

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

Call to Order	<u>Action Required</u>
1. Approval of the August LAMTD Meetings	Approval
2. Public Comments	None
3. Finance / Rhonda Carter, Assistant Director of Finance / Controller	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Asset Disposal	Approval
e. Fiscal Year 2023 – 2024 Program of Projects	Approval
4. Legal / Ben Darby, Esq	
a. City of Davenport Service Agreement	Approval
5. Human Resources / Carina Chaitoo, Generalist	
a. Presentation of the PERC Waiver	None
6. Carlie Flagler	
a. TDP Presentation	Approval
7. Executive Director Report / Tom Phillips	
a. Union Agreement	Approval
b. Agency Update(s)	None
8. Executive <u>Informational</u> Summary / Tom Phillips	
a. August Calendar	None
b. Ridership and UAP Update	None
9. Other Business	TBD
Adjournment	

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

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

Presenter: Ella Joseph

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

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

Attachments: August 16<sup>th</sup>, 2023 LAMTD Meeting Minutes

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

Agenda Item: FY2022-23  
LAMTD Monthly Financial Statement  
For the period ending July 31, 2023

Presenter: Rhonda Carter, Asst Director of Finance/Controller

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 July 31, 2023  
FY 2022-2023**

Year-to-Date July 31, 2023					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	Actual % of FY Annual Budget	Annual Budget
Revenue YTD	83%	10,831,709	10,360,499	80%	\$13.0 Million
Expenses YTD	83%	10,831,709	8,842,801	68%	\$13.0 Million

**REVENUES:**

The total revenues realized year-to-date through July 31, 2023, totaled \$10.36 million or 80% of the annual budget.

- Farebox revenues reflect \$281k or 82% of the annual budgeted revenues.
- Contract revenues related to UAP (Universal Access Passes) totaled \$103k or 53% 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, \$264k, or 107% 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 July 31<sup>st</sup>, 102% of the annual budget has been collected.

Property taxes become due and payable on November 1<sup>st</sup>, 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 1<sup>st</sup> of each year. The district normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$326k 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 \$528k. Q1 & Q2 grant requests have been sent to FDOT. This aligns with the prior fiscal year 10-month period ending July 31, 2022
- 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 \$1.39 million, or 39% of the annual budget.
- Advertising income is \$144k, or 93% of the total planned revenue.
- The Support cost reimbursement revenue is \$513k and tracking as planned (83% 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 July 31, 2023  
FY 2022-2023**

**EXPENSES:**

The total expenses year-to-date through July 31, 2023, totaled \$8.84 million or 68% of the annual budget.

- Salaries and benefits cost are \$6.388M, or 75% of the annual budget.
- Professional and Technical Services expenses totaled \$265k or 37% of the annual budget.
- Fuel and lubricants expenses totaled \$586k, or 91% of the annual budget.
- Materials and supplies totaled \$519k, or 63% of the annual budget.
- Insurance expenses are \$431k, or 87% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Capital expenditures/debt service of \$252k 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 July 31, 2023, there is ~ 100 days (3.1 months) of operating cash on hand. This number will come down as we incur/recognize expenses form the remainder of the fiscal year.

**CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through July 31<sup>st</sup>, the financials reflect a favorable actual variance of \$1.50 million with 83% 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)	11.4%	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



**CitrusConnection**  
**LAKELAND AREA MASS TRANSIT DISTRICT**

**FY 2022-2023**  
**MONTHLY FINANCIAL STATEMENT**  
**MONTH OF JULY 2023**

Fiscal year month	10.0
% fiscal year	83%

Account	Month			YTD			Total Annual %	Approved Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
			\$'s-Fav/(Unfav)			\$'s-Fav/(Unfav)		
Farebox/Pass Sales	\$ 30,809	\$ 28,407	\$ 2,402	\$ 280,928	\$ 284,067	\$ (3,138)	82%	\$ 340,880
Contract Income (UAP)	\$ 11,424	\$ 16,299	\$ (4,875)	\$ 103,617	\$ 162,988	\$ (59,371)	53%	\$ 195,585
Other Contract Revenue	\$ 5,424	\$ 20,648	\$ (15,225)	\$ 264,706	\$ 206,483	\$ 58,223	107%	\$ 247,779
Miscellaneous Income	\$ -	\$ 483	\$ (483)	\$ 20,942	\$ 4,833	\$ 16,108	361%	\$ 5,800
Advertising Revenue	\$ 35,500	\$ 13,000	\$ 22,500	\$ 144,400	\$ 130,000	\$ 14,400	93%	\$ 156,000
Investment/Interest Income (net)	\$ 36,889	\$ 2,036	\$ 34,853	\$ 326,016	\$ 20,359	\$ 305,657	1334%	\$ 24,431
Ad Valorem Income, net	\$ -	\$ 530,483	\$ (530,483)	\$ 6,498,122	\$ 5,304,830	\$ 1,193,292	102%	\$ 6,365,796
FDOT Operating Grant	\$ 775,561	\$ 118,137	\$ 657,424	\$ 788,355	\$ 1,181,372	\$ (393,017)	56%	\$ 1,417,646
Federal Operating Grant	\$ 334,511	\$ 299,889	\$ 34,623	\$ 1,390,784	\$ 2,998,885	\$ (1,608,101)	39%	\$ 3,598,662
Cost Recovery	\$ 2,599	\$ 2,083	\$ 516	\$ 15,430	\$ 20,833	\$ (5,403)	62%	\$ 25,000
SQUEEZE	\$ -	\$ -	\$ -	\$ 6,775	\$ -	\$ 6,775	0%	\$ -
PCTS - Support Cost Reimb.	\$ 51,289	\$ 51,289	\$ (0)	\$ 512,890	\$ 512,893	\$ (3)	83%	\$ 615,472
Gain on Disposal of Asset	\$ 15	\$ 417	\$ (401)	\$ 7,534	\$ 4,167	\$ 3,367	151%	\$ 5,000
<b>TOTAL REVENUES</b>	<b>\$ 1,284,021</b>	<b>\$ 1,083,171</b>	<b>\$ 200,850</b>	<b>\$ 10,360,499</b>	<b>\$ 10,831,709</b>	<b>\$ (471,210)</b>	<b>80%</b>	<b>\$ 12,998,051</b>
Salaries	\$ 484,253	\$ 495,149	\$ 10,895	\$ 4,758,683	\$ 4,951,485	\$ 192,802	80%	\$ 5,941,782
Employee Benefits	\$ 165,854	\$ 217,258	\$ 51,404	\$ 1,629,496	\$ 2,172,576	\$ 543,080	63%	\$ 2,607,091
Advertising Fees	\$ 394	\$ 1,917	\$ 1,523	\$ 1,818	\$ 19,167	\$ 17,349	8%	\$ 23,000
Professional & Technical Ser	\$ 10,200	\$ 59,073	\$ 48,873	\$ 264,932	\$ 590,733	\$ 325,801	37%	\$ 708,880
Contract Maintenance Services	\$ 11,457	\$ 9,513	\$ (1,945)	\$ 97,775	\$ 95,125	\$ (2,650)	86%	\$ 114,150
Other Services	\$ 3,842	\$ 7,913	\$ 4,071	\$ 72,192	\$ 79,125	\$ 6,933	76%	\$ 94,950
Fuel & Lubricants	\$ 56,968	\$ 53,687	\$ (3,281)	\$ 586,471	\$ 536,866	\$ (49,606)	91%	\$ 644,239
Freight	\$ 223	\$ 1,096	\$ 873	\$ 9,143	\$ 10,958	\$ 1,815	70%	\$ 13,150
Repairs & Maintenance	\$ 27	\$ 5,750	\$ 5,723	\$ (99,918)	\$ 57,500	\$ 157,418	-145%	\$ 69,000
Materials & Supplies	\$ 51,594	\$ 68,358	\$ 16,764	\$ 519,084	\$ 683,583	\$ 164,499	63%	\$ 820,300
Utilities/Telephone	\$ 1,892	\$ 13,125	\$ 11,233	\$ 19,398	\$ 131,250	\$ 111,852	12%	\$ 157,500
Insurance Expense	\$ 42,991	\$ 41,421	\$ (1,570)	\$ 430,821	\$ 414,208	\$ (16,613)	87%	\$ 497,050
Dues & Subscriptions	\$ 1,247	\$ 4,158	\$ 2,911	\$ 31,555	\$ 41,583	\$ 10,029	63%	\$ 49,900
Education/Training/Meeting/Travel	\$ 4,060	\$ 9,708	\$ 5,648	\$ 30,819	\$ 97,083	\$ 66,265	26%	\$ 116,500
Service Charges	\$ 1,116	\$ 713	\$ (403)	\$ 9,581	\$ 7,125	\$ (2,456)	112%	\$ 8,550
Office Expense	\$ 1,898	\$ 9,821	\$ 7,923	\$ 46,172	\$ 98,208	\$ 52,036	39%	\$ 117,850
Advertising & Promotions	\$ 1,315	\$ 2,500	\$ 1,185	\$ 20,508	\$ 25,000	\$ 4,492	68%	\$ 30,000
Miscellaneous Expenses	\$ 7,084	\$ 6,688	\$ (397)	\$ 14,293	\$ 66,875	\$ 52,582	18%	\$ 80,250
Property Appraiser/Tax Collector Comm	\$ -	\$ 18,442	\$ 18,442	\$ 147,700	\$ 184,424	\$ 36,724	67%	\$ 221,309
Debt Service	\$ 25,228	\$ 56,883	\$ 31,655	\$ 252,279	\$ 568,833	\$ 316,554	37%	\$ 682,600
Bad Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 871,641</b>	<b>\$ 1,083,171</b>	<b>\$ (211,530)</b>	<b>\$ 8,842,801</b>	<b>\$ 10,831,709</b>	<b>\$ (1,988,908)</b>	<b>68%</b>	<b>\$ 12,998,051</b>
<b>(OVER)/UNDER EXPENDITURES</b>	<b>\$ 412,380</b>	<b>\$ -</b>	<b>\$ 412,380</b>	<b>\$ 1,517,698</b>	<b>\$ -</b>	<b>\$ 1,517,698</b>		<b>\$ -</b>

<b>10</b>
<b>Jul 2023</b>

Available	
\$	1,183,099
\$	977,595
\$	21,182
\$	443,948
\$	16,375
\$	22,758
\$	57,768
\$	4,007
\$	168,918
\$	301,216
\$	138,102
\$	66,229
\$	18,345
\$	85,681
\$	(1,031)
\$	71,678
\$	9,492
\$	65,957
\$	73,609
\$	430,321
\$	-
<b>\$</b>	<b>4,155,250</b>

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

Agenda Item:      FY2022-23  
                         Polk County Transit Services Monthly Financial Statement  
                         For the period ending July 31, 2023

Presenter:           Rhonda Carter, Asst Director of Finance/Controller

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 July 31, 2023  
Year to Date Report  
Percent of FY Reported (83%)

### **Revenues**

Revenues totaled \$7.7 million or 77% of the annual budget.

- County funding is \$3.13 million or 100% of the annual budget as follows:
  - County match of \$2.20 million
  - County contribution of \$933k.
- City Contributions totaled \$534k, or 118% of the annual budget.
- Fare Revenues totaled \$44k or 94% of the annual budget.
- FDOT Block Grants:
  - G2371 block grants are \$689k, or 88% of the annual budget. This represents Q1 & Q2 billings. Q3 billing is in progress.
  - Rural FDOT Grant Revenues are \$1.19 million, or 80% of the annual budget.
  - The FDOT Sunrail Grant Revenues are \$200k, or 80% of the annual budget.
- FTA grants of \$1.79 million (48%) have been received. Grants are received retrospectively after expenses are incurred.

### **Expenses**

Total expenses for the period totaled \$7.1 million or 71% of the annual budget.

- Salaries and wages totaled \$3.27 million or 75% of the annual budget.
- Contract services are \$1.7 million or 73% of the annual budget. These are costs associated with Transitions Commute Solutions providing service to the east side of the county.
- Operating expenses totaled \$2.14 million or 66% of the annual budget.

### **Operating Results**

Revenues exceeded expenses by \$591k. for the 10-month period ended July 31, 2023



Lakeland Area Mass Transit District  
Financial Statement  
Polk County Contract  
Month of July 2023  
83%  
of Fiscal Year

**Revenue**

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
<b>Revenues</b>				
County Match	\$ 2,198,753	\$ 1,832,294	\$ 2,198,753	100%
Other Contract Revenue - County	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 444,676	\$ 631,816	118%
County Contribution - PCTS	\$ 933,454	\$ 777,878	\$ 933,454	100%
Misc Income (insurance proceeds)	\$ -	\$ -	\$ 30,321	
Fares	\$ 44,400	\$ 37,000	\$ 41,813	94%
<b>FDOT Block Grants:</b>				
G2371 - WHAT/ADA	\$ 785,441	\$ 654,534	\$ 689,708	88%
RURAL	\$ 1,486,722	\$ 1,238,935	\$ 1,190,244	80%
SUNRAIL	\$ 249,740	\$ 208,117	\$ 200,050	80%
<b>FTA</b>				
FTA 5307 Grant	\$ 3,729,941	\$ 3,108,284	\$ 1,791,855	48%
Capital Contributions - County	\$ 42,000	\$ 35,000	\$ -	0%
<b>Total</b>	<b>\$ 10,004,062</b>	<b>\$ 8,336,718</b>	<b>\$ 7,708,014</b>	<b>77%</b>

**Expenses**

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
<b>Expenses</b>				
Labor	\$ 4,387,576	\$ 3,984,688	\$ 3,270,954	75%
Contract	\$ 2,319,050	\$ 1,932,542	\$ 1,703,282	73%
Operating	\$ 3,255,436	\$ 2,384,488	\$ 2,142,240	66%
Capital	\$ 42,000	\$ 35,000	\$ -	0%
<b>Total</b>	<b>\$ 10,004,062</b>	<b>\$ 8,336,718</b>	<b>\$ 7,116,476</b>	<b>71%</b>

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

Agenda Item: FY2022-23  
Transportation Disadvantaged Monthly Financial Statement  
For the period ending July 31, 2023

Presenter: Rhonda Carter, Asst Director of Finance/Controller

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.

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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 July 31, 2023  
Year to Date Report  
Percent of FY Reported (8%)  
**State FY July 1, 2023, thru June 30, 2024**

**Revenues**

Revenues totaled \$129k or 9% of the annual budget.

- County funding for the match totaled \$11k or 8% of the annual budget.
- Contract Revenues and other revenues totaled \$58 or 19% of the annual budget.
- The TD Trust Fund Grant drawdown reflects \$117k or 9% of the annual budget.

**Expenses**

Total expenses for the period totaled \$121 or 8% of the annual budget.

- Salaries, wages, and benefits totaled \$88k or 8% of the annual budget.
- Operating expenses totaled \$33k or 8% of the annual budget.

**Operating Results**

Revenues exceeded expenses by \$8k for the 1-month period ended July 31, 2023

Lakeland Area Mass Transit District  
Financial Statement  
**Transportation Disadvantage Program**

Period Ending - July 2023

Fiscal year month	1.0
% fiscal year	8%

### Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
<b>Revenues</b>				
County Match 10%	\$ 146,145	\$ 121,788	\$ 11,723	8%
Contract Revenue	\$ 311	\$ 259	\$ 58	19%
Adult Day Care		\$ -	\$ -	
<b>FDOT Grants:</b>		\$ -		
CTD Grant -Operating	\$ 1,315,310	\$ 1,096,092	\$ 117,291	9%
<b>Total</b>	<b>\$ 1,461,766</b>	<b>\$ 1,218,138</b>	<b>\$ 129,073</b>	<b>9%</b>

### Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 1,067,076	\$ 889,230	\$87,798	8%
		\$ -		
Operating	\$ 394,690	\$ 328,908	\$ 33,295	8%
<b>Total</b>	<b>\$ 1,461,766</b>	<b>\$ 1,218,138</b>	<b>\$121,093</b>	<b>8%</b>

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

Agenda Item: **Asset Disposal**

Presenter: Rhonda Carter, Asst Director of Finance/Controller

Recommended Action: Recommend Board approve the disposal of twenty-one (21) support vehicles that have surpassed their useful life in years of service and/or mileage, generating costly repairs or limited usage.

Summary: The District is proposing the disposal of these units based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1E and 49 USC § 5334(h).

The vehicles shall be disposed of through a competitive bid process upon receipt of replacement units. Items that cannot be sold will be reassessed and disposed of as scrap, in accordance with the District's Asset Disposal Policies.

Asset Disposition Chart						
Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TRIPS Useful Life	Current Status or Reason for Disposal	Current Condition
LAMTD - Unit 10, 2007 Ford F-150	5/24/2007	\$14,938.00	Between Scrap & Market Value	5 years and/or 150,000 miles	Over 16 years & 115,000 miles	Vehicles exceed useful life in years and require a high level of maintenance
LAMTD - Unit 11, 2009 Ford Fusion SE	10/22/2008	\$17,388.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 14 years & 100,000+ miles	Vehicles exceed useful life in years & miles, are frequently down, and require a high level of maintenance
LAMTD - Unit 12, 2009 Ford Fusion SE	10/22/2008	\$17,388.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 14 years & 100,000+ miles	
LAMTD - Unit 13, 2009 Ford Fusion SE	10/22/2008	\$17,388.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 14 years & 100,000+ miles	
LAMTD - Unit 14, 2009 Ford Fusion SE	10/22/2008	\$17,388.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 14 years & 100,000+ miles	
LAMTD - Unit 15, 2009 Ford Fusion SE	10/22/2008	\$17,388.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 14 years & 100,000+ miles	
LAMTD - Unit 16, 2008 Ford F-150	9/2/2008	\$15,060.00	Between Scrap & Market Value	5 years and/or 150,000 miles	Over 15 years & 150,000+ miles	

## AGENDA ITEM #8 – CONT.

LAMTD - Unit 18, 2010 Ford Expedition	7/20/2010	\$25,991.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 13 years & 100,000+ miles	Vehicles exceed useful life in years & miles, are frequently down, and require a high level of maintenance
LAMTD - Unit 20, 2010 Ford Escape	6/28/2010	\$18,626.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 13 years & 100,000+ miles	
LAMTD - Unit 22, 2010 Ford Escape	6/28/2010	\$18,626.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 13 years & 100,000+ miles	
LAMTD - Unit 202, 2010 Dodge BraunAbility	5/27/2011	\$40,938.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 12 years & 100,000+ miles	
LAMTD - Unit 205, 2010 Dodge BraunAbility	5/27/2011	\$40,688.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 12 years & 100,000+ miles	
LAMTD - Unit 206, 2010 Dodge BraunAbility	5/27/2011	\$40,008.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 12 years & 100,000+ miles	Vehicles exceed useful life in years, will exceed in miles within 1 year, are frequently down, and require a high level of maintenance
LAMTD - Unit 19, 2010 Ford Fusion SE	7/30/2010	\$16,889.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 13 years & will meet 100,000 (within 1 yr)	
LAMTD - Unit 23, 2012 Ford Fusion SE	1/1/2012	\$17,681.20	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 11 years & will meet 100,000 (within 1 yr)	
LAMTD - Unit 204, 2010 Dodge BraunAbility	5/27/2011	\$40,688.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 12 years & will meet 100,000 (within 1 yr)	
LAMTD - Unit 17, 2008 Ford F-150	9/2/2008	\$15,285.00	Between Scrap & Market Value	5 years and/or 150,000 miles	Over 15 years & will meet 150,000 (within 1 yr)	
LAMTD - Unit 25, 2014 Ford Escape	7/7/2015	\$19,422.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 8 years & will meet 100,000 (within 1 yr)	Vehicles exceed useful life in years, are frequently down, and require a high level of maintenance. Transferred county vehicles have exceeded the required 5 years in public service, as per 49 USC § 5334(h)(1)(A)(i)
LAMTD - Unit 203, 2010 Dodge BraunAbility	5/27/2011	\$40,688.00	Between Scrap & Market Value	4 years and/or 100,000 miles	Over 12 years but under on mileage	
County - Unit 5009, 2012 MV1/SUV MV1	5/8/2013	\$47,643.00	Between Scrap & Market Value	5 years and/or 200,000 miles	Over 10 years but under on mileage	
County - Unit 5010, 2012 MV1/SUV MV1	5/8/2013	\$47,643.00	Between Scrap & Market Value	5 years and/or 200,000 miles	Over 10 years but under on mileage	

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

Agenda Item:       **Fiscal Year 2023 - 2024 Program of Projects**

Presenter:           Rhonda Carter, Asst Director of Finance/Controller

Recommended  
Action:               Recommend Board approve the proposed FY 2023-2024  
Program of Projects (POP), outlining Federal funding  
resources and their intended use for the ensuing year.

Summary:            The Program of Projects (POP) is a requirement of the  
Federal Transit Administration (FTA) grant application  
process. Said requirements include.

- Advertisement of public hearing (30 days in advance)
  - Published 8/4/2023
- Public Hearing
  - Held 9/6/2023
- Board Approval
  - Pending

The resources outlined consist of FTA Sections 5307 and 5339 grants programs. The funding consists of remaining multiyear grant balances, specifically requested for fiscal year 2023-2024, and anticipated awards for the same fiscal year.

Attachments:        Fiscal Year 2023 - 2024 Program of Projects

**LAKELAND AREA MASS TRANSIT DISTRICT  
YEAR 2023-2024 PROGRAM OF PROJECTS**

The Lakeland Area Mass Transit District will hold a public hearing on the proposed Program of Projects at 5:01 pm on September 6, 2023 at Lakeland City Hall, 249 N Kentucky Ave Lakeland FL 33801. The purpose of this public hearing is to give individuals and/or groups an opportunity to present their views and comments on the proposed Program of Projects that will be included in the applications for grants from the Federal Transit Administration (FTA) under Sections 5307, and 5339 for the 2023-2024 fiscal year. The list below shows the proposed Program of Projects.

	FTA	Program Description
Lakeland Area Mass Transit District (LAMTD)		
<u>Transportation Operations</u>		
Urban Fixed - LAMTD	\$ 2,977,235	Fixed Route Operations
CARES Act	\$ 1,579,683	
ARP ACT	\$ 1,612,145	
<u>Capital Projects</u>		
Section 5307 Lakeland Cap	\$ 951,470	Preventative Maintenance
Section 5339 Cap Lakeland	\$ 247,052	Capital ITS Upgrade
FHWA Fund Transfer	\$ 2,675,814	Capital Shelter Purchase
CARES Act	\$ 1,742,555	Capital State of Good Repair
ARP Act	\$ 1,038,857	Capital Equipment & Software
Total Program FY2023-24	\$12,824,811	
Winter Haven Area Transit (WHAT)		
<u>Transportation Operations</u>		
Urban Fixed – WHAT	\$ 2,693,928	Fixed Route Operations
CARES Act	\$ 1,684,437	
<u>Capital Projects</u>		
Section 5307 WH Cap	\$ 1,063,741	Preventative Maintenance
Section 5339 Cap WHAT	\$ 194,488	Capital ITS Upgrade
CARES Act	\$ 1,258,000	Capital Winter Haven Facility
ARP Act	\$ 888,858	Capital Equipment & Software
Total Program FY2023-24	\$ 7,783,452	

To review the Program of Projects, contact Mark Biddinger at (863) 213-5320 or come by the LAMTD office between 8:30 AM And 4:00 PM on weekdays at the following address:

1212 George Jenkins Blvd  
Lakeland, Florida 33815

LAMTD welcomes written comments on or before September 1<sup>st</sup> for those who are not able to attend this hearing. Written comments may be mailed to:

Carlie Flagler - Planning Department  
Citrus Connection  
1212 George Jenkins Blvd  
Lakeland, Florida 33815



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

Agenda Item:       **City of Davenport Service Agreement**

Presenter:           Ben Darby, Esq.

Recommended  
Action:               Approval

Summary:            Service Agreement for one year from October 1, 2023 to  
September 30, 2024, for the amount of \$15,000.00 a year.

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

**Agenda Item:** PERC Waiver

**Presenter:** Carina Chaitoo, HR Generalist

**Action:** Informational

**Summary:** On May 9, 2023, Governor DeSantis signed into law Senate Bill 256 (“SB 256”), which created several new requirements for public-employee unions. As a consequence, LAMTD union (TWU) submitted a letter to the DOL that SB256 was a unfair and the DOL agreed threatening to deny 34 million in FTA grants to LAMTD unless a waiver from SB256 was obtained.

LAMTD first obtained a temporary PERC waiver from SB256 on July 10, 2023 however, the DOL reviewed that temporary waiver and sent a letter to LAMTD stating that a temporary waiver was unacceptable.

LAMTD working with PERC and our Grants department on August 24, 2023 submitted a 176 page waiver modification petition to PERC and on August 31, 2023 received a permanent waiver modification from SB256.

Attached is a copy of the final PERC order. The DOL and TWU have been advised.

STATE OF FLORIDA  
PUBLIC EMPLOYEES RELATIONS COMMISSION

IN RE

Case No. MS-2023-033

PETITION FOR WAIVER OF LAKELAND  
AREA MASS TRANSIT DISTRICT, D/B/A  
CITRUS CONNECTION.

Order No.: 23MS-175  
Date Issued: August 31, 2023

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FINAL ORDER

On July 10, 2023, the Commission issued an order granting Lakeland Area Mass Transit District, d/b/a Citrus Connection's (LAMTD) petition for waiver from the following provisions, pursuant to section 447.207(12), Florida Statutes (2023)<sup>1</sup>:

1. the prohibition on dues and assessment deductions provided in section 447.303(1), Florida Statutes;
2. the requirement to petition the Commission for recertification provided in section 447.305(6), Florida Statutes; and
3. the revocation of certification provided in sections 447.305(6) and (7), Florida Statutes.

The Commission granted the waiver with respect to the bargaining unit of mass transit LAMTD employees defined in Certification 1776 and represented by the Transport Workers Union of America, AFL-CIO, Air Transport Division, Local 525 (Union). The duration of the waiver was limited to the time period covered by the current collective bargaining agreement (CBA) between LAMTD and the Union, which expires on September 30, 2023. The waiver was designed to address the Department of Labor's (DOL) representation that the above-stated provisions jeopardize the ability of LAMTD to

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<sup>1</sup> All references to Florida Statutes herein are to the 2023 edition, unless otherwise stated.

comply with its previously certified protective arrangements required by 49 U.S.C. § 5333(b) and its continued eligibility for federal assistance from the Federal Transit Administration (FTA).

LAMTD notified DOL of the waiver and requested that it promptly issue final certifications for LAMTD's pending grants. By letter dated July 19, DOL responded that "[t]he waivers issued by the [Commission] do not fully resolve the dispute over [LAMTD]'s compliance with 49 U.S.C. § 5333" as "the duration of the waivers is less than the duration of the protective arrangements required by 49 U.S.C. § 5333(b), which extend for the life of the federally funded project."

On August 23, LAMTD filed a second emergency petition for waiver, along with several supporting documents, asserting that it currently has five federally funded projects with duration dates ranging from March 2030 to March 2034.<sup>2</sup> LAMTD further asserts that it has numerous FTA grants for capital improvements and operating, totaling total \$34,831,109, which are separate from DOL identified grants<sup>3</sup>. LAMTD acknowledges that it has explored alternative methods available with the Union to resolve the dispute; however, the Union has concluded that no alternative methods could be negotiated to enable LAMTD to comply with both 49 U.S.C. § 5333(b) and chapter 2023-35, Laws of Florida, other than obtaining a waiver from the Commission. Consequently, LAMTD requests a permanent waiver of the statutory requirements, or alternatively, a waiver that extends for the duration of its current funding request applications.

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<sup>2</sup> Those grants include FL-2023-031; FL-2023-032 (performance duration of March 30, 2034); FL-2023-033; FL-2023-040; and FL-2023-041.

<sup>3</sup> Those grants include FL-2022-039 (\$242,053; performance duration of March 30, 2029) and FL-2022-046 (\$2,403,646; performance duration of March 30, 2029).

While the Commission questions DOL's interpretation of the 49 U.S.C. § 5333(b) requirements vis-à-vis the provisions of Chapter 203-35, Laws of Florida, the Commission nonetheless recognizes the financial hardship facing LAMTD and its public employees given DOL's refusal to certify various pending federal grants absent an extended waiver.<sup>4</sup> Therefore, upon careful consideration, we GRANT LAMTD's petition. Pursuant to section 447.207(12), Florida Statutes, we exercise our statutory discretion in granting LAMTD and the Union, which has been certified as a bargaining agent to represent mass transit LAMTD employees, a waiver from the following:

1. the prohibition on dues and assessment deductions provided in section 447.303(1), Florida Statutes;
2. the requirement to petition the Commission for recertification provided in section 447.305(6), Florida Statutes; and
3. the revocation of certification provided in section 447.305(6) and (7), Florida Statutes.

The waiver shall be in effect so long as any protective arrangement is required by 49 U.S.C. § 5333(b). According to DOL, it will issue final certifications that include this waiver as part of its protective arrangements for any pending and future grant applications of LAMTD. The waiver shall immediately expire upon any final decision of DOL or a court of competent jurisdiction declaring that the above-stated provisions do not

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<sup>4</sup> For numerous reasons, articulated in a recent final order, the Commission believes that DOL has misrepresented the new law's provisions and overstated its impact. *See In re Petition for Waiver of Broward County Board of County Commissioners*, Order No. 23MS-168 (PERC Aug. 31, 2023).

violate the protections required by 49 U.S.C. § 5333(b), or if Congress changes the effect of that law.<sup>5</sup>

This order may be appealed to the appropriate district court of appeal. A notice of appeal must be received by the Commission and the district court of appeal within **thirty days** from the date of this order. Except in cases of indigency, the court will require a filing fee and the Commission will require payment for preparing the record on appeal. Further explanation of the right to appeal is provided in sections 120.68 and 447.504, Florida Statutes, and the Florida Rules of Appellate Procedure.

It is so ordered.  
AARON and SASSO, Commissioners, concur.

RUBOTTOM, Chair, special concurrence.

For reasons stated in my special concurrence in *In re Petition for Waiver of Broward County Board of County Commissioners*, Order No. 23MS-168 (PERC Aug. 31, 2023), I write separately to express my disagreement with the permanent term of the waiver granted in this Order.

I HEREBY CERTIFY that this document was filed and a copy served on each party on August 31, 2023.

BY: Barry Adam  
Clerk



/ji

<sup>5</sup> The contingency relating to later final judicial decisions is intended to terminate this waiver in the event its necessity is disproven. It also is not intended to waive or limit the right of the State of Florida, on behalf of its FTA grantees, to challenge the DOL's determination, as it inflicts damage to important state policy and the incongruity created by this and similar waivers.

COPIES FURNISHED:

*For Petitioner*

Tom Phillips

*For Transport Workers Union of America, AFL-CIO, Air Transport Division, Local 525*

Richard S. Edelman, Esquire

Kevin P. Smith

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

Agenda Item: **FY23-24 Transit Development Plan Annual Progress Report**

Presenter: Carlie Flagler

Recommended  
Action: Approval

Summary: Brief explanation of projects from the TDP and their funding status



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 13, 2023  
AGENDA ITEM #7a

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: Agreement

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 13, 2023  
AGENDA ITEM #7b

Agenda Item:      **Agency Updates**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

Summary:         Items and information from the Executive Director

# August 2023

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 30	31	Aug 1 9:30am Senior Staff Call ( <a href="https://us02web.zoom.us/j/86539034221?">https://us02web.zoom.us/j/86539034221?</a> 10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips	2	3 Copy: Board of Directors, Performance Indicator Data, due CC 9:00am Canceled: Interviews got Director of Strategic 9:30am 1-on-1 w/Mark - Tom Phillips	4	5
6	7 10:00am 1-on-1 w/HR - Tom Phillips 7:00pm Davenport City Commission Meeting (1 South Allapaha Avenue Davenport, FL	8 8:30am Email Ridership Update to LAMTD 9:30am Senior Staff Call ( <a href="https://us02web.zoom.us/j/86539034221?">https://us02web.zoom.us/j/86539034221?</a> 10:00am Review LAMTD 10:30am 1-on-1	9	10 8:00am Repatha 9:30am 1-on-1 w/Mark - Tom Phillips	11	12
13	14 10:00am 1-on-1 w/HR - Tom Phillips	15 9:00am Agenda Study - Ella Joseph 9:30am Canceled: Senior Staff Call 10:00am 1-on-1 w/Marcia (Tom's	16 8:30am LAMTD Aug Board Meeting (1212 George Jenkins Blvd, Lakeland, FL, 33815) - Ella Joseph	17 9:30am 1-on-1 w/Mark - Tom Phillips 10:00am Meeting w/ Mark and Tom about 11:00am Meeting 11:30am Lake Miriam	18	19
20	21 10:00am 1-on-1 w/HR - Tom Phillips	22 9:30am Senior Staff Call ( <a href="https://us02web.zoom.us/j/86539034221?">https://us02web.zoom.us/j/86539034221?</a> 10:00am 1-on-1 w/Marcia (Tom's 11:00am 440319-1 City 11:00am Canceled:	23 2:00pm FDOT/LAMTD Quarterly Coordination Meeting (Citrus Connection (1212 George Jenkins Blvd, Lakeland, FL	24 8:00am Repatha 9:00am FW: TPO Board Meeting (Commission 9:30am 1-on-1 w/Mark - 10:00am Polk Transit 1:00pm Economic	25 8:30am Updated invitation: Infrastructure Team 10:30am TDP discussion (Microsoft Teams Meeting) - Carlie	26
27	28 9:45am Hurricane updates - Ella Joseph 10:00am 1-on-1 w/HR - Tom Phillips 3:45pm Hurricane Updates - Ella Joseph	29 9:30am Canceled: Senior Staff Call 9:45am Hurricane 10:00am 1-on-1 3:45pm Hurricane 4:00pm Call Chanda	30 9:45am Hurricane updates - Ella Joseph 3:45pm Hurricane Updates - Ella Joseph	31 9:30am 1-on-1 w/Mark - Tom Phillips	Sep 1	2

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 13, 2023  
AGENDA ITEM #8a

Agenda Item:      **August calendar**

Presenter:         Tom Phillips

Recommended  
Action:             Informational

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

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 13, 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	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	759	424	-	21	240	237	765	15	1,250	2,349	-	6,060
May-23	916	510	1	43	347	278	612	38	1,309	2,800	9	6,863
June-23	898	108	-	54	126	246	482	34	1,785	3,015	467	7,215
July-23	848	61	5	660	32	199	531	16	1,433	2,522	724	7,031
August-23	961	334	5	542	266	192	846	24	1,520	2,619	182	7,491
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	8,588	4,379	18	1,488	2,787	2,371	6,896	349	14,406	27,548	1,382	70,212

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	59	122	3	570	248	190	188	2	87	458	-	1,927
May-23	135	138	-	679	544	186	138	1	167	557	1	2,546
June-23	143	59	-	571	24	163	105	3	278	474	211	2,031
July-23	96	29	-	626	1	107	136	6	150	367	224	1,742
August-23	115	141	-	514	168	92	178	3	167	400	60	1,838
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	1,348	1,766	16	7,192	3,973	1,427	2,103	67	1,490	6,179	496	26,057

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 13, 2023  
AGENDA ITEM #9

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, August 16, 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**

8:30 a.m. By Commissioner McCarley

**Agenda Item #1 – Approval of the Minutes**

- a. Board approval of the June and July 2023 LAMTD Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the June and July LAMTD Meeting”  
1<sup>st</sup> George Lindsey III / 2<sup>nd</sup> Sam Simmons

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

- M. Miley is complaining about late pickups. He heard fixed route is getting more attention than PT Connect.

**Agenda Item #3 – Finance / Mark Biddinger, Chief Financial Officer**

- a. LAMTD Financials

**Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the YTD June, 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	75%	\$9,748,538	\$9,745,987	75%	\$13.0 Million
Expenses YTD	75%	\$9,748,538	\$7,961,882	61%	\$13.0 Million



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, August 16, 2023 at 8:30 a.m.

**REVENUES:**

The total revenues realized year-to-date through June 30, 2023, totaled \$9.745 million or 75% of the annual budget.

- Farebox revenues reflect \$250k or 73% of the annual budgeted revenues.
- Contract revenues related to UAP (Universal Access Passes) totaled \$97k or 50% 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, \$259k, or 105% 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 June 30<sup>th</sup>, 102% of annual budget has been collected.

Property taxes become due and payable on November 1<sup>st</sup>, 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 1<sup>st</sup> of each year. The district normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$326k 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 \$528k. Q1 & Q2 grant requests have been sent to FDOT. This aligns with the prior fiscal year 9-month period ending June 30, 2022
- 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 \$1.150 million, or 32% of the annual budget.
- Advertising income is \$109k, or 70% of the total planned revenue.
- The Support cost reimbursement revenue is \$462k and tracking as planned (75% 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, August 16, 2023 at 8:30 a.m.

**Lakeland Area Mass Transit District**  
**Monthly Financial Report**  
**Operating Budget. Budget to Actual**  
**For the YTD June 30, 2023**  
**FY 2022-2023**

**EXPENSES:**

The total expenses year-to-date through June 30, 2023, totaled \$7.96 million or 61% of the annual budget.

- Salaries and benefits cost are \$5.75M, or 67% of the annual budget.
- Professional and Technical Services expenses totaled \$252k or 36% of the annual budget.
- Fuel and lubricants expenses totaled \$530k, or 82% of the annual budget.
- Materials and supplies totaled \$465k, or 57% of the annual budget.
- Insurance expenses are \$388k, or 78% 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.

**CASH POSITION:**

As of July 31, 2023, there is ~ 100 days of operating cash on hand. This number will come down as we incur/recognize expenses form the remainder of the fiscal year.

**CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through June 30<sup>th</sup>, the financials reflect a favorable actual variance of \$1.80 million with 75% 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**

	<b>9/30/22</b>	<b>9/30/21</b>	<b>9/30/20</b>	<b>9/30/19</b>	<b>9/30/18</b>
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

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, August 16, 2023 at 8:30 a.m.

**b. PCTS Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of June 30, 2023  
Year to Date Report  
Percent of FY Reported (75%)

**Revenues**

Revenues totaled \$6.47 million or 65% of the annual budget.

- County funding is \$3.13 million or 100% of the annual budget as follows:
  - County match of \$2.20 million
  - County contribution of \$930k.
- City Contributions totaled \$660k, or 123% of the annual budget.
- Fare Revenues totaled \$38k or 85% of the annual budget.
- FDOT Block Grants:
  - G2371 block grants are \$395k, or 50% of the annual budget. This represents Q1 & Q2 billings. Q3 billing is in progress.
  - Rural FDOT Grant Revenues are \$915k, or 62% of the annual budget.
  - The FDOT Sunrail Grant Revenues are \$84k, or 34% of the annual budget. We anticipate \$200k in total revenue by fiscal year end.
- FTA grants of \$1.20 million (33%) have been received. Grants are received retrospectively after expenses are incurred.

**Expenses**

Total expenses for the period totaled \$6.47 million or 65% of the annual budget.

- Salaries and wages totaled \$2.87 million or 65% of the annual budget.
- Contract services are \$1.50 million or 65% of the annual budget. These are costs associated with Transitions Commute Solutions providing service to the east side of the county.
- Operating expenses totaled \$2.10 million or 64% of the annual budget.

**Operating Results**

Revenues exceeded expenses by \$3k.

[Attachments available]

**c. TD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of June 30, 2023  
Year to Date Report  
Percent of FY Reported (100%)  
**State FY July 1, 2022, thru June 30, 2023**

**Revenues**

Revenues totaled \$1.33 million or 94% of the annual budget.

- County funding for the match totaled \$121k or 85% of the annual budget.
- Contract Revenues and other revenues totaled \$272 or 87% of the annual budget.
- The TD Trust Fund Grant drawdown reflects \$1.2 million or 95% of the annual budget.

**Expenses**

Total expenses for the period totaled \$1.18 million or 86% of the annual budget.

- Salaries, wages, and benefits totaled \$878k or 86% of the annual budget.
- Operating expenses totaled \$267k or 74% of the annual budget.

**Operating Results**

Revenues exceeded expenses by \$158k.

[Attachments available]

**d. Transit Advertising – Revenue Contract Award**

On June 07, 2023, the District issued a Request for Proposal (RFP) #23-012, for qualified firms interested in providing Transit Advertising Services that will meet the needs of the District. Offer submittals were due July 11, 2023 at 2:00 P.M. The agreement will be for a three-year base term with two additional one-year option terms.

Two timely offers were received and reviewed for responsiveness. The two offers were then evaluated for technical capacity by an evaluation committee of 3 persons.

Upon the conclusion of both the technical and fee/revenue evaluation, it was found that the first ranked firm was the Vector Media Group, Inc.

A responsibility review was then conducted on the highest ranked firm, to ensure the firm was

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experienced, adequately staffed, and understood the requirements as outlined in the solicitation. The review resulted in the firm of Vector Media Group Inc, being recommended for award with a Guaranteed Minimum Revenue of \$160,000 for the first year, increasing to \$166,400 in year two and, and increasing to \$173,055 in year three.

[Attachments available]

“Approval of the award of Contract 23-012 for Transit Advertising to the highest revenue generating, responsive, responsible bidder, for a Guaranteed Minimum Revenue of \$160,000 annually.”

1<sup>st</sup> Bill Mutz / 2<sup>nd</sup> Martha Santiago

**MOTION CARRIED UNANIMOUSLY**

**e. Interlocal Agreement with Polk County**

The annual agreement for contracted services with the Polk County Board of County Commissioners has been transmitted to the LAMTD Board for their approval.

[Attachments available]

“Approval of the Agreement as presented”

1<sup>st</sup> George Lindsey III / 2<sup>nd</sup> Sam Simmons

**MOTION CARRIED UNANIMOUSLY**

**f. LAMTD FY 23-24 Proposed Budget**

Proposed Operating and Capital Budget is included.

The proposed budget for the District is included herewith with revenues and expenses balanced for a total budget of \$14,351,547 or 10.4% more than last year’s budget. The budget is balanced with revenues equal to expenses.

A summary level description of the revenues and expenses are also included. A Power Point Presentation will follow this report.

Public Hearings:

To adopt a millage rate and Budget, taxing authorities must hold two Public Hearings. The first or tentative hearing is advertised on the *Notice of Proposed Property Taxes* (TRIM Notice) that the Property Appraiser mails. The TRIM notice is the only advertisement required for the tentative hearing.

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Taxing Authorities must advertise their final hearing within 15 days of adopting a tentative Millage and Budget. Both Public Hearings are scheduled at the Lakeland City Hall on September 6<sup>th</sup> (first Public Hearing), and 20<sup>th</sup> (second Public Hearing) at 5:01PM.

[Attachments available]

“Approval of the Proposed Budget and Public Hearing dates”  
1<sup>st</sup> Bill Mutz / 2<sup>nd</sup> Sam Simmons

**MOTION CARRIED UNANIMOUSLY**

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

a. Schedule of Meetings for FY 23-24, Resolution 23-19

Maintaining the previous year of meetings to be held on the 2<sup>nd</sup> Wednesday of the month.

Date	Time	Place
11-Oct	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
8-Nov	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
13-Dec	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
10-Jan	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
14-Feb	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
13-Mar	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
10-Apr	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
8-May	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
12-Jun	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
17-Jul	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
21-Aug	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL
11-Sep	8:30 AM	1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL

[Attachments available]

“Approval of the Schedule of Meetings for FY 23-24, Resolution 23-19.”  
1<sup>st</sup> Martha Santiago / 2<sup>nd</sup> Sam Simmons

**MOTION CARRIED UNANIMOUSLY**

b. ICAR Agreement

Intergovernmental Coordination & Review and Public Transportation Coordination Joint Participation Agreement (ICAR)

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[Attachments available]

“Approval of the Agreement.”

1<sup>st</sup> George Lindsey III / 2<sup>nd</sup> Sam Simmons

**MOTION CARRIED UNANIMOUSLY**

c. Universal Access Agreement – School Board of Polk County

[Attachments available]

“Approval of the Agreement.”

1<sup>st</sup> Martha Santiago / 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

d. Addition of Land, Resolution 23-20  
Inclusion of land to be added to the district

[Attachments available]

“Approval of the Resolution as presented.”

1<sup>st</sup> George Lindsey / 2<sup>nd</sup> Bill Mutz

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #5 – Human Resources / Steven Schaible, Director**

2023-2024 Health Insurance Proposals in line with Employee Engagement

[Attachments available]

**Agenda Item #6 – Planning / Carlie Flagler, Planner**

a. Route Enhancements FY 23-24

Explanation of route enhancements coming in October 2023 and the process behind them.

[Attachments available]

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**Agenda Item #7 – Executive Director Report / Tom Phillips**

- a. Agency Updates
  - New remodeled building
  - Erin presented the update to the Winter Haven Board
  - The Union Agreement is approved by both parties. Waiting for the waiver

**Agenda Item #8 – Executive Director Informational Summary**

**a. August Calendar**

[Attachment Available]

**b. Ridership and UAP Update**

[Attachment Available]

**Agenda Item #9 – Other Business**

Adjournment at 9:32 a.m.

Approved this 13<sup>th</sup> day of September 2023.

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Chair – Lakeland City Commissioner Sara Roberts McCarley

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Minutes Recorder – Ella Joseph