

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, March 14, 2018, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the February 21, 2018 LAMTD Board Minutes	Approval
2. Comments	
a. Public	None
3. GEM Award – Human Resources / Steve Schaible	None
4. FDOT Presentation	None
5. Finance / Rhonda Carter for David Persaud	
a. LAMTD Financials	None
b. PCTS Financials	None
c. IT Contract	Approval
d. Mobility Enhancement Grant/Resolution 18-01	Approval
e. Safety and Security Grant	Approval
6. Human Resources / Steve Schaible & Marcy Harrison	
a. Background Check Follow-up	None
b. Vision and Sup Benefits for PT Employees	Approval
7. Legal / The Darby Group & Tom Phillips	
a. TBD	TBD
b. Annual Certifications and Assurances	Approval
8. Government Affairs / Erin Killebrew	
a. ADA Videos	None
1. Past	
2. Current	
b. Downtown Circulator	None
c. Smart Card Customer Survey	
9. Executive <u>Informational</u> Summary / Tom Phillips	
a. February Calendar	None
b. Ridership and UAP Update	None
10. Other Business	TBD

Adjournment

**LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
March 14, 2018
AGENDA ITEM #1**

Agenda Item: Approval of the January 10, 2018 LAMTD Board Minutes

Presenter: Alex Durham

Recommended
Action: Board approval of the January 10, 2018 LAMTD Board
Minutes

Attachments: January 10, 2018 LAMTD Board Minutes

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1212 George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, February 21, 2018, at 8:30 a.m.

Directors:

Polk County Commissioner George Lindsey III
Polk County Commissioner John Hall
City of Lakeland Commissioner Michael Dunn
City of Lakeland Commissioner Phillip Walker
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips
Executive Assistant: Alex Durham

Call to Order

8:30 a.m. By Chairman George Lindsey III

Agenda Item #1 – Approval of the Minutes

Approval request for the approval of the January 10, 2018 LAMTD Board of Director meeting minutes.

“Approval of January 10, 2018 Board of Directors Meeting Minutes”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

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Agenda Item #3 - Finance / David Persaud, CFO

David Persaud, CFO presented to the Board the items listed below:

a) LAMTD Financials

Year to Date December 31, 2017

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	25%	\$2,594,260	\$4,281,230	165%	\$10.4 Million
Expenses YTD	25%	\$2,594,260	\$2,166,630	84%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through December 31, 2017 totaled \$4.3 million or 165% of the YTD budget.

- Farebox revenues reflect \$171,170 or 102% of budgeted revenues through December 31, 2017.
- Contract revenues totaled \$35,320 or 72 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$50,010 under budget for RAMCO and GEICO. RAMCO payment of \$93,000 will be billed in January and GEICO Agreement is terminated in December 2017.
- Ad Valorem taxes reflect revenue of \$3.8 million or 87% of the Tax Levy. The total budgeted revenues are \$4.382 million. Only 95% of the taxes are budgeted by State Law.

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

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

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

- Florida DOT operating grants \$1.5 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 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.

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- Advertising income totaled \$32,390, in line with the budget.
- The Support cost reimbursement revenue totaled \$107,000 and is in line with budget.
- The other revenues are somewhat within the budget, with no significant deviation.

EXPENSES:

The total expenses year-to-date through December 31, 2017 totaled \$2.167 million or 84% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2017-2018 budget. As of December 31, 2017, these expenses totaled \$1.51 million or 9% under budget of \$1.651 million and is under budget.
- Professional and Technical Services expenses totaled \$44,600 of the YTD budget; a favorable variance.
- Other services expenses totaled \$24,500 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$129,480 YTD, under budget.
- Materials and supplies totaled \$112,690 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are under budget a favorable variance.
- Misc. expense is over budget due to some fixed cost incurred early in the fiscal year.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually. The overage of \$83,000 is due to the Property Tax Commission.

Other remaining expenses are under the YTD budget through December 31, 2017

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through December 31 st the financials reflect a favorable actual variance of \$2.1 million with 25% of the fiscal year. The expenses are funded with positive cash flow.

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STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/16	9/30/15	9/30/14	9/30/13	9/30/12
* 1. Farebox Recovery Ratio (All modes)	13.95%	25.50%	23.08%	25.16%	23.02%
** 2. Cost per revenue hour	\$104.76	\$89.45	\$86.29	\$83.84	\$83.62
3. Revenue Hours	139,228	103,550	117,008	116,422	112,539
4. Fuel Cost (\$)	\$757,485	\$847,360	\$1,316,739	\$1,367,289	\$1,317,442
5. Ridership	1,393,620	1,424,965	1,647,010	1,638,470	1,452,161

* Total 13.95%, LAMTD 20.06%, PCTS 2.20%

** Total \$104.76, LAMTD \$122.49, PCTS \$83.93 excludes T.D.



LAKELAND AREA MASS TRANSIT DISTRICT
FY 2017
MONTHLY FINANCIAL STATEMENT
MONTH OF Dec 2017

		Month				YTD				Approved Annual Budget
		Actual	Budget	Variance		Actual	Budget	Variance		
				\$s	%			\$s	%	
REVENUES: Account										
R4	Farebox/Pass Sales	\$ 54,343	\$ 55,833	\$ (1,490)	-3%	\$ 171,175	\$ 167,500	\$ 3,675	2%	\$ 670,000
R6	Contract Income (UAP)	\$ 11,774	\$ 16,250	\$ (4,476)	-28%	\$ 35,321	\$ 48,750	\$ (13,429)	-28%	\$ 195,000
R3	Other Contract Revenue	\$ 16,174	\$ 24,453	\$ (8,279)	-34%	\$ 50,010	\$ 73,360	\$ (23,350)	-32%	\$ 293,440
R5	Miscellaneous Income	\$ 4,598	\$ 1,050	\$ 3,548	338%	\$ 4,768	\$ 3,150	\$ 1,618	51%	\$ 12,600
R7	Advertising Revenue	\$ 17,329	\$ 11,000	\$ 6,329	58%	\$ 32,385	\$ 33,000	\$ (615)	-2%	\$ 132,000
R8	Investment/Interest Income (net)	\$ 8,327	\$ 1,667	\$ 6,661	400%	\$ 18,812	\$ 5,000	\$ 13,812	276%	\$ 20,000
R9	Ad Valorum Income, net	\$ 3,712,751	\$ 365,197	\$ 3,347,555	917%	\$ 3,808,962	\$ 1,095,590	\$ 2,713,372	248%	\$ 4,382,360
R10	FDOT Operating Grant	\$ -	\$ 124,429	\$ (124,429)	-100%	\$ -	\$ 373,288	\$ (373,288)	-100%	\$ 1,493,150
R11	Federal Operating Grant	\$ -	\$ 212,804	\$ (212,804)	-100%	\$ -	\$ 638,413	\$ (638,413)	-100%	\$ 2,553,650
R13	Cost Recovery	\$ 2,492	\$ 417	\$ 2,075	498%	\$ 2,492	\$ 1,250	\$ 1,242	99%	\$ 5,000
R17	City of Lakeland	\$ 12,990	\$ 12,583	\$ 407	3%	\$ 38,512	\$ 37,750	\$ 762	2%	\$ 151,000
R1	Bartow Express	\$ -	\$ 3,274	\$ (3,274)	-100%	\$ -	\$ 9,823	\$ (9,823)	-100%	\$ 39,290
R2	PCTS - Support Cost Reimb.	\$ 35,667	\$ 35,796	\$ (129)	0%	\$ 107,000	\$ 107,388	\$ (388)	0%	\$ 429,550
Reserve										
TOTAL REVENUES		\$ 3,876,444	\$ 864,753	\$ 3,011,691	348%	\$ 4,281,233	\$ 2,594,260	\$ 1,686,973	65%	\$ 10,377,040
ELIGIBLE EXPENSES:										
1	Salaries	\$ 340,852	\$ 370,663	\$ (29,812)	-8%	\$ 1,032,047	\$ 1,111,990	\$ (79,943)	-7%	\$ 4,447,960
2	Employee Benefits	\$ 163,096	\$ 179,606	\$ (16,510)	-9%	\$ 478,203	\$ 538,818	\$ (60,615)	-11%	\$ 2,155,270
3	Advertising Fees	\$ 505	\$ 1,325	\$ (820)	-62%	\$ 5,125	\$ 3,975	\$ 1,150	29%	\$ 15,900
4	Professional & Technical Ser	\$ 17,092	\$ 30,792	\$ (13,700)	-44%	\$ 44,809	\$ 92,375	\$ (47,566)	-52%	\$ 369,500
5	Contract Maintenance Services	\$ 3,667	\$ 8,800	\$ (5,133)	-58%	\$ 10,472	\$ 26,400	\$ (15,928)	-60%	\$ 105,600
6	Other Services	\$ 17,950	\$ 4,446	\$ 13,505	304%	\$ 24,500	\$ 13,338	\$ 11,162	84%	\$ 53,350
7	Fuel & Lubricants	\$ 41,161	\$ 50,275	\$ (9,114)	-18%	\$ 129,481	\$ 150,825	\$ (21,344)	-14%	\$ 603,300
8	Freight	\$ 1,287	\$ 800	\$ 487	61%	\$ 2,252	\$ 2,400	\$ (148)	-6%	\$ 9,600
9	Repairs & Maintenance	\$ 75	\$ 3,825	\$ (3,750)	-98%	\$ 2,626	\$ 11,475	\$ (8,849)	-77%	\$ 45,900
10	Materials & Supplies	\$ 36,588	\$ 58,933	\$ (22,345)	-38%	\$ 112,685	\$ 176,800	\$ (64,115)	-36%	\$ 707,200
11	Utilities/Telephone	\$ 11,586	\$ 9,933	\$ 1,653	17%	\$ 26,899	\$ 29,800	\$ (3,101)	-10%	\$ 119,200
13	Liab & Prop Damage Insurance	\$ 22,361	\$ 22,667	\$ (306)	-1%	\$ 67,082	\$ 68,000	\$ (918)	-1%	\$ 272,000
14	Other Coporate Insurance	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 500	\$ (500)	-100%	\$ 2,000
15	Dues & Subscriptions	\$ 280	\$ 3,823	\$ (3,543)	-93%	\$ 6,219	\$ 11,468	\$ (5,248)	-46%	\$ 45,870
16	Education/Training/Meeting/Travel	\$ 7,526	\$ 8,250	\$ (724)	-9%	\$ 24,092	\$ 24,750	\$ (658)	-3%	\$ 99,000
17	Service Charges	\$ 1,555	\$ 2,142	\$ (587)	-27%	\$ 4,176	\$ 6,425	\$ (2,249)	-35%	\$ 25,700
18	Office Expense	\$ 4,129	\$ 6,417	\$ (2,288)	-36%	\$ 22,095	\$ 19,250	\$ 2,845	15%	\$ 77,000
19	Advertising & Promotions	\$ 1,313	\$ 2,083	\$ (771)	-37%	\$ 293	\$ 6,250	\$ (5,957)	-95%	\$ 25,000
20	Miscellaneous Expenses	\$ 12,282	\$ 5,271	\$ 7,011	133%	\$ 27,114	\$ 15,813	\$ 11,302	71%	\$ 63,250
21	Property Appraiser/Tax Collector Comm	\$ 93,368	\$ 12,083	\$ 81,285	673%	\$ 113,814	\$ 36,250	\$ 77,564	214%	\$ 145,000
22	LDDA, CRA Contributions	\$ -	\$ 13,833	\$ (13,833)	-100%	\$ -	\$ 41,500	\$ (41,500)	-100%	\$ 166,000
23	Capital Expenditures/ Debt Service	\$ 11,014	\$ 56,717	\$ (45,702)	-81%	\$ 33,043	\$ 170,150	\$ (137,107)	-81%	\$ 680,600
24	Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 500	\$ (500)	-100%	\$ 2,000
25	Restricted Contingency	\$ -	\$ 11,737	\$ (11,737)	-100%	\$ -	\$ 35,210	\$ (35,210)	-100%	\$ 140,840
TOTAL ELIGIBLE EXPENSES:		\$ 787,686	\$ 864,753	\$ (77,067)	-9%	\$ 2,166,629	\$ 2,594,260	\$ (427,631)	-16%	\$ 10,377,040
NET REVENUES OVER										
(UNDER) EXPENSES		\$ 3,088,758	\$ -	\$ 3,088,758		\$ 2,114,604	\$ -	\$ 2,114,604		\$ -

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b. PCTS Financials –

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of December 31, 2017
Year to Date Report
Percent of FY Reported (25%)

Revenues

- The revenues totaled \$1.3 million or 96% of the year-to-date budget.
- The FTA grant drawdown reflects no activity. Grants will be billed in the second quarter.
- Fare Revenues totaled \$27,660 or 89% of the year-to-date budget.
- The Polk County City Contributions totaled \$335,540.
- The County funding is designed to reflect the first payment for the budget grants match totaling \$980,350.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.1 million or 79% of the year-to-date budget.
- Salaries and wages totaled \$674,650 or 77% of the YTD Budget.
- Operating expenses totaled \$301,650 or 80% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other contractual services totaled \$133,000 or 90% of the budget..

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**Lakeland Area Mass Transit District
Financial Statement
Polk County Contract
Month of December 2017**

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,661,780	\$ 415,445	\$ 980,352	236%
City Contribution	\$ 208,080	\$ 52,020	\$ 335,542	645%
County Contribution - PCTS	\$ 298,920	\$ 74,730	\$ -	0%
Fares	\$ 124,000	\$ 31,000	\$ 27,661	89%
FDOT Block Grants:				
GO924 - WHAT/ADA	\$ 613,660	\$ 153,415		0%
JARC AQ379	\$ 93,470	\$ 23,368		0%
RURAL AQR07	\$ 800,570	\$ 200,143		0%
FTA				
FTA 5307 Grant	\$ 1,813,690	\$ 453,423		0%
Total	\$ 5,614,170	\$ 1,403,544	\$ 1,343,555	96%

Expenses				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,512,900	\$ 878,225	\$ 674,652	77%
Contract	\$ 594,000	\$ 148,500	\$ 133,000	90%
Operating	\$ 1,507,270	\$ 376,818	\$ 301,654	80%
Total	\$ 5,614,170	\$ 1,403,543	\$ 1,109,306	79%

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Agenda Item #4 – HR / Steve Schaible

a. 2017 Attrition Report - TURNOVER REPORT: Fiscal Year October 1, 2016 to September 30, 2017

Turnover is expressed as the **ratio** of the total number of separations to the **average** monthly **employment** for the preceding 12-month period, expressed as a percentage. During the fiscal year the District employed an average of 178 employees each month while a total of 50 employees separated over the 12 months. Therefore, the District turnover during the fiscal year was 28%.

Fast Fact: Of the 50 total separations during FY 2017; 15 were involuntary and 35 were voluntary (retirement, relocation, other employment, etc.).

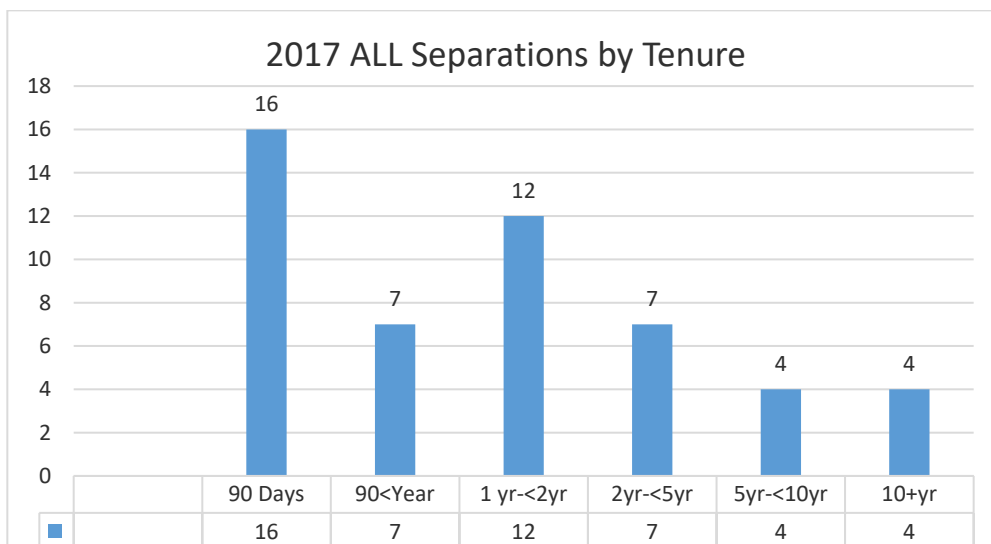
Fast Fact: There were 16 separations that occurred during the first 90 days of employment. There were 7 additional terminations that occurred between 90 days and one (1) full year of employment for a total of 23 separations within the first year.

Fast Fact: Twelve employees separated with a year of service but less than 2 years were the next largest group to leave employment.

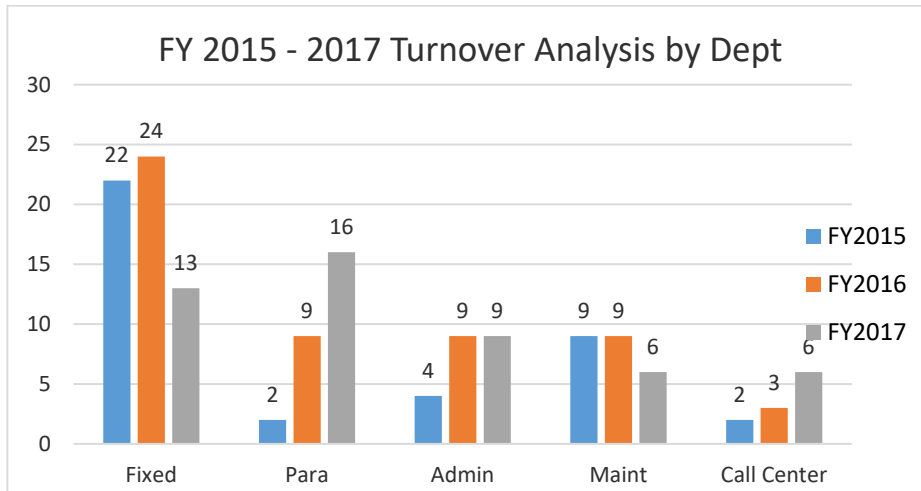
Fast Fact: Turnover costs the District money. Conservatively, \$5,500 - \$6,000 per separation or over \$275,000 to source, interview, background check, drug test and train a new employee during the fiscal year. This number does not include overtime costs or lowered moral.

With low unemployment and increased competition for workers, Human Resources recruiting will be focusing on making immediate changes to improve retention within the first two years of employment. Compensation improved however during the first three months of the new fiscal year the turnover trend shows no sign of slowing during the first three months of FY 2018. Planned for 2018 are the following:

1. Improved New Employee Orientation.
2. Expanding the selection process is being implemented this month. It will include a realistic job preview.
3. Expanding the use of Social Media to seek out a larger pool of qualified candidates.

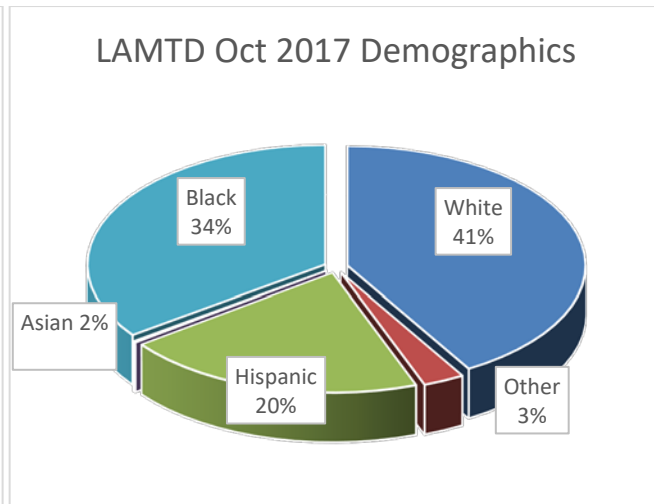
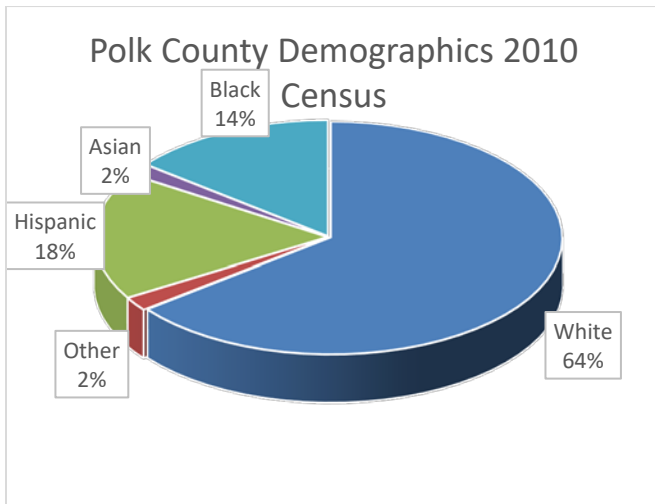


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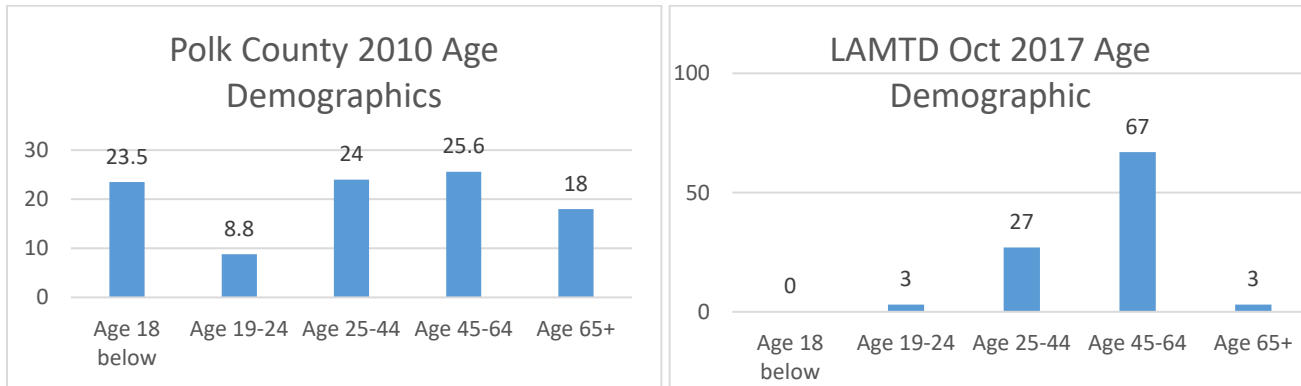
b. Demographics Report

Lakeland Area Mass Transit is mandated by the FTA to collect data and annually report on organizational EEO. Below pie chart shows the 2010 US Census demographics for Polk County Florida. The second pie chart shows the overall EEO breakdown for LAMTD as of October 2017.



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Age Discrimination in Employment Act (ADEA) prohibits employers from refusing to select qualified candidates for employment based on being 40 years of age or older. Below bar graph shows the 2010 US Census age demographics for Polk County Florida. The second bar graph contrasts the overall age breakdown for LAMTD employees as of October 2017.



c. Level II Background Checks

Level II background checks review the criminal history of a potential employee as part of the employment process for a healthcare provider and/or for participation as a provider in the Florida Medicaid program. The District has been a participating provider since 1996 under its home community-based organization through the Department of Children & Family services.

In 2016 the Florida Medicaid program removed transit benefits for its recipients and a pre-employment level II background check was no longer a requirement.

To further research this requirement we reached out to HART, LYNX, PSTA, Gainesville Regional Transit, the CTC, Polk County and the FDOT. The above listed transit organization contract out their background check services and the other state and county agencies have verified that level II screenings are no longer necessary.

The District currently spends \$57.00 per person for a criminal felony & misdemeanor screening that includes all counties in the state of Florida for the past seven (7) years. After conducting an independent cost estimate with several companies, the estimated saving per person is approximately \$11.00 per person and includes not only the criminal screening for the Florida but nationwide, motor vehicle history, social security tracing, and sex offender registry query.

d. SSPP and SPP

Agenda Item #5 – Legal / Tim Darby

LYNX Contract – Approval

“Approval for the LYNX Contract”

MOTION CARRIED UNANIMOUSLY

Polk County Veteran UAP – Approval

“Approval for the Polk County Veteran UAP”

MOTION CARRIED UNANIMOUSLY

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Eagle Lake UAP – Approval
“Approval for the Eagle Lake UAP”

MOTION CARRIED UNANIMOUSLY

Polk County School Board Contract – Approval
“Approval for the Polk County School Board Contract”

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Government Affairs / Erin Killebrew (rescheduled to February Board Meeting)

Agenda Item #7 – Fleet Plan Update – LAMTD 2018 / Joe Cheney (rescheduled to February Board Meeting)

Agenda Item #8 – Executive Director Report / Tom Phillips

Agency Update(s)

Tom discussed matters of the District to the Board.

Agenda Item #9 – Executive Informational Summary / Tom Phillips

a. December Executive Calendar – (see attached)

b. Monthly UAP and Ridership data – (see attached)

Agenda Item #10 – Other Business

None at this time

Adjournment

Approved this 10th day of January, 2018.

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Chairman – Commissioner George Lindsey, III

Minutes Recorder – Alex Durham

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
March 14, 2018
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
March 14, 2018
AGENDA ITEM #3

Agenda Item: GEM Award

Presenter: Steve Schaible – Human Resources

Recommended
Action: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
March 14, 2018
AGENDA ITEM #4

Agenda Item: FDOT Comments

Presenter: Jennifer Dorning

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 14, 2018
AGENDA ITEM # 5 (a)

Agenda Item: January 31, 2018 LAMTD Monthly Financial Statement
FY 2017-18

Presenter: Rhonda Carter for 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 January 31, 2018
FY 2017-2018

Year to Date January 31, 2018

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	33%	\$3,459,013	\$4,767,742	138%	\$10.4 Million
Expenses YTD	33%	\$3,459,013	\$2,805,306	81%	\$10.4 Million

REVENUES:

The total revenues realized year-to-date through January 31, 2018 totaled \$4.8 million or 138% of the YTD budget.

- Farebox revenues reflect \$224,532 or 101% of budgeted revenues through January 31, 2018.
- Contract revenues totaled \$47,095 or 72 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$133,551 over budget for RAMCO and GEICO. RAMCO payment of \$93,000 will be billed in January and GEICO Agreement is terminated in December 2017.
- Ad Valorem taxes reflect revenue of \$4.034 million or 92% of the Tax Levy. The total budgeted revenues are \$4.382 million. Only 95% of the taxes are budgeted by State Law.

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

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

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

- Florida DOT operating grants \$1.5 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 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.
- To date, neither the FTA 5307 and the FDOT Operating Grants have been approved for draw down.
- Advertising income totaled \$56,818 in line with the budget.
- The Support cost reimbursement revenue totaled \$142,667 and is in line with budget.
- The other revenues are within the budget for fixed and variable costs with no significant deviation.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date January 31, 2018
FY 2017-2018

EXPENSES:

The total expenses year-to-date through January 31, 2018 totaled \$2.8 million or 81% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2017-2018 budget. As of January 31, 2018, these expenses totaled \$1.941 million or 12% under budget of \$2.201 million and is under budget.
- Professional and Technical Services expenses totaled \$69,295 of the YTD budget; a favorable variance.
- Other services expenses totaled \$43,520 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$168,165 YTD, under budget.
- Materials and supplies totaled \$158,398 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are under budget a favorable variance.
- Misc. expense is over budget due to some fixed cost incurred early in the fiscal year.
- Property appraiser, Tax Collector Commission and CRA payments over budget, since payments are quarterly and annually. The overage of \$70,000 is due to the Property Tax Commission.

Other remaining expenses are under the YTD budget through January 31, 2018

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through January 31st the financials reflect a favorable actual variance of \$1.96 million with 33% of the fiscal year. The expenses are funded with positive cash flow.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/16	9/30/15	9/30/14	9/30/13	9/30/12
* 1. Farebox Recovery Ratio (All modes)	13.95%	25.50%	23.08%	25.16%	23.02%
** 2. Cost per revenue hour	\$104.76	\$89.45	\$86.29	\$83.84	\$83.62
3. Revenue Hours	139,228	103,550	117,008	116,422	112,539
4. Fuel Cost (\$)	\$757,485	\$847,360	\$1,316,739	\$1,367,289	\$1,317,442
5. Ridership	1,393,620	1,424,965	1,647,010	1,638,470	1,452,161

* Total 13.95%, LAMTD 20.06%, PCTS 2.20%

** Total \$104.76, LAMTD \$122.49, PCTS \$83.93 excludes T.D.



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2017
MONTHLY FINANCIAL STATEMENT
MONTH OF Jan 2018

		Month				YTD				Approved Annual Budget	
		Actual	Budget	Variance		Actual	Budget	Variance			
				\$'s	%			\$'s	%		
REVENUES:	Account										
R4	Farebox/Pass Sales	\$ 53,358	\$ 55,833	\$ (2,476)	-4%	\$ 224,532	\$ 223,333	\$ 1,199	1%	\$ 670,000	
R6	Contract Income (UAP)	\$ 11,774	\$ 16,250	\$ (4,476)	-28%	\$ 47,095	\$ 65,000	\$ (17,905)	-28%	\$ 195,000	
R3	Other Contract Revenue	\$ 83,540	\$ 24,453	\$ 59,087	242%	\$ 133,551	\$ 97,813	\$ 35,737	37%	\$ 293,440	
R5	Miscellaneous Income	\$ (4,029)	\$ 1,050	\$ (5,079)	-484%	\$ 739	\$ 4,200	\$ (3,461)	-82%	\$ 12,600	
R7	Advertising Revenue	\$ 24,433	\$ 11,000	\$ 13,433	122%	\$ 56,818	\$ 44,000	\$ 12,818	29%	\$ 132,000	
R8	Investment/Interest Income (net)	\$ 14,394	\$ 1,667	\$ 12,727	764%	\$ 33,206	\$ 6,667	\$ 26,540	398%	\$ 20,000	
R9	Ad Valorum Income, net	\$ 225,212	\$ 365,197	\$ (139,984)	-38%	\$ 4,034,174	\$ 1,460,787	\$ 2,573,388	176%	\$ 4,382,360	
R10	FDOT Operating Grant	\$ -	\$ 124,429	\$ (124,429)	-100%	\$ -	\$ 497,717	\$ (497,717)	-100%	\$ 1,493,150	
R11	Federal Operating Grant	\$ -	\$ 212,804	\$ (212,804)	-100%	\$ -	\$ 851,217	\$ (851,217)	-100%	\$ 2,553,650	
R13	Cost Recovery	\$ 41,424	\$ 417	\$ 41,007	9842%	\$ 43,916	\$ 1,667	\$ 42,249	2535%	\$ 5,000	
R17	City of Lakeland	\$ 12,532	\$ 12,583	\$ (52)	0%	\$ 51,044	\$ 50,333	\$ 711	1%	\$ 151,000	
R1	Bartow Express	\$ -	\$ 3,274	\$ (3,274)	-100%	\$ -	\$ 13,097	\$ (13,097)	-100%	\$ 39,290	
R2	PCTS - Support Cost Reimb.	\$ 35,667	\$ 35,796	\$ (129)	0%	\$ 142,667	\$ 143,183	\$ (517)	0%	\$ 429,550	
Reserve											
TOTAL REVENUES		\$ 486,509	\$ 864,753	\$ (378,244)	-44%	\$ 4,767,742	\$ 3,459,013	\$ 1,308,729	38%	\$ 10,377,040	
ELIGIBLE EXPENSES:											
1	Salaries	\$ 296,905	\$ 370,663	\$ (73,759)	-20%	\$ 1,328,952	\$ 1,482,653	\$ (153,701)	-10%	\$ 4,447,960	
2	Employee Benefits	\$ 133,665	\$ 179,606	\$ (45,940)	-26%	\$ 611,868	\$ 718,423	\$ (106,555)	-15%	\$ 2,155,270	
3	Advertising Fees	\$ 1,005	\$ 1,325	\$ (320)	-24%	\$ 6,130	\$ 5,300	\$ 830	16%	\$ 15,900	
4	Professional & Technical Ser	\$ 24,686	\$ 30,792	\$ (6,105)	-20%	\$ 69,295	\$ 123,167	\$ (53,872)	-44%	\$ 369,500	
5	Contract Maintenance Services	\$ 2,300	\$ 8,800	\$ (6,500)	-74%	\$ 12,772	\$ 35,200	\$ (22,428)	-64%	\$ 105,600	
6	Other Services	\$ 19,020	\$ 4,446	\$ 14,574	328%	\$ 43,520	\$ 17,783	\$ 25,736	145%	\$ 53,350	
7	Fuel & Lubricants	\$ 38,684	\$ 50,275	\$ (11,591)	-23%	\$ 168,165	\$ 201,100	\$ (32,935)	-16%	\$ 603,300	
8	Freight	\$ 412	\$ 800	\$ (388)	-49%	\$ 2,664	\$ 3,200	\$ (536)	-17%	\$ 9,600	
9	Repairs & Maintenance	\$ 179	\$ 3,825	\$ (3,646)	-95%	\$ 2,805	\$ 15,300	\$ (12,495)	-82%	\$ 45,900	
10	Materials & Supplies	\$ 45,713	\$ 58,933	\$ (13,221)	-22%	\$ 158,398	\$ 235,733	\$ (77,336)	-33%	\$ 707,200	
11	Utilities/Telephone	\$ 11,787	\$ 9,933	\$ 1,853	19%	\$ 38,486	\$ 39,733	\$ (1,247)	-3%	\$ 119,200	
13	Liab & Prop Damage Insurance	\$ 22,361	\$ 22,667	\$ (306)	-1%	\$ 89,443	\$ 90,667	\$ (1,223)	-1%	\$ 272,000	
14	Other Coporate Insurance	\$ 1,010	\$ 167	\$ 843	506%	\$ 1,010	\$ 667	\$ 343	52%	\$ 2,000	
15	Dues & Subscriptions	\$ 875	\$ 3,823	\$ (2,948)	-77%	\$ 7,094	\$ 15,290	\$ (8,196)	-54%	\$ 45,870	
16	Education/Training/Meeting/Travel	\$ 6,560	\$ 8,250	\$ (1,690)	-20%	\$ 30,653	\$ 33,000	\$ (2,347)	-7%	\$ 99,000	
17	Service Charges	\$ 1,548	\$ 2,142	\$ (593)	-28%	\$ 5,725	\$ 8,567	\$ (2,842)	-33%	\$ 25,700	
18	Office Expense	\$ 9,664	\$ 6,417	\$ 3,247	51%	\$ 31,759	\$ 25,667	\$ 6,092	24%	\$ 77,000	
19	Advertising & Promotions	\$ 3,956	\$ 2,083	\$ 1,873	90%	\$ 4,249	\$ 8,333	\$ (4,085)	-49%	\$ 25,000	
20	Miscellaneous Expenses	\$ 2,828	\$ 5,271	\$ (2,443)	-46%	\$ 29,942	\$ 21,083	\$ 8,858	42%	\$ 63,250	
21	Property Appraiser/Tax Collector Comm	\$ 4,504	\$ 12,083	\$ (7,579)	-63%	\$ 118,319	\$ 48,333	\$ 69,985	145%	\$ 145,000	
22	LDDA, CRA Contributions	\$ -	\$ 13,833	\$ (13,833)	-100%	\$ -	\$ 55,333	\$ (55,333)	-100%	\$ 166,000	
23	Capital Expenditures/ Debt Service	\$ 11,014	\$ 56,717	\$ (45,702)	-81%	\$ 44,058	\$ 226,867	\$ (182,809)	-81%	\$ 680,600	
24	Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 667	\$ (667)	-100%	\$ 2,000	
25	Restricted Contingency	\$ -	\$ 11,737	\$ (11,737)	-100%	\$ -	\$ 46,947	\$ (46,947)	-100%	\$ 140,840	
TOTAL ELIGIBLE EXPENSES:		\$ 638,677	\$ 864,753	\$ (226,077)	-26%	\$ 2,805,306	\$ 3,459,013	\$ (653,708)	-19%	\$ 10,377,040	
NET REVENUES OVER											
(UNDER) EXPENSES		\$ (152,167)	\$ -	\$ (152,167)		\$ 1,962,436	\$ -	\$ 1,962,436		\$ -	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 14, 2018
AGENDA ITEM # 5 (b)

Agenda Item: January 31, 2018 Financials for Polk County Transit Services
Contract – FY 2017-18

Presenter: Rhonda Carter for 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
MARCH 14, 2018
AGENDA ITEM # 5 (b)

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of January 31, 2018
Year to Date Report
Percent of FY Reported (33%)

Revenues

- The revenues totaled \$1.8 million or 94% of the year-to-date budget.
- The FTA grant drawdown reflects no activity. Grants will be billed in the second quarter.
- Fare Revenues totaled \$52,357 or 127% of the year-to-date budget.
- The Polk County (City Contributions Fair Share) totaled \$335,542.
- The County funding is designed to reflect the first payment for the budget grants match totaling \$1.3 million.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.6 million or 85% of the year-to-date budget.
- Salaries and wages totaled \$962,336 or 82% of the YTD Budget.
- Operating expenses totaled \$446,678 or 89% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other contractual services totaled \$180,000 or 91% of the year to date budget..

Lakeland Area Mass Transit District
Financial Statement
Polk County Contract
Month of January 2018

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,661,780	\$ 553,927	\$ 1,307,136	236%
City Contribution	\$ 208,080	\$ 69,360	\$ 335,542	484%
County Contribution - PCTS	\$ 298,920	\$ 99,640	\$ -	0%
Fares	\$ 124,000	\$ 41,333	\$ 52,357	127%
FDOT Block Grants:				
GO924 - WHAT/ADA	\$ 613,660	\$ 204,553	\$ -	0%
JARC AQ379	\$ 93,470	\$ 31,157	\$ -	0%
RURAL AQR07	\$ 800,570	\$ 266,857	\$ -	0%
FTA				
FTA 5307 Grant	\$ 1,813,690	\$ 604,563	\$ -	0%
Capital Grant	\$ -	\$ -	\$ 61,891	100%
Total	\$ 5,614,170	\$ 1,871,390	\$ 1,756,926	94%

Expenses				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,512,900	\$ 1,170,967	\$ 962,336	82%
Contract	\$ 594,000	\$ 198,000	\$ 180,000	91%
Operating	\$ 1,507,270	\$ 502,423	\$ 446,678	89%
Total	\$ 5,614,170	\$ 1,871,390	\$ 1,589,014	85%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 14, 2018
AGENDA ITEM # 5(c)

Agenda Item: **Information Technology (IT) Management and Oversight Contract Award**

Presenter: Rhonda Carter for David Persaud, CFO

Recommended Recommend Board approve award of Contract 18-004 for
Action: Information Technology (IT) Management and Oversight
to the lowest responsive, responsible bidder, for a Not to
Exceed amount of \$85,000 annually.

Anticipated

Funding Source: State Operating Grants and Operational Funds

Summary: On January 23, 2018, the District issued a Request for
Proposal (RFP) #18-004, for qualified firms interested in
providing Information Technology (IT) Management and
Oversight that will meet the needs of the District and the
Information Technology (IT). Offer submittals were due
February 20, 2018 at 2:00 P.M.

The solicitation was provided to the District's registered vendors and state certified Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE). Forty-six firms received notification of the posting, of which 30% were DBE firms found through the BizNet website.

Two offers were received, one timely, one delayed. The single timely offer was evaluated on responsiveness, technical capacity, and price. A responsibility review was conducted to ensure the firm was experienced, adequately staffed, and understood the requirements as outlined in the solicitation. The untimely offer was reviewed, found nonresponsive and outside the competitive range in pricing.

A review of the solicitation process was conducted in accordance with Federal Transit Administrations Best Practices Manual, with the findings published within the attached Memorandum.

AGENDA ITEM – CONT.

The solicitation was also scrutinized to verify that the statement of work would allow for full and open competition.

Each review resulted in the firm of AllTek Services, Inc. being recommended for award. It is important to know that AllTek Services is the incumbent firm, currently providing I.T. consulting services to the District.

Additional Funding Notes:

The high turnover, in the I.T. manager's position and the significant down time in the I.T. operations, resulted in the District's management electing to privatize these services. The annual savings from this option is expected to be over \$98,000, with the deletion of two I.T. positions.

Attachments:

Contract Award Analysis
Single Bid Findings and Determinations

LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)

Office of Purchasing and Contracts
1212 George Jenkins Blvd, Lakeland Florida 33815

Findings and Determination Memorandum

DATE:	March 2, 2018	Solicitation #	18-004
ACTION TO BE APPROVED:	Single Bid Intent to Award		

1. A Request for Proposal (RFP) No. 18-004 was issued January 23, 2018 for the external management and oversight of the District's Information Technology Department/System
2. The services have an estimated cost of \$10,000 monthly, or \$120,000 annually, and may use grant funding.
3. The solicitation was posted on the Districts website, the public bidding site Demandstar, and sent via email, to over 46 firms, 26 of which confirmed receipt.
 - a. Solicitation documents were electronically requested by Sistema Technologies, Vology, and Presidio Network Solutions.
4. A pre-offer conference was held on January 31, 2018.
 - a. Three firms attended, that being Ellis & Ellis Assoc., Sistema Tech, and Information Systems Consulting Inc (ISCSI).
 - b. During the conference, the solicitation packet was reviewed, pointing out the time lines for requesting any additional clarifications.
 - c. A post conference addendum posted on February 1, 2018, addressing all questions or concerns raised during the conference.
5. As per Section 3.2 and 3.3 of the solicitation, any additional requests for clarification or time extensions, must be submitted in writing, no later than 5 business days prior to the solicitation due date and time (by February 13, 2018). Two requests were received after the allotted timeframe.
 - a. Sistema Technologies requested clarification on February 14, 2018 at 10:23 PM
 - b. Presidio Network Solutions requested an extension on February 14, 2018 at 3:27 PM
 - c. On February 15, 2018 at 4:21 PM, both requests were denied as they did not meet the solicitation requirements.
6. Two firms (that attended the pre-proposal conference) declined to bid, via voicemail, without stating a reason:
 - a. Information Systems Consulting on 2/12/18
 - b. Ellis & Ellis Assoc on 2/19/18
 - c. Expecting four other offers to be submitted, explanation was not sought at this time. (Vology, Alltek, Presidio, Sistema, and ISCI)
7. Offer submissions were due on February 20, 2018 at 2:00 PM. EST.
 - a. Alltek Services' offer was received on February 15, 2018 at 3:49 PM
 - b. No other timely offers were received
8. A Request for Explanation or Statement of Decline was sent to all seemingly interested firms.
 - o The firm of Sistema Technologies responded telephonically, stating they had provided an electronic submittal.
 - o All other firms declined to elaborate.

9. In lieu of Sistema Technologies response,

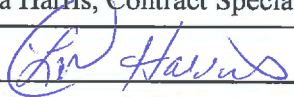

- a. Our IT Department was contacted and verified that the submittal was not blocked by a firewall or in a spam folder.
- b. The offeror was asked to provide proof of submittal, for which an email chain was forwarded. Upon examining the email, it was found that:
 - i. The forwarded email chain indicated the original message, from Sistema Tech to Lisa Harris, did not contain a "sent" date and time stamp. See attached email chain.
 - ii. The forwarded email chain did show that the original message was secondarily sent from Sistema Tech to Sistema Tech on February 19, 2018 at 11:27 PM
 - iii. A message was then sent from Sistema Tech to Lisa Harris on February 21, 2018 at 9:30 AM, Based on a request to explain the firm's lack of response to the solicitation.
- c. The review concluded with the firm of Sistema Tech being found non-responsive.

10. The offer received was reviewed, compared to the untimely offer submitted by Sistema Tech, that of the online GSA pricing for like services, and that of the ICE, to determine if it is fair and reasonable. In addition, a responsiveness and responsibly review was conducted with no adverse findings

DETERMINATION

Award shall be made to AllTek Services as adequate competition was sought, the statements of decline found irrelevant, and the pricing deemed fair and reasonable.

APPROVING OFFICIAL

NAME/TITLE:	Lisa Harris, Contract Specialist		
SIGNATURE:		DATE:	March 1, 2018
NAME/TITLE:	David Persaud, CFO		
SIGNATURE:		DATE:	March 1, 2018

Lisa Harris CPPB

From: Brian Mikell <brianmikell8@gmail.com>
Sent: Wednesday, February 21, 2018 9:39 AM
To: Lisa Harris CPPB; Elizabeth Rocha
Subject: FW: RFP 18-004 Proposal
Attachments: Lakeland - Management and Oversight_v3.docx

Lisa,

I have forwarded the below message from my work email (Brian.Mikell@sistemattechnologies.com) and my personal email here.

Let me know if you have any questions.

Thanks,

Brian Mikell

From: [Brian Mikell](#)
Sent: Monday, February 19, 2018 11:27 PM
To: [Brian Mikell](#)
Subject: Fwd: RFP 18-004 Proposal

+ From Sistema Tech

Begin forwarded message:

From: "Brian Mikell" <brian.mikell@sistemattechnologies.com>
To: "lharris@ridecitrus.com" <lharris@ridecitrus.com>
Subject: RFP 18-004 Proposal

NO "SENT" DATE OR TIME

Lisa,

Please find the proposal for RFP 18-004 attached to this message.

I still have not received any confirmation on our vendor registration, and want to make sure our submission is still valid.

Would you please advise?

Let me know if you have any questions.

Thanks,

Brian Mikell

AWARD ANALYSIS AND SUMMARY SHEET
Solicitation Number: 18-004**Contract Information**

- A. Description:** Information Technology (IT) Management and Oversight
- B. Contractor:** AllTek Services Inc.
- C. Contract Number:** 18-004
- D. Contract Amount:** (Not to Exceed) \$60,000
- E. Contract Type:** Firm Fixed Fee
- F. Term of Contract:** One (1) year base term
- G. Options Available:** Four (4) additional One (1) year option terms
- H. Base Term Expiration:** 03/2019
- I. Options Term(s) Expiration:** 03/2023
- J. Funding Source:** Grant and Operating Funds

Solicitation Information

- A. Issue Date:** 01/23/18
- B. Number of Notifications Sent:** Four hundred eighty-nine (489) firms received notification of the solicitation posting on Demand Star and LAMTD's websites Another forty-six (46) received email notifications, thirteen (16) LAMTD registered vendors (LAMTD's Vendor Database) and thirty (30) registered DBE's found through the BizNet website.
- C. Date and Time Offers were due:** 02/20/2018, 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** One (1)
- E. Price Summary of offer received:**

Offeror	Monthly Contract Rate	Monthly Equipment Lease	Total Monthly Cost	Total Annual Project Cost
AllTek Services, Inc.	\$6,222.48	\$802.33	\$7,024.81	\$84,297.72

F. Late Offers (if any): One (1) – see attached Findings and Determination

Offeror	Monthly Contract Rate	Monthly Equipment Lease	Total Monthly Cost	Total Annual Project Cost
Sistema Technologies.	\$79,810.00	\$802.33	\$80,612.23	\$967,346.76

G. Discussion of Nonresponsive Offers (if any): see attached Findings and Determination

H. Cost Price Reasonableness Summary: Price determined to be fair and reasonable based on a comparison to cost estimates, prior like services, GSA Technology Contract, and current market value.

I. Determination of Responsibility:

Like Project Assessment: Based on 3 projects of similar size and financial responsibility

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

Arithmetic Check: Yes

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

- FL Department of Management Services (http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)
 - Office of Inspector General (<http://exclusions.oig.hhs.gov/Default.aspx>)
- System for Award Management (<https://www.sam.gov/portal/public/SAM?portal:componentId>)

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

Determination and Recommendation

AllTek Services, Inc. is determined to be a responsive and responsible contractor, which have submitted their bid through a full and open competition. The offeror has the capacity to perform under this contract and are recommended for award.

Prepared: 
Purchasing Agent/Contracts Specialist

3-1-18
Date

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: MARCH 14, 2018
AGENDA ITEM #5 (d)

Agenda Item: **Board Approval of the 2018-2019 Florida Commission for the Transportation Disadvantaged Mobility Enhancement Grant and corresponding resolution.**

Presenter: Rhonda Carter for David Persaud, CFO

Recommended
Action: Staff recommends the board approve the 2018-2019 CTD Program Application in the amount of \$308,823.

Summary: The Mobility Enhancement Grant is designed to give those individuals that are determined to be eligible for Transportation Disadvantaged funds enhanced access to transportation. This service would include access to nontraditional paratransit services with private transportation provider participation including Uber, Lift, Mega Bus and a Greyhound. Total CTD funding for this application is \$277,941 dollars with a \$30,882 in-kind cash contribution from the County. The County has been advised of the cash match.

Attachments: Resolution #18-01

RESOLUTION # 18-01

A RESOLUTION of the Lakeland Area Mass Transit District, hereinafter BOARD, hereby authorizes the filing of a Mobility Enhancement Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.
2. The BOARD authorizes Tom Phillips to file and execute the application on behalf of the Lakeland Area Mass Transit District with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD's Registered Agent in Florida is Lakeland Area Mass Transit District. The Registered Agent's address is: 1212 George Jenkins Blvd. Lakeland FL 33815
4. The BOARD authorizes Tom Phillips to sign any and all agreements or contracts which are required in connection with the application.
5. The BOARD authorizes Tom Phillips to sign any and all assurances, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS 14 DAY OF March, 2018

BOARD OF Lakeland Area Mass Transit District

Phillip Walker, Chairman of the Board

Signature of Chairperson

ATTEST:

Signature_____

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
March 14, 2018
AGENDA ITEM # 5(e)

AGENDA ITEM:	Safety and Security Grant Approval
PRESENTER:	David Persaud, Director of Finance
RECOMMENDED ACTION:	Approval Staff recommends board approval of the Safety and Security Grant
SUMMARY:	Grant Approval for Safety and Security via funding by Florida League of Cities. Grant will provide \$3,000 every quarter based on reimbursement of the cost associated with safety and security capital. The grant will be an annual allocation totaling \$12,000.00 per year.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 14, 2018
AGENDA ITEM # 6 (a)

Agenda Item: District Background Check Follow Up

Presenter: Marcy Harrison, HR Generalist

Recommended
Action: Informational

Summary: At the February board meeting we presented the current level II background screening conducted by the District to all candidates and current employees. The board approved to begin the RFP process in order to expand the level of the background check, bring us up date with statewide transit standards and to reduce cost.

The RFP requisition was submitted to procurement on February 23, 2018 and the contract will be awarded on by April 13, 2018.

Upon completion, I will return to report the awarded vendor as well as the contractual details as well as the updated background screening processes for the District. We are anticipating both a cost reduction and improved background check.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 14, 2018
AGENDA ITEM # 6 (b)

Agenda Item: Vison and Supplemental Benefits for Part Time Employees

Presenter: Steven Schaible, Director of HR/Risk/Safety & Security

Recommended
Action: Board approval

Summary: To date the District has been providing an excellent benefits package for our full-time employees and until now, none for our part time staff. Vision and Supplemental Benefits are paid 100% by full time employees electing these benefits.

We are seeking board approval to extent Vision and Supplemental Benefits to Part time employees. Those part time employees who elect these benefit(s) would pay 100% of the cost. The cost to the District would be nothing. This action would serve to increase retention and improve recruiting.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
March 14, 2018
AGENDA ITEM # 7

Agenda Item: TBD

Presenter: Tim Darby

Recommended
Action: TBD

Attachments: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: MARCH 14, 2018
AGENDA ITEM # 7 (b)

Agenda Item: **Annual Certifications and Assurances**

Presenter: Tom Phillips, ED

Recommended

Action: Staff recommends the board approve Executive Director Tom Phillips and Attorney Ben Darby to sign and Pin the 2018 FTA Certifications and Assurances

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

Attachments: Annual Certifications and Assurances.

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2018)

AFFIRMATION OF APPLICANT

Name of the Applicant: Lakeland Area Mass Transit District

Name and Relationship of the Authorized Representative: Tom Phillips, Executive Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: 3/14/18

Name Tom Phillips
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Lakeland Area Mass Transit District

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: 3/14/18

Name Ben Darby
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Lakeland Area Mass Transit District

The Applicant agrees to comply with applicable provisions of Categories 01 – 21. X
OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Private Sector Protections.	_____
04.	Rolling Stock Reviews and Bus Testing.	_____
05.	Demand Responsive Service.	_____
06.	Intelligent Transportation Systems.	_____
07.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
08.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	_____
09.	Alcohol and Controlled Substances Testing.	_____
10.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
11.	State of Good Repair Program.	_____
12.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
13.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
14.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.	_____
15.	Rural Areas and Appalachian Development Programs.	_____
16.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
17.	State Safety Oversight Grant Program.	_____
18.	Public Transportation Emergency Relief Program.	_____
19.	Expedited Project Delivery Pilot Program.	_____
20.	Infrastructure Finance Programs.	_____
21.	Construction Hiring Preferences.	_____

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM # 8 (a)

Agenda Item: ADA Video **-Past and Current**

Presenter: Erin Killebrew, Director of External Affairs

Recommended
Action: Discussion

Summary: Oral Presentation

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM # 8 (b)

Agenda Item: Downtown Circulator

Presenter: Erin Killebrew, Director of External Affairs

Recommended
Action: Discussion

Summary: Oral Presentation

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018
AGENDA ITEM # 8 (c)

Agenda Item: Smart Card Survey Results

Presenter: Erin Killebrew, Director of External Affairs

Recommended
Action: Discussion

Summary: Oral Presentation

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 14, 2018
AGENDA ITEM #9 (a)

Agenda Item:	February Executive Calendar
Presenter:	Tom Phillips, Executive Director
Recommended Action:	Informational
Attachment:	February Calendar

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 14, 2018
AGENDA ITEM #9(b)

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

Attachments: Ridership Report.

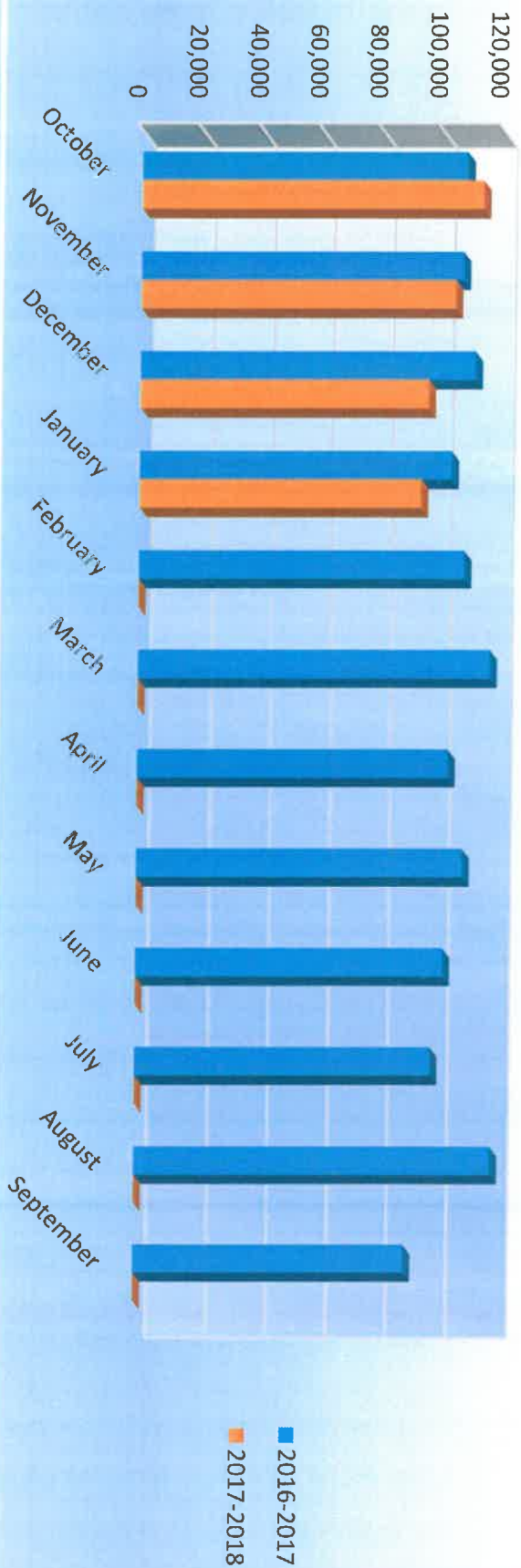
Citrus Connection and PCTS Fixed Route Totals					
	2014-2015	2015-2016	2016-2017	2017-2018	Change
October	167,775	125,714	108,078	113,426	5%
November	133,255	111,028	106,998	104,514	-2%
December	153,148	122,018	111,197	95,815	-13%
January	141,892	101,190	103,647	93,622	-10%
February	131,235	111,486	108,068	0	0%
March	142,894	117,618	116,794	0	0%
April	132,400	110,754	103,274	0	0%
May	123,350	105,362	108,224	0	0%
June	124,152	106,252	102,092	0	0%
July	126,245	100,929	98,193	0	0%
August	115,908	115,998	118,104	0	0%
September	125,983	109,705	89,794	0	0%
Totals	1,618,237	1,338,053	1,274,460	407,377	-5%

Citrus Connection and PCTS Para-Transit Totals					
	2014-2015	2015-2016	2016-2017	2017-2018	Change
October	11,849	7,846	7,071	8,654	22%
November	9,092	6,690	7,002	7,940	14%
December	12,494	7,330	7,014	7,660	9%
January	10,149	7,020	7,521	9,478	28%
February	9,603	7,027	7,413	0	0%
March	10,358	7,780	8,715	0	0%
April	10,323	7,334	7,757	0	0%
May	9,895	7,431	8,460	0	0%
June	9,973	7,548	8,374	0	0%
July	9,277	6,846	8,131	0	0%
August	7,871	8,166	9,533	0	0%
September	7,619	7,791	6,711	0	0%
Totals	118,503	88,809	93,702	33,732	18%

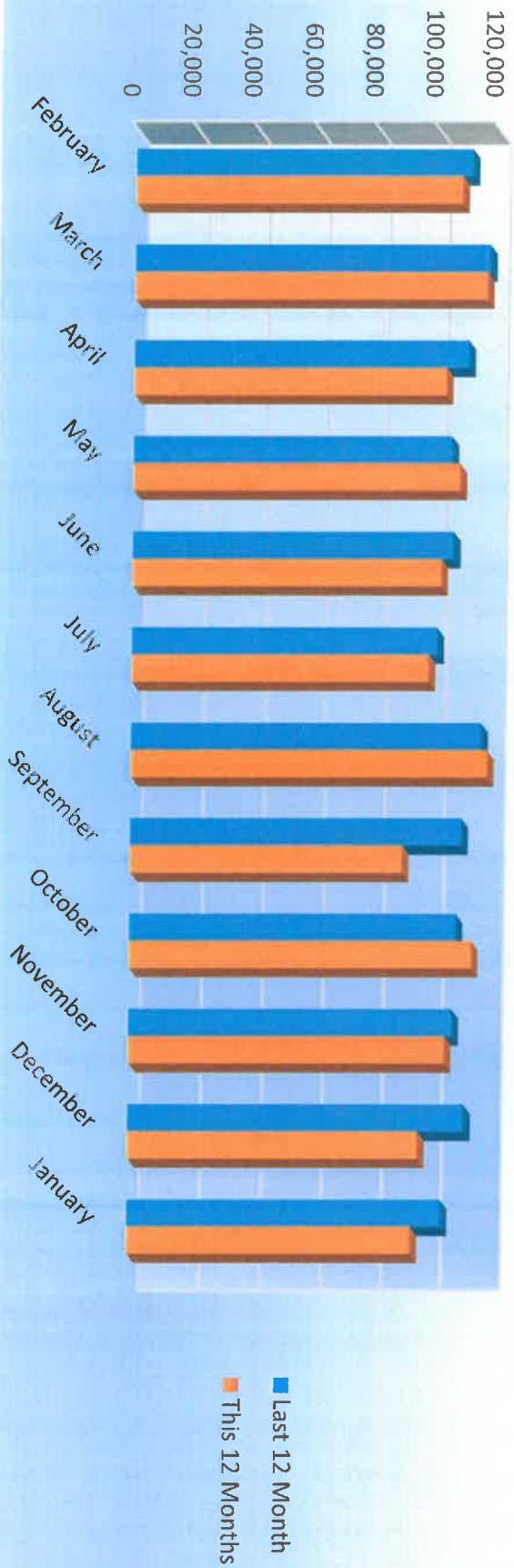
Citrus Connection only Fixed Route Totals					
	2014-2015	2015-2016	2016-2017	2017-2018	Change
October	110,975	83,092	67,636	73,349	8%
November	88,195	73,987	71,083	67,575	-5%
December	100,995	82,287	72,646	60,885	-14%
January	95,059	67,774	70,767	58,864	-18%
February	88,704	74,506	71,884	0	0%
March	93,660	79,428	78,158	0	0%
April	89,872	73,926	67,338	0	0%
May	80,003	69,120	72,329	0	0%
June	80,998	71,398	67,965	0	0%
July	74,681	68,162	66,347	0	0%
August	72,290	76,847	79,427	0	0%
September	79,771	72,624	54,155	0	0%
Totals		893,149	839,734	260,673	-8%

Citrus Connection only Para-Transit Totals					
	2014-2015	2015-2016	2016-2017	2017-2018	Change
October	6,888	4,094	3,229	4,025	25%
November	5,470	3,437	3,252	3,734	14%
December	6,046	3,695	3,154	3,444	8%
January	5,919	3,512	3,507	4,055	16%
February	5,581	3,496	3,505	0	0%
March	6,316	3,897	4,040	0	0%
April	6,333	3,651	3,694	0	0%
May	6,170	3,589	4,060	0	0%
June	6,136	3,660	3,880	0	0%
July	5,407	3,269	3,681	0	0%
August	4,485	3,866	4,306	0	0%
September	4,517	3,747	6,039	0	0%
Totals	69,268	43,913	46,347	15,258	16%

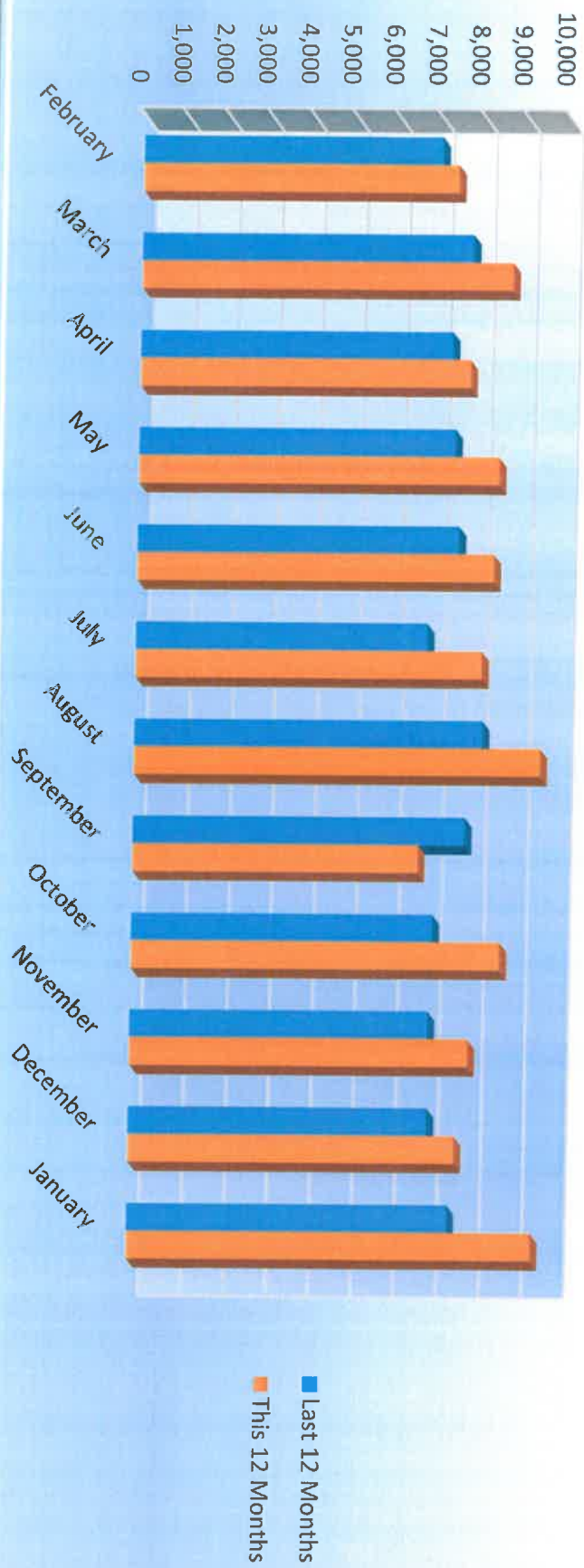
Citrus Connection and PCTS Fixed Route Total Ridership



Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



UAP Ridership Totals 2017	LAMTD	WHAT	Total
December	12,107	7,554	19,661
January	13,525	8,548	22,073
UAP Ridership 2017	LAMTD	WHAT	Total
Polk State College			
December	1,880	918	2,798
January	2,443	1,206	3,649
LEGOLAND			
December	105	1,250	1,355
January	81	1,237	1,318
South Eastern University			
December	286	26	312
January	249	14	263
COLTS			
December	1,639	1,030	2,669
January	2,429	1,125	3,554
Veterans			
December	3,039	1,093	4,132
January	3,285	1,198	4,483
Southern Technical College			
December	140	281	421
January	95	171	266
Central Florida Healthcare			
December	1,049	516	1,565
January	1,105	410	1,515
New Beginnings High School			
December	1,476	2,030	3,506
January	1,477	2,788	4,265
Spectrum (Peace River)			
December	2,493	410	2,903
January	2,361	399	2,760

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
March 14, 2018
AGENDA ITEM #10

Agenda Item: Other Business

Presenter: TBD

Recommended
Action: None

Summary: