

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room
1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, January 10, 2024, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the December LAMTD Meetings	Approval
2. Public Comments	None
3. Finance / Mark Biddinger, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Project Manager for Intermodal Project	None
4. Human Resources / Carina Chaitoo, Senior HR Generalist	
a. Memorandum of Understanding - Safety Committee Meeting	Approval
5. General Manager Report / Tom Phillips	
a. Agency Update(s)	None
6. Executive <u>Informational</u> Summary / Tom Phillips	
a. December Calendar	None
b. Ridership and UAP Update	None
7. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 10, 2024
AGENDA ITEM #1

Agenda Item: Approval of the LAMTD Meeting Minutes for December 2023

Presenter: Ella Joseph

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

Recommended Action: Board approval of the LAMTD Meeting Minutes for December 2023

Attachments: December 13th, 2023 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 10, 2024
AGENDA ITEM #3a

Agenda Item: FY2023-24
 LAMTD Monthly Financial Statement
 For the period ending November 30, 2023

Presenter: Mark Biddinger, 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

YTD November 30, 2023

FY 2023-2024

(10/01/23 – 09/30/24)

17% of the fiscal year complete

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenue	\$14,351,547	\$958,390	7%
Expense	\$14,351,547	\$1,915,956	13%
Surplus/(deficit)	-	(957,567)	

Revenue Highlights:

Ad valorem taxes: The majority of receipts will be recognized in December 2023 (~ 80%) with the remainder coming in monthly for the rest of the fiscal year.

The billing cycles for the FTA and FDOT grants have not yet started. These grants are paid out retrospectively after expenses are incurred each quarter.

Interest Income on invested funds is ahead of the budget.

Expense highlights

Overall expenses are below budget. Individual expense lines vary due to the cyclical nature of operations compared to a linear budget (budgets are reported on a 1/12th basis).

CASH POSITION:

As of November 30, 2023, there was ~ 168 days (5.5 months) of operating cash on hand.

As of December 31, 2023, there was ~ 229 days (7.5 months) of operating cash on hand.

CHANGE IN FINANCIAL POSITION

Based on the year-to-date budget-to-actual variances through November 30th, the financials reflect an unfavorable variance of \$958k with 17% of the fiscal year completed.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/2022	9/30/2021	9/30/2020	9/30/2019	9/30/2018
1. Farebox Recovery Ratio	11.40%	10.70%	8.50%	10.10%	13.00%
2. Cost per revenue hour	\$141.63	\$130.01	\$117.66	\$116.62	\$108.42
3. Revenue Hours	132,260	135,115	146,700	145,405	146,597
4. Fuel Cost	\$1,399,855	\$878,132	\$744,587	\$1,093,793	\$1,082,166
5. Ridership	653,986	591,937	855,409	1,294,771	1,252,600

LAKELAND AREA MASS TRANSIT DISTRICT

Financial Statement

FY23-24

October 1, 2023 - September 30, 2024

For the Period Ended NOVEMBER 2023

2.0 Months
17% Of Fiscal Year

Revenue

	Annual Budget	YTD Actual	Percent Expended
Farebox/Pass Sales	\$ 340,880	\$ 54,046	16%
Contract Income (UAP)	\$ 175,600	\$ 21,642	12%
Other Contract Revenue	\$ 247,779	\$ 17,738	7%
Miscellaneous Income	\$ 25,800	\$ 11,725	45%
Advertising Revenue	\$ 156,000	\$ 26,667	17%
Investment/Interest Income (net)	\$ 210,000	\$ 93,874	45%
Ad Valorem Income, net	\$ 7,090,766	\$ 601,187	8%
FDOT Operating Grant	\$ 1,806,250	\$ -	0%
Federal Operating Grant	\$ 3,637,000	\$ -	0%
Cost Recovery	\$ 30,000	\$ 1,536	5%
City of Lakeland	\$ -	\$ -	0%
Bartow Express	\$ -	\$ -	0%
SQUEEZE	\$ 6,000	\$ 1,000	17%
PCTS - Support Cost Reimb.	\$ 615,472	\$ 102,578	17%
Gain on Disposal of Asset	\$ 10,000	\$ 26,398	264%
Total	\$ 14,351,547	\$ 958,390	7%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Salaries	\$ 7,269,139	\$ 944,421	13%
Employee Benefits	\$ 2,584,755	\$ 363,853	14%
Advertising Fees	\$ 9,200	\$ 250	3%
Professional & Technical Services	\$ 546,700	\$ 109,145	20%
Contract Maintenance Services	\$ 159,800	\$ 7,713	5%
Other Services	\$ 94,550	\$ 17,499	19%
Fuel & Lubricants	\$ 820,600	\$ 134,537	16%
Freight	\$ 13,670	\$ 901	7%
Repairs & Maintenance	\$ 68,700	\$ (8,364)	-12%
Materials & Supplies	\$ 1,037,300	\$ 121,396	12%
Utilities/Telephone	\$ 163,300	\$ 20,695	13%
Insurance Expense	\$ 379,400	\$ 62,127	16%
Dues & Subscriptions	\$ 48,660	\$ 12,964	27%
Education/Training/Meeting/Travel	\$ 87,970	\$ 15,967	18%
Service Charges	\$ 10,990	\$ 1,052	10%
Office Expense	\$ 99,545	\$ 12,617	13%
Advertising & Promotions	\$ 31,250	\$ 8,643	28%
Miscellaneous Expenses	\$ 25,418	\$ 1,730	7%
Property Appraiser/Tax Collector Comm	\$ 220,000	\$ 38,353	17%
Debt Service	\$ 680,600	\$ 50,456	7%
Total	\$ 14,351,547	\$ 1,915,956	13%

Change in Financial Position \$ _____ - \$ (957,567)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
January 10, 2024
AGENDA ITEM #3b

Agenda Item: FY2023-24
 Polk County Transit Services Monthly Financial Statement
 For the period ending November 30, 2023

Presenter: Mark Biddinger, 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

Polk County Transit Services

Monthly Financial Report

YTD November 30, 2023

FY 2023-2024

(10/01/23 – 09/30/24)

17% of the fiscal year complete

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenue	\$10,679,408	\$3,722,195	35%
Expense	\$10,679,408	\$1,336,355	13%
Surplus/(deficit)	-	2,385,840	

Revenue Highlights:

Revenues exceed expenses by \$2.385M because 100% of the annual county revenue has already been received.

The billing cycles for the FTA and FDOT grants have not yet started. These grants are paid out retrospectively after expenses are incurred each quarter.

Expense highlights

Overall expenses are below budget. Individual expense lines vary due to the cyclical nature of operations compared to a linear budget (budgets are reported on a 1/12th basis).

Polk County Contract

Financial Statement

FY23-24

October 1, 2023 - September 30, 2024

For the Period Ended NOVEMBER 2023

2.0 Months
17% Of Fiscal Year

Revenue

	Annual Budget	YTD Actual	Percent Expended
County Match	\$ 2,399,579	\$ 2,399,579	100%
County Contribution - PCTS	\$ 1,309,355	\$ 1,309,355	100%
City Contribution	\$ 658,554	\$ -	0%
Other Revenue Transfer Cares Funding	\$ -	\$ -	0%
Misc Income (insurance proceeds)	\$ -	\$ 4,738	0%
Fares	\$ 49,000	\$ 8,523	17%
FDOT Block Grants:			
G2371 - WHAT/ADA	\$ 704,093	\$ -	0%
RURAL	\$ 1,342,000	\$ -	0%
SUNRAIL	\$ 249,740	\$ -	0%
FTA			
FTA 5307 Grant	\$ 3,795,440	\$ -	0%
Capital Contributions - County	\$ 171,647	\$ -	0%
Total	\$ 10,679,408	\$ 3,722,195	35%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 5,247,949	\$ 609,478	12%
Contract	\$ 2,458,193	\$ 381,036	16%
Operating	\$ 2,973,266	\$ 345,841	12%
Capital	\$ -	\$ -	0%
Total	\$ 10,679,408	\$ 1,336,355	13%

Change in Financial Position \$ - \$ 2,385,840

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
January 10, 2024
AGENDA ITEM #3c

Agenda Item: FY2023-24
Transportation Disadvantaged Monthly Financial Statement
For the period ending November 30, 2023

Presenter: Mark Biddinger, 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 is July 1 to June 30. The funding is comprised 90% from the State and 10% matching funds by Polk County.

Attachments: See Attachments

Transportation Disadvantaged Program

Monthly Financial Report

YTD November 30, 2023

FY 2023-2024

(07/01/23 – 06/30/24)

42% of the fiscal year complete

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenue	\$1,461,766	\$611,353	42%
Expense	\$1,461,766	\$597,828	41%
Surplus/(deficit)	-	(957,567)	

Refer to the detailed financial report (attached). Revenues and expenses and tracking with budget expectations. There is nothing unusual to report.

Transportation Disadvantaged

Financial Statement

FY23-24

July 1, 2023 - June 30, 2024

For the Period Ended NOVEMBER 2023

5.0 Months
42% Of Fiscal Year

Revenue

	Annual Budget	YTD Actual	Percent Expended
County Match 10%	\$ 146,145	\$ 61,121	42%
Contract Revenue	\$ 311	\$ 146	47%
Adult Day Care		\$ -	
FDOT Grants:			
CTD Grant -Operating	\$ 1,315,310	\$ 550,086	42%
Total	\$ 1,461,766	\$ 611,353	42%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 1,067,076	\$454,375	43%
Operating	\$ 394,690	\$ 143,453	36%
Total	\$ 1,461,766	\$597,828	41%

Change in Financial Position \$ _____ - \$ _____ 13,525

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
January 10, 2024
AGENDA ITEM #3d

Agenda Item: Project Manager for Intermodal project

Presenter: Mark Biddinger, Chief Financial Officer

Recommended
Action: None – Information only

Summary: Lakeland Area Mass Transit District has been tasked with providing project management oversight to the planned intermodal facility. The current estimate for this project is \$45M. We need to finalize procuring a PD&E study this spring. To accomplish this task, and the work ahead over the next several years, LAMTD will need to hire an experienced Project Manager to lead the project. We are hopeful this can be done headcount and budget neutral in the current fiscal year, with funding provided in subsequent fiscal years.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 10, 2024
AGENDA ITEM #4a

Agenda Item: Memorandum of Understanding – Safety Committee Meeting

Presenter: Carina Chaitoo, Senior HR Generalist

Recommended
Action: Approval

Summary: CBA Article 15 – Safety and Health, the District has agreed that designated Transportation Workers Union (TWU) employees from different modes attend the Safety Committee meetings and shall be scheduled on the last Wednesday of the month at 10:30am – noon. The purpose of the Safety Committee meeting is to present recurring Fleet Post Trip problems and resolution to TWU representatives. The Memorandum of Understanding is to modify the Safety Committee Meeting from the last Wednesday of the month at 10:30AM to the last Tuesday of the month at 2:30PM. With this schedule change it will provide consistency, allowing designated TWU employees to attend the Safety Committee meetings with a conflict of schedule or creating undue driver staffing pressure.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 10, 2024
AGENDA ITEM #5a

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the General Manager

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 10, 2024
AGENDA ITEM #6a

Agenda Item: **December calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

December 2023

December 2023							January 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 26	27	28	29	30	Dec 1 Disney's Approach to Leader	2
3	4 10:00am 1-on-1 w/HR - Tom Phillips 7:00pm Davenport City Commission Meeting	5 Copy: Board of Directors, Performance Indicator Data, due CC 9:30am Senior Staff Call (https://us02web.zoom) 10:00am 1-on-1	6 9:30am 1-on-1 w/ Nicole - Tom Phillips	7 9:30am 1-on-1 w/Mark - Tom Phillips	8 9:00am Phone call w/ Parag 6:30pm LLXXX Annual Holiday Party (Steve)	9
10	11 10:00am 1-on-1 w/HR - Tom Phillips 10:30am Transit 1:30pm FW: TD LCB	12 8:30am Email Ridership Update to LAMTD 10:00am 1-on-1 1:00pm Agenda Study	13 8:25am Public Hearing - Ella Joseph 8:30am LAMTD Dec 9:30am 1-on-1 w/	14 8:00am Repatha 9:30am 1-on-1 w/Mark - Tom Phillips	15	16
17	18 10:00am 1-on-1 w/HR - Tom Phillips	19 10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips	20 9:30am 1-on-1 w/ Nicole - Tom Phillips	21 9:30am 1-on-1 w/Mark - Tom Phillips	22 8:30am Updated invitation: Infrastructure Team Meeting @ Monthly	23
24 Christmas Eve (United States)	25 5:00am Christmas - No Service 5:00am Christmas Day (United States) 10:00am 1-on-1 w/HR -	26 9:30am Senior Staff Call 10:00am 1-on-1 11:00am Canceled:	27 9:30am 1-on-1 w/ Nicole - Tom Phillips	28 8:00am Repatha 9:30am 1-on-1 w/Mark - Tom Phillips	29	30
31 New Year's Eve (United States)	Jan 1, 24	2	3	4	5	6

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 10, 2024
AGENDA ITEM #6b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, General Manager

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, 2022

Attachments: Ridership Report.

Monthly Ridership				
	September	October	November	TOTALS
DRDO	6,837	7,725	6,600	21,162
MBDO	63,838	71,873	62,362	198,073
MBPT	5,653	6,685	6,001	18,339
DRPT	688	690	585	1,963
TOTALS	77,016	86,973	75,548	239,537

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 10, 2024
AGENDA ITEM #7

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, December 13th, 2023 at 8:30 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Assistant: Ella Joseph

Call to Order

8:30 a.m. By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

- a. Board approval of the November 2023 LAMTD Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the November 2023 LAMTD Meeting”
1st George Lindsey III / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #5 – Finance / Mark Biddinger, Chief Financial Officer

- a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
YTD October 31, 2023
FY 2023-2024
(10/01/23 – 09/30/24)

YTD Summary	Annual Budget	Budget		Actual	
		Amt	Pct	Amt	Pct
Revenue	\$14,351,547	\$1,195,962	8.3%	\$164,393	1.1%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, FL 33815
Wednesday, December 13th, 2023 at 8:30 a.m.

Expenses	\$14,351,547	\$1,195,962	8.3%	\$856,832	6.0%
Surplus/(Deficit)	\$0	\$0		(\$692,439)	

Revenue Highlights:

Ad valorem taxes: The majority of receipts will be recognized in December 2023 (~ 82%) with the remainder coming in monthly for the rest of the fiscal year.

The billing cycles for the FTA and FDOT grants have not yet started. These grants are paid out retrospectively after expenses are incurred each quarter.

Interest Income on invested funds is ahead of budget.

Expense highlights

Overall expenses are below budget. Individual expense lines vary due to the cyclical nature of operations compared to a linear budget (budgets are reported on a 1/12th basis).

CASH POSITION:

As of October 31, 2023, there was ~ 158 days (5.1 months) of operating cash on hand.

As of November 30, 2023, there was ~ 168 days (5.5 months) of operating cash on hand.

CHANGE IN FINANCIAL POSITION

Based on the year-to-date budget-to-actual variances through October 31st, the financials reflect an unfavorable variance of \$692k with 8.3% of the fiscal year completed.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/2022	9/30/2021	9/30/2020	9/30/2019	9/30/2018
1. Farebox Recovery Ratio	11.40%	10.70%	8.50%	10.10%	13.00%
2. Cost per revenue hour	\$141.63	\$130.01	\$117.66	\$116.62	\$108.42
3. Revenue Hours	132,260	135,115	146,700	145,405	146,597
4. Fuel Cost	\$1,399,855	\$878,132	\$744,587	\$1,093,793	\$1,082,166
5. Ridership	653,986	591,937	855,409	1,294,771	1,252,600

b. PCTS Financials

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, FL 33815
Wednesday, December 13th, 2023 at 8:30 a.m.

YTD October 31, 2023
FY 2023-2024

YTD Summary	Annual Budget	Budget		Actual	
		Amt	Pct	Amt	Pct
Revenue	\$10,679,408	\$889,950	8.3%	\$3,714,096	34.8%
Expenses	\$10,679,408	\$889,950	8.3%	\$665,108	6.2%
Surplus/(Deficit)	\$0	\$0		\$3,048,988	

Revenue Highlights:

Revenues exceed expenses by \$3.048M because 100% of the annual county revenue has already been received.

The billing cycles for the FTA and FDOT grants have not yet started. These grants are paid out retrospectively after expenses are incurred each quarter.

Expense highlights

Overall expenses are below budget. Individual expense lines vary due to the cyclical nature of operations compared to a linear budget (budgets are reported on a 1/12th basis).

c. TD Financials

Transportation Disadvantaged Program
Monthly Financial Report
YTD October 31, 2023
FY 2023-2024

YTD Summary	Annual Budget	Budget		Actual	
		Amt	Pct	Amt	Pct
Revenue	\$1,461,766	\$487,255	33.3%	\$489,565	33.5%
Expenses	\$1,461,766	\$487,255	33.3%	\$481,412	32.9%
Surplus/(Deficit)	\$0	\$0		\$8,152	

Refer to the detailed financial report (attached). Revenues and expenses and tracking with budget expectations. There is nothing unusual to report.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, December 13th, 2023 at 8:30 a.m.

Agenda Item #4 – General Manager Report / Tom Phillips

a. Agenda Updates

- Parag, Director of the TPO, is leaving Florida. Thanks for his leadership and everything.
- We started the Lunch Squeeze and it's going great. We had 150 riders on Monday.
- We had the LAMTD audit this week.
- We will have "Leave the Keys Ride the Squeeze" again this year.

Agenda Item #5 – General Manager Informational Summary

a. November Calendar

[Attachment Available]

b. Ridership and UAP Update

[Attachment Available]

Agenda Item #6 – Other Business

Adjournment at 8:48 a.m.

Approved this 10th day of January 2024.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph