

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

Call to Order	<u>Action Required</u>
1. Approval of the May LAMTD Meeting	Approval
2. Public Comments	None
3. Summer of Safety Video	None
4. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. TD Budget FY 2021-2022	Approval
e. Asset Disposal	Approval
5. Human Resources / Steven Schaible	
a. Bereavement Policy Update for Employee Handbook	Approval
b. Citrus Connection Employee Handbook Weapons Policy Change	Approval
c. Bifurcated Benefits Proposal	None
6. Fleet Maintenance / Jay Steinbauer, Maintenance Manager	
a. Admin Cars	Approval
7. Legal/ Ben Darby	
a. Boone Distributors Land Agreement	Approval
b. Riverstone Funding Agreement	Approval
8. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
9. Executive <u>Informational</u> Summary / Tom Phillips	
a. May Calendar	None
b. Ridership and UAP Update	None
10. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUN 9, 2021
AGENDA ITEM #1

Agenda Item:	Approval of the May 12, 2021 LAMTD Meeting Minutes
Presenter:	James Phillips
Recommended Action:	Board approval of the May 12, 2021 LAMTD Meeting Minutes
Attachments:	May 12, 2021 LAMTD Meeting Minutes
Policy Analysis:	TA 6 Increase internal communication through systemic processes.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, May 12th, 2021 at 8:30 a.m.

Directors:

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

Executive Director: Tom Phillips

Executive Assistant: James Phillips

Call to Order

8:30am By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

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

[Attachments available]

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

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Florida Southern Internship Program Presentation

Over the last year, students from Florida Southern College examined gaps within the COLTS program and developed possible solutions in order to stream-line the process.

Agenda Item #4 – Arts in Transit Finalist

The Citrus Connection External Affairs team hosted an “Arts in Transit” competition in where participants could submit their artwork to have featured as a bus wrap on our bus. We are proud to recognize Marina Barrientos as our finalist for the competition.

Agenda Item #5 – Finance

- a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, May 12th, 2021 at 8:30 a.m.

Operating Budget. Budget to Actual
For the Year-to-date March 31, 2021
FY 2020-2021

Year to Date March 31, 2021

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	50%	\$5,528,300	\$6,935,110	125%	\$11.01 Million
Expenses YTD	50%	\$5,528,300	\$4,762,800	86%	\$11.01 Million

REVENUES:

The total revenues realized year-to-date through March 31, 2021 totaled \$6.9 million or 125% of the YTD budget.

- Farebox revenues reflect \$138,930 or 47% of YTD budgeted revenues through March 31, 2021 due to decline in Ridership and COVID-19.
- Contract revenues totaled \$69,430 or 77% of the YTD budgeted revenues for UAP (Universal Access Passes).
- Ad Valorem taxes totaled \$4.98 million or 96% of the tax levy. The total budgeted revenues are \$5.2 million. Only 95% of the taxes are budgeted by State Law.

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

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

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

- Interest Income on Investment at the LGIP totaled \$8,715 under budget.
- Florida DOT operating grants \$1.6 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. Total revenues \$222,566.
- FTA Section 5307 operating and capital grants budgeted at \$2.5 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds is recognized. Total Revenue \$1.02 million.
- Advertising income reflects \$78,000 in line with budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$6,920 under budget.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, May 12th, 2021 at 8:30 a.m.

- 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 March 31, 2021
FY 2020-2021

EXPENSES:

The total expenses year-to-date through March 31, 2021 totaled \$4.7 million or 86% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2020-2021 budget. As of March 31, 2021, these expenses totaled \$3.07 million or 16% under budget of \$3.67 million a favorable variance.
- Professional and Technical Services expenses totaled \$301,845 of the YTD budget, and over budget due to a one-time payment for professional services.
- Other services expenses totaled \$24,992 of the YTD budget, under budget.
- Fuel expenses totaled \$165,800 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$297,500 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are over budget due to payment of one-time expense.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments for Tax Year 2020 is paid totaling \$284,833.

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

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through March 31st the financials reflect a favorable actual variance of \$2.2 million with 50% of the fiscal year due to property tax revenues received in December.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/20	9/30/19	9/30/18	9/30/17	9/30/16
1. Farebox Recovery Ratio (All modes)	8.48%	10.13%	13.00%	10.04%	13.95%

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BOARD OF DIRECTORS MEETING
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2. Cost per revenue hour	\$117.66	\$116.62	\$108.42	\$106.94	\$104.76
3. Revenue Hours	146,700	145,405	146,597	142,189	139,228
4. Fuel Cost (\$)	\$744,587	\$949,887	\$1,082,166	\$834,971	\$757,485
5. Ridership	855,409	1,294,771	1,252,600	1,346,211	1,393,620

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of March 31, 2021
Year to Date Report
Percent of FY Reported (50%)

Revenues

- The revenues totaled \$3.5 million or 88% of the year-to-date budget.
- The FTA grants drawdown shows \$44,796 or 30%.
- Fare Revenues totaled \$22,625 or 39% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$495,620 and in line with the FY Budget.
- The County funding reflects payments of \$2.4 million for the budgeted grants match totaling \$2.584 million for the total payments.
- The FDOT Grants drawdown reflects no activity.
- Rural Grants Revenues totaled \$185,538 or 27%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$3.4 million or 85% of the year-to-date budget.
- Salaries and wages totaled \$1.8 million or 83% of the YTD Budget.
- Operating expenses totaled \$1.3 million or 82% of the YTD Budget.
- The contract services are for contractual cost for the several routes with the Contractor Transitions Commute Solutions with expenses YTD totaling \$.56 million or 103% and is in line with budget.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program

Month of March 31, 2021
Year to Date Report
Percent of FY Reported (75%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- The revenues totaled \$874,912 or 79% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$800,023 or 80% of the grant.
- Contract Revenues and other revenues totaled \$184.
- The County funding for the match totaled \$74,705 or 67%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$849,603 or 76% of the year-to-date budget.
- Salaries, wages and benefits totaled \$708,332 or 99% of the YTD Budget.
- Operating expenses totaled \$141,271 or 36% of the YTD Budget.

Operating Results

- Actual Revenues exceeded actual expenses by \$25,309 a favorable variance.

d. Polk County Transit Services Exemption of Pension Liability - Expense

The attached report is a summary of the audited financial operations for the Polk County Agreement for Transit Services through September 30, 2020. The issue is to address the accrued Pension Liability resulting in allocated Pension Expenses totaling \$467,825.

The County raised several questions on the September 30, 2018 Audit and the reason for the accrued expenses. Since the District is mandated to use accrual basis of accounting as required for all Enterprise Fund Accounting by GAAP and GASB there is no exception to exclude the recording of the liability. The District wrote off the Pension Liability for the 9/30/2019 audit totaling \$475,906.

The other remaining expenses totaling \$90,306 (total shortfall \$558,131 less Pension Liability \$467,825 will be billed to the County for the 9/30/2020 audit.

“Approval of the District exempt Polk County the 9/30/2020 Audit Pension Liability in the amount of \$467,825.”

1st George Lindsey/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

e. Asset Disposal

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

The vehicles shall be disposed of through a competitive bid process. Item that cannot be sold

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will be reassessed and disposed of as scrap, in accordance with the District's Asset Disposal Policies.

Asset Disposal Chart						
Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TRIPS Useful Life	Current Status or Reason for Disposal	Current Condition
24' Para Transit Bus #5103, 2012 Ford E450 Turtle Top County	10/14/2011	\$72,962.00	Between Scrap & Market Value	5 yrs or 200,000 mile	over 9 yrs & 260,335 miles	All vehicle require a high level of maintenance and have exceeded the useful life
30' Fixed Route Bus #5213, 2013 Glavel Freightliner County	09/25/2013	\$138,315.00	Between Scrap & Market Value	7 yrs or 200,000 mile	over 7 yrs & 283,635 miles	
30' Fixed Route Bus #5214, 2013 Glavel Freightliner County	09/25/2013	\$138,315.00	Between Scrap & Market Value	7 yrs or 200,000 mile	over 7 yrs & 275,897 miles	

"Approval of the disposal of three (3) rolling stock, fixed route, and/or paratransit buses that have surpassed their useful life in years of service and mileage, generating costly repairs or limited usage."

1st George Lindsey/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

Agenda Item #6– Revenue Services

a. Additional Services from Avail

In March of 2021, the board approved the extension of services from the Avail ITS System Maintenance and Support Agreement. The district has utilized this suite of systems to facilitate numerous essential functions of transit operations, including: trip scheduling, customer vehicle tracking (myStop Mobile), electronic fare collection, ridership tracking, and real-time GPS tracking. We would now like to ask the board to approve additional funding to support an extra function not included in the current suite of systems to include Pre-Trip inspections.

Avail provides an expanded automated pre-trip capability that will incorporate your drivers required pre-trip process to reduce or eliminate using a paper form, and the additional expense of utilizing and maintaining those forms. Pre- trip reports are generated, and all data is collected, and time stamped for later reporting and retrieval.

This offer shall remain valid until May 31, 2021.

"Recommend the Board approves additional services from Avail to include the Pre-Trip services"

1st Bill Mutz/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #7 – Executive Director Report

a. The Squeeze Update

On April 13, 2021 the Board approved the Downtown Connector Pilot Program. The program outlined a capital budget of \$103,747.45, from which the District would like to secure 3 street legal, 8 passenger golf cart type vehicles, with the necessary tracking and security systems, and 2 enclosed cargo trailers for storage and transport.

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Within the April agenda, 2 LSV's were outlined within the pilot program budget. However, through our procurement efforts, we were afforded the ability to purchase 3 such vehicles and 2 trailers while remaining \$20,000 under budget.

Grant application(s) are pending award to fund the project. However, the vehicle lead time is such that the District seeks use of the CIP budget to purchase the vehicles as quickly as possible, at a cost not to exceed \$103,747.45. The vehicle lead time is 120 to 180 days, pushing the project start date out to sometime around October 2021.

"Recommend the Board approves additional services from Avail to include the Pre-Trip services"

1st Bill Mutz/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

b. Agency Updates

Agenda Item #9 – Executive Director Informational Summary

a. April Calendar

[Attachment Available]

b. Ridership and UAP Update

[Attachment Available]

Agenda Item #10 – Other Business

None

Adjournment at 9:30 a.m.

Approved this 9th day of June 2021.

Chair – Lakeland City Commissioner Sara McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUN 9, 2021
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUN 9, 2021
AGENDA ITEM #3

Agenda Item: **Summer of Safety Video**

Presenter: Erin Killebrew, Director of External Relations

Recommended
Action: None

Summary: Video highlighting this year's Summer of Safety campaign.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM #4a

Agenda Item: April 30, 2021 LAMTD Monthly Financial Statement
FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

Attachments: See Attachments

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

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

Year to Date April 30, 2021

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

REVENUES:

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

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

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

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

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

- Interest Income on Investment at the LGIP totaled \$10,580 under budget.
- Florida DOT operating grants \$1.6 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. Total revenues \$687,180.
- FTA Section 5307 operating and capital grants budgeted at \$2.5 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds is recognized. Total Revenue \$1.02 million.
- Advertising income reflects \$111,000 over budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$13,720 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

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

EXPENSES:

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

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

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

CHANGE IN FINANCIAL CONDITION

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

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



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2021

MONTHLY FINANCIAL STATEMENT

MONTH OF Apr 2021

Account	Month				YTD				Approved
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 29,080	\$ 49,403	\$ (20,322)	-41%	\$ 172,331	\$ 345,818	\$ (173,486)	-50%	\$ 592,830
Contract Income (UAP)	\$ 10,821	\$ 15,105	\$ (4,284)	-28%	\$ 80,245	\$ 105,735	\$ (25,490)	-24%	\$ 181,260
Other Contract Revenue	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Miscellaneous Income	\$ 6,797	\$ 1,667	\$ 5,130	308%	\$ 13,718	\$ 11,667	\$ 2,051	18%	\$ 20,000
Advertising Revenue	\$ 32,949	\$ 13,000	\$ 19,949	153%	\$ 110,949	\$ 91,000	\$ 19,949	22%	\$ 156,000
Investment/Interest Income (net)	\$ 1,865	\$ 3,667	\$ (1,802)	-49%	\$ 10,579	\$ 25,667	\$ (15,087)	-59%	\$ 44,000
Ad Valorum Income, net	\$ 169,518	\$ 432,816	\$ (263,298)	-61%	\$ 5,151,195	\$ 3,029,711	\$ 2,121,484	70%	\$ 5,193,790
FDOT Operating Grant	\$ 464,618	\$ 135,313	\$ 329,306	243%	\$ 687,184	\$ 947,188	\$ (260,003)	-27%	\$ 1,623,750
Federal Operating Grant	\$ -	\$ 206,956	\$ (206,956)	-100%	\$ 1,019,265	\$ 1,448,691	\$ (429,426)	-30%	\$ 2,483,470
Cost Recovery	\$ 23,808	\$ 2,217	\$ 21,591	974%	\$ 69,947	\$ 15,517	\$ 54,431	351%	\$ 26,600
City of Lakeland	\$ 15,810	\$ 15,152	\$ 658	4%	\$ 105,640	\$ 106,062	\$ (422)	0%	\$ 181,820
Bartow Express	\$ -	\$ 1,478	\$ (1,478)	-100%	\$ -	\$ 10,348	\$ (10,348)	-100%	\$ 17,740
PCTS - Support Cost Reimb.	\$ 44,612	\$ 44,612	\$ 0	0%	\$ 312,282	\$ 312,282	\$ 0	0%	\$ 535,340
Gain on Disposal of Asset	\$ -	\$ -	\$ -	0%	\$ 5,976	\$ -	\$ 5,976	0%	\$ -
TOTAL REVENUES	\$ 799,876	\$ 921,383	\$ (121,507)	-13%	\$ 7,739,311	\$ 6,449,683	\$ 1,289,628	20%	\$ 11,056,600
Salaries	\$ 623,650	\$ 426,970	\$ 196,680	46%	\$ 2,808,110	\$ 2,988,790	\$ (180,680)	-6%	\$ 5,123,640
Employee Benefits	\$ 189,737	\$ 183,173	\$ 6,565	4%	\$ 1,058,938	\$ 1,282,208	\$ (223,270)	-17%	\$ 2,198,070
Advertising Fees	\$ -	\$ 2,083	\$ (2,083)	-100%	\$ 2,450	\$ 14,583	\$ (12,134)	-83%	\$ 25,000
Professional & Technical Ser	\$ 19,129	\$ 31,767	\$ (12,638)	-40%	\$ 320,973	\$ 222,367	\$ 98,607	44%	\$ 381,200
Contract Maintenance Services	\$ 6,776	\$ 7,875	\$ (1,099)	-14%	\$ 38,079	\$ 55,125	\$ (17,046)	-31%	\$ 94,500
Other Services	\$ 6,199	\$ 6,179	\$ 19	0%	\$ 31,190	\$ 43,254	\$ (12,064)	-28%	\$ 74,150
Fuel & Lubricants	\$ 28,007	\$ 45,078	\$ (17,071)	-38%	\$ 193,803	\$ 315,543	\$ (121,740)	-39%	\$ 540,930
Freight	\$ 354	\$ 863	\$ (509)	-59%	\$ 6,241	\$ 6,038	\$ 204	3%	\$ 10,350
Repairs & Maintenance	\$ 27	\$ 4,433	\$ (4,406)	-99%	\$ (67,836)	\$ 31,033	\$ (98,870)	-319%	\$ 53,200
Materials & Supplies	\$ 56,319	\$ 53,221	\$ 3,098	6%	\$ 370,153	\$ 372,546	\$ (2,393)	-1%	\$ 638,650
Utilities/Telephone	\$ 12,836	\$ 12,850	\$ (14)	0%	\$ 74,014	\$ 89,950	\$ (15,936)	-18%	\$ 154,200
Insurance Expense	\$ 37,557	\$ 39,680	\$ (2,123)	-5%	\$ 250,115	\$ 277,760	\$ (27,645)	-10%	\$ 476,160
Other Corporate Insurance	\$ -	\$ -	\$ -	0%	\$ 965	\$ -	\$ 965	0%	\$ -
Dues & Subscriptions	\$ 1,647	\$ 3,663	\$ (2,016)	-55%	\$ 16,554	\$ 25,643	\$ (9,090)	-35%	\$ 43,960
Education/Training/Meeting/Travel	\$ 4,265	\$ 7,329	\$ (3,064)	-42%	\$ 8,649	\$ 51,304	\$ (42,655)	-83%	\$ 87,950
Service Charges	\$ 513	\$ 1,153	\$ (640)	-56%	\$ 2,723	\$ 8,068	\$ (5,345)	-66%	\$ 13,830
Office Expense	\$ 2,777	\$ 12,672	\$ (9,895)	-78%	\$ 48,756	\$ 88,702	\$ (39,946)	-45%	\$ 152,060
Advertising & Promotions	\$ 1,424	\$ 2,083	\$ (660)	-32%	\$ 8,847	\$ 14,583	\$ (5,736)	-39%	\$ 25,000
Miscellaneous Expenses	\$ 357	\$ 6,233	\$ (5,877)	-94%	\$ 803	\$ 43,633	\$ (42,830)	-98%	\$ 74,800
Property Appraiser/Tax Collector Comm	\$ 3,390	\$ 14,267	\$ (10,876)	-76%	\$ 144,694	\$ 99,867	\$ 44,828	45%	\$ 171,200
LDDA, CRA Contributions	\$ -	\$ 20,833	\$ (20,833)	-100%	\$ 284,833	\$ 145,833	\$ 139,000	95%	\$ 250,000
Capital Expenditures/ Debt Service	\$ 25,228	\$ 38,813	\$ (13,585)	-35%	\$ 179,807	\$ 271,688	\$ (91,881)	-34%	\$ 465,750
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 1,167	\$ (1,167)	-100%	\$ 2,000
Restricted Contingency	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL EXPENDITURES	\$ 1,020,190	\$ 921,383	\$ 98,807	11%	\$ 5,782,861	\$ 6,449,683	\$ (666,823)	-10%	\$ 11,056,600
(OVER)/UNDER EXPENDITURES	\$ (220,314)	\$ -	\$ (220,314)		\$ 1,956,451	\$ -	\$ 1,956,451		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM #4b

Agenda Item: April 30, 2021 Financials for Polk County Transit Services
Contract – FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

Attachments: See Attachments

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM #4b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of April 30, 2021
Year to Date Report
Percent of FY Reported (58%)

Revenues

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

Expenses

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

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

Revenues				
County Match	\$ 2,176,676	\$ 1,269,728	\$ 2,153,247	170%
Other Contract Revenue - County	\$ 22,000	\$ 12,833	\$ -	0%
City Contribution	\$ 497,320	\$ 290,103	\$ 495,616	171%
County Contribution - PCTS	\$ 407,220	\$ 237,545	\$ 261,658	110%
Other Revenue Transfer Cares Funding	\$ 66,784	\$ 38,957	\$ -	0%
Fares	\$ 117,400	\$ 68,483	\$ 26,917	39%
FDOT Grants:				
BLOCK GRANT	\$ 625,820	\$ 365,062	\$ 308,286	84%
RURAL GRANT	\$ 1,362,410	\$ 794,739	\$ 468,416	59%
FTA				
FTA 5307 Grant	\$ 2,781,040	\$ 1,622,273	\$ 414,796	26%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 8,056,670	\$ 4,699,723	\$ 4,128,936	88%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,336,990	\$ 2,529,910	\$ 2,193,827	87%
Contract	\$ 1,074,000	\$ 626,500	\$ 662,402	106%
Operating	\$ 2,645,680	\$ 1,543,313	\$ 1,234,531	80%
Capital	\$ -	\$ -	\$ -	0%
Capital - Loughman Route	\$ -	\$ -	\$ -	0%
Total	\$ 8,056,670	\$ 4,699,723	\$ 4,090,760	87%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM #4c

Agenda Item: April 30, 2021 Financials for The Transportation Disadvantaged Program– FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

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

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

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

Attachments: See Attachments

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM #4c

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

Revenues

- The revenues totaled \$974,830 or 79% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$891,080 or 80% of the grant.
- Contract Revenues and other revenues totaled \$184.
- The County funding for the match totaled \$83,570 or 68%.

Expenses

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

Operating Results

- Actual Revenues and actual expenses are equivalent.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 148,300	\$ 123,583	\$ 83,570	68%
Contract Revenue	\$ 260	\$ 217	\$ 184	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,334,690	\$ 1,112,242	\$ 891,076	80%
Total	\$ 1,483,250	\$ 1,236,042	\$ 974,830	79%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 957,930	\$ 798,275	\$798,792	100%
		\$ -		
Operating	\$ 525,320	\$ 437,767	\$ 176,034	40%
Total	\$ 1,483,250	\$ 1,236,042	\$974,826	79%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM #4d

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

Presenter: David Persaud, Chief Financial Officer

Recommended Action: Recommend Approval of the annual Operating Budget for the period of July 1st, 2021 through June 30th, 2022.

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

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

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

Attachments: FY July 1, 2021 through June 30, 2022 Proposed Budget

Policy Analysis: TA 3 Increase opportunities for county-wide exposure of Citrus Connection through connectivity with key leaders in the 17 municipalities of Polk County.
TA4 Increase ridership by combining prioritized and necessary elements to enhance the customer experience.

**AUTHORIZING RESOLUTION #21-10
FOR
TRANSPORTATION DISADVANTAGED TRUST FUND**

A RESOLUTION of the Lakeland Area Mass Transit District (Recipient), hereinafter BOARD, hereby authorizes the execution of a Transportation Disadvantaged Trust Fund Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

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

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes the Tom Phillips, Executive Director to execute the grant agreement on behalf of the BOARD with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD authorizes the Tom Phillips, Executive Director to sign any and all agreements or contracts which are required in connection with the grant agreement.
5. The BOARD authorizes the Tom Phillips, Executive Director to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

DULY PASSED AND ADOPTED THIS DAY OF: _____

Lakeland Area Mass Transit District

Sara

Signature of Chairperson

ATTEST: Tim Darby

BY: _____

Attorney

Transportation Disadvantaged Budget Worksheet FY 2021-22
Period July 2021- June 2022

Account Id	Account Description	2019 Actual	2020 Actual	2021 Budgeted	Actual thru 03-31	Requested 2022	Remarks
Revenues:							
6-401-090-0000	Smart Card Fee	986.00	686.00	0.00		-	
6-417-475-ADCA	Adult Day Care	59,342.95	25,553.69	0.00		-	
6-417-475-CNTY	10% Match - County	131,478.74	111,267.92	148,300.00		131,526.00	
6-417-475-CTDC	CTD Grant - Capital	0	13,392.14	0.00		-	
6-417-475-CTDO	CTD Grant - Operating	1,183,308.41	1,127,685.53	1,334,690.00		1,183,733.00	
6-418-475-0000	Miscellaneous Income	57.72	-	260.00		151.00	
6-475-475-CT02	CTD Grant - Operating TDP (Accrual)	25,520.14	-	-		-	
	Transportation Disadvantaged Revenue Total	1,400,693.96	1,278,585.28	1,483,250.00	-	1,315,410.00	
Expenditures:							
6-0475-00000	OP'S - TRANSPORTATION DISADVANTAGED (TD)						
6-0475-50101	Salaries	557,227.30	602,668.10	611,020.00	279,401.28	634,200.00	
6-0475-50103	Overtime (TD)	30,371.58	21,467.37	20,210.00	6,533.67	20,550.00	
6-0475-50201	Social Security (TD)	32,974.63	35,069.06	39,140.00	15,762.14	40,600.00	
6-0475-50202	Medicare (TD)	7,711.86	8,201.83	9,160.00	3,686.44	9,500.00	
6-0475-50203	Pension Plan (TD)	48,728.60	55,421.51	63,130.00	28,593.52	68,750.00	
6-0475-50204	Health Insurance	185,542.78	184,057.12	200,440.00	85,299.09	212,420.00	
6-0475-50205	Life Insurance (TD)	2,728.23	2,475.72	1,450.00	1,074.37	1,550.00	
6-0475-50207	Unemployment Compensation (TD)	0	1,935.71	2,480.00		2,500.00	
6-0475-50208	Workers' Compensation (TD)	14,050.62	25,225.04	10,900.00	26,240.00	26,240.00	
6-0475-50211	Support Services	61,070.28	0	0.00		-	
6-0475-50213	Uniforms	628.45	526.00	800.00	-	800.00	
6-0475-50214	Other Fringe Benefits	0	0	100.00		-	
6-0475-50216	Driver Licenses	0	0	150.00	50.00	100.00	
6-0475-50220	FRS Pension Expense	97,980.61	113,412.16	0.00			
6-0475-50260	Insurance Broker Services	1,843.46	3,493.78	4,200.00	2,686.99	4,200.00	
6-0475-50303	Prof. & Technical Svc.	5,294.00	5,217.94	6,000.00	5,568.00	6,600.00	
6-0475-50305	Contract Maintenance	3,179.09	2,422.14	5,800.00	423.39	5,800.00	
6-0475-50307	Drug Testing	752.29	2,134.20	1,500.00	1,097.00	1,700.00	
6-0475-50399	Other Services	23,786.92	0.00	30,390.00			
6-0475-50400	Fuel Gasoline - TD	143,903.86	80,006.80	175,000.00	33,116.43	80,000.00	
6-0475-50401	Fuel - TD	4.96	0	5,000.00		5,000.00	
6-0475-50403	Elder Point Ministries Expense	0	0	0.00			
6-0475-50404	Adult Day Care Expense	0	0	0.00			
6-0475-50406	Polk TPO Expense	25,520.15	0	0.00			
6-0475-50455	Repairs & Maintenance - Buses	88,903.04	96,111.36	95,000.00	56,956.52	95,000.00	
6-0475-50460	Materials & Supplies	4,483.74	2,736.99	35,000.00	505.86	5,000.00	
6-0475-50465	Service/Inventory Parts - TD	0	0	350.00		350.00	
6-0475-50504	Telephone	8,826.64	5,458.84	10,700.00	2,262.24	10,700.00	
6-0475-50505	Utilities - TD	1,979.75	1,741.00	3,300.00	359.64	3,300.00	
6-0475-50603	General Liability Coverage	0	4,717.51	5,000.00	5,540.00	5,540.00	
	Auto Liability				19,930.00	16,160.00	
6-0475-50604	Property Coverage	0	2,848.59	3,000.00	3,360.00	3,360.00	
6-0475-50901	Dues & Subscriptions - TD	0	0	1,650.00		1,650.00	
6-0475-50902	Travel/Meetings	3,263.59	1,155.88	7,000.00		7,000.00	
6-0475-50903	Employee Education	0	0	2,500.00		2,500.00	
	Auto Physical	0	0	0.00	246.62	3,770.00	
6-0475-50905	Office Expense (TD)	1,165.58	4,129.03	2,000.00	781.01	2,000.00	
6-0475-50907	Postage & Shipping	303.55	0	3,600.00	254.00	3,600.00	
6-0475-50908	Advertising & Promotion - TD	639.10	0	3,600.00		3,000.00	
6-0475-50910	Software - TD	126.36	0	3,000.00		3,000.00	
6-0475-50911	Printing	0	0	1,700.00	22.50	1,700.00	

Account Id	Account Description	2019 Actual	2020 Actual	2021 Budgeted	Actual thru 03-31	Requested 2022	Remarks
6-0475-50914	Computer Hardware	0	0	2,300.00		2,300.00	
6-0475-50999	Miscellaneous	0	0	2,300.00	778.28	2,300.00	
6-0475-60006	Operating Contingency	0	0	114,380.00		22,670.00	
	Transportation Disadvantaged Expenditure Total	1,352,991.02	1,262,633.68	1,483,250.00	580,528.99	1,315,410.00	0.00

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 09, 2021
AGENDA ITEM #4e

Agenda Item: **Asset Disposal**

Presenter: David Persaud, CFO

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

Recommended

Action: Recommend Board approve the disposal of two (2) rolling stock, paratransit buses that, have surpassed their useful life in years of service and mileage, generating costly repairs or limited usage.

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

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

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM #5a

Agenda Item: Update Citrus Connection Employee Handbook Bereavement Policy to match Collective Bargaining Agreement Bereavement

Presenter: Steven Schaible, Human Resources Director

Recommended Action: Approval to apply Bereavement policy to all non-bargaining employees

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

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM #5b

Agenda Item: Update Citrus Connection Employee Handbook Weapons Policy

Presenter: Steven Schaible, Human Resources Director

Recommended
Action: Approval to update the policy to comply with State Law

Attachments: Attachment(s)

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

CITRUS CONNECTION POLICY PROHIBITING WEAPONS IN THE WORKPLACE

Policy: Except as otherwise provided in this policy, employees, independent contractors, and other persons performing work or services for the Citrus Connection are prohibited from carrying or bringing any weapon, as defined herein, onto Citrus Connection property.

Employees, independent contractors, and other persons performing work or services for the Citrus Connection also are prohibited from possessing such weapons while on Citrus Connection business or otherwise performing their job duties for the Citrus Connection, except as otherwise provided in this policy. This provision applies to all employees except those required to carry a weapon as part of their job responsibilities.

Purpose: To help ensure a safe workplace for employees, customers, vendors and all others on Citrus Connection property, including buses.

Guidelines:

1. To the fullest extent permitted by law, Employees are prohibited from carrying or bringing any weapon to their work site or any other location the employee may have to be during the workday. This prohibition also applies to any employee licensed to carry a firearm or weapon.
2. Weapon means any firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to pistol, revolver, shotgun, rifle, bb gun or any knife including switchblade knife, gravity knife, or any knife with a blade longer than 3 inches, or billy, blackjack, bludgeon, metal knuckles, bow and arrow, dirk, tear gas gun, chemical weapon or device, or other weapon that might incur physical injury.
3. Any employee who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification from Human Resources to insure he or she does not violate this policy.
4. A violation of this policy is a serious infraction of the work rules and may result in discipline up to and including termination.

Exceptions:

1. Certain employees may carry a “self-defense chemical spray” which means a device carried solely for purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical “pepper spray” or “pepper gel”.
 - a. Bus Operators and employees who have regular daily consistent face-to-face customer interactions, and who have no felony convictions, may apply with Human Resources to carry a self-defense chemical spray.

b To obtain authorization to carry a self-defense spray, Employees must obtain a certification from a State of Florida Licensed training program on the use of pepper spray. To be considered a valid certification program, the training must consist of a minimum of 4 hours of training or longer and the trainer/instructor a current or former law enforcement officer.

c A record of Citrus Connection approved verbal de-escalation training must be on file in Human Resources and current within the last calendar year. A self-defense chemical spray must be no more than two (2) ounces.

d Pepper spray or pepper gel may only be used in self-defense situations and cannot be used against a police officer or any member of law enforcement.

2. Consistent with the provisions of Florida law, employees and other persons performing work or services for the Company who are licensed to carry concealed firearms are permitted to bring firearms onto Company property provided all of the following conditions are met:

a The employee or person has a valid license to carry concealed firearms issued under the provisions of Florida Statute § 790.06;

b The firearm remains locked in or locked to the employee or person's private motor vehicle;

c The private motor vehicle containing the firearm is parked and remains in the Company's parking lot or parking lots during the employee or person's working hours at the Company;

d If the employee or person is required to use his or her private motor vehicle as part of his or her job duties, the firearm must remain locked inside or locked to his or her private motor vehicle and that vehicle must be parked in the parking lot of the company or other entity the employee or person is visiting while on Company business; and

e The firearm is never exhibited for any reason other than lawful defensive purposes.

Nothing in this policy permits an employee or other person licensed to carry concealed firearms to bring a firearm into the working areas or offices of the Company. Furthermore, nothing in this policy permits an employee or other person to carry a firearm on his or her person while on Company business. Finally, nothing in this policy permits an employee or other person to possess a firearm in a motor vehicle that is owned, leased or otherwise provided to the employee or other person by the Company.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM #5c

Agenda Item: Update to Improve Overall Employee Wages Through a
Reduced Health Insurance Benefit

Presenter: Steven Schaible, Human Resources Director

Recommended
Action: Discussion

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JAN 9, 2021
AGENDA ITEM #6a

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

Presenter: Joseph Cheney, Maintenance Director

Recommended
Action: Approve the purchase of three admin vehicles

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

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

Equinox Cost \$23,000.00 each Extended Total \$46,000.00
Ford Cargo Van \$38,000.00 each Extended Total \$38,000.00
Total \$84,000.00

Funding: Funding is available to support this request in the Capital
Budget.

Policy Analysis: TA4 Increase ridership by combining prioritized and necessary
elements to enhance the customer experience.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM # 7a

Agenda Item: Boone Distributors Land Agreement

Presenter: Ben Darby

Recommended
Action: Approval

Summary: Attachment

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 21-11

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED WITHIN PARKWAY CORPORATE CENTER ON SOUTH PIPKIN ROAD; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lakeland Area Mass Transit District was created on June 19, 1980, by the adoption of Ordinance No. 80-13 by the Board of County Commissioners of Polk County, Florida; and

WHEREAS, certain territory located within Parkway Corporate Center on South Pipkin Road, Lakeland, Florida, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

WHEREAS, that territory was not included within the boundaries of the district established by Polk County Ordinance No. 80-13, and approved in by City of Lakeland Ordinance No. 2205; and

WHEREAS, the Board of County Commissioners has adopted Ordinance No. 81-23, which amended Ordinance No. 80-13, to provide a procedure for adding territory to the District subsequent to its creation; and

WHEREAS, both the governing body of the Lakeland Area Mass Transit District and the owner of the property are desirous of adding such territory to the District,

NOW, THEREFORE, BE IT RESOLVED BY GOVERNING BODY OF THE LAKELAND AREA MASS TRANSIT DISTRICT:

SECTION 1. The boundaries of the District are hereby revised to include the territory described on Exhibit "A" attached hereto.

SECTION 2. The approval of the owner of the territory described in Section 1 to the inclusion shall be evidenced by a letter executed by the owner of said property expressing its approval to being included in the District, and subject to the levy of an ad valorem tax by the District.

SECTION 3. The transit director has received a letter complying with Section 2, and it is hereby found that such letter complies with Ordinance No. 81-23.

SECTION 4. This resolution shall take effect upon its approval by the governing body, except that Section 1 shall not take effect until the City Commission of the City of Lakeland has adopted an ordinance approving of the inclusion of this territory, which is located in the City, into the District.

PASSED AND CERTIFIED AS TO PASSAGE this 9th day of June, 2021.

Chairman

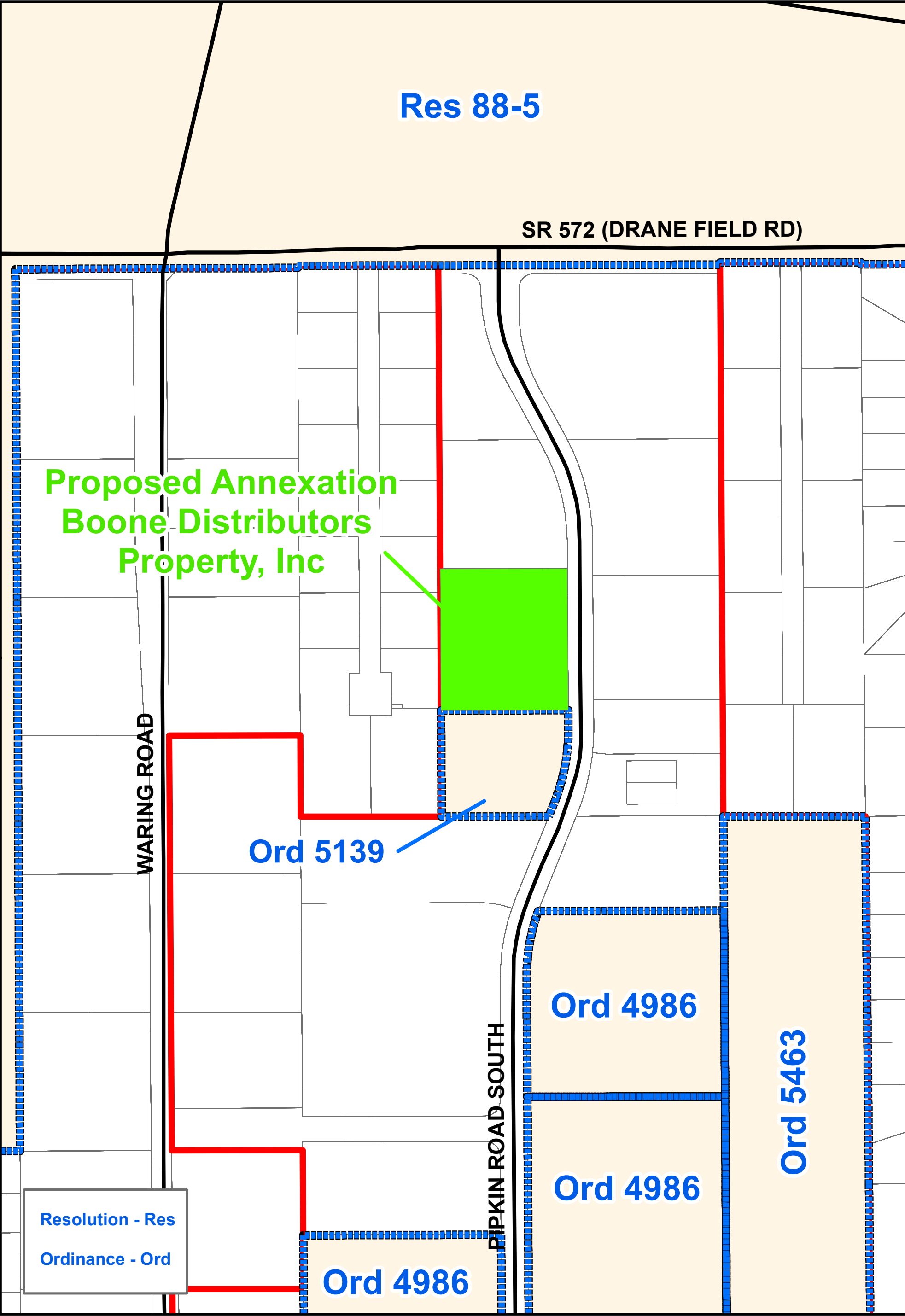
ATTEST: _____
Secretary

APPROVED AS TO FORM AND CORRECTNESS: _____
Ben H. Darby, Jr., Attorney for the District

Exhibit "A"

The North 334.00 feet of the South 584.00 feet of Lot 3, PARKWAY CORPORATE CENTER, according to the map or plat thereof as recorded in Plat Book 120, Page 22, Public Records of Polk County, Florida.

Together with non-exclusive right to drainage easements as identified in that certain Plat of Parkway Corporate Center recorded in Plat Book 120, Page 22, Public Records of Polk County, Florida.



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 9, 2021
AGENDA ITEM # 7b

Agenda Item: Riverstone Funding Agreement

Presenter: Ben Darby

Recommended
Action: Approval

Summary: Attachment

FUNDING AGREEMENT

THIS FUNDING AGREEMENT ("Funding Agreement"), made and entered into as of the ____ day of June, 2021, by and between ATLANTIC PROPERTY COMPANY, LLC, a Florida limited liability company ("Developer"), and the LAKELAND AREA MASS TRANSIT DISTRICT, an independent special district ("District");

W I T N E S S E T H :

WHEREAS, pursuant to a Development Agreement dated March 8, 2018, between Developer and the City of Lakeland (the "Development Agreement"), Developer has developed real property south of W. Pipkin Road, west of Yates Road, and south of Ewell Road, as described in Exhibit "A" to the Development Agreement (the "Property");

WHEREAS, Paragraph C.3 of the Development Agreement provides that Developer shall pay the District \$100,000.00 per year for five consecutive years (total of \$500,000.00) in order to assist in the establishment of a transit route serving the Property and that the first payment must be made prior to Building Permit Insurance for the 421st single-family unit or trip equivalent;

WHEREAS, Paragraph C.3 of the Development Agreement provides that the Developer shall execute a separate funding agreement with the District that commits both parties to implementing a transit route that addresses the area transportation deficiencies or improves frequencies on existing routes; and

WHEREAS, the total amount of \$500,000.00 has been deposited with the Escrow Agent pursuant to an Escrow Agreement dated April 17, 2020, between Developer and the City of Lakeland; and

WHEREAS, the City of Lakeland has issued the 421st building permit for single-family units;

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

1. The first \$100,000.00 payment is now due and the Escrow Agent is hereby authorized to release the payment to the District.
2. The Developer and the District commit to implementing a transit route that addresses the area transportation deficiencies or improves frequencies on existing routes.

3. The remaining four (4) \$100,000.00 payments shall be released by the Escrow Agent to the District on the following dates: December 18, 2021, December 18, 2022, December 18, 2023, and December 18, 2024.

4. The parties agree to execute any documents required for the release of the payments described above by the Escrow Agent to the District.

5. In connection with any litigation arising out of this agreement, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorneys fees.

6. When either of the parties desires or is required hereby to give notice to the other, such notice shall be sufficient if in writing and sent or delivered either by email, facsimile transmission, registered or certified mail, return receipt requested, postage prepaid, addressed to the party to whom it is intended as follows:

As to "Developer":	Atlantic Property Company, LLC 346 E. Central Avenue Winter Haven, Florida 33880 Attn: Warren K. Heath, II
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As to "District":	Lakeland Area Mass Transit District 1212 George Jenkins Blvd. Lakeland, Florida 33815 Attn: Tom Phillips
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7. This agreement may not be altered or amended except in writing signed by the party against whom enforcement is sought.

8. Time is of the essence of this agreement.

9. This agreement shall be governed, construed and interpreted in accordance with the laws of the State of Florida. The venue for litigation arising out of or under this agreement shall be Polk County, Florida.

10. The waiver of any right herein set forth by either party shall not be construed as a waiver of the same right at a future time or waiver of any rights herein provided.

11. This agreement shall be binding upon and shall inure to the benefit of the parties hereto, their successors and assigns. Whenever used, the singular number shall include the plural, the plural the singular and the use of any gender shall include all genders.

12. This agreement may be executed in one or more counterparts, each of which shall be deemed an original. Facsimile and e-mailed signatures shall be valid and deemed to be originals.

IN WITNESS WHEREOF, the parties hereto have executed this Funding Agreement the day and year first above written.

Witnesses:

ATLANTIC PROPERTY COMPANY, LLC,
a Florida limited liability company

By: _____

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2021, by _____, as _____ for Atlantic Property Company, LLC, a Florida limited liability company.

Personally Known OR Produced Identification
Type of Identification Produced _____

Notary Public

Witnesses:

LAKELAND AREA MASS TRANSIT
DISTRICT, an independent special district

By: _____
Chairman

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2021, by _____, as _____ for Lakeland Area Mass Transit District, an independent special district.

Personally Known OR Produced Identification
Type of Identification Produced _____

Notary Public

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUNE 9, 2021
AGENDA ITEM 8a

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the Executive Director





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

Agenda Item: **May calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

Today		<	>	April 2021		Washington, D.C.		 Today 71° F / 51° F	 Tomorrow 65° F / 51° F	 Friday 63° F / 46° F	 Month		
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Mar 28		29		30		31		Apr 1		2		3	
		<div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWlUT09; James Phillips</div> <div>4:00pm LEDC March Meeting; Click for instructions; Steve Scruggs</div>						<div>8:30am Lakeland Vision April Board Meeting; Zoom - Meeting ID: 820 9537 5401 / Passcode: LV2021; Irodriguez@lakelandvision.org</div> <div>9:45am 1-on-1 w/ Aaron; Tom Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>		<div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div>			
4		5		6		7		8		9		10	
		<div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ev</div> <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZ...</div> <div>10:00am Junior League of Greater Lakeland</div>		<div>8:15am Meeting w/Tom Phillips, Erin Killebrew Kinlaw and Commissioner Santiago; Commissioner Santiago's Office; Santiago, Martha</div> <div>11:30am Employee Engagement Results Overview; https://us02web.zoom.us/j/8822359503...</div>		<div>1:30pm Transit Summit; https://us02web.zoom.us/j/81655118367?pwd=b2NjM01kZjdqdjYyZiZiZUZCLzlldz09; James Phillips</div>		<div>8:00am Repatha</div> <div>11:30am Lunch w/ Mr. Melee</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>		<div>7:00am Blood Draw</div> <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>8:30am Discuss revised MOU; 855-217-7103,,8132217261#; Peppard, L...</div> <div>10:30am Monthly LAMTD Board Direction Meeting ; Hollingsworth; 1212 George ...</div>			
11		12		13		14		15		16		17	
		<div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488...</div> <div>10:00am Meeting with Blackjack Media;...</div> <div>11:00am Call Mayor Hatch; 863-944-2515</div> <div>1:30pm Meeting w/ George Lindsey; 30...</div>		<div>8:30am Email Ridership Update to LAMTD Board of Directors</div> <div>8:30am Pick up Mr. Mele</div> <div>9:30am LAMTD Board Retreat; Circle B Bar Reserve; James Phillips</div> <div>1:30pm LAMTD Board Meeting; Circle B ...</div> <div>2:00pm Sit-down w/ Commissioner Lin...</div>				<div>9:30am CCTV Shoot</div> <div>10:30am Interview; Munn Park</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>		<div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div>			
18		19		20		21		22		23		24	
		<div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZ...</div> <div>7:00pm Davenport Commission Meeting; 1 South Allapaha Ave. Davenport, FI 33837; Erin Killebrew Kinlaw</div>		<div>11:00am Golfcart "The Squeeze" Workshop; Hollingsworth board room; 1212 George Jenkins Blvd, Lakeland FL 33815; James Phillips</div> <div>2:00pm Cardiology Zoom</div> <div>3:00pm GoToMeeting Invitation - Riverstone Transit Funding Agreement; Barmby, Charles</div>				<div>8:00am Repatha</div> <div>10:00am American Recovery Act; Hollingsworth</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>		<div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am on the fourth Friday (EDT) (tphillips@ridecitrus.com); 3rd fl Community Room, BB&T building, 600 N. Broadway Ave, Bartow; brenda...</div>			
25		26		27		28		29		30		May 1	
		<div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>4:00pm LEDC April Meeting; Click for instructions; Steve Scruggs</div>		<div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZ...</div> <div>10:00am County Budget Review; Tom's office; Tom Phillips</div> <div>1:00pm Second Bus on 19X; https://us02web.zoom.us/j/83990944969?pwd=NTdkd2xaYU1HMENiZ0MwTnFn...</div>		<div>8:30am 1-on-1 w/ Charles Reiff</div> <div>11:00am Grants Meeting w/ TPO; https://us02web.zoom.us/j/84019814786?pwd=bIRneHNLL3YrTkREdjByQ2JOUTRNdz09; James Phillips</div>		<div>9:00am Wooden Nickels; James Phillips</div> <div>10:00am Transit Overview with Kris Fitzgerald (LW Commissioner); Hollingsworth; Kaley Raub</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>		<div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div>			

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUNE 9, 2021
AGENDA ITEM #9b

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 April 2021.

Attachments: Ridership Report.

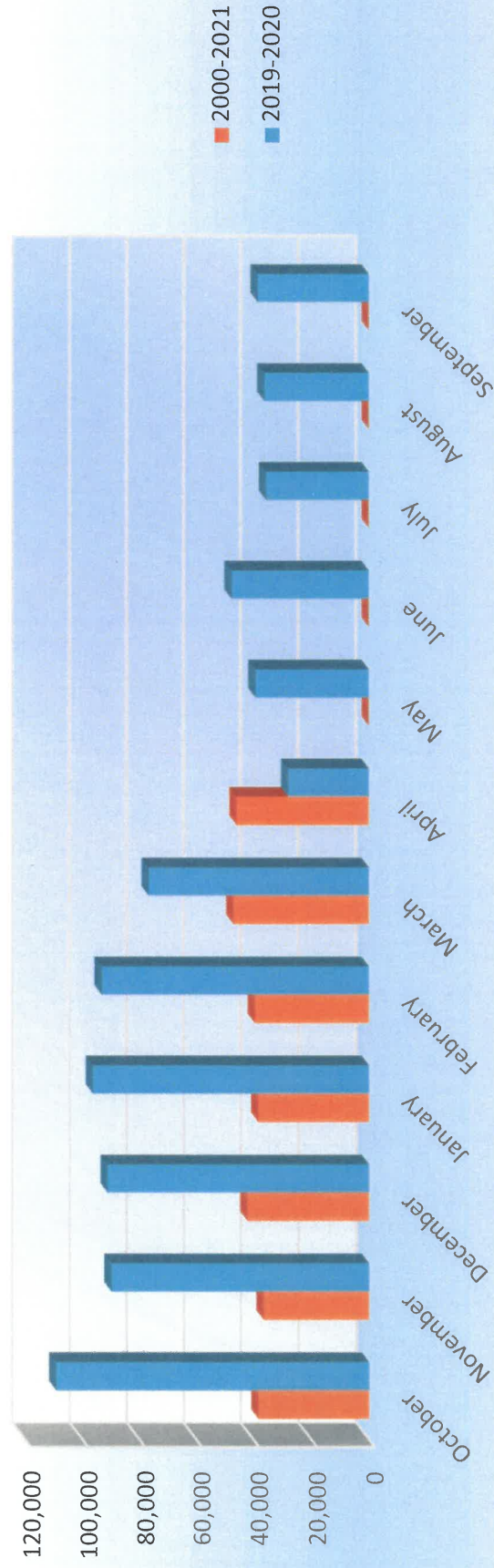
Citrus Connection and PCTS Fixed Route						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	108,078	113,220	117,763	109,219	38,313	-60%
November	106,998	104,149	104,192	89,803	36,524	-51%
December	111,197	95,520	95,813	91,147	42,109	-51%
January	103,647	93,227	106,080	96,288	38,317	-62%
February	108,068	100,300	100,900	93,231	39,518	-54%
March	116,794	99,916	101,697	76,736	46,928	-30%
April	103,274	95,993	106,578	27,855	45,842	19%
May	108,224	95,476	104,034	39,257	0	0%
June	102,092	93,781	93,028	47,522	0	0%
July	98,193	92,042	103,793	35,612	0	0%
August	118,104	111,898	109,285	36,186	0	0%
September	89,794	98,550	100,468	38,505	0	0%
Totals	1,274,460	1,194,072	1,243,631	781,361	287,551	-51%

Citrus Connection and PCTS Para-Transit Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	7,071	8,654	9,820	9,745	5,644	-42%
November	7,002	7,940	8,495	8,246	4,759	-44%
December	7,014	7,660	8,032	8,177	5,279	-38%
January	7,521	9,478	8,846	8,734	4,924	-40%
February	7,413	9,514	8,559	8,231	4,844	-36%
March	8,715	10,469	9,204	6,109	5,582	-5%
April	7,757	9,947	9,377	2,815	5,807	30%
May	8,460	9,534	9,801	3,590	0	0%
June	8,374	8,777	8,784	4,640	0	0%
July	8,131	8,247	9,502	4,527	0	0%
August	9,533	9,642	9,455	4,441	0	0%
September	6,711	8,437	7,866	4,790	0	0%
Totals	93,702	108,299	107,741	74,045	36,839	-29%

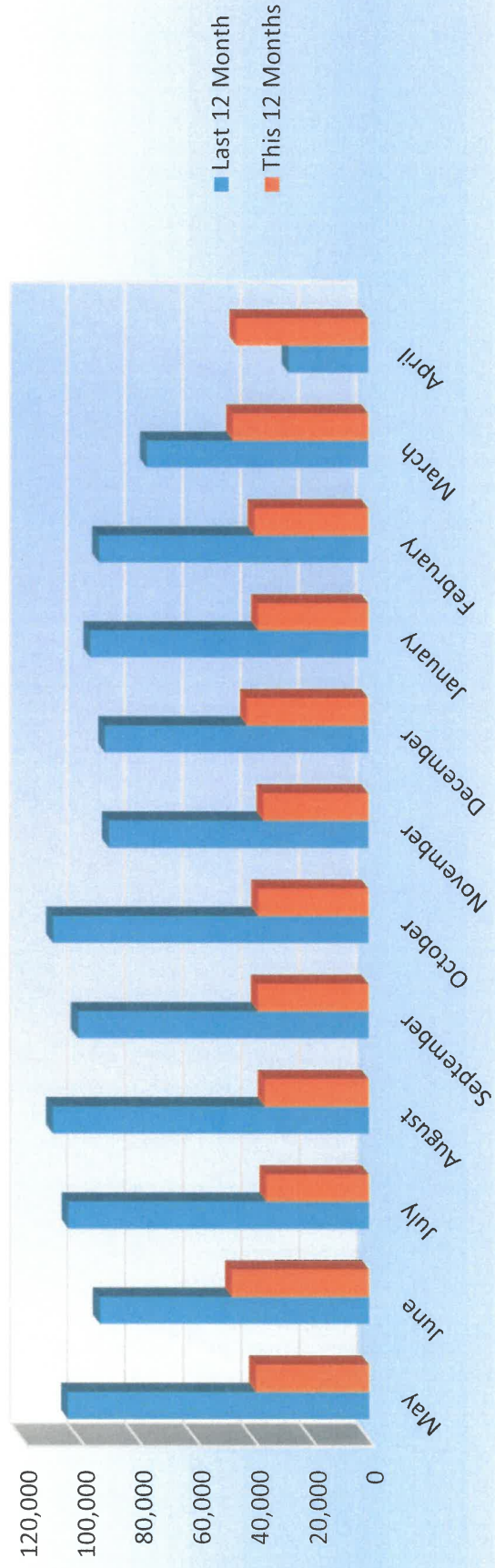
Citrus Connection only Fixed Route Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	67,636	73,349	74,739	67,938	27,810	-59%
November	71,083	67,437	66,084	55,331	25,998	-43%
December	72,646	60,879	60,217	55,960	30,003	-43%
January	70,767	58,830	66,889	58,774	27,355	-53%
February	71,884	63,140	62,854	57,800	27,781	-48%
March	78,158	62,897	63,867	47,927	33,489	-23%
April	67,338	59,873	67,078	19,363	32,830	22%
May	72,329	60,039	66,297	25,570	0	0%
June	67,965	59,754	60,242	30,667	0	0%
July	66,347	59,884	67,655	23,294	0	0%
August	79,427	71,375	70,546	23,297	0	0%
September	54,155	62,306	65,477	25,651	0	0%
Totals	839,734	759,763	791,945	491,572	205,266	-43%

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

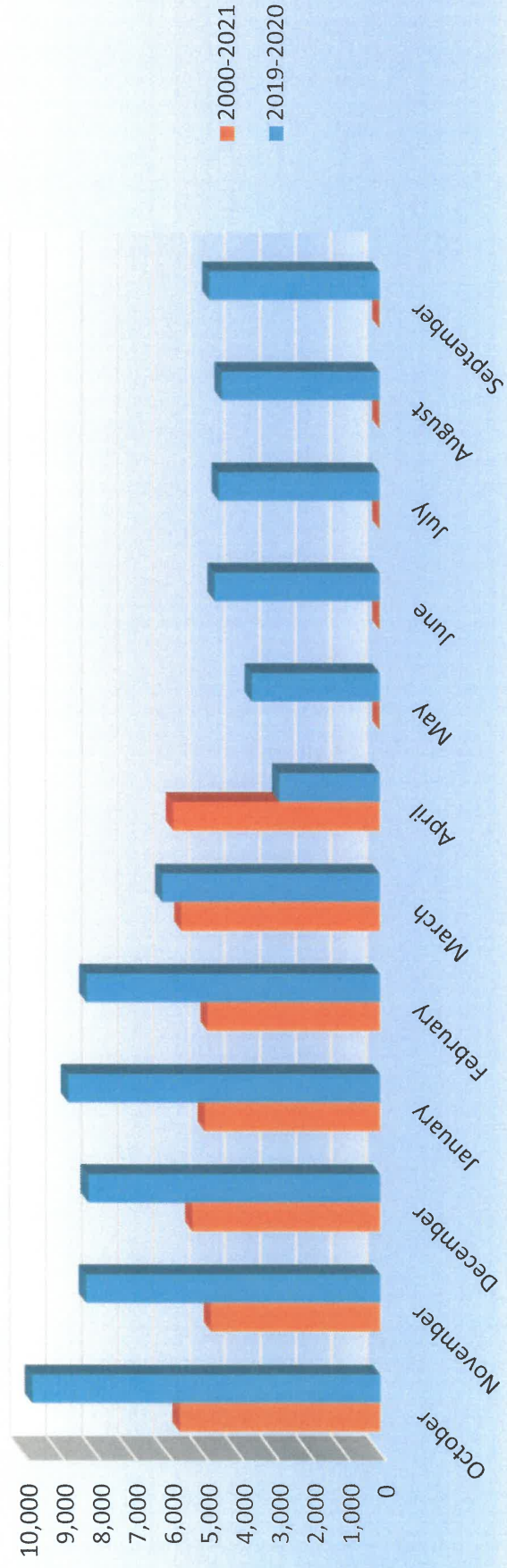
Citrus Connection and PCTS Fixed Route Total Ridership



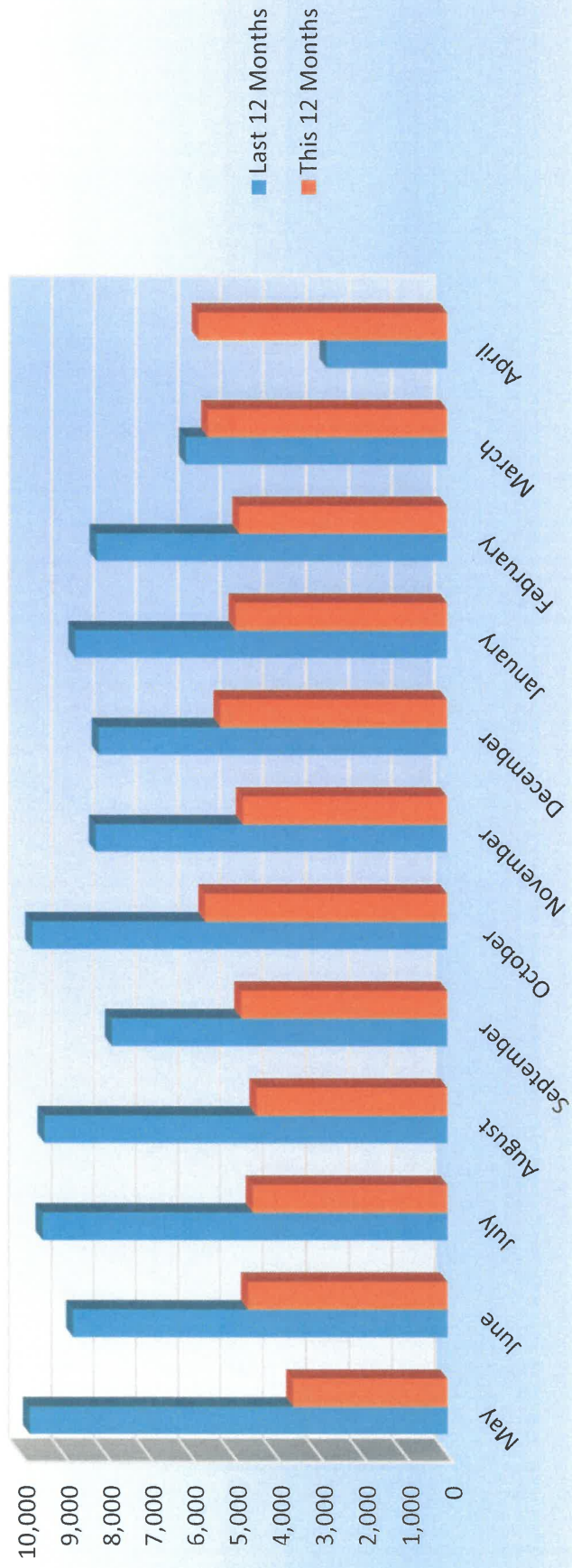
Citrus Connection and PCTS Fixed Over 12 Months



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: JUN 9, 2021
AGENDA ITEM #10

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD