

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

Call to Order	<u>Action Required</u>
1. Approval of the December LAMTD Meetings	Approval
2. Public Comments	None
3. Recognition Awards / Tom Phillips, Executive Director	None
4. Finance / Kelly Bennington, CPA, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Capital Grant, Resolution 23-09	Approval
5. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
6. Executive <u>Informational</u> Summary / Tom Phillips	
a. Dec Calendar	None
b. Ridership and UAP Update	None
7. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 11, 2023
AGENDA ITEM #1

Agenda Item:	Approval of the LAMTD Meeting Minutes for December
Presenter:	Ella Joseph
Policy Analysis:	TA 6 Increase internal communication through systemic processes.
Recommended Action:	Board approval of the LAMTD Meeting Minutes for December 2022
Attachments:	December 14 th , 2022 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, Dec 14th, 2022 at 8:30 a.m.

Directors:

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

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 November 2022 LAMTD Meeting Minutes

[Attachments available]

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

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

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 October 31, 2022
FY 2022-2023

Year to Date October 31, 2022					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY %	Annual Budget
Revenue YTD	17%	\$1,083,171	\$136,043	13%	\$13.0 Million
Expenses YTD	17%	\$1,083,171	\$845,212	78%	\$13.0 Million

REVENUES:

The total revenues realized year-to-date through October 31, 2022, totaled \$0.14 million or 13% of the YTD

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BOARD OF DIRECTORS MEETING
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budget.

- Farebox revenues reflect \$17,921 or an unfavorable 37% of YTD budgeted revenues through October 31, 2022, due to the decline in ridership related to slowly reducing driver shortage issues and recovering from COVID-19.
- Contract revenues related to UAP (Universal Access Passes) totaled \$9,924 which is 39% under 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. Nothing has been collected to date.
- There are no ad valorem taxes that 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 \$18,798 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 \$51,289 which is on budget.

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

EXPENSES:

The total expenses year-to-date through October 31, 2022, totaled \$0.85 million or 78% of the YTD budget.

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Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, Dec 14th, 2022 at 8:30 a.m.

- Salaries and benefits represent 66% of the FY 2022-2023 budget. As of October 31, 2022, these expenses totaled \$529,478 which is 35% under budget or a favorable variance of \$182,928.
- Professional and Technical Services expenses totaled \$96,845 or 64% under the YTD budget.
- Other services expenses totaled \$8,022 which is on budget.
- Fuel expenses totaled \$58,369 YTD which is over budget by 9%.
- Materials and supplies totaled \$41,049 or 40% under budget.
- Dues and subscriptions totaled \$5,748, over budget by 38%, and office supplies of \$2,705, under budget 72%.
- Property appraiser/Tax Collector Commission are quarterly advance payments. Currently under budget by 11%.
- Capital expenditures/debt service of \$25,228 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 October 31, 2022.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through October 31st, the financials reflect an unfavorable actual variance of \$0.71 million with 17% of the fiscal year completed. This variance is predominantly due to not yet receiving ad valorem income and grant reimbursements.

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 October 31, 2022
Year to Date Report
Percent of FY Reported (17%)

Revenues

- The revenues totaled \$3.38 million, 82% 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 \$4,134 or 112% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$0.24 million in the FY Budget.
- The County funding reflects payments of \$3.13 million for the budgeted grants match.
- 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 \$0.64 million or 82% of the year-to-date budget.
- Salaries and wages totaled \$0.22 million or 55% of the YTD Budget.
- Operating expenses totaled \$0.22 million or 81% 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 \$0.20 million or 124% of the YTD budget.

Operating Results

- Actual Revenues exceeded Expenses by \$2.74 million.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of October 31, 2022
Year to Date Report
Percent of FY Reported (42%)
State FY July 1, 2022, thru June 30, 2023

Revenues

- The revenues totaled \$439,750 or 93% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$399,697 or 94% of the year-to-date budget.
- Contract Revenues and other revenues totaled \$92.
- The County funding for the match totaled \$39,961 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 \$390,985 or 83% of the year-to-date budget.
- Salaries, wages, and benefits totaled \$282,937 or 83% of the YTD Budget.
- Operating expenses totaled \$108,048 or 81% of the YTD Budget.

Operating Results

- Actual Revenues exceeded Expenses by \$48,765.

d. Grant PTGA, Resolution 23-08

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 \$150,577 with matching funds provided by the District, as shown below.

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State Funding	\$	150,577
LAMTD Match	\$	150,577
Total Funding	\$	301,154

[Attachments available]

“Approval of the 2022/2023 PTGA for the utilization of FDOT State Transit Corridor Grant Program funds totaling \$301,154 in support of the Peach Line.”

1st George Lindsey III/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

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

a. Coordination Agreement

The Coordination Agreement is an agreement we use in conjunction with Non-Emergency Transportation providers that complete trips for Polk County residents in and outside of Polk County.

“Approve the review and change the language of the Coordination Agreement following the CTD Audit.”

1st George Lindsey III/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Planning / James Phillips, Transit Planner

a. Additional Capital for The Squeeze

A year ago in November, LAMTD launched the downtown microtransit service known as The Squeeze. Since the inception of the pilot, the board has voted to move it out of pilot and fare-free. The increased exposure to the downtown area, thanks to the help of marketing and outreach, has led to capacity issues on the vehicles. We are now averaging 1,000 rides a month and we know this is only limited by lack of space on the carts.

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The planning department recommends the acquisition of an additional golf cart to add to the service. This would not only add additional seats to the service but enhance the frequency of the service.

[Attachments available]

“Approval of the funds in the CIP to acquire additional capital needed to enhance LAMTD’s Microtransit.”

1st George Lindsey III/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Community Outreach / Neal Ward, Manager of Community Outreach

a. Presentation of Mobility Week Events

Board Presentation of Mobility Week Events for Citrus Connection
October 18-28, 2022

This Board Agenda Item showcases the events we designed and implemented in coordination with the FDOT Mobility Week.

We featured all aspects of our transportation program via direct interaction, CCTV, press releases and social media.

We featured multiple fixed routes and driver information about “what is experienced on a specific fixed route.”

We premiered a FSC student directed and produced feature about the Squeeze, offered information on wheelchair loading and unloading, all aspects of Travel Training, ADA/TD Services and Bus Pass program

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Agenda Item #7 – Safety & Security / William Knieriem, Director of SSLR

Annually the agency needs to re-certify the PTASP in order to stay in compliance with Federal and State regulations.

[Attachments available]

“Approve the PTASP for the 2023 year.”

1st Martha Santiago / 2nd George Lindsey III

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – Executive Director Report / Tom Phillips

- a. Agency Updates
 - Holiday observance: Monday, December 26th, 2022 and Monday, January 2nd, 2023
 - FDOT State Corridor funding will be decreased in future years, we will be working with FDOT on that to have more information
 - Citrus Connection is about to be fully staffed, thanks to HR
 - Thank you to Operations – HR – David Persaud and Kelly Bennington, Carlie and James for hard work
 - We are adding service because we need a 3rd Squeeze

Agenda Item #9 – Executive Director Informational Summary

a. November 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, Dec 14th, 2022 at 8:30 a.m.

Agenda Item #10 – Other Business

Adjournment at 9:06 a.m.

Approved this 11th day of January 2023.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 11, 2023
AGENDA ITEM #3

Agenda Item: Recognition Awards

Presenter: Tom Phillips, Executive Director

Recommended
Action: None

Summary: Recognition of service to our dedicated employees for their
hard work in the organization.
Lynda McMillan, *Finance*
Milvia Santiago, *External Affairs*
Caroline Hird, *Safety, Security and Labor Relations*
Beverly Beckworth, *Operator Fixed*
Debra Christian, *Operator Para*

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 11, 2023
AGENDA ITEM #4a

Agenda Item: November 30, 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 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:

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:

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



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022-2023

MONTHLY FINANCIAL STATEMENT

MONTH OF NOVEMBER 2022

CODE Account		Month				YTD					
		Actual	Budget	Variance		Actual	Budget	Variance		Approved Annual Budget	
				\$'s-Fav/(Unfav)	%			\$'s-Fav/(Unfav)	%		
R4	Farebox/Pass Sales	\$ 30,466	\$ 28,407	\$ 2,059	7%	\$ 48,387	\$ 56,813	\$ (8,426)	-15%	\$ 340,880	
R6	Contract Income (UAP)	\$ 9,924	\$ 16,299	\$ (6,375)	-39%	\$ 19,848	\$ 32,598	\$ (12,750)	-39%	\$ 195,585	
R3	Other Contract Revenue	\$ 3,000	\$ 20,648	\$ (17,648)	-85%	\$ 3,000	\$ 41,297	\$ (38,297)	-93%	\$ 247,779	
R5	Miscellaneous Income	\$ 984	\$ 483	\$ 501	104%	\$ 17,595	\$ 967	\$ 16,629	1720%	\$ 5,800	
R7	Advertising Revenue	\$ -	\$ 13,000	\$ (13,000)	-100%	\$ 37,800	\$ 26,000	\$ 11,800	45%	\$ 156,000	
R8	Investment/Interest Income (net)	\$ 23,867	\$ 2,036	\$ 21,831	1072%	\$ 42,665	\$ 4,072	\$ 38,593	948%	\$ 24,431	
R9	Ad Valorem Income, net	\$ 474,548	\$ 530,483	\$ (55,935)	-11%	\$ 474,548	\$ 1,060,966	\$ (586,418)	-55%	\$ 6,365,796	
R10	FDOT Operating Grant	\$ -	\$ 118,137	\$ (118,137)	-100%	\$ -	\$ 236,274	\$ (236,274)	-100%	\$ 1,417,646	
R11	Federal Operating Grant	\$ -	\$ 299,889	\$ (299,889)	-100%	\$ -	\$ 599,777	\$ (599,777)	-100%	\$ 3,598,662	
R13	Cost Recovery	\$ -	\$ 2,083	\$ (2,083)	-100%	\$ 310	\$ 4,167	\$ (3,856)	-93%	\$ 25,000	
R2	PCTS - Support Cost Reimb.	\$ 51,289	\$ 51,289	\$ (0)	0%	\$ 102,578	\$ 102,579	\$ (1)	0%	\$ 615,472	
R16	Gain on Disposal of Asset	\$ 7,534	\$ 417	\$ 7,117	1708%	\$ 7,534	\$ 833	\$ 6,701	804%	\$ 5,000	
TOTAL REVENUES		\$ 601,612	\$ 1,083,171	\$ (481,559)	-44%	\$ 754,265	\$ 2,166,342	\$ (1,412,076)	-65%	\$ 12,998,051	
E1	Salaries	\$ 434,195	\$ 495,149	\$ 60,954	12%	\$ 787,995	\$ 990,297	\$ 202,302	20%	\$ 5,941,782	
E2	Employee Benefits	\$ 190,477	\$ 217,258	\$ 26,781	12%	\$ 366,154	\$ 434,515	\$ 68,361	16%	\$ 2,607,091	
E3	Advertising Fees	\$ 5,489	\$ 1,917	\$ (3,572)	-186%	\$ 5,784	\$ 3,833	\$ (1,950)	-51%	\$ 23,000	
E4	Professional & Technical Ser	\$ 12,981	\$ 59,073	\$ 46,092	78%	\$ 98,898	\$ 118,147	\$ 19,249	16%	\$ 708,880	
E5	Contract Maintenance Services	\$ 8,765	\$ 9,513	\$ 747	8%	\$ 10,675	\$ 19,025	\$ 8,350	44%	\$ 114,150	
E6	Other Services	\$ 9,427	\$ 7,913	\$ (1,515)	-19%	\$ 17,453	\$ 15,825	\$ (1,628)	-10%	\$ 94,950	
E7	Fuel & Lubricants	\$ 61,212	\$ 53,687	\$ (7,525)	-14%	\$ 128,833	\$ 107,373	\$ (21,459)	-20%	\$ 644,239	
E8	Freight	\$ 187	\$ 1,096	\$ 908	83%	\$ 490	\$ 2,192	\$ 1,701	78%	\$ 13,150	
E9	Repairs & Maintenance	\$ 318	\$ 5,750	\$ 5,432	94%	\$ 345	\$ 11,500	\$ 11,155	97%	\$ 69,000	
E10	Materials & Supplies	\$ 59,478	\$ 68,358	\$ 8,880	13%	\$ 112,283	\$ 136,717	\$ 24,433	18%	\$ 820,300	
E11	Utilities/Telephone	\$ 12,902	\$ 13,125	\$ 223	2%	\$ 26,156	\$ 26,250	\$ 94	0%	\$ 157,500	
E13	Insurance Expense	\$ 40,205	\$ 41,421	\$ 1,216	3%	\$ 80,410	\$ 82,842	\$ 2,432	3%	\$ 497,050	
E15	Dues & Subscriptions	\$ 8,912	\$ 4,158	\$ (4,754)	-114%	\$ 14,660	\$ 8,317	\$ (6,344)	-76%	\$ 49,900	
E16	Education/Training/Meeting/Travel	\$ 634	\$ 9,708	\$ 9,075	93%	\$ 1,499	\$ 19,417	\$ 17,917	92%	\$ 116,500	
E17	Service Charges	\$ 961	\$ 713	\$ (248)	-35%	\$ 958	\$ 1,425	\$ 467	33%	\$ 8,550	
E18	Office Expense	\$ 4,430	\$ 9,821	\$ 5,391	55%	\$ 10,952	\$ 19,642	\$ 8,690	44%	\$ 117,850	
E19	Advertising & Promotions	\$ -	\$ 2,500	\$ 2,500	100%	\$ -	\$ 5,000	\$ 5,000	100%	\$ 30,000	
E20	Miscellaneous Expenses	\$ 5,385	\$ 6,688	\$ 1,302	19%	\$ 7,976	\$ 13,375	\$ 5,399	40%	\$ 80,250	
E21	Property Appraiser/Tax Collector Comm	\$ 9,741	\$ 18,442	\$ 8,701	47%	\$ 26,226	\$ 36,885	\$ 10,659	29%	\$ 221,309	
E23	Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,883	\$ 31,656	56%	\$ 50,456	\$ 113,767	\$ 63,311	56%	\$ 682,600	
TOTAL EXPENDITURES		\$ 890,928	\$ 1,083,171	\$ (192,243)	-18%	\$ 1,748,203	\$ 2,166,342	\$ (418,139)	-19%	\$ 12,998,051	
(OVER)/UNDER EXPENDITURES		\$ (289,316)	\$ -	\$ (289,316)		\$ (993,937)	\$ -	\$ (993,937)		\$ -	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 11, 2023
AGENDA ITEM #4b

Agenda Item: November 30, 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
JANUARY 11, 2023
AGENDA ITEM #4b

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.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 2,198,753	\$ 366,459	\$ 2,198,753	600%
Other Contract Revenue - County	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 88,935	\$ 352,912	397%
County Contribution - PCTS	\$ 933,454	\$ 155,576	\$ 933,454	600%
Other Revenue Transfer Cares Funding	\$ -	\$ -	\$ -	
Fares	\$ 44,400	\$ 7,400	\$ 7,278	98%
FDOT Block Grants:				
G2371 - WHAT/ADA	\$ 785,441	\$ 130,907	\$ -	0%
RURAL	\$ 1,486,722	\$ 247,787	\$ -	0%
SUNRAIL	\$ 249,740	\$ 41,623	\$ -	0%
FTA				
FTA 5307 Grant	\$ 3,729,941	\$ 621,657	\$ -	0%
Capital Contributions - County	\$ 42,000	\$ 7,000	\$ -	0%
Total	\$ 10,004,062	\$ 1,667,344	\$ 3,492,397	209%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,387,576	\$ 731,263	\$ 486,950	67%
Contract	\$ 2,319,050	\$ 386,508	\$ 377,437	98%
Operating	\$ 3,255,436	\$ 542,573	\$ 346,571	64%
Capital	\$ 42,000	\$ 7,000	\$ -	0%
Total	\$ 10,004,062	\$ 1,667,344	\$ 1,210,958	73%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
January 11, 2023
AGENDA ITEM #4c

Agenda Item: November 30, 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
JANUARY 11, 2023
AGENDA ITEM #4c

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.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 141,819	\$ 59,091	\$ 49,631	84%
Contract Revenue	\$ 311	\$ 130	\$ 92	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,276,371	\$ 531,821	\$ 496,405	93%
Total	\$ 1,418,501	\$ 591,042	\$ 546,128	92%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 1,018,590	\$ 424,413	\$356,952	84%
		\$ -		
Operating	\$ 399,911	\$ 166,630	\$ 135,391	81%
Total	\$ 1,418,501	\$ 591,042	\$492,343	83%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANURARY 11, 2023
AGENDA ITEM #5a

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
JANUARY 11, 2023
AGENDA ITEM #6a

Agenda Item: **December calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

December 2022

December 2022							January 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 27	28	29	30	Dec 1 8:00am Repatha 9:00am 1-on-1 w/Kelly - 9:30am TAC Meeting 9:30am Senior Staff Call 10:30am Transit 11:30am Lunch (1961) -	2 9:30am Meeting with Jay - Tom Phillips	3
4	5 Copy: Board of Directors, Performance Indicator Data, due CC 9:30am Senior Staff Call (https://us02web.zoo 9:30am Canceled: Senior Staff Call 10:00am 1-on-1 w/HR -	6 10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips	7 9:00am 1-on-1 w/Kelly - Tom Phillips 10:00am 1-on-1 w/Paul - Tom Phillips	8	9 10:30am 1-on-1 w/Ella - Tom Phillips 6:00pm Leadership Lakeland Christmas Party (Steve & Jane's House) - Colon,	10
11	12 9:30am Canceled: Senior Staff Call 10:00am 1-on-1 w/HR - Tom Phillips 1:30pm Polk TD- LCB Quarterly meeting -	13 8:30am Email Ridership Update to LAMTD 10:30am Meet with Steve Hunnicutt (1 2:45pm Agenda Study (https://us02web.zoo	14 8:30am LAMTD Dec Board Meeting (1212 George Jenkins Blvd, 10:00am 1-on-1 w/Paul - Tom Phillips 11:30am White Elephant	15 8:00am Repatha 9:00am FW: TPO Board Meeting (Polk County History Center, 2:30pm FW: Citrus Connection/Polk	16	17 7:00pm End of Year Party (150 idlewood ave, Bartow, FL, 33830) - Ella Joseph
18	19 9:30am Canceled: Senior Staff Call 9:30am Canceled: Senior Staff Call 10:00am 1-on-1 w/HR - Tom Phillips	20 10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips	21 9:00am 1-on-1 w/Kelly - Tom Phillips 10:00am 1-on-1 w/Paul - Tom Phillips 11:00am Benefits Meeting (Citrus	22	23 8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am on the fourth Friday	24 Christmas Eve (United States)
25 5:00am Christmas - No Service 5:00am Christmas Day (United States)	26 9:30am Canceled: Senior Staff Call (https://us02web.zoo 10:00am 1-on-1 w/HR - Tom Phillips	27	28 9:00am 1-on-1 w/Kelly - Tom Phillips 10:00am 1-on-1 w/Paul - Tom Phillips	29 8:00am Repatha 9:00am FTA DOT DFW Audit Prep (BOD Room) - Steven Schaible	30	31 New Year's Eve (United States)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 11, 2023
AGENDA ITEM #6b

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	-	-	-	-	-	-	-	-	-	-	-	-
January-23	-	-	-	-	-	-	-	-	-	-	-	-
February-23	-	-	-	-	-	-	-	-	-	-	-	-
March-23	-	-	-	-	-	-	-	-	-	-	-	-
April-23	-	-	-	-	-	-	-	-	-	-	-	-
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	1,079	984	5	68	550	325	1,047	72	1,904	4,101	0	10,135
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	-	-	-	-	-	-	-	-	-	-	-	-
January-23	-	-	-	-	-	-	-	-	-	-	-	-
February-23	-	-	-	-	-	-	-	-	-	-	-	-
March-23	-	-	-	-	-	-	-	-	-	-	-	-
April-23	-	-	-	-	-	-	-	-	-	-	-	-
May-23	-	-	-	-	-	-	-	-	-	-	-	-
June-23	-	-	-	-	-	-	-	-	-	-	-	-
July-23	-	-	-	-	-	-	-	-	-	-	-	-
August-23	-	-	-	-	-	-	-	-	-	-	-	-
September-23	-	-	-	-	-	-	-	-	-	-	-	-
Totals	232	332	3	1,065	839	216	421	20	161	1,092	0	4,381
	1,311	1,316	8	1,133	1,389	541	1,468	92	2,065	5,193	-	

NOTE:
Southern Technical College UAP ends March 1, 2022

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 11, 2023
AGENDA ITEM #7

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD