

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, May 8th, 2024, at 8:30 a.m.

| Call to Order | <u>Action Required</u> |
|---|------------------------|
| 1. Approval of the April 30 th Citrus Connection Meeting | Approval |
| 2. Public Comments | None |
| 3. Employee Engagement Survey Results / Larry Ross, Ph. D. | None |
| 4. Finance / Mark Biddinger, Chief Financial Officer | |
| a. LAMTD Financials | None |
| b. PCTS Financials | None |
| c. TD Financials | None |
| d. Section 5307 and 5339 LKLD Grant Application, Resolution 24-10 | Approval |
| e. Section 5307 and 5339 WH Grant Application, Resolution 24-11 | Approval |
| 5. Legal / Ben Darby, Esq | |
| a. Inclusion of Land, Resolution 24-09 | Approval |
| 6. General Manager Report / Tom Phillips | |
| a. Agency Update(s) | None |
| 7. Executive <u>Informational</u> Summary / Tom Phillips | |
| a. April Calendar | None |
| 8. Other Business | TBD |
| Adjournment | |

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
MAY 8, 2024
AGENDA ITEM #1

Agenda Item: Approval of the LAMTD Meeting Minutes for April 30th 2024

Presenter: Ella Joseph

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

Recommended Action: Board approval of the LAMTD Meeting Minutes for April 30th 2024

Attachments: April 30th, 2024 LAMTD Meeting Minutes

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
MAY 8, 2024
AGENDA ITEM #3

Agenda Item: **Employee Engagement Survey Results**

Presenter: Larry Ross, PhD

Recommended
Action: None

Summary: Dr. Ross facilitated the results of the Citrus Connection annual employee engagement survey and is here to presents those results.

Attachments: Presentation

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
MAY 8, 2024
AGENDA ITEM #4a

Agenda Item: FY2023-24
LAMTD Monthly Financial Statement
For the period ending February 29, 2024

Presenter: Rhonda Carter, Assistant Finance Director/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

YTD February 29, 2024

FY 2023-2024

(10/01/23 – 09/30/24)

42% of the fiscal year complete

| YTD Summary | Annual Budget | YTD Actual | Percent Expended |
|--------------------------|---------------|--------------------|------------------|
| Revenue | \$14,351,547 | \$8,481,276 | 59% |
| Expense | \$14,351,547 | \$5,255,967 | 37% |
| Surplus/(deficit) | - | \$3,225,309 | |

Revenue Highlights:

Ad valorem taxes: The majority have receipts have been recognized as of February 2024 (94%) with the remainder coming in monthly for the rest of the fiscal year.

The billing cycles for the FTA and FDOT grants have now started. These grants are paid out retrospectively after expenses are incurred each quarter.

Interest Income on invested funds is ahead of the budget.

Expense highlights

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

CASH POSITION:

As of February 29, 2024, there was ~ 215 days (7.0 months) of operating cash on hand.

As of April 25, 2024, there was ~ 210 days (6.9 months) of operating cash on hand.

CHANGE IN FINANCIAL POSITION

Based on the year-to-date budget-to-actual variances through February 29th, the financials reflect a favorable variance of \$3,225 million with 42% of the fiscal year completed.

| Statistical Trends Last Five Years Audited Financial Statements | | | | | |
|---|-------------|-------------|-----------|-----------|-------------|
| | 9/30/2023 | 9/30/2022 | 9/30/2021 | 9/30/2020 | 9/30/2019 |
| 1. Farebox Recovery Ratio | 0.00% | 11.40% | 10.70% | 8.50% | 10.10% |
| 2. Cost per revenue hour | \$161.12 | \$141.63 | \$130.01 | \$117.66 | \$116.62 |
| 3. Revenue Hours | 0 | 132,260 | 135,115 | 146,700 | 145,405 |
| 4. Fuel Cost | \$1,562,003 | \$1,399,855 | \$878,132 | \$744,587 | \$1,093,793 |
| 5. Ridership | 847,997 | 653,986 | 591,937 | 855,409 | 1,294,771 |

LAKELAND AREA MASS TRANSIT DISTRICT

Financial Statement

FY23-24

October 1, 2023 - September 30, 2024

For the Period Ended FEBRUARY 2024

5.0 Months
42% Of Fiscal Year

Revenue

| | Annual Budget | YTD Actual | Percent Expended |
|----------------------------------|----------------------|---------------------|------------------|
| Farebox/Pass Sales | \$ 340,880 | \$ 128,966 | 38% |
| Contract Income (UAP) | \$ 175,600 | \$ 54,104 | 31% |
| Other Contract Revenue | \$ 247,779 | \$ 165,517 | 67% |
| Miscellaneous Income | \$ 25,800 | \$ 14,543 | 56% |
| Advertising Revenue | \$ 156,000 | \$ 73,967 | 47% |
| Investment/Interest Income (net) | \$ 210,000 | \$ 315,492 | 150% |
| Ad Valorem Income, net | \$ 7,090,766 | \$ 6,654,960 | 94% |
| FDOT Operating Grant | \$ 1,806,250 | \$ 12,442 | 1% |
| Federal Operating Grant | \$ 3,637,000 | \$ 733,644 | 20% |
| Cost Recovery | \$ 30,000 | \$ 4,311 | 14% |
| Bartow Express | \$ - | \$ 17,738 | 0% |
| SQUEEZE | \$ 6,000 | \$ 2,000 | 33% |
| PCTS - Support Cost Reimb. | \$ 615,472 | \$ 256,445 | 42% |
| Gain on Disposal of Asset | \$ 10,000 | \$ 47,147 | 471% |
| Total | \$ 14,351,547 | \$ 8,481,276 | 59% |

Expenses

| | Annual Budget | YTD Actual | Percent Expended |
|---------------------------------------|----------------------|---------------------|------------------|
| Salaries | \$ 7,269,139 | \$ 2,802,529 | 39% |
| Employee Benefits | \$ 2,584,755 | \$ 1,031,827 | 40% |
| Advertising Fees | \$ 9,200 | \$ 3,021 | 33% |
| Professional & Technical Services | \$ 546,700 | \$ 126,436 | 23% |
| Contract Maintenance Services | \$ 159,800 | \$ 18,037 | 11% |
| Other Services | \$ 94,550 | \$ 56,577 | 60% |
| Fuel & Lubricants | \$ 820,600 | \$ 252,358 | 31% |
| Freight | \$ 13,670 | \$ 2,040 | 15% |
| Repairs & Maintenance | \$ 68,700 | \$ 14,758 | 21% |
| Materials & Supplies | \$ 1,037,300 | \$ 209,856 | 20% |
| Utilities/Telephone | \$ 163,300 | \$ 61,952 | 38% |
| Insurance Expense | \$ 379,400 | \$ 189,588 | 50% |
| Dues & Subscriptions | \$ 48,660 | \$ 30,345 | 62% |
| Education/Training/Meeting/Travel | \$ 87,970 | \$ 27,337 | 31% |
| Service Charges | \$ 10,990 | \$ 12,834 | 117% |
| Office Expense | \$ 99,545 | \$ 44,504 | 45% |
| Advertising & Promotions | \$ 31,250 | \$ 22,815 | 73% |
| Miscellaneous Expenses | \$ 25,418 | \$ 37,507 | 148% |
| Property Appraiser/Tax Collector Comm | \$ 220,000 | \$ 185,507 | 84% |
| Debt Services | \$ 680,600 | \$ 126,139 | 19% |
| Total | \$ 14,351,547 | \$ 5,255,967 | 37% |

Change in Financial Position

\$ - \$ 3,225,309

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
MAY 8, 2024
AGENDA ITEM #4b

Agenda Item: FY2023-24
Polk County Transit Services Monthly Financial Statement
For the period ending February 29, 2024

Presenter: Rhonda Carter, Assistant Finance Director/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

Polk County Transit Services

Monthly Financial Report

YTD February 29, 2024

FY 2023-2024

(10/01/23 – 09/30/24)

42% of the fiscal year complete

| YTD Summary | Annual Budget | YTD Actual | Percent Expended |
|--------------------------|---------------|--------------------|------------------|
| Revenue | \$10,679,408 | \$6,274,979 | 59% |
| Expense | \$10,679,408 | \$3,495,793 | 33% |
| Surplus/(deficit) | - | \$2,779,186 | |

Revenue Highlights:

Revenues exceed expenses by \$2.779M because 100% of the annual county revenue has already been received.

