



BOARD OF DIRECTORS MEETING

Wednesday, January 8th, 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 December CC Meeting	Approval
2. Public Comments	None
3. Focus Group Report	None
4. Finance / Rhonda Carter, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
5. Safety & Security / Ana Ervin	
a. Certificate of Safety Excellence	None
6. General Manager Report / Tom Phillips	
a. Agency Update(s)	None
7. Executive <u>Informational</u> Summary / Tom Phillips	
a. December Calendar	None
8. Other Business	TBD
Adjournment	

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, January 8th, 2025
AGENDA ITEM #1

Agenda Item: Approval of the Citrus Connection Meeting Minutes for December 11th, 2024

Presenter: Ella Joseph

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

Recommended Action: Board approval of the Citrus Connection Meeting Minutes for December 11th, 2024

Attachments: December 11th, 2024, Citrus Connection Meeting Minutes

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, January 8th, 2025
AGENDA ITEM #3

Agenda Item: Focus Group Report

Presenter: Jennifer Dapko, Marketing Consultant

Recommended Action: None

Summary: Overview of the key findings, insights, and actionable recommendations from the recent focus group sessions conducted to gather employee feedback

Attachments: See attachments

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, January 8th, 2025
AGENDA ITEM #4a

Agenda Item: FY2024-25
LAMTD Monthly Financial Statement
For the period ending October 31, 2024

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
For the October 2024
FY 2024-2025**

Year-to-Date Summary					
Description	Percent of FY Compleat	Annual Budget	Actual	Actual % of FY Annual Budget	
Revenue YTD	100%	\$15,807,667	\$340,424	2%	
Expenses YTD	100%	\$15,807,667	\$1,146,851	7%	

REVENUES:

The total revenues realized through October 31, 2024 totaled \$340,424 or 2.2% of the annual budget.

- Farebox revenues reflect \$28,363k or 8.1% of the annual budgeted revenues.
- Squeeze Revenue is \$0 or 0% of the annual budged revenues.
- Interest Income on Investment income totals \$48,052k. This represents interest income on our SBA reserve account.
- Florida DOT annual operating grant budged at 1.6 million. These grants are paid out retrospectively after expenses are incurred.
- FTA Section 5307 operating and capital grants are budgeted at \$4.4million. This grant is also paid out retrospectively after expenses are incurred.
- Advertising income is \$31,180, or 20% of the total planned revenue.
- The PCTS support cost reimbursement revenue is \$51k or 8% of annual budget.
- All other revenues are within annual budget.

**Lakeland Area Mass Transit District
Monthly Financial Report
For October 2024
FY 2024-2025**

EXPENSES:

The total expenses year-to-date through October 31, 2024, totaled \$1.14 million or 7.3% of the annual budget.

- Salaries and benefits cost are \$838,816, or 7% of the annual budget.
- Fuel and lubricants expenses totaled \$72k, or 11% of the annual budget.
- Materials and supplies totaled \$34k, or 3.6% of the annual budget.
- Insurance expenses are \$73k, or 21% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Debt service of \$11,323k pertains to the lease purchase of buses and 8.6% 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 October 31 st , the financials reflect a variance of (806,406) with 8% of the fiscal year completed.
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STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS
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	9/30/23	9/30/22	9/30/21	9/30/20	9/30/19
1. Farebox Recovery Ratio (All modes)	6.9%	8.7%	9.7%	9.3%	11.6%
2. Cost per revenue hour	\$161.12	\$141.63	\$130.01	\$117.66	\$116.62
3. Revenue Hours	142,860	132,260	135,115	146,700	145,405
4. Fuel Cost (\$)	\$1,562,003	\$1,399,855	\$878,132	\$744,587	\$1,093,793
5. Ridership	848,241	693,018	631,000	855,407	1,294,771

Lakeland Area Mass Transit District

Financial Statement

FY24-25

Oct 1, 2024 - September 30, 2025

For the Period Ended Oct 2024

1 Months
8% Of Fiscal Year

Revenue

	Annual Budget	YTD Actual	Percent Expended
PCTS - Support Cost Reimb.	615,472.00	51,289	8.3%
Other Contract Revenue	147,780.00	147,780	100.0%
Farebox/Pass Sales	352,000.00	28,363	8.1%
Miscellaneous Income	60,600.00	22,564	37.2%
Contract Income (UAP)	134,400.00	11,196	8.3%
Advertising Revenue	156,000.00	31,180	20.0%
Investment Income	795,700.00	48,052	6.0%
Operating Grant - FDOT	1,664,829.00	-	0.0%
Operating Grant - Federal	4,438,635.00	-	0.0%
Gain on Disposal of Asset	2,000.00	-	0.0%
Squeeze	4,000.00	-	0.0%
Ad Valorum Income, net	7,436,251.00	-	0.0%
Total	15,807,667.00	340,424.13	2.2%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Salaries	8,392,691.00	456,119	5.4%
Employee Benefits	3,355,126.00	407,697	12.2%
Advertising Fees	10,820.00	46	0.4%
Professional & Technical Ser	498,330.00	87	0.0%
Contract Maintenance Services	151,950.00	1,854	1.2%
Other Services	100,200.00	5,707	5.7%
Fuel & Lubricants	668,500.00	71,834	10.7%
Freight	10,647.00	-	0.0%
Repairs & Maintenance	52,600.00	204	0.4%
Materials & Supplies/SQUEEZE	944,550.00	34,184	3.6%
Utilities/Telephone	203,300.00	14,663	7.2%
Insurance Expense	337,500.00	73,331	21.7%
Dues & Subscriptions	55,150.00	1,571	2.8%
Education/Training/Meeting/Travel	185,900.00	7,804	4.2%
Service Charges	35,750.00	1,114	3.1%
Office Expense	130,400.00	5,707	4.4%
Advertising & Promotions	35,000.00	3,718	10.6%
Miscellaneous Expenses	287,053.35	2,174	0.8%
Property Appraiser/Tax Collector Comm	220,000.00	47,712	21.7%
Debt Services	132,200.00	11,323	8.6%
Total	15,807,667.35	1,146,851	7.3%

Change in Financial Position

-

(806,426.40)

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, January 8th, 2025
AGENDA ITEM #4b

Agenda Item: FY2024-25
Polk County Transit Services Monthly Financial Statement
For the period ending October 31, 2024

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 October 31, 2024 (unaudited)
FY 2024-2025
(10/01/24 – 09/30/25)

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenues YTD	\$11,105,400	\$4,939,253	44%
Expenses YTD	\$11,105,400	\$727,844	7%

Revenue Highlights:

City Contributions reflects a payment of \$756,243 or 106% of the annual budget

Fare revenues totaled \$5,010 or 8% of the annual budget.

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

The billing cycles for the FTA and FDOT grants have not yet started. These grants are paid out retrospectively after expenses are incurred each quarter.

All other revenues items are in line with the annual budget.

Expense highlights

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

Total expenses for the period totaled \$727,844 or 7% of the annual budget.

- Salaries and wages totaled \$424,359 or 8% of the annual budget.
- Operating expenses totaled \$133,264 or 4% of the annual budget.
- Purchase contract for Transitions Commute Solutions which provides transit services for the District totaled \$170,221 or 7% of the annual budget.

Operating Results

Actual Revenues exceeded Expenses by \$4.211 million.

Polk County Contract

Financial Statement

FY24-25

October 1, 2024 - September 30, 2025

For the Period Ended OCTOBER 2024

1.0 Months

8% 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	\$ 756,243	106%
Other Revenue Transfer Cares Funding	\$ -	\$ -	0%
Misc Income (insurance proceeds)	\$ 228,000	\$ -	0%
Fares	\$ 63,200	\$ 5,010	8%
FDOT Grants:			
Block	\$ 765,000	\$ -	0%
RURAL	\$ 450,000	\$ -	0%
SUNRAIL	\$ 240,200	\$ -	0%
FTA			
FTA 5307 Grant	\$ 3,850,000	\$ -	0%
Capital -Federal	\$ 620,000		
Capital Contributions - County	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 4,939,253	44%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 5,439,450	\$ 424,359	8%
Contract	\$ 2,575,000	\$ 170,221	7%
Operating	\$ 3,090,950	\$ 133,264	4%
Capital	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 727,844	7%

Change in Financial Position \$ - \$ 4,211,409

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, January 8th, 2025
AGENDA ITEM #4c

Agenda Item: FY2024-25
Transportation Disadvantaged Monthly Financial Statement
For the period ending October 31, 2024

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 October 31, 2024
Percent of FY Reported (33%)
State FY July 1, 2024 thru June 30, 2025

Revenues

The revenues totaled \$374,539 or 26% of the annual budget

The TD Trust Fund Grant drawdown reflects \$337,024 or 26% of the grant.

Contract Revenues and other revenues totaled \$67.

The County funding for the match totaled \$37,447 or 26%.

Expenses

Operating expenses consists of labor cost, operating expenses, and contract expenses.

Total expenses for the period totaled \$484,604 or 33% of the annual budget.

Salaries, wages, and benefits totaled \$373,391 or 35% of the annual Budget.

Operating expenses totaled \$111,213 or 28% of the annual Budget.

Operating Results

Actual expenses exceeded revenues by (\$110,066).

Financial Statement
Transportation Disadvantage Program
 Period Ending - October 2024

Fiscal year month	4.0
% fiscal year	33%

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match 10%	\$ 146,495	\$ 48,832	\$ 37,447	26%
Contract Revenue	\$ 67	\$ 22	\$ 67	100%
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operating	\$ 1,318,455	\$ 439,485	\$ 337,024	26%
Total	\$ 1,465,017	\$ 488,339	\$ 374,539	26%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 1,070,327	\$ 356,776	\$373,391	35%
		\$ -		
Operating	\$ 394,690	\$ 131,563	\$ 111,213	28%
Total	\$ 1,465,017	\$ 488,339	\$484,604	33%

\$ (110,066)

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, January 8th, 2025
AGENDA ITEM #5a

Agenda Item: Safety & Security Department Recognition

Presenter: Ana Ervin, Director of Safety & Security

Recommended Action: None

Summary: Certificate of Safety Excellence, Safety & Security Department Recognition

Attachments: See Attachments

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, January 8th, 2025
AGENDA ITEM #6a

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, January 8th, 2025
AGENDA ITEM #7a

Agenda Item: December Calendar

Presenter: Tom Phillips, General Manager

Recommended Action: None

Summary: Review and summary of events taken place in December

Attachments: See Attachments

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 1	2	3	4	5	6	7
	<div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div>	<div>10 AM 1-on-1 w/Marcia</div> <div>11 AM Senior Staff Call</div> <div>3:30 PM LEDC Annual Men</div>	<div>Copy: Board of Directors, Performance Indicator Data,</div> <div>9:30 AM 1-on-1 w/ Nicol</div>	<div>9 AM TAC Meeting</div> <div>10 AM 1:1 w/Rhonda</div>	<div>10 AM Homeless Youth Tas</div>	
8	9	10	11	12	13	14
	<div>8 AM Future Financial Plan</div> <div>10 AM 1-on-1 w/HR</div> <div>10:30 AM Meeting w/ Tracy</div> <div>11 AM 1-on-1 w/Ana</div> <div>4 PM East Side Facility - Le</div>	<div>8:30 AM Email Ridership</div> <div>9:30 AM Agenda Stud</div> <div>10 AM 1-on-1 w/Marcia</div>	<div>8:30 AM Citrus Connection</div> <div>9:30 AM 1-on-1 w/ Nicol</div> <div>11 AM 1:1 w/ Erin</div> <div>11:15 AM 1:1 w/ Marcia</div> <div>11:30 AM 1:1 w/ Steve</div> <div>11:45 AM 1:1 w/ Jay</div> <div>12 PM 1:1 w/ Nicole</div> <div>12:15 PM 1:1 w/ Rhonda</div> <div>12:30 PM 1:1 w/ Ana</div> <div>12:45 PM 1:1 w/ Paul</div>	<div>8 AM Repatha</div> <div>10 AM 1:1 w/Rhonda</div>		
15	16	17	18	19	20	21
	<div>8:30 AM Meeting w/ Cindy</div> <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div> <div>1:30 PM In the Polk BoC</div>	<div>9:30 AM Senior Staff Cal</div> <div>10 AM 1-on-1 w/Marcia</div>	<div>9:30 AM 1-on-1 w/ Nicol</div> <div>3 PM 2025 - Polk TPO C</div>	<div>9 AM FW: TPO Board Meet</div> <div>10 AM 1:1 w/Rhonda</div> <div>12 PM PTA Board Meeting</div> <div>12 PM PTA Board Meeting</div> <div>2:30 PM Citrus Connecti</div>	<div>7:45 AM Watson Clinic Car</div>	
22	23	24	25	26	27	28
	<div>9:30 AM Meeting with Guy</div> <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div>	<div>Christmas Eve</div> <div>9:30 AM Senior Staff Cal</div> <div>10 AM 1-on-1 w/Marcia</div>	<div>5 AM Christmas - No Ser</div> <div>Christmas Day</div> <div>9:30 AM 1-on-1 w/ Nicol</div>	<div>8 AM Repatha</div> <div>10 AM 1:1 w/Rhonda</div>	<div>8:30 AM Updated invi</div>	
29	30	31	Jan 1	2	3	4
	<div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div>	<div>New Year's Eve</div> <div>10 AM 1-on-1 w/Marcia</div>	<div>New Year's Day</div> <div>9:30 AM 1-on-1 w/ Nicol</div>	<div>10 AM 1:1 w/Rhonda</div>	<div>Copy: Board of Directors, Performance Indicator Data,</div> <div>10 AM Focus Group Report</div>	

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, January 8th, 2025
AGENDA ITEM #8a

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, December 11th, 2024 at 8:30 a.m.

Board Members Present

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

City of Lakeland Commissioner Sara Roberts McCarley (Chair)

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 Santiago

Agenda Item #1 – Approval of the Minutes

a. Board approval of the November 2024 Citrus Connection Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the November 2024 Citrus Connection Meeting Minutes”

1st Bill Mutz / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #3 – GEM Award

Ms. Vilma Lopez is a Part Time HR Coordinator who supports Leave Administration, Risk Management and Benefits. She was invaluable during our Open enrollment and played a key role in our insurance Broker

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, December 11th, 2024 at 8:30 a.m.

transition and numerous health insurance changes this Summer and Fall.

Ms. Lopez is begin recognized for her identifying through auditing numerous errors with our insurance billing. She had taken the time to calculate the billing to ensure employee deductions and billing were correct and found errors. She would escalate to our Broker and continued to question the inconsistencies resulting in our insurance company finally acknowledging that they had been using an incorrect billing formula and resulted in a \$12,099.00 credit back to Citrus Connection in over charges.

[Attachments available]

Agenda Item #3 – Finance / Rhonda Carter, CFO

a. LAMTD Financials

Lakeland Area Mass Transit District

Monthly Financial Report
For the September 2024 (unaudited)
FY 2023-2024

Year-to-Date Summary					
Description	Percent of FY Compleat	Annual Budget	Actual	Actual % of FY Annual Budget	
Revenue YTD	100%	\$14,351,547	\$15,478,843	108%	
Expenses YTD	100%	\$14,351,547	\$13,177,711	92%	

REVENUES:

The total revenues realized through September 30, 2024 totaled \$15.4 million or 108% of the annual budget.

- Farebox revenues reflect \$369k or 108% of the annual budgeted revenues.
- Squeeze Revenue is \$43,130 or 7.19% of the annual budged revenues.
- Interest Income on Investment income totals \$772,818k which is favorably over budget. This represents interest income on our SBA reserve account.
- Florida DOT annual operating grant budged at 1.8 million. These grants are paid out retrospectively after expenses are incurred. To date, the district has received \$1.095 million, which represents .61% of the annual budget.
- FTA Section 5307 operating and capital grants are budgeted at \$3.64 million. This grant is also paid out retrospectively after expenses are incurred. To date, the district has received \$4.64 million, or 1.28% of

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
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Wednesday, December 11th, 2024 at 8:30 a.m.

the annual budget. Remaining invoicing will be caught up with annual year-end audited financial reports.

- Advertising income is \$167k, or 107% of the total planned revenue.
- The PCTS support cost reimbursement revenue is \$615k or 100% of annual budget
- All other revenues are within annual budget and or have an overall favorable variance.

EXPENSES:

The total expenses year-to-date through September 30, 2024, totaled \$13.1 million or 92% of the annual budget.

- Salaries and benefits cost are \$9.10M, or 95% of the annual budget.
- Professional and Technical Services expenses totaled \$387k or 71% of the annual budget.
- Fuel and lubricants expenses totaled \$775k, or 94% of the annual budget.
- Materials and supplies totaled \$775k, or 94% of the annual budget.
- Insurance expenses are \$552k, or 99% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Capital expenditures/debt service of \$302k pertains to the lease purchase of buses and 100% 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 September 30 st , the financials reflect a favorable variance of \$2.3 million with 100% of the fiscal year completed.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS					
	9/30/23	9/30/22	9/30/21	9/30/20	9/30/19
1. Farebox Recovery Ratio (All modes)	6.9%	8.7%	9.7%	9.3%	11.6%
2. Cost per revenue hour	\$161.12	\$141.63	\$130.01	\$117.66	\$116.62
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5. Ridership	848,241	693,018	631,000	855,407	1,294,771

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

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Wednesday, December 11th, 2024 at 8:30 a.m.

b. PCTS Financials

Polk County Transit Services
Monthly Financial Report
YTD September 30, 2024 (unaudited)
FY 2023-2024
(10/01/23 – 09/30/24)

100% of the fiscal year complete

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenues YTD	\$10,679,408	\$10,885,85	102%
Expenses YTD	\$10,679,408	\$9,501,579	89%

Revenue Highlights:

City Contributions reflects a payment of \$665,403 or 101% of the annual budget
Fare Revenues totaled \$54,537 or 111% of the annual budget.

FTA & FDOT Grants:

Block and SunRail total \$832,201 or 87% of the annual budget.

Rural Grant revenues increased due to zero grant match, 100% of the grant was received which totaled \$2,308,507 or 172% of the annual budget.

FTA 5307 totaled \$3,296,855 or 87% of the annual budget.

All other revenues items are in line with the annual budget.

Expense highlights

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

Total expenses for the period totaled \$9.50 million or 89% of the annual budget.

- Salaries and wages totaled \$4.55 million or 87% of the annual budget.
- Operating expenses totaled \$2.49 million or 84% of the annual budget.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

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- Purchase contract for Transitions Commute Solutions which provides transit services for the District totaled \$2.45 million or 100% of the annual budget.

Operating Results

Actual Revenues exceeded Expenses by \$1.384 million.

c. TD Financials

Transportation Disadvantaged Program

Month of September 30, 2024

Percent of FY Reported (25%)

State FY July 1, 2024 thru June 30, 2025

Revenues

The revenues totaled \$284,034 or 19% of the annual budget

The TD Trust Fund Grant drawdown reflects \$255,570 or 19% of the grant.

Contract Revenues and other revenues totaled \$67.

The County funding for the match totaled \$28,397 or 19%.

Expenses

Operating expenses consists of labor cost, operating expenses, and contract expenses.

Total expenses for the period totaled \$365,914 or 25% of the annual budget.

Salaries, wages, and benefits totaled \$273,018 or 26% of the annual Budget.

Operating expenses totaled \$92,896 or 24% of the annual Budget.

Operating Results

Actual expenses exceeded revenues by \$81,881.

d. State Road 37 Transit Corridor, Resolution 25-07

These funds will be utilized to assist the District with operating expenses necessary to provide public transportation services to the citizens in the Lakeland UZA.

The FDOT funding to LAMTD for this project is \$455,211 with matching funds provided by the District, as shown below.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, December 11th, 2024 at 8:30 a.m.

State Funding	\$	455,211
LAMTD Match	\$	455,211
Total Funding	\$	910,422

[Attachments available]

“Approval of **grant award** 2024/2025 PTGA for the utilization of **FDOT State Road 37 Gold & Lime Transit Corridor Grant Program** funds totaling \$910,422 in support of the South Florida Corridor.”

1st Bill Mutz / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

e. Certification of Administrative Cost

Transit Productivity and Performance measures.

Lakeland Area Mass Transit (Citrus Connection) Certifies that our ratio of administrative cost to operating cost for FY 23 is 20.25% and is below the state Tier 2 average of 20.77% plus 20% which is 24.93%.

Agenda Item #5 – Legal / Ben Darby, Esq

a. General Manager Annual Review

Per the contract renewal of the Executive Director on Aug 29, 2023, it is necessary for the board of directors to evaluate the performance and job duties of the General Manager.

[Attachments available]

“Approve the annual review as presented. Approve the standard raise of 2.25%.
Move future annual reviews to take effect Oct 1.”

1st Bill Mutz / 2nd Guy Lalonde

MOTION CARRIED UNANIMOUSLY

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, December 11th, 2024 at 8:30 a.m.

b. New Beginnings High School Service Agreement

New Beginnings High School Service Agreement

[Attachments available]

“Approval of the Agreement.”

1st Bill Mutz / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Regional Mobility / Marcia Roberson, Director

a. Transportation Disadvantaged Prioritization Policy

Citrus Connection implements Prioritization to provide the most critical trips with available funds. If funds allow, other trips purposes will be considered.

[Attachments available]

Agenda Item #7 – Safety & Security / Ana Ervin, Director

a. 2025 PTASP

Annually the agency needs to re-certify the PTASP in order to stay in compliance with Federal and State regulations.

[Attachments available]

“Approval of the 2025 PTASP.”

1st Guy Lalonde / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – General Manager Report / Tom Phillips, General Manager

a. Agenda Updates

- Welcome to our New Board Member, Polk County Commissioner Becky Troutman
- Happy Holidays to everyone
- Light Up Bonnet Springs: we have a partnership with Bonnet Springs, and we will be offering transportation from Rose Park, Lakeland Terminal to Bonnet Springs from 4 to 10pm with a 10mns

CITRUS CONNECTION
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frequency.

- The only remaining leaning rail is at 7Eleven. We are contacting Metro Bench to place their bench.
 - We've increased 23 Mid-Level Managers and 8 Senior Staff. Thanks to the Board
 - 80% of every Transit \$ goes to bus operations.
- 70% of our riders are Transit dependent.
60% ride the bus to go to work.

Agenda Item #8 – General Manager Informational Summary

a. November Calendar

[Attachments available]

Agenda Item #9 – Other Business

None

Adjournment at 9:30 a.m.

Approved this 8th day of January 2025.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph