



BOARD OF DIRECTORS MEETING

Wednesday, September 10th, 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 August 20 th Citrus Connection Meeting Minutes	Approval
2. Approval of the September 3 rd Public Hearing Meeting Minutes	Approval
3. Public Comments	None
4. Finance / Rhonda Carter, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Purchase of six ADMIN vehicles	Approval
e. Electric Squeeze Cart	Approval
5. Legal / Ben Darby, Esq	
a. Orlando Health Agreement	Approval
6. Planning / Nicole McCleary, Director	
a. Service Improvement for FY25-26	None
7. General Manager Report / Tom Phillips	
a. Agency Update(s)	None
8. Executive <u>Informational</u> Summary / Tom Phillips	
a. August Calendar	None
b. Ridership Update	None
9. Other Business	TBD
Adjournment	

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #1

Agenda Item: Approval of the Citrus Connection Meeting Minutes for August 20th, 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 August 20th, 2025

Attachments: August 20th, 2025, Citrus Connection Meeting Minutes

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #2

Agenda Item: Approval of the Citrus Connection TRIMM Budget Public Hearing Meeting Minutes for September 3rd, 2025.

Presenter: Ella Joseph

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

Recommended Action: Board approval of the Citrus Connection TRIMM Budget Public Hearing Meeting Minutes for September 3rd, 2025.

Attachments: TRIMM Budget Public Hearing Meeting Minutes for September 3rd, 2025.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #4a

Agenda Item: FY2024-25
LAMTD Monthly Financial Statement
For the period ending July 31, 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 July 2025

FY 2024-2025

Year-to-Date Summary					
Description	Percent of FY Complete	Annual Budget	Actual	Actual % of FY Annual Budget	
Revenue YTD	100%	\$15,807,667	\$13,581,855	85.9%	
Expenses YTD	100%	\$15,807,667	\$12,937,995	81.8%	

REVENUES:

The total revenues realized through July 31, 2025, totaled \$13.5M or 85.9% of the annual budget.

- Farebox revenues reflect \$250K or 71.2% of the annual budgeted revenues.
- Interest Income on Investment income totals \$524K. This represents interest in income in our SBA reserve account.
- FDOT annual operating grants are \$1.6M or 96.1% of the annual budget.
- FTA Section 5307 operating grants are \$2.5M or 56.8% of the annual budget.
- Advertising income is \$138K, or 88.9% of the total planned revenue.
- The PCTS support cost reimbursement revenue is \$512K or 83.3% of annual budget.
- All the other revenues are within the annual budget.

Lakeland Area Mass Transit District

Monthly Financial Report

For July 2025

FY 2024-2025

EXPENSES:

The total expenses year-to-date through July 31, 2025, totaled \$12.9 million or 81.8% of the annual budget.

- Salaries and benefits cost are \$9.6M, or 82.3% of the annual budget.
- Fuel and lubricants expenses totaled \$430K, or 64.3% of the annual budget.
- Materials and supplies totaled \$618K, or 95.9% of the annual budget.
- Insurance expenses are \$543K, or 85.3% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Debt service of \$110K pertains to the lease purchase of buses and 83.3% 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 July 31st, the financials reflect a favorable variance of \$.6 M with 81.8% 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 July 2025

Revenue

	Annual Budget	YTD Actual	Percent Expended
PCTS - Support Cost Reimb.	615,472.00	512,890.00	83.3%
Other Contract Revenue	147,780.00	285,761.00	100.0%
Farebox/Pass Sales	352,000.00	250,511.26	71.2%
Miscellaneous Income	60,600.00	68,478.52	113.0%
Contract Income (UAP)	134,400.00	72,987.50	54.3%
Advertising Revenue	156,000.00	138,666.69	88.9%
Investment Income	795,700.00	524,293.65	65.9%
Operating Grant - FDOT	1,664,829.00	1,599,726.06	96.1%
Operating Grant - Federal	4,438,635.00	2,522,334.00	56.8%
Gain on Disposal of Asset	2,000.00	-	0.0%
Squeeze	4,000.00	47,483.00	100.0%
Ad Valorum Income, net	7,436,251.00	7,558,723.77	101.6%
Total	15,807,667.00	13,581,855.45	85.9%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Salaries	8,392,691.00	6,738,177.74	80.3%
Employee Benefits	3,355,126.00	2,938,780.18	87.6%
Advertising Fees	10,820.00	5,247.83	48.5%
Professional & Technical Ser	398,330.00	264,569.51	66.4%
Contract Maintenance Services	151,950.00	153,701.03	101.2%
Other Services	100,200.00	114,999.71	114.8%
Fuel & Lubricants	668,500.00	430,146.00	64.3%
Freight	10,647.00	8,558.17	80.4%
Repairs & Maintenance	52,600.00	9,036.28	17.2%
Materials & Supplies/SQUEEZE	644,550.00	618,108.42	95.9%
Utilities/Telephone	203,300.00	180,925.93	89.0%
Insurance Expense	637,500.00	543,483.05	85.3%
Dues & Subscriptions	55,150.00	28,881.81	52.4%
Education/Training/Meeting/Travel	185,900.00	125,254.89	67.4%
Service Charges	35,750.00	19,580.99	54.8%
Office Expense	230,400.00	284,245.48	123.4%
Advertising & Promotions	35,000.00	30,500.10	87.1%
Miscellaneous Expenses	287,053.35	108,479.70	37.8%
Property Appraiser/Tax Collector Comm	220,000.00	223,121.49	101.4%
Debt Services	132,200.00	110,144.80	83.3%
Total	15,807,667.35	12,937,995.58	81.8%

Change in Financial Position

-

643,859.87

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #4b

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

FY 2024-2025

(10/01/24 – 09/30/25)

YTD Summary	Annual Budget	YTD Actual	Percent Expended
Revenues YTD	\$11,105,400	\$8,988,127	81%
Expenses YTD	\$11,105,400	\$8,426,990	76%

Revenue Highlights:

Operating revenues realized are \$8.9M or 81% of the annual budget.

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

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

Farebox revenues totaled \$39K or 62% of the annual budget.

FDOT grants received to date are \$785K or 54% of the annual budget.

FTA grants received to date are \$3.2M or 72% 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 \$8.4M or 76% of the annual budget.

- Salaries and wages totaled \$4.4M or 82% of the annual budget.
- Operating expenses totaled \$2.2M or 73% of the annual budget.
- The purchase contract for Transitions Commute Solutions which provides transit services for the district totaled \$1.7M or 67% of the annual budget.

Operating Results

Actual Revenues exceeded Expenses by .6 million.

Polk County Contract

Financial Statement

FY24-25

October 1, 2024 - September 30, 2025

For the Period Ended JULY 2025

10.0 Months
83% Of Fiscal Year

Revenue

	Annual Budget	YTD Actual	Percent Expended
County Match	\$ 2,715,000	\$ 2,715,000	100%
County Contribution - PCTS	\$ 1,463,000	\$ 1,463,000	100%
City Contribution	\$ 711,000	\$ 721,232	101%
Other Revenue Transfer Cares Funding	\$ -	\$ -	0%
Misc Income (insurance proceeds)	\$ 228,000	\$ 22,958	10%
Other Contracts		\$ 23,938	
Fares	\$ 63,200	\$ 39,057	62%
FDOT Grants:			
Block	\$ 765,000	\$ -	0%
RURAL	\$ 450,000	\$ 644,921	143%
SUNRAIL	\$ 240,200	\$ 140,772	59%
Capital- State			
FTA			
FTA 5307 Grant	\$ 3,850,000	\$ 2,666,714	69%
Capital -Federal	\$ 620,000	\$ 550,535	89%
Capital Contributions - County	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 8,988,127	81%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 5,439,450	\$ 4,443,404	82%
Contract	\$ 2,575,000	\$ 1,732,205	67%
Operating	\$ 3,090,950	\$ 2,251,381	73%
Capital	\$ -	\$ -	0%
Total	\$ 11,105,400	\$ 8,426,990	76%

Change in Financial Position \$ - \$ 561,137

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #4c

Agenda Item: FY2024-25
Transportation Disadvantaged Monthly Financial Statement
For the period ending July 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 July 30, 2025

Percent of FY Reported (8%)

State FY July 1, 2025 thru June 30, 2026

Revenues

The revenues totaled \$105K or 7% of the annual budget

The TD Trust Fund Grant drawdown reflects \$95K or 7% of the grant.

Contract Revenues and other revenues totaled \$0.

The County funding 10% match totaled \$10K or 7% annual budget.

Expenses

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

Total expenses for the period totaled \$124K or 8% of the annual budget.

Salaries, wages, and benefits totaled \$98K or 9% of the annual Budget.

Operating expenses totaled \$26K or 7% of the annual Budget.

Operating Results

Actual expenses exceeded revenues by (\$18,096).

Lakeland Area Mass Transit District
 Financial Statement
Transportation Disadvantage Program
 Period Ending - July 2025- June 2026

Fiscal year month	1.0
% fiscal year	8%

Revenue

	Annual Budget	YTD Actual	Percent Expended
Revenues			
County Match 10%	\$ 146,155	\$ 10,573	7%
Contract Revenue	\$ 50	\$ -	0%
Adult Day Care		\$ -	
FDOT Grants:			
CTD Grant -Operating	\$ 1,314,899	\$ 95,156	7%
Total	\$ 1,461,104	\$ 105,729	7%

Expenses

	Annual Budget	YTD Actual	Percent Expended
Labor	\$ 1,067,076	\$97,904	9%
Operating	\$ 394,028	\$ 25,922	7%
Total	\$ 1,461,104	\$123,826	8%

\$ (18,096)

123,825.63
\$0

Expenses exceed Revenues by
 \$ 18,096

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #4d

Agenda Item: Purchase of six (6) 2026 Chevy Equinox Vehicles for Senior Staff 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 (6) six administrative vehicles.

Funding Source: Funding is available to support this request utilizing FTA 5307 Grants FL-2021-007 and FL-2022-016.

Summary: The requested vehicles will be utilized by Senior Staff. Currently Senior Staff are utilizing rental vehicles to meet their frequent transportation needs and field services. The purchase of the requested vehicles will mitigate the need for rental vehicles. The six (6) Chevy Equinox Vehicles are available under the Sourcewell Contract #2025 091521-NAF & 032824-NAF via Alan Jay Fleet Sales.

Equinox Cost: \$31,995.00 Each
Extended Total: \$191,970.00

Attachments: Alan Jay Fleet Sales – Sourcewell Contract – Quote Sheet

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #4e

Agenda Item: **Electric Squeeze Carts**

Presenter: Rhonda Carter, Chief Financial Officer

Recommended

Action: Recommend Board approve the purchase of up to four (4) electric squeeze carts in an amount not to exceed \$225,000 for all four carts.

Anticipated

Funding Source: CIP Funding

Summary: Purchase up to 4 electric squeeze carts for usage in Lakeland.

Attachments: GEM e6 Photo
 MotoEV Quote

GEM e6



CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #5a

Agenda Item: Orlando Health Agreement

Presenter: Ben Darby, Esq

Recommended

Action: Approval for Citrus Connection to enter into an Easement Agreement with Orlando Health with Associated Purchase of Bus and Super Shelter

Summary: Orlando Health will open a new facility in September 2026. This agreement will secure long-term access for transit operations and customer facilities. As part of the negotiated terms, the developer is required to provide consideration in the form of contribution of funds towards the purchase of a one (1) transit bus (not to exceed \$500, 000) and one (1) “Super Shelter” and associated amenities to be installed at the agreed site. This easement is essential to ensure uninterrupted service, improved passenger amenities, and long-term stability for transit access in the area.

Attachments:

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #6a

Agenda Item: **Service Improvements for FY25-26**

Presenter: Nicole McCleary, AICP and Carlie Flagler

**Recommended
Action:** None

Summary: For FY25-26, there are seven service improvements made that will help us improve the efficiency of our system for both customers and operators, as well as expand our services in key community locations in Polk County.

Attachments: FY 25-26 Service Improvements Presentation

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 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, September 10th, 2025
AGENDA ITEM #8a

Agenda Item: August Calendar

Presenter: Tom Phillips, General Manager

**Recommended
Action:** None

Summary: Review and summary of events taken place in August

Attachments: See attachments

August 2025

 Tom Phillips

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 27	28 10 AM 1-on-1 w/HR 11 AM 1-on-1 w/Ana	29 9:30 AM Senior Staff Cal 10 AM 1-on-1 w/Marcia 10:45 AM 1:1 w/ Delisia	30 9:30 AM 1-on-1 w/ Nicol 10 AM FW: 1086 Lakelan 3 PM Re: Coffee?	31 9:30 AM Strategy 10 AM 1:1 w/Rhonda	Aug 1	2
3	4 10 AM 1-on-1 w/HR 11 AM 1-on-1 w/Ana 11 AM Discuss dues issue	5 Copy: Board of Directors, Performance Indicator Data, 9:30 AM Canceled: Senic 10 AM 1-on-1 w/Marcia	6 8 AM Lakeland Chamber A 8 AM Transit Update / Lake 9:30 AM 1-on-1 w/ Nicol 11 AM Lunch @1961	7 8 AM Repatha 9:30 AM Strategy 9:30 AM Senior Staff 10 AM 1:1 w/Rhonda	8 8:30 AM Tom and Denni 8:30 AM Breakfast w/ Denr 10:30 AM Sun N Fun Trans	9
10	11 10 AM 1-on-1 w/HR 11 AM 1-on-1 w/Ana	12 FDOT Triennial Review 8:30 AM Email Ridership 9 AM On-site Triennial R 10 AM 1-on-1 w/Marcia	13 9:30 AM 1-on-1 w/ Nicol	14 10 AM 1:1 w/Rhonda	15 VACATION	16
17	18 VACATION	19 9 AM 1086 LAMTD FTA FY2 9:30 AM Agenda Study 10 AM 1-on-1 w/Marcia	20 8:30 AM Citrus Connection 9:30 AM 1-on-1 w/ Nicol 1:30 PM FPTA Govt Affairs	21 8 AM Best Places to Work 8 AM Repatha 10 AM 1:1 w/Rhonda 1:30 PM Polk TPO Vision Z 3:30 PM LaLonde District D 3:45 PM City Tour	22 8:30 AM Updated invi 12 PM Lakeland South Rot.	23
24	25 9 AM 1086 LAMTD FTA FY2 10 AM 1-on-1 w/HR 10 AM Union Emergency 11 AM 1-on-1 w/Ana	26 8:30 AM Transit Overview: 10 AM 1-on-1 w/Marcia 3:30 PM LEDC August Men	27 9:30 AM 1-on-1 w/ Nicol 12 PM Lakeland Chamber c	28 9 AM Transit Overview: Ter 10 AM 1:1 w/Rhonda 11:30 AM Haircut	29 7:45 AM Florida Southern -	30
31	Sep 1 10 AM 1-on-1 w/HR 11 AM 1-on-1 w/Ana	2 9 AM CCTV w/ Tyrus 9:30 AM Senior Staff Cal 10 AM 1-on-1 w/Marcia	3 Copy: Board of Directors, Performance Indicator Data, 9:30 AM 1-on-1 w/ Nicol	4 8 AM Repatha 10 AM 1:1 w/Rhonda 1:30 PM Cardiology	5 9:15 AM Tom and Dennis M	6

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #8b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, General Manager

**Recommended
Action:** None

Summary: August 2025 ridership information

Attachments: Citrus Connection Ridership Report August 2025

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING
Wednesday, September 10th, 2025
AGENDA ITEM #9

Agenda Item: **Other Business**

Presenter: TBD

**Recommended
Action:** TBD

Attachments: TBD

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, August 20th, 2025 at 8:30 a.m.

Board Members Present

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

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 July 2025 Citrus Connection Meeting Minutes

[Attachments available]

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

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, August 20th, 2025 at 8:30 a.m.

Agenda Item #3 – Finance / Rhonda Carter, CFO and Todd Morrow, Procurement and Contracts Manager

a. LAMTD Financials

Lakeland Area Mass Transit District

Monthly Financial Report
For the June 2025
FY 2024-2025

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

REVENUES:

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

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

EXPENSES:

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

- Salaries and benefits cost are \$8.4M, or 72% of the annual budget.
- Fuel and lubricants expenses totaled \$392K, or 58.7% of the annual budget.
- Materials and supplies totaled \$474K, or 73.5% of the annual budget.

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
 1212 George Jenkins Blvd., Lakeland, FL. 33815
 Wednesday, August 20th, 2025 at 8:30 a.m.

- Insurance expenses are \$489K, or 76.7% of the annual budget.
- Property appraiser/Tax Collector Commission are quarterly advance payments.
- Debt service of \$99K pertains to the lease purchase of buses and 75% of the annual budget.
- All other expenses are within the annual budget.

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

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

b. PCTS Financials

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

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

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, August 20th, 2025 at 8:30 a.m.

Revenue Highlights:

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

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

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

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

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

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

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

Expense highlights

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

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

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

Operating Results

Actual Revenues exceeded Expenses by 1.1 million.

c. TD Financials

Transportation Disadvantaged Program

Month of April 30, 2025

Percent of FY Reported (83%)

State FY July 1, 2024 thru June 30, 2025

Revenues

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

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, August 20th, 2025 at 8:30 a.m.

The TD Trust Fund Grant drawdown reflects \$1M or 77% of the grant.
Contract Revenues and other revenues totaled \$67.
The County funding 10% match totaled \$112K or 77% annual budget.

Expenses

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

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

Salaries, wages, and benefits totaled \$1M or 95% of the annual Budget.
Operating expenses totaled \$242K or 61% of the annual Budget.

Operating Results

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

d. FY 25-26 Operation and Capital Budget for LAMTD

[Attachments available]

“Approval of the Proposal Budget for FY 25-26.”
1st Bill Mutz / 2nd Becky Troutman

MOTION CARRIED UNANIMOUSLY

e. Asset Disposal

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

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

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
 1212 George Jenkins Blvd., Lakeland, FL. 33815
 Wednesday, August 20th, 2025 at 8:30 a.m.

Asset ID #	Year	Vehicle Description	FTA/CUTR/TRIPS Useful Life Benchmark				Reason for Disposal
			ULB Yrs	ULB Miles	Remaining ULB Years	Remaining ULB Miles	
550	2012	18' Goshen C4500 Cutaway	5	200,000	(7.8)	(54,577)	Exceeds ULB in years & miles, frequently down, and require a high level of maintenance
551	2012	18' Goshen C4500 Cutaway	5	200,000	(7.7)	(30,191)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance
593	2006	40' Gillig Low Floor Bus	4	100,000	(5.4)	(83,458)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance
602	2015	24' El Dorado Advantage	5	200,000	(4.2)	25,850	Exceeds useful life in years, frequently down, requires a high level of maintenance and cost repairs
702	2005	30' Gillig Low Floor Bus	4	100,000	(5.3)	22,675	Exceeds useful life in years, frequently down, requires a high level of maintenance and cost repairs
1082	2012	24' El Dorado EZ Rider II	10	350,000	(3.0)	17,011	Exceeds useful life in years, frequently down, requires a high level of maintenance and cost repairs
5102	2012	24' Ford E450 Turtle Top	5	200,000	(8.8)	(157,285)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance
5118	2015	24' Chevy Glavel Cutaway	5	200,000	(5.3)	(49,027)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance
5300	2010	30' Gillig Low Floor Bus	10	350,000	(4.0)	(143,831)	Exceeds useful life in years & miles, frequently down, and require a high level of maintenance

[Attachments available]

“Approval of the disposal of Nine (9) vehicles that have surpassed their useful life in years of service and/or mileage, generating costly repairs or limited usage.”

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, August 20th, 2025 at 8:30 a.m.

1st Becky Troutman / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

f. Bus Scaffolding System

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

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

Benefits of procuring a Bus Scaffolding System include:

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

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

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

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

[Attachments available]

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

1st Becky Troutman / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL 33815
Wednesday, August 20th, 2025 at 8:30 a.m.

Agenda Item #4 – Legal / Ben Darby, Esq

a. Schedule of Meetings for FY 25-26m Resolution 25-21

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

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

[Attachments available]

“Approve of the Schedule of Meetings for FY 25-26.”

1st Becky Troutman / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, August 20th, 2025 at 8:30 a.m.

b. Interlocal Agreement

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

[Attachments available]

“Approve of the agreement as presented.”

1st Becky Troutman / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

c. General Manager Performance Evaluation

Per the contract renewal of the General Manager on Aug 29, 2024, it is necessary for the board of directors to evaluate the performance and job duties of the General Manager. This is to notify the board of the formal review process beginning and will conclude at next month’s board meeting.

[Attachments available]

“Approve of the General Manager Performance Evaluation.”

1st Becky Troutman / 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – General Manager Report / Tom Phillips, General Manager

a. Sun ‘n Fun

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

b. Agenda Updates

- FDOT Triennial Review update: B+
- FTA Triennial Review on zoom is this week and going well
- Talked with Laura about the Union Dues, and we will not withhold Union Dues anymore
- The Bartow Squeeze contract will end in Dec. Erin and team is working to see if they will renew with the Bartow CBA or the City
- Lakeland Late Night Squeeze starts Friday. We will run from 8 pm to 2 am
- Best Places to work is tomorrow
- We are hosting the Lakeland Chamber of Commerce’ Board Meeting next Wednesday, the 27th

Agenda Item #8 – General Manager Informational Summary

CITRUS CONNECTION
BOARD OF DIRECTORS MEETING

Meeting Minutes

Hollingsworth Board Room
1212 George Jenkins Blvd., Lakeland, FL. 33815
Wednesday, August 20th, 2025 at 8:30 a.m.

a. July Calendar

[Attachments available]

b. Ridership and UAP Update

[Attachments available]

Agenda Item #9 – Other Business

None

Adjournment at 9:41 a.m.

Approved this 10th day of September 2025.

Vice-Chair – Polk County Commissioner Martha Santiago

Minutes Recorder – Ella Joseph

CITRUS CONNECTION
PUBLIC HEARING

Meeting Minutes

Lakeland City Commission Conference Room
228 S. Massachusetts Ave. Lakeland, FL 33801
Wednesday, September 3rd, 2025 at 5:01 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Coordinator: Ella Joseph

Call to Order

5:05 p.m. by Chair McCarley

Roll Call

Present

Commissioner McCarley
Commissioner Lalonde
Mayor Mutz

Absent

Commissioner Santiago
Commissioner Troutman

Agenda Item #1 – Proposed FY 2025-26 Millage Rate Summary

- **Required Public Hearings-** The Lakeland Area Mass Transit District (LAMTD) is required to conduct two public hearings on the 2025-2026 millage levy and the Fiscal Year 2025-2026 budget before the millage and the budget can be finally adopted. This is the first of two hearings.
- **Truth In Millage (TRIM) Notice-** On July 16th, 2025 the LAMTD Board tentatively certified a .5000 proposed millage levy by a majority vote as authorized by the Florida Statue and appropriately submitted the form to the Polk County Property Appraiser’s office before the required August 4, 2025 deadline.
- **Millage Rate-** Staff is presenting the tentative millage resolution for adoption with the .5000 millage levy.
- **Percentage over Rolled-Back Rate-** As required by the Florida Statues, LAMTD will need to publicly announce and advertise the percentage increase that the proposed tax rate of .5000 is above the Rolled-Back rate which is .4817. This percentage increase is 3.80%.

- **Fiscal Year 2025-2026 Annual Budget-** The proposed budget for Fiscal Year 2025-2026 was presented to the LAMTD Board on August 20, 2025.
- **Maximum Millage Calculation Preliminary Disclosure-** The minimum vote required to approve the proposed tentative millage rate of .5000 mills is the majority vote of the governing body.
- The final public hearing will be held on September 17, 2025 at 5:01PM at the same location.

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Proposed FY 2025-25 Final Millage Resolution of .5000 mills

At both Public hearings, the governing body will hear comments about the proposed tax increase and explain the reasons for the proposed increase for the rolled-back rate.

At both the tentative and final hearings, the governing body must adopt its millage rate before it adopts a budget (F.S. 200.065 (2)(e)1).

The Taxing District must adopt the millage rate and budget by separate votes at the advertised hearing.

The District millage levy for FY 2025/2026 is .5000 mills and **the staff must publicly read at this meeting before the adoption of the millage levy resolution the following:**

“The Lakeland Area Mass Transit District FY 2025-2026 millage levy is .5000 mills.

- The Rolled-back rate is .4817
- The percentage of increase over the rolled-back rate is 3.80%
- The millage rate to be levied for 2025/2026 fiscal year is .5000 mills.”

“Motion to approve”

1st Guy Lalonde / 2nd Bill Mutz

“Approval of the FY 2025/2026 Final Millage Rate of .5000 mills - Resolution #25-22”

MOTION CARRIED UNANIMOUSLY

Agenda Item #4 – Tentative FY 2025/2026 Budget Summary

LAMTD is presenting the FY 25/26 Tentative Budget which reflects a millage levy of .5000 mills. The FY 2025/2026 budget is balanced as reflected in the budget summary.

The Budget was presented to the LAMTD board on August 20, 2025.

Agenda Item #5 – Public Comments on Budget

None

Agenda Item #6 – Approval of the FY 2025/2026 Final Budget Resolution #25-23

Tentative FY 2025/26 Budget Resolution

Tentative FY 2025/26 Budget Summary

The Sources and uses of funds are reflected in the total budget of \$16,597,735 The Budget is balanced with revenues equal to expenses.

“Motion to approve”

1st Guy Lalonde / 2nd Bill Mutz

“Approval of the FY 2025/2026 Final Budget Resolution #25-23”

MOTION CARRIED UNANIMOUSLY

Adjournment

5:09 p.m.

Approved this 10th day of September 2025.

Vice-Chair – Commissioner Martha Santiago

Minutes Taker – Ella Joseph