

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, July 14th, 2021, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the June LAMTD Meeting	Approval
2. Public Comments	None
3. GEM Award	None
4. Opening Public Comments for Annual TDP Update/ Julia Davis, Polk TPO	None
5. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. CARES Financials	None
e. FDOT Transit Corridor Development Program	Approval
f. Certificate of Taxable Value and Set Public Hearings for FY 2021-22	Approval
g. Asset Disposals	Approval
h. ARP Budget Lakeland	Approval
i. ARP Budget Winter Haven	Approval
6. Legal / Ben Darby, Esq.	
a. UAP Renewal for Southeastern University	Approval
7. Citrus Connection Media Plan 2021/ Erin Killebrew, External Affairs	Approval
8. Florida League of Cities Safety Audit/ Chris Cheney and Caroline Hird, SST	None
9. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
10. Executive <u>Informational</u> Summary / Tom Phillips	
a. June Calendar	None
b. Ridership and UAP Update	None
11. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUL 14, 2021
AGENDA ITEM #1

Agenda Item:	Approval of the June 9, 2021 LAMTD Meeting Minutes
Presenter:	James Phillips
Policy Analysis:	TA 6 Increase internal communication through systemic processes.
Recommended Action:	Board approval of the June 9, 2021 LAMTD Meeting Minutes
Attachments:	June 9, 2021 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, June 9th, 2021 at 8:30 a.m.

Directors:

Polk County Commissioner Martha Santiago
Polk County Commissioner George Lindsey III
City of Lakeland Commissioner Sara McCarley
City of Lakeland Commissioner Phillip Walker

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:30am By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

- a. Board approval of the May 2021 LAMTD Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the April 2021 LAMTD Meeting”
1st Martha Santiago/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

Introduction of Interns by Tom Phillips

Agenda Item #3 – Florida Southern Internship Program Presentation

Video highlighting this year’s Summer of Safety campaign.

Agenda Item #4 – Finance

- a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date April 30, 2021
FY 2020-2021

Year to Date April 30, 2021

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	58%	\$6,449,680	\$7,739,310	120%	\$11.01 Million
Expenses YTD	58%	\$6,449,680	\$5,782,860	90%	\$11.01 Million

REVENUES:

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, June 9th, 2021 at 8:30 a.m.

The total revenues realized year-to-date through April 30, 2021 totaled \$7.7 million or 120% of the YTD budget.

- Farebox revenues reflect \$172,330 or 50% of YTD budgeted revenues through April 30, 2021 due to decline in Ridership and COVID-19.
- Contract revenues totaled \$80,245 or 75% of the YTD budgeted revenues for UAP (Universal Access Passes).
- Ad Valorem taxes totaled \$5.15 million or 99% of the tax levy. The total budgeted revenues are \$5.2 million. Only 95% of the taxes are budgeted by State Law.

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

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

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

- Interest Income on Investment at the LGIP totaled \$10,580 under budget.
- Florida DOT operating grants \$1.6 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. Total revenues \$687,180.
- FTA Section 5307 operating and capital grants budgeted at \$2.5 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 is recognized. Total Revenue \$1.02 million.
- Advertising income reflects \$111,000 over budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$13,720 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, June 9th, 2021 at 8:30 a.m.
FY 2020-2021

EXPENSES:

The total expenses year-to-date through April 30, 2021 totaled \$5.8 million or 90% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2020-2021 budget. As of April 30, 2021, these expenses totaled \$3.9 million or 10% under budget of \$4.3 million a favorable variance.
- Professional and Technical Services expenses totaled \$321,000 of the YTD budget, and over budget due to a one-time payment for professional services.
- Other services expenses totaled \$31,190 of the YTD budget, under budget.
- Fuel expenses totaled \$193,800 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$370,150 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are over budget due to payment of one-time expense.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments for Tax Year 2020 is paid totaling \$284,833.

Other remaining expenses are under the YTD budget through April 30, 2021.

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through April 30 th the financials reflect a favorable actual variance of \$1.96 million with 58% of the fiscal year due to property tax revenues received in December.

	STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS				
	9/30/20	9/30/19	9/30/18	9/30/17	9/30/16
1. Farebox Recovery Ratio (All modes)	8.48%	10.13%	13.00%	10.04%	13.95%
2. Cost per revenue hour	\$117.66	\$116.62	\$108.42	\$106.94	\$104.76
3. Revenue Hours	146,700	145,405	146,597	142,189	139,228
4. Fuel Cost (\$)	\$744,587	\$949,887	\$1,082,166	\$834,971	\$757,485
5. Ridership	855,409	1,294,771	1,252,600	1,346,211	1,393,620

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, June 9th, 2021 at 8:30 a.m.

Month of April 30, 2021
Year to Date Report
Percent of FY Reported (58%)

Revenues

- The revenues totaled \$4.1 million or 88% of the year-to-date budget.
- The FTA grants drawdown shows \$414,800 or 26%.
- Fare Revenues totaled \$26,917 or 39% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$495,620 and in line with the FY Budget.
- The County funding reflects payments of \$2.4 million for the budgeted grants match totaling \$2.584 million for the total payments.
- The FDOT Grants drawdown reflects \$706,700.
- Rural Grants Revenues totaled \$357,590 or 45%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$4.09 million or 87% of the year-to-date budget.
- Salaries and wages totaled \$2.2 million or 87% of the YTD Budget.
- Operating expenses totaled \$1.2 million or 80% of the YTD Budget.
- The contract services are for contractual cost for the several routes with the Contractor Transitions Commute Solutions with expenses YTD totaling \$.66 million or 106% and is over the budget variance funded with grants.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of April 30, 2021
Year to Date Report
Percent of FY Reported (83%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- The revenues totaled \$974,830 or 79% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$891,080 or 80% of the grant.

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- Contract Revenues and other revenues totaled \$184.
- The County funding for the match totaled \$83,570 or 68%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$974,830 or 79% of the year-to-date budget.
- Salaries, wages and benefits totaled \$798,790 or 100% of the YTD Budget.
- Operating expenses totaled \$176,030 or 40% of the YTD Budget.

Operating Results

- Actual Revenues and actual expenses are equivalent.

d. FY 2021-22 Florida (CTD) Commission for Transportation Disadvantaged Budget for the Lakeland Area Mass Transit District which is the designated Community Transportation Coordinator for Polk County.

The State Commission for the Transportation Disadvantaged (CTD) administers the State Transportation Disadvantaged Trust Fund. The primary purpose of the trust fund is to provide transportation for Transportation Disadvantaged county residents who have no other means of transportation or are not sponsored for that need by any other available funding source.

The total Budget is \$1,315,410. The Commission for Transportation Disadvantaged will fund \$1,183,733 through grant funds and \$131,526 will be budgeted into the Polk County's Transit Budget. The total operating expense is \$1,315,410 which is \$167,840 (11.3%) less than last fiscal year budget.

The total authorized full-time positions are 16 in 2022 same as fiscal year 2020-21 Budget.

"Approval of the annual Operating Budget for the period of July 1st, 2021 through June 30th, 2022."

1st Phillip Walker/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

e. Asset Disposal

The District is proposing the disposal of these items based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1E.

The vehicles shall be disposed of through a competitive bid process. Item that cannot be sold will be reassessed and disposed of as scrap, in accordance with the District's Asset Disposal Policies.

Asset Disposal Chart						
Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TRIPS Useful Life	Current Status or Reason for Disposal	Current Condition
23' Para Transit Bus #5108, 2012 Ford E450 Turtle Top County	06/05/2012	\$71,994.00	Between Scrap & Market Value	5 yrs. or 200,000 mile	over 8 yrs & 218,505 miles	All vehicles require a high level of maintenance and have exceeded the useful life
22' Para Transit Bus #0T92, 2009 Ford E450 Turtle Top County	06/28/2010	\$71,565.00	Between Scrap & Market Value	5 yrs. or 200,000 mile	over 9 yrs & 203,016 miles	

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“Approval of the disposal of two (2) rolling stock, fixed route, and/or paratransit buses that have surpassed their useful life in years of service and mileage, generating costly repairs or limited usage.”

1st George Lindsey/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

Agenda Item #5– Human Resources

a. Update Citrus Connection Employee Handbook Bereavement Policy to match Collective Bargaining Agreement Bereavement

CBA Bereavement Policy:

In the event of death in the immediate family of an employee, he/she will be granted up to five (5) consecutive days within seven (7) calendar days of the initial bereavement leave with pay, not including such employee's days off, providing the employee substantiates the need for the emergency leave. For the purpose of this paragraph, the immediate family is defined as an employee's spouse, parent, child, step- child, step-parent, brother or sister. Covered members will be granted up to three (3) three consecutive day of bereavement pay for extended family members defined as grandparent, grandchild, uncle/aunt, niece/nephew, step-brother, step sister or in-law relationship. Special requests such as delayed arrangements must be approved by the department Director in writing.

EMPLOYEE HANDBOOK Bereavement Policy:

All regular full-time employees shall be granted, upon request, up to three (3) consecutive days with pay within 7 calendar days of the initial bereavement leave notification due to death in their immediate family, providing the employee substantiates the need for the emergency leave. “immediate family” is defined as the ‘spouse, daughter, stepdaughter, daughter-in-law, son, stepson, son-in-law, mother, stepmother, mother-in-law, father, stepfather, father-in-law, brother-stepbrother, brother-in-law, sister, stepsister, sister-in-law, grandfather, grandmother, grandchildren, foster child or guardian.

“Approval to apply Bereavement policy to all non-bargaining employees”

1st George Lindsey/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

b. Update Citrus Connection Employee Handbook Weapons Policy

Original Weapons Policy was approved by the Board in 2020. Recent application of the Weapons Policy called for legal review and updating of the Weapons Policy to comply with Florida State Statue.

“Approval to update the policy to comply with State Law”

1st George Lindsey/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

c. Update to Improve Overall Employee Wages Through a Reduced Health Insurance Benefit

Discussion on exploring a bifurcated Health Insurance policy to incentive wages while remaining budget neutral. Discussions on legality and practicality of an additional benefit plan which allows for employee to have increase wages.

- Board is concerned with the unintended consequences of this decision
- Any budgetary implications will be address when the budget is approved

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Wednesday, June 9th, 2021 at 8:30 a.m.

- LAMTD staff will move forward with a survey to see how staff would like it

Agenda Item #6– Fleet Maintenance

d. Purchase of two (2) 2021 Chevy Equinox vehicle for Administrative use. Purchase of one (1) 2021 Ford cargo Van

The requested staff vehicles will be used in the Finance Department and Marketing Department. There has been an increase in activity in both areas and the requested vehicles will assist in making sure the required activity is handled in a timely manner.

The Ford Cargo Van will be used by the Parts and Maintenance Department for picking up parts, returning used core parts and as a shuttle vehicle when picking up or dropping off vehicles sent to the dealership for warranty work.

Equinox Cost \$23,000.00 each Extended Total \$46,000.00

Ford Cargo Van \$38,000.00 each Extended Total \$38,000.00

Total \$84,000.00

“Approve the purchase of three admin vehicles”

1st George Lindsey/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #7– Legal

a. Boone Distributors Land Agreement

Resolution relating to district boundaries; approving an enlargement of the district; including within the district. Certain territory in Lakeland, Florida, located within Parkway corporate center on south pipkin road. Approval by the property owner; finding compliance with the County ordinance.

“Approve adding the Boone development to the district.”

1st George Lindsey/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

b. Riverstone Funding Agreement

Agreement to provide additional public transit services to the Riverstone development in South Lakeland.

“Approve adding the agreement between LAMTD and Riverstone.”

1st George Lindsey/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – Executive Director Report

a. Agency Updates

- removed social distancing but masks are still in place
- in quarterly FDOT meeting we asked for formal cuts or to clarify where the funding is
- FDOT Six-week study for The Squeeze
- Excellent meeting with Fort Meade
- Mulberry meeting coming up
- Excited for the interns

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, June 9th, 2021 at 8:30 a.m.

Agenda Item #9 – Executive Director Informational Summary

- a. May Calendar

[Attachment Available]

- b. Ridership and UAP Update

[Attachment Available]

Agenda Item #10 – Other Business

None

Adjournment at 9:50 a.m.

Approved this 14th day of July 2021.

Chair – Lakeland City Commissioner Sara McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUL 14, 2021
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUL 14, 2021
AGENDA ITEM #3

Agenda Item: **GEM Awards**

Presenter: Operations and Milvia Santiago

Recommended
Action: None

Summary: Recognizing some of drivers who have truly gone the extra mile and represented the agency in the best possible way.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUL 14, 2021
AGENDA ITEM #4

Agenda Item: **Period of Public Comments for Polk TDP**

Presenter: Julia Davis, Polk TPO

Recommended
Action: None

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 14, 2021
AGENDA ITEM #5a

Agenda Item: May 31, 2021 LAMTD Monthly Financial Statement
FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

Attachments: See Attachments

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

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date May 31, 2021
FY 2020-2021

Year to Date May 31, 2021

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	67%	\$7,371,070	\$8,074,776	109%	\$11.01 Million
Expenses YTD	67%	\$7,371,070	\$6,593,330	89%	\$11.01 Million

REVENUES:

The total revenues realized year-to-date through May 31, 2021 totaled \$8.1 million or 109% of the YTD budget.

- Farebox revenues reflect \$196,325 or 50% of YTD budgeted revenues through May 31, 2021 due to decline in Ridership and COVID-19.
- Contract revenues totaled \$91,066 or 75% of the YTD budgeted revenues for UAP (Universal Access Passes).
- Ad Valorem taxes totaled \$5.19 million or 100% of the tax levy. The total budgeted revenues are \$5.2 million. Only 95% of the taxes are budgeted by State Law.

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

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

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

- Interest Income on Investment at the LGIP totaled \$11,296 under budget.
- Florida DOT operating grants \$1.6 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. Total revenues \$880,643.
- FTA Section 5307 operating and capital grants budgeted at \$2.5 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 is recognized. Total Revenue \$1.02 million.
- Advertising income reflects \$111,000 over budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$13,720 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date May 31, 2021
FY 2020-2021

EXPENSES:

The total expenses year-to-date through May 31, 2021 totaled \$6.6 million or 89% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2020-2021 budget. As of May 31, 2021, these expenses totaled \$4.5 million or 7% under budget of \$4.9 million a favorable variance.
- Professional and Technical Services expenses totaled \$321,300 of the YTD budget, and over budget due to a one-time payment for professional services.
- Other services expenses totaled \$39,590 of the YTD budget, under budget.
- Fuel expenses totaled \$223,400 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$421,870 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are over budget due to payment of one-time expense.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments for Tax Year 2020 is paid totaling \$284,833.

Other remaining expenses are under the YTD budget through May 31, 2021.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through May 31 st the financials reflect a favorable actual variance of \$1.50 million with 67% of the fiscal year due to property tax revenues received in December.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS
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	9/30/20	9/30/19	9/30/18	9/30/17	9/30/16
1. Farebox Recovery Ratio (All modes)	8.48%	10.13%	13.00%	10.04%	13.95%
2. Cost per revenue hour	\$117.66	\$116.62	\$108.42	\$106.94	\$104.76
3. Revenue Hours	146,700	145,405	146,597	142,189	139,228
4. Fuel Cost (\$)	\$744,587	\$949,887	\$1,082,166	\$834,971	\$757,485
5. Ridership	855,409	1,294,771	1,252,600	1,346,211	1,393,620



CitrusConnection

LAKELAND AREA MASS TRANSIT DISTRICT

FY 2021

MONTHLY FINANCIAL STATEMENT

MONTH OF MAY 2021

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 23,994	\$ 49,403	\$ (25,409)	-51%	\$ 196,325	\$ 395,220	\$ (198,895)	-50%	\$ 592,830
Contract Income (UAP)	\$ 10,821	\$ 15,105	\$ (4,284)	-28%	\$ 91,066	\$ 120,840	\$ (29,774)	-25%	\$ 181,260
Other Contract Revenue	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Miscellaneous Income	\$ 70	\$ 1,667	\$ (1,597)	-96%	\$ 13,629	\$ 13,333	\$ 296	2%	\$ 20,000
Advertising Revenue	\$ -	\$ 13,000	\$ (13,000)	-100%	\$ 110,949	\$ 104,000	\$ 6,949	7%	\$ 156,000
Investment/Interest Income (net)	\$ 715	\$ 3,667	\$ (2,951)	-80%	\$ 11,296	\$ 29,333	\$ (18,038)	-61%	\$ 44,000
Ad Valorum Income, net	\$ 34,301	\$ 432,816	\$ (398,515)	-92%	\$ 5,185,496	\$ 3,462,527	\$ 1,722,970	50%	\$ 5,193,790
FDOT Operating Grant	\$ 193,459	\$ 135,313	\$ 58,147	43%	\$ 880,643	\$ 1,082,500	\$ (201,857)	-19%	\$ 1,623,750
Federal Operating Grant	\$ -	\$ 206,956	\$ (206,956)	-100%	\$ 1,019,265	\$ 1,655,647	\$ (636,382)	-38%	\$ 2,483,470
Cost Recovery	\$ 13,277	\$ 2,217	\$ 11,060	499%	\$ 83,225	\$ 17,733	\$ 65,491	369%	\$ 26,600
City of Lakeland	\$ 14,373	\$ 15,152	\$ (779)	-5%	\$ 120,012	\$ 121,213	\$ (1,201)	-1%	\$ 181,820
Bartow Express	\$ -	\$ 1,478	\$ (1,478)	-100%	\$ -	\$ 11,827	\$ (11,827)	-100%	\$ 17,740
PCTS - Support Cost Reimb.	\$ 44,612	\$ 44,612	\$ 0	0%	\$ 356,893	\$ 356,893	\$ 0	0%	\$ 535,340
Gain on Disposal of Asset	\$ -	\$ -	\$ -	0%	\$ 5,976	\$ -	\$ 5,976	0%	\$ -
TOTAL REVENUES	\$ 335,622	\$ 921,383	\$ (585,762)	-64%	\$ 8,074,776	\$ 7,371,067	\$ 703,709	10%	\$ 11,056,600
Salaries	\$ 378,434	\$ 426,970	\$ (48,536)	-11%	\$ 3,287,006	\$ 3,415,760	\$ (128,754)	-4%	\$ 5,123,640
Employee Benefits	\$ 157,846	\$ 183,173	\$ (25,327)	-14%	\$ 1,236,921	\$ 1,465,380	\$ (228,459)	-16%	\$ 2,198,070
Advertising Fees	\$ 605	\$ 2,083	\$ (1,478)	-71%	\$ 3,055	\$ 16,667	\$ (13,612)	-82%	\$ 25,000
Professional & Technical Ser	\$ 331	\$ 31,767	\$ (31,436)	-99%	\$ 321,304	\$ 254,133	\$ 67,171	26%	\$ 381,200
Contract Maintenance Services	\$ 4,207	\$ 7,875	\$ (3,668)	-47%	\$ 42,286	\$ 63,000	\$ (20,714)	-33%	\$ 94,500
Other Services	\$ 8,081	\$ 6,179	\$ 1,902	31%	\$ 39,587	\$ 49,433	\$ (9,846)	-20%	\$ 74,150
Fuel & Lubricants	\$ 29,601	\$ 45,078	\$ (15,477)	-34%	\$ 223,404	\$ 360,620	\$ (137,216)	-38%	\$ 540,930
Freight	\$ 195	\$ 863	\$ (667)	-77%	\$ 6,437	\$ 6,900	\$ (463)	-7%	\$ 10,350
Repairs & Maintenance	\$ (20,148)	\$ 4,433	\$ (24,581)	-554%	\$ (100,157)	\$ 35,467	\$ (135,623)	-382%	\$ 53,200
Materials & Supplies	\$ 36,371	\$ 53,221	\$ (16,850)	-32%	\$ 421,871	\$ 425,767	\$ (3,895)	-1%	\$ 638,650
Utilities/Telephone	\$ 8,884	\$ 12,850	\$ (3,966)	-31%	\$ 82,898	\$ 102,800	\$ (19,902)	-19%	\$ 154,200
Insurance Expense	\$ 43,762	\$ 39,680	\$ 4,082	10%	\$ 294,842	\$ 317,440	\$ (22,598)	-7%	\$ 476,160
Dues & Subscriptions	\$ 810	\$ 3,663	\$ (2,853)	-78%	\$ 17,363	\$ 29,307	\$ (11,943)	-41%	\$ 43,960
Education/Training/Meeting/Travel	\$ 3,607	\$ 7,329	\$ (3,722)	-51%	\$ 12,256	\$ 58,633	\$ (46,377)	-79%	\$ 87,950
Service Charges	\$ 422	\$ 1,153	\$ (730)	-63%	\$ 3,171	\$ 9,220	\$ (6,049)	-66%	\$ 13,830
Office Expense	\$ 6,778	\$ 12,672	\$ (5,894)	-47%	\$ 55,533	\$ 101,373	\$ (45,840)	-45%	\$ 152,060
Advertising & Promotions	\$ 1,341	\$ 2,083	\$ (742)	-36%	\$ 10,188	\$ 16,667	\$ (6,479)	-39%	\$ 25,000
Miscellaneous Expenses	\$ 2,524	\$ 6,233	\$ (3,709)	-60%	\$ 3,328	\$ 49,867	\$ (46,539)	-93%	\$ 74,800
Property Appraiser/Tax Collector Comm	\$ 686	\$ 14,267	\$ (13,581)	-95%	\$ 145,381	\$ 114,133	\$ 31,247	27%	\$ 171,200
LDDA, CRA Contributions	\$ -	\$ 20,833	\$ (20,833)	-100%	\$ 284,833	\$ 166,667	\$ 118,166	71%	\$ 250,000
Capital Expenditures/ Debt Service	\$ 25,228	\$ 38,813	\$ (13,585)	-35%	\$ 201,823	\$ 310,500	\$ (108,677)	-35%	\$ 465,750
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 1,333	\$ (1,333)	-100%	\$ 2,000
Restricted Contingency	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL EXPENDITURES	\$ 689,565	\$ 921,383	\$ (231,819)	-25%	\$ 6,593,330	\$ 7,371,067	\$ (777,737)	-11%	\$ 11,056,600
(OVER)/UNDER EXPENDITURES	\$ (353,943)	\$ -	\$ (353,943)		\$ 1,481,446	\$ -	\$ 1,481,446		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 14, 2021
AGENDA ITEM #5b

Agenda Item: May 31, 2021 Financials for Polk County Transit Services
Contract – FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

Attachments: See Attachments

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 14, 2021
AGENDA ITEM #5b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of May 31, 2021
Year to Date Report
Percent of FY Reported (67%)

Revenues

- The revenues totaled \$4.9 million or 92% of the year-to-date budget.
- The FTA grants drawdown shows \$805,500 or 43%.
- Fare Revenues totaled \$30,900 or 39% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$495,620 and in line with the FY Budget.
- The County funding reflects payments of \$2.4 million for the budgeted grants match totaling \$2.584 million for the total payments.
- The FDOT Grants drawdown reflects \$589,220.
- Rural Grants Revenues totaled \$580,260 or 64%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$4.7 million or 87% of the year-to-date budget.
- Salaries and wages totaled \$2.5 million or 87% of the YTD Budget.
- Operating expenses totaled \$1.4 million or 80% of the YTD Budget.
- The contract services are for contractual cost for the several routes with the Contractor Transitions Commute Solutions with expenses YTD totaling \$.75 million or 105% and is over the budget variance funded with grants.

Lakeland Area Mass Transit District
Financial Statement
Polk County Contract
Month of May 2021

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 2,176,676	\$ 1,451,117	\$ 2,153,247	148%
Other Contract Revenue - County	\$ 22,000	\$ 14,667	\$ -	0%
City Contribution	\$ 497,320	\$ 331,547	\$ 495,616	149%
County Contribution - PCTS	\$ 407,220	\$ 271,480	\$ 261,658	96%
Other Revenue Transfer Cares Funding	\$ 66,784	\$ 44,523	\$ -	0%
Fares	\$ 117,400	\$ 78,267	\$ 30,897	39%
FDOT Grants:				
BLOCK GRANT	\$ 625,820	\$ 417,213	\$ 589,222	141%
RURAL GRANT	\$ 1,362,410	\$ 908,273	\$ 580,259	64%
FTA				
FTA 5307 Grant	\$ 2,781,040	\$ 1,854,027	\$ 805,501	43%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 8,056,670	\$ 5,371,114	\$ 4,916,400	92%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,336,990	\$ 2,891,326	\$ 2,515,027	87%
Contract	\$ 1,074,000	\$ 716,000	\$ 753,537	105%
Operating	\$ 2,645,680	\$ 1,763,787	\$ 1,426,738	81%
Capital	\$ -	\$ -	\$ -	0%
Capital - Loughman Route	\$ -	\$ -	\$ -	0%
Total	\$ 8,056,670	\$ 5,371,113	\$ 4,695,302	87%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 14, 2021
AGENDA ITEM #5c

Agenda Item: May 31, 2021 Financials for The Transportation Disadvantaged Program– FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

The Transportation Disadvantaged Program fiscal year starting July 1, 2020 and ends June 30, 2021. The funding is 90% State for the Transportation Disadvantaged Trust Fund and 10% matching funds funded by Polk County. There are some other third-party revenues for contract services.

Attachments: See Attachments

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 14, 2021
AGENDA ITEM #5c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of May 31, 2021
Year to Date Report
Percent of FY Reported (92%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- The revenues totaled \$1,071,890 or 79% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$979,806 or 80% of the grant.
- Contract Revenues and other revenues totaled \$242.
- The County funding for the match totaled \$91,840 or 68%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1,075,290 or 79% of the year-to-date budget.
- Salaries, wages and benefits totaled \$874,770 or 100% of the YTD Budget.
- Operating expenses totaled \$200,520 or 42% of the YTD Budget.

Operating Results

- Actual Revenues are under expenses by \$3,403.

**Lakeland Area Mass Transit District
Transportation Disadvantage Program
Period Ending - May 2021**

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 148,300	\$ 135,942	\$ 91,843	68%
Contract Revenue	\$ 260	\$ 238	\$ 242	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,334,690	\$ 1,223,466	\$ 979,806	80%
Total	\$ 1,483,250	\$ 1,359,646	\$ 1,071,891	79%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 957,930	\$ 878,103	\$874,771	100%
		\$ -		
Operating	\$ 525,320	\$ 481,543	\$ 200,523	42%
Total	\$ 1,483,250	\$ 1,359,646	\$1,075,294	79%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 14, 2021
AGENDA ITEM #5d

Monthly Financial Report
Coronavirus Aid, Relief, and Economic Security
CARES ACT FUND

Agenda Item: May 31, 2021 CARES ACT Funding - FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

In FY 2020-21 The CARES ACT Funding is 100% Grants for a three-year period FY 2021-2023.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 14, 2021
AGENDA ITEM #_____

Monthly Financial Report – May 2021
Coronavirus Aid, Relief, and Economic Security
CARES ACT FUND
(67% of FY)

Fund	Total Project Budget			FY 2020-2021 Annual Budget			Actual Expenses FY 2020-2021			Percent Expended FY 2020-2021		
	Operating	CIP	Budget	Operating	CIP	Budget	Operating	CIP	Total	Operating	CIP	Total
FUND 3-LAMTD	\$2,150,350	\$4,873,060	\$7,023,410	\$716,790	\$1,624,350	\$2,341,140	\$155,142.		\$155,142	22%		22%
FUND 4 POLK COUNTY	2,018,763	3,114,575	5,133,338	672,920	1,038,190	1,711,110	113,480		113,480	17%		17%
FUND 7 LAMTD	125,000	690,000	815,000	41,670	230,000	271,670	21,937		21,937	53%		53%
FUND 8 LAMTD	2,198,900	0	2,198,900	732,970	0	732,970	55,995		55,995	8%		8%
TOTAL	\$6,493,013	\$8,677,635	\$15,170,648	\$2,164,350	\$2,892,540	\$5,056,890	\$295,380		\$295,380	14%		14%

AGENDA ITEM# – CONT

Lakeland Transit
CARES ACT FUNDING

FUND NUMBER	FUND NAME	BUDGET \$ TOTAL	OPERATING \$ BUDGET	CAPITAL \$ BUDGET	DESCRIPTION
FUND 3	Operations	2,150,350			LAMTD Operations and Capital -Description Funded for FY 2021,2022 and 2023
	CIP	4,873,060			
	Total	\$7,023,410			
		1,742,560		1,742,560	Non-Fleet Maintenance George Jenkins- Parking Lot
		150,000		150,000	Camera Systems
		197,820	197,820		Terminal Security Position
		100,000	100,000		Stop and Shelter repairs
		176,180	176,180		Route Maintenance Position
		100,000		100,000	Personal protection equipment
		1,676,350	1,676,350		Service Expansion- Winter Haven, Lakeland, Rural, Plus 4 Operators
		2,880,500		2,880,500	Eight replacement buses
Total		\$7,203,410	\$2,150,350	\$4,873,060	Total New Positions - 6
FUND 4	Operations	2,018,763			POLK COUNTY – FY 2021, 2022 and 2023
	CIP	3,114,575			
	Total	\$5,133,338			
		1,258,000		1,258,000	Fleet Maintenance Facility – East County Plus, 4 Operator Positions
		176,180	176,180		2 Route Maintenance Position / Terminal Security
		1,306,206	1,306,206		Service Expansion- Restoration of Poinciana Road Lake Wales to Mulberry Route
		536,377	536,377		5 Fleet Maintenance Staff
		1,856,575		1,856,575	Replacement Buses
Total		\$5,133,338	\$2,018,763	\$3,114,575	Total New Position - 11

AGENDA ITEM # – CONT.

FUND NUMBER	FUND NAME	BUDGET TOTAL	OPERATING	CAPITAL	DESCRIPTION
FUND 7	Operations	125,000			POLK COUNTY RURAL FY 2021, 2022 and 2023 For CIP and Shelter Repairs
	CIP	690,000			
	Total	\$815,000			
		690,000		690,000	Three New Expansion Buses
		125,000	125,000		Stop and Shelter Repairs
Total		\$815,000	\$125,000	\$690,000	Total New Positions - 0
FUND 8	Operations	2,198,900	2,198,900	0	POLK COUNTY RURAL Funded FY 2021, 2022 and 2023 – For Operations
	CIP	-		0	
	Total	\$2,198,900	0	0	1 Transit Supervisor
					4 Bus Operators
		493,644	493,644		Restoration- Poinciana Rural Route
		1,529,075	1,529,075		Expansion Route along US60 from Mulberry to Lake Wales
		176,181	176,181		Full time Route Maintenance Position
Total		\$2,198,900	\$2,198,900		Total New Positions- 6
GRAND TOTAL	Operations	6,493,013			
	CIP	8,677,635			
	Total	15,170,648			Total New Positions - 23

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JULY 14, 2021
AGENDA ITEM #5e

Agenda Item: **FY 2022 Florida Department of Transportation (FDOT) Transit Corridor Development Program Public Transportation Grant Agreements (PTGAs) and corresponding resolution.**

Presenter: David Persaud, CFO

Recommended Action: Recommend approval of resolution and grant awards for the County.

Summary: The Transit Corridor Development Program under FDOT provides funding for the development of new transit services. This current year's application is for one additional run of the 19X to increase services to the SunRail Station to a 45-minute frequency. FDOT will provide \$249,740 dollars in operational funds with no matching requirements.

Funding: Funding provided by the Florida Department of Transportation is \$249,740 with no match requirement. There will be no fiscal impact for the County.

Attachments: Resolution #21-12

RESOLUTION #21-12

RESOLUTION FOR PUBLIC TRANSPORTATION GRANT AGREEMENTS FOR TRANSIT PROJECTS

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

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

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

1. That the PTGA for Item-Segment-Phase-Sequence (Financial Management Numbers) 448715-1-84-01 is approved.
2. That Tom Phillips, Executive Director or their designee is authorized to enter into, modify or terminate the PTGAs with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS July 14, 2021

By: _____
(Signature)

Sara Roberts-McCarley, Chair
(Typed name and Title)

ATTEST:

_____(seal)
REQUIRED



CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)
[Print Form](#)

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12


Year : 2021	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	8,647,195,521	(1)
2.	Current year taxable value of personal property for operating purposes	\$	3,150,299,084	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	55,856,729	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	11,853,351,334	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	490,184,361	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	11,363,166,973	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	11,011,938,326	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 8
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser:		Date :	
	Electronically Certified by Property Appraiser		6/29/2021 9:16 AM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	0.5000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	5,505,969	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	284,832	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	5,221,137	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	480,304,186	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	10,882,862,787	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	0.4798	per \$1000	(16)
17.	Current year proposed operating millage rate	0.5000	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	5,926,676	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input checked="" type="checkbox"/> Independent Special District	(19)
		<input type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs		 STOP HERE - SIGN AND SUBMIT		
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>		\$ 5,221,137	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		0.4798 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>		\$ 5,687,238	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>		\$ 5,926,676	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		0.5000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		4.21 %	(27)
First public budget hearing		Date : 9/8/2021	Time : 5:01 PM EST	Place : LAKELAND CITY HALL , 228 S MASSACHUSETTS AVENUE ,LAKELAND FLORIDA
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :			Date :
	Title : David Persaud		Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address : 1212 GEORGE JENKINS BLVD		Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815		Phone Number : 8633271303	Fax Number : 8633271343

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
July 14, 2021
AGENDA ITEM #5f

Agenda Item: Proposed FY 2021-22 Millage Rate / Certificate of Taxable Value
and Set Public Hearings for FY 2021-22
Millage Rate and Budget

Presenter: Tom Phillips, Executive Director
David Persaud, CFO

Recommended
Action: Recommend approval of the proposed aggregate millage rate of
.5000 mills and for the proposed FY 2021-22 Millage and Budget
Public Hearings.

Millage:

FY 2021-22 Proposed Millage rate .5000

FY 2021-22 Current Year Aggregate .4798
Rolled-Back-Rate

Current year proposed rate as a percent 4.21%
Change of Rolled-Back-Rate

The DR-420, Certification of Taxable Value, is due to the
Property Appraiser by Friday, August 4, 2021. A copy of the
DR-420 Certificate of Taxable Value is attached using the
maximum allowable millage rate of .5000, the current rate of
.5000 and the aggregate rolled back rate of .4798.

Public Hearings:

First Public Hearing for FY 2021-22 Millage Rate and FY 2021-
22 Budget: Wednesday, September 8, 2021, at 5:01PM at
Lakeland City Hall, City Commission Conference Room, 228 S.
Massachusetts Ave., Lakeland.

Second Public Hearing (Final) FY 2021-22 Millage Rate and FY
2021-22 Budget: Wednesday, September 22, 2021 at 5:01PM at
Lakeland City Hall, City Commission
Conference Room, 228 S. Massachusetts Ave., Lakeland.

Attachments: Form DR-420, Certification of Taxable Value

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 14, 2021
AGENDA ITEM #5g

Agenda Item: **Asset Disposal**

Presenter: David Persaud, CFO

Policy Analysis: TA 4 Increase ridership by combining prioritized and necessary elements to enhance the customer experience.

Recommended
Action: Recommend Board approval of the disposal of one (1) rolling stock, paratransit bus; that has surpassed its useful life in years of service and mileage, generating costly repairs or limited usage.

Summary: The District is proposing the disposal of this item based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1E.

The vehicle shall be disposed of through a competitive bid process. Items that cannot be sold will be reassessed and disposed of as scrap, in accordance with the District's Asset Disposal Policies.

Asset Disposal Chart						
Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TRIPS Useful Life	Current Status or Reason for Disposal	Current Condition
23' Para Transit Bus #5106, 2012 Ford E450 Glavel County	06/05/2012	\$71,994.00	Between Scrap & Market Value	5 yrs or 200,000 mile	Over 8 yrs & 213,118 miles	Vehicle requires a high level of maintenance and has exceeded the useful life

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: July 14, 2021
AGENDA ITEM #5h

Agenda Item: **Federal Transit Administration American Rescue Plan Act (ARP) Grant for the Lakeland UZA**

Presenter: David Persaud, CFO

Recommended Action: Staff recommend approval of the ARP Grant application for Lakeland Area Mass Transit District for a total amount of \$3,336,928.

Summary: This grant will provide 3 years of funding at 100% for the Squeeze program (including operations, carts, and trailers), security system updates, cameras, training software, scissor lift, finance software, maintenance software, defibrillators, fuel mast handshake software, terminal facelift, shop Equipment, fall prevention equipment, and engine rebuilds.

Expenses

Golf Carts	\$45,000
Trailers	\$14,000
Security System	\$42,500
Cameras	\$145,000
Training Software	\$7,500
Scissor-Lift	\$10,000
New Finance Software (a la carte)	\$550,000
New Maintenance Software	\$50,000
Defibrillators	\$5,000
Fuel master Handshake Software	\$75,000
Terminal Facelift	\$130,783
Update Shop Equipment	\$50,000
Fall Prevention Equipment	\$50,000
Engine Rebuild	\$150,000
Squeeze	\$662,145
Revenue Shortfall	\$1,350,000
Total Cost	\$3,336,928

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: July 14, 2021
AGENDA ITEM #5i

Agenda Item: **Federal Transit Administration American Rescue Plan ACT (ARP) Grant for the Winter Haven UZA**

Presenter: David Persaud, CFO

Recommended

Action: Staff recommend approval of the ARP Formula Grant application for the Polk County for a total amount of \$2,442,013

Summary: This grant will provide funding for security system updates, cameras, training Software, a scissor lift, financing software, new maintenance software, defibrillators, fuel mater handshake software, shop equipment, fall prevention equipment and three 30' buses.

Expenses

Security System	\$42,500
Cameras	\$145,000
Training Software	\$7,500
Scissor-Lift	\$10,000
New Finance Software (a la carte)	\$550,000
New Maintenance Software	\$50,000
Defibrillators	\$5,000
Fuel master Handshake Software	\$75,000
Update Shop Equipment	\$50,000
Fall Prevention Equipment	\$50,000
Buses	\$1,457,013
Total Cost	\$2,442,013

Agenda Item:	UAP Renewal for Southeastern University
Presenter:	Ben Darby, ESQ
Policy Analysis:	TA2 Identify new and untapped funding sources.
Recommended Action:	Approve the renewal for a universal access agreement with Southeastern University
Summary:	The current contract is set to expire next month in August. This new agreement is similar to the old agreement with a one-year term and two one-year automatic renewals.

**Service Agreement -
Southeastern University and Lakeland Area Mass Transit District**

This Service Agreement is entered into as of August 1, 2021, by and between Southeastern University (hereinafter referred to as “Southeastern”), and the Lakeland Area Mass Transit District, an independent special district (hereinafter referred to as the “District”).

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

WHEREAS, the District operates a fixed route public transit system which currently provides fixed route bus service to and around the Southeastern campus,

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

1. The initial term of this Agreement shall be for a period of one (1) year commencing on August 1, 2021, through and including July 31, 2022. This Agreement will automatically renew for two (2) additional one (1) year terms without notice unless Southeastern or the District gives notice of intent to terminate the Agreement in writing ninety (90) days prior to the expiration of the initial term or any renewal term.

2. This Agreement may only be amended by an instrument in writing signed by the parties hereto.

3. The District will allow current Southeastern students, faculty, and staff unlimited access for each fixed route transit trip when the students, faculty, or staff show the appropriate Southeastern identification card.

4. 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 Southeastern, Florida. Bus service will not be provided on holidays on which the District does not operate or on any other days on which the District does not operate.

5. The monthly rate to be charged to Southeastern by the District for the transit service will be \$375.00, to be paid to the District. In the event ridership for the transit service increases during any additional one (1) year term, compared to the ridership during the initial term, the monthly rate to be charged will increase based on the following schedule:

<u>Incremental percentage increase in ridership</u>	<u>Additional monthly rate to be charged</u>
20% - 29%	\$25.00
30% - 39%	\$25.00
40% - 49%	\$25.00
50% - 59%	\$25.00
60% - 69%	\$25.00
70% - 79%	\$25.00
80% - 89%	\$25.00
90% - 99%	\$25.00

Any increase in the monthly rate would be charged during the first or second additional one (1) year term. For example, if ridership increases by 75% during any additional one (1) year term, compared to the ridership during the initial term, the total monthly rate to be charged would be \$525.00. If ridership increases more than 99%, then the additional monthly rate of \$25.00 will be charged for each incremental percentage increase in ridership as set forth above.

In the event ridership for the transit service decreases during any additional one (1) year term, compared to the ridership during the initial term, the monthly rate to be charged will decrease based on the following schedule:

<u>Incremental percentage decrease in ridership</u>	<u>Decreased monthly rate to be charged</u>
20% - 29%	\$25.00
30% - 39%	\$25.00
40% - 49%	\$25.00
50% - 59%	\$25.00
60% - 69%	\$25.00
70% - 79%	\$25.00
80% - 89%	\$25.00
90% - 99%	\$25.00

Any decrease in the monthly rate would be charged during the first or second additional one (1) year term. For example, if ridership decreases by 75% during any additional one (1) year term, compared to the ridership during the initial term, the total monthly rate to be charged would be \$125.00. If ridership decreases more than 99%, then the decreased monthly rate of \$25.00 will be charged for each incremental percentage decrease in ridership as set forth above.

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

7. Southeastern agrees to provide all current students, faculty, and staff with a photo identification card.

8. Southeastern agrees to design and fund the wrapping of one District bus with Southeastern artwork and advertisement. The design of the wrap will be provided by Southeastern and must be approved by the District. The District agrees to waive the monthly advertising fee of \$875.00 for the term of this Agreement. 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, Southeastern agrees to fund the replacement wrap. It is understood that the wrapped bus will operate on all routes in the entire territory of the District, and not just on the fixed routes described in this Agreement, as required by Title VI regulations.

9. 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.

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

11. 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.

12. 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:

SOUTHEASTERN: Southeastern University
1000 Longfellow Boulevard
Lakeland, FL 33801
ATTN:

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

13. 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.

14. 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 (except for the two (2) additional automatic one (1) year renewal terms referred to in paragraph 1, 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.

15. 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 Southeastern. 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 Southeastern.

16. 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.

17. Nothing contained herein shall operate or be construed as a waiver of the District's limit of liability as set forth in §768.28 of the Florida Statutes regardless of whether such claims are based in tort, contract, statute, strict liability, and negligence, product liability or otherwise.

18. Southeastern and District agree that both parties shall comply with Florida's public records laws to specifically include the following:

District agrees to:

- a. Keep and maintain public records required by Southeastern to perform the service.
- b. Upon request from Southeastern's custodian of public records, provide the public agency 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 of the Florida Statutes or as otherwise provided by law.
- c. 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 Agreement term and following completion of the Agreement if the District does not transfer the records to Southeastern.
- d. Upon completion of the Agreement, transfer, at no cost, to Southeastern all public records in possession of the District or keep and maintain public records required by

Southeastern to perform the service. If the District transfers all public records to Southeastern upon completion of the Agreement, the District shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the District keeps and maintains public records upon completion of the Agreement, the District shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Southeastern, upon request from Southeastern's custodian of public records, in a format that is compatible with the information technology systems of Southeastern.

IF THE DISTRICT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE DISTRICT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT _____, THE CUSTODIAN OF PUBLIC RECORDS AT _____.

19. 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 for the uses and purposes therein expressed the day and year set forth above.

SOUTHEASTERN UNIVERSITY

BY: _____

Witnesses

LAKELAND AREA MASS TRANSIT
DISTRICT

BY: _____

Chairperson

Witnesses

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUL 14, 2021
AGENDA ITEM #7

Agenda Item:	Citrus Connection Marketing Campaign Concept
Presenter:	Erin Killebrew Kinlaw, Director of External Affairs
Policy Analysis:	TA1 Enhance public perception of Citrus Connection through a targeted marketing and rebranding plan.
Recommended Action:	Approve the update in agency branding (tagline) and marketing strategies.
Summary:	The board developed seven targeted areas for the agency to focus on at this year's strategic planning retreat. The board specifically asked the agency to explore the idea of updating the agency's brand. Through conversations with outside consultations and we have developed several concepts to present to the board today.

Tinsley

At Tinsley Creative, we are experienced brand managers with a proven successful track record. A seasoned team developing and implementing strategic marketing initiatives that will elevate your brand, we're driven by outstanding creativity, eye-brow raising results, unmatched customer service, all with a common sense approach.

PARTNERING WITH



CitrusConnection

we achieve real results by

**ELEVATING
YOUR BRAND**

Tinsley
CREATIVE

MARKETING STRATEGY

Deliverables: Digital Media

Problem: How are people finding Citrus Connection? Who is the audience?

Solution: Increase ridership and bridge the gap for new riders

- **Social Media Management:** Work with Citrus Connection to help create a monthly social media calendar and update all social media channels (including graphics for social media elements as needed). Provide weekly and monthly reporting. Work with Citrus Connection to create, post, manage, and respond to posts to Facebook and Instagram:
\$1,000
- Boosted ads and paid advertising (additional cost)

Radio: Currently running Hall communications and Spanish Radio

PROPOSAL

Deliverables: Digital Media

Google Ads: \$1,500

Google Ads Display Campaign Forecast

For this campaign we'll be using display advertising with a brand awareness and reach goal. This campaign type will allow us to target users who demographically match our desired audience through graphical ads on advertising-supported sites in the Google network.

Available Impressions: 6.4 Million

This is a prediction of the size and potential reach of our campaign based upon our target audience and geolocation.

Weekly Estimated Clicks: 220 - 510

This is a rough estimate of the amount of clicks Google estimates we might see on our campaign based on our targeting, settings, and a daily budget of \$25.00.

PROPOSAL

Keyword	Ad group	↓ Impressions	Clicks	Avg. CPC	Cost
bus transportation	Bus Transportation	276.76	4.55	\$29.94	\$136.26
paratransit transportation	Paratransit Services	210.35	4.96	\$9.59	\$47.51
bus schedule	Bus Schedule	133.42	1.20	\$12.31	\$14.75
bus pass	Bus Pass	60.14	0.37	\$7.39	\$2.72
paratransit	Paratransit Services	37.66	0.26	\$6.01	\$1.58
bus companies near me	Bus Companies	30.36	0.62	\$23.62	\$14.53
public transport	Public Transportation	30.22	0.45	\$7.69	\$3.49
bus routes	Bus Routes	21.17	0.04	\$1.23	\$0.06
paratransit services	Paratransit Services	15.18	0.07	\$3.12	\$0.23
public transportation near me	Public Transportation	7.59	0.01	\$3.40	\$0.04
public transportation services	Public Transportation	7.59	0.03	\$1.22	\$0.04
bus stop	Bus Stop	7.59	0.17	\$3.27	\$0.55
city bus	City Bus	7.59	0.02	\$1.72	\$0.03

MARKETING STRATEGY

Deliverables: Print Media

- Lakelander Magazine (half-page ad) \$995 quarterly per year
- Haven Magazine (half-page ad) every other month at a 6 time run \$665



BRAND MANAGEMENT

Tagline



CitrusConnection

PROGRESS IN MOTION

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUL 14, 2021
AGENDA ITEM #8

Agenda Item: **Florida League of Cities Safety Audit**

Presenter: Chris Cheney and Caroline Hird, Safety Security and Training

Recommended
Action: None

Summary: On the 24th of June, the Florida League of Cities came to Citrus Connection to conduct an initial assessment in the Safety Excellence Initiative. The agency performed well under the review and we are here to present the results today.

Attachments: Safety Improvement Assessment

Safety Improvement Assessment

Lakeland Area Mass Transit District
(FMIT 0322)

June 24, 2021

Completed By:

Trevor Reschny, CSP
Safety and Risk Consultant
Florida League of Cities Inc.
407-760-6170

treschny@flcities.com



Small Entity
Rev 1.0-3-15-2019

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Disclaimer and Limitation of Liability

By accepting FLC Risk and Safety Services (Services), Member acknowledges and agrees: Services are solely intended to assist Member to reasonably identify, assess and address sources of potential exposure to liability, claims, losses or damages; Member remains responsible for maintaining the safety of its property and operations for itself and others; and for all Services provided, FLC does not warrant or guarantee: the safety of any Member property; that additional risks will not result or materialize at Member property or elsewhere; or that any suggested or recommended measures implemented by Member will prevent exposure to liability, claims, losses or damages.

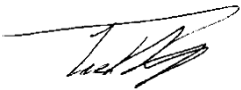
Executive Summary:

A Safety and Risk Improvement Assessment was completed for the Lakeland Area Mass Transit District on June 22, 2021. This assessment was requested to assist the District in the development of their safety management system.

The staff and management have done an outstanding job using the framework and resources from the FMIT Safety Excellence Initiative. Because of their hard work, a score of 100% was achieved! On page 17 you'll find the Safety Improvement Plan Summary with some suggestions for continual improvement.

I would like to thank everyone for the open reception I received during this assessment. I hope this report and the recommendations will be a helpful tool to help you continue towards your goals.

Sincerely,



Trevor Reschny, CSP

Safety Improvement Assessment Score Sheet Summary:

Safety Improvement Assessment Element Name	Total Points	Max Points Poss.	%
Organizational Safety and Risk Management			
Section 1: Commitment to Safety and Health	8	8	100%
Section 2: Emergency Readiness	7	7	100%
Section 3: Incident and Claims Management	7	7	100%
Section 4: Performance Measurement	3	3	100%
Section 5: Hazard Identification and Control	5	5	100%
Section 6: Training and Communication	6	6	100%
Section 7: Specific Safety Issues and Requirements	21	21	100%
Organizational Safety and Risk Management Overall Score			100%

Background Information:

Name of Member:	Lakeland Area Mass Transit District	FMIT Member Number:	0322
Distribution: <ul style="list-style-type: none"> • Tom Phillips - Executive director Tphillips@ridecitrus.com • Steven Schaible - Human Resources sschaible@ridecitrus.com • Marcy Harrison- Human Resources mharrison@ridecitrus.com • Bill Knieriem- Director of Safety, Security and Training wknieriem@ridecitrus.com • Chris Cheney- Safety Specialist ccheney@ridecitrus.com • Caroline Hird- Safety Specialist chird@ridecitrus.com 			
Estimated Number of Employees	Approx. 200		
Coverage <input checked="" type="checkbox"/> Auto Liability <input checked="" type="checkbox"/> Auto Property Damage <input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Property <input checked="" type="checkbox"/> Workers Compensation	Organizations/Services <input checked="" type="checkbox"/> Offices (HR, Finance, Ect) <input checked="" type="checkbox"/> Transit/Busses <input checked="" type="checkbox"/> Building Maintenance <input checked="" type="checkbox"/> Fleet/Vehicle Maintenance		
Is an organizational chart available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Safety Grant Eligibility:

Based on your coverages and premium range you are eligible for the following free safety grant each policy year.

Premium Range	Workers Compensation	Property/Auto/General Liability
\$0	<input type="checkbox"/> No Coverage	<input type="checkbox"/> No Coverage
< \$25,000	<input type="checkbox"/> \$500/year reimbursement	<input type="checkbox"/> \$500/year reimbursement
\$ 25,000-\$ 49,999	<input type="checkbox"/> \$750/year reimbursement	<input type="checkbox"/> \$750/year reimbursement
\$50,000 - \$74,999	<input type="checkbox"/> \$1000/year reimbursement	<input type="checkbox"/> \$1000/year reimbursement
\$75,000 - \$99,999	<input type="checkbox"/> \$1500/year reimbursement	<input type="checkbox"/> \$1500/year reimbursement
\$100,000 - \$200,000	<input type="checkbox"/> \$2500/year reimbursement	<input type="checkbox"/> \$2500/year reimbursement
\$200,000+	<input checked="" type="checkbox"/> \$3000/year reimbursement	<input checked="" type="checkbox"/> \$3000/year reimbursement

Expenses such as training, equipment, tools needed for certain jobs (i.e. grinding down sidewalk hazards), exit light repairs, fire extinguishers, and so on are all eligible for the grant. This is an extremely easy grant process, simply complete the grant form and attach receipts for safety related purchases that you already made. For more information visit: <https://insurance.flcities.com/services/risk-and-safety-management/matching-safety-grant>

Safety and Risk Management:

Section 1: Commitment to Safety and Health

Question		Possible Score	Score	Notes	Recommendations
1.	Does the organization have a written Health and Safety Management Policy?	1	1	A policy is available, signed by the executive team and is posted/communicated to all staff.	
2.	Have people within the organization been assigned specific safety responsibilities?	1	1	Responsibilities are listed specific for the organization. More importantly there are systems in place to measure the completion of these written responsibilities.	
3.	Do managers and supervisors take responsibility for their organization's safety performance?	1	1	Yes. Managers and supervisors understand their responsibilities.	
4.	Do employees take responsibility for their safety performance?	1	1	Yes, the employees are involved in the safety process daily.	
5.	Are supervisors communicating with employees about safety issues as they are observed?	1	1	Yes. Supervisors communicate with their staff as needed.	Rec 1: Consider training supervisors on "Key point" tipping. This is a tried and tested tool used in safety and quality management. This process simply involves talking with employees and specifically thanking them for things they are doing right. It also involves discussing deficiencies in a constructive and positive manner when needed.
6.	Is someone within the organization appointed as being responsible for the overall administration of the safety/risk management process?	1	1	The overall safety management tasks are coordinated between HR and the Safety Staff.	

7.	Does the organization have a written safety management process often called a “safety program”, “safety plan” or “Safety Management System”? Are the organization written documents customized for the needs?	1	1	There is a safety management system with written processes specific to the organization. In addition, various lists are used to ensure that each element is implements.	
8.	Do you hire contractors to conduct work for the city? If so are you ensuring that they understand and follow all pertinent safety requirements?	1	1	Procurement set standards for contractors to follow. For example, a contractor “Transitions” has completely adopted the Citrus Connection safety plan.	
Section Score					
Total points possible: 8 - Points not applicable (N/A): 0 = Total points for section: 8 Total points scored = 8/(Divided by) Total points possible = 8 x 100 = OVERALL SECTION SCORE 100 %					

Section 2: Emergency Readiness

Question		Possible Score	Score	Notes	Recommendations
9.	Does the organization have an overall emergency response plan?	1	1	The organization has a great plan including an emergency plan and a COOP plan.	<p>Rec 2: Verify that your IT contractor is effectively managing your data and can address cyber security threats like ransomware in a fast and efficient manner.</p> <p>Consider using the FMIT vendor for the data recovery grant to do an assessment. More information is here: https://insurance.flcities.com/services/data-recovery-grant-program</p> <p>Rec 3: Consider contacting Synergy to integrate into your COOP plan. This service is available at no cost and is designed to get you up and running as fast as possible after a disaster. Contact your account rep John Ligon (Jligon@flcities.com) to schedule a meeting with the Synergy staff.</p>
10.	Does the plan cover all pertinent incidents such as fire, natural disasters, severe weather, spills, business continuity, cyber security, workplace violence, loss of data, etc...?	1	1	Yes. Even cyber security is addressed however this is a contracted item.	
11.	Have the emergency response plans been practiced and or	1	1	Table top and emergency exercises are practiced annually.	

	reviewed within the last year to ensure their functionality?				
12.	Does the organization have an emergency medical response plan to help injured employees?	1	1	First aid materials are provided in vehicles and buildings. EMS/Medical plans are in place for more serious injuries.	
13.	Are first aid materials provided and formally checked monthly?	1	1	Yes, each supplied first aid kit is checked in the vehicle inspection or as part of the monthly checks.	
14.	Does the organization have Automatic External Defibrillators (AED's)? If so are the AED's being maintained including being visually checked monthly?	1	NA	No AED's at this time however plans may include them	<p>Rec 4: When you obtain AED's consider developing and implementing self-inspection and maintenance plans including monthly inspections. Here are some examples:</p> <p>AED Management Plan: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ErEfc0404VLjFBd0--5OUUB_VJ_aC3Y9MlmmPL-8kkDqA?e=GLxCrX</p> <p>AED Inspection Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EoF5X661YoJKoDFwdOKb8AgBvCsZWiDziGE2voeXUYiJ-w?e=31Sv10</p>
15.	Are fire extinguishers being maintained including being visually checked monthly and serviced by a licensed fire extinguisher contractor on an annual basis?	1	1	Great work on this for both vehicles and buildings.	
16.	Does the organization have evacuation plans including exit routes, employee meeting places, and an effective way to account for employees after an evacuation?	1	1	Yes. Meeting places are established and practiced	
<p>Total points possible: 8 - Points not applicable (N/A): 1 = Total points for section: 7</p> <p>Total points scored = 7 / (Divided by) Total points possible = 7 x 100 = OVERALL SECTION SCORE 100 %</p>					

Section 3: Incident and Claims Management

Question		Possible Score	Score	Notes	Recommendations
17.	Does the organization have a documented process for reporting incidents?	1	1	Yes.	
18.	Are near misses and first aid incidents reported and tracked?	1	1	Yes. Hazards and near misses are reported routinely.	
19.	Does the organization have a documented process for conducting incident investigations?	1	1	We have done a lot of work on this front. The quality of the investigations is consistently improving.	
20.	Does the investigation process include root cause analysis?	1	1	Yes.	
21.	Is there a formal system for acting on the results of the investigation?	1	1	Yes. A list is kept so that hazards identified as part of an investigation are completed.	
22.	Does the organization have a formal claim reporting and management process including return-to-work?	1	1	Yes.	
23.	Is there a single person (or small group) responsible for reporting claims to the FLC claims organization?	1	1	HR is responsible for working with the claims department.	
<p>Total points possible: 7 - Points not applicable (N/A): 0 = Total points for section: 7</p> <p>Total points scored = 7 / (Divided by) Total points possible = 7 x 100 = OVERALL SECTION SCORE 100 %</p>					

Section 4: Performance Measurement

Question		Possible Score	Score	Notes	Recommendations
24.	Does the organization have a “schedule of activities” to keep track of the completion of all required safety tasks outlined in both the organizational documents and the organizational documents?	1	1	The safety staff have several lists that they use to ensure all items are being completed on time. This is working well.	Rec 5: Consider sharing the results of your score card with all staff. This will solidify the districts commitment to safety and allow for the staff to understand what they are being measured on.
25.	Is the schedule reviewed at least monthly by organization management?	1	1	Yes. The safety department reviews this weekly and provides the executive team with a summary monthly.	
26.	Are items on this schedule being completed?	1	1	Yes. Over 90% completion rate of items on the list.	
Total points possible: 3 - Points not applicable (N/A): 0 = Total points for section: 3 Total points scored = 3 /(Divided by) Total points possible = 3 x 100 = OVERALL SECTION SCORE 100 %					

Section 5: Hazard Identification and Control

Question		Possible Score	Score	Notes	Recommendations
27.	Does the organization have a formal process used to proactively identify hazards and other issues before they start a job, especially a non-routine job? (I.e. Pre-job tasks planning, etc.)	1	1	Facility, vehicle, and bus stop inspections are routinely being completed.	
28.	Is safety considered when there are changes to the	1	1	The district has a formal change management process for everything including any changes	

	workplace, equipment, processes, etc...?			to bus routes. The form used to evaluate bus stop locations is a great tool!	
29.	Does the organization have a formal inspection process used to proactively identify hazards? (I.e. Equipment inspections, building inspections, job-site inspections, etc.)	1	1	See #27	
30.	Are hazards identified during the inspection corrected in a timely manner?	1	1	All items are tracked on the lists maintained with the safety staff. Most items are being corrected within 5 days.	
31.	Does the organization have a “Corrective Action List” used to track identified hazards until they are completed?	1	1	Yes. The safety staff do an excellent job tracking and trending issues.	
Total points possible: 5 - Points not applicable (N/A): 0 = Total points for section: 5 Total points scored =5 /(Divided by) Total points possible = 5 x 100 = OVERALL SECTION SCORE 100 %					

Section 6: Training and Communication

Question		Possible Score	Score	Notes	Recommendations
32.	Does the organization have a formal and documented new hire orientation process?	1	1	Yes. There is an extensive training and mentoring program especially for new drivers.	
33.	On the first day does the orientation cover important organizational safety requirements?	1	1	Yes HR orientation and then safety orientation is conducted.	
34.	Does the orientation include pairing the new employee with	1	1	Yes. Training department works directly with new drivers for a long	

	a supervisor or experienced employee?			period of time to ensure performance.	
35.	Does the organization have an ongoing training process which includes safety training?	1	1	Yes. Training matrix is used, and retraining is conducted per the matrix.	
36.	Do organization directors, managers, supervisors communicate with their employees periodically about safety issues?	1	1	Daily or as needed. Remember what a director, manager or supervisor says and does, tells the employees what is important. Keep it up!	
37.	Are formal safety meetings being conducted and documented by each supervisor at least monthly?	1	1		
Total points possible: 6 - Points not applicable (N/A): 0 = Total points for section: 6 Total points scored = 6 /(Divided by) Total points possible = 6 x 100 = OVERALL SECTION SCORE 100%					

Section 7: Specific Safety Issues and Requirements

Question		Possible Score	Score	Notes	Recommendations
38.	Is the organization a "drug free workplace"?	1	1	Policy in place. Actively testing and training staff on Drugs and Alcohol.	
39.	Does your organization have commercial drivers that must be part of a random drug testing program? If so are the appropriate number of tests done each year?	1	1	Yes. This is completed per the FMSCA requirements.	
40.	Does the organization have a written policy that addresses a hostile workplace including discrimination, harassment,	1	1	Written policies and training conducted.	

	sexual harassment, bullying, etc?				
41.	Has the hostile workplace policy been reviewed by an attorney who specializes in Florida Labor law?	1	1	Yes.	Rec 6: Consider contacting the FMIT ELA to obtain specific guidance and information about hiring, discipline, promotion/demotion, layoffs, termination, discrimination, harassment, unfair treatment and retaliation. This is a NO COST service provided to FMIT members. Simply call 1-888-386-FMIT (3648)
42.	Does the organization generate waste materials including: Hazardous Waste, Universal Waste, Used oil, etc...? If so is there a formal written process including recordkeeping and training.	1	1	Oil and antifreeze plus batteries. A third party is used, and manifests are kept by the fleet staff.	
43.	Does the organization have a preventative maintenance program for equipment, machines and devices?	1	1	Vehicles and buildings are all being maintained per schedules.	
44.	Does the organization use heavy equipment or other mobile machines?	1	1	<ul style="list-style-type: none"> Forklift Golf carts (In the near future) Vehicle hoists. 	<p>Rec 7: For each of the machines listed to the left, you should have a written program, operator training, periodic operator skills evaluation, and operator pre-use inspections.</p> <p>See the end of this report for links to download resources on Forklifts and Golf carts.</p>
45.	Are employees in the organization potentially exposed to noise? If so is there a formal hearing conservation program in place?	1	NA		
46.	Does the organization have employees who must wear respirators? If so, do you have a program that manages all the required elements?	1	NA		

47.	Has the organization identified all circumstances in which personal protective equipment may be needed? Does the organization have a written protective equipment selection document or program?	1	1	A written plan is in place. Also, JHA's have been completed for all tools and machines used. Lastly Safe Work Practices are in place for all tools and machine.	
48.	Do your organization have employees who work in front of the computer for long portions of the day? If so have you conducted basic workstation evaluations to maximize comfort?	1	1	A self-evaluation is in the manual but has not been implemented yet.	Rec 8: Consider having the office staff conduct self-evaluations on their workstations. Most often simple changes can be made to a person's desk/workstation which can greatly improve their comfort and productivity. Ergonomic Assessment Program: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EneRQRWDrahHne4onxHy0H8B7OAMC7pt7VnHB3rILQY7BQ?e=ZqTdFc
49.	Does the organization require employees to drive company or personal vehicles during their employment? If so is there a fleet management program in place?	1	1	Yes. A full fleet program is in place for drivers.	
50.	Does the organization conduct abrasive blasting? If so is there a formal safety process?	1	NA		
51.	Does the organization use, handle or store compressed gas cylinders? If so is there a formal safety process?	1	1	Gas cylinders are being stored correctly now as identified in the safety walkthrough of the facility earlier this year.	
52.	Does the organization use, handle or store flammable liquids? If so is there a formal safety process?	1	1	Yes. Fueling station and portable gas containers are up to code.	
53.	Does the organization conduct electrical work including live	1	NA		

	electrical work? (i.e. working in electrical panels, inserting or removing breakers, etc). If so is there a formal safety process?				
54.	Do employees in your organization have the potential to be exposed to Bloodborne Pathogens? If so is there a formal safety process?	1	1	Yes. A BBP program is in place including training, kits, etc.. The para-transport employees are especially at risk and have been offered Hep B vaccinations	
55.	Does the organization work on boats or near marine environments (including natural and manmade bodies of water)? If so is there a formal safety process?	1	NA		
56.	Does the organization work in confined spaces such as manholes, lift stations, tanks, etc? If so is there a formal safety process?	1	NA		
57.	Does the organization do any torch cutting or welding? If so is there a formal safety process?	1	1	Small amounts in the fleet shop. All controls are in place as needed.	
58.	Does the organization conduct "hot work", such as welding, cutting, grinding, soldering, etc, in areas outside the shop where hot work is not normally performed? A good example of this is soldering pipes in an office building. If so is there a formal safety process?	1	NA		
59.	Does the organization do any excavation/trenching work at	1	NA		

	depths greater than 4-feet. If so is there a formal safety process?				
60.	Does the organization have any exposure to falls greater than 4 feet in height or have any employee wearing personal fall arrest devices including harnesses? If so is there a formal safety process?	1	1	There is a risk of falling from busses. Currently employees work from ladders including rolling ladders A new rolling scaffold system is being assessed at this time to further reduce the fall hazard potential.	
61.	Does the organization use hand and power tools? If so are written safe work practices and basic training provided?	1	1	All tools have SWP's developed. Training for maintenance staff is conducted as needed but most come with experience.	
62.	Does the organization use any chemicals? If so is there a formal HazCom/safety process?	1	1	A Hazard Communication program is available. SDS's are categorized. No formal training has been conducted.	Rec 9: I recommend providing a base level of training on HazCom to all employees. This could be as simple as explaining the label requirements and sharing how to access the Safety Data Sheets. A sample course is below: HazCom Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ena_JTdn5U9JmYFTuz4Kw0YBkshoXG08fgtnE-lVejWaeA?e=pc5fJH
63.	Does the organization have any equipment or processes that require a complex lock out? This includes situations when there is more than one energy isolation point. If so is there a formal safety process?	1	1	The vehicles sometimes require disabling. The fleet staff uses a battery disconnect and tag when needed. No complex lockout is required.	
64.	Do employees in the organization work outdoors in the hot summer months? If so, do you have a Heat Stress Prevention program?	1	1	Communicated often.	
65.	Does the organization use ladders? If so are written safe	1	1	JHA's and SWPs are available for ladders.	

	work practices and basic training provided?				
66.	Does the organization manage or maintain playgrounds or park facilities? If so is there a playground safety management process that includes periodic inspections?	1	NA		
67.	Does the organization use scaffolds? If so, is there a written procedure? Have employees been trained on the procedure?	1	NA	Not used at this time, however when the rolling scaffolds are purchased for the busses make sure a safety work practice is developed and training is provided.	
68.	Does the organization conduct work on or near the roadways? If so are adequate controls in place to control the work zone?	1	NA		
69.	Is the organization responsible for the maintenance of public sidewalks? If so, do you have a written program and inspection process to proactivity identify issues before they cause harm or damage?	1	1	Although not directly responsible for side walks the bus shelter and bus stop checks include side walk condition.	
70.	Is the organization responsible for the maintenance of public trees? If so, do you have a written program and inspection process to proactivity identify issues before they cause harm or damage?	1	NA		

Total points possible: 33 - Points not applicable (N/A): 12 = Total points for section: 21
Total points scored = 21 / (Divided by) Total points possible = 21 x 100 = **OVERALL SECTION SCORE 100 %**

Safety Improvement Plan Summary:

- **Rec 1:** Consider training supervisors on “Key point” tipping. This is a tried and tested tool used in safety and quality management. This process simply involves talking with employees and specifically thanking them for things they are doing right. It also involves discussing deficiencies in a constructive and positive manner when needed.
- **Rec 2:** Verify that your IT contractor is effectively managing your data and can address cyber security threats like ransomware in a fast and efficient manner.
 - Consider using the FMIT vendor for the data recovery grant to do an assessment. More information is here: <https://insurance.flcities.com/services/data-recovery-grant-program>
- **Rec 3:** Consider contacting Synergy to integrate into your COOP plan. This service is available at no cost and is designed to get you up and running as fast as possible after a disaster. Contact your account rep John Ligon (Jligon@flcities.com) to schedule a meeting with the Synergy staff.
- **Rec 4:** When you obtain AED’s consider developing and implementing self-inspection and maintenance plans including monthly inspections. Here are some examples:
 - AED Management Plan: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/ErEfc0404VLjFBd0--5OUUB_VJ_aC3Y9MlmmPL-8kkDqA?e=GLxCrX
 - AED Inspection Course: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EoF5X661YoJKoDFwdOKb8AgBvCszWiDziGE2voeXUYiJ-w?e=31Sv10
- **Rec 5:** Consider sharing the results of your safety measurements/score card with all staff. This will solidify the districts commitment to safety and allow for the staff to understand what they are being measured on.
- **Rec 6:** Consider contacting the FMIT ELA to obtain specific guidance and information about hiring, discipline, promotion/demotion, layoffs, termination, discrimination, harassment, unfair treatment and retaliation. This is a NO COST service provided to FMIT members. Simply call 1-888-386-FMIT (3648)
- **Rec 7:** You should have a written program, operator training, periodic operator skills evaluation, and operator pre-use inspections for forklift operators and golf cart operators. Here are some resources:

Forklift Operator Program	This program can be used and modified to manage your forklift operations.	https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/c51-forklift-operator-program.docx
Forklift Quiz and Evaluation	This form can be used to evaluate forklift operates and serves as a record of training and hands-on evaluation.	https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/c52-forklift-quiz-and-evaluation.docx

Forklift Daily Inspection Form	This is a sample forklift inspection form that is used to document daily inspections.	https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/c53-forklift-daily-inspection-form.docx
30-Day Forklift Inspection Checklist	This is a sample forklift inspection form that is used to document a month's worth of daily inspections.	https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/c54-30-day-forklift-inspection-checklist.xlsx
Utility Vehicle Program	This is a sample program that can be used to manage the usage of utility vehicles within a member.	https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/c154-utility-vehicle-program.docx
Utility Vehicle License Certification Form	This form can be used to document a driver's skills and serves as an employee's record of training	https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/c155-utility-vehicle-license-certification-form.docx
Utility Vehicle Daily Inspection Form	This form can be used by operators to document their daily inspections	https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/c156-utility-vehicle-daily-inspection-form.docx
Forklift Operation (SWP)	This safe work practice is a short-written document designed to provide quick but pertinent safety information about the topic.	https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/d65-forklift-operation-(swp).docx
Forklift Safety Awareness	<p>This forklift safety training course has been developed to teach your operators the skills they need to operate their equipment safely. The course provides participants a general understanding of the safe and efficient operation of a powered fork truck and then provides the opportunity to practice and operate a machine under the supervision of our experienced instructors. Topics to be covered during this class are:</p> <ul style="list-style-type: none"> • A review of the OSHA forklift standards • Pre-shift inspections • Stability and balance • Lifting principles and safe operation 	https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/e47-forklift-safety-awareness.pptx

	<p>methods</p> <ul style="list-style-type: none"> • Hands-on practice and assessment 	
Off-road Forklift Safety Awareness Course	<p>Our off-road forklift safety training and certification course has been developed to teach your operators the skills they need to operate their equipment safely. The course provides participants a general understanding of the safe and efficient operation and then provides the opportunity to practice and operate a machine under the supervision of our experienced instructors. Topics to be covered during this class are:</p> <ul style="list-style-type: none"> • Pre-shift inspections • Parts of a telehandler • Telehandler controls • Unique lifting principles • Safe operation methods of telehandlers 	<p>https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/e86-offroad-forklift-safety-awareness-course.pptx</p>
Off-road Forklift Quiz and Evaluation Form	<p>This form can be used to document an operator's skills and serves as an employee's record of training</p>	<p>https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/e87-offroad-forklift-quiz-and-evaluation-form.docx</p>
Utility Vehicle Operator Safety Awareness Course	<p>Utility vehicles are common in today's workplace. Unfortunately, these vehicles are involved in numerous incidents each year resulting in personal injury, death, and property damage. This course covers the following information: Inspection/maintenance, prevention of tipping, driving/operating requirements, and vehicle transport requirements.</p>	<p>https://insurance.flcities.com/docs/default-source/safety-excellence-initiative-resource-library/e124-utility-vehicle-operator-safety-awareness-course.pptx</p>

- **Rec 8:** Consider having the office staff conduct self-evaluations on their workstations. Most often simple changes can be made to a person's desk/workstation which can greatly improve their comfort and productivity.
 - Ergonomic Assessment Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EneRQRWDrahHne4onxHy0H8B7OAMC7pt7VnHB3rILQY7BQ?e=ZqTdFc

- **Rec 9:** I recommend providing a base level of training on HazCom to all employees. This could be as simple as explaining the label requirements and sharing how to access the Safety Data Sheets. A sample course is below:
 - HazCom Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ena_JTdn5U9JmYFTuz4Kw0YBkshoXG08fgtnE-IvejWaeA?e=pc5fJH

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LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUL 14, 2021
AGENDA ITEM 9a

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the Executive Director

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUL 14, 2021
AGENDA ITEM 10a

Agenda Item: **June calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

Today		<	>	June 2021		Washington, D.C. ▾		Today 85° F / 74° F	Tomorrow 88° F / 71° F	Saturday 86° F / 73° F	Month ▾
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
May 30	31	Jun 1	2	3	4	5					
← From May 28		James in DC; James Phillips									
		9:00am 1 on 1 with HR; Tom's office ; T... 9:30am Senior Staff Call; https://us02w... 10:00am Marketing Meeting; Hollings... 11:15am Pick up Mr. Mele 11:30am Lunch W/ Mr. Mele; Tom Phillips		Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ev... 8:00am Repatha 9:00am Transit Overview with Mac Full... 10:00am New Funding; Toms Office; R... <div>+2</div>	8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 1:00pm Monthly LAMTD Board Direction Meeting ; Hollingsworth; 1212 George ... 2:30pm Benny Vet						
6	7	8	9	10	11	12					
	9:00am 1 on 1 with HR; Tom's office ; Tom Phillips 1:00pm FL Southern Meet for The Squeeze; 917 Johnson Ave, Lakeland, Florida 33803, United States; James Phillips	8:30am Email Ridership Update to LAMTD Board of Directors	8:30am LAMTD Board Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips 1:30pm Transit Summit Planning; https://us02web.zoom.us/j/84615044076?pwd=dmVPdHNMSVZ5MVZiRGpZaEFjeHR1UT09; James Phillips	9:00am TPO Board Meeting; Advent Health Fieldhouse; Crews-Downs, Ann... 12:00pm Polk Transit Authority Annual Meeting; AdventHealth Fieldhouse an... 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips 2:00pm Canceled: Grants Meeting; Holl...	8:00am 1-on-1 w/Marcia; Starbucks; 15... 8:30am Breakfast w/Chris Cheney; Fat J... 10:00am 1 on 1 w/Tom and Barbara ; T... 11:30am Gents 1:00pm 1-on-1 w/ Tom and Steve; Tom ... 2:00pm 1-on-1 w/ Tom and Marcy; http...						
13	14	15	16	17	18	19					
	Flag Day; United States	Out of Office - Vacation			8:00am Repatha 8:00am Potential Safe Streets Summit Mobile Workshop in Lk Alfred/W. Haven ; 500 Third Street NW, Florida Room & Zoom; Scott, Gregory	8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830					
20	21	22	23	24	25	26					
	9:00am LAMTD presentation @ City Commission Meeting; Conf Rm City Hall Chamber; Browner, Carol	1:00pm Transit Overview with Jennifer Canady (House of Rep. Candidate); Hollingsworth Board Room ; Kaley Raub	9:00am Senior Staff Call - Target Area from Strategic Planning for Marketing; ... 10:00am 1 on 1 with HR; Tom's office ; Tom Phillips 12:00pm Grants Meeting; James Phillips 1:30pm Transit Summit Planning; https://us02web.zoom.us/j/867304623...	2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am on the fourth Friday (EDT) (tphillips@ridecitrus.com); 3rd fl Community Room, BB&T building, 600 N. Broadway Ave, Bartow; brenda...						
27	28	29	30	Jul 1	2	3					
	9:00am 1 on 1 with HR; Tom's office ; Tom Phillips 10:00am Cash Flow Management; Tom Phillips	8:00am Gents - Jason 10:00am Call Lara Peppard	11:30am Mid-Florida Meal Sites; Hollingsworth; 1212 George Jenkins; Tom Phillips	8:00am Repatha 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830						

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JULY 14, 2021
AGENDA ITEM #10b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, ED

Recommended
Action: Information only

Summary: Year to date ridership information for the entire system including LAMTD, Winter Haven, Rural and Demand Response through May 2021.

Attachments: Ridership Report.

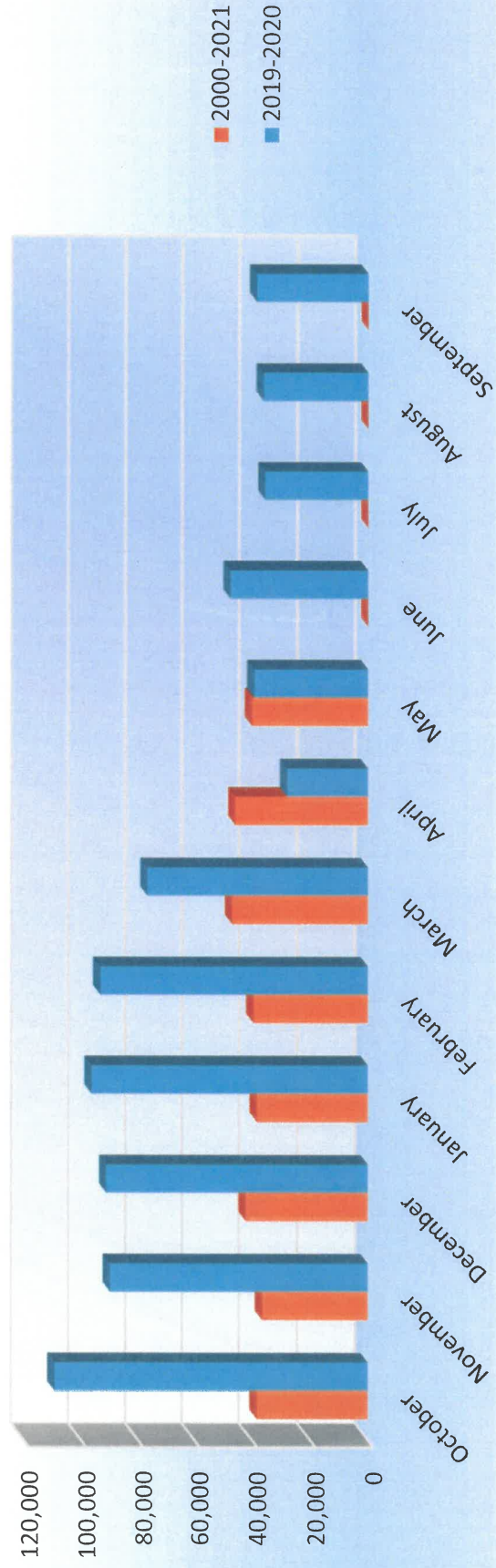
Citrus Connection and PCTS Fixed Route						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	108,078	113,220	117,763	109,219	38,313	-60%
November	106,998	104,149	104,192	89,803	36,524	-51%
December	111,197	95,520	95,813	91,147	42,109	-51%
January	103,647	93,227	106,080	96,288	38,317	-62%
February	108,068	100,300	100,900	93,231	39,518	-54%
March	116,794	99,916	101,697	76,736	46,928	-30%
April	103,274	95,993	106,578	27,855	45,842	19%
May	108,224	95,476	104,034	39,257	40,075	1%
June	102,092	93,781	93,028	47,522	0	0%
July	98,193	92,042	103,793	35,612	0	0%
August	118,104	111,898	109,285	36,186	0	0%
September	89,794	98,550	100,468	38,505	0	0%
Totals	1,274,460	1,194,072	1,243,631	781,361	327,626	-47%

Citrus Connection and PCTS Para-Transit Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	7,071	8,654	9,820	9,745	5,644	-42%
November	7,002	7,940	8,495	8,246	4,759	-44%
December	7,014	7,660	8,032	8,177	5,279	-38%
January	7,521	9,478	8,846	8,734	4,924	-40%
February	7,413	9,514	8,559	8,231	4,844	-36%
March	8,715	10,469	9,204	6,109	5,582	-5%
April	7,757	9,947	9,377	2,815	5,807	30%
May	8,460	9,534	9,801	3,590	5,531	20%
June	8,374	8,777	8,784	4,640	0	0%
July	8,131	8,247	9,502	4,527	0	0%
August	9,533	9,642	9,455	4,441	0	0%
September	6,711	8,437	7,866	4,790	0	0%
Totals	93,702	108,299	107,741	74,045	42,370	-24%

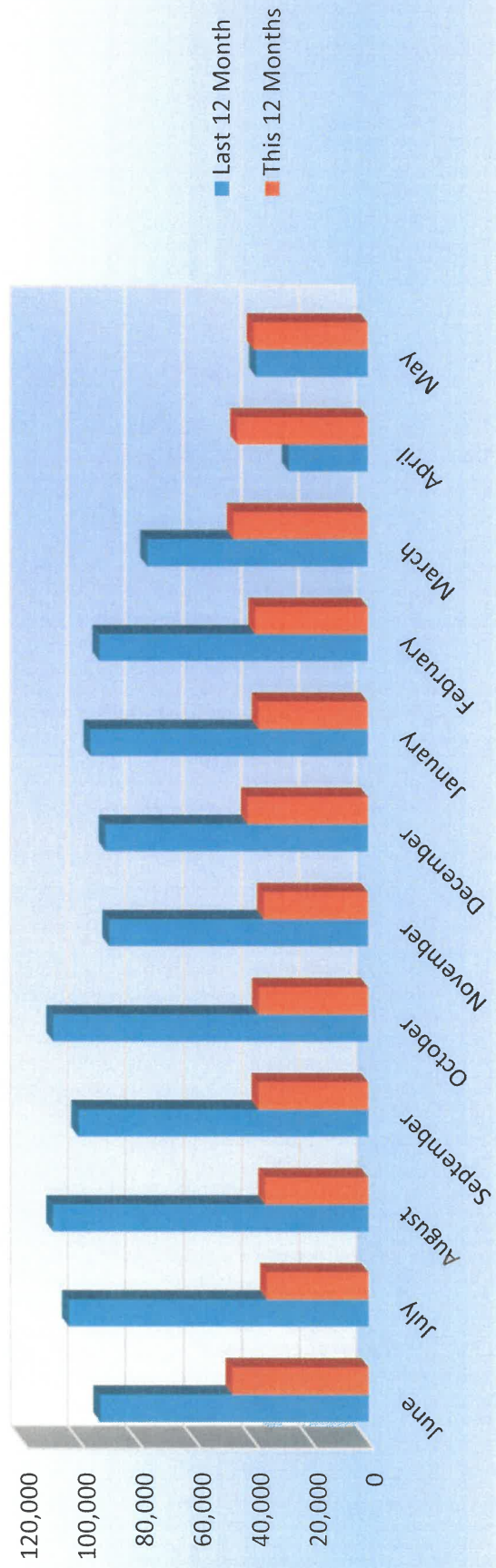
Citrus Connection only Fixed Route Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	67,636	73,349	74,739	67,938	27,810	-59%
November	71,083	67,437	66,084	55,331	25,998	-43%
December	72,646	60,879	60,217	55,960	30,003	-43%
January	70,767	58,830	66,889	58,774	27,355	-53%
February	71,884	63,140	62,854	57,800	27,781	-48%
March	78,158	62,897	63,867	47,927	33,489	-23%
April	67,338	59,873	67,078	19,363	32,830	22%
May	72,329	60,039	66,297	25,570	28,723	5%
June	67,965	59,754	60,242	30,667	0	0%
July	66,347	59,884	67,655	23,294	0	0%
August	79,427	71,375	70,546	23,297	0	0%
September	54,155	62,306	65,477	25,651	0	0%
Totals	839,734	759,763	791,945	491,572	233,989	-40%

Citrus Connection only Para-Transit Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Change
October	3,229	4,025	4,745	4,889	2,454	-50%
November	3,252	3,734	3,963	3,980	2,013	-53%
December	3,154	3,444	3,818	3,930	2,140	-52%
January	3,507	4,055	4,252	4,277	2,059	-55%
February	3,505	3,909	4,248	4,255	2,100	-55%
March	4,040	4,217	4,513	2,392	2,491	2%
April	3,694	3,935	4,630	1,111	1,910	20%
May	4,060	3,848	4,916	1,431	2,489	27%
June	3,880	3,627	4,352	2,041	0	0%
July	3,681	3,437	4,612	1,768	0	0%
August	4,306	3,978	4,686	1,960	0	0%
September	6,039	3,396	3,414	2,036	0	0%
Totals	46,347	45,605	52,149	34,070	17,656	-33%

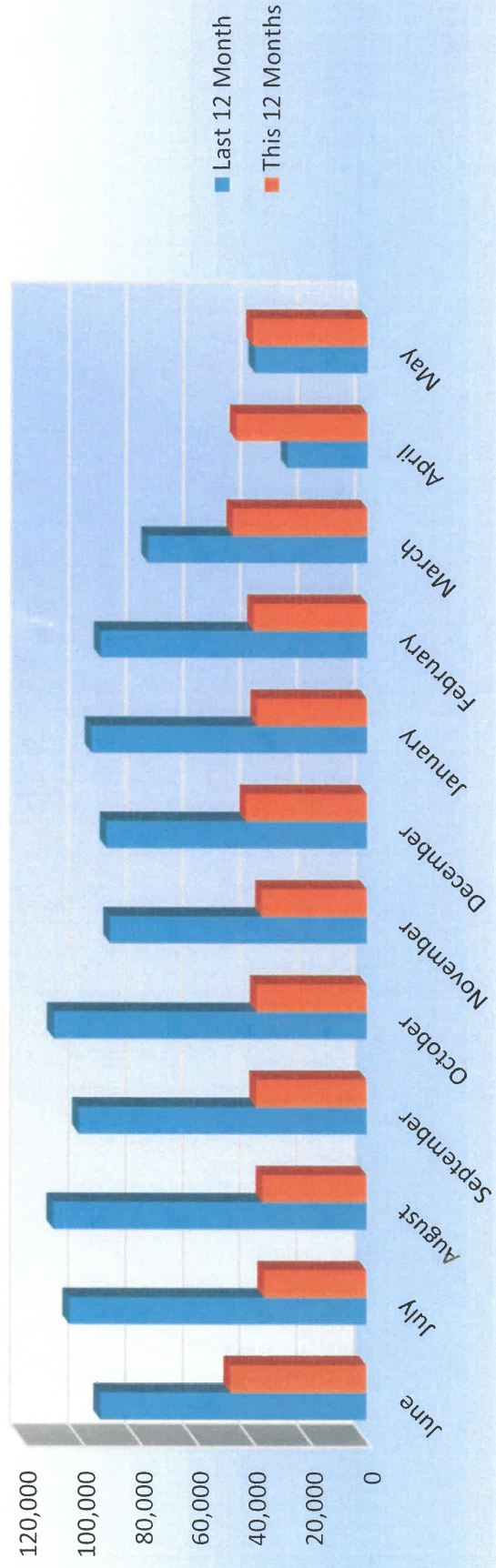
Citrus Connection and PCTS Fixed Route Total Ridership



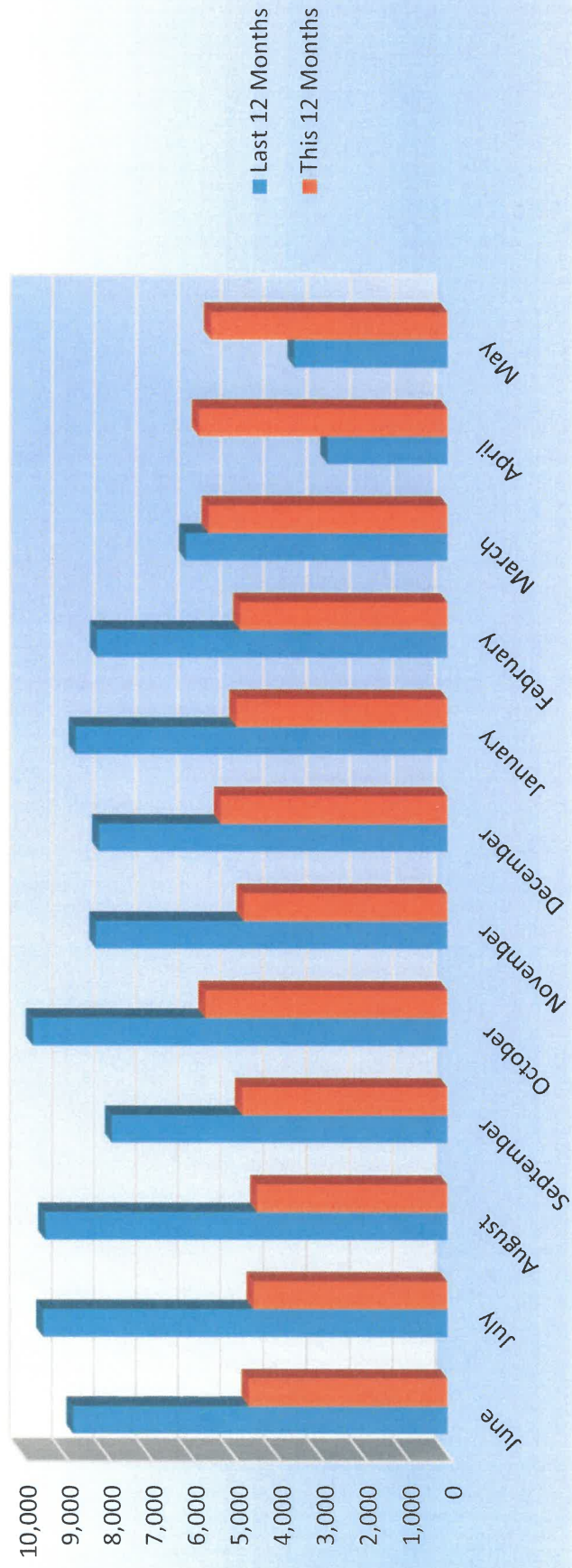
Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para Over 12 Months



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUL 14, 2021
AGENDA ITEM #11

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD