

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

Call to Order	<u>Action Required</u>
1. Approval of the October LAMTD Meeting	Approval
2. Public Comments	None
3. Approval of Audit Firm/Commissioner Phillip Walker Finance Committee Chairman	Approval
4. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Enhanced Mobility of Seniors and Individuals with Disabilities Grant	Approval
e. State Block Grant funds for FY 2021-2022	Approval
5. Legal / Ben Darby, Esq.	
a. New Beginnings UAP Renewal	Approval
b. VA Funding Agreement	None
c. Independent Contractor Agreement	Approval
d. Executive Director Annual Review	Approval
6. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
7. Executive <u>Informational</u> Summary / Tom Phillips	
a. November Calendar	None
b. Ridership and UAP Update	None
8. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DEC 8, 2021
AGENDA ITEM #1

Agenda Item:	Approval of the LAMTD Meeting Minutes for October
Presenter:	James Phillips
Policy Analysis:	TA 6 Increase internal communication through systemic processes.
Recommended Action:	Board approval of the LAMTD Meeting Minutes from October.
Attachments:	October 13, 2021 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Sep 8th, 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 Philip Walker
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:32am By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

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

[Attachments available]

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

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

Julia Davis – Polk TPO Consultant adoption tomorrow for Major TDP Update. TD to approve plan Monday.

Agenda Item #3 – GEM Award

Recognizing one of our drivers Alberto Guerrero, who went above and beyond.

Agenda Item #4 – Finance

- a. LAMTD Financials

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

Year to Date August 31, 2021

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	92%	\$10,136,217	\$10,267,570	101%	\$11.01 Million
Expenses YTD	92%	\$10,136,217	\$8,528,568	84%	\$11.01 Million

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

REVENUES:

The total revenues realized year-to-date through August 31, 2021, totaled \$10.3 million or 101% of the YTD budget.

- Farebox revenues reflect \$280,511 or 52% of YTD budgeted revenues through August 31, 2021, due to decline in Ridership and COVID-19.
- Contract revenues (UAP) totaled \$135,528 or 82% of the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenue totaled \$230,041 for the Atlantic Capital LLC agreement \$.1 million, Winter Haven Services \$92,000 and Bartow Services \$38,000 for shared services.
- Ad Valorem taxes totaled \$5.3 million or 102% 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 \$13,717 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 \$1.5 million or 94%.
- 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 \$1.9 million or 76%.
- Advertising income reflects \$140,000 in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$14,460 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

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

Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date August 31, 2021
FY 2020-2021

EXPENSES:

The total expenses year-to-date through August 31, 2021, totaled \$8.5 million or 84% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2020-2021 budget. As of August 31, 2021, these expenses totaled \$5.9 million or 12% under budget of \$6.7 million a favorable variance.
- Professional and Technical Services expenses totaled \$339,770 of the YTD budget, and over budget due to a one-time payment for professional services.
- Other services expenses totaled \$71,850 of the YTD budget, over budget for temporary services.
- Fuel expenses totaled \$353,120 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$619,100 and over budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- 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 August 31, 2021.

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through August 31 st the financials reflect a favorable actual variance of \$1.8 million with 92% of the fiscal year due to property tax revenues received in December.

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

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of August 31, 2021
Year to Date Report
Percent of FY Reported (92%)

Revenues

- The revenues totaled \$6.5 million or 88% of the year-to-date budget.
- The FTA grants drawdown shows \$1.9 million or 73%.
- Fare Revenues totaled \$40,769 or 38% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$596,623 in 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 \$475,941.
- Rural Grants Revenues totaled \$939,239 or 75%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$6.5 million or 87% of the year-to-date budget.
- Salaries and wages totaled \$3.4 million or 86% of the YTD Budget.
- Operating expenses totaled \$1.97 million or 81% 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 \$1.06 million or 108% and is over the budget variance funded with grants.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of August 31, 2021
Year to Date Report
Percent of FY Reported (17%)
State FY July 1, 2021, thru June 30, 2022

Revenues

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

- The revenues totaled \$171,184 or 78% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$156,674 or 79% of the grant.
- Contract Revenues and other revenues totaled \$54.
- The County funding for the match totaled \$14,455 or 66%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$163,847 or 75% of the year-to-date budget.
- Salaries, wages and benefits totaled \$133,747 or 81% of the YTD Budget.
- Operating expenses totaled \$30,099 or 56% of the YTD Budget.

Operating Results

- Actual Revenues are over expenses by \$7,337.

d. Federal Transit Administration 2021-2022 Section 5311 American Rescue Plan Act application and Resolution 22-01

This grant provides needed services to citizens in the rural areas of Polk County. The District is requesting 5311 American Rescue Plan Act grant funding in the amount of \$1,461,000 for operating expenses. There is no in-kind match requirement. If awarded this program will be included in the 2021-2022 budget

“Approval of the 2021-2022 Section 5311 American Rescue Plan Act grant application and corresponding Resolution for the County Operations.”

1st George Lindsey/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #5– Legal

a. Nepotism Clause Update

The District would like to take the opportunity to further define the Nepotism Clause in the Employee Handbook in include the attached language.

“Approve the addition of land to be added to the District”

1st Phillip Walker/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

b. Executive Director Annual Review

Per the contract renewal of the Executive Director on Aug 12, 2020, it is necessary for the board of directors to evaluate the performance and job duties of the Executive Director. This is to notify the board of the formal review process beginning and will conclude at next month’s board meeting.

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

Agenda Item #6 – Executive Director Report

- a. Agency Updates
 - Thanked Joe for his time and achievements
 - Met w/ the Chair and assured the Board the agency is experiencing the same supply chain issues with everyone else.
 - Golf Carts are in Land o' Lakes without roofs, working with Enterprise to implement 15 pax vans for evening Squeeze. Roofs are 2.5 months out.

Agenda Item #10 – Executive Director Informational Summary

- a. September Calendar

[Attachment Available]

- b. Ridership and UAP Update

[Attachment Available]

Agenda Item #11 – Other Business

Commissioner Walker – Are we set for the MLK Parade? Tom assured we are set to go.
Commissioner Lindsey – Any update to the East side maintenance facility?

Adjournment at 8:55 a.m.

Approved this 8th day of December 2021.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DEC 8, 2021
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2021
AGENDA ITEM # 3

Agenda Item: Selection of the Independent Auditor for the District, in accordance with Florida Statutes Section 218.391.

Presenter: Commissioner Phillip Walker, Finance Committee Chairman

Recommended Action: The Board appoints member to the Audit Committee for the selection of the District's Independent Auditor. Board member, Commissioner Philip Walker was appointed to the Audit Committee and to the lead in selection process. The Audit Committee recommends the firm of Mauldin & Jenkins for award.

Summary: The District is required to have an annual audit per Florida Statutes Section 218.391 conducted by an Independent Certified Public Accountant. The Audit Committee is responsible for the Selection of that Auditor. The District must select an Auditor to audit the Fiscal Year End, September 30, 2022 Financial Statements.

Policy Analysis: Auditor Selection Guidelines are carried out in accordance with Florida Statutes Section 218.391 Auditor Selection procedures when selecting an auditor to conduct the annual financial audit.

1. The District issued a Request for Proposal on September 8, 2021 for an Independent Auditor to audit the District financial statement annually.
2. Each special service district shall establish an audit committee. The primary purpose of the audit committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in Florida Statutes 218.391, however, the audit committee may serve other audit oversight purposes as determined by the district governing body. The public shall not be excluded from the proceedings in the audit selection process.
3. District Staff provided the Audit Committee with technical and procurement assistance along with an evaluation plan.

AGENDA ITEM #___ – CONT.

4. Determining of the most technically qualified firm, within the District's budget was determined by the Audit Committee through a review of the offers received in response to the District's External Audit RFP 21-015
5. As per the Award Analysis (attached):
 - a. Twenty-two firms viewed the solicitation,
 - b. Six offers responded
 - c. All firms were found responsive
 - d. All firms were evaluated both technically and in price with the higher weight given to the technical review.
6. The Evaluation Summary is as follows:

TECHNICAL & PRICE SUMMARY SHEET					
Offeror	Total Price (Base + Opt)	Price Points (300 possible points)	Technical Points (700 possible points)	Total Price + Technical Points	Ranking
Mauldin & Jenkins	\$ 209,700.00	300	693	993	1
Cherry Bekaert LLP	\$ 256,388.00	245	657	903	2
Clifton Larson Allen LLP	\$ 254,189.00	247	636	884	3
Caballero Fierman Llerena & Garcia	\$ 217,232.00	290	586	875	4
MSL PA	\$ 284,000.00	222	645	866	5
Keefe McCullough	\$ 253,500.00	248	589	837	6

Attachments: Contract Award Analysis and Summary Sheet,
F.S. Section 218.391 Auditor Selection Procedures

RFP 21-015**PRICE & TECHNICAL EVALUATION SUMMARY****External Auditing Services****Technical Review - 700 Points Max / Price - 300 Points Max**

Offeror	Total Price (Base + Opt)	Price Points (300 possible points)	Technical Points (700 possible points)	Total Price + Technical Points	Ranking
Mauldin & Jenkins	\$ 209,700.00	300	693	993	1
Cherry Bekaert LLP	\$ 256,388.00	245	657	903	2
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AWARD ANALYSIS AND SUMMARY SHEET

Solicitation Number: 21-015

Contract Information

- A. Description:** External Audit Services
- B. Contractor:** Mauldin & Jenkins
- C. Contract Number:** 21-015
- D. Contract Amount:** Not to Exceed \$55,000 (annually)
- E. Contract Type:** Firm Fixed Fee
- F. Term of Contract:** 3 year
- G. Options Available:** 2 – 1 year options
- H. Base Term Expiration:** September 2024
- I. Options Term(s) Expiration:** September 2026
- J. Funding Source:** Operating Funds

Solicitation Information

- A. Issue Date:** 09/08/21
- B. Number of Notifications Sent:** Twenty-six (26) firms received the request for proposal
- C. Date and Time Offers were due:** 10/14/2021, 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** Six (6)
- E. Technical and Price Summary:**

TECHNICAL & PRICE SUMMARY SHEET					
Offeror	Total Price (Base + Opt)	Price Points (300 possible points)	Technical Points (700 possible points)	Total Price + Technical Points	Ranking
Mauldin & Jenkins	\$ 209,700.00	300	693	993	1
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See attached evaluation details

F. Late Offers (if any): None

G. Discussion of Nonresponsive Offers (if any): None

H. Cost Price Reasonableness Summary: Price determined to be fair and reasonable based on Price comparison with the incumbent and all bids received.

I. Determination of Responsibility:

Financial Responsibility Survey: The intended awardee is determined to be a financially responsible firm.

Arithmetic Check: Yes

Debarment/Suspension Status: 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/Default.aspx>)
- System for Award Management (<https://www.sam.gov/portal/public/SAM?portal:componentId>)

J. Protests received (and disposition of any received, if applicable): None.

Determination and Recommendation

Mauldin & Jenkins is determined to be a financially responsible firm, which submitted the highest ranked offer. They have the capacity to perform under this contract and are recommended for award

Prepared: 
Purchasing Agent/Contracts Specialist

12/1/21
Date

RFP 21-015**PRICE & TECHNICAL EVALUATION SUMMARY**
External Auditing Services**Responsive Offerors for Review****Technical Review - 700 Points Max / Price - 300 Points Max**

Offeror	Total Price (Base + Opt)	Price Points (300 possible points)	Technical Points (700 possible points)	Total Price + Technical Points	Ranking
Caballero Fierman Llerena & Garcia	\$ 217,232.00	290	586	875	4
Cherry Bekaert LLP	\$ 256,388.00	245	657	903	2
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Mauldin & Jenkins	\$ 209,700.00	300	693	993	1
MSL PA	\$ 284,000.00	222	645	866	5
Single vendor award per Section 1.9 of the RFP					

APPENDIX A

Auditor Selection Law

218.391 Auditor selection procedures.--

(1) Each local governmental entity, district school board, charter school, or charter technical career center, prior to entering into a written contract pursuant to subsection (7), except as provided in subsection (8), shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit required in s. 218.39.

(2) The governing body of a charter county, municipality, special district, district school board, charter school, or charter technical career center shall establish an audit committee. Each noncharter county shall establish an audit committee that, at a minimum, shall consist of each of the county officers elected pursuant to s. 1(d), Art. VIII of the State Constitution, or a designee, and one member of the board of county commissioners or its designee. The primary purpose of the audit committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. 218.39; however, the audit committee may serve other audit oversight purposes as determined by the entity's governing body. The public shall not be excluded from the proceedings under this section.

(3) The audit committee shall:

(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(4) The governing body shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the audit committee, and negotiate a contract, using one of the following methods:

(a) If compensation is not one of the factors established pursuant to paragraph (3)(a) and not used to evaluate firms pursuant to paragraph (3)(e), the governing body shall negotiate a contract with the firm ranked first. If the governing body is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the governing body shall then undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The governing body, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time.

(b) If compensation is one of the factors established pursuant to paragraph (3)(a) and used in the evaluation of proposals pursuant to paragraph (3)(d), the governing body shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) The governing body may select a firm recommended by the audit committee and negotiate a contract with one of the recommended firms using an appropriate alternative negotiation method for which compensation is not the sole or predominant factor used to select the firm.

(d) In negotiations with firms under this section, the governing body may allow a designee to conduct negotiations on its behalf.

(5) The method used by the governing body to select a firm recommended by the audit committee and negotiate a contract with such firm must ensure that the agreed-upon compensation is reasonable to satisfy the requirements of s. 218.39 and the needs of the governing body.

(6) If the governing body is unable to negotiate a satisfactory contract with any of the recommended firms, the committee shall recommend additional firms, and negotiations shall continue in accordance with this section until an agreement is reached.

(7) Every procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. For purposes of this section, an engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services.

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract.

(c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

(8) Written contracts entered into pursuant to subsection (7) may be renewed. Such renewals may be done without the use of the auditor selection procedures provided in this section. Renewal of a contract shall be in writing.

History.---s. 65, ch. 2001-266; s. 1, ch. 2005-32.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2021
AGENDA ITEM #4a

Agenda Item: October 31, 2021, LAMTD Monthly Financial Statement
FY 2021-22

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 October 31, 2021
FY 2021-2022

Year to Date October 31, 2021

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	8.3%	\$997,315	\$129,803	13%	\$11.98 Million
Expenses YTD	8.3%	\$997,315	\$685,568	69%	\$11.98 Million

REVENUES:

The total revenues realized year-to-date through October 31, 2021, totaled \$130,000 or 13% of the YTD budget.

- Farebox revenues reflect \$24,260 or 48% of YTD budgeted revenues through October 31, 2021, due to decline in Ridership and COVID-19.
- Contract revenues (UAP) totaled \$14,620 over the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenue Budget totaled \$230,000 for the Atlantic Capital LLC agreement \$.1 million, Winter Haven Services \$92,730 and Bartow Services \$37,310 for shared services. Actual totaled \$1,500.
- Ad Valorem taxes has no activity. The total budgeted revenues are \$5.6 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 \$504 under budget.
- Florida DOT operating grants \$1.52 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance.
- FTA Section 5307 operating and capital grants budgeted at \$2.93 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.
- Advertising income reflects \$27,720 in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget \$45,950.
- Misc. revenue reflects \$158 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 October 31, 2021
FY 2021-2022

EXPENSES:

The total expenses year-to-date through October 31, 2021, totaled \$.69 million or 69% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of October 31, 2021, these expenses totaled \$.48 million or 25% under budget of \$.65 million a favorable variance.
- Professional and Technical Services expenses totaled \$20,993 of the YTD budget, and under budget.
- Other services expenses totaled \$2,112 of the YTD budget, under budget for temporary services.
- Fuel expenses totaled \$49,000 YTD, over budget due to fuel price.
- Materials and supplies totaled \$28,000 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- 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 Budget for Tax Year 2021 totaling \$285,000 is not paid.

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

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through October 31st the financials reflect an unfavorable actual variance of \$.56 million with 8.34% of the fiscal year due to lag in revenues.

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



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2021

MONTHLY FINANCIAL STATEMENT

MONTH OF OCTOBER 2021

CODE	Account	Month				YTD				Approved	
		Actual	Budget	Variance		Actual	Budget	Variance			
				\$'s-Fav/(Unfav)	%			\$'s-Fav/(Unfav)	%		
R4	Farebox/Pass Sales	\$ 24,259	\$ 49,403	\$ (25,143)	-51%	\$ 24,259	\$ 49,403	\$ (25,143)	-51%	\$ 592,830	
R6	Contract Income (UAP)	\$ 14,621	\$ 11,196	\$ 3,425	31%	\$ 14,621	\$ 11,196	\$ 3,425	31%	\$ 134,350	
R3	Other Contract Revenue	\$ 1,500	\$ 19,170	\$ (17,670)	-92%	\$ 1,500	\$ 19,170	\$ (17,670)	-92%	\$ 230,040	
R5	Miscellaneous Income	\$ 158	\$ 1,667	\$ (1,509)	-91%	\$ 158	\$ 1,667	\$ (1,509)	-91%	\$ 20,000	
R7	Advertising Revenue	\$ 27,720	\$ 8,490	\$ 19,230	227%	\$ 27,720	\$ 8,490	\$ 19,230	227%	\$ 101,880	
R8	Investment/Interest Income (net)	\$ 504	\$ 3,667	\$ (3,162)	-86%	\$ 504	\$ 3,667	\$ (3,162)	-86%	\$ 44,000	
R9	Ad Valorum Income, net	\$ -	\$ 469,195	\$ (469,195)	-100%	\$ -	\$ 469,195	\$ (469,195)	-100%	\$ 5,630,340	
R10	FDOT Operating Grant	\$ -	\$ 126,843	\$ (126,843)	-100%	\$ -	\$ 126,843	\$ (126,843)	-100%	\$ 1,522,110	
R11	Federal Operating Grant	\$ -	\$ 244,368	\$ (244,368)	-100%	\$ -	\$ 244,368	\$ (244,368)	-100%	\$ 2,932,410	
R13	Cost Recovery	\$ -	\$ 1,750	\$ (1,750)	-100%	\$ -	\$ 1,750	\$ (1,750)	-100%	\$ 21,000	
R17	City of Lakeland	\$ 15,091	\$ 15,152	\$ (60)	0%	\$ 15,091	\$ 15,152	\$ (60)	0%	\$ 181,820	
R2	PCTS - Support Cost Reimb.	\$ 45,950	\$ 45,950	\$ -	0%	\$ 45,950	\$ 45,950	\$ -	0%	\$ 551,400	
R16	Gain on Disposal of Asset	\$ -	\$ 467	\$ (467)	-100%	\$ -	\$ 467	\$ (467)	-100%	\$ 5,600	
TOTAL REVENUES		\$ 129,803	\$ 997,315	\$ (867,512)	-87%	\$ 129,803	\$ 997,315	\$ (867,512)	-87%	\$ 11,967,780	
E1	Salaries	\$ 333,954	\$ 454,760	\$ 120,806	27%	\$ 333,954	\$ 454,760	\$ 120,806	27%	\$ 5,457,120	
E2	Employee Benefits	\$ 147,792	\$ 189,963	\$ 42,171	22%	\$ 147,792	\$ 189,963	\$ 42,171	22%	\$ 2,279,550	
E3	Advertising Fees	\$ 120	\$ 2,158	\$ 2,038	94%	\$ 120	\$ 2,158	\$ 2,038	94%	\$ 25,900	
(8)	Professional & Technical Ser	\$ 20,993	\$ 42,235	\$ 21,242	50%	\$ 20,993	\$ 42,235	\$ 21,242	50%	\$ 506,820	
E5	Contract Maintenance Services	\$ 4,852	\$ 9,116	\$ 4,264	47%	\$ 4,852	\$ 9,116	\$ 4,264	47%	\$ 109,388	
E6	Other Services	\$ 2,112	\$ 8,521	\$ 6,409	75%	\$ 2,112	\$ 8,521	\$ 6,409	75%	\$ 102,250	
E7	Fuel & Lubricants	\$ 49,049	\$ 45,444	\$ (3,606)	-8%	\$ 49,049	\$ 45,444	\$ (3,606)	-8%	\$ 545,322	
E8	Freight	\$ 710	\$ 1,109	\$ 399	36%	\$ 710	\$ 1,109	\$ 399	36%	\$ 13,305	
E9	Repairs & Maintenance	\$ 1,702	\$ 4,954	\$ 3,252	66%	\$ 1,702	\$ 4,954	\$ 3,252	66%	\$ 59,453	
E10	Materials & Supplies	\$ 28,060	\$ 61,338	\$ 33,277	54%	\$ 28,060	\$ 61,338	\$ 33,277	54%	\$ 736,050	
E11	Utilities/Telephone	\$ 9,608	\$ 13,271	\$ 3,663	28%	\$ 9,608	\$ 13,271	\$ 3,663	28%	\$ 159,250	
E13	Insurance Expense	\$ 35,536	\$ 35,429	\$ (107)	0%	\$ 35,536	\$ 35,429	\$ (107)	0%	\$ 425,150	
E15	Dues & Subscriptions	\$ 806	\$ 3,874	\$ 3,068	79%	\$ 806	\$ 3,874	\$ 3,068	79%	\$ 46,486	
E16	Education/Training/Meeting/Travel	\$ 9,148	\$ 11,610	\$ 2,461	21%	\$ 9,148	\$ 11,610	\$ 2,461	21%	\$ 139,315	
E17	Service Charges	\$ 96	\$ 1,155	\$ 1,059	92%	\$ 96	\$ 1,155	\$ 1,059	92%	\$ 13,863	
E18	Office Expense	\$ 5,314	\$ 7,503	\$ 2,189	29%	\$ 5,314	\$ 7,503	\$ 2,189	29%	\$ 90,033	
E19	Advertising & Promotions	\$ -	\$ 2,083	\$ 2,083	100%	\$ -	\$ 2,083	\$ 2,083	100%	\$ 25,000	
E20	Miscellaneous Expenses	\$ 135	\$ 6,720	\$ 6,586	98%	\$ 135	\$ 6,720	\$ 6,586	98%	\$ 80,645	
E21	Property Appraiser/Tax Collector Comm	\$ 10,351	\$ 15,498	\$ 5,147	33%	\$ 10,351	\$ 15,498	\$ 5,147	33%	\$ 185,980	
E22	LDDA, CRA Contributions	\$ -	\$ 23,750	\$ 23,750	100%	\$ -	\$ 23,750	\$ 23,750	100%	\$ 285,000	
E23	Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ 31,489	56%	\$ 25,228	\$ 56,717	\$ 31,489	56%	\$ 680,600	
E24	Bad Debt	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	
E25	Restricted Contingency	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	
TOTAL EXPENDITURES		\$ 685,568	\$ 997,315	\$ (311,747)	-31%	\$ 685,568	\$ 997,315	\$ (311,747)	-31%	\$ 11,967,780	
(OVER)/UNDER EXPENDITURES		\$ (555,764)	\$ -	\$ (555,764)		\$ (555,764)	\$ -	\$ (555,764)		\$ -	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2021
AGENDA ITEM #4b

Agenda Item: October 31, 2021, Financials for Polk County Transit Services
Contract – FY 2021-22

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
DECEMBER 8, 2021
AGENDA ITEM #4b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of October 31, 2021
Year to Date Report
Percent of FY Reported (8.33%)

Revenues

- The revenues totaled \$3.4 million over 100% of the year-to-date budget.
- The FTA grants drawdown shows no activity.
- Fare Revenues totaled \$3,390 or 35% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$362,830 in the FY Budget.
- The County funding reflects payments of \$3.1 million for the budgeted grants match.
- The FDOT Grants drawdown reflects no activity.
- Rural Grants Revenues reflects no activity.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$.41 million or 54% of the year-to-date budget.
- Salaries and wages totaled \$229,200 or 60% of the YTD Budget.
- Operating expenses totaled \$56,660 or 25% 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 \$118,570 or 81% and is under budget.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 3,029,262	\$ 252,439	\$ 3,029,262	1200%
Other Contract Revenue - County	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 44,468	\$ 362,827	45%
County Contribution - PCTS	\$ -	\$ -	\$ -	
Other Revenue Transfer Cares Funding	\$ -	\$ -	\$ -	
Fares	\$ 117,250	\$ 9,771	\$ 3,389	35%
FDOT Block Grants:				
GOV71/G1481 - WHAT/ADA	\$ 625,820	\$ 52,152	\$ -	0%
RURAL	\$ 1,492,450	\$ 124,371	\$ -	0%
SUNRAIL	\$ 249,740	\$ 20,812	\$ -	0%
FTA				
FTA 5307 Grant	\$ 2,924,537	\$ 243,711	\$ -	0%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 747,724	\$ 3,395,478	454%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,552,010	\$ 379,334	\$ 229,196	60%
Contract	\$ 1,750,000	\$ 145,833	\$ 118,568	81%
Operating	\$ 2,670,660	\$ 222,555	\$ 56,662	25%
Capital	\$ -	\$ -	\$ -	0%
Capital - Loughman Route	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 747,722	\$ 404,426	54%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2021
AGENDA ITEM #4c

Agenda Item: October 31, 2021, Financials for The Transportation
Disadvantaged Program– FY 2021-22

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, 2021 and ends June 30, 2022. 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
DECEMBER 8, 2021
AGENDA ITEM #4c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of October 31, 2021
Year to Date Report
Percent of FY Reported (33%)
State FY July 1, 2021, thru June 30, 2022

Revenues

- The revenues totaled \$338,650 or 77% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$310,450 or 79% of the grant.
- Contract Revenues and other revenues totaled \$90.
- The County funding for the match totaled \$28,114 or 64%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$331,560 or 76% of the year-to-date budget.
- Salaries, wages and benefits totaled \$270,210 or 82% of the YTD Budget.
- Operating expenses totaled \$61,350 or 57% of the YTD Budget.

Operating Results

- Actual Revenues are over expenses by \$7,091.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 131,526	\$ 43,842	\$ 28,114	64%
Contract Revenue	\$ 151	\$ 50	\$ 90	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,183,733	\$ 394,578	\$ 310,445	79%
Total	\$ 1,315,410	\$ 438,470	\$ 338,649	77%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 990,070	\$ 330,023	\$270,212	82%
		\$ -		
Operating	\$ 325,340	\$ 108,447	\$ 61,346	57%
Total	\$ 1,315,410	\$ 438,470	\$331,558	76%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: DECEMBER 8TH, 2021
AGENDA ITEM #4d

Agenda Item: **Federal Transit Administration 2022-2023 Section 5310 Formula Grants Enhanced Mobility of Seniors and Individuals with Disabilities**

Presenter: David Persaud, CFO

Policy Analysis: TA2 Identify new and untapped funding sources.

Recommended
Action: Staff recommend approval of the 2022-2023 Section 5310 grant application and corresponding Resolution for the District for the purpose of continuation of the Travel Trainer Program.

Summary: This grant provides needed services to citizens in the Lakeland Urbanized Zoning Area through the services of a travel trainer. The District is requesting 5310 grant funding in the amount of \$105,624. This is an 80/10/10 match. FTA will provide \$84,500, FDOT will provide \$10,563 and with match of \$10,562 to be provided by the District. If awarded this program will be included in the 2022-2023 budget.

Attachments: #22-02 Resolution

Resolution #22-02

A RESOLUTION of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, **Lakeland Area Mass Transit District** has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

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

This resolution applies to the Federal Program under U.S.C. Section 5310.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Tom Phillips, Executive Director is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS December 8th, 2021.

By

Signature, Chairperson of the Board

Sara Roberts-McCarley, Board Chair

Typed Name and Title

ATTEST:

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: DECEMBER 8, 2021
AGENDA ITEM #4e

Agenda Item: **Florida Department of Transportation Public Transportation (FDOT) Public Transportation Grant Agreement (PTGA) for State Block Funds and Resolution.**

Presenter: David Persaud, CFO

Policy Analysis: TA2 Identify new and untapped funding sources.

Recommended
Action: Staff recommend approval of the 2021-2022 PTGA for the utilization of FDOT State Block Grant funds for FY 2021-2022 totaling \$1,570,883

Summary: These funds will be utilized to assist the District with administration, management, and operation expenses to provide public transportation services in Polk County. LAMTD FDOT funding under this project is \$902,423 with matching funds required from the District. The County's FDOT funding under this project is \$668,460 with no County cash contribution required.

Attachments: Corresponding Resolution #22-03

AGENDA ITEM #5 – CONT.

RESOLUTION #22-03

RESOLUTION FOR PUBLIC TRANSPORTATION GRANT AGREEMENT FOR TRANSIT PROJECTS

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

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

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

1. That the PTGA for Item-Segment-Phase-Sequence (440757-1-84-05) Public Transit Block Grant Program is approved.
2. That Tom Phillips, Executive Director or their designee is authorized to enter into, modify or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS

December 8th, 2021

By: _____
Sara Roberts-McCarley

Title Board Chair

ATTEST:

_____ (Seal)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DEC 08, 2021
AGENDA ITEM #5a

Agenda Item: **New Beginnings UAP Renewal**

Presenter: Ben Darby, Esq.

Recommended
Action: Renew the Universal Access Program between The District and
New Beginnings

Summary: A renewal to the UAP with New Beginnings to include
ridership and Summer of Safety.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DEC 08, 2021
AGENDA ITEM #5b

Agenda Item: **VA Funding Agreement**

Presenter: Ben Darby, Esq.

Recommended
Action: None

Summary: An update on the status of the developer agreement between
The District and the VA.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DEC 08, 2021
AGENDA ITEM #5c

Agenda Item: **Independent Contractor Agreement**

Presenter: Ben Darby, Esq.

Recommended
Action: Approve the Independent Contractor Agreement.

Summary: Agreement between The District and outgoing CFO David
Persaud to assist with the transition on an as needed basis.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DEC 08, 2021
AGENDA ITEM #5d

Agenda Item: **Executive Director Annual Review**

Presenter: Ben Darby, Esq.

Recommended
Action: Approve the annual review as presented.

Summary: Per the contract renewal of the Executive Director on Aug 12, 2020, it is necessary for the board of directors to evaluate the performance and job duties of the Executive Director.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: DEC 8, 2021
AGENDA ITEM 6a

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: DEC 8, 2021
AGENDA ITEM 7a

Agenda Item: **November calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 31 Halloween; United States	Nov 1 11:30am Lunch w/Cory	2 9:30am 1-on-1 w/HR; Tom Phillips	3 11:00am lunch w/ Pablo Sologaistoa 1:00pm Agenda Building for Kelly B; James Phillips	4 Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever 8:00am Repatha 11:00am Fare Revenue Discussion; Board room or Zoom; James Phillips 1:00pm Call w/ Lara Peppard 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	5 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 11:00am Nov Monthly LAMTD Board Direction Meeting - Squeeze Discussion ; Board Room or Zoom; https://us02web.... 1:00pm Call w/Lara; https://us02web.zoom.us/j/84439561960?pwd=U0J0WE5ZRjJxa1RVc1QyZVRpVm5...	6
7	8 10:00am 1-on-1 w/HR; Tom Phillips 11:00am Lunch w/FSC Intern; 100 Lake Morton Dr, Lakeland, FL, 33801 3:30pm FW: Polk TDP Kickoff Meeting; Microsoft Teams Meeting; Asela Silva 4:30pm Call w/Lara; https://us02web.zoom.us/j/8210939362...	9 8:30am Email Ridership Update to LAMTD Board of Directors 10:00am Introduction Meeting - Citrus Connection; City Manager's Office; 2nd Floor - City Hall; 620 E Main Street; Haines City, FL 33844; Margie Wells 5:00pm Gents- Sligh	10	11 Copy: Veteran's Day - Service; LAMTD Master Account No School (Roberts, McKeel, Montessori) Veteran's Day; United States 11:30am Speaking to students; 3rd floor Lakeland City Hall; 228 S Massachusetts Ave, Lakeland, FL 33801	12 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 9:00am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips	13 Out of Office- England
14	15	16	17 Out of Office- England 10:00am Transportation Priority Workshop; Web - Zoom; Belangia, Lori	18 8:00am Repatha 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	19 Fall Break (McKeel) 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830	20
21	22	23	24	25	26	27
Out of Office- England						
Fall Break (McKeel)						
Fall Break (Roberts, Montessori)						
10:00am NTD Kick off meeting; Board Room ; Rodney Wetzel						
12:00pm The Squeeze Media Day and Presentation; Rose Street Park n Ride; Erin Killebrew Kinlaw						
5:00am Thanksgiving - No Service 5:00am						
2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips						
8:00am 1-on-1 w/Marcia; Starbucks; 159... 8:30am Updated invitation: Infrastructu...						
28 Out of Office- England	29 11:00am Introduction of Department Directors and questions; Hollingsworth... 12:30pm Lunch with Applicant; Tom Phillips 2:00pm Field Trip of the District with Ap... 4:00pm Discussion of Benefits with CFO... 4:00pm LEDC Annual Meeting; 502 E. M...	30 8:30am Interview 9:30am Applicant meets w/Finance Team 11:30am 1-on-1 w/HR; Tom Phillips	Dec 1 9:00am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips	2 8:00am Repatha 9:30am Dec Monthly LAMTD Board Direction Meeting ; James Phillips 10:00am Intermodal Facility Kick-off Meeting; Hollingsworth Board Room; 1... 2:00pm 1/1 with David Persaud; Executiv... 7:00pm Lakeland Christmas Parade; Jam...	3 Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 11:30am Orlando Health Lakeland Highlands Hospital - Citrus Connection Coordination Meeting ; Hollingsworth ... 6:00pm Leadership Lakeland XXX Christmas Party; Steve & Jane's House; ...	4

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: DECEMBER 8, 2021
AGENDA ITEM #7b

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 October 31, 2021

Attachments: Ridership Report.

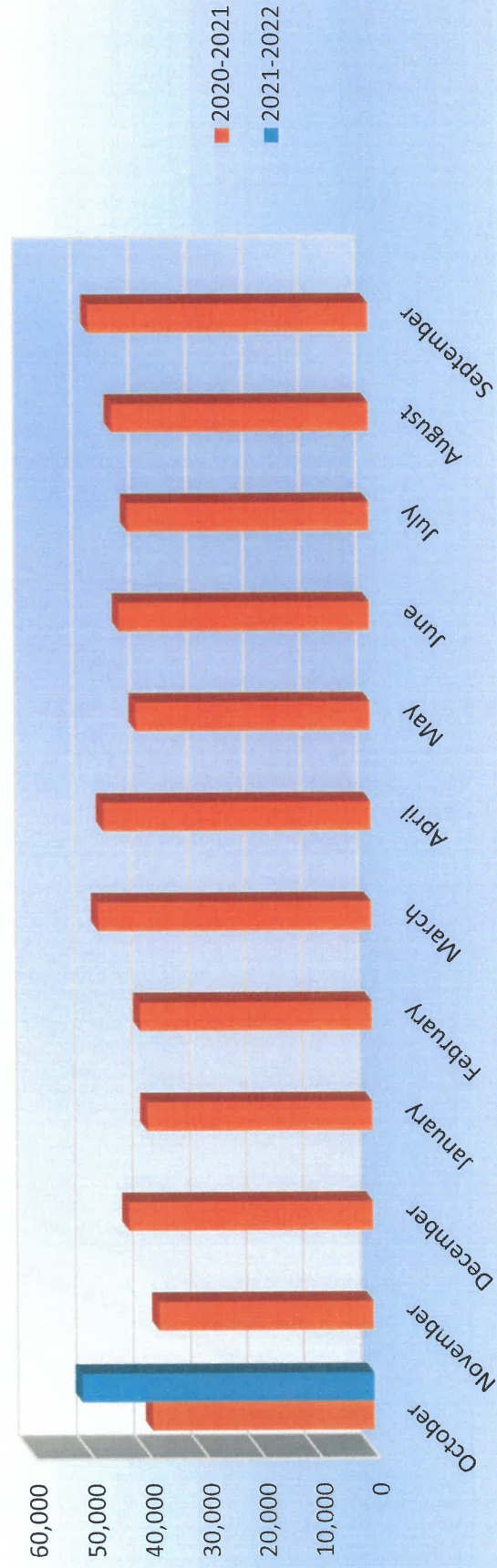
Citrus Connection and PCTS Fixed Route							
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Change
October	108,078	113,220	117,763	109,219	38,961	51,132	31%
November	106,998	104,149	104,192	89,803	37,733	0	0%
December	111,197	95,520	95,813	91,147	42,876	0	0%
January	103,647	93,227	106,080	96,288	39,609	0	0%
February	108,068	100,300	100,900	93,231	40,756	0	0%
March	116,794	99,916	101,697	76,736	47,989	0	0%
April	103,274	95,993	106,578	27,855	46,995	0	0%
May	108,224	95,476	104,034	39,257	41,267	0	0%
June	102,092	93,781	93,028	47,522	44,107	0	0%
July	98,193	92,042	103,793	35,612	42,568	0	0%
August	118,104	111,898	109,285	36,186	45,293	0	0%
September	89,794	98,550	100,468	38,505	49,269	0	0%
Totals	1,274,460	1,194,072	1,243,631	781,361	517,423	51,132	31%

Citrus Connection and PCTS Para-Transit Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	7,071	8,654	9,820	9,745	5,644	6,166	9%
November	7,002	7,940	8,495	8,246	4,759		0%
December	7,014	7,660	8,032	8,177	5,279		0%
January	7,521	9,478	8,846	8,734	4,924		0%
February	7,413	9,514	8,559	8,231	4,844		0%
March	8,715	10,469	9,204	6,109	5,582		0%
April	7,757	9,947	9,377	2,815	5,807		0%
May	8,460	9,534	9,801	3,590	5,531		0%
June	8,374	8,777	8,784	4,640	5,813		0%
July	8,131	8,247	9,502	4,527	5,512		0%
August	9,533	9,642	9,455	4,441	5,792		0%
September	6,711	8,437	7,866	4,790	5,969		0%
Totals	93,702	108,299	107,741	74,045	65,456	6,166	9%

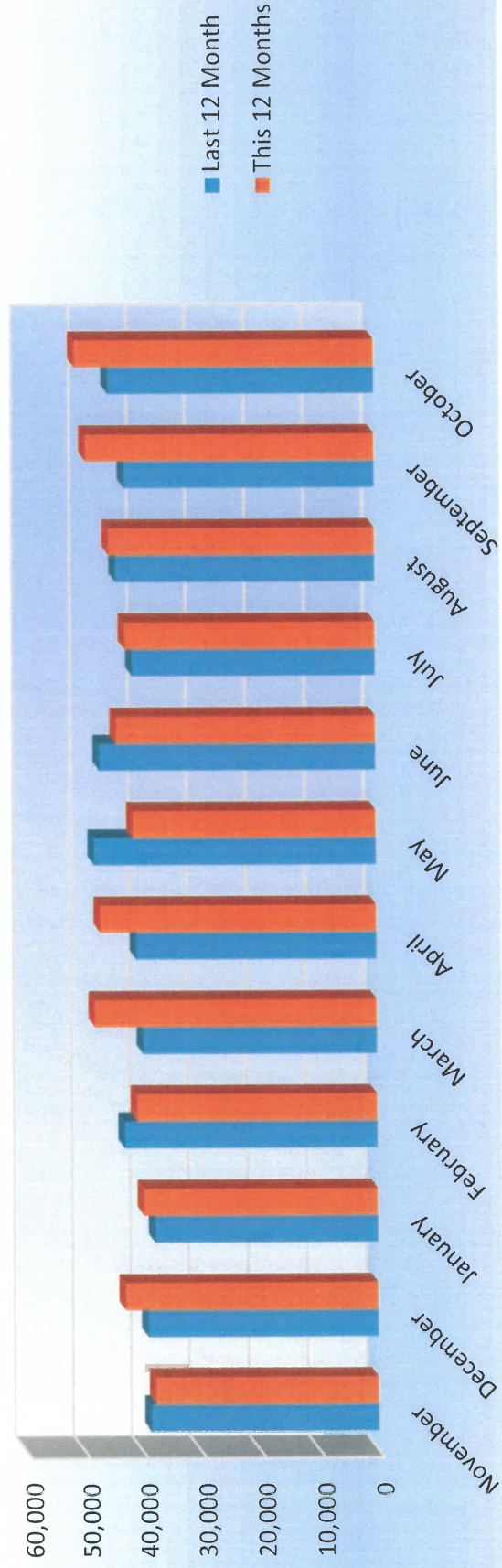
Citrus Connection only Fixed Route Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	67,636	73,349	74,739	67,938	27,810	31,976	15%
November	71,083	67,437	66,084	55,331	25,998		0%
December	72,646	60,879	60,217	55,960	30,003		0%
January	70,767	58,830	66,889	58,774	27,355		0%
February	71,884	63,140	62,854	57,800	27,781		0%
March	78,158	62,897	63,867	47,927	33,489		0%
April	67,338	59,873	67,078	19,363	32,830		0%
May	72,329	60,039	66,297	25,570	28,723		0%
June	67,965	59,754	60,242	30,667	31,074		0%
July	66,347	59,884	67,655	23,294	30,369		0%
August	79,427	71,375	70,546	23,297	31,515		0%
September	54,155	62,306	65,477	25,651	30,828		0%
Totals	839,734	759,763	791,945	491,572	357,775		15%

Citrus Connection only Para-Transit Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Change
October	3,229	4,025	4,745	4,889	2,454	2,946	20%
November	3,252	3,734	3,963	3,980	2,013		0%
December	3,154	3,444	3,818	3,930	2,140		0%
January	3,507	4,055	4,252	4,277	2,059		0%
February	3,505	3,909	4,248	4,255	2,100		0%
March	4,040	4,217	4,513	2,392	2,491		0%
April	3,694	3,935	4,630	1,111	1,910		0%
May	4,060	3,848	4,916	1,431	2,489		0%
June	3,880	3,627	4,352	2,041	2,496		0%
July	3,681	3,437	4,612	1,768	2,364		0%
August	4,306	3,978	4,686	1,960	1,774		0%
September	6,039	3,396	3,414	2,036	0		0%

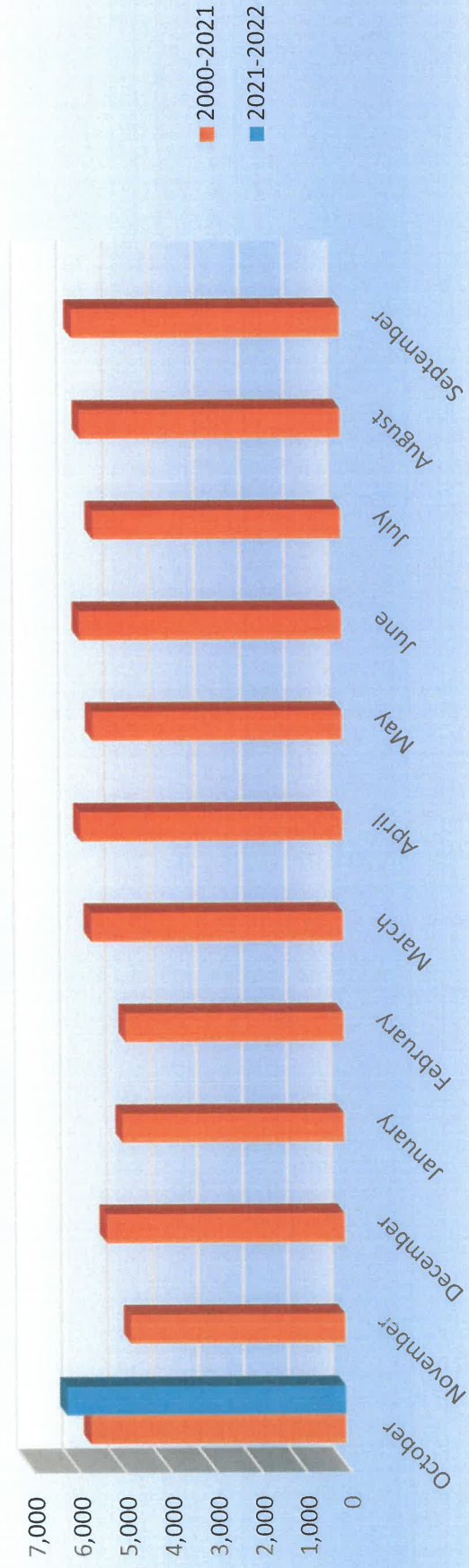
Citrus Connection and PCTS Fixed Route Total Ridership



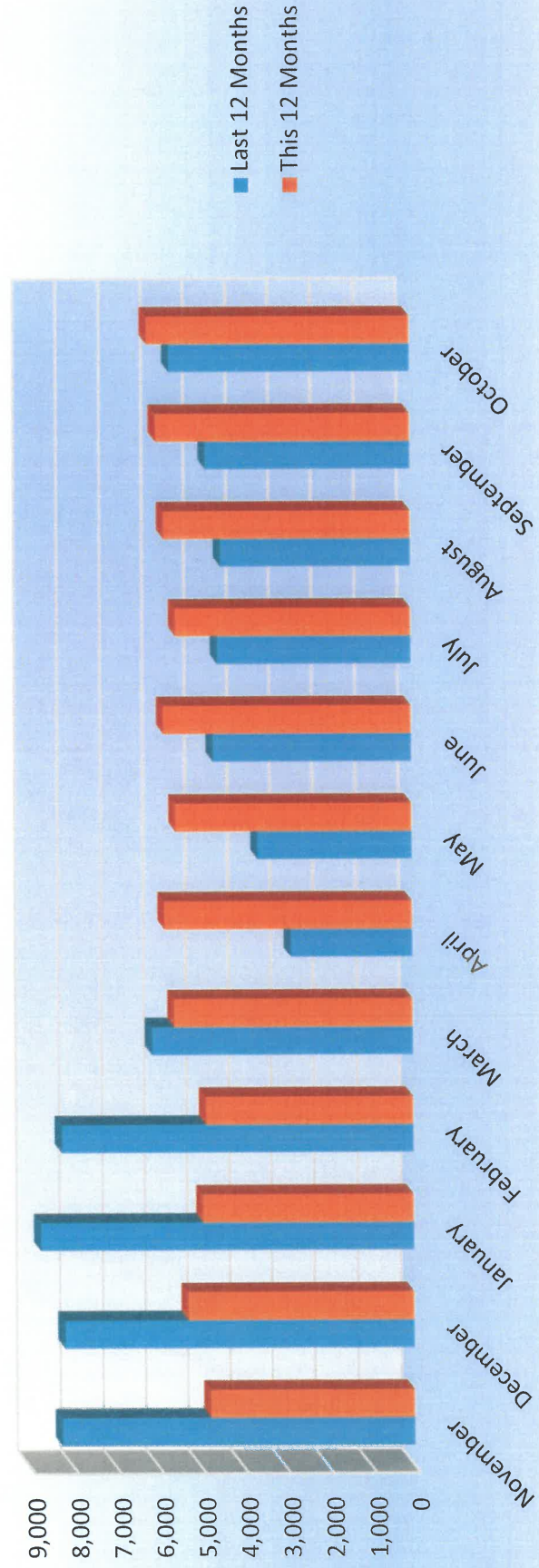
Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



UAP Ridership Totals FY 2019	LAMTD	WHAT	Total
September	5,790	4,059	9,849
October	5,700	3,883	9,583
UAP Ridership 2019	LAMTD	WHAT	Total
Polk State College			
September	335	310	645
October	306	290	596
LEGOLAND			
September	31	518	549
October	25	624	649
Southeastern University			
September	44	27	71
October	53	22	75
COLTS			
September	410	759	1,169
October	489	870	1,359
Veterans			
September	2,123	742	2,865
October	2,013	712	2,725
Southern Technical College			
September	39	67	106
October	61	53	114
Central Florida Healthcare			
September	1,039	202	1,241
October	884	208	1,092
New Beginnings High School			
September	167	1,056	1,223
October	166	762	928
LDDA			
September	7	0	7
October	5	0	5
PACE			
September	140	134	274
October	176	166	342
Peace River			
September	1,455	244	1,699
October	1,522	176	1,698
Summer of Safety			
September			-
October			-

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: DEC 8, 2021
AGENDA ITEM #8

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD