



## BOARD OF DIRECTORS MEETING

Wednesday, June 3<sup>rd</sup>, 2026 at 12:30PM Lake Crago

525 Lake Crago Dr, Lakeland, FL 33805

### AGENDA

---

	<u>Action Required</u>
<u>Call to Order</u>	
1. Approval of the May Citrus Connection Meeting Minutes	Approval
2. Public Comments	None
3. Director of Strategic Planning & Innovation/Nicole McCleary	
a. Fleet Transition Plan	Approval
4. Legal/ Ben Darby, Esq.	
a. Consideration and Approval of Transit Service Agreements	Approval
5. Chief Executive Officer / Tom Phillips	
a. Agency Update(s)	None
6. Executive <u>Informational</u> Summary / Tom Phillips	
a. May Calendar	None
7. Other Business	TBD
Adjournment	

**2026 LAMTD Board Retreat – Begins after the Board Meeting**

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, June 3<sup>rd</sup>, 2026**  
**AGENDA ITEM #1**

---

**Agenda Item:** Approval of the Citrus Connection Meeting Minutes for May 13<sup>th</sup> 2026

**Presenter:** Debbie Moore

**Recommended Action:** Board approval of the Citrus Connection Meeting Minutes for May 13<sup>th</sup>, 2026

**Attachments:** May 13<sup>th</sup>, 2026, Citrus Connection Meeting Minutes

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**

**Meeting Minutes**

Hollingsworth Board Room  
1212 George Jenkins Blvd., Lakeland, FL. 33815  
Wednesday, May 13, 2026 at 8:30 a.m.

---

**Board Members Present**

City of Lakeland Mayor Sara Roberts McCarley (Chair)  
Polk County Commissioner Martha Santiago (Vice-Chair)  
City of Lakeland Commissioner Guy Lalonde Jr  
City of Lakeland Commissioner Terry Coney  
Polk County Commissioner Michael Scott

**Board Members Absent**

None

Executive Director: Tom Phillips  
Chief Financial Officer: Rhonda Carter  
Executive Office Administrator (Interim): Debbie Moore

**Call to Order**

8:30 a.m. By Mayor McCarley

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

**a. Board approval of the May 2026 Citrus Connection Meeting Minutes**

[Attachments available]

“Approval of meeting minutes for the May 2026 Citrus Connection Meeting Minutes”  
1<sup>st</sup> Martha Santiago / 2<sup>nd</sup> Michael Scott

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

None

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**

**Meeting Minutes**  
Hollingsworth Board Room  
1212 George Jenkins Blvd., Lakeland, FL 33815  
Wednesday, May 13, 2026 at 8:30 a.m.

---

**Agenda Item #3 – Finance / Rhonda Carter, CFO**

**a. LAMTD Financials**

**Lakeland Area Mass Transit District**  
**Monthly Financial Report**  
**For March 31, 2026**  
**FY 2025-2026**

Year-to-Date Summary					
Description	Percent of FY Complete	Annual Budget	Actual	Actual % of FY Annual Budget	
Revenue YTD	50%	\$16,597,735	\$10,513,731	63%	
Expenses YTD	50%	\$16,597,735	\$8,581,719	52%	

**REVENUES:**

**The total revenues realized through March 31, 2026, totaled \$11M or 63% of the annual budget.**

- Farebox revenues reflect \$162K or 47% of the annual budgeted revenues.
- Interest Income on Investment income totals \$302K. This represents interest income from the SBA reserve account.
- FDOT annual operating grants are \$424K or 17 % of the annual budget
- FTA operating grants are 1.5M or 35% of the annual budget.
- Advertising income is \$86K, or 48% of the total planned revenue.
- Ad Valorum taxes: Total budgeted revenues are \$7.87 million. This represents 95% of the expected tax revenue per state law. As of March 2026, \$7.4M was collected, which is 94% of the annual budget.
- The PCTS support cost reimbursement revenue is \$308K or 50% of annual budget.
- All the other revenues are within the annual budget.

**EXPENSES:**

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**

**Meeting Minutes**  
 Hollingsworth Board Room  
 1212 George Jenkins Blvd., Lakeland, FL. 33815  
 Wednesday, May 13, 2026 at 8:30 a.m.

**The total expenses year-to-date through March 2026 totaled \$8.6M or 52% of the annual budget.**

- Salaries and benefits cost are \$6.1M, or 51% of the annual budget.
- Fuel and lubricants expenses totaled \$251K, or 41% of the annual budget.
- Materials and supplies totaled \$345K, or 41% of the annual budget.
- Insurance expenses are \$352K, or 67% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- All other expenses are within the annual budget.

**CHANGE IN FINANCIAL CONDITION**

Based on the annual YTD budget-to-actual through March 31, 2026, the financials favorable variance of \$1.9M with 50% of the fiscal year completed.

**STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS**

	<b>9/30/25</b>	<b>9/30/24</b>	<b>9/30/23</b>	<b>9/30/22</b>	<b>9/30/21</b>
1. Farebox Recovery Ratio (All modes)	6.9%	6.5%	6.9%	8.7%	9.7%
2. Cost per revenue hour	\$136.25	\$125.34	\$161.12	\$141.63	\$130.01
3. Revenue Hours (LAMTD)	152,482	149,965	142,860	132,260	135,115
4. Fuel Cost (\$)	\$1,316,101	\$1,382,599	\$1,562,003	\$1,399,855	\$878,132
5. Ridership (LAMTD)	835,255	874,550	848,241	693,018	631,000

**b. PCTS Financials**

**Polk County Transit Services**  
**Monthly Financial Report**  
**YTD March 31, 2026**  
**FY 2025-2026**  
**(10/01/25 – 09/30/26)**

<b>YTD Summary</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Percent Expended</b>
<b>Revenues YTD</b>	<b>\$11,320,500</b>	<b>7,694,039</b>	<b>68%</b>
<b>Expenses YTD</b>	<b>\$11,320,500</b>	<b>5,561,995</b>	<b>49%</b>

**CITRUS CONNECTION**  
BOARD OF DIRECTORS MEETING

**Meeting Minutes**

Hollingsworth Board Room  
1212 George Jenkins Blvd., Lakeland, FL 33815  
Wednesday, May 13, 2026 at 8:30 a.m.

---

**Revenue Highlights:**

Operating revenues realized are \$7.7M or 68% of the annual budget. Polk County Contract revenues totaled \$4.2M, or 100% of the annual budget. City Contributions received to date are \$741K or 100% of the annual budget Farebox revenues totaled 29K or 45% of the annual budget. FDOT grants received to date are \$298K or 14% of the annual budget. FTA grants received to date are \$2.3M or 59% of the annual budget. These grants are paid out retrospectively after expenses are incurred. **Expense highlights**

Operating expenses consist of labor costs, operating expenses, and contract expenses.

Total expenses for the period totaled \$5.6M or 49% of the annual budget.

- Salaries and wages totaled \$2.8M or 43% of the annual budget.
- Operating expenses totaled \$1.4M or 51% of the annual budget.
- The purchase contract for Transitions Commute Solutions which provides transit services for the district totaled \$1.4M or 63% of the annual budget.

**Operating Results**

**c. TD Financials**

**Transportation Disadvantaged Program**

Month of March 31, 2026

Percent of FY Reported (33%)

**State FY July 1, 2025 thru June 30, 2026**

Lakeland Area Mass Transit District

Financial Statement **Transportation**

**Disadvantage Program** Period Ending - July 2025- March 2026

Fiscal year month	9.0
% fiscal year	75%

**Revenue**

	Annual Budget	YTD Actual	Percent Expended
<b>Revenues</b>			
County Match 10%	\$ 146,155	\$ 100,384	69%
Contract Revenue	\$ 50	\$ -	0%
Adult Day Care		\$ -	

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**

**Meeting Minutes**  
 Hollingsworth Board Room  
 1212 George Jenkins Blvd., Lakeland, FL. 33815  
 Wednesday, May 13, 2026 at 8:30 a.m.

---

<b>FDOT Grants:</b>			
CTD Grant -Operating	\$ 1,314,899	\$ 903,456	69%
<b>Total</b>	<b>\$ 1,461,104</b>	<b>\$ 1,003,840</b>	<b>69%</b>

**Expenses**

	<b>Annual Budget YTD Actual Expended</b>		<b>Percent</b>
Labor	\$ 1,067,076	\$679,353	64%
Operating	\$ 394,028	\$ 253,785	64%
<b>Total</b>	<b>\$ 1,461,104</b>	<b>\$933,138</b>	<b>64%</b>

**Revenues exceed Expenses by**  
\$ 70,702

**d. Asset Disposals-**

Recommend Board approve the disposal of Two (2) vehicles that have surpassed their useful life in years of service and/or mileage, generating costly repairs or limited usage.

Approved: 1<sup>st</sup> Michael Scott / 2<sup>nd</sup> Guy Lalonde  
**MOTION CARRIED UNANIMOUSLY**

**e. Federal Transit Administration Section 5307 Lakeland Large UZA Grant Application**

The District is requesting total funding in the amount of \$7,772,958, that will provide operating and preventative maintenance assistance to the citizens in the Lakeland UZA. \$3,238,733 will be utilized for operating assistance with a local match of \$3,238,733, and capital preventative maintenance in the amount of \$1,079,577 with a local match of \$215,915. If awarded, this program will be included in the 2026/2027 budget. Attachments: Resolution # 26-15

Approved: 1<sup>st</sup> Guy LaLonde / 2<sup>nd</sup> Michael Scott  
**MOTION CARRIED UNANIMOUSLY**

**f. Federal Transit Administrative Section 5307 Winter Haven Large UZA Grant Application**

The District is requesting total funding in the amount of \$7,355,635, that will provide operating and preventative maintenance assistance to the citizens in the Winter Haven UZA. \$3,064,848 will be utilized for operating assistance with a local match of \$3,064,848, and capital preventative

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**

**Meeting Minutes**

Hollingsworth Board Room  
1212 George Jenkins Blvd., Lakeland, FL 33815  
Wednesday, May 13, 2026 at 8:30 a.m.

---

maintenance in the amount of \$1,021,616 with a local match of \$204,323. If awarded, this program will be included in the 2026/2027 budget. Attachments: Resolution #26-16

Approved: 1<sup>st</sup> Martha Santiago / 2<sup>nd</sup> Guy Lalonde

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #4 – Director of Strategic Planning and Innovation / Nicole McCleary**

**a. Service Development Grant Application for Future MOD Service**

Citrus Connection received notice from mobility company Via that they are assisting agencies in Florida with developing grant applications for the Florida Department of Transportation’s (FDOT) Service Development Grant Program – free of charge. More specifically, this application will focus on applying for Mobility on Demand (MOD) services in North and South Lakeland where a transit desert exists. In order to advance the project, we request permission to apply for the FY26-27 FDOT’s Service Development Grant. Resolution 26-18

Approved: 1<sup>st</sup> Michael Scott / 2<sup>nd</sup> Terry Coney

**MOTION CARRIED UNANIMOUSLY**

**b. Citrus Connection Locally Preferred Alternative (LPA) Program**

Citrus Connection is proposing adoption of a Locally Preferred Alternative (LPA) for a new Citrus Connection Intermodal Center located on City of Lakeland–owned property at W Main Street and S Ohio Avenue. The action responds to the functional obsolescence and site constraints of the existing Downtown Lakeland Transit Center, as well as space limitations at current administrative offices.

The proposed site was identified in a 2020 FDOT site selection study and supports the City of Lakeland’s Downtown West CRA vision, improved multimodal connectivity, and longterm regional mobility goals. The site’s proximity to a potential future SunRail station provides an opportunity for future passenger rail connections and expanded regional access.

Adoption of the LPA will allow Citrus Connection to advance the project to the Polk TPO for concurrence and adoption, and to initiate coordination with the Federal Transit Administration (FTA), including preparation and submittal of a Categorical Exclusion (CE) worksheet to determine the appropriate NEPA class of action. Board approval also authorizes staff to coordinate with the City of Lakeland consistent with federal requirements to preserve eligibility for future state and federal funding. Resolution 26-19

Approved: 1<sup>st</sup> Martha Santiago / 2<sup>st</sup> Terry Coney

**MOTION CARRIED UNANIMOUSLY**

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**

**Meeting Minutes**

Hollingsworth Board Room  
1212 George Jenkins Blvd., Lakeland, FL 33815  
Wednesday, May 13, 2026 at 8:30 a.m.

---

**c. Sun n Fun**

Staff will present a recap of the Pilot Sun n' Fun Express service, that provided public transit from various points to Sun n' Fun. The presentation will provide an overview of first year ridership trends and the results of the on-board customer surveys

**d. Strategic Scorecard- Informational**

The Q2 Strategic Plan Scorecard is intended to track progress toward the Board adopted strategic goals in the FY25-26 Strategic Plan for Citrus Connection using a concise set of performance measures which are outlined in the strategic plan itself. The scorecard focuses on key outcomes

**Agenda Item #5 – Director of Human Resources & Risk / Tony Kirk**

- a. Hometown Health award presentation
- b. Career Source Polk/OJT program Update
- c. Citrus Connection Board Attorney

**Agenda Item #6 – Director of Regional Mobility Call Center / Marcia Roberson**

**a. TD Service Outages**

Due to continued growth in Polk County and our limited capacity to meet increasing local demand, we will no longer be able to provide out-of-county trips. To better serve residents within our community, our service area has been updated to operate within Polk County only. Customers located near the county boundary may continue to receive limited service within a 10-mile radius across the county line from the point origin.

Approved: 1<sup>st</sup> Michael Scott / 2<sup>nd</sup> Guy Lalonde  
**MOTION CARRIED UNANIMOUSLY**

**b. TD Resolution 26-17 for MOA**

This resolution authorizes and affirms the approval granted at the November 1, 2025, Board Meeting. It further authorizes Lakeland Area Mass Transit District (LAMTD) to enter into a Memorandum of Agreement (MOA) with the Commission for the Transportation Disadvantaged and to continue serving as the Community Transportation Coordinator (CTC) for Polk County. This agreement shall be in effect for the period beginning July 1, 2026, through June 30, 2031.

Approved: 1<sup>st</sup> Michael Scott / 2<sup>nd</sup> Guy Lalonde

**MOTION CARRIED UNANIMOUSLY**

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**

**Meeting Minutes**

Hollingsworth Board Room  
1212 George Jenkins Blvd., Lakeland, FL. 33815  
Wednesday, May 13, 2026 at 8:30 a.m.

---

**Agenda Item #7 CEO Report / Tom Phillips**

**a. Agency Update(s)-** Informational

**b. Squeeze Innovation –** Informational

After working with the Federal Transit Administration on the completion of the FY24-25 Triennial Audit, staff found it critical to re-visit the Squeeze Innovation project that was previously presented in October 2025.

**Agenda Item #8 – Executive Informational Summary/Tom Phillips**

**a. April Calendar**

[Attachments available]

**b. Ridership and UAP Update**

[Attachments available]

**Agenda Item #9 – Other Business**

Adjournment at 10:15a.m.

Approved this 3<sup>rd</sup> day of June 2026.

---

Chair – City of Lakeland Mayor Sara Roberts McCarley

---

Minutes Recorder – (Debbie Moore-Interim)

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**  
Wednesday, June 3<sup>rd</sup>, 2026  
**AGENDA ITEM #2**

---

**Agenda Item:** Public Comments

**Presenter:** TBD

**Recommended  
Action:** TBD

**Attachments:** TBD

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**  
**Wednesday, June 3, 2026**  
**AGENDA ITEM #3a**

---

**Agenda Item:** Fleet Transition Plan

**Presenter:** Nicole McCleary, AICP, Director of Strategic Planning and Innovation

**Recommended Action:** Approval

**Summary:** In 2021, the Federal Transit Administration (FTA) announced that no-emission projects seeking funding under the Grants for Buses and Bus Facilities Competitive Program (49 U.S.C. § 5339(b)) and the Low- or No-Emission Program (49 U.S.C. § 5339(c)) must have a Zero-Emission Transition Plan (ZETP). This report substantially meets this requirement in support of future FTA grant funding requests made by Citrus Connection. This plan transitions 20% of the Citrus Connection fleet to alternative fuels such as Hybrid, electric or CNG by 2037.

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**  
**Wednesday, June 3, 2026**  
**AGENDA ITEM #4a**

---

**Agenda Item:** Consideration and Approval of Transit Service Agreement for Fiscal Years 2026–2027 and 2027–2028

**Presenter:** Ben Darby, Esq.

**Recommended Action:** Approval

**Summary:** The proposed Municipal Transit Service Agreement establishes the terms and conditions for the continued provision of transit services within the municipality during Fiscal Years 2026–2027 and 2027–2028.

**Attachments: Municipal Agreements**

<b>Municipal Contribution</b>	<b>Current Year</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>
CITY OF MULBERRY	\$ -	\$ -	\$ -
CITY OF AUBURNDALE	81,529.51	84,790.69	88,182.32
CITY OF WINTER HAVEN	293,824.46	305,577.44	317,800.54
CITY OF LAKE ALFRED	30,431.00	31,648.24	32,914.17
CITY OF HAINES CITY	115,000.00	119,600.00	124,384.00
CITY OF BARTOW	114,450.34	119,028.35	123,789.49
CITY OF FORT MEADE	25,025.88	26,026.92	27,067.99
CITY OF DUNDEE	27,948.42	29,066.36	30,229.01
CITY OF LAKE WALES	173,467.37	180,406.06	187,622.31
CITY OF LAKE HAMILTON	12,345.66	12,839.49	13,353.07
CITY OF DAVENPORT	15,000.00	20,000.00	25,000.00
<b>Totals</b>	<b>\$ 889,022.64</b>	<b>\$ 928,983.55</b>	<b>\$ 970,342.90</b>

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**  
**Wednesday, June 3, 2026**  
**AGENDA ITEM #5a**

---

**Agenda Item:** Agency Updates

**Presenter:** Tom Phillips, CEO

**Recommended Action:** None

**Summary:** Items and Information from the CEO

**Attachments:** None

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**  
**Wednesday, June 3, 2026**  
**AGENDA ITEM #6**

---

**Agenda Item:** May Calendar

**Presenter:** Tom Phillips, CEO

**Recommended  
Action:** None

**Summary:** Review and summary of events taken place in May

**Attachments:** May Calendar

# May 2026

May 2026						June 2026							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26	27	28	29	30	May 1	2
3	4 10:00am Interview: (303) 10:00am EPP Recording 10:00am 1-on-1 w/HR - 11:00am 1-on-1 w/Ana -	5 Copy: Board of Directors, Performance Indicator Data, due CC 9:30am Senior Staff Call 10:00am 1-on-1 11:30am Spare and	6 9:30am 1-on-1 w/ Nicole - Tom Phillips 10:00am Squeeze and	7 10:00am 1:1 w/Rhonda - Tom Phillips	8 10:00am Taxes	9
10	11 9:30am Board Agenda 10:00am 1-on-1 w/HR - 11:00am 1-on-1 w/Ana - 2:00pm Citrus	12 7:30am State of the City 8:30am Email Ridership 9:30am Senior Staff Call 10:00am 1-on-1	13 8:30am Citrus Connection May 9:30am 1-on-1 w/ 2:30pm MPA Video	14 10:00am 1:1 w/Rhonda - Tom Phillips 11:00am Jim Jefferies 11:30am Reminder: She	15 7:00am Mike Musick Coffee 10:00am Florida Southern	16
17	18 10:00am 1-on-1 w/HR - Tom Phillips 11:00am 1-on-1 w/Ana - Tom Phillips	19 9:30am Senior Staff Call 10:00am 1-on-1 2:00pm Meet with 3:30pm LEDC May	20 9:30am 1-on-1 w/ Nicole - Tom Phillips 11:00am Jim Lunch	21 9:30am TAC Meeting 10:00am Debrief with 10:00am 1:1 w/Rhonda - 12:00pm 1961 CEF	22 8:30am Updated invitation: 9:00am Citrus 2:00pm Brain storm for	23
24	25 10:00am 1-on-1 w/HR - Tom Phillips 11:00am 1-on-1 w/Ana - Tom Phillips	26 9:30am Senior Staff Call ( <a href="https://us02web.zoo">https://us02web.zoo</a> ) 10:00am 1-on-1 w/Marcia (Tom's)	27 9:30am 1-on-1 w/ Nicole - Tom Phillips	28 10:00am 1:1 w/Rhonda - Tom Phillips	29 9:00am Board Retreat - Presentation Review 11:00am BAY NEWS 9: 2:30pm Meeting with	30
31	Jun 1	2	3	4	5	6

**CITRUS CONNECTION**  
**BOARD OF DIRECTORS MEETING**  
Wednesday, June 3, 2026  
**AGENDA ITEM #7**

---

**Agenda Item:** Other Business

**Presenter:** TBD

**Recommended  
Action:** TBD

**Attachments:** TBD