LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Circle B Bar Reserve; 4399 Winter Lake Rd, Lakeland, FL 33803 Tuesday, April 13th, 2021, at 1:30 p.m.

Ca	ıll to Order	Action Required
1.	Approval of the March 10, 2021 LAMTD Meeting Minutes	Approval
2.	Public Comments	None
3.	Finance / David Persaud, Chief Financial Officer a. LAMTD Financials b. PCTS Financials c. TD Financials d. Bulk Fluids Contract	None None None Approval
4.	Regional Mobility Call Center / Marcia Roberson, Director of RMCC a. Memorandum of Agreement with the Commission for the Transportation Disadvantaged	Approval
5.	Executive Director Report / Tom Phillips a. Letter of Agreement w/TWU 525 b. Downtown Connector c. Agency Update(s)	Approval Approval None
6.	Executive Informational Summary / Tom Phillips a. March Calendar b. Ridership and UAP Update	None None
7.	Other Business	TBD

Adjournment

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING APR 13, 2021 AGENDA ITEM #1

Agenda Item: Approval of the March 10, 2021 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended

Action: Board approval of the March 10, 2021 LAMTD Meeting

Minutes

Attachments: March 10, 2021 LAMTD Meeting Minutes

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

8:31am By Commissioner McCarley

Agenda Item #1 - Approval of the Minutes

a. Board approval of the February 2021 LAMTD Meeting Minutes

[Attachments available]

"Approval of meeting minutes for the February 2021 LAMTD Meeting" 1st Martha Santiago/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

None

Agenda Item #3 – Presentation of the District Independent Audit for FYE 9/30/2020

Presentation from Mauldin & Jenkins of the FYE 9/30/2020 Independent Financial Audit

[Attachment available]

"Approval of independent audit as presented."

1st Phillip Walker/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #4 – Partnership Video

Video highlighting the importance of all our partnerships that help Citrus Connection provide the best public transportation possible.

Agenda Item #5 - Finance

a. LAMTD Financials

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

Year to Date January 31, 2021

Description	YTD of FY Budget	YTD Budget \$	D Budget \$ YTD Actual \$		Annual Budget
Revenue YTD	33%	\$3,685,533	\$5,458,905	148%	\$11.01 Million
Expenses YTD	33%	\$3,685,533	\$2,988,161	81%	\$11.01 Million

REVENUES:

The total revenues realized year-to-date through January 31, 2021 totaled \$5.5 million or 148% of the YTD budget.

- Farebox revenues reflect \$89,373 or 45% of YTD budgeted revenues through January 31, 2021 due to decline in Ridership and COVID-19.
- Contract revenues totaled \$47,783 or 79% of the YTD budgeted revenues for UAP (Universal Access Passes).
- Ad Valorem taxes totaled \$4.83 million or 93% 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 \$5,883 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 \$12,591.
- FTA Section 5307 operating and capital grants budgeted at \$2.8 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.
- 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 \$1,959 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 January 31, 2021
FY 2020-2021

EXPENSES:

The total expenses year-to-date through January 31, 2021 totaled \$2.99 million or 81% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2020-2021 budget. As of January 31, 2021, these expenses totaled \$1.97 million or 19% under budget of \$2.440 million a favorable variance.
- Professional and Technical Services expenses totaled \$188,828 of the YTD budget, and over budget due to a one-time payment for professional services.
- Other services expenses totaled \$15,372 of the YTD budget, under budget.
- Fuel expenses totaled \$98,947 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$203,019 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 under 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 not paid YTD.

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

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through January 31st the financials reflect a favorable actual variance of \$2.5 million with 33% of the fiscal year due to property tax revenues received in December.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, Mar 10th, 2021 at 8:30 a.m.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS													
	9/30/19	9/30/18	9/30/17	9/30/16	9/30/15								
1. Farebox Recovery Ratio (All modes)	10.13%	13.00%	10.04%	13.95%	25.50%								
2. Cost per revenue hour	\$116.62	\$108.42	\$106.94	\$104.76	\$89.45								
3. Revenue Hours	145,405	146,597	142,189	139,228	103,550								
4. Fuel Cost (\$)	\$949,887	\$1,082,166	\$834,971	\$757,485	\$847,360								
5. Ridership	1,294,771	1,252,600	1,346,211	1,393,620	1,424,965								

^{*} Total 10.13%, LAMTD 13.37%, PCTS 4.70%

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of January 31, 2021
Year to Date Report
Percent of FY Reported (33%)

Revenues

- ➤ The revenues totaled \$2.4 million or 88% of the year-to-date budget.
- ➤ The FTA grants drawdown shows no activity.
- Fare Revenues totaled \$14,094 or 36% 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 \$1.72 million for the budgeted grants match totaling \$2.584 million for the total payments.
- > The FDOT Grants drawdown reflects no activity.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$2.1 million or 79% of the year-to-date budget.
- ➤ Salaries and wages totaled \$1.13 million or 78% of the YTD Budget.
- ➤ Operating expenses totaled \$.65 million or 74% 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 \$.35 million or 98% and is under budget.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of January 31, 2021
Year to Date Report
Percent of FY Reported (58%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- ➤ The revenues totaled \$678,550 or 67% of the year-to-date budget.
- ➤ The TD Trust Fund Grant drawdown reflects \$620,680 or 80% of the grant.
- ➤ Contract Revenues and other revenues totaled \$124.
- ➤ The County funding for the match totaled \$57,740 or 67%.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$642,500 or 74% of the year-to-date budget.
- ➤ Salaries, wages and benefits totaled \$535,550 or 96% of the YTD Budget.
- ➤ Operating expenses totaled \$106,950 or 35% of the YTD Budget.

Operating Results

- ➤ Actual Revenues exceeded actual expenses by \$36,050 a favorable variance.
- d. January 31, 2021 CARES ACT Funding FY 2020-21

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

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

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

e. Federal Transit Administration 2021-2022 Section 5311 Formula Grants for Rural Areas application and Resolution 21-08

This grant provides needed services to citizens in the rural areas of Polk County. The District was awarded 5311 grant funding in the amount of \$1,000,000. This is a 50/50 match. FTA will provide \$500,000 with in-kind match of \$500,000 to be provided by the County. If awarded this program will be included in the 2021-2022 budget. This is an annual recurring grant for the county.

Wednesday, Mar 10th, 2021 at 8:30 a.m.

MOTION CARRIED UNANIMOUSLY

f. Resolution #21-09 FLORIDA DEPARTMENT OF TRANSPORTATION (FD0T) Grant Award for the Lakeland Area Mass Transit District 5310 CAPITAL FUNDS

The District is applied to the FDOT under Sections 5310 for capital assistance, more specifically to replace two radios that exceed their useful life in the Lakeland Area Mass Transit District.

"Approval of FDOT funding for the Federal Transit Administration (FTA) Section 5310 Grant Funds, as Designated Recipient and under the Countywide Transit System Agreement.."

1st Phillip Walker/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #6- Fleet Maintenance

a. Supplemental Funding from CIP Budget for Engines & Transmissions

The following is a listing of engine and transmission expenses that was not previously requested or approved. In some cases, we have delayed expenses on buses transferred from LYNX that are now coming due. In other cases the equipment is showing its age and needs to be replaced.

	FY 20120-21 CAPITAL IMPROVEMENT BUDGET									
Item	ITEM	TOTAL COST								
	Engine Replacement -Fixed Route -Cummins Model ISC	\$38,000.00								
1	QTY = 2 @ \$19,000 each LYNX Bus Group 701-705	\$38,000.00								
	Engine Replacement - Fixed Route - Cummins Model ISB	\$42,000.00								
2	QTY = 2 @\$21,000 each	\$42,000.00								
	Engine Replacement -Fixed Route -Cummins Model ISL	\$78,000.00								
3	QTY = 3 @ \$26,000 each	\$70,000.00								
4	Transmission Replacement - Fixed Route - Voith 2@\$11,000 ea	\$22,000.00								
5	Transmission Replacement-Fixed Route-Allison 2@\$5,000 each	\$10,000.00								
6	Transmission Replacement Para Transit -Ford - 2 @ \$3,200 each	\$6,200.00								
7	Transmission Replacement Para Transit Chevy- @ \$3,000 each	\$24,000.00								
	Total Projected Cost	\$220,200.00								

[&]quot;Approve of the Supplemental funding of \$209,200.00 for Engines and Transmissions 1^{st} Bill Mutz/ 2^{nd} Martha Santiago

[&]quot;Approval of the 2021-2022 Section 5311 grant award and corresponding Resolution for the County Operations."

1st George Lindsey/ 2nd Phillip Walker

b. East Polk Garage

Discussion of funding and intent of an East Polk Maintenance facility.

[Attachments available]

Agenda Item #5- Revenue Services

a. Extension of Avail ITS System Maintenance and Support Agreement

In April of 2017, the board approved the original Avail ITS System Maintenance and Support Agreement. Since that time, the District has utilized the support agreement 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. As of February 2021, that agreement expired, and the District is now in need of implementing an extension of the ITS Agreement to continue to perform these essential functions.

"Approve a five-year extension of Avail ITS System Maintenance and Support Agreement."

1st Bill Mutz/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

b. Administrative Vehicle Purchase

These two vehicles will be utilized in a supervisory capacity. The Revenue Services department currently has two supervisors without a dedicated vehicle, and two who are currently sharing a vehicle. These vehicles will improve our ability to respond and ensure our continued support of the community and our operators.

"Approve the purchase of 2 administrative vehicles for the operations department. The cost of vehicles is approximately \$25,000 each, fully outfitted with ancillary equipment."

1st Phillip Walker/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – Human Resources

a. Proposed Employee Referral Program

The COVID-19 pandemic has affected all business including the District during this past year. Hiring and recruiting has become more of challenge and Human Resources (HR) has been working diligently to navigate all avenues to fill operator openings.

HR is proposing to amend the current Employee Referral Program which allows current employees to refer qualified individuals to join the Citrus Connection team with an approved referral bonus of \$200. This bonus is broken down into two payments; \$100 upon completion of six months and then another \$100 once their year of employment has been met.

The proposed amendment would begin March 15, 2021 thru May 15, 2021 and allow for the bonus to be given to the employee once their referral has completed their ninety (90) day probationary period of employment with the District. At that time and upon approval, the employee would receive \$200 for their referral.

Given the opportunity to offer this limited time bonus to our employees who know and understand our mission, vision, and values will assist HR in filling the current operator positions.

Agenda Item #9 – Execu	tive Director Repor
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- a. Agency Updates
 - -Thank Juan Cano and Jay Steinbauer for the driver shields
 - -Florida Supreme Court struck down the Hillsborough transit tax
 - -New CARES funding is eminet
 - -Thank the city for their presentation of the key to Ms. Linda McCalpin
 - -Working w/EOC for coordination of rides to vaccine centers
 - -Employe Engagement suver is going out

Agenda Item #9 - Executive Director Informational Summary

b.	February Calendar	
	[Attachment Available]	
c.	Ridership and UAP Update	
[At	tachment Available]	
Age No	enda Item #10 – Other Business ne	
Adj	ournment at 10:10 a.m.	
Арі	proved this 10 th day of March 2021.	
 Cha	air – Lakeland City Commissioner Sara McCarley	Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING APR 13, 2021 AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended

Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING APRIL 13, 2021 AGENDA ITEM #3a

Agenda Item: February 28, 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

Lakeland Area Mass Transit District Monthly Financial Report Operating Budget. Budget to Actual For the Year-to-date February 28, 2021

FY 2020-2021

Year to Date February 28, 2021

Description	YTD of FY	YTD Budget \$	TD Budget \$ YTD Actual \$ YTD of FY				
	Budget			Expended	Budget		
Revenue YTD	42%	\$4,606,920	\$6,441,002	140%	\$11.01 Million		
Expenses YTD	42%	\$4,606,920	\$3,690,213	80%	\$11.01 Million		

REVENUES:

The total revenues realized year-to-date through February 28, 2021 totaled \$6.4 million or 140% of the YTD budget.

- Farebox revenues reflect \$111,317 or 45% of YTD budgeted revenues through February 28, 2021 due to decline in Ridership and COVID-19.
- Contract revenues totaled \$58,604 or 78% of the YTD budgeted revenues for UAP (Universal Access Passes).
- Ad Valorem taxes totaled \$4.92 million or 95% 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 \$7,697 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 \$734,048.
- 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 \$4,900 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 February 28, 2021 FY 2020-2021

EXPENSES:

The total expenses year-to-date through February 28, 2021 totaled \$3.69 million or 80% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2020-2021 budget. As of February 28, 2021, these expenses totaled \$2.48 million or 19% under budget of \$3.051 million a favorable variance.
- Professional and Technical Services expenses totaled \$208,026 of the YTD budget, and over budget due to a
 one-time payment for professional services.
- Other services expenses totaled \$23,728 of the YTD budget, under budget.
- Fuel expenses totaled \$134,420 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$245,288 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 under 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 not paid YTD.

Other remaining expenses are under the YTD budget through February 28, 2021.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through February 28th the financials reflect a favorable actual variance of \$2.75 million with 42% of the fiscal year due to property tax revenues received in December.

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



FY 2021 MONTHLY FINANCIAL STATEMENT

MONTH OF Feb 2021

		Month		YTD					-	Approved						
	Actual Budget Variance				<u>Actual</u>	<u>Budget</u>			Variance							
						\$'s	%						\$'s	%		
Account (B. C.)		00.000	•	10 100	•	(07.404)	550/	_	444.047	•	0.47.040	•	(405.000)	550/	•	500.000
Farebox/Pass Sales	\$	22,002		,	\$	(27,401)	-55%		111,317	\$	247,013		(135,696)			592,830
Contract Income (UAP)	\$	10,821	\$	15,105	\$	(4,284)	-28%		58,604	\$	75,525	\$	(16,921)	-22%	\$	181,260
Other Contract Revenue	\$	-	\$		\$		0%	\$	-	\$	-	\$	-	0%	\$	
Miscellaneous Income	\$	2,942	\$	1,667	\$	1,275	77%	\$	4,901	\$	8,333	\$	(3,433)	-41%	\$	20,000
Advertising Revenue	\$	-	\$	13,000	\$	(13,000)	-100%	\$	78,000	\$	65,000	\$	13,000	20%	\$	156,000
Investment/Interest Income (net)	\$	1,814	\$,	\$	(1,853)	-51%	\$	7,697	\$	-,		(10,636)	-58%	\$	44,000
Ad Valorum Income, net	\$	90,577	\$	432,816	\$	(342,239)	-79%	\$	4,920,640	\$	2,164,079	\$	2,756,561	127%	\$	5,193,790
FDOT Operating Grant	\$	209,975	\$	135,313	\$	74,662	55%	\$	222,566	\$	676,563	\$	(453,997)	-67%	\$	1,623,750
Federal Operating Grant	\$	734,048	\$	206,956	\$	527,092	255%	\$	734,048	\$	1,034,779	\$	(300,731)	-29%	\$	2,483,470
Cost Recovery	\$	8	\$	2,217	\$	(2,208)	-100%	\$	6,870	\$	11,083	\$	(4,213)	-38%	\$	26,600
City of Lakeland	\$	14,373	\$	15,152	\$	(779)	-5%	\$	73,301	\$	75,758	\$	(2,457)	-3%	\$	181,820
Bartow Express	\$	-	\$	1,478	\$	(1,478)	-100%	\$	-	\$	7,392	\$	(7,392)	-100%	\$	17,740
PCTS - Support Cost Reimb.	\$	44,612	\$	44,612	\$	0	<u>0%</u>	\$	223,058	\$	223,058	\$	0	0%	\$	535,340
												•				
TOTAL REVENUES	\$	1,131,171	\$	921,383	\$	209,788	23%	\$	6,441,002	\$	4,606,917	\$	1,834,085	40%	\$	11,056,600
0.1.		050.040	•	400.070	•	(07.40.4)	400/	_	4 004 074	•	0.404.050	•	(450, 470)	040/	•	5 400 040
Salaries	\$	359,846	\$	426,970	\$	(67,124)	-16%	\$	1,681,374	\$	2,134,850	\$	(453,476)	-21%	\$	5,123,640
Employee Benefits	\$	161,617			\$	(21,556)	-12%	\$	799,307	\$	915,863	\$	(116,555)	-13%	\$	2,198,070
Advertising Fees Professional & Technical Services	\$ \$	- 19,199	\$ \$	2,083 31.767	\$ \$	(2,083)	-100% -40%	\$ \$	2,450 208,026	\$ \$	10,417 158,833	\$ \$	(7,967) 49,193	-76% 31%	\$ \$	25,000 381,200
Contract Maintenance Services	\$	3,548	\$	7,875	\$	(12,568)	-40% -55%	\$	208,026	\$	39,375	\$,	-31%	э \$	
Other Services	\$	3,548 8,356	\$ \$	7,875 6.179	\$	(4,327) 2,177	-55% 35%	\$	23,728	\$	39,375	\$	(12,270) (7,168)	-31%	э \$	94,500 74,150
Fuel & Lubricants	\$	35,473	\$	45,078	\$	(9,605)	-21%	\$	134,420	\$	225,388	\$	(90,968)	-23 <i>%</i>	\$	540,930
Freight	\$	246	\$	863	\$	(616)	-71%	\$	5,020	\$	4,313		708	16%	\$	10,350
Repairs & Maintenance	\$	213	\$	4,433	\$	(4,220)	-95%		9,635	\$	22,167	\$	(12,531)	-57%	\$	53,200
Materials & Supplies	\$	53.544	\$	53.221	\$	323	1%		245.288	\$	266.104	\$	(20,816)	-8%	\$	638.650
Utilities/Telephone	\$	8,412	\$	12,850	\$	(4,438)	-35%		50,428	\$	64,250	\$	(13,822)	-22%	\$	154,200
Insurance Expense	\$	35,429	\$	39,680	\$	(4,251)	-11%		178,094	\$	198,400	\$	(20,306)	-10%	\$	476,160
Dues & Subscriptions	\$	560	\$	3,663	\$	(3,104)	-85%	\$	14,664	\$	18,317		(3,653)	-10%	\$	43,960
Education/Training/Meeting/Travel	\$	646	\$	7,329	\$	(6,683)	-91%	\$	1,431	\$	36,646	\$	(35,215)	-96%	\$	87,950
Service Charges	\$	509	\$	1,153	\$	(643)	-56%	\$	1,478	\$	5,763	\$	(4,285)	-74%	\$	13,830
Office Expense	\$	7.136	\$	12,672	\$	(5,536)	-44%	\$	40,502	\$	63,358	\$	(22,857)	-36%	\$	152,060
Advertising & Promotions	\$	2,037	\$	2,083	\$	(46)	-2%	\$	5,953	\$	10,417	-	(4,464)	-43%	\$	25,000
Miscellaneous Expenses	\$	2,509	\$	6,233	\$	(3,724)	-60%	\$	12,617	\$	31,167	\$	(18,549)	-60%	\$	74,800
Property Appraiser/Tax Collector Comm	\$	1,812	\$	14,267	\$	(12,455)	-87%	\$	119,342	\$	71,333	\$	48.009	67%	\$	171,200
LDDA, CRA Contributions	\$,5.2	\$	20,833	\$	(20,833)	-100%	\$		\$	104,167	\$	(104,167)	-100%	\$	250,000
Capital Expenditures/ Debt Service	\$	25,228	\$	38,813	\$	(13,585)	-35%	\$	129,351	\$	194,063	\$	(64,712)	-33%	\$	465,750
Bad Debt	\$	-	\$	167	\$	(167)	-100%	\$	-	\$	833	\$	(833)	-100%	\$	2,000
Restricted Contingency	\$	-	\$	-	\$	-	0%	\$	-	\$	-	\$	-	0%	\$	-
												_				
TOTAL EXPENDITURES		726,318	\$	921,383	\$	(195,065)	-21%	\$	3,690,213	\$	4,606,917	\$	(916,703)	-20%	\$	11,056,600
EVENUES (OVER)/UNDER EXPENDITURES	\$	404,853	\$		\$	404,853		\$	2,750,788	\$		\$	2,750,788		\$	<u>-</u>

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING APRIL 13, 2021 AGENDA ITEM #3b

Agenda Item: February 28, 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

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING APRIL 13, 2021 AGENDA ITEM #3b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of February 28, 2021
Year to Date Report
Percent of FY Reported (42%)

Revenues

- The revenues totaled \$2.6 million or 78% of the year-to-date budget.
- ➤ The FTA grants drawdown shows no activity.
- Fare Revenues totaled \$17,906 or 37% 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 \$1.72 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 \$124,500 or 22%.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$2.8 million or 82% of the year-to-date budget.
- ➤ Salaries and wages totaled \$1.5 million or 83% of the YTD Budget.
- ➤ Operating expenses totaled \$.83 million or 75% 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 \$.45 million or 100% and is in line with budget.

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

Revenue

Total	\$	8,056,670	\$	3,356,946	\$	2,622,277	78%	
Capital Contributions - County	\$	-	\$	-	\$	-	0%	
One that Comptelled to an account.	Φ		Φ.		Φ		00/	
FTA 5307 Grant	\$	2,781,040	\$	1,158,766	\$	-	0%	
FTA								
		<u> </u>						
RURAL AQR07	\$	1,362,410	\$	567,671	\$	124,500	22%	
GOV71/G1481 - WHAT/ADA	\$	625,820	\$	260,758	\$	-	0%	
FDOT Block Grants:								
1 0100	Ψ	111,-100	Ψ_	40,017	Ψ	17,500	01 70	
Fares	\$	117,400	\$	48,917	\$	17,906	37%	
Other Revenue Transfer Cares Funding	Ф	66,784	\$	27,827	\$	-	0%	
County Contribution - PCTS	\$	407,220	\$	169,675	\$	261,658	154%	
City Contribution	\$	497,320	\$	207,217	\$	495,616	239%	
Other Contract Revenue - County	\$	22,000	\$	9,167	\$	-	0%	
County Match	\$	2,176,676	\$	906,948	\$	1,722,597	190%	
Revenues								
		Budget	ΥI	D Buaget	YI	D Actual	Expended	
		Annual					Percent	

Expenses

-	-	-	0%
-	- \$	- \$	0%
	 	† .	
	*	*	270
	\$ -	\$ -	0%
2,040,000	φ 1,102,307	φ 031,000	1370
2 645 690	¢ 1100.267	¢ 921.666	75%
1,074,000	\$ 447,500	\$ 446,722	100%
4,336,990	\$ 1,807,079	\$ 1,490,881	83%
Budget	YTD Budget	YTD Actual	Expended
Annual			Percent
	4,336,990 1,074,000 2,645,680	Budget YTD Budget 4,336,990 \$ 1,807,079 1,074,000 \$ 447,500 2,645,680 \$ 1,102,367 - \$ -	Budget YTD Budget YTD Actual 4,336,990 \$ 1,807,079 \$ 1,490,881 1,074,000 \$ 447,500 \$ 446,722 2,645,680 \$ 1,102,367 \$ 831,666 - \$ - \$ -

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING APRIL 13, 2021 AGENDA ITEM #3c

Agenda Item: February 28, 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

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING APRIL 13, 2021 AGENDA ITEM #3c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of February 28, 2021
Year to Date Report
Percent of FY Reported (67%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- ➤ The revenues totaled \$773,800 or 78% of the year-to-date budget.
- ➤ The TD Trust Fund Grant drawdown reflects \$708,000 or 80% of the grant.
- > Contract Revenues and other revenues totaled \$172.
- ➤ The County funding for the match totaled \$65,630 or 66%.

Expenses

- ➤ Operating expenses consists of labor cost, operating expenses and contract expenses.
- ➤ Total expenses for the period totaled \$743,070 or 75% of the year-to-date budget.
- ➤ Salaries, wages and benefits totaled \$630,930 or 99% of the YTD Budget.
- ➤ Operating expenses totaled \$112,070 or 32% of the YTD Budget.

Operating Results

Actual Revenues exceeded actual expenses by \$30,740 a favorable variance.

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

Revenue

	Annual Budget			TD Budget	Y	TD Actual	Total YTD
Revenues							
County Match 10%	\$	148,300	\$	98,867	\$	65,627	66%
Contract Revenue	\$	260	\$	173	\$	172	
Adult Day Care			\$	-	\$	-	
FDOT Grants:			\$	-			
CTD Grant -Operating	\$	1,334,690	\$	889,793	\$	708,008	80%
Total	\$	1,483,250	\$	988,833	\$	773,807	78%

Expenditure

	Annual Budget	Υ٦	D Budget	YT	D Actual	Total YTD
Labor	\$ 957,930	\$	638,620		\$630,928	99%
		\$	-			
Operating	\$ 525,320	\$	350,213	\$	112,137	32%
Total	\$ 1,483,250	\$	988,833		\$743,065	75%

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING April 13, 2021 AGENDA ITEM #3d

Agenda Item: Bulk Fluids

Presenter: David Persaud, CFO

Recommended

Action: Recommend Board approve the multi award of Contract

#21-004 for the purchase of bulk fluids to Palmdale Oil, RelaDyne Seaboard, and Tropic Oil, for an amount Not to

Exceed \$185,000 over five (5) year term.

Funding Source: Operational Funds

Summary: On May 15, 2014, the District entered into a consortium

purchase with the Hillsborough Transit Authority (HART) for the purchase of 19 various bulk fluid products. An Invitation for Bid (IFB) # 43897 was issued by HART, legally advertised and publicly posted on their website.

Forty-nine (49) firms received notification of the posting, with five (5) timely offers received.

Of the 19 various bulk fluid productsFLAIR Data Integration Plan, LAMTD seeks approval to purchase 10 product lines, at an amount Not to Exceed \$185,000 over five (5) year term.

- Lots 1, 3 & 5 / Engine Oil / Estimated 5-year cost of \$37,997, awarded to Tropic Oil.
- Lots 6, 12, 14 & 18 / Transmission & DEF Fluid, Grease & Coolant / Estimated 5-year cost of \$115,283, awarded to RelaDyne Seaboard.
- Lots 8, 10 & 15 / Transmission Fluid & Gear Oil / Estimated 5-year cost of \$30,005, awarded to Palmdale Oil.

Attachments: Contract Award Analysis

Bid Tabulation

^{*} The Not to Exceed amount is roughly \$1,715 over the Estimated Contract Total. This is to allows for quantity adjustments based the fluctuation of fleet inventory.

Lakeland Area Mass Transit District

AWARD ANALYSIS AND SUMMARY SHEET

Solicitation Numbers:

HART-IFB No. 43897 / LAMTD-No. 21-004

Contract Information

A. Description: Bulk Fluids

B. Contractor: Palmdale Oil Company, Reladyne Seaboard Distribution, and Tropic Oil Co.

C. Contract Number: 21-004(a), 21-004 (b), and 21-004 (c)

D. Contract Amount: Base plus Option Term Estimate Contract Total \$183,285

21-004(a) Lots 8, 10 & 15 / Trans. Fluid & Gear Oil / Estimated 5-year cost \$30,005.

21-004(b) Lots 6, 12, 14 & 18 / Trans. & DEF Fluid, Grease & Coolant / Est 5-yr cost \$115,283.

21-004(c) Lots 1, 3 & 5 / Engine Oil / Estimated 5-year cost \$37,997.

E. Contract Type: Indefinite Quantity/Indefinite Delivery

F. Term of Contract: Three (3) year base term

G. Options Available: Two (2) additional One (1) year option terms

H. Base Term Expiration: March 2024

I. Options Term(s) Expiration: March 2026

J. Funding Source: State and Federal Grants as well as Local Funds

Solicitation Information

K. Issue Date: 12/21/2020

L. Number of Notifications Sent: Forty-nine (49). The solicitation was sent via email and posted on HART's website as well as the online bidding site of Bonfire.

M. Date and Time for Offer Receipt: January 22, 2021, 2:00 p.m. Local Time

N. Timely Offers Received: Five (5)

O. Bid Evaluation:

			5 yr	Cu	mmins Inc	Palmda	ile Oil Company		ld Oil Company of nesville, Inc.	R	eladune Se	aboard Distribution	Troni	: Oil Company
Lot#	Product	UOM	Est Qty	Unit Price	Extended Cost	Unit Price	Extended Cost	Unit Price	Extended Cost		Jnit Price	Extended Cost	Unit Price	Extended Cost
1	15W/40 Engine Oil, API CJ-4	gal	5,000	\$ 9.30	\$ 46,500.00	\$ 6.10	\$ 30,500.0	no bid	\$ -	\$	5.77	\$ 28,850.00	\$ 5.05	\$ 25,250.00
3	5W/20 Engine Oil, API SN	drum	25	\$ 825.00	\$ 20,625.00	\$ 289.00	\$ 7,225.0	no bid	\$ -	\$	311.85	\$ 7,796.25	\$ 254.94	\$ 6,373.50
5	5W/30 Engine Oil SN - ILSAC GF5	drum	25	\$ 825.00	\$ 20,625.00	\$ 409.00	\$ 10,225.0	no bid	\$ -	\$	311.85	\$ 7,796.25	\$ 254.94	\$ 6,373.50
6	Automatic Transmission Fluid, TES 295	gal	3,500	no bid	\$ -	\$ 35.72	\$ 125,020.0	no bid	\$ -	\$	24.82	\$ 86,870.00	\$ 26.71	\$ 93,485.00
8	Automatic Transmission Fluid, Dexron™	drum	25	\$ 830.38	\$ 20,759.50	\$ 489.00	\$ 12,225.0	no bid	\$ -	\$	656.70	\$ 16,417.50	\$ 737.00	\$ 18,425.00
10	Gear Oil Synthetic 75W140, Mobile Delv	drum	10	no bid	ş -	\$ 889.00	\$ 8,890.0	no bid	\$ -	\$	996.60	\$ 9,966.00	\$ 957.35	\$ 9,573.50
12	Diesel Exhaust Fluid (DEF)	tote	7,500	\$ 1.54	\$ 11,550.00	\$ 1.19	\$ 8,925.0	\$ 1.22	\$ 9,150.00	Ş	1.09	\$ 8,175.00	\$ 1.21	\$ 9,075.00
14	Grease Mobile Lithium	drum	20	no bid	\$ -	\$ 1,109.00	\$ 22,180.0	no bid	\$ -	\$	878.24	\$ 17,564.80	\$ 1,155.00	\$ 23,100.00
15	Gear Oil Synthetic 75W140	drum	10	no bid	\$ -	\$ 889.00	\$ 8,890.0	no bid	\$ -	\$	996.00	\$ 9,960.00	\$ 957.35	\$ 9,573.50
18	Extended Life Coolant	drum	10	no bid	\$ -	\$ 342.75	\$ 3,427.5	no bid	\$ -	\$	267.30	\$ 2,673.00	\$ 426.41	\$ 4,264.10

- **P. Price Review:** Prices were determined to be fair and reasonable based on current market value, previous pricing, and a comparison to other offers received.
- Q. Determination of Responsibility: Palmdale Oil Company has been incorporated in the state of Florida for over 30 years. RelaDyne Florida LLC merged with Seaboard Neumann in 2018, RelaDyne has been incorporated in the state of Delaware for over 10 year. Tropic Oil Company LLc has been incorporated in the state of Florida since 2019. They are not on the federal government's debarred /suspended list. Excluded, Debarred, or Suspended List Sites searched:
 - FL Department of Management Services (http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)
 - Office of Inspector General (http://exclusions.oig.hhs.gov/)
 - System for Award Management (https://www.sam.gov/SAM)
 - Scrutinized Vendor List (https://www.sbafla.com/fsb/PerformanceReports.aspx)
 - A responsibility review was conducted for each firm, including a review of their financial and legal capacity to contract with HART.
- **R. Determination and Recommendation:** The bids submitted by Palmdale Oil, RelaDyne Seaboard and Tropic Oil, were responsive to the solicitation requirements and deemed as responsible vendors, therefore, eligible for award.

Prepared by: Purchasing Agent/Contracts Specialist, Lisa Harris	3/12/21 Date
Approved by:	3 /2/21 Date
Approved by: Project Manager and CFO, David Persaud	3 12 (L)

Bid Tabulation based on only LAMTD's Estimated Quantities

									Mansfiel	d Oil Company of				
				5 yr	Cur	nmins Inc	Palmdal	e Oil Company	Gair	nesville, Inc.	Reladyne Sea	board Distribution	Tropic	Oil Company
Agency	Lot #	Product	UOM	Est Qty	Unit Price	Extended Cost	Unit Price	Extended Cost	Unit Price	Extended Cost	Unit Price	Extended Cost	Unit Price	Extended Cost
LAMTD	1	15W/40 Engine Oil, API CJ-4	gal	5,000	\$ 9.30	\$ 46,500.00	\$ 6.10	\$ 30,500.00	no bid	\$ -	\$ 5.77	\$ 28,850.00	\$ 5.05	\$ 25,250.00
LAMTD	3	5W/20 Engine Oil, API SN	drum	25	\$ 825.00	\$ 20,625.00	\$ 289.00	\$ 7,225.00	no bid	\$ -	\$ 311.85	\$ 7,796.25	\$ 254.94	\$ 6,373.50
LAMTD	5	5W/30 Engine Oil SN – ILSAC GF5	drum	25	\$ 825.00	\$ 20,625.00	\$ 409.00	\$ 10,225.00	no bid	\$ -	\$ 311.85	\$ 7,796.25	\$ 254.94	\$ 6,373.50
LAMTD	6	Automatic Transmission Fluid, TES 295	gal	3,500	no bid	\$ -	\$ 35.72	\$ 125,020.00	no bid	\$ -	\$ 24.82	\$ 86,870.00	\$ 26.71	\$ 93,485.00
LAMTD	8	Automatic Transmission Fluid, Dexron™ VI	drum	25	\$ 830.38	\$ 20,759.50	\$ 489.00	\$ 12,225.00	no bid	\$ -	\$ 656.70	\$ 16,417.50	\$ 737.00	\$ 18,425.00
LAMTD	10	Gear Oil Synthetic 75W140, Mobile Delvac	drum	10	no bid	\$ -	\$ 889.00	\$ 8,890.00	no bid	\$ -	\$ 996.60	\$ 9,966.00	\$ 957.35	\$ 9,573.50
LAMTD	12	Diesel Exhaust Fluid (DEF)	tote	7,500	\$ 1.54	\$ 11,550.00	\$ 1.19	\$ 8,925.00	\$ 1.22	\$ 9,150.00	\$ 1.09	\$ 8,175.00	\$ 1.21	\$ 9,075.00
LAMTD	14	Grease Mobile Lithium	drum	20	no bid	\$ -	\$ 1,109.00	\$ 22,180.00	no bid	\$ -	\$ 878.24	\$ 17,564.80	\$ 1,155.00	\$ 23,100.00
LAMTD	15	Gear Oil Synthetic 75W140	drum	10	no bid	\$ -	\$ 889.00	\$ 8,890.00	no bid	\$ -	\$ 996.00	\$ 9,960.00	\$ 957.35	\$ 9,573.50
LAMTD	18	Extended Life Coolant	drum	10	no bid	\$ -	\$ 342.75	\$ 3,427.50	no bid	\$ -	\$ 267.30	\$ 2,673.00	\$ 426.41	\$ 4,264.10
		Subtotals for	3 yrs + 2	1 yr Opts		\$ -		\$ 30,005.00		\$ -		\$ 115,282.80		\$ 37,997.00
			Annu	ıal Subtotal		\$ -		\$ 6,001.00		\$ -		\$ 23,056.56		\$ 7,599.40

Total Estimated 5 Yr Contract Cost \$ 183,284.80

Estimated Annual Total \$ 36,656.96

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING APR 13, 2021 AGENDA ITEM #4

Agenda Item: Memorandum of Agreement with the Commission for the

Transportation Disadvantaged

Presenter: Marcia Roberson, Director of Regional Mobility Call Center

Recommended

Action: Approve the Agreement between the Commission fo the

Transportation Disadvatanged

Summary: This Memorandum will designate the Lakeland Area Mass Transit

District as the Community Transportation Coordinator for Polk County. This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration. This Agreement

covers from July 1, 2021 to June 30, 2026.

Attachments: State of Florida Commission for the Transportation Disadvantaged

Memorandum Of Agreement

Contract # TD2121

Effective: 7/1/2021 to 6/30/2026

STATE OF FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and <u>Lakeland Area Mass Transit District (Citrus Connection)</u>, 1212 George Jenkins Blvd., Lakeland, Florida, 33815, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of <u>Polk</u> county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

- I. The Coordinator Shall:
 - A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.
 - B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.
 - C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.
 - D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

- 1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.
- 2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.
- 3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.
- 4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.
- 5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.
- F. Comply with Audit and Record Keeping Requirements by:
 - 1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

- 2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
- 3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
- 4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
- G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
 - 1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and
 - 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.
- Ι. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall The Coordinator shall insure that contracting transportation notify the Commission. operators and coordination contractors also maintain the same minimum liability insurance. or an equal governmental insurance program. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

K. Protect Civil Rights by:

- 1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.
- 2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.
- To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and L. other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
 - 1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.
 - 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 - 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 - 4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

- P. Comply with other requirements as follows:
 - 1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
 - 2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
 - 3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
 - 4. Provide shelter, security, and safety of passengers at vehicle transfer points.
 - 5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
 - 6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
 - 7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
 - 8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.
 - 9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
 - 10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.
 - 11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

- A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.
- B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

- 1. Termination at Will This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
- 2. Termination for Breach Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission 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. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

Mr. Tom Phillips, Executive Director

1212 George Jenkins Blvd., Lakeland, Florida, 33815

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at

its official meeting held on	·
Coordinating Board Chairperson	<u> </u>
WITNESS WHEREOF, the parties hereto have caus	sed these presents to be executed.
COMMUNITY TRANSPORTATION COORDINATOR:	STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:
Lakeland Area Mass Transit District Agency Name	<u>David Darm</u> Printed Name of Authorized Individual
Printed Name of Authorized Individual	Signature:
Signature:	Title: Executive Director
Title:	

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: APR 13, 2021 AGENDA ITEM 5a

Agenda Item: Letter of Agreement w/TWU 525

Presenter: Tom Phillips

Recommended

Action: Approve the Letter of Agreement to file with the

Collective Bargaining Agreement (CBA)

Summary: On March 18th, Citrus Connection Staff entered informal

discussions with the TWU 525 leadership to discuss Article 27, section 2 of the CBA in regard to pay for Hazardous Working Conditions. The District and TWU agreed to a separate bonus as applied specifically to

pandemics.

The financial impacts to the agency will be \$45,600 (114

members x \$400).

This Letter of Agreement will span the rest of the CBA.

Attachments: Letter of Agreement

LETTER OF AGREEMENT REGARDING INFORMAL DISCUSSIONS BETWEEN LAKELAND AREA MASS TRANSIT DISTRICT AND TRANSPORT WORKERS UNION OF AMERICA AFL-CIO LOCAL 525

This LETTER OF AGREEMENT ("LOA") is entered into by and between Lakeland Area Mass Transit District ("the District") and Transport Workers Union of America AFL-CIO Local 525 ("Union") (collectively referred to as the "Parties"):

WHEREAS, the District and the Union are parties to a collective bargaining agreement, effective from October 4, 2020, through September 30, 2023, covering all regular full-time and part-time Apprentice Technicians, Technicians, Master Technicians, Quality Assurance Master Technicians, Parts Procurement & MIS Administrative Specialists, Bus Operators, Bus Operator Trainees, Electronic Technicians, Utility 1 & 2 Technicians, Facility 1 & 2 Technicians, and Parts Technicians (the "CBA").

WHEREAS, Article 27 of the CBA vests the District with the authority to administer a stipend for Hazardous Working Conditions for communicable diseases or similar hazard working conditions in the CBA;

WHEREAS, Article 27, Section 2, of the CBA states in part that, "covered employees shall be compensated an additional \$2.00 per hour for all hours worked during the health hazard situation at the sole discretion of the District."

NOW, THEREFORE, the District and the Union desire to set forth their mutually agreed upon understanding in this LOA as follows:

1. The above recitals are incorporated as if fully set forth herein.

- 2. Solely for the remainder of the current CBA, the District and the Union agree that a Pandemic Bonus shall take effect as follows:
 - a. The District shall pay a lump sum of \$400 to all current full time employees in the bargaining unit on the first full pay period following the approval of this LOA.
 - b. Thereafter, while a pandemic is in effect, as determined by the Centers for Disease Control, that affects public transit in our service area, bargaining unit employees who are employed full time who remain employed as of the date of payment will receive \$200 on the first regularly scheduled pay date following the conclusion of each subsequent six-month period (i.e., the six months ending September 30, 2021, March 31, 2022, September 30, 2022, March 31, 2023, and September 30, 2023).
 - c. The amounts paid in subsections (a) and (b), above, will be halved for parttime employees.
- 3. As the District is only able to pay its employees while the system is in service, if the system shuts down for any reason, the payment will be reduced proportionally to the amount of time from when bus operations ceased and when they started back up.
- 4. The Parties agree that nothing in this LOA shall abrogate or otherwise modify the parties' respective rights and responsibilities as set forth in the CBA. Nothing in this

LOA is intended to or shall be deemed to be a modification or amendment of any other the provisions set forth in future CBAs.

5. The Parties agree that this LOA is entirely non-precedential as to any claims (whether or not presently existing) by the Union, the District, or any person, firm, corporation, agency or labor organization, and this LOA and cannot be relied upon or otherwise used in any labor arbitration or civil proceeding as an admission against interest or precedent of any kind.

[Signature Lines Contained On The Next Page]

Date:	Date:
For the Union:	For the District:
Wes Warren, TWU Section Chair	Commissioner Sara Roberts McCarley, Chair
	Commissioner Martha Santiago
	Commissioner Phillip Walker
	Commissioner George Lindsey III
	Mayor William H. Mutz
	Tom Phillips, Executive Director

46724792.1

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: APR 13, 2021 AGENDA ITEM 5b

Agenda Item: **Downtown Connector**

Presenter: Tom Phillips

Recommended

Action: Approve a one year pilot program to begin shuttle service

in the downtown and Dixieland area in the afternoon and

evening.

Summary: Presentation regarding to possible innovative and practical

solution to Downtown and Dixieland connections. The

financial impacts will be:

For Service from 11:00a to 1:00p

Annually - \$74,720

For Service from 5:00p to 10:00p

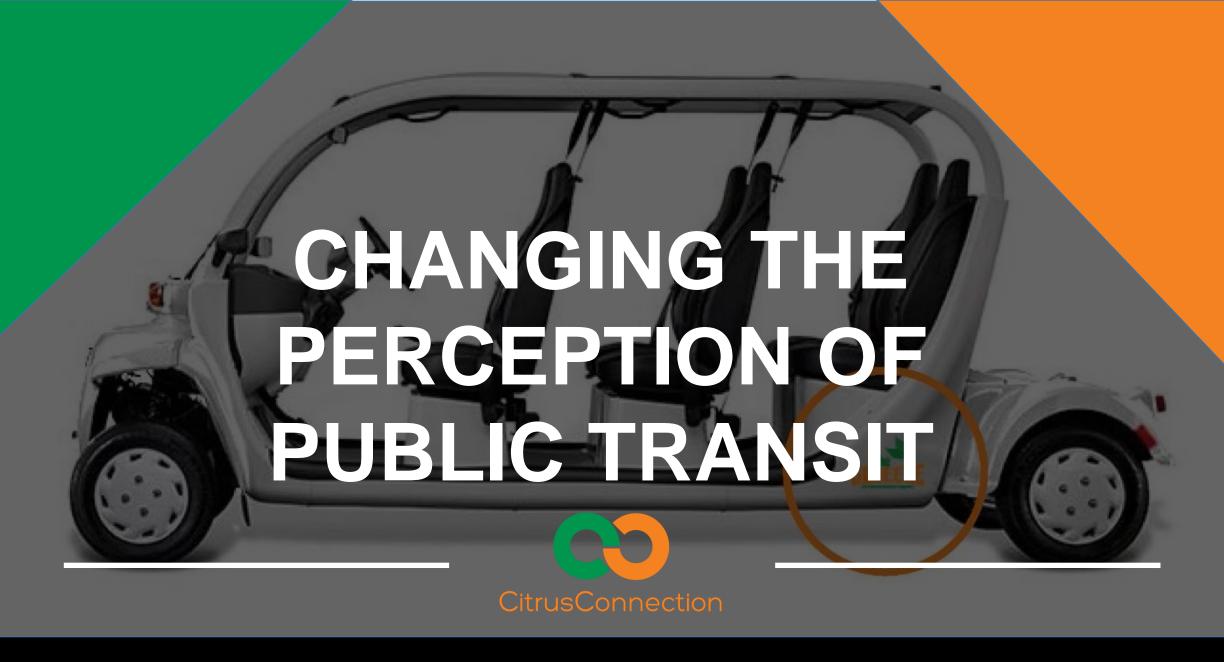
Annually - \$94,560

Total Costs

Annually - \$169,280

Attachments: Presentation

Shuttle Budget Sheet



A look at what is working and a sneak peak into the future of what public transit could look like beyond the bus

Our Role in the Dixieland Road Diet









POLK COUNTY

Lakeland 'road diet' leads to fewer crashes, more congestion, city officials say















Answering the Call

Our responsibility to the **Dixieland Road Diet was** to eliminate stops along the Dixieland corridor from the Gold Line South and develop an alternative service where passengers can travel along arteries parallel to South Florida Avenue



Peach Line Ridership

SUCCESS!

May 2020 – Feb. 2021 (10 months) 11,645 rides



A Glimpse Into The Future



A FRESH ALTERNATIVE TO DOWNTOWN TRANSPORTATION



a *fresh* alternative to downtown transportation







a fresh alternative to downtown transportation





(2) REAR SIGN PANEL

Your ad goes here

(4) SEAT BOTTOMS



M-Pass app-based fare payment system currently in use for fixed route can be used for the

"Squeeze" shuttle service CitrusConnection Sync your wallet to keep using your tickets 7 Buy Passes My Passes Your top tickets will appear here for quick access (Help

CitrusConnection No more waiting in line. Buy your ticket anytime, anywhere with the new Citrus Connection mPass app. Download the new app now

Lakeland Area Mass Transit District Lakeland Area Mass Transit District Proposed Buget Weekdays Proposed Budget Weekends 11:00 am to 1:00 pm 5:00 pm to 10:00 PM Annually (9 Annually (9 month LABOR HOURS Daily Weekly LABOR HOURS Weekly month service service year) year) 15.0 753 Operators 3.0 Operators 6.0 18.0 936 52 Supervisor 52 Supervisor Admin Support staff Admin Support staff Maintenance Maintenance LABOR COSTS Fringe Total Hrly Rt Hrs P/wk Hrs P/mth Total Mthly Costs LABOR COSTS Fringe Total Hrly Rt Hrs P/wk Hrs P/mth Total Mthly Costs Hrly rate Hrly rate Operators \$15.57 \$8.56 \$24.13 15.00 \$1,514.38 Operators \$15.57 \$8.56 \$24.13 18.00 78.00 \$1,882.41 \$169.53 Supervisor 36.00 \$1,408.39 Supervisor \$25.24 \$13.88 \$39.12 1.00 4.33 \$25.24 \$13.88 \$39.12 3.00 Admin Support staff \$28.18 \$15.50 \$43.68 0.13 \$25.48 Admin Support staff \$28.18 \$15.50 \$43.68 0.13 0.01 \$0.49 \$22.27 \$34.52 0.27 \$40.27 Maintenance \$22.27 \$34.52 0.27 Maintenance \$12.25 \$12.25 \$111.52 \$1,749.66 \$3,402.82 Mthly Equiv MONTHLY COSTS Mthly Equi **Monthly COST** Flat Bed rental lat Bed rental \$500.00 (for maintenance) \$500.00 \$41.67 \$41.67 ANNUAL COSTS ANNUAL COSTS Insurance \$1,350.00 \$112.50 Insurance \$1,350.00 \$112.50 CAPITAL COSTS CAPITAL COSTS \$51,873.58 \$4,322.80 street Legal Golf Cart \$51,873.58 \$4,322.80 Street Legal Golf Cart MTHLY TOTAL \$6,226.62 MTHLY TOTAL \$7,879.78 \$74,719.46 \$94,557.37 Annual equiv Annual equiv \$148.84 \$121.23 Cost per hour Cost per hour Total Cost \$169,276.83 \$169,276.83

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: APR 13, 2021 AGENDA ITEM 5c

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: APR 13, 2021 AGENDA ITEM 6a

Agenda Item: March calendar

Presenter: Tom Phillips

Recommended

Action: Informational

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

Today < > Mar	rch 2021			Washington, D.C.	Today Tomorrow 80°F/52°F 67°F/53°	Limit Macatla V
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 28	Mar 1	2	3	4	5	6
	8:00am Step 1 grievance prep; Hollingsworth; James Phillips 9:00am 1 on 1 with HR; Tom's office; Tom Phillips 10:00am Davenport Discussion; https:// 11:00am Transit Overview with Steve Fr 12:30pm Step 1 Grievance - Article 27 A	9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488 ?pwd=R3MxOU9QblhObUowUGZ0ekZV eWILUT09; James Phillips 11:00am Transit Overview with Kenneth Post; 1212 George Jenkins Blvd. Lakeland, FL 33815; Kaley Raub	Copy: Board of Directors, Performance Inc Safety Committee Meeting; Conference Room at 1212 George Jenkins; Robert Wilson	2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips 5:00pm Community Meeting to Present Recommended Boundary Option for Bella Citta Elementary; https://us02web.zoom.us/j/82891730872 ?pwd=NU5mdWJUU3NubDcxZUJ0ak5r	8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 9:00am Hold for US 98/Lakeland Premium Transit: Agency Advisory Committee Workshop #2; TBD - virtual format (Zoom) most likely; Brandie Miklus	
7	9:00am Monthly LAMTD Board Direction Meeting; Zoom or board room; James Phillips 10:00am 1 on 1 with HR; Tom's office; Tom Phillips 2:30pm LAMTD Audit Call; https://us02web.zoom.us/j/83428145726 ?pwd=ZFINMTBxajVCK2Q5SXcvdIFmb0x	8:30am Email Ridership Update to LAMTD Board of Directors 9:00am Grievance #01-2021 Article 27 (Section 2-Paragraph 5), Step 1 decision; https://us02web.zoom.us/j/81099700951 ?pwd=K0F3M1MvYIRraUpVbWs2RDI1ZH NOUT09; James Phillips	8:30am LAMTD Board Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips	8:00am Gents - Sligh 8:00am Repatha 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	8:00am Coffee w/ James; James Phillips 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 1:00pm TWU Article 27 Step 3 discussion; https://us02web.zoom.us/j/89132238303?pwd=QWF4SUR3YzF4SmJIVnArbzEycEwyQT09; James Phillips	13
14	9:00am 1 on 1 with HR; Tom's office; Tom Phillips	9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488 ?pwd=R3MxOU9QblhObUowUGZ0ekZ 11:30am Audit Appreciation Lunch - Tuesday March 16th at 11:30am; 1961; Debbie Moore 1:30pm Meeting with Commissioner Santiago; BOCC-330 West Church Stree	17 Saint Patrick's Day; United States 8:30am 1-on-1 w/Aaron; Tom Phillips 11:30am Lunch w/ Joe Jr.; 1961; 215 E Main St, Lakeland, FL 33801 2:00pm W. Lake Hunter Trail Project, FDOT D1 - Stakeholder Meeting #3; Go 4:00pm GoToMeeting Invitation - VA Cl	9:00am Grievance #01-2021 Article 27 (Section 2-Paragraph 5), Step 3; https://us02web.zoom.us/j/81251654528; James Phillips 10:30am Interstate 4 (I-4) Southwest Connect Meeting; Gotmare, Aniruddha 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830	20 Out of Town - Flagler
21	22	23	24	25	26	27
			Out of Town - Flagler 10:00am FDOT/Polk TPO/Citrus Connection - Transit Meeting; Microsoft Teams Meeting; Ross, Mary 10:00amMicrosoft Teams Meeting; Perez, Edith	8:00am Repatha 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 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	
28	9:00am 1 on 1 with HR; Tom's office; Tom Phillips 9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488 ?pwd=R3MxOU9QblhObUowUGZ0ekZV eWILUT09; James Phillips 4:00pm LEDC March Meeting; Click for instructions; Steve Scruggs	30	31	Apr 1 8:30am Lakeland Vision April Board Meeting; Zoom - Meeting ID: 820 9537 5401 / Passcode: LV2021; Irodriguez@lakelandvision.org 9:45am 1-on-1 w/ Aaron; Tom Phillips 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	2 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830	3

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: APRIL 13, 2021 AGENDA ITEM #6b

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 February 2021.

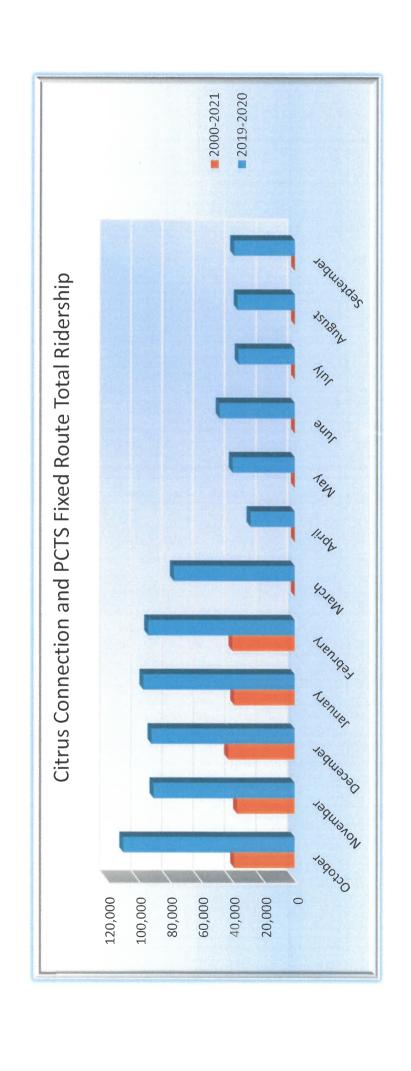
Attachments: Ridership Report.

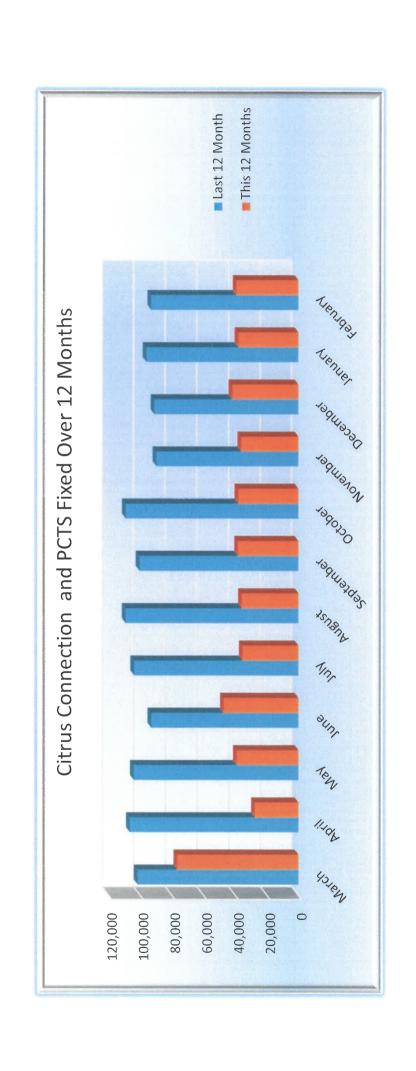
Citrus Connection and PCTS Fixed Route							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change	
October	108,078	113,220	117,763	109,219	38,313	-60%	
November	106,998	104,149	104,192	89,803	36,524	-51%	
December	111,197	95,520	95,813	91,147	42,109	-51%	
January	103,647	93,227	106,080	96,288	38,317	-62%	
February	108,068	100,300	100,900	93,231	39,518	-54%	
March	116,794	99,916	101,697	76,736	0	0%	
April	103,274	95,993	106,578	27,855	0	0%	
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	194,781	-59%	

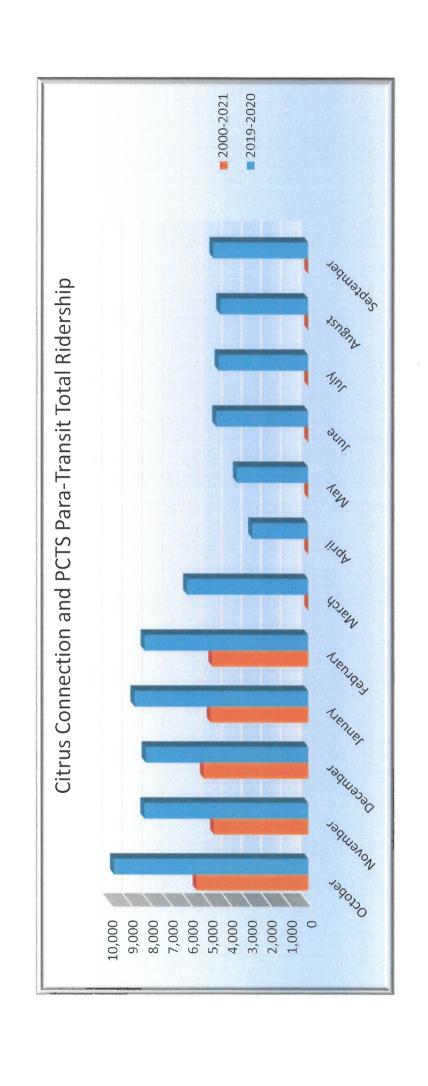
Citrus Connection and PCTS Para-Transit Totals								
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change		
October	7,071	8,654	9,820	9,745	5,644	-42%		
November	7,002	7,940	8,495	8,246	4,759	-44%		
December	7,014	7,660	8,032	8,177	5,279	-38%		
January	7,521	9,478	8,846	8,734	4,924	-40%		
February	7,413	9,514	8,559	8,231	4,844	-36%		
March	8,715	10,469	9,204	6,109	0	0%		
April	7,757	9,947	9,377	2,815	0	0%		
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	25,450	-41%		

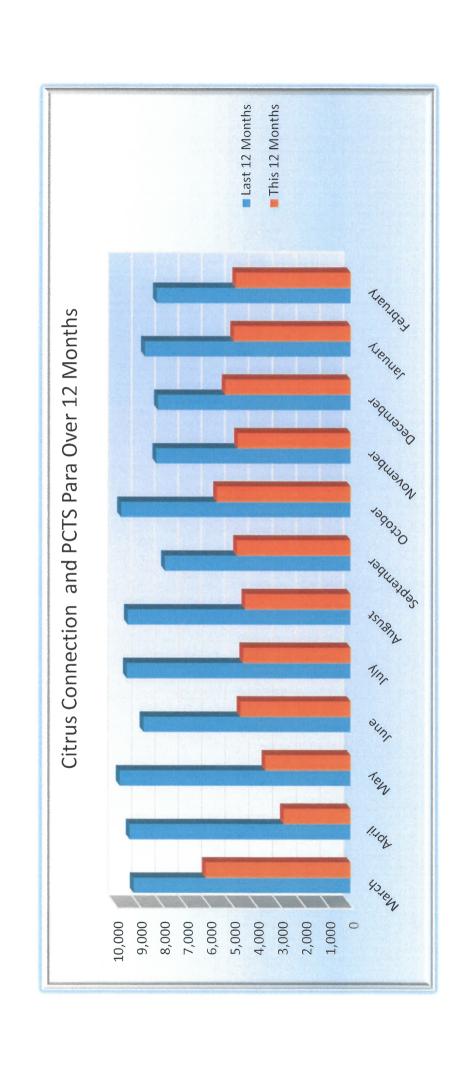
Citrus Connection only Fixed Route Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change	
October	67,636	73,349	74,739	67,938	27,810	-59%	
November	71,083	67,437	66,084	55,331	25,998	-43%	
December	72,646	60,879	60,217	55,960	30,003	-43%	
January	70,767	58,830	66,889	58,774	27,355	-53%	
February	71,884	63,140	62,854	57,800	27,781	-48%	
March	78,158	62,897	63,867	47,927	0	0%	
April	67,338	59,873	67,078	19,363	0	0%	
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	138,947	-53%	

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	0	0%		
April	3,694	3,935	4,630	1,111	0	0%		
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%		









UAP Ridership Totals FY 2019		LAMTD	WHAT	Total
	February	4,845	2,830	7,675
	March	5,726	3,382	9,108
UAP Ridership 2019		LAMTD	WHAT	Total
Polk State College				
	February	398	140	538
	March	353	169	522
LEGOLAND				
	February	39	369	408
	March	40	459	499
Southeastern University				
	February	122	21	143
	March	140	26	166
COLTS				
	February	474	612	1,086
	March	589	617	1,206
Veterans				
	February	1,926	643	2,569
	March	2,355	802	3,157
Southern Technical College				
	February	30	30	60
	March	30	46	76
Central Florida Healthcare				
	February	635	196	831
	March	665	177	842
New Beginnings High School				
	February	245	613	858
	March	240	816	1,056
LDDA				
	February	4	0	4
	March	8	0	8
PACE				
	February	87	146	233
	March	139	194	333
Peace River				
	February	885	60	945
	March	1,167	76	1,243
Summer of Safety				
	February	0	0	-
	March	0	0	-

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Date: APR 13, 2021 AGENDA ITEM #7

Agenda Item: Other Business

Presenter: TBD

Recommended

Action: TBD

Summary: TBD