



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

1. Call to Order

2. Committee Minutes



Oversight Committee Minutes, July 27, 2017

Pg 3

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 Executive Officer's Report

5. Finance & Audit Committee Report

6. Committee Agenda Items



A. Proposed Medical Plan Design Changes

Pg 12

-Attachments



7. Committee Discussion Items



A. Florida Transportation Commission Transportation Authority Monitoring and Oversight FY16

Pg 28

-Attachments



B. Amendments to LYNX Administrative Rule 2 - Board Governance (Bylaws)

Pg 32

-Attachments



8. Committee Action Items
















A. Authorization to Enforce "No Strand Policy"

Pg 56

-Attachments



B.	 Overview of FY2017 Amended Operating & Capital Budgets	Pg 67
	-Attachments 	
C.	 Overview of FY2018 Proposed Operating and Capital Budgets	Pg 80
	-Attachments 	
D.	 Authorization to Submit the FY2018-2027 Transit Development Plan (TDP) Major Update to the Florida Department of Transportation (FDOT) District 5 for Approval to meet Block Grant Requirements	Pg 99
	-Attachments 	
E.	 Authorization to Extend Contract #12-C02 with MV Transportation, Inc. for a Period of up to Two (2) Month for Paratransit Services and to Increase the Not-To-Exceed Amount of the Contract	Pg 126
F.	 Authorization to Extend Contract #10-C21 with MV Transportation, Inc. for a Period of up to Two (2) Months for NeighborLink Services and to Increase the Not-To-Exceed Amount of the Contract	Pg 128
G.	 Authorization to Increase the Not-To-Exceed Amount of Contract #12-C02 Extension with MV Transportation	Pg 130
H.	 Authorization to Increase the Not-to-Exceed Amount of Contract #10-C21 Extension for MV Transportation	Pg 132
I.	 Authorization to Award Contract #18-C08 to MV Transportation, Inc., for Paratransit and NeighborLink Services	Pg 134
	-Attachments 	
J.	 Authorization to Enter into a Participating Addendum with New Flyer of America as Part of the Commonwealth of Virginia's Department of General Services Contract for the Purchase of Fifteen (15) Articulated Buses	Pg 144

9. Committee Information Items

A.	 Finance & Audit Committee Report	Pg 146
	-Attachments 	

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
Oversight Committee Meeting Minutes

PLACE: LYNX Central Station
455 N. Garland Avenue
Conference Room, 2nd Floor
Orlando, FL 32801

DATE: July 27, 2017

TIME: 10:30 a.m.

Members in Attendance:
Jim Harrison, Vice Chair
Steve Martin, Secretary
Billy Hattaway, City of Orlando
Edward Bass, Seminole County

Staff in Attendance:
Edward Johnson, Chief Executive Officer
Bert Francis, Chief Financial Officer
Tiffany Homler, Chief Administrative Officer
Thomas Stringer, Chief Operations Officer
Pat Christiansen, Legal Counsel
Blanche Sherman, Director of Finance
Rose Hernandez, Administrative Assistant

Members Absent:
Viviana Janer, Chair

1. Call to Order

Vice Chair Harrison called the meeting to order at 10:37 a.m.

2. Approval of Minutes

Vice Chair Harrison requested a motion for approval of the Oversight Committee minutes from the May 25, 2017 meeting. Whereupon a motion was duly made by Billy Hattaway, seconded by Steve Martin and unanimously adopted, the minutes were approved as presented.

3. Public Comments

Tanya Adams addressed her concerns about the contract with MV Transportation. She pleaded with the committee to not give the contract to MV Transportation.

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

Vice Chair Harrison recognized Edward Johnson, LYNX CEO for the report. Mr. Johnson stated that he will keep this brief due to the many presentations at this meeting. We will be implementing more technology, including a mobile fare payment system, in which you will see a presentation coming up. We are **finalizing agreement with Elerts for the "See something, say something" program** dealing with safety and security.

Invite for the LYMMO Lime line ribbon cutting next Friday with Mayor Dyer.

We are partnering with SunRail to market **"Train to Plane" with Link 111** which will take 15 minutes from train to front door of the airport. There has been a lot of positive response to this project. We have given out 30 day passes, to let people check out the service. Operators will get new polo shirts to commemorate this new service.

5. Finance & Audit Committee Report

Vice Chair Harrison recognized Ray Walls, Finance and Audit Committee Chair, for the report. Finance Committee voted to recommend the Preliminary Operating Budget. Finance Committee also voted to recommend the Preliminary Capital Budget.

The committee also spoke about the mobile fare ticketing system. The committee liked this system and recommended approval.

Finance Committee voted to recommend the contract with MV transportation. This will provide more stability and predictability.

Finance Committee voted to recommend the ability of LYNX to piggyback on Orange County for medical services with Cigna. This will allow LYNX to get better pricing and save a lot of money.

6. Committee Action Items

A. Overview of the FY2018 Preliminary Operating Budget

Vice Chair Harrison recognized Bert Francis, CFO, to provide the overview. Mr. Francis stated that we used additional reserves this year. We are also using additional preventative maintenance. Also keeping the funding partners where they were proposed. The fare increase was eliminated from the budget, due to concerns. We increased the amount of interest income, added state revenue of three hundred thousand. We also looked at expenses and found some savings in

different areas. We added back the "See Something, Say Something" program, which resulted in a small increase in the budget.

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

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

FY2018 Operating Revenue

	FY2018 Preliminary Budget	FY2017 Amended Budget	Dollar Change Amount	% Change
Operating Revenues				
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%
Total Revenue	\$ 131,733,059	\$ 131,392,067	\$ 340,992	0.3%

FY2018 Operating Expenses

	FY2018 Preliminary Budget	FY2017 Amended Budget	Dollar Change Amount	% Change
Operating Expenses				
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%
Total Operating Expenses	\$ 131,733,059	\$ 131,392,067	\$ 340,992	0.3%

FY2018 Local Revenue by Jurisdiction

LYNX FY2018 Preliminary Local Funding				
	Adopted Local Funding FY2017	Preliminary Regional Model Need for FY2018	Dollar Change	Percentage Change
Local Operating Funding:				
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%
Total Local Operating Funding	\$ 62,920,750	\$ 65,216,177	\$ 2,295,427	3.65%
Local Capital Contributions:				
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%
Total Local Funds	\$ 65,033,646	\$ 67,404,015	\$ 2,370,369	3.64%
*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.				

Mr. Harrison complimented staff on getting the budget together. No questions. Motion by Billy Hattaway to approve, and second by Steve Martin. None apposed, motion carried unanimously.

B. Overview of the FY2018 Preliminary Capital Budget

Vice Chair Harrison recognized Bert Francis, CFO, to provide the overview. Not as much detail on the capital budget. Challenge to maintain our fleet, enhance our security cameras, and continue our communication technologies. There is a lot of carryover from the FY2017 budget. There is a lot going on in the passenger amenities, including updating of stops and shelters. Continuing to add technology programs. Budget commences October 1.

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
- 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	63,880,489	49,517,643	29.0%
Total	\$ -	\$ -	N/A

FY2018 Preliminary Capital Budget by Category

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

FY2018 Preliminary Capital Budget Contributions

Capital Contributions	FY2018 Proposed Budget	FY2017 Amended Budget	Dollar Amount Change
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)
Total	\$ 63,880,489	\$ 49,517,643	\$ 14,362,846

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
Total	\$ 1,237,351	

Question from Edward Bass – how much is carry forward? There is a \$30 million carry forward. Edward Johnson explained that we are putting together a five year capital improvement plan, a strategic plan to not have as much carry forward. No further questions. Motion to approve the FY2018 Preliminary Capital Budget made by Edward Bass, Second by Billy Hattaway. Passed unanimously.

C. Authorization to Enter into Negotiations and Award a Contract to Americaneagle.com for Mobile Fare Payment System

Vice Chair Harrison recognized Blanche Sherman, Director of Finance. Ms. Sherman introduced Mr. Shyam Dunna from nMomentum to give a presentation on the Mobile Fare Payment System. After his presentation, Shyam Dunna introduced Al Connelly, Chung Chung Tam and Tony Johnson from Americaneagle.com, to give a demo on how the technology works with LYNX ticketing. Phase one will start end of October. Other dates are tentative.

Vice Chair Harrison asked if there were any questions or discussion. Motion for approval was made by Steve Martin for the Authorization to Enter into Negotiations and Award a Contract to Americaneagle.com for Mobile Fare Payment System, second by Billy Hattaway. Motion passed unanimously.

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**

Vice Chair Harrison recognized Thomas Stringer, Chief Operations Officer, for a presentation on the award of contract to MV Transportation for Paratransit and NeighborLink Services. Vice Chair Harrison asked if there were any questions or discussion. Edward Bass – Not comfortable that he has seen all of the components to this contract. He is requesting a new presentation of the impact to the budget. Edward Johnson explained that we need a new contract, instead of renewing the same contract over and over. Mr. Johnson will speak with the contractor about extending the contract another month. Vice Chair Harrison concerned about deferring this item again. Vice Chair Harrison recommendation to the Board is to table this action today, until there is more information available. Vice Chair Harrison requested a motion to table the 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**. Motion made by Edward Bass, second by Billy Hattaway. Motion passed unanimously.

7. Committee Discussion Items

A. FY2016 Federal Transit Administration Triennial Review Close-out
Vice Chair Harrison recognized Edward Johnson who spoke for Belinda Balleras, Manager of Grants, to provide an overview. There were four or five findings, and all findings were corrected. All requirements are satisfied until the next review.

8. Board of Directors Agenda Review

Vice Chair Harrison recognized Edward Johnson who gave an update. Most of the agenda involves extending existing contracts. One item under Miscellaneous D.14., Authorization to Write Off Assets Pursuant to the June 30, 2016 Physical Inventory Count and Reconciliation, we are asking to eliminate one item – System #17862 Interactive Voice Response – Fixed Route for \$67,269. Vice Chair Harrison asked if there were concerns, none were mentioned. No further discussion.

The meeting adjourned at 12:07 p.m.

Oversight Committee Agenda Item #6.A.

To: LYNX Oversight Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
Brian Anderson
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Proposed Medical Plan Design Changes

Date: 9/28/2017

The 2018 Medical Plan design will be different than in 2017. LYNX plans to eliminate the high deductible health plans and Health Savings Account funding and replace with a traditional health plan with the same minimum value. LYNX will offer both an HMO and a PPO plan. The changes in design for year one may not be completely cost neutral but should help contain the rising healthcare costs in the long run. LYNX will also implement focused coordinated and comprehensive wellness and condition specific programs.

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.

A comparison of LYNX and Orange County plans will be presented to show where LYNX is in comparison to one of its funding partners on its Health Plans. This will focus on opportunities to target going forward.

Attached is the presentation that will be presented to the Committee.



Health Plan Update for 2018

Finance Committee Meeting

September 27, 2017

Presented by:
John Robinson, CEBS
RobinsonBush, Inc.

Presentation Overview

Analysis of the LYNX Health Plan

- ▶ Health Plan Claims Trend
- ▶ Cost and Utilization Comparisons
- ▶ Health Saving Account Impact
- ▶ Diabetes Cost and Utilization

Health Plan Changes for 2018

Health Plan Financial Impact

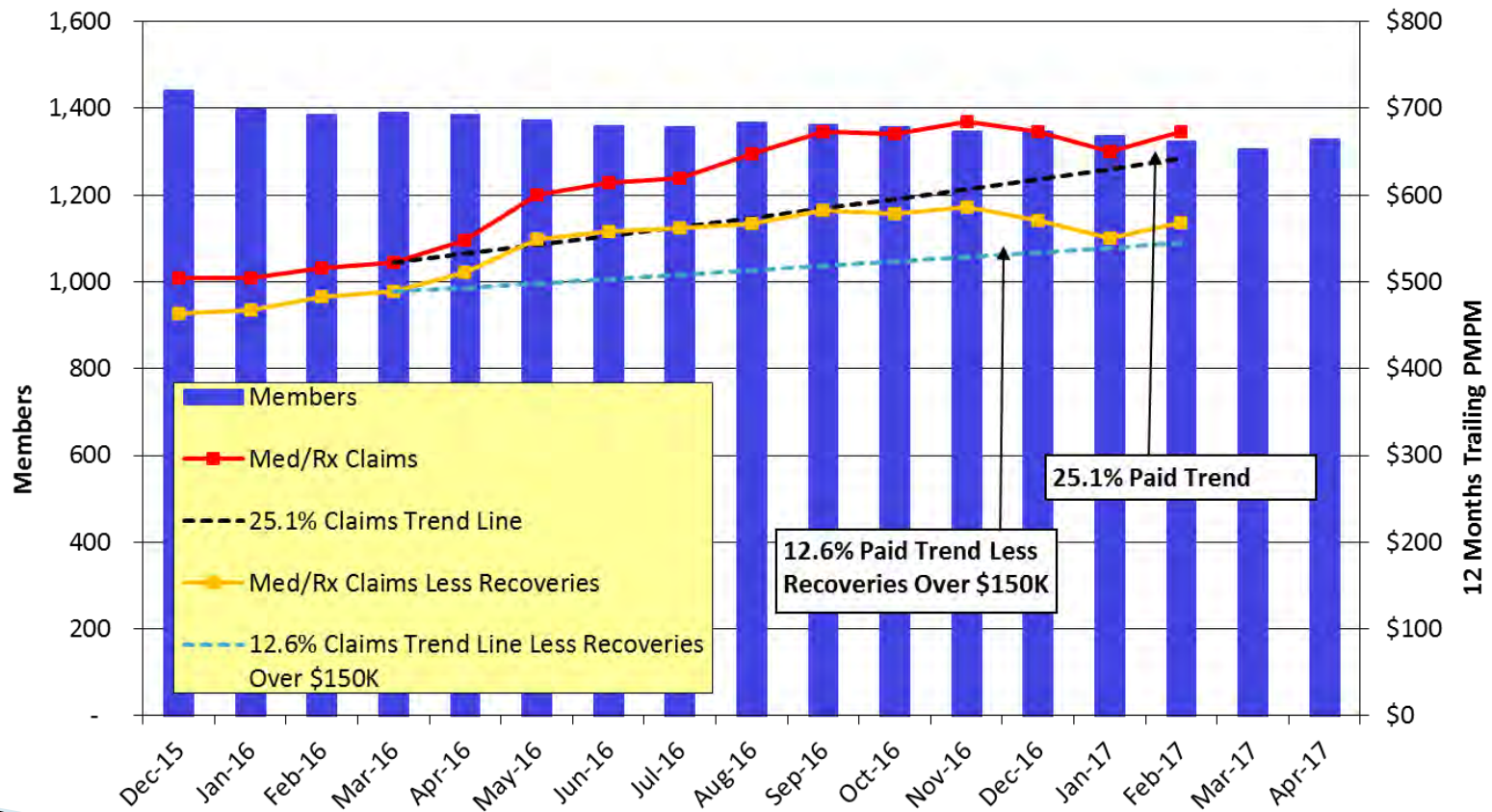
Committee Feedback

Health Plan Observations

- ▶ LYNX High Deductible Health Plans are Not Having the Expected Utilization and Cost Impact
 - Utilization continues to increase
 - Claims utilization and cost, in comparison to Orange County Government, is considerably higher
 - Health Savings Account subsidy is greater than claim costs up to the funding levels
- ▶ Significant Health Management Issues Exist
 - The diabetic population has significantly higher experience
 - A large percent of the population has diabetes
 - Cost of diabetics is considerably higher than the rest of the population
 - Hypertension and weight control remain issues

LYNX Health Plan Claims Trend

LYNX Paid Trend



Comparison of Cost and Utilization 2016 to 2015

	2016 Plan Year		2015 Plan Year	
	Allowed/Visit	Visits/1,000	Allowed/Visit	Visits/1,000
Hospital Inpatient	\$28,544	103.8	\$24,483	91.1
Emergency Room	\$1,893	390.3	\$2,063	373.4
Outpatient Surgery	\$3,673	120.6	\$2,923	118.7
Radiology	\$1,109	421.7	\$485	362.4
PCP Office Visits	\$97.38	1,718.1	\$94.36	1,525.5
Specialist	\$229.29	3,163.0	\$253.46	2,729.9
	Allowed/Rx	Rx/Member	Allowed/Rx	Rx/Member
Medications	\$146.18	13.6	\$131.85	12.5

2016 Comparison of Cost and Utilization LYNX and OCG

2016 Plan Year	LYNX		Orange County Gov't.	
	Allowed/Visit	Visits/1,000	Allowed/Visit	Visits/1,000
Hospital Inpatient	\$28,544	103.8	\$22,300	75.5
Emergency Room	\$1,893	390.3	\$2,115	279.4
Outpatient Surgery	\$3,673	120.6	\$3,448	115.5
Radiology	\$1,109	421.7	\$719	373.2
PCP Office Visits	\$97.38	1,718.1	\$100.61	1,815.3
Specialist	\$229.29	3,163.0	\$238.69	3,425.1
	Allowed/Rx	Rx/Member	Allowed/Rx	Rx/Member
Medications	\$146.18	13.6	\$122.65	11.1

2016 Health Savings Account Funding Comparison to Claims

Basic Plan Allowed Claims	Singles Count	Singles %	Family Count	Family %	Total
Total H.S.A.	599	100%	200	100%	799
\$0.00 – \$749.99	325	54%	47	23%	372
\$750.00 – \$999.99	32	5%	14	7%	46
\$1,000.00 – \$1,249.99	22	4%	12	6%	34
\$1,250.00 – \$1,299.99			1	1%	1
\$1,300.00 – \$1,999.99			23	12%	23
\$2,000.00 – \$2,249.99			5	3%	5
Total Below H.S.A.	379	63%	102	52%	481
H.S.A. Funds Above Claims	\$296,723		\$148,713		\$445,436

2016 Cost and Utilization Comparison

Diabetics Compared to Non-Diabetics

2016 Plan Year	Diabetics		Non-Diabetics	
	Members	% of Total	Members	% of Total
LYNX Members	191	14.1%	1,167	85.9%
	PMPM	Visits(Rx) /1,000	PMPM	Visits(Rx) /1,000
Total Facility	\$503.48	1,686.6	\$200.78	819.1
Ancillary & Cap	\$116.38	6,117.9	\$49.45	2,728.2
Professional	\$218.89	14,210.4	\$101.76	5,871.9
Pharmacy	<u>\$382.89</u>	42,877.3	<u>\$95.05</u>	8,496.4
Total	\$1,221.64		\$447.04	

Changes to 2018 Health Plan

- ▶ Piggyback on the Orange County Government (OCG) Health Plan Agreement with Cigna
- ▶ Eliminate the high deductible health plans and Health Savings Accounts and replace it with a traditional health plan with the same Minimum Value (82% with H.S.A.)
- ▶ Implement focused, coordinated, and comprehensive Wellness and Condition Specific Programs
- ▶ Increase premiums for 2018 by 20%

Health Plan Design

2018 Change from 2017

	2018 LocalPlus OAP With Incentive		2017 Basic Plan
	In Network	OON Network	Basic Plan
Employee Only Premium	\$0		\$0
Calendar Year Deductible	\$800/\$1,600	\$1,600/\$3,200	\$2,500/\$5,000
Health Saving Account Funding	\$0	\$0	\$1,250/\$2,250
Primary Care Office Visit	\$20	Deductible + 40%	Deductible + 20%
Specialist Physician Visit	\$35	Deductible + 40%	Deductible + 20%
Urgent Care	\$50	Deductible + 40%	Deductible + 20%
Telemedicine Visit	\$20	N/A	Deductible + 20%
Hospital-In Patient	Deductible + 20%	Deductible + 40%	Deductible + 20%
Hospital-Out Patient Surgery	Deductible + 20%	Deductible + 40%	Deductible + 20%
Ambulatory Surgical Center	\$150	Deductible + 40%	Deductible + 20%
Emergency Room Visit	Deductible + 20%	Deductible + 40%	Deductible + 20%
MRI/CAT	Deductible + 20%	Deductible + 40%	Deductible + 20%
Pharmacy	\$10/\$50/\$80	N/A	Deductible then \$10/\$50/\$80

2018 Premium Breakdown

Admin		2018 Monthly Premium				26 Pay		
		Total	Employer	Employee		2018	2017	Increase
Employee Only	128	\$848.47	\$848.47	\$0.00		\$0.00	\$0.00	\$0.00
EE & Spouse	21	\$1,787.38	\$1,382.61	\$404.77		\$186.82	\$186.82	\$0.00
EE & Child(ren)	22	\$1,616.18	\$1,270.04	\$346.14		\$159.76	\$159.76	\$0.00
Full Family	<u>14</u>	\$2,559.21	\$1,941.49	\$617.72		\$285.10	\$285.10	\$0.00
Total Admin	185							
Union		2018 Monthly Premium				26 Pay		
		Total	Employer	Employee		2018	2017	Increase
Employee Only	604	\$848.47	\$848.47	\$0.00		\$0.00	\$0.00	\$0.00
EE & Spouse	53	\$1,787.38	\$1,245.11	\$542.27		\$250.28	\$208.56	\$41.71
EE & Child(ren)	42	\$1,616.18	\$1,126.04	\$490.14		\$226.22	\$188.52	\$37.70
Full Family	<u>51</u>	\$2,559.21	\$1,782.44	\$776.77		\$358.51	\$298.76	\$59.75
Total Union	750							
Total Annual Breakdown	935	\$12,277,564	\$10,913,106	\$1,364,457				

2018 Health Plan Projected Savings

Savings (Costs)

Plan Design Changes	-\$1,393,542
Use OCG Rx Discount Guarantees	\$125,824
Use OCG Admin Fees	\$212,995
New Stop Loss Contract	\$163,788
Consulting Fee	-\$90,000
Remove HSA	\$1,371,750
Total Savings (Costs)	\$390,815

2018 Health Plan Financial Projections

Funding

Current Premium	\$10,259,687
Additional Premium	\$2,017,877
HSA Budget	\$1,447,500
Total Funding	\$13,725,064

Expenses

Claims	\$10,890,253
CIGNA Admin	\$559,917
Stop Loss	\$1,151,363
HSA	\$1,371,750
Other Admin	\$67,636
Less Savings	-\$390,815
Total Expense	\$13,650,104

Net Income (Loss)

\$74,960

Actual Increase

20.0%

Wellness and Condition Specific Programs

- ▶ Consider a multi-year wellness program as a condition for the Employee Only \$0 Premium option
- ▶ Implement condition specific initiatives tied to claims
 - Comprehensive Diabetes Management Program
 - Weight Management Program
- ▶ Offer biometric screenings and wellness examinations onsite
- ▶ Offer telehealth options onsite for follow up and urgent care



Health Plan Update for 2018

Questions and Comments

Oversight Committee Discussion Item #7.A.

To: LYNX Oversight Committee

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Albert Francis
(Technical Contact)
Tiffany Homler
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Florida Transportation Commission Transportation Authority Monitoring and Oversight FY16

Date: 9/28/2017

LYNX staff will discuss the FY16 submittal to the Florida Transportation Commission for the annual Transportation Authority Monitoring and Oversight report.

LYNX

Central Florida Regional Transportation Authority

Florida Transportation Commission Presentation

Summary of Performance Measures – FY 2016

Table 38
Central Florida Regional Transportation Authority
Summary of Performance Measures
FY 2016¹

<i>Performance Measure</i>	<i>Detail</i>	<i>Objective</i>	<i>Actual Results</i>	<i>Meets Objective</i>
Unlinked Passenger Trips per Revenue Hour	Passenger trips divided by revenue hours	>26.9	23.7	X
Operating Expense per Revenue Mile	Operating expenses divided by revenue miles	<\$6.23	\$6.41	X
Operating Expense per Revenue Hour	Operating expenses divided by revenue hours	<\$88.18	\$87.59	✓
Operating Expense per Passenger Trip	Operating expenses divided by annual ridership	<\$3.53	\$3.69	X
Operating Expense per Passenger Mile	Operating expenses divided by passenger miles	<\$0.55	\$0.65	X
Farebox Recovery Ratio	Passenger fares divided by operating expenses	>27.6%	25.5%	X
Revenue Miles between Safety Incidents	Annual revenue miles divided by safety incidents	>124,513	134,915	✓
Revenue Miles between Failures	Revenue miles divided by revenue vehicle system failures ²	>10,500	11,833	✓
Revenue Miles versus Vehicle Miles	Revenue miles divided by vehicle miles ³	>.90	0.896	X
Customer Service	Average time from complaint to response	14 days	6 days	✓
Customer Service	Customer complaints divided by boardings	<2 per 5,000 boardings	0.8	✓
On-time Performance	% trips end to end on time "departures < 5 minutes late and 1 minute early"	>80%	78.8%	X

30 of 161

¹ Fiscal Year 2016 represents 12 months of data from October 1, 2015 through September 30, 2016.

² A failure is classified as the breakdown of either a major or minor element of the revenue vehicle's mechanical

Edward L. Johnson

Chief Executive Officer

Central Florida Regional Transportation Authority

Direct: (407) 254-6017

Cell: (407)463-6346

Text: (407) 955-1839

Fax: (407) 254-6280

Email: eljohnson@golynx.com

455 N. Garland Avenue

Orlando, FL 32801

www.golynx.com

Oversight Committee Discussion Item #7.B.

To: LYNX Oversight Committee

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Tiffany Homler
(Technical Contact)
Rose Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Amendments to LYNX Administrative Rule 2 - Board Governance (Bylaws)

Date: 9/28/2017

LYNX staff along with James Goldsmith, LYNX General Counsel, will present the proposed changes to LYNX Administrative Rule 2 – Board Governance (Bylaws). Proposed changes are related to the posting of meeting notices, public participation (public comment) and officer of the authority.

ADMINISTRATIVE RULE 2 BOARD GOVERNANCE (BYLAWS)

DATE: ~~September 25, 2014~~¹ December ____, 2017¹

SCOPE:

This Administrative Rule sets forth the bylaws of the Authority pursuant to section 343.64(2)(h), Florida Statutes, to regulate the affairs and the conduct of the business of the Authority.

AUTHORITY:

Authority for the establishment of this Administrative Rule is as follows:

Part ~~III~~, Chapter 343, Florida Statutes

RULE 2: Bylaws

- 2.1 **Definitions.** Capitalized terms not otherwise defined herein shall have the meanings provided for such terms as set forth in Administrative Rule 1.
- 2.2 **Adoption of Bylaws.** The rules set forth in this Rule 2 shall constitute the bylaws of the Authority for the purposes of the Act, and shall govern the affairs and the conduct of the business of the Authority with respect to the matters addressed herein.
- 2.3 **Governing Board.** The Governing Board shall be vested with all powers provided under the Act to carry out the purposes set forth in the Act. All powers of the Governing Board not expressly delegated to an official, employee or agent of the Authority pursuant to these Administrative Rules or other official action of the Governing Board are reserved to the Governing Board.
 - 2.3.1 **Composition.** The Act provides that the Governing Board shall be comprised of five voting members as follows:
 - A. The chairs of the county commissions of Seminole, Orange, and Osceola Counties, or another member of the commission designated by the county chair of that commission, shall each serve as a representative on the Board for the full extent of his or her term (as described below);

¹ This Administrative Rule was originally adopted in the amended and restated form by the Governing Board at its meeting held on July 28, 2010. Section 2.12 of this Administrative Rule was amended in its entirety by the Governing Board at its meeting held on September 25, 2014. Sections 2.3.5, 2.6 and 2.9 were partially amended and Sections 2.4.8 and 2.4.9 were added by the Governing Board at its meeting held on December ____, 2017.

- B. The mayor of the City of Orlando, or a member of the Orlando City Council designated by the mayor, shall serve on the Board for the full extent of his or her term (as described below);
- C. The Secretary of Transportation shall appoint the district secretary, or his or her designee, for the district within which the area serviced by the Authority is located and this member shall be a voting member.

Each Member shall serve on the Board for a term of one year, which term shall begin and end on the first and last day of each Fiscal Year. Each Member's term shall automatically renew for successive one year terms unless a new Member is designated in accordance with **Section 2.3.2.**

2.3.2 **Designation of Members.**

- A. The county chairs of Seminole, Orange, and Osceola Counties are permitted to designate persons other than themselves to serve as Members of the Governing Board, provided that each such person designated by a county chair is a member of the county commission.
- B. The mayor of the City of Orlando is permitted to designate a person other than himself or herself to serve as a Member of the Governing Board, provided that such person is a member of the Orlando City Counsel.
- C. The Secretary of Transportation is permitted to designate a person other than the district secretary for the district within which the area serviced by the Authority is located.

Except as otherwise permitted by the Chairman, any person so designated to be on the Governing Board for a particular Fiscal Year pursuant to this **Section 2.3.2** must be designated before the end of the previous Fiscal Year and such designation must be for an entire Fiscal Year term.

2.3.3 **Replacements.** During any particular Fiscal Year term, any vacancy on the Governing Board shall be filled by the person authorized to make a designation with regard to the empty seat pursuant to **Section 2.3.2** and only for the balance of the unexpired Fiscal Year term.

2.3.4 **Officers of the Governing Board.** The Governing Board shall annually elect from its Members a Chairman, Vice Chairman, and Secretary. The Governing Board may also elect from its Members a Treasurer. The officers of the Governing Board shall have the authorities and duties set forth in these Rules for such officers, or as otherwise may be assigned to them by the Governing Board. All officers shall be elected by the Governing Board at an organizational meeting held pursuant to **Section 2.4.** Officers shall be elected by the Members,

and shall hold their respective offices from the first day of each Fiscal Year for a term of one year, or until their respective successors are chosen, if later.

- A. **Removal of Officer from Governing Board; Vacancies.** An officer of the Governing Board may be removed from office at any time, with or without cause, by the affirmative vote of the Majority of the Members. Any vacancy occurring in an office on the Governing Board shall be filled by the Governing Board for the remainder of the term at a regular or special meeting of the Governing Board.
- B. **Office of Chairman.** The Chairman of the Governing Board shall preside at meetings of the Governing Board, call special meetings, sign and may execute deeds, mortgages, bonds, contracts and other documents and instruments on behalf of the Authority, and perform such other duties as may be required by law or directed by the Governing Board.
- C. **Office of Vice Chairman.** The Vice Chairman shall have the powers and perform such duties as may be delegated to that office by the Governing Board, and in the event of the death, absence or inability of the Chairman to act, perform the duties and exercise the powers of the Chairman.
- D. **Office of Secretary.** The Secretary shall keep the minutes of all meetings of the Governing Board and such other meetings of the Authority for which minutes are required to be kept or, if not required by law, that the Governing Board deems desirable to be kept. The Secretary shall attest to the signature of other officers of the Governing Board when required or necessary. The Secretary to the Governing Board shall maintain thorough and accurate records of the Administrative Rules, the agendas of meetings of the Governing Board, resolutions and other instruments approved by the Governing Board. The Secretary shall perform the duties customarily performed by the secretary to a governmental entity, as well as such other duties as may be prescribed by the Governing Board.
- E. **Office of Treasurer.** The Treasurer shall be responsible for the financial affairs and records of the Authority, and shall have the custody of all the funds and securities of the Authority, except as may be otherwise provided by the Governing Board, and shall disburse the funds and other assets of the Authority as may be ordered by the Governing Board. The Treasurer shall keep or cause to be kept a record of all money received and expended, and all other financial transactions of the Authority. The Treasurer shall perform such duties as are customarily performed by the treasurer of a governmental entity and as may be required by general law or as directed by the Governing Board.

2.3.5 **Clerk and Assistant Officers to the Governing Board.**

- A. **Clerk to the Governing Board.** The Governing Board shall have a Clerk to carry out the duties of a clerk pursuant to applicable law and these Administrative Rules, and such other duties as the Governing Board may assign to the Clerk from time-to-time. If the Governing Board shall fail to appoint a Clerk for any particular Fiscal Year, or if the person appointed to the office of Clerk by the Governing Board shall be unable to perform his or her duties due to death, absence or inability, the duties of the Clerk shall be performed by the Assistant Secretary, if one exists, or, if there is no Assistant Secretary, then by the Chief Executive Officer or such other Authority employee as designated by the Chief Executive Officer.
- B. **Assistant Officers.** The Governing Board may from time-to-time appoint one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers and agents as it shall deem necessary, and may define their powers and duties. Any number of offices may be held by the same person.
- C. **Not Required to be Members.** Officers appointed pursuant to this **Section 2.3.5** need not be Members.

2.3.6 **Authority of Members.** Any direction as to the day-to-day operations of the Authority shall be made by action of the Governing Board and implemented by the Chief Executive Officer or such other person designated by the Governing Board. No individual Member shall have authority to direct Officers or employees of the Authority with regard to any action or duty relating to the day-to-day operations of the Authority. Notwithstanding anything to the contrary set forth in this **Section 2.3.6**, the Chairman is authorized to exercise oversight functions over and make ~~inquires~~inquiries of the Officers and Authority employees.

2.4 **Meetings of the Governing Board.** The Governing Board shall annually establish a schedule for meetings of the Governing Board. The Governing Board shall meet at the offices of the Authority, or, if directed by the Chairman, at such other location within or without the jurisdiction serviced by the Authority. All meetings of the Governing Board except as may otherwise be provided herein and in accordance with applicable law shall be duly scheduled, subject to public notice and open to the public, to the extent required by, and in accordance with, Florida law.

2.4.1 **Procedures of the Governing Board.** Meetings of the Governing Board shall be administered in accordance with Robert's Rules of Order, provided that the Members may elect to deviate from said rules when it is in the best interest of the Authority.

- 2.4.2 **Actions, Voting Requirements.** If a quorum is present, the affirmative vote of a majority of the Members present at a meeting shall constitute an act of the Governing Board. Votes of the Members shall be cast by voice vote, unless the Chairman, Vice Chairman or a majority of the Members present shall request an alternative method that is permitted by law. Resolutions as adopted shall be memorialized in writing and included for adoption of the minutes at the subsequent meeting of the Governing Board.
- 2.4.3 **Quorum.** The presence in person of a majority of the Members of the Governing Board shall constitute a quorum for the transaction of business.
- 2.4.4 **Adjournment; Reconvening.** Any meeting of the Governing Board at which a quorum is present may be adjourned by the vote of a majority of the Members. In the event no quorum is present on the day fixed for any meeting of the Board, such meeting may be cancelled and rescheduled by the Chairman, Vice Chairman or Chief Executive Officer, to a time and date at which a quorum be obtained. At any reconvened meeting at which a quorum is present, the Governing Board may take any official action, which might have been taken at the original meeting.
- 2.4.5 **Meeting Agendas.** Under the authority and auspices of the Chairman, the Authority shall prepare an agenda prior to each meeting of the Governing Board and shall provide appropriate notice thereof prior to each meeting.² The agenda shall list the title of the items in the order they are intended to be brought before and considered by the Governing Board. With the consent of whomever is the Chairman presiding over any particular meeting, items may be brought before the Governing Board out of the order listed on the agenda for such meeting, and the Governing Board may act upon such items. With the consent of the Chairman or any two Members, items may also be brought before the Governing Board which are not listed on the agenda (i.e., “**blue sheet items**”), and the Governing Board may act upon such items.
- 2.4.6 **Organizational Meeting.** The Governing Board shall annually hold its organizational meeting during a regular business meeting prior to the end of the Fiscal Year for purposes of electing the officers of the Governing Board pursuant to these Administrative Rules, or, if the organizational meeting of the Governing Board cannot be held at such meeting, the election of the officers of the Governing Board shall be held at the next regularly scheduled meeting at which an election is practical.
- 2.4.7 **Emergency, Special and Closed Meetings.** Subject to and in accordance with the requirements of Florida law, the Governing Board may convene emergency

² The Authority is not subject to the Administrative Procedures Act, Chapter 120, Florida Statutes, because (i) it is a multi-county special district, with a majority of its governing board comprised of elected persons, and (ii) the rules governing the Authority were removed from the Florida Administrative Code pursuant to the Administrative Procedures Act, Chapter 96-159. However, the Authority is subject to Florida's Government in the Sunshine Law, Florida Statutes § 286.011.

meetings, special meetings and meetings closed to the general public when directed by the Chairman, Vice Chairman or a Majority of the Members.

A. **Executive Sessions to Discuss Pending Litigation.** The Authority's legal counsel ("**Legal Counsel**") may schedule a private consultation with the Governing Board to discuss pending litigation to which the Authority is presently a party before a court or administrative agency. This private session with the Governing Board is referred to herein as a "**Litigation Executive Session.**" The subject matter of the Litigation Executive Session shall be limited to settlement negotiations or strategy sessions relating to litigation expenditures in a case for which the Legal Counsel represents the Authority. A Litigation Executive Session must be called only when Legal Counsel has determined that such a session is absolutely necessary. The Authority must comply with Florida Statutes § 286.011(8) (as well as any amended or successor provisions of Florida law) in connection with the Litigation Executive Session.

1. **Notice of Executive Session.** A Litigation Executive Session shall be noticed in all of the following three ways:

- a. The first notification occurs when the request for a Litigation Executive Session is placed on the Governing Board's agenda as a discussion item.
- b. The second notification occurs when a public notice of the Litigation Executive Session is published or posted. Such a notice shall be published or posted no less than three (3) full working days prior to the date of the Litigation Executive Session. This notice must contain the names of all persons who will be attending the Litigation Executive Session. An attendee's title may not be substituted for an attendee's name.
- c. The third notification occurs during an open session of the Governing Board when Legal Counsel announces to the Governing Board that he or she would like to advise the Governing Board concerning pending litigation, limited to settlement negotiations or strategy sessions relating to litigation expenditures in a particular case. If the Governing Board approves this request, at an open session, the Member chairing the meeting (or his/her designee) shall announce the commencement, estimated length of the Litigation Executive Session, and names of all persons who will be attending the Litigation Executive Session.

2. **Transcript of Litigation Executive Session.** Legal Counsel shall be responsible for hiring a certified court reporter for the Litigation Executive Session. The Litigation Executive Session shall be recorded, transcribed, and the record and transcription delivered to Legal Counsel. No portion of the Litigation Executive Session shall be held off the record. Legal Counsel shall, within a reasonable time, file the transcript with the clerk of the Board (or in the event there is no clerk, then the Authority officer or employee the Governing Board designates to carrying out the duties of a clerk) in a sealed envelope, instructing the clerk (or such other appropriate officer or employee) that the transcript is not a public record and will not become so until the litigation concludes in the case. At such time as the litigation is concluded and all timeframes for appeals have elapsed, Legal Counsel shall inform the clerk of the Board (or such other appropriate officer or employee) that the transcript may be made part of the public record.
3. **Participation in Litigation Executive Session.** Only the following persons are allowed to participate in a Litigation Executive Session (in addition to the Governing Board): the Authority's Chief Executive Officer or Chief Administrative Officer, Legal Counsel (including specially appointed outside counsel for the Authority in the litigation), and a court reporter. No other staff members or consultants are permitted to attend.
4. **No Final Approvals or Determinations.** Final approval of any determination resulting from the discussions held during the Litigation Executive Session shall be made only at an open session of the Governing Board.
5. **Reopening of Public Meeting.** At the conclusion of the Litigation Executive Session, the public meeting shall be reopened, and the elected official chairing the meeting shall announce the termination of the Litigation Executive Session and shall then either continue with other matters before the Governing Board or adjourn the public meeting.

- B. **Executive Session to Discuss Actual or Impending Collective Bargaining Matters.** The Chief Executive Officer or his or her representative may schedule a private consultation with the Governing Board to discuss actual or impending collective bargaining matters. This private session with the Governing Board is referred to herein as a “**Collective Bargaining Executive Session.**” The subject matter of the Collective Bargaining Executive Session shall be limited to actual or impending collective bargaining. The Authority must comply with

Florida Statutes § 447.605 (as well as any amended or successor provisions of Florida law) in connection with the Collective Bargaining Executive Session.

1. **Notice of Executive Session.** A Collective Bargaining Executive Session shall be noticed in all of the following three ways:
 - a. The first notification occurs when the request for a Collective Bargaining Executive Session is placed on the Governing Board's agenda as a discussion item.
 - b. The second notification occurs when a public notice of the Collective Bargaining Executive Session is published or posted. Such a notice shall be published or posted no less than three (3) full working days prior to the date of the Collective Bargaining Executive Session. This notice must contain the names of all persons who will be attending the Collective Bargaining Executive Session. An attendee's title may not be substituted for an attendee's name.
 - c. The third notification occurs during an open session of the Governing Board when the Member chairing the meeting (or his/her designee) shall announce the commencement, estimated length of the Collective Bargaining Executive Session, and names of all persons who will be attending the Collective Bargaining Executive Session.
2. **Participation in Collective Bargaining Executive Session.** Only the following persons are allowed to participate in a Collective Bargaining Executive Session (in addition to the Governing Board): the Authority's Chief Executive Officer, one or more of the Senior Officers who have been authorized in behalf of the Authority to negotiate the collective bargaining matters, and Legal Counsel (including specifically appointed outside counsel for the Authority in the collective bargaining matters). No other staff members or consultants are permitted to attend.
3. **No Final Approvals or Determinations.** Final approval of any determination resulting from the discussions held during the Collective Bargaining Executive Session shall be made only at an open session of the Governing Board.

4. **Reopening of Public Meeting.** At the conclusion of the Collective Bargaining Executive Session, the public meeting shall be reopened, and the Member chairing the meeting shall announce the termination of the Collective Bargaining Executive Session, and shall then either continue with other matters before the Governing Board or adjourn the public meeting.

2.4.8 Posting of Meeting Notices.

- A. The bulletin board in the LYNX Central Station lobby, located at 455 N. Garland Ave., Orlando, FL 32801 is designated as the official location for the posting of meeting notices of the Governing Board and each other Sunshine Board (as defined below). The Authority may, but is not required to, post meeting notices in additional locations, including on the Authority's website.
- B. In addition to the posting requirements contained in Subsection A, the Authority will provide notice of meetings of the Governing Board in compliance with Section 189.015, Florida Statutes. Such notice shall include (i) filing quarterly, semiannually, or annually a schedule of the regular meetings of the Governing Board that includes the date, time, and location of such meetings with the local governing authorities that constitute the voting members of the Governing Board; (ii) publishing said schedule of regular meetings in the legal notices and classified advertisements section of a newspaper in accordance with the requirements of said statute; and (iii) advertising the date, time, place, and purpose of any meeting other than a regular meeting or any recessed and reconvened meeting, at least seven days before such meeting, in a newspaper of general paid circulation in accordance with the requirements of said statute, unless a bona fide emergency situation exists.

2.4.9 Public Participation. The following sets forth guidelines to be followed by the Authority at public meetings for public participation pursuant to Section 286.0114, Florida Statutes.

- A. At each meeting of the Governing Board and each meeting of any Authority advisory boards, commissions and committees subject to the requirements of Section 286.011, Florida Statutes (each, a "Sunshine Board"), the chair of such Sunshine Board shall designate on the agenda a time for public comment. The total time for public comment shall not exceed fifteen (15) minutes; **provided, however,** the chair, in his or her discretion, may extend that time.

- B. Each individual who wishes to address the Sunshine Board during public comment must limit his or her comments to three minutes, subject to the provisions of **Subsection C** below.
- C. In the event one or more persons or a group wishes to address the Sunshine Board through a particular individual, those persons may do so and, in such event, a person may allot up to one minute of his or her time to the designated speaker, **provided, however,** the designated speaker, in any event, shall be limited to a total of ten minutes in his or her presentation to the Board. The person will identify the designated speaker on the speaker's form referenced in **Subsection D** below.
- D. Each person wishing to speak during public comment must complete, before the beginning of the meeting, and submit to the designated secretary of such Sunshine Board an approved speaker's form (in such form as approved by the Sunshine Board) indicating a desire to be heard, the topic on which he or she wishes to speak and whether that speech is in support, opposition, or neutrality on said proposition, and, if applicable, a designation of a representative to speak for him or her on said proposition. Failure to submit such a form or to complete it as appropriate shall enable the chair of such Sunshine Board not to recognize said person.
- E. If a non-agenda item is presented for consideration by the Sunshine Board, the chair shall, prior to the Sunshine Board taking action on said item, allow for public comment solely on said item in accordance with the above provisions.
- E. The Chair will, if necessary, have the authority to maintain decorum in regard to public comments during the said period and discretion to direct said matters as necessary to maintain decorum.
- G. Pursuant to subsection 286.0114(3), Florida Statutes, the requirements of **Subsections A** through **E** above, do not apply to: (i) an official act that must be taken to deal with an emergency situation affecting the public health, welfare or safety, if compliance with the public comment requirement would cause an unreasonable delay in the ability of the Sunshine Board to act; (ii) an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations; (iii) a meeting that is exempt from Section 286.011, Florida Statutes; or (iv) a meeting during which the Sunshine Board is acting in a quasi-judicial capacity. This Subsection does not affect the right of a person to be heard as otherwise provided by law.

2.5 **Rulemaking.** The Governing Board may, from time to time, adopt additional rules, or supplement these Administrative Rules, to govern the operation of the Authority and to

regulate the affairs and the conduct of its business. All rules, Administrative Rules, resolutions, procedures, or policies adopted by the Governing Board shall have precedence over, govern and control any ~~rules, policies, Policies~~ and/or ~~procedures, Procedures~~ established by the Chief Executive Officer and/or Authority staff.

- 2.6 **Policies and/or Procedures.** The Chief Executive Officer may establish ~~and/or approve~~ “Policies” and/or “Procedures,” which shall be primarily administrative in nature, to carry out these Administrative Rules and other actions of the Governing Board and to regulate the internal operations of the Authority. The ability of the Chief Executive Officer to establish Procedures (but not Policies) may be sub-delegated to Senior Officers or department directors. Policies and/or Procedures may not change, or otherwise be in conflict with, these Administrative Rules or any actions of the Governing Board. All Policies and/or Procedures shall be made available for public inspection at the offices of the Authority. All Policies and/or Procedures shall be furnished to the Governing Board and the Governing Board may request revisions, modifications, or amendments to the Policies and/or Procedures at any time and from time to time. These Administrative Rules shall have precedence over, govern and control the Policies and/or Procedures.
- 2.7 **Contracts and Other Instruments.** The Governing Board may, from time to time, authorize and approve contracts, instruments, agreements and other obligations of the Authority as permitted and authorized under the Act and these Administrative Rules.
- 2.8 **Budget of the Authority.** The Treasurer (to the extent an individual is appointed to such office), Chief Executive Officer and Authority staff shall annually prepare a proposed budget of the Authority for the next Fiscal Year. Such budget shall set forth the anticipated service levels, expenses and revenues of the Authority, in accordance with Florida law and generally accepted governmental accounting principles. Such budget shall also reflect any preferences or policies of the Governing Board with respect to the information contained therein.
- 2.8.1 **Budget Presentation.** The Chief Executive Officer shall (i) present the proposed budget to the Governing Board for consideration at least forty-five (45) days in advance of the commencement of the next Fiscal Year, or on such other date as may be consented to by the Chairman, in sufficient detail to inform the Governing Board as to the fiscal and policy implications of such budget, and (ii) provide the Members of the Governing Board with additional information as they shall require to evaluate the budget.
- 2.8.2 **Approval of Budget.** The Chief Executive Officer and staff shall make any revisions, additions or deletions to the budget directed by the Governing Board subsequent to the budget presentation and submit the revised budget to the Governing Board in advance of the next Fiscal Year for the Governing Board's consideration and approval.

2.8.3 **Budget Status.** The Chief Executive Officer shall periodically update the Governing Board as to the status of and the Authority's compliance with the budget. Any change that (or series of changes that in the aggregate) constitutes a material deviation or variance from the approved budget shall be subject to the approval by the Governing Board in the form of a budget amendment. All budget amendments shall be submitted for approval by the Governing Board.

2.8.4 **Amendments to Budget.** From time to time, the Governing Board may during any fiscal year amend or modify the budget including, but not limited to, any budget amendments that may be brought about by virtue of any obligations incurred by LYNX as a result of any Emergency or any Financially Exigent Agreement or Situation.

2.9 **Officers of the Authority.** ~~The Governing Board from time to time may appoint one or more Senior Officers and such other officers and agents as it shall deem necessary, and may define their powers and duties. Any number of offices may be held by the same person. The hiring, compensation, and conditions of employment of all Senior Officers must be submitted to and approved by the Governing Board. All the Senior Officers (which would include the CEO) shall constitute the "Senior Staff" of the Authority.~~

2.9.1 **Chief Executive Officer.** Pursuant to the Act, the Governing Board hereby establishes the position of the Chief Executive Officer of the Authority as the highest administrative official and chief executive officer of the Authority.

A. **Powers of the Chief Executive Officer.** The Chief Executive Officer shall, subject to the actions, control, and directions of the Governing Board (including the Chairman in accordance with **Section 2.3.6** above and any limitations contained in these Administrative Rules, have general management and control over the affairs of the Authority. The Chief Executive Officer shall do and perform such duties as are assigned to him or her by the Governing Board, and shall have the authority contained in these Administrative Rules.

B. **Authorization to Carry out Reasonable Measures.** If the Governing Board has authorized the Authority to undertake a particular course of action (including the execution of any Contract by the Authority), the Chief Executive Officer is hereby authorized to take all reasonable actions necessary to carry out that particular course of action, including, but not limited to, the execution of the Contract and other documents, **provided, however,** if such actions either (i) materially deviate from what was authorized by the Governing Board, or (ii) said actions are materially adverse to the Authority (e.g., materially increase the financial obligation of the Authority), said actions may not be taken without the further approval of the Governing Board.

C. **Financially Exigent Situations.** Except as otherwise provided in these Administrative Rules to the contrary, the Chief Executive Officer is authorized to undertake any action on behalf of the Authority that Board authorization would otherwise be required for such action to be undertaken, if each of the following ~~three~~two requirements is satisfied:

1. The Chief Executive Officer concludes that a Financially Exigent Situation would be created by not waiting until the next regularly ~~scheduled~~scheduled meeting of the Governing Board to seek approval; and
2. The Chief Executive Officer obtains the approval of the Chairman of the Board prior to undertaking any action;~~and.~~

Notwithstanding anything to the contrary set forth in these Administrative Rules, the Chief Executive Officer may not delegate to any other officer or employee of the Authority the Chief Executive Officer's power to undertake any action pursuant to this **Section 2.9.1.C.**

In regard to any actions taken under this **Section 2.9.1.C.**, the Chief Executive Officer shall report the action taken to the Governing Board as soon as practicable thereafter (and in any event within ten (10) days after said action is taken). In addition, the CEO shall report said action at the next meeting of the Governing Board.

D. **Certifications.** The Chief Executive Officer is authorized to execute and deliver Certificates and Assurances on behalf of the Authority to FTA on an annual basis and all such similar certifications as are reasonable or necessary to apply for and receive FTA grant funds (whether or not the underlying applications for such grant funds have been approved by the Board prior to the submission date of such certifications).

E. ~~D.~~ **Delegation of Powers and Duties.** Except as otherwise provided in these Administrative Rules (including, for example, the limitation on the Chief Executive Officer's ability to delegate his or her authority to approve and execute Contracts as set forth in Administrative Rule 4), the Chief Executive Officer is authorized to delegate the powers and duties conferred on him or her under these Administrative Rules as necessary and practical to carry out the day-to-day management of the Authority. The foregoing notwithstanding, the Chief Executive Officer shall remain directly accountable to the Governing Board with respect to the exercise of all such powers and duties regardless of whether such powers have been delegated.

2.9.2 **Other Senior Officers.**

- A. The Chief Executive Officer may nominate one or more (i) Senior Officers or (ii) other officers that perform the functions of a C-suite officer or have a policy making function and report directly to the Chief Executive Officer as he or she shall deem necessary, and may define their powers and duties (subject to such limitations as are contained in these Administrative Rules or are otherwise imposed by the Governing Board). Any number of offices may be held by the same person. All such nominations, along with proposed compensation and other conditions of employment, shall be submitted to the Governing Board for consideration and approval, which approval may be granted or withheld in the sole discretion of the Governing Board.
- B. From time to time, there may be a vacancy in an office that requires the nomination of the Chief Executive Officer and the approval of the Governing Board to fill in accordance with Section 2.9.2.A. To avoid harm to the Authority while the Chief Executive Officer undertakes a search for a permanent replacement, the Chief Executive Officer may appoint an individual to fill such vacancy on a temporary basis (which shall not exceed one hundred and eighty days). The Chief Executive Officer shall notify the Governing Board of such appointment at the next regularly schedule meeting of the Governing Board.
- C. In the absence of the Chief Executive Officer, the Governing Board may designate one or more other Senior Officers to act as the Chief Executive Officer on the terms set forth by the Governing Board. In the event of Financially Exigent Situations, the Chairman may designate one or more Senior Officers to carry out the duties of the Chief Executive Officer on terms so directed by the Chairman, and until the Governing Board can meet to make a selection.

2.10 **Authority Offices.** The main office of the Authority shall be located at 445 North Garland Avenue, Orlando, Florida, or such other reasonably accessible location, within the boundaries of the Authority, as the Governing Board shall designate from time to time.

2.11 **Official Seal of Authority.** The seal on file with the clerk to the Governing Board is hereby adopted as the Authority's official seal pursuant to the Act. The Chairman, Vice Chairman, Chief Executive Officer, Secretary and Clerk to the Governing Board are hereby authorized to apply the official seal to resolutions, contracts and other instruments of legal import. Notwithstanding the foregoing, the application of the official seal shall not be a condition to the legal effectiveness of any resolution, contract or other instrument of legal import. The Chairman and other Members of the Governing Board and the Chief Executive Officer are each hereby authorized to use or display the official seal as a symbol of the Authority.

2.12 **Authorization to Establish Committees.** The Governing Board, by resolution adopted by a Majority of the Members, may create one or more committees which may exercise such powers as shall be conferred or authorized by the resolution creating said committee or committees. The composition of any committee, the removal of committee members, and the filling of vacancies shall be determined by the Governing Board. No committee may exercise any authority which is required by applicable law to be exercised solely by the Governing Board.

2.12.1 **Establishment of Oversight Committee; Purpose.** A committee is hereby established to be known as the Oversight Committee. The Oversight Committee's primary functions are (i) to serve as a workshop to review and discuss matters prior to the Governing Board taking official action on such matters and (ii) to oversee the Finance and Audit Committee and the Risk Management Committee. The Oversight Committee is provided specific authority to make recommendations to the Director of Finance/Chief Financial Officer, the Chief Executive Officer and the Governing Board with respect to matters that come before it.

- A. **Composition.** The Oversight Committee shall be comprised of five members (each an "**Oversight Committee Member**"). The Members of the Governing Board shall comprise the membership of the Oversight Committee; *provided, however*, that any Oversight Committee Member may designate an employee of the governmental entity that such member represents to attend any meeting of the Oversight Committee and exercise all of the powers of the Oversight Committee Member in such member's absence. The duration of any designation shall be for such period of time as is determined by the Oversight Committee member making the designation.
- B. **Meeting Schedule and Notice.** The Oversight Committee shall annually establish a schedule for meetings; provided, that the chairperson may cancel or reschedule any previously scheduled meeting or call a special meeting. The Oversight Committee shall meet at the offices of the Authority, or at such other location within the jurisdiction serviced by the Authority. All meetings of the Oversight Committee except as may otherwise be provided herein below and in accordance with applicable law shall be duly scheduled, subject to public notice and open to the public, to the extent required by, and in accordance with, Florida law.
- C. **Quorum.** The presence in person of a majority of the Oversight Committee Members shall constitute a quorum for the transaction of business.

- D. **Committee Action.** If a quorum is present, the affirmative vote of a majority of the Oversight Committee Members shall constitute an act of the Oversight Committee.
- E. **Officers.** The Oversight Committee shall annually elect from its members a chairperson and vice chairperson and such other officers as determined by the Oversight Committee. The chairperson, and in his or her absence the vice chairperson, shall preside over all meetings of the Oversight Committee. In the absence of a chairperson or vice chairperson, the Oversight Committee members shall elect a replacement chairperson for such meeting.
- F. **Responsibilities.** The Oversight Committee shall carry out such responsibilities as are assigned to it by the Governing Board and take such actions as it deems appropriate within the scope of its responsibilities assigned hereunder. In furtherance thereof the Oversight Committee shall:

- 1. **General.**

- a. Review and make recommendations to LYNX staff and the Governing Board as to the agenda for upcoming meetings of the Governing Board.
- b. Serve as a workshop to discuss and make recommendations to the Governing Board on matters being considered or to be considered by the Governing Board as the Oversight Committee may deem appropriate.
- c. Receive reports from the Finance and Audit Committee and Risk Management Committee and provide recommendations and guidance.
- d. Review the Chief Executive Officer's Report to the Governing Board and make recommendations to the Chief Executive Officer regarding the same.

2.12.2 **Establishment of Finance and Audit Committee; Purpose.** A committee is hereby established to be known as the Finance and Audit Committee. The Finance and Audit Committee is responsible for recommending to the Oversight Committee and Authority Staff financial policies, goals and budgets that support the mission, values and strategic goals of the Authority, and for overseeing the annual audit of the Authority's financial statements.

- A. **Composition.** The Finance and Audit Committee shall be comprised of five members (each an "**Finance and Audit Committee Member**").

Each Member of the Governing Board shall be entitled to designate one Finance and Audit Committee Member from among the employees of the governmental entity that he or she represents. Each Finance and Audit Committee Member should have expertise in financial matters. The Director of Finance/Chief Financial Officer of the Authority will not be a member of the Finance and Audit Committee but will support the committee.

- B. **Meeting Schedule and Notice.** The Finance and Audit Committee shall annually establish a schedule for meetings; provided, that the chairperson may cancel or reschedule any previously scheduled meeting or call a special meeting. The Finance and Audit Committee shall meet at the offices of the Authority, or at such other location within the jurisdiction serviced by the Authority. All meetings of the Finance and Audit Committee except as may otherwise be provided herein below and in accordance with applicable law shall be duly scheduled, subject to public notice and open to the public, to the extent required by, and in accordance with, Florida law. It is initially contemplated, although not required, that the Finance and Audit Committee would meet on at least a monthly basis.
- C. **Quorum.** The presence in person of a majority of the Finance and Audit Committee Members shall constitute a quorum for the transaction of business.
- D. **Committee Action.** If a quorum is present, the affirmative vote of a majority of the Finance and Audit Committee Members shall constitute an act of the Finance and Audit Committee.
- E. **Officers.** The Finance and Audit Committee shall annually elect from its members a chairperson and such other officers as determined by the Finance and Audit Committee. The chairperson shall preside over all meetings of the Finance and Audit Committee. In his or her absence at any particular meeting, the vice chairperson shall preside over the meeting (if one has been elected). In the absence of a chairperson or vice chairperson, the Finance and Audit Committee members shall elect a replacement chairperson for such meeting.
- F. **Reports.** The chairperson (or his or her designee from the Finance and Audit Committee) shall regularly provide reports to the Oversight Committee on the status of matters before the Finance and Audit Committee, and shall provide reports to the Governing Board regarding such matters on an as needed basis.
- G. **Responsibilities.** The Finance and Audit Committee shall carry out such responsibilities as are assigned to it by the Governing Board or by

the Oversight Committee and take such actions as it deems appropriate within the scope of its responsibilities assigned hereunder. In furtherance thereof the Finance and Audit Committee shall:

1. **General.**

- a. Review the Authority's proposed annual budget as presented by the Authority's staff for the upcoming fiscal year.
- b. Recommend the annual budget to the Oversight Committee for approval after incorporating necessary amendments.
- c. Monitor and report to the Oversight Committee on the Authority's compliance with its adopted budget during the fiscal year (actual vs. estimated).
- d. If directed by the Governing Board, conduct investigations into any matters within the Finance and Audit Committee's scope of responsibilities. The Finance and Audit Committee shall have unrestricted access to members of the Authority's staff and relevant information. The Finance and Audit Committee may retain independent counsel, accountants or others to assist if in the conduct of any such investigation. Operating budget reserves may be used for investigative costs if necessary.

2. **Internal Controls and Risk Assessment.**

- a. Review and evaluate the effectiveness of the Authority's process for assessing significant risks or exposures and the steps the Authority's staff has taken to monitor and control such risks to the Authority. The Finance and Audit Committee shall review any significant findings and recommendations of the Authority's external auditors together with the Authority's staff's responses including the timetable for implementation of recommendations to correct any weakness in internal controls.
- b. Receive annual information from the Authority's external auditors regarding their independence, and if so determined by the Finance and Audit Committee, recommend that the Authority takes appropriate actions

to satisfy itself of the Authority's external auditor's independence.

3. **Internal Audit.**

- a. Confirm and assure the independence and adequacy of resources for internal audit services.
- b. Review the annual internal audit plan and the focus on risk.
- c. Consider and review with the Authority's staff:
 - (i) Significant findings and the Authority's staff's response including the timetable for implementation to correct weaknesses.
 - (ii) Any difficulties encountered in the course of an audit such as restrictions on the scope of work or access to information.

4. **Compliance with Laws, Regulations, and Code of Conduct.**

Determine and make recommendations to the Oversight Committee as to whether the Authority is in compliance with pertinent laws and regulations, is conducting its affairs in accordance with the Code of Ethics set forth in Administrative Rule 5, and is maintaining effective controls against conflicts of interest and fraud.

5. **Financial Reporting.** Review with the Authority's staff and the Authority's external auditors at the completion of the annual examination:

- a. Communications from the Authority's external auditors in the audit planning process that are required by Government Auditing Standards.
- b. The annual financial statements and related footnotes.
- c. The Authority's external auditors' audit of the financial statements and their report.
- d. Management's Certification of the financial statements.
- e. Any significant changes required in the audit plan.

- f. Any difficulties or disputes with the Authority's staff encountered during the audit.
- g. The organization's accounting principles.
- h. Other matters related to conduct that should be communicated to the Finance and Audit Committee in accordance with Government Auditing Standards #61.
- i. Review with the Authority's staff, the Authority's financial performance on a regular basis.

6. **External Auditor.**

- a. Recommend to the Oversight Committee the Authority's external auditors to be appointed and the related compensation.
- b. Review and approve the discharge of the Authority's external auditors.
- c. Review the scope and approach of the annual audit with the Authority's external auditors.
- d. Approval all non-audit services provided by the Authority's external auditors.

2.12.3 **Establishment of Risk Management Committee; Purpose.** A committee is hereby established to be known as the Risk Management Committee. The Risk Management Committee is responsible for reviewing and providing recommendations to the Authority with respect to the Authority's safety, insurance and risk management programs.

- A. **Composition.** The Risk Management Committee shall be comprised of five members (each a "**Risk Management Committee Member**"). Each Member of the Governing Board shall be entitled to designate one Risk Management Committee Member from among the employees of the governmental entity that he or she represents. Each Risk Management Committee Member should have expertise in the particular matters that are to come before the Risk Management Committee. The Director of Risk Management of the Authority will not be a member of the Risk Management Committee but will support the committee.
- B. **Meeting Schedule and Notice.** The Risk Management Committee shall annually establish a schedule for meetings; provided, that the chairperson may cancel or reschedule any previously scheduled meeting

or call a special meeting. The Risk Management Committee shall meet at the offices of the Authority, or at such other location within the jurisdiction serviced by the Authority. All meetings of the Risk Management Committee except as may otherwise be provided herein below and in accordance with applicable law shall be duly scheduled, subject to public notice and open to the public, to the extent required by, and in accordance with, Florida law. As provided in Section 768.28(16), Florida Statutes, portions of meetings and proceeds conducted solely to the evaluation of claims or which relate solely to offers of compromise of claims are exempt from the public meeting requirements of Section 286.011, Florida Statutes, and Section 24(b), Article I of the State Constitution. It is initially contemplated, although not required, that the Risk Management Committee would meet on a triannual or quarter annual basis.

- C. **Quorum.** The presence in person of a majority of the Risk Management Committee Members shall constitute a quorum for the transaction of business.
- D. **Committee Action.** If a quorum is present, the affirmative vote of a majority of the Risk Management Committee Members shall constitute an act of the Risk Management Committee.
- E. **Officers.** The Risk Management Committee shall annually elect from its members a chairperson and such other officers as determined by the Risk Management Committee. The chairperson shall preside over all meetings of the Risk Management Committee. In his or her absence at any particular meeting, the vice chairperson shall preside over the meeting (if one has been elected). In the absence of a chairperson or vice chairperson, the Risk Management Committee members shall elect a replacement chairperson for such meeting.
- F. **Reports.** At the next meeting of the Oversight Committee following each meeting of the Risk Management Committee, the chairperson (or his or her designee from the Risk Management Committee) shall provide a report to and solicit input from the Oversight Committee on the status of matters before the Risk Management Committee. The chairperson (or his or her designee from the Risk Management Committee) shall also provide reports to and solicit input from the Oversight Committee regarding such matters on an as needed basis.
- G. **Responsibilities.** The Risk Management Committee shall carry out such responsibilities as are assigned to it by the Governing Board or the Oversight Committee and take such actions as it deems appropriate within the scope of its responsibilities assigned hereunder. In

furtherance thereof the Risk Management Committee shall and is specifically authorized to:

1. Review pending legislation pertaining to liability and sovereign immunity matters and review LYNX's risk management programs and insurance coverages, and provide periodic status updates and recommendations to the Oversight Committee regarding such matters.
2. If requested by the Governing Board, Oversight Committee or Director of Risk Management, review tort and worker's compensation based demands, claims and lawsuits where the Authority is or would be a potential defendant, respondent or otherwise responsible party, and provide recommendations to the Governing Board, Oversight Committee or Director of Risk Management, as appropriate, regarding such demands, claims and lawsuits. Such recommendations may include whether or not to settle such demands, claims and lawsuits and, if the Risk Management Committee believes that settlement is appropriate, the recommended terms of such settlement.

IThe undersigned hereby ~~certify~~certifies that ~~Section 2.12 of~~ the foregoing constitutes a true, correct and complete copy of Administrative Rule 2 ~~was amended by the Governing Board of the Authority at its duly called meeting on September 25, 2014.~~incorporating all amendments approved to date.

Dated: , 2017.

~~Deborah Henderson, Assistant Secretary~~Name:
Title:

Document comparison by Workshare 9 on Tuesday, September 19, 2017
6:16:50 PM

Input:	
Document 1 ID	interwovenSite://PDC-DMS/Active/41387186/1
Description	#41387186v1<Active> - Amendment to Administrative Rule 2 (April 2017) - LYNX - Rules
Document 2 ID	interwovenSite://PDC-DMS/Active/41387186/4
Description	#41387186v4<Active> - Amendment to Administrative Rule 2 (April 2017) - LYNX - Rules
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	55
Deletions	31
Moved from	3
Moved to	3
Style change	0
Format changed	0
Total changes	92

Oversight Committee Action Item #8.A.

To: LYNX Oversight Committee

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Blanche Sherman
(Technical Contact)
William Hearndon
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Authorization to Enforce “No Strand Policy”

Date: 9/28/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors’ authorization for the Chief Executive Officer (CEO) or designee to enforce the LYNX “No Strand Policy” related to paratransit uncollected fares.

BACKGROUND:

On August 10, 2017, MetroPlan Orlando staff presented a report on ACCESS LYNX Uncollected Fares to the Transportation Disadvantaged Local Coordinating Board (TDLCB). The purpose of the presentation was to address the perceived issue relating to a significant increase in uncollected fares between 2014-15 and 2016-17. As a result, LYNX Chief Executive Officer (CEO), Mr. Edward Johnson, requested the LYNX’ Finance staff to research and conduct a review of the issue presented to the TDLCB to confirm the status of ACCESS LYNX uncollected fares.

LYNX’ Finance staff reviewed and compared the ACCESS LYNX uncollected fares for Fiscal Years 2015, 2016 and 2017 to the information provided to MetroPlan’s staff. During the research, it was determined that the “amount of fares collected” included in the reports provided to MetroPlan and the TDLCB is unreliable due to the use of an incomplete and inaccurate data source.

On August 28, 2017, LYNX’ and MetroPlan’s staff met to review the preliminary findings and to discuss the next steps. LYNX staff explained the difference in the methodology used to calculate uncollected fares, the data source issues, software viruses corrupting data, and the process for collecting and reporting fares. The next steps included providing an update to the LYNX Board of Directors and the TDLCB, customer education, and reinforcement of the “No Strand” Policy.

LYNX Board Agenda

In conclusion, LYNX staff determined that the following is the most reliable information to determine the “estimated amount of uncollected fares” per month for the past three (3) years:

FY2015	Fare Amount on Performed Trips MV Only	Cash Farebox per MV Invoice	Ticket per MV Invoice	Uncollected Fares	% Uncollected Fares
Oct	\$ 161,860.00	\$ 105,540.40	\$ 49,820.50	\$ 6,499.10	4.02%
Nov	142,317.00	95,896.76	42,802.50	3,617.74	2.54%
Dec	149,801.00	102,518.57	41,722.00	5,560.43	3.71%
Jan	147,467.00	97,333.00	44,191.50	5,942.50	4.03%
Feb	142,545.00	93,283.59	40,926.00	8,335.41	5.85%
Mar	154,681.00	99,464.50	49,408.00	5,808.50	3.76%
Apr	157,815.00	101,273.25	50,815.50	5,726.25	3.63%
May	150,892.50	98,650.16	42,469.00	9,773.34	6.48%
Jun	152,024.00	100,490.75	46,765.00	4,768.25	3.14%
Jul	162,757.00	108,128.00	50,884.00	3,745.00	2.30%
Aug	157,862.50	103,415.95	47,919.00	6,527.55	4.13%
Sep	167,152.50	103,436.80	58,205.50	5,510.20	3.30%
Total	\$ 1,847,174.50	\$ 1,209,431.73	\$ 565,928.50	\$ 71,814.27	3.89%

FY2016	Fare Amount on Performed Trips MV Only	Cash Farebox per MV Invoice	Ticket per MV Invoice	Uncollected Fares	% Uncollected Fares
Oct	\$ 176,368.50	\$ 108,805.50	\$ 61,871.50	\$ 5,691.50	3.23%
Nov	160,876.00	100,404.25	52,215.50	8,256.25	5.13%
Dec	163,026.50	104,784.51	52,432.00	5,809.99	3.56%
Jan	161,919.00	100,098.15	56,438.50	5,382.35	3.32%
Feb	167,750.50	102,647.00	60,538.50	4,565.00	2.72%
Mar	179,389.00	111,487.25	57,872.00	10,029.75	5.59%
Apr	176,833.00	109,259.50	58,822.00	8,751.50	4.95%
May	177,266.00	108,223.95	56,118.00	12,924.05	7.29%
Jun	169,038.50	107,077.50	56,377.00	5,584.00	3.30%
Jul	164,210.00	104,696.75	50,394.00	9,119.25	5.55%
Aug	183,211.50	114,738.75	62,383.50	6,089.25	3.32%
Sep	180,384.00	108,805.50	60,273.00	11,305.50	6.27%
Total	\$ 2,060,272.50	\$ 1,281,028.61	\$ 685,735.50	\$ 93,508.39	4.54%

LYNX Board Agenda

FY17	Fare Amount on Performed Trips MV Only	Cash Farebox per MV Invoice	Ticket per MV Invoice	Uncollected Fares	% Uncollected Fares
Oct	\$ 174,379.00	\$ 106,709.95	\$ 62,189.50	\$ 5,479.55	3.14%
Nov	178,611.00	110,347.80	57,639.50	10,623.70	5.95%
Dec	170,980.50	109,109.95	54,526.00	7,344.55	4.30%
Jan	176,965.50	108,879.50	61,256.50	6,829.50	3.86%
Feb	170,603.50	104,932.51	58,211.50	7,459.49	4.37%
Mar	192,571.00	118,353.40	65,585.00	8,632.60	4.48%
Apr	179,411.50	110,422.38	60,841.00	8,148.12	4.54%
May	185,284.00	116,092.71	61,465.50	7,725.79	4.17%
Jun	174,568.50	110,361.65	56,300.00	7,906.85	4.53%
Jul	172,913.50	109,522.96	54,514.50	8,876.04	5.13%
Total	\$ 1,776,288.00	\$ 1,104,732.81	\$ 592,529.00	\$ 79,026.19	4.45%

Based on the above comparisons, the monthly average amount and annual percentage of uncollected fares are as follows:

- FY2015 - \$5,984.52 and 3.89%
- FY2016 - \$7,792.37 and 4.54%
- FY2017 - \$7,902.62 and 4.45%

Although, we are showing a slight increase in the monthly average over the past year, process improvements, collection effort, and the re-enforcement of the “No Strand” Policy as originally implemented should reduce the uncollected fare amounts going forward.

Authorization to Enforce ACCESS LYNX No-Strand Policy

Bill Hearndon
Deputy Director of Mobility Services

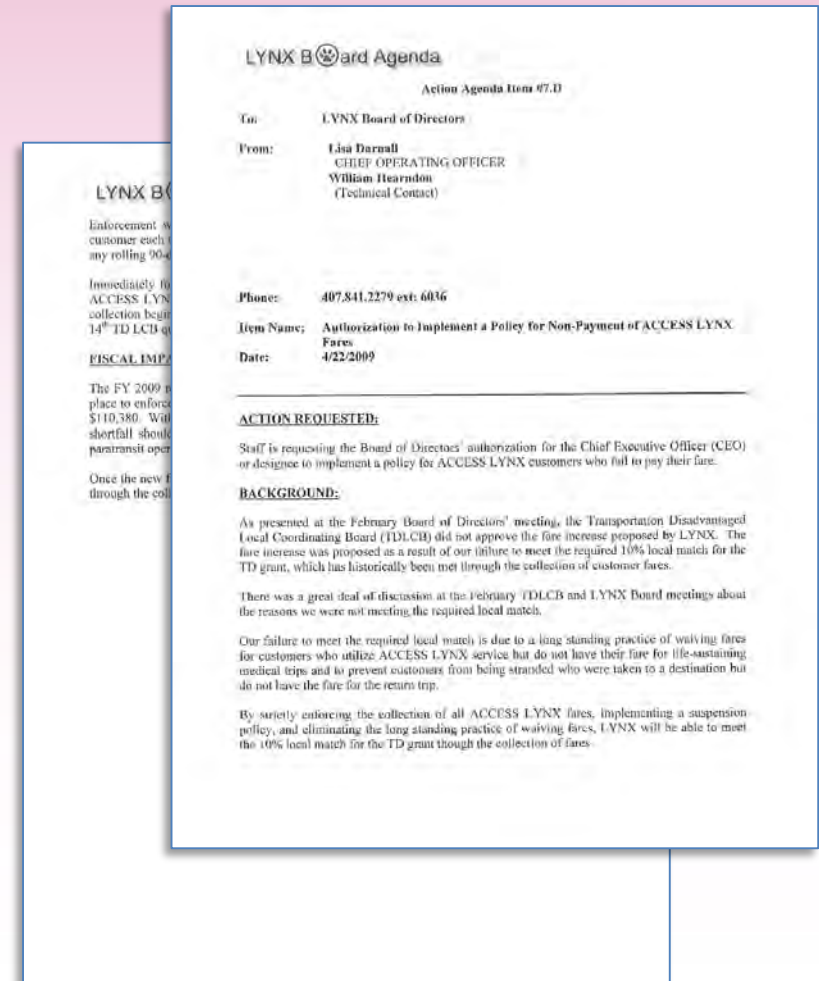
September 27, 2017
Finance Committee Meeting

September 28, 2017
Oversight Committee & Board Meeting

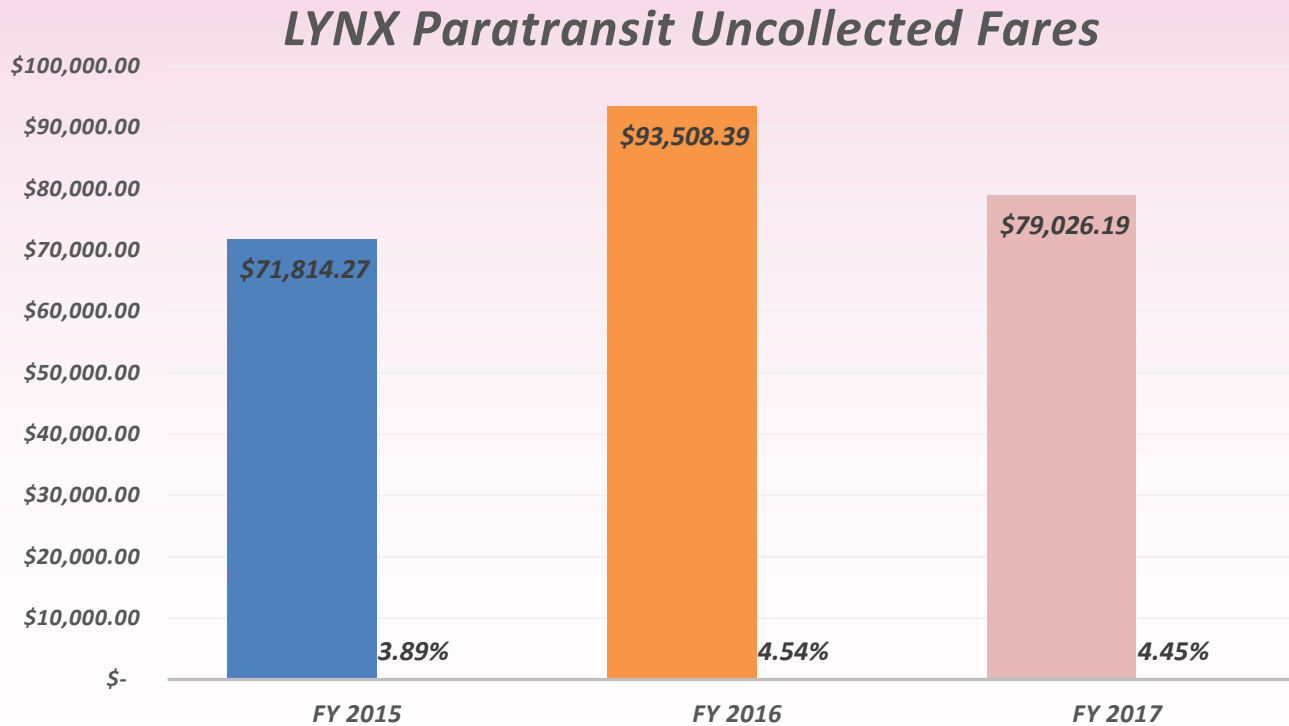
2009 Adopted No-Strand Policy



- All customers are expected to pay their fare at the time that they receive transportation services.
- The Policy will only allow three instances of non-payment within any rolling 90-day period before transportation services are suspended. The suspension will last 30 days.



LYNX' Current Methodology



Top Offenders Over \$500



ClientID	ADA	TDD	Total Outstanding Fares	Total Trips Completed
11960	\$ 979.00		\$ 979.00	400
172190		\$ 716.50	\$ 716.50	252
174983		\$ 711.00	\$ 711.00	192
72959	\$ 695.00		\$ 695.00	593
170014	\$ 591.00	\$ 98.00	\$ 689.00	281
148391	\$ 617.00		\$ 617.00	277
128653	\$ 576.00		\$ 576.00	237
155607	\$ 571.00		\$ 571.00	389
171682		\$ 553.50	\$ 553.50	210
171097		\$ 549.00	\$ 549.00	144
130006	\$ 544.00		\$ 544.00	319
172345	\$ 536.00		\$ 536.00	392
121894	\$ 158.50	\$ 374.50	\$ 533.00	236
115420	\$ 508.00	\$ 17.50	\$ 525.50	184
174212	\$ 88.50	\$ 435.00	\$ 523.50	215
173666		\$ 517.50	\$ 517.50	200
167041	\$ 513.00		\$ 513.00	224
109145	\$ 507.00		\$ 507.00	365



Non-Payment Situations

- If an ACCESS LYNX vehicle arrives at a customer's residence and the customer does not pay the appropriate fare, the customer will not be transported, but it will count as a no show.
- If a customer is away from their residence and the customer does not pay the appropriate fare to get home, the customer will be transported home, but the trip will count as one instance toward the suspension policy.

Requested Action



Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enforce the LYNX "No Strand Policy" related to paratransit uncollected fares.



Customers and Boards

- LYNX Board of Directors Authorization – September 28, 2017
- Customer Education – Underway
- Fare Collection Enforcement – Underway
- Update TDLCB – November 9, 2017
- Quarterly Updates to all Boards

Internal Processes

- Complete Reconciliations
- Collection Efforts
- Redefine and document data collection and reporting process of uncollected fares
- Software Maintenance Management
- Coordination with Vendor
- Training of front-line staff

Questions and Comments

Oversight Committee Action Item #8.B.

To: LYNX Oversight Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
Blanche Sherman
(Technical Contact)
Julie Caple
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Overview of FY2017 Amended Operating & Capital Budgets

Date: 9/28/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) to amend the FY2017 Amended Operating and Capital Budgets to correspond with previous Board item approvals and other various changes necessary to fund and operate LYNX services.

BACKGROUND:

The table below and corresponding bullets provide detailed information on the items comprising the operating budget amendment request:

Revenue	FY2017 Amended Budget Total May 2017	Transportation Disadvantage Voucher Program	Paratransit Contract Extension (8/29/17 - 9/29/17)	Paratransit Contract Excess Trip Cost (10/1/16 - 8/28/17)	Paratransit Contract Rate Increase (10/1/16 - 8/28/17)	Valencia College Transit Services - Youth Fares	UCF Bus Wraps (3 buses)	CIGNA Pharmacy Rebate	FY2017 Amended Budget Total September 2017
Fund Balance	\$ 2,182,828	\$ -	\$ 308,331	\$ 295,000	\$ 741,748	\$ (9,375)	\$ (2,448)	\$ (141,044)	\$ 3,375,040
LYNX Generated Revenue	35,352,336	-	-	-	-	9,375	15,000	141,044	35,517,755
Federal Revenue	17,231,868	-	-	-	-	-	-	-	17,231,868
State Revenue	13,704,285	-	-	-	-	-	-	-	13,704,285
Local Revenue	62,920,750	-	-	-	-	-	-	-	62,920,750
Total Revenue	\$ 131,392,067	\$ -	\$ 308,331	\$ 295,000	\$ 741,748	\$ -	\$ 12,552	\$ -	\$ 132,749,698
Expense									
Salaries/Wages/Fringes	\$ 75,960,271	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,960,271
Other Services	13,384,328	(50,387)	-	-	-	-	12,552	-	13,346,493
Fuel	9,329,958	-	-	-	-	-	-	-	9,329,958
Materials & Supplies	7,973,395	-	-	-	-	-	-	-	7,973,395
Utilities	1,475,080	-	-	-	-	-	-	-	1,475,080
Casualty & Liability	1,583,631	-	-	-	-	-	-	-	1,583,631
Taxes & Tags	436,843	-	-	-	-	-	-	-	436,843
Purchased Transportation	19,810,012	50,387	308,331	295,000	741,748	-	-	-	21,205,478
Leases & Miscellaneous	1,336,700	-	-	-	-	-	-	-	1,336,700
Interest	101,849	-	-	-	-	-	-	-	101,849
Total Operating Expenses	\$ 131,392,067	\$ -	\$ 308,331	\$ 295,000	\$ 741,748	\$ -	\$ 12,552	\$ -	\$ 132,749,698

Professional Services - At the January 26, 2017 Board Meeting, the Board authorized an amendment to the FY2017 Adopted Operating Budget in the amount of \$50,387 for the project

administration for the Transportation Disadvantaged Voucher Program. These service are 100% grant funded. \$50,387 is being reclassified from Professional Services to Purchased Transportation.

Purchased Transportation – LYNX staff is seeking Board authorization to extend the terms of contract #12-C02 with MV Transportation from August 29, 2017 through September 29, 2017 and to increase the not-to-exceed amount to support the increases by an additional \$308,331 and to amend the FY2017 Amended Operating Budget, accordingly. Since there was no action to take to the LYNX Board of Directors to award a new contract, staff had to negotiate a new extension with MV Transportation. The current extended agreement expires on August 28, 2017 and requires an immediate action to maintain services. MV Transportation has requested a rate adjustment due to increased personnel costs and other operating expenses that were not adjusted by LYNX since extending the contract in October 2016.

	August 29, 2017 - September 28, 2017
FY2017 Amended Budgeted Amount	\$ 1,288,694
FY2017 Estimated Cost	1,597,025
Excess Cost	\$ (308,331)

Purchased Transportation – LYNX staff is seeking Board authorization to increase contract #12-C02 with MV Transportation for the Contract period October 1, 2016 through August 28, 2017 an additional \$295,000 and to amend the FY2017 Amended Operating Budget, accordingly. During the month of March 2017, LYNX started experiencing significant increases in the costs for paratransit services. The increases were due to an increase in trips and revenue hours for paratransit services.

Purchased Transportation - LYNX staff is seeking Board authorization to increase contract #12-C02 with MV Transportation, Inc. for the Contract period October 1, 2016 through August 28, 2017 an additional \$741,748 and to amend the FY2017 Amended Operating Budget, accordingly. In August 2017, during negotiations with MV Transportation, MV Transportation requested a rate adjustment due to increased personnel costs and other operating expenses that were not adjusted by LYNX since extending contract #12-C02 with MV Transportation.

Other Services – At the July 27, 2017 Board meeting, LYNX received Board authorization to enter into a Transportation Partner Agreement with Valencia College to provide transit services in a not-to-exceed amount of \$75,000 annually and to amend the FY2017 Amended Operating Budget accordingly. The contract commenced on August 15, 2017. The FY2017 Amended Operating Budget is being amended by \$9,375 to reflect service from the commencement date through September 30, 2017.

Other Services – At the July 27, 2017 Board meeting, LYNX received Board authorization to enter into an interlocal agreement with the University of Central Florida (UCF) to provide bus wraps and body shop services for the campus fleet. Due to the timing of when the buses will be wrapped, this contract will span two different fiscal years. LYNX is amending the FY2017 by \$15,000 to cover the projected cost of wrapping 3 buses. The remaining amount and any portion of the \$15,000 not complete in FY2017 will be budgeted in the FY2018 Operating Budget.

Miscellaneous Revenue – CIGNA Pharmacy Rebate

The following table summarizes the adjustments mentioned above and formally amends the FY2017 Amended Operating Budget from \$131,392,067 to \$132,749,698 as follows:

	FY2017 Amended Budget	Revisions	FY2017 Amended Budget Total
Operating Revenues			
Fund Balance	2,182,828	\$ 1,192,212	\$ 3,375,040
LYNX-Generated Revenue	35,352,336	165,419	35,517,755
Federal Revenue	17,231,868	-	17,231,868
State Revenue	13,704,285	-	13,704,285
Local Revenue	62,920,750	-	62,920,750
Total Revenue	\$ 131,392,067	\$ 1,357,631	\$ 132,749,698

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

	FY2017 Amended Budget	Revisions	FY2017 Amended Budget Total
Operating Expenses			
Salaries/Wages/Fringes	\$ 75,960,271	\$ -	\$ 75,960,271
Other Services	13,384,328	(37,835)	13,346,493
Fuel	9,329,958	-	9,329,958
Materials & Supplies	7,973,395	-	7,973,395
Utilities	1,475,080	-	1,475,080
Casualty & Liability	1,583,631	-	1,583,631
Taxes & Tags	436,843	-	436,843
Purchased Transportation	19,810,012	1,395,466	21,205,478
Leases & Miscellaneous	1,336,700	-	1,336,700
Interest	101,849	-	101,849
Total Operating Expenses	\$ 131,392,067	\$ 1,357,631	\$ 132,749,698

The following table reflects the FY2017 Amended Capital Budget as follows:

Capital Contributions	FY2017 Amended Budget	Revisions	FY2017 Amended Budget
Federal Contributions	\$ 47,267,338	\$ -	\$ 47,267,338
State Contributions	680,412	-	680,412
Local Contributions	1,569,893	-	1,569,893
Total	\$ 49,517,643	\$ -	\$ 49,517,643

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

Capital Expenditures	FY2017 Amended Budget	Revisions	FY2017 Amended Budget
Revenue Vehicles	\$ 23,404,214	\$ -	\$ 23,404,214
BRT	1,985,630	-	1,985,630
Facilities	3,456,425	-	3,456,425
Passenger Amenities	11,822,362	-	11,822,362
Technology	4,333,194	-	4,333,194
Security	796,063	-	796,063
Support Equipment	3,719,755	-	3,719,755
Total	\$ 49,517,643	\$ -	\$ 49,517,643

FISCAL IMPACT:

The FY2017 Amended Operating and Capital Budgets totals \$182,267,341. The FY2017 Amended Operating Budget will increase from \$131,392,067 to \$132,749,698. The FY2017 Amended Capital Budget will remain at \$49,517,643.

FY2017 Amended Operating & Capital Budgets

Presented to the
LYNX Oversight Committee
by Blanche Sherman, CPA
Director of Finance
September 28, 2017

FY2017 Operating Budget Overview



	FY2017 Amended Budget May 2017	FY2017 Amended Budget September 2017	% Change
Operating Revenue	\$ 131,392,067	\$ 132,749,698	1.0%
Operating Expenses	131,392,067	132,749,698	1.0%
Operating Income/(Deficit)	\$ -	\$ -	0.0%

Key Operating Budget Amendment Basis



- Reclass of Project Administration funds for the Transportation Disadvantaged Voucher Program from professional services to purchased transportation - \$50,387
- Excess cost associated with the extension of the terms of contract #12-C02 with MV Transportation from August 29, 2017 through September 29, 2017 - \$308,331
- Excess cost associated with an increase in trips and revenue hours for contract #12-C02 with MV Transportation, Inc. for the contract period of October 1, 2016 through August 28, 2017 - \$295,000
- Excess cost associated with a rate adjustment due to increased personnel costs and other operating costs for contract #12-C02 with MV Transportation, Inc. for the contract period of October 1, 2016 through August 28, 2017 - \$741,748
- Transportation Partner Agreement with Valencia College services from August 15, 2017 through September 30, 2017 - \$9,375
- Interlocal agreement with the University of Central Florida to provide bus wraps and body shop services for the campus fleet (3 buses) - \$15,000
- CIGNA Pharmacy Rebate - \$141,044

FY2017 Operating Revenue



	FY2017 Amended Budget May 2017	FY2017 Amended Budget September 2017	Dollar Change Amount	% Change
Operating Revenues				
Fund Balance	\$ 2,182,828	\$ 3,375,040	\$ 1,192,212	55%
Customer Fares	26,167,535	26,176,910	9,375	0.0%
Contract Services	5,742,153	5,742,153	-	0.0%
Advertising on Buses	2,332,134	2,332,134	-	0.0%
Advertising - Trade	30,000	30,000	-	0.0%
Interest & Other Income	1,080,514	1,236,558	156,044	14.4%
Federal Revenue	17,231,868	17,231,868	-	0.0%
State Revenue	13,704,285	13,704,285	-	0.0%
Local Revenue	62,920,750	62,920,750	-	0.0%
Total Revenue	\$131,392,067	\$ 132,749,698	\$ 1,357,631	1.0%

FY2017 Operating Expenses



	FY2017 Amended Budget May 2017	FY2017 Amended Budget September 2017	Dollar Change Amount	% Change
Operating Expenses				
Salaries/Wages/Fringes	\$ 75,960,271	\$ 75,960,271	\$ -	0.0%
Other Services	13,384,328	13,346,493	(37,835)	-0.3%
Fuel	9,329,958	9,329,958	-	0.0%
Materials & Supplies	7,973,395	7,973,395	-	0.0%
Utilities	1,475,080	1,475,080	-	0.0%
Casualty & Liability	1,583,631	1,583,631	-	0.0%
Taxes & Tags	436,843	436,843	-	0.0%
Purchased Transportation	19,810,012	21,205,478	1,395,466	7.0%
Leases & Miscellaneous	1,336,700	1,336,700	-	0.0%
Interest	101,849	101,849	-	0.0%
Total Operating Expenses	\$131,392,067	\$ 132,749,698	\$ 1,357,631	1.0%

FY2017



Capital Budget Overview

	Amended Budget May 2017	Amended Budget September 2017	% Change
Capital Contributions	\$ 49,517,643	\$ 49,517,643	0.0%
Capital Expenditures	49,517,643	49,517,643	0.0%
Total	\$ -	\$ -	

FY2017 Capital Budget Contributions



Capital Contributions	FY2017 Amended Budget		FY2017 Amended Budget
	May 2017	Revisions	September 2017
Federal Contributions	\$ 47,267,338	\$ -	\$ 47,267,338
State Contributions	680,412	-	680,412
Local Contributions	1,569,893	-	1,569,893
Total	\$ 49,517,643	\$ -	\$ 49,517,643

FY2017 Capital Expenditures



	FY2017 Amended Budget		FY2017 Amended Budget
Capital Expenditures	May 2017	Revisions	September 2017
Revenue Vehicles	\$ 23,404,214	\$ -	\$ 23,404,214
BRT	1,985,630	-	1,985,630
Facilities	3,456,425	-	3,456,425
Passenger Amenities	11,822,362	-	11,822,362
Technology	4,333,194	-	4,333,194
Security	796,063	-	796,063
Support Equipment	3,719,755	-	3,719,755
Total	\$ 49,517,643	\$ -	\$ 49,517,643

Conclusion



The FY2017 Amended Operating and Capital Budgets will be presented to the Board of Directors for final consideration and approval at the September 28, 2017 Board Meeting.

	FY2017 Amended Budget May 2017	FY2017 Amended Budget September 2017	% Change
Operating	\$ 131,392,067	\$ 132,749,698	1.0%
Capital	49,517,643	49,517,643	0.0%
Total	\$ 180,909,710	\$ 182,267,341	0.8%

Oversight Committee Action Item #8.C.

To: LYNX Oversight Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
Blanche Sherman
(Technical Contact)
Julie Caple
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Overview of FY2018 Proposed Operating and Capital Budgets

Date: 9/28/2017

The key assumptions used by the LYNX budget team in preparation of the FY2018 Operating Budget was presented at the July 27, 2017 Oversight Committee meeting and the FY2018 Preliminary Operating Budget was presented at the July 27, 2017 Board meeting. The FY2017 Preliminary Capital Budget assumptions were presented at the July 27, 2017 Oversight Committee meeting.

The Preliminary FY2018 Operating Budget totaled \$131,733,059 and the Preliminary Capital Budget totaled \$63,880,489. The FY2018 Operating Budget has been presented to the funding partners.

Since the presentations of the preliminary budgets, LYNX staff continued communications with the funding partners and review of operating and capital needs for FY2018 to provide the best estimate of budgetary needs.

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

LYNX staff will make a presentation to the Oversight Committee of the FY2018 Proposed Operating and Capital Budgets in the amount of \$133,483,544 and \$63,580,474, respectively.

FY2018 Proposed Operating & Capital Budgets

Presented to the
LYNX Oversight Committee
by Bert Francis, Chief Financial Officer
September 28, 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



FY2018 Revsed

	FY2018 Revised		FY2018 Proposed
	Preliminary		
Operating Revenues	Budget	Revisions	Budget
Fund Balance	\$ 1,299,591	\$ 437,450	\$ 1,737,041
Customer Fares	25,349,318	58,851	25,408,169
Contract Services	6,051,580	417,184	6,468,764
Advertising on Buses	1,975,000	-	1,975,000
Advertising - Trade	30,000	-	30,000
Interest & Other Income	924,321	262,000	1,186,321
Federal Revenue	17,252,055	445,000	17,697,055
State Revenue	13,635,017	-	13,635,017
Local Revenue	65,216,177	130,000	65,346,177
Total Revenue	\$ 131,733,059	\$ 1,750,485	\$ 133,483,544

	FY2018	Revisions	FY2018
Operating Expenses			
Salaries/Wages/Fringes	\$ 78,076,998	\$ 149,556	\$ 78,226,554
Other Services	11,748,341	823,885	12,572,226
Fuel	9,871,486	48,778	9,920,264
Materials & Supplies	7,849,180	222,852	8,072,032
Utilities	1,604,244	-	1,604,244
Casualty & Liability	1,597,385	-	1,597,385
Taxes & Tags	457,330	2,061	459,391
Purchased Transportation	18,897,860	591,510	19,489,370
Leases & Miscellaneous	1,549,188	(88,157)	1,461,031
Interest	81,047	-	81,047
Total Operating Expenses	\$ 131,733,059	\$ 1,750,485	\$ 133,483,544

FY2018 Operating Budget Overview

	FY2018 Preliminary Budget	FY2017 Amended Budget	% Change
Operating Revenue	\$ 133,483,544	\$ 132,749,698	0.6%
Operating Expenses	133,483,544	132,749,698	0.6%
Operating Income/(Deficit)	<u>\$ -</u>	<u>\$ -</u>	N/A

FY2018 Operating Revenue



Operating Revenues	FY2018 Proposed Budget	FY2017 Amended Budget	Dollar Change Amount	% Change
Fund Balance	\$ 1,737,041	\$ 3,516,084	\$ (1,779,043)	-50.60%
Customer Fares	25,408,169	26,176,910	(768,741)	-2.94%
Contract Services	6,468,764	5,742,153	726,611	12.65%
Advertising on Buses	1,975,000	2,332,134	(357,134)	-15.31%
Advertising - Trade	30,000	30,000	-	0.00%
Interest & Other Income	1,186,321	1,095,514	90,807	8.29%
Federal Revenue	17,697,055	17,231,868	465,187	2.70%
State Revenue	13,635,017	13,704,285	(69,268)	-0.51%
Local Revenue	65,346,177	62,920,750	2,425,427	3.85%
Total Revenue	\$ 133,483,544	\$ 132,749,698	\$ 733,846	0.6%

FY2018 Operating Expenses



Operating Expenses	FY2018 Proposed Budget	FY2017 Amended Budget	Dollar Change Amount	% Change
Salaries/Wages/Fringes	\$ 78,226,554	\$ 75,960,271	\$ 2,266,283	2.98%
Other Services	12,572,226	13,346,493	(774,267)	-5.80%
Fuel	9,920,264	9,329,958	590,306	6.33%
Materials & Supplies	8,072,032	7,973,395	98,637	1.24%
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	459,391	436,843	22,548	5.16%
Purchased Transportation	19,489,370	21,205,478	(1,716,108)	-8.09%
Leases & Miscellaneous	1,461,031	1,336,700	124,331	9.30%
Interest	81,047	101,849	(20,802)	-20.42%
Total Operating Expenses	\$ 133,483,544	\$ 132,749,698	\$ 733,846	0.6%

FY2018 Local Revenue by Jurisdiction



LYNX FY2018 Preliminary Local Funding				
Local Operating Funding:	Adopted Local Funding FY2017	Preliminary Regional Model Need for FY2018	Dollar Change	Percentage Change
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 *	4,399,737 *	(142,866)	-3.15%
City of Orlando - LYMMO	2,200,910	2,607,482	406,572	18.47%
Subtotal	\$ 62,442,837	\$ 64,653,971	\$ 2,211,134	3.54%
VA Route Link 406	\$ -	\$ 229,452	\$ 229,452	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	\$ 692,206	\$ 214,293	44.84%
Total Local Operating Funding	\$ 62,920,750	\$ 65,346,177	\$ 2,425,427	3.85%
Local Capital Contributions:				
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%
Total Local Funds	\$ 65,033,646	\$ 67,534,015	\$ 2,500,369	3.84%

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

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 Capital Budget Overview

Description	FY2018 Revised Preliminary Budget	Revisions	FY2018 Proposed Budget
BRT	\$ 800,170	\$ 8,134	\$ 808,304
Facilities	5,863,512	136,136	5,999,648
Passenger Amenities	15,036,896	(598,460)	14,438,436
Security	760,144	(7,307)	752,837
Support Equipment	6,039,128	(72,624)	5,966,504
Technology	4,361,947	(165,641)	4,196,306
Support Vehicles	332,533	(4,593)	327,940
Revenue Vehicles	30,686,159	404,340	31,090,499
Total	\$ 63,880,489	\$(300,015)	\$ 63,580,474

FY2018 Capital Budget Overview

<u>Capital Contributions</u>	<u>FY2018 Proposed Budget</u>	<u>FY2017 Amended Budget</u>	<u>% Change</u>
Capital Contributions	\$ 63,580,474	\$ 49,517,643	28.4%
Capital Expenditures	63,580,474	49,517,643	28.4%
Total	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>

FY2018 Capital Budget Contributions

<u>Capital Contributions</u>	<u>FY2018 Proposed Budget</u>	<u>FY2017 Amended Budget</u>	<u>Dollar Amount Change</u>	<u>% Change</u>
Federal Contributions	\$ 59,730,965	\$ 47,267,338	\$ 12,463,627	26.4%
State Contributions	1,080,235	680,412	399,823	58.8%
Local Contributions	2,769,274	1,569,893	1,199,381	76.4%
Total	<u><u>\$ 63,580,474</u></u>	<u><u>\$ 49,517,643</u></u>	<u><u>\$ 14,062,831</u></u>	<u><u>28.4%</u></u>

FY2018 Proposed 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
Revenue Vehicles - Buses	1,513,610	Local \$2 Capital
Paratransit Vehicles	66,110	Local \$2 Capital
Passenger Amenities	250,000	Orange County
Total	\$ 2,769,474	

FY2018 Budget Summary



	FY2018 Preliminary Budget	FY2017 Amended Budget	% Change
Operating Revenue	\$ 133,483,544	\$ 132,749,698	0.6%
Operating Expenses	133,483,544	132,749,698	0.6%
Operating Income/(Deficit)	\$ -	\$ -	N/A
Capital Funding	\$ 63,580,474	\$ 49,517,643	28.4%
Capital Expenditures	63,580,474	49,517,643	28.4%
Capital Income/(Deficit)	\$ -	\$ -	N/A
Total Sources of Funding	\$ 197,064,018	\$ 182,267,341	8.1%
Total Uses of Funding	197,064,018	182,267,341	8.1%
Net Financial Position	\$ -	\$ -	N/A
Staffing Count	1144	1121	23

Operating Budget Calendar



Final Board Action

September 28

Budget Year 17– 18 Commences

October 1

Oversight Committee Action Item #8.D.

To: LYNX Oversight Committee

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
Douglas Robinson
(Technical Contact)

Presented By: Douglas Robinson

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit the FY2018-2027 Transit Development Plan (TDP)
Major Update to the Florida Department of Transportation (FDOT)
District 5 for Approval to meet Block Grant Requirements**

Date: 9/28/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to submit the FY2018-2027 Transit Development Plan (TDP) major update to the Florida Department of Transportation (FDOT) for approval to meet block grant funding requirements.

BACKGROUND:

Every five years, LYNX completes a major update to its ten-year TDP. The last major update was completed in 2012. LYNX is in the process of preparing its next TDP major update, which requires final approval from FDOT by December 31, 2017. The TDP major update differs from a minor update in that it includes a more robust public involvement process; a detailed situation appraisal; development of alternatives to achieve LYNX's vision, mission and goals; and a ten-year implementation program. In conjunction with this TDP major update, LYNX is preparing a Route Optimization Study (ROS) that will guide the development of alternatives and the ten-year implementation program. LYNX has requested and received approval from FDOT, to postpone alternatives development and ten-year implementation program completion until the Route Optimization Study is complete in mid-2018. The service alternatives and ten-year implementation program developed in the ROS will be included in the TDP minor update that is due to FDOT in 2018.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The TDP major update and Route Optimization Study are being prepared by HDR Engineering under LYNX's General Planning Consulting Services contract. HDR's sub-consultant, Connetics Transportation Group, is a certified DBE and is assigned to complete approximately forty percent of the total project work.

FISCAL IMPACT:

LYNX Staff included FDOT Block Grant funds in the amount of \$10,192,003 in the FY2018 Proposed Operating Budget to support reimbursement of operating expenses. An approved TDP is required prior to FDOT release of any block grant funds.



LYNX *Forward*

Transit Development Plan/Route Optimization Study

Board Presentation

September 28, 2017

Our Partners



Agenda

1. TDP Purpose and Need
2. LYNX Forward
3. Public Outreach
4. TDP Goals
5. Baseline & Future Conditions
6. LYNX Peer Comparison & Performance
7. Route Optimization Study
8. Schedule
9. Action

Transit Development Plan (TDP)

TDP Purpose

- Strategic planning document
- Update ten-year capital and operating plan
- Identify future needs
- Leverage community input
- Estimate future revenue streams

TDP Need

- Florida DOT Requirement
- Prerequisite for Block Grant funding
- Identify and respond to changing trends: demographic, technological and industry

LYNX Forward

Project Brand and Themes

- Redefine LYNX
- Reimagine transit in Central Florida
- Create framework for future transit initiatives
- Communicate new direction to the public
- Guide the TDP and ROS



Themes

Guiding Principles

Goals and Objectives

- Strategies
- Targets
- Measures

TDP Public Outreach



Outreach Events

- 4 Grassroots Events
- 3 LYNX Superstops
- Online Public Survey
- 3 Public Workshops
- 30 Face-to-Face Stakeholder Interviews
- Mid-level manager online interviews

412

Total Surveys

141

Comments

What We Have Heard

- Frequent Service, Direct Connections, Reliable Schedules

Upcoming ROS Activities

- 4 Grassroots Events: Viva Osceola, Sanford Alive After 5, Winter Park Farmers Market
- Super Stops: Poinciana, Seminole Center, Florida Mall

LYNX FORWARD Goals



Promote economic competitiveness, sustainability, and quality of life



Advance an equitable, dynamic, and performance driven transit system



Deliver a seamless network of transportation services for the region

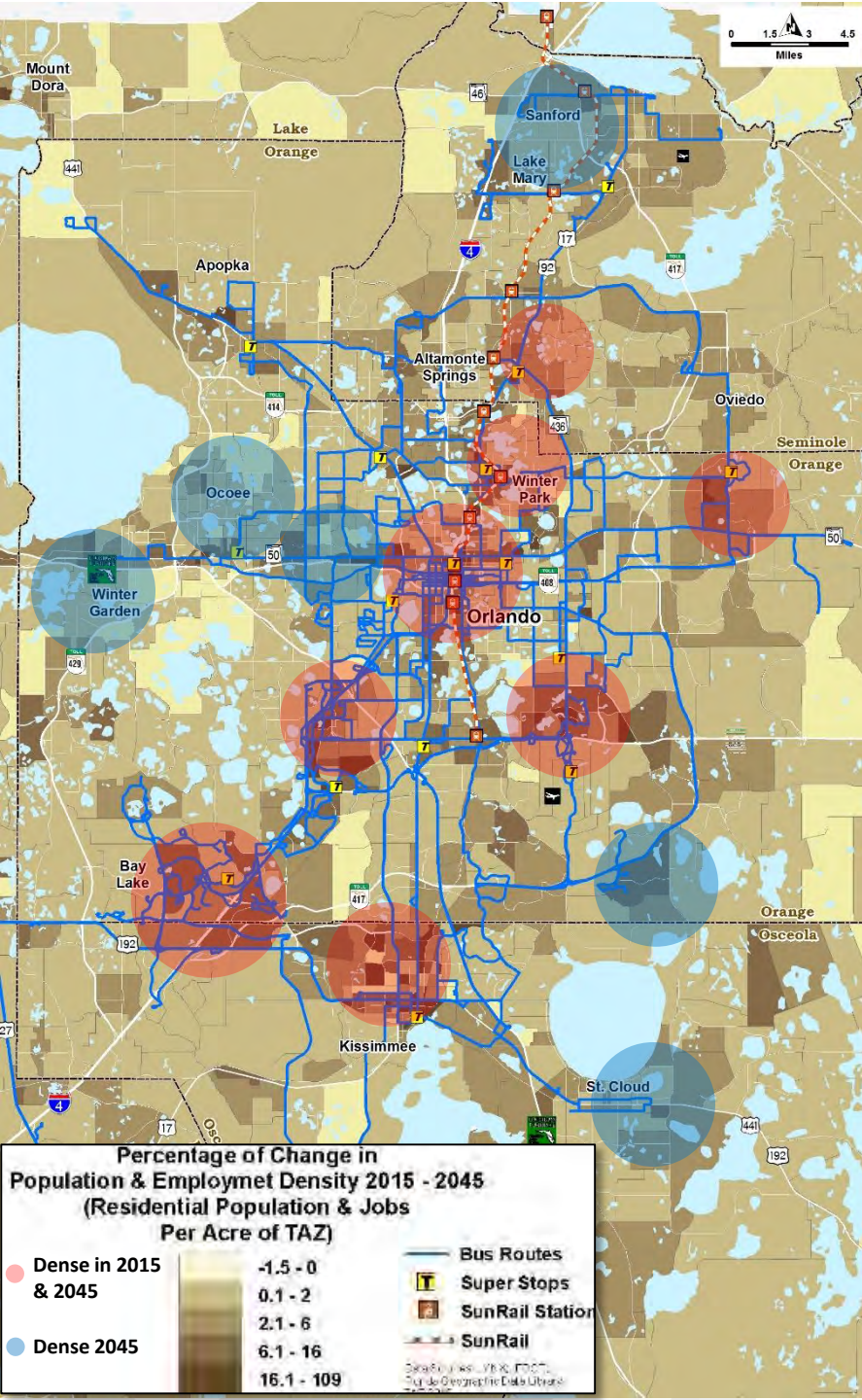


Enhance customer experience and communications

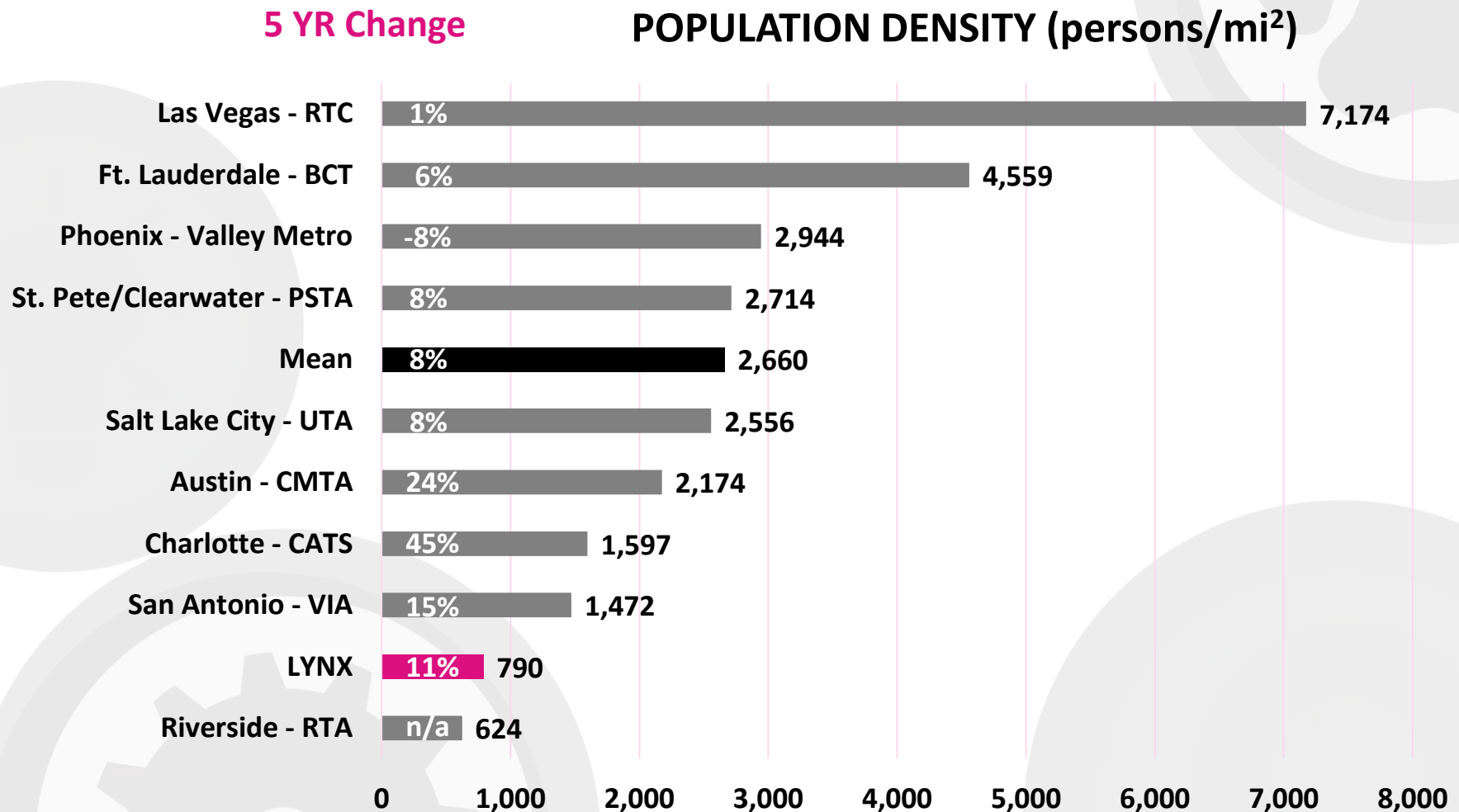
Baseline & Future Conditions

Data Review Included

- Population
- Employment
- Land Use
- Demographics
- Commute Patterns
- Regional Transit Trends
- Roadway Conditions

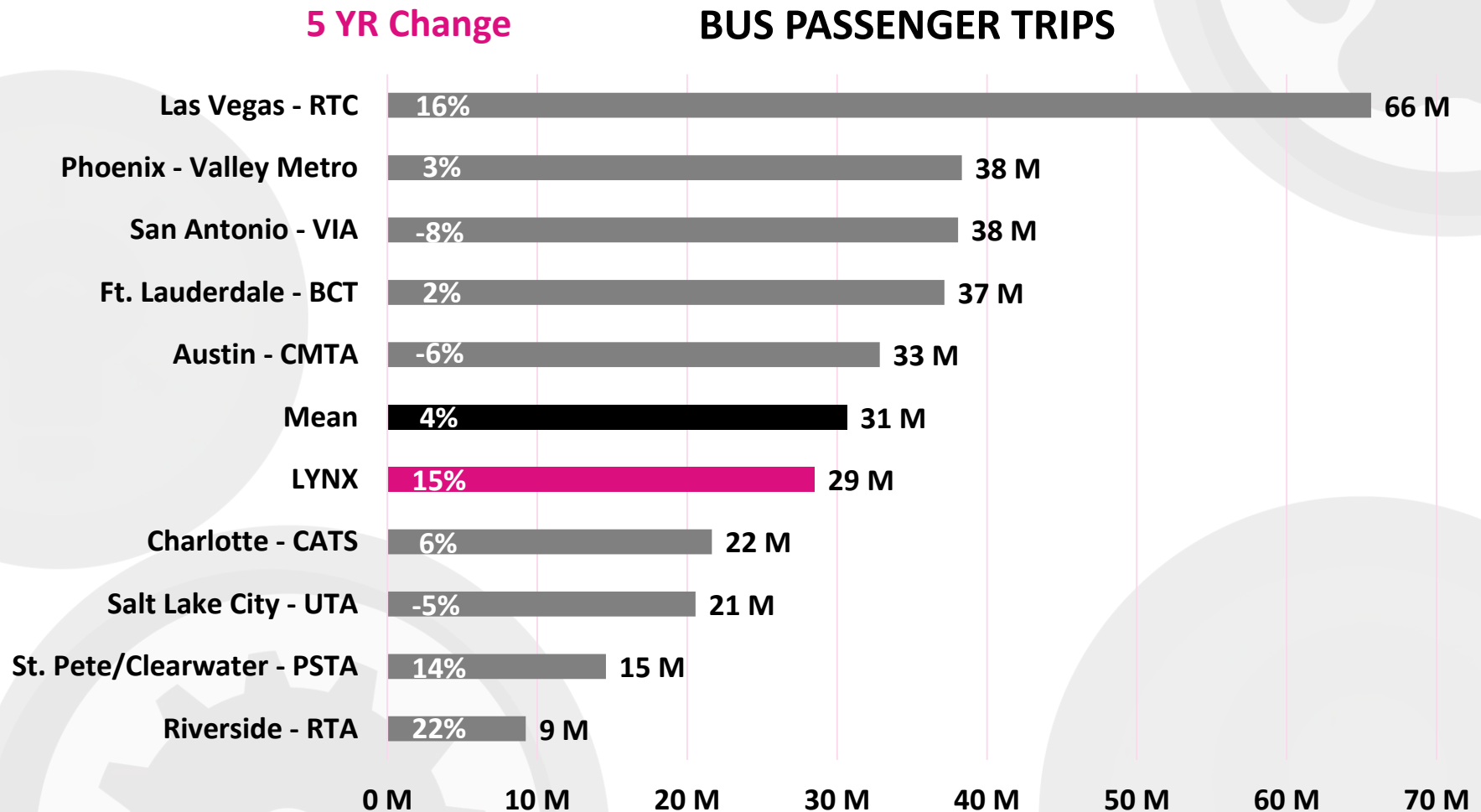


LYNX Peer Comparison



Source: FTA NTD 2015, % change based on 2010 to 2015

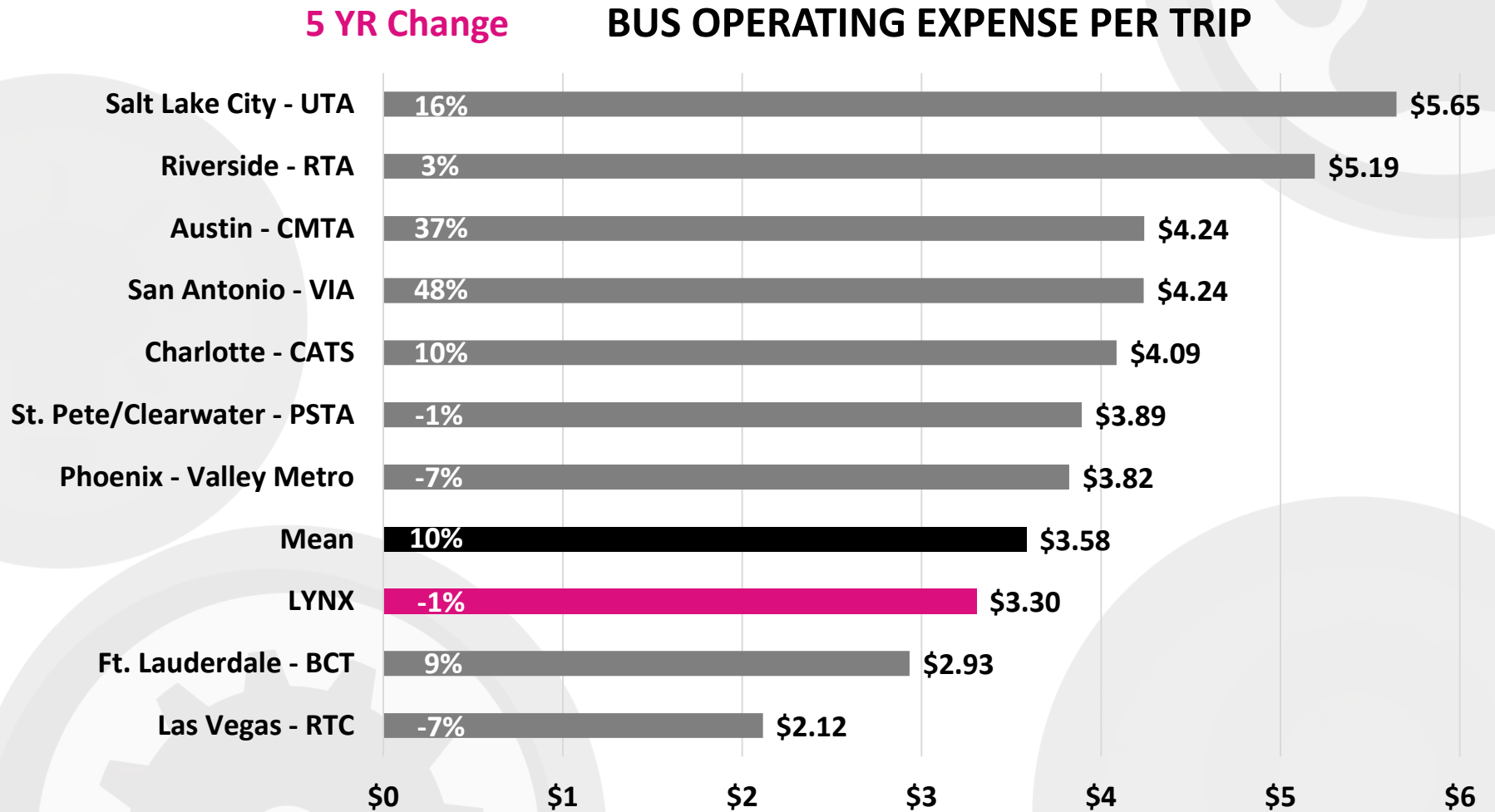
LYNX Peer Comparison



Source: FTA NTD 2015, % change based on 2010 to 2015

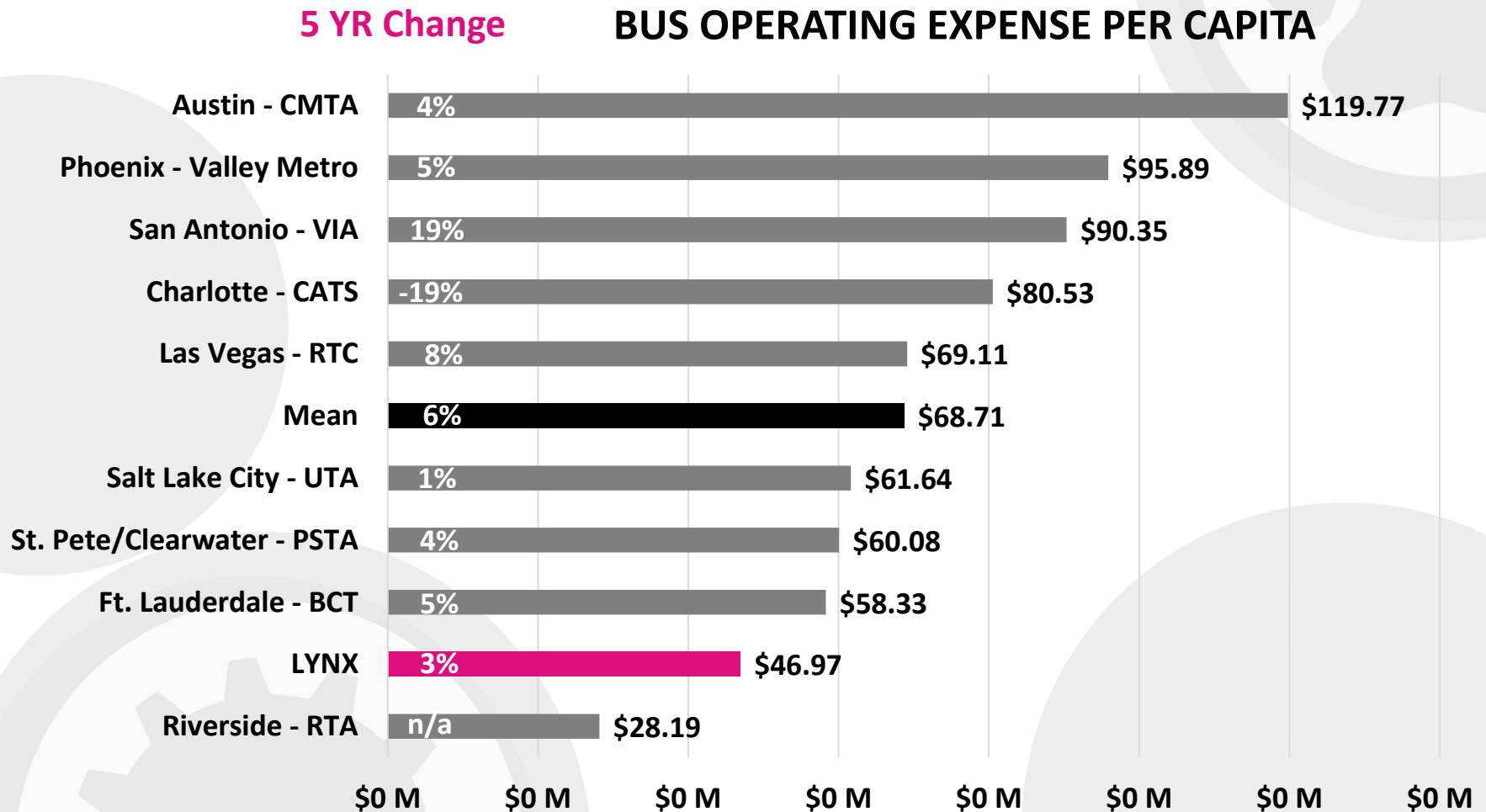
110 of 161

LYNX Peer Comparison



Source: FTA NTD 2015, % change based on 2010 to 2015¹

LYNX Peer Comparison

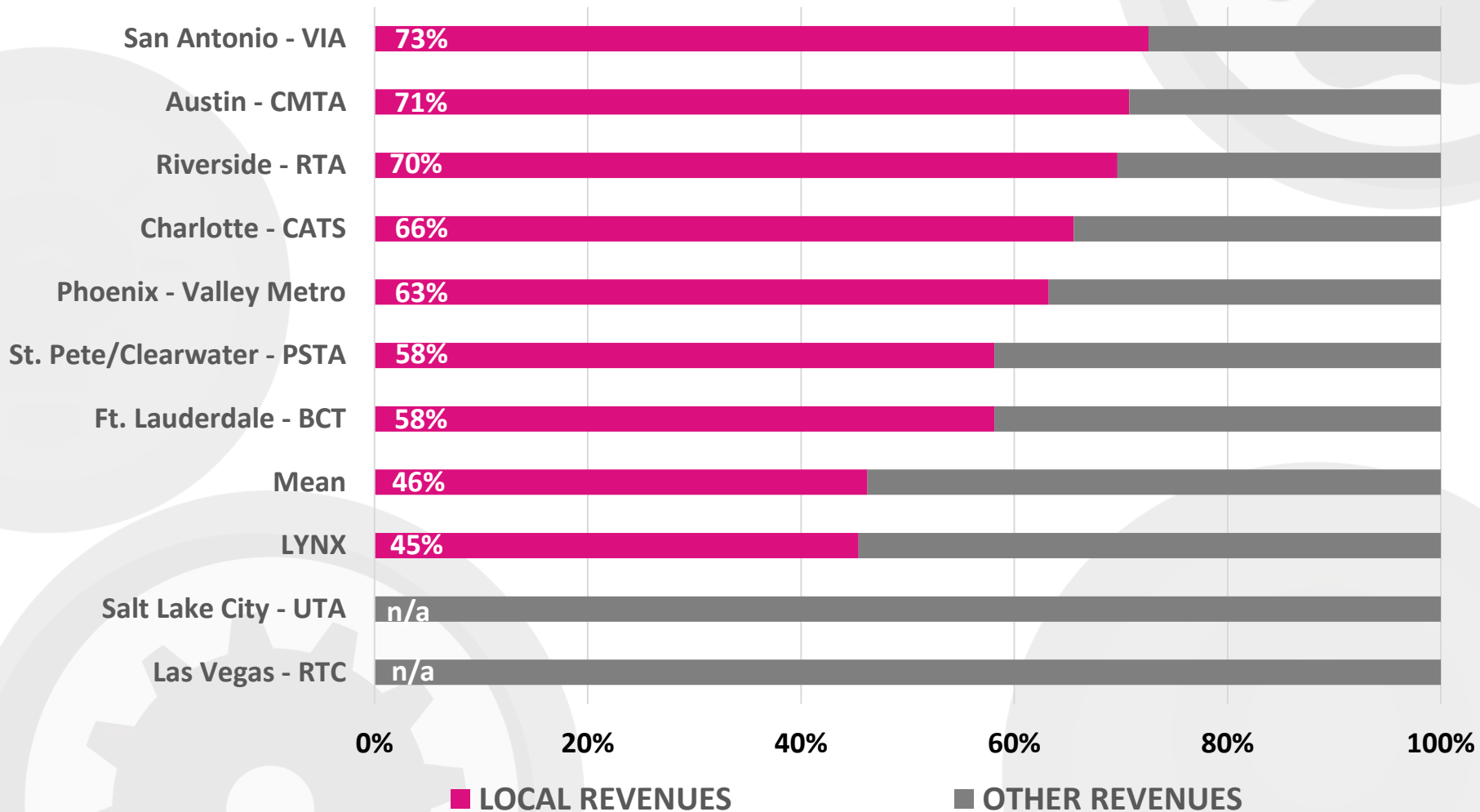


Source: FTA NTD 2015, % change based on 2010 to 2015

112 of 161

LYNX Peer Comparison

OPERATING REVENUES BY SOURCE (FY 2015)



Source: FTA NTD 2015

Regional Challenges/Opportunities

- Increasing congestion
- Aging population
- Low Wages
- Changing travel patterns
- Shared-Use Mobility (TNCs, bike & car sharing)
- Low fuel prices
- Low interest rates and longer auto financing terms
- Transit supportive land use



IMAGINE



INNOVATE





















CONNECT


















ARRIVE






















One Size Does Not Fit All

Service	Description	Seated Capacity (per Vehicle)	Service and Frequency	Regular Fare	Regular Monthly User Cost	Typical Operating Cost (per vehicle)	Typical Capital Cost (per vehicle)
REGIONAL TRANSIT SERVICES							
	SunRail Commuter rail operated by the Central Florida Commuter Rail Commission	 75 to 190	 30 minutes (Mon - Fri)	\$ \$2 within county, plus \$1/county	\$ \$56 - \$112 (with pass)	\$\$\$\$\$ \$550 - \$650/hr	\$ \$14 to \$18 million
	Train to Plane Sand Lake SunRail Station to Orlando International Airport express bus	 40 to 60	 30 minutes (Mon - Fri)	\$ \$2 one ride	\$ \$50 (with pass)	\$\$\$\$ \$90 - \$130/hr	\$\$\$\$\$ \$500,000 to \$1,000,000
	Xpress Bus Service Downtown Kissimmee to Sand Lake SunRail Station express bus	 40 to 60	 Mon - Fri (Six trips/day)	\$ 6.50 daily; \$23/week; \$70/month	\$ \$50 (with pass)	\$\$\$\$ \$90 - \$130/hr	\$\$\$\$\$ \$500,000 to \$1,000,000
	FastLink Limited stop commuter bus service on select corridors	 40 to 60	 60 mins (Mon - Sat)	\$ \$2 one ride; \$4.50 all day	\$ \$50 (with pass)	\$\$\$\$ \$90 - \$130/hr	\$\$\$\$\$ \$500,000 to \$1,000,000
	Disney Direct Limited stop direct service for employees	 40 to 60	 Select trips	\$ \$2 one ride; \$4.50 all day	\$ \$50 (with pass)	\$\$\$\$ \$90-\$130/hr	\$\$\$\$\$ \$500,000 to \$1,000,000
	Fixed Route Bus Local bus service with more frequent stops	 40 to 60	 30 - 60 mins (except on Sun)	\$ \$2 one ride; \$4.50 all day	\$ \$50 (with pass)	\$\$\$\$ \$90 - \$130/hr	\$\$\$\$\$ \$500,000 to \$1,000,000

One Size Does Not Fit All

Service	Description	Seated Capacity (per Vehicle)	Service and Frequency	Regular Fare	Regular Monthly User Cost	Typical Operating Cost (per vehicle)	Typical Capital Cost (per vehicle)
NEIGHBORHOOD/DISTRICT TRANSIT SERVICES							
 LYMMO	Downtown Orlando Bus Rapid Transit (BRT) circulator with dedicated lanes	 30	 5 - 20 minutes	Free	Free	\$\$\$\$ \$90 - \$130/hr	\$\$\$\$\$ \$700,000 to \$800,000
 KnightLYNX	Service for UCF students to Downtown Orlando	 40	 75 mins (Fri & Sat nights)	Regular fare or free with UCF ID	\$ \$50 (with pass)	\$\$\$\$ \$90 - \$130/hr	\$\$\$\$\$ \$500,000 to \$1,000,000
 NeighborLink	On-demand for select areas connecting to destinations and Fixed Route bus	 14	 2 hrs before reservation	\$ \$2 one ride; \$4.50 all day	\$ \$50 (with pass)	\$\$ \$40 - \$50/hr	\$\$ \$175,000 to \$200,000
SPECIALTY TRANSIT SERVICES							
 ACCESSLYNX	Door-to-door service for eligible customers that can't use regular service	 14	 Day before reservation	\$\$\$ \$4 to \$7/trip	\$ \$50 (with pass)	\$\$\$\$ \$35 - \$100/hr	\$ \$50,000 to \$80,000
 VanPool	Carpool with colleagues or neighbors using LYNX provided vans	 7 - 15	 Van rental from LYNX	N/A	\$ \$40 - \$100 (with pass)	\$ \$490 - \$690/month	\$ \$35,000 to \$40,000

One Size Does Not Fit All

Service	Description	Seated Capacity (per Vehicle)	Service and Frequency	Regular Fare	Regular Monthly User Cost	Typical Operating Cost (per vehicle)	Typical Capital Cost (per vehicle)
PRIVATE TRANSPORTATION SERVICES							
	Personal Auto	Individual Car	 2 – 7	 Available	N/A	\$\$\$\$\$\$ \$500 - \$800	\$ \$0.535/mile \$15,000 +
	BikeShare (Juice)	24/7 bike rental from stations	 1	 On-demand (station based)	\$\$ \$8/hr; \$15 - \$20/mo; \$59/yr.	\$ \$5 - \$20	N/A N/A
	Taxi	On-Demand	 3-7	 On-demand request	\$\$\$\$\$\$\$\$ \$2.50 - \$3/mile	N/A	N/A N/A
	Bicycle	Personal owned bicycle	 1	 Available	Free	Free	\$ \$5/month \$250 - \$800
	Rideshare (Uber/Lyft)	On-Demand	 3-7	 On-demand request	\$\$\$\$\$\$\$\$ \$5.25 minimum/trip	N/A	N/A N/A
	Carshare (Zipcar)	24/7 car rental from stations	 3-5	 Available at specific locations	\$\$\$\$\$ \$9 - \$10/hour	N/A	N/A N/A
	Walking	Individual Mobility	 1	 Available	N/A	N/A	N/A N/A

Route Optimization Study Purpose

- 1 Meet **future mobility needs** through new and improved mobility services
- 2 Allocate resources in the most **effective and efficient** manner possible
- 3 Improve regional **connectivity to SunRail**
- 4 Continue to serve existing riders while **gaining new riders**
- 5 **Serve new markets** with focused and specialized service delivery models and integration with complementary modes (e.g. rideshare and bikeshare)

ROS Guiding Principles/Objectives

- Improve service frequency
- Match service levels and delivery methods to demand
- Improve service reliability and travel time competitiveness
- Streamline route structure
- Enhance regional connectivity and travel speeds
- Enhance system design clarity and usability
- Apply alternative service delivery methods such as shared use mobility (e.g. TNCs) and contracted mobility service



IMAGINE



INNOVATE



CONNECT



ARRIVE

Why do this Study?

- Declining ridership
- Outdated route structure (20 years of tweaking service)
- Tremendous population and employment growth
- Unserved / under served travel markets (e.g., Disney)
- Non-competitive travel times
- Competition from new modes of travel (e.g., Uber/LYFT)

Who has done this?

- Jacksonville, FL (Route Optimization Initiative: December 2014)
- Houston, TX (Reimaging Implemented: August 2015)
- Dallas, TX (COA Completed 2015, phased over years)
- Columbus OH (Transit System Redesign – May 2017)
- Richmond, VA (Planned for end of 2017)
- Indianapolis, IN (Phased in with BRT Lines over few years)
- Santa Clara Valley, CA (Next Network – FY18/FY19)
- Portland, OR
- Omaha, NE
- West Palm Beach, FL (just started)

Have they been Successful?

- **Jacksonville (JTA)**

- 1st Year – 5.4% (bus)
- 2nd Year – -1.5% (bus)

- **Houston (RTA)**

- 1st Year - +6.3% systemwide, only 1.2% on bus
- 2nd year flat

Types of ROS Recommendations

- Increased service frequency on the core network routes
- New faster transit routes and services
- Eliminate poor performing routes and route segments
- Implement alternative service models
 - Demand response and on-call service
 - Contract service trips through private operators
 - Maximize use of Shared-Use Mobility services such as TNCs, Bike-Share & Car-Share services (“Network of Mobility Services”)

Implementation Challenges

- LYNX Staff & Board Support through implementation
- Jurisdictional support
- Community support
- Funding constraints
- Multiple funding partners
- Service equity
- Passenger facility needs
- Fleet vehicle / maintenance facility needs

Project Schedule

	2017							2018			
Task	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Project Management											
Public Involvement	*TAC	*Workshops	*TAC	*TAC	*TAC	*TAC		*TAC	*Workshops		
Update Goals, Objectives and Service Guidelines											
Assessment of Baseline Conditions											
Assessment of Existing Transit Service											
Evaluate Demand & Mobility Needs											
Perform Situation Appraisal											
Prepare 2018 10-Year Major Update											
Route Optimization Study											

**Subject to change*



IMAGINE



INNOVATE



CONNECT



ARRIVE

Oversight Committee Action Item #8.E.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Extend Contract #12-C02 with MV Transportation, Inc. for a Period of up to Two (2) Month for Paratransit Services and to Increase the Not-To-Exceed Amount of the Contract

Date: 9/28/2017

ACTION REQUESTED:

Staff is requesting recommendation to the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend Contract #12-C02 with MV Transportation, Inc., for a period of two (2) months for paratransit services from September 30, 2017, through November 30, 2017, and to increase the not to exceed contract amount for the additional two (2) months for Contract #12-C02 in the amount of \$3,194,050.

BACKGROUND:

LYNX staff has been working diligently to secure a new contract for the expired agreement between LYNX and MV Transportation for paratransit service delivery. A motion was passed at the July 2017 Oversight Committee meeting to table the execution of a new contract between LYNX and MV Transportation. This action allowed an opportunity to provide clarifying information that could not be addressed in the short time frame during the meeting.

Since no action was taken to award a new contract at the July 2017 Board of Directors' meeting, staff had to negotiate a new extension with MV Transportation. The current one (1) month extended agreement expires on September 29, 2017. Staff is requesting a two (2) month extension through November 30, 2017, in order to provide ample time to migrate from a traditional paratransit services model to a mobility management service model.

During negotiations with MV Transportation in August 2017, MV Transportation has requested a rate adjustment due to increased personnel costs and other operating expenses that were not adjusted by LYNX since extending the contract. The period of the requested rate adjustment reflected in the action requested is September 30, 2017, through November 30, 2017.

FISCAL IMPACT:

LYNX staff included \$16,036,436 in the FY2018 Proposed Operating Budget for paratransit purchased transportation services. In regards to Contract #12-C02 for paratransit services, the following is the financial impact on the FY2018 Proposed Operating Budget:

FY2018 Proposed Budgeted Amount	\$ 2,672,740
FY2018 Estimated Cost	3,194,050
Excess Cost	\$ (521,310)

Upon approval, LYNX staff will cover the excess costs through anticipated savings and/or reserves in the total amount of \$521,310.

Oversight Committee Action Item #8.F.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Extend Contract #10-C21 with MV Transportation, Inc. for a Period of up to Two (2) Months for NeighborLink Services and to Increase the Not-To-Exceed Amount of the Contract

Date: 9/28/2017

AC ACTION REQUESTED:

Staff is requesting recommendation to the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend Contract #10-C21 with MV Transportation, Inc., for a period of two (2) months for NeighborLink services from September 30, 2017, through November 30, 2017, and to increase the not to exceed contract amount for the additional two (2) months for Contract #10-C21 in the amount of \$314,228.

BACKGROUND:

LYNX staff has been working diligently to secure a new contract for the expired agreement between LYNX and MV Transportation, Inc. for NeighborLink service delivery. A motion was passed at the July 2017 Oversight Committee meeting to table the execution of a new contract between LYNX and MV Transportation. This action allowed an opportunity to provide clarifying information that could not be addressed in the short time frame during the meeting.

Since no action was taken to award a new contract at the July 2017 Board of Directors' meeting, staff had to negotiate a new extension with MV Transportation. The current one (1) month extended agreement expires on September 29, 2017. Staff is requesting a two (2) month extension through November 30, 2017, in order to provide ample time to migrate to a mobility management service model.

During negotiations with MV Transportation in August 2017, MV Transportation has requested a rate adjustment due to increased personnel costs and other operating expenses that were not adjusted by LYNX since extending the contract. The period of the requested rate adjustment reflected in the action requested is August 29, 2017, through November 30, 2017.

FISCAL IMPACT:

LYNX staff included \$1,464,171 in the FY2018 Proposed Operating Budget for NeighborLink purchased transportation services. In regards to Contract #10-C21 for NeighborLink services, the following is the financial impact on the FY2018 Proposed Operating Budget:

FY2018 Proposed Budgeted Amount	\$ 244,028
FY2018 Estimated Cost	314,228
Excess Cost	\$ (70,200)

Upon approval, LYNX staff will cover the excess costs through anticipated savings and/or reserves in the total amount of \$70,200.

Oversight Committee Action Item #8.G.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Increase the Not-To-Exceed Amount of Contract #12-C02 Extension with MV Transportation

Date: 9/28/2017

ACTION REQUESTED:

Staff is requesting the recommendation to Board of Directors authorization for the Chief Executive Officer (CEO) or designee to increase the not to exceed amount for Contract #12-C02 in the amount of \$1,036,748, from \$16,963,263 to \$18,000,011 for the contract period of October 1, 2016, through August 28, 2017, and to amend the FY2017 Amended Operating Budget accordingly.

BACKGROUND:

MV Transportation has been the provider of paratransit service (ACCESS LYNX) for LYNX since 2002, and was awarded the contract again in 2006 and 2012.

At the November 12, 2015, meeting, the Board authorized staff to release an RFP for paratransit services with a strict timeline should the need arise for a transition period. Staff developed a Scope of Work, with the assistance of a consultant to ensure that all aspects of the scope were addressed. The RFP was released in December 2016. A contract award recommendation was made by the Source Evaluation Committee (SEC) on March 8, 2017, that MV Transportation, Inc., continue to provide service for both NeighborLink and paratransit services.

On May 26, 2016, the Board authorized a six (6) month extension from October 2016 to March 2017 for contract #12-C02 with MV Transportation, in the amount of \$7,363,973. On March 23, 2017, the Board authorized an increase in the not to exceed amount from \$7,363,973 to \$8,366,238 for the six (6) month extension of Contract #12-C02 with MV Transportation. In addition, the Board authorized an additional one hundred fifty (150) day extension from April 1, 2017, to August 28, 2017, in the amount of \$7,000,000, increasing the contract amount from \$8,366,238 to \$15,366,238.

LYNX Board Agenda

During the month of March 2017, we started to experienced significant increases in costs for paratransit services. This is related to an increase in trips and revenue hours for paratransit services. In August 2017, during negotiations with MV Transportation, MV Transportation requested a rate adjustment due to increased personnel costs and other operating expenses that were not adjusted by LYNX since extending the contract. The period of the requested rate adjustment reflected in the action requested is October 1, 2016, through August 28, 2017.

As a result, the original anticipated increase in the amount of \$1,002,265 is not sufficient and an increase in the not-to-exceed amount is needed to support these unanticipated expenses. On August 28, 2017, LYNX Board Chair authorized a one (1) month extension in the amount of \$1,597,025 from August 28, 2017 to September 29, 2017, increasing the not-to-exceed from \$15,366,238 to \$16,963,263.

FISCAL IMPACT:

LYNX staff included \$16,654,932 in the FY2017 Amended Operating Budget for paratransit purchased transportation services to support services from October 1, 2016 to September 30, 2017. In regards to Contract #12-C02 for paratransit services, the following is the financial impact on the FY2017 Amended Operating Budget:

	October 1, 2016 – August 28, 2017
FY2017 Budgeted Amount	\$ 15,366,238
FY2017 Estimated Cost	16,402,986
Excess Cost	\$ (1,036,748)

Upon approval, LYNX staff will amend the FY2017 Amended Operating Budget to cover the excess costs through savings and/or reserves in the total amount of \$1,036,748.

Oversight Committee Action Item #8.H.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Increase the Not-to-Exceed Amount of Contract #10-C21 Extension for MV Transportation

Date: 9/28/2017

ACTION REQUESTED:

Staff is requesting the recommendation to Board of Directors authorization for the Chief Executive Officer (CEO) or designee to increase the not to exceed amount for Contract #10-C21 with MV Transportation in the amount of \$39,242, from \$10,999,318 to \$11,038,560 for the contract period of October 1, 2016, through August 28, 2017.

BACKGROUND:

MV Transportation has been the provider of NeighborLink service for LYNX since 2007. At the November 12, 2015, meeting, the Board authorized staff to release an RFP for ACCESS LYNX and NeighborLink services with a strict timeline should the need arise for a transition period. Staff developed a Scope of Work, with the assistance of a consultant to ensure that all aspects of the scope were addressed. The RFP was released in December 2016. A contract award recommendation was made by the Source Evaluation Committee (SEC) on March 8, 2017, that MV Transportation, Inc., continue to provide service for both NeighborLink and paratransit services.

On May 26, 2016, the Board authorized a six (6) month extension from October 2016 to March 2017 for contract #10-C21 with MV Transportation, in the amount of \$943,541. In addition, the Board authorized an additional one hundred fifty (150) day extension from April 1, 2017, to August 28, 2017, in the amount of \$765,000, increasing the contract amount from \$10,234,318 to \$10,999,318.

In August 2017, during negotiations with MV Transportation, MV Transportation requested a rate adjustment due to increased personnel costs and other operating expenses that were not adjusted by LYNX since extending the contract. The period of the requested rate adjustment reflected in the action requested is October 1, 2016, through August 28, 2017.

As a result, the original anticipated increase in the amount of \$795,000 is not sufficient and an increase in the not-to-exceed amount is needed to support these unanticipated expenses.

FISCAL IMPACT:

LYNX staff included \$2,027,479 in the FY2017 Amended Operating Budget for NeighborLink purchased transportation services. There are sufficient funds available to cover the increase in the not-to-exceed amount for the NeighborLink services in the amount of \$39,242.

Oversight Committee Action Item #8.I.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Award Contract #18-C08 to MV Transportation, Inc., for Paratransit and NeighborLink Services

Date: 9/28/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award Contract # to MV Transportation, Inc., for the provision of LYNX's Paratransit (ACCESS LYNX) and NeighborLink services with an estimated not-to-exceed amount of \$95,626,019 for a period of five (5) years.

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 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

LYNX Board Agenda

- 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:

Proposer	Score	Ordinal Rank	Proposal Offer (5-Year Contract Total)
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 23rd 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:

Proposer	Score	Ordinal Rank Position	Proposal Offer (5-Year Contract Total)
MV Transportation	462.118	1	\$101,769,340
Ride Right	448.000	2	\$99,216,099

Based on the evaluations of the proposals, presentations and technical merits 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.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

LYNX staff included \$20,027,490 in the FY2017 Amended Operating Budget and \$17,500,607 in the FY2018 Proposed Operating Budget for purchased transportation services as follows:

Purchased Transportation Services	FY2017 Amended Operating Budget	FY2017 Projected Expenses	FY2018 Preliminary Operating Budget
Paratransit	\$ 18,000,011	\$ 18,000,011	\$ 16,036,436
NeighborLink	2,027,479	1,904,897	1,464,171
Total	\$ 20,027,490	\$ 19,904,908	\$ 17,500,607

Future years will be budgeted based on the awarded contract amount.

MV Transportation Agenda Items

Thomas E. Stringer, Jr., COO

September 27, 2017
(Finance Committee Meeting)

September 28, 2017
(Oversight Committee & Board Meeting)

Actions Requested



- Authorization to Extend ACCESS LYNX and NeighborLink Contracts Through November 30, 2017
- Authorization to Increase the Not-to-Exceed Amounts for ACCESS LYNX and NeighborLink Contracts
- Authorization to Award Contract #18-C08 to MV Transportation for ACCESS LYNX and NeighborLink Services

Authorization to Extend ACCESS LYNX and NeighborLink Contracts Through November 30, 2017



- Migration from traditional paratransit services model to a mobility management services model
- Extend the ACCESS LYNX contract (#12-C02) by \$3,194,050
- Extend the NeighborLink contract (#10-C21) by \$314,228

Authorization to Increase the Not-to-Exceed Amounts for ACCESS LYNX and NeighborLink Contracts

- **Contractor's increased personnel costs and other operating expenses**
- ACCESS LYNX contract (#12-C02) increase not to exceed amount by \$1,036,748
 - October 1st, 2016 to August 28th, 2017 (Adjustment)
- NeighborLink contract (#10-C21) increase by \$39,242
 - October 1st, 2016 to August 28th, 2017 (Adjustment)

Authorization to Award Contract #18-C08 to MV Transportation for ACCESS LYNX and NeighborLink Services



- Board action requested
- Contract award vetted through Finance and Oversight Committees
- Access LYNX contract expired September, 2016
- Approve contract award to MV Transportation, Inc.
- Allows further negotiation of terms of contract

Fiscal Impact



Contract Award - Contract for Paratransit and NeighborLink services will reflect the following financial impact on the FY2018 Preliminary Operating Budget:

Purchased Transportation Services	FY2018		
	FY2018 Old Service Model Projected Expenses	New Service Model Estimated Amount	Estimated Costs (Reductions) Increases
Paratransit	\$ 19,865,342	\$16,036,436	\$ (3,828,906)
NeighborLink	1,960,785	1,464,171	(496,614)
Sub-total	\$ 21,826,127	\$17,500,607	\$ (4,325,520)
TNC's Purchased Transportation	-	987,253	987,253
Staffing	-	760,112	760,112
Total	\$ 21,826,127	\$19,247,972	\$ (2,578,155)

Fiscal Impact



Contract Award - Contract for Paratransit and NeighborLink services will reflect the following financial impact on the FY2018 Preliminary Operating Budget:

FY2018 Preliminary Operating Budget:	\$ 16,036,436	Paratransit Services
	<u>1,464,171</u>	NeighborLink Services
	<u><u>\$ 17,500,607*</u></u>	

*Pending Final FY2018 Budget Approval



Oversight Committee Action Item #8.J.

To: LYNX Oversight Committee

From: Thomas Stringer, Jr
CHIEF OPERATIONS OFFICER
Edward Flynn
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Enter into a Participating Addendum with New Flyer of America as Part of the Commonwealth of Virginia's Department of General Services Contract for the Purchase of Fifteen (15) Articulated Buses

Date: 9/28/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a participating addendum with New Flyer of America as part of the Commonwealth of Virginia's Department of General Services Contract for the purchase of fifteen (15) replacement articulated buses with a not-to-exceed amount of \$16,000,000.

BACKGROUND:

LYNX has an active fleet of three hundred thirteen (313) buses. This fleet replacement program is consistent with LYNX FORWARD, the LYNX Transit Development Plan (TDP), and Route Optimization Study (ROS), currently underway. In accordance with the Federal Transit Administration's (FTA) asset management guidelines, upon arrival of the replacement buses, LYNX will retire those buses that have reached their useful life. LYNX's continued transition to articulated buses will ease existing bus overcrowding and capacity constraints on specific routes like Link 8, Link #37, Link #42, and Link #107 which continue to experience steady ridership growth.

The projected ridership increases under the LYNX FORWARD support the use of articulated buses. With over 7,300 passengers average weekday riders on Link 8 and over 3,400 passengers on Link 37, the increased capacity provided by adding articulated buses will: 1.) Enhance operational efficiencies; and 2.) Improve the overall customer experience as a result of less crowding. The purchase of articulated buses will contribute positively to the region by increasing the throughput of citizens in some of our region's most congested corridors. The Commonwealth of Virginia has a contract with New Flyer of America for the procurement of 60 ft. articulated buses. The Central Florida Regional Transportation Authority (CFRTA) is proposing to purchase vehicles off of this existing contract in accordance with the Authority's

LYNX Board Agenda

procurement policies and specifications established in the Commonwealth's Contract for Transit Buses, Low Floor Contract #E194-75548-MA2275.

FISCAL IMPACT:

LYNX staff has included \$20,676,506 (including carryover of \$10,176,506) in the FY2018 Proposed Capital Budget for the purchase of articulated buses.

Oversight Committee Information Item #9.A.

To: LYNX Oversight Committee

From: Blanche Sherman
DIRECTOR OF FINANCE
Dyana Blickle
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Oversight Committee Report

Date: 9/28/2017

A meeting of the Finance and Audit Committee was held on July 26, 2017.

Minutes from the four previous meetings held January 25, 2017, February 21, 2017, March 21, 2017 and April 19, 2017 were approved and are attached.

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

PLACE: LYNX Central Station
455 N. Garland Avenue
Conference Room, 2nd 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, 2nd Floor
Orlando, FL 32801

DATE: February 21, 2017

TIME: 10:00 a.m.

Members in Attendance:	LYNX	Staff	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

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 15th or 20th and to the Board of Directors at the March 23rd 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 31st. Working toward an April 1st 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, 2nd 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, 5th 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 to ways 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

C. 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.

- D. 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 contract 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.

- E. 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.

- F. 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.

- G. 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, 2nd 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, 5th 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

H. 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.

I. 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.

J. 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.