

LYNX Audit C mmittee Agenda

Central Florida Regional Transportation Authority

455 N. Garland Ave.

2nd Floor Board Room

Orlando, FL 32801

Board Date: 7/26/2007

Time: 9:30 AM






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

1. Call to Order

2. Approval of Minutes

-  Approval of the June 28, 2007 Audit Committee minutes pg (2-8)

3. Audit Agenda Items


- A.  Update on the City of Orlando Shelter Program pg (9-10)
- B.  Update on Staff Vacancies and Update of Compensation Plan pg (11-17)
- Attachment 
- C.  Update on the LYNX Operations Center pg (18)
- D.  Update on FlexBus pg (19)

4. Review of Board Package: 7/26/2007

- A. Review and discussion of Consent Agenda Items
- B. Review and discussion of Action Agenda Items

5. Information Items

(For Review Purposes Only - No action required)

- I.  LYNX' Board of Directors 12-month rolling calendar of agenda items pg (20-21)

LYNX
Central Florida Regional Transportation Authority
Audit Committee Meeting

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

DATE: June 28, 2007

TIME: 9:30 a.m.

Members in Attendance:

Seminole County Chair, Carlton Henley, Chair
Osceola County Commissioner, Bill Lane
F. J. Flynn, City of Orlando
Diane Poitras, FDOT District 5

Absent:

Orange County Commissioner, Mildred Fernandez
FDOT District 5 Secretary, Noranne Downs
Roger Neiswender, City of Orlando

1. Call to Order

Chairman Carlton Henley called the meeting to order at approximately 9:35 a.m.

2. Approval of Minutes

Because there was not a quorum, the approval of the May 24, 2007 minutes will be held until the July Audit Committee meeting

3. Audit Agenda Items

a. Update on the LYNX Strategic Business Plan

Linda Watson, Chief Executive Officer, briefed the Board on staff's recommended objectives for the FY2007/2008 goals that the Board developed during its February 22, 2007 strategic planning session. Ms. Watson noted that at the March Board meeting, she presented the objectives under each goal that the Board approved. Now, strategies are attached to those objectives explaining how the actions will be carried out in order to get these goals accomplished.

The number one goal that came out of the Board Retreat, and supported by the Board, is finding dedicated funding for LYNX. Ms. Watson explained that LYNX staff met with MetroPlan's staff, the League of Women Voters, and the Orlando Regional Chamber of Commerce to forge a strong partnership on pursuing the effort of dedicated funding. LYNX recently received federal funds (approximately \$140,000) that do not require a local match, that can assist with the community educational process. This will include five to seven transportation summits where the public will be educated on transportation and where staff can find out what the transportation deficits are. This will not be sufficient; however, to get to the final goal.

This process also involves performing research in the community to find out what the community needs are in terms of transportation. This is a very extensive process. The Chamber, in particular, will be helpful to LYNX in doing this. Once this process is completed, a transportation plan will be developed to present to the public.

Chairman Henley asked if the school systems would be involved. Ms. Watson explained yes, the school systems would be involved, along with many other grassroots organizations.

Before presenting the plan to the public, a local institution, whether it is a University or some other group with credibility in the community, will need to review the plan and look at the economics of the plan.

At the same time, LYNX will be working very closely with the local elected officials. Every single mayor of every community in all three counties will be contacted. They must support the entire process, be supportive of the goals, the project, and be in a position to be a champion for the plan. The transit system should not present the plan to the public. It should be the local elected officials who champion the plan through their communities.

Eighty four (84%) percent of the Orlando Chamber members list transportation as the number one priority and should be the Chamber's number one priority.

There should be other components in the plan, not just transit. The plan may have elements that help preserve the environment. Other components, whether it is bus turnout lanes, traffic signalization, pedestrian crosswalks, will come out from the public forums and surveys.

The transit system can participate in education, but not advocacy. The CEO of LYNX can talk to employees about the benefits of transit and the benefits of a better-funded system; however, there are some very careful lines that need to be drawn in terms of campaigning. Therefore, at the same time the local elected officials are contacted, another committee is established that will be able to put in some seed money for a campaign and raise additional money.

This is just a brief overview of what needs to take place to secure dedicated funding. This is a very aggressive plan and timeline. It will take a tremendous amount of work. Ms. Watson is realigning the resources within the organization to implement this plan. There is no additional staff to take on the other projects so it will take a tremendous amount of effort from everyone. There will come a time when outside expertise will be needed to assist in guiding the process for obtaining information that will assist in making the right decisions.

Chairman Henley mentioned that he noticed projected costs next to each strategy. He asked if the additional money is in the budget or if this money will need to be raised to accomplish this goal. Ms. Watson explained that staff did put money in the budget but staff has also talked to the Chamber about conducting some efforts that are not reflected in the current plan. Some of these strategies will be completed in the current fiscal year and there is money in the current budget for this.

Ms. Watson went on to discuss the second objective, which is to protect existing funding. This is much more challenging than originally anticipated. When Congress did not do earmarks in 2005, because of the election and the change in the balance of power in Washington, all that money went to FTA to distribute to transit systems. LYNX staff submitted a request for 64 buses to the FTA regional office in Atlanta, GA, and they are very impressed with the application. It was very well documented with charts, mileage and numbers of buses and specifics about the system.

The third objective is to pursue other funding sources. Staff feels it is very doable to have even more lease space than originally thought. Staff will be pursuing other grant programs. At the LCS staff is still looking at additional public/private partnerships. After the Disney announcement with the JARC Grant, Universal Studios, Sea World, and Champions Gate have all been in contact with LYNX. Ms. Watson also mentioned shelter advertising. Staff has been in discussion with the City and Orange County to see how LYNX could get revenue for shelter advertising.

The second goal is to improve and expand the transportation services. This goal will be even more challenging because of property tax reform. This involves implementation of the on-time performance and the analysis performed last year. Staff is not confident this goal will be possible to complete in the next 18 months.

Objective three under this goal is to concentrate on LYMMO, the downtown circulator. Staff will be looking at State and/or federal funding. There have been meetings in Washington DC about this project as well as with the City of Orlando. New Start or Small Start funding will be looked at. Ms. Watson has talked to Roger Neiswender of the City of Orlando about the potential to receive TRIP funds in the future for this project.

Ms. Watson outlined goal four and its objectives and strategies.

Goal five is to provide a quality work environment that encourages professional growth and employee retention. In Ms. Watson's view, this is one of the most difficult challenges LYNX faces. She explained that in 2005 a compensation plan was developed by going out into the market to see if

LYNX' wages were in line with the market. This had not been done in eight years. The data used to complete this project was from 2004. Since the compensation plan was implemented, many of the entities used as the basis for the plan have done their own compensation plans. As a result, LYNX is much further behind. Ms. Watson explained that she is not sure how management will be able to keep employees, especially when doing more work, and not increasing the levels of employee's salaries. When the compensation plan was implemented, approximately half the administrative staff asked for a re-review of the results of that plan. The funding of this is a challenge but is something that is going to have to be addressed. When looking at the number of people lost in key positions, and the inability to fill those positions and hire quality employees, it is putting a tremendous burden on those still here.

Chairman Henley asked Ms. Watson to prepare for the Board a list of those positions that employees left for the various reasons over the past two years. Ms. Watson will also list the positions that staff has been unable to fill and how long they have been vacant. Ms. Watson wanted the committee to know that she is asking more and more of the staff and would feel negligent if she did not let the Board know of the problem.

Ms. Watson outlined the remaining objectives and strategies.

Ms. Watson encouraged the Board to comment on the goals, objectives and strategies. As soon as the Board gives its approval, staff will begin working in earnest on them.

Chairman Henley explained that the Board has already provided input on the Goals. Commissioner Lane mentioned that it was a good overview of the retreat in February. Chairman Henley cautioned that if the Board approves the strategic plan, it does not mean that it approves the cost estimates.

b. Presentation of the Preliminary FY08 Operating and Capital Budgets

Bert Francis, Chief Financial Officer presented the preliminary FY08 Operating and Capital budgets. This is based on the assumptions that have been discussed in the past few Audit Committee Meetings.

The preliminary operating budget for FY08 is \$113 million, which is an increase of \$7,984,620 or 7.55% from FY07. If the major impact items are excluded, all other expenses increase by approximately ½ of 1%. If the operating reserve budgeted last year is excluded, the actual operating expenses are increasing \$7,984,620.

One of the goals the Board had requested staff to accomplish was to increase operational reserves. Staff will be unable to accomplish that goal with this budget.

This new budget is slightly less than last year's budget, to start.

The key impact items include:

- Salary and wages
- Eight additional positions
- Fixed-route fuel expenses
- Leases
- LOC utilities
- Paratransit operations

The budget includes a proposed fixed route fare increase effective January 2008. This increase, if implemented, would generate approximately \$1,300,000. This represents approximately a 15.9% increase over the current full fare rate. If the rate were increased by 15.9%, it would yield a rate of approximately \$1.75 per trip. The current rate is \$1.50 per trip. Ms. Watson explained that this rate increase is consistent with what has been done every three years. If implemented, LYNX could potentially have the highest fixed route full fare rate in the State.

The Operating Budget is funded by a combination of LYNX Operating Revenue, Federal, State and local dollars. These funds are used to fund personnel expenses, services, materials and supplies, taxes and utilities, casualty and liability expenses, purchased transportation services, leases, and miscellaneous expenses. In order to make this budget balance, the Orange County contribution will need to go up; Osceola and Seminole will go down slightly, and the cities will remain approximately the same.

The staffing count is budgeted to increase by eight positions. Three are directly related to new service and six are recommendations of the recently performed maintenance audit. One is the result of the recommendations of the Threat and Vulnerability Assessment. The additional Customer Service Representative is due to the increase in call volume related to the increase in the cost of gasoline and implementing new service and service changes this year. The Chief Administrative Officer and one Art Director position have been eliminated.

Ms. Watson indicated that Customer Service dropped 600 calls last month because of the high call volume.

The Federal preventative maintenance funding remains the same. As a percentage of the total operating budget, the Federal preventative maintenance funding does decrease.

The preliminary Capital Budget for FY08 is \$26,249,442, which represents a \$7,243,065 decrease or 21% from the previous year. This is primarily due to

the completion of the new LYNX Operations Center as well as a decrease in the estimated amount for transit buses. There is a Federal request that includes 64 buses with FTA; however, the outcome of that request will not be known until July 2007.

The capital improvement budget is primarily funded from Federal and State sources, and includes items such as the planned purchase of replacement buses and vans, bus shelters and the use of technology to assist in service improvements.

Ms. Watson explained that the initial process on this budget was to prepare the budget based on the current level of service. In the current year, there was a considerable increase in service. The second step of this process is to identify where cuts would be made if LYNX was required to make cuts because of the property tax implications. Staff is still in the process of identifying routes for elimination or reduction, and also what cost savings would be realized by making these changes.

Ms. Watson mentioned that this budget has been submitted to Orange County with a letter of transmittal. As a result of this, Commissioner Fernandez has written a letter to be read to the Audit Committee. Ms. Watson then read the letter indicating Commissioner Fernandez' concern regarding the budget submitted. The following items were identified in her letter.

1. LYNX has not submitted a budget request to Orange County
2. The budget presentation included in the Audit agenda package reflects a 9% increase in County funding for LYNX
3. The information provided does not communicate any effort to reduce expenditures, given the property tax constraints in which Orange County is working

Commissioner Fernandez went on to say in her letter that she appreciates LYNX' effort to work with Orange County to accept the contribution to LYNX for FY07-08 in the amount of \$44,956,363 which is a net 5% reduction. She asked that LYNX staff work with Randy Singh at Orange County to address the details of that number.

Ms. Watson indicated that Orange County has said LYNX is only getting a 5% decrease from the current budget when all others would be getting a 10% decrease in their budget.

Chairman Henley stated that this is similar to the procedure last year. Staff showed Orange County what the needs were first and last year Orange County met those needs. Based on the studies that has been done, the Board would be remiss by not sharing that information with all funding partners. All funding partners are aware of the fact that the action the legislature takes is going to have impact throughout the entire system. The citizens need to understand that.

c. Update on the LOC – LYNX Operations Center

Bert Francis will provide an update on the LOC. Building “A” and “A” Expansion is nearing completion. Final inspections for all trades, building and life safety items were conducted. City inspectors have identified a new set of life/safety issues that should have been addressed during permitting. The estimate is that it will take approximately one month to resolve the life/safety issues. It is anticipated that a temporary certificate of occupancy will be issued in mid to late July.

Building “B” is proceeding as scheduled. Building “B” should be complete by the third week of July.

Buildings “C”, “D” and “E” are ready to move in.

Chairman Henley indicated that it is disappointing that this came up so late in the process.

In Change Order 141, Mr. Francis pointed out two lines and they are the Collage Unearned and the Contingency line. All the monies allocated to the new items in Collage’s contract have been paid and leaves only \$27,000 left. There is only approximately \$8,000 left in the contingency fund. The budget will need to be adjusted accordingly. Staff did not anticipate the general conditions running as long as they did at that rate.

Commissioner Lane asked if staff has talked to the City of Orlando about getting into Building “A” on a temporary basis. Mr. Francis stated that the architects will be talking to the City of Orlando about that.

4. Review of Board Package

Ms. Watson reviewed the Board package.

The Audit Committee meeting concluded at approximately 10:40 a.m.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.A

To: LYNX Board of Directors

From: Linda Watson
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Update on the City of Orlando Shelter Program

Date: 7/26/2007

For nearly a year and a half, the City of Orlando and LYNX have been in discussions about establishing a partnership to improve the comfort of LYNX passengers within the city limits of Orlando. This partnership will include the placement of transit shelters throughout the city limits to protect LYNX passengers from the elements as they wait for connecting buses.

Formalizing this agreement is in accordance with the City's Growth Management Plan (GMP) adopted in 1991, which states the City is committed to developing a balanced transportation system that supports building a livable community and improves access and travel choices through enhancement of roads, public transit, bicycle and pedestrian systems, intermodal facilities, demand management programs and traffic management techniques. Further, the GMP requires the City to support provisions for transit passenger convenience such as information programs which acquaint travelers with transit routes and available services, weather protection at selected stops along transit routes, lighting and emergency call boxes at selected stops.

The terms of the agreement are exclusively perpetual until such time either party determines that it is necessary to end the relationship. The first year of the agreement will result in at least 20 shelters being installed within the project area and 20 additional shelters in the second year. The 20 shelters a year baseline may be increased based on the approach the two agencies agree upon to install and maintain the shelters as well as administer the advertising program.

LYNX currently has an existing agreement with Signal Communication for the administration of a shelter program in unincorporated Orange County. Since this contract is exclusive to unincorporated Orange County, LYNX will need to conduct a competitive process to determine its method of administering this program within the City of Orlando. At this time, staff believes that it has at least three options for administering the program. First, it can award a contract to an advertising agency who will share in the net proceeds of the advertising revenue after covering the depreciation of the shelter and its monthly maintenance. Second, an advertising agency can

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propose providing LYNX with a guaranteed amount of revenue from the sale of advertisement. Last, LYNX can administer the program internally by installing the shelters and selling advertising with its staff similar to the way we handle bus advertising. At any rate, the City is looking for LYNX to administer this program at no expense to the City. Any revenue derived from the sell of advertising must either be used for the installation of more shelters or defray the costs of transit services within the city limits of Orlando.

It is the staff's intent to release a request for information (RFI) no later than October 2007 and make a determination of how it will administer the program by January 2008. Staff will keep the Board apprised of the development of the City's shelter program as it continues to develop.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.B

To: LYNX Board of Directors

From: **Linda Watson**
CHIEF EXECUTIVE OFFICER
Peggy Gies
(Technical Contact)
Desna Hunte
(Technical Contact)

Presented By: Linda Watson

Phone: 407.841.2279 ext: 6017

Item Name: Update on Staff Vacancies and Update of Compensation Plan

Date: 7/26/2007

In 2005 a compensation analysis was completed for LYNX by surveying the market to see if LYNX' wages were in line with what others are paying for comparable jobs. Several local public agencies were included in the comparison. Prior to this study, LYNX had not had a complete compensation analysis done in eight years.

The data used to complete this survey was from 2004. Since the time that the compensation plan was implemented, many of the entities used as the basis for the plan have updated their own compensation plans. As a result, LYNX is even further behind the local market in the wages we pay our administrative employees.

In addition to this wage gap, employees still working at LYNX are being asked to do more work to cover work not getting done because of vacant positions. Additionally, they are asked to take on new projects adding to their workload. These new projects include new time consuming grant- funded programs, service and schedule changes, business plan priorities, increased number of public presentations and community outreach, etc.

As a result, LYNX has lost a significant number of administrative employees and has not been able to fill the vacancies with the most qualified individuals. In numerous cases, positions have not been filled because no qualified candidate was attracted and the position remains unfilled. Accelerating the learning curve with job training for new employees has not been done as consistently and vigorously as needed because of workloads and vacancies in training.

The Board was briefed on this issue at the June Board meeting and asked staff to provide a list of employee vacancy rates for the last couple of years and the reasons employees were leaving. That information is attached.

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Please note that the attached information shows that for the last one-and-one-half years, LYNX has lost a total of 56 administrative employees out of a total of 154 or 36% of its administrative workforce. High turnover rates result in higher costs to the agency as well as a huge impact on morale, quality of work life as well as a higher probability of mistakes and errors.

The positions shown in bold are positions that remain vacant today. The positions shown with an asterisk are positions that have been vacant for more than one year. Also attached is a chart that shows how the vacant positions have been posted and advertised.

After the LYNX compensation analysis was completed in 2005 and presented in 2006, approximately half of the administrative employees asked for a re-review of the results of the study. Based on this and the impact it had on agency morale, LYNX contracted with HRMP to review our results. They had recently completed compensation plans for Osceola County and the Cities of Sanford, Orlando and Maitland. Their review of our plan indicated that LYNX was not competitive with the marketplace and that an across-the-board 5% increase would help get us closer to market but would not fix the problem.

It is critical that LYNX' high turnover rate is addressed as soon as possible. The success of the agency in addressing Central Florida's transportation needs can only be as strong as our employees and their commitment to the agency.

LYNX Position Analysis

Effective Date	1/1/2006	Report Date	7/9/2007		
Req #	Position Title	Position Vacated	Date Opened	Date Filled	Days Open
206081	Administrative Specialist		9/18/06	Position Eliminated	Position Eliminated
205023	Associate Service Planner*	2/6/05	5/23/05	9/17/06	482
206037	Chief Administrative Officer	7/14/06	4/17/06	Position Eliminated	Position Eliminated
207015	Community & Govt Affairs Mgr	6/1/07	6/18/07		
206098	Data Analyst/Report Writer	Reclassified	2/26/07		
206055	Employment Coordinator	6/2/06	5/26/06	8/7/06	73
206040	Internal Auditor*	4/3/06	4/26/06		
207018	Maint. Training Supervisor		6/18/07		
207012	Manager of Paratransit		5/28/07	ON HOLD	
206056	Manager of Strategic Planning*	5/26/06	5/30/06	6/9/07	375
206069	Manager of Transportation*	6/18/05	8/14/06		
207007	Mgr of Human Svcs Transp Coord (JARC Grant)	New	4/2/07		
206022	Manager of Service Planning*	3/17/06	3/6/06		
206028	Passenger Service Planner		5/23/05	Position Placed On Hold for Evaluation	
	Passenger Service Planner	2/6/05	4/3/06	9/17/06	167
205067	Project Manager Planning*	4/28/05	10/31/05	8/31/06	304
205069	Project Manager Planning*	10/14/05	10/31/05		
206065	Receptionist	8/6/06	7/31/06	9/18/06	49
206057	Risk Manager*	6/23/06	6/19/06		
206024	Superintendent of Maintenance (New Title - Manager of Maintenance)	5/10/06	3/13/06	10/1/06	202
206008	Deputy Chief of Ops - Transportation	10/25/06	2/6/06	8/4/06	179
206017	Senior Contracts Administrator	2/15/06	2/20/06	3/28/06	36
206025	Senior Contracts Administrator	3/25/06	3/27/06	4/17/06	21
206018	Program Account Executive	2/24/06	2/20/06	4/25/06	64
206058	Program Account Executive	6/9/06	6/12/06	8/27/06	76
206062	Cash Control Receiver	9/1/05	6/22/05	9/7/06	442
206021	Administrative Assistant	2/12/06	3/6/06	3/31/06	25
206031	Network Engineer	4/30/06	4/3/06	7/10/06	98
206030	Recruiter	4/27/06	4/3/06	5/10/06	37
206029	Manager of Organizational Development & Training*	3/29/06	8/7/06	4/9/07	245
206027	Program Coordinator	3/22/06	4/3/06	5/3/06	30
206032	Manager Media Relations	3/31/06	4/10/06	7/6/06	87
206054	Accounting Tech Senior	3/5/06	5/22/06	7/26/06	65
206019	Community Relations Liaison	11/22/05	2/20/06	7/6/06	136
206003	Program Coordinator	1/8/06	1/9/06	1/30/06	21
205082	Senior Accountant	11/30/05	12/5/05	5/18/06	164
205078	Project Manager - Government Affairs	10/14/05	11/21/05	1/31/06	71
205076	Fiscal Assistant	10/8/05	11/21/05	2/17/06	88
206007	Customer Service Representative II	2/6/06	2/6/06	3/16/06	38
206052	Customer Service Representative II	5/17/06	5/17/06	8/21/06	96
206077	Customer Service Representative II	9/1/06 & 9/17/06	9/8/06	1/22/07	136
206088	Art Director	11/11/06	11/17/06	2/13/07	88
206082	Manager of Marketing & Corporate Affairs	9/26/06	9/25/06	12/4/06	70
206074	Creative Director	9/6/06	9/1/06	11/11/06	71
206073	Marketing Administrative Assistant	8/27/06	9/1/06	11/30/06	90
206071	Accountant	8/18/06	8/18/06	1/19/07	154
206076	Manager of Budgets	8/25/06	9/1/06	12/19/06	109
206078	Eligibility & Travel Representative	9/17/06	9/8/06	Position Reclassified	
206080	Customer Relations Coordinator	9/10/06	9/18/06	12/4/06	77
206075	Safety and Security Officer	New	9/1/06	1/3/07	124
206085	Inventory Control Tech III	10/6/06	10/6/06		
206063	Inventory Control Tech I	New	7/21/06	9/25/06	66
206067	Project Manager - Marketing	8/4/06	8/3/06	8/28/06	25
206068	Inventory Control Tech III	8/7/06	8/3/06	12/11/06	130
206094	Inventory Control Tech II	12/10/06	1/5/07	4/16/07	101
206097	Network Support Specialist	2/6/07	2/2/07	4/16/07	73
206099	Paratransit Supervisor	4/14/07	2/26/07		
207006	GIS Intern	New	3/20/07	5/14/07	55
207008	Public Information Specialist (CASE Grant)	New	4/9/07	6/1/07	53
207010	Inventory Control Tech I	4/15/07	4/20/07	6/1/07	42
207011	Accounting Technician	5/17/07	5/17/07	7/16/07	60
207013	P/T Marketing Assistant	5/28/07	6/1/07		
207017	Inventory Control Tech II	6/8/07	6/8/07		
61 positions					
5 new positions					
56 vacated positions				Open Positions	Shown in Bold
154 Adm. Employees				Positions Open over 1 year	Shown w/ *

Req #	Position Advertised	Publication/Website	Date Advertised	Cost	Ad Service Agreements & Job Fairs
205069	Project Manager - Planning	Fla. Chapter of the American Planning Assn.	1/17/06	\$115.00	2/6/07 - OrlandoJobs.com Service Agreement: Unlimited Posting Package for 6 Months - includes 1 Job Fair Marketing Package at no charge (\$1000 value) Total Cost: \$2,600.00
		Passenger Transport	2/27/06	\$243.60	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
		Central Florida Employment Council (free for us)			
206008	Deputy Chief of Operations - Transportation	Passenger Transport	2/13/06	\$184.80	
		Orlando Sentinel + 7 days on CareerBuilder	2/5/06	\$553.64	
		Passenger Transport	6/5/06	\$201.60	
		OrlandoJobs.com (service agreement w/them)			
206022	Manager of Service Planning	Passenger Transport	3/13/06	\$218.40	
		Govtjobs.com	3/22/06	\$90.00	
		The Florida Planning & Zoning Assn.	3/24/06	\$70.00	
			7/6/06 & Aug. 2006 newsletter	\$205.00	5/28/06 - Display Ad placed in Orlando Sentinel & ran 30 days on CareerBuilder - \$2,644.90
		Florida Planning Assn.			
		OrlandoJobs.com (service agreement w/them)			
		Central Florida Employment Council (free for us)			
		University of South Florida (n/c)			
		University of Central Florida (n/c)			
		Georgia Tech Graduate City & Regional Planning program (n/c)			
The Fulcrum International (n/c)					
FSU Career Center (n/c)			8/30/07 - Diversity Job Fair: \$995.00		
LYNX website					
		Monster.com			
		Community Transportation Assn website (CTAA)			
		FTPN (CUTR) Listserv			
206037	Chief Administrative Officer	Orlando Sentinel	4/16/06	\$491.10	
		LYNX website			
		Florida Public Personnel Admin.			
206054	Accounting Tech Senior	Orlando Sentinel + 7 days on CareerBuilder	5/21/06	\$564.25	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
206057	Risk Manager	Public Risk Management Assn. (PRIMA)	6/21/06	\$175.00	
		PRIMA	3/8/07	\$175.00	
		RIMS (Risk & Insurance Mgmt Society)	3/8/07	\$240.00	
		OrlandoJobs.com (service agreement w/them)			
		LYNX website			
206056	Manager of Strategic Planning	Florida Planning Assn.	7/5/06 & Aug. 2006 newsletter	\$165.00	
		OrlandoJobs.com (service agreement w/them)			

Req #	Position Advertised	Publication/Website	Date Advertised	Cost	Ad Service Agreements & Job Fairs
		Central Florida Employment Council (free for us)			
		University of South Florida (n/c)			
		University of Central Florida (n/c)			
		Georgia Tech Graduate City & Regional Planning program (n/c)			
		The Fulcrum International (n/c)			
		Florida Planning Assn.			
		FSU Career Center (n/c)			
		LYNX website			
		Monster.com			
		FSU Career Center (n/c)			
		Community Transportation Assn website (CTAA)			
		FTPN (CUTR) Listserv			
206069	Manager of Transportation	Passenger Transport	8/21/06	\$184.80	
		Orlando Sentinel	8/13/06	\$616.99	
		Passenger Transport	1/29/07	\$201.60	
		Orlando Sentinel	5/20/07	\$378.18	
		Orlando Sentinel Calendar Special Issue	5/25/07	\$178.20	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
		Community Transportation Assn website (CTAA)			
		FTPN (CUTR) Listserv			
		Monster.com (cost per service agreement)			
206076	Manager of Budgets	Orlando Sentinel	9/10/06	\$130.96	
		LYNX website			
206074	Creative Director	Orlando Sentinel	9/10/06	\$163.70	
		LYNX website			
206075	Safety & Security Officer	Orlando Sentinel	9/10/06	\$147.33	
		LYNX website			
206073	Marketing Administrative Assistant	Orlando Sentinel	9/10/06	\$114.59	
		LYNX website			
206078	Eligibility & Travel Training Representative	Orlando Sentinel	10/15/06	\$180.07	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
206080	Customer Relations Coordinator	Orlando Sentinel	10/15/06	\$163.70	
		LYNX website			
206040	Internal Auditor	Govtjobs.com	11/20/06	\$150.00	
		Orlando Sentinel	11/26/06	\$163.70	

Req #	Position Advertised	Publication/Website	Date Advertised	Cost	Ad Service Agreements & Job Fairs
		Monster.com	12/20/06	\$350.00	
		Orlando Sentinel	3/18/07	\$171.90	
		Orlando Sentinel	4/29/07	\$240.66	
		OrlandoJobs.com (service agreement w/them)			
		Central Florida Employment Council (free for us)			
		LYNX website			
206088	Art Director	Orlando Sentinel	11/26/06	\$147.33	
		Monster.com	12/19/06	\$350.00	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
206087	Maintenance Supervisor	Orlando Sentinel	11/26/06	\$180.07	
		LYNX website			
205082	Senior Accountant	Monster.com	12/20/06	\$350.00	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
206029	Manager of Org. Develop. & Training	ASTD.org	1/22/07	\$400.00	
		Workforce HR Jobs (Free Ad - Promotion)	3/13/07	\$0.00	
		ASTD.org	3/13/07	\$500.00	
		Orlando Sentinel	3/18/07	\$206.28	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
206097	Network Support Specialist	Orlando Sentinel	2/4/07	\$275.04	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
	Manager of Strategic Planning & Manager of Service Planning (together)	Passenger Transport	3/12/07	\$487.20	
		Fla. Chapter of the American Planning Assn	3/9/2007 & April 2007 newsletter	\$390.00	
206098	Data Analyst/Report Writer	Orlando Sentinel	4/1/07	\$240.66	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
		Monster.com			
		Community Transportation Assn website (CTAA)			
207007	Manager Human Svcs Transp. Coordinator	Orlando Sentinel	4/8/07	\$326.61	
		LYNX website			
		OrlandoJobs.com (service agreement w/them)			
		Central Florida Employment Council (free for us)			
		Community Transportation Assn website (CTAA)			

Req #	Position Advertised	Publication/Website	Date Advertised	Cost	Ad Service Agreements & Job Fairs
		FTP (CUTR) Listserv			
207008	Public Information Specialist	Orlando Sentinel LYNX website OrlandoJobs.com (service agreement w/them) Central Florida Employment Council (free for us)	4/15/07	\$395.37	
207010	Inventory Control Tech I	Orlando Sentinel LYNX website OrlandoJobs.com (service agreement w/them)	4/29/07	\$223.47	
207017	Inventory Control Tech II	LYNX website OrlandoJobs.com (service agreement w/them) Central Florida Employment Council (free for us)			
207011	Accounting Technician	Orlando Sentinel LYNX website OrlandoJobs.com (service agreement w/them) Central Florida Employment Council (free for us)	5/27/07	\$206.28	
207012	Manager of Paratransit	Orlando Sentinel Passenger Transport LYNX website Community Transportation Assn website (CTAA) OrlandoJobs.com (service agreement w/them) Central Florida Employment Council (free for us)	5/27/07 6/4/07	\$292.23 \$184.80	
207013	P/T Marketing Assistant	Orlando Sentinel LYNX website OrlandoJobs.com (service agreement w/them) Central Florida Employment Council (free for us)	6/3/07	\$257.85	
207015	Community & Government Affairs Manager	Orlando Sentinel LYNX website OrlandoJobs.com (service agreement w/them) Govtjobs.com FSU Career Center (n/c)	6/24/07	\$378.18	
206099	Paratransit Supervisor	OrlandoJobs.com (service agreement w/them) Central Florida Employment Council (free for us) LYNX website Community Transportation Assn website (CTAA)			
				\$13,020.14	

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.C

To: LYNX Board of Directors

From: **Bert Francis**
CHIEF FINANCIAL OFFICER
Rick Wilson
(Technical Contact)
Blanche Sherman
(Technical Contact)

Presented By: Bert Francis

Phone: 407.841.2279 ext: 6047

Item Name: Update on the LYNX Operations Center

Date: 7/26/2007

Staff will provide an update on the LYNX Operations Center (LOC) construction as well as a revised timeline. Additionally, staff will present a proposed LOC budget amendment to complete the project. Move in is expected within 30 days.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.D

To: LYNX Board of Directors

From: Bert Francis
CHIEF FINANCIAL OFFICER
Jennifer Stults
(Technical Contact)
Doug Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6047

Item Name: Update on Flex Bus

Date: 7/26/2007

Staff will provide an update on the status of the Interlocal Agreement as well as the Joint Participation Agreement (JPA) between the Florida Department of Transportation (FDOT) and LYNX for the implementation of Flex Bus.

Background:

In May 2007 the Board authorized staff to execute an amendment to the existing Joint Participation Agreement (JPA) between LYNX and the Florida Department of Transportation (FDOT). Staff prepared modifications and has forwarded the amendment to Altamonte Springs and FDOT for review and are awaiting their response. The amendment will authorize the roll forward of State TOPs funds and allow the project to move forward through construction. We are finalizing details to include project management and allowable project expenses and expect execution of this document next week.

Staff has drafted the First Amendment to the Interlocal Funding Agreement between LYNX and the City of Altamonte Springs in support of the implementation of Flex Bus. This original agreement was approved Sept 29, 2005 and expired May 29, 2007. The amendment will establish LYNX as the project manager for the project but will also clearly establish Altamonte Springs as the contracting agency for the construction phase of the project. It will also establish the remaining funding for the construction phase and eligibility of cost. The First Amendment will extend the expiration date to May 15, 2008, at which time it is anticipated a second amendment will be required to extend this funding agreement for total project construction as well as identify funding sources for implementation and operating costs.

LYNX Board Audit Committee Agenda

Audit Committee Information Item #.I

To: LYNX Board of Directors

From: **Linda Watson**
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)
Mark Forsyth
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: LYNX' Board of Directors 12-month rolling calendar of agenda items

Date: 7/26/2007

August 2007

- Approval of LYNX' DBE goal
- Adoption of the FY2008 Operating and Capital Grant Budget
- Authorization to issue an RFP for artistic printing of buses

September 2007

- Authorization to execute funding agreement with regional funding partners
- Authorization to execute a JPA with FDOT for Commuter Assistance Grant Program
- Annual Board of Directors' selection of officers

October 2007

- Acceptance of the Chief Executive Officer's (CEO) annual appraisal
- Authorization to retire and sell surplus property
- Authorization to release RFP for artistic painting of buses
- Adoption of Title VI Program
- Authorization to submit annual certifications
- Authorization to purchase fixed route replacement buses

November 2007

No Board Meeting in November

LYNX Board Audit Committee Agenda

December 2007

- Authorization to submit annual appropriations grant to FTA
- Authorization to submit grant applications to FDOT for rural transportation services
- Authorization to execute agreement with the CTD for non-emergency Medicaid transportation

January 2008

- Review staff recommendations for FY09 legislative priorities
- Update on Supervisor Union contract negotiations
- Adoption of the FY2008 independent audit
- Authorization to issue an RFP for security guard services

February 2008

- Adoption of FY09 legislative priorities

March 2008

- Authorization to submit IFB for vehicle filters.

April 2008

- Authorization to issue IFB for record storage

May 2008

- No known procurement activities at this time.

June 2008

- Preliminary discussion on the development of the FY2009 Operating and Capital Budget
- Authorization to award contract for security guard services

July 2008

- No known procurement activities at this time.