

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, Sep 14th, 2022, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the Aug LAMTD Meetings	Approval
2. Public Comments	None
3. Finance / Kelly Bennington, CPA, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Section 5310, Resolution 22-22	Approval
e. State Corridor PTGA, Resolution 22-23	Approval
4. Human Resources / Steve Schaible, Director of HR	
a. Commercial Drivers License (CDL) Requirements for Citrus Connection Bus Operators	None
5. Planning / James Phillips	
a. Municipal Contribution Calculations	None
6. TDP Public Comment Period/Review TDP / Julia Davis, Polk TPO	Approval
7. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
8. Executive <u>Informational</u> Summary / Tom Phillips	
a. Aug Calendar	None
b. Ridership and UAP Update	None
9. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPT 14, 2022
AGENDA ITEM #1

Agenda Item:	Approval of the LAMTD Meeting Minutes for August
Presenter:	James Phillips
Policy Analysis:	TA 6 Increase internal communication through systemic processes.
Recommended Action:	Board approval of the LAMTD Meeting Minutes from August.
Attachments:	August 10, 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
Thursday, Aug 10th, 2022 at 8:30 a.m.

Directors:

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

8:32am By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

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

[Attachments available]

“Approval of meeting minutes for the July 2022 LAMTD Meeting”
1st George Lindsey III/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Finance

- a. LAMTD Financials

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

Year to Date June 30, 2022					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY %	Annual Budget
Revenue YTD	75%	\$8,975,835	\$8,598,496	96%	\$11.97 Million
Expenses YTD	75%	\$8,975,835	\$7,522,090	84%	\$11.97 Million

REVENUES:

The total revenues realized year-to-date through June 30, 2022, totaled \$8.60 million or 96% of the YTD budget.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Thursday, Aug 10th, 2022 at 8:30 a.m.

- Farebox revenues reflect \$247,689 or an unfavorable 44% of YTD budgeted revenues through June 30, 2022, due to the decline in Ridership related to driver shortages and COVID-19.
- Contract revenues totaled \$91,587 which is slightly under 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 \$13,500.
- Ad Valorem taxes totaled \$5.67 million or 101% 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 \$16,041 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 \$961,660.
- 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 \$869,551 in funding.
- Advertising income reflects \$91,389 which is in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is \$413,550 which is on budget.
- Miscellaneous revenue totaled \$42,620. Gain on disposal of assets totaled \$10,565. Other revenues are within budget or have a favorable variance.

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

EXPENSES:

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Thursday, Aug 10th, 2022 at 8:30 a.m.

The total expenses year-to-date through June 30, 2022, totaled \$7.52 million or 84% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of June 30, 2022, these expenses totaled \$4.99 million which is 16% under budget or a favorable variance of \$808,586.
- Professional and Technical Services expenses totaled \$273,086 or 28% under the YTD budget.
- Other services expenses totaled \$65,419 of the YTD budget, 15% under budget.
- Fuel expenses totaled \$529,162 YTD which is over budget by 29%.
- Materials and supplies totaled \$502,014 or 9% under budget.
- Dues and subscriptions totaled \$15,630 and office supplies of \$49,645 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 \$227,051 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 June 30, 2022.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through June 30th, the financials reflect a favorable actual variance of \$1.08 million with 75% 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

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of June 30, 2022
Year to Date Report
Percent of FY Reported (75%)

Revenues

- The revenues totaled \$6.1 million, 91% of the year-to-date budget.
- The FTA grants drawdown totaled \$1.48 million or 67% of the year-to-date budget.
- Fare Revenues totaled \$33,718 or 38% 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 \$514,365 or 46% of the year-to-date budget.
- The FDOT Sunrail Grant Revenues reflects \$90,908 or 49% of the year-to-date budget.
- The remaining FDOT Block Grant Revenues reflects \$612,115 or 130% of the year-to-date budget.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$5.59 million or 83% of the year-to-date budget.
- Salaries and wages totaled \$2.71 million or 79% of the YTD Budget.
- Operating expenses totaled \$1.68 million or 84% 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 \$1.20 million or 91% of the YTD budget.

Operating Results

- Actual Revenues exceeded Expenses by \$535,318.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of June 30, 2022
Year to Date Report
Percent of FY Reported (100%)
State FY July 1, 2021, thru June 30, 2022

Revenues

- The revenues totaled \$976,389 or 74% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$887,030 or 75% of the grant.
- Contract Revenues and other revenues totaled \$488.
- The County funding for the match totaled \$88,871 or 68%.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$977,542 or 74% of the year-to-date budget.
- Salaries, wages, and benefits totaled \$663,221 or 67% of the YTD Budget.
- Operating expenses totaled \$314,320 or 97% of the YTD Budget.

Operating Results

- Actual Expenses exceeded Revenues by \$1,153. 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.
- Fuel costs were up by \$1,125 and Repairs were elevated by \$2,316 for the month of June.

d. Information Report on Section 218.415 Florida Statutes

Section 218.415, Florida Statutes, requires the District to develop a policy and plan for the investment of Surplus Funds. The Finance Department is required to report to the LAMTD Board at least annually on the Investment Policy and Plan and on the investment results.

The District has an approved Investment Policy that complies with this requirement.

Section 218.415 of the Florida Statutes requires some specific requirements as listed below:

- Scope- The Investment Policy shall apply to all funds under control of the District
- Investment Objectives- these include, safety of capital, liquidity of funds and investment income.

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Thursday, Aug 10th, 2022 at 8:30 a.m.

- Prudence and Ethical Standards- Prudent person rule- Investments should be made with judgement and care and not speculation but for investment and safety of their capital.
- Authorized Investments
- Maturing and Liquidity requirements, portfolio compositions risk and diversification and a system of investment controls.

The District has solicited the services of Bank of Central Florida for Banking Services – Excess funds in the local bank is determined by periodic and weekly cash flows.

Funds available in excess of 30 to 45 days working capital is invested with the Florida State Board of Administration Local Government Surplus Trust Fund. The rate of interest fluctuates daily.

The Investment income for the period ending September 30, 2018, through May 31, 2022 is presented below:

FYE 9-30-18	\$135,819
FYE 9-30-19	\$208,036
FYE 9-30-20	\$ 99,433
FYE 9-30-21	\$ 14,144
FYE through May 31, 2022	\$ 16,041

The Investment yield for June 2018 is 2.11%.
The Investment yield for June 2019 is 2.55%.
The Investment yield for June 2020 is .57%.
The Investment yield for June 2021 is .10%.
The Investment yield for June 2022 is 1.80%

e. Contract Modification

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, with the annual Not to Exceed amount increased to \$1,750,000 earlier this year to accommodate an increase in route frequency and cost per revenue hour.

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As the District strives to be good stewards of our funding resources, we frequently look for cost saving measures in our daily operations. In doing so, we believe that transferring some of the North East routes, currently serviced by the District, to Transitions Commute Solutions we would realize a cost savings of roughly \$50 per revenue hour, per route, as outlined within the attached findings and determinations.

The additional routes are allowable under the contract. However, the negotiated terms for those routes would encompass an increase to the contracted optional service rate, moving from a fully burdened hourly rate of \$45 - \$50 to a rate of \$59.36 for demand response and \$72.88 for fixed route. The transfer of routes, would increase the annual contracted Not to Exceed amount by an additional \$1,287,540, bringing the total amount to \$2,500,000.

The requested increase must be presented to our most stringent grantor (the FDOT) for concurrence, prior to its execution.

[Attachments available]

“Approve an increase to the annual contracted Not to Exceed amount and 2023 service rates.”

1st George Lindsey III/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

f. Budget Presentation

Proposed Operating and Capital Budget is included.

The proposed budget for the District is included herewith with revenues and expenses balanced for a total budget of \$12,998,051 or 8.61% more than last year’s budget. The budget is balanced with revenues equal to expenses.

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

Public Hearings:

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

Taxing Authorities must advertise their final hearing within 15 days of adopting a tentative Millage and Budget. Both Public Hearings are scheduled at the Lakeland City Hall on September 7th (first Public Hearing), and 21st (second Public Hearing) at 5:01PM.

[Attachments available]

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

a. Schedule of Meetings for FY22-23, Resolution 22-16

Maintaining the previous year of meetings to be held on the 2nd Wednesday of the month.

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

“Approve the resolution as presented.”

1st George Lindsey III/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

b. Addition of Lands, Resolution 22-17

Inclusion of land to be added to the district.

“Approve the resolution as presented.”

1st Bill Mutz/ 2nd George Lindsey III

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
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Thursday, Aug 10th, 2022 at 8:30 a.m.

Agenda Item #5 – Planning / Carlie Flagler

a. Squeeze Update

An update to the new Saturday morning service provided by the Squeeze.

[Attachment Available]

Agenda Item #6 – Progress Update for TDP / Julia Davis, Polk TPO

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 #7 – Executive Director Report / Tom Phillips

a. Road Diet Discussion w/FDOT

- Conversation with FDOT on Aug 2nd where we will discuss future funding of the Peach Line and the outcome of the July 11 public forum.
- There is a funding commitment for the road diet but no JPA

b. Agency Updates

- Condolences to Jocelyn Matthew's family
- Condolences to Doc Dockers and recognition of his legacy with the District
- New healthcare plan was negotiated to mitigate the severe increase
- Thank Erin for securing Haines City
- Thank the Chair for talking to Bonnet Springs for us

Agenda Item #8 – Executive Director Informational Summary

a. July Calendar

[Attachment Available]

b. Ridership and UAP Update

[Attachment Available]

Agenda Item #9 – Other Business

None

Adjournment at 9:47 a.m.

Approved this 14th day of September 2022.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 14, 2022
AGENDA ITEM #3a

Agenda Item: July 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

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

Year to Date July 31, 2022					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY %	Annual Budget
Revenue YTD	83%	\$9,973,150	\$8,979,831	90%	\$11.97 Million
Expenses YTD	83%	\$9,973,150	\$8,270,507	83%	\$11.97 Million

REVENUES:

The total revenues realized year-to-date through July 31, 2022, totaled \$8.98 million or 90% of the YTD budget.

- Farebox revenues reflect \$273,517 or an unfavorable 45% of YTD budgeted revenues through July 31, 2022, due to the decline in Ridership related to driver shortages and COVID-19.
- Contract revenues related to UAP (Universal Access Passes) totaled \$100,908 which is under budget.
- 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 \$15,000.
- Ad Valorem taxes totaled \$5.75 million or 102% 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 \$35,734 which is slightly under budget.
- Florida DOT operating grants of \$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 \$1.11 million.
- 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 \$869,551 in funding.
- Advertising income reflects \$126,669 which is 124% of the annual budget.
- The Support cost reimbursement revenue is \$459,500 which is on budget.
- Miscellaneous revenue totaled \$43,044. Gain on disposal of assets totaled \$10,565. Other revenues are within budget or have a favorable variance.

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

EXPENSES:

The total expenses year-to-date through July 31, 2022, totaled \$8.27 million or 83% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of July 31, 2022, these expenses totaled \$5.53 million which is 14% under budget or a favorable variance of \$919,343.
- Professional and Technical Services expenses totaled \$274,597 or 35% under the YTD budget.
- Other services expenses totaled \$71,677 of the YTD budget, 16% under budget.
- Fuel expenses totaled \$577,400 YTD which is over budget by 27%.
- Materials and supplies totaled \$545,974 or 11% under budget.
- Dues and subscriptions totaled \$16,333 and office supplies of \$61,497 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 \$252,279 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 July 31, 2022.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through July 31st, the financials reflect a favorable actual variance of \$709,324 with 83% 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



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022 MONTHLY FINANCIAL STATEMENT MONTH OF JULY 2022

CODE Account		Month				YTD					
		Actual	Budget	Variance		Actual	Budget	Variance		Approved Annual Budget	
				\$'s-Fav/(Unfav)	%			\$'s-Fav/(Unfav)	%		
R4	Farebox/Pass Sales	\$ 25,932	\$ 49,403	\$ (23,470)	-48%	\$ 273,517	\$ 494,025	\$ (220,508)	-45%	\$ 592,830	
R6	Contract Income (UAP)	\$ 9,321	\$ 11,196	\$ (1,875)	-17%	\$ 100,908	\$ 111,958	\$ (11,051)	-10%	\$ 134,350	
R3	Other Contract Revenue	\$ 1,500	\$ 19,170	\$ (17,670)	-92%	\$ 15,000	\$ 191,700	\$ (176,700)	-92%	\$ 230,040	
R5	Miscellaneous Income	\$ 423	\$ 1,667	\$ (1,243)	-75%	\$ 43,044	\$ 16,667	\$ 26,377	158%	\$ 20,000	
R7	Advertising Revenue	\$ 35,280	\$ 8,490	\$ 26,790	316%	\$ 126,669	\$ 84,900	\$ 41,769	49%	\$ 101,880	
R8	Investment/Interest Income (net)	\$ 11,469	\$ 3,667	\$ 7,802	213%	\$ 35,734	\$ 36,667	\$ (933)	-3%	\$ 44,000	
R9	Ad Valorem Income, net	\$ 77,553	\$ 469,195	\$ (391,642)	-83%	\$ 5,747,657	\$ 4,691,950	\$ 1,055,707	23%	\$ 5,630,340	
R10	FDOT Operating Grant	\$ 151,414	\$ 126,843	\$ 24,571	19%	\$ 1,113,073	\$ 1,268,425	\$ (155,352)	-12%	\$ 1,522,110	
R11	Federal Operating Grant	\$ -	\$ 244,368	\$ (244,368)	-100%	\$ 869,551	\$ 2,443,675	\$ (1,574,124)	-64%	\$ 2,932,410	
R13	Cost Recovery	\$ -	\$ 1,750	\$ (1,750)	-100%	\$ 34,415	\$ 17,500	\$ 16,915	97%	\$ 21,000	
R17	City of Lakeland	\$ 14,373	\$ 15,152	\$ (779)	-5%	\$ 150,198	\$ 151,517	\$ (1,318)	-1%	\$ 181,820	
R2	PCTS - Support Cost Reimb.	\$ 45,950	\$ 45,950	\$ -	0%	\$ 459,500	\$ 459,500	\$ -	0%	\$ 551,400	
R16	Gain on Disposal of Asset	\$ -	\$ 467	\$ (467)	-100%	\$ 10,565	\$ 4,667	\$ 5,898	126%	\$ 5,600	
TOTAL REVENUES		\$ 373,215	\$ 997,315	\$ (624,100)	-63%	\$ 8,979,831	\$ 9,973,150	\$ (993,319)	-10%	\$ 11,967,780	
E1	Salaries	\$ 370,657	\$ 454,760	\$ 84,103	18%	\$ 3,891,225	\$ 4,547,600	\$ 656,375	14%	\$ 5,457,120	
E2	Employee Benefits	\$ 163,308	\$ 189,963	\$ 26,655	14%	\$ 1,636,657	\$ 1,899,625	\$ 262,968	14%	\$ 2,279,550	
E3	Advertising Fees	\$ 2,625	\$ 2,158	\$ (467)	-22%	\$ 34,966	\$ 21,583	\$ (13,382)	-62%	\$ 25,900	
E4	Professional & Technical Ser	\$ 1,511	\$ 42,235	\$ 40,724	96%	\$ 274,597	\$ 422,350	\$ 147,753	35%	\$ 506,820	
E5	Contract Maintenance Services	\$ 11,220	\$ 9,116	\$ (2,104)	-23%	\$ 106,126	\$ 91,157	\$ (14,969)	-16%	\$ 109,388	
E6	Other Services	\$ 6,258	\$ 8,521	\$ 2,263	27%	\$ 71,677	\$ 85,208	\$ 13,532	16%	\$ 102,250	
E7	Fuel & Lubricants	\$ 48,238	\$ 45,444	\$ (2,794)	-6%	\$ 577,400	\$ 454,435	\$ (122,965)	-27%	\$ 545,322	
E8	Freight	\$ 147	\$ 1,109	\$ 962	87%	\$ 4,351	\$ 11,088	\$ 6,736	61%	\$ 13,305	
E9	Repairs & Maintenance	\$ 3,937	\$ 4,954	\$ 1,018	21%	\$ 47,097	\$ 49,544	\$ 2,447	5%	\$ 59,453	
E10	Materials & Supplies	\$ 43,515	\$ 61,338	\$ 17,823	29%	\$ 545,974	\$ 613,375	\$ 67,401	11%	\$ 736,050	
E11	Utilities/Telephone	\$ 12,791	\$ 13,271	\$ 480	4%	\$ 114,300	\$ 132,708	\$ 18,409	14%	\$ 159,250	
E13	Insurance Expense	\$ 38,029	\$ 35,538	\$ (2,492)	-7%	\$ 378,465	\$ 355,375	\$ (23,090)	-6%	\$ 426,450	
E15	Dues & Subscriptions	\$ 703	\$ 3,874	\$ 3,171	82%	\$ 16,333	\$ 38,738	\$ 22,405	58%	\$ 46,486	
E16	Education/Training/Meeting/Travel	\$ 3,665	\$ 11,610	\$ 7,944	68%	\$ 41,196	\$ 116,096	\$ 74,900	65%	\$ 139,315	
E17	Service Charges	\$ 1,711	\$ 1,155	\$ (556)	-48%	\$ 10,940	\$ 11,553	\$ 613	5%	\$ 13,863	
E18	Office Expense	\$ 11,770	\$ 7,503	\$ (4,267)	-57%	\$ 61,497	\$ 75,028	\$ 13,531	18%	\$ 90,033	
E19	Advertising & Promotions	\$ -	\$ 2,083	\$ 2,083	100%	\$ 1,024	\$ 20,833	\$ 19,809	95%	\$ 25,000	
E20	Miscellaneous Expenses	\$ 611	\$ 6,720	\$ 6,109	91%	\$ 29,648	\$ 67,204	\$ 37,557	56%	\$ 80,645	
E21	Property Appraiser/Tax Collector Comm	\$ 1,551	\$ 15,498	\$ 13,947	90%	\$ 174,758	\$ 154,983	\$ (19,774)	-13%	\$ 185,980	
E23	Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ 31,489	56%	\$ 252,279	\$ 567,167	\$ 314,888	56%	\$ 680,600	
TOTAL EXPENDITURES		\$ 747,474	\$ 997,315	\$ (249,841)	-25%	\$ 8,270,507	\$ 9,973,150	\$ (1,702,643)	-17%	\$ 11,967,780	
(OVER)/UNDER EXPENDITURES		\$ (374,259)	\$ -	\$ (374,259)		\$ 709,324	\$ -	\$ 709,324		\$ -	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 14, 2022
AGENDA ITEM #3b

Agenda Item: July 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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 14, 2022
AGENDA ITEM #3b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of July 31, 2022
Year to Date Report
Percent of FY Reported (83%)

Revenues

- The revenues totaled \$6.13 million, 82% of the year-to-date budget.
- The FTA grants drawdown totaled \$1.48 million or 61% of the year-to-date budget.
- Fare Revenues totaled \$38,070 or 39% 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 \$514,365 or 41% of the year-to-date budget.
- The FDOT Sunrail Grant Revenues reflects \$90,908 or 44% of the year-to-date budget.
- The remaining FDOT Block Grant Revenues reflects \$612,115 or 117% of the year-to-date budget.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$6.12 million or 82% of the year-to-date budget.
- Salaries and wages totaled \$2.98 million or 79% of the YTD Budget.
- Operating expenses totaled \$1.94 million 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 \$1.20 million or 82% of the YTD budget.

Operating Results

- Actual Revenues exceeded Expenses by \$15,910.

Financial Statement
Polk County Contract
Month of July 2022

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 3,029,262	\$ 2,524,385	\$ 3,029,262	120%
Other Contract Revenue - County	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 444,676	\$ 367,865	83%
County Contribution - PCTS	\$ -	\$ -	\$ -	
Other Revenue Transfer Cares Funding	\$ -	\$ -	\$ -	
Fares	\$ 117,250	\$ 97,708	\$ 38,070	39%
FDOT Block Grants:				
G2371 - WHAT/ADA	\$ 625,820	\$ 521,517	\$ 612,115	117%
RURAL	\$ 1,492,450	\$ 1,243,708	\$ 514,365	41%
SUNRAIL	\$ 249,740	\$ 208,117	\$ 90,908	44%
FTA				
FTA 5307 Grant	\$ 2,924,537	\$ 2,437,114	\$ 1,478,355	61%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 7,477,225	\$ 6,130,940	82%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,551,701	\$ 3,793,084	\$ 2,979,782	79%
Contract	\$ 1,750,000	\$ 1,458,333	\$ 1,197,624	82%
Operating	\$ 2,670,969	\$ 2,225,808	\$ 1,937,624	87%
Capital	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 7,477,225	\$ 6,115,030	82%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
September 14, 2022
AGENDA ITEM #3c

Agenda Item: July 31, 2022, Financials for The Transportation Disadvantaged Program– FY 2022-23

Presenter: Kelly Bennington, CFO

Recommended
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management, and the public to provide up-to-date financial information and compliance with the budget.

The Transportation Disadvantaged Program fiscal year starting July 1, 2022 and ends June 30, 2023. The funding is 90% State for the Transportation Disadvantaged Trust Fund and 10% matching funds funded by Polk County. There are some other third-party revenues for contract services.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 14, 2022
AGENDA ITEM #3c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of July 31, 2022
Year to Date Report
Percent of FY Reported (8%)
State FY July 1, 2022, thru June 30, 2023

Revenues

- The revenues totaled \$109,046 or 92% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$99,116 or 93% of the year-to-date budget.
- Contract Revenues and other revenues totaled \$20.
- The County funding for the match totaled \$9,910 or 84% of the year-to-date budget.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$81,040 or 69% of the year-to-date budget.
- Salaries, wages, and benefits totaled \$54,444 or 64% of the YTD Budget.
- Operating expenses totaled \$26,596 or 80% of the YTD Budget.

Operating Results

- Actual Revenues exceeded Expenses by \$28,006.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 141,819	\$ 11,818	\$ 9,910	84%
Contract Revenue	\$ 311	\$ 26	\$ 20	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,276,371	\$ 106,364	\$ 99,116	93%
Total	\$ 1,418,501	\$ 118,208	\$ 109,046	92%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 1,018,590	\$ 84,883	\$54,444	64%
		\$ -		
Operating	\$ 399,911	\$ 33,326	\$ 26,596	80%
Total	\$ 1,418,501	\$ 118,208	\$81,040	69%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: SEPTEMBER 14, 2022
AGENDA ITEM # 3d

Agenda Item: **Federal Transit Administration 2020 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Public Transportation Grant Amendment and Resolution of Agreement G1M72, FM# 437582-2-94-02 for the District**

Presenter: Kelly Bennington, CFO

Recommended
Action: Staff recommends approval of Section 5310 grant amendment and corresponding resolution to extend the use of remaining funds awarded to LAMTD for twelve months.

Summary: In 2020 District was awarded 5310 grant funding in the amount of \$117,113 The grant match is 80/10/10. The sum of \$93,691 will be provided through the FTA with a cash match of \$11,711 provided by the District and \$11,711 provided by the state FDOT.

The funding allows the District to continue the Travel Trainer Program for the purpose of educating Seniors and the Disabled population on how to utilize public transit.

This grant expires December 31, 2022 and has just over \$36,000 remaining in available FTA and FDOT funding.

Attachments: Resolution #22-22

RESOLUTION FOR
PUBLIC TRANSPORTATION GRANT AGREEMENT
FOR TRANSIT PROJECTS

Resolution # 22-22

A RESOLUTION of **Lakeland Area Mass Transit District** authorizing the Amendment to Extend that certain Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation.

WHEREAS, the **Lakeland Area Mass Transit District** has the authority to enter into a PTGA with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended:

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

1. That the PTGA Amendment to extend the use of funds for Item-Segment-Phase-Sequence **437582-2-94-02 / Contract G1M72** is approved.
2. That **Tom Phillips. Executive Director** or their designee is authorized to enter into, modify or terminate the PTGA, as well as other pertinent documents affiliated with the PTGA, with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS

14th day of September 2023

By: _____

Signature, Chairperson of the Board (blue Ink)

Title: Sara McCarley, Board Chair

ATTEST:

_____ (Seal)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: SEPTEMBER 14, 2022
AGENDA ITEM # 3e

Agenda Item: **Federal Transit Administration 2019 State Corridor Projects Public Transportation Grant Amendment and Resolution of Agreement G1M73, FM# 414063-1-84-06 for the District**

Presenter: Kelly Bennington, CFO

Recommended Action: Staff recommends approval of Discretionary State Corridor grant amendment and corresponding resolution to extend the use of remaining funds awarded to LAMTD for twelve months.

Summary: In 2020 the FDOT had allocated funding in the amount of \$756,000. The grant match is 50/50. The sum of \$756,000 will be provided through the FDOT with a cash match of \$756,000 provided by the District.

The funding allows the District to continue the multi-modal travel options reducing traffic congestion in the S.R. 37 (South Florida Avenue) Corridor. High frequency services for buses, with frequencies less than 30 minutes, will continue during peak evening hours.

This grant expires December 31, 2022 and has just over \$319,000 remaining in available FDOT funding

Attachments: Resolution # 22-23

RESOLUTION FOR
PUBLIC TRANSPORTATION GRANT AGREEMENT
FOR TRANSIT PROJECTS

Resolution # 22-23

A RESOLUTION of Lakeland **Area Mass Transit District** authorizing the Amendment to Extend that certain Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation.

WHEREAS, the **Lakeland Area Mass Transit District** has the authority to enter into a PTGA with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended:

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

1. That the PTGA PTGA Amendment to extend the use of funds for Item-Segment-Phase-Sequence **414063-1-84-06 / Contract G1M73** is approved.
2. That **Tom Phillips. Executive Director** or their designee is authorized to enter into, modify or terminate the PTGA, as well as other pertinent documents affiliated with the PTGA, with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS

14th day of September 2023

By: _____

Signature, Chairperson of the Board (blue Ink)

Title: Sara McCarley, Board Chair

ATTEST:

_____ (Seal)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEPTEMBER 14, 2022
AGENDA ITEM #4a

Agenda Item: Commercial Drivers License (CDL) Requirements For Citrus Connection Bus Operators

Presenter: Steven Schaible, Director of Human Resources

Recommended
Action: None

Summary: Currently Citrus Connection requires that all Fixed Route (70) and ParaTransit Bus Operators (31) have at least a CDL B, in addition, to a Passenger and Airbrake endorsement before being assigned a Route. Fixed Route bus operators drive vehicles that require at least a CDL B with “P” (Passenger) and Airbrake endorsement. However, ParaTransit assigned bus operators drive vehicles that do not meet the requirements for a CDL. Many years ago, Citrus Connection wanted professional drivers and set the internal standard that a CDL was required for ParaTransit. To assist with this goal, Citrus Connection considers hiring non-CDL drivers provided that the new hire obtains a CDL permit and Citrus Connection would provide CDL road test training (Median Value \$5,000) at no cost to non-CDL drivers. While having a CDL is required for Fixed Route drivers it is not required for ParaTransit drivers.

Attachments: None

Evaluation process: Human Resources would contact the Center for Urban Transportation Research (CUTR) who provided information that a CDL B is required for driving a vehicle over 26,001 lbs. and/or operating a vehicle carrying 16 passengers (also see REFERENCE). CUTR would confirm there are transit agencies in the state of Florida who hire non-CDL drivers for ParaTransit services as these vehicles do not require a CDL B to operate. CUTR referenced both a large transit provider and a

small transit provider for contrast. Follow up was performed with Hillsborough Area Regional Transit (HART) and Key West Transit who are utilizing non-CDL drivers for ParaTransit services.

In follow up conversations with Key West Transit it was confirmed they are using non-CDL drivers to staff their ParaTransit buses. The decision to hire non-CDL drivers to staff ParaTransit was made three years ago due to difficulty finding/hiring CDL drivers. The Key West non-CDL ParaTransit drivers are paid \$4/hr. less than a CDL driver who drive the same vehicle. Key West Transit operated by the City of Key West is still experiencing an overall driver shortage. They have not had any union shift bid in several years. The non-CDL drivers are classified as safety sensitive and are part of the DOT DFW random pool.

The second Public Transit agency contacted was Hillsborough Area Regional Transit (HART) who confirmed they are using non-CDL drivers for their ParaTransit van transport and have been using non-CDL drivers for a long time. The non-CDL drivers are paid a starting rate of \$18.83/hr. upon hire which is the same pay rate as a CDL driver. According to Human Resources contact, HART is close to resolving their overall driver shortage. Non-CDL drivers have gone through several bids and had no problems. The non-CDL drivers are classified as safety sensitive and are part of the DOT DFW random pool.

Citrus Connection does make offers of employment to candidates without a CDL provided the candidate obtains a CDL permit with Passenger & Airbrake endorsements upon the first day of employment. Under the current processing of new hires without CDLs, the employees must report on their first day of employment with a valid CDL permit. This requirement for ParaTransit, has created challenges with CDL Permit test scheduling for the new hires to obtain their CDL B permit and obtain the passenger & airbrake endorsement. Many of the non-CDL candidates became frustrated in the CDL scheduling process and did not continue. While other non-CDL candidates stayed long enough to obtain their CDL with the support of

Citrus Connection and then left for other employment.

Insurance

Requirements: Human Resources contacted our insurance carrier Florida League of Cities to discuss the requirement for Public Transit bus operators who do not have a CDL driving Vehicles. Our carrier requires that a operator only need to have a valid drivers license for the vehicle they operate. If that vehicle requires a CDL then for coverage purposes the driver must have a CDL. Therefore, a non-CDL driver could drive a ParaTransit vehicle and there would be coverage.

Considerations: if Citrus Connection transitioned ParaTransit Drivers to non-CDL drivers.

PRO

1. Reduce Turnover
2. Significant training savings as new hires no longer have to take CDL road test training (2 wks)
3. Eliminates Citrus Connection paying for CDL Physical for non-CDL drivers
4. Creates a deeper ParaTransit driver candidate pool

CONS

1. Perception that non-CDL drivers level of commitment to job
2. Union agreement would need to be reviewed as parts relate to ParaTransit CDL drivers
3. Wages for non-CDL would have to be determined
4. Modification of SSPP and/or PTASK

Reference: All applicants for a Commercial Driver License are required to have an Operator's License, pass the vision requirements, and pass knowledge and skills tests. Applicants must be at least 18 years of age. If they are under 21, they will be restricted to intrastate operation only.

Knowledge tests are offered in multiple languages and may be taken orally in English or Spanish with the exception of the hazardous materials test. Skills tests must be conducted in English. Interpreters may not be used during the administration of any tests.

Class A Requirements – To operate trucks or truck combinations weighing 26,001 lbs or more, and towing a vehicle/unit over 10,000 lbs, a Class A license is required. The following tests are required:

- Knowledge Tests
 - General Knowledge Test
 - Combination Vehicles Test
 - Air Brakes Test (if applicable, most Class A vehicles are equipped with Air Brakes but not all)
 - Applicable exams for desired endorsements
- Skills Tests
 - Pre-trip Vehicle Inspection
 - Basic Vehicle Control
 - On-road Test

Class B Requirements – To operate straight trucks and buses 26,001 lbs or more, a Class B license is required. The following tests are required:

- Knowledge Tests
 - General Knowledge Test
 - Air Brakes Test (if applicable)
 - Applicable exams for desired endorsements
- Skills Tests
 - Pre-trip Vehicle Inspection
 - Basic Vehicle Control
 - On-road Test

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: SEP 14, 2022
AGENDA ITEM 5a

Agenda Item: **Municipal Contribution Calculations**

Presenter: James Phillips

Recommended
Action: None

Summary: To help standardize the process and improve communication in the agency, the Planning Department developed a procedure to follow to calculate the contributions made by municipalities for their contracts with the agency.

Attachments: Municipal Contributions Procedure

MUNICIPAL CONTRIBUTION STANDARD OPERATING PROCEDURE

The creation and delivery of municipal contribution agreements presents unique and distinctive challenges for both parties involved in such a procedure. As such, the following set of procedures has been created to ease these challenges and satisfy both Citrus Connection and our partners involved in these agreements. The following set of contract-writing procedures will be available through Citrus Connection's Planning Department to provide the partners of Citrus Connection with financial expectations during contractual renewal:

- **Timeline:** During the fiscal year, Citrus Connection works hard to satisfy the needs of both our partners and the citizens using our services. As such, we will update and edit our routes accordingly through the Citrus Connection Planning Department. This process will occur at the beginning of October every year, creating a fixed schedule to increase the anticipation of both physical route changes and financial adjustments.
- **Calculations:** The financial calculations needed for such route changes will also be done by the Citrus Connection Planning Department. These calculations will be prepared one month before the route changes occur, beginning in September. Contracts will be written based on these calculations and financial costs will be adjusted accordingly.
- **Communication of Calculations:** To perform these calculations, the Citrus Connection Planning Department will study the amount of revenue miles within the city limit of the municipality. Once these calculations are finalized, the Citrus Connection Planning Department will announce them to the correct channels in order to write a fair contract for all involved parties.
- **Incoming Concerns:** Any concerns about the municipal contribution agreement should be routed through the Citrus Connection External Affairs Department and then forwarded to the appropriate parties as needed.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEP 14, 2022
AGENDA ITEM #6

Agenda Item: **TDP Public Comment Period/ Review TDP**

Presenter: Julia Davis, Polk TPO

Recommended
Action: Approve to open the public comment period until October 12, 2022

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.

Attachments: TDP Major update presentation

Polk Transit Vision 2032

The Transit Development Plan Major Update for Citrus Connection

September 2022



Presentation Overview

- **What is a TDP?**
- **TDP Process**
- **Public Outreach**
- **10-Year Needs Development**
- **Financially Unconstrained Needs**
- **Evaluating Transit Needs**
- **Recommended 10-Year Plan**
- **Next Steps**

What is a Transit Development Plan?

- **10-year transit plan**
- **Strategic plan for transit**
 - **Evaluate demographics & travel behavior**
 - **Assess existing transit options**
 - **Conduct public involvement & outreach**
 - **Determine transit needs**
 - **Develop service & implementation plans**
- **FDOT requirement for funding**



What is a Transit Development Plan?

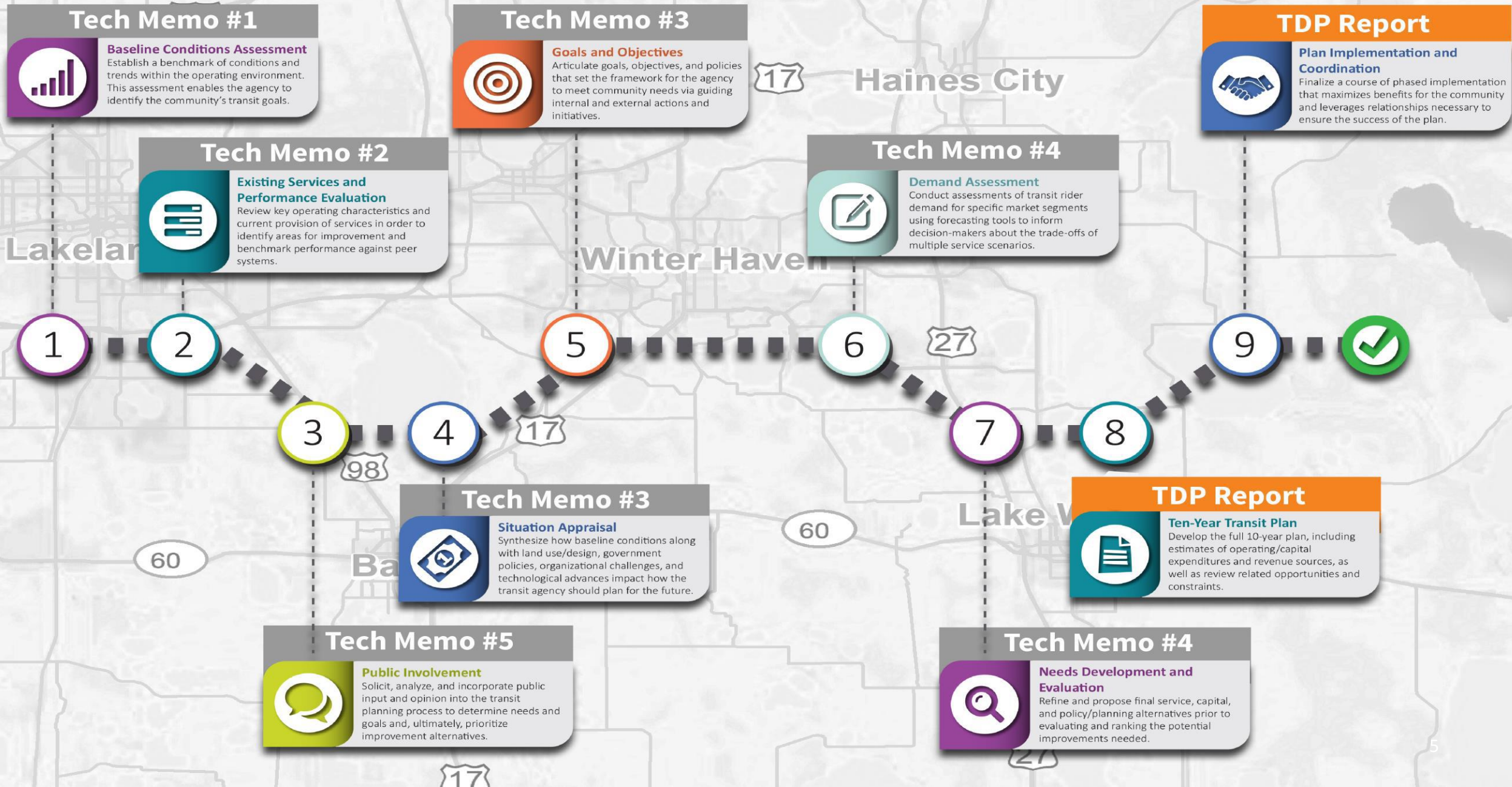
TDP is

- ✓ **10-Year vision for transit**
- ✓ **Plan that identifies both funded and unfunded needs**
- ✓ **Collaborative process**
- ✓ **Helps Citrus Connection set service/capital priorities**
- ✓ **Updates every five years**

TDP is NOT

- X Budget**
- X Capital Improvement Program (CIP)**
- X Binding agreement**

Polk TDP Process



Public Outreach Summary



Employer Interviews (5*)
/Employee Surveys
COMPLETED (488)



Stakeholder Interviews
COMPLETED (16) – Individual
Completed (3) Groups



Bus Operator Survey
Completed (31)



4 Discussion Group Workshops
Completed
(60+) people reached



Online Public Involvement Surveys
Phase One - (153)
Phase Two (32)



Public Workshops
TAN # 1 – 2/24/22- (1,200+)
TD-LCB 3/28/22 (40+)
people reached
TAN # 2 - April 29 (430)
May 17-(100+) May 18-19 (35)

Plus:

Community
Service Organizations like
Rotary & Kiwanis
& Community Expos
Completed (9)
Reached (300+) people

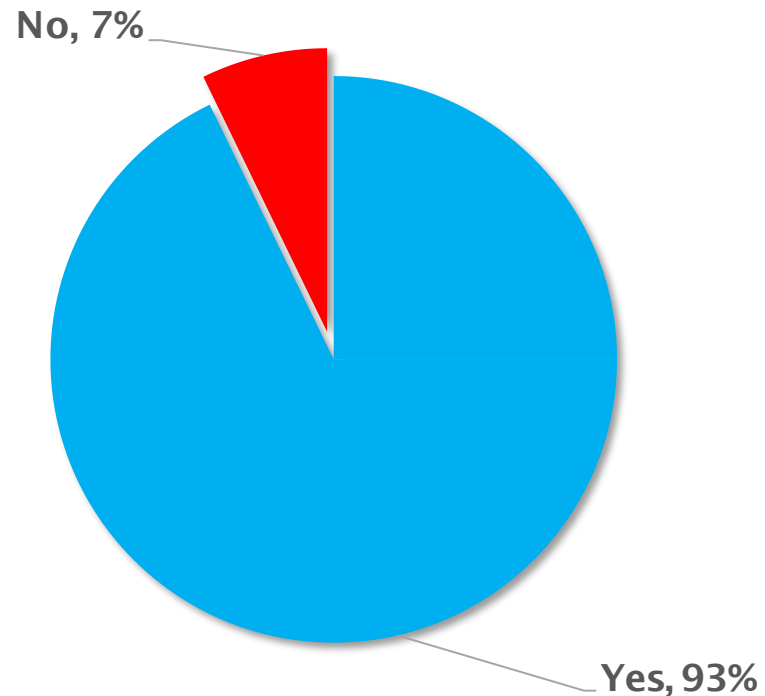
And:

- Email blasts
- Flyers on Buses
- Social Media Posts

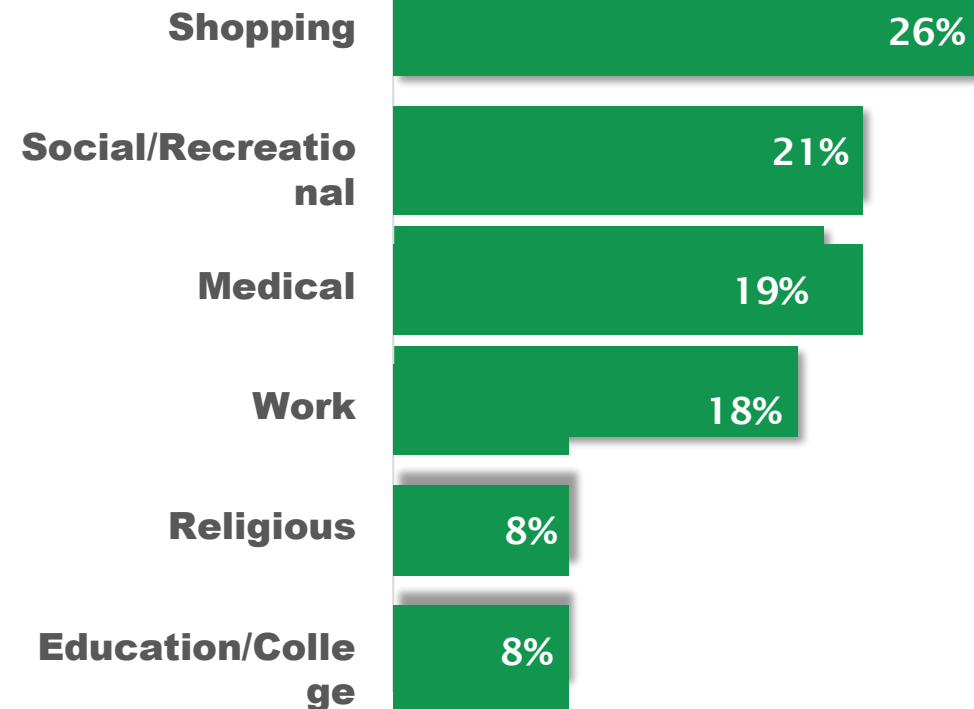
4,000+ engaged

Public Input Survey

Need additional or improved transit?

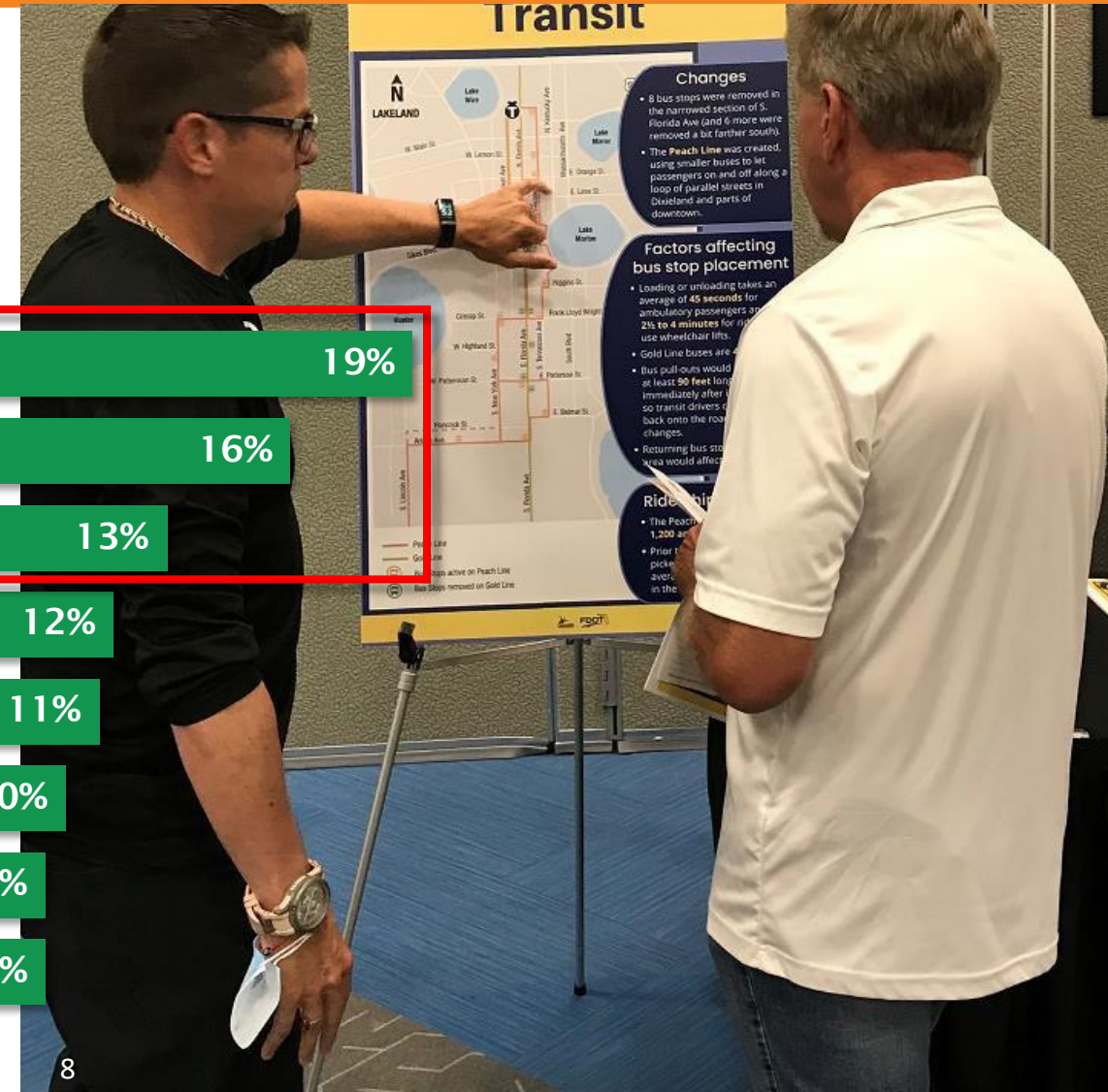
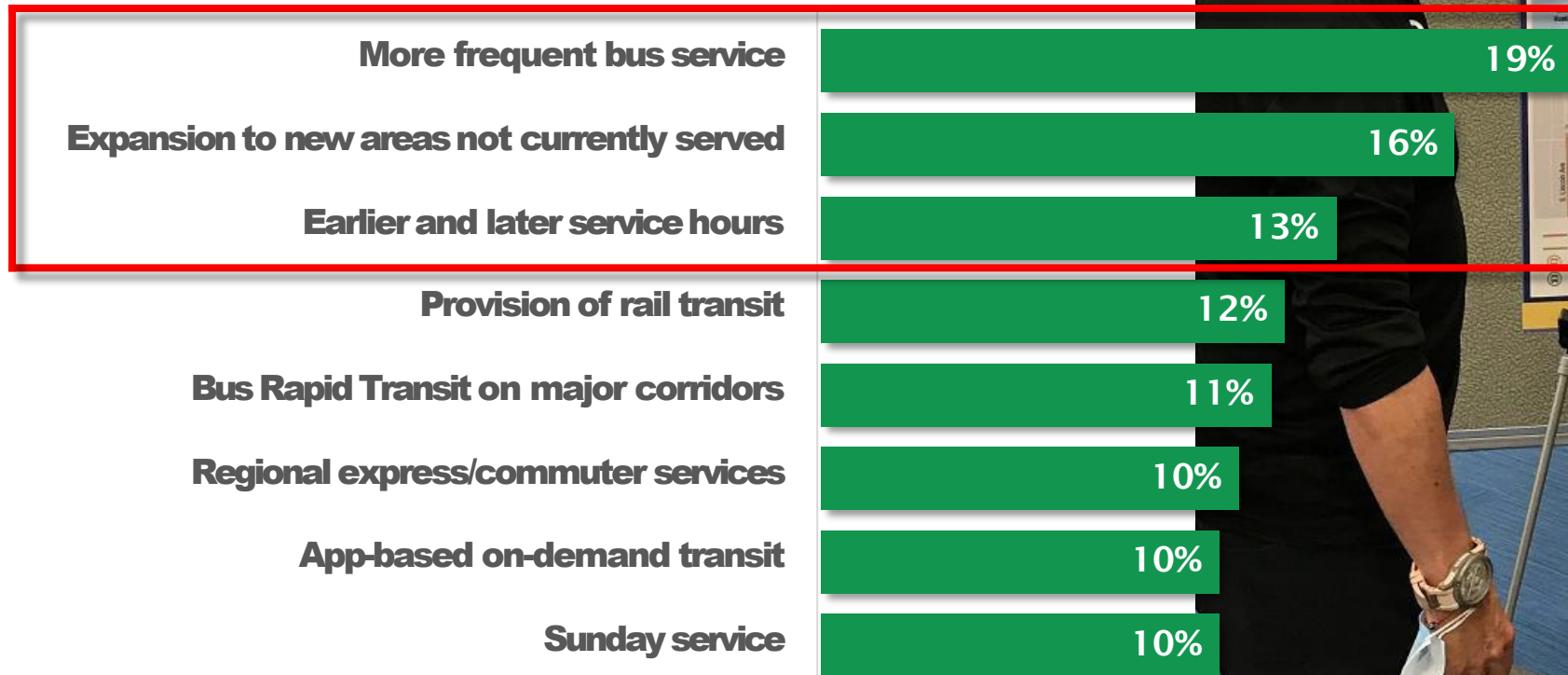


Where would you go using it?



Public Input Survey

- **Improvement priorities for next 10 years?**



10-Year Needs Development



- **Financially unconstrained Needs**

- **Enhance frequency & efficiency on key routes**
- **Add regional connections**
- **Add quick & direct local connections**
- **Expand service area**
- **Add technology-based on-demand transit**

PROPOSED 10-YEAR TRANSIT NEEDS



Polk Transportation
Planning Organization



CitrusConnection
PROGRESS IN MOTION

Existing Services

- Existing Transfer Facility
- Existing Park-and-Ride
- Bus Routes
- Existing SunRail

New Transit Services

- Florida Avenue BRT
- US 98 BRT
- I-4 Hopper
- Lakeland to Tampa Express
- US 27 LX
- Polk City to Winter Haven LX
- Proposed Network Changes
- Proposed SunRail*

New App-Based On-Demand Services

- Davenport
- Dundee
- Lakeland Highlands
- Southeast

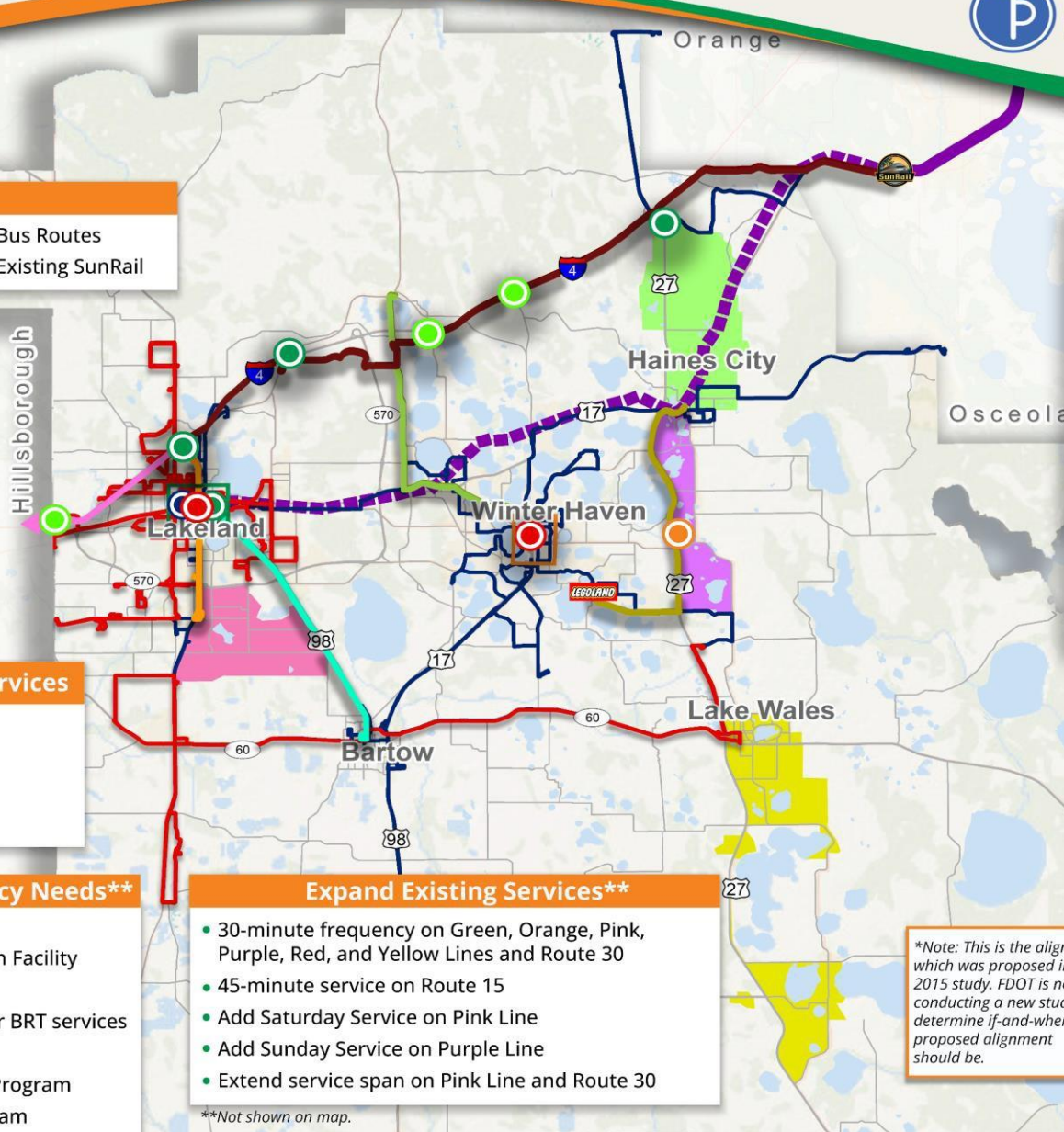
Infrastructure/Technology/Policy Needs**

- New Intermodal Center in Lakeland
- East Polk Transit Maintenance & Admin Facility
- New Park-and-Rides
- Transit Signal Priority/Queue Jumps for BRT services
- Electric Bus Vehicles
- Expand Universal Access Partnership Program
- Enhanced Marketing/Awareness Program

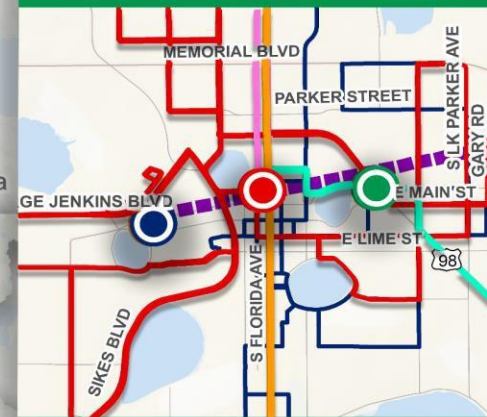
Expand Existing Services**

- 30-minute frequency on Green, Orange, Pink, Purple, Red, and Yellow Lines and Route 30
- 45-minute service on Route 15
- Add Saturday Service on Pink Line
- Add Sunday Service on Purple Line
- Extend service span on Pink Line and Route 30

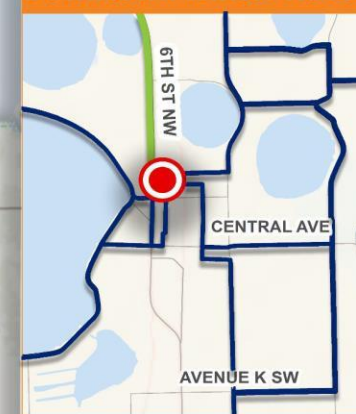
**Not shown on map.



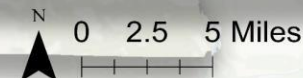
Downtown Lakeland



Downtown Winter Haven

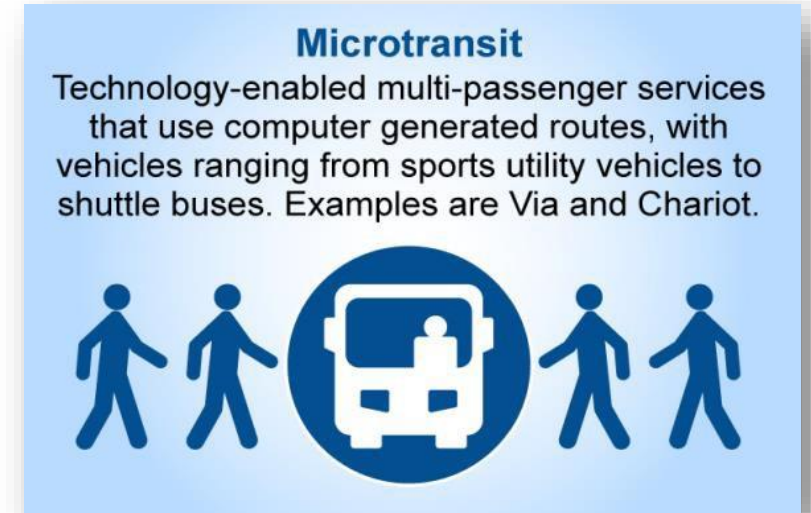


*Note: This is the alignment which was proposed in a 2015 study. FDOT is now conducting a new study to determine if-and-where proposed alignment should be.



Mobility-On-Demand

- **Four zones**
 - **Davenport, Dundee, Haines City, & Lakeland Highlands**
- **App-based & phone option**
- **Curb-to-curb service**
- **Vendor software, Citrus Connection operates service**
- **First/last mile connections**
- **From/to any point within zone**



Capital/Infrastructure/Technology/Policy

- **Intermodal center in Lakeland**
- **East Polk transit maintenance & admin facility**
- **Park-and-ride facilities**
- **TSP/queue jumps**
- **Alternative fuel/electric vehicles**
- **Mobility-on-Demand app**
- **Transit marketing & awareness**
- **Expanded Universal Access Program (UAP)**



Evaluating Transit Needs



Public Support

A key reason for the success of any service is its acceptance and support by the community it serves and impacts. Findings from public outreach efforts and input from stakeholders were reviewed to gauge public interest.



Ridership Potential

Success of any transit service correlates directly to its ridership. Two GIS-based technical analyses conducted as part of the TDP demand assessment were used to assess the potential demand.



Activity Hub Connectivity

Services enhancing a transit network's connectivity to seamlessly travel to and from local and regional activity hubs were reviewed. Such seamless connectivity bolster economic development.



Financial Feasibility

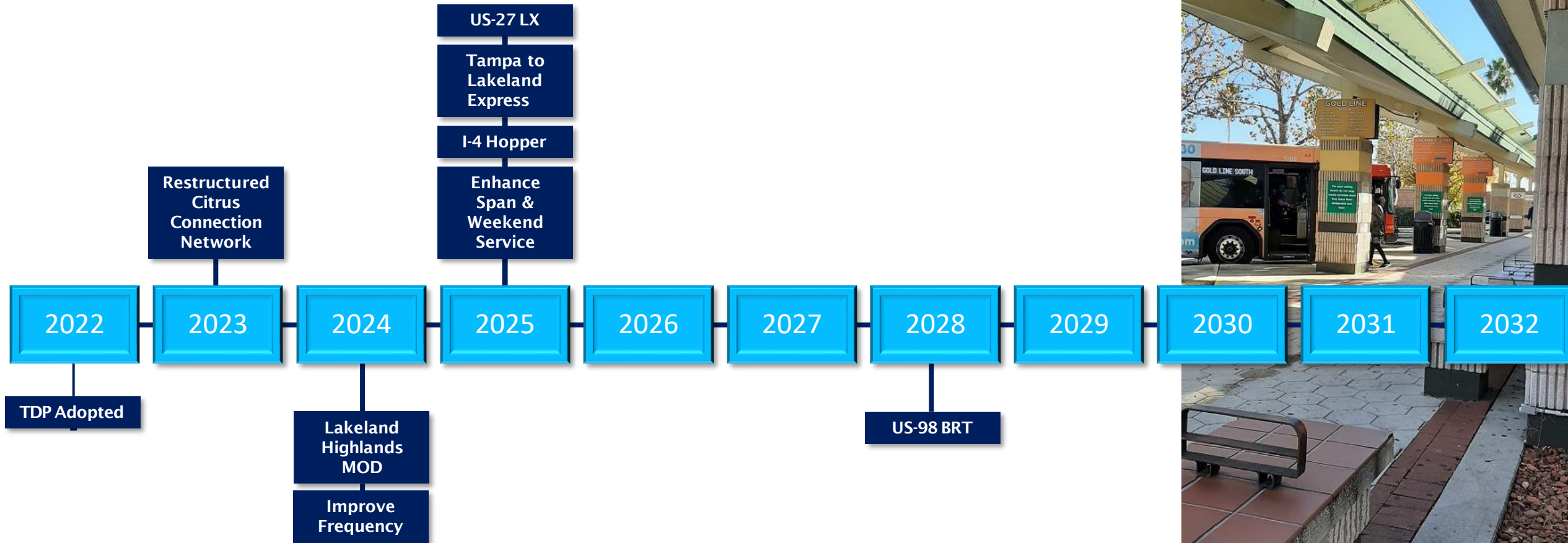
Funding and policy feasibility often are the most restrictive factors. The costs of implementation will be taken into account together with the likelihood of local funding and policy/political support.



10-Year Transit Needs: Top Priorities

- 1 **US-98 BRT**
- 2 **Proposed October 2022 network restructure**
- 3 **30-min frequency**
 - **Green, Orange, Pink, Purple, Red, Yellow Lines & Route 30**
- 4 **Florida Avenue BRT**
- 5 **Expanded SunRail**
 - **Haines City & Lakeland**
- 6 **I-4 Hopper**
- 7 **Lakeland – Tampa Express**
- 8 **US-27 Limited Express**

Recommended 10-Year Plan

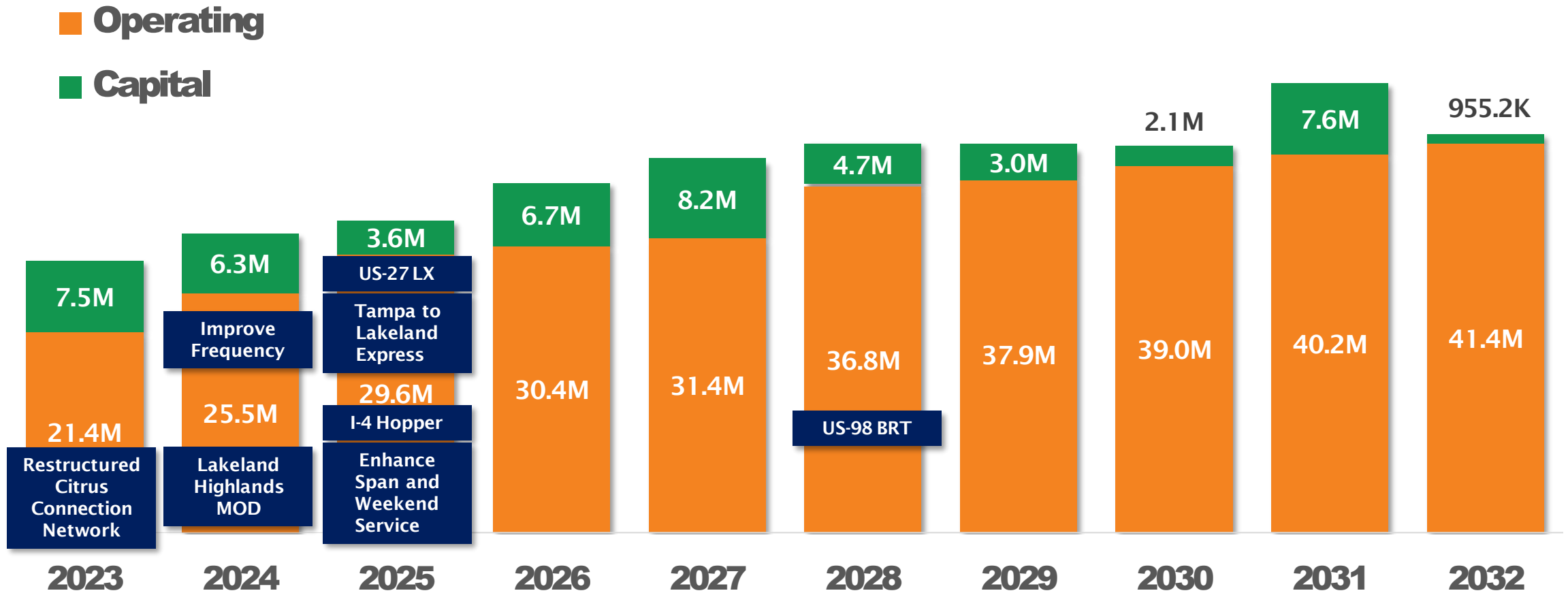


Recommended 10-Year Plan- Capital

- **Expansion of marketing/education/UAP program**
- **MOD software**
- **Electric vehicles & battery chargers**
- **TSP & Queue Jumps at selected intersections**
- **Vehicle replacements**
- **Continuation of bus stop infrastructure and accessibility improvements**

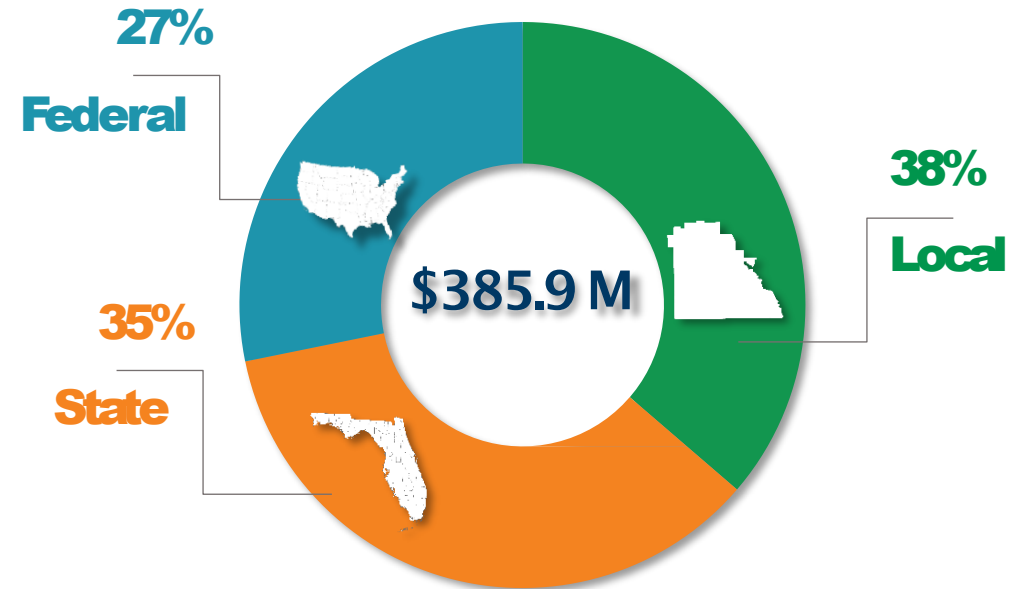
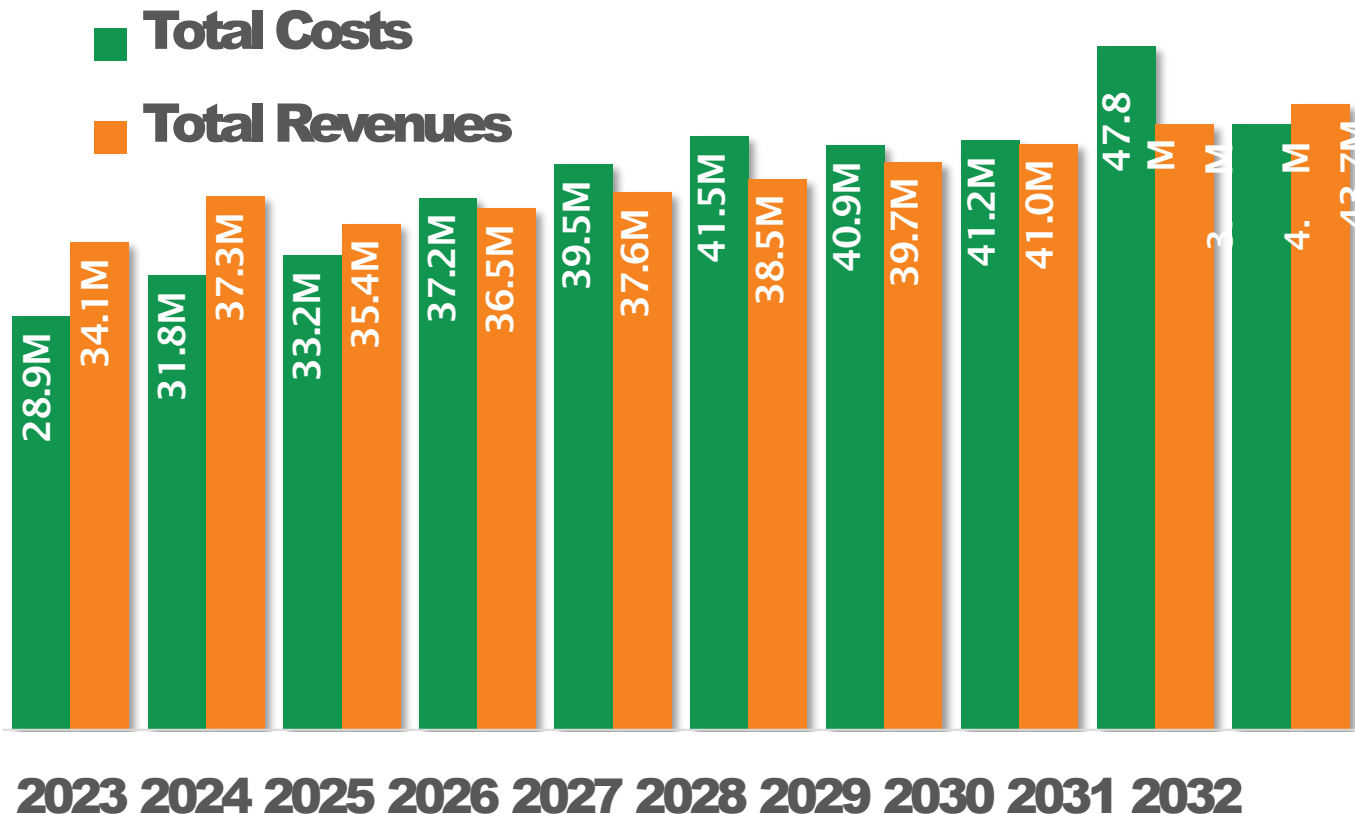


Recommended Plan – Costs



Recommended Plan – Costs & Revenues

Balanced Plan – No New Local Revenues



What is Next?

- **Approval of TDP**
- **Submit final TDP to FDOT**
 - **October 2022**
- **Post-adoption marketing & plan implementation/coordination**
 - **Executive Summary**
 - **Additional outreach**



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: SEPT 14, 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: SEPT 14, 2022
AGENDA ITEM 8a

Agenda Item: **August calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 31	Aug 1 <div>10:00am 1-on-1 w/HR; Tom Phillips</div>	2 <div> <div>8:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZV...</div> <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div> <div>2:00pm Peach Line and Intermodal Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815 or Zoom; James Phill..</div> </div>	3 <div> <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> <div>11:00am Placeholder for Cigna/BKS</div> </div>	4 <div>11:30am 1961 W/ Rob Arturi</div>	5	6
7	8 <div> <div>9:00am Presentation rehearsal; James Phillips</div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> </div>	9 <div> <div>8:30am Email Ridership Update to LAMTD Board of Directors</div> <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div> <div>11:00am Agenda study; Board Room or Zoom; James Phillips</div> <div>5:00pm Politics in the Park; The Lakelan...</div> </div>	10 <div> <div>8:30am LAMTD August Board Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815; Tom Phillips</div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> <div>3:30pm Parent concern meeting for W. Phillips; Heather Manrow</div> </div>	11 <div> <div>8:00am Repatha</div> <div>11:00am Celebration of Life - Doc Dockery; First United Methodist; 72 Lake Morton Dr, Lakeland, FL, 33801</div> <div>5:30pm Reception - Doc Dockery; Lone Palm Country Club; 800 Lone Palm Dr, Lakeland, FL, 33815</div> </div>	12 <div> <div>9:30am Executive Assistant; https://us02web.zoom.us/j/84551349428?pwd=RjNnV0RlYWlyUVU0TWNRRGJabjZLUT09; Carina Chaitoo</div> <div>12:30pm Executive Assistant ; https://us02web.zoom.us/j/84980337687?pwd=TFVNSWJvdWFKOUJONEIRNnBSQTI VZz09; Carina Chaitoo</div> </div>	13
14	15 <div> <div>9:00am FW: 1086 LAMTD, Lakeland, FL, FY 2022 Triennial Review (TR) - Entrance Conference Call; Microsoft Teams Meeti...</div> <div>10:00am Fwd: LAMTD Triennial Review Interviews; Microsoft Teams Meeting; bsumpter@csi-compliance.com</div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> </div>	16 <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div>	17 <div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> <div>9:00am Canceled: Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZV...</div> <div>4:00pm LEDC August 17th Meeting ; 1324 Lakeland Hills Blvd, Lakeland, Florida, U...</div> </div>	18 <div> <div>10:00am Fwd: Reviewer & Recipient Pre-Exit Meeting; Microsoft Teams Meeting; Benjamin Sumpter</div> <div>3:30pm FW: 1086 LAMTD, Lakeland, FL, FY 2022 Triennial Review (TR) - Exit Conference Call; Microsoft Teams Meeting; White, Christopher (FTA)</div> </div>	19 <div>FTA Virtual Interview for Triennial ; James Phillips</div>	20
21	22 <div> <div>9:30am Canceled: Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> <div>11:00am Mobility Week Team Meeting; LAMTD Board Room; Neal Ward</div> </div>	23 <div> <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div> <div>5:00pm Canceled: Attendance Boundary Committee Meeting; Polk County School District Main Office; Farrell, Jennifer</div> </div>	24 <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div>	25 <div> <div>8:00am Repatha</div> <div>9:00am FW: TPO Board Meeting; Commission Boardroom Polk County Administration Building; Crews-Downs, Annette</div> <div>10:30am PTA Meeting; County Commission Chambers; 330 W Church St, Bartow, FL 33831; James Phillips</div> </div>	26 <div> <div>8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am ...</div> <div>11:00am Canceled: HR Assistant Interview ; https://us02web.zoom.us/j/848811383...</div> <div>12:00pm NTD Completion- Luncheon ; F...</div> <div>1:00pm Interview Executive Assistant Zo...</div> <div>2:00pm HR Assistant Part 2; https://us02...</div> </div>	27
28	29 <div>10:00am 1-on-1 w/HR; Tom Phillips</div>	30 <div>9:00am FDOT Triennial Kick-off; Hollingsworth ; James Phillips</div>	31 <div> <div>9:30am Canceled: Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div> <div>10:00am 1-on-1 w/Kelly; Tom Phillips</div> </div>	Sep 1 <div> <div>9:30am Canceled: Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div> <div>10:00am 1-on-1 w/Kelly; Tom Phillips</div> </div>	2	3

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: SEP 14, 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 July 31, 2022

Attachments: Ridership Report.

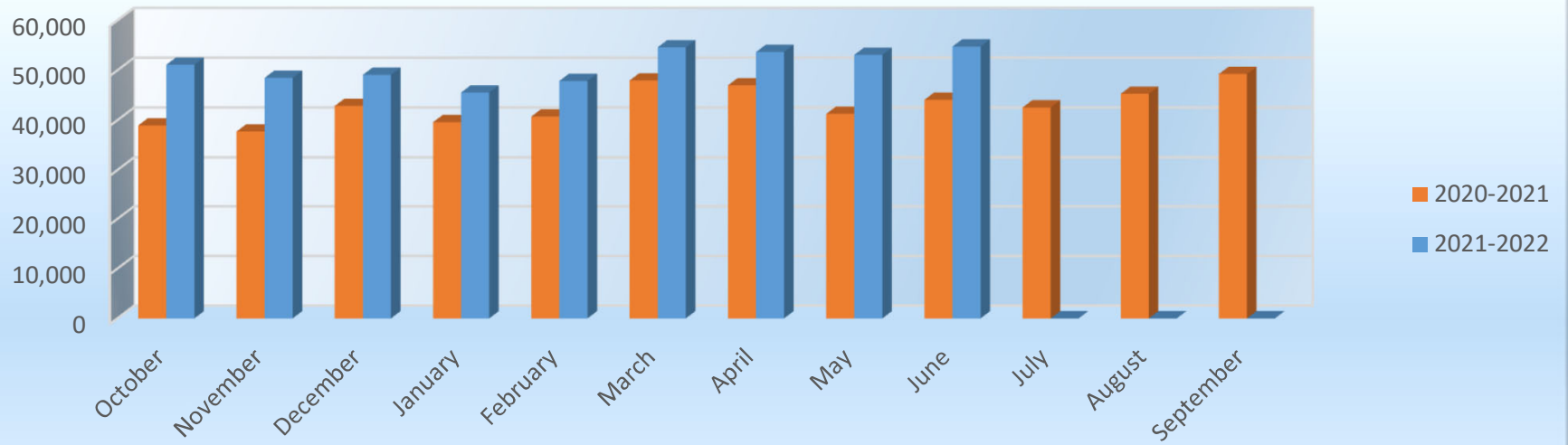
Citrus Connection and PCTS Fixed Route							
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Change
October	108,078	113,220	117,763	109,219	38,961	51,132	31%
November	106,998	104,149	104,192	89,803	37,733	48,496	29%
December	111,197	95,520	95,813	91,147	42,876	49,111	7%
January	103,647	93,227	106,080	96,288	39,609	45,567	6%
February	108,068	100,300	100,900	93,231	40,756	47,897	7%
March	116,794	99,916	101,697	76,736	47,989	54,632	7%
April	103,274	95,993	106,578	27,855	46,995	53,679	7%
May	108,224	95,476	104,034	39,257	41,267	53,112	12%
June	102,092	93,781	93,028	47,522	44,107	54,789	11%
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	458,415	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	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	6,086	10%
June	8,374	8,777	8,784	4,640	5,813	5,793	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	53,389	11%

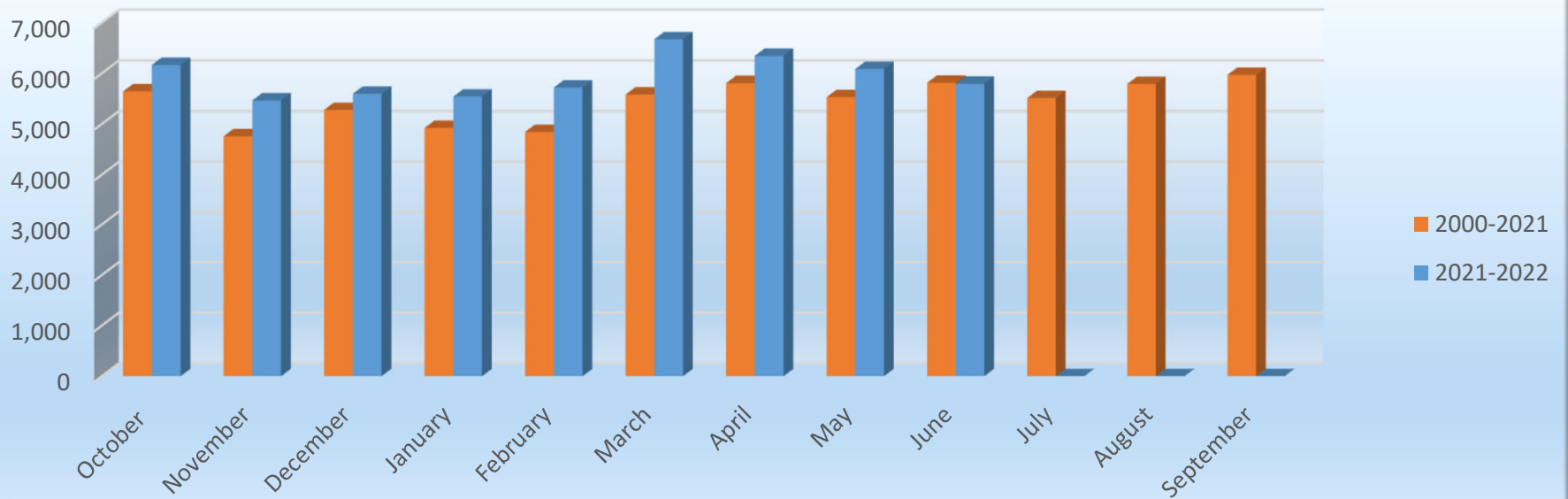
Citrus Connection only Fixed Route Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	67,636	73,349	74,739	67,938	27,810	31,976	15%
November	71,083	67,437	66,084	55,331	25,998	29,933	6%
December	72,646	60,879	60,217	55,960	30,003	30,970	2%
January	70,767	58,830	66,889	58,774	27,355	28,598	2%
February	71,884	63,140	62,854	57,800	27,781	30,081	4%
March	78,158	62,897	63,867	47,927	33,489	33,707	0%
April	67,338	59,873	67,078	19,363	32,830	32,531	0%
May	72,329	60,039	66,297	25,570	28,723	31,740	5%
June	67,965	59,754	60,242	30,667	31,074	34,096	5%
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	283,632	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	2,333	-4%
June	3,880	3,627	4,352	2,041	2,496	3,444	26%
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	24,044	19%

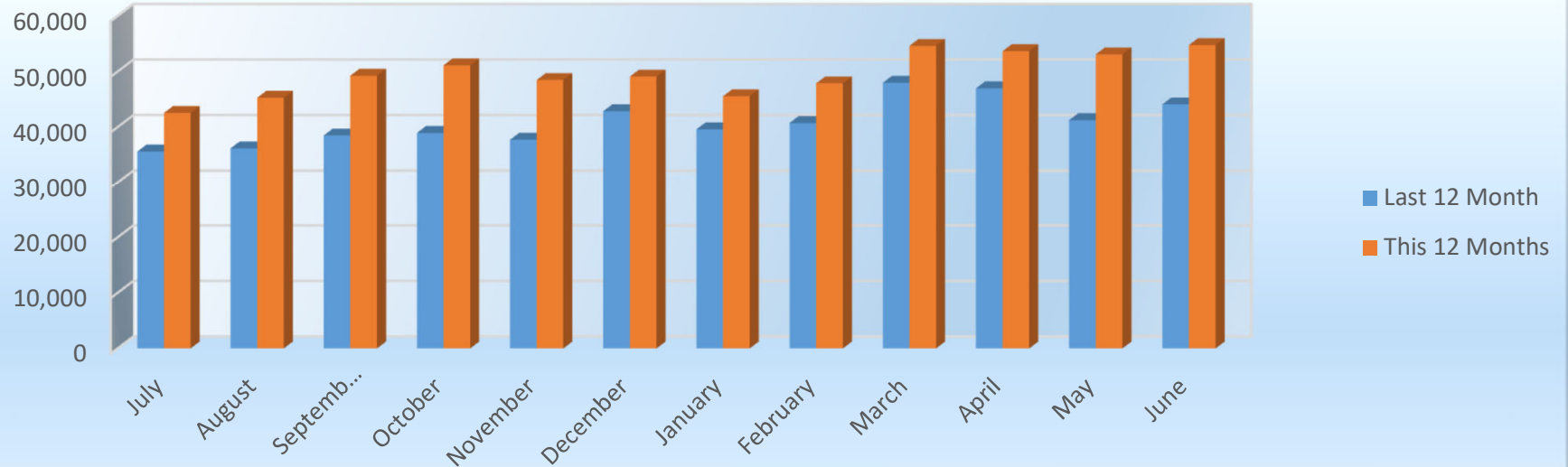
Citrus Connection and PCTS Fixed Route Total Ridership



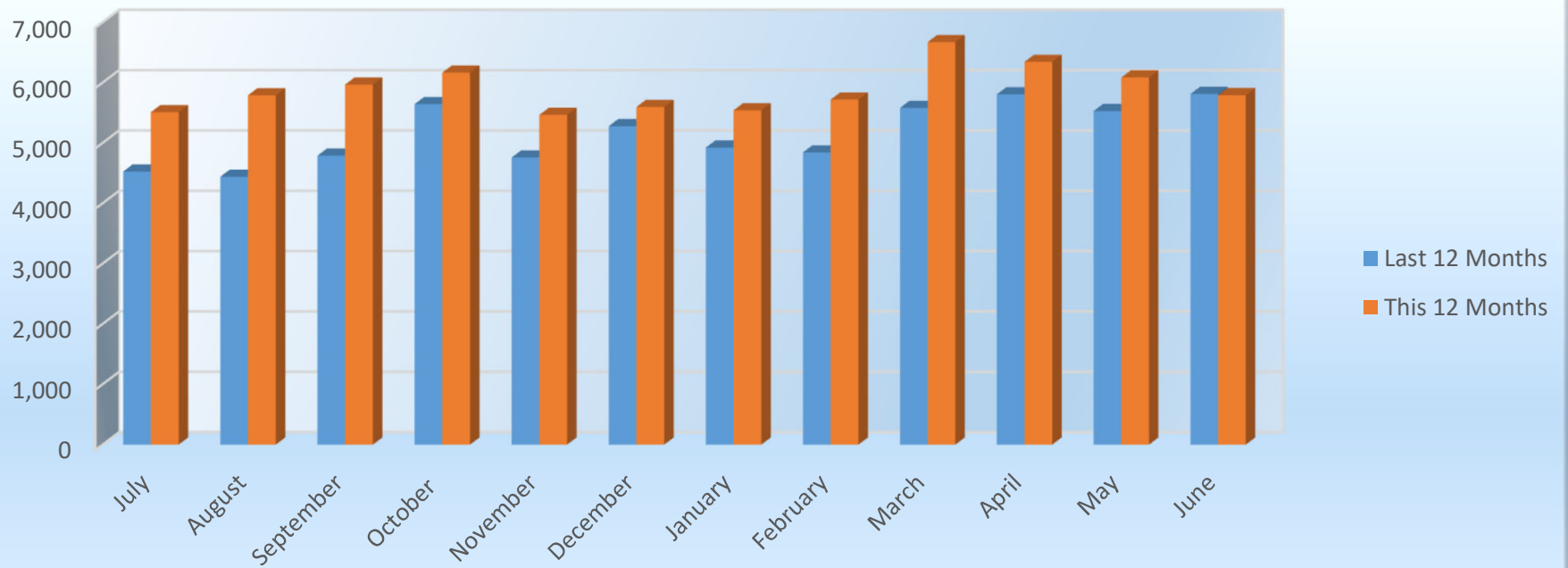
Citrus Connection and PCTS Para-Transit Total Ridership



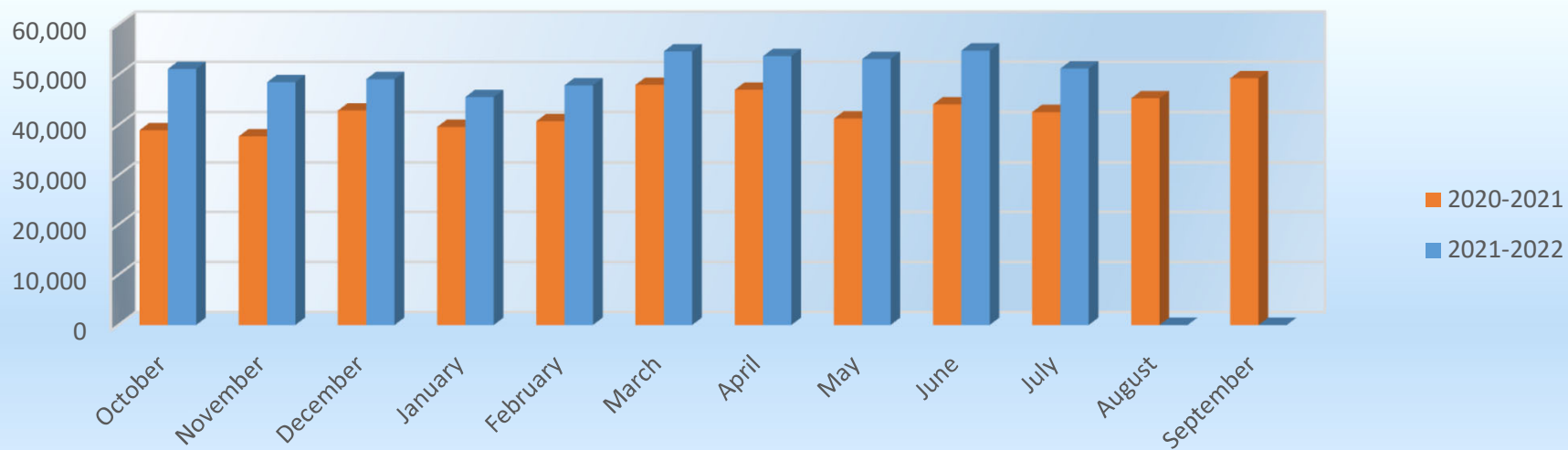
Citrus Connection and PCTS Fixed Over 12 Months



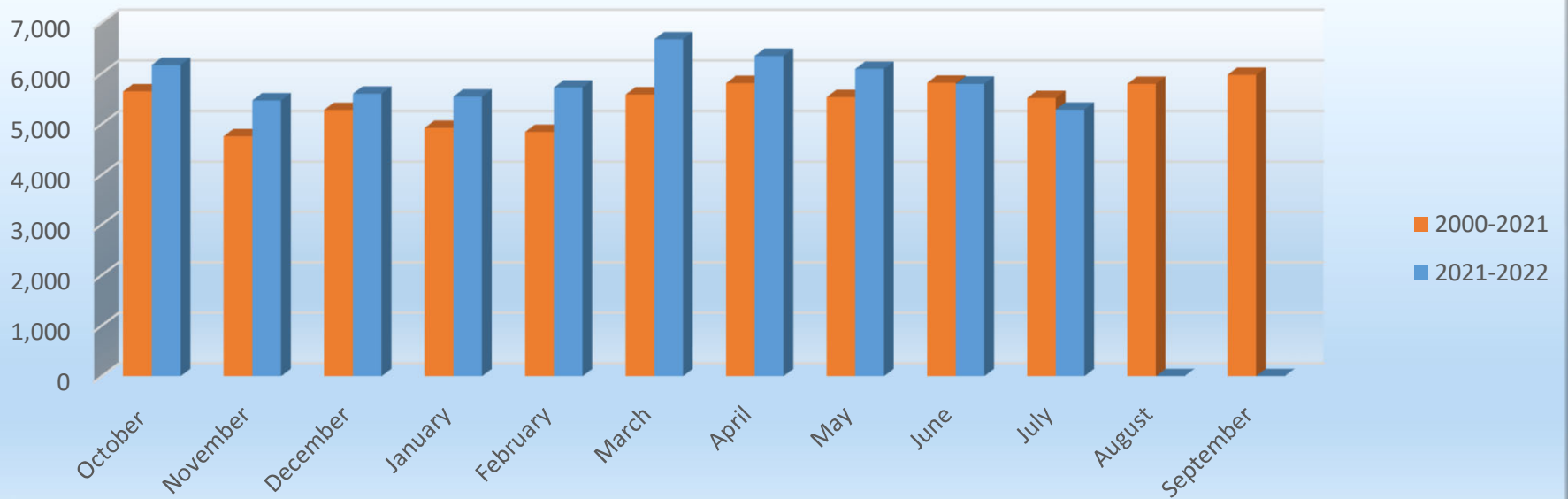
Citrus Connection and PCTS Para Over 12 Months



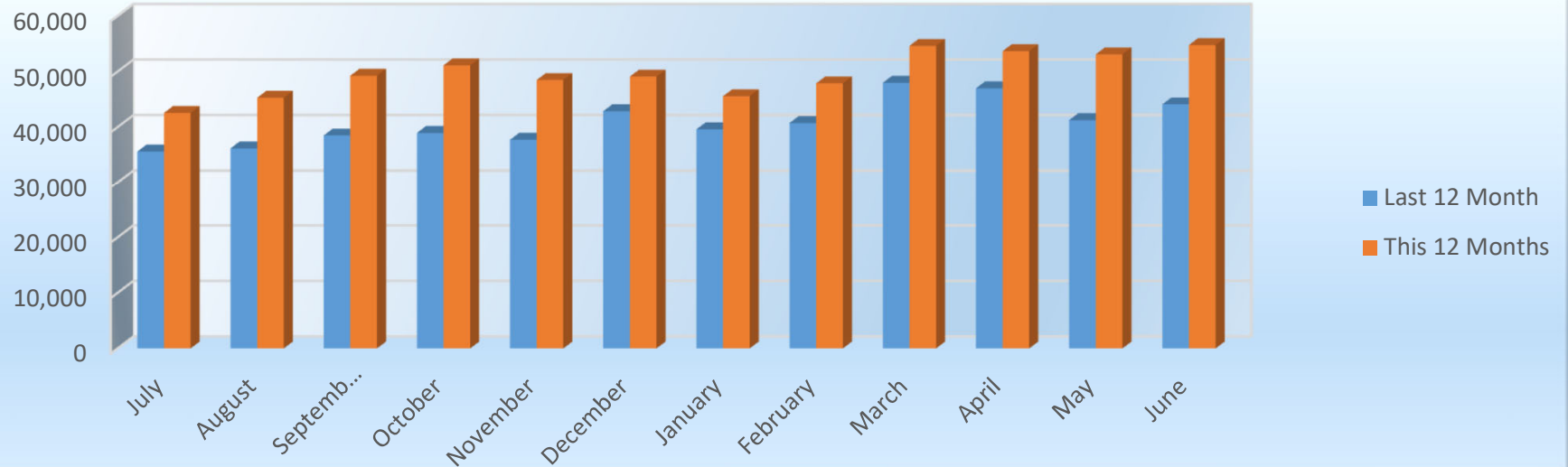
Citrus Connection and PCTS Fixed Route Total Ridership



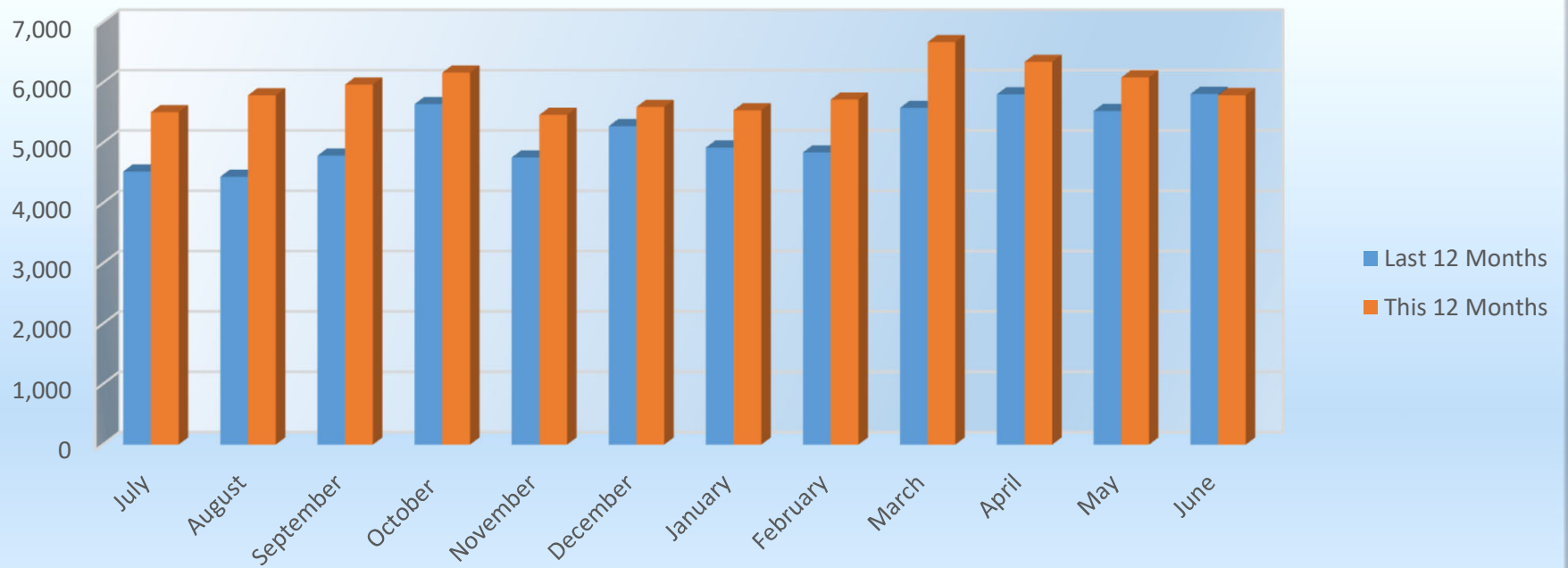
Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para Over 12 Months



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: SEP 14, 2022
AGENDA ITEM #9

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD