hall

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
SPECIAL MEETING  
JUNE 19, 2019  
AGENDA ITEM #1b

Agenda Item: Approval of the June 12, 2019 LAMTD Public Hearing Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the June 12, 2019 LAMTD Public Hearing Minutes

Attachments: June 12, 2019 LAMTD Public Hearing Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, June 12<sup>th</sup>, 2019 at 8:30 a.m.

**Directors:**

City of Lakeland Commissioner Phillip Walker  
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

8:30 a.m. By Commissioner Walker

**Agenda Item #1 – Public Comments**

Open forum for the public to address any comments, questions, or concerns related to the reconfiguration of the Lakeland intracity routes. Comments will be recorded for the purpose to be added to the discussion of the later vote.

Michael Melee - 129 Todd St (Meadowbrook Mobile Home Park)

-Michael Melee commented the Reroute website was a good website, but there were no timings listed. He was unable to gage on the website on how to transfer between lines. Mr. Melee wants to gage better the times necessary for him to plan out his day.

-Michael Melee was concerned about the cut back in service from 11:00a – 2:00p and if there would be any service at all during that time.

- Tom Phillips, Executive Director, clarified service will be present but on a 90min interval. Tom further clarified the preexisting Saturday service would not be affected by these changes.

Adjournment at 8:38 a.m.

Approved this 19<sup>th</sup> day of June, 2019

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Vice Chairman – County Commissioner John Hall

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended  
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #3

Agenda Item:      **GEM Award**

Presenter:          Steve Schaible

Recommended  
Action:              None

Summary:           Video presentation telling the story of paratransit driver  
Pedro Gonzalez

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #4a

Agenda Item: April 30, 2019 LAMTD Monthly Financial Statement  
FY 2018-19

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget.

Attachments: See Attachments



Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date April 30, 2019  
FY 2018-2019

**Year to Date April 30, 2019**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	58%	\$6,271,400	\$6,929,140	110%	\$10.8 Million
Expenses YTD	58%	\$6,271,400	\$5,041,100	80%	\$10.8 Million

**REVENUES:**

The total revenues realized year-to-date through April 30, 2019 totaled \$6.9 million or 110% of the YTD budget.

- Farebox revenues reflect \$343,000 or 88% of budgeted revenues through April 30, 2019.
- Contract revenues totaled \$94,000 or 78% of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$93,600 for RAMCO. RAMCO payment of \$93,600 billed in January and received in March 2019.
- Ad Valorem taxes reflects \$4.575 million or 98% of the Tax Levy. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$126,000 over budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$798,000.
- 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 267,000.
- Advertising income reflects \$104,000 over budget due to revenues being prepaid.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue totaled \$99,000 resulting from reimbursement for Capital expenses from the County after the 9/30/18 audit.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date April 30, 2019  
FY 2018-2019

**EXPENSES:**

The total expenses year-to-date through April 30, 2019 totaled \$5.0 million or 80% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of April 30, 2019, these expenses totaled \$3.5 million or 13% under budget of \$4.0 million.
- Professional and Technical Services expenses totaled \$194,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$61,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$316,000 YTD, under budget; due to fuel cost being under budgeted.
- Materials and supplies totaled \$316,000 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are under budget, a favorable variance.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.

Other remaining expenses are under the YTD budget through April 30, 2019

CHANGE IN FINANCIAL CONDITION	
Based on the year-to-date budget-to-actual variances through April 30 <sup>th</sup> the financials reflect are favorable actual variance of \$1.9 million with 58% of the fiscal year.	

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

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



# LAKELAND AREA MASS TRANSIT DISTRICT

## FY 2019 MONTHLY FINANCIAL STATEMENT MONTH OF Apr 2019

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 47,029	\$ 55,833	\$ (8,804)	-16%	\$ 343,445	\$ 390,833	\$ (47,388)	-12%	\$ 670,000
Contract Income (UAP)	\$ 26,712	\$ 17,025	\$ 9,687	57%	\$ 93,140	\$ 119,175	\$ (26,035)	-22%	\$ 204,300
Other Contract Revenue	\$ -	\$ 7,800	\$ (7,800)	-100%	\$ 130,911	\$ 54,600	\$ 76,311	140%	\$ 93,600
Miscellaneous Income	\$ 3,164	\$ 2,917	\$ 247	8%	\$ 99,190	\$ 20,418	\$ 78,772	386%	\$ 35,000
Advertising Revenue	\$ 8,816	\$ 12,500	\$ (3,684)	-29%	\$ 103,673	\$ 87,500	\$ 16,173	18%	\$ 150,000
Investment/Interest Income (net)	\$ 19,168	\$ 5,833	\$ 13,334	229%	\$ 126,467	\$ 40,833	\$ 85,634	210%	\$ 70,000
Ad Valorum Income, net	\$ 153,813	\$ 389,136	\$ (235,322)	-60%	\$ 4,575,085	\$ 2,723,951	\$ 1,851,134	68%	\$ 4,669,630
FDOT Operating Grant	\$ 262,409	\$ 143,423	\$ 118,986	83%	\$ 798,037	\$ 1,003,963	\$ (205,926)	-21%	\$ 1,721,080
Federal Operating Grant	\$ -	\$ 203,380	\$ (203,380)	-100%	\$ 266,903	\$ 1,423,660	\$ (1,156,757)	-81%	\$ 2,440,560
Cost Recovery	\$ 400	\$ 833	\$ (433)	-52%	\$ 35,979	\$ 5,833	\$ 30,146	517%	\$ 10,000
City of Lakeland	\$ 15,810	\$ 18,048	\$ (2,237)	-12%	\$ 105,640	\$ 126,333	\$ (20,693)	-16%	\$ 216,570
Bartow Express	\$ -	\$ 1,203	\$ (1,203)	-100%	\$ -	\$ 8,423	\$ (8,423)	-100%	\$ 14,440
PCTS - Support Cost Reimb.	\$ 35,811	\$ 37,983	\$ (2,173)	-6%	\$ 250,674	\$ 265,883	\$ (15,210)	-6%	\$ 455,800
TOTAL REVENUES	\$ 573,132	\$ 895,915	\$ (322,783)	-36%	\$ 6,929,142	\$ 6,271,405	\$ 657,737	10%	\$ 10,750,980
Salaries	\$ 335,780	\$ 396,968	\$ (61,188)	-15%	\$ 2,347,022	\$ 2,778,778	\$ (431,756)	-16%	\$ 4,763,620
Employee Benefits	\$ 151,098	\$ 177,621	\$ (26,523)	-15%	\$ 1,145,667	\$ 1,243,346	\$ (97,679)	-8%	\$ 2,131,450
Advertising Fees	\$ 605	\$ 1,750	\$ (1,145)	-65%	\$ 11,251	\$ 12,250	\$ (999)	-8%	\$ 21,000
Professional & Technical Ser	\$ 9,999	\$ 33,817	\$ (23,817)	-70%	\$ 194,413	\$ 236,717	\$ (42,304)	-18%	\$ 405,800
Contract Maintenance Services	\$ 2,999	\$ 8,400	\$ (5,401)	-64%	\$ 51,678	\$ 58,800	\$ (7,122)	-12%	\$ 100,800
Other Services	\$ 4,271	\$ 4,929	\$ (658)	-13%	\$ 61,442	\$ 34,504	\$ 26,938	78%	\$ 59,150
Fuel & Lubricants	\$ 48,012	\$ 50,246	\$ (2,233)	-4%	\$ 315,846	\$ 351,721	\$ (35,875)	-10%	\$ 602,950
Freight	\$ 335	\$ 808	\$ (473)	-59%	\$ 1,722	\$ 5,658	\$ (3,936)	-70%	\$ 9,700
Repairs & Maintenance	\$ 2,185	\$ 4,050	\$ (1,865)	-46%	\$ 6,968	\$ 28,350	\$ (21,382)	-75%	\$ 48,600
Materials & Supplies	\$ 33,498	\$ 63,155	\$ (29,657)	-47%	\$ 316,425	\$ 442,085	\$ (125,660)	-28%	\$ 757,860
Utilities/Telephone	\$ 9,992	\$ 9,426	\$ 566	6%	\$ 70,269	\$ 65,981	\$ 4,288	6%	\$ 113,110
Liab & Prop Damage Insurance	\$ -	\$ 19,333	\$ (19,333)	-100%	\$ 168,205	\$ 135,333	\$ 32,872	24%	\$ 232,000
Other Corporate Insurance	\$ -	\$ 100	\$ (100)	-100%	\$ 873	\$ 700	\$ 173	25%	\$ 1,200
Dues & Subscriptions	\$ 139	\$ 3,658	\$ (3,519)	-96%	\$ 23,217	\$ 25,608	\$ (2,391)	-9%	\$ 43,900
Education/Training/Meeting/Travel	\$ 7,413	\$ 9,142	\$ (1,728)	-19%	\$ 38,562	\$ 63,992	\$ (25,430)	-40%	\$ 109,700
Service Charges	\$ 1,717	\$ 1,150	\$ 567	49%	\$ 13,806	\$ 8,050	\$ 5,756	72%	\$ 13,800
Office Expense	\$ 2,250	\$ 7,558	\$ (5,308)	-70%	\$ 20,127	\$ 52,908	\$ (32,781)	-62%	\$ 90,700
Advertising & Promotions	\$ 1,527	\$ 2,083	\$ (557)	-27%	\$ 6,095	\$ 14,583	\$ (8,488)	-58%	\$ 25,000
Miscellaneous Expenses	\$ 1,610	\$ 2,446	\$ (836)	-34%	\$ 18,543	\$ 17,120	\$ 1,423	8%	\$ 29,350
Property Appraiser/Tax Collector Comm	\$ 3,076	\$ 14,017	\$ (10,940)	-78%	\$ 151,464	\$ 98,117	\$ 53,347	54%	\$ 168,200
LDDA, CRA Contributions	\$ -	\$ 18,048	\$ (18,048)	-100%	\$ 402	\$ 126,333	\$ (125,931)	-100%	\$ 216,570
Capital Expenditures/ Debt Service	\$ 11,014	\$ 56,717	\$ (45,702)	-81%	\$ 77,101	\$ 397,017	\$ (319,916)	-81%	\$ 680,600
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 1,167	\$ (1,167)	-100%	\$ 2,000
Restricted Contingency	\$ -	\$ 10,327	\$ (10,327)	-100%	\$ -	\$ 72,287	\$ (72,287)	-100%	\$ 123,920
TOTAL EXPENDITURES	\$ 627,521	\$ 895,915	\$ (268,394)	-30%	\$ 5,041,100	\$ 6,271,405	\$ (1,230,305)	-20%	\$ 10,750,980
REVENUES (OVER)/UNDER EXPENDITURES	\$ (54,389)	\$ -	\$ (54,389)		\$ 1,888,042	\$ -	\$ 1,888,042		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #4b

Agenda Item: April 30, 2019 Financials for Polk County Transit Services  
Contract – FY 2018-19

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #4b

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of April 30, 2019  
Year to Date Report  
Percent of FY Reported (58%)

**Revenues**

- The revenues totaled \$4.0 million or 101% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$835,620.
- Fare Revenues totaled \$78,260 or 89% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$414,000 and over budget year-to-date.
- The County funding reflects payments for the budgeted grants match totaling \$1.92 million.
- The FDOT Grants drawdown totaled \$726,300.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$3.7 million or 92% of the year-to-date budget.
- Salaries and wages totaled \$2.1 million or 88% of the YTD Budget.
- Operating expenses totaled \$1.1 million or 92% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$465,200 or 134% of the year to date budget.
- Capital Expenses totaled \$94,200 for the Avail Bus Technology System.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
<b>Revenues</b>				
County Match	\$ 1,960,700	\$ 1,143,742	\$ 1,633,919	143%
Other Contract Revenue - County	\$ 191,600	\$ 111,767	\$ 19,475	17%
City Contribution	\$ 393,040	\$ 229,273	\$ 413,979	181%
County Contribution - PCTS	\$ 76,378	\$ 44,554	\$ 65,315	147%
Fares	\$ 150,000	\$ 87,500	\$ 78,260	89%
<b>FDOT Block Grants:</b>				
GOV71/G1481 - WHAT/ADA	\$ 575,600	\$ 335,767	\$ 351,307	105%
RURAL AQR07	\$ 913,000	\$ 532,583	\$ 374,986	70%
<b>FTA</b>				
FTA 5307 Grant	\$ 2,262,076	\$ 1,319,544	\$ 835,620	63%
Capital Contributions - County	\$ 257,626	\$ 150,282	\$ 214,689	143%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 3,955,012</b>	<b>\$ 3,987,551</b>	<b>101%</b>

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,973,664	\$ 2,317,971	\$ 2,038,049	88%
Contract	\$ 594,000	\$ 346,500	\$ 465,257	134%
Operating	\$ 1,954,730	\$ 1,140,259	\$ 1,048,382	92%
Capital	\$ 257,626	\$ 150,282	\$ 94,174	63%
<b>Total</b>	<b>\$ 6,780,020</b>	<b>\$ 3,955,012</b>	<b>\$ 3,645,862</b>	<b>92%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #4c

Agenda Item: April 30, 2019 Financials for The Transportation Disadvantaged Program– FY 2018-19

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget

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

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #4c

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of April 30, 2019  
Year to Date Report  
Percent of FY Reported (58%)

**Revenues**

- The revenues totaled \$.99 million or 83% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$839,000 or 77% of the grants.
- Contract Revenues and other revenues totaled \$50,000.
- The County funding for the match totaled \$105,000 or 87%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$.992 million or 82% of the year-to-date budget.
- Salaries and wages totaled \$694,000 or 97% of the YTD Budget.
- Operating expenses totaled \$206,000 or 55% of the YTD Budget.
- Support Services for Operations totaled \$91,000 or 79% of the YTD Budget.



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

**Revenue**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Total YTD</b>
<b>Revenues</b>				
County Match 10%	\$ 144,500	\$ 120,417	\$ 104,729	87%
<b>Contract Revenue</b>	\$ 205	\$ 103	\$ 3,964	
Adult Day Care			\$ 49,724	
<b>FDOT Grants:</b>				
CTD Grant -Operating	\$ 1,300,175	\$ 1,083,479	\$ 839,292	77%
<b>Total</b>	<b>\$ 1,444,880</b>	<b>\$ 1,203,999</b>	<b>\$ 997,709</b>	<b>83%</b>

**Expenditure**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Total YTD</b>
Labor	\$ 855,751	\$ 713,126	\$693,880	97%
		\$ -		
Support Services	\$ 139,692	\$ 116,410	\$ 91,482	79%
		\$ -		
Operating	\$ 449,437	\$ 374,531	\$ 206,282	55%
<b>Total</b>	<b>\$ 1,444,880</b>	<b>\$ 1,204,067</b>	<b>\$991,644</b>	<b>82%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUNE 19, 2019  
AGENDA ITEM #4d

Agenda Item:       **FY 2020 Federal Transit Administration Grant Application for Bus and Bus Facilities**

Presenter:           David Persaud, CFO

Recommended

Action:              Recommend Approval of Grant Submission, corresponding resolution and subsequent award

Summary:            The Federal Transit Administration under 5339 funding provides opportunities for replacement and repair of existing buses and bus facilities. Citrus Connection staff are requesting the approval of a grant application for the two expansion buses and new 4G internet, WiFi services and USB stations on the buses. Also included is Pre-Trip software, Vehicle Health Monitoring and Web Content Management.

