

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, Feb 14th, 2024, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the January LAMTD Meeting	Approval
2. Award Presentation	None
3. GEM Award, Paul Simms	None
4. Public Comments	None
5. Board Elections	Approval
6. Finance / Mark Biddinger, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Procurement Policy Revisions	None
e. Project Updates	None
f. Project Manager for Intermodal project	Approval
7. Legal / Ben Darby, Esq	
a. Universal Access Service Agreement, New Beginning High School	Approval
8. Planning & Operations / Nicole McCleary & Paul Simms, Directors	
a. Tiger Town Express Service	Approval
9. Marcia Roberson	
a. Special guest from the Commission for the CTD	None
10. General Manager Report / Tom Phillips	
a. The Squeeze in Lake Wales	Approval
b. Agency Update(s)	None
11. Executive <u>Informational</u> Summary / Tom Phillips	
a. January Calendar	None
b. Ridership and UAP Update	None
12. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #1

Agenda Item: Approval of the LAMTD Meeting Minutes for January 2024

Presenter: Ella Joseph

Policy Analysis: TA 6 Increase internal communication through systemic processes.

Recommended
Action: Board approval of the LAMTD Meeting Minutes for January 2024

Attachments: January 10th, 2024 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #2

Agenda Item: MLK Awards

Presenter: Sara Roberts McCarley, Chair

Recommended
Action: None

Summary: MLK Parade Award Presentation

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #3

Agenda Item: GEM Award

Presenter: Paul Simms, Director of Operations

Recommended
Action: None

Summary: GEM Award

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #5

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
February 14, 2024
AGENDA ITEM #6a

Agenda Item: FY2023-24
 LAMTD Monthly Financial Statement
 For the period ending December 31, 2023

Presenter: Mark Biddinger, 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

YTD December 31, 2023

FY 2023-2024

(10/01/23 – 09/30/24)

25% of the fiscal year complete

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenue	\$14,351,547	\$7,238,062	50%
Expense	\$14,351,547	\$2,994,104	21%
Surplus/(deficit)	-	\$4,243,958	

Revenue Highlights:

Ad valorem taxes: The majority have receipts will be recognized as of December 2023 (~ 85%) with the remainder coming in monthly for the rest of the fiscal year.

The billing cycles for the FTA and FDOT grants have now started. These grants are paid out retrospectively after expenses are incurred each quarter.

Interest Income on invested funds is ahead of the budget.

Expense highlights

Overall expenses are below budget. Individual expense lines vary due to the cyclical nature of operations compared to a linear budget (budgets are reported on a 1/12th basis).

CASH POSITION:

As of December 31, 2023, there was ~ 229 days (7.5 months) of operating cash on hand.

As of January 31, 2024, there was ~ 212 days (7.0 months) of operating cash on hand.

CHANGE IN FINANCIAL POSITION

Based on the year-to-date budget-to-actual variances through December 31st, the financials reflect a favorable variance of \$4,243 million with 25% of the fiscal year completed.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/2022	9/30/2021	9/30/2020	9/30/2019	9/30/2018
1. Farebox Recovery Ratio	11.40%	10.70%	8.50%	10.10%	13.00%
2. Cost per revenue hour	\$141.63	\$130.01	\$117.66	\$116.62	\$108.42
3. Revenue Hours	132,260	135,115	146,700	145,405	146,597
4. Fuel Cost	\$1,399,855	\$878,132	\$744,587	\$1,093,793	\$1,082,166
5. Ridership	653,986	591,937	855,409	1,294,771	1,252,600

LAKELAND AREA MASS TRANSIT DISTRICT

Financial Statement

FY23-24

October 1, 2023 - September 30, 2024

For the Period Ended DECEMBER 2023

3.0 Months
25% Of Fiscal Year

Revenue

	Annual Budget	YTD Actual	Percent Expended
Farebox/Pass Sales	\$ 340,880	\$ 54,046	16%
Contract Income (UAP)	\$ 175,600	\$ 21,642	12%
Other Contract Revenue	\$ 247,779	\$ 165,517	67%
Miscellaneous Income	\$ 25,800	\$ 11,725	45%
Advertising Revenue	\$ 156,000	\$ 26,667	17%
Investment/Interest Income (net)	\$ 210,000	\$ 93,874	45%
Ad Valorem Income, net	\$ 7,090,766	\$ 6,012,309	85%
FDOT Operating Grant	\$ 1,806,250	\$ 13,525	1%
Federal Operating Grant	\$ 3,637,000	\$ 733,644	20%
Cost Recovery	\$ 30,000	\$ 1,536	5%
SQUEEZE	\$ 6,000	\$ 1,000	17%
PCTS - Support Cost Reimb.	\$ 615,472	\$ 102,578	17%
Gain on Disposal of Asset	\$ 10,000	\$ -	0%
Total	\$ 14,351,547	\$ 7,238,062	50%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Salaries	\$ 7,269,139	\$ 1,489,395	20%
Employee Benefits	\$ 2,584,755	\$ 601,784	23%
Advertising Fees	\$ 9,200	\$ 1,566	17%
Professional & Technical Services	\$ 546,700	\$ 124,328	23%
Contract Maintenance Services	\$ 159,800	\$ 10,261	6%
Other Services	\$ 94,550	\$ 33,430	35%
Fuel & Lubricants	\$ 820,600	\$ 110,780	13%
Freight	\$ 13,670	\$ 1,331	10%
Repairs & Maintenance	\$ 68,700	\$ 11,241	16%
Materials & Supplies	\$ 1,037,300	\$ 115,967	11%
Utilities/Telephone	\$ 163,300	\$ 39,360	24%
Insurance Expense	\$ 379,400	\$ 124,254	33%
Dues & Subscriptions	\$ 48,660	\$ 13,581	28%
Education/Training/Meeting/Travel	\$ 87,970	\$ 18,052	21%
Service Charges	\$ 10,990	\$ 3,483	32%
Office Expense	\$ 99,545	\$ 21,916	22%
Advertising & Promotions	\$ 31,250	\$ 21,610	69%
Miscellaneous Expenses	\$ 25,418	\$ 3,425	13%
Property Appraiser/Tax Collector Comm	\$ 220,000	\$ 172,654	78%
Debt Service	\$ 680,600	\$ 75,684	11%
Total	\$ 14,351,547	\$ 2,994,104	21%

Change in Financial Position \$ - \$ 4,243,958

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
February 14, 2024
AGENDA ITEM #6b

Agenda Item: FY2023-24
Polk County Transit Services Monthly Financial Statement
For the period ending December 31, 2023

Presenter: Mark Biddinger, 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

Polk County Transit Services

Monthly Financial Report

YTD December 31, 2023

FY 2023-2024

(10/01/23 – 09/30/24)

25% of the fiscal year complete

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenue	\$10,679,408	\$5,441,169	51%
Expense	\$10,679,408	\$2,120,321	20%
Surplus/(deficit)	-	\$3,320,848	

Revenue Highlights:

Revenues exceed expenses by \$3,320M because 100% of the annual county revenue has already been received.

The billing cycles for the FTA and FDOT grants have not yet started. These grants are paid out retrospectively after expenses are incurred each quarter.

Expense highlights

Overall expenses are below budget. Individual expense lines vary due to the cyclical nature of operations compared to a linear budget (budgets are reported on a 1/12th basis).

Polk County Contract

Financial Statement

FY23-24

October 1, 2023 - September 30, 2024

For the Period Ended DECEMBER 2023

3.0 Months
25% Of Fiscal Year

Revenue

	Annual Budget	YTD Actual	Percent Expended
County Match	\$ 2,399,579	\$ 2,399,579	100%
County Contribution - PCTS	\$ 1,309,355	\$ 1,309,355	100%
City Contribution	\$ 658,554	\$ 669,903	102%
Other Revenue Transfer Cares Funding	\$ -	\$ -	0%
Misc Income (insurance proceeds)	\$ -	\$ 4,738	0%
Fares	\$ 49,000	\$ 12,250	25%
FDOT Block Grants:			
G2371 - WHAT/ADA	\$ 704,093	\$ -	0%
RURAL	\$ 1,342,000	\$ 463,072	35%
SUNRAIL	\$ 249,740	\$ 43,868	18%
FTA			
FTA 5307 Grant	\$ 3,795,440	\$ 538,404	14%
Capital Contributions - County	\$ 171,647	\$ -	0%
Total	\$ 10,679,408	\$ 5,441,169	51%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 5,247,949	\$ 954,583	18%
Contract	\$ 2,458,193	\$ 586,276	24%
Operating	\$ 2,973,266	\$ 579,462	19%
Capital	\$ -	\$ -	0%
Total	\$ 10,679,408	\$ 2,120,321	20%

Change in Financial Position \$ _____ - \$ 3,320,848

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
February 14, 2024
AGENDA ITEM #6c

Agenda Item: FY2023-24
Transportation Disadvantaged Monthly Financial Statement
For the period ending December 31, 2023

Presenter: Mark Biddinger, 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 is July 1 to June 30. The funding is comprised 90% from the State and 10% matching funds by Polk County.

Attachments: See Attachments

Transportation Disadvantaged Program

Monthly Financial Report

YTD December 31, 2023

FY 2023-2024

(07/01/23 – 06/30/24)

50% of the fiscal year complete

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenue	\$1,461,766	\$733,175	50%
Expense	\$1,461,766	\$722,094	49%
Surplus/(deficit)	-	\$11,081	

Refer to the detailed financial report (attached). Revenues and expenses and tracking with budget expectations. There is nothing unusual to report.

Transportation Disadvantaged

Financial Statement

FY23-24

July 1, 2023 - June 30, 2024

For the Period Ended DECEMBER 2023

6.0 Months
50% Of Fiscal Year

Revenue

	Annual Budget	YTD Actual	Percent Expended
County Match 10%	\$ 146,145	\$ 73,300	50%
Contract Revenue	\$ 311	\$ 180	58%
Adult Day Care		\$ -	
FDOT Grants:			
CTD Grant -Operating	\$ 1,315,310	\$ 659,695	50%
Total	\$ 1,461,766	\$ 733,175	50%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 1,067,076	\$548,335	51%
Operating	\$ 394,690	\$ 173,758	44%
Total	\$ 1,461,766	\$722,094	49%

Change in Financial Position \$ _____ - \$ _____ 11,081

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #6d

Agenda Item: Procurement Policy revisions

Presenter: Mark Biddinger, CFO

Recommended Action: Approval of the Procurement Policy revisions

Summary: The District's Procurement Department seeks approval of the below noted edits to its Policies. Said revisions are recommended due to the restructuring of the department

The last policy update was approved by the Board in November 2019. At that time the Procurement Policies Manual was 10 years old.

Though the procurement regulations and requirements have not changed, we seek to update the thresholds for award approval, found under section 3.1, as outlined in the side-by-side comparison. The complete document is available upon request.

AGENDA ITEM # – CONT.

3.0 APPROVAL OF AWARDS, DELEGATION OF AUTHORITY		
2019 Policy	2024 Policy Revision	Change
The District's Board of Directors shall award all contracts greater than \$50,000.	The District's Board of Directors shall be made aware of and/or authorize all contracts greater than \$50,000, with signature authority delegated to the District's Executive Director/General Manager.	Added the phrase "shall be made aware of"
The District's Executive Director shall have the authority to award contracts up to \$50,000.	← This reference has been modified below	No change
The District's Executive Director has delegated limited award authority to the District's Manager of Procurement and Contracts.	The District's Executive Director/General Manager may delegate authority to award procurements and contracts below \$50,000.	No change, simply updated language
Newly added section →	The District's Chief Financial Officer, as the Director of Procurement and Contracts, shall have the authority to award contracts up to \$50,000.	Simply named the CFO as the Director of Procurement and Contracts and appointed a threshold.
The District's Manager of Procurement and Contracts may award contracts up to \$25,000.	The District's Manager of Procurement and Contracts may award contracts up to \$35,000.	Increased the threshold by \$10,000
The District's Contracts Specialist may award contracts up to \$10,000.	The District's Procurement/ Contracts Supervisor may award contracts up to \$25,000.	Added new position and Increased the threshold by \$15,000
The District's Contracts Specialist may award contracts up to \$10,000.	The District's Contracts Specialist may award contracts up to \$25,000.	Increased the threshold by \$15,000
The District's Procurement Agent may award contracts up to \$3,000	The District's Procurement Agent may award contracts up to \$10,000	Increased the threshold by \$7,000

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #6e

Agenda Item: Informational - Project Updates

Presenter: Mark Biddinger, CFO

Recommended None
Action:

Summary: This is an information update to the board outlining how previously approved grant funding is being spent.

1. In June 2021, the District received Board approval to apply for capital project funding under FTA Section 5307 ARPA grants in the amount of \$1,365,000. These funds are earmarked for the following projects:
 - \$1,000,000 – Oracle Netsuite for Government.
 - \$85,000 – Chevin Fleet Wave Advanced.
 - \$15,000 – 800-Timeclocks.
 - \$150,000 – Remix by VIA
 - \$115,000 – Project contingency fund (8.4%).
2. In June 2023, the District received Board approval to apply for capital project funding under FTA Section 5307 CRRSAA grants in the amount of \$2,000,000. These funds are earmarked for the Lakeland Intermodal Center Planning, Development, & Environment (PD&E) Study. The entire Intermodal project is currently estimated to be \$45M.

Attachments: Previously approved Board Agenda Items as reference

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
February 14, 2024
AGENDA ITEM #6f

Agenda Item: Project Manager for Intermodal project

Presenter: Mark Biddinger, Chief Financial Officer

Recommended
Action: None – Information only

Summary: Lakeland Area Mass Transit District has been tasked with providing project management oversight to the planned intermodal facility. The current estimate for this project is \$45M. We need to finalize procuring a PD&E study this spring. To accomplish this task, and the work ahead over the next several years, LAMTD will need to hire an experienced Project Manager to lead the project. We are hopeful this can be done headcount and budget neutral in the current fiscal year, with funding provided in subsequent fiscal years.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #7a

Agenda Item: Universal Access **Service Agreement with New Beginning High School**

Presenter: Ben Darby, Esq.

Recommended
Action: Approval

Summary: A renewal to the UAP with New Beginnings

**Universal Access Service Agreement -
New Beginnings High School and Lakeland Area Mass Transit District**

This Service Agreement is entered into as of the 1st day of January, 2024, by and between New Beginnings High School (hereinafter referred to as “New Beginnings”), and the Lakeland Area Mass Transit District, an independent special district (hereinafter referred to as the “District”).

WHEREAS, New Beginnings desires to provide its students the benefit of unlimited access to public transit as a means of commuting to school and other activities; and,

WHEREAS, the District operates public transit systems which currently provide fixed route bus service to and around the New Beginnings campus,

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The term of this Agreement shall be for a period of one (1) year commencing on January 1, 2024, through and including December 31, 2024. New Beginnings or the District may terminate this Agreement upon thirty (30) days written notice to the other party.

2. The District will allow current New Beginnings students, faculty, and staff unlimited access for each fixed route transit trip when the students, faculty, or staff show the appropriate New Beginnings identification card. The District shall provide unlimited access to fixed route transit service for all current New Beginnings students, faculty and staff in accordance with the terms of this Agreement.

3. Hours of operation of bus service are defined as the number of hours each bus operates plus reasonable travel time each way to and from the District Operations Center located at 1212 George Jenkins Boulevard, Lakeland, Florida, or the County Operations Center located in Bartow or Winter Haven, Florida. Bus service will not be provided on holidays on which the District does not operate and on any other days on which the District does not operate.

4. The monthly rate to be charged to New Beginnings by the District for the

transit service will be \$897.00, to be paid to the District. New Beginnings shall also provide funding for the District's Summer of Safety program at a rate not to exceed \$1,500.00 for the summer of 2024.

5. Invoices will be issued each calendar month for the transit service. New Beginnings shall pay within 30 days of receipt of the invoice.

6. New Beginnings agrees to provide all current students, faculty, and staff with a photo identification card that includes an expiration date.

7. The District agrees to waive advertising fees for one premium bus wrap that has been previously purchased by New Beginnings. If the District determines that the wrap must be replaced at any time during the term of this Agreement due to damage or normal wear and tear, New Beginnings agrees to fund the purchase and installation of the replacement wrap. If New Beginnings does not fund the purchase and installation of the replacement wrap within thirty (30) days of the District's determination, New Beginnings agrees that the District may strip the wrap at New Beginning's expense and place other advertising on the bus at the District's discretion. It is understood that the wrapped busses will operate on all routes in the entire territory of the District, as required by Title VI regulations.

8. This Agreement is subject to the terms and conditions contained in any interlocal or other agreement between the District and any other governmental authority, including, without limitation, the City of Lakeland, the Polk Transit Authority, and the County of Polk, and between the County and any other governmental authority including, without limitation, the City of Lakeland, the Polk Transit Authority, and the District.

9. This Agreement is subject to all federal, state, and local laws, rules, and regulations with which the District is obligated to comply.

10. Failure of any party to comply with any provision of this Agreement shall place that party in default. Prior to terminating this Agreement, the non-defaulting party shall notify the defaulting party in writing. The notification shall make specific reference to the condition alleged to give rise to the default. The defaulting party shall then be entitled to a period of fifteen

(15) days from the date notification is received in which to cure the default. If said default is not cured within the fifteen (15) day period, this Agreement may be terminated by the non-defaulting party. The failure of any party to exercise this right shall not be considered a waiver of such right in the event of any further default or non-compliance.

11. All notices, requests, demands and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given when received if personally delivered; when transmitted if transmitted by telecopy, electronic telephone line facsimile transmission or other similar electronic or digital transmission method; the day after it is sent, if sent by recognized expedited delivery service; and five (5) days after it is sent, if mailed, first class mail, postage prepaid. In each case, notice shall be sent to:

NEW BEGINNINGS: New Beginnings High School
 3425 Lake Alfred Rd.
 Winter Haven, FL 33881
 ATTN:

DISTRICT: Lakeland Area Mass Transit District
 1212 George Jenkins Boulevard
 Lakeland, FL 33815
 ATTN: Tom Phillips

12. If any covenant or provision of this Agreement is determined to be invalid, illegal or incapable of being enforced, all other covenants and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be dependent upon any other covenant or provision unless so expressed herein.

13. This Agreement contains all the terms and conditions agreed upon by the parties and is a complete and exclusive statement of the Agreement between the parties. Any renewals, alterations, variations, modifications, amendments or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed, approved by all entities and attached to this Agreement. This Agreement supersedes all other agreements and proposals, oral or written, regarding the subject matter herein, and all such other agreements and proposals are hereby deemed void.

14. In the performance of this Agreement, the District will be acting in the capacity of an independent contractor, and not as an agent, employee, partner, joint venturer, or associate of New Beginnings. The District shall be solely responsible for the means, methods, techniques, sequences, and procedures utilized by the District in the full performance of this Agreement. Neither the District nor any of the employees, officers, agents or any other individual directed to act on behalf of the District for any act related to this Agreement, shall represent, act, purport to act, or be deemed to be the agent, representative, employee or servant of New Beginnings.

15. This Agreement shall be construed in accordance with the laws of the State of Florida and venue of any legal proceedings shall be in Polk County, Florida, if the action is commenced in state court. If any action is commenced in federal court, then venue shall be in the United States District Court for the Middle District of Florida, Tampa Division.

16. New Beginnings understands that the students are at all times subject to the same standards of behavior applicable to all other passengers.

17. New Beginnings specifically acknowledges and agrees that all District routes are public bus routes, and District does not owe a duty of care to any New Beginnings bus passenger greater than the duty of care that the District owes to any non-participating bus passenger. New Beginnings shall defend, indemnify, and hold harmless the District and its commissioners, officers, employees, and agents from any claim, injury, damage, expense (including court costs and reasonable attorneys fees), or loss to the extent that it arises from a claim that the District owes a duty of care to any participating New Beginnings passenger greater than the duty of care that the District owes to any non participating bus passenger, subject to the limitations set forth in Section 768.28, Florida Statutes.

18. Nothing contained herein shall operate or be construed as a waiver of the District's sovereign immunity or a waiver of the District's limits of liability set forth in Section 768.28 of the Florida Statutes, regardless of whether claims are based in contract, tort, strict liability, statute, products liability, negligence or otherwise.

19. Public Records Law.

(a) New Beginnings acknowledges the District's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. New Beginnings further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, New Beginnings shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, New Beginnings acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

- (1) keep and maintain public records required by the District to perform the services required under this Agreement;
- (2) upon request from the District's Custodian of Public Records or his/her designee, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or otherwise provided by law;
- (3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if New Beginnings does not transfer the records to the District; and
- (4) upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of New Beginnings or keep and maintain public records required by the District to perform the service. If New Beginnings transfers all public records to the District upon completion of this Agreement, New Beginnings shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If New Beginnings keeps and maintains public records upon completion of this Agreement, New Beginnings shall meet all applicable requirements for


retaining public records. All records stored electronically must be provided to the District, upon request from the District's Custodian of Public Records, in a format that is compatible with the information technology systems of the District.

(c) IF NEW BEGINNINGS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS AT:

CUSTODIAN OF PUBLIC RECORDS
LAKELAND AREA MASS TRANSIT DISTRICT
1212 GEORGE JENKINS BOULEVARD
LAKELAND, FLORIDA 33815
TELEPHONE: (863) 393-6055
E-MAIL: HR@RIDECITRUS.COM

20. Each of the undersigned warrants and represents that he or she is authorized to execute this Agreement on behalf of the entity identified.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officers.



Bryant Cohen

Witnesses

NEW BEGINNINGS HIGH SCHOOL

By: 

Date: 1/22/2024

LAKELAND AREA MASS TRANSIT
DISTRICT

Witnesses

By: _____
Chair

Date: _____

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
February 14, 2024
AGENDA ITEM #8a

Agenda Item: Approval of the Tigertown Express Pilot for Spring Training

Presenter: Nicole McCleary, Director of Strategic Planning & Innovation

Recommended
Action: Approval

Program: Citrus Connection will provide express shuttle service to Tigertown for six games during spring training. This Pilot program will assist in alleviating traffic and parking around the baseball stadium. Patrons will have 4 lots available to them for parking (3 Citrus Connection parking lots and part of the RP Funding Parking lot). TA 6 Increase internal communication through systemic processes. The estimated cost of this pilot program is approximately \$13,000 including labor, fuel, training, and marketing costs.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #9a

Agenda Item: **Special Guest**

Presenter: Marcia Roberson, Director

Recommended
Action: Informational

Summary: Special guests from the Commission for the
Transportation Disadvantaged (CTD) in Tallahassee
visits Polk County March 18-20 2024

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #10a

Agenda Item: **The Squeeze in Lake Wales**

Presenter: Tom Phillips, General Manager

Recommended
Action: Approval of the Squeeze in Lake Wales

Summary: The City of Lake Wales has requested that The Squeeze operate in the downtown area on weekdays for a one-year pilot project. The City will cover all costs associated with the project.
The total budget is estimated to be \$86,000:
- Operation budget: \$56,000.00
- Capital budget: \$30,000.00

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #10b

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the General Manager

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #11a

Agenda Item: **January calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

January 2024

January 2024							February 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 31	Jan 1, 24 New Year's Day (United States) 8:00am PIN Annual Certifications and 10:00am 1-on-1 w/HR - Tom Phillips	2 9:30am Senior Staff Call (https://us02web.zoo) 10:00am 1-on-1 w/Marcia (Tom's 7:00pm Davenport City Commission Meeting	3 Copy: Board of Directors, Performance Indicator Data, due CC 9:30am 1-on-1 w/ Nicole - Tom Phillips	4 8:00am Repatha 9:30am 1-on-1 w/Mark - Tom Phillips 1:30pm GENTS	5	6
7	8 10:00am 1-on-1 w/HR - Tom Phillips	9 8:30am Email Ridership Update to LAMTD 9:30am Canceled: Senior 10:00am 1-on-1 10:30am 1:00pm Agenda Study	10 8:00am Board Member Transition Breakfast 8:30am LAMTD Jan Board Meeting (1212 9:30am 1-on-1 w/ Nicole - Tom Phillips	11 9:30am 1-on-1 w/Mark - Tom Phillips	12	13
14	15 10:00am 1-on-1 w/HR - Tom Phillips	16 10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips	17 9:30am 1-on-1 w/ Nicole - Tom Phillips	18 8:00am Repatha 9:30am 1-on-1 w/Mark - Tom Phillips 12:30pm Chrissanne // Tom Lunch (Nineteen61, 215 E	19	20
21 8:00am Rodeo Family Funday (RP Funding Center (701 W Lime St, Lakeland, FL 33815, United States)) - Ella Joseph	22 10:00am 1-on-1 w/HR - Tom Phillips	23 9:30am Senior Staff Call (https://us02web.zoo) 10:00am 1-on-1 10:30am Transit 11:00am Canceled: 11:30am Fair Share	24 9:30am 1-on-1 w/ Nicole - Tom Phillips 10:00am Interview with Jeff Van Zant, Bay 11:15am Lunch @ 2:00pm Meeting with	25 9:30am 1-on-1 w/Mark - Tom Phillips 10:00am Lunch Squeeze Ribbon Cutting 11:00am Transit 6:00pm Community	26 8:30am Updated invitation: Infrastructure Team Meeting @ Monthly 3:00pm Meeting w/ Dr. Bruce Anderson	27
28	29 10:00am 1-on-1 w/HR - Tom Phillips 1:15pm Chrissanne // Tom Lunch (Nineteen61, 215 E Main St, Lakeland, FL	30 9:00am Rotary Club in Auburndale 9:30am Canceled: Senior 10:00am 1-on-1 10:30am 1-on-1 w/ 3:30pm January LEDC	31 9:30am Coffee w/ Intern (100 Lake Morton Dr; Black & Brew) 11:30am Lunch (Garden Bistro (702 E Orange St, Lakeland, FL	Feb 1	2	3

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #11b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, General Manager

Recommended
Action: Information only

Summary: Year to date ridership information for the entire system
including LAMTD, Winter Haven, Rural and Demand
Response through October 31, 2022

Attachments: Ridership Report.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2024
AGENDA ITEM #12

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 10th, 2024 at 8:30 a.m.

Directors:

Polk County Commissioner George Lindsey III
Polk County Commissioner Martha Santiago
City of Lakeland Commissioner Sara McCarley
City of Lakeland Commissioner Guy Lalonde, Jr.
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips
Executive Assistant: Ella Joseph

Call to Order

8:30 a.m. By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

- a. Board approval of the December 2023 LAMTD Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the December 2023 LAMTD Meeting”
1st George Lindsey III / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Finance / Mark Biddinger, Chief Financial Officer

- a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
YTD November 30, 2023
FY 2023-2024
(10/01/23 – 09/30/24)

17% of the fiscal year complete

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, FL 33815
Wednesday, January 10th, 2024 at 8:30 a.m.

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenue	\$14,351,547	\$958,390	7%
Expense	\$14,351,547	\$1,915,956	13%
Surplus/(deficit)	-	(957,567)	

Revenue Highlights:

Ad valorem taxes: The majority of receipts will be recognized in December 2023 (~ 80%) with the remainder coming in monthly for the rest of the fiscal year.

The billing cycles for the FTA and FDOT grants have not yet started. These grants are paid out retrospectively after expenses are incurred each quarter.

Interest Income on invested funds is ahead of the budget.

Expense highlights

Overall expenses are below budget. Individual expense lines vary due to the cyclical nature of operations compared to a linear budget (budgets are reported on a 1/12th basis).

CASH POSITION:

As of November 30, 2023, there was ~ 168 days (5.5 months) of operating cash on hand.

As of December 31, 2023, there was ~ 229 days (7.5 months) of operating cash on hand.

CHANGE IN FINANCIAL POSITION

Based on the year-to-date budget-to-actual variances through November 30th, the financials reflect an unfavorable variance of \$958k with 17% of the fiscal year completed.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/2022	9/30/2021	9/30/2020	9/30/2019	9/30/2018
1. Farebox Recovery Ratio	11.40%	10.70%	8.50%	10.10%	13.00%
2. Cost per revenue hour	\$141.63	\$130.01	\$117.66	\$116.62	\$108.42
3. Revenue Hours	132,260	135,115	146,700	145,405	146,597
4. Fuel Cost	\$1,399,855	\$878,132	\$744,587	\$1,093,793	\$1,082,166
5. Ridership	653,986	591,937	855,409	1,294,771	1,252,600

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, FL 33815
Wednesday, January 10th, 2024 at 8:30 a.m.

Polk County Transit Services

Monthly Financial Report

YTD November 30, 2023

FY 2023-2024

(10/01/23 – 09/30/24)

17% of the fiscal year complete

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenue	\$10,679,408	\$3,722,195	35%
Expense	\$10,679,408	\$1,336,355	13%
Surplus/(deficit)	-	2,385,840	

Revenue Highlights:

Revenues exceed expenses by \$2.385M because 100% of the annual county revenue has already been received.

The billing cycles for the FTA and FDOT grants have not yet started. These grants are paid out retrospectively after expenses are incurred each quarter.

Expense highlights

Overall expenses are below budget. Individual expense lines vary due to the cyclical nature of operations compared to a linear budget (budgets are reported on a 1/12th basis).

c. TD Financials

Transportation Disadvantaged Program

Monthly Financial Report

YTD November 30, 2023

FY 2023-2024

(07/01/23 – 06/30/24)

42% of the fiscal year complete

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenue	\$1,461,766	\$611,353	42%
Expense	\$1,461,766	\$597,828	41%
Surplus/(deficit)	-	13,525	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 10th, 2024 at 8:30 a.m.

Refer to the detailed financial report (attached). Revenues and expenses and tracking with budget expectations. There is nothing unusual to report.

Agenda Item #4 – Human Resources / Carina Chaitoo, HR Generalist

CBA Article 15 – Safety and Health, the District has agreed that designated Transportation Workers Union (TWU) employees from different modes attend the Safety Committee meetings and shall be scheduled on the last Wednesday of the month at 10:30am – noon. The purpose of the Safety Committee meeting is to present recurring Fleet Post Trip problems and resolution to TWU representatives. The Memorandum of Understanding is to modify the Safety Committee Meeting from the last Wednesday of the month at 10:30AM to the last Tuesday of the month at 2:30PM. With this schedule change it will provide consistency, allowing designated TWU employees to attend the Safety Committee meetings with a conflict of schedule or creating undue driver staffing pressure.

Agenda Item #5 – General Manager Report / Tom Phillips

a. Agenda Updates

- On behalf of all employees, we thank Dr. Simmons for his time.
- Thanks to the Finance department, we've recovered 96% of the fraud money.
- **Paul Simms:** we had a successful Squeeze Lunch. When the weather is below 50, we will use a paratransit bus instead of the gold cart.
- Nicole McCleary:
 - o Airport director would like to work with us to get people to the airport and more.
 - o Tigerville: big games, express shuttle service from park n ride to the game.
 - o Bonnet Spring: trolley service from downtown to bonnet spring in springtime.
 - o Special events at Bonnet Spring: working to see what kind of service we can provide to people who have to park outside the park and walk 10-15 mns.
 - o Lunch Squeeze: 625 riders since the launch
 - Dec: 453
 - Jan: 172 until today
- Larry Ross will reengage the Employee Engagement Survey remotely
- We are looking at April's date for the Board Retreat and Dr. Collins will host
- March board meeting is cancelled due to quorum. We will tag it to the April Board Meeting
- Thanks to Ana for the 1095-C forms, saving us \$5,000
- Welcome to Commissioner Lalonde

Agenda Item #7 – Other Business

Julia Davis, TPO:

- Ryan Cordeck is the Interim Executive Director of the TPO
- We have 6 open positions in planning
- TD evaluation process is starting
- New laws about the transportation plan process
- Federal Recertification of TPO went well, no findings, thanks to LAMTD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 10th, 2024 at 8:30 a.m.

Adjournment at 9:09 a.m.

Approved this 14th day of February 2024.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph