

Board Date: 5/22/2014

Time: 1:00 PM



Central Florida Regional Transportation Authority 455 N. Garland Ave. 2nd Floor Board Room Orlando, FL 32801

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

1.	Call	to	Order	&	Pledge	of	Allegiance

2. Approval of Minutes

PDF	Minutes	from
15	POF	Minu

Minutes from the March 27, 2014 Board of Directors' Meeting

Minutes from the April 11, 2014 Board of Directors' Meeting

with Bolton and Helms Law Office

Pg 14

Pg 29

Pg 5

3. Recognition

- Service Awards 20 Years: Alejandro Hernandez, Bus Operator; Anna Cole, Bus Operator; Carlos Espinosa, Bus Operator; David Mcleod, Bus Operator; Norbert Barrios, Bus Operator; Wayne Davis, Bus Operator; Rafael Lopez, Transportation Supervisor; Edward Jones, Transportation Supervisor; Jose Alicea, Transportation Supervisor; George Penvose, Maintenance Supervisor-Body Shop. Service Award 25 Years: Bryan Young, Technician A.
- LYNX' State and International Bus Roadeo Team: Moises Reina, Bus Operator; Christophe Balroop, Mechanic; Harryram Mootoo, Mechanic; Radu Solomon, Mechanic. Team Coaches: Gail Stewart, Bus Operator; Hemo Harnanan, Mechanics.

4. 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.

5. Chief Executive Officer's Report

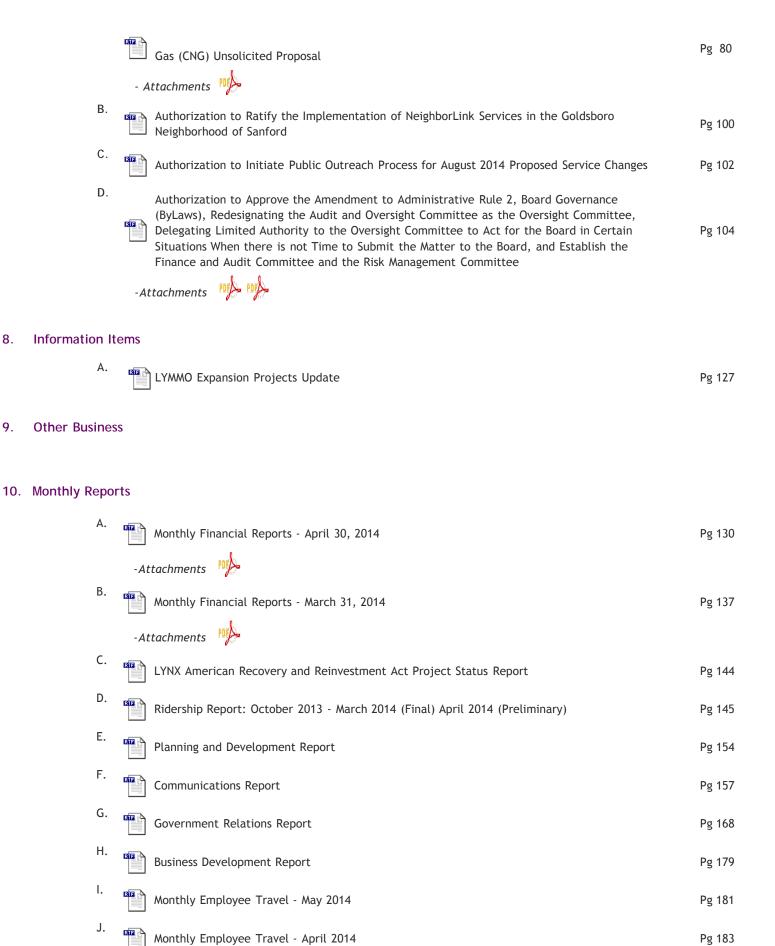
6. Consent Agenda

A. Request for Proposal (RFP)

	i.	B .	Authorization to Release a Request for Proposal (RFP) for Bus Inspection Services	Pg	17
	ii.	S	Authorization to Release a Request for Proposal (RFP) for Insurance Agent/Broker(s) Who Will Solicit and Secure Property, Liability, Workers' Compensation, Crime, Cyber, Excess, Commercial Auto, Umbrella and Any Other Required Liability Insurance	Pg	19
	iii.		Authorization to Release a Request for Proposal (RFP) to Purchase Computer Software Necessary to Replace the Existing and Obsolete Claims Data Management Systems	Pg	21
В.	Invitatio	on for	Bid (IFB)		
	i.		Authorization to Issue an Invitation for Bid (IFB) for Concrete Improvements at the LYNX Operation Center (LOC) and Award a Contract	Pg	23
	ii.	in in	Authorization to Issue an Invitation for Bid (IFB) for Replacement Bus Lifts for the LYNX Operation Center (LOC) Maintenance Facility	Pg	25
C.	Miscella	neous			
	i.	S	Authorization to Add the Not-to-Exceed Dollar Amount from the Cancelled Contract (#12-C01) with Transportation America to the Not-to-Exceed Dollar Amount of the Agreement (#12-C02) with MV Transportation for Core Paratransit Services	Pg	27
	ii.	G1G A	Authorization to Extend Contract # 09-C27 with Workers' Compensation Legal Services	Ρσ	29

III.		Authorization to Negotiate and Enter into a Memorandum of Agreement with Florida Department Of Transportation (FDOT) for the Replacement of All Improvements Related to the Parramore BRT TIGER II Project Impacted by the Ultimate I-4 Project	Pg	30
	-At	tachments Pu		
iv.	ISTE	Authorization to Amend Contract #11-C18 with Diamond Security Investigation and Security, Inc.	Pg	35
٧.	ISTE A	Authorization to Issue a Purchase Order to Security 101 for the Upgrade of Existing Analog Cameras to Digital and Purchase of Additional New Cameras	Pg	36
vi.		Authorization to Execute Amendment No. 6 of the Medicaid Non-Emergency Transportation Agreement (NET) with the Florida Commission for the Transportation Disadvantaged, to Add Funding, and Extend the Agreement to August 31, 2014	Pg	38
vii.	INTE	Authorization to Exercise the First Year Option and Modify Contract #11-C17 with DesignLab, Inc. for Operator Uniforms	Pg	40
viii.	136	Authorization to Amend Administrative Rule 4 (Procurement) and Adopt Administrative Rule 12 (Advertising)	Pg	41
	-At	tachments PDF PDF PDF		
ix.		Authorization to Amend Contract #s 09-C28 and 09-C29 with Zimmerman, Kiser, Sutcliffe and Fisher, Rushmer, Werrenrathe for General Liability, Auto Liability and Public Liability Legal Services by Increasing the Not-to-Exceed Amount by \$120,000 in the Aggregate	Pg	57
Х.	136	Authorization to Negotiate and Bind Coverage and Premium for One Year Renewal of the Property Insurance Program	Pg	59
xi.	MG A	Authorization to Transfer Three Retired Buses to the Lake County Transit System	Pg	61
xii.		Authorization to Submit Grant Application to the Department of Homeland Security (DHS) for Transit Security Grant Program (TSGP) Funding	Pg	63
xiii.		Authorization to Ratify the FY2015-2024 Transit Development Plan (TDP) Minor Update Submittal to the Florida Department of Transportation (FDOT) District 5	Pg	65
xiv.		Authorization to Award Projects Solicited for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Urbanized Orlando & Kissimmee Program and to Execute Sub-Recipient Agreements with Awarded Agencies	Pg	66
XV.		Authorization to Submit FY2015/2016 Service Development Grant Proposals to the Florida Department of Transportation (FDOT) and the Authority to Execute Upon Notification of Funding by Resolution No. 14-003	Pg	68
	-At	tachments PDF		
xvi.		Authorization to Amend Contract No 13-C05 with Kittelson & Associates for the State Road 50/UCF Connector Alternatives Analysis	Pg	72
xvii.		Authorization to Adopt Resolution No. 14-005 and to Execute the Transportation Disadvantaged Grant Application for State Fiscal Year 2015	Pg	74
xviii.	1862	Authorization to Submit Grant Application to the Federal Transit Administration (FTA) for Mobility Services For All Americans (MSAA) Deployment Planning	Pg	77

7. Action Agenda



8.

9.

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 Sarah Tirado at 455 N. Garland Ave, Orlando, FL 32801 (407) 841-2279, extension 6012, 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 Monthly Board Meeting Minutes

PLACE: LYNX Central Station

455 N. Garland Avenue Board Room, 2nd Floor Orlando, FL 32801

DATE: March 27, 2014

TIME: 1:05 p.m.

Members in Attendance:

City of Orlando, Mayor Buddy Dyer, Chairman Orange County, Mayor Teresa Jacobs, Secretary Seminole County Commissioner, Carlton Henley FDOT District 5 Secretary, Noranne Downs

Members Absent:

Osceola County Commissioner, Frank Attkisson, Vice Chairman

1. Call to Order and Pledge of Allegiance

The Chairman, Mayor Buddy Dyer, called the meeting to order at 1:05 p.m. Chairman Dyer asked Commissioner Carlton Henley to lead the Pledge of Allegiance.

2. Approval of Minutes

Motion was made and seconded to approve the Minutes of the January 29, 2014 Board of Directors. The Motion passed unanimously.

3. Recognition

The Chairman recognized Donna Tefertiller, Director of Human Resources, to present LYNX' employee recognitions.

20 Years of Service:

Christine Jackson, Bus Operator Willie Flowers, Bus Operator Elvis Dovales, Maintenance Training Supervisor

30 Years of Service:

Michael Johnson, Customer Service Representative

4. Public Comments

Terri Ann Tardif addressed the Board to thank Beatrice Garay, Bus Operator.

Norm Audet addressed the Board requesting prior to Board action on the Consent Agenda Item to amend the Anti-Drug and Alcohol Misuse Prevention Program that the Union be given a chance to bargain.

Margo Wright addressed the Board to compliment Matthew, the Operator on Link 6.

Dwayne Grey addressed the Board in opposition of the elimination of Link 34 and 46E.

Jonathan Sebastian Blount addressed the Board to compliment the LYMMO service.

Joanne Counelis addressed the Board in support of 24 hour service 7 days a week including holidays and weekends.

Brenda Brown addressed the Board in opposition of the elimination of Link 34.

William Mobley addressed the Board in opposition of the elimination of Link 34 and 46E.

5. Chief Executive Officer's Report

The Chairman recognized John Lewis, Chief Executive Officer.

Mr. Lewis noted that several comments have been made regarding Links 34 and 46E are not being eliminated. Link 34 has been routed to serve the US17-92 corridor. Link 34 was operating in the Goldsboro community, however, there is still access. LYNX staff will meet with the speakers and staff is continuing to work with the City of Sanford and Seminole County for the potential of other options to serve the community.

Mr. Lewis asked for a moment of privilege. The City of Orlando has had a change in staff. Christine Kefauver has moved to HDR. Christine has assisted LYNX as an organization and to him personally. LYNX has a plague to give to Christine to recognize her for her service to LYNX. Mr. Lewis asked that in Christine's absence, if the City would give it to her on LYNX' behalf.

Mr. Lewis noted that the month of April has been an exciting time for transportation in Orlando. Staff has been busy coordinating events to highlight the regions accomplishments. SunRail begins service on May 1st. On April 4th, LYNX will be hosting SunRail Community Tour at LYNX Central Station. Food trucks, information tables, and the SunRail train will be at the Station.

The LYMMO East / West Expansion dedication will be held following Mayor Dyer's State of the City address on April 10th. The dedication will take place at the new home of the Orlando City Lions.

LYNX' Public Service Bus unveiling will take place on April 14th at the Kissimmee Intermodal Station.

The Station was dedicated several weeks ago. Several LYNX Board members attended along with local officials and the Federal Transit Administration Regional Administrator. The Station project came in almost \$1 million under budget and on time. LYNX is now working with the Central Florida Congressional delegation to find a way to keep the funds in Central Florida and put it to use to expand SuperStops and other transit amenities in LYNX' service area.

April 30th will be the official opening of the SunRail Station at LYNX Central Station.

Mr. Lewis reported that over the past several months there has been communications regarding LYNX Senior ID Program cards. LYNX implemented the Program in Spring 2012 to address the fraudulent abuse of both the student and senior discount pass programs. For students and seniors that are eligible for a discount pass is required to have a LYNX ID card to receive the discount once they board a LYNX vehicle. Since the roll-out, LYNX has issued over 26,000 ID cards and the fare realization has seen significant increase as a result of the change.

On March 21st, LYNX staff went to the Palm Valley Home Owners Association meeting in Seminole County where over 200 people were provided an overview of LYNX' service together with our SunRail partners. At that meeting, 48 attendees were signed for the ID Program card.

LYNX staff will continue to outreach to community centers, senior centers, events and locations to provide information and ID Program cards.

The Audit Committee has discussed to potential changes to the structure and authority of the Committee. As demand for public transit continues to grow in Central Florida and LYNX service continues to grow, LYNX may want to re-evaluate its structure in terms of Committees and Sub-Committees to ensure we are meeting the needs of our funding partners and customers. Mr. Lewis and LYNX' General Counsel will be meeting with the funding partners and staff to formulate a proposal to bring to the next Board meeting for consideration.

6. Consent Agenda

The Chairman announced that staff requested Consent Agenda Items 6.C.iii and 6.C.ix be replaced with Blue Sheet items. Both items were discussed by the Audit Committee.

Mr. Lewis noted that LYNX' legal counsel made some conforming language changes to the items without change in substance nor the addition of new items.

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for the Development of a Performance Measurement System and Scorecard
- ii. Authorization to Release a Request for Proposal (RFP) for NeighborLink Services
- iii. Authorization to Release a Request for Proposal for Vanpool Fleet Management, and Insurance Contract

B. Extension of Contracts

- Authorization to Exercise the Second Option Year of Contract #10-C22 with ADARide.com for Paratransit Eligibility, Functional Assessment and Fixed Route Travel Training
- ii. Authorization to Exercise the Second Option Year of Contract #10-C30 with Cherry Bekaert, L.L.P. for Auditing Services
- iii. Authorization to Exercise the Second Option Year of Contract #10-C36 and Contract #10-C37 with Burgess Chambers for Investment Monitoring Services

C. Miscellaneous

- i. Authorization to Amend the Anti-Drug and Alcohol Misuse Prevention Program
- ii. Authorization to Increase the Contract Amount with Apple One Employment Services (Contract Number 12-C20) and Manpower for Temporary Staffing Services (Contract Number 12-C19)
- iii. Authorization to Adopt Resolution No. 14-002 to Appoint Donna Tefertiller, Director of Human Resources, Blanche Sherman, Director of Finance, and Stephen Berry, Manager of Transportation to the Administrative Committee to the LYNX Defined Contribution Plan for Bargaining Unit Employees
- iv. Authorization to Issue a Purchase Order in the Amount of \$64,500 to Just Program, LLC d/b/a Solodev for Website Design and Hosting Services for SunRail and to Amend Contract
- v. Authorization to Issue a Purchase Order in the Amount of \$272,624 to Tribridge for LYNX' Fare Collection Program Continued Support and Implementation Planning Assistance
- vi. Confirmation of the Appointment of Matthew Friedman to the Position of Director of Marketing and Communications
- vii. Authorization to Enter Into a Lease Agreement with JPG Orlando, LLC for Premises Located at 4950 LB McLeod Road, Orlando
- viii. Authorization to Utilize the State of Florida Administration and Information Technology Temporary Services Contract
- ix. Authorization to Adopt Resolution No. 14-001 to Appoint Donna Tefertiller, Director of Human Resources, Blanche Sherman, Director of Finance, and Stephen Berry, Manager of Transportation as Trustees to the LYNX Defined Contribution Plan for Bargaining Unit Employees
- x. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
- xi. Authorization to Issue a Purchase Order to Alliance Bus Group d/b/a First Class Coach Sales Under the Florida Department of Transportation's (FDOT) Florida Vehicle Procurement Program's (TRIPS) State Contract #TRIPS-11-CAFCCSC for Fifteen (15) Paratransit Replacement Vehicles
- xii. Authorization to Ratify the Increase of Purchase Order #1301404 with Don Wood, Inc for Improvements Associated with the Addition of Diesel Bus Fueling at Osceola Satellite Facility
- xiii. Authorization to Revise the Guaranteed Maximum Price (GMP) Estimate for ZMG Construction and Project Contingency for Parramore BRT and to Realign Construction Budget

- xiv. Authorization to Negotiate and Enter into a Bus Service Agreement with Bombardier Transportation for SunRail Bus Bridge Services
- xv. Authorization to Write-off Assets as of June 30, 2013 Physical Inventory Count and Reconciliation
- xvi. Authorization to Submit Grant Applications to the Federal Transit Administration for Fiscal Year 2014 MAP-21 Apportionments and to Sub-allocate FY 2014 Orlando Urbanized Area 5307 Funding to Lake County Transit Services
- xvii. Authorization to Auction Surplus Equipment

Motion was made and seconded to approve the Consent Agenda Items 6.A.i through 6.C.xvii. The Motion passed unanimously.

7. Action Agenda

A. Authorization to Exercise the Purchase Option of the Comerica Bank Bus Lease Agreement

The Chairman recognized Blanche Sherman, Director of Finance, to make the presentation.

Ms. Sherman noted that in 2007, Orange County supported the lease of 21 diesel buses at a time when all the Partners were on the Funding Model and LYNX was expanding services. The Lease Agreement expires in August 2014 and requires notice be given to Comerica Leasing Corporation by April 15, 2014 of LYNX' intentions to exercise the option to purchase in order to arrive at an agreed upon fair market value.

The estimated fair market value of the buses is \$1.5 million.

Motion was made and seconded to authorize for the Chief Executive Officer (CEO) to exercise the purchase option of the Comerica Bank Bus Lease Agreement. The Motion passed unanimously.

B. Amendment to LYNX' FY2014 Operating and Capital Budgets

The Chairman recognized Blanche Sherman, Director of Finance, to make the presentation.

Ms. Sherman stated that staff is requesting the Boards' approval of the amended FY2014 Operating and Capital Budgets in the amount of \$127,936,419 (0.1% increase) and \$99,484,058 (-1.8% decrease), respectively.

The Chairman recognized Seminole County Commissioner Carlton Henley.

Commissioner Henley stated the Audit Committee is recommending the Board approve the amendment to the FY2014 Operating and Capital Budgets.

Motion was made and seconded to amend LYNX' FY2014 Operating and Capital Budgets. The Motion passed unanimously.

C. Presentation on Annual Financial Audit & Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ending September 30, 2013

The Chairman recognized Blanche Sherman, LYNX' Director of Finance, who introduced Ron Conrad, Partner, Cherry Bekaert, LLP, to present the results of the annual financial audit and CAFR.

Mr. Conrad noted that the report was reviewed and discussed with the Audit Committee.

He stated that it will be the 22nd consecutive year LYNX' report will be submitted to the GOFA for its Certificate of Achievement for Excellence in Financial Reporting.

Mr. Conrad stated that LYNX received a "clean opinion".

Motion was made and seconded to accept the Annual Financial Audit & Comprehensive Annual Financial Report (CAFR) for Fiscal Year ending September 30, 2013. The Motion passed unanimously.

E. Authorization to Implement the April 13, 2014 Proposed Service Changes

The Chairman recognized John Lewis, LYNX' Chief Executive Officer, to make the presentation.

On January 29, 2014 staff received authorization from the Board of Directors' to initiate the Public Participation Process for consideration of proposed service changes for April 13, 2014. A total of four open houses/public hearings were held between February 25, 2014 and February 28, 2014. Customers and staff were able to obtain input on the service changes through the public workshops.

Staff is requesting the Board of Directors' authorization to implement the April 13, 2014 Proposed Service Changes.

Motion was made and seconded to authorize the implementation of the April 13, 2014 Proposed Service Changes. The Motion passed unanimously.

D. Authorization to Submit Applications for the FY2014 US Department of Transportation (USDOT) TIGER VI Program

The Chairman recognized John Lewis, LYNX' Chief Executive Officer, to make the presentation.

Staff is requesting the Board of Directors' authorization to submit grant applications for the United States Department of Transportation (USDOT) funding under the Transportation Investment Generating Economic_Recovery (TIGER VI) Program.

Applications are due April 28, 2014. LYNX staff is coordinating meetings with our funding partners and other regional agencies to discuss potential partnerships for regionally significant and supported projects to submit. Through these discussions, LYNX will develop

Board Meeting Minutes Page 6 of 9

application(s) that are in accordance with the criteria. Potential projects identified for consideration are:

- US 192 Corridor Transit Signal Priority (TSP) and Kissimmee Circulator. This Project will support SunRail feeder services at Kissimmee Intermodal Facility, and improve existing transit operations along US 192 corridor from downtown Kissimmee to Walt Disney World.
- Premium Corridor Planning, including engineering and design for SR 436 or SR 50. Completion of these studies, will position a premium corridor to secure federal funds targeted for construction.

Motion was made and seconded to authorize the submittal of applications for the FY2014 US Department of Transportation TIGER VI Program. The Motion passed unanimously.

8. Work Session

A. Overview of Fiscal Year 2015 Preliminary Operating Budget

The Chairman recognized Blanche Sherman, Director of Finance, to make the presentation.

Ms. Sherman noted that an overview of the preliminary FY2015 Operating Budget was provided to the Audit Committee. Further discussion will be held with LYNX' funding partners and staff before finalization.

Ms. Sherman provided the key budget assumptions:

Key Budget Assumptions - Overall

- FY2015 Funding based on LYNX Adopted Funding Model
- Maintain current Preventative Maintenance funding level
- Maximize current service levels through efficiencies
- Apply additional Flex (NeighborLink) services, where appropriate
- Apply impacts of legislative changes to Medicaid
- Maximize use of Anticipated Advertising Revenue
- How to apply \$1.2 million in savings included in Contingency
- Consideration of salary increases consistent with Funding Partners
- Anticipated impact of year three Union wage re-opener
- Full year impact of pension reform contribution rate
- Continuation of Fuel Hedging Program, as appropriate
- Continued application of reductions based on LYNX ownership of paratransit vehicles
- Continuation of Bio-Diesel Program, as appropriate
- Full year impact of SunRail

The FY2015 Preliminary Operating Budget totals \$127,680,744 in revenues and \$127,680,744 in expenses. The Preliminary Operating Budget is funded by a combination of LYNX - generated revenue and federal, state and local dollars. These funds are used to fund personnel expenses, services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased transportation expenses, leases and miscellaneous expenses. Again, this preliminary budget <u>does not</u> include a fare increase, <u>additional</u> Preventative Maintenance funding, ARRA funding, or the utilization of reserves.

Based on discussions with the LYNX Board of Directors, County and City Commissioners, and staff, LYNX is continuing the utilization of its funding model to allocate each jurisdiction's share of the costs of operations in FY2015. Through use of the model, LYNX is able to properly fund its operation and the cost of services is appropriately distributed based on service supplied.

As a result of utilizing the funding model, the FY2015 local funding amounts have increased by 12.2%.

Future Items for consideration

- Continue to review the type of fixed route vehicles used in future operations
- Consideration of public / private partnership (satellite facilities / BRT)

Ms. Sherman provided the Budget Calendar.

Budget Calendar

•	Funding Request Letters Submitted to Funding Partners	May
•	Budget Presentation Osceola & Orange Counties	June / July
•	Budget Presentation Seminole County	August
•	Final Board Action	September 25
•	Budget Year FY2015 Commences	October 1

The Chairman recognized Seminole County Commissioner Carlton Henley.

Commissioner Henley stated the Audit Committee discussed the budget proposal and particularly the increases to the local funding partners. The Committee also discussed the potential for utilizing the \$1.2 million in savings to off-set the impact of funding increases to the funding partners. He noted that LYNX has 5 Reserve accounts and the Committee requested further information regarding the account balances.

The Chairman recognized Orange County Mayor Teresa Jacobs.

Mayor Jacobs noted for the record that LYNX staff is aware that Orange County was not anticipating a 16.6% increase and have questions as to why Orange County's share is greater and look forward to receiving some answers to that. Last year, Orange County's increase was 13.4%. If there was a corresponding increase in service, it would be easier to understand.

The Mayor also stated it would be helpful to understand if there are additional costs, how they may be mitigated. Staff will be discussing what can be done to control some expenses such as: 177% increase in Workers Comp and 50% increase in Union Pensions.

9. Information Items

The Chairman noted that information items were contained within the package of meeting materials for the members review.

10. Other Business

The Chairman asked if there was other business.

Mr. Lewis responded staff had no further business.

11. Monthly Reports

Monthly Reports are for review purposes only. No action is required.

Meeting adjourned at 1:55 p.m.

LYNX

Central Florida Regional Transportation Authority Monthly Board Meeting Minutes

PLACE: MetroPlan Orlando

One Landmark Center

315 E Robinson Street, Suite 355

Orlando, FL 32801

DATE: April 11, 2014

TIME: 1:00 p.m.

Members in Attendance:

City of Orlando, Mayor Buddy Dyer, Chairman Orange County, Mayor Teresa Jacobs, Secretary Seminole County Commissioner, Carlton Henley FDOT District 5 Secretary, Noranne Downs

Members Absent:

Osceola County Commissioner, Frank Attkisson, Vice Chairman

1. Call to Order and Pledge of Allegiance

The Chairman, Mayor Buddy Dyer, called the meeting to order at 1:00 p.m. Chairman Dyer lead the Pledge of Allegiance.

2. Public Comments

Joanne Counelis addressed the Board in support of 24 hour service 7 days a week including holidays and weekends.

3. Action Agenda

- A. Authorization to Enter Into an Interlocal Agreement with the Florida Department of Transportation (FDOT) for the SunRail Ticketing System, Backroom Development and Cost Sharing
- B. Authorization to Enter Into a Joint Participation Agreement (JPA) for Feeder Bus Service with Florida Department of Transportation (FDOT) for SunRail

The Chairman recognized Pat Christiansen, LYNX' General Counsel, to make the presentation.

Mr. Christiansen noted that he would provide information for both items together.

Mr. Christian began with the providing background concerning the JPA.

Staff has been working with FDOT over the last several years to develop a feeder bus plan that provides first and last mile access to SunRail patrons. Recently, FDOT has furnished to LYNX a form of the JPA and, recently, LYNX and its counsel met with FDOT and its counsel to discuss the JPA. The form of the JPA furnished to LYNX by FDOT provides that FDOT will pay for a limited amount of hourly service at an agreed upon rate and provides for one year service agreement with options to continue the service in subsequent years.

LYNX staff estimates that the feeder bus plan will require 17,798 hours of service which will cost approximately \$1.1 million annually. FDOT believes the service can be provided for 15,259 hours at a cost of \$947,000.00; the form of the JPA provided by FDOT allows for these FDOT numbers and not the LYNX estimates.

LYNX staff disagrees with the terms of the JPA related to the costs of the feeder service as presented by FDOT and negotiations over those issues continue.

LYNX position is that the service should be evaluated periodically to adjust to operating environment and actual costs can be better determined after service begins. LYNX does not support the FDOT position that hours of service and associated costs shall not exceed their estimates. Accordingly, LYNX is requesting Board authorization only through June, 2014, so that LYNX will be in a better position to estimate the actual use of the bus feeder system so that it can at that time discuss the matter with FDOT and also bring further authorization for continuing the bus feeder service back to the LYNX Board.

Mr. Christian provided the background information concerning the InterLocal Agreement.

Staff has been working with FDOT over the last several years to develop a fare policy and technology to support the feeder bus service that will operate in support of SunRail. This InterLocal Agreement will provide the framework for costs sharing, backroom development and processing of ticket proceeds. Recently, FDOT has provided to LYNX a form of InterLocal Agreement and, LYNX and its counsel also met with FDOT and its counsel to review that draft. LYNX staff disagrees with several of the terms in the draft InterLocal Agreement furnished to LYNX, including among other matters, the frequency with respect to which LYNX will receive payment from the SunRail Clearinghouse for LYNX generated revenues, and the implementation of a "stored value bonus" rather than the 10% discount rate that was established in the LYNX and SunRail fare policy. As noted, these and other items are the subject of discussions between LYNX and FDOT.

The InterLocal Agreement generally will apply over the term that FDOT has responsibility for operating SunRail.

Mr. Christiansen outlined an option for the Boards' consideration:

The Board can authorize the CEO to execute the JPA and InterLocal agreements for a two week period, continue the negotiations, and authorize the CEO to execute an agreement through August 31, 2014.

Mr. Lewis provided what continues to be under discussion is the number of feeder bus services hours. He stated that FDOT has estimated 15,000 hours and LYNX has estimated 15,000 hours. Much of the difference is associated with LINK 41 service to the Altamonte Springs Station.

Discussion ensued regarding the financial impact to the funding partners.

Mr. Lewis provided that the exposure to the funding partners could be \$30,000. He stated that FDOT cannot pay in arrears and LYNX will be offering service without a method of recouping the cost for the funding partners.

Discussion ensued regarding the distribution of fare box revenue.

Mr. Lewis stated that LYNX and FDOT are still working through the distribution of the fare box. As it was presented, the JPA had a 50% allocation. LYNX proposes a fare box allocation similar to that with the funding partners. LYNX credits the fare box revenues for each partners' pro-rated portion based on hours in the jurisdiction.

Additionally, the JPA was presented with a bonus not a discount. Mr. Lewis provided that LYNX' Board at its December, 2013 acted on its fare policy authorizing a 10% discount. He also stated that LYNX' Funding Agreement do not allow for payment in advance. This would be an issue of cash flow.

Discussion ensued regarding the discounts impact on LYNX budget.

Mr. Lewis stated the difference would be based on the funding model. Based on current allocation, it would be roughly 80% to Orange County, 10% to Seminole County and 10% to Osceola County

Motion was made and seconded to authorize the CEO to enter into JPA for feeder bus service and the InterLocal Agreement for the ticketing system, backroom development and cost sharing with FDOT for SunRail with a two week expiration, authorize the CEO to further negotiate with FDOT, provide for Funding Partners' staff to participate in the negotiations, and authorize the CEO to execute both Agreements through Aug. 31, 2014.

Under discussion, the members asked what the financial impact to LYNX would be for the two week period the Agreements would be enforce.

Mr. Lewis stated that by using the model included in the JPA, LYNX would lose approximately \$11,000.

Mr. Christiansen asked the maker of the Motion for clarification as to whether it was the intent for the Funding Partners' staff to participate in the negotiations. The maker of the Motion confirmed that it was.

Motion was passed unanimously.

Meeting adjourned at 1:35 p.m.



Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Tangee Mobley

DIR OF TRANSPORTATION & MAINT

David Rodriguez (Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Request for Proposal (RFP)

Authorization to Release a Request for Proposal (RFP) for Bus Inspection

Services

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Request for Proposal (RFP) for Bus Inspection Services. The contract term will be for five (5) years.

BACKGROUND:

At the December 04, 2013 Board of Directors meeting, the Board approved the award of a contract with Gillig LLC as a supplier for transit buses for a five (5) year period. LYNX acted as the lead procuring agency on behalf of the members of the Florida Public Transportation Association (FPTA). The authorization requested will allow for the solicitation of a "companion contract" to obtain high quality and professional bus line inspection/resident engineering services to ensure that the buses obtained by consortium members, when built, are top quality equipment capable of delivering maximum performance with high reliability. These inspections are required for FTA funded buses. The Contractor represents the Procuring Agency at the Gillig plant and monitors the manufacturing and installation process. The Contractor will be authorized to approve the pre-delivery acceptance tests and to release the buses for delivery. Each agency who utilizes this contract is responsible to issue their own purchase orders for the services and payment.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

Due to the technical and specific nature of the work to be performed, the opportunity for DBE participation is very limited or not likely. LYNX' procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms. The successful bidder/offer will be required to report DBE participation obtained through race neutral means.



FISCAL IMPACT:

The cost LYNX is anticipating on paying is \$455 per vehicle. LYNX typically purchases from twenty (20) to twenty-five (25) vehicles per year. The bus inspection fees are 100% grant funded.



Consent Agenda Item #6.A. ii

To: LYNX Board of Directors

From: Baunie McConnell

DIRECTOR OF RISK MGMT & SAFETY

Baunie McConnell (Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Request for Proposal (RFP)

Authorization to Release a Request for Proposal (RFP) for Insurance Agent/Broker(s) Who Will Solicit and Secure Property, Liability, Workers' Compensation, Crime, Cyber, Excess, Commercial Auto, Umbrella and Any

Other Required Liability Insurance

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Public Entity Insurance Agent/Broker(s) who have market assignments for the Property, General/Public Liability, Workers' Compensation, Commercial Auto, Public Officers Liability, Fiduciary Liability, Environmental and other lines of insurances. The contract will be awarded for a term of five (5) years.

BACKGROUND:

LYNX, as a public entity, is self-insured for property damage, and bodily injury liability resulting from operations of its fleet of mass transit and private passenger vehicles pursuant to Florida State Statute (F.S.S.) 627.733(3)(b) incorporating 768.28(15). Supplementing this retention of risk is coverage for damage to its vehicles, premises liability, professional liability and property under various policies. As a public entity, LYNX is not subject to the Financial Responsibility Laws pursuant to Chapter 324 F.S.S., the PIP/No-Fault Laws per Section 627.736 F.S.S., nor is LYNX required to provide Medical Payments or Uninsured Motorist coverage, and its liability is limited by Section 768.28, F.S.S. to \$200,000 per person, \$300,000 per incident.

LYNX protects areas of significant loss exposure through a commercial insurance program. LYNX' current insurance program is provided through A. J. Gallagher Insurance Broker who has been the agent for LYNX since 2009.

LYNX will consider proposals from all qualified agents and brokers specializing in public entity liability insurance programs.



The RFP's scope of work will include analyzing and evaluating our current program along with providing the actual insurance coverage and policies similar in scope and cost to those provided to other similarly situated public entities.

The cost for the insurance broker fee is customarily between 10-17% of the estimated premium dollars, which is currently around \$600,000. However, with the possibility of adding on excess liability and workers' compensation coverage the premiums could reach \$1,000,000. Areas of coverage include but are not limited to: Property, Public Liability, Inland Marine, Crime, Pension Fiduciary, Boiler and Machinery, Environmental Liability, Public Officials Liability, Employment Practices Liability, Special Events, Road Rangers, Leased Buses and Auto Physical Damage.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE officer will work with the project manager upon the determination of the funding source and development of a scope of work to identify subcontracting opportunities for DBE/Small Business firms and appropriate goal for the project to ensure compliance. LYNX continues to acknowledge and encourage any and/or all opportunities for DBE participation as stated in the Federal Register 49 CFR Part 26.

FISCAL IMPACT:

LYNX staff included \$50,000 in the FY2014 Amended Operating Budget for broker services related to securing Property, Liability, Workers' Compensation, Crime, Cyber, Excess, Commercial Auto, Umbrella and any other required liability insurance. The FY2013 expenses for broker services were \$50,000.



Consent Agenda Item #6.A. iii

To: LYNX Board of Directors

From: Baunie McConnell

DIRECTOR OF RISK MGMT & SAFETY

Baunie McConnell (Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Request for Proposal (RFP)

Authorization to Release a Request for Proposal (RFP) to Purchase

Computer Software Necessary to Replace the Existing and Obsolete Claims

Data Management Systems

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for the purchase, installation and maintenance of a Risk Management and Claims Administration System (RMIS) that will include all major features of claims administration, property/locations management, safety and fleet management including tracking, reporting of claims and insurance policies meeting LYNX's need for updating technology and enhancing its management of its risk management programs.

BACKGROUND:

The Department of Risk Management and Safety directly manages a variety of risk management areas, including purchasing of insurance policies, litigation management, liability claims, accident investigation, and safety programs designed to protect and maintain the financial integrity of all assets and provide a safe working environment for its employees and the general public.

The Department of Risk Management and Safety objectively determines the authority's liability for claimed injures and compensates claimants for damages when liability is supported by evidence or denies claims when liability is unsupported. The Department of Risk Management and Safety recognizes its stewardship role in protecting LYNX resources by striving for efficient and timely service to its Ridership.

The current tort liability claim process software system is outdated and limited. The database is unable to merge claim data necessary to trend or thoroughly manage claims. The system has been in place since 2005 and is an unsupported system.



The Department of Risk Management and Safety oversees the administration of the Workers' Compensation program. The current Workers' Compensation program is administered by contracted third party administrator (TPA). Claims are submitted via email from Risk Management to the TPA in Tampa, FL. While The Department of Risk Management and Safety is very active with the employee including accompanying the worker to the initial medical visit, explaining all benefits, scheduling follow up appointments, explaining our 99% compliant light duty/restrictive duty program our current system doesn't allow us to do much more than enter just the basic injury description.

We require a system whose functionality includes intake, administration, acceptance of scan documents, State notification, tracking of decisions, and able to produce canned and ad hoc reports. The goal is to bring Workers' Compensation claims in-house with a full staffed department which will save administration and legal costs but this is not possible with the current software. Our current software program does not interface with the State.

A comprehensive web based software solution that will have the capability to interface with other system and contained in- house to reduce the dependency and cost for external support is strongly needed.

An RFP is required to solicit third party assistance to provide the proper technology to track and administer the claims administration program.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE officer will work with the project manager upon the determination of the funding source and development of a scope of work to identify subcontracting opportunities for DBE/Small Business firms and appropriate goal for the project to ensure compliance. LYNX continues to acknowledge and encourage any and/or all opportunities for DBE participation as stated in the Federal Register 49 CFR Part 26.

FISCAL IMPACT:

LYNX staff included \$85,000 in the FY2014 Amended Capital Budget for the purchase of RMIS software.



Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Daniel Healey

DIRECTOR OF ENGINEERING

Jeffrey Reine (Technical Contact) Ronald Riccard (Technical Contact)

Phone: 407.841.2279 ext: 6023

Item Name: Invitation for Bid (IFB)

Authorization to Issue an Invitation for Bid (IFB) for Concrete Improvements at the LYNX Operation Center (LOC) and Award a

Contract

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for concrete improvements at the LYNX Operation Center (LOC). Staff is seeking additional authorization for the Chief Executive Officer to award the contract and execute a contract with the responsible offeror submitting the lowest bid.

BACKGROUND:

LYNX is currently in the process through our engineer of record, AECOM, of assessing the condition of the concrete at LOC. Due to the heavy use of this facility, it is normal for concrete to settle and for cracks to develop over the course of time. The assessment is to determine the condition of the existing concrete and creating an inventory of which concrete joints and panels may need to be repair or resealed. The IFB would allow for the required competition to be obtained and award made to perform this normal State of Good Repair (SOGR) work. It is anticipated that the IFB will allow for competitive unit cost pricing (per square foot or yard for concrete or other material).

Perhaps the more critical portion of this is that an initial assessment of the concrete has identified in the area of the drive lanes outside of the bus wash a potentially dangerous situation whereas water is intruding below the concrete panels. If left to continue, this condition has the potential to damage the vehicles using it. LYNX staff is seeking approval for the CEO to award and execute the resulting contract in order to expedite the work and avoid potential safety or other adverse conditions that may result from any delay.



DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE officer will coordinate with the Project Manager on the development of a scope of work, identification of subcontracting opportunities and determination of the appropriate goal for DBE/Small Business firms for the project to ensure compliance. LYNX continues to acknowledge and encourage any and/or all opportunities for DBE participation as stated in the Federal Register 49 CFR Part 26.

FISCAL IMPACT:

LYNX staff included \$640,000 in the FY2014 Amended Operating Budget for concrete repairs. This project is 100% federally funded as a MAP-21 - Moving Ahead for Progress in the 21st Century Act (P.L. 112-141) requirement.



Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

From: Daniel Healey

DIRECTOR OF ENGINEERING

Jeffrey Reine

(Technical Contact)
Ronald Riccard
(Technical Contact)
Shannon White
(Technical Contact)

Phone: 407.841.2279 ext: 6023

Item Name: Invitation for Bid (IFB)

Authorization to Issue an Invitation for Bid (IFB) for Replacement Bus Lifts

for the LYNX Operation Center (LOC) Maintenance Facility

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for replacement bus lifts at the LYNX Operations Center.

BACKGROUND:

LYNX uses MOD 30 Rotary Lifts at the LYNX Operations Center to elevate the buses so that routine preventative maintenance can be performed. The typical useful life of these units is 6-7 years. The current age of the existing lifts is approximately eight (8) years. The older design of the lifts was prone to leaking and seal degradation. The current lifts used are currently out of warranty and the cost to repair the seals and associated parts is approximately \$7,400 (approximately 1/3 the cost of a new lift). As such, it does not necessarily make sense to fix these lifts and continue to have the same issues with them. With the advent of new technology and new designs, the purchase of new lifts will help avoid this previous problem. The proposed replacement bus lifts are estimated at \$23,697 each.

A contingency of \$32,818 has been calculated for the provision of miscellaneous additional parts that are associated with, but not directly part of the replacement lift that may need to be replaced.



DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No Disadvantaged Business Enterprise (DBE) goal was determined on this contract as no availability of certified DBE firms were identified. However, there will be outreach efforts to other minority owned small business entities.

FISCAL IMPACT:

LYNX staff included \$175,000 in the FY2014 Amended Capital Budget to be used specifically for this effort. The total estimated cost for the replacement of six (6) lifts is \$142,182. This project is 100% federally funded as a MAP-21 – Moving Ahead for Progress in the 21st Century Act (P.L. 112-141) requirement.



Consent Agenda Item #6.C. i

To: LYNX Board of Directors

From: Tangee Mobley

DIR OF TRANSPORTATION & MAINT

William Hearndon (Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous

Authorization to Add the Not-to-Exceed Dollar Amount from the Cancelled Contract (#12-C01) with Transportation America to the Not-to-Exceed Dollar Amount of the Agreement (#12-C02) with MV Transportation for

Core Paratransit Services

Date: 5/22/2014

ACTION REQUESTED:

Staff requests the Board of Directors' authorization for the Chief Executive Officer or his designee to transfer and add the not-to-exceed dollar amount from the cancelled contract (#12-C01) with Transportation America to the not-to-exceed dollar amount of the agreement (#12-C02) with MV Transportation for Core Paratransit Services.

BACKGROUND:

The Board of Directors authorized the award of a core paratransit service contract to MV Transportation and a non-core paratransit service contract to Transportation America for service provision beginning October 1, 2012. Core services were provided Monday to Saturday, 4:00 AM to 6:00 PM; non-core services were provided Monday to Saturday, 6:00 PM to 4:00 AM and all day on Sunday.

In July 2013, Transportation America advised LYNX that they were operating at a deficit and requested some concessions. LYNX agreed to the concessions that did not have a fiscal impact to the agency, such as allowing Transportation America to provide overflow work for MV Transportation and allowing Transportation America to purchase gasoline from LYNX rather than from commercial vendors at street value.

In January 2014, Transportation America advised LYNX that they were continuing to operate at a deficit and requested to be released from their contract. After careful review of the situation and negotiations with Transportation America, LYNX mutually agreed to terminate the contract and exercised the option within the core paratransit service contract with MV Transportation to assume the non-core paratransit service.



Being early in the term of the contracts, it was not known if the non-core paratransit service would be re-bid or if the assignment of the work would remain with MV Transportation through the term of their core paratransit service contract. Last fiscal year at the end-of-year true-up, funds were added to the MV Transportation contract to cover the non-core paratransit services and the additional volume of trip provision over and above the initial estimates in the request for proposal.

As the non-core paratransit service is not being re-bid, to make the core paratransit service agreement as whole as possible, staff is requesting to transfer the following amounts from the Transportation America non-core contract to the MV Transportation core contract:

	Former	Current	Proposed New
Fiscal Year	Transportation America	MV Transportation	MV Transportation
riscai Teai	Not-To-Exceed	Not-To-Exceed	Not-To-Exceed
	Amount	Amount	Amount
2014	\$1,436,979	\$13,204,603	\$14,641,582
2015	\$1,469,712	\$13,272,441	\$14,742,153
2016	\$1,503,651	\$13,579,383	\$15,083,034

FISCAL IMPACT:

LYNX staff included \$1,952,820 in the FY2014 Amended Operating Budget to support the non-core services. LYNX staff will include the FY2015 and FY2016 contract amounts in future budgets.



Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

From: Baunie McConnell

DIRECTOR OF RISK MGMT & SAFETY

Baunie McConnell (Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Miscellaneous

Authorization to Extend Contract # 09-C27 with Workers' Compensation

Legal Services with Bolton and Helms Law Office

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend Contract #09-C27 with Law Firm Bolton and Helms for Workers' Compensation legal services by extending the period of performance by six (6) months to cover all services associated with ongoing current cases from June 1, 2014 ending October 31, 2014.

BACKGROUND:

The Board approved the award of Contract #09-C27 on April 22, 2009 with Bolton and Helm f/k/a Fishback, Dominick, Bennett, Stepter, Ardaman, Ahlers, Bolton & Langley, LLP, for Workers' Compensation legal services. The initial term of the Contract is three (3) years with two (2) one-year options. The current Contract expired on April 30, 2014. LYNX contracts with this law firm to provide legal representation for all litigated Workers' Compensation matters. The RFP has been released and proposals are due back on June 9, 2014. It is anticipated that a recommendation for award of new contracts will be made at the July Board of Directors meeting.

FISCAL IMPACT:

LYNX staff included \$65,000 for Workers' Compensation legal services in the FY2014 Amended Operating Budget. The estimated additional expenses in the amount of \$25,000 will be covered by savings/transfers in the FY2014 Amended Operating Budget. The FY2013 expenses were \$77,128 for Workers' Compensation legal services.



Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

From: Daniel Healey

DIRECTOR OF ENGINEERING

Laura Minns

(Technical Contact)
Shannon White
(Technical Contact)
Blanche Sherman
(Technical Contact)

Phone: 407.841.2279 ext: 6023

Item Name: Miscellaneous

Authorization to Negotiate and Enter into a Memorandum of Agreement with Florida Department Of Transportation (FDOT) for the Replacement of

All Improvements Related to the Parramore BRT TIGER II Project

Impacted by the Ultimate I-4 Project

Date: 5/22/2014

ACTION REQUESTED:

Staff requests authorization to negotiate and enter into an agreement with the Florida Department of Transportation (FDOT) regarding construction impacts to the Parramore Bus Rapid Transit (BRT) LYMMO Expansion project as a result of the construction of FDOT's Ultimate I-4 Project.

BACKGROUND:

Subsequent to the TIGER II grant award for the Parramore BRT Project, the Ultimate I-4 Project began moving toward the reconstruction of I-4. As a result of negotiations between LYNX, FDOT, and the Federal Transit Administration (FTA), FDOT provided a letter assuring that any improvements related to the Parramore BRT project affected by the construction of I-4 would be replaced. In addition, FTA has requested that FDOT and LYNX enter into a formal agreement spelling out these assurances. The draft agreement is attached and is currently under review by FDOT District 5 staff.

PROPOSED NEW EXPANSION:

The Parramore BRT project ("Lime Line") will add an additional 2.1 miles of expanded LYMMO service. The BRT will operate in exclusive lanes as well as mixed traffic. The new service will require three (3) additional 35' hybrid electric buses similar to the existing LYMMO



buses operating on the fixed guideway route. Construction is expected to begin later this year and will be completed one year from notice to proceed.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

There is no change to the DBE commitment. An overall goal of 14% was established for this project.

FISCAL IMPACT:

There is no fiscal impact to LYNX. Based on the attached draft agreement, any potential reconstruction costs will be solely the responsibility of FDOT.

MEMORANDUM OF AGREEMENT

by and between

THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

And

THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

WHEREAS, The Central Florida Regional Transportation Authority (hereinafter "LYNX") has previously undertaken to construct the Parramore Bus Rapid Transit (hereinafter "BRT") improvements, including, but not limited, to all stops, stations, lighting, signage, signalization and branded enhancements, that were constructed with Tiger 2 Grant funds (FL-79-0001) which were awarded by the Federal Transit Administration (hereinafter "FTA"); and

WHEREAS, the State of Florida, Department of Transportation, (hereinafter "DEPARTMENT") plans to undertake the re-construction of I-4 that will impact the Parramore BRT improvements; and

WHEREAS, in order to assure that all improvements made with the Tiger 2 Grant funds awarded by the FTA are replaced and to assure that all grant conditions are met, the DEPARTMENT, as described below, agrees to replace all impacted improvements.

NOW THEREFORE, the parties agree as follows:

- 1. The above recitals are incorpated herein.
- 2. The DEPARTMENT agrees to replace or re-construct all Parramore BRT improvements that are impacted by the DEPARTMENT's I-4 Project, said improvements consist of, but are not limited to, all stops, stations, lighting, signage, signalization and branded enhancements, together with a re-construction of the Hughey and Garland bus lanes and the inclusion of a dedicated bus lane for LYMMO on Hughey and Garland. Said improvements are described and included in the DEPARTMENT's Request For Proposals at Volume II Technical Requirements, Section 3 Design and Construction Criteria under sub-section F, "Transit", sub-paragraph 1, "LYNX Coordination".
- 3. The DEPARTMENT will be solely responsible to undertake and to fund the reconstruction of the Parramore BRT improvements and no FTA funding will be used for the reconstruction,
- 4. When available, the DEPARTMENT shall provide to the FTA the DEPARTMENT's Scope of Services for the re-construction of the Parramore BRT

improvements for FTA's review and concurrence prior to the DEPARTMENT's start of reconstruction of the improvements.

- 5. The DEPARTMENT shall provide to LYNX notice forty-five (45) days prior to the actual beginning of the I-4 construction Project and a second notice forty-five (45) days prior to the reconstruction effort that will impact the Parramore BRT improvements. LYNX will rely on the DEPARTMENT's notices to provide notice to the FTA.
- 6. When available, the DEPARTMENT shall provide to the FTA a copy of the I-4 Procurement schedule and a copy of the I-4 Construction schedule.
- 7. The DEPARTMENT agrees to meet all Federal requirements and regulations, including the National Environmental Policy Act (NEPA), together with related mitigation measures for all work associated with the re-construction of the Parramore BRT improvements.

In Witness Whereof, the parties have caused this agreement to be duly executed by their authorized representatives on the dates set forth below.

Central Florida Regional Transportation	State of Florida Department of Transportation		
Authority, d/b/a LYNX			
By:	By:		
Name:	Name:		
Title:	Title:		
Date:	Date:		
Attest:	Attest:		
	Executive Secretary		
Legal Review:	Legal Review:		
This agreement is approved as to form for reliance by LYNX and for no other person and for no other purpose:			
Akerman Senterfitt, counsel to LYNX			
By:			
Patrick T. Christiansen, Esq.	Department Attorney		



Consent Agenda Item #6.C. iv

To: LYNX Board of Directors

From: Daniel Healey

DIRECTOR OF ENGINEERING

Jeffrey Reine (Technical Contact)

Shannon White
(Technical Contact)

Phone: 407.841.2279 ext: 6023

Item Name: Miscellaneous

Authorization to Amend Contract #11-C18 with Diamond Security

Investigation and Security, Inc.

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend Contract #11-C18 for security services with Diamond Investigations and Security, Inc., in the amount of \$330,228 from \$526,506 to \$856,734.

BACKGROUND:

On July 1, 2011, LYNX entered into contract #11-C18 with Diamond Investigations and Security, Inc. to provide security services to LYNX facilities. An extension of this contract for the current fiscal year was executed security services have increased since the start of the contract due to the addition of the South Street Facility (Access-LYNX), the Osceola Satellite Facility (OSF) operation, plus the additional increase of people associated with Megabus and Red Coach staging at LYNX Central Station (LCS). In addition, ridership has grown thus increasing the pedestrian traffic in and out of the LCS. The LCS has pedestrian traffic flow on a daily basis of 8,000 passengers per day. With the construction of the SunRail platform at LYNX Central Station, we will also add to the existing foot traffic coming into the terminal. The additional dollars take this into account by adding a concierge security guard to augment existing security staff once SunRail is operational and also to provide for another 2nd shift supervisor as well.

FISCAL IMPACT:

LYNX staff included \$856,734 in the FY2014 Amended Operating Budget for contracted security services. The FY2013 expenses for security services were \$807,516.



Consent Agenda Item #6.C. v

To: LYNX Board of Directors

From: Daniel Healey

DIRECTOR OF ENGINEERING

Jeffrey Reine (Technical Contact) Ronald Riccard

(Technical Contact)

Phone: 407.841.2279 ext: 6023

Item Name: Miscellaneous

Authorization to Issue a Purchase Order to Security 101 for the Upgrade of

Existing Analog Cameras to Digital and Purchase of Additional New

Cameras

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a purchase order in the current estimated amount of \$143,905 and to allow for additional purchase orders to be issued up to the current FY2014 budget amount total of \$515,609 to Security 101.

BACKGROUND:

Currently LYNX has thirty-six (36) analog cameras at both LYNX Operations Center (LOC) and LYNX Central Station (LCS) that need to be upgraded to digital. Through previous board actions, the balance of our current inventory (49 units) of cameras has already been upgraded to digital. At present, the analog cameras are showing image degradation due to the age of the camera. All the analog cameras have fulfilled their useful life. The goal is to install cameras that will provide clearer, sharper images. In addition, LYNX is planning to initially install an additional fifteen (15) new digital cameras throughout LCS and LOC to improve passenger and employee safety.

In conjunction with this effort, LYNX is currently undergoing a CCTV review to identify additional locations for CCTV at all of our current facilities (including LCS, LOC, OSF and transfer centers). This board item would allow LYNX staff to coordinate with our current vendor to allow for any additional digital cameras warranted by the CCTV review.



FISCAL IMPACT:

LYNX staff included \$515,609 in the FY2014 Amended Capital Budget for replacement of outdated cameras, the upgrade of analog to digital cameras, and the purchase of entirely new cameras.



Consent Agenda Item #6.C. vi

To: LYNX Board of Directors

From: Tangee Mobley

DIR OF TRANSPORTATION & MAINT

William Hearndon (Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous

Authorization to Execute Amendment No. 6 of the Medicaid Non-

Emergency Transportation Agreement (NET) with the Florida Commission for the Transportation Disadvantaged, to Add Funding, and Extend the

Agreement to August 31, 2014

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to execute Amendment #6 to contract #BDM88 with the Florida Commission for the Transportation Disadvantaged to provide Medicaid Non-Emergency Transportation (NET) services, to add funding, and extend the Agreement to August 31, 2014.

BACKGROUND:

In December 2008, LYNX entered into contract #BDM88 with the Florida Commission for the Transportation Disadvantaged (CTD) to provide Medicaid Non-Emergency Transportation (NET) services. The initial term expired on June 30, 2011. Prior to the expiration of each term, amendments were executed to extend the contract through the end of the next State Fiscal Year and add funding for that State Fiscal Year. The current term of the contract is through June 30, 2014.

This request will extend the contract through August 31, 2014, and add funding to the contract. The additional funding will enable continuation of Medicaid NET through July 31, 2014, at the current rate under the current capitated allocation methodology and for the first month of providing limited Medicaid NET services under the new Medicaid Reform Per-Member-Per-Month allocation.

The CTD will enter into a new agreement with the Agency for Health Care Administration to begin on September 1, 2014, and will subsequently enter into a new agreement with LYNX for the exempted Medicaid Reform population for the remainder of the state fiscal year. This agreement is expected to be presented to the LYNX Board in July 2014.



FISCAL IMPACT:

LYNX staff included \$6,005,696 in Medicaid funding in the FY2014 Amended Operating Budget.



Consent Agenda Item #6.C. vii

To: LYNX Board of Directors

From: Tangee Mobley

DIR OF TRANSPORTATION & MAINT

Reinaldo Quinones (Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous

Authorization to Exercise the First Year Option and Modify Contract #11-

C17 with DesignLab, Inc. for Operator Uniforms

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #11-C17 with DesignLab, Inc., for operator uniforms.

BACKGROUND:

In May 2011, the Board authorized the contract award for operator uniforms to DesignLab, Inc. The contract was for two (2) years with three (3) one-year options. In our continued efforts to enhance the appearance and overall working conditions of our front line Ambassadors, we are looking for a uniform shirt with the following properties: moisture wicking, stain resistant, wrinkle resistant, wash and wear, and shape retention. The shirt will need to wear well under repeated washings without fading or losing its shape. The authorized contractor provided samples of two shirts that met the criterion. The garments were worn by the Uniform Committee members for two weeks to access the comfort, sizing, and wash ability of the polo shirts. The committee at the conclusion of the testing period will make a polo shirt selection. This shirt will be added to the contract and the previous shirt will be removed.

FISCAL IMPACT:

LYNX staff included \$184,190 in the FY2014 Amended Operating Budget for operator uniforms. The FY2013 expenses for operator uniforms were \$147,178.



Consent Agenda Item #6.C. viii

To: LYNX Board of Directors

From: Kathy Clary

BUSINESS DEVELOPMENT OFFICER

Brenda HERNANDEZ (Technical Contact)

Phone: 407.841.2279 ext: 6180

Item Name: Miscellaneous

Authorization to Amend Administrative Rule 4 (Procurement) and Adopt

Administrative Rule 12 (Advertising)

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to amend Administrative Rule 4 (Procurement) and adopt Administrative Rule 12 (Advertising).

BACKGROUND:

LYNX General Counsel has completed a review of LYNX Administrative Rules 4 and 12 relating to the Advertising Policy.

Staff is recommending approval and adoption of amendment to Administrative Rule 4 with the addition of Administrative Rule 12, relating to Advertising Policy.

LYNX procured an outside advertising group to enhance advertising revenue in 2011. As a result of this change the prior Administrative Rule 4 required clarification. In addition, Administrative Rule 12 has been created to provide clear guidelines regarding advocacy.

FISCAL IMPACT:

Any impact on advertising will be reflected in future budgets, as appropriate.

ADMINISTRATIVE RULE 4 (AMENDMENT)

SUBJECT: LIMITATIONS ON ADVERTISING CONTENT

EFFECTIVE DATE: MAY 22, 2014

SCOPE:

The prohibitions on advertising content contained in Administrative Rule 4 were moved to and re-created in Administrative Rule 12 effective as of the date hereof. This amendment deletes those provisions of Administrative Rule 4 which are now extraneous.

AUTHORITY:

Authority for the establishment of this amendment to Administrative Rule 4 is as follows:

Part II, Chapter 343, Florida Statutes

AMENDMENT:

Section 4.4.6 C of Administrative Rule 4 is hereby deleted.

AKERMAN DRAFT - 1/21/14 ADMINISTRATIVE RULE 12

SUBJECT: ADVERTISING

EFFECTIVE DATE: JANUARY 29, MAY 22, 2014

SCOPE:

This Administrative Rule has been established to address the placement of advertising on the Authority's transit vehicles, facilities, shelters and other property.

AUTHORITY:

Authority for the establishment of this Administrative Rule is as follows: Part II, Chapter 343, Florida Statutes

I. **PURPOSE**:

- A. This Administrative Rule applies to the posting of all new advertisements on Authority's transit vehicles, facilities, shelters and other property on or after the effective date hereof.
 - 1. <u>Advertising as Revenue Source</u>. The Authority's transit operations are funded by a combination of federal, state and local funds, including grants and taxes, as well as fare box revenue. Advertising revenues are an important additional source of revenue that supports transit operations. The Authority's fundamental purpose in accepting transit advertising is to generate revenue to augment the Authority's operating budget.
 - 2. Primary Purpose of Authority's Transit System. The primary purpose of the Authority's transit system is to provide safe and efficient public transportation within its service area. Consistent with this purpose, the Authority places great importance on maintaining secure, safe, comfortable and convenient transit facilities and transit vehicles in order to, among other things consistent with the provision of effective and reliable public transportation, retain existing riders and attract new users of public transit services. To generate additional revenue while also accomplishing the primary objectives of transit operations, the Authority will accept advertising on its transit facilities and vehicles only if such advertising complies with this Administrative Rule.
 - 3. <u>Non-Public Forum Status</u>. The advertising space on the Authority's transit vehicles, facilities, and shelters constitutes a non-public forum. The Authority's acceptance of transit advertising will not provide or create a general public forum for expressive activities. In keeping with its proprietary function as a provider of public transportation, the Authority does not intend its acceptance of transit advertising to permit its transit

vehicles, facilities or shelters to be used as open public forums for public discourse and debate. Rather, the Authority's fundamental purpose and intent is to accept advertising as an additional means of generating revenue to support its transit operations. In furtherance of that discreet and limited objective, the Authority will retain strict control over the nature of the advertisements accepted for posting on or in its transit vehicles, facilities and shelters and will maintain its advertising space as a non-public forum.

4. Policy Advances Revenue Objective. In the Authority's experience, certain types of advertisements interfere with the program's primary purpose of generating revenue to benefit the transit system. This Administrative Rule advances the advertising program's revenue-generating objective by prohibiting advertisements that could detract from that goal by creating substantial controversy, interfering with and diverting resources from transit operations, and/or posing significant risks of harm, inconvenience, or annoyance to transit passengers, operators and vehicles. Such advertisements create an environment that is not conducive to achieving revenue for the benefit of the transit system or to preserving and enhancing the security, safety, comfort and convenience of its operations. The viewpoint neutral restrictions in this Administrative Rule foster the maintenance of a professional advertising environment that maximizes advertising revenue.

This Administrative Rule is intended to provide clear guidance as to the types of advertisements that will allow the Authority to generate revenue and enhance transit operations by:

- Increasing and maximizing revenue;
- Preventing the appearance of favoritism by the Authority;
- Preventing the risk of imposing views on a captive audience:
- Maintaining a position of neutrality on controversial issues;
- Preserving the marketing potential of the advertising space by avoiding content that the community could view as offensive, inappropriate or harmful to the public;
- Maximizing ridership;
- Avoiding claims of discrimination and maintaining a nondiscriminatory environment for riders;
- Preventing any harm or abuse that may result from running controversial or offensive advertisements; and
- Reducing the diversion of resources from transit operations that are caused by controversial or offensive advertisements.
- 5. Application of Policy. This Administrative Rule applies to the posting of all new advertisements on the Authority's transit vehicles, facilities, and shelters on or after the effective date hereof. The Authority's transit vehicles, facilities and shelters are a non-public forum and, as such, the Authority will accept only that advertising that falls within the categories

of acceptable advertising specified in this viewpoint neutral policy and that satisfies all other access requirements and restrictions provided herein.

II.**ADVERTISING POLICY:**

- <u>Permitted Advertising Content</u> The following classes of advertising are Α. authorized on transit vehicles, facilities and shelters if the advertising does not include any material that qualifies as Prohibited Advertising under **Section II(B)** of this Administrative Rule:
 - Commercial and Promotional Advertising. Commercial and promotional 1. advertising that promotes or solicits the sale, rental, distribution or availability of goods, services, food, entertainment, events, programs, transactions, donations, products or property (real or personal) for commercial or noncommercial purposes or more generally promotes an entity that engages in such activities.
 - 2. Governmental Advertising. Governmental entities, meaning public entities specifically created by government action, may purchase advertising space for messages that advance specific government purposes.
 - 3. <u>Public Service Announcements</u>. The Authority recognizes that its advertising program and its overall public transportation mission are promoted by allowing for public service announcements. Such announcements engender goodwill with the public because the transit system is seen as a caring and active participant in the community. The sponsor of a public service announcement must be a government entity or a nonprofit corporation that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
- В. <u>Prohibited Advertising Content.</u> Advertising is prohibited on transit vehicles, facilities and shelters if it includes any of the following content (such content, "Prohibited Advertising"):
 - 1. <u>Political</u>. Advertisements promoting or opposing a political party, or promoting or opposing the election of any candidate or group of candidates for federal, state, judicial or local government offices are prohibited. In addition, advertisements that are political in nature or contain political messages, including advertisements involving political or judicial figures and/or advertisements involving an issue that is political in nature in that it directly or indirectly implicates the action, inaction, prospective action or policies of a governmental entity are prohibited.
 - 2 Religious. Advertisements that contain any direct or indirect reference to religion, or to any religion, or to any deity or deities, or which includes the existence, nonexistence or other characteristics of any deity or deities, or toany religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion. In addition, advertisements

that include the depiction of text, symbols, or images commonly associated with any religion or with any deity or deities, or any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion.

- 2. 3. Public Issue. Advertisements expressing or advocating an opinion, position or viewpoint on matters of public debate about economic, political, religious or social issues are prohibited.
- 4. Prohibited Products, Services or Activities. Any advertising that promotes or depicts the sale, rental, or use of, or participation in, the following products, services or activities; or that uses brand names, trademarks, slogans or other material that are identifiable with such products, services or activities:
 - a. <u>Tobacco</u>: Tobacco products, tobacco-related products, and products that simulate smoking or are modeled on the tobacco products, including but not limited to cigarettes, cigars, and smokeless (e.g., chewing) tobacco, and electronic cigarettes;
 - b. <u>Alcohol</u>: Alcohol, products containing alcohol and alcohol-related products;
 - c. <u>Gambling</u>: Any of: (i) gambling or (ii) the services or products of any business or establishment whose primary business or primary income is derived from the conduct of gambling;
 - d. <u>Adult/Mature Rated Films, Television or Video Games</u>: Adult films rated "X" or "NC-17", television rated "MA" or video games rated "A" or "M";
 - e. <u>Adult Entertainment Facilities</u>: Adult book stores, adult video stores, nude dance clubs and other adult entertainment establishments;
 - f. <u>Other Adult Services</u>: Adult telephone services, adult intemet sites and escort services;
 - g. Other Mature Products and Services: Products or services that may not be purchased by persons seventeen (17) years of age or younger pursuant to state or federal law;
 - h. Nudity, Sexual and/or Excretory Subject Matter: Advertising depicting nudity, sexual conduct or sexual excitement is not permitted. The terms "nudity," "sexual conduct," and "sexual excitement" have the same meanings herein as in Fla. Stat. §§ 847.001(9), (16), and (17) (2013), as such law may be amended, modified or supplemented. Works of art are excluded;

- i False or Misleading: Any material that is or that the sponsor reasonably should have known is false, fraudulent, misleading, deceptive or would constitute a tort of defamation or invasion of privacy;
- Copyright, Trademark or Otherwise Unlawful: Advertising that j. contains any material that is an infringement of copyright, trademark or service mark, or is otherwise unlawful or illegal;
- k. Illegal Activity: Advertising that promotes any activity or product that is illegal under federal, state or local law;
- 1. Profanity and Violence: Advertising that contains any profane language, or portrays images or descriptions of graphic violence, including dead, mutilated or disfigured human beings or animals, the act of killing, mutilating or disfiguring human beings or animals, or intentional infliction of pain or violent action towards or upon a person or animal, or that depicts weapons or devices that appear to be aimed or pointed at the viewer or observer in a menacing manner;
- Firearms: Advertising that promotes or solicits the sale, rental, m. distribution or availability of firearms or firearms-related products;
- Disparaging: Advertising that is intended to be (or reasonably n. could be interpreted as being) disparaging, disreputable, or disrespectful to persons, groups, businesses or organizations, including advertising that portrays individuals as inferior, evil or contemptible;
- 0. Adverse to the Authority: Advertising, or any material contained in it, that is directly adverse to the commercial or administrative interests of the Authority, or that tends to disparage the quality of service provided by the Authority, or that tends to disparage public transportation generally;
- Authority Graphics and References: Advertising that contains p. Authority graphics, logos, representations without the express written consent of the Authority;
- Insulting, Degrading or Offensive: Any material directed at a q. person or group that is so insulting, degrading or offensive as to be reasonably foreseeable that it will incite or produce lawless action in the form of retaliation, vandalism or other breach of public safety, peace and order;
- <u>Harmful or Disruptive to Transit System</u>: Any material that is so r. objectionable under contemporary community standards as to be

- reasonably foreseeable that it will result in harm to, disruption of or interference with the transportation system; and
- s. <u>Unsafe Transit Behavior</u>: Any advertisement that encourages or depicts unsafe behavior with respect to transit-related activities, such as non-use of normal safety precautions in awaiting, boarding, riding upon or debarking from transit vehicles.

C. <u>Additional Requirements</u>.

- 1. Sponsor Attribution and Contact Information. Any advertising in which the identity of the sponsor is not readily and unambiguously identifiable must include the following phrase to identify the sponsor in clearly visible letters (no smaller than 72 point type for exteriors and 24 point type for interiors): Advertisement paid for by
- 2. "Teaser ads" that do not identify the sponsor will, however, be allowed so long as a similar number of follow up advertisements are posted within eight weeks of the initial teaser ads that do identify the sponsor of those initial ads.

III. PROCEDURES:

- A. All proposed transit advertising must be submitted to the Authority vendor responsible for marketing the Authority's advertising space and for contracting with advertisers on behalf of the Authority (the "Advertising Vendor") for initial compliance review. The Advertising Vendor will submit the advertising to the Business Development Officer to determine whether the proposed advertising complies with guidelines set forth in this Administrative Rule. For the avoidance of doubt, the Advertising Vendor will defer to any determinations made by the Business Development Officer, the Chief Executive Officer or the Governing Board as to whether advertising complies with this Administrative Rule. The Advertising Vendor may (but need not) at any time discuss with the entity proposing the advertisement one or more revisions to an advertisement, which, if undertaken, would bring the advertisement into conformity with this Administrative Rule
- B. In the event that a proposed advertising is rejected, such rejection may be appealed by the party seeking to advertise to the Authority's Chief Executive Officer within thirty (30) days of such rejection. After such date no appeal will be permitted. Any such appeal shall be in writing. The Chief Executive Officer will review the proposed advertising for compliance with the guidelines set forth in this Administrative Rule. The Chief Executive Officer may review any appeal *de novo*.
- C. In the event that the Chief Executive Officer affirms the decision to reject any advertising, the decision of the Chief Executive Officer may be appealed to the

Governing Board within thirty (30) days of the date that the Chief Executive Officer informs the party seeking to advertise of his or her decision. After such date no appeal will be permitted. Any such appeal shall be in writing and shall be accompanied by the fee described below. The Governing Board may review any appeal de novo. The decision of the Governing Board to approve or reject any proposed advertising shall be final. The Chairman may, in his or her sole discretion, elect to conduct a hearing to evaluate an appeal. In the event that the Chairman elects to conduct a hearing, the Chairman shall have the discretion to adopt procedures under which the hearing will be conducted. Due to the cost incurred by the Authority in conducting an appeal before the Governing Board and the fact that the evaluation of an advertisement is a benefit to a particular individual not shared by others in the public, the Authority shall collect a fee in the amount of \$1,000 from the appellant at the time that the appellant files its appeal pursuant to Section III(C) of this Administrative Rule. Appealing a decision of the Chief Executive Officer to the Governing Board is not necessary for an appellant to be deemed to have exhausted all administrative remedies of the Authority.

- D. The Business Development Officer, the Chief Executive Officer and the Governing Board, may consult with the Authority's legal counsel at any time during the review/appeal process.
- E. In the event that either the Business Development Officer or the Chief Executive Officer is unable to make a compliance determination or otherwise deems it appropriate, such officer may refer the matter directly to the Chief Executive Officer or the Governing Board, as the case may be.
- F. The Advertising Vendor will, if directed by the Authority, immediately remove (or cause to be removed) any advertising that violates this Administrative Rule.

ADMINISTRATIVE RULE 12

SUBJECT: ADVERTISING

EFFECTIVE DATE: MAY 22, 2014

SCOPE:

This Administrative Rule has been established to address the placement of advertising on the Authority's transit vehicles, facilities, shelters and other property.

AUTHORITY:

Authority for the establishment of this Administrative Rule is as follows: Part II, Chapter 343, Florida Statutes

I. **PURPOSE**:

- A. This Administrative Rule applies to the posting of all new advertisements on Authority's transit vehicles, facilities, shelters and other property on or after the effective date hereof.
 - 1. <u>Advertising as Revenue Source</u>. The Authority's transit operations are funded by a combination of federal, state and local funds, including grants and taxes, as well as fare box revenue. Advertising revenues are an important additional source of revenue that supports transit operations. The Authority's fundamental purpose in accepting transit advertising is to generate revenue to augment the Authority's operating budget.
 - 2. Primary Purpose of Authority's Transit System. The primary purpose of the Authority's transit system is to provide safe and efficient public transportation within its service area. Consistent with this purpose, the Authority places great importance on maintaining secure, safe, comfortable and convenient transit facilities and transit vehicles in order to, among other things consistent with the provision of effective and reliable public transportation, retain existing riders and attract new users of public transit services. To generate additional revenue while also accomplishing the primary objectives of transit operations, the Authority will accept advertising on its transit facilities and vehicles only if such advertising complies with this Administrative Rule.
 - 3. <u>Non-Public Forum Status</u>. The advertising space on the Authority's transit vehicles, facilities, and shelters constitutes a non-public forum. The Authority's acceptance of transit advertising will not provide or create a general public forum for expressive activities. In keeping with its proprietary function as a provider of public transportation, the Authority does not intend its acceptance of transit advertising to permit its transit

vehicles, facilities or shelters to be used as open public forums for public discourse and debate. Rather, the Authority's fundamental purpose and intent is to accept advertising as an additional means of generating revenue to support its transit operations. In furtherance of that discreet and limited objective, the Authority will retain strict control over the nature of the advertisements accepted for posting on or in its transit vehicles, facilities and shelters and will maintain its advertising space as a nonpublic forum.

4. Policy Advances Revenue Objective. In the Authority's experience, certain types of advertisements interfere with the program's primary purpose of generating revenue to benefit the transit system. This Administrative Rule advances the advertising program's revenue-generating objective by prohibiting advertisements that could detract from that goal by creating substantial controversy, interfering with and diverting resources from transit operations, and/or posing significant risks of harm, inconvenience, or annoyance to transit passengers, operators and vehicles. Such advertisements create an environment that is not conducive to achieving revenue for the benefit of the transit system or to preserving and enhancing the security, safety, comfort and convenience of its operations. The viewpoint neutral restrictions in this Administrative Rule foster the maintenance of a professional advertising environment that maximizes advertising revenue.

This Administrative Rule is intended to provide clear guidance as to the types of advertisements that will allow the Authority to generate revenue and enhance transit operations by:

- Increasing and maximizing revenue;
- Preventing the appearance of favoritism by the Authority;
- Preventing the risk of imposing views on a captive audience;
- Maintaining a position of neutrality on controversial issues;
- Preserving the marketing potential of the advertising space by avoiding content that the community could view as offensive, inappropriate or harmful to the public;
- Maximizing ridership;
- Avoiding claims of discrimination and maintaining a nondiscriminatory environment for riders;
- Preventing any harm or abuse that may result from running controversial or offensive advertisements: and
- Reducing the diversion of resources from transit operations that are caused by controversial or offensive advertisements.
- 5. Application of Policy. This Administrative Rule applies to the posting of all new advertisements on the Authority's transit vehicles, facilities, and shelters on or after the effective date hereof. The Authority's transit vehicles, facilities and shelters are a non-public forum and, as such, the

Authority will accept only that advertising that falls within the categories of acceptable advertising specified in this viewpoint neutral policy and that satisfies all other access requirements and restrictions provided herein.

II. **ADVERTISING POLICY:**

- <u>Permitted Advertising Content</u> The following classes of advertising are A. authorized on transit vehicles, facilities and shelters if the advertising does not include any material that qualifies as Prohibited Advertising under **Section II(B)** of this Administrative Rule:
 - 1. Commercial and Promotional Advertising. Commercial and promotional advertising that promotes or solicits the sale, rental, distribution or availability of goods, services, food, entertainment, events, programs, transactions, donations, products or property (real or personal) for commercial or noncommercial purposes or more generally promotes an entity that engages in such activities.
 - 2. Governmental Advertising. Governmental entities, meaning public entities specifically created by government action, may purchase advertising space for messages that advance specific government purposes.
 - 3. Public Service Announcements. The Authority recognizes that its advertising program and its overall public transportation mission are promoted by allowing for public service announcements. Such announcements engender goodwill with the public because the transit system is seen as a caring and active participant in the community. The sponsor of a public service announcement must be a government entity or a nonprofit corporation that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
- B. Prohibited Advertising Content. Advertising is prohibited on transit vehicles, facilities and shelters if it includes any of the following content (such content, "Prohibited Advertising"):
 - 1. Political. Advertisements promoting or opposing a political party, or promoting or opposing the election of any candidate or group of candidates for federal, state, judicial or local government offices are prohibited. In addition, advertisements that are political in nature or contain political messages, including advertisements involving political or judicial figures and/or advertisements involving an issue that is political in nature in that it directly or indirectly implicates the action, inaction, prospective action or policies of a governmental entity are prohibited.
 - 2. Public Issue. Advertisements expressing or advocating an opinion, position or viewpoint on matters of public debate about economic, political, religious or social issues are prohibited.

- 3. <u>Prohibited Products, Services or Activities</u>. Any advertising that promotes or depicts the sale, rental, or use of, or participation in, the following products, services or activities; or that uses brand names, trademarks, slogans or other material that are identifiable with such products, services or activities:
 - a. <u>Tobacco</u>: Tobacco products, tobacco-related products, and products that simulate smoking or are modeled on the tobacco products, including but not limited to cigarettes, cigars, and smokeless (e.g., chewing) tobacco, and electronic cigarettes;
 - b. <u>Alcohol</u>: Alcohol, products containing alcohol and alcohol-related products;
 - c. <u>Gambling</u>: Any of: (i) gambling or (ii) the services or products of any business or establishment whose primary business or primary income is derived from the conduct of gambling;
 - d. <u>Adult/Mature Rated Films, Television or Video Games</u>: Adult films rated "X" or "NC-17", television rated "MA" or video games rated "A" or "M";
 - e. <u>Adult Entertainment Facilities</u>: Adult book stores, adult video stores, nude dance clubs and other adult entertainment establishments;
 - f. Other Adult Services: Adult telephone services, adult intemet sites and escort services:
 - g. <u>Other Mature Products and Services</u>: Products or services that may not be purchased by persons seventeen (17) years of age or younger pursuant to state or federal law;
 - h. Nudity, Sexual and/or Excretory Subject Matter: Advertising depicting nudity, sexual conduct or sexual excitement is not permitted. The terms "nudity," "sexual conduct," and "sexual excitement" have the same meanings herein as in Fla. Stat. §§ 847.001(9), (16), and (17) (2013), as such law may be amended, modified or supplemented. Works of art are excluded;
 - i. <u>False or Misleading</u>: Any material that is or that the sponsor reasonably should have known is false, fraudulent, misleading, deceptive or would constitute a tort of defamation or invasion of privacy;
 - j. <u>Copyright, Trademark or Otherwise Unlawful</u>: Advertising that contains any material that is an infringement of copyright, trademark or service mark, or is otherwise unlawful or illegal;

- k. Illegal Activity: Advertising that promotes any activity or product that is illegal under federal, state or local law;
- 1. Profanity and Violence: Advertising that contains any profane language, or portrays images or descriptions of graphic violence, including dead, mutilated or disfigured human beings or animals, the act of killing, mutilating or disfiguring human beings or animals, or intentional infliction of pain or violent action towards or upon a person or animal, or that depicts weapons or devices that appear to be aimed or pointed at the viewer or observer in a menacing manner;
- <u>Firearms</u>: Advertising that promotes or solicits the sale, rental, m. distribution or availability of firearms or firearms-related products;
- Disparaging: Advertising that is intended to be (or reasonably n. could be interpreted as being) disparaging, disreputable, or disrespectful to persons, groups, businesses or organizations, including advertising that portrays individuals as inferior, evil or contemptible;
- Adverse to the Authority: Advertising, or any material contained in o. it, that is directly adverse to the commercial or administrative interests of the Authority, or that tends to disparage the quality of service provided by the Authority, or that tends to disparage public transportation generally;
- Authority Graphics and References: Advertising that contains p. Authority graphics, logos, representations without the express written consent of the Authority;
- Insulting, Degrading or Offensive: Any material directed at a q. person or group that is so insulting, degrading or offensive as to be reasonably foreseeable that it will incite or produce lawless action in the form of retaliation, vandalism or other breach of public safety, peace and order;
- Harmful or Disruptive to Transit System: Any material that is so r. objectionable under contemporary community standards as to be reasonably foreseeable that it will result in harm to, disruption of or interference with the transportation system; and
- Unsafe Transit Behavior: Any advertisement that encourages or S. depicts unsafe behavior with respect to transit-related activities, such as non-use of normal safety precautions in awaiting, boarding, riding upon or debarking from transit vehicles.

C. <u>Additional Requirements</u>.

- 1. Sponsor Attribution and Contact Information. Any advertising in which the identity of the sponsor is not readily and unambiguously identifiable must include the following phrase to identify the sponsor in clearly visible letters (no smaller than 72 point type for exteriors and 24 point type for interiors): Advertisement paid for by _________.
- 2. "Teaser ads" that do not identify the sponsor will, however, be allowed so long as a similar number of follow up advertisements are posted within eight weeks of the initial teaser ads that do identify the sponsor of those initial ads.

III. PROCEDURES:

- A. All proposed transit advertising must be submitted to the Authority vendor responsible for marketing the Authority's advertising space and for contracting with advertisers on behalf of the Authority (the "Advertising Vendor") for initial compliance review. The Advertising Vendor will submit the advertising to the Business Development Officer to determine whether the proposed advertising complies with guidelines set forth in this Administrative Rule. For the avoidance of doubt, the Advertising Vendor will defer to any determinations made by the Business Development Officer, the Chief Executive Officer or the Governing Board as to whether advertising complies with this Administrative Rule. The Advertising Vendor may (but need not) at any time discuss with the entity proposing the advertisement one or more revisions to an advertisement, which, if undertaken, would bring the advertisement into conformity with this Administrative Rule.
- B. In the event that a proposed advertising is rejected, such rejection may be appealed by the party seeking to advertise to the Authority's Chief Executive Officer within thirty (30) days of such rejection. After such date no appeal will be permitted. Any such appeal shall be in writing. The Chief Executive Officer will review the proposed advertising for compliance with the guidelines set forth in this Administrative Rule. The Chief Executive Officer may review any appeal *de novo*.
- C. In the event that the Chief Executive Officer affirms the decision to reject any advertising, the decision of the Chief Executive Officer may be appealed to the Governing Board within thirty (30) days of the date that the Chief Executive Officer informs the party seeking to advertise of his or her decision. After such date no appeal will be permitted. Any such appeal shall be in writing and shall be accompanied by the fee described below. The Governing Board may review any appeal *de novo*. The decision of the Governing Board to approve or reject any proposed advertising shall be final. The Chairman may, in his or her sole discretion, elect to conduct a hearing to evaluate an appeal. In the event that the

- Chairman elects to conduct a hearing, the Chairman shall have the discretion to adopt procedures under which the hearing will be conducted.
- D. The Business Development Officer, the Chief Executive Officer and the Governing Board, may consult with the Authority's legal counsel at any time during the review/appeal process.
- E. In the event that either the Business Development Officer or the Chief Executive Officer is unable to make a compliance determination or otherwise deems it appropriate, such officer may refer the matter directly to the Chief Executive Officer or the Governing Board, as the case may be.
- F. The Advertising Vendor will, if directed by the Authority, immediately remove (or cause to be removed) any advertising that violates this Administrative Rule.



Consent Agenda Item #6.C. ix

To: LYNX Board of Directors

From: Baunie McConnell

DIRECTOR OF RISK MGMT & SAFETY

Baunie McConnell (Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Miscellaneous

Authorization to Amend Contract #s 09-C28 and 09-C29 with Zimmerman, Kiser, Sutcliffe and Fisher, Rushmer, Werrenrathe for General Liability, Auto Liability and Public Liability Legal Services by Increasing the Not-to-

Exceed Amount by \$120,000 in the Aggregate

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend Contract #s 09-C28 and 09-C29 with General Liability Legal Counsel Firms of Zimmerman, Kiser, Sutcliffe and Fisher, Rushmer, Werrenrath for General Liability, Auto Liability and Public Liability legal services increasing the Not-To-Exceed amount by \$120,000 in the aggregate and extending the period of performance for both contracts by six (6) months to cover all legal services associated with ongoing current cases from May 1, 2014 ending October 31, 2014.

BACKGROUND:

The Board approved the award of Contract #09-C28 and Contract #09-C29 on April 22, 2009 with the law firms of Zimmerman Kiser Sutcliffe and Fisher, Rushmer, Werrenrath for General Liability Legal Services. LYNX contracts with this law firm to provide LYNX with legal representation for litigated matters related to commercial general liability claims. The initial term of the Contract is three (3) years with 2 one-year options. The current Contract expired on April 30, 2014, and staff is seeking authorization to extend the period of performance by six months until October 31, 2014 to provide for continuity of services for ongoing cases.

The Request for Proposal was released on May 10, 2014 and proposals are due June 9, 2014. It is anticipated that a recommendation for award of new contracts will be made at the July Board of Directors Meeting.



FISCAL IMPACT:

LYNX staff included \$215,000 in the FY2014 Adopted Operating Budget for general liability legal services. The additional \$120,000 will be covered by savings/transfers within the FY2014 Amended Operating Budget. The FY2013 expense for general liability legal services was \$346,200.



Consent Agenda Item #6.C. x

To: LYNX Board of Directors

From: Baunie McConnell

DIRECTOR OF RISK MGMT & SAFETY

Baunie McConnell (Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Miscellaneous

Authorization to Negotiate and Bind Coverage and Premium for One Year

Renewal of the Property Insurance Program

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate with the assistance of Arthur J. Gallaher Broker and bind coverage and premium on behalf of LYNX for the upcoming one year renewal April 1, 2014 to April 1, 2015 of the Property Insurance Program.

BACKGROUND:

LYNX's insurance arrangements are delivered by Arthur J. Gallagher Risk Management Services who began as LYNX's Insurance Broker in 2007 through present. Property Insurance is first party insurance that indemnifies LYNX for its loss or the loss of its income producing ability, when the loss or damage is caused by a covered peril such as fire or windstorm.

The expiring premium is \$164,310. In 2012 we went out to bind for the property program. Zurich American Insurance Company an admitted carrier in the State of Florida became our carrier. Our premiums have remained fairly flat but this year with a \$5.3 million increase in the property statement of values with the addition of CCTV cameras at bus stops, video and audio improvements and improved lighting at the three main locations the premiums are up by 11.12%.

This increase in premium is strictly a rate increased based on the additional value LYNX provided to the carrier. Our loss ratio is excellent and our relationship with Zurich is very strong.

It is requested that the Board of Directors allow staff with the assistance of Arthur J. Gallagher Broker continue with Zurich as the property carrier and allow payment of the annual renewal premium. The renewal cost is \$182,560, an increase of \$18,250.



FISCAL IMPACT:

LYNX staff has included \$517,000 in the FY2014 Amended Operating Budget for binding insurance coverage. The FY2013 expenses for insurance coverage were \$512,999.



Consent Agenda Item #6.C. xi

To: LYNX Board of Directors

From: Blanche Sherman

DIRECTOR OF FINANCE

Leonard ANTMANN (Technical Contact)

Edward Velez

(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Miscellaneous

Authorization to Transfer Three Retired Buses to the Lake County Transit

System

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer three (3) revenue vehicles and components to the Lake County Transit System (LakeXpress) upon Federal Transit Administration (FTA) approval of the transfer of the assets and the associated FTA obligation to Lake County.

BACKGROUND:

LYNX maintenance staff has identified three diesel revenue vehicles for retirement. The Lake County Transit System has expressed an interest in receiving three of the LYNX retired vehicles to their agency.

Staff is recommending the removal of the three (3) buses that were scheduled for retirement from service as part of the fleet reduction to comply with the 20% spare ratio requirements. The decision to remove these units from service is a business decision based on economics and service efficiencies.

The transfer of the three (3) diesel buses will require FTA approval in order to waive or transfer any outstanding obligation associated with the vehicles and the related components which is currently valued at \$329. LYNX staff will continue to work with LakeXpress and/ or with other agencies to facilitate the transfer of the revenue vehicles.



FISCAL IMPACT:

The net book value of the three (3) diesel vehicles and components is \$329. The potential FTA obligation is \$329.

Vehicle Listing

Acquisition Date	Acquisition Value	Class	Company Asset Number	Description	Net Book Value	DUE TO FTA
9/30/2004	\$253,859	RV	519	PHANTOM- C29D102N4 Gillig Bus	\$ -	\$ -
8/21/2002	\$222,871	RV	513	PHANTOM- C27D096N4 Gillig Bus	\$ -	\$ -
8/21/2002	\$222,871	RV	516	PHANTOM- C27D096N4 Gillig Bus	\$ -	\$ -
8/21/2002	\$ 25,616	RV	513A	ENGINE-CUMMINS ISL, 330HP	\$ -	\$ -
8/21/2002	\$ 25,616	RV	515A	ENGINE-CUMMINS ISL, 330HP	\$ -	\$ -
2/24/2009	\$ 9,950	RV	513BBB	VOITH D864 TRANSMISSION	\$ -	\$ -
4/22/2009	\$ 9,900	RV	504BB	VOITH D864 TRANSMISSION	\$ -	\$ -
6/04/2009	\$ 9,875	RV	517BBB	Transmission	\$329	\$329
9/30/2007	\$ 7,753	RV	505AA	ENGINE, CUMMINS REBUILT M-11	\$ -	\$ -
Totals	\$788,311				\$329	\$329



Consent Agenda Item #6.C. xii

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

Belinda Balleras (Technical Contact) Thomas Walls

(Technical Contact)

Jeffrey Reine

(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous

Authorization to Submit Grant Application to the Department of Homeland

Security (DHS) for Transit Security Grant Program (TSGP) Funding

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Department of Homeland Security (DHS) for the FY2014 Transit Security Grant Program (TSGP) and to execute grant agreement with DHS and, in connection therewith, execute and deliver the FY2014 DHS Certifications and Assurances.

BACKGROUND:

The Transit Security Grant Program (TSGP) is a Department of Homeland Security grant focusing on transportation infrastructure security activities. This program is part of a comprehensive set of measures implemented to help strengthen the Nation's critical infrastructure against risks associated with potential terrorist attacks. TSGP is a competitive grant program designed to protect critical surface transportation infrastructure and the traveling public from acts of terrorism, major disasters and other emergencies. The FY2014 TSGP allowable costs support efforts to build and sustain core capabilities across prevention, protection, mitigation, response, and recovery mission areas.

The FY2014 Department of Homeland Security Transit Security Grant Program provides funds to owners and operators of transit systems (which include intra-city bus, commuter bus, ferries, and all forms of passenger rail) to protect critical surface transportation infrastructure and the traveling public from acts of terrorism, major disasters, and other emergencies. LYNX will submit for improvements that align with recommendations provided in the 2013 update to the LYNX Threat and Vulnerability Analysis (TVA) and in the 2012 update to the Security Program



Plan. The TVA evaluates the likelihood of specific threats that may endanger system operations and provides recommended actions and countermeasures to eliminate or mitigate such threats. LYNX operations facilities are deemed critical assets as defined within the TVA, having a potential for a high level of employee and/or passenger casualties and system disruptions.

The planned projects are detailed below. Two of the items are related to specific training. The National Incident Management System (NIMS) and the Terrorist Activity Recognition (TARR) are training extended to LYNX staff as well as our partner law enforcement agencies, first responders and regional security stakeholders. With the advent of SunRail, there is a need for refresher training. This will also allow for new training for new LYNX staff.

The facility hardening project includes:

- 1. Installation of additional fencing and perimeter intrusion detection around the perimeter of the LYNX Operations Center.
- 2. Installation of physical access protection equipment (video motion detection and alarms, power supplies and UPS functions, and lightening protection systems
- 3. Installation of enhanced access control system on bus yard access point
- 4. Integration of above measures with existing video surveillance, Control Center and on-site security.

Staff intends to apply for the maximum amount allowed for the following TSGP eligible projects:

- Planning/Trainings- National Incident Management System (NIMS)
 and Terrorist Activity Recognition and Reaction (TARR)
 Approx \$ 450,000
- Facility Hardening Approx \$1,500,000

FISCAL IMPACT:

The FY2014 TSGP funding, if awarded, will be programmed in the appropriate fiscal year operating and capital budgets. This funding program is 100% DHS funded.



Consent Agenda Item #6.C. xiii

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

Andrea Ostrodka
(Technical Contact)

James RODRIGUEZ
(Technical Contact)

Jeffrey Reine

(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous

Authorization to Ratify the FY2015-2024 Transit Development Plan (TDP) Minor Update Submittal to the Florida Department of Transportation

(FDOT) District 5

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification of the FY2015-2024 Transit Development Plan (TDP) Minor Update for submittal to the Florida Department of Transportation (FDOT) to meet block grant funding requirements.

BACKGROUND:

Every five years, LYNX completes a major update to its ten-year Transit Development Plan. The last major update was completed in 2012. LYNX completes minor updates to the plan on an annual basis. This is a minor update. The TDP includes a description of LYNX services and service area characteristics; an outline of existing services and their costs; a summary of initiatives that were carried out over the last fiscal year as well as those that were not and an explanation of why they were not implemented; and a list of service changes that are needed over the next ten year period. This minor update will be generally consistent with the 2013 Comprehensive Operational Analysis. The TDP is a needs-based assessment and is not financially constrained.

FISCAL IMPACT:

LYNX staff included FDOT Block Grant funds in the amount of \$9,947,745 in the FY2015 Preliminary Operating Budget to support reimbursement of operating expenses. An approved TDP is required prior to FDOT release of any block grant funds.



Consent Agenda Item #6.C. xiv

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

Belinda Balleras
(Technical Contact)
Myles O'KEEFE
(Technical Contact)
William Hearndon
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous

Authorization to Award Projects Solicited for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Urbanized Orlando &

Kissimmee Program and to Execute Sub-Recipient Agreements with

Awarded Agencies

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend sub-recipient awards to selected Human Services Agency projects. Furthermore, LYNX is seeking Board authorization to enter into sub-recipient agreements with selected applicants for Fiscal Year 2015 to implement the proposed projects.

BACKGROUND:

LYNX is the designated recipient of FY2014 Section 5310 program funds for the Urbanized Orlando and Kissimmee areas. LYNX received Board authorization in January 2014 to solicit proposals for Urbanized Orlando and Kissimmee Section 5310 Program funds. Proposals were due April 11, 2014 and were reviewed by a multi-disciplinary team. Projects were prioritized and a notice of intent to award was issued April 30, 2014. These projects will support the travel needs of the elderly and disabled populations in the LYNX service area, while reducing resource demands on Access LYNX and supporting regional transportation coordination.

Five proposals were received from the following agencies and organizations:

- BrightStart Pediatrics
- ITN Orlando
- Osceola Council on Aging
- Park Place Behavioral Healthcare



• Seminole Behavioral Healthcare

APPLICATION EVALUATION

The 5310 Evaluation Committee, consisting of Tim May, Jo Santiago, and Gabriella Serrado, convened on April 30, 2014.

LYNX proposes to provide FY2015 funding to the following sub-recipient agencies, subject to Federal Transit Administration (FTA) grant awards for the respective projects, based on Evaluation Committee rankings:

Sub-Recipient Agency	Amount
BrightStart Pediatrics, LLC	\$ 33,120
Osceola mental Health, Inc. (dba Park Place Behavioral Health Care)	<u>\$ 12,420</u>
Total	\$ 45,540

Sub-recipient will provide the 50% local match under the Section 5310 grant program. Section 5310 capital funds are 80% federal and 20% non-Department of Transportation (USDOT) funding.

FISCAL IMPACT:

LYNX staff included \$200,000 in the FY2015 Preliminary Operating Budget for Section 5310 sub-recipient agency expenses that will be funded with Federal Transit Administration Section 5310 pass-through funding resulting in a net zero impact to LYNX. The FY2015 Adopted Budget will be adjusted to reflect the final awards to the sub-recipient agencies.



Consent Agenda Item #6.C. xv

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

Belinda Balleras
(Technical Contact)
Myles O'KEEFE
(Technical Contact)
James RODRIGUEZ
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous

Authorization to Submit FY2015/2016 Service Development Grant Proposals to the Florida Department of Transportation (FDOT) and the Authority to Execute Upon Notification of Funding by Resolution No. 14-

003

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors adopt Resolution No. 14-003 authorizing the Chief Executive Officer (CEO) or designee to submit FY2015/2016 Service Development Grant Applications to the Florida Department of Transportation (FDOT) and execute the Service Development Grant Joint Participation Agreement (JPA provided by FDOT) upon project selection in FY2016.

BACKGROUND:

On March 21, 2014, the Florida Department of Transportation (FDOT) solicited applications for FY2015/2016 Service Development Grants. Applications are due on May 16, 2014. This program is selectively applied to determine whether a new or innovative technique or measure can be used to improve or expand public transit. Service Development projects specifically include the use of new technologies, enhanced services/routes or increase in vehicle frequencies; the purchase of special transportation services and other techniques for increasing service to the riding public; and new technologies or methods for improving operations, maintenance and marketing. Priority will be given to those projects that have the potential to benefit other transit systems and have not been undertaken by other agencies.

The proposed services, if awarded, will be programmed in the FDOT Work Program due for development beginning October 2015. LYNX staff is diligently working with local jurisdictions, Metroplan Orlando and anticipated private partners for the 50% local share of the grant. FDOT



requires that documentation of local match commitment be submitted before the annual state Work Program development cycle starts for the state FY2016/2017. Staff will keep the Board updated on the status of funding coordination for the local match of 50% and any future award from FDOT.

LYNX is considering the following projects, subject to continuing discussions with local jurisdictions and partnership opportunities.

- Transit and multi-modal supportive marketing project
- Proposed Lee Vista Service to the Airport
- Veterans Transportation Community Living Initiative (VTCLI) One-Call/One-Click Deployment Plan

Board Resolution 14-003 is attached.

FISCAL IMPACT:

LYNX staff will include FDOT grant awards in the appropriate LYNX fiscal year operating budgets upon confirmation of funding and securing of local match, if necessary.

CFRTA RESOLUTION 14-003

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d.b.a LYNX): AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO SUBMIT A GRANT APPLICATION AND EXECUTE A JOINT PARTICIPATION AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR SERVICE DEVELOPMENT PROJECTS

WHEREAS, there is a Public Transit Service Development Program which shall be administered by the Florida Department of Transportation (FDOT) and the grant funds will provide initial funding for new or innovative technique or services to improve or expand public transit:

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY 2014-23 which has been submitted to FDOT in June 2013 and the TDP is consistent with the five-year Transportation Improvement Program (TIP) and FDOT's State Work Program;

WHEREAS, this is a resolution of the GOVERNING BOARD of the Central Florida Regional Transportation Authority (hereinafter BOARD), which hereby authorizes the submission of service development grant applications and execution of future Joint Participation Agreements with the Florida Department of Transportation.

WHEREAS, this BOARD has the authority to authorize the execution of the Joint Participation Agreement.

NOW THEREFORE, BE IT RESOLVED THAT:

- 1. The BOARD has the authority to authorize the submission of a service development grant application to the Florida Department of Transportation.
- 2. The BOARD authorizes the Chief Executive Officer to execute a Joint Participation Agreement, and subsequent agreements, with the Florida Department of Transportation for the awarded service development project(s) under this solicitation.
- 3. That the above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

APPROVED AND ADOPTED this 22nd day of May 2014, by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

	By:	
	Chairman	
Attest:		
ittest.		
Assistant Secretary		



Consent Agenda Item #6.C. xvi

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

Andrea Ostrodka
(Technical Contact)
Carleen Flynn
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous

Authorization to Amend Contract No 13-C05 with Kittelson & Associates

for the State Road 50/UCF Connector Alternatives Analysis

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) to amend Contract 13-C05 with Kittelson & Associates for the State Road 50/UCF Connector Alternatives Analysis in the amount of \$265,000 to include additional public involvement, as well as, ridership estimation modeling consistent with MAP-21- Moving Ahead for Progress in the 21st Century Act (P.L. 112-141) requirements, and to amend the FY2014 Amended Operating Budget, accordingly.

BACKGROUND:

On November 8, 2012, the LYNX Board ratified Contract No. 13-C05 with Kittelson and Associates in the amount of \$898,000 to conduct Phase 1 of an Alternatives Analysis for SR 50 from the Lake County line to the SR 434/Alafaya Trail and north on SR 434 to the University of Central Florida. This project was scoped and procured under the guidance of previous transportation legislation (SAFETEA-LU). Guidance under the current transportation legislation (MAP-21) calls for the activities performed in the planning phase of a project [previously referred to by the Federal Transit Administration (FTA) as Alternatives Analysis] to be much more implementation-focused and better prepare alternatives that result from a planning process to advance into the next phase of project development. Additional flexibility is provided in the analysis required to choose a locally preferred alternative as well as in the reporting that is necessary to apply for FTA funds. This shift in federal focus has resulted in the need to expand the analytical scope of the ridership model to include the development of "data-driven" methods to support ridership estimation. This will include a review of the Central Florida Regional Planning Model (CFRPM), which represents the most up-to-date local travel demand model available, particularly in terms of complying with the most fundamental aspects of FTA guidance



on QA/QC and good practice. Further, the contractor will code the alternatives developed into a base transit condition which includes SunRail in order to provide the most accurate ridership forecasts based on regional investments.

In addition, LYNX staff has determined to amend the public outreach scope based on input received during the preliminary public workshops and stakeholder interviews. To effectively communicate the project and develop "buy-in" by the affected local citizens, regional and corridor-wide local governments, employers, educational institutions, and interested groups along this very diverse corridor, a more robust approach to public engagement is necessary. The restructured plan includes engaging individual neighborhoods through small group meetings; reorganizing the Land Use/Transportation Planners Task Force Subcommittee to a series of Community Liaison Group (CLG) meetings that are industry focused (educational institutions, health care, business/commercial organizations, neighborhood/community, and entertainment sector); a series of one-on-one strategy meetings/briefings with key partner agencies and elected officials; additional presentations to MetroPlan Orlando Committees and Board during evaluation process; presentations to local government commissions for input and adoption of locally approved alternative; and development of multi-lingual notification and meeting materials.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

There is a 4% contract participation goal on this project.

FISCAL IMPACT:

LYNX staff included \$871,835 in the FY2014 Amended Operating Budget for the State Road 50 Alternatives Analysis and will further amend the FY2014 Operating Budget to include \$265,000 for this contract modification, if approved. This increase will be covered by FTA grant funding in the amount of \$212,000 and will require a 20% local match of \$53,000.



Consent Agenda Item #6.C. xvii

To: LYNX Board of Directors

From: Tangee Mobley

DIR OF TRANSPORTATION & MAINT

William Hearndon (Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous

Authorization to Adopt Resolution No. 14-005 and to Execute the

Transportation Disadvantaged Grant Application for State Fiscal Year 2015

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' adopt Resolution No. 14-005 authorizing the Chief Executive Officer (CEO) or designee to execute the FY2015 Transportation Disadvantaged Operating Grant application, file the application with the Florida Commission for the Transportation Disadvantaged, and execute any and all agreements or contracts which may be required in connection with the application.

BACKGROUND:

Every year the Florida Commission for the Transportation Disadvantaged (TD) awards Trip Grants to each Community Transportation Coordinator (CTC) to provide TD trips within their service area. The designated CTC for any one service area is the only entity in that service area that is eligible for the Trip Grant. LYNX serves at the CTC for Orange, Osceola and Seminole Counties.

FISCAL IMPACT:

The Transportation Disadvantaged Trip Grant provides funding for all TD services provided by LYNX' Paratransit Operations Division. FY2015's state 90% TD allocation is \$3,727,178, which is an increase of \$589 over FY2014's state allocation and will be included in the final adopted FY2015 Operating Budget. The Grant requires a 10% local match, which is obtained through customer fares. LYNX will also receive an additional \$1,229 in Voluntary Dollar Contributions.

LYNX staff included \$3,696,710 in the FY2014 Amended Operating Budget.



CFRTA RESOLUTION #14-005

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY, TO FILE A TRANSPORTATION DISADVANTAGED TRUST FUND GRANT APPLICATION WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, this is a resolution of the GOVERNING BOARD of Central Florida Regional Transportation Authority, d/b/a LYNX (hereinafter BOARD), hereby authorizes the filing of a Transportation Disadvantaged Trust Fund Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file a Transportation Disadvantaged Trust Fund Grant Application to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes and Rule 41-2, Florida Administrative Code.

NOW THEREFORE, BE IT RESOLVED THAT:

- 1. The BOARD has the authority to file this grant application.
- 2. The BOARD authorizes <u>John M. Lewis, Jr., Chief Executive Officer</u>, or designee, to file and execute the application on behalf of the Central Florida Regional Transportation Authority, d/b/a LYNX with the Florida Commission for the Transportation Disadvantaged.
- 3. The BOARD authorizes <u>John M. Lewis, Jr., Chief Executive Officer</u>, or designee, to sign any and all agreements or contracts, which may be required in connection with the application.
- 4. The BOARD authorizes <u>Blanche W. Sherman, Director of Finance</u>, or designee, to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents, which may be required in connection with the application or subsequent agreements.



CERTIFICATION OF THE ADOPTION OF RESOLUTION #14-005 BY THE BOARD OF DIRECTORS OF CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX

APPROVED AND ADOPTED this **22nd day of May 2014,** by the Governing Board of Directors of the Central Florida Regional Transportation Authority, d/b/a LYNX.

	CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
	By: Board of Directors
	Chairman
Attest:	
Assistant Secretary	



Consent Agenda Item #6.C. xviii

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

Belinda Balleras
(Technical Contact)
Myles O'KEEFE
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous

Authorization to Submit Grant Application to the Federal Transit Administration (FTA) for Mobility Services For All Americans (MSAA)

Deployment Planning

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Federal Transit Administration (FTA) for Mobility Services For All Americans (MSAA) Deployment Planning funds.

This authorization includes any opportunity to partner, provide support, and collaborate with local partners for potential projects under FTA's MSAA program.

BACKGROUND:

On May 1, 2014, FTA posted a Notice for Request for Proposals (RFP) under the National Transit Research Program, Mobility Services For All Americans (MSAA) Deployment Planning.

The Federal Transit Administration (FTA) announced the availability of \$795,545 in Research, Development, Demonstration, and Deployment Program funds for the deployment planning of Travel Management Coordination Centers (TMCCs) to support interoperable, coordinated human service transportation (HST) systems in coordination with the USDOT Intelligent Transportation Systems (ITS) Joint Program Office (JPO). Applications are due July 1, 2014. FTA may award multiple projects totaling greater than what is currently available should additional funds become available.



As LYNX completed its MORE-TMCC program and is currently developing its Veterans Transportation Resources and Community Services (VTRACS) system, these MSAA funds will allow LYNX to continue moving forward with the development of a more coordinated transportation system for the Central Florida area.

The expected results from this MSAA deployment planning effort are stakeholder-driven TMCC action plans and key system capabilities (such as data exchange mechanism between different technology platforms) that enable interoperable systems of human services transportation across multiple modes (demand response, fixed route transit, taxi, etc.), transit providers and agencies.

The vision of a TMCC is an interoperable system that:

- From a customer perspective, provides a convenient access point, such as one-call, one click, for comprehensive traveler support. The types of services provided may range from general customer support and trip planning (including accessibility, scheduling and fare information), to automated reservation management, and real-time traveler information through mobile devices.
- From a service provider perspective, supports interoperable and coordinated transportation service operations and management functions, including customer management, real-time fleet monitoring, automated scheduling, dispatching and routing, and automated reporting and invoicing.
- From a human service program management perspective, enables streamlined program management requirements, including consumer management, automated accounting, financial transaction, back-office coordination, and reporting and data collection for program evaluation.

FTA anticipates a maximum period of performance for this project of 21 months. FTA reserves the right to award only some, or none, of the available funding based on FTA's assessment of the received proposals' merits relative to the stated evaluation criteria.

LYNX is requesting approximately \$250,000 through the MSAA grant program for deployment planning of the MORE-TMCC Phase III (VTCLI One-Call/One-Click System) to the Central Florida Veteran community, Transportation Disadvantaged population, and the general population. The local match of 20% will be \$62,500. LYNX staff will work with potential partners and possible state funding sources for the minimum required local match. LYNX may include additional deployment options in its application that will increase the amount of funding sought.

FISCAL IMPACT:

The MSAA funding, if awarded, will be programmed in the appropriate fiscal year operating and/or capital budgets. The funding program is 80% FTA and 20% non-federal.



The local match of 20% will be \$62,500. LYNX staff will work with potential partners and possible state funding sources for the minimum required local match.



Action Agenda Item #7.A

To: LYNX Board of Directors

From: John Lewis

CHIEF EXECUTIVE OFFICER

Blanche Sherman (Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name:

Authorization to Begin Negotiations with the Proposer, NoPetro, of the

Compressed Natural Gas (CNG) Unsolicited Proposal

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to begin negotiations with the Proposer, NoPetro, of the Compressed Natural Gas (CNG) Unsolicited Proposal to be brought before the Board of Directors in the near future for final recommendations and approval.

BACKGROUND:

LYNX received an Unsolicited Proposal from NoPetro dated September 13, 2013.

Actions Taken:

- ✓ Within sixty (60) days of receipt of the Unsolicited Proposal, the Chief Executive Officer (CEO) determined the following:
 - 1. It is valid.
 - 2. It is essential to the Authority.
 - 3. It contains sufficient technical and cost information.
 - 4. It has been approved by the proposer's responsible official capable of entering into a contract.
- ✓ A letter signed by the CEO acknowledging the above determinations was sent to NoPetro on November 1, 2013.
- ✓ Advertising was posted in the Orlando Sentinel from November 9 to December 9, 2013.



- ✓ On November 25, 3013, the services of Stifel, Nicolaus & Company, Incorporated were acquired to perform a comprehensive review and financial evaluation of the proposal.
- ✓ On January 29, 2014 and March 27, 2014, Margaret Lezcano, Managing Director, of Stifel Nicolaus provided updates to LYNX' Audit Committee on the status of the comprehensive review and financial evaluation of the proposal.
- ✓ On May 22, 2014, Margaret Lezcano and LYNX staff provided an update to the LYNX' Audit Committee on the operations evaluation of the NoPetro proposal.

Due to a favorable comprehensive review and the Sole Source requirements being met, LYNX staff and the project financial advisor are recommending that LYNX begin negotiations with the Proposer.

FISCAL IMPACT:

Upon approval of final negotiations, LYNX staff will include the financial impact of the NoPeto proposal in the appropriate fiscal year budgets.



SUMMARY FINDINGS OF FINANCIAL AND OPERATIONS FEASIBILITY: LYNX CONVERGE



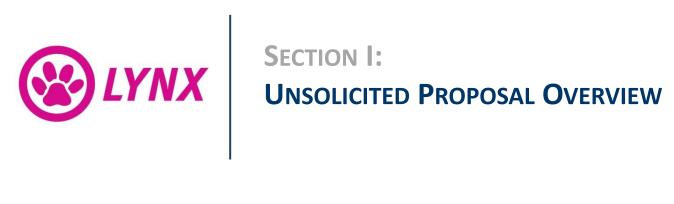
TABLE OF CONTENTS

Section I:	Unsolicited Proposal Overview	<u>Page</u> 2
Section II:	Financial Assumptions and Scenario Results	5
Section III:	Initial Construction, Engineering and Maintenance Review	10
Section IV:	Indicative Conversion Timeline	13



Appendix A:

Key Definitions





Overview of Nopetro and Services to be Provided

About Nopetro

- Founded in 2007 and based in Coral Gables
- Specializes in the design, finance, operation and maintenance of CNG ("Compressed Natural Gas") and LNG ("Liquefied Natural Gas") fueling stations and related facilities
- Formed a CNG P3 with Leon County Public Schools in July 2011
 - Full service 2.5-acre CNG fueling facility
 - Three dual-hose fast fueling CNG dispensers

Potential Benefits Offered to LYNX

- Fuel cost savings over Biodiesel
- New revenue source from third party CNG purchases
- Opportunity to fund expanded service
- Relieve LYNX of fueling station Operation and Maintenance responsibilities
- Diversify fuel consumption by utilizing alternative domestic resources
- Reduce air pollutants

Nopetro Commitment

- Incur capital cost to construct fast fueling CNG station
 - Purchase a 13.5-acre tract next to LYNX's current maintenance facility
 - Build three transit fast-fill lanes and three light duty fast-fill lanes
 - Fuel each bus between six and eight minutes
 - Design facility and hold land for further expansion
- Design and perform all modifications to LYNX's existing maintenance facility to make it CNG compliant
- Train LYNX's employees on fueling procedures
- Maintain all CNG fueling station operations, including providing station attendant
- Lease CNG buses on behalf of LYNX
- Pay LYNX an \$0.085 royalty for each Diesel Gallon Equivalent ("DGE") sold at the Nopetro-Lynx CNG fueling station to third party purchasers
- Provide FuelMule, a portable on-site CNG fueling station for an emergency back-up



PROPOSED COMMITMENT FROM LYNX

- 1) Build, Operate and Maintain a CNG Fueling Station
 - An initial acquisition of at least 35 CNG transit buses
 - A minimum of 50% of LYNX's new bus acquisitions would be CNG during the contract term (20 years)
 - All LYNX CNG buses in Orange County must purchase their fuel from the Nopetro-LYNX CNG Fueling Station
 - Minimum take-or-pay commitment of 500,000 DGEs annually
 - The proposed take-or-pay commitment is for 15 years
 - The proposed P3 term is for 20 years
- 2) Maintenance Facility Upgrade (Optional)
 - LYNX can make one payment, annual payments, or pay a higher per-DGE price to finance the upgrades
 - Two prices are offered, depending on timing of upgrades
 - Option One South Wing CNG and Maintenance Facility Modification (23 bays) for \$1,425,000
 - Option Two Total CNG Maintenance Facility Modification (South and West Wings) for \$2,500,000
 - Tax-exempt interest rates may be available for financing the upgrades
- Lease Transit Buses to LYNX (Optional)
 - Lease provided to Nopetro by BBVA Compass for a ten year term
 - LYNX lease counterparty would be a Special Purpose Entity of Nopetro
 - Lease could be structured as tax exempt or taxable
 - No requirements on number of buses to be leased
 - Nopetro would charge LYNX a to-be-negotiated administrative fee to manage the leases







Model Overview

- Stifel developed an Excel model to measure the financial feasibility of the proposed CNG conversion
- The model calculates three measures of financial efficiency: Net Present Value,
 Internal Rate-of-Return and Payback Period
- Cash Flow savings are calculated as the difference between the annual cost of DGEs consumed on CNG buses and the comparable fuel cost on Diesel buses
- Capital Costs include the maintenance facility modification financed over a ten year period, and the higher cost of CNG buses compared to Diesel buses (estimated to be \$50,000 per bus)
- Royalty Payments are a cash inflow and are based on Nopetro's estimates of third party sales over time
- The model assumes the LYNX fleet does not expand and will follow the planned replacement schedule presented in its budget and capital plans (with future replacement based on a 9 year average life)

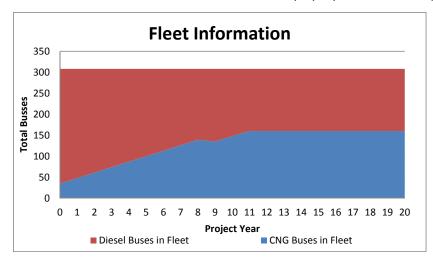


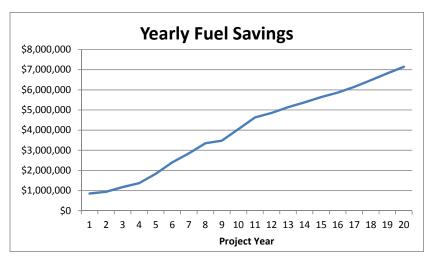
Scenario 1: 50% Commitment To CNG (Base Case)

- This scenario assumes half of future bus replacements will use CNG buses
- This scenario allows LYNX to meet the minimum requirements under the unsolicited P3 Proposal
- The slower time frame to full conversion reduces LYNX's annual fuel savings, but allows for LYNX to diversify its fuel and reduce its exposure to natural gas

Benchmark Results				
NPV of Fuel Savings	\$25,403,203			
NPV of Royalty Payments	\$2,261,091			
Payback Period (Years)	5.68			
MIRR	20%			

Royalty Payments based on Nopetro's estimates





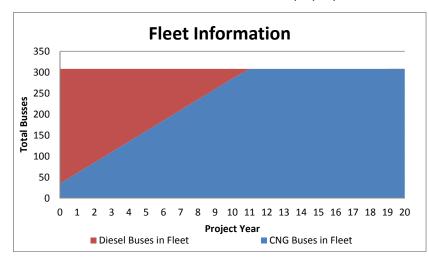


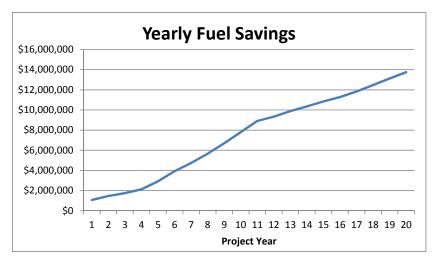
Scenario 2: 100% Commitment To CNG Moving Forward

- This scenario assumes all future bus replacements will use CNG buses (model assumes no fleet growth)
- A 100% CNG commitment on future bus replacements is the quickest way to accelerate annual fuel savings, while following LYNX's bus replacement schedule, as presented in its budget and capital plans

Benchmark Results				
NPV of Fuel Savings	\$49,188,596			
NPV of Royalty Payments	\$2,261,091			
Payback Period (Years)	5.54			
MIRR	22%			

Royalty Payments based on Nopetro's estimates





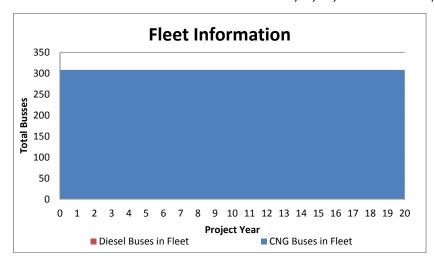


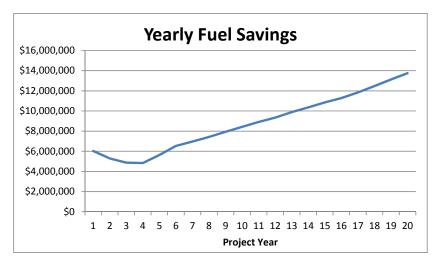
Scenario 3: Full Conversion To CNG Upfront

- This scenario assumes that LYNX converts its entire fleet into CNG today
- This scenario provides the highest fuel savings to LYNX, but also the highest cost (approximately \$170 million to replace entire fleet with new buses)

Benchmark Results				
NPV of Fuel Savings	\$59,845,542			
NPV of Royalty Payments	\$2,261,091			
Payback Period (Years)	3.36			
MIRR	11%			

Royalty Payments based on Nopetro's estimates









SECTION III: INITIAL CONSTRUCTION, ENGINEERING AND MAINTENANCE REVIEW



LYNX REVIEW OF PROPOSED MAINTENANCE FACILITY CHANGES

- A committee of LYNX senior managers was appointed by the CEO to conduct an initial review of the Proposal
- The committee hosted a site visit with Nopetro on April 30th to walk-through the maintenance facility and diligence the scope of work from construction, maintenance, transportation, safety and risk perspectives
- Several follow-up conversations were held internally at LYNX and with Nopetro to answer questions
- Nopetro confirmed that the walk-through session, including associated technical discussions, did not alter the proposed pricing or scope of work needed for the maintenance facility



PROPOSED SCOPE OF WORK FOR LYNX MAINTENANCE FACILITY CHANGES

- 1. Installation of a gas (methane) detection system outfitted with audible and visual alarms and exhaust systems
- 2. Upgrade installation to the mechanical exhaust ventilation system (to increase the rate of exhaust in a defined leak detection event)
- 3. Installation of appropriate general exhaust fans and louvered ventilation will be installed
- 4. Upgrade to the HVAC heating system
- 5. Upgrades and installation modifications to electrical system and distribution panels
- 6. Upgrades to the existing fire protection sprinkler system may be implemented and interconnected with PLC controlling all emergency response systems
- 7. Installation of a lightning protection system with surge protectors
- 8. Installation of two sealed three hour fire rated partition walls between maintenance garage spaces and occupied offices and common areas
- 9. Seal all penetrations with 3-M three-hour fire rated material between maintenance garage area and occupied offices
- 10. Remove bottom side roof deck and roof joist system paint and replace with fire retardant paint







Indicative Conversion Timeline

Activity	<u>Start</u>	<u>End</u>
Project Review		
Audit Committee to review financial feasibility results	03/27/14	03/27/14
Audit Committee to review proposed facilities modifications	05/22/14	05/22/14
Board Meeting to decide whether to proceed to negotiate	05/22/14	05/22/14
Contract Negotiations		
Development Agreement	05/23/14	07/25/14
Fuel Purchase Agreement	05/23/14	07/25/14
Bus Lease Agreement	05/23/14	07/25/14
Fueling Station Construction		
Design and Permitting	07/28/14	12/29/14
Pre Construction	09/24/14	02/04/15
Site work and construction	11/13/14	04/22/15
Final inspections and completion	04/23/15	05/13/15
Maintenance Facility Remodeling		
Design and Permitting	07/28/14	02/09/15
Pre Construction	12/14/14	04/06/15
Site work and construction	02/11/15	05/12/15
Final inspections and completion	05/13/15	06/01/15
Bus Acquisition		
Order and receive buses from Gillig	10/01/14	07/02/15

as of May 8, 2014







DEFINITIONS

BTU (British Thermal Unit) = a standard measurement of the heat value of a fuel (energy content)

Compressed Natural Gas (CNG) = natural gas that is compressed to allow more energy to fit into a smaller fuel tank

CPI (Consumer Price Index) = weighted average price of consumer goods, popular as a measure of inflation

Diesel-Gallon Equivalents (DGE) = amount of alternative fuel it takes to equal the energy in one gallon of diesel fuel

MIRR (Modified Internal Rate of Return) = discount rate that makes the present value of all cash flows equal zero

NPV (Net Present Value) = The discounted present value of the difference between cash inflow and cash outflow

NYMEX Henry Hub = pricing point for natural gas futures contracts traded on the New York Mercantile Exchange

P3 (Public-Private Partnership) = a contractual arrangement between public and private sector partners pertaining to the design, construction, operation, management and/or finance of revenue generating public infrastructure facilities and projects

Payback Period = number of years required to recover the cost of an investment

Required Rate of Return = The interest rate used to determine the present value of cash flows

Royalty Payment = in the unsolicited Proposal LYNX would be entitled to \$0.085 on every third party gallon sold at the Nopetro-LYNX CNG fueling station



DISCLOSURE

Stifel, Nicolaus & Company, Incorporated ("Stifel") is providing the information for discussion purposes and is declaring that it has done so within the regulatory framework of MSRB Rule G-23 as a financial advisor, as defined therein, and not an underwriter to the issuer for this proposed issuance of municipal securities. A "financial advisory relationship" shall be deemed to exist when a firm enters into an agreement to render financial advisory or consultant services to or on behalf of an issuer with respect to the issuance of municipal securities, including advice with respect to the structure, timing, terms and other similar matters. Accordingly, any services provided by Stifel as they relate to our role as financial advisor should not be construed as those of an underwriter or placement agent.





Action Agenda Item #7.B

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

Andrea Ostrodka
(Technical Contact)
James RODRIGUEZ
(Technical Contact)
Blanche Sherman
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Authorization to Ratify the Implementation of NeighborLink Services in the

Goldsboro Neighborhood of Sanford

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratify the implementation of NeighborLink Services in the Goldsboro neighborhood of Sanford and to amend the FY2014 Amended Operating Budget accordingly. The estimated cost of these services is \$86,912 for the period of April 2014 to September 2014.

BACKGROUND:

NeighborLink 651 replaces service originally provided by Link 34 in the Goldsboro neighborhood. Link 34 was rerouted onto French Avenue as part of an overall restructuring of service in Sanford that was a recommendation of the recently completed Comprehensive Operational Analysis (COA). Implementation of the NeighborLink route was also a recommendation of the COA and is supported by City and County officials who were seeking to preserve transit access for Goldsboro residents.

NeighborLink 651 provides flexible connections to a range of regional transportation connections and employment opportunities. The neighborhood contains a high proportion of low and moderate income residents that would benefit from the improved access to employment and services that would be made possible by this connection. Area businesses benefit from access to an expanded labor pool and market area to include Sanford residents that do not have access to a private automobile or are outside of a reasonable walk distance.



The service enhances accessibility to and from US 17-92 for Sanford residents benefiting both businesses and residents through improved access to employment, to shopping and services along the corridor. The service also provides vital first mile/last mile connectivity to SunRail, to the Sanford Amtrak station, to Central Florida Regional Hospital, and the 17-92 commercial corridor, expanding the reach of businesses, residents and visitors in accessing the area's economic opportunities.

FISCAL IMPACT:

Upon ratification, LYNX staff will amend the FY2014 Amended Operating Budget by transferring funds in the amount of \$86,912 from contingency funding to support the cost of this service for the period of April 2014 through September 2014.



Action Agenda Item #7.C

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

James RODRIGUEZ (Technical Contact) Michael Knispel (Technical Contact)

Walter Gant

(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Authorization to Initiate Public Outreach Process for August 2014 Proposed

Service Changes

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to initiate the public participation process for the August 24, 2014 proposed service changes.

BACKGROUND:

With the May 1st start of SunRail passenger service, LYNX' Planning staff have been monitoring the performance of bus feeder routes to identify capacity or schedule adherence issues that can be addressed as part of the August 2014 service change. Staff is seeking public input as to how potential service changes will affect the community. LYNX' Public Participation Program requires that these proposals be presented to the public in the form of workshops and/or public hearings. Staff will compile comments from the workshops and incorporate them into final restructuring proposals.

LYNX' Public Participation Program mandates public hearings to take place should a route or routes be reduced by 25% or more of the route's revenue hours, as recommended by the Federal Transit Administration (FTA). If warranted, staff will then take the proposals to the public in the form of public hearings if a proposed change affects 25% or more of the total route's revenue hours in accordance with the Title VI Program and LYNX' Public Participation Program Operating Procedures. In addition to the review of route changes that impact 25% or more of an individual route's total revenue hours or revenue miles, consideration must also be given to any service modification that would impact minorities at a greater rate than non-minorities by plus or



minus 10% percent in accordance with the disparate and disproportionate impact as defined in the LYNX accepted Title VI Program.

To date, staff has identified the following proposed service changes under review for the August 2014 service changes:

- Link 7 review ridership patterns
- Link 8 running time adjustment
- Link 11 running time adjustment
- Link 18 review ridership patterns
- Link 21 running time adjustment
- Link 34 running time adjustment
- Link 37 running time adjustment
- Link 42 running time adjustments
- Link 44 running time adjustment
- Link 48 running time adjustment
- Link 107 running time adjustment
- Link 111 running time adjustment
- Link 405 neighbor link replacement
- Link 418 running time adjustment
- Link 436N running time adjustment
- Link 443 running time adjustment
- Link 445 schedule modification to improve transfers

FISCAL IMPACT:

All proposed changes will be supported with funds included in the FY2014 Amended Operating Budget, FDOT and/or LYNX Local Funding Partners upon their approval.



Action Agenda Item #7.D

To: LYNX Board of Directors

From: John Lewis

CHIEF EXECUTIVE OFFICER

John Lewis

(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Authorization to Approve the Amendment to Administrative Rule 2, Board

Governance (ByLaws), Redesignating the Audit and Oversight Committee as the Oversight Committee, Delegating Limited Authority to the Oversight Committee to Act for the Board in Certain Situations When there is not Time to Submit the Matter to the Board, and Establish the Finance and

Audit Committee and the Risk Management Committee

Date: 5/22/2014

ACTION REQUESTED:

Staff is requesting the Board of Directors' adoption of Amendment to Administrative Rule 2, Board Governance (By-Laws), redesignating the Audit and Oversight Committee as the Oversight Committee and delegating the authority of certain actions on behalf of the Board of Directors to the Oversight Committee, and establishing the Finance and Audit Committee and the Risk Management Committee. A draft of the revised Administrative Rule 2 in clean form is attached.

BACKGROUND:

The amendment was drafted in response to input received from LYNX staff and from and certain of LYNX's funding partners. The amendment is intended to enable LYNX to operate more efficiently and to give LYNX' funding partners greater participation in financial and risk management matters. The amendment seeks to achieve these objectives by:

• Recreating the Oversight and Audit Committee as the Oversight Committee and delegating to the Oversight Committee the authority to undertake certain actions on behalf of the Governing Board and the authority to oversee the actions of the newly established Finance and Audit and Risk Management Committees. The membership of the Oversight Committee would be comprised of the members of the Governing Board, however, such members may appoint staff designees. The foregoing notwithstanding, all meetings of the Oversight Committee would be chaired by a member of the Governing Board.



- Establishing a Finance and Audit Committee which will make recommendations to the Governing Board, the Oversight Committee and LYNX staff with respect to financial policies, goals and budgets that support the mission, values and strategic goals of LYNX. The Finance and Audit Committee would also oversee the annual audit of LYNX's financial statements. The membership of the Finance and Audit Committee would be comprised of a staff member from each of the funding partners with expertise in financial matters. LYNX's Director of Finance/Chief Financial Officer would not be a member of the committee but would provide it with support.
- Establish a Risk Management Committee which will review and provide recommendations to LYNX with respect to LYNX's safety, insurance and risk management programs. The Risk Management Committee would also have the authority to, if appropriate, settle tort and worker's compensation based claims on behalf of LYNX up to the limits of the waiver of sovereign immunity set forth in Section 768.28, Fla. Stat. (currently \$200,000/\$300,000), and to make recommendations to the Governing Board and the Oversight Committee with respect to settlements in excess of such amount. The membership of the Risk Management Committee would be comprised of a staff member from each of the funding partners with expertise in risk management matters. The LYNX Director of Risk Management would not be a member of the committee but would provide it with support.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

ADMINISTRATIVE RULE 2 (AMENDMENT)

SUBJECT: ESTABLISHMENT OF COMMITTEES

EFFECTIVE DATE:

SCOPE: The purpose of this amendment is to recreate the Oversight and Audit Committee as the Oversight Committee and to establish a Finance and Audit Committee and a Risk Management Committee.

AUTHORITY:

Authority for the establishment of this <u>amendment to Administrative Rule 2</u> is as follows:

Part II, Chapter 343, Florida Statutes

AMENDMENT:

Section 2.12 of Administrative Rule 2 is hereby deleted in its entirety and the following is inserted in lieu therefor:

- 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 and Audit Committee; Purpose. A committee of the Governing Board is hereby established, to be known as the "Oversight and Audit Committee."— The Oversight and Audit Committee's primary functions are: (i) to assist the Governing Board in fulfilling its oversight responsibilities by reviewing the financial information, systems of internal controls which the Authority's staff has established, and the audit process, and (ii_(i)) to serve as a workshop to review and discuss matters prior to the Governing Board taking official action on such matters. In carrying out its primary functions, it is the responsibility of the Oversight; (ii) to oversee the Finance and Audit Committee to provide an open avenue of communication between and Risk Management Committee; and (iii) to exercise certain powers of the Governing Board, the Authority's staff and the Authority's external auditors which have been specifically delegated hereunder. The Oversight and Audit Committee is provided specific authority to make recommendations to the Director of

[28684532;1]

<u>Finance/</u>Chief Financial Officer, the Chief Executive Officer and the Governing Board with respect to matters that come before it.

- A. Composition. The Oversight and Audit Committee shall consist be comprised of five members, consisting of the five (each an "Oversight Committee Member"). The Members of the Governing Board. In shall comprise the event a member of the Oversight and Audit Committee is unable to attend a meeting, for any reason, such member may designate any person from his or her organization to attend the meetingmembership of the Oversight Committee; provided, however, that any Oversight Committee Member may designate in writing an employee of the governmental entity that such member represents (a "Designee") to attend any meeting of the Oversight Committee and exercise all of the powers of the Oversight and Audit Committee Member in such member in his or her's absence. The duration of any designation shall be for such period of time as is determined by the Oversight and Audit Committee member To the extent that an Oversight Committee making the designation. Member designates a Designee, the written designation must be filed with the Secretary of Assistant Secretary of the Governing Board.
- B. Meeting Schedule and Notice. The Oversight and Audit Committee shall annually establish a schedule for meetings of the Oversight and Audit Committee. The Oversight and Audit; 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 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.
- C. **Quorum**. The presence in person of a majority of the members present of the Oversight and Audit Committee Members shall constitute a quorum for the transaction of business.
- D. <u>Committee Action</u>. If a quorum is present, the affirmative vote of a majority of the members present of the Oversight and Audit Committee at a meeting Members shall constitute an act of the Oversight and Audit 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 vice chairperson must also be Members of the Governing Board (and not Designees) unless otherwise consented to by the Governing Board. The chairperson, and in

- his or her absence the vice chairperson, shall preside over all meetings of the Oversight Committee.
- 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.
- 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.
- Receive reports from the Finance and Audit Committee and
 Risk Management Committee and provide
 recommendations and guidance (subject to its limits of
 authority).
- <u>d.</u> Review the Chief Executive Officer's Report to the
 Governing Board and make recommendations to the Chief
 Executive Officer regarding the same.

G. Delegation of Board Authority.

- 1. Grant of Authority. The Governing Board hereby authorizes Oversight Committee to undertake the following actions on behalf of the Governing Board notwithstanding anything to the contrary set forth in these Administrative Rules:
 - a. Approve any Major Contract, Minor Contract, Bus Advertising Contract or fuel purchase or the issuance or award of any RFP or IFB, to the extent that such contract, purchase or solicitation does not have (i) a value in excess of \$300,000 or (ii) a term (inclusive of options) in excess of five years, and the cost of same is contemplated or set forth in the annual budget approved by the Governing Board;
 - b. Approve the execution and filing of an application for a new grant to the extent that the amount of the grant does not exceed \$300,000;

- Approve the execution and filing of an application for the renewal of an existing grant irrespective of the amount of the grant;
- d. Approve the settlement of any claim, demand or lawsuit (including any Contract Dispute but excluding tort or worker's compensation based claims, demands and lawsuits) to the extent that the amount of such settlement does not exceed \$300,000; provided that the settlement fully releases the Authority from any liability, provides no admission of wrongdoing, does not subject the Authority to any additional obligation, whether financial or otherwise and the amount of such settlement is within the annual budget approved by the Governing Board; or
- e. Approve the undertaking of any other action by the Authority that would otherwise require prior approval of the Governing Board; provided, that (i) such action relates to a matter that is of a recurring nature or such matter arises in the ordinary course of the Authority's business; (ii) does not involve an expenditure, assumption of liability, sale, disposition, rental, agreement to provide services or other commitment by the Authority in excess of \$300,000 or a term in excess of five years; and (iii) the cost of such action is contemplated or set forth in the annual budget approved by the Governing Board.

Any actions taken by the Oversight Committee pursuant to this Section 2.12.1(G)(1) shall be reported to the Governing Board at its next regularly scheduled meeting; provided, however, that the failure to timely provide such a report shall not invalidate the action taken.

- 2. Election to Not Take Action. Nothing herein shall require that the Oversight Committee undertake any action authorized in Section 2.12.1(G)(1) nor prevent the Oversight Committee from recommending that such action be considered by the Governing Board at its next regularly scheduled meeting or at a special meeting of the Governing Board. It is the expectation of the Governing Board that the Authority staff will seek authorization from the Governing Board for matters which are not delegated to Authority staff in these Administrative Rules and only seek authorization from the Oversight Committee rather than the Governing Board when reasonably necessary.
- 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 Governing Board, 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. Chair. All meetings of the Oversight and Audit Committee must be chaired by the Chairman of the Governing Board. In his or her absence (whether or not he or she designates someone to attend in his or her absence), all meetings shall be chaired by the Vice Chairman of the Governing Board. 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. F. Responsibilities. The Oversight Finance and Audit Committee shall carry out such responsibilities as are assigned to it by the Governing Board and by the Oversight Committee and take such actions as it deems appropriate within the scope of its primary responsibilities assigned hereunder. In addition, furtherance thereof the Oversight Finance and Audit Committee shall (subject to the direction of the Governing Board):

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 Governing Board for approval after incorporating necessary amendments.
- <u>c.</u> <u>a. Make recommendations Monitor and report</u> to the Governing Board on matters being considered by the Governing Board as the Oversight and Audit Committee may deem appropriate the Authority's compliance with its adopted budget during the fiscal year (actual vs. estimated).
- d. b.—Conduct or authorize investigations (as it deems appropriate) into any matters within the OversightFinance and Audit Committee's scope of responsibilities. The OversightFinance and Audit Committee shall have unrestricted access to members of the Authority's staff and relevant information. The OversightFinance and Audit Committee may retain independent counsel, accountants or others to assist if in the conduct of any 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 oversight-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 OversightFinance 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 Governing Board 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. **<u>Financial Reporting</u>**. 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 Oversight 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 Governing Board 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.

I hereby certify that the foregoing Administrative Rule 2 was adopted by the Governing Board of the Authority at its duly called meeting on . 2011.

Deborah Henderson, Assistant Secretary

- 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.

- 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 Governing Board 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 and 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 status updates and recommendations to the Governing Board and Oversight Committee regarding such matters.
 - 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:
 - a. When appropriate, approve the settlement of any such demand, claims and lawsuits to the extent that the amount of such settlement does not exceed the limited waiver of sovereign immunity as set forth in Section 768.28(5), Florida Statutes (as the same may be amended, restated, supplemented, replaced or superseded from time to time); provided that the settlement fully releases the Authority from any liability, provides no admission of wrongdoing, does not subject the Authority to any additional obligation, whether financial or otherwise, and the amount of such settlement is within the annual budget approved by the Governing Board. \(\frac{1}{2} \)
 - b. Where the settlement of any such demand, claims and lawsuits exceeds the authority conferred on the Risk Management Committee pursuant to Section 2.12.3(G)(2)(a), provide recommendations to the Governing Board and Oversight Committee, as appropriate, regarding such demands, claims and lawsuits. Such recommendations should 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.

_

¹ Certain Authority Senior Officers are authorized to approve settlements where the amount of such settlement does not exceed \$50,000, and in certain instances the Chief Executive Officer may approve settlements in excess of such amount in each case pursuant to Administrative Rule 6.6.

Any settlements approved by the Risk Management Committee pursuant to the grant of authority authorized by Section 2.12.3(G)(2)(a) shall be reported to the Oversight Committee at its next regularly scheduled meeting; provided, however, that the failure to timely provide such a report shall not invalidate the action taken.

ADMINISTRATIVE RULE 2 (AMENDMENT)

SUBJECT: ESTABLISHMENT OF COMMITTEES

EFFECTIVE DATE:

SCOPE: The purpose of this amendment is to recreate the Oversight and Audit Committee

as the Oversight Committee and to establish a Finance and Audit Committee and

a Risk Management Committee.

AUTHORITY:

Authority for the establishment of this amendment to Administrative Rule 2 is as follows:

Part II, Chapter 343, Florida Statutes

AMENDMENT:

Section 2.12 of Administrative Rule 2 is hereby deleted in its entirety and the following is inserted in lieu therefor:

- 2.12 <u>Authorization to Establish Committees</u>. 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; (ii) to oversee the Finance and Audit Committee and Risk Management Committee; and (iii) to exercise certain powers of the Governing Board which have been specifically delegated hereunder. 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. <u>Composition</u>. The Oversight Committee shall be comprised of five members (each an "<u>Oversight Committee Member</u>"). The Members of the Governing Board shall comprise the membership of the Oversight Committee; <u>provided, however</u>, that any Oversight Committee Member may designate in writing an employee of the governmental entity that such member represents (a "<u>Designee</u>") 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. To the extent that an Oversight Committee Member designates a Designee, the written designation must be filed with the Secretary of Assistant Secretary of the Governing Board.

- 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. <u>Committee Action</u>. 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. <u>Officers</u>. 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 vice chairperson must also be Members of the Governing Board (and not Designees) unless otherwise consented to by the Governing Board. The chairperson, and in his or her absence the vice chairperson, shall preside over all meetings of the Oversight Committee.
- F. <u>Responsibilities</u>. 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.

- Receive reports from the Finance and Audit Committee and c. Risk Management Committee and provide recommendations and guidance (subject to its limits of authority).
- d. Review the Chief Executive Officer's Report to the Governing Board and make recommendations to the Chief Executive Officer regarding the same.

G. **Delegation of Board Authority.**

- 1. **Grant of Authority**. The Governing Board hereby authorizes Oversight Committee to undertake the following actions on behalf of the Governing Board notwithstanding anything to the contrary set forth in these Administrative Rules:
 - Approve any Major Contract, Minor Contract, Bus a. Advertising Contract or fuel purchase or the issuance or award of any RFP or IFB, to the extent that such contract, purchase or solicitation does not have (i) a value in excess of \$300,000 or (ii) a term (inclusive of options) in excess of five years, and the cost of same is contemplated or set forth in the annual budget approved by the Governing Board;
 - b. Approve the execution and filing of an application for a new grant to the extent that the amount of the grant does not exceed \$300,000;
 - Approve the execution and filing of an application for the c. renewal of an existing grant irrespective of the amount of the grant;
 - Approve the settlement of any claim, demand or lawsuit d. (including any Contract Dispute but excluding tort or worker's compensation based claims, demands and lawsuits) to the extent that the amount of such settlement does not exceed \$300,000; provided that the settlement fully releases the Authority from any liability, provides no admission of wrongdoing, does not subject the Authority to any additional obligation, whether financial or otherwise and the amount of such settlement is within the annual budget approved by the Governing Board; or
 - Approve the undertaking of any other action by the e. Authority that would otherwise require prior approval of the Governing Board; provided, that (i) such action relates to a matter that is of a recurring nature or such matter arises in the ordinary course of the Authority's business; (ii) does

not involve an expenditure, assumption of liability, sale, disposition, rental, agreement to provide services or other commitment by the Authority in excess of \$300,000 or a term in excess of five years; and (iii) the cost of such action is contemplated or set forth in the annual budget approved by the Governing Board.

Any actions taken by the Oversight Committee pursuant to this **Section 2.12.1(G)(1)** shall be reported to the Governing Board at its next regularly scheduled meeting; provided, however, that the failure to timely provide such a report shall not invalidate the action taken.

- 2. <u>Election to Not Take Action</u>. Nothing herein shall require that the Oversight Committee undertake any action authorized in Section 2.12.1(G)(1) nor prevent the Oversight Committee from recommending that such action be considered by the Governing Board at its next regularly scheduled meeting or at a special meeting of the Governing Board. It is the expectation of the Governing Board that the Authority staff will seek authorization from the Governing Board for matters which are not delegated to Authority staff in these Administrative Rules and only seek authorization from the Oversight Committee rather than the Governing Board when reasonably necessary.
- 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 Governing Board, 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. <u>Composition</u>. The Finance and Audit Committee shall be comprised of five members (each an "<u>Finance and Audit Committee Member</u>"). 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. <u>Meeting Schedule and Notice</u>. 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. <u>Committee Action</u>. 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. <u>Responsibilities</u>. The Finance and Audit Committee shall carry out such responsibilities as are assigned to it by the Governing Board and 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 Governing Board for approval after incorporating necessary amendments.
- c. Monitor and report to the Governing Board on the Authority's compliance with its adopted budget during the fiscal year (actual vs. estimated).

d. Conduct or authorize investigations into any matters within Finance and Audit Committee's 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 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.
- Receive annual information from the Authority's external b. 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.
- Review the annual internal audit plan and the focus on risk. b.
- Consider and review with the Authority's staff: c.
 - (i) Significant findings and the Authority's staff's response including the timetable for implementation to correct weaknesses.
 - Any difficulties encountered in the course of an (ii) 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 Governing Board as to whether the Authority is in compliance with pertinent laws and

6 {27868975:5}

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. **<u>Financial Reporting</u>**. 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 Governing Board 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.
 - **Composition**. The Risk Management Committee shall be comprised of A. 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.
 - Meeting Schedule and Notice. The Risk Management Committee shall В. 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 Governing Board 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 and 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 status updates and recommendations to the Governing Board and Oversight Committee regarding such matters.
 - Review tort and worker's compensation based demands, claims 2. and lawsuits where the Authority is or would be a potential defendant, respondent or otherwise responsible party, and:
 - When appropriate, approve the settlement of any such a. demand, claims and lawsuits to the extent that the amount of such settlement does not exceed the limited waiver of sovereign immunity as set forth in Section 768.28(5), Florida Statutes (as the same may be amended, restated, supplemented, replaced or superseded from time to time); provided that the settlement fully releases the Authority from any liability, provides no admission of wrongdoing, does not subject the Authority to any additional obligation, whether financial or otherwise, and the amount of such settlement is within the annual budget approved by the Governing Board.¹
 - b. Where the settlement of any such demand, claims and lawsuits exceeds the authority conferred on the Risk Management Committee Section pursuant to

¹ Certain Authority Senior Officers are authorized to approve settlements where the amount of such settlement does not exceed \$50,000, and in certain instances the Chief Executive Officer may approve settlements in excess of such amount in each case pursuant to Administrative Rule 6.6.

2.12.3(G)(2)(a), provide recommendations to the Governing Board and Oversight Committee, as appropriate, regarding such demands, claims and lawsuits. Such recommendations should 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.

Any settlements approved by the Risk Management Committee pursuant to the grant of authority authorized by <u>Section</u> 2.12.3(G)(2)(a) shall be reported to the Oversight Committee at its next regularly scheduled meeting; provided, however, that the failure to timely provide such a report shall not invalidate the action taken.

 $\begin{array}{c} \{27868975;5\} \\ 10 \\ 126 \text{ of } 185 \end{array}$



Information Item A: LYNX Project List

To: LYNX Board of Directors

From: Daniel Healey

DIRECTOR OF ENGINEERING

Laura Minns

(Technical Contact)

Jeffrey Reine

(Technical Contact) **Shannon White**(Technical Contact)

Phone: 407.841.2279 ext: 6023

Item Name: LYNX Project List

LYMMO Expansion Projects Update

Date: 5/22/2014

LYMMO Rehabilitation Project (Orange Line)

The following details project change orders and remaining contingency for the LYMMO Rehabilitation Project. The total board authorized contract amount to PCL Construction Services, Inc. was \$750,000, which included \$22,942 of contingency. The initial purchase order issued for this project was for \$727,058. The change orders processed through April 30th represent the use of greater than 50 percent of the contingency of the project.

Description	Amount
LYMMO Rehab "Project B" Contingency – Beginning Balance	\$22,942
Added electrical disconnects (CRX #20 / PO 1400839	7,386
Totem modifications (CRX #22 / PO 1400839)	9,019
Scaffolding at Bohemian (CRX #28 / pending – no PO)	4,235
Credit for shelter not painted (pending – no PO)	(4,786)
Camera connectivity (CRX 30 / PO 1400977)	3,281
Total Change Orders	\$19,135
Remaining Contingency Balance	\$3,807

East/West BRT (Grapefruit Line)

The following details the change orders processed to date for the East West BRT project, which will become officially referred to as the Grapefruit Line for the LYMMO service. The total board authorized contract amount was \$5,757,051, which included \$244,943 in contract contingency as part of the PCL contract Guaranteed Maximum Price (GMP) and an additional \$244,943 in



Owner Controlled Contingency. LYMMO East West pending and processed change orders to date are summarized below, totaling \$422,782 which is over 50% of the project contingency.

		PO		
Change Description/Activity	Change Order	Number	Status	Cost
Systems: Accelerated ARRA Fund Totem & Real			Cancelled	\$ -
Time for Project B	Chg 1: CRX 001	1	Canceneu	•
Systems: Nextbus to Clever Change Order	Chg 1: CRX 002	1301361	Approved	88,239
Stations: Deduct Safety/MOT savings	Chg 1: CRX 002	1301361	Approved	(88,239)
Roadwork: Add Crosswalks In Brick Remove &	Ch = 1, CDV 002	1301361	Approved	19,061
Relay on Church St.	Chg 1: CRX 003	1201261	A 1	(10.061)
Stations: Deduct Safety/MOT savings	Chg 1: CRX 003	1301361	Approved	(19,061)
Deduct Roadwork: Partial Asphalt Milling & Resurface	Chg 1: CRX 004.1	1301361	Approved	(207,815)
Sitework: Tree trimming and Root Pruning for Safety	Chg 1: CRX 005	1301361	Approved	17,845
Sitework: Deduct Safety/MOT savings	Chg 1: CRX 005	1301361	Approved	(17,845)
Systems: RTPI back of house New Starts	Chg 2: CRX 006	1400800	Approved	278,452
Stations/Stops: Dedication Plaques	Chg 3: CRX 010	1400706	Approved	6,433
LYMMO outreach materials development	Chg 3: CRX 015	1400706	Approved	15,000
Modify Striping on Church Street between Magnolia & Rosalind	Chg 3: CRX 019	1400706	Approved	17,602
Add Transition Striping at Central and Parramore	Chg 3: CRX 024	1400706	Approved	5,485
Systems: TSP Integration	Chg 4: CRX 014	1400759	Approved	86,344
Systems: Naztec Transit Signal Priority Module	Chg 4: CRX 013	1400759	Approved	133,125
Systems: Clever Bus in Box training module	Chg 5: CRX034	1301361	Approved	13,068
Roadwork: Remove curb at Church & Magnolia	Chg 6: CRX 046	Pending	Pending	62,661
Systems: Spare TSP controller	Chg 6: CRX049	Pending	Pending	12,429
Total Change Orders - PCL East West Project A	1			\$422,784

Parramore BRT (Lime Line)

The following change order log represents processed and pending change orders for the Parramore BRT project design phase contract. These change orders represent minor no-cost changes as a result of contract language, additions to scope based on the additional \$3M in TIGER II funds received from FTA in August of 2012, and also to complete environmental testing required as a result of Phase 1 and Phase 2 Environmental Site Assessment (ESA). These change orders are within the board authorized amount for the Design Phase of \$2,525,575. Remaining contingency for the design phase is \$293,137.



Description	Amount
LYMMO Parramore Design ZMG Contingency – Beginning Balance	\$680,000
CO #1: Amend Contract 12-C-14 text on page 5	No Cost
CO #2: Terry Avenue realignment	138,289
CO #3: BRT Guideway enhancements/specialty concrete design	26,880
CO #4: Intersection enhancements	20,500
CO #5: BRT Station enhancements at Livingston	4,620
CO #6: Supplemental environmental assessment	148,312
CO #7: Finalize ISRP / additional soil samples	30,507
CO #8: Environmental: FDEP ISRP implementation	17,755
Total Change Orders	\$386,863
Remaining contingency balance (ZMG contract)	\$293,137

In addition, LYNX has processed contract change orders with PCL to advance the purchase of Parramore shelters, real time passenger information and to complete roadwork on Central Boulevard from Division Street to Garland Avenue. These PCL contract change orders associated with the Parramore project are summarized below.

Description	Amount
Roadwork: Central Blvd between Division & Garland (PO 1400541)	\$130,755
Stations: Bus shelters & totems (PO 1400541)	263,702
Systems: Real time passenger information (PO 1400800)	330,636
Total	\$725,093



Monthly Report A: Financial Reports

To: LYNX Board of Directors

From: Blanche Sherman

DIRECTOR OF FINANCE

Patricia Bryant (Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Monthly Financial Reports - April 30, 2014

Date: 5/22/2014

Please find attached the monthly financial report for the seven months ending April 30, 2014. LYNX' Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the seven months ending April 30, 2014 reflect total revenue earned in the amount of \$71,220,864 and total expenses incurred in the amount of \$68,858,632 resulting in a net operating profit of \$2,362,232.

- Fixed route, Vanpool, and NeighborLink services resulted in an operating profit of \$3,281,271 for the seven months of the fiscal year.
- Paratransit services resulted in an operating loss of \$919,039 for the seven months of the fiscal year.

Fixed Route Operations:

The year-to-date Operating Revenues are lower than the budget at 99%. Customer fares are at 100% of the budgeted amount year-to-date.

Advertising revenue is lower than anticipated for the month of April 2014 and year-to-date is 96% of the budgeted amount. Actual revenues through April 2014 for advertising on buses, shelters, and in-kind (trade) transactions are \$667,703, \$285,317 and \$-0-, respectively. Direct Media's staff continue to enhance LYNX' advertising program and to increase the advertising revenue stream. Direct Media's sales staff is actively seeking new clients and working with existing clients to offer an attractive and affordable advertising program.

In an attempt to stabilize fuel cost in the future, LYNX' staff entered into a fuel hedging arrangement with Merrill Lynch Commodities, Incorporated. During the month of April 2014, LYNX locked in eighty-eight percent (88%) of the total monthly purchases, resulting in the cap (LYNX locked) prices lower than the future (float) prices. At this time, LYNX is 2% below the budget year-to-date. In the month of April LYNX paid an average price of \$3.09 (net) per gallon for diesel fuel and \$3.11 (net) per gallon for bio-diesel, less fuel hedging gains which is lower



than the budgeted price per gallon of \$3.17 (net). The national diesel fuel price for the month of April 2014 was \$3.63 (net), which is an indication of potential increases in the price of fuel for LYNX throughout the year. LYNX is currently \$163,262 under the budget for the fiscal year.

LYNX' staff proactively seeks ways to maximize operational efficiencies and improve services. As a result, fixed route operating expenses for salaries, wages, and fringe benefits are under budget due to various vacancies, and less vacation and holiday pay than anticipated as of April 30, 2014. Repairs and maintenance expenses for revenue vehicles are 14% above the budget year-to-date, however other materials and supplies costs are under budget. Temporary services and legal services are higher than budgeted, while expenses related to custodial, security and other miscellaneous expenses are less than budgeted. Professional services related to various planning projects also less than anticipated year to date.

Paratransit Operations:

The operating loss from Paratransit operations is related to an actual blended trip rate that is higher than the budgeted trip rate, combined with lower than budgeted contract revenues. The price of unleaded fuel for the month of April is 3% higher than the budgeted, however overall it is 6% lower than budgeted year to date as of April 30, 2014. During the month of April 2014, LYNX in fifty-three percent (53%) of the total monthly purchases, resulting in cap (LYNX locked) prices lower than the future (float) prices. The fuel is budgeted at a net price of \$2.97 (net) per gallon in the FY2014 budget. LYNX is currently paying \$2.99 (net) per gallon. The national unleaded fuel price for the month of April 2014 was \$3.40 (net). This is an indication of an anticipated increase in the price of fuel for LYNX throughout the year. Also, the year-to-date purchased transportation costs are higher than the amounts budgeted due to higher trip costs. An analysis follows:

ACCESS LYNX			
	Trips	Blended	
FY2014	(Year-to-Date)	Trip Rate	Costs
Actual (with est.)	413,282	\$27.93	\$11,544,274
Budget (rounding)	449,792	\$25.03	\$11,258,312
Excess Trips/Costs	(36,510)	\$2.90	\$285,962

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

BALANCE SHEETS

April 30 2014 AND 2013

(UNAUDITED)

	 2014	2013
ASSETS		
CURRENT ASSETS:		
Cash and cash equivalents	\$ 24,555,886	26,636,206
Receivables:		
Local, trade and operating assistance	10,060,183	6,127,150
Federal grants	22,972,013	11,181,545
State grants	1,769,367	6,698,274
Inventory	1,627,937	1,658,438
Prepaid expenses and other assets	515,605	708,752
Restricted cash and cash equivalents	2,829,547	3,398,794
Derivative instrument - fuel hedge	 	744,896
Total current assets	 64,330,538	57,154,055
NONCURRENT ASSETS:		
Restricted cash and cash equivalents	 -	4,195,063
Property and equipment:		
Land	8,571,465	8,571,465
Buildings and shelters	93,789,142	92,402,879
Revenue vehicles	144,131,594	114,326,152
Furniture, Fixtures & Equipment	32,180,243	25,315,184
Leasehold improvements	 38,699	
Total property and equipment	278,711,143	240,615,680
Less: accumulated depreciation	(141,488,477)	(122,264,483)
Construction in progress	 19,517,086	12,636,505
Net property and equipment	 156,739,752	130,987,702
Other assets	 224,757	60,253
Total noncurrent assets	 156,964,509	135,243,018
TOTAL ASSETS	 221,295,047	192,397,073
DEFERRED OUTFLOW OF RESOURCES:		
Accumulated decrease in fair value of fuel hedge instrument	 62,919	

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY BALANCE SHEETS

April 30 2014 AND 2013

(UNAUDITED)

	_	2014	_	2013
LIABILITIES AND NET POSITION			_	_
CURRENT LIABILITIES:				
Accounts payable	\$	11,238,144	\$	5,911,819
Accrued salaries and related taxes		3,419,914		2,822,212
Accrued compensated absences		3,581,399		3,656,202
Accrued self-insurance liability, current		2,128,430		2,128,388
Leases payable, current		617,376		1,199,031
SIB loans payable, current		781,649		5,021,344
Deferred operating revenue		5,540,661		4,443,695
Deferred capital		2,594,902		2,862,044
Derivative instrument - fuel hedge	_	62,919	_	
Total current liabilities	_	29,965,394	_	28,044,735
NONCURRENT LIABILITIES:				
Leases payable, long-term		-		617,376
Loans payable		1,610,507		2,392,156
Accrued self-insurance liability, long-term	_	6,291,109	_	2,604,634
Total noncurrent liabilities	_	7,901,616	_	5,614,166
Total liabilities	_	37,867,010	_	33,658,901
DEFERRED INFLOW OF RESOURCES:				
Accumulated increase in fair value of fuel hedge instrument	_		_	744,896
NET POSITION:				
Invested in capital assets, net of related debt		152,022,981		124,700,744
Restricted		91,276		536,749
Unrestricted		31,376,699		32,755,783
Total net position	_	183,490,956	-	157,993,276
TOTAL LIABILITIES AND NET POSITION	\$_	221,357,966	\$_	191,652,177

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY STATEMENT OF REVENUES AND EXPENSES FOR THE MONTH OF APRIL 2014 AND THE SEVEN MONTHS ENDED APRIL 30, 2014 (UNAUDITED)

			Yea	ar to Date				Mont	th of April	
OPERATING REVENUES	_	Budget		Actual	<u>%</u>	-	Budget	-	Actual	<u>%</u>
OFERATING REVENUES										
Customer Fares	\$	17,167,381	\$	17,119,877	100%	\$	2,452,483	\$	2,453,768	100%
Contract Services:										
Local Financial Assistance		6,851,574		6,728,914	98%		991,352		1,245,865	126%
Other Contractual Services		5,659,738		5,044,969	89%		808,534		706,751	87%
Advertising		1,009,169		970,521	96%		144,167		94,167	65%
Other Operating Income	_	243,306		215,403	89%	_	34,758		51,094	147%
Total Operating Revenues	_	30,931,168		30,079,684	97%	_	4,431,294		4,551,645	103%
NONOPERATING REVENUES										
Operating assistance grants:										
Federal		432,250		432,250	100%		61,750		61,750	100%
State of Florida		5,478,830		5,741,937	105%		782,690		820,277	105%
Local		25,058,817		24,992,976	100%		3,579,831		3,580,441	100%
Planning and other assistance grants:										
Federal - Other		11,367,058		9,169,506	81%		1,592,447		1,142,855	72%
State of Florida - Other		1,150,794		770,822	67%		193,557		156,748	81%
Local Matching - Other		-		4,260	N/A		-		157	N/A
Interest Income		43,750		17,936	41%		6,250		1,782	29%
Gain / (Loss) on Sale of Assets	_	-		11,493	N/A	_	-			N/A
Total Nonoperating Revenues	_	43,531,499		41,141,180	95%	_	6,216,525		5,764,010	93%
Total Revenues	_	74,462,667		71,220,864	96%	_	10,647,819		10,315,655	97%
OPERATING EXPENSES										
Salaries and Wages		24,961,848		23,798,131	95%		3,591,728		3,625,342	101%
Fringe Benefits		13,629,698		12,757,087	94%		1,946,180		1,770,095	91%
Purchased Transportation Services		12,193,097		12,502,678	103%		1,741,871		1,830,279	105%
Fuel		9,808,809		9,517,900	97%		1,421,067		1,503,402	106%
Other Materials and Supplies		4,337,893		3,960,936	91%		619,699		606,131	98%
Professional Services		3,002,160		1,190,215	40%		428,880		197,294	46%
Other Services		3,220,328		2,521,892	78%		447,291		403,194	90%
Lease and Miscellaneous Expenses		1,342,585		472,568	35%		166,968		62,613	38%
Casualty and Liability Insurance		997,367		952,754	96%		142,481		159,782	112%
Utilities		817,586		808,981	99%		116,798		112,066	96%
Taxes and Licenses		252,084		327,415	130%		36,012		32,952	92%
Interest Expense	_	45,556		48,075	106%	_	6,508		6,014	92%
Total Operating Expenses	_	74,609,011		68,858,632	92%	_	10,665,483		10,309,164	97%
OPERATING GAIN / (LOSS)	\$ _	(146,344)	\$	2,362,232	N/A	\$_	(17,664)	\$	6,491	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY FIXED-ROUTE, VANPOOL AND PICK-UP LINE SEGMENT STATEMENT OF REVENUES AND EXPENSES

FOR THE MONTH OF APRIL 2014 AND THE SEVEN MONTHS ENDED APRIL 30, 2014 (UNAUDITED)

			Yea	r to Date			N	Ionth	of April		
		Budget		Actual	%		Budget		Actual	%	
OPERATING REVENUES	-		-					_			
Customer Fares	\$	16,152,339	\$	16,084,527	100%	\$	2,307,477	\$	2,301,082	100%	
Contract Services:											
Local Financial Assistance		6,851,574		6,728,914	98%		991,352		1,245,865	126%	
Other Contractual Services		-		80,383	N/A		-		-	N/A	
Advertising		1,009,169		970,521	96%		144,167		94,167	65%	
Other Operating Income	-	243,306	-	215,403	89%	_	34,758	_	51,094	147%	
Total Operating Revenues	_	24,256,388	-	24,079,748	99%	_	3,477,754	_	3,692,208	106%	
NONOPERATING REVENUES											
Operating assistance grants:											
Federal		432,250		432,250	100%		61,750		61,750	100%	
State of Florida		5,478,830		5,741,937	105%		782,690		820,277	105%	
Local		19,022,325		19,033,933	100%		2,717,475		2,729,149	100%	
Planning and other assistance grants:											
Federal - Other		10,041,839		7,800,684	78%		1,403,130		1,058,099	75%	
State of Florida - Other		1,150,794		770,822	67%		193,557		156,748	81%	
Local Matching - Other		-		4,260	N/A		-		157	N/A	
Interest Income		43,750		17,936	41%		6,250		1,782	29%	
Gain / (Loss) on the Sale of Assets	_	-	_	11,493	N/A		-	_	-	N/A	
Total Nonoperating Revenues	-	36,169,788	-	33,813,315	93%		5,164,852	_	4,827,962	93%	
Total Revenues	-	60,426,176	-	57,893,063	96%	_	8,642,606	_	8,520,170	99%	
OPERATING EXPENSES											
Salaries and Wages		24,720,165		23,559,798	95%		3,555,623		3,589,598	101%	
Fringe Benefits		13,474,056		12,612,873	94%		1,923,510		1,750,839	91%	
Purchased Transportation Services		834,568		836,492	100%		119,224		135,667	114%	
Fuel		7,810,225		7,646,963	98%		1,135,555		1,210,446	107%	
Other Materials and Supplies		4,323,662		3,959,654	92%		617,666		606,131	98%	
Professional Services		2,792,629		1,088,970	39%		398,947		181,906	46%	
Other Services		3,090,429		2,359,245	76%		428,734		378,875	88%	
Lease and Miscellaneous Expenses		1,335,760		468,034	35%		165,993		62,107	37%	
Casualty and Liability Insurance		997,367		952,754	96%		142,481		159,782	112%	
Utilities		782,712		782,143	100%		111,816		108,007	97%	
Taxes and Licenses		223,230		296,791	133%		31,890		27,164	85%	
Interest Expense	-	45,556	-	48,075	106%	_	6,508	_	6,014	92%	
Total Operating Expenses	_	60,430,359	-	54,611,792	90%	_	8,637,947	_	8,216,536	95%	
OPERATING GAIN / (LOSS)	\$	(4,183)	\$	3,281,271	N/A	\$	4,659	\$_	303,634	N/A	

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY PARATRANSIT SEGMENT

STATEMENT OF REVENUES AND EXPENSES

FOR THE MONTH OF APRIL 2014 AND THE SEVEN MONTHS ENDED APRIL 30, 2014 (UNAUDITED)

		Year to Date					Month of April			
		Budget	_	Actual	%		Budget		Actual	%
OPERATING REVENUES	_									
Customer Fares	\$	1,015,042	\$	1,035,350	102%	\$	145,006	\$	152,686	105%
Contract Services:	Ψ	1,010,012	Ψ	1,000,000	10270	Ψ	1.0,000	Ψ	102,000	10070
Local Financial Assistance		_		_	N/A		_		-	N/A
Other Contractual Services		5,659,738		4,964,586	88%		808,534		706,751	87%
Advertising		-		-	N/A		-		-	N/A
Other Operating Income	_		_		N/A	_	-	_	-	N/A
Total Operating Revenues	_	6,674,780	_	5,999,936	90%		953,540	_	859,437	90%
NONOPERATING REVENUES			_	_			_	_	_	
Operation assistance anomas										
Operating assistance grants: Federal					N/A					NT/A
State of Florida		-		-	N/A N/A		-		-	N/A N/A
		-		- 5 050 042			962.256		951 202	
Local		6,036,492		5,959,043	99%		862,356		851,292	99%
Planning and other assistance grants:		1 225 210		1 269 922	1020/		100 217		94756	450/
Federal - Other		1,325,219		1,368,822	103%		189,317		84,756	45%
State of Florida - Other		-		-	N/A		-		-	N/A
Local Matching - Other		-		-	N/A		-		-	N/A
Interest Income		-		-	N/A		-		-	N/A N/A
Gain / (Loss) on the Sale of Assets	-		_	-	N/A	_		_	-	N/A
Total Nonoperating Revenues	-	7,361,711	_	7,327,865	100%	_	1,051,673	_	936,048	89%
Total Revenues	<u>-</u>	14,036,491	-	13,327,801	95%	_	2,005,213	_	1,795,485	90%
OPERATING EXPENSES										
Salaries and Wages		241,683		238,333	99%		36,105		35,744	99%
Fringe Benefits		155,642		144,214	93%		22,670		19,256	85%
Purchased Transportation Services		11,358,529		11,666,186	103%		1,622,647		1,694,612	104%
Fuel		1,998,584		1,870,937	94%		285,512		292,956	103%
Other Materials and Supplies		14,231		1,282	9%		2,033		_	0%
Professional Services		209,531		101,245	48%		29,933		15,388	51%
Other Services		129,899		162,647	125%		18,557		24,319	131%
Lease and Miscellaneous Expenses		6,825		4,534	66%		975		506	52%
Casualty and Liability Insurance		_		-	N/A		-		-	N/A
Utilities		34,874		26,838	77%		4,982		4,059	81%
Taxes and Licenses		28,854		30,624	106%		4,122		5,788	140%
Interest Expense	_	-	-	-	N/A	_	-	-	-	N/A
Total Operating Expenses	_	14,178,652	_	14,246,840	100%	_	2,027,536	_	2,092,628	103%
OPERATING GAIN / (LOSS)	\$_	(142,161)	\$	(919,039)	N/A	\$	(22,323)	\$	(297,143)	N/A



Monthly Report B: Financial Reports

To: LYNX Board of Directors

From: Blanche Sherman

DIRECTOR OF FINANCE

Patricia Bryant (Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Monthly Financial Reports - March 31, 2014

Date: 5/22/2014

Please find attached the monthly financial report for the six months ending March 31, 2014. LYNX' Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the six months ending March 31, 2014 reflect total revenue earned in the amount of \$60,905,209 and total expenses incurred in the amount of \$58,549,468 resulting in a net operating profit of \$2,355,741.

- Fixed route, Vanpool, and NeighborLink services resulted in an operating profit of \$2,977,637 for the six months of the fiscal year.
- Paratransit services resulted in an operating loss of \$621,896 for the six months of the fiscal year.

Fixed Route Operations:

The year-to-date Operating Revenues are lower than the budget at 98%. Customer fares are at 100% of the budgeted amount year-to-date.

Advertising revenue is higher than anticipated for the month of March 2014 and year-to-date is 101% of the budgeted amount. Actual revenues through March 2014 for advertising on buses, shelters, and in-kind (trade) transactions are \$603,480, \$257,874 and \$-0-, respectively. Direct Media's staff continue to enhance LYNX' advertising program and to increase the advertising revenue stream. Direct Media's sales staff is actively seeking new clients and working with existing clients to offer an attractive and affordable advertising program.

In an attempt to stabilize fuel cost in the future, LYNX' staff entered into a fuel hedging arrangement with Merrill Lynch Commodities, Incorporated. During the month of March 2014, LYNX locked in ninety-one percent (91%) of the total monthly purchases, resulting in the cap (LYNX locked) prices lower than the future (float) prices. At this time, LYNX is 4% below the budget year-to-date. In the month of March LYNX paid an average price of \$3.07 (net) per gallon for diesel fuel and \$3.01 (net) per gallon for bio-diesel, less fuel hedging gains which is



lower than the budgeted price per gallon of \$3.17 (net). The national diesel fuel price for the month of March 2014 was \$3.66 (net), which is an indication of potential increases in the price of fuel for LYNX throughout the year. LYNX is currently \$238,153 under the budget for the fiscal year.

LYNX' staff proactively seeks ways to maximize operational efficiencies and improve services. As a result, fixed route operating expenses for salaries, wages, and fringe benefits are under budget due to various vacancies, and less vacation and holiday pay than anticipated as of March 31, 2014. Repairs and maintenance expenses for revenue vehicles are 14% above the budget year-to-date, however other materials and supplies costs are under budget. Temporary services and legal services are higher than budgeted, while expenses related to custodial, security and other miscellaneous expenses are less than budgeted. Professional services related to various planning projects also less than anticipated year to date.

Paratransit Operations:

The operating loss from Paratransit operations is related to an actual blended trip rate that is higher than the budgeted trip rate, combined with lower than budgeted contract revenues. However, the price of unleaded fuel for the month is lower than the budgeted amount as of March 31, 2014. During the month of March 2014, LYNX in sixty-one percent (61%) of the total monthly purchases, resulting in cap (LYNX locked) prices lower than the future (float) prices. The fuel is budgeted at a net price of \$2.97 (net) per gallon in the FY2014 budget. LYNX is currently paying \$2.79 (net) per gallon. The national unleaded fuel price for the month of March 2014 was \$3.27 (net). This is an indication of an anticipated increase in the price of fuel for LYNX throughout the year. Also, the year-to-date purchased transportation costs are higher than the amounts budgeted due to higher trip costs. An analysis follows:

ACCESS LYNX			
	Trips	Blended	
FY2014	(Year-to-Date)	Trip Rate	Costs
Actual (with est.)	355,928	\$27.69	\$9,854,597
Budget (rounding)	385,536	\$25.03	\$9,649,982
Excess Trips/Costs	(29,608)	\$2.66	\$204,615

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

BALANCE SHEETS

March 31, 2014 AND 2013

(UNAUDITED)

		2014		2013
ASSETS			_	
CURRENT ASSETS:				
Cash and cash equivalents	\$	20,573,017	\$	26,479,688
Receivables:				
Local, trade and operating assistance		12,777,858		6,870,330
Federal grants		22,157,572		10,079,855
State grants		9,065,946		5,686,709
Inventory		1,612,656		1,620,529
Prepaid expenses and other assets		476,262		813,727
Restricted cash and cash equivalents		2,887,935		3,315,036
Derivative instrument - fuel hedge			_	744,896
Total current assets		69,551,246	_	55,610,770
NONCURRENT ASSETS:				
Restricted cash and cash equivalents	_	-	_	4,195,063
Property and equipment:				
Land		8,571,465		8,571,465
Buildings and shelters		93,789,942		92,382,724
Revenue vehicles		144,087,515		114,215,128
Furniture, Fixtures & Equipment		32,048,470		25,245,888
Leasehold improvements		38,699	_	
Total property and equipment		278,536,091		240,415,205
Less: accumulated depreciation		(139,437,824)		(120,335,454)
Construction in progress		18,914,058	_	12,030,533
Net property and equipment		158,012,325	_	132,110,284
Other assets		224,757	_	60,253
Total noncurrent assets		158,237,082	_	136,365,600
TOTAL ASSETS		227,788,328	_	191,976,370
DEFERRED OUTFLOW OF RESOURCES:				
Accumulated decrease in fair value of fuel hedge instrument		62,919		

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

BALANCE SHEETS

March 31, 2014 AND 2013

(UNAUDITED)

		2014		2013
LIABILITIES AND NET POSITION			_	
CURRENT LIABILITIES:				
Accounts payable	\$	16,660,007	\$	4,510,371
Accrued salaries and related taxes		2,894,656		2,748,149
Accrued compensated absences		3,581,399		3,656,202
Accrued self-insurance liability, current		2,128,430		2,128,388
Leases payable, current		617,376		1,198,136
SIB loans payable, current		781,649		5,021,344
Deferred operating revenue		5,968,432		4,770,877
Deferred capital		2,496,240		2,778,286
Derivative instrument - fuel hedge	_	62,919	_	
Total current liabilities		35,191,108	_	26,811,753
NONCURRENT LIABILITIES:				
Leases payable, long-term		-		618,271
Loans payable		1,610,507		2,392,156
Accrued self-insurance liability, long-term	_	6,291,109	_	2,604,634
Total noncurrent liabilities	_	7,901,616	_	5,615,061
Total liabilities		43,092,724	_	32,426,814
DEFERRED INFLOW OF RESOURCES:				
Accumulated increase in fair value of fuel hedge instrument	_		_	744,896
NET POSITION:				
Invested in capital assets, net of related debt		153,297,039		125,879,120
Restricted		91,276		536,750
Unrestricted	_	31,370,208	_	32,388,790
Total net position	_	184,758,523	_	158,804,660
TOTAL LIABILITIES AND NET POSITION	\$	227,851,247	\$	191,231,474

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY STATEMENT OF REVENUES AND EXPENSES FOR THE MONTH OF MARCH 2014 AND THE SIX MONTHS ENDED MARCH 31, 2014 (UNAUDITED)

		Year to Date					Month of March				
		Budget		Actual	%	_	Budget	_	Actual	%	
OPERATING REVENUES											
Customer Fares	\$	14,714,898	\$	14,666,109	100%	\$	2,452,483	\$	2,466,149	101%	
Contract Services:											
Local Financial Assistance		5,860,222		5,483,049	94%		991,352		896,421	90%	
Other Contractual Services		4,851,204		4,338,218	89%		808,534		517,781	64%	
Advertising		865,002		876,354	101%		144,167		165,761	115%	
Other Operating Income	_	208,548		164,309	79%	_	34,758	_	31,383	90%	
Total Operating Revenues	_	26,499,874		25,528,039	96%	_	4,431,294	_	4,077,495	92%	
NONOPERATING REVENUES											
Operating assistance grants:											
Federal		370,500		370,500	100%		61,750		61,750	100%	
State of Florida		4,696,140		4,921,660	105%		782,690		820,277	105%	
Local		21,478,986		21,412,535	100%		3,579,831		3,568,757	100%	
Planning and other assistance grants:											
Federal - Other		9,774,611		8,026,651	82%		1,592,446		1,374,991	86%	
State of Florida - Other		957,237		614,074	64%		193,557		102,750	53%	
Local Matching - Other		-		4,103	N/A		-		752	N/A	
Interest Income		37,500		16,154	43%		6,250		2,749	44%	
Gain / (Loss) on Sale of Assets	_	-		11,493	N/A	_	-	_	94	N/A	
Total Nonoperating Revenues	_	37,314,974		35,377,170	95%	_	6,216,524	_	5,932,120	95%	
Total Revenues	_	63,814,848		60,905,209	95%	_	10,647,818	_	10,009,615	94%	
OPERATING EXPENSES	_							_			
Salaries and Wages		21,370,120		20,172,789	94%		3,591,730		3,232,471	90%	
Fringe Benefits		11,683,518		10,986,992	94%		1,946,183		1,626,448	84%	
Purchased Transportation Services		10,451,226		10,672,399	102%		1,741,871		1,906,530	109%	
Fuel		8,387,742		8,014,498	96%		1,421,067		1,336,285	94%	
Other Materials and Supplies		3,718,194		3,354,805	90%		619,699		614,185	99%	
Professional Services		2,573,280		992,921	39%		428,880		189,253	44%	
Other Services		2,773,036		2,118,698	76%		447,291		420,669	94%	
Lease and Miscellaneous Expenses		1,175,618		409,955	35%		166,968		83,927	50%	
Casualty and Liability Insurance		854,886		792,972	93%		142,481		110,396	77%	
Utilities		700,788		696,915	99%		116,798		123,224	106%	
Taxes and Licenses		216,072		294,463	136%		36,012		43,752	121%	
Interest Expense	_	39,048		42,061	108%	_	6,508	_	6,014	92%	
Total Operating Expenses	_	63,943,528		58,549,468	92%	_	10,665,488	_	9,693,154	91%	
OPERATING GAIN / (LOSS)	\$_	(128,680)	\$	2,355,741	N/A	\$_	(17,670)	\$_	316,461	N/A	

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY FIXED-ROUTE, VANPOOL AND PICK-UP LINE SEGMENT STATEMENT OF REVENUES AND EXPENSES

FOR THE MONTH OF MARCH 2014 AND THE SIX MONTHS ENDED MARCH 31, 2014 (UNAUDITED)

OPERATING REVENUES Customer Fares Contract Services: Local Financial Assistance Other Contractual Services Advertising	\$	Budget 13,844,862	\$	Actual	%		Budget	_	Actual	%
Customer Fares Contract Services: Local Financial Assistance Other Contractual Services Advertising	\$	13,844,862	\$							
Contract Services: Local Financial Assistance Other Contractual Services Advertising	\$	13,844,862	\$							
Local Financial Assistance Other Contractual Services Advertising				13,783,445	100%	\$	2,307,477	\$	2,318,976	100%
Other Contractual Services Advertising										
Advertising		5,860,222		5,483,049	94%		991,352		896,421	90%
		-		80,383	N/A		-		8,308	N/A
		865,002		876,354	101%		144,167		165,761	115%
Other Operating Income	_	208,548	-	164,309	79%	_	34,758	_	31,383	90%
Total Operating Revenues	_	20,778,634	-	20,387,540	98%	_	3,477,754	_	3,420,849	98%
NONOPERATING REVENUES										
Operating assistance grants:										
Federal		370,500		370,500	100%		61,750		61,750	100%
State of Florida		4,696,140		4,921,660	105%		782,690		820,277	105%
Local		16,304,850		16,304,784	100%		2,717,475		2,717,465	100%
Planning and other assistance grants:										
Federal - Other		8,638,709		6,742,585	78%		1,403,129		1,132,760	81%
State of Florida - Other		957,237		614,074	64%		193,557		102,750	53%
Local Matching - Other		-		4,103	N/A		-		752	N/A
Interest Income		37,500		16,154	43%		6,250		2,749	44%
Gain / (Loss) on the Sale of Assets	_		-	11,493	N/A	_		_	94	N/A
Total Nonoperating Revenues	_	31,004,936	-	28,985,353	93%		5,164,851	_	4,838,597	94%
Total Revenues	_	51,783,570	-	49,372,893	95%	_	8,642,605	_	8,259,446	96%
OPERATING EXPENSES										
Salaries and Wages		21,164,542		19,970,200	94%		3,555,627		3,198,367	90%
Fringe Benefits		11,550,546		10,862,034	94%		1,923,516		1,608,098	84%
Purchased Transportation Services		715,344		700,825	98%		119,224		124,735	105%
Fuel		6,674,670		6,436,517	96%		1,135,555		1,070,135	94%
Other Materials and Supplies		3,705,996		3,353,523	90%		617,666		613,302	99%
Professional Services		2,393,682		907,064	38%		398,947		163,025	41%
Other Services		2,661,694		1,980,370	74%		428,734		396,350	92%
Lease and Miscellaneous Expenses		1,169,768		405,927	35%		165,993		81,921	49%
Casualty and Liability Insurance		854,886		792,972	93%		142,481		110,396	77%
Utilities		670,896		674,136	100%		111,816		118,267	106%
Taxes and Licenses		191,340		269,627	141%		31,890		41,138	129%
Interest Expense	_	39,048	_	42,061	108%		6,508	_	6,014	92%
Total Operating Expenses	_	51,792,412	_	46,395,256	90%	_	8,637,957	_	7,531,748	87%

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY PARATRANSIT SEGMENT

STATEMENT OF REVENUES AND EXPENSES FOR THE MONTH OF MARCH 2014 AND THE SIX MONTHS ENDED MARCH 31, 2014 (UNAUDITED)

		Year to Date					Month of March				
		Budget		Actual	%		Budget		Actual	%	
OPERATING REVENUES			-			_		-			
Customer Fares	\$	870,036	\$	882,664	101%	\$	145,006	\$	147,173	101%	
Contract Services:											
Local Financial Assistance		-		-	N/A		-		-	N/A	
Other Contractual Services		4,851,204		4,257,835	88%		808,534		509,473	63%	
Advertising		-		-	N/A		-		-	N/A	
Other Operating Income	_				N/A	_		-		N/A	
Total Operating Revenues	_	5,721,240		5,140,499	90%	_	953,540	_	656,646	69%	
NONOPERATING REVENUES											
Operating assistance grants:											
Federal		-		-	N/A		-		-	N/A	
State of Florida		-		-	N/A		-		-	N/A	
Local		5,174,136		5,107,751	99%		862,356		851,292	99%	
Planning and other assistance grants:											
Federal - Other		1,135,902		1,284,066	113%		189,317		242,231	128%	
State of Florida - Other		-		-	N/A		-		-	N/A	
Local Matching - Other		-		-	N/A		-		-	N/A	
Interest Income		-		-	N/A		-		-	N/A	
Gain / (Loss) on the Sale of Assets	_	-			N/A	_		_		N/A	
Total Nonoperating Revenues	_	6,310,038		6,391,817	101%	_	1,051,673	-	1,093,523	104%	
Total Revenues	- -	12,031,278	· -	11,532,316	96%	-	2,005,213	-	1,750,169	87%	
OPERATING EXPENSES											
Salaries and Wages		205,578		202,589	99%		36,103		34,104	94%	
Fringe Benefits		132,972		124,958	94%		22,667		18,350	81%	
Purchased Transportation Services		9,735,882		9,971,574	102%		1,622,647		1,781,795	110%	
Fuel		1,713,072		1,577,981	92%		285,512		266,150	93%	
Other Materials and Supplies		12,198		1,282	11%		2,033		883	43%	
Professional Services		179,598		85,857	48%		29,933		26,228	88%	
Other Services		111,342		138,328	124%		18,557		24,319	131%	
Lease and Miscellaneous Expenses		5,850		4,028	69%		975		2,006	206%	
Casualty and Liability Insurance		-		-	N/A		_		=	N/A	
Utilities		29,892		22,779	76%		4,982		4,957	99%	
Taxes and Licenses		24,732		24,836	100%		4,122		2,614	63%	
Interest Expense	_	-		-	N/A	_		-	-	N/A	
Total Operating Expenses	_	12,151,116		12,154,212	100%	_	2,027,531	-	2,161,406	107%	
OPERATING GAIN / (LOSS)	\$_	(119,838)	\$	(621,896)	N/A	\$_	(22,318)	\$	(411,237)	N/A	



Monthly Report C: LYNX American Recovery and Reinvestment Act Project Status Report

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

Belinda Balleras (Technical Contact) Prahallad Vijayvargiya (Technical Contact)

Selita Stubbs

(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: LYNX American Recovery and Reinvestment Act Project Status Report

Date: 5/22/2014

LYNX staff is working diligently to complete the remaining two of nineteen projects approved under this grant:

- 1. Design and acquisition Fare Collection Equipment
- 2. Purchase signage for stops and stations

Project Activities:

The Real-time Passenger Information System continues to be tested and programmed/reprogrammed as needed throughout the LYMMO Bus Rapid Transit (BRT) service area

On-going Activities:

Signage for stops and stations:

The new brochures were completed in time for service beginning April 13, 2014. LYNX staff will meet with the contractor for review, discussion and possible approval to proceed with the phase two portion of contract.

Fare Collection Equipment:

Several LYNX staff members volunteered to participate in pilot testing the AFCS which began on March 12th and ran through March 19th. The contractor is currently working to resolve the issues associated with the fare card media initially identified during the testing period.



Monthly Report D: Ridership Report

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

OLANREWAJU ADELEKAN

(Technical Contact)

James RODRIGUEZ

(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Ridership Report: October 2013 - March 2014 (Final) April 2014

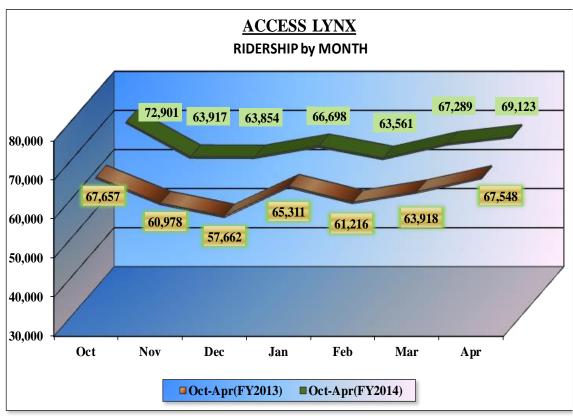
(Preliminary)

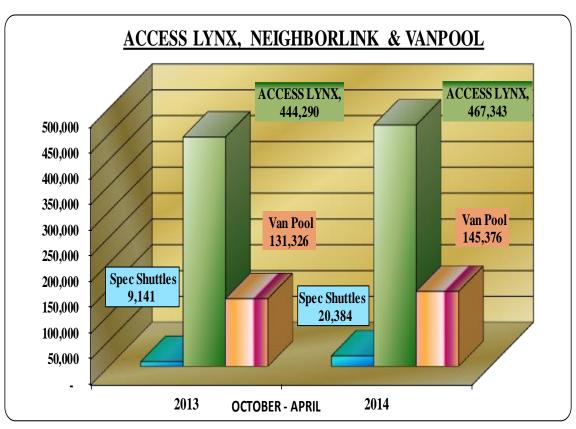
Date: 5/22/2014

Year to date (October - April)

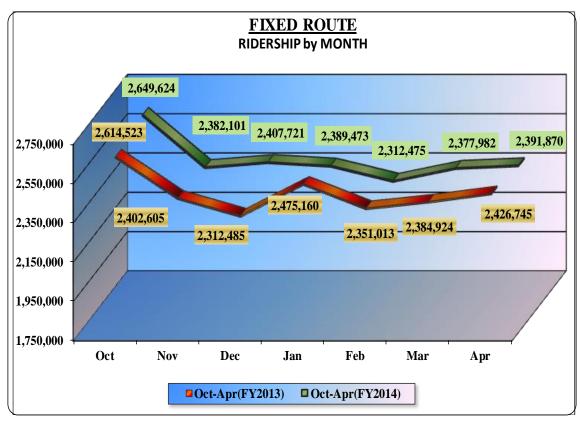
Service Mode	Oct-Apr(FY2013)	Oct-Apr(FY2014)	% Change
LYMMO	494,443	474,579	-4.02%
Fixed Route	16,390,306	16,344,575	-0.28%
NeighborLink	82,706	92,092	11.35%
SUBTOTAL - FIXED ROUTE	16,967,455	16,911,246	-0.33%
Special Shuttles	9,141	20,384	N/A
ACCESS LYNX	444,290	467,343	5.19%
Van Pool	131,326	145,376	10.70%
SUBTOTAL - OTHER SERVICES	584,757	633,103	8.27%
TOTAL ALL SERVICES	17,552,212	17,544,349	-0.04%

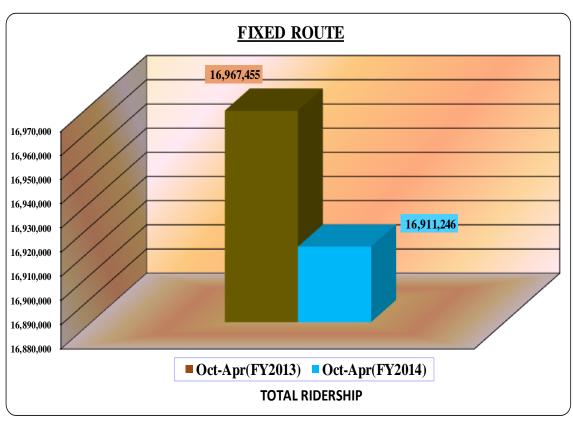














Average Daily Ridership by Mode

Service Mode	Day	April-13	April-14	% Change
LYMMO	Weekday	2,936	3,015	2.70%
	Saturday	1,305	1,300	-0.34%
	Sunday	989	1,086	9.81%
All Other Links	Weekday	88,188	86,526	-1.89%
	Saturday	61,975	60,998	-1.58%
	Sunday	35,125	36,660	4.37%
Total Fixed Route	Weekday	91,124	89,541	-1.74%
	Saturday	63,280	62,298	-1.55%
	Sunday	36,114	37,746	4.52%
ACCESS LYNX	Weekday	2,718	2,797	2.88%
	Saturday	1,033	1,151	11.35%
	Sunday	435	543	24.77%
NeighborLink	Weekday	994	563	-43.39%
	Saturday	321	389	21.28%
Van Pool	Weekday	994	856	-13.87%
	Saturday	232	223	-3.88%
	Sunday	230	235	2.10%
TOTAL	Weekday	95,830	93,757	-2.16%
LYNX	Saturday	64,866	64,060	-1.24%
SERVICES	Sunday	36,779	38,524	4.74%

On January 12th 2014, the following Route was reinstated:

• Link 204 – Clermont Express

The following new links were added in April 13 2012

- Link 208 Kissimmee Intermodal SunRail Feeder
- Link 418 Florida Mall/ Meadow Woods/Medical City
- Link 505 Longwood SunRail
- Link 62 Lymmo East West

On April 13th 2014, Link 41 was split:

- Link 436N North SR 436
- Link 436S South SR 436

On April 14th 2014, NeighborLink Route was added:

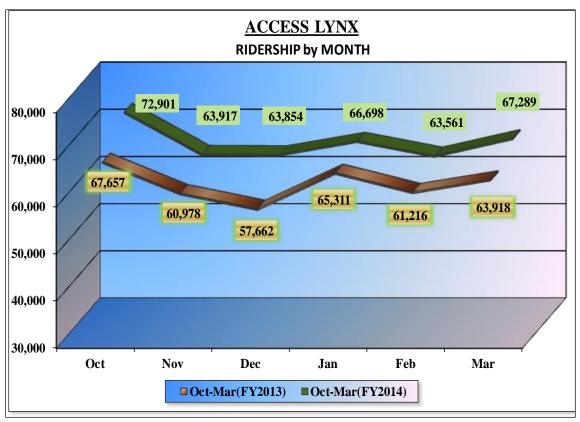
• Link 651

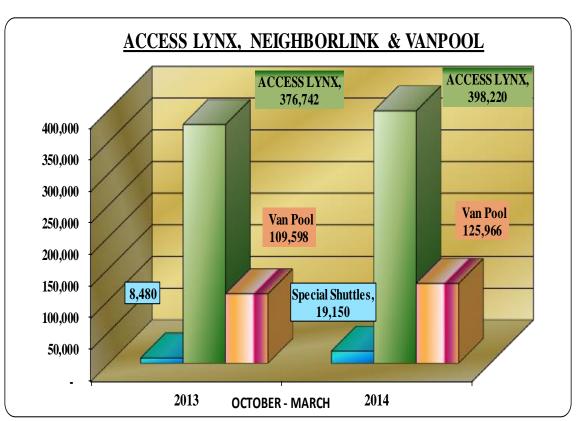


Year to date (October - March)

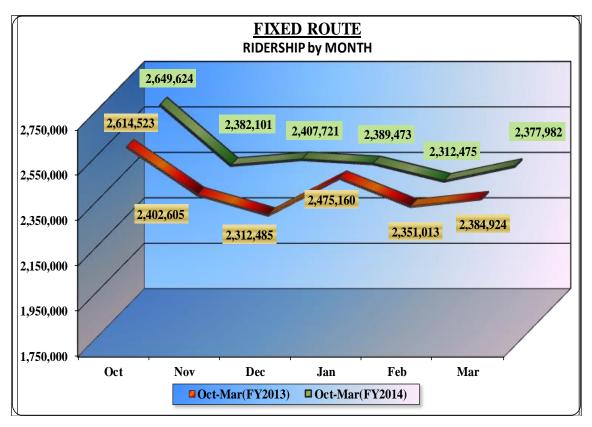
Service Mode	Oct-Mar(FY2013)	Oct-Mar(FY2014)	% Change
LYMMO	420,674	398,693	-5.23%
Fixed Route	14,049,987	14,042,607	-0.05%
NeighborLink	70,049	78,076	11.46%
SUBTOTAL - FIXED ROUTE	14,540,710	14,519,376	-0.15%
Special Shuttles	8,480	19,150	N/A
ACCESS LYNX	376,742	398,220	5.70%
Van Pool	109,598	125,966	14.93%
SUBTOTAL - OTHER SERVICES	494,820	543,336	9.80%
TOTAL ALL SERVICES	15,035,530	15,062,712	0.18%

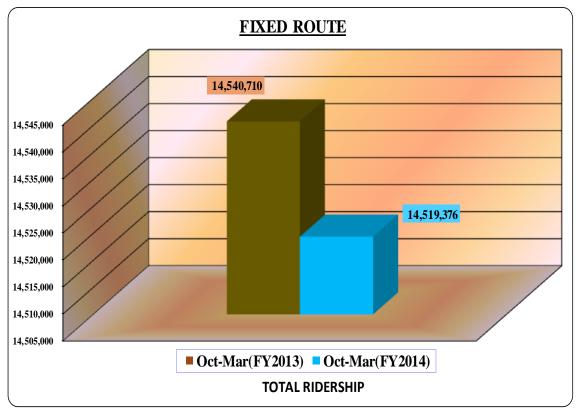














Average Daily Ridership by Mode

Service Mode	Day	March-13	March-14	% Change
LYMMO	Weekday	2,824	2,678	-5.16%
	Saturday	1,334	1,383	3.67%
	Sunday	868	977	12.46%
All Other Links	Weekday	87,278	85,367	-2.19%
	Saturday	62,061	59,556	-4.04%
	Sunday	30,442	37,704	23.86%
Total Fixed Route	Weekday	90,102	88,045	-2.28%
	Saturday	63,395	60,939	-3.87%
	Sunday	31,310	38,681	23.54%
ACCESS LYNX	Weekday	2,612	2,786	6.65%
	Saturday	1,021	1,068	4.68%
	Sunday	397	525	32.06%
NeighborLink	Weekday	922	517	-43.92%
	Saturday	339	319	-5.95%
Van Pool	Weekday	922	831	-9.85%
	Saturday	227	217	-4.63%
	Sunday	239	228	-4.60%
TOTAL	Weekday	94,558	92,179	-2.52%
LYNX	Saturday	64,982	62,543	-3.75%
SERVICES	Sunday	31,946	39,434	23.44%

The following new links were added in December 2012

Link 416 – Poinciana/ Haines City Link 427 – US 27/ Haines City

On February 1st 2013, the following Route was added:

• Link 212 – UCF Shuttle

On August 11, 2013, Link 4 was split in two:

- Link 4 Osceola to Florida mall (Southbound)
- Link 107 LCS to Florida mall (Northbound)

On October 18th 2013, the following Route was discontinued:

• Link 204 – Clermont Express

On January 12th 2014, the following Route was reinstated:

• Link 204 – Clermont Express



LYNX Monthly Ridership

Fiscal Year 2014													
Service Mode	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL YEAR
LYMMO	70,411	64,168	64,529	65,237	66,305	68,043	75,886						474,579
Fixed Route	2,564,960	2,305,357	2,330,828	2,311,069	2,233,051	2,297,342	2,301,968						16,344,575
NeighborLink	14,253	12,576	12,364	13,167	13,119	12,597	14,016						92,092
SUBTOTAL - FIXED ROUTE	2,649,624	2,382,101	2,407,721	2,389,473	2,312,475	2,377,982	2,391,870	-	-	-	-	-	16,911,246
Special Shuttles	223	1,139	9,318	7,238	990	242	1,234						20,384
ACCESS LYNX	72,901	63,917	63,854	66,698	63,561	67,289	69,123						467,343
VanPlan	24,265	21,511	20,861	21,407	19,077	18,845	19,410						145,376
SUBTOTAL - OTHER SERVICES	97,389	86,567	94,033	95,343	83,628	86,376	89,767	-	-	-	-	-	633,103
TOTAL ALL SERVICES	2,747,013	2,468,668	2,501,754	2,484,816	2,396,103	2,464,358	2,481,637						17,544,349
% Change From Fiscal Year 202	13 To Fisca	l Year 201	4										
Service Mode	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL YEAR
LYMMO	-11.2%	-4.4%	5.7%	-10.5%	-5.3%	-3.2%	2.9%						-4.0%
Fixed Route	1.7%	-0.8%	4.0%	-3.3%	-1.6%	-0.2%	-1.6%						-0.3%
NeighborLink	13.0%	9.7%	17.0%	11.1%	14.8%	3.9%	10.7%						11.3%
SUBTOTAL - FIXED ROUTE	1.3%	-0.9%	4.1%	-3.5%	-1.6%	-0.3%	-1.4%						-0.3%
Special Shuttles	346.0%	2090.4%	408.1%	36.4%	-9.8%	74.1%	86.7%						123.0%
ACCESS LYNX	7.8%	4.8%	10.7%	2.1%	3.8%	5.3%	2.3%						5.2%
VanPlan	30.8%	31.9%	28.7%	10.0%	1.7%	-7.2%	-10.7%						10.7%
SUBTOTAL - OTHER SERVICES	12.9%	11.9%	24.2%	5.8%	3.2%	2.4%	-0.2%						8.3%
TOTAL ALL SERVICES	1.7%	-0.5%	4.8%	-3.1%	-1.5%	-0.2%	-1.4%						0.0%
Fiscal Year 2013													
Service Mode	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL YEAR
LYMMO	79,272	67,129	61,048	72,883	70,022	70,320	73,769	71,839	60,306	73,419	79,905	64,602	844,514
Fixed Route	2,522,633	2,324,013	2,240,871	2,390,425	2,269,566	2,302,479	2,340,319	2,292,457	2,164,454	2,275,199	2,415,110	2,294,517	27,832,043
NeighborLink	12,618	11,463	10,566	11,852	11,425	12,125	12,657	12,266	11,598	12,498	13,610	12,464	145,142
SUBTOTAL - FIXED ROUTE	2,614,523	2,402,605	2,312,485	2,475,160	2,351,013	2,384,924	2,426,745	2,376,562	2,236,358	2,361,116	2,508,625	2,371,583	28,821,699
Special Shuttles	50	52	1,834	5,307	1,098	139	661	1,725	0	3,638	41	46	14,591
ACCESS LYNX	67,657	60,978	57,662	65,311	61,216	63,918	67,548	65,130	61,903	68,070	68,397	65,643	773,433
VanPlan	18,552	16,304	16,215	19,460	18,760	20,307	21,728	23,271	22,161	23,669	23,760	23,233	247,420
SUBTOTAL - OTHER SERVICES	86,259	77,334	75,711	90,078	81,074	84,364	89,937	90,126	84,064	95,377	92,198	88,922	1,035,444
TOTAL ALL SERVICES	2,700,782	2,479,939	2,388,196	2,565,238	2,432,087	2,469,288	2,516,682	2,466,688	2,320,422	2,456,493	2,600,823	2,460,505	29,857,143



Monthly Report E: Planning and Development Report

To: LYNX Board of Directors

From: Stuart Boggs

DIRECTOR OF PLANNING & DEVELOP

Belinda Balleras
(Technical Contact)

James RODRIGUEZ
(Technical Contact)

Andrea Ostrodka
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Planning and Development Report

Date: 5/22/2014

STRATEGIC PLANNING

SR 50 Alternatives Analysis

The project team continued its public and stakeholder outreach activities, which over the course of the spring has included three public open houses, three presentations to MetroPlan Orlando committees (Municipal Advisory Committee, Citizen Advisory Committee, Technical Advisory Committee) and the MetroPlan Orlando Board of Directors, targeted community meetings and a series of individual meetings with elected officials in Orange County and the City of Orlando. Based on input received from citizens, elected officials and community stakeholders, the project team added one new alternative to the long list for consideration and further evaluation. The project team began to reformulate the project's outreach strategy to better involve these stakeholders in a way that is meaningful for them. Furthermore, based on conversations with technical stakeholders, including FDOT and FTA, the project team began to revise its approach to ridership modeling.

TDP Minor Update

Every five years, LYNX completes a major update to its ten-year Transit Development Plan. The last major update was completed in 2012. LYNX completes minor updates to the plan on an annual basis. For 2014, Planning staff has completed a minor update of the TDP. The TDP includes a description of LYNX services and service area characteristics; an outline of existing services and their costs; a summary of initiatives that were carried out over the last fiscal year as well as those that were not and an explanation of why they were not implemented; and a list of service changes that are needed over the next ten year period. This minor update will be



generally consistent with the 2013 Comprehensive Operational Analysis. The TDP is a needs-based assessment and is not financially constrained.

SERVICE PLANNING

The Service Planning Team has been working on several items during the reporting period:

- The spring service change took place on April 13 and Service Planning worked with other departments and outside stakeholders towards a smooth transition.
- LYNX Service Planning participated in two community meetings to get the word out on the service change. The March 27th meeting was done with Commissioner Thompson at the El Shaddai Christian Church in Meadow Woods. The April 16th meeting was done with Commissioner Clarke at the Christ the King Episcopal Church in Azalea Park.
- Service Planning is teaming with LYNX GIS staff to collect and validate bus stop attribute data in the field and in the office.
- Service Planning was part of an interdepartmental team to develop a NeighborLink service for the Goldsboro Neighborhood in Seminole County. NeighborLink 651 was implemented as part of the April service change.
- Service Planning is working with Grants to develop proposals for Service Development Grants and a TIGER VI Grant. The TIGER grant would fund Traffic Signal Priority (TSP) improvements along the SR 192 corridor.
- Service Planning is working with Strategic Planning on this year's Update of the Transit Development Plan

GRANTS

LYNX 5310 URBANIZED AREA PROGRAM

- O Grants received applications for 5310 sub-awards and convened an evaluation team which included representatives from Florida Department of Transportation and MetroPlan Orlando.
- \$45,540 have been recommended for sub-awards and will be included in LYNX' grant application to the Federal Transit Administration (FTA)
- O Staff continues to work with AccessLYNX to address coordinated transportation efficiencies and reductions in paratransit costs.

• FY 2014 GRANT APPLICATIONS

- O Grants, in collaboration with LYNX' Service and Strategic Planning, and MetroPlan Orlando, submitted a Service Development Grant application to FDOT.
- O Grants worked with LYNX' Risk Management, Engineering and Construction, and Service Planning in completing competitive grants due in May to the Department of Homeland Security and Florida Department of Transportation.
- O The Federal Transit Administration just recently released the FY 2014 apportionments. Due to the limited processing time required by FTA for the remainder of FY 2014, LYNX is working diligently to complete them timely.



FDOT WORK PROGRAM UPDATE

- Grants is working with FDOT to update LYNX' work program items for the upcoming state fiscal year beginning July 1, 2014 and to maintain annual funding availability from state block grant, service development funding supplement and sub-awards from FTA.
- VETERANS TRANSPORTATION RESOURCES AND COMMUNITY SERVICES (VTRACS):
 - The Final Draft of the VTRACS Concept of Operations document was completed and sent to the project partners for review
 - The VTRACS consultant team and partners met April 24, 2014 to discuss the Concept of Operations document and to make the last adjustments and finalize the document.
 - o Began the Needs Assessment process by issuing a questionnaire.



Monthly Report F: Communications Report

To: LYNX Board of Directors

From: Matthew Friedman

DIRECTOR OF MARKETING COMM

Matthew Friedman (Technical Contact)

Maria Colon

(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report

Date: 5/22/2014

SunRail Train Tours

LYNX participated in ten SunRail community train tours between March 30 and April 12 to educate the public about connectivity. The train tours were held at each SunRail station in conjunction with a special event. LYNX staff was able to provide hundreds of current and future riders with new maps, service change announcements, connectivity flyers, vanpool information and other informational items.

LYNX Central Station SunRail Community Train Tour

LYNX Central Station welcomed thousands of people to its community train tour on April 4. Information tables provided valuable information to attendees and included LYNX, Downtown Orlando, reThink and Best Foot Forward. In addition to the SunRail train, four food trucks were also onsite for guests to enjoy.

CFTPG Meeting

On April 4, LYNX hosted the Central Florida Transportation Planning Group for its quarterly meeting. The group was welcomed by LYNX CEO, John Lewis and also received a presentation from SunRail. Following the meeting, the attendees were able to enjoy LYNX' SunRail Community Train Tour event.

LYMMO Grapefruit Line Kick-off

Orlando Mayor Buddy Dyer, Orlando City Commissioners, LYNX CEO John Lewis, and FTA Region 4 Administrator Dr. Yvette G. Taylor hosted a ribbon cutting ceremony on April 10 to dedicate the new Grapefruit line LYMMO service. More than fifty people were in attendance to celebrate the new service that will help improve mobility options in downtown Orlando.



Public Service Bus Unveiling

Nine deserving organizations attended a bus unveiling on April 14 for the 2014-2015 LYNX Public Service Bus. The randomly selected organizations include Steinway Society of Central Florida, Orlando Gay Chorus, Bears Who Care, Osceola Center for the Arts, Spay N Save, St. Cloud Main Street, Matthew's Hope Ministries, Camaraderie Foundation and Project Walk Orlando. This year a wildcard spot was added to the back of the bus and a contest was hosted on the LYNX Twitter account. Organizations were asked to Tweet: "@lynxbusorlando I want to win a spot on the #LYNXPSBus". During this promotion LYNX Twitter followers increased by 20%.

March - April 2014

Press Releases | Media Notes

- Mar. 24 SunRail and food trucks what more do you want.
- Mar. 27 LYNX announces April service changes.
- Apr. 4 SEE YOU SOON-SunRail and food trucks what more do you want.
- Apr. 7 13th Annual Public service bus contest winners.
- Apr. 7 Board of Directors to hold special meeting.
- Apr. 7 LYNX wins state maintenance and operator roadeo.
- Apr. 10 NeighborLink 651 Goldsboro service to begin Monday.
- Apr. 10 City of Orlando and LYNX to kick off new grapefruit LYMMO line service.
- Apr. 11 Xpress 208 service will now launch April 28.
- Apr. 25 Xpress 208 Service Will Now Launch May 1.

Stories

- Mar. 3 South Lake Press: LYNX, Lake County unable to agree on Link 55 route.
- Mar. 5 Sanford Herald: LYNX adds Sunday service to Route 34.
- Mar. 6 Around Osceola: Kissimmee Intermodal Station officially opens.
- Mar. 8 Passenger Transport: LYNX Opens Kissimmee Station.
- Mar. 12 WFTV/Channel 9: Lake commissioners hope to fully restore LYNX route 55.
- Mar. 12 Orlando Sentinel: Goldsboro residents: We like SunRail, but how will we get to the station?
- Mar. 18 WFTV/Channel 9 and News Channel 13: LYNX bus re-route affects Sanford's Goldsboro community.
- Mar. 19 Central Florida Future: Americans should embrace public transportation.
- Mar. 22 Orlando Sentinel; News Channel 13; WKMG/Channel 6 and WESH/Channel 2: Several injured after LYNX bus, car collide.
- Mar. 25 WFTV/Channel 9 and Orlando Business Journal: Lake Mary officials looking at LYNX vans to connect SunRail riders to businesses.
- Mar. 28 Orlando Business Journal: Linking SunRail: LYNX to connect buses to 6 train stations.
- Mar. 31 Orlando Business Journal: 2 LYMMO expansions to debut in downtown this year.
- Apr. 1 Orlando Sentinel: LYNX LYMMO bus crash blocks downtown Orlando streets. WOFL-TV/FOX 35: LYMMO free bus service expands routes to Parramore, Thornton Park; price tag \$17.1M.
- Apr. 4 Orlando Business Journal: Buses, trains and food trucks: SunRail's LYNX Central

LYNX B@ard Agenda

Station debuts.

- Apr. 8 Orlando Sentinel: LYNX buses to promote local charities.
- Apr. 9 Orlando Business Journal: LYNX, FDOT to discuss SunRail feeder bus service this week.
- Apr. 11 Orlando Sentinel: LYNX bus company fears it will lose \$30,000 on its SunRail service.
- Apr. 11 WOFL-TV/FOX 35: Maitland's flex bus is a flex 'bust'.
- Apr. 15 Orlando Business Journal: LYNX officials wary of losing money on SunRail connector routes.
- Apr. 23 Winter Park/Maitland Observer: FlexBus service leaves Maitland riders waiting.
- Apr. 25 Orlando Sentinel: Bears, LYNX, and Sharia: Letters.

Social Media

- Mar. 1 Anyone...? Need a ride? We can get you there!
- Mar. 2 Getting around Downtown Orlando is going to get even better... LYMMO Expansion Grapefruit line.
- Mar. 3 It's a beautiful day in Orlando! Have a great week from LYNX!
 Changed cover photo to promote Public Service Bus
 2014 Roadeo photos.
 Response to a fan's request about new buses.
- Mar. 4 Lost and found

Sent tweets to multiple non-profit organizations about Public Service bus.

- Mar. 5 LYNX News Alert: Link 56 new route.
 - Response to customer complaint. Referred to customer service.
- Mar. 6 Throwback Thursday: Old school vs. new school.
- Mar. 7 Public Service bus designs throughout the years.

 Don't forget to register for our Public Service bus.
- Mar. 8 Reminder: Daylight saving time.
- Mar. 9 It's not just the colors that make these two buses different. Can you tell us what it is?
- Mar. 10 Gearing up for SunRail! Take a sneak peek at our brand new buses!
- Mar. 11 April service changes.
- Mar. 12 Response to customer question about our new LYMMO buses

Name that stop!

Response to customer comment about drivers using the on-board sound system for announcements.

April service changes.

- Mar. 13 Throwback Thursday: Photo of Universal Studios Twister bus wrap. Our CEO John Lewis walks a mile in her shoes.
- Mar. 14 Name that stop Answer: Eola and Church.

Happy Friday from OIA!

Register for Public Service Bus reminder.

Service Alert: Construction on Rosalind Ave.

 Mar. 15 Photo of I-4 East/West signs. Good morning Orlando! Which way are you headed? Thanked customer for positive feedback about a bus operator. Responded to customer complaint and referred to customer service.

LYNX B@ard Agenda

- Mar. 16 Photo from bus operator's view.
- Mar. 17 Happy St. Patrick's Day!
- Mar. 18 Looking for a better way to get to work? Learn about transportation alternatives at Eola Park Center.

Thanked fan for positive feedback.

Transit Operator Appreciation Day!

- Mar. 19 Leadership Orlando Class 87 at LCS. New SunRail signage at LCS.
- Mar. 20 Service Alert: Detour due to NCAA basketball.

Service Alert: Delays/detours due to President Obama's visit to Orlando.

Throwback Thursday: Image of downtown Orlando from the 1970's.

- Mar. 21 There's a lot going on around Orlando this weekend like March Madness, MegaCon, the Winter Park Art Festival & more. LYNX can help get you there!
- Mar. 22 Come tour SunRail at LCS and grab a bite to eat while you're at it!

 Response to customer question about food truck event.

Response to customer question about SunRail info. Referred to SunRail website.

• Mar. 23 It's Sunday and as luck would have it, a beautiful day! Does anybody plan to do anything outdoors today?

Pedestrian safety/transportation community meeting in Meadow Woods.

- Mar. 24 LYNX Alert: Link 200 will be eliminated on May 1.
- Mar. 25 April 13 service changes.

Throwback Thursday Answer: Orange Avenue.

2014-2015 Public Service Bus.

MetroPlan live town hall meeting.

• Mar. 26 Be sure to dress warm. Old man winter decided to get one last word in. It's currently 47F.

Response to customer complaint.

- Mar. 27 Throwback Thursday.
- Mar. 28 Reminder: Register for free advertising on our Public Service Bus.

Happy Friday!

Throwback Thursday answer: Garland and Central.

Response to customer complaint.

Last chance to register for Public Service Bus.

Thanked customer for sharing a photo taken of LCS.

Response to customer complaint.

Service Alert: Detour due to VCC 5k run.

- Mar. 29 LYNX SunRail weekday connections.
- Mar. 30 April service changes.
- Mar. 31 Food truck/SunRail event at LCS.
- Apr. 1 What a beautiful morning! And that's no April fool's joke. Have a great week!

Response to customer question about new maps and schedules.

Response to customer question about SunRail.

Stay tuned for announcement of Public Service bus winners.

• Apr. 2 Photo of the new Dr. Phillips Center of Performing Arts.

Reminder: Food truck/SunRail event.

LYNX B ard Agenda

• Apr. 3 SERVICE ALERT: Detour due to Grad Bash and Gradventure events at Universal Orlando.

• Apr. 4 Ride LYMMO to eat and see SunRail.

30 second video of SunRail train arriving at LYNX Central Station.

Added food truck photos.

SERVICE ALERT: Detour due to Spring Fiesta in the Park event.

Video of food truck/SunRail event.

SERVICE ALERT: Road closure due to SunRail construction.

- Apr. 5 April service changes new maps and brochures.
- Apr. 6 Happy Sunday from Lake Eola Park!
- Apr. 7 Save cash and the environment by joining a VanPool.
 Congratulations to LYNX Roadeo team for winning 2014 State Bus Roadeo.
- Apr. 8 LYMMO Grapefruit Line kicks off Apr. 10. LYNX new maps.
- Apr. 9 Talking about transportation options at Orlando Health.

Lost and found video.

Congratulations to MetroPlan on achieving 500 "Likes".

• Apr. 10 New LYMMO route begins today.

Mayor Dyer's State of the City Address.

NEW SERVICE: The new NeighborLink 651/Goldsboro service.

LYMMO Grapefruit line ribbon cutting ceremony.

Photo album of new Grapefruit line ribbon cutting ceremony.

Video of LYMMO Grapefruit line ribbon cutting ceremony.

• Apr. 11 Reminder: April 13 service changes.

Response to customer question regarding new schedule book.

Response to customer complaint.

Response to customer question about new Grapefruit line.

Thanked customer for positive feedback about new LYMMO route.

SERVICE CHANGE ALERT: Xpress 208 will launch Apr. 28.

SERVICE ALERT: Road closure due to construction on Robinson Street.

The new schedule book is available.

• Apr. 12 April service changes.

New system map.

• Apr. 13 Alert: New service changes.

New NeighborLink 651 in the Goldsboro area.

Xpress 208 will launch Apr. 28.

• Apr. 14 Reminder: April service changes are in effect.

Sneak peek of Public Service bus design.

Set up for Public Service bus unveiling.

Public Service bus unveiling.

Response to customer complaint.

Photo album of Public Service bus unveiling.

- Apr. 15 New LYMMO bus wraps.
- Apr. 16 Link 200 elimination.

Response to customer complaint regarding Link 104.

Response to customer suggestion about route planning.

LYNX B@ard Agenda

• Apr. 16 Response to customer complaint – referred to customer service.

Thanked customer for positive feedback about the Grapefruit line.

Response to customer complaint – referred to customer service.

Service Alert: Corporate 5k detour.

Easter holiday schedule.

Response to customer complaint about.

• Apr. 17 Throwback Thursday.

Reminder: Corporate 5k detour.

Response to customer complaint about bus delay.

Response to customer complaint about temperature on the bus.

- Apr. 18 Explore local destinations with LYNX.
- Apr. 19 Video: Public service bus unveiling.
- Apr. 20 Holiday schedule alert: Easter holiday.
- Apr. 21 Got the Monday blues? Let us pick you up!

Tomorrow is Earth Day! Why not take the bus, ride your bike, or join a VanPool?

- Apr. 22 Earth Day: Save the environment... one ride at a time.
- Apr. 23 Changed cover photo.

Response to customer complaint about SunRail connections.

Ride LYMMO.

• Apr. 24 Throwback Thursday.

Thanked customer for positive feedback about Grapefruit line.

Response to customer suggestion about SunRail connectivity in Maitland.

• Apr. 25 Throwback Thursday answer: 2009.

Response to customer concerns about SunRail connections.

Happy Friday.

Xpress 208 service will launch May 1.

- Apr. 26 Link 200 elimination.
- Apr. 27 Changed cover photo.

Thanked customer for positive feedback about riding on a new bus.

Thanked customer for riding LYMMO.

Thanked Twitter followers for reaching over 1,000 followers.

• Apr. 28 ABBG customer satisfaction survey.

Response to customer complaint about bus service.

Response to customer question about Transportation Supervisors.

• Apr. 29 LYMMO expansion.

Response to SunRail question.

Xpress 208 May 1 launch date.

SunRail grand opening.

• Apr. 30 Don't forget SunRail grand opening is today.

All set up for SunRail grand opening.

Big crowd at LCS for SunRail grand opening.

SunRail LCS officially opens.

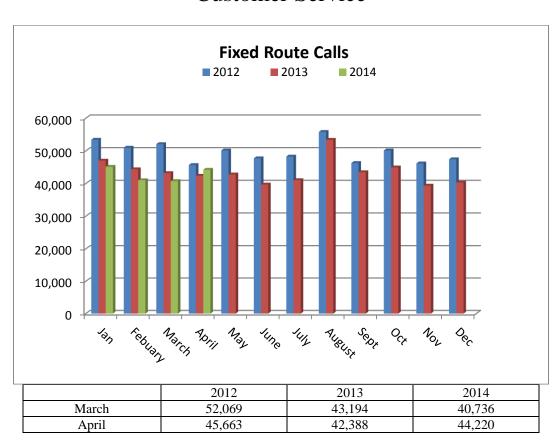
1000 Twitter followers giveaway.



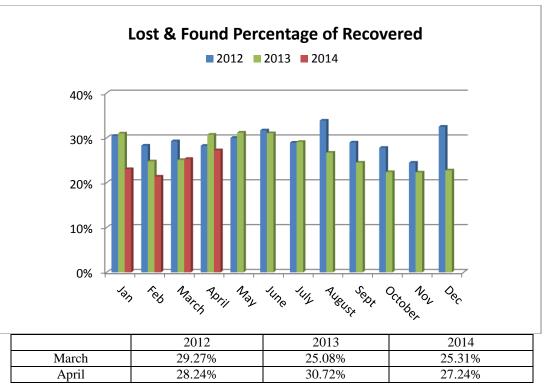
SOCIAL MEDIA USAGE	MARCH 2014	APRIL 2014
Facebook Likes	1,857	1,919
Facebook – # of People Reached	41,712	47,847
Twitter Followers	912	1,021

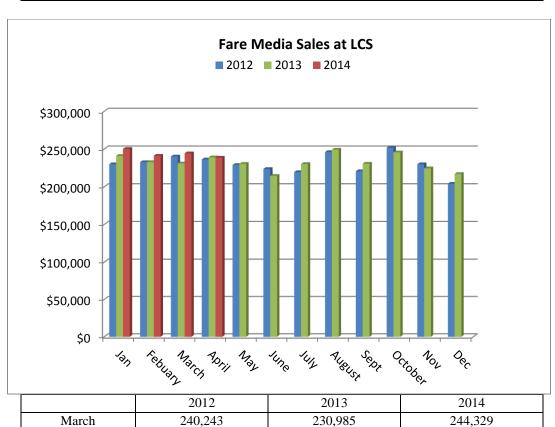
WEBSITE USAGE	MARCH 2014	APRIL 2014
Total Page Views	322,695	349,106
Total User Visits	55,726	60,410

Customer Service









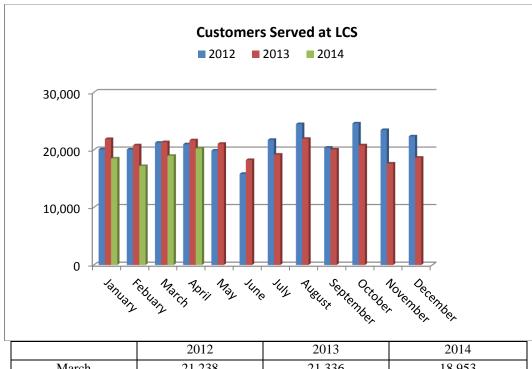
239,113

238,646

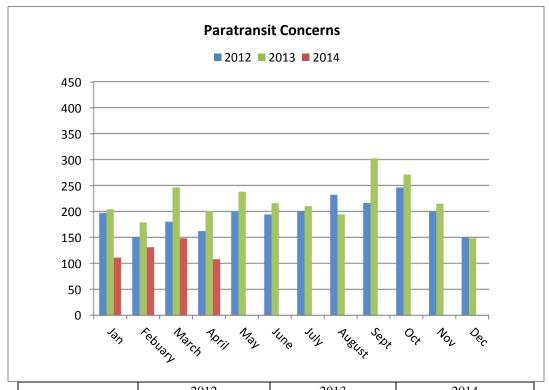
236,270

April



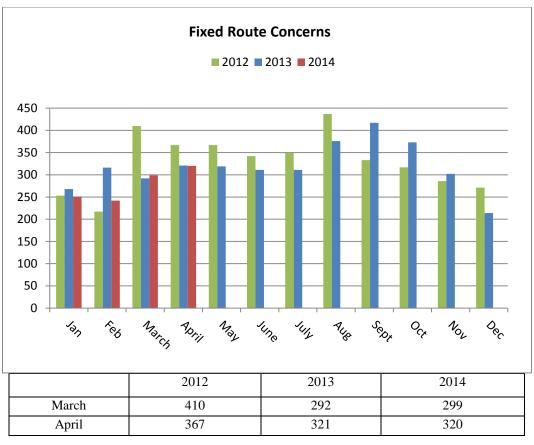


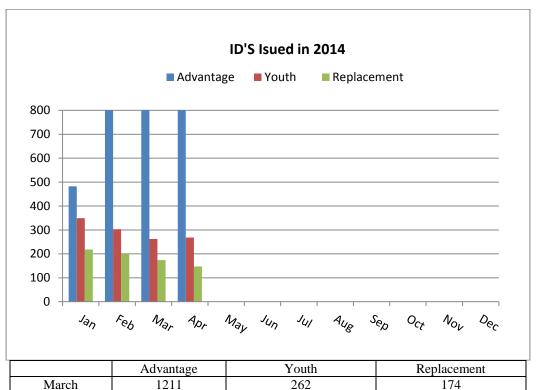
	2012	2013	2014
March	21,238	21,336	18,953
April	20,976	21,658	20,238
	•		



	2012	2013	2014
March	180	246	148
April	162	201	108

LYNX B@ard Agenda





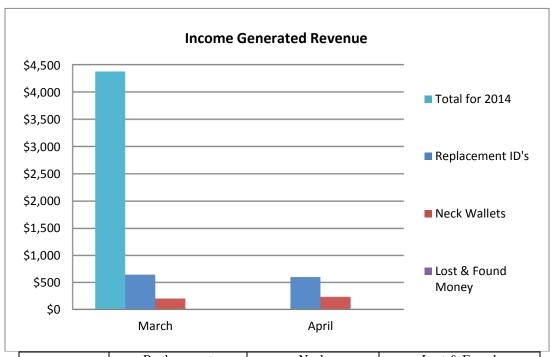
268

147

1320

April





	Replacement ID's	Neck Wallets	Lost & Found Money
March	\$644.00	\$200.00	\$0.00
April	\$599.00	\$232.00	\$0.00



Monthly Report G: Government Relations Report

To: LYNX Board of Directors

From: James McLawhorn

CHIEF GOVT AFFAIRS OFFICER

Brenda HERNANDEZ (Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Government Relations Report

Date: 5/22/2014

The current MAP-21 authorization expires at the end of FY'14 on September 30, 2014.

As early as August, the Trust Fund, particularly the Highway account, is expected to be insolvent. Without an infusion of new revenue, the Highway Trust Fund cannot support any new highway or transit funding in FY'15. The GROW AMERICA Act proposes to raise, in addition to the existing gas tax revenue, approximately \$37.5B per year for four years, totaling \$150B, through various forms of corporate tax reform. If approved by Congress, that amount would be enough to fill the \$63B funding gap in the Trust Fund and support \$87B over four years in new funding. There is strong support from the transportation industry for a gas tax increase (the easiest and quickest revenue raiser), including from a number of stakeholders that ordinarily oppose an increase, such as the American Trucking Associations and the US Chamber of Commerce.

This situation presents a serious problem for the House and Senate transportation authorizing committees. While they have jurisdiction over drafting a multi-year MAP-21 reauthorization bill and any required short-term policy and program extensions, they <u>do not</u> have authority over increasing or finding new revenues. That falls to the Senate Finance Committee and the House Ways & Means Committee, neither of which have indicated how or when they intend to deal with the looming funding crisis.

In the House, Transportation &Infrastructure (T&I) Committee Chairman Bill Shuster (R-PA) has indicated he wants to write a more expansive reauthorization bill, including a variety of new policy initiatives especially in the freight area. He continues to state that the House will pass a reauthorization bill on time, but has not outlined a specific schedule.

Also, Congress does not appear to have the will to take on such a politically charged issue before the November mid-term elections. The transportation industry have gotten used to the fact that surface transportation authorization bills are rarely passed on time and a series of short-term policy extensions are usually required. The most likely opportunity for Congress to possibly



consider a gas tax increase or other long-term revenue options may be the post-election Lame Duck session of Congress when Members no longer feel as politically vulnerable.

The President is the other player in the reauthorization and has released his proposal for reauthorization of MAP-21 called the Generating Renewal, Opportunity, and Work with Accelerated Mobility, Efficiency, and Rebuilding of Infrastructure and Communities throughout America Act - the GROW AMERICA Act. It is a four-year (FY'15 through FY'18), \$302B proposal to reauthorize highway, transit, highway safety and rail programs.

The GROW AMERICA Act would rename the Highway Trust Fund the Transportation Trust Fund. The Fund would include separate highway, transit, rail and multimodal accounts. Existing gas tax revenues would continue to flow exclusively to the highway and transit accounts, supplemented by new revenue generated through corporate tax reform. The balance of the revenue proposed from tax reform would be used to fund the new rail and multimodal accounts. The new accounts would not receive any existing gas tax revenue. Much of the new money in the bill goes to fund multi-modal initiatives and other elements that align with Administration priorities, such as passenger rail. Traditional formula based highway and transit programs grow more slowly.

APTA and our industry welcome the recommendations for significant new transportation funding, but at this point, it's not likely that the current Congress will support the tax legislation needed to make the funding levels and program expansion briefly described below a reality this year.

FTA – the bill recommends \$72B over four years for public transit programs, a significant increase over the current \$10.5B a year program. Also, all FTA programs, including the Capital Investment Grants (New Starts/Small Starts) program, would be treated as mandatory spending and funded through the Trust Fund, not the General Fund as New Starts is currently funded. The bill includes a new \$2B, over four years, Rapid Growth Area Transit program that will fund primarily discretionary BRT projects.

FHWA – the bill proposes \$199B over four years for the Federal-aid highway program - \$9B, or 22%, more per year than under the current program. The funding includes \$92B over four years for the National Highway Performance Program to reduce traffic congestion on the NHS.

FRA – the bill proposes to include authorization for rail programs in addition to the usual highway and transit programs. A newly configured \$19B, over four years, rail program would be divided into two components – Current Passenger Rail Service, i.e. Amtrak (comprised of the Northeast Corridor; state corridors; long distance routes; stations; and national assets, legacy debt and Amtrak PTC) and Rail Service Improvement Program (comprised of high-speed rail passenger corridors; commuter railroad PTC compliance; rail relocation and grade crossings; and planning and workforce). Both components would be funded out of the new rail account of the Transportation Trust Fund. Regulatory provisions would empower FRA to set a new timetable for implementation of PTC, subject to case-by-case waivers where justified.



TIGER Grants – the bill would officially authorize another round of TIGER grants with modest changes and authorize funding at \$5B over four years to be funded out of the new multimodal account of the Trust Fund.

Innovative Financing – the bill would continue the TIFIA financing program at \$1B per year, the same as the current level of funding, and would make it easier for smaller projects to use TIFIA. It would make rail RRIF loans more accessible and less costly to obtain, and it would increase the availability of Private Activity Bonds (PABs) by raising the current \$15B cap to \$19B. The viability of these financing options would be enhanced through relaxation of the prohibition against tolling on Interstates.

Tolling - the bill includes provisions for tolling the Interstate highway system including permitting tolling of the existing free system for purposes of reconstruction and allowing toll revenue to be used on all components of the highway system. This change would result in superseding the current Interstate pilot program. In addition, the bill would permit the use of toll revenue for transit under specific conditions. Also, new toll facilities on the Federal-aid system would be required to exclusively install non-cash electronic technology for all users.

Freight – the bill proposes a new \$10B, over four years, multimodal freight grant program with rail, <u>aviation</u>, <u>port</u> and other multimodal projects eligible. The program is divided equally between formula grants which can only be accessed in states that develop and improve freight plans and broad discretionary grants for major freight projects. *The bill also transforms the highway-oriented freight policy provisions of MAP-21 into a multi-modal configuration*.

Project Delivery - the bill proposes to improve project delivery and streamline the federal permitting and regulatory review process through the creation of a new Interagency Infrastructure Permitting Improvement Center to be housed at US DOT. The bill emphasizes concurrent rather than sequential agency reviews, avoiding duplicative processes, and improving transparency and accountability. The MAP-21 streamlining reforms are extended beyond their current highway/transit applicability.

State of Good Repair - the bill includes an emphasis on "Fix it First" and a state of good repair approach to highway and transit grants. It includes a new \$13.4B Critical Immediate Investments Program (CIIP) to fund improved pavement conditions on NHS routes and deficient Interstate bridges. It also includes a new Fixing and Accelerating Surface Transportation (FAST) competitive grant program to incentivize transformative programmatic reforms which is funded at \$1B per year (\$500M for FHWA and \$500M for FTA).

Tax Extenders Bill – includes parity restoration of commuter tax benefit.

There appears to be a general consensus that comprehensive tax reform will not pass Congress this year, despite the best efforts of retiring House Ways & Means Committee Chairman Dave Camp (R-MI). The new Chairman of the Senate Finance Committee, Ron Wyden (D-OR), has decided to proceed with a temporary tax extenders bill – the EXPIRE Act. The bill would extend a number of expired or expiring tax breaks for two years – 2014 and 2015. Wyden's bill includes an extension of the monthly commuter tax benefit parity with parking which expired at



the end of 2013. The bill would restore the transit benefit to \$250 per month up from the current \$130. The bill was approved by the Finance Committee last week on a bi-partisan vote. An amendment, offered by Senator Chuck Schumer (D-NY), to add a \$20 per month tax exemption for bike share costs was approved.

Wyden has indicated he hopes to get the bill through the full Senate before Memorial Day although he has not yet identified the offsets necessary to pay for the extended tax benefits. The offsets will be hard to find and will be competition for the offsets needed to pay for a Highway Trust Fund "fix". No word yet on the House's plan to take up a tax extenders bill.

Other News

FTA has released a draft Circular on the State of Good Repair Grants Program – Guidance and Application Instructions. This is a new Circular which implements provisions in MAP-21. The State of Good Repair (SGR) Grants Program makes federal funding available specifically for rehabilitating and replacing public transportation assets to keep systems in a state of good repair under three new sections of MAP-21 -section 5326 transit asset management, section 5329 public transportation safety program, and section 5337 SGR Grants program. Here is a link to both the Federal Register notice and the Circular. Comments are due to FTA by May 3.

State Transportation

At around 11 PM on Friday, May 2nd, the 2014 Regular Legislative Session officially adjourned, Sine Die.

Below is a review of the 2014 LYNX Board approved legislative priorities and other bills that we monitored along with an explanation of where each ended upon adjournment of the session. Also below is a status report on both the loading/unloading passenger statutory change and the security camera retention issue that become impromptu priorities and on which considerable time and effort were spent.

Create Parity for All Florida Colleges to establish Transportation Access Fees

The LYNX Board of Directors has sanctioned a legislative agenda to legislation enabling State Colleges to implement a mobility and transportation fee. LYNX supports Parity for all Florida Colleges and seeks to expand legislation to provide this funding tool to our region.

Months before session LYNX met with the Council of Presidents of the state colleges. The council unanimously approved it as part of their legislative agenda. We also worked with FPTA to include on their legislative agenda. In the House of Representatives we lined up a favorable sponsor that agreed to help with the language. This sponsor was high ranking in education committees and eager to help. We approached the Senate with the idea of introducing language that expanded the application to all state colleges versus only Sante Fe State College.

Given the success of this funding stream at Santa Fe College, the requirement for both Board of Trustee (BOT) approval *and* a student referendum prior to the fee's implantation, and the every-



four-year sunset required under existing law, our proposal to expand the option to all state colleges garnered widespread philosophical support.

The Senate expressed a desire to get the pulse of the Governor on the issue. After many discussions with the Governor's office it was clear that they were not in interest of raising "fees." We approached the Senate with the idea of engaging them to bring back to Governor. They ultimately decided it wasn't in their interest to expend political capital on an issue that would most likely be vetoed.

The struggle on this priority was less policy or procedure-driven, and more political in nature. Both the Senate and Governor's office suggested we bring back next year.

With continued support from the state college Council of Presidents, the FPTA, and other stakeholders, this policy should remain a priority of LYNX.

Enable Security measures to respond to acts that threaten the security of the traveling public.

Currently, Electrical Grids, Oil and Gas Production and Storage, Water Supplies, First Response Emergency Services, Banking, Finance and Telecommunication systems are enabled with security measures carried out by class G licensed security officers. The LYNX Board of Directors has sanctioned a legislative agenda to enable measures for Regional Transportation Authorities to protect the traveling public from crime and acts of terrorism. Specifically, LYNX is seeking to broaden existing language or the creation of language that would result in certified class "G" licensed security officers that are already permitted to carry a firearms to stop intruders, respond to perimeter breaches, acts of violence on transit property and to temporarily detain and determine the identity of persons under threatening or suspicious circumstances on the property of a public transportation.

LYNX worked diligently on language that would accomplish this stated goal without creating an assumption/appearance of LYNX and/or its contractors infringing upon the rights of law-abiding passengers of LYNX. To this end former Chief Justice of the Florida Supreme Court Charley Wells reviewed existing law drafted a proposed amendment that would build upon existing authority for LYNX or its contractors to "detain and hold" in the instance of suspected transit fare evasion. The proposal would build upon this authority for instances of criminal mischief, public disturbance and/or other activity that may endanger the lives of other passengers and/or the property of LYNX.

Multiple conversations were had with legislative leadership throughout the session about this proposed language. It is a proposal that would benefit all transit providers in Florida and one worth consideration as a statewide priority. Of greatest impact, Senate Criminal Justice Chair Senator Greg Evers agreed to give it careful consideration and review. Given the many other criminal justice issues that occupied the bulk of the "bandwidth" this session, LYNX will follow up with him to explore an interim study/report by his committee staff on the matter so that a legislative proposal is properly queued up for 2015.

State Transportation and the Transportation Disadvantaged Trust Fund



The LYNX Board of Directors has sanctioned a legislative agenda to end the diversion of the state gas tax from Transportation Trust Funds to finance other general purpose functions.

On this priority LYNX can claim great success. The State Transportation Trust Fund was held harmless from any raids for the <u>second</u> consecutive year (after a series of years where monies were redirected for non-transportation purposes) and the work program was fully funded as a result. The Public Transit Block Grant dollars were funded by the legislature at more than \$581 million, a sizable increase in year-over-year funding for this formulaically distributed line item. The TD program (basic and Medicaid) funding came in at more than \$62 million.

Rental Car Surcharge

The LYNX Board of Directors has sanctioned a legislative agenda to monitor and support a new Rental Car Surcharge to support public transportation initiatives.

As we predicted and advised prior to the start of session, establishment of a new or increased tax was going to face a steep uphill battle with the political makeup of this legislature combined with election year realities. The filed bill did not receive a hearing in either chamber.

The Central Florida Regional Expressway Authority

SB 230 passed the Legislature on Thursday, May 1st and will soon be delivered to the Governor for signature. On behalf of LYNX, Southern Strategy Group monitored any language in the bill that could possibly impact Part III of Chapter 343. Here is a synopsis of the bill:

- The new governing body for the Authority shall consist of nine members:
- Chair of the Lake County Commission shall appoint one member, who may be a commission member or chair;
- Chair of the Seminole County Commission shall appoint one member, who may be a commission member or chair;
- Chair of the Osceola County Commission shall appoint one member, who may be a commission member or chair;
- Mayor Orange County shall appoint one member of the Orange County Commission;
- Governor shall appoint three citizen members, each of whom must be a citizen of either Orange, Seminole, Lake or Osceola counties;
- The Mayor of Orange County;
- The Mayor of the City of Orlando; and
- Executive Director of the Florida Turnpike Enterprise shall serve as a nonvoting advisor.
- The term of office for each of the Governor's appointees shall be four years and the term for each of the county-appointed appointees shall be two years. The terms of the current OOCEA board members expire upon the effective date of the bill becoming law.
- The current ethics provisions in the current SB 230 remain in tact.
- Other than the Wekiva Parkway, the new CFX cannot construct any extensions, additions or improvements within Lake County without the approval of the FDOT.



- The Authority shall encourage the inclusion of small, minority, and women-owned businesses in its procurement and contracting opportunities.
- Osceola County Expressway Authority:
- The OCX may only exercise its powers for the purpose of studying, planning, designing, financing, constructing, operating and maintaining those projects identified in the OCX May 8, 2012 Master Plan, and an addition to the Osceola County Parkway extension 2 miles to the east of its intersection with the Northeast Connector Expressway.
- The OCX transfers to the new CFX on December 31, 2018. All OCX facilities transferred shall be considered "non-system projects" of the new CFX.
- However, the OCX transfer date shall be extended until the current and forecasted total debt service coverage ratio is equal to or greater than 1.5 as certified by the CFX financial advisor.
- In the event the OCX transfer date is extended beyond the December 31, 2018 date, the OCX may only complete projects for which financing, acquisition, design and construction was obtained and construction began for the December 31, 2018 date.

Language Related to Loading/Unloading of Passengers

As you may recall from the 2013 session, we successfully fought back efforts, namely in the Florida Senate, to require public transit buses to exit a road and pull into a parking lot or service center to load/unload passengers if a dedicated bus stop lane did not exist at a particular stop. This language would have greatly increased the service times for LYNX and other transit agencies around the state and its defeat was a victory for transit, for commuters, and for Florida's economy.

This year, language was filed again as part of SB 1272 (one of the Florida Senate's transportation bills) that was far less onerous than in 2013, but still another "chip away" at the responsibility of public transit to keep the economy moving.

LYNX successfully kept this language (which requires a bus to pull into a dedicated bus stop lane, parallel to traffic, when feasible) out of any Florida House bill, committee proposal, or amendment throughout 59 days of the Regular Session. However, on the 60th day, when HB 7005 was considered by the Florida Senate and shortly thereafter passed by the Florida House, this language was inserted into the bill as part of a broader agreement between the two chambers which spanned multiple bills.

LYNX worked hard to ensure that the language was defeated. While the amendment was included and adopted onto SB 1272 as part of a larger political play we were able to keep it off of HB 7005. The house worked well with us in order to make sure the language was never originated by any of its members. This remained the case as the language never appeared until the final hours of session as part of negotiated highway safety bill that was sent over from the Senate. The highway safety package is traditionally a negotiated effort that is agreed upon by chambers prior to the adoption of many of its components. When it became apparent the language was going to be sent to the house we worked hard to defeat the amendment. Late in the evening, Representative Linda Stewart filed two amendments in order defeat the language but none were adopted. We also met with House staff in order to try to strip prior to final passage. It



became apparent that we were fighting a lonely battle and much of the rest of the transportation community was not willing to join our efforts to kill the language. In the end it was determined that language had been agreed upon by both chambers and was going to pass.

We are working hard to fight the language in the next legislative session. We will need to unify the transportation community in this effort.

Video Surveillance and Record Retention

In the days leading up to the start of the legislative session, we were made aware of the ongoing challenges related to retention of video recordings from LYNX buses. We worked throughout the session on this issue and remain committed to exploring it through the upcoming interim period. We of course would be happy to provide more thorough context and information about this priority upon request.

Natural Gas Fuel Fleet Vehicle Program

The LYNX Board of Directors has sanctioned a legislative agenda to revise and expand the newly created Natural Gas Fuel Fleet Vehicle Program by increasing the percentage allocation available to governmental entities, especially to transit systems.

Prior to the start of the legislative session, LYNX worked with the Office of Energy, Florida Department of Agriculture & Consumer Services to determine the viability of such a change. We discussed increasing the percentage of available funding from the current 40% to 60% for governmental entities, including transit buses. The Office would not support such a change this early in the program as few applications had thus far been received. They will review the program once the first year was completed to determine what, if any, changes may need to be made.

As of May 2nd, the Office of Energy has approved twenty-four applications from governmental entities which total \$332,552.71 and has twelve applications pending for another \$158,278.00. With the application period closing on June 30th the Office does not anticipate applications from governmental entities totaling the allocated \$2.4M. Any remaining unused funding will be returned to general revenues. LYNX has spoken with the administrators about the issue and explained that the procurement process for buses was time consuming and could not be compared to private industry methods.

The Office of Energy agreed that it would not seek a change in the 40% allocated for governmental entity rebates, but the funds transferred from FY2013-2014 would be available for commercial applicants only. The Office is taking a wait and see attitude for the coming year to determine if tweaks need to be made regarding percentages. With HART being the only transit applicant thus far (with a pending application totaling \$14,850.00), the Office will need to see a heavy influx of applications in FY2014-2015 from transit agencies to justify changes.



Other Issues of Importance that Passed

HB 7007 - Public Records Exemption: Tolls - ENROLLED

House Vote: 117-0 - Senate Vote: 37-0

HB 7007 will expand an existing public records exemption to apply to personal identifying information held by a municipality, in addition to that held by the Department of Transportation, a county, or an expressway authority, for purposes relating to payment for the use of toll facilities. The bill also removes references to specific payment types; *i.e.*, credit card, charge card, or check, and instead provides that the exemption applies to personal identifying information of individuals that is held for the purpose of paying, prepaying, or collecting tolls and associated charges.

SB 226 - Public Records Exemption: License Plates – ENROLLED

House Vote: 116-0 - Senate Vote: 38-1

SB 226 creates a public records exemption for all images obtained from an automatic license plate recognition system as well as any personal identifying information in any data generated from images obtained from such a system. This information will be confidential and exempt from public disclosure. The bill provides that an agency may release this information to a criminal justice agency in the performance of its official duties. This bill also provides that a person to whom a license plate is registered may also have access to his or her own information, as long as the information is not subject to an active public criminal investigation. This bill also provides for retroactive application.

SB 392 - Speed Zones - ENROLLED

House Vote: 58-56 - Senate Vote: 27-11

These bills raise the maximum allowable speed limit on certain highways and authorize, but does not require, the Florida Department of Transportation (FDOT) to increase the speed limit on certain roadway types, subject to the new maximum limits – up to 5mph. The bill also directs the FDOT to determine the minimum speed limit on certain highways and makes technical and conforming changes.

SB 820 - Transportation Facility Designations - ENROLLED

House Vote: 115-1 - Senate Vote: 38-0

SB 820 is the comprehensive transportation facility designations legislation. Of the 72 proposed facility designations, the following four are in Orange County:

• Washington Street between SR 423/North John Young Parkway and SR 526/North Crystal Lake Drive to be designated "Bessie Coleman Street."



- SR 436 between Sheeler Avenue and the Seminole County line to be designated "Robert Pittman, Jr. Road."
- The Southbound SunRail stop near Sand Lake Road designated "Historic Pine Castle Station."
- A portion of S.R. 436 between S.R. 528 and S.R. 408 is designated as "Elias 'Rico' Piccard Memorial 102 Highway.

Transportation bills that failed to pass

Miami-Dade Expressway Authority

SB 772 and HB 353

These bills would have required a supermajority vote of the Miami-Dade County Commission for the approval of toll indexes. The bills would also have re-organized the MDX Board Membership to a new nine-member Board. These bills were amended to include new ethics provisions and have them apply to MDX, OOCEA, Osceola County Expressway Authority, and the Tampa Hillsborough County Expressway Authority.

Texting/Driving

SB 1078/HB 1253

These bills would have charged drivers who cause fatal accidents while violating the texting-while-driving ban would face second-degree felony charges. Also, the charges could be upgraded to first-degree felonies if the drivers knew accidents occurred and failed to provide information and aid.

Payment of Tolls by School Districts

SB 1560 and HB 1311

These bills would have provided for an exemption from public school buses or county-owned school district vehicles while on official business from paying tolls.

Regulation of Limousine Services

SB 1618 and HB 1389

This proposal (known as the Uber bill) proposed to pre-emept the local government licensing and regulation of chauffeured limousines, chauffeured limousine services, and drivers of chauffeured limousines to the state.



Red Light Cameras

SB 144 and HB 4009

Several bills were filed to repeal the Mark Waddell red light camera program. Other proposals would have modified the red light camera program to prohibit "right on red" violations.



Monthly Report H: Business Development Report

To: LYNX Board of Directors

From: Kathy Clary

BUSINESS DEVELOPMENT OFFICER

Kathy Clary

(Technical Contact)

Phone: 407.841.2279 ext: 6180

Item Name: Business Development Report

Date: 5/22/2014

Advertising Sales

ADVERTISING SALES	MARCH 2014	APRIL 2014
Advertising Sales Revenue	\$163,261	\$ 91,667
Net Revenue to LYNX Fiscal Year to Date	\$861,354	\$953,020

Commuter Services

COMMUTER CHOICE TRANSPORTATION PROGRAM						
VANPOOLS	MARCH 2014	APRIL 2014*				
Vanpool Participants	494	510				
Total Revenue Miles YTD	860,754	933,961				
New Vanpools	5	6				
Returned Vanpools	0	0				
Current Vans in Service	113	119				
	KSC (1)	KSC (1)				
	TSA (3)	TSA (3)				
	DEPARTMENT OF	DEPARTMENT OF				
Panding Vannaal Interest	DEFENSE (2)	DEFENSE (4)				
Pending Vanpool Interest	VETERANS AFFAIRS	VETERANS AFFAIRS				
	(10)	(10)				
	LOCKHEED MARTIN(1)	LOCKHEED MARTIN(2)				
	COLEMAN PRISON(5)	COLEMAN PRISON(5)				



	DISNEY(20)	DISNEY(20)
	DARDEN(3)	DARDEN(1)
	SEAWORLD(4)	SEAWORLD(4)
		FLORIDA HOSPITAL (2)
Phone Inquiries	68	84

^{*}Estimated numbers



Monthly Report I: Employee Travel Report

To: LYNX Board of Directors

From: John Lewis

CHIEF EXECUTIVE OFFICER

Deborah Morrow (Technical Contact) **Blanche Sherman** (Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Monthly Employee Travel - May 2014

Date: 5/22/2014

EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
Brian Ruppert Operations	Kansas City, MO	To attend the 2014 International Bus Roadeo as a Roadeo expert	05/01/2014- 05/07/2014	262	262
Radu Solomon Operations	Kansas City, MO	To attend the 2014 International Bus Roadeo as a Maintenance Team member- FPTA reimburses	05/02/2014- 05/07/2014	2,356	0
Chris Balroop Operations	Kansas City, MO	To attend the 2014 International Bus Roadeo as a Maintenance Team member- FPTA reimburses	05/02/2014- 05/07/2014	2,311	0
Harry Mootoo Operations	Kansas City, MO	To attend the 2014 International Bus Roadeo as a Maintenance Team member- FPTA reimburses	05/02/2014- 05/07/2014	2,356	0
Hemo Harnanan Operations	Kansas City, MO	To attend the 2014 International Bus Roadeo as supervisor of Florida's Maintenance Team	05/02/2014- 05/07/2014	2,176	2,176
Moises Reina Operations	Kansas City, MO	To attend the 2014 International Bus Roadeo as an Operator	05/02/2014- 05/07/2014	2,436	2,436
Gail Stewart Operations	Kansas City, MO	To attend the 2014 International Bus Roadeo as a supervisor of the Operator	05/02/2014- 05/07/2014	2,172	2,172
Tangee Mobley Operations	Kansas City, MO	To attend the 2014 APTA International Bus Roadeo	05/03/2014- 05/07/2014	2,238	2,238



EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
Jeff Reine Engineering	Kansas City, MO	To attend the APTA Bus and Paratransit Conference	05/04/2014- 05/07/2014	2,013	2,013
Laura Minns Engineering	Kansas City, MO	To attend the APTA Bus and Paratransit Conference	05/04/2014- 05/07/2014	1,288	1,288
John Lewis Executive	Kansas City, MO	To attend the APTA Bus and Paratransit Conference	05/04/2014- 05/07/2014	2,253	2,253
Mira Bourova Planning	Charlotte, NC	To attend 2014 Esri Southeast User Conference	05/04/2014- 05/07/2014	1,487	1,487
Bill Hearndon Operations	Clearwater Beach, FL	To attend the quarterly business meeting of the Florida Commission for Transp. Disadvantaged	05/14/2014- 05/14/2014	55	55
David Healey Engr. & Constr.	Atlanta, GA	To attend Region 4 FTA quarterly meeting	05/14/2014- 05/15/2014	551	551
Laura Minns Engr. & Constr.	Atlanta, GA	To attend Region 4 FTA quarterly meeting	05/14/2014- 05/15/2014	551	551
Blanche Sherman Finance	Atlanta, GA	To attend Region 4 FTA quarterly meeting	05/14/2014- 05/15/2014	574	574
John Lewis Executive	Atlanta, GA	To attend Region 4 FTA quarterly meeting	05/15/2014- 05/15/2014	447	447
Stephen Berry Operations	Ann Arbor, MI	To work with staff from FAAC to test training simulator	05/21/2014- 05/24/2014	1,094	1,094
Zerry Hogan Human Resources	Ann Arbor, MI	To work with staff from FAAC to test training simulator L ESTIMATED COSTS and	05/21/2014- 05/24/2014	1,094	1,094
	27,714	20,691			



Monthly Report J: Employee Travel Report

To: LYNX Board of Directors

From: John Lewis

CHIEF EXECUTIVE OFFICER

Deborah Morrow (Technical Contact) Blanche Sherman (Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Monthly Employee Travel - April 2014

Date: 5/22/2014

EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
James McLawhorn Govt. Relations	Tallahassee, FL	To attend the Spring Legislative Session	03/24/2014- 03/26/2014	734	734
Prahallad Vijayvargiya Planning	Atlanta, GA	To attend the FY2014 Triennial Review Workshop	03/30/2014- 04/01/2014	943	943
Selita Stubbs Planning	Atlanta, GA	To attend the FY2014 Triennial Review Workshop	03/30/2014- 04/01/2014	868	868
James McLawhorn Govt. Relations	Tallahassee, FL	To attend the Spring Legislative Session	03/31/2014- 04/04/2014	1,118	1,118
George Covington Planning	Bartow, FL	To attend FDOT TBEST 4.1 Training Workshop	04/02/2014- 04/03/2014	101	101
Tony Rodriguez Planning	Bartow, FL	To attend FDOT TBEST 4.1 Training Workshop	04/02/2014- 04/03/2014	35	35
Gail Stewart Operations	Daytona Beach, FL	To attend Florida State Roadeo as Committee Chairwoman	04/03/2014- 04/06/2014	92	92
Tangee Mobley Operations	Daytona Beach, FL	To attend the 2014 2nd Annual Florida Triple Crown Bus Roadeo	04/04/2014- 04/05/2014	340	340



EMPLOYEE /			DEPARTURE AND RETURN	TOTAL ESTIMATED AGENCY	AGENCY
DEPARTMENT	DESTINATION	PURPOSE	DATES	COST	COST
Harry Mootoo Operations	Daytona Beach, FL	To attend the Florida State Roadeo as a member of the Maintenance Team	04/04/2014- 04/06/2014	104	104
Radu Solomon Operations	Daytona Beach, FL	To attend the Florida State Roadeo as a member of the Maintenance Team	04/04/2014- 04/06/2014	104	104
Chris Balroop Operations	Daytona Beach, FL	To attend the Florida State Roadeo as a member of the Maintenance Team	04/04/2014- 04/06/2014	104	104
Hemo Harnanan Operations	Daytona Beach, FL	To attend the Florida State Roadeo as a supervisor of the Maintenance Team	04/04/2014- 04/06/2014	104	104
David Rodriguez Operations	Daytona Beach, FL	To attend the 2014 2nd Annual Florida Triple Crown Bus Roadeo	04/04/2014- 04/06/2014	362	362
Moises Reina Operations	Daytona Beach, FL	To attend the Florida State Roadeo as an Operator	04/04/2014- 04/06/2014	104	104
Elvis Dovales Operations	Daytona Beach, FL	To attend the Florida State Roadeo as Technical Support	04/04/2014- 04/06/2014	54	54
Brian Ruppert Operations	Daytona Beach, FL	To attend the Florida State Roadeo as Technical Support	04/04/2014- 04/06/2014	54	54
Tim May Operations	Daytona Beach, FL	To attend the Florida State Roadeo as a Judge	04/04/2014- 04/06/2014	84	84
David Rodriguez Operations	Tampa, FL	To attend TMCP Seminar	04/09/2014- 04/10/2014	0	0
Jose Felix IT	Tampa, FL	To participate in an Avaya Event on products education	04/09/2014- 04/09/2014	0	0
Belinda Balleras Planning	Atlanta, GA	To attend Region IV/NTI Financial Management Oversight (FMO) Worskhop	04/09/2014- 04/11/2014	746	746
Stephen Berry Operations	Tampa, FL	To attend the Florida Transit Safety Network Quarterly meeting- CUTR reimburses	04/16/2014- 04/17/2014	185	0
James McLawhorn Govt. Relations	Tallahassee, FL	To attend the Spring Legislative Session	04/21/2014- 04/21/2014	657	657



EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
Laura Minns Eng. & Constr.	Tampa, FL	To attend the Pedestrian & Bicycle Safety Coalition Meeting	04/22/2014- 04/23/2014	26	26
Desna Hunte Executive	Daytona Beach, FL	To attend 2014 Florida UCP Annual meeting	04/23/2014- 04/25/2014	316	316
Jose Felix IT	Grapevine, TX	To attend Avaya Training Conference- Telecommunications Systems	04/26/2014- 05/01/2014	2,402	2,402
	9,637	9,452			