

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

	<u>Action Required</u>
Call to Order	
1. Approval of the January LAMTD Meeting	Approval
2. Public Comments	None
3. Board Elections	Approval
4. Finance / Kelly Bennington, CPA, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Corridor Grant PTGA, Resolution 23-10	Approval
5. Marketing / Erin Killebrew Kinlaw, Director of External Affairs	
a. Marketing Update Presentation	None
6. Transportation Disadvantaged Program / Cindy Mitchell. TDP Coordinator	
a. Presentation of the 2023-2023 Coordinating Agencies	None
7. Executive Director Report / Tom Phillips	
a. Record Retention Policy	Approval
b. Agency Update(s)	None
8. Executive <u>Informational</u> Summary / Tom Phillips	
a. January Calendar	None
b. Ridership and UAP Update	None
9. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #1

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

Presenter: Ella Joseph

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

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

Attachments: January 11th, 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, Jan 11th, 2023 at 8:30 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Assistant: Ella Joseph

Call to Order

8:32 a.m. By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

- a. Board approval of the December 2022 LAMTD Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the December 2022 LAMTD Meeting”
1st George Lindsey III / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

Julia Davis, Senior Transportation Planner, Polk TPO,

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

- a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date November 30, 2022
FY 2022-2023

Year to Date November 30, 2022					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY %	Annual Budget
Revenue YTD	17%	\$2,166,342	\$754,265	35%	\$13.0 Million
Expenses YTD	17%	\$2,166,342	\$1,748,203	81%	\$13.0 Million

REVENUES:

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Jan 11th, 2023 at 8:30 a.m.

The total revenues realized year-to-date through November 30, 2022, totaled \$0.75 million or 35% of the YTD budget.

- Farebox revenues reflect \$48,387 or an unfavorable 15% of YTD budgeted revenues through November 30, 2022, due to the decline in ridership related to slowly correcting the driver shortage issue and recovering from COVID-19.
- Contract revenues related to UAP (Universal Access Passes) totaled \$19,848 which is an unfavorable 39% of the YTD 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, \$3,000 has been received.
- Ad valorem taxes of \$474,548 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 \$42,665 which is 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.
- 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.
- Advertising income reflects \$37,800 which is over budget.
- The Support cost reimbursement revenue is \$102,578 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 Year-to-date November 30, 2022
FY 2022-2023

EXPENSES:

LAKELAND AREA MASS TRANSIT DISTRICT
 BOARD OF DIRECTORS MEETING
 Citrus Connection, Hollingsworth Meeting Room 1212
 George Jenkins Blvd., Lakeland, Fl. 33815
 Wednesday, Jan 11th, 2023 at 8:30 a.m.

The total expenses year-to-date through November 30, 2022, totaled \$1.75 million or 81% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2022-2023 budget. As of November 30, 2022, these expenses totaled \$1.15 million which is 23% under budget or a favorable variance of \$270,663.
- Professional and Technical Services expenses totaled \$98,898 or 16% under the YTD budget.
- Other services expenses totaled \$17,453 which is over budget by 10%.
- Fuel expenses totaled \$128,833 YTD which is over budget by 20%.
- Materials and supplies totaled \$112,283 or 18% under budget.
- Dues and subscriptions totaled \$14,660, over budget by 76%, and office supplies of \$10,952, under budget 44%.
- Property appraiser/Tax Collector Commission are quarterly advance payments. Currently under budget by 29%.
- Capital expenditures/debt service of \$50,456 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 as of November 30, 2022.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through November 30th, the financials reflect an unfavorable actual variance of \$0.99 million with 17% of the fiscal year completed. This variance is predominantly due to not yet receiving the majority of the ad valorem income and not receiving any grant reimbursements to date.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/21	9/30/20	9/30/19	9/30/18	9/30/17
1. Farebox Recovery Ratio (All modes)	10.68%	8.48%	10.13%	13.00%	10.04%
2. Cost per revenue hour	\$130.01	\$117.66	\$116.62	\$108.42	\$106.94
3. Revenue Hours	135,115	146,700	145,405	146,597	142,189
4. Fuel Cost (\$)	\$878,132	\$744,587	\$949,887	\$1,082,166	\$834,971
5. Ridership	591,937	855,409	1,294,771	1,252,600	1,346,211

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of November 30, 2022
Year to Date Report
Percent of FY Reported (17%)

Revenues

- The revenues totaled \$3.49 million, 209% of the year-to-date budget.
- The FTA grants have not been received for the new fiscal year. Expenses must be incurred before reimbursements are received.
- Fare Revenues totaled \$7,278 or 98% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$0.35 million in the FY Budget.
- The County funding reflects payments of \$3.13 million for the budgeted grants match and county contribution.
- Rural FDOT Grant Revenues have not been received for the new fiscal year.
- The FDOT Sunrail Grant Revenues have not been received for the new fiscal year.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$1.21 million or 73% of the year-to-date budget.
- Salaries and wages totaled \$0.49 million or 67% of the YTD Budget.
- Operating expenses totaled \$0.35 million or 64% of the YTD Budget.
- The contract services are for contractual cost for the several routes with the Contractor Transitions Commute Solutions with expenses YTD totaling \$0.38 million or 98% of the YTD budget.

Operating Results

- Actual Revenues exceeded Expenses by \$2.28 million.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of November 30, 2022
Year to Date Report
Percent of FY Reported (42%)
State FY July 1, 2022, thru June 30, 2023

Revenues

- The revenues totaled \$546,128 or 92% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$496,405 or 93% of the year-to-date budget.
- Contract Revenues and other revenues totaled \$92.
- The County funding for the match totaled \$49,631 or 84% of the year-to-date budget.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$492,343 or 83% of the year-to-date budget.
- Salaries, wages, and benefits totaled \$356,952 or 84% of the YTD Budget.
- Operating expenses totaled \$135,391 or 81% of the YTD Budget.

Operating Results

- Actual Revenues exceeded Expenses by \$53,785.

d. Capital Grant, Resolution 23-09

This grant provides funding for much-needed repairs to the Lakeland Terminal. The funding will allow the District to address canopy damage, peeling paint, unsightly restrooms, trip hazards, and other ADA compliance concerns.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
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Wednesday, Jan 11th, 2023 at 8:30 a.m.

The District is requesting TPO funding in the amount of \$2,506,200. The project is 100% funded with no match required. If awarded this program will be included in the 2023-2024 budget.

[Attachments available]

“Approval of the 2023/2024 grant application and corresponding Resolution for the purpose of repairing the Lakeland Terminal.”

1st George Lindsey III/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #4 – Executive Director Report / Tom Phillips

a. Agency Updates

- Happy New Year
- Thanks to Paul S. and his team for making The Squeeze on NYE happen. We had 260 rides that night and between 12 to 2, we had 60
- Good sign in recruiting, almost fully staffed, thanks to HR
- Local Bus Roadeo on Sunday, January 22nd, 2023 at the RP Funding Center Parking Lot
- We got a call from the Mayor’s office about a grant application for all students in Title1 schools in Polk County. They want us to identify the schools that have bus stop close
- Thanks to HR, Julie bought a golf cart and we’d been able to insure it and save her thousands of dollars
- Board Retreat is on Tuesday, March 28th, 2023 at Lake Crago with Dr. Craig Collins. He will also be doing the Employee Engagement Survey, and we will present the results at the March Board Meeting before the retreat

Agenda Item #5 – Executive Director Informational Summary

a. December Calendar

[Attachment Available]

b. Ridership and UAP Update

[Attachment Available]

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Jan 11th, 2023 at 8:30 a.m.

Agenda Item #6 – Other Business

Adjournment at 8:46 a.m.

Approved this 8th day of February 2023.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph

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

Agenda Item: **Election of Board Member Positions**

Presenter: Tom Phillips

Recommended

Action: Approve to open the floor for nominations and
subsequent votes for Chair, Vice-Chair, and Secretary.

Summary: Part of the annual election of our board members to decide
who will be the next Chair, Vice-Chair, and Secretary.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #4a

Agenda Item: December 31, 2022, 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 Year-to-date December 31, 2022
 FY 2022-2023

Year to Date December 31, 2022					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD Actual of FY Annual Budget %	Annual Budget
Revenue YTD	25%	\$3,249,513	\$6,199,588	48%	\$13.0 Million
Expenses YTD	25%	\$3,249,513	\$2,868,499	22%	\$13.0 Million

REVENUES:

The total revenues realized year-to-date through December 31, 2022, totaled \$6.2 million or 48% of the YTD budget.

- Farebox revenues reflect \$71,656 or an unfavorable 16% of YTD budgeted revenues, due to the decline in ridership related to slowly correcting the driver shortage issue.
- Contract revenues related to UAP (Universal Access Passes) totaled \$29,168 which is an unfavorable 40% of the YTD 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, \$4,500 has been received.
- Ad valorem taxes of \$5.79 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 \$77,415 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.
- 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.
- Advertising income reflects \$37,800 which is slightly under budget.
- The Support cost reimbursement revenue is \$153,867 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 Year-to-date December 31, 2022
 FY 2022-2023

EXPENSES:

The total expenses year-to-date through December 31, 2022, totaled \$2.87 million or 22% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2022-2023 budget. As of December 31, 2022, these expenses totaled \$1.84 million which is 14% under budget or a favorable variance of \$294,839.
- Professional and Technical Services expenses totaled \$165,304 or 7% under the YTD budget.
- Other services expenses totaled \$27,725 which is over budget by 17%.
- Fuel and lubricants expense totaled \$173,693 which is over budget by 8%.
- Materials and supplies totaled \$170,694 or 17% under budget.
- Dues and subscriptions totaled \$16,391, over budget by 31%, and office supplies of \$22,978, under budget by 22%.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Capital expenditures/debt service of \$75,684 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 December 31st, the financials reflect a favorable actual variance of \$3.33 million with 25% 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

	9/30/21	9/30/20	9/30/19	9/30/18	9/30/17
1. Farebox Recovery Ratio (All modes)	10.68%	8.48%	10.13%	13.00%	10.04%
2. Cost per revenue hour	\$130.01	\$117.66	\$116.62	\$108.42	\$106.94
3. Revenue Hours	135,115	146,700	145,405	146,597	142,189
4. Fuel Cost (\$)	\$878,132	\$744,587	\$949,887	\$1,082,166	\$834,971
5. Ridership	591,937	855,409	1,294,771	1,252,600	1,346,211



CitrusConnection

LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022-2023

MONTHLY FINANCIAL STATEMENT

MONTH OF DECEMBER 2022

CODE	Account	Month				YTD		Variance		Approved Annual Budget
		Actual	Budget	Variance		Actual	Budget	Variance		
				\$'s-Fav/(Unfav)	%			\$'s-Fav/(Unfav)	%	
R4	Farebox/Pass Sales	\$ 23,269	\$ 28,407	\$ (5,138)	-18%	\$ 71,656	\$ 85,220	\$ (13,564)	-16%	\$ 340,880
R6	Contract Income (UAP)	\$ 9,321	\$ 16,299	\$ (6,978)	-43%	\$ 29,168	\$ 48,896	\$ (19,728)	-40%	\$ 195,585
R3	Other Contract Revenue	\$ 1,500	\$ 20,648	\$ (19,148)	-93%	\$ 4,500	\$ 61,945	\$ (57,445)	-93%	\$ 247,779
R5	Miscellaneous Income	\$ 1,974	\$ 483	\$ 1,491	308%	\$ 19,570	\$ 1,450	\$ 18,120	1250%	\$ 5,800
R7	Advertising Revenue	\$ -	\$ 13,000	\$ (13,000)	-100%	\$ 37,800	\$ 39,000	\$ (1,200)	-3%	\$ 156,000
R8	Investment/Interest Income (net)	\$ 34,750	\$ 2,036	\$ 32,714	1607%	\$ 77,415	\$ 6,108	\$ 71,307	1167%	\$ 24,431
R9	Ad Valorem Income, net	\$ 5,313,631	\$ 530,483	\$ 4,783,148	902%	\$ 5,788,179	\$ 1,591,449	\$ 4,196,730	264%	\$ 6,365,796
R10	FDOT Operating Grant	\$ -	\$ 118,137	\$ (118,137)	-100%	\$ -	\$ 354,412	\$ (354,412)	-100%	\$ 1,417,646
R11	Federal Operating Grant	\$ -	\$ 299,889	\$ (299,889)	-100%	\$ -	\$ 899,666	\$ (899,666)	-100%	\$ 3,598,662
R13	Cost Recovery	\$ 9,589	\$ 2,083	\$ 7,505	360%	\$ 9,899	\$ 6,250	\$ 3,649	58%	\$ 25,000
R2	PCTS - Support Cost Reimb.	\$ 51,289	\$ 51,289	\$ (0)	0%	\$ 153,867	\$ 153,868	\$ (1)	0%	\$ 615,472
R16	Gain on Disposal of Asset	\$ -	\$ 417	\$ (417)	-100%	\$ 7,534	\$ 1,250	\$ 6,284	503%	\$ 5,000
TOTAL REVENUES		\$ 5,445,322	\$ 1,083,171	\$ 4,362,151	403%	\$ 6,199,588	\$ 3,249,513	\$ 2,950,075	91%	\$ 12,998,051
E1	Salaries	\$ 428,584	\$ 495,149	\$ 66,565	13%	\$ 1,216,579	\$ 1,485,446	\$ 268,867	18%	\$ 5,941,782
E2	Employee Benefits	\$ 217,303	\$ 217,258	\$ (45)	0%	\$ 625,801	\$ 651,773	\$ 25,972	4%	\$ 2,607,091
E3	Advertising Fees	\$ 3,246	\$ 1,917	\$ (1,329)	-69%	\$ 9,029	\$ 5,750	\$ (3,279)	-57%	\$ 23,000
E4	Professional & Technical Ser	\$ 66,406	\$ 59,073	\$ (7,333)	-12%	\$ 165,304	\$ 177,220	\$ 11,916	7%	\$ 708,880
E5	Contract Maintenance Services	\$ 3,751	\$ 9,513	\$ 5,762	61%	\$ 14,425	\$ 28,538	\$ 14,112	49%	\$ 114,150
E6	Other Services	\$ 10,272	\$ 7,913	\$ (2,360)	-30%	\$ 27,725	\$ 23,738	\$ (3,987)	-17%	\$ 94,950
E7	Fuel & Lubricants	\$ 51,335	\$ 53,687	\$ 2,351	4%	\$ 173,693	\$ 161,060	\$ (12,633)	-8%	\$ 644,239
E8	Freight	\$ 2,451	\$ 1,096	\$ (1,356)	-124%	\$ 2,942	\$ 3,288	\$ 346	11%	\$ 13,150
E9	Repairs & Maintenance	\$ 40	\$ 5,750	\$ 5,710	99%	\$ 385	\$ 17,250	\$ 16,865	98%	\$ 69,000
E10	Materials & Supplies	\$ 58,135	\$ 68,358	\$ 10,224	15%	\$ 170,694	\$ 205,075	\$ 34,381	17%	\$ 820,300
E11	Utilities/Telephone	\$ 13,303	\$ 13,125	\$ (178)	-1%	\$ 39,460	\$ 39,375	\$ (85)	0%	\$ 157,500
E13	Insurance Expense	\$ 40,205	\$ 41,421	\$ 1,216	3%	\$ 120,615	\$ 124,263	\$ 3,648	3%	\$ 497,050
E15	Dues & Subscriptions	\$ 1,681	\$ 4,158	\$ 2,478	60%	\$ 16,391	\$ 12,475	\$ (3,916)	-31%	\$ 49,900
E16	Education/Training/Meeting/Travel	\$ 1,524	\$ 9,708	\$ 8,184	84%	\$ 3,023	\$ 29,125	\$ 26,102	90%	\$ 116,500
E17	Service Charges	\$ 988	\$ 713	\$ (276)	-39%	\$ 1,946	\$ 2,138	\$ 191	9%	\$ 8,550
E18	Office Expense	\$ 12,026	\$ 9,821	\$ (2,205)	-22%	\$ 22,978	\$ 29,463	\$ 6,485	22%	\$ 117,850
E19	Advertising & Promotions	\$ -	\$ 2,500	\$ 2,500	100%	\$ -	\$ 7,500	\$ 7,500	100%	\$ 30,000
E20	Miscellaneous Expenses	\$ 16,150	\$ 6,688	\$ (9,462)	-141%	\$ 24,115	\$ 20,063	\$ (4,052)	-20%	\$ 80,250
E21	Property Appraiser/Tax Collector Comm	\$ 131,485	\$ 18,442	\$ (113,042)	-613%	\$ 157,711	\$ 55,327	\$ (102,384)	-185%	\$ 221,309
E23	Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,883	\$ 31,655	56%	\$ 75,684	\$ 170,650	\$ 94,966	56%	\$ 682,600
TOTAL EXPENDITURES		\$ 1,084,113	\$ 1,083,171	\$ 942	0%	\$ 2,868,499	\$ 3,249,513	\$ (381,014)	-12%	\$ 12,998,051
(OVER)/UNDER EXPENDITURES		\$ 4,361,210	\$ -	\$ 4,361,210		\$ 3,331,089	\$ -	\$ 3,331,089		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #4b

Agenda Item: December 31, 2022, 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
FEBRUARY 8, 2023
AGENDA ITEM #4b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of December 31, 2022
Year to Date Report
Percent of FY Reported (25%)

Revenues

- The revenues totaled \$3.49 million, 140% of the year-to-date budget.
- The FTA grants have not been received for the new fiscal year. Expenses must be incurred before reimbursements are received.
- Fare Revenues totaled \$10,752 or 97% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$0.35 million in the FY Budget.
- The County funding reflects payments of \$3.13 million for the budgeted grants match and county contribution.
- Rural FDOT Grant Revenues have not been received for the new fiscal year.
- The FDOT Sunrail Grant Revenues have not been received for the new fiscal year.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$1.89 million or 76% of the year-to-date budget.
- Salaries and wages totaled \$0.75 million or 68% of the YTD Budget.
- Operating expenses totaled \$0.57 million or 70% of the YTD Budget.
- The contract services are for contractual cost for the several routes with the Contractor Transitions Commute Solutions with expenses YTD totaling \$0.58 million or 98% of the YTD budget.

Operating Results

- Actual Revenues exceeded Expenses by \$1.6 million.

Lakeland Area Mass Transit District
 Financial Statement
 Polk County Contract
 Month of December 2022

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 2,198,753	\$ 549,688	\$ 2,198,753	400%
Other Contract Revenue - County	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 133,403	\$ 352,912	265%
County Contribution - PCTS	\$ 933,454	\$ 233,364	\$ 933,454	400%
Other Revenue Transfer Cares Funding	\$ -	\$ -	\$ -	
Fares	\$ 44,400	\$ 11,100	\$ 10,752	97%
FDOT Block Grants:				
G2371 - WHAT/ADA	\$ 785,441	\$ 196,360	\$ -	0%
RURAL	\$ 1,486,722	\$ 371,681	\$ -	0%
SUNRAIL	\$ 249,740	\$ 62,435	\$ -	0%
FTA				
FTA 5307 Grant	\$ 3,729,941	\$ 932,485	\$ -	0%
Capital Contributions - County	\$ 42,000	\$ 10,500	\$ -	0%
Total	\$ 10,004,062	\$ 2,501,016	\$ 3,495,871	140%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,387,576	\$ 1,096,894	\$ 746,056	68%
Contract	\$ 2,319,050	\$ 579,763	\$ 576,931	100%
Operating	\$ 3,255,436	\$ 813,859	\$ 566,396	70%
Capital	\$ 42,000	\$ 10,500	\$ -	0%
Total	\$ 10,004,062	\$ 2,501,016	\$ 1,889,383	76%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #4c

Agenda Item: December 31, 2022, 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
FEBRUARY 8, 2023
AGENDA ITEM #4c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of December 31, 2022
Year to Date Report
Percent of FY Reported (50%)
State FY July 1, 2022, thru June 30, 2023

Revenues

- The revenues totaled \$660,125 or 93% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$599,984 or 94% of the year-to-date budget.
- Contract Revenues and other revenues totaled \$158.
- The County funding for the match totaled \$59,983 or 85% of the year-to-date budget.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$593,037 or 84% of the year-to-date budget.
- Salaries, wages, and benefits totaled \$433,013 or 85% of the YTD Budget.
- Operating expenses totaled \$160,024 or 80% of the YTD Budget.

Operating Results

- Actual Revenues exceeded Expenses by \$67,088.

**Lakeland Area Mass Transit District
Transportation Disadvantage Program
Period Ending - December 2022**

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 141,819	\$ 70,910	\$ 59,983	85%
Contract Revenue	\$ 311	\$ 156	\$ 158	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,276,371	\$ 638,186	\$ 599,984	94%
Total	\$ 1,418,501	\$ 709,251	\$ 660,125	93%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 1,018,590	\$ 509,295	\$433,013	85%
		\$ -		
Operating	\$ 399,911	\$ 199,956	\$ 160,024	80%
Total	\$ 1,418,501	\$ 709,251	\$593,037	84%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #4d

Agenda Item: **Florida Department of Transportation (FDOT) - Public Transportation Grant Agreement (PTGA) for the State Transit Corridor Grant Program having Financial Project Number FM# 414063-1-84-09**

Presenter: Kelly Bennington, CFO

Recommended Action: Staff recommends approval of the 2022/2023 PTGA for the utilization of FDOT State Transit Corridor Grant Program funds totaling \$1,075,474 in support of the South Florida Corridor.

Summary: 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 \$537,737 with matching funds provided by the District, as shown below.

State Funding	\$	537,737
LAMTD Match	\$	537,737
Total Funding	\$	1,075,474

Attachments: Resolution #23-10

RESOLUTION FOR
PUBLIC TRANSPORTATION GRANT AGREEMENT
FOR TRANSIT PROJECTS

Resolution # 23-10

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

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

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

1. That the PTGA for Item-Segment-Phase-Sequence **414063-1-84-09** is approved.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
2. That **Tom Phillips. Executive Director** or their designee is authorized to enter into, modify or terminate the PTGA, as well as other pertinent documents affiliated with the PTGA, with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS

8th day of February 2023

By: _____

Signature, Chairperson of the Board (blue Ink)

Title: Sara Roberts McCarley, Board Chair

ATTEST:

_____ Ella Joseph, Executive Assistant

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #5a

Agenda Item: Marketing Update Presentation

Presenter: Erin Killebrew Kinlaw, Director of External Affairs

Recommended
Action:

None

Summary: Bi-Annual Marketing Update

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #6a

Agenda Item: Presentation of the 2022-2023 Coordinating Agencies

Presenter: Cindy Mitchell,
Transportation Disadvantaged Program Coordinator

Recommended
Action: None; Informational Only

Summary: Summary of the Coordinating Agencies currently providing non-emergency medical transportation trips in Polk County. These agencies also provide valuable data that contributes to our annual AOR (Annual Operating Report) to the CTD. (Commission for the Transportation Disadvantaged).

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #7a

Agenda Item: **Record Retention Policy**

Presenter: Tom Phillips, Executive Director

Recommended
Action: Approval of the Record Retention Policy

Summary: This policy is to clarify the requirements for the retention and destruction of public records for the Lakeland Area Mass Transit District (District). It is not intended to serve as authorization to destroy or otherwise dispose of unscheduled records nor is it intended to cover every possible situation in which decisions about the retention or destruction of records must occur. This policy is intended to complement the use of approved records retention and disposition schedules, not replace or supersede them.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #7b

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
FEBRUARY 8, 2023
AGENDA ITEM #8a

Agenda Item: **January calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

January 2023

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Jan 1, 23</p> <p>New Year's Day (United States)</p>	<p>2</p> <p>8:00am PIN Annual Certifications and</p> <p>9:30am Senior Staff Call (https://us02web.zoom.us/j/91710000000)</p> <p>9:30am Canceled: Senior Staff Call</p> <p>10:00am 1-on-1 w/HR -</p>	<p>3</p> <p>10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips</p>	<p>4</p> <p>Copy: Board of Directors, Performance Indicator Data, due CC</p> <p>9:00am 1-on-1 w/Kelly - Tom Phillips</p> <p>10:00am 1-on-1 w/Paul - Tom Phillips</p>	<p>5</p>	<p>6</p> <p>9:30am Benefits Meeting (1212 George Jenkins Blvd, Lakeland, FL, 33815) - Tom Phillips</p>	<p>7</p>
<p>8</p>	<p>9</p> <p>8:00am Orientation New Hire (Board Room) -</p> <p>9:30am Canceled: Senior Staff Call</p> <p>10:00am 1-on-1 w/HR -</p> <p>12:00pm Canceled:</p>	<p>10</p> <p>8:30am Email Ridership Update to LAMTD</p> <p>10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips</p> <p>11:00am Senior Staff</p> <p>12:00pm Personnel</p>	<p>11</p> <p>8:30am LAMTD Jan Board Meeting (1212 George Jenkins Blvd, Lakeland, FL 33815) - James</p> <p>9:00am 1-on-1 w/Kelly - Tom Phillips</p> <p>10:00am 1-on-1 w/Paul - Tom Phillips</p>	<p>12</p> <p>8:00am Repatha</p> <p>11:00am Transitions Coordination Meeting (1212 George Jenkins Blvd, Lakeland, FL 33815) - James</p>	<p>13</p>	<p>14</p>
<p>15</p>	<p>16</p> <p>9:30am Senior Staff Call (https://us02web.zoom.us/j/91710000000)</p> <p>9:30am Canceled: Senior Staff Call</p> <p>10:00am 1-on-1 w/HR - Tom Phillips</p>	<p>17</p> <p>10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips</p> <p>5:00pm Canceled: Attendance Boundary Committee Meeting</p>	<p>18</p> <p>9:00am 1-on-1 w/Kelly - Tom Phillips</p> <p>10:00am 1-on-1 w/Paul - Tom Phillips</p> <p>12:30pm GL Meeting (LONE PALM GOLF)</p>	<p>19</p> <p>7:00am Economic Forecast Breakfast (RP Funding Center (701 W Lime St, Lakeland, FL 33815)) - Ella Joseph</p>	<p>20</p>	<p>21</p>
<p>22</p> <p>8:00am Rodeo Family Funday (RP Funding Center (701 W Lime St, Lakeland, FL 33815, United States))</p>	<p>23</p> <p>8:00am New Hire Orientation</p> <p>9:30am Canceled: Senior Staff Call</p> <p>10:00am 1-on-1 w/HR - Tom Phillips</p>	<p>24</p>	<p>25</p>	<p>26</p> <p>8:00am Repatha</p> <p>9:00am 1-on-1 w/Kelly -</p> <p>9:30am Senior Staff Call</p> <p>10:00am 1-on-1</p> <p>10:30am 1-on-1 w/Paul</p> <p>1:30pm Phone call with</p>	<p>27</p> <p>8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am</p> <p>10:00am Haircut</p>	<p>28</p>
<p>29</p>	<p>30</p> <p>8:30am New Hire Orientation 1.30.2023</p> <p>9:30am Canceled: Senior Staff Call</p> <p>9:30am Canceled: Senior Staff Call</p> <p>10:00am 1-on-1 w/HR -</p> <p>4:00pm January LEDC</p>	<p>31</p> <p>10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips</p>	<p>Feb 1</p>	<p>2</p>	<p>3</p>	<p>4</p>

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #8b

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	-	-	-	-	-	-	-	-	-	-	-	-
February-23	-	-	-	-	-	-	-	-	-	-	-	-
March-23	-	-	-	-	-	-	-	-	-	-	-	-
April-23	-	-	-	-	-	-	-	-	-	-	-	-
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	1,769	1,306	6	95	767	453	1,383	91	3,107	6,630	0	15,607

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	114	160	0	483	386	112	179	13	87	564	0	2,098
December-22	123	179	0	591	293	91	129	8	109	662	0	2,185
January-23	-	-	-	-	-	-	-	-	-	-	-	-
February-23	-	-	-	-	-	-	-	-	-	-	-	-
March-23	-	-	-	-	-	-	-	-	-	-	-	-
April-23	-	-	-	-	-	-	-	-	-	-	-	-
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	355	511	3	1,656	1,132	307	550	28	270	1,754	0	6,566

2,124 1,817 9 1,751 1,899 760 1,933 119 3,377 8,384 -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2023
AGENDA ITEM #9

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD