LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815.

Wednesday, September 9th, 2020, at 8:30 a.m.

Call to Order	Action Required
 Approval of Minutes a. Approval of August 12, 2020 LAMTD Board Meeting Minutes 	Approval
2. Public Comments	None
3. Recognition for Million Miles Inductee / Tom Phillips	None
 4. Finance / David Persaud, Chief Financial Officer a. LAMTD Financials b. PCTS Financials c. TD Financials d. Contract Modification for Contract 19-002 	None None None Approval
 5. Legal / Ben Darby, Esq. a. Lakeland Autobody Annexation b. Schedule of meetings for LAMTD FYE 2021 c. County Interlocal Agreement 	Approval Approval Approval
6. Executive Director Report / Tom Phillips a. Agency Update(s)	None
 7. Executive <u>Informational</u> Summary / Tom Phillips a. August Calendar b. Ridership and UAP Update 	None None
8. Other Business	TBD

Adjournment

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

Agenda Item: Approval of the Aug 12, 2020 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended

Action: Board approval of the Aug 12, 2020 LAMTD Meeting

Minutes

Attachments: Aug 12, 2020 LAMTD Meeting Minutes

Directors:

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

Executive Director: Tom Phillips Executive Assistant: James Phillips

Call to Order

8:30am By Commissioner Lindsey

Agenda Item #1 – Approval of the Minutes

a. Approval of the July 15, 2020 LAMTD Board Retreat Minutes

[Attachment available]

"Approval of meeting minutes for the month of July"

1st Bill Mutz/ 2nd Sara McCarley

MOTION CARRIED UNANIMOUSLY

b. Approval of the July 15, 2020 LAMTD Board Meeting Minutes

[Attachment available]

"Approval of meeting minutes for the month of July" 1st Sara McCarley/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

None

Agenda Item #3 - Million Miles Recognition

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

- Angela Kendrick

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815

Wednesday, Aug 12th, 2020 at 8:30 a.m.

<u>Agenda Item #4 – Close Public Comments for Annual TDP Update</u>

For each year of progress update, the Polk Transportation Planning Organization opens a period of time for public comments to be added for consideration to the Transit Development Plan update.

"Approval to close the period of public comments and accept the Annual TDP" 1st Bill Mutz/ 2nd Sara McCarley

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 - Finance

a. LAMTD Financials

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

Year to Date June 30, 2020

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	75%	\$8,246,270	\$8,172,140	99%	\$11 Million
Expenses YTD	75%	\$8,246,270	\$7,150,030	87%	\$11 Million

REVENUES:

The total revenues realized year-to-date through June 30, 2020 totaled \$8.17 million or 99% of the YTD budget.

- Farebox revenues reflect \$314,170 or 53% of YTD budgeted revenues through June 30, 2020.
- Contract revenues totaled \$105,290 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues for RAMCO. Payment of \$93,600 billed in January 2020 and received in June 2020.
- Ad Valorem taxes reflects \$4.864 million or 100% 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 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 \$92,420 under 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 \$333,730.
- 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 \$1.25 million.
- Advertising income reflects \$70,680 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$55,250 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 June 30, 2020 FY 2019-2020

EXPENSES:

The total expenses year-to-date through June 30, 2020 totaled \$7.15 million or 87% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of June 30, 2020, these expenses totaled \$4.8 million or 10% under budget of \$5.3 million a favorable variance.
- Professional and Technical Services expenses totaled \$286,510 of the YTD budget, and over budget due to contract payments for Trapeze.
- Other services expenses totaled \$67,320 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$270,410 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$439,250 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.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, Aug 12th, 2020 at 8:30 a.m.

- 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 June 30, 2020

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through June 30th the financials reflect a favorable actual variance of \$1.02 million with 75% of the fiscal year due to collection of property taxes.

	STATISTICAL 1	RENDS LAST	FIVE YEARS AU	DITED FINANC	IAL STATEMEN	TS
		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%

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of June 30, 2020
Year to Date Report
Percent of FY Reported (75%)

Revenues

- ➤ The revenues totaled \$4.14 million or 70% of the year-to-date budget.
- ➤ The FTA grants drawdown \$954,000 year-to-date.
- Fare Revenues totaled \$61,000 or 60% 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 third of four payments.
- ➤ The FDOT Grants drawdown reflects \$463,000 or 57%.

Expenses

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, Aug 12th, 2020 at 8:30 a.m.

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$5.14 million or 87% of the year-to-date budget.
- ➤ Salaries and wages totaled \$2.81 million or 88% of the YTD Budget
- ➤ Operating expenses totaled \$1.6 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 \$729,000 or 99% of budget.
- ➤ Capital Expenses shows no activity.
- c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of June 30, 2020
Year to Date Report
Percent of FY Reported (100%)

State FY July 1, 2019 thru June 30, 2020

Revenues

- ➤ The revenues totaled \$1.43 million or 96% of the year-to-date budget.
- ➤ The TD Trust Fund Grant drawdown reflects \$1.35 million or 94% of the grant.
- ➤ Contract Revenues and other revenues totaled \$40,570.
- ➤ The County funding for the match totaled \$120,370 or 80%.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$1.2 million or 81% of the year-to-date budget.
- ➤ Salaries and wages totaled \$924,820 or 95% of the YTD Budget.
- > Operating expenses totaled \$286,860 or 55% of the YTD Budget.

Operating Results

➤ Actual Revenues exceeded actual expenses by \$221,270.

d. Information Report on Section 218.415 Florida Statutes, Local Government Investment Policies

Section 218.415, Florida Statutes, requires the District to develop a policy and plan for the investment of Surplus Funds. The Finance Department is required to report to the LAMTD Board at least annually on the Investment Policy and Plan and on the investment results.

The District has an approved Investment Policy that complies with this requirement.

Section 218.415 of the Florida Statutes requires some specific requirements as listed below:

- Scope- The Investment Policy shall apply to all funds under control of the District
- Investment Objectives- these include, safety of capital, liquidity of funds and investment income.
- Prudence and Ethical Standards- Prudent person rule-Investments should be made with judgement and care and not speculation but for investment and safety of their capital.
- Authorized Investments
- Maturing and Liquidity requirements, portfolio compositions risk and diversification and a system of investment controls.

The District has solicited the services of Bank of Central Florida for Banking Services – Excess funds in the local bank is determined by periodic and weekly cash flows.

Funds available in excess of 30 to 45 days working capital is invested with the Florida State Board of Administration Local Government Surplus Trust Fund. The rate of interest fluctuates daily.

The Investment income for the period ending September 30, 2018, September 30, 2019 and through June 30, 2020 is presented below:

FYE 9-30-18	\$135,819
FYE 9-30-19	\$208,036
YTD thru June 30, 2020	\$ 92,422

The Investment yield for June 2019 is 2.55%. The Investment yield for June 2020 is .57%.

e. FTA 5307 Urbanized Funding for Shelters in Haines City

This grant involves the placement of seven shelters in the Haines City area. Originally this grant application was submitted to Polk TPO by Haines City that was later transferred to the District by FDOT because of the Districts experience in the field. The District applied for these funds and was awarded \$231,037 with Transportation Toll credits utilized for match. There is no fiscal impact to the County or the District.

"Approve the utilization of Federal Highway Administration transfer of funds to the Federal Transit Administration for Haines City Shelters."

1st Sara McCarley/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

f. LAMTD Budget Presentation

[Presentation available]

Agenda Item #6- Legal

a. Lakeland Autobody Annexation

[Tabled pending letter from owner]

b. Executive Director Contract Renewal

This contract renewal outlines responsibilities and compensation for the executive director of LAMTD.

"Approve the renewal the change from 4 one year terms to 2 two year terms." 1^{st} Sara McCarley/ 2^{nd} Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #7 Emergency Preparedness Discussion/ Tom Phillips and Amy Perez

We were approached by the team at FDOT District 1 and asked if we could assist with stranded motorists stuck on the shoulder in emergency evacuations. This would not be an issue in the event we are already tied up in emergency operations ourselves.

"Approve support to FDOT pending contract language to review." 1^{st} Sara McCarley/ 2^{nd} Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 Employee Engagement Survey Pandemic Related Questions / Steven Schaible

A summary of the responses given during the employee engagement survey but for the questions specifically related to the current pandemic.

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Agenda Item #9 – Executive Director Report

- a. Agency Updates
- Wanted to thank the board for keeping him around
- Working on new East county routes
- Challenge w/ restrooms at East county park n ride
- Thanked HR and their work w/ open enrollment
- We have shortened CCTV

Agenda Item #10 - Executive Director Informational Summary

	·	
b.	o. July Calendar	
	[Attachment Available]	
c.	c. Ridership and UAP Update	
[A	[Attachment Available]	
Ag	Agenda Item #11 – Other Business	
No	None	
Ad _.	Adjournment at 10:03 a.m.	
Ар	Approved this 9 th day of September, 2020.	
Ch	Chairman – County Commissioner John Hall	linutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AUG 12, 2020 AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended

Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AUG 12, 2020 AGENDA ITEM #3

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:

- Jeffery Krey

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

Agenda Item: July 31, 2020 LAMTD Monthly Financial Statement

FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended

Action: None

Summary: The Interim Financial Statement covers a period of less than

one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial

statements. Interim Statements do not have to be audited.

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

the budget.

Attachments: See Attachments

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

Year to Date July 31, 2020

Description	YTD of FY	YTD Budget \$	YTD Actual \$	YTD of FY	Annual
	Budget			Expended	Budget
Revenue YTD	83%	\$9,162,520	\$8,907,620	97%	\$11 Million
Expenses YTD	83%	\$9,162,520	\$7,810,680	85%	\$11 Million

REVENUES:

The total revenues realized year-to-date through July 31, 2020 totaled \$8.91 million or 97% of the YTD budget.

- Farebox revenues reflect \$332,000 or 67% of YTD budgeted revenues through July 31, 2020.
- Contract revenues totaled \$119,100 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues for RAMCO. Payment of \$93,600 billed in January 2020 and received in June 2020.
- Ad Valorem taxes reflects \$4.968 million or 102% 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 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 \$95,000 under 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 \$830,000.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled \$1.25 million.
- Advertising income reflects \$102,000 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$55,250 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 July 31, 2020 FY 2019-2020

EXPENSES:

The total expenses year-to-date through July 31, 2020 totaled \$7.81 million or 85% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of July 31, 2020, these expenses totaled \$5.3 million or 10% under budget of \$5.9 million a favorable variance.
- Professional and Technical Services expenses totaled \$301,000 of the YTD budget, and under budget.
- Other services expenses totaled \$63,000 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$286,000 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$464,000 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 July 31, 2020

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through July 31st the financials reflect a favorable actual variance of \$1.09 million with 83% 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 Jul 2020

					Month				YTD			Anni	oved Annual				
			Actual		Budget		Variance			Actual		Budget		Variance		Thhi	Budget
			Actual		Duaget		\$'s	%		Actual		Duaget		\$'s	%		Dauget
	<u>L Account</u>								١.								
R4	Farebox/Pass Sales	\$	17,571		49,403		(31,831)	-64%		331,743		494,025		(162,282)	-33%	*	592,830
R6	Contract Income (UAP)	\$	9,897	-	17,781		(7,884)	-44%	\$	-,	\$	177,808	-	(58,701)	-33%	\$	213,370
R3	Other Contract Revenue	\$	-	\$	7,800	\$	(7,800)	-100%	\$	130,911		78,000	\$	52,911	68%	\$	93,600
R5	Miscellaneous Income	\$	121	\$	8,167	\$	(8,046)	-99%	\$	55,372		81,667	\$	(26,295)	-32%	\$	98,000
R7	Advertising Revenue	\$	31,200	\$	12,000	\$	19,200	160%	\$	101,880	\$	120,000	\$	(18,120)	-15%	\$	144,000
R8	Investment/Interest Income (net)	\$	2,502	\$	12,500	\$	(9,998)	-80%	\$	94,923	\$	125,000	\$	(30,077)	-24%	\$	150,000
R9	Ad Valorum Income, net	\$	104,465	\$	404,623	\$	(300,158)	-74%	\$	4,968,237	\$	4,046,225	\$	922,012	23%	\$	4,855,470
R10	FDOT Operating Grant	\$	495,964	\$	142,215	\$	353,749	249%		829,690	\$	1,422,150	\$	(592,460)	-42%	\$	1,706,580
R11	Federal Operating Grant	\$	-	\$	200,542	\$	(200,542)	-100%	\$	1,247,567	\$	2,005,417	\$	(757,850)	-38%	\$	2,406,500
R13	Cost Recovery	\$	11.608	\$	2.167	\$	9.442	436%	\$		\$	21.667	\$	35,157	162%	\$	26,000
R17	City of Lakeland	\$	15,810	\$	15,152	\$	658	4%	\$,	\$	151,517	\$	834	1%	\$	181,820
R1	Bartow Express	\$	-	\$	1,478	\$	(1,478)	-100%	\$	-	\$	14,783	-	(14,783)	-100%	\$	17,740
R2	PCTS - Support Cost Reimb.	\$	42,426	\$	42,426	\$	(0)	0%	\$	424,258	\$	424,258		(0)	0%	\$	509,110
112	To To Support Cost Normb.		12,120	Ψ	12,120	Ψ	(0)	070		12 1,200	Ψ	727,200	<u> </u>	(0)	070	Ψ	000,110
TOTAL	TOTAL REVENUES	\$	731,564	\$	916,252	\$	(184,688)	-20%	\$	8,907,624.34	\$	9,162,517	\$	(254,892)	-3%	\$	10,995,020
		-		_				2070	H		<u> </u>				0,0		
ELIGIBI	LE EXPENSES:																
1	Salaries	\$	367,261	\$	413,593	\$	(46,331)	-11%	\$	3,747,522	\$	4,135,925	\$	(388,403)	-9%	\$	4,963,110
2	Employee Benefits	\$	154,097	\$	178,214	\$	(24,117)	-14%	\$	1,545,239	\$	1,782,142	\$	(236,902)	-13%	\$	2,138,570
3	Advertising Fees	\$	-	\$	1,583	\$	(1,583)	-100%	\$		\$	15,833	\$	(8,772)	-55%	\$	19,000
4	Professional & Techinical Ser	\$	14,471	\$	30,564	\$	(16,093)	-53%	\$		\$	305,642	\$	(4,658)	-2%	\$	366,770
5	Contract Maintenance Services	\$	4,752	\$	10,383		(5,631)	-54%	\$		\$	103,833	\$	(35,950)	-35%	\$	124,600
6	Other Services	\$	1,247	\$	5,204	\$	(3,957)	-76%	\$	62,838	\$	52,042	\$	10,796	21%	\$	62,450
7	Fuel & Lubricants	\$	15,375	\$		\$	(34,804)	-69%	\$			501,792	\$	(216,011)	-43%	\$	602,150
8	Freight	\$	679	\$		\$	(166)	-20%	\$	- ,	\$	8,458	\$	(3,065)	-36%	\$	10,150
9	Repairs & Maintenance	\$	-	\$	4,217		(4,217)	-100%	\$	22,114		42,167		(20,053)	-48%	\$	50,600
10	Materials & Supplies	\$	24,395	\$	54,008	\$	(29,613)	-55%	\$		\$	540,083	\$	(76,442)	-14%	\$	648,100
11	Utilities/Telephone	\$	10,730	\$	13,183		(2,453)	-19%	\$	- ,	\$	131,833	\$	(27,268)	-21%	\$	158,200
13	Insurance Expense	\$	32,940	\$	35,374	\$	(2,434)	-7%	\$	326,542		353,742	\$	(27,200)	-8%	\$	424,490
15	Dues & Subscriptions	\$	484	\$	-,	\$	(3,216)	-87%	\$	17,792		37,000	\$	(19,208)	-52%	\$	44,400
16	Education/Training/Meeting/Travel	\$	665	\$	7,175	\$	(6,510)	-91%	\$		\$	71,750	\$	(43,213)	-60%	\$	86,100
17	Service Charges	\$ \$	310	\$	1,150	\$	(840)	-73% -43%	\$	6,294 64,857	\$	11,500	\$	(5,206)	-45% -31%	\$ \$	13,800
18 19	Office Expense Advertising & Promotions	\$	5,378 1.757	\$ \$	9,408 2,083	\$ \$	(4,030) (326)	-43% -16%	\$,	\$	94,083 20,833	\$ \$	(29,226) (11,595)	-56%	\$ \$	112,900 25,000
20	Miscellaneous Expenses	\$	12,148	\$	2,063 4,971	э \$	7,177	144%	\$		\$	49,708	Ф \$	(16,475)	-33%	Ф \$	59,650
21	Property Appraiser/Tax Collector Comm	\$	2,089	\$	14,262	\$	(12,172)	-85%	\$		\$	142,617	\$	34,564	24%	\$	171,140
22	LDDA, CRA Contributions	\$	2,009	\$	19,270	\$	(19,270)	-100%	\$		\$	192,700	\$	65,006	34%	\$	231,240
23	Capital Expenditures/ Debt Service	\$	25,228	\$	56,717		(31,489)	-56%	\$,	\$	567,167	\$	(314,888)	-56%	\$	680,600
24	Bad Debt	\$	20,220	\$	167	\$	(167)	-100%	\$	24,000.00	\$	1,667	\$	22,333	1340%	\$	2,000
25	Restricted Contingency	\$	_	\$	-	\$	(137)	0%	\$	- 1,000.00	\$	- 1,507	\$	-	0%	\$	2,000
2.5	Nostricted Outlingericy	—		Ψ		Ψ		<u>0 70</u>	🗡	 .	Ψ	<u> </u>	<u> </u>		<u>0 70</u>	*	
TOTAL	TOTAL EXPENDITURES	\$	674,009	\$	916,252	\$	(242,243)	-26%	\$	7,810,680	\$	9,162,517	\$	(1,351,836)	-15%	\$	10,995,020
	REVENUES (OVER)/UNDER EXPENDITURES		57,555	\$		\$	57,555		\$	1,096,944	\$		\$	1,096,944		\$	_
									. –								

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

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

Contract - FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended

Action: None

Summary: The Interim Financial Statement covers a period of less than

one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial

statements, Interim Statements do not have to be audited.

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

the budget

Attachments: See Attachments

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

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of July 31, 2020
Year to Date Report
Percent of FY Reported (83%)

Revenues

- ➤ The revenues totaled \$5.3 million or 81% of the year-to-date budget.
- ➤ The FTA grants drawdown \$1.0 million year-to-date.
- Fare Revenues totaled \$65,350 or 58% of the year-to-date budget.
- ➤ The Polk County City Contributions reflects payment of \$495,620 and in line with the FY Budget.
- ➤ The County funding reflects payments for the budgeted grants match totaling \$2.584 million for the total payments.
- The FDOT Grants drawdown reflects \$1.4 million or 80%.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$5.54 million or 85% of the year-to-date budget.
- ➤ Salaries and wages totaled \$3.1 million or 88% of the YTD Budget
- ➤ Operating expenses totaled \$1.7 million or 86% of the YTD Budget.
- ➤ The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$729,000 or 89% of budget.
- Capital Expenses shows no activity.

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

Revenue

		Annual	VT	D.D. J. (\/7	ED A. (l	Percent
		Budget	ΥI	D Budget	ΥI	D Actual	Expended
Revenues							
County Match	\$	2,176,676	\$	1,813,897	\$	2,583,896	142%
Other Contract Revenue - County	\$	36,690	\$	30,575	\$	10,837	35%
City Contribution	\$	497,320	\$	414,433	\$	495,621	120%
County Contribution - PCTS	\$	407,220	\$	339,350	\$	-	0%
Fares	\$	136,000	\$	113,333	\$	65,351	58%
FDOT Block Grants:	+						
GOV71/G1481 - WHAT/ADA	\$	643,490	\$	536,242	\$	560,488	105%
RURAL AQR07	\$	1,077,966	\$	898,305	\$	579,135	64%
FTA							
FTA 5307 Grant	\$	2,879,208	\$	2,399,340	\$	1,009,255	42%
Capital Contributions - County	\$	-	\$	-	\$	-	0%
Total	\$	7,854,570	\$	6,545,475	\$	5,304,583	81%

Expenses

	Annual Budget	Υ٦	ΓD Budget	Υ	TD Actual	Percent Expended
Labor	\$ 4,245,240		3,537,700	\$	3,113,939	88%
Contract	\$ 980,326	\$	816,938	\$	728,979	89%
Operating	\$ 2,361,754	\$	1,968,128	\$	1,701,370	86%
Capital	\$ 203,160	\$	169,300	\$	-	0%
Capital - Loughman Route	\$ 64,090	\$	53,407	\$	-	0%
Total	\$ 7,854,570	\$	6,545,473	\$	5,544,288	85%

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

Agenda Item: July 31, 2020 Financials for The Transportation Disadvantaged

Program- FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended

Action: None

Summary: The Interim Financial Statement covers a period of less than

one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial

statements, Interim Statements do not have to be audited.

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

the budget

The Transportation Disadvantaged Program fiscal year starting July 1, 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 SEPTEMBER 9, 2020 AGENDA ITEM #4c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of July 31, 2020
Year to Date Report
Percent of FY Reported (8.3%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- ➤ The revenues totaled \$98,570 or 80% of the year-to-date budget.
- ➤ The TD Trust Fund Grant drawdown reflects \$89,980 or 81% of the grant.
- > Contract Revenues and other revenues totaled \$6.
- ➤ The County funding for the match totaled \$8,580 or 69%.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$86,000 or 70% of the year-to-date budget.
- ➤ Salaries and wages totaled \$73,810 or 92% of the YTD Budget.
- ➤ Operating expenses totaled \$12,200 or 28% of the YTD Budget.

Operating Results

➤ Actual Revenues exceeded actual expenses by \$12,560.

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

Revenue

	Anı	nual Budget	ΥT	D Budget	ΥT	D Actual	Total YTD
Revenues							
County Match 10%	\$	148,300	\$	12,358	\$	8,584	69%
Contract Revenue	\$	260	\$	22	\$	6	
Adult Day Care			\$	-	\$	-	
FDOT Grants:			\$	-			
CTD Grant -Operating	\$	1,334,690	\$	111,224	\$	89,980	81%
Total	\$	1,483,250	\$	123,604	\$	98,570	80%

Expenditure

	Anı	nual Budget	ΥT	D Budget	ΥT	D Actual	Total YTD
Labor	\$	957,930	\$	79,828		\$73,812	92%
			\$	-			
Operating	\$	525,320	\$	43,777	\$	12,200	28%
Total	\$	1,483,250	\$	123,604		\$86,012	70%

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING SEPTEMBER 09, 2020 AGENDA ITEM # 4d

Agenda Item: ADA DEPLOYMENT PADS AND BUS SHELTER

INSTALLATION AND MANUFACTURING

Presenter: David Persaud, CFO

Recommended Recommend Board approve an increase to the Not to

Action: Exceed Amount for the ADA Deployment Pads/Shelter

Installation Contract 19-002.

Anticipated

Funding Source: Multiple Federal Grant and State Grant Awards, for the

County and the District, having budgeted for the local

match within the current fiscal year.

Summary: With a formal competitive bid processes, the District

solicited and awarded the ADA Deployment Pads/Shelter Installation Contract 19-002 to FL Safety Contractors.

Award was made and approved in June 2019.

The Contract was written contingent upon Available Funding, for which the District has received numerous grant awards, now exceeding the modified contract amount of six-hundred and fifty thousand (\$650,000). Said grant awards have afforded us the opportunity to increase deployment pad sites and shelter installations under the noted contract. For this reason, the District seeks to increase the contract by two-hundred thousand dollars (\$200,000) for a total of eight-hundred and fifty thousand dollars (\$850,000).

The ADA Deployment Pads/Shelter Installation was originally awarded for four-hundred and fifty thousand (\$450,000), modified to six-hundred and fifty thousand (\$650,000) February this year, and would increase another two-hundred thousand dollars (\$200,000) for a total Not to Exceed amount of eight-hundred and fifty thousand dollars (\$850,000). Said grant awards have afforded us the ability to increase deployment pad sites and shelters installation under the noted contract.

AGENDA ITEM #4d – CONT.

The attached modification reiterates the contractual clauses referencing the agreement being contingent upon available funding and that the increase does not reflect that of the District's minimum guarantee.

Attachments: Contract 19-002 Modification 2



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

MODIFICATION and/or CHANGE ORDER

1.	CONTRACT No. 19-002	2. MODIFICATION No. 1		3. ISSUED: 09/09/2020		
4.	CONTRACT: ADA Deployment Pac Shelter Installation Contract	RACT: ADA Deployment Pads and Bus Installation Contract 5. CONTRACTOR: Florida Safety Contractors, Inc.		R: Florida Safety Contractors, Inc.		
6.	ISSUED BY: Lisa Harris, Contracts S Direct Dial: (863) 327-1314 Email: L.			7. NUMBER OF PAGES: 1		
8.	MODIFICATION OF CONTRACT:	:				
	The contract identified in Block 1, is hereby modified as described below. Except as provided herein, all other provisions of the contract, as hereto amended, shall remain unchanged and in full force and effect.					
9.	Amount of Modification		Increase/Reduction	on: Increase of \$200,000		
	This document contains mutually accepted modifications, confirmations, and/or acknowledgments to the ADA Deployment Pads and Bus Shelter Installation Contract's Scope of Work, Fee Structure, and more specifically Task Orders under Contract No 19-002.					
	SCRIPTION OF MODIFICATION: ntract 19-002 – Paragraph 7(b) – Max	imum Contract	Amount.			
1)	~ <u>-</u>	agraph. the Distric	et shall increase the No	t to Exceed Amount by Two-hundred thousand		
	o Said increase shall modify only the	e amount stated in	Paragraph 7(b) and do	es not reflect a minimum guarantee.		
	o Said increase shall also be subject	•		in Section 5.15 of the solicitation.		
	No other modifications are request			CW 1		
	(Please note that Task Order are no	ot considered a mo	odification under the Co	ontract and are within the Scope of Work).		
	[END]					
10. AGREEMENT TO MODIFICATION, CHANGEORDER, OR ACKNOWLEDEMET:						
As t	to the Contractor:		As to the District:			
		/ /		/ /		
Sign	ature	Date:	Signature:	Date:		
Prin	t Name	Title:	Print Name	Title:		

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AUG 12, 2020 AGENDA ITEM #5a

Agenda Item: Lakeland Autobody Annexation

Presenter: Ben Darby, Esq.

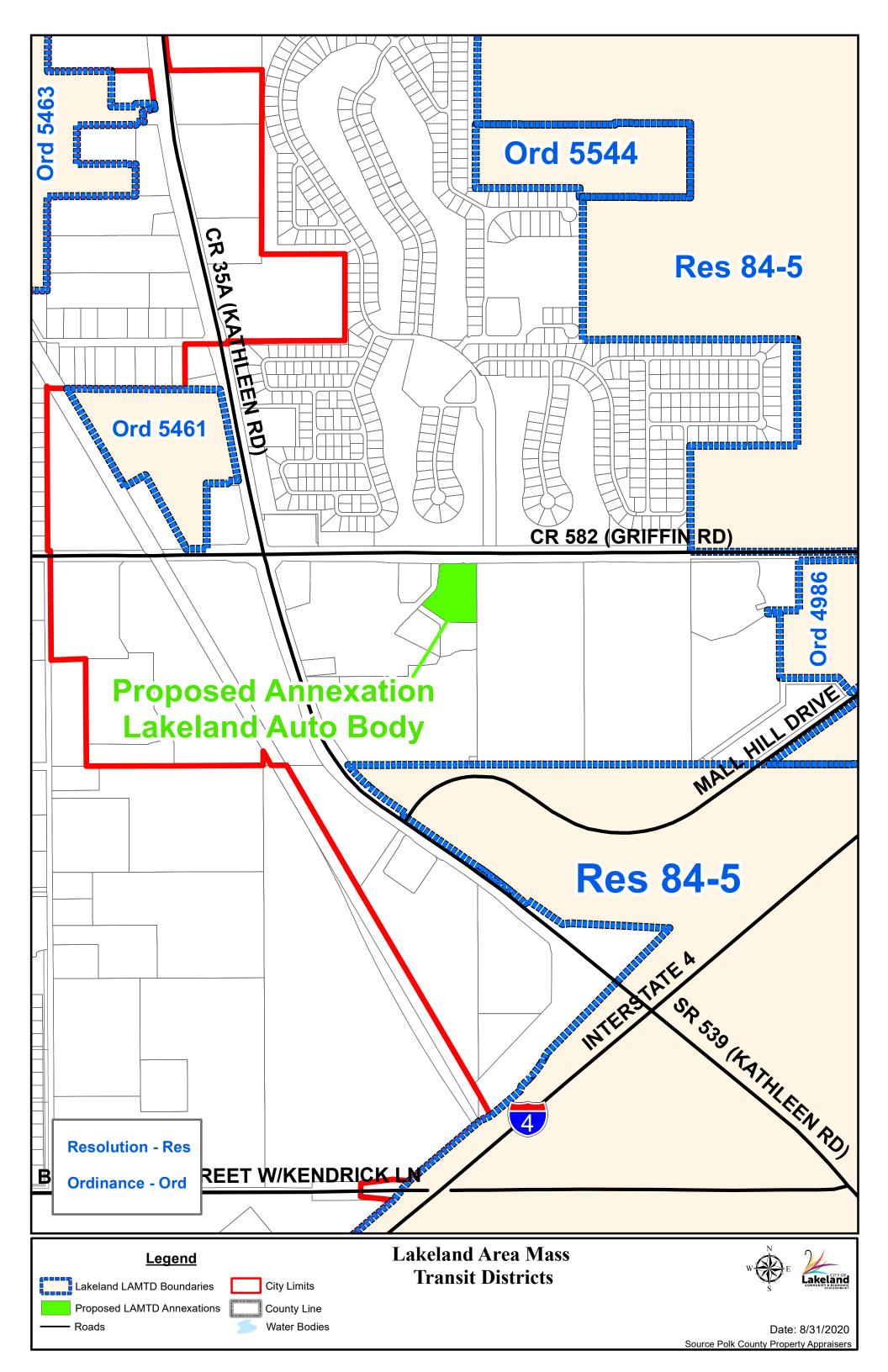
Recommended

Action: Approve the annexation of additional lands to the district

Summary: This annexation will add the Lakeland Autobody development

project to the district.

Attachments: Resolution 20-26



LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 20-26

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED AT 2100 GRIFFIN ROAD; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, certain territory located at 2100 Griffin Road, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

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

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

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

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

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

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

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

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

PASSED AND CERTIFIED AS TO PASSAGE this 9th day of September, 2020.

	John Hall, Chairman
ATTEST:	
Secretary	
REVIEWED AS TO FORM AND LEGAL SUFFICIENCY:	
	Ben H. Darby, Jr., Attorney for the District

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: SEPTEMBER 9, 2020 AGENDA ITEM 5b

Agenda Item: Board dates for the Lakeland Area Mass Transit

District for FYE 2021

Presenter: Ben Darby, Esq.

Recommended

Action: Accept

Summary: Maintaining the previous year of meetings to be held on the 2^{nd} Wednesday of the month.

Date	Time	Place
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
14-Oct	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
11-Nov	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
9-Dec	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
13-Jan	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
10-Feb	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
10-Mar	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
8-Apr	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
14-May	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
9-Jun	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
14-Jul	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
11-Aug	AM	FL
	8:30	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland,
8-Sep	AM	FL

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 20-27

A RESOLUTION RELATING TO SCHEDULE OF REGULAR MEETINGS; ADOPTING A SCHEDULE OF REGULAR MEETINGS FOR THE 2020-2021 FISCAL YEAR; AUTHORIZING AND DIRECTING THE CHAIRMAN TO FILE THE SCHEDULE WITH THE LOCAL GOVERNING AUTHORITY AND TO PUBLISH THE SCHEDULE AS REQUIRED BY LAW; PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. Pursuant to Section 189.015, Florida Statutes, there is hereby adopted a schedule of regular meetings of the Lakeland Area Mass Transit District for the fiscal year commencing October 1, 2020, as follows:

SCHEDULE OF REGULAR MEETINGS

DATE	TIME	PLACE
October 14, 2020	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
November 11, 2020	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
December 9, 2020	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
January 13, 2021	8:00 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
February 10, 2021	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
March 10, 2021	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
April 14, 2021	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
May 12, 2021	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
June 9, 2021	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
July 14, 2021	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
August 11, 2021	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL
September 8, 2021	8:30 a.m.	1212 George Jenkins Blvd., Hollingsworth Room,
		Lakeland, FL

SECTION 2. The Chairman of the District, or such other person or persons designated by the governing body, is hereby authorized and directed to file the above Amended Schedule of

Regular Meetings with Stacy M. Butterfield, Clerk of the Board of County Commissioners, Bartow, Florida, and to publish the schedule as required by law.

SECTION 3. This resolution shall take effect October 1, 2020.

PASSED AND CERTIFIED AS TO PASSAGE this 9th day of September, 2020.

LAKELAND AREA MASS TRANSIT DISTRICT

	BY:	Chairman	
ATTEST: BY	Secretary		
APPROVED AS T	O FORM AND CORRECTNESS:	Attorney for District	

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: SEPTEMBER 9, 2020 AGENDA ITEM 5c

Agenda Item: Interlocal Agreement with Polk County

Presenter: Ben Darby, Esq.

Recommended

Action: Accept the language as written in the Interlocal

Agreement with Polk County.

Summary: This agreement covers the FY 2020-21 agreement

between LAMTD and Polk County.

This version includes the language approved by the

District and the County.

INTERLOCAL AGREEMENT FOR COUNTYWIDE TRANSIT SYSTEM

This Interlocal Agreement ("this Agreement") is made and entered into, as of the <u>1st</u> day of October, 2020, by and between Polk County, a political subdivision of the State of Florida (the "County"), and the Lakeland Area Mass Transit District, an independent special district (the "District").

WITNESSETH:

WHEREAS, the Polk Transit Authority was created under Chapter 2007-275, Laws of Florida, with the stated purpose to provide for the consolidation of transit services in Polk County and to provide for the transition to a countywide transit system; and

WHEREAS, the District is a public transportation operator in the Lakeland Urbanized Area and elsewhere in Polk County; and

WHEREAS, the District operates and manages all transit services in Polk County; and

WHEREAS, the District has the power to contract with federal, state, and local governmental agencies, private companies, and individuals concerning the establishment, operation, and maintenance of public mass transportation systems; and

WHEREAS, the District and the County previously entered into an Interlocal Agreement for the transition of the operation and management of all transit services from the County to the District; and

WHEREAS, the County has successfully transferred all beneficial interest in any and all transit grants it previously received to the District, as the new beneficiary; and

WHEREAS, many federal and state grants that provide funding for transit services require local governments to contribute funds as a condition for awarding the grants; and

WHEREAS, for the October 1, 2020 – September 30, 2021 fiscal year the County has agreed to provide the District an aggregate amount not to exceed \$2,583,896.00 to be used as the local government contribution toward those Services the District will provide as described in Section 2, below;

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the parties agree as follows:

- 1. <u>Recitals</u>. The foregoing recitals are true and correct and are incorporated herein by reference.
- 2. Management and Operation of Transit Services. The District shall manage and operate transit routes within Polk County, Florida pursuant to the routes, service hours, frequency, miles, and vehicle assignments the District determines (collectively, the "Services"). The District and the County recognize the importance of transit agencies providing assistance during crisis situations. The District agrees to be the lead agency identified in the Polk County Comprehensive Emergency Management plan to perform vital services such as transportation of special needs clients, evacuation of victims, and transport of emergency personnel. The District will continue to have access to the County's Public Safety Radio System for transit operations. The County will provide the District with radio technical support for the Emergency Management Division radio services program as more fully described in prior County resolutions addressing the matter.
- 3. County Funding for Management and Operation of Transit Services. The County agrees to pay the District an amount not to exceed \$2,583,896.00 (the "Contract Funds") as further specified in Attachment A, attached hereto and incorporated herein by reference. The Contract Funds represent the total actual costs (collectively, the "Services Costs") the District anticipates are required during the Agreement Term for the following: (i) the local matching funds for the state and federal grants for transit services within the unincorporated areas of Polk County not lying within the District's boundaries, (ii) certain mutually agreed transit routes, and (iii) an amount, not to exceed twenty percent (20%) of the aggregate amount the County provides the District for the local matching funds and mutually agreed routes, for the actual administrative expenses the District incurs to provide the transit services formerly provided by the County. The estimated schedule of Contract Funds payments will be as follows: one-half \$1,291,948.00 on October 15, 2020, with the remainder to be paid in three equal installments of \$430,649.33 each on January 15, 2021, April 15, 2021, and July 15, 2021.

The District shall submit to the County within 30 days after the end of each quarter, starting in January 2021, documentation of grant submittals to any grantors for which County

provides cash match (FDOT, FTA) for expense reimbursements. Documentation shall include grantor approval and/or proof of reimbursement. The District shall not now, or in the future retain any funds provided by the County under this Agreement for accrued pension liabilities or for an expense that does not represent an actual disbursement of funds. The District shall make financial records available to the County staff, the Inspector General's Office of the Clerk of the Circuit Court, or a mutually agreed upon external audit firm hired by the County, for review upon reasonable request by the County. The County or an external audit firm hired by the County may also conduct site or remote monitoring visits, audits, and interview District staff to ensure the County Contract Funds are being used in accordance with this Agreement. The District will comply with requests for information and will make all financial records available for review providing a reasonable amount of time is provided In the event the County or an external audit firm hired by the County discovers that any funds provided hereunder, or under any prior agreements with the District, have been held in either reserves or prior year carry-over, or were used to defray expenses not directly related to the Services Costs then the County may set off any such amounts so discovered against any payments then due by the County hereunder. In all cases, internal control measures must be in place to provide reasonable assurance that the financial records are accurate. In the event the total actual Services Costs for the Agreement Year are less than the Contract Funds, the District shall refund to the County the difference between the Contract Funds and the total actual Services costs within thirty (30) days after the completion of the District's annual audited financial statements, but not later than June 30, 2021.

- 4. <u>Funding Emergency</u>. District and County agree that in the event federal or state funds are temporarily or permanently unavailable the District shall fund the operations within the District boundaries and the County may, in its sole discretion, fund all operations outside of the District's territory.
- 5. New or Increased Grant Opportunities. District agrees to utilize and maintain current grants, and seek and obtain approval from County prior to the application for any new transit grants or additional funding under existing grants for the Services to the extent District will be seeking matching contributions from the County for the same. The County shall not be obligated to provide matching funds for any transit grant opportunities unless

the same is approved by the County in advance of the grant application. In all instances, the District must timely submit all reimbursement requests to the applicable Grantor Agency, and all requests for additional information, in order to receive grant funds in a reasonable period of time. If the District has not timely submitted such information, the County may suspend any or all of its payments under this Agreement until such time that the District has become current on all such grant reimbursement requests.

- 6. <u>Facilities</u>, and <u>Supplemental Agreements</u>. The District shall pay the pro-rated amount of utilities, based upon the occupied space in the County's Frank B. Smith building. The utility cost of the District's occupied space will be based upon the square footage of the occupied space. The District and the County may enter into supplemental agreements for the management and provision of applicable services related to transit facilities. Such agreements shall be coterminous with this Agreement.
- 7. <u>Insurance Requirements</u>. The District shall maintain at all times during the term of this contract, the following insurance policies, with an insurance company(ies) that has (have) a minimum rating of A VIII by A.M. Best, and that is (are) authorized to do business in the State of Florida.
 - a. Such insurance policies shall insure the District against any and all claims, demands, or causes of action whatsoever for injuries received or damage to property relating to the performance of duties, services, and/or obligations of the District under the terms and provisions of the contract.
 - i. Workers' Compensation insurance in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (federal, maritime, etc.).
 - ii. Employers Liability insurance with the following minimum limits and coverage:

1.	Each Accident	\$1,000,000
2.	Disease-Each Employee	\$1,000,000
3.	Disease-Policy Limit	\$1,000,000

- iii. General Liability insurance, without restrictive endorsements, with the following minimum limits and coverage:
 - 1. Each Occurrence/General Aggregate \$1,000,000 / 2,000,000

2.	Products-Completed Operations	\$2,000,000
3.	Personal & Advertising Injury	\$1,000,000
4.	Fire Damage	\$50,000
5.	Medical Expense	\$5,000

- iv. Auto Liability insurance, including owned, non-owned, and hired autos, including Pollution Liability due to accident or overturn, with the following minimum limits:
 - 1. Combined Single Limit

\$1,000,000

- v. Auto Physical Damage insurance based upon the replacement cost, or other valuation basis to which the County has agreed, of each vehicle. The County shall be listed as a loss payee as response auto physical damage insurance for the County's vehicles that are subject of this contract.
- vi. Pollution Liability covering fuel handling and operations, both on and off any scheduled premises. With the following minimum limits:

1. Per Pollution Event

\$1,000,000

2. Annual Aggregate

\$2,000,000

- b. All policies shall have no greater than a \$25,000 deductible or self-insured retention, without approval of the County.
- c. Polk County, a political subdivision of the State of Florida, shall be named as an additional insured on the General Liability, Auto Liability, and Pollution Legal Liability insurance policies.
- d. The General Liability, Auto Liability, Workers' Compensation, and Pollution Liability policies shall contain a waiver of subrogation provision in favor of the County, shall be primary and noncontributory to any insurance that may be available to the County, and shall include a cross Liability or Severability of Interests provision.
- e. The certificate(s) of insurance shall provide for a minimum of sixty (60) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance.
- f. If it is not possible for the District to certify compliance on the certificate of insurance with all of the above requirements, then the District shall provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions. The County has the right the request copies of the policies and review all policies prior to the inception of this contract.
- g. Certificate(s) of Insurance shall be issued to: Polk County, C/O Risk Management,P. O. Box 9005, Drawer AS06, Bartow, FL 33830.

- h. The District shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the District evidencing coverage and limits in accordance with the District's requirements.
- i. All deductibles and self-insured retentions shall be shown on the Certificate(s) of Insurance. The County shall be exempt from, and in no way liable for any sums of money which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the District and/or subcontractor providing such insurance.
- j. Neither approval, nor failure to disapprove insurance provided by the District shall relieve the District from liability. Failure to obtain and maintain such insurance as set out above will be considered a breach of contract.
- 8. Term. The term of this Agreement shall be October 1, 2020 through September 30, 2021.
- 9. <u>Termination</u>. At any time during the term of this Agreement, this Agreement may be terminated for any reason, with or without cause, in whole or in part, by either party, upon written notice given at least thirty (30) days in advance of the effective date of termination, subject to compliance with FTA and FDOT requirements
- 10. <u>Interlocal Agreement</u>. This Agreement shall be deemed to be an "Interlocal Agreement" within the meaning of the Florida Interlocal Cooperation Act of 1969 and shall become effective upon being filed with the Clerk of the Circuit Court of Polk County, Florida.
- 11. Attorney's Fees and Expenses. If a dispute arises between the parties hereto in connection with this Agreement, each party shall bear their own attorney's fees, costs, and expenses, including any paralegal's fees and any fees and expenses in connection with any appellate proceedings.
- 12. No Personal Liability. No provision, representation, covenant, or agreement contained in this Agreement, or any obligation herein or therein imposed upon the County or the District, or the breach thereof, shall constitute or give rise to or impose any personal liability upon any officer or employee of the County or the District.
- 13. <u>Entire Agreement</u>. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions of the parties, whether oral or

written, and there are no warranties, representations, or other agreements between the parties in connections with the subject matter hereof, except as specifically set forth herein.

- 14. Amendments, Assignments, and Waivers. No amendment, supplement, modification, assignment, or waiver of this Agreement shall be binding unless executed in writing by both parties hereto. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision of this Agreement, whether or not similar, unless otherwise expressly provided. Each such amendment, supplement, modification, assignment, or waiver of this Agreement shall be filed with the Clerk of the Circuit Court of Polk County, Florida
- 15. <u>Public Records</u>. Each party shall comply with Florida's public records law to specifically include without limitation keeping and maintaining public records, and ensuring that those public records (or applicable portions thereof) which are exempt from disclosure are not disclosed except as authorized by law.
- 16. <u>Notices</u>. All notices, certificates, or other communications hereunder shall be sufficiently given and shall be deemed given when hand delivered or mailed by registered or certified mail, postage prepaid with return receipt requested, to the parties at the following addresses:

COUNTY: Polk County

Attn: Deputy County Manager P.O. Box 9005, Drawer CA01

330 W. Church Street

Bartow, Florida 33830-9005

DISTRICT: Lakeland Area Mass Transit District

Attn: Tom Phillips, Executive Director

1212 George Jenkins Boulevard

Lakeland, Florida 33815

Either of the parties may, by written notice given to the other, designate any further or different addresses to which subsequent notices, certificates, or other communications may be sent. Any notice shall be deemed given on the date such notice is actually delivered or attempted delivery is refused.

17. <u>Severability</u>. If any provision of this Agreement or the application thereof to any person or circumstance is held by a court of competent jurisdiction to be partially or wholly invalid or unenforceable for any reason whatsoever, any such invalidity, illegality, or

- unenforceability shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application and to this end the provisions of this Agreement are declared severable.
- 18. <u>Rights Cumulative</u>. All rights, powers, and remedies of the County and the District hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the County or the District by law.
- 19. <u>Controlling Law and Venue</u>. This Agreement shall be construed and interpreted under the laws of the State of Florida. Any suit brought to enforce this Agreement shall be in the state courts in and for Polk County, Florida.
- 20. <u>Parties in Interest</u>. This Agreement shall insure to the benefit of the County and the District. It is not the purpose of this Agreement to render any other party a third party beneficiary hereof.
- 21. Nothing contained herein shall operate or be construed as a waiver of the District's or the County's limit of liability as set forth in §768.28 of the Florida Statutes regardless of whether such claims are based in tort, contract, statute, strict liability, and negligence, product liability or otherwise.
- 22. <u>Recitals</u>. The recitals set forth at the beginning of this Agreement are hereby incorporated by reference into the body of this Agreement as if set forth herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date specified below.

POLK COUNTY, a political subdivision of the State of Florida	LAKELAND AREA MASS TRANSIT DISTRICT, an independent special distri			
By:	By:			
Printed Name:	Printed Name:			
Title:	Title:			
Date:	Date:			
ATTEST: Stacy M. Butterfield, Clerk	Witness:			
By:	Printed Name:			

Deputy Clerk	Witness:	
	Printed Name:	
Reviewed as to form and legal sufficiency:		
County Attorney's Office		

Polk County Grant Match Report FY 2020-2021

Non County In-kind Match Balance

	· ·		P				
FTA		Total Grant	Federal	State	Local	\$2,490,439.00	
5307 award	WHAT Fixed Route	\$4,465,103	\$2,781,040		\$2,253,497	\$1,072,920	\$1,180,577
5339 Award	WHAT Capital	\$200,000		\$40,000		\$0	\$0
5311 Award	Rural Routes	\$2,724,823	\$1,362,412		\$1,362,412	\$1,362,412	\$0
5310 Award	Senior/Disabled Capital	\$551,065	\$440,852	\$55,107	\$55,107	\$55,107	-\$1
							\$1,180,576.22
Total FTA		\$7,940,991	\$4,584,304	\$95,107	\$3,671,015		
						•	
State		Total Grant	Federal	State	Local		
Block Grant	FDOT WHAT Contribution	\$1,251,640	\$625,820		\$625,820		\$625,820
TD	Transportation Disadvantaged	\$1,483,227		\$1,334,687	\$148,323		\$148,323
						-	\$774,142.70
Total State		\$2,734,867	\$625,820	\$1,334,687	\$774,143		
						•	
Over all totals		\$10,675,858	\$5,210,124	\$1,429,794	\$4,445,158		
						•	
				Non-county match funds	\$2,490,439		
						•	
				Difference	\$1,954,719		
						County Sponsored Routes	
				County Share 22XL	\$131,617		
						\$774,143	
							State Balance
				County Matching Contribution	\$2,086,336	\$2,086,336	FTA Balance

Total County Grants Subsidy

\$2,086,336

Total Non-County Match

Non-County Match

TD	\$1,334,687
Block Grant	\$625,820
City Contributions	\$529,932

Total \$2,490,439

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: SEP 9, 2020 AGENDA ITEM 6

Agenda Item: Agency Updates

Presenter: Tom Phillips

Recommended

Action: Informational

Summary: Items and information from the Executive Director to be

discussed, but not limited to, include:

- Vacation roll over one-time exception

- Board elections

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: SEP 9, 2020 AGENDA ITEM 7a

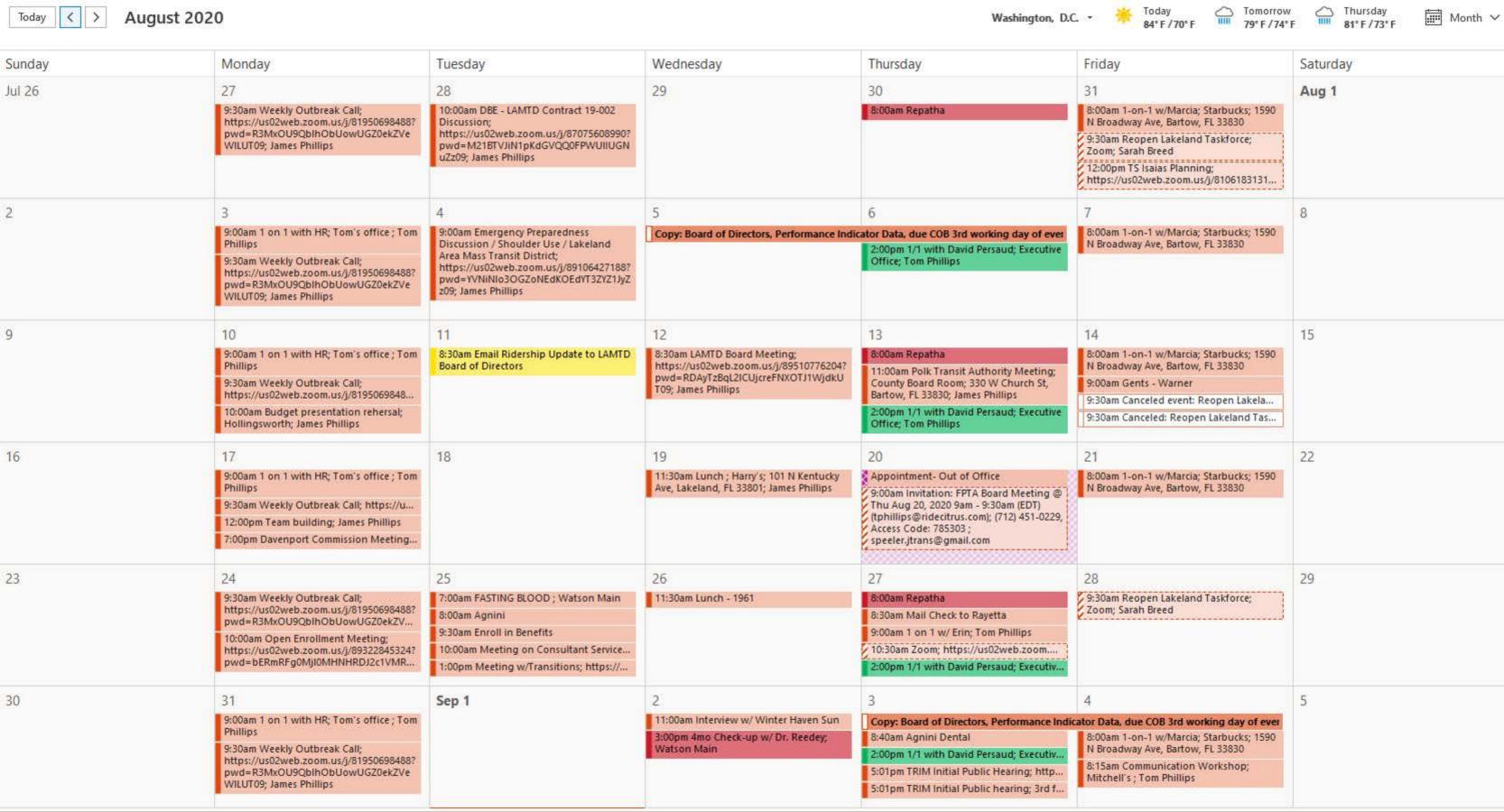
Agenda Item: August calendar

Presenter: Tom Phillips

Recommended

Action: Informational

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



LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: SEPTEMBER 9, 2020 AGENDA ITEM #7b

Agenda Item: Ridership Report

Presenter: Tom Phillips, ED

Recommended

Action: Information only

Summary: Year to date ridership information for the entire system

including LAMTD, Winter Haven, Rural and Demand

Response through July 31, 2020.

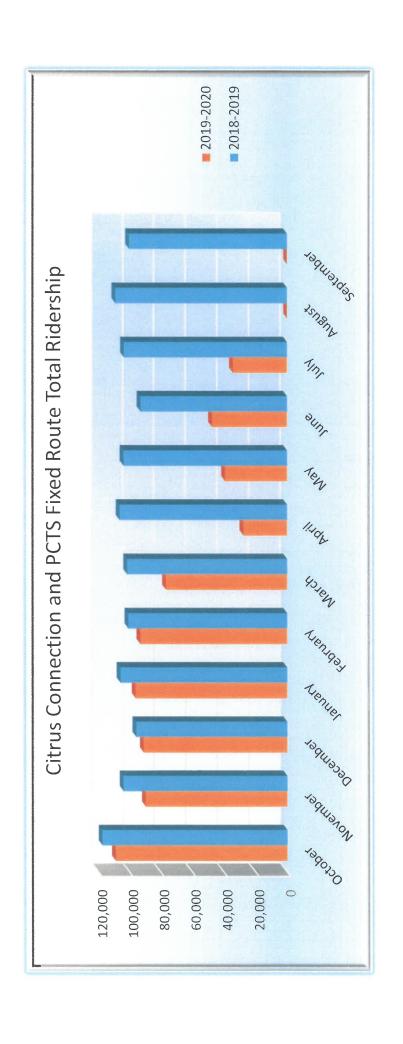
Attachments: Ridership Report.

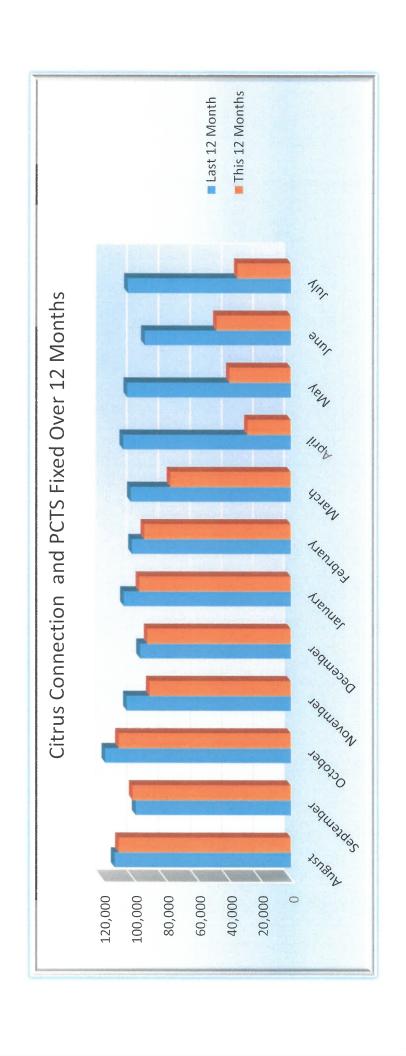
Citrus Connection and PCTS Fixed Route							
	2015-2016 2016-2017 2017-2018 2018-2019 2019-2020 CH			Change			
October	125,714	108,078	113,220	117,763	109,219	-7%	
November	111,028	106,998	104,149	104,192	89,803	-14%	
December	122,018	111,197	95,520	95,813	91,147	-4%	
January	101,190	103,647	93,227	106,080	96,288	-9%	
February	111,486	108,068	100,300	100,900	93,231	-7%	
March	117,618	116,794	99,916	101,697	76,736	-21%	
April	110,754	103,274	95,993	106,578	27,855	-76%	
î∕day	105,362	108,224	95,476	104,034	39,257	-60%	
June	106,252	102,092	93,781	93,028	47,522	-45%	
July	100,929	98,193	92,042	103,793	34,314	-71%	
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	705,372	-32%	

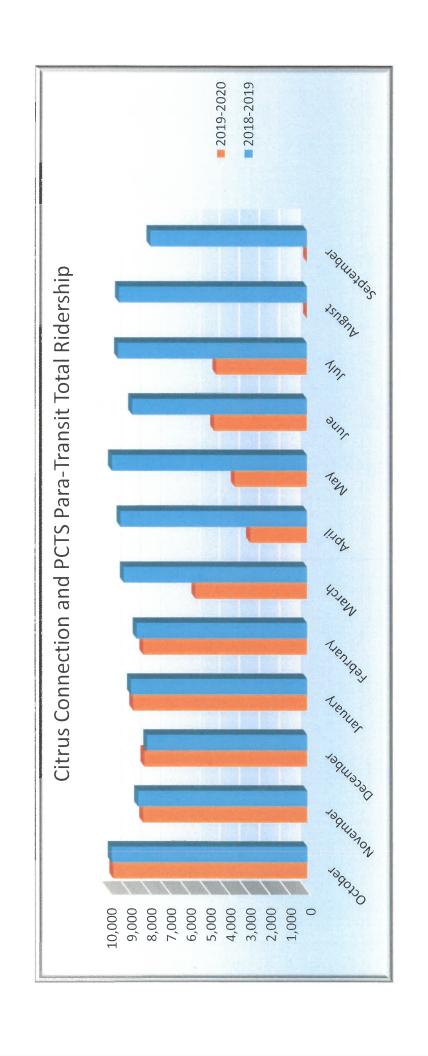
Citrus Connection and PCTS Para-Transit Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	7,846	7,071	8,654	9,820	9,745	-1%
November	6,690	7,002	7,940	8,495	8,246	-4%
December	7,330	7,014	7,660	8,032	8,177	2%
January	7,020	7,521	9,478	8,846	8,734	-1%
February	7,027	7,413	9,514	8,559	8,231	-4%
March	7,780	8,715	10,469	9,204	5,578	-42%
April	7,334	7,757	9,947	9,377	2,815	-85%
May	7,431	8,460	9,534	9,801	3,590	-73%
June	7,548	8,374	8,777	8,784	4,640	-49%
July	6,846	8,131	8,247	9,502	4,527	-61%
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	64,283	-29%

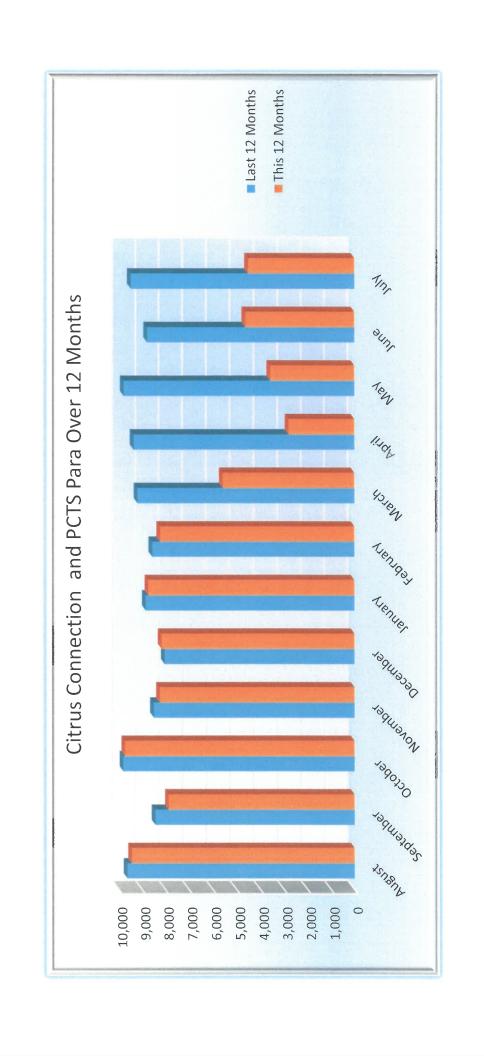
Citrus Connection only Fixed Route Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	83,092	67,636	73,349	74,739	67,938	-9%
November	73,987	71,083	67,437	66,084	55,331	-15%
December	82,287	72,646	60,879	60,217	55,960	-6%
January	67,774	70,767	58,830	66,889	58,774	-11%
February	74,506	71,884	63,140	62,854	57,800	-7%
March	79,428	78,158	62,897	63,867	47,927	-20%
April	73,926	67,338	59,873	67,078	19,363	-71%
May	69,120	72,329	60,039	66,297	25,570	-56%
June	71,398	67,965	59,754	60,242	30,667	-44%
July	68,162	66,347	59,884	67,655	21,996	-69%
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	441,326	-33%

Citrus Connection only Para-Transit Totals						
	2015~2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	4,094	3,229	4,025	4,745	4,889	3%
November	3,437	3,252	3,734	3,963	3,980	1%
December	3,695	3,154	3,444	3,818	3,930	4%
January	3,512	3,507	4,055	4,252	4,277	1%
February	3,496	3,505	3,909	4,248	4,255	0%
March	3,897	4,040	4,217	4,513	2,392	-53%
April	3,651	3,694	3,935	4,630	1,111	-95%
May	3,589	4,060	3,848	4,916	1,431	-86%
June	3,660	3,880	3,627	4,352	2,041	-60%
July	3,269	3,681	3,437	4,612	1,768	-77%
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	30,074	-32%









UAP Ridership Totals FY 2019	LAMTD	WHAT	Total
Jui	ne 4,745	2,500	7,245
Ju	ly 3,762	1,683	5,445
UAP Ridership 2019	LAMTD	WHAT	Total
Polk State College			
Jui	ne 296	266	562
Ju	ly 230	158	388
LEGOLAND			
Jui	ne 53	547	600
Ju	ly 23	321	344
Southeastern University			
Jui	ne 59	26	85
Ju	ly 42	19	61
COLTS			
Jui	ne 263	270	533
Ju	ly 121	101	222
Veterans			
Jui	ne 2,355	671	3,026
Ju	ly 1,895	604	2,499
Southern Technical College			
Jui	ne 18	57	75
Ju	ly 22	58	80
Central Florida Healthcare			
Jui	ne 757	250	1,007
Ju	ly 639	178	817
New Beginnings High School			
Jui	ne 74	171	245
Ju	ly 16	34	50
LDDA			
Jui	ne (0	6
Ju	ly 8	0	8
PACE			
Jui	ne 17	5	22
Ju	ly 10	4	14
Peace River			
Jui	ne 746	81	827
Ju	ly 673	32	705
Summer of Safety			
Jui	ne 101	156	257
Ju	ly 83	174	257

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: SEP 9, 2020 AGENDA ITEM#8

Agenda Item: Other Business

Presenter: TBD

Recommended

Action: TBD

Summary: TBD