Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815 Wednesday, April 13th, 2022, at 8:30 a.m.

Call to Order	Action Required
1. Approval of the March LAMTD Meeting	Approval
2. Public Comments	None
3. 2022 and Beyond / Tom Phillips, Kelly Bennington, & Aaron Dunn	Approval
4. Employee Engagement Survey Results / Larry Ross, Ph.D.	None
 5. Finance / Kelly Bennington, CPA, Chief Financial Officer a. LAMTD Financials b. PCTS Financials c. TD Financials d. CARES ACT extension, Resolution 22-09 	None None None Approval
6. Legal a. Interlocal Agreement w/City of Lakeland, RE: CRA Agreement	Approval
 Regional Mobility Call Center/ Marcia Roberson, Director of RMCC a. ADA Patient Portal Demonstration 	None
8. Progress update for TDP / Julia Davis, Polk TPO	None
9. Executive Director Report / Tom Phillipsa. Agency Update(s)	None
 10. Executive <u>Informational</u> Summary / Tom Phillips a. March Calendar b. Ridership and UAP Update 	None None
11. Other Business	TBD

Adjournment

Agenda Item: Approval of the LAMTD Meeting Minutes for March

Presenter: James Phillips

Policy Analysis: TA 6 Increase internal communication through systemic

processes.

Recommended

Action: Board approval of the LAMTD Meeting Minutes from

March.

Attachments: March 9, 2022 LAMTD Meeting Minutes

Directors:

Polk County Commissioner Martha Santiago City of Lakeland Commissioner Sara McCarley City of Lakeland Commissioner Phillip Walker City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips Executive Assistant: James Phillips

Call to Order

8:31am By Commissioner McCarley

Agenda Item #1 - Approval of the Minutes

a. Board approval of the Feb 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 - Employee Recognition - Aaron Dunn, Director of Revenue

Presentation from Aaron Dunn for recognition of employee hard work and a miraculous effort of a driver going above the call of duty to reunite a child with their parents.

Agenda Item #4 - Audit Presentation - Daniel Anderson, CPA, Mauldin & Jenkins

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

"Approval of the FY20-21 audit"

1st Phillip Walker/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – 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 #6 - Finance

a. LAMTD Financials

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.

- 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.

Advertising income reflects \$58,430 which is in line with the budget and paid quarterly.

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.

Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815 Wednesday, Mar 9th, 2022 at 8:30 a.m.

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 T	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 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.

c. TD Financials

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.
- d. Transit Service Provider for North East Polk County Contract Modification(s).

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 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.

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

1st Bill Mutz/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

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

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.

"Approve 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." 1st Phillip Walker/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

f. 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.

LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING Citrus Connection, Hollingsworth Meeting Room 1212 George Jenkins Blvd., Lakeland, Fl. 33815

Wednesday, Mar 9th, 2022 at 8:30 a.m.

"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."

1st Phillip Walker/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #7 – Executive Director Report

- a. Agency Updates
 - Getting ready to launch ADA Webportal for customers to book and cancel trips
 - Spring break coming up
 - Intern program starting up soon. Looking to increase program from 5 interns from the usual 3.
 - Looking to address the driver shortage and should have presentation next month.
 - Employee engagement will be presented at April board meeting.
 - Squeeze is doing well. Pilot for lunch mat start back up soon.
 - Asset disposal- there is the old bully bus left from the county we are trying to dispose of
 - Thank the city for favorable outcome with the CRA decision
 - Fair Share agreements in review of WH agreement the numbers were not correct
 - Will be out of country from the 20th to the 27th.

Agenda Item #8 - Executive Director Informational Summary

a. February Calendar

[Attachment Available]

b. Ridership and UAP Update

[Attachment Available]

Agenda Item #9 - Other Business

Commissioner McCarley

- Would like to thank Citrus Connection Staff for stepping up to help with Night to Shine Commissioner Santiago
 - Seeking clarification on the ridership report and was wondering if we do projections?

Adjournment at 9:46 a.m.

Approved this 13th day of April 2022.

Agenda Item: Public Comments

Presenter: TBD

Recommended

Action: TBD

Agenda Item: 2022 and Beyond - FY23 Agency Operation Plan

Presenter: Tom Phillips, Kelly Bennington, and Arron Dunn

Policy Analysis: TA 7 Examine wages and benefits to maximize rider

experience.

Recommended

Action: Approve the Agency Operation Plan for FY23

Summary: The Citrus Connection is presenting to the Board of Directors the

following updates and changes to the system in order to create a

sustainable future.

Attachments: Presentation

Agenda Item: Employee Engagement Survey Results

Presenter: Larry Ross, PhD

Recommended

Action: None

Summary: Dr. Ross facilitated the results of the Citrus Connection annual

employee engagement survey and is here to presents those results

ahead of this year's strategic retreat.

Attachments: Presentation

Agenda Item: February 28, 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 Rudget Rudget to Actual

Operating Budget. Budget to Actual For the Year-to-date February 28, 2022

FY 2021-2022

Year to Date January 31, 2022										
Description	YTD of FY YTD Budget \$ YTD Actual \$ YTD of FY Annual									
	Budget			Expended	Budget					
Revenue YTD	42%	\$4,986,575	\$5,941,544	119%	\$11.98 Million					
Expenses YTD	42%	\$4,986,575	\$4,122,406	83%	\$11.98 Million					

REVENUES:

The total revenues realized year-to-date through February 28, 2022, totaled \$5.9 million or 119% of the YTD budget.

- Farebox revenues reflect \$127,993 or an unfavorable 48% of YTD budgeted revenues through February 28, 2022, due to the decline in Ridership related to driver shortages and COVID-19.
- Contract revenues totaled \$54,304 which is on budget for UAP (Universal Access Passes).
- Other Contract Revenue Budget totaled \$230,000 for the Atlantic Capital LLC agreement \$0.1 million, Winter Haven Services \$92,730 and Bartow Services \$37,310 for shared services. Actual totaled \$7,500.
- Ad Valorem taxes totaled \$5.35 million or 95%. 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 \$4,368 which is under budget.
- Florida DOT operating grants \$1.52 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance.
- FTA Section 5307 operating and capital grants are budgeted at \$2.93 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds is recognized. Currently, we've received \$11,632 in funding.
- Advertising income reflects \$58,430 which is in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is \$229,750 which is on budget.
- Miscellaneous revenue reflects \$2,252 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 February 28, 2022 FY 2021-2022

EXPENSES:

The total expenses year-to-date through February 28, 2022, totaled \$4.1 million or 83% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of February 28, 2022, these expenses totaled \$2.6 million or 18% under budget of \$3.2 million a favorable variance.
- Professional and Technical Services expenses totaled \$212,670 of the YTD budget which is on budget.
- Other services expenses totaled \$23,826 of the YTD budget, 44% under budget for temporary services.
- Fuel expenses totaled \$231,674 YTD which is on budget.
- Materials and supplies totaled \$289,829 or 5% under budget.
- Dues and subscriptions totaled \$11,961 and office supplies of \$31,460 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 \$126,140 pertains to the lease purchase of buses and is within 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 February 28, 2022.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through February 28th, the financials reflect a favorable actual variance of \$1.8 million with 42% of the fiscal year completed. This variance is predominantly due to the influx of ad valorem income.

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



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022 MONTHLY FINANCIAL STATEMENT MONTH OF FEBRUARY 2022

			Month							YTD							
			Actual		Budget		Variance			Actual		Budget		Variance			Approved
						\$'	s-Fav/(Unfav)	%					¢'c	s-Fav/(Unfav)	%	An	nual Budget
						Ψ	3-i av/(Olliav)	/0					ψο	s-i av/(Oillav)	/0		
CODE	Account		05.705	•	10 100	•	(00.007)	400/		407.000	•	0.47.040	•	(440.040)	400/		500.000
R4	Farebox/Pass Sales	\$	25,795		49,403	\$	(23,607)	-48%		,	\$,	\$	(119,019)	-48%		592,830
R6 R3	Contract Income (UAP)	\$	9,321	\$ \$	11,196	\$ \$	(1,875)	-17% -92%	\$ \$	54,304 7,500	\$	55,979 95,850	\$	(1,675)	-3% -92%	\$	134,350 230,040
R5	Other Contract Revenue Miscellaneous Income	\$	1,500 1	Ф \$	19,170 1,667	φ \$	(17,670) (1,666)	-92% -100%		,	\$ \$,	\$ \$	(88,350) (6,081)	-92% -73%		20,000
R7	Advertising Revenue	\$	ı	\$	8,490	\$	(8,490)	-100%	\$,	\$	•	\$	15,980	38%	\$	101,880
R8	Investment/Interest Income (net)	\$	1.194	\$	3,667	\$	(2,473)	-67%		4,368	\$,	\$	(13,965)	-76%	-	44,000
R9	Ad Valorem Income, net	\$, -	\$	469.195	\$	(342,510)	-73%		•	\$	•	\$	3,006,259	128%		5,630,340
R10	FDOT Operating Grant	\$	120,003	\$	126.843	\$	(126,843)	-100%		(0)		634.213		(634,213)	-100%	,	1,522,110
R11	Federal Operating Grant	\$	11,632	\$	244,368	\$	(232,735)	-100 %		11,632		,	\$	(1,210,205)	-99%	\$	2,932,410
R13	Cost Recovery	\$	5,035	\$	1,750	\$	3,285	188%		,	\$	8,750	\$	5,181	59%	-	21,000
R17	City of Lakeland	\$	14,373	\$	15.152	\$	(779)	-5%	\$		\$	75.758	\$	(2,457)	-3%	\$	181.820
R2	PCTS - Support Cost Reimb.	\$	45,950	\$	45,950	\$	(110)	0%	\$	229,750	\$	229,750	\$	(2, 107)	0%	\$	551,400
R16	Gain on Disposal of Asset	\$	-	\$	467	\$	(467)	-100%		5,850	\$	2,333	\$	3,517	151%	-	5,600
	•	\$	241,486	\$	997,315	\$	(755,829)		\$	5,941,544	\$	4,986,575	\$	954,969		\$	11,967,780
	TOTAL REVENUES	Ψ	241,400	Ψ	997,313	Ψ	(733,029)	-76%	<u>Ψ</u>	3,341,344	Ψ	4,900,373	Ψ	934,909	19%	Ψ	11,907,700
E1	Salaries	\$	397,830	\$	454.760	\$	56.930	13%	\$	1.842.256	\$	2,273,800	\$	431.544	19%	\$	5,457,120
E2	Employee Benefits	\$,	\$	189,963	\$	35,938	19%	\$	794,335	\$		\$	155,478	16%	\$	2,279,550
E3	Advertising Fees	\$	7,138	\$	2,158	\$	(4,979)	-231%	\$	24,129	\$	10,792	\$	(13,338)	-124%	\$	25,900
E4	Professional & Technical Ser	\$	7,296	\$	42,235	\$	34,939	83%	\$	212,670	\$	211,175	\$	(1,495)	-1%	\$	506,820
E5	Contract Maintenance Services	\$	56,712	\$	9,116	\$	(47,597)	-522%	\$	78,477	\$	-,	\$	(32,899)	-72%		109,388
E6	Other Services	\$	13,017	\$	8,521	\$	(4,496)	-53%	\$	23,826	\$	42,604	\$	18,778	44%	\$	102,250
E7	Fuel & Lubricants	\$	50,842	\$	45,444	\$	(5,398)	-12%	\$	- , -	\$		\$	(4,457)	-2%	\$	545,322
E8	Freight	\$	365	\$	1,109	\$	743	67%	\$	3,061	\$	5,544	\$	2,483	45%		13,305
E9	Repairs & Maintenance	\$	11,457	\$	4,954	\$	(6,502)	-131%	\$	32,179	\$,	\$	(7,407)	-30%	•	59,453
E10	Materials & Supplies	\$	66,707	\$	61,338	\$	(5,370)	-9%	\$	289,829	\$	306,688	\$	16,858	5%	\$	736,050
E11	Utilities/Telephone	\$	9,987	\$	13,271	\$	3,284	25%	\$		\$	66,354	\$	11,921	18%		159,250
E13	Insurance Expense	\$	37,463	\$	35,429	\$	(2,034)	-6%	\$	- ,-	\$	177,146	\$	(10,168)	-6%	\$	425,150
E15	Dues & Subscriptions	\$	2,733	\$	3,874	\$	1,141	29%	\$,	\$	-,	\$	7,408	38%		46,486
E16 E17	Education/Training/Meeting/Travel Service Charges	\$	5,309 338	\$ \$	11,610 1,155	\$ \$	6,300 818	54% 71%	\$ \$	23,908 3,995	\$ \$	58,048 5,776	\$ \$	34,140 1,781	59% 31%	\$	139,315 13,863
E17 E18	Office Expense	\$	330 4,371	Ф \$	7,503	φ \$	3,132	42%	\$ \$	31,460	\$ \$	37,514	Ф \$	6,053	16%	Ф \$	90,033
E19	Advertising & Promotions	\$	4,371	\$	2.083	\$	2.083	100%	э \$	31,400	Ф \$	10,417		10,417	100%	-	25,000
E20	Miscellaneous Expenses	\$	369	\$	6.720	\$	6,351	95%	\$	20,480	\$,	\$	13.123	39%	\$	80,645
E21	Property Appraiser/Tax Collector Comm	\$	2,534	\$	15,498	\$	12,965	84%	\$	129,271	\$	77,492		(51,780)	-67%	\$	185,980
E22	LDDA, CRA Contributions	\$	_,55.	\$	23,750	\$	23,750	100%	\$		\$	118,750	\$	118,750	100%		285,000
E23	Capital Expenditures/ Debt Service	\$	25,228	\$	56,717	\$	31,489	56%		126,140	\$	283,583		157,444	56%		680,600
	TOTAL EXPENDITURES	\$	853,720	\$	997,315	\$	(143,595)	-14%	\$	4,122,406	\$	4,986,575	\$	(864,169)	-17%	\$	11,967,780
	(OVER)/UNDER EXPENDITURES	-	(612,234)	\$	· -	\$	(612,234)	•	\$	1,819,139	\$		\$	1,819,139		\$	
	CVER/ONDER EAF ENDITORES	Ψ	(012,234)	Ψ		Ψ	(012,234)		Ψ	1,013,133	Ψ		Ψ	1,013,133		9	=

Agenda Item: February 28, 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
Monthly Financial Report
Polk County Transit Contract
Month of February 28, 2022
Year to Date Report
Percent of FY Reported (42%)

Revenues

- ➤ The revenues totaled \$3.7 million 99% of the year-to-date budget.
- ➤ The FTA grants drawdown totaled \$201,351 or 17% of the year-to-date budget.
- Fare Revenues totaled \$16,799 or 34% 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.
- ➤ The FDOT Grants drawdown reflects no activity.
- ➤ Rural Grants Revenues reflects \$97,372 or 16% of the year-to-date budget.

Expenses

- ➤ Operating expenses consists of labor costs, operating expenses, and contract expenses.
- ➤ Total expenses for the period totaled \$3.03 million or 81% of the year-to-date budget.
- ➤ Salaries and wages totaled \$1.5 million or 77% of the YTD Budget.
- ➤ Operating expenses totaled \$985,536 or 89% 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 \$581,408 or 80% of the YTD budget.

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

Revenue

	Annual					Percent
	Budget	YT	D Budget	Y	ΓD Actual	Expended
Revenues						
County Match	\$ 3,029,262	\$	1,262,193	\$	3,029,262	240%
Other Contract Revenue - County	\$ -	\$	-	\$	-	
City Contribution	\$ 533,611	\$	222,338	\$	367,865	165%
County Contribution - PCTS	\$ -	\$	-	\$	-	
Other Revenue Transfer Cares Funding	\$ -	\$	-	\$	-	
Fares	\$ 117,250	\$	48,854	\$	16,799	34%
FDOT Block Grants:						
GOV71/G1481 - WHAT/ADA	\$ 625,820	\$	260,758	\$	-	0%
RURAL	\$ 1,492,450	\$	621,854	\$	97,372	16%
SUNRAIL	\$ 249,740	\$	104,058	\$	-	0%
FTA						
FTA 5307 Grant	\$ 2,924,537	\$	1,218,557	\$	201,351	17%
Capital Contributions - County	\$ -	\$	-	\$	-	0%
Total	\$ 8,972,670	\$	2,738,612	\$	3,712,649	99%

Expenses

	Annual Budget	ΥT	D Budget	Υ٦	ΓD Actual	Percent Expended
Labor	\$ 4,552,010	\$	1,896,671	\$	1,465,865	77%
Contract	\$ 1,750,000	\$	729,167	\$	581,408	80%
Operating	\$ 2,670,660	\$	1,112,775	\$	985,536	89%
Capital	\$ -	\$	-	\$	-	0%
Total	\$ 8,972,670	\$	3,738,613	\$	3,032,809	81%

Agenda Item: February 28, 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
Monthly Financial Report
The Transportation Disadvantaged Program
Month of February 28, 2022
Year to Date Report
Percent of FY Reported (67%)
State FY July 1, 2021, thru June 30, 2022

Revenues

- ➤ The revenues totaled \$640,915 or 73% of the year-to-date budget.
- ➤ The TD Trust Fund Grant drawdown reflects \$584,529 or 74% of the grant.
- ➤ Contract Revenues and other revenues totaled \$328.
- ➤ The County funding for the match totaled \$56,059 or 64%.

Expenses

- ➤ Operating expenses consists of labor costs, operating expenses, and contract expenses.
- ➤ Total expenses for the period totaled \$637,068 or 73% of the year-to-date budget.
- ➤ Salaries, wages, and benefits totaled \$449,812 or 68% of the YTD Budget.
- ➤ Operating expenses totaled \$187,256 or 90% of the YTD Budget.

Operating Results

Actual Revenues exceed expenses by \$3,848. Due to a shortage of drivers, routes have been closed which affects ridership volumes and the ability to draw down revenues. Also due to the shortage of drivers, TD drivers are being utilized on other routes. Therefore, using the job costing method, 5.98% of expenses related to TD drivers were reallocated appropriately.

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

Revenue

	Annual Budget	•	YTD Budget	Y	TD Actual	Total YTD
Revenues						
County Match 10%	\$ 131,526	\$	87,684	\$	56,059	64%
Contract Revenue	\$ 151	\$	101	\$	328	
Adult Day Care		\$	-	\$	-	
FDOT Grants:		\$	-			
CTD Grant -Operating	\$ 1,183,733	\$	789,155	\$	584,529	74%
Total	\$ 1,315,410	\$	876,940	\$	640,915	73%

Expenditure

	Annual Budget	Y.	TD Budget	YT	D Actual	Total YTD
Labor	\$ 990,070	\$	660,047		\$449,812	68%
		\$	-			
Operating	\$ 325,340	\$	216,893	\$	187,256	86%
Total	\$ 1,315,410	\$	876,940		\$637,068	73%

Resolution #22-09

A RESOLUTION of the <u>Lakeland Area Mass Transit District</u> authorizing the execution of that certain Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation.

WHEREAS, the Lakeland Area Mass Transit District 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 <u>Lakeland Area Mass Transit District</u> FLORIDA:

- 1. That the Amendment to extend the use of funds for Item-Segment-Phase-Sequence (Financial Management Number) 447482-1-94-01_(5311)_is approved.
- 2. That <u>Tom Phillips, Executive Director</u> or their designee is authorized to enter into, modify, amend, or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS

April 13 th , 2022		
ATTEST.		By:
ATTEST:	 _ (Seal)	

Date: APRIL 13, 2022 AGENDA ITEM #5d

Agenda Item: Federal Transit Administration CARES ACT Section

5311 Formula Grant for Rural Areas Capital

amendment and resolution 22-09

Presenter: Kelly Bennington, CFO

Recommended

Action: Staff recommend approval of the Cares ACT section

5311 grant amendment and corresponding resolution to extend the use \$809,048 of funding for the County for

twelve months.

Summary: This grant covers 100% of the purchase of two new

expansion buses and stop and shelter repairs in the

amount of \$809,048

Attachments: Resolutions 22-09

Agenda Item: Interlocal Agreement w/City of Lakeland

Presenter: Ben Darby, Esq.

Recommended

Action: Approve the addition Interlocal Agreement with the City of

Lakeland

Summary: Following the decision of the City of Lakeland to exempt the

Lakeland Area Mass Transit District from the Community

Redevelopment Tax, this agreement from the city will ratify the

arrangement.

MEMORANDUM

TO: MAYOR AN

MAYOR AND CITY COMMISSION

FROM:

CITY ATTORNEY'S OFFICE

DATE:

March 21, 2022

RE:

Interlocal Agreement with the Lakeland Area Mass Transit District Granting Exemption from Tax Increment Payments

to the Lakeland Community Redevelopment Agency

At its March 7, 2022 meeting, the City Commission voted to exempt the Lakeland Area Mass Transit District (LAMTD) from the requirement to make tax increment payments into the Lakeland Community Redevelopment Agency Trust Fund pursuant to §163.387, Florida Statutes. This statute provides that, if the decision is made to exempt a special district from the requirement to pay into a CRA trust fund, the local governing body and the special district must enter into an interlocal agreement that establishes the conditions of the exemption, including the period of time for which the exemption is granted.

The attached Interlocal Agreement has been prepared to implement the City Commission's decision to exempt LAMTD from paying into the Lakeland CRA Trust Fund, including any separately maintained trust funds for the Downtown, Mid-Town and Dixieland Community Redevelopment Areas. In order to comply with the statutory requirement to specify the duration of the exemption, the Agreement provides that the exemption shall remain in effect unless and until the Interlocal Agreement is modified by mutual consent of the parties. No other conditions for the exemption are specified or required under the Agreement.

It is recommended that the City Commission approve the attached Interlocal Agreement between the City of Lakeland and the Lakeland Area Mass Transit District and authorize the appropriate City officials to execute the Agreement.

Attachment

INTERLOCAL AGREEMENT BETWEEN CITY OF LAKELAND AND LAKELAND AREA MASS TRANSIT DISTRICT for CRA Tax Increment Payment Exemption

THIS INTERLOCAL AGREEMENT (the "Agreement") is made as of the Effective Date, defined below, by and between the CITY OF LAKELAND, a Florida municipal corporation (the "City") and the LAKELAND AREA MASS TRANSIT DISTRICT, an independent special district, (the "District").

WITNESSETH:

WHEREAS, §163.01, Florida Statutes (the "Florida Interlocal Cooperation Act of 1969" or the "Act"), permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, §163.387, Florida Statutes, authorizes local governing bodies that have created a community redevelopment agency pursuant to Part III of Chapter 163, Florida Statutes, to exempt, in the local governing body's sole discretion, special districts from the requirement to make annual tax increment payments into the community redevelopment agency's trust fund; and

WHEREAS, §163.387, Florida Statutes, further provides that, if a local governing body grants an exemption to a special district under its provisions, the local governing body and the special district must enter into an interlocal agreement that establishes the conditions of the exemption, including the period of time for which the exemption is granted; and

WHEREAS, the Lakeland City Commission wishes to exempt the Lakeland Area Mass Transit District from the requirement to make an annual tax increment payment into the Lakeland Community Redevelopment Agency's Trust Fund pursuant to §163.387, Florida Statutes, and

WHEREAS, the City and the District wish to establish such exemption by entering into this Interlocal Agreement pursuant to the requirements of §163.387, Florida Statutes;

NOW, THEREFORE, for and in consideration of the above findings, the City and the District agree as follows:

SECTION 1. Findings. The above findings are true and correct and are incorporated herein by reference and made a part hereof.

SECTION 2. Exemption of District from Tax Increment Payments. The City, in its sole discretion pursuant to §163.387, Florida Statutes, hereby exempts the District from the requirement to make annual tax increment payments into the Lakeland Community Redevelopment Agency's Trust Fund, including any separately-maintained trust funds for the Downtown, Mid-Town and Dixieland Community Redevelopment Areas. The exemption granted herein shall remain in effect and without condition unless and until modified by the parties in accordance with Section 4 of this Agreement

SECTION 3. <u>Effective Date.</u> This Agreement shall become effective upon execution of the Agreement by both parties and filing with the Clerk of the Circuit Court as provided in §163.01(11), Florida Statutes (the "Effective Date").

SECTION 4. <u>Modification</u>. No modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed by both parties hereto and filed with the Clerk of the Circuit Court pursuant to §163.01(11), Florida Statutes.

SECTION 5. <u>Entire Agreement</u>. This Agreement embodies the entire understanding and agreement between the parties with respect to the subject matter hereof. If any provision of this Agreement is deemed invalid by a court of competent jurisdiction, such provision shall be considered severed herefrom and shall not invalidate the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the City of Lakeland and the Lakeland Area Mass Transit District have caused this Agreement to be executed below by their duly authorized officers.

ATTEST

Bv:

Kelly S. Koos, City Clerk

CITY OF LAKELAND

By:

H. William Mutz, Mayor

Date: 03 - 22 - 2022

Nelly S. Relly S. Rel

Approved as to Form and Correctness: By: Palmer C. Davis City Attorney	Please have LAMTD Secretary 4 Attorney Sign. marks
ATTEST: By: Secretary	By: Sara Roberts McCarley, Chair
	Date:
Approved as to Form and Correctness:	
By:Attorney for District	

Agenda Item: ADA Patient Portal Demonstration

Presenter: Marcia Roberson, Director of Regional Mobility Call Center

Recommended

Action: None

Summary: The Citrus Connection is ready to share the patient portal with ADA

clients on a limited basis before releasing to the general public. By request of board member Commissioner Santiago, we are sharing with the board today what the portal looks like for both users and

staff.

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.

Date: APR 13, 2022 AGENDA ITEM 9a

Agenda Item: Agency Updates

Presenter: Tom Phillips

Recommended

Action: Informational

Summary: Items and information from the Executive Director

Date: FEB 9, 2022 AGENDA ITEM 10a

Agenda Item: March calendar

Presenter: Tom Phillips

Recommended

Action: Informational

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

Date: APRIL 13, 2022 AGENDA ITEM #10b

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 February 28, 2022

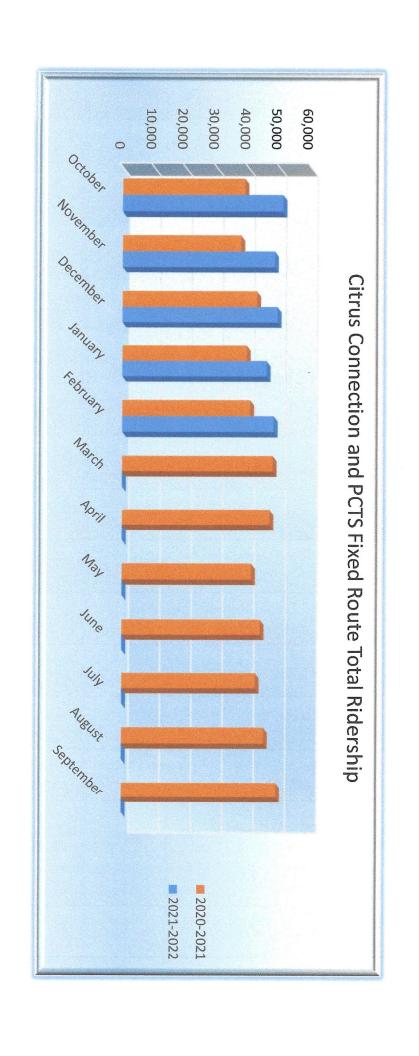
Attachments: Ridership Report.

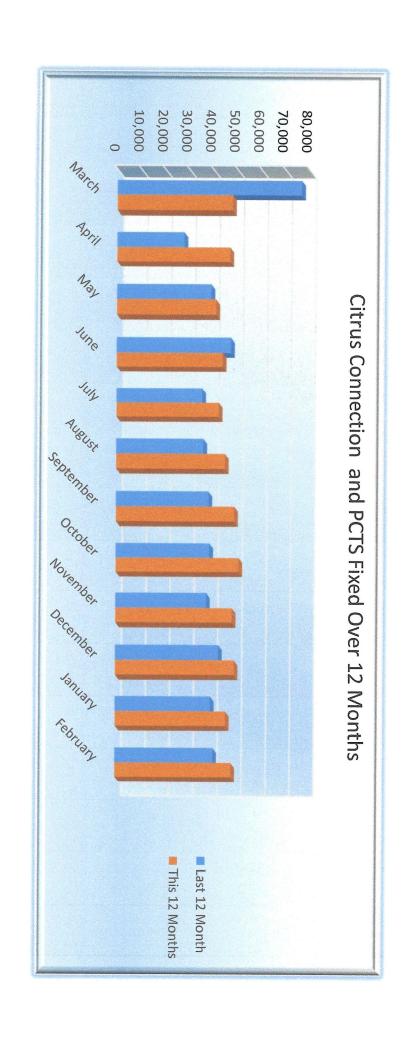
		Citrus Conn	ection and PCTS Fi	ixed Route			
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Change
October	108,078	113,220	117,763	109,219	38,961		
November	106,998	104,149	104,192	89,803	37,733	48,506	29
December	111,197	95,520	95,813	91,147	42,876	49,446	7
lanuary	103,647	93,227	106,080	96,288	39,609	45,948	7
February	108,068	100,300	100,900	93,231	40,756	48,283	8
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
lune	102,092	93,781	93,028	47,522	44,107	0	0
July	98,193	92,042	103,793	35,612	42,568	0	C
August	118,104	111,898	109,285	36,186	45,293	0	C
September	89,794	98,550	100,468	38,505	49,269	0	C
Totals	1,274,460	1,194,072	1,243,631	781,361	517,423	243,315	22

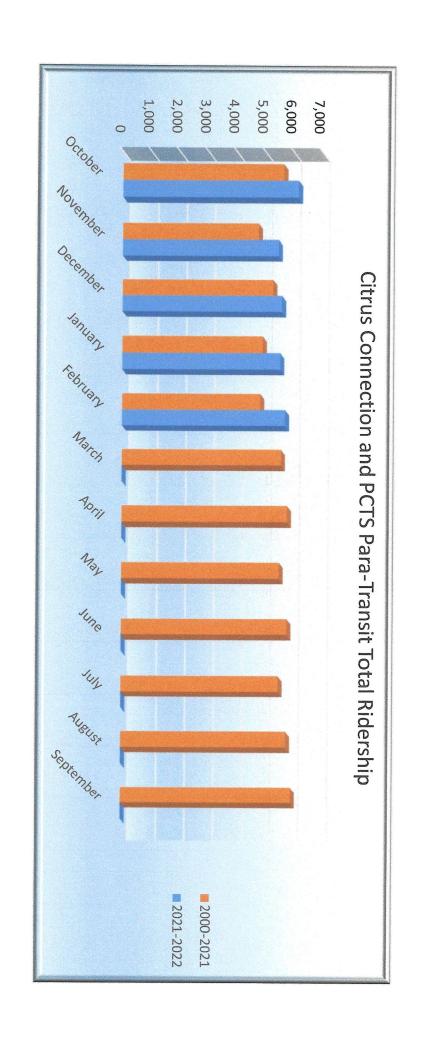
		Citrus Connecti	on and PCTS Para-	Transit Totals			
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	7,071	8,654	9,820	9,745	5,644		
November	7,002	7,940	8,495	8,246	4,759	5,466	15
December	7,014	7,660	8,032	8,177	5,279	5,598	6
January	7,521	9,478	8,846	8,734	4,924	5,542	13
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	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	28,492	12

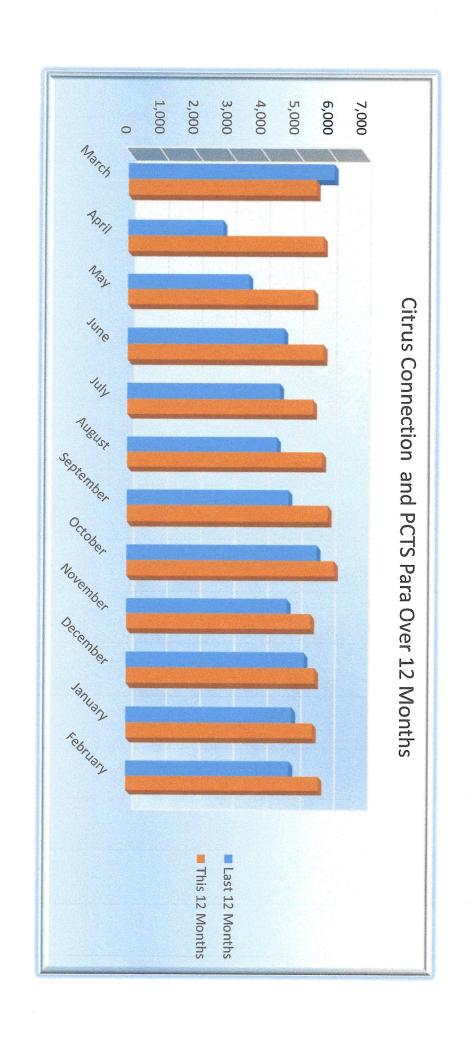
		Citrus Conne	ction only Fixed R	oute Totals			
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	67,636	73,349	74,739	67,938	27,810	31,976	15%
November	71,083	67,437	66,084	55,331	25,998	29,943	6%
December	72,646	60,879	60,217	55,960	30,003	31,305	2%
January	70,767	58,830	66,889	58,774	27,355	28,979	3%
February	71,884	63,140	62,854	57,800	27,781	30,467	4%
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%
September	54,155	62,306	65,477	25,651			0%
Totals	839,734	759,763	791,945	491,572	357,775		10%

		Citrus Conne	ction only Para-Tra	ansit 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	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	
Totals	46,347	45,605	52,149	34,070	26,158	13,242	23%









Date: APR 13, 2022 AGENDA ITEM #11

Agenda Item: Other Business

Presenter: TBD

Recommended

Action: TBD

Summary: TBD