



BOARD OF DIRECTORS MEETING

Wednesday, May 14th, 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 April CC Meeting	Approval
2. Public Comments	None
3. Employee Engagement Survey Report Presentation / Dr. Larry Ross	None
4. Finance / Rhonda Carter, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. FTA Section 5307 and 5339, Resolution 25-11	Approval
e. FTA Section 5307 and 5339, Resolution 25-12	Approval
f. Transit Service Provider	Approval
5. Planning / Nicole McCleary, Director	
a. State Discretionary Transit Program Grants	Approval
b. TigerTown Express Service	None
c. TDP Major Update	None
6. External Affairs / Kaley Raub, Assistant Director	
a. Website Presentation	None
7. General Manager Report / Tom Phillips	
a. Agency Update(s)	None
8. Executive <u>Informational</u> Summary / Tom Phillips	
a. April Calendar	None
9. Other Business	TBD
Adjournment	

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #1

Agenda Item: Approval of the Citrus Connection Meeting Minutes for April 9th, 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 April 9th, 2025

Attachments: April 9th, 2025, Citrus Connection Meeting Minutes

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #3

Agenda Item: Employee Engagement Survey Result

Presenter: Larry Ross, PhD

**Recommended
Action:** None

Summary: Review of the yearly Employee Engagement Survey results detailing those areas that employees have identified satisfaction with and areas that can be improved upon within the organization.

Attachments: Employee Engagement Survey Results

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #4a

Agenda Item: FY2024-25
LAMTD Monthly Financial Statement
For the period ending February 28, 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 For the February 2025 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	\$8,423,338	53%	
Expenses YTD	100%	\$15,807,667	\$6,309,372	40%	

REVENUES:

The total revenues realized through February 28, 2025, totaled \$8.4 M or 53% of the annual budget.

- Farebox revenues reflect \$157K or 44% of the annual budgeted revenues.
- Interest Income on Investment income totals \$264K. This represents interest in income in our SBA reserve account.
- FDOT annual operating grants are \$352K or 21% of the annual budget.
- FTA Section 5307 operating and capital grants are budgeted at \$4.4million. These grants are paid out retrospectively after expenses are incurred.
- Advertising income is \$69K, or 44% of the total planned revenue.
- The PCTS support cost reimbursement revenue is \$256K or 41% of annual budget.
- All the other revenues are within the annual budget.

Lakeland Area Mass Transit District

Monthly Financial Report For the February 2025 FY 2024-2025

EXPENSES:

The total expenses year-to-date through February 28, 2025, totaled \$6.3 million or 40% of the annual budget.

- Salaries and benefits cost are \$4.7M, or 40% of the annual budget.
- Fuel and lubricants expenses totaled \$211K, or 31% of the annual budget.
- Materials and supplies totaled \$327K, or 50% of the annual budget.
- Insurance expenses are \$270K, or 42% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Debt service of \$55K pertains to the lease purchase of buses and 41% 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 February 28th, the financials reflect a favorable variance of \$2.1 M with 42% 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
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 February 2025

Revenue

	Annual Budget	YTD Actual	Percent Expended
PCTS - Support Cost Reimb.	615,472.00	256,445.00	41.7%
Other Contract Revenue	147,780.00	255,291.00	172.8%
Farebox/Pass Sales	352,000.00	156,937.86	44.6%
Miscellaneous Income	60,600.00	42,709.44	70.5%
Contract Income (UAP)	134,400.00	36,118.75	26.9%
Advertising Revenue	156,000.00	69,333.34	44.4%
Investment Income	795,700.00	264,104.57	33.2%
Operating Grant - FDOT	1,664,829.00	351,949.12	21.1%
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	6,990,448.97	94.0%
Total	15,807,667.00	8,423,338.05	53.3%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Salaries	8,392,691.00	3,140,968.69	37.4%
Employee Benefits	3,355,126.00	1,592,013.52	47.5%
Advertising Fees	10,820.00	3,630.00	33.5%
Professional & Technical Ser	398,330.00	132,733.21	33.3%
Contract Maintenance Services	151,950.00	72,567.23	47.8%
Other Services	100,200.00	56,060.69	55.9%
Fuel & Lubricants	668,500.00	211,582.30	31.7%
Freight	10,647.00	4,812.54	45.2%
Repairs & Maintenance	52,600.00	7,631.20	14.5%
Materials & Supplies/SQUEEZE	644,550.00	327,652.09	50.8%
Utilities/Telephone	203,300.00	91,832.47	45.2%
Insurance Expense	637,500.00	270,098.75	42.4%
Dues & Subscriptions	55,150.00	13,555.62	24.6%
Education/Training/Meeting/Travel	185,900.00	26,254.60	14.1%
Service Charges	35,750.00	7,382.62	20.7%
Office Expense	230,400.00	62,800.08	27.3%
Advertising & Promotions	35,000.00	18,405.12	52.6%
Miscellaneous Expenses	287,053.35	74,774.77	26.0%
Property Appraiser/Tax Collector Comm	220,000.00	139,543.91	63.4%
Debt Services	132,200.00	55,072.40	41.7%
Total	15,807,667.35	6,309,371.81	39.9%

Change in Financial Position

-

2,113,966.24

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #4b

Agenda Item: FY2024-25
Polk County Transit Services Monthly Financial Statement For
the period ending February 28, 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 February 28, 2025

FY 2024-2025

(10/01/24 – 09/30/25)

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenues YTD	\$11,105,400	\$6,707,667	60%
Expenses YTD	\$11,105,400	\$3,702,877	33%

Revenue Highlights:

Operating revenues realized are \$6.7M or 60% of the annual budget.

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

City Contributions received to date are \$756K or 106% of the annual budget

Farebox revenues totaled \$21K or 33% of the annual budget.

FDOT grants received to date are \$253K or 36% of the annual budget.

FTA grants received to date are \$1.5M or 39% 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 \$3.7M or 33% of the annual budget.

- Salaries and wages totaled \$2.1M or 38% of the annual budget.
- Operating expenses totaled \$876K or 28% of the annual budget.
- The purchase contract for Transitions Commute Solutions which provides transit services for the district totaled \$744K or 29% of the annual budget.

Operating Results

Actual Revenues exceeded Expenses by 3.0 million.

Polk County Contract

Financial Statement

FY24-25

October 1, 2024 - September 30, 2025

For the Period Ended FEBRUARY 2025

5.0 Months
42% 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	\$ 21	0%
Fares	\$ 63,200	\$ 20,744	33%
FDOT Grants:			
Block	\$ 765,000	\$ -	0%
RURAL	\$ 450,000	\$ 168,654	37%
SUNRAIL	\$ 240,200	\$ 84,068	35%
Capital- State			
FTA			
FTA 5307 Grant	\$ 3,850,000	\$ 1,499,937	39%
Capital -Federal	\$ 620,000		
Capital Contributions - County	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 6,707,667	60%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 5,439,450	\$ 2,082,772	38%
Contract	\$ 2,575,000	\$ 743,857	29%
Operating	\$ 3,090,950	\$ 876,248	28%
Capital	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 3,702,877	33%

Change in Financial Position \$ - \$ 3,004,790

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #4c

Agenda Item: FY2024-25
Transportation Disadvantaged Monthly Financial Statement
For the period ending February 28, 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 February 28, 2025

Percent of FY Reported (67%)

State FY July 1, 2024 thru June 30, 2025

Revenues

The revenues totaled \$741K or 51% of the annual budget

The TD Trust Fund Grant drawdown reflects \$668K or 51% of the grant.

Contract Revenues and other revenues totaled \$67.

The County funding 10% match totaled \$72K or 49% annual budget.

Expenses

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

Total expenses for the period totaled \$847K or 58% of the annual budget.

Salaries, wages, and benefits totaled \$707K or 66% of the annual Budget.

Operating expenses totaled \$139K or 35% of the annual Budget.

Operating Results

Actual expenses exceeded revenues by (\$105,937).

Lakeland Area Mass Transit District
Financial Statement
Transportation Disadvantage Program
Period Ending - February 2025

Fiscal year month	8.0
% fiscal year	67%

Revenue

	Annual Budget	YTD Actual	Percent Expended
Revenues			
County Match 10%	\$ 146,495	\$ 72,419	49%
Contract Revenue	\$ 67	\$ 67	100%
Adult Day Care		\$ -	
FDOT Grants:			
CTD Grant -Operating	\$ 1,318,455	\$ 668,325	51%
Total	\$ 1,465,017	\$ 740,810	51%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 1,070,327	\$707,320	66%
Operating	\$ 394,690	\$ 139,428	35%
Total	\$ 1,465,017	\$846,748	58%

\$ (105,937)

Expenses exceed Revenues by
\$ 105,937

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #4d

Agenda Item: **Federal Transit Administration Section 5307 and 5339 Four Corners, Small Urban Area Grant Application and Associated Resolution for 2025-2026.**

Presenter: Rhonda Carter, Chief Financial Officer

Recommended Action: Staff recommend approval of 2025/2026 Section 5307 and 5339 application and corresponding Resolution for the purpose of providing operating and capital assistance, in the Four Corners area.

Summary: The 5307 portion of the grant will provide operational assistance and the 5339 portion will provide capital assistance in the Four Corners UZA.

FTA 5307 grant, the District is requesting \$84,593 in federal funding, which has a local match of \$37,921 toll credits of \$2,917 to subsidize the operating portion of the match have been requested.

FTA 5339 grant, the District is requesting \$4,831 in federal funding, which has a local match of \$966 to assist with capital equipment assistance.

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

Attachments: Resolution #25-11

RESOLUTION AUTHORIZING
PUBLIC TRANSPORTATION GRANT APPLICATION
FOR TRANSIT PROJECTS

Resolution # 25-11

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

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

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

This resolution applies to the Federal Program under U.S.C. Section 5307 and 5339 for **Four Corners**.

The submission of a grant application(s), supporting documents, and assurances to the Federal Transit Administration is approved.

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

DULY PASSED AND ADOPTED THIS 14th DAY OF MAY 2025

By

Signature, Chairperson of the Board

Sara Roberts McCarley, Board Chair

ATTEST:

Ella Joseph, Executive Assistant

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #4e

Agenda Item: **Federal Transit Administration Section 5307 and 5339 Poinciana, Small Urban Area Grant Application and Associated Resolution for 2025-2026.**

Presenter: Rhonda Carter, Chief Financial Officer

Recommended Action: Staff recommend 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 Poinciana area.

Summary: The 5307 portion of the grant will provide operational assistance and the 5339 portion will provide capital assistance in the Poinciana UZA.

FTA 5307 grant, the District is requesting \$376,431 in federal funding, which has a local match of \$168,742 toll credits of \$12,981 to subsidize the capital operating of the match have been requested.

FTA 5339 grant, the District is requesting \$17,201 in federal funding, which has a local match of \$3,440 to assist with capital equipment assistance.

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

Attachments: Resolution #25-12

RESOLUTION AUTHORIZING
PUBLIC TRANSPORTATION GRANT APPLICATION
FOR TRANSIT PROJECTS

Resolution # 25-12

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

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

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

This resolution applies to the Federal Program under U.S.C. Section 5307 and 5339 for **Four Corners**.

The submission of a grant application(s), supporting documents, and assurances to the Federal Transit Administration is approved.

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

DULY PASSED AND ADOPTED THIS **14th DAY OF MAY 2025**

By

Signature, Chairperson of the Board

Commissioner Sara Roberts McCarley, Board Chair

ATTEST:

Ella Joseph, Executive Assistant

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #4f

Agenda Item: **Transit Service Provider for North East Polk County**

Presenter: Todd Morrow, Procurement and Contracts Manager

Recommended

Action: Recommend Board approve the award of Request for Proposal (RFP) 25-004 for a Transit Service Provider, to the responsive, responsible bidder, Transitions Commute Solutions, LLC, demonstrating the best value to the District, for an amount of \$2,197,289 annually for a 3-year base term and two 1-year options

Anticipated

Funding Source: **Federal and State Operating Grants for Polk County**

Summary: On March 12, 2025, the District issued a Request for Proposal (RFP) 25-004 through the Jacksonville Transportation Authority (JTA) for qualified firms interested in supplying transit services to North East Polk County, as the area is outside the District's standard service location. The solicitation was posted for the District on the JTA OpenGov eProcurement Portal.

The services are currently being provided by Transitions Commute Solutions; on behalf of the District for Polk County Transit Services per Contract 19-016. The routes being provided are as follows:

- Fixed Route 16X Haines City/Davenport/Poinciana Express
- Fixed Route 17X Lake Wales/Haines City Express
- Fixed Route 18X Posner Park/Four Corners Express
- Fixed Route 19X Posner Park/Poinciana Express
- Fixed Route 40/44 Winter Haven Southside
- Fixed Route 50 Auburndale
- Non-ADA Demand Response 603 – Southwest Poinciana

The LAMTD Evaluation committee recommended the award of the transit services for the North East Polk County Routes to

AGENDA ITEM #4f – CONT.

Transitions Commute Solutions; the highest ranked firm of the solicitation.

Request for Proposal (RFP) 25-004 was posted on the public bidding site OpenGov (whereas the solicitation was viewed by 781 firms and downloaded by 31 firms). The solicitation had 4 applicants and 1 submission. Offer submittals were due April 10, 2025.

A responsibility review was conducted to verify Transit Commute Solutions ability to perform the specified services. The evaluation resulted in the firm of Transitions Commute Solutions, LLC having demonstrated the ability to meet the needs of the District and is being recommended for award.

Attachments: Notice of Intent to Award
Contract Award Analysis
Single Proposer Justification



**JACKSONVILLE
TRANSPORTATION
AUTHORITY**

Administration

Jacksonville Regional
Transportation Center
at LaVilla
100 LaVilla Center Drive
Jacksonville, FL 32204

Operations

P.O. Drawer "0"
100 N. Myrtle Avenue
Jacksonville, FL 32203

Main (904) 630-3181
Fax (904) 630-3166
www.jtafla.com

May 7, 2025

Keith Whalen
Transitions Commute Solutions, LLC.
45 W. Smith Street
Winter Garden, FL 34787

RE: Notice of Intent to Award
Request for Proposal No. P-25-004 Transit Provider Services

Dear Mr. Whalen:

Please be advised that on Friday, May 2, 2025, the Lakeland Area Mass Transit District (LAMTD) Technical Evaluation Committee recommended the award of the Lakeland Area Mass Transit District (LAMTD) Request for Proposal No. P-25-004 Transit Provider Services to Transitions Commute Solutions, LLC, the sole responsive and responsible Proposer.

The Jacksonville Transportation Authority on behalf of LAMTD 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 5:00 p.m. on the fifth (5) business day after the Decision or Intended Decision (for Contract Award protests) or prior to five (5) 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 Solicitation and Award Rules within the time allowed for filing a bond shall constitute a waiver of proceedings."

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

Sincerely,

A handwritten signature in blue ink that reads "Todd Morrow".

Todd Morrow
Procurement Supervisor
Citrus Connection

JACKSONVILLE TRANSPORTATION AUTHORITY		
SELECTION MATRIX		
Proposal No. P-25-004 LAMTD T ransit Service Provider		
Evaluation Criteria	Possible Points	Transitions Commute Solutions
Qualifications of the firm and/or Team	50	48.00
Project approach or Work Plan	40	38.00
Price / Fee / Rate	10	9.00
Total Score	100	95.00
Final Rankings		1

"Failure to file a protest within the time prescribed in the Authority's Solicitation and Award Protest Rule No. 004 (copy available online at www.jtafla.com or from the Authority) shall constitute a waiver of proceeding under the Rule. "



JACKSONVILLE TRANSPORTATION AUTHORITY

Single Response (Sole Source) Justification

Instructions

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. This form and the requested documentation serves to meet the documentation requirements as set forth by Jacksonville Transportation Authority.

Part 1. Sole Source Consideration

JTA Procurement Rule No. 002 to support your request for accepting a single response regardless of the funding source. Please check the applicable box that explains your reasons for requesting a sole source. If "Other" you may use the space provided below or attach a memorandum letter of explanation. You must attach documentation from the vendor justifying your request.

Please check each box that is applicable

<input type="checkbox"/>	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"/>	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 sources.
<input type="checkbox"/>	Replacement Equipment	The purchase is for equipment associated with use of existing equipment where compatibility is essential for integrity of results.
<input type="checkbox"/>	Replacement Parts	The purchase is for replacement parts needed for repair of existing equipment where compatibility with equipment from the original manufacturer is paramount.
<input type="checkbox"/>	Replacement Accessories	The purchase is for accessories sought for enhancement of existing equipment where compatibility with equipment from the original manufacturer is paramount.
<input type="checkbox"/>	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"/>	Continuation Of Prior Work	Additional item, service or work required, but not known to have been needed when the original order was placed with vendor, and it is not feasible or practicable to contract separately for the additional need.
<input checked="" type="checkbox"/>	Other	Citrus Connecton only received 1 proposal to the formal solicitation advertised .

Part 2. Justification of Sole Source Consideration

Please write a Justification for the Sole Source Consideration that was chosen above. Please provide explicit detail of why this procurement is being submitted as a Sole Source (you may attach additional information if necessary). If your Sole Source request is for an upgrade to current systems, replacement components in current systems or a continuation of prior work please provide documentation regarding the cost benefit of this sole source verses the procurement of a new system (attach all documentation to support your justification).

This solicitation was advertised for a month and proposals were due on Thursday, April 10, 2025 @ 10:00 AM (ET). When the solicitation closed in OpenGov, there was only one proposal that had been submitted. The Technical Evaluation Committee evaluated that supplier and they do agree that they should move forward with Transit Commute Solutions (TCS). They requested interviews to get clarifying answers that will better help the to decide that this supplier is appropriate for the job.

They held the interview on Tuesday, April 29, 2025 @ 1:00 PM (ET) and held their final Technical Evaluation meeting on Friday, May 2, 2025 @ 1:00 PM (ET). The committee voted at this meeting to award the contract to Transitions Commute Solutions (TCS).

Part 3. Type of Procurement

- ☐ Construction
- ☐ Materials & Supplies
- ☐ Operations/Management
- ☒ Professional Services/A & E/CEI Services (CCNA)
- ☐ Professional Services (Non-CCNA)
- ☐ Rolling Stock (includes Revenue Vehicles, Train Control, Communication, Traction Power Equipment & Rolling Stock Prototypes)

Part 4. Funding Source (check all that apply)

- ☒ FTA
- ☒ FDOT
- ☐ FHWA
- ☐ LOGT
- ☐ Local-Operations
- ☐ Local-Reserves
- ☐ Other (explain: _____)

Part 5. Term of Sole Source

- ☐ One-Time Purchase: This is intended to be one time purchase of goods and/or services.
- ☐ 1 Year: This is intended to be a purchase of goods and/or services for up to 1 year.
- ☐ 2 Years: This is intended to be a purchase of goods and/or services for up to 2 years.
- ☐ 3 Years (recommended): This is intended to be a purchase of goods and/or services for up to 3 years. Other (explain below):

3 years with the option to renew for 2 - 1 year periods

Part 6. Conflict of Interest Statement

I, Pamela Lee the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by the commitments contained herein.

I am acting on my own accord and am not acting under duress. I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with this supplier in return for favorable consideration of this request.

Signature: Pamela Lee Digitally signed by Pamela Lee
Date: 2025.05.05 13:48:33 -04'00'

(Submitted by) _____ Date _____

Part 7. Staff Approval

The signatures below certify that the pricing is fair and reasonable and that it is in the best interest of the JTA to proceed with this Single Response:

Nicole McCleary, AICP Digitally signed by Nicole McCleary, AICP
Date: 2025.05.05 15:03:07 -04'00'

Project Manager

_____ Date _____

Todd Morrow Digitally signed by Todd Morrow
Date: 2025.05.07 09:05:15 -04'00'

Supervisor

_____ Date _____

Rhonda Carter

05/07/2025

Chief Financial Officer (CFO)

_____ Date _____

Part 8. Determination of Responsibility (To be completed by Procurement Team - No spaces left blank)

Per requirement of the Federal Transit Administration (FTA) C 4220.1F, Ch. IV, Paragraph 2.a.(1), Determination of Responsibility for the awarded supplier, the following must be completed prior to the execution of the contract.

Yes	No	N/A	Description of Determination
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplier has the Staff/Resources for the project team, support staff and backup resources to do the work (attach supporting memorandum, organization charts, etc.). Explanation for selection if documentation is not attached. Citrus Connection has agreed that TCS has the ability to do the work requested in this solicitation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplier has sufficient financial resources to complete the work (attach Dun & Bradstreet report, financial statements, supporting memorandum, bank references, etc.). Explanation for selection if documentation is not attached. TCS has a Dun & Bradstreet account and was sufficient with a score of 86% which is above the required >70
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplier has a proven track record of completing work on time and within budget (attach supporting memorandum, references, etc.). Explanation for selection if documentation is not attached. Citrus Connection has been working with TCS for the last few years and have been satisfied with their work in all areas including completion and budget compliance.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supplier can provide the required bonds if applicable to the project (attach supporting memorandum, confirmation of bonding capacity, etc.). Explanation for selection if documentation is not attached.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplier is not debarred/suspended at federal or, if available, state level (attach SAM screenshot, supporting memorandum, etc.). Explanation for selection if documentation is not attached.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cost/Price Analysis has been submitted and verified that pricing is based on fair market value for goods and/or services provided. Explanation for selection if documentation is not attached. A Price Analysis was performed and pricing was found to be fair and reasonable.

Documented by:

Printed Name:

Pamela Lee

Title:

Contract Administrator I

Date:

Part 9. Procurement Review, Processing and Approval

Was this Procurement advertise ? YES ☒ NO ☐

If Yes, when? March 12, 2025

What was the outcome? _____

There was one proposal from Transitions Commute Solutions, LLC. There were responsive and responsible and the Technical Evaluation Committee voted to award to TCS.

Reviewed and Approved:

Procurement

Date

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #5a

Agenda Item: State discretionary Transit Program Grants

Presenter: Nicole McCleary, Director of Strategic Planning and Innovation

**Recommended
Action:**

Board approval to submit three State Discretionary Grant Proposals for funding for the state 2026/2027 fiscal year and to begin the process for expansion of operator staff by 8 positions.

Summary:

The Florida Legislature enacted the State Public Transit Service Development Program to provide time-limited initial (that is, “startup” or “seed money”) funding to eligible applicants for special projects.

This program is selectively applied to determine whether a new or innovative technique or measure can be used to improve or expand public transit. Transit Service Development Projects specifically include projects involving new services, routes, vehicle frequencies, use of new technologies, the purchase of special transportation services, and other such techniques for increasing service to the riding public as are applicable to specific localities and transit user groups.

Citrus Connection has three projects they would like to propose for the Service Development Program eligibility – Projects that improve system operations having a duration of no more than 3 years

Attachments: State Discretionary Grant Proposal Summaries

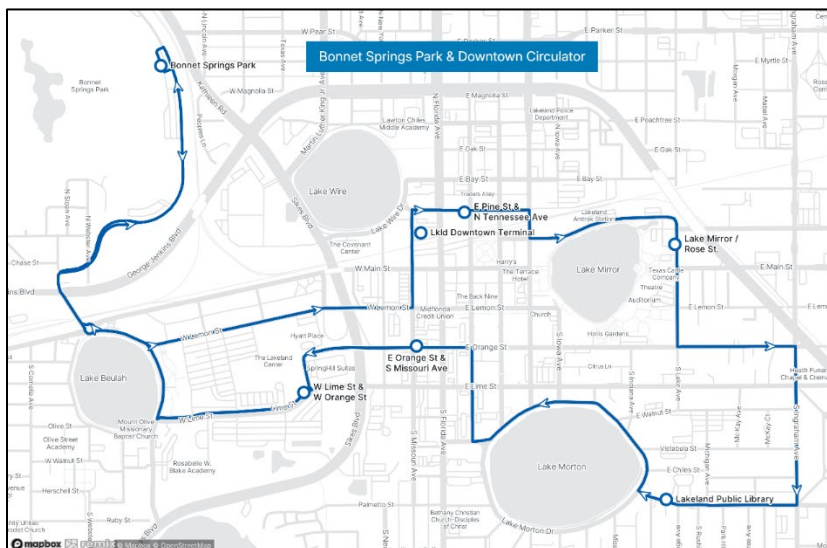
State Discretionary Grant Proposal Summaries

Project 1 – The Bonnet Springs Park and Downtown Circulator

The Bonnet Springs Park & Downtown Circulator aims to serve as a continuous one-way loop throughout key destinations around Bonnet Springs Park and the downtown area ensuring that the community can easily access and utilize the park.

In addition to stopping at Bonnet Springs Park and the Florida Children’s Museum, the Circulator was designed to serve significant points of the downtown Lakeland area, which include the RP funding center, the Lakeland Downtown Terminal, the Lakeland Amtrak station, Rose Street Park-and-Ride, and Catapult Lakeland. Other local assets between these points of interest include the City of Lakeland City Hall, Lakeland Electric, four hotels, four nursing homes, five K-12 schools, three SNAP retailers, and dozens of private firms and restaurants. The Circulator will also service nearby educational and cultural facilities, such as the Polk Theater, the Lakeland Library, and the Ashley Gibson Barnett Museum of Art (The ABG). The AGB, a teaching museum affiliated with Florida Southern College, showcases local and international art and offers classes, workshops, and events for students and the public.

Providing a Bonnet Springs Park Circulator will allow citrus connection to provide service for Bonnet Springs events using regular service at increased frequencies.



Project 2 - Thrive Connection a Mobility on Demand (MOD) project

The Thrive Connection project is a two-year pilot project which focuses on a user-centric view of transit that supports residents in accessing areas of food insecurity and health services through the use of on demand services. Citrus Connection identified areas of historical disadvantage where residents have low car ownership, poor access to grocery stores. Three distinct areas within Polk County were identified where the data overlapped: Central Lakeland, Auburndale, and Central Winter Haven. Thrive Connection proposes to provide residents of each MOD zone with access to education centers, healthcare centers, and SNAP supermarkets and grocers an on-demand service. Additionally, each zone has at least one United Way of Central Florida food distribution site. This project will use innovative transit through Mobility on Demand (MOD) and integrate software, Remix by Via, to support on-demand services.

This technology allows Citrus Connection to successfully plan MOD services while simultaneously keeping this innovative concept integrated with the greater regional-area fixed-route transit system. Remix will also allow the agency to successfully monitor and modify the service after its implementation.

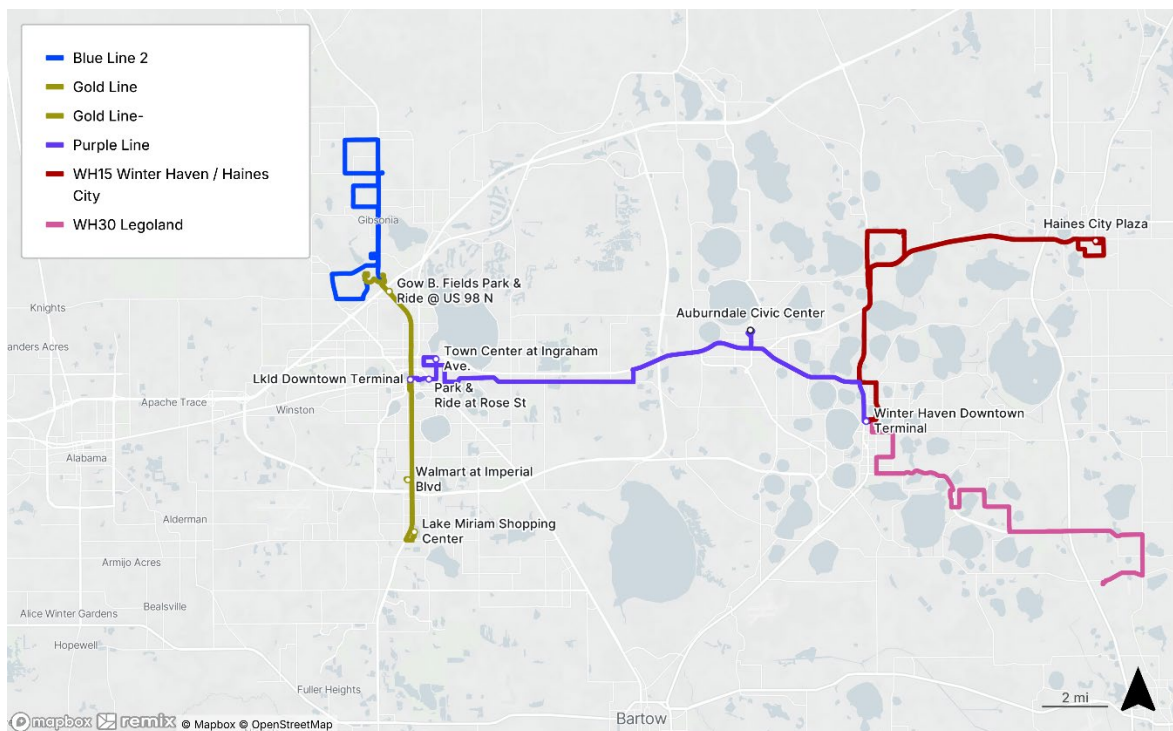
Project 3 – Service Expansion

This proposed pilot project will extend service of 5 routes across Polk County by 3 hours in the evenings. This project responds to the needs of customers identified in the 2024 Customer Experience Survey.

Routes selected are high ridership and will provide customers with the opportunity to travel from one side of the county to the other. These routes have made up 50% or more of ridership since FY22.

% of Total Ridership for Year		
	Total Fixed Route Ridership	% of Total Ridership from Extended Routes
FY22	703,711	52%
FY23	869,420	50%
FY24*	456,960	50%

Extended Service Routes - Ridership						
	Gold Line	Blue Line 2	Purple Line	Route 15	Route 30	Totals
FY22	175,617	15,772	81,268	39,582	50,937	363,176
FY23	202,494	21,363	93,990	50,593	62,115	430,555
FY24*	109,081	12,583	45,302	27,615	34,325	228,906
Totals	487,192	49,718	220,560	117,790	147,377	1,022,637
*Not a full year of data.						



CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #5b

Agenda Item: Tigertown Service

Presenter: Nicole McCleary and Mara Latorre, Planning

Recommended Action: None

Summary: Recap of the first year of the full service Tigertown Express Pilot service

Attachments: TigerTown Express Pilot Project 2025 Summary

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #5c

Agenda Item: Major TDP Update

Presenter: Nicole McCleary and Julia Davis

**Recommended
Action:** None

Summary: Citrus Connection Major Update to the Transit Development Plan is being synchronized with the Polk TPO's Long Range Transportation Plan Update. The major TDP update is occurring before the 5 year cycle to align with the Long Range Transportation Plan. This update provides the opportunity to improve or edit the 10 year strategic plan for public transit in Polk County. The TDP provides guidance and accountability to Citrus Connection, ensuring that the public's needs are included and met in the planning process. This document represents the Polk County community's vision for transit and helps guide investments, provide direction on future initiatives, and responds to community needs.

Attachments: TDP Major Update

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #6a

Agenda Item: **Website Update**

Presenter: Kaley Raub, Assistant Director of External Affairs

Policy Analysis: TA1 Enhance public perception of Citrus Connection
through a targeted marketing and rebranding plan.

**Recommended
Action:** None

Summary: Website Presentation

Attachments: See attachment

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #7a

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, May 14th, 2025
AGENDA ITEM #8a

Agenda Item: April Calendar

Presenter: Tom Phillips, General Manager

**Recommended
Action:** None

Summary: Review and summary of events taken place in April

Attachments: See Attachments

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 30	31 <div>8:30 AM Interview-Jose Ma</div> <div>9:30 AM Citrus Connection</div> <div>9:30 AM Citrus Connection</div> <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div> <div>12:30 PM Citrus Connection</div> <div>12:30 PM Interview-Tony K</div> <div>1:30 PM Citrus Connection</div> <div>1:30 PM Interview-Tracy Be</div>	Apr 1 <div>8:30 AM Citrus Connection</div> <div>8:30 AM Interview-Oneida</div> <div>10 AM 1-on-1 w/Marcia</div> <div>12:30 PM Citrus Connect</div> <div>1:30 PM Citrus Connection</div> <div>1:30 PM Interview-Patricia</div>	2 <div>8:30 AM Citrus Connection</div> <div>8:30 AM Interview-Jacqueli</div> <div>9 AM Citrus Cyber EXIS & E</div> <div>9:30 AM 1-on-1 w/ Nicol</div> <div>10 AM Cyber Security Asse</div> <div>12:30 PM Citrus Connectio</div> <div>12:30 PM Interview-LaQuai</div> <div>1 PM Mural Site Visit</div> <div>1:30 PM Citrus Connecti</div>	3 <div>Copy: Board of Directors, Performance Indicator Data,</div> <div>8 AM Repatha</div> <div>10 AM 1:1 w/Rhonda</div>	4 <div>8:30 AM Citrus Connection</div> <div>9:30 AM Citrus Connection</div> <div>9:30 AM Interview-Alexis B</div> <div>10:30 AM Citrus Connectio</div>	5
6	7 <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div>	8 <div>8:30 AM Email Ridership</div> <div>9 AM HR Director Onsite Ir</div> <div>9:30 AM Canceled: Agen</div> <div>10 AM 1-on-1 w/Marcia</div>	9 <div>8 AM Art Squeeze Ribbon</div> <div>8:30 AM Citrus Connection</div> <div>9:30 AM 1-on-1 w/ Nicol</div>	10 <div>10 AM 1:1 w/Rhonda</div>	11 <div>11:30 AM Audit Completio</div>	12
13	14 <div>10 AM Disney Implementat</div> <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div> <div>12:45 PM Citrus Connect</div> <div>1:45 PM Citrus Connecti</div>	15 <div>9:30 AM Canceled: Senic</div> <div>10 AM 1-on-1 w/Marcia</div>	16 <div>8:30 AM Citrus Connection</div> <div>9:30 AM 1-on-1 w/ Nicol</div>	17 <div>8 AM Repatha</div> <div>9:30 AM TAM plan discussi</div> <div>9:30 AM Sr. Leadership Tea</div> <div>10 AM 1:1 w/Rhonda</div>	18 <div>8:30 AM Citrus Connecti</div> <div>10 AM Citrus Connection B</div>	19
20	21 <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div> <div>1:30 PM FPTA Govt Affairs</div>	22 <div>9:30 AM Senior Staff Cal</div> <div>10 AM 1-on-1 w/Marcia</div>	23 <div>9:30 AM 1-on-1 w/ Nicol</div> <div>10 AM Budget Meeting</div> <div>1:30 PM Stakeholder Comr</div>	24 <div>10 AM State of the County</div> <div>10 AM 1:1 w/Rhonda</div> <div>11 AM Meet with Nicole ar</div>	25 <div>8:30 AM Updated invi</div>	26
27	28 <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div>	29 <div>9:30 AM Senior Staff Cal</div> <div>10 AM 1-on-1 w/Marcia</div> <div>11 AM Steve's Retirement I</div> <div>3:30 PM LEDC April Men</div>	30 <div>9:30 AM Steve's Farewell</div> <div>9:30 AM 1-on-1 w/ Nicol</div>	May 1 <div>8 AM Repatha</div> <div>10 AM 1:1 w/Rhonda</div> <div>1 PM OTrak Fundamentals</div>	2 <div>12:30 PM Citrus Connectio</div>	3

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, May 14th, 2025
AGENDA ITEM #9

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, April 9th, 2025 at 8:30 a.m.

Board Members Present

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

Board Members Absent

Polk County Commissioner Martha Santiago (Vice-Chair)

Executive Director: Tom Phillips
Chief Financial Officer: Rhonda Carter
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 March 2025 Citrus Connection Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the March 2025 Citrus Connection Meeting Minutes”

1st Guy Lalonde/ 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Ratification of the March Board Meeting

On March 24th, 2025, the Citrus Connection Board of Directors held a special Board Meeting to vote on the following items:

1. February Citrus Connection Meeting Minutes
2. Travel Trainer Position
3. TLC Agreement

[Attachments available]

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, April 9th, 2025 at 8:30 a.m.

“Ratify the special Board Meeting’s Approval Items”
1st Guy Lalonde/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #3 – Public Comments

Julia Davis: Thanks for the Squeeze Art Project.
TDP Major Update, public comment open.

Agenda Item #4 – FY 2023-2024 Audit Presentation / Daniel Anderson, CPA, Maudlin & Jenkins

Staff from Mauldin & Jenkins have completed the Annual Audit Report for LAMTD Financials and PTA Financials for FY 2023-2024 and will present those results.

[Attachments available]

“Accept the audit as presented”
1st Bill Mutz / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes
Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, April 9th, 2025 at 8:30 a.m.

Agenda Item #5 – Finance / Rhonda Carter, CFO

a. LAMTD Financials

Lakeland Area Mass Transit District

Monthly Financial Report
For the January 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	\$8,038,203	51%	
Expenses YTD	100%	\$15,807,667	\$5,570,440	35%	

REVENUES:

The total revenues realized through January 31, 2025 totaled \$8 million or 51% of the annual budget.

- Farebox revenues reflect \$118K or 34% of the annual budgeted revenues.
- Interest Income on Investment income totals \$207K. This represents interest income on our SBA reserve account.
- FDOT annual operating grants are \$351K or 21% of the annual budget.
- FTA Section 5307 operating and capital grants are budgeted at \$4.4million. These grants are paid out retrospectively after expenses are incurred.
- Advertising income is \$55K, or 36% of the total planned revenue.
- The PCTS support cost reimbursement revenue is \$205K or 33% of annual budget.
- All other revenues are within annual budget.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, April 9th, 2025 at 8:30 a.m.

EXPENSES:

The total expenses year-to-date through January 31, 2025, totaled \$5.6 million or 35% of the annual budget.

- Salaries and benefits cost are \$4.4M, or 37% of the annual budget.
- Fuel and lubricants expenses totaled \$185K, or 27% of the annual budget.
- Materials and supplies totaled \$167K, or 26% of the annual budget.
- Insurance expenses are \$212K, or 33% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Debt service of \$44K pertains to the lease purchase of buses and 33% 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 January 31 st , the financials reflect a favorable variance of \$2.5 million with 33% 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. " " 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

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, April 9th, 2025 at 8:30 a.m.

b. PCTS Financials

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

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenues YTD	\$11,105,400	\$5,821,853	52%
Expenses YTD	\$11,105,400	\$2,907,971	26%

Revenue Highlights:

Operating revenues realized are \$5.8M or 52% of the annual budget.

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

City Contributions received to date are \$756K or 106% of the annual budget

Farebox revenues totaled \$17K or 26% of the annual budget.

FDOT grants received to date are \$253K or 16% of the annual budget.

FTA grants received to date are \$618K or 16% 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 \$2.9M or 26% of the annual budget.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, April 9th, 2025 at 8:30 a.m.

- Salaries and wages totaled \$1.7M or 31% of the annual budget.
- Operating expenses totaled \$541K or 21% of the annual budget.
- Purchase contract for Transitions Commute Solutions which provides transit services for the district totaled \$690K or 22% of the annual budget.

Operating Results

Actual Revenues exceeded Expenses by \$2.9 million.

c. TD Financials

Transportation Disadvantaged Program

Month of January 31, 2025

Percent of FY Reported (58%)

State FY July 1, 2024 thru June 30, 2025

Revenues

The revenues totaled \$651K or 44% of the annual budget

The TD Trust Fund Grant drawdown reflects \$587K or 45% of the grant.

Contract Revenues and other revenues totaled \$67.

The County funding 10% match totaled \$63K or 43% annual budget.

Expenses

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

Total expenses for the period totaled \$739K or 55% of the annual budget.

Salaries, wages, and benefits totaled \$614K or 57% of the annual Budget.

Operating expenses totaled \$125K or 45% of the annual Budget.

Operating Results

Actual expenses exceeded revenues by (\$88,658).

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, April 9th, 2025 at 8:30 a.m.

d. PGTA – FDOT Grant, Resolution 25-10

These funds will be utilized to purchase one (1) vehicle to provide a new micro-transit service within the local area along State Road 33 (Lakeland Hills Boulevard).

The FDOT award to LAMTD for this project is \$50,000 with matching funds provided by the District, for a total award of \$100,000 as shown below.

State Funding	\$ 50,000
LAMTD Match	\$ 50,000
Total Funding	\$100,000

[Attachments available]

“Approval of the of the 2025/2026 PTGA FDOT State Transit Service Development Grant Program funds totaling \$100,000.”

1st Becky Troutman / 2nd Guy Lalonde

MOTION CARRIED UNANIMOUSLY

e. Parking Lot Paving Project

On October 29, 2024, the District issued a Request for Proposal (RFP) 24-002 through the Jacksonville Transportation Authority (JTA) for qualified firms interested in the design build paving of parking lots located at 1212 George Jenkins Blvd Lakeland, Florida. The solicitation was posted for the District on the JTA OpenGov Procurement Portal.

The LAMTD Evaluation committee recommended award of the Design Build Parking Lot Paving Project to C&D Construction, Inc., the highest ranked firm of the solicitation. Rankings was follows:

<u>Ranking</u>	<u>Firm</u>
1	C&D Construction, Inc.
2	Petticoat-Schmitt Civil Contractors

LAMTD has initiated negotiation with the highest ranked firm for the Design Build Paving Project that includes five (5) specific Tasks. Current available funding of \$1,742,555 is planned to be utilized for Tasks 1-3 with the remaining Tasks 4 and 5 contingent upon available and approved budget in future fiscal years.

[Attachments available]

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, April 9th, 2025 at 8:30 a.m.

“Approval of the award of Contract 25-002 for the design build paving of Parking Lots to C&D Construction in an amount Not to Exceed \$1,742,555.”
1st Bill Mutz / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Legal / Ben Darby, Esq

a. Lakeland Wales Micro Transit Agreement

[Attachments available]

“Approval of the Lake Wales Micro Transit Agreement”
1st Guy Lalonde / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

b. Central Florida Healthcare Agreement

[Attachments available]

“Approval of the Central Florida Healthcare Agreement”
1st Becky Troutman / 2nd Guy Lalonde

MOTION CARRIED UNANIMOUSLY

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

a. Agency Updates

- Steve is retiring at the end of the month, after 9 years
- June 10th is the Board Retreat
- Recognized Khalil Dupoux for the work that he is doing
- TLC Insurance partnered with us, working with TDP

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, April 9th, 2025 at 8:30 a.m.

- MAACO will be renamed. The inauguration will be on May 8th, 2025 at 10:30 am. Thank you to the County for the Bartow Office
- Thanks to Rhonda and her team for their hard work on the audit

Agenda Item #8 – Other Business

Adjournment at 9:22 a.m.

Approved this 14th day of May 2025.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph