

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, April 10th, 2019, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the Mar 20, 2019 LAMTD Board Meeting Minutes	Approval
2. Public Hearing	TBD
Public Hearing for Amendment 1 – Dixie Land Road Diet Project	
1. Public Comments	None
2. Approve the Amendment 1	Approval
3. Public Comments	None
4. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Insurance Agent/Broker Services for the District's Employee Health & Welfare Insurance Benefit Suites	Approval
9:00a-10:00a Field trip to Lakeside Village 1400 Town Center Dr, Lakeland FL 33803	
5. Route Restructure / Aaron Dunn & Paul Simms	Approval
6. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
7. Executive <u>Informational</u> Summary / Tom Phillips	
a. March Calendar	None
b. Ridership and UAP Update	None
8. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
SPECIAL MEETING
APRIL 10, 2019
AGENDA ITEM #1

Agenda Item: Approval of the March 20, 2019 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended
Action: Board approval of the March 20, 2019 LAMTD Meeting
Minutes

Attachments: March 20, 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, March 20th, 2019 at 8:30 a.m.

Directors:

Polk County Commissioner George Lindsey
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

8:30 a.m. By Commissioner Walker

Agenda Item #1 – Approval of the Minutes

1. Approval request for the approval of the Feb 13, 2019 LAMTD Board meeting minutes.

“Approval of the Feb 13, 2019 LAMTD Board meeting minutes”
1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Board Elections

Officer positions for the 2019-2020 board of directors.

“Motion to continue the board positions within their current capacity”
1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Chair – Philip Walker

Vice Chair – John Hall

Secretary – Sara McCarley

Agenda Item #3 – Public Comments

None

Agenda Item #4 – Presentation on Independent Audit Report for FYE 9/30/2018 LAMTD / Trey Scott, CPA

Presentation from the Agency’s independent auditor Trey Scott, CPA for the pervious fiscal year’s cloe-out audit showing no findings.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, March 20th, 2019 at 8:30 a.m.

Agenda Item #5 – Marketing Publications / David Walters

Voice of the Rider

Agenda Item #6 – Finance / David Persaud, CFO

a. LAMTD Financials

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

Year to Date January 31, 2019

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	33%	\$3,583,660	\$5,299,965	148%	\$10.8 Million
Expenses YTD	33%	\$3,583,660	\$2,966,928	83%	\$10.8 Million

REVENUES:

The total revenues realized year-to-date through January 31, 2019 totaled \$5.3 million or 148% of the YTD budget.

- Farebox revenues reflect \$201,000 or 90% of budgeted revenues through January 31, 2019.
- Contract revenues totaled \$46,000 or 68 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$0 under budget for RAMCO. RAMCO payment of \$93,000 billed in January and received in March 2019.
- Ad Valorem taxes reflects \$4.26 million or 91% 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 1st, each year. Discounts for early payments are as follows:

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

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

- Florida DOT operating grants \$1.7 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 \$101,000.
- 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.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, March 20th, 2019 at 8:30 a.m.

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 252,000.

- Advertising income reflects \$77,000 over budget.
- The Support cost reimbursement revenue is in line with 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, 2019
FY 2018-2019

EXPENSES:

The total expenses year-to-date through January 31, 2019 totaled \$2.96 million or 83% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of January 31, 2019, these expenses totaled \$1.9 million or 13% under budget of \$2.3 million.
- Professional and Technical Services expenses totaled \$112,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$44,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$179,000 YTD, under budget; due to fuel cost being expensed not in inventory.
- Materials and supplies totaled \$189,000 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are over budget for Florida APTA fees.
- Property appraiser, Tax Collector Commission and CRA payments under budget, since payments are quarterly and annually.

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

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through January 31 st the financials reflect are favorable actual variance of \$2.3 million with 33% of the fiscal year.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS
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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, March 20th, 2019 at 8:30 a.m.

	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, 2019
Year to Date Report
Percent of FY Reported (33%)

Revenues

- The revenues totaled \$2.4 million or 107% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$506,849.
- Fare Revenues totaled \$47,862 or 96% of the year-to-date budget.
- The Polk County City Contributions reflects one payment of \$142,918 or 109%.
- The County funding reflects payments for the budgeted grants match totaling \$1.4 million.
- The FDOT Grants drawdown totaled \$174,724.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.9 million or 83% of the year-to-date budget.
- Salaries and wages totaled \$1.2 million or 87% of the YTD Budget.
- Operating expenses totaled \$545,000 or 84% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$173,000 or 87% of the year to date budget.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, March 20th, 2019 at 8:30 a.m.

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,960,700	\$ 653,567	\$ 1,363,137	209%
Other Contract Revenue - County	\$ 191,600	\$ 63,867	\$ 5,746	9%
City Contribution	\$ 393,040	\$ 131,013	\$ 142,918	109%
County Contribution - PCTS	\$ 76,378	\$ 25,459	\$ 39,189	154%
Fares	\$ 150,000	\$ 50,000	\$ 47,862	96%
FDOT Block Grants:				
GOV71 - WHAT/ADA	\$ 575,600	\$ 191,867	\$ -	0%
RURAL AQR07	\$ 913,000	\$ 304,333	\$ 174,724	57%
FTA				
FTA 5307 Grant	\$ 2,262,076	\$ 754,025	\$ 506,849	67%
Capital Grant - County	\$ 257,626	\$ 85,875	\$ 128,813	150%
Total	\$ 6,780,020	\$ 2,260,006	\$ 2,409,238	107%

Expenses				
Labor	\$ 3,973,664	\$ 1,324,555	\$ 1,156,355	87%
Contract	\$ 594,000	\$ 198,000	\$ 172,790	87%
Operating	\$ 1,954,730	\$ 651,577	\$ 545,225	84%
Capital	\$ 257,626	\$ 85,875	\$ 0	0%
Total	\$ 6,780,020	\$ 2,260,007	\$ 1,874,370	83%

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of January 31, 2019
Year to Date Report
Percent of FY Reported (33%)

Revenues

- The revenues totaled \$.683 million or 81% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$566,156 or 75% of the grants.
- Contract Revenues and other revenues totaled \$40,145.
- The County funding for the match totaled \$72,472 or 86%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$.720 million or 86% of the year-to-date budget.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, March 20th, 2019 at 8:30 a.m.

- Salaries and wages totaled \$489,790 or 107% of the YTD Budget.
- Operating expenses totaled \$159,320 or 53% of the YTD Budget.
- Support Services for Operations totaled \$73,263 or 90% of the YTD Budget.

Lakeland Area Mass Transit District				
Transportation Disadvantage Program				
Period Ending - January, 2019				
Revenue				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 144,500	\$ 84,292	\$ 72,472	86%
Contract Revenue	\$ 205	\$ 103	\$ 3,788	
Adult Day Care			\$ 40,145	
FDOT Grants:				
CTD Grant -Operating	\$ 1,300,175	\$ 758,435	\$ 566,156	75%
Total	\$ 1,444,880	\$ 842,830	\$ 682,561	81%
Expenditure				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 785,751	\$ 458,355	\$489,790	107%
		\$ -		
Support Services	\$ 139,692	\$ 81,487	\$ 73,263	90%
		\$ -		
Operating	\$ 519,437	\$ 303,005	\$ 159,320	53%
Total	\$ 1,444,880	\$ 842,847	\$722,373	86%

d. Park and Ride Grant, Resolution 19-10

The State Park and Ride Program under FDOT provides funding for the installation of park and ride facilities. This current year's award is for the construction of two shelters. This project is subjected to a 50/50 match requirement in local funds.

"Approval of PTGA and resolution 19-10"
1st George Lindsey/ 2nd John Hall

MOTION CARRIED UNANIMOUSLY

e. Enhanced Mobility Grant, Resolution 19-11

This grant is for the continuation of Saturday ADA services throughout the Lakeland UZA. The district was awarded 5310 grant funding in the amount of \$163,940. Federal funding of \$81,970 and local contributions of \$81,970. This will be reflected in the FY 2019-2020 budget.

"Approval of the 2019 FTA Section 5310 grant PTGA and corresponding resolution for Lakeland Area Mass Transit District."
1st Bill Mutz/ 2nd George Lindsey

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 20th, 2019 at 8:30 a.m.

f. Grants for Rural Areas, Resolution 19-12

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 \$1,677,876. This is a 50/50 match. FTA will provide \$838,938 with in-kind match of \$838,938 to be provided by the County. If awarded this program will be included in the 2019-2020 FY budget

“Approval of the 2019 Section 5311 grant award and corresponding resolution for the County..”

1st Bill Mutz/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

g. Bus Shelter Procurement Update

On January 9, 2019 the Board pre-approve the award of Request for Proposal (RFP) #19-001 for the purchase of bus shelters to the best value, responsive, responsible bidder for a Not to Exceed amount of \$200,000.

Offers were evaluated on both technical qualifications and price. A responsiveness and responsibility review, of the selected firm, was conducted to ensure the firm meets the requirements as outlined in the solicitation prior to obtaining award approval from the Florida Department of Transportation.

Upon posting the District’s Notice of Intent to Award, a misinterpretation of the statement of work was realized. In order to maintain fair and open competition, the District rebid the requested services.

The Bus Shelter Rebid, RFP 19-010, was issued February 4, 2019, with offers due February 20, 2019. The offers were received, reviewed for responsiveness and evaluated in accordance with the criteria stated within solicitation.

On March 01, 2019, the Florida Department of Transportation was provided the necessary documents for their review and approval of the offeror submittals and evaluation documents, naming the firm of Spencer Fabrications, Inc. (a Florida company) as the intended awardee. Said approval was received March 18, 2019.

The District has capped this particular solicitation at \$200,000, with a bid award of \$180,000 for the initial shelter purchase. The Federal and State Grants for Transit Service Development, afford the District 80% funding of the project, in most instances.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, March 20th, 2019 at 8:30 a.m.

Agenda Item #7– Legal / Tim Darby

a. City of Winter Haven Combined Service Agreement

An agreement between the Lakeland Area Mass Transit District and the city of Winter Haven to continue service and provide additional service on Sunday for the Legoland Route. “Approve the revised service agreement with Lake Alfred.”

1st George Lindsey/ 2nd Sara McCarley

MOTION CARRIED UNANIMOUSLY

b. Annual Certifications and Assurances

Every year all transit systems are required to accept the FTA Certs and Assurances for the current fiscal year. This process is completed utilizing the FTA reporting system TrAMS.

“Approve Executive Director Tom Phillips and Attorney Ben Darby to sign and pin the 2019 FTA Certifications and Assurances.”

1st George Lindsey/ 2nd John Hall

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – Program Update from Human Resources

a. Stay Interview Data/ Steve Schaible, Director of Human Resources

With low unemployment and increasing wages LAMTD began confidential surveying of new hire employees on their satisfaction. The Stay Interviews started on in February 2018. To date there have been about 36 responses to the Stay Interview.

Methodology: When a group of employees have been employed between 60 days and 120 days they are sent a confidential online survey. To date participation has been 100% response. SurveyMonkey is the (free) collection tool and limited in the number of questions allowed so the survey takes about 3 minutes to complete.

Results: 89% of new hires are satisfied with the new hire process & training

94% of new hires look forward to coming to work each day

91% of new hires are satisfied with the insurance benefits

97% of new hires are satisfied with LAMTD rules & policies

77% of new hires are comfortable talking with the Supervisor or HR about a concern.

b. Exit Interview Data/ Marcy Harrison HR Generalist

Collecting exit feedback allows the District to hear the voice of the exiting employee and assists in mitigating the cost of losing employees and as we plan for the future. There are two options of exit feedback: exit interviews and exit surveys. The Districts uses both which allows us to fill any gaps that one or the other may leave. The Exit Interviews started on in May 2018. To date there have been about 21 exit surveys and 5 exit interviews.

Methodology: When an employee resigns or is terminated, they are sent the confidential online survey during the exit process. For those employees that give us and fulfill their two weeks’ notice, an exit interview is

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, March 20th, 2019 at 8:30 a.m.

scheduled prior to their departure. To date participation has been 100% response. SurveyMonkey is the (free) collection tool and limited in the number of questions allowed so the survey takes about 3 minutes to complete.

Agenda Item #9 – Executive Director Report / Tom Phillips

- a. Agency Updates
 - Thank County Commission on new routes in East Polk County
 - Apr 15-17 Trip to NW Indiana
 - New York State Tourism trip
 - Major route restructure idea
 - HB 1488 Whistleblower protection, may or may not get pushed through

Agenda Item #15 – Executive Informational Update / Tom Phillips

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

Agenda Item #16 – Other Business

-None

Adjournment at 9:51 a.m.

Approved this 10th day of April, 2019.

Chairman – City Commissioner Phillip Walker

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
SPECIAL MEETING
APRIL 10, 2019
AGENDA ITEM #2

Agenda Item: Public Hearing for Amendment 1

Presenter: James Phillips

Recommended
Action: Temporarily close the LAMTD Board meeting to open the
public hearing and reopen the LAMTD board meeting
following the vote.

Attachments: Public hearing agenda packet

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, April 10th, 2019, at 8:30 a.m.

	<u>Action Required</u>
Call to Order	
1. Public Comments	None
2. Amendment I to the Polk Transit Development Plan 2019	Approval
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING
APRIL 10, 2019
AGENDA ITEM #1

Agenda Item: Public Comments

Presenter: Julia Davis, TDP

Recommended
Action: None

Summary: Open forum for the public to address any comments, questions,
or concerns related to the Amendment 1 to the Polk Transit
Development Plan (TDP) 2019

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING
APRIL 10, 2019
AGENDA ITEM #2

Agenda Item: Amendment I to the Polk Transit Development Plan 2019

Presenter: Julia Davis, TDP

Recommended
Action: Approve the Amendment I

Summary: Required Public Hearing: The Lakeland Area Mass Transit District (LAMTD) is required to conduct a Public Hearing on the Amendment I to the Polk Transit Development Plan (TDP) 2019.

The Amendment I to the TDP is to include the Dixie Land Circular Route in coordination with the planned Road Diet along the South Florida Corridor.

A Public Hearing Advertisement was placed on the Lakeland Ledger on March 28, 2019 to inform the public on the Amendment I.

Attachments: None

Transportation Development Plan

Amendment 1

Dixie Land Road Diet Project

In response to the City of Lakeland's plans to implement a road diet project along South Florida Avenue (SR 37), the Lakeland Area Mass Transit District, in coordination with FDOT and the City of Lakeland has designed a circulator route around the affected area. The stopping of buses along the corridor, especially for the loading of wheelchairs, would cause major traffic delays. The solution is a circulator route to reduce congestion on South Florida Avenue while allowing for timely pick up and drop off local transit passengers utilizing multiple paratransit buses to provide services on less-traveled streets as close as possible to South Florida Avenue.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 20, 2019
AGENDA ITEM #3

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 10, 2019
AGENDA ITEM #4a

Agenda Item: February 28, 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 February 28, 2019
FY 2018-2019

Year to Date February 28, 2019

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	42%	\$4,479,575	\$5,802,171	130%	\$10.8 Million
Expenses YTD	42%	\$4,479,575	\$3,698,662	83%	\$10.8 Million

REVENUES:

The total revenues realized year-to-date through February 28, 2019 totaled \$5.8 million or 130% of the YTD budget.

- Farebox revenues reflect \$247,000 or 88% of budgeted revenues through February 28, 2019.
- Contract revenues totaled \$56,000 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 \$4.34 million or 93% 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 1st, each year. Discounts for early payments are as follows:

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

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

- Florida DOT operating grants \$1.7 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 \$276,000.
- 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 \$77,000 over budget due to revenues being prepaid.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue totaled \$95,400 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 February 28, 2019
FY 2018-2019

EXPENSES:

The total expenses year-to-date through February 28, 2019 totaled \$3.70 million or 83% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of February 28, 2019, these expenses totaled \$2.6 million or 11% under budget of \$2.9 million.
- Professional and Technical Services expenses totaled \$134,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$53,400 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$221,200 YTD, under budget; due to fuel cost being under budgeted.
- Materials and supplies totaled \$226,900 under budget, a favorable variance.
- 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.

Other remaining expenses are under the YTD budget through February 28, 2019

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through February 28th the financials reflect are favorable actual variance of \$2.1 million with 42% 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
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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 Feb 2019

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 41,664	\$ 55,833	\$ (14,170)	-25%	\$ 246,758	\$ 279,167	\$ (32,409)	-12%	\$ 670,000
Contract Income (UAP)	\$ 9,924	\$ 17,025	\$ (7,101)	-42%	\$ 55,607	\$ 85,125	\$ (29,518)	-35%	\$ 204,300
Other Contract Revenue	\$ -	\$ 7,800	\$ (7,800)	-100%	\$ 93,600	\$ 39,000	\$ 54,600	140%	\$ 93,600
Miscellaneous Income	\$ 96,653	\$ 2,917	\$ 93,736	3214%	\$ 95,524	\$ 14,583	\$ 80,941	555%	\$ 35,000
Advertising Revenue	\$ -	\$ 12,500	\$ (12,500)	-100%	\$ 76,830	\$ 62,500	\$ 14,330	23%	\$ 150,000
Investment/Interest Income (net)	\$ 19,844	\$ 5,833	\$ 14,011	240%	\$ 86,241	\$ 29,167	\$ 57,074	196%	\$ 70,000
Ad Valorum Income, net	\$ 88,566	\$ 389,136	\$ (300,569)	-77%	\$ 4,343,816	\$ 1,945,679	\$ 2,398,136	123%	\$ 4,669,630
FDOT Operating Grant	\$ 175,002	\$ 143,423	\$ 31,578	22%	\$ 275,856	\$ 717,117	\$ (441,261)	-62%	\$ 1,721,080
Federal Operating Grant	\$ 15,069	\$ 203,380	\$ (188,311)	-93%	\$ 266,903	\$ 1,016,900	\$ (749,997)	-74%	\$ 2,440,560
Cost Recovery	\$ 2,501	\$ 833	\$ 1,668	200%	\$ 7,246	\$ 4,167	\$ 3,079	74%	\$ 10,000
City of Lakeland	\$ 14,373	\$ 18,048	\$ (3,675)	-20%	\$ 74,738	\$ 90,238	\$ (15,499)	-17%	\$ 216,570
Bartow Express	\$ -	\$ 1,203	\$ (1,203)	-100%	\$ -	\$ 6,017	\$ (6,017)	-100%	\$ 14,440
PCTS - Support Cost Reimb.	\$ 35,811	\$ 37,983	\$ (2,173)	-6%	\$ 179,053	\$ 189,917	\$ (10,864)	-6%	\$ 455,800
TOTAL REVENUES	\$ 499,406	\$ 895,915	\$ (396,509)	-44%	\$ 5,802,171	\$ 4,479,575	\$ 1,322,596	30%	\$ 10,750,980
Salaries	\$ 343,500	\$ 396,968	\$ (53,468)	-13%	\$ 1,691,671	\$ 1,984,842	\$ (293,171)	-15%	\$ 4,763,620
Employee Benefits	\$ 234,975	\$ 177,621	\$ 57,354	32%	\$ 873,769	\$ 888,104	\$ (14,335)	-2%	\$ 2,131,450
Advertising Fees	\$ -	\$ 1,750	\$ (1,750)	-100%	\$ 8,916	\$ 8,750	\$ 166	2%	\$ 21,000
Professional & Technical Ser	\$ 21,147	\$ 33,817	\$ (12,669)	-37%	\$ 134,099	\$ 169,083	\$ (34,984)	-21%	\$ 405,800
Contract Maintenance Services	\$ 6,735	\$ 8,400	\$ (1,665)	-20%	\$ 44,673	\$ 42,000	\$ 2,673	6%	\$ 100,800
Other Services	\$ 9,590	\$ 4,929	\$ 4,661	95%	\$ 53,376	\$ 24,646	\$ 28,730	117%	\$ 59,150
Fuel & Lubricants	\$ 41,886	\$ 50,246	\$ (8,359)	-17%	\$ 221,058	\$ 251,229	\$ (30,171)	-12%	\$ 602,950
Freight	\$ 95	\$ 808	\$ (714)	-88%	\$ 499	\$ 4,042	\$ (3,543)	-88%	\$ 9,700
Repairs & Maintenance	\$ 757	\$ 4,050	\$ (3,293)	-81%	\$ 3,268	\$ 20,250	\$ (16,982)	-84%	\$ 48,600
Materials & Supplies	\$ 37,904	\$ 63,155	\$ (25,251)	-40%	\$ 226,853	\$ 315,775	\$ (88,922)	-28%	\$ 757,860
Utilities/Telephone	\$ 11,836	\$ 9,426	\$ 2,410	26%	\$ 51,634	\$ 47,129	\$ 4,505	10%	\$ 113,110
Liab & Prop Damage Insurance	\$ -	\$ 19,333	\$ (19,333)	-100%	\$ 110,676	\$ 96,667	\$ 14,010	14%	\$ 232,000
Other Corporate Insurance	\$ -	\$ 100	\$ (100)	-100%	\$ 9,454	\$ 500	\$ 8,954	1791%	\$ 1,200
Dues & Subscriptions	\$ 694	\$ 3,658	\$ (2,964)	-81%	\$ 17,801	\$ 18,292	\$ (491)	-3%	\$ 43,900
Education/Training/Meeting/Travel	\$ 3,867	\$ 9,142	\$ (5,274)	-58%	\$ 22,897	\$ 45,708	\$ (22,811)	-50%	\$ 109,700
Service Charges	\$ 1,602	\$ 1,150	\$ 452	39%	\$ 8,398	\$ 5,750	\$ 2,648	46%	\$ 13,800
Office Expense	\$ 979	\$ 7,558	\$ (6,579)	-87%	\$ 15,817	\$ 37,792	\$ (21,975)	-58%	\$ 90,700
Advertising & Promotions	\$ 1,092	\$ 2,083	\$ (991)	-48%	\$ 3,509	\$ 10,417	\$ (6,908)	-66%	\$ 25,000
Miscellaneous Expenses	\$ 1,885	\$ 2,446	\$ (561)	-23%	\$ 17,568	\$ 12,229	\$ 5,339	44%	\$ 29,350
Property Appraiser/Tax Collector Comm	\$ 1,771	\$ 14,017	\$ (12,245)	-87%	\$ 127,250	\$ 70,083	\$ 57,167	82%	\$ 168,200
LDDA, CRA Contributions	\$ 402	\$ 18,048	\$ (17,646)	-98%	\$ 402	\$ 90,238	\$ (89,836)	-100%	\$ 216,570
Capital Expenditures/ Debt Service	\$ 11,014	\$ 56,717	\$ (45,702)	-81%	\$ 55,072	\$ 283,583	\$ (228,511)	-81%	\$ 680,600
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 833	\$ (833)	-100%	\$ 2,000
Restricted Contingency	\$ -	\$ 10,327	\$ (10,327)	-100%	\$ -	\$ 51,633	\$ (51,633)	-100%	\$ 123,920
TOTAL EXPENDITURES	\$ 731,733	\$ 895,915	\$ (164,182)	-18%	\$ 3,698,662	\$ 4,479,575	\$ (780,913)	-17%	\$ 10,750,980
REVENUES (OVER)/UNDER EXPENDITURES	\$ (232,328)	\$ -	\$ (232,328)		\$ 2,103,509	\$ -	\$ 2,103,509		\$ -



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 10, 2019
AGENDA ITEM #4b

Agenda Item: February 28, 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
APRIL 10, 2019
AGENDA ITEM #4b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of February 28, 2019
Year to Date Report
Percent of FY Reported (42%)

Revenues

- The revenues totaled \$2.6 million or 92% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$506,849.
- Fare Revenues totaled \$57,000 or 91% of the year-to-date budget.
- The Polk County City Contributions reflects one payment of \$202,000 over budget year-to-date.
- The County funding reflects payments for the budgeted grants match totaling \$1.4 million.
- The FDOT Grants drawdown totaled \$213,000.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$2.4 million or 86% of the year-to-date budget.
- Salaries and wages totaled \$1.5 million or 91% of the YTD Budget.
- Operating expenses totaled \$737,000 or 91% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$173,000 or 70% of the year to date budget.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,960,700	\$ 816,958	\$ 1,363,137	167%
Other Contract Revenue - County	\$ 191,600	\$ 79,833	\$ 15,287	19%
City Contribution	\$ 393,040	\$ 163,767	\$ 201,512	123%
County Contribution - PCTS	\$ 76,378	\$ 31,824	\$ 39,189	123%
Fares	\$ 150,000	\$ 62,500	\$ 56,642	91%
FDOT Block Grants:				
GOV71/G1481 - WHAT/ADA	\$ 575,600	\$ 239,833	\$ 66,942	28%
RURAL AQR07	\$ 913,000	\$ 380,417	\$ 213,398	56%
FTA				
FTA 5307 Grant	\$ 2,262,076	\$ 942,532	\$ 515,713	55%
Capital Grant - County	\$ 257,626	\$ 107,344	\$ 128,813	120%
Total	\$ 6,780,020	\$ 2,825,008	\$ 2,600,633	92%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,973,664	\$ 1,655,693	\$ 1,510,847	91%
Contract	\$ 594,000	\$ 247,500	\$ 172,790	70%
Operating	\$ 1,954,730	\$ 814,471	\$ 737,275	91%
Capital	\$ 257,626	\$ 107,344	\$ 0	0%
Total	\$ 6,780,020	\$ 2,825,008	\$ 2,420,912	86%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 10, 2019
AGENDA ITEM #4c

Agenda Item: February 28, 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
APRIL 10, 2019
AGENDA ITEM #4c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of February 28, 2019
Year to Date Report
Percent of FY Reported (42%)

Revenues

- The revenues totaled \$.79 million or 81% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$652,000 or 75% of the grants.
- Contract Revenues and other revenues totaled \$46,000.
- The County funding for the match totaled \$82,000 or 86%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$.82 million or 85% of the year-to-date budget.
- Salaries and wages totaled \$570,000 or 109% of the YTD Budget.
- Operating expenses totaled \$167,000 or 48% of the YTD Budget.
- Support Services for Operations totaled \$82,000 or 88% of the YTD Budget.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 144,500	\$ 96,333	\$ 82,401	86%
Contract Revenue	\$ 205	\$ 103	\$ 3,848	
Adult Day Care			\$ 46,040	
FDOT Grants:				
CTD Grant -Operating	\$ 1,300,175	\$ 866,783	\$ 652,252	75%
Total	\$ 1,444,880	\$ 963,220	\$ 784,541	81%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 785,751	\$ 523,834	\$569,853	109%
		\$ -		
Support Services	\$ 139,692	\$ 93,128	\$ 82,246	88%
		\$ -		
Operating	\$ 519,437	\$ 346,291	\$ 167,083	48%
Total	\$ 1,444,880	\$ 963,253	\$819,182	85%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
April 10, 2019
AGENDA ITEM #4d

Agenda Item: Insurance Agent/Broker Services for the District's
Employee Health & Welfare Insurance Benefit Suites

Presenter: David Persaud, CFO

Recommended

Action: Recommend Board approve the award of Request for Proposal (RFP) #19-004 for the purchase of Insurance Brokerage Services, to the responsive, responsible bidder, Lanier Upshaw, Inc., demonstrating the best value to the District, for a Not to Exceed amount of \$350,000 for the 5-year contract term. (First Year Cost \$59,321.40)

Anticipated

Funding Source: Federal and State Operating Grants

Summary: On February 05, 2019, the District issued a Request for Proposal (RFP) #19-004, for qualified firms interested in supplying insurance brokerage services that will provide the District's Employee Health & Welfare Insurance Benefit Suites. Offer submittals were due March 8, 2019.

The solicitation was provided to the District's registered vendors and state certified Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE). Forty (40) firms received notification of the posting, of which 32% were DBE firms found through the Florida Department of Transportation's DBE Directory/website.

Seven timely offers were received and reviewed for responsiveness. Requests for Clarification were provided, to ensure the firm understood the requirements as outlined in the solicitation and where permissible. Four firms were found nonresponse, the remaining three firms were then evaluated on both technical and price.

AGENDA ITEM #3d – CONT.

Two nonresponsive firms request a debriefing, said debriefing was held telephonically. No bid protests have been received, as of this communication.

The District had posted its Notice of Intent to Award and received approval from the Florida Department of Transportation.

Attachments: Award Analysis

AWARD ANALYSIS AND SUMMARY SHEET**Solicitation Number: 19-004****Contract Information**

- A. Description:** Insurance Agent/Broker Services for the District's Employee Health & Welfare Insurance Benefit Suites
- B. Contractor:** Lanier Upshaw, Inc.
- C. Contract Number:** 19-004
- D. Contract Amount:** Not to Exceed \$350,000 in brokerage for the contract term (Benefits are estimated at \$2,225,000 annually)
- E. Contract Type:** Firm Fixed Unit Price
- F. Term of Contract:** Three-year base term
- G. Options Available:** One additional two-year option terms
- H. Base Term Expiration:** April 2022
- I. Options Term(s) Expiration:** April 2024
- J. Funding Source:** Federal and/or State Operating Grants

Solicitation Information

- A. Issue Date:** February 05, 2019
- B. Number of Notifications Sent:** Forty (40) firms received notification of the solicitation posting, fifteen (15) of which are registered DBE's found through the BizNet website.
- C. Date and Time Offers were due:** March 08, 2019 at 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** Seven (7)
- E. Price Summary of top three (3) offers:**

CALCULATED TECHNICAL & PRICE SUMMARY SHEET				
Offeror	PRICE POINTS (500 possible points)	TECHNICAL POINTS (500 possible points)	TECHNICAL + PRICE POINTS	RANKING
AllTrust Insurance	422	425	847	2
Bouchard Insurance	211	477	687	3
Lanier Upshaw	428	458	886	1

F. Late Offers (if any): None

G. Discussion of Nonresponsive Offers (if any): Four firms were found Nonresponsive. The firm of Insurance Office of America and National Benefit Service Center requested a debriefing. Debriefings were held telephonically.

H. Cost Price Reasonableness Summary: Price determined to be fair and reasonable based on a comparison of prior quotes, bids received, and an independent cost estimate.

I. Determination of Responsibility:

Financial Responsibility Survey: The intended awardee(s) is determined to be a financially responsible firm, which submitted the highest ranked offer. They have the capacity to perform this contract and are recommended for award.

Arithmetic Check: Yes

Debarment/Suspension Status: Not on the federal government's debarred /suspended list. Excluded, Debarred, or Suspended List Sites searched: (<http://epls.gov>).

- FL Department of Management Services
(http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)
- Office of Inspector General (<http://exclusions.oig.hhs.gov/Default.aspx>)
- System for Award Management (<https://www.sam.gov/portal/public/SAM?portal:componentId>)
- Department of Business & Professional Regulation
(<https://www.myfloridalicense.com/w111.asp?mode=1&SID=&brd=&typ=>)

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

K. Statements of Decline: None

Determination and Recommendation

Lanier Upshaw, Inc. was determined to be a responsive and responsible contractor, which ranked highest overall, through a full and open competition. The offeror has the capacity to perform under this contract and are recommended for award

Prepared BY: 
Purchasing Agent/Contracts Specialist

3/29/19
Date

Reviewed By: 
Procurement Manager

3/29/19
Date

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
10 April 2019
AGENDA ITEM #5

Agenda Item: **Route Restructure**

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

Recommended
Action: Approve a 60-day pilot for public testing and refinement of proposed route
changes for FY 2019/20

Summary: At the direction of the LAMTD Board of Directors and requests from the
public, Citrus Connection staff has been evaluating potential
methodologies for expanding transit service hours, as well as transit
frequency. Through a series of comprehensive evaluations of the existing
transit system, a comparative analysis among like/ similar agencies, and
examining industry trends, it was determined that expanding transit
services, without increasing capital resources or additional personnel, is
not viable within the current structure of the existing transit system.

Consequently, alternative methodologies for delivering transit services
were explored to realize greater service magnitude without incurring
increased financial demand. This process has yielded a viable, hub-centric
methodology whereby existing intercity routes are combined and transit
vehicles run in opposing concert. This methodology will allow Citrus
Connection to continue all services currently provided, while increasing
morning and evening service hours and expanding route coverage areas. A
preliminary system design has been produced utilizing this methodology.

Importantly, the restructured design would not constitute a service
increase. The newly designed system would provide the same amount of
total service hours and, therefore, incur the same costs as the existing
system. In order to complete the best possible system design,
incorporating the greater public, stakeholders, and staff is appropriate.
Therefore, testing and refining the design among these groups is proposed
over the following 60 days, at the end of which time, a completed system
proposal could be prepared and presented to the LAMTD Board of
Directors.

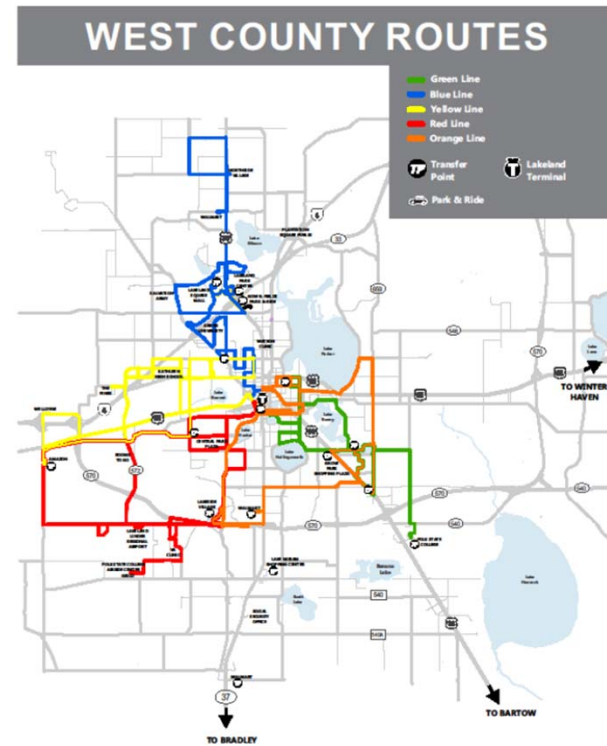
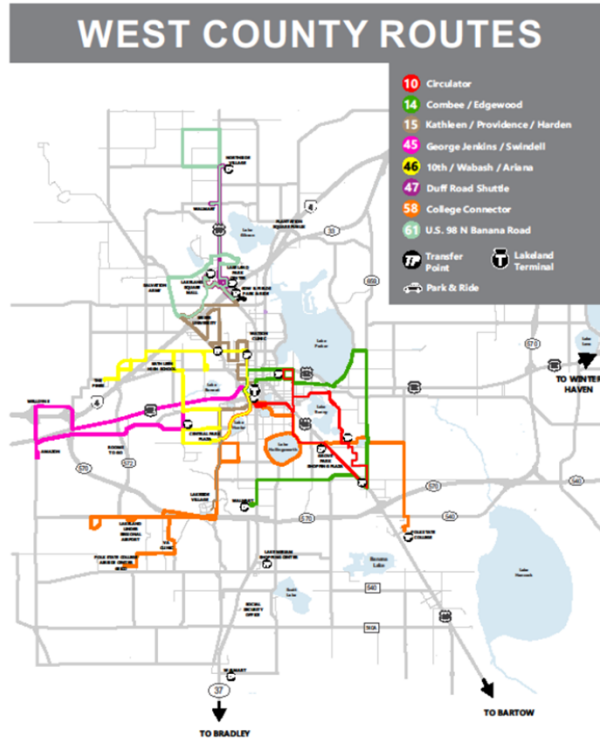
Funding: Testing the designed routes daily over an 8-week period will incur a total
fuel cost of: \$1,802.00 .These funds are available in the current FY
budget.

The background features three overlapping circles in a medium blue color, set against a dark gray field. A horizontal white band cuts across the middle of the circles. The title 'Re-Route' is centered within this white band.

Re-Route

Aaron Dunn
Paul Simms

Combined System Design



Terminal Signage

BLUE LINE

- MLK & 10th Street
- Keiser University
- Park & Ride
- Lakeland Park Center
- Lakeland Mall
- Carpenter's Home
- Northside Village
- Banana Rd
- Walmart
- Salvation Army



PROS

- Increases service magnitude; frequency and duration
- Increases service area/ new locations
- More options for users
- Reduces transfers/ connects more areas
- Protects missed service

CONS

- Is a significant change; comes with challenges
- Generalized/ Non-specific service increase
- Does have decreased frequency “off peak”
- Cost associated with new user interface (if instituted)
- Ridership will decrease

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: APRIL 10, 2019
AGENDA ITEM 6a

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: TBA

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: APRIL 10, 2019
AGENDA ITEM 7a

Agenda Item: **March calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

<div> <div> <div>◀</div> <div>▶</div> </div> <div> <div>March 2019</div> <div>Search Tom Phillips - Calendar</div> </div> <div> <div>🔍</div> </div> </div>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 24	<div>25</div> <div> <div>Marcia Vacation Day ; Vacation ; Marcia Roberson</div> <div>8:00am Introduction to new class; Classroom; James Phillips</div> <div>10:00am City of Winter Haven Presentation; Winter Haven City Hall</div> <div>1:30pm Tom Phillips calling Tony; 834-6006; Stovall, Jennifer (City Hall)</div> </div>	<div>26</div> <div> <div>School Board Work Session-Transportation; South Floral Ave. ; Erin Killebrew</div> <div>10:00am Ribbon Cutting; 700 Edgewood Dr N, Fort Meade, FL 33841; James Phillips</div> <div>12:30pm School Board Meeting</div> <div>7:00pm LMNA; 1001 Success Ave, Lakeland, FL 33801; James Phillips</div> </div>	<div>27</div> <div> <div>7:45am Breakfast with Mr. Mele</div> <div>10:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>11:00am Achievement Academy Discussion; Hollingsworth Board Room; 1212 George Jenki...</div> <div>12:30pm Social Style Matrix lunch; James Philli.</div> <div>2:00pm Phone call with Katrina</div> </div>	<div>28</div> <div> <div>11:30am Update with Aaron and Paul; Operation Office; Tom Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div> </div>	<div>Mar 1</div> <div> <div>7:30am Affordable Housing Committee ; Talbot House library; 814 N Kentucky Ave, Lakeland, FL 33801</div> <div>8:30am Senior Staff Meeting; Tom Phillips</div> <div>12:00pm Kiwanis Lunch; Lake Morton</div> </div>	2
3	<div>4</div> <div> <div>10:00am East county mayor round table; 100 Smith Ave., Lake Hamilton, FL 33851; Erin Killebrew</div> </div>	<div>5</div> <div> <div></div> <div>a</div> <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of every mon</div> <div>9:30am Delivery window</div> <div>9:30am Canceled: FDOT D1 Lakeland Intermodal Study - Project Advisory Committee Meeting #1; Lakeland Electric Conference Room - 501 E. Lemon Street, Lakeland, FL 33801; Chandler, Robert W</div> </div>	<div>6</div> <div> <div></div> <div>7:00am Sixth Annual Mayor's Breakfast; Sun N' Fun; 4175 Medulla Rd, Lakeland, FL 33811; Jam...</div> <div>10:00am TripSpark - Site Visit - Citrus Connection; 1212 George Jenkins Blvd, Lakelan...</div> <div>1:00pm 1 on 1 with HR; Tom's office ; Tom Phill.</div> </div>	<div>7</div> <div> <div>9:30am Update with Aaron and Paul; Operation Office; Tom Phillips</div> <div>1:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div> <div>1:00pm FW: City of Lakeland/LAMTD Technical Assistance for Transit Signal Priority (TSP) Proje...</div> <div>2:30pm Meeting with Victory Ridge; 427 Burns Ave., Lake Wales, FL 33853; James Phillips</div> </div>	<div>8</div> <div> <div>9:30am Phone call with Ed McKenna; Your office; James Phillips</div> <div>10:30am Phone call w/ Dr. Ross; 863-370-8315; Tom Phillips</div> <div>12:00pm Kiwanis Lunch; Lake Morton</div> </div>	9
10	<div>11</div> <div> <div></div> <div>Polk County Days, Tallahassee</div> <div>10:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div></div> </div>	<div>12</div> <div> <div></div> <div>8:00am Polk County Day Breakfast; Senate Offi...</div> <div>8:30am Email Ridership Update to LAMTD Boar...</div> <div>8:30am Stand-by for Rep Colleen Burton; 214 ...</div> <div>9:30am Senator Kelli Stargel; Senate Office Buil...</div> <div>1:30pm TBARTA March Transit Management C...</div> <div>2:00pm Meeting with Representative Sam Kille...</div> </div>	<div>13</div> <div> <div>12:30pm Route Redesign Coordination Meeting; Board Room; James Phillips</div> <div>2:30pm 1/1 with David Persaud; Executive Office; Tom Phillips</div> </div>	<div>14</div> <div> <div>9:30am Update with Aaron and Paul; Operation Office; Tom Phillips</div> <div>11:30am Ryan Genson Lunch; Spice</div> <div>1:00pm Steve B- VISTE; Black and Brew; 205 E Main St, Lakeland, FL 33801</div> <div>2:00pm Coffee with Christin Criser and Shirley Balogh; Black and Brew; 205 E Main St, Lakeland, FL 33801; Tom Phillips</div> </div>	<div>15</div> <div> <div>End of 3rd Grading Period</div> <div>10:00am Marketing Route Changes; Hollingsworth ; James Phillips</div> <div>11:30am Finance Lunch; Abuelos; 3700 Lakeside Village Blvd, Lakeland, FL 33803; James Phillips</div> </div>	16
17	<div>18</div> <div> <div>8:00am Quarterly Meeting; Board Room; James Phillips</div> <div>10:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>11:00am Quarterly Meeting; Board Room; James Phillips</div> <div>3:00pm Quarterly Meeting; Board Room; James Phillips</div> </div>	<div>19</div> <div> <div>Grades Due</div> <div>8:30am Gents w Kyle</div> <div>10:00am Citrus Connection / Publix Discussion; 2600 County Line Rd. (Publix Whse); Jason Bamberger</div> <div>1:00pm Finance overview; Tom Phillips</div> </div>	<div>20</div> <div> <div>8:30am LAMTD Board Meeting; 1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL; Tom Phillips</div> </div>	<div>21</div> <div> <div>9:00am Bay News 9 Interview; Lakeland Terminal</div> <div>11:00am Lakeside Village route design site meeting; Lakeside Village shelter; David R. Walters</div> <div>2:00pm Invitation: Tom and Donovan at TC @ Thu Mar 21, 2019 2pm - 3pm (EDT) (tphillips@ridecitrus.com); 115 Hillcrest St, Lake...</div> </div>	<div>22</div> <div> <div>8:15am Mayors office; 3rd floor; 228 S Massachusetts Ave, Lakeland, FL 33801</div> <div>8:30am Updated invitation; *Note Meeting Location - Polk Vision Infrastructure Team ... @ Fri Mar 22, 2019 8:30am - 10am (EDT) (tphillips@ridecitrus.com); Central Florida Regional Planning Council, 555 E Church St, Bartow, FL 33830, USA; brenda@polkvision.com</div> </div>	23
24	<div>25</div> <div> <div></div> <div>Disney Training Institute</div> <div>Annual Training - James</div> <div></div> <div>Spring Break</div> <div></div> <div>1:30pm Homeless Steering Committee; City Commission Conf Rm; Chadwell, Chris</div> <div>3:30pm Lakeland Intermodal Center PAC Meeting; CONF RM 1A; CONF RM 1B - Lakelan...</div> </div>	<div>26</div> <div> <div>1:30pm Homeless Steering Committee; City Commission Conf Rm; Chadwell, Chris</div> <div>3:30pm Lakeland Intermodal Center PAC Meeting; CONF RM 1A; CONF RM 1B - Lakelan...</div> </div>	<div>27</div> <div></div>	<div>28</div> <div></div>	<div>29</div> <div> <div>12:00pm Kiwanis Lunch; Lake Morton</div> </div>	30
31	<div>Apr 1</div> <div> <div></div> <div>Annual Training - James</div> <div>To Apr 7 →</div> <div>10:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>4:00pm Meeting to discuss Services in East Polk; County Manager's Conference Room; Thomas, Lea Ann</div> </div>	<div>2</div> <div> <div>9:00am Meeting with Tom, Steve, and David; Tom's Office; James Phillips</div> <div>11:00am Tinsley Creative</div> <div>1:00pm Loughman Flex; Skype Meeting; James Phillips</div> </div>	<div>3</div> <div> <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of every mon</div> <div>7:45am Breakfast with Mr. Mele</div> <div>2:00pm HR Block</div> <div>6:00pm Lake Wales additional fair.share presentation; City of Lake Wales - 201 W Central Ave, Lake Wales, FL 33853, United States; Erin Killebrew</div> </div>	<div>4</div> <div> <div>9:30am Update with Aaron and Paul; Operation Office; Tom Phillips</div> <div>10:00am FW: RFP 19-004 Emp Benefits Broker - Kickoff Meeting; Morton; Lisa Harris CPPB</div> <div>1:00pm 1/1 with David Persaud; Executive Offic...</div> </div>	<div>5</div> <div> <div>Distribute Report Cards</div> <div>11:00am Senior Staff Meeting; Tom Phillips</div> <div>12:00pm Kiwanis Lunch; Lake Morton</div> </div>	6

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: APRIL 10, 2019
AGENDA ITEM #7b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, ED

Recommended
Action: Information only

Summary: Year to date ridership information for the entire system including LAMTD, Winter Haven, Rural and Demand Response through February 28, 2019.

Attachments: Ridership Report.

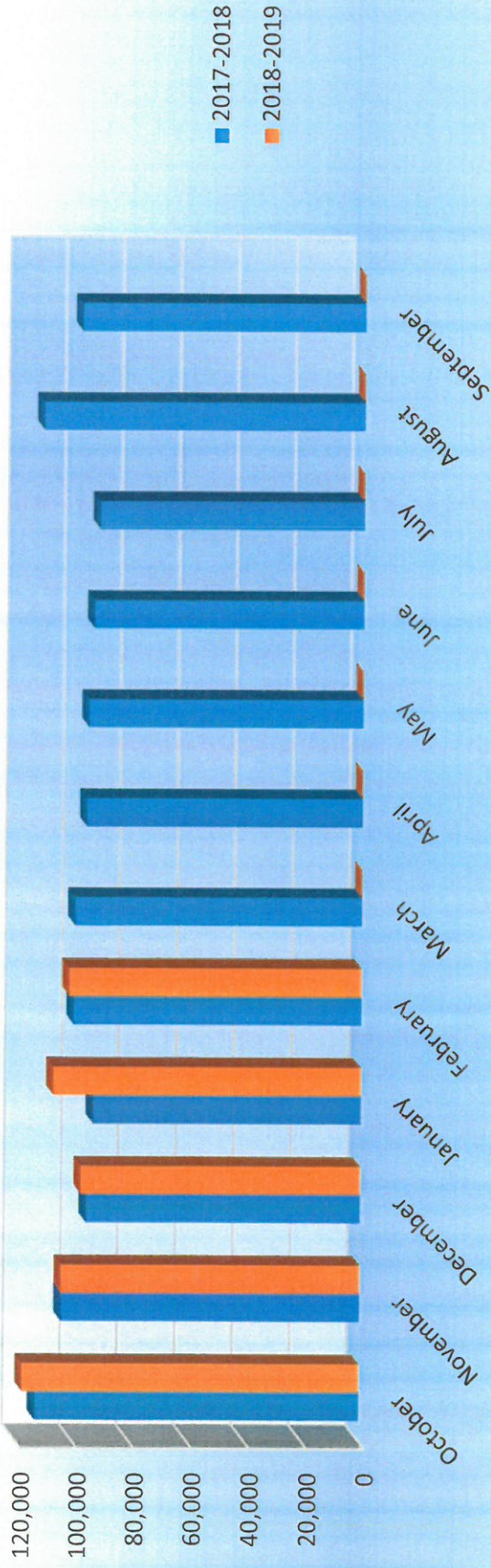
Citrus Connection and PCTS Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	125,714	108,078	113,220	117,763	4%
November	111,028	106,998	104,149	104,192	0%
December	122,018	111,197	95,520	97,416	2%
January	101,190	103,647	93,227	107,326	14%
February	111,486	108,068	100,300	101,850	1%
March	117,618	116,794	99,916	0	0%
April	110,754	103,274	95,993	0	0%
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	528,547	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	0	0%
April	7,334	7,757	9,947	0	0%
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	43,752	1%

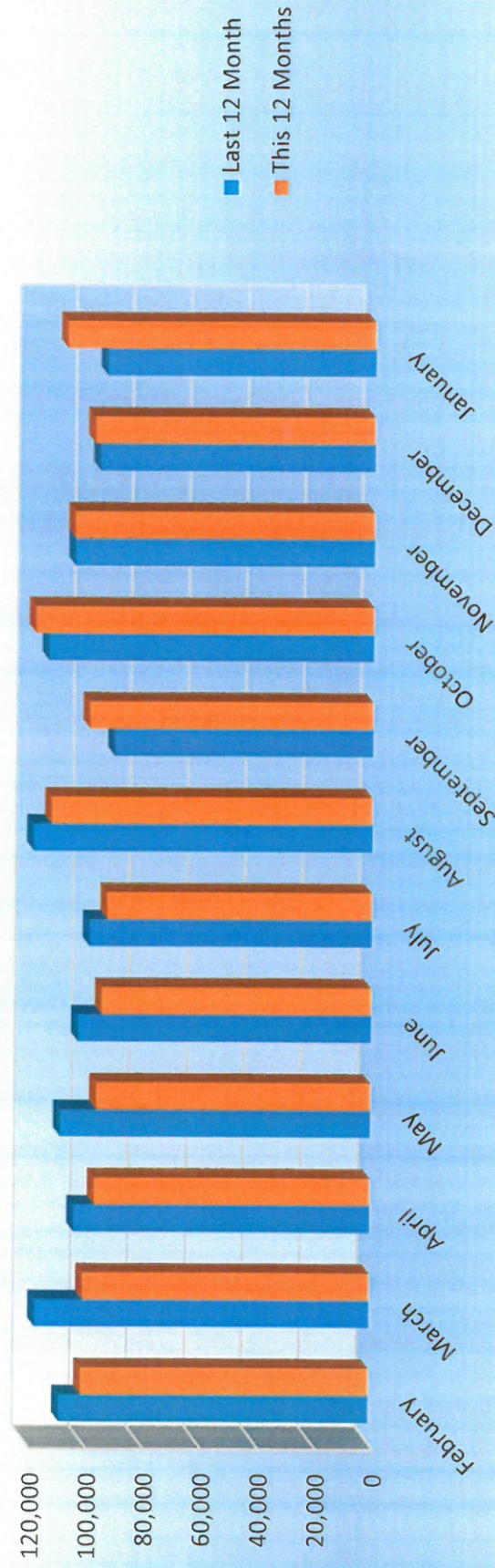
Citrus Connection only Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	83,092	67,636	73,349	74,739	2%
November	73,987	71,083	67,437	66,084	-2%
December	82,287	72,646	60,879	60,217	-1%
January	67,774	70,767	58,830	66,889	11%
February	74,506	71,884	63,140	62,854	0%
March	79,428	78,158	62,897	0	0%
April	73,926	67,338	59,873	0	0%
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	330,783	2%

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	0	0%
April	3,651	3,694	3,935	0	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	17,792	-7%

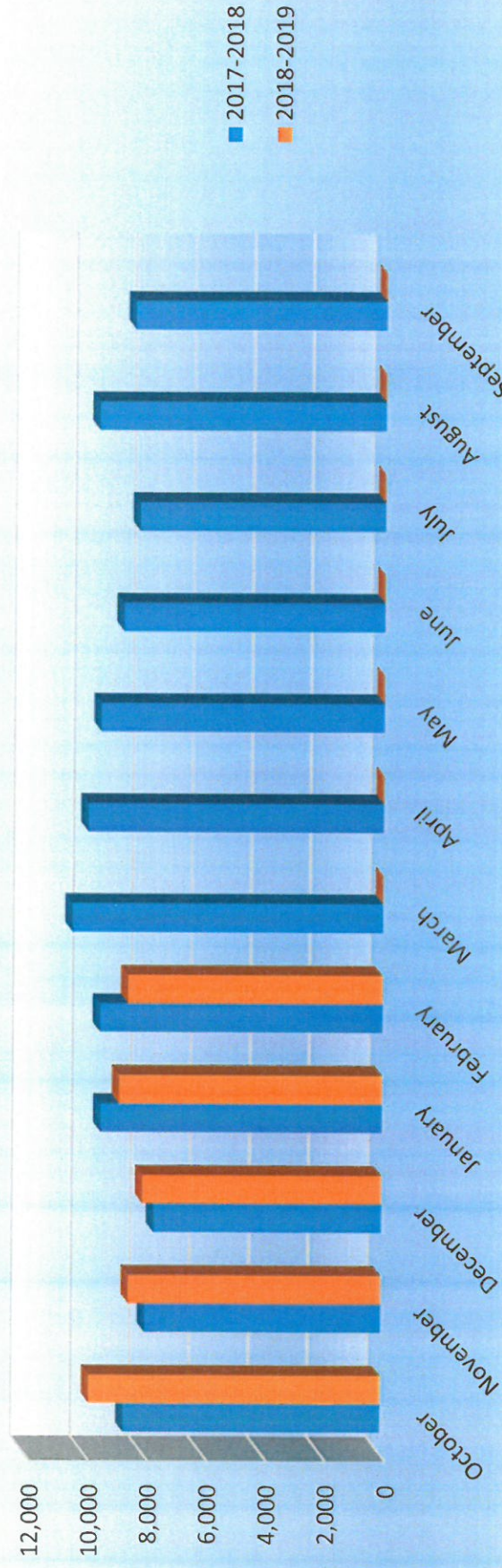
Citrus Connection and PCTS Fixed Route Total Ridership



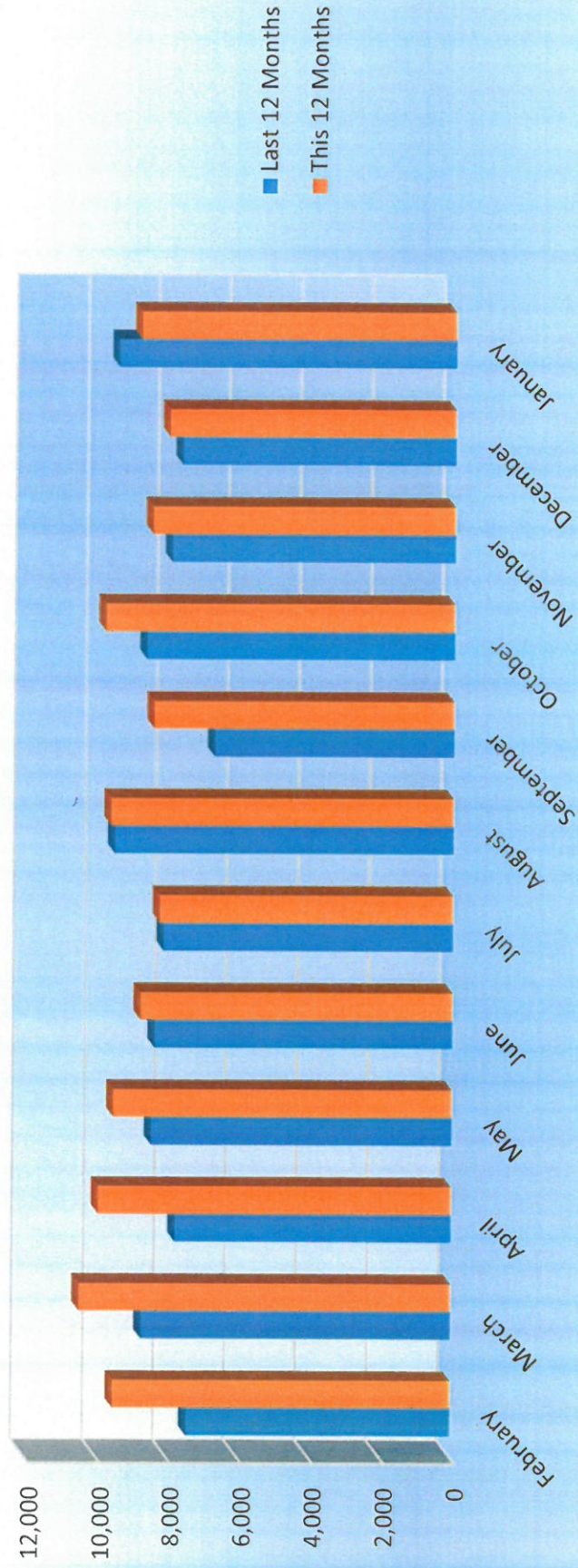
Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



UAP Ridership Totals FY 2019	LAMTD	WHAT	Total
January	15,758	9,896	25,654
February	15,409	9,909	25,318
UAP Ridership 2018	LAMTD	WHAT	Total
Polk State College			
January	2,591	1,269	3,860
February	2,520	1,248	3,768
LEGOLAND			
January	151	908	1,059
February	182	801	983
South Eastern University			
January	239	70	309
February	297	62	359
COLTS			
January	2,409	1,201	3,610
February	2,471	1,195	3,666
Veterans			
January	3,984	1,314	5,298
February	3,931	1,394	5,325
Southern Technical College			
January	204	482	686
February	112	556	668
Central Florida Healthcare			
January	1,248	752	2,000
February	1,077	511	1,588
New Beginnings High School			
January	1,283	3,191	4,474
February	1,209	3,427	4,636
LDDA			
January	53	0	53
February	47	0	47
PACE			
January	556	173	729
February	483	195	678
Peace River			
January	3,040	536	3,576
February	3,080	520	3,600
Summer of Safety			
January	0	0	-
February	0	0	-

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: APRIL 10, 2019
AGENDA ITEM#8

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD