

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room
1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, May 10, 2023, at 8:30 a.m.

	<u>Action Required</u>
Call to Order	
1. Approval of the April LAMTD Meetings	Approval
2. Public Comments	None
3. Finance / Kelly Bennington, CPA, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Proposed Polk County Budget for Fiscal Year 23-24	None
4. Legal / Ben Darby, Esq.	
a. Service Agreement – Merlin Entertainment (Legoland)	Approval
b. Service Agreement – Pace Center for Girls, Inc	Approval
c. Service Agreement – Peace River Center	Approval
5. Operations / Paul Simms, Director of Revenue Services	
a. Updated Operations Handbook	Approval
b. Training Coordinator position	Approval
6. Planning / Carlie Flagler, Planner	
a. The Squeeze service during lunch hours	None
7. Human Resources / Carina Chaitoo, HR Assistant	
a. 2023 Internship Update	None
8. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
9. Executive <u>Informational</u> Summary / Tom Phillips	
a. April Calendar	None
b. Ridership and UAP Update	None
10. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #1

Agenda Item:	Approval of the LAMTD Meeting Minutes for April 2023
Presenter:	Ella Joseph
Policy Analysis:	TA 6 Increase internal communication through systemic processes.
Recommended Action:	Board approval of the LAMTD Meeting Minutes for April 2023
Attachments:	April 12 th , 2023 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, April 12th, 2023 at 8:30 a.m.

Directors:

Polk County Commissioner Martha Santiago
Polk County Commissioner George Lindsey III
City of Lakeland Commissioner Sam Simmons
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips
Executive Assistant: Ella Joseph

Call to Order

8:30 a.m. By Commissioner Lindsey

Agenda Item #1 – Approval of the Minutes

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

[Attachments available]

“Approval of meeting minutes for the April 2023 LAMTD Meeting”
1st Martha Santiago / 2nd Sam Simmons

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

Agenda Item #3 – Audit Presentation / Daniel Anderson, CPA, Maudlin & Jenkins

Staff from Mauldin & Jenkins have completed the annual audit report for LAMTD financials for FY 21-22 and are here to present those results.

[Attachments available]

Agenda Item #4 – Finance / Kelly Bennington, CPA, Chief Financial Officer

Mrs. Bennington started by presenting the new Staff Accountant, Danielle Dunn, to the Board.

a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the YTD February 28, 2023
FY 2022-2023

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, April 12th, 2023 at 8:30 a.m.

Year-to-Date February 28, 2023					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	Actual % of FY Annual Budget	Annual Budget
Revenue YTD	42%	\$5,415,855	\$7,004,892	54%	\$13.0 Million
Expenses YTD	42%	\$5,415,855	\$4,445,491	34%	\$13.0 Million

REVENUES:

The total revenues realized year-to-date through February 28, 2023, totaled \$7.0 million or 54% of the annual budget.

- Farebox revenues reflect \$125,186 or 37% of the annual budgeted revenues, an unfavorable variance of \$16,847, due to the decline in ridership related to slowly correcting the driver shortage issue.
- Contract revenues related to UAP (Universal Access Passes) totaled \$54,105 or 28% of the annual budget.
- Other Contract Revenue Budget totaled \$247,780 for: Atlantic Capital LLC agreement of \$0.1 million, Winter Haven Services of \$92,730, Bartow Services of \$37,311, and Bartow Express Outside Ops of \$17,738. To date, \$176,289 has been received.
- Ad valorem taxes of \$6.03 million have been collected at this time. The total budgeted revenues are \$6.37 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 \$166,463 which is favorably over budget.
- Florida DOT operating grants of \$1.42 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. To date, the District has received \$39,356.
- FTA Section 5307 operating and capital grants are budgeted at \$3.60 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. To date, the District has received \$32,471.
- Advertising income reflects \$73,350 which is slightly over budget.
- The Support cost reimbursement revenue is \$256,445 which is on budget.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, April 12th, 2023 at 8:30 a.m.

- Other revenues are within budget or have an overall favorable variance.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the YTD February 28, 2023
FY 2022-2023

EXPENSES:

The total expenses year-to-date through February 28, 2023, totaled \$4.45 million or 34% of the annual budget.

- Salaries and benefits represent 66% of the FY 2022-2023 budget. As of February 28, 2023, these expenses totaled \$3.05 million which is 16% under budget or a favorable variance of \$0.51 million.
- Professional and Technical Services expenses totaled \$210,614 or 30% of the annual budget.
- Other services expenses totaled \$36,100 which is slightly under budget.
- Fuel and lubricants expense totaled \$327,144 which is 51% of the annual budget.
- Materials and supplies totaled \$185,207 or under budget by \$156,585.
- Dues and subscriptions totaled \$22,262, 45% of the annual budget, and office supplies of \$28,106, 24% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Capital expenditures/debt service of \$123,482 pertains to the lease purchase of buses and is under budget.
- Fixed and variable costs have contributed to some budget variances since they are a combination of onetime costs and reoccurring costs resulting in an overall favorable variance.

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 \$2.56 million with 42% of the fiscal year completed. This variance is predominantly due to receiving the majority of the ad valorem income.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/22	9/30/21	9/30/20	9/30/19	9/30/18
1. Farebox Recovery Ratio (All modes)	11.37%	10.68%	8.48%	10.13%	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	\$949,887	\$1,082,166

LAKELAND AREA MASS TRANSIT DISTRICT
 BOARD OF DIRECTORS MEETING
 Citrus Connection, Hollingsworth Meeting Room 1212
 George Jenkins Blvd., Lakeland, Fl. 33815
 Wednesday, April 12th, 2023 at 8:30 a.m.

5. Ridership	653,986	591,937	855,409	1,294,771	1,252,600
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b. PCTS Financials

Lakeland Area Mass Transit District
 Monthly Financial Report
 Polk County Transit Contract
 Month of February 28, 2023
 Year to Date Report
 Percent of FY Reported (42%)

Revenues

- The revenues totaled \$4.48 million or 45% of the annual budget.
 - The FTA grants of \$0.41 million have been received. Expenses must be incurred before reimbursements are received.
 - Fare Revenues totaled \$19,231 or 43% of the annual budget.
 - The Polk County City Contributions received totaled \$0.66 million or 123% of the annual budget.
 - The County funding reflects payments of \$3.13 million or 100% of the annual budget which includes the county match of \$2.20 million and the county contribution of \$0.93 million.
 - Rural FDOT Grant Revenues of \$0.26 million have been received.
 - The FDOT Sunrail Grant Revenues have not been received for the new fiscal year.

Expenses

- Operating expenses consist of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$3.46 million or 35% of the annual budget.
 - Salaries and wages totaled \$1.51 million or 34% of the annual budget.
 - Operating expenses totaled \$1.21 million or 37% of the annual budget.
 - The contract services are for the contractual cost for several routes with the contractor Transitions Commute Solutions with expenses totaling \$0.74 million or 32% of the annual budget.

Operating Results

- Actual Revenues exceeded Expenses by \$1.02 million.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of February 28, 2023
Year to Date Report
Percent of FY Reported (67%)
State FY July 1, 2022, thru June 30, 2023

Revenues

- The revenues totaled \$923,019 or 65% of the annual budget.
 - The TD Trust Fund Grant drawdown reflects \$838,944 or 66% of the annual budget.
 - Contract Revenues and other revenues totaled \$200 or 64% of the annual budget.
 - The County funding for the match totaled \$83,874 or 59% of the annual budget.

Expenses

- Operating expenses consist of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$803,359 or 57% of the annual budget.
 - Salaries, wages, and benefits totaled \$585,414 or 57% of the annual budget.
 - Operating expenses totaled \$217,944 or 54% of the annual budget.

Operating Results

- Actual Revenues exceeded Expenses by \$119,660.

d. Section 5307 and 5339 Application, Resolution 23-11

The 5307 portion of the grant will help to defray operational cost and provide for the maintenance of transit capital assets in the Lakeland UZA. The 5339 portion will help defray the cost to replace Avail ITS systems. The old generation Avail ITS systems in need of upgrading that include MDT, APCs, fare collection and next bus technology.

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For the 5307 grant, the District is requesting \$3,187,059 in federal funding, which has a \$2,256,325 match requirement. Toll credits have been requested to subsidize the \$207,245 capital portion of match. If awarded this program will be included in the 2024/2025 budget.

For the 5339 grant, the District is requesting \$247,052 in federal funding, which has a \$61,769 match requirement. Toll credits have been requested to subsidize the entire match. If awarded this program will be included in the 2024/2025 budget.

[Attachments available]

“Approval of the 2024/2025 Section 5307 and 5339 super grant application and corresponding Resolution for the purpose of providing operating, preventative maintenance assistance, and upgrades to the Intelligent Transit System (Avail) in the Lakeland Area.”

1st Martha Santiago / 2nd Sam Simmons

MOTION CARRIED UNANIMOUSLY

e. Section 5307 and 5339 Application, Resolution 23-12

The 5307 portion of the grant will help to defray operational cost and provide for the maintenance of transit capital assets in the Winter Haven UZA. The 5339 portion will help defray the cost to replace Avail ITS systems. The old generation Avail ITS systems in need of upgrading that include MDT, APCs, fare collection and next bus technology.

For the 5307 grant, the District is requesting \$2,549,062 in federal funding, which has a \$2,060,556 match requirement. Toll credits have been requested to subsidize the \$162,835 capital portion of match. If awarded this program will be included in the 2024/2025 budget.

For the 5339 grant, the District is requesting \$194,488 in federal funding, which has a \$48,622 match requirement. Toll credits have

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been requested to subsidize the entire match. If awarded this program will be included in the 2024/2025 budget.

[Attachments available]

“Approval of the 2024/2025 Section 5307 and 5339 super grant application and corresponding Resolution for the purpose of providing operating, preventative maintenance assistance, and upgrades to the Intelligent Transit System (Avail) in the Winter Haven Area.”

1st Martha Santiago / 2nd Sam Simmons

MOTION CARRIED UNANIMOUSLY

f. Section 5310 PTGA, Resolution 23-13

This grant involves a Travel Trainer Program for the purpose of educating Seniors and the Disabled population on how to utilize public transit. The District has an impending awarded 5310 grant funding in the amount of \$62,500. The grant match is 80/10/10. The sum of \$50,000 will be provided through the FTA with a cash match of \$6,250 provided by the District and \$6,250 provided by the state FDOT.

Federal Funding	\$	50,000
State Funding	\$	6,250
LAMTD Match	\$	6,250
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Total Funding	\$	62,500
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[Attachments available]

“Approval of the 2022/2023 Section 5310 acceptance of funding for LAMTD.”

1st Sam Simmons / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
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Wednesday, April 12th, 2023 at 8:30 a.m.

g. Section 5311 Application, Resolution 23-14

The grant funds will be utilized to assist the District with capital preventive maintenance, administrative, management, contractual services, and other operation expenses necessary to provide public transportation services to the citizens of rural Polk County

This grant provides needed services to citizens in the rural areas of Polk County. The District is requesting 5311 grant funding in the amount of \$1,824,590. This is a 50/50 match. FTA will provide \$912,295 with in-kind match of \$912,295 to be provided by the County. If awarded this program will be included in the 2024-2025 budget.

[Attachments available]

“Approval of the 2024/2025 Section 5311 grant application and corresponding Resolution to request capital preventive maintenance and operating assistance for rural Polk County.”

1st Bill Mutz / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Executive Director Report / Tom Phillips

- a. Agency Updates
- Had a Union Negotiation Meeting with Tyrus, they want different colored shirts as uniforms, and also change the bid and go by seniority. We will wrap it up next week and check with Ben for the legal.
 - The CFO search continues.
 - James P. sent an email asking for the Squeeze budget because they want to implant it at
 - Thanks to the finance team, we had a clean audit.

Agenda Item #6 – Executive Director Informational Summary

a. March Calendar

[Attachment Available]

b. Ridership and UAP Update

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, April 12th, 2023 at 8:30 a.m.

[Attachment Available]

Agenda Item #7 – Other Business

Adjournment at 9:05 a.m.

Approved this 10th day of May 2023.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #3a

Agenda Item: March 31, 2023, LAMTD Monthly Financial Statement
FY 2022-23

Presenter: Kelly Bennington, CFO

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 YTD March 31, 2023
FY 2022-2023

Year-to-Date February 28, 2023					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	Actual % of FY Annual Budget	Annual Budget
Revenue YTD	50%	\$6,499,026	\$7,507,235	58%	\$13.0 Million
Expenses YTD	50%	\$6,499,026	\$5,538,351	43%	\$13.0 Million

REVENUES:

The total revenues realized year-to-date through March 31, 2023, totaled \$7.51 million or 58% of the annual budget.

- Farebox revenues reflect \$160,929 or 47% of the annual budgeted revenues, an unfavorable variance of \$9,511, due to the decline in ridership related to slowly correcting the driver shortage issue.
- Contract revenues related to UAP (Universal Access Passes) totaled \$81,720 or 42% of the annual budget.
- Other Contract Revenue Budget totaled \$247,780 for: Atlantic Capital LLC agreement of \$0.1 million, Winter Haven Services of \$92,730, Bartow Services of \$37,311, and Bartow Express Outside Ops of \$17,738. To date, \$143,011 has been received.
- Ad valorem taxes of \$6.10 million have been collected at this time. The total budgeted revenues are \$6.37 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 \$211,043 which is favorably over budget.
- Florida DOT operating grants of \$1.42 million are being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. To date, the District has received \$52,149.
- FTA Section 5307 operating and capital grants are budgeted at \$3.60 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. To date, the District has received \$325,316.
- Advertising income reflects \$73,350 which is slightly under budget.
- The Support cost reimbursement revenue is \$307,734 which is on budget.
- Other revenues are within budget or have an overall favorable variance.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the YTD March 31, 2023
FY 2022-2023

EXPENSES:

The total expenses year-to-date through March 31, 2023, totaled \$5.54 million or 43% of the annual budget.

- Salaries and benefits represent 66% of the FY 2022-2023 budget. As of March 31, 2023, these expenses totaled \$3.82 million which is 12% under budget or a favorable variance of \$0.46 million.
- Professional and Technical Services expenses totaled \$215,132 or 30% of the annual budget.
- Other services expenses totaled \$40,068 which is slightly under budget.
- Fuel and lubricants expenses totaled \$356,425 which is 55% of the annual budget.
- Materials and supplies totaled \$310,187 or under budget by \$99,963.
- Dues and subscriptions totaled \$25,302, 51% of the annual budget, and office supplies of \$33,414, 28% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Capital expenditures/debt service of \$151,367 pertains to the lease purchase of buses and is under budget.
- Fixed and variable costs have contributed to some budget variances since they are a combination of onetime costs and reoccurring costs resulting in an overall favorable variance.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through March 31st, the financials reflect a favorable actual variance of \$1.97 million with 50% of the fiscal year completed. This variance is predominantly due to receiving the majority of the ad valorem income.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/22	9/30/21	9/30/20	9/30/19	9/30/18
1. Farebox Recovery Ratio (All modes)	11.37%	10.68%	8.48%	10.13%	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	\$949,887	\$1,082,166
5. Ridership	653,986	591,937	855,409	1,294,771	1,252,600



CitrusConnection

LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022-2023

MONTHLY FINANCIAL STATEMENT

MONTH OF MARCH 2023

Account	Month			YTD			Total Annual %	Approved Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
			\$'s-Fav/(Unfav)			\$'s-Fav/(Unfav)		
Farebox/Pass Sales	\$ 35,743	\$ 28,407	\$ 7,336	\$ 160,929	\$ 170,440	\$ (9,511)	47%	\$ 340,880
Contract Income (UAP)	\$ 11,718	\$ 16,299	\$ (4,581)	\$ 81,720	\$ 97,793	\$ (16,073)	42%	\$ 195,585
Other Contract Revenue	\$ 5,424	\$ 20,648	\$ (15,225)	\$ 143,011	\$ 123,890	\$ 19,121	58%	\$ 247,779
Miscellaneous Income	\$ 0	\$ 483	\$ (483)	\$ 18,911	\$ 2,900	\$ 16,011	326%	\$ 5,800
Advertising Revenue	\$ -	\$ 13,000	\$ (13,000)	\$ 73,350	\$ 78,000	\$ (4,650)	47%	\$ 156,000
Investment/Interest Income (net)	\$ 44,631	\$ 2,036	\$ 42,595	\$ 211,043	\$ 12,216	\$ 198,827	864%	\$ 24,431
Ad Valorem Income, net	\$ 76,233	\$ 530,483	\$ (454,250)	\$ 6,102,653	\$ 3,182,898	\$ 2,919,755	96%	\$ 6,365,796
FDOT Operating Grant	\$ -	\$ 118,137	\$ (118,137)	\$ 52,149	\$ 708,823	\$ (656,674)	4%	\$ 1,417,646
Federal Operating Grant	\$ 317,782	\$ 299,889	\$ 17,894	\$ 325,316	\$ 1,799,331	\$ (1,474,015)	9%	\$ 3,598,662
Cost Recovery	\$ 2,130	\$ 2,083	\$ 47	\$ 5,546	\$ 12,500	\$ (6,954)	22%	\$ 25,000
SQUEEZE	\$ -	\$ -	\$ -	\$ 5,975	\$ -	\$ 5,975	0%	\$ -
PCTS - Support Cost Reimb.	\$ 51,289	\$ 51,289	\$ (0)	\$ 307,734	\$ 307,736	\$ (2)	50%	\$ 615,472
Gain on Disposal of Asset	\$ -	\$ 417	\$ (417)	\$ 18,897	\$ 2,500		378%	\$ 5,000
						\$ 16,397		
TOTAL REVENUES	\$ 544,950	\$ 1,083,171	\$ (538,221)	\$ 7,507,235	\$ 6,499,026	\$ 1,008,209	58%	\$ 12,998,051
Salaries	\$ 656,078	\$ 495,149	\$ (160,929)	\$ 2,685,589	\$ 2,970,891	\$ 285,302	45%	\$ 5,941,782
Employee Benefits	\$ 215,027	\$ 217,258	\$ 2,230	\$ 1,131,768	\$ 1,303,546	\$ 171,777	43%	\$ 2,607,091
Advertising Fees	\$ -	\$ 1,917	\$ 1,917	\$ -	\$ 11,500	\$ 11,500	0%	\$ 23,000
Professional & Technical Ser	\$ 9,014	\$ 59,073	\$ 50,059	\$ 215,132	\$ 354,440	\$ 139,308	30%	\$ 708,880
Contract Maintenance Services	\$ 3,163	\$ 9,513	\$ 6,350	\$ 74,977	\$ 57,075	\$ (17,902)	66%	\$ 114,150
Other Services	\$ 3,968	\$ 7,913	\$ 3,944	\$ 40,068	\$ 47,475	\$ 7,407	42%	\$ 94,950
Fuel & Lubricants	\$ 55,854	\$ 53,687	\$ (2,168)	\$ 356,425	\$ 322,120	\$ (34,305)	55%	\$ 644,239
Freight	\$ 729	\$ 1,096	\$ 367	\$ 6,108	\$ 6,575	\$ 467	46%	\$ 13,150
Repairs & Maintenance	\$ 216	\$ 5,750	\$ 5,534	\$ 2,097	\$ 34,500	\$ 32,403	3%	\$ 69,000
Materials & Supplies	\$ 71,325	\$ 68,358	\$ (2,966)	\$ 310,187	\$ 410,150	\$ 99,963	38%	\$ 820,300
Utilities/Telephone	\$ 11,985	\$ 13,125	\$ 1,140	\$ 76,992	\$ 78,750	\$ 1,758	49%	\$ 157,500
Insurance Expense	\$ 40,222	\$ 41,421	\$ 1,199	\$ 241,281	\$ 248,525	\$ 7,244	49%	\$ 497,050
Dues & Subscriptions	\$ 3,040	\$ 4,158	\$ 1,118	\$ 25,302	\$ 24,950	\$ (352)	51%	\$ 49,900
Education/Training/Meeting/Travel	\$ 6,422	\$ 9,708	\$ 3,286	\$ 14,851	\$ 58,250	\$ 43,399	13%	\$ 116,500
Service Charges	\$ 1,050	\$ 713	\$ (337)	\$ 5,001	\$ 4,275	\$ (726)	58%	\$ 8,550
Office Expense	\$ 5,308	\$ 9,821	\$ 4,513	\$ 33,414	\$ 58,925	\$ 25,511	28%	\$ 117,850
Advertising & Promotions	\$ 2,024	\$ 2,500	\$ 476	\$ 14,907	\$ 15,000	\$ 93	50%	\$ 30,000
Miscellaneous Expenses	\$ 3,238	\$ 6,688	\$ 3,449	\$ 13,093	\$ 40,125	\$ 27,032	16%	\$ 80,250
Property Appraiser/Tax Collector Comm	\$ 1,525	\$ 18,442	\$ 16,917	\$ 139,791	\$ 110,655	\$ (29,136)	63%	\$ 221,309
Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,883	\$ 31,655	\$ 151,367	\$ 341,300	\$ 189,933	22%	\$ 682,600
Bad Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
TOTAL EXPENDITURES	\$ 1,115,414	\$ 1,083,171	\$ 32,243	\$ 5,538,351	\$ 6,499,026	\$ (960,675)	43%	\$ 12,998,051
(OVER)/UNDER EXPENDITURES	\$ (570,465)	\$ -	\$ (570,465)	\$ 1,968,884	\$ -	\$ 1,968,884		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #3b

Agenda Item: March 31, 2023, Financials for Polk County Transit Services
Contract – FY 2022-23

Presenter: Kelly Bennington, CFO

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
MAY 10, 2023
AGENDA ITEM #3b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of March 31, 2023
Year to Date Report
Percent of FY Reported (50%)

Revenues

- The revenues totaled \$4.83 million or 48% of the annual budget.
 - The FTA grants of \$0.73 million have been received. Expenses must be incurred before reimbursements are received.
 - Fare Revenues totaled \$29,129 or 66% of the annual budget.
 - The Polk County City Contributions received totaled \$0.66 million or 123% of the annual budget.
 - The County funding reflects payments of \$3.13 million or 100% of the annual budget which includes the county match of \$2.20 million and the county contribution of \$0.93 million.
 - Rural FDOT Grant Revenues of \$0.26 million have been received.
 - The FDOT Sunrail Grant Revenues have not been received for the new fiscal year.

Expenses

- Operating expenses consist of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$4.34 million or 43% of the annual budget.
 - Salaries and wages totaled \$1.98 million or 45% of the annual budget.
 - Operating expenses totaled \$1.44 million or 44% of the annual budget.
 - The contract services are for the contractual cost for several routes with the contractor Transitions Commute Solutions with expenses totaling \$0.92 million or 40% of the annual budget.

Operating Results

- Actual Revenues exceeded Expenses by \$0.49 million.

Lakeland Area Mass Transit District
Financial Statement
Polk County Contract
Month of March 2023

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 2,198,753	\$ 916,147	\$ 2,198,753	100%
Other Contract Revenue -	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 222,338	\$ 658,554	123%
County Contribution - PCT	\$ 933,454	\$ 388,939	\$ 933,454	100%
Other Revenue Transfer C	\$ -	\$ -	\$ -	
Miscellaneous Income	\$ -	\$ -	\$ 22,158	
Fares	\$ 44,400	\$ 18,500	\$ 29,129	66%
FDOT Block Grants:				
G2371 - WHAT/ADA	\$ 785,441	\$ 327,267	\$ -	0%
RURAL	\$ 1,486,722	\$ 619,468	\$ 263,718	18%
SUNRAIL	\$ 249,740	\$ 104,058	\$ -	0%
FTA				
FTA 5307 Grant	\$ 3,729,941	\$ 1,554,142	\$ 728,219	20%
Capital Contributions - C	\$ 42,000	\$ 17,500	\$ -	0%
Total	\$ 10,004,062	\$ 4,168,359	\$ 4,833,985	48%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Expenses				
Labor	\$ 4,387,576	\$ 1,828,157	\$ 1,980,897	45%
Contract	\$ 2,319,050	\$ 966,271	\$ 923,323	40%
Operating	\$ 3,255,436	\$ 1,356,432	\$ 1,439,162	44%
Capital	\$ 42,000	\$ 17,500	\$ -	0%
Total	\$ 10,004,062	\$ 4,168,360	\$ 4,343,382	43%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #3c

Agenda Item: March 31, 2023, Financials for The Transportation Disadvantaged Program– FY 2022-23

Presenter: Kelly Bennington, CFO

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, 2022 and ends June 30, 2023. 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
MAY 10, 2023
AGENDA ITEM #3c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of March 31, 2023
Year to Date Report
Percent of FY Reported (75%)
State FY July 1, 2022, thru June 30, 2023

Revenues

- The revenues totaled \$1,069,123 or 75% of the annual budget.
 - The TD Trust Fund Grant drawdown reflects \$971,767 or 76% of the annual budget.
 - Contract Revenues and other revenues totaled \$200 or 64% of the annual budget.
 - The County funding for the match totaled \$97,157 or 69% of the annual budget.

Expenses

- Operating expenses consist of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$960,056 or 68% of the annual budget.
 - Salaries, wages, and benefits totaled \$717,256 or 70% of the annual budget.
 - Operating expenses totaled \$242,799 or 61% of the annual budget.

Operating Results

- Actual Revenues exceeded Expenses by \$109,068.

**Lakeland Area Mass Transit District
Transportation Disadvantage Program
Period Ending - March 2023**

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total Annual
Revenues				
County Match 10%	\$ 141,819	\$ 106,364	\$ 97,157	69%
Contract Revenue	\$ 311	\$ 233	\$ 200	64%
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,276,371	\$ 957,278	\$ 971,767	76%
Total	\$ 1,418,501	\$ 1,063,876	\$ 1,069,123	75%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total Annual
Labor	\$ 1,018,590	\$ 763,943	\$ 717,256	70%
		\$ -		
Operating	\$ 399,911	\$ 299,933	\$ 242,799	61%
Total	\$ 1,418,501	\$ 1,063,876	\$960,056	68%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: MAY 10, 2023
AGENDA ITEM #3d

Agenda Item: Proposed Polk County Budget for Fiscal Year 2023-2024

Presenter: Kelly Bennington, CFO

Recommended
Action: None

Summary: Review proposed Polk County Budget for FY 2023-2024 transmitted to the County on May 1, 2023, to Todd Bond, Deputy County Manager, and Christia Johnson, Budget Officer.

Attachments: Copy of Transmittal

1212 GEORGE JENKINS BLVD., LAKELAND, FL 33815 | 855-POLKBUS (765-5287) | WWW.RIDECITRUS.COM

Date: May 1, 2023

To: Todd Bond, Deputy County Manager, Polk County
Christia Johnson, Budget Officer, Polk County

From: Tom Phillips, Executive Director

Subject: Proposed FY 2023-24 Operating and Capital Budget for Polk County Transit Services

The District is proposing the FY 2023-24 Operating Budget for the Polk County Transit Services totaling \$10,679,408 an increase of \$675,346 or 6.75%.

The Revenues are summarized on the attached page with the FY 2023-24 projections. The amount for each revenue source for the grants is reflected on this report. The District anticipates a decrease in FDOT block grant of 10.36% and a decrease in FDOT rural grant of 9.73%.

The Operating Expenses totaled \$10,679,408 with the following assumptions.

CBA Salaries	3% increase
Admin Emp.-Salaries and wages	3% increase
FRS Rate	12.5% (a slight projected increase)
Health Insurance Premiums	6% Increase
Administrative Fees	20% of the Polk Transit Contract which is in agreement with the contract rather than 20% of the full cost of administrative fees
Operating Expenses	Based on the current fiscal year Operating and Maintenance costs for the County

Capital Budget: There is no capital budget requested by the District from the County for this fiscal year.

The FY 2023-24 Proposed Operating Budget includes an anticipated 3% increase for the Contract Bargaining Agreement Employees, which is up for renewal this year. Administrative employees are receiving a 3% increase.

The County Grants revenues are increasing 9.13% as noted in the revenue summary, and all prior year grants have been utilized. The expenses are estimated on the current level of transit services consistent with the Lakeland Area Mass Transit District operating estimates for both fixed and variable costs.

The County has committed to fund \$659,870 for new services in areas of Loughman Routes in FY 2019-20 with the same objective for fiscal years continuing into the foreseeable future including FY 2023-24.

Staffing:

Total personnel for FY 2023-24 decreased from 74.0 to 65.0. The change in staffing pertains to the decrease in driver positions to allow for driver pay increases in the last fiscal year. Also, long-time county employee Ruby Kimble recently retired, and her position was split into two lower-level positions. Further, one safety position had been holding a much-needed operations supervisor position.

County Funding:

Total funds from the County are estimated at \$3,708,934 (\$2,399,578 for the grants match and \$1,309,355 budget subsidy). This is an increase of \$576,727 or 18.41% over the last fiscal year. The FY 2022-23 budgeted grants match totaled \$3,132,207 (\$2,198,753 for the grants match and \$933,454 requested for last fiscal year's budget subsidy).

The District requests the remaining funds from FY 2022 of \$106,619 be used to decrease the liability of the County which would bring the total funds requested from the County to \$3,602,315 rather than \$3,708,934.

Capital Budget:

The District is proposing no Capital Budget request from the County for FY 2023-2024. Last year's request totaled \$42,000 for the replacement of a fleet vehicle.

Please let me know if you need additional information on the proposed budget for the FY 2023-24 Proposed Budget.

Attachments: FY 2023-24 Budget Document and Schedules.

cc: Kelly S. Bennington, CFO
Carlie Flagler
Bill Beasley, County Manager
Lisa Harris
Rhonda Carter

Lakeland Area Mass Transit District
Budget
Polk County Contract
FY 2023-2024

Revenue

	YTD				
	Actual FY 9/30/21	Actual FY 9/30/22	Actual 01/31/23	Budget FY 22-23	Request FY 23-24
Revenues					
County Match	\$ 2,176,676	\$ 2,198,753	\$ 2,198,753	\$ 2,198,753	\$ 2,399,579
Other Contract Revenue - County	\$ 73,908	\$ -	\$ -	\$ -	\$ -
City Contribution	\$ 596,623	\$ 492,382	\$ 658,534	\$ 533,611	\$ 658,554
County Contribution - PCTS	\$ 407,220	\$ 933,454	\$ 933,454	\$ 933,454	\$ 1,309,355
Other Revenue Transfer Cares Funding				\$ -	
Fares	\$ 44,606	\$ 47,776	\$ 18,231	\$ 44,400	\$ 49,000
FDOT Block Grants:					
GOV71/G1481 - WHAT/ADA	\$ 485,520	\$ 668,461		\$ 785,441	\$ 704,093
RURAL	\$ 1,345,989	\$ 642,603	\$ -	\$ 1,486,722	\$ 1,342,000
SUNRAIL		\$ 151,036		\$ 249,740	\$ 249,740
FTA					
FTA 5307 Grant	\$ 2,319,856	\$ 3,315,006	\$ -	\$ 3,729,941	\$ 3,967,087
Capital Contributions - County	\$ -	\$ -	\$ -	\$ 42,000	\$ -
Total	\$ 7,450,397	\$ 8,449,471	\$ 3,808,972	\$ 10,004,062	\$ 10,679,408

Expenses

	YTD				
	Actual FY 9/30/21	Actual FY 9/30/22	Actual 1/31/23	Budget FY 22-23	Request FY 23-24
Labor	\$ 4,033,858	\$ 3,758,912	\$ 1,411,215	\$ 4,409,395	\$ 5,247,949
Contract	\$ 1,149,107	\$ 1,827,453	\$ 741,016	\$ 2,319,050	\$ 2,458,193
Operating	\$ 2,184,391	\$ 2,184,391	\$ 843,277	\$ 3,233,617	\$ 2,973,266
Capital	\$ -			\$ 42,000	
Total	\$ 7,367,356	\$ 7,770,756	\$ 2,995,508	\$ 10,004,062	\$ 10,679,408

Polk County Budget
FY October 1, 2023 thru September 30, 2024

Revenues:

Other Contract Revenues – This revenue classification is for the services provided for transportation to the Nutrition Centers. Currently the frequency of transportation to the centers is zero with no activity plan for the next fiscal year. Budgeted amount \$0.

City Contributions – The municipalities in Polk County other than the City of Lakeland is required to contribute their fare share for Transit Services. For the next fiscal year this cost for Transit Services is \$7.94 per revenue mile. The annual revenues for the next fiscal year are estimated at \$658,554 based on the previous year rate.

Fares – The Fare Revenues are for the Transit Riders for the cost of Transit Services. The District is utilizing the Avail System and the Smart Phone to enable Customers to manage and utilize electronic fare purchases in addition to the Customer Service Centers. The estimated fares totaled \$49,000.

Grants – The County annual Grant Allocation is for the following Grants.

FTA Section 5307- Estimated at \$3,967,087

Rural AQ R02 Grant- Estimated at \$1,342,000

FDOT Block Grant- Estimated at \$704,093

FDOT SunRail Grant - This is a new Grant Revenue to provide a Shuttle Service with connections to SunRail. Budget \$ 249,740 with no Grants Match.

Grants Match – The schedule in this revenue section represents the required grants match (cash) to match the County Grants. The estimated total for the next fiscal year is \$2,399,579.

Capital budget request - The District does not request any capital from the County for this fiscal year.

County subsidy to balance the Budget – The budget is balanced with estimated revenues equal to planned expenses. However, because the estimated revenues do not match the expenses there is a County Subsidy needed of \$1,309,355.

Polk County Transit Budget
Expense Summary
FY 2023-2024

Expenses: Total Operating Budget \$10,679,408

- Total operating expenses are increasing by \$675,346 or 6.75%.

Labor Cost \$5,247,949

- Labor and Fringe expenses are increasing by \$838,554 or 19.02% as described in the transmittal letter.

Operating Contract Expenses \$2,458,193

- Anticipating contract expenses are increasing by \$139,143 or 6% due to the additional outsourcing of routes on the east side of the County to Transitions and the planned SunRail Shuttle Contract expenses.

Operating Expenses \$2,973,266

- Operating expenses are decreasing by \$260,351 or 8% due to an anticipated slight decrease in fuel expenses along with management's focus to maintain expenses as the current level as well understanding the need for an increase in labor costs.

Capital Expenses \$0

- No Capital expenses are being requested by the District from the County for this fiscal year.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #4a

Agenda Item: **Service Agreement with Merlin Entertainment (Legoland)**

Presenter: Ben Darby, Esq.

Recommended
Action: Approval

Summary: October 1, 2022 through September 30, 2025 – one additional
 one year renewal term - \$1,500.00 a month

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #4b

Agenda Item: **Service Agreement with Pace Center for Girls, Inc**

Presenter: Ben Darby, Esq.

Recommended
Action: Approval

Summary: July 1, 2023 through June 30, 2023 – 4 additional 1 year
renewal terms - \$250.00 a month.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #4c

Agenda Item: **Service Agreement with Peace River Center**

Presenter: Ben Darby, Esq.

Recommended
Action: Approval

Summary: July 1, 2023 through June 30, 2024 – 2 additional 1 year
renewal terms - \$750.00 a month

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #5a

Agenda Item: **Updated Operations Handbook**

Presenter: Paul Simms, Director of Revenue Services/Training

Recommended
Action: Approve the updated operations handbook

Summary: This operation manual has been revised to facilitate a more current and easy accessible process. It enhances the process for litigation when attorney request information on operators training.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #5b

Agenda Item: **Authorization to add one position to the Training department**

Presenter: Paul Simms; Director of Revenue Services/Training

Recommended Approve Training coordinator for the training department
Action:

Summary: The Training coordinator will assist with TSI classroom training which consist of customer service, safety, Vehicle operations, Emergency management, ADA regulations and aid with FDOT audits and annual refresher training for 110 bus operators. The coordinator will assist with CDL training for all trainees.

Accordingly, the financial impact of this positions is 100% from the county budget for a sum of \$53,000.00 annually.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #6a

Agenda Item: **Lunch Squeeze**

Presenter: Carlie Flagler

Recommended
Action: None

Summary: Due to the increasing popularity of the Squeeze service, the Lakeland Downtown Development Authority and Planning Department are discussing restarting the Squeeze service during lunch hours at the cost of the LDDA.

Attachments: Squeeze Lunch Route, Squeeze Lunch Budget

Lakeland Area Mass Transit District

Additional Current Fiscal Year Budget

Lunch Service 11a-2p

Daytime Squeeze

<u>LABOR HOURS</u>	Daily Hours	Days per Week	Total Hours per Person	# of People	
Operators	4.0	3.0	12	2	
<u>LABOR COSTS</u>	<u>Hrly rate</u>	<u>Fringe</u>	<u>Total Hrly Rt</u>	<u>Hours</u>	<u>Total Additional Costs</u>
Operators	\$21.00		\$21.00	24	\$504.00
					\$504.00
<u>FUEL COSTS</u>					
50 gallons @\$3.80/gallon	\$190.00				\$190.00
<u>ANNUAL COSTS</u>					
Operator Training	\$18.00		\$18.00	48	\$864.00
		24 hours	<i>Cost per hour</i>		\$28.92
			<i>Cost per Week</i>		\$694.00
Total Cost for proposed budget					\$36,952.00

Fuel Calculations

5 gallons per day 2 carts per day 5 days a week
50 gallons a week

THE SQUEEZE - DAY SERVICE



From S. Tennessee Ave. & E. Walnut St. to S. Tennessee Ave. & E. Walnut St.
Desde S. Tennessee Ave. & e. Walnut St. hacia S. Tennessee Ave. & E. Walnut St.

Depart S. Tennessee Ave.
& E. Walnut St.

N. Kentucky Ave.
& Cedar St.

Arrive S. Tennessee Ave.
& E. Walnut St.

11:00	11:04	11:12
11:06	11:10	11:18
11:12	11:16	11:24
11:18	11:22	11:30
11:24	11:28	11:36
11:30	11:34	11:42
11:36	11:40	11:48
11:42	11:46	11:54
11:48	11:52	12:00
11:54	11:58	12:06
12:00	12:04	12:12
12:06	12:10	12:18
12:12	12:16	12:24
12:18	12:22	12:30
12:24	12:28	12:36
12:30	12:34	12:42
12:36	12:40	12:48
12:42	12:46	12:54
12:48	12:52	1:00
12:54	12:58	1:06
1:00	1:04	1:12
1:06	1:10	1:18
1:12	1:16	1:24
1:18	1:22	1:30
1:24	1:28	1:36
1:30	1:34	1:42
1:36	1:40	1:48
1:42	1:46	1:54
1:48	1:52	2:00

WEDNESDAY - FRIDAY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #7a

Agenda Item: **Intern Project Update**

Presenter: Ms. Carina Chaitoo, Intern Project Manager

Recommended
Action: Informational

Summary: Summer Internship Program Beginning June 5, 2023

Over the years, Citrus Connection has been hosting a successful Summer Internship Program which has exposed youth to opportunities in Public Transit and has lead to full employment for some interns. Citrus Connection has been partnering with CareerSource Polk, UF, Polk State College and other schools to host Interns.

This year Citrus Connection will continue the internship program. Currently, there are five (5) interns who will be part of the Citrus Connection sponsored internship. Three (3) interns will be hosted from local high schools in Polk County from CareerSource Polk.

Citrus Connection is excited to be adding Discover Abilities OJT as a new partner this year and expects to have two (2) interns. Discover Abilities is an agency that assists those persons with disabilities navigate the job search process with classroom training and one-on-one support. In addition, Discover Abilities assists in navigating reasonable worksite accommodations. Discover Abilities pays their intern an hourly rate during the work experience and provides worker compensation as well for those who are in the program.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 10, 2023
AGENDA ITEM #8a

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the Executive Director

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 12, 2023
AGENDA ITEM #9a

Agenda Item: **March calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

April 2023

April 2023							May 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 26	27	28	29	30	31	Apr 1 2023 Annual Triple Crown B
2	3	4	5	6	7	8
7:00pm Canceled: TripSpark Ignite 2023 Save the Date (NOPSI New Orleans (317 Baronne St, New Orleans, LA 70112)) - Dave Silva	8:30am New Hire 9:30am Canceled: Senior Staff Call 10:00am 1-on-1 w/HR -	10:00am 1-on-1 10:30am 1-on-1 w/Carlie 11:30am Tedder lunch	Copy: Board of Directors, Performance Indicator Data, due CC 9:00am Union 9:00am 1-on-1 w/Kelly -	10:00am 8:00am Repatha 5:00pm Canceled:	9:30am Canceled: Senior Staff Call (https://us02web.zoom.us/j/865390342212)	
9	10	11	12	13	14	15
	9:30am Canceled: Senior Staff Call 10:00am 1-on-1 w/HR - Tom Phillips	8:30am Email Ridership Update to LAMTD 9:30am Senior Staff Call 12:00pm 1-on-1	8:30am LAMTD Apr Board Meeting (1212) 9:00am 1-on-1 w/Kelly - 3:00pm CFO Search		11:30am NTD Audit Luncheon (Harry's Seafood Bar & Grille (101 N Kentucky Ave.	
16	17	18	19	20	21	22
	8:30am New Hire Orientation (Board) 9:30am Canceled: Senior Staff Call 10:00am 1-on-1 w/HR -		9:00am 1-on-1 w/Kelly - Tom Phillips 9:00am Union Negotiations	8:00am Repatha 9:00am Canceled: union negotiations 1:00pm 1-on-1	8:30am FW: State of Transportation Forum 8:30am State of the 11:00am TPO	
23	24	25	26	27	28	29
	8:30am New Hire 9:30am Canceled: Senior Staff Call 10:00am 1-on-1 w/HR - 4:00pm April LEDC	8:30am CFO Interviews 9:30am Senior Staff Call 10:00am 1-on-1 11:00am Citrus	8:00am STATE OF THE COUNTY 2023 (Polk 12:30pm 1-on-1 w/Kelly - Tom Phillips	10:00am FW: TCAR 12:30pm 1-on-1 w/ Ella 3:00pm LYNX, Lake 3:00pm 2020 Census	8:30am Updated invitation: Infrastructure Team Meeting @ Monthly	
30 Gretchyn out of town - nealbvt	May 1	2	3	4	5	6

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 12, 2023
AGENDA ITEM #9b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, Executive Director

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.

LAKELAND												
Month	Florida Health Care (CFCH)	Colts	LDDA	LEGOLAN D	Beginnings High School	Pace	Polk State College	Southeaster n University	Spectrum	Veterans	Summer Of Safety	Total Lakeland Routes
October-22	498	538	5	38	292	185	564	57	864	1,910	0	4,951
November-22	581	446	0	30	258	140	483	15	1,040	2,191	0	5,184
December-22	690	322	1	27	217	128	336	19	1,203	2,529	0	5,472
January-23	748	392	1	18	304	185	622	38	1,184	2,318	0	5,810
February-23	836	562	0	24	406	304	817	39	1,410	2,442	0	6,840
March-23	853	682	0	31	299	277	838	54	1,408	2,853	0	7,295
April-23	-	-	-	-	-	-	-	-	-	-	-	-
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	4,206	###	7	168	1,776	###	3,660	222	7,109	####	0	35,552
WINTER HAVEN												
Month	Florida Health Care (CFCH)	Colts	LDDA	LEGOLAN D	Beginnings High School	Pace	Polk State College	Southeaster n University	Spectrum	Veterans	Summer Of Safety	Total Winter Haven Routes
October-22	118	172	3	582	453	104	242	7	74	528	0	2,283
November-22	118	161	0	489	387	112	182	14	87	568	0	2,118
December-22	123	179	0	591	293	91	129	8	109	662	0	2,185
January-23	153	201	0	717	542	85	211	11	108	612	0	2,640
February-23	131	281	0	779	687	135	361	6	114	706	0	3,200
March-23	157	283	10	1,074	626	162	233	6	149	847	0	3,547
April-23	-	-	-	-	-	-	-	-	-	-	-	-
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	800	###	13	4,232	2,988	689	1,358	52	641	3,923	0	15,973
TRANSITIONS												
Month	Florida Health Care (CFCH)	Colts	LDDA	LEGOLAN D	Beginnings High School	Pace	Polk State College	Southeaster n University	Spectrum	Veterans	Summer Of Safety	Total Winter Haven Routes
October-22	-	-	-	-	-	-	-	-	-	-	-	-
November-22	-	-	-	-	-	-	-	-	-	-	-	-
December-22	-	-	-	-	-	-	-	-	-	-	-	-
January-23	5	399	0	9	29	11	23	1	91	200	0	768
February-23	6	489	1	37	55	12	31	4	95	198	0	928
March-23	10	467	1	51	57	2	34	4	92	241	0	959
April-23	-	-	-	-	-	-	-	-	-	-	-	-
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	21	###	2	97	141	25	88	9	278	639	0	2,655
	5,027	5,574	22	4,497	4,905	1,933	5,106	283	8,028	18,805	-	54,180

NOTE:
Southern Technical College UAP ends March 1, 2022

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 12, 2023
AGENDA ITEM #10

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD