



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

1. Call to Order

2. Committee Minutes



Finance Committee Minutes - December 6, 2017






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3. Public Comments

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

4. Chief Financial Officer Report

5. Committee Agenda Items

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6. Committee Discussion Items

- A.  Update on Mobility Services Pg 11
-Attachments 
- B.  Update on LYNX Forward Pg 32
-Attachments 

7. Committee Action Items

- A.  March is Procurement Month Proclamation Pg 47
-Attachments 

8. Committee Information Items

- A.  Monthly Financial Report - November 30, 2017 Pg 49
-Attachments 

- B.  Monthly Financial Report - October 31, 2017 Pg 54
-Attachments 

9. Other Business

- A.  Update regarding Board Members Pg 59

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

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

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

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

DATE: December 6, 2017

TIME: 9:30 a.m.

Members in Attendance:

Ray Walls, Orange County
Edward Bass, Seminole County
Michelle McCrimmon, City of Orlando
Jo Santiago, FDOT, 5th District

Staff in Attendance:

Edward Johnson, Chief Executive Officer
Bert Francis, Chief Financial Officer
Tiffany Homler, Chief Administrative Officer
Thomas Stringer, Chief Operations Officer
Dyana Blickle, Administrative Assistant
Leonard Antmann, Interim Director of Finance

Members Absent:

Amanda Clavijo, Orange County

1. Call to Order

Chair Walls called the meeting to order at 9:30 a.m.

2. Approval of Minutes

Chair Walls requested a motion for approval of the Finance & Audit Committee minutes from the September 27, 2017, Finance & Audit Committee meeting, whereupon a motion was duly made by Michelle McCrimmon, seconded by Edward Bass and unanimously adopted. The minutes were approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Walls recognized Bert Francis. Mr. Francis stated that there have been some staffing changes. Blanche Sherman left her position as Finance Director, and Leonard Antmann, controller, is temporarily filling that role. The budget manager has also left, but Chris Plummer, who worked at LYNX previously, is helping to fill that gap. Year-end audit has started. Union contracts will be brought before the Board of Directors tomorrow. Update on reserves will be brought to the committee at the next meeting.

5. Committee Agenda Items

A. Approval of the 2018 Finance and Audit Committee Meeting Dates

Chair Walls asked if there are any known conflicts. Michelle McCrimmon stated that she would have a conflict with the meeting on August 21, 2018. The meeting would need to be in the morning. Edward Bass made a motion to approve the 2018 Finance and Audit Committee Meeting dates, second by Michelle McCrimmon. Motion passed unanimously.

6. Committee Discussion Items

A. Authorization to Enter into the Transportation Partner Agreement with Seminole State College to Provide Transit Services and to Amend the FY2018 Amended Operating Budget

Chair Walls recognized Edward Johnson, Chief Executive Officer. Mr. Johnson stated that this is a similar contract to Valencia College. This will help build partnerships and relationships in our region. Chair Walls asked if there is a way to determine the revenue currently generated with Seminole State. Mr. Johnson explained that it is difficult to do so, but what we will be receiving from the student base will far outweigh revenue from current use. We are trying to make this service too good to refuse. The college will download student information into our database, so that we know who is riding and when they are riding. Once we install the validators for our mobile payment system, it will be much easier to track. Ray Walls asked if any additional federal dollars, from increased ridership, would go back to offset the amount the college paid to LYNX. Mr. Johnson stated that this is not correct. Section three should be removed, as this pertains to another program with UCF. Chair Walls asked if there were any questions or discussion. Chair Walls requested a motion to enter into the transportation partner agreement with Seminole State College to provide transit services and to

amend the FY2018 operating budget. Motion made by Michelle McCrimmon, second by Edward Bass. Motion passed unanimously.

B. Authorization to Enter into the Transportation Partner Agreement with the University of Central Florida (UCF) to Provide Transit Services and to Amend the FY2018 Amended Operating Budget

Chair Walls recognized Mr. Francis, Chief Financial Officer. This agreement is similar to the agreement with Seminole State College. This is just for student bus services, and has already been approved by UCF staff. Michelle McCrimmon asked if marketing was done by LYNX or UCF. Mr. Johnson stated that the marketing effort needs to be ramped up, and we will provide more information at a later date. Chair Walls asked if there were any other questions or discussion. Chair Walls requested a motion for Authorization to enter into the Transportation Partner Agreement with the University of Central Florida (UCF) to provide transit services and to amend the FY2018 operating budget. Motion made by Jo Santiago, second by Michelle McCrimmon. Motion passed unanimously.

7. Committee Action Items

A. Authorization to Piggyback off of State of Florida Contract #92121500-14-01 for Security Guard Services with G4S USA Security

Chair Walls recognized Bert Francis. Mr. Francis explained that G4S has given us excellent service. This is the same rates as last year, so there is no financial impact. Edward Bass asked why expenses were higher, and Mr. Francis explained that it was due to the old contract. Motion made by Edward Bass, second by Jo Santiago, motion passed unanimously.

B. Authorization to Piggyback off of Houston-Galveston Area Council of Governments Contract #HP08-17 for All Hazards Preparedness, Planning, Consulting, and Recovery Services

Chair Walls recognized Mr. Johnson. Mr. Johnson stated that LYNX has been working with the Central Florida Expressway Authority to simulate a bus takeover with hostages. We are required by the FTA to conduct annual drills. We need to make sure that emergency responders are ready. This drill will last between six to eight hours and will include more than three hundred people, including LYNX employees, hospitals, firefighters, and police. We will receive written reviews of how everything went, and then we can start updating our policies. Chair Walls asked how all of the employees will learn from this experience. Mr. Johnson stated that this simulation will be videotaped and shown at employee meetings.

Chair Walls requested a motion to authorize LYNX to piggyback off of Houston-Galveston Area Council of Governments contract #HP08-17 for all hazards preparedness, planning, consulting, and recovery services. Motion made by Edward Bass, second by Michelle McCrimmon. Motion passed unanimously.

C. Authorization to Release a Request for Proposal (RFP) for Safety and Risk Management Software

Chair Walls recognized Edward Johnson. Mr. Johnson stated that our Safety and Risk database is antiquated, and we are in need of a new application to look at and analyze accidents. We are looking to collect data from the accident scene in real time. Michelle McCrimmon asked about the fiscal impact of this software. Mr. Johnson explained that we want to see what is out in the marketplace. We would like the Information Technology department involved in the process, not just Risk & Safety. Chair Walls asked for a motion to authorize a release for request for proposal for Safety and Risk Management software. Motion made by Michelle McCrimmon, second by Jo Santiago. Motion passed unanimously.

D. Approval of Labor Agreement between LYNX and Amalgamated Transit Union (ATU) AFL-CIO Local Chapter 1596, from October 1, 2017 through September 30, 2020

Chair Walls recognized Bert Francis. Jo Santiago stated that she would not be voting on this item, due to a conflict. Bert Francis stated that this is a three year deal with our operators, subject to Board approval tomorrow. In each of the first two years, operators will get a 3% increase to the top of the grade and will move one step up in the grade. The third year does not get an increase in the top of the grade, but that is open to negotiation. We anticipated a 3% pay increase and one step in FY2018. We did not anticipate a 6% lump sum payment out of the reserves. In the last two years, we budgeted 3% into reserves. We estimate about \$2.2 million to be taken out of reserves to cover the 6% lump sum. There will be about \$4 million put into reserves this fiscal year, so this should not cause an undue hardship. In the next meeting, we will provide an update to the reserves. Mr. Johnson stated that our maintenance department and vehicle operators will be given an additional \$25 per year for uniform allowance. He also stated that we required the Board of Trustees do a resolution stating that they would drop all of their grievances and arbitrations, and LYNX would not name all the individual trustees in our lawsuit. We requested this to be passed unanimously. The trustee board was at a vote of four to two. Two union trustee members did not vote on this resolution. There is confusion as to why this was not approved unanimously. We are hoping to hear back from the board of trustees today, regarding this matter. Chair Walls stated that we are only reviewing the financial impact of this issue, not the policy and legal matters. Michelle McCrimmon asked if this was based on the fiscal year. Mr. Johnson

stated that this was based on fiscal year and not on hiring date. Edward Bass asked if the 6% lump sum was the only amount not included in the budget. Mr. Francis stated that this was the only amount not in the budget numbers. Mr. Johnson stated that not everyone will get the 6% lump sum payment. Only those individuals that were employed by LYNX before the negotiations started will get that payment. The employees who were employed part of the year will get a partial payment. Mr. Bass asked for examples of how this will work. Mr. Francis provided the following examples: If you are already at the top of the grade, you will get 3%. If you are a grade below top of grade, you get a 3% adjustment and a step up. This could be an increase of 8% if the next step is a 5% increase. Mr. Johnson stated that in the next negotiations we would like to smooth out the steps, as of right now all the steps vary. It should be a sliding scale. Chair Walls made the motion to approve the labor agreement, second by Michelle McCrimmon. Motion passed unanimously, with Jo Santiago abstaining on this item.

E. Approval of Labor Agreement between LYNX and Amalgamated Transit Union (ATU) AFL-CIO Local Chapter 1749, Maintenance and Transportation Supervisors, from October 1, 2017 through September 30, 2020

Chair Walls recognized Bert Francis. This was approved by the supervisors union in September. This is basically the same agreement with one step and a 3% increase. This was put into the budget for FY2018, so there is no financial impact for this year. Michelle McCrimmon asked if there was a uniform allowance on this agreement. Mr. Francis stated that there is no uniform allowance on this agreement. Jo Santiago asked if this was a different union, and Mr. Johnson stated that it was, so Jo Santiago can vote on this agreement. Michelle McCrimmon asked about the bidding that is stated in the agreement. Mr. Johnson stated that the supervisors get to bid on their work schedule and assignments. Chair Walls asked for a motion to approve. Motion made by Michelle McCrimmon, second by Edward Bass. Motion passed unanimously.

8. Committee Information Items

A. LYNX 2017 Accomplishments and 2018 Goals

This item was moved to the last item. Mr. Johnson explained we would like to enhance communications. We hosted town hall meetings, and we would like to brief our funding partners two to three times a year. We are improving service efficiencies by improving our mobility program, changing investment practices, establish more partnerships, and by purchasing the NoPetro land. We need to continue and improve everything going into 2018. We need more

emphasis on Cyber Security, with our technology and apps with third parties. We have reached out to the Orlando Utilities Commission to do an audit of our facility, so that they can make a recommendation of things that we can make improvements on. This will happen in January or February. Autonomous vehicles will be coming. We need to understand how we will operate in that environment, so that we can tell the marketplace how they can come into our environment. Our region is expanding, and we need to make sure that our systems interface with the other systems out there. We need to work as a system, not as competitors. We are seeking funding for our vision 2030 corridor. We identified roadways where we could offer premium services. We need to talk to the cities and counties about funding. We would like to hold a board retreat to focus on where we are going with LYNX and how to get there. We are bursting at the seams with our facilities. We have purchased more land at our operations facility to be able to park cars, and we also need a southern operations base in Osceola County. We are leasing a facility in Kissimmee, but we can only park fifty buses there. We need to focus on vehicle procurement. We have a number of aging vehicles. We have a need for forty articulated buses. In 2018, we will introduce an RFP to get a couple electric vehicles. We will start electric vehicles with the downtown Lymmo. We would love the feedback from our committee members. Jo Santiago asked how we envision the modes of payment with our mobile fare payment. Mr. Johnson explained that we have all different types of customers. We have customers that only want to pay cash, we have customers that only want to use their phones, and we have people that only use our services for a few days. The kiosks will give more flexibility. We want someone who will install the equipment with advertising on it, to offset those expenses.

B. Information on Resolution 17-010 of the Central Florida Regional Transportation Authority (d/b/a/ LYNX) to amend the LYNX MONEY PURCHASE PLAN and to ratify and authorize employer contributions with respect to eligible plan participants.

Chair Walls recognized Bert Francis. Mr. Francis stated that this presentation was given at length in the last meeting. The IRS has come up with determinations that say you must make a pick-up provision at the time of hire, and this cannot be changed. Some people were not eligible when they were hired, to make this pick-up contribution, but now want to. We are proposing that instead of the Money Purchase Plan, the three percent pick-up contribution could go into a deferred comp account. LYNX will match this into the Money Purchase Plan. There is no financial impact. There are about 24-26 people that fall into this category. Chair Walls asked if there was any action that needed to be taken on this item. Mr. Francis stated that he wanted an

action on this item. Chair Walls asked if there were any questions. No questions. Chair Walls asked for a motion to recommend this to the Oversight Committee. Motion by Michelle McCrimmon, second by Jo Santiago. Motion passed unanimously.

C. Update on LYNX Forward

Chair Walls recognized Tiffany Homler-Hawkins. Mrs. Homler-Hawkins made the presentation. Sixty-seven percent of our ridership utilize eleven routes, out of seventy-seven routes. We need to increase our ridership. Ridership is down about seven percent. When gas prices go down, ridership goes down. When gas prices go up, ridership goes up. This study should be done in the spring and is cost neutral. Mr. Johnson stated that this will lay the foundation for what is to come for LYNX. We are trying to be effective and efficient. Chair Walls excused himself at this moment, and turned the meeting over to vice-chair Edward Bass.

D. Update on the Mobility Services Division

Vice-Chair Bass recognized Thomas Stringer, Chief Operations Officer, to make the presentation. We launched the NeighborLink app nation-wide, the ACCESS LYNX and NeighborLink call centers have been moved to the LYNX call center. We have ordered fifty new ACCESS LYNX vehicles. Our call hold times have increased, but we have an aggressive goal to bring the time down to two minutes. Our goal is to increase our on-time performance, which is a thirty minute window. We had major improvements to our uncollected fares by ensuring that customers are paying their fares, recording the fares that are not collected, and sending out letters about our policy and collection process. There is a gentleman that is using social media to ask people to join a class-action lawsuit against ACCESS LYNX. Mr. Johnson explained that we are taking this very seriously. The gentleman is upset over late trips and long call times. We are not as timely as we would like to be due to customers getting ill on the vehicle, people are calling in and adjusting their trip times, vans are stuck in traffic, and we are trying to get to these people as soon as possible. We are incorporating TNC's and taxis to incorporate some of these trips. Our trip volume is growing. Just last Friday, we had four hundred more trips than a typical Friday. We have about five hundred applications a month for services. We think this may be due to the movement of Puerto Ricans to central Florida. We hope that we can show that we are making a conscientious effort to address those issues. We are focusing on providing good quality service. Our biggest complaint is the call wait time. We are working on getting that call time down. We have added capacity, now we

need to utilize that capacity wisely. We want to make the committee aware of what is going on out there. Michelle McCrimmon asked about the mobile app. The mobile app for paratransit will be available this summer, similar to the NeighborLink app, we are hoping that this will help. We have a huge responsibility to get this right.

E. Monthly Financial Report – Preliminary September 30, 2017

9. Other Business

Mr. Francis stated that we are taking the renewal of the casualty insurance program to the Board. We do not need approval from this committee, just letting you know. The 6% increase was included in the budget, and is due to vehicle premiums.

The meeting adjourned at 11:39 a.m.

Finance Committee Agenda Item #5.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6017

Item Name: Authorization to Increase Contract for Legal Services with Akerman, LLP

Date: 1/30/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the contract amount with Akerman, LLP for a not-to-exceed amount of \$250,000.

BACKGROUND:

At the December 2017 Board of Directors meeting, the Board authorized LYNX to extend both the Akerman, LLP and Baker & Hostetler, LLC existing contracts until June 30, 2018, for legal services and to increase the not-to-exceed contract amounts for the additional time for both. However, we did not state the not-to-exceed contract amounts for the additional time for both firms.

A Request for Proposal (RFP) was released for all legal services so the contracts can be coordinated. Those RFPs are in the review process now. LYNX staff is requesting an extension for both contracts through June 30, 2018, to allow time for contract award and transition, if needed.

FISCAL IMPACT:

LYNX staff included \$889,800 in the FY2018 Adopted Operating Budget for Legal Services – General.

Finance Committee Agenda Item #5.B.

To: LYNX Finance & Audit Committee

From: **Thomas Stringer**
CHIEF OPERATIONS OFFICER
Tiffany Homler
(Technical Contact)
Kenneth Jamison
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Award a Contract to Trapeze for Ranger Units for Full Fleet Conversion

Date: 1/30/2018

ACTION REQUESTED:

LYNX staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate with Trapeze and to procure the hardware and software to complete the conversion of the fixed route system to the Trapeze/TripSpark Computer Aided Dispatch (CAD) system for an amount not to exceed \$543,359.

BACKGROUND:

LYNX is working to transform transit in Central Florida by advancing its technology initiatives, which includes Wi-Fi on the buses, NeighborLink and AccessLYNX reservation apps and the LYNX PawPass mobile fare payment system. But the most successful application to date is the LYNX Bus Tracker, which provides real-time information on bus locations. The LYNX Bus Tracker is powered by two separate CAD systems.

LYNX implemented CAD in 2010 with Trapeze/TripSpark. In 2013, LYNX procured a real-time information system designed by Clever Devices, LTD. (Clever Devices) for the expansion of LYMMO to include the future Grapefruit and Lime lines. Clever Devices also supplied kiosks and CAD on LYMMO buses. The system included a back of house CAD system, transit control heads (TCH), and In Vehicle Network (IVN). The IVN is integrated with proximity card readers for driver log on and integrated with the fare box and the visual display units (head signs). This installation occurred on 16 LYMMO vehicles.

Previous LYNX administration exercised the option on the Clever Devices system for the LYMMO purchases and ordered fixed route buses equipped with the Clever Devices system

starting with buses delivered in 2015. As a result LYNX now has fixed route buses which operate on two different CAD system platforms: one with Trapeze CAD and the other with Clever Devices CAD.

It is critical that LYNX move to a single CAD system to support daily management of bus operations and support of the real-time information needs of the agency and all of its modal services. LYNX is currently operating 207 fixed route buses on the Trapeze CAD system and 106 fixed route buses on the Clever Devices CAD system. This results in some buses operating on one CAD system and the rest on the other system on each route, except the LYMMO routes which are completely on the Clever CAD system. The two systems require LYNX radio dispatch supervisors to operate both systems simultaneously in order to manage operations with neither system providing an overall system-wide view. Bus Operators must be trained on both systems to operate whichever system is on their assigned vehicle. Data from both systems must be exported for reporting purposes, thereby preventing the uniformity of reporting. Additionally, data from both systems must be merged by DoubleMap, Inc., which powers LYNX Bus Tracker.

The result of two CAD platforms requires two sources of information for monitoring and reporting on the operation of the fixed route fleet. The continued use of two different platforms will continue to cause reporting, operational and planning inefficiencies for LYNX and our most valuable partner – our customers.

At the May 25, 2017, LYNX Oversight Committee meeting, a presentation was made for a fleet conversion to the Clever Devices. The Oversight Committee was informed at the time that LYNX staff would come back with an official action request at a later date. The estimated cost to convert to Clever was over \$5 million due to number of units required along with unit cost.

In September 2017, LYNX launched the LYNX Bus Tracker application. During that launch, it was discovered that the Clever Device were not capable of refreshing its information below a frequency of 15 seconds. LYNX staff revisited its analysis to include a full fleet conversion to Ranger 4 units from Trapeze/TripSpark. The analysis showed a substantial cost savings converting to Ranger 4 versus Clever Devices both in unit price and LYNX staff performing the installation.

FISCAL IMPACT:

LYNX staff did not include a specific line item for this initiative in the FY18 Adopted Capital Budget. Funding will be provided through budget transfers within existing Technology category items of the capital program.

Finance Committee Agenda Item #5.C.

To: LYNX Finance & Audit Committee

From: Tiffany Homler
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
Jeffrey Reine
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Increase the Contract Amount for Bus Shelters Rehabilitation

Date: 1/30/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors’ authorization for the Chief Executive Officer (CEO) or designee to increase the LYNX Transit Shelter Fabrication and Rehabilitation contract (Contract # 13C-23) by an additional \$126,196.

BACKGROUND:

In July 2017, LYNX requested Board of Directors’ authorization for the Rehabilitation of twenty-seven (27) bus shelters in FY 2018 in the amount of \$81,000. Given a productive discussion with local funding partners, the decision was made to ensure corridor consistency therefore, we will add an additional 14 shelters for rehabilitation. This will allow for a total of 41 shelters along SR 436 to be rehabilitated this fiscal year for a total cost of \$207,196. In addition, the 3 shelters and associated amenities at the Apopka Superstop will be improved.

The initial rehabilitation will consist of replacement of the roof panels and seats. Previous examples of the quality of the work can be seen at Sanford Walmart, Washington Shores Transfer Center, Colonial Plaza Transfer Center, and on First Street in Downtown Sanford. On-site Rehabilitation of these shelters will save LYNX approximately thirty percent (30%) off of the cost of a new shelter.

LYNX shelters are a representation of LYNX in the community. Maintaining the aesthetics and maintenance of our shelters supports and instills community pride in our transit system.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

DBE participation goal of 1% to Merit Fasteners Corp.

FISCAL IMPACT:

LYNX staff included \$457,196 in the FY18 Adopted Capital Budget for the rehabilitation of bus shelters throughout the Agency’s service area. The uncommitted FY18 Capital Budget for this rehabilitation initiative is \$250,000.

FY18 Capital Budget Shelter Rehabilitation Summary	
Description	FY2018 Adopted Capital Budget
Shelter Rehabilitation Budget	457,196
Committed Shelter Rehabilitation Expenses	207,196
Remaining Uncommitted Budget	250,000

Finance Committee Agenda Item #5.D.

To: LYNX Finance & Audit Committee

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Jeffrey Reine
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Authorization to Release a Request for Proposal (RFP) for the Manufacturing of LYNX Transit Shelters

Date: 1/30/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Request for Proposal (RFP) for the manufacturing of LYNX Transit Shelters. The term of the contract will be for three (3) years from date of award with the option of two (2) one (1) year extensions.

BACKGROUND:

In May 2013, LYNX awarded a contract (#13-C23) for Transit Shelter manufacturing to Spencer Fabrications, Inc. for a term of three (3) years, with two (2), one (1) year options. The current contract will expire in September 2018.

The shelter styles included in the RFP are: 1) 15' x 15', 10' x 10' and 6' x 9' shelters with barrel shaped roofs, and 2) 6' x 13' shelters with an angled roof. Pictures of these shelters are included in the Board Agenda. (See attached images.). This contract will also allow for provisions for other amenities to be ordered to accompany these shelters including solar panels, benches, trash cans, and bike racks.

LYNX currently has approximately 1200 bus shelters. To enhance the customer experience LYNX expects to purchase a minimum of twenty-five (25), shelters over the life of the contract to support new and replacement transit shelters.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX procurement policies for service contracts require prime contractors to make good faith efforts to subcontract a portion of the work to DBE firms. LYNX has determined a one percent (1%) participation goal. All bidders are encouraged to obtain DBE participation for subcontracting opportunities. The DBE Officer will work with the proposers to achieve participation.

PICTURES OF SHELTERS:

15' x 15' Shelter



10' x 10' Shelter



6 x 9' Shelter



6' x 13' Shelter



FISCAL IMPACT:

LYNX staff included \$2,458,424 in the FY18 Adopted Capital Budget for shelter fabrication. The FY18 shelter fabrication budget consists of the following select aggregated line items:

FY18 Capital Budget Shelter Fabrication Summary	
Description	FY2018 Adopted Capital Budget
Shelter Fabrication	2,458,424
Committed Shelter Expenses	(228,884)
Remaining Uncommitted Budget	2,229,540

Finance Committee Agenda Item #5.E.

To: LYNX Finance & Audit Committee

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Jeffrey Reine
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Authorization to Release a Request for Proposal (RFP) for the Installation, Repair and Removal of LYNX Transit Shelters and Associated Amenities

Date: 1/30/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Request for Proposal (RFP) for the installation, repair and removal of LYNX Transit Shelters and Associated Amenities. The term of the contract will be for three (3) years from date of award with the option of two (2), one (1) year extensions.

BACKGROUND:

In August of 2013 LYNX awarded a contract to Barracuda Building Corporation (Contract #13-C30) for the installation, repair and removal of LYNX Passenger Shelters and Related Amenities. The term of the contract was three (3) years, with two (2) one (1) year options. The current contract will expire in September 2018.

The RFP will support a variety of tasks to include, but not be limited to: site demolition and preparation, traffic control, ground work, installation of ADA landing pads, installation of transit shelters and amenities; repairs and removal of shelters and amenities. The contract will include all labor, material, equipment, and suppliers required to provide the services.

LYNX has an annual goal of installing approximately forty (40) to sixty (60) shelters. This may vary from year-to-year based on funding partner requests and project needs (accidents, major developments, SunRail, etc.)

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX procurement policies for service contracts require prime contractors to make good faith efforts to subcontract a portion of the work to DBE firms. All suppliers are encouraged to obtain DBE participation for subcontracting opportunities. The DBE Officer will work with the proposers to achieve participation.

FISCAL IMPACT:

LYNX staff included \$2,298,993 in the FY18 Adopted Capital Budget for shelter installation, rehabilitation, and ADA Compliance. The FY18 shelter capital budget consists of the following select aggregated line items:

FY18 Capital Budget Shelter Installation Summary	
Description	FY2018 Adopted Capital Budget
Orange County Installation	478,508
Seminole County Installation	470,000
Osceola County Installation	418,966
City of Orlando Installation	371,763
Rehabilitation	457,196
ADA Compliance	102,560
Total	2,298,993

Finance Committee Discussion Item #6.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Update on Mobility Services

Date: 1/30/2018

LYNX staff will be providing an update on the Mobility Services Division's current status and the Mobility Management program.

Mobility Services Update Finance & Oversight Committee

February 1, 2018

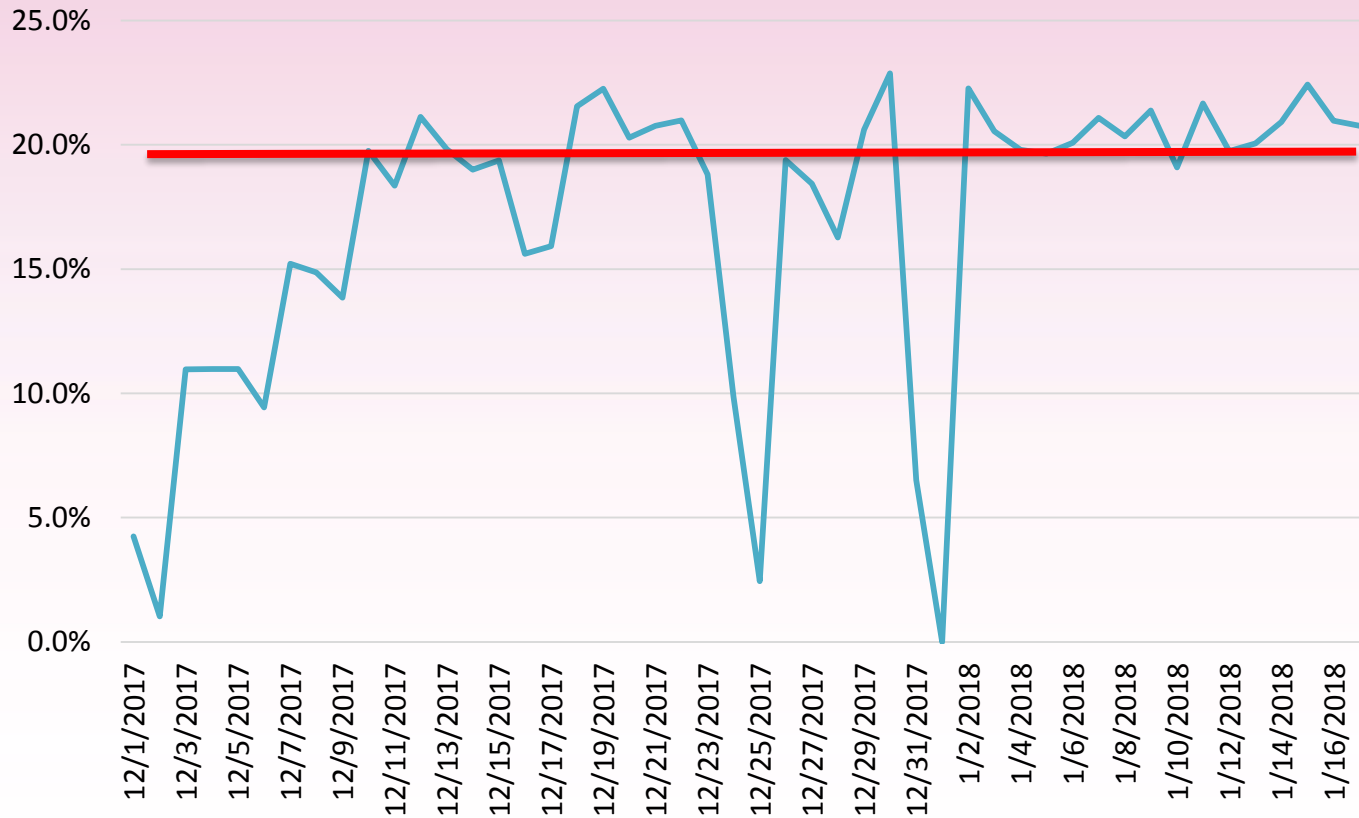
Uncollected Fares



July 2017	5.11%	(\$9,012.00)
August 2017	4.77%	(\$9,215.25)
September 2017	2.21%	(\$3,344.50)
October 2017	0.56%	(\$1,088.25)
November 2017	0.75%	(\$1,340.25)
December 2017	0.55%	(\$867.75)
January 1 to 21	0.54%	(\$528.25)

(Note, these figures have not been audited and are based solely on raw data from ACCESS LYNX' dispatch software.)

Trips Transitioned to TNC



Goal of 20%+ reassigned to TNC.

December = 16.01%

January 1-21 = 20.51%



Trips Transitioned to TNC



December 2017:

- 🐾 Trips reassigned From MV = 9,300*
- 🐾 Mears Invoice = \$153,918*
- 🐾 Average Cost Per Trip Moved = \$16.55*

*Unreconciled and unaudited.

Trips Transitioned to TNC



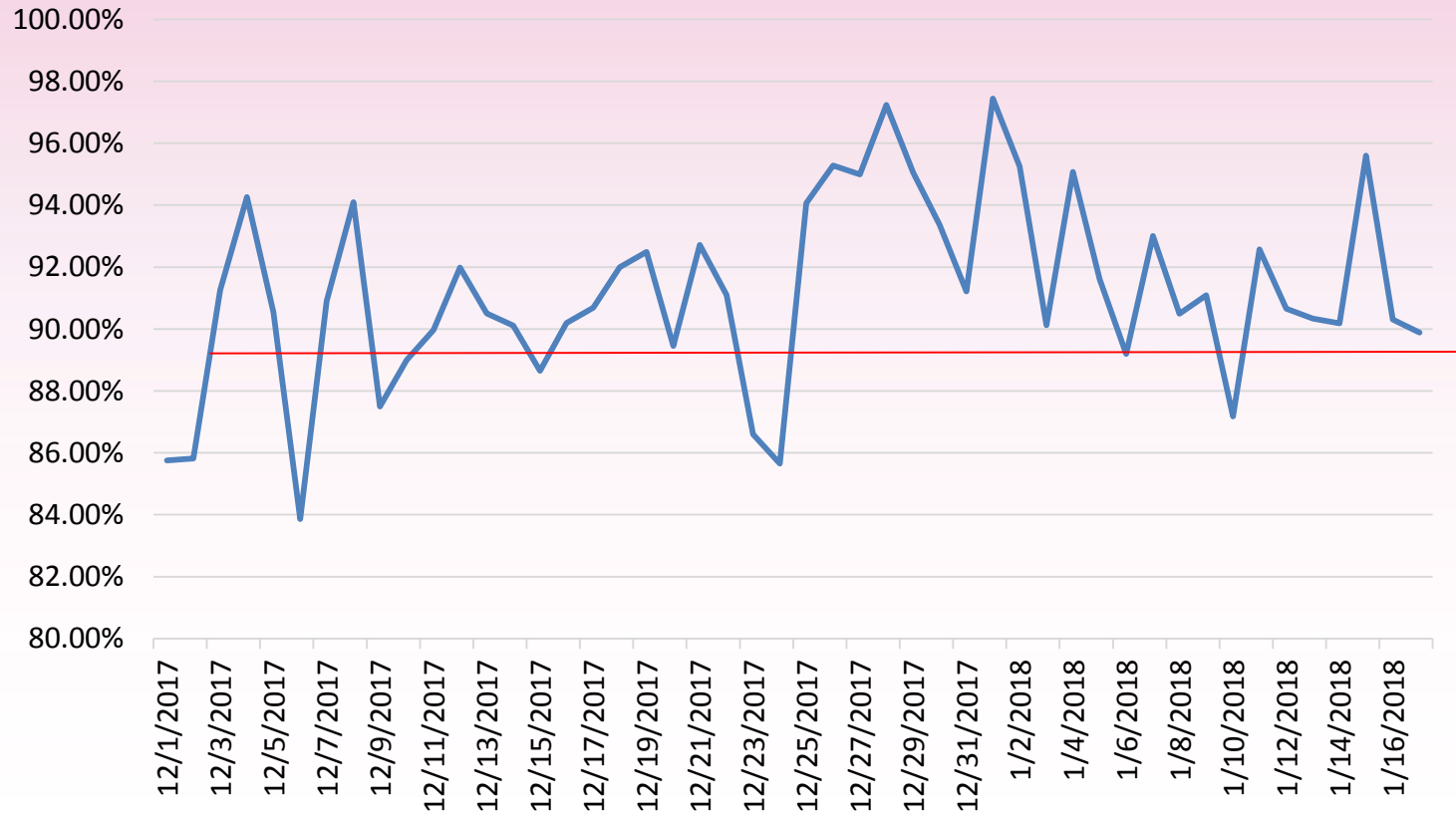
December 2017:

- 🐾 Trips reassigned from MV = 9,300*
- 🐾 MV Productivity (old contract) = 1.15 Trips Per Hour
- 🐾 MV Hourly Cost (old contract) = \$37.43 Per Revenue Hour
- 🐾 $9,300 \text{ trips} \div 1.15 \text{ productivity} \times \$37.43 = \$302,695$
- 🐾 $\$302,695 \text{ MV Cost} - \$153,918 \text{ Mears Cost} = \$148,777 \text{ Cost Avoidance}^*$

*Unreconciled and unaudited



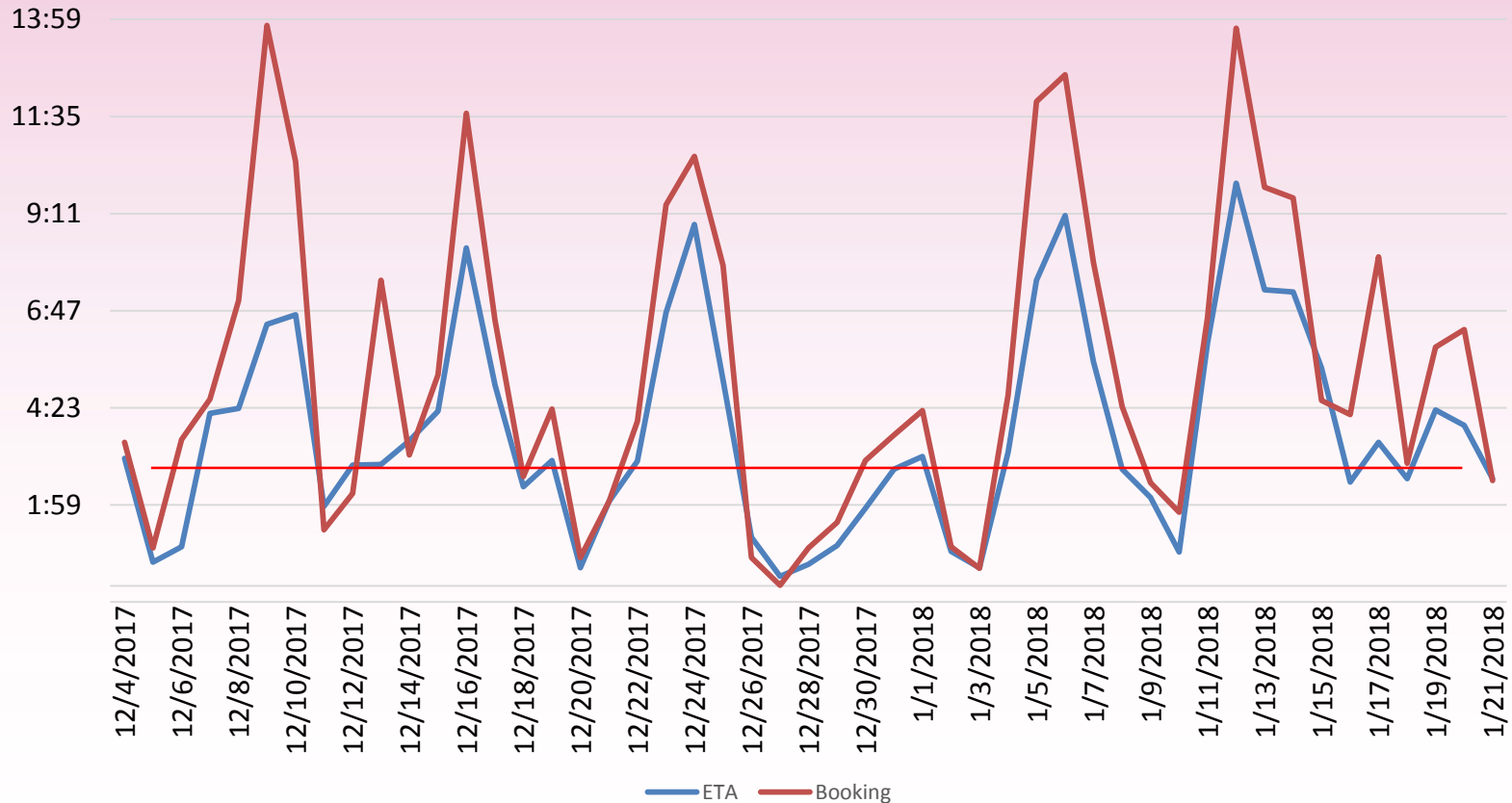
System On Time Performance



Goal of 90%+ OTP.
December = 90.85%
January 1-21 = 91.48%



Call Hold Times



Goal of 2 minutes or less call hold time. *under review

December Hold Time = 3:23 ETA; 4:57 Booking.

January 1-21 Hold Time = 4:49 ETA; 6:46 Booking



Mobility Services

 December 2017	71 complaints	4 compliments
 January 2018	66 complaints	9 compliments

Customer Service

 December 2017	12 complaints
 January 2018	10 complaints

Summary

- 🐾 Lyft to join Mobility Services program
- 🐾 Fill five vacant call center positions- staffing start date February 5, 2018
- 🐾 Aggressive training period to ensure optimum staffing readiness
- 🐾 Daily reporting for call center statistics
- 🐾 Adjust trip transitions to increase cost avoidance
- 🐾 Review best practices for call center statistics

Thank You

Finance Committee Discussion Item #6.B.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6064

Item Name: Update on LYNX Forward

Date: 1/30/2018

BACKGROUND:

In December 2017, LYNX staff provided the Board of Directors with an update on the status of the Route Optimization Study (ROS). Staff stated that they would continue present updates on the development of ROS draft plan and transit network service concepts at subsequent Board of Directors' meetings.

OVERVIEW:

LYNX staff will present the recommended transit network concept and an overview of all service framework, service standards and service guidelines required to deliver service under the recommended concept. Staff will continue to provide updates on progress of LYNX Forward at all Board of Directors' and committee meetings until the ROS and service restructuring plan is ready for draft and final Board approval.



LYNX *Forward*

Route Optimization Study

Finance & Audit Committee Meeting

January 30, 2018



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Agenda

1. Existing Network Challenges
2. Service Development & Evaluation
3. Network Design & Long Term Plan
4. Framework for Near-Term Plan
5. Near-Term Plan Approach
6. Near-Term Plan Implementation & Timeline

Existing Network Challenges

Quality of Service / Service Performance

- Poor On-Time Performance
- Lengthy Travel Times
- Ridership Declining
- Low Route Productivity

Service Supply

- Not Addressing Population Growth
- Infrequent Service
- Largest Employment Markets Under-Served
- Right Size Vehicles

Service Design

- Meandering / Out-of-Direction Routing
- SunRail Connections Lacking
- Downtown Centric System
- One-Size “Local Route” Does Not Fit All



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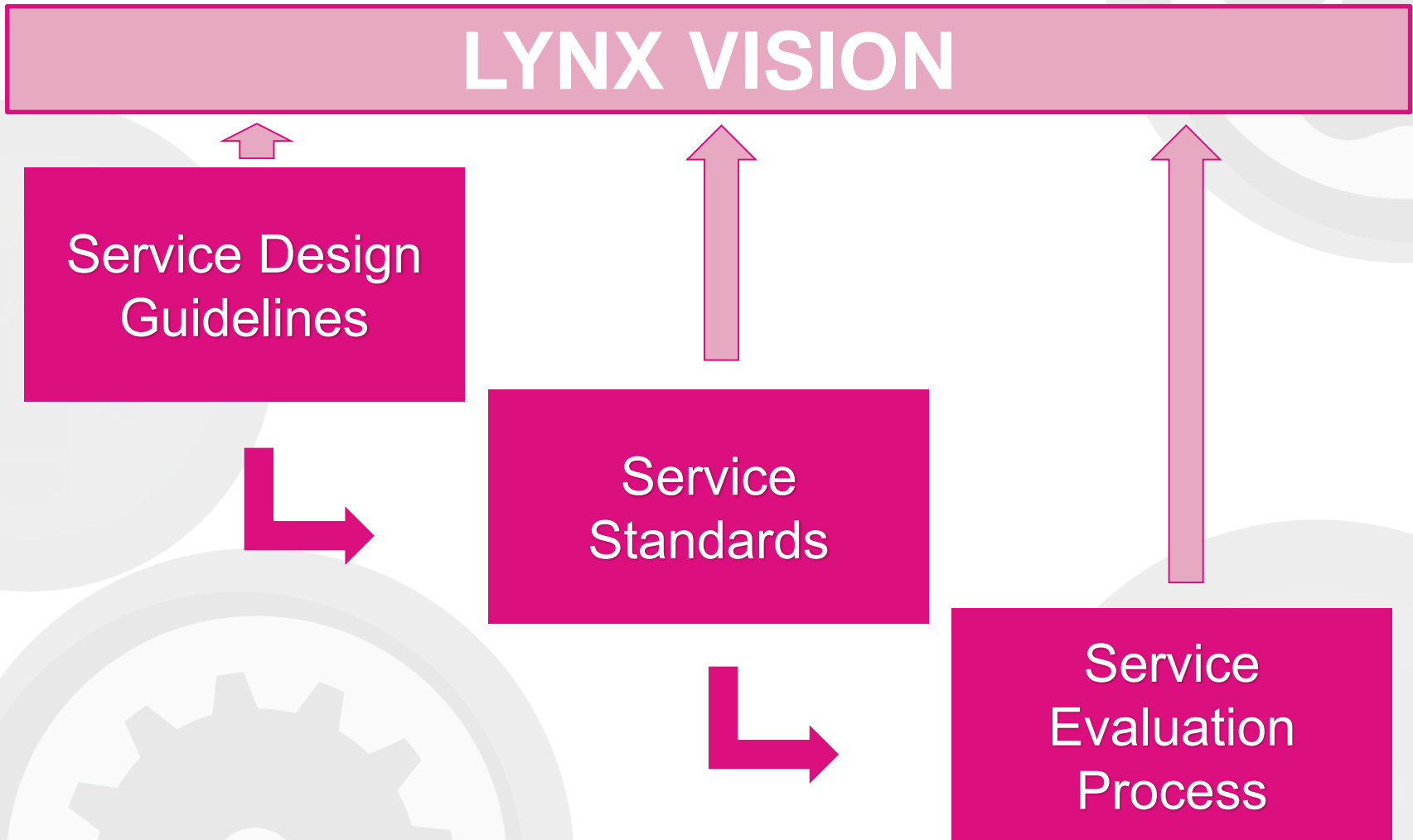


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Service Development & Evaluation



Service Development & Evaluation

Service Design Guidelines

- Modes / Service Types
- Vehicles Types
- Network Design
- Route & Service Design Guidelines
 - Service Coverage
 - Route Spacing
 - Service Levels
 - Service Placement
 - Service Connectivity
 - Route Directness
- Schedule Development Guidelines
- Facility Guidelines
- Bus Stop Guidelines

Service Standards

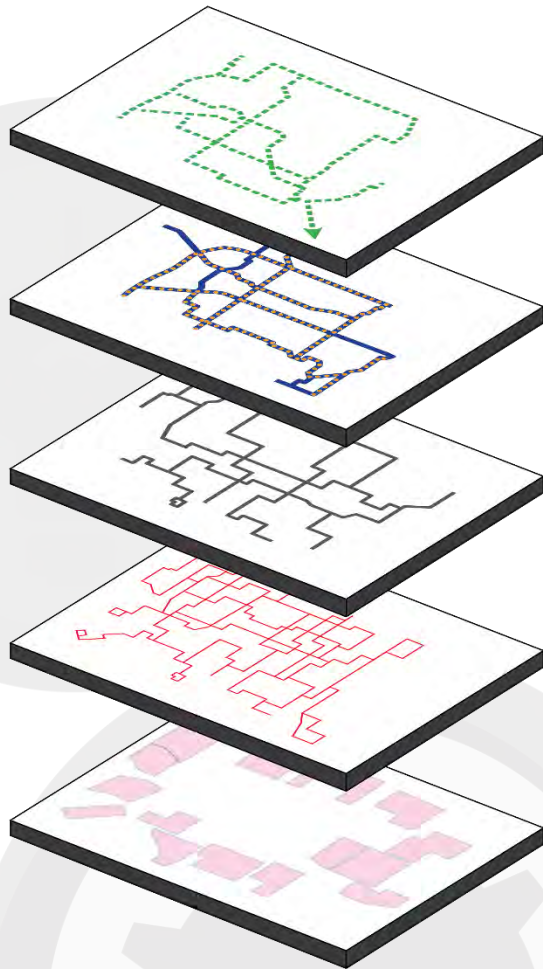
- Service Quality
 - On-Time Performance (OTP)
 - Maximum Passenger Loads
- Service Efficiency & Effectiveness
 - Service Productivity
 - Economic Productivity
 - Financial Performance
- Performance Trends

Service Evaluation Process

- Data Collection & Analysis
- Title VI and Environmental Justice
- Service Type and Route Evaluation
- Period Based Evaluation
- Procedures / Types Corrective Action
- Decision Process & Timelines
- Committees
- Public Input & Review

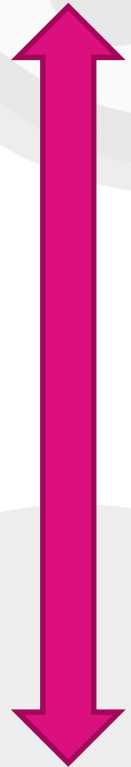


System Network Design



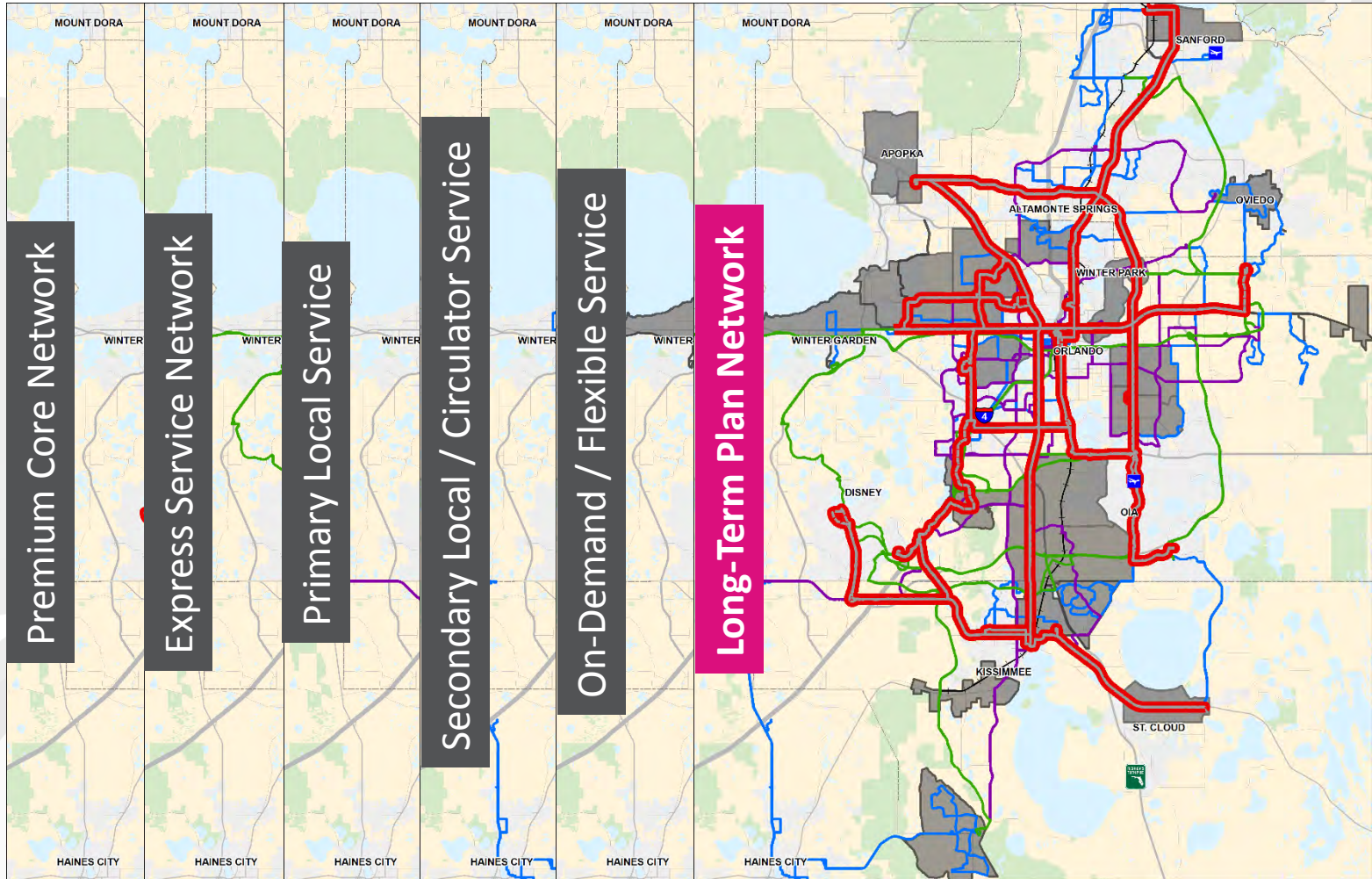
- Express Service
- Premium Core Network
- Primary Local Service
- Secondary Local / Circulator Service
- On-Demand / Flexible Service

Mobility



Accessibility

Overview ROS Long-Term Plan



Near-Term Plan Approach

- **Restructured Near-Term Network**
 - Scale back Long-Term Plan, based on approved FY2019 budget
 - Continue prioritizing improvements based on future year funding availability
- **Prioritization of Long-Term service initiatives**
 - Populate 10-year TDP Service Plan



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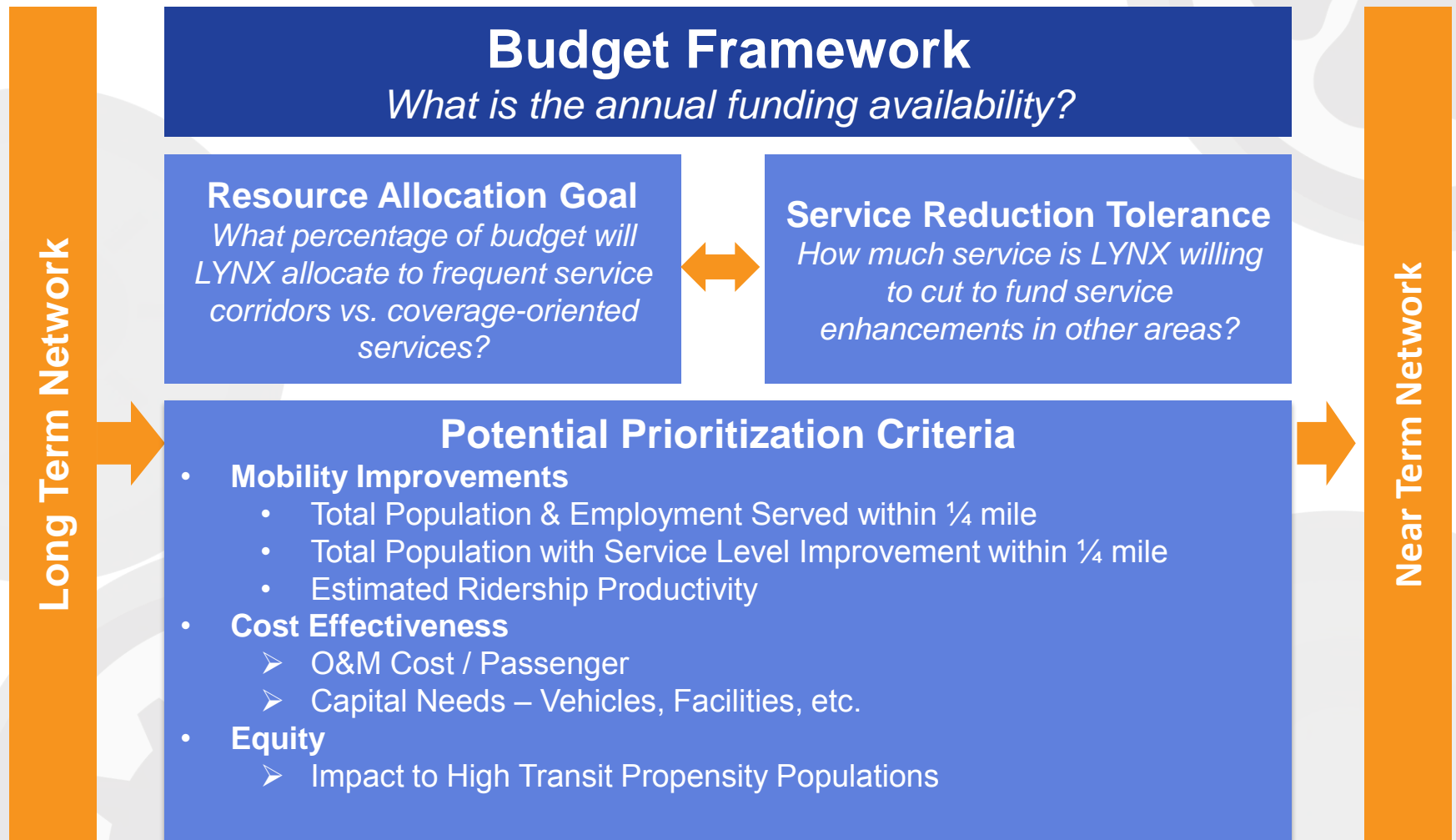


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Near Term Prioritization Framework



Implementation Planning

- **Staffing & Training**
 - New Staff
 - Job Responsibilities
 - Training staff on new network
- **Facilities Development**
 - Bus stop changes
 - New shelters / relocated shelters
 - Transit Centers / Superstops – new and modifications to existing
 - Maintenance Facility adjustments
- **Vehicle Procurement**
 - Small versus large vehicle needs



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Implementation Timeline

Plan Refinement and Approval

- Internal and External Stakeholder Communication
- Title VI Analysis and Mitigation Strategies
- Public Outreach
- Final Board Approval

Plan Implementation

- Scheduling and Runcutting
- Hiring and Training
- Procurement (facilities and vehicles)
- Marketing and Outreach
- Prepare printed and electronic passenger information

Launch

- Media Rollout
- Bus Stop Changeover
- Publish printed and electronic passenger information

4 to 6 months

8 to 10 months

1 to 2 months

13 to 18 months

43 of 59

Next Steps

- Long-Term Plan Ridership Modeling
- Refine Cost Estimation
- Complete Near-Term Plan
- Public Engagement
- TDP Annual Update

Next Steps



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LYNX Forward Bus Wrap



Left Side of Bus



Ride Side of Bus

Questions

LYNXFORWARD.COM



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Finance Committee Action Item #7.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
Louemma Cromity
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: March is Procurement Month Proclamation

Date: 1/30/2018

ACTION REQUESTED:

To proclaim March 2018 as “Procurement Month”.

BACKGROUND:

This Proclamation is being presented to LYNX Board of Directors to recognize the role of the Procurement profession within business, industry, and government. Traditionally the month of March, whether in the public or private sector, has been recognized globally as Procurement Month or Supply Management Month. This month provides the opportunity to help educate elected officials, LYNX staff, taxpayers, and suppliers about the public procurement process and the admirable work we perform. The National Institute for Government Procurement (NIGP) and the Institute for Supply Management (ISM) has designated March as Procurement Month. LYNX is a proud and active member of these organizations. March is Procurement Month across the nation and other local and state agencies have proclaimed March as Procurement Month, including the State of Florida.

The March Procurement Celebration spotlights, and is dedicated to, the significant work we as public procurement professionals do every day.

It’s a time to celebrate with pride the role of the public procurement profession. When we celebrate Purchasing Month, we acknowledge an elite group of professionals that have made a difference in governmental efficiency and effectiveness.

FISCAL IMPACT:

There is no fiscal impact to the agency for this acknowledgement and designation.

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (LYNX)
PROCLAMATION**

WHEREAS, Procurement professionals play a significant role in the efficiency and effectiveness of government and business; and

WHEREAS, Procurement professionals, through their combined Procurement power, spend billions of dollars each year and have a significant influence upon economic conditions in this world; and

WHEREAS, LYNX has a solid commitment to promoting ethical standards, best practices, education, transparency, accountability, professional development; and

WHEREAS, the Procurement department is committed to providing high caliber strategic sourcing, logistical, and stellar customer service as well as minimizing business and technical risks, accomplishing socio-economic objectives, maximizing competition, and maintaining integrity; and

WHEREAS, these professionals make it possible for LYNX to serve the citizens of Orange, Osceola, and Seminole Counties by obtaining the goods and services needed to get the job done in an efficient and economical manner, improving Procurement methods and practices by utilizing new technologies to increase efficiency and improve our process; and

WHEREAS, the month of March has been designated for an awareness campaign to recognize all Procurement professionals across our nation for their efforts and contribution to excellence in Procurement and to inform the public about the importance of the profession in business, industry, and government; and

NOW THEREFORE, I, Edward Johnson CEO of LYNX and Vivian Janer, Chairperson of the Board of Directors for LYNX, through the authority vested in me by the Board of LYNX, hereby proclaim "Procurement Month" for March 2018, for LYNX and encourage residents and businesses to acknowledge and appreciate the due diligence of all Procurement professionals of LYNX. We do hereby extend greetings and best wishes to all observing March 2018 as Procurement Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused
the Seal of the LYNX to be affixed at this 1stth day of February, in
the year two thousand eighteen.

Viviana Janer, Chairperson

Edward Johnson, Chief Executive Officer

Finance Committee Information Item #8.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Monthly Financial Report - November 30, 2017

Date: 1/30/2018

Please find attached the preliminary monthly financial report for the second month ending November 30, 2017. LYNX's Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the second month ending November 30, 2017 reflect total revenue earned in the amount of \$20,811,204 and total expenses incurred in the amount of \$19,754,145 resulting in a net operating profit of \$1,057,060.

- Fixed route, Vanpool, and Neighbor Link services resulted in an operating profit of \$1,359,552 for the second month of the fiscal year.
- Paratransit services resulted in a loss of (\$302,493) for the second month of the fiscal year.

Fixed Route Operations:

The year-to-date Operating Revenues are 102% of the budgeted amount as of November 2017. Customer fares are 106% or (\$247,769) over than the budgeted amount year-to-date.

Advertising revenue is 102% or (\$2,890) over than budgeted for the month of November 2017. Advertising year-to-date is 12% or (\$41,447) over than the budgeted amount. Actual revenues through November 30, 2017, for advertising on buses, shelters, and in-kind (trade) transactions are \$241,900, \$128,714 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 November 2017, LYNX locked in seventy nine percent 79% of the total monthly purchases, resulting in the cap (LYNX locked) prices higher than the future (float) prices. At this time, LYNX is 110% or

(\$135,460) over than budget year-to-date. In the month of November LYNX paid an average price of \$1.98 (net) per gallon for diesel fuel and \$1.95 (net) per gallon for bio-diesel, plus fuel hedging losses which is lower than the budgeted price per gallon of \$1.75 (net). The national diesel fuel price for the month of November 2017 was \$2.57 (net).

LYNX' staff proactively seeks ways to maximize operational efficiencies and improve services. As a result, fixed route operating expenses for salaries are 9% or \$716,660 under budget, while fringe benefits are 3% or \$149,948 under budget respectively, both together remain \$866,608 under budget due to various vacancies as of November 30, 2017. Professional service expenses are 75% or \$317,241 under budget due to LYNX did not accrued many professional services invoices or enter into any new agreements during November. Expenditures associated with other services, contract maintenance and other miscellaneous expenses are less than budget. Collections for the CNG Royalties for the second month of the fiscal year currently amounts to \$4,087.

Paratransit Operations:

Paratransit's operational loss for the year is currently (\$189,911). The year-to-date cost of unleaded fuel is 10% over budget or (\$35,996) for the second month of the new fiscal year. During the month of November 2017, LYNX locked in seventy-two percent (72%) of the total monthly purchases, resulting in cap (LYNX locked) prices higher than the future (float) prices. The fuel is budgeted at a net price of \$1.63 (net) per gallon in the FY2018 budget. LYNX is currently paying \$1.80 (net) per gallon. The national unleaded fuel price for the month of November 2017 was \$2.35 (net).

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF NOVEMBER 2017 AND THE TWO MONTHS ENDED NOVEMBER 30, 2017
(UNAUDITED)

	Year to Date			Month of November		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 4,234,695	4,430,563	105%	\$ 2,117,347	\$ 1,843,475	87%
Contract Services:						
Local Financial Assistance	2,496,753	2,427,373	97%	1,248,377	1,216,671	97%
Other Contractual Services	870,711	764,394	88%	435,356	382,197	88%
Advertising	334,167	375,614	112%	167,083	169,973	102%
Other Operating Income	143,225	64,183	45%	71,613	27,418	38%
Total Operating Revenues	<u>8,079,552</u>	<u>8,062,127</u>	100%	<u>4,039,776</u>	<u>3,639,734</u>	90%
NONOPERATING REVENUES						
Operating assistance grants:						
State of Florida	1,698,667	1,690,459	100%	849,334	845,230	100%
Local	8,527,547	8,091,523	95%	4,263,773	4,045,762	95%
Planning and other assistance grants:						
Federal - Other	2,991,176	2,446,129	82%	1,495,588	1,241,133	83%
State of Florida - Other	484,169	414,636	86%	242,085	205,503	85%
Local Matching - Other	122,146	-	N/A	61,073	-	N/A
Interest Income	50,750	75,215	148%	25,375	37,191	147%
Other income	3,745	31,115	831%	1,873	28,939	1545%
Total Nonoperating Revenues	<u>13,878,199</u>	<u>12,749,078</u>	92%	<u>6,939,100</u>	<u>6,403,757</u>	92%
Total Revenues	<u>21,957,751</u>	<u>20,811,204</u>	95%	<u>10,978,875</u>	<u>10,043,491</u>	91%
OPERATING EXPENSES						
Salaries and Wages	8,077,247	7,279,922	90%	4,038,623	3,308,932	82%
Fringe Benefits	4,960,512	4,754,193	96%	2,480,256	2,743,000	111%
Purchased Transportation Services	3,248,228	3,153,917	97%	1,624,114	1,602,579	99%
Fuel	1,653,377	1,824,834	110%	826,689	906,590	110%
Other Materials and Supplies	1,349,506	1,029,848	76%	674,753	542,441	80%
Professional Services	864,969	236,761	27%	432,484	166,160	38%
Other Services	1,104,461	775,248	70%	552,231	421,854	76%
Lease and Miscellaneous Expenses	239,339	157,044	66%	119,669	90,251	75%
Casualty and Liability Insurance	392,172	212,236	54%	196,086	128,604	66%
Utilities	267,374	199,472	75%	133,687	107,340	80%
Taxes and Licenses	76,565	116,722	152%	38,283	69,173	181%
Interest Expense	13,508	13,949	103%	6,754	6,974	103%
Total Operating Expenses	<u>22,247,258</u>	<u>19,754,145</u>	89%	<u>11,123,629</u>	<u>10,093,897</u>	91%
OPERATING GAIN / (LOSS)	<u>\$ (289,507)</u>	<u>\$ 1,057,060</u>	N/A	<u>\$ (144,754)</u>	<u>\$ (50,406)</u>	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
FIXED-ROUTE, VANPOOL AND NEIGHORLINK SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF NOVEMBER 2017 AND THE TWO MONTHS ENDED NOVEMBER 30, 2017
(UNAUDITED)

	Year to Date			Month of November		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
OPERATING REVENUES						
Customer Fares	\$ 3,862,479	\$ 4,110,248	106%	\$ 1,931,239	\$ 1,695,732	88%
Contract Services:						
Local Financial Assistance	2,496,753	2,427,373	97%	1,248,377	1,216,671	97%
Other Contractual Services	29,531	-	N/A	14,766	-	N/A
Advertising	334,167	375,614	112%	167,083	169,973	102%
Other Operating Income	<u>143,225</u>	<u>64,183</u>	45%	<u>71,613</u>	<u>27,418</u>	38%
Total Operating Revenues	<u>6,866,155</u>	<u>6,977,419</u>	102%	<u>3,433,078</u>	<u>3,109,794</u>	91%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	-	-	-	-	-	-
State of Florida	1,698,667	1,690,459	100%	849,334	845,230	100%
Local	6,683,658	6,540,391	98%	3,341,829	3,270,195	98%
Planning and other assistance grants:						
Federal - Other	2,422,843	1,898,860	78%	1,211,421	952,391	79%
State of Florida - Other	465,914	414,636	89%	232,957	205,503	88%
Local Matching - Other	122,146	-	N/A	61,073	-	N/A
Interest Income	50,750	75,215	148%	25,375	37,191	147%
Other income	<u>3,745</u>	<u>31,115</u>	831%	<u>1,873</u>	<u>28,939</u>	1545%
Total Nonoperating Revenues	<u>11,447,722</u>	<u>10,650,677</u>	93%	<u>5,723,861</u>	<u>5,339,449</u>	93%
Total Revenues	<u>18,313,877</u>	<u>17,628,095</u>	96%	<u>9,156,939</u>	<u>8,449,243</u>	92%
OPERATING EXPENSES						
Salaries and Wages	7,926,157	7,209,497	91%	3,963,078	3,273,386	83%
Fringe Benefits	4,856,813	4,706,865	97%	2,428,407	2,715,645	112%
Purchased Transportation Services	255,729	274,652	107%	127,864	127,605	100%
Fuel	1,291,115	1,426,575	110%	645,558	711,703	110%
Other Materials and Supplies	1,347,089	1,029,848	76%	673,545	542,441	81%
Professional Services	818,459	207,200	25%	409,229	150,073	76%
Other Services	1,051,961	734,754	70%	525,981	401,113	76%
Lease and Miscellaneous Expenses	237,510	157,044	66%	118,755	90,251	76%
Casualty and Liability Insurance	392,172	212,236	54%	196,086	128,604	66%
Utilities	263,877	195,174	74%	131,939	105,299	80%
Taxes and Licenses	62,110	100,749	162%	31,055	63,644	205%
Interest Expense	<u>13,508</u>	<u>13,949</u>	103%	<u>6,754</u>	<u>6,974</u>	103%
Total Operating Expenses	<u>18,516,499</u>	<u>16,268,543</u>	88%	<u>9,258,250</u>	<u>8,316,738</u>	90%
OPERATING GAIN / (LOSS)	<u>\$ (202,622)</u>	<u>\$ 1,359,552</u>	N/A	<u>\$ (101,311)</u>	<u>\$ 132,505</u>	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PARATRANSIT SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF NOVEMBER 2017 AND THE TWO MONTHS ENDED NOVEMBER 30, 2017
(UNAUDITED)

	Year to Date			Month of November		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 372,216	\$ 320,315	86%	\$ 186,108	\$ 147,744	79%
Contract Services:						
Local Financial Assistance	-	-		-	-	N/A
Other Contractual Services	841,180	764,394	91%	420,590	382,197	91%
Advertising	-	-	N/A	-	-	N/A
Other Operating Income	-	-	N/A	-	-	N/A
Total Operating Revenues	<u>1,213,396</u>	<u>1,084,708</u>	89%	<u>606,698</u>	<u>529,940</u>	87%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	-	-	N/A	-	-	N/A
State of Florida	-	-	N/A	-	-	N/A
Local	1,843,889	1,551,132	84%	921,944	775,566	84%
Planning and other assistance grants:						
Federal - Other	568,333	547,268	96%	284,167	288,741	102%
State of Florida - Other	18,255	-	N/A	9,128	-	N/A
Local Matching - Other	-	-	N/A	-	-	N/A
Interest Income	-	-	N/A	-	-	N/A
Other income	-	-	N/A	-	-	N/A
Total Nonoperating Revenues	<u>2,430,477</u>	<u>2,098,401</u>	86%	<u>1,215,239</u>	<u>1,064,308</u>	88%
Total Revenues	<u>3,643,874</u>	<u>3,183,109</u>	87%	<u>1,821,937</u>	<u>1,594,248</u>	88%
OPERATING EXPENSES						
Salaries and Wages	151,090	70,424	47%	75,545	35,546	47%
Fringe Benefits	103,699	47,328	46%	51,850	27,355	53%
Purchased Transportation Services	2,992,500	2,879,265	96%	1,496,250	1,474,974	99%
Fuel	362,262	398,258	110%	181,131	194,887	108%
Other Materials and Supplies	2,417	-	0%	1,208	-	0%
Professional Services	46,510	29,561	64%	23,255	16,087	69%
Other Services	52,500	40,493	77%	26,250	20,741	79%
Lease and Miscellaneous Expenses	1,828	-	0%	914	-	0%
Casualty and Liability Insurance	-	-	N/A	-	-	N/A
Utilities	3,497	4,298	123%	1,748	2,041	117%
Taxes and Licenses	14,456	15,973	110%	7,228	5,529	76%
Interest Expense	-	-	N/A	-	-	N/A
Total Operating Expenses	<u>3,730,758</u>	<u>3,485,602</u>	93%	<u>1,865,379</u>	<u>1,777,159</u>	95%
OPERATING GAIN / (LOSS)	<u>\$ (86,885)</u>	<u>\$ (302,493)</u>	N/A	<u>\$ (43,442)</u>	<u>\$ (182,911)</u>	N/A

Finance Committee Information Item #8.B.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Monthly Financial Report - October 31, 2017

Date: 1/30/2018

Please find attached the preliminary monthly financial report for the first month ending October 31, 2017. LYNX's Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the first month ending October 31, 2017 reflect total revenue earned in the amount of \$10,767,714 and total expenses incurred in the amount of \$9,660,248 resulting in a net operating profit of \$1,107,466.

- Fixed route, Vanpool, and Neighbor Link services resulted in an operating profit of \$1,227,048 for the first month of the fiscal year.
- Paratransit services resulted in a loss of (\$119,582) for the first month of the fiscal year.

Fixed Route Operations:

The year-to-date Operating Revenues are 113% of the budgeted amount as of October 2017. Customer fares are 125% or (\$483,277) over the budgeted amount year-to-date.

Advertising revenue is 123% or (\$38,558) over the budgeted amount for the month of October 2017. Direct Media sold more Bus and Shelter advertising than expected for the 1/12 straight line budget allocated for October 2017. Actual revenues through October 31, 2017, for advertising on buses, shelters, and in-kind (trade) transactions are \$143,219, \$59,922 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 October 2017, LYNX locked in seventy seven percent 77% of the total monthly purchases, resulting in the cap (LYNX locked) prices higher than the future (float) prices. At this time, LYNX is 111% or (\$69,314) over budget year-to-date. In the month of October LYNX paid an average price of \$1.88 (net) per gallon for diesel fuel and \$1.83 (net) per gallon for bio-diesel, plus fuel hedging

losses which is lower than the budgeted price per gallon of \$1.75 (net). The national diesel fuel price for the month of October 2017 was \$2.45 (net).

LYNX' staff proactively seeks ways to maximize operational efficiencies and improve services. As a result, fixed route operating expenses for salaries are 1% or \$26,966 under budget, while fringe benefits are 18% or \$437,187 under budget respectively, both together remain \$464,153 under budget due to various vacancies as of October 31, 2017. Professional service expenses are 86% or \$352,102 under budget due to LYNX did not accrue many professional services invoices or enter into any new agreements during October. Expenditures associated with other services, contract maintenance and other miscellaneous expenses are less than budget. Collections for the CNG Royalties for the first month of the fiscal year currently amounts to \$2,175.90.

Paratransit Operations:

Paratransit's operational loss for the year is currently (\$119,582). The year-to-date cost of unleaded fuel is 12% over budget or (\$22,240) for the first month of the new fiscal year. During the month of October 2017, LYNX locked in fifty-five percent (55%) of the total monthly purchases, resulting in cap (LYNX locked) prices higher than the future (float) prices. The fuel is budgeted at a net price of \$1.63 (net) per gallon in the FY2018 budget. LYNX is currently paying \$1.70 (net) per gallon. The national unleaded fuel price for the month of October 2017 was \$2.29 (net).

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF OCTOBER 2017 AND THE ONE MONTH ENDED OCTOBER 31, 2017
(UNAUDITED)

	Year