

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

Call to Order	<u>Action Required</u>
1. Approval of the November 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
4. General Manager Report / Tom Phillips	
a. Agency Update(s)	None
5. Executive <u>Informational</u> Summary / Tom Phillips	
a. November Calendar	None
b. Ridership and UAP Update	None
6. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 13, 2023
AGENDA ITEM #1

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

Presenter: Ella Joseph

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

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

Attachments: November 8th, 2023 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
December 13, 2023
AGENDA ITEM #3a

Agenda Item: FY2023-24
 LAMTD Monthly Financial Statement
 For the period ending October 31, 2023

Presenter: Mark Biddinger, Chief Financial Officer

Recommended
Action: None

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

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

Attachments: See Attachments

Lakeland Area Mass Transit District

Monthly Financial Report

YTD October 31, 2023

FY 2023-2024

(10/01/23 – 09/30/24)

YTD Summary	Annual Budget	Budget		Actual	
		Amt	Pct	Amt	Pct
Revenue	\$14,351,547	\$1,195,962	8.3%	\$164,393	1.1%
Expenses	\$14,351,547	\$1,195,962	8.3%	\$856,832	6.0%
Surplus/(Deficit)	\$0	\$0		(\$692,439)	

Revenue Highlights:

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

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

Interest Income on invested funds is ahead of budget.

Expense highlights

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

CASH POSITION:

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

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

CHANGE IN FINANCIAL POSITION

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

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

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



CitrusConnection

LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022-2023

MONTHLY FINANCIAL STATEMENT

MONTH OF OCTOBER 2023

Fiscal year month	1.0
% fiscal year	8.3%

Account	Month			YTD			Total Annual %	Approved Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
			\$'s-Fav/(Unfav)			\$'s-Fav/(Unfav)		
Farebox/Pass Sales	\$ 27,392	\$ 28,407	\$ (1,015)	\$ 27,392	\$ 28,407	\$ (1,015)	8%	\$ 340,880
Contract Income (UAP)	\$ 10,821	\$ 14,633	\$ (3,813)	\$ 10,821	\$ 14,633	\$ (3,813)	6%	\$ 175,600
Other Contract Revenue	\$ 17,738	\$ 20,648	\$ (2,910)	\$ 17,738	\$ 20,648	\$ (2,910)	7%	\$ 247,779
Miscellaneous Income	\$ 1,881	\$ 2,150	\$ (269)	\$ 1,881	\$ 2,150	\$ (269)	7%	\$ 25,800
Advertising Revenue	\$ 13,333	\$ 13,000	\$ 333	\$ 13,333	\$ 13,000	\$ 333	9%	\$ 156,000
Investment/Interest Income (net)	\$ 39,659	\$ 17,500	\$ 22,159	\$ 39,659	\$ 17,500	\$ 22,159	19%	\$ 210,000
Ad Valorem Income, net	\$ -	\$ 590,897	\$ (590,897)	\$ -	\$ 590,897	\$ (590,897)	0%	\$ 7,090,766
FDOT Operating Grant	\$ -	\$ 150,521	\$ (150,521)	\$ -	\$ 150,521	\$ (150,521)	0%	\$ 1,806,250
Federal Operating Grant	\$ -	\$ 303,083	\$ (303,083)	\$ -	\$ 303,083	\$ (303,083)	0%	\$ 3,637,000
Cost Recovery	\$ 1,280	\$ 2,500	\$ (1,220)	\$ 1,280	\$ 2,500	\$ (1,220)	4%	\$ 30,000
SQUEEZE	\$ 1,000	\$ 500	\$ 500	\$ 1,000	\$ 500	\$ 500	0%	\$ 6,000
PCTS - Support Cost Reimb.	\$ 51,289	\$ 51,289	\$ (0)	\$ 51,289	\$ 51,289	\$ (0)	8%	\$ 615,472
Gain on Disposal of Asset	\$ 0	\$ 833	\$ (833)	\$ 0	\$ 833	\$ (833)	0%	\$ 10,000
TOTAL REVENUES	\$ 164,393	\$ 1,195,962	\$ (1,031,569)	\$ 164,393	\$ 1,195,962	\$ (1,031,569)	1%	\$ 14,351,547
Salaries	\$ 412,895	\$ 605,762	\$ 192,867	\$ 412,895	\$ 605,762	\$ 192,867	6%	\$ 7,269,139
Employee Benefits	\$ 166,778	\$ 215,396	\$ 48,618	\$ 166,778	\$ 215,396	\$ 48,618	6%	\$ 2,584,755
Advertising Fees	\$ 250	\$ 767	\$ 517	\$ 250	\$ 767	\$ 517	3%	\$ 9,200
Professional & Technical Services	\$ 89,259	\$ 45,558	\$ (43,700)	\$ 89,259	\$ 45,558	\$ (43,700)	16%	\$ 546,700
Contract Maintenance Services	\$ 5,340	\$ 13,317	\$ 7,977	\$ 5,340	\$ 13,317	\$ 7,977	3%	\$ 159,800
Other Services	\$ 5,490	\$ 7,879	\$ 2,390	\$ 5,490	\$ 7,879	\$ 2,390	6%	\$ 94,550
Fuel & Lubricants	\$ 62,080	\$ 68,383	\$ 6,304	\$ 62,080	\$ 68,383	\$ 6,304	8%	\$ 820,600
Freight	\$ 258	\$ 1,139	\$ 881	\$ 258	\$ 1,139	\$ 881	2%	\$ 13,670
Repairs & Maintenance	\$ 5,000	\$ 5,725	\$ 725	\$ 5,000	\$ 5,725	\$ 725	7%	\$ 68,700
Materials & Supplies	\$ 22,460	\$ 86,442	\$ 63,982	\$ 22,460	\$ 86,442	\$ 63,982	2%	\$ 1,037,300
Utilities/Telephone	\$ 11,706	\$ 13,608	\$ 1,903	\$ 11,706	\$ 13,608	\$ 1,903	7%	\$ 163,300
Insurance Expense	\$ 25,415	\$ 31,617	\$ 6,202	\$ -	\$ 31,617	\$ 31,617	0%	\$ 379,400
Dues & Subscriptions	\$ 1,281	\$ 4,055	\$ 2,774	\$ 1,281	\$ 4,055	\$ 2,774	3%	\$ 48,660
Education/Training/Meeting/Travel	\$ 12,870	\$ 7,331	\$ (5,539)	\$ 12,870	\$ 7,331	\$ (5,539)	15%	\$ 87,970
Service Charges	\$ 1,461	\$ 916	\$ (545)	\$ 1,461	\$ 916	\$ (545)	13%	\$ 10,990
Office Expense	\$ 4,715	\$ 8,295	\$ 3,580	\$ 4,715	\$ 8,295	\$ 3,580	5%	\$ 99,545
Advertising & Promotions	\$ 3,058	\$ 2,604	\$ (454)	\$ 3,058	\$ 2,604	\$ (454)	10%	\$ 31,250
Miscellaneous Expenses	\$ 626	\$ 2,118	\$ 1,492	\$ 626	\$ 2,118	\$ 1,492	2%	\$ 25,418
Property Appraiser/Tax Collector Comm	\$ 26,079	\$ 18,333	\$ (7,746)	\$ 26,079	\$ 18,333	\$ (7,746)	12%	\$ 220,000
Debt Service	\$ 25,228	\$ 56,717	\$ 31,489	\$ 25,228	\$ 56,717	\$ 31,489	4%	\$ 680,600
TOTAL EXPENDITURES	\$ 882,247	\$ 1,195,962	\$ (313,716)	\$ 856,832	\$ 1,195,962	\$ (339,131)	6%	\$ 14,351,547
(OVER)/UNDER EXPENDITURES	\$ (717,854)	\$ -	\$ (717,854)	\$ (692,439)	\$ -	\$ (692,439)		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
December 13, 2023
AGENDA ITEM #3b

Agenda Item: FY2023-24
 Polk County Transit Services Monthly Financial Statement
 For the period ending October 31, 2023

Presenter: Mark Biddinger, Chief Financial Officer

Recommended
Action: None

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

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

Attachments: See Attachments

Polk County Transit Services

Monthly Financial Report

YTD October 31, 2023

FY 2023-2024

(10/01/23 – 09/30/24)

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

Revenue Highlights:

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

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

Expense highlights

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

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

1.0 Months
8.3% of Fiscal Year

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 2,399,579	\$ 199,965	\$ 2,399,579	100%
County Contribution - PCTS	\$ 1,309,355	\$ 109,113	\$ 1,309,355	100%
City Contribution	\$ 658,554	\$ 54,880	\$ -	0%
Other Revenue Transfer Cares Funding	\$ -	\$ -	\$ -	0%
Misc Income (insurance proceeds)	\$ -	\$ -	\$ 783	0%
Fares	\$ 49,000	\$ 4,083	\$ 4,379	9%
FDOT Block Grants:				
G2371 - WHAT/ADA	\$ 704,093	\$ 58,674	\$ -	0%
RURAL	\$ 1,342,000	\$ 111,833	\$ -	0%
SUNRAIL	\$ 249,740	\$ 20,812	\$ -	0%
FTA				
FTA 5307 Grant	\$ 3,795,440	\$ 316,287	\$ -	0%
Capital Contributions - County	\$ 171,647	\$ 14,304	\$ -	0%
Total	\$ 10,679,408	\$ 889,951	\$ 3,714,096	35%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Expenses				
Labor	\$ 5,247,949	\$ 437,329	\$ 281,916	5%
Contract	\$ 2,458,193	\$ 204,849	\$ 205,126	8%
Operating	\$ 2,973,266	\$ 247,772	\$ 178,066	6%
Capital	\$ -	\$ -	\$ -	0%
Total	\$ 10,679,408	\$ 889,950	\$ 665,108	6%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
December 13, 2023
AGENDA ITEM #3c

Agenda Item: FY2023-24
Transportation Disadvantaged Monthly Financial Statement
For the period ending October 31, 2023

Presenter: Mark Biddinger, Chief Financial Officer

Recommended
Action: None

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

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

The Transportation Disadvantaged Program fiscal year is July 1 to June 30. The funding is comprised 90% from the State and 10% matching funds by Polk County.

Attachments: See Attachments

Transportation Disadvantaged Program

Monthly Financial Report

YTD October 31, 2023

FY 2023-2024

(07/01/23 – 06/30/24)

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

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

Lakeland Area Mass Transit District
Financial Statement
Transportation Disadvantage Program

Period Ending - October 2023

Fiscal year month	4.0
% fiscal year	33.3%

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match 10%	\$ 146,145	\$ 48,715	\$ 48,942	33%
Contract Revenue	\$ 311	\$ 104	\$ 146	47%
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,315,310	\$ 438,437	\$ 440,477	33%
Total	\$ 1,461,766	\$ 487,255	\$ 489,565	33%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 1,067,076	\$ 355,692	\$363,176	34%
		\$ -		
Operating	\$ 394,690	\$ 131,563	\$ 118,236	30%
Total	\$ 1,461,766	\$ 487,255	\$481,412	33%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 13, 2023
AGENDA ITEM #4a

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the General Manager

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 13, 2023
AGENDA ITEM #5a

Agenda Item: **November calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

November 2023

November 2023							December 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 29	30	31	Nov 1	2	3	4
			Mobility Week (Polk County locations TBD) - Neal Ward			
			9:30am 1-on-1 w/ Nicole - Tom Phillips	8:00am Repatha	Copy: Board of Directors, Performance Indicator Data, due CC	
			11:00am Canceled: Lunch Squeeze Kick-off	9:30am 1-on-1 w/Mark - Tom Phillips		
5	6	7	8	9	10	11
	10:00am 1-on-1 w/HR - Tom Phillips	9:30am Senior Staff Call (https://us02web.zoo)	8:30am LAMTD Nov Board Meeting (1212)	9:30am 1-on-1 w/Mark - Tom Phillips	2:00pm Cardiology appt (Watson Clinic Llp: Wilson James A Md (1600 Lakeland Hills Blvd, Lakeland, FL 33805, United States))	Copy: Veteran's Day - Service - LAMTD Master Account
	7:00pm Davenport City Commission Meeting (1 South Allapaha Avenue Davenport, FL	10:00am 1-on-1 w/Marcia (Tom's office)	9:30am 1-on-1 w/ Nicole - Tom Phillips	10:30am Florida Polytechnic Route - Coordination Meeting (Citrus Connection		Veteran's Day (United States)
12	13	14	15	16	17	18
	10:00am 1-on-1 w/HR - Tom Phillips	8:30am Email Ridership Update to LAMTD	9:30am 1-on-1 w/ Nicole - Tom Phillips	8:00am Repatha		
		9:30am Senior Staff Call (https://us02web.zoo)	10:00am Polk TPO - Candidate 2024 Transportation Projects (Workshop -	9:30am 1-on-1 w/Mark - Tom Phillips		
		10:00am 1-on-1		11:30am Worksgiving Potluck - Ella Joseph		
19	20	21	22	23	24	25
	10:00am 1-on-1 w/HR - Tom Phillips	9:30am Senior Staff Call (https://us02web.zoo)	9:30am 1-on-1 w/ Nicole - Tom Phillips	5:00am Thanksgiving - No Service 5:00am	8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am	
		10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips		9:30am 1-on-1 w/Mark - Tom Phillips		
26	27	28	29	30	Dec 1	2
Disney's Approach to Leadership Excellence (Disney Institute (215 Celebration Pl Ste 400, Kissimmee, FL 34747, United States))						
	10:00am 1-on-1 w/HR - Tom Phillips	9:30am Senior Staff Call (https://us02web.zoo)	9:30am 1-on-1 w/ Nicole - Tom Phillips	8:00am Repatha		
		10:00am 1-on-1		9:30am 1-on-1 w/Mark - Tom Phillips		
		11:00am Canceled:				
		3:30pm LFDC Annual				

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 13, 2023
AGENDA ITEM #5b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, General Manager

Recommended
Action: Information only

Summary: Year to date ridership information for the entire system
including LAMTD, Winter Haven, Rural and Demand
Response through October 31, 2022

Attachments: Ridership Report.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 13, 2023
AGENDA ITEM #6

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, November 8th, 2023 at 8:30 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Assistant: Ella Joseph

Call to Order

8:30 a.m. By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

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

[Attachments available]

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

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

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

- a. LAMTD Financials

**Lakeland Area Mass Transit District
Monthly Financial Report
For the YTD September 30, 2023
FY 2022-2023**

Year-to-Date September 30, 2023					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	Actual % of FY Annual Budget	Annual Budget
Revenue YTD	100%	\$12,998,051	\$13,278,276	102%	\$12,998,051
Expenses YTD	100%	\$12,998,051	\$11,369,066	87%	\$12,998,051

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

REVENUES:

The total revenues realized year-to-date through September 30, 2023, totaled \$13.278 million or 102% of the annual budget.

- Farebox revenues reflect \$343k or 101% of the annual budgeted revenues.
- Contract revenues related to UAP (Universal Access Passes) totaled \$142k or 73% 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, \$248k, or 100% has been received.
- Ad valorem taxes: Total budgeted revenues are \$6.36 million. This represents 95% of the expected tax revenue per state law. As of September 30th, 102% of the 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 \$438k which is favorably over budget. This represents interest income on our SBA reserve account.
- Florida DOT annual operating grants of \$1.42 million are billed quarterly. These grants are paid out retrospectively after expenses are incurred. To date, the district has received \$1.6 million, which represents 112% of the annual budget.
- FTA Section 5307 operating and capital grants are budgeted at \$3.6 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 recognized \$3.2 million, or 89% of the annual budget.
- Advertising income is \$144k, or 93% of the total planned revenue.
- The Support cost reimbursement revenue is \$615k and tracking as planned (100% of annual budget).
- Other revenues are within budget or have an overall favorable variance.

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

**For the YTD September 30, 2023
FY 2022-2023**

EXPENSES:

The total expenses year-to-date through September 30, 2023, totaled \$11.4 million or 87% of the annual budget.

- Salaries and benefits cost are \$8.0M, or 93% of the annual budget.
- Professional and Technical Services expenses totaled \$372k or 52% of the annual budget.
- Fuel and lubricants expenses totaled \$647k, or 101% of the annual budget.
- Materials and supplies totaled \$720k, or 88% of the annual budget.
- Insurance expenses are \$518k, or 104% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Capital expenditures/debt service of \$303k 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.

CASH POSITION:

As of September 30, 2023, there was ~ 94 days (3.1 months) of operating cash on hand.

As of October 31, 2023, there was ~ 153 days (5.0 months) of operating cash on hand.

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through September 30 th , the financials reflect a favorable actual variance of \$1.9 million with 100% of the fiscal year completed. This represents the operating results of this fiscal year. Final results will vary pending FYE audit adjustments.

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)	11.4%	10.7%	8.5%	10.1%	13.0%
2. Cost per revenue hour	\$141.63	\$130.01	\$117.66	\$116.62	\$108.42
3. Revenue Hours	132,260	135,115	146,700	145,405	146,597
4. Fuel Cost (\$)	\$1,399,855	\$878,132	\$744,587	\$1,093,793	\$1,082,166
5. Ridership	653,986	591,937	855,409	1,294,771	1,252,600

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
For the YTD period ended September 30, 2023
Percent of FY Reported (100%)

Summary:

Revenues exceeded expenses by \$190k. This represents the operating results of this fiscal year. Final results will vary pending FYE audit adjustments.

Revenues

- ✓ Revenues totaled \$9.35 million or 93% of the annual budget.
- ✓ 100% of County funding has been received as follows:
 - County match of \$2.20 million
 - County contribution of \$933k.
- ✓ City Contributions totaled \$636k, or 119% of the annual budget.
- ✓ Fare Revenues totaled \$72k or 162% of the annual budget.
- ✓ FDOT Block Grants:
 - G2371 block grants are \$689k, or 88% of the annual budget.
 - Rural FDOT Grant Revenues are \$2.14 million, or 144% of the annual budget.
 - The FDOT Sunrail Grant Revenues are \$221k, or 89% of the annual budget.
- ✓ FTA grants of \$2.4 million (65%) have been received. Grants are received retrospectively after expenses are incurred. Addition grant funding earned, but not yet received, will be accrued during the FYE audit process.

Expenses

- ✓ Total expenses for the period totaled \$9.16 million or 92% of the annual budget.
 - Salaries and wages totaled \$4.2 million or 95% of the annual budget.
 - Contract services are \$2.26 million or 97% of the annual budget. These are costs associated with Transitions Commute Solutions providing service to the east side of the county.
 - Operating expenses totaled \$2.7 million or 83% of the annual budget.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
For the YTD period ended September 30, 2023

Percent of FY Reported (25%)
State FY July 1, 2023, thru June 30, 2024

Revenues

Revenues totaled \$405k, 28% of the annual budget.

- County funding match totaled \$37k (25% of the annual budget).
- The TD Trust Fund Grant totaled \$368k (28% of the annual budget).

Expenses

Total expenses for the period totaled \$405k, 28% of the annual budget.

- Salaries, wages, and benefits totaled \$290k (27% of the annual budget).
- Operating expenses totaled \$115k (29% of the annual budget).

Operating Results

Expenses exceeded revenues by \$327.00.

d. Corridor Grant PTGA, Resolution 24-01

These funds will be utilized to assist the District with administrative, management, and operation expenses necessary to provide public transportation services to the citizens of Polk County.

The FDOT funding to LAMTD for this project is \$455,211 with matching funds provided by the District, as shown below.

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LAMTD Match	\$	455,211
Total Funding	\$	910,422

[Attachments available]

“Approval of the 2023/2024 PTGA for the utilization of FDOT State Transit Corridor Grant Program funds totaling \$910,422 in support of the South Florida Corridor.”
1st George Lindsey III / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

e. Block Grant PTGA, Resolution 24-02

These funds will be utilized to assist the District with administrative, management, and operation expenses necessary to provide public transportation services to the citizens of Polk County.

The FDOT funding to LAMTD for this project is \$1,032,767 with matching funds provided by the District. The FDOT funding to County for this project is \$747,865 with matching funds provided by the County, as shown below.

State Funding	\$	1,780,632
LAMTD Match	\$	1,032,767
County Match	\$	747,865
Total Funding	\$	3,561,264

[Attachments available]

“Approval of the 2023/2024 PTGA for the utilization of FDOT State Transit Block Grant Program funds totaling \$3,561,264.”
1st George Lindsey III / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

f. ITS Equipment Upgrade – Avail Technologies, Inc.

The District was awarded FTA 5339 funding to upgrade its antiquated ITS System (Intelligent Transit System), with Phase-I currently provided by Avail Technologies, Inc. The current provider was found to be the most advantageous to the District, for this project. The system was formally competed and is readily available under the FDOT/CUTR Transit Research Inspection Procurement Services (TRIPS) Contract, allowing the District to streamline the procurement and implementation process.

Though still under negotiation, all Federal requirements have been met. The anticipated cost is estimated \$1,126,076.53, for which we seek approval of a Not to Exceed amount of \$1,130,000, for this phase.

Phase II of this project will address the antiquated fare collection app, currently provided by Masabi. The estimated cost for this part of the project is \$500,000 and pending funding. Procurement shall bring this to the Board at the appropriate time.

[Attachments available]

“Approval of the award of Contract 23-019, for the ITS System Upgrade, to Avail Technologies, Inc., in an amount Not to Exceed \$1,130,000.”

1st George Lindsey III / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

g. IT Management Services

The District has historically utilized various grant and local funding for its IT Management Services, previously provided by AllTek Services. With the expiration of that contract, District sought alternate providers, finding the firm of Resultant LLC to be the most advantageous and cost effective. The IT Management Services, were also found to be available under the Federal General Services Administration (GSA) Contract # 54151S – 47QTCA19D004L, allowing the District to streamline the procurement process.

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Though still under negotiation, all grant requirements have been met. The anticipated cost is estimated \$79,824 annually, for which we seek approval of a Not to Exceed amount of \$90,000, to permit optional management services as allowable under the contract.

Through this agreement the District should realize an estimated annual savings of \$10,000.

[Attachments available]

“Approval of the award of Contract 23-008 for its IT Management Services, to Resultant, in an amount Not to Exceed \$90,000 annually.”

1st Bill Mutz / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

h. Grant application Section 5310 and 5311, FTA Resolution 24-03, 24-04, 24-05

The below noted grants provide the funding necessary to maintain and operate the much-needed transit services delivered to citizens of Polk County.

Under Resolution 24-03, for the Lakeland UZA, and Resolution 24-04, for the Winter Haven UZA, the District is requesting 5310 grant funding. Said funding is for the Enhanced Mobility of Seniors and Individuals with Disabilities. Two applications, in the amount of \$512,500 shall be submitted. For each application the FTA will provide \$410,000, the FDOT will provide 51,250, and the match of \$51,250 to be provided by the District, for which toll credits will be requested. If awarded this program will be included in the 2024-2025 budget.

Under Resolution 24-05, the District is requesting 5311 grant funding for capital preventive maintenance and operating assistance for rural Polk County. One application in the amount of \$1,697,500 shall be submitted. Under this application the FTA will provide \$875,000 and the match of \$822,500, to be provided by the District, for which toll credits will be requested in the amount of \$17,500. If awarded this program will be included in the 2024-2025 budget.

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[Attachments available]

“Approval of the of the 2024/2025 Federal pass through grant applications and corresponding Resolutions.”

1st Martha Santiago / 2nd George Lindsey III

MOTION CARRIED UNANIMOUSLY

Agenda Item #4 – Legal / Ben Darby

a. Addition of land, Resolution 24-06

Inclusion of land to be added to the district

[Attachments available]

“Approval of the Resolution as presented.”

1st Bill Mutz / 2nd George Lindsey III

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – General Manager Report / Tom Phillips

a. Agenda Updates

- Thanks to Paul and his team, route changes are starting Monday
- Thanks to Chuck for the medical Corridor
- Welcome Tony, Director of Safety and Security, and Nicole, Director of Strategic Planning & Innovation
- Meeting with Polytech tomorrow to talk about transit
- Meeting with Julia about the Lunch Squeeze
- Possibility of training non CDL drivers for Para Transit

Agenda Item #6 – General Manager Informational Summary

a. October Calendar

[Attachment Available]

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b. Ridership and UAP Update

[Attachment Available]

Agenda Item #7 – Other Business

Adjournment at 8:52 a.m.

Approved this 13th day of December 2023.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph