

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room
1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, June 14, 2023, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the May 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. TD Budget	Approval
e. Section 5307, Grant Application, Resolution 23-15	Approval
f. Reallocation of FTA Section 5307 and 5339 Funds for vehicle purchases	Approval
4. Legal / Ben Darby, Esq.	
a. Addition of Land, Resolution 23-17	Approval
b. Addition of Land, Resolution 23-18	Approval
5. Title VI / Marcia Roberson, Director of Regional Mobility Services	
a. Title VI Plan (2024-2027)	Approval
6. Executive Director Report / Tom Phillips	
a. Organizational Chart Update	Approval
b. TWU 525 Collective Bargaining Agreement	None
c. Agency Update(s)	None
7. Executive <u>Informational</u> Summary / Tom Phillips	
a. May Calendar	None
b. Ridership and UAP Update	None
8. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #1

Agenda Item:	Approval of the LAMTD Meeting Minutes for May 2023
Presenter:	Ella Joseph
Policy Analysis:	TA 6 Increase internal communication through systemic processes.
Recommended Action:	Board approval of the LAMTD Meeting Minutes for May 2023
Attachments:	May 10 th , 2023 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
June 14, 2023
AGENDA ITEM #3a

Agenda Item: April 30, 2023, LAMTD Monthly Financial Statement
FY 2022-23

Presenter: Mark Biddinger, 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 April 30, 2023
FY 2022-2023**

Year-to-Date April 30, 2023					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	Actual % of FY Annual Budget	Annual Budget
Revenue YTD	58%	\$7,582,196	\$9,436,702	73%	\$13.0 Million
Expenses YTD	58%	\$7,582,196	\$7,034,262	54%	\$13.0 Million

REVENUES:

The total revenues realized year-to-date through April 30, 2023, totaled \$9.436 million or 73% of the annual budget.

- Farebox revenues reflect \$215k or 63% of the annual budgeted revenues.
- Contract revenues related to UAP (Universal Access Passes) totaled \$81k or 41% of the annual budget.
- Other Contract Revenue annual budget is \$248k. This is comprised of: Atlantic Capital LLC agreement (\$100k), Winter Haven Services (\$93k), Bartow Services (\$37k), and Bartow Express Outside Ops (\$18k). To date, \$148k, or 60% has been received.
- Ad valorem taxes: Total budgeted revenues of \$6.36 million represent 95% of the expected tax revenue per state law. As of April 30th, 100% of annual budget has been collected.

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 \$250k which is favorably over budget. This represents interest income on our SBA reserve account.
- Florida DOT operating grants of \$1.42 million are being billed quarterly. These grants are paid out retrospectively after expenses are incurred. To date, the District has received \$12k due to transition and training of accounting staff. Q1 & Q2 grant requests have been sent to FDOT. This will be caught up by the next board meeting.
- FTA Section 5307 operating and capital grants are budgeted at \$3.60 million. This grant is also paid out retrospectively after expenses are incurred. 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 \$1.80 million, or 51% of the annual budget.
- Advertising income is \$109k, or 70% of the total planned revenue.
- The Support cost reimbursement revenue is \$359k and tracking as planned (58% of annual 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 April 30, 2023
FY 2022-2023**

EXPENSES:

The total expenses year-to-date through April 30, 2023, totaled \$7.10 million or 54% of the annual budget.

- Salaries and benefits cost are \$5.0M, or 58% of the annual budget.
- Professional and Technical Services expenses totaled \$247k or 35% of the annual budget.
- Fuel and lubricants expenses totaled \$460k, or 71% of the annual budget.
- Materials and supplies totaled \$343k, or 42% of the annual budget.
- Insurance expenses are \$307k, or 62% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Capital expenditures/debt service of \$227k 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 April 30th, the financials reflect a favorable actual variance of \$2.40 million with 58% of the fiscal year completed. This variance is predominantly due to receiving most of the ad valorem income expected for the fiscal year.

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



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022-2023 MONTHLY FINANCIAL STATEMENT MONTH OF APRIL 2023

Fiscal year month	7.0
% fiscal year	58%

Account	Month			YTD			Total Annual %	Approved Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
			\$'s-Fav/(Unfav)			\$'s-Fav/(Unfav)		
Farebox/Pass Sales	\$ 30,169	\$ 28,407	\$ 1,763	\$ 215,011	\$ 198,847	\$ 16,164	63%	\$ 340,880
Contract Income (UAP)	\$ 5,397	\$ 16,299	\$ (10,902)	\$ 80,796	\$ 114,091	\$ (33,295)	41%	\$ 195,585
Other Contract Revenue	\$ 5,424	\$ 20,648	\$ (15,225)	\$ 148,435	\$ 144,538	\$ 3,897	60%	\$ 247,779
Miscellaneous Income	\$ -	\$ 483	\$ (483)	\$ 20,452	\$ 3,383	\$ 17,069	353%	\$ 5,800
Advertising Revenue	\$ 35,550	\$ 13,000	\$ 22,550	\$ 108,900	\$ 91,000	\$ 17,900	70%	\$ 156,000
Investment/Interest Income (net)	\$ 39,261	\$ 2,036	\$ 37,225	\$ 250,304	\$ 14,251	\$ 236,052	1025%	\$ 24,431
Ad Valorem Income, net	\$ 195,767	\$ 530,483	\$ (334,716)	\$ 6,362,235	\$ 3,713,381	\$ 2,648,854	100%	\$ 6,365,796
FDOT Operating Grant	\$ -	\$ 118,137	\$ (118,137)	\$ 12,793	\$ 826,960	\$ (814,167)	1%	\$ 1,417,646
Federal Operating Grant	\$ 1,056,223	\$ 299,889	\$ 756,335	\$ 1,834,120	\$ 2,099,220	\$ (265,100)	51%	\$ 3,598,662
Cost Recovery	\$ 566	\$ 2,083	\$ (1,517)	\$ 30,373	\$ 14,583	\$ 15,790	121%	\$ 25,000
SQUEEZE	\$ 375	\$ -	\$ 375	\$ 6,725	\$ -	\$ 6,725	0%	\$ -
PCTS - Support Cost Reimb.	\$ 51,289	\$ 51,289	\$ 0	\$ 359,023	\$ 359,025	\$ (2)	58%	\$ 615,472
Gain on Disposal of Asset	\$ 15	\$ 417	\$ (401)	\$ 7,534	\$ 2,917	\$ 4,617	151%	\$ 5,000
TOTAL REVENUES	\$ 1,420,038	\$ 1,083,171	\$ 336,867	\$ 9,436,702	\$ 7,582,196	\$ 1,854,505	73%	\$ 12,998,051
Salaries	\$ 480,651	\$ 495,149	\$ 14,497	\$ 3,993,822	\$ 3,466,040	\$ (527,783)	67%	\$ 5,941,782
Employee Benefits	\$ 137,438	\$ 217,258	\$ 79,819	\$ 1,006,233	\$ 1,520,803	\$ 514,570	39%	\$ 2,607,091
Advertising Fees	\$ -	\$ 1,917	\$ 1,917	\$ -	\$ 13,417	\$ 13,417	0%	\$ 23,000
Professional & Technical Ser	\$ 5,051	\$ 59,073	\$ 54,022	\$ 246,815	\$ 413,513	\$ 166,698	35%	\$ 708,880
Contract Maintenance Services	\$ 2,462	\$ 9,513	\$ 7,051	\$ 83,948	\$ 66,588	\$ (17,360)	74%	\$ 114,150
Other Services	\$ 6,481	\$ 7,913	\$ 1,432	\$ 50,218	\$ 55,388	\$ 5,170	53%	\$ 94,950
Fuel & Lubricants	\$ 51,674	\$ 53,687	\$ 2,013	\$ 459,345	\$ 375,806	\$ (83,539)	71%	\$ 644,239
Freight	\$ 1,807	\$ 1,096	\$ (712)	\$ 8,450	\$ 7,671	\$ (779)	64%	\$ 13,150
Repairs & Maintenance	\$ 27	\$ 5,750	\$ 5,723	\$ 5,196	\$ 40,250	\$ 35,054	8%	\$ 69,000
Materials & Supplies	\$ 45,157	\$ 68,358	\$ 23,202	\$ 342,565	\$ 478,508	\$ 135,943	42%	\$ 820,300
Utilities/Telephone	\$ 12,615	\$ 13,125	\$ 510	\$ 103,459	\$ 91,875	\$ (11,584)	66%	\$ 157,500
Insurance Expense	\$ 42,991	\$ 41,421	\$ (1,570)	\$ 307,386	\$ 289,946	\$ (17,440)	62%	\$ 497,050
Dues & Subscriptions	\$ 2,674	\$ 4,158	\$ 1,485	\$ 28,476	\$ 29,108	\$ 633	57%	\$ 49,900
Education/Training/Meeting/Travel	\$ 4,082	\$ 9,708	\$ 5,627	\$ 19,081	\$ 67,958	\$ 48,877	16%	\$ 116,500
Service Charges	\$ 1,086	\$ 713	\$ (374)	\$ 7,239	\$ 4,988	\$ (2,252)	85%	\$ 8,550
Office Expense	\$ 3,026	\$ 9,821	\$ 6,795	\$ 37,657	\$ 68,746	\$ 31,089	32%	\$ 117,850
Advertising & Promotions	\$ 1,455	\$ 2,500	\$ 1,045	\$ 18,672	\$ 17,500	\$ (1,172)	62%	\$ 30,000
Miscellaneous Expenses	\$ 1,358	\$ 6,688	\$ 5,329	\$ 20,174	\$ 46,813	\$ 26,638	25%	\$ 80,250
Property Appraiser/Tax Collector Comm	\$ -	\$ 18,442	\$ 18,442	\$ 68,475	\$ 129,097	\$ 60,622	31%	\$ 221,309
Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,883	\$ 31,655	\$ 227,051	\$ 398,183	\$ 171,132	33%	\$ 682,600
Bad Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
TOTAL EXPENDITURES	\$ 825,263	\$ 1,083,171	\$ (257,908)	\$ 7,034,262	\$ 7,582,196	\$ (547,935)	54%	\$ 12,998,051
(OVER)/UNDER EXPENDITURES	\$ 594,775	\$ -	\$ 594,775	\$ 2,402,440	\$ -	\$ 2,402,440		\$ -

7
Apr 2023

Available
\$ 1,947,960
\$ 1,600,858
\$ 23,000
\$ 462,065
\$ 30,202
\$ 44,732
\$ 184,894
\$ 4,700
\$ 63,804
\$ 477,735
\$ 54,041
\$ 189,664
\$ 21,425
\$ 97,419
\$ 1,311
\$ 80,193
\$ 11,328
\$ 60,076
\$ 152,834
\$ 455,549
\$ -
\$ 5,963,789

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
June 14, 2023
AGENDA ITEM #3b

Agenda Item: April 30, 2023, Financials for Polk County Transit Services
Contract – FY 2022-23

Presenter: Mark Biddinger, 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
Polk County Transit Contract
Month of April 30, 2023
Year to Date Report
Percent of FY Reported (58%)

Revenues

Revenues totaled \$5.64 million or 56% of the annual budget.

- 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.
- City Contributions totaled \$0.66 million or 123% of the annual budget.
- Fare Revenues totaled \$33k or 75% of the annual budget.
- FDOT Block Grants:
 - G2371 block grants have been billed and should be recognized by the next board meeting.
 - Rural FDOT Grant Revenues are \$570k, or 38% of the annual budget.
 - The FDOT Sunrail Grant Revenues are \$42k, or 17% of the annual budget. These revenues should be caught up by the next board meeting.
- FTA grants of \$1.20 million (32%) have been received. Grants are received retrospectively after expenses are incurred.

Expenses

Total expenses for the period totaled \$5.0 million or 50% of the annual budget.

- Salaries and wages totaled \$2.28 million or 48% of the annual budget.
- Contract services are \$1.125 million or 49% of the annual budget. These are costs associated with Transitions Commute Solutions providing service to the east side of the county.
- Operating expenses totaled \$1.63 million or 47% of the annual budget.

Operating Results

Revenues exceeded expenses by \$600k.

Lakeland Area Mass Transit District
Financial Statement
Polk County Transit Services
Month of April 2023

Fiscal year month	7.0
% fiscal year	58%

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 2,198,753	\$ 1,282,606	\$ 2,198,753	100%
Other Contract Revenue - County	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 311,273	\$ 658,554	123%
County Contribution - PCTS	\$ 933,454	\$ 544,515	\$ 933,454	100%
Other Revenue Transfer Cares Fund	\$ -	\$ -	\$ -	
Fares	\$ 44,400	\$ 25,900	\$ 33,402	75%
FDOT Block Grants:				
G2371 - WHAT/ADA	\$ 785,441	\$ 458,174	\$ -	0%
RURAL	\$ 1,486,722	\$ 867,255	\$ 569,714	38%
SUNRAIL	\$ 249,740	\$ 145,682	\$ 41,660	17%
FTA				
FTA 5307 Grant	\$ 3,729,941	\$ 2,175,799	\$ 1,208,447	32%
Capital Contributions - County	\$ 42,000	\$ 24,500	\$ -	0%
Total	\$ 10,004,062	\$ 5,835,704	\$ 5,643,984	56%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Expenses				
Labor	\$ 4,387,576	\$ 2,789,282	\$ 2,279,734	48%
Contract	\$ 2,319,050	\$ 1,352,779	\$ 1,125,272	49%
Operating	\$ 3,255,436	\$ 1,669,142	\$ 1,633,065	57%
Capital	\$ 42,000	\$ 24,500	\$ -	0%
Total	\$ 10,004,062	\$ 5,835,703	\$ 5,038,071	50%

\$ 605,913.00

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
June 14, 2023
AGENDA ITEM #3c

Agenda Item: April 30, 2023, Financials for The Transportation Disadvantaged Program– FY 2022-23

Presenter: Mark Biddinger, 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
Monthly Financial Report
The Transportation Disadvantaged Program
Month of April 30, 2023
Year to Date Report
Percent of FY Reported (83%)
State FY July 1, 2022, thru June 30, 2023

Revenues

Revenues totaled \$1.2 million or 84% of the annual budget.

- County funding for the match totaled \$109k or 77% of the annual budget.
- Contract Revenues and other revenues totaled \$272 or 87% of the annual budget.
- The TD Trust Fund Grant drawdown reflects \$1.1 million or 85% of the annual budget.

Expenses

Total expenses for the period totaled \$1.1 million or 75% of the annual budget.

- Salaries, wages, and benefits totaled \$800k or 79% of the annual budget.
- Operating expenses totaled \$268k or 67% of the annual budget.

Operating Results

Revenues exceeded expenses by \$129k.

Lakeland Area Mass Transit District
Financial Statement
Transportation Disadvantaged Program

Period Ending - April 2023

Fiscal year month	10.0
% fiscal year	83%

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match 10%	\$ 141,819	\$ 118,183	\$ 108,736	77%
Contract Revenue	\$ 311	\$ 259	\$ 272	87%
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,276,371	\$ 1,063,643	\$ 1,087,635	85%
Total	\$ 1,418,501	\$ 1,182,084	\$ 1,196,644	84%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 1,018,590	\$ 848,825	\$799,999	79%
		\$ -		
Operating	\$ 399,911	\$ 333,259	\$ 267,931	67%
Total	\$ 1,418,501	\$ 1,182,084	\$1,067,931	75%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #3d

- Agenda Item: FY 2023-24 Florida (CTD) Commission for **Transportation Disadvantaged** Budget for the Lakeland Area Mass Transit District which is the designated Community Transportation Coordinator for Polk County.
- Presenter: Mark Biddinger, Chief Financial Officer
- Recommended Action: Recommend Approval of the annual Operating Budget for the period of July 1st, 2023 through June 30th, 2024.
- Summary: The State Commission for the Transportation Disadvantaged (CTD) administers the State Transportation Disadvantaged Trust Fund. The primary purpose of the trust fund is to provide transportation for Transportation Disadvantaged County residents who have no other means of transportation or are not sponsored for that need by any other available funding source.
- Funding: The total Budget is \$1,461,766. The Commission for Transportation Disadvantaged will fund \$1,315,310 through grant funds and \$146,145 will be budgeted into the Polk County's Transit Budget. The total operating expense is \$1,461,766 which is \$43,262 (1.03%) more than last fiscal year's budget.
- The total authorized full-time positions are 16 in 2023, the same as fiscal year 2022-23 Budget.
- Attachments: FY July 1, 2023 through June 30, 2024 Proposed Budget

Transportation Disadvantaged
Budget Worksheet
Period July 2023- June 2024

Account Id	Account Description	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	Actual thru 04-30	Requested 2024	Remarks
Revenues:								
6-401-090-0000	Smart Card Fee	686	-	210	311	200	311	
6-417-475-ADCA	Adult Day Care	25,554	-	-	-	-	-	
6-417-475-CNTY	10% Match - County	111,268	148,300	99,570	141,519	97,157	146,145	
6-417-475-CTDC	CTD Grant - Capital	13,392	-	-	-	-	-	
6-417-475-CTDO	CTD Grant - Operating	1,127,686	1,334,690	937,418	1,279,371	874,410	1,315,310	
6-418-475-0000	Miscellaneous Income	-	260	536	280	-	-	
6-475-475-CT02	CTD Grant - Operating TDP (Accrual)	-	-	-	-	-	-	
Total Revenue		1,278,585	1,483,250	1,037,734	1,421,481	971,767	1,461,766	
Expenditures:								
6-0475-00000	OP'S - TRANSPORTATION DISADVANTAGED (TD)							
6-0475-50101	Salaries	602,668	611,020	465,026	659,090	472,488	698,106	
6-0475-50103	Overtime (TD)	21,467	20,210	28,294	23,350	23,287	24,270	
6-0475-50201	Social Security (TD)	35,069	39,140	32,537	42,320	28,115	44,200	
6-0475-50202	Medicare (TD)	8,202	9,160	7,609	9,900	6,582	9,900	
6-0475-50203	Pension Plan (TD)	55,422	63,130	63,440	72,640	59,104	74,100	
6-0475-50204	Health Insurance	184,057	200,440	143,789	206,930	122,515	212,100	
6-0475-50205	Life Insurance (TD)	2,476	1,450	2,594	1,860	2,109	1,900	
6-0475-50207	Unemployment Compensation (TD)	1,936	2,480	1,100	2,500	3,027	2,500	
6-0475-50208	Workers' Compensation (TD)	25,225	10,900	25,830	26,502	19,301	26,500	
6-0475-50211	Support Services	-	-	-	-	-	-	
6-0475-50213	Uniforms	526	800	-	800	-	600	
6-0475-50214	Other Fringe Benefits	-	100	-	-	-	-	
6-0475-50216	Driver Licenses	-	150	100	200	17	200	
6-0475-50260	Insurance Broker Services	3,494	4,200	5,028	4,850	-	5,000	
6-0475-50303	Prof. & Technical Svc.	5,218	6,000	6,003	7,680	6,336	7,680	
6-0475-50305	Contract Maintenance	2,422	5,800	1,335	6,670	2,214	5,800	
6-0475-50307	Drug Testing	2,134	1,500	1,693	2,000	1,744	2,000	
6-0475-50399	Other Services	-	30,390	-	-	-	-	
6-0475-50400	Fuel Gasoline - TD	80,007	175,000	125,225	125,000	123,748	130,000	
6-0475-50401	Fuel - TD	-	5,000	-	6,600	-	2,000	
6-0475-50403	Elder Point Ministries Expense	-	-	-	-	-	-	
6-0475-50404	Adult Day Care Expense	-	-	-	-	-	-	
6-0475-50455	Repairs & Maintenance - Buses	96,111	95,000	115,725	115,000	64,718	115,000	
6-0475-50460	Materials & Supplies	2,737	35,000	201	6,500	1,509	6,500	
6-0475-50465	Service/Inventory Parts - TD	-	350	-	500	-	500	
6-0475-50504	Telephone	5,459	10,700	5,279	10,700	4,088	10,700	
6-0475-50505	Utilities - TD	1,741	3,300	1,307	3,500	1,509	4,000	
6-0475-50603	General Liability Coverage	4,718	5,000	6,261	6,400	5,166	6,500	
6-0475-50602	Auto Liability	-	-	-	16,160	-	16,160	
6-0475-50604	Property Coverage	2,849	3,000	3,485	4,000	3,016	5,500	
6-0475-50901	Dues & Subscriptions - TD	-	1,650	-	1,650	-	1,650	
6-0475-50902	Travel/Meetings	1,156	7,000	1,682	7,000	949	7,000	
6-0475-50903	Employee Education	-	2,500	-	3,000	-	3,000	

Transportation Disadvantaged
Budget Worksheet
Period July 2023- June 2024

Account Id	Account Description	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	Actual thru 04-30	Requested 2024	Remarks
6-0475-50904	Service Charges - TD	-	-	1,372	1,000	1,334	1,000	
6-0475-50905	Office Expense (TD)	4,129	2,000	3,541	3,500	1,413	3,500	
6-0475-50907	Postage & Shipping	-	3,600	-	3,600	-	3,600	
6-0475-50908	Advertising & Promotion - TD	-	3,600	342	3,000	-	3,000	
6-0475-50910	Software - TD	-	3,000	-	3,000	-	3,000	
6-0475-50911	Printing	-	1,700	34	1,700	-	1,700	
6-0475-50914	Computer Hardware	-	2,300	-	2,300	-	2,300	
6-0475-50999	Miscellaneous	-	2,300	1,060	2,300	-	2,300	
6-0475-60006	Operating Contingency	-	114,380	-	21,029	-	18,000	
Total Expenditures		1,262,634	1,483,250	1,049,894	1,414,731	954,287	1,461,766	

**AUTHORIZING RESOLUTION #23-16
FOR
TRANSPORTATION DISADVANTAGED TRUST FUND**

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

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

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

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

DULY PASSED AND ADOPTED THIS DAY OF: June 14, 2023

Lakeland Area Mass Transit District

Sara Roberts McCarley

Signature of Chairperson

ATTEST: Ben Darby

BY: _____
Attorney

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #3e

Agenda Item: **Federal Transit Administration Transferred U.S.C. Section 5307 FHWA CRRSAA and Standard Planning Funds for the Intermodal Center PD&E Study Grant Application and Associated Resolution.**

Presenter: Lisa Harris, Grants Manager

Recommended Action: Staff recommend approval of the 2023/2024 Transferred Section 5307 FHWA CRRSAA and Standard Planning grant application and corresponding Resolution for the purpose of conducting a PD&E Study required for the development of the Lakeland Intermodal Center.

Summary: The grant funding covers the estimated cost of conducting the PD&E Study, which is a comprehensive study that evaluates social, cultural, economic, and environmental effects associated with the proposed transportation improvements. The PD&E study, along with the previously conducted Feasibility Study, will allow stakeholders to reach a decision on the type, location and conceptual design of the necessary improvement for an Intermodal Center within the Lakeland UZA, that will accommodate future users in a safe and efficient manner.

The District is requesting \$2,000,000 in Federal Funding; \$1,543,186 in CRRSAA funding with no match requirement, and \$456,814 in planning funds, with a 20% local match that will be provided by the State of Florida FDOT in the form of Transportation Development Credits. If awarded this program will be included in the 2024/2025 budget.

Attachments: Resolution # 23-15

Acronyms: FHWA (*Federal Highway Administration*)

PD&E Study (*Project Development and Environment Study*)

CRRSAA (*Coronavirus Response and Relief Supplemental Appropriations Act*)

RESOLUTION AUTHORIZING
PUBLIC TRANSPORTATION GRANT APPLICATION
FOR TRANSIT PROJECTS

Resolution # 23-15

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

WHEREAS the **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 Federal Transit Administration 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 Board of Directors** FLORIDA:

This resolution applies to the Federal Program under the Transfer of U.S.C. Section 5307 FTA/FHWA CRRSAA and Standard Planning Funds for Lakeland.

The submission of a grant application(s), supporting documents, and assurances to the Federal Transit Administration 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 **14th DAY OF June 2023**

By

Signature, Chairperson of the Board
Sara Roberts McCarley, Board Chair

ATTEST:

Ella Joseph, Executive Assistant

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #3f

Agenda Item: **Reallocation of Federal Transit Administration
Section 5307 and 5339 Funds for vehicle purchases.**

Presenter: Lisa Harris, Grants Manager and
Jay Steinbauer, Director of Fleet & Facility Maintenance

Recommended Staff recommends approval to amend previously
Action: awarded FTA Section 5307 and 5339 grants to reallocate
funding designated for heavy duty buses to smaller
medium duty buses and support vehicles

Summary: The District was awarded roughly \$8.4M in capital grant
funding for the purchase of medium and heavy-duty
buses. As demonstrated in the subsequent funding
outline, we have ordered 20 such buses at just over
\$5.1M, leaving \$3.2M in available funding.

In a coordinated effort and some forward thinking, the District reviewed the remaining useful life of the entire fleet, how vehicles have historically been used (paratransit vs fixed route), and implementation of a contingency fleet, so to determine how best to support the public with the remaining funds available to us.

Through these efforts, we have determined that the remaining funds would be best used for 10 medium-duty buses and support vehicles. The medium-duty buses are more cost effective, fuel efficient, and can be used for fixed routes or paratransit; allowing them to pull double-duty if you will. Not only will these units provide a benefit while in service, upon reaching their useful life, these double-duty units will have an even greater impact as they enter the contingency fleet rotation.

To support these efforts, we would like to reallocate the \$1.8M in funding designated for heavy-duty buses to the smaller double-duty buses and support vehicles.

AGENDA ITEM #3f – CONT.

These grants are 100% funded using COVID Relief Funds or Toll Revenue Credits in place of our local match.

Attachments: Funding Outline and Proposed Reallocations

Funding Outline and Proposed Reallocation

Vehicles on Order:

Grant #	Model	ULB in Yrs/Miles	ULB Category	Unit Price	# of Units	Acquisition Cost
FL-2021-006	EZ Rider 2	≤ 30' 10yr/350k miles	Mid-Size Heavy-Duty	\$394,246.00	2	\$788,492
FL-2021-007	EZ Rider 2	≤ 30' 10yr/350k miles	Mid-Size Heavy-Duty	\$394,246.00	1	\$394,246
FL-2021-015	EZ Rider 2	≤ 30' 10yr/350k miles	Mid-Size Heavy-Duty	\$394,246.00	1	\$394,246
Eldorado EZ Rider 2 Total					4	\$1,576,984
FL-2020-014	ARBOC	≤ 30' 7yr/200k miles	Mid-Size Medium-Duty	\$223,920.00	2	\$447,840
FL-2021-006	ARBOC	≤ 30' 7yr/200k miles	Mid-Size Medium-Duty	\$223,920.00	8	\$1,791,360
FL-2021-007	ARBOC	≤ 30' 7yr/200k miles	Mid-Size Medium-Duty	\$223,920.00	6	\$1,343,520
Chevy ARBOC Total					16	\$3,582,720
Grand Total					20	\$5,159,704

Available Vehicle Funding:

Grant #	Unit Size & ULB funded	ULB Category	Funding Type	% Grant Funded	Total Funding Available
FL-2020-014	≤ 30' 10yr/350k miles	Mid-Size Heavy-Duty	5307 Grant	80%	\$88,868
FL-2021-006	≤ 30' 10yr/350k miles	Mid-Size Heavy-Duty	5307 Grant - Cares	100%	\$231,621
FL-2021-007	≤ 30' 10yr/350k miles	Mid-Size Heavy-Duty	5307 Grant - Cares	100%	\$44,630
FL-2022-016	≤ 30' 10yr/350k miles	Mid-Size Heavy-Duty	5307 Grant - ARPA	100%	\$1,457,013
FL-2021-015	≤ 30' 10yr/350k miles	Mid-Size Heavy-Duty	5307 Grant	100%	\$59,781
≤ 30' 10yr/350k miles Mid-Size Heavy-Duty Funding Available					\$1,881,913
FL-2021-003	≤ 30' 7yr/200k miles	Mid-Size Medium-Duty	5339 Grant	100%	\$270,440
FL-2021-004	≤ 30' 7yr/200k miles	Mid-Size Medium-Duty	5339 Grant	100%	\$197,286
FL-2021-028	≤ 30' 7yr/200k miles	Mid-Size Medium-Duty	5339 Grant	100%	\$264,516
FL-2021-050	≤ 30' 7yr/200k miles	Mid-Size Medium-Duty	5307 Grant	100%	\$470,722
FL-2021-050	≤ 30' 7yr/200k miles	Mid-Size Medium-Duty	5339 Grant	100%	\$190,571
≤ 30' 7yr/200k miles Mid-Size Medium-Duty Funding Available					\$1,393,535
Grand Total					\$3,275,448

Current Estimated Cost

Model	ULB in Yrs/Miles	ULB Category	Estimated Unit Price	Est # of Units we would purchase
Eldorado EZ Rider 2	≤ 30' 7yr/200k miles	Mid-Size Heavy-Duty	\$450,000 ea	0
Chevy ARBOC	≤ 30' 7yr/200k miles	Mid-Size Medium-Duty	\$280,000 ea	10
Support Vehicles	4yr/100k miles	Support	\$30,000 ea	16

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2022
AGENDA ITEM #4a

Agenda Item: **Inclusion of Land into the District**

Presenter: Ben Darby, Esq

Policy Analysis: TA2 Identify new and untapped funding sources.

Recommended
Action: Approve the resolution as presented

Summary: Inclusion of land to be added to the district, 2815 West Pipkin Rd,
Lakeland, FL 33811

Attachments: Resolution 23-17

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 23-17

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED AT 2815 WEST PIPKIN ROAD, LAKELAND, FLORIDA 33811; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, certain territory located at 2815 West Pipkin Road, Lakeland, Florida 33811, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

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

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

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

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

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

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

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

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

PASSED AND CERTIFIED AS TO PASSAGE this 14th day of June, 2023.

Chairman

ATTEST: _____
Administrative Assistant

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

Exhibit "A"

Legal Description:

The South 650.00 feet of the West 200.00 feet of the East 500.00 feet of the West 1/2 of the Northwest 1/4 of Section 10, Township 29 South, Range 23 East, Polk County, Florida, Less Right of Way for West Pipkin Road.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2022
AGENDA ITEM #4b

Agenda Item: **Inclusion of Land into the District**

Presenter: Ben Darby, Esq

Policy Analysis: TA2 Identify new and untapped funding sources.

Recommended
Action: Approve the resolution as presented

Summary: Inclusion of land to be added to the district, West Pipkin Rd,
Lakalend, FL 33811

Attachments: Resolution 23-18

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 23-18

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED ON WEST PIPKIN ROAD, LAKELAND, FLORIDA 33811; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, certain territory located on West Pipkin Road, Lakeland, Florida 33811, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

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

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

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

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

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

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

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

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

PASSED AND CERTIFIED AS TO PASSAGE this 14th day of June, 2023.

Chairman

ATTEST: _____
Administrative Assistant

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

Exhibit "A"

LEGAL DESCRIPTION OF PROPERTY

A PARCEL OF LAND LYING IN SECTION 9, TOWNSHIP 29 SOUTH, RANGE 23 EAST, POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS:

BEGIN AT THE NORTHEAST CORNER OF TRACT OS-2, TOWNE PARK ESTATES PHASE 1-A, RECORDED IN PLAT BOOK 140, PAGE 33 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE N89°50'06"E ALONG THE SOUTH RIGHT OF WAY LINE OF PIPKIN ROAD AS DESCRIBED IN OFFICIAL RECORDS BOOK 6443, PAGE 1406 OF SAID RECORDS, A DISTANCE OF 1000.83 FEET; THENCE S0°00'00"E, A DISTANCE OF 249.48 FEET; THENCE N90°00'00"E, A DISTANCE OF 258.91 FEET; THENCE ALONG THE WEST RIGHT OF WAY LINE OF YATES ROAD AS DESCRIBED IN OFFICIAL RECORDS BOOK 11166, PAGE 1980 THE FOLLOWING THREE COURSES: (1) S04°28'32"W, A DISTANCE OF 59.59 FEET; (2) S00°31'28"E, A DISTANCE OF 323.20 FEET; (3) S49°58'25"W, A DISTANCE OF 34.48 FEET; THENCE ALONG THE NORTH RIGHT OF WAY LINE OF TOWNE PARK BOULEVARD AS SHOWN IN PLAT BOOK 140, PAGE 33 OF SAID RECORDS THE FOLLOWING SIX COURSES (1) S89°41'53"W, A DISTANCE OF 22.96 FEET; (2) 98.50 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE NORTH WITH A RADIUS OF 150.00 FEET AND CENTRAL ANGLE OF 37°37'30", (CHORD: N71°35'12"W, 96.74 FEET); (3) N52°46'27"W, A DISTANCE OF 109.41 FEET; (4) 373.02 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE SOUTH WITH A RADIUS OF 250.00 FEET AND CENTRAL ANGLE OF 85°29'24", (CHORD: S84°25'57"W, 339.37 FEET); (5) S41°42'17"W, A DISTANCE OF 337.29 FEET; (6) 75.98 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE NORTHWEST WITH A RADIUS OF 700.00 FEET AND CENTRAL ANGLE OF 06°13'10", (CHORD: S44°45'07"W, 75.95 FEET); THENCE S89°41'16"W, A DISTANCE OF 4.41 FEET; THENCE ALONG THE EAST BOUNDARY OF SAID TOWNE PARK ESTATES PHASE 1-A THE FOLLOWING TWO COURSES: (1) N45°11'05"W, A DISTANCE OF 575.05 FEET; (2) N00°12'44"W, A DISTANCE OF 488.14 FEET TO THE POINT OF BEGINNING.

CONTAINING 749620.99 SQUARE FEET OR 17.209 ACRES +/-.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #5a

Agenda Item: **Title VI Plan (2024-2027)**

Presenter: Marcia Roberson, Director of Regional Mobility Services

Recommended
Action: Approval

Summary: Citrus Connection submits a Title VI Plan in compliance
 of the Civil Rights Act of 1964, 49 CFR Part 21, and the
 guidelines of FTA Circular 4702.1B published October 1,
 2012.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #6a

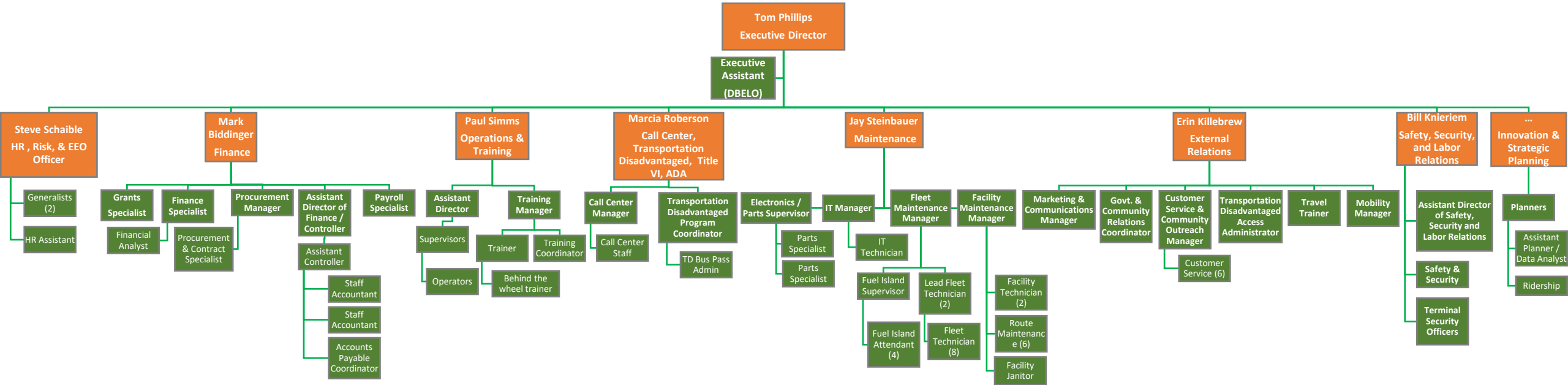
Agenda Item: **Organizational Chart Update**

Presenter: Tom Phillips, Executive Director

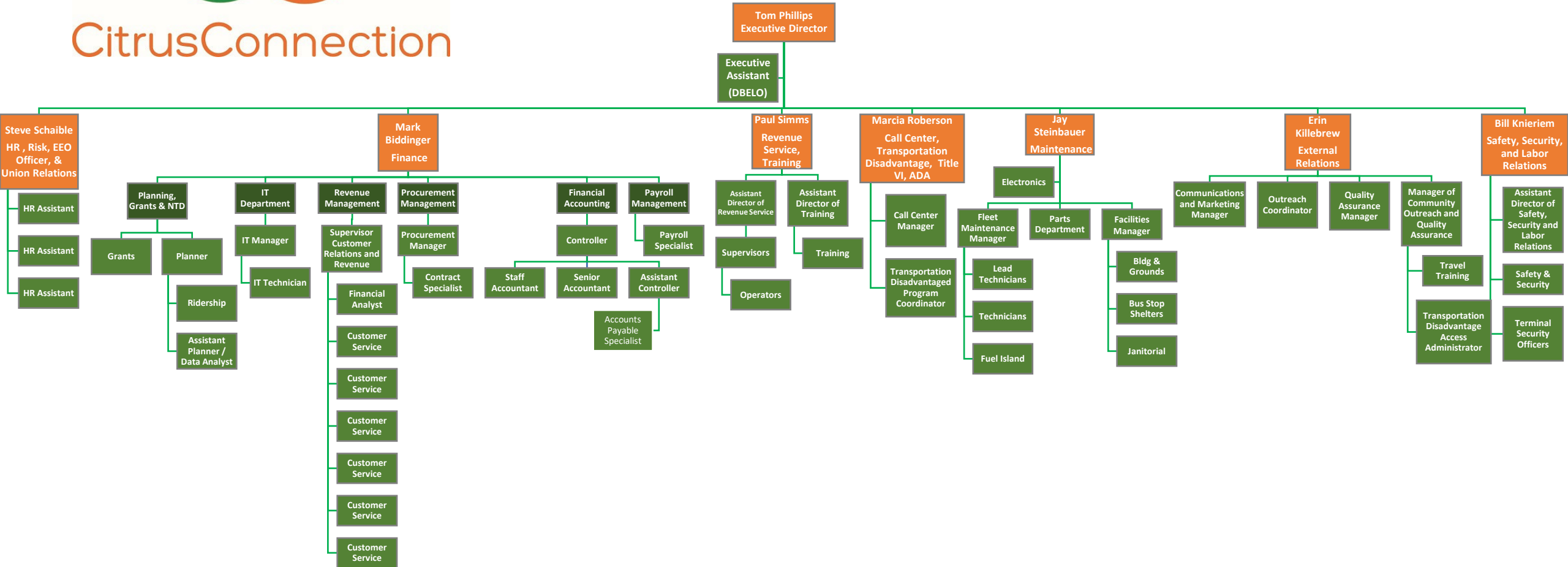
Recommended
Action: Informational

Summary: Attached is an organizational chart with the new structure
 and a previous organizational chart for comparison. Please
 note, no team member affected was demoted.

Attachments: Previous structure and new structure



Last updated: 2023.06.12



Last updated: 2023.05.24

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #6b

Agenda Item: **Collective Bargaining Agreement**

Presenter: Tom Phillips, Executive Director

Recommended
Action: None

Summary: In April of 2023, staff began discussions with representation from the TWU 525 about the renewing of the collective bargaining agreement. After a few days of discussions, a draft was finalized and voted on by their members. It was passed the first time around and we have their approved agreement for your consideration today.

Attachments: Draft CBA

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #6c

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
JUNE 14, 2023
AGENDA ITEM #7a

Agenda Item: **May calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

May 2023



 Tom Phillips

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 30	May 1	2	3	4	5	6
10 AM Gretchyn out of town	8:30 AM New Hire Orientation	10 AM 1-on-1 w/Marcia 10:30 AM 1-on-1 w/HR 5:30 PM Trailblazer / Winter	Copy: Board of Directors, Performance Indicator Data, d... 8:30 AM CFO Interview w/ 8:30 AM Canceled: CFO Int 11:30 AM Pick up Antor	Ella out - Sick day 8 AM Repatha 8:30 AM CFO Interview w/	11 AM Phone call with KB	
7	8	9	10	11	12	13
	10 AM Benefits Claims Rev 10 AM 1-on-1 w/HR	7:30 AM Launching Leader 8:30 AM Email Ridership 9:30 AM Senior Staff Ca 10 AM 1-on-1 w/Marcia	8:30 AM LAMTD May Boar	9 AM Transitions Contract 11:30 AM Dryer repair @ h	1:30 PM Benny shots	
14	15	16	17	18	19	20
	8:30 AM New Hire Orienta 10 AM 1-on-1 w/HR		11:15 AM Lunch w/ Michael	8 AM Repatha 9:30 AM Senior Staff Ca	10 AM 1-on-1 w/Marcia	
21	22	23	24	25	26	27
	8:30 AM New Hire Orienta 10 AM 1-on-1 w/HR 4 PM LEDC May Meetin 4 PM Canceled: May LEDC 4:20 PM Appt for Benny	10 AM 1-on-1 w/Marcia 11 AM Canceled: Laketa 4:30 PM (No subject)	9 AM Transit Overview witi 10 AM Fair Share meeting 11 AM Lunch w/ Mr. Milly 3 PM Private Appointm	9:30 AM Technical Advisor 10 AM Meeting w/ Com. M 12 PM FL ITS Architecture I	8:30 AM Updated inv	
28	29	30	31	Jun 1	2	3
	10 AM 1-on-1 w/HR	8:30 AM Boardroom 9:30 AM White Board revie 10 AM 1-on-1 w/Marcia 11 AM Partnership with So 12 PM Union Negotiatic	9 AM Union Negotiation 10 AM Canceled: FDOT/LA	8 AM Repatha 9:30 AM 1-on-1 w/Mark 10 AM Purchase of vehicul 11 AM Transit Overview wi	Private Appointment 11:30 AM Lunch w/ Kelly B	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #7b

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	Central Florida Health Care (CFCH)	Colts	LDDA	LEGOLAND	New Beginnings High School	Pace	Polk State College	Southeastern 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	778	464	3	18	277	307	830	15	1,361	2,511	0	6,564
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	4,984	3,406	10	186	2,053	1,526	4,490	237	8,470	16,754	0	42,116

NOTE:

Southern Technical College UAP ends March 1, 2022

WINTER HAVEN												
Month	Central Florida Health Care (CFCH)	Colts	LDDA	LEGOLAND	New Beginnings High School	Pace	Polk State College	Southeastern 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	82	188	0	774	407	146	234	3	66	481	2	2,383
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	882	1,465	13	5,006	3,395	835	1,592	55	707	4,404	2	18,356

TRANSITIONS												
Month	Central Florida Health Care (CFCH)	Colts	LDDA	LEGOLAND	New Beginnings High School	Pace	Polk State College	Southeastern 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	13	608	8	45	35	4	14	0	74	175	0	976
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	34	1,963	10	142	176	29	102	9	352	814	0	3,631

5,900 6,834 33 5,334 5,624 2,390 6,184 301 9,529 21,972 2 64,103

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2023
AGENDA ITEM #8

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, May 10, 2023 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 Sam Simmons
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips
Executive Assistant: Ella Joseph

Call to Order

8:31 a.m. By Commissioner McCarley

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 George Lindsey III / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

- M. Miley is having trouble using the web service for the door-to-door service. The web service is not dynamic. They picked him up late yesterday and wasn't notified. The app is not updating on time. M. Miley thinks we are overbooking and thinks we should be able to say no when we cannot meet the requests. Also, drivers are getting burned out.

Agenda Item #3 – Finance / Kelly Bennington, CPA, Chief Financial Officer

Mrs. Bennington started by welcoming the new CFO, **M. Mark Biddinger**, who started Monday, May 8th, 2023.
Also welcomed M. Gerry Zapantis, IT Manager, and Ms. Sue Zajac, Transportation Planning Assistant.

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a. LAMTD Financials

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

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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.

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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

[Attachments available]

b. PCTS Financials

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.

[Attachments available]

c. TD Financials

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.

[Attachments available]

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d. **Proposed Polk County Budget for Fiscal Year 23-24**

[Attachments available]

Agenda Item #4 – Legal / Ben Darby, Esq.

a. Service Agreement – Merlin Entertainment (Legoland)

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

[Attachments available]

“Approval of the Merlin Entertainment Service Agreement.”

1st Bill Mutz / 2nd George Lindsey III

MOTION CARRIED UNANIMOUSLY

b. Service Agreement – Pace Center for Girls, Inc

July 1, 2023 through June 30, 2024 – 4 additional 1 year renewal terms - \$250.00 a month.

[Attachments available]

“Approval of the Pace center for Girls, Inc Service Agreement.”

1st Bill Mutz / 2nd George Lindsey III

MOTION CARRIED UNANIMOUSLY

c. Service Agreement – Peace River Center

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

[Attachments available]

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“Approval of the Peace River Center Service Agreement.”

1st George Lindsey III / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Operations / Paul Simms, Director of Revenue Services

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.

“Approval of the Training Coordinator position for the Training Department.”

1st Martha Santiago / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Planning / Carlie Flagler, Planner

a. The Squeeze service during lunch hours

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 available]

Agenda Item #7 – Human Resources / Carina Chaitoo, HR Assistant

a. 2023 Internship Update

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.

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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.

Agenda Item #8 – Executive Director Report / Tom Phillips

a. Agency Updates

- Kelly's last day will be June 2nd, this is her last board meeting and she will be missed.
- Welcome to our new CFO, Mr. Mark Biddinger
- We will meet with the President of the TW25 to finalize the Union Agreement.
- We met with BKS and Cigna to work on better benefits.

Agenda Item #9 – Executive Director Informational Summary

a. April Calendar

[Attachment Available]

b. Ridership and UAP Update

[Attachment Available]

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Agenda Item #9 – Other Business

Adjournment at 9:32 a.m.

Approved this 14th day of June 2023.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph