Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815. **Wednesday, December 9th, 2020, at 8:30 a.m**.

Call to Order	Action Required
1. Approval of the November 18, 2020 LAMTD Meeting Minutes	Approval
2. Public Comments	None
3. GEM Award	None
 4. Finance / David Persaud, Chief Financial Officer a. LAMTD Financials b. PCTS Financials c. TD Financials d. State Block Grant, Resolution 21-07 	None None None Approval
5. Legal / Ben Darby, Esq.a. License Agreement for Polk County	Approval
6. Safety, Security, and Training / Bill Knieriem a. 2021 Security Program Plan Update	Approval
7. Executive Director Report / Tom Phillips a. Agency Update(s)	None
 8. Executive <u>Informational</u> Summary / Tom Phillips a. November Calendar b. Ridership and UAP Update 	None None
9. Other Business	TBD

Adjournment

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DEC 9, 2020 AGENDA ITEM #1

Agenda Item: Approval of the November 18, 2020 LAMTD Meeting

Minutes

Presenter: James Phillips

Recommended

Action: Board approval of the November 18, 2020 LAMTD Meeting

Minutes

Attachments: November 18, 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, Nov 18th, 2020 at 8:30 a.m.

Directors:

Polk County Commissioner Martha Santiago 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

8:30am By Commissioner McCarley

Agenda Item #1 - Approval of the Minutes

a. Board approval of the October 2020 LAMTD Meeting Minutes

[Attachments available]

"Approval of meeting minutes for October 2020 LAMTD Meeting" 1st Bill Mutz/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

Denis Michael Apgard – Student From USF -travels back and for from Lakeland to USF

-Asking for route from Lakeland or Plant City to campus

Agenda Item #3 - Finance

a. Federal Transit Administration 2021-2022 Section 5311 Formula Grants for Rural Areas application and Resolution 21-03.

This grant provides needed services to citizens in the rural areas of Polk County. The District is requesting 5311 grant funding in the amount of \$1,590,972. This is a 50/50 match. FTA will provide \$795,486 with inkind match of \$795,972 to be provided by the County. If awarded this program will be included in the 2021-2022 budget

"Approval of the 2021-2022 Section 5311 grant application and corresponding Resolution for the County Operations."

1st Phillip Walker/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, Nov 18th, 2020 at 8:30 a.m.

b. Federal Transit Administration 2021-2022 Section 5339 Formula Grants for Rural Areas application and Resolution 21-04.

This grant provides for the installation of a security cameras system at the Ponser Center Park and Ride. The District is requesting 5339 grant funding in the amount of \$35,668. This is a 80/20 match. FTA will provide \$28,534 with in-kind match of \$7,134,to be provided by the County. If awarded this program will be included in the 2021-2022 budget

"Approval of the 2021-2022 Section 5339 grant application and corresponding Resolution for the County Operations."

1st Phillip Walker/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

c. Federal Transit Administration 2021-2022 Section 5310 Formula Grants Enhanced Mobility of Seniors and Individuals with Disabilities

This grant provides needed services to citizens in the Lakeland Urbanized Zoning Area through the services of a travel trainer. The District is requesting 5310 grant funding in the amount of \$52,620. This is an 80/10/10 match. FTA will provide \$42,096, FDOT will provide \$5,262 and with match of \$5,262 to be provided by the District. If awarded this program will be included in the 2021-2022 budget

"Approval of the 2021-2022 Section 5310 grant application and corresponding Resolution for the County Operations."

1st Bill Mutz/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #4- Operations

a. FDOT Funding Cut Route Solutions and Next Steps

It was informed by the Florida Department of Transportation District One staff on November 10, 2020 there would be significant reductions to grants awarded for the State Corridor and State Bloc Grant to the agency in FY 2022. Staff today will be presenting their recommendations.

[Attachment available]

"Motion to move discussion of possible solutions to board retreat."

1st Bill Mutz/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

"Motion to draft and sign letter to FDOT from the board requesting use of Peach Line to supplement loss in service."

1st Bill Mutz/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

Agenda Item #5- Legal

a. Hawthorne Development Addition of Land Annexation, Resolution 21-06
This annexation will add Hawthorne Development project to the District.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, Nov 18th, 2020 at 8:30 a.m.

[Attachment Available]

"Approve the annexation of additional lands to the district."

1st Phillip Walker/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Regional Mobility Call Center

a. Absenteeism & Tardiness Guidelines and Policy

Upon publication of the revised Employee Handbook, it was identified the employees assigned to the RMCC were in a unique position of neither fully encompassing the Bargaining Unit nor admin staff. As such, a separate policy was developed to address the uniqueness of this section.

"Approve the policy as exception to employee handbook."

1st Phillip Walker/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #7 - PTASP Adoption for FY21

The FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The plan must include safety performance targets. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by December 31, 2020. The plan must be updated and certified by the transit agency annually. Attached is the new PTASP for Citrus Connection, which will put us in compliance with the FTA mandate.

"Approve the PTASP for adoption."

1st Bill Mutz/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – Maintenance and Facilities

a. Purchase of Support Vehicles for East Polk County

Service has expanded into East Polk County and Citrus Connection has received grant funding that will assist us in maintaining East Polk County bus stops and work with the City of Winter Haven to establish the first East Polk County Garage. The above two listed vehicles are needed to support this activity.

Both vehicles will be equipped with 4 corner strobe light for safety. The 4x4 feature will assist in preventing the truck from getting stuck in the dump area and in off road situations. The pickup truck will also be a crew cab to facilitate a team approach to completing work in the Terminal areas.

"Approve the purchase of 1-Chevy Equinox \$24,000. Approve the purchase of 1-Chevy 4x4 2500 Pickup \$32,127."

1st Martha Santiago/ 2nd Phillip Walker

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, Nov 18th, 2020 at 8:30 a.m.

Agenda Item #9 - Executive Director Report

a. CTC Request Letter

The role of Community Transportation Coordinator (CTC) for Polk county is set to expire on June 30, 2021. This letter from the Executive Direct with board support will help secure the Citrus Connection as the CTC for Polk County.

"Approve the letter written to the Florida Commission for the Transportation of Disadvantaged."

1st Phillip Walker/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

- b. Agency Updates
- Reaffirm the Agency's commitment to proper sanitation of buses and work areas.
- Florida minimum wage analysis from HR
- Discussion of COVID procedures

Agenda Item #10 - Executive Director Informational Summary

c.	October Calendar	
	[Attachment Available]	
d.	Ridership and UAP Update	
[At	tachment Available]	
Age No	enda Item #11 – Other Business ne	
Adj	ournment at 9:28 a.m.	
Арі	proved this 9 th day of December 2020.	
 Cha	air – Lakeland City Commissioner Sara McCarley	Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DEC 9, 2020 AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended

Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DEC 9, 2020 AGENDA ITEM #3

Agenda Item: **GEM Award**

Presenter: Marcia Roberson, Director of RMCC

Recommended

Action: None

Summary: For recognition of going above and beyond the call of service to

assist clients in the Transportation Disadvantaged program.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 9, 2020 AGENDA ITEM # 4a

Agenda Item: October 31, 2020 LAMTD Monthly Financial Statement

FY 2020-21

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 October 31, 2020

FY 2020-2021

Year to Date October 31, 2020

Description	YTD of FY	YTD Budget \$	YTD Actual \$	YTD of FY	Annual
	Budget			Expended	Budget
Revenue YTD	8.3%	\$921,383	\$137,055	15%	\$11.01 Million
Expenses YTD	8.3%	\$921,383	\$714,395	78%	\$11.01 Million

REVENUES:

The total revenues realized year-to-date through October 31, 2020 totaled \$137,055 or 15% of the YTD budget.

- Farebox revenues reflect \$20,624 or 42% of YTD budgeted revenues through October 31, 2020.
- Contract revenues totaled \$15,321 consistent with the YTD budgeted revenues for UAP (Universal Access Passes).
- Ad Valorem taxes reflects no activity. The total budgeted revenues are \$5.2 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.

- Interest Income on Investment at the LGIP totaled \$1,657 under budget.
- Florida DOT operating grants \$1.6 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance.
- FTA Section 5307 operating and capital grants budgeted at \$2.8 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.
- Advertising income reflects \$39,000 over budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$31 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 October 31, 2020 FY 2020-2021

EXPENSES:

The total expenses year-to-date through October 31, 2020 totaled \$714,395 or 78% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2020-2021 budget. As of October 31, 2020, these expenses totaled \$.51 million or 16% under budget of \$.60 million a favorable variance.
- Professional and Technical Services expenses totaled \$81,375 of the YTD budget, and over budget due to a onetime payment.
- Other services expenses totaled \$2,582 of the YTD budget, under budget.
- Fuel expenses totaled \$21,386 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$11,859 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments under 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 \$250,000 for Tax Year 2020 is not paid YTD.

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

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through October 31st the financials reflect an unfavorable actual variance of \$577,340 with 8.3% 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 Re	ecovery Ratio (All modes)	10.13%	13.00%	10.04%	13.95%	25.50%				
2. Cost per re	evenue hour	\$116.62	\$108.42	\$106.94	\$104.76	\$89.45				
3. Revenue H	ours	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 2021 MONTHLY FINANCIAL STATEMENT MONTH OF Oct 2020

		Month				YTD						Approved Annua					
			Actual		Budget		Variance			Actual		Budget		Variance		Appi	Budget
			Actual		<u>Duuget</u>		\$'s	%		Actual		<u> Duuget</u>		\$'s	%		Buuget
	Account	_		_							_		_			_	
R4	Farebox/Pass Sales	\$	20,624	-	49,403		(28,778)	-58%		20,624		49,403		(28,778)	-58%		592,830
R6	Contract Income (UAP)	\$	15,321		,	\$	216	1%	\$	15,321	\$	15,105		216	1%	\$	181,260
R3	Other Contract Revenue	\$	-	\$		\$	-	0%	\$	-	\$	-	\$	-	0%	\$	-
R5	Miscellaneous Income	\$	31	\$,	\$	(1,635)	-98%	\$	31	\$	1,667	\$	(1,635)	-98%	\$	20,000
R7	Advertising Revenue	\$	39,000	\$	13,000		26,000	200%	\$	39,000	\$	13,000	-	26,000	200%	\$	156,000
R8	Investment/Interest Income (net)	\$	1,657	\$	3,667	\$	(2,010)	-55%	\$	1,657	\$	3,667	\$	(2,010)	-55%	\$	44,000
R9	Ad Valorum Income, net	\$	-	\$	432,816	\$	(432,816)	-100%	\$	-	\$	432,816	\$	(432,816)	-100%	\$	5,193,790
R10	FDOT Operating Grant	\$	-	\$	135,313	\$	(135,313)	-100%	\$	-	\$	135,313	\$	(135,313)	-100%	\$	1,623,750
R11	Federal Operating Grant	\$	-	\$	206,956	\$	(206,956)	-100%	\$	-	\$	206,956	\$	(206,956)	-100%	\$	2,483,470
R13	Cost Recovery	\$	-	\$	2,217	\$	(2,217)	-100%	\$	-	\$	2,217	\$	(2,217)	-100%	\$	26,600
R17	City of Lakeland	\$	15,810	\$	15,152	\$	658	4%	\$	15,810	\$	15,152	\$	658	4%	\$	181,820
R1	Bartow Express	\$	-	\$	1,478	\$	(1,478)	-100%	\$	· -	\$	1,478	\$	(1,478)	-100%	\$	17,740
R2	PCTS - Support Cost Reimb.	\$	44,612	\$	44,612	\$	0	0%	\$	44,612	\$	44,612	\$	0	0%	\$	535,340
												,					
TOTAL	TOTAL REVENUES	\$	137,055	\$	921,383	\$	(784,328)	-85%	\$	137,055	\$	921,383	\$	(784,328)	-85%	\$	11,056,600
	LE EXPENSES:																
1	Salaries	\$	352,960	\$	-,	\$	(74,010)	-17%			\$	426,970		(74,010)	-17%	\$	5,123,640
2	Employee Benefits	\$	160,095	\$,	\$	(23,078)	-13%	\$,	\$	183,173	\$	(23,078)	-13%	\$	2,198,070
3	Advertising Fees	\$	- 04.075	\$	2,083		(2,083)	-100%	\$	- 04 075	\$	2,083	\$	(2,083)	-100%	\$	25,000
4 5	Professional & Technical Services Contract Maintenance Services	\$	81,375 4.688	\$ \$	31,767 7,875	\$	49,609	156% -40%	\$	81,375 4,688	\$	31,767	\$	49,609	156% -40%	\$ \$	381,200 94,500
5 6	Other Services	\$	4,688 2.582	э \$	7,875 6.179	\$ \$	(3,187) (3,597)	-40% -58%	\$	4,688 2.582	\$	7,875 6.179	\$ \$	(3,187) (3,597)	-40% -58%	\$ \$	74.150
7	Fuel & Lubricants	\$	21,386	\$	-, -	\$	(23,691)	-53%	\$	21,386	\$	45.078	\$	(23,691)	-53%	\$	540,930
8	Freight	\$	687	\$,	\$	(176)	-20%	\$	687	\$	863	\$	(176)	-20%	\$	10,350
9	Repairs & Maintenance	\$	-	\$	4,433		(4,433)	-100%	\$	-	\$	4.433	-	(4,433)	-100%	\$	53,200
10	Materials & Supplies	\$	11,859	\$	53,221	\$	(41,362)	-78%	\$	11,859	\$	53,221	\$	(41,362)	-78%	\$	638,650
11	Utilities/Telephone	\$	10,891	\$,	\$	(1,959)	-15%	\$	10,891	\$	12,850	\$	(1,959)	-15%	\$	154,200
13	Insurance Expense	\$	35,424	\$		\$	(4,256)	-11%	\$	35,424	\$	39,680	\$	(4,256)	-11%	\$	476,160
15	Dues & Subscriptions	\$	400	\$	3,663		(3,263)	-89%	\$,	\$	3,663	\$	(3,263)	-89%	\$	43,960
16	Education/Training/Meeting/Travel	\$	85	\$	7,329	\$	(7,244)	-99%	\$	85	\$	7,329	\$	(7,244)	-99%	\$	87,950
17	Service Charges	\$	(6)	\$		\$	(1,159)	-101%	\$	(6)	\$	1,153	\$	(1,159)	-101%	\$	13,830
18	Office Expense	\$	5,579	\$	12,672	\$	(7,092)	-56%	\$	5,579	\$	12,672	\$	(7,092)	-56%	\$	152,060
19	Advertising & Promotions	\$	632	\$	2,083	\$	(1,452)	-70%	\$	632	\$	2,083	\$	(1,452)	-70%	\$	25,000
20	Miscellaneous Expenses	\$	531	\$	6,233	\$	(5,702)	-91%	\$	531	\$	6,233	\$	(5,702)	-91%	\$	74,800
21	Property Appraiser/Tax Collector Comm	\$	-	\$, -	\$	(14,267)	-100%	\$	-	\$	14,267	\$	(14,267)	-100%	\$	171,200
22	LDDA, CRA Contributions	\$	-	\$	-,	\$	(20,833)	-100%	\$	-	\$	20,833	\$	(20,833)	-100%	\$	250,000
23	Capital Expenditures/ Debt Service	\$	25,228	\$,	\$	(13,585)	-35%	\$	25,228	\$	38,813	\$	(13,585)	-35%	\$	465,750
24	Bad Debt	\$	-	\$	167	\$	(167)	-100%	\$	-	\$	167	\$	(167)	-100%	\$	2,000
25	Restricted Contingency	\$	-	\$		\$	<u>-</u>	<u>0%</u>	\$_	-	\$	-	\$	<u>-</u>	<u>0%</u>	\$	
TOTAL	TOTAL EXPENDITURES	\$	714,395	\$	921,383	\$	(206,988)	-22%	\$	714,395	\$	921,383	\$	(206,988)	-22%	\$	11,056,600
	REVENUES (OVER)/UNDER EXPENDITURES	\$	(577,340)	\$		\$	(577,340)		\$	(577,340)	\$		\$	(577,340)		\$	
	REVERSES (GVER)/GROEN EXI ENDITORES		(OTT,OTO)	Ψ		Ψ	(511,540)		¥	(511,540)	Ψ		Ψ	(511,540)		Ψ	

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 9, 2020 AGENDA ITEM # 4b

Agenda Item: October 31, 2020 Financials for Polk County Transit Services

Contract - FY 2020-21

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 DECEMBER 9, 2020 AGENDA ITEM # 4b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of October 31, 2020
Year to Date Report
Percent of FY Reported (8.3%)

Revenues

- ➤ The revenues totaled \$1.8 million or 267% of the year-to-date budget.
- The FTA grants drawdown shows no activity.
- Fare Revenues totaled \$3,225 or 33% of the year-to-date budget.
- ➤ The Polk County City Contributions reflects a payment of \$495,620 and in line with the FY Budget.
- ➤ The County funding reflects payments of \$1.29 million for the budgeted grants match totaling \$2.584 million for the total payments.
- ➤ The FDOT Grants drawdown reflects no activity.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$380,444 or 57% of the year-to-date budget.
- ➤ Salaries and wages totaled \$209,808 or 58% of the YTD Budget
- ➤ Operating expenses totaled \$170,636 or 77% of the YTD Budget.
- ➤ The contract services are for contractual cost for the several routes with the Contractor Transitions Commute Solutions with expenses for the month showing no activity.

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

Revenue

	INCVC	100	'			
	Annual					Percent
	Budget	YT	D Budget	Y 1	TD Actual	Expended
Revenues						
County Match	\$ 2,176,676	\$	181,390	\$	1,291,948	712%
Other Contract Revenue - County	\$ 22,000	\$	1,833	\$	-	0%
City Contribution	\$ 497,320	\$	41,443	\$	495,616	1196%
County Contribution - PCTS	\$ 407,220	\$	33,935	\$	-	0%
Other Revenue Transfer Cares Funding	\$ 66,784	\$	5,565	\$	-	0%
Fares	\$ 117,400	\$	9,783	\$	3,225	33%
FDOT Block Grants:						
GOV71/G1481 - WHAT/ADA	\$ 625,820	\$	52,152	\$	-	0%
RURAL AQR07	\$ 1,362,410	\$	113,534	\$	-	0%
FTA						
FTA 5307 Grant	\$ 2,781,040	\$	231,753	\$	-	0%
Capital Contributions - County	\$ -	\$	-	\$	-	0%
Total	\$ 8,056,670	\$	671,388	\$	1,790,789	267%

Expenses

	Annual Budget	ΥT	D Budget	Y	TD Actual	Percent Expended
Labor	\$ 4,336,990	\$	361,416	\$	209,808	58%
Contract	\$ 1,074,000	\$	89,500	\$	-	0%
Operating	\$ 2,645,680	\$	220,472	\$	170,636	77%
Total	\$ 8,056,670	\$	671,388	\$	380,444	57%

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DECEMBER 9, 2020 AGENDA ITEM # 4c

Agenda Item: October 31, 2020 Financials for The Transportation

Disadvantaged Program-FY 2020-21

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, 2020 and ends June 30, 2021. 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 DECEMBER 9, 2020 AGENDA ITEM # 4c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of October 31, 2020
Year to Date Report
Percent of FY Reported (33%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- ➤ The revenues totaled \$384,712 or 78% of the year-to-date budget
- > The TD Trust Fund Grant drawdown reflects \$352,297 or 79% of the grant.
- > Contract Revenues and other revenues totaled \$98.
- ➤ The County funding for the match totaled \$32,316 or 65%.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$383,415 or 78% of the year-to-date budget.
- ➤ Salaries and wages totaled \$306,130 or 96% of the YTD Budget.
- ➤ Operating expenses totaled \$77,285 or 44% of the YTD Budget.

Operating Results

➤ Actual Revenues exceeded actual expenses by \$1,297.

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

Revenue

	Anr	nual Budget	Υ	TD Budget	YTD Actual	Total YTD
Revenues						
County Match 10%	\$	148,300	\$	49,433	\$ 32,316	65%
Contract Revenue	\$	260	\$	87	\$ 98	
Adult Day Care			\$	-	\$ -	
FDOT Grants:			\$	-		
CTD Grant -Operating	\$	1,334,690	\$	444,897	\$ 352,297	79%
Total	\$	1,483,250	\$	494,417	\$ 384,712	78%

Expenditure

	Anı	nual Budget	Υ٦	TD Budget	YTD Actual	Total YTD
Labor	\$	957,930	\$	319,310	\$306,130	96%
			\$	-		
Operating	\$	525,320	\$	175,107	\$ 77,285	44%
Total	\$	1,483,250	\$	494,417	\$383,415	78%

Date: DECEMBER, 9, 2020 AGENDA ITEM #4d

Agenda Item: Florida Department of Transportation Public

Transportation (FDOT) Public Transportation Grant Agreement (PTGA) for State Block Funds and

Resolution.

Presenter: David Persaud, CFO

Recommended

Action: Staff recommend approval of the 2020-2021 PTGA for

the utilization of FDOT State Block Grant funds for FY

2020-2021 totaling \$1,149,451

Summary: These funds are will be utilized to assist the District with

administration, management, and operation expenses to provide public transportation services in Polk County. LAMTD FDOT funding under this project is \$663,931 with \$663,931 provided from the District. The County's FDOT funding under this project is \$485,520 with a

County cash contribution of \$485,520.

Attachments: Corresponding Resolution #21-07



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

RESOLUTION #21-07

RESOLUTION FOR PUBLIC TRANSIT GRANT AGREEMENT FOR TRANSIT PROJECTS

A RESOLUTION of the <u>Lakeland Area Mass Transit District</u> authorizing the execution of that certain Supplemental Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation.

WHEREAS, <u>Lakeland Area Mass Transit District</u> has the authority to enter into a Supplemental PTGA with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by Federal Transit Administration Act of 1964, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE <u>Lakeland Area Mass Transit</u> <u>District</u> FLORIDA:

That the Public Transportation Grant Agreement for Item-Segment-Phase-Sequence (Financial Management Number 440757-1-84-04 is approved.

That <u>Tom Phillips</u>, <u>Executive Director</u>, is authorized to enter into, modify or terminate the Supplemental PTGA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS

<u>December 9, 2020</u>		
	By:	
	Sara Roberts McCarley	
	Title: <u>Chair</u>	
ATTEST:		
By:	(Seal)	

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING NOV 18, 2020 AGENDA ITEM #5a

Agenda Item: License Agreement for Polk County

Presenter: Ben Darby, Esq.

Recommended

Action: Approve the easement agreement with Polk County

Summary: This license agreement will facilitate the shelter installation

along Baker Street in at the Haines City Health Department.

Attachments: Agreement with the County

This Instrument prepared under the direction of: Robert W. Allen, Administrator Polk County Real Estate Services P.O. Box 9005, Drawer RE-01 Bartow, Florida 33831-9005 By: Scott C. Lowery Project: Transit Bus Stop Parent Parcel I.D. No.: 272721-750500-010110

LICENSE AGREEMENT

THIS LICENSE AGREEMENT is hereby made and entered into the last date executed, the "Effective Date", by and between POLK COUNTY, a political subdivision of the State of Florida, whose address is 330 West Church Street, Bartow, FL, 33830, hereinafter referred to as "LICENSOR" and LAKELAND AREA MASS TRANSIT DISTRICT, an independent special district, whose mailing address is 1212 George Jenkins Boulevard, Lakeland, FL 33815, hereinafter referred to as "LICENSEE". The LICENSOR and LICENSEE are hereinafter referred to individually as "Party" or collectively as the "Parties".

WITNESSETH:

WHEREAS, LICENSOR is the fee simple owner of certain real property identified as Parcel Number 272721-750500-010110, located at 1700 Baker Avenue E., Haines City, Florida 33844; and

WHEREAS, LICENSEE desires to use LICENSOR'S property, as more particularly shown on Exhibit "A" (License Area), attached hereto and by reference made a part hereof, for the purpose of a Public Bus Stop; and

WHEREAS, LICENSEE's actions on the property will benefit the citizens of the local community and the citizens of Polk County by allowing a Public Bus Stop in the area of LICENSOR's property; and

WHEREAS, LICENSOR desires to grant to the LICENSEE, a license for the aforementioned purpose.

NOW, THEREFORE, for and in consideration of the terms, conditions, and mutual covenants contained herein and other good and valuable consideration received by each party, the sufficiency of which are hereby acknowledged, LICENSOR and LICENSEE., hereby agree as follows:

- 1. LICENSOR hereby grants LICENSEE., its agents, successors and assigns, the right, privilege, and license to operate and maintain a Public Bus Stop on the property described in Exhibit "A" (License Area) by constructing, maintaining, repairing, improving, facilities and fixtures associated with the Public Bus Stop such as a bench, shelter, bike rack, sign, waste receptacle, concrete pad, along with the removal of said facilities and fixtures, together with ingress and egress to and upon said License Area from the public right of way, for the purpose of exercising the rights, privileges, and license granted herein.
- 2. This License is granted for a primary term of ten (10) years from the Effective Date and shall continue in full force and effect thereafter until terminated by

LICENSOR or LICENSEE, upon one hundred twenty (120) days written notice. LICENSOR and LICENSEE shall each have the unilateral right, in their sole and absolute discretion to terminate this Agreement for any reason, at any time, with (120) days written notice. LICENSEE hereby acknowledges, confirms, and agrees that the LICENSEE bears all the risk of loss, including but not limited to the loss of monies, resources, equipment, personal property, fixtures, improvements and other belongings and investments resulting from the exercise by the LICENSOR or the LICENSEE of the respective rights under this paragraph.

- 3. LICENSOR retains the right the use the property in any manner not inconsistent with the rights herein granted to LICENSEE, provide however, that the LICENSOR shall not disturb any fixtures added by the LICENSEE in any way without prior approval by LICENSEE.
- 4. The LICENSOR does hereby represent and warrant to the LICENSEE that as of the date of this Agreement to the best of the LICENSOR's knowledge:
 - (a) LICENSOR has title to the property.
 - (b) The undersigned is duly authorized to execute this Agreement on behalf of the LICENSOR.
- 5. To the extent allowed by Florida law, the LICENSEE agrees to indemnify and hold harmless, the LICENSOR, and its successors and assigns, from any and all liability for regulatory violations, fines, costs, damages or claims for damages arising out of the design, construction, operation and maintenance of the property and associated facilities resulting therefrom. Nothing herein either express or implied shall be deemed a waiver of the LICENSOR'S sovereign immunity under Section 768.28, Florida Statues. None of the Parties shall be responsible for any kind of regulatory violation, fine, cost, damage or claim caused by or arising out of, in whole or in part, any other Party's negligent conduct.
- 6. All notices required or permitted under this agreement shall be given to the Parties by certified mail, return-receipt requested, hand delivery or express courier, and shall be effective upon receipt.
- 7. Notices shall be sent to the Parties at the addresses set forth below:

Notice to LICENSOR:

Real Estate Services Administrator

P.O. Box 9005, Drawer RE-01 Polk County, FL 33831-9005

With a copy to:

County Attorney

Polk County Board of County Commissioners

330 West Church Street Bartow, FL 33830

Notice to LICENSEE:

Lakeland Area Mass Transit District

1212 George Jenkins Boulevard Lakeland, Florida 33815

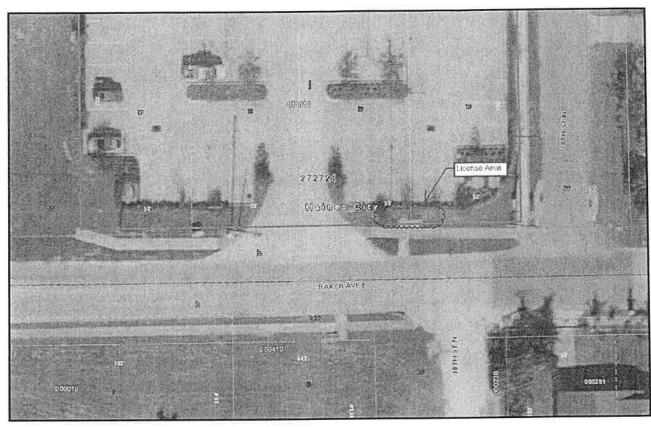
- 8. The LICENSEE, at its own expense, agrees to keep and maintain or cause to be kept and maintained, the subject License Area in good repair and in a clean, safe, and attractive condition throughout the duration of the license agreement.
- 9. LICENSEE agrees that any and all work performed on the License Area and in association with the purposes of this license shall be done in a good, safe, workmanlike manner and in accordance with applicable federal, state, and local statutes, rules, regulations and ordinances.
- 10. Upon termination of this License Agreement, the LICENSEE shall, within a reasonable time and at their sole cost and expense, remove all fixtures, accessories, and materials owned by the LICENSEE from the property and restore said property as nearly as practicable to its condition prior to the granting of the License.
- 11. This Agreement may only be modified or amended by written instrument executed by both the LICENSOR and LICENSEE.
- 12. This Agreement states the entire understanding between the Parties and supersedes any written or oral representations, statements, negotiations or agreements to the contrary.
- 13. This License Agreement shall be binding upon and inure to the benefit of all successors, assigns, employees, visitors, concessionaires, licenses, invitees and guests of the LICENSOR and LICENSEE.
- 14. In the event any of the provisions of this License Agreement should contravene, or be invalid under, the laws of the United States of America or any particular state, county or jurisdiction where used, such contravention or invalidity should not invalidate this License Agreement, but each should be construed as if not containing the particular provision or provisions held to be invalid, and the rights and obligations of the parties hereto shall be construed and enforced accordingly.
- 15. This License Agreement is being delivered and is intended to be performed in the State of Florida, and shall be interpreted, constructed, construed and enforced in accordance with the laws of the State of Florida. LICENSOR and LICENSEE agree that venue for any disputes that arise from this License Agreement shall properly lie in Polk County, Florida, and that any and all such litigation will be heard and ruled upon by the Circuit Court in and for Polk County, Florida or the United States District Court for the Middle District of Florida and consents to the jurisdiction of these courts.

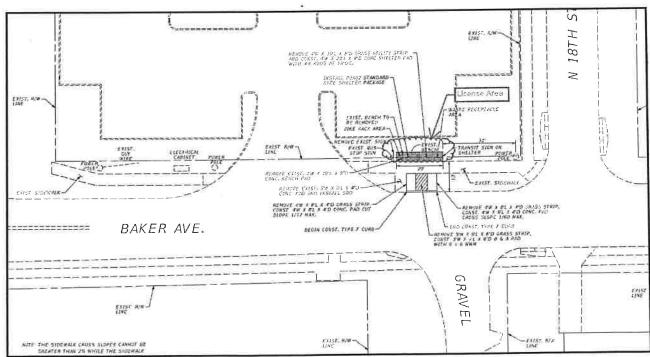
IN WITNESS WHEREOF, the undersigned day of, 2020.	Licensor has executed this License Agreement on
ATTEST:	LICENSOR:
STACY M. BUTTERFIELD, CLERK	POLK COUNTY, FLORIDA a political subdivision of the State of Florida
By:	By: William D. Beasley, County Manager
Reviewed as to Form and Legal Sufficiency:	Date:
By:County Attorney's Office	

[LICENSEE SIGNATURE PAGE FOLLOWS]
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IN WITNESS WHEREOF, the undersigned Line day of, 2020.	icensee has executed this License Agreement on
	LICENSEE:
Witness	LAKELAND AREA MASS TRANSIT DISTRICT, an independent special district
Print Name:	
	By: Tom Phillips, Executive Director
Witness	
Print Name:	e
STATE OF FLORIDA COUNTY OF POLK	
The foregoing instrument was acknowledged be day of, 2020 by Tom Philli Mass Transit District, an independent special dihas produced	ps, as Executive Director of the Lakeland Area strict, who is personally known to me or who
<u> </u>	
(APPIN NOTA DIV CE AL.)	Notary Public
(AFFIX NOTARY SEAL)	Print Name
	My Commission Expires

Exhibit "A" (License Area)





LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING DEC 9, 2020 AGENDA ITEM #6

Agenda Item: Security Program Plan

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

Recommended

Action: The Board approves the 2021 Security Program Plan

Summary: Annually, the District is required to update the Security Program

Plan (SPP).

Date: DEC 9, 2020 AGENDA ITEM 7

Agenda Item: Agency Updates

Presenter: Tom Phillips

Recommended

Action: Informational

Summary: Items and information from the Executive Director

Date: DEC 9, 2020 AGENDA ITEM 8a

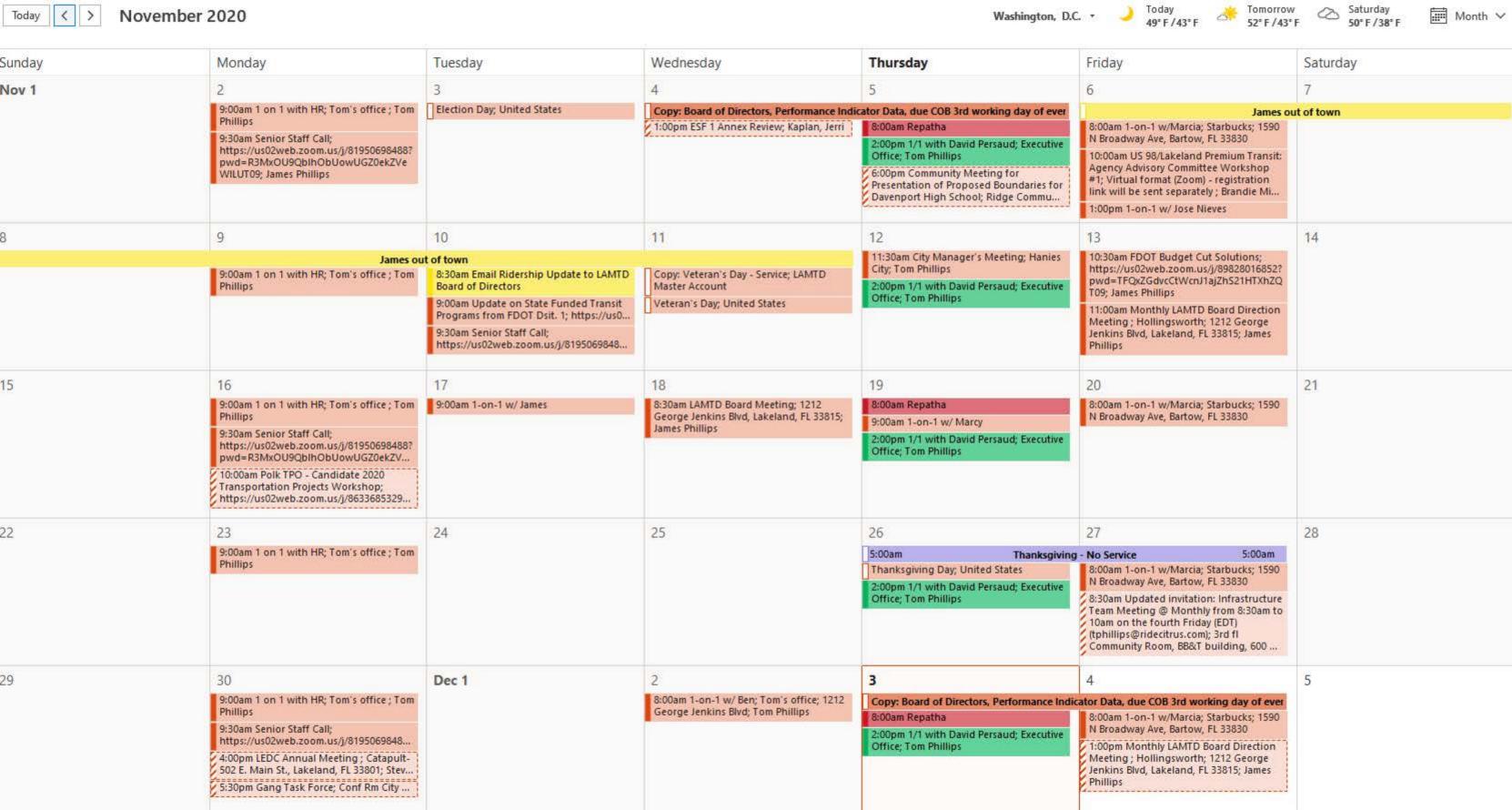
Agenda Item: **November calendar**

Presenter: Tom Phillips

Recommended

Action: Informational

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



Date: DECEMBER 9, 2020 AGENDA ITEM #8b

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 October 31, 2020.

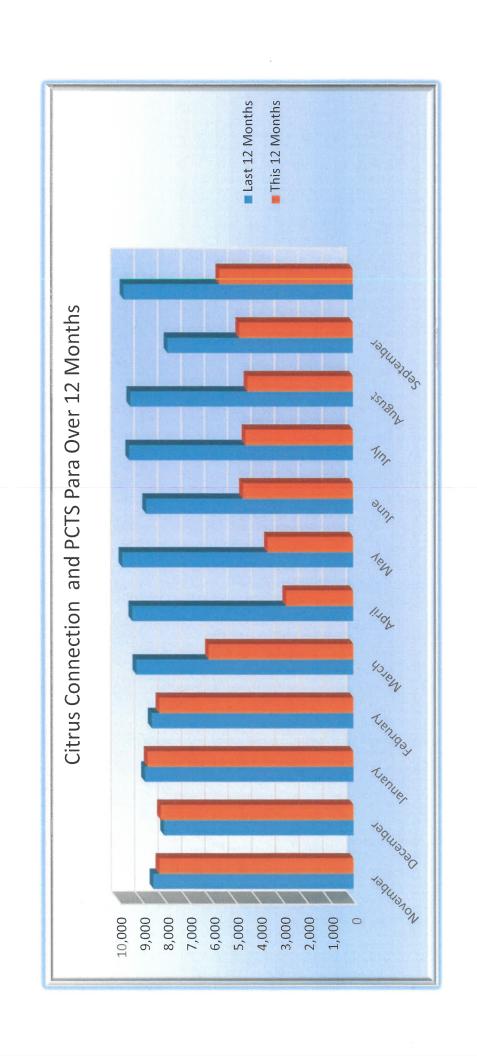
Attachments: Ridership Report.

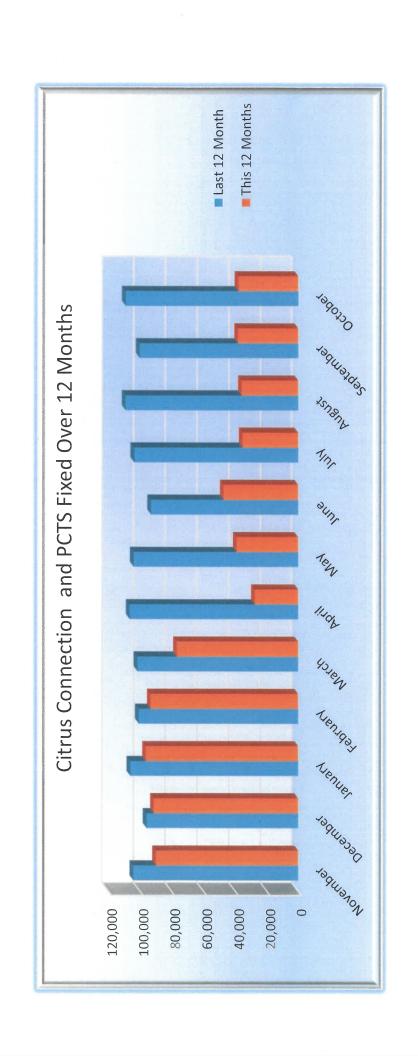
Citrus Connection and PCTS Fixed Route						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	108,078	113,220	117,763	109,219	38,313	-60%
November	106,998	104,149	104,192	89,803	0	0%
December	111,197	95,520	95,813	91,147	0	0%
January	103,647	93,227	106,080	96,288	0	. 0%
February	108,068	100,300	100,900	93,231	0	0%
March	116,794	99,916	101,697	76,736	0	0%
April	103,274	95,993	106,578	27,855	0	0%
May	108,224	95,476	104,034	39,257	0	0%
June	102,092	93,781	93,028	47,522	0	0%
July	98,193	92,042	103,793	35,612	0	0%
August	118,104	111,898	109,285	36,186	0	0%
September	89,794	98,550	100,468	38,505	0	0%
Totals	1,274,460	1,194,072	1,243,631	781,361	38,313	-65%

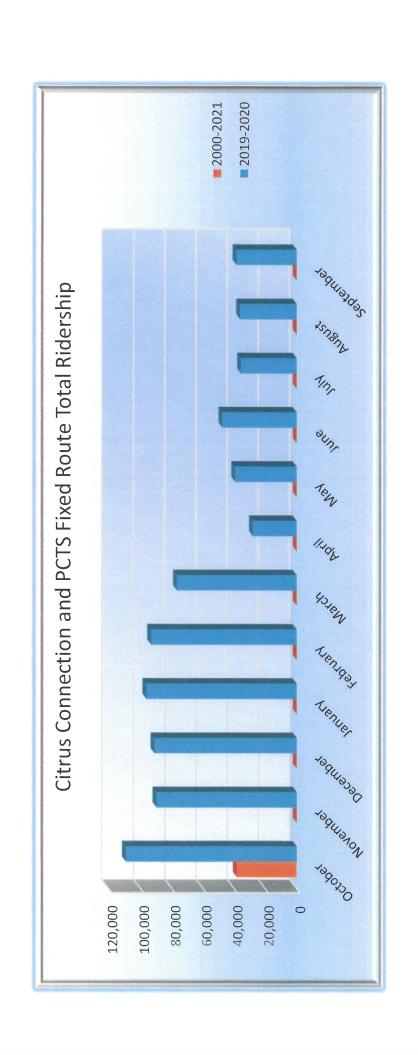
Citrus Connection and PCTS Para-Transit Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	7,071	8,654	9,820	9,745	5,644	-42%
November	7,002	7,940	8,495	8,246	0	0%
December	7,014	7,660	8,032	8,177	0	0%
January	7,521	9,478	8,846	8,734	0	0%
February	7,413	9,514	8,559	8,231	0	0%
March	8,715	10,469	9,204	6,109	0	0%
April	7,757	9,947	9,377	2,815	0	0%
May	8,460	9,534	9,801	3,590	0	0%
June	8,374	8,777	8,784	4,640	0	0%
July	8,131	8,247	9,502	4,527	0	0%
August	9,533	9,642	9,455	4,441	0	0%
September	6,711	8,437	7,866	4,790	0	0%
Totals	~ 93,702	108,299	107,741	74,045	5,644	-42%

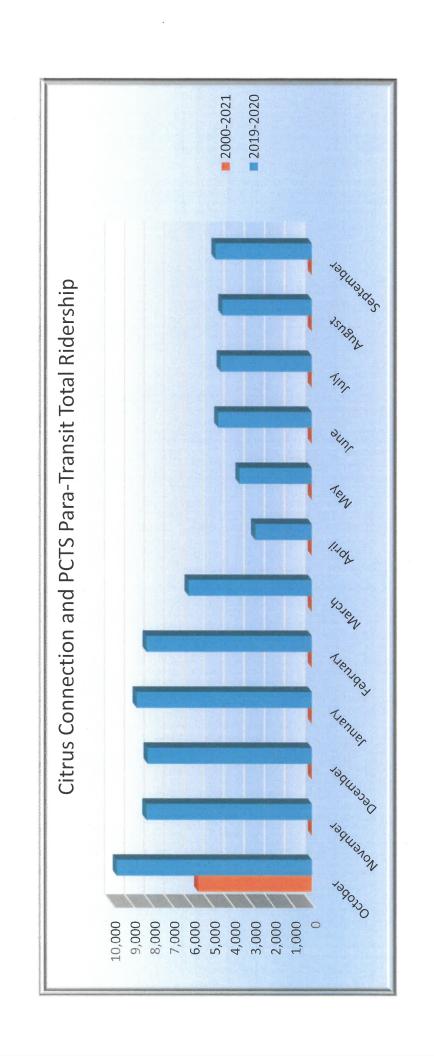
Citrus Connection only Fixed Route Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change	
October	67,636	73,349	74,739	67,938	27,810	-59%	
November	71,083	67,437	66,084	55,331	0	0%	
December	72,646	60,879	60,217	55,960	0	0%	
January	70,767	58,830	66,889	58,774	0	0%	
February	71,884	63,140	62,854	57,800	0	0%	
March	78,158	62,897	63,867	47,927	0	0%	
April	67,338	59,873	67,078	19,363	0	0%	
May	72,329	60,039	66,297	25,570	0	0%	
June	67,965	59,754	60,242	30,667	0	0%	
July	66,347	59,884	67,655	23,294	0	0%	
August	79,427	71,375	70,546	23,297	0	0%	
September	54,155	62,306	65,477	25,651	0	0%	
Totals	839,734	759,763	791,945	491,572	27,810	-59%	

Citrus Connection only Para-Transit Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Change
October	3,229	4,025	4,745	4,889	2,454	-50%
November	3,252	3,734	3,963	3,980	0	0%
December	3,154	3,444	3,818	3,930	0	0%
January	3,507	4,055	4,252	4,277	0	0%
February	3,505	3,909	4,248	4,255	0	0%
March	4,040	4,217	4,513	2,392	0	0%
April	3,694	3,935	4,630	1,111	0	0%
May	4,060	3,848	4,916	1,431	0	0%
June	3,880	3,627	4,352	2,041	0	0%
July	3,681	3,437	4,612	1,768	0	0%
August	4,306	3,978	4,686	1,960	0	0%
September	6,039	3,396	3,414	2,036	0	0%
Totals	46,347	45,605	52,149	34,070	2,454	-50%









UAP Ridership Totals FY 2019		LAMTD	WHAT	Total
	September	5,084	2,974	8,058
	October	5,401	3,131	8,532
UAP Ridership 2019		LAMTD	WHAT	Total
Polk State College				
	September	251	117	368
	October	279	134	413
LEGOLAND				
	September	25	262	287
	October	35	258	293
Southeastern University				
	September	91	50	141
	October	98	45	143
COLTS				
	September	676	590	1,266
	October	675	546	1,221
Veterans				
	September	2,018	617	2,635
	October	2,153	637	2,790
Southern Technical College				
	September	27	52	79
	October	12	9	21
Central Florida Healthcare				
	September	703	171	874
	October	762	212	974
New Beginnings High School				
	September	163		1,084
	October	165	1,008	1,173
LDDA				
	September	10	0	10
	October	9	0	9
PACE				
	September	124		274
	October	187	201	388
Peace River				
	September	996		1,040
	October	1,026	81	1,107
Summer of Safety				
	September	0		-
	October	0	0	-

Date: DEC 9, 2020 AGENDA ITEM #9

Agenda Item: Other Business

Presenter: TBD

Recommended

Action: TBD

Summary: TBD