

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815  
**Wednesday, October 13<sup>th</sup>, 2021, at 8:30 a.m.**

Call to Order	<u>Action Required</u>
1. Approval of the September LAMTD Meetings	Approval
2. Public Comments	None
3. GEM Award	None
4. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. FTA 2021-2022 Section 5311 ARPA application and Resolution 22-01	Approval
5. Legal / Ben Darby, Esq.	
a. Nepotism Clause Update	Approval
b. Annual Review	None
6. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
7. Executive <u>Informational</u> Summary / Tom Phillips	
a. September Calendar	None
b. Ridership and UAP Update	None
8. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
SEP 8, 2021  
AGENDA ITEM #1

Agenda Item: Approval of the LAMTD Meeting Minutes for September

Presenter: James Phillips

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

Recommended  
Action: Board approval of the LAMTD Meeting Minutes and Public Hearing Minutes from September

Attachments: September 8, 2021 LAMTD Meeting Minutes  
September 8, 2021 Public Hearing  
September 22, 2021 Public Hearing  
September 22, 2021 Emergency Meeting

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, Sep 8<sup>th</sup>, 2021 at 8:30 a.m.

**Directors:**

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

Executive Director: Tom Phillips

Executive Assistant: James Phillips

**Call to Order**

8:30am By Commissioner McCarley

**Agenda Item #1 – Approval of the Minutes**

- a. Board approval of the Aug 2021 LAMTD Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the Aug 2021 LAMTD Meeting”  
1<sup>st</sup> Martha Santiago/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

None

**Agenda Item #3 – GEM Award**

Recognizing one of our customer service representatives, Keyla Watkins, who went above and beyond.

**Agenda Item #4 – Finance**

- a. LAMTD Financials

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date July 31, 2021  
FY 2020-2021

**Year to Date July 31, 2021**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	83%	\$9,213,830	\$9,313,240	101%	\$11.01 Million
Expenses YTD	83%	\$9,213,830	\$8,041,840	87%	\$11.01 Million

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, Sep 8<sup>th</sup>, 2021 at 8:30 a.m.

**REVENUES:**

The total revenues realized year-to-date through July 31, 2021, totaled \$9.3 million or 101% of the YTD budget.

- Farebox revenues reflect \$253,450 or 51% of YTD budgeted revenues through July 31, 2021, due to decline in Ridership and COVID-19.
- Contract revenues (UAP) totaled \$112,700 or 75% of the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenue totaled \$230,040 for the Atlantic Capital LLC agreement \$.1 million, Winter Haven Services \$92,000 and Bartow Services \$38,000 for shared services.
- Ad Valorem taxes totaled \$5.3 million or 102% of the tax levy. The total budgeted revenues are \$5.2 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, 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 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$13,150 under budget.
- Florida DOT operating grants \$1.6 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. Total revenues \$1.2 million or 72%.
- FTA Section 5307 operating and capital grants budgeted at \$2.5 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. Total Revenue \$1.4 million or 56%.
- Advertising income reflects \$140,000 in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$14,830 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, Sep 8<sup>th</sup>, 2021 at 8:30 a.m.

Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date July 31, 2021  
FY 2020-2021

**EXPENSES:**

The total expenses year-to-date through July 31, 2021, totaled \$8.04 million or 87% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2020-2021 budget. As of July 31, 2021, these expenses totaled \$5.5 million or 10% under budget of \$6.1 million a favorable variance.
- Professional and Technical Services expenses totaled \$355,440 of the YTD budget, and over budget due to a one-time payment for professional services.
- Other services expenses totaled \$65,805 of the YTD budget, over budget for temporary services.
- Fuel expenses totaled \$293,890 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$568,585 and over budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments for Tax Year 2020 is paid totaling \$284,833.

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

<b>CHANGE IN FINANCIAL CONDITION</b>
Based on the year-to-date budget-to-actual variances through July 31 <sup>st</sup> the financials reflect a favorable actual variance of \$1.3 million with 83% of the fiscal year due to property tax revenues received in December.

	<b>STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS</b>				
	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 July 31, 2021  
Year to Date Report  
Percent of FY Reported (83%)

**Revenues**

- The revenues totaled \$6.4 million or 95% of the year-to-date budget.
- The FTA grants drawdown shows \$1.3 million or 58%.
- Fare Revenues totaled \$37,573 or 38% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$596,623 in the FY Budget.
- The County funding reflects payments of \$2.4 million for the budgeted grants match totaling \$2.584 million for the total payments.
- The FDOT Grants drawdown reflects \$870,269.
- Rural Grants Revenues totaled \$939,239 or 83%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$5.9 million or 87% of the year-to-date budget.
- Salaries and wages totaled \$3.1 million or 86% of the YTD Budget.
- Operating expenses totaled \$1.8 million or 81% 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 \$.95 million or 106% and is over the budget variance funded with grants.

**c. TD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of July 31, 2021  
Year to Date Report  
Percent of FY Reported (8.3%)  
**State FY July 1, 2021, thru June 30, 2022**

**Revenues**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, Sep 8<sup>th</sup>, 2021 at 8:30 a.m.

- The revenues totaled \$84,774 or 64% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$77,708 or 79% of the grant.
- Contract Revenues and other revenues totaled \$24.
- The County funding for the match totaled \$10,961 or 64%.

### **Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$82,734 or 75% of the year-to-date budget.
- Salaries, wages and benefits totaled \$69,770 or 85% of the YTD Budget.
- Operating expenses totaled \$12,965 or 48% of the YTD Budget.

### **Operating Results**

- Actual Revenues are over expenses by \$2,040.

FYE 9-30-20                      \$ 99,433  
YTD thru June 30, 2021        \$ 12,013

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%.

#### **d. Asset Disposal**

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

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

Asset Disposal Chart						
Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TRIPS Useful Life	Current Status or Reason for Disposal	Current Condition
25' Para Transit Bus #549, 2011 ARBOC Chevy/C4500 LAMTD Vehicle	04/18/2012	\$1.00 Palm Tran Transfer	Between Scrap & Market Value	5 years and 150,000 miles	Over 9 years and 155,767 miles	The vehicle requires a high level of maintenance and has exceeded its useful life

"Approval of staff recommendation to dispose of assets past their useful life."

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Martha Santiago

**MOTION CARRIED UNANIMOUSLY**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, Sep 8<sup>th</sup>, 2021 at 8:30 a.m.

**Agenda Item #5– Legal**

**a. Stirepack Property Land Agreement, Resolution 21-14**

An addition of land requesting to be added to the District

“Approve the addition of land to be added to the District”  
1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> Martha Santiago

**MOTION CARRIED UNANIMOUSLY**

**b. Board dates for FYE 2022, Resolution 21-15**

Maintaining the previous year of meetings to be held on the 2<sup>nd</sup> Wednesday of the month.

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

“Approve the schedule of meetings for the following year”  
1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> Martha Santiago

**MOTION CARRIED UNANIMOUSLY**



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, Sep 8<sup>th</sup>, 2021 at 8:30 a.m.

**Agenda Item #6 – Executive Director Report**

a. Memorandum of Agreement with TWU

A Memorandum of Agreement between the District and the Union to delay the formal bidding process until January when the current situation will be reevaluated and check for improvements.

“Approve the Memorandum of Agreement with TWU to delay the formal bid process until January”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> Martha Santiago

**MOTION CARRIED UNANIMOUSLY**

b. Agency Updates

- Thanked employees and numbers are looking up from the attendance bonus
- Announced Joe Cheney’s last day at the end of the month
- Transportation Summit was a success and thanks to Rodney Wetzel and the team for all the hard work they did to get it together

**Agenda Item #10 – Executive Director Informational Summary**

a. August Calendar

[Attachment Available]

b. Ridership and UAP Update

[Attachment Available]

**Agenda Item #11 – Other Business**

None

Adjournment at 9:28 a.m.

Approved this 8<sup>th</sup> day of September 2021.

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Chair – Lakeland City Commissioner Sara Roberts McCarley

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Thursday, September 22, 2021, at 5:01 p.m.

**Directors:**

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

Executive Director: Tom Phillips

Executive Assistant: James Phillips

**Call to Order**

5:01 p.m. By Chair Sara McCarley

**Agenda Item #1 – Proposed FY 21/22 Millage Rate Summary / David Persaud, CFO**

- **Required Public Hearings-** The Lakeland Area Mass Transit District (LAMTD) is required to conduct two public hearings on the 2021-2022 millage levy and the Fiscal Year 2021-22 budget before the millage and the budget can be finally adopted. This is the first of two hearings.
- **Truth In Millage (TRIM) Notice-** On July 14<sup>th</sup>, 2021 the LAMTD Board tentatively certified a .5000 proposed millage levy by a majority vote as authorized by the Florida Statute and appropriately submitted the form to the Polk County Property Appraiser's office before the required August 4, 2021 deadline.
- **Millage Rate-** Staff is presenting the tentative millage resolution for adoption with the .5000 millage levy.
- **Percentage over Rolled-Back Rate-** As required by the Florida Statutes, LAMTD will need to publicly announce and advertise the percentage increase that the proposed tax rate of .5000 is above the Rolled-Back rate which is .4798. This percentage increase is 4.21%.
- **Fiscal Year 2021-22 Annual Budget-** The proposed budget for Fiscal Year 2021-2022 was presented to the LAMTD Board on August 18, 2021.
- **Maximum Millage Calculation Preliminary Disclosure-** The minimum vote required to approve the proposed tentative millage rate of .5000 mills is the majority vote of the governing body.
- **The final public hearing will be held on September 22, 2021 at 5:01PM at the same location.**

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Thursday, September 22, 2021, at 5:01 p.m.

**Agenda Item #2 – Public Comments**

None

**Agenda Item #3 – Proposed FY 21/22 Millage Rate / David Persaud, CFO**

At both Public hearings, the governing body will hear comments about the proposed tax increase and explain the reasons for the proposed increase over the rolled-back rate.

At both the tentative and final hearings, the governing body must adopt its millage rate before it adopts a budget (F.S. 200.065 (2)(e)1.

The Taxing District must adopt the millage rate and budget by separate votes at the advertised hearing.

The District millage levy for FY 2021/2022 is .5000 mills and **the staff must publicly read at this meeting before the adoption of the millage levy resolution the following:**

“The Lakeland Area Mass Transit District FY 2021-2022 millage levy is .5000 mills.

- The Rolled-back rate is .4798
- The percentage of increase over the rolled-back rate is 4.21%
- The millage rate to be levied for 2021/2022 fiscal year is .5000 mills.”

“Approve FY 2021/2022 Tentative Millage Resolution Rate of .5000 mills.”

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Bill Mutz

Polk County Commissioner Martha Santiago - Aye

Polk County Commissioner George Lindsey – Aye

City of Lakeland Commissioner Sara McCarley - Aye

City of Lakeland Commissioner Phillip Walker – Aye

City of Lakeland Mayor Bill Mutz - Aye

**MOTION CARRIES**

**Agenda Item #4 – Final FY 2021/2022 Budget / David Persaud, CFO**

LAMTD is presenting the FY 21/22 Tentative Budget which reflects a millage levy of .5000 mills. The FY 2021/2022 budget is balanced as reflected in the budget summary. The Budget was presented to the LAMTD board on August 14, 2021.

[Attachment available]

**Agenda Item #5 – Public Comments**

None

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Thursday, September 22, 2021, at 5:01 p.m.

**Agenda Item #6 – Tentative FY 21/22 Budget / David Persaud, CFO**

The Sources and uses of funds are reflected in the total budget \$11,967,780 The Budget is balanced with revenues equal to expenses.

“Approval of the Tentative FY 2021/22 Budget Resolution.”

1<sup>st</sup> Phillips Walker/ 2<sup>nd</sup> George Lindsey

Polk County Commissioner Martha Santiago - Aye  
Polk County Commissioner George Lindsey – Aye  
City of Lakeland Commissioner Sara McCarley - Aye  
City of Lakeland Commissioner Phillip Walker – Aye  
City of Lakeland Mayor Bill Mutz - Aye

**MOTION CARRIES**

**Agenda Item #7 – DR-420 Certification of Taxable Value 2021/ David Persaud, CFO**

[Attachment available]

**Agenda Item #8 – DR-420 Maximum Millage Levy 2021/ David Persaud, CFO**

[Attachment available]

Adjournment at 5:07 p.m.

Approved this 13<sup>th</sup> day of October 2021.

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Chair – Lakeland City Commissioner Sara McCarley

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Thursday, September 22, 2021, at 5:01 p.m.

**Directors:**

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

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

5:01 p.m. By Chair Sara McCarley

**Agenda Item – Final Budget, FY 2021-2022 and Public Hearing**

Final Budget and Millage Resolution

Final Budget Revenues & Expenses Summary and Narrative FY 2021-22. Final Millage Resolution and final FY 2021-22 Budget Summary and Resolution

[Attachments available]

**Agenda Item #1 – Final FY 2021-22 Millage Rate/ David Persaud, CFO**

- **Required Public Hearings-** The Lakeland Area Mass Transit District (LAMTD) is required to conduct two public hearings on the 2021-22 millage levy and the Fiscal Year 2021-22 budget before the millage and the budget can be finally adopted. This is the second of two hearings.
- **Truth In Millage (TRIM) Notice-** On July 14th, 2021 the LAMTD Board tentatively certified a .5000 proposed millage levy by a majority vote as authorized by the Florida Statue and appropriately submitted the form to the Polk County Property Appraiser's office before the required August 4, 2021 deadline.
- **Millage Rate-** Staff is presenting the final millage resolution for adoption with the .5000 millage levy.
- **Percentage over Rolled-Back Rate-** As required by the Florida Statues, LAMTD will need to publicly announce and advertise the percentage increase that the proposed tax rate of .5000 is above the Rolled-Back rate which is .4798. This percentage increase is 4.21%.
- **Fiscal Year 2021-22 Annual Budget-** The proposed budget for Fiscal Year 2021-2022 was presented to the LAMTD Board on August 18, 2021.
- **Maximum Millage Calculation Final Disclosure-** The minimum vote required to approve the proposed final millage rate of .5000 mills is the majority vote of the governing body.
- **The first public hearing was held on September 8, 2021 and the Board approved the tentative millage**

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Thursday, September 22, 2021, at 5:01 p.m.

**resolution and the tentative FY 2021-22 budget resolution.**

- The District advertised the date, time and place for the second public hearing in the Lakeland Ledger on September 19th, 2021.
- The final public hearing will be held on September 22, 2021 at 5:01PM at the same location.

**Agenda Item #2 – Public Comments**

None

**Agenda Item #3 – Final FY 2021-22 Millage Rate / David Persaud, CFO**

At both Public hearings, the governing body will hear comments about the proposed tax increase and explain the reasons for the proposed increase over the rolled-back rate.

At both the tentative and final hearings, the governing body must adopt its millage rate before it adopts a budget (F.S. 200.065 (2)(e)1.

The Taxing District must adopt the millage rate and budget by separate votes at the advertised hearing.

The District millage levy for FY 2021/2022 is .5000 mills and the staff must publicly read at this meeting before the adoption of the millage levy resolution the following:

“The Lakeland Area Mass Transit District FY 2021-2022 millage levy is .5000 mills.

- The Rolled-back rate is .4798
- The percentage of increase over the rolled-back rate is 4.21%
- The millage rate to be levied for 2021/2022 fiscal year is .5000 mills”

“Request to approve FY 2021/2022 Final Millage Resolution Rate of .5000 mills.”  
1<sup>st</sup> Martha Santiago/ 2<sup>nd</sup> Phillip Walker

Polk County Commissioner Martha Santiago - Aye  
City of Lakeland Commissioner Sara McCarley - Aye  
City of Lakeland Commissioner Phillip Walker – Aye

**MOTION CARRIES**

**Agenda Item #4 – Final FY 2021/2022 Budget / David Persaud, CFO**

LAMTD is presenting the FY 21/22 Final Budget which reflects a millage levy of .5000 mills. The FY21/22 budget is balanced as reflected in the budget summary.

The Budget was presented to the LAMTD Board on August 14, 2021.

[Attachments available]

**Agenda Item #5 – Public Comments**

None

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Thursday, September 22, 2021, at 5:01 p.m.

**Agenda Item #6 – Final FY 21/22 Budget / David Persaud, CFO**

The Sources and uses of funds are reflected in the total budget \$11,967,780. The Budget is balanced with revenues equal to expenses.

“Recommend Approval of the Final FY 2021/22 Budget Resolution.”

1<sup>st</sup> Martha Santiago/ 2<sup>nd</sup> Phillip Walker

Polk County Commissioner Martha Santiago - Aye  
City of Lakeland Commissioner Sara McCarley - Aye  
City of Lakeland Commissioner Phillip Walker – Aye

**MOTION CARRIES**

**Agenda Item #7 – DR-420 Certification of Taxable Value 2021/ David Persaud, CFO**

[Attachment available]

**Agenda Item #8 – DR-420 Maximum Millage Levy 2021 Final / David Persaud, CFO**

[Attachment available]

Adjournment at 5:04 p.m.

Approved this 13<sup>th</sup> day of October 2021.

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Chair – Lakeland City Commissioner Sara McCarley

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING  
Lakeland City Commission Conference Room,  
Lakeland City Hall  
Thursday, September 22, 2021, at 5:01 p.m.

**Directors:**

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

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

5:05 p.m. By Chair Sara McCarley

**Agenda Item #1 – Renewal of Contract Services with Polk County**

This agreement covers the FY 2021-22 agreement between LAMTD and Polk County.

[Attachment Available]

“Approval of the FY 2021-22 agreement between LAMTD and Polk County for contracted services.”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> Martha Santiago

**MOTION CARRIES**

**Agenda Item #2 – Addition of Part-time position for The Squeeze**

Upon further analysis of the service time allocated for the project, it was determined an additional part-time driver position would be needed to accommodate the work. This position will be built within the budget and will not occur additional expenses.

“Approve the addition of an additional part-time driver position for the upcoming Squeeze service.”

1<sup>st</sup> Martha Santiago/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIES**

**Agenda Item #3 – Nomination of Board Member to Finance Audit Committee**

Periodically the District goes through the process of selecting a new audit firm. This is to maintain a fair and objective opinion from our auditors. This committee will be chaired by one member of the board to provide oversight in the selection process.

“Approve the nomination of Commissioner Phillip Walker to the Finance Audit Committee.”

1<sup>st</sup> Martha Santiago/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIES**

Adjournment at 5:08 p.m.

Approved this 13<sup>th</sup> day of October 2021.



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCT 13, 2021  
AGENDA ITEM #2

Agenda Item:       **Public Comments**

Presenter:           TBD

Recommended  
Action:               TBD

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCT 13, 2021  
AGENDA ITEM #3

Agenda Item:       **GEM Awards**

Presenter:           Aaron Dunn

Recommended  
Action:               None

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



**NOMINATED EMPLOYEE NAME:** Alberto Guerrero

**DESCRIBE HOW/WHAT THE EMPLOYEE DID THAT WENT THE EXTRA MILE: (MAKE SURE TO INCLUDE DATES, NAMES OF PEOPLE INVOLVED ETC).**

Alberto Guerrero has retired from his position as a Para Transit Operator after 5 years of exemplary service to Citrus Connection. A two-time agency Paratransit Operator of the Year, Mr. Guerrero distinguished himself as an exceptional operator and a model public servant during his time at Citrus Connection.

Alberto's tireless service through two hurricane evacuations, the Lake Morton Tower fire, and the Hanging Gardens evacuation was instrumental in the successful execution of the agency's most vital role. Truly, Mr. Guerrero's service to the District is representative of the highest standards of public service; an example for us all to follow.

**EMPLOYEE NAME SUBMITTING NOMINATION** \_\_\_\_\_

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCTOBER 13, 2021  
AGENDA ITEM #4a

Agenda Item: August 31, 2021, LAMTD Monthly Financial Statement  
FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

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

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

Attachments: See Attachments

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

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date August 31, 2021  
FY 2020-2021

**Year to Date August 31, 2021**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	92%	\$10,136,217	\$10,267,570	101%	\$11.01 Million
Expenses YTD	92%	\$10,136,217	\$8,528,568	84%	\$11.01 Million

**REVENUES:**

The total revenues realized year-to-date through August 31, 2021, totaled \$10.3 million or 101% of the YTD budget.

- Farebox revenues reflect \$280,511 or 52% of YTD budgeted revenues through August 31, 2021, due to decline in Ridership and COVID-19.
- Contract revenues (UAP) totaled \$135,528 or 82% of the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenue totaled \$230,041 for the Atlantic Capital LLC agreement \$.1 million, Winter Haven Services \$92,000 and Bartow Services \$38,000 for shared services.
- Ad Valorem taxes totaled \$5.3 million or 102% of the tax levy. The total budgeted revenues are \$5.2 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, 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 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$13,717 under budget.
- Florida DOT operating grants \$1.6 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. Total revenues \$1.5 million or 94%.
- FTA Section 5307 operating and capital grants budgeted at \$2.5 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. Total Revenue \$1.9 million or 76%.
- Advertising income reflects \$140,000 in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$14,460 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date August 31, 2021  
FY 2020-2021

**EXPENSES:**

The total expenses year-to-date through August 31, 2021, totaled \$8.5 million or 84% of the YTD budget.

- Salaries and benefits represent 66% of the FY 2020-2021 budget. As of August 31, 2021, these expenses totaled \$5.9 million or 12% under budget of \$6.7 million a favorable variance.
- Professional and Technical Services expenses totaled \$339,770 of the YTD budget, and over budget due to a one-time payment for professional services.
- Other services expenses totaled \$71,850 of the YTD budget, over budget for temporary services.
- Fuel expenses totaled \$353,120 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$619,100 and over budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments for Tax Year 2020 is paid totaling \$284,833.

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

<b>CHANGE IN FINANCIAL CONDITION</b>
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Based on the year-to-date budget-to-actual variances through August 31 <sup>st</sup> the financials reflect a favorable actual variance of \$1.8 million with 92% of the fiscal year due to property tax revenues received in December.
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	<b>STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS</b>
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	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



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2021  
MONTHLY FINANCIAL STATEMENT  
MONTH OF AUGUST 2021

CODE	Account	Month				YTD				Approved Annual Budget
		Actual	Budget	Variance		Actual	Budget	Variance		
				\$'s-Fav/(Unfav)	%			\$'s-Fav/(Unfav)	%	
R4	Farebox/Pass Sales	\$ 27,059	\$ 49,403	\$ (22,344)	-45%	\$ 280,511	\$ 543,428	\$ (262,916)	-48%	\$ 592,830
R6	Contract Income (UAP)	\$ 22,821	\$ 15,105	\$ 7,716	51%	\$ 135,528	\$ 166,155	\$ 6,684	4%	\$ 181,260
R3	Other Contract Revenue	\$ -	\$ -	\$ -	0%	\$ 230,041	\$ -	\$ 192,730	0%	\$ -
R5	Miscellaneous Income	\$ 405	\$ 1,667	\$ (1,261)	-76%	\$ 14,457	\$ 18,333	\$ (3,876)	-21%	\$ 20,000
R7	Advertising Revenue	\$ -	\$ 13,000	\$ (13,000)	-100%	\$ 140,038	\$ 143,000	\$ (2,962)	-2%	\$ 156,000
R8	Investment/Interest Income (net)	\$ 568	\$ 3,667	\$ (3,099)	-85%	\$ 13,717	\$ 40,333	\$ (26,617)	-66%	\$ 44,000
R9	Ad Valorum Income, net	\$ -	\$ 432,816	\$ (432,816)	-100%	\$ 5,295,527	\$ 4,760,974	\$ 534,553	11%	\$ 5,193,790
R10	FDOT Operating Grant	\$ 342,593	\$ 135,313	\$ 207,280	153%	\$ 1,512,779	\$ 1,488,438	\$ 24,342	2%	\$ 1,623,750
R11	Federal Operating Grant	\$ 502,881	\$ 206,956	\$ 295,925	143%	\$ 1,882,350	\$ 2,276,514	\$ (394,164)	-17%	\$ 2,483,470
R13	Cost Recovery	\$ 1,000	\$ 2,217	\$ (1,217)	-55%	\$ 94,992	\$ 24,383	\$ 70,608	290%	\$ 26,600
R17	City of Lakeland	\$ 15,810	\$ 15,152	\$ 658	4%	\$ 166,724	\$ 166,668	\$ 55	0%	\$ 181,820
R1	Bartow Express	\$ -	\$ 1,478	\$ (1,478)	-100%	\$ -	\$ 16,262	\$ (16,262)	-100%	\$ 17,740
R2	PCTS - Support Cost Reimb.	\$ 44,612	\$ 44,612	\$ (0)	0%	\$ 490,728	\$ 490,728	\$ 0	0%	\$ 535,340
R16	Gain on Disposal of Asset	\$ -	\$ -	\$ -	0%	\$ 10,177	\$ -	\$ 10,177	0%	\$ -
TOTAL REVENUES		\$ 957,749	\$ 921,383	\$ 36,365	4%	\$ 10,267,570	\$ 10,135,217	\$ 132,354	1%	\$ 11,056,600
E1	Salaries	\$ 355,405	\$ 426,970	\$ 71,565	17%	\$ 4,082,148	\$ 4,696,670	\$ 614,522	13%	\$ 5,123,640
E2	Employee Benefits	\$ 172,275	\$ 182,256	\$ 9,981	5%	\$ 1,810,550	\$ 2,004,814	\$ 194,265	10%	\$ 2,187,070
E3	Advertising Fees	\$ -	\$ 2,083	\$ 2,083	100%	\$ 6,080	\$ 22,917	\$ 16,837	73%	\$ 25,000
(8)	Professional & Technical Ser	\$ 8,537	\$ 31,767	\$ 23,230	73%	\$ 339,770	\$ 349,433	\$ 9,664	3%	\$ 381,200
E5	Contract Maintenance Services	\$ 4,408	\$ 7,875	\$ 3,467	44%	\$ 70,061	\$ 86,625	\$ 16,564	19%	\$ 94,500
E6	Other Services	\$ 6,046	\$ 6,179	\$ 133	2%	\$ 71,851	\$ 67,971	\$ (3,880)	-6%	\$ 74,150
E7	Fuel & Lubricants	\$ 59,243	\$ 45,078	\$ (14,165)	-31%	\$ 353,123	\$ 495,853	\$ 142,730	29%	\$ 540,930
E8	Freight	\$ 729	\$ 863	\$ 134	15%	\$ 8,272	\$ 9,488	\$ 1,215	13%	\$ 10,350
E9	Repairs & Maintenance	\$ 4,678	\$ 4,433	\$ (245)	-6%	\$ 39,233	\$ 48,767	\$ 9,533	20%	\$ 53,200
E10	Materials & Supplies	\$ 52,319	\$ 53,221	\$ 902	2%	\$ 619,105	\$ 585,429	\$ (33,676)	-6%	\$ 638,650
E11	Utilities/Telephone	\$ 10,243	\$ 12,850	\$ 2,607	20%	\$ 117,904	\$ 141,350	\$ 23,446	17%	\$ 154,200
E13	Insurance Expense	\$ 35,536	\$ 40,597	\$ 5,061	12%	\$ 390,880	\$ 446,563	\$ 55,683	12%	\$ 487,160
E14	Other Corporate Insurance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
E15	Dues & Subscriptions	\$ 1,456	\$ 3,663	\$ 2,207	60%	\$ 20,506	\$ 40,297	\$ 19,790	49%	\$ 43,960
E16	Education/Training/Meeting/Travel	\$ (4,323)	\$ 7,329	\$ 11,652	159%	\$ 16,620	\$ 80,621	\$ 64,001	79%	\$ 87,950
E17	Service Charges	\$ 508	\$ 1,153	\$ 645	56%	\$ 4,427	\$ 12,678	\$ 8,251	65%	\$ 13,830
E18	Office Expense	\$ 3,074	\$ 12,672	\$ 9,598	76%	\$ 54,438	\$ 139,388	\$ 84,950	61%	\$ 152,060
E19	Advertising & Promotions	\$ 740	\$ 2,083	\$ 1,343	64%	\$ 12,797	\$ 22,917	\$ 10,120	44%	\$ 25,000
E20	Miscellaneous Expenses	\$ 2,355	\$ 6,233	\$ 3,878	62%	\$ 31,179	\$ 68,567	\$ 37,388	55%	\$ 74,800
E21	Property Appraiser/Tax Collector Comm	\$ -	\$ 14,267	\$ 14,267	100%	\$ 163,670	\$ 156,933	\$ (6,737)	-4%	\$ 171,200
E22	LDDA, CRA Contributions	\$ -	\$ 20,833	\$ 20,833	100%	\$ 284,833	\$ 229,167	\$ (55,666)	-24%	\$ 250,000
E23	Capital Expenditures/ Debt Service	\$ 31,120	\$ 38,813	\$ 7,693	20%	\$ 31,120	\$ 426,938	\$ 395,818	93%	\$ 465,750
	Depreciation	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
E24	Bad Debt	\$ -	\$ 167	\$ 167	100%	\$ -	\$ 1,833	\$ 1,833	100%	\$ 2,000
E25	Restricted Contingency	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL EXPENDITURES		\$ 744,349	\$ 921,383	\$ (177,035)	-19%	\$ 8,528,568	\$ 10,135,217	\$ (1,606,649)	-16%	\$ 11,056,600
(OVER)/UNDER EXPENDITURES		\$ 213,400	\$ -	\$ 213,400		\$ 1,739,002	\$ -	\$ 1,739,002		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCTOBER 13, 2021  
AGENDA ITEM #4b

Agenda Item: August 31, 2021, Financials for Polk County Transit Services  
Contract – FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

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

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

Attachments: See Attachments

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



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCTOBER 13, 2021  
AGENDA ITEM #4b

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of August 31, 2021  
Year to Date Report  
Percent of FY Reported (92%)

**Revenues**

- The revenues totaled \$6.5 million or 88% of the year-to-date budget.
- The FTA grants drawdown shows \$1.9 million or 73%.
- Fare Revenues totaled \$40,769 or 38% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$596,623 in the FY Budget.
- The County funding reflects payments of \$2.4 million for the budgeted grants match totaling \$2.584 million for the total payments.
- The FDOT Grants drawdown reflects \$475,941.
- Rural Grants Revenues totaled \$939,239 or 75%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$6.5 million or 87% of the year-to-date budget.
- Salaries and wages totaled \$3.4 million or 86% of the YTD Budget.
- Operating expenses totaled \$1.97 million or 81% 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 \$1.06 million or 108% and is over the budget variance funded with grants.

Lakeland Area Mass Transit District  
Financial Statement  
Polk County Contract  
Month of August 2021

Aug-21

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**Revenue**

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
<b>Revenues</b>				
County Match	\$ 2,176,676	\$ 1,995,286	\$ 2,176,676	109%
Other Contract Revenue - County	\$ 22,000	\$ 20,167	\$ -	0%
City Contribution	\$ 497,320	\$ 455,877	\$ 596,623	131%
County Contribution - PCTS	\$ 407,220	\$ 373,285	\$ 407,220	109%
Other Revenue Transfer Cares Funding	\$ 66,784	\$ 61,219	\$ -	0%
Fares	\$ 117,400	\$ 107,617	\$ 40,769	38%
<b>FDOT Grants:</b>				
BLOCK GRANT	\$ 625,820	\$ 573,668	\$ 475,941	83%
RURAL GRANT	\$ 1,362,410	\$ 1,248,876	\$ 939,239	75%
<b>FTA</b>				
FTA 5307 Grant	\$ 2,781,040	\$ 2,549,287	\$ 1,853,817	73%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
<b>Total</b>	<b>\$ 8,056,670</b>	<b>\$ 7,385,282</b>	<b>\$ 6,490,285</b>	<b>88%</b>

**Expenses**

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,336,990	\$ 3,975,574	\$ 3,428,663	86%
Contract	\$ 1,074,000	\$ 984,500	\$ 1,058,340	108%
Operating	\$ 2,645,680	\$ 2,425,207	\$ 1,969,473	81%
Capital	\$ -	\$ -	\$ -	0%
Capital - Loughman Route	\$ -	\$ -	\$ -	0%
<b>Total</b>	<b>\$ 8,056,670</b>	<b>\$ 7,385,281</b>	<b>\$ 6,456,476</b>	<b>87%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCTOBER 13, 2021  
AGENDA ITEM #4c

Agenda Item: August 31, 2021, Financials for The Transportation Disadvantaged Program– FY 2020-21

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

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

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

The Transportation Disadvantaged Program fiscal year starting July 1, 2021 and ends June 30, 2022. The funding is 90% State for the Transportation Disadvantaged Trust Fund and 10% matching funds funded by Polk County. There are some other third-party revenues for contract services.

Attachments: See Attachments

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

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCTOBER 13, 2021  
AGENDA ITEM #4c

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of August 31, 2021  
Year to Date Report  
Percent of FY Reported (17%)  
**State FY July 1, 2021, thru June 30, 2022**

**Revenues**

- The revenues totaled \$171,184 or 78% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$156,674 or 79% of the grant.
- Contract Revenues and other revenues totaled \$54.
- The County funding for the match totaled \$14,455 or 66%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$163,847 or 75% of the year-to-date budget.
- Salaries, wages and benefits totaled \$133,747 or 81% of the YTD Budget.
- Operating expenses totaled \$30,099 or 56% of the YTD Budget.

**Operating Results**

- Actual Revenues are over expenses by \$7,337.

**Lakeland Area Mass Transit District  
Transportation Disadvantage Program  
Period Ending - August 2021**

**Revenue**

	Annual Budget	YTD Budget	YTD Actual	Total YTD
<b>Revenues</b>				
County Match 10%	\$ 131,526	\$ 21,921	\$ 14,455	66%
<b>Contract Revenue</b>	\$ 151	\$ 25	\$ 54	
Adult Day Care		\$ -	\$ -	
<b>FDOT Grants:</b>		\$ -		
CTD Grant -Operating	\$ 1,183,733	\$ 197,289	\$ 156,674	79%
<b>Total</b>	<b>\$ 1,315,410</b>	<b>\$ 219,235</b>	<b>\$ 171,184</b>	<b>78%</b>

**Expenditure**

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 990,070	\$ 165,012	\$133,747	81%
		\$ -		
Operating	\$ 325,340	\$ 54,223	\$ 30,099	56%
<b>Total</b>	<b>\$ 1,315,410</b>	<b>\$ 219,235</b>	<b>\$163,847</b>	<b>75%</b>



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCTOBER 13, 2021  
AGENDA ITEM #4d

Agenda Item:       **Federal Transit Administration 2021-2022 Section 5311 American Rescue Plan Act application and Resolution 22-01.**

Presenter:           David Persaud, CFO

Recommended  
Action:               Staff recommend approval of the 2021-2022 Section 5311 American Rescue Plan Act grant application and corresponding Resolution for the County Operations.

Summary:            This grant provides needed services to citizens in the rural areas of Polk County. The District is requesting 5311 American Rescue Plan Act grant funding in the amount of \$1,461,000 for operating expenses. There is no in-kind match requirement. If awarded this program will be included in the 2021-2022 budget

Attachments:        #22-01 Resolution

## Resolution #22-01

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

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

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

This resolution applies to the Federal Program under U.S.C. Section 5311, as supplemented by Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan Act (ARP) of 2021.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

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

DULY PASSED AND ADOPTED THIS **October 13, 2021**

**By**

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*Signature, Chair of the Board*

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*Sara Roberts-McCarley, Chair*

**ATTEST:**



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCT 13, 2021  
AGENDA ITEM # 5a

Agenda Item:        Nepotism Clause Update

Presenter:           Ben Darby

Recommended  
Action:                Approve the updated language to the Agency's Nepotism  
                              Clause

Summary:            The District would like to take the opportunity to further define  
                              the Nepotism Clause in the Employee Handbook in include the  
                              attached language.

Attachments:        Updated Policy Handbook Language

## **NEPOTISM POLICY (new)**

Citrus Connection is committed to a policy of employment and advancement based on qualifications and merit. Accordingly, Citrus Connection establishes the following to limit concerns of possible family member favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the agency and its employees.

### **Scope**

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Citrus Connection will hire relatives of persons currently employed only if:

- a) candidates for employment will not be working directly for or supervising a relative, and
- b) candidates for employment or promotion will not occupy a position in any line of authority in which employees can initiate or participate in decisions involving a direct or indirect benefit to a family member. Such decisions include but are not limited to hiring, retention, transfer, promotion, retention, evaluation, work assignment, discipline, wages and leave requests.

This policy applies to all current employees and candidates for employment. Those employed with family members at the time of this policy are grandfathered with the exception of promotional opportunities. However, some positions at Citrus Connection may create real or perceived conflict interest and therefore may not be appropriate for employment of a family member.

### **Definitions**

For the purposes of this policy the term “family member” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include but not limited to the employee’s: spouse, mother, father, son, daughter, sister, step sister, half sister, brother, step brother, half brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and a daughter or son of an employee’s domestic partner.

### **Procedure**

Candidates for employment and/or promotion must disclose in writing to Human Resources prior to interview any family member employed by Citrus Connection. Human Resources will evaluate the position and possible conflict of interest and notify all parties. Failure to disclose a known family member will result in the delay of the job offer, promotion or rescinding.

Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor.

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship or leave Citrus Connection. If a decision cannot be made by the affected employees within 14 days of reporting, reassignment or separation will be made at the direction of the Executive Director and Human Resources.

Changes or exceptions to this policy must be approved individually in writing by the Executive Director.

## **NEPOTISM POLICY** (current)

Nepotism Policy Employment of related persons in a work-related unit will be permitted provided that such employment will not involve any conflict of interest, including but not limited to, participation by the related person in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignment, performance evaluation, investigations, discipline, promotion, demotion, or salary of the related person. It would be a conflict of interest for related people to work in a direct supervisor- subordinate role, but it may not be a conflict of interest for related people to work in two separate departments. The related persons will acknowledge the relationship exists prior to employment or immediately following any change in relationship status and remove themselves from all workplace activities involving the other party.

Pursuant to Florida Statute 112.3135, "related persons" are those related to a public official of the agency in one of the following ways: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother. Florida Statutes provide that no public official or employee may appoint, employ, promote, advance or advocate for appointment, promotion or advancement, in or to a position in the district in which he/she is serving, any individual who is a relative of the public official or employee.

All LAMTD staff bear an affirmative responsibility for sustaining a positive workplace environment and one which is conducive to the professional growth of all employees. Failure to disclose a relationship will be regarded as a serious lapse in the management of the workplace and grounds for appropriate disciplinary action; including termination (particularly in cases where bias or harassment has occurred in connection with a benefit). It is incumbent on all department heads and other administrative personnel to insure that the law is not violated. Should any questions arise concerning the employment of relatives, they should be referred to the Director of Human Resources.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
OCT 13, 2021  
AGENDA ITEM #5b

Agenda Item:       **Executive Director Annual Review**

Presenter:           Ben Darby, Esq.

Recommended  
Action:               None

Summary:           Per the contract renewal of the Executive Director on Aug 12, 2020, it is necessary for the board of directors to evaluate the performance and job duties of the Executive Director. This is to notify the board of the formal review process beginning and will conclude at next month's board meeting.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCT 13, 2021  
AGENDA ITEM 6a

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: OCT 13, 2021  
AGENDA ITEM 7a

Agenda Item:       **September calendar**

Presenter:         Tom Phillips

Recommended  
Action:             Informational

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 29	30 <div>10:00am 1-on-1 w/HR; Tom Phillips</div>	31 <div>9:30am Senior Staff Call; <a href="https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHlObUowUGZ0ekZVeWlUT09;">https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHlObUowUGZ0ekZVeWlUT09</a>; James Phillips</div> <div>11:30am Lunch - Lisa Miller</div>	Sep 1 <div>8:30am Sep Monthly LAMTD Board Direction Meeting ; <a href="https://us02web.zoom.us/j/81059952669?pwd=VOlBNmI2VEZzbk0vZHhocm1sdFJ4QT09;">https://us02web.zoom.us/j/81059952669?pwd=VOlBNmI2VEZzbk0vZHhocm1sdFJ4QT09</a>; James Phillips</div> <div>12:00pm FY21-22 Position Control Number Follow-up; Hollingsworth; James Phillips</div>	2 <div>8:00am Transportation Summit; Polk County Government TV Studios; 330 W Church St, Bartow, FL 33830; James Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	3 <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ev:</div> <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>10:00am Call with Michael Durham; Tom Phillips</div> <div>11:00am Lunch with Sheldon</div>	4
5	6 <div>Labor Day</div>	7 <div>10:00am 1-on-1 w/HR; Tom Phillips</div>	8 <div>Early Dismissal- 11:30a (Montessori)</div> <div>8:30am LAMTD Board Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips</div> <div>5:01pm TRIMM Budget Initial Hearing; Commissioner Board Room, 3rd Floor; 228 S Massachusetts Ave, Lakeland, FL 33801; James Phillips</div>	9 <div>8:00am Repatha</div> <div>12:00pm FY21-22 Position Control Number Follow-up; Hollingsworth; James Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	10 <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>9:00am Squeeze Meeting; Hollingsworth; James Phillips</div> <div>10:00am 1-on-1 w/ Jose; Tom Phillips</div>	11
12	13 <div>No School (McKeel, Montessori)</div>	14 <div>8:30am Email Ridership Update to LAMTD Board of Directors</div> <div>9:30am Senior Staff Call; <a href="https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHlObUowUGZ0ekZVeWlUT09;">https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHlObUowUGZ0ekZVeWlUT09</a>; James Phillips</div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> <div>11:30am Lunch with Ryan</div>	15 <div>12:00pm FY21-22 Position Control Number Follow-up; Hollingsworth; James Phillips</div>	16 <div>9:00am Mayors Roundtable ; <a href="https://r20.rs6.net/tn.jsp?f=0014b4eDN7u-5_ika4LAYSBbp41-VYauKTrsrtBUal9BIPnFyp-XblIQQC4-Uyi3a38gM2mq8oHWn...">https://r20.rs6.net/tn.jsp?f=0014b4eDN7u-5_ika4LAYSBbp41-VYauKTrsrtBUal9BIPnFyp-XblIQQC4-Uyi3a38gM2mq8oHWn...</a></div> <div>11:30am Succession Planning ; Tom Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	17 <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div>	18
19	20 <div>10:00am 1-on-1 w/HR; Tom Phillips</div>	21 <div>9:00am Major TDP Consultant Contribution; <a href="https://us02web.zoom.us/j/81814373546?pwd=TkJKN2lEaFJUUVm9FNTIMc3hvdmk0dz09;">https://us02web.zoom.us/j/81814373546?pwd=TkJKN2lEaFJUUVm9FNTIMc3hvdmk0dz09</a>; James Phillips</div>	22 <div>11:00am Birthday Luncheon for David; Abuelo's; 3700 Lakeside Village Blvd, Lakeland, FL 33803; James Phillips</div> <div>5:01pm TRIMM Budget Final Hearing; Commissioner Board Room, 3rd Floor; 228 S Massachusetts Ave, Lakeland, FL 33801; James Phillips</div>	23 <div>8:00am Repatha</div> <div>9:30am Canceled: Senior Staff Call; <a href="https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHlObUowUGZ0ekZVeWlUT09;">https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHlObUowUGZ0ekZVeWlUT09</a></div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div> <div>2:30pm Call with Michael Durham; Tom Phillips</div>	24 <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am on the fourth Friday (EDT) (tphillips@ridecitrus.com); 3rd fl Community Room, BB&amp;T building, 600 N. Broadway Ave, Bartow; brenda...</div>	25 <div>8:30am Gang Task Force Neighborhood Outreach; Meet at Beulah Missionary Baptist, 919 N Ohio Ave; Koos, Kelly</div>
26 <div>2:00pm Memorial for Fred; James Phillips</div>	27 <div>9:30am Senior Staff Call; <a href="https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHlObUowUGZ0ekZVeWlUT09;">https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHlObUowUGZ0ekZVeWlUT09</a>; James Phillips</div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> <div>4:00pm LEDC September Meeting; 502 E. Main Street, Catapult 3.0; Steve Scruggs</div>	28 <div>3:00pm Bus Bench Program Discussion; <a href="https://us02web.zoom.us/j/85490912993?pwd=Mk5THNpa1B3Mjd3U2RPeXhYNFhpZz09;">https://us02web.zoom.us/j/85490912993?pwd=Mk5THNpa1B3Mjd3U2RPeXhYNFhpZz09</a>; James Phillips</div>	29 <div>11:30am Retirement lunch: Joe; Nineteen61; 215 E Main St, Lakeland, FL 33801; James Phillips</div> <div>5:00pm Political Hob-Nob Early Access; Yard on Mass</div> <div>5:30pm Political Hob-Nob</div>	30 <div>9:45am Gents - Sligh</div> <div>11:15am Lunch w/ Sheldon; Nineteen61</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	Oct 1 <div>6:30am Watson Clinic- Labs</div> <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>11:30am Lunch w/ Neil; Garden Bistro; 702 E Orange St, Lakeland, FL 33801</div>	2



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCTOBER 13, 2021  
AGENDA ITEM #7b

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 August 31, 2021

Attachments:        Ridership Report.

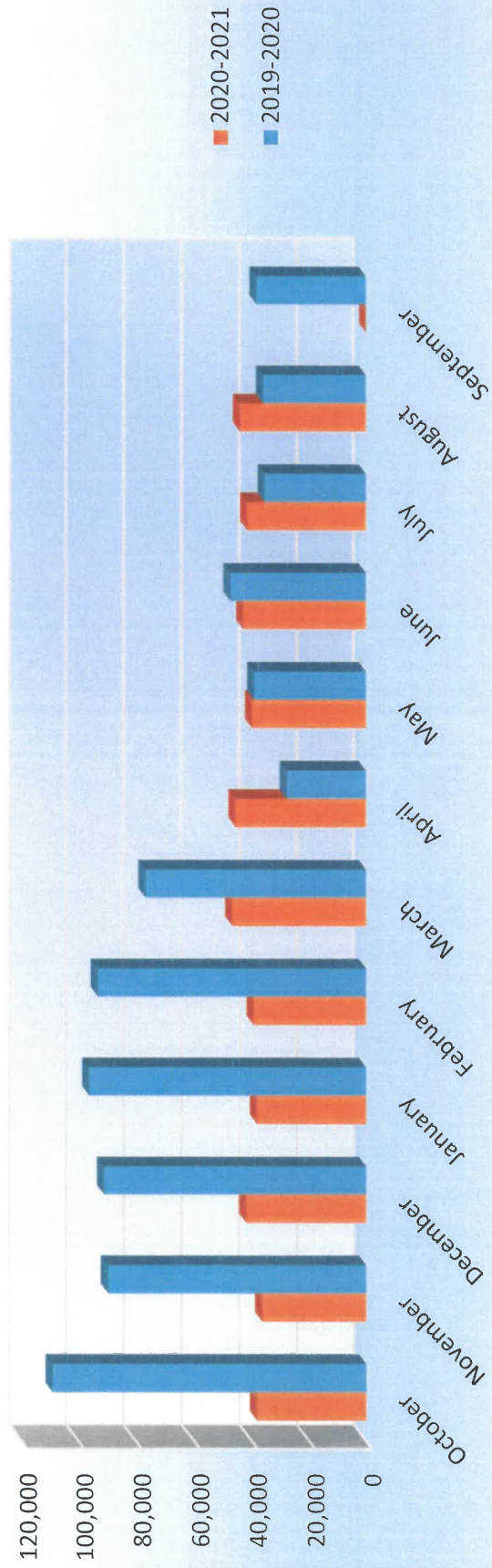
Citrus Connection and PCTS Fixed Route						
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Change
October	108,078	113,220	117,763	109,219	38,313	-60%
November	106,998	104,149	104,192	89,803	36,524	-51%
December	111,197	95,520	95,813	91,147	42,109	-51%
January	103,647	93,227	106,080	96,288	38,317	-62%
February	108,068	100,300	100,900	93,231	39,518	-54%
March	116,794	99,916	101,697	76,736	46,928	-30%
April	103,274	95,993	106,578	27,855	45,842	19%
May	108,224	95,476	104,034	39,257	40,075	1%
June	102,092	93,781	93,028	47,522	43,126	-5%
July	98,193	92,042	103,793	35,612	41,666	7%
August	118,104	111,898	109,285	36,186	44,286	7%
September	89,794	98,550	100,468	38,505	0	0%
Totals	1,274,460	1,194,072	1,243,631	781,361	456,704	-39%

Citrus Connection and PCTS Para-Transit Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	7,071	8,654	9,820	9,745	5,644	-42%
November	7,002	7,940	8,495	8,246	4,759	-44%
December	7,014	7,660	8,032	8,177	5,279	-38%
January	7,521	9,478	8,846	8,734	4,924	-40%
February	7,413	9,514	8,559	8,231	4,844	-36%
March	8,715	10,469	9,204	6,109	5,582	-5%
April	7,757	9,947	9,377	2,815	5,807	30%
May	8,460	9,534	9,801	3,590	5,531	20%
June	8,374	8,777	8,784	4,640	5,813	13%
July	8,131	8,247	9,502	4,527	5,512	12%
August	9,533	9,642	9,455	4,441	5,792	14%
September	6,711	8,437	7,866	4,790	0	0%
Totals	93,702	108,299	107,741	74,045	59,487	-14%

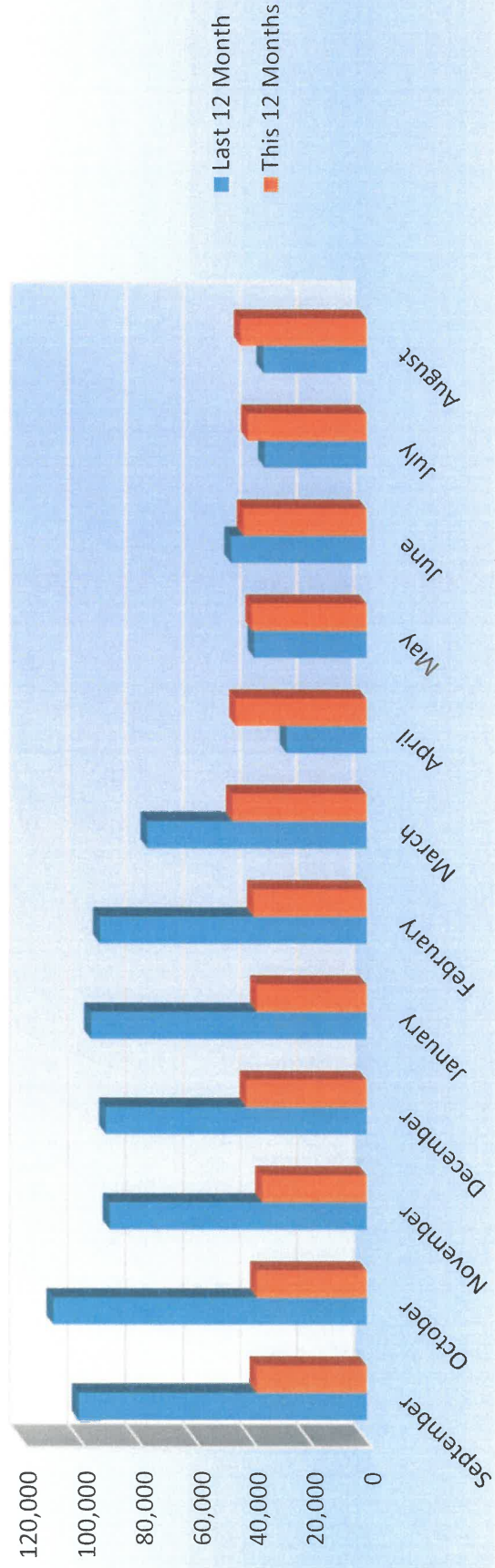
Citrus Connection only Fixed Route Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	Change
October	67,636	73,349	74,739	67,938	27,810	-59%
November	71,083	67,437	66,084	55,331	25,998	-43%
December	72,646	60,879	60,217	55,960	30,003	-43%
January	70,767	58,830	66,889	58,774	27,355	-53%
February	71,884	63,140	62,854	57,800	27,781	-48%
March	78,158	62,897	63,867	47,927	33,489	-23%
April	67,338	59,873	67,078	19,363	32,830	22%
May	72,329	60,039	66,297	25,570	28,723	5%
June	67,965	59,754	60,242	30,667	31,074	1%
July	66,347	59,884	67,655	23,294	30,369	12%
August	79,427	71,375	70,546	23,297	31,515	12%
September	54,155	62,306	65,477	25,651	0	0%
Totals	839,734	759,763	791,945	491,572	326,947	-30%

Citrus Connection only Para-Transit Totals						
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Change
October	3,229	4,025	4,745	4,889	2,454	-50%
November	3,252	3,734	3,963	3,980	2,013	-53%
December	3,154	3,444	3,818	3,930	2,140	-52%
January	3,507	4,055	4,252	4,277	2,059	-55%
February	3,505	3,909	4,248	4,255	2,100	-55%
March	4,040	4,217	4,513	2,392	2,491	2%
April	3,694	3,935	4,630	1,111	1,910	20%
May	4,060	3,848	4,916	1,431	2,489	27%
June	3,880	3,627	4,352	2,041	2,496	13%
July	3,681	3,437	4,612	1,768	2,364	17%
August	4,306	3,978	4,686	1,960	1,774	-5%
September	6,039	3,396	3,414	2,036	0	0%
Totals	46,347	45,605	52,149	34,070	24,290	-24%

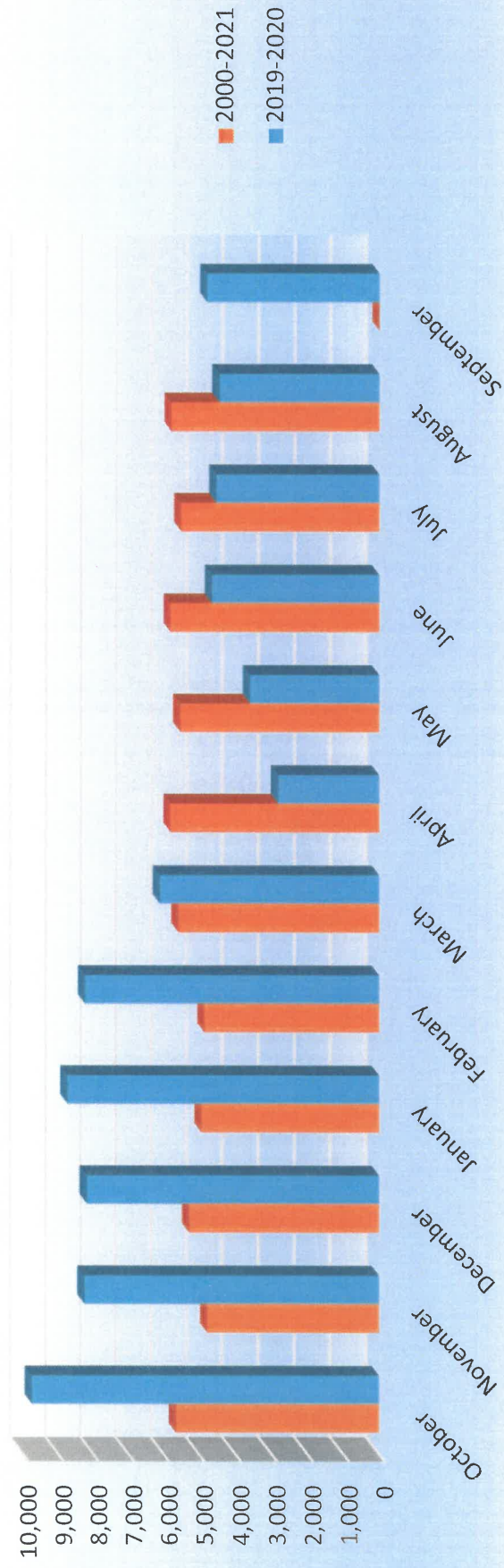
Citrus Connection and PCTS Fixed Route Total Ridership



Citrus Connection and PCTS Fixed Over 12 Months

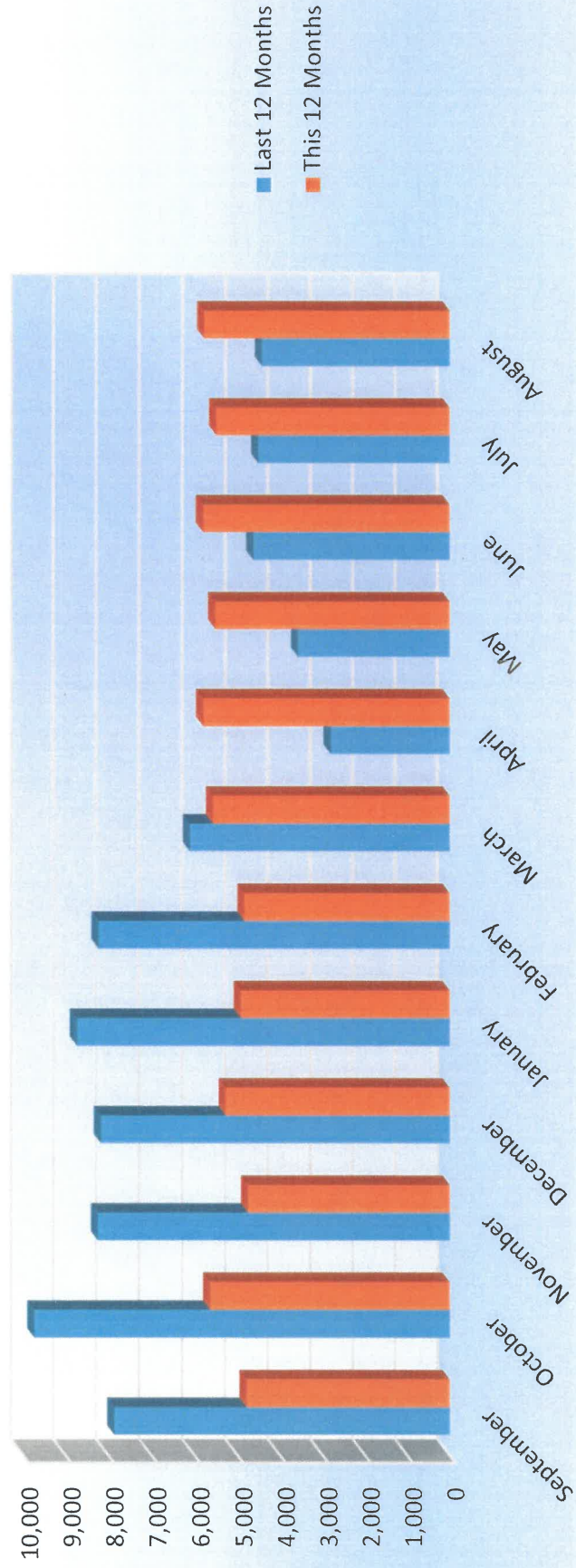


# Citrus Connection and PCTS Para-Transit Total Ridership





# Citrus Connection and PCTS Para Over 12 Months



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: OCT 13, 2021  
AGENDA ITEM #8

Agenda Item:      **Other Business**

Presenter:        TBD

Recommended  
Action:            TBD

Summary:         TBD