

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815
Wednesday, Aug 10th, 2022, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the June LAMTD Meetings	Approval
2. Public Comments	None
3. Finance / Kelly Bennington, CPA, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Information Report on Section 218.415 Florida Statutes	None
e. Contract Modification	Approval
f. LAMTD FY22-23 Budget Presentation	Approval
4. Legal / Ben Darby, Esq.	
a. Schedule of Meetings for FY22-23, Resolution 22-16	Approval
b. Addition of Lands, Resolution 22-17	Approval
5. Planning / Carlie Flagler	
a. Squeeze Update	None
6. Progress update for TDP / Julia Davis, Polk TPO	None
7. Executive Director Report / Tom Phillips	
a. Road Diet Discussion w/FDOT	None
b. Agency Update(s)	None
8. Executive <u>Informational</u> Summary / Tom Phillips	
a. July Calendar	None
b. Ridership and UAP Update	None
9. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 10, 2022
AGENDA ITEM #1

Agenda Item:	Approval of the LAMTD Meeting Minutes for July
Presenter:	James Phillips
Policy Analysis:	TA 6 Increase internal communication through systemic processes.
Recommended Action:	Board approval of the LAMTD Meeting Minutes from July.
Attachments:	July 13, 2022 Public Hearing Minutes July 28, 2022 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, July 13th, 2022 at 8:30 a.m.

Directors:

Polk County Commissioner George Lindsey III

Executive Director: Tom Phillips

Executive Assistant: James Phillips

Call to Order

8:30am By Commissioner George Lindsey III

Agenda Item #2 – Public Comments

Shirley Pickett – Resident of Olive Street and President of Westgate Neighborhood association – Olive St needs transportation and expressed the desire to keep transit on this street.

Roberto Lyler – 6th Street Dixieland Association – How can we influence more frequency on the routes and longer hours?

Adjournment at 8:43 a.m.

Approved this 10th day of August 2022.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Thursday, July 28th, 2022 at 8:30 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:30am By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

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

[Attachments available]

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

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

Barbra Parker – Winterhaven – Asking again about the circulator bus and would like EC apartments to be considered as an addition to future services.

Agenda Item #3 – GEM Award

GEM Award for Jeff Eldridge for going above and beyond the call of service.

Agenda Item #4 – Finance

- a. LAMTD Financials

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

Year to Date May 31, 2022					
Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY %	Annual Budget
Revenue YTD	67%	\$7,978,520	\$8,355,095	105%	\$11.98 Million

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Thursday, July 28th, 2022 at 8:30 a.m.

Expenses YTD	67%	\$7,978,520	\$6,732,561	84%	\$11.98 Million
--------------	-----	-------------	-------------	-----	-----------------

REVENUES:

The total revenues realized year-to-date through May 31, 2022, totaled \$8.36 million or 105% of the YTD budget.

- Farebox revenues reflect \$216,429 or an unfavorable 45% of YTD budgeted revenues through May 31, 2022, due to the decline in Ridership related to driver shortages and COVID-19.
- Contract revenues totaled \$82,266 which is on budget for UAP (Universal Access Passes).
- Other Contract Revenue Budget totaled \$230,040 for the Atlantic Capital LLC agreement \$0.1 million, Winter Haven Services \$92,730 and Bartow Services \$37,310 for shared services. Actual totaled \$12,000.
- Ad Valorem taxes totaled \$5.62 million or 99% of the total budgeted revenues. The total budgeted revenues are \$5.63 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$16,041 which is under budget.
- Florida DOT operating grants \$1.52 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. Year-to-date, we've received \$948,695.
- 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 \$824,301 in funding.
- Advertising income reflects \$91,389 which is in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is \$367,600 which is on budget.
- Miscellaneous revenue reflects \$17,783 which is over budget. Gain on disposal of assets totaled \$10,565. Other revenues are within budget.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Thursday, July 28th, 2022 at 8:30 a.m.

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

EXPENSES:

The total expenses year-to-date through May 31, 2022, totaled \$6.73 million or 84% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of May 31, 2022, these expenses totaled \$4.47 million which is 13% under budget or a favorable variance of \$691,228.
- Professional and Technical Services expenses totaled \$261,583 or 23% under the YTD budget.
- Other services expenses totaled \$54,527 of the YTD budget, 20% under budget.
- Fuel expenses totaled \$446,410 YTD which is over budget by 23%.
- Materials and supplies totaled \$462,445 or 6% under budget.
- Dues and subscriptions totaled \$14,710 and office supplies of \$43,913 are both under budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments causing expenses to appear to be over budget.
- Capital expenditures/debt service of \$201,823 pertains to the lease purchase of buses and is under budget.
- Fixed and variable costs have contributed to some budget variances since they are a combination of onetime costs and reoccurring costs resulting in an overall favorable variance as of May 31, 2022.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through May 31st, the financials reflect a favorable actual variance of \$1.62 million with 67% of the fiscal year completed. This variance is predominantly due to the influx of ad valorem income and the favorable variance due to salaries and benefits expenses.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Thursday, July 28th, 2022 at 8:30 a.m.

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of May 31, 2022
Year to Date Report
Percent of FY Reported (67%)

Revenues

- The revenues totaled \$5.52 million, 92% of the year-to-date budget.
- The FTA grants drawdown totaled \$1.29 million or 66% of the year-to-date budget.
- Fare Revenues totaled \$29,047 or 37% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$367,865 in the FY Budget.
- The County funding reflects payments of \$3.03 million for the budgeted grants match.
- Rural FDOT Grant Revenues reflects \$418,615 or 42% of the year-to-date budget.
- The FDOT Sunrail Grant Revenues reflects \$90,908 or 55% of the year-to-date budget.
- The remaining FDOT Block Grant Revenues reflects \$300,757 or 72% of the year-to-date budget.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$4.98 million or 83% of the year-to-date budget.
- Salaries and wages totaled \$2.44 million or 80% of the YTD Budget.
- Operating expenses totaled \$1.58 million 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 \$955,007 or 82% of the YTD budget.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of May 31, 2022
Year to Date Report

Percent of FY Reported (92%)
State FY July 1, 2021, thru June 30, 2022

Revenues

- The revenues totaled \$898,943 or 75% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$817,352 or 75% of the grant.
- Contract Revenues and other revenues totaled \$462.
- The County funding for the match totaled \$81,129 or 67%.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$902,587 or 75% of the year-to-date budget.
- Salaries, wages, and benefits totaled \$620,973 or 68% of the YTD Budget.
- Operating expenses totaled \$281,614 or 94% of the YTD Budget.

Operating Results

- Actual Expenses exceeded Revenues by \$3,645. Due to a shortage of drivers, routes have been closed which affects ridership volumes and the ability to draw down revenues. Also due to the driver shortages, TD drivers are being utilized on other routes. Therefore, using the job costing method, 5.98% of expenses related to TD drivers were reallocated appropriately. Additionally, there were approximately \$30,000 in fuel invoices that posted in May from BOCC. We've experienced a lag in BOCC fuel invoices since the beginning of the year.

d. Reallocation Request for a Portion of the FY 2021-2022 Capital Reserve

The District's Information Technology (IT) Department recently conducted an operating system review. That review revealed a significant security risk due to the use of antiquated and obsolete equipment being used as the District's primary operating and data storage system. Whereas the legacy equipment is no longer supported, patch updates are no longer available, and the technology is outdated. For this reason, it is with the utmost urgency that we seek to upgrade our servers, data, and storage capabilities.

Through a review of various products, the IT Department believes it has found the cost-effective solution with easily scalable storage that meets the needs of the District. The estimated project cost would not exceed \$100,000 and considers contingency funds for unforeseen issues and implementation.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Thursday, July 28th, 2022 at 8:30 a.m.

The server project is estimated to take from 3 to 6 months, after contract award, depending on product availability.

Also, operations supervisors are in need of laptops. The cost to replace these items is approximately \$30,000.

As funding must be identified prior to beginning the procurement process, the District seeks authorization to reallocate \$130,000 of CIP funding to expedite these projects.

“Approve the reallocation of \$130,000 of the FY 2021-Action: 2022 Capital Reserve for necessary information technology requirements.”
1st Phillip Walker/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

e. Proposed FY 2022-23 Millage Rate / Certificate of Taxable Value and Set Public Hearings for FY 2022-23 Millage Rate and Budget

Recommend approval of the proposed aggregate millage rate of .5000 mills and for the proposed FY 2022-23 Millage and Budget Public Hearings.

Millage:

FY 2022-23 Proposed Millage rate .5000

FY 2022-23 Current Year Aggregate .4578
Rolled-Back-Rate

Current year proposed rate as a percent 9.22%
Change of Rolled-Back-Rate

The DR-420, Certification of Taxable Value, is due to the Property Appraiser by Thursday, August 4, 2022. A copy of the DR-420 Certificate of Taxable Value is attached using the maximum allowable millage rate of .5000, the current rate of .5000 and the aggregate rolled back rate of .4578.

Public Hearings:

First Public Hearing for FY 2022-23 Millage Rate and FY 2022-23 Budget: Wednesday, September 7, 2022, at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Thursday, July 28th, 2022 at 8:30 a.m.

Second Public Hearing (Final) FY 2022-23 Millage Rate and FY 2022-23 Budget: Wednesday, September 21, 2022 at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

“Approve the proposed aggregate millage rate of .5000 mills and for the proposed FY 2022-23 Millage and Budget Public Hearings.”

1st Bill Mutz/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Lega / Ben Darby, Esq.

a. Inclusion of Land into the district

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

“Approve the resolution as presented.”

1st Phillip Walker/ 2nd Martha Santiago

b. Hawthorne Development Agreement

With a collaboration of the City of Lakeland, the district, and the developers of Hawthorne Mills, the developers agree to enter into an agreement to help supplement operating expenses through the development.

“Approve the agreement as presented.”

1st Martha Santiago/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

c. Polk State College UAP Renewal

Polk State College, one of our longest UAP partners, has their agreement up for renewal. This is the agreement to outline the next renewal.

“Approve the UAP renewal.”

1st Phillip Walker/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Thursday, July 28th, 2022 at 8:30 a.m.

d. Town of Dundee Agreement

Town of Dundee has voted to keep all routes as part of their fair share agreement.

“Approve the agreement with the Town of Dundee.”

1st Phillip Walker/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Planning / James Phillips

a. Route Changes

The Lakeland system has undergone some major route revisions to create greater predictability in the Lakeland area and improve on-time performance.

[Attachment Available]

“Approve the changes to the Lakeland system to improve route performance.”

1st Martha Santiago/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

b. Safe Streets for All Grant

The Polk Transportation Planning Organization is going through the process to apply for a competitive grant to assist with the Vision Zero Initiative. This resolution will formalize the District’s support of this initiative and allow the grant application to be more competitive.

[Attachment Available]

“Approve the resolution in support of the SS4A Grant.”

1st Phillip Walker/ 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

Agenda Item #7 – Progress Update for TDP

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

Agenda Item #8 – Executive Director Report

a. Road Diet Discussion w/FDOT

- Conversation with FDOT on Aug 2nd where we will discuss future funding of the Peach Line and the outcome of the July 11 public forum.

b. Agency Updates

- Aaron Dunn’s retirement
- Healthcare renewal hit us with a 27% increase but working with brokers to bring it down.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Thursday, July 28th, 2022 at 8:30 a.m.

- Thanks to the Ledger for the article on Bonnet Springs and how we can facilitate
- Continued conversations w/ Mulberry

Agenda Item #9 – Executive Director Informational Summary

a. June Calendar

[Attachment Available]

b. Ridership and UAP Update

[Attachment Available]

Agenda Item #10 – Other Business

None

Adjournment at 9:55 a.m.

Approved this 10th day of August 2022.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 10, 2022
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 10, 2022
AGENDA ITEM #3a

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

Presenter: Kelly Bennington, CFO

Recommended
Action: None

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

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

Attachments: See Attachments

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

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

REVENUES:

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

- Farebox revenues reflect \$247,689 or an unfavorable 44% of YTD budgeted revenues through June 30, 2022, due to the decline in Ridership related to driver shortages and COVID-19.
- Contract revenues totaled \$91,587 which is slightly under budget for UAP (Universal Access Passes).
- Other Contract Revenue Budget totaled \$230,040 for the Atlantic Capital LLC agreement \$0.1 million, Winter Haven Services \$92,730 and Bartow Services \$37,310 for shared services. Actual totaled \$13,500.
- Ad Valorem taxes totaled \$5.67 million or 101% of the total budgeted revenues. The total budgeted revenues are \$5.63 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$16,041 which is under budget.
- Florida DOT operating grants \$1.52 million is being billed quarterly. These grants are on a cash basis which means the services must be provided before we receive grant assistance. Year-to-date, we've received \$961,660.
- FTA Section 5307 operating and capital grants are budgeted at \$2.93 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance, the grant reimbursement is received at the end of the fiscal year after State funds is recognized. Currently, we've received \$869,551 in funding.
- Advertising income reflects \$91,389 which is in line with the budget and paid quarterly.
- The Support cost reimbursement revenue is \$413,550 which is on budget.
- Miscellaneous revenue totaled \$42,620. Gain on disposal of assets totaled \$10,565. Other revenues are within budget or have a favorable variance.

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

EXPENSES:

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

- Salaries and benefits represent 65% of the FY 2021-2022 budget. As of June 30, 2022, these expenses totaled \$4.99 million which is 16% under budget or a favorable variance of \$808,586.
- Professional and Technical Services expenses totaled \$273,086 or 28% under the YTD budget.
- Other services expenses totaled \$65,419 of the YTD budget, 15% under budget.
- Fuel expenses totaled \$529,162 YTD which is over budget by 29%.
- Materials and supplies totaled \$502,014 or 9% under budget.
- Dues and subscriptions totaled \$15,630 and office supplies of \$49,645 are both under budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments causing expenses to appear to be over budget.
- Capital expenditures/debt service of \$227,051 pertains to the lease purchase of buses and is under budget.
- Fixed and variable costs have contributed to some budget variances since they are a combination of onetime costs and reoccurring costs resulting in an overall favorable variance as of June 30, 2022.

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through June 30th, the financials reflect a favorable actual variance of \$1.08 million with 75% of the fiscal year completed. This variance is predominantly due to the influx of ad valorem income and the favorable variance due to salaries and benefits expenses.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

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



CitrusConnection

LAKELAND AREA MASS TRANSIT DISTRICT

FY 2022

MONTHLY FINANCIAL STATEMENT

MONTH OF JUNE 2022

CODE Account		Month				YTD				Approved Annual Budget
		Actual	Budget	Variance		Actual	Budget	Variance		
				\$'s-Fav/(Unfav)	%			\$'s-Fav/(Unfav)	%	
R4	Farebox/Pass Sales	\$ 30,900	\$ 49,403	\$ (18,503)	-37%	\$ 247,689	\$ 444,623	\$ (196,934)	-44%	\$ 592,830
R6	Contract Income (UAP)	\$ 9,321	\$ 11,196	\$ (1,875)	-17%	\$ 91,587	\$ 100,763	\$ (9,176)	-9%	\$ 134,350
R3	Other Contract Revenue	\$ 1,500	\$ 19,170	\$ (17,670)	-92%	\$ 13,500	\$ 172,530	\$ (159,030)	-92%	\$ 230,040
R5	Miscellaneous Income	\$ 24,837	\$ 1,667	\$ 23,170	1390%	\$ 42,620	\$ 15,000	\$ 27,620	184%	\$ 20,000
R7	Advertising Revenue	\$ -	\$ 8,490	\$ (8,490)	-100%	\$ 91,389	\$ 76,410	\$ 14,979	20%	\$ 101,880
R8	Investment/Interest Income (net)	\$ -	\$ 3,667	\$ (3,667)	-100%	\$ 16,041	\$ 33,000	\$ (16,959)	-51%	\$ 44,000
R9	Ad Valorem Income, net	\$ 48,615	\$ 469,195	\$ (420,580)	-90%	\$ 5,670,104	\$ 4,222,755	\$ 1,447,349	34%	\$ 5,630,340
R10	FDOT Operating Grant	\$ 405,012	\$ 126,843	\$ 278,170	219%	\$ 961,660	\$ 1,141,583	\$ (179,923)	-16%	\$ 1,522,110
R11	Federal Operating Grant	\$ 45,250	\$ 244,368	\$ (199,118)	-81%	\$ 869,551	\$ 2,199,308	\$ (1,329,756)	-60%	\$ 2,932,410
R13	Cost Recovery	\$ 7,890	\$ 1,750	\$ 6,140	351%	\$ 34,415	\$ 15,750	\$ 18,665	119%	\$ 21,000
R17	City of Lakeland	\$ 15,813	\$ 15,152	\$ 662	4%	\$ 135,826	\$ 136,365	\$ (539)	0%	\$ 181,820
R2	PCTS - Support Cost Reimb.	\$ 45,950	\$ 45,950	\$ -	0%	\$ 413,550	\$ 413,550	\$ -	0%	\$ 551,400
R16	Gain on Disposal of Asset	\$ -	\$ 467	\$ (467)	-100%	\$ 10,565	\$ 4,200	\$ 6,365	152%	\$ 5,600
TOTAL REVENUES		\$ 635,088	\$ 997,315	\$ (362,227)	-36%	\$ 8,598,496	\$ 8,975,835	\$ (377,339)	-4%	\$ 11,967,780
E1	Salaries	\$ 370,590	\$ 454,760	\$ 84,170	19%	\$ 3,520,568	\$ 4,092,840	\$ 572,272	14%	\$ 5,457,120
E2	Employee Benefits	\$ 156,775	\$ 189,963	\$ 33,188	17%	\$ 1,473,349	\$ 1,709,663	\$ 236,313	14%	\$ 2,279,550
E3	Advertising Fees	\$ 605	\$ 2,158	\$ 1,553	72%	\$ 32,341	\$ 19,425	\$ (12,916)	-66%	\$ 25,900
E4	Professional & Technical Ser	\$ 11,502	\$ 42,235	\$ 30,733	73%	\$ 273,086	\$ 380,115	\$ 107,029	28%	\$ 506,820
E5	Contract Maintenance Services	\$ 5,191	\$ 9,116	\$ 3,925	43%	\$ 94,906	\$ 82,041	\$ (12,865)	-16%	\$ 109,388
E6	Other Services	\$ 10,892	\$ 8,521	\$ (2,371)	-28%	\$ 65,419	\$ 76,688	\$ 11,269	15%	\$ 102,250
E7	Fuel & Lubricants	\$ 82,752	\$ 45,444	\$ (37,309)	-82%	\$ 529,162	\$ 408,992	\$ (120,171)	-29%	\$ 545,322
E8	Freight	\$ 210	\$ 1,109	\$ 899	81%	\$ 4,205	\$ 9,979	\$ 5,774	58%	\$ 13,305
E9	Repairs & Maintenance	\$ 446	\$ 4,954	\$ 4,508	91%	\$ 43,160	\$ 44,590	\$ 1,430	3%	\$ 59,453
E10	Materials & Supplies	\$ 39,569	\$ 61,338	\$ 21,768	35%	\$ 502,014	\$ 552,038	\$ 50,023	9%	\$ 736,050
E11	Utilities/Telephone	\$ 11,996	\$ 13,271	\$ 1,275	10%	\$ 101,509	\$ 119,438	\$ 17,928	15%	\$ 159,250
E13	Insurance Expense	\$ 38,029	\$ 35,538	\$ (2,492)	-7%	\$ 340,436	\$ 319,838	\$ (20,598)	-6%	\$ 426,450
E15	Dues & Subscriptions	\$ 920	\$ 3,874	\$ 2,954	76%	\$ 15,630	\$ 34,865	\$ 19,235	55%	\$ 46,486
E16	Education/Training/Meeting/Travel	\$ 5,808	\$ 11,610	\$ 5,802	50%	\$ 37,114	\$ 104,486	\$ 67,372	64%	\$ 139,315
E17	Service Charges	\$ 1,186	\$ 1,155	\$ (31)	-3%	\$ 9,229	\$ 10,397	\$ 1,168	11%	\$ 13,863
E18	Office Expense	\$ 5,732	\$ 7,503	\$ 1,770	24%	\$ 49,645	\$ 67,525	\$ 17,879	26%	\$ 90,033
E19	Advertising & Promotions	\$ -	\$ 2,083	\$ 2,083	100%	\$ 1,024	\$ 18,750	\$ 17,726	95%	\$ 25,000
E20	Miscellaneous Expenses	\$ 5,313	\$ 6,720	\$ 1,408	21%	\$ 29,036	\$ 60,484	\$ 31,447	52%	\$ 80,645
E21	Property Appraiser/Tax Collector Comm	\$ 16,627	\$ 15,498	\$ (1,129)	-7%	\$ 173,207	\$ 139,485	\$ (33,722)	-24%	\$ 185,980
E23	Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ 31,489	56%	\$ 227,051	\$ 510,450	\$ 283,399	56%	\$ 680,600
TOTAL EXPENDITURES		\$ 789,370	\$ 997,315	\$ (207,945)	-21%	\$ 7,522,090	\$ 8,975,835	\$ (1,453,745)	-16%	\$ 11,967,780
(OVER)/UNDER EXPENDITURES		\$ (154,282)	\$ -	\$ (154,282)		\$ 1,076,406	\$ -	\$ 1,076,406		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 10, 2022
AGENDA ITEM #3b

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

Presenter: Kelly Bennington, CFO

Recommended
Action: None

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

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

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 10, 2022
AGENDA ITEM #3b

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

Revenues

- The revenues totaled \$6.1 million, 91% of the year-to-date budget.
- The FTA grants drawdown totaled \$1.48 million or 67% of the year-to-date budget.
- Fare Revenues totaled \$33,718 or 38% of the year-to-date budget.
- The Polk County City Contributions reflects a payment of \$367,865 in the FY Budget.
- The County funding reflects payments of \$3.03 million for the budgeted grants match.
- Rural FDOT Grant Revenues reflects \$514,365 or 46% of the year-to-date budget.
- The FDOT Sunrail Grant Revenues reflects \$90,908 or 49% of the year-to-date budget.
- The remaining FDOT Block Grant Revenues reflects \$612,115 or 130% of the year-to-date budget.

Expenses

- Operating expenses consists of labor costs, operating expenses, and contract expenses.
- Total expenses for the period totaled \$5.59 million or 83% of the year-to-date budget.
- Salaries and wages totaled \$2.71 million or 79% of the YTD Budget.
- Operating expenses totaled \$1.68 million or 84% of the YTD Budget.
- The contract services are for contractual cost for the several routes with the Contractor Transitions Commute Solutions with expenses YTD totaling \$1.20 million or 91% of the YTD budget.

Operating Results

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

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 3,029,262	\$ 2,271,947	\$ 3,029,262	133%
Other Contract Revenue - County	\$ -	\$ -	\$ -	
City Contribution	\$ 533,611	\$ 400,208	\$ 367,865	92%
County Contribution - PCTS	\$ -	\$ -	\$ -	
Other Revenue Transfer Cares Funding	\$ -	\$ -	\$ -	
Fares	\$ 117,250	\$ 87,938	\$ 33,718	38%
FDOT Block Grants:				
G2371 - WHAT/ADA	\$ 625,820	\$ 469,365	\$ 612,115	130%
RURAL	\$ 1,492,450	\$ 1,119,338	\$ 514,365	46%
SUNRAIL	\$ 249,740	\$ 187,305	\$ 90,908	49%
FTA				
FTA 5307 Grant	\$ 2,924,537	\$ 2,193,403	\$ 1,478,355	67%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 6,729,504	\$ 6,126,588	91%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,551,701	\$ 3,413,776	\$ 2,709,775	79%
Contract	\$ 1,750,000	\$ 1,312,500	\$ 1,197,624	91%
Operating	\$ 2,670,969	\$ 2,003,227	\$ 1,683,871	84%
Capital	\$ -	\$ -	\$ -	0%
Total	\$ 8,972,670	\$ 6,729,503	\$ 5,591,270	83%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
August 10, 2022
AGENDA ITEM #3c

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

Presenter: Kelly Bennington, CFO

Recommended
Action: None

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

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

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

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 10, 2022
AGENDA ITEM #3c

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

Revenues

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

Expenses

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

Operating Results

- Actual Expenses exceeded Revenues by \$1,153. Due to a shortage of drivers, routes have been closed which affects ridership volumes and the ability to draw down revenues.
- Also due to the driver shortages, TD drivers are being utilized on other routes. Therefore, using the job costing method, 5.98% of expenses related to TD drivers were reallocated appropriately.
- Fuel costs were up by \$1,125 and Repairs were elevated by \$2,316 for the month of June.

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

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 131,526	\$ 131,526	\$ 88,871	68%
Contract Revenue	\$ 151	\$ 151	\$ 488	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,183,733	\$ 1,183,733	\$ 887,030	75%
Total	\$ 1,315,410	\$ 1,315,410	\$ 976,389	74%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 990,070	\$ 990,070	\$663,221	67%
		\$ -		
Operating	\$ 325,340	\$ 325,340	\$ 314,320	97%
Total	\$ 1,315,410	\$ 1,315,410	\$977,542	74%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 10, 2022
AGENDA ITEM #3d

Agenda Item: Information Report on Section 218.415
Florida Statutes, Local Government Investment Policies

Presenter: Kelly S. Bennington, Chief Financial Officer

Recommended
Action: For Board Information and compliance with F.S. Section
218.415

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

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

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

- Scope- The Investment Policy shall apply to all funds under control of the District
- Investment Objectives- these include, safety of capital, liquidity of funds and investment income.
- Prudence and Ethical Standards- Prudent person rule- Investments should be made with judgement and care and not speculation but for investment and safety of their capital.
- Authorized Investments
- Maturing and Liquidity requirements, portfolio compositions risk and diversification and a system of investment controls.

AGENDA ITEM #3d – CONT.

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

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

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

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

The Investment yield for June 2018 is 2.11%.

The Investment yield for June 2019 is 2.55%.

The Investment yield for June 2020 is .57%.

The Investment yield for June 2021 is .10%.

The Investment yield for June 2022 is 1.80%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
August 10, 2022
AGENDA ITEM # 3e

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

Presenter: Kelly Bennington, CFO

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

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

Summary: Transitions Commute Solution, LLC was awarded the North East Polk County Transit Service Provider Contract, # 19-016, on August 15, 2019. The fixed fee contract was the result of a competitive solicitation, awarded with a 3-year base term, two 1-year options and a Not to Exceed amount of \$1,212,460 annually, with the annual Not to Exceed amount increased to \$1,750,000 earlier this year to accommodate an increase in route frequency and cost per revenue hour.

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

The additional routes are allowable under the contract. However, the negotiated terms for those routes would encompass an increase to the contracted optional service rate, moving from a fully burdened hourly rate of \$45 - \$50 to a rate of \$59.36 for demand response and \$72.88

AGENDA ITEM #3e – CONT.

for fixed route. The transfer of routes, would increase the annual contracted Not to Exceed amount by an additional \$1,287,540, bringing the total amount to \$2,500,000.

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

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

Bilateral Contract Modification

1. CONTRACT No. 19-016	2. MODIFICATION No. 3 rev	3. ISSUED: 07/15/2022
4. CONTRACT: Transit Service Provider	5. CONTRACTOR Transitions Commute Solutions.	
6. ISSUED BY: Lisa Harris, Contracts Specialist Direct Dial: (863) 327-1314 Email: LHarris@ridecitrus.com		7. NUMBER OF PAGES: 2
8. MODIFICATION OF CONTRACT: The contract identified in Block 1, is hereby modified as described below. Except as provided herein, all other provisions of the contract, as hereto amended, shall remain unchanged and in full force and effect.		
9. Amount of Modification and/or Change Order		An Estimated increase of \$1,287,540 for Fiscal Year 2023

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

10. DESCRIPTION OF MODIFICATION:

A. RFP 19-016, Section 2.4, Paragraph A – Project Details and Price (Form) Schedule, Attachment 3, Line Item 1-4:

Acceptance of a 6% per revenue hour rate increase beginning at Contract Renewal, Option Term 1 of 2, having a start date of August 15, 2022.

- 1) Subparagraph (a) and Line Item 1: let the record reflect that the Route 416X was divided into 2 routes and rename the Route 16X and 20X. The hourly rate for this fixed route shall increase to \$73.14.
- 2) Subparagraph (b) and Line Item 2: let the record reflect that the Route 427X was renamed the Route 18X. The hourly rate for this fixed route shall increase to \$73.14.
- 3) Subparagraph (c) and Line Item 3: let the record reflect that the Route 603 is unchanged. The hourly rate for this demand response route shall increase to \$59.36.
- 4) Subparagraph (d) and Line Item 4: let the record reflect that the Route 70 was renamed the Route 19X. Said route also had an increase in frequency designating the Buses as the 19XA and 19XB. The hourly rate for this flex route shall increase to \$59.36.

B. RFP 19-016, Price (Form) Schedule, Attachment 3, Line Item 5-11:

Acceptance of a per revenue hour rate increase beginning at Contract Renewal, Option Term 1 of 2, having a start date of August 15, 2022.

- 1) Line Items 5 - 7: let the record reflect that the hourly rate for these optional/additional fixed routes shall increase to \$72.88
- 2) Line Items 10 - 11: let the record reflect that the hourly rate for these optional/additional demand response or flex routes shall increase to \$59.36

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

As modified under Contract Modification 1, Section 10, Paragraph 1

- 1) Replace the referenced Not to Exceed amount of \$1,212,460 with the amount of \$2,500,000. Said amount shall reflect the rate increase noted above and projected additional routes as stated below in paragraph 11-A.

11. CONFIRMATION AND ACKNOWLEDGEMENT:

A. Contract 19-016, RFP Section 1.7, Type of Contract and Section 2.2, Project description

- 1) In accordance with the RFP section 1.7, the District intends to issue additional task orders under this agreement and at the negotiated rate stated within this modification, under section 10-B above
- 2) The District intends to transfer 3 routes, currently serviced by the District, to the incumbent, with the option of additional routes to follow, as allowable under the agreement and in accordance with the RFP section 2.2, paragraph 2, the District may extend or reduce the routes and service hours as necessary and mutually agreed.

No other changes shall be made or accepted without written authorization, in accordance with Contract 19-016, Section 14.

[END]

12. AGREEMENT TO MODIFICATION, CHANGE ORDER, OR ACKNOWLEDGMENT:

As to the Contractor:

As to the District:

_____/_____/_____
Signature Date:

_____/_____/_____
Signature Date:

Jeff Beccaris, CFO

Tom Phillips Executive Director

Print Name Title:

Print Name Title:

LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)

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

Findings and Determination Memorandum

DATE:	July 6, 2022	Solicitation #	19-016G
ACTION ITEM:	Transitions Commute Solutions Contract Review		

FINDINGS

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

1. Regarding labor rates:

- The contractor would like to increase their driver's rate of pay by \$2.50 to \$3.50 an hour, stating:
 - They currently pay an average of \$13.25 an hour and are having trouble with employee retainage.
 - They would like to increase 60% of their driver's hourly wage by \$2.50 and the other 40% by \$3.50.
 - "We would like to immediately increase our starting wage to \$15 an hour with a step increase maximum wage of \$16.50"
 - "We believe reaching for a \$16.50 an hour rate would support better retention"
- Market research shows:
 - The labor rate / minimum wage increase was a campaign topic in 2012, reignited in 2016, and in the House January 2019.
 - The Raise the Wage Act passed 2021, increasing the minimum wage to \$9.50 per hour that year, then to \$11 in 2022, \$12.50 in 2023, \$14 in 2024, and \$15 in 2025.
 - Unemployment is paying \$275 weekly for up to 12 weeks.
 - Despite regulatory requirements, media outlets, as well as the District itself, has shown a reduction in workforce and the need to increase wages in order to retain and/or attract new employees.
 - In 2019 the District elected to not renew its existing service contract, with Lynx, due to a rate increase. The 2018 rate was \$68.17, the 2019 rate was \$70.56, and the declined 2020 rate was offered at \$120.00 per revenue hour.
- Clarification Needed and requested 11/16/21:
 - As part of the cost analysis, I requested:
 - The number of individuals needed to service the routes without paying overtime.
 - I also requested payroll reports to confirm the initial and current wage being paid to drivers?

2. Regarding fuel costs:

- The contractor would like to increase their fuel rates by \$.50 per gallon, stating:
 - Their price proposal was structured around fuel being at a maximum rate of \$2.75 per gallon.
 - "Over the last fiscal year, the fuel rates have averaged above \$3.00 a gallon".
 - "We also average slightly above 2 gallons of fuel per revenue hour per route".
- Market research shows:
 - Fuel prices are at a 10-year high.
 - Average cost of fuel, in Florida, at the time of the requested increase was \$3.14 - \$3.45 per gallon, now over \$4.00 per gallon.
- Clarification Needed - none

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

- The District does not have the necessary vehicles to perform this service in-house.
 - Vehicle cost is estimated at \$150,000 each

- Preventive maintenance for said vehicles is \$1,200 per unit, annually.
- The District does not have the necessary staff to perform this service
 - Per the Director of Revenue Services, the District is having difficulty finding drivers as it is.
- Other areas of consideration would be:
 - An \$120 cost per revenue hour has been estimated to bring these services in-house
 - Travel time to service this location
 - Travel time for a broken-down bus
 - The cost per deadhead mile
 - Scheduling
 - Etc.

4. **Contract Parameters:**

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

DETERMINATION

1. As to the **labor rate**, Procurement finds this to be a relevant factor.
 - Though minimum wage requirements would not be in effect during this contract term, ll areas of industry are having difficulty retaining and hiring new staff, necessitating incentives.
2. As to the unforeseen surge in **fuel prices**, Procurement finds this to be a relevant factor.
 - Relevance is based on market research and OPIS reporting.
3. The cost to bring the service **in-house** is not feasible.
 - Should the contract terminate, a new solicitation would be the best course of action, with an April 2022 posting, allowing for a June award and August 2022 start date.
 - The incumbent would be entitled to rebid the service unless extenuating circumstances dictate otherwise.
 - The cost savings realized, by retaining the incumbent, would be roughly \$1,440,000 annually.
4. As to the **contract parameters**, Procurement finds this to be a relevant factor.
 - A rate increase may be requested 90 days prior to contract renewal. The base contract term does not expire until August of 2022, making such a request allowable May 2022.
 - The base term pricing was comprised of 4 routes, all additional routes are to reflect the option pricing.

In conclusion and the concurrence of senior staff:

- The District would not be able to authorize the requested rate increase for FY22, as it is unbudgeted for the fiscal year requested and outside of the allowable parameters of the contract.
 - The District offered the following options for resolution:
 - 1) Negotiate a rate increase to be presented to the Board of Directors for the FY23 budget. Said budgetary requests are required by March of the prior fiscal year (2022). This option allows the incumbent to retain the contract with a rate increase at the renewal term. Should negotiations fail, this option allows ample time for the District to rebid the service.
 - 2) Rebid the service April 2022, with an August 2022 award, allowing the incumbent to rebid at the necessary rate. This option does not guarantee service continuation with the incumbent after the base term expiration date of August 2022.
 - 3) Bringing the service in-house is not cost effective.
- The mutually agreed Final Resolution was to execute a contract modification accepting:
 - The afore noted 6% annual rate increase for the original/base term routes: and
 - Negotiate a fair and reasonable rate for optional additional routes, not to exceed the allowable rates for the original/ base term routes.

APPROVING OFFICIAL			
SIGNATURE:			
NAME/TITLE:	Lisa Harris, Contract Specialist	DATE:	
SIGNATURE:			
NAME/TITLE:	Todd Morrow, Procurement Manager	DATE:	
SIGNATURE:			
NAME/TITLE:	Kelly Bennington, CFO	DATE:	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 10, 2022
AGENDA ITEM #3f

Agenda Item: LAMTD Proposed Operating and Capital Budget
FY 2022-23 Budget and Public Hearings Requirements

Presenter: Tom Phillips, Executive Director
Kelly Bennington, CPA, CFO

Recommended
Action: Presentation to the Board FY 2022-23 Proposed Budget

Summary: Proposed Operating and Capital Budget is included.

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

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

Public Hearings:

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

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

Attachments: See attached Proposed Operating and Capital Budget FY 2022-23

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 10, 2022
AGENDA ITEM 4a

Agenda Item: **Board dates for the Lakeland Area Mass Transit District for FYE 2023**

Presenter: Ben Darby, Esq.

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

Recommended
Action: Accept the schedule of meetings for the following year.

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

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 10, 2022
AGENDA ITEM #4a

Agenda Item:	Inclusion of Land into the District
Presenter:	Ben Darby, Esq
Policy Analysis:	TA2 Identify new and untapped funding sources.
Recommended Action:	Approve the resolution as presented
Summary:	Inclusion of land to be added to the district.
Attachments:	Resolution 22-17

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 10, 2022
AGENDA ITEM #5a

Agenda Item: Squeeze Update

Presenter: Carlie Flagler

Recommended
Action: None

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 10, 2022
AGENDA ITEM #6

Agenda Item: **Progress update for TDP**

Presenter: Julia Davis, Polk TPO

Recommended
Action: None

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 10, 2022
AGENDA ITEM 7a

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

Presenter: Tom Phillips

Recommended
Action: Informational

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

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 10, 2022
AGENDA ITEM 7b

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the Executive Director

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 10, 2022
AGENDA ITEM 8a

Agenda Item: **July calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

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

<div> <div> <div>Today</div> <div><</div> <div>></div> </div> <div>July 2022</div> <div> <div>Lakeland, Florida</div> <div> <div> <div></div> <div>Today</div> <div>91° F / 75° F</div> </div> <div> <div></div> <div>Tomorrow</div> <div>92° F / 75° F</div> </div> <div> <div></div> <div>Thursday</div> <div>93° F / 74° F</div> </div> </div> <div> <div>Month</div> <div></div> </div> </div> </div>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 26	27 <div> <div>10:00am Grant Balance Meeting; Board Room; 1212 George Jenkins Blvd; James Phillips</div> <div>11:00am 1-on-1 w/HR; Tom Phillips</div> <div>1:30pm Polk TD - LCB -quarterly meeting; Polk County BoCC Commission Board R...</div> </div>	28 <div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/8195069848...</div> <div>10:00am 1-on-1 w/Marcia; Tom's office; ...</div> <div>1:00pm FW: Integrating land use and tr...</div> <div>1:00pm 19X Billing; Board Room; Rodne...</div> </div>	29 <div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> </div>	30 <div> <div>8:00am Repatha</div> </div>	Jul 1 <div> <div>10:00am Hawthorne Development Agreement Meeting; https://us02web.zoom.us/j/82310378787?pwd=iuj7Xl3bgQMSEQGkzLH2uIK0J3iS.1; James Phillips</div> </div>	2
3	4 <div> <div>Independence Day; United States</div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> </div>	5 <div> <div>Marcia vacation ; Marcia Roberson</div> <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div> <div>9:30am Canceled: Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHhObUowUGZ0ekZV...</div> <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div> </div>	6 <div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> <div>11:00am 1-on-1 Erin K</div> <div>12:00pm BlackJack meeting; Hollingswo..</div> </div>	7 <div> <div>9:00am LAMTD follow up; https://us06web.zoom.us/j/87467358925?pwd=TWNGdkxsOEt6UTl2ZjNiUIZORK1...</div> <div>10:00am LYNX TDP/Polk County Outreach and Coordination; Microsoft Teams Me...</div> </div>	8 <div> <div>9:30am Discussion of legal aspects of LAMTD project; https://us06web.zoom.us/j/86523980357?pwd=bU1TRTZkeVp0NDk3c3BZNnl0aEhxdz09; AJ Nicholson</div> </div>	9
10	11 <div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> <div>1:00pm Cigna Renewal Discussion; Citrus Connection; Melissa Jervis</div> <div>5:00pm Road Diet Public Meeting ; RP Funding Center (Sikes Hall J); 701 W Lime St, Lakeland, FL 33815; James Phillips</div> </div>	12 <div> <div>8:30am Email Ridership Update to LAMTD Board of Directors</div> <div>9:00am Senior Staff Call; https://us02we...</div> <div>10:00am LAMTD, COWH & PCTSM; https...</div> <div>5:30pm Attendance Boundary Committe...</div> </div>	13 <div> <div>8:30am LAMTD July Board Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815...</div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> <div>9:30am 1-on-1 w/Marcia; Tom's office; T...</div> <div>3:00pm Moffitt</div> </div>	14 <div> <div>8:00am Repatha</div> <div>11:30am Lunch with Chiz</div> <div>5:30pm LLXXX Happy Hour; Revival-119 S Kentucky Avenue; Colon, Stephanie</div> </div>	15 <div> <div>7:30am Coffee; James Phillips</div> </div>	16 <div> <div>6:00pm Jaleo; Jaleo by José Andrés, 1482 E Buena Vista Dr, Orlando, FL 32830, USA; gretchyn@gmail.com</div> </div>
17	18 <div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> <div>1:00pm FW: Deliver FMIT Group Health Quote; Lindsey Larson</div> </div>	19 <div> <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div> <div>1:00pm SFL Meeting Follow-Up; Microsoft Teams Meeting; Barmby, Char...</div> <div>2:00pm Bench Placement Discussion (Citrus Connection); Microsoft Teams M...</div> </div>	20 <div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> </div>	21 <div> <div>10:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QbHhObUowUGZ0ekZVeWILUT09; James Phillips</div> </div>	22 <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&T building, 600 N. Broadway Ave, Bartow; brenda@polkvision.com</div> </div>	23
24	25 <div> <div>Marcia Jury Duty; Jury Duty ; Marcia Roberson</div> <div>9:30am Senior Staff Call; https://us02we...</div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> <div>11:00am 1-on-1 w/Erin; https://us02web...</div> </div>	26 <div> <div>9:30am 1-on-1 w/ Erin ; https://us02web.zoom.us/j/8547431045...</div> <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div> <div>10:30am Pre-grant Season Needs Meeting; Board Room or Zoom; James P...</div> </div>	27 <div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> <div>9:30am Agenda Review; Boardroom or Zoom; James Phillips</div> </div>	28 <div> <div>8:00am Repatha</div> <div>8:30am LAMTD Emergency Meeting; 1212 George Jenkins Blvd, Lakeland FL, 33815; James Phillips</div> <div>6:00pm Community Engagement Task Force; LPD Community Room - 219 N. M...</div> </div>	29 <div> <div>8:30am Triennial pre-call meeting ; Board Room; James Phillips</div> <div>10:00am FW: LAMTD - Pre Triennial review call; Microsoft Teams Meeting; Benjamin Sumpter</div> </div>	30
31	Aug 1 <div> <div>10:00am 1-on-1 w/HR; Tom Phillips</div> </div>	2 <div> <div>8:30am Senior Staff Call; https://us02web.zoom.us/j/8195069848...</div> <div>10:00am 1-on-1 w/Marcia; Tom's office; Tom Phillips</div> <div>2:00pm Peach Line and Intermodal Meeting; 1212 George Jenkins Blvd, Lak...</div> </div>	3 <div> <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div> <div>9:00am 1-on-1 w/Kelly; Tom Phillips</div> <div>11:00am Placeholder for Cigna/BKS</div> </div>	4 <div> <div>11:30am 1961 W/ Rob Arturi</div> </div>	5	6

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 10, 2022
AGENDA ITEM #8b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, ED

Recommended
Action: Information only

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

Attachments: Ridership Report.

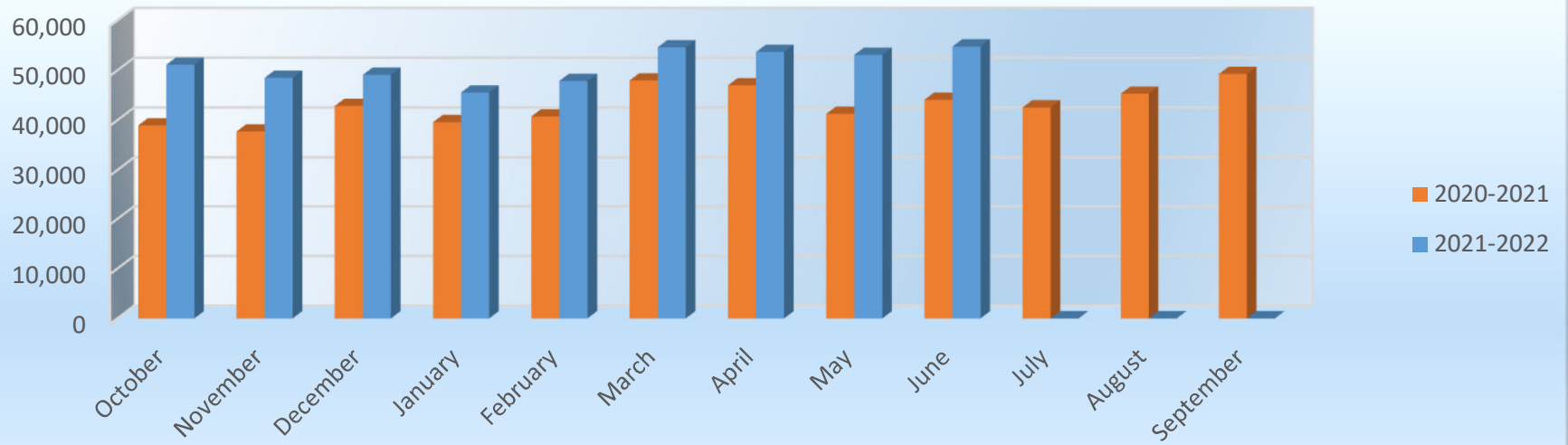
Citrus Connection and PCTS Fixed Route							
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Change
October	108,078	113,220	117,763	109,219	38,961	51,132	31%
November	106,998	104,149	104,192	89,803	37,733	48,496	29%
December	111,197	95,520	95,813	91,147	42,876	49,111	7%
January	103,647	93,227	106,080	96,288	39,609	45,567	6%
February	108,068	100,300	100,900	93,231	40,756	47,897	7%
March	116,794	99,916	101,697	76,736	47,989	54,632	7%
April	103,274	95,993	106,578	27,855	46,995	53,679	7%
May	108,224	95,476	104,034	39,257	41,267	53,112	12%
June	102,092	93,781	93,028	47,522	44,107	54,789	11%
July	98,193	92,042	103,793	35,612	42,568	0	0%
August	118,104	111,898	109,285	36,186	45,293	0	0%
September	89,794	98,550	100,468	38,505	49,269	0	0%
Totals	1,274,460	1,194,072	1,243,631	781,361	517,423	458,415	21%

Citrus Connection and PCTS Para-Transit Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	7,071	8,654	9,820	9,745	5,644	6,166	9%
November	7,002	7,940	8,495	8,246	4,759	5,466	15%
December	7,014	7,660	8,032	8,177	5,279	5,598	6%
January	7,521	9,478	8,846	8,734	4,924	5,542	13%
February	7,413	9,514	8,559	8,231	4,844	5,720	18%
March	8,715	10,469	9,204	6,109	5,582	6,673	20%
April	7,757	9,947	9,377	2,815	5,807	6,345	9%
May	8,460	9,534	9,801	3,590	5,531	6,086	10%
June	8,374	8,777	8,784	4,640	5,813	5,793	0%
July	8,131	8,247	9,502	4,527	5,512	0	0%
August	9,533	9,642	9,455	4,441	5,792	0	0%
September	6,711	8,437	7,866	4,790	5,969	0	0%
Totals	93,702	108,299	107,741	74,045	65,456	53,389	11%

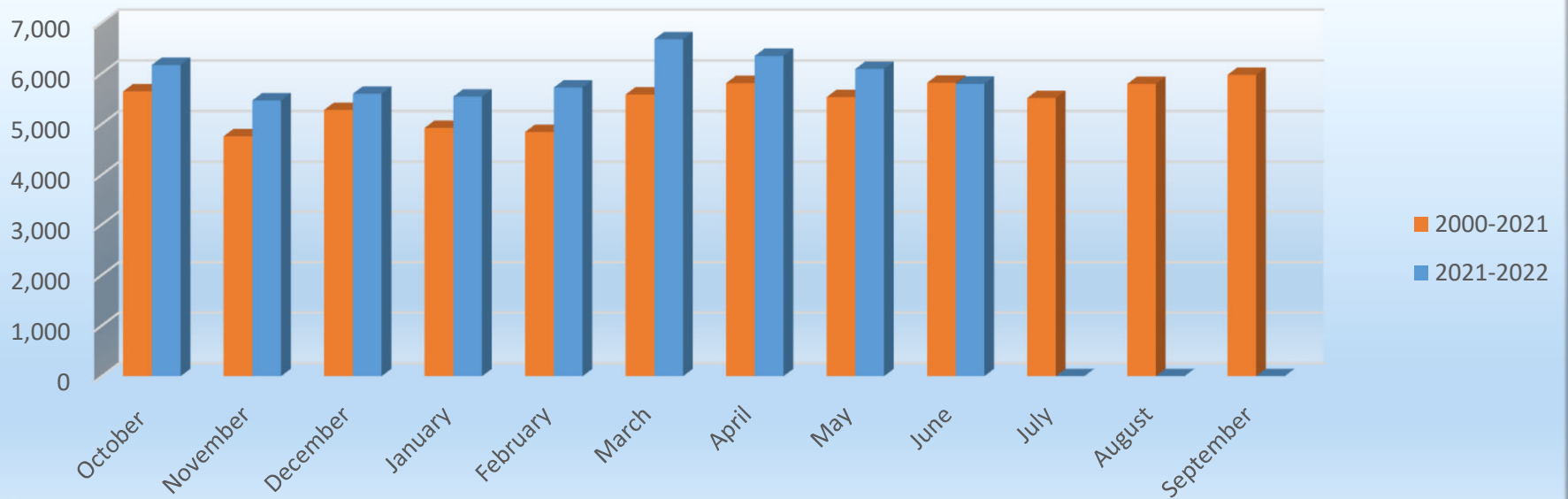
Citrus Connection only Fixed Route Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2000-2021	2021-2022	Change
October	67,636	73,349	74,739	67,938	27,810	31,976	15%
November	71,083	67,437	66,084	55,331	25,998	29,933	6%
December	72,646	60,879	60,217	55,960	30,003	30,970	2%
January	70,767	58,830	66,889	58,774	27,355	28,598	2%
February	71,884	63,140	62,854	57,800	27,781	30,081	4%
March	78,158	62,897	63,867	47,927	33,489	33,707	0%
April	67,338	59,873	67,078	19,363	32,830	32,531	0%
May	72,329	60,039	66,297	25,570	28,723	31,740	5%
June	67,965	59,754	60,242	30,667	31,074	34,096	5%
July	66,347	59,884	67,655	23,294	30,369	0	0%
August	79,427	71,375	70,546	23,297	31,515	0	0%
September	54,155	62,306	65,477	25,651	30,828	0	0%
Totals	839,734	759,763	791,945	491,572	357,775	283,632	7%

Citrus Connection only Para-Transit Totals							
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Change
October	3,229	4,025	4,745	4,889	2,454	2,946	20%
November	3,252	3,734	3,963	3,980	2,013	2,572	15%
December	3,154	3,444	3,818	3,930	2,140	2,648	15%
January	3,507	4,055	4,252	4,277	2,059	2,628	14%
February	3,505	3,909	4,248	4,255	2,100	2,448	9%
March	4,040	4,217	4,513	2,392	2,491	2,768	7%
April	3,694	3,935	4,630	1,111	1,910	2,257	9%
May	4,060	3,848	4,916	1,431	2,489	2,333	-4%
June	3,880	3,627	4,352	2,041	2,496	3,444	26%
July	3,681	3,437	4,612	1,768	2,364	0	0%
August	4,306	3,978	4,686	1,960	1,774	0	0%
September	6,039	3,396	3,414	2,036	1,868	0	0%
Totals	46,347	45,605	52,149	34,070	26,158	24,044	19%

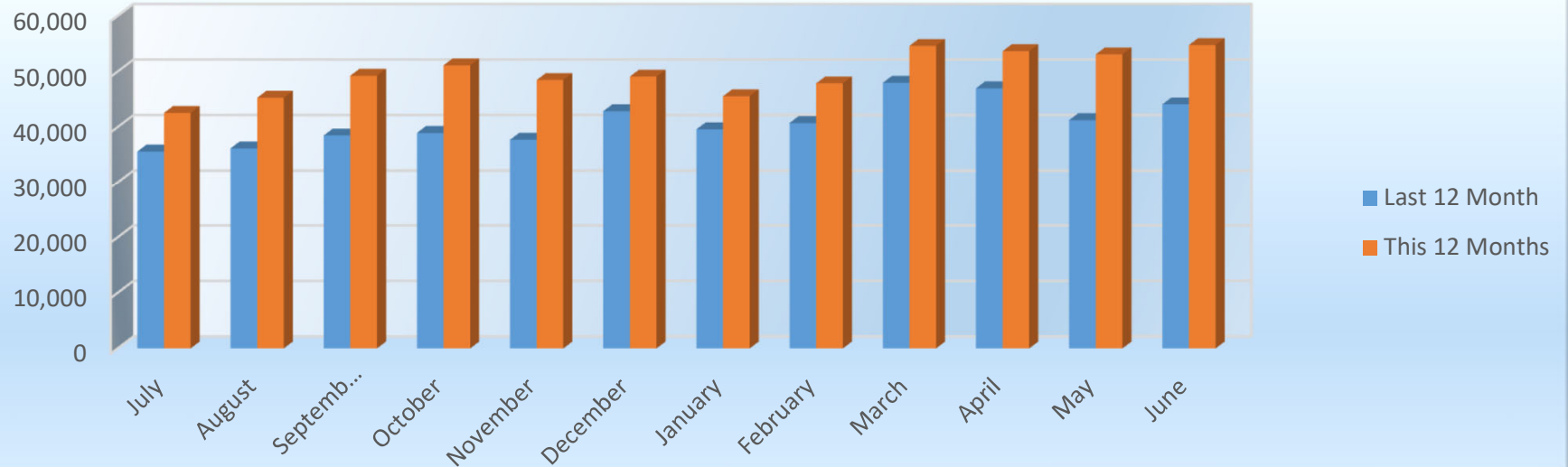
Citrus Connection and PCTS Fixed Route Total Ridership



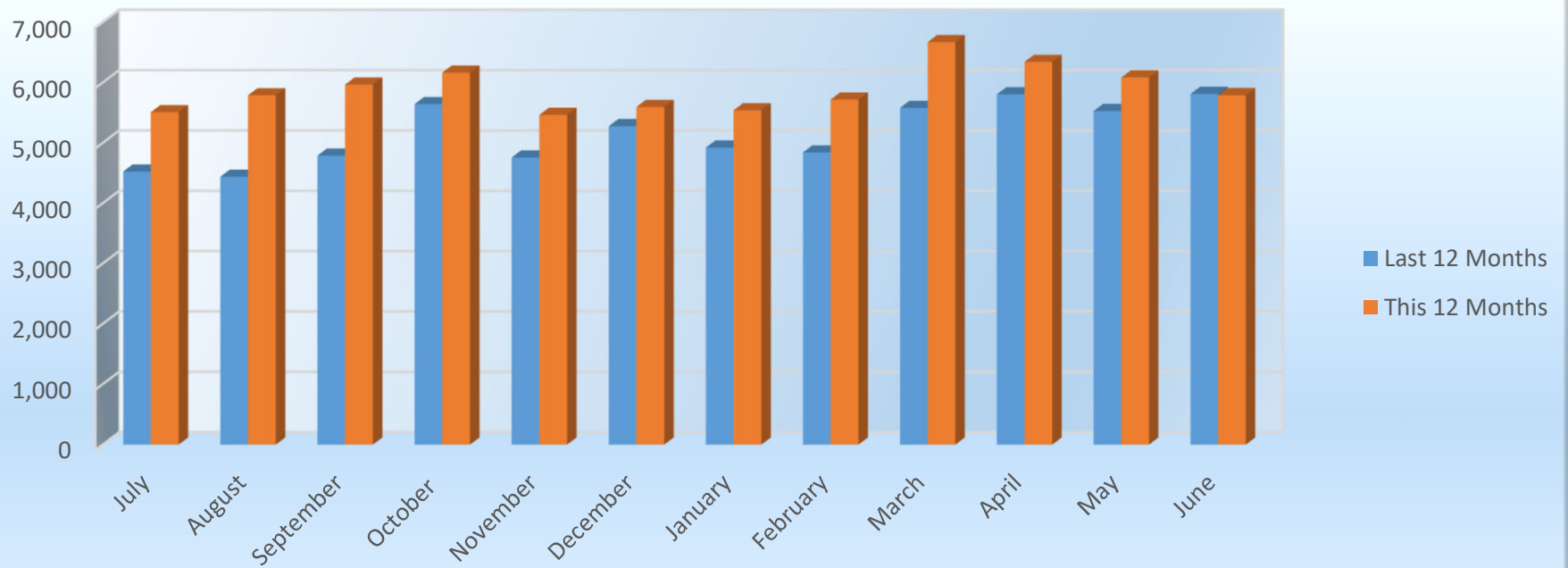
Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para Over 12 Months



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 10, 2022
AGENDA ITEM #9

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD