

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, January 15th, 2020, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of December 11, 2019 LAMTD Board Meeting Minutes	Approval
2. LAMTD Board elections	None
3. Public Comments	None
4. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Upgrade of Trapeze/Tripspark Software	Approval
e. Banking Services	Approval
f. Park and Ride Grant	Approval
5. Legal	
a. Lakeland XF Inclusion	Approval
6. Purchase of 12-Passenger Van / Joe Cheney, Director of Fleet Maintenance and Facilities	Approval
7. Human Resource Update / Steven Schaible, Director of Human Resources	
a. Second-level Background Checks	Approval
8. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JAN 15, 2020
AGENDA ITEM #1

Agenda Item:	Approval of the Nov 13, 2019 LAMTD Meeting Minutes
Presenter:	James Phillips
Recommended Action:	Board approval of the Nov 13, 2019 LAMTD Meeting Minutes
Attachments:	Nov 13, 2019 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, December 11th, 2019 at 8:30 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:30 a.m. By Commissioner Walker

Agenda Item #1 – Approval of the Minutes

- a. Approval of the November 13, 2019 LAMTD Board Meeting Minutes

[Attachment available]

“Approval of meeting minutes for the month of November”
1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Operator Route Videos

Short videos of our new routes to highlight where they go and what they do.

Agenda Item #4 – Lakeland Vision Refresh

Presentation from Lakeland Vision highlighting the recent survey results of the Lakeland Area’s priorities.

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 October 31, 2019
FY 2019-2020

Year to Date October 31, 2019

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, December 11th, 2019 at 8:30 a.m.

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	8.3%	\$916,250	\$161,180	18%	\$11 Million
Expenses YTD	8.3%	\$916,250	\$768,850	84%	\$11 Million

REVENUES:

The total revenues realized year-to-date through October 31, 2019 totaled \$161,200 million or 18% of the YTD budget.

- Farebox revenues reflect \$43,000 or 87% of YTD budgeted revenues through October 31, 2019.
- Contract revenues totaled \$8,620 or 49% of the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled zero for RAMCO. RAMCO payment of \$93,600 to be billed in January 2020.
- Ad Valorem taxes reflects no activity. 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 \$12,750 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 zero
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled zero.
- Advertising income reflects no activity.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects no activity.
- The other revenues are showing a lag due to timing and being on a cash basis.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, December 11th, 2019 at 8:30 a.m.

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

EXPENSES:

The total expenses year-to-date through October 31, 2019 totaled \$.77 million or 84% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of October 31, 2019, these expenses totaled \$534,000 or 10% under budget of \$592,000 a favorable variance.
- Professional and Technical Services expenses totaled \$348,000 of the YTD budget; and in line with budget.
- Other services expenses totaled \$11,650 of the YTD budget, under budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$48,250 YTD, under budget.
- Materials and supplies totaled \$54,980 and in line with budget.
- Dues and subscriptions, and office supplies are over budget, due to the Florida APTA dues paid in full.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.

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

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through October 31st the financials reflect unfavorable actual variance of \$607,670 with 8% of the fiscal year.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

* 1. Farebox Recovery Ratio (All modes)

9/30/18	9/30/17	9/30/16	9/30/15	9/30/14
13.00%	10.04%	13.95%	25.50%	23.08%
\$108.42	\$106.94	\$104.76	\$89.45	\$86.29
146,597	142,189	139,228	103,550	117,008
\$1,082,166	\$834,971	\$757,485	\$847,360	\$1,316,739
1,252,600	1,346,211	1,393,620	1,424,965	1,647,010

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, December 11th, 2019 at 8:30 a.m.

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

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of October 31, 2019
Year to Date Report
Percent of FY Reported (8.3%)

Revenues

- The revenues totaled \$1.8 million or 277% of the year-to-date budget.
- The FTA grants drawdown reflects no activity.
- Fare Revenues totaled \$14,500 or 128% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$492,600 and over the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$1.292 million for the for the first of four 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 \$446,120 or 68% of the year-to-date budget.
- Salaries and wages totaled \$296,000 or 84% of the YTD Budget
- Operating expenses totaled \$150,400 or 76% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions.
- Capital Expenses shows no activity.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of October 31, 2019
Year to Date Report
Percent of FY Reported (33.3%)
State FY July 1, 2019 thru June 30, 2020

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, December 11th, 2019 at 8:30 a.m.

Revenues

- The revenues totaled \$477,160 or 96% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$411,740 or 92% of the grants.
- Contract Revenues and other revenues totaled \$19,380.
- The County funding for the match totaled \$46,040 or 92%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$440,210 or 88% of the year-to-date budget.
- Salaries and wages totaled \$308,260 or 95% of the YTD Budget.
- Operating expenses totaled \$131,950 or 75% of the YTD Budget.

Lakeland Area Mass Transit District Transportation Disadvantage Program Period Ending -October, 2019				
Revenue				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 149,788	\$ 49,929	\$ 46,040	92%
Contract Revenue	\$ 228	\$ 76	\$ 442	
Adult Day Care		-	\$ 18,935	
FDOT Grants:				
CTD Grant -Operating	\$ 1,348,094	\$ 449,365	\$ 411,744	92%
Total	\$ 1,498,110	\$ 499,370	\$ 477,161	96%
Expenditure				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 973,780	\$ 324,593	\$308,263	95%
Operating	\$ 524,330	\$ 174,777	\$ 131,949	75%
Total	\$ 1,498,110	\$ 499,370	\$440,212	88%

d. Florida Department of Transportation Public Transportation (FDOT) Public Transportation Grant Agreement (PTGA) for State Block Funds and Resolution.

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 \$805,520.28 with \$805,520.28 provided from the District. The County's FDOT funding under this project is \$625,819.72 with a County cash contribution of \$625,819.72

“Approval of the 2020 PTGA for the utilization of FDOT State Block Grant funds for FY 2019-2020 totaling \$1,431,340.”

1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #6– Legal

a. Central Florida Healthcare UAP Addendum

Contract renewal for the Universal Access Program with Central Florida Healthcare.

[Attachment available]

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, December 11th, 2019 at 8:30 a.m.

“Approve renewal of UAP for Central Florida Health.”
1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

b. Executive Director Performance Review

Contract renewal for the Universal Access Program with Central Florida Healthcare.

[Attachment available]

“Approve a raise of 3.5% with a differential of 2.25% to be used amongst team.”
1st Bill Mutz/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #7 – Executive Informational Update / Tom Phillips

a. Agency Updates

- Tom asked the board if we should conduct further background checks upon promotions. The board agreed and asked it only pertains to professional certifications.
- Mr. Cheney is working to get busses for Florida Ave in a timely fashion, but there are delays
- Dr. Ross relocated to California. Tom would like to continue to work with him if possible for the annual survey and retreat.
- E-Purse testing has been successful thus far and will prove to be a big success for Paratransit.

b. Letter of support for Lakeland Intermodal Center

The Florida Department of Transportation, along with the city of Lakeland, are developing and designing an intermodal center for transportation needs. This will provide new opportunities for our agency and support our operations in the Lakeland area.

[Attachment available]

“Approve and sign letter from this board for support of the Lakeland Intermodal Center.”

1st Bill Mutz/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – Executive Informational Update / Tom Phillips

c. November Calendar

[Attachment available]

d. Ridership and UAP Update

[Attachment available]

Agenda Item #9 – Other Business

None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, December 11th, 2019 at 8:30 a.m.

Adjournment at 9:33 a.m.

Approved this 15th day of January, 2020.

Chairman – City Commissioner Phillip Walker

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JANUARY 15, 2020
AGENDA ITEM 2

Agenda Item: **Election of Board Member Positions**

Presenter: Tom Phillips

Recommended
Action: Approve to open the floor for nominations and
 subsequent votes for Chair, Vice-Chair, and Secretary.

Summary: Part of the annual election of our board members to decide
 who will be the next Chair, Vice-Chair, and Secretary.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JAN 15, 2020
AGENDA ITEM #3

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 15, 2020
AGENDA ITEM #4a

Agenda Item: November 30, 2019 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 November 30, 2019
FY 2019-2020

Year to Date November 30, 2019

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	16.7%	\$1,832,500	\$733,660	40%	\$11 Million
Expenses YTD	16.7%	\$1,832,500	\$1,436,630	78%	\$11 Million

REVENUES:

The total revenues realized year-to-date through November 30, 2019 totaled \$734,000 or 40% of the YTD budget.

- Farebox revenues reflect \$79,272 or 80% of YTD budgeted revenues through November 30, 2019.
- Contract revenues totaled \$17,242 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled zero for RAMCO. RAMCO payment of \$93,600 to be billed in January 2020.
- Ad Valorem taxes reflects \$493,276. 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 \$23,644 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 zero
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled zero.
- Advertising income reflects no activity.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects no activity.
- 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 November 30, 2019
FY 2019-2020

EXPENSES:

The total expenses year-to-date through November 30, 2019 totaled \$1.437 million or 78% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of November 30, 2019, these expenses totaled \$985,000 or 17% under budget of \$1,183,600 a favorable variance.
- Professional and Technical Services expenses totaled \$21,600 of the YTD budget; and under budget.
- Other services expenses totaled \$18,400 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$81,700 YTD, under budget.
- Materials and supplies totaled \$111,500 and over budget slightly for vehicle parts.
- Dues and subscriptions, and office supplies are over budget, due to the Florida APTA dues paid in full.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.

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

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through November 30th the financials reflect unfavorable actual variance of \$702,960 with 17% of the fiscal year.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

*

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

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



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2020 MONTHLY FINANCIAL STATEMENT MONTH OF Nov 2019

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 35,670	\$ 49,403	\$ (13,733)	-28%	\$ 79,272	\$ 98,805	\$ (19,533)	-20%	\$ 592,830
Contract Income (UAP)	\$ 11,621	\$ 17,781	\$ (6,160)	-35%	\$ 17,242	\$ 35,562	\$ (18,320)	-52%	\$ 213,370
Other Contract Revenue	\$ -	\$ 7,800	\$ (7,800)	-100%	\$ -	\$ 15,600	\$ (15,600)	-100%	\$ 93,600
Miscellaneous Income	\$ 200	\$ 8,167	\$ (7,967)	-98%	\$ 200	\$ 16,333	\$ (16,134)	-99%	\$ 98,000
Advertising Revenue	\$ -	\$ 12,000	\$ (12,000)	-100%	\$ -	\$ 24,000	\$ (24,000)	-100%	\$ 144,000
Investment/Interest Income (net)	\$ 10,897	\$ 12,500	\$ (1,603)	-13%	\$ 23,644	\$ 25,000	\$ (1,356)	-5%	\$ 150,000
Ad Valorum Income, net	\$ 493,276	\$ 404,623	\$ 88,654	22%	\$ 493,276	\$ 809,245	\$ (315,969)	-39%	\$ 4,855,470
FDOT Operating Grant	\$ -	\$ 142,215	\$ (142,215)	-100%	\$ -	\$ 284,430	\$ (284,430)	-100%	\$ 1,706,580
Federal Operating Grant	\$ -	\$ 200,542	\$ (200,542)	-100%	\$ -	\$ 401,083	\$ (401,083)	-100%	\$ 2,406,500
Cost Recovery	\$ -	\$ 2,167	\$ (2,167)	-100%	\$ 5,000	\$ 4,333	\$ 667	15%	\$ 26,000
City of Lakeland	\$ 13,654	\$ 15,152	\$ (1,498)	-10%	\$ 30,183	\$ 30,303	\$ (121)	0%	\$ 181,820
Bartow Express	\$ -	\$ 1,478	\$ (1,478)	-100%	\$ -	\$ 2,957	\$ (2,957)	-100%	\$ 17,740
PCTS - Support Cost Reimb.	\$ 42,426	\$ 42,426	\$ (0)	0%	\$ 84,852	\$ 84,852	\$ (0)	0%	\$ 509,110
TOTAL REVENUES	\$ 607,743	\$ 916,252	\$ (308,509)	-34%	\$ 733,667	\$ 1,832,503	\$ (1,098,836)	-60%	\$ 10,995,020
Salaries	\$ 352,134	\$ 413,593	\$ (61,458)	-15%	\$ 683,054	\$ 827,185	\$ (144,131)	-17%	\$ 4,963,110
Employee Benefits	\$ 159,561	\$ 178,214	\$ (18,653)	-10%	\$ 301,399	\$ 356,428	\$ (55,030)	-15%	\$ 2,138,570
Advertising Fees	\$ 605	\$ 1,583	\$ (978)	-62%	\$ 1,036	\$ 3,167	\$ (2,130)	-67%	\$ 19,000
Professional & Technical Ser	\$ 8,919	\$ 30,564	\$ (21,645)	-71%	\$ 21,588	\$ 61,128	\$ (39,540)	-65%	\$ 366,770
Contract Maintenance Services	\$ 4,375	\$ 10,383	\$ (6,009)	-58%	\$ 15,439	\$ 20,767	\$ (5,328)	-26%	\$ 124,600
Other Services	\$ 9,388	\$ 5,204	\$ 4,184	80%	\$ 18,359	\$ 10,408	\$ 7,950	76%	\$ 62,450
Fuel & Lubricants	\$ 39,541	\$ 50,179	\$ (10,638)	-21%	\$ 81,739	\$ 100,358	\$ (18,619)	-19%	\$ 602,150
Freight	\$ 150	\$ 846	\$ (696)	-82%	\$ 1,061	\$ 1,692	\$ (630)	-37%	\$ 10,150
Repairs & Maintenance	\$ 1,295	\$ 4,217	\$ (2,921)	-69%	\$ 1,593	\$ 8,433	\$ (6,841)	-81%	\$ 50,600
Materials & Supplies	\$ 53,357	\$ 54,008	\$ (651)	-1%	\$ 111,504	\$ 108,017	\$ 3,488	3%	\$ 648,100
Utilities/Telephone	\$ 11,235	\$ 13,183	\$ (1,948)	-15%	\$ 21,368	\$ 26,367	\$ (4,999)	-19%	\$ 158,200
Insurance Expense	\$ 32,483	\$ 35,374	\$ (2,891)	-8%	\$ 64,966	\$ 70,748	\$ (5,782)	-8%	\$ 424,490
Dues & Subscriptions	\$ 409	\$ 3,700	\$ (3,291)	-89%	\$ 13,419	\$ 7,400	\$ 6,019	81%	\$ 44,400
Education/Training/Meeting/Travel	\$ 2,163	\$ 7,175	\$ (5,012)	-70%	\$ 4,257	\$ 14,350	\$ (10,093)	-70%	\$ 86,100
Service Charges	\$ 400	\$ 1,150	\$ (750)	-65%	\$ 1,837	\$ 2,300	\$ (463)	-20%	\$ 13,800
Office Expense	\$ 5,321	\$ 9,408	\$ (4,087)	-43%	\$ 6,707	\$ 18,817	\$ (12,110)	-64%	\$ 112,900
Advertising & Promotions	\$ 506	\$ 2,083	\$ (1,577)	-76%	\$ 506	\$ 4,167	\$ (3,660)	-88%	\$ 25,000
Miscellaneous Expenses	\$ 5,605	\$ 4,971	\$ 634	13%	\$ 5,978	\$ 9,942	\$ (3,964)	-40%	\$ 59,650
Property Appraiser/Tax Collector Comm	\$ 10,116	\$ 14,262	\$ (4,146)	-29%	\$ 30,366	\$ 28,523	\$ 1,842	6%	\$ 171,140
LDDA, CRA Contributions	\$ -	\$ 19,270	\$ (19,270)	-100%	\$ -	\$ 38,540	\$ (38,540)	-100%	\$ 231,240
Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ (31,489)	-56%	\$ 50,456	\$ 113,433	\$ (62,978)	-56%	\$ 680,600
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 333	\$ (333)	-100%	\$ 2,000
Restricted Contingency	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL EXPENDITURES	\$ 722,791	\$ 916,252	\$ (193,461)	-21%	\$ 1,436,630	\$ 1,832,503	\$ (395,873)	-22%	\$ 10,995,020
REVENUES (OVER)/UNDER EXPENDITURES	\$ (115,048)	\$ -	\$ (115,048)		\$ (702,963)	\$ -	\$ (702,963)		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 15, 2020
AGENDA ITEM #4b

Agenda Item: November 30, 2019 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
JANUARY 15, 2020
AGENDA ITEM #4b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of November 30, 2019
Year to Date Report
Percent of FY Reported (17%)

Revenues

- The revenues totaled \$1.85 million or 142% of the year-to-date budget.
- The FTA grants drawdown reflects no activity.
- Fare Revenues totaled \$21,930 or 97% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$498,600 and over the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$1.292 million for the for the first of four 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 \$940,340 or 72% of the year-to-date budget.
- Salaries and wages totaled \$598,600 or 85% of the YTD Budget
- Operating expenses totaled \$246,710 or 61% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$95,000 or 58% of budget.
- Capital Expenses shows no activity.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 2,176,676	\$ 362,779	\$ 1,291,948	356%
Other Contract Revenue - County	\$ 36,690	\$ 6,115	\$ 40,989	670%
City Contribution	\$ 497,320	\$ 82,887	\$ 498,621	602%
County Contribution - PCTS	\$ 407,220	\$ 67,870	\$ -	0%
Fares	\$ 136,000	\$ 22,668	\$ 21,934	97%
FDOT Block Grants:				
GOV71/G1481 - WHAT/ADA	\$ 643,490	\$ 107,248	\$ -	0%
RURAL AQR07	\$ 1,077,966	\$ 179,661	\$ -	0%
FTA				
FTA 5307 Grant	\$ 2,879,208	\$ 479,868	\$ -	0%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 7,854,570	\$ 1,309,096	\$ 1,853,492	142%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,245,240	\$ 707,540	\$ 598,612	85%
Contract	\$ 980,326	\$ 163,388	\$ 95,017	58%
Operating	\$ 2,361,754	\$ 393,626	\$ 246,709	61%
Capital	\$ 203,160	\$ 33,860	\$ -	18%
Capital - Loughman Route	\$ 64,090	\$ 10,682	\$ -	0%
Total	\$ 7,854,570	\$ 1,309,096	\$ 940,338	72%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 15, 2020
AGENDA ITEM #4c

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

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

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

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 15, 2020
AGENDA ITEM #4c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of November 30, 2019
Year to Date Report
Percent of FY Reported (42%)
State FY July 1, 2019 thru June 30, 2020

Revenues

- The revenues totaled \$599,410 or 96% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$518,056 or 92% of the grants.
- Contract Revenues and other revenues totaled \$22,970.
- The County funding for the match totaled \$57,850 or 93%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$550,080 or 88% of the year-to-date budget.
- Salaries and wages totaled \$378,700 or 93% of the YTD Budget.
- Operating expenses totaled \$171,390 or 78% of the YTD Budget.

Operating Results

- Actual Revenues exceeded actual expenses by \$49,330

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 149,788	\$ 62,412	\$ 57,852	93%
Contract Revenue	\$ 228	\$ 95	\$ 530	
Adult Day Care		\$ -	\$ 22,972	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,348,094	\$ 561,706	\$ 518,056	92%
Total	\$ 1,498,110	\$ 624,213	\$ 599,411	96%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 973,780	\$ 405,742	\$378,686	93%
		\$ -		
Operating	\$ 524,330	\$ 218,471	\$ 171,392	78%
Total	\$ 1,498,110	\$ 624,213	\$550,078	88%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 15, 2020
AGENDA ITEM #4d

- Agenda Item: **Upgrade of Trapeze/Tripspark Software**
- Presenter: David Persaud, CFO
- Recommended
Action: Recommend the Board approve a Trapeze/Tripspark
Contract Amendment to upgrade software necessitated
by a need to update our Window Server Operating
System (OS).
- Summary: The District is currently operating on an antiquated 2008
R2 Windows Server Operating System (OS) for which
support will no longer be available in 2020.
- The required update, to Windows Server OS 2016, has
necessitated the upgrade/replacement of four Trapeze
modules found to be interactive with the system.
- The Trapeze upgrade, as outlined within the attached
Contract Amendment, will replace four modules,
currently costing the District \$62,900 annually, with two
new modules, costing only \$24,300 annually; realizing a
cost saving of roughly \$38,600 a year.
- The implementation of the new modules comes with an
initial cost of \$56,781 plus the annual fee for
maintenance and support as stated above.
- The five-year project projection, with annual
maintenance and support for the new modules, over five-
years being \$134,328, and the annual maintenance and
support for the old modules (being replaced) over five-
years being \$347,821; a cost savings of roughly \$213,493
can be realized. An all-inclusive cost saving of \$156,712
is realized in the first five-years after the implementation
of the new modules.
- Attachments: Software License and Maintenance Agreement Amendment
#1 Notifications and Passenger Portal 16-12-19

SOFTWARE LICENSE AND MAINTENANCE AGREEMENT AMENDMENT #1

THIS AMENDMENT is made effective this ___ day of _____ 2019 between:

TRAPEZE SOFTWARE GROUP, INC. d.b.a TripSpark Technologies with a place of business at 5265 Rockwell Dr NE, Cedar Rapids, IA 52402 (“Trapeze” or “Contractor” or “TripSpark”)

And

Lakeland Area Mass Transit District (“Licensee”) with its place of business at 1212 George Jenkins Boulevard, Lakeland, Florida 33815

WHEREAS TripSpark and Licensee intend to amend the Software License and Maintenance Agreement made effective October 10, 2012 (the “Agreement”) in order for Licensee to replace TripSpark INFO-IVR-PASS (Confirm/Cancel, Callbacks, Trip Booking) Software with TripSpark Notifications (Outbound, Inbound Confirm/Cancel, Inbound Trip Booking) Software, TripSpark INFO-WEB-PASS (Confirm/Cancel, Trip Booking) with TripSpark Passenger Portal (Trip Booking (Booking, Cancellation), Passenger Information (Imminent Arrivals, Will-calls) Software products, and to add the TripSpark Delegate Module Software product as a licensed Software product under the scope of the Agreement.

NOW THEREFORE TripSpark and Licensee agree as follows:

1. **Amendment to Agreement**

- (a) The parties agree to replace the TripSpark INFO-IVR-PASS (Confirm/Cancel, Callbacks, Trip Booking) Software with TripSpark Notifications (Outbound, Inbound Confirm/Cancel, Inbound Trip Booking) Software, TripSpark INFO-WEB-PASS (Confirm/Cancel, Trip Booking) with TripSpark Passenger Portal (Trip Booking (Booking, Cancellation), Passenger Information (Imminent Arrivals, Will-calls) Software products under the scope of the Agreement. Therefore, Exhibit A-1, attached hereto, replaces the original Exhibit A of the Agreement in its entirety.
- (b) The parties agree to the addition of the TripSpark Delegate Module Software product as a licensed Software product under the scope of the Agreement.
- (c) The parties acknowledges and agree third party sms/messaging services (“Third Party Transaction Services”) are provided “as is” and “as available” Twilio. TripSpark disclaims all representation and warranties, express, implied, or statutory, including the implied warranties of merchantability, fitness for a particular purpose, and non-infringement. In addition, TripSpark makes no representation, warranty or guarantee regarding the reliability, timeliness, quality, suitability, or availability of the Third Party Transaction Services or that such Third Party Transaction Services will be uninterrupted or error-free.
- (d) The parties acknowledge and agree, notwithstanding anything to the contrary under the Agreement, there shall be no warranty provided by TripSpark for the TripSpark Notifications (Outbound, Inbound Confirm/Cancel, Inbound Trip Booking), TripSpark Passenger Portal (Trip Booking (Booking, Cancellation), Passenger Information (Imminent Arrivals, Will-calls), and the TripSpark Delegate Module Software products.

- (e) The parties agree the Services required for the replacement and addition of Software pursuant to Section 1 (a) and 1 (b) above, will be performed by TripSpark in accordance with Exhibit C-1, attached hereto.
- (f) As a result of the Software replacement and addition of Software pursuant to section 1 (a) and 1 (b) above, Software license fee, Third Party Transaction Services fees, Services fees, and Software maintenance fees in shall be due and payable by the District in accordance with Exhibit B-1, attached hereto.
- (g) The parties agree to the addition of FTA Terms and Conditions to the scope of the Agreement, attached hereto as Exhibit D-1. Notwithstanding inclusion of the aforementioned, TripSpark will be subject to federal, state, local government requirements, and ordinances they apply only to TripSpark's performance under the contract; and (ii) any software licensed or hardware provided under the final contract is commercial "off the shelf" software, and such federal, state, local government requirements, and ordinances shall:
 - (i) be in effect only to the extent that such clauses are applicable to the subject matter hereof;
 - (ii) not transfer ownership of any intellectual property;
 - (iii) not include bonding requirements under the contract;
 - (iv) not include any DBE requirements;
 - (iv) not include any liquidated damages under the final contract; and
 - (v) not exceed the limitation of liability and indemnification obligations as mutually agreed upon by the parties the contract.

Should such federal, state, local government requirements, and ordinances cause the scope, schedule, or deliverable to change, then the parties agree TripSpark shall be allowed and equitable adjustment.

- (h) All remaining terms, conditions, and covenants of the Agreement remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Software License and Maintenance Agreement Amendment #1 to be signed by their duly authorized representatives as of the date above.

Trapeze Software Group, Inc.	Lakeland Area Mass Transit District
By: _____	By: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A-1

Item	Software	Configuration	License Date
1.	Trapeze FX Rostering	Base Station	Effective date of the Agreement
2.	Trapeze FX/Blockbuster-Standard Runcutter	Base Station	Effective date of the Agreement
3.	Trapeze INFO-IVR-FX (Schedule Lookup)	Base Station	Effective date of the Agreement
4.	Trapeze INFO-IVR-PASS (Cancel/Confirm, Callbacks, Trip Booking)	Base Station	Effective date of the Agreement
5.	Trapeze INFO-WEB-FX (Schedule Lookup and Trip Planning)	Base Station	Effective date of the Agreement
6.	Trapeze INFO-WEB-PASS (Cancel/Confirm, Trip Booking)	Base Station	Effective date of the Agreement
7.	Trapeze Malteze Transit Database	Base Station	Effective date of the Agreement
8.	TripSpark Notifications (Outbound, Inbound Confirm/Cancel, Inbound Trip Booking)	Base Station	Effective date of Software Acceptance
9.	TripSpark Passenger Portal (Trip Booking (Booking, Cancellation), Passenger Information (Imminent Arrivals, Will-calls))	Base Station	Effective date of Software Acceptance
10.	TripSpark Delegate Module	Base Station	Effective date of Software Acceptance

NOTES:

- 1) Licenses are provided for operations up to thirty-six (36) peak fixed route vehicles for the TripSpark FX Rostering, FX/Blockbuster Standard Runcutter, INFO-IVR-FX, INFO-WEB-FX Software products, and up to 900 peak paratransit booked trips per day for the TripSpark INFO-IVR-PASS, INFO-WEB-PASS Software products. Four (4) lines licenses are provided for third party Voice Genie software embedded in the INFO-IVR-FX Software and eight (8) lines are provided for third party Voice Genie software embedded in the INFO-IVR-PASS Software.
- 2) Licenses provide for a single production copy of software utilization by Lakeland Area Mass Transit District (Lakeland, Florida).
- 3) Third Party Runtime licenses, if required, to operate the proposed applications are not included in prices listed above
- 4) Proposed software solution supports Microsoft SQL Server.
- 5) Malteze Transit Database will be provided at no cost for the development of reports by your Staff only and for the integrated solution of Trapeze Components.
Access rights to the master infrastructure or API's for any core components that are not Trapeze compliant/sanctioned are charged at the current rate per application, unless otherwise approved by Trapeze.

EXHIBIT A-1

Notes (cont'd)

4. The parties agree the license rights provided to Licensee for the TripSpark INFO-IVR-PASS (Confirm/Cancel, Callbacks, Trip Booking) Software and TripSpark INFO-WEB-PASS (Confirm/Cancel, Trip Booking) Software under the Agreement for the TripSpark Software products shall terminate upon the date of individual Software Acceptance of the TripSpark Notifications (Outbound, Inbound Confirm/Cancel, Inbound Trip Booking) and TripSpark Passenger Portal (Trip Booking (Booking, Cancellation), Passenger Information (Imminent Arrivals, Will-calls) Software products, pursuant to Section 4 of the Agreement. Upon such Acceptance, TripSpark shall have no further liability or obligations to Licensee for the TripSpark INFO-IVR-PASS (Confirm/Cancel, Callbacks, Trip Booking) Software and TripSpark INFO-WEB-PASS (Confirm/Cancel, Trip Booking) Software
5. Upon individual Software Acceptance of the TripSpark TripSpark Notifications (Outbound, Inbound Confirm/Cancel, Inbound Trip Booking) and TripSpark Passenger Portal (Trip Booking (Booking, Cancellation), Passenger Information (Imminent Arrivals, Will-calls) Software products, licenses will be provided for up to nine hundred (900) booked trips per day.
6. Licenses are provided for up to nine hundred (900) booked trips per day for the TripSpark Delegate Module Software.

EXHIBIT B-1

1.0 Software Application

Item	Product	Licenses	Services	Total
1	Backoffice Software			\$56,781
	Passenger Portal	\$0	\$12,400	\$12,400
	Trip Booking (Booking & Cancellation)	\$0	\$1,550	\$1,550
	Passenger Information (Imminent Arr, Will-calls)	\$0	\$1,550	\$1,550
	Delegate Module	\$11,056	\$6,200	\$17,256
		\$0	\$0	\$0
	Notifications	\$0	\$3,100	\$3,100
	Outbound Notifications	\$0	\$13,950	\$13,950
	Inbound Confirm/Cancel	\$0	\$3,100	\$3,100
	Inbound Trip Booking	\$0	\$3,875	\$3,875
Total				\$56,781

Third Party Transaction Services' Fees

TripSpark Notifications (Core, Outbound, Inbound Confirm/Cancel, Inbound Trip Booking) Software requires payment of monthly Third Party Transaction Services' fees by the District based on the number of voice minutes used and SMS messages transacted. Current per-use charges are:

1. Voice Minutes \$0.03
2. SMS Messages \$0.02

Third Party Transaction Services Fees pricing, as identified above, is subject to change without notice.

Notes:

- 1 Pricing expires September 30, 2019.
- 2 Applicable taxes are not included in the pricing as identified above and will be assessed at time of TripSpark invoicing.

General Assumptions

General

1. Licensee is responsible for the computer hardware & off-the-shelf software as per TripSpark's most current specifications.
2. SQL must be used for databases for all TripSpark Software.

EXHIBIT B-1

Notifications Assumptions

1. All Services provided are remote services.
2. Notifications in English only.

Solution Functionality

1. TripSpark Notifications provides outbound voice callbacks for Trip Reminders and notifications
2. TripSpark Notifications provides outbound SMS/Email Trip Reminders and notifications
3. Trips can be Confirmed/Cancelled by SMS responses to callback reminders only
4. TripSpark Notifications does not provide call centre menu functionality

TripSpark will provide:

1. Technical services consist of project management; system testing; off-site implementation; and remote support.

Licensee will be responsible for providing the following:

1. Space, power, network (LAN/WAN) connectivity, for required servers and workstations.
2. Email server will be provided for TripSpark Notifications to communicate through via SMTP
3. Access to and support of the email server will be provided by the customer for TripSpark to configure in the Notification Software
4. Provision/configuration of router/firewall to allow two-way IP based communications with the Notification Provider

2.0 Payment Schedule

Milestone 1: 100% of License fee due upon execution of this Amendment #1

Milestone 2: 25% of Services and due upon delivery of draft Operational Review document

Milestone 3: 25% of services due upon installation of Software in Licensee's test environment

Milestone 4: 25% of services due upon delivery of initial training session

Milestone 5: 25% of services due upon Software Acceptance pursuant Section 4 of the Agreement

Note: The above identified payment milestones will be invoiced and due on a per Software component basis.

3.0 Software Maintenance

The parties agree that the existing Software maintenance fees for the TripSpark INFO-IVR-PASS (Confirm/Cancel, Callbacks, Trip Booking) Software and TripSpark INFO-WEB-PASS (Confirm/Cancel, Trip Booking) will be continued to be paid up until individual Software Acceptance of the TripSpark Notifications (Outbound, Inbound Confirm/Cancel, Inbound Trip Booking) and TripSpark Passenger Portal (Trip Booking (Booking, Cancellation), Passenger Information (Imminent Arrivals, Will-calls) Software products. And all Software maintenance fees paid for the TripSpark INFO-IVR-PASS (Confirm/Cancel, Callbacks, Trip Booking) Software and TripSpark INFO-WEB-PASS (Confirm/Cancel, TripBooking) Software shall be applied to the renewal term(s) for the TripSpark Notifications (Outbound, Inbound Confirm/Cancel, Inbound Trip Booking) and TripSpark Passenger Portal (Trip Booking (Booking, Cancellation), Passenger Information (Imminent Arrivals, Will-calls) Software products. Thereafter, Software annual maintenance fees shall be subject to TripSpark's then current pricing.

EXHIBIT C-1

Statement of Work: TRIPSPARK NOTIFICATIONS MODULE

The following information defines the implementation Services to be provided by TripSpark for the Notifications Software as well as the effort that will be required from Licensee's staff and resources.

Unless otherwise indicated, TripSpark will provide 'standard' implementation Services (project management, operational review, testing, installation, training, etc.) as defined by TripSpark. Any special requirements will be considered a change request and processed through our standard change request system.

Overview

THIS IMPLEMENTATION INVOLVES THE FOLLOWING HIGH LEVEL TASKS:

1. Operational Review
2. Software Installation and Configuration
3. System Administrator Training
4. Advanced Functionality Training
5. Dispatch Training
6. Go-live Support

The key assumptions that TripSpark has employed while determining the level of effort involved with this implementation are presented below.

- Licensee responsible for the purchase and installation of any required server hardware (servers shall be preconfigured to TripSpark's specifications)
- Software will be delivered 'off-the-shelf'.
- Microsoft SQL will be used for the database
- Licensee are responsible for the payment of fees associated with their usage of the Notifications Software. An estimate has been provided for the projected use, any overages will be billed accordingly
- Notifications are in English only.

The remainder of this Statement of Work (SOW) provides details concerning the effort required to support the tasks described above.

In addition, it is assumed this Software will take advantage of existing TripSpark infrastructure, data sources and Software unless otherwise stated.

Notifications Functionality Description

Overview

Notifications is an add-on module to TripSpark's demand response and medical products. It provides notifications to clients regarding their upcoming scheduled rides. Notifications are outbound via telephone, SMS and email.

The inbound communications module enables automated interaction to confirm and cancel trips without having to speak to an agent.

Specific functionality consists of:

1. Traveler Information Core Software
2. Outbound notifications
 - a. Next day trip reminders
 - b. Imminent arrival notifications
 - c. Touch tone cancellation ability
 - d. No show notifications
 - e. Trip booking confirmations
 - f. Bulk notifications (Novus and PASS only)
3. Inbound Functionality
 - a. Automated touch tone trip inquiry, including confirmations and cancellations
 - b. Inbound SMS trip inquiry including confirmations and cancellations
4. Inbound Trip Booking
 - a. Allows passengers to conveniently manage their trips over the phone without speaking to a customer services assistant. Users can book, cancel and review trips via interactive voice response (IVR) or touch-tone. When a trip is booked or modified through Notifications, this inbound information is automatically sent to the back-office scheduler, reducing the administrative workload

Notification Type	Voice	SMS	Email
Booking Confirmation		✓	✓
Trip Reminder	✓*	✓	✓
Dispatcher Update	✓		
Cancel Confirmation		✓	✓
Imminent Arrival	✓	✓	✓
Driver Initiated	✓		
No Show	✓	✓	✓
Account Balance Low	✓	✓	✓

*Allows client to confirm or cancel trip

Exceptions:

1. Touch tone trip booking limited to registered and frequent addresses.

Timeframe

This implementation can be completed within approx. three (3) months from installation of the Notifications Software. During the operational review, a project plan will be prepared for each Software module.

TripSpark Implementation Services

The implementation Services below will be provided by TripSpark. All implementation Services, materials and training will be provided in English, unless otherwise stated.

Project Design

Project design will involve a series of meetings and conference calls with Licensee's project team to discuss the following items:

- Existing infrastructure (back office, network, cellular, etc.)
- Current operational environment (policies/procedures) as they relate to the trip booking and scheduling process.
- Software configuration.
- Testing and Training requirements.
- Finalize project timelines
- Final project plan, test, training and transition strategies.

An operational review document will be prepared outlining the understanding gained from the meetings, identifying the deliverables and timing for the implementation as mutually agreed upon by the parties ("Operational Review Document"). The TripSpark Project Manager (PM) will coordinate a meeting with the Licensee project team to review the initial responses to the Operational Review Document within five (5) days of delivery by TripSpark.

Software Installation

Back Office

TripSpark will install the Software remotely on the Licensee's network. The Notifications Software consists of a service and a configuration/monitoring application. The Notifications service communicates with PASS on the internal network, as well as Cloud based Services to send/receive calls and text messages. To facilitate this communication, the Licensee may be required to add/modify port filtering rules in their firewall. TripSpark will assist the Licensee in making these changes. The Software will be installed once (1) within the test environment. TripSpark will also provide assistance with transitioning the Software to the production environment.

Licensee must have a test environment at their facility that can be used for testing new versions of the Software. The test environment must include a test version of PASS (complete with its database) that is configured the same way as in the production environment. It is Licensee's responsibility to ensure adequate user testing is completed before implementation of the Software in a live environment. It is also the Licensee's responsibility to ensure that all tests are performed with test voice/sms numbers - not numbers of their actual customers.

Notifications Service Configuration

TripSpark will take care of all configuration with respect to the Notifications Software Configuration will be done remotely.

Training

Training provided will be based on TripSpark standard training agendas. Training sessions will vary in length dependent on topic. Each session can be attended by up to six (6) employees.

- Up to four (4) hours of Remote System Administrator Training, consisting of:
 - Static Information including Passenger Profiles, Notification Types, Communication Modes, Agency Information, Notifications, Client Configuration, Email/Voice/SMS Parameters
- Up to eight (8) hours of Remote Advanced Functionality and User Training, consisting of:
 - Client set up and booking, mass notifications, dispatcher training, operational training

In addition to training, TripSpark will provide one (1) digital copy of all available user Documentation. Licensee is free to create copies for their users. TripSpark will also provide electronic material in the form of 'quick reference guides' for certain aspects of the Software.

Users will also have access to recorded training videos and online sessions provided through myTripSpark.com, as described in our standard support Documentation.

TripSpark Off-Site Services

TripSpark will provide Project Management and Off-Site Support Services for up to three (3) months from delivery of the Notifications application at Licensee. These Services will consist of the following:

- The TripSpark PM will provide bi-weekly reports to Licensee's PM. These reports will be based on TripSpark standards and will consist of: project team information, current status and next steps.
- For the duration of the implementation the TripSpark technical product expert will be available for consultation off-site via phone or email.

Licensee Services

The following tasks will be the responsibility of the Licensee. These items will need to be completed in order to support the introduction of the Software.

Prior to any work being performed by TripSpark, Licensee will be required to execute the TripSpark license and maintenance agreements and as amended and provide an executed purchase order (PO) for the value of the project.

Operational Review

Licensee's staff will be required to participate in the Operational Review. In advance of the conference calls, Licensee's staff may be required to collect information and respond to a simple survey.

Within five (5) days of delivering the operational review, the TripSpark PM will schedule a meeting to review the Operational Review Document. It's encouraged that Licensee review the Operational Review Document internally prior to the meeting.

Training

Licensee's resources are encouraged to participate in all training sessions related to their field, as outlined in the Operational Review.

FOR REMOTELY ACCESSED TRAINING SESSIONS ATTENDEES WILL REQUIRE:

- Networked computer with access to the internet
- Necessary Software (i.e. Webex client) installed and ready to go
- For groups in a single room, LCD projector to display the material and computers per student with access to the test environment
- Telephone or headset and microphone for audio portion

If the items above are not available, TripSpark will work with Licensee to identify alternative arrangements.

Acceptance Testing

The final phase of the implementation will be acceptance testing. This involves Licensee utilizing the Software in the test environment to ensure the Software functions according to the Documentation

We estimate the duration of user acceptance for this implementation to be approximately one (1) week.

Licensee's Resource Requirements

The table below identifies the resource requirements for the Licensee.

Resource	Description	Time Dedication	Tasks
Project Manager	The project manager coordinates all efforts between Licensee and TripSpark.	20% of time for duration of project.	<ul style="list-style-type: none">○ Coordinate the scheduling of all of the Licensee's resources.○ Coordination of conference calls and meetings, as required.○ Prepare training facilities.○ Coordinate training sessions.○ Coordinate completion of data development.○ Coordinate completion of user acceptance testing.○ Payment of TripSpark invoice in a timely fashion (30 days from milestone

Resource	Description	Time Dedication	Tasks
			completion).
Subject Matter Expert	Someone with intimate knowledge of the processes and procedures	25% of time for duration of project.	<ul style="list-style-type: none"> ○ Participation in the completion of the Operational Review. ○ Participation in all training sessions. ○ Assist PM with completion of user acceptance testing and data development.
System Administrator		10% of their time for the duration of the project.	<ul style="list-style-type: none"> ○ Procure and configure hardware to a 'TripSpark Ready State' (i.e. operating system and RDBMS installed, connected to the network, servers and workstations configured, etc. as per each Software product's Tech Sheet (where available)). ○ Participate in System Administration training.
Testers	Responsible for user acceptance testing	50% of their time during the testing phase of the project.	<ul style="list-style-type: none"> ○ Execute user acceptance testing.
End Users		50% of their time during the training and transition phase of the project.	<ul style="list-style-type: none"> ○ Participate in end user training.

EXHIBIT C-1

Statement of Work: TRIPSPARK-PASSENGER Portal

The following information defines the implementation Services to be provided by TripSpark for the Passenger Portal Software as well as the effort that will be required from Licensee staff and resources.

Unless otherwise indicated, TripSpark will provide 'standard' implementation Services (project management, operational review, testing, installation, training, etc.) as defined by TripSpark. Any special requirements will be considered a change request and processed through our standard change request system.

Overview

THIS IMPLEMENTATION INVOLVES THE FOLLOWING HIGH LEVEL TASKS:

1. Operational Review
2. Software Installation and Configuration
3. System Administrator Training
4. Go-live Support

The key assumptions that TripSpark has employed while determining the level of effort involved with this implementation are presented below.

- Licensee is responsible for the purchase and installation of any required server hardware (servers shall be preconfigured to TripSpark's specifications)
- Licensee is responsible for procuring their own web domain as well as an SSL certificate. TripSpark will assist with the SSL setup.
- Software will be delivered 'off-the-shelf'.
- Microsoft SQL will be used for the database
- The Trip Management Portal will be in English only unless contracted for additional languages

The remainder of this Statement of Work (SOW) provides details concerning the tasks and effort required to support the tasks described above.

In addition, it is assumed this Software will take advantage of existing TripSpark infrastructure, data sources and Software unless otherwise stated.

Passenger Portal Functionality Description

Overview

The Passenger Portal is an add-on module to TripSpark's demand response and medical products. It provides an on-line portal that allows passengers to view, book, schedule, and cancel their own bookings.

Base functionality consists of:

- 1) Traveler Information Core Software

- 2) Passenger account management (backend Software)
- 3) Passenger profile management
 - a. Address
 - b. Phone number
 - c. Trip Preferences
- 4) View details of existing passenger bookings/trips online
- 5) Ability to add/edit bulletins that passengers can view upon login
- 6) Information tab to publish any relevant agency information
- 7) Help tab to publish frequently asked questions
- 8) Ability to add custom menu links
- 9) Management pages to customize website settings and look and feel

Passenger Information

- 1) Upcoming Trips view – see current trip status and imminent arrival time
- 2) View location of bus on a map (when agency has Ranger devices or DriverMate tablets)
- 3) “I am Ready” button to notify dispatch of pending “Will Calls”

Optional functionality consists of:

Trip Booking

- 1) Book a new trip
 - a. Book a one way or return trip for a single date
 - b. Book a recurring subscription trip
 - c. Enter in all relevant trip details : date, time, addresses, comments, mobility aids, space types, and additional passengers
 - d. Review trip details before requesting booking
 - e. Ability for the trip to be booked or scheduled depending on agency configuration
- 2) Trip Review screen
 - a. Cancel existing bookings
 - b. Create a new booking from an existing booking

Delegate Module

- 1) Ability for a user to view/book/cancel trips on behalf of a passenger in an access group
- 2) Configuration of passenger groups and user access mappings

Not included:

5. Any custom web markup or design outside of items that can be configured in the administration pages.

Timeframe

This implementation can be completed within approx. three (3) months from installation of the Software at Licensee. During the operational review, a project plan will be prepared for each Software module.

TripSpark Implementation Services

The implementation Services below will be provided by TripSpark. All implementation Services, materials and training will be provided in English, unless otherwise stated.

Project Design

Project design will involve a series of meetings and conference calls with Licensee's project team to discuss the following items:

- Existing infrastructure (back office, network, cellular, etc.)
- Current operational environment (policies/procedures) as they relate to the trip booking/scheduling process.
- Software configuration.
- Testing and Training requirements.
- Finalize project timelines
- Final project plan, test, training and transition strategies.

An operational review document will be prepared outlining the understanding gained from the meetings, identifying the deliverables and timing for the implementation as mutually agreed upon by the parties ("Operational Review Document"). The TripSpark Project Manager (PM) will coordinate a meeting with the Licensee's project team to review the initial responses to the Operational Review Document within five (5) days of delivery by TripSpark.

Software Installation

Back Office

TripSpark will install the Software remotely on the Licensee's network. The Software will be installed once (1) within the test environment. TripSpark will also provide assistance with transitioning the Software to the production environment.

Licensee must have a test environment at their facility that can be used for testing new versions of the Software. It is Licensee's responsibility to ensure adequate user testing is completed before implementation of the Software in a live environment.

SSL Configuration

TripSpark will assist the customer with SSL configuration provided the customer has purchased an SSL certificate and already has a web domain available.

Training

Training provided will be based on TripSpark standard training agendas. Training sessions will vary in length dependent on topic. Each session can be attended by up to six (6) employees.

- Up to four (4) hours of Remote System Administrator Training
- Up to four (4) hours of Remote Advanced Functionality Training
- Up to four (4) hours of Remote training for users who will interact with Web via the PASS user interface

In addition to training, TripSpark will provide one (1) digital copy of all available user Documentation. Licensee is free to create copies of the Documentation for their users. TripSpark will also provide electronic material in the form of 'quick reference guides' for certain aspects of the Software.

Users will also have access to recorded training videos and online sessions provided through myTripSpark.com, as described in our standard support Documentation.

TripSpark Off-Site Services

TripSpark will provide Project Management and Off-Site Support Services for up to three (3) months from delivery of the Software at Licensee. These Services will consist of the following:

- The TripSpark PM will provide bi-weekly reports to Licensee's PM. These reports will be based on TripSpark standards and will consist of: project team information, current status and next steps.
- For the duration of the implementation the TripSpark technical product expert will be available for consultation off-site via phone or email.

Licensee Services

The following tasks will be the responsibility of the Licensee. These items will need to be completed in order to support the introduction of the Software.

Prior to any work being performed by TripSpark, Licensee will be required to execute the TripSpark license and maintenance agreements and as amended and provide an executed purchase order (PO) for the value of the project.

Operational Review

Licensee's staff will be required to participate in the Operational Review. In advance of the conference calls, Licensee's staff may be required to collect information and respond to a simple survey.

Within five (5) days of delivering the operational review, the TripSpark PM will schedule a meeting to review the Operational Review Document. It's encouraged that Licensee review the Operational Review Document internally prior to the meeting.

Training

Licensee's resources are encouraged to participate in all training sessions related to their field, as outlined in the Operational Review.

FOR REMOTELY ACCESSED TRAINING SESSIONS ATTENDEES WILL REQUIRE:

- Networked computer with access to the internet
- Necessary Software (i.e. Webex client) installed and ready to go
- For groups in a single room, LCD projector to display the material and computers per student with access to the test environment
- Telephone or headset and microphone for audio portion

If the items above are not available, TripSpark will work with Licensee to identify alternative arrangements.

Acceptance Testing

The final phase of the implementation will be acceptance testing. This involves Licensee utilizing the Software in the test environment to ensure the Software functions as specified in the Documentation.

We estimate the duration of user acceptance for this implementation to be approximately one (1) week.

Licensee's Resource Requirements

The table below identifies the resource requirements for the Licensee.

Resource	Description	Time Dedication	Tasks
Project Manager	The project manager coordinates all efforts between Licensee and TripSpark.	20% of time for duration of project.	<ul style="list-style-type: none">○ Coordinate the scheduling of all of the Licensee's resources.○ Coordination of conference calls and meetings, as required.○ Prepare training facilities.○ Coordinate training sessions.○ Coordinate completion of data development.○ Coordinate completion of user acceptance testing.○ Payment of TripSpark invoice in a timely fashion (30 days from milestone completion).
Subject Matter Expert	Someone with intimate knowledge of the processes and procedures	25% of time for duration of project.	<ul style="list-style-type: none">○ Participation in the completion of the Operational Review.○ Participation in all training sessions.○ Assist PM with completion of user acceptance testing and data development.
System Administrator		10% of their time for the duration of the project.	<ul style="list-style-type: none">○ Procure and configure hardware to a 'TripSpark Ready State' (i.e. operating system and RDBMS installed, connected to the network, servers and workstations configured, etc. as per each Software

Resource	Description	Time Dedication	Tasks
			<p>product's Tech Sheet (where available)).</p> <ul style="list-style-type: none"> ○ Participate in System Administration training.
Testers	Responsible for user acceptance testing	50% of their time during the testing phase of the project.	<ul style="list-style-type: none"> ○ Execute user acceptance testing.
End Users		50% of their time during the training and transition phase of the project.	<ul style="list-style-type: none"> ○ Participate in end user training.

EXHIBIT D-1

FTA Terms and Conditions

FTA Terms, attached hereto.

LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)Office of Purchasing and Contracts
1212 George Jenkins Blvd, Lakeland Florida 33815**Findings and Determination Memorandum**

DATE:	December 12, 2019	Solicitation #	20-001
ACTION TO BE APPROVED:	Solicitation Evaluation		

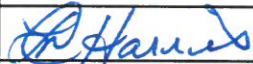
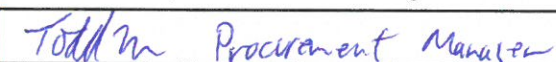
FINDINGS

- A Request for Proposal (RFP) No. 20-001 was issued October 29, 2019 for Banking Services.
- The solicitation was posted on the District's website, Demand Star, via email, to thirty-two firms of which twenty-four confirmed receipt.
- A pre-offer conference was held on November 04, 2019 with seven firms and nine individuals were in attendance (Wells Fargo, Bank of Central FL, Center State Bank, Citizens Bank, JP Morgan Chase, Bank United and TD Bank).
- Offer submissions were due on November 26, 2019 at 2:00 p.m. EST.
 - Five responsive offers were received (Wells Fargo, Bank of Central FL, Center State Bank, Citizens Bank and Hancock Whitney).
- The offers received were reviewed for responsiveness, found to meet the requirements of the solicitation, any necessary requests for clarification were sought, then the submittals were distributed to the source evaluation committee for technical scoring. In the interim, the Procurement Department evaluated the pricing, for which the scores were mathematically calculated.
- During the price evaluation, it was found that offers ranged from \$15,000 to \$45,800 for the entire contract term. The average price was calculated at just over \$34,000; with submittals more than 50% higher or lower found to be outside of the competitive range, in accordance with section 5.10C(3) of the solicitation and the FTA Best Procurement Practices.
 - The firm of Citizens Bank & Trust was 55.9% lower than the average bid, skewing the pricing and eliminating them from the competition.
- During the technical review it was noted that Citizens Bank & Trust is not a publicly traded company and therefore not subject to U.S. Securities and Exchange Commission (SEC) filings. As per the District's Investment Policy, Exhibit B of the solicitation, it requires the Awardee to qualify under the SEC.
- Of the remaining firms, Bank of Central Florida ranked highest overall and a responsibility review was conducted with no adverse findings.

DETERMINATION

Bank of Central Florida ranked highest overall, and will be recommended for award

APPROVING OFFICIAL

NAME/TITLE:	Lisa Harris, Contract Specialist		
SIGNATURE:		DATE:	December 12, 2019
NAME/TITLE:	Todd Morrow, Procurement Manager		
SIGNATURE:		DATE:	December 12, 2019

AWARD ANALYSIS AND SUMMARY SHEET**Solicitation Number: 20-001****Contract Information**

- A. Description:** Banking Services
- B. Contractor:** Bank of Central Florida.
- C. Contract Number:** 20-001
- D. Contract Amount:** (Not to Exceed) \$30,000
- E. Contract Type:** Indefinite Delivery, Indefinite Quantity with Firm Fixed Unit Price
- F. Term of Contract:** Three (3) year base term
- G. Options Available:** One – 2-year option
- H. Base Term Expiration:** January 2023
- I. Options Term(s) Expiration:** January 2025
- J. Funding Source:** Operating

Solicitation Information

- A. Issue Date:** October 29, 2019
- B. Number of Notifications Sent:** Thirty (30) firms received notification of the solicitation posting on Demand Star and LAMTD's website via email. This included four (2) registered DBE's found through the Federal Reserve listing at <http://www.federalreserve.gov/releases/mob/>.
- C. Date and Time Offers were due:** November 26, 2019 at 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** Five (5)
- E. Technical and Price Summary of top three (3) offers:**

Offeror	TECHNICAL POINTS (500 possible points)	PRICE POINTS (500 possible points)	TECHNICAL + PRICE POINTS	RANKING
Bank of Central FL	390	500	890	1
Wells Fargo	459	343	803	2
Center State Bank	449	299	748	3

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

G. Discussion of Nonresponsive / Nonresponsible Offers (if any): One

The firm of Citizens Bank and Trust was found to be outside the competitive range and found not to be subject to U.S. Securities and Exchange Commission (SEC) filings as required by the solicitation.

H. Cost Price Reasonableness Summary: Price determined to be fair and reasonable based on a comparison of offer submittals, current market value, and previously contracted rates.

I. Determination of Responsibility of Intended Awardee:

Reference Checks: Based on 3 projects of similar size or nature and a Dun & Bradstreet review

Financial Responsibility Survey: The intended awardee is determined to be a financially responsible firm and have the capacity to perform under this contract for which they are recommended for award.

Arithmetic Check: Yes

Debarment/Suspension Status: Not on the federal government's debarred /suspended list

- FL Department of Management Services
(http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)
- Office of Inspector General (<http://exclusions.oig.hhs.gov/>)
- System for Award Management (<https://www.sam.gov/SAM>)
- Scrutinized Vendor List (<https://www.sbafla.com/fsb/PerformanceReports.aspx>)

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

Determination and Recommendation

Bank of Central Florida has been determined to be a responsive and responsible contractor, which has submitted their offer through a full and open competition. The offeror has the capacity to perform under this contract and is recommended for award

Prepared by: 
Purchasing Agent/Contracts Specialist, Lisa Harris

12/13/19
Date

Approved by: 
Procurement Manager, Todd Morrow

12/13/19
Date

Approved by: 
Project Manager and CFO, David Persaud

12/16/2019
Date

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
January 15, 2020
AGENDA ITEM #4e

Agenda Item: **Banking Services**

Presenter: David Persaud, CFO

Recommended

Action: Recommend Board approve award of Contract #20-001 for Banking Services to Bank of Central Florida, for a Not to Exceed \$30,000 over five (5) year term

Funding Source: Operational Funds

Summary: On October 29, 2019, the District issued a Request for Proposal #20-001, on behalf of the Finance Department, for experienced and qualified firms interested in providing Fixed Unit Price Banking Services for the District.

The solicitation was posted publicly on the District's website and on our "business-2-government" web service "Demandstar.com", provided by Onvia. Thirty (30) firms received notification of the posting, of which 5% were Minority Owned or Small Businesses.

Five offers were received and reviewed for responsiveness by the Contract Specialist. All were found responsive and evaluated 50% technically and 50% price. Both technical and price were given equal weight to ensure that the selected firm was experienced, adequately staffed, and understood the requirements as outlined in the solicitation, with price being equally important. This process resulted in a cost savings of about \$6,000 annually.

The Source Evaluation Committee (SEC) reviewed the proposals in accordance with the Evaluation criteria identified in Section 5 of the solicitation, while Procurement reviewed, evaluated and scored the pricing through a mathematic calculation.

AGENDA ITEM #4e – CONT.

One firm did not meet the technical requirements and was found to be outside of the competitive range on pricing; resulting in no further consideration for award. Details are provided within the attached Findings and Determinations.

The remaining firms were given due consideration, resulting in the Bank of Central Florida ranking highest overall. Having demonstrated the ability to meet the needs of the District, a responsibility review was conducted with no adverse findings.

In conclusion, the Bank of Central Florida is being recommended for award.

Attachments: Contract Award Analysis
 Findings and Determinations for Solicitation Award

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JANUARY 15, 2020
AGENDA ITEM #4f

Agenda Item: **FY 2020 Florida Department of Transportation (FDOT) Park and Ride Grant Public Transportation Grant Agreement (PTGA) and corresponding resolution.**

Presenter: David Persaud, CFO

Recommended
Action: Recommend approval of PTGA and resolution 20-05

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

Funding: Funding proved by the Florida Department of Transportation is \$61,500 with a match requirement of \$61,500 for a total cost of \$123,000. These funds are not included in the LAMTD 2019-2020 budget, the funding will come from the District vehicle replacement funding.

Attachments: Resolution 20-10

RESOLUTION # 20-05

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

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

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

1. That the PTGA for Item-Segment-Phase-Sequence (Financial Management Number) 445869-1-94-01 is approved.
2. That Tom Phillips or their designee is authorized to enter into, modify or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS January 15, 2020

By: _____
(Signature)

Phillip Walker, Chairman of the Board
Lakeland Area Mass Transit District

ATTEST:

_____ (seal)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JAN 15, 2020
AGENDA ITEM 5a

Agenda Item: **Inclusion of the Lakeland XF project to the District**

Presenter: Tim Darby, Esq.

Recommended
Action: Include the area of the Lakeland XF project to the
 LAMTD Special Taxing District for the purpose of ad
 valorem taxes.

Summary: In October of 2018 Lakeland XF, LLC sent a request to
 the City of Lakeland and the District to approve the land
 to be included in the District and subject to the same ad
 valorem taxes as the rest of the district.

Lakeland XF, LLC
2100 Ross Avenue, Suite 895
Dallas, Texas 75201

October 9, 2018

Tom Phillips, Executive Director
Lakeland Area Mass Transit District
1212 George Jenkins Boulevard
Lakeland, Florida 33815

Dear Mr. Phillips:

This is to request that the property described in Exhibit "A" attached hereto be permanently included in the Lakeland Area Mass Transit District (the "District"), subject to the approval of the District and the City of Lakeland. It is understood that, in the event the District and the City of Lakeland approve the inclusion of the land in the District, the property will be subject to an ad valorem tax of up to one half (1/2) mill per \$1,000.00 of taxable value.

Further, this is to certify that Lakeland XF, LLC owns the fee simple title to the property and that the undersigned has the authority, on behalf of the owner, to request that it be included in the District.

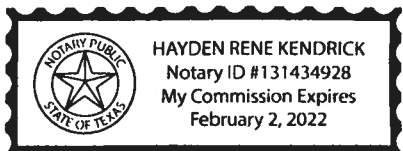
Enclosed are copies of the deed(s) by which the owner acquired title to the property, the development order or other document requiring the owner to request to have the land included in the District, and a survey or map which shows the location of the land.

LAKELAND XF, LLC

By: Gretchen Kendrick
Print Name: Gretchen Kendrick
Title: Coo, Director

STATE OF ~~FLORIDA~~ Texas
COUNTY OF ~~DALLAS~~ Dallas

The foregoing instrument was acknowledged before me this October 23, 2018,
by Gretchen Kendrick, who is personally known to me, or who has produced
as identification.



Hayden Kendrick
Notary Public, State of ~~Florida~~ Texas

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JAN 15, 2020
AGENDA ITEM 6

Agenda Item: **Purchase of one (1) 2020 Chevy Express 12-Passenger Van**

Presenter: Joseph Cheney, Maintenance Director

Recommended
Action: Approve the Purchase of (1) 2020 Chevy Express 12-Passenger Van to a total cost of \$25,890.00 from the Capital Budget.

Summary: With the increase in services provided, there is a greater need for employee group shuttles. The bus service to the garage from the terminal was reduced during the middle of the day during periods of low ridership to allow this increase. This vehicle will provide a means of transporting multiple operators during their mid-day unpaid break. Additionally, the vehicle is being outfitted with four corner strobe lighting. In the event there is an emergency need to transport ambulatory passengers, the van could be used to assist.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JAN 15, 2020
AGENDA ITEM 7a

Agenda Item: **Human Resources Level II Background Check discussion**

Presenter: Steven Schaible, Director of Human Resources

Recommended

Action: Approve Level II background check costs to be covered by agencies

Summary: Currently all employees must have a county criminal check, national criminal check, national sex offender check, Drug test and verification of previous employment.

In addition to existing background checks social services agencies are requesting that ParaTransit drivers have a Level II background check.

DOEA and related agencies are requiring Citrus Connection ParaTransit drivers comply with F.S. 430.0402.

LEGAL REVIEW: The statute, 430.0402, appears to be designed for in-house direct service providers of a “residential” facility. (“The term [direct service provider] includes coordinators, managers, and supervisors **of residential facilities and volunteers.**”) Any other interpretation would mean that any non-employee such as taxi drivers, Uber drivers, service technicians, cable installers, etc. who work within the facility would be direct service providers and subject to the statute.

In full, the applicable section of 430.0402 states: For purposes of this section, the term “direct service provider”

AGENDA ITEM #7a – CONT.

means a person 18 years of age or older who, **pursuant to a program to provide services to the elderly**, [1] **has direct, face-to-face contact with a *client* while providing services to the *client*** and [2] **has access to the *client's* living areas, funds, personal property, or personal identification information as defined in s. 817.568.**

Seeking to add the Level II check onto ParaTransit drivers with anticipated \$5,000 in costs passed on to local matches or grants.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JAN 15, 2020
AGENDA ITEM#8

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD