

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, February 13th, 2019, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the Jan 9, 2019 LAMTD Board Meeting Minutes	Approval
2. Public Comments	TBD
3. Recognition of Service Awards	None
4. Marketing Publications	
a. Beyond the Route	None
5. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
6. Legal / Tim Darby	
a. Updated Service Agreement with Lake Alfred	Approval
b. New Beginnings UAP	Approval
c. Southern Technical College UAP	Approval
d. Riverstone Annexation Petition	Approval
7. HR Program Update – CCTV, Driver’s Digest, & Citrus Connector / Marcy Harrison, HR Generalist	None
8. Bus Rehabilitation Demonstration / Joe Cheney, Director of Fleet	None
9. FY 2018-19 Capital Improvement Budget & Fleet Plan Update / Joe Cheney	Approval
10. CC Late Night / Marcia Roberson, Director of Regional Mobility Call Center	None
11. Community Coordinator Update / Cindy Mixon, Community Transportation Coordinator	None
12. System Safety Program Plan / Bill Knieriem, Director of Safety, Security and Training	Approval
13. Community Scorecard Update / Aaron Dunn, Revenue Services	None
14. Executive Director Report / Tom Phillips	
a. Federal Grant Funding Impact on Federal Government Shutdown and Transit Service Impact	None
b. Charter School Partnership	Approval
c. Agency Update(s)	None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
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Wednesday, February 13th, 2019, at 8:30 a.m.

15. Executive Informational Summary / Tom Phillips

- | | |
|-----------------------------|------|
| a. January Calendar | None |
| b. Ridership and UAP Update | None |

16. Other Business	TBD
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Adjournment

LAKELAND AREA MASS TRANSIT DISTRICT
SPECIAL MEETING
FEBRUARY 13, 2019
AGENDA ITEM #1

Agenda Item: Approval of the January 9, 2019 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended
Action: Board approval of the January 9, 2019 LAMTD Meeting
Minutes

Attachments: January 9, 2019 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 9, 2019 at 8:30 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:30 a.m. By Commissioner Walker

Agenda Item #1 – Approval of the Minutes

1. Approval request for the approval of the December 12, 2018 LAMTD Board meeting minutes.

“Approval of the December 12, 2018 LAMTD Board meeting minutes”
1st George Lindsey/ 2nd Don Selvage

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Recognition of Service Awards

Highlighting the service for Yvonne Benton

Agenda Item #4 – Marketing Publications / David Walters

- a. myStop mobile application video
Video highlighting how to set up and utilize the myStop mobile application for Citrus Connection routes.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 9, 2019 at 8:30 a.m.

Agenda Item #5 – Finance / Regina Mauras, CPA

a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date November 30, 2018
FY 2018-2019

Year to Date November 30, 2018

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	16.7%	\$1.792.0 million	\$513,000	29%	\$10.8 Million
Expenses YTD	16.7%	\$1,792.0 million	\$1,269,251	71%	\$10.8 Million

REVENUES:

The total revenues realized year-to-date through November 30, 2018 totaled \$513,000 or 29% of the YTD budget.

- Farebox revenues reflect \$101,000 or 95% of budgeted revenues through November 30, 2018.
- Contract revenues totaled \$23,240 or 68 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$0 under budget for RAMCO. RAMCO payment of \$93,000 Will be billed in January.
- Ad Valorem taxes reflects \$243,260. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

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

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

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

- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled zero.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled zero.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
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- Advertising income reflects \$14,972 under budget.
- The Support cost reimbursement revenue is in line with 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 November 30, 2018
FY 2018-2019

EXPENSES:

The total expenses year-to-date through November 30, 2018 totaled \$1.27 million or 71% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of November 30, 2018, these expenses totaled \$790,270 or 31% under budget of \$1,149,180.
- Professional and Technical Services expenses totaled \$23,370 of the YTD budget; a favorable variance.
- Other services expenses totaled \$23,850 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$100,500 YTD, in line with budget; due to fuel cost being expensed not in inventory.
- Materials and supplies totaled \$121,465 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are over budget for Florida APTA fees.
- Property appraiser, Tax Collector Commission and CRA payments under budget, since payments are quarterly and annually.

Other remaining expenses are under the YTD budget through November 30, 2018

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through November 30th the financials reflect are unfavorable actual variance of \$756,240 with 17% of the fiscal year.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/17	9/30/16	9/30/15	9/30/14	9/30/13
* 1. Farebox Recovery Ratio (All modes)	10.04%	13.95%	25.50%	23.08%	25.16%
2. Cost per revenue hour	\$106.94	\$104.76	\$89.45	\$86.29	\$83.84

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
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3. Revenue Hours	142,189	139,228	103,550	117,008	116,422
4. Fuel Cost (\$)	\$834,971	\$757,485	\$847,360	\$1,316,739	\$1,367,289
5. Ridership	1,346,211	1,393,620	1,424,965	1,647,010	1,638,470

* Total 10.04%, LAMTD 14.80%, PCTS 2.26%

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of October 31, 2018
Year to Date Report
Percent of FY Reported (8.3%)

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of November 30, 2018
Year to Date Report
Percent of FY Reported (16.7%)

Revenues

- The revenues totaled \$1.255 million or 111% of the year-to-date budget.
- The FTA grant drawdown reflects no activity.
- Fare Revenues totaled \$25,290 or 101% of the year-to-date budget.
- The Polk County City Contributions reflects one payment of \$79,100 or 121%.
- The County funding is designed to reflect the first payment for the budgeted grants match totaling \$1,148,353 Due in October 2018.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$.828 million or 73% of the year-to-date budget.
- Salaries and wages totaled \$573,520 or 87% of the YTD Budget.
- Operating expenses totaled \$254,120 or 78% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services is zero and lagging.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
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Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,960,700	\$ 326,783	\$ 980,352	300%
Other Contract Revenue - County	\$ 191,600	\$ 31,933	\$ 2,069	6%
City Contribution	\$ 393,040	\$ 65,507	\$ 79,097	121%
County Contribution - PCTS	\$ 76,378	\$ 12,730	\$ 39,189	308%
Fares	\$ 150,000	\$ 25,000	\$ 25,289	101%
FDOT Block Grants:				
GOV71 - WHAT/ADA	\$ 575,600	\$ 95,933	\$ -	0%
RURAL AQR07	\$ 913,000	\$ 152,167	\$ -	0%
FTA				
FTA 5307 Grant	\$ 2,262,076	\$ 377,013	\$ -	0%
Capital Grant - County	\$ 257,626	\$ 42,938	\$ 128,813	300%
Total	\$ 6,780,020	\$ 1,130,004	\$ 1,254,809	111%

Expenses				
Labor	\$ 3,973,664	\$ 662,277	\$ 573,515	87%
Contract	\$ 594,000	\$ 99,000	\$ -	0%
Operating	\$ 1,954,730	\$ 325,788	\$ 254,121	78%
Capital	\$ 257,626	\$ 42,938	\$ -	0%
Total	\$ 6,780,020	\$ 1,130,003	\$ 827,636	73%

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of November 30, 2018
Year to Date Report
Percent of FY Reported (16.7%)

Revenues

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- The contract services are for contractual cost for the Lynx service and other planned contractual services is zero and lagging.

Lakeland Area Mass Transit District Transportation Disadvantage Program Period Ending - November, 2018				
Revenue				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 144,500	\$ 60,208	\$ 51,911	86%
Contract Revenue	\$ 205	\$ 85	\$ 59,967	
FDOT Grants:		\$ -		
CTD Grant -Operati	\$ 1,300,175	\$ 541,740	481,614	89%
Total	\$ 1,444,880	\$ 602,033	\$ 593,493	99%
Expenditure				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 785,751	\$ 327,396	\$350,226	107%
		\$ -		
Support Services	\$ 139,692	\$ 58,205	\$ 53,479	92%
		\$ -		
Operating	\$ 519,437	\$ 216,432	\$ 99,826	46%
Total	\$ 1,444,880	\$ 602,033	\$ 503,531	84%

d. Federal Transit Administration 2019 State Corridor Projects Public Transportation Grant Agreement (PTGA) FM# 414063-1-84-05. Resolution #19-07 for the District

FDOT has allocated funding in the amount of \$795,083 with \$795,083 local funds for a total of \$ 1,590,166 in Fiscal Year 2019 under the State Public Transit Corridor Program for operating expense of a transit corridor service operating along South Florida Avenue and State Road 37, a north/south corridor.

This funding will allow the District to continue the multi-modal travel options reducing traffic congestion in the S.R. 37 (South Florida Avenue) Corridor. High frequency services for buses, with frequencies less than 30 minutes, will continue during peak evening hours.

“Approve to accept additional funding under the Florida Department of Transportation (FDOT) Public Transportation Grant Agreement (PTGA) (FM#414063-1-84-05), and associated Resolution #19-07”

1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, January 9, 2019 at 8:30 a.m.

e. Federal Transit Administration 2018 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Public Transportation Grant Agreement (PTGA) FM# 437582-2-94-01. Resolution #19-08 for the District

This grant involves a Travel Trainer Program for the purpose of educating Seniors and the Disabled population on how to utilize public transit. The District has been awarded 5310 grant funding in the amount of \$69,550. The grant match is 80/10/10. The sum of \$55,640 will be provided through the FTA with a cash match of \$6,955 provided by the District and \$6,955 provided by the state FDOT.

“Approve to accept 2019 Section 5310 acceptance of funding”

1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

f. Florida Department of Transportation Public Transportation (FDOT) Public Transportation Grant Agreement (PTGA) for State Block Funds and Resolution for the District and the County.

These funds are will be utilized to assist the District with administration, management and operation expenses to provide public transportation services in Polk County. LAMTD FDOT funding under this project is \$726,488.79 with \$726,488.79 provided from the District. The County's FDOT funding under this project is \$643,492.21 with a County cash contribution of \$643,492.21

“Approve to accept the 2019 PTGA for the utilization of FDOT State Block Grant funds for FY 2018-2019 totaling \$1,369,981.”

1st Bill Mutz/ 2nd Don Salvage

MOTION CARRIED UNANIMOUSLY

g. Bus Asset Disposal

The District is proposing the disposal of these items based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1C – Grant Management Guidelines, Chapter II, paragraph 3.f.(4).

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.

“Approve to accept the 2019 PTGA for the utilization of FDOT State Block Grant funds for FY 2018-2019 totaling \$1,369,981.”

1st Bill Mutz/ 2nd Don Salvage

MOTION CARRIED UNANIMOUSLY

h. Bus Shelter Procurement

On November 26, 2018, the District issued a Request for Proposal (RFP) #19-001, for qualified firms interested in supplying various sized, cost effective bus shelters that will meet the needs of the District and its patrons. Offer submittals were due December 21, 2018.

The solicitation was provided to the District's registered vendors and state certified Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE). Twenty-four firms received notification of the posting, of which 23% were DBE firms found through the Florida Department of Transportation's DBE Directory/website.

Two timely offers were received, from Tolar Manufacturing and Spencer Fabrication. The firms were evaluated on both technical and price with the firm of Spencer Fabrication, Inc. being ranked highest overall. A responsibility review was conducted to ensure the firm was experienced, adequately staffed, and understood the requirements as outlined in the solicitation.

The District shall obtain award approval from the Department of Transportation and posting the it's Notice of Intent to Award.

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BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, January 9, 2019 at 8:30 a.m.

Firms, that would typically bid, were contacted, requesting an explanation as to the lack of offer submittals. Two firms responded stating that they have exceeded their production capabilities.

The District's Board of Director's shall be advised of the resulting award during the next board meeting.

Agenda Item #6 – Executive Director Report / Tom Phillips

a. Government Shutdown Informational Update

Specific updates on the agency in relation to the current government shutdown.

b. Board Elections

A special election for Lakeland City Commission will fill the temporary commissioner position and will add a new member to the LAMTD Board of Directors.

“Approve to hold the vote of board positions until following the Special Election in Lakeland in order to accommodate the special election results.”

1st George Lindsey/ 2nd Don Selvage

MOTION CARRIED UNANIMOUSLY

c. Rescheduling May LAMTD Board Meeting

There will be a conflict for the May 8th meeting as the Lakeland City Commission Business Planning Retreat will take place from May 8-9 for the yearly budget and all city commissioners will need to attend.

“Approve to reschedule the May 8th LAMTD Board Meeting to the agreed upon date of May 15, 2019.”

1st George Lindsey/ 2nd John Hall

MOTION CARRIED UNANIMOUSLY

d. Agency Updates

- Announced our upcoming participation in the MLK Parade
- Plans for the memorial garden of no more than \$2,000 (1st Bill Mutz/ 2nd George Lindsey Approved Unanimously)
- Employee engagement surveys coming soon
- CCTV Continues
- Brad Johnson says hello
- FDOT clarified our insurance relationship with non-profit community transit partners.

Agenda Item #10 – Executive Informational Update / Tom Phillips

a. December Calendar

[See attached]

b. Ridership and UAP Update

[See attached]

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, January 9, 2019 at 8:30 a.m.

Agenda Item #11 – Other Business

- George Lindsey met with ridge mayors and shared their appreciations and concerns.
- Bill Mutz encouraged how to get millennials on buses
- Marcia Roberson gave a sneak peak to what she learned from PSTA's Transportation Disadvantaged late-night program

Adjournment at 9:44 a.m.

Approved this 13th day of February, 2019.

Chairman – City Commissioner Phillip Walker

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2019
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 3

Agenda Item: **Recognition of Service Awards**

Presenter: Tom Phillips

Recommended
Action: None

Summary: Recognition of service to our dedicated employees.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 4

Agenda Item: **Beyond the Route**

Presenter: David Walters

Recommended
Action: None

Summary: Video highlighting the brave and incredible journey for
 one of our esteemed employees.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2019
AGENDA ITEM #5a

Agenda Item: December 31, 2018 LAMTD Monthly Financial Statement
FY 2018-19

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

Attachments: See Attachments

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date December 31, 2018
FY 2018-2019

Year to Date December 31, 2018

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	25%	\$2,687,745	\$4,577,049	170%	\$10.8 Million
Expenses YTD	25%	\$2,687,745	\$2,340,008	87%	\$10.8 Million

REVENUES:

The total revenues realized year-to-date through December 31, 2018 totaled \$4.6 million or 170% of the YTD budget.

- Farebox revenues reflect \$144,000 or 86% of budgeted revenues through December 31, 2018.
- Contract revenues totaled \$34,862 or 68 % of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$0 under budget for RAMCO. RAMCO payment of \$93,000 will be billed in January.
- Ad Valorem taxes reflects \$4.038 million or 86% of the Tax Levy. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

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

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

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

- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$21,902.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled zero.
- Advertising income reflects \$14,972 under budget.
- The Support cost reimbursement revenue is in line with 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 December 31, 2018
FY 2018-2019

EXPENSES:

The total expenses year-to-date through December 31, 2018 totaled \$2.3 million or 87% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of December 31, 2018, these expenses totaled \$1.49 million or 13% under budget of \$1.723 million.
- Professional and Technical Services expenses totaled \$39,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$34,600 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$141,500 YTD, in line with budget; due to fuel cost being expensed not in inventory.
- Materials and supplies totaled \$148,500 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are over budget for Florida APTA fees.
- Property appraiser, Tax Collector Commission and CRA payments under budget, since payments are quarterly and annually.

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

CHANGE IN FINANCIAL CONDITION	
Based on the year-to-date budget-to-actual variances through December 31 st the financials reflect are favorable actual variance of \$2.3 million with 25% of the fiscal year.	

	STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS				
	9/30/17	9/30/16	9/30/15	9/30/14	9/30/13
1. Farebox Recovery Ratio (All modes)	10.04%	13.95%	25.50%	23.08%	25.16%
2. Cost per revenue hour	\$106.94	\$104.76	\$89.45	\$86.29	\$83.84
3. Revenue Hours	142,189	139,228	103,550	117,008	116,422
4. Fuel Cost (\$)	\$834,971	\$757,485	\$847,360	\$1,316,739	\$1,367,289
5. Ridership	1,346,211	1,393,620	1,424,965	1,647,010	1,638,470

*

* Total 10.04%, LAMTD 14.80%, PCTS 2.26%



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2019

MONTHLY FINANCIAL STATEMENT

MONTH OF Dec 2018

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 43,428	\$ 55,833	\$ (12,406)	-22%	\$ 143,975	\$ 167,500	\$ (23,525)	-14%	\$ 670,000
Contract Income (UAP)	\$ 11,621	\$ 17,025	\$ (5,404)	-32%	\$ 34,862	\$ 51,075	\$ (16,213)	-32%	\$ 204,300
Other Contract Revenue	\$ -	\$ 7,800	\$ (7,800)	-100%	\$ -	\$ 23,400	\$ (23,400)	-100%	\$ 93,600
Miscellaneous Income	\$ (81)	\$ 2,917	\$ (2,998)	-103%	\$ 501	\$ 8,750	\$ (8,249)	-94%	\$ 35,000
Advertising Revenue	\$ -	\$ 12,500	\$ (12,500)	-100%	\$ 14,972	\$ 37,500	\$ (22,528)	-60%	\$ 150,000
Investment/Interest Income (net)	\$ 14,396	\$ 5,833	\$ 8,562	147%	\$ 38,359	\$ 17,500	\$ 20,859	119%	\$ 70,000
Ad Valorum Income, net	\$ 3,794,521	\$ 389,136	\$ 3,405,386	875%	\$ 4,037,782	\$ 1,167,408	\$ 2,870,374	246%	\$ 4,669,630
FDOT Operating Grant	\$ 21,902	\$ 143,423	\$ (121,521)	-85%	\$ 21,902	\$ 430,270	\$ (408,368)	-95%	\$ 1,721,080
Federal Operating Grant	\$ 127,575	\$ 203,380	\$ (75,805)	-37%	\$ 127,575	\$ 610,140	\$ (482,565)	-79%	\$ 2,440,560
Cost Recovery	\$ 204	\$ 833	\$ (629)	-76%	\$ 4,415	\$ 2,500	\$ 1,915	77%	\$ 10,000
City of Lakeland	\$ 14,373	\$ 18,048	\$ (3,675)	-20%	\$ 45,274	\$ 54,143	\$ (8,868)	-16%	\$ 216,570
Bartow Express	\$ -	\$ 1,203	\$ (1,203)	-100%	\$ -	\$ 3,610	\$ (3,610)	-100%	\$ 14,440
PCTS - Support Cost Reimb.	\$ 35,811	\$ 37,983	\$ (2,173)	-6%	\$ 107,432	\$ 113,950	\$ (6,519)	-6%	\$ 455,800
Reserve	\$ 4,063,749	\$ 895,915	\$ 3,167,834	354%	\$ 4,577,049	\$ 2,687,745	\$ 1,889,304	70%	\$ 10,750,980
\									
Salaries	\$ 332,956	\$ 396,968	\$ (64,013)	-16%	\$ 1,009,692	\$ 1,190,905	\$ (181,213)	-15%	\$ 4,763,620
Employee Benefits	\$ 185,958	\$ 177,621	\$ 8,338	5%	\$ 504,488	\$ 532,863	\$ (28,374)	-5%	\$ 2,131,450
Advertising Fees	\$ 1,516	\$ 1,750	\$ (234)	-13%	\$ 3,361	\$ 5,250	\$ (1,889)	-36%	\$ 21,000
Professional & Technical Ser	\$ 81,764	\$ 33,817	\$ 47,948	142%	\$ 105,134	\$ 101,450	\$ 3,684	4%	\$ 405,800
Contract Maintenance Services	\$ 1,276	\$ 8,400	\$ (7,124)	-85%	\$ 34,994	\$ 25,200	\$ 9,794	39%	\$ 100,800
Other Services	\$ 10,756	\$ 4,929	\$ 5,827	118%	\$ 34,606	\$ 14,788	\$ 19,818	134%	\$ 59,150
Fuel & Lubricants	\$ 40,040	\$ 50,246	\$ (10,206)	-20%	\$ 149,357	\$ 150,738	\$ (1,381)	-1%	\$ 602,950
Freight	\$ 140	\$ 808	\$ (668)	-83%	\$ 342	\$ 2,425	\$ (2,083)	-86%	\$ 9,700
Repairs & Maintenance	\$ 754	\$ 4,050	\$ (3,296)	-81%	\$ 754	\$ 12,150	\$ (11,396)	-94%	\$ 48,600
Materials & Supplies	\$ 66,474	\$ 63,155	\$ 3,319	5%	\$ 152,005	\$ 189,465	\$ (37,460)	-20%	\$ 757,860
Utilities/Telephone	\$ 4,261	\$ 9,426	\$ (5,165)	-55%	\$ 28,302	\$ 28,278	\$ 24	0%	\$ 113,110
Liab & Prop Damage Insurance	\$ 68,535	\$ 19,333	\$ 49,202	254%	\$ 110,676	\$ 58,000	\$ 52,676	91%	\$ 232,000
Other Coporate Insurance	\$ -	\$ 100	\$ (100)	-100%	\$ -	\$ 300	\$ (300)	-100%	\$ 1,200
Dues & Subscriptions	\$ 69	\$ 3,658	\$ (3,590)	-98%	\$ 16,094	\$ 10,975	\$ 5,119	47%	\$ 43,900
Education/Training/Meeting/Travel	\$ 7,641	\$ 9,142	\$ (1,501)	-16%	\$ 16,974	\$ 27,425	\$ (10,451)	-38%	\$ 109,700
Service Charges	\$ 1,632	\$ 1,150	\$ 482	42%	\$ 5,340	\$ 3,450	\$ 1,890	55%	\$ 13,800
Office Expense	\$ 8,150	\$ 7,558	\$ 591	8%	\$ 18,437	\$ 22,675	\$ (4,238)	-19%	\$ 90,700
Advertising & Promotions	\$ -	\$ 2,083	\$ (2,083)	-100%	\$ 513	\$ 6,250	\$ (5,737)	-92%	\$ 25,000
Miscellaneous Expenses	\$ 8,537	\$ 2,446	\$ 6,091	249%	\$ 14,356	\$ 7,338	\$ 7,018	96%	\$ 29,350
Property Appraiser/Tax Collector Comm	\$ 75,890	\$ 14,017	\$ 61,874	441%	\$ 101,540	\$ 42,050	\$ 59,490	141%	\$ 168,200
LDDA, CRA Contributions	\$ -	\$ 18,048	\$ (18,048)	-100%	\$ -	\$ 54,143	\$ (54,143)	-100%	\$ 216,570
Capital Expenditures/ Debt Service	\$ 11,014	\$ 56,717	\$ (45,702)	-81%	\$ 33,043	\$ 170,150	\$ (137,107)	-81%	\$ 680,600
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 500	\$ (500)	-100%	\$ 2,000
Restricted Contingency	\$ -	\$ 10,327	\$ (10,327)	-100%	\$ -	\$ 30,980	\$ (30,980)	-100%	\$ 123,920
	\$ 907,364	\$ 895,915	\$ 11,449	1%	\$ 2,340,008	\$ 2,687,745	\$ (347,737)	-13%	\$ 10,750,980
(UNDER) EXPENSES	\$ 3,156,385	\$ -	\$ 3,156,385		\$ 2,237,041	\$ -	\$ 2,237,041		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2019
AGENDA ITEM #5b

Agenda Item: December 31, 2018 Financials for Polk County Transit Services
Contract – FY 2018-19

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2019
AGENDA ITEM #5b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of December 31, 2018
Year to Date Report
Percent of FY Reported (25%)

Revenues

- The revenues totaled \$1.266 million or 75% of the year-to-date budget.
- The FTA grant drawdown reflects no activity.
- Fare Revenues totaled \$34,383 or 92% of the year-to-date budget.
- The Polk County City Contributions reflects one payment of \$79,100 or 80%.
- The County funding reflects the first payment for the budgeted grants match totaling \$1,148,353 paid in October 2018.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.37 million or 81% of the year-to-date budget.
- Salaries and wages totaled \$872,000 or 88% of the YTD Budget.
- Operating expenses totaled \$426,000 or 87% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$69,000 or 46% of the year to date budget.

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

Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,960,700	\$ 490,175	\$ 980,352	200%
Other Contract Revenue - County	\$ 191,600	\$ 47,900	\$ 4,047	8%
City Contribution	\$ 393,040	\$ 98,260	\$ 79,097	80%
County Contribution - PCTS	\$ 76,378	\$ 19,095	\$ 39,189	205%
Fares	\$ 150,000	\$ 37,500	\$ 34,383	92%
FDOT Block Grants:				
GOV71 - WHAT/ADA	\$ 575,600	\$ 143,900	\$ -	0%
RURAL AQR07	\$ 913,000	\$ 228,250	\$ -	0%
FTA				
FTA 5307 Grant	\$ 2,262,076	\$ 565,519	\$ -	0%
Capital Grant - County	\$ 257,626	\$ 64,407	\$ 128,813	200%
Total	\$ 6,780,020	\$ 1,695,006	\$ 1,265,881	75%

Expenses				
Labor	\$ 3,973,664	\$ 993,416	\$ 871,526	88%
Contract	\$ 594,000	\$ 148,500	\$ 68,872	46%
Operating	\$ 1,954,730	\$ 488,683	\$ 425,938	87%
Capital	\$ 257,626	\$ 64,407	\$ -	0%
Total	\$ 6,780,020	\$ 1,695,006	\$ 1,366,336	81%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2019
AGENDA ITEM #5c

Agenda Item: December 31, 2018 Financials for The Transportation Disadvantaged Program– FY 2018-19

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, 2018 and ends June 30, 2019. The funding is 90% State for the Transportation Disadvantaged Trust Fund and 10% matching funds funded by Polk County. There are some other third-party revenues for contract services.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2019
AGENDA ITEM #5c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of December 31, 2018
Year to Date Report
Percent of FY Reported (25%)

Revenues

- The revenues totaled \$.646 million or 89% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$555,100 or 85% of the grants.
- Contract Revenues and other revenues totaled \$28,700.
- The County funding for the match totaled \$62,000 or 85%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$.604 million or 84% of the year-to-date budget.
- Salaries and wages totaled \$423,000 or 108% of the YTD Budget.
- Operating expenses totaled \$118,000 or 45% of the YTD Budget.
- Support Services for Operations totaled \$63,400 or 91% of the YTD Budget.

**Lakeland Area Mass Transit District
Transportation Disadvantage Program
Period Ending - December, 2018**

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 144,500	\$ 72,250	\$ 61,678	85%
Contract Revenue	\$ 205	\$ 103		
Adult Day Care			\$ 28,737	
FDOT Grants:				
CTD Grant -Operating	\$ 1,300,175	\$ 650,088	555,100	85%
Total	\$ 1,444,880	\$ 722,441	\$ 645,514	89%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 785,751	\$ 392,876	\$422,478	108%
		\$ -		
Support Services	\$ 139,692	\$ 69,846	\$ 63,364	91%
		\$ -		
Operating	\$ 519,437	\$ 259,719	\$ 117,950	45%
Total	\$ 1,444,880	\$ 722,440	\$603,793	84%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 6a

Agenda Item: **Service agreement with Lake Alfred**

Presenter: Tim Darby

Recommended
Action: Approve the revised agreement with Lake Alfred

Summary: Some minor changes and clarifications to the original
 agreement needed to be made to better suit the needs of
 the City of Lake Alfred and the District.

Attachments: Agreement

**Service Agreement -
City of Lake Alfred and
Lakeland Area Mass Transit District**

This Service Agreement is entered into this _____ day of _____, 2019, by and among the City of Lake Alfred, a municipal corporation organized and existing under the laws of the State of Florida (hereinafter referred to as “Lake Alfred”), and the LAKELAND AREA MASS TRANSIT DISTRICT, an independent special taxing district (hereinafter referred to as the “District”)

WHEREAS, provision of adequate and effective public transit services is a continuing need in Polk County; and,

WHEREAS, the District is the legal entity responsible for the operation and management of the public transportation system; and

WHEREAS, Lake Alfred has agreed to participate in funding a portion of the fixed route services currently being operated through the municipal boundaries of Lake Alfred,

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

1. The term of this Agreement shall be for a period of two (2) years commencing on October 1, 2018, through and including October 1, 2020.

2. In the event funds from governmental sources relied upon to finance this Agreement become unavailable, the District or Lake Alfred may terminate this Agreement with no less than thirty (30) calendar days written notice to the other party. Notice shall be delivered as set forth in paragraph nine (9) of this Agreement. Either party may terminate this Agreement based on the other party’s breach, by giving the breaching party written notice of the breach in accordance with paragraph nine (9) of this Agreement. If the breach is not cured within thirty (30) calendar days, the non-breaching party may

terminate this Agreement immediately. Waiver by either party of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement.

3. No later than six (6) months before the end of the term of this Agreement, the District and Lake Alfred, shall meet in good faith to discuss each party's intentions to negotiate an Agreement for the continuance of service.

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 Winter Haven, Florida. The District does not operate on New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, or Christmas Day.

5. The fee to be charged to Lake Alfred by the District for the transit service for the term of the Agreement per year will be \$21,416.00. Lake Alfred shall remit payment within thirty (30) business days from receipt of invoice.

6. Revenue derived from the operation of the transit system, including, but not limited to the proceeds from advertising and transit fares paid by passengers, will be the absolute property of the District; and the treatment of such revenue, including the banking and accounting thereof will be as directed by the District.

7. 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. Provided that by entering into this Agreement, Lake Alfred is not agreeing to be bound by or in any manner obligated by any of the District's rights, duties and obligations under such interlocal or other agreements referred to herein to which the District may be a party. Nothing in such agreements prohibits or limits the ability of any of the parties to

this Agreement to deliver the various benefits specifically described herein.

8. This Agreement is subject to all federal, state, and local laws, rules, and regulations with which the District and Lake Alfred is obligated to comply. Nothing in such laws, rules or regulations prohibits or limits the ability of any of the parties to this Agreement to deliver the various benefits specifically described herein.

9. All notices, amendments, requests, consents, and other communications required or permitted under this Agreement (including telex, facsimile or telecommunication) and shall be (as elected by the Party giving such notice) hand delivered by prepaid express overnight courier or messenger services, telecommunicated or mailed (air-mail if international) by registered or certified mail (postage prepaid), return receipt requested, to the following addresses or to such other address(es) as a Party may designate by prior written notice in accordance with this provision to the other Party; notice will be deemed to have been duly given 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, by United States Postal Service certified mail/return receipt requested, postage prepaid. In each case, notice shall be sent to:

LAKE ALFRED: City of Lake Alfred
 155 E. Pomelo Street
 Lake Alfred, FL 33850
 ATTN: Amee Baily, City Clerk
 FAX: (863)
 E-Mail: abailey@mylakealfred.com

With a copy to: Frederick J. Murphy, Jr., Esquire
(which shall not City Attorney
constitute notice) Boswell & Dunlap LLP
 245 S. Central Avenue

Bartow, FL 33830
FAX: (863) 533-7412
E-Mail: fjm@bosdun.com

DISTRICT: Lakeland Area Mass Transit District
1212 George Jenkins Boulevard
Lakeland, FL 33815
ATTN: Tom Phillips
FAX: (863)
E-Mail:

10. 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.

11. 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 regarding the subject matter of this Agreement. Any renewals~~-alterations~~, variations, modifications, amendments or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, and duly signed and approved by all entities to this Agreement including but not limited to the governing bodies of both the District and Lake Alfred. 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.

12. 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 venture, or associate of Lake Alfred. 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 its 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 Lake Alfred.

13. 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 Circuit Court in and for the Tenth Judicial Circuit 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.

14. Without waiving sovereign immunity and up to the monetary limits set forth in Section 768.28, Florida Statutes, each party will indemnify the other from and against any and all claims, demands, causes of action, losses, damages, penalties and expenses, including attorney's fees and appellate attorney's fees, arising from or incurred because of any loss or damage sustained as a result of the indemnifying party's failure to comply with the provisions of this Agreement, to the extent permissible by Florida Law. Nothing herein shall be deemed a waiver, express or implied, of either party's sovereign immunity or an increase in the limits of liability pursuant to Section 768.28, Florida Statutes regardless of whether any such are based in tort, contract, statute, strict liability, negligence, product liability or otherwise. No waiver of sovereign immunity is deemed to be made by either the District and/or Lake Alfred by entering into this Agreement nor shall any terms of this Agreement confer upon any third person, corporation, or entity other than the parties hereto any right or cause of action for damages claimed against any parties to this Agreement.

15. Lake Alfred and District agree that both parties shall comply with Florida's public records law to specifically include the following:

Public Records. District agrees to:

- a. Keep and maintain public records required by Lake Alfred to perform the service.
- b. Upon request from Lake Alfred'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 Lake Alfred.
- d. Upon completion of the Agreement, transfer, at no cost to Lake Alfred all public records in possession of the District or maintain public records required by Lake Alfred to perform the service. If the District transfers all public records to Lake Alfred upon completion of this Agreement, District shall destroy any duplicate 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 Lake Alfred, upon request from Lake Alfred's custodian of public records, in a format that is compatible with the information technology systems of Lake Alfred.

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, CONTACTAMEE BAILEY, CITY CLERK, abailey@mylakealfred.com (863) 291-5748, 120 EAST POMELO AVENUE, LAKE ALFRED, FLORIDA 33850,.

16. LIMITATION OF LIABILITY

IN NO EVENT, SHALL THE DISTRICT BE LIABLE TO LAKE ALFRED FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS AGREEMENT BY THE DISTRICT WHETHER BASED IN CONTRACT,

COMMON LAW, WARRANTY, TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.

IN NO EVENT, SHALL LAKE ALFRED BE LIABLE TO THE DISTRICT FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS AGREEMENT BY LAKE ALFRED WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY, TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.

17. 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.

CITY OF LAKE ALFRED

ATTEST:

	_____	BY: _____
	=====	
	City Clerk	Mayor

Approved as to Form and Legality:

	City Attorney

LAKELAND AREA MASS
TRANSIT DISTRICT

	_____	BY: _____
	=====	

	_____	____ Philip Walker, Board Chairman
	Witnesses	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 6b

Agenda Item: **Service agreement with New Beginnings**

Presenter: Tim Darby

Recommended
Action: Approval

Summary: A universal access program with New Beginnings High
School.

Attachments: Agreement

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

This Service Agreement is entered into as of the 13th day of February, 2019, by and among NEW BEGINNINGS HIGH SCHOOL (hereinafter referred to as “New Beginnings”), and the LAKELAND AREA MASS TRANSIT DISTRICT, an independent special taxing district (hereinafter referred to as the “District”).

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

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

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 February 13, 2019, through and including February 13, 2020. New Beginnings, the District may terminate this Agreement in writing 30 days prior to the expiration of the term of the Agreement.

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

3. Hours of operation of bus service are defined as the number of hours each bus operates plus reasonable travel time each way to and from the District Operations Center located at 1212 George Jenkins Boulevard, Lakeland, Florida, or the County Operations Center located in Bartow or Winter Haven, Florida. The District does not operate on New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, or Christmas Day.

4. The monthly rate to be charged to New Beginnings by the District for the transit service will be \$897.00, to be paid to the District.
5. Invoices will be issued each calendar month for the transit service. New Beginnings shall pay within 30 days of receipt of the invoice.
6. New Beginnings agrees to provide all current students, faculty, and staff with a photo identification card that includes an expiration date.
7. The District agrees to waive advertising fees for one premium bus wrap that has been previously purchased by New Beginnings. If the District determines that the wrap must be replaced at any time during the term of this Agreement due to damage or normal wear and tear, New Beginnings agrees to fund the purchase and installation of the replacement wrap. If New Beginnings does not fund the purchase and installation of the replacement wrap within thirty (30) days of the District's determination, New Beginnings agrees that the District may strip the wrap at New Beginning's expense and place other advertising on the bus at the District's discretion. It is understood that the wrapped busses will operate on all routes in the entire territory of the District, as required by Title VI regulations.
8. This Agreement is subject to the terms and conditions contained in any interlocal or other agreement between the District and any other governmental authority, including, without limitation, the City of Lakeland, the Polk Transit Authority, and the County of Polk, and between the County and any other governmental authority including, without limitation, the City of Lakeland, the Polk Transit Authority, and the District.
9. This Agreement is subject to all federal, state, and local laws, rules, and regulations with which the District is obligated to comply.
10. Failure of any party to comply with any provision of this Agreement shall place that party in default. Prior to terminating this Agreement, the non-defaulting party shall notify the defaulting party in writing. The notification shall make specific reference to the condition alleged to give rise to the default. The defaulting party shall then be entitled to a period of

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

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

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

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

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

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

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

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

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

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

18. Nothing contained herein shall operate or be construed as a waiver of the District's sovereign immunity nor a waiver of the District's, limits of liability set forth in Section 768.28 of the Florida Statutes, regardless of whether claims are based in contract, tort, strict liability, statute, products liability, negligence or otherwise.

10. New Beginnings and District agree that both parties shall comply with Florida's public records law to specifically include the following:

Public Records. District agrees to:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copies within a reasonable time at a cost that does not exceed the cost provided in this chapter 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 contract if New Beginnings does not transfer the records to the public agency.
- d. Upon completion of the agreement, transfer, at no cost to the public agency all public records in possession of New Beginnings or maintain public records required by the public agency to perform the service. If New Beginnings transfers all public records to the public agency upon completion of the contract, New Beginnings shall destroy any duplicate public records upon completion of the agreement, New Beginnings shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF NEW BEGINNINGS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO NEW BEGINNINGS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT STEVEN SCHAIBLE, THE CUSTODIAN OF PUBLIC RECORDS AT DISTRICT 863-327-1308, SSCHAIBLE@RIDECITRUS.COM, 1212 GEORGE JENKINS BOULEVARD, LAKELAND, FLORIDA 33815.

19.

20. Each of the undersigned warrants and represents that he or she is authorized to execute

this Agreement on behalf of the entity identified.

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

NEW BEGINNINGS HIGH SCHOOL

By: _____

Date: _____

Witnesses

LAKELAND AREA MASS TRANSIT
DISTRICT

By: _____

Phillip Walker, Chairman

Date: _____

Witnesses

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 6c

Agenda Item: **Service agreement with Southern Technical College**

Presenter: Tim Darby

Recommended
Action: Approval

Summary: A universal access program with Southern Technical
College.

Attachments: Agreement

**Service Agreement -
Southern Technical College and the Lakeland Area Mass Transit District**

This Service Agreement is entered into as of the ____ day of _____, 2019, by and among Southern Technical College Brandon and Auburndale Campus (hereinafter referred to as “STC”) and the Lakeland Area Mass Transit District, an independent special taxing district (hereinafter referred to as the “District”).

WHEREAS, STC desires to provide its Students, the benefit of unlimited access to public transit as a means of commuting to school, work, and other activities; and,

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

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

1. The term of this Agreement shall be for a period of one (1) year commencing on _____, 2019 through and including _____, 2020, unless STC or the District gives notice of intent to terminate the agreement in writing ninety (90) days prior to the expiration of the term of the agreement.

2. 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 Centers where the particular bus is based. The District does not operate on New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, or Christmas Day.

3. In exchange for the monthly rate of \$800.00, to be paid to the District and distributed by the District as provided in paragraph 5 below. The District shall provide STC students unlimited access during normal hours of operation for each fixed route transit trip when the student shows the appropriate STC identification card.

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

5. STC agrees to provide all current Students with a photo identification card with an expiration date.

6. 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, but do not impose any additional obligations upon STC or adversely affect STC's rights hereunder.

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

8. 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.

9. 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:

STC:	Southern Technical College
	298 Havendale Boulevard
	Auburndale, Florida 33823

ATTN: Cliff Messina

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

10. 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.

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

12. 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 venture, or associate of STC. 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 STC.

13. 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.

14. 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.

15. STC and District agree that both parties shall comply with Florida's public records law to specifically include the following:

Public Records. District agrees to:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copies within a reasonable time at a cost that does not exceed the cost provided in this chapter 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 contract if STC does not transfer the records to the public agency.
- d. Upon completion of the agreement, transfer, at no cost to the public agency all public records in possession of STC or maintain public records required by the public agency to perform the service. If STC transfers all public records to the public agency upon completion of the contract, STC shall destroy any duplicate public records upon completion of the agreement, STC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF STC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO STC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT STEVEN SCHAIBLE, THE CUSTODIAN OF PUBLIC RECORDS AT DISTRICT 863-327-1308,

**SSCHAIBLE@RIDECITRUS.COM, 1212 GEORGE JENKINS BOULEVARD,
LAKELAND, FLORIDA 33815.**

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

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

SOUTHERN TECHNICAL COLLEGE,

_____ By: _____

_____ Date: _____
Witnesses

DISTRICT LAKELAND AREA MASS TRANSIT

_____ By: _____
Phillip Walker, Chairman

_____ Date: _____
Witnesses

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 6d

Agenda Item: **Riverstone Annexation Petition**

Presenter: Tim Darby

Recommended
Action: Conditionally approve the annexation of the Riverstone
project contingent upon a fully completed and signed
packet.

Summary: The developers of the Riverstone project are looking to
be annexed into the taxing district.

Attachments: Land inclusion letter

Pipkin Investment, LLC
2300 N. Scenic Hwy ML 50
Lake Wales, Florida 33898

February 11, 2019

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

Dear Mr. Phillips:

This is to request that the property described in Exhibit "A" attached hereto be permanently included in the Lakeland Area Mass Transit District (the "District"), subject to the approval of the District and the City of Lakeland. It is understood that, in the event the District and the City of Lakeland approve the inclusion of the land in the District, the property will be subject to an ad valorem tax of up to one half (½) mill per \$1,000.00 of taxable value.

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

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

Pipkin Investment, LLC

By: _____

Print Name: _____

Title: _____

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by _____, of Pipkin Investment, LLC, a Florida limited liability company, on behalf of the company. He/She is personally known to me or has produced _____ as identification.

Notary Public, State of Florida

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 7

Agenda Item: **HR Program Update – CCTV, Driver’s Digest, & Citrus Connector**

Presenter: Marcy Harrison, HR Generalist

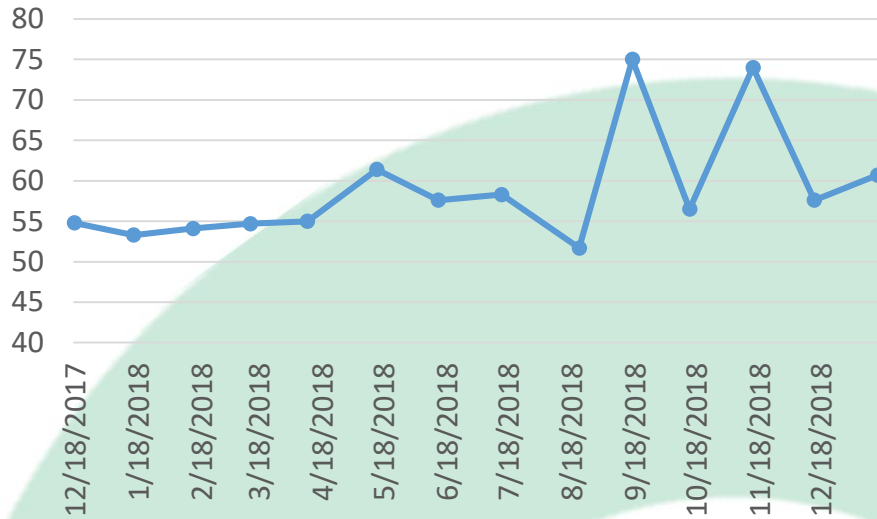
Recommended

Action: None

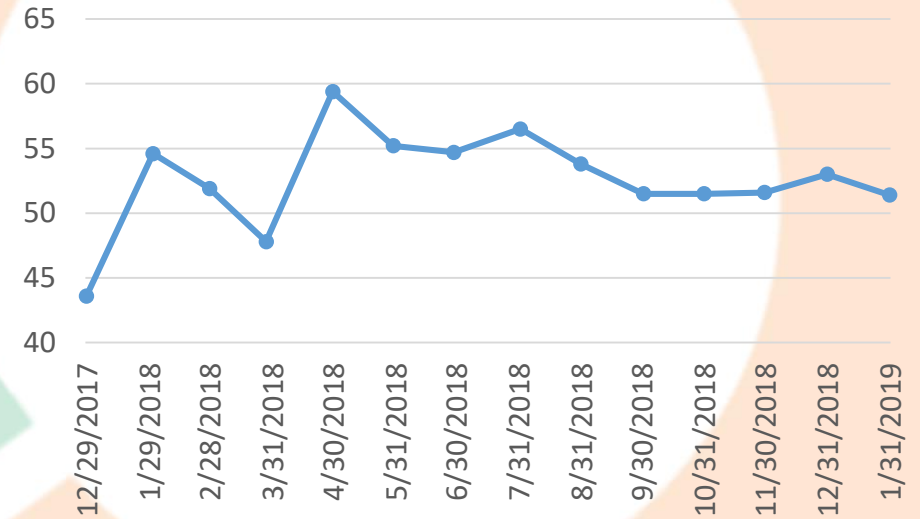
Summary: An overview of the Districts improved communications to employees through CCTV and newsletters.

Attachments: Presentation

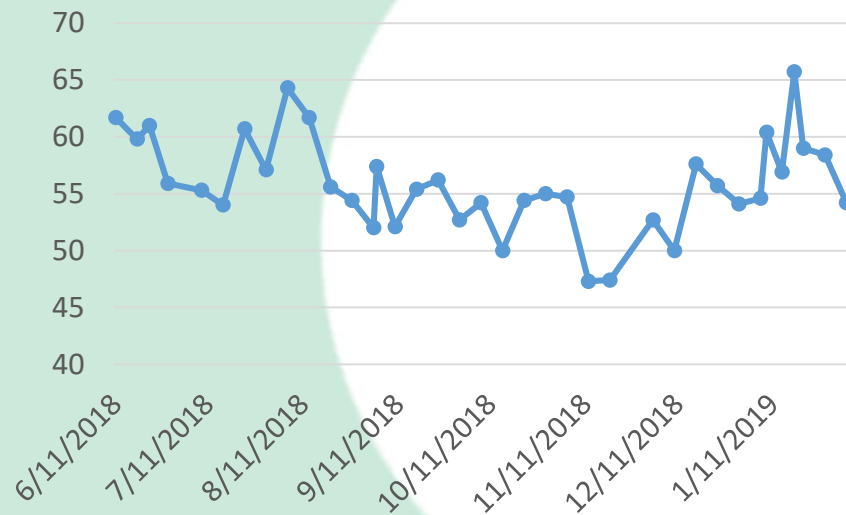
Citrus Connector



Driver's Digest



CCTV



Highest viewed (based on YouTube analytics)

- Kevin Hawthorne Feature (19-19-18) 687 views
- Colton Larson Feature (8-19-18) 393 views
- CCTV Episode 35 – Tom Phillips – Financial Strength of the district (1-18-19) 247 views
- CCTV Episode 34 – Tom Phillips – Government Shutdown (1-9-19) 242 views
- CCTV Episode 4 – Steve Schaible – Calling the Shots (6-11-18) 215 views

CCTV added to Facebook for public viewing

- Kevin Hawthorne Feature 2,252 views
- Colton Larson Feature 1,387 views
- CCTV Episode 34 – Government Shutdown 413 views
- Marie Hannah Feature 385 views
- Steve Gunn Feature 359 views

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 8

Agenda Item: **Bus Rehabilitation Demonstration**

Presenter: Joseph Cheney, Director of Fleet Maintenance

Recommended
Action: None

Summary: Video highlighting the incredible work in our bus
 rehabilitation team.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 9

Agenda Item: **FY 2018-19 Capital Improvement Budget and Fleet Plan Update**

Presenter: Joseph Cheney, Director of Fleet Maintenance

Recommended
Action: Approve the purchase of four 26 Foot ARBOC Low Floor Buses

Summary: The ARBOC Bus is a 26 Foot, Low Floor Bus with 17 passenger seat and two wheelchair locations. The bus is equipped with a Handy Cap Access Ramp that can be deployed by the operator of the vehicle from the driver's seat. The bus will be fully equipped with all of the same features are the regular full size fixed route vehicle.

In September 2018, the Board received an update to the Fleet Replacement Plan and approved the attached allocation. The plan included the purchase four (4) 26 foot ARBOC Buses for the Fixed Route Service.

In working out the final details for the pricing of the buses we found items that were necessary to make the bus a functional Fixed Route Bus were not included in the original price estimate. This bus can be configured for Fixed Route or Para Transit Service. Additionally the ARBOC were not equipped with AVAIL Systems and needed to be purchased separately. The Avail System is now included in the cost of the bus.

Annual Debt Service \$181,200.00 (Principal = \$800,000 w/5-year amortization @ 5%)

AGENDA ITEM #10 – CONT.

FY 2018-19 CAPITAL IMPROVEMENT BUDGET-Approved in September 2018

EXPENSES	\$363,984.00
NEW Fixed Route (4-Arboc Buses) Estimated Cost = \$150,000 each Lease Purchase x 4 = \$600,000/5 year amortization Debt Service = \$660,000 with annual payments of \$132,000	\$132,000.00
Avail Systems for Arboc Buses (not included with bus) Cost = \$20,000 each x 4	\$80,000.00
New Para Transit Buses (2-Turtle Top 24 FT with 4 HP Spots & Avail Systems) Estimated Cost = \$120,000 each Lease Purchase Turtle Top \$120,000 x 2= \$240,000 Debt Services = \$259,920 with annual payments of \$51,984.	\$51,984.00
AVAIL ITS Sytem Modem Replacement Upgrade All modems in all buses will be upgraded from 3G to 4G Technology. Citrus will perform the installation of the new modems with an estimated savings of \$48,568 in labor. Additional FM Maintenance vehicles will be added to the program to facilitate remote location monitoring of these vehicles.	\$90,000.00
Shop Tools & Equipment TIG WELDER Automotive Shop Specialty Tools Computers & Electronic Test Equipment new G4 I/O Control Systems Facility Maintenance Equipment	\$10,000.00
Video Surveillance System Bus Upgrade This program will provide a new standard for video surveillance in our buses with remote access from any location. A proof of concept for this upgrade is currently being installed in one of our buses. Once we have demonstrated the desired improvement for remote access, video storage and download, we will return to the board to demonstrate the product and request approval for funding.	TBD

Projects that will remain unfunded for FY18-19 Fiscal Year	
Pre-Trip Function with the AVAIL System	\$27,453.00
Vehicle Health Monitoring Function-AVAIL System	\$74,479.00
Public Wi-Fi Setup -AVAIL System	\$4,384.00
Web Content Management- AVAIL System	\$21,825.00
Cellular Data Cost for Wi-Fi Public Access (3-years) AVAIL System	\$327,600.00
Mobile Fare Application -AVAIL (Cell Phone Payment System)	TBD
Fall Prevention System	\$60,000.00

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 10

Agenda Item: **CC Late Night**

Presenter: Marcia Roberson Director of Regional Mobility Call Center

Recommended
Action: None

Summary: Presentation highlighting the goals, benefits, and challenges for the agency when partnering with a ride-share application.

Attachments: Presentation



CC Late
Night

Fixed Route Service Hours Challenges

- Route Reduction
- Currently in some area of the county we have routes that start as late as 7:15am and end as early as 4:15 weekdays.
- Leaving our community to look for alternative transportations resources.



CC Late Night

- CC Late Night will insure the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged persons
- Citrus Connection / NIGHT RIDE



CC Late Night

First Mile Last Mile strategic plan



CC Late Night Goal

- Uber or Contract Provider able to provide lift assist clients



CC Late Night Goal

- Transportation Disadvantaged (TD) riders will have a new way to get home from work or Transportation to an over night shift.
- Eligible Clients will be granted one ride per day Monday-Friday.
- In Areas of the County where Saturday and Sunday service is not available clients will be approved for two trips per day.
- Up to 25 rides per month.



Community Benefits



More job opportunities



Selective
employment

Freedom to
choose late night
shifts

Differential pay



Cost savings

Clients out of pocket cost \$25.00 per month

District Benefits

- Providing additional service to the community
- Increased ridership



How do we make this happen.....?

- Mobility Enhancement Grant
- Approval from Boards
- Uber for Business
- Mobility Contract
 - Provider able to provide lift assist clients



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 11

Agenda Item: **Community Coordinator Update**

Presenter: Cindy Mixon, Community Transportation Coordinator

Recommended
Action: None

Summary: Presentation highlighting new community partnerships the agency has developed to help facilitate transit in Polk County.

Attachments: Presentation



2018 - 2019
Coordinating Agencies



Agencies in the CTC's Coordinated System



Alliance for Independence

(private, non-profit 501 (c) 3 organization)

Katherine Tinsley - President

Alliance for Independence, Inc. provides an adult day training program and associated transportation to people with developmental disabilities under the direction of a volunteer Board of Directors

Elder Point Ministries

501 (c) non-profit agency

Jane Hammond - Executive Director

ElderPoint Ministries serves elderly citizens within the Polk County areas. Originally formed through a Robert Wood Johnson Foundation grant in 2004 as "Faith in Action of Central Lakeland", they were re-branded Elder Point Ministries of Greater Lakeland, Inc. in 2009.

Currently, the agency supports hundreds of seniors in the surrounding with a dynamic, interfaith group of volunteers.

"We operate with one single goal: to meet the elderly of our community at the point of their need."



Faith In Action

Mildred McMillon – Executive Director

Faith in Action of Central Lakeland helps our adult neighbors stay healthy and independent in their homes by providing a myriad of free home based services through a community of interfaith volunteers.



Noah's Ark

*David Wood – Interim Executive Director

Founded in 1997, Noah's Ark provides meaningful housing, education, transportation and lifestyle options for individuals with intellectual and/or developmental disabilities.



Peace River Center

J. William Gardam – Chief Executive Officer

Peace River Center engages, restores, and empowers individuals to reach their fullest potential to impact the lives of their clients and the communities they we serve. They offer a broad range of mental health and substance use disorder services throughout Polk, Highlands and Hardee counties.

Polk Training Center (PTC)

*Linda West - Executive Director

PTC provides adults with developmental disabilities the opportunity for community inclusion, skills development, basic adult education, and vocational training. The day program offers individuals the opportunity to improve upon the skills they already have or acquire additional skills needed to assist them in being active in our community.

Divine Hope

Karen Worrell – Executive Director

Divine Hope Transportation is committed to providing transportation services including Door-to-Door Services for:

- Children at Risk
- Seniors
- Veterans
- Disabled
- Low Income Residents

“Our cliental can expect quality transportation that is on-time, dependable, safe and courteous.”

Greenway Medical Transport

Avy Smith– Executive Director

Greenway Medical Transport, is a non-emergency medical transportation company based in Polk County, Florida. "We strive to provide our clients with caring and quality transportation services. We value our relationships with our clients and pride ourselves on employing trustworthy and courteous employees."

Providing services for the following clients:

Ambulatory
Dialysis
Doctor's appointments
Airport transport
Children

Wheelchair
Hospital discharge
Dentist appointments
Elderly
Disabled



Greenway Medical Transport, LLC



Happy Helpers Transportation, LLC

Kierra Snow– Executive Director

Mrs. Snow is a long time resident of Haines City where she was employed as a certified medical professional. Her one on one experience with the elderly population allowed her first hand to see the need for transportation services in her area.

She recently, along with her husband, established Happy Helpers Transportation, LLC to assist in helping the elderly citizens in her community. They will be offering daily transportation services throughout Polk County Monday through Saturday for the general public.

Devista Care Transportation

Samike Mike – Owner

Ms. Mike is a resident of the Auburndale area. She previously volunteered with transporting citizens in her own community. As a new parent, she decided to put her passion for giving back to the community in motion by establishing Devista Care Transportation.

Devista Care Transportation will be offering a wide variety transportation services throughout the Polk County area, Monday through Friday.



Sunrise Community

***John Benscoter – Executive Director**

Sunrise provides individualized support and service that is designed to build on individual strengths, interests and needs. Their goals include providing the highest quality of assistance in the most cost-effective manner to people with disabilities. Their mission statement is

“To provide people with disabilities the assistance and support necessary to enable them to live valued lives in the community.”

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 12

Agenda Item: **System Safety Program Plan**

Presenter: Bill Knieriem, Director of Safety, Security, and Training

Recommended
Action: The Board approves the 2019 System Safety Program
 Plan and its component the Security Program Plan.

Summary: Summary: Annually, the District is required to update the
 System Safety Program Plan (SSPP). The 2019 update
 describes the functions and responsibilities required to
 implement and maintain a high level of safety at the Citrus
 Connection. The SSPP provides a means for improving
 communications, documentation, and coordination within
 the entire system. It contributes to employees' safety
 knowledge in order to reduce injuries, property damage,
 and delays in service. The SSPP applies to all areas of the
 transit system, including: facility design; administration;
 equipment procurement; operations; and maintenance.

Attachments: 2019 System Safety Program Plan

Lakeland Area Mass Transit District

System Safety Program Plan



SSPP Document Activity Log

[illegible]

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- Appendix B: Maintenance Plan and Safety Manual
- Appendix C: System Security Plan – to be viewed on property to necessary viewers

1.0 Certification



BUS TRANSIT SYSTEM

ANNUAL SAFETY CERTIFICATION AND ADOPTION

Date: 2/13/2019

Name: Lakeland Area Mass Transit District
d.b.a Citrus Connection

Address: 1212 George Jenkins Blvd.
Lakeland, Florida 33815

In accordance with Florida Statute 341.061, the bus system named above hereby adopts and certifies to the following:

1. The adoption of a System Safety Program Plan in accordance, at a minimum, with the established Florida Department Of Transportation safety standards set forth in Rule 14-90, Florida Administrative Code, for calendar year 2019
2. Compliance with adopted standards of the System Safety Program Plan (SSPP), for calendar year 2018
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, for calendar year 2018

Signature: _____

Name: Commissioner Phillip Walker

Title: Chairman of the Board of Directors, Lakeland Area Mass Transit District

Signature: _____

Name: Tom Phillips

Title: Executive Director, Lakeland Area Mass Transit District

2.0 Management Safety Commitment and Policy Statement

Lakeland Area Mass Transit District is committed to providing safe, secure, clean, reliable, and efficient transportation services to the patrons. This policy statement serves to express management's commitment to and involvement in providing and maintaining a safe and secure transit system.

Section 341.041, Florida Statutes (F.S.); Section 334.044(2), F.S.; and Section 341.061(2)(a), F.S., requires the establishment of minimum equipment and operational safety standards for all governmentally owned bus transit systems; privately owned or operated bus transit systems operating in this state which are financed wholly or partly by state funds; all bus transit systems created pursuant to Chapter 427, F.S.; and all privately owned or operated bus transit systems under contract with any of the aforementioned systems. Safety standards for bus transit systems are provided by Rule Chapter 14-90, Florida Administrative Code (F.A.C.), hereinafter referred to as Rule 14-90. Bus transit systems are required to develop, adopt, and comply with a System Safety Program Plan (SSPP), which meets or exceeds, the established safety standards set forth in Rule 14-90.

In the interest of safety and security, and in order to comply with the statutory requirements, Lakeland Area Mass Transit District has developed and adopted this System Safety Program Plan (SSPP) that complies with established safety standards set forth in Rule 14-90. The SSPP is intended to document all policies, functions, responsibilities, etc. of the agency necessary to achieve a high degree of system safety and applies to all areas of the transportation system, including procurement, administration, operations, maintenance, etc.

Lakeland Area Mass Transit District management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the SSPP and complying with the policies, procedures, and standards included in this document. All departments, personnel, and contract service operators are charged with the responsibility of adhering to this SSPP. Any violation of safety and security practices is subject to appropriate administrative action. Management is ultimately responsible for enforcing the SSPP and maintaining a safe and secure system.

3.0 System Safety Goals and SSPP

Lakeland Area Mass Transit District has established the following goals for the system safety program:

- Achieve a high standard of system safety in all areas of the transportation system
- Develop and implement a comprehensive, systematic, and coordinated program to identify, assess, and control all safety hazards
- Develop and maintain a high level of safety awareness among all employees through pre-employment screening and systematic training and testing programs
- Establish safety standards for contract service operators and ensure compliance
- Ensure that system safety is integrated with daily operations through operational standards and procedures, vehicle maintenance, inspections, record keeping, audits, quality assurance and quality control
- Ensure that all vehicles and equipment operated by the agency meet established safety standards
- Maintain a formal process for event investigation, emergency preparedness and response, and handling security threats
- Ensure a drug free workplace
- Comply with all regulatory requirements.
- Develop a marketing program to promote safety and security internally and externally to all our customers.
- Maintain a safety and security committee to ensure cohesive procedures within the organization

The purpose of this SSPP document is to:

- Establish and document system safety policies and procedures in compliance with Rule 14-90
- Establish a coordinated and documented process to implement the SSPP during the operations of the system in order to achieve system safety goals
- Identify and delegate safety functions and responsibilities to units and personnel within the organization and contract service operators
- Facilitate internal and external safety audits to identify, track, and resolve safety program deficiencies.

In accordance with Rule 14-90 (included in Appendix A), the SSPP addresses the following safety elements and requirements:

- Safety policies and responsibilities
- Vehicle and equipment standards and procurement criteria

- Operational standards and procedures
- Bus driver and employee selection
- Driving requirements
- Bus driver and employee training
- Vehicle maintenance
- Investigations of events
- Hazard identification and resolution
- Equipment for transporting wheelchairs
- Safety data acquisition and analysis
- Wireless communication plan and procedure

3.1 SSPP Control and Update Procedures

Lakeland Area Mass Transit District management will review the SSPP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit the annual self-certification of compliance to the Florida Department of Transportation (FDOT). Necessary updates outside the annual update window will be handled as SSPP addendums which will be incorporated in the body of the SSPP during subsequent annual update.

All proposed changes will be documented by the management as proposed SSPP addendums and distributed to all affected parties including employees. All parties must comment within one weeks of the issuance of the proposed changes unless otherwise specified. Following the approval of any modifications to the SSPP by the Executive Director the management staff will distribute the SSPP addendum to all affected parties, with a cover memo highlighting the changes. All parties receiving the updates are required to sign for its receipt and acknowledge their responsibility in implementing the changes. Management will document and retain the proof of SSPP receipt by all employees during initial hire and subsequent updates. Agency's governing board will adopt the SSPP annually a copy of the adopted SSPP will be distributed to all employees. A copy of the adopted SSPP will also be forwarded to the FDOT District Office. Document reviews of the SSPP by the local agency, any subsequent updates, and addendums, adoption, and distribution activities will be documented in the SSPP Document Activity Log included in this document.

4.0 Security Program Plan (SSP)

In accordance with Rule 14-90, Lakeland Area Mass Transit District has adopted, and implemented a Security program Plan (SSP), which covers the security portion of the system safety program. The SSP contains information about prevention, mitigation, preparedness, response, recovery, and associated organizational responsibilities.

The SPP addresses the following hazard and security elements and requirements:

- Security policies, goals, and objectives
- Organization, roles, and responsibilities
- Emergency management processes and procedures for mitigation, preparedness, response, and recovery
- Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.
- Procedures for the establishment of interfaces with emergency response organizations
- Procedures for interagency coordination with local law enforcement jurisdictions
- Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.
- Procedures for SPP maintenance and distribution.

The SPP has been adopted separately from the SSPP. Bus transit systems are prohibited by Section 119.071(3) (2), Florida Statutes, from publicly disclosing the SPP, as applicable under any circumstance. The document is maintained in a secure location by the management and access to the document is restricted to select agency personnel and appropriate FDOT personnel exercising oversight in this area. On-site access to the SPP is granted to regulatory authorities (FDOT, FTA, etc.) on as-needed basis.

Select portions of the SPP may be shared with employees depending on their job responsibilities.

5.0 System Description

History:

On December 2, 1982 the first district operated bus pulled out of the downtown Lakeland Area Mass Transit District (Citrus Connection) depot. Today's fleet of 39 Fixed route buses and 39 Para transit buses cover more than 8,039 miles daily. Lakeland Area Mass Transit District (LAMTD) picks up and delivers approximately 4,763 people to work, play, school and other destinations every day. It provides specialized transportation for citizens who are unable to use regular service.

The service boundaries now include the entire county, roughly 2,011 square miles, with 27 fixed routes. In 2011 we had a major route reduction with service cuts, presently we operate 15, fixed routes in the district and we contract with the Board of County Commissioners to Operate and additional 12 routes through Polk County. Para transit service was started with one Handy Bus in 1985 to provide door-to-door service to persons with disabilities that may prevent them from using the fixed route buses; there are now 30 Para transit (PT Connect) routes within the county. September 2015 the Board of County Commissioners contracted with the Lakeland Area Mass Transit District to operate fixed route and para transit service in the Winter Haven Area, the BoCC also contracted with LAMTD to provide Transportation Disadvantage services (TD) in Polk County as the Community Transportation Coordinator.

LAMTD provides approximately 1,194,072 fixed route trips annually and 108,299 for paratransit [trips](#) and the demand is for even more bus service. The history of public transportation in the Lakeland and surrounding area over the past 30 years has been a constant stretch to meet the needs of the community.

LAMTD provides approximately 1,304,808 fixed route trips annually and 108,299 for paratransit [trips](#) and the demand is for even more bus service. The history of public transportation in the Lakeland and surrounding area over the past 30 years has been a constant stretch to meet the needs of the community.

Lakeland Area Mass Transit is governed by a Board of Directors. This Board of Directors is currently made up of two active Polk County Commissioners and three City of Lakeland Commissioners. The Board governs all financial and legal oversight of the transit District.

LAMTD has helped to make the Lakeland area a more livable community while cutting back our reliance on foreign oil and minimizing the stress associated with commuting.

Our Mission

To be a superior provider of transportation services that contribute to the economic growth and quality of life for the communities we serve.

Our Vision

Effectively connecting people with their world through expanded, environmentally friendly service with full support of the communities we serve.

Services Provided and Jurisdiction:

We provide non-emergency transportation (NET) services for state and federal programs, consistent with the requirements of various FDOT and FTA grant requirements.

System Profile (1/6/2019):

Total Number of drivers: 98

Full-time: 98

Part-time: 0

Volunteers: 0

Number of operational buses: 78

Buses W/C accessible 87

Number of Type I buses (>22' length): 09 Type II buses (<22' length): 69

Dispatch Location(s):

1290 Golfview Blvd, Bartow Fl.

1212 George Jenkins Blvd.

Maintenance Locations: 1212 George Jenkins Blvd, Lakeland, Fl. 33815

Community Transportation Coordinator (CTC): Yes X No _____

CTC Operator: Yes X No

CTC Name: Board of County Commissioners

Providers and Contacts

5.1 N/A

6.0 Organization Structure and System Safety Responsibilities

Management has the overall responsibility of safe and secure operations of Lakeland Area Mass Transit District and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the SSPP. The organization information provided below describes each position and the reporting structure; the table in the following page shows system safety responsibilities of each position.

6.1 Lakeland Area Mass Transit District- Organization Chart

6.2 Lakeland Area Mass Transit District System Safety Responsibilities by Position

System Safety Task	Frequency	Management Responsibility by Position						Staff Responsibility by Position			
		Exec. Dir	HR DIR	CFO	DIR. MARKETING	Safety Security Specialist	DIR Maint	SUP. FACILITIES	Manager, /PARA	DIR. Fixed Route services	TEAM
Oversee and assure SSPP and HSP/SPP compliance	Daily	X	X	X	X	X	X	X	X	X	X
Random inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)	Annually/ As needed		X			X	X		X	X	
SSPP and HSP/SPP review, maintenance, and distribution	Annual/ As needed					X					
Intra-agency coordination and safety meetings	Annually		X			X	X	X	X	X	X
Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)	As needed	X	X	X	X	X	X	X	X	X	X
Facility inspection	Semi annually					X	X	X			
Employee safety training and testing and record keeping	Initial hire/ Quarterly		X			X	X		X	X	
Drug free workplace policy	Initial hire/ Quarterly		X								
Driver license validity check and record maintenance	Initial hire/ Quarterly		X								
Administrative/Human Resource	As needed		X								
Safety and security data acquisition and analysis	On an ongoing basis		X			X	X	X	X	X	X
Medical examination of drivers and record keeping	Initial hire/ biennium		X								
Vehicle and equipment procurement	As needed	X		X		X	X		X		X
Pre-trip inspections and record keeping	Daily					X	X		X	X	X
Vehicle maintenance and record keeping	Daily						X				
Annual safety inspections and record keeping	Annual						X				

Event investigation and record keeping	As needed		X			X	X		X	X	X
Investigate safety complaints	As needed	X	X	X	X	X	X	X	X	X	X
Pre-employment screening	Initial hire		X								
Employee time recording and maintenance	Daily	X	X	X	X	X	X	X	X	X	
Internal safety audits	Annual/As needed					X					
Facilitate external safety audits	As needed					X	X	X			
Records maintenance, retention, and distribution	Daily/As needed	X	X	X	X	X					
Hazard identification and resolution	Daily	X	X	X	X	X	X	X	X	X	X
Compliance with SSPP	Daily	X	X	X	X	X	X	X	X	X	X
Self-certification of safety compliance	Annual					X					

6.3 System Safety Responsibilities of Contract Service Operator(s)

Lakeland Area Mass Transit District has no contract service providers(after LAMTD assumes the role of the CTC, there may be contracted services)

7.0 Qualification and Selection of Driver

Lakeland Area Mass Transit District management is responsible for ensuring that the following minimum standards are met when hiring new drivers.

- Must possess a valid Florida driving license of appropriate class.
- Criminal background check (with local law enforcement and the Florida Department of Law Enforcement) and driving records check including, but not limited to, the following items:
 - Driving records
 - Instant Social Security Number validations
 - Instant identification of applicant's county of residence for the past seven years
 - National and County felony criminal history checks for up to three counties per applicant and other criminal records checks
 - Employment reference checks
 - Personal reference check
- Complete employment application.
- Successful completion of pre-employment physical including an eye examination and drug screening test.
- Signed acknowledgement of receipt and agreement to comply with drug-free workplace policy.
- Signed acknowledgment of receipt and agreement to comply with SSPP.
- Successful completion of required orientation, training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
- Signed acknowledgment of receipt and compliance with the following written operational and safety procedures before driving on a street or highway unsupervised:
 - Communication and handling of unsafe conditions, security threats, and emergencies.
 - Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.
 - Application and compliance with all applicable federal and state laws, rules and regulations.
 - Communications- Cellular and electronic devices policy
 - Drug free work place Policy
- Drivers are required to write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.
- Personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such temporary

operation does not create unsafe operating conditions or create a hazard to public safety are not bound to the following two provisions:

- Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
- Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised.

Noncompliance with any regulatory or agency specific requirement may result in an employee administrative action up to and including termination of employment. It is the policy of Lakeland Area Mass Transit District. to screen applicants to eliminate those that pose a safety or security threat to the agency or who would not be capable of carrying out agency safety and security policies.

8.0 Driver Safety Training and Testing

All employees and drivers of Lakeland Area Mass Transit District are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. A Certified Trainer is responsible for conducting and documenting all training and testing activities utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in suspension or termination of employment. This section of the SSPP discusses the training and testing programs to be administered by Human resources or the Training Department

8.1 Initial Driver Training and Testing

Upon hire and prior to being placed into road service, all drivers are required to complete training and testing in the following areas:

1. Bus transit system safety and operational policies and procedures.
2. Operational bus and equipment inspections.
3. Bus equipment familiarization.
4. Radio procedures
5. Basic operations and maneuvering.
6. Boarding and alighting passengers.
7. Operation of wheelchair lift and other special equipment.
8. Defensive driving.
9. Passenger assistance and securement.
10. Handling of emergencies and security threats.
11. Security and threat awareness.
12. Driving conditions.
13. Use of electronic devices, consistent with LAMTD Electronic Device Policy.
14. Blood borne pathogens and other occupational exposure to health hazards.
15. Substance abuse policy.

In addition, new drivers are required to successfully undergo a road test with an experienced driver. A new-hire check-off list must be completed to ensure the employee has received all required Rule 14-90, FAC (and those identified in this SSPP) training and information before

After successful completion of each training and testing module, LAMTD is required to document the satisfactory completion of each of their employee's training and maintain the training records. Certificates of completion issued are to be maintained in the driver files for a minimum of 4 years.

All newly hired employees are also provided instructional training in the following areas :

- General rules: General rules of the agency including employee conduct codes.
- Customer service: Covers expectations of employees when dealing with the public; includes instruction on how and to whom to report security incidents, and types of individuals or situations to be aware of and report.
- Fare handling: Covers fare collection procedures and provides instruction in dealing with fare disputes, conflict resolution, and notification of security personnel.
- Radio procedures: Provides instruction on radio procedure for both routine and emergency radio traffic. Includes instruction on reporting crimes, suspicious acts, and potentially hazardous situations.

LAMTD has developed and maintains an Operator Development Training Program that may be used for new hire training and testing of employees. This manual provides extensive coverage of all areas noted above.

8.2 On-Going/Refresher Training and Testing

On-going/refresher training and testing sessions will be conducted a minimum of every year. The drivers are required to attend training and testing in all areas specified by Rule 14-90, at least once every two years. All training and testing activities are to be recorded and retained in files for a minimum of four years.

8.3 Remedial Training and Testing

Lakeland Area Mass Transit District requires remedial training for drivers who have been involved in a Preventable accident or have developed unsafe driving behaviour or other driving problems. Other causes for remedial training may include persistent customer complaints, supervisor recommendations, or a result of ongoing evaluations. Depending on the circumstances, trained personnel will determine the appropriate remedial training and testing, the results of which will also be documented and retained in files.

8.4 NIMS Training

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents (<http://www.fema.gov/emergency/nims/>). The NIMS system requires that transit agencies comply with a number of specific activities to ensure personnel who will be conducting activities in response to emergencies use the standard Incident Command System (ICS).

Lakeland Area Mass Transit District SPP requires that some management staff take available NIMS training to understand this requirement and to coordinate regularly with outside organizations to prepare for coordinated responses to incidents.

9.0 Records Management

LAMTD is responsible for implementing a record management program that includes maintenance, retention, distribution, and safe disposal of all safety and security records of the agency in compliance with state and federal regulations.

LAMTD annually reviews and updates the SSPP and SPP as needed, to ensure compliance with Rule 14-90, FAC. Revisions and updates will be communicated with employees, contractors, and regulatory agencies as they occur or as deemed necessary by the management, depending on the nature of the revision or update. The SPP is considered a confidential document and will be retained in a secure location by management.

Lakeland Area Mass Transit District will ensure the maintenance and retention of the following records for at least four years:

- Records of bus driver background checks and qualifications.
- Detailed descriptions of training administered and completed by each bus driver.
- A record of each bus driver's duty status which will include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.
- Records of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus.
- Records of annual safety inspections and documentation of any required corrective actions.
- Completed and signed Medical Examination Certificate (FDOT Form 725-030-11) confirming that biennial medical examinations have been conducted for each driver.

In addition, LAMTD will retain records of daily bus inspections and any corrective action documentation for a minimum of two weeks.

10.0 Drug and Alcohol Program

Lakeland Area Mass Transit District has established a Zero Tolerance Substance Abuse Policy Statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 2018, a copy of which is included in Appendix A. - Anyone in violation of this substance abuse policy is subject to termination.

11.0 Vehicle Maintenance Program

LAMTD provides a maintenance plan, LAMTD ensure that the maintenance programs is consistent with Section 14-90.004(3)(h). LAMTD vehicle maintenance program ensures that all buses operated, and all parts and accessories on such buses, including those specified in Section 14-90.007, FAC, and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements. LAMTD is responsible for ensuring that the Maintenance Plan implemented and that all vehicles operated are regularly and systematically inspected, maintained, and lubricated according to the agency's Maintenance Plan and Preventative Maintenance Guidelines (included in Appendix B and Appendix C, respectively).

11.1 Pre trip/ Post trip

System drivers are required to perform daily vehicle inspections prior to operating the assigned vehicle, during routes, and after all route schedules are completed. The pre-trip inspection includes an inspection of the following parts and devices to ascertain that they are in safe condition and in good working order:

- Service brakes
- Parking brakes
- Tires and wheels
- Steering
- Horn
- Lighting devices
- Windshield wipers
- Rear vision mirrors
- Passenger doors
- Exhaust system
- Equipment for transporting wheelchairs
- Safety, security, and emergency equipment
- Working speedometer

During the scheduled trips and at the end of the day, the operator will note any additional findings and submit the daily vehicle inspection forms. The process and forms to be utilized for daily vehicle inspections

is included in agency's preventative maintenance guidelines. The daily vehicle inspection forms must be complete with the operator's signature and a check in each box to document that the items are "OK" or a defect is noted in the comments section. If the driver finds any mechanical or other problems that could compromise the safety of the vehicle at any point, the drivers will immediately inform the Maintenance Department and the vehicle will not be scheduled for service until repaired. Failure to report deficiencies by drivers may result in an administrative action taken against the employee.

The Maintenance Department will review the daily inspections and document the corrective actions taken as a result of any deficiencies identified by the operator. Daily inspection records will be retained for a minimum of two weeks at the facility. Once defects are noted they will be prioritized and sorted into categories for repairs. Once a defect is noted on the inspection form and repaired, the documentation will be attached to the work/repair order and filed in the maintenance files.

11.2 Preventive Maintenance

A preventative maintenance schedule is implemented to inspect for safety hazards and to maintain vehicles in a manner conforming to safety regulations. Lakeland Area Mass Transit District will perform scheduled preventive maintenance on all vehicles at every 6,000-mile interval following the sequence "A"- "B"- "A"- "C", according to the agency's maintenance plan. As preventative maintenance inspections are scheduled by projected mileage, the agency will allow ± 500 mile deviations in mileage interval, so long as the actual mileage interval meets the manufacturer's recommended maintenance schedule. Inspection "A" will be performed every 6,000 miles, inspection "B" will be performed every 12,000 miles, and inspection "C" will be performed every 24,000 miles on each vehicle. Safety inspections are part of the maintenance inspections and will be performed at least once every year with inspection type "C" on each vehicle. When a vehicle is due for an inspection, it will be taken out of service until the inspection is completed. This allows a series of repairs to be carried out while minimizing costs and optimizing the number of operational vehicles. If a vehicle is "down" for an extended period of time due to unavoidable circumstances, preventative maintenance will be temporarily suspended until the vehicle can be returned to service. However, the annual inspection will be conducted on all vehicles regardless of "up/down" status and/or mileage accrued.

Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. Such records will be maintained for at least four years and include, at a minimum, the following information:

- Identification of the bus, the make, model, and license number or other means of positive identification and ownership
- Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed
- If not owned by Lakeland Area Mass Transit District., the name of any person furnishing a bus
- The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair

For tracking purposes, a maintenance log will be kept containing vehicle ID, make and type of vehicle, year, model, special equipment, inspections, maintenance and lubrication intervals, and date or mileage when services are due.

11.3 Bus Safety Inspections

Safety inspections are part of the maintenance inspections and are performed at least once every year on all buses. LAMTD Maintenance Supervisory personnel are responsible for ensuring that each individual performing a bus safety inspection is qualified as follows:

- Understands the requirements set forth in Rule 14-90, FAC and can identify defective components.
- Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.
- Has at least one year of training and/or experience as a mechanic or inspector in vehicle maintenance and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

Each bus receiving a safety inspection shall be checked for compliance with the requirements for safety devices and equipment as referenced or specified by Rule 14-90. Specific operable equipment and devices as required by Rule 14-90, FAC include the following as applicable to Type I and II buses:

- Horn
- Windshield wipers
- Mirrors
- Wiring and batteries
- Service and parking brakes
- Warning devices
- Directional signals
- Hazard warning signals
- Lighting systems and signaling devices
- Handrails and stanchions
- Standee line and warning
- Doors and brake interlock devices
- Step-wells and flooring
- Emergency exits
- Tires and wheels
- Suspension system
- Steering system
- Exhaust system
- Seat belts
- Safety equipment
- Equipment for transporting wheelchairs
- Working speedometer

A safety inspection report will be prepared by the individual(s) performing the inspection and will include the following:

- Identification of the individual(s) performing the inspection
- Identification of the bus transit system operating the bus
- The date of the inspection
- Identification of the bus inspected
- Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective
- Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s)

Records of annual safety inspections and documentation of any required corrective actions will be retained for a minimum of four years for compliance review.

12.0 Safety Data Acquisition & Analysis

Understanding safety data is an important step towards allocating important and scarce resources to implement safety program elements. Safety data relative to transit provider operations can be used to determine safety trends in system operation. The following data will be collected and retained by Lakeland Area Mass Transit District on an ongoing basis:

- Accident and incident data
- Maintenance data including daily vehicle inspection forms
- Passenger claims and complaints

The data will be analyzed by Lakeland Area Mass Transit District management both qualitatively and quantitatively for safety hazard identification, resolution and risk management purposes. The analysis results will be useful for identifying necessary actions to minimize safety risks. Analysis of safety data will also help improve system performance, not only in respect to safety, but also in overall delivery of service to the public.

13.0 Hazard Identification and Resolution

Hazard management is a mechanism by which hazards are identified, evaluated for potential impact on the operating system, and resolved in a manner acceptable to the management and regulatory agencies. The Lakeland Area Mass Transit District's hazard management consists of three primary components – hazard identification, hazard categorization, and hazard resolution.

13.1 Hazard Identification

By means of safety data acquisition and monitoring LAMTD is responsible for identifying any potential system hazards on an ongoing basis.

13.2 Hazard Categorization

Once the key system hazards have been identified, LAMTD will categorize the hazards based on severity and probability of occurrence.

13.3 Hazard Resolution

Once the hazards are identified and categorized, subsequent actions will be undertaken to resolve the issue and minimize risk associated with the identified hazard. LAMTD must eliminate all “unacceptable” hazards and take measures to minimize risk. The results of a hazard resolution process can be shared with agency staff and law enforcement agencies on an as needed basis for awareness and support.

14.0 Event Investigation

For the purpose of this SSPP, events are considered accidents or incidents that involve a transit vehicle or take place on Lakeland Area Mass Transit District controlled property. An “accident” is defined as an occurrence associated with the operation of a vehicle or its components that the Operator had enough control of the vehicle to prevent occurrence.

Any event involving a bus or taking place on property controlled by a transit system and resulting in a fatality, injury, or property damage will be investigated by Lakeland Area Mass Transit District. All events included but not limited to the following, will be investigated:

- A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.
- Injuries requiring immediate medical attention away from the scene for two or more individuals.
- Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. Lakeland Area Mass Transit District will have the discretion to investigate events resulting in property damage less than \$1,000.
- Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

In case of all events, drivers are required to contact dispatch, who will in turn contact all other necessary people (as required) immediately. Trained accident investigator will be sent to the scene depending on the severity of the event, LAMTD investigates all events.. Each investigation will be documented in a final report that includes a description of the investigation activities, identified causal factors, and any identified corrective action plan. Each corrective action plan will identify the action to be taken by the bus transit system and the schedule for its implementation. LAMTD will monitor and track the implementation of each corrective action plan. Investigation reports, corrective action plans, and related supporting documentation will be maintained by contractor for a minimum of four years from the date of completion of the investigation. Schedule of records retention.

15.0 Medical Exams for Bus Transit System Drivers

This section of the SSPP establishes the medical examination qualification standards for use by LAMTD. LAMTD is adopting the FDOT medical examination qualification standards, consistent with Section 14-90.0041, FAC.

Medical examination requirements include a pre-employment examination for applicants, an examination at least once every two years for existing drivers, and a return to duty examination for any driver prior to returning to duty after having been off duty for 90 or more days due to an illness, medical condition, or injury.

- Medical examinations will be performed and recorded according to FDOT Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 9/10, included in Appendix E.
- Medical examinations will be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. If medical examinations are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy.
- An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the medical examination as it pertains to visual acuity, field of vision, and color recognition.
- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination form and maintain the original at his or her office.
- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination certificate and provide a copy..
- Upon completion of the medical examination the driver shall provide their driver license number, signature, and date on the medical examination certificate.
- Completed and signed medical examination certificate for each bus driver, dated within the past 24 months, will be maintained on file for a minimum of four years from the date of the examination.
- LAMTD will not allow a driver to operate a transit bus without having on file a completed medical examination certificate dated within the past 24 months.

16.0 Operating and Driving Requirements

LAMTD is responsible for overall compliance with all operating and driving requirements of the SSPP.

It is the responsibility of LAMTD to ensure that employees who perform driving and/or operational duties strictly adhere to the following requirements:

- Under no circumstances is a employee allowed to operate a vehicle without having the appropriate and valid driver's license in his or her possession.
- Employees are not permitted to drive a bus when his or her driver license has been suspended, cancelled, or revoked. An Employee who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked is required to notify his or her supervisor of the contents of the notice immediately, if possible, otherwise no later than the end of the business day following the day he or she received the notice. Violation of this policy may result in disciplinary actions including termination of employment.
- Lakeland Area Mass Transit District will annually check Motor Vehicle Records (MVR) for drivers for investigating information on license suspensions, revocations, accidents, traffic violations, unpaid summons, etc. Lakeland Area Mass Transit District. May also check driver license status of each driver utilizing the Florida Department of Highway Safety and Motor Vehicles website - <https://www6.hsmv.state.fl.us/DLCheck/main.jsp>.
- Buses must be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.
- Rule 14-90, FAC defines “On Duty” and “Off Duty” status of drivers as follows -
 - “On Duty” means the status of the driver from the time he or she begins work, or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. “On Duty” includes all time spent by the driver as follows:
 - (a) Waiting to be dispatched at bus transit system terminals, facilities, or other private or public property, unless the driver has been completely relieved from duty by the bus transit system.
 - (b) Inspecting, servicing, or conditioning any vehicle.
 - (c) Driving.
 - (d) Remaining in readiness to operate a vehicle (stand-by).
 - (e) Repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle.
 - “Off-Duty” means any time the driver is not on duty, required to be in readiness to work, or under any responsibility to perform work. Such time shall not be counted towards the maximum allowed on-duty hours within a 24-hour period.
- Drivers are not permitted to drive more than 12 hours in a 24-hour period, or drive after having been on duty for 16 hours in a 24-hour period. A driver is not permitted to drive until the requirement of a minimum eight consecutive hours of off-duty time has been fulfilled. A driver's work period begins from the time he or she first reports for duty to his or her employer. A driver is

permitted to exceed his or her regulated hours in order to reach a regularly established relief or dispatch point, provided the additional driving time does not exceed one hour.

- Drivers are not permitted to be on duty more than 72 hours in any period of seven consecutive days; however, any 24 consecutive hours of off duty time shall constitute the end of any such period of seven consecutive days. A driver who has reached the maximum 72 hours of on duty time during the seven consecutive days is required to have a minimum of 24 consecutive hours of off duty time prior to returning to on duty status.
- A driver is permitted to drive for more than the regulated hours for the safety and protection of the public when conditions such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident occur.
- Drivers are not permitted to drive a bus when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.
- Drivers will not report for duty or operate any vehicle while under the influence of alcohol or any other substance, legal or illegal, that may impair driving ability. All employees are required to comply with agency's Substance Abuse Policy.
- Drivers are required to conduct daily vehicle inspections and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.
- Drivers are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found shall be properly documented on a Daily Vehicle Inspection (DVI) form and should be submitted to the Maintenance Department.
- Each maintenance department will review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.
- A bus with any passenger doors in the open position will not be operated with passengers aboard. The doors will not be opened until the bus is stopped. A bus with any inoperable passenger door will not be operated with passengers aboard, except to move a bus to a safe location.
- Drivers will ensure that during darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely. Adherence to pre-trip inspection requirements help insure the ability of this requirement to be met.
- Passengers will not be permitted in the stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line.
- Passengers will not be permitted to stand on buses not designed and constructed for that purpose.
- Buses will not be refueled in a closed building. No bus shall be fueled when passengers are being carried..
- Drivers are required to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.
- Buses will not be left unattended with passengers aboard for longer than 15 minutes. The parking or holding brake device will be properly set at any time the bus is left unattended.
- Buses will not be left unattended in an unsafe condition with passengers aboard at any time.
- Drivers are prohibited from leaving keys in the vehicle for any reason at any time the bus is left unattended. Except during summer weather when clients are left on board while the driver exits to locate or deliver another client.

- Transit vehicles will not be used at any time for uses other than those that are authorized and permitted according to state and federal program requirements.

Noncompliance with these requirements may result in disciplinary actions, including termination of employment.

16.1 Wireless Communication

“Wireless communication device” means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs) and portable computers (commonly called laptop computers). “Personal wireless communications device” means an electronic or electrical device that was not provided by the bus transit system for business purposes. “Use of a wireless communication device” means use of a mobile telephone or other electronic or electrical device, hands-on or hands-free, to conduct an oral communication; to place or receive a telephone call; to send or read electronic mail or a text message; to play a game; to navigate the Internet; to play, view, or listen to a video; to play, view, or listen to a television broadcast; to play or listen to music; to execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from a safety-critical task. Use of an electronic or electrical device that enhances the individual’s physical ability to perform, such as a hearing aid, is not included in this definition.

LAMTD has developed and adopted an Electronic Device Policy on September 9, 2011. Lakeland Area Mass Transit District requires all employees adhere to the Communication policy, the policy provides for the safe operation of the bus transit vehicle, ensuring that:

- Cellular phones, electronic devices and accessories to include a blue-tooth ear piece may be carried on the bus; however, these devices **may not be powered on or visible** during operation of the bus or in the act of performing a safety sensitive function. In addition, devices and accessories may not be carried onto the maintenance shop floor (levels 1 & 2).
- The use of all cellular phones and electronic devices (**non-district issued**), to include talking, texting, instant messaging or e-mailing while performing **any safety sensitive duty is strictly prohibited**. To use a cellular phone or electronic device you must be on an authorized break (for Bus Operators, this means the end of the line), and in a non-safety sensitive area.
- The use of bus radios (hand-held), MDTs, GPS and mobile computers to include staff and maintenance vehicle radios, to conduct District business is considered essential communication and is authorized communication equipment. All communications must be kept to an essential minimum; **the use of this communication must be at an authorized bus stop, in a parking lot and out of the flow of traffic.**

EMERGENCY EXCEPTIONS:

1. When involved in an accident/incident and moving the vehicle is not feasible.
2. When the vehicle has a mechanical breakdown and the vehicle cannot be moved.
3. When advised by Law enforcement that a vehicle cannot be moved.

4. When advised by supervisory personnel or the Call center dispatch that a vehicle cannot be moved.
5. When under duress.

Lakeland Area Mass Transit District requires all employees to follow its radio operating procedures. In addition, Lakeland Area Mass Transit District has developed a driver educational training and testing program on the proper use of a wireless communications device while in the performance of safety related duties and hazards associated with driving and utilizing these devices. The wireless communications device training and testing is included in the Distracting Driving Module contained within the LAMTD Operator Development program (which all drivers are required to complete upon hire, before driving on a street or highway unsupervised).

17.0 Vehicle Equipment Standards & Procurement Criteria

Lakeland Area Mass Transit District will attempt to procure vehicles utilizing the Transit Research-Inspection-Procurement Services (TRIPS) program, formerly known as the Florida Vehicle Procurement Program (FVPP), and other State Programs strictly adhering to the vehicle equipment standards and procurement criteria specified in 14-90.007.

- All buses procured and operated meet the following minimum standards, as applicable:
 - a. The capability and strength to carry the maximum allowed load and not exceed the manufacturer's gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.
 - b. Structural integrity that mitigates or minimizes the adverse effects of collisions.
 - c. Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403, and 404, October 1, 2008, hereby incorporated by reference.
- Proof of strength and structural integrity tests on new buses procured are submitted under the terms of the TRIPS vendor agreement with the Department.
- In addition, every bus operated by the agency are equipped as follows:
 - Mirrors. There shall be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses shall have a minimum reflective surface of 50 square inches. Neither the mirror nor the mounting shall protrude farther than the widest part of the vehicle body except to the extent necessary to produce a field of view meeting or exceeding the requirements of this section. All Type I buses shall, in addition to the above requirements, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated and standing passengers. Buses having a passenger exit door that is located inconveniently for the driver's visual control shall be equipped with additional interior mirrors to enable the driver to view the passenger exit door. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.
 - Wiring and Batteries. Electrical wiring shall be maintained so as not to come in contact with moving parts, heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus manufactured on or after February 7, 1988, shall be equipped with a storage battery electrical power main disconnect switch. The disconnect switch shall be practicably located in an accessible location adjacent to or near to the battery and be legibly and permanently marked for identification. Every storage battery on a public-sector bus shall be mounted with proper restraint devices in a compartment which provides adequate ventilation and drainage.
 - Brake Interlock Systems. All Type I buses having a rear exit door shall be equipped with a rear exit door/brake interlock that automatically applies the brake upon driver activation of the rear exit door to the open position. Brake interlock application shall remain activated until deactivated by the driver and the rear exit door returns to the closed position. The rear exit door brake interlock on such buses shall be equipped with an identified override switch enabling emergency release of the brake interlock function. The override switch shall not be located within reach of the seated driver. Air pressure application to the brake during

brake interlock operation, on buses equipped with rear exit door/brake interlock, shall be regulated at the equipment's original manufacturer's specifications.

- Standee Line and Warning. Every bus designed and constructed to allow standees shall be plainly marked with a line of contrasting color at least two inches wide, or be equipped with some other means to indicate that all passengers are prohibited from occupying a space forward of a perpendicular plane drawn through the rear of the driver's seat and perpendicular to the longitudinal axis of the bus. A sign shall be posted at or near the front of the bus stating that it is a violation for a bus to be operated with passengers occupying an area forward of the line.
- Handrails and Stanchions. Every bus designed and constructed to allow standees shall be equipped with overhead handrails for standee passengers. Overhead handrails shall be continuous, except for a gap at the rear exit door, and terminate into vertical stanchions or turn up into a ceiling fastener. Every Type I and Type II bus designed for carrying more than 16 passengers shall be equipped with handrails, stanchions, or bars at least 10 inches long and installed to permit safe on-board circulation, seating and standing assistance, and boarding and alighting by elderly and handicapped persons. Type I buses shall be equipped with a safety bar and panel directly behind each entry and exit step well.
- Flooring, Steps, and Thresholds. Flooring, steps, and thresholds on all buses shall have slip resistant surfaces without protruding or sharp edges, lips, or overhangs, in order to prevent tripping hazards. All step edges and thresholds shall have a band of color(s) running the full width of the step or edge which contrasts with the step tread and riser, either light-on-dark or dark-on-light.
- Doors. Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.
- Emergency Exits. All buses shall have an emergency exit door, or in lieu thereof, shall be provided with emergency escape push-out windows. Each emergency escape window shall be in the form of a parallelogram with dimensions not less than 18" by 24", and each shall contain an area of not less than 432 square inches. There shall be a sufficient number of push-out or kick-out windows in each vehicle to provide a total escape area equivalent to 67 square inches per seat, including the driver's seat. No less than 40% of the total escape area shall be on one side of the vehicle. Emergency escape kick-out or push-out windows and emergency exit doors shall be conspicuously marked with a sign or light and shall always be kept in good working order so that they may be readily opened in an emergency. All such windows and doors shall not be obstructed either inside or outside so as to hinder escape. Buses equipped with an auxiliary door for emergency exit shall be equipped with an audible alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio visual alarm located in the driver's compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.
- Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.
 - i. No bus shall be operated with a tread groove pattern depth:
 - 1. Less than $\frac{4}{32}$ ($\frac{1}{8}$) of an inch, measured at any point on a major tread groove for tires on the steering axle of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.

2. Less than $\frac{2}{32}$ ($\frac{1}{16}$) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
 - ii. No bus shall be operated with recapped, re-grooved, or retreaded tires on the steering axle.
 - iii. Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.
- Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts, shall be free from cracks, leaks, or any other defect which may cause its impairment or failure to function properly.
 - Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly, and shall be free from cracks and excessive wear of components that may cause excessive free play or loose motion in the steering system or above normal effort in steering control.
 - Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209-October 1, 2008, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C. F. R. 571.210 October 1,2008, hereby incorporated by reference.
 - Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1A:BC rating and bearing the label of Underwriter's Laboratory, Inc. The fire extinguishers shall be maintained as follows:
 - i. Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or a clearly marked compartment and be readily accessible.
 - ii. Each fire extinguisher shall be maintained in efficient operating condition and equipped with some means of determining if it is fully charged.
 - iii. Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, Florida Statutes.
 - Persons with Disabilities. Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, October 1, 2008, hereby incorporated by reference, as well as the following:
 - i. Installation of a wheelchair lift or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.
 - ii. Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are located in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.
 - iii. The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver's seat shall not be operable from the driver's seat, but shall have an override control at the driver's position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure).
 - iv. The installation of the wheelchair lift or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the

bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus or vertically beyond the lowest part of the rim of the wheel closest to the lift.

- v. Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:
 - 1. The manufacturer's name and address.
 - 2. The month and year of manufacture.
 - 3. A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.
- Wheelchairs. Wheelchair lifts, ramps, securement devices, and restraints shall be inspected and maintained as required by this rule chapter. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

Any additional text for Chapter 16.0 must be inserted above this point for formatting/page numbering purposes.

18.0 Bus Safety Inspections and Safety/Security Inspections and Reviews

LAMTD is responsible for the annual inspection of vehicles in accordance with Section 14.90.009. Inspections are completed by maintenance personnel or an ASE Master Certified Mechanic who is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection. In addition, the inspectors used by subcontractors have had a least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program. Each year, LAMTD conducts their annual review to ensure complete inspections and properly documenting and maintain vehicle inspection reports.

LAMTD maintains records of these inspections, including reports and any corresponding corrective actions assigned to their contractors.

Lakeland Area Mass Transit District. will work closely with regulatory agencies (FDOT, FTA, etc.) when external audit notifications are received and allocate resources, as necessary, to facilitate the audits.

Appendices

- Appendix A: Substance Abuse Policy
- Appendix B: Maintenance Plan and Safety Manual
- Appendix C: System Security plan- To be viewed on Property to necessary viewers

Appendix A

Substance Abuse Policy

Appendix B

Maintenance Plan

Appendix C

System Security Plan

Furnished on request to necessary viewers

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 13

Agenda Item: **Community Scorecard Update**

Presenter: Aaron Dunn, Director of Revenue Services

Recommended
Action: None

Summary: Updates to the 4th Quarter Community Scorecard

Attachments: 4th Quarter Scorecard

QUARTER - OCT/18-DEC/18

ROUTE	5:45 AM - 11:10 AM			11:15 AM - 3:10 PM			3:15 PM - 7:15 PM		
	MIN PER TRIP	MAX PER TRIP	AVG PER TRIP	MIN PER TRIP	MAX PER TRIP	AVG PER TRIP	MIN PER TRIP	MAX PER TRIP	AVG PER TRIP
1	19.7	22.3	21.0	23.9	26.3	25.1	12.1	12.5	12.3
3	15.0	18.0	16.5	15.3	17.4	16.3	13.0	16.4	14.7
10	9.2	11.5	10.4	9.6	11.2	10.4	10.9	11.6	11.3
12	19.2	20.9	20.1	20.0	20.7	20.4	15.9	16.5	16.2
14	12.8	12.8	12.8	11.9	14.3	13.1	10.0	11.2	10.6
15	10.0	12.0	11.0	13.4	15.2	14.3	9.2	10.1	9.7
22XL	25.4	28.6	27.0	22.8	26.9	24.9	22.1	23.3	22.7
33	10.6	12.5	11.6	10.3	11.7	11.0	5.0	6.0	5.5
39	5.7	7.2	6.5	6.3	6.5	6.4	4.2	4.5	4.4
45	14.4	17.3	15.8	13.6	15.1	14.4	11.6	11.8	11.7
46	10.6	14.1	12.4	14.9	16.4	15.6	12.6	16.2	14.4
47	5.8	7.2	6.5	10.4	11.2	10.8	4.0	5.4	4.7
58	7.9	10.5	9.2	9.6	13.9	11.7	7.5	10.0	8.8
61	4.5	5.5	5.0			N/A	2.5	3.5	3.0
15WH	28.0	32.1	30.0	35.9	41.8	38.8	24.4	27.9	26.2
22XW	16.5	18.3	17.4	19.2	19.5	19.3	9.8	10.9	10.3
25WH	9.8	11.8	10.8	10.4	13.4	11.9	7.0	8.0	7.5
27X-WH	0.2	0.4	0.3	0.1	0.2	0.1	0.4	0.6	0.5
30WH	10.9	12.3	11.6	12.3	13.6	12.9	11.0	11.8	11.4
35WH	9.0	11.4	10.2	11.5	13.4	12.4	7.2	8.7	8.0
40/44WH	14.5	15.9	15.2	13.7	15.3	14.5	8.8	12.0	10.4
50WH	15.1	17.6	16.3	16.5	18.2	17.4	9.8	11.2	10.5
60WH	7.9	10.3	9.1	8.3	11.4	9.9	8.0	8.9	8.4

NOTES

Urban Fixed Routes

Doing well		15+
Possible minor changes		9-14.9
Possible major changes		Under 9

Residential Fixed Routes

Doing well		10+
Possible minor changes		7-9.9
Possible major changes		Under 7

Flex/Rural Fixed Routes

Doing well		7+
Possible minor changes		4-6.9
Possible major changes		Under 4

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2019
AGENDA ITEM #14a

Agenda Item: Federal Grant Funding Impact on Federal Government shutdown and Transit Service Impact

Presenter: Tom Phillips, Executive Director
David Persaud, Chief Financial Officer

Recommended
Action: Information Report

Summary: The Federal Government shutdown began on December 22, 2018. The shutdown has affected the Federal Transit Administration that administers all FTA Grants and FTA Funding for Public Transit Agencies. The FTA Closure during the shutdown has resulted in all FTA Grants Management to be frozen with no Grant Reimbursements. The impact from the shutdown is analyzed below for both the LAMTD and Polk County Transit Services.

LAMTD:

The LAMTD FY 2018-19 Annual Budget is \$10,750,980 or \$895,915 monthly. The local funding is \$6.60 (61%) million and \$4.16 (39%) million in Federal Grants. The District local funding would provide Transit Services through April 30, 2019 assuming some reserves are utilized. After that the Federal Funding not realized will impact all Transit Services.

Option to continue service:

The District Cash Flow Report is projecting a \$4.5 million Cash Flow Deficit through June 30, 2019. The District has received \$4.26 million or 91% in Ad Valorem Tax through January 22, 2019. The District has a favorable cash flow to allow Transit Services to continue through June 30, 2019 in light of the Federal Government Shutdown.

AGENDA ITEM #4 – CONT.

Polk County Transit Services:

The County Budget for FY 2018-19 is \$6,780,020. Local Funds \$3.02 (45%) million and Grant Funds \$3.76 (55%) million. Local funding in total will provide funding through January 2019. The monthly County expense are \$565,000.

Option to continue service:

To continue to provide sustainable Transit Service for the County, it is notable to address the projected cash flow deficit. The County only funds incrementally the grants cash match with the four incremental cash advances of \$1,148,353 and three payments of \$382,785 each. The Grants totaling \$3.7 million funds 55% of the Budget. To address the cash-flow deficit the District is requesting the County to fund the short-fall.

The cumulative cash flow deficit through June 30, 2019 is estimated at \$2,533,250.

The current Intergovernmental Agreement between the District and the Polk County Section 5 Funding Emergency provide for the County to provide funding for Transit Services during any interruptions of Grant Funding.

The Polk County Commissioners approved the two remaining payments to the District on February 5, 2019 totaling \$765,570.

Transportation Disadvantaged Program:

This Service will continue since it is State and County Funding.

AGENDA ITEM #4 – CONT.

Staff Recommendation

Prior to the County

Approving the

Advance

Payments:

Request from Polk County the two remaining County Cash Match for April and July 2019. The amount is \$382,785 each for the two payments due totaling \$765,570. These funds are requested now to offset the cash-flow deficit for the County Transit Services projected cash-flow deficit for December 2018 and January and February with accumulated cash-flow deficit of \$720,035. Should the Federal Shut Down continue beyond March 1, 2019, the District will follow up with the County to fund the ongoing projected cash-flow deficit as reflected on the attached cash flow report.

This recommendation is prudent to avoid service interruptions. This option is also being applied at other Transit Agencies in the Country.

LAMTD
BUDGET SUMMARY FY 2018-19

High Level Sources and Uses of Funds

Lakeland Area Mass Transit District

Sources of Funds:

	<u>Dollar</u>	<u>Percent</u>
Fares	\$670,000	6
Contract Revenue	298,000	3
Ad Valorem Tax	4,669,000	43
FTA- FDOT	4,162,000	39
Other Revenues	951,980	9
Total	\$10,750,980	100%

Uses of Funds :

Salaries-Fringes	6,895,000	64
Fuel	603,000	6
Parts	758,000	7
Insurance	232,000	2
Contract Services/Maintenance	506,000	5
Capital/Debt	681,000	6
Other Expenses Combined	1,075,980	10
Total	\$10,750,980	100%

Monthly Expense	\$895,915
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POLK COUNTY
BUDGET SUMMARY FY 2018-19

High Level Sources and Uses of Funds

Polk County Transit Services

Sources of Funds:

	<u>Dollar</u>	<u>Percent</u>
County Contribution	\$2,294,704	34
Fares	150,000	2
City Fair Share	393,040	6
Mid Florida Nutrition	191,600	3
Grants	3,750,676	55
Other	0	0
Total	<u>\$6,780,020</u>	<u>100%</u>

Expenses:

Salaries-Fringes	3,973,660	59
Contract	594,000	9
Operating	1,954,730	29
Capital	257,600	3
Total	<u>\$6,780,020</u>	<u>100%</u>
Monthly Expenses	<u>\$565,000</u>	

LAMTD
Cash Flow - October 1, 2018- June 30, 2019

<u>Cash Balance January 31, 2019</u>		\$74,000
<u>Cash Revenues (January 1 thru June 30, 2019)</u>		
Farebox	336,000	
Contract (UAP)	102,000	
Other Contract (RAMCO)	93,000	
Advertising Revenue	66,000	
Ad Valorem	200,000	
<u>Total Revenues (Cash)</u>		<u>797,000</u>
Total Available		<u>871,000</u>
<u>Expenses (6 month x \$895,915)</u>		5,375,500
Cash Flow Deficit 6/30/2019		<u>(4,504,500)</u>
Cash Balance January 1, 2019		
Cash - State Board Administration		9,163,000
Cash - (Capital Restricted)		1,034,000
<u>Total Available</u>		<u>10,197,000</u>
Cash Flow Available		<u>\$10,197,000</u>

Polk County
Cash Flow - October 1, 2018- June 30, 2019

Sources of Funds:

	<u>FY 2018-19</u>	<u>YTD</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
	<u>Budget</u>	<u>12/31/18</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>
County Contribution	\$2,294,704	1,148,354	382,785			382,785		
Fares	150,000	34,383	12,000	12,000	12,000	12,000	12,000	12,000
City Fair Share	393,040	79,097						
Mid Florida Nutrition	191,600	4,047	4,000	4,000	4,000	4,000	4,000	4,000
Grants	3,750,676	0	0	0	0	0	0	0
Total	\$6,780,020	\$1,265,881	\$398,785	\$16,000	\$16,000	\$398,785	\$16,000	\$16,000

Expenses:

Salaries-Fringes	3,973,660							
Contract	594,000							
Operating	1,954,730							
Capital	257,600							
Total	\$6,780,020							
Monthly Expenses	<u>\$565,000</u>	<u>1,270,701</u>	<u>565,000</u>	<u>565,000</u>	<u>565,000</u>	<u>565,000</u>	<u>565,000</u>	<u>565,000</u>
Cash (Increase/Decrease)		<u>(4,820)</u>	<u>(166,215)</u>	<u>(549,000)</u>	<u>(549,000)</u>	<u>(166,215)</u>	<u>(549,000)</u>	<u>(549,000)</u>
Cumulative Cash Flow Deficit	(\$2,533,250)							

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 14b

Agenda Item: **Charter School System Partnership**

Presenter: Tom Phillips

Recommended
Action: The District Board request Polk County School Board
delay implementation of the discontinuation of charter
school transportation until the 20-21 school year.

Summary: Due to the shortage of bus drivers employed by the Polk
County School Board, there are discussions to eliminate
service to Charter Schools leaving transit dependent
students without a support network. Citrus Connection
was invited by the Polk County School Board to enter
discussions to possibly assist in this situation within our
means and capacity.

Attachment: Presentation



CitrusConnection

Citrus Connection/ Public Charter School

Transportation Solutions

Polk County School District proposed 2019-2020 transportation cuts

The district is also cutting bus service to the following 12 Polk County Charter schools:

**Achievement Academy (three sites)
Chain of Lakes Collegiate High School
Cypress Junction Montessori
Compass Middle School (partial)
Magnolia Montessori Academy**

**Lakeland Montessori Middle
Lakeland Montessori Schoolhouse
Polk State College Collegiate High School
Polk State College Gateway High School
Victory Ridge Academy**



CitrusConnection

Solution

Citrus Connection can assist these students on our Paratransit service

Achievement Academy

A special needs charter school with 157 students, age 18 months through age five, with three campus locations: Lakeland, Winter Haven and Bartow.

Victory Ridge Academy

Serving the educational needs for approximately 162 special needs children for students Pre-K to 12th grade from throughout Polk County



Solution

Fixed Route Accommodations



**Chain of Lakes Collegiate
Cypress Junction Montessori
Compass Middle School
Magnolia Montessori Academy
Lakeland Montessori Middle
Lakeland Montessori Schoolhouse
Polk College Collegiate High School
Polk State College Gateway High School**



CitrusConnection

Assisting additional Polk State Collegiate High School Students



- Currently Citrus Connection can provide transportation to and from school each day, but an adjusted bell time at the start and/or the end of the school day could allow more transportation to and from school for some students attending Polk State Collegiate High School.

Assisting the 162 special needs students attending Victory Ridge Academy



- Institute a Victory Ridge Pilot Project for the 2019-20 School Year that would provide at least one bus with at least one route.
- Institute a purchase of service agreement.
- One bus would assist up to 15 students

The public charter school transportation cuts could affect 450-550 students with 250 of those being special needs students attending Victory Ridge Academy and Achievement Academy

The road to self sufficiency for Victory Ridge Academy



- Using 14-passenger 5310-funded buses, it would require 15 buses and 16-17 runs with some buses needed to make two trips.
- We are currently entering clients/addresses into Trapeze Software Scheduling System using their client ID number. The information will allow us to develop routes based on bell times and distance to get a true idea of what resources are required to satisfy the transportation needs and determine cost.
- Acquire 5310 grant funding over time.

Possible Option

- Citrus Connection provides all the service with a purchase of service agreement in place
- Subcontract Citrus Connection for these two schools and bill them individually
- Citrus Connection does not have the start up capital to begin service



In the meantime, submit 5310 funding applications to assist schools in providing self-sustaining transportation

Not a new route for Citrus Connection



Citrus Connection has done this before and it has worked.

- When Polk County opted out of transporting residents to senior nutrition centers, Citrus Connection, as the CTC, assumed the responsibility and created the logistics model in eight days to provide 200 trips.
- The key to this success was that it coincided with the arrival of three new buses.
- We hired drivers and absorbed the start-up cost.

Meal site transportation transition



- 14 months later, roughly 90 percent of the nutrition center client transportation needs are met by Elderpoint Ministries.
- Elderpoint acquired transportation vans from Polk County Board of County Commissioners and through a coordination agreement, the vehicles are insured by Citrus Connection saving them enough money to assist in expanding much-needed programs.



CitrusConnection

Citrus Connection Recommendation



TENTATIVE 2020-2021 POLK COUNTY SCHOOLS
CALENDAR FOR STUDENTS,
TEACHERS AND PARAEDUCATORS
Approved at the January 22, 2019 School Board Meeting.
Dates are subject to change.

Events	Dates
Teacher Work Days – August 3, 6, and 7 Staff Development Days – August 4 and August 5 (Contact Day) (No unpaid training/workdays are to be scheduled before August 3, 2020)	Monday, August 3 – Friday, August 7, 2020
STUDENT Orientation Day/Paraeducator First Work Day	Thursday, August 6, 2020
FIRST DAY OF SCHOOL FOR STUDENTS	Monday, August 10, 2020
HOLIDAY (Labor Day) – STUDENT, Teacher (Paid), Paraeducator (Paid)	Monday, September 7, 2020
Interim Report (22 nd Day – September 9, 2020)	Distribute Week of September 7-11, 2020
Staff Development Day (Data Day), HOLIDAY – STUDENT and Paraeducator	Monday, September 21, 2020
FTE Week	Monday-Friday, October 5-9, 2020
End of First 9-Week Grading Period	Friday, October 9, 2020
Teacher Work Day, HOLIDAY – STUDENT and Paraeducator	Monday, October 12, 2020
Grades Due	Wednesday, October 14, 2020
Distribute Report Cards (9 Weeks)	Wednesday, October 28, 2020
HOLIDAY (Veterans Day) – STUDENT, Teacher and Paraeducator	Wednesday, November 11, 2020
Interim Report (22 nd Day – November 13, 2020)	Distribute Week of November 9-13, 2020
HOLIDAY – STUDENT, Teacher and Paraeducator (Paid 11/26 and 11/27)	Monday-Friday, November 23-27, 2020
Storm Make-Up Days (As needed)	Monday & Tuesday, Nov. 23 and 24, 2020
END OF 1 ST SEMESTER/Last Day of Second Grading Period	Friday, December 18, 2020
Last School Day before Winter Break	Friday, December 18, 2020
Teacher Work Day/STUDENT and Paraeducator Holiday	Monday, January 4, 2021
STUDENTS and Paraeducators Return after Winter Break	Tuesday, January 5, 2021
Grades Due	Friday, January 8, 2021
Distribute Report Cards (9 weeks)	Friday, January 22, 2021
HOLIDAY (Dr. Martin Luther King, Jr. Day) – STUDENT, Teacher (Paid), Paraeducator (Paid)	Monday, January 18, 2021
FTE Week	Monday-Friday, February 8-12, 2021
Interim Report (24 th Day – February 8, 2021)	Distribute Week of February 8-12, 2021
HOLIDAY (Presidents' Day) – Student, Teacher (Paid), Paraeducator	Monday, February 15, 2021
Staff Development Day (Storm Make-up Day, if needed)	Tuesday, February 16, 2021
End of Third 10-Week Grading Period	Monday, March 15, 2021
Grades Due	Wednesday, March 17, 2021
SPRING BREAK	Monday-Friday, March 22 – March 26, 2021
Distribute Report Cards (9 Weeks)	Wednesday, March 31, 2021
No School for STUDENTS, Teachers and Paraeducators	Friday, April 2, 2021
Interim Report (24 th Day – April 26, 2021)	Distribute Week of April 26 – April 30, 2021
GRADUATION	April 29 – May 28, 2021
LAST DAY FOR STUDENTS/EARLY DISMISSAL – End of Fourth 10-Week Grading Period – Last Work Day for Paraeducators	Thursday, May 27, 2021
Teacher Work Day	Friday, May 28, 2021

The Citrus Connection staff recommends a delay in the implementation of the transportation service cuts until the 2020-21 school year to allow us ample time to implement the federal grant funding and the transportation plan to assist the students in need of transportation to and from school.



CitrusConnection

Solution to assist the students requiring Courtesy Transportation

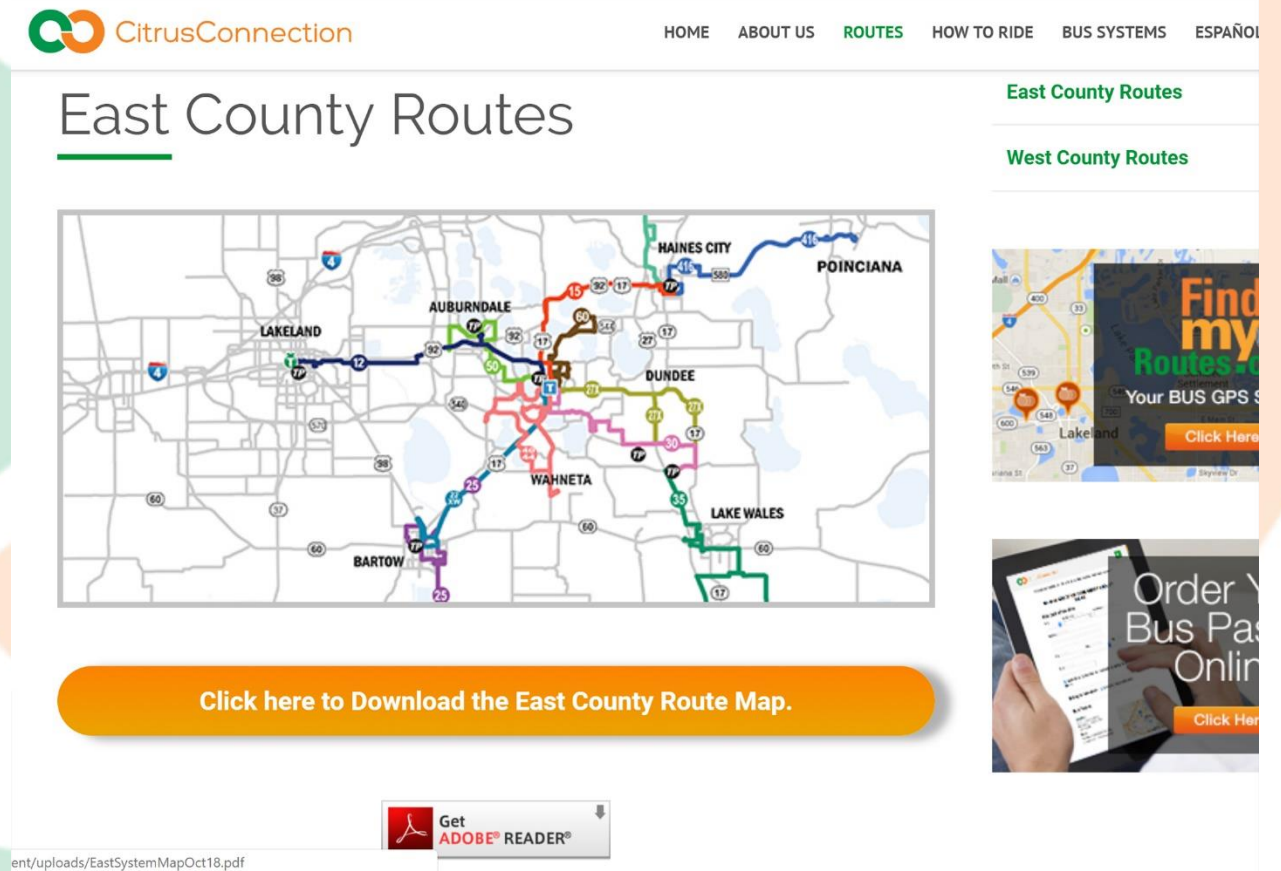
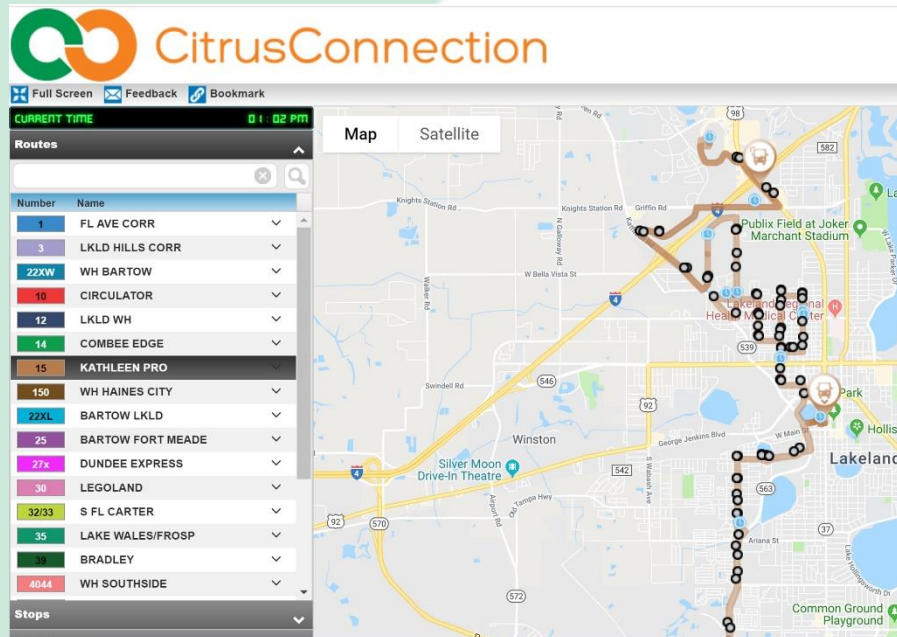
This cut would affect 2,200 students who live
within a two-mile radius of their school

Citrus Connection
recommends a modification
of the current Community Of
Learning Transportation
Service (COLTS) to help those
students get to and from
school



The school district can help us help students

**Include Public Transit
Route resources
information in student
orientation packets**



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 14c

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: TBA

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM 15a

Agenda Item: **January calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM #15b

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 December 31, 2018.

Attachments: Ridership Report.

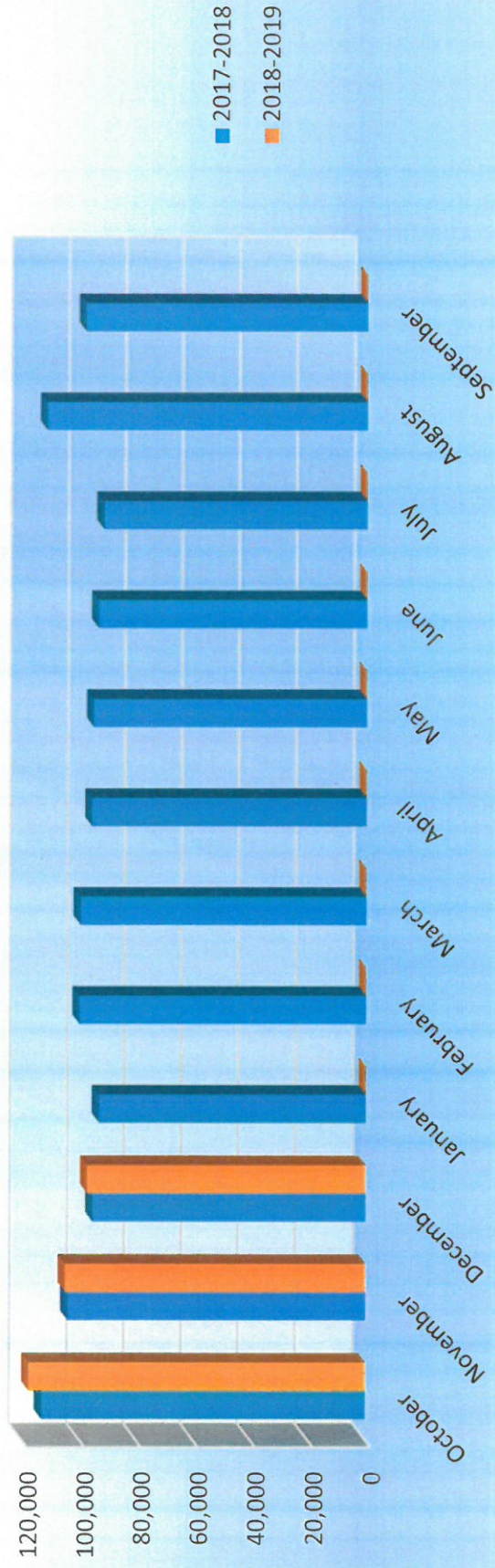
Citrus Connection and PCTS Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	125,714	108,078	113,220	117,673	4%
November	111,028	106,998	104,149	105,022	1%
December	122,018	111,197	95,520	97,410	2%
January	101,190	103,647	93,227	0	0%
February	111,486	108,068	100,300	0	0%
March	117,618	116,794	99,916	0	0%
April	110,754	103,274	95,993	0	0%
May	105,362	108,224	95,476	0	0%
June	106,252	102,092	93,781	0	0%
July	100,929	98,193	92,042	0	0%
August	115,998	118,104	111,898	0	0%
September	109,705	89,794	98,550	0	0%
Totals	1,338,053	1,274,460	1,194,072	320,105	2%

Citrus Connection and PCTS Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	7,846	7,071	8,654	9,820	13%
November	6,690	7,002	7,940	8,495	8%
December	7,330	7,014	7,660	8,032	5%
January	7,020	7,521	9,478	0	0%
February	7,027	7,413	9,514	0	0%
March	7,780	8,715	10,469	0	0%
April	7,334	7,757	9,947	0	0%
May	7,431	8,460	9,534	0	0%
June	7,548	8,374	8,777	0	0%
July	6,846	8,131	8,247	0	0%
August	8,166	9,533	9,642	0	0%
September	7,791	6,711	8,437	0	0%
Totals	88,809	93,702	108,299	26,347	9%

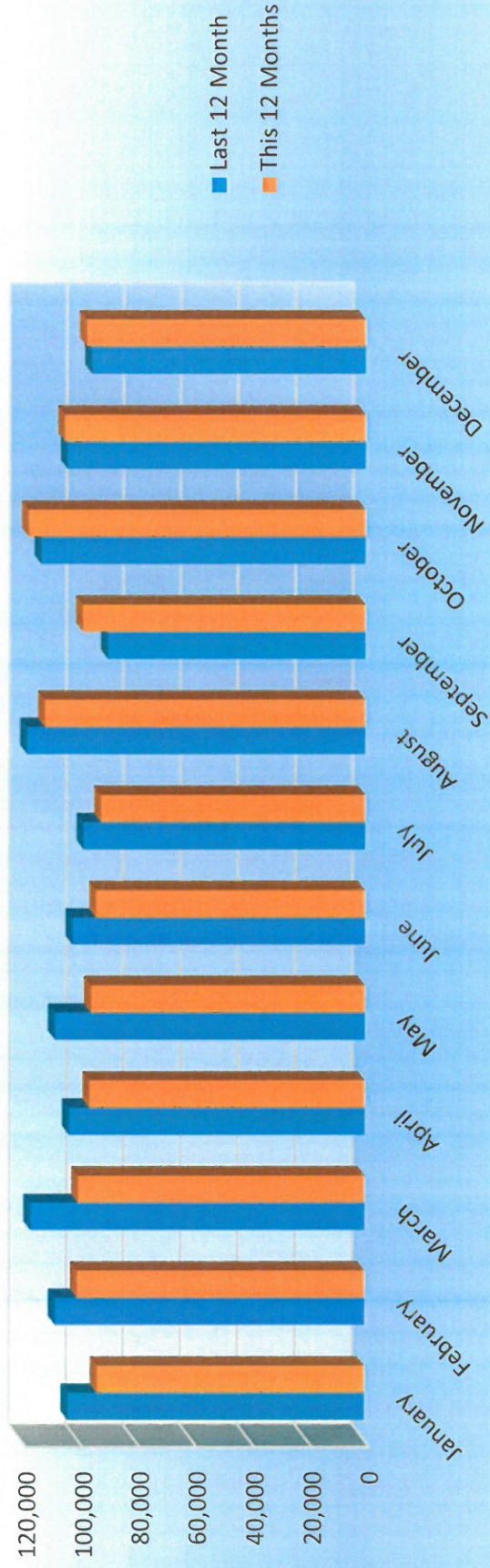
Citrus Connection only Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	83,092	67,636	73,349	74,739	2%
November	73,987	71,083	67,437	66,080	-2%
December	82,287	72,646	60,879	60,216	-1%
January	67,774	70,767	58,830	0	0%
February	74,506	71,884	63,140	0	0%
March	79,428	78,158	62,897	0	0%
April	73,926	67,338	59,873	0	0%
May	69,120	72,329	60,039	0	0%
June	71,398	67,965	59,754	0	0%
July	68,162	66,347	59,884	0	0%
August	76,847	79,427	71,375	0	0%
September	72,624	54,155	62,306	0	0%
Totals	893,149	839,734	759,763	201,035	0%

Citrus Connection only Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	4,094	3,229	4,025	4,026	0%
November	3,437	3,252	3,734	3,473	-8%
December	3,695	3,154	3,444	3,155	-9%
January	3,512	3,507	4,055	0	0%
February	3,496	3,505	3,909	0	0%
March	3,897	4,040	4,217	0	0%
April	3,651	3,694	3,935	0	0%
May	3,589	4,060	3,848	0	0%
June	3,660	3,880	3,627	0	0%
July	3,269	3,681	3,437	0	0%
August	3,866	4,306	3,978	0	0%
September	3,747	6,039	3,396	0	0%
Totals	43,913	46,347	45,605	10,654	-5%

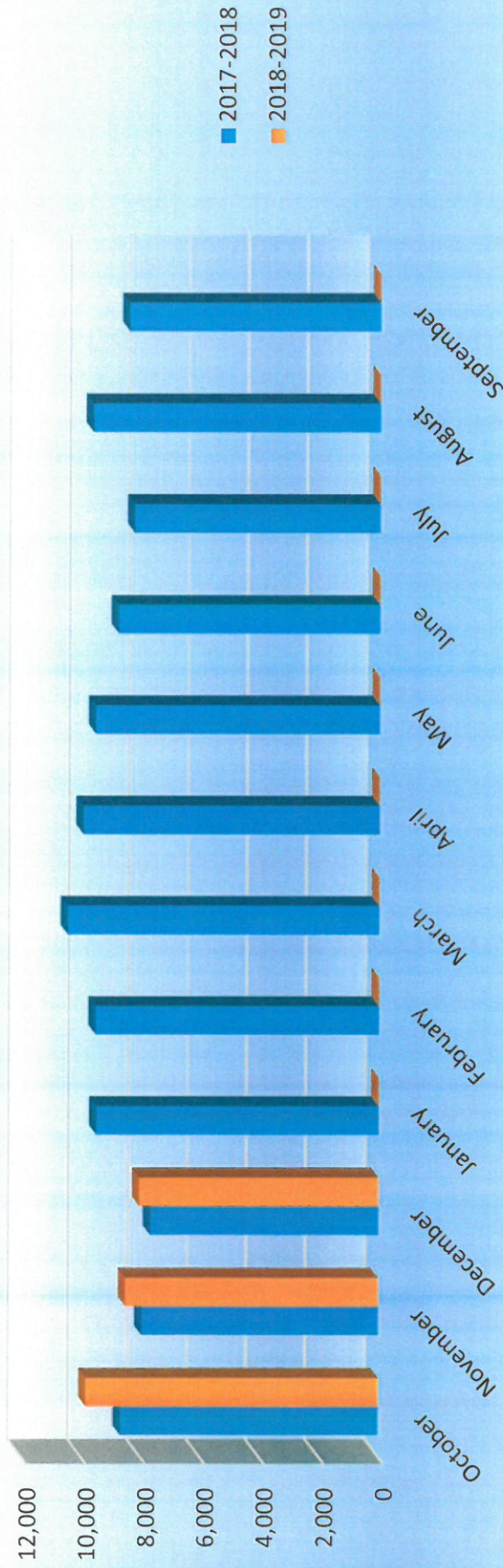
Citrus Connection and PCTS Fixed Route Total Ridership



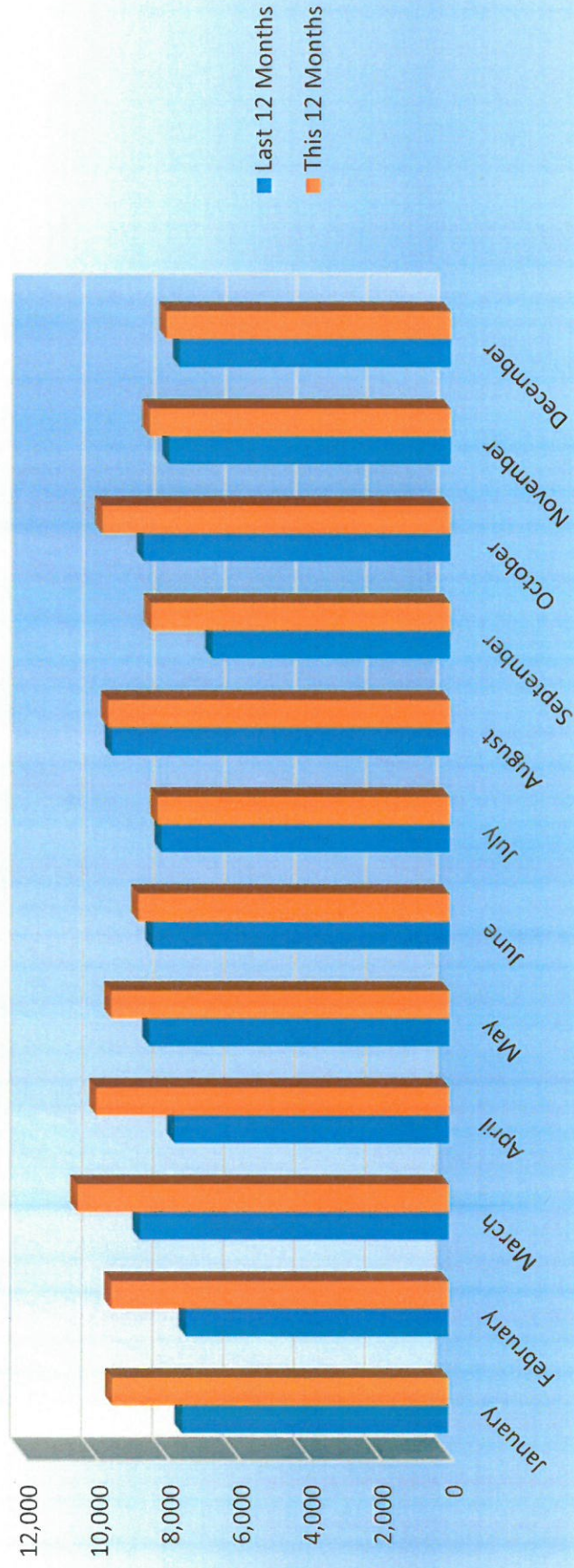
Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: FEBRUARY 13, 2019
AGENDA ITEM#16

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD