

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, June 8th, 2022, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the May LAMTD Meetings	Approval
2. Public Comments	None
3. Letter of Agreement w/TWU	Approval
4. Finance / Kelly Bennington, CPA, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. TD Budget	Approval
e. Additional Squeeze Service	Approval
5. Legal / Ben Darby, Esq.	
a. Interlocal Agreement with Polk County	Approval
b. Financial Services Contract Extension	Approval
c. Inclusion of Land into the District, Resolutions 22-11 – 22-14	Approval
6. Progress update for TDP / Julia Davis, Polk TPO	None
7. Executive Director Report / Tom Phillips	
a. Road Diet Discussion w/FDOT	None
b. Agency Update(s)	None
8. Executive <u>Informational</u> Summary / Tom Phillips	
a. May Calendar	None
b. Ridership and UAP Update	None
9. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 11, 2022
AGENDA ITEM #1

Agenda Item:	Approval of the LAMTD Meeting Minutes for May
Presenter:	James Phillips
Policy Analysis:	TA 6 Increase internal communication through systemic processes.
Recommended Action:	Board approval of the LAMTD Meeting Minutes from May.
Attachments:	May 11, 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, May 11th, 2022 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 Phillip Walker
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:30am By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

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

[Attachments available]

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

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

Jaden Servicher – Winterhaven – Communities on Lucern Park Rd must walk 30 or more minutes to the closest bus stop.
Petition signed by residents for a closer bus stop.

Agenda Item #3 – GEM Award – Aaron Dunn

Recognizing one of our drivers who have gone above and beyond what was called of the position.

Agenda Item #4 – Finance

- a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date March 31, 2022
FY 2021-2022

Year to Date March 31, 2022					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	50%	\$5,983,890	\$6,562,798	110%	\$11.98 Million
Expenses YTD	50%	\$5,983,890	\$5,175,386	86%	\$11.98 Million

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, May 11th, 2022 at 8:30 a.m.

REVENUES:

The total revenues realized year-to-date through March 31, 2022, totaled \$6.6 million or 110% of the YTD budget.

- Farebox revenues reflect \$158,120 or an unfavorable 47% of YTD budgeted revenues through March 31, 2022, due to the decline in Ridership related to driver shortages and COVID-19.
- Contract revenues totaled \$63,625 which is on budget for UAP (Universal Access Passes).
- Other Contract Revenue Budget totaled \$230,000 for the Atlantic Capital LLC agreement \$0.1 million, Winter Haven Services \$92,730 and Bartow Services \$37,310 for shared services. Actual totaled \$9,000.
- Ad Valorem taxes totaled \$5.4 million or 93%. The total budgeted revenues are \$5.6 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 \$6,574 which is under budget.
- Florida DOT operating grants \$1.52 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 \$2.93 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. Currently, we've received \$274,747 in funding.
- Advertising income reflects \$58,430 which is in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is \$275,700 which is on budget.
- Miscellaneous revenue reflects \$2,958 which is under budget. Gain on disposal of assets totaled \$5,850.
- Other revenues are within budget.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, May 11th, 2022 at 8:30 a.m.

Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date March 31, 2022
FY 2021-2022

EXPENSES:

The total expenses year-to-date through March 31, 2022, totaled \$5.2 million or 86% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of March 31, 2022, these expenses totaled \$3.4 million which is 12% under budget or a favorable variance of \$474,344.
- Professional and Technical Services expenses totaled \$239,555 of the YTD budget which is on budget.
- Other services expenses totaled \$37,619 of the YTD budget, 26% under budget for temporary services.
- Fuel expenses totaled \$312,510 YTD which is over budget by 15%.
- Materials and supplies totaled \$340,969 or 7% under budget.
- Dues and subscriptions totaled \$13,493 and office supplies of \$37,481 are both under budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments causing expenses to appear to be over budget.
- CRA payments are under budget since payments are annually.
- Capital expenditures/debt service of \$151,367 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 March 31, 2022.

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through March 31st, the financials reflect a favorable actual variance of \$1.4 million with 50% of the fiscal year completed. This variance is predominantly due to the influx of ad valorem income.

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

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of March 31, 2022
Year to Date Report
Percent of FY Reported (50%)

Revenues

- The revenues totaled \$4.4 million, 98% of the year-to-date budget.
- The FTA grants drawdown totaled \$745,849 or 51% of the year-to-date budget.
- Fare Revenues totaled \$21,396 or 36% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$367,865 in the FY Budget.
- The County funding reflects payments of \$3.03 million for the budgeted grants match.
- Rural FDOT Grant Revenues reflects \$249,398 or 33% of the year-to-date budget.
- The remaining FDOT block grants reflects no activity.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$3.8 million or 84% of the year-to-date budget.
- Salaries and wages totaled \$1.9 million or 83% of the YTD Budget.
- Operating expenses totaled \$1.2 million or 90% 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 \$697,982 or 80% of the YTD budget.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of March 31, 2022
Year to Date Report
Percent of FY Reported (75%)
State FY July 1, 2021, thru June 30, 2022

Revenues

- The revenues totaled \$732,049 or 83% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$667,268 or 85% of the grant.
- Contract Revenues and other revenues totaled \$328.
- The County funding for the match totaled \$64,453 or 74%.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$741,486 or 85% of the year-to-date budget.
- Salaries, wages, and benefits totaled \$529,701 or 80% of the YTD Budget.
- Operating expenses totaled \$211,786 or 98% of the YTD Budget.

Operating Results

- Actual Expenses exceeded Revenues by \$9,437. Due to a shortage of drivers, routes have been closed which affects ridership volumes and the ability to draw down revenues. Also due to the shortage of drivers, TD drivers are being utilized on other routes. Therefore, using the job costing method, 5.98% of expenses related to TD drivers were reallocated appropriately. Further, three payrolls were processed during the month and the allocation of repairs and maintenance for buses was higher than usual, increasing total expenses.

d. **Federal Transit Administration American Rescue Plan Act (ARP) Grant for the Lakeland UZA**

This grant will provide \$50,000 in Preventative Maintenance funds at 100% for the Lakeland Area Mass Transit District. These are the remaining fund from the ARP allocation that was already awarded minus the cost for carts that were determined to be an ineligible expense.

“Approve ARP Grant application for Lakeland Area Mass Transit District for a total amount of \$50,000.”

1st Bill Mutz/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
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Wednesday, May 11th, 2022 at 8:30 a.m.

e. **Intern Program Budget**

Internship programs offer an opportunity to mentor and provide valuable experiences to students. With Board approval, an ongoing internship can be established and subsequently budgeted in future years. In previous years, LAMTD has paid \$10/hour for interns. CareerSource Polk summer interns (four being allocated to Citrus Connection) are being paid \$15/hour. Attached provides examples of \$10/hour and in increase in pay to \$13/hour (to work towards closing the hourly pay gap with CareerSource) with 6-10 interns to consider.

“Approve an ongoing Intern budget of 6 interns at \$10/hr.”

1st George Lindsey/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

f. **HR Position Realignment**

Human Resources (HR) has currently budgeted for a Human Resources and Risk Manager. The HR Manager recently resigned and moved out of state. In lieu of rehiring a Manager, HR requests to hire two entry level positions. One position would focus on Benefits while the other position would focus on Recruiting. The Manager’s position is completely allocated to LAMTD. The Manager previously made \$32/hour while the proposed new positions would make \$18/hour each. Although a minimal difference in salary, the additional funding needed after considering fringes is approximately \$20,000. The change would be budget neutral due to HR currently having unspent funding in other accounts.

“Approve an additional position for Human Resources.”

1st George Lindsey/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

g. **Micro-transit model for Lakeland**

On April 13, 2021 the Board approved the Downtown Connector Pilot Program which operates 3 street legal, 8 passenger golf cart type vehicles, with the necessary tracking and security systems, and 3 enclosed cargo trailers for storage and transport.

Based on the success of the pilot program, Citrus Connection suggests moving the pilot program to an ongoing budgeted program. Based on the pilot program, we suggest replacing the lunch transportation hours with special event coverage. Due to increases in salary, additional drivers needed on special events, the annual proposed budget is \$381,973.42.

“Approve the annual proposed Budget to continue operating the low-speed vehicles (LSV) along the downtown connector that previously began as a pilot program, also known as The Squeeze.”

1st George Lindsey/ 2nd Bill Mutz

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Wednesday, May 11th, 2022 at 8:30 a.m.

MOTION CARRIED UNANIMOUSLY

“Approve the operation of the micro-transit known as ‘The Squeeze’ to operate fare free.”

1st Bill Mutz/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Contingency Fleet / Jay Stienbauer

Implementation of a vehicle contingency fleet plan to better prepare for the following scenarios emergency relief, training, extended equipment down time due to supply shortages, extended repairs such as accidents, and prevents delay for possible route expansion. Contingency fleet vehicles are selected based on useful life being met and if extending life beyond useful life is beneficial to the district. Contingency fleet will be maintained in accordance with the FTA guidelines.

“Approve the Contingency Vehicle Fleet Plan.”

1st Bill Mutz/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Policy and Procedure for Public Hearings Update / James Phillips

The policy and procedure adopted in 2006 was meant to formalize the process routes are changed and allow for public comments. The changes presented are to keep the same intent but clarify the language and establish procedures in the unlikely event changes are not approved.

“Approve the changes to clarify language in the route change policies and procedures.”

1st Martha Santiago/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – Progress Update for TDP

The Citrus Connection is in the middle of its major revision to the Transportation Development Plan. With a partnership with the Polk TPO, they are here to provide a progress update on the status of the update.

Agenda Item #9 – Executive Director Report

- a. Agency Updates
 - Winterhaven microtransit route in the works that would use paratransit style vehicles for resorts and downtown.
 - Looking forward to new IT Manager starting next week.
 - Erin Killebrew’s team will be attending the next LCB board meeting
 - County budget will be transmitted today. [attachment available]
 - Davenport and Lake Hamilton are both staying in their fare share.
 - Retreat followup will be at next board meeting.

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Wednesday, May 11th, 2022 at 8:30 a.m.

- Meetings with the municipalities clarifying the Ledger article have proven to be effective
- Union meets later this month to vote on the raises.

Agenda Item #8 – Executive Director Informational Summary

a. April Calendar

[Attachment Available]

b. Ridership and UAP Update

[Attachment Available]

Agenda Item #9 – Other Business

Commissioner Lindsey – Would it be worth finding out who the big players are in Poinciana?

Adjournment at 9:32 a.m.

Approved this 8th day of June 2022.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 8, 2022
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 8, 2022
AGENDA ITEM #3

Agenda Item: **Letter of Understanding w/TWU 525**

Presenter: Tom Phillips, Executive Director

Policy Analysis: TA7 Examine wages and benefits to maximize rider experience.

Recommended
Action: Approve the language to amend the wage table for the remainder of the CBA

Summary: Citrus Connection staff engaged in efforts to calculate a new wage table amenable to the TWU 525 representation. The numbers were favorable to the union and they held a vote May 20, 2022 in which they voted in favor of the changes.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 8, 2022
AGENDA ITEM #4a

Agenda Item: April 30, 2022, LAMTD Monthly Financial Statement
FY 2021-22

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 April 30, 2022
FY 2021-2022

Year to Date April 30, 2022					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	58%	\$6,981,205	\$7,785,356	112%	\$11.98 Million
Expenses YTD	58%	\$6,981,205	\$5,958,635	85%	\$11.98 Million

REVENUES:

The total revenues realized year-to-date through April 30, 2022, totaled \$7.79 million or 112% of the YTD budget.

- Farebox revenues reflect \$187,262 or an unfavorable 46% of YTD budgeted revenues through April 30, 2022, due to the decline in Ridership related to driver shortages and COVID-19.
- Contract revenues totaled \$72,945 which is on budget for UAP (Universal Access Passes).
- Other Contract Revenue Budget totaled \$230,040 for the Atlantic Capital LLC agreement \$0.1 million, Winter Haven Services \$92,730 and Bartow Services \$37,310 for shared services. Actual totaled \$10,500.
- Ad Valorem taxes totaled \$5.57 million or 99% of the total budgeted revenues. The total budgeted revenues are \$5.63 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 \$9,801 which is under budget.
- Florida DOT operating grants \$1.52 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. Year-to-date, we've received \$556,648.
- FTA Section 5307 operating and capital grants are budgeted at \$2.93 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. Currently, we've received \$819,664 in funding.
- Advertising income reflects \$91,389 which is in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is \$321,650 which is on budget.
- Miscellaneous revenue reflects \$3,454 which is under budget. Gain on disposal of assets totaled \$5,850. Other revenues are within budget.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date April 30, 2022
FY 2021-2022

EXPENSES:

The total expenses year-to-date through April 30, 2022, totaled \$5.96 million or 85% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of April 30, 2022, these expenses totaled \$3.94 million which is 13% under budget or a favorable variance of \$576,313.
- Professional and Technical Services expenses totaled \$241,814 or 18% under the YTD budget.
- Other services expenses totaled \$44,261 of the YTD budget, 26% under budget.
- Fuel expenses totaled \$384,739 YTD which is over budget by 21%.
- Materials and supplies totaled \$406,030 or 5% under budget.
- Dues and subscriptions totaled \$14,140 and office supplies of \$39,946 are both under budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments causing expenses to appear to be over budget.
- Capital expenditures/debt service of \$176,595 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 April 30, 2022.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through April 30th, the financials reflect a favorable actual variance of \$1.83 million with 58% of the fiscal year completed. This variance is predominantly due to the influx of ad valorem income and the favorable variance due to salaries and benefits expenses.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

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



CitrusConnection

LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022

MONTHLY FINANCIAL STATEMENT

MONTH OF APRIL 2022

CODE Account		Month				YTD				Approved Annual Budget
		Actual	Budget	Variance		Actual	Budget	Variance		
				\$'s-Fav/(Unfav)	%			\$'s-Fav/(Unfav)	%	
R4	Farebox/Pass Sales	\$ 29,142	\$ 49,403	\$ (20,260)	-41%	\$ 187,262	\$ 345,818	\$ (158,555)	-46%	\$ 592,830
R6	Contract Income (UAP)	\$ 9,321	\$ 11,196	\$ (1,875)	-17%	\$ 72,945	\$ 78,371	\$ (5,426)	-7%	\$ 134,350
R3	Other Contract Revenue	\$ 1,500	\$ 19,170	\$ (17,670)	-92%	\$ 10,500	\$ 134,190	\$ (123,690)	-92%	\$ 230,040
R5	Miscellaneous Income	\$ 496	\$ 1,667	\$ (1,170)	-70%	\$ 3,454	\$ 11,667	\$ (8,212)	-70%	\$ 20,000
R7	Advertising Revenue	\$ 32,960	\$ 8,490	\$ 24,470	288%	\$ 91,389	\$ 59,430	\$ 31,959	54%	\$ 101,880
R8	Investment/Interest Income (net)	\$ 3,227	\$ 3,667	\$ (440)	-12%	\$ 9,801	\$ 25,667	\$ (15,866)	-62%	\$ 44,000
R9	Ad Valorem Income, net	\$ 153,844	\$ 469,195	\$ (315,351)	-67%	\$ 5,574,747	\$ 3,284,365	\$ 2,290,382	70%	\$ 5,630,340
R10	FDOT Operating Grant	\$ 383,662	\$ 126,843	\$ 256,819	202%	\$ 556,648	\$ 887,898	\$ (331,250)	-37%	\$ 1,522,110
R11	Federal Operating Grant	\$ 544,917	\$ 244,368	\$ 300,550	123%	\$ 819,664	\$ 1,710,573	\$ (890,908)	-52%	\$ 2,932,410
R13	Cost Recovery	\$ 2,448	\$ 1,750	\$ 698	40%	\$ 26,525	\$ 12,250	\$ 14,275	117%	\$ 21,000
R17	City of Lakeland	\$ 15,091	\$ 15,152	\$ (60)	0%	\$ 104,921	\$ 106,062	\$ (1,141)	-1%	\$ 181,820
R2	PCTS - Support Cost Reimb.	\$ 45,950	\$ 45,950	\$ -	0%	\$ 321,650	\$ 321,650	\$ -	0%	\$ 551,400
R16	Gain on Disposal of Asset	\$ -	\$ 467	\$ (467)	-100%	\$ 5,850	\$ 3,267	\$ 2,583	79%	\$ 5,600
TOTAL REVENUES		\$ 1,222,558	\$ 997,315	\$ 225,243	23%	\$ 7,785,356	\$ 6,981,205	\$ 804,151	12%	\$ 11,967,780
E1	Salaries	\$ 360,135	\$ 454,760	\$ 94,625	21%	\$ 2,776,293	\$ 3,183,320	\$ 407,027	13%	\$ 5,457,120
E2	Employee Benefits	\$ 172,335	\$ 189,963	\$ 17,627	9%	\$ 1,160,451	\$ 1,329,738	\$ 169,286	13%	\$ 2,279,550
E3	Advertising Fees	\$ 1,500	\$ 2,158	\$ 658	31%	\$ 29,011	\$ 15,108	\$ (13,902)	-92%	\$ 25,900
E4	Professional & Technical Ser	\$ 2,259	\$ 42,235	\$ 39,976	95%	\$ 241,814	\$ 295,645	\$ 53,831	18%	\$ 506,820
E5	Contract Maintenance Services	\$ 3,180	\$ 9,116	\$ 5,936	65%	\$ 84,892	\$ 63,810	\$ (21,082)	-33%	\$ 109,388
E6	Other Services	\$ 6,642	\$ 8,521	\$ 1,879	22%	\$ 44,261	\$ 59,646	\$ 15,384	26%	\$ 102,250
E7	Fuel & Lubricants	\$ 71,806	\$ 45,444	\$ (26,362)	-58%	\$ 384,739	\$ 318,105	\$ (66,635)	-21%	\$ 545,322
E8	Freight	\$ 278	\$ 1,109	\$ 830	75%	\$ 3,686	\$ 7,761	\$ 4,076	53%	\$ 13,305
E9	Repairs & Maintenance	\$ 1,948	\$ 4,954	\$ 3,006	61%	\$ 41,031	\$ 34,681	\$ (6,350)	-18%	\$ 59,453
E10	Materials & Supplies	\$ 65,011	\$ 61,338	\$ (3,673)	-6%	\$ 406,030	\$ 429,363	\$ 23,332	5%	\$ 736,050
E11	Utilities/Telephone	\$ 13,363	\$ 13,271	\$ (92)	-1%	\$ 77,790	\$ 92,896	\$ 15,106	16%	\$ 159,250
E13	Insurance Expense	\$ 38,029	\$ 35,429	\$ (2,600)	-7%	\$ 263,372	\$ 248,004	\$ (15,367)	-6%	\$ 425,150
E15	Dues & Subscriptions	\$ 647	\$ 3,874	\$ 3,227	83%	\$ 14,140	\$ 27,117	\$ 12,977	48%	\$ 46,486
E16	Education/Training/Meeting/Travel	\$ 1,677	\$ 11,610	\$ 9,933	86%	\$ 27,588	\$ 81,267	\$ 53,679	66%	\$ 139,315
E17	Service Charges	\$ 1,013	\$ 1,155	\$ 143	12%	\$ 6,961	\$ 8,087	\$ 1,126	14%	\$ 13,863
E18	Office Expense	\$ 2,465	\$ 7,503	\$ 5,037	67%	\$ 39,946	\$ 52,519	\$ 12,573	24%	\$ 90,033
E19	Advertising & Promotions	\$ -	\$ 2,083	\$ 2,083	100%	\$ 640	\$ 14,583	\$ 13,943	96%	\$ 25,000
E20	Miscellaneous Expenses	\$ 785	\$ 6,720	\$ 5,935	88%	\$ 22,745	\$ 47,043	\$ 24,298	52%	\$ 80,645
E21	Property Appraiser/Tax Collector Comm	\$ 3,077	\$ 15,498	\$ 12,421	80%	\$ 155,645	\$ 108,488	\$ (47,156)	-43%	\$ 185,980
E22	LDDA, CRA Contributions	\$ -	\$ 23,750	\$ 23,750	100%	\$ -	\$ 166,250	\$ 166,250	100%	\$ 285,000
E23	Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ 31,489	56%	\$ 176,595	\$ 397,017	\$ 220,421	56%	\$ 680,600
TOTAL EXPENDITURES		\$ 771,378	\$ 997,315	\$ (225,937)	-23%	\$ 5,958,635	\$ 6,981,205	\$ (1,022,570)	-15%	\$ 11,967,780
(OVER)/UNDER EXPENDITURES		\$ 451,181	\$ -	\$ 451,181		\$ 1,826,721	\$ -	\$ 1,826,721		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 8, 2022
AGENDA ITEM #4b

Agenda Item: April 30, 2022, Financials for Polk County Transit Services
Contract – FY 2021-22

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
JUNE 8, 2022
AGENDA ITEM #4b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of April 30, 2022
Year to Date Report
Percent of FY Reported (58%)

Revenues

- The revenues totaled \$5.17 million, 99% of the year-to-date budget.
- The FTA grants drawdown totaled \$1.02 million or 60% of the year-to-date budget.
- Fare Revenues totaled \$25,355 or 37% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$367,865 in the FY Budget.
- The County funding reflects payments of \$3.03 million for the budgeted grants match.
- Rural FDOT Grant Revenues reflects \$418,615 or 48% of the year-to-date budget.
- The remaining FDOT Block Grant Revenues reflects \$300,757 or 82% of the year-to-date budget.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$4.36 million or 83% of the year-to-date budget.
- Salaries and wages totaled \$2.16 million or 81% of the YTD Budget.
- Operating expenses totaled \$1.37 million or 88% 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 \$830,500 or 81% of the YTD budget.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 3,029,262	\$ 1,767,070	\$ 3,029,262	171%
Other Contract Revenue - County	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 311,273	\$ 367,865	118%
County Contribution - PCTS	\$ -	\$ -	\$ -	
Other Revenue Transfer Cares Funding	\$ -	\$ -	\$ -	
Fares	\$ 117,250	\$ 68,396	\$ 25,355	37%
FDOT Block Grants:				
GOV71/G1481 - WHAT/ADA	\$ 625,820	\$ 365,062	\$ 300,757	82%
RURAL	\$ 1,492,450	\$ 870,596	\$ 418,615	48%
SUNRAIL	\$ 249,740	\$ 145,682	\$ -	0%
FTA				
FTA 5307 Grant	\$ 2,924,537	\$ 1,705,980	\$ 1,024,320	60%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 5,234,059	\$ 5,166,174	99%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,551,701	\$ 2,655,159	\$ 2,158,221	81%
Contract	\$ 1,750,000	\$ 1,020,833	\$ 830,500	81%
Operating	\$ 2,670,969	\$ 1,558,065	\$ 1,369,866	88%
Capital	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 5,234,057	\$ 4,358,587	83%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 8, 2022
AGENDA ITEM #4c

Agenda Item: April 30, 2022, Financials for The Transportation Disadvantaged Program– FY 2021-22

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, 2021 and ends June 30, 2022. 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
JUNE 8, 2022
AGENDA ITEM #4c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of April 30, 2022
Year to Date Report
Percent of FY Reported (83%)
State FY July 1, 2021, thru June 30, 2022

Revenues

- The revenues totaled \$814,929 or 74% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$741,860 or 75% of the grant.
- Contract Revenues and other revenues totaled \$328.
- The County funding for the match totaled \$72,741 or 66%.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$814,220 or 74% of the year-to-date budget.
- Salaries, wages, and benefits totaled \$576,937 or 70% of the YTD Budget.
- Operating expenses totaled \$237,283 or 88% of the YTD Budget.

Operating Results

- Actual Revenues exceeded Expenses by \$709. Due to a shortage of drivers, routes have been closed which affects ridership volumes and the ability to draw down revenues. Also due to the driver shortages, TD drivers are being utilized on other routes. Therefore, using the job costing method, 5.98% of expenses related to TD drivers were reallocated appropriately.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 131,526	\$ 109,605	\$ 72,741	66%
Contract Revenue	\$ 151	\$ 126	\$ 328	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,183,733	\$ 986,444	\$ 741,860	75%
Total	\$ 1,315,410	\$ 1,096,175	\$ 814,929	74%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 990,070	\$ 825,058	\$576,937	70%
		\$ -		
Operating	\$ 325,340	\$ 271,117	\$ 237,283	88%
Total	\$ 1,315,410	\$ 1,096,175	\$814,220	74%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 8, 2022
AGENDA ITEM #4d

Agenda Item: FY 2022-23 Florida (CTD) Commission for Transportation Disadvantaged Budget for the Lakeland Area Mass Transit District which is the designated Community Transportation Coordinator for Polk County.

Presenter: Kelly S. Bennington, Chief Financial Officer

Policy Analysis: TA2 Identify new and untapped funding sources.

Recommended Action: Recommend Approval of the annual Operating Budget for the period of July 1st, 2022 through June 30th, 2023.

Summary: The State Commission for the Transportation Disadvantaged (CTD) administers the State Transportation Disadvantaged Trust Fund. The primary purpose of the trust fund is to provide transportation for Transportation Disadvantaged County residents who have no other means of transportation or are not sponsored for that need by any other available funding source.

Funding: The total Budget is \$1,418,501. The Commission for Transportation Disadvantaged will fund \$1,276,371 through grant funds and \$141,819 will be budgeted into the Polk County's Transit Budget. The total operating expense is \$1,418,501 which is \$103,901 (7.8%) more than last fiscal year budget.

The total authorized full-time positions are 16 in 2023, the same as fiscal year 2021-22 Budget.

Attachments: FY July 1, 2022 through June 30, 2023 Proposed Budget

**AUTHORIZING RESOLUTION #22-10
FOR
TRANSPORTATION DISADVANTAGED TRUST FUND**

A RESOLUTION of the Lakeland Area Mass Transit District (Recipient), hereinafter BOARD, hereby authorizes the execution of a Transportation Disadvantaged Trust Fund Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes the Tom Phillips, Executive Director to execute the grant agreement on behalf of the BOARD with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD authorizes the Tom Phillips, Executive Director to sign any and all agreements or contracts which are required in connection with the grant agreement.
5. The BOARD authorizes the Tom Phillips, Executive Director to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

DULY PASSED AND ADOPTED THIS DAY OF: _____

Lakeland Area Mass Transit District

Sara Roberts-McCarley

Signature of Chair

ATTEST: Ben Darby

BY: _____

Attorney

**Transportation Disadvantaged
Budget Worksheet thru 03-31-22**

Account Id	Account Description	Actual 2021	2022 Budget	Actual thru 03-31	Requested
6-401-090-0000	Smart Card Fee	250.00	0.00	368.00	311.00
6-417-475-CNTY	10% Match - County	99,031.27	131,526.00	64,452.99	141,819.00
6-417-475-CTDO	CTD Grant - Operating	1,045,041.71	1,183,733.00	667,268.09	1,276,371.00
6-418-475-0000	Miscellaneous Income	-	151.00		
	Transportation Disadvantaged Revenue Total	1,144,322.98	1,315,410.00	732,089.08	1,418,501.00
6-0475-00000	OP'S - TRANSPORTATION DISADVANTAGED (TD)				
6-0475-50101	Salaries	613,684.63	634,200.00	442,363.34	659,090.00
6-0475-50103	Overtime (TD)	15,218.53	20,550.00	17,331.46	23,350.00
6-0475-50201	Social Security (TD)	34,779.91	40,600.00	25,811.39	42,320.00
6-0475-50202	Medicare (TD)	8,134.31	9,500.00	6,036.62	9,900.00
6-0475-50203	Pension Plan (TD)	64,146.15	68,750.00	49,232.67	72,640.00
6-0475-50204	Health Insurance	191,438.90	212,420.00	114,052.67	223,041.00
6-0475-50205	Life Insurance (TD)	2,364.90	1,550.00	1,690.77	1,860.00
6-0475-50207	Unemployment Compensation (TD)	599.30	2,500.00	(717.28)	2,500.00
6-0475-50208	Workers' Compensation (TD)	26,245.10	26,240.00	19,317.94	26,502.00
6-0475-50211	Support Services	-	0.00	(126,103.80)	(16,111.00)
6-0475-50213	Uniforms	325.00	800.00	-	800.00
6-0475-50214	Other Fringe Benefits	-	0.00	-	-
6-0475-50216	Driver Licenses	100.00	100.00	-	200.00
6-0475-50260	Insurance Broker Services	4,663.58	4,200.00	3,953.27	4,850.00
6-0475-50303	Prof. & Technical Svc.	5,568.00	6,600.00	5,952.00	7,680.00
6-0475-50305	Contract Maintenance	1,062.90	5,800.00	750.81	6,670.00
6-0475-50307	Drug Testing	1,797.70	1,700.00	1,050.79	2,000.00
6-0475-50399	Other Services	-	0.00	-	
6-0475-50400	Fuel Gasoline - TD	103,165.28	80,000.00	75,792.20	125,000.00
6-0475-50401	Fuel - TD	-	5,000.00	(5,554.50)	6,600.00
6-0475-50455	Repairs & Maintenance - Buses	106,275.85	95,000.00	86,660.19	115,000.00
6-0475-50460	Materials & Supplies	3,205.51	5,000.00	2,693.87	6,500.00
6-0475-50465	Service/Inventory Parts - TD	-	350.00	-	500.00
6-0475-50504	Telephone	4,749.69	10,700.00	3,701.31	10,700.00
6-0475-50505	Utilities - TD	1,547.11	3,300.00	1,684.05	3,500.00
6-0475-50601	Auto Physical	-	3,770.00	-	3,770.00
6-0475-50602	Auto Liability	-	16,160.00	-	16,160.00
6-0475-50603	General Liability Coverage	5,540.27	5,540.00	4,515.44	6,400.00
6-0475-50604	Property Coverage	3,361.57	3,360.00	2,741.38	4,000.00
6-0475-50901	Dues & Subscriptions - TD	36.72	1,650.00	36.72	1,650.00
6-0475-50902	Travel/Meetings	1,915.77	7,000.00	3,059.50	7,000.00
6-0475-50903	Employee Education	-	2,500.00	-	3,000.00
6-0475-50904	Service Charges - TD	684.71	0.00	613.65	1,000.00
6-0475-50905	Office Expense (TD)	3,369.38	2,000.00	3,281.36	3,500.00
6-0475-50907	Postage & Shipping	254.00	3,600.00	-	3,600.00
6-0475-50908	Advertising & Promotion - TD	-	3,000.00	341.88	3,000.00
6-0475-50910	Software - TD	-	3,000.00	-	3,000.00
6-0475-50911	Printing	22.50	1,700.00	33.75	1,700.00
6-0475-50914	Computer Hardware	-	2,300.00	-	2,300.00
6-0475-50999	Miscellaneous	1,200.84	2,300.00	1,060.00	2,300.00
6-0475-60006	Operating Contingency	-	22,670.00	-	21,029.00
	Transportation Disadvantaged Expenditure Total	1,205,458.11	1,315,410.00	741,383.45	1,418,501.00

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUNE 8, 2022
AGENDA ITEM #4e

- Agenda Item: **The Squeeze – Farmers Market**
- Presenter: Tom Phillips, Aaron Dunn, and Kelly Bennington
- Policy Analysis: TA1 Enhance public perception of Citrus Connection through a targeted marketing and rebranding plan.
 TA2 Identify new and untapped funding sources.
 TA4 Increase ridership by combining prioritized and necessary elements to enhance the customer experience.
 TA5 Cultivate community partnerships with Citrus Connection through management and board engagement.
- Recommended the Action: Approve the proposed budget to offer Squeeze service for four Saturdays in September to service the Farmers Market events.
- Summary: Based on the success of the Squeeze and the future plans to support Special Events, Citrus Connection suggests providing service to the four Famers Market events offered on Saturdays during the month of September. The total estimated costs of \$3,666.20 to support these four events also includes \$1,339.20 of training to operators which will benefit the Citrus Connection in the future. Offering these additional services supports promoting Squeeze operations and potentially allows for more exposure to advertising revenue.

Lakeland Area Mass Transit District

Additional Current Fiscal Year Budget

Four Saturdays - September 2022

Special Events - Farmers Market

LABOR HOURS	Daily Hours	Days per Week	Total Hours per Person	# of People	
Operators	10.0	1.0	10	2	
LABOR COSTS	<u>Hrly rate</u>	<u>Fringe</u>	<u>Total Hrly Rt</u>	<u>Hours</u>	<u>Total Additional Costs</u>
Operators	\$18.00	\$9.90	\$27.90	80	\$2,232.00
Operator Training	\$18.00	\$9.90	\$27.90	48	\$1,339.20
					\$3,571.20
FUEL COSTS					
25 gallons @\$3.80/gallon	\$95.00				\$95.00
		40 hours	<i>Cost per hour</i>		\$91.66
Total Cost for proposed budget					\$3,666.20

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 8, 2022
AGENDA ITEM #5a

Agenda Item: **Interlocal Agreement with Polk County**

Presenter: Ben Darby, Esq

Policy Analysis: TA2 Identify new and untapped funding sources.

Recommended
Action: Approve the agreement as presented

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

**INTERLOCAL AGREEMENT
FOR
COUNTYWIDE TRANSIT SYSTEM**

This Interlocal Agreement ("this Agreement") is made and entered into, as of the 1st day of October, 2022 by and between Polk County, a political subdivision of the State of Florida (the "County"), and the Lakeland Area Mass Transit District, an independent special district (the "District").

W I T N E S S E T H:

WHEREAS, the Polk Transit Authority was created under Chapter 2007-275, Laws of Florida, with the stated purpose to provide for the consolidation of transit services in Polk County and to provide for the transition to a countywide transit system; and

WHEREAS, the District is a public transportation operator in the Lakeland Urbanized Area and elsewhere in Polk County; and

WHEREAS, the District operates and manages all transit services in Polk County; and

WHEREAS, the District has the power to contract with federal, state, and local governmental agencies, private companies, and individuals concerning the establishment, operation, and maintenance of public mass transportation systems; and

WHEREAS, the District and the County previously entered into an Interlocal Agreement for the transition of the operation and management of all transit services from the County to the District; and

WHEREAS, the County has successfully transferred all beneficial interest in any and all transit grants it previously received to the District, as the new beneficiary; and

WHEREAS, many federal and state grants that provide funding for transit services require local governments to contribute funds as a condition for awarding the grants; and

WHEREAS, for the October 1, 2022 - September 30, 2023 fiscal year (the "Agreement Year") the County has agreed to provide the District an aggregate amount not to exceed \$3,132,207.00 to be used as the local government contribution toward those Services the District will provide as described in Section 2, below;

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the parties agree as follows:

1. Recitals. The foregoing recitals are true and correct and are incorporated herein by reference.
2. Management and Operation of Transit Services. The District shall manage and operate transit routes within Polk County, Florida pursuant to the routes, service hours, frequency, miles, and vehicle assignments the District determines (collectively, the "Services"). The District and the County recognize the importance of transit agencies providing assistance during crisis situations. The District agrees to be the lead agency identified in the Polk County Comprehensive Emergency Management plan to perform vital services such as transportation of special needs clients, evacuation of victims, and transport of emergency personnel. The District will continue to have access to the County's Public Safety Radio System for transit operations. The County will provide the District with radio technical support for the Emergency Management Division radio services program as more fully described in prior County resolutions addressing the matter.
3. County Funding for Management and Operation of Transit Services. The County agrees to pay the District an amount not to exceed \$3,132,207.00 (the "Contract Funds") as further specified in Attachment A, attached hereto and incorporated herein by reference. The Contract Funds represent the total actual costs (collectively, the "Services Costs") the District anticipates are required during the Agreement Term for the following: (i) the local matching funds for the state and federal grants for transit services within the unincorporated areas of Polk County not lying within the District's boundaries, (ii) certain mutually agreed transit routes, and (iii) an amount, not to exceed twenty percent (20%) of the aggregate amount the County provides the District for the local matching funds and mutually agreed routes, for the actual administrative expenses the District incurs to provide the transit services formerly provided by the County. The Contract Funds will be provided to the District on October 14, 2022.

The District shall submit to the County within 30 days after the end of each quarter, starting in January 2023, documentation of grant submittals to any grantors for which County provides cash match (FDOT, FTA) for expense reimbursements. Documentation shall include grantor approval and/or proof of reimbursement. The District shall not now, or in the future retain any funds provided by the County under this Agreement for accrued pension liabilities or for an expense that does not represent an actual disbursement of funds.

The District shall make financial records available to the County staff, the Inspector General's Office of the Clerk of the Circuit Court, or a mutually agreed upon external audit firm hired by the County, for review upon reasonable request by the County. The County or an external audit firm hired by the County may also conduct site or remote monitoring visits, audits, and interview District staff to ensure the County Contract Funds are being used in accordance with this Agreement. The District will comply with requests for information and will make all financial records available for review within a reasonable amount of time after receiving a request to do so. In the event the County or an external audit firm hired by the County discovers that any funds provided hereunder, or under any prior agreements with the District, have either been held in reserves or as prior year carry-over, or were used to defray expenses not directly related to the Services Costs, then upon receipt of notice the District shall immediately pay the County any such amounts so discovered. In all cases, internal control measures must be in place to provide reasonable assurance that the financial records are accurate. In the event the total actual Services Costs for the Agreement Year are less than the Contract Funds, the District shall refund to the County the difference between the Contract Funds and the total actual Services costs within thirty (30) days after the completion of the District's annual audited financial statements, but not later than June 30, 2023.

4. Funding Emergency. District and County agree that in the event federal or state funds are temporarily or permanently unavailable the District shall fund the operations within the District boundaries and the County may, in its sole discretion, fund all operations outside of the District's territory.
5. New or Increased Grant Opportunities. District agrees to utilize and maintain current grants, and seek and obtain approval from County prior to the application for any new transit grants or additional funding under existing grants for the Services to the extent District will be seeking matching contributions from the County for the same. The County shall not be obligated to provide matching funds for any transit grant opportunities unless the same is approved by the County in advance of the District submitting the grant application. In all instances, the District must timely submit all reimbursement requests to the applicable grantor agency, and to all requests for additional information, in order to receive grant funds within a reasonable period of time. If the District has not timely submitted such

information, the County may suspend its payment under this Agreement until such time that the District has become current on all such grant reimbursement requests.

6. Facilities, and Supplemental Agreements. The District shall pay the pro-rated amount of utilities, based upon the occupied space in the County's Frank B. Smith building. The utility cost of the District's occupied space will be based upon the square footage of the occupied space. The District and the County may enter into supplemental agreements for the management and provision of applicable services related to transit facilities. Such agreements shall be coterminous with this Agreement.
7. Insurance Requirements. The District shall maintain at all times during the term of this contract, the following insurance policies, with an insurance company(ies) that has (have) a minimum rating of A VIII by A.M. Best, and that is (are) authorized to do business in the State of Florida.
 - a. Such insurance policies shall insure the District against any and all claims, demands, or causes of action whatsoever for injuries received or damage to property relating to the performance of duties, services, and/or obligations of the District under the terms and provisions of the contract.
 - i. Workers' Compensation insurance in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (federal, maritime, etc.).
 - ii. Employers Liability insurance with the following minimum limits and coverage:

1. Each Accident	\$1,000,000
2. Disease-Each Employee	\$1,000,000
3. Disease-Policy Limit	\$1,000,000
 - iii. General Liability insurance, without restrictive endorsements, with the following minimum limits and coverage:

1. Each Occurrence/General Aggregate	\$1,000,000 / 2,000,000
2. Products-Completed Operations	\$2,000,000
3. Personal & Advertising Injury	\$1,000,000
4. Fire Damage	\$50,000
5. Medical Expense	\$5,000
 - iv. Auto Liability insurance, including owned, non-owned, and hired autos, including Pollution Liability due to accident or overturn, with the following minimum limits:

1. Combined Single Limit	\$1,000,000
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v. Auto Physical Damage insurance based upon the replacement cost, or other valuation basis to which the County has agreed, of each vehicle. The County shall be listed as a loss payee as response auto physical damage insurance for the County's vehicles that are subject of this contract.

vi. Pollution Liability covering fuel handling and operations, both on and off any scheduled premises. With the following minimum limits:

1. Per Pollution Event	\$1,000,000
2. Annual Aggregate	\$2,000,000

- b. All policies shall have no greater than a \$25,000 deductible or self-insured retention, without approval of the County.
- c. Polk County, a political subdivision of the State of Florida, shall be named as an additional insured on the General Liability, Auto Liability, and Pollution Legal Liability insurance policies.
- d. The General Liability, Auto Liability, Workers' Compensation, and Pollution Liability policies shall contain a waiver of subrogation provision in favor of the County, shall be primary and noncontributory to any insurance that may be available to the County, and shall include a cross Liability or Severability of Interests provision.
- e. The certificate(s) of insurance shall provide for a minimum of sixty (60) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance.
- f. If it is not possible for the District to certify compliance on the certificate of insurance with all of the above requirements, then the District shall provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions. The County has the right the request copies of the policies and review all policies prior to the inception of this contract.
- g. Certificate(s) of Insurance shall be issued to: Polk County, C/O Risk Management, P. O. Box 9005, Drawer AS06, Bartow, FL 33830.
- h. The District shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the District evidencing coverage and limits in accordance with the District's requirements.
- i. All deductibles and self-insured retentions shall be shown on the Certificate(s) of Insurance. The County shall be exempt from, and in no way liable for any sums of

money which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the District and/or subcontractor providing such insurance.

- j. Neither approval, nor failure to disapprove insurance provided by the District shall relieve the District from liability. Failure to obtain and maintain such insurance as set out above will be considered a breach of contract.
- 8. Term. The term of this Agreement shall be October 1, 2022 through September 30, 2023.
- 9. Termination. At any time during the term of this Agreement, this Agreement may be terminated for any reason, with or without cause, in whole or in part, by either party, upon written notice given at least thirty (30) days in advance of the effective date of termination, subject to compliance with FTA and FDOT requirements.
- 10. Interlocal Agreement. This Agreement shall be an "Interlocal Agreement" within the meaning of the Florida Interlocal Cooperation Act of 1969 and shall become effective upon being filed with the Clerk of the Circuit Court of Polk County, Florida.
- 11. Attorney's Fees and Expenses. If a dispute arises between the parties hereto in connection with this Agreement, each party shall bear their own attorney's fees, costs, and expenses, including any paralegal's fees and any fees and expenses in connection with any appellate proceedings.
- 12. No Personal Liability. No provision, representation, covenant, or agreement contained in this Agreement, or any obligation herein or therein imposed upon the County or the District, or the breach thereof, shall constitute or give rise to or impose any personal liability upon any officer or employee of the County or the District.
- 13. Entire Agreement. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions of the parties, whether oral or written, and there are no warranties, representations, or other agreements between the parties in connections with the subject matter hereof, except as specifically set forth herein.
- 14. Amendments, Assignments, and Waivers. No amendment, supplement, modification, assignment, or waiver of this Agreement shall be binding unless executed in writing by both parties hereto. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision of this Agreement, whether or not

similar, unless otherwise expressly provided. Each such amendment, supplement, modification, assignment, or waiver of this Agreement shall be filed with the Clerk of the Circuit Court of Polk County, Florida.

15. Public Records. Each party shall comply with Florida's public records law to specifically include without limitation keeping and maintaining public records, and ensuring that those public records (or applicable portions thereof) which are exempt from disclosure are not disclosed except as authorized by law.
16. Notices. All notices, certificates, or other communications hereunder shall be sufficiently given and shall be deemed given when hand delivered or mailed by registered or certified mail, postage prepaid with return receipt requested, to the parties at the following addresses:

COUNTY:	Polk County Attn: Deputy County Manager P.O. Box 9005, Drawer CA01 330 W. Church Street Bartow, Florida 33830-9005
DISTRICT:	Lakeland Area Mass Transit District Attn: Tom Phillips, Executive Director 1212 George Jenkins Boulevard Lakeland, Florida 33815

Either of the parties may, by written notice given to the other, designate any further or different addresses to which subsequent notices, certificates, or other communications may be sent. Any notice shall be deemed given on the date such notice is actually delivered or attempted delivery is refused.

17. Severability. If any provision of this Agreement or the application thereof to any person or circumstance is held by a court of competent jurisdiction to be partially or wholly invalid or unenforceable for any reason whatsoever, any such invalidity, illegality, or unenforceability shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application and to this end the provisions of this Agreement are declared severable.
18. Rights Cumulative. All rights, powers, and remedies of the County and the District hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the County or the District by law.

19. Controlling Law and Venue. This Agreement shall be construed and interpreted under the laws of the State of Florida. Any suit brought to enforce this Agreement shall be in the state courts in and for Polk County, Florida.
20. Parties in Interest. This Agreement shall insure to the benefit of the County and the District. It is not the purpose of this Agreement to render any other party a third party beneficiary hereof.
21. Nothing contained herein shall operate or be construed as a waiver of the District's or the County's limit of liability as set forth in §768.28 of the Florida Statutes regardless of whether such claims are based in tort, contract, statute, strict liability, and negligence, product liability or otherwise.
22. Recitals. The recitals set forth at the beginning of this Agreement are hereby incorporated by reference into the body of this Agreement as if set forth herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers as of the respective dates specified below.

POLK COUNTY, a political subdivision of
the State of Florida

By: _____
Dr. Martha Santiago, Chairman
Board of County Commissioners

Date: _____

ATTEST:
Stacy M. Butterfield, Clerk

By: _____
Deputy Clerk

Reviewed as to form and legal sufficiency:

County Attorney's Office

LAKELAND AREA MASS TRANSIT
DISTRICT, an independent special district

By: _____

Printed Name: _____

Title: _____

Date: _____

Witness: _____

Printed Name: _____

Witness: _____

Printed Name: _____

ATTACHMENT “A”

Polk County Grant Match Report FY 2022-2023

		Total Grant	Federal	State	Local	Non County In-kind Match	Balance
FTA						\$2,653,956.00	
5307 award	WHAT Fixed Route	\$5,940,545	\$3,729,941		\$2,210,604	\$2,210,604	\$0
5339 Award	WHAT Capital	\$200,000	\$160,000		\$40,000		\$40,000
5311 Award	Rural Routes	\$2,973,445	\$1,486,722		\$1,486,723	\$640,198	\$846,525
5310 Award	Senior/Disabled Capital	\$500,000	\$400,000	\$50,000	\$50,000		\$50,000
						-\$196,846.00	\$936,525.00
Total FTA		\$9,613,990	\$5,776,663	\$50,000	\$3,787,327		
State		Total Grant	Federal	State	Local		
Block Grant	FDOT WHAT Contribution	\$1,570,883		\$785,441	\$785,442		\$785,442
TD	Transportation Disadvantaged	\$1,483,227		\$1,334,904	\$148,323		\$148,323
							\$933,764.70
Total State		\$3,054,110	\$0	\$2,120,345	\$933,765		
Over all totals		\$12,668,100	\$5,776,663	\$2,170,345	\$4,721,092		

Total Non-County Match

Non-County Match

TD	\$1,334,904
Block Grant	\$785,441
City Contributions	\$533,611

Total \$2,653,956

Non-county match funds \$2,653,956

Difference \$2,067,136

County Sponsored Routes

County Share 22XL \$131,617

\$933,765 State Balance

\$936,525 FTA Balance

County Matching Contribution \$2,198,753 \$2,001,907

Total County Grants Subsidy \$2,198,753

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 8, 2022
AGENDA ITEM #5b

Agenda Item: **Financial Services Contract Extension**

Presenter: Ben Darby, Esq

Policy Analysis: TA6 Increase internal communication through systemic processes.

Recommended
Action: Approve the agreement as presented

Summary: A contract extension for financial services provided by David Persaud, with the contract extended to the end of the year but for one day a week.

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement is made this 8th day of June, 2022, by and between the Lakeland Area Mass Transit District, an independent special district (the "District"), and David Persaud (the "Contractor").

WHEREAS, the District and Contractor entered into an Independent Contractor Agreement on December 8, 2021, for a period of six (6) months, and the District desires to engage the services of Contractor as a consultant for an additional six (6) months; and

WHEREAS, Contractor was the Chief Financial Officer for the District for a number of years, and desires to render services for the District as provided herein,

NOW, THEREFORE, the District engages the services of the Contractor, and in consideration of the covenants and mutual promises contained in this Agreement, the parties agree as follows:

1. This Agreement shall be for a period of six (6) months, commencing on July 1, 2022, and ending on December 31, 2022. This Agreement may be terminated by either party by giving thirty (30) days' prior written notice to the other party.
2. The services to be rendered by Contractor include advice and support to the District's Chief Financial Officer as requested or as suggested by the Contractor, particularly with regard to the District's annual audit and budget preparation. Contractor shall be available one (1) day a week in person or by video communication for the provision of the services.
3. It is understood and agreed that the services of Contractor will be rendered as an independent contractor and not as an employee. Contractor shall not be deemed to be employed by the District for purposes of any income or other tax of the Federal or state law with respect to employment or compensation for employment. Contractor shall have complete control over the method of providing the services. It is understood that the District will exercise no authority over Contractor in his work or the procedures employed by Contractor.
4. The District shall furnish Contractor with adequate assisting personnel, facilities, equipment and supplies (to the extent they are normally offered by the District). The District shall pay all overhead expenses, including charges for utilities and salaries of secretarial and assisting personnel.
5. The District shall not provide Contractor with those fringe benefits available to its employees, and the only form of compensation to be received by Contractor is set forth in paragraph 6 below. Contractor shall be required to provide an automobile and transportation necessary to rendering services hereunder and shall be responsible for all gas, oil, repairs, maintenance, rent and insurance in connection therewith. The District shall not reimburse or pay any other travel or entertainment expense of Contractor.

6. For services to be rendered under this Agreement, the Contractor shall be entitled to a fee of \$3,000.00 a month. Contractor agrees to indemnify and hold the District harmless from any tax or assessment based on income paid to Contractor hereunder.

7. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties to this Agreement with respect to its subject matter, and no other agreement, statement, or promise relating to the subject matter of this Agreement that is not contained in it shall be valid or binding.

8. Neither this Agreement nor any duties or obligations under this Agreement shall be assignable by the Contractor.

9. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief that may be available.

10. The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of the State of Florida.

11. No change or modification of this Agreement shall be valid unless the same be in writing and signed by the parties hereto. All notices hereunder shall be hand delivered or mailed by U.S. mail, certified, with return receipt requested, to the address of the party receiving notice. Notice so given shall be deemed complete when postmarked.

12. In case any one or more of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect, this invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

Executed at Lakeland, Florida, on the day and year first written above.

Signed, sealed and delivered in the presence of:

LAKELAND AREA MASS TRANSIT
DISTRICT

Print Name: _____

By: _____

Print Name: _____

Title: _____

Print Name: _____

Print Name: _____

DAVID PERSAUD

Print Name: _____

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 8, 2022
AGENDA ITEM #5c

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 resolutions as presented

Summary: Several inclusions of land to be added to the district.

Attachments: Resolution 22-11, 22-12, 22-13, and 22-14

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 22-11

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED ON MEDULLA ROAD; 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 Medulla Road, 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 8th day of June, 2021.

Chairman

ATTEST: _____
Administrative Assistant

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

Exhibit "A"

The West 528 feet of the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 8, Township 29 South, Range 23 East, Polk County, Florida, LESS Medulla Road right of way.

Parcel ID No. 23-29-08-000000-031020

AND

The East 528 feet of the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 8, Township 29 South, Range 23 East, Polk County, Florida, LESS Medulla Road right of way.

Parcel ID No. 23-29-08-000000-031030

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 22-12

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED AT 4223 S. PIPKIN ROAD, LAKELAND, FLORIDA 33811; 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 at 4223 S. Pipkin Road, Lakeland, Florida 33811, 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 _____, 2022.

Chairman

ATTEST: _____
Secretary

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

Exhibit "A"

That part of Lot 9, PARKWAY CORPORATE CENTER, according to the plat thereof as recorded in Plat Book 120, Pages 22 through 24, public records of Polk County, Florida, being more particularly described as follows:

Commence at the northwest corner of said Lot 9; thence North $89^{\circ}38'43''$ East along the north line thereof a distance of 465.40 feet to the northeast corner of said Lot 9; thence South $00^{\circ}21'17''$ East along the east line of said Lot 9 a distance of 187.19 feet to the south line of that portion of said Lot 9 as described and recorded in Official Records Book 6393, Page 2209, public records of Polk County, Florida, and the POINT OF BEGINNING; thence continue South $00^{\circ}21'17''$ East along said east line a distance of 186.73 feet; thence South $89^{\circ}38'43''$ West a distance of 466.96 feet to the west line of said Lot 9; thence North $00^{\circ}06'53''$ West along said west line a distance of 186.73 feet to the aforesaid south line of that portion of Lot 9 as described and recorded in Official Records Book 6393, Page 2209, public records of Polk County, Florida; thence North $89^{\circ}38'43''$ East along said described south line a distance of 466.18 feet to the POINT OF BEGINNING.

Property Appraiser's Parcel ID No. 23-29-03-139563-000093

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 22-13

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED ON SOUTH PIPKIN ROAD; 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 South Pipkin Road, 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 8th day of June, 2021.

Chairman

ATTEST: _____
Administrative Assistant

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

Exhibit "A"

Lot 3, LESS the South 584 feet, PARKWAY CORPORATE CENTER, according to the map or plat thereof as recorded in Plat Book 120, Page 22, Public Records of Polk County, Florida.

Parcel ID No. 23-29-03-139563-000031

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 22-14

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED ON SOUTH PIPKIN ROAD; 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 South Pipkin Road, 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 8th day of June, 2021.

Chairman

ATTEST: _____
Administrative Assistant

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

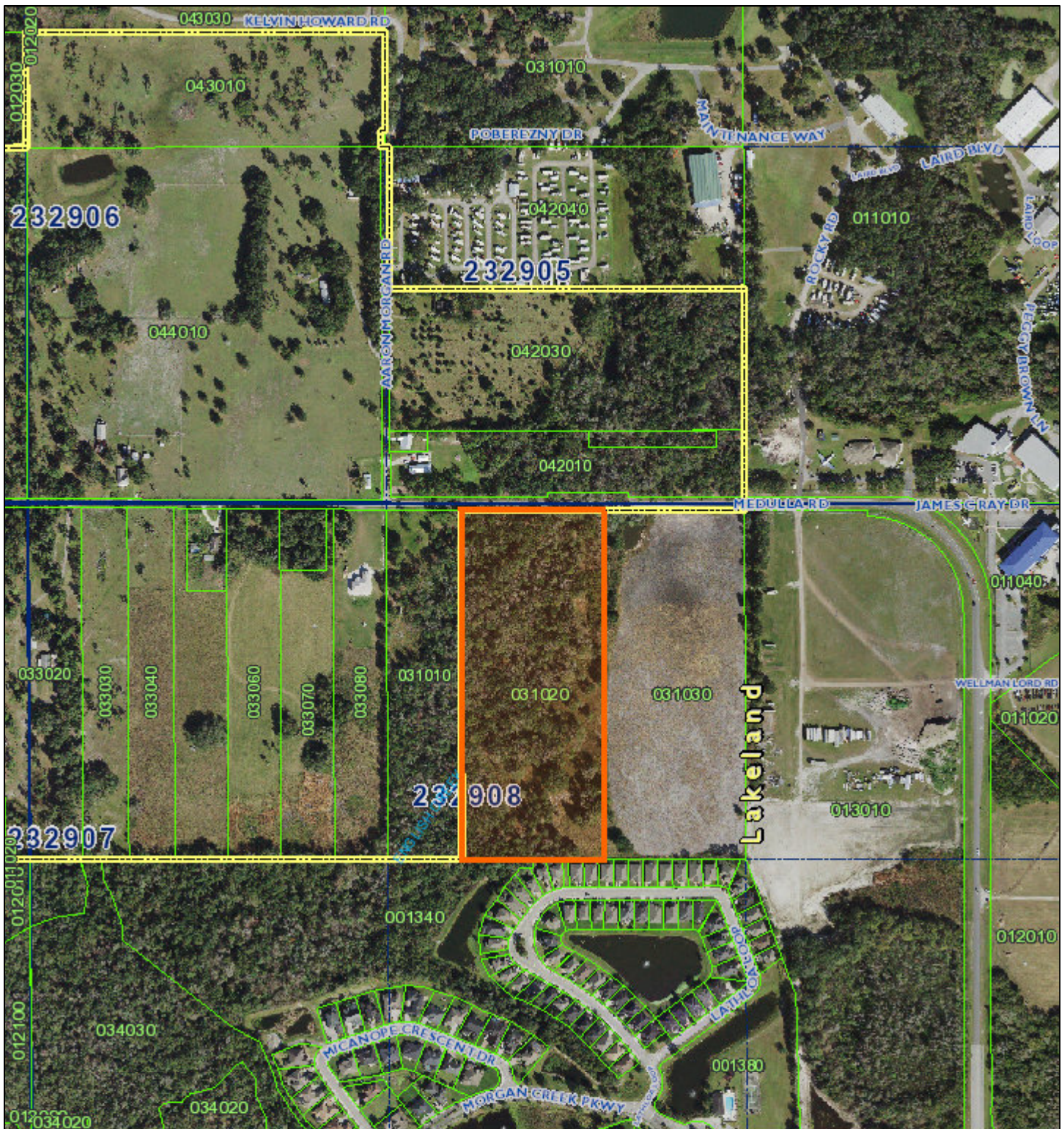
Exhibit "A"

The North 334.00 feet of the South 584.00 feet of Lot 3, PARKWAY CORPORATE CENTER, according to the map or plat thereof as recorded in Plat Book 120, Pages 22 through 24, Public Records of Polk County, Florida.

Together with non-exclusive right to drainage easements as identified in that certain Plat of Parkway Corporate Center recorded in Plat Book 120, Page 22, Public Records of Polk County, Florida.

Parcel ID No. 23-29-03-139563-000033

LAMTD Resolution No. 22-11



- Selected Parcel
- Municipal Boundaries
- PLSS Sections
- Major Roads**
- Interstate 4
- Polk Parkway
- Highways
- Roads
- Waterbodies
- Lot and Block Text
- Dimensions_ParcelFabric
- Railroads
- Parcels
- Surrounding Counties
- PLSS Townships
- Gov't Lots
- PLSS Boundaries

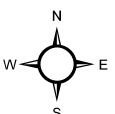
0 215 430 860 Feet

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".

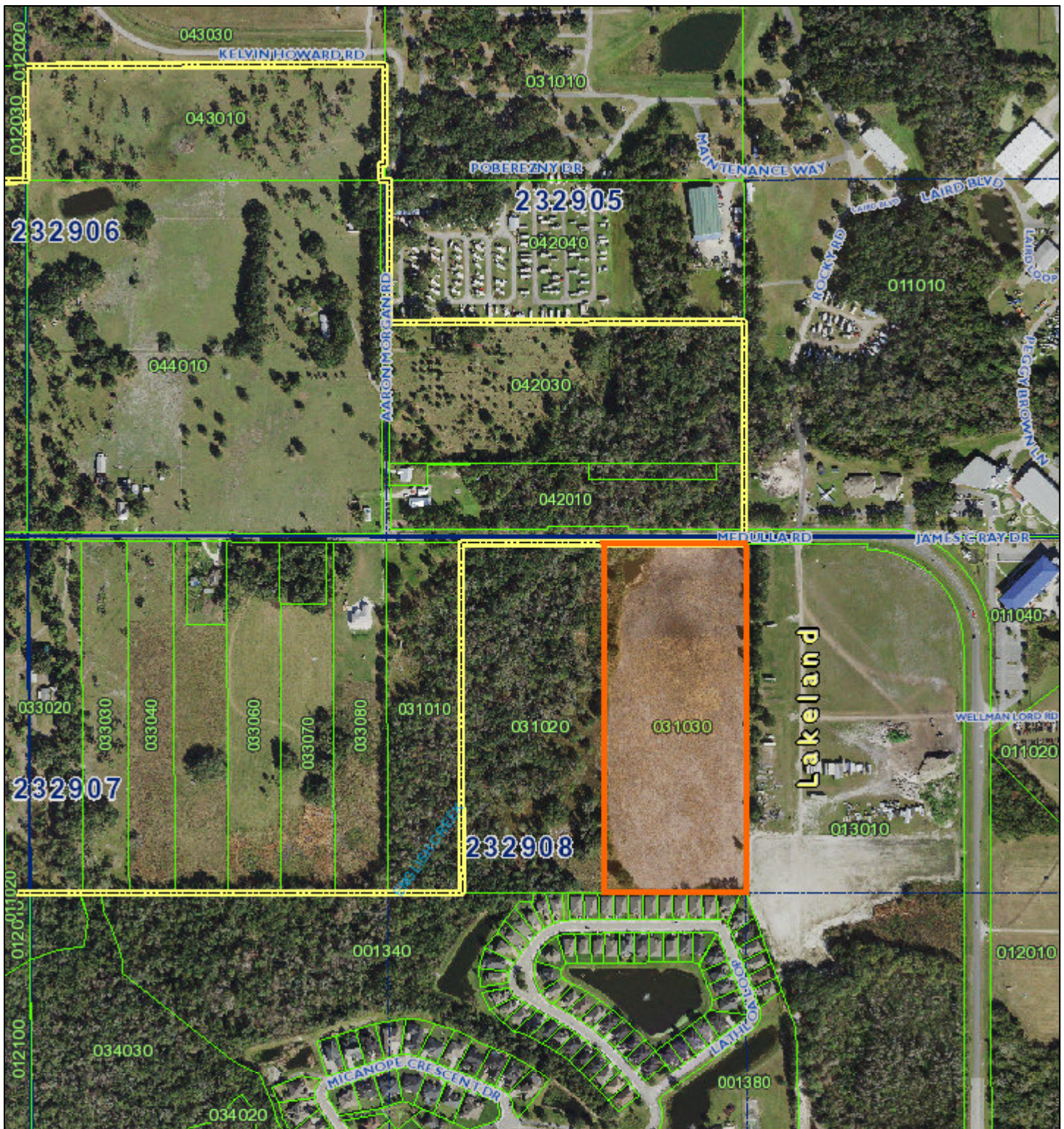


Marsha M. Faux, CFA, ASA
Property Appraiser
Polk County, Florida

June 7, 2022



LAMTD Resolution No. 22-11



- Legend:**

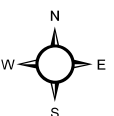
 - Selected Parcel
 - Municipal Boundaries
 - PLSS Sections
 - Major Roads**
 - Interstate 4
 - Polk Parkway
 - Highways
 - Roads**
 - Waterbodies**
 - Lot and Block Text**
 - Dimensions_ParcelFabric**
 - PLSS Boundaries
 - Gov't Lots
 - Railroads
 - ⋮ Parcels
 - ⋮ Surrounding Counties
 - PLSS Townships

0 215 430 860 Feet

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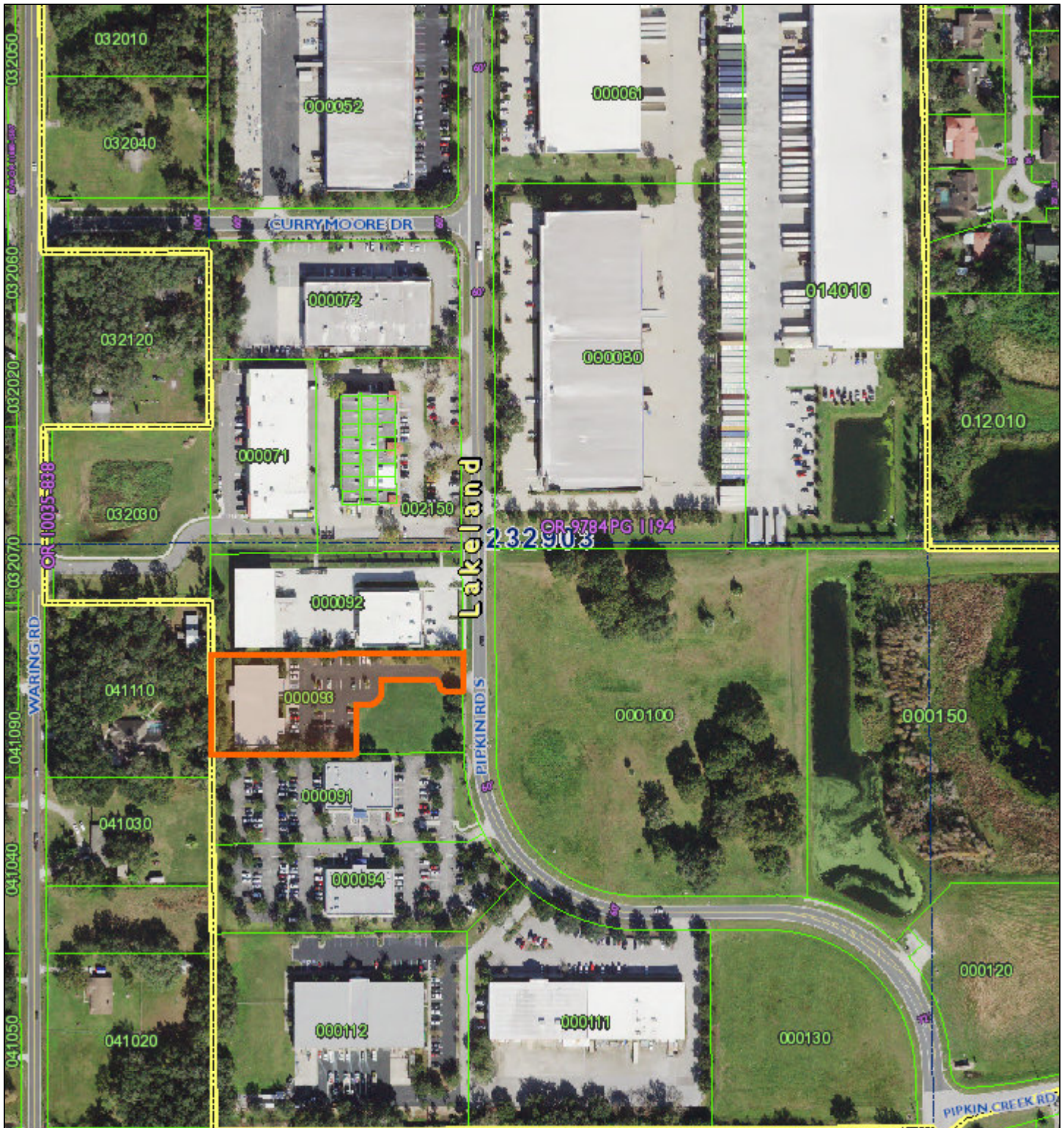


Marsha M. Faux, CFA, ASA
Property Appraiser
Polk County, Florida



June 7, 2022

LAMTD Resolution No. 22-12



- Selected Parcel
- Roads
- Waterbodies
- Municipal Boundaries
- Lot and Block Text
- Dimensions_ParcelFabric
- Misc Text
- + Railroads
- Parcels
- Surrounding Counties
- PLSS Townships
- PLSS Sections
- PLSS Boundaries
- Gov't Lots

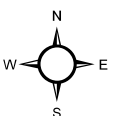
0 105 210 420 Feet

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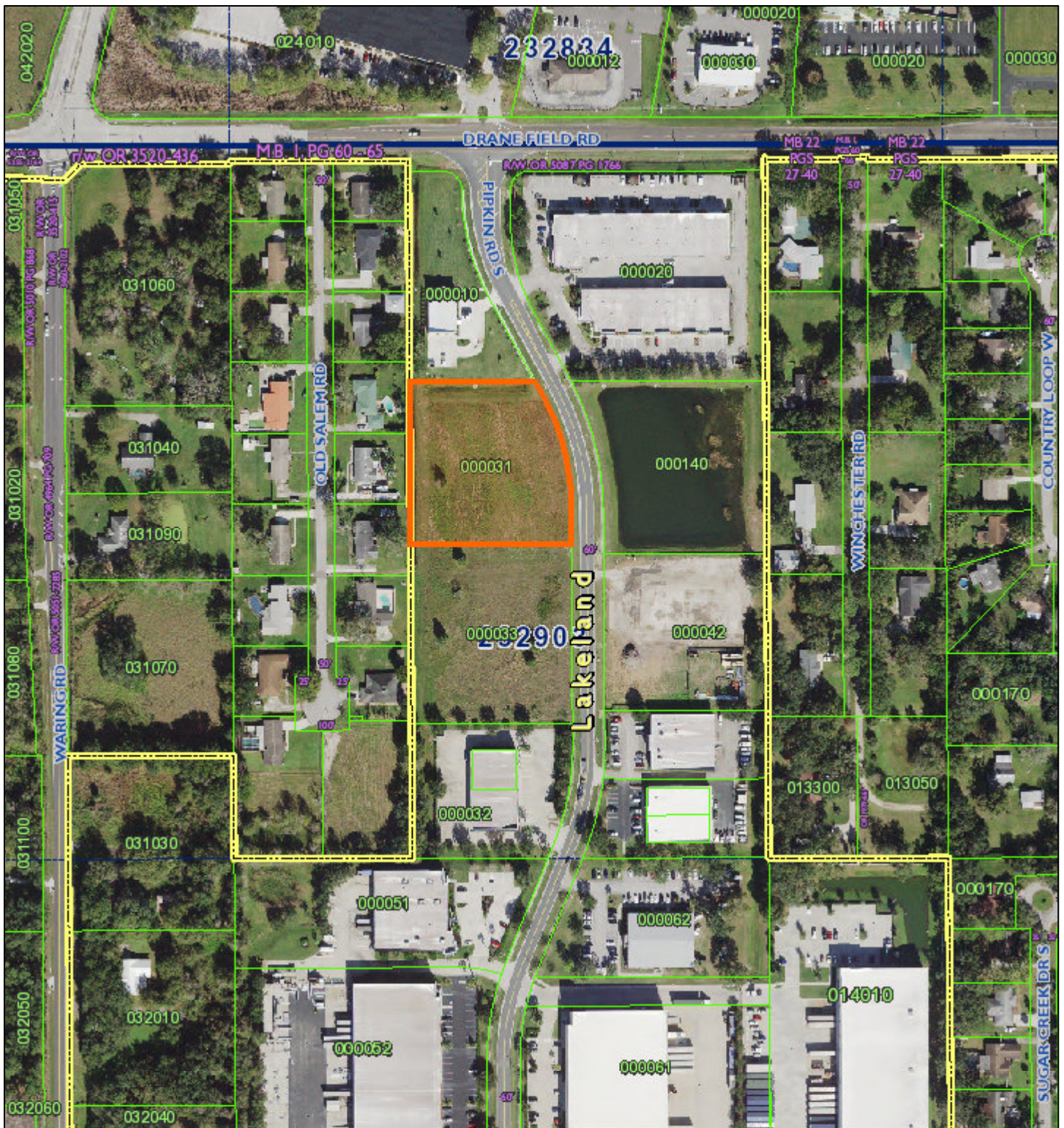


Marsha M. Faux, CFA, ASA
Property Appraiser
Polk County, Florida

June 7, 2022



LAMTD Resolution No. 22-13



- Selected Parcel
- Roads
- Waterbodies
- Municipal Boundaries
- Lot and Block Text
- Dimensions_ParcelFabric
- Misc Text
- Railroads
- Parcels
- Surrounding Counties
- PLSS Townships
- PLSS Sections
- PLSS Boundaries
- Gov't Lots

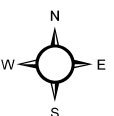
0 105 210 420 Feet

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

June 7, 2022



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JUN 8, 2022
AGENDA ITEM #6

Agenda Item: **Progress update for TDP**

Presenter: Julia Davis, Polk TPO

Recommended
Action: None

Summary: The Citrus Connection is in the middle of its major revision to the Transportation Development Plan. With a partnership with the Polk TPO, they are here to provide a progress update on the status of the update.



Polk Transportation
Planning Organization



TRANSIT DEVELOPMENT PLAN PUBLIC INVOLVEMENT RECAP



421 Views on Facebook
8 Views on YouTube



TRANSIT DEVELOPMENT PLAN VIRTUAL UPDATE

April 29, 2022

In this virtual update that aired live on Facebook, Polk TPO Senior Transportation Planner Julia Davis, met with Citrus Connector Executive Director Tom Phillips to discuss the latest on the Polk Transit Development Plan, upcoming public workshops and a new public needs survey opportunity. Watch on Youtube at: <https://youtu.be/uggcshGF1G0>

PUBLIC WORKSHOPS: MAY 18 - LAKE LAND | MAY 19 - WINTER HAVEN



Public comments were received on present transit services and both present and future transit needs.

TRANSIT NEEDS SURVEY

Receiving responses
until 6/17/2022



Scan to take
survey or go to
[polktpo.com/
survey](http://polktpo.com/survey)



Polk Transportation
Planning Organization

330 W. Church St., Bartow, Florida 33830
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LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUN 8, 2022
AGENDA ITEM 7a

Agenda Item: **Road Diet Discussion w/FDOT**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Tom updating the board on the status of the Peach Line
funding as provided by FDOT.

Road Diet Transit Services					
Lakeland Area Mass Transit District					
Updated Costs for Services					
Peak Hour Service					
LABOR HOURS	Daily Hours	Number of Days	Yearly Hours		
Supervisor	9.0	52	468		
Full Time Operator (Weekday & Sat)	24.0	304	7,296		
Admin Support staff	2	52	104		
LABOR COSTS	Hrly rate	Fringe	Total Hrly Rt	Yearly Hours	LABOR COSTS
Supervisor	\$28.00	\$13.72	\$41.72	468	\$19,525
Full Time Operator	\$21.00	\$10.29	\$31.29	7,296	\$228,292
Admin Support staff	\$30.84	\$15.11	\$45.95	104	\$4,779
Total					\$252,596
ANNUAL COST					OPERATIONAL COSTS
Fuel@\$3.80/gallon					\$43,185
Maintenance					\$5,373
Total					\$48,558
Total Yearly					\$301,154
Total Monthly					\$25,096
Cost per HR					\$41
CAPITAL					Total
					\$170,546
TOTAL ANNUAL with Capital					\$471,700

Fuel	Miles per gallon	Total Miles	Total Gallons	Cost per Gallon	Total Full cost	Monthly Cost
	6.4	72732.48	11364.45	3.8	\$43,185	\$3,598.74
	Trips per day	Trip Length	Total Daily Miles	Total		
Weekday	22	8.56	214.36	65,165		
Saturday	17	8.56	145.52	7,567		
				72,732		
Maintenance	Total Cost Para Maintenance	Total Vehicle Count	Cost Per Vehicle	Total Yearly for 2	Monthly	
(Labor only)	\$104,775	39	\$2,687	\$5,373.08	\$447.76	
	Cost per Unit	Number of Units	cost			
Capital Cost from TRIPS cutaway para-buses 22'	85,273	2	\$170,546			

Road Diet Transit Services					
Lakeland Area Mass Transit District					
Proposed Contract for Services Monthly Pilot					
Peak Hour Service					
LABOR HOURS	Daily Hours	Number of Days	Yearly Hours		
Supervisor	0.5	303	152		
Full Time Operator (Week)	10.0	252	2,520		
Full Time Operator (Sat)	0.0	52	0		
Admin Support staff	1	52	52		
LABOR COSTS	Hrly rate	Fringe	Total Hrly Rt	Yearly Hours	LABOR COSTS
Supervisor	\$20.87	\$10.23	\$31.10	152	\$4,711.09
Full Time Operator	\$14.29	\$7.00	\$21.29	2,520	\$53,656.09
Admin Support staff	\$28.85	\$14.14	\$42.99	52	\$2,235.30
Total					\$60,602.48
ANNUAL COST					Operational Cost
Fuel					\$10,580.63
Maintenance					\$25,116.27
Total					\$35,696.90
Total Yearly					\$96,299.37
Total Monthly					\$8,024.95
Cost per HR					\$38.21
Capital					\$170,546
Total first year cost					\$266,845.37

Fuel	Miles per gallon	Total Miles	Total Gallons	Cost per Gallon	Total Full cost	Monthly Cost
	6.4	32400	5062.5	2.09	\$10,581	\$881.72
	Trips per day	Trip Length	Total Daily Miles	Total		
Weekday	16	8.1	129.6	32,400		
Saturday	0	8.1	0	0		
				32,400		
Maintenance	Total Cost Para Maintenance	Total Vehicle Count	Cost Per Vehicle	Total Yearly	Monthly	
(Labor only)	\$464,651	37	\$12,558	\$25,116.27	\$2,093.02	
	Cost per Unit	Number of Units	Cost			
Capital Cost from TRIPS cutaway para-buses 22'	85,273	2	\$170,546			

**Road Diet
Transit Services
SUMMARY**

	Updated Budget	Previous Budget	Difference
Total Cost of Project	\$471,699.75	\$266,845.37	\$204,854.38
Capital	\$170,546.00	\$170,546.00	\$0.00
Total Cost of Project without Capital	\$301,153.75	\$96,299.37	\$204,854.38
Monthly Cost with Capital	\$39,308.31	\$22,237.11	\$17,071.20
Monthly Cost without Capital	\$25,096.15	\$8,024.95	\$17,071.20

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUN 8, 2022
AGENDA ITEM 7b

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the Executive Director

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUN 8, 2022
AGENDA ITEM 8a

Agenda Item: **May calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2 <div>8:30am Fwd: Operating Board; Lake Myrtle Sports Park, 2701 Lake Myrtle Par... 9:30am Senior Staff Call; https://us02web.zoom.us/j/8195069848... 10:00am 1-on-1 w/HR; Tom Phillips 7:00pm Davenport City Commission Meeting ; 1 South Allapaha Avenue Dav...</div>	3 <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips 11:00am Citrus Connection Lunch Meeting with Sara Beth Wyatt; 205 E Main St, Lakeland FL 33801 ; Kaley Raub</div>	4 <div><div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div><div>9:00am FW: Winter Haven Area Transit /...</div><div>10:00am Transit Overview with Trish Bur...</div><div>10:00am Copy: Transit Overview with Tri...</div><div>12:00pm Barbara's Farewell</div><div>1:30pm Final Review of County Budget; ...</div></div>	5 <div>8:00am Repatha</div>	6	7
3	9 <div>8:30am 1-on-1 w/Kelly; Tom Phillips 10:00am 1-on-1 w/HR; Tom Phillips 10:30am Board Chair Meeting; Hollingsworth Board Room; James Phillips 6:00pm Winter Haven - Regular City Commission Meeting; City Hall - John F...</div>	10 <div>8:30am Email Ridership Update to LAMTD Board of Directors 9:00am Review Grants Match; boardroom; Kelly Bennington 10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div>	11 <div>8:30am LAMTD May Board Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815; Tom Phillips</div>	12	13	14
15	16	17 <div>9:00am Food Summit (Polk Vision Food Security Team) (9AM to 2PM) -- Citrus C... 10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips 11:00am 1-on-1 w/HR; Tom Phillips 5:00pm Attendance Boundary Committee Meeting; Superintendent's Large Confe...</div>	18 <div>8:00am Copy: Polk TDP In-person Public Workshop at LAMTD Board Room, drop in any time from 8AM-11AM; 1212 George Jenkins, Lakeland; Outreach Cal... 8:00am Polk TDP In-person Public Workshop at LAMTD Board Room, drop in any time from 8AM-11AM; 1212 Geor... 10:00am 1-on-1 w/Kelly; Tom Phillips</div>	19 <div>8:00am Repatha 8:00am Copy: Polk TDP In-person Public Workshop at Winter Haven Bus Termin... 8:00am Polk TDP In-person Public Workshop at Winter Haven Bus Termin... 8:00am Copy: Polk TDP In-person Public... 11:00am Transitions Coordination Meet...</div>	20 <div>9:00am WH Meeting; Board Room; 1212 George Jenkins, Lakeland, FL 33812; James Phillips 11:30am Squeeze Strategy Lunch; Nineteen61; James Phillips 8:15pm All Employee Meeting - Wages; Mechanic Bay; 1212 George Jenkins Blvd; James Phillips</div>	21
22	23 <div>10:00am 1-on-1 w/HR; Tom Phillips 4:00pm LEDC May Meeting; 502 E. Main Street, Catapult 3.0; Steve Scruggs</div>	24 <div>11:00am Summer of Safety Kickoff Ribbon Cutting with New Beginnings HS; 320 W Main Street, Lakeland, FL 33815; Kaley Raub</div>	25 <div>Last Day of School (McKeel) 4:30pm LATMD / LEGOLAND Shuttle Discussion; https://us06web.zoom.us/j/89344417931?pwd=UzJHaWZQbHpFS1ppQ3V5VG9PWmt5dz09; Michael Stavres</div>	26 <div>9:30am TAC Meeting; Room 413 Polk County Admin Building; Crews-Downs, Annette</div>	27 <div>Last day of School (Roberts, Montessori) 8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am on the fourth Friday (EDT) (tphillips@ridecitrus.com); 3rd fl Community Room, BB&T building, 600 N. Broadway Ave, Bartow; brenda@polkvision.com</div>	28
29	30	31 <div>10:00am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div>	Jun 1	2 <div>8:00am Repatha 8:30am Meeting with Rick Baker and Bud Strang; Scores Diner 324 Ave. A NW Winter Haven, FI 33881; Erin Killebrew Kinlaw 11:00am 1-on-1 w/Kelly; Tom Phillips</div>	3 <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever 9:00am Benefits Discussion ; Citrus Connection; Melissa Jervis</div>	4

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUNE 8, 2022
AGENDA ITEM #8b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, ED

Recommended
Action: Information only

Summary: Year to date ridership information for the entire system including LAMTD, Winter Haven, Rural and Demand Response through April 30, 2022

Attachments: Ridership Report.

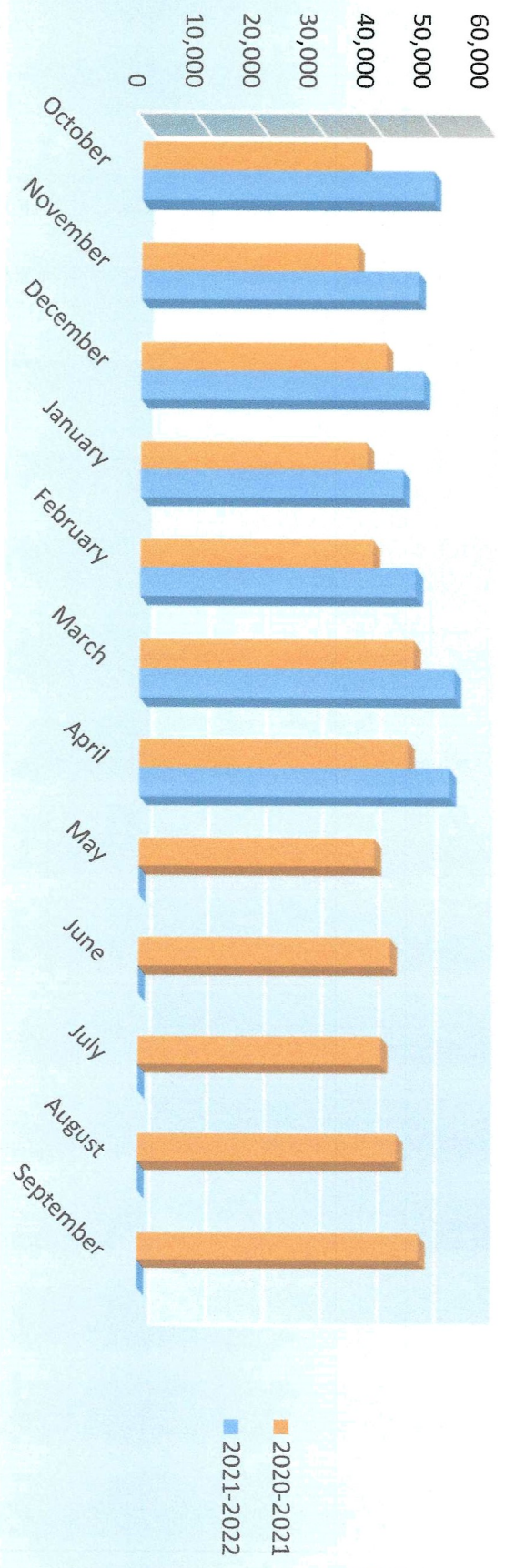
Citrus Connection and PCTS Fixed Route							
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Change
October	108,078	113,220	117,763	109,219	38,961	51,132	31%
November	106,998	104,149	104,192	89,803	37,733	48,506	29%
December	111,197	95,520	95,813	91,147	42,876	49,448	7%
January	103,647	93,227	106,080	96,288	39,609	45,948	7%
February	108,068	100,300	100,900	93,231	40,756	48,284	8%
March	116,794	99,916	101,697	76,736	47,989	55,170	7%
April	103,274	95,993	106,578	27,855	46,995	54,362	8%
May	108,224	95,476	104,034	39,257	41,267	0	0%
June	102,092	93,781	93,028	47,522	44,107	0	0%
July	98,193	92,042	103,793	35,612	42,568	0	0%
August	118,104	111,898	109,285	36,186	45,293	0	0%
September	89,794	98,550	100,468	38,505	49,269	0	0%
Totals	1,274,460	1,194,072	1,243,631	781,361	517,423	352,850	20%

Citrus Connection and PCTS Para-Transit Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	7,071	8,654	9,820	9,745	5,644	6,166	9%
November	7,002	7,940	8,495	8,246	4,759	5,466	15%
December	7,014	7,660	8,032	8,177	5,279	5,598	6%
January	7,521	9,478	8,846	8,734	4,924	5,542	13%
February	7,413	9,514	8,559	8,231	4,844	5,720	18%
March	8,715	10,469	9,204	6,109	5,582	6,673	20%
April	7,757	9,947	9,377	2,815	5,807	6,345	9%
May	8,460	9,534	9,801	3,590	5,531	0	0%
June	8,374	8,777	8,784	4,640	5,813	0	0%
July	8,131	8,247	9,502	4,527	5,512	0	0%
August	9,533	9,642	9,455	4,441	5,792	0	0%
September	6,711	8,437	7,866	4,790	5,969	0	0%
Totals	93,702	108,299	107,741	74,045	65,456	41,510	13%

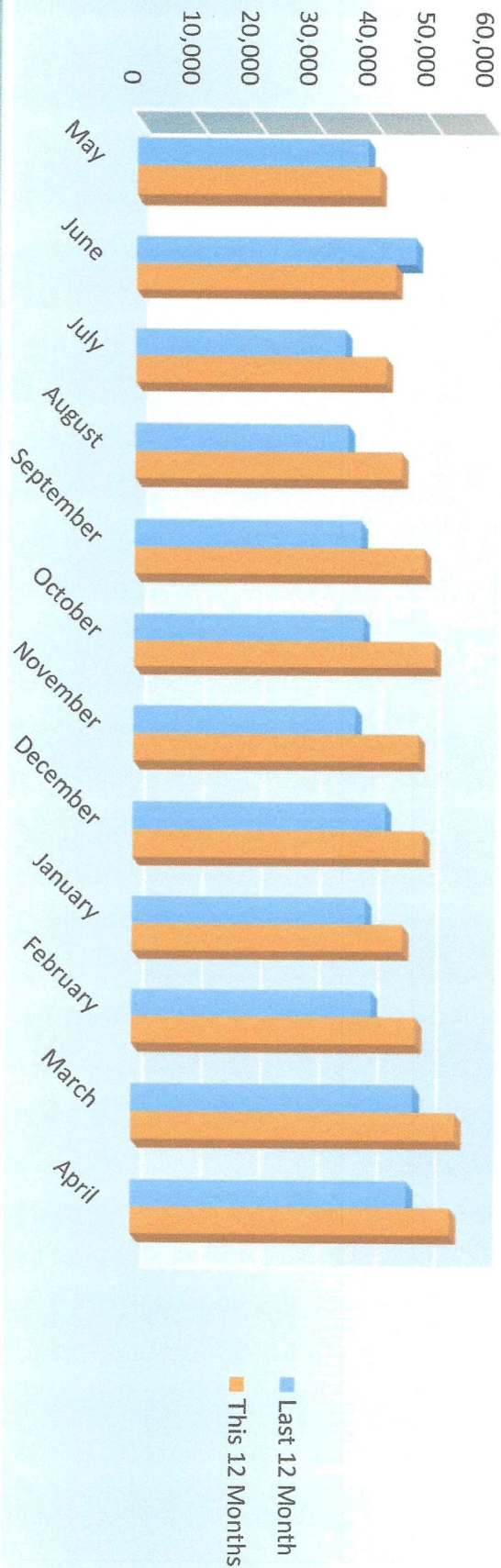
Citrus Connection only Fixed Route Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	67,636	73,349	74,739	67,938	27,810	31,976	15%
November	71,083	67,437	66,084	55,331	25,998	29,943	6%
December	72,646	60,879	60,217	55,960	30,003	31,307	2%
January	70,767	58,830	66,889	58,774	27,355	28,979	3%
February	71,884	63,140	62,854	57,800	27,781	30,468	4%
March	78,158	62,897	63,867	47,927	33,489	34,245	1%
April	67,338	59,873	67,078	19,363	32,830	33,214	1%
May	72,329	60,039	66,297	25,570	28,723	0	0%
June	67,965	59,754	60,242	30,667	31,074	0	0%
July	66,347	59,884	67,655	23,294	30,369	0	0%
August	79,427	71,375	70,546	23,297	31,515	0	0%
September	54,155	62,306	65,477	25,651	30,828	0	0%
Totals	839,734	759,763	791,945	491,572	357,775	220,132	7%

Citrus Connection only Para-Transit Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Change
October	3,229	4,025	4,745	4,889	2,454	2,946	20%
November	3,252	3,734	3,963	3,980	2,013	2,572	15%
December	3,154	3,444	3,818	3,930	2,140	2,648	15%
January	3,507	4,055	4,252	4,277	2,059	2,628	14%
February	3,505	3,909	4,248	4,255	2,100	2,448	9%
March	4,040	4,217	4,513	2,392	2,491	2,768	7%
April	3,694	3,935	4,630	1,111	1,910	2,257	9%
May	4,060	3,848	4,916	1,431	2,489	0	0%
June	3,880	3,627	4,352	2,041	2,496	0	0%
July	3,681	3,437	4,612	1,768	2,364	0	0%
August	4,306	3,978	4,686	1,960	1,774	0	0%
September	6,039	3,396	3,414	2,036	1,868	0	0%
Totals	46,347	45,605	52,149	34,070	26,158	18,267	20%

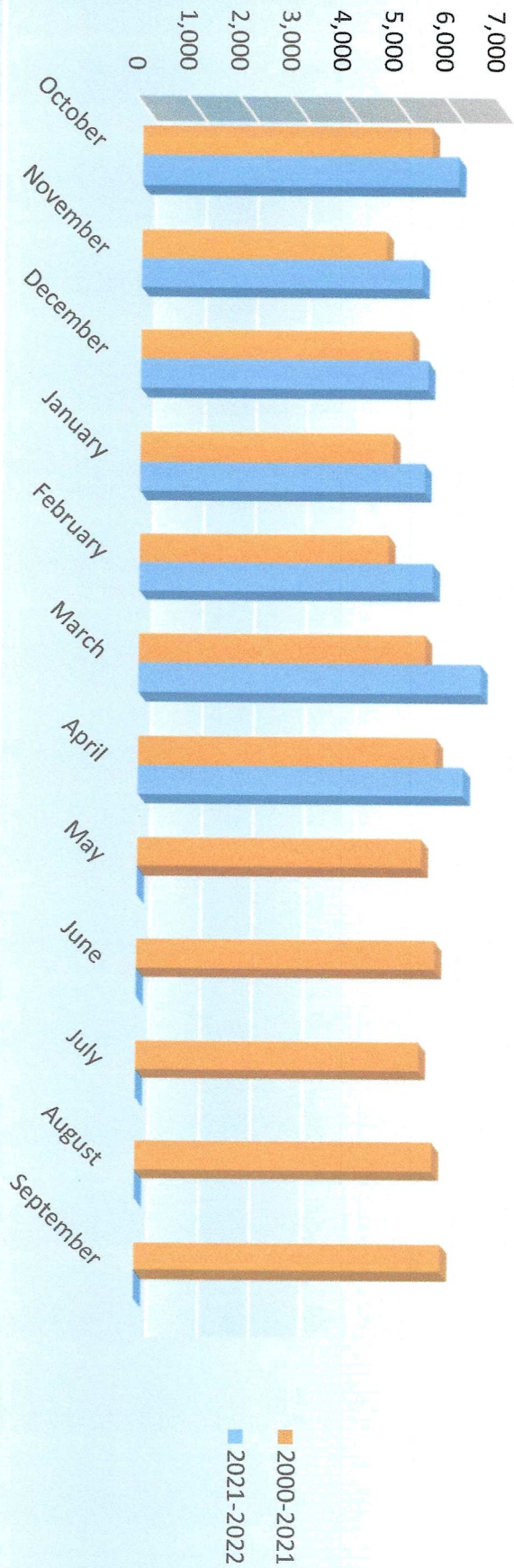
Citrus Connection and PCTS Fixed Route Total Ridership



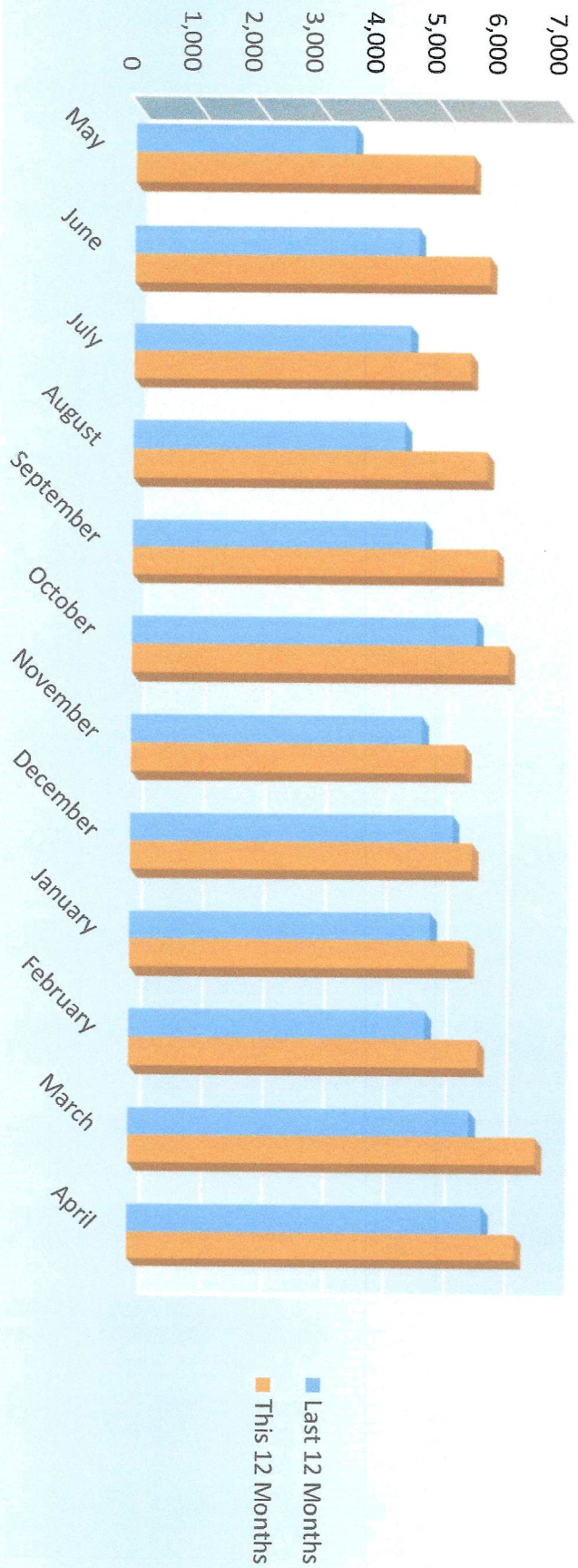
Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JUN 8, 2022
AGENDA ITEM #9

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD