



BOARD OF DIRECTORS MEETING

Wednesday, August 20th, 2025, at 8:30 AM

Hollingsworth Board Room
1212 George Jenkins Blvd, Lakeland, FL 33815

AGENDA

	<u>Action Required</u>
Call to Order	
1. Approval of the July 16 th Citrus Connection Meeting	Approval
2. Public Comments	None
3. Finance / Rhonda Carter, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. FY25-26 Operating and Capital Budget for LAMTD	Approval
e. Asset Disposal	Approval
f. Bus Scaffolding System	Approval
4. Legal / Ben Darby, Esq	
a. Schedule of Meetings for FY25-26, Resolution 25-21	Approval
b. Interlocal Agreement	Approval
c. General Manager Performance Evaluation	Approval
5. General Manager Report / Tom Phillips	
a. Sun 'n Fun	None
b. Agency Update(s)	None
6. Executive <u>Informational</u> Summary / Tom Phillips	
a. July Calendar	None
b. Ridership Update	None
7. Other Business	TBD
Adjournment	

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #1

Agenda Item: Approval of the Citrus Connection Meeting Minutes for July 16th, 2025

Presenter: Ella Joseph

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

Recommended Action: Board approval of the Citrus Connection Meeting Minutes for July 16th, 2025

Attachments: July 16th, 2025, Citrus Connection Meeting Minutes

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #3a

Agenda Item: FY2024-25
LAMTD Monthly Financial Statement
For the period ending June 30, 2025

Presenter: Rhonda Carter, 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

Lakeland Area Mass Transit District

Monthly Financial Report

YTD June 2025

FY 2024-2025

Year-to-Date Summary					
Description	Percent of FY Complete	Annual Budget	Actual	Actual % of FY Annual Budget	
Revenue YTD	100%	\$15,807,667	\$13,214,476	83.6%	
Expenses YTD	100%	\$15,807,667	\$11,249,794	71.2%	

REVENUES:

The total revenues realized through June 30, 2025, totaled \$13.2 M or 83.6% of the annual budget.

- Farebox revenues reflect \$221K or 62.7% of the annual budgeted revenues.
- Interest Income on Investment income totals \$479K. This represents interest in income in our SBA reserve account.
- FDOT annual operating grants are \$1.4M or 83.7% of the annual budget.
- FTA Section 5307 operating grants are \$2.5M or 56.8% of the annual budget.
- Advertising income is \$125K, or 80% of the total planned revenue.
- The PCTS support cost reimbursement revenue is \$461K or 75% of annual budget.
- All the other revenues are within the annual budget.

Lakeland Area Mass Transit District

Monthly Financial Report

YTD June 2025

FY 2024-2025

EXPENSES:

The total expenses year-to-date through June 30, 2025, totaled \$11.2 million or 71.2% of the annual budget.

- Salaries and benefits cost are \$8.4M, or 72% of the annual budget.
- Fuel and lubricants expenses totaled \$392K, or 58.7% of the annual budget.
- Materials and supplies totaled \$474K, or 73.5% of the annual budget.
- Insurance expenses are \$489K, or 76.7% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Debt service of \$99K pertains to the lease purchase of buses and 75% of the annual budget.
- All other expenses are within the annual budget.

CHANGE IN FINANCIAL CONDITION

Based on the annual YTD budget-to-actual through June 30th, the financials reflect a favorable variance of \$1.9 M with 58% of the fiscal year completed.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/24	9/30/23	9/30/22	9/30/21	9/30/20
1. Farebox Recovery Ratio (All modes)	6.5%	6.9%	8.7%	9.7%	9.3%
2. Cost per revenue hour	\$125.34	\$161.12	\$141.63	\$130.01	\$117.66
3. Revenue Hours	149,965	142,860	132,260	135,115	146,700
4. Fuel Cost (\$)	\$1,382,599	\$1,562,003	\$1,399,855	\$878,132	\$744,587
5. Ridership	874,550	848,241	693,018	631,000	855,407

Lakeland Area Mass Transit District

Financial Statement

FY24-25

Oct 1, 2024 - September 30, 2025

For the Period Ended June 2025

Revenue

	Annual Budget	YTD Actual	Percent Expended
PCTS - Support Cost Reimb.	615,472.00	461,601.00	75.0%
Other Contract Revenue	147,780.00	281,864.00	100.0%
Farebox/Pass Sales	352,000.00	220,832.09	62.7%
Miscellaneous Income	60,600.00	60,549.72	99.9%
Contract Income (UAP)	134,400.00	65,688.75	48.9%
Advertising Revenue	156,000.00	124,800.02	80.0%
Investment Income	795,700.00	479,002.24	60.2%
Operating Grant - FDOT	1,664,829.00	1,394,067.16	83.7%
Operating Grant - Federal	4,438,635.00	2,522,334.00	56.8%
Gain on Disposal of Asset	2,000.00	-	0.0%
Squeeze	4,000.00	46,630.50	100.0%
Ad Valorum Income, net	7,436,251.00	7,557,106.28	101.6%
Total	15,807,667.00	13,214,475.76	83.6%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Salaries	8,392,691.00	5,782,046.31	68.9%
Employee Benefits	3,355,126.00	2,624,416.86	78.2%
Advertising Fees	10,820.00	5,247.83	48.5%
Professional & Technical Ser	398,330.00	198,869.49	49.9%
Contract Maintenance Services	151,950.00	143,498.19	94.4%
Other Services	100,200.00	100,590.06	100.4%
Fuel & Lubricants	668,500.00	392,194.56	58.7%
Freight	10,647.00	8,080.88	75.9%
Repairs & Maintenance	52,600.00	8,026.24	15.3%
Materials & Supplies/SQUEEZE	644,550.00	473,786.76	73.5%
Utilities/Telephone	203,300.00	161,911.17	79.6%
Insurance Expense	637,500.00	488,788.13	76.7%
Dues & Subscriptions	55,150.00	28,137.01	51.0%
Education/Training/Meeting/Travel	185,900.00	110,051.92	59.2%
Service Charges	35,750.00	15,216.10	42.6%
Office Expense	230,400.00	249,436.36	108.3%
Advertising & Promotions	35,000.00	29,906.35	85.4%
Miscellaneous Expenses	287,053.35	107,369.83	37.4%
Property Appraiser/Tax Collector Comm	220,000.00	223,089.15	101.4%
Debt Services	132,200.00	99,130.32	75.0%
Total	15,807,667.35	11,249,793.52	71.2%

Change in Financial Position

-

1,964,682.24

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #3b

Agenda Item: FY2024-25
Polk County Transit Services Monthly Financial Statement
For the period ending June 30, 2025

Presenter: Rhonda Carter, 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

Polk County Transit Services

Monthly Financial Report

YTD June 2025

FY 2024-2025

(10/01/24 – 09/30/25)

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenues YTD	\$11,105,400	\$8,488,893	76%
Expenses YTD	\$11,105,400	\$7,343,128	66%

Revenue Highlights:

Operating revenues realized are \$8.4M or 76% of the annual budget.

Polk County Contract revenues totaled \$4.1M, or 100% of the annual budget.

City Contributions received to date are \$721K or 101% of the annual budget

Farebox revenues totaled \$36K or 57% of the annual budget.

FDOT grants received to date are \$729K or 105.6% of the annual budget.

FTA grants received to date are \$2.7M or 62.5% of the annual budget.

These grants are paid out retrospectively after expenses are incurred each quarter.

Expense highlights

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

Total expenses for the period totaled \$7.3M or 66% of the annual budget.

- Salaries and wages totaled \$3.8M or 71% of the annual budget.
- Operating expenses totaled \$1.9M or 64% of the annual budget.
- The purchase contract for Transitions Commute Solutions which provides transit services for the district totaled \$1.5M or 60% of the annual budget.

Operating Results

Actual Revenues exceeded Expenses by 1.1 million.

Polk County Contract

Financial Statement

FY24-25

October 1, 2024 - September 30, 2025

For the Period Ended JUNE 2025

9.0 Months
75% Of Fiscal Year

Revenue

	Annual Budget	YTD Actual	Percent Expended
County Match	\$ 2,715,000	\$ 2,715,000	100%
County Contribution - PCTS	\$ 1,463,000	\$ 1,463,000	100%
City Contribution	\$ 711,000	\$ 721,232	101%
Other Revenue Transfer Cares Fundi	\$ -	\$ -	0%
Misc Income (insurance proceeds)	\$ 228,000	\$ 6,265	3%
Other Contracts		\$ 23,938	
Fares	\$ 63,200	\$ 36,316	57%
FDOT Grants:			
Block	\$ 765,000	\$ -	0%
RURAL	\$ 450,000	\$ 644,921	143%
SUNRAIL	\$ 240,200	\$ 84,036	35%
Capital- State			
FTA			
FTA 5307 Grant	\$ 3,850,000	\$ 2,475,005	64%
Capital -Federal	\$ 620,000	\$ 319,180	51%
Capital Contributions - County	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 8,488,893	76%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 5,439,450	\$ 3,835,200	71%
Contract	\$ 2,575,000	\$ 1,535,013	60%
Operating	\$ 3,090,950	\$ 1,972,915	64%
Capital	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 7,343,128	66%

Change in Financial Position \$ - \$ 1,145,765

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #3c

- Agenda Item:** FY2024-25
Transportation Disadvantaged Monthly Financial Statement
For the period ending June 2025
- Presenter:** Rhonda Carter, 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 is July 1 to June 30. The funding is comprised 90% from the State and 10% matching funds by Polk County.
- Attachments:** See attachments

Transportation Disadvantaged Program

Month of June 2025

Percent of FY Reported (~~83%~~)

State FY July 1, 2024 thru June 30, 2025

Revenues

The revenues totaled \$1.1M or 77% of the annual budget

The TD Trust Fund Grant drawdown reflects \$1M or 77% of the grant.

Contract Revenues and other revenues totaled \$67.

The County funding 10% match totaled \$112K or 77% annual budget.

Expenses

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

Total expenses for the period totaled \$1.2M or 86% of the annual budget.

Salaries, wages, and benefits totaled \$1M or 95% of the annual Budget.

Operating expenses totaled \$242K or 61% of the annual Budget.

Operating Results

Actual expenses exceeded revenues by (\$142,321).

Lakeland Area Mass Transit District
 Financial Statement
Transportation Disadvantage Program

Period Ending - June 2025

Fiscal year month	12.0
% fiscal year	100%

Revenue

	Annual Budget	YTD Actual	Percent Expended
Revenues			
County Match 10%	\$ 146,495	\$ 112,386	77%
Contract Revenue	\$ 67	\$ 67	100%
Adult Day Care		\$ -	
FDOT Grants:			
CTD Grant -Operating	\$ 1,318,455	\$ 1,008,755	77%
Total	\$ 1,465,017	\$ 1,121,208	77%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 1,070,327	\$1,021,473	95%
Operating	\$ 394,690	\$ 242,056	61%
Total	\$ 1,465,017	\$1,263,529	86%

\$ (142,321)

Expenses exceed Revenues by

\$ 142,321

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #3d

Agenda Item: **FY25-26 Operating and Capital Budget for LAMTD**

Presenter: Rhonda Carter, Chief Financial Officer

**Recommended
Action:** Approval of the Proposed Budget for FY25-26

Summary:

Attachments: Budget Slide Deck Presentation

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #3e

Agenda Item: **Asset Disposal**

Presenter: Todd Morrow, Procurement and Contracts Manager

Recommended

Action: Recommend Board approve the disposal of Nine (9) vehicles that have surpassed their useful life in years of service and/or mileage, generating costly repairs or limited usage.

Summary: The District is proposing the disposal of these units based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1F (or latest revision) and 49 USC § 5334(h).

The vehicles shall be disposed of through a competitive bid process upon receipt of replacement units. Items that cannot be sold will be reassessed and disposed of as scrap, in accordance with the District’s Asset Disposal Policies.

Asset ID #	Year	Vehicle Description	FTA/CUTR/TRIPS Useful Life Benchmark				Reason for Disposal
			ULB Yrs	ULB Miles	Remaining ULB Years	Remaining ULB Miles	
550	2012	18' Goshen C4500 Cutaway	5	200,000	(7.8)	(54,577)	Exceeds ULB in years & miles, frequently down, and require a high level of maintenance
551	2012	18' Goshen C4500 Cutaway	5	200,000	(7.7)	(30,191)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance
593	2006	40' Gillig Low Floor Bus	4	100,000	(5.4)	(83,458)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance
602	2015	24' El Dorado Advantage	5	200,000	(4.2)	25,850	Exceeds useful life in years, frequently down, requires a high level of maintenance and cost repairs

AGENDA ITEM #3e – CONT.

702	2005	30' Gillig Low Floor Bus	4	100,000	(5.3)	22,675	Exceeds useful life in years, frequently down, requires a high level of maintenance and cost repairs
1082	2012	24' El Dorado EZ Rider II	10	350,000	(3.0)	17,011	Exceeds useful life in years, frequently down, requires a high level of maintenance and cost repairs
5102	2012	24' Ford E450 Turtle Top	5	200,000	(8.8)	(157,285)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance
5118	2015	24' Chevy Glavel Cutaway	5	200,000	(5.3)	(49,027)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance
5300	2010	30' Gillig Low Floor Bus	10	350,000	(4.0)	(143,831)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #3f

Agenda Item: **Bus Scaffolding System**

Presenter: Todd Morrow, Procurement and Contracts Manager

Recommended Action: Recommend Board approve the award of Request for Proposal (RFP) 25-008 for a Bus Scaffolding System, to the responsive, responsible bidder, General Steel Products, as the best value to the District in an amount Not to Exceed, for an amount of \$130,800.

Anticipated Funding Source: Federal Transit Administration 5307 Funding

Summary: On March 07, 2025, the District issued a Request for Proposal (RFP) 25-008 for qualified firms interested in supplying a Bus Scaffolding System. The solicitation was posted by the District on the LAMTD OpenGov eProcurement Portal.

The LAMTD Evaluation committee recommended the award of the Bus Scaffolding System to General Steel Products, the highest ranked firm of the solicitation.

Benefits of procuring a Bus Scaffolding System include:

1. Enhances safety for staff by utilizing stable and secure platforms
2. Improves accessibility to hard-to-reach areas by providing a 360-degree safe zone for all staff performing maintenance on top of our bus fleet
3. Professionally designed scaffolding systems meet or exceed safety regulations

The District was seeking offers from qualified and experienced Prefabricated Bus Scaffolding Firms to design and construct a heavy-duty steel transit bus roof access Scaffolding System.

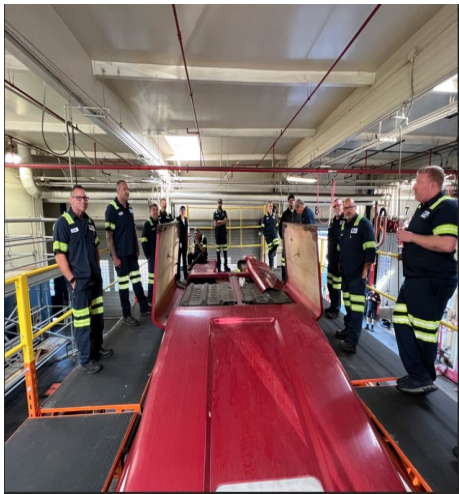
AGENDA ITEM #3f – CONT.

Request for Proposal (RFP) 25-008 was posted on the public bidding site OpenGov (whereas the solicitation was viewed by 141 firms and downloaded by 8 firms). The solicitation had 3 applicants and 1 submission. Offer submittals were due April 16, 2025.

A responsibility review was conducted to verify General Steel Products has the ability to provide the Bus Scaffolding System. The evaluation resulted in the firm of General Steel Products having demonstrated the ability to meet the needs of the District and is being recommended the award.

Attachments:

Bus Scaffolding Photos
Notice of Intent to Award
Contract Award Analysis
Single Proposer Justification



LAKELAND AREA MASS TRANSIT DISTRICT	
	SELECTION MATRIX
Request for Proposal No. 25-008 BUS SCAFFOLDING	

Quality and Technical Evaluation	Possible Points	General Steel Products
<i>Introduction of Firm & Required Submittals</i>	25	20
<i>Qualifications of the Firm and/or Team</i>	175	170
<i>Project Approach, Work or a Business Plan, Marketing, and Sales Plan</i>	200	195
<i>Sales Rates, Rate Card Review, and Reporting</i>	200	195
	TOTAL	TOTAL
	600	580

Pricing Evaluation	Possible Points	General Steel Products
<i>Pricing Submittal</i>	400	400
	TOTAL	TOTAL
	400	400

Quality; Technical; & Pricing	Possible Points	General Steel Products
<i>Pricing Submittal</i>	1000	980
	TOTAL	TOTAL
	1000	980

Ranking of Bids for Award	1	General Steel Products
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Bryan Boyle 08-06-25

LAKELAND AREA MASS TRANSIT DISTRICT	
	SELECTION MATRIX
Request for Proposal No. 25-008 BUS SCAFFOLDING	

Quality and Technical Evaluation	Possible Points	General Steel Products
<i>Introduction of Firm & Required Submittals</i>	25	20
<i>Qualifications of the Firm and/or Team</i>	175	170
<i>Project Approach, Work or a Business Plan, Marketing, and Sales Plan</i>	200	195
<i>Sales Rates, Rate Card Review, and Reporting</i>	200	195
	TOTAL	TOTAL
	600	580

Pricing Evaluation	Possible Points	General Steel Products
<i>Pricing Submittal</i>	400	400
	TOTAL	TOTAL
	400	400

Quality; Technical; & Pricing	Possible Points	General Steel Products
<i>Pricing Submittal</i>	1000	980
	TOTAL	TOTAL
	1000	980

Ranking of Bids for Award	1	General Steel Products
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Bryan Boyle 08-06-25

Lakeland Area Mass Transit District

April 29th, 2025

Steve Meltz

Gentex Scaffolds

383 2nd St

Everett, MA 02149

Notice Of Intent To Award

Request for Proposal No. RFP-25-008

LAMTD Request for Proposal-Bus Scaffolding System

Dear Mr. Meltz:

Please be advised that on Tuesday, April 29th, 2025 The Lakeland Area Mass Transit District (LAMTD)

- Evaluation Committee award of a contract of Request for Proposal No. RFP-25-008 entitled LAMTD
- Request for Proposal-Bus Scaffolding System Project to Gentex Scaffolding the highest ranked firm.

It is the intent of LAMTD to negotiate with the top firm. If we are unable to reach an agreement with the Top ranked firm negotiations would be initiated with the second ranked firm respectfully.

The Lakeland Area Mass Transit District is providing notice to all respondents by copy of this letter and is required to include in this notice the following statement:

“Failure to file a protest by 5:00pm on the Tenth (10) business day after the Decision or Intended Decision (For Contract Award Protests) or prior to Ten (10) business days before the bid opening date and time (For protests relating to the contents of a Solicitation), or failure to post the bond or other security required under LAMTD’s Procurement & Contract Policy within the time allowed for filing a bond”




Thank you for your competitive proposal and your interest in serving the needs of the Lakeland Area Mass Transit District.

Sincerely,

Bryan Boyle

Procurement Specialist

SINGLE RESPONSE (SOLE SOURCE) JUSTIFICATION

To: Procurement Department	Type of Procurement: Materials & Supply	Funding: FTA 5307
Subject: – The purchase of a Bus Scaffolding System		
Supplier Name: General Steel Products	Address: 383 2nd Street	
DBA Name (if applicable): Gentex Scaffolding	City, State: Everett, MA 02149	
This form is to be completed and submitted to provide justification for a single response (sole source) competitive solicitation for the purchase of equipment, supplies, and/or services.		
Sole Source Justification: Mark those that apply		
<input type="checkbox"/> 1. Exclusive Rights: Item or service under patent or copyright held by a single vendor and item or service possesses functions or capabilities critical to use.		
<input type="checkbox"/> 2. Exclusive Design: Item or service possesses a unique function or capability critical in the use of the item or service and not available from any other services.		
<input type="checkbox"/> 3. Replacement Equipment: The purchase is for replacement parts needed for repair of existing equipment where compatibility is essential for integrity of results.		
<input type="checkbox"/> 4. Technical Service: The purchase is for technical services associated with the assembly, installation or servicing of equipment of a highly technical or specialized nature.		
<input type="checkbox"/> 5. Additional item, service of work required, but not known to have been needed when the original order was placed with vendor, and it not feasible or practicable to contract separately for the additional need.		
<input checked="" type="checkbox"/> 6. None of the above applies. Comment: Citrus Connection only received 1 proposal to the formal solicitation advertised. Very few vendors can supply pre-fabricated bus scaffolding		
Justification for the Sole Source Consideration above: This solicitation was advertised for a month and proposals were due on Wednesday, April 16, 2025 @ 10:00 AM EST. When the solicitation closed in OpenGov, there was only one proposal submitted. The Technical Evaluation Committee evaluated that supplier and they do agree that they should move forward with General Steel Products.		
Project Manager Signature: _____		Date: <u>5/6/2025</u>
Procurement Signature: _____		Date: <u>5/16/25</u>
Chief Financial Officer Signature: _____		Date: <u>5/16/25</u>

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #4a

Agenda Item: **Schedule of Meetings for FY25-26, Resolution 25-21**

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: Continue the meeting schedule from the previous year, with meetings held on the 2nd Wednesday of each month, except for July and August, which will be held on the 3rd Wednesday.

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

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #4b

Agenda Item: Interlocal Agreement with Polk County

Presenter: Ben Darby, Esq

Policy Analysis: TA2 Identify new and untapped funding sources

Recommended Action: Approve the agreement as presented.

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

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #4c

Agenda Item: **General Manager Performance Evaluation**

Presenter: Ben Darby, Esq

**Recommended
Action:** Approval.

Summary: Per the contract renewal of the General Manager on Aug 12, 2024, it is necessary for the board of directors to evaluate the performance and job duties of the General Manager. This is to notify the board of the formal review process beginning and will conclude at next month's board meeting.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #5a

Agenda Item: Sun 'n Fun Plan

Presenter: Tom Phillips, General Manager

Recommended Action: None

Summary: Staff met with Sun 'n Fun representatives and established a partnership plan to provide transportation services.

Attachments: None

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #5b

Agenda Item: Agency Updates

Presenter: Tom Phillips, General Manager

Recommended Action: None

Summary: Items and information from the General Manager

Attachments: None

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #6a

Agenda Item: July Calendar

Presenter: Tom Phillips, General Manager

Recommended Action: None

Summary: Review and summary of events taken place in July

Attachments: See attachments

July 2025

 Tom Phillips

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 29	30 10 AM 1-on-1 w/HR 11 AM 1-on-1 w/Ana	Jul 1 9:30 AM Senior Staff Cal 10 AM 1-on-1 w/Marcia 11 AM Citrus Connection/L 11 AM FW: Lauren Albaum	2 9:30 AM 1-on-1 w/ Nicol	3 Copy: Board of Directors, Performance Indicator Data, 10 AM 1:1 w/Rhonda	4 Independence Day	5
6	7 10 AM 1-on-1 w/HR 11 AM 1-on-1 w/Ana	8 We are interested in you 8:30 AM Email Ridership 9:30 AM Senior Staff Cal 10 AM 1-on-1 w/Marcia	9 9:30 AM 1-on-1 w/ Nicol	10 8 AM Repatha 10 AM 1:1 w/Rhonda	11	12
13	14 10 AM 1-on-1 w/HR 11 AM 1-on-1 w/Ana 2:30 PM Agenda Study	15 9:30 AM Senior Staff Cal 10 AM 1-on-1 w/Marcia	16 8:30 AM Citrus Connection 9:30 AM 1-on-1 w/ Nicol	17 10 AM 1:1 w/Rhonda 11:30 AM Lunch w/ Tyrus a 1 PM OTrak Fundamentals	18 11 AM Union Dues 11:30 AM Attorney visit	19
20	21 10 AM 1-on-1 w/HR 11 AM 1-on-1 w/Ana 11:30 AM Lunch w/ Joe Tec	22 9:30 AM Senior Staff Cal 10 AM 1-on-1 w/Marcia	23 9:30 AM 1-on-1 w/ Nicol 11:30 AM Youth Transport	24 8 AM Repatha 9:30 AM Polk TAC Meeting 10 AM 1:1 w/Rhonda	25 8:30 AM Updated invi	26
27	28 10 AM 1-on-1 w/HR 11 AM 1-on-1 w/Ana	29 9:30 AM Senior Staff Cal 10 AM 1-on-1 w/Marcia 10:45 AM 1:1 w/ Delisia	30 9:30 AM 1-on-1 w/ Nicol 10 AM FW: 1086 Lakelan 3 PM Re: Coffee?	31 9:30 AM Strategy 10 AM 1:1 w/Rhonda	Aug 1	2

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #6b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, General Manager

**Recommended
Action:** None

Summary: July 2025 ridership information

Attachments: Citrus Connection Ridership Report July 2025

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, August 20th, 2025
AGENDA ITEM #7

Agenda Item: Other Business

Presenter: TBD

Recommended Action: TBD

Summary: TBD

Attachments: TBD

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, July 16th, 2025 at 8:30 a.m.

Board Members Present

City of Lakeland Commissioner Sara Roberts McCarley (Chair)
Polk County Commissioner Martha Santiago (Vice-Chair)
Polk County Commissioner Becky Troutman
City of Lakeland Commissioner Guy Lalonde Jr
City of Lakeland Mayor Bill Mutz

Board Members Absent

Executive Director: Tom Phillips
Chief Financial Officer: Rhonda Carter
Attorney: Ben Darby, Esq
Executive Coordinator: Ella Joseph

Call to Order

8:30 a.m. By Commissioner McCarley

Agenda Item #1 – Approval of the Minutes

a. Board approval of the July 2025 Citrus Connection Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the July 2025 Citrus Connection Meeting Minutes”
1st Martha Santiago / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Late Night Squeeze

Building on the success of “*Leave the Keys, Ride the Squeeze*”, the opportunity to support downtown businesses, nearby hotels, and the growing need for affordable late-night transportation among college students, Citrus Connection is launching the Late-Night Squeeze service on August 22, 2025.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

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In consultation with the LDDA, the Chamber of Commerce, and Florida State College, this service will offer safe, reliable rides for over 9000 students and visitors during evening hours.

Based on FSC’s current Uber/Lyft contract ridership data, we anticipate a 20% increase in ridership once the Squeeze service begins. To support this, a Squeeze Plus vehicle will be made available during inclement weather to meet demand.

The total annual cost of this project is \$46,226, which will cover two operators, one supervisor, and all vehicle fuel and maintenance expenses.

Agenda Item #3 – Finance / Rhonda Carter, CFO

a. LAMTD Financials

Lakeland Area Mass Transit District

Monthly Financial Report
For the April 2025
FY 2024-2025

Year-to-Date Summary					
Description	Percent of FY Complete	Annual Budget	Actual	Actual % of FY Annual Budget	
Revenue YTD	100%	\$15,807,667	\$10,683,785	67.6%	
Expenses YTD	100%	\$15,807,667	\$9,277,381	58.7%	

REVENUES:

The total revenues realized through April 30, 2025, totaled \$10.6 M or 67.6% of the annual budget.

- Farebox revenues reflect \$157K or 44% of the annual budgeted revenues.
- Interest Income on Investment income totals \$376K. This represents interest in income in our SBA reserve account.
- FDOT annual operating grants are \$1M or 60% of the annual budget.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

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- FTA Section 5307 operating grants are \$875K or 19% of the annual budget.
- Advertising income is \$97K, or 62% of the total planned revenue.
- The PCTS support cost reimbursement revenue is \$359K or 58% of annual budget.
- All the other revenues are within the annual budget.

EXPENSES:

The total expenses year-to-date through April 30, 2025, totaled \$9.2 million or 58.7% of the annual budget.

- Salaries and benefits cost are \$6.7M, or 57% of the annual budget.
- Fuel and lubricants expenses totaled \$339K, or 51% of the annual budget.
- Materials and supplies totaled \$414K, or 64.4% of the annual budget.
- Insurance expenses are \$379K, or 60% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Debt service of \$77K pertains to the lease purchase of buses and 58% of the annual budget.
- All other expenses are within the annual budget.

CHANGE IN FINANCIAL CONDITION

Based on the annual YTD budget-to-actual through April 30 th , the financials reflect a favorable variance of \$1.4 M with 58% of the fiscal year completed.

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

	9/30/24	9/30/23	9/30/22	9/30/21	9/30/20
1. Farebox Recovery Ratio (All modes)	6.5%	6.9%	8.7%	9.7%	9.3%
2. Cost per revenue hour	\$125.34	\$161.12	\$141.63	\$130.01	\$117.66
3. Revenue Hours	149,965	142,860	132,260	135,115	146,700
4. Fuel Cost (\$)	\$1,382,599	\$1,562,003	\$1,399,855	\$878,132	\$744,587
5. Ridership	874,550	848,241	693,018	631,000	855,407

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes
Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, July 16th, 2025 at 8:30 a.m.

b. PCTS Financials

Polk County Transit Services
Monthly Financial Report
YTD April 30, 2025
FY 2024-205
(10/01/24 – 09/30/25)

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenues YTD	\$11,105,400	\$7,382,800	66%
Expenses YTD	\$11,105,400	\$5,354,746	48%

Revenue Highlights:

Operating revenues realized are \$7.3M or 66% of the annual budget.

Polk County Contract revenues totaled \$4.1M, or 100% of the annual budget.

City Contributions received to date are \$711K or 100% of the annual budget

Farebox revenues totaled \$27K or 43% of the annual budget.

FDOT grants received to date are \$346K or 50% of the annual budget.

FTA grants received to date are \$2M or 47% of the annual budget.

These grants are paid out retrospectively after expenses are incurred each quarter.

Expense highlights

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

Total expenses for the period totaled \$5.4M or 48% of the annual budget.

- Salaries and wages totaled \$2.9M or 54% of the annual budget.
- Operating expenses totaled \$1.3M or 42% of the annual budget.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

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- The purchase contract for Transitions Commute Solutions which provides transit services for the district totaled \$1.1M or 44% of the annual budget.

Operating Results

Actual Revenues exceeded Expenses by 2.0 million.

c. TD Financials

Transportation Disadvantaged Program

Month of April 30, 2025

Percent of FY Reported (83%)

State FY July 1, 2024 thru June 30, 2025

The revenues totaled \$911K or 62% of the annual budget

The TD Trust Fund Grant drawdown reflects \$819K or 62% of the grant.

Contract Revenues and other revenues totaled \$67.

The County funding 10% match totaled \$92K or 63% annual budget.

Expenses

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

Total expenses for the period totaled \$1,080K or 74% of the annual budget.

Salaries, wages, and benefits totaled \$870K or 81% of the annual Budget.

Operating expenses totaled \$209K or 53% of the annual Budget.

Operating Results

Actual expenses exceeded revenues by (\$169,421).

d. FTA Section 5307 and 5339, Winter Haven, Resolution 25-19

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

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The 5307 portion of the grant will provide operational assistance and the 5339 portion will provide capital assistance in the Winter Haven UZA.

FTA section 5307, the District is requesting \$7,320,841 in federal funding, which has a local match of \$3,281,756 toll credits of \$252,443 to subsidize the capital operating of the match have been requested.

FTA section 5339, the District is requesting \$328,561 in federal funding, which has a local match of \$65,712 to assist with capital equipment.

[Attachments available]

“Approval of 2025/2026 Section 5307 and 5339 super grant application and corresponding Resolution for the purpose of providing operating and capital assistance, in the Winter Haven area.”

1st Martha Santiago / 2nd Guy Lalonde

MOTION CARRIED UNANIMOUSLY

e. FTA Section 5307 and 5339, Lakeland, Resolution 25-20

The 5307 portion of the grant will provide operating assistance and the 5339 portion will provide capital assistance in the Lakeland UZA.

FTA section 5307, the District is requesting \$7,675,785 in federal funding, which has a local match of \$3,440,869. Toll credits \$264,682 to subsidize the capital operating match have been requested.

FTA section 5339, the District is requesting \$347,617 in federal funding, which has a local match of \$69,524 to assist with capital equipment.

If awarded this program will be included in the 2025/2026 budget

[Attachments available]

“Approval of 2025/2026 Section 5307 and 5339 super grant application and corresponding Resolution for the purpose of providing operating and capital assistance, in the Lakeland area.”

1st Bill Mutz / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

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f. Proposed FY 2025-26 Millage Rate / Certificate of Taxable Value

Millage:

Proposed Millage rate	.5000
Current Year Aggregate rolled-back rate	.4817
Current year proposed rate as a percent change of rolled-back rate	3.80%

The DR-420, Certification of Taxable Value, is due to the Property Appraiser by Monday, August 4, 2025.

Public Hearings:

First Public Hearing: Wednesday, September 3, 2025 at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

Second Public Hearing: Wednesday, September 17, 2025 at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

[Attachments available]

“Approval of the proposed aggregate millage rate of .5000 mills and for the FY 2025-26 Millage and Budget Public Hearings.”
1st Bill Mutz / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

g. Administrative Vehicles

The requested vehicles will be utilized by Administrative Staff. Currently Administrative Staff are utilizing rental vehicles to meet their frequent transportation needs and field services. The requested vehicles will replace the use of the rental vehicles. The four (4) Chevy Equinox Vehicles are available under the Sourcewell Contract #2025 091521-NAF & 032824-NAF via Alan Jay Fleet Sales.

Equinox Cost: \$29,574.00 Each
Extended Total: \$118,296.00

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

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[Attachments available]

“Approval of the Purchase of (4) four administrative vehicles.”
1st Becky Troutman / 2nd Guy Lalonde

MOTION CARRIED UNANIMOUSLY

h. Amendment to the Procurement and Contracts Policy Manual

The District procurement policies have historically followed that of the Federal Transit Administration (FTA) procurement regulations, as described in the Federal Acquisition Regulations (FAR) and Third-Party Contracting Guidance.

Though procurement regulations and requirements have not changed, we seek to incorporate the need for clear and accurate description of the technical requirements for materials, products, or services to be procured. Solicitation and Procurement Documents will identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposals. Offerors must be Responsible and Responsive to considered for award. Factors such as Qualifications; Technical Capabilities; and Price will be used in evaluating bids or proposals.

Such additions to the Procurement and Contracts Policy Manual are found in Section 3.01 Technical Requirements for Award and 3.02 Evaluation Requirements for Award.

This amendment does not conflict with FTA; FAR; C4220.1G or FDOT requirements or clauses.

[Attachments available]

“Approval of Amendment 9, of the Procurement and Contracts Policy Manual.”
1st Guy Lalonde / 2nd Martha Santiago

MOTION CARRIED UNANIMOUSLY

i. Amendment to the LAMTD Standard of Conduct

The District procurement policies have historically followed that of the Federal Transit Administration (FTA) procurement regulations, as described in the Federal Acquisition Regulations (FAR) and Third-Party Contracting Guidance.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

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Though procurement regulations and requirements have not changed, we seek to incorporate the need for disciplinary actions for conflict of interest violations in our written standards of conduct.

Areas of the modifications are as follows:

First Offense: Warning with Mandatory Counseling to reinforce ethical standards and prevent future violations.

Continued Offense: Increasing disciplinary actions contingent on the severity that may result in suspension; demotion; termination; or legal action against the individual.

These changes do not conflict with FTA; FAR; C4220.1G or FDOT requirements or clauses.

Approval of the standard of conduct change(s) will enhance the District's ability to meet internal customer requests and will increase our administrative efficiency.

[Attachments available]

“Approval of changes to the LAMTD Standard of Conduct for Purchasing
Department Employees.”
1st Bill Mutz / 2nd Guy Lalonde

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Legal / Ben Darby, Esq

a. Polk State College UAP Agreement

Polk State College Universal Access Program Agreement

[Attachments available]

“Approve of the agreement.”
1st Bill Mutz / 2nd Becky troutman

MOTION CARRIED UNANIMOUSLY

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

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b. Annual Certifications and Assurances

Every year all transit systems are required to accept the FTA Certs and Assurances for the current fiscal year. This process is completed utilizing the FTA reporting system TrAMS.

Agenda Item #6 – Marketing / Kendra Brown and Felicia McCleary

a. Social Media Update

Creating engaging content for Social Media platforms

Agenda Item #7 – General Manager Report / Tom Phillips, General Manager

a. Agenda Updates

- We are pushing on grants
- Tony Kirk said recognized the new HR intern, Madeline, for her great work.
- Tom, on behalf of Erin, recognized Felicia McCleary, who introduced Reels.
- Thanks to the Board for making the internship program possible
- Will be meeting with Kevin Smith and Tyrus tomorrow to discuss about the Union
- Hurricane Season is on, we have a plan in place
- It is the political season, and we will be having candidate briefing soon
- Thanks to the team for ensuring everything ran smoothly during the month I was working remotely
- We are finishing up the LAMTD Budget
- Light Up Bonnet Springs will take a pause this year, but we will leave it in the budget for anything else that the city is doing.

Agenda Item #8 – General Manager Informational Summary

a. June Calendar

[Attachments available]

b. Ridership and UAP Update

[Attachments available]

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, July 16th, 2025 at 8:30 a.m.

Agenda Item #9 – Other Business

None

Adjournment at 9:22 a.m.

Approved this 20th day of August 2025.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph