



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

1. Call to Order

2. Approval of Minutes

-  Board of Directors Minutes

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3. Recognition

- None recognized today.


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. Award Contracts


- i.  Authorization to Award a Contract to LNI Custom Manufacturing Inc for the Construction of Commercial Style Bus Shelters.

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- ii.  Authorization to Award a Contract to Preferred Government Claims Solutions (PGCS) for Third Party Administration for Workers' Compensation, General Liability, Automobile Liability and Subrogation Claims Administration

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B. Extension of Contracts


- i.  Authorization to Exercise the Second Option Year of Contract #13-C16 with Akerman LLP for General Counsel Legal Services

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- ii.  Authorization to Exercise Second Option Year of Contract #13-C17 with Bank of America for Banking Services

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C. Miscellaneous

- i.  Authorization to Re-Allocate Funding Related to the Purchase of Five (5) NeighborLink Vehicles from the Florida Department of Transportation (FDOT) Florida Vehicle Procurement Program (FVPP)


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- ii.  Authorization to Enter into a Collective Bargaining Agreement Wage Re-Opener with Amalgamated Transit Union (ATU) Local 1749

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- iii.  Authorization to Purchase Thirty (30) Vanpool Vehicles for Replacement and Expansion Purposes for the Vanpool Program





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- iv.  Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program







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-Attachments





- v.  Authorization to Enter into a Late Evening-Weekend Service Agreement with the University of Central Florida (UCF) Office of Student Involvement (OSI) Pg 36
- vi.  Authorization to Execute Bus Service Agreement #17-A13 with Lakeland Area Mass Transit District (Link 416 and Link 427) and Agreement #17-A12 for NeighborLink 603 (Southwest Poinciana) Pg 39
- vii.  Authorization to Appoint 16-011 Albert J. Francis, II, Chief Financial Officer to the Administrative Committee and Trustee Board for the LYNX' Money Purchase, 457 Deferred Compensation Plans, and Defined Contribution Plan for Bargaining Unit Employees. Pg 41
 - Attachments 
- viii.  Authorization to Execute METROPLAN Orlando's FY2016-2017 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement Pg 45
 - Attachments 
- ix.  Authorization to Purchase Twenty-five (25) Gillig 40" LF BRT Plus CNG Buses Pg 60

7. Action Agenda

- A.  Approval of the 2017 Board of Directors' Meeting Dates Pg 62
- B.  Authorization to Implement the December 11, 2016 Proposed Service Changes Pg 63
- C.  Authorization to Initiate Public Outreach Process for Fiscal Year 2017 Proposed Service Changes Pg 67
- D.  Authorization to Amend Contract 15-C13 with DoubleMap, Inc. and to Issue Purchase Orders in an Amount Not to Exceed \$299,200 for the Provision of Mobile Application Solutions for the Provision of Real-Time Information on Fixed Route and ACCESS LYNX Services. Pg 69
 - Attachments 
- E.  Request to Procure Cellular and Security Services for On-Board Wi-Fi Services and to Amend the FY2017 Adopted Operating Budget for Grant Funded Items. Pg 83
- F.  Authorization to Issue a Purchase Order in the Amount of \$190,520 to Tribridge for LYNX' Fare Collection Program Continued Support and Implementation Planning Assistance Pg 86

8. Information Items

- A.  Notification of Settlement Agreement Pursuant to Administrative Rule 6 Pg 88
- B.  Parramore BRT Project Update Pg 90

9. Other Business

10. Monthly Reports

- A.  Monthly Financial Report - August 31, 2016 Pg 93
-Attachments 
- B.  Monthly Financial Report - Preliminary September 30, 2016 Pg 100
-Attachments 
- C.  Business Development Report: August - September 2016 Pg 107
- D.  Ridership Report - August 2016 Pg 108
- E.  Communications Report: September - October 2016 Pg 120
- F.  Planning Report for November 2016 Pg 132
- G.  Monthly Employee Travel - October 2016 Pg 136

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

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

LYNX
Central Florida Regional Transportation Authority
Board of Director Meeting Minutes

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

DATE: **September 22, 2016**

TIME: **1:02 PM**

Members in Attendance:

Osceola County Commissioner, Viviana Janer, Vice Chair
Mayor Buddy Dyer, City of Orlando
Commissioner Carlton Henley, Seminole County

Members Absent:

Mayor Teresa Jacobs, Orange County, Chair
Secretary Noranne Downs, FDOT, Secretary

1. Call to Order

The Vice Chair, Commissioner Viviana Janer, called the meeting to order at 1:02 PM. Vice Chair Janer asked Commissioner Henley to lead the Pledge of Allegiance.

2. Approval of Minutes

The Vice Chair asked for approval of the minutes of the July 28, 2016 meeting.

Motion was made and seconded to approve the Minutes of the July 28, 2016 Board of Directors' meeting. The Motion passed unanimously.

3. Recognition

The Vice Chair then recognized Donna Tefertiller, Director of Human Resources, to present LYNX' employee recognitions. The presentation was postponed awaiting arrival of the employee.

20 Years of Service:

Edward Crosby, Bus Operator

4. Public Comment

Carol Davis with the League of Women Voters addressed the Board in regards to connecting affordably and quickly to the SunRail station in Winter Park and stated that the use of outside contracted counsel at LYNX was a major expense at \$1.7M. Ms. Davis stated that the Expressway Authority brought outside counsel in-house in 2008 which resulted in significant savings annually.

Gregory Siplin addressed the Board about having buses run every thirty minutes on Route 40 which operates on a major thoroughfare.

JoAnne Counelis addressed the Board in support of 24 hour bus and train service including service on holidays, night times and weekends.

5. CEO Report

The Chair recognized Edward Johnson, Chief Executive Officer.

Mr. Johnson stated that items Aii and Aiii on the Consent Agenda have been moved to the Action Agenda as discussed at the Oversight Committee meeting.

Mr. Johnson re-introduced and welcomed back Bert Francis to LYNX as the Chief Financial Officer.

Mr. Johnson mentioned that Ms. Morrow was back out on medical leave.

Mr. Johnson then spoke about the following topics:

- Recognizing Mr. David Rodriguez's hard work in graduating from the APTA Leadership Program which develops future leaders and Chief Executive Officers in the transit industry
- Requesting action from the Board to authorize staff to enter into a leasing agreement with the East Central Florida Regional Planning Council regarding leasing space at LYNX Central Station (LCS) and termination of the Corrine Brown lease at the end of the year
- Sending an update to the Board members on the notification to turn off Samsung Note 7 devices posted in the LYNX facilities and on the buses and having announcements made on the buses and at the terminal
- Receiving notification of a recall on New Flyer buses due to fuel line connections to the CNG tanks which only affected three (3) CNG buses
- Having a meeting in October on the last Thursday of the month with certain items requiring Board action at that time

The Vice Chair asked about the timeframe for the New Flyer recall. Mr. Johnson responded that the time period was initially for one week but that more input was needed.

6. Consent Agenda

A. Request for Proposal (RFP)

- i.** Authorization to Release a Request for Proposal (RFP) for Real Estate Services Including Consulting, Leasing, Acquisition and Disposition of Real Property
- ii.** Authorization to Cancel the Request for Proposal (RFP) for Security Guard Services
- iii.** Authorization to Cancel the Request for Proposal (RFP) for Pressure Washing of LYNX Central Station (LCS), LYNX Operations Center (LOC), and Transfer Centers

The Vice Chair stated that items Aii and Aiii have been removed from the Consent Agenda and moved to the Action Agenda as items D and E.

B. Award Contracts

- i.** Authorization to Award Contract #16-C16 to Kittelson & Associates, Inc. for the SR 436 Transit Corridor Study
- ii.** Authorization to Award Contract #17-C01 to Glover Oil for B-99 Biodiesel Fuel
- iii.** Authorization to Award Contract #17-C02 to Mansfield Oil for 87 Octane Unleaded Gasoline
- iv.** Authorization to Award Contract #17-C03 to Palmdale Oil for Dyed Ultra-Low Sulfur Diesel Fuel
- v.** Authorization to Award Contract #17-C04 to DesignLab, Inc. to Provide Bus Operator and Transportation Supervisor Uniforms
- vi.** Authorization to Award Contract #17-C05 to Helping Hand Lawn Care for Landscape Maintenance at LYNX Central Station (LCS), LYNX Facilities, and Transfer Facilities
- vii.** Authorization to Award Contract #17-C07 to Direct Media USA for Advertising Sales

C. Extension of Contracts

- i.** Authorization to Exercise First Option Year of Contract #14-C07 to Solantic of Orlando, LLC., d/b/a Care Spot Express Healthcare for Occupational Health Services
- ii.** Authorization to Exercise the First Option Year of Contract #13-C23 with Spencer Fabrication for Construction of Passenger Shelters
- iii.** Authorization to Exercise the First Year Option of Contract #13-C30 with Barracuda Building Corporation for Installation of Passenger Shelters
- iv.** Authorization to Award an Extension of Contract to Exercise First Option Year of Contract #14-C15 to Vanasse Hangen Brustlin, Inc.; Contract #14-C16 to Parsons Brinckerhoff, Inc.; Contract #14-C17 to RS&H, Inc.; Contract #14-C18 to HDR Engineering, Inc. for General Transportation Planning & Consulting Services
- v.** Authorization to Extend Contract #13-A62 with Corvel Enterprise Comp, Inc. for Workers Compensation, General Liability, Automobile Liability and Subrogation Claims Administration

D. Miscellaneous

- i.** Authorization to Solicit Project Applications for the Federal Transit Administration Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program
- ii.** Authorization to Submit a Grant Application to the Commission for the Transportation Disadvantaged for a Mobility Enhancement Grant
- iii.** Authorization Negotiate and Amend the Interlocal Agreement between LYNX and the City of Orlando for the East/West BRT Project
- iv.** Authorization to Execute Renewal of Casualty Insurance Programs for FY2016/2017
- v.** Authorization to Negotiate and Execute an Agreement for Temporary Employment Services Until the Chief Operating Officer Position is Filled
- vi.** Authorization to Negotiate and Execute A Lease Agreement with the East Central Florida Regional Planning Council (ECRFPC) for Office Space at LYNX Central Station (LCS)
- vii.** Authorization to Dispose of Items Accumulated Through the Lost and Found Process
- viii.** Authorization to Auction Surplus Equipment

Motion was made and seconded to approve the Consent Agenda Items 6.A.i through 6.D.viii with the exclusion of Aii and Aiii as previously noted.

The Motion passed unanimously.

The Vice Chair then reported on the recommendations from the Oversight Committee for approval by the Board of the following:

- FY2016 Amended Operating and Capital Budgets
- FY2017 Proposed Operating and Capital Budgets
- Negotiation and execution of the lease with the ECRFPC
- Release of the RFP for real estate services
- Negotiation and execution of the temporary agreement for a COO until that position may be filled
- Cancel the RFP for security guard services, release a new RFP, and secure interim services
- Cancel the RFP for pressure washing, re-issue a new RFP, and secure an interim agreement with the current vendor

7. Action Agenda

A. Amendment to LYNX' FY2016 Operating and Capital Budgets

The Vice Chair recognized Blanche Sherman, Director of Finance to make the presentation on item 7.A.

Ms. Sherman provided a brief overview of the FY2016 amended operating budget which is increasing from \$127.3M to \$128.6M. A detailed presentation was provided at the Oversight Committee meeting.

Ms. Sherman discussed the increases and reclassifications of expenses previously approved by the Board of Directors as summarized below:

FY2016 Operating Budget Amendment					
Revenue	FY2016 Amended Budget	Avalon Park School Connector	State Road 436 Transit Study	Reclassifications	FY2016 Amended Budget Total
Fund Balance	\$ 571,571	\$ -	\$ -	\$ -	\$ 571,571
LYNX-Generated Revenue	37,397,252	32,916	-	-	37,430,168
Federal Revenue	16,226,716	-	-	-	16,226,716
State Revenue	14,192,353	-	175,000	-	14,367,353
Local Revenue	58,919,081	-	1,095,000	-	60,014,081
Total Revenue	\$ 127,306,973	\$ 32,916	\$ 1,270,000	\$ -	\$ 128,609,889
Expense					
Salaries/Wages/Fringes	\$ 73,270,554	\$ 32,916	\$ -	\$ -	\$ 73,303,470
Other Services	10,962,728	-	1,270,000	-	12,232,728
Fuel	13,569,071	-	-	-	13,569,071
Materials & Supplies	8,284,043	-	-	-	8,284,043
Utilities	1,454,571	-	-	-	1,454,571
Casualty & Liability	1,524,850	-	-	(20,000)	1,504,850
Taxes & Tags	434,605	-	-	20,000	454,605
Purchased Transportation	16,494,772	-	-	-	16,494,772
Miscellaneous	826,779	-	-	(124,277)	702,502
Interest & Leases	485,000	-	-	124,277	609,277
Total Operating Expenses	\$ 127,306,973	\$ 32,916	\$ 1,270,000	\$ -	\$ 128,609,889

Ms. Sherman also discussed the impact of the changes on the operating revenues as follows:

FY2016 Amended Operating Budget

Operating Revenues	FY2016 Amended Budget March	Revisions	FY2016 Amended Budget
	2016		September 2016
Fund Balance	\$ 571,571	\$ -	\$ 571,571
LYNX-Generated Revenue	37,397,252	32,916	37,430,168
Federal Revenue	16,226,716	-	16,226,716
State Revenue	14,192,353	175,000	14,367,353
Local Revenue	58,919,081	1,095,000	60,014,081
Total Revenue	\$ 127,306,973	\$ 1,302,916	\$ 128,609,889

Ms. Sherman then discussed the increases and reclassifications to the FY2016 amended capital budget which increased from \$91.7M to \$93.4M as listed below:

FY2016 Capital Budget Amendment									
Revenue	FY2016 Amended Budget	Paratransit Replacement Vehicle	Compressed Natural Gas Facility Improvements	Parramore BRT - OUC JPA	Parramore BRT - Project "C"	East/West BRT Improvement Project	No-Petro Vacant Land Purchase	Road Rangers	FY2016 Amended Budget Total
Federal Revenue	\$ 84,762,480	\$ (96,334)	\$ (2,890,599)	\$ -	\$ -	\$ 83,200	\$ 1,300,000	\$ -	\$ 83,158,747
State Revenue	429,256	48,167	-	-	-	-	-	71,165	548,588
Local Revenue	6,342,569	48,167	2,705,733	8,374	327,912	20,800	-	-	9,453,555
Reserves	200,000	-	-	-	-	-	-	-	200,000
Total Revenue	\$ 91,734,305	\$ -	\$ (184,866)	\$ 8,374	\$ 327,912	\$ 104,000	\$ 1,300,000	\$ 71,165	\$ 93,360,890
Expense									
Revenue Vehicles	\$ 52,355,593	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 52,359,593
BRT	13,083,894	-	-	8,374	327,912	104,000	-	-	13,524,180
Facilities	5,622,656	-	(184,866)	-	-	-	1,300,000	-	6,737,790
Passenger Amenities	9,777,044	-	-	-	-	-	-	-	9,777,044
Technology	5,542,331	-	-	-	-	-	-	-	5,542,331
Security	591,600	-	-	-	-	-	-	-	591,600
Support Equipment	4,761,187	-	-	-	-	-	-	67,165	4,828,352
Total Operating Expenses	\$ 91,734,305	\$ -	\$ (184,866)	\$ 8,374	\$ 327,912	\$ 104,000	\$ 1,300,000	\$ 71,165	\$ 93,360,890

The following table summarizes the adjustments related to FY2016 amended capital budget as follows:

FY2016 Amended Capital Budget

Capital Contributions	FY2016 Amended Budget April 2016	Revisions	FY2016 Amended Budget September 2016
Federal Contributions	\$ 84,762,480	\$ (1,603,733)	\$ 83,158,747
State Contributions	429,256	119,332	548,588
Local Contributions	6,342,569	3,110,986	9,453,555
Reserves	200,000	-	200,000
Total	\$ 91,734,305	\$ 1,626,585	\$ 93,360,890

Ms. Sherman stated that staff is requesting authorization to approve the FY2016 amended operating and capital budgets from \$127.3M to \$128.6M.

The Vice Chair asked if there were any questions. Hearing none, a **Motion** was made and seconded to approve the FY2016 Amended Operating and Capital Budgets. The Motion passed unanimously.

B. Authorization to Adopt Fiscal Year 2017 Operating and Capital Budgets

The Vice Chair recognized Blanche Sherman, Director of Finance, to make the presentation on item 7.B.

Ms. Sherman stated that this was reviewed in detail with the Oversight Committee. Ms. Sherman discussed the FY2017 key budget assumptions as follows:

Overall:

- FY2017 Funding based on LYNX adopted Funding Model
- Maximize current service levels through efficiencies
- Apply additional Flex (NeighborLink) services, where appropriate

Revenue:

- Maintain current Preventative Maintenance funding level, as approved by LYNX' Board
- Maximize use of Anticipated Advertising Revenue

Expenses:

- Salary increases consistent with Funding Partners
- Anticipated impact of a new Union contract
- Continuation of Fuel Hedging Program, as appropriate
- Impact of conversion to Compressed Natural Gas (CNG)
- Impacts of converting to Self-Insured Health Insurance Program
- Continued application of reductions based on LYNX ownership of Paratransit vehicles
- Continuation of Bio-diesel Program, as appropriate

Pending Items:

- Implementation of Funding Partner approved COA Recommendations
- Impacts of SunRail Phase 2 (South & North) expansion

Ms. Sherman briefly discussed the overall increase of 0.8% in the FY2017 proposed operating budget to the FY2016 amended operating budget as follows:

	FY2016 Amended Budget	FY2017 Proposed Budget	% Change
Operating Revenue	\$ 128,609,889	\$ 129,700,062	0.8%
Operating Expenses	128,609,889	129,700,062	0.8%
Operating Income/(Deficit)	\$ -	\$ -	N/A

The following table summarizes the FY2017 proposed operating budget as follows:

	FY2017 Proposed Budget	FY2016 Amended Budget	Dollar Change Amount	% Change
Operating Revenues				
Fund Balance	\$ 1,023,348	\$ 571,571	\$ 451,777	79.0%
Customer Fares	26,167,535	29,459,808	(3,292,273)	-11.2%
Contract Services	5,742,153	5,427,507	314,646	5.8%
Advertising on Buses	2,332,134	2,050,000	282,134	13.8%
Advertising - Trade	30,000	30,000	-	0.0%
Interest & Other Income	681,206	462,853	218,353	47.2%
Federal Revenue	17,098,651	16,226,716	871,935	5.4%
State Revenue	13,704,285	14,367,353	(663,068)	-4.6%
Local Revenue	62,920,750	60,014,081	2,906,669	4.8%
Total Revenue	\$ 129,700,062	\$ 128,609,889	\$ 1,090,173	0.8%

Ms. Sherman then discussed the FY2017 Operating Expenses as summarized below:

	FY2017 Proposed Budget	FY2016 Amended Budget	Dollar Change Amount	% Change
Operating Expenses				
Salaries/Wages/Fringes	\$ 75,960,271	\$ 73,303,470	\$ 2,656,801	3.6%
Other Services	13,251,111	12,232,728	1,018,383	8.3%
Fuel	9,329,958	13,569,071	(4,239,113)	-31.2%
Materials & Supplies	7,973,395	8,284,043	(310,648)	-3.7%
Utilities	1,475,080	1,454,571	20,509	1.4%
Casualty & Liability	1,583,631	1,504,850	78,781	5.2%
Taxes & Tags	436,843	454,605	(17,762)	-3.9%
Purchased Transportation	18,251,224	16,494,772	1,756,452	10.6%
Miscellaneous	854,476	702,502	151,974	21.6%
Interest & Leases	584,073	609,277	(25,204)	-4.1%
Total Operating Expenses	\$ 129,700,062	\$ 128,609,889	\$ 1,090,173	0.8%

Ms. Sherman then discussed the increase of 5.7% in the FY2017 proposed capital budget to the FY2016 amended operating budget as listed below:

Description	FY2015 Amended Budget	FY2016 Proposed Budget	Dollar Amount Change	% Change
ARRA	\$ 1,804,075	\$ -	\$ (1,804,075)	-100.0%
BRT	15,674,570	14,070,635	(1,603,935)	-10.2%
Facilities	2,921,283	5,776,330	2,855,047	97.7%
Passenger Amenities	9,688,938	10,064,773	375,835	3.9%
Security	1,010,244	603,995	(406,249)	-40.2%
Support Equipment	1,953,559	4,845,270	2,891,711	148.0%
Technology	7,123,241	5,578,366	(1,544,875)	-21.7%
Support Vehicles	1,139,133	702,655	(436,478)	-38.3%
Revenue Vehicles	48,114,585	52,901,775	4,787,190	9.9%
Total	\$ 89,429,628	\$ 94,543,799	\$ 5,114,171	5.7%

Ms. Sherman discussed the local revenue amounts as summarized below:

FY2017 Preliminary Local Funding					
	Amended Local Funding FY2016		Preliminary Regional Model Need for FY2017 **	Dollar Change	Percentage Change
Orange County	\$ 39,920,495 *		\$ 41,805,229 **	\$ 1,884,734	4.72%
Osceola County	6,393,683 *		6,889,938 **	496,255	7.76%
Seminole County	6,630,067		7,004,157 **	374,090	5.64%
City of Orlando	4,496,660 *		4,542,603 **	45,943	1.02%
City of Orlando - LYMMO	2,305,411		2,200,910	(104,501)	-4.53%
Subtotal	\$ 59,746,316		\$ 62,442,837	\$ 2,696,521	4.51%
St. Cloud	\$ -		\$ -	\$ -	0.00%
Altamonte Springs	120,900		120,900	-	0.00%
Sanford	93,000		93,000	-	0.00%
Lake County	259,990		264,013	4,023	1.55%
Subtotal	\$ 473,890		\$ 477,913	\$ 4,023	0.85%
Capital Contributions:					
Orange County	\$ 1,701,304		\$ 1,698,160	\$ (3,144)	-0.18%
Osceola County	203,270		198,914	(4,356)	-2.14%
Seminole County	214,016		215,822	1,806	0.84%
Subtotal	\$ 2,118,590		\$ 2,112,896	\$ (5,694)	-0.27%
Total Local Funds	\$ 62,338,796		\$ 65,033,646	\$ 2,694,850	4.32%
* Includes prepaid funding from Osceola County, City of Orlando, and Orange County for new Service Development					
** The FY2017 Funding Model included the use of reserves, additional revenues, and cost savings to reduce the local funding requirements by \$1,946,397, plus the funding for SR 436 Transit Corridor Study.					

Ms. Sherman discussed the key capital budget assumptions are as follows:

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

Ms. Sherman briefly discussed the overall decrease of (18.1%) in the FY2017 proposed capital budget to the FY2016 amended capital budget as follows:

	FY2016 Amended Budget	FY2017 Proposed Budget	% Change
Capital Contributions	\$ 93,360,890	\$ 76,448,943	-18.1%
Capital Expenditures	93,360,890	76,448,943	-18.1%
Capital Gains/(Losses)	\$ -	\$ -	N/A

The following table summarizes the FY2017 Proposed Capital Budget as follows:

Capital Contributions	FY2017 Proposed Budget	FY2016 Amended Budget	Dollar Amount Change	% Change
Federal Contributions	\$ 72,285,020	\$ 83,158,747	\$ (10,873,727)	-13.1%
State Contributions	807,945	548,588	259,357	47.3%
Local Contributions	3,355,978	9,453,555	(6,097,577)	-64.5%
Reserves	-	200,000	(200,000)	-100.0%
Total	\$ 76,448,943	\$ 93,360,890	\$ (16,911,947)	-18.1%

Ms. Sherman then discussed the FY2017 local contributions as listed below:

Description	FY2017 Preliminary Budget Amount	Source
LYMMO- Parramore	827,296	City of Orlando, Orlando Utilities Commission, Other Utilities
LYMMO - East/West	20,800	City of Orlando
Capital Bus Lease	898,151	Local \$2 Capital
Articulated CNG Buses	1,263,967	Local \$2 Capital
Paratransit Vehicles	95,764	Local \$2 Capital
Passenger Amenities	250,000	Orange County
Total	\$ 3,355,978	

Ms. Sherman presented the FY2017 Budget Summary as follows:

	FY2016 Amended Budget	FY2017 Proposed budget	Change
Operating Revenue	\$ 128,609,889	\$ 129,700,062	0.8%
Operating Expenses	128,609,889	129,700,062	0.8%
Operating Income/(Deficit)	\$ -	\$ -	N/A
Capital Funding	\$ 93,360,890	\$ 76,448,943	-18.1%
Capital Expenditures	93,360,890	76,448,943	-18.1%
Capital Income/(Deficit)	\$ -	\$ -	N/A
Total Sources of Funding	\$ 221,970,779	\$ 206,149,005	-7.1%
Total Uses of Funding	221,970,779	206,149,005	-7.1%
Net Financial Position	\$ -	\$ -	N/A
Staffing Count	1117	1121	4

Ms. Sherman discussed a net change in headcount of four (4) positions.

Ms. Sherman then mentioned future items which included the following:

- Maintain planned stability and financial benefits of converting to a self-insured Health Insurance Program
- Continue to review the type of fixed route vehicles used in future operations
- Ongoing efforts to secure funding for service expansion, satellite facilities and BRT to support service demands
- Continue to seek State grant funding opportunities for capital projects

Ms. Sherman stated that staff is requesting final Board action for adoption of the FY2017 Operating and Capital Budgets and that the budget commences on October 1.

The Vice Chair asked if there were any questions. Hearing none, a **Motion** was made and seconded to approve the FY2017 Operating and Capital Budgets. The Motion passed unanimously.

C. Authorization to Enter into the FY2017 Service Funding Agreements with the Regional Funding Partners

The Vice Chair recognized Blanche Sherman, Director of Finance, to make the presentation on item 7.C.

Ms. Sherman stated that the service funding agreements are associated with the formal adoption of the FY2017 budget and the local funding amounts as follows:

	FY2017 Service Funding Agreement	SR 436 Corridor Study	Total Funding Amount
Orange County	\$ 43,313,389	\$ 190,000	\$ 43,503,389
Osceola County	7,088,852	-	7,088,852
Seminole County	6,764,979	455,000	7,219,979
City of Orlando*	4,092,603	450,000	4,542,603
City of Altamonte Springs	120,900	-	120,900
City of Sanford	93,000	-	93,000
Lake County- Link 55	264,013	-	264,013
Reedy Creek	307,148	-	307,148
	<u>\$ 62,044,884</u>	<u>\$ 1,095,000</u>	<u>\$ 63,139,884</u>

Ms. Sherman requested Board authorization to move forward with the FY2017 Service Funding Agreements.

Motion was made and seconded to authorize the FY2017 Service Funding Agreements as laid out by Ms. Sherman. The Motion passed unanimously.

D. Authorization to Cancel the Request for Proposal (RFP) for Security Guard Services, Release a New RFP, and Secure Interim Agreement for Service Continuation

The Vice Chair recognized Charles Baldwin, Director of Procurement, to make the presentation on item 7.D. Mr. Baldwin stated that a detailed discussion was held with the Oversight Committee and he is seeking the Board's authorization to cancel the RFP for security guard service, release a new RFP, and an interim agreement for service continuation.

Motion was made and seconded to grant the request to cancel the RFP for security guard service, release of a new RFP, and securing an interim agreement for service continuation. The Motion passed unanimously.

E. Authorization to Cancel the Request for Proposal (RFP) for Pressure Washing of LYNX Central Station (LCS), LYNX Services, Release a New RFP, and Secure Interim Agreement for Service Continuation

The Vice Chair recognized Charles Baldwin, Director of Procurement, to make the presentation on item 7.E. Mr. Baldwin stated that as discussed in the Oversight Committee, he is seeking the Board's authorization to cancel the RFP for pressure washing services, re-issue a new RFP, and secure an interim agreement with the current vendor.

Motion was made and seconded to authorize cancellation of the RFP for pressure washing services, the release of a new RFP, and securing an interim agreement with the current vendor. The Motion passed unanimously.

8. Information Items

The Vice Chair noted that Information Items are contained in the members' packets.

The Vice Chair then recognized Donna Tefertiller, Director of Human Resources, to present the service award to Edward Crosby for his twenty (20) years of service.

9. Monthly Reports

The Vice Chair noted that Monthly Reports are contained in the members' packets.

10. Other Business

The Vice Chair asked if there was other business to bring before the Board. Mr. Johnson stated that LYNX will follow-up with the passenger who raised a concern, look into his issue, and will keep the Board apprized.

The meeting was adjourned at 1:35 PM.

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Douglas Robinson
DIRECTOR OF PLAN & DEVELOP
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6078

Item Name: Award Contracts
Authorization to Award a Contract to LNI Custom Manufacturing Inc for
the Construction of Commercial Style Bus Shelters.

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award Contract # 17-C09 to LNI Custom Manufacturing, Inc. for manufacturing of commercial-style bus shelters. The term of the contract will be for three (3) years with two (2) one-year options for a total contract term of five (5) years with a not-to-exceed amount for the five years of \$6,750,000, and an annual not-to-exceed amount of \$1,350,000.

BACKGROUND:

At the March 25, 2015, Board of Directors meeting, staff received authorization to release a Request for Proposal (RFP) for bus shelters. The RFP was released June 30, 2016. Proposal were due to LYNX by 2:00 p.m. on August 1, 2016.

The RFP was advertised in the Orlando Sentinel on June 26, 2016 and, posted on the www.golynx.com website on July 5, 2016.

There were a total of six (6) Proposer's on the Bidder's List. Five (5) Proposals were received.

Five responses were received from the following firms:

- Brasco International, Inc
- Decamil
- LNI Custom Manufacturing
- Spencer Fabrication
- Tolar Manufacturing

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

- D’Hasheem Alkebulan, Project Manager
- Stephen Berry, Deputy Director-Facilities Maintenance
- Myles O’Keefe, Senior Planner

The proposals were evaluated on the following criteria in descending order of importance:

- Functionality and Ability to Perform (**35 points**)
- Delivery (**30 points**)
- Experience (**25 points**)
- Cost (**10 points**)

The SEC met at 10:00 A.M. on September 19, 2016 to discuss the responses. The meeting was publicly noticed and each firm was notified of the date and time of the meeting.

The members of the Source Evaluation Committee (SEC) evaluated proposals against established criteria identified in the respective solicitation. Each proposal was scored under a percentage methodology for each category by each SEC member, then totaled to arrive at the total score for each proposer. The individual Ordinal Rankings from each member of the SEC were added together to determine the Overall Ordinal Ranking of each Proposer. The proposal with the lowest combined Ordinal Ranking is being recommended to the Board of Directors for award.

The scoring of the proposals submitted is as follows on a total possible score of 300 points based upon the evaluation criteria and the ordinal ranking of each firm.

Vendor	Score	Ordinal Ranking
LNI Custom Manufacturing	282	3
Tolar	277.65	6
Decamil	267.69	11
Spencer	263.33	11
Brasco	261.70	14

Following the discussion on September 19, 2016, the SEC recommended the award be made to **LNI Custom Manufacturing, Inc. for manufacturing of commercial-style bus shelters.**

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The assessed DBE participation goal is 6%. The Contractor has submitted its commitment to meet the goal.

FISCAL IMPACT:

LYNX staff have included \$2,569,772 in the FY2017 Adopted Capital Budget for the construction of one hundred twenty five (125) of bus shelters.

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	FY2017 Request		FY2016 Carryover		Total	
	Quantity	Amount	Quantity	Amount	Quantity	Amount
Shelter Construction	100	1,800,000	25	769,772	125	2,569,772

Consent Agenda Item #6.A. ii

To: LYNX Board of Directors

From: David Dees
DIRECTOR OF RISK MANAGEMENT
Cynthia Kuffel
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Award Contracts
Authorization to Award a Contract to Preferred Government Claims Solutions (PGCS) for Third Party Administration for Workers' Compensation, General Liability, Automobile Liability and Subrogation Claims Administration

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a three (3) year contract with two (2) one year options to Preferred Government Claims Solutions (PGCS) for third party claims administration for workers' compensation, general/auto liability and, claims subrogation.

Staff further request the authority to extend current vendor services for an additional (30) days to facilitate the transfer of active claims and past claims data from CorVel Corporation to Preferred Government Claims Solutions (PGCS)

BACKGROUND:

At the January 23, 2016 Board of Directors meeting, staff received authorization to release a Request for Proposal (RFP) for third party claims administration services for workers' compensation, general/auto liability and, claims subrogation.

The RFP was released on Monday, August 8, 2016 and proposals were due to LYNX by 2:00 p.m. EST on Wednesday, September 7, 2016.

Six responses were received from the following firms:

- Cannon Cochran Management Services, Inc.
- CorVel Enterprises Company
- Gallagher Bassett Services, Inc.
- North American Risk Services

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- PMA Management Corporation
- Preferred Government Claims Solutions

The Source Evaluation Committee consisted of the following personnel:

- Bert Francis, Chief Financial Officer
- Leonard Antmann, Comptroller
- Raymond Scullian – Risk Management, City of Orlando

These proposals were evaluated on the following criteria, in descending order of importance:

- Points (40) – Qualifications of Firm
- Points (30) – Methodology/Approach
- Points (30) – Pricing Proposal

The Source Evaluation Committee met at a public meeting at LYNX Central Station on September 27, 2016 at 2:00 PM to discuss the (6) responses. The meeting was publicly noticed and representatives of all proposers attended the meeting.

The below scoring reflects the overall ordinal ranking based on the collective evaluation of the Source Evaluation Committee.

Vendor	Ordinal Rank
Preferred Government Claims Solutions	1
CorVel Enterprises Company	2
North American Risk Services	3
Gallagher Bassett Services, Inc.	4
PMA Management Corporation	5
Cannon Cochran Management Services, Inc.	6

The Source Evaluation Committee is recommending Preferred Government Claims Solutions (PGCS) be awarded the Risk Management Third Party Administrator (TPA) contract.

Staff further requests the authority to extend for an additional 30 days, the services provided by the current vendor (CorVel Corporation). Said services to include the closeout of all current property damage and bodily injury claims and claim subrogation on behalf of LYNX. During the transitional period CorVel Corporation will immediately begin the transfer of all active workers' compensation claims to the contract award recipient, Preferred Government Claims Solutions, with complete transfer of data to include claims and historical data to be completed within 30 days. Effective November 11, 2016, all new claims will be assigned to Preferred Government Claims Solutions.

PROPOSED NEW EXPANSION:

The Scope of Work to be performed by Preferred Government Claims Solutions is consistent with the services provided by the current contractor/Third Party Administrator.

FISCAL IMPACT:

LYNX staff included \$125,000 and \$65,000 in the FY2017 Operating Budget for Professional Fees- General Liability and professional Fees- Workers' Compensation, respectively.

The projected FY2016 expenses are \$118,703 for Professional Fees- General Liability and \$81,963 for Professional Fees- Workers' Compensation.

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Deborah Morrow
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Extension of Contracts
Authorization to Exercise the Second Option Year of Contract #13-C16 with Akerman LLP for General Counsel Legal Services

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #13-C16 with Akerman LLP (formerly known as Akerman Senterfitt) for general counsel legal services in an amount not-to-exceed \$600,000.

BACKGROUND:

At the September 29, 2012 Board of Directors' meeting, staff received authorization to issue contract #13-C16 with Akerman Senterfitt for services for three (3) years with two (2) one (1) year options. The original three (3) year term expired on September 26, 2015. The first option year term expired on September 26, 2016.

This second one (1) year option will extend the agreement through September 26, 2017.

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6100

Item Name: Extension of Contracts
Authorization to Exercise Second Option Year of Contract #13-C17 with
Bank of America for Banking Services

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #13-C17 with Bank of America for banking services.

BACKGROUND:

The current contract with Bank of America was for a three-year time period with the option for two one-year extensions. The contract began January 31, 2013 with a set fee schedule for the various banking transactions to be utilized by LYNX. November 12, 2015 the Board of Directors approved the first option year. The current three-year contract and first option year with Bank of America expires January 30, 2017.

The rates and fees provided by Bank of America are reasonable and competitive compared to other banking institutions. Therefore, staff is requesting to exercise the second option year of the contract with the Bank of America.

FISCAL IMPACT:

LYNX staff included \$10,000 in the FY2017 Adopted Operating Budget to support the anticipated services under this contract. The FY2016 projected expenses for banking services is \$10,000.

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

From: **Juan Battle**
DIR OF TRANSPORTATION & MAINT
Juan Battle
(Technical Contact)
Timothy May
(Technical Contact)

Phone: 407.841.2279 ext: 6161

Item Name: **Miscellaneous**
Authorization to Re-Allocate Funding Related to the Purchase of Five (5) NeighborLink Vehicles from the Florida Department of Transportation (FDOT) Florida Vehicle Procurement Program (FVPP)

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to re-allocate funding in the amount of \$154,296 referencing the purchase of five (5) NeighborLink vehicles purchased under the Florida Department of Transportation's (FDOT) Florida Vehicle Procurement Program's (FVPP) State Contract #TRIPS-10-SCLF-FCCS.

BACKGROUND:

The Florida Vehicle Procurement Program (FVPP) is a state program that has been in existence since 1995, providing transit agencies with the means of procuring quality vehicles at the lowest possible price. The program is managed by the Florida Department of Transportation (FDOT) in Tallahassee and administered by the Center for Urban Transportation Research (CUTR), located in Tampa.

Through a competitive selection process, FVPP awarded a Florida Department of Transportation vehicle procurement contract (#TRIPS-10-SCLF-FCCS) for "Small Cutaway Low Floor Vehicles" to First Class Coach Sales, a local Orlando dealer of ARBOC manufactured vehicles. First Class Coach Sales and ARBOC meet all pre- and post-award requirements of the Federal Transit Administration (FTA). Additionally, ARBOC is a manufacturer on the FTA's approved "Transit Vehicle Manufacturer" list (which ensures Disadvantaged Business Enterprise participation).

At the May 13, 2015 meeting, the Board of Directors authorized the purchase of five (5) NeighborLink vehicles to be purchased from First Class Coach Sales, however the local match

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dollars were not included in the original Board item. These vehicles have been procured and are currently in revenue service.

FISCAL IMPACT:

Upon Board approval LYNX staff will utilize the \$2 Capital Contribution to fund the local 20% for the purchase of the five (5) NeighborLink vehicles as follows:

Federal	80%	\$	617,184
Local	20%		<u>154,296</u>
		\$	<u>771,480</u>

Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6119

Item Name: Miscellaneous
Authorization to Enter into a Collective Bargaining Agreement Wage Re-Opener with Amalgamated Transit Union (ATU) Local 1749

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer or designee to enter into a collective bargaining agreement wage re-opener with the Amalgamated Transit Union (ATU) 1749 for fiscal year 2017.

BACKGROUND:

In 2002, employees who were classified as supervisors within the Operations Department unionized, thereby forming the Amalgamated Transit Union (ATU) Local 1749. The unionization established a three-year collective bargaining agreement that has been re-negotiated four times since its inception. The Union represents fourteen (14) Maintenance Supervisors and forty-three (43) Transportation Supervisors.

For Fiscal Year 2017 the monetary change includes a wage increase of 3%, for Supervisors at top wage and will be effective October 4, 2016. Additionally, an effort was made to provide a separation between supervisors and operators and maintenance employees.

For the wage reopener in year three (FY2016) Labor Negotiations took place on October 19, 2016 with the negotiating teams consisting of the following:

Management

Albert Francis, Chief Financial Officer
Donna Tefertiller, Director of Human Resources
Juan Battle, Director of Transportation

Union

Scott Penvose, Union President
Jayne Walker, Financial Secretary

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David Shields, Executive Board Member for Maintenance
Deborah Thomas, Executive Board Member for Transportation

It was negotiated effective the first full pay-period in October 2016 following ratification by the Union and by the LYNX Board, for Fiscal Year 2017 the monetary change included a wage increase of 3% for Supervisors at top wage and will be effective October 2, 2016. Also negotiated was the pay Steps for both Maintenance and Transportation. The old step 1 in both classifications will be removed and there will be no step move. (see illustration below)

On November 2, 2016, the Union notified LYNX that the membership of ATU 1749 voted unanimously in favor of the negotiated wage increase.

New Hires / Current Transportation Supervisors Steps:	
1	\$24.41
2	\$25.89
3	\$26.67
4	\$27.47

New Hires / Current Maintenance Supervisors Steps:	
1	\$28.15
2	\$28.99
3	\$29.86

FISCAL IMPACT:

LYNX staff included funds in the FY2017 Adopted Operating Budget to support proposed wage increases.

Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

From: Matthew Friedman
DIRECTOR OF MARKETING COMM
Janet Amador
(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Miscellaneous
Authorization to Purchase Thirty (30) Vanpool Vehicles for Replacement and Expansion Purposes for the Vanpool Program

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase thirty (30) vanpool vehicles for replacement and expansion purposes for the vanpool program, in the amount of \$985,000. The vehicles will be purchased from the State bid list.

BACKGROUND:

The LYNX vanpool program was developed to provide another option for the Central Florida community commuting to work. LYNX currently has one hundred seventy-five (175) vehicles in its vanpool fleet. LYNX purchases commuter vans from funds granted by the Federal Transit Administration (FTA) and contracts with an outside vendor, vRide to provide fleet management services.

vRide fleet management services include the billing and collection of monthly vanpool fees, providing insurance and maintenance for the fleet, compiling monthly and annual NTD reports, supplying emergency road-side assistance and replacement vehicles for vans in need of repair.

The program has ten (10) vanpool vehicles of various sizes that will exceed their retirement mileage in late spring FY2017. The community has shown an interest in the program and requests from multiple employers and commuters to start a vanpool program increases each month. Historically the program experiences low turnover and continues to generate record interest from employers and individual commuters. Currently the program is expanding at six to seven vehicles per month with a wait list of 16 committed new vans, an additional twenty (20) vans will be needed to cover early calendar year expansion. These expansion vans will be used to support SunRail connectivity and the continued growth of the program through outreach and community awareness campaigns.

LYNX is looking to purchase:

Vanpool Vehicles	Quantity	Unit Cost	Total Cost
7 Passenger Vans	16	\$28,000	\$448,000
10 Passenger Vans	3	\$29,000	\$87,000
15 Passenger Vans	8	\$30,000	\$240,000
Wheelchair Accessible Vans	3	\$70,000	\$210,000
Total Vehicles	30		\$985,000

FISCAL IMPACT:

LYNX staff included \$3,646,022 (including FY2016 carryover of \$764,377) in the FY2017 Adopted Capital Budget for the purchase of one hundred (100) commuter vans. The vans will be 100% federally funded.

Consent Agenda Item #6.C. iv

To: LYNX Board of Directors

From: **Douglas Robinson**
DIRECTOR OF PLAN & DEVELOP
Belinda Balleras
(Technical Contact)
Timothy May
(Technical Contact)
Antonio Pimpinella
(Technical Contact)

Phone: 407.841.2279 ext: 6078

Item Name: Miscellaneous
Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Florida Department of Transportation (FDOT) and authorize the Chairman to execute Resolution #16-010 attached hereto. This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute Joint Participation Agreements (JPA) and Notices of Grant Award for multi-year awards from FDOT originating from these programs, as well as any future amendments to the JPAs or Notices of Grant Awards.

LYNX intends to submit grant applications for Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities Program) funding to FDOT for approximately \$600,000 in capital and \$800,000 in rural operating funds, for Section 5311 (Formula Grants for Rural Areas) approximately \$500,000 in operating funds, and for Section 5339 (Bus and Bus Facilities Capital Program) for approximately \$2,000,000 in the FY2017/2018 FDOT funding cycle.

BACKGROUND:

On October 11, 2016, the Florida Department of Transportation conducted a grant workshop to announce its funding solicitation and guidance for FTA's Section 5310-Enhanced Mobility of

Seniors and Individuals with Disabilities Program, Section 5311-Formula Grants for Rural Areas Program, and Section 5339-Bus and Bus Facilities Program under the FAST Act. These solicitations are due for submission January 17, 2017.

The funding programs are described as follows:

- ***Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. 5310)***: Provides formula funding to improve mobility for seniors and individuals with disabilities.

MAP-21, now the FAST Act, expanded the eligibility of the 49 U.S.C. 5310 program funds to be used for operating expenses, in addition to capital expenses, for transportation services addressing the needs of seniors and individuals with disabilities. Not less than 55 percent of the funds available for this program must be used for capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. Remaining funds may be used for operations, such as: public transportation projects that exceed the requirements of the ADA; public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit services; or develop alternatives to public transportation that assist seniors and individuals with disabilities.

The matching requirements for this program remain the same: capital assistance is provided on an 80 percent Federal share, 10% state share and 10% local share, with operating assistance requiring a 50 percent match.

LYNX intends to apply for both capital and operating projects; approximately \$600,000 for vehicles and approximately \$800,000 for rural NeighborLink and other contracted services for specialized transportation under the Mobility Management brokerage model. These operating projects are part of our continuing initiatives to address paratransit cost reductions with NeighborLink routes, other contracted delivery services, travel training and customer outreach.

- ***Formula Grants for Rural Areas Program (49 U.S.C. 5311)***. The Rural Areas program provides formula funding for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding may be used for capital, operating, planning, job access and reverse commute projects, and administration expenses.

LYNX intends to apply for operating projects, approximately \$500,000 of 49 U.S.C. 5311 to maintain provision of services in the rural areas. 49 U.S.C. Section 5311 operating funds are 50% federal and 50% non-Department of Transportation match.

- ***Bus and Bus Facilities (49 U.S.C. 5339)***. The Bus and Bus Facilities Program provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities for services in the rural areas.

LYNX intends to apply for capital projects, approximately \$2,000,000 under the 49 U.S.C. 5339 program for buses and paratransit vehicles with the necessary technologies and equipment. These

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capital purchases will support the provision of both fixed-route and paratransit services that operate either entirely or predominately in rural areas. 49 U.S.C. Section 5339 capital funds are 80% federal and 20% non-federal share (FDOT will provide the required 20% match).

FISCAL IMPACT:

LYNX staff will include the Section 5310, 5311, and 5339 project awards in future operating and capital budgets as appropriate.

RESOLUTION #16-010

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY; AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR FY2017/2018 SECTION 5311 FEDERAL TRANSIT ADMINISTRATION FORMULA GRANTS FOR RURAL AREAS PROGRAM, FY2017/2018 SECTION 5339 FEDERAL TRANSIT ADMINISTRATION FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2017/2018 SECTION 5310 FEDERAL TRANSIT ADMINISTRATION ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2016-25 which has been submitted to FDOT in October 2015 and the TDP is consistent with the five-year Transportation Improvement Plan (TIP) and FDOT's State Work Program, and the projects identified in the TDP are consistent with METROPLAN Orlando's Year 2040 Long Range Plan and Five Year Transportation Improvement Plan (TIP).

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Disadvantaged Plan (TDSP) Update for FY2016 which has been submitted to the Commission for the Transportation Disadvantaged (CTD) on May 12, 2016 and the TSDP Update has been reviewed and adopted by the METROPLAN ORLANDO's Transportation Disadvantaged Local Coordinating Board (TDLCB).

WHEREAS, this is a resolution of the GOVERNING BOARD of the Central Florida Regional Transportation Authority (hereinafter BOARD), which hereby authorizes the signing and submission of the LYNX grant applications and supporting documents and assurances to the Florida Department of Transportation.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Joint Participation Agreements to be issued by FDOT in FY2018.
3. The BOARD authorizes Edward L. Johnson, Chief Executive Officer, or designee to file and execute the applications on behalf of the Central Florida Regional Transportation Authority, d/b/a LYNX with the Florida Department of Transportation.
4. The BOARD authorizes Edward L. Johnson, Chief Executive Officer (CEO), or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation for operating assistance for rural transportation services (5311), capital assistance for rural bus

and bus facilities (5339), and rural transportation services for elderly person and persons with disabilities program funds (5310 operating and capital).

5. The BOARD authorizes Edward L. Johnson, Chief Executive Officer (CEO), or designee, to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents, which may be required in connection with the applications or subsequent agreements and supplements.
6. That the above authorizations shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION APPROVING THE SUBMITTAL OF GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR FY2017/2018 SECTION 5311 FEDERAL TRANSIT ADMINISTRATION FORMULA GRANTS FOR RURAL AREAS PROGRAM, FY2017/2018 SECTION 5339 FEDERAL TRANSIT ADMINISTRATION FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2017/2018 SECTION 5310 FEDERAL TRANSIT ADMINISTRATION ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM.

APPROVED AND ADOPTED this 10th day of November 2016, by the Governing Board of Directors of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

Consent Agenda Item #6.C. v

To: LYNX Board of Directors

From: Douglas Robinson
DIRECTOR OF PLAN & DEVELOP
BRUCE DETWEILER
(Technical Contact)

Presented By: Douglas Robinson, Interim Director of Planning & Development

Phone: 407.841.2279 ext: 6078

Item Name: Miscellaneous
Authorization to Enter into a Late Evening-Weekend Service Agreement with the University of Central Florida (UCF) Office of Student Involvement (OSI)

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a service agreement in the amount of \$131,532 with the University of Central Florida (UCF) Office of Student Involvement (OSI) for late evening and weekend bus service.

BACKGROUND:

In January 2011, the LYNX Board authorized a partnership with UCF to initiate two routes providing late evening service on Friday and Saturday nights in the UCF area. This service was initiated as a result of a community need for safe transportation. An agreement between LYNX and the UCF Student Government Association (SGA) was forged to provide safe and reliable transportation for the UCF community and nearby residential and commercial/entertainment complexes during the late evening weekend hours south and west of the UCF main campus.

That new service, now called the KnightLYNX Blue Line and the KnightLYNX Green Line, was embraced by the UCF community and soon after the initial KnightLYNX service began, the UCF SGA requested expanded service. In response to that request, the KnightLYNX Red Line was established in February 2013 to provide a safe, reliable and consistent transportation alternative between the UCF community and the Downtown Orlando entertainment districts.

Current service includes three fixed routes:

1. UCF KnightLYNX Blue Line (Link 210) is a circulator serving the UCF Arena, UCF Recreation Center, Waterford Lakes, and other points of interest south of campus. The service runs on Friday and Saturday evenings from 6:00 pm to 12:40 am.
2. UCF KnightLYNX Green Line (Link 211) is a circulator serving the UCF Arena, UCF Recreation Center, and other points of interest west of campus. The service runs on Friday and Saturday evenings from 8:00 pm to 2:55 am.
3. UCF KnightLYNX Red Line (Link 212) is a fixed route operating between the UCF area and downtown Orlando. The service runs Friday and Saturday evenings from 9:15 pm to 3:25 am.

For purposes of administrative continuity, the UCF Office of Student Involvement (OSI) has replaced the SGA as the entity providing programmatic guidance for the KnightLYNX service. LYNX is continuously working with OSI to provide outstanding transit service to the UCF community. As UCF continues to grow and expand its education and research mission in Central Florida, LYNX will work with the University to meet their evolving mobility needs.

PROPOSED SERVICE ADJUSTMENTS:

UCF's OSI expressed its intent to renew its contract with LYNX for the existing routes for one year beginning July 24, 2016.

Due to UCF's budget considerations, LYNX staff was requested by the OSI to reduce service on KnightLYNX Blue and Green Lines (Links 210 & 211). This reduction of service involved eliminating the last two early morning trips on Link 210 and the first three trips plus a reduction in headway on Link 211. These changes were effective on October 1, 2016.

As part of LYNX's December service change, LYNX staff proposed a change in routing in downtown Orlando for KnightLYNX Red (Link 212). Link 212 will travel to LYNX Central Station utilizing the Magnolia Ave. and Livingston St. LYMMO bus lanes, making all LYMMO stops along the route. This change will open up Link 212 service to more destinations in downtown Orlando and will take place on December 11, 2016.

UCF's OSI approached LYNX in October 2016 and requested an additional change to KnightLYNX service. Due to decreased ridership and a desire for the campus to enter into an agreement with Uber to provide discounted rides to UCF students, the OSI requested that LYNX discontinue all KnightLYNX Green (Link 211) service effective on January 13, 2017. The remaining KnightLYNX services will continue to run as currently scheduled.

LYNX planning staff is continuing to refine the service agreement with UCF and anticipates finalizing the scope of services prior to the November LYNX Board of Director's meeting. No upward adjustment to the FY2016 operating budget is anticipated as a result of the new agreement.

FISCAL IMPACT:

LYNX staff included \$131,532 in the FY2017 Adopted Operating Budget for UCF Contract Services.

Consent Agenda Item #6.C. vi

To: LYNX Board of Directors

From: Douglas Robinson
DIRECTOR OF PLAN & DEVELOP
Walter Gant
(Technical Contact)
BRUCE DETWEILER
(Technical Contact)

Presented By: Douglas Robinson, Interim Director of Planning & Development

Phone: 407.841.2279 ext: 6078

Item Name: Miscellaneous
Authorization to Execute Bus Service Agreement #17-A13 with Lakeland Area Mass Transit District (Link 416 and Link 427) and Agreement #17-A12 for NeighborLink 603 (Southwest Poinciana)

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute Bus Service Agreements with Lakeland Area Mass Transit District (LAMTD) to operate Links 416, 427 and NeighborLink 603 (Southwest Poinciana) in the amounts of \$338,065 and \$171,318, respectively.

BACKGROUND:

NeighborLink 603

In January 2010, LYNX entered into an agreement with Polk County Board of County Commissioners to provide NeighborLink 603 (formerly PickUpLine 603) in Southwest Poinciana (Villages 7 and 8).

The current agreement (#15-A10) expired September 30, 2016. This new agreement (#17-A12) will maintain the span of service and number of vehicles used as set forth in the original agreement; the hourly rate changes to \$41.42; be valid from October 1, 2016, to September 30, 2017; modify the service area as described above.

Links 416 and 427

In December 2012, LYNX entered into an agreement with Polk County Board of County Commissioners to provide fixed route bus service for Link 416 (Poinciana/Haines City) and Link 427 (U.S. 27/Haines City).

In October 2015, Saturday service for both the Link 416 and Link 427 was eliminated. Also on October 1, 2015, the Link 427 was reduced from one hour headways to two hour headways. On January 24, 2016, the Link 416 service was reduced from 18 trips to 9 trips on weekdays.

The current agreement (#15-A09) expired September 30, 2016. This new agreement (#17-A13) will contain all terms of service and be valid from October 1, 2016, to September 30, 2017. The hourly rate for service increases to \$68.74.

FISCAL IMPACT:

LYNX staff included funding in the amount of \$338,065 in the FY2017 Adopted Operating Budget for Polk County fixed route services.

LYNX staff included funding in the amount of \$171,318 in the FY2017 Adopted Operating Budget for Polk County NeighborLink 603 service.

Consent Agenda Item #6.C. vii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6119

Item Name: Miscellaneous
Authorization to Appoint 16-011 Albert J. Francis, II, Chief Financial Officer to the Administrative Committee and Trustee Board for the LYNX' Money Purchase, 457 Deferred Compensation Plans, and Defined Contribution Plan for Bargaining Unit Employees.

Date: 11/10/2016

ACTION REQUESTED:

Staff is seeking the Board of Directors' adoption of Resolution No. 16-011 authorizing the appointment of Albert Francis, Chief Financial Officer, to the Administrative Committee and Trustee board for the 457 Deferred Compensation Plan, Money Purchase Plan, and the Defined Contribution Plan for Bargaining Unit Employees. Mr. Francis will replace Mr. Stephen Berry on the Administrative Committee and Trustee Boards and will serve with Ms. Donna Tefertiller, Director of Human Resources and Ms. Blanche Sherman, Director of Finance.

BACKGROUND:

LYNX, as the employer, is the Plan Administrator for the LYNX' Money Purchase Plan, Deferred Compensation Plan, and the Defined Contribution Plan for Bargaining Unit Employees. As such, the employer/Plan Administrator has a number of responsibilities, duties, and obligations in maintaining and operating each of the Plans. Unless an appointment is made to delegate these responsibilities and duties, the employer acts through its Board of Directors. For purposes of this, any reference to actions to be taken by LYNX in its capacity as employer or Plan Administrator means the LYNX' Board of Directors unless otherwise specified. LYNX has general powers and responsibilities, including the power to appoint counsel, specialists, advisers, investment managers, agents (including any nonfiduciary agent) and other persons as the employer deems necessary or desirable in connection with the exercise of its fiduciary duties under this Plan, including the Trustee and Administrator. Consistent with this power of appointment, LYNX has the obligation to periodically review the performance of any fiduciary or other person to whom duties have been delegated or allocated by it. Since LYNX is the Administrator, and has the power to appoint, it may appoint any person(s) to perform its duties as the Administrator.

FUNCTIONS OF THE ADMINISTRATOR - The primary responsibility of the Administrator is to administer the Plan for the exclusive benefit of the participants and their beneficiaries in accordance with its terms. It has the power and discretion to construe the terms of the Plan and to determine all questions arising in connection with the administration, interpretation, and application of the Plan. Benefits under this Plan will be paid only if the Administrator decides, in its discretion, that the applicant is entitled to them. The Administrator may establish procedures to carry out the purpose of the Plan, provided they are nondiscriminatory and shall comply with the terms of the Internal Revenue Code and Plan's document. An enumerated listing of the Administrator's duties includes, but is not limited to, the following:

- (a) The discretion to determine all questions relating to the eligibility of employees to participate in the Plan;
- (b) The authority to review and settle all claims against the Plan;
- (c) To compute, certify, and direct the Trustee with respect to the amount of benefit to which any participant is entitled;
- (d) To authorize and direct the Trustee with respect to disbursements from the trust;
- (e) To maintain all necessary records for the administration of the Plan;
- (f) To interpret the provisions of the Plan and to make and publish rules;
- (g) To compute and certify the amount of contribution to the Plan and advise the Trustee accordingly;
- (h) To prepare and implement procedures to notify eligible employees of Plan provisions and changes;
- (i) To qualify any domestic relations orders received;
- (j) To assist any participant regarding the participant's rights, benefits, or elections available under the Plan; and
- (k) Retain a record of actions taken, accountings, records, etc. necessary for proper administration of the Plan and shall be responsible for supplying all information and reports to any governmental agencies, participants and beneficiaries, as required by law.

FISCAL IMPACT:

There is no fiscal impact to the Agency for this appointment.

CFRTA RESOLUTION #16-011

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d.b.a LYNX) AUTHORIZING THE
APPOINTMENT OF ALBERT J. FRANCIS, II CHIEF FINANCIAL OFFICER, TO THE
ADMINISTRATIVE COMMITTEE AND TRUSTEE BOARD FOR THE 457 DEFERRED
COMPENSATION PLAN, MONEY PURCHASE PLAN, AND THE DEFINED
CONTRIBUTION PLAN FOR BARGAINING UNIT EMPLOYEES.**

WHEREAS, Central Florida Regional Transportation Authority (the "Employer") heretofore has established a money purchase and deferred compensation plans; the Plans are known as the Central Florida Regional Transportation Authority Money Purchase Plan, 457 Deferred Compensation Plan and the Defined Contribution Plan for Bargaining Unit Employees, hereinafter Plans; and

WHEREAS, the Employer wishes to remove Stephen Berry, Deputy Director of Facility Maintenance, from the Administrative Committee and Trustee Boards of the Plans and appoint Albert Francis II, Chief Financial Officer to the Administrative Committee and Trustee Boards of the Plans effective November 10, 2016; and

NOW, THEREFORE, BE IT RESOLVED THAT:

by the Board of Directors that any employee classified as a senior officer of the Employer is authorized to prepare and execute, on behalf of the Employer, any documents necessary to effectuate the appointment of this Trustee to the Administrative Committee and Board of Trustees of these Plans, and perform any other acts as necessary to implement the removal and replacement of this appointee of the Plans.

RESOLUTION CERTIFICATION

CERTIFICATION OF THE ADOPTION OF RESOLUTION #16-011 BY THE BOARD OF DIRECTORS OF CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d.b.a. LYNX)

APPROVED AND ADOPTED this 10th day of November 2016, by the Governing Board of Directors of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chair

ATTEST:

Assistant Secretary

Consent Agenda Item #6.C. viii

To: LYNX Board of Directors

From: **Douglas Robinson**
DIRECTOR OF PLAN & DEVELOP
Belinda Balleras
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)
Timothy May
(Technical Contact)

Phone: 407.841.2279 ext: 6078

Item Name: Miscellaneous
Authorization to Execute METROPLAN Orlando's FY2016-2017 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a pass-thru funding agreement with METROPLAN ORLANDO for planning funds in the amount of \$437,304 to conduct transit planning tasks as set forth in the FY2016/2017 Unified Planning Work Program (UPWP). The FY2016/17 planning funds comprise the Federal Transit Administration 5303 program in the amount of \$345,000, the Commission for Transportation Disadvantaged in the amount of \$50,304 and local funds \$42,000 for the Transit Marketing Campaign as a match to a Service Development Grant from FDOT.

BACKGROUND:

METROPLAN ORLANDO is the metropolitan planning organization for Orange, Osceola and Seminole counties, and is responsible for preparing and maintaining the Long Range Transportation Plan and all other related transportation plans required for the region to receive federal and state funding. LYNX is an active member of METROPLAN'S transportation planning processes and committees, and receives funds passed through METROPLAN ORLANDO for transit planning projects.

The Federal Transit Administration (FTA) and Florida Commission for the Transportation Disadvantaged annually appropriate planning funds to the METROPLAN ORLANDO. A portion of the Federal funds along with State funds are used to specifically address transit related planning and data collection activities. Annually, FTA funds are received under a Metropolitan Planning Program (Section 5303) grant and are passed through to LYNX for planning activities

identified as part of the Unified Planning Work Program (UPWP). Additionally, state planning funds for transportation disadvantaged services are annually included in a grant from FDOT to METROPLAN ORLANDO and are passed through to LYNX.

LYNX staff has coordinated with METROPLAN ORLANDO to define certain transit planning tasks and their funding levels which have been incorporated into the 2016/2017 fiscal year UPWP. The UPWP has been adopted by the METROPLAN ORLANDO Board and is the regional document defining various transportation planning activities programmed annually by federal, state and local governments.

The 2016/2017 fiscal year LYNX planning activities included in METROPLAN ORLANDO's Metropolitan Planning Program and State grants are as follows:

- Transit System Monitoring
- Transit Planning
- Management & Operations
- Smart Growth Planning
- Transportation Disadvantaged Services Planning

Attached to this Consent Agenda Item is a copy of the FY2016/2017 agreement with METROPLAN ORLANDO for transit planning activities. The proposed agreement is a recurring agreement with terms based on the annual funding allocations included in the regionally adopted Unified Planning Work Program.

FISCAL IMPACT:

LYNX staff included \$1,572,400 in the FY2017 Proposed Operating Budget for planning projects eligible for FTA's 5303 and Florida Commission for the Transportation Disadvantaged (TD) funding. The balance of eligible planning projects not funded through the UPWP grant will be covered with 5307 and 5310 grant funding in the amount of \$1,177,096.

The funding agreement includes FY2016 carry-forward funds of \$119,960 and FY2015 carry-forward funds of \$92,639 as of the State fiscal year ending June 30, 2016.

THIS CONTRACT, by and between the Orlando Urban Area Metropolitan Planning Organization, d/b/a MetroPlan Orlando, A Regional Transportation Partnership, hereinafter referred to as "METROPLAN ORLANDO" and the Central Florida Regional Transportation Authority, d/b/a LYNX, hereinafter referred to as the "CONTRACTOR".

WITNESSETH:

That for and in consideration of the mutual undertakings of the parties to this contract, METROPLAN ORLANDO and the CONTRACTOR hereby covenant and agree, each with the other, as follows:

1. That the CONTRACTOR hereby covenants and agrees to render professional services in carrying out and completing certain elements of the FY 2016/2017 Orlando Urban Area Unified Planning Work Program as outlined in the Scope of the Project and Budget which are attached to and made a part of this contract as Exhibit A, provided, however, that the total amount of the reimbursable costs to the CONTRACTOR shall not exceed Six Hundred Forty-Nine Thousand Nine Hundred Two Dollars and Eighty-Nine Cents (\$649,902.89). Of this amount, Three Hundred Forty-Five Thousand Dollars (\$345,000.00) shall be provided from the FTA FL-80-X011-00 grant for FY 2016/2017.
2. One Hundred Nineteen Thousand Nine Hundred Fifty-Nine Dollars and Ninety-Two Cents (\$119,959.92) shall be provided as carryforward funds from the FTA FL-80-X24, now known as FL-80-X010-00 grant for FY 2015/2016 as of June 30, 2016.
3. Ninety-Two Thousand Six Hundred Thirty-Eight Dollars and Ninety-Seven Cents (\$92,638.97) shall be provided as carryforward funds from the FTA FL-80-X23, now known as FL-80-X009-00 grant for FY 2014/2015 as of June 30, 2016.
4. Fifty Thousand Three Hundred Four Dollars (\$50,304.00) shall be provided from the Florida Commission for the Transportation Disadvantaged FY 2016/2017 planning grant.
5. Forty-Two Thousand Dollars (\$42,000.00) shall be provided from Local funds for the Transit Marketing Campaign as a match to a Service Development Grant received by LYNX.
6. That the CONTRACTOR hereby covenants and agrees as follows:

A. Audit and Inspection

The CONTRACTOR shall permit, and require its subcontractors to permit, the Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), Florida Commission for the Transportation Disadvantaged (TD) or their authorized representatives to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records; and to audit the books, records, and account of the CONTRACTOR, pertaining to the development of the Project. Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to FTA, FDOT, TD or their authorized representatives at all times during the period of a specific Unified Planning Work Program and for five (5) years after final payment is made on a specific Unified Planning Work Program. Copies of these documents and records shall be furnished to FTA, FDOT, TD or their authorized representatives upon request.

The CONTRACTOR shall be responsible for obtaining Project audits in accordance with the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit

Requirements for Federal Awards (also known as the Super Circular) 2 CFR 200, as well as Section 215.97, Florida Statutes (Florida Single Audit Act). CONTRACTOR shall provide a copy of any audit report and any management letters to METROPLAN ORLANDO, and shall provide copies of audit reports for audits conducted in accordance with 2 CFR 200 to:

Federal Audit Clearinghouse (for Federal audits)
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

State of Florida Auditor General (for Florida Single Audit)
Room 574, Claude Pepper Building
111 West Madison Street
Tallahassee, FL 32302-1450

B. Supplemental Agreements

It is understood and agreed that, in order to permit Federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding. This Agreement shall not be amended or modified except by a writing signed by both parties. This Agreement constitutes the entire agreement between the parties and supersedes and replaces all prior written or oral agreements relating to the matters set forth.

C. Restrictions, Prohibitions, Controls, and Labor Provisions

- (1) Compliance with Regulations. The CONTRACTOR shall comply with the regulations relative to non-discrimination in federally assisted programs of the U.S. Department of Transportation 49 CFR Part 21, as amended, which are herein incorporated by reference and made a part of this Agreement.
- (2) Equal Employment Opportunity. There shall be no discrimination against any employee who is employed in the work covered by this Contract, or against any applicant for such employment, because of race, color, religion, sex, age or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, advertising, layoff or termination, rates of pay or other forms of compensation or selection for training, including apprenticeship. The CONTRACTOR shall insert a similar provision in all subcontracts for services covered by this Contract.
- (3) Non-Discrimination. The CONTRACTOR, with regard to the work performed by it during the contract will not discriminate on the grounds of race, color, disability, religion, sex, national origin, or familial status in the selection and retention of contractors and subcontractors, including procurement of material and leases of equipment. The CONTRACTOR will not participate either directly or indirectly in discrimination prohibited by 49 CFR §21.5, including employment practices when the contract covers a program set forth in 49 CFR Part 21, Appendix A.
- (4) Solicitations for Subcontracts, including Procurements of Materials and Equipment. In all solicitations made by competitive bidding or negotiation made by the CONTRACTOR

for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor, supplier or lessor shall be notified by the CONTRACTOR of obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color, religion, sex, age or national origin.

(5) Disadvantaged Business Enterprises. Participation by Disadvantaged Business Enterprises: The CONTRACTOR shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the CONTRACTOR and any sub-consultant or contractor.

- a. Policy: It is the policy of METROPLAN ORLANDO that disadvantaged businesses, as defined by **49 Code of Federal Regulations**, shall have an opportunity to participate in the performance of METROPLAN ORLANDO contracts in a non-discriminatory environment. The objectives of the Disadvantaged Business Enterprise program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.
- b. METROPLAN ORLANDO, its contractors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of METROPLAN ORLANDO in a non-discriminatory environment.

The CONTRACTOR shall require its contractors, suppliers, and consultants to not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the award and performance of its contracts. The CONTRACTOR shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT assisted contracts. Failure by the CONTRACTOR to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as METROPLAN ORLANDO deems appropriate. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the *Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes*, and *Rule Chapter 14-78, Florida Administrative Code*.

It is understood and agreed that if the CONTRACTOR at any time learns that the certification it provided to METROPLAN ORLANDO in compliance with 49 CFR, was erroneous when submitted or has become erroneous by reason of changed circumstances, the CONTRACTOR shall provide immediate written notice to the Executive Director of METROPLAN ORLANDO. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, shall be included by the CONTRACTOR in all lower tier covered transactions and in all aforementioned federal regulation.

- (6) Sanctions for Noncompliance. In the event of the CONTRACTOR'S noncompliance with the nondiscrimination provisions of this contract, sanctions may be imposed as determined by the Secretary of Transportation, United States Department of Transportation or designate. Such sanctions may include withholding of funds, cancellation or termination or suspension of the contract in whole or in part.
- (7) E-Verify.
Vendors/Contractors:
 - a. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and
 - b. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- (8) Information and Reports. The CONTRACTOR shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department, the FHWA, the FTA, and METROPLAN ORLANDO to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information, the CONTRACTOR shall so certify to the Department, the FHWA, the FTA, and METROPLAN ORLANDO, as appropriate, and shall set forth what efforts it has made to obtain the information.
- (9) Exhibit B. A "Third Party Subcontractor" letter shall be completed as appropriate and forwarded to all subcontractors providing goods or services funded by Transportation Disadvantaged Trust Fund monies. Distribution of the letters should coincide with the execution date of the grant or contract. A copy of each letter shall be provided to METROPLAN ORLANDO and to the Commission for the Transportation Disadvantaged.
- (10) Incorporation of Provisions. The CONTRACTOR will include the provisions of Paragraphs (1) through (9) above in every contract, including procurement of materials and leases of equipment, unless exempt by the regulations, order, or instruction issued pursuant thereto. The CONTRACTOR will take such action with respect to any subcontract or procurement as the FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that, in the event the CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONTRACTOR may request the State to enter into such litigation to protect the interests of the State, and in addition, may request the United States to enter into such litigation to protect the interests of the United States.

D. Interest of Members of Congress.

No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.

E. Interest of CONTRACTOR.

The CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The CONTRACTOR further covenants that, in the performance of this Contract, no person having any such interest shall be knowingly employed.

F. Prohibited Interests.

The CONTRACTOR shall insert in all contracts entered into in connection with the Project or any property included or planning to be included in the Project, and shall require its subcontractors to insert in each of their subcontracts, the following provision:

"No member, officer, or employee of the CONTRACTOR or of the locality during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

This provision shall not be applicable to any agreement between the CONTRACTOR and its fiscal depositories, or to any agreement for utility services, the rates for which are fixed or controlled by a governmental agency.

G. Assignability.

The CONTRACTOR shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of METROPLAN ORLANDO thereto: provided, however, that claims for money due or to become due to the CONTRACTOR from METROPLAN ORLANDO under this Contract may be assigned to a bank, trust company or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished.

7. Funds Available. It is expressly understood and agreed that METROPLAN ORLANDO shall be bound by the terms of this contract only to the extent that there are FTA Section 5305(d) Funds or Transportation Disadvantaged planning funds available to perform its obligations hereunder.
8. The Project Budget. Prior to the execution of this agreement, a Project Budget shall be prepared and attached to this agreement as "Exhibit A." The CONTRACTOR shall maintain said budget, carry out the Project, and incur obligations against Project funds only in conformity with the latest approved budget for the Project. The budget may be revised periodically, but no budget or revision thereof shall be effective unless and until METROPLAN ORLANDO and the CONTRACTOR shall have approved the same in writing.
9. Accounting Records.
 - A. Costs Incurred for the Project. The CONTRACTOR shall charge to the Project account all eligible costs of the Project. Costs in excess of the latest approved budget or attributable to actions which have not received the required approval of METROPLAN ORLANDO shall

not be considered eligible costs. Determination of eligible costs shall meet all requirements of Federal Procurement Regulations Part 1-15 and 2 CFR 200.

- B. Documentation of Project Costs. All costs charged to the Project including any approved services contributed by the CONTRACTOR or others, shall be supported as required by records, invoices, or vouchers evidencing in proper detail the nature and propriety of the charges. A work progress report shall be submitted with the invoices by the CONTRACTOR and shall be an indication of that work performed by the CONTRACTOR for that time period.

10. Requisitions and Payments.

A. Preliminary Action by the CONTRACTOR.

In order to obtain any payment, the CONTRACTOR shall submit invoices on at least a quarterly basis to METROPLAN ORLANDO. METROPLAN ORLANDO shall in turn requisition the appropriate State and Federal agencies for CONTRACTOR charges within two weeks after receipt of the invoice. If for any reason payment to the CONTRACTOR cannot be made within sixty (60) days, then METROPLAN ORLANDO shall notify the CONTRACTOR of said reasons.

B. Prompt Payment

(1) METROPLAN ORLANDO requires that the CONTRACTOR shall, before receipt of any progress payment under the provisions of this contract, certify that the CONTRACTOR has disbursed to all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment out of previous progress payments received by the CONTRACTOR for all work completed and materials furnished in the previous period, less any retainage withheld by the CONTRACTOR pursuant to an agreement with a subcontractor, as approved by the METROPLAN ORLANDO for payment. The METROPLAN ORLANDO shall not make any such progress payment before receipt of such certification, unless the CONTRACTOR demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the METROPLAN ORLANDO and the affected subcontractors and suppliers.

(2) METROPLAN ORLANDO requires that the CONTRACTOR shall, within 30 days of receipt of the final progress payment or any other payments received thereafter, except the final payment, to pay all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment for all work completed and materials furnished, unless the contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the METROPLAN ORLANDO and the affected subcontractors or suppliers within such 30-day period.

- C. METROPLAN ORLANDO'S Obligations. Subject to other provisions hereof, METROPLAN ORLANDO shall honor such requisitions in amounts and at times necessary to ensure the carrying out of the Project and the payment of all eligible costs thereof. However, notwithstanding any other provision of this Agreement, METROPLAN ORLANDO may elect by Notice of Termination issued pursuant to Section 7 to terminate this Agreement if:

- (1) Misrepresentation. The CONTRACTOR shall have made misrepresentation of material nature with respect to any document or data furnished therewith or pursuant thereto.
 - (2) Litigation. There is then pending litigation with respect to the performance by the CONTRACTOR of any of its duties or obligations which may jeopardize or adversely affect the Project, this Agreement, or payments to the Project. Pending litigation is defined as including only those lawsuits that have been formally filed.
 - (3) Concurrence by METROPLAN ORLANDO. The CONTRACTOR shall have taken any action pertaining to the Project which under the established procedures requires the prior approval of METROPLAN ORLANDO or shall have proceeded to make related expenditures or incur related obligations without having been advised by METROPLAN ORLANDO that the same are satisfactory.
 - (4) Conflict of Interests. There has been any violation of the conflict of interest provisions contained herein.
 - (5) Default. The CONTRACTOR shall be in default under any of the provisions of the Agreement.
 - (6) Unavailability of Funds. FTA or TD funds are not available to perform their obligations hereunder.
- D. Disallowed Costs. In determining the amount of the financing payment, METROPLAN ORLANDO will exclude all Project costs incurred by the CONTRACTOR prior to the effective date of this agreement, costs incurred by the CONTRACTOR which are not provided for in the latest approved budget for the Project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by METROPLAN ORLANDO.
- E. Cash Reimbursement. Cash reimbursement made for work accomplished on a Project element shall be made after the satisfaction by the CONTRACTOR of the in-kind contributions, if any, pledged to the Project.
- F. Audit Findings. The CONTRACTOR shall be responsible for those audit findings assessed against the CONTRACTOR'S elements of the Unified Planning Work Program.
11. Termination or Suspension
- A. Termination or Suspension Generally. If the CONTRACTOR abandons or, before completion, finally discontinues the Project; or if, by reason of any of the events or conditions set forth in this Agreement or for any other reason, the commencement, prosecution, or timely completion of the Project by the CONTRACTOR is rendered improbable, unfeasible, impossible, or illegal, METROPLAN ORLANDO may, by written notice to the CONTRACTOR, terminate this Agreement. In the event of such termination, the CONTRACTOR shall be paid for all eligible costs and charges incurred up to the time notice of termination is received, and for any action received, and for any action required pursuant to the final termination notice.

B. Action Subsequent to Notice of Termination or Suspension. Upon receipt of any final termination notice under this Section, the CONTRACTOR shall proceed promptly to carry out the actions required therein, which may include any or all of the following:

- (1) Cease from obligating new costs after the notice, except for incurring non-calculative costs for close-out of the Project.
- (2) Necessary action to terminate or suspend, as the case may be, Project activities and contracts and such other actions as may be required or desirable to keep to the minimum the costs upon the basis of which the financing is to be computed;
- (3) Furnish a statement of the status of the Project activities and of the Project account as well as a proposed schedule, plan, and budget for terminating or suspending and closing out Project activities and contracts, and other undertakings the costs of which are otherwise includable as Project costs; and
- (4) Remit to METROPLAN ORLANDO such portion of the financing and any advance payment previously received as is due METROPLAN ORLANDO under the provisions of the Agreement. The closing out shall be carried out in conformity with the latest schedule, plan, and budget as approved by METROPLAN ORLANDO or upon the failure of the CONTRACTOR to furnish the schedule, plan and budget within a reasonable time. The acceptance of a remittance by the CONTRACTOR or the closing out of Federal financial participation in the Project shall not constitute a waiver of any claim which METROPLAN ORLANDO may otherwise have arising out of this Agreement.

12. Remission of Project Account upon Completion of Project. Upon completion of the Project and, after payment, provision for payment, or reimbursement of all Project costs is made, the CONTRACTOR shall remit to METROPLAN ORLANDO any unexpended balance in the Project budget.

13. Reports, Maps and Other Documents. All reports, maps, and other documents completed through this Contract funded by FTA, other than documents prepared exclusively for internal use, shall carry the following notation:

"The preparation of this report has been financed in part through a grant from the United States Department of Transportation under the provisions of Section 5303 of the Urban Mass Transportation Act of 1964 (as amended)"

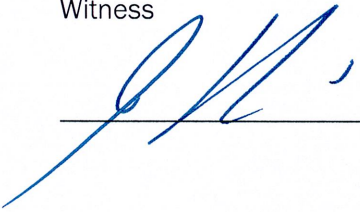
together with the date (month and year) the document was prepared and the name of the planning area concerned. The following statement shall be contained in the credit sheets of any publications prepared by the CONTRACTOR:

"The opinions, findings, and conclusions expressed in this publication are those of the author and not the Department of Transportation, Federal Transit Administration."

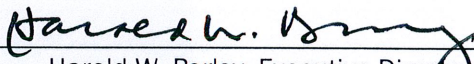
14. Ownership of Documents. While this Contract and any subsequent amendments are in force, all original documents and calculations produced by the CONTRACTOR in performing the services herein set forth shall remain the property of METROPLAN ORLANDO.
15. Effective Date. This contract establishes the effective date of October 1, 2016, for the FTA funded work task items, and July 1, 2016, for the TD funded work task item, and recognizes the effective date of October 21, 2013, for the reapportionment of the Orlando Urban Area Metropolitan Planning Organization as a legal entity under Florida Statutes 339.175 in accordance with Federal Guidelines. No funds, however, shall be expended until a Notice to Proceed is issued by METROPLAN ORLANDO.
16. Term and Termination. The provisions of this Agreement for the FTA funds shall terminate at midnight, September 30, 2017, unless a grant extension is approved by the FTA or FDOT. For the TD and Local funds, this Agreement shall terminate at midnight, June 30, 2017. Either party may terminate this Agreement by providing thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, METROPLAN ORLANDO has caused its name to be subscribed hereunto by its Executive Director, and the CONTRACTOR has caused this contract to be executed in its name by its Chief Executive Officer, being duly authorized to do so.

Witness



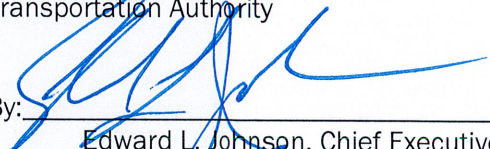
MetroPlan Orlando

By: 
Harold W. Barley, Executive Director

Date: 9-16-16

Witness

Central Florida Regional
Transportation Authority

By: 
Edward L. Johnson, Chief Executive Officer

Date: 27 July 14

Exhibit A - Project Scope & Budget

Central Florida Regional Transportation Authority Participation
 FY 2016/2017 Orlando Urban Area Unified Planning Work Program
 FTA & TD Funded Tasks for FY 2016/2017

Element	Element Description	Estimated Work/Cash Reimbursement					Total
		FTA X009-00*	FTA X010-00**	FTA X011-00	TD	Local	
210	Transit System Monitoring	\$ 43,855.89	\$ 23,886.92	\$ 45,000.00		\$ 42,000.00	\$ 68,886.92
810	Transit Planning	\$ 28,783.08	\$ 51,073.00	\$ 140,000.00			\$ 276,928.89
820	Management & Operations	\$ 20,000.00	\$ 25,000.00	\$ 70,000.00			\$ 123,783.08
840	Smart Growth Planning		\$ 20,000.00	\$ 30,000.00			\$ 70,000.00
850	Transportation Disadvantaged Planning			\$ 60,000.00	\$ 50,304.00		\$ 110,304.00
TOTALS:		\$ 92,638.97	\$ 119,959.92	\$ 345,000.00	\$ 50,304.00	\$ 42,000.00	\$ 607,902.89

*Formerly FTA X024
 **Formerly FTA X025

Exhibit B
Form Letter

July 1, 2016
Third Party Subcontractor
Address
City, State, Zip

Dear Subcontractor:

As a contracted operator in the Central Florida Regional Transportation System, you are entitled to prompt payment for services funded by the Commission for the Transportation Disadvantaged Trust Fund as outlined in the Planning Grant executed between the Commission and the DOPA as follows:

21.20 Payment to Subcontractors: Payment by the Grantee to all subcontractors with approved third party contracts shall be in compliance with Section 287.0585, Florida Statutes. Each third party contract from the Grantee to a subcontractor for goods or services to be performed in whole or in part with Transportation Disadvantaged Trust Fund moneys, must contain the following statement:

When a contractor receives from a state agency any payment for contractual services, commodities, supplies or construction contracts, except those construction contracts subject to the provisions of Chapter 339, the contractor shall pay such moneys received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor, without reasonable cause, fails to make payments required by this section to subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of 1 percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.

If you feel that the Designated Official Planning Agency is not fulfilling the obligations as outlined in the above paragraph, you can seek assistance through the Commission for the Transportation Disadvantaged Ombudsman Program Helpline at 1-800-983-2435 (TTY 1-800-648-6084). In addition, a Vendor Ombudsman at the Department of Financial Services may be contacted at (850) 413-5516 or toll free (800) 342-2762 for assistance.

Sincerely,

Johnny L. Planner
Super Florida Planning Agency
Designated Official Planning Agency

Cc: Steve Holmes, Executive Director
Florida Commission for the Transportation Disadvantaged

EXHIBIT C

STATE AGENCY: Florida Commission for the Transportation Disadvantaged

CSFA #: 55.002

TITLE: Florida Commission for the Transportation Disadvantaged Planning Grant Pass-Through Funds

AMOUNT: \$50,304.00

COMPLIANCE REQUIREMENTS:

Allowed Activities: The TD Planning Grant is to provide financial assistance to accomplish the duties and responsibilities of the Official Planning Agency (MPO) as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the Application and Policy Manual for Transportation Disadvantaged Planning Related Services as revised on February 10, 2006; and as further described in this Agreement and in Exhibit A attached hereto and by this reference made a part thereof.

The TD grant pass-through funds are intended to fund the preparation of the Annual Operating Report, the updating of the Memorandum(s) of Agreement, the preparation of the Transportation Disadvantaged Service Plan, and the application for the Trip Equipment Grant from the FCTD, as enumerated in UPWP Task Number 4.5.1.

Allowable Cost: See above and Exhibit "A" attached hereto.

Cash Management: N/A

Eligibility:

Applicant eligibility: Planning Grant Funds, derived exclusively from the Transportation Disadvantaged Trust Fund, may only be used by the Commission and the Grantee to undertake planning activities.

Beneficiary eligibility:

The recipient of the pass-through funds, the Central Florida Regional Transportation Authority (LYNX), is eligible for such State funding by virtue of being the metropolitan planning organization's appointed Community Transportation Coordinator. Powers and duties of the CTC are established in Chapter 427, F.S. and Rule 41-02. Task 4.5.1 of the UPWP defines allowed tasks such as:

- Preparation of the Transportation Disadvantaged element of the area's TIP
- Development and annual update of the Transportation Disadvantaged Service Plan
- Annual performance evaluation of the CTC by the Coordinating Board
- Maintaining of LCB grievance procedures, bylaws and other tasks required by Chapter 427, F.S.

Matching: There is no matching requirement under this grant.

EXHIBIT D

Federal resources awarded to the Recipient pursuant to this Agreement consist of the following:

FEDERAL AGENCY: Federal Transit Administration, Department of Transportation

AUTHORIZATION: 49 U.S.C. 5303

CFDA #: 20.505 Federal Transit Metropolitan Planning Grants

COMPLIANCE REQUIREMENTS:

Allowed Activities: The FTA Federal Transit Metropolitan Planning Grant provides financial assistance to accomplish the duties and responsibilities of the Official Planning Agency (MPO,) as set forth in Chapter 427, Florida Statutes.

The FTA grant pass-through funds are intended to fund work performed on a number of UPWP tasks

Allowable Cost: \$92,638.97 from FTA FL-80-X009-00, \$119,959.92 from FTA FL-80-X010-00, \$345,000.00 from FTA FL-80-X011-00 and Exhibit "A" attached hereto.

Cash Management: N/A

Eligibility:

Applicant eligibility: FTA Metropolitan Planning Grant Funds are administered and disbursed to metropolitan planning organizations under the current MAP-21 Federal legislation.

Beneficiary eligibility:

The recipient of the pass-through funds, the Central Florida Regional Transportation Authority (LYNX), is eligible for such Federal funds by virtue of being the region's transportation authority, the Community Transportation Coordinator, and having access to data and manpower to complete a number of tasks in the UPWP, as follows:

1. Collect data regarding bus route passengers carried, operating costs, travel time, vehicle miles, and headways by hour of the day, as well as additional criteria established by FTA.
2. Update the 5-yr. Short-Range Transit Development Plan to accurately reflect existing and future conditions;
3. Promote safety and security in the transportation planning process;
4. Update evaluation of data collection and measurement in the TRB Transit Capacity and Quality of Service Manual and the FDOT Florida MPO Transit Quality of Service Evaluation Guide.
5. Review and update the Continuity of Operations Plan (COOP).
6. Comply with the requirements of the Americans with Disabilities Act of 1990 to provide paratransit services to individuals who cannot access the fixed route system as well as look at employment, facilities and communications needs.
7. Plan updates, training and recertification, community outreach and marketing in connection with specialized transit services planning.
8. perform functions necessary for the achievement of an integrated, efficient and well-balanced public transportation system, and to take all steps and actions necessary or convenient for the conduct of its business

Matching: METROPLAN ORLANDO will provide the 10% Local match for all UPWP work tasks performed by the beneficiary under this contract.

Consent Agenda Item #6.C. ix

To: LYNX Board of Directors

From: **Juan Battle**
DIR OF TRANSPORTATION & MAINT
Juan Battle
(Technical Contact)
David Rodriguez
(Technical Contact)

Phone: 407.841.2279 ext: 6161

Item Name: **Miscellaneous**
Authorization to Purchase Twenty-five (25) Gillig 40" LF BRT Plus CNG Buses

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase up to twenty-five (25) replacement Compressed Natural Gas (CNG) buses at a not-to-exceed amount of \$14,382,325. These replacement buses would be purchased pursuant to Contract #14-C09 with Gillig, LLC.

BACKGROUND:

LYNX has an active fleet of three hundred (300) buses. This bus replacement is part of LYNX Transit Development Plan (TDP). Upon arrival of the replacement buses, LYNX will retire a like amount of buses in accordance with Federal Transit Administration (FTA) guidelines.

At the December 2013 Board meeting, LYNX awarded a five (5) year supplier contract for heavy-duty buses for the State of Florida Consortium to Gillig, LLC effective December 12, 2013. Participating agencies in the State of Florida Consortium must pay a transaction fee of \$500 per bus, not to exceed \$10,000 per contract year. As lead agency, LYNX is exempt from paying the transaction fee.

LYNX Board Agenda

The requested buses are part of the replacement bus program. The cost breakdown is as follows:

Qty	Item	CNG Unit Cost	CNG Extended Amount
25	Gillig 40' CNG BRT Plus LF Buses	\$573,544	\$14,338,600
2	Pre-Production Meeting - Gillig	\$3,000	\$6,000
25	Vehicle Inspections at Plant - Gillig	\$309	\$7,725
1	Spare Parts and a Minimum of 80 Hours CNG Training	\$30,000	<u>\$30,000</u>
	TOTAL (final cost is determined following the pre-production meeting)		<u>\$14,382,325</u>

FISCAL IMPACT:

LYNX staff included \$14,653,500 in the FY2017 Adopted Capital Budget for the purchase of twenty-five (25) replacement CNG buses.

Action Agenda Item #7.A

To: LYNX Board of Directors

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Deborah Morrow
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Approval of the 2017 Board of Directors' Meeting Dates

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' approval of the following proposed meeting dates for 2017:

- January 26, 2017
- February 23, 2017 *
- March 23, 2017
- April 27, 2017 *
- May 25, 2017
- June 22, 2017 *
- July 27, 2017
- August 24, 2017 *
- September 28, 2017
- October 26, 2017 *
- December 7, 2017

Dates that are starred (*) denote consent agenda only and those meetings may be cancelled should there be no matters needing Board action.

Action Agenda Item #7.B

To: LYNX Board of Directors

From: **Douglas Robinson**
DIRECTOR OF PLAN & DEVELOP
BRUCE DETWEILER
(Technical Contact)
Walter Gant
(Technical Contact)
Antonio Pimpinella
(Technical Contact)
Presented By: Douglas Robinson, Interim Director of Planning & Development

Phone: 407.841.2279 ext: 6078

Item Name: Authorization to Implement the December 11, 2016 Proposed Service Changes

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to implement the proposed service changes effective Sunday, December 11, 2016.

BACKGROUND:

Staff is currently seeking authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect December 11, 2016. A total of three (3) public workshops/public hearings were held between October 11, 2016 and October 13, 2016. LYNX customers and the public were able to provide input on the service changes at the following workshops/public hearings:

Date/Time: Tuesday, October 11, 2016 4-6PM

Location: LYNX Central Station, Orlando, FL

Public Participation: Three (3) attendees, two (2) comment

Date/Time: Wednesday, October 12, 2016 5-7 PM

Location: Kissimmee City Hall, Kissimmee, FL

Public Participation: Two (2) attendees, one (1) comment

Date/Time: Thursday, October 13, 2016 5-7 PM

Location: Longwood City Hall, Longwood, FL

Public Participation: Six (1) attendees, three (1) comment

The public comment period for the proposed December 11, 2016 service changes ran from October 3, 2016 to November 3, 2016. Generally, citizen comments were favorable or neutral with respect to proposed changes. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and at bus bays, at SuperStops throughout the service area, on www.golynx.com, and on LYNX's social media sites including Facebook and Twitter.

PROPOSED SERVICE CHANGES:

No major service changes are proposed. Major and minor service changes are determined in accordance with service change policy thresholds in LYNX's Public Participation Program. Minor service changes are as follows:

Route adjustments are proposed for Links 1, 9, 10, 18, 23, 61, 211, 212, FastLink 407, 427, and 434.

Time adjustments are proposed for Links 8, 28, 42, 55, 56, 105, 111, FastLink 407, 427, 436S, and NeighborLink 621.

Maps and schedules are being finalized and once complete will be posted on www.golynx.com.

The next service change is scheduled for April 2017.

DECEMBER 11, 2016 SERVICE PROPOSAL

ROUTE ADJUSTMENTS:

- **Link 1** – Winter Park/Altamonte Springs (Orange County) – Operate route along Wymore Road, Lucien Way, Keller Road, Maitland Center Parkway and Lake Destiny Drive in both directions. Extend to Winter Park SunRail Station for all LYNX trips.
- **Link 9** – Winter Park/Rosemont (Orange County) – Extend to Winter Park SunRail Station for all LYNX trips. Minor schedule changes.

- **Link 10** – East U.S. 192/ St. Cloud (Osceola County) – To LYNX Kissimmee Intermodal Station will operate via U.S. 192, Central Avenue and West Neptune Road. To St. Cloud will be extended to Old Hickory Tree Road, U.S. 192, Crawford Avenue and resume current routing.
- **Link 18** – S. Orange Avenue/Kissimmee (Orange County/Osceola County) –To LYNX Kissimmee Intermodal Station will operate via U.S. 192, Central Avenue and West Neptune Road.
- **Link 23** – Winter Park/Springs Plaza (Orange County) – Extend to Winter Park SunRail Station for all LYNX trips. Minor schedule changes.
- **Link 61** – LYMMO Lime Line (Orange County) – Will operate via West Amelia Street, Terry Avenue and Livingston Street to serve Creative Village (*Early 2017*).
- **Link 211** – KnightLYNX Green (Orange County) – Extend route on Data Court to serve current campus shuttle bus stop at Knights Circle Apartments.
- **Link 212** – KnightLYNX Red (Orange County) – Eliminate route east of Magnolia Avenue and Central Avenue/Garland Avenue. Extend route to LYNX Central Station via Magnolia Avenue and Livingston Street/Garland Avenue. Route will serve all LYMMO stops along the new alignment.
- **FastLink 407** – Kissimmee/Medical City/Orlando International Airport (Orange County/Osceola County) – From LYNX Kissimmee Intermodal Station will extend to serve the new United States Tennis Association via Lake Nona Boulevard and Wellspring Drive. Will now use Veterans Way to the VA Hospital instead of Medical City Drive. Minor schedule adjustments.
- **Link 427** – U.S. 27/Haines City (Polk County/Osceola County) – Removing route from Berry Town Center. Minor schedule adjustments.
- **Link 434** – SR 434 Crosstown/University of Central Florida (Orange County/Seminole County) – Extending route to serve the Longwood SunRail Station during all LYNX trips via Ronald Reagan Boulevard, North Longwood Street, East Warren Avenue, Myrtle Street, East Church Avenue and Ronald Reagan Boulevard to State Road 434. Minor schedule adjustments.

SCHEDULE ADJUSTMENTS:

- **Link 8** – W. Oak Ridge Road/International Drive (Orange County) – Minor schedule adjustments.
- **Link 28** – East Colonial Drive/Azalea Park (Orange County) – Changing the 5:10 a.m. trip from Alder Drive/Bamboo Drive to Semoran Boulevard/East Colonial Drive at 5:05 a.m.
- **Link 42** – International Drive/Orlando International Airport (Orange County) – Minor schedule adjustments.
- **Link 55** – West U.S. 192 Crosstown (Osceola County) – Minor schedule adjustments.
- **Link 56** – West U.S. 192 Crosstown/Magic Kingdom (Osceola County) – Minor schedule adjustments.
- **Link 105** – West Colonial (Orange County) – Minor schedule adjustments.
- **Link 111** – SeaWorld/Orlando International Airport (Orange County) – Minor schedule adjustments.
- **Link 436S** – Fern Park/Apopka (Orange County/Seminole County) – Minor schedule adjustments.
- **NeighborLink 621** – East Colonial Drive/Bithlo (Orange County) – Minor schedule adjustments.

FISCAL IMPACT:

All proposed changes will be supported with funds included in the FY2017 Operating Budget or additional funding, if necessary, from FDOT and/or LYNX Local Funding Partners upon their approval of the proposed service change.

Action Agenda Item #7.C

To: LYNX Board of Directors

From: Douglas Robinson
DIRECTOR OF PLAN & DEVELOP
BRUCE DETWEILER
(Technical Contact)
Walter Gant
(Technical Contact)

Presented By: Douglas Robinson, Interim Director of Planning & Development

Phone: 407.841.2279 ext: 6078

Item Name: Authorization to Initiate Public Outreach Process for Fiscal Year 2017
Proposed Service Changes

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to initiate the public outreach and participation process for proposed service changes scheduled to occur in Fiscal Year 2017.

BACKGROUND:

Three times per year LYNX conducts service changes. LYNX proactively informs and involves the Central Florida public in the planning and implementation of LYNX' new services, routing adjustments, passenger fare adjustments, new facility construction, capital projects, and planning activities in accordance with Federal and State regulations. In Fiscal Year 2017 these service changes are scheduled to occur in December, April and August.

The LYNX Public Participation Program includes utilizing a continuous communication program together with various outreach techniques appropriate to both the proposed action and the effected public. LYNX staff members inform customers and members of the public of proposed changes through such communication modes as the LYNX website, social media, newspaper advertisements, posted flyers, as well as public meetings and workshops. LYNX' Public Participation Program mandates public notice and public hearings for any service reduction impacting more than 25 percent of an individual route's total revenue hours or revenue miles and any proposed route eliminations. The exception to this reduction of service threshold are routes that have existed less than two years or have been introduced as service development

or experimental service. Public notice and public hearings are also required for any proposed alternatives that have the potential to create a disparate impact or disproportionate burden of plus or minus ten percent, if implemented, on minority or lower income populations in LYNX' service area.

FISCAL IMPACT:

All proposed changes will be supported with funds included in the FY2017 Operating Budget or additional funding, if necessary, from FDOT and/or LYNX Local Funding Partners upon their approval of the proposed service changes.

Action Agenda Item #7.D

To: LYNX Board of Directors

From: Douglas Robinson
DIRECTOR OF PLAN & DEVELOP
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6078

Item Name: Authorization to Amend Contract 15-C13 with DoubleMap, Inc. and to Issue Purchase Orders in an Amount Not to Exceed \$299,200 for the Provision of Mobile Application Solutions for the Provision of Real-Time Information on Fixed Route and ACCESS LYNX Services.

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend Contract 15-C13 with DoubleMap, Inc. with a not to exceed maximum amount of \$1,187,700 and to issue purchase orders in the amount of \$299,200 for the provision of mobile application solutions for the provision of real-time information on fixed route and ACCESS LYNX services.

BACKGROUND:

LYNX issued Contract 15-C13 to DoubleMap, Inc. for implementation of an Intelligent Transportation Systems Solution not to exceed \$888,500. This solution provides real-time trip reservations and vehicle location for on-demand transit services and is in the process of implementation on NeighborLink services.

LYNX is seeking to expand the provision of real-time information through the DoubleMap, Inc. mobile application solution to include fixed route and ACCESS LYNX Services. The application would be available in the Android and Apple market places for download by customers without charge. The fixed route information would show the location of all buses operating on Links in the system, including LYMMO, with the ability of the customer to filter information by Link or by bus stop. The ACCESS LYNX information would be available for registered customers and would show the current location and the estimated arrival time for the vehicle servicing their trip.

Development and implementation of the fixed route mobile application solution is expected to cost \$40,000. Ongoing annual cost is estimated to be \$80,000 to host the application, provide

application updates, and to incorporate service changes. Pending authorization, deployment of the fixed route mobile application solution is expected in January 2017.

Development and implementation of the ACCESS LYNX mobile application solution is expected to cost \$132,000. Ongoing annual cost is estimated to be \$30,000 to host the application and provide application updates. Pending authorization, deployment of the ACCESS LYNX mobile application solution is expected in summer 2017.

Staff has included a ten percent (10%) contingency in the amount of \$17,200 in the expected cost for the vendor. Contract 15-C13 would be amended to include the additional provision of real-time vehicle location mobile application technology for fixed route and ACCESS LYNX services.

FISCAL IMPACT:

LYNX staff included \$1,931,000 in the FY2017 Adopted Capital Budget for Real Time Information of which \$1,407,179 is available. Although budgeted, we need to secure the Federal funding. The operating costs of \$110,000 will be funded with a transfer from media expenses.

	<u>Capital</u>
FY2017 Adopted Budget	\$ 1,931,000
Fixed Route Clever Devices	(521,821)
Unobligated Funds	\$ 1,409,179
Requested Capital Funds	(189,200)
Adjusted Unobligated Funds	\$ 1,219,979
	<u>Operating</u>
Fixed Route	\$ 80,000
Access LYNX	30,000
Total Annual Operating Costs	\$ 110,000
Transfer from Media Expenses	(110,000)
Balance to Fund	\$ -

Technology Projects

Board Meeting Update

November 10, 2016

Wireless Internet Access on Buses



Purpose: Provide internet access to customers on LYNX buses for their mobile devices.

Pilot: 30 buses, October 2016 – November 2016

Full: 270 buses, December 2016

Marketing: January 2017

- Social Media
- Website
- Information on buses

Funding: Funds will be reprogrammed in the FY2017 Capital and Operating budgets



Wireless Internet Access on Buses



Capital Costs – One Time

Description	Unit Price	Pilot (30)	Fleet (270)	Full Deployment
Router	\$279.99	\$8,399.70	\$75,597.30	\$83,997.00
Cable	\$15.99	\$479.70	\$4,317.30	\$4,797.00
Modem Antenna	\$35.00	\$1,050.00	\$9,450.00	\$10,500.00
Internet Security*	\$180.00	\$5,400.00	\$48,600.00	\$54,000.00
Device Support*	\$71.10	\$2,133.00	\$19,197.00	\$21,330.00
Device Configuration	\$25.00	\$750.00	\$6,750.00	\$7,500.00
Total		\$18,212.40	\$163,911.60	\$182,124.00

* Will be included in annual operating costs after first year

Operating Costs (First year and Annualized)

Description	Unit Price	Pilot (30, 3 month)	Full Fleet (9 months)	FY2017
Cell Service	\$36.00	\$3,240.00	\$97,200.00	\$100,440.00
Total		\$3,240.00	\$97,200.00	\$100,440.00

Total FY2017 Cost

		\$21,452.40	\$261,111.60	\$282,564.00
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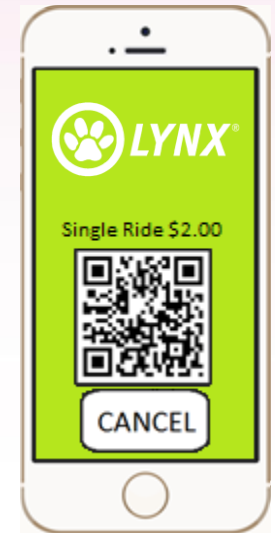
Mobile Fare Payment



Purpose: Allow customers to purchase fare products that can be validated hands-free upon boarding.

Project is currently in the procurement selection process with proposals under review by the Source Evaluation Committee.

- Eight proposals were received
- Committee will determine which proposers will demonstrate the functionality of their proposals
- Successful vendor(s) chosen by the committee will deploy software during pilot



Conceptual

Mobile Fare Payment



Purpose: Allow customers to purchase fare products that can be validated hands-free upon boarding.

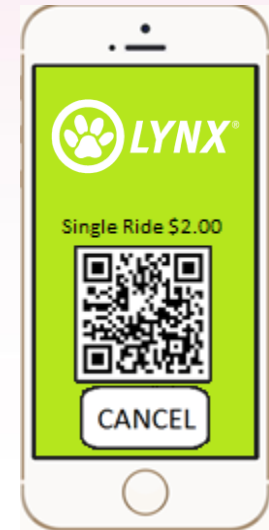
Pilot: Employees, December 2016 – January 2017

Pilot: Customers, January 2017 – February 2017

Board Award of Contract: March 2017

Installation and Testing: May 2017 – June 2017

Final Acceptance: June 2017 – July 2017



Conceptual

Real-time Next Vehicle on Fixed Route

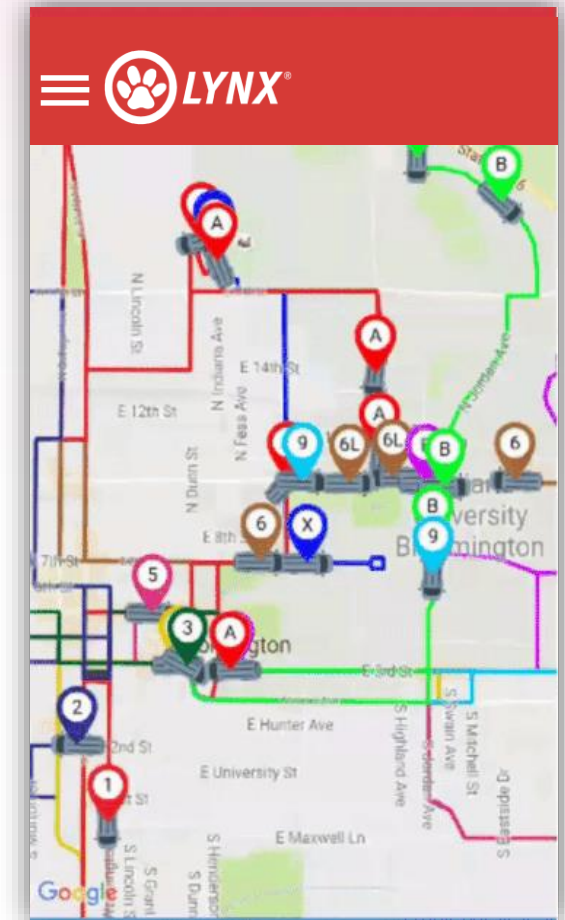


Purpose: Provide real-time location of LYNX fixed route and LYMMO buses to customers on mobile devices.

Development: November 2016 – December 2016

Pilot: Customers, January 2017

Acceptance: April 2017



Concept based on Bloomington

Real-time Next Vehicle on Fixed Route

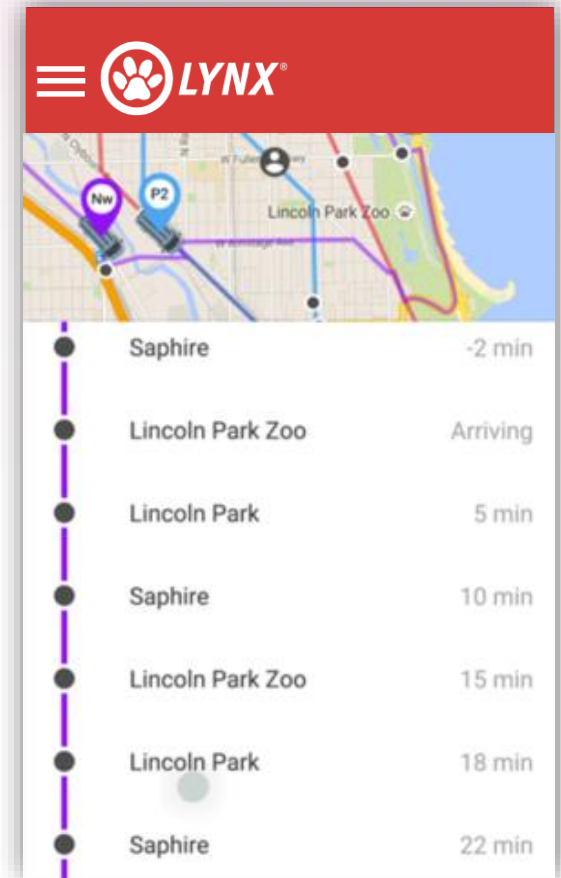


Purpose: Provide real-time location of LYNX fixed route and LYMMO buses to customers on mobile devices.

Project involves merging of data from LYNX' two Computer Aided Dispatch systems

Capital Cost: Quote is in process from vendor, estimated at \$40,000
(Staff is including a 10% contingency for at total estimated cost of \$44,000)

Operating Cost: Estimated at \$80,000 annually



Concept based on Chicago deployment

Real-time on NeighborLink

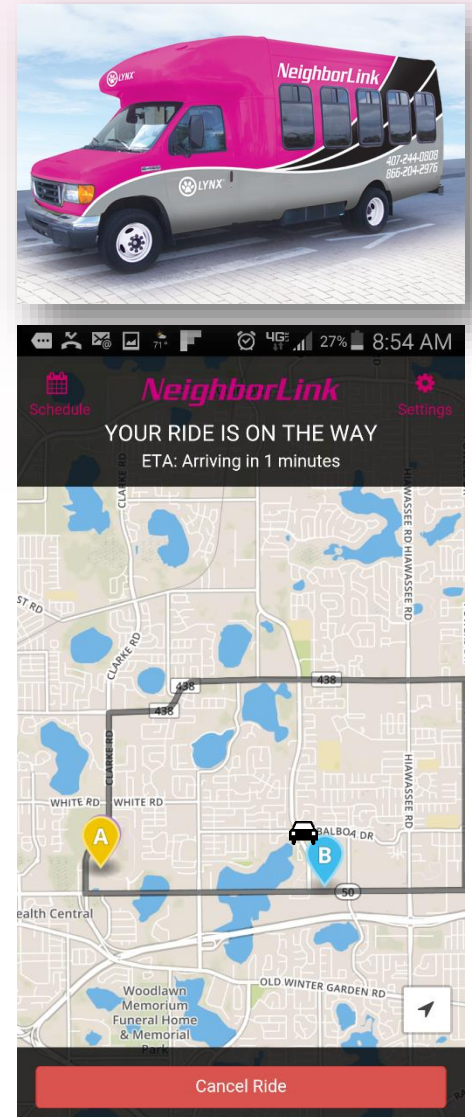


Purpose: Allow customers to make real-time trip requests on NeighborLink and to receive real-time location of vehicle assigned to their trip.

Testing: April 2016 – July 2016

Soft Deployment: January 2017

Deployment: March 2017



Real-time on NeighborLink



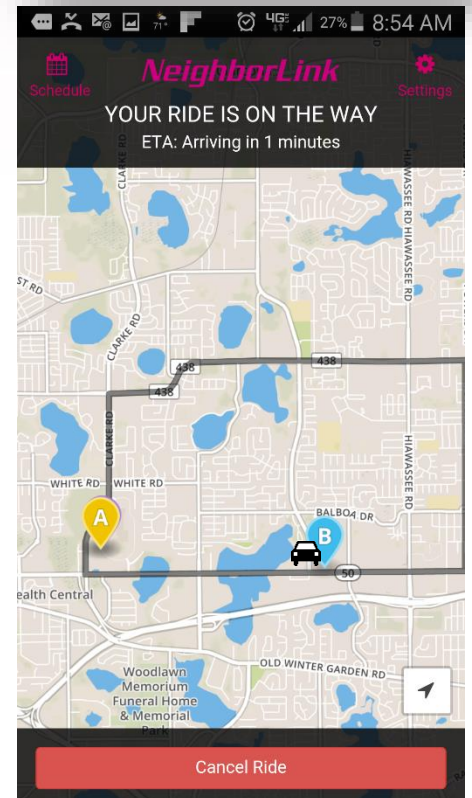
Capital (Grant Funded)

Description	Expended R&D	Remaining Cost
FlexRide Software*	\$476,560	
NeighborLink Customization	\$297,560	
Hardware (2,450 / vehicle, 14 vehicles)	\$34,300	
Training and On-site Support		\$29,000
Year 2 Maintenance Service		\$25,540
Year 3 Maintenance Service		\$25,540
	\$808,420	\$80,080

* Software developed as part of research and demonstration project

Operating Costs

Description	Cost
Maintenance Service (\$1,964.62 per vehicle)	\$25,540
	\$25,540



Real-time on ACCESSLYNX



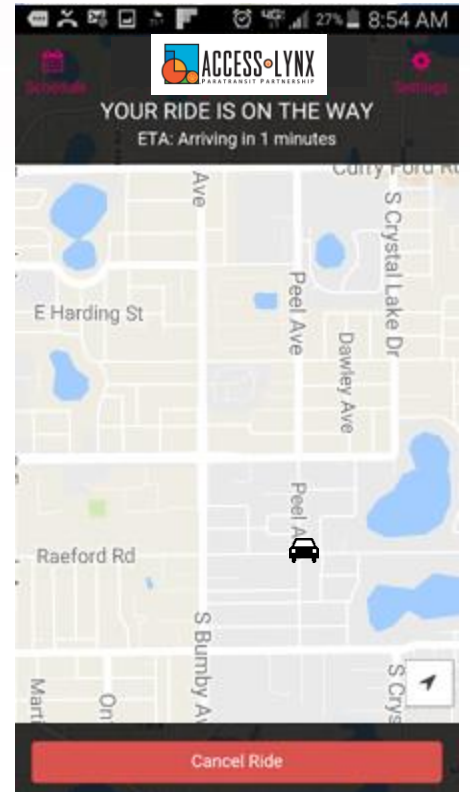
Purpose: Provide real-time location of LYNX vehicle assigned to the customer's trip on mobile devices.



Projected: Summer 2017

Capital Cost: Estimated at \$132,000 for development
(Staff is including a 10% contingency for at total estimated cost of \$145,200)

Operating Cost: Estimated at \$30,000 annually



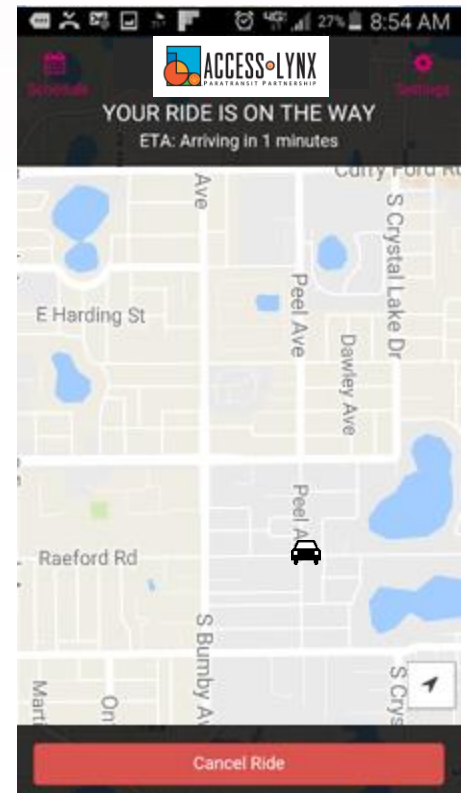
Real-time on ACCESSLYNX



Purpose: Provide real-time location of LYNX vehicle assigned to the customer's trip on mobile devices.

Issues:

- Information is specific to the vehicle assigned to the customer, not whole system
- Trips can be moved from one vehicle to another
- Show information only after the vehicle is in route for pickup, not while performing other trips
- Information is restricted to authorized customers, must meet HIPAA regulations



Doug Jamison, Senior ITS Developer

Action Agenda Item #7.E

To: LYNX Board of Directors

From: **Craig Bayard**
DIRECTOR OF INFORMATION TECH
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6008

Item Name: **Request to Procure Cellular and Security Services for On-Board Wi-Fi Services and to Amend the FY2017 Adopted Operating Budget for Grant Funded Items.**

Date: 11/10/2016

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to procure Cellular and Security Services for On-Board Wi-Fi Services and to amend the FY2017 Adopted Operating Budget by \$82,830 for the grant funded operating costs.

BACKGROUND:

LYNX has started on a pilot of providing free WI-FI service onboard the bus. The technology that is used is similar to the equipment used on SunRail. Each bus will be equipped with a cellular Wi-Fi router which will use cellular service to provide Internet access within the bus.

At this time there are thirty (30) buses in the LYNX fleet that have the equipment installed. The pilot project will include staff testing, cellular service provider testing, as well as public participation. Once the staff testing is complete and adjustments made there will be a marketing campaign to solicit feedback from the public riding the buses equipped with Wi-Fi.

LYNX Board Agenda

	Price per device for each bus	FY 2016-2017 (Oct through Dec) (30 Bus pilot) 30 Buses	FY 2016-2017 (Jan through Sept) (300 bus) Adding 270 busses	FY 2016-2017 (Oct through Sept) Pilot and full fleet 300 Busses	FY 2017-2018 Full Fleet 300 Busses	FY 2018-2019 Full Fleet 300 Busses
Capital - Grant Funded						
Cradle Point COR IBR600B-NM Integrated Broadband	\$279.99	\$8,399.70	\$75,597.30	\$83,997.00	\$0.00	\$0.00
CradlePoint 2 meter power and GPIO cable (direct wire) with filter for IBR6xx (all versions) (required for E-mark compliance) COR	\$15.99	\$479.70	\$4,317.30	\$4,797.00	\$0.00	\$0.00
USB Modem Antenna	\$35.00	\$1,050.00	\$9,450.00	\$10,500.00	\$0.00	\$0.00
Operating - Grant Funded						
Cradle Point 1-yr subscription for Internet Security (per device)	\$180.00	\$5,400.00	\$48,600.00	\$54,000.00	\$0.00	\$0.00
Cradle Point Endpoint management and support (per device)	\$71.10	\$2,133.00	\$19,197.00	\$21,330.00	\$0.00	\$0.00
1 time fee programing and configuration per device	\$25.00	\$750.00	\$6,750.00	\$7,500.00	\$0.00	\$0.00
Total Capital Grant Funded		\$9,929.40	\$89,364.60	\$99,294.00	\$0.00	\$0.00
Total Operating Grant Funded		\$8,283.00	\$74,547.00	\$82,830.00	\$0.00	\$0.00
Operating - NON Grant Funded						
Cellular Service	\$36.00	\$3,240.00	\$97,200.00	\$100,440.00	\$129,600.00	\$129,600.00
Cradle Point 1-yr subscription for Internet Security (per device)	\$180.00				\$54,000.00	\$54,000.00
Cradle Point Endpoint management and support (per device)	\$71.10				\$21,330.00	\$21,330.00
Total Operating - NON Grant Funded		\$3,240.00	\$97,200.00	\$100,440.00	\$204,930.00	\$204,930.00
Total Cost (Capital, Operating, Grant funded and Non-Grant Funded)		\$21,452.40	\$261,111.60	\$282,564.00	\$204,930.00	\$204,930.00

FISCAL IMPACT:

LYNX staff have funds available in the FY2017 Capital Budget to fund the \$99,294 for the Wi-Fi services as follows:

FY2017 Adopted Capital Budget	
IT Pilot Projects	\$ 97,493
IT Contingency	1,801
Total	\$ 99,294

The total Operating costs for the Wi-Fi services are \$183,270 of which \$82,830 is grant funded as follows:

Total Operating Costs	
Cradle Point 1-yr subscription (grant funded)	\$ 54,000
Cradle Point Endpoint Management & support (grant funded)	21,330
One Time Programming & Configuration Fee (grant funded)	7,500
Cellular Service	100,440
Total	\$ 183,270

Operating Funding Sources	
Data Usage Savings	\$ 56,985
Contract Maintenance	43,455
Federal Grant Funds	82,830
Total	\$ 183,270

Upon Board approval, LYNX staff will amend the FY2017 Adopted Operating Budget by \$82,830 for the grant funded operating items.

Action Agenda Item #7.F

To: LYNX Board of Directors

From: **Blanche Sherman**
DIRECTOR OF FINANCE
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: **Authorization to Issue a Purchase Order in the Amount of \$190,520 to Tribridge for LYNX' Fare Collection Program Continued Support and Implementation Planning Assistance**

Date: 11/10/2016

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 amount of \$190,520 to Tribridge for continued support and implementation planning assistance for LYNX' Fare Collection Program (FCP).

BACKGROUND:

LYNX has a Fare Collection Program initiative underway in conjunction with the Florida Department of Transportation's (FDOT's) SunRail commuter rail service and VOTRAN's Bus Service as a regional partnership and integrated service delivery initiative. This is a key program that is critically important in order to provide an integrated fare collection system to the riding public as well as upgrade and automate the existing fare collection equipment in order to provide for a superior customer experience.

A fully integrated and automated fare collection system is very complex and has the potential to experience numerous challenges that have historically hindered successful, timely and on-budget deployment for numerous transit systems in the U.S. Thus, it becomes important to enlist the services of a qualified consultant experienced in automated fare collection technologies and processes implementation to provide program management, implementation management and oversight support to the program.

The LYNX aspect of the project has been on hold. Now that Xerox has primarily completed the FDOT SunRail aspect of the project, the LYNX aspect has resumed and continued support and implementation planning assistance is needed.

LYNX, through a contract competitively let by the State of Florida, has selected Tribridge Holdings, LLC to provide the services of their Florida Certified DBE partner nMomentum, who is uniquely qualified to service the needs of this project. In addition to technical staff augmentation services, some of the additional services to be provided include:

1. Provide project management for the AFCS program.
2. Manage Xerox as the AFCS vendor from a technical and system design perspective on behalf of LYNX.
3. Review and provide advice on LYNX's Fare Collection Program and strategy for integration with the SunRail commuter Fare collection program.
4. Participate in Preliminary and Final Design Review Sessions with Xerox and other vendors as needed in the design of the back office system, Ticket Vending Machines (TVMs), Point of Sale (POS) devices and on-board Bus Validators.
5. Manage Xerox Project Plan and implementation activities related to the Phase 1 and partial Phase 2 of the AFCS program through July 31st, 2017.
6. Analyze program needs and serve as an advisor to LYNX leadership for Automated Fare Collection related activities.
7. Assist as needed with regional clearing house and revenue sharing activities and strategy.
8. Assist with Fare Policy discussions and configuration planning.
9. Participate in meetings with ACS/Xerox, LYNX, Sunrail, VOTRAN and others as needed.
10. Coordinate and assist with Bus pilots before going live with the system in production environment.
11. Manage pre-deployment project issues and post-deployment punch-list items, provide rollout prioritization of issues and punch-list items
12. Develop meeting minutes, agendas and other documentation as needed
13. Assist LYNX with final sign-off and acceptance of the AFCS system in production.
14. Provide periodic executive briefings and/or updates on the project progress.

FISCAL IMPACT:

LYNX staff included funding in the amount of \$1,409,360 in the FY2017 Adopted Capital Budget for the purchase of Fare Collections Equipment, including Ticket Vending Machines. The uncommitted funding available for fare collection equipment is \$1,228,080 that can be used to support this assistance.

Information Item A: Notification of Settlement Agreement

To: LYNX Board of Directors

From: David Dees
 DIRECTOR OF RISK MANAGEMENT
 Cynthia Kuffel
 (Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Notification of Settlement Agreement
 Notification of Settlement Agreement Pursuant to Administrative Rule 6

Date: 11/10/2016

LYNX General Liability Settlements August 25, 2016 through September 30, 2016

Claimant	Date of Incident	Short Description	Settlement Amount	Date Paid
Yessica Carela	7/7/2016	Bus Struck MV	\$1,109.25	8/25/2016
Mears Destination Svcs	6/10/2016	Bus Struck MV	\$351.45	8/25/2016
William Dockery	4/1/2014	Bus Struck MV	\$17,000.00	8/26/2016
GEICO aso Shelby Cassell	5/3/2016	Bus Struck MV	\$5,200.73	8/26/2016
Lydia Soto	7/28/2015	Bus Struck MV	\$5,000.00	9/1/2016
Earnestine Hixson	2/5/2014	Bus Struck MV	\$16,000.00	9/15/2016
Jason Smith	5/3/2016	Bus Struck MV	\$595.00	9/15/2016
Steven Jones	9/13/2016	Bus Struck MV	\$433.89	9/27/2016
Patricia Davis	9/7/2013	Passenger incident	\$20,000.00	9/22/2016

LYNX Board Agenda

Celestine Whitfield	4/1/2014	Bus Struck MV	\$20,000.00	9/22/2016
Latasha Bronson	12/17/2013	Bus Struck MV	\$1,500.00	9/22/2016
Leo Mahoney	12/17/2013	Bus Struck MV	\$750.00	9/22/2016
Shawntay Hicks	09/02/2016	Bus Struck MV	\$527.18	09/29/2016
Franklin Holmes	11/30/2014	Bus Struck MV	\$5,785.00	09/29/2016
Edward Dolan	07/12/2016	Bus Struck MV	\$190.50	09/29/2016
Kirk Armstrong	08/30/2016	Bus Struck MV	\$249.09	09/30/2016

Information Item B: Parramore BRT Project Update

To: LYNX Board of Directors

From: Douglas Robinson
DIRECTOR OF PLAN & DEVELOP
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6078

Item Name: Parramore BRT Project Update

Date: 11/10/2016

Background

LYNX and Balfour Beatty Construction, LLC (BBC) entered into Contract No. 14-C26 for the construction of the Parramore (Lime Line) Bus Rapid Transit (BRT) Project on February 24, 2015 and Notice to Proceed (NTP) for construction was given March 26, 2015. In May 2016, the Guaranteed Maximum Price (GMP) for the contract was amended to \$12,383,067. The total LYMMO Parramore BRT project budget includes contingency of \$1,083,918.

This contract is separated into three discrete sub-projects as follows:

- Project A: Bus Rapid Transit (BRT) Lime Line: BBC was awarded a GMP of \$11,444,021. The total project contingency for the BRT construction is \$1,030,198.
- Project B: Environmental Remediation: BBC was awarded a GMP of \$587,459. The total project contingency for the environmental remediation effort is \$53,720.
- Project C: Excavation of Unsuitable Materials: The City of Orlando has approved the use of \$327,912. Negotiations with BBC are ongoing regarding additional General Conditions requested by the contractor in the amount of \$90,527.

Project A Lime Line Construction Change Orders

The following table represents the change orders previously authorized by the LYNX Board of Directors for the Parramore BRT project:

Change Order #	Description – Parramore BRT Project	Amount
1	City of Orlando Permitting Fees	\$ 241,000
2	I-4 Ultimate Project – Deductive	(243,385)
3	Depression in soil – Livingston Street Right-of-way (Delete)	-
4	I-4 Ultimate Project – Professional Services*	17,218
5	Soft Utility Deduct for Time Warner & AT&T	(50,777)
6	UCF Sanitary Sewer Stub out*	4,290
7	OUC Added Electrical Scope*	39,155
8	Sidewalk Blending	1042
9	Salvage and Palletize Brick Pavers *	41,992
10	Davis Bacon Wages Adjustment	70,897
11	Cutting & Patching at Asphalt Islands	970
12	Contractor Fee on Permit	14,460
13	Pole Sign and Bracket Sign	15,901
14	HDPE Pipe Change to Elliptical Pipe*	2,880
15	UCF Additions Plan Revisions No. 3*	6,747
16	Removal of 16” Abandoned Gas Line	1,706
17	Totem Hardware/Electronics*	22,633
18	Cardno Additional Post Design Professional Services*	101,557
19	Existing Lighting Repairs*	10,115
20	Tree Trimming	2,310
21	Existing Mast Arm Removal*	7,272
22	Existing Water Main/Fire Main at Bob Carr*	75,548
23	Added Sidewalk at Hughey Station*	3754
24	Lower Existing Irrigation at Bentley*	-
25	Drill and Tap Bolts at Shelters*	3,790
26	Metal Tree frames	45,000
27	Relocate existing irrigation at Bob Carr*	14,042
28	Sanitary Sewer	3541
29	Adjustments to Bob Carr Irrigation Tie in and addition of Irrigation lines*	13,162*
Total Proposed BRT Project Changes		\$ 466,820

*Represents Added Scope Changes and an increase to the GMP.

The following change orders have been added or modified since the September Board meeting and are summarized below:

- **Change Order #29 Add Additional Irrigation at Bob Carr**

This change order is necessary to add irrigation to a ten foot section of sod and trees that runs from the north corner of Hughey and then runs west approximately 300 feet. The submitted costs for this change order are \$13,161.35. This is an addition in the scope and as such will come out of owner contingency.

After this change, the net value of all change orders is \$466,820.00 with a net remaining contingency of \$563,378.

LYNX Board Agenda

In addition to the above Balfour Beatty specific change orders, LYNX also issued a deductive change order for AECOM PO # 1301810 Parramore BRT Oversight to add additional dollars to PO # 1500594 in the amount of a cost not to exceed of \$14,000 to allow for the requisite asphalt and concrete testing to continue through the new project end date of November 4, 2016.

As this was accomplished through a deductive change order process it does not affect the project contingency or the GMP for the project.

Monthly Report A: Monthly Financial Report

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6100

Item Name: Monthly Financial Report - August 31, 2016

Date: 11/10/2016

Please find attached the preliminary monthly financial report for the eleven months ending August 31, 2016. LYNX' Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the eleven months ending August 31, 2016 reflect total revenue earned in the amount of \$109,969,101 and total expenses incurred in the amount of \$104,790,971 resulting in a net operating profit of \$5,178,131.

- Fixed route, Vanpool, and Neighbor Link services resulted in an operating profit of \$5,098,674 for the eleven months of the fiscal year.
- Paratransit services resulted in a profit of \$79,457 for the eleven months of the fiscal year.

Fixed Route Operations:

The year-to-date Operating Revenues are 91% of the budgeted amount as of August 2016. Customer fares are 11% lower than the budgeted amount year-to-date due to a decrease in ridership and low gas prices.

Advertising revenue is 120% of the amount budgeted for the month of August 2016 due to a true up in revenues over the guaranteed amount. Advertising year-to-date is 14% lower than the budgeted amount; moreover, advertising is down on a national average, but the guaranteed revenue is being paid monthly. Actual revenues through August 31, 2016, for advertising on buses, shelters, and in-kind (trade) transactions are \$1,080,588, \$507,539, 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 August 2016, LYNX locked in eighty-one percent (81%) of the total monthly purchases, resulting in the cap (LYNX locked) prices higher than the future (float) prices. At this time, LYNX is 29% under budget year-to-date. In the month of August LYNX paid an average price of \$1.56 (net) per gallon for diesel fuel and \$1.37 (net) per gallon for bio-diesel, plus fuel hedging losses which is lower than the budgeted price per gallon of \$2.24 (net). The national diesel fuel price for the month of August 2016 was \$2.01 (net).

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 6% and 11% respectively under budget due to various vacancies as of August 31, 2016. Other materials and supplies expenses are 11% under budget. Professional service expenses are 76% under budget due to various planning projects that did not commence in the current fiscal year. Expenditures associated with other services, contract maintenance and other miscellaneous expenses are less than budgeted, with the exception of Taxes and Licensing. This account will be well under budget for fiscal year-end once the IRS Tax rebate for CNG is received.

Paratransit Operations:

Paratransit’s operational profit is currently \$79,547. Contract Services are on target at 100% of budgeted amount. The year-to-date cost of unleaded fuel is 30% lower than budgeted. During the month of August 2016, LYNX locked in thirty seven percent (37%) of the total monthly purchases, resulting in cap (LYNX locked) prices higher than the future (float) prices. The fuel is budgeted at a net price of \$2.37 (net) per gallon in the FY2016 budget. LYNX is currently paying \$1.52 (net) per gallon. The national unleaded fuel price for the month of August 2016 was \$1.95 (net). An analysis of year-to-date purchased transportation trips and costs is as follows:

ACCESS LYNX			
FY2016	Trips (Year-to-Date)	Blended Trip Rate	Costs
Actual (with est.)	464,110	\$29.87	\$13,861,121
Budget (rounding)	453,939	\$27.86	\$12,645,334
Trips / Costs Over (Under) Budget	10,171	\$2.01	\$1,275,788

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
BALANCE SHEETS
August 31, 2016 and 2015
(UNAUDITED)

	2016	2015
ASSETS		
CURRENT ASSETS:		
Cash and cash equivalents	\$ 30,334,628	41,944,916
Receivables:		
Local, trade and operating assistance	6,365,619	5,177,861
Federal grants	13,961,732	9,222,316
State grants	6,678,424	5,343,470
Inventory	1,861,434	2,132,065
State fuel tax refund	138,550	182,589
Prepaid expenses and other assets	706,196	520,946
	60,046,582	64,524,163
NONCURRENT ASSETS:		
Restricted cash and cash equivalents	14,870,333	2,236,014
Property and equipment:		
Land	8,161,465	8,571,465
Buildings and shelters	93,606,716	96,500,763
BRT Roadway	6,522,100	6,400,454
Revenue vehicles	158,149,257	155,345,474
Furniture, Fixtures & Equipment	39,771,357	37,078,958
Leasehold improvements	205,476	110,109
Total property and equipment	306,416,371	304,007,223
Less: accumulated depreciation	(168,504,434)	(170,900,236)
Construction in progress	23,701,510	12,832,384
Net property and equipment	161,613,448	145,939,371
Other assets	6,283,485	234,450
Total noncurrent assets	182,767,266	148,409,835
TOTAL ASSETS	242,813,848	212,933,998
DEFERRED OUTFLOW OF RESOURCES		
Pension Contributions	3,315,057	
Accumulated decrease in fair value of fuel hedge instrument	821,949	828,151
	4,137,006	828,151

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
BALANCE SHEETS
August 31, 2016 and 2015
(UNAUDITED)

	<u>2016</u>	<u>2015</u>
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES:		
Accounts payable	\$ 14,626,063	10,014,397
Accrued salaries and related taxes	1,485,684	1,101,455
Accrued compensated absences, current	4,170,615	3,967,050
Accrued self-insurance liability, current	2,097,048	2,103,398
Leases payable, current	330,123	-
Loans payable, current	813,225	797,282
Unearned operating revenue	5,906,520	5,527,069
Unearned capital	4,276,975	4,014,763
Derivative instrument - fuel hedge	821,949	828,151
Total current liabilities	<u>34,528,201</u>	<u>28,353,565</u>
NONCURRENT LIABILITIES:		
Leases payable, long-term	4,440,501	-
Loans payable	-	813,225
Net OPEB Obligation	1,683,525	1,424,525
Accrued compensated absences, long-term	538,035	523,380
Accrued self-insurance liability, long-term	2,676,165	3,699,104
Total noncurrent liabilities	<u>9,338,226</u>	<u>6,460,234</u>
Total liabilities	<u>43,866,427</u>	<u>34,813,799</u>
DEFERRED INFLOW OF RESOURCES		
Pension Contributions	1,318,794	-
Accumulated increase in fair value of fuel hedge instrument	-	-
	<u>1,318,794</u>	<u>-</u>
NET POSITION:		
Invested in capital assets, net of related debt	153,394,554	142,740,007
Restricted	-	-
Unrestricted	48,371,080	36,208,343
Total net position	<u>201,765,634</u>	<u>178,948,350</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 245,632,060</u>	<u>\$ 213,762,149</u>

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF AUGUST 2016 AND THE ELEVEN MONTHS ENDED AUGUST 31, 2016
(UNAUDITED)

	Year to Date			Month of August		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 27,001,069	24,411,880	90%	\$ 2,455,066	\$ 2,236,464	91%
Contract Services:						
Local Financial Assistance	12,943,270	12,191,478	94%	1,176,661	1,156,637	98%
Other Contractual Services	3,427,330	3,624,255		311,575	362,227	
Advertising	1,906,667	1,672,791	88%	173,333	207,267	120%
Other Operating Income	390,903	357,794	92%	35,537	20,772	58%
Total Operating Revenues	<u>45,669,238</u>	<u>42,258,198</u>	93%	<u>4,152,172</u>	<u>3,983,366</u>	96%
NONOPERATING REVENUES						
Operating assistance grants:						
State of Florida	9,493,934	9,417,588	99%	863,085	856,144	99%
Local	42,584,552	42,642,743	100%	3,873,958	3,869,726	100%
Planning and other assistance grants:						
Federal - Other	15,247,875	13,046,709	86%	1,398,841	1,274,544	91%
State of Florida - Other	3,123,347	2,502,250	80%	291,987	246,556	84%
Local Matching - Other	-	5,815	N/A	-	4,498	N/A
Interest Income	33,379	34,180	102%	3,034	8,568	282%
Gain / (Loss) on Sale of Assets	-	61,618	N/A	-	(11,770)	N/A
Total Nonoperating Revenues	<u>70,483,086</u>	<u>67,710,903</u>	96%	<u>6,430,906</u>	<u>6,248,266</u>	97%
Total Revenues	<u>116,152,324</u>	<u>109,969,101</u>	95%	<u>10,583,078</u>	<u>10,231,633</u>	97%
OPERATING EXPENSES						
Salaries and Wages	42,757,476	40,240,025	94%	3,887,043	3,864,636	99%
Fringe Benefits	24,407,199	21,691,828	89%	2,218,836	2,027,711	91%
Purchased Transportation Services	15,106,874	16,025,072	106%	1,387,898	1,461,148	105%
Fuel	12,438,315	8,812,408	71%	1,130,756	877,018	78%
Other Materials and Supplies	7,593,706	6,749,270	89%	690,337	629,261	91%
Professional Services	4,079,153	1,391,546	34%	380,062	229,782	60%
Other Services	5,296,378	4,634,502	88%	481,489	588,696	122%
Lease and Miscellaneous Expenses	1,088,544	1,004,502	92%	98,959	74,056	75%
Casualty and Liability Insurance	2,044,621	2,445,260	120%	185,875	348,874	188%
Utilities	1,333,357	1,192,410	89%	121,214	111,355	92%
Taxes and Licenses	415,776	490,868	118%	36,938	(8,166)	-22%
Interest Expense	113,921	113,278	99%	10,356	10,484	101%
Total Operating Expenses	<u>116,675,320</u>	<u>104,790,971</u>	90%	<u>10,629,763</u>	<u>10,214,854</u>	96%
OPERATING GAIN / (LOSS)	<u>\$ (522,996)</u>	<u>\$ 5,178,131</u>	N/A	<u>\$ (46,686)</u>	<u>\$ 16,779</u>	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
FIXED-ROUTE, VANPOOL AND NEIGHORLINK SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF AUGUST 2016 AND THE ELEVEN MONTHS ENDED AUGUST 31, 2016
(UNAUDITED)

	Year to Date			Month of August		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 25,511,563	\$ 22,644,008	89%	\$ 2,319,656	\$ 2,071,157	89%
Contract Services:						
Local Financial Assistance	12,943,270	12,191,478	94%	1,176,661	1,156,637	98%
Other Contractual Services	-	104,922	N/A	-	5,972	N/A
Advertising	1,906,667	1,672,791	88%	173,333	207,267	120%
Other Operating Income	390,903	357,794	92%	35,537	20,772	58%
Total Operating Revenues	<u>40,752,403</u>	<u>36,970,992</u>	91%	<u>3,705,187</u>	<u>3,461,804</u>	93%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	-	-	N/A	-	-	
State of Florida	9,493,934	9,417,588	99%	863,085	856,144	99%
Local	34,310,301	34,368,488	100%	3,121,753	3,117,521	100%
Planning and other assistance grants:						
Federal - Other	12,048,327	9,952,135	83%	1,099,121	869,663	79%
State of Florida - Other	3,077,514	2,502,250	81%	287,820	246,556	86%
Local Matching - Other	-	5,815	N/A	-	4,498	N/A
Interest Income	33,379	34,180	102%	3,034	8,568	282%
Gain / (Loss) on the Sale of Assets	-	61,618	N/A	-	(11,770)	N/A
Total Nonoperating Revenues	<u>58,963,454</u>	<u>56,342,074</u>	96%	<u>5,374,814</u>	<u>5,091,180</u>	95%
Total Revenues	<u>99,715,857</u>	<u>93,313,066</u>	94%	<u>9,080,001</u>	<u>8,552,985</u>	94%
OPERATING EXPENSES						
Salaries and Wages	42,377,462	39,891,951	94%	3,852,497	3,832,323	99%
Fringe Benefits	24,160,125	21,454,756	89%	2,196,375	2,003,617	91%
Purchased Transportation Services	2,268,098	2,084,650	92%	211,884	201,923	95%
Fuel	10,100,831	7,181,921	71%	918,257	699,658	76%
Other Materials and Supplies	7,575,886	6,739,006	89%	688,717	629,261	91%
Professional Services	3,840,637	1,288,579	34%	358,379	211,482	59%
Other Services	5,067,041	4,443,535	88%	460,640	569,930	124%
Lease and Miscellaneous Expenses	1,083,045	1,002,892	93%	98,459	74,056	75%
Casualty and Liability Insurance	2,044,621	2,445,260	120%	185,875	348,874	188%
Utilities	1,285,443	1,146,833	89%	116,858	106,573	91%
Taxes and Licenses	351,840	421,731	120%	31,126	(15,431)	-50%
Interest Expense	113,921	113,278	99%	10,356	10,484	101%
Total Operating Expenses	<u>100,268,949</u>	<u>88,214,393</u>	88%	<u>9,129,422</u>	<u>8,672,750</u>	95%
OPERATING GAIN / (LOSS)	<u>\$ (553,092)</u>	<u>\$ 5,098,673</u>	N/A	<u>\$ (49,422)</u>	<u>\$ (119,766)</u>	N/A

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PARATRANSIT SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF AUGUST 2016 AND THE ELEVEN MONTHS ENDED AUGUST 31, 2016
(UNAUDITED)**

	Year to Date			Month of August		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 1,489,506	\$ 1,767,872	119%	\$ 135,410	\$ 165,308	122%
Contract Services:						
Local Financial Assistance	-	-	N/A	-	-	N/A
Other Contractual Services	3,427,330	3,519,334	103%	311,575	356,255	114%
Advertising	-	-	N/A	-	-	N/A
Other Operating Income	-	-	N/A	-	-	N/A
Total Operating Revenues	<u>4,916,835</u>	<u>5,287,206</u>	108%	<u>446,985</u>	<u>521,563</u>	117%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	-	-	N/A	-	-	N/A
State of Florida	-	-	N/A	-	-	N/A
Local	8,274,251	8,274,255	100%	752,205	752,205	100%
Planning and other assistance grants:						
Federal - Other	3,199,547	3,094,575	97%	299,721	404,881	135%
State of Florida - Other	45,833	-	N/A	4,167	-	N/A
Local Matching - Other	-	-	N/A	-	-	N/A
Interest Income	-	-	N/A	-	-	N/A
Gain / (Loss) on the Sale of Assets	-	-	N/A	-	-	N/A
Total Nonoperating Revenues	<u>11,519,632</u>	<u>11,368,830</u>	99%	<u>1,056,092</u>	<u>1,157,086</u>	110%
Total Revenues	<u>16,436,467</u>	<u>16,656,035</u>	101%	<u>1,503,077</u>	<u>1,678,649</u>	112%
OPERATING EXPENSES						
Salaries and Wages	380,014	348,074	92%	34,547	32,313	94%
Fringe Benefits	247,074	237,072	96%	22,461	24,094	107%
Purchased Transportation Services	12,838,776	13,940,422	109%	1,176,014	1,259,225	107%
Fuel	2,337,484	1,630,487	70%	212,499	177,360	83%
Other Materials and Supplies	17,820	10,264	58%	1,620	-	0%
Professional Services	238,517	102,968	43%	21,683	18,300	84%
Other Services	229,337	190,967	83%	20,849	18,766	90%
Lease and Miscellaneous Expenses	5,499	1,609	29%	500	-	0%
Casualty and Liability Insurance	-	-	N/A	-	-	N/A
Utilities	47,914	45,577	95%	4,356	4,782	110%
Taxes and Licenses	63,936	69,137	108%	5,812	7,265	125%
Interest Expense	-	-	N/A	-	-	N/A
Total Operating Expenses	<u>16,406,371</u>	<u>16,576,578</u>	101%	<u>1,500,341</u>	<u>1,542,104</u>	103%
OPERATING GAIN / (LOSS)	<u>\$ 30,096</u>	<u>\$ 79,457</u>	N/A	<u>\$ 2,736</u>	<u>\$ 136,545</u>	N/A

Monthly Report B: Monthly Financial Report

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6100

Item Name: Monthly Financial Report - Preliminary September 30, 2016

Date: 11/10/2016

Please find attached the preliminary monthly financial report for the twelve months ending September 30, 2016. LYNX' Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the twelve months ending September 30, 2016 reflect total revenue earned in the amount of \$120,116,314 and total expenses incurred in the amount of \$114,852,176 resulting in a net operating profit of \$5,264,138.

- Fixed route, Vanpool, and Neighbor Link services resulted in an operating profit of \$5,451,918 for the twelve months of the fiscal year.
- Paratransit services resulted in a loss of (\$187,780) for the twelve months of the fiscal year.

Fixed Route Operations:

The year-to-date Operating Revenues are 91% of the budgeted amount as of September 2016. Customer fares are 11% or \$3,135,431 lower than the budgeted amount year-to-date due to a decrease in ridership as of result of lower gas prices.

Advertising revenue is 86% of the amount budgeted for the month of September 2016 due to a true up in revenues over the guaranteed amount. Advertising year-to-date is 12% lower than the budgeted amount; moreover, advertising is down on a national average, but the guaranteed revenue is being paid monthly. Actual revenues through September 30, 2016, for advertising on buses, shelters, and in-kind (trade) transactions are \$1,179,153, \$555,621, 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 September 2016, LYNX locked in eighty-six percent (86%) of the total monthly purchases, resulting in the cap (LYNX locked) prices higher than the future (float) prices. At this time, LYNX is 28% or \$3,123,513 under budget year-to-date. In the month of September LYNX paid an average price of \$1.58 (net) per gallon for diesel fuel and \$1.36 (net) per gallon for bio-diesel, plus fuel hedging losses which is lower than the budgeted price per gallon of \$2.24 (net). The national diesel fuel price for the month of September 2016 was \$2.05 (net).

LYNX' staff proactively seeks ways to maximize operational efficiencies and improve services. As a result, fixed route operating expenses for salaries and fringe benefits are 6% and 11% respectively under budget or \$5,714,111 due to various vacancies as of September 30, 2016. Other materials and supplies expenses are 11% or \$945,716 under budget. Professional service expenses are 69% or \$3,701,447 under budget due to various planning projects that did not commence in the current fiscal year. Expenditures associated with other services, contract maintenance and other miscellaneous expenses are less than budget, with the exception of Taxes and Licensing. This account will be well under budget for fiscal year-end once the IRS Tax rebate in the amount of \$109,641 for CNG is received.

Paratransit Operations:

Paratransit's operational loss for the year is currently (\$187,780). Contract Services are on target at 104% of budgeted amount. The year-to-date cost of unleaded fuel is 29% or \$745,616 lower than budget. During the month of September 2016, LYNX locked in thirty nine percent (39%) of the total monthly purchases, resulting in cap (LYNX locked) prices higher than the future (float) prices. The fuel is budgeted at a net price of \$2.37 (net) per gallon in the FY2016 budget. LYNX is currently paying \$1.48 (net) per gallon. The national unleaded fuel price for the month of September 2016 was \$1.99 (net). An analysis of year-to-date purchased transportation trips and costs is as follows:

ACCESS LYNX			
FY2016	Trips (Year-to-Date)	Blended Trip Rate	Costs
Actual (with est.)	513,876	\$29.97	\$15,402,842
Budget (rounding)	503,043	\$27.86	\$13,794,910
Trips / Costs Over (Under) Budget	10,833	\$2.11	\$1,607,932

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PRELIMINARY
BALANCE SHEETS
September 30, 2016 and 2015
(UNAUDITED)

	2016	2015
ASSETS		
CURRENT ASSETS:		
Cash and cash equivalents	\$ 37,763,340	44,995,294
Receivables:		
Local, trade and operating assistance	2,707,950	6,491,239
Federal grants	16,685,721	4,499,675
State grants	7,045,586	6,347,377
Inventory	1,843,272	2,036,447
State fuel tax refund	143,881	143,819
Prepaid expenses and other assets	503,231	355,183
	66,692,981	64,869,034
NONCURRENT ASSETS:		
Restricted cash and cash equivalents	6,479,347	2,236,150
Property and equipment:		
Land	8,161,465	8,571,465
Buildings and shelters	93,606,716	96,500,763
BRT Roadway	6,522,100	6,400,454
Revenue vehicles	161,304,570	156,522,824
Furniture, Fixtures & Equipment	39,813,824	37,118,747
Leasehold improvements	205,476	110,109
Total property and equipment	309,614,151	305,224,362
Less: accumulated depreciation	(170,644,053)	(173,064,331)
Construction in progress	24,290,666	12,881,233
Net property and equipment	163,260,764	145,041,264
Net Pension asset	6,283,485	234,450
Total noncurrent assets	176,023,596	147,511,864
TOTAL ASSETS	242,716,577	212,380,898
DEFERRED OUTFLOW OF RESOURCES		
Pension Contributions	3,315,057	
Accumulated decrease in fair value of fuel hedge instrument	821,949	828,151
	4,137,006	828,151

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PRELIMINARY
BALANCE SHEETS
September 30, 2016 and 2015
(UNAUDITED)

	2016	2015
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES:		
Accounts payable	\$ 17,751,427	9,640,182
Accrued salaries and related taxes	1,706,296	1,207,675
Accrued compensated absences, current	4,170,615	3,967,050
Accrued self-insurance liability, current	2,097,048	2,103,398
Leases payable, current	330,123	-
Loans payable, current	813,225	797,282
Unearned operating revenue	956,624	5,120,955
Unearned capital	4,050,060	4,582,081
Derivative instrument - fuel hedge	821,949	828,151
Total current liabilities	32,697,367	28,246,774
NONCURRENT LIABILITIES:		
Leases payable, long-term	4,440,501	-
Loans payable	-	813,225
Net OPEB Obligation	1,683,525	1,424,525
Accrued compensated absences, long-term	538,035	523,380
Accrued self-insurance liability, long-term	2,676,165	3,699,104
Total noncurrent liabilities	9,338,226	6,460,234
Total liabilities	42,035,593	34,707,008
DEFERRED INFLOW OF RESOURCES		
Pension Contributions	1,318,794	-
Accumulated increase in fair value of fuel hedge instrument	-	-
	1,318,794	-
NET POSITION:		
Invested in capital assets, net of related debt	155,042,109	141,795,221
Restricted	-	-
Unrestricted	48,457,087	36,706,820
Total net position	203,499,196	178,502,041
TOTAL LIABILITIES AND NET POSITION	\$ 245,534,789	\$ 213,209,049

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PRELIMINARY
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF SEPTEMBER 2016 AND THE TWELVE MONTHS ENDED SEPTEMBER 30, 2016
(UNAUDITED)

	Year to Date			Month of September		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 29,459,809	26,650,814	90%	\$ 2,458,740	\$ 2,238,934	91%
Contract Services:						
Local Financial Assistance	14,149,173	13,389,064	95%	1,205,903	1,197,586	99%
Other Contractual Services	3,738,905	3,992,120		311,575	367,864	
Advertising	2,080,000	1,821,939	88%	173,333	149,148	86%
Other Operating Income	426,439	373,687	88%	35,536	15,893	45%
Total Operating Revenues	<u>49,854,326</u>	<u>46,227,623</u>	93%	<u>4,185,088</u>	<u>3,969,425</u>	95%
NONOPERATING REVENUES						
Operating assistance grants:						
State of Florida	10,357,019	10,273,732	99%	863,085	856,144	99%
Local	46,458,510	46,543,246	100%	3,873,958	3,900,503	101%
Planning and other assistance grants:						
Federal - Other	16,646,716	14,218,087	85%	1,398,841	1,171,378	84%
State of Florida - Other	3,590,334	2,740,109	76%	466,987	237,859	51%
Local Matching - Other	1,095,000	5,961	N/A	1,095,000	147	N/A
Interest Income	36,413	43,206	119%	3,034	9,026	297%
Gain / (Loss) on Sale of Assets	-	64,349	N/A	-	2,730	N/A
Total Nonoperating Revenues	<u>78,183,992</u>	<u>73,888,691</u>	95%	<u>7,700,906</u>	<u>6,177,788</u>	80%
Total Revenues	<u>128,038,318</u>	<u>120,116,314</u>	94%	<u>11,885,994</u>	<u>10,147,213</u>	85%
OPERATING EXPENSES						
Salaries and Wages	46,681,735	43,845,582	94%	3,924,259	3,605,558	92%
Fringe Benefits	26,621,735	23,739,069	89%	2,214,536	2,047,241	92%
Purchased Transportation Services	16,494,772	17,759,478	108%	1,387,898	1,734,406	125%
Fuel	13,569,071	9,699,943	71%	1,130,756	887,535	78%
Other Materials and Supplies	8,284,043	7,334,165	89%	690,337	584,894	85%
Professional Services	5,593,005	1,761,362	31%	1,513,852	369,816	24%
Other Services	5,727,861	5,096,851	89%	431,483	462,349	107%
Lease and Miscellaneous Expenses	1,187,502	1,086,657	92%	98,958	82,155	83%
Casualty and Liability Insurance	2,416,712	2,562,054	106%	372,091	116,794	31%
Utilities	1,454,571	1,313,794	90%	121,214	121,383	100%
Taxes and Licenses	454,605	529,459	116%	38,829	38,591	99%
Interest Expense	124,277	123,762	100%	10,356	10,484	101%
Total Operating Expenses	<u>128,609,889</u>	<u>114,852,176</u>	89%	<u>11,934,569</u>	<u>10,061,205</u>	84%
OPERATING GAIN / (LOSS)	<u>\$ (571,571)</u>	<u>\$ 5,264,138</u>	N/A	<u>\$ (48,575)</u>	<u>\$ 86,007</u>	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PRELIMINARY
FIXED-ROUTE, VANPOOL AND NEIGHBORLINK SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF SEPTEMBER 2016 AND THE TWELVE MONTHS ENDED SEPTEMBER 30, 2016
(UNAUDITED)

	Year to Date			Month of September		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 27,834,894	\$ 24,699,463	89%	\$ 2,323,331	\$ 2,055,456	88%
Contract Services:						
Local Financial Assistance	14,149,173	13,389,064	95%	1,205,903	1,197,586	99%
Other Contractual Services	-	115,696	N/A	0	10,774	N/A
Advertising	2,080,000	1,821,939	88%	173,333	149,148	86%
Other Operating Income	426,439	373,687	88%	35,536	15,893	45%
Total Operating Revenues	<u>44,490,506</u>	<u>40,399,849</u>	91%	<u>3,738,103</u>	<u>3,428,857</u>	92%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	-	-	N/A	-	-	
State of Florida	10,357,019	10,273,732	99%	863,085	856,144	99%
Local	37,432,054	37,516,790	100%	3,121,753	3,148,302	101%
Planning and other assistance grants:						
Federal - Other	13,147,448	10,845,196	82%	1,099,121	893,061	81%
State of Florida - Other	3,540,334	2,740,109	77%	462,820	237,859	51%
Local Matching - Other	1,095,000	5,961	N/A	1,095,000	147	N/A
Interest Income	36,413	43,206	119%	3,034	9,026	297%
Gain / (Loss) on the Sale of Assets	-	64,349	N/A	-	2,730	N/A
Total Nonoperating Revenues	<u>65,608,268</u>	<u>61,489,343</u>	94%	<u>6,644,814</u>	<u>5,147,270</u>	77%
Total Revenues	<u>110,098,774</u>	<u>101,889,192</u>	93%	<u>10,382,917</u>	<u>8,576,127</u>	83%
OPERATING EXPENSES						
Salaries and Wages	46,276,775	43,463,640	94%	3,899,313	3,571,689	92%
Fringe Benefits	26,355,199	23,484,223	89%	2,195,074	2,029,467	92%
Purchased Transportation Services	2,479,982	2,263,179	91%	211,884	178,529	84%
Fuel	11,019,088	7,895,575	72%	918,257	713,654	78%
Other Materials and Supplies	8,264,603	7,319,049	89%	688,717	580,043	84%
Professional Services	5,332,805	1,631,358	31%	1,492,168	342,780	23%
Other Services	5,477,675	4,887,118	89%	410,634	443,583	108%
Lease and Miscellaneous Expenses	1,181,503	1,085,047	92%	98,458	82,155	83%
Casualty and Liability Insurance	2,416,712	2,562,054	106%	372,091	116,794	31%
Utilities	1,402,301	1,266,700	90%	116,858	119,867	103%
Taxes and Licenses	384,857	455,565	118%	33,017	33,835	102%
Interest Expense	124,277	123,762	100%	10,356	10,484	101%
Total Operating Expenses	<u>110,715,777</u>	<u>96,437,274</u>	87%	<u>10,446,828</u>	<u>8,222,881</u>	79%
OPERATING GAIN / (LOSS)	<u>\$ (617,003)</u>	<u>\$ 5,451,918</u>	N/A	<u>\$ (63,911)</u>	<u>\$ 353,246</u>	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PRELIMINARY
PARATRANSIT SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF SEPTEMBER 2016 AND THE TWELVE MONTHS ENDED SEPTEMBER 30, 2016
(UNAUDITED)

	Year to Date			Month of September		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 1,624,915	\$ 1,951,350	120%	\$ 135,409	\$ 183,479	135%
Contract Services:						
Local Financial Assistance	-	-	N/A	-	-	N/A
Other Contractual Services	3,738,905	3,876,424	104%	311,575	357,090	115%
Advertising	-	-	N/A	-	-	N/A
Other Operating Income	-	-	N/A	-	-	N/A
Total Operating Revenues	<u>5,363,820</u>	<u>5,827,774</u>	109%	<u>446,985</u>	<u>540,569</u>	121%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	-	-	N/A	-	-	N/A
State of Florida	-	-	N/A	-	-	N/A
Local	9,026,456	9,026,456	100%	752,205	752,201	100%
Planning and other assistance grants:						
Federal - Other	3,499,268	3,372,892	96%	299,721	278,317	93%
State of Florida - Other	50,000	-	N/A	4,167	-	N/A
Local Matching - Other	-	-	N/A	-	-	N/A
Interest Income	-	-	N/A	-	-	N/A
Gain / (Loss) on the Sale of Assets	-	-	N/A	-	-	N/A
Total Nonoperating Revenues	<u>12,575,724</u>	<u>12,399,348</u>	99%	<u>1,056,092</u>	<u>1,030,518</u>	98%
Total Revenues	<u>17,939,544</u>	<u>18,227,122</u>	102%	<u>1,503,077</u>	<u>1,571,087</u>	105%
OPERATING EXPENSES						
Salaries and Wages	404,960	381,943	94%	24,946	33,868	136%
Fringe Benefits	266,536	254,846	96%	19,462	17,774	91%
Purchased Transportation Services	14,014,790	15,496,299	111%	1,176,014	1,555,877	132%
Fuel	2,549,983	1,804,368	71%	212,499	173,881	82%
Other Materials and Supplies	19,440	15,115	78%	1,620	4,851	299%
Professional Services	260,200	130,004	50%	21,683	27,036	125%
Other Services	250,186	209,733	84%	20,849	18,766	90%
Lease and Miscellaneous Expenses	5,999	1,609	27%	500	-	0%
Casualty and Liability Insurance	-	-	N/A	-	-	N/A
Utilities	52,270	47,093	90%	4,356	1,516	35%
Taxes and Licenses	69,748	73,893	106%	5,812	4,756	82%
Interest Expense	-	-	N/A	-	-	N/A
Total Operating Expenses	<u>17,894,112</u>	<u>18,414,902</u>	103%	<u>1,487,741</u>	<u>1,838,324</u>	124%
OPERATING GAIN / (LOSS)	<u>\$ 45,432</u>	<u>\$ (187,780)</u>	N/A	<u>\$ 15,336</u>	<u>\$ (267,238)</u>	N/A

Monthly Report C: Business Development Report

To: LYNX Board of Directors

From: Matthew Friedman
 DIRECTOR OF MARKETING COMM
Janet Amador
 (Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Business Development Report: August - September 2016

Date: 11/10/2016

Advertising Sales

ADVERTISING SALES	AUGUST 2016	SEPTEMBER 2016
Advertising Sales Revenue	\$ 163,305	\$ 158,323
Net Revenue to LYNX Fiscal Year to Date	\$1,503,551	\$1,661,874

Vanpool Outreach Events and Meetings

- August 30 - Swan and Dolphin Wellness Fair 2016 (Outreach Event)

Commuter Services

Commuter Vanpool		
Vanpools	Aug-16	Sep-16
Vanpool Participants	839	839
Total Revenue Miles YTD	2,106,886	2,430,330
New Vanpools	4	9
Returned Vanpools	2	4
Current Vans in Service	152	157
Pending Vanpool Interest	Veterans Affairs (10)	Veterans Affairs (10)
	Coleman Prison (1)	Coleman Prison (1)
	Sea World (4)	Sea World (4)
	Lockheed Martin (3)	Lockheed Martin (3)
	TSA (2)	TSA (2)
	PEO STRI (2)	PEO STRI (2)
	Department of Defense (1)	Department of Defense (1)
Phone Inquiries	49	45

*Estimated Numbers

Monthly Report D: Ridership Report

To: LYNX Board of Directors

From: **Douglas Robinson**
 DIRECTOR OF PLAN & DEVELOP
Antonio Pimpinella
 (Technical Contact)
BRUCE DETWEILER
 (Technical Contact)

Phone: 407.841.2279 ext: 6078

Item Name: Ridership Report - August 2016

Date: 11/10/2016

YEAR TO DATE (AUGUST 2016)

<i>Service Mode</i>	<i>Oct-Aug(FY2015)</i>	<i>Oct-Aug(FY2016)</i>	<i>% Change</i>
LYMMO (ORANGE LINE)	828,657	675,612	-18.47%
LYMMO (GRAPEFRUIT LINE)	449,665	440,082	-2.13%
LYMMO (LIME LINE)	-	50,167	N/A
LYMMO (CIRCULATOR)	-	31,714	N/A
REGULAR FIXED-ROUTE	24,581,089	22,809,101	-7.21%
NEIGHBORLINK	165,243	157,352	-4.78%
SUBTOTAL - FIXED, NL, + LYMMO	26,024,654	24,164,028	-7.15%
SPECIAL SHUTTLE	161,149	76,951	N/A
EXPRESS LINK 208	10,897	9,278	-14.86%
ACCESSLYNX	474,631	501,232	5.60%
VANPOOL	321,137	360,310	12.20%
SUBTOTAL - OTHER SERVICES	967,814	947,771	-2.07%
TOTAL ALL SERVICES	26,992,468	25,111,799	-6.97%

LYNX has readjusted the running times over the last two service changes on most of its Links to improve on-time performance and make better connections for our customers. As part of the regular service change process, LYNX uses recommendations from the Transit Development Plan (TDP) and the Comprehensive Operational Analysis (COA) to guide most service improvements and the timing for implementation.

During the August 2016 service change, LYNX introduced Link 320 (Avalon Parks Schools Connector) to serve East Colonial Drive, Avalon Park, Econ River High Charter School, Waterford Lakes.

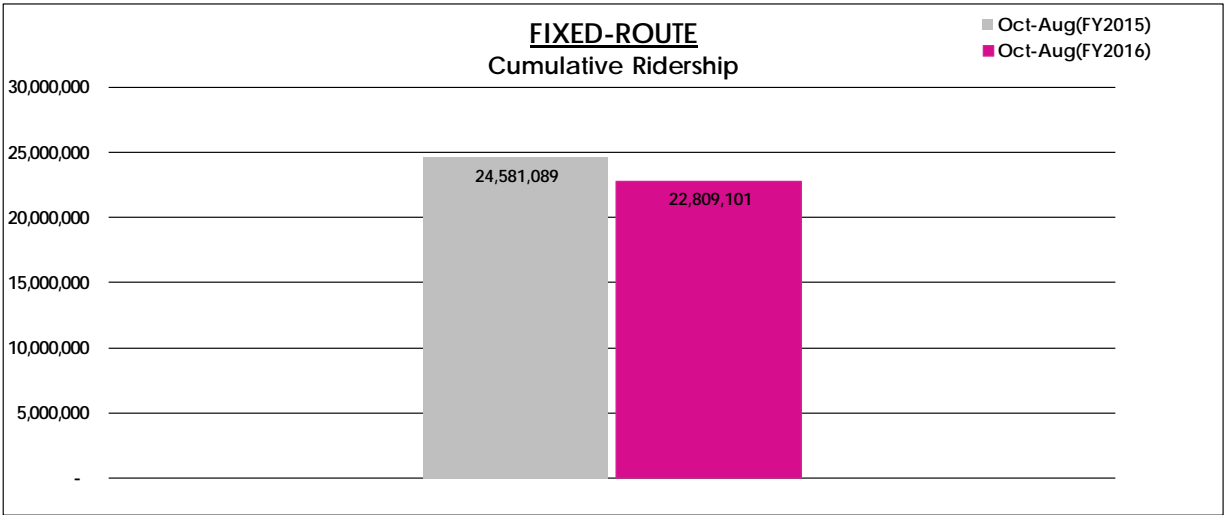
LYMMO: Through August 2016, total LYMMO ridership is down by more than six (6.32%) percent compared to last year this time. The drop in Orange Line ridership may still be related to riders not yet realizing that the Orange Line has been restored to its original alignment and that the North Quarter is now a separate line. Staff expects Orange Line ridership levels to gradually improve as riders realize headways have improved on the original Orange Line, since restoring the original alignment and creating a new separate Orange Line - North Quarter service. Staff will continue to promote and educate the public about the reinstatement of the original Orange Line - Downtown, and the creation of the Orange Line – North Quarter. Ridership on the Grapefruit Line was down by two (2.13%) percent through August over last year this same time.

NeighborLink: Ridership on the 13 NeighborLink services in August was 15,125 and 157,352 for the fiscal year through August 2016. This was 7,891 less riders than fiscal year 2015 through August 2015.

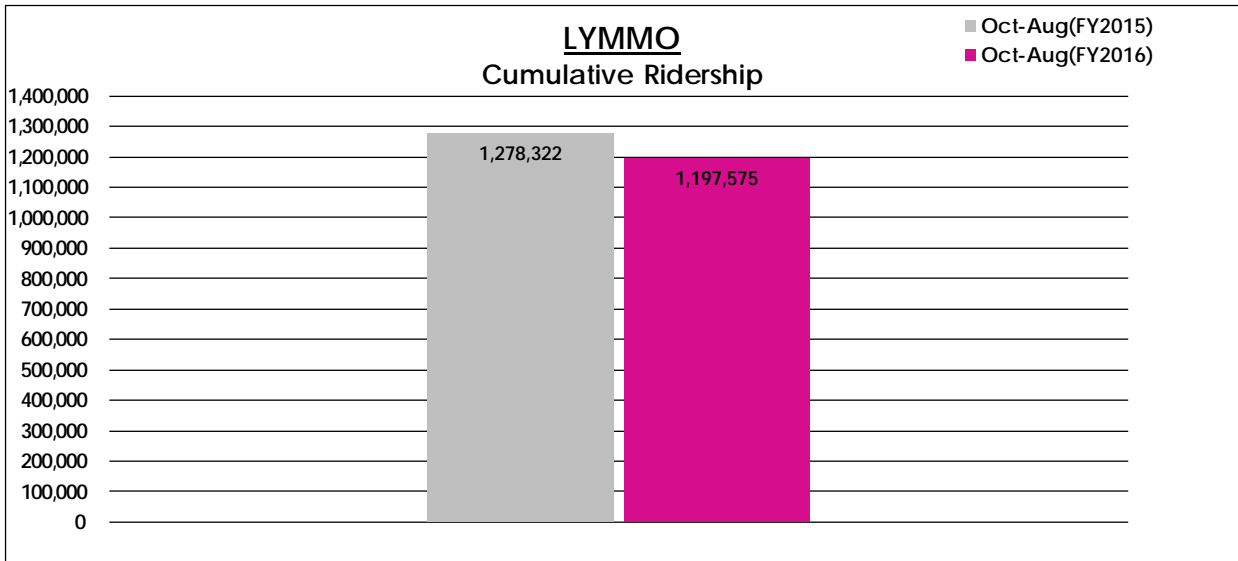
VanPool: The number of vanpools in service has increased over the last fiscal year giving LYNX a 12% increase in ridership so far this year.

Fixed-Route: Fixed route ridership continues to fall short of FY 2015 ridership by seven (7.21%) percent. Lower gas prices may be the primary reason for the decrease, but other factors may include the improving economy and customers shifting from LYNX services to SunRail for at least a portion of their weekday commute.

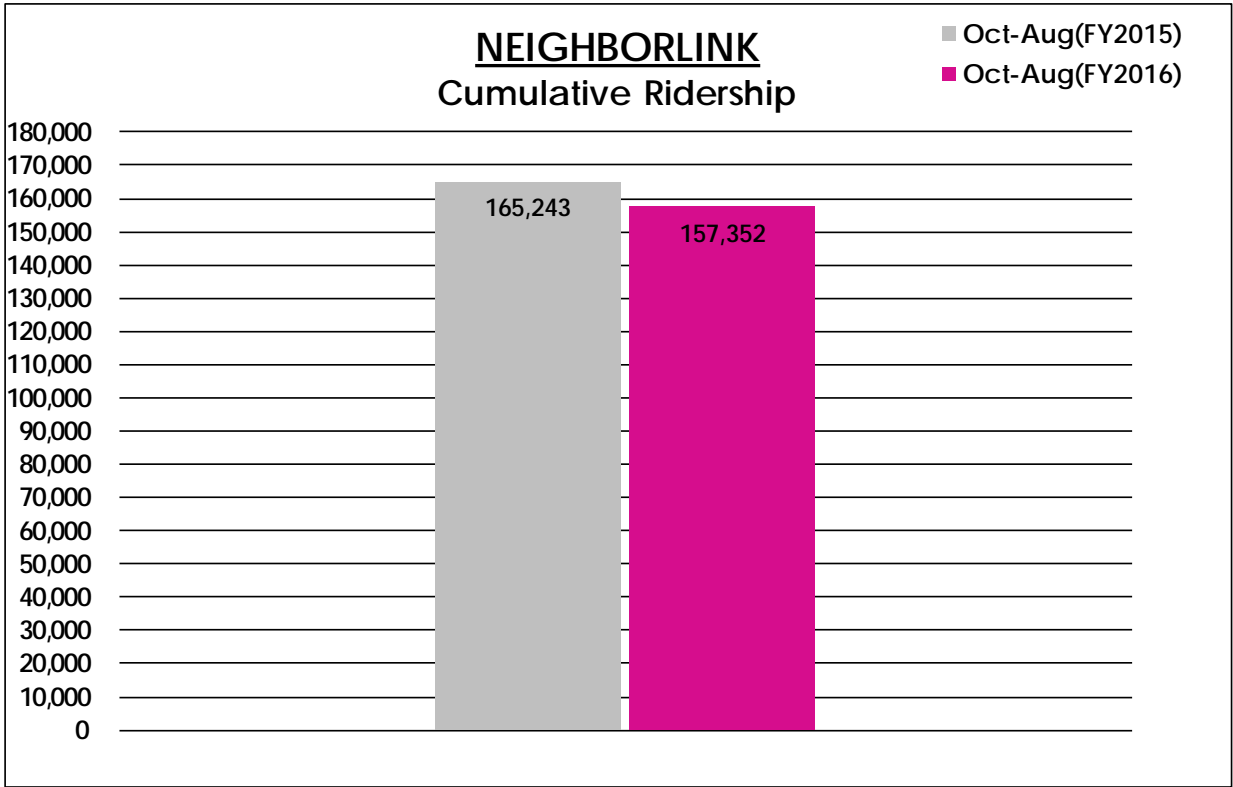
AccessLYNX: The recent decrease in AccessLYNX due to changes in Medicaid policies that occurred in 2014 and 2015 has ended. AccessLYNX ridership is up by five (5.6%) percent over fiscal year 2015 through August 2016.



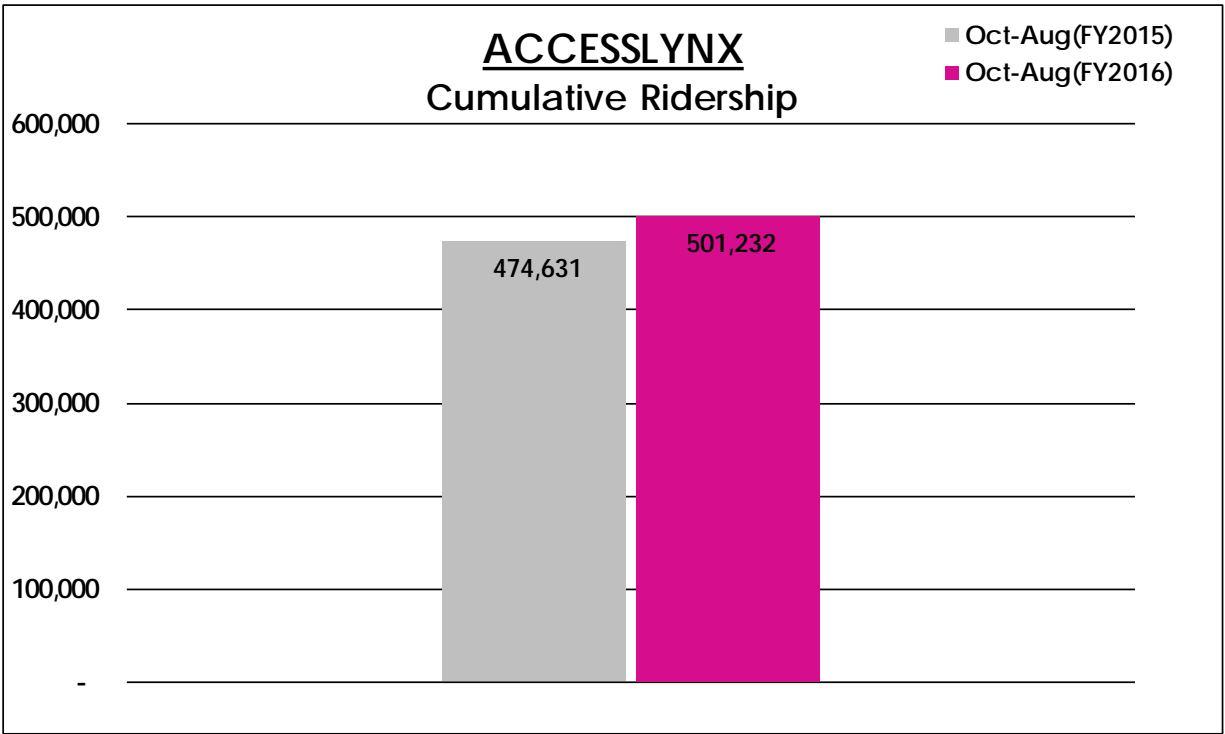
	FY TOTAL		Aug-15	Aug-16	Change
Oct-Aug(FY2015)	24,581,089				
Oct-Aug(FY2016)	22,809,101	Retail Gasoline Prices in Florida			
Change (%)	-7.21%	Source: U.S. Energy Info Administration	\$2.47	\$2.22	-10.43%



Service Mode	FY 2015	FY 2016	% Change
LYMMO (ORANGE - Downtown)	828,657	675,612	-18.47%
LYMMO (GRAPEFRUIT)	449,665	440,082	-2.13%
LYMMO (LIME)	-	50,167	N/A
LYMMO (N. QUARTER CIRCULATOR)	-	31,714	N/A
TOTAL	1,278,322	1,197,575	-6.32%

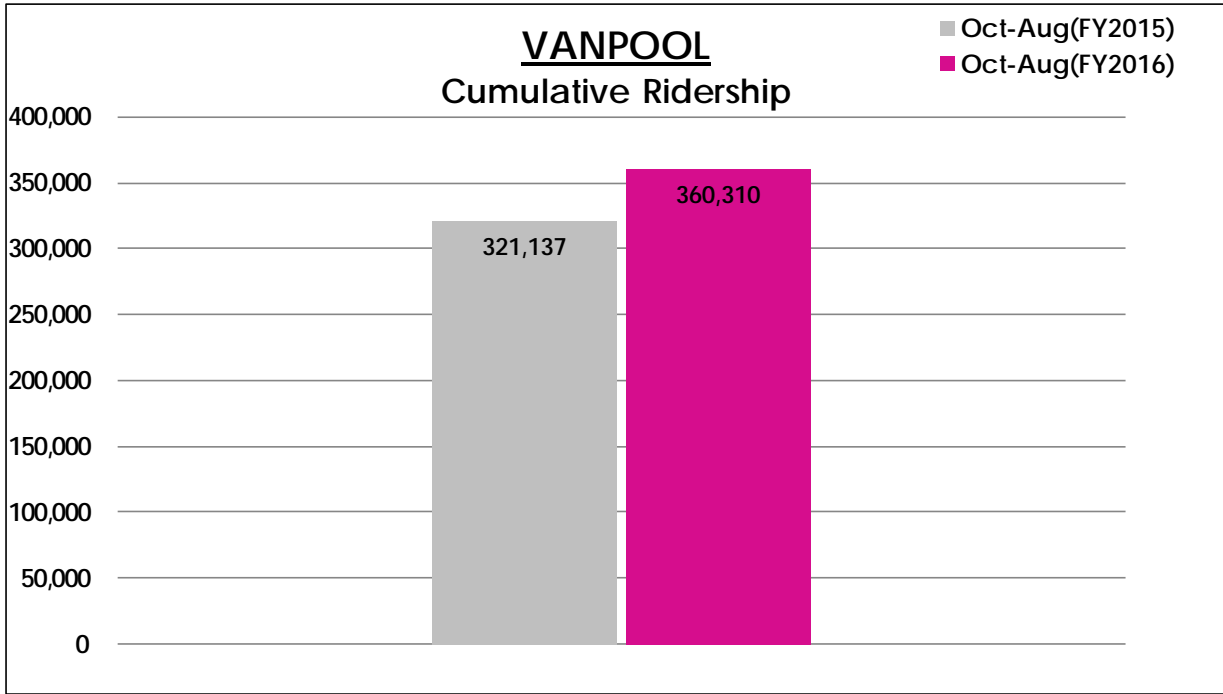


	FY TOTAL
Oct-Aug(FY2015)	165,243
Oct-Aug(FY2016)	157,352
Change (%)	-4.78%



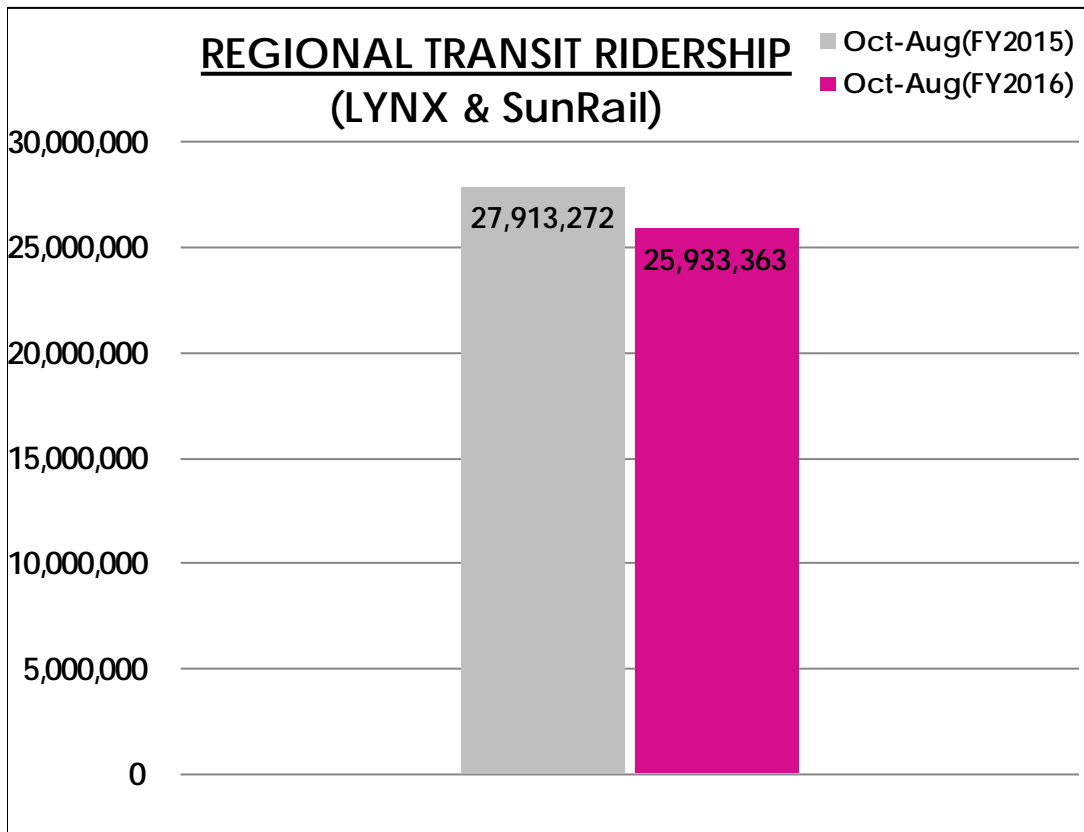
	FY TOTAL
Oct-Aug(FY2015)	474,631
Oct-Aug(FY2016)	501,232
Change (%)	5.60%

Dates	Medicaid Policy Changes
August 1, 2014	Medicaid clients living in nursing homes were no longer eligible.
October 1, 2014	All Medicaid recipients were switched to HMO.
March 1, 2015	Only transports Medicaid recipients who are eligible either through the Americans with Disabilities Act (ADA), Transportation Disadvantage (TD), or are 80 years and older.



	FY TOTAL
Oct-Aug(FY2015)	321,137
Oct-Aug(FY2016)	360,310
Change (%)	12.20%

<i>Vehicles Operated in Maximum Service</i>	<i>Aug-15</i>	<i>Aug-16</i>	<i>Change</i>
Vehicles Operated	129	152	17.83%



	FY TOTAL
Oct-Aug(FY2015)	27,913,272
Oct-Aug(FY2016)	25,933,363
Change (%)	-7.09%


SUNRAIL

SunRail Monthly Ridership by Station														
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16
Days of Operation	22	23	21	21	22	20	19	21	23	21	21	23	20	23
SunRail Station														
De Bary	11,425	9,209	7,907	8,447	8,253	9,665	7,412	8,937	11,165	8,772	8,370	9,460	8,560	8,853
Sanford	6,458	5,634	5,088	5,700	5,091	5,718	4,635	5,397	6,467	5,264	5,158	5,640	5,380	5,663
Lake Mary	8,193	7,045	6,278	6,654	6,551	7,613	5,624	6,497	7,854	6,546	6,678	7,662	6,466	7,411
Longwood	5,668	5,007	4,508	5,045	4,839	5,533	4,165	4,964	5,992	4,891	4,804	5,208	4,573	4,897
Altamonte Springs	5,610	4,833	4,811	5,154	4,799	5,358	4,209	4,644	5,711	4,686	4,914	5,298	4,627	5,121
Maitland	4,075	3,689	3,435	3,693	3,302	3,494	3,267	3,552	3,865	3,392	3,433	3,905	3,159	3,657
Winter Park	11,022	8,433	6,184	7,083	7,216	10,303	5,542	7,338	10,147	7,166	6,596	8,160	7,828	7,045
Florida Hospital/Health Village	4,734	4,046	3,912	4,122	3,980	3,737	3,589	4,286	4,858	4,232	4,265	4,992	4,022	4,113
LYNX Central Station	9,218	8,412	7,968	8,664	7,996	8,578	7,337	7,978	9,104	8,047	8,449	9,000	7,281	8,609
Church Street Station	8,964	7,599	7,034	7,970	7,560	8,277	7,128	7,880	9,269	7,727	7,644	9,975	7,355	8,278
Orlando Health/Amtrak	2,787	2,561	2,468	2,651	2,474	2,782	2,271	2,767	2,871	2,584	2,557	2,840	2,247	2,717
Sand Lake	11,633	9,857	8,394	9,550	8,482	9,548	7,855	9,222	10,993	8,668	8,375	10,249	8,522	8,899
Monthly Station Total	89,787	76,325	67,987	74,733	70,543	70,543	63,034	73,462	88,296	71,975	71,243	82,389	70,020	75,263
Average Daily Station Total	4,081	3,318	3,237	3,559	3,207	3,527	3,318	3,498	3,839	3,427	3,393	3,582	3,501	3,272

SunRail Feeder Bus Connections

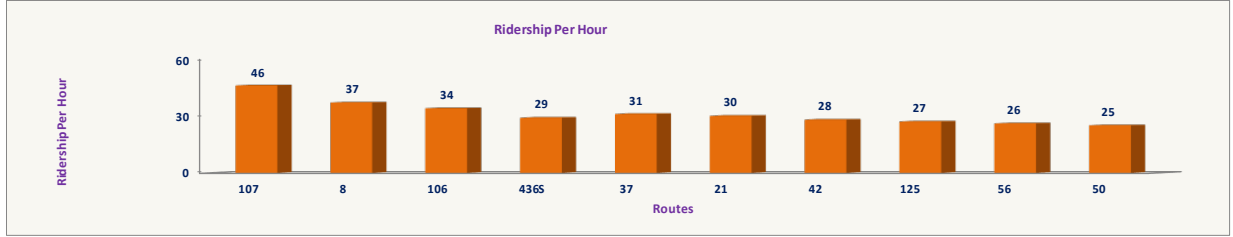
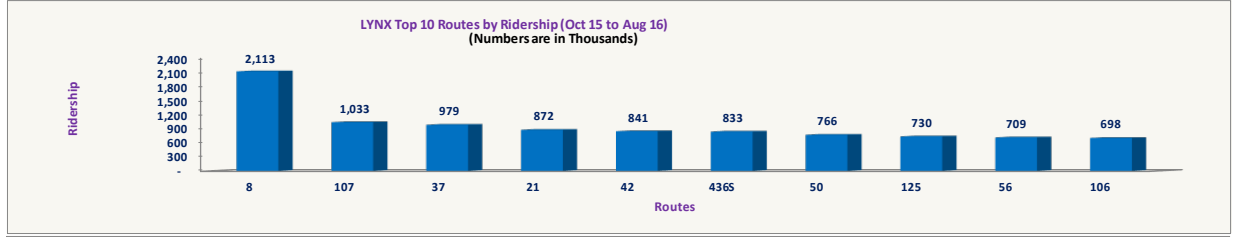
- Ridership Adjustments
 - In April 2014, LYNX adjusted services on 19 existing Links to provide feeder bus service to nine (9) SunRail Stations. These 19 Links represent 25% of LYNX's entire route structure.
 - LYNX Central Station connects SunRail with 34 Links.

SUNRAIL FEEDER BUS

	Average Daily Boardings & Alightings by SunRail Station Area														
	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16
Days of Operation	22	23	21	21	22	20	22	19	21	23	21	21	22	20	22
SunRail Station															
Sanford	474	487	489	453	493	491	516	374	396	474	407	472	457	366	337
Lake Mary	114	112	111	100	87	78	101	69	67	68	71	94	69	97	105
Longwood	84	74	76	74	84	68	60	68	69	70	70	50	64	73	70
Altamonte Springs	202	208	210	218	211	188	195	99	168	195	166	193	192	196	173
Maitland	26	26	25	32	30	27	20	17	16	20	24	24	16	18	19
Winter Park	251	257	256	273	276	273	256	200	214	207	224	237	224	238	223
Florida Hospital/Health Village	457	447	450	467	492	464	424	351	485	449	403	482	441	440	440
LYNX Central Station															
Church Street Station															
Orlando Health/Amtrak	8	4	3	5	7	4	3	5	6	27	18	23	20	26	19
Sand Lake	336	326	324	328	314	281	246	291	340	283	316	298	306	277	284
Total - All Station	1,951	1,939	1,944	1,950	1,994	1,873	1,821	1,474	1,760	1,793	1,699	1,873	1,789	1,731	1,670

**FY 2016 LYNX
TOP 10 FIXED-ROUTES BY RIDERSHIP (OCT 15 to AUG 16)**

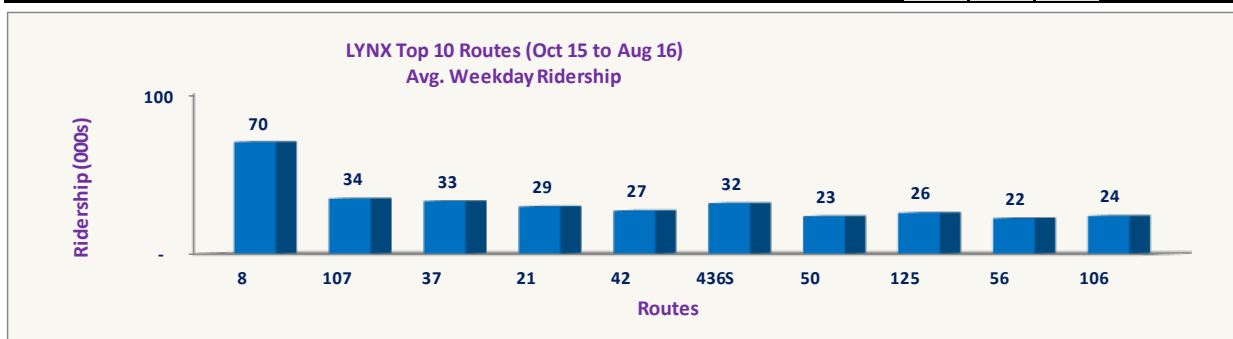
Rank	Link No	Route Name	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	YTD (OCT-APR)	% of Total Ridership
1	8	W OAK RIDGE RD/INTL DR	202,481	190,055	195,801	182,001	184,782	198,238	197,100	195,742	183,635	185,359	197,377	2,112,571	11.27%
2	107	SOUTH US 441/FLA MALL	99,698	94,041	101,503	92,036	90,543	95,473	93,935	90,832	87,172	90,544	97,669	1,033,446	5.52%
3	37	PARK PROMENADE/FLORIDA MALL	95,467	88,553	89,749	84,458	86,900	92,648	89,402	87,700	86,707	86,186	90,742	978,512	5.22%
4	21	CARVER SHORES	86,871	78,792	80,290	78,378	77,658	80,971	79,052	75,881	76,546	76,739	80,526	871,704	4.65%
5	42	INTL DR/ORLANDO INTL AIRPORT	81,236	76,595	77,143	72,393	72,114	77,661	75,486	77,701	73,459	78,195	79,237	841,220	4.49%
6	436S	436S - SOUTH S R 436	82,909	76,601	78,912	73,507	74,743	78,140	78,539	85,415	83,793	77,502	43,060	833,121	4.45%
7	50	DOWNTOWN ORLANDO/MAGIC KINGDOM	77,798	69,476	71,695	63,065	58,983	67,637	67,544	71,023	69,443	74,518	75,152	766,334	4.09%
8	125	SILVER STAR RD CROSSTOWN	73,938	65,488	67,214	63,347	66,386	68,582	68,125	67,349	61,725	59,168	69,055	730,377	3.90%
9	56	WEST US 192/MAGIC KINGDOM	69,150	64,359	65,824	62,657	60,935	66,092	64,610	62,849	61,686	66,042	64,978	709,182	3.78%
10	106	NORTH US 441/APOPKA	69,191	64,701	65,511	62,135	62,673	64,273	61,451	63,443	61,545	60,343	62,938	698,204	3.73%
CUMULATIVE RIDERSHIP (ALL FIXED ROUTES)													18,738,281	51%	



TOP 10 ROUTES COMPRISE
51% OF LYNX TOTAL FIXED-ROUTE RIDERSHIP

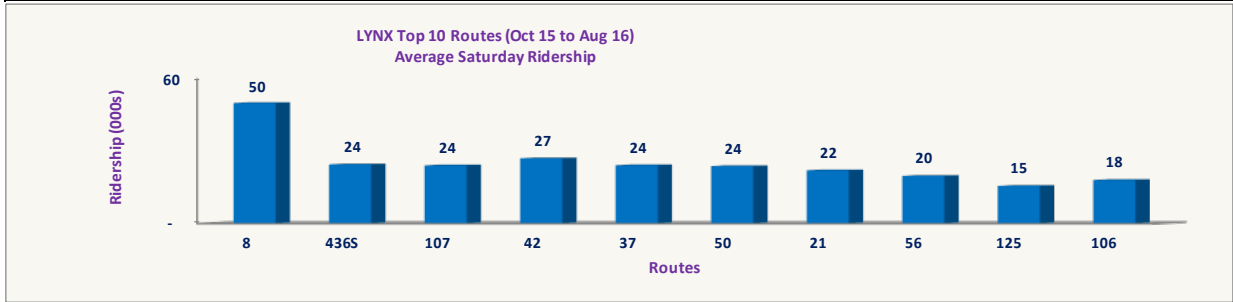
**FY 2016 LYNX TOP 10 FIXED-ROUTES
AVERAGE WEEKDAY RIDERSHIP (OCT 15 to AUG 16)**

Rank	Link No	Route Name	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16
1	8	W OAK RIDGE RD/INTL DR	7,299	7,060	6,912	6,656	7,162	7,059	7,433	7,040	6,727	6,613	6,994
2	107	SOUTH US 441/FLA MALL	3,531	3,545	3,615	3,395	3,468	3,438	3,584	3,309	3,224	3,313	3,509
3	37	PARK PROMENADE/FLORIDA MALL	3,524	3,380	3,198	3,147	3,424	3,366	3,399	3,192	3,245	3,145	3,248
4	21	CARVER SHORES	3,171	3,019	2,876	2,943	3,066	2,962	3,044	2,792	2,837	2,799	2,921
5	42	INTL DR/ORLANDO INTL AIRPORT	2,802	2,770	2,628	2,530	2,731	2,676	2,733	2,697	2,631	2,712	2,703
6	436S	436S - SOUTH S R 436	3,038	2,961	2,816	2,657	2,963	2,881	6,348	3,242	3,243	2,993	1,609
7	50	DOWNTOWN ORLANDO/MAGIC KINGDOM	2,578	2,377	2,336	2,100	2,103	2,241	2,335	2,360	2,389	2,484	2,490
8	125	SILVER STAR RD CROSSTOWN	2,804	2,592	2,470	2,437	2,690	2,593	2,685	2,595	2,387	2,258	2,569
9	56	WEST US 192/MAGIC KINGDOM	2,347	2,289	2,186	2,134	2,216	2,230	2,266	2,117	2,164	2,243	2,194
10	106	NORTH US 441/APOPKA	2,604	2,471	2,402	2,371	2,483	2,340	2,331	2,278	2,287	2,179	2,252



**FY 2016 LYNX TOP 10 FIXED-ROUTES
AVERAGE SATURDAY RIDERSHIP (OCT 15 to AUG 16)**

Rank	Link No	Route Name	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16
1	8	W OAK RIDGE RD/INTL DR	4,947	5,250	5,127	4,641	4,638	4,909	4,934	5,087	5,018	5,210	5,037
2	107	SOUTH US 441/FLA MALL	2,820	2,503	2,603	2,447	2,595	2,465	2,386	2,349	2,339	2,467	2,396
3	37	PARK PROMENADE/FLORIDA MALL	2,313	2,398	2,491	2,205	2,351	2,338	2,342	2,374	2,326	2,412	2,402
4	21	CARVER SHORES	2,414	2,243	2,249	2,169	2,122	2,141	2,113	2,076	2,189	2,198	2,192
5	42	INTL DR/ORLANDO INTL AIRPORT	2,690	2,669	2,605	2,466	2,350	2,574	2,428	2,694	2,438	2,613	2,689
6	436S	436S - SOUTH S R 436	2,390	2,267	2,254	2,257	2,163	2,189	4,742	2,556	2,503	2,429	1,045
7	50	DOWNTOWN ORLANDO/MAGIC KINGDOM	2,594	2,441	2,415	2,065	1,960	2,218	2,111	2,226	2,253	2,394	2,367
8	125	SILVER STAR RD CROSSTOWN	1,724	1,686	1,711	1,633	1,668	1,504	1,676	1,544	1,464	1,486	1,545
9	56	WEST US 192/MAGIC KINGDOM	2,147	2,032	2,185	2,040	1,985	2,045	2,010	2,008	1,933	2,083	1,960
10	106	NORTH US 441/APOPKA	1,645	1,686	1,588	1,646	1,627	1,530	1,501	1,838	1,918	1,923	1,789



LYNX Monthly Ridership by Mode

Fiscal Year 2016													
Service Mode	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
LYMMO (ORANGE LINE)	70,859	61,754	61,777	55,949	51,418	54,297	54,541	56,093	66,943	75,557	66,424		675,612
LYMMO (GRAPEFRUIT LINE)	48,989	38,431	33,934	37,618	40,794	39,198	33,097	37,191	42,017	40,920	47,893		440,082
LYMMO (LIME LINE)	-	-	-	1,091	5,109	6,958	7,920	9,080	5,773	5,005	9,231		50,167
LYMMO (CIRCULATOR)	-	-	-	1,118	3,877	3,821	3,803	3,876	4,829	5,586	4,804		31,714
REGULAR FIXED-ROUTE	2,285,215	2,073,888	2,136,090	2,003,285	2,018,971	2,125,920	2,047,984	2,055,397	1,984,294	1,986,170	2,091,887		22,809,101
NEIGHBORLINK	16,611	13,830	14,042	13,453	14,303	14,979	14,589	13,384	13,679	13,357	15,125		157,352
SUBTOTAL - FIXED ROUTE	2,421,674	2,187,903	2,245,843	2,112,514	2,134,472	2,245,173	2,161,934	2,175,021	2,117,535	2,126,595	2,235,364	-	24,164,028
SPECIAL SHUTTLES	15,382	6,143	2,961	7,649	2,579	6,949	8,969	10,416	5,203	5,542	5,158		76,951
EXPRESS LINK 208	1,015	917	891	719	926	896	737	745	869	668	895		9,278
ACCESS LYNX	46,624	42,616	43,636	43,170	44,519	47,765	46,979	47,313	45,645	44,170	48,795		501,232
VANPOOL	31,645	29,917	29,803	31,227	32,746	33,637	33,153	32,945	33,835	34,112	37,290		360,310
SUBTOTAL - OTHER SERVICES	94,666	79,593	77,291	82,765	80,770	89,247	89,838	91,419	85,552	84,492	92,138	-	947,771
TOTAL ALL SERVICES	2,516,340	2,267,496	2,323,134	2,195,279	2,215,242	2,334,420	2,251,772	2,266,440	2,203,087	2,211,087	2,327,502	-	25,111,799
% Change from Fiscal Year 2015 to Fiscal Year 2016													
Service Mode	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
LYMMO (ORANGE LINE)	-17.00%	-13.17%	-22.25%	-22.20%	-35.43%	-27.95%	-25.85%	-18.18%	-7.45%	-2.87%	-9.71%		-18.47%
LYMMO (GRAPEFRUIT LINE)	17.75%	7.44%	-14.21%	-5.24%	31.51%	-5.19%	-21.58%	-13.00%	8.46%	-18.63%	2.58%		-2.13%
LYMMO (LIME LINE)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A
LYMMO (CIRCULATOR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A
REGULAR FIXED-ROUTE	-10.77%	-5.07%	-7.33%	-12.64%	-3.10%	-6.36%	-8.82%	-6.30%	-5.99%	-8.56%	-3.18%		-7.21%
NEIGHBORLINK	-1.36%	1.45%	-8.34%	-13.61%	1.18%	-2.01%	-6.97%	-5.20%	-0.96%	-9.39%	-6.06%		-4.78%
SUBTOTAL - FIXED ROUTE	-10.47%	-5.09%	-7.94%	-12.72%	-3.35%	-6.54%	-9.07%	-6.21%	-5.28%	-8.13%	-2.69%		-7.15%
SPECIAL SHUTTLES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A
EXPRESS LINK 208	-11.04%	-8.94%	-12.90%	-21.16%	-1.17%	-17.87%	-16.44%	-22.40%	-14.13%	-30.63%	-7.64%		-14.86%
ACCESS LYNX	-5.70%	-1.11%	-2.50%	-1.76%	5.17%	14.98%	10.80%	15.72%	12.12%	1.52%	16.12%		5.60%
VANPOOL	7.10%	14.28%	6.65%	13.00%	14.29%	7.28%	2.03%	10.29%	15.62%	11.00%	35.75%		12.20%
SUBTOTAL - OTHER SERVICES	17.52%	-0.19%	4.84%	-2.24%	11.51%	-11.42%	1.45%	-7.72%	-15.07%	-14.36%	3.59%		-2.07%
TOTAL ALL SERVICES	-9.66%	-4.93%	-7.56%	-12.36%	-2.87%	-6.73%	-8.69%	-6.27%	-5.70%	-8.39%	-2.45%		-6.97%
Fiscal Year 2015													
Service Mode	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date
LYMMO (ORANGE LINE)	85,372	71,119	79,455	71,918	79,636	75,360	73,554	68,556	72,331	77,788	73,568	71,205	899,862
LYMMO (GRAPEFRUIT LINE)	41,606	35,770	39,556	39,699	31,019	41,345	42,204	42,747	38,740	50,291	46,688	48,442	498,107
LYMMO (LIME LINE)	-	-	-	-	-	-	-	-	-	-	-	-	-
LYMMO (CIRCULATOR)	-	-	-	-	-	-	-	-	-	-	-	-	-
REGULAR FIXED-ROUTE	2,561,055	2,184,762	2,305,092	2,293,176	2,083,558	2,270,238	2,246,055	2,193,675	2,110,737	2,172,036	2,160,705	2,172,787	26,753,876
NEIGHBORLINK	16,840	13,633	15,320	15,572	14,136	15,287	15,682	14,118	13,812	14,742	16,101	16,199	181,442
SUBTOTAL - FIXED ROUTE	2,704,873	2,305,284	2,439,423	2,420,365	2,208,349	2,402,230	2,377,495	2,319,096	2,235,620	2,314,857	2,297,062	2,308,633	28,333,287
SPECIAL SHUTTLES	420	9,463	-	12,168	513	26,763	12,782	27,357	29,748	23,451	18,484	3,736	164,885
EXPRESS LINK 208	1,141	1,007	1,023	912	937	1,091	882	960	1,012	963	969	986	11,883
ACCESS LYNX	49,444	43,095	44,753	43,944	42,329	41,542	42,400	40,884	40,711	43,509	42,020	43,957	518,588
VANPOOL	29,548	26,178	27,944	27,635	28,651	31,353	32,493	29,870	29,264	30,732	27,469	27,955	349,092
SUBTOTAL - OTHER SERVICES	80,553	79,743	73,720	84,659	72,430	100,749	88,557	99,071	100,735	98,655	88,942	76,634	1,044,448
TOTAL ALL SERVICES	2,785,426	2,385,027	2,513,143	2,505,024	2,280,779	2,502,979	2,466,052	2,418,167	2,336,355	2,413,512	2,386,004	2,385,267	29,377,735

AUGUST 2016 RIDERSHIP HIGHLIGHTS

Total system-wide ridership in August 2016 was 2,327,502. This represents a decrease of -2.45% over the previous year (August 2015).

August Average Daily Ridership by Mode

<i>Service Mode</i>	<i>Day</i>	<i>August-15</i>	<i>August-16</i>	<i>% Change</i>
LYMMO (ORANGE LINE)	Weekday	2,975	2,564	-13.80%
	Saturday	1,233	1,168	-5.27%
	Sunday	987	880	-10.88%
LYMMO (GRAPEFRUIT LINE)	Weekday	1,783	1,736	-2.66%
	Saturday	899	962	6.96%
	Sunday	948	1,030	8.65%
LYMMO (LIME LINE)	Weekday	-	353	N/A
	Saturday	-	86	N/A
	Sunday	-	191	N/A
LYMMO (CIRCULATOR)	Weekday	-	171	N/A
	Saturday	-	121	N/A
	Sunday	-	96	N/A
REGULAR FIXED-ROUTE (72 LINKS)	Weekday (72 Links)	80,310	75,818	-5.59%
	Saturday (70 Links)	58,410	54,178	-7.24%
	Sunday (49 Links)	36,429	34,630	-4.94%
EXPRESS LINK 208	Weekday	46	39	-15.67%
	Saturday	-	-	N/A
	Sunday	-	-	N/A
ACCESSLYNX	Weekday	1,649	1,842	11.72%
	Saturday	920	1,021	10.93%
	Sunday	559	589	5.37%
NEIGHBORLINK	Weekday	656	589	-10.18%
	Saturday	406	395	-2.71%
VANPOOL	Weekday	1,138	1,573	38.21%
	Saturday	284	292	3.00%
	Sunday	265	262	-1.13%
TOTAL <i>LYNX</i> <i>SERVICES</i>	Weekday	88,557	84,685	-4.37%
	Saturday	62,152	58,223	-6.32%
	Sunday	39,189	37,678	-3.86%

Monthly Report E: Communications Report

To: LYNX Board of Directors

From: Matthew Friedman
DIRECTOR OF MARKETING COMM
Matthew Friedman
(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report: September - October 2016

Date: 11/10/2016

LYNX Press Releases | Media Notes: September – October 2016

September 1	Service plans during Tropical Storm Hermine.
September 2	Update service plans during Tropical Storm Hermine.
September 22	KnightLYNX service changes.
September 28	December workshops, hearings and service changes.
October 5	Service plan during Hurricane Matthew.
October 6	Service plans of removing service during Hurricane Matthew.
October 7	Road Rangers off the road during Hurricane Matthew.
October 7	Road Rangers back in service during Hurricane Matthew.
October 7	Service starting to return following Hurricane Matthew.
October 7	Additional service returning following Hurricane Matthew.
October 7	Service will return to normal on October 8.

LYNX News Articles: September – October 2016

- [Welcome to Uberville](#)
The Verge
- September 1 Uber and Lyft have also been edging into niche public transportation....
He also pointed to a LYNX-run transit service that disabled Altamonte residents can call upon.
[Police: Man arrested on suspicion of destruction of evidence relating to Lake Underhill murder](#)
- September 12 Wesh News
This comes three weeks after Diggs' body was found in Lake Underhill. According to investigators, Diggs and Gonzalez met at a LYNX bus station or on a LYNX bus.
[Orlando police arrest person of interest' in death of woman found in Lake Underhill](#)
- September 13 Orlando Sentinel
Although Orlando Police Chief John Mina didn't call Rafael Gonzalez a ... Diggs, a 32-year-old mother of three, met Gonzalez on a Lynx bus on Aug.
[Driver runs red light, crashes into Lynx bus in...](#)
- October 5 WKMG Orlando
ORLANDO, Fla. - A driver ran a red light Tuesday morning and crashed into a Lynx bus in Orlando, sending four people to the hospital, police said.
[Statement released by Central Florida Regional Transportation Authority..](#)
- October 6 WKMG Orlando
..LYNX buses will depart at 5 p.m. Thursday to allow for passengers to complete their trips, according to a statement released by the Central Florida Regional Transportation Authority.
[LYNX resumes partial service at 2 p.m. Friday](#)
- October 7 Orlando Sentinel
About 40 LYNX employees, from maintenance to administration and operators, were available in case service could resume, spokesman...

Marketing Department Events

LYNX participated in Discover Osceola, an event for Osceola County residents to discover the many amenities, programs and services offered by the Osceola County community. More than 250 customers were assisted by LYNX customer service and ACCESSLYNX representatives. We issued a total of 19 IDs. Customers were most interested in routing information, how to ride, ACCESSLYNX, NeighborLink and funding information. The agency also provided customer service support for 12 additional outreach events during September and October. These events were very beneficial to reach our customer base and provide them with valuable transit information.

Customer Service Events

EVENT	FUNCTION	TOTAL SERVED
August 2016		
Jones HS Back to school event	ID and Information	100
Living alerts	Information	780
VA domicile program	Information and ID	9
ESE Transitional	Information and ID	8
Back to school ID event Aug 6, 13, 20 LYNX	ID	49
September 2016		
OUC 9/10	Information	30
OUC 9/13	Information	45
Discover Osceola 9/14	Information and ID	250
YMCA Dr. Phillips 9/15	Information	24
YMCA Kissimmee 9/17	Information ID	80
Rollins College 9/20 Seminole	Information	100
YMCA Mills District	Information	10
OUC-Gardenia	Information	21
VA Domicile Program	Information ID	15
October 2016		
Centerplate (OCCC)	Information	120
Freedom HS	ID	70
VA domicile program	Information and ID	12

LYNX Social Media: September – October 2016

- September 1 Public Workshop/Hearing at UCF Student Union.
Hurricane Season.
October 1 Service Proposal.
Severe weather alert.
- September 2 We are experiencing minor delays. Please allow extra time when traveling today.
Thanked customer for positive feedback.
Labor Day holiday schedule.
- September 3 Labor day weekend.
- September 4 An inside look at one of our technicians taking time to make all the necessary repairs to keep our buses on the road.
Service alert: Camping World Stadium detour due to FSU vs Ole Miss game.
- September 5 Labor Day.
Shuttle service to the FSU vs. Ole Miss game.
Response to customer complaint regarding a bus operator.
Two new rides coming your way!
- September 6 Response to customer complaint.
Response to questions regarding new CNG buses.
Response to question regarding giveaways.
Response to customer request regarding photos of new CNG buses.
- September 7 DTO photo contest.
Service alert: Bus stop changes for KnightLYNX 210, 211 and 212.
- September 8 Response to question regarding new CNG buses.
Throwback Thursday.
Response to question regarding route information.
- September 9 Response to questions regarding throwback Thursday photo.
Just a friendly reminder: For your safety please do not chase the bus.
DTO photo contest.
- September 10 Good day from Kissimmee Lakefront Park!
Service alert: Orlando City Soccer game at Camping World Stadium.
- September 11 In memory of those who lost their lives on 9/11.
Motivation Monday.
- September 12 Response to customer complaint regarding bus delay.
Response to customer complaint regarding a bus operator.
Response to route question.
Response to question regarding route information.

LYNX Board Agenda

- September 13 Visit LYNX Central Station to purchase passes, plan a trip and ask questions.
- September 14 LYNX customer amenities video.
Throwback Thursday.
- September 15 Response to customer complaint.
Response to customer complaint regarding the air conditioner on a bus.
The Lost and Found window will be open today for LYNX Youth/Advantage ID.
- September 16 KnightLYNX October 1 Service Proposal.
Response to customer compliment regarding new CNG buses.
Service alert: Due to the soccer game, streets around Camping World Stadium will be closed.
- September 17 Game day transportation.
- September 18 Want to take a stroll around Old Town? Links 55 and 56 will take you there!
Good day from Orlando City Hall!
- September 19 Samsung Galaxy Note7 safety warning.
Response to customer complaint regarding a bus operator.
Time to fuel up at NoPetro Station.
- September 20 Response to customer question regarding Galaxy Note7 caution. Provided link to Samsung recall.
Response to customer complaint regarding weekend service.
Response to customer comment regarding a request of a bus shelter.
- September 21 Response to customer complaint regarding service.
LYMMO to lunch.
Service alert: bus stop relocation on SR 434 due to construction.
- September 22 Happy first day of Fall.
KnightLYNX schedule change.
- September 23 Discover Central Florida with LYNX.
- September 24 Cranes Roost in Uptown Altamonte. LYNX will take you there!
- September 25 Sunday Funday
Greetings from Lake Mary SunRail Station.
- September 26 Response to customer question regarding SunRail service. Referred to SunRail website.
- September 27 Name that stop!
Response to question regarding lost items on the bus. Referred to lost and found.

LYNX Board Agenda

- September 28 Service alert: Detour due to Jones High School homecoming parade.
New downtown Orlando LYMMO bus wrap.
Dec. 11 proposed service changes.
Happy National Coffee Day!
- September 29 Response to customer comment regarding a bus operator.
Lennox hands out coffee mugs on National Coffee Day.
KnightLYNX schedule change.
- September 30 Response to complaint regarding a missed bus stop.
Response to comment regarding the different buses in our fleet.
If you see something suspicious, Say Something.
- October 1 They LYMMO to the Orlando Farmer's Market.
Service alert: LYMMO bus stop relocation.
Service alert: Camping World Stadium detour due to a soccer game.
- October 2 Sunday Funday.
Reminder: LYMMO bus stop relocation on Church Street and Parramore.
- October 3 It's almost lunchtime! Time to roll out another LYMMO bus wrap! Who do you LYMMO to lunch with?
Public Workshops/Hearings for Dec. 11 Service Change.
- October 4 Hurricane Matthew.
Response to customer concerns regarding Hurricane Matthew.
Service alert: Detour due to Mickey's Not-So-Scary Halloween party.
Service alert: Detour due to the Come out with Pride Parade.
Hurricane Matthew update.
- October 5 Response to customer complaint regarding a bus.
Hurricane Matthew update.
Response to customer question regarding Hurricane Matthew update.
Hurricane Matthew update.
Hurricane Matthew update reminder about service.
- October 6 Hurricane Matthew update reminder about service.
Hurricane Matthew update: All service has been suspended.
Response to question about bus service.
Hurricane Matthew update: All service has been suspended.
Hurricane Matthew update: LYNX will resume hourly service.
- October 7 First bus hits the road after Matthew!
Hurricane Matthew service update.
Hurricane Matthew update: All service will resume to normal on Saturday.

LYNX Board Agenda

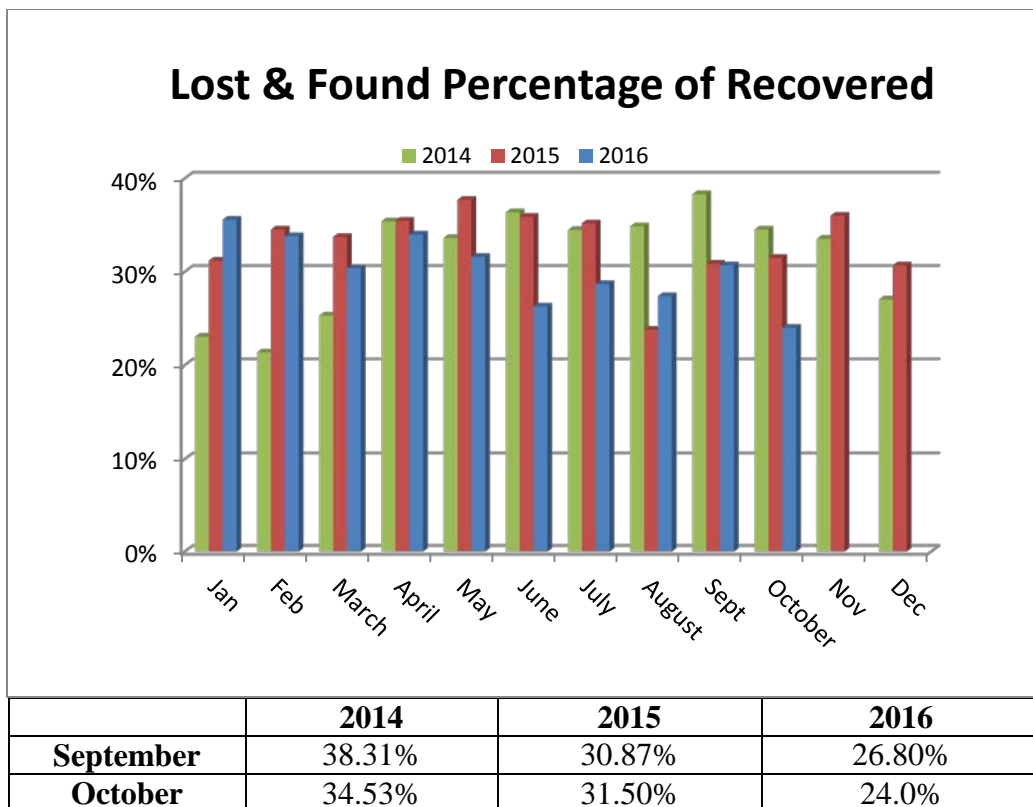
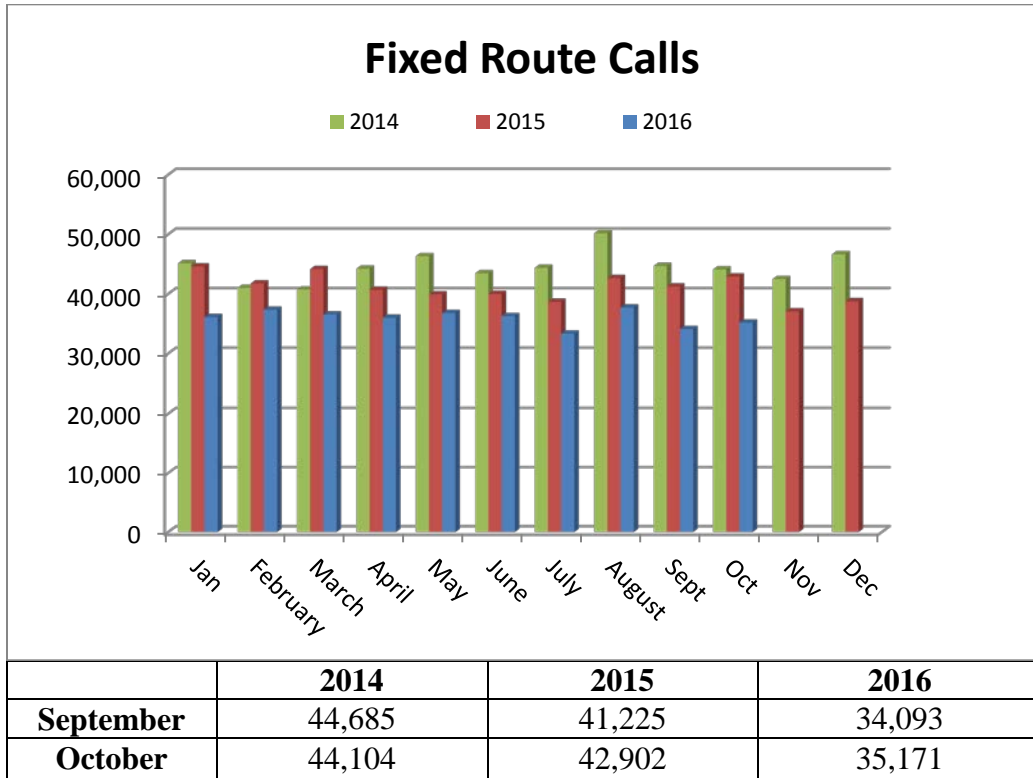
- Hurricane Matthew service update reminder.
Thanked customer for well wishes.
Response to question regarding Saturday service.
We have resumed our normal operating schedule this morning. No KnightLYNX service.
- October 8 Great News! We have resumed our normal schedule this morning. There will be no KnightLYNX service this weekend.
Columbus Day schedule.
- October 9 Reminder: Columbus Day schedule.
- October 10 Happy Columbus Day!
Public Workshop/Hearing at LYNX Central Station.
Bus stop additions/eliminations.
- October 11 Response to customer complaint about service.
Response to question about the Disney route.
Public Workshop/Hearing at Kissimmee City Hall.
- October 12 Response to customer complaint regarding an online purchase.
Response to question regarding route information.
Response to comment regarding public workshop/hearing.
- October 13 Public Workshop/Hearing at Longwood City Hall.
Response to complaint regarding Link 51.
- October 14 Happy Friday!
- October 15 Lost and Found window open every 3rd Saturday of the month.
It's just that kind of afternoon.
- October 16 Monument of States at Kissimmee Lakefront Park.
- October 17 Public workshops for the Robinson Street Planning Study.
Response to customer question regarding route information.
- October 18 Name that stop!
Service alert: Detour around Lake Eola due to the Step Up Buddy Walk.
Response to customer question regarding route delay.
Behind the scenes look at service planning team.
- October 19 Service alert: Downtown College Park Jazz Fest detour.
Service alert: Calle Orange Festival detour.
- October 20 Throwback Thursday.
Response to customer complaint.
- October 21 What a beautiful day in the City Beautiful.
Service alert: Weekend detours.

LYNX Board Agenda

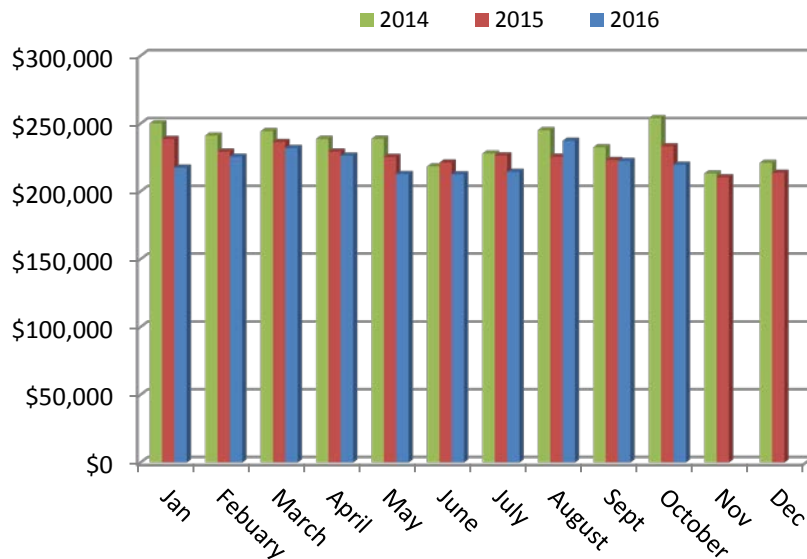
- October 22 It's a great day to explore Central Florida!
- October 23 Service alert reminder: Calle Orange Festival detour.
Ride LYMMO to the soccer game at Camping World Stadium.
Happy Monday from the Sand Lake Road SunRail Station.
- October 24 Thanked customer for positive feedback regarding a bus operator.
Service alert: Bus stop changes for Link 45.
- October 25 LYNX Central Station lit up in pink for Breast Cancer Awareness month.
- October 26 Public comment period ends Nov. 3 for Dec. service proposal.
- October 27 Service alert: Bus stop temporarily closed on Magnolia Ave. due to construction.
Throwback Thursday.
Go LYMMO.
- October 28 Service alert: 5th Annual Ruck Sack event detour.
Service alert: Making Strides Against Breast Cancer event detour.
Service alert: Detour due to new Lee Road extension.
Links 102 and 443 will take you to the Farmer's Market.
- October 29 Service alert reminder.
Ride LYMMO during Halloween event in downtown Orlando.
- October 30 So many fun activities for kids around Central Florida. Where do you like to take your kids to have fun?
- October 31 Happy Halloween!
Response to customer complaint regarding a bus operator.

SOCIAL MEDIA USAGE	SEPTEMBER 2016	OCTOBER 2016
Facebook Likes	3977	4,107
Facebook – Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)	35,120	33,169
Twitter Followers	3937	4,091
WEBSITE USAGE		
Total Page Views	675,151	636,071
Total User Visits	95,441	90,842

Customer Service

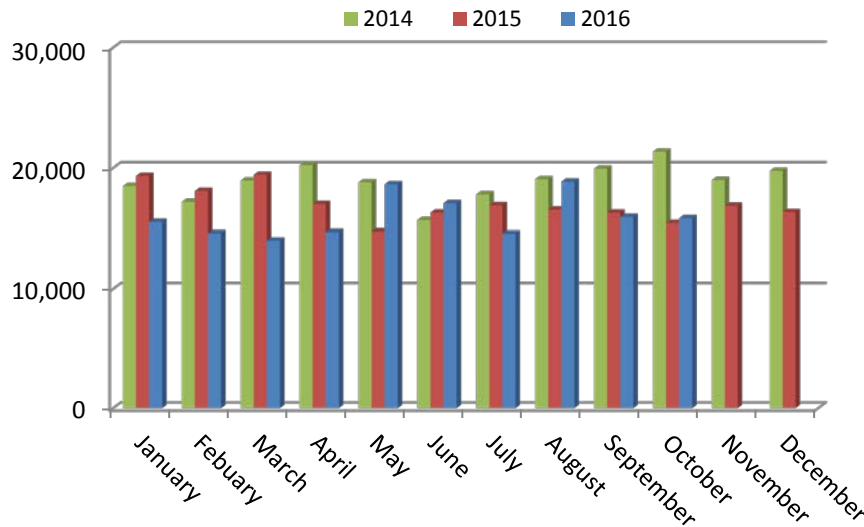


Fare Media Sales at LCS



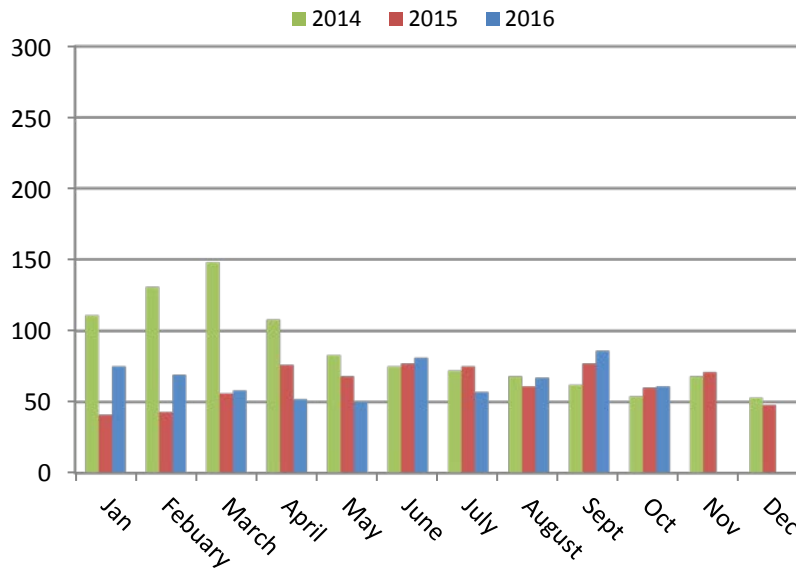
	2014	2015	2016
September	\$232,440	\$223,036	\$222,396
October	\$253,960	\$233,214	\$219,586

Customers Served at LCS



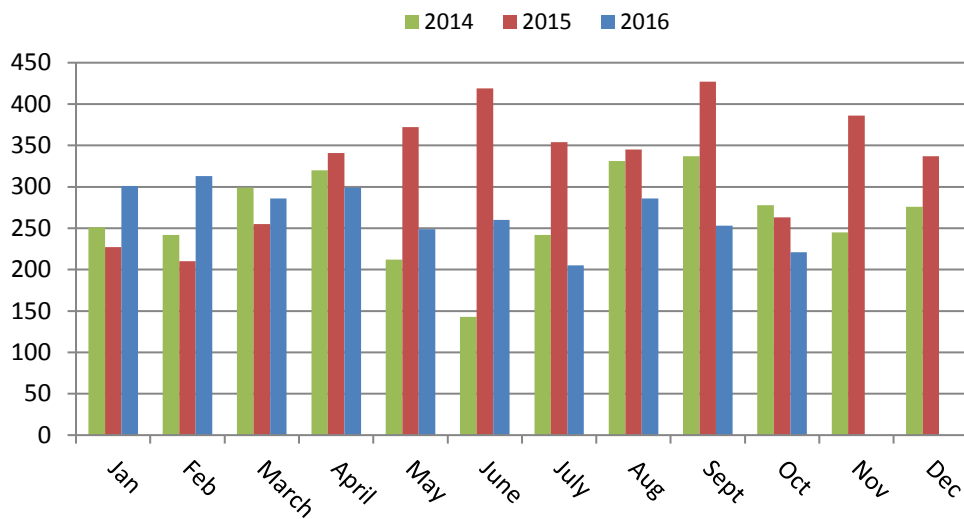
	2014	2015	2016
September	19,935	16,292	15,938
October	21,358	15,438	15,832

Paratransit Concerns



	2014	2015	2016
September	62	77	86
October	54	60	61

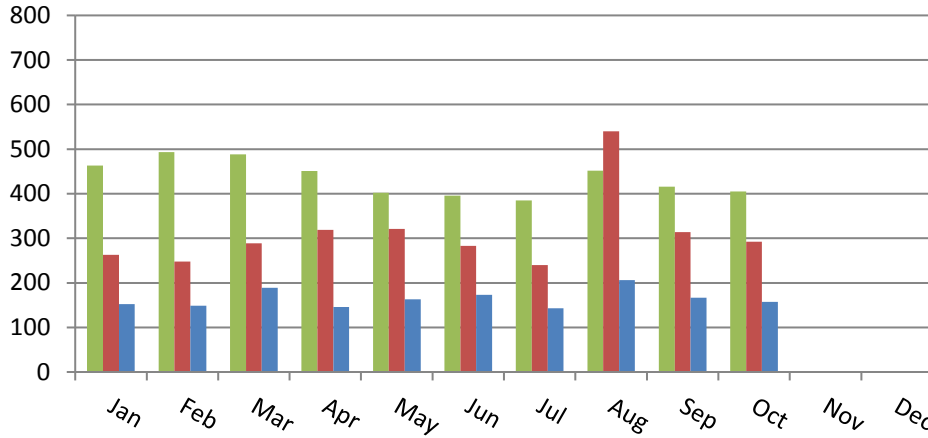
Fixed Route Concerns



	2014	2015	2016
September	337	427	253
October	278	263	221

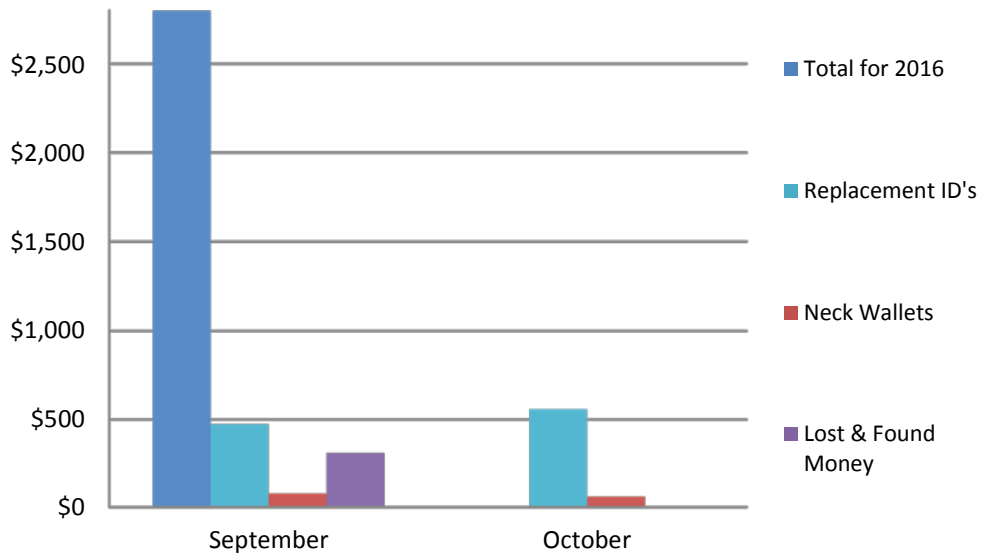
ID'S ISSUED in 2016

■ Advantage ■ Youth ■ Replacement



	Advantage	Youth	Replacement
September	416	314	167
October	405	292	157

Income Generated Revenue



	Replacement ID's	Neck Wallets	Lost & Found Money
September	\$475	\$78	\$310
October	\$560	\$60	\$0

Monthly Report F: Planning and Development Report

To: LYNX Board of Directors

From: **Douglas Robinson**
DIRECTOR OF PLAN & DEVELOP
MYLES OKEEFE
(Technical Contact)
Jeffrey Reine
(Technical Contact)
Belinda Balleras
(Technical Contact)

Phone: 407.841.2279 ext: 6078

Item Name: Planning Report for November 2016

Date: 11/10/2016

STRATEGIC PLANNING:

PINE HILLS BUS TRANSFER CENTER

At the April 2016 Board Meeting, the LYNX Board of Directors authorized LYNX staff to enter into negotiations and execute a purchase agreement with the Community Properties (d.b.a. Central Florida Urban League) for the site on Belco Drive, contingent on securing additional funding need to support the project. LYNX staff has received written confirmation from FTA that the proceeds from the South Street property are eligible to support the Pine Hills Bus Transfer Center project. LYNX executed a contract to purchase the property at the appraised value of \$530,000 on September 22, 2016. The contract has a 120 day closing date. Planning and Development staff have decided to make use of the three existing GEC firms that are in place. The scope to send these firms for a mini-competition is being refined for execution in mid to late October.

VETERANS TRANSPORTATION AND COMMUNITY LIVING INITIATIVE

Having received authorization from the LYNX Board of Directors to issue a Request for Proposals (RFP) for the development of the Customer Information System component of the VTRACS system, staff has completed the procurement package, advertised the release of the RFP, and released the RFP to the public. LYNX and the Heart of Florida United Way (HFUW) completed the Memorandum of Understanding (MOU) for access to the 211 database, as part of the VTRACS system, and both parties have signed the document; fully executing the MOU.

GEOGRAPHIC INFORMATION SYSTEMS

LYNX GIS Staff updated the Title VI evaluation document for the proposed bid changes in December 2016. GIS staff and Service Planning staff worked on preparing materials for public hearing meetings and now are working on the upcoming stops and routes changes for December Bid period.

LYNX GIS Staff updated all data and map sharing pages on InLYNX and GoLYNX web sites with information for August 2016 bid. GTFS data was imported in TBEST (transit modeling tool) and the updated system was shared with the LYNX' Strategic planning staff to be used as a base for corridor study projects. NavTeq 3rd Quarter data from FDOT was added to LYNX' base map data directory. GIS staff completed comprehensive metadata reference table with information about base map data layer data sources and time of last update.

As part of the preparation process for emergency response, in case of serious service impact by the hurricane Matthew, GIS staff lunched application to allow real time tracking for street closures and defining a bus route detours.

The GIS Strategic Plan Update project was presented on September 20th, at the 10 Central Florida GIS Workshop in Daytona Beach and at LYNX' Regional Working group meeting, September 16

NEIGHBORLINK TECHNOLOGY

AccessLYNX will deploy the software in a one week test run in parallel with the existing software to verify the function of the collecting and reporting of data. AccessLYNX is working with vendor support to oversee the deployment and to ensure that the system is accurately recording and processing trip data.

TRANSIT SIGNAL PRIORITY

Eighty-three buses have had transit signal priority equipment installed in Phase 1 and 83 in Phase 2. All bus equipment has been tested and accepted. The Florida Department of Transportation's contractor is completing the upgrade of the signal systems to accept the signal priority requests. Phase 3 will focus on Osceola County and Volusia County with identification of buses and intersections to occur in 2017.

CAPITAL PROJECTS

Bus Shelters

- As of the most recent board meeting LYNX has a total of 52 out of 60 bus shelters installed throughout the service area for FY 2016. The balance are currently under construction.
- In addition, task order for 14 additional shelter installations was issued at the end of October
- Requisitions to each of the new engineering firms were issued at the end of October for them to start on the design of sites for the 2017 fiscal year. With the 14 sites listed above, this work will represent an end goal for 2017 of approximately 80-100 bus shelters.

Parramore BRT (LYMMO Lime Line)

- Construction is approximately 90% complete and environmental remediation is approximately 95% complete. As a result of unsettled issues, Balfour Beatty Construction stopped work on April 1st, but returned to work on May 16, 2016. Negotiations with the City of Orlando representatives and Balfour Beatty Construction are on-going. The most significant delay related to this project has been issues with the asphalt and the BRT concrete lane. The concrete lane issues related to the type of baskets being used per the scope of work to ensure that cracking of the concrete is kept to a minimum. The requisite baskets were special ordered and received in the early part of October. In accordance with the pour schedule, the BRT lane will be complete by the end of October. With respect to the asphalt, extensive meetings were had that related to the associated testing. At the end of these meetings and pursuant to subsequent testing, it was decided that the asphalt could stay that had been poured. The balance of the asphalt work will be complete by the end of October. Based on these two issues, the substantial completion date was pushed to November 4, 2016. With the required 60 day readiness review needing to occur this will push the revenue service date back to the first part of January 2017.

GRANTS:

- Grants continues to provide advice and guidance to the management team relative to compliance with FTA regulations, Scope of Work (SOW), grant budget, and allowable/allocable activities. This includes reviews of multiple proposed change orders, proposed settlements, General Condition analysis, and other project supports. On August 29, 2016 LYNX submitted a Whitepaper to FTA for their concurrence to utilize remaining funds to perform some safety improvements at Summerlin Avenue and Church Street and Church Street and Magnolia Avenue – Still pending FTA concurrence. Grants facilitated responses to the FTA's FY16 Triennial Review Report which were due on July 10th and August 9th, 2016, to close-out outstanding items. We are still working with the Procurement Staff to gather additional information requested by FTA.
- LYNX is hosting the FTA Risk Assessment and Cost/Price Analysis Training scheduled for November 14 – 18, 2016.
- Primrose Center's and The Opportunity Center's awards began September 1, 2016. Primrose Center received 3 passenger vans and 1 Turtle Top van with an additional Turtle Top van being provided in November 2016. The Opportunity Center received 1 Turtle Top van with an additional one to be provided in November 2016.
- Work continues with TranSystems for sub-recipient monitoring to determine our compliance with the newest 5310 Circular, 9070.1G. They have attended on site reviews of both The Opportunity Center and Primrose Center to determine process efficiencies that could potentially be implemented as well. We have received a preliminary report, but work still remains to be completed under the Task Order.
- The FY2017 5310 Competitive Selection Process will begin on October 11, 2016 and will conclude on December 2, 2016. Workshops will be held for interested parties on October 11 and October 31st.
- The Commission for the Transportation Disadvantaged Mobility Enhancement grant will be submitted on October 11, 2016 for a taxi voucher pilot program for dialysis patients that is proposed to run from January 2017 to June 2017. This pilot project will help to

determine the feasibility of implementing a larger taxi voucher program under the new Mobility Management/Brokerage Model.

- We are working with TranSystems to update the 5310 Program Management Plan to ensure that is in compliance with the newest Circular 9070.1G and incorporates recommendations from the Sub-recipient Monitoring Review.
 - Since June 2016 the Grant Staff has been facilitating project managers' meetings with the CEO to discuss grant funded projects, status updates, schedules and budgets. These meetings are conducted on a monthly basis and a One Page Project Report (OPPR) is provided to discuss the progress of each project.
 - LYNX auditors, Cherry Bekaert will be conducting year end Single Audit A-133. They will be testing several grants to ensure federal and state awards & expenditures adheres to applicable regulations & requirements. They will also review the FY 16 Triennial findings and required corrective action plans. The following grants were selected for detailed review:
 - TIGER Grant for the Parramore BRT Project
 - 5310 formula Grant for Enhanced Mobility of Seniors & Individuals with Disabilities
 - Block Grant from FDOT.
- The official Agency Audit will begin the first week of January 2017.
- With the new FY 17 adopted Operating and Capital budgets, Grants is working with respective departments on grant funded projects planned for completion in FY 17.

SERVICE PLANNING:

The Service Planning Division activities during this period have been primarily devoted to the planning associated with the December 2016 service changes. Activities have included holding meetings with operators and transportation supervisors to seek their input, sharing the list of changes with the public and receiving comments through public hearings, proofing marketing materials our customers will use, initiating the bus stop work orders for necessary bus stop changes, working with Operations staff on changes to talking bus programming, and facilitating the operator bid process with the Transportation Department. Service Planning also assisted in LYNX's emergency response plan for Hurricane Matthew. Service Planning has recently began coordinating the FDOT SunRail team on feeder bus services to support the opening of SunRail Phase Two South.

Monthly Report G: Monthly Employee Travel

To: LYNX Board of Directors

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Deborah Morrow
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Monthly Employee Travel - October 2016

Date: 11/10/2016

EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
Doug Jamison Planning	Ashville, NC	To attend 22 national conference on Rural Public and Intercity Bus Transportation	10/02/2016-10/05/2016	1,830	1,830
Tiffany Homler Government Affairs	Providence, RI	To attend the American Bus Benchmarking Group (ABBG) 2016 Annual Meeting	10/04/2016 - 10/07/2016	1,572	1,572
Tiffany Homler Government Affairs	Atlanta, GA	To attend presentation to On-Board Atlanta	10/10/2016 - 10/10/2016	566	566
Juan Battle Operations	Reno, NV	To attend APTA International Bus Rodeo Fall Planning Committee	10/12/2016 - 10/14/2016	644	644
Tiffany Homler Government Affairs	Tallahassee, FL	To attend Florida Transportation Commission	10/17/2016 - 10/17/2016	69	69
Edward Johnson Executive Office	Bonita Springs, FL	To attend the TEAMFL Quarterly meeting	10/23/2016 - 10/23/2016	1,143	1,143
TOTAL ESTIMATED COSTS and AGENCY COSTS				5,824	5,824