Funding:            Funding proved by the Federal Transit Administration at 80% is \$1,454,541 with a 20% match of \$363,635 in the form of Transportation Development Credits for a total of \$1,818,176. There is no fiscal impact for the LAMTD.

Attachments:        Resolution #19-17

## **RESOLUTION # 19-17**

**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 Federal Transit Administration (FTA), and the acceptance of a grant award from the Department.

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

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

1. This resolution applies to 5339(b) Grants for Buses and Bus Facilities Infrastructure Investment Program,
2. The submission of a grant application(s), supporting documents, and/or assurances to the FTA is approved
3. The Executive Director, Tom Phillips, is authorized to sign the application, accept a grant award, and enter into, modify or terminate any subsequent award contract or agreement related to this grant application unless specifically rescinded.

**DULY PASSED AND ADOPTED THIS June 19, 2019**

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

John Hall, Vice-Chairman of the Board  
Lakeland Area Mass Transit District

**ATTEST:**

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

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #4e

Agenda Item: FY 2019-20 Florida (CTD) Commission for Transportation Disadvantaged Budget for the Lakeland Area Mass Transit District which is the designated Community Transportation Coordinator for Polk County.

Presenter: David Persaud, Chief Financial Officer

Recommended Action: Recommend Approval of the annual Operating Budget for the period of July 1<sup>st</sup>, 2019 through June 30<sup>th</sup>, 2020.

Summary: The State Commission for the Transportation Disadvantaged (CTD) 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 Budget is \$1,498,110. The Commission for Transportation Disadvantaged will fund \$1,348,094 through grant funds and \$149,788 will be budgeted into the Polk County's Transit Budget. The total operating expense is \$1,498,110.

The total authorized full-time positions are 15 in 2019 and one new position titled Transportation Coordinator is added in FY 2019-20 budget increasing the total authorized positions for the T.D. Program to 16 positions.

Attachments: FY July 1, 2019 through June 30, 2020 Proposed Budget

Transportation Disadvantaged Budget Worksheet FY 2019-20

Account Id	Account Description	Actual 2018	Budget 2019	Actual 3-31-19	Requested	Remarks
6-401-090-0000	Smart Card Fee	1,038.00	-	472.00	-	
6-417-475-ADCA	Adult Day Care	61,683.47	-	28,241.08	-	
6-417-475-CNTY	10% Match - County	112,575.97	144,500.00	62,823.58	149,788.00	
6-417-475-CTDO	CTD Grant - Operating	1,013,183.68	1,300,175.00	467,732.00	1,348,094.00	
6-418-475-0000	Miscellaneous Income	5,745.06	205.00	57.72	228.00	
6-475-475-CT01	CTD Grant - Operating TPO (Cash)	7,730.86	-	-	-	
6-475-475-CT02	CTD Grant - Operating TDP (Accrual)	-	-	11,055.96	-	
	<b>Total Revenue</b>	<b>1,201,957.04</b>	<b>1,444,880.00</b>	<b>570,382.34</b>	<b>1,498,110.00</b>	
<b>6-0475-00000</b>	<b>OP'S - TRANSPORTATION DISADVANTAGED (TD)</b>					
6-0475-50101	Salaries	565,606.66	481,279.00	252,572.42	601,480.00	
6-0475-50103	Overtime (TD)	13,494.04	25,950.00	12,034.39	28,540.00	
6-0475-50201	Social Security (TD)	23,476.15	31,448.00	14,928.14	39,070.00	
6-0475-50202	Medicare (TD)	5,490.60	7,355.00	3,491.32	9,140.00	
6-0475-50203	Pension Plan (TD)	33,632.35	41,897.00	21,856.53	53,560.00	
6-0475-50204	Health Insurance	175,186.67	170,422.00	96,333.62	222,760.00	
6-0475-50205	Life Insurance (TD)	3,764.27	1,400.00	1,246.60	1,450.00	
6-0475-50207	Unemployment Compensation (TD)	2,685.34	5,000.00	-	-	
6-0475-50208	Workers' Compensation (TD)	13,909.26	21,000.00	9,606.67	17,780.00	
6-0475-50211	Support Services	30,411.77	139,692.00	61,070.28	-	
6-0475-50213	Uniforms	25.25	2,400.00	-	2,400.00	
6-0475-50214	Other Fringe Benefits	17.25	-	-	100.00	
6-0475-50216	Driver Licenses	30.90	150.00	-	150.00	
6-0475-50260	Insurance Broker Services	-	2,100.00	-	4,200.00	
6-0475-50303	Prof. & Technical Svc.	20,420.83	24,100.00	-	40,510.00	
6-0475-50305	Contract Maintenance	2,048.28	5,300.00	1,732.48	5,800.00	
6-0475-50307	Drug Testing	1,176.78	1,500.00	247.70	1,500.00	
6-0475-50399	Other Services	21,984.58	27,900.00	16,215.02	30,390.00	
6-0475-50400	Fuel Gasoline - TD	156,954.89	150,000.00	73,729.22	175,000.00	
6-0475-50401	Fuel - TD	193.60	10,000.00	-	10,000.00	
6-0475-50403	Elder Point Ministries Expense	-	8,000.00	-	-	
6-0475-50404	Adult Day Care Expense	-	200.00	-	-	
6-0475-50406	Polk TPO Expense	7,730.86	-	11,055.96	-	
6-0475-50455	Repairs & Maintenance - Buses	41,185.76	89,000.00	43,678.66	95,000.00	
6-0475-50460	Materials & Supplies	34,824.38	40,000.00	3,737.09	44,000.00	
6-0475-50465	Service/Inventory Parts - TD	167.03	200.00	-	350.00	
6-0475-50504	Telephone	13,983.37	10,700.00	4,805.97	10,700.00	
6-0475-50505	Utilities - TD	2,539.35	3,300.00	1,369.50	3,300.00	
6-0475-50901	Dues & Subscriptions - TD	732.30	1,500.00	-	1,650.00	
6-0475-50902	Travel/Meetings	3,891.97	6,000.00	2,127.69	7,000.00	
6-0475-50903	Employee Education	1,221.42	2,000.00	-	2,500.00	

6-0475-50905	Office Expense (TD)	2,808.37	4,700.00	187.86	5,000.00	
6-0475-50907	Postage & Shipping	1,685.91	3,100.00	-	3,100.00	
6-0475-50908	Advertising & Promotion - TD	1,592.36	3,150.00	639.10	3,400.00	
6-0475-50910	Software - TD	-	7,200.00	-	7,500.00	
6-0475-50911	Printing	1,515.00	1,350.00	-	1,500.00	
6-0475-50914	Computer Hardware	-	2,300.00	-	2,300.00	
6-0475-50999	Miscellaneous	36.25	1,100.00	-	2,300.00	
6-0475-60006	Operating Contingency	-	112,187.00	-	64,680.00	
	<b>Total Expenses</b>	<b>1,184,423.80</b>	<b>1,444,880.00</b>	<b>632,666.22</b>	<b>1,498,110.00</b>	

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #4f

Agenda Item:       **ADA DEPLOYMENT PADS AND BUS SHELTER  
INSTALLATION**

Presenter:           David Persaud, CFO

Recommended  
Action:               Recommend Board pre-approve the award of Invitation  
for Bid (IFB) #19-002 for the Installation of ADA  
Deployment Pads and Bus Shelters to the lowest  
responsive, responsible bidder for an amount Not to  
Exceed \$470,000.

Anticipated  
Funding Source:   Multiple Federal Grant and Future State Grant Awards

Summary:           On May 07, 2019, the District issued an Invitation for Bid  
(IFB) # 19-002, for qualified firms interested in providing  
all aspects of construction, demolition, labor, and material  
necessary for the installation of ADA Deployment Pads  
and District provided Bus Shelters.

Under the initial Task Order, the District has identified  
roughly 33 locations for ADA deployment pads or transit  
shelter pads, and roughly 14 bus shelters to be installed (5  
on existing pads). The total cost for this task order  
constitutes the not to exceed amount listed above.

The solicitation was provided to the District's registered  
vendors and state certified Disadvantaged Business  
Enterprise (DBE) and/or Minority Business  
Enterprise (MBE). Seventy firms received notification of  
the posting, of which 30% were DBE firms found through  
the Florida Department of Transportation's DBE  
Directory/website. Of the DBE firms solicited, only 9%  
acknowledged the bid, with no submittals received.

## AGENDA ITEM #4f – CONT.

Two offers were received, publicly opened and evaluated based on price only. The District named the apparent low bidder as the intended awardee, in accordance with the selection criteria stated within the solicitation.

- Florida Safety Contractors, Inc. \$447,650
- SEMCO Construction Inc. \$469,374

A responsiveness and responsibility review, for the apparent low bidder, is being conducted to ensure the firm meets the requirements as outlined in the solicitation prior to obtaining award approval from the Department of Transportation and prior to posting the District's final Notice of Award.

The District's Board of Director's shall be advised of the resulting award during the next board meeting.

Funding for this project consists of the following grant awards. Additional funding is being sought for future task orders under this agreement.

Grant No.	Split	Total Grant Award	Total Federal Obligation	Total Local Match
Federal grant FL-2017-025	80/20	\$ 62,076.00	\$ 49,661.00	\$ 12,415.00
Federal grant FL-2017-029	80/20	\$ 217,535.00	\$ 174,028.00	\$ 43,507.00
Federal grant FL-2017-030	80/20	\$ 136,958.00	\$ 109,566.00	\$ 27,392.00
Federal grant FL-2017-114	80/20	\$ 73,826.00	\$ 59,061.00	\$ 14,765.00
<b>Totals</b>		<b>\$ 490,395.00</b>	<b>\$ 392,316.00</b>	<b>\$ 98,079.00</b>

Attachments: Draft Award Analysis



**AWARD ANALYSIS AND SUMMARY SHEET****Solicitation Number: 19-002****Contract Information**

- A. Description:** Installation of ADA Deployment Pads and Bus Shelters
- B. Contractor:** Florida Safety Contractors Inc.
- C. Contract Number:** 19-002
- D. Contract Amount:** Not to Exceed \$450,000
- E. Contract Type:** Firm Fixed Unit Price
- F. Term of Contract:** 3 year base term
- G. Options Available:** 2 – 1 year options
- H. Base Term Expiration:** June 2022
- I. Options Term(s) Expiration:** June 2024
- J. Funding Source:** Multiple Federal Grant and Future State Grant Awards

**K.****Solicitation Information**

- A. Issue Date:** 05/07/19
- B. Number of Notifications Sent:** Seventy (70) firms received the request for proposal, of which 30% were DBE firms.
- C. Date and Time Offers were due:** 06/13/19, 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** Two (2)
- E. Price Summary of offers:**

SUMMARY SHEET		
Offeror	Total Price	Ranking
Florida Safety Contractors Inc.	\$ 447,650.	1
American Construction Services Inc.	\$ 469,374	2

*See attached evaluation details*

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

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

**H. Cost Price Reasonableness Summary:** Price determined to be fair and reasonable based on a price comparison of the project manager's price estimate and all bids received.

**I. Determination of Responsibility:**

**Financial Responsibility Survey:** pending

**Arithmetic Check:** pending

**Debarment/Suspension Status:** pending

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

**Determination and Recommendation**

pending

Prepared: \_\_\_\_\_ 6/17/19  
Purchasing Agent/Contracts Specialist Date

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #5a

Agenda Item:       **Peace River UAP Renewal**

Presenter:           Tim Darby, Esq.

Recommended  
Action:               Approve the renewed Universal Access Program Agreement  
                            between the Lakeland Area Mass Transit District and Peace  
                            River

Summary:            Standard renewal of the previous contract with the addition for  
                            it to automatically renew for three years or notice of  
                            termination.

Attachments:        Agreement

**Peace River Center  
Universal Access Service Agreement**

This Service Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and among the Peace River Center for Personal Development, Inc. (hereinafter referred to as “PRC”), and the Lakeland Area Mass Transit District, an independent special taxing district (hereinafter referred to as the “District”).

WHEREAS, PRC desires to provide up to 300 participants in chosen PRC programs and services the benefit of unlimited access to public transit; and,

WHEREAS, the District operates a public transit system which currently provides fixed route bus service in Polk County, and,

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The term of this Agreement shall commence on July 1, 2019, through and including June 30, 2022.
2. The District will allow up to 300 participants being served by PRC in programs and services specifically listed in Exhibit A attached hereto, unlimited access for each fixed route transit trip when a participant shows appropriate identification. The District shall provide unlimited access to fixed route transit service for the eligible participants in accordance with the terms of this Agreement.
3. This Agreement shall terminate if PRC or the District provide written notice of intent to terminate this Agreement (“Termination Notice”) to the other party hereto, ninety (90) days prior to termination of the service.
4. Hours of operation of bus service are defined as the number of hours each bus operates plus reasonable travel time each way to and from the District Operations Centers where the particular bus is based. The District does not operate on New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, or Christmas Day.
5. The monthly rate to be charged to PRC by the District for the transit service will be

\$750.00 to be paid to the District.

5. Invoices will be issued to PRC for the transit service and PRC shall pay within 30 days of receipt of the invoice.

6. PRC agrees to provide all participants in the selected programs and services with a photo identification card and will be responsible to ensure that only the selected participants have access to the photo identification cards to access the transit system.

7. This Agreement is subject to the terms and conditions contained in any interlocal or other agreement between the District and any other governmental authority, including, without limitation, the City of Lakeland, the Polk Transit Authority, and the County, and between the County and any other governmental authority including, without limitation, the City of Lakeland, the Polk Transit Authority, and the District.

8. This Agreement is subject to all federal, state, and local laws, rules, and regulations with which the District is obligated to comply.

9. Failure of any party to comply with any provision of this Agreement shall place that party in default. Prior to terminating this Agreement, the non-defaulting party shall notify the defaulting party in writing. The notification shall make specific reference to the condition alleged to give rise to the default. The defaulting party shall then be entitled to a period of fifteen (15) days from the date notification is received in which to cure the default. If said default is not cured within the fifteen (15) day period, this Agreement may be terminated by the non-defaulting party. The failure of any party to exercise this right shall not be considered a waiver of such right in the event of any further default or non-compliance.

10. All notices, requests, demands and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given when received if personally delivered; when transmitted if transmitted by telecopy, electronic telephone line facsimile transmission or other similar electronic or digital transmission method; the day after it is sent, if sent by recognized expedited delivery service; and five (5) days after it is sent, if mailed, first class mail, postage prepaid. In each case, notice shall be sent

to:

PRC: Peace River Center  
1239 E. Main Street  
P.O. Box 1559  
Bartow, Florida 33831-1559  
Designated Fax #: 863-519-0206  
ATTN:

DISTRICT: Lakeland Area Mass Transit District  
1212 George Jenkins Boulevard  
Lakeland, FL 33815  
ATTN: Tom Phillips

11. If any covenant or provision of this Agreement is determined to be invalid, illegal or incapable of being enforced, all other covenants and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be dependent upon any other covenant or provision unless so expressed herein.

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

13. In the performance of this Agreement, the District will be acting in the capacity of an independent contractor, and not as an agent, employee, partner, joint venture, or associate of PRC. The District shall be solely responsible for the means, methods, techniques, sequences, and procedures utilized by the District in the full performance of this Agreement. Neither the District nor any of the employees, officers, agents or any other individual directed to act on behalf of the District for any act related to this Agreement, shall represent, act, purport to act, or be deemed to be the agent, representative, employee or servant of PRC.

14. This Agreement shall be construed in accordance with the laws of the State of Florida

and venue of any legal proceedings shall be in Polk County, Florida, if the action is commenced in state court. If any action is commenced in federal court, then venue shall be in the United States District Court for the Middle District of Florida, Tampa Division.

15. Nothing contained herein shall operate or be construed as a waiver of the District's limit of liability as set forth in §768.28 of the Florida Statutes regardless of whether such claims are based in tort, contract, statute, strict liability, and negligence, product liability or otherwise.

16. PRC specifically acknowledges and agrees that all District routes are public bus routes, and District does not owe a duty of care to any PRC passenger greater than the duty of care that the District owes to any non-PRC bus passenger. PRC shall defend, indemnify, and hold harmless District, and their commissioners, officers, employees, and agents from any claim, injury, damage, expense, (including court costs and reasonable attorneys fees), or loss to the extent that it arises from a claim that the District owes a duty of care to any participating PRC bus passenger greater than the duty of care that the District owes to any non-PRC bus passenger.

17. PRC and District agree that both parties shall comply with Florida's public records law to specifically include the following:

Public Records. District agrees to:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copies within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of the contract if PRC does not transfer the records to the public agency.
- d. Upon completion of the agreement, transfer, at no cost to the public agency all public records in possession of PRC or maintain public records required by the public agency to perform the service. If PRC transfers all public records to the public agency upon completion of the contract, PRC shall destroy any duplicate public

records upon completion of the agreement, PRC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF PRC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PRC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT STEVEN SCHAIBLE, THE CUSTODIAN OF PUBLIC RECORDS AT DISTRICT 863-327-1370, SSCHAIBLE@RIDECITRUS.COM, 1212 GEORGE JENKINS BOULEVARD, LAKELAND, FLORIDA 33815.**

18. Each of the undersigned warrants and represents that he or she is authorized to execute this Agreement on behalf of the entity identified.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed for the uses and purposes therein expressed.

PEACE RIVER CENTER FOR PERSONAL DEVELOPMENT, INC.

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

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

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

LAKELAND AREA MASS TRANSIT  
DISTRICT

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Phillip Walker, Board Chairman

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

## **EXHIBIT “A”**

Participating members in the following personal development programs chosen by PRC will be included in this Universal Access Service Agreement:

- Adult Case Management Services
- Club SUCCESS
- Psychosocial Rehabilitation Services
- Supported Housing Program
- Permanent Supportive Housing
- Vocational and Supported Employment Services
- Florida Assertive Community Treatment Team (FACT)
- Forensic Services
- Children’s Case Management Services
- Children’s Action Team (CAT)
- Wellness Clinic

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #5b

Agenda Item:       **Approval to Enlarge the District**

Presenter:           Tim Darby, Esq.

Recommended  
Action:               Approve Resolution 19-18

Summary:            A resolution relating to district boundaries; approving an enlargement of the district; including within the district certain territory in Lakeland, Florida, located at 8100 and 8164 state road 33 N, Lakeland, Florida 33809, and 3595 Old Polk City road, Lakeland, Florida 33809; finding approval by the property owner; finding compliance with the county ordinance; providing an effective date.

Attachments:        Resolution 19-18

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 19-18

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED AT 8100 AND 8164 STATE ROAD 33 N, LAKELAND, FLORIDA 33809, AND 3595 OLD POLK CITY ROAD, LAKELAND, FLORIDA 33809; 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 at 8100 and 8164 State Road 33 North, Lakeland, Florida 33809, and 3595 Old Polk City Road, Lakeland, Florida 33809, 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 \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
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  
JUNE 19, 2019  
AGENDA ITEM #6

- Agenda Item:     **Authorization to accept the transfer of the following asset from LYNX Central Florida Regional Transportation Authority**
- Presenter:        Joseph Cheney, Maintenance Director
- Recommended  
Action:            Approve this transfer.
- Summary:          The above listed buses have been retired due to expensive mechanical repairs needed to the engines and have met the FTA required minimum mileage requirement for useful life/retirement (>500,000 miles).
- The buses being transferred were originally FTA funded assets. As such, Lakeland Area Mass Transit District will need to incorporate these buses into our current inventory and maintain the vehicles in accordance and in compliance with FTA requirements. These vehicles are needed to replace older vehicles that is more costly to maintain.
- The buses being transferred from LYNX are powered by Cummins ISL engines with VOITH Transmissions. This low floor bus would be used to replace a high floor bus within our present fleet that are Wheelchair Lift equipped. The low floor design of the LYNX Bus will eliminate Wheelchair Lift Maintenance because it is equipped with a ramp. The Cummins ISL can be rebuilt in-house.
- Funding:          No Funding required for this transfer. LYNX will be asked to paint both buses after the bus has been repaired. Estimated cost \$3,367.40

## AGENDA ITEM #6 – CONT.

### **2 - 30 Foot Low Floor Gillig Transit Buses, Manufacture in 2007 vs. 2018.**

#### Asset Details

Bus	Acquisition Date	Acquisition Value	Description	Serial Number	Miles
725	2/28/2008	\$289,014	29' LF BRT -G27E102N2 Gillig Bus	15GGE271571091468	594,061
	2/28/2008	\$19,636	CUMMINS ISL 8.3L 280HP ENGINE	46794856	
	2/28/2008	\$17,247	ZF 594C AUTOMATIC TRANS	4797	
712	6/30/2007	\$274,502	29' LF BRT- G29E102R2 Gillig Bus	15GGE271971091239	562,501
	6/30/2007	\$19,636	CUMMINS ISL 8.3L 280HP ENGINE	46694083	
	6/30/2007	\$17,247	VOITH DIWA 864.3E SSP TRANS	5044906	

Attachments:      Bus paint estimates

Board Approval

---

John Hall, Vice-Chairman of the Board      Date  
Lakeland Area Mass Transit District

<b>Lynx</b> <b>2500 LYNX Lane</b> <b>Orlando, Florida</b> <b>Phone: 407-841-2279</b>					<b>ESTIMATE EACH    712 725</b>	
					<b>DATE</b> 6/11/2019	
<b>NAME</b> LAMTD          Lakeland					<b>PHONE</b>	
<b>STREET</b>					<b>CITY</b> ORLANDO          FL	
<b>YEAR</b>		<b>MAKE GILLIG BRT Bus</b>			<b>PREPARED BY</b> Scott Penvose	
<b>REGISTRATION NO.</b> 29 ft Gillig					<b>ODOMETER</b>	
<b>REPLACE</b>	<b>REPAIR</b>	<b>DESCRIPTION</b>	<b>MECH</b>	<b>PART</b>	<b>LABOR</b>	<b>TOTAL</b>
		Sand Prep and mask bus	32.00		\$34.00	1,088.00
		Prime & Paint Bus	4.00		\$34.00	136.00
		.1 Gal Sealer		\$131.65		131.65
		1.5 Gal Orange Paint		233.05		233.05
		Misc Materials		\$68.00		68.00
<b>AUTHORIZATION:</b>  You are hereby authorized to make the above repairs:  SIGNED _____  DATE _____		<b>TOTAL MECH.</b>	\$			
		<b>TOTAL PARTS</b>	\$	\$432.70		
		<b>TOTAL LABOR</b>	\$			1,683.70
		<b>TOTAL REFINISH</b>	\$			0.00
		<b>TAX</b>	\$			0.00
		<b>TOTAL</b>	\$			1,683.70

Total for 2 Buses (725 & 712)

\$3,367.40

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 19, 2019  
AGENDA ITEM #7

Agenda Item:       **Reconfiguration of Lakeland Intracity Routes**

Presenter:           Aaron Dunn, Director of Revenue Services  
                          Paul Simms, Assistant Director of Revenue Services

Recommended  
Action:               Approve the implementation of a combined intracity transit  
                          system for the City of Lakeland for FY 2020 beginning 1  
                          October 2019.

Summary:            Since April 11<sup>th</sup> 2019, a redesigned intracity transit system  
                          referred to as, “Reroute 2020” has been undergoing testing and  
                          refinement, per LAMTD Board approved action. Testing and  
                          refining the 5 combined routes, along with ancillary planning,  
                          marketing, data collection, and public outreach initiatives, were  
                          conducted by a cross-departmental task force organized by  
                          function. This process yielded a refined system design that is  
                          reflective of stakeholders’ input and is ready for board  
                          consideration.

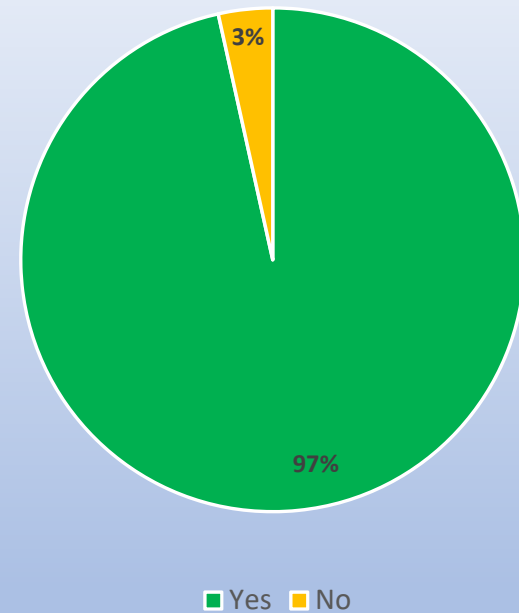
Funding:             Reconfiguring the 8 intracity transit routes into 5 combined  
                          routes would utilize the same resources as the current system,  
                          both in personnel and in vehicles. Accordingly, the proposed  
                          FY 2020 LAMTD Fixed Route budget is adequate for  
                          supporting the restructure and no further funding is being  
                          requested.



# Conclusions

With a sample size of 259 we can say we are 95% confident, with a margin of error of +/- 6, the sample set represents our average ridership population of the last three years.

Do you support the restructure?



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUNE 19, 2019  
AGENDA ITEM 8

Agenda Item:      **Agency Updates**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

Summary:         TBA

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUNE 19, 2019  
AGENDA ITEM 9a

Agenda Item:      **May calendar**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Apr 28</b> 8:00am Avengers: Endgame Sunday, April 28, 2019 at 8:00 AM	29 9:30am FW: Meeting about LYNX; Board Room; James Phillips 11:00am 1 on 1 with HR; Tom's office ; Tom Phillips	30 10:30am SR 540 Urban Concept Kick-off meeting; D1-HQ, Elizabeth Moore Rm 214; Chesna, Deborah	<b>May 1</b> Interim Reports 8:15am Citrus Connection Annual Retreat; 4399 Winter Lake Rd, Lakeland, FL 33803; James Phillips	2 9:00am Update with Aaron and Paul; Operation Office; Tom Phillips 10:00am Canceled: Reroute 2020 Task Force Update Meeting; Hollingsworth B... 11:30am block 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	3 <b>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</b> 11:00am Project SEARCH Graduation; Lakeland Regional Health; Perlewitz, Sandra D.	4
5	6 10:00am 1 on 1 with HR; Tom's office ; Tom Phillips 4:00pm LEDC Meeting; 215 Main Street, Lakeland, FL 33801 (Formerly Posto 9); Steve Scruggs	7 8:45am Gents - Haircut	8 2:30pm Phone call with Avail; James Phillips	9 9:00am Update with Aaron and Paul; Operation Office; Tom Phillips 9:00am Arc Animal Visit; 3845 US HWY 9.. 10:00am Canceled: Reroute 2020 Task F... 11:00am Senior Staff Meeting; Exec Boa... 2:00pm 1/1 with David Persaud; Executiv...	10 11:00am Budget Response to Todd Bond Questions ; Hollingsworth ; Debbie Moore	11
12 Mother's Day; United States	13 4:00pm Warner: Gents Marshall	14 7:00am Lakeland Chamber of Commerce Legislative Wrap Up breakfast; Lake Mir... 8:30am Email Ridership Update to LAMTD Board of Directors 11:30am Bartow EDC Presentation; ACT in Bartow; 1875 Main St W, Bartow, FL 338. 2:00pm 1 on 1 with HR; Tom's office ; To...	15 8:30am LAMTD Board Meeting; 1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL; James Phillips	16 9:00am Update with Aaron and Paul; Operation Office; Tom Phillips 9:30am Canceled: Reroute 2020 Task For... 11:00am Girls inc - She Knows Annual L... 2:00pm 1/1 with David Persaud; Executiv... 2:30pm Benny Annual Shots	17	18
19	20 10:00am 1 on 1 with HR; Tom's office ; Tom Phillips	21 8:30am LAMTD update @ City of Lakeland Department Head Meeting; CC Conf Rm - 3rd Floor City Hall; Stovall, Jennifer (City... 10:30am Editorial Board Bus Field Trip; Tom Phillips 10:30am Ledger board re route presentation ; Lakeside village ; Erin Kill...	22 11:30am Lunch meeting 2:00pm Invitation - Suggested RFP and MOU for the FDOT BDV25-129-18 Transit Signal Priority; GoToMeeting; Cruz, Alexander	23 9:00am Update with Aaron and Paul; Operation Office; Tom Phillips 10:00am Canceled: Reroute 2020 Task Force Update Meeting; Hollingsworth Board Room; James Phillips 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	24 Last Day for Students & Staff 8:30am Updated Invitation with note: Polk Vision Infrastructure Team Meeting @ Fri May 24, 2019 8:30am - 10am (EDT) ... 10:00am Route Change Meeting; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James ...	25
26	27 Memorial Day; United States	28 9:30am 1-on-1 with Erin; Your office; To... 10:00am 1 on 1 with HR; Tom's office ; T... 1:00pm Kresge Grant discussion; 3rd flo... 1:00pm Updated invitation: REMINDER;... 2:00pm Graduation Prep 4:30pm Graduation:LMMS	29 8:45am PF Hispanic Chamber of Commerce of Polk County; Brasa Latina Restaurant; 3123 US-98, Lakeland, FL 33805	30 9:00am Update with Aaron and Paul; Operation Office; Tom Phillips 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	31 10:30am Memorial Service - Jean Mutz; Grace City Church - Chapel Campus; 730 Florida Ave S, Lakeland, FL 33801	<b>Jun 1</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUNE 19, 2019  
AGENDA ITEM #9b

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 April 30, 2019.

Attachments:        Ridership Report.

Citrus Connection and PCTS Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	125,714	108,078	113,220	117,763	4%
November	111,028	106,998	104,149	104,192	0%
December	122,018	111,197	95,520	95,813	0%
January	101,190	103,647	93,227	106,078	12%
February	111,486	108,068	100,300	100,900	1%
March	117,618	116,794	99,916	100,448	0%
April	110,754	103,274	95,993	106,576	10%
May	105,362	108,224	95,476	0	0%
June	106,252	102,092	93,781	0	0%
July	100,929	98,193	92,042	0	0%
August	115,998	118,104	111,898	0	0%
September	109,705	89,794	98,550	0	0%
Totals	1,338,053	1,274,460	1,194,072	731,770	4%

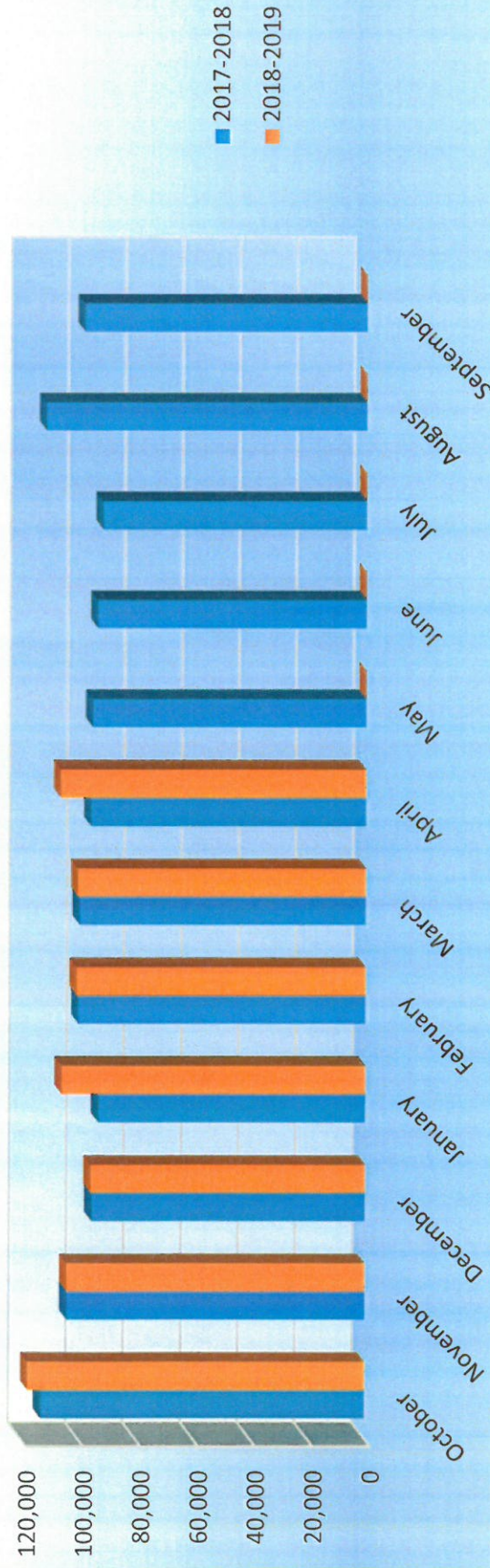
Citrus Connection and PCTS Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	7,846	7,071	8,654	9,820	13%
November	6,690	7,002	7,940	8,495	8%
December	7,330	7,014	7,660	8,032	5%
January	7,020	7,521	9,478	8,846	-8%
February	7,027	7,413	9,514	8,559	-13%
March	7,780	8,715	10,469	9,204	-15%
April	7,334	7,757	9,947	9,377	-7%
May	7,431	8,460	9,534	0	0%
June	7,548	8,374	8,777	0	0%
July	6,846	8,131	8,247	0	0%
August	8,166	9,533	9,642	0	0%
September	7,791	6,711	8,437	0	0%
Totals	88,809	93,702	108,299	62,333	-2%

Citrus Connection only Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	83,092	67,636	73,349	74,739	2%
November	73,987	71,083	67,437	66,084	-2%
December	82,287	72,646	60,879	60,217	-1%
January	67,774	70,767	58,830	66,889	11%
February	74,506	71,884	63,140	62,854	0%
March	79,428	78,158	62,897	63,867	1%
April	73,926	67,338	59,873	67,078	11%
May	69,120	72,329	60,039	0	0%
June	71,398	67,965	59,754	0	0%
July	68,162	66,347	59,884	0	0%
August	76,847	79,427	71,375	0	0%
September	72,624	54,155	62,306	0	0%
Totals	893,149	839,734	759,763	461,728	3%

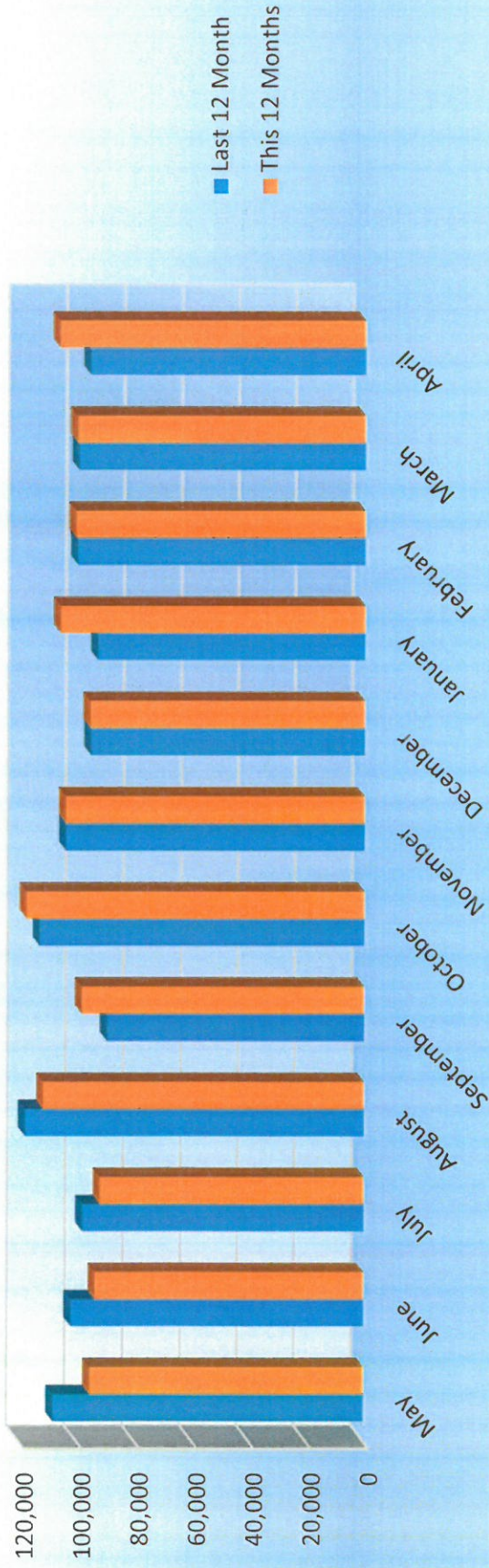
Citrus Connection only Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	4,094	3,229	4,025	4,026	0%
November	3,437	3,252	3,734	3,473	-8%
December	3,695	3,154	3,444	3,155	-9%
January	3,512	3,507	4,055	3,581	-14%
February	3,496	3,505	3,909	3,557	-10%
March	3,897	4,040	4,217	3,818	-10%
April	3,651	3,694	3,935	3,930	0%
May	3,589	4,060	3,848	0	0%
June	3,660	3,880	3,627	0	0%
July	3,269	3,681	3,437	0	0%
August	3,866	4,306	3,978	0	0%
September	3,747	6,039	3,396	0	0%
Totals	43,913	46,347	45,605	25,540	-7%



Citrus Connection and PCTS Fixed Route Total Ridership

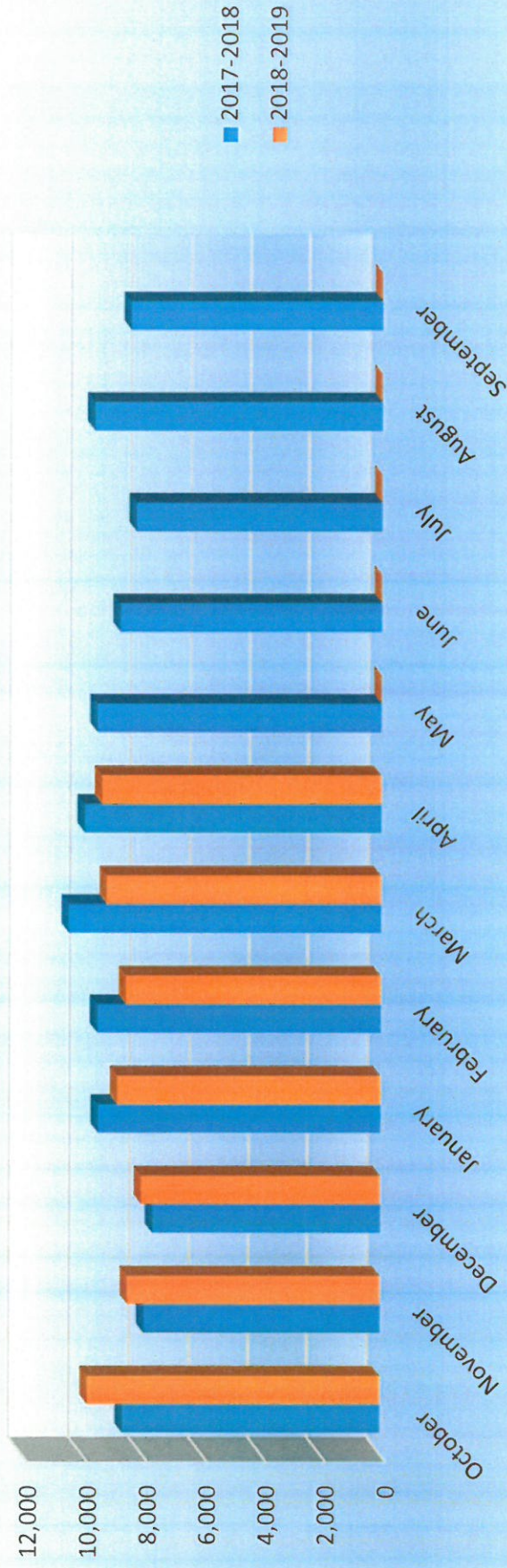


Citrus Connection and PCTS Fixed Over 12 Months

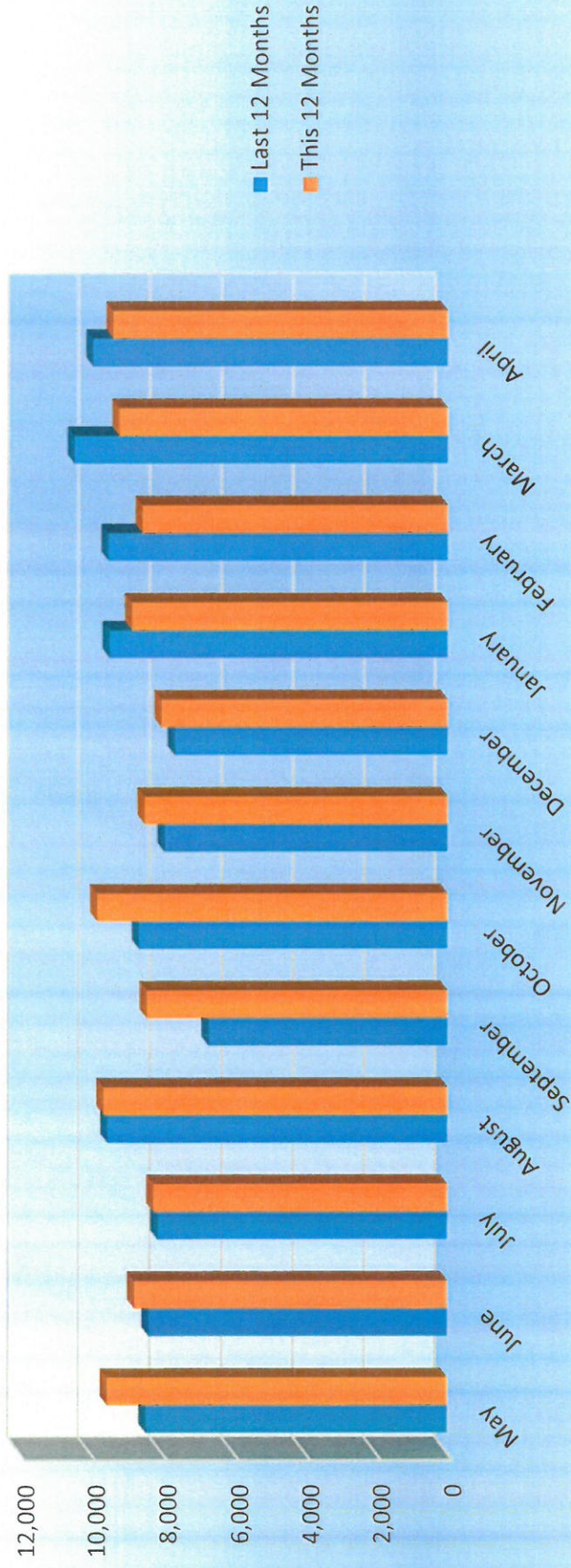




Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUNE 19, 2019  
AGENDA ITEM#10

Agenda Item:      **Other Business**

Presenter:        TBD

Recommended  
Action:            TBD

Summary:         TBD