







As a courtesy to others, please silence all electronic devices during the meeting.

## 1. Call to Order

## 2. Committee Minutes




-  Finance Committee Meeting Minutes 01.25.17 Pg 3
-  Finance Committee Meeting Minutes 02.21.17 Pg 6
-  Finance Committee Meeting Minutes 03.21.17 Pg 10
-  Finance Committee Meeting Minutes 04.19.17 Pg 14


## 3. Public Comments

- Citizens who would like to speak under Public Comments shall submit a request form to the Assistant Secretary prior to the meeting. Forms are available at the door.




## 4. Chief Financial Officer Report

## 5. Committee Action Items

- A.  Overview of the Preliminary FY2018 Operating Budget Pg 17  
*-Attachments* 
- B.  Overview of the FY2018 Preliminary Capital Budget Pg 32  
*-Attachments* 
- C.  Authorization to Enter into Negotiations and Award a Contract to Americaneagle.com for Mobile Fare Payment System Pg 41  
*-Attachments* 
- D.  Authorization to Accept the Recommendation of the Source Evaluation Committee (SEC) to Award a Contract to MV Transportation, Inc., for Mobility Services and Broker Services for the Provision of LYNX's Paratransit (ACCESS LYNX) and NeighborLink Services Pg 63

- E.  Authorization to Piggyback on Orange County's Contract with Cigna for Medical and Stop Loss Insurance Pg 66

## 6. Committee Discussion Items

- A.  FY 2016 Federal Transit Administration Triennial Review Close-out Pg 68
- Attachments  

## 7. Committee Information Items

- A.  Monthly Financial Report - June 30, 2017 Pg 78
- Attachments 

- B.  Monthly Financial Report - May 31, 2017 Pg 85
- Attachments 

## 8. Other Business

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

**LYNX**  
**Central Florida Regional Transportation Authority**  
**Finance and Audit Committee Meeting Minutes**

**PLACE:**     **LYNX Central Station**  
                  **455 N. Garland Avenue**  
                  **Conference Room, 2<sup>nd</sup> Floor**  
                  **Orlando, FL 32801**

**DATE:**       **January 25, 2017**

**TIME:**       **9:00 a.m.**

---

**Members in Attendance:**

Ray Walls, Orange County  
Edward Bass, Seminole County  
Claudia Korobkoff, City of Orlando  
Amanda Clavijo, Osceola County  
Jo Santiago, FDOT

**Staff in Attendance:**

Bert Francis, Chief Financial Officer  
Blanche Sherman, Director of Finance  
David Dees, Director of Risk Management  
Pat Christiansen, Legal Counsel  
Dawne Miles, Administrative Assistant  
Tim May, Paratransit

Members Absent:

---

**1. Call to Order**

Chair Walls, called the meeting to order at 9:00 a.m.

**2. Public Comments**

No members of the public were present to speak.

**3. Chief Executive Officer's Report**

None.

#### **4. Committee Agenda**

##### **A. Approval of the FY2017 Finance and Audit Committee Meeting Dates**

Mr. Walls recognized Blanche Sherman, Director of Finance to discuss the Committee meeting dates.

Chair Walls requested a motion. Motion made by Claudia Korobkoff, second by Edward Bass to approve the Finance and Audit Committee Meeting dates as presented. Motion passed.

##### **B. Update of RFP Process for LYNX Paratransit and NeighborLink Services**

Mr. Walls recognized Mr. Bert Francis, Chief Financial Officer (CFO), to present an update to the Committee. Mr. Francis stated there will be no action taken on the item and the goal is to have the services up and running by April 1, 2017.

#### **5. Committee Discussion Items**

##### **A. Discussion Regarding Authorization to Award a Contract for Stop Loss Coverage for LYNX Self Insured Medical Plan to HCC Life Insurance Company**

Chair Walls recognized Bert Francis, CFO, for analysis. Mr. Francis stated this item has been reviewed and unanimously approved by LYNX Risk Management Committee as presented. Mr. Francis provided an overview of the purchase of stop loss coverage for LYNX self-insured medical plan. Previous years the stop loss has been at \$250,000 so claims will not exceed that amount or insurance will cover the additional claims. Gallagher did provide an analysis of possible cost savings. Mr. Francis stated that the Risk Management Committee did agree to the \$150,000 cap in stop loss coverage, and this will provide budget stability for health insurance costs.

Chair Walls asked for a motion. Motion to approve by Claudia Korobkoff, second by Amanda Clavijo. Motion passed.

##### **B. Chief Financial Officer Comments**

Chair Walls recognized Mr. Francis. Mr. Francis provided an update to the legal general counsel RFP, union negotiations with no new information or agreement, in the next meeting the budget assumptions will be presented to the committee, and informed the TD voucher program and this item is coming before the Board of

Directors and is a financially and budget neutral project. Mr. Francis further stated that in March staff will come to the Committee with a mid-year budget revision.

Chair Walls recognized Mr. Bass for discussion.

## **6. Committee Information Items**

- A. Monthly Financial Report – October 31, 2016**
- B. Monthly Financial Report – November 30, 2016**
- C. Monthly Financial Report – December 31, 2016**

**The meeting adjourned at 9:52 a.m.**

**LYNX**  
**Central Florida Regional Transportation Authority**  
**Finance & Audit Committee Meeting Minutes**

PLACE: LYNX Central Stations  
455 N. Garland Avenue  
Board Room, 2<sup>nd</sup> Floor  
Orlando, FL 32801

DATE: February 21, 2017

TIME: 10:00 a.m.

---

**Members in Attendance:**

Ray Walls, Chair, Orange County  
Edward Bass, Vice-Chair, Seminole County  
Amanda Clavijo, Osceola County  
Claudia Korobkoff, City of Orlando  
Jo Santiago, FDOT

**LYNX Staff in Attendance:**

Bert Francis, Chief Financial Officer  
Blanche Sherman, Director of Finance  
Julie Caple, Manager, Financial Planning  
James Goldsmith, LYNX General Counsel  
Thomas Stringer, Chief Operations Officer  
David Dees, Director of Risk Management  
Patrice Murphy, Executive Assistant

**Members Absent:**

N/A

---

**1. Call to Order**

Chair, Ray Walls, called the meeting to order at 10:01 a.m.

**2. Committee Minutes**

A correction was made to the November 10, 2016 minutes as to the time the meeting was called to order.

Chair Walls asked for approval of November 10, 2016 minutes as corrected. Motion made by Edward Bass to approve the November 10, 2016 Finance and Audit Committee Meeting Minutes, seconded by Jo Santiago. The motion passed unanimously.

**3. Public Comments**

No public comments.

**4. Chief Financial Officer Report**

Bert Francis, CFO introduced newest Executive staff member, Patrice Murphy, Executive Assistant to Chief Executive Officer, Edward Johnson. She is assisting with today's meeting.

An update was provided regarding Union negotiations presented by Bert Francis, CFO and James Goldsmith, Esq., LYNX general counsel. Arbitration is not moving forward. Mr. Francis stated that LYNX remains open to Union proposals.

Bert Francis discussed the purchase of land from Nopetro, stating that LYNX has approval from the FTA to purchase the property, and LYNX is moving forward with purchase price of \$1.3 million plus normal and customary closing costs, and anticipate closing on the property by March 15, 2017.

## 5. Committee Agenda

### a. FY2018 Proposed Budget Development Assumptions

One additional presentation slide was added to the staff FY 2018 Budget Development Assumptions, and provided to the Committee and the public as an addendum. Key budget assumption were presented to the Committee by Blanche Sherman and Bert Francis. Blanche Sherman gave a quick overview of the LYNX's Funding Model, stating LYNXs desire to maximize our service levels, to gain on going efficiencies, and asserted Mr. Johnson's desire to maximize current service levels through identifying efficiencies within the organization as well as through route optimization. Additionally, LYNX is continuing to enhance its fixed routes, NeighborLink and ACCESS Link services and implementing a new Mobility Management and paratransit enabling services.

Blanche Sherman discussed key revenue assumptions to include preventative maintenance funding levels, Board of Directors authorized LYNX to maintain a certain dollar amount of money that is transferred from capital funding to operating, 6.8 million dollars to cover preventive maintenance expenses each year. State funding we receive from FDOT as an operating block grant formula funds, usually 8-9 million dollars annually. Advertising revenue LYNX wants to continue maximizing the advertising revenue, considering potential safety concerns.

Bert Francis elaborated on Advertising Revenue stating one of Mr. Johnson's top priorities is safety. A possible safety issue is does LYNX continue to advertise on the tails of the buses as it appears to be a potential distraction, this is one item LYNX is reviewing. We are determining the amount of revenue derived from rear bus advertising, and will bring it forward for budgeting and further discussion. Blanche stated the contract minimum is \$1.9 million dollars for FY 2018.

Claudia Korobkoff asked how other agencies work around advertising on the tail of the buses. Mr. Francis responded with it is difficult to tell if the advertising caused or contributed to the incident of rear end crashes, and he is unsure if there is any empirical data to prove it one way or the other.

Blanche discussed customer fares and how LYNX is working with the City of Orlando to complete a fare study started last year. The fare study will be presented to the Finance and Audit Committee and the intent is to have the study results be in line with the budget calendar, and implemented by October 2018, maybe.

Blanche reviewed other revenues to include compressed natural gas (CNG) rebates and royalties, used as capital. LYNX has received \$250,000 this year and is looking for another \$250,000 by purchasing buses eligible for the CNG rebates next year. We receive approximate \$1,700 – \$1,800 per month from royalties.

Ms. Sherman proceeded with expenses, stating LYNX is remaining consistent with its funding partners, this year LYNX would like an increase in anticipation of union negotiations. Bert Francis, we are also, always looking at ways to make health insurance cost effective and will discuss this further throughout the year.

Blanche provided an update the RFP for Mobility Management Model. She stated the fuel programs and fuel hedging are locked in \$1.58 for diesel and \$1.48 for gasoline.

Ray Wells asked for a discussion of fuel hedging for the new members to the Finance and Audit Committee as that it would be constructive to talk about how it works. Blanche reviewed the bio-diesel State grant, blending facility, and we currently have 70 CNG buses on the road.

Blanche Sherman announced LYNX 25 year celebration is coming up this year, and we will be determining the budget to support the anniversary event in FY 2018.

Blanche further discussed other initiatives to include service expansion, feeder service, as we continue to work with FDOT and SunRail, this will not be a budgeted item until complete. She also provided an information update regarding a RFP coming forward for mobile ticketing services. We are in the process of designing the pilot with the vendors, and we want everything available in the pilot for testing. Claudia Karobkoff conveyed the importance of working with City of Orlando staff in conjunction with the project.

Blanche communicated the relocation of the paratransit facility at L.B. McLeod to Nopetro land. Bert further discussed the purchase and how the property will come into utilization and move the paratransit division to the new property and alleviate the overcrowding at the LYNX Operations Center.

Bert Francis discussed considerations that may be in FY 2018 or perhaps the FY 2019 budget. These items will be used to contain costs or create revenue for the future. Discussion ensued regarding pension issues, shifting healthcare costs, purchase card rebates, evaluations of existing positions including possible additional safety officers as safety is a priority. Thomas Stringer stated he is comparing the model that currently exists and a model he would like use in operations moving forward. He envisions street supervision with zonal coverage that provides route accountability, supervision, leadership, and safety. Thomas is doing a comprehensive review. Bert provided approaches for the fare policy creation. In addition, Bert stated that we have completed a review of our property, property insurance and the values, results indicating some properties were over insured, creating savings of \$30,000 - \$40,000 annually.

Blanche discussed the budget calendar, and stated it is her intent to come back in front of the Finance and Audit Committee on March 15<sup>th</sup> or 20<sup>th</sup> and to the Board of Directors at the March 23<sup>rd</sup> meeting to present to preliminary operating budget.

**b. Discussion Regarding Authorization to Award an Extension of State of Florida Contract, Department of Management Services #9212500-14-01**



David Dees provided a background of the current contract of the security firm G4S. David continued by requesting a budget transfer in the amount of \$10,000 to maintain the current level of service provided through the current fiscal year.

Chair Wells requested a motion. Motion made by Claudia Korobkoff to approve budget transfer; seconded by Edward Bass. Motion passed unanimously.

## **6. Committee Discussion Items**

### **a. Mobility Management RFP**

Blanche has been reviewing all aspects of the proposed contracts from the finalists to include all costs. Bert stated this is a large contract and does not want to rush the process to ensure that it is executed correctly and currently are working to get a new contract in place before the end of the current contract on March 31<sup>st</sup>. Working toward an April 1<sup>st</sup> decision.

### **b. Preliminary Discussion on Debt management Policy**

Bert stated we currently do not have a debt management policy; and Finance is working toward creating a policy and will bring it forward for approval.

### **c. LYNX Technology Update**

Blanche discussed mobile ticketing, fully installed Wi-Fi on all the buses, working on implementing real time through Double Map. Bert provided more detail on the real time application and the data collected.

The meeting was adjourned at 11:11 a.m.

**LYNX**  
**Central Florida Regional Transportation Authority**  
**Finance and Audit Committee Meeting Minutes**

**PLACE:**     **LYNX Central Station**  
                  **455 N. Garland Avenue**  
                  **Conference Room, 2<sup>nd</sup> Floor**  
                  **Orlando, FL 32801**

**DATE:**       **March 21, 2017**

**TIME:**       **3:30 p.m.**

---

**Members in Attendance:**

Ray Walls, Orange County  
Edward Bass, Seminole County  
Claudia Korobkoff, City of Orlando  
Amanda Clavijo, Osceola County  
Jo Santiago, FDOT, 5<sup>th</sup> District

**Staff in Attendance:**

Bert Francis, Chief Financial Officer  
Blanche Sherman, Director of Finance  
David Dees, Director of Risk Management  
Pat Christiansen, Legal Counsel  
Dawne Miles, Administrative Assistant  
Patrice C. Murphy, Executive Assistant

Members Absent:

---

**1. Call to Order**

Chair Walls, called the meeting to order at 3:35 p.m.

**2. Approval of Minutes**

Chair Walls asked the Committee if there was any discussion and/or motion about the February 21, 2017 meeting minutes. A motion was made by Edward Bass, second by Jo Santiago. Minutes unanimously approved as presented.

**3. Public Comments**

No members of the public were present to speak.

#### **4. Chief Executive Officer's Report**

Chair Walls recognized Bert Francis, Chief Financial Officer (CFO) to present the Chief Executive Report in Mr. Johnson's absence. Mr. Francis stated the January 21, 2017 Finance and Audit Committee Meeting minutes will be presented to the members at the April meeting.

Mr. Francis informed the Committee that at the April 2017 meeting staff will bring forward FY2017 Budget Amendment to provide cleanup and present the draft proposed FY2018 for your consideration. As well, staff is continuing to work toward the proposed debt management policy. Mr. Francis confirmed the closing on the NoPetro property in March 2017.

As a matter of notice, Mr. Francis stated the Tribridge item will be pulled from the Board of Directors Agenda meeting for further staff review.

Mr. Francis recognized David Dees, Director of Risk Management, to provide an overview of LYNX property and environmental liability insurance coverage renewals. Mr. Dees stated LYNX looked at better ways to structure some insurance policies. Mr. Dees provided an update of the Risk Management Committee. Mr. Francis stated this will go to the Board of Directors at the March 23, 2017 meeting. Chair Walls recognized Mr. Bass for discussion on the insurance premiums. Mr. Walls motioned that the Committee recommend approval of action requested, second by Mr. Bass. Motion passed unanimously.

#### **5. Committee Action Items**

##### **A. Defined Benefit Pension Contribution Rate for FY2016-17**

Mr. Walls recognized Blanche Sherman, Director of Finance to discuss the Defined Benefit Pension Contribution Rates as submitted and requested by the actuary for FY 2017. Mr. Francis stated that the Pension Board approved the rate increase at the advice of the actuary and LYNX's position is that the rate increase should go to collective bargaining, the Union declined. Mr. Francis advised since the Union has declined bargaining the rate increase, staff will proceed with the increase and present this to the Board of Directors for approval. Ms. Jo Santiago stated she will refrain from voting due to a conflict. Mr. Walls request a recommendation. A motion was made by Ms. Korobkoff, second by Mr. Bass. Item 5.A. was unanimously approved.

**B. Authorization of Extend contract #10-C21 with MV Transportation, Inc., for a Period of Up to Ninety (90) day for NeighborLink Services and to Increase the Not-To-Exceed Amount of the Contract**

Mr. Walls recognized Mr. Thomas Stringer, Chief Operations Officer (COO), to present items 5.B., 5.C., 5.D. Mr. Stringer provided an overview, discussed the internal processes, best and final offers received, and clarifications as needed resulting in the ranking of the RFPs. Mr. Stringer requested the authorization to move forward with negotiations with MV Transportation.

Mr. Francis provided further information regarding the cost of the 90 day extension Chair Walls asked for further information to differentiate the current contract and the proposed contact as it pertains to costs, unit costs, services, comparisons, mobility management model etc.... Ms. Sherman stated she will provide the requested information.

Upon conclusion of the presentation Mr. Walls summarized the discussion of items 5.B., 5.C., and 5.D. Mr. Christiansen informed the Committee of a recent notification of protest of the RFP. Mr. Walls asked for any questions and a recommendation for items B, C and D. A motion was made by Mr. Bass, second by Ms. Korobkoff. Item 5.B., Item 5.C. and Item 5.D. were unanimously approved.

**C. Authorization to Extend Contract #12-C02 with MV Transportation, Inc. for a Period of Up to Ninety (90) Days for Paratransit Services and to Increase the Not-To-Exceed Amount of the Contract**

Presented with items 5.B. and 5.D. A motion was made by Mr. Bass, second by Ms. Korobkoff. Item 5.B., Item 5.C. and Item 5.D. were unanimously approved.

**D. Authorization to Negotiate a Contract with MV Transportation, Inc. for Paratransit and NeighborLink Services**

Presented with items 5.B and 5.C. A motion were made by Mr. Bass, second by Ms. Korobkoff. Item 5.B., Item 5.C. and Item 5.D. was unanimously approved.

**E. Authorization to Negotiate and issue a Task Order to Akerman LLP for Construction Legal Services for the Parramore Bus Rapid Transit Project**

Chair Walls, recognized Mr. Francis, CFO, made the presentation. Motion was made by Ms. Korobkoff with a clarification that the rate is capped in the estimated value of \$10,000.00, seconded by Mr. Bass. Motion passed unanimously.

**6. Committee Information Items**

**A. Monthly Financial Report – January 31, 2017**

**B. Monthly Financial Report – February 28, 2017**

**The meeting adjourned at 4:32 p.m.**

**LYNX**  
**Central Florida Regional Transportation Authority**  
**Finance and Audit Committee Meeting Minutes**

**PLACE:**     **LYNX Central Station**  
                  **455 N. Garland Avenue**  
                  **Conference Room, 2<sup>nd</sup> Floor**  
                  **Orlando, FL 32801**

**DATE:**       **April 19, 2017**

**TIME:**       **2:00 p.m.**

---

**Members in Attendance:**

Ray Walls, Orange County  
Edward Bass, Seminole County  
Claudia Korobkoff, City of Orlando  
Amanda Clavijo, Orange County  
Jo Santiago, FDOT, 5<sup>th</sup> District

**Staff in Attendance:**

Edward Johnson, Chief Executive Officer  
Bert Francis, Chief Financial Officer  
Blanche Sherman, Director of Finance  
David Dees, Director of Risk Management  
James Goldsmith, Legal Counsel  
Patrice C. Murphy, Executive Assistant

Members Absent:

---

**1. Call to Order**

Chair Walls, called the meeting to order at 2:00 p.m.

**2. Public Comments**

No members of the public were present to speak.

**3. Chief Financial Officer's Report**

Chair Walls recognized Bert Francis, Chief Financial Officer (CFO) to present. Mr. Francis stated since there is a large amount of material to cover in the short agenda, he had no report.

**4. Committee Action Items**

## **A. Presentation on the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) Year Ended September 30, 2016**

Chair Walls recognized Mr. Ronald A. Conrad, Partner, of Cherry Bekaert to present the results of the audit. Mr. Conrad provided a detailed report and concluded this was a clean audit and there were no findings.

Mr. Johnson followed Mr. Conrad's presentation by discussing cybersecurity and threats against transportation systems. Mr. Johnson stated LYNX first line of defense will be employee training in recognizing issues, suspicious emails, attachments, or operate outside of LYNX policies and the risk that can pose to the organization. An additional component to be addressed is penetration testing of LYNX information technology systems, allowing for recognition of openings and vulnerabilities in LYNX' and contractual vendor's applications open to the public or to staff.

Chair Walls requested a motion to accept the Annual Financial Audit and Comprehensive Annual Financial Report. Motion made by Edward Bass, second by Claudia Korobkoff. Motion carried unanimously.

## **B. Overview of the FY2017 Amended Operating and Capital Budgets**

Chair Walls recognized Blanche Sherman, Director of Finance, to present the FY2017 Amended Operating and Capital Budget. Ms. Sherman provided copies of the presentation to each member of the committee. Ms. Sherman delivered an explanation for each presented and approved budget amendments stating this is a review to provide a clean view of all operating and capital amendment. Mr. Johnson elaborated by asserting that LYNX needs to review the bus replacement schedule, generally LYNX uses the federal standards. Mr. Johnson believes LYNX can get more useful life out of the vehicles through maintenance overhauls and slow our costs on replacing 40 foot buses thereby freeing funds for other capital projects needed such a property buildouts. Ms. Sherman concluded the presentation.

Chair Walls recognized Mr. Bass to motion to approve the FY2017 Amended Operating and Capital Budgets, second by Amanda Clavijo. Motion carried.

## **C. Overview of the FY2018 Preliminary Operating Budget**

Chair Walls recognized Bert Francis, CFO, to present an overview of the FY2018 Preliminary Operating Budget, Mr. Francis extended opening comments to Mr. Johnson. Mr. Johnson provided direction on the creation of the proposed

preliminary budget, discussed the realities of transit, and how does LYNX work with policy to minimize impact(s) to LYNX' funding partners. Mr. Francis at that point gave the presentation of the Preliminary FY 2018 budgets.

Mr. Francis stated that a reserve fund analysis will be presented to the Finance and Audit Committee. Mr. Francis also presented a .25 cent fare increase as LYNX has not increased fares in over eight (8) years since 2009. The preliminary budget also depends upon a 3.5% increase overall to LYNX' funding partners. Mr. Johnson reviewed a route optimization program as a part of LYNX' philosophy of mobility management for both paratransit and fixed routes recognizing there are new ways of doing business in transit. Mr. Johnson discussed a model that will allow LYNX to review routes and once a level of service is not being met that requires a certain resource, then how to adjust the change in service being desired and where the service is requested.

Tiffany Homler-Hawkins, Chief Administrative Officer (CAO), stated the route optimization study is tied to LYNX Transit Development Plan update, the contract is just beginning, and the study will take at least nine (9) months. Mrs. Hawkins stated that staff will keep each Committee and Board advised of the progress, but savings most likely will not be seen until FY2019.

Mr. Francis completed the presentation with the calendar of upcoming budget actions. Mr. Johnson concluded that it is the intention to have the Board of Directors be well advised of the Operating Budget.

Chair Walls opened the floor for discussion, questions and comments. No action was taken on item 4.C. Overview of the FY2018 Preliminary Operating Budget.

**The meeting adjourned at 3:30 p.m.**



**Finance Committee Action Item #5.A.**

**To:** LYNX Finance & Audit Committee

**From:** Blanche Sherman  
DIRECTOR OF FINANCE  
Julie Caple  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6100

**Item Name:** Overview of the Preliminary FY2018 Operating Budget

**Date:** 7/26/2017

---

On February 21, 2017, staff presented a list of budget assumptions and the budget calendar to LYNX' Finance and Audit Committee for discussion and input. The FY2018 Preliminary Operating Budget was prepared based on the following key assumptions:

- FY2018 Funding based on the adopted LYNX Funding Model
- Enhance Fixed Route, NeighborLink (NL) and ACCESSLYNX services by implementing New Mobility Management
- Maintain current Preventative Maintenance funding Level, as approved by LYNX' Board
- Continue to maximize State Operating Assistance
- Continue to attempt to maximize Advertising Revenue, considering safety issues
- Maximize anticipated Compressed Natural Gas (CNG) Rebates and Royalties
- Salary increases consistent with Funding Partners and anticipated Union negotiations
- Continue to monitor the Health Insurance Program to identify potential savings and efficiencies
- Implement Mobility Management Model, as appropriate
- Continuation of Fuel Programs, as appropriate
- LYNX will be considering events and various branding efforts for the 25 year celebration

**OVERVIEW:**

The FY2018 Preliminary Operating Budget totals \$131,733,059 in revenues and \$131,733,059 in expenses. The Preliminary Operating Budget is funded by a combination of LYNX - generated revenue and federal, state and local dollars. These funds are used to fund personnel expenses, services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased

transportation expenses, leases and miscellaneous expenses. This preliminary budget does not include a fare increase. However, the preliminary budget does include additional Preventative Maintenance funding and the utilization of reserves.

Specifically, this budget includes funds from the following sources:

	<b>FY2018 Preliminary Budget</b>
<b>Operating Revenues</b>	
Fund Balance	\$ 1,299,591
Customer Fares	25,349,318
Contract Services	6,051,580
Advertising on Buses	1,975,000
Advertising - Trade	30,000
Interest & Other Income	924,321
Federal Revenue	17,252,055
State Revenue	13,635,017
Local Revenue	65,216,177
<b>Total Revenue</b>	<b>\$ 131,733,059</b>

The funds are programmed to fund the following types of expenses:

	<b>FY2018 Preliminary Budget</b>
<b>Operating Expenses</b>	
Salaries/Wages/Fringes	\$ 78,076,998
Other Services	11,748,341
Fuel	9,871,486
Materials & Supplies	7,874,180
Utilities	1,604,244
Casualty & Liability	1,597,385
Taxes & Tags	457,330
Purchased Transportation	18,897,860
Leases & Miscellaneous	1,524,188
Interest	81,047
<b>Total Operating Expenses</b>	<b>\$ 131,733,059</b>

Based on discussions with the LYNX Board of Directors, County and City Commissioners, and staff, LYNX is continuing the utilization of its funding model to allocate each jurisdiction's share of the costs of operations in FY2018. Through use of the model, LYNX is able to properly fund its operation and the cost of services is appropriately distributed based on service supplied.

As a result of utilizing the funding model, the FY2018 local funding amounts have increased by 3.65% as follows:

LYNX FY2018 Preliminary Local Funding						
	Adopted Local Funding FY2017		Preliminary Regional Model Need for FY2018		Dollar Change	Percentage Change
<b>Local Operating Funding:</b>						
Orange County	\$ 41,805,229 *		\$ 43,266,413 *		\$ 1,461,184	3.50%
Osceola County	6,889,938 #		7,130,935 #		240,997	3.50%
Seminole County	7,004,157 *		7,249,404 *		245,247	3.50%
City of Orlando	4,542,603 *		4,173,484 *		(369,119)	-8.13%
City of Orlando - LYMMO	2,200,910		2,607,482		406,572	18.47%
Subtotal	<u>\$ 62,442,837</u>		<u>\$ 64,427,718</u>		<u>\$ 1,984,881</u>	3.18%
<b>VA Route Link 406</b>	\$ -		\$ 325,705		\$ 325,705	0.00%
Altamonte Springs	120,900		120,900		-	0.00%
Sanford	93,000		93,000		-	0.00%
Lake County	264,013		248,854		(15,159)	-5.74%
Subtotal	<u>\$ 477,913</u>		<u>\$ 788,459</u>		<u>\$ 310,546</u>	64.98%
<b>Total Local Operating Funding</b>	<u>\$ 62,920,750</u>		<u>\$ 65,216,177</u>		<u>\$ 2,295,427</u>	3.65%
<b>Local Capital Contributions:</b>						
Orange County	\$ 1,698,160		\$ 1,738,768		\$ 40,608	2.39%
Osceola County	198,914		237,704		38,790	19.50%
Seminole County	215,822		211,366		(4,456)	-2.06%
Subtotal	<u>\$ 2,112,896</u>		<u>\$ 2,187,838</u>		<u>\$ 74,942</u>	3.55%
<b>Total Local Funds</b>	<u>\$ 65,033,646</u>		<u>\$ 67,404,015</u>		<u>\$ 2,370,369</u>	3.64%
<i>*Includes funding from Orange County, Seminole County and City of Orlando for State Road 436 Study of which Seminole County has prepaid.</i>						
<i># Osceola County funding amounts include service improvements for Link 10 and Link 26. The improvements were implemented in April 2016.</i>						

LYNX staff has included approximately \$1,057,758 in feeder services funded by the Florida Department of Transportation (FDOT) and other operating expenses to support SunRail in FY2018.

**CONCLUSION:**

LYNX' staff will be seeking direction from the Board of Directors regarding the FY2018 Operating Budget. Based on the Board's direction, the FY2018 budget will be updated as necessary.

In accordance with the FY2018 budget calendar, the proposed FY2018 budget will be presented to the funding partners. After which, the FY2018 budget will be presented to the Board of Directors for final consideration and approval in September of 2017.

# FY2018 Preliminary Operating Budget

---

Presented to the  
LYNX Finance & Audit Committee  
by Bert Francis, Chief Financial Officer  
July 26, 2017

# Key Budget Assumptions - Overall



- FY2018 Funding based on the adopted LYNX Funding Model
- Enhance Fixed Route, NeighborLink (NL) and ACCESSLYNX services by implementing New Mobility Management

# Key Budget Assumptions - Revenue



## **Federal Funding:**

- Maintain current Preventative Maintenance funding Level, as approved by LYNX' Board – one time additional \$2 million

## **State Funding:**

- Continue to maximize State Operating Assistance

## **Advertising Revenue:**

- Continue to attempt to maximize Advertising Revenue, considering safety issues

## **Other Revenues:**

- Maximize anticipated Compressed Natural Gas (CNG) Rebates and Royalties

# Key Budget Assumptions - Expenses



## **Personnel Expenses:**

- Salary increases consistent with Funding Partners and anticipated Union negotiations
- Continue to monitor the Health Insurance Program to identify potential savings and efficiencies

## **Fixed Route, Paratransit, and NL Services:**

- Implement Mobility Management Model, as appropriate

## **Fuel Programs:**

- Continuation of Fuel Programs, as appropriate
  - ✓ Fuel Hedging
  - ✓ Bio-diesel
  - ✓ Compressed Natural Gas (CNG)

## **LYNX 25 Year Celebration:**

- LYNX will be considering events and various branding efforts for the 25 year celebration

# Other Considerations



- Laddered Investment Program
- Pension Assumptions
- Healthcare Cost Shifting
- P-Card Rebates
- Evaluation of Existing Positions



# Other Initiatives



## **Service Expansion:**

- Impacts of SunRail Phase 2 expansion (feeder service)

## **Technology:**

- Impact of potential cost savings from implementing Mobile Ticketing System

## **Facility Improvements:**

- Relocation of Paratransit Facility from LB McLeod to NoPetro Land site



# FY2018 Operating Budget Overview

	<b>FY2018 Preliminary Budget</b>	<b>FY2017 Amended Budget</b>	<b>% Change</b>
<b>Operating Revenue</b>	\$ 131,733,059	\$ 131,392,067	0.3%
<b>Operating Expenses</b>	131,733,059	131,392,067	0.3%
<b>Operating Income/(Deficit)</b>	\$ -	\$ -	N/A

# FY2018 Operating Revenue



	<b>FY2018 Preliminary Budget</b>	<b>FY2017 Amended Budget</b>	<b>Dollar Change Amount</b>	<b>% Change</b>
<b>Operating Revenues</b>				
Fund Balance	\$ 1,299,591	\$ 2,182,828	\$ (883,237)	-40.46%
Customer Fares	25,349,318	26,167,535	(818,217)	-3.13%
Contract Services	6,051,580	5,742,153	309,427	5.39%
Advertising on Buses	1,975,000	2,332,134	(357,134)	-15.31%
Advertising - Trade	30,000	30,000	-	0.00%
Interest & Other Income	924,321	1,080,514	(156,193)	-14.46%
Federal Revenue	17,252,055	17,231,868	20,187	0.12%
State Revenue	13,635,017	13,704,285	(69,268)	-0.51%
Local Revenue	65,216,177	62,920,750	2,295,427	3.65%
<b>Total Revenue</b>	<b>\$ 131,733,059</b>	<b>\$ 131,392,067</b>	<b>\$ 340,992</b>	<b>0.3%</b>



# FY2018 Operating Expenses

	<b>FY2018 Preliminary Budget</b>	<b>FY2017 Amended Budget</b>	<b>Dollar Change Amount</b>	<b>% Change</b>
<b>Operating Expenses</b>				
Salaries/Wages/Fringes	\$ 78,076,998	\$ 75,960,271	\$ 2,116,727	2.79%
Other Services	11,748,341	13,384,328	(1,635,987)	-12.22%
Fuel	9,871,486	9,329,958	541,528	5.80%
Materials & Supplies	7,849,180	7,973,395	(124,215)	-1.56%
Utilities	1,604,244	1,475,080	129,164	8.76%
Casualty & Liability	1,597,385	1,583,631	13,754	0.87%
Taxes & Tags	457,330	436,843	20,487	4.69%
Purchased Transportation	18,897,860	19,810,012	(912,152)	-4.60%
Leases & Miscellaneous	1,549,188	1,336,700	212,488	15.90%
Interest	81,047	101,849	(20,802)	-20.42%
<b>Total Operating Expenses</b>	<b>\$ 131,733,059</b>	<b>\$ 131,392,067</b>	<b>\$ 340,992</b>	<b>0.3%</b>

# FY2018 Local Revenue by Jurisdiction



LYNX					
FY2018 Preliminary Local Funding					
	Adopted		Preliminary		
	Local Funding		Regional Model	Dollar	Percentage
	FY2017		Need for FY2018	Change	Change
<b>Local Operating Funding:</b>					
Orange County	\$ 41,805,229 *	\$ 43,266,413 *	\$ 1,461,184	3.50%	
Osceola County	6,889,938 #	7,130,935 #	240,997	3.50%	
Seminole County	7,004,157 *	7,249,404 *	245,247	3.50%	
City of Orlando	4,542,603 *	4,173,484 *	(369,119)	-8.13%	
City of Orlando - LYMMO	2,200,910	2,607,482	406,572	18.47%	
Subtotal	\$ 62,442,837	\$ 64,427,718	\$ 1,984,881	3.18%	
VA Route Link 406	\$ -	\$ 325,705	\$ 325,705	0.00%	
Altamonte Springs	120,900	120,900	-	0.00%	
Sanford	93,000	93,000	-	0.00%	
Lake County	264,013	248,854	(15,159)	-5.74%	
Subtotal	\$ 477,913	\$ 788,459	\$ 310,546	64.98%	
<b>Total Local Operating Funding</b>	<b>\$ 62,920,750</b>	<b>\$ 65,216,177</b>	<b>\$ 2,295,427</b>	<b>3.65%</b>	
<b>Local Capital Contributions:</b>					
Orange County	\$ 1,698,160	\$ 1,738,768	\$ 40,608	2.39%	
Osceola County	198,914	237,704	38,790	19.50%	
Seminole County	215,822	211,366	(4,456)	-2.06%	
Subtotal	\$ 2,112,896	\$ 2,187,838	\$ 74,942	3.55%	
<b>Total Local Funds</b>	<b>\$ 65,033,646</b>	<b>\$ 67,404,015</b>	<b>\$ 2,370,369</b>	<b>3.64%</b>	

*\*Includes funding from Orange County, Seminole County and City of Orlando for State Road 436 Study of which Seminole County has prepaid.*

*# Osceola County funding amounts include service improvements for Link 10 and Link 26. The improvements were implemented in April 2016.*

# Budget Calendar



FY2018 Key Budget Assumptions Presentation to Finance & Audit Committee	February 21 <sup>st</sup>
FY2018 Preliminary Operating Budget Presentation to Finance & Audit Committee	April 19 <sup>th</sup>
FY2018 Preliminary Operating Budget Presentation to Oversight Committee	April 20 <sup>th</sup>
FY2018 Budget Presentation Orange County	July 18 <sup>th</sup>
FY2018 Preliminary Operating Budget Presentation to Board	July 27 <sup>th</sup>
FY2018 Budget Presentation Seminole County	August 3 <sup>rd</sup>
Budget Presentation Osceola County	August
Budget Presentation City of Orlando	August
FY2018 Proposed Operating Budget Presentation to Finance & Audit Committee	September 20 <sup>th</sup>
Final Oversight Committee and Board Action	September 28 <sup>th</sup>
Budget Year 17 – 18 Commences	October 1

LYNX staff will be seeking direction from the Board regarding the Preliminary FY2018 Operating Budget. After Board direction, the preliminary budget will be submitted to the funding partners for their consideration.

.

**Finance Committee Action Item #5.B.**

**To:** LYNX Finance & Audit Committee

**From:** Blanche Sherman  
DIRECTOR OF FINANCE  
Julie Caple  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6100

**Item Name:** Overview of the FY2018 Preliminary Capital Budget

**Date:** 7/26/2017

---

**BACKGROUND:**

At the May 25, 2017 Board meeting, staff presented the FY2017 Amended Capital Budget in the total amount of \$49,517,643. Since then, staff discussed capital priorities for FY2018 and the corresponding funding sources available. The FY2018 Preliminary Capital Budget has been developed for Board review and input.

LYNX staff will present the FY2018 Capital Budget in the amount of \$63,880,489.

The FY2018 Operating and Capital Budgets, will be presented to the Board of Directors for final consideration and approval at the September 28, 2017 Board meeting.

**OVERVIEW:**

The proposed Capital Budget for FY2018 is \$63,880,489, which is an increase of \$14,362,846 or approximately 29% more than the FY2017 Amended Capital Budget. The increase in the capital budget from the FY2017 Amended Capital Budget results from an increase in Facilities, Passenger Amenities, Revenue Vehicles and Support Equipment

The capital budget is funded from a combination of federal, state and local sources, and includes items such as the planned purchase of replacement buses and vans, bus shelters, and the use of technology to assist in service delivery and improvements. The majority of the capital budget, 96.3% is funded through federal grants, 1.7% is funded through state grants, and the remaining 2.0% through local funds. The local contribution from the funding partners covers the capital bus lease, paratransit vehicles and LYMMO BRT expansion projects. In addition, funding through LYNX negotiated agreements will contribute to passenger shelter costs.



Specifically, this budget includes funds from the following areas:

<b>Federal</b>	\$ 61,534,383
<b>State</b>	1,108,755
<b>Local</b>	1,237,351
<b>Total</b>	<b>\$ 63,880,489</b>

The table below identifies capital expenditures by program:

	<b>Capital Program</b>	<b>FY2018 Requests</b>
1	Vehicles	\$ 31,018,692
2	Bus Rapid Transit (BRT) Construction	800,170
3	Facilities	5,863,512
4	Passenger Amenities/Related Enhancements	15,036,896
5	Technology Improvements	4,361,947
6	Security Enhancements	760,144
7	Support Equipment	6,039,128
	<b>Total</b>	<b>\$ 63,880,489</b>

Notes:

- 1) Vehicles include expansion and replacement vehicles for fixed-route, vanpool, paratransit services and support vehicles.
- 2) BRT includes the Orange and Grapefruit line capital activities, as well as, the FlexBus project.
- 3) Facilities include funds for LCS, LOC, Osceola, and LB McLeod improvements and LOC Expansion Projects.
- 4) Passenger amenities include shelters, transfer centers, solar power, benches, and trash receptacles.
- 5) Technology includes items to improve communication and information delivery such as copiers, network improvements, servers, software upgrades and real time information.
- 6) Security includes equipment to enhance security and surveillance.
- 7) Support equipment includes items such as mobile ticketing, fare payment on board validators, shop tools, furniture, and radios.

**FY2018**  
**Overview of Preliminary**  
**Capital Budget**

---

**Presented to the**  
**LYNX Finance & Audit Committee**  
**July 26, 2017**

# Key Capital Budget Assumptions

- Enhance LYNX facilities
- Advanced Fare Collection – Mobile Ticketing
- Fleet to support all service modes
- Passenger Amenities Program improvements
- Enhancement of security and surveillance systems
- Advance communications and technological capabilities

# FY2018 Preliminary Capital Budget



## Overview

<u>Capital Contributions</u>	<u>FY2018 Proposed Budget</u>	<u>FY2017 Amended Budget</u>	<u>% Change</u>
Capital Contributions	\$ 63,880,489	\$ 49,517,643	29.0%
Capital Expenditures	<u>63,880,489</u>	<u>49,517,643</u>	<u>29.0%</u>
<b>Total</b>	<b><u><u>\$ -</u></u></b>	<b><u><u>\$ -</u></u></b>	<b><u><u>N/A</u></u></b>

# FY2018 Preliminary Capital Budget by Category



<u>Description</u>	<u>FY2018 Proposed Budget</u>	<u>FY2017 Amended Budget</u>	<u>Dollar Amount Change</u>
<b>BRT</b>	\$ 800,170	\$ 1,985,630	(1,185,460)
<b>Facilities</b>	5,863,512	3,456,425	2,407,087
<b>Passenger Amenities</b>	15,036,896	11,822,362	3,214,534
<b>Security</b>	760,144	796,063	(35,919)
<b>Support Equipment</b>	6,039,128	3,719,755	2,319,373
<b>Technology</b>	4,361,947	4,333,194	28,753
<b>Support Vehicles</b>	332,533	407,991	(75,458)
<b>Revenue Vehicles</b>	30,686,159	22,996,223	7,689,936
<b>Total</b>	<u><u>\$ 63,880,489</u></u>	<u><u>\$ 49,517,643</u></u>	<u><u>\$ 14,362,846</u></u>

# FY2018 Preliminary Capital Budget Contributions



<u>Capital Contributions</u>	<u>FY2018 Proposed Budget</u>	<u>FY2017 Amended Budget</u>	<u>Dollar Amount Change</u>
Federal Contributions	\$ 61,534,383	\$ 47,267,338	\$ 14,267,045
State Contributions	1,108,755	680,412	428,343
Local Contributions	1,237,351	1,569,893	(332,542)
<b>Total</b>	<b>\$ 63,880,489</b>	<b>\$ 49,517,643</b>	<b>\$ 14,362,846</b>

# FY2018 Preliminary Capital Budget

## Local Contributions



Description	FY2018 Preliminary Budget Amount	Source
East/West BRT Improvements	\$ 20,800	City of Orlando
Capital Bus Lease	918,954	Local \$2 Capital
Paratransit Vehicles	47,597	Local \$2 Capital
Passenger Amenities	250,000	Orange County
<b>Total</b>	<b>\$ 1,237,351</b>	

# FY2018 Budget Calendar



Final Board Action

September 28

Budget Year 17 – 18 Commences

October 1



**Finance Committee Action Item #5.C.**

**To:** LYNX Finance & Audit Committee

**From:** Blanche Sherman  
DIRECTOR OF FINANCE  
LEONARD ANTMANN  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6100

**Item Name:** Authorization to Enter into Negotiations and Award a Contract to Americaneagle.com for Mobile Fare Payment System

**Date:** 7/26/2017

---

**ACTION REQUESTED:**

LYNX staff is requesting LYNX' Finance & Audit Committee's recommendation to enter into negotiations and award a Contract for Mobile Fare Payment System (MFPS) to Americaneagle.com in an amount not to exceed \$414,000 for five (5) years as follows and \$1,902,865 for On-Board Validators:

	<b><u>Estimated Total Cost</u></b>
Year 1	\$2,016,065
Year 2	75,200
Year 3	75,200
Year 4	75,200
Year 5	75,200
Total	<u>\$2,316,865</u>

In addition, LYNX staff is requesting the Finance & Audit Committee's recommendation to move forward with public involvement activities regarding the implementation of LYNX mobile fare payment system, in accordance with LYNX' Title VI Policy.

**BACKGROUND:**

At the July 28, 2016 LYNX Board of Directors' meeting, staff received authorization to release a Request for Proposal (RFP) for MFPS. The RFP was released on August 4, 2016 and twenty-five (25) firms were noticed. Proposals were due to LYNX by 2:00 PM EST on Wednesday, September 16, 2016.

A total of eight (8) proposals were received from the following firms:

- Accenture LLP

# LYNX Board Agenda

- Alindus Inc.
- Americaneagle.com
- Bytemark
- Justride Ticketing
- Pango Mobile Parking USA
- PassportParking, Inc
- Payit LLC

The Source Evaluation Committee (SEC) consisted of the following personnel:

- 1) Doug Jamison, LYNX
- 2) Leonard Antmann, LYNX
- 3) Matt Friedman, LYNX
- 4) Lisa Lumbar, Central Florida Expressway Authority
- 5) Chris Leffert Volusia County

**Step One - (1)** Source Evaluation Committee (SEC) public meeting, proposals were evaluated on the following criteria:

- ✓ Technical/Functional Response to Requirements (25 Points)
- ✓ Proposed Project Management Plan (5 Points)
- ✓ Resource Commitment and Skillset (5 Points)
- ✓ Proposer’s Qualifications (5 Points)
- ✓ Past Experience (5 Points)
- ✓ Financial Capability (5 Points)
- ✓ Required Information Submitted and DBE Participation (Pass/Fail)
- ✓ Price Proposal (20 Points)

The SEC met November 3, 2016 to discuss the eight responses received. The meeting was publicly noticed and each firm was notified of the date and time of the meeting. The members of the Source Evaluation Committee (SEC) evaluated proposals against established criteria identified in the respective solicitation.

Each proposal was scored under a percentage methodology for each category by each SEC member, then totaled to arrive at the total score for each proposer. The individual Ordinal Rankings from each member of the SEC were added together to determine the Overall Ordinal Ranking of each Proposer. The proposal with the lowest combined Ordinal Ranking is being recommended to the Board of Directors for award.

**Step one (1) -** The results of the scoring of the proposals are shown below. The scores were based on a total of 350 points and the ordinal ranking of each firm.

Firm	Score	Ordinal	Price
PassportParking, Inc	281.190	5	\$ 760,000
Bytemark	249.410	15	\$2,109,600

Americaneagle.com	237.160	17	\$ 414,000
Justride Ticketing	219.170	17	\$ 863,000
Payit LLC	208.740	23	\$2,805,500
Accenture LLP	198.520	29	\$4,271,460
Pango Mobile Parking USA	146.370	34	\$ 644,500
Alindus Inc.	68.320	40	\$2,000,680

The SEC met December 20 - 21, 2016 to evaluate the four proposals. The meeting was publicly noticed and each firm was notified of the date and time of the meeting. The members of the Source Evaluation Committee (SEC) evaluated proposals against established criteria identified in the respective solicitation.

**Step Two - (2)** Source Evaluation Committee (SEC) public meeting, proposals were evaluated on the following criteria:

- ✓ On Site Demonstrations (30 Points)

The results of the scoring of the proposals are shown below. The scores were based on a total of 150 points and the ordinal ranking of each firm.

Firm	Score	Ordinal	Price
PassportParking, Incorporated	130	5	\$ 760,000
Americaneagle.com	122	11	\$ 414,000
Bytemark	93	15	\$2,109,600
Justride Ticketing	71	19	\$ 863,000

As a result of the scores and ordinal ranking, the SEC decided to select the top two (2) firms (PassportParking, Incorporated and Americaneagle.com) to move forward with Step 3, the Pilot demonstration. During the pilot design phase PassportParking, Incorporated withdrew from the solicitation process due to their unwillingness to demonstrate regional and bus-to-bus transfers for pilot purposes either in a live or lab environment.

**Step Three - (3)** On June 21, 2017, Americaneagle.com successfully demonstrated in a lab environment how their application could be applied to LYNX paratransit service. At this time, American Eagle.com also demonstrated how regional and bus-to-bus transfers could be accommodated both visually and through electronic validation.

The SEC met on June 22, 2017 to review and discuss the results of the Americaneagle.com Pilot. An overview of the full project and pilot was provided by LYNX technical advisor, nMomentum, as well as an overview of the survey results. It was determined that Americaneagle.com had successfully demonstrated the functionality of their Mobile Payment Systems application in the pilot and lab environment. This, coupled with the positive feedback received from the general public, led the SEC to make the recommendation that LYNX move forward with an award to Americaneagle.com.

During the Source Evaluation Committee (SEC) publicly held meeting on June 22, 2017, proposals were evaluated based on the following criteria:

- ✓ Perform satisfactory Employee Pilot (Pass/Fail)
- ✓ Perform satisfactory General Public Pilot (Pass/Fail)

The members of the Source Evaluation Committee (SEC) evaluated proposals against established criteria identified in the respective solicitation. The results of the scoring of the proposals are shown below. The scores were based on a total of Pass/Fail and the ordinal ranking of the firm.

Firm	Score	Ordinal
Americaneagle.com	Pass	Pass

**Step Four (4)** - The results of the scoring of the proposals are shown below. The scores were based on a total of 500 points and the ordinal ranking of each firm.

Firm	Score	Ordinal
Americaneagle.com	407.140	5

The estimated cost of the MFPS is based on a fixed price and a revenue sharing fee. LYNX' desire is to have a hosted solution in order to eliminate the on-premises solution risks and resource requirements. The MFPS pricing includes up-front cost to be paid by LYNX and revenue share model, which was determined to be the best combination of options. The industry is moving towards a hosted payment model for Mobile Payment Systems. In fact, a lot of vendors offer only hosted solutions and not on-premises. The on-premise model is much costlier for smaller and mid-sized agencies as opposed to vendor providing the hosting services and being responsible for the frequent upgrades and updates to the system because of fast changing pace of technologies involved with mobile payments and smart phones.

The revenue share model reduces the financial risk to LYNX and creates a shared responsibility between the vendor and LYNX to maximize user adoption of the Mobile Payment Platform. It incentivizes the vendor to continually make changes to the system keeping in line with rapidly evolving technology landscape instead of constant change orders being paid for by LYNX.

Americaneagle.com's revenue sharing cost is the lowest of everyone at 2.0% for hosting and management, support, maintenance, providing technical call center for customers, providing software licenses, providing regular system updates which is less expensive as opposed to other vendor offers in the range of 2.9% to 14.5%. Please note that this excludes the mandatory bank fees for everyone estimated at 2.5%.

The on-premises cost would be significantly more than for all proposers, based on the size and revenue model for Mobile Payment System for LYNX. In conclusion, LYNX is getting the absolutely best deal by going with this combination of up-front implementation cost and revenue share model. Overall, LYNX' plans to implement the MFPS in three (3) phases as follows:

**Phase 1:** Fixed Route and Access LYNX implementation and go-live including bus-to-bus transfers (Visual Validation), with an anticipated completion date of October 2017.

**Phase 2:** Electronic validation implementation on both Fixed Route and Access LYNX. Implementation of consolidated data warehousing, reporting, and mobile data communications from vehicles to back-office, with an anticipated completion date of March 2018.

**Phase 3:** Regional Partner implementation capability including regional transfers with bus-to-rail and rail-to-bus functionality. Implementation of Clearinghouse activities, along with review, input and support of inter-local agreements, with an anticipated completion date of June 2018.

**FISCAL IMPACT:**

LYNX staff has included \$1,363,400 and \$2,098,065 in the FY2017 and FY2018 budgets as follows:

	<b>FY2017 Amended Budget</b>	<b>FY2018 Preliminary Budget</b>
<b><u>Operating Budget</u></b>		
Mobile Ticketing /TVM Services Fees	\$ 90,000	\$ 90,000
<b><u>Capital Budget</u></b>		
Mobile Fare Payment System	\$ 1,273,700	\$ 2,008,065
<b>Total</b>	<b><u>\$ 1,363,700</u></b>	<b><u>\$ 2,098,065</u></b>

The estimated total cost (subject to estimated revenue through the Mobile Payment System) for five (5) years for American Eagle.com is \$414,000 which includes the approximately 2.7% mandatory bank fees that LYNX has to pay and \$1,902,865 for On-Board Validators.

<b>Mobile Ticketing Fare Payment System Estimated Cost</b>				
<b>Year</b>	<b>Fixed Cost</b>	<b>Revenue</b>		<b>Total Cost</b>
		<b>Sharing</b>		
Year 1	\$ 1,940,865	\$ 75,200		\$ 2,016,065
Year 2	-	75,200		75,200
Year 3	-	75,200		75,200
Year 4	-	75,200		75,200
Year 5	-	75,200		75,200
<b>Total</b>	<b><u>\$ 1,940,865</u></b>	<b><u>\$ 376,000</u></b>		<b><u>\$ 2,316,865</u></b>



# LYNX MOBILE FARE PAYMENT SOLUTION

Presented By Shyam Dunna, Principal,  
with nMomentum  
to LYNX' Finance & Audit Committee  
July 26, 2017

# AGENDA

- Project Overview
- Project Approach
- Project Progress
- Pilot Summary
- Discussions/Q&A

# Project Overview

- Turnkey Multimodal Mobile Payments System (MPS) - designed, built, operated, maintained and warranted
- Mobile Payments App
- Customer Website with Self-Service Options
- MPS Back-Office
- Customer Loyalty Programs/Advertising & Couponing
- Supports all transfer combinations
- Support LYNX and Regional Partners
- Secure Validation to Reduce Fraud



# Project Overview

- Supports numerous fare payment methods
- Visual based technologies (QR/Bar Codes)
- “Account based” fare collection system
- No integration with existing AFC system apart from reporting
- Set foundations for a single integrated app including Mobile payments, real time trip planning and others.
- Initial System Purchase + on-going revenue sharing approach

# Project Approach

- Functional based requirements with innovative technologies and concepts
- Performance/Functional based procurement
- Four (4) step procurement process
  - Step 1 – Initial Selection of top ranked proposers
  - Step 2 – On-site Demonstrations
  - Step 3 - Perform a pilot (proof of concept) with the selected top ranked vendors.
  - Step 4 – Evaluation and selection of final award for full implementation.

Contract issued to the vendor from the pilot program that best performs and meets requirements.

# STEP 1

Eight (8) proposals received and evaluated

Five (5) Vendors selected to move to Step 2 and invited for demonstrations

1. American Eagle
  2. Masabi
  3. Passport
  4. Payit
  5. ByteMark
- ✓ Payit declined to move forward

# STEP 2

Demonstration Scripts sent to each proposer

- ▶ On-site demonstrations held Dec 20-21, 2016
- ▶ SEC met to evaluate and score
- ▶ American Eagle and Passport were selected to move forward to next step
  - ▶ Perform Employee Pilot
  - ▶ Perform Public pilot

# STEP 3 – PILOT REQUIREMENTS

Back-office (hosted concept)

Smartphone App for Android and IOS

Customer website (hosted concept)

Training for Authority's personnel involved with the Pilot Program

- Fixed Route (including bus-to-bus transfers)
- Access LYNX
- Lab Environment (Regional Transfers, Optical Validators)

# STEP 3 – PROPOSER DETAILS

## Passport

- ▶ Decided to withdraw (non-conformance to pilot criteria)

## American Eagle

- ▶ Pre-pilot testing
- ▶ Training
- ▶ Employee Pilot
- ▶ Public Pilot

# STEP 3

## Pilot tests:

- ▶ Employee Pilot:
  - ▶ 8 employees tested and provided feedback
- ▶ General Public Pilot:
  - ▶ 37 people enrolled in the pilot
  - ▶ 11 Active users
  - ▶ During pilot feedback and after pilot surveys were completed by public pilot participants

SEC met to evaluate Pass/Fail – Proposer to Step 4

# STEP 4

## Step Four (4) Final Evaluation

- ▶ MPS System Performance; (10 Points)
- ▶ Proposer's Performance during the Pilot Program; (10 Points)
- ▶ Conformance to initial and updated scope (lessons learned during pilots); (40 Points)
- ▶ Ease of Use and Improvement of Customer Experience; and (10 Points)
- ▶ Best and Final Pricing Offer; (30 Points)



# STEP 4 - DETAILS

Step Four (4) Evaluation

- ▶ MPS System Performance

## Fixed Route

- No major bugs or issues (reliability)
- All the Fixed Route portion of the app including transfers worked satisfactorily
- No issues with availability (no downtime)
- No issues with speed of transactions

## Access LYNX

- Tested during lab environment

# STEP 4 - DETAILS

## Step Four (4) Evaluation

- ▶ Proposer's Performance during the Pilot Program

**Vendor responsiveness to design, technical support for staff and customers, training materials, sales reports, meetings, Q&A, issues resolution etc.**

- Exemplary
- Timely
- Very willing to work with LYNX on any issue

# STEP 4 - DETAILS

## Step Four (4) Evaluation

- ▶ Conformance to scope (lessons learned during pilots)

### **Future Design**

- No major updates to initial scope
- Vendor willing to work with any design requirements
- Vendor willing to supply Electronic validation as option

### **Recommended Schedule - Implementation in 3 phases:**

**Phase 1** – Fixed Route and Access LYNX including bus-to-bus transfers (Visual Validation)

**Phase 2** – Electronic Validation on both Fixed Route and Access LYNX (Details TBD after NTP after favorable Board approval)

**Phase 3** – Regional Partner implementation capability including regional transfers (Details TBD after NTP after favorable Board approval)

# STEP 4 - DETAILS

## Step Four (4) Evaluation

- ▶ Ease of Use and Improvement of Customer Experience

### **Survey Results**

Received 14 completed surveys

2 were not considered (Test spam and Phone incompatible)

### **Out of 12 surveys considered:**

- 11 were highly/mostly satisfied w/ LYNX Mobile Ticketing App
- 10 rated it highly convenient as a new method vs current method of fare payment
- 10 were highly likely or likely that it improved daily commuter experience & they would use the app going forward
- 10 were very easy/relatively easy of use on the overall App
- Only 1 was completely negative on the MPS App

# STEP 4 - DETAILS

## Step Four (4) Evaluation

- ▶ Best and Final Pricing Offer

Since there was no other vendor to compare pricing with in the pilot, the original pricing from initial submittal was interpolated to keep it on even field with all previous submittals with help of Finance and Procurement departments.

***American Eagle had submitted the lowest responsible pricing on this solicitation of all proposing vendors***

# Questions



**Finance Committee Action Item #5.D.**

**To:** LYNX Finance & Audit Committee

**From:** Thomas Stringer, Jr  
CHIEF OPERATIONS OFFICER  
William Hearndon  
(Technical Contact)  
Benjamin Gonzalez  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Accept the Recommendation of the Source Evaluation Committee (SEC) to Award a Contract to MV Transportation, Inc., for Mobility Services and Broker Services for the Provision of LYNX's Paratransit (ACCESS LYNX) and NeighborLink Services

**Date:** 7/26/2017

---

**ACTION REQUESTED:**

Staff is requesting the Finance & Audit Committee's recommendation for the Chief Executive Officer (CEO) or designee to accept the recommendation of the Source Evaluation Committee (SEC) to award a contract to MV Transportation, Inc., for Mobility Management and Broker Services for the provision of LYNX's Paratransit (ACCESS LYNX) and NeighborLink services in an amount not-to-exceed \$17,500,607.

**BACKGROUND:**

At the July 28, 2011, Board meeting, the LYNX Board of Directors authorized staff to enter into a contract with MV Transportation, Inc., for paratransit core services (0400 through 1800 weekdays and Saturdays). The term of the contract was to be for five (5) years. In addition, the Board authorized staff to enter into a contract with Transportation America for non-core services (1801 until 0359 weekdays and Saturdays, and all day on Sundays). The term of the contract was for five (5) years as well. Transportation America requested to vacate their contract, at which time the Board agreed and MV Transportation agreed that MV Transportation would take over the non-core portion of the services.

At the January 7, 2010, Board of Directors meeting, the Board authorized staff to enter into a contract with MV Transportation, Inc., for NeighborLink Services for a period of five (5) years. At the September 11, 2015, meeting, the Board also authorized an extension of that contract to coincide with the expiration of the paratransit contract. Staff was directed to develop a Scope of Work to include both services and present it as one contract.

In accordance with LYNX’s Board approval, RFP 17-R02 was issued on October 28, 2016. Proposals were due to LYNX on December 16, 2016. Six proposals were received from the following firms:

- First Transit
- Maruti Fleet and Management
- MV Transportation, Inc.
- National Express
- Ride Right
- Total Transportation Corp.

**RFP EVALUATION**

The Source Evaluation Committee (SEC), consisting of Charles Boettiger, Palm Tran; Craig Charrette, LYNX; Helen Perez, Jacksonville Transportation Authority; Cheryl Stone, Citizen Advocate; and Virginia Whittington, MetroPlan Orlando, met on January 4, 2017, to provide their scoring and comments. The firms were scored as follows:

<b>Proposer</b>	<b>Score</b>	<b>Ordinal Rank</b>	<b>Proposal Offer (5-Year Contract Total)</b>
Ride Right	453.917	8	\$97,035,627
MV Transportation	444.728	9	\$110,602,039
National Express	415.835	16	\$125,696,523
First Transit	386.253	20	\$176,220,838
Total Transportation Corp.	336.631	23	\$112,479,354
Maruti Fleet and Management	263.000	29	\$96,928,593

Based on the Scores and Ordinal Rankings, the SEC requested presentations from MV Transportation and Ride Right. The firms presented to the SEC in a public meeting January 11, 2017. Upon completion of presentations, the SEC requested that further clarifications be provided before providing their final scores and recommendation.

Additional internal evaluation of the proposals from Ride Right and MV Transportation indicated the need for a “Best and Final Offer” (BAFO) which was released on January 28, 2017, with responses received on February 1, 2017, with the intent of scheduling the contract for SEC evaluation, Executive Team Review, SEC meeting, Finance and Audit Meeting, Oversight and Board Meeting on February 23, 2017, an optional Board meeting date. The February 23, 2017, optional Board meeting was then canceled, after which staff requested that the proposers clarify several other areas in their BAFO responses to ensure complete detail when scheduling reviews before the next scheduled Board meeting, March 23, 2017. Responses were received, and the SEC meeting was scheduled for March 8, 2017, with the remaining internal reviews taking place prior the March 23<sup>rd</sup> Board meeting date.

Based on the March 8, 2017, SEC meeting, during which LYNX staff provided insights into the BAFO responses, the SEC members provided their final scores and ordinal ranks:



# LYNX Board Agenda

Proposer	Score	Ordinal Rank	Proposal Offer (5-Year Contract Total)
Ride Right	448.000	8	\$99,216,099
MV Transportation	462.118	7	\$101,769,340

Based on the evaluations of the proposals and presentations, the SEC recommends the award of Contract 17-C13 to MV Transportation, Inc., for Mobility Management and Broker Services for the LYNX Paratransit and NeighborLink.

The Board approved extension of contracts 10-C21 and 12-C02 will run through August 28, 2017. Under the new contract award, LYNX will enter into a Mobility Management service delivery model.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

The DBE participation goal assessed for this contract is 12%.

### **FISCAL IMPACT:**

LYNX staff included \$18,682,411 and \$17,500,607 in the FY2017 and FY2018 budgets as follows:

Purchased Transportation Services	FY2017 Amended Operating Budget	FY2017 Projected Expenses	FY2018 Preliminary Operating Budget
Paratransit	16,654,932	16,766,238	16,036,436
NeighborLink	2,027,479	1,832,870	1,464,171
<b>Total</b>	<b>\$ 18,682,411</b>	<b>\$ 18,599,108</b>	<b>\$ 17,500,607</b>

**Finance Committee Action Item #5.E.**

**To:** LYNX Finance & Audit Committee

**From:** Donna Tefertiller  
DIRECTOR OF HUMAN RESOURCES  
Brian Anderson  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6119

**Item Name:** Authorization to Piggyback on Orange County's Contract with Cigna for Medical and Stop Loss Insurance

**Date:** 7/26/2017

---

**ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Piggyback on Orange County's contract with Cigna for Medical and Stop Loss insurance.

**BACKGROUND:**

In 2011, The Board authorized LYNX to break off from Orange County's Health Benefit plan. Effective January 1, 2012, LYNX contracted with Blue Cross Blue Shield through a Broker. Since then, LYNX has changed carriers, plan designs, and most recently became self-insured. In preparation for FY 2018 budget and in an attempt to reduce health care costs related to benefits, LYNX asked Orange County's consultants Robinson-Bush to review LYNX Medical Plan and identify any areas of improvement. As a result of the review, Robinson-Bush has made the following recommendations:

1. Piggyback with Orange County Government (OCG) on their Health Plan Agreement with Cigna. The following cost savings are a result of reduced Administrative Fees, lower Stop Loss Insurance Premiums, Pharmacy Guarantees, and reduced costs for consulting.
  - a. Savings on Administrative Fees \$202,600
  - b. Savings on Stop Loss Insurance Premiums \$163,800
  - c. Savings on Improved Pharmacy Guarantees \$113,400
  - d. Cost for Consulting (\$90,000)
  - e. Savings Impact by Adopting the OCG Agreement \$389,800

This would leave current plan design the same for employees for the next enrollment period and would have a net savings to the agency of approximately \$389,800 in FY18 - 19.

2. Plan design recommendations: Eliminate the high deductible health plans and Health Savings Account funding and replace with a traditional health plan with the same minimum value. Offer an HMO and a PPO plan. The changes in design for year one may not be cost neutral but should help contain the rising healthcare costs and be offset by anticipated savings listed above. LYNX is still evaluating this recommendation.
3. Implement condition specific wellness initiatives related to the plan designs for employees that are tied to areas of claims concerns. LYNX is still evaluating this recommendation and potential cost savings.

## **FISCAL IMPACT:**

LYNX staff included \$10,590,076 in the FY2017 Amended Operating Budget for Healthcare expenses. The FY2018 Preliminary Operating Budget includes \$12,284,525 for Healthcare expenses.

Since the potential savings would span two fiscal years, FY2018 and FY2019, LYNX will only incorporate approximately \$300,000 of the savings in the FY2018 preliminary Operating Budget.

Also, the Cobra & Flexible Spending Account (FSA) Fees in the amount of \$6,000 annually and Claims Audit Fees in the Amount of \$44,000 incurred every 2- 3 Years were previously paid by the broker and will now be a LYNX expense.

**Finance Committee Discussion Item #6.A.**

**To:** LYNX Finance & Audit Committee

**From:** **Tiffany Homler**  
CHIEF ADMINISTRATIVE OFFICER  
**Tomika Monterville**  
(Technical Contact)  
**Belinda Balleras**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6064

**Item Name:** FY 2016 Federal Transit Administration Triennial Review Close-out

**Date:** 7/26/2017

---

**BACKGROUND:**

The United States Code, Chapter 53 of Title 49 (49 US.C. 5307(f)(2)) requires that “At least once every three years, the Federal Transit Administration (FTA) shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements. Although not an audit, the Triennial review is the FTA’s assessment of LYNX’s compliance with federal requirements, as determined by examination of sampled grant management and program implementation practices.

In March 2016, the Federal Transit Administration conducted a Triennial Review of LYNX. The results from the FTA’s FY 2016 LYNX Triennial Review, was released in a Final Report dated May 11, 2016, which got presented to the LYNX Board on July 28, 2016. The presentation provided an overview of the process and summarized the 13 areas that were in compliance and 4 areas with deficiencies and required corrective actions, namely: Facilities Maintenance, Americans with Disabilities, Procurement and Drug-Free Workplace/Drug & Alcohols Program.

LYNX staff worked diligently to satisfy all the corrective actions and submittals necessary to close-out the findings. Staff is pleased to notify the Board that the FTA issued a close-out letter on May 19, 2017 with all deficiencies satisfactorily corrected, and all documented processes/procedures reviewed and concurred by FTA. A copy of the close-out letter to the LYNX board is copied in the following page.

The attached presentation summarizes close-out status, Findings trends and Look ahead to a more proactive LYNX staff approach focused on compliance maintenance and capacity building.

## **FISCAL IMPACT:**

Federal Transit Administration grants compliance is mandatory and a pre-requisite to receive and maintain federal funding eligibility for FTA grant funds. Staff assures the Board that the necessary corrective action procedures have been implemented and are being reviewed by respective departments to bring all program areas in compliance with the FTA's statutory and administrative requirements.



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION IV  
Alabama, Florida, Georgia,  
Kentucky, Mississippi,  
North Carolina, Puerto  
Rico, South Carolina,  
Tennessee

230 Peachtree St., N.W.  
Suite 1400  
Atlanta, GA 30303  
404-865-5600  
404-865-5605 (fax)

May 19, 2017

Ms. Viviana Janer  
Chair, Board of Directors/Osceola County Commissioner  
Central Florida Regional Transportation Authority (LYNX)  
455 North Garland Avenue  
Orlando, FL 32801-1518

Re: Federal Transit Administration FY 2016 Triennial Review - Closed

Dear Ms. Janer:

The Federal Transit Administration (FTA) has completed its review of Central Florida Regional Transportation Authority (*d/b/a* LYNX) responses and related documentation to findings presented in the Triennial Review Report dated May 2016. The corrective actions that have been taken satisfactorily resolve these findings. The report is now considered closed. No further response is necessary.

Thank you for the assistance and cooperation provided by you and your staff. Chris White, (404) 865-5619, [christopher.white@dot.gov](mailto:christopher.white@dot.gov) or Dwight Hill, (404) 865-5641, [dwight.hill.ctr@dot.gov](mailto:dwight.hill.ctr@dot.gov) are available to assist you further if you have any questions.

Sincerely,

*Robert Buckley*

Robert Buckley, AICP  
Director, Office of Financial Management and Program Oversight

Cc: Belinda Balleras, Grants Manager  
Jaun Battle, Dep. Director of Transportation, LYNX  
Christopher White, General Engineer

# LYNX FY16 FTA TRIENNIAL REVIEW

---

Federal Transit Administration

**CLOSE-OUT**

## Background:

- One of several FTA oversight reviews
- FTA's assessment of LYNX's compliance: 17 Review Areas

## Schedule:

- Part 1: Pre-site Visit Packages, deadlines met: October 8<sup>th</sup>, 2015 and December 11<sup>th</sup>, 2015
- Part 2: March 7, 8, 9, 2016 – Site Visit

## Findings:

- Six review areas cleared prior to site visit: Legal, Planning/Program of Projects, Half Fare, School Bus, Security, Public Comment on Fare Increases and Service Reductions
- Seven areas cleared during site visit: Financial Mgt/Capacity Capacity, Technical Capacity, Title VI, Disadvantaged Business Enterprise (DBE), Satisfactory Continuing Control, Charter Bus, Equal Employment Opportunity EEO
- Four review areas with deficient findings



# Deficiencies and Corrective Actions Concurred



- Facilities Maintenance

Deficiency	Status
Facility/ Equipment maintenance program lacking or inadequate	Adopted Plans: FTA approved procedure

- ADA

Deficiency	Status
Improper complementary paratransit eligibility determination process	Updated eligibility determination process
Insufficient no-show policy	Revised No-show policy implemented

- Procurement

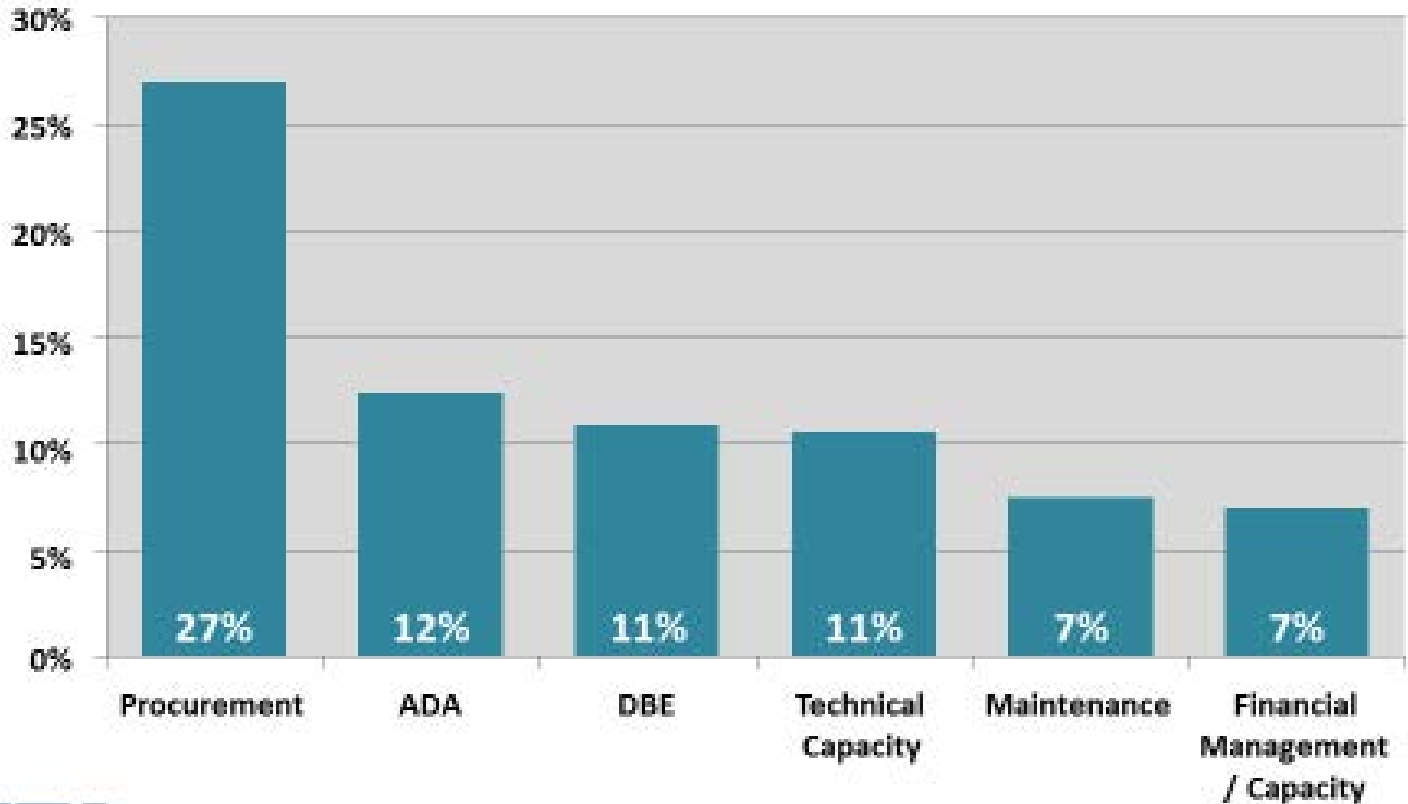
Deficiency	Status
No verification excluded parties are not participating; lacking independent cost estimate (ICE); lacking required cost/price analysis; responsibility determination deficiencies	FTA approved Standard Operating Procedures Manual for Procurement.

- Drug and Alcohol Program

Deficiency	Status
FTA drug & alcohol testing program not applied to all sensitive positions	Revised procedure implemented
Random testing below required level	Revised procedure implemented
Improper post-accident determination	Revised procedure implemented

## 2013-2015 Triennial Review

### Top 6 Finding Areas by Percentage of All Findings



# FTA Grantees: Top Findings



## 2013-2015 Triennial Review Top 5 Findings

Top 5 Findings Nationwide	Area	Frequency
Lacking independent cost estimate	Procurement	1 in 4 reviews
No verification that excluded parties are not participating	Procurement	1 in 4 reviews
Lacking required cost/price analysis	Procurement	1 in 4 reviews
Insufficient no-show policy	ADA	1 in 5 reviews
No FTA clauses	Procurement	1 in 5 reviews



11

## Early Look at 2016\* Triennial Review

### Top 3 Procurement Findings

Top 3 Findings Nationwide	Common/Example Corrective Action(s)
Lacking required cost/price analysis	-Submit updated procedures -Submit proof of analysis for next procurement
Lacking independent cost estimate	-Submit updated procedures -Submit proof of independent cost estimate for next procurement
No verification that excluded parties are not participating	-Submit updated procedures for searching SAM.gov and documenting results



\*151 of 201 reviews completed.

13

## Early Look at 2016\* Triennial Review

### Top 3 Maintenance Findings

Top 3 Findings Nationwide	Common/Example Corrective Action(s)
Facility/equipment maintenance plan lacking or inadequate	-Submit a revised facility maintenance program that includes all FTA-funded assets and security items, as well as routine inspections on a timely basis (daily, weekly, monthly, quarterly, and annually, etc.)
Late vehicle preventive maintenance	-Submit procedures for completing preventive maintenance inspections on time -Submit a monthly report signed by senior management demonstrating at least 80 % on time PMI for 3 consecutive months
Vehicle maintenance plan incomplete or out of date	-Submit updated vehicle maintenance plan including missing elements



\*151 of 201 reviews completed.

17

## Early Look at 2016\* Triennial Review

### Top 3 ADA Findings

Top 3 Findings Nationwide	Common/Example Corrective Action(s)
Insufficient no-show policy	-Revise no-show policy to only suspend riders who have established a pattern or practice of missing scheduled trips
Limits or capacity constraints on ADA Complementary Paratransit service	-Submit procedures for monitoring ADA complementary paratransit service for capacity constraints such as excessively long trips and the scheduling systems for making reservations
Insufficient ADA complaint process	-Develop and implement a process for receiving, tracking, reviewing, and resolving complaints



\*151 of 201 reviews completed.

14

- PROACTIVE APPROACH: IMPLEMENT/UPDATE PROCEDURES
- NO REPEAT FINDINGS
- CAPACITY BUILDING. IDENTIFY GREATEST COMPLIANCE TRAINING NEEDS
- FTA's OVERSIGHT TRAININGS
- FY 19 ADDED COMPLIANCE FOCUS
  - TRANSIT ASSET MANAGEMENT
  - SAFETY MANAGEMENT SYSTEM

# THANK YOU!

---

**Finance Committee Information Item #7.A.**

**To:** LYNX Finance & Audit Committee

**From:** Blanche Sherman  
DIRECTOR OF FINANCE  
CRAIG CHARRETTE  
(Technical Contact)  
Nancy Navarro  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6100

**Item Name:** Monthly Financial Report - June 30, 2017

**Date:** 7/26/2017

---

Please find attached the preliminary monthly financial report for the nine months ending June 30, 2017. LYNX's Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the nine months ending June 30, 2017 reflect total revenue earned in the amount of \$92,443,444 and total expenses incurred in the amount of \$91,753,669 resulting in a net operating profit of \$689,775.

- Fixed route, Vanpool, and Neighbor Link services resulted in an operating profit of \$1,332,965 for the nine months of the fiscal year.
- Paratransit services resulted in a loss of (\$643,190) for the nine months of the fiscal year.

**Fixed Route Operations:**

The year-to-date Operating Revenues are 97% of the budgeted amount as of June 2017. Customer fares are 96% or (\$677,329) less than the budgeted amount year-to-date.

Advertising revenue is 126% of the amount budgeted for the month of June 2017. Advertising year-to-date is 18% lower or (\$319,020) than the budgeted amount; moreover, advertising is down on a national average, but the guaranteed revenue continues to be paid monthly. Actual revenues through June 30, 2017, for advertising on buses, shelters, and in-kind (trade) transactions are \$935,533, \$494,458 and \$0, respectively. Direct Media's staff continue to enhance LYNX' advertising program and to increase the advertising revenue stream. Direct Media's sales staff is actively seeking new clients and working with existing clients to offer an attractive and affordable advertising program.

In an attempt to stabilize fuel cost in the future, LYNX' staff entered into a fuel hedging arrangement with Merrill Lynch Commodities, Incorporated. During the month of June 2017, LYNX locked in one hundred-eight percent 108% of the total monthly purchases, resulting in the

cap (LYNX locked) prices higher than the future (float) prices. At this time, LYNX is 104% or (\$228,815) over than budget year-to-date. In the month of June LYNX paid an average price of \$1.52 (net) per gallon for diesel fuel and \$1.18 (net) per gallon for bio-diesel, plus fuel hedging losses which is lower than the budgeted price per gallon of \$1.64 (net). The national diesel fuel price for the month of June 2017 was \$2.17 (net).

LYNX' staff proactively seeks ways to maximize operational efficiencies and improve services. As a result, fixed route operating expenses for salaries are 7% or \$2,669,128 under budget, while fringe benefits are 2% or \$395,270 under budget respectively, both together remain \$3,064,398 under budget due to various vacancies as of June 30, 2017. Professional service expenses are 52% or \$2,223,737 under budget due to various planning projects that do not commence until later in the current fiscal year. Expenditures associated with other services, contract maintenance and other miscellaneous expenses are less than budget, with the exception of Taxes and Licensing. Collections for the CNG Royalties in the ninth month of the fiscal year currently amounts to \$18,536 for CNG purchases.

**Paratransit Operations:**

Paratransit's operational loss for the year is currently (\$643,190). The year-to-date cost of unleaded fuel is 17% over budget or (\$214,729) for the nine months of the new fiscal year. During the month of June 2017, LYNX locked in sixty-three percent (63%) of the total monthly purchases, resulting in cap (LYNX locked) prices higher than the future (float) prices. The fuel is budgeted at a net price of \$1.51 (net) per gallon in the FY2017 budget. LYNX is currently paying \$1.50 (net) per gallon. The national unleaded fuel price for the month of June 2017 was \$2.13 (net). An analysis of year-to-date purchased transportation trips and costs provided by MV Transportation is as follows:

<b>ACCESS LYNX - MV Transportation</b>			
<b>FY2017</b>	<b>Trips (Year-to-Date)</b>	<b>Blended Trip Rate</b>	<b>Costs</b>
<b>Actual (with est.)</b>	<b>408,499</b>	<b>\$29.85</b>	<b>\$12,194,408</b>
<b>Amended Budget (rounding)</b>	<b>405,990</b>	<b>\$30.77</b>	<b>\$12,491,199</b>
<b>Trips / Costs Under (Over) Budget</b>	<b>(2,509)</b>	<b>\$.92</b>	<b>\$296,791</b>

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**  
**BALANCE SHEETS**  
**June 30, 2017 and 2016**  
(UNAUDITED)

	<b>2017</b>	<b>2016</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents	\$ 40,606,670	42,053,314
Receivables:		
Local, trade and operating assistance	2,715,147	7,627,620
Federal grants	7,541,367	10,602,582
State grants	10,570,920	9,901,374
Inventory	1,920,745	1,821,067
State fuel tax refund	141,159	158,242
Prepaid expenses and other assets	1,039,591	1,075,176
	<b>64,535,600</b>	<b>73,239,375</b>
<b>NONCURRENT ASSETS:</b>		
Restricted cash and cash equivalents	6,606,156	4,857,150
Property and equipment:		
Land	10,018,522	8,161,465
Buildings and shelters	95,078,964	91,481,725
BRT Roadway	6,522,100	6,522,100
Revenue vehicles	166,516,969	156,173,652
Furniture, Fixtures & Equipment	42,735,116	39,389,466
Leasehold improvements	219,390	116,296
Total property and equipment	321,091,061	301,844,704
Less: accumulated depreciation	(179,988,798)	(166,421,212)
Construction in progress	24,973,023	21,948,724
Net property and equipment	166,075,285	157,372,216
Net Pension asset	-	6,283,485
Total noncurrent assets	172,681,441	168,512,851
<b>TOTAL ASSETS</b>	<b>237,217,042</b>	<b>241,752,225</b>
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Pension Contributions	10,140,917	3,315,057
Accumulated decrease in fair value of fuel hedge instrument	130,377	821,949
	<b>10,271,294</b>	<b>4,137,006</b>



**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**  
**BALANCE SHEETS**  
**June 30, 2017 and 2016**  
(UNAUDITED)

	<b>2017</b>	<b>2016</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 7,698,255	9,837,804
Accrued salaries and related taxes	1,712,339	2,478,956
Accrued compensated absences, current	3,925,617	4,170,615
Accrued self-insurance liability, current	2,580,756	2,097,048
Leases payable, current	226,469	551,466
Loans payable, current	-	813,225
Unearned operating revenue	5,647,267	10,679,330
Unearned capital	5,900,950	4,607,670
Derivative instrument - fuel hedge	130,377	821,949
Total current liabilities	27,822,030	36,058,063
<b>NONCURRENT LIABILITIES:</b>		
Leases payable, long-term	3,872,473	4,440,501
Loans payable	-	-
Net Pension and OPEB Obligation	3,918,368	1,683,525
Accrued compensated absences, long-term	493,439	538,035
Accrued self-insurance liability, long-term	2,260,538	2,676,165
Total noncurrent liabilities	10,544,818	9,338,226
Total liabilities	38,366,848	45,396,288
<b>DEFERRED INFLOW OF RESOURCES</b>		
Pension Contributions	542,732	1,318,794
Accumulated increase in fair value of fuel hedge instrument	-	-
	542,732	1,318,794
<b>NET POSITION:</b>		
Invested in capital assets, net of related debt	160,704,875	151,400,521
Restricted	1,600,000	
Unrestricted	46,273,880	47,773,627
Total net position	208,578,755	199,174,148
<b>TOTAL LIABILITIES AND NET POSITION</b>	\$ 246,945,603	\$ 244,570,437

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**  
**STATEMENT OF REVENUES AND EXPENSES**  
**FOR THE MONTH OF JUNE 2017 AND THE NINE MONTHS ENDED JUNE 30, 2017**

	Year to Date			Month of June		
	Budget	Actual	%	Budget	Actual	%
<b>OPERATING REVENUES</b>						
Customer Fares	\$ 19,625,653	19,058,735	97%	\$ 2,180,628	\$ 2,029,603	93%
Contract Services:						
Local Financial Assistance	10,867,524	10,889,349	100%	1,207,503	1,219,582	101%
Other Contractual Services	3,396,547	3,330,459		377,394	356,854	
Advertising	1,771,601	1,452,581	82%	196,845	247,743	126%
Other Operating Income	647,280	731,528	113%	134,035	16,963	13%
Total Operating Revenues	<u>36,308,605</u>	<u>35,462,652</u>	98%	<u>4,096,404</u>	<u>3,870,745</u>	94%
<b>NONOPERATING REVENUES</b>						
Operating assistance grants:						
State of Florida	7,705,298	7,607,067	99%	856,144	845,230	99%
Local	36,411,855	36,411,856	100%	4,045,762	4,045,762	100%
Planning and other assistance grants:						
Federal - Other	12,877,275	10,672,010	83%	1,451,531	1,149,084	79%
State of Florida - Other	2,572,915	1,949,221	76%	285,879	238,753	84%
Local Matching - Other	821,250	169,336	N/A	91,250	85,565	N/A
Interest Income	23,348	112,356	481%	2,594	23,903	921%
Gain / (Loss) on Sale of Assets	-	58,945	N/A	-	(222,282)	N/A
Total Nonoperating Revenues	<u>60,411,941</u>	<u>56,980,791</u>	94%	<u>6,733,161</u>	<u>6,166,015</u>	92%
Total Revenues	<u>96,720,546</u>	<u>92,443,444</u>	96%	<u>10,829,565</u>	<u>10,036,760</u>	93%
<b>OPERATING EXPENSES</b>						
Salaries and Wages	36,329,146	33,661,334	93%	4,036,572	3,744,642	93%
Fringe Benefits	20,641,058	20,272,458	98%	2,293,451	1,811,188	79%
Purchased Transportation Services	14,311,933	13,999,878	98%	1,832,693	1,528,204	83%
Fuel	6,997,468	7,441,013	106%	777,496	848,147	109%
Other Materials and Supplies	5,980,046	5,844,823	98%	664,450	683,322	103%
Professional Services	4,824,530	2,484,295	51%	543,897	205,577	38%
Other Services	4,660,356	4,019,217	86%	530,702	456,934	86%
Lease and Miscellaneous Expenses	1,002,525	926,621	92%	111,392	142,653	128%
Casualty and Liability Insurance	1,694,458	1,654,138	98%	188,273	211,141	112%
Utilities	1,106,310	946,088	86%	122,923	122,240	99%
Taxes and Licenses	327,632	427,195	130%	36,404	43,270	119%
Interest Expense	76,387	76,609	100%	8,487	8,274	97%
Total Operating Expenses	<u>97,951,848</u>	<u>91,753,669</u>	94%	<u>11,146,739</u>	<u>9,805,593</u>	88%
<b>OPERATING GAIN / (LOSS)</b>	<u>\$ (1,231,302)</u>	<u>\$ 689,775</u>	N/A	<u>\$ (317,175)</u>	<u>\$ 231,167</u>	N/A

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY  
FIXED-ROUTE, VANPOOL AND NEIGHBORLINK SEGMENT  
FOR THE MONTH OF JUNE 2017 AND THE NINE MONTHS ENDED JUNE 30, 2017  
(UNAUDITED)**

	Year to Date			Month of June		
	Budget	Actual	%	Budget	Actual	%
<b>OPERATING REVENUES</b>						
Customer Fares	\$ 18,269,323	\$ 17,591,994	96%	\$ 2,029,925	\$ 1,873,645	92%
Contract Services:						
Local Financial Assistance	10,867,524	10,889,349	100%	1,207,503	1,219,582	101%
Other Contractual Services	198,537	121,661	N/A	22,060	-	N/A
Advertising	1,771,601	1,452,581	82%	196,845	247,743	126%
Other Operating Income	647,280	731,528	113%	134,035	16,963	13%
Total Operating Revenues	<u>31,754,265</u>	<u>30,787,113</u>	97%	<u>3,590,366</u>	<u>3,357,933</u>	94%
<b>NONOPERATING REVENUES</b>						
Operating assistance grants:						
Federal	-	-	N/A	-	-	
State of Florida	7,705,298	7,607,067	99%	856,144	845,230	99%
Local	29,431,760	29,431,761	100%	3,270,196	3,270,196	100%
Planning and other assistance grants:						
Federal - Other	10,232,940	8,251,848	81%	1,157,716	867,133	75%
State of Florida - Other	2,303,267	1,949,221	85%	255,919	238,753	93%
Local Matching - Other	821,250	169,336	N/A	91,250	85,565	N/A
Interest Income	23,348	112,356	481%	2,594	23,903	921%
Gain / (Loss) on the Sale of Assets	-	58,945	N/A	-	(222,282)	N/A
Total Nonoperating Revenues	<u>50,517,863</u>	<u>47,580,535</u>	94%	<u>5,633,819</u>	<u>5,108,498</u>	91%
Total Revenues	<u>82,272,128</u>	<u>78,367,648</u>	95%	<u>9,224,185</u>	<u>8,466,431</u>	92%
<b>OPERATING EXPENSES</b>						
Salaries and Wages	35,991,131	33,322,003	93%	3,999,015	3,690,055	92%
Fringe Benefits	20,424,937	20,029,667	98%	2,269,437	1,754,513	77%
Purchased Transportation Services	1,971,975	1,703,437	86%	219,108	179,894	82%
Fuel	5,739,228	5,968,043	104%	637,692	680,687	107%
Other Materials and Supplies	5,970,341	5,843,023	98%	663,371	683,200	103%
Professional Services	4,602,580	2,378,843	52%	511,398	184,374	36%
Other Services	4,465,747	3,842,430	86%	509,079	436,906	86%
Lease and Miscellaneous Expenses	996,601	922,760	93%	110,733	141,113	127%
Casualty and Liability Insurance	1,694,458	1,654,138	98%	188,273	211,141	112%
Utilities	1,076,260	931,553	87%	119,584	119,821	100%
Taxes and Licenses	273,715	362,177	132%	30,413	36,940	121%
Interest Expense	76,387	76,609	100%	8,487	8,274	97%
Total Operating Expenses	<u>83,283,359</u>	<u>77,034,683</u>	92%	<u>9,266,591</u>	<u>8,126,918</u>	88%
<b>OPERATING GAIN / (LOSS)</b>	<u>\$ (1,011,231)</u>	<u>\$ 1,332,965</u>	N/A	<u>\$ (42,406)</u>	<u>\$ 339,513</u>	N/A

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY  
PARATRANSIT SEGMENT  
FOR THE MONTH OF JUNE 2017 AND THE NINE MONTHS ENDED JUNE 30, 2017  
(UNAUDITED)**

	Year to Date			Month of June		
	Budget	Actual	%	Budget	Actual	%
<b>OPERATING REVENUES</b>						
Customer Fares	\$ 1,356,330	\$ 1,466,741	108%	\$ 150,703	\$ 155,958	103%
Contract Services:						
Local Financial Assistance	-	-	N/A	-	-	N/A
Other Contractual Services	3,198,010	3,208,798	100%	355,334	356,854	100%
Advertising	-	-	N/A	-	-	N/A
Other Operating Income	-	-	N/A	-	-	N/A
Total Operating Revenues	<u>4,554,340</u>	<u>4,675,539</u>	103%	<u>506,038</u>	<u>512,812</u>	101%
<b>NONOPERATING REVENUES</b>						
Operating assistance grants:						
Federal	-	-	N/A	-	-	N/A
State of Florida	-	-	N/A	-	-	N/A
Local	6,980,095	6,980,095	100%	775,566	775,566	100%
Planning and other assistance grants:						
Federal - Other	2,644,335	2,420,162	92%	293,815	281,951	96%
State of Florida - Other	269,648	-	N/A	29,961	-	N/A
Local Matching - Other	-	-	N/A	-	-	N/A
Interest Income	-	-	N/A	-	-	N/A
Gain / (Loss) on the Sale of Assets	-	-	N/A	-	-	N/A
Total Nonoperating Revenues	<u>9,894,078</u>	<u>9,400,256</u>	95%	<u>1,099,342</u>	<u>1,057,517</u>	96%
Total Revenues	<u>14,448,418</u>	<u>14,075,796</u>	97%	<u>1,605,380</u>	<u>1,570,329</u>	98%
<b>OPERATING EXPENSES</b>						
Salaries and Wages	338,015	339,331	100%	37,557	54,588	145%
Fringe Benefits	216,121	242,791	112%	24,013	56,675	236%
Purchased Transportation Services	12,339,958	12,296,441	100%	1,613,585	1,348,310	84%
Fuel	1,258,240	1,472,969	117%	139,804	167,460	120%
Other Materials and Supplies	9,705	1,800	19%	1,078	122	11%
Professional Services	221,950	105,452	48%	32,499	21,203	65%
Other Services	194,609	176,787	91%	21,623	20,028	93%
Lease and Miscellaneous Expenses	5,924	3,861	65%	658	1,540	234%
Casualty and Liability Insurance	-	-	N/A	-	-	N/A
Utilities	30,049	14,535	48%	3,339	2,420	72%
Taxes and Licenses	53,917	65,018	121%	5,991	6,330	106%
Interest Expense	-	-	N/A	-	-	N/A
Total Operating Expenses	<u>14,668,489</u>	<u>14,718,986</u>	100%	<u>1,880,148</u>	<u>1,678,676</u>	89%
<b>OPERATING GAIN / (LOSS)</b>	<u>\$ (220,071)</u>	<u>\$ (643,190)</u>	N/A	<u>\$ (274,769)</u>	<u>\$ (108,347)</u>	N/A

**Finance Committee Information Item #7.B.**

**To:** LYNX Finance & Audit Committee

**From:** Blanche Sherman  
DIRECTOR OF FINANCE  
CRAIG CHARRETTE  
(Technical Contact)  
Nancy Navarro  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6100

**Item Name:** Monthly Financial Report - May 31, 2017

**Date:** 7/26/2017

---

Please find attached the preliminary monthly financial report for the eighth month ending May 31, 2017. LYNX's Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the eighth month ending May 31, 2017 reflect total revenue earned in the amount of \$82,406,684 and total expenses incurred in the amount of \$81,947,790 resulting in a net operating profit of \$458,894.

- Fixed route, Vanpool, and Neighbor Link services resulted in an operating profit of \$993,737 for the eighth months of the fiscal year.
- Paratransit services resulted in a loss of (\$534,843) for the eighth months of the fiscal year.

**Fixed Route Operations:**

The year-to-date Operating Revenues are 97% of the budgeted amount as of May 2017. Customer fares are 97% or (\$521,050) less than the budgeted amount year-to-date.

Advertising revenue is 70% of the amount budgeted for the month of May 2017. Advertising year-to-date is 23% lower or (\$369,918) than the budgeted amount; moreover, advertising is down on a national average, but the guaranteed revenue continues to be paid monthly. Actual revenues through May 31, 2017, for advertising on buses, shelters, and in-kind (trade) transactions are \$774,448, \$410,391 and \$0, respectively. Direct Media's staff continue to enhance LYNX' advertising program and to increase the advertising revenue stream. Direct Media's sales staff is actively seeking new clients and working with existing clients to offer an attractive and affordable advertising program.

In an attempt to stabilize fuel cost in the future, LYNX' staff entered into a fuel hedging arrangement with Merrill Lynch Commodities, Incorporated. During the month of May 2017,

LYNX locked in ninety seven percent 97% of the total monthly purchases, resulting in the cap (LYNX locked) prices higher than the future (float) prices. At this time, LYNX is 104% or (\$185,820) over than budget year-to-date. In the month of May LYNX paid an average price of \$1.62 (net) per gallon for diesel fuel and \$1.28 (net) per gallon for bio-diesel, plus fuel hedging losses which is lower than the budgeted price per gallon of \$1.64 (net). The national diesel fuel price for the month of May 2017 was \$2.22 (net).

LYNX' staff proactively seeks ways to maximize operational efficiencies and improve services. As a result, fixed route operating expenses for salaries are 7% or \$2,360,167 under budget, while fringe benefits are 1% or (\$119,655) over budget respectively, both together remain \$2,240,512 under budget due to various vacancies as of May 31, 2017. Professional service expenses are 54% or \$1,896,713 under budget due to various planning projects that do not commence until later in the current fiscal year. Expenditures associated with other services, contract maintenance and other miscellaneous expenses are less than budget, with the exception of Taxes and Licensing. Collections for the CNG Royalties in the eight month of the fiscal year currently amounts to \$16,455 for CNG purchases.

**Paratransit Operations:**

Paratransit's operational loss for the year is currently (\$534,843). Purchased Transportation Services are 2% over budget or (\$221,757) over the budgeted amount. The year-to-date cost of unleaded fuel is 17% over budget or (\$187,074) for the eighth month of the new fiscal year. During the month of May 2017, LYNX locked in fifty nine percent (59%) of the total monthly purchases, resulting in cap (LYNX locked) prices higher than the future (float) prices. The fuel is budgeted at a net price of \$1.51 (net) per gallon in the FY2017 budget. LYNX is currently paying \$1.59 (net) per gallon. The national unleaded fuel price for the month of May 2017 was \$2.17 (net). An analysis of year-to-date purchased transportation trips and costs provided by MV Transportation is as follows:

<b>ACCESS LYNX - MV Transportation</b>			
<b>FY2017</b>	<b>Trips (Year-to-Date)</b>	<b>Blended Trip Rate</b>	<b>Costs</b>
<b>Actual (with est.)</b>	<b>360,878</b>	<b>\$30.11</b>	<b>\$10,865,613</b>
<b>Amended Budget (rounding)</b>	<b>360,880</b>	<b>\$30.77</b>	<b>\$11,103,288</b>
<b>Trips / Costs Under (Over) Budget</b>	<b>2</b>	<b>\$.66</b>	<b>\$237,675</b>

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**  
**BALANCE SHEETS**  
**May 31, 2017 and 2016**  
(UNAUDITED)

	<b>2017</b>	<b>2016</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents	\$ 40,259,285	38,425,247
Receivables:		
Local, trade and operating assistance	2,817,793	9,337,802
Federal grants	11,088,528	14,175,440
State grants	10,535,237	8,667,258
Inventory	1,972,219	1,881,038
State fuel tax refund	174,030	148,121
Prepaid expenses and other assets	1,150,590	1,138,302
	67,997,682	73,773,208
<b>NONCURRENT ASSETS:</b>		
Restricted cash and cash equivalents	6,604,500	4,855,898
Property and equipment:		
Land	10,018,522	8,161,465
Buildings and shelters	95,078,964	91,481,725
BRT Roadway	6,522,100	6,499,619
Revenue vehicles	176,684,425	162,888,018
Furniture, Fixtures & Equipment	42,883,929	39,237,631
Leasehold improvements	219,390	110,109
Total property and equipment	331,407,329	308,378,567
Less: accumulated depreciation	(188,303,577)	(171,097,357)
Construction in progress	24,467,017	21,091,623
Net property and equipment	167,570,769	158,372,833
Net Pension asset	-	6,283,485
Total noncurrent assets	174,175,269	169,512,216
<b>TOTAL ASSETS</b>	<b>242,172,952</b>	<b>243,285,424</b>
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Pension Contributions	10,140,917	3,315,057
Accumulated decrease in fair value of fuel hedge instrument	130,377	821,949
	10,271,294	4,137,006

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**  
**BALANCE SHEETS**  
**May 31, 2017 and 2016**  
(UNAUDITED)

	<b>2017</b>	<b>2016</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 8,679,626	9,813,575
Accrued salaries and related taxes	4,836,895	2,466,328
Accrued compensated absences, current	3,925,617	4,170,615
Accrued self-insurance liability, current	2,580,756	2,097,048
Leases payable, current	226,469	551,466
Loans payable, current	-	813,225
Unearned operating revenue	5,402,649	11,023,109
Unearned capital	5,727,244	4,633,024
Derivative instrument - fuel hedge	130,377	821,949
Total current liabilities	31,509,632	36,390,339
<b>NONCURRENT LIABILITIES:</b>		
Leases payable, long-term	3,872,473	4,440,501
Loans payable	-	-
Net Pension and OPEB Obligation	3,918,368	1,683,525
Accrued compensated absences, long-term	493,439	538,035
Accrued self-insurance liability, long-term	2,260,538	2,676,165
Total noncurrent liabilities	10,544,818	9,338,226
Total liabilities	42,054,450	45,728,565
<b>DEFERRED INFLOW OF RESOURCES</b>		
Pension Contributions	542,732	1,318,794
Accumulated increase in fair value of fuel hedge instrument	-	-
	542,732	1,318,794
<b>NET POSITION:</b>		
Invested in capital assets, net of related debt	162,204,351	152,406,475
Restricted	1,600,000	-
Unrestricted	46,042,712	47,968,596
Total net position	209,847,063	200,375,071
<b>TOTAL LIABILITIES AND NET POSITION</b>	\$ 251,901,513	\$ 246,103,636



**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**  
**STATEMENT OF REVENUES AND EXPENSES**  
**FOR THE MONTH OF MAY 2017 AND THE EIGHT MONTHS ENDED MAY 31, 2017**

	Year to Date			Month of May		
	Budget	Actual	%	Budget	Actual	%
<b>OPERATING REVENUES</b>						
Customer Fares	\$ 17,445,025	17,029,131	98%	\$ 2,180,628	\$ 2,113,451	97%
Contract Services:						
Local Financial Assistance	9,660,021	9,669,767	100%	1,207,503	1,232,364	102%
Other Contractual Services	3,019,153	2,973,605		377,394	356,274	
Advertising	1,574,756	1,204,838	77%	196,845	138,488	70%
Other Operating Income	513,246	714,565	139%	134,035	63,652	47%
Total Operating Revenues	<u>32,212,201</u>	<u>31,591,907</u>	98%	<u>4,096,404</u>	<u>3,904,229</u>	95%
<b>NONOPERATING REVENUES</b>						
Operating assistance grants:						
State of Florida	6,849,154	6,761,837	99%	856,144	845,230	99%
Local	32,366,093	32,366,094	100%	4,045,762	4,045,762	100%
Planning and other assistance grants:						
Federal - Other	11,425,744	9,522,926	83%	1,451,531	1,237,964	85%
State of Florida - Other	2,287,035	1,710,468	75%	285,879	225,400	79%
Local Matching - Other	730,000	83,771	N/A	91,250	-	N/A
Interest Income	20,754	88,453	426%	2,594	12,780	493%
Gain / (Loss) on Sale of Assets	-	281,227	N/A	-	60,870	N/A
Total Nonoperating Revenues	<u>53,678,781</u>	<u>50,814,776</u>	95%	<u>6,733,161</u>	<u>6,428,006</u>	95%
Total Revenues	<u>85,890,981</u>	<u>82,406,683</u>	96%	<u>10,829,565</u>	<u>10,332,236</u>	95%
<b>OPERATING EXPENSES</b>						
Salaries and Wages	32,292,574	29,916,692	93%	4,036,572	3,911,861	97%
Fringe Benefits	18,347,607	18,461,270	101%	2,293,451	2,281,029	99%
Purchased Transportation Services	12,479,240	12,471,674	100%	1,832,693	1,532,775	84%
Fuel	6,219,971	6,592,866	106%	777,496	901,759	116%
Other Materials and Supplies	5,315,597	5,161,501	97%	664,450	727,741	110%
Professional Services	4,280,633	2,278,718	53%	543,897	450,628	83%
Other Services	4,129,654	3,562,283	86%	530,702	486,228	92%
Lease and Miscellaneous Expenses	891,133	783,968	88%	111,392	113,837	102%
Casualty and Liability Insurance	1,506,185	1,442,996	96%	188,273	178,311	95%
Utilities	983,387	823,848	84%	122,923	104,969	85%
Taxes and Licenses	291,228	383,638	132%	36,404	50,724	139%
Interest Expense	67,899	68,335	101%	8,487	8,274	97%
Total Operating Expenses	<u>86,805,108</u>	<u>81,947,790</u>	94%	<u>11,146,739</u>	<u>10,748,137</u>	96%
<b>OPERATING GAIN / (LOSS)</b>	<u>\$ (914,127)</u>	<u>\$ 458,894</u>	N/A	<u>\$ (317,175)</u>	<u>\$ (415,902)</u>	N/A

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**  
**FIXED-ROUTE, VANPOOL AND NEIGHBORLINK SEGMENT**  
**FOR THE MONTH OF MAY 2017 AND THE EIGHT MONTHS ENDED MAY 31, 2017**  
**(UNAUDITED)**

	Year to Date			Month of May		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
<b>OPERATING REVENUES</b>						
Customer Fares	\$ 16,239,398	\$ 15,718,348	97%	\$ 2,029,925	\$ 1,946,434	96%
Contract Services:						
Local Financial Assistance	9,660,021	9,669,767	100%	1,207,503	1,232,364	102%
Other Contractual Services	176,477	121,661	N/A	22,060	-	N/A
Advertising	1,574,756	1,204,838	77%	196,845	138,488	70%
Other Operating Income	<u>513,246</u>	<u>714,565</u>	139%	<u>134,035</u>	<u>63,652</u>	47%
Total Operating Revenues	<u>28,163,898</u>	<u>27,429,180</u>	97%	<u>3,590,366</u>	<u>3,380,938</u>	94%
<b>NONOPERATING REVENUES</b>						
Operating assistance grants:						
Federal	-	-	N/A	-	-	
State of Florida	6,849,154	6,761,837	99%	856,144	845,230	99%
Local	26,161,564	26,161,566	100%	3,270,196	3,270,196	100%
Planning and other assistance grants:						
Federal - Other	9,075,224	7,384,716	81%	1,157,716	963,410	83%
State of Florida - Other	2,047,349	1,710,468	84%	255,919	225,400	88%
Local Matching - Other	730,000	83,771	N/A	91,250	-	N/A
Interest Income	20,754	88,453	426%	2,594	12,780	493%
Gain / (Loss) on the Sale of Assets	<u>-</u>	<u>281,227</u>	N/A	<u>-</u>	<u>60,870</u>	N/A
Total Nonoperating Revenues	<u>44,884,045</u>	<u>42,472,037</u>	95%	<u>5,633,819</u>	<u>5,377,887</u>	95%
Total Revenues	<u>73,047,943</u>	<u>69,901,217</u>	96%	<u>9,224,185</u>	<u>8,758,825</u>	95%
<b>OPERATING EXPENSES</b>						
Salaries and Wages	31,992,116	29,631,949	93%	3,999,015	3,877,267	97%
Fringe Benefits	18,155,499	18,275,154	101%	2,269,437	2,260,103	100%
Purchased Transportation Services	1,752,867	1,523,543	87%	219,108	201,405	92%
Fuel	5,101,536	5,287,356	104%	637,692	717,154	112%
Other Materials and Supplies	5,306,970	5,159,822	97%	663,371	727,240	110%
Professional Services	4,091,182	2,194,469	54%	511,398	423,757	83%
Other Services	3,956,668	3,405,524	86%	509,079	466,476	92%
Lease and Miscellaneous Expenses	885,867	781,647	88%	110,733	113,737	103%
Casualty and Liability Insurance	1,506,185	1,442,996	96%	188,273	178,311	95%
Utilities	956,676	811,732	85%	119,584	102,964	86%
Taxes and Licenses	243,302	324,950	134%	30,413	41,714	137%
Interest Expense	<u>67,899</u>	<u>68,335</u>	101%	<u>8,487</u>	<u>8,274</u>	97%
Total Operating Expenses	<u>74,016,767</u>	<u>68,907,480</u>	93%	<u>9,266,591</u>	<u>9,118,401</u>	98%
<b>OPERATING GAIN / (LOSS)</b>	<u>\$ (968,824)</u>	<u>\$ 993,737</u>	N/A	<u>\$ (42,406)</u>	<u>\$ (359,577)</u>	N/A

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**  
**PARATRANSIT SEGMENT**  
**FOR THE MONTH OF MAY 2017 AND THE EIGHT MONTHS ENDED MAY 31, 2017**  
**(UNAUDITED)**

	Year to Date			Month of May		
	Budget	Actual	%	Budget	Actual	%
<b>OPERATING REVENUES</b>						
Customer Fares	\$ 1,205,627	\$ 1,310,783	109%	\$ 150,703	\$ 167,017	111%
Contract Services:						
Local Financial Assistance	-	-	N/A	-	-	N/A
Other Contractual Services	2,842,675	2,851,944	100%	355,334	356,274	100%
Advertising	-	-	N/A	-	-	N/A
Other Operating Income	-	-	N/A	-	-	N/A
Total Operating Revenues	<u>4,048,302</u>	<u>4,162,727</u>	103%	<u>506,038</u>	<u>523,291</u>	103%
<b>NONOPERATING REVENUES</b>						
Operating assistance grants:						
Federal	-	-	N/A	-	-	N/A
State of Florida	-	-	N/A	-	-	N/A
Local	6,204,529	6,204,529	100%	775,566	775,566	100%
Planning and other assistance grants:						
Federal - Other	2,350,520	2,138,210	91%	293,815	274,554	93%
State of Florida - Other	239,687	-	N/A	29,961	-	N/A
Local Matching - Other	-	-	N/A	-	-	N/A
Interest Income	-	-	N/A	-	-	N/A
Gain / (Loss) on the Sale of Assets	-	-	N/A	-	-	N/A
Total Nonoperating Revenues	<u>8,794,736</u>	<u>8,342,739</u>	95%	<u>1,099,342</u>	<u>1,050,120</u>	96%
Total Revenues	<u>12,843,038</u>	<u>12,505,466</u>	97%	<u>1,605,380</u>	<u>1,573,411</u>	98%
<b>OPERATING EXPENSES</b>						
Salaries and Wages	300,458	284,743	95%	37,557	34,595	92%
Fringe Benefits	192,107	186,116	97%	24,013	20,927	87%
Purchased Transportation Services	10,726,374	10,948,131	102%	1,613,585	1,331,370	83%
Fuel	1,118,435	1,305,509	117%	139,804	184,605	132%
Other Materials and Supplies	8,627	1,678	19%	1,078	502	47%
Professional Services	189,451	84,249	44%	32,499	26,871	83%
Other Services	172,986	156,759	91%	21,623	19,753	91%
Lease and Miscellaneous Expenses	5,266	2,321	44%	658	101	15%
Casualty and Liability Insurance	-	-	N/A	-	-	N/A
Utilities	26,711	12,116	45%	3,339	2,005	60%
Taxes and Licenses	47,927	58,688	122%	5,991	9,009	150%
Interest Expense	-	-	N/A	-	-	N/A
Total Operating Expenses	<u>12,788,341</u>	<u>13,040,310</u>	102%	<u>1,880,148</u>	<u>1,629,737</u>	87%
<b>OPERATING GAIN / (LOSS)</b>	<u>\$ 54,697</u>	<u>\$ (534,843)</u>	N/A	<u>\$ (274,769)</u>	<u>\$ (56,326)</u>	N/A