

LAKELAND AREA MASS TRANSIT DISTRICT
LAMTD BOARD MEETING
1212 George Jenkins Blvd. Lakeland, Fl. 33815
Wednesday, July 13, 2016, at 7:30 a.m.

Call to Order		<u>Action Required</u>
● Roll Call		
1. Strategic Planning Follow Up (7:30am – 8:30am)		
a. Intern Ridership Survey Presentation / Chantale Jones & Chandrionna Norman		None
b. Intern “Voice of the Rider Social Media Campaign” / Kayla Green		None
2. Approval of Minutes		
a. June 8, 2016, Board Meeting		Approval
3. Human Resources / Mary Lynne Janoso		
a. GEM Award		None
4. Public Comments		TBD
5. Finance / David Persaud		
a. LAMTD Financial Report		None
b. PCTS Financial Report		None
c. Millage Rate		Approval
d. NTD Audit		None
6. Darby Law Group / Tim Darby		
a. Purchaser of Service Agreements		Approval
b. LEGOLAND UAP Renewal		Approval
7. Employee and Labor Relations / Marcy Harrison		
a. CBA Amendment 2 – Article 21 Sections 1 & 9		Approval
b. CBA Amendment 3 – Article 19 Modes Selection		Approval
8. Board Action		TBD
9. Reports / Tom Phillips		
a. Executive Update		None
b. Ridership Report		
c. Proposed Elimination of Route 3X		Approval
10. Other Business		TBD
Adjournment		

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #1(a)

Agenda Item: **Strategic Planning Summary Review**

Presenter: Tom Phillips. Executive Director

Recommended
Action: Open Discussion

Summary: Strategic Planning Summary provided by Dr. Ross.

Attachments: Strategic Planning Summary



Strategic Planning Retreat Summary
Prepared by Larry Ross, Facilitator
May 10, 2016

Prior to the retreat a survey was administered to the board and the key staff that was designed to assess the current situation in the context of a SWOT analysis. The results of the survey served as the backdrop for the board discussions. The retreat began with Larry Ross setting the expectations for the day. Following a public hearing the board returned to a facilitated discussion designed to build consensus following a thorough review of the firm's current situation. Close examination of both the internal and external dimensions was initiated in the pre-retreat interviews and surveys. During the retreat this information was shared and the discussion focused first on updating and building consensus on the position of the organization.

Key Strengths:

- People
- Leadership (board and staff)
- Reputation (brand equity)
- Infrastructure (location/position)
- Coherent government support
- First choice for narrow market segment
- Employer of choice (pay/benefits/environment)

Major Opportunities

- Focus
- New Ridership (economic growth, market-driven, exceeding expectations)
- Changing public perception (locally/regionally-incrementally, not macro)
- Millennial demographic (size, forecast)
- Senior demographic
- Private, "Last Mile" partnerships
- Reputation as good stewards of tax \$
- Empower Innovation (risk taking)
- Become "Best in Class" (peer group)
- Expand District boundaries (county-wide, Plant City, ??)

Key Weaknesses

- Lack of resources (\$)
- Macro public perception (necessary evil, tolerated . . .)
- Lack of employer support
- Service levels/geographic coverage
- Limited demand in primary market
- Inconsistent branding

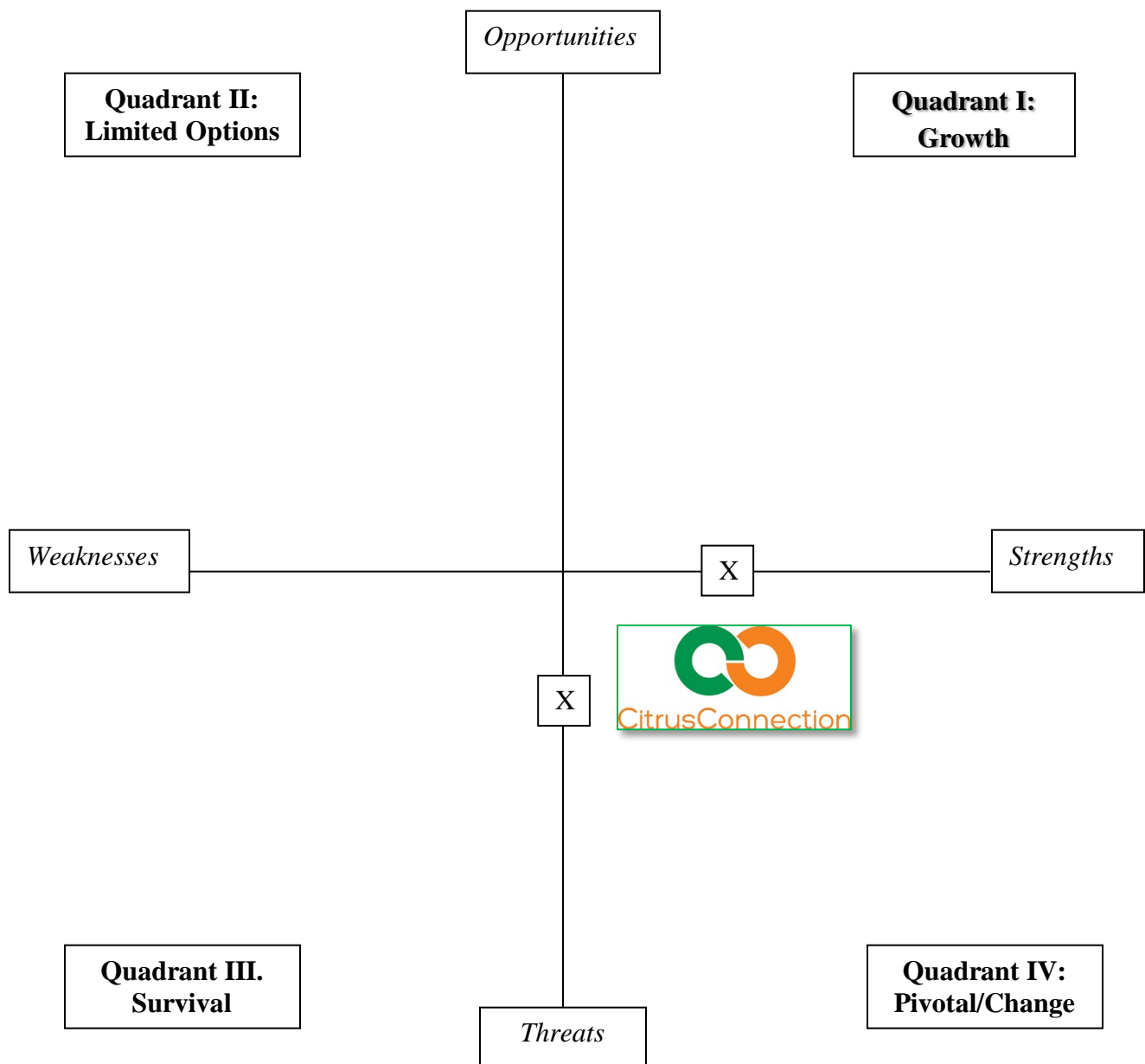
Major Threats

- Entrenched demographic (Boomers)
- Conflicting government regulations
- Transportation alternatives
- Lack of relevance
- Political shift/distrust of government
- Labor markets

There was some debate concerning the level of opportunities versus threats. Following a thoughtful discussion, the board reached consensus on the appropriate position of the organization within the four quadrant SWOT model. The internal dimension was seen as somewhat stronger (and trending) with some notable weaknesses that should be addressed in the near term. The external dimension was more difficult to assess and after discussion the consensus was that the threats were somewhat more significant than the possible opportunities. This results in the Citrus Connection being classified as a

Quadrant IV. organization with a strategic imperative to “Pivot.” Strategic implications may include the sourcing or re-allocating of key resources directed towards minimizing the remaining weaknesses while maintaining or enhancing the strengths of the organization and developing new strategies for mitigating the latent threats.

The discussion shifted from the current situation analysis to a thoughtful identification of the strategic issues under consideration. The board members were asked to review the SWOT items and cluster related items. The result was the identification and prioritization of four Key Strategic Initiatives (KSIs) for subsequent investigation and development of corresponding action plans. (*see following templates*)



Four Key Strategic Issues (KSIs) were identified during the discussion:

- 1) New Ridership (outside of the traditional public transportation market segment)
- 2) Five Year Focus (including vision and rebranding)
- 3) Five Year CIP (reflecting Five Year Focus and New Ridership KSIs)
- 4) Talent Management (acquisition, succession planning, organizational structure)

Next Steps:

The board will adopt a monthly meeting schedule in conjunction with regularly scheduled board meetings to address the development of strategic measurable outcomes related to each of the four KSIs. As outcomes are identified, work will begin on the development of corresponding action steps, timelines for completion and assigned responsibilities. The goal is to have a completed draft of the plan submitted for board approval at the September board meeting.

The retreat adjourned at 12:30 pm.

Respectfully submitted
Larry Ross

Key Strategic Initiative	Ideal Outcome	Action Steps	Timeline	Responsibility
I. NEW RIDERSHIP	A. Sponsored ridership to reach X,XXX by 2021	1. 2. 3. 4.		
	B. Average age of rider lowered by 20% by 2021	1. 2. 3. 4.		
	C. Percent of new ridership revenue to exceed XX% of total revenue.	1. 2. 3. 4.		
	D. Geographic expansion	1. 2. 3. 4.		
	E. Development of a comprehensive "New Ridership" marketing plan <ul style="list-style-type: none"> Objectives Budget Media Timing Evaluation Crisis plan Targeted audiences 	1. 2. 3. 4.		
	H.	1. 2. 3. 4.		

Key Strategic Initiative	Ideal Outcome	Action Steps	Timeline	Responsibility
II. FIVE YEAR FOCUS	A. Revise Vision Statement	1. 2. 3. 4.		
	B. Re-brand/re-name	1. 2. 3. 4.		
	C. Geographic expansion	1. 2. 3. 4.		
	D.	1. 2. 3. 4.		
	E.	1. 2. 3. 4.		
	F.	1. 2. 3. 4.		

Key Strategic Initiative	Ideal Outcome	Action Steps	Timeline	Responsibility
III. FIVE YEAR CIP	A.	1. 2. 3. 4.		
	B.	1. 2. 3. 4.		
	C.	1. 2. 3. 4.		
	D.	1. 2. 3. 4.		

Key Strategic Initiative	Ideal Outcome	Action Steps	Timeline	Responsibility
III. TALENT MANAGEMENT	A.	1. 2. 3. 4.		
	B.	1. 2. 3. 4.		
	C.	1. 2. 3. 4.		
	D.	1. 2. 3. 4.		

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #1(b)

Agenda Item: **Survey Presentations**

Presenter: Tom Phillips. Executive Director

Recommended
Action: Open Discussion

Summary: Citrus Connection Interns on survey results and Social
Media Campaign.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #2(a)

Agenda Item: June 8, 2016 Meeting Minutes Approval

Presenter: Marcy Harrison, Executive Assistant

Recommended
Action: Minutes Approval

Summary:

Attachments: June 8, 2016 minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MINUTES
JUNE 8, 2016

Directors:

City of Lakeland Commissioner John Hall - Chairman
Polk County Commissioner George Lindsey – Vice Chairman
Polk County Commissioner Jim Malless - Secretary
City of Lakeland Commissioner Don Salvage
City of Lakeland Commissioner Phillip Walker

Executive Director: Tom Phillips
Executive Assistant: Marcy Harrison

Call to Order

8:30a.m. by Chairman John Hall

Roll Call

Present
Commissioner Hall
Commissioner Malless
Commissioner Lindsey
Commissioner Walker
Commissioner Salvage

Agenda Item #1 – Approval of Minutes

Approval requested for the approval of the June 8, 2016 LAMTD Board of Directors Meeting Minutes.

“Approval June 8, 2016 Board of Directors Meeting Minutes”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Human Resources / Mary Lynne Janoso, Director of HR & Risk

GEM award given to Sheri Carlton, Call Center, for above and beyond customer service.

Agenda Item #3 – Public Comments

None at this time

Agenda Item #4 – Finance / David Persaud, Chief Financial Officer

(a) LAMTD Financial Report

Year to Date March 31, 2016

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	50%	\$6,815,536	\$4,822,743	71%	\$10.3 Million
Expenses YTD	50%	\$5,161,835	\$4,201,580	81%	\$10.3 Million

REVENUES:

The total revenues realized year-to-date through March 31, 2016 totaled \$4.8 million or 71% of the YTD budget.

Farebox and contract revenues reflect 95% of budgeted revenues through March 31, 2016. The revenues are under budget due to several reasons, contractual revenues from RAMCO \$93,000 received and contract revenue under budget \$84,000 for UAP that lags one month.

Farebox revenues are under budget \$69,000 due to decline in ridership of 21%

- Ad Valorem taxes reflect \$3.35 million or 95% of budget. The total budgeted revenues is \$3.65 million

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Florida DOT operating grants is being billed quarterly effective fiscal year 2014-2015. The first billing covered the second quarter ending March 31, 2016. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The grants for the JPA were lagging but will be realized in the next quarter.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Advertising income totaled \$82,000 or 95% of budget.
- The Support cost reimbursement revenue is over budget since other reimbursements are included.
- Other revenues are not significant and are on a cash basis which means these revenues are recognized when the cash is received and in line with the year-to-date budget.

EXPENSES:

The total expenses year-to-date through March 31, 2016 totaled \$4.2 million or 81% of the YTD budget.

- Salaries and benefits represent 63% of the FY 2015-2016 budget. As of March 31, 2016 those expenses totaled \$2.99 million or 92% of the YTD budget of \$3.3 million due to vacant positions.
- Professional and Technical Services expenses totaled \$104,000 or 50% of the YTD budget; a favorable variance.
- Other services expenses totaled \$19,000 or 27% of the YTD budget.
- Fuel expenses totaled \$198,000 or 45% YTD budget due to declining fuel prices; a favorable variance.
- Materials and supplies totaled \$321,000 under budget by 11% due to decrease use of parts and supplies, a favorable variance
- Advertising promotion expenses totaled \$15,000 under budget 38% offset with revenues.
- Dues and subscriptions, and office supplies are over budget due to payment for the City of Lakeland Bicycle Program subscription.
- Property appraiser, Tax Collector Commission and CRA payments totaled \$257,000, over the budget due to property appraiser fees and CRA fees of \$139,200.

Other remaining expenses are under the YTD budget through March 31, 2016

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through March 31 st the financials reflect favorable budget to actual performance of \$621,000 (revenues over expenses) due to receipt of property tax revenue at 95% level.

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

	9/30/15	9/30/2014	9/30/2013	9/30/2012	9/30/2011
1. Farebox Recovery Ratio (All modes)	25.50%	23.08%	25.16%	23.02%	20.32%
2. Cost per revenue hour	\$89.45	\$86.29	\$83.84	\$83.62	\$91.26
3. Revenue Hours	103,550	117,008	116,422	112,539	115,679
4. Fuel Cost (\$)	\$847,360	\$1,316,739	\$1,367,289	\$1,317,442	\$1,349,788
5. Ridership	1,424,965	1,647,010	1,638,470	1,452,161	1,768,087

b. PT Financial Report

Revenue

	Annual Budget	%	YTD Budget	YTD Actual	Percent Expended
Revenues					
FTA 5307 Grant	\$ 1,125,545	17%	\$ 562,773	\$ -	0%
Fares	\$ 186,661	3%	\$ 93,331	\$ 61,890	66%
PCTS	\$ 5,245,278	80%	\$ 2,622,639	\$ 2,622,639	100%
Total	\$ 6,557,484	100%	\$ 3,278,742	\$ 2,684,529	82%

Expenses

	Annual Budget	%	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,434,803	52%	\$ 1,717,402	\$ 1,217,858	71%
Contract	\$ 833,783	13%	\$ 416,892	\$ 341,887 *	82%
Operating	\$ 2,288,898	35%	\$ 1,144,449	\$ 636,879	56%
Total	\$ 6,557,484	100%	\$ 3,278,742	\$ 2,196,624	67%

*LYNX Invoices from October 16 – February 16

c. Operations Grant / Resolution ##16-15

The FTA has allocated funding in the amount of \$89,877 with \$89,877 local funds for a total of \$179,754 in Fiscal Year 2016-2017. This funding is under the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for operating.

This funding will allow the District under this Agreement to improve access to fixed-route public transit service, service that decrease individuals with disabilities' reliance on complementary paratransit service, and/or provision of alternative service to public transportation service that assist seniors and individuals with disabilities to fulfill their transportation needs in the Lakeland Urbanized Area.

Requesting approval to accept additional funding under the FTA through the FDOT by way of JPA and associated resolution#16-15"

"Approval to accept funding and resolution #16-15"

MOTION CARRIED UNANIMOUSLY

d. Backup Server, Mail Archiver and Network Equipment

On May 11, 2016 the Board approve the Transportation Disadvantage Capital Grant Amendment for which the District was to purchase Information Technologies Equipment necessitated by the Transit Disadvantaged Program. The District was granted the budget revision in the amount of \$158,818.

On May 9, 2016, the District issued an Invitation for Bid #16-030, for qualified firms interested in providing the immediate delivery of Backup Server, Mail Archiver and Network Equipment that will meet the needs of the District and the Information Technologies Department's Transit Disadvantaged Program.

The solicitation was provided to the District's registered vendors and state certified Disadvantaged Business Enterprise and/or Minority Business Enterprise. Thirty-three firms received notification of the posting, of which 30% were DBE firms found through the BizNet website.

Offers were evaluated on responsiveness and price. A responsibility review, for the selected firms, was conducted to ensure the selected firms were experienced, adequately staffed, and understood the requirements as outlined in the solicitation.

The evaluation resulted in the firms of CDW-Government, LLC and Vology, Inc. being recommended as the most advantageous for the District.

e. GEICO Bus Update –

On May 11, 2016 the Board approve the execution of the GEICO Service Agreement for which two paratransit buses were to be designated for use. The District was provided a budget Not to Exceed amount of \$139,000.

On May 18, 2016, the District issued a Request for Proposal #16-029, for qualified firms interested in providing two immediately available paratransit vehicles.

The solicitation was provided to the District's registered vendors, as well as state certified manufactures and retailers. Eleven firms received notification of the posting.

Offers were evaluated 75% technically and 25% price. The technical review was given a higher weight to ensure that the selected firm understood the requirements as outlined in the solicitation. The price cap was stated within the solicitation. The price review was given a slightly lesser weight as a price cap was stated within the solicitation.

The Source Evaluation Committee (SEC) reviewed the proposals received accordance with the Evaluation criteria identified in the solicitation. The offers were reviewed with an award recommendation going to the highest ranked offeror that best demonstrated the ability to meet the needs of the District. A responsibility review was conducted to verify the firm's ability to perform the specified services. The evaluation resulted in the firm of Alliance Bus Group being recommended as the best value for the District.

f. Fuel Bid Award- On April 25, 2016, the District entered into a consortium purchase with Pinellas Suncoast Transit Authority, City of St. Petersburg, Hillsborough Transit Authority, Hillsborough County Board of County Commissioners, and the Polk County Board of County Commissioners for the purchase of No.2 Ultra Low Sulfur Diesel Fuel and Regular Unleaded 87 Octane Gasoline. An invitation for Bid (IFB)#19877 was issued by HART, legally advertised and publicly posted on their website. The price is \$0.0100 over that previously paid under the HART Fuel Consortium.

g. TD Grant / Resolution #16-18

The State Commission for the Transportation Disadvantaged administers the State Transportation Disadvantaged Trust Fund. The primary purpose of the trust fund is to provide transportation for transportation disadvantaged county residents who have no other means of transportation or are not sponsored for that need by any other available funding source. Serving as the new Community Transportation Coordinator for Polk County, the District is now eligible for these funds. The Financial Impact: \$1,240,365 Grant Funding, \$137,818 onetime local match budgeted in Polk County Agreement.

Requesting Board approval for the Trips and Equipment Grant with the CTD July1, 2016 through June 30, 2017 with corresponding Resolution #16-18.

“Approval for the Trips and Equipment Grant with the CTD July1, 2016 through June 30, 2017 with corresponding Resolution #16-18”

MOTION CARRIED UNANIMOUSLY

h. 5307 Operations Funding for Fixed / Resolution #16-19

The District is submitting a grant application to the Federal Transit Administration (FTA) under Section 5307 operating assistance, more specifically to operate specific Lakeland Area urban routes and to perform preventative maintenance. The pending application is in response to FTA funding apportionments for the Lakeland Urbanized Area for FY 2016-2017. This grant requires both 80/20 match for preventative maintenance and 50/50 match for operations, the FTA shall provide \$2,611,507 with the District providing \$2,121,849 in matching funds for a total of \$4,733,356.

Requesting Board approval to apply for the Federal Transit Administration (FTA) Section 5307 Grant Funds, as Designated Recipient and under the Countywide Transit System Agreement.

“Approval to apply for the Federal Transit Administration (FTA) Section 5307 Grant Funds, as Designated Recipient and under the Countywide Transit System Agreement”

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Darby Law Group / Tim Darby

a. 2016-2017 LAMTD Board Meeting Schedule / Resolution #16-16

Requesting approval for the 2016-2017 LAMTD Board Meeting Schedule / Resolution #16-16

“Approval of the 2016-2017 LAMTD Board Meeting Schedule- Resolution #16-16”

MOTION CARRIED UNANIMOUSLY

b. LAMTD Board Meeting Schedule Change to add thirty minutes for Strategic Planning KSI / Resolution #16-17

Requesting approval LAMTD Board Meeting Schedule Change

“Approval to add thirty minutes to the LAMTD Board Meetings / Resolution #16-17”

MOTION CARRIED UNANIMOUSLY

c. Peace River Universal Access Program Renewal

Requesting approval to renew the Peace River UAP with no changes from the prior UAP.

“Approval to renew the Peace River UAP”

MOTION CARRIED UNANIMOUSLY

d. Polk Sheriff’s Charities-Summer of Safety Universal Access Program

Requesting approval of the Summer of Safety UAP allowing middle and high school students within Polk County to ride transit for free during the summer of 2016.

“Approval of the Summer of Safety UAP”

MOTION CARRIED UNANIMOUSLY

e. CareerSource Agreement approval

Requesting approval of the CareerSource agreement which allows them to purchase bus passes from Citrus Connection.

“Approval of the CareerSource Agreement”

MOTION CARRIED UNANIMOUSLY

f. FDOT Grant Transfer – Joint Participation Agreement between the Polk County Board of County Commissioners and the FDOT.

Requesting approval of the FDOT Grant transfer.

“Approval of the FDOT Grant transfer/Joint Participation Agreement”

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Government & Community Relations / Erin Killebrew

a. Presentation given to the Board of the “DC Fly In” conference.

Agenda Item #7 - Board Action

None at this time

Agenda Item #9 – Executive Update / Tom Phillips

- a. May Activity Calendar presented to the Board (Informational Only)
- b. UAP updated report presented to the Board (Informational Only)
- c. Strategic Planning Summary – KSI distributed and will be discussed at the July13th meeting
- d. District Updates:
 - Performance Reviews will begin for the District in May with the process completed by June 2016.
 - Employee Morale survey will be launched this summer.
 - A formal recommendation will be brought to the Board, senior staff is in complete concurrence. Now that we have two (2) Sunday routes and three (3) Saturday passes will expire 24hrs post the purchase time. This is a fair increase and will be publically noticed in June and brought to the Board in July for approval.

Agenda Item #10 – Other Business

None

Adjournment

Approved this 13th day of April, 2016.

Chairman – Commissioner John Hall

Minutes Taker – Marcy Harrison

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #3(a)

Agenda Item: **GEM Award**

Presenter: Mary Lynne Janoso, Director of Risk & HR

Recommended
Action: GEM recognition

Summary: Oral presentation

Attachments: N/A

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #4(a)

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: TBD

Summary: Oral Presentation

Attachments:

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #5(a)

Agenda Item: May 31, 2016 LAMTD Monthly Financial Statement
FY 2015-16

Presenter: David Persaud, 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
Operating Budget. Budget to Actual
For the Year-to-date May 31, 2016
FY 2015-2016

Year to Date May 31, 2016

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	67%	\$8,064,135	\$5,511,472	68%	\$10.3 Million
Expenses YTD	67%	\$6,882,447	\$5,557,036	81%	\$10.3 Million

REVENUES:

The total revenues realized year-to-date through May 31, 2016 totaled \$5.5 million or 68% of the YTD budget.

Farebox and contract revenues reflect 109% of budgeted revenues through May 31, 2016. The revenues are over budget due to several reasons, contractual revenues from RAMCO \$93,000 received and contract revenue under budget \$111,600 for UAP that lags one month.

Farebox revenues are under budget \$122,600 due to decline in ridership of 21%

- Ad Valorem taxes reflect \$3.6 million or 99% of budget. The total budgeted revenues is \$3.65 million

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Florida DOT operating grants \$1.6 million is being billed quarterly effective fiscal year 2014-2015. The first billing covered the second quarter ending March 31, 2016. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The grants for the JPA were lagging but will be realized in the next quarter. The year-to-date grant revenue totaled \$159,000.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Advertising income totaled \$92,000 or 79% of YTD budget.
- The Support cost reimbursement revenue is over budget since other reimbursements are included.
- Other revenues are not significant and are on a cash basis which means these revenues are recognized when the cash is received and in line with the year-to-date budget.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date May 31, 2016
FY 2015-2016

EXPENSES:

The total expenses year-to-date through May 31, 2016 totaled \$5.6 million or 81% of the YTD budget.

- Salaries and benefits represent 63% of the FY 2015-2016 budget. As of May 31, 2016 those expenses totaled \$3.9 million or 90% of the YTD budget of \$4.3 million due to vacant positions.
- Professional and Technical Services expenses totaled \$203,000 or 73% of the YTD budget; a favorable variance.
- Other services expenses totaled \$25,000 or 27% of the YTD budget.
- Fuel expenses totaled \$249,000 or 42% YTD budget due to declining fuel prices; a favorable variance.
- Materials and supplies totaled \$429,000 under budget by 11% due to decrease use of parts and supplies, a favorable variance
- Advertising promotion expenses totaled \$20,000 under budget 17% offset with revenues.
- Dues and subscriptions, and office supplies are over budget due to payment for the City of Lakeland Bicycle Program subscription.
- Property appraiser, Tax Collector Commission and CRA payments totaled \$261,000, over the budget due to property appraiser fees and CRA fees of \$139,200.

Other remaining expenses are under the YTD budget through May 31, 2016

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through May 31st the financials reflect an unfavorable actual variance of \$46,000 due to receipt of property tax revenue at 99% level and the lagging of the FDOT and FTA revenues. However finance is in the process of getting reimbursed now that the FTA TrAMS system is functional and the JPA-FDOT agreements are in place.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/15	9/30/2014	9/30/2013	9/30/2012	9/30/2011
1. Farebox Recovery Ratio (All modes)	25.50%	23.08%	25.16%	23.02%	20.32%
2. Cost per revenue hour	\$89.45	\$86.29	\$83.84	\$83.62	\$91.26
3. Revenue Hours	103,550	117,008	116,422	112,539	115,679
4. Fuel Cost (\$)	\$847,360	\$1,316,739	\$1,367,289	\$1,317,442	\$1,349,788
5. Ridership	1,424,965	1,647,010	1,638,470	1,452,161	1,768,087



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2016
MONTHLY FINANCIAL STATEMENT
MONTH OF May 2016

	Month			YTD			Approved Annual Budget		
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
REVENUES:									
Farebox/Pass Sales	\$ 49,333	\$ 82,228	\$ (32,895)	-40%	\$ 535,223	\$ 657,827	\$ (122,604)	-19%	\$ 986,740
Contract Income (UAP)	\$ 18,224	\$ 27,787	\$ (9,563)	-34%	\$ 110,696	\$ 222,293	\$ (111,597)	-50%	\$ 333,440
Other Contract Revenue	\$ 12,532	\$ 42,799	\$ (30,268)	-71%	\$ 466,520	\$ 342,393	\$ 124,127	36%	\$ 513,590
Miscellaneous Income	\$ 4,418	\$ 833	\$ 3,585	430%	\$ 31,585	\$ 6,667	\$ 24,919	374%	\$ 10,000
Advertising Revenues	\$ 10,422	\$ 14,500	\$ (4,078)	-28%	\$ 92,404	\$ 116,000	\$ (23,596)	-20%	\$ 174,000
Investment/Interest Income (net)	\$ 2,287	\$ 93	\$ 2,194	2350%	\$ 9,525	\$ 747	\$ 8,779	1176%	\$ 1,120
Ad Valorum Income, net	\$ 55,779	\$ 55,779	\$ -	0%	\$ 3,613,928	\$ 3,613,928	\$ -	0%	\$ 3,648,360
FDOT Operating Grant	\$ 49,968	\$ 136,799	\$ (86,831)	-63%	\$ 158,719	\$ 1,094,393	\$ (935,675)	-85%	\$ 1,641,590
Federal Operating Grant	\$ -	\$ 218,673	\$ (218,673)	-100%	\$ 24,934	\$ 1,749,387	\$ (1,724,453)	-99%	\$ 2,624,080
Charitable Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Cost Recovery	\$ -	\$ -	\$ -	0%	\$ 12,958	\$ -	\$ 12,958	0%	\$ -
Bartow Express	\$ -	\$ 4,402	\$ (4,402)	-100%	\$ 19,158	\$ 35,213	\$ (16,056)	-46%	\$ 52,820
PCTS - Support Cost Reimb.	\$ 37,214	\$ 28,161	\$ 9,053	32%	\$ 435,821	\$ 225,287	\$ 210,535	93%	\$ 337,930
TOTAL REVENUES	\$ 240,177	\$ 612,055	\$ (371,878)	-61%	\$ 5,511,472	\$ 8,064,135	\$ (2,552,663)	-32%	\$ 10,323,670
ELIGIBLE EXPENSES:									
Salaries	\$ 317,205	\$ 362,436	\$ (45,231)	-12%	\$ 2,632,388	\$ 2,899,491	\$ (267,103)	-9%	\$ 4,349,237
Employee Benefits	\$ 188,293	\$ 179,581	\$ 8,712	5%	\$ 1,288,865	\$ 1,436,646	\$ (147,780)	-10%	\$ 2,154,968
Advertising Fees - Admin	\$ -	\$ 1,008	\$ (1,008)	-100%	\$ 2,420	\$ 8,067	\$ (5,647)	-70%	\$ 12,100
Professional & Technical Serv.	\$ 18,409	\$ 34,567	\$ (16,158)	-47%	\$ 203,643	\$ 276,533	\$ (72,890)	-26%	\$ 414,800
Contract Maintenance Service	\$ 15,345	\$ 7,750	\$ 7,595	98%	\$ 36,860	\$ 62,000	\$ (25,140)	-41%	\$ 93,000
Other Services	\$ 5,240	\$ 11,546	\$ (6,306)	-55%	\$ 24,909	\$ 92,367	\$ (67,458)	-73%	\$ 138,550
Fuel & Lubricants (net)	\$ 11,874	\$ 73,428	\$ (61,554)	-84%	\$ 249,430	\$ 587,420	\$ (337,990)	-58%	\$ 881,130
Freight	\$ 353	\$ 25	\$ 328	1312%	\$ 2,265	\$ 200	\$ 2,065	1033%	\$ 300
Repair & Maintenance Admin Bldg	\$ 1,509	\$ 1,000	\$ 509	51%	\$ 3,525	\$ 8,000	\$ (4,475)	-56%	\$ 12,000
Materials & Supplies	\$ 64,670	\$ 60,451	\$ 4,219	7%	\$ 429,307	\$ 483,607	\$ (54,299)	-11%	\$ 725,410
Utilities/Telephone - Admin	\$ 6,922	\$ 9,208	\$ (2,286)	-25%	\$ 62,864	\$ 73,667	\$ (10,803)	-15%	\$ 110,500
Physical Damage Insurance	\$ 1,981	\$ 2,154	\$ (173)	-8%	\$ 16,364	\$ 17,233	\$ (869)	-5%	\$ 25,850
Liab & Prop Damage Insurance	\$ 16,448	\$ 18,250	\$ (1,802)	-10%	\$ 139,885	\$ 146,000	\$ (6,115)	-4%	\$ 219,000
Other Corporate Insurance	\$ -	\$ 58	\$ (58)	-100%	\$ 1,010	\$ 467	\$ 543	116%	\$ 700
Dues & Subscriptions	\$ 9,067	\$ 1,529	\$ 7,538	493%	\$ 27,434	\$ 12,233	\$ 15,201	124%	\$ 18,350
Education/Training/Meeting/Travel	\$ 7,857	\$ 6,086	\$ 1,771	29%	\$ 56,178	\$ 48,687	\$ 7,491	15%	\$ 73,030
Service Charges	\$ 1,513	\$ 3,483	\$ (1,970)	-57%	\$ 9,901	\$ 27,867	\$ (17,966)	-64%	\$ 41,800
Office Expense	\$ 5,325	\$ 4,096	\$ 1,228	30%	\$ 52,129	\$ 32,769	\$ 19,360	59%	\$ 49,153
Advertising & Promotion	\$ 52	\$ 3,033	\$ (2,981)	-98%	\$ 19,979	\$ 24,267	\$ (4,288)	-18%	\$ 36,400
Miscellaneous Expenses	\$ 11,014	\$ 1,850	\$ 9,164	495%	\$ 35,600	\$ 14,800	\$ 20,800	141%	\$ 22,200
Property Appraiser/Tax Collector Comm	\$ 1,116	\$ 21,533	\$ (20,418)	-95%	\$ 261,800	\$ 172,267	\$ 89,533	52%	\$ 258,400
PTA/Winter Haven Billable Expenses	\$ 276	\$ 517	\$ (241)	-47%	\$ 281	\$ 4,133	\$ (3,853)	-93%	\$ 6,200
Capital Expenditures	\$ 684,469	\$ 860,306	\$ (175,837)	-20%	\$ 5,557,036	\$ 6,882,447	\$ (1,325,411)	-19%	\$ 10,323,670
TOTAL ELIGIBLE EXPENSES:	\$ (444,292)	\$ (248,251)	\$ (196,041)		\$ (45,564)	\$ 1,181,688	\$ (1,227,252)		\$ (0)
NET REVENUES OVER (UNDER) EXPENSES									

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #5(b)

Agenda Item: May 31, 2016 Financials for Polk County Transit Services
Contract – FY 2015-16

Presenter: David Persaud, 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
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #5(b)

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of May 31, 2016
Year to Date Report
Percent of FY Reported (67%)

Revenues

- The revenues totaled \$3.6 million or 82% of the year-to-date budget.
- The FTA grant drawdown will occur later in the fiscal year based on expenses incurred on a reimbursement basis.
- Fare Revenues totaled \$80,303, or 65% of the year-to-date budget.
- The County funding is designed to reflect a 1/12 allocation as cash advance to facilitate cash flow with receipt of \$3.6 million.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$3.4 million or 77% of the year-to-date budget.
- Salaries and wages totaled \$1.7 million or 73% of the YTD Budget.
- Operating expenses totaled \$1.3 million or 85% of the YTD Budget.
- The contract services is for contractual cost for the Lynx service and other planned contractual services. The year-to-date expenses totaled \$388,000 or 70% of the YTD Budget.

Lakeland Area Mass Transit District
Financial Statement
Polk County Contract
Month of May 2016

Revenue

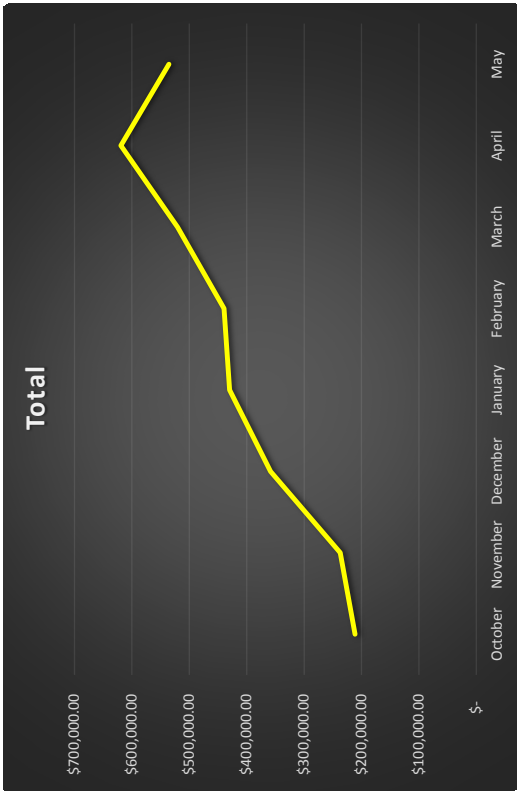
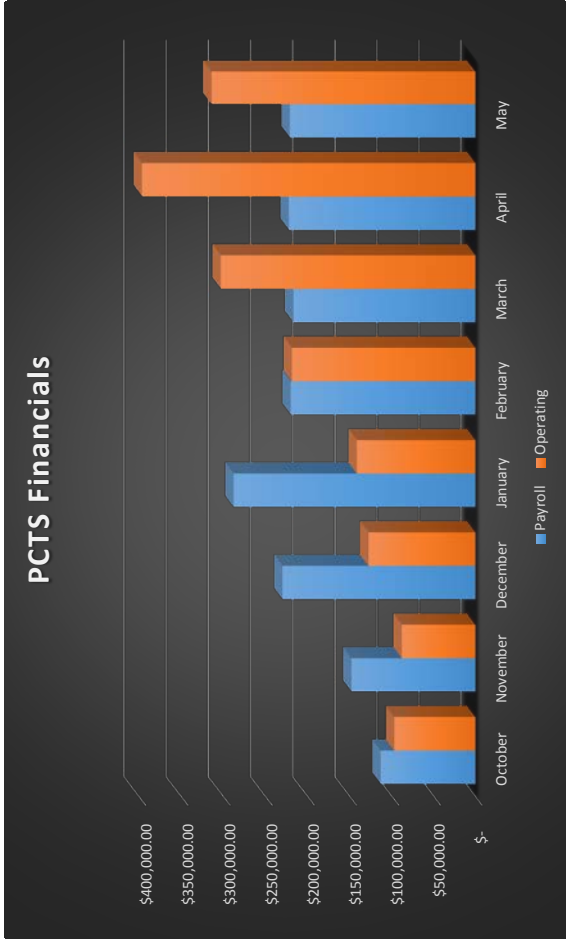
	Annual Budget	%	YTD Budget	YTD Actual	Percent Expended
Revenues					
FTA 5307 Grant	\$ 1,125,545	17%	\$ 750,363	\$ -	0%
Fares	\$ 186,661	3%	\$ 124,441	\$ 80,303	65%
PCTS	\$ 5,245,278	80%	\$ 3,496,852	\$ 3,496,852	100%
Total	\$ 6,557,484	100%	\$ 4,371,656	\$ 3,577,155	82%

Expenses

	Annual Budget	%	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,434,803	52%	\$ 2,289,869	\$ 1,661,873	73%
Contract	\$ 833,783	13%	\$ 555,855	\$ 387,585	70%
Operating	\$ 2,288,898	35%	\$ 1,525,932	\$ 1,302,025	85%
Total	\$ 6,557,484	100%	\$ 4,371,656	\$ 3,351,483	77%

Polk County YTD Financials

	October	November	December	January	February	March	April	May	Total
Payroll	\$ 113,629.21	\$ 148,401.06	\$ 230,152.88	\$ 288,008.73	\$ 220,430.28	\$ 217,235.63	\$ 222,593.83	\$ 221,421.10	\$ 1,661,872.72
Operating	\$ 97,622.05	\$ 88,676.83	\$ 128,276.44	\$ 141,860.91	\$ 219,018.86	\$ 303,311.25	\$ 396,623.75	\$ 314,219.56	\$ 1,689,609.65
Total	\$ 211,251.26	\$ 237,077.89	\$ 358,429.32	\$ 429,869.64	\$ 439,449.15	\$ 520,546.88	\$ 619,217.58	\$ 535,640.66	\$ 3,351,482.38



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
July 13, 2016
AGENDA ITEM #5(d)

Agenda Item: National Transit Database Agreed Upon Procedures
Report FYE September 30, 2015

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

Summary: One of the requirements for submission of the annual National Transit Database (“NTD”) Report is that an independent review of data and procedures be performed by a third party. The firm Crowe Horwath, LLP performed this review for the fiscal 2015 NTD Report.

The review covers seven (7) aspects of the report, and is based upon FTA recommended procedures. The review of the 2015 submitted report revealed no findings that are discussed in the attached report.

The financial information that goes into the NTD report at September 30, 2015 should agree with the District’s audited financial numbers. However, the financial data that was reported to the NTD has some slight variances due to the classification of the data.

Attachments: FY 2014-15 National Transit Database UAP Report

LAKELAND AREA MASS TRANSIT DISTRICT
NATIONAL TRANSIT DATABASE REPORT
AGREED-UPON PROCEDURES

Year ended September 30, 2015

LAKELAND AREA MASS TRANSIT DISTRICT
AGREED-UPON PROCEDURES
Year ended September 30, 2015

CONTENTS

REPORT OF INDEPENDENT ACCOUNTANTS ON APPLYING AGREED-UPON PROCEDURES	2-3
ATTACHMENT A – AGREED-UPON PROCEDURES.....	4-10

REPORT OF INDEPENDENT ACCOUNTANTS ON
APPLYING AGREED-UPON PROCEDURES

Board of Directors
Lakeland Area Mass Transit District
Lakeland, Florida

The Federal Transit Administration (FTA) has established the following standards with regard to the data reported for the Federal Funding Allocation Data (Total Operating Expense data on F-30, line 15, column e, Form S-10, lines 12, 15, 18, 20, column d, Total Actual Vehicle Revenue Mile, Total Actual Vehicle Revenue Hour, Total Unlinked Passenger Trip data and Passenger Mile Traveled data) in the Lakeland Area Mass Transit District's (LAMTD) annual National Transit Database (NTD) report):

- A system is in place and maintained for recording data in accordance with NTD definitions. The correct data are being measured and no systematic errors exist.
- A system is in place to record data on a continuing basis, and the data gathering is an ongoing effort.
- Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data are fully documented and securely stored.
- A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
- The data collection methods are those suggested by FTA or otherwise meet FTA requirements.
- The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles (VRM) data, appear to be accurate.
- Data are consistent with prior reporting periods and other facts known about the LAMTD's operations.

We have applied the procedures described in Attachment A to the Total Operating Expense data on F-30, line 15, column e, Form S-10, lines 12, 15, 18, 20, column d, Total Actual Vehicle Revenue Mile, Total Actual Vehicle Revenue Hour, Total Unlinked Passenger Trip data and Passenger Mile Traveled data for the fiscal year ending September 30, 2015. Such procedures, which were agreed to and specified by FTA in the Declarations section of the 2015 Reporting Manual and were agreed to by LAMTD, were applied to assist you in evaluating whether LAMTD complied with the standards described in the first paragraph of this part and that the information included in the NTD report Federal Funding Allocation Statistics form (FFA-10) form for the fiscal year ending September 30, 2015 is presented in conformity with the requirements of the Uniform System of Accounts (USOA) and Records and Reporting System; Final Rule, as specified in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the 2015 Reporting Manual. LAMTD management is responsible for the NTD report. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report.

(Continued)

Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment A either for the purpose for which this report has been requested or for any other purpose. This report is intended solely for your information and for FTA and should not be used by those who did not participate in determining the procedures.

The procedures were applied to each of the information systems used to develop the reported actual vehicle revenue miles (VRM), fixed guideway directional route miles (FG DRM), passenger miles and operating expenses (OE) of the LAMTD for the fiscal year ending September 30, 2015 for each of the following modes:

- Motor Bus – directly operated
- Demand Response – directly operated

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Federal Funding Allocation Data (Total Operating Expense data on F-30, line 15, column e, Form S-10, lines 12, 15, 18, 20, column d, Total Actual Vehicle Revenue Mile, Total Actual Vehicle Revenue Hour, Total Unlinked Passenger Trip data and Passenger Mile Traveled data and Fixed Guideway when applicable). Accordingly, we do not express such an opinion. Also, we do not express an opinion on LAMTD's system of internal control taken as a whole.

In performing the procedures, findings came to our attention that are required to be reported to you regarding the data reported for the Federal Funding Allocation Data (Total Operating Expense data on F-30, line 15, column e, Form S-10, lines 12, 15, 18, 20, column d, Total Actual Vehicle Revenue Mile, Total Actual Vehicle Revenue Hour, Total Unlinked Passenger Trip data and Passenger Mile Traveled data) for the fiscal year ending September 30, 2015 which is presented in conformity with the requirements of the *Uniform System of Accounts and Records and Reporting System; Final Rule*, as specified in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the *2014 Reporting Manual*. Such findings are reported in Attachment A. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. This report relates only to the information described above, and does not extend to LAMTD's financial statements taken as a whole, or the information in LAMTD's NTD report other than the Federal funding allocation data (Total Operating Expense data on F-30, line 15, column e, Form S-10, lines 12, 15, 18, 20, column d, Total Actual Vehicle Revenue Mile, Total Actual Vehicle Revenue Hour, Total Unlinked Passenger Trip data and Passenger Mile Traveled data), for any date or period.

This report is intended solely for the information and use of the management of LAMTD and the FTA and is not intended to be and should not be used by anyone other than these specified parties.



Crowe Horwath LLP

Lakeland, Florida
June 15, 2016

LAKELAND AREA MASS TRANSIT DISTRICT
ATTACHMENT A – AGREED-UPON PROCEDURES
Year ended September 30, 2015

The procedures, to be applied to each applicable mode and type of service (directly operated and purchased transportation), are:

- 1) Based on the FTA suggested procedures (a and b) provided as context below, compare written or described procedures to 3 months of activity for compliance with NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the 2015 Reporting Manual.**

FTA Suggested Procedures:

- a. Obtain and read a copy of written procedures related to the system for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the 2015 Reporting Manual. If procedures are not written, discuss the procedures with the personnel assigned responsibility for supervising the NTD data preparation and maintenance.
- b. Discuss the procedures (written or informal) with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data to determine:
 - The extent to which the transit agency followed the procedures on a continuous basis, and
 - Whether they believe such procedures result in accumulation and reporting of data consistent with the NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the 2015 Reporting Manual.

Results of the agreed-upon procedures:

We obtained and read a copy of the written procedures. We discussed the procedures with the personnel assigned responsibility for supervising the preparation and maintenance of the NTD data and we agreed three months (April 2015, March 2015, and May 2015) of reporting activity used for NTD reporting to identify that the transit agency followed the procedures on a continuous basis and that their procedures result in accumulation and reporting of data consistent with the NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the 2015 Reporting Manual.

- 2) Based on the FTA suggested procedures (c and d) provided as context below, for each type of source document supporting the NTD report, which is required to be maintained for 3 years, determine whether the documents exist. Documents may include information supporting actual vehicle revenue miles, passenger miles, fixed guideway directional route miles, operating expenses and contracts for purchased transportation services.**

FTA Suggested Procedures:

- c. Inquire of same personnel concerning the retention policy that is followed by the transit agency with respect to source documents supporting the NTD data, Total Modal Operating Expenses data (F-30, line 15, column e), Actual Vehicle Revenue Mile and Passenger Miles Traveled (S-10, lines 12 and 20, column d).
- d. Based on a description of the transit agency's procedures obtained in items a and b above, identify all the source documents which are to be retained by the transit agency for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.

(Continued)

Results of the agreed-upon procedures:

We inquired of the personnel assigned responsibility for supervising the preparation and maintenance of the NTD data for the document retention policy that is followed by the transit agency, identified the source documents to be retained and we selected three months (October, May, and September) and observed that original source documents were maintained for each of the previous three fiscal years (2013, 2014, and 2015).

- 3) **Based on the FTA suggested procedures (e and f) provided as context below, select a sample of 12 source documents and determine whether supervisors' signatures are present as required by the system of internal controls. Documents may include information supporting actual vehicle revenue miles, passenger miles, fixed guideway directional route miles, operating expenses and contracts for purchased transportation services.**

FTA Suggested Procedures:

- e. Discuss the system of internal controls with the person responsible for supervising and maintaining the NTD data. Inquire whether individuals, independent of the individuals preparing source documents and posting data summaries, review the source documents and data summaries for completeness, accuracy and reasonableness and how often such reviews are performed.
- f. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how the supervisors' reviews are documented.

Results of the agreed-upon procedures:

We discussed the system of internal controls with the people responsible for supervising and maintaining the NTD data and inquired of the individuals' independence with regard to the preparation of the source documents and posting summaries and review of source documents. We noted management indicated there is a segregation of duties between the preparation of source documents and the posting of the summaries. During our testing of 12 randomly selected source documents, we noted that demand response daily reports do not contain a documented review. Daily reports for Motor Bus did not contain documentation of being reviewed; however this information is aggregated into monthly variance reports that are documented as reviewed by the operations and maintenance department. As such, we obtained the monthly summaries where the source documents are aggregated, and noted that 2 out of the 3 months selected were not properly reviewed or approved as required by the system of internal controls.

- 4) **Based on the FTA suggested procedure (g) provided as context below, verify the arithmetical accuracy of worksheets used in preparation of the final data that are transcribed onto the Federal Funding Allocation Statistics form.**

FTA Suggested Procedures:

- g. Obtain the worksheets utilized by the transit agency to prepare the final data that are transcribed onto the Federal Funding Allocation Statistics form. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summarizations.

LAKELAND AREA MASS TRANSIT DISTRICT
ATTACHMENT A – AGREED-UPON PROCEDURES
Year ended September 30, 2015

Results of the agreed-upon procedures:

We obtained the worksheets and agreed the periodic data included on the worksheets to the periodic summaries prepared by the transit agency containing total operating expenses; total actual vehicle revenue miles, total actual vehicle revenue hours, total unlinked passenger trip data, and passenger mile traveled data, tested the arithmetical accuracy, and agreed them to the FFA-10 forms.

On Form F-10 “Source of Funds – Funds Expenses and Funds Earned”, we noted the following discrepancies:

- “Park and Ride, Auxiliary Funds, Non-Transportation, Other” was understated by \$6.

On Form F-40 “Operating Expense Summary”, we noted the following discrepancies:

- “Operators Salaries and Wages” was understated by \$43,970,
- “Other Salaries and Wages” were overstated by \$43,970,

On Form S-10 “Service Non-Rail” we noted that the following discrepancies for Motor Bus:

- Vehicle Revenue Hours was overstated by 2 hours in total

On Form S-10 “Service Non-Rail” we noted that the following discrepancies for Demand Response:

- Vehicle Revenue Miles was overstated by 25 miles for total
- Vehicle Revenue Hours was overstated by 402 hours in total
- Unlinked Passenger Trips was understated by 169 trips in total

5) Based on the FTA suggested procedures (h, i, j and k) provided as context below,

- Determine that LAMTD uses an approved FTA statistical sampling method prescribed by FTA Circulars or an alternative sampling process approved by a licensed statistician.
- Determine eligibility for periodic sampling on a 3 year cycle or annual cycle based on criteria in suggested procedure (i) below.
- Determine that LAMTD followed the stated sampling procedure by examining sampling population and selection process during the year.
- Select a random sample of 12 source documents for accumulating passenger mile data and determine that they are complete (all required data are recorded) and that the computations are arithmetically accurate. Documents may include information supporting actual vehicle revenue miles, passenger miles, fixed guideway directional route miles, operating expenses and contracts for purchased transportation services.
- Select a random sample of 3 accumulation periods and re-compute the accumulations for each of the selected periods. List the accumulation periods that were verified. Verify the arithmetical accuracy of the summarization.

(Continued)

LAKELAND AREA MASS TRANSIT DISTRICT
ATTACHMENT A – AGREED-UPON PROCEDURES
Year ended September 30, 2015

FTA Suggested Procedures:

- h. Discuss the transit agency's procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with transit agency staff. Inquire whether the procedure used is (1) a 100% count of actual PMT or (2) an estimate of PMT based on statistical sampling meeting FTA's 95% confidence and $\pm 10\%$ precision requirements. If the transit agency conducts a statistical sample for estimating PMT inquire whether the sampling procedure is (1) one of the two procedures suggested by FTA and described in FTA Circulars 2710.1A or 2710.2A; or (2) an alternative sampling procedure if the transit agency uses an alternative sampling procedure, inquire whether the procedure has been approved by FTA or whether a qualified statistician has determined that the procedure meets FTA's statistical requirements. Note as a negative finding in the report use of an alternative sampling procedure that has not been approved in writing by a qualified statistician.
- i. Discuss with transit agency staff (the accountant may wish to list the titles of the persons interviewed) the transit agency's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the transit agency meets one of the three criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:
 - 1. According to the 2000 Census, the public transit agency serves an UZA of less than 500,000 population.
 - 2. The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size urbanized area).
 - 3. The service is purchased from a seller operating fewer than 100 revenue vehicles in VOMS, and is included in the transit agency's NTD report.

For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2014) and determine that statistical sampling was conducted and meets the 95% confidence and $\pm 10\%$ precision requirements.

Determine how the transit agency estimated annual PMT for the current report year.

- j. Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the average trip length was used, determine that the universe of runs was used as the sampling frame. Determine that the methodology to select specific runs from the universe resulted in a random selection of runs. If a selected sample run was missed, determine that a replacement sample run was randomly selected. Determine that the transit agency followed the stated sampling procedure.
- k. Select a random sample of the source documents for accumulating passenger mile data and determine that they are complete (all required data are recorded) and that the computations are accurate. Select a random sample of the accumulation periods and recompute the accumulations for each of the selected periods. List the accumulation periods that were tested. Test the arithmetical accuracy of the summarization.

(Continued)

Results of the agreed-upon procedures:

- We obtained the transit agency's procedure for accumulating and recording passenger miles traveled (PMT) data noting that for each of the modes operated the transit agency utilizes an approved FTA statistical sampling method as prescribed by FTA Circulars or an alternative sampling process approved by a licensed statistician.
 - The transit agency utilizes UMTA Circular C 2710.1A for MB/DO mode.
 - The transit agency utilizes a sampling plan for MB/DO mode prepared by a licensed statistician with a precision of 10% for a 95% confidence level.
 - The transit agency utilizes a 100% count for DR mode.
- We discussed with the Controller that the transit agency is eligible to conduct statistical sampling for passenger mile (PM) every third year for Motor Bus. The transit agency is eligible for periodic sampling on a 3 year cycle because it serves an urbanized area with a population of less than 500,000 and operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service.
- We inspected the documentation for the most recent mandatory sampling year and identified that statistical sampling was conducted. We identified the universe of runs used as the sampling frame and we identified that the methodology used to select specific runs from the universe resulted in a random selection. We noted the following:
 - For the months of October 2013, January 2014, February 2014, and July 2014, LAMTD sampled 13, 10, 13, and 12 trips, respectively. The minimum sampling requirement was 14 trips per month per the Qualified Statistician.
- We selected a random sample of 12 source documents for accumulating passenger mile data for both Motorbus and Demand Response and noted that 1 out of the 12 was not arithmetically correct. Based on testing, the passenger miles for June 2015 was understated by 35 passengers.
- We selected a random sample of three monthly accumulations and the annual accumulation. We recomputed the accumulation periods without exception. We verified the arithmetical accuracy of the summarization without exception. We noted the Demand Response only has an annual accumulation. We obtained that annual accumulation and verified the arithmetical accuracy of the summarization without exception.

6) Based on the FTA suggested procedures (l, m and n) provided as context below,

- **If applicable, select a random sample of 3 source documents used to record charter and school bus mileage and verify the arithmetical accuracy of the computations.**
- **If actual VRMs are calculated from vehicle logs, select a random sample of 12 vehicle logs across modes and determine that the deadhead mileage has been correctly computed in accordance with FTA's definitions on accounting for miles and hours.**
- **If actual VRMs are calculated from schedules, select a random sample of 12 days that service is operated and re-compute the daily total of missed trips and missed VRMs.**

FTA Suggested Procedures:

- l. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual vehicle revenue miles with transit agency staff and determine that stated procedures are followed. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.
- m. For actual vehicle revenue mile (VRM) data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:

If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated and recompute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summarization.

- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summarization of intermediate accumulations.
 - If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA's definitions.
- n. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

Results of the agreed-upon procedures:

- We discussed with the Controller and noted that LAMTD does not provide charter or school bus service.
- We inspected the collection and recording methodology used and noted that deadhead miles are systematically excluded the computation.
 - For Motor Bus, actual vehicle revenue miles are calculated from schedules. We inspected the procedures to subtract missed trips. We selected a random sample of twelve days and recalculated the arithmetical accuracy without exception.
 - For Demand Response, actual vehicle revenue miles are calculated from vehicle logs. We selected a random sample of 12 vehicle logs and tested the accuracy of the computation of deadhead mileage without exception.

FTA Suggested Procedures o through s regarding fixed guideway facilities are not applicable to LAMTD and therefore are not included in the agreed-upon procedures.

- 7) Based on the FTA suggested procedure (t) provided as context below, agree total operating expenses on the Operating Expense Summary to audited financial statement information.**

FTA Suggested Procedure:

- t. Compare operating expenses with audited financial data, after reconciling items are removed.

LAKELAND AREA MASS TRANSIT DISTRICT
ATTACHMENT A – AGREED-UPON PROCEDURES
Year ended September 30, 2015

Results of the agreed-upon procedure:

We compared total operating expenses on the Operating Expense Summary to the financial statement information. The total operating expenses agreed with the audited financial data.

FTA Suggested Procedures (u, v, and w) regarding allocating purchased transportation is not applicable to LAMTD and therefore are not included in the agreed-upon procedures.

FTA Suggested Procedures x regarding allocating data to urbanized and non-urbanized areas is not applicable to LAMTD and therefore are not included in the agreed-upon procedures.

8) Based on the FTA suggested procedures (y) provided as context below, compare the data reported on the Federal Funding Allocation Statistics form to comparable data for the prior report year and calculate the percentage change from the prior year to the current year. For vehicle revenue mile, passenger mile, or operating expense data that have increased or decreased by more than 10%, determine that management has documented in writing descriptions regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

FTA Suggested Procedures:

- y. Compare the data reported on Total Modal Operating Expenses data (F-30, line 15, column e), Actual Vehicle Revenue Mile and Passenger Miles Traveled (S-10, lines 12 and 20, column d) to comparable data for the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT or OE data that have increased or decreased by more than 10%, or FG DRM data that have increased or decreased, interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

Results of the agreed-upon procedures:

We compared the data reported for operating expenses; vehicle revenue miles, and passenger miles traveled to comparable data for the prior report year and calculated the percentage change from the prior year to the current year. For motor bus, we noted that the Vehicle Revenue Mile and Unlinked Passenger Miles traveled decreased more than 10 percent. Per inquiry, management stated the decrease was due to the downsizing of operations and route reduction. For demand response, we noted that Vehicle Revenue Miles and Passenger Miles Traveled, and the Unlinked Passenger Miles traveled decreased by more than 10%. Per inquiry, management stated the decrease was due to Medicaid reform which decreased LAMTD's passengers as they migrated to private providers, there is no longer a contract with APD for trips, as well as route reductions.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
July 13, 2016
AGENDA ITEM #5(c)

Agenda Item: Proposed FY 2016-17 Millage Rate / Certificate of Taxable Value
and Set Public Hearings for FY 2016-17
Millage Rate and Budget

Presenter: David Persaud, CFO

Recommended
Action: Recommend approval of the proposed aggregate millage rate of
.5000 mills and for the proposed FY 2016-17 Millage and Budget
Public Hearings.

Millage:

FY 2016-17 Proposed Millage rate .5000

FY 2016-17 Current Year Aggregate .4775
Rolled-Back-Rate

Current year proposed rate as a percent 4.71%
Change of Rolled-Back-Rate

The DR-420, Certification of Taxable Value, is due to the
Property Appraiser by Thursday, August 4, 2016. A copy of the
DR-420 Certificate of Taxable Value is attached using the
maximum allowable millage rate of .5000, the current rate of
.5000, and the aggregate rolled back rate of .4775.

Public Hearings:

First Public Hearing for FY 2016-17 Millage Rate and Budget:
Wednesday, September 7, 2016, at 5:01PM at Lakeland City Hall,
City Commission Conference Room, 228 S. Massachusetts Ave.,
Lakeland.

Second Public Hearing (Final) FY 2016-17 Millage Rate and
Budget: Wednesday, September 21, 2016 at 5:01PM at Lakeland
City Hall, City Commission
Conference Room, 228 S. Massachusetts Ave., Lakeland.

Attachments: Form DR-420, Certification of Taxable Value
Form DR-420-TIF(s) – Tax Increment Adjustment Worksheet(s)
Form DR-420MM-P – Maximum Millage Levy Calculation Preliminary
Disclosure



CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)
[Print Form](#)

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


Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	5,638,238,573	(1)
2.	Current year taxable value of personal property for operating purposes	\$	2,513,604,989	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	42,810,710	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	8,194,654,272	(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.)	\$	125,490,822	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	8,069,163,450	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	7,678,427,938	(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 9	(8)
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	(9)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser:		Date :	
	Electronically Certified by Property Appraiser		7/1/2016 11:51 AM	

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>	\$	3,839,214	(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>	\$	139,135	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	3,700,079	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	320,999,848	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	7,748,163,602	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	0.4775	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>	\$	4,097,327	(18)

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>		\$ 3,700,079	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		0.4775 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>		\$ 3,912,947	(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>		\$ 4,097,327	(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>		4.71 %	(27)
First public budget hearing		Date : 9/7/2016	Time : 5:01 PM EST	Place : LAKELAND CITY HALL , ROOM 228 SOUTH MASSACHUSETTS AVENUE ,LAKELAND ,FL
S I G N H E R E	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 :
	Title : David Persaud		Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address :		Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815		Phone Number : 8633271303	Fax Number : 8633271343



Reset Form

Print Form


MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

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

Year: 2016		County: POLK	
Principal Authority: LAKELAND AREA MASS TRANSIT DIS		Taxing Authority: LAKELAND AREA MASS TRANSIT DIS	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (1)
IF YES, STOP STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	0.4775	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from 2015 Form DR-420MM, Line 13	0.8066	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	0.5000	per \$1,000 (4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 7,678,427,938	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 6,193,420	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 139,135	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 6,054,285	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 7,748,163,602	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	0.7814	per \$1,000 (10)
Calculate maximum millage levy			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	0.7814	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	1.0375	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	0.8107	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	0.8918	per \$1,000 (14)
15.	Current year proposed millage rate	0.5000	per \$1,000 (15)
16.	Minimum vote required to levy proposed millage: (Check one)		
<input checked="" type="checkbox"/>	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.		
<input type="checkbox"/>	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.		
<input type="checkbox"/>	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16)	0.8107	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 8,194,654,272	(18)

Continued on page 2

Taxing Authority : LAKELAND AREA MASS TRANSIT DIS		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 4,097,327	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 6,643,406	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 4,097,327	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 6,643,406	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="checked" type="checkbox"/> YES <input type="checkbox"/> NO (25)	
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 :
	Title : David Persaud	Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address :	Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815	Phone Number : 8633271303	Fax Number : 8633271343

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.



Reset Form

Print Form

TAX INCREMENT ADJUSTMENT WORKSHEETDR-420TIF
R. 6/10
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS
Community Redevelopment Area : Lakeland Downtown CRA III	Base Year : 2004

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	0	(1)
2.	Base year taxable value in the tax increment area	\$	2,279,110	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	-2,279,110	(3)
4.	Prior year Final taxable value in the tax increment area	\$	0	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	-2,279,110	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	7/1/2016 11:51 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		0.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	0	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	0	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : David Persaud		Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address :		Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815		Phone Number : 8633271303	Fax Number : 8633271343


[Reset Form](#)
[Print Form](#)

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS
Community Redevelopment Area : Lakeland Downtown CRA II	Base Year : 1979

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	6,561,452	(1)
2.	Base year taxable value in the tax increment area	\$	3,709,090	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	2,852,362	(3)
4.	Prior year Final taxable value in the tax increment area	\$	6,136,807	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	2,427,717	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	7/1/2016 11:51 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.	0.00	%	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	0	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	0	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	0.00	%	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

SIGN HERE	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : David Persaud	Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER		
	Mailing Address :	Physical Address : 1212 GEORGE JENKINS BLVD		
	City, State, Zip : LAKELAND, FL 33815	Phone Number : 8633271303	Fax Number : 8633271343	



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS
Community Redevelopment Area : Dixieland CRA	Base Year : 2000

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	40,818,504	(1)
2.	Base year taxable value in the tax increment area	\$	22,142,832	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	18,675,672	(3)
4.	Prior year Final taxable value in the tax increment area	\$	37,808,860	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	15,666,028	(5)

**SIGN
HERE****Property Appraiser Certification**

I certify the taxable values above are correct to the best of my knowledge.

Signature of Property Appraiser :

Date :

Electronically Certified by Property Appraiser

7/1/2016 11:51 AM

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.	95.00 %	(6a)	
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	17,741,888	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	7,441	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	0.00 %	(7d)	
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

**S
I
G
N

H
E
R
E****Taxing Authority Certification**

I certify the calculations, millages and rates are correct to the best of my knowledge.

Signature of Chief Administrative Officer :

Date :

Title :
David PersaudContact Name and Contact Title :
David Persaud, CHIEF FINANCIAL OFFICER

Mailing Address :

Physical Address :
1212 GEORGE JENKINS BLVDCity, State, Zip :
LAKELAND, FL 33815Phone Number :
8633271303Fax Number :
8633271343


[Reset Form](#)
[Print Form](#)

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS
Community Redevelopment Area : Lakeland Downtown CRA IV	Base Year : 2005

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	28,099,754	(1)
2.	Base year taxable value in the tax increment area	\$	28,071,862	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	27,892	(3)
4.	Prior year Final taxable value in the tax increment area	\$	25,707,526	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	-2,364,336	(5)

SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :		Date :	
	Electronically Certified by Property Appraiser		7/1/2016 11:51 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		0.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	0	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	0	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title : David Persaud		Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address :		Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815		Phone Number : 8633271303	Fax Number : 8633271343



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS
Community Redevelopment Area : Harden Parkway CRA	Base Year : 2003

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	100,401,426	(1)
2.	Base year taxable value in the tax increment area	\$	7,549,782	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	92,851,644	(3)
4.	Prior year Final taxable value in the tax increment area	\$	70,758,761	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	63,208,979	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	7/1/2016 11:51 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.	0.00	%	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	0	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	0	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	0.00	%	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : David Persaud		Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address :		Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815		Phone Number : 8633271303	Fax Number : 8633271343



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS
Community Redevelopment Area : Lakeland Downtown CRA I	Base Year : 1979

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	130,422,949	(1)
2.	Base year taxable value in the tax increment area	\$	35,840,026	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	94,582,923	(3)
4.	Prior year Final taxable value in the tax increment area	\$	119,609,416	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	83,769,390	(5)
SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser :	Date :		
	Electronically Certified by Property Appraiser	7/1/2016 11:51 AM		

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		95.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	89,853,777	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	0	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	40,986	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : David Persaud		Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address :		Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815		Phone Number : 8633271303	Fax Number : 8633271343



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS
Community Redevelopment Area : Williams I-4 CRA	Base Year : 2005

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	538,330	(1)
2.	Base year taxable value in the tax increment area	\$	0	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	538,330	(3)
4.	Prior year Final taxable value in the tax increment area	\$	535,487	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	535,487	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	7/1/2016 11:51 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.	0.00	%	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	0	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	0	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	0.00	%	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : David Persaud		Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address :		Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815		Phone Number : 8633271303	Fax Number : 8633271343



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS
Community Redevelopment Area : Mid-Town CRA	Base Year : 2000

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	538,404,130	(1)
2.	Base year taxable value in the tax increment area	\$	313,768,148	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	224,635,982	(3)
4.	Prior year Final taxable value in the tax increment area	\$	502,391,765	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	188,623,617	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	7/1/2016 11:51 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.	95.00 %	(6a)	
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	213,404,183	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	90,708	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : David Persaud		Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address :		Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815		Phone Number : 8633271303	Fax Number : 8633271343



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2016	County : POLK
Principal Authority : LAKELAND AREA MASS TRANSIT DIS	Taxing Authority : LAKELAND AREA MASS TRANSIT DIS
Community Redevelopment Area : Mulberry CRA	Base Year : 2015

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	10,931,400	(1)
2.	Base year taxable value in the tax increment area	\$	10,300,739	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	630,661	(3)
4.	Prior year Final taxable value in the tax increment area	\$	10,300,739	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	0	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	7/1/2016 11:51 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.	0.00	%	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	0	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	0	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	0.00	%	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : David Persaud		Contact Name and Contact Title : David Persaud, CHIEF FINANCIAL OFFICER	
	Mailing Address :		Physical Address : 1212 GEORGE JENKINS BLVD	
	City, State, Zip : LAKELAND, FL 33815		Phone Number : 8633271303	Fax Number : 8633271343

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #6(a)

Agenda Item: Purchaser of Service Agreements

Presenter: Tim Darby

Recommended
Action: Approval of service agreement for the Tampa Lighthouse
for the Blind and Blind Services.

Summary: Oral Presentation

Attachments: None

**Service Agreement -
Tampa Lighthouse for the Blind and
Lakeland Area Mass Transit District**

This Service Agreement is entered into this _____ day of _____, 2016, by and among Tampa Lighthouse for the Blind (hereinafter referred to as “Lighthouse”), and the Lakeland Area Mass Transit District, an independent special taxing district (hereinafter referred to as the “District”).

WHEREAS, Lighthouse desires to provide its clients the benefit of access to public transit; and,

WHEREAS, the District operates public transit systems which currently provide transit service in Polk County;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The term of this Agreement shall be for a period of one (1) year commencing on July 1, 2016, through and including June 30, 2017.
2. This Agreement shall terminate if Lighthouse or the District provide written notice of intent to terminate this Agreement (“Termination Notice”) to the other parties hereto, ninety (90) days prior to termination of the service.
3. The District will allow Lighthouse clients access to the transit system for each fixed route transit trip in accordance with the terms of this Agreement.
4. Hours of operation of bus service are defined as the number of hours each bus operates plus reasonable travel time each way to and from the District Operations Center located at 1212 George Jenkins Boulevard, Lakeland, Florida, or the County Operations Center located in Bartow or Winter Haven, Florida on Saturdays only.
5. The rate to be charged to Lighthouse by the District for the transit service during

the term of the Agreement will be \$3.23.00 per revenue mile for ambulatory transit fares and \$5.54.00 per revenue mile for wheelchair transit fares. Lighthouse shall remit payment within 30 days from receipt of invoice.

6. This Agreement is subject to the terms and conditions contained in any interlocal or other agreement between the District and any other governmental authority, including, without limitation, the City of Lakeland, the Polk Transit Authority, and the County of Polk, and between the County and any other governmental authority including, without limitation, the City of Lakeland, the Polk Transit Authority, and the District. Nothing in such agreements prohibits or limits the ability of any of the parties to this agreement to deliver the various benefits specifically described herein.

7. This Agreement is subject to all federal, state, and local laws, rules, and regulations with which the District and the County are obligated to comply. Nothing in such laws, rules or regulations prohibits or limits the ability of any of the parties to this agreement to deliver the various benefits specifically described herein.

8. Failure of any party to comply with any provision of this Agreement shall place that party in default. Prior to terminating this Agreement, the non-defaulting party shall notify the defaulting party in writing. The notification shall make specific reference to the condition alleged to give rise to the default. The defaulting party shall then be entitled to a period of fifteen (15) days from the date notification is received in which to cure the default. If said default is not cured within the fifteen (15) day period, this Agreement may be terminated by the non-defaulting party. The failure of any party to exercise this right shall not be considered a waiver of such right in the event of any further default or non-compliance.

9. All notices, requests, demands and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given when received if personally delivered; when transmitted if transmitted by telecopy, electronic telephone line facsimile transmission or other similar electronic or digital transmission method; the day after it is sent, if sent by recognized expedited

delivery service; and five (5) days after it is sent, if mailed, first class mail, postage prepaid. In each case, notice shall be sent to:

LIGHTHOUSE: Tampa Lighthouse for the Blind
206 Avenue D NW
Winter Haven, Florida 33881
ATTN:

DISTRICT: Lakeland Area Mass Transit District
1212 George Jenkins Boulevard
Lakeland, FL 33815
ATTN: Tom Phillips

10. If any covenant or provision of this Agreement is determined to be invalid, Illegal or incapable of being enforced, all other covenants and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be dependent upon any other covenant or provision unless so expressed herein.

11. This Agreement contains all the terms and conditions agreed upon by the parties and is a complete and exclusive statement of the Agreement between the parties. Any renewals-alterations, variations, modifications, amendments or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed, approved by all entities and attached to this Agreement. This Agreement supersedes all other agreements and proposals, oral or written, regarding the subject matter herein, and all such other agreements and proposals are hereby deemed void.

12. In the performance of this Agreement, the District will be acting in the capacity of independent contractors, and not as an agent, employee, partner, joint venture, or associate of Lighthouse. The District shall be solely responsible for the means, methods, techniques, sequences, and procedures utilized by the District in the full performance of this Agreement. Neither the District nor any of the employees, officers, agents or any other individual directed to act on behalf of the District for any act related

to this Agreement, shall represent, act, purport to act, or be deemed to be the agent, representative, employee or servant of Lighthouse.

13. This Agreement shall be construed in accordance with the laws of the State of Florida and venue of any legal proceedings shall be in Polk County, Florida, if the action is commenced in state court. If any action is commenced in federal court, then venue shall be in the United States District Court for the Middle District of Florida, Tampa Division.

14. Nothing contained herein shall operate or be construed as a waiver of the District's limit of liability as set forth in §768.28 of the Florida Statutes regardless of whether such claims are based in tort, contract, statute, strict liability, and negligence, product liability or otherwise.

15. Each of the undersigned warrants and represents that he or she is authorized to execute this Agreement on behalf of the entity identified.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed for the uses and purposes therein expressed the day and year set forth above.

TAMPA LIGHTHOUSE FOR THE
BLIND

BY: _____

Witnesses

LAKELAND AREA MASS
TRANSIT DISTRICT

BY: _____
John E. Hall, Board Chairman

Witnesses

**Service Agreement -
Division of Blind Services and
Lakeland Area Mass Transit District**

This Service Agreement is entered into this _____ day of _____, 2016, by and among the Division of Blind Services, a division of the Florida Department of Education (hereinafter referred to as “Blind Services”), and the Lakeland Area Mass Transit District, an independent special taxing district (hereinafter referred to as the “District”).

WHEREAS, Blind Services desires to provide its clients the benefit of access to public transit; and,

WHEREAS, the District operates public transit systems which currently provide transit service in Polk County;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The term of this Agreement shall be for a period of one (1) year commencing on July 1, 2016, through and including June 30, 2017.
2. This Agreement shall terminate if Blind Services or the District provide written notice of intent to terminate this Agreement (“Termination Notice”) to the other parties hereto, ninety (90) days prior to termination of the service.
3. The District will allow Blind Services clients access to the transit system for each transit trip in accordance with the terms of this Agreement.
4. Hours of operation of bus service are defined as the number of hours each bus operates plus reasonable travel time each way to and from the District Operations Center located at 1212 George Jenkins Boulevard, Lakeland, Florida, or the County Operations Center located in Bartow or Winter Haven, Florida on Saturdays only.

5. The rate to be charged to Blind Services by the District for the transit service during the term of the Agreement will be \$3.23.00 per revenue mile for ambulatory transit fares and \$5.54.00 per revenue mile for wheelchair transit fares. Blind Services shall remit payment within 30 days from receipt of invoice.

6. This Agreement is subject to the terms and conditions contained in any interlocal or other agreement between the District and any other governmental authority, including, without limitation, the City of Lakeland, the Polk Transit Authority, and the County of Polk, and between the County and any other governmental authority including, without limitation, the City of Lakeland, the Polk Transit Authority, and the District. Nothing in such agreements prohibits or limits the ability of any of the parties to this agreement to deliver the various benefits specifically described herein.

7. This Agreement is subject to all federal, state, and local laws, rules, and regulations with which the District and the County are obligated to comply. Nothing in such laws, rules or regulations prohibits or limits the ability of any of the parties to this agreement to deliver the various benefits specifically described herein.

8. Failure of any party to comply with any provision of this Agreement shall place that party in default. Prior to terminating this Agreement, the non-defaulting party shall notify the defaulting party in writing. The notification shall make specific reference to the condition alleged to give rise to the default. The defaulting party shall then be entitled to a period of fifteen (15) days from the date notification is received in which to cure the default. If said default is not cured within the fifteen (15) day period, this Agreement may be terminated by the non-defaulting party. The failure of any party to exercise this right shall not be considered a waiver of such right in the event of any further default or non-compliance.

9. All notices, requests, demands and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given when received if personally delivered; when transmitted if transmitted by telecopy, electronic telephone line facsimile transmission or other similar electronic or digital transmission method; the day after it is sent, if sent by recognized expedited

delivery service; and five (5) days after it is sent, if mailed, first class mail, postage prepaid. In each case, notice shall be sent to:

BLIND SERVICES: Division of Blind Services,
Florida Department of Education
402 S. Kentucky Avenue, Suite 340
Lakeland, Florida 33801-5358
ATTN:

DISTRICT: Lakeland Area Mass Transit District
1212 George Jenkins Boulevard
Lakeland, FL 33815
ATTN: Tom Phillips

10. If any covenant or provision of this Agreement is determined to be invalid, Illegal or incapable of being enforced, all other covenants and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be dependent upon any other covenant or provision unless so expressed herein.

11. This Agreement contains all the terms and conditions agreed upon by the parties and is a complete and exclusive statement of the Agreement between the parties. Any renewals-alterations, variations, modifications, amendments or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed, approved by all entities and attached to this Agreement. This Agreement supersedes all other agreements and proposals, oral or written, regarding the subject matter herein, and all such other agreements and proposals are hereby deemed void.

12. In the performance of this Agreement, the District will be acting in the capacity of independent contractors, and not as an agent, employee, partner, joint venture, or associate of Blind Services. The District shall be solely responsible for the means, methods, techniques, sequences, and procedures utilized by the District in the full performance of this Agreement. Neither the District nor any of the employees, officers,

agents or any other individual directed to act on behalf of the District for any act related to this Agreement, shall represent, act, purport to act, or be deemed to be the agent, representative, employee or servant of Blind Services.

13. This Agreement shall be construed in accordance with the laws of the State of Florida and venue of any legal proceedings shall be in Polk County, Florida, if the action is commenced in state court. If any action is commenced in federal court, then venue shall be in the United States District Court for the Middle District of Florida, Tampa Division.

14. Nothing contained herein shall operate or be construed as a waiver of the District's limit of liability as set forth in §768.28 of the Florida Statutes regardless of whether such claims are based in tort, contract, statute, strict liability, and negligence, product liability or otherwise.

15. Each of the undersigned warrants and represents that he or she is authorized to execute this Agreement on behalf of the entity identified.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed for the uses and purposes therein expressed the day and year set forth above.

DIVISION OF BLIND SERVICES
FLORIDA DEPARTMENT OF
EDUCATION

BY: _____

Witnesses

LAKELAND AREA MASS
TRANSIT DISTRICT

BY: _____

John E. Hall, Board Chairman

Witnesses

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #6(b)

Agenda Item: LEGOLAND UAP Renewal

Presenter: Tim Darby

Recommended
Action: Oral Presentation

Summary: Oral Presentation

Attachments: LEGOLAND UAP

**Service Agreement -
Merlin Entertainments Group Florida LLC, d.b.a LEGOLAND® Florida and
Lakeland Area Mass Transit District**

This Service Agreement is entered into this _____ day of _____, 2014, by and among Merlin Entertainments Group Florida, LLC, d/b/a LEGOLAND® Florida (hereinafter referred to as “LEGOLAND®”), and the LAKE LAND AREA MASS TRANSIT DISTRICT, an independent special taxing district (hereinafter referred to as the “District”

WHEREAS, LEGOLAND® desires to provide its employees the benefit of unlimited access to public transit as a means of commuting to LEGOLAND® and other activities; and,

WHEREAS, the District operates public transit systems which currently provide fixed route bus service to and around LEGOLAND®; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The initial term of this Agreement shall be for a period of one (1) year commencing on September 1, 2016, through and including September 1, 2017. This Agreement shall terminate if LEGOLAND® or the District provide written notice of intent to terminate this Agreement (“Termination Notice”) to the other parties hereto, ninety (90) days prior to termination of the service.

2. The District will allow active LEGOLAND® employees unlimited access for each fixed route transit trip when the employees show the appropriate LEGOLAND® employee identification card. The District shall provide unlimited free access to fixed route transit service for all current LEGOLAND® employees in accordance with the terms of this Agreement.

3. Hours of operation of bus service are defined as the number of hours each bus

operates plus reasonable travel time each way to and from the District Operations Center located at 1212 George Jenkins Boulevard, Lakeland, Florida, or the County Operations Center located in Bartow or Winter Haven, Florida.

4. The base monthly rate to be charged to LEGOLAND® by the District for the transit service during the term of the Agreement will be \$1,500.00. LEGOLAND® shall remit payment within 30 days from receipt of invoice.

5. LEGOLAND® agrees to provide all current employees with a photo identification card.

6. LEGOLAND® will receive one premium vinyl bus wrap for one bus with LEGOLAND® artwork. The design of the wrap will be provided by LEGOLAND® and must be approved by the District. The District agrees to waive the monthly advertising fee for the bus for the term of this Agreement. LEGOLAND® agrees to fund the installation of the wrap on the bus. If the District determines that the wrap must be replaced at any time during the term of this Agreement due to damage or normal wear and tear, LEGOLAND® agrees to fund the purchase and installation of the replacement wrap. If LEGOLAND® does not fund the purchase and installation of the replacement wrap within thirty (30) days of the District's determination, LEGOLAND® agrees that the District may strip the wrap and place other advertising on the bus at the District's discretion. It is understood that the wrapped bus will operate on all routes in the entire territory of the District, and not just on the fixed routes described in this Agreement, as required by Title VI regulations.

7. The District agrees to continue to title "Route 30" as the "LEGOLAND® Route 30" during the term of this Agreement. The District agrees that "LEGOLAND®" is a registered trademark and its permitted uses by them under this Agreement is governed by LEGOLAND®'s standard terms and conditions as are all other intellectual property belonging or licensed to LEGOLAND® (such as images appearing on the vinyl bus wrap described in paragraph 6 above).

8. This Agreement is subject to the terms and conditions contained in any interlocal

or other agreement between the District and any other governmental authority, including, without limitation, the City of Lakeland, the Polk Transit Authority, and the County of Polk, and between the County and any other governmental authority including, without limitation, the City of Lakeland, the Polk Transit Authority, and the District. Nothing in such agreements prohibits or limits the ability of any of the parties to this agreement to deliver the various benefits specifically described herein.

9. This Agreement is subject to all federal, state, and local laws, rules, and regulations with which the District is obligated to comply. Nothing in such laws, rules or regulations prohibits or limits the ability of any of the parties to this agreement to deliver the various benefits specifically described herein.

10. Failure of any party to comply with any provision of this Agreement shall place that party in default. Prior to terminating this Agreement, the non-defaulting party shall notify the defaulting party in writing. The notification shall make specific reference to the condition alleged to give rise to the default. The defaulting party shall then be entitled to a period of fifteen (15) days from the date notification is received in which to cure the default. If said default is not cured within the fifteen (15) day period, this Agreement may be terminated by the non-defaulting party. The failure of any party to exercise this right shall not be considered a waiver of such right in the event of any further default or non-compliance.

11. All notices, requests, demands and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given when received if personally delivered; when transmitted if transmitted by telecopy, electronic telephone line facsimile transmission or other similar electronic or digital transmission method; the day after it is sent, if sent by recognized expedited delivery service; and five (5) days after it is sent, if mailed, first class mail, postage prepaid. In each case, notice shall be sent to:

LEGOLAND®: Merlin Entertainments Group Florida, LLC
One LEGOLAND® Way

Winter Haven, FL 33884
ATTN: Virginie Schena

DISTRICT: Lakeland Area Mass Transit District
1212 George Jenkins Boulevard
Lakeland, FL 33815
ATTN: Tom Phillips

12. If any covenant or provision of this Agreement is determined to be invalid, illegal or incapable of being enforced, all other covenants and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be dependent upon any other covenant or provision unless so expressed herein.

13. This Agreement contains all the terms and conditions agreed upon by the parties and is a complete and exclusive statement of the Agreement between the parties. Any renewals-alterations, variations, modifications, amendments or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed, approved by all entities and attached to this Agreement. This Agreement supersedes all other agreements and proposals, oral or written, regarding the subject matter herein, and all such other agreements and proposals are hereby deemed void.

14. In the performance of this Agreement, the District will be acting in the capacity of independent contractors, and not as an agent, employee, partner, joint venture, or associate of LEGOLAND®. The District shall be solely responsible for the means, methods, techniques, sequences, and procedures utilized by the District in the full performance of this Agreement. Neither the District nor any of the employees, officers, agents or any other individual directed to act on behalf of the District for any act related to this Agreement, shall represent, act, purport to act, or be deemed to be the agent, representative, employee or servant of LEGOLAND®.

15. This Agreement shall be construed in accordance with the laws of the State of Florida and venue of any legal proceedings shall be in Polk County, Florida, if the action is commenced in state court. If any action is commenced in federal court, then venue

shall be in the United States District Court for the Middle District of Florida, Tampa Division.

16. Subject to the District's rights of sovereign immunity, the District shall indemnify and hold harmless LEGOLAND® and its members, managers, agents, officers, and employees from and against all claims, actions, damages, liabilities and expenses in connection with loss of life, bodily or personal injury or property damage or destruction: (i) arising from or out of any occurrence in, upon, at or from the operation of the public transit systems referenced in this Agreement; (ii) arising from the use by any person of the public transit systems; or (iii) caused by any act or omission by the District, their agents, contractors, employees, licensees, concessionaires, guests, invitees or patrons to the extent and limits provided by law as set forth in Section 768.28, *Florida Statutes*.; except District shall not have to indemnify and hold harmless LEGOLAND® if such claim, damage, loss, and expense is the result of the negligence of LEGOLAND®.

17. LEGOLAND® shall indemnify and hold harmless the District, and its members, managers, agents, officers, and employees from and against all claims, actions, damages, liabilities and expenses (including reasonable attorneys' fees and court costs) in connection with loss of life, bodily or personal injury or property damage or destruction: (i) arising from or out of any occurrence in, upon, at or from the operation of the public transit systems referenced in this Agreement; (ii) arising from the use by any person of the public transit systems; or (iii) caused by any act or omission by LEGOLAND®, their agents, contractors, employees, licensees, concessionaires, guests, invitees or patrons to the extent and limits provided by law; except LEGOLAND® shall not have to indemnify and hold harmless the District if such claim, damage, loss, and expense is the result of the negligence of the District.

18. Nothing contained herein shall operate or be construed as a waiver of the District's limit of liability as set forth in §768.28 of the Florida Statutes regardless of whether such claims are based in tort, contract, statute, strict liability, and negligence, product liability or otherwise.

19. Each of the undersigned warrants and represents that he or she is authorized to

execute this Agreement on behalf of the entity identified.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed
for the uses and purposes therein expressed the day and year set forth above.

MERLIN ENTERTAINMENTS
GROUP
FLORIDA, LLC

BY: _____

Witnesses

LAKELAND AREA MASS
TRANSIT DISTRICT

BY: _____

John E. Hall, Board Chairman

Witnesses

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #7(a)

Agenda Item: **CBA Amendment #2**

Presenter: Marcy Harrison

Recommended

Action: Approval for Sections 1 and 9 of Article 21, Vacation & Sick Leave.

| Summary: Article 21 of CBA Vacation & Sick Leave
Section 1 Current - New regular full-time employees eligible for vacation leave shall accrue vacation hours during the probationary period but are not eligible to use any paid vacation until completion of the ninety (90) day probationary period (does not apply to new hires during the Bus Operator training phase; the probationary period begins upon successful completion of the training program).

Section 1, Sentence Addition - For those employees that have a pre-planned event, approval may be granted, prior to the next bidding cycle, for unpaid time off, by submitting the supporting documentation to their Director and Human Resources.

Section 9, First Sentence, Current - Vacation hours are accrued based upon the employee's full-time hire date, and will be paid according to the employee's normal work schedule.

Section 9, First Sentence, Revision – Vacation hours are accrued based upon the employee's full-time hire date and the completion of the ninety (90) day probationary period.

Attachments: Amendment to CBA

**AN AMENDMENT OF THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN LAKELAND AREA MASS TRANSIT DISTRICT
AND TRANSPORT WORKERS UNION OF AMERICA AFL-CIO LOCAL 525**

WHEREAS, on October 1, 2015, Lakeland Area Mass Transit District and Transport Workers Union of America AFL-CIO Local 525 entered into a Collective Bargaining Agreement and;

WHEREAS, Article 21 of the Collective Bargaining Agreement under the Vacation & Sick Leave **Section 1**, requires new regular full-time employees eligible for vacation leave shall accrue vacation hours during the probationary period but are not eligible to use any paid vacation until completion of the ninety (90) day probationary period (does not apply to new hires during the Bus Operator training phase; the probationary period begins upon successful completion of the training program). **Section 9** states that vacation hours are accrued based upon the employee's full-time hire date, and will be paid according to the employee's normal work schedule.

WHEREAS, since the execution of the Collective Bargaining Agreement, additional verbiage has been determined necessary to clarify the Vacation Leave Section 1 and 3.

NOW, THEREFORE, BE IT RESOLVED by Lakeland Area Mass Transit District and Transport Workers Union of America AFL-CIO Local 525 that:

First Amendment to Article 21, Vacation & Sick Leave Sections 1 and 9 of the Collective Bargaining Agreement

Lakeland Area Mass Transit District and Transport Workers Union of America AFL-CIO Local 525 hereby approve the additional verbiage under Article 21 of the Collective Bargaining Agreement. This amendment will take effect immediately upon its passage.

Vacation & Sick Leave

Section 1 Current - New regular full-time employees eligible for vacation leave shall accrue vacation hours during the probationary period but are not eligible to use any paid vacation until completion of the ninety (90) day probationary period (does not apply to new hires during the Bus Operator training phase; the probationary period begins upon successful completion of the training program).

Section 1, Sentence Addition - *For those employees that have a pre-planned event, approval may be granted, prior to the next bidding cycle, for unpaid time off, by submitting the supporting documentation to their Director and Human Resources.*

Section 9, First Sentence, Current - Vacation hours are accrued based upon the employee's full-time hire date, and will be paid according to the employee's normal work schedule.

Section 9, First Sentence, Revision – Vacation hours are accrued based upon the employee's full-time hire date and the completion of the ninety (90) day probationary period.

Passed and Adopted this 13th day of July 2016, by the following:

Transport Workers Union Local 525

Lakeland Area Mass Transit District

Wes Warren, TWU Section Chairman

Tom Phillips, Executive Director

Witness

Witness

Lakeland Area Mass Transit District Board of Directors

John Hall, Chairman

Witness

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #7(b)

Agenda Item: **CBA Amendment Article 19 Mode Selection**

Presenter: Marcy Harrison

Recommended
Action: Approval

Summary: CBA Article 19 - Modes Selection
The first Monday in June of each year all bus operators will be given a Mode Intent Form. Operators will choose the mode of service they intend to bid for the next two (2) bid picks. Operators must select either Para-transit or Fixed Route exclusively. Extra Board assignments may be required to fill both modes.

Modes Selection Revision – The first Monday in June all bus Operators will be given a Mode Intent form. Operators will choose the mode of service they intend to bid one year after the mode selection has been requested. Extra Board assignments may be required to fill both modes.

Attachments: Amendment to the CBA

**AN AMENDMENT OF THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN LAKELAND AREA MASS TRANSIT DISTRICT
AND TRANSPORT WORKERS UNION OF AMERICA AFL-CIO LOCAL 525**

WHEREAS, on October 1, 2015, Lakeland Area Mass Transit District and Transport Workers Union of America AFL-CIO Local 525 entered into a Collective Bargaining Agreement and;

WHEREAS, Article 19 of the Collective Bargaining Agreement under the Modes Selection, The first Monday in June of each year all bus operators will be given a Mode Intent Form. Operators will choose the mode of service they intend to bid for the next two (2) bid picks. Operators must select either Para-transit or Fixed Route exclusively. Extra Board assignments may be required to fill both modes.

WHEREAS, since the execution of the Collective Bargaining Agreement, additional verbiage has been determined necessary to clarify the Modes Selection.

NOW, THEREFORE, BE IT RESOLVED by Lakeland Area Mass Transit District and Transport Workers Union of America AFL-CIO Local 525 that:

First Amendment to Article 19, Modes Selection of the Collective Bargaining Agreement

Lakeland Area Mass Transit District and Transport Workers Union of America AFL-CIO Local 525 hereby approve the additional verbiage under Article 19 of the Collective Bargaining Agreement. This amendment will take effect immediately upon its passage.

Modes Selection

The first Monday in June of each year all bus operators will be given a Mode Intent Form. Operators will choose the mode of service they intend to bid for the next two (2) bid picks. Operators must select either Para-transit or Fixed Route exclusively. Extra Board assignments may be required to fill both modes.

Modes Selection Revision – The first Monday in June all bus Operators will be given a Mode Intent form. Operators will choose the mode of service they intend to bid one year after the mode selection has been requested. Extra Board assignments may be required to fill both modes.

Passed and Adopted this 13th day of July 2016, by the following:

Transport Workers Union Local 525

Lakeland Area Mass Transit District

Wes Warren, TWU Section Chairman

Tom Phillips, Executive Director

Witness

Witness

Lakeland Area Mass Transit District Board of Directors

John Hall, Chairman

Witness

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #8

Agenda Item: **Board Action(s)**

Presenter: TBD

Recommended
Action: None

Summary: None

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #9(a)

Agenda Item: Executive Updates

Presenter: Tom Phillips, Executive Director

Recommended
Action: Oral Presentation

Summary:

- Monthly Activities Report
- UAP Ridership

June 2016

July 2016

June 2016

Su Mo Tu We Th Fr Sa
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

Su Mo Tu We Th Fr Sa
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 29	30	31	Jun 1	2	3	4
			11:00am Meet & Greet Interns (Hollingsworth) - 1:00pm Supervisor, Superintendent,	8:30am Aaron and Tom 1 on 1 (1212) - Marcy 10:30am Weekly Meetings with Darby 2:00pm 1/1 with David	Copy. Board of 9:00am Emergency 10:30am Polytechnic 11:00am Review of 1:00pm Send SEU	
5	6	7	8	9	10	11
	9:00am Mary Lynne & Tom 1/1 (Tom's office) - Marcy 10:00am Dean and Tom 11:30am Roti 1:00pm SMART Shuttle	1:00pm Mtg with LDDA (Morton) - Marcy Harrison	8:30am LAMTD Board Meeting 11:30am Chandrionna Norman - Intern 1:30pm Sears Town-	8:30am Aaron and Tom 9:00am TMR Contract - 11:30am 1/1 with David 12:30pm Interview - 1:15pm Interview -	8:00am Interview - 8:45am Interview - Daryl 9:30am Interview - 10:15am Interview - Don 11:00am Interview -	
12	13	14	15	16	17	18
	8:30am WLKF 1430 AM Studio Radio Talk with Len - 8:40 10:00am Mary Lynne & Tom 1/1 (Tom's office) - Marcy	Flag Day (United States) 8:30am Email Ridership Update to LAMTD 9:15am Summer of 1:00pm Dean and Tom	11:00am Leave for Doctors Appointment (Spine Institute) 1:00pm Mtg w/ Polytech (1212)	8:30am Aaron and Tom 9:00am Bill and Tom 1/1 10:00am GEICO meeting 11:30am Lakeland 2:00pm 1/1 with David	11:00am Lunch with Wayne Crosby 11:00am 1 on 1 Joe and 12:00pm PMOA 3:00pm Vert	
19	20	21	22	23	24	25
Father's Day (United States)	9:00am Roles and Responsibilities (Bartow) - Dean 9:00am Mary Lynne & Tom 1/1 (Tom's office) - Marcy	8:15am Agnini Dental Appt (North Lakeland)	9:00am Dean and Tom 1/1 (Tom's Office) - Marcy Harrison 1:00pm Supervisor, Superintendent,	8:30am Aaron and Tom 9:00am Bill and Tom 1/1 10:30am Weekly 1:30pm Meeting with 2:00pm 1/1 with David	Tom - Vacation Day 8:30am Update Notification: 11:00am 1 on 1 Joe and Tom (Office) - Marcy	
26	27	28	29	30	Jul 1	2
	9:00am Mary Lynne & Tom 1/1 (Tom's office) - Marcy Harrison	Marcy's Leaves at 10:00am Dean and Tom 10:30am Coordinators 12:00pm Spice Cafe 2:00pm Cypress Gardens	1:00pm Webinar Details: The Ultimate Tradeoff: Ridership vs. 2:30pm School Transportation	8:30am Aaron and Tom 1 on 1 (1212) - Marcy 9:00am Bill and Tom 1/1 10:30am Weekly 2:00pm 1/1 with David		

UAP Ridership Totals 2015-16	LAMTD	WHAT	Total
April	15,834	11,055	26,889
May	14,321	10,225	24,546
UAP Ridership 2015-16	LAMTD	WHAT	Total
Polk State College			
April	3,409	1,655	5,064
May	2,733	1,165	3,898
LEGOLAND			
April	170	1,415	1,585
May	270	1,706	1,976
South Eastern University			
April	304	34	338
May	191	26	217
Everest University			
April	644	103	747
May	1,037	149	1,186
COLTS			
April	2,123	1,664	3,787
May	1,631	1,491	3,122
Veterans			
April	3,305	1,228	4,533
May	3,278	1,201	4,479
Southern Technical College			
April	284	648	932
May	271	636	907
Polk Health Care			
April	2,657	1,163	3,820
May	2,658	1,102	3,760
Polytechnic			
April	1,317	51	1,368
May	171	71	242
Central Florida Healthcare			
April	1,818	416	2,234
May	1,562	449	2,011
New Beginnings High School			
April	447	2,781	3,228
May	519	2,229	2,748

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: JULY 13, 2016
AGENDA ITEM #9(b)

Agenda Item: **Ridership Report**

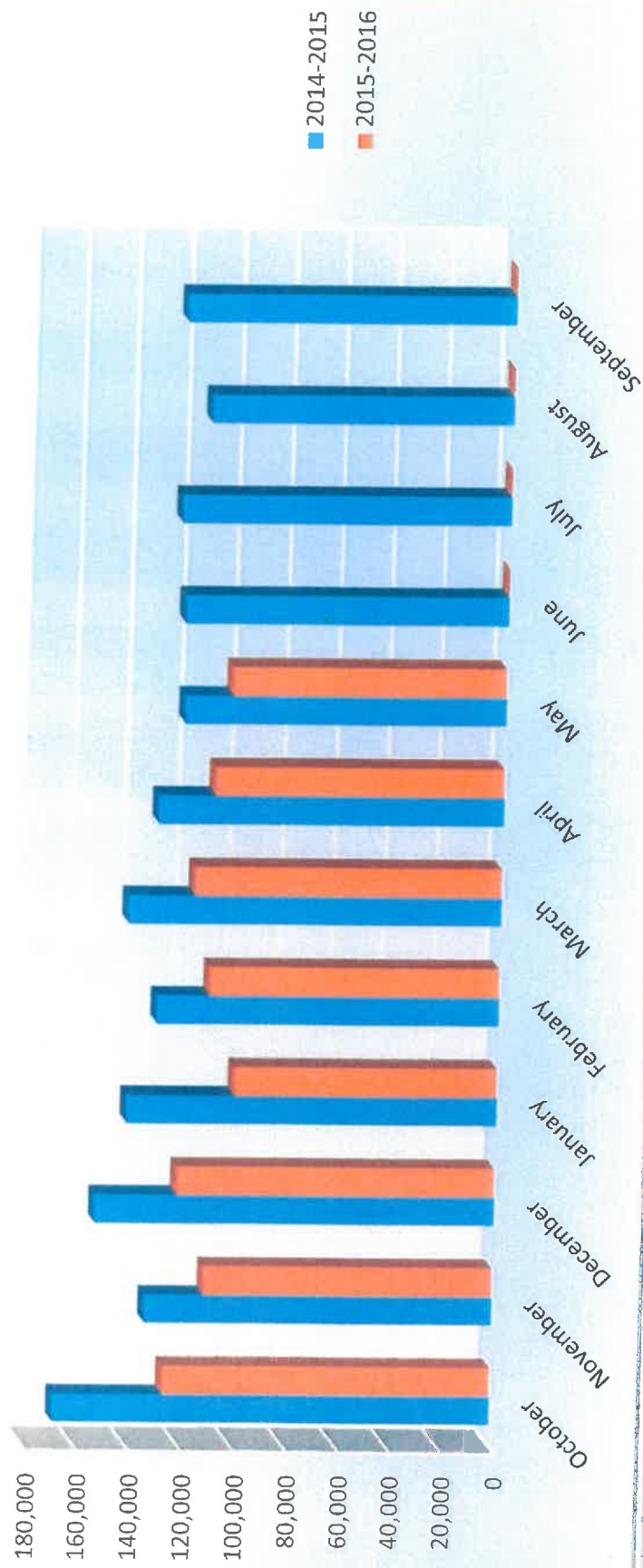
Presenter: Tom Phillips, Executive Director

Recommended
Action: Information only

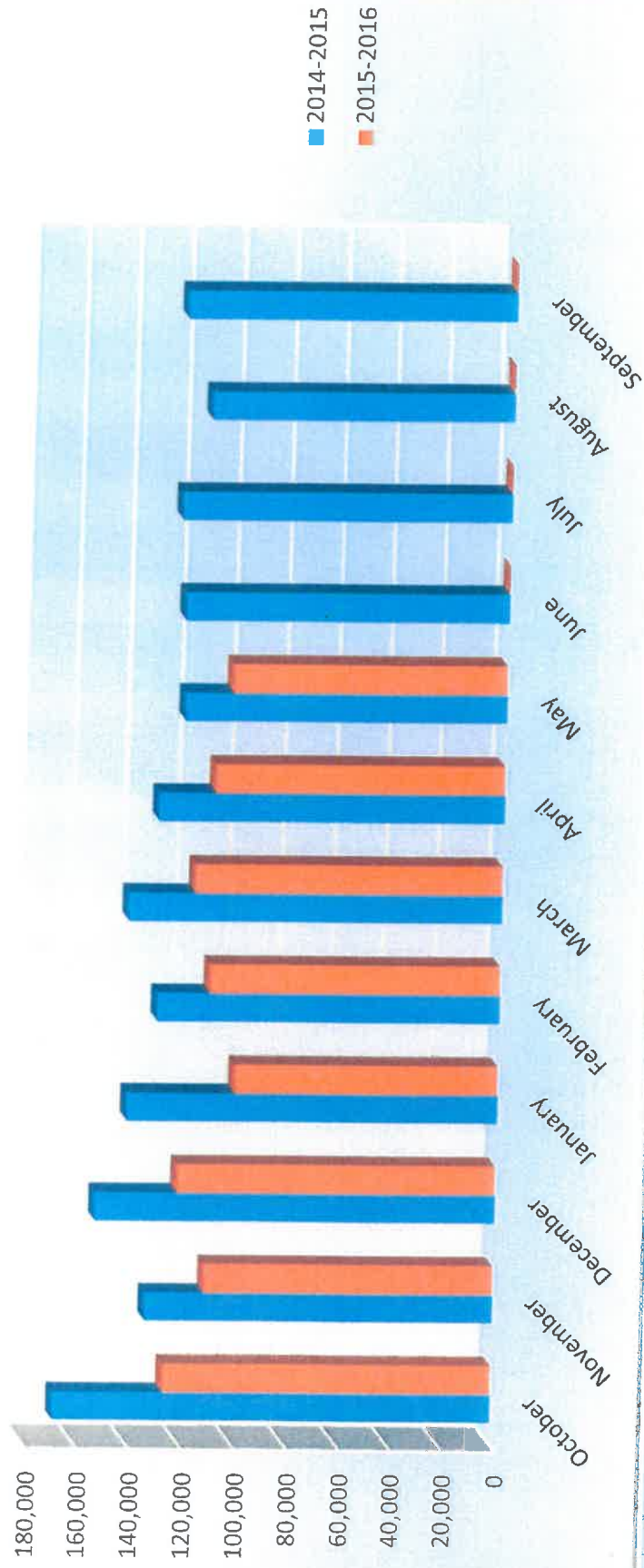
Summary: Year to date ridership information for the entire system
including LAMTD, Winter Haven, Rural and Demand
Response through May, 2016

Attachments: Ridership Report

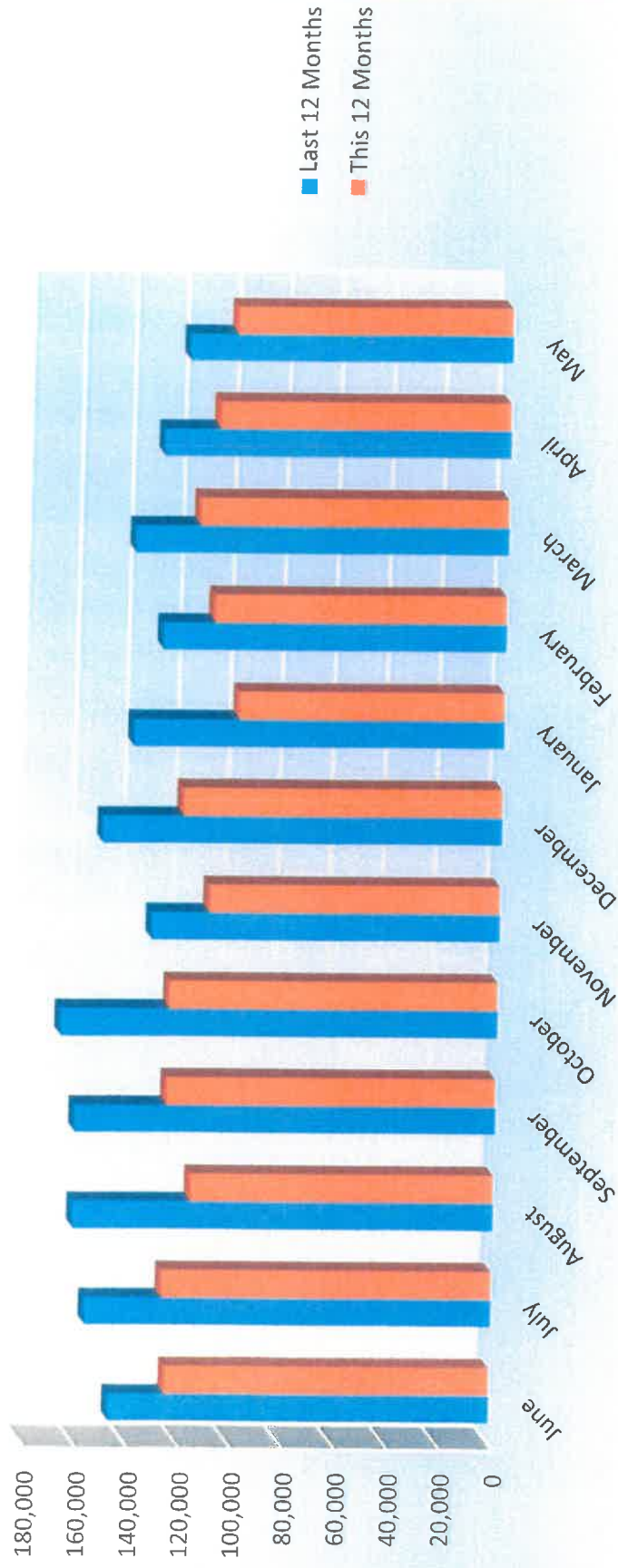
Citrus Connection and PCTS Fixed Route Total Ridership



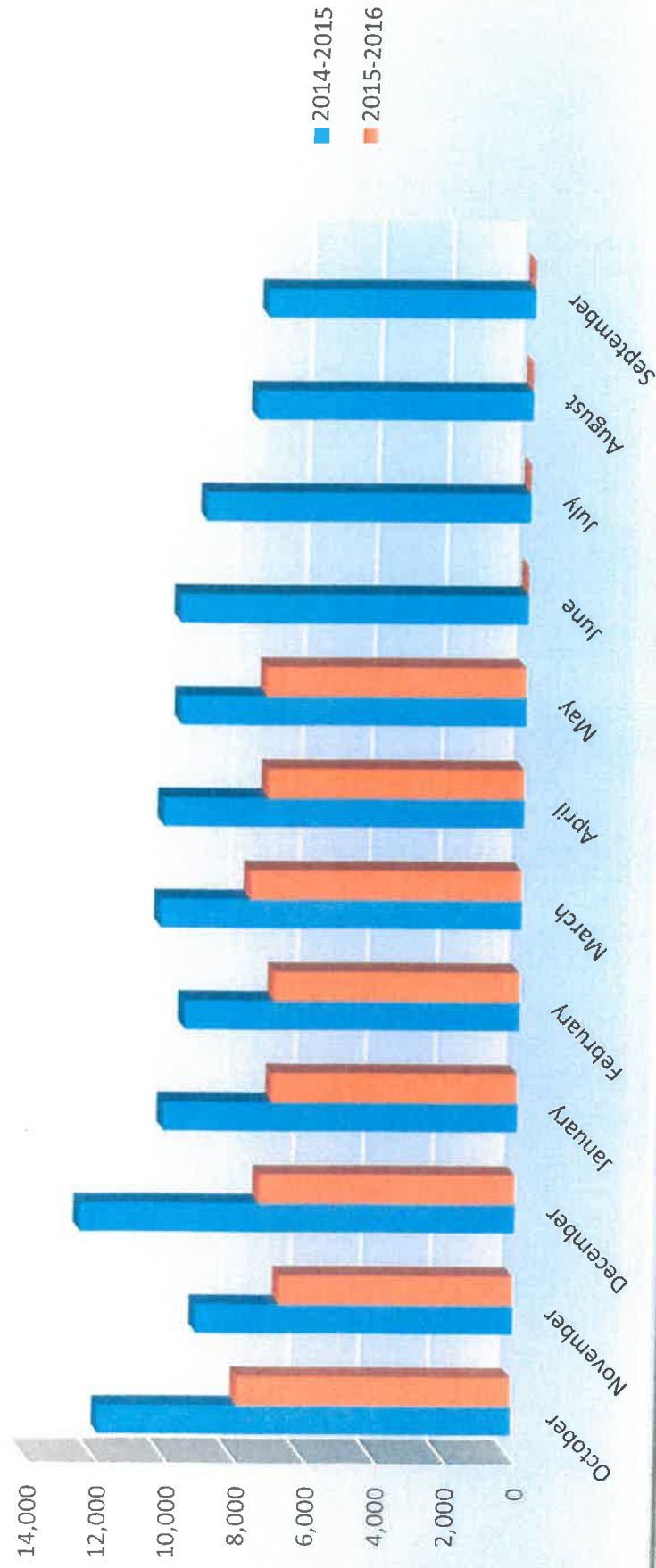
Citrus Connection and PCTS Fixed Route Total Ridership



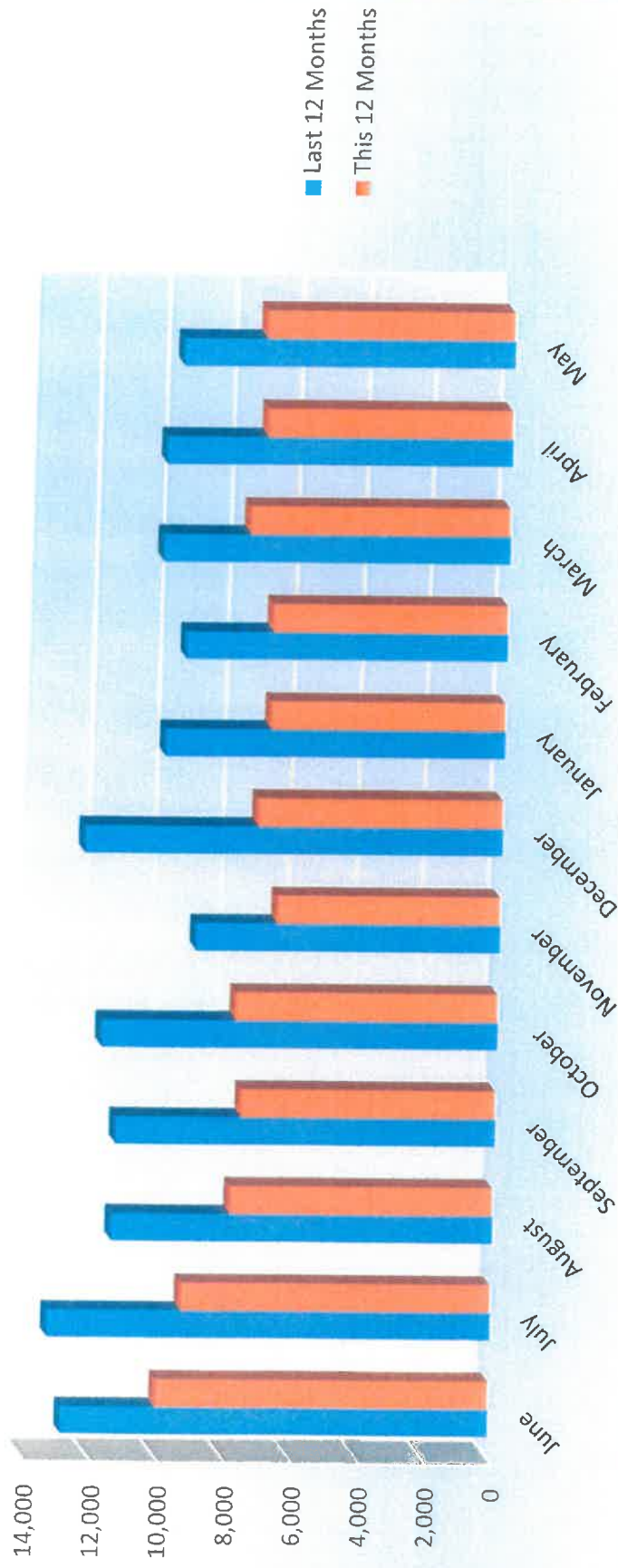
Citrus Connection Fixed Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection Para-Transit Over 12 Months



Citrus Connection and PCTS Fixed Route Totals					
	2013-2014	2014-2015	2015-2016	Dif	Change
October	175,231	167,775	125,714	-42,061	-25%
November	142,742	133,255	111,028	-22,227	-17%
December	151,623	153,148	122,018	-31,130	-20%
January	150,249	141,892	101,190	-40,702	-29%
February	157,540	131,235	111,488	-19,747	-15%
March	152,174	142,894	117,903	-24,991	-17%
April	160,032	132,400	111,054	-21,346	-16%
May	156,361	123,350	105,232	-18,118	-15%
June	146,011	124,152	0		
July	155,955	126,245	0		
August	161,384	115,908	0		
September	161,540	125,983	0		
Totals	1,870,842	1,618,237	905,627		-20%

Citrus Connection and PCTS Para-Transit Totals					
	2013-2014	2014-2015	2015-2016		Change
October	17,426	11,849	7,846	-4,003	-34%
November	14,922	9,092	6,690	-2,402	-26%
December	15,283	12,494	7,330	-5,164	-41%
January	15,922	10,149	7,020	-3,129	-31%
February	15,408	9,603	7,027	-2,576	-27%
March	16,462	10,358	7,780	-2,578	-25%
April	17,370	10,323	7,334	-2,989	-29%
May	16,564	9,895	7,431	-2,464	-25%
June	12,772	9,973	0		
July	13,260	9,277	0		
August	11,407	7,871	0		
September	11,346	7,619	0		
Totals	178,142	118,503	58,458		-30%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #9(c)

Agenda Item: Proposed Elimination of Route 3X

Presenter: Tom Phillips, Executive Director

Recommended

Action: Approve the proposed elimination of Route 3X effective August 17, 2016 pending public outreach.

Summary: The agreement between LAMTD and the Polytechnic University has expired. The University had decided to provide the service in house, and as a result the District needs to discontinue this service. The funding was primarily from the University.

The public workshop occurred at the Lakeland Terminal on Tuesday, July 12th with data forthcoming.

Proposed Elimination of Route 3X - Florida Polytechnic University, Westside Sunday Service and Route 3



CitrusConnection



EFFECTIVE, AUGUST 17, 2015 / EFECTIVO, AGOSTO 17, 2015

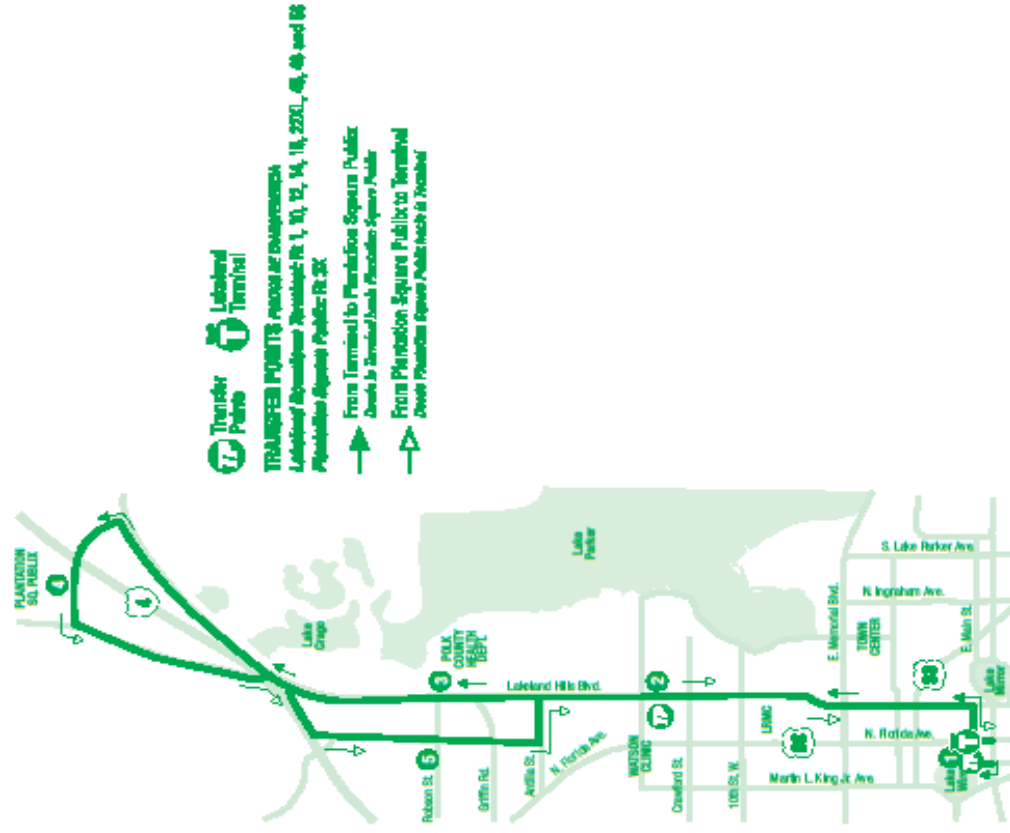
[illegible]

TRANSFER POINTS PUNTOS DE TRANSFERENCIA

From Lakeland Terminal to Lakeland Square Mall
Desde la Terminal hacia Lakeland Square Mall

From Lakeland Square Mall to Florida Polytechnic University
Desde Lakeland Square Mall hacia Florida Polytechnic University





Depart Lakeland
Downtown Terminal

Watson Clinic Bldg

Lakeland Hills Blvd

Polk County Health
Department

Plantation Square
Public

N. Florida Ave. &
W. Robinson St.

Watson Clinic Bldg

Arrive Lakeland
Downtown Terminal

6:15	6:22	6:30	6:38	6:45	6:52	7:05
7:15	7:22	7:30	7:38	7:45	7:52	8:05
8:15	8:22	8:30	8:38	8:45	8:52	9:05
8:45	8:52	9:00	9:08	9:15	9:22	9:35
9:15	9:22	9:30	9:38	9:45	9:52	10:05
9:45	9:52	10:00	10:08	10:15	10:22	10:35
10:15	10:22	10:30	10:38	10:45	10:52	11:05
10:45	10:52	11:00	11:08	11:15	11:22	11:35
11:15	11:22	11:30	11:38	11:45	11:52	12:05
11:45	11:52	12:00	12:08	12:15	12:22	12:35
12:15	12:22	12:30	12:38	12:45	12:52	1:05
12:45	12:52	1:00	1:08	1:15	1:22	1:35
1:15	1:22	1:30	1:38	1:45	1:52	2:05
1:45	1:52	2:00	2:08	2:15	2:22	2:35
2:15	2:22	2:30	2:38	2:45	2:52	3:05
2:45	2:52	3:00	3:08	3:15	3:22	3:35
3:15	3:22	3:30	3:38	3:45	3:52	4:05
4:15	4:22	4:30	4:38	4:45	4:52	5:05
5:15	5:22	5:30	5:38	5:45	5:52	6:05

WEEKDAYS

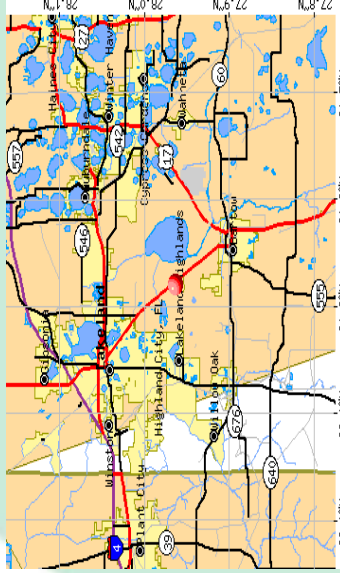
For More Information CALL: **855.POLKBUS (765-5287)**
 Visit our website at **WWW.RIDECITRUS.COM**



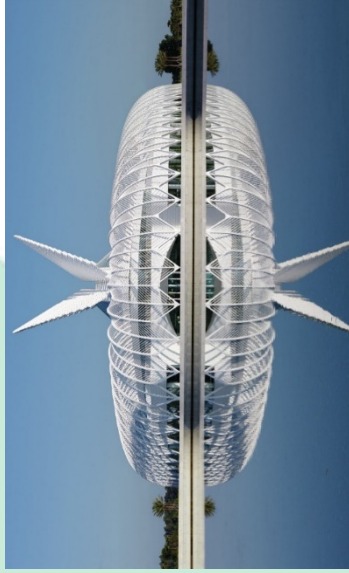
Stops Eliminated from Route 3 Include:



The Landings at Long Lake is a luxury apartment community located in Lakeland FL., just off of I-4 near the Lakeland Square Mall, Lakeland Linder Regional Airport, and Florida Polytechnic University. The community has 240 units and houses over 7,200 residents.



Sunday's West side corridor will eliminate service to the Lakeland Terminal, Watson Clinic Polk County Health, Plantation Square Publix, and the Lakeland Square Mall.



Florida Polytechnic University, started as a university of Science, Engineering, Technology and Mathematics (STEM) established in 2012. Its student count is over 1,300 and is powerful resource for high-tech industries in Florida and all the United States.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JULY 13, 2016
AGENDA ITEM #10

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: None

Summary: None

Attachments: None