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

Expense highlights

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

Polk County Contract

Financial Statement

FY23-24

October 1, 2023 - September 30, 2024

For the Period Ended FEBRUARY 2024

5.0 Months
42% Of Fiscal Year

Revenue

| | Annual Budget | YTD Actual | Percent Expended |
|--------------------------------------|----------------------|---------------------|------------------|
| County Match | \$ 2,399,579 | \$ 2,399,579 | 100% |
| County Contribution - PCTS | \$ 1,309,355 | \$ 1,309,355 | 100% |
| City Contribution | \$ 658,554 | \$ 669,903 | 102% |
| Other Revenue Transfer Cares Funding | \$ - | \$ - | 0% |
| Misc Income (insurance proceeds) | \$ - | \$ 14,354 | 0% |
| | | | |
| Fares | \$ 49,000 | \$ 20,266 | 41% |
| | | | |
| FDOT Block Grants: | | | |
| G2371 - WHAT/ADA | \$ 704,093 | \$ - | 0% |
| RURAL | \$ 1,342,000 | \$ 661,300 | 49% |
| SUNRAIL | \$ 249,740 | \$ 57,818 | 23% |
| | | | |
| FTA | | | |
| FTA 5307 Grant | \$ 3,795,440 | \$ 1,142,404 | 30% |
| | | | |
| Capital Contributions - County | \$ 171,647 | \$ - | 0% |
| | | | |
| Total | \$ 10,679,408 | \$ 6,274,979 | 59% |

Expenses

| | Annual Budget | YTD Actual | Percent Expended |
|--------------|----------------------|---------------------|------------------|
| Labor | \$ 5,247,949 | \$ 1,813,347 | 35% |
| Contract | \$ 2,458,193 | \$ 726,467 | 30% |
| Operating | \$ 2,973,266 | \$ 955,979 | 32% |
| Capital | \$ - | \$ - | 0% |
| Total | \$ 10,679,408 | \$ 3,495,793 | 33% |

Change in Financial Position \$ _____ - \$ 2,779,186

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
MAY 8, 2024
AGENDA ITEM #4c

Agenda Item: FY2023-24
Transportation Disadvantaged Monthly Financial Statement
For the period ending February 29, 2024

Presenter: Rhonda Carter, Assistant Finance Director/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.

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

Attachments: See Attachments

Transportation Disadvantaged Program

Monthly Financial Report

YTD February 29, 2024

FY 2023-2024

(07/01/23 – 06/30/24)

67% of the fiscal year complete

| YTD Summary | Annual Budget | YTD Actual | Percent Expended |
|--------------------------|---------------|----------------|------------------|
| Revenue | \$1,461,766 | \$976,804 | 67% |
| Expense | \$1,461,766 | \$973,108 | 67% |
| Surplus/(deficit) | - | \$3,696 | |

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

Transportation Disadvantaged

Financial Statement

FY23-24

July 1, 2023 - June 30, 2024

For the Period Ended FEBRUARY 2024

8.0 Months
67% Of Fiscal Year

Revenue

| | Annual Budget | YTD Actual | Percent Expended |
|----------------------|---------------------|-------------------|---------------------|
| County Match 10% | \$ 146,145 | \$ 97,658 | 67% |
| Contract Revenue | \$ 311 | \$ 234 | 75% |
| Adult Day Care | | \$ - | |
| FDOT Grants: | | | |
| CTD Grant -Operating | \$ 1,315,310 | \$ 878,913 | 67% |
| Total | \$ 1,461,766 | \$ 976,804 | 67% |

Expenses

| | Annual Budget | YTD Actual | Percent Expended |
|--------------|---------------------|------------------|---------------------|
| Labor | \$ 1,067,076 | \$740,921 | 69% |
| | | | |
| Operating | \$ 394,690 | \$ 232,188 | 59% |
| | | | |
| Total | \$ 1,461,766 | \$973,108 | 67% |

Change in Financial Position \$ _____ - \$ 3,696

| |
|----------|
| 8 |
| Feb 2024 |

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Date: MAY 8, 2024
AGENDA ITEM #4d

Agenda Item: **Federal Transit Administration Section 5307 and 5339 Formula Operating and Capital, Super Grant Application and Associated Resolution.**

Presenter: Rhonda Carter, Assistant Finance Director/Controller

Recommended Action: Staff recommend approval of the 2024/2025 Section 5307 and 5339 super grant application and corresponding Resolution for the purpose of providing standard operating and preventative maintenance assistance, as well as the replacement of obsolete equipment in the Lakeland Area.

Summary: The 5307 portion of the grant will help to defray operational cost and provide for the maintenance of transit capital assets in the Lakeland UZA. The 5339 portion will help defray the cost to replace obsolete vehicle lifts.

For the 5307 grant, the District is requesting \$7,481,619 in federal funding, which has a \$3,333,333 match requirement. Toll credits have been requested to subsidize the \$271,653 capital portion of match. If awarded this program will be included in the 2024/2025 budget.

For the 5339 grant, the District is requesting \$337,085 in federal funding, which has a \$67,417 match requirement. Toll credits have been requested to subsidize the entire match. If awarded this program will be included in the 2024/2025 budget.

Resolution # 24-10

Attachments:

RESOLUTION AUTHORIZING
PUBLIC TRANSPORTATION GRANT APPLICATION
FOR TRANSIT PROJECTS

Resolution # 24-10

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

WHEREAS the **Lakeland Area Mass Transit District** has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Federal Transit Administration as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

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

This resolution applies to the Federal Program under U.S.C. Section 5307 and 5339 for **Lakeland**.

The submission of a grant application(s), supporting documents, and assurances to the Federal Transit Administration is approved.

Tom Phillips, General Manager is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **8th DAY OF MAY 2024**

By

Signature, Chairperson of the Board

Sara Roberts McCarley, Board Chair

ATTEST:

Ella Joseph, Executive Assistant

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Date: MAY 8, 2024
AGENDA ITEM#4e

Agenda Item: **Federal Transit Administration Section 5307 and 5339 Formula Operating and Capital, Super Grant Application and Associated Resolution.**

Presenter: Rhonda Carter, Assistant Finance Director/Controller

Recommended Action: Staff recommend approval of the 2024/2025 Section 5307 and 5339 super grant application and corresponding Resolution for the purpose of providing standard operating and preventative maintenance assistance, as well as the replacement of obsolete equipment in the Winter Haven Area.

Summary: The 5307 portion of the grant will help to defray operational cost and provide for the maintenance of transit capital assets in the Winter Haven UZA. The 5339 portion will help defray the cost to replace obsolete vehicle lifts.

For the 5307 grant, the District is requesting \$6,923,369 in federal funding, which has a \$3,075,252 match requirement. Toll credits have been requested to subsidize the \$257,622 capital portion of match. If awarded this program will be included in the 2024/2025 budget.

For the 5339 grant, the District is requesting \$307,569 in federal funding, which has a \$61,514 match requirement. Toll credits have been requested to subsidize the entire match. If awarded this program will be included in the 2024/2025 budget.

Resolution # 24-11

Attachments:

RESOLUTION AUTHORIZING
PUBLIC TRANSPORTATION GRANT APPLICATION
FOR TRANSIT PROJECTS

Resolution # 24-11

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

WHEREAS the **Lakeland Area Mass Transit District** has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Federal Transit Administration as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

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

This resolution applies to the Federal Program under U.S.C. Section 5307 and 5339 for **Winter Haven**.

The submission of a grant application(s), supporting documents, and assurances to the Federal Transit Administration is approved.

Tom Phillips, General Manager is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **8th DAY OF MAY 2024**

By

Signature, Chairperson of the Board

Sara Roberts McCarley, Board Chair

ATTEST:

Ella Joseph, Executive Assistant

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
MAY 8, 2024
AGENDA ITEM #5a

| | |
|-------------------------|--|
| Agenda Item: | Inclusion of Land into the District |
| Presenter: | Ben Darby, Esq |
| Policy Analysis: | TA2 Identify new and untapped funding sources. |
| Recommended Action: | Approve the resolution as presented |
| Summary: | Inclusion of land to be added to the district |
| Attachments: | Resolution 24-09 |

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 24-09

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED ON STATE ROAD 33 NORTH, LAKELAND, FLORIDA 33809; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, certain territory located on State Road 33 North, Lakeland, Florida 33809, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

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

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

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

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

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

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

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

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

PASSED AND CERTIFIED AS TO PASSAGE this ____ day of _____, 2024.

Chairman

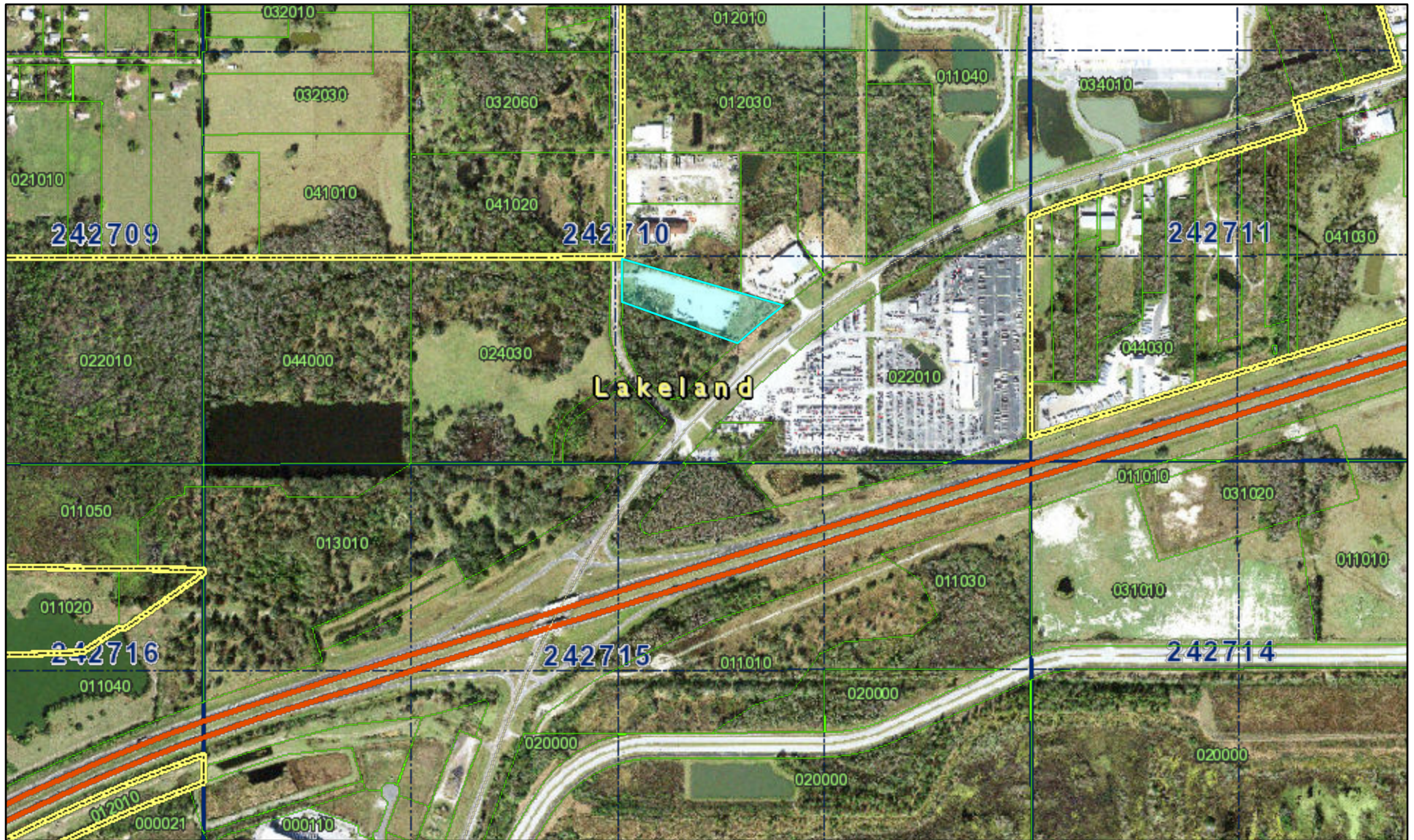
ATTEST: _____
Secretary

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

Commence at the Northwest corner of the Northeast $\frac{1}{4}$ of Section 10, Township 27 South, Range 24 East, Polk County, Florida; run South 30.00 feet; thence East 40.00 feet to the East right-of-way of Tomkow Road; thence South along right-of-way a distance of 3925.94 feet to the Point of Beginning; thence South $00^{\circ}18'26''$ East, a distance of 274.61 feet; thence South $70^{\circ}46'52''$ East, a distance of 784.27 feet to a point on a curve; thence along said curve going to the right concave Southeasterly, having a radius of 5899.55 feet, through a central angle of $03^{\circ}40'54''$, an arc length of 379.09 feet, with a chord bearing of North $50^{\circ}01'56''$ East, and a chord distance of 379.03 feet; thence leaving said curve North $74^{\circ}20'53''$ West, a distance of 1072.29 feet to the Point of Beginning.

Parcel Identification Number: 24-27-10-000000-024050

Resolution 24-09



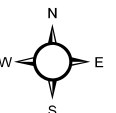
- Major Roads**
- Interstate 4
 - Polk Parkway
 - Highways
 - Roads
 - Waterbodies
- Municipal Boundaries**
- Dimensions_ParcelFabric
 - Parcels
 - Surrounding Counties
 - PLSS Townships
 - PLSS Sections
- PLSS Boundaries**
- Gov't Lots
- HALFFOOT2023**
- Red: Band_1
 - Green: Band_2
 - Blue: Band_3

0 470 940 1,880 Feet

All maps are worksheets used for illustrative purposes only, they are not surveys. The Polk County Property Appraiser assumes no responsibility for errors in the information and does not guarantee the data is free from error or inaccuracy. The information is provided "as is".



Marsha M. Faux, CFA, ASA
Property Appraiser
Polk County, Florida
May 5, 2024



CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
MAY 8, 2024
AGENDA ITEM #6

| | |
|------------------------|--|
| Agenda Item: | Agency Updates |
| Presenter: | Tom Phillips, General Manager |
| Recommended Action: | Informational |
| Attachments: | Items and information from the General Manager |

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
MAY 8, 2024
AGENDA ITEM #7

Agenda Item: **April calendar**

Presenter: Tom Phillips, General Manager

Recommended
Action: Informational

Attachments: Review and summary of events taken place in April.

April 2024

| April 2024 | | | | | | | May 2024 | | | | | | |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| 7 | 1 | 2 | 3 | 4 | 5 | 6 | 5 | 6 | 7 | 1 | 2 | 3 | 4 |
| 14 | 8 | 9 | 10 | 11 | 12 | 13 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 21 | 15 | 16 | 17 | 18 | 19 | 20 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 28 | 22 | 23 | 24 | 25 | 26 | 27 | 26 | 27 | 28 | 29 | 30 | 31 | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|--|---|---|---|-----------|
| Mar 31 | Apr 1 9:00am Candidate Briefing: Kay Klymko 10:00am 1-on-1 w/HR - Tom Phillips 7:00pm Davenport City Commission Meeting | 2 9:00am Senior Staff Call (https://us02web.zoo) 10:00am 1-on-1 w/Marcia (Tom's) 10:15am Avail Upgrade - Formal Kick Off | 3 Copy: Board of Directors, Performance Indicator Data, due CC 9:00am Employee Survey Results (1212) 9:30am 1-on-1 w/ Nicole - Tom Phillips 11:00am Lake Wales | 4 8:00am Repatha 9:30am 1-on-1 w/Mark - Tom Phillips | 5 | 6 |
| 7 | 8 10:00am 1-on-1 w/HR - Tom Phillips 11:30am Winter Haven Presentation - Ella 6:00pm Winter Haven City Commission | 9 8:30am Email Ridership Update to LAMTD Board of Directors 10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips | 10 9:30am 1-on-1 w/ Nicole - Tom Phillips | 11 9:30am 1-on-1 w/Mark - Tom Phillips 9:30am Senior Staff Call (https://us02web.zoo) 11:30am 2024 Central 11:30am Lunch | 12 3:45pm Limo pickup - Gretchyn Melde 6:10pm Victoria & Albert's (Disney's Grand Floridian Resort & Spa, 4401 | 13 |
| 14 | 15 10:00am 1-on-1 w/HR - Tom Phillips 1:00pm LAMTD Apr Board Meeting 2:00pm Kickoff Meeting place holder (LAMTD | 16 9:30am Senior Staff Call (https://us02web.zoo m.us/j/86539034221?) 10:00am 1-on-1 w/Marcia (Tom's office) - Tom Phillips | 17 9:30am 1-on-1 w/ Nicole - Tom Phillips | 18 8:00am Repatha 9:30am 1-on-1 w/Mark - Tom Phillips | 19 | 20 |
| 21 | 22 10:00am 1-on-1 w/HR - Tom Phillips | 23 9:30am Senior Staff Call (https://us02web.zoo) 10:00am 1-on-1 w/Marcia (Tom's) 11:00am Canceled: 3:30pm April LEDC | 24 9:30am 1-on-1 w/ Nicole - Tom Phillips 1:00pm FDOT D1 BRT Feasibility - Polk County (Microsoft Teams Meeting) - | 25 9:30am 1-on-1 w/Mark - Tom Phillips 6:00pm Community Engagement Task Force (LPD Community) - Ratcliff | 26 8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am on the fourth Friday | 27 |
| 28 | 29 10:00am 1-on-1 w/HR - Tom Phillips | 30 7:00am 2024 LAMTD Board Retreat (Lake 9:30am Senior Staff Call (https://us02web.zoo) 10:00am 1-on-1 w/Marcia (Tom's | May 1 | 2 | 3 | 4 |

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
MAY 8, 2024
AGENDA ITEM #8

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Lake Crago Complex, Activity Room
525, Lake Crago Dr, Lakeland, FL, 33805
Tuesday, April 30th, 2024 at 8:00 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Coordinator: Ella Joseph

Call to Order

8:00 a.m. By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

- a. Board approval of the April 15th 2024 special LAMTD Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the April 15th, 2024 LAMTD Meeting”
1st George Lindsey / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Ratification of Special Board Meeting

On April 15th, 2024, the LAMTD Board of Directors held a special Board Meeting to vote on the following Items:

1. February LAMTD Meeting Minutes
2. PGTA Grant, Section 5310, Resolution 24-07
3. PGTA Grant, Section 5339, Resolution 24-08
4. Employee Benefits Provider
5. Tuition Reimbursement Benefit
6. Zero Emission Transition Plan

[Attachments available]

“Approval of ratification of special Board Meeting approval Items”
1st George Lindsey / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #3 – Public Comments

None

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Agenda Item #4 – Finance / Mark Biddinger, Chief Financial Officer

a. LAMTD Financials

Lakeland Area Mass Transit District

Monthly Financial Report

YTD February 29, 2024

FY 2023-2024

(10/01/23 – 09/30/24)

42% of the fiscal year complete

| YTD Summary | Annual Budget | YTD Actual | Percent Expended |
|--------------------------|---------------|--------------------|------------------|
| Revenue | \$14,351,547 | \$8,481,276 | 59% |
| Expense | \$14,351,547 | \$5,255,967 | 37% |
| Surplus/(deficit) | - | \$3,225,309 | |

Revenue Highlights:

Ad valorem taxes: The majority have receipts have been recognized as of February 2024 (94%) with the remainder coming in monthly for the rest of the fiscal year.

The billing cycles for the FTA and FDOT grants have now started. These grants are paid out retrospectively after expenses are incurred each quarter.

Interest Income on invested funds is ahead of the budget.

Expense highlights

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

CASH POSITION:

As of February 29, 2024, there was ~ 215 days (7.0 months) of operating cash on hand.

As of April 25, 2024, there was ~ 210 days (6.9 months) of operating cash on hand.

CHANGE IN FINANCIAL POSITION

Based on the year-to-date budget-to-actual variances through February 29th, the financials reflect a favorable variance of \$3,225 million with 42% of the fiscal year completed.

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| Statistical Trends Last Five Years Audited Financial Statements | | | | | |
|---|-------------|-------------|-----------|-----------|-------------|
| | 9/30/2023 | 9/30/2022 | 9/30/2021 | 9/30/2020 | 9/30/2019 |
| 1. Farebox Recovery Ratio | 0.00% | 11.40% | 10.70% | 8.50% | 10.10% |
| 2. Cost per revenue hour | \$161.12 | \$141.63 | \$130.01 | \$117.66 | \$116.62 |
| 3. Revenue Hours | 0 | 132,260 | 135,115 | 146,700 | 145,405 |
| 4. Fuel Cost | \$1,562,003 | \$1,399,855 | \$878,132 | \$744,587 | \$1,093,793 |
| 5. Ridership | 847,997 | 653,986 | 591,937 | 855,409 | 1,294,771 |

b. PCTS Financials

Polk County Transit Services

Monthly Financial Report

YTD February 29, 2024

FY 2023-2024

(10/01/23 – 09/30/24)

42% of the fiscal year complete

| YTD Summary | Annual Budget | YTD Actual | Percent Expended |
|-------------------|---------------|-------------|------------------|
| Revenue | \$10,679,408 | \$6,274,979 | 59% |
| Expense | \$10,679,408 | \$3,495,793 | 33% |
| Surplus/(deficit) | - | \$2,779,186 | |

Revenue Highlights:

Revenues exceed expenses by \$2.779M because 100% of the annual county revenue has already been received.

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

Expense highlights

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

c. TD Financials

Transportation Disadvantaged Program

Monthly Financial Report

YTD February 29, 2024

FY 2023-2024

(07/01/23 – 06/30/24)

67% of the fiscal year complete

| YTD Summary | Annual Budget | YTD Actual | Percent Expended |
|-------------------|---------------|----------------|------------------|
| Revenue | \$1,461,766 | \$976,804 | 67% |
| Expense | \$1,461,766 | \$973,108 | 67% |
| Surplus/(deficit) | - | \$3,696 | |

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

d. Audit Presentation

Staff from Mauldin & Jenkins have completed the annual audit report for LAMTD financials for FY 22-23 and are here to present those results.

[Attachments available]

“Motion to approve the Audit as presented.”

1st George Lindsey III / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – General Manager Report / Tom Phillips

a. Agenda Updates

- Master Agreement and Audit will be sent to Todd Bond for the County’s budget
- Lake Wales Squeeze is starting on May 13th with 2 golf carts
- Mark will be out for 2 weeks for an eye surgery, Rhonda will act as Interim CFO
- MAACO building inspection was done, some things needs to be done

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Agenda Item #7 – Other Business

None

Adjournment at 8:22 a.m.

Approved this 8th day of May 2024.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph