



BOARD OF DIRECTORS MEETING

Wednesday, July 16th, 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 June 10 th Citrus Connection Meeting	Approval
2. Public Comments	None
3. Late Night Squeeze Update	None
4. Finance / Rhonda Carter, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Resolution #25-19	Approval
e. Resolution #25-20	Approval
f. Proposed FY 2025-26 Millage Rate / Certificate of Taxable Value and Set Public Hearings for FY 2025-26	Approval
g. Administrative Vehicles	Approval
h. Procurement Policy Update	Approval
i. Amendment to LAMTD Standard of Conduct	Approval
5. Legal / Ben Darby, Esq	
a. Polk State College UAP Agreement	Approval
b. Annual Certifications and Assurances	Approval
6. Marketing / Kendra Brown and Felicia McCleary	
a. Social Media Update	None
7. General Manager Report / Tom Phillips	
a. Agency Update(s)	None
8. <u>Executive Informational</u> Summary / Tom Phillips	
a. June Calendar	None
b. Ridership and UAP Update	None
9. Other Business	TBD
Adjournment	

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #1

Agenda Item: Approval of the Citrus Connection Meeting Minutes for June 10th, 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 June 10th, 2025

Attachments: June 10th, 2025, Citrus Connection Meeting Minutes

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #3a

Agenda Item: **Late Night Squeeze Update**

Presenter: Tom Phillips, General Manager

**Recommended
Action:** None

Summary: 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.

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.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #4a

Agenda Item: FY2024-25
LAMTD Monthly Financial Statement
For the period ending April 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 For the April 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	\$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.
- 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.

Lakeland Area Mass Transit District

Monthly Financial Report

For the April 2025

FY 2024-2025

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 30th, 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

Lakeland Area Mass Transit District

Financial Statement

FY24-25

Oct 1, 2024 - September 30, 2025

For the Period Ended April 2025

Revenue

	Annual Budget	YTD Actual	Percent Expended
PCTS - Support Cost Reimb.	615,472.00	359,023.00	58.3%
Other Contract Revenue	147,780.00	266,065.00	180.0%
Farebox/Pass Sales	352,000.00	157,338.98	44.7%
Miscellaneous Income	60,600.00	110,359.78	182.1%
Contract Income (UAP)	134,400.00	74,370.25	55.3%
Advertising Revenue	156,000.00	97,066.68	62.2%
Investment Income	795,700.00	376,601.03	47.3%
Operating Grant - FDOT	1,664,829.00	1,007,862.47	60.5%
Operating Grant - Federal	4,438,635.00	874,539.00	19.7%
Gain on Disposal of Asset	2,000.00	-	0.0%
Squeeze	4,000.00	45,130.00	1128.3%
Ad Valorum Income, net	7,436,251.00	7,315,428.89	98.4%
Total	15,807,667.00	10,683,785.08	67.6%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Salaries	8,392,691.00	4,570,823.93	54.5%
Employee Benefits	3,355,126.00	2,138,828.63	63.7%
Advertising Fees	10,820.00	4,642.83	42.9%
Professional & Technical Ser	398,330.00	167,065.12	41.9%
Contract Maintenance Services	151,950.00	171,659.97	113.0%
Other Services	100,200.00	75,345.36	75.2%
Fuel & Lubricants	668,500.00	339,800.16	50.8%
Freight	10,647.00	7,519.27	70.6%
Repairs & Maintenance	52,600.00	3,450.90	6.6%
Materials & Supplies/SQUEEZE	644,550.00	414,831.55	64.4%
Utilities/Telephone	203,300.00	126,571.78	62.3%
Insurance Expense	637,500.00	379,398.29	59.5%
Dues & Subscriptions	55,150.00	24,874.41	45.1%
Education/Training/Meeting/Travel	185,900.00	66,672.49	35.9%
Service Charges	35,750.00	13,107.54	36.7%
Office Expense	230,400.00	205,511.17	89.2%
Advertising & Promotions	35,000.00	26,423.40	75.5%
Miscellaneous Expenses	287,053.35	81,602.61	28.4%
Property Appraiser/Tax Collector Comm	220,000.00	201,413.85	91.6%
Debt Services	132,200.00	77,101.36	58.3%
Total	15,807,667.35	9,277,381.27	58.7%

Change in Financial Position

- 1,406,403.81

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #4b

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

FY 2024-2025

(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.
- 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.

Polk County Contract

Financial Statement

FY24-25

October 1, 2024 - September 30, 2025

For the Period Ended APRIL 2025

7.0 Months
58% 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	\$ 711,000	100%
Other Revenue Transfer Cares Funding	\$ -	\$ -	0%
Misc Income (insurance proceeds)	\$ 228,000	\$ 665	0%
Other Contracts		\$ 23,938	
Fares	\$ 63,200	\$ 27,415	43%
FDOT Grants:			
Block	\$ 765,000	\$ -	0%
RURAL	\$ 450,000	\$ 261,508	58%
SUNRAIL	\$ 240,200	\$ 84,068	35%
Capital- State			
FTA			
FTA 5307 Grant	\$ 3,850,000	\$ 1,865,500	48%
Capital -Federal	\$ 620,000	\$ 230,706	37%
Capital Contributions - County	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 7,382,800	66%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 5,439,450	\$ 2,924,820	54%
Contract	\$ 2,575,000	\$ 1,136,745	44%
Operating	\$ 3,090,950	\$ 1,293,181	42%
Capital	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 5,354,746	48%

Change in Financial Position \$ - \$ 2,028,054

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #4c

Agenda Item:	FY2024-25 Transportation Disadvantaged Monthly Financial Statement For the period ending April 2025
Presenter:	Rhonda Carter, Chief Financial Officer
Recommended Action:	None
Summary:	<p>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.</p> <p>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.</p> <p>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.</p>
Attachments:	See attachments

Transportation Disadvantaged Program

Month of April 30, 2025

Percent of FY Reported (83%)

State FY July 1, 2024 thru June 30, 2025

Revenues

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).

Lakeland Area Mass Transit District
Financial Statement
Transportation Disadvantage Program

Period Ending - April 2025

Fiscal year month	10.0
% fiscal year	83%

Revenue

	Annual Budget	YTD Actual	Percent Expended
Revenues			
County Match 10%	\$ 146,495	\$ 92,273	63%
Contract Revenue	\$ 67	\$ 67	100%
Adult Day Care		\$ -	
FDOT Grants:			
CTD Grant -Operating	\$ 1,318,455	\$ 818,748	62%
Total	\$ 1,465,017	\$ 911,088	62%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 1,070,327	\$870,605	81%
Operating	\$ 394,690	\$ 209,903	53%
Total	\$ 1,465,017	\$1,080,509	74%

\$ (169,421)

Expenses exceed Revenues by

\$ 169,421

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #4d

Agenda Item: **Federal Transit Administration Section 5307 and 5339 Winter Haven, Large 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 Winter Haven area.

Summary: 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.

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

Attachments: Resolution #25-19

RESOLUTION AUTHORIZING
PUBLIC TRANSPORTATION GRANT
APPLICATION FOR TRANSIT PROJECTS

Resolution # 25-19

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 **Winter Haven UZA**.

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 **16th DAY OF JULY 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, July 16th, 2025
AGENDA ITEM #4e

Agenda Item: **Federal Transit Administration Section 5307 and 5339 Lakeland, Large 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 Lakeland area.

Summary: 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: Resolution #25-20

RESOLUTION AUTHORIZING
PUBLIC TRANSPORTATION GRANT APPLICATION
FOR TRANSIT PROJECTS

Resolution # 25-20

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 **Lakeland UZA**.

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 **16th DAY OF JULY 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, July 16th, 2025
AGENDA ITEM #4f

Agenda Item: **Proposed FY 2025-26 Millage Rate / Certificate of Taxable Value**

Presenter: Rhonda Carter, Chief Financial Officer

**Recommended
Action:**

Approval of the proposed aggregate millage rate of .5000 mills and for the FY 2025-26 Millage and Budget Public Hearings.

Millage:

Proposed Millage rate	.5000
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Current Year Aggregate rolled-back rate	.4817
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Current year proposed rate as a percent change of rolled-back rate	3.80%
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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: Form DR-420, Certification of Taxable Value



CERTIFICATION OF TAXABLE VALUE

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025	County : Polk
Principal Authority : Lakeland Area Mass Transit District	Taxing Authority : Lakeland Area Mass Transit District - Operating


SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	13,066,910,638	(1)
2.	Current year taxable value of personal property for operating purposes	\$	3,443,546,055	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	62,463,421	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	16,572,920,114	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	310,119,203	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	16,262,800,911	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	15,669,062,240	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 2
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0
<div style="display: flex; justify-content: space-between;"> <div style="width: 35%;"> Property Appraiser Certification <div style="border: 1px solid black; padding: 2px;">SIGN HERE</div> </div> <div style="width: 60%;"> I certify the taxable values above are correct to the best of my knowledge. <div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> Signature of Property Appraiser: Electronically Certified by Property Appraiser </div> <div style="width: 30%;"> Date : 6/27/2025 1:14:51 PM </div> </div> </div> </div>				

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		0.5000 per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	7,834,531	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	-0-	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	7,834,531	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	-0-	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	16,262,800,911	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		0.4817 per \$1000	(16)
17.	Current year proposed operating millage rate		0.5000 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	8,286,460	(18)

Continued on page 2

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input checked="" type="checkbox"/> Independent Special District	(19)
		<input type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE - SIGN AND SUBMIT	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>		\$ 7,834,531	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		0.4817 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>		\$ 7,983,176	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>		\$ 8,286,460	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		0.5000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		3.80 %	(27)
First public budget hearing		Date : 9/3/2025	Time : 5:01 PM EST	Place : Lakeland City Hall, 228 S. Massachusetts Ave Lakeland 33815
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :			Date :
	Electronically Certified by Principal Taxing Authority			7/10/2025 11:49:50 AM
	Title : Tom Phillips - Executive Director		Contact Name and Contact Title : Rhonda Carter - Chief Financial Officer	
	Mailing Address : 1212 George Jenkins Boulevard,		Physical Address : 1212 George Jenkins Boulevard, Lakeland Florida 33815	
	City, State, Zip : Lakeland Florida 33815		Phone Number : (863) 327-1331	Fax Number :

Instructions on page 3

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check "Yes" if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check "Yes" if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. "Dependent special district" (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

"Independent special district" (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

"Non-voted millage" is any millage not defined as a "voted millage" in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #4g

Agenda Item: Purchase of four (4) 2026 Chevy Equinox Vehicles for Administrative use to support the overall Operations and Management of the District.

Presenter: Rhonda Carter, Chief Financial Officer

Recommended

Action: Recommend Board approve the Purchase of (4) four administrative vehicles.

Funding Source: Funding is available to support this request utilizing FTA 5307 Grants [FL-2022-011 and FL-2022-016]

Summary: 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 Sourcwell Contract #2025 091521-NAF & 032824-NAF via Alan Jay Fleet Sales.

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

Attachments: See attached

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #4h

Agenda Item: **Amendment to the Procurement and Contracts Policy Manual**

Presenter: Todd Morrow, Procurement and Contracts Manager

Recommended Action: Recommend Board approve Amendment 9, of the Procurement and Contracts Policy Manual.

Anticipated Funding Source: None

Summary: 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: See attached

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #4i

Agenda Item: **Amendment to the LAMTD Standard of Conduct**

Presenter: Todd Morrow, Procurement and Contract Manager

**Recommended
Action:** Recommend Board approve changes to the LAMTD Standard of
Conduct for Purchasing Department Employees.

Summary: 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 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: LAMTD Written Standards of Conduct

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #5a

Agenda Item: Polk State College Agreement

Presenter: Ben Darby, Esq

Recommended Action: Approval of the Agreement

Summary: Polk State College Universal Access Program Agreement

Attachments: See attachments

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #5b

Agenda Item: **Annual Certifications and Assurances**

Presenter: Ben Darby, Esq

Recommended Action: Staff recommend the board approve General Manager Tom Phillips and Attorney Ben Darby to sign and pin the 2025 FTA Certifications and Assurances.

Summary: 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.

Attachments: Annual Certifications and Assurances

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #6a

Agenda Item: **Social Media Platforms Content**

Presenter: Kendra Brown, Community Engagement Specialist
 Felicia McCleary, Procurement/Marketing Intern

**Recommended
Action:** None

Summary: Creating engaging content for Social Media platforms

Attachments: See attachments

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 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, July 16th, 2025
AGENDA ITEM #8a

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 1	2 <div>10 AM 1-on-1 w/HR</div> <div>10:30 AM Hurricane Presen</div> <div>11 AM 1-on-1 w/Ana</div>	3 <div>9:30 AM Senior Staff Cal</div> <div>10 AM 1-on-1 w/Marcia</div> <div>1 PM OTrak Fundamentals</div>	4 <div>Copy: Board of Directors, Performance Indicator Data,</div> <div>9:30 AM 1-on-1 w/ Nicol</div>	5 <div>10 AM 1:1 w/Rhonda</div> <div>1:30 PM Board Retreat Revi</div>	6	7
8	9 <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div>	10 <div>7 AM 2025 Citrus Connecti</div> <div>8 AM Citrus Connection Ju</div> <div>8:30 AM Email Ridership</div> <div>9:30 AM Senior Staff Cal</div> <div>10 AM 1-on-1 w/Marcia</div>	11 <div>9:30 AM 1-on-1 w/ Nicol</div>	12 <div>8 AM Repatha</div> <div>9 AM Polk TPO to "Appr</div> <div>10 AM 1:1 w/Rhonda</div>	13 <div>3:30 PM Discuss demand le</div>	14 <div>Flag Day</div>
15	16 <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div> <div>1:30 PM Polk TD LCB me</div>	17 <div>9 AM Citrus Connection'</div> <div>9:30 AM Senior Staff Cal</div> <div>10 AM 1-on-1 w/Marcia</div>	18 <div>9:30 AM 1-on-1 w/ Nicol</div>	19 <div>10 AM 1:1 w/Rhonda</div>	20 <div>12 PM Polk TPO's LRTP f</div>	21
22	23 <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div>	24 <div>9:30 AM Senior Staff Cal</div> <div>10 AM 1-on-1 w/Marcia</div>	25 <div>9:30 AM 1-on-1 w/ Nicol</div>	26 <div>8 AM Repatha</div> <div>10 AM 1:1 w/Rhonda</div>	27 <div>8:30 AM Updated invi</div>	28
29	30 <div>10 AM 1-on-1 w/HR</div> <div>11 AM 1-on-1 w/Ana</div>	Jul 1 <div>9:30 AM Senior Staff Cal</div> <div>10 AM 1-on-1 w/Marcia</div> <div>11 AM Citrus Connection/L</div> <div>11 AM FW: Lauren Albaum</div>	2 <div>9:30 AM 1-on-1 w/ Nicol</div>	3 <div>Copy: Board of Directors, Performance Indicator Data,</div> <div>10 AM 1:1 w/Rhonda</div>	4 <div>Independence Day</div>	5
						30

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 2025
AGENDA ITEM #8b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, General Manager

**Recommended
Action:** None

Summary: June 2025 ridership information

Attachments: Citrus Connection Ridership Report June 2025

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, July 16th, 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

Lake Crago
525 Lake Crago Dr, Lakeland, FL 33805
Tuesday, June 10th, 2025 at 8:00 a.m.

Board Members Present

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

Board Members Absent

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 May 2025 Citrus Connection Meeting Minutes

[Attachments available]

“Approval of meeting minutes for the May 2025 Citrus Connection Meeting Minutes”
1st Martha Santiago/ 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comment

None

Agenda Item #3 – Finance / Rhonda Carter, CFO

a. State Corridor Grant, Resolution 25-14

These funds will be utilized to assist the District with administrative, management, and operation expenses necessary to provide public transportation services to the citizens of Polk County.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Lake Crago
525 Lake Crago Dr, Lakeland, FL 33805
Tuesday, June 10th, 2025 at 8:00 a.m.

The FDOT funding to LAMTD for this project is \$150,577 with matching funds provided by the District, as shown below.

State Funding	\$	150,577
LAMTD Match	\$	150,577
Total Funding		\$ 301,154

[Attachments available]

“Approval of the 2025/2026 PTGA for the utilization of FDOT State Transit Corridor Grant Program funds totaling \$301,154 in support of the Peach Line.”
1st Guy Lalonde / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

b. TD Trust Fund, Resolution 25-15

The State Commission for the Transportation Disadvantaged (CTD) administers the State Transportation Disadvantaged Trust Fund. The primary purpose of the trust fund is to provide transportation for the Transportation Disadvantaged County residents who have no other means of transportation or are not sponsored for that need by any other available funding source.

[Attachments available]

“Approval of the annual Operating Budget for the period of July 1st 2025 through June 30th 2026.”
1st Martha Santiago / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Lake Crago
525 Lake Crago Dr, Lakeland, FL 33805
Tuesday, June 10th, 2025 at 8:00 a.m.

Agenda Item #4 – General Manager Report / Tom Phillips, General Manager

a. Agency Updates

- County Budget is less than 3% increase
- Transit was spared for not being able to collect Unions Dues, but now can't
- July 16th is our next Board Meeting, 3rd Wednesday.

Agenda Item #5 – Other Business

Adjournment at 8:35 a.m.

Approved this 16th day of July 2025.

Chair – Lakeland City Commissioner Sara Roberts McCarley

Minutes Recorder – Ella Joseph