

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.  
**Wednesday, June 10<sup>th</sup>, 2020, at 8:30 a.m.**

Call to Order	<u>Action Required</u>
1. Approval of May 11, 2020 LAMTD Board Meeting Minutes	Approval
2. Public Comments	None
3. GEM Award	None
4. Million Miles Recognition	None
5. New Executive Director of Elderpoint Ministries Introduction	None
6. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. TD FY 2020-21 Annual Budget	Approval
e. FTA CARES ACT for the Lakeland UZA	Approval
f. FTA CARES ACT for the Winter Haven UZA	Approval
7. Legal / Ben Darby, Esq.	
a. Peace River UAP Renewal	Approval
b. Pace Center for Girls	Approval
c. Center State East Land Annexation	Approval
8. Operations / Bill Knieriem, Director of Safety, Security, and Training	
a. New Route 20X (CARES ACT)	Approval
b. New Route 21X (CARES ACT)	Approval
c. Route Changes 18X, 19X (PCTS)	Approval
9. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
10. Executive <u>Informational</u> Summary / Tom Phillips	
a. May Calendar	None
b. Ridership and UAP Update	None
11. Other Business	TBD

Adjournment

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUN 10, 2020  
AGENDA ITEM #1

Agenda Item:	Approval of the May 13, 2020 LAMTD Meeting Minutes
Presenter:	James Phillips
Recommended Action:	Board approval of the May 13, 2020 LAMTD Meeting Minutes
Attachments:	May 13, 2020 LAMTD Meeting Minutes

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

**Directors:**

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

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

8:30 a.m. By Commissioner Lindsey

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

- a. Approval of the March 11, 2020 LAMTD Board Meeting Minutes

[Attachment available]

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

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

None

**Agenda Item #3 – Finance**

- a. LAMTD Financials

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

**Year to Date March 31, 2020**

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

**REVENUES:**

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

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

- Farebox revenues reflect \$264,890 or 90% of YTD budgeted revenues through March 31, 2020.
- Contract revenues totaled \$71,225 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled zero for RAMCO. RAMCO payment of \$93,600 billed in January 2020. The District with the assistance of legal counsel Ben Darby is assisting in collection.
- Ad Valorem taxes reflects \$4.647million or 96% of budget. The total budgeted revenues are \$4.86 million. Only 95% of the taxes are budgeted by State Law.

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

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

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

- Interest Income on Investment at the LGIP totaled \$78,087 in line with budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$73,413.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled zero.
- Advertising income reflects \$34,680 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$22,500 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

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

For the Year-to-date March 31, 2020  
FY 2019-2020

**EXPENSES:**

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

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

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

<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 a favorable actual variance of \$830,965 with 50% of the fiscal year due to collection of property taxes.

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

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

**b. PCTS Financials**

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

**Revenues**

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

**Expenses**

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

**c. TD Financials**

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

**Revenues**

- The revenues totaled \$1.08 million or 96% of the year-to-date budget.

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

### Expenses

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

### Operating Results

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

Lakeland Area Mass Transit District				
Transportation Disadvantage Program				
Period Ending -March, 2020				
Revenue				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
<b>Revenues</b>				
County Match 10%	\$ 149,788	\$ 112,341	\$ 99,392	88%
<b>Contract Revenue</b>	\$ 228	\$ 171	\$ 808	
Adult Day Care		\$ -	\$ 39,710	
<b>FDOT Grants:</b>		\$ -		
CTD Grant -Operating	\$ 1,348,094	\$ 1,011,071	\$ 942,838	93%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 1,123,583</b>	<b>\$ 1,082,748</b>	<b>96%</b>
Expenditure				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 973,780	\$ 730,335	\$691,442	95%
		\$ -		
Operating	\$ 524,330	\$ 393,248	\$ 238,006	61%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 1,123,583</b>	<b>\$929,448</b>	<b>83%</b>

#### **d. Polk County Transit Services Audit September 30, 2019 Exemption of Pension Liability - Expense**

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

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

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

[Attachment available]

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

“Approval to exempt Polk County the 9/30/2019 Audit Pension Liability in the amount of \$475,906”

1<sup>st</sup> Bill Mutz/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIED UNANIMOUSLY**

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

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.

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

“Approval of the Resolution as recommended by staff”

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

**MOTION CARRIED UNANIMOUSLY**

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

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

“Approval of the Resolution as recommended by staff”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

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

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

“Approval of the Resolution as recommended by staff”

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

**MOTION CARRIED UNANIMOUSLY**

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

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

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**



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

**Agenda Item #4– Legal**

**a. Publix Easement Agreement**

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

“Approve Easement Agreement between LAMTD and Publix.”

1<sup>st</sup> Bill Mutz/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIED UNANIMOUSLY**

**b. Swan Lake Easement Agreement**

**<Withdrawn due to documents not ready by property holder>**

**c. Ackerman Easement Agreement**

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

“Approve and sign the Easement Agreement between LAMTD and Ackerman.”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> Sara McCarlery

**MOTION CARRIED UNANIMOUSLY**

**d. Park and Ride Transfer**

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

“Approve the transfer of ownership of the Ernie Caldwell Transit Center from Polk County to LAMTD.”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> Bill Mutz

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #5– Authorization to accept the transfer of the following FDOT Funded asset from ALLIANCE FOR INDEPENDANCE**

FDOT notified LAMTD of a vehicle that was available for transfer. The vehicle was funded under FDOT 5310 Grant which paid for 90% of the cost of the vehicle. The following is the timeline of communications between FDOT and Citrus Connection regarding this transfer:

1/29/2020 – FDOT informed Citrus Connection (Rodney) of the availability of a bus for transfer. The group having current possession of the bus remained anonymous.

1/30/2020 – Citrus Connection notified FDOT of their interest in receiving the bus and requested the vehicle details, location of the vehicle and contact information for inspecting the bus.

2/28/2020 – FDOT had not responded to Citrus Connections request for information but did request an update on the required process to transfer the vehicle.

3/2/2020 – Citrus Connection (J. Cheney) sent an email to give notice to FDOT of Citrus Connection cancelation of interest in Transferring/receiving this vehicle. Also left voicemail messages for FDOT prior to this date.

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

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

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

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

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

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

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

“Approve the transfer of the one 24’ Turtle Top Para-Transit Bus from Alliance for Independence to Lakeland Area Mass Transit District.”

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

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #5 – Executive Director Report**

- a. Agency Updates
  - HART wants to introduce a route from downtown Tampa/USF to the Lakeland Park and Ride

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

- b. April Calendar

[Attachment Available]

- c. Ridership and UAP Update

[Attachment Available]

**Agenda Item #12 – Other Business**

Commissioner Lindsey- Excited for the opportunity with the CARES Funding, cautioned expectations of an audit just for CARES funding.

Mayor Mutz- Excited for the new opportunities on the East side of the county and a huge thanks to all workers as we endure through this time.

Commissioner McCarley- Big thanks to all the hard work put into keeping the transit system running and to all the workers putting themselves at risk.

Commissioner Walker- Looking forward to a time when we can get back to normal at a safe pace and hopefully able to celebrate all the hard work everyone did.

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

Adjournment at 9:24 a.m.

Approved this 10<sup>th</sup> day of June, 2020.

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Chairman – County Commissioner John Hall

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUN 10, 2020  
AGENDA ITEM #2

Agenda Item:       **Public Comments**

Presenter:           TBD

Recommended  
Action:               TBD

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUN 10, 2020  
AGENDA ITEM #3

Agenda Item:           **GEM Award**

Presenter:             Tom Phillips, Executive Director

Recommended  
Action:               None

Summary:             An award to Richard Ramirez- Cuenca for going the extra mile and changing the public perception of the Lake Miriam Publix General Manager.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUN 10, 2020  
AGENDA ITEM #4

Agenda Item:           **Million Miles Recognition**

Presenter:             Tom Phillips, Executive Director

Recommended  
Action:               None

Summary:             In recognition of achieving a million miles with the agency, we will  
be honoring the following operators:

- Shawnda Perez
- Carmen Alvez

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUN 10, 2020  
AGENDA ITEM #5

Agenda Item:           **New Executive Director of Elderpoint Ministries Introduction**

Presenter:             Tom Phillips, Executive Director

Recommended  
Action:               None

Summary:             Staff would like to congratulate and introduce Lacey Gardner as the  
new Executive Director of Elderpoint Ministries

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020  
AGENDA ITEM #6a

Agenda Item: April 30, 2020 LAMTD Monthly Financial Statement  
FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

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

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

Attachments: See Attachments



Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date April 30, 2020  
FY 2019-2020

**Year to Date April 30, 2020**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	58%	\$6,413,760	\$6,965,700	109%	\$11 Million
Expenses YTD	58%	\$6,413,760	\$5,751,340	90%	\$11 Million

**REVENUES:**

The total revenues realized year-to-date through April 30, 2020 totaled \$6.97 million or 109% of the YTD budget.

- Farebox revenues reflect \$275,570 or 80% of YTD budgeted revenues through April 30, 2020.
- Contract revenues totaled \$82,845 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled zero for RAMCO. RAMCO payment of \$93,600 billed in January 2020. The District with the assistance of legal counsel Ben Darby is assisting in collection.
- Ad Valorem taxes reflects \$4.764 million or 98% of budget. The total budgeted revenues are \$4.86 million. Only 95% of the taxes are budgeted by State Law.

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

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
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- 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 \$84,300 in line with budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$197,520.
- 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 \$608,910.
- Advertising income reflects \$70,680 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$54,727 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date April 30, 2020  
FY 2019-2020

**EXPENSES:**

The total expenses year-to-date through April 30, 2020 totaled \$5.75 million or 90% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of April 30, 2020, these expenses totaled \$3.7 million or 10% under budget of \$4.1 million a favorable variance.
- Professional and Technical Services expenses totaled \$258,785 of the YTD budget, and over budget due to contract payments for Trapeze.
- Other services expenses totaled \$61,880 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$229,396 YTD, under budget.
- Materials and supplies totaled \$367,697 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments totaling \$257,706 for Tax Year 2019 is paid.

Other remaining expenses are under the YTD budget through April 30, 2020

**CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through April 30<sup>th</sup> the financials reflect a favorable actual variance of \$1.2 million with 58% of the fiscal year due to collection of property taxes.

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

\*

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

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



# LAKELAND AREA MASS TRANSIT DISTRICT

FY 2020

## MONTHLY FINANCIAL STATEMENT

MONTH OF Apr 2020

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 10,680	\$ 49,403	\$ (38,723)	-78%	\$ 275,570	\$ 345,818	\$ (70,248)	-20%	\$ 592,830
Contract Income (UAP)	\$ 11,621	\$ 17,781	\$ (6,160)	-35%	\$ 82,845	\$ 124,466	\$ (41,621)	-33%	\$ 213,370
Other Contract Revenue	\$ -	\$ 7,800	\$ (7,800)	-100%	\$ 93,600	\$ 54,600	\$ 39,000	71%	\$ 93,600
Miscellaneous Income	\$ 31,335	\$ 8,167	\$ 23,169	284%	\$ 54,727	\$ 57,167	\$ (2,440)	-4%	\$ 98,000
Advertising Revenue	\$ 36,000	\$ 12,000	\$ 24,000	200%	\$ 70,680	\$ 84,000	\$ (13,320)	-16%	\$ 144,000
Investment/Interest Income (net)	\$ 6,198	\$ 12,500	\$ (6,302)	-50%	\$ 84,299	\$ 87,500	\$ (3,201)	-4%	\$ 150,000
Ad Valorum Income, net	\$ 116,735	\$ 404,623	\$ (287,888)	-71%	\$ 4,763,919	\$ 2,832,358	\$ 1,931,561	68%	\$ 4,855,470
FDOT Operating Grant	\$ 124,107	\$ 142,215	\$ (18,108)	-13%	\$ 197,519	\$ 995,505	\$ (797,986)	-80%	\$ 1,706,580
Federal Operating Grant	\$ 608,910	\$ 200,542	\$ 408,368	204%	\$ 608,910	\$ 1,403,792	\$ (794,882)	-57%	\$ 2,406,500
Cost Recovery	\$ 928	\$ 2,167	\$ (1,239)	-57%	\$ 41,272	\$ 15,167	\$ 26,105	172%	\$ 26,000
City of Lakeland	\$ 15,810	\$ 15,152	\$ 658	4%	\$ 106,358	\$ 106,062	\$ 297	0%	\$ 181,820
Bartow Express	\$ -	\$ 1,478	\$ (1,478)	-100%	\$ -	\$ 10,348	\$ (10,348)	-100%	\$ 17,740
PCTS - Support Cost Reimb.	\$ 42,426	\$ 42,426	\$ (0)	0%	\$ 296,981	\$ 296,981	\$ (0)	0%	\$ 509,110
TOTAL REVENUES	\$ 1,103,990	\$ 916,252	\$ 187,738	20%	\$ 6,965,700	\$ 6,413,762	\$ 551,939	9%	\$ 10,995,020
Salaries	\$ 536,986	\$ 413,593	\$ 123,393	30%	\$ 2,643,002	\$ 2,895,148	\$ (252,146)	-9%	\$ 4,963,110
Employee Benefits	\$ 169,318	\$ 178,214	\$ (8,897)	-5%	\$ 1,083,487	\$ 1,247,499	\$ (164,012)	-13%	\$ 2,138,570
Advertising Fees	\$ 3,624	\$ 1,583	\$ 2,040	129%	\$ 6,747	\$ 11,083	\$ (4,336)	-39%	\$ 19,000
Professional & Technical Ser	\$ 51,629	\$ 30,564	\$ 21,065	69%	\$ 258,785	\$ 213,949	\$ 44,836	21%	\$ 366,770
Contract Maintenance Services	\$ 3,662	\$ 10,383	\$ (6,721)	-65%	\$ 39,509	\$ 72,683	\$ (33,175)	-46%	\$ 124,600
Other Services	\$ 9,418	\$ 5,204	\$ 4,214	81%	\$ 61,880	\$ 36,429	\$ 25,451	70%	\$ 62,450
Fuel & Lubricants	\$ 21,994	\$ 50,179	\$ (28,185)	-56%	\$ 229,396	\$ 351,254	\$ (121,858)	-35%	\$ 602,150
Freight	\$ 337	\$ 846	\$ (509)	-60%	\$ 3,590	\$ 5,921	\$ (2,331)	-39%	\$ 10,150
Repairs & Maintenance	\$ -	\$ 4,217	\$ (4,217)	-100%	\$ 16,211	\$ 29,517	\$ (13,306)	-45%	\$ 50,600
Materials & Supplies	\$ 45,633	\$ 54,008	\$ (8,375)	-16%	\$ 367,697	\$ 378,058	\$ (10,361)	-3%	\$ 648,100
Utilities/Telephone	\$ 10,454	\$ 13,183	\$ (2,730)	-21%	\$ 73,332	\$ 92,283	\$ (18,951)	-21%	\$ 158,200
Insurance Expense	\$ 32,527	\$ 35,374	\$ (2,848)	-8%	\$ 228,548	\$ 247,619	\$ (19,071)	-8%	\$ 424,490
Dues & Subscriptions	\$ 102	\$ 3,700	\$ (3,598)	-97%	\$ 16,494	\$ 25,900	\$ (9,406)	-36%	\$ 44,400
Education/Training/Meeting/Travel	\$ 1,359	\$ 7,175	\$ (5,816)	-81%	\$ 26,643	\$ 50,225	\$ (23,582)	-47%	\$ 86,100
Service Charges	\$ 637	\$ 1,150	\$ (513)	-45%	\$ 5,648	\$ 8,050	\$ (2,402)	-30%	\$ 13,800
Office Expense	\$ 5,889	\$ 9,408	\$ (3,519)	-37%	\$ 47,858	\$ 65,858	\$ (18,001)	-27%	\$ 112,900
Advertising & Promotions	\$ 1,980	\$ 2,083	\$ (103)	-5%	\$ 5,682	\$ 14,583	\$ (8,902)	-61%	\$ 25,000
Miscellaneous Expenses	\$ 1,490	\$ 4,971	\$ (3,481)	-70%	\$ 21,419	\$ 34,796	\$ (13,377)	-38%	\$ 59,650
Property Appraiser/Tax Collector Comm	\$ 2,335	\$ 14,262	\$ (11,927)	-84%	\$ 157,111	\$ 99,832	\$ 57,279	57%	\$ 171,140
LDDA, CRA Contributions	\$ -	\$ 19,270	\$ (19,270)	-100%	\$ 257,706	\$ 134,890	\$ 122,816	91%	\$ 231,240
Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ (31,489)	-56%	\$ 176,595	\$ 397,017	\$ (220,421)	-56%	\$ 680,600
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ 24,000.00	\$ 1,167	\$ 22,833	1957%	\$ 2,000
Restricted Contingency	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL EXPENDITURES	\$ 924,601	\$ 916,252	\$ 8,349	1%	\$ 5,751,340	\$ 6,413,762	\$ (662,422)	-10%	\$ 10,995,020
REVENUES (OVER)/UNDER EXPENDITURES	\$ 179,388	\$ -	\$ 179,388		\$ 1,214,361	\$ -	\$ 1,214,361		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020  
AGENDA ITEM #6b

Agenda Item: April 30, 2020 Financials for Polk County Transit Services  
Contract – FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

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

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

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020  
AGENDA ITEM #6b

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of April 30, 2020  
Year to Date Report  
Percent of FY Reported (58%)

**Revenues**

- The revenues totaled \$4.0 million or 87% of the year-to-date budget.
- The FTA grants drawdown \$914,000 year-to-date.
- Fare Revenues totaled \$54,110 or 68% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$495,620 and over the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$2.153 million for the for the third of four payments.
- The FDOT Grants drawdown reflects \$340,600 or 54%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$4.00 million or 87% of the year-to-date budget.
- Salaries and wages totaled \$2.2 million or 89% of the YTD Budget
- Operating expenses totaled \$1.3 million or 97% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$457,200 or 80% of budget.
- Capital Expenses shows no activity.

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

**Revenue**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Percent Expended</b>
<b>Revenues</b>				
County Match	\$ 2,176,676	\$ 1,269,728	\$ 2,153,247	170%
Other Contract Revenue - County	\$ 36,690	\$ 21,403	\$ 48,148	225%
City Contribution	\$ 497,320	\$ 290,103	\$ 495,621	171%
County Contribution - PCTS	\$ 407,220	\$ 237,545	\$ -	0%
Fares	\$ 136,000	\$ 79,333	\$ 54,113	68%
<b>FDOT Block Grants:</b>				
GOV71/G1481 - WHAT/ADA	\$ 643,490	\$ 375,369	\$ -	0%
RURAL AQR07	\$ 1,077,966	\$ 628,814	\$ 340,603	54%
<b>FTA</b>				
FTA 5307 Grant	\$ 2,879,208	\$ 1,679,538	\$ 913,949	54%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
<b>Total</b>	<b>\$ 7,854,570</b>	<b>\$ 4,581,833</b>	<b>\$ 4,005,681</b>	<b>87%</b>

**Expenses**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Percent Expended</b>
Labor	\$ 4,245,240	\$ 2,476,390	\$ 2,210,487	89%
Contract	\$ 980,326	\$ 571,857	\$ 457,194	80%
Operating	\$ 2,361,754	\$ 1,377,690	\$ 1,335,030	97%
Capital	\$ 203,160	\$ 118,510	\$ -	0%
Capital - Loughman Route	\$ 64,090	\$ 37,386	\$ -	0%
<b>Total</b>	<b>\$ 7,854,570</b>	<b>\$ 4,581,833</b>	<b>\$ 4,002,711</b>	<b>87%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020  
AGENDA ITEM #6c

Agenda Item: April 30, 2020 Financials for The Transportation Disadvantaged Program– FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

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

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

The Transportation Disadvantaged Program fiscal year starting July 1, 2019 and ends June 30, 2020. The funding is 90% State for the Transportation Disadvantaged Trust Fund and 10% matching funds funded by Polk County. There are some other third-party revenues for contract services.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020  
AGENDA ITEM #6c

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of April 30, 2020  
Year to Date Report  
Percent of FY Reported (83%)  
**State FY July 1, 2019 thru June 30, 2020**

**Revenues**

- The revenues totaled \$1.2 million or 94% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$1.02 million or 91% of the grant.
- Contract Revenues and other revenues totaled \$40,520.
- The County funding for the match totaled \$105,000 or 84%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.05 million or 84% of the year-to-date budget.
- Salaries and wages totaled \$786,300 or 97% of the YTD Budget.
- Operating expenses totaled \$263,000 or 60% of the YTD Budget.

**Operating Results**

- Actual Revenues exceeded actual expenses by \$120,160.



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

**Revenue**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Total YTD</b>
<b>Revenues</b>				
County Match 10%	\$ 149,788	\$ 124,823	\$ 105,265	84%
<b>Contract Revenue</b>	\$ 228	\$ 190	\$ 808	
Adult Day Care		\$ -	\$ 39,710	
<b>FDOT Grants:</b>		\$ -		
CTD Grant -Operating	\$ 1,348,094	\$ 1,123,412	\$ 1,023,621	91%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 1,248,425</b>	<b>\$ 1,169,403</b>	<b>94%</b>

**Expenditure**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Total YTD</b>
Labor	\$ 973,780	\$ 811,483	\$786,267	97%
		\$ -		
Operating	\$ 524,330	\$ 436,942	\$ 262,981	60%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 1,248,425</b>	<b>\$1,049,248</b>	<b>84%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020  
AGENDA ITEM #6d

Agenda Item: FY 2020-21 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>, 2020 through June 30<sup>th</sup>, 2021.

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 \$1,483,250. The Commission for Transportation Disadvantaged will fund \$1,334,690 through grant funds and \$148,300 will be budgeted into the Polk County's Transit Budget. The total operating expense is \$1,483,250.

The total authorized full-time positions are 16 in 2021.

Attachments: FY July 1, 2020 through June 30, 2021 Proposed Budget

TD Budget Worksheet FY 2021

Account	Account Description	2018 Actual	2019 Actual	2020 Budgeted	Actual Thru 02-28-20	Requested FY 2021
<b>Revenues:</b>						
6-401-090-0000	Smart Card Fee	1,038.00	986.00	-	504.00	
6-417-475-ADCA	Adult Day Care	61,683.47	59,342.95	-	22,219.93	
6-417-475-CNTY	10% Match - County	112,575.97	131,478.74	149,788.00	68,764.29	\$ 148,300.00
6-417-475-CTDO	CTD Grant - Operating	1,013,183.68	1,183,308.41	1,348,094.00	433,089.31	\$ 1,334,690.00
6-417-475-MISC	***DNU*** use 6-418-475-0000	-	-	-	-	
6-418-475-0000	Miscellaneous Income	5,745.06	57.72	228.00	-	\$ 260.00
6-475-475-CT01	CTD Grant - Operating TPO (Cash)	7,730.86	-	-	-	
6-475-475-CT02	CTD Grant - Operating TDP (Accrual)	-	25,520.14	-	-	
	<b>Transportation Disadvantaged Revenue Total</b>	<b>1,201,957.04</b>	<b>1,400,693.96</b>	<b>1,498,110.00</b>	<b>524,577.53</b>	<b>\$ 1,483,250.00</b>
<b>Expenses</b>						
<b>6-0475-00000</b>	<b>OP'S - TRANSPORTATION DISADVANTAGED (TD)</b>					
6-0475-50101	Salaries	565,606.66	557,227.30	601,480.00	230,412.74	\$ 611,020.00
6-0475-50103	Overtime (TD)	13,494.04	30,371.58	28,540.00	12,888.32	\$ 20,210.00
6-0475-50201	Social Security (TD)	23,476.15	32,974.63	39,070.00	13,836.18	\$ 39,140.00
6-0475-50202	Medicare (TD)	5,490.60	7,711.86	9,140.00	3,235.93	\$ 9,160.00
6-0475-50203	Pension Plan (TD)	33,632.35	48,728.60	53,560.00	20,607.63	\$ 63,130.00
6-0475-50204	Health Insurance	175,186.67	185,542.78	222,760.00	78,063.95	\$ 200,440.00
6-0475-50205	Life Insurance (TD)	3,764.27	2,728.23	1,450.00	754.92	\$ 1,450.00
6-0475-50207	Unemployment Compensation (TD)	2,685.34	-	-	2,475.00	\$ 2,480.00
6-0475-50208	Workers' Compensation (TD)	13,909.26	14,050.62	17,780.00	10,510.45	\$ 10,900.00
6-0475-50211	Support Services	30,411.77	61,070.28	-	-	
6-0475-50213	Uniforms	25.25	628.45	2,400.00	370.00	\$ 800.00
6-0475-50214	Other Fringe Benefits	17.25	-	100.00	-	\$ 100.00
6-0475-50216	Driver Licenses	30.90	-	150.00	-	\$ 150.00
6-0475-50220	FRS Pension Expense	-	97,980.61	-	-	
6-0475-50260	Insurance Broker Services	-	1,843.46	4,200.00	1,737.32	\$ 4,200.00
6-0475-50303	Prof. & Technical Svc.	20,420.83	5,294.00	40,510.00	1,857.94	\$ 6,000.00
6-0475-50305	Contract Maintenance	2,048.28	3,179.09	5,800.00	2,124.14	\$ 5,800.00
6-0475-50307	Drug Testing	1,176.78	752.29	1,500.00	460.50	\$ 1,500.00
6-0475-50399	Other Services	21,984.58	23,786.92	30,390.00	-	\$ 30,390.00
6-0475-50400	Fuel Gasoline - TD	156,954.89	143,903.86	175,000.00	30,405.82	\$ 175,000.00
6-0475-50401	Fuel - TD	193.60	4.96	10,000.00	-	\$ 5,000.00
6-0475-50403	Elder Point Ministries Expense	-	-	-	-	
6-0475-50404	Adult Day Care Expense	-	-	-	-	
6-0475-50406	Polk TPO Expense	7,730.86	25,520.15	-	-	
6-0475-50455	Repairs & Maintenance - Buses	41,185.76	88,903.04	95,000.00	46,408.99	\$ 95,000.00
6-0475-50460	Materials & Supplies	34,824.38	4,483.74	44,000.00	488.54	\$ 35,000.00
6-0475-50465	Service/Inventory Parts - TD	167.03	-	350.00	-	\$ 350.00
6-0475-50504	Telephone	13,983.37	8,826.64	10,700.00	2,479.44	\$ 10,700.00
6-0475-50505	Utilities - TD	2,539.35	1,979.75	3,300.00	575.44	\$ 3,300.00
6-0475-50603	General Liability Coverage	-	-	-	1,965.60	\$ 5,000.00

6-0475-50604	Property Coverage	-	-	-	1,168.45	\$	3,000.00
6-0475-50901	Dues & Subscriptions - TD	732.30	-	1,650.00	-	\$	1,650.00
6-0475-50902	Travel/Meetings	3,891.97	3,263.59	7,000.00	1,135.88	\$	7,000.00
6-0475-50903	Employee Education	1,221.42	-	2,500.00	-	\$	2,500.00
6-0475-50905	Office Expense (TD)	2,808.37	1,165.58	5,000.00	2,413.95	\$	2,000.00
6-0475-50907	Postage & Shipping	1,685.91	303.55	3,100.00	-	\$	3,600.00
6-0475-50908	Advertising & Promotion - TD	1,592.36	639.10	3,400.00	-	\$	3,600.00
6-0475-50910	Software - TD	-	126.36	7,500.00	-	\$	3,000.00
6-0475-50911	Printing	1,515.00	-	1,500.00	-	\$	1,700.00
6-0475-50914	Computer Hardware	-	-	2,300.00	-	\$	2,300.00
6-0475-50999	Miscellaneous	36.25	-	2,300.00	-	\$	2,300.00
6-0475-60006	Operating Contingency	-	-	64,680.00	-	\$	114,380.00
	<b>Transportation Disadvantaged Expenditure Total</b>	<b>1,184,423.80</b>	<b>1,352,991.02</b>	<b>1,498,110.00</b>	<b>466,377.13</b>	<b>\$</b>	<b>1,483,250.00</b>

\$ -

**LAKELAND AREA MASS TRANSIT DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
Date: JUN 10, 2020  
AGENDA ITEM #6e

Agenda Item:       **Federal Transit Administration CARES ACT  
Formula Grant for the Lakeland UZA**

Presenter:           David Persaud, CFO

Recommended  
Action:               Staff recommend approval of the Cares ACT Formula  
Grant application for Lakeland Area Mass Transit  
District for a total amount of \$7,023,403

Summary:            This grant will provide 3 years of funding at 100% for  
the completion of Gow Fields Park and Ride bathrooms,  
paving of the bus lot and repaving of employee parking  
lot, updated finance software, needed camera upgrades  
on buses, one terminal security position to cover all hours  
of operations, needed bus stop and shelter repairs, a route  
maintenance position to keep stops and shelters in a state  
of good repair, Personal protection equipment and hand  
sanitizers for all buses, services expansion along US 60  
that falls within the Lakeland UZA, and eight  
replacement buses.

Park and Ride Bathrooms at Gow Fields	\$383,753.17
Non-Fleet Maintenance George Jenkins	\$1,742,555.98
finance Software	\$500,000.00
Camera Systems	\$150,000.00
Terminal Position	\$197,817.60
stop and shelter repairs	\$100,000.00
Route Maintenance Position	\$176,181.30
Personal protection equipment	\$100,000.00
Service Expansion	\$792,594.95
Eight replacement buses	\$2,880,500.00
Total	\$7,023,403.00

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUN 10, 2020  
AGENDA ITEM #6f

Agenda Item:       **Federal Transit Administration CARES ACT  
Formula Grant for the Winter Haven UZA**

Presenter:           David Persaud, CFO

Recommended  
Action:               Staff recommend approval of the Cares ACT Formula  
Grant application for the Polk County for a total amount  
of \$5,133,340.

Summary:            This grant will provide 3 years of funding at 100% for  
fleet maintenance equipment, updated finance software,  
needed camera upgrades on buses, one terminal security  
position to cover all hours of operations, needed bus stop  
and shelter repairs, a route maintenance position to keep  
stops and shelters in a state of good repair, personal  
protection equipment (PPE) and hand sanitizers for all  
buses, services expansion along US 60 that falls within  
the Winter Haven UZA, and the six new buses.

Fleet Maintenance Equipment	\$453,152.00
Finance Software	\$500,000.00
Cameras systems	\$150,000.00
Terminal position	\$192,000.00
Bus and shelter repair	\$100,000.00
Route Maintenance position	\$176,181.30
Personal protection equipment	\$100,000.00
Service Expansion	\$1,234,116.70
Six replacement buses	\$2,227,890.00
Total	\$5,133,340.00

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020  
AGENDA ITEM #7a

Agenda Item: **Peace River UAP Renewal**

Presenter: Ben 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.

Attachments: Agreement

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020  
AGENDA ITEM #7b

Agenda Item: **PACE Center for Girls Easement Agreement**

Presenter: Ben Darby, Esq.

Recommended  
Action: Approve Easement Agreement between LAMTD and PACE  
Center for Girls

Summary: This easement agreement will allow the addition of a new  
transit shelter in front of the facility.

Attachments: Agreement



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020  
AGENDA ITEM #7c

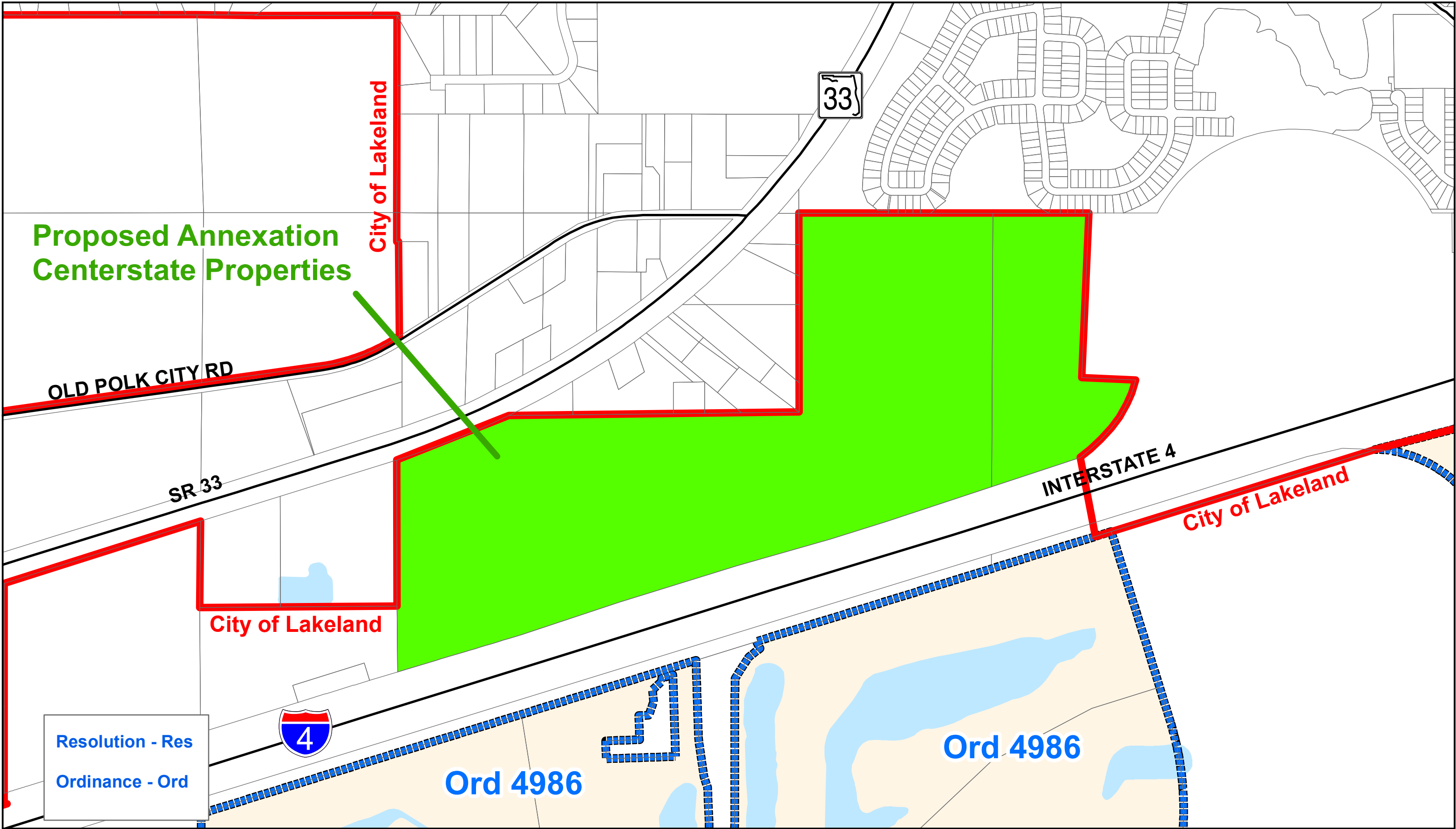
Agenda Item:       **Center State East Land Annexation**

Presenter:           Ben Darby, Esq.





Recommended  
Action:               Approve the annexation of additional lands to the district

Summary:            This annexation will add the Center State East Land  
development project to the district.

Attachments:        Agreement



**Legend**

-  Lakeland LAMTD Boundaries
-  City Limits
-  Proposed LAMTD Annexations
-  Roads

**Lakeland Area Mass Transit Districts**



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUN 10, 2020  
AGENDA ITEM 8a

Agenda Item:      **New Route**

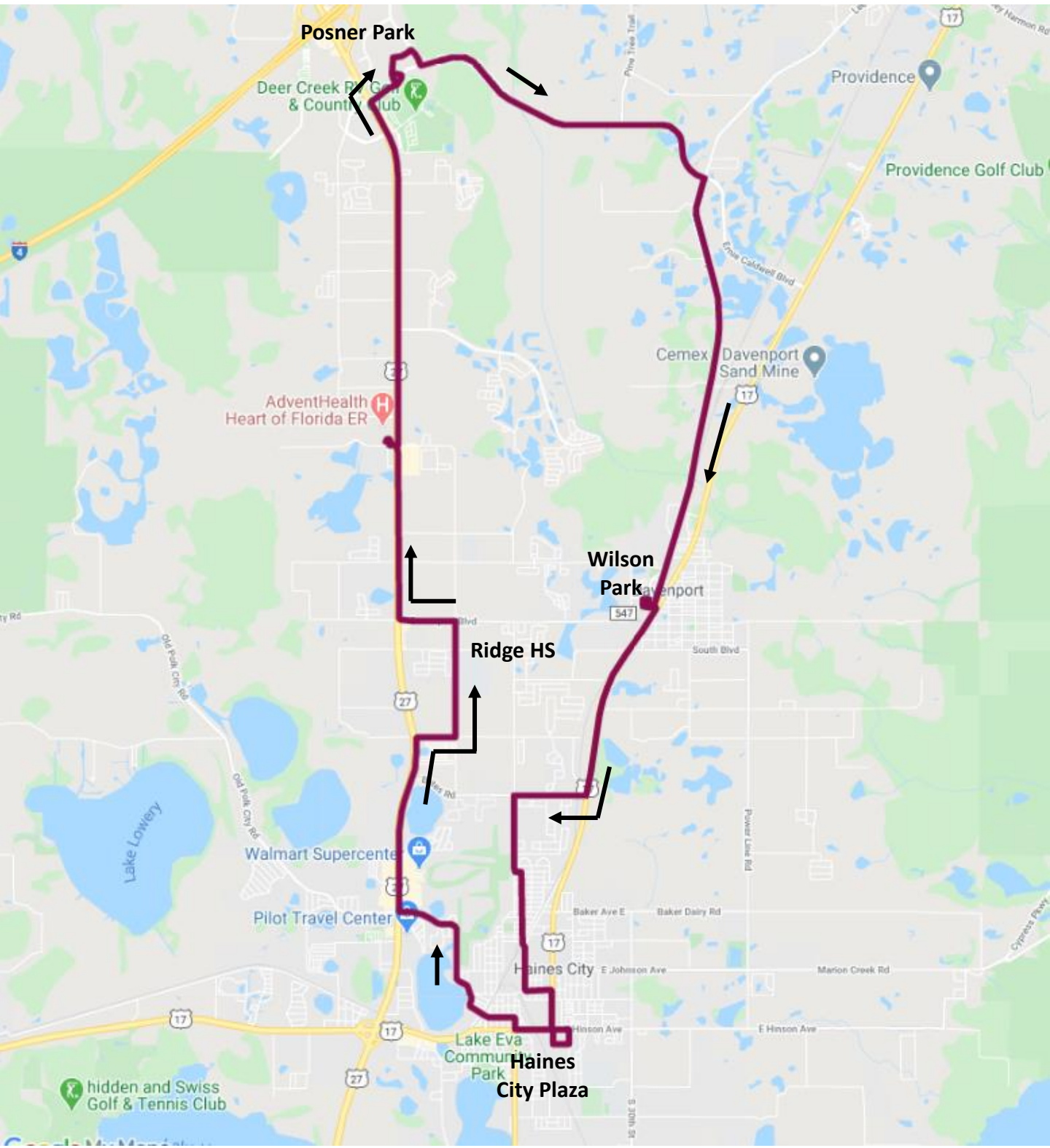
Presenter:         Bill Knieriem, Director of Safety, Security and Training

Recommended  
Action:             Approve new routes as recommended by staff

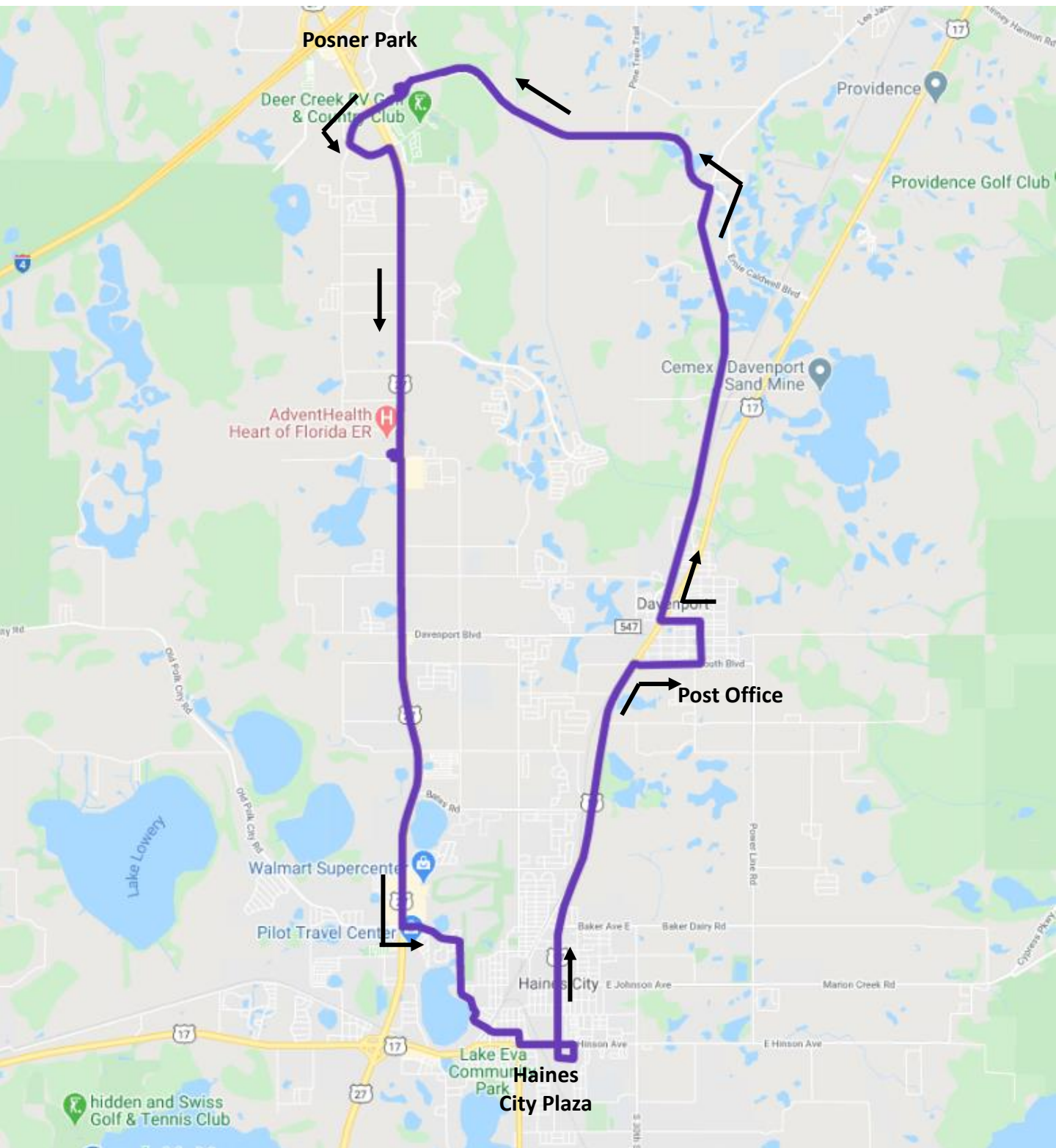
Summary:          New route for 20X

Attachments:      Route Map for 20X

# ROUTE 20X – EASTBOUND



# ROUTE 20X – WESTBOUND



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUN 10, 2020  
AGENDA ITEM 8b

Agenda Item:      **New Route**

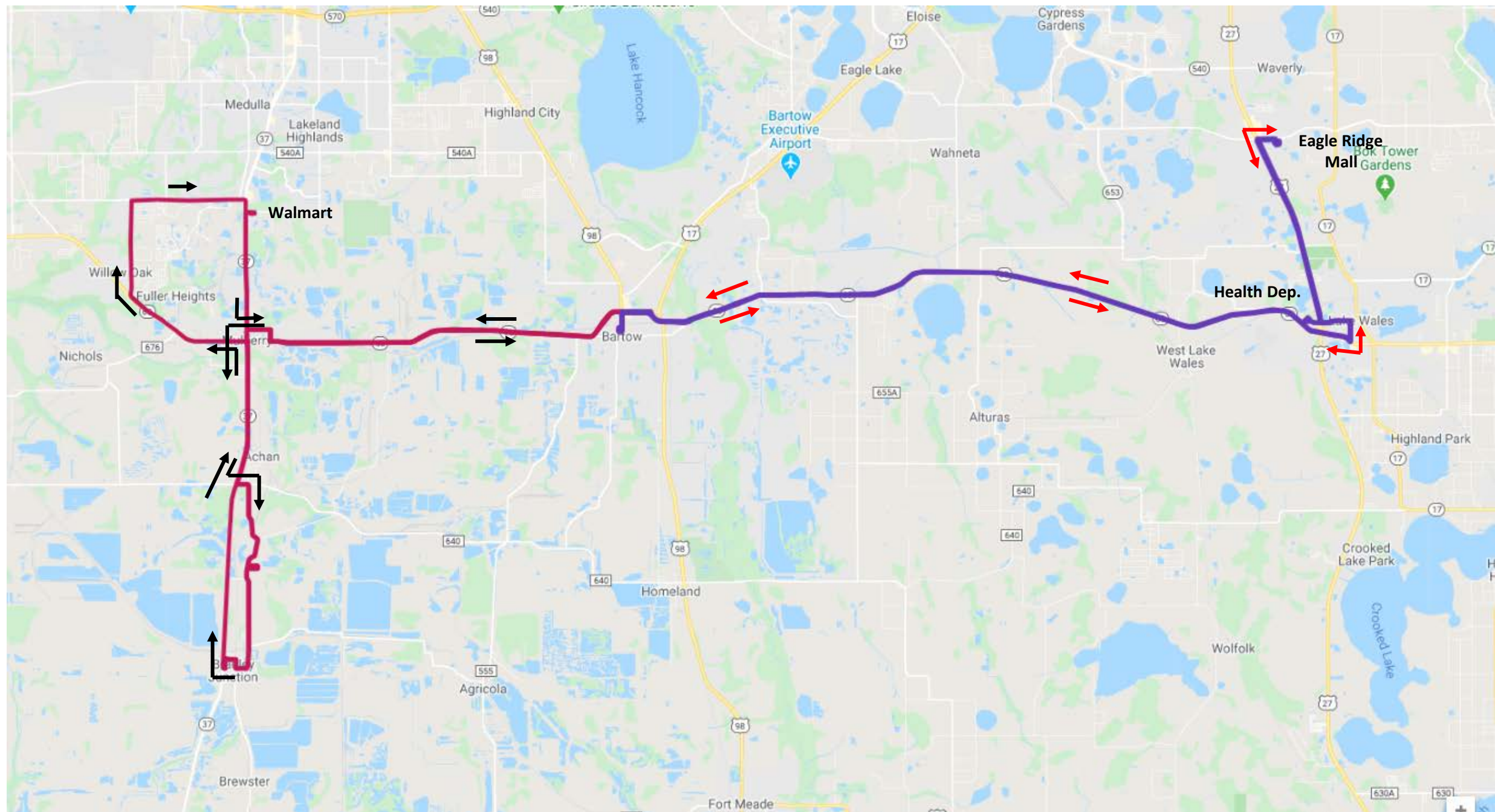
Presenter:          Bill Knieriem, Director of Safety, Security and Training

Recommended  
Action:              Approve new routes as recommended by staff

Summary:           New route for 21X

Attachments:       Route Map for 21X





LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUN 10, 2020  
AGENDA ITEM 8c

Agenda Item:       **Route Changes**

Presenter:           Bill Knieriem, Director of Safety, Security and Training

Recommended  
Action:               Approve new routes as recommended by staff

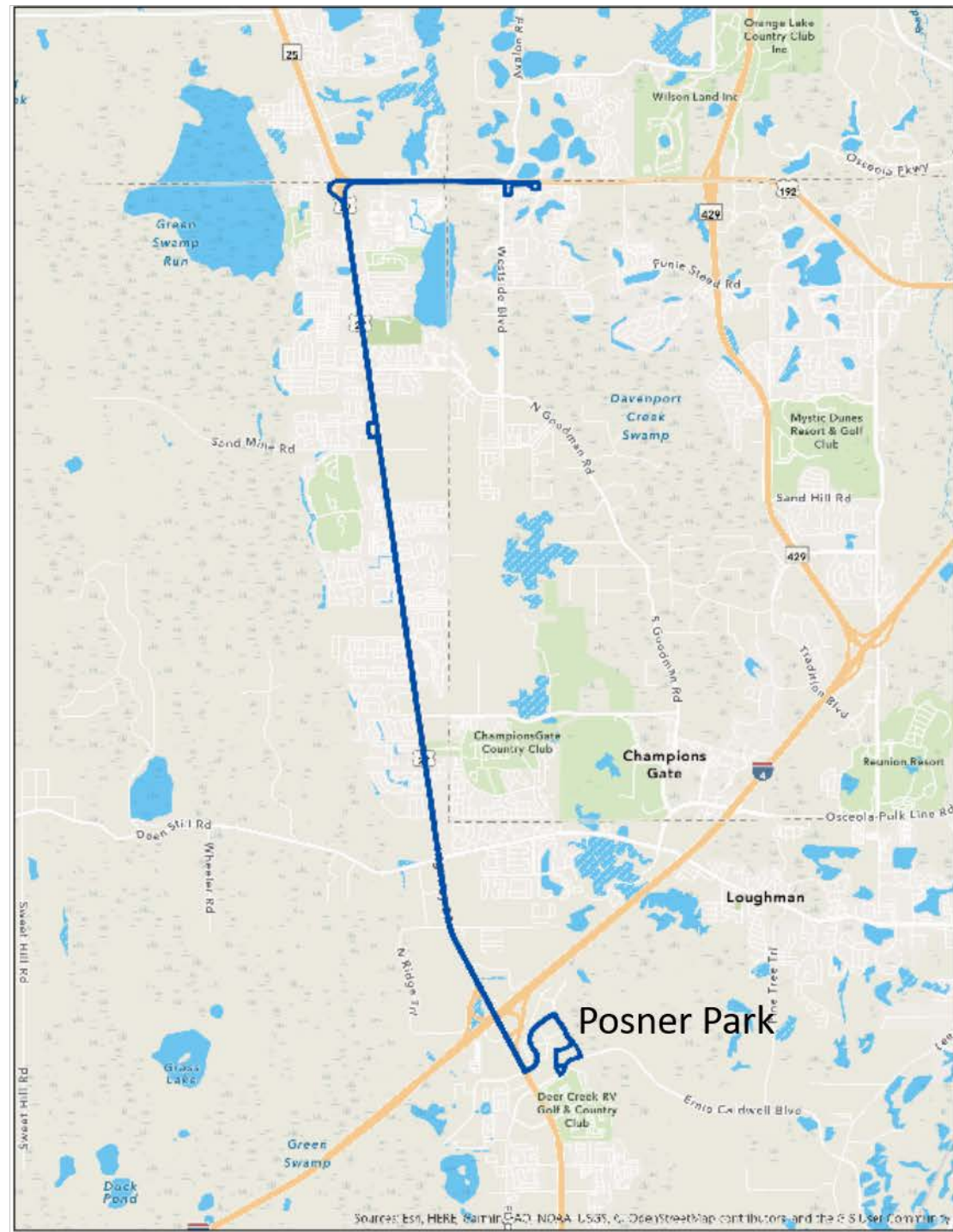
Summary:            Changes to routes 18X, 19X

Attachments:        18X Route Map  
                          19X Route Map

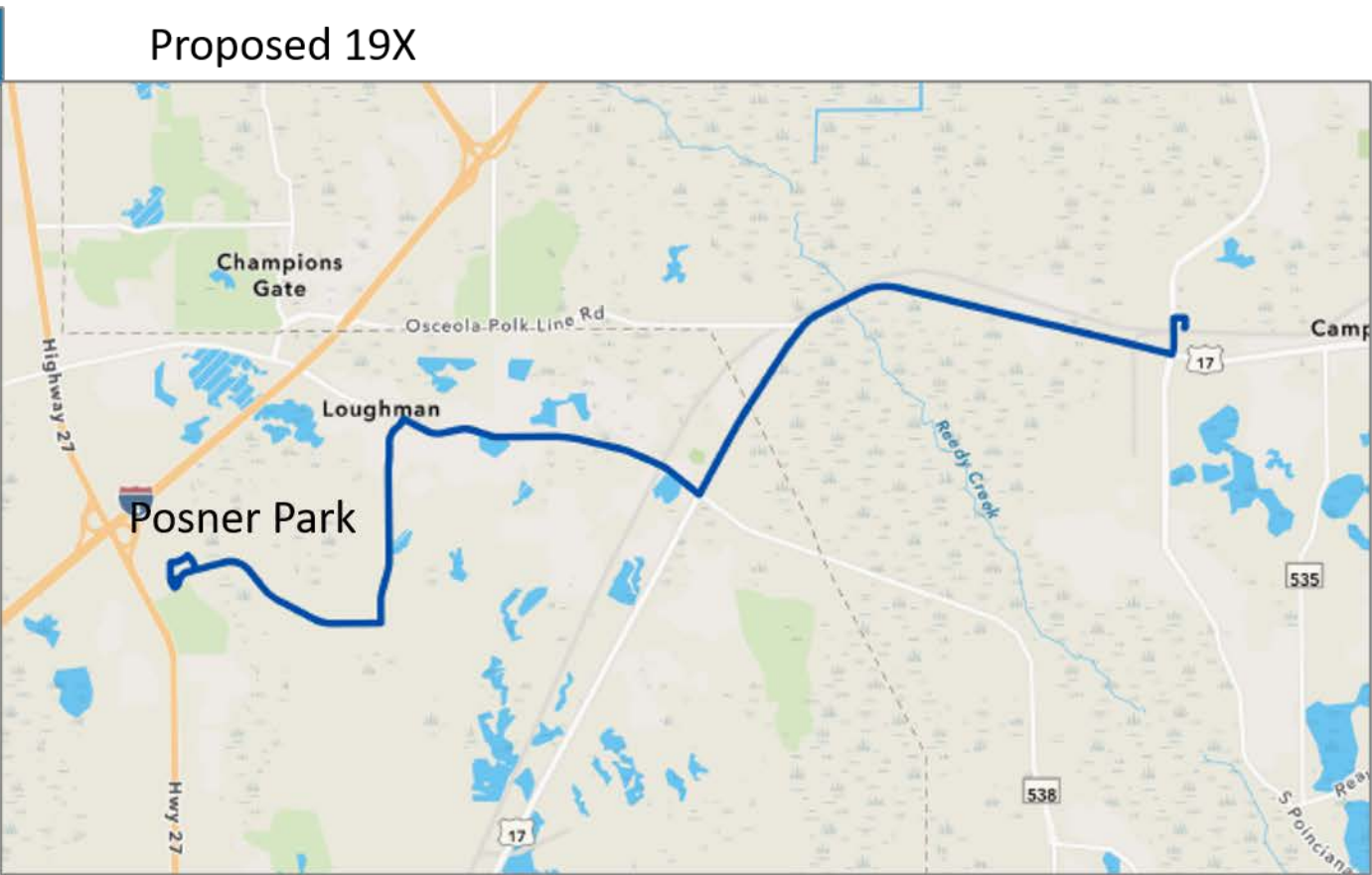
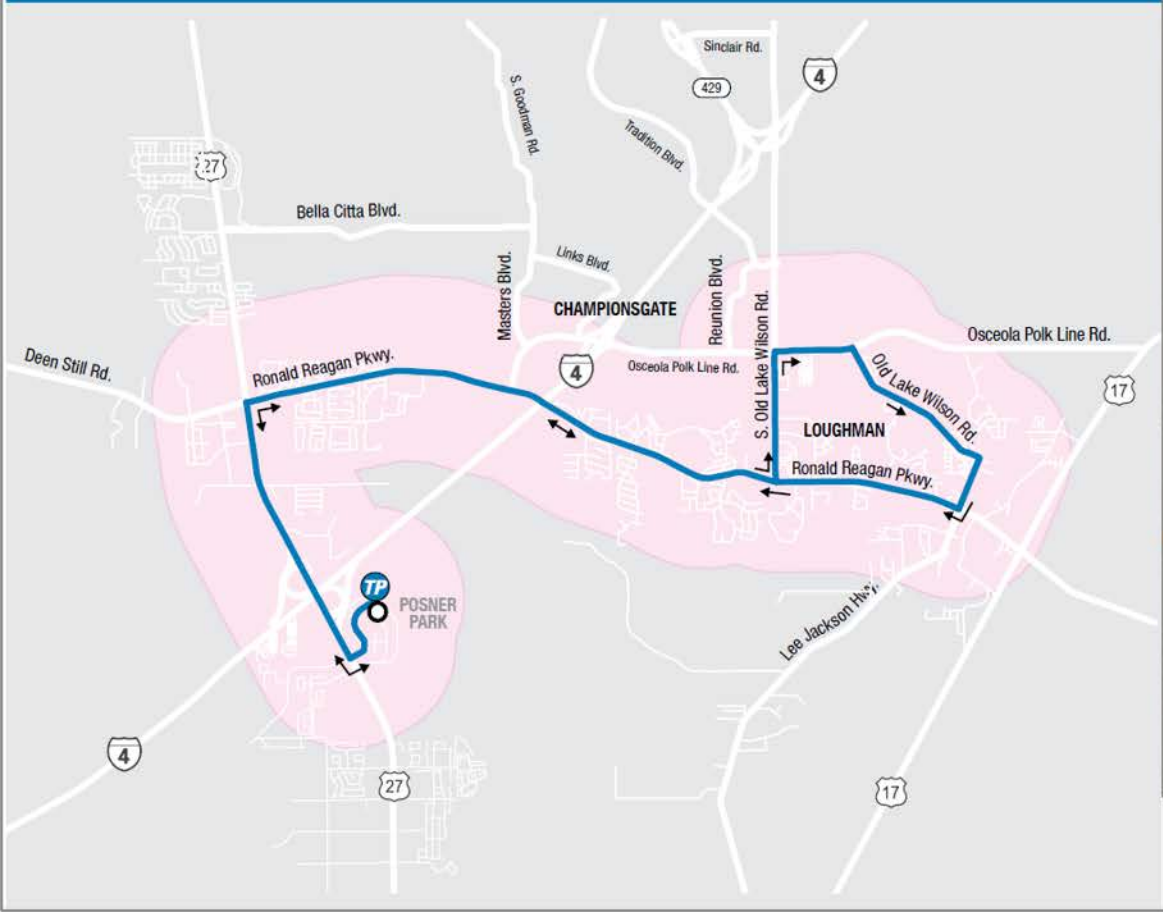


# 18X

## HAINES CITY/ U.S. 27 EXPRESS



# 19 - LOUGHMAN FLEX



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUN 10, 2020  
AGENDA ITEM 9a

Agenda Item:      **Agency Updates**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

Summary:         TBD

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUN 10, 2020  
AGENDA ITEM 10a

Agenda Item:      **May calendar**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

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



Today		<	>	May 2020		Washington, D.C. ▾		Today 82° F / 67° F	Tomorrow 88° F / 73° F	Wednesday 88° F / 74° F	Month ▾
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
Apr 26	27	28	29	30	May 1	2					
	<div>Interim Reports</div> <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Weekly Outbreak check-in; 1-877-274-5598; 052012#; James Phillips</div>	<div>10:00am County Budget Discussion FY20-21; Hollingsworth ; Debbie Moore</div>		<div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	<div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>8:30am Agenda Review BOCC. 5 by 5; Er...</div> <div>1:00pm m</div> <div>1:00pm Zoom with Fred Hawkins, Candi...</div>						
3	4	5	6	7	8	9					
	<div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Weekly Outbreak check-in; 1-877-274-5598; 052012#; James Phillips</div> <div>2:00pm Bidding Out Bus Advertising Printing Services and District Website S...</div>	<div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div> <div>11:00am Zoom Conference - Citrus Con...</div> <div>1:00pm CIGNA UTILIZATION REVIEW ; St...</div> <div>1:00pm Lakeland Area Mass Transit Cig...</div> <div>4:00pm LEDC Member Zoom Meeting ; ...</div>		<div>8:00am Repatha</div> <div>10:00am FPTA Tier 2 Reopen and Recovery Call</div>	<div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>9:00am CTC Entrance/ Meeting Thomas Howell Ferguson P.A. ; Marcia Roberson</div>						
10	11	12	13	14	15	16					
Mother's Day; United States	<div>8:30am Updated invitation with note: C...</div> <div>9:00am 1 on 1 with HR; Tom's office ; To...</div> <div>9:30am Weekly Outbreak check-in; 1-87...</div> <div>10:00am RTIES Application partnership ...</div> <div>4:30pm Closeout Meeting; GOTOMEETI...</div>	<div>8:30am Email Ridership Update to LAMTD Board of Directors</div> <div>9:00am Agenda Review; Board room or ...</div> <div>10:30am Draft CBA; Board Room; Tom P...</div> <div>1:00pm Confirmation Request of BKS Ta...</div>	<div>8:30am LAMTD Board Meeting; James Phillips</div>	<div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	<div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div>						
17	18	19	20	21	22	23					
	<div>9:00am 1 on 1 with HR; Tom's office ; To...</div> <div>9:30am Weekly Outbreak check-in; 1-87...</div> <div>10:00am Phone Call with Transitions; Ro...</div> <div>12:00pm Warner</div> <div>+2</div>	<div>11:00am Conference call with the city manager of Fort Meade; Erin Killebrew</div>	<div>8:00am Transit Briefing ; Zoom; Kaley Raub</div> <div>12:00pm Bartow Rotary; Zoom</div> <div>3:30pm GoToMeeting Invitation - Lakeland Intermodal Center Discussion; Click the goto meeting link inside this i...</div>	<div>8:00am Repatha</div> <div>9:00am 1-on-1 w/ Bill</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div> <div>3:00pm Plant City Transit Master Plan Fo...</div>	<div>Last Day for Students &amp; Staff (McKeel)</div> <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am on the fourth Friday (EDT) (tphillip...</div>						
24	25	26	27	28	29	30					
	<div>Memorial Day; United States</div> <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>2:00pm Dr Ordonia</div>	<div>9:30am Weekly Outbreak check-in; Zoom; James Phillips</div> <div>6:00pm Fort Meade City Commission Meeting; Zoom</div>	<div>9:00am CBA Financials Discussion; Board Room; James Phillips</div> <div>5:00pm ABC Meeting - May 2020; Zoom - See Directions Below; Luce, Pam L.</div>	<div>Last Day for Students &amp; Staff (Polk County)</div> <div>8:00am CBA preliminary discussions; Ho...</div> <div>11:00am Canceled event: Reopen Lakela...</div> <div>2:00pm 1/1 with David Persaud; Executiv...</div>	<div>8:00am CBA preliminary discussions; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips</div>						
31	Jun 1	2	3	4	5	6					
	<div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:00am 1-on-1 w/Susan; Mc Donald's; 4220 Clubhouse Rd, Lakeland, FL 33812</div> <div>11:00am 1-on-1 w/ Joe; Tom Phillips</div>	<div>9:00am Weekly Outbreak check-in; Zoom; James Phillips</div> <div>1:00pm Call Commissioner Lindsey</div>	<div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div> <div>9:00am Call Mayor Mutz; James Phillips</div>	<div>8:00am Gents - Brandon</div> <div>8:00am Repatha</div> <div>11:30am Lunch at 1961</div> <div>+2</div>	<div>12:00pm Call Commissioner Walker; James Phillips</div>						

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUNE 10, 2020  
AGENDA ITEM #10b

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, 2020

Attachments:        Ridership Report.

Citrus Connection and PCTS Fixed Route							
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Dif	Change
October	125,714	108,078	113,220	117,763	109,219	-8,544	-7%
November	111,028	106,998	104,149	104,192	89,803	-14,389	-14%
December	122,018	111,197	95,520	95,813	91,057	-4,756	-4%
January	101,190	103,647	93,227	106,080	96,288	-9,792	-9%
February	111,486	108,068	100,300	100,900	93,231	-7,669	-7%
March	117,618	116,794	99,916	101,697	76,397	-25,300	-22%
April	110,754	103,274	95,993	106,578	8,492	-98,086	-95%
May	105,362	108,224	95,476	104,034	0		0%
June	106,252	102,092	93,781	93,028	0		0%
July	100,929	98,193	92,042	103,793	0		0%
August	115,998	118,104	111,898	109,285	0		0%
September	109,705	89,794	98,550	100,468	0		0%
Totals	1,338,053	1,274,460	1,194,072	1,243,631	564,487		-23%

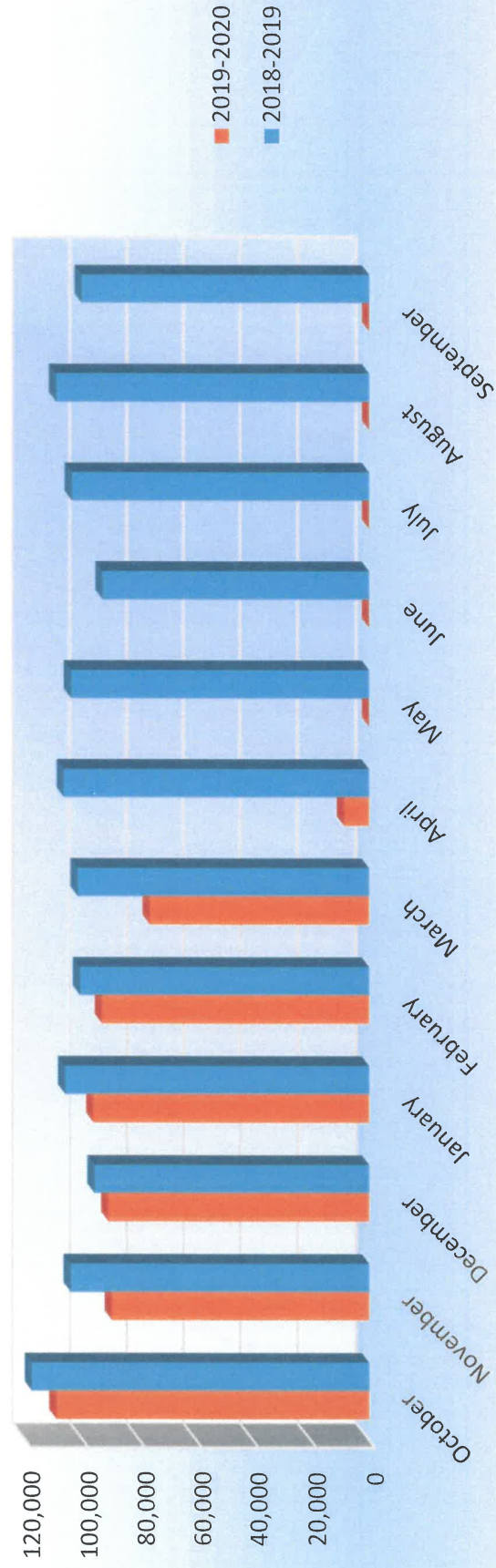
Citrus Connection and PCTS Para-Transit Totals							
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Dif	Change
October	7,846	7,071	8,654	9,820	9,745	-75	-1%
November	6,690	7,002	7,940	8,495	8,246	-249	-4%
December	7,330	7,014	7,660	8,032	8,177	145	2%
January	7,020	7,521	9,478	8,846	8,734	-112	-1%
February	7,027	7,413	9,514	8,559	8,231	-328	-4%
March	7,780	8,715	10,469	9,204	5,578	-3,626	-42%
April	7,334	7,757	9,947	9,377	2,815	-6,562	-85%
May	7,431	8,460	9,534	9,801	0		0%
June	7,548	8,374	8,777	8,784	0		0%
July	6,846	8,131	8,247	9,502	0		0%
August	8,166	9,533	9,642	9,455	0		0%
September	7,791	6,711	8,437	7,866	0		0%
Totals	88,809	93,702	108,299	107,741	51,526		-17%

Citrus Connection only Fixed Route Totals							
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Dif	Change
October	83,092	67,636	73,349	74,739	67,938	-6,801	-9%
November	73,987	71,083	67,437	66,084	55,331	-10,753	-15%
December	82,287	72,646	60,879	60,217	55,960	-4,257	-6%
January	67,774	70,767	58,830	66,889	58,774	-8,115	-11%
February	74,506	71,884	63,140	62,854	57,800	-5,054	-7%
March	79,428	78,158	62,897	63,867	47,927	-15,940	-20%
April	73,926	67,338	59,873	67,078	19,237	-47,841	-71%
May	69,120	72,329	60,039	66,297	0		0%
June	71,398	67,965	59,754	60,242	0		0%
July	68,162	66,347	59,884	67,655	0		0%
August	76,847	79,427	71,375	70,546	0		0%
September	72,624	54,155	62,306	65,477	0		0%
Totals	893,149	839,734	759,763	791,945	362,967		-21%

Citrus Connection only Para-Transit Totals							
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Dif	Change
October	4,094	3,229	4,025	4,745	4,889	144	3%
November	3,437	3,252	3,734	3,963	3,980	17	1%
December	3,695	3,154	3,444	3,818	3,930	112	4%
January	3,512	3,507	4,055	4,252	4,277	25	1%
February	3,496	3,505	3,909	4,248	4,255	7	0%
March	3,897	4,040	4,217	4,513	2,392	-2,121	-53%
April	3,651	3,694	3,935	4,630	1,111	-3,519	-95%
May	3,589	4,060	3,848	4,916	0		0%
June	3,660	3,880	3,627	4,352	0		0%
July	3,269	3,681	3,437	4,612	0		0%
August	3,866	4,306	3,978	4,686	0		0%
September	3,747	6,039	3,396	3,414	0		0%
Totals	43,913	46,347	45,605	52,149	24,834		-18%

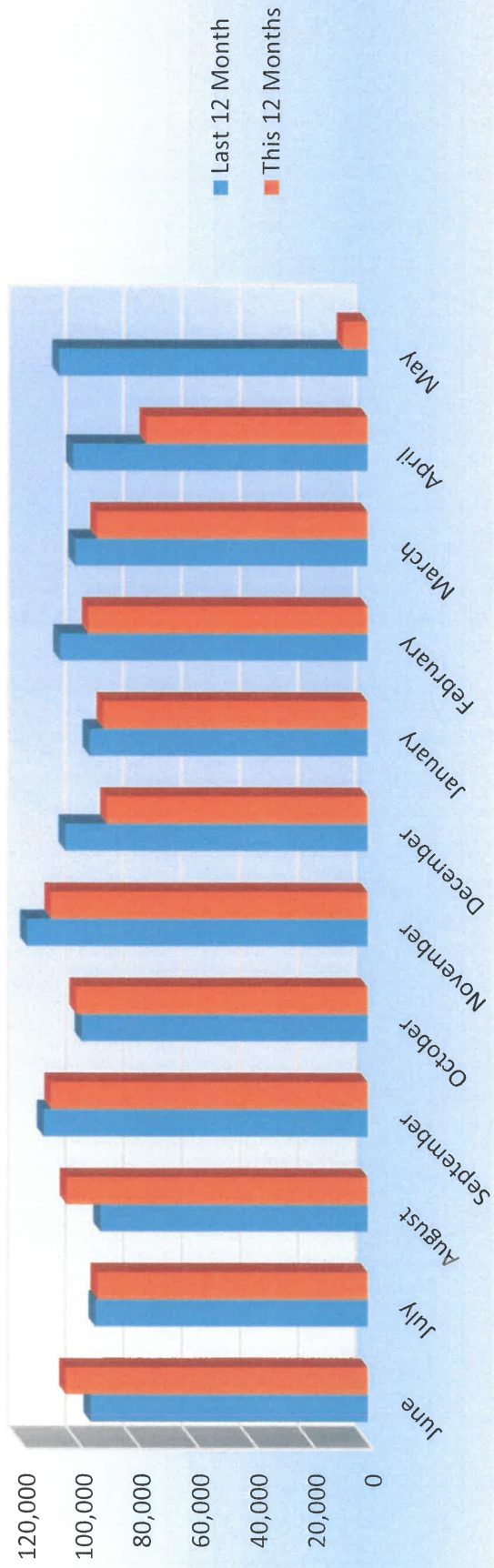


### Citrus Connection and PCTS Fixed Route Total Ridership

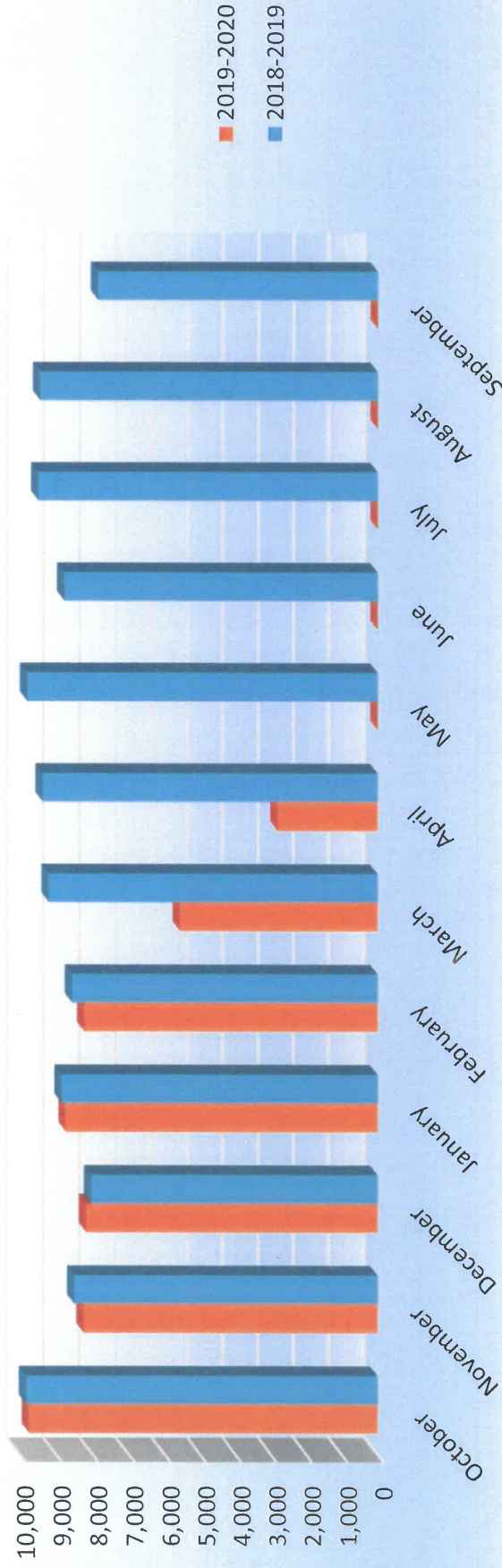




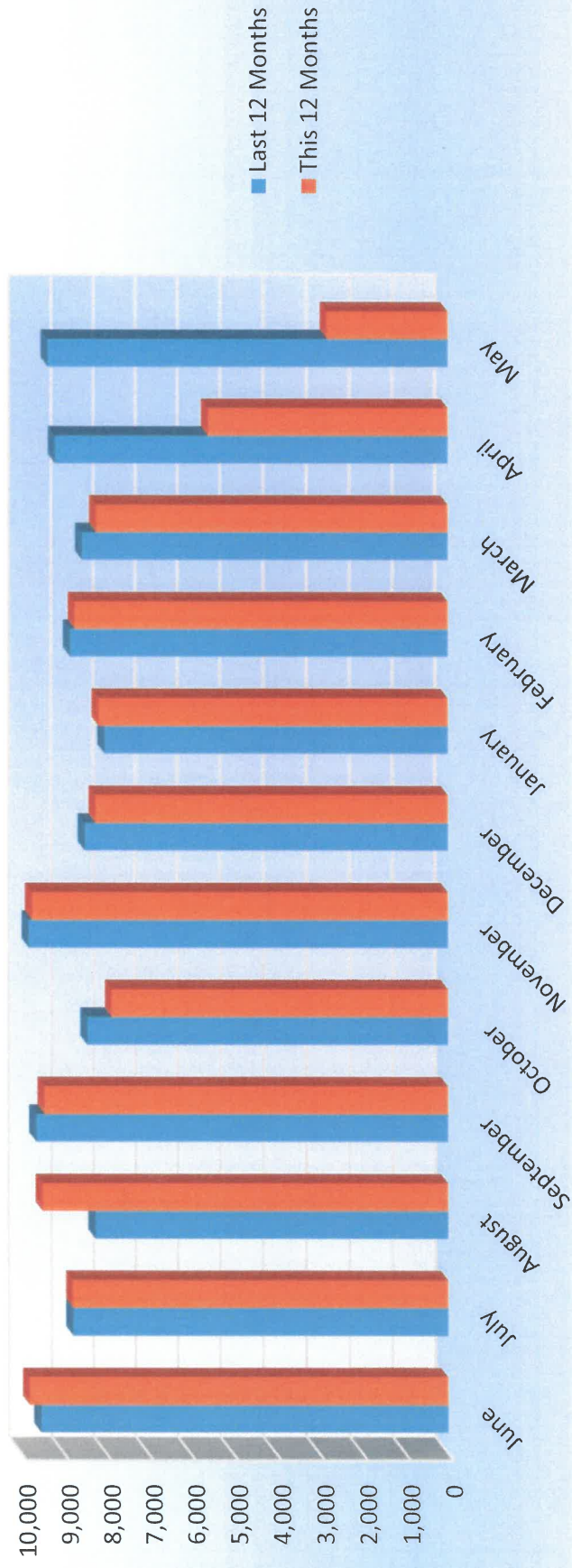
Citrus Connection and PCTS Fixed Over 12 Months



### Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



UAP Ridership Totals FY 2019	LAMTD	WHAT	Total
April	2,997	1,283	4,280
March	9,128	5,954	15,082
UAP Ridership 2019	LAMTD	WHAT	Total
Polk State College			
April	67	177	244
March	1,069	572	1,641
LEGOLAND			
April	11	76	87
March	54	761	815
Southeastern University			
April	136	57	193
March	40	10	50
COLTS			
April	177	129	306
March	1,208	1,264	2,472
Veterans			
April	1,394	517	1,911
March	2,979	517	3,496
Southern Technical College			
April	6	46	52
March	66	275	341
Central Florida Healthcare			
April	534	132	666
March	932	326	1,258
New Beginnings High School			
April	60	96	156
March	866	1,701	2,567
LDDA			
April	18	0	18
March	4	0	4
PACE			
April	10	1	11
March	166	166	332
Peace River			
April	584	52	636
March	1,744	362	2,106
Summer of Safety			
April	0	0	-
March	0	0	-

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: JUN 10, 2020  
AGENDA ITEM#11

Agenda Item:      **Other Business**

Presenter:        TBD

Recommended  
Action:            TBD

Summary:         TBD