

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, March 9th, 2022, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the February LAMTD Meeting	Approval
2. Public Comments	None
3. Employee Recognition / Aaron Dunn, Director of Revenue	None
4. Progress update for TDP / Julia Davis, Polk TPO	None
5. Audit Presentation / Daniel Anderson, CPA, Mauldin & Jenkins	Approval
6. Finance / Kelly Bennington, CPA, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. NE Polk County Transit Service Contract Modification	Approval
e. 2022 State Corridor Projects Public Transportation Grant Agreement	Approval
f. Asset Disposal	Approval
7. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
8. Executive <u>Informational</u> Summary / Tom Phillips	
a. February Calendar	None
b. Ridership and UAP Update	None
9. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAR 9, 2022
AGENDA ITEM #1

Agenda Item:	Approval of the LAMTD Meeting Minutes for February
Presenter:	James Phillips
Policy Analysis:	TA 6 Increase internal communication through systemic processes.
Recommended Action:	Board approval of the LAMTD Meeting Minutes from February.
Attachments:	February 9, 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, Feb 9th, 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 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 Jan 2022 LAMTD Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the Jan 2022 LAMTD Meeting”
1st Bill Mutz/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Progress update for TDP / Julia Davis, Polk TPO

Julia Davis came to speak to the upcoming engagement workshops with the public and businesses and how their feedback will assist with the TDP.

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 December 31, 2021
FY 2021-2022

Year to Date December 31, 2021					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	25%	\$2,991,945	\$4,997,517	167%	\$11.98 Million
Expenses YTD	25%	\$2,991,945	\$2,420,522	81%	\$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, Feb 9th, 2022 at 8:30 a.m.

REVENUES:

The total revenues realized year-to-date through December 31, 2021, totaled \$4,997,517 or 167% of the YTD budget.

- Farebox revenues reflect \$78,221 or 52% of YTD budgeted revenues through December 31, 2021, due to decline in Ridership and COVID-19. The Ridership is reflecting increase over the last quarter.
- Contract revenues (UAP) totaled \$34,862 over the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenue Budget totaled \$230,000 for the Atlantic Capital LLC agreement \$.1 million, Winter Haven Services \$92,730 and Bartow Services \$37,310 for shared services. Actual totaled \$4,500.
- Ad Valorem taxes totaled \$4.7 million. 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 \$1,946 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 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.
- Advertising income reflects \$27,720 in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget \$137,850.
- Misc. revenue reflects \$2,208 which is under budget.
- Gain on disposal of assets totaled \$5,600.
- The other revenues are showing a lag due to timing and being on a cash basis.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Feb 9th, 2022 at 8:30 a.m.

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

EXPENSES:

The total expenses year-to-date through December 31, 2021, totaled \$2.4 million or 81% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of December 31, 2021, these expenses totaled \$1.532 million or 20% under budget of \$1.934 million a favorable variance.
- Professional and Technical Services expenses totaled \$123,785 of the YTD budget which is approximately breakeven with the budget.
- Other services expenses totaled \$8,718 of the YTD budget, under budget for temporary services.
- Fuel expenses totaled \$132,795 YTD which is approximately breakeven with the budget.
- Materials and supplies totaled \$176,234 which is approximately breakeven with the budget.
- Dues and subscriptions totaled \$7,350 which is under budget while office supplies of \$24,329 is slightly over 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.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Budget for Tax Year 2021 totaling \$285,000 is not paid.

Other remaining expenses are under the YTD budget through December 31, 2021.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through December 31st the financials reflect a favorable actual variance of \$2.6 million with 25% of the fiscal year due to the influx of ad valorem income.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/20	9/30/19	9/30/18	9/30/17	9/30/16
1. Farebox Recovery Ratio (All modes)	8.48%	10.13%	13.00%	10.04%	13.95%
2. Cost per revenue hour	\$117.66	\$116.62	\$108.42	\$106.94	\$104.76
3. Revenue Hours	146,700	145,405	146,597	142,189	139,228
4. Fuel Cost (\$)	\$744,587	\$949,887	\$1,082,166	\$834,971	\$757,485
5. Ridership	855,409	1,294,771	1,252,600	1,346,211	1,393,620

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of December 31, 2021
Year to Date Report
Percent of FY Reported (25%)

Revenues

- The revenues totaled \$3.4 million over 100% of the year-to-date budget.
- The FTA grants drawdown shows no activity.
- Fare Revenues totaled \$10,922 or 37% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$362,830 in the FY Budget.
- The County funding reflects payments of \$3.01 million for the budgeted grants match.
- The FDOT Grants drawdown reflects no activity.
- Rural Grants Revenues reflects no activity.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.77 million or 79% of the year-to-date budget.
- Salaries and wages totaled \$883,753 or 78% of the YTD Budget.
- Operating expenses totaled \$528,766 or 79% 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 \$356,234 or 81% and is under budget.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of December 31, 2021
Year to Date Report
Percent of FY Reported (50%)
State FY July 1, 2021, thru June 30, 2022

LAKELAND AREA MASS TRANSIT DISTRICT
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Citrus Connection, Hollingsworth Meeting Room 1212
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Wednesday, Feb 9th, 2022 at 8:30 a.m.

Revenues

- The revenues totaled \$513,133 or 78% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$469,600 or 79% of the grant.
- Contract Revenues and other revenues totaled \$244.
- The County funding for the match totaled \$43,289 or 66%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$514,214 or 78% of the year-to-date budget.
- Salaries, wages and benefits totaled \$415,933 or 84% of the YTD Budget.
- Operating expenses totaled \$98,281 or 60% of the YTD Budget.

Operating Results

- Actual Revenues are under expenses by (\$1,082).

d. **Asset Disposal**

The District is proposing the disposal of these items based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1E.

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

Asset Disposal Chart						
Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TRIPS Useful Life	Current Status or Reason for Disposal	Current Condition
35' Fixed Route #1069, 2005 Gillig Phantom-ISM LAMTD Vehicle	10/26/2005	\$293,478.00	Between Scrap & Market Value	12 years or 500,000 mile	Over 16 years & 644,272 miles	All vehicles require a high level of maintenance and have exceeded the useful life
23' Para Transit #5104, 2012 Ford E450 Turtle Top County Vehicle	10/28/2011	\$72,962.00	Between Scrap & Market Value	5 years or 150,000 mile	Over 10 years & 321,554 miles	
22' Para Transit #5190, 2009 Ford E450 Turtle Top County Vehicle	06/28/2010	\$71,565.00	Between Scrap & Market Value	5 years or 150,000 mile	Over 11 years & 249,841 miles	

“Approve the disposal of three (3) rolling stock, fixed route, and/or paratransit buses that have surpassed their useful life in years of service and mileage, generating costly repairs or limited usage.”

1st George Lindsey/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
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George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Feb 9th, 2022 at 8:30 a.m.

Agenda Item #5– Legal

a. Payment Increase for Fort Meade

Outside the standard Fair Share agreement to Fort Meade, they have asked for increased service and increased in their payment to the district.

“Approve the funding increase to the fair share agreement”

1st Bill Mutz/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

b. Gibson Oaks Property, Resolution 22-06

An addition of land to the Lakeland Area Mass Transit District.

“Approve the addition of land to the District”

1st George Lindsey/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

a. Lakeland Regional Health Property, Resolution 22-07

An addition of land to the Lakeland Area Mass Transit District.

“Approve the addition of land to the District”

1st George Lindsey/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

b. VA Funding Agreement

An update the developer sent over the check to purchase the new buses and settle the impact fee credits.

Agenda Item #6 – Marketing / Erin Killebrew, Director of External Affairs

a. Squeeze Commercial

To increase awareness to the Squeeze and keep the public up to date on service changes, Marketing has developed this TV spot for public use.

Agenda Item #7 – Facilities and Maintenance / Jay Steinbauer, Director of Fleet Maintenance and Facilities

a. Update of East County Facility

The property located on Motor Pool Rd is currently owned by the City of Winter Haven and is currently under a long-term lease agreement with the Polk County Board of County Commissioners. The land was previously used by Polk County Transit as a storage yard for vehicles. The land is partially paved and has a small Electric Service connection, but no other amenities (water, sanitary sewage, or communications). The District is being granted use of the land of which we would like to use for light vehicle maintenance.

Phase One: The District’s goal would be to perform light maintenance activities at motor pool road location instead of the Winter Haven terminal. Installing a temporary office and restroom facility for staff use. Upgrade two gate operators and add barbed wire to fencing for increased security.

The estimated cost is as follows:

Mobile office with restroom \$2,000 per month

Barbed wire fencing \$2,000

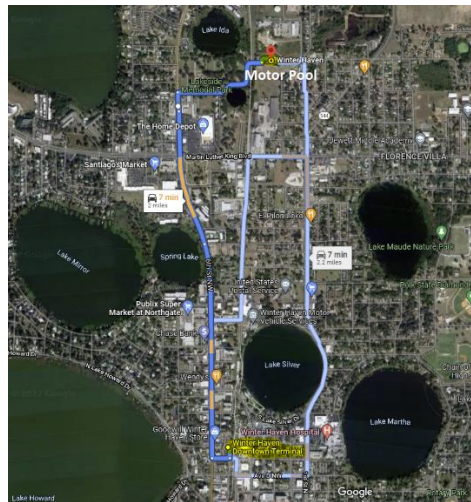
Upgrade electrical Panel \$12,000

Replace two gate operators \$14,000

Total cost year one not to exceed \$60,000

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As per the lease agreement, all plans for site improvements require approval by the City of Winter Haven prior to any property modifications.



Agenda Item #8 – Safety, Security, and Training

a. Approval of the 2022 Public Transit Agency Safety Plan (PTASP)

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

[Attachment available]

“Approve the PTASP for the 2022 year”

1st Martha Santiago/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #9 – Operations

a. Squeeze Inclement Weather Procedure

Since inception, the operations of the Squeeze has undergone revisions to get where it is now. Recently a provision to handle inclement weather was added.

[Attachment available]

“Approve the agency to publish the procedures for the Squeeze on our website”

1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Feb 9th, 2022 at 8:30 a.m.

Agenda Item #10 – Executive Director Report

- a. Agency Updates
 - Engagement survey starts Feb 11 with Dr. Ross coming back
 - COVID impacts to employment hours hit the agency hard
 - Fruitful discussions with the City of Lakeland's CRA staff

Agenda Item #11 – Executive Director Informational Summary

- a. January Calendar

[Attachment Available]

- b. Ridership and UAP Update

[Attachment Available]

Agenda Item #11 – Other Business

Commissioner Lindsey

- Would wish to see the LAMTD Taxing District fully exempted from the payment increments to the Lakeland CRA.
"Approve LAMTD staff to seek the exemption from the city of Lakeland"
1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Adjournment at 9:44 a.m.

Approved this 9th day of March 2022.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAR 9, 2022
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAR 9, 2022
AGENDA ITEM #3

Agenda Item: **Employee Recognition**

Presenter: Aaron Dunn, Director of Revenue Services

Recommended
Action: None

Summary: The Citrus Connection would like to take the time to recognize some employees for going above and beyond and for consistently meeting the community's needs in emergency situations.

Robert Wilson – Provides a clear example of not only how great our supervisors are but is an example of leadership within this agency.

Kevin Ivon – Recognized one of the passengers on the bus he was training on as a missing person and called in the details to help law enforcement interdict and reconnect the children with their families

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAR 9, 2022
AGENDA ITEM #4

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.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAR 9, 2022
AGENDA ITEM #5

Agenda Item: **Audit Presentation**

Presenter: Daniel Anderson, CPA, Mauldin & Jenkins

Recommended
Action: Staff recommendation is to accept the audit as presented

Summary: Staff from Mauldin & Jenkins have completed the annual audit report for LAMTD financials for FY20-21 and are here to present those results.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 9, 2022
AGENDA ITEM #6a

Agenda Item: January 31, 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

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

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

Year to Date January 31, 2022					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	33%	\$3,989,260	\$5,700,058	143%	\$11.98 Million
Expenses YTD	33%	\$3,989,260	\$3,259,759	82%	\$11.98 Million

REVENUES:

The total revenues realized year-to-date through January 31, 2022, totaled \$5,700,058 or 143% of the YTD budget.

- Farebox revenues reflect \$102,198 or an unfavorable 48% of YTD budgeted revenues through January 31, 2022, due to the decline in Ridership related to driver shortages and COVID-19.
- Contract revenues (UAP) totaled \$44,983 or 100% of YTD budgeted revenues 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 \$6,000.
- Ad Valorem taxes totaled \$5.2 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 \$3,174 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 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.
- Advertising income reflects \$58,430 which is in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget \$183,800.
- Miscellaneous revenue reflects \$2,251 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 January 31, 2022
FY 2021-2022

EXPENSES:

The total expenses year-to-date through January 31, 2022, totaled \$3.3 million or 82% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of January 31, 2022, these expenses totaled \$2.08 million or 19% under budget of \$2.58 million a favorable variance.
- Professional and Technical Services expenses totaled \$205,374 of the YTD budget which is 22% over budget.
- Other services expenses totaled \$10,809 of the YTD budget, 68% under budget for temporary services.
- Fuel expenses totaled \$172,407 YTD which is 5% under budget.
- Materials and supplies totaled \$222,919, 9% under budget.
- Dues and subscriptions totaled \$8,979 and office supplies of \$27,077 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 \$100,912 pertains to the lease purchase of buses and is within budget.
- Fixed and variable costs have contributed to some budget variances since it is a combination of a onetime costs and reoccurring costs with an overall favorable variance as of January 31, 2022.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through January 31st the financials reflect a favorable actual variance of \$2.4 million with 33% of the fiscal year completed predominantly due to the influx of ad valorem income.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/20	9/30/19	9/30/18	9/30/17	9/30/16
1. Farebox Recovery Ratio (All modes)	8.48%	10.13%	13.00%	10.04%	13.95%
2. Cost per revenue hour	\$117.66	\$116.62	\$108.42	\$106.94	\$104.76
3. Revenue Hours	146,700	145,405	146,597	142,189	139,228
4. Fuel Cost (\$)	\$744,587	\$949,887	\$1,082,166	\$834,971	\$757,485
5. Ridership	855,409	1,294,771	1,252,600	1,346,211	1,393,620



CitrusConnection

LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022

MONTHLY FINANCIAL STATEMENT

MONTH OF JANUARY 2022

CODE Account		Month				YTD					
		Actual	Budget	Variance		Actual	Budget	Variance		Approved Annual Budget	
				\$'s-Fav/(Unfav)	%			\$'s-Fav/(Unfav)	%		
R4	Farebox/Pass Sales	\$ 23,977	\$ 49,403	\$ (25,426)	-51%	\$ 102,198	\$ 197,610	\$ (95,412)	-48%	\$ 592,830	
R6	Contract Income (UAP)	\$ 10,121	\$ 11,196	\$ (1,075)	-10%	\$ 44,983	\$ 44,783	\$ 200	0%	\$ 134,350	
R3	Other Contract Revenue	\$ 1,500	\$ 19,170	\$ (17,670)	-92%	\$ 6,000	\$ 76,680	\$ (70,680)	-92%	\$ 230,040	
R5	Miscellaneous Income	\$ 44	\$ 1,667	\$ (1,623)	-97%	\$ 2,251	\$ 6,667	\$ (4,415)	-66%	\$ 20,000	
R7	Advertising Revenue	\$ 30,710	\$ 8,490	\$ 22,220	262%	\$ 58,430	\$ 33,960	\$ 24,470	72%	\$ 101,880	
R8	Investment/Interest Income (net)	\$ 1,228	\$ 3,667	\$ (2,439)	-67%	\$ 3,174	\$ 14,667	\$ (11,493)	-78%	\$ 44,000	
R9	Ad Valorum Income, net	\$ 567,725	\$ 469,195	\$ 98,530	21%	\$ 5,225,548	\$ 1,876,780	\$ 3,348,768	178%	\$ 5,630,340	
R10	FDOT Operating Grant	\$ (0)	\$ 126,843	\$ (126,843)	-100%	\$ (0)	\$ 507,370	\$ (507,370)	-100%	\$ 1,522,110	
R11	Federal Operating Grant	\$ -	\$ 244,368	\$ (244,368)	-100%	\$ -	\$ 977,470	\$ (977,470)	-100%	\$ 2,932,410	
R13	Cost Recovery	\$ 6,667	\$ 1,750	\$ 4,917	281%	\$ 8,896	\$ 7,000	\$ 1,896	27%	\$ 21,000	
R17	City of Lakeland	\$ 14,373	\$ 15,152	\$ (779)	-5%	\$ 58,928	\$ 60,607	\$ (1,678)	-3%	\$ 181,820	
R2	PCTS - Support Cost Reimb.	\$ 45,950	\$ 45,950	\$ -	0%	\$ 183,800	\$ 183,800	\$ -	0%	\$ 551,400	
R16	Gain on Disposal of Asset	\$ 250	\$ 467	\$ (217)	-46%	\$ 5,850	\$ 1,867	\$ 3,983	213%	\$ 5,600	
TOTAL REVENUES		\$ 702,542	\$ 997,315	\$ (294,773)	-30%	\$ 5,700,058	\$ 3,989,260	\$ 1,710,798	43%	\$ 11,967,780	
E1	Salaries	\$ 385,219	\$ 454,760	\$ 69,541	15%	\$ 1,444,426	\$ 1,819,040	\$ 374,614	21%	\$ 5,457,120	
E2	Employee Benefits	\$ 167,467	\$ 189,963	\$ 22,496	12%	\$ 640,310	\$ 759,850	\$ 119,540	16%	\$ 2,279,550	
E3	Advertising Fees	\$ 7,791	\$ 2,158	\$ (5,632)	-261%	\$ 16,992	\$ 8,633	\$ (8,358)	-97%	\$ 25,900	
E4	Professional & Technical Ser	\$ 81,589	\$ 42,235	\$ (39,354)	-93%	\$ 205,374	\$ 168,940	\$ (36,434)	-22%	\$ 506,820	
E5	Contract Maintenance Services	\$ 4,469	\$ 9,116	\$ 4,647	51%	\$ 21,765	\$ 36,463	\$ 14,698	40%	\$ 109,388	
E6	Other Services	\$ 3,557	\$ 8,521	\$ 4,964	58%	\$ 10,809	\$ 34,083	\$ 23,275	68%	\$ 102,250	
E7	Fuel & Lubricants	\$ 36,144	\$ 45,444	\$ 9,299	20%	\$ 172,407	\$ 181,774	\$ 9,367	5%	\$ 545,322	
E8	Freight	\$ 834	\$ 1,109	\$ 275	25%	\$ 2,675	\$ 4,435	\$ 1,760	40%	\$ 13,305	
E9	Repairs & Maintenance	\$ -	\$ 4,954	\$ 4,954	100%	\$ 20,723	\$ 19,818	\$ (905)	-5%	\$ 59,453	
E10	Materials & Supplies	\$ 56,685	\$ 61,338	\$ 4,652	8%	\$ 222,919	\$ 245,350	\$ 22,431	9%	\$ 736,050	
E11	Utilities/Telephone	\$ 12,308	\$ 13,271	\$ 962	7%	\$ 44,659	\$ 53,083	\$ 8,424	16%	\$ 159,250	
E13	Insurance Expense	\$ 37,463	\$ 35,429	\$ (2,034)	-6%	\$ 149,851	\$ 141,717	\$ (8,134)	-6%	\$ 425,150	
E15	Dues & Subscriptions	\$ 1,629	\$ 3,874	\$ 2,245	58%	\$ 8,979	\$ 15,495	\$ 6,517	42%	\$ 46,486	
E16	Education/Training/Meeting/Travel	\$ 6,211	\$ 11,610	\$ 5,399	47%	\$ 18,370	\$ 46,438	\$ 28,068	60%	\$ 139,315	
E17	Service Charges	\$ 2,840	\$ 1,155	\$ (1,685)	-146%	\$ 3,657	\$ 4,621	\$ 964	21%	\$ 13,863	
E18	Office Expense	\$ 2,749	\$ 7,503	\$ 4,754	63%	\$ 27,077	\$ 30,011	\$ 2,934	10%	\$ 90,033	
E19	Advertising & Promotions	\$ -	\$ 2,083	\$ 2,083	100%	\$ -	\$ 8,333	\$ 8,333	100%	\$ 25,000	
E20	Miscellaneous Expenses	\$ 2,692	\$ 6,720	\$ 4,028	60%	\$ 20,110	\$ 26,882	\$ 6,771	25%	\$ 80,645	
E21	Property Appraiser/Tax Collector Comm	\$ 11,355	\$ 15,498	\$ 4,144	27%	\$ 126,738	\$ 61,993	\$ (64,744)	-104%	\$ 185,980	
E22	LDDA, CRA Contributions	\$ -	\$ 23,750	\$ 23,750	100%	\$ -	\$ 95,000	\$ 95,000	100%	\$ 285,000	
E23	Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ 31,489	56%	\$ 100,912	\$ 226,867	\$ 125,955	56%	\$ 680,600	
TOTAL EXPENDITURES		\$ 847,235	\$ 997,315	\$ (150,080)	-15%	\$ 3,259,759	\$ 3,989,260	\$ (729,501)	-18%	\$ 11,967,780	
(OVER)/UNDER EXPENDITURES		\$ (144,693)	\$ -	\$ (144,693)		\$ 2,440,299	\$ -	\$ 2,440,299		\$ -	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 9, 2022
AGENDA ITEM #6b

Agenda Item: January 31, 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

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 9, 2022
AGENDA ITEM #6b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of January 31, 2022
Year to Date Report
Percent of FY Reported (33%)

Revenues

- The revenues totaled \$3.4 million over 100% of the year-to-date budget.
- The FTA grants drawdown shows no activity.
- Fare Revenues totaled \$13,898 or 36% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$362,830 in the FY Budget.
- The County funding reflects payments of \$3.03 million for the budgeted grants match.
- The FDOT Grants drawdown reflects no activity.
- Rural Grants Revenues reflects no activity.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$2.4 million or 81% of the year-to-date budget.
- Salaries and wages totaled \$1.2 million or 76% of the YTD Budget.
- Operating expenses totaled \$771,319 or 87% 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 \$481,945 or 83% and is under budget.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 3,029,262	\$ 1,009,754	\$ 3,029,262	300%
Other Contract Revenue - County	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 177,870	\$ 362,827	204%
County Contribution - PCTS	\$ -	\$ -	\$ -	
Other Revenue Transfer Cares Funding	\$ -	\$ -	\$ -	
Fares	\$ 117,250	\$ 39,083	\$ 13,898	36%
FDOT Block Grants:				
GOV71/G1481 - WHAT/ADA	\$ 625,820	\$ 208,607	\$ -	0%
RURAL	\$ 1,492,450	\$ 497,483	\$ -	0%
SUNRAIL	\$ 249,740	\$ 83,247	\$ -	0%
FTA				
FTA 5307 Grant	\$ 2,924,537	\$ 974,846	\$ -	0%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 2,990,890	\$ 3,405,987	114%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,552,010	\$ 1,517,337	\$ 1,159,801	76%
Contract	\$ 1,750,000	\$ 583,333	\$ 481,945	83%
Operating	\$ 2,670,660	\$ 890,220	\$ 771,319	87%
Capital - Loughman Route	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 2,990,890	\$ 2,413,065	81%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 9, 2022
AGENDA ITEM #6c

Agenda Item: January 31, 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

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 9, 2022
AGENDA ITEM #6c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of January 31, 2022
Year to Date Report
Percent of FY Reported (58%)
State FY July 1, 2021, thru June 30, 2022

Revenues

- The revenues totaled \$571,739 or 75% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$522,270 or 76% of the grant.
- Contract Revenues and other revenues totaled \$328.
- The County funding for the match totaled \$49,141 or 64%.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$665,991 or 87% of the year-to-date budget.
- Salaries, wages, and benefits totaled \$494,333 or 86% of the YTD Budget.
- Operating expenses totaled \$171,659 or 90% of the YTD Budget.

Operating Results

- Actual Revenues are less than expenses by (\$94,252). 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 used on other routes. We are currently analyzing expenses that should potentially be reallocated from TD to LAMTD/PCTS.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 131,526	\$ 76,724	\$ 49,141	64%
Contract Revenue	\$ 151	\$ 88	\$ 328	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,183,733	\$ 690,511	\$ 522,270	76%
Total	\$ 1,315,410	\$ 767,323	\$ 571,739	75%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 990,070	\$ 577,541	\$494,333	86%
		\$ -		
Operating	\$ 325,340	\$ 189,782	\$ 171,659	90%
Total	\$ 1,315,410	\$ 767,323	\$665,991	87%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 09, 2022
AGENDA ITEM #6d

Agenda Item: Transit Service Provider for North East Polk County
Contract Modification(s).

Presenter: Kelly Bennington, CFO

Recommended Action: Recommend the Board approve an increase to the annual
contracted Not to Exceed amount and 2023 service rates.

Anticipated Funding Source: Federal and State Operating Grants for Polk County, in
accordance with the existing Interlocal Agreement.

Summary: Transitions Commute Solution, LLC was awarded the
North East Polk County Transit Service Provider Contract,
19-016, on August 15, 2019. The fixed fee contract
was the result of a competitive solicitation, awarded with
a 3-year base term, two 1-year options and a Not to Exceed
amount of \$1,212,460 annually.

In Fiscal Year 2020 contract expenditures averaged
\$88,754 monthly, totaling \$1,065,043 for the year. In
2021, the District increased its route frequency, bringing
the average monthly expenditure to \$129,545 or
\$1,554,524 for the year; within our Interlocal Agreement
with Polk County but exceeding the annual Contracted
Not to Exceed Amount by over \$340,000.

For Fiscal Year 2022, the District anticipates an estimated
\$1,600,000 in expenditures. Additionally, acknowledging
an incumbent requested rate increase, as allowable under
the contract and with acceptance of renewal term 1 of 2.
The rate increase would bring the total annual Not to
Exceed amount to roughly \$1,696,000. This amount is in
the Polk County's \$1,750,000 budget. It is for this reason
the District seeks to modify the annual contracted Not to

AGENDA ITEM #6d – CONT.

Exceed amount, to match that of the \$1,750,000 allocated budget.

The requested increase was thoroughly vetted and presented to our most stringent grantor (the FDOT) for concurrence.

Attachments: Contract Modification #4
Findings and Determinations for requested rate increase

Bilateral Contract Modification

1. CONTRACT No. 19-016	2. MODIFICATION No. 4	3. ISSUED: 2/11/2022
4. CONTRACT: Transit Service Provider	5. CONTRACTOR Transitions Commute Solutions.	
6. ISSUED BY: Lisa Harris, Contracts Specialist Direct Dial: (863) 327-1314 Email: LHarris@ridecitrus.com		7. NUMBER OF PAGES: 1
8. MODIFICATION OF CONTRACT: The contract identified in Block 1, is hereby modified as described below. Except as provided herein, all other provisions of the contract, as hereto amended, shall remain unchanged and in full force and effect.		
9. Amount of Modification and or Change Order	An Estimated increase of \$537,540 for the current contract term	

This document contains mutually accepted modifications, confirmations, and/or acknowledgments to the Transit Service Provider Terms and Pricing under LAMTD Contract No 19-016.

11. DESCRIPTION OF MODIFICATION:

Contract 19-016, Section 7, Paragraph (b) – Maximum Contract Amount:

- 1) Replace the referenced Not to Exceed amount of \$1,212,460 with the amount of \$1,750,000

[END]

10. AGREEMENT TO MODIFICATION, CHANGEORDER, OR ACKNOWLEDGEMENT:

As to the Contractor:

As to the District:

/ /

Signature Date:

Jeff Beccaris, CFO on behalf of
Justin Rison, President and GM

Print Name Title:

/ /

Signature Date:

Tom Phillips Executive Director

Print Name Title:

LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)

Office of Purchasing and Contracts
1212 George Jenkins Blvd, Lakeland Florida 33815

Findings and Determination Memorandum

DATE:	December 6, 2021	Solicitation #	19-016G
ACTION ITEM:	Transitions Commute Solutions Contract Review		

FINDINGS

In regard to the Contractors 11/5/21 request for a \$6 per revenue hour price increase, the following factors were taken into consideration.

1. Regarding labor rates:

- The contractor would like to increase their driver's rate of pay by \$2.50 to \$3.50 an hour, stating:
 - They currently pay an average of \$13.25 an hour and are having trouble with employee retainage.
 - They would like to increase 60% of their driver's hourly wage by \$2.50 and the other 40% by \$3.50.
 - "We would like to immediately increase our starting wage to \$15 an hour with a step increase maximum wage of \$16.50"
 - "We believe reaching for a \$16.50 an hour rate would support better retention"
- Market research shows:
 - The labor rate / minimum wage increase was a campaign topic in 2012, reignited in 2016, and in the House January 2019.
 - The Raise the Wage Act passed 2021, increasing the minimum wage to \$9.50 per hour that year, then to \$11 in 2022, \$12.50 in 2023, \$14 in 2024, and \$15 in 2025.
 - Unemployment is paying \$275 weekly for up to 12 weeks.
- Clarification Needed and requested 11/16/21:
 - As part of the cost analysis, I requested:
 - The number of individuals needed to service the routes without paying overtime.
 - I also requested payroll reports to confirm the initial and current wage being paid to drivers?

2. Regarding fuel costs:

- The contractor would like to increase their fuel rates by \$.50 per gallon, stating:
 - Their price proposal was structured around fuel being at a maximum rate of \$2.75 per gallon.
 - "Over the last fiscal year, the fuel rates have averaged above \$3.00 a gallon".
 - "We also average slightly above 2 gallons of fuel per revenue hour per route".
- Market research shows:
 - Fuel prices are at a 10-year high.
 - Average cost of fuel, in Florida, is \$3.14 - \$3.45 per gallon.
- Clarification Needed - none

3. Cost to bring service In-House – not feasible:

- The District does not have the necessary vehicles to perform this service
 - Vehicle cost is estimated at \$150,000 each
 - Preventive maintenance for said vehicles is \$1,200 each
- The District does not have the necessary staff to perform this service
 - Per the Director of Revenue Services, the District is having difficulty finding drivers as it is.
- Other areas of consideration would be:
 - Travel time to service this location
 - Travel time for a broken-down bus

- The cost per deadhead mile
- Scheduling
- Etc.

4. Contract Parameters:

- The District entered into a Contractual Agreement with Transitions Commute Solutions for a 3-year Base Term ending 08/24/2022 with two 1-year Option Terms expiring 08/14/24.
- The Type of Contract executed is defined as an Indefinite Delivery/Indefinite Quantity contract with Firm, Fixed Fees for services specified. There is no limit on the number of orders that may be issued under said contract.
- Invoicing is based on the service/revenue hours provided and contracted hourly rate, as accepted under the Price Schedule.
- Price Escalation / De-escalation is permissible, as outlined in section 2.11E of the solicitation/contract.
 - More specifically, "Should the Contractor desires to request a rate increase, it shall be pursuant to the following escalation clause(s) and allowable during the renewal period of the Contract. The Contractor shall submit, no later than ninety (90) Days prior to the renewal date".
 - In no event shall either the escalation, or the de-escalation, exceed six (percent (6%) in any year.
- The Contractual Price/ Fee Schedule is an all-inclusive firm fixed price per type of service.
 - Fully burdened hourly rates include all wages, overhead, indirect costs, general and administrative expense, fees, and profit.
 - The Contractual Price/ Fee Schedule provides "Option Terms" that shall become applicable when implementing additional routes.

OPTION TERMS PRICING				
Line Item	Description of Supply/Service	Optional Service Hours	Unit Price	Extended Rate
5	Hourly weekday only rate (Monday - Friday)	1	\$ 45	\$ 45.00
6	Hourly weekends only rate (Saturday)	1	\$ 45	\$ 45.00
7	Hourly combination rate (Monday - Saturday)	1	\$ 45	\$ 45.00
10	Hourly ADA or Non-ADA Demand Response weekday only rate (Mon - Fri)	1	\$ 50	\$ 50.00
11	Hourly ADA or Non-ADA Demand Response combination rate (Mon - Sat)	1	\$ 50	\$ 50.00

5. Over Payment:

The afore noted over payment was found to be the result of improperly documenting the renaming of routes listed under Section 2.4 A of the solicitation/contract and the Price Schedule line items 1 – 4 and has been stricken from the Findings & Determinations for this reason.

6. Other miscellaneous concerns:

- As our monthly revenue hours are increasing, however, our fare collections are decreasing.
 - In FY20, we averaged 1,473 in monthly revenue hours with an average of \$2,366 in monthly fare collection
 - In FY21, we averaged 1,916 in monthly revenue hours with an average of \$2,083 in monthly fare collection
 - In FY22, we averaged 2,149 in monthly revenue hours with an average of \$1,997 in monthly fare collection
 - Through senior staff and ridership reports, this is believed to be the result of a reduction in patron usage and requires not further investigation.
- Based on the FY22 average monthly revenue hours (2,149) and a \$6 per hour rate increase, the requested rate change would cost the District an additional \$12,895 monthly or \$154,738 annually.

DETERMINATION

1. As to the **labor rate**, Procurement finds this to be an irrelevant factor.
 - o All areas of industry are having trouble retaining staff, despite incentives.
 - o The minimum wage requirements would not be in effect during this contract term.
2. As to the unforeseen surge in **fuel prices**, Procurement finds this to be a relevant factor.
 - o Relevance is based on market research and OPIS reporting.
3. The cost to bring the service **in-house** is not feasible.
 - o Should the contract terminate, a new solicitation would be our best course of action, with an April 2022 posting, allowing for a June award and August 2022 start date.
 - o The incumbent would be entitled to rebid the service unless extenuating circumstances dictate otherwise.
4. As to the **contract parameters**, Procurement finds this to be a relevant factor.
 - o A rate increase may be requested 90 days prior to contract renewal. The base contract term does not expire until August of 2022, making such a request allowable May 2022.
 - o The base term pricing was comprised of 4 routes, all additional routes are to reflect option pricing.
5. The District may have **overpaid** for additional routes, Procurement finds this to be a relevant factor.
A contract modification shall be drafted to properly document the renaming of routes; previously considered "additional".
6. As to the **other miscellaneous concerns**, Procurement finds this to be a relevant factor.
 - o Our monthly revenue hours are increasing while fare collections are decreasing. Per senior staff, it is believed to be the result of a reduction in ridership and requires not further investigation.

In conclusion, with senior staff's advisement:

- The District shall address the aforementioned appearance of over payment by way of a contract modification.
- The District finds the fluctuation in fare collections to be an irrelevant factor.
- The District is not able to authorize the requested rate increase for FY22, as it is unbudgeted for the fiscal year requested and outside of the allowable parameters of the contract.
 - o The District offers the following resolution options:
 - 1) Negotiate a rate increase to be presented to the Board of Directors for the FY23 budget. Said budgetary requests are required by March of the prior fiscal year (2022). This option allows the incumbent to retain the contract with a rate increase at the renewal term. Should negotiations fail, this option allows ample time for the District to rebid the service.
 - 2) Rebid the service April 2022, with an August 2022 award, allowing the incumbent to rebid at the necessary rate. This option does not guarantee service continuation with the incumbent after the base term expiration date of August 2022.

APPROVING OFFICIAL			
SIGNATURE:			
NAME/TITLE:	Lisa Harris, Contract Specialist	DATE:	12/8/21
SIGNATURE:			
NAME/TITLE:	Todd Morrow, Procurement Manager	DATE:	12/8/21
SIGNATURE:			
NAME/TITLE:	David Persaud, CFO by Tom Phillips	DATE:	12/14/21

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: MARCH 9, 2022
AGENDA ITEM #6e

Agenda Item: **Florida Department of Transportation (FDOT) 2022 State Corridor Projects Public Transportation Grant Agreement (PTGA) for the District and Resolution #22-08**

Presenter: Kelly Bennington, CFO

Recommended Action: Recommend Approval to accept additional funding under the Florida Department of Transportation (FDOT) Public Transportation Grant Agreement (PTGA) (FM#414063-1-84-08), and associated Resolution #22-08 for the District.

Summary: FDOT has allocated funding in the amount of \$409,600 with \$409,600 in local funds for a total of \$ 819,200 in Fiscal Year 2022. This funding will allow the District to continue providing travel options and reducing traffic congestion in the S.R. 37 (South Florida Avenue) Corridor.

Attachments: Resolution #22-08

RESOLUTION # 22-08

A RESOLUTION of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, and the acceptance of a grant award from the Department.

WHEREAS, **Lakeland Area Mass Transit District** has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

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

1. That the PTGA for item-Segment-Phase-Sequence 414063-1-84-08. Transit Corridor Development Program
2. The submission of a grant application(s), supporting documents, and/or assurances to the Florida Department of Transportation is approved.
3. Tom Phillips, Executive Director is authorized to sign the application, accept a grant award, and enter into, modify or terminate any subsequent award contract or agreement related to this grant application unless specifically rescinded.

DULY PASSED AND ADOPTED THIS March 9, 2022

By: _____
(Signature)

Sara Roberts-McCarley, Board Chair
Lakeland Area Mass Transit District

ATTEST:

_____ (seal)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
March 09, 2022
AGENDA ITEM 6f

Agenda Item: **Asset Disposal**

Presenter: Kelly Bennington, CFO

Policy Analysis: TA 4 Increase ridership by combining prioritized and necessary elements to enhance the customer experience.

Recommended Action: Recommend Board approve the disposal of one (1) service vehicle that has surpassed its useful life in years of service and mileage, generating costly repairs or limited usage.

Summary: The District is proposing the disposal of these items based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1E.

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

Asset Disposal Chart						
Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TRIPS Useful Life	Current Status or Reason for Disposal	Current Condition
Support(Ops) Van #205 2010 Dodge BraunAbility LAMTD Vehicle	05/27/2011	\$40,688.00	Between Market Value & Scrap	4 years or 100,000 miles	Over 10 years and 158,948 miles	Vehicle requires a high level of maintenance and has exceeded the useful life

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: MAR 9, 2022
AGENDA ITEM 7a

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: FEB 9, 2022
AGENDA ITEM 8a

Agenda Item: **February calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

Today		<	>	February 2022		Washington, D.C. ▾		Today 76° F / 44° F	Tomorrow 53° F / 38° F	Wednesday 44° F / 36° F	Month ▾
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
Jan 30	31	Feb 1	2	3	4	5					
	10:00am 1-on-1 w/HR; Tom Phillips	2:00pm Warner: Gents	<div>Early Dismissal- 11:30a (Montessori)</div> <div>Groundhog Day; United States</div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div>	<div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div> <div>4:00pm Feb Monthly LAMTD Board Direction Meeting ; Hollingsworth Board Room and Zoom; James Phillips</div>							
6	7	8	9	10	11	12					
	<div>10:30am Future of Transportation Summit Taping; PGTV Studio; PGTV</div> <div>1:00pm LAMTD Meeting - CRA/CC ; Citrus Connection - 1212 George Jenkins Blvd, Lakeland FL, 33815; Colon Martinez, Jorge</div>	<div>8:30am Email Ridership Update to LAMTD Board of Directors</div> <div>9:30am Future of Transportation Summit Taping Off-site Locations; Future Intermodal Site, Gow Fields Park n Ride, Downtown Lakeland Terminal, Posner Park n Ride; James Phillips</div>	<div>8:30am LAMTD February Board Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips</div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div>	<div>8:00am Repatha</div> <div>9:00am Strategy Meetings; James Phillips</div>	2:00pm Lunch w/ Todd Bond	Lincoln's Birthday; United States					
13	14	15	16	17	18	19					
	<div>Valentine's Day; United States</div> <div>9:30am Board Meeting Follow-up Questions; Tom Phillips</div> <div>10:00am Strategy Meetings; James Phillips</div> <div>11:30am East Side Facility; Hollingsworth ; Tom Phillips</div>		<div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> <div>12:30pm Avail Meeting; Main Board Room Conference; Ivan Arias</div> <div>12:30pm Citrus/Avail- Hosting Discussion; Microsoft Teams Meeting; cingram@av...</div> <div>5:00pm Attendance Boundary Committee (ABC) Meeting; Superintendent's Large ...</div>	<div>9:00am 1-on-1 w/HR; Tom Phillips</div> <div>11:00am Meeting with Rick Johnson; Conference Room; 104 S Church Ave, Mulberry, FL 33860</div>	<div>No School (McKeel & Montessori)</div> <div>8:00am OFF</div>						
20	21	22	23	24	25	26					
	<div>President's Day</div> <div>5:00pm Gang Task Force; Conf Rm City Comm; Conf Rm City Hall Chamber; Koos, Kelly</div>	<div>9:00am CRA Meeting w/Chair; Hollingsworth Board Room; James Phillips</div>	<div>10:00am 1-on-1 w/HR; Tom Phillips</div> <div>10:30am 1-on-1 w/Kelly; Tom Phillips</div>	<div>8:00am Repatha</div> <div>9:00am Polk TPO TDP Public Workshop (Tom P & Julia D) PGTV [This is the Staff ...</div> <div>9:00am Transportation Advisory Network ; PGTV Studio, 1st floor of County Admi...</div> <div>10:00am TDP - Public Workshop #1 & T...</div> <div>1:00pm Gents</div>	<div>7:30am Senior Staff Photos; RP Funding Center by the veterans memorial; James Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWlUT09; James Phillips</div> <div>10:30am Strategy Meetings; James Phillips</div>						
27	28	Mar 1	2	3	4	5					
	<div>10:00am 1-on-1 w/HR; Tom Phillips</div> <div>4:00pm LEDC February Meeting; 502 E. Main Street, Catapult 3.0; Steve Scruggs</div>	<div>8:30am Benny</div> <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div> <div>1:00pm Tom Phillips and Egypt Adventures Travel; +1 863-255-3948; egyptadventurestravel@gmail.com</div>	<div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> <div>12:30pm Team Building; James Phillips</div>	<div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div> <div>9:00am Strategy Meetings; James Phillips</div> <div>11:30am Employee Engagement Survey De-brief; https://us02web.zoom.us/j/88189675797?pwd=VS83dXZlcDRjc09wYnBXSlF3bWM...</div> <div>2:00pm FW: Citrus Connection Proposal Review; brittiany.bernard@masabi.com</div>	<div>8:00am Agenda Study or Intern Meeting</div> <div>11:30am Lunch with Tom Phillips; nealbward@gmail.com</div>						

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: MARCH 9, 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 January 31, 2021

Attachments: Ridership Report.

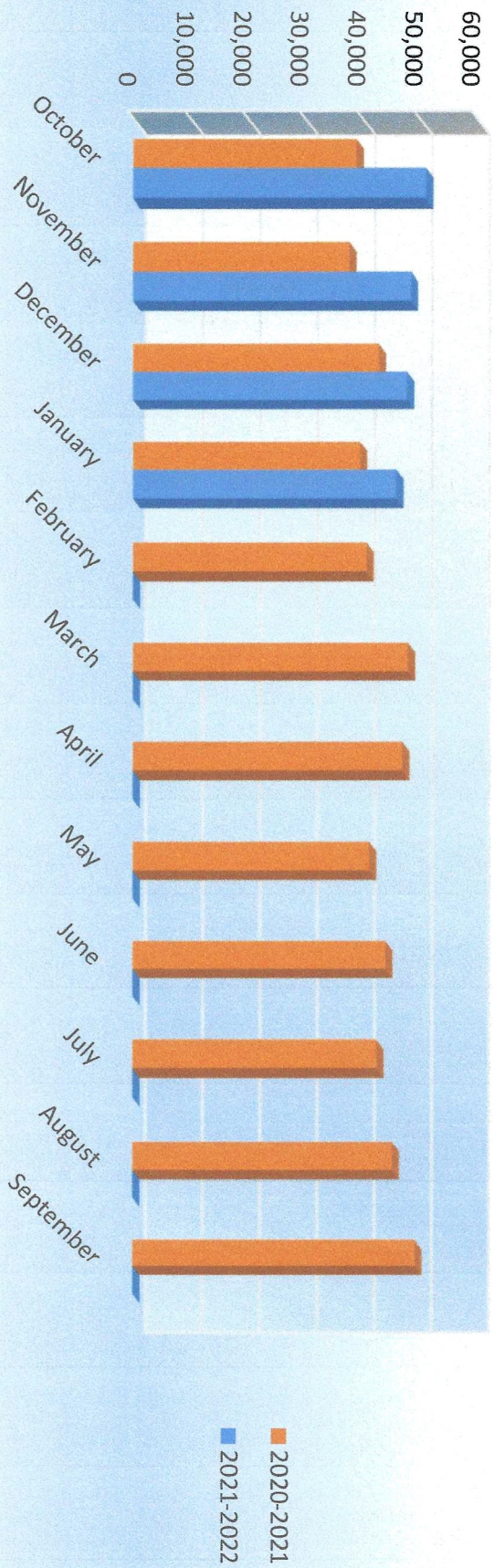
Citrus Connection and PCTS Fixed Route							
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Change
October	108,078	113,220	117,763	109,219	38,961	51,132	31%
November	106,998	104,149	104,192	89,803	37,733	48,506	29%
December	111,197	95,520	95,813	91,147	42,876	47,771	5%
January	103,647	93,227	106,080	96,288	39,609	45,948	7%
February	108,068	100,300	100,900	93,231	40,756	0	0%
March	116,794	99,916	101,697	76,736	47,989	0	0%
April	103,274	95,993	106,578	27,855	46,995	0	0%
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	193,357	21%

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	0	0%
March	8,715	10,469	9,204	6,109	5,582	0	0%
April	7,757	9,947	9,377	2,815	5,807	0	0%
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	22,772	11%

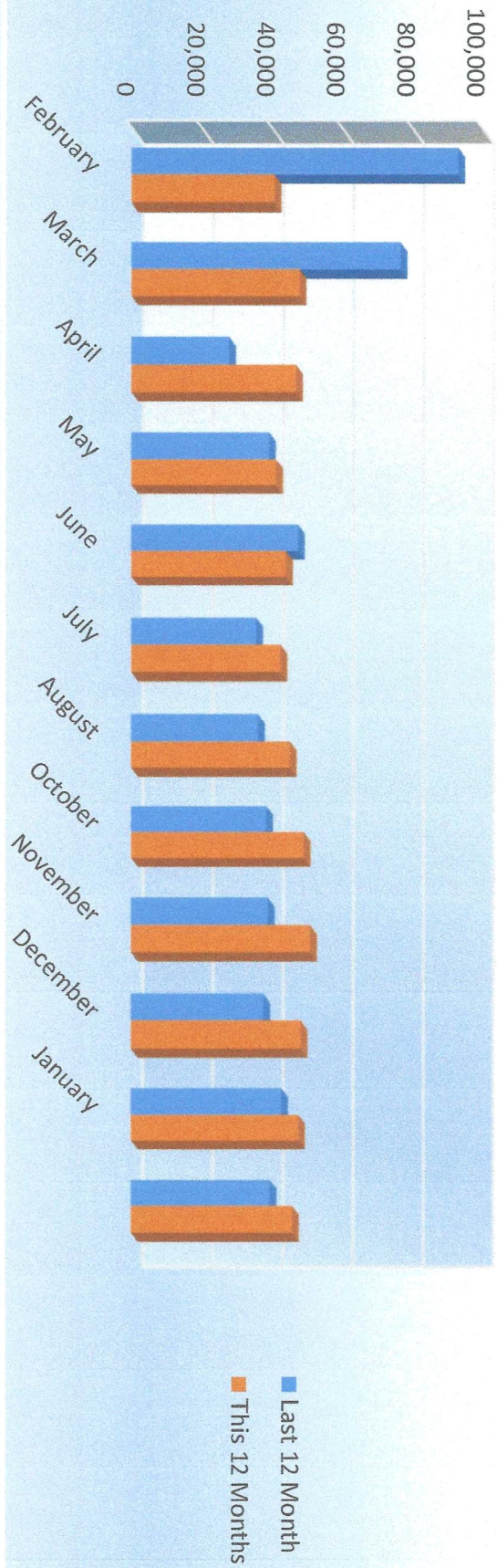
Citrus Connection only Fixed Route Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	67,636	73,349	74,739	67,938	27,810	31,976	15%
November	71,083	67,437	66,084	55,331	25,998	29,943	6%
December	72,646	60,879	60,217	55,960	30,003	29,630	-1%
January	70,767	58,830	66,889	58,774	27,355	28,979	3%
February	71,884	63,140	62,854	57,800	27,781	0	0%
March	78,158	62,897	63,867	47,927	33,489	0	0%
April	67,338	59,873	67,078	19,363	32,830	0	0%
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	120,528	8%

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	0	0%
March	4,040	4,217	4,513	2,392	2,491	0	0%
April	3,694	3,935	4,630	1,111	1,910	0	0%
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	10,794	25%

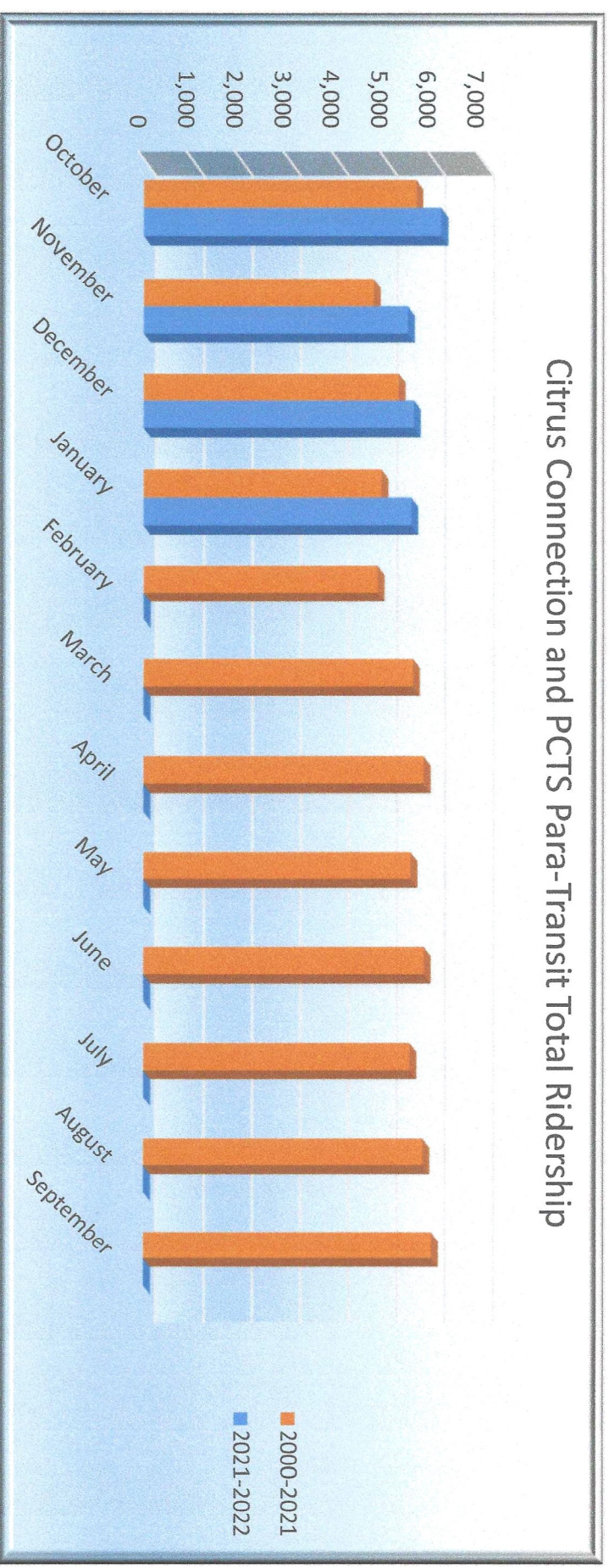
Citrus Connection and PCTS Fixed Route Total Ridership



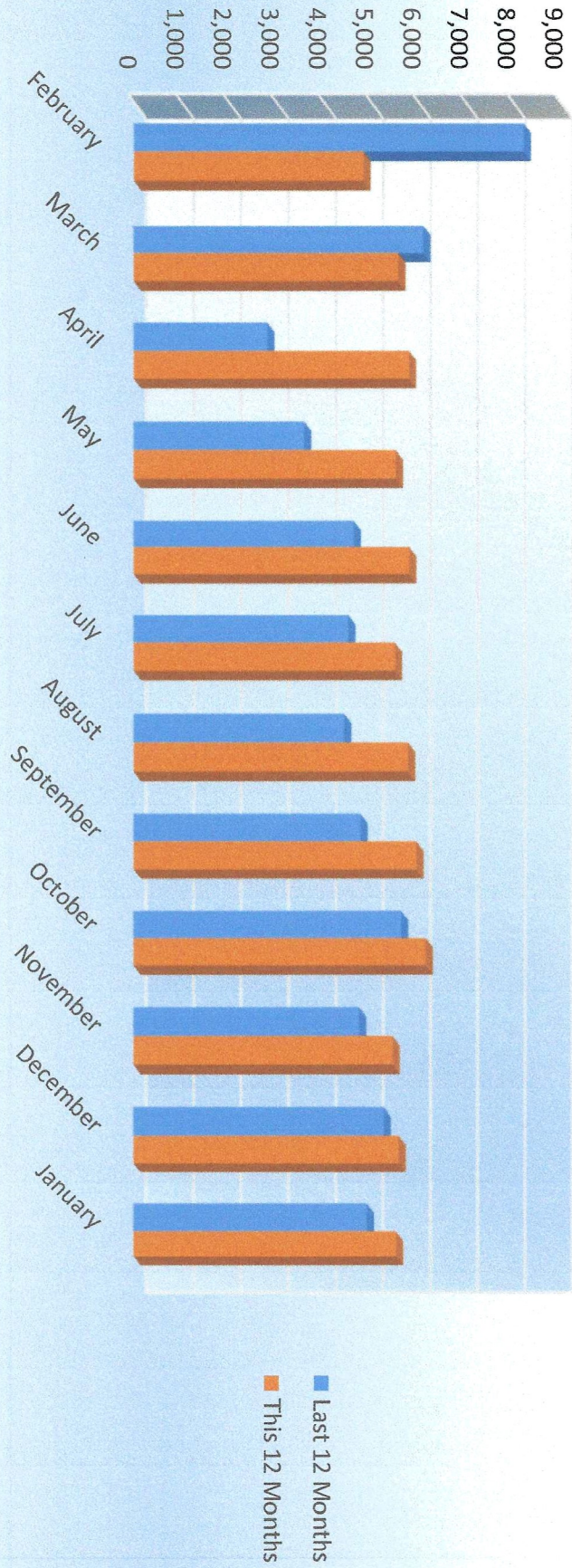
Citrus Connection and PCTS Fixed Over 12 Months



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: MAR 9, 2022
AGENDA ITEM #9

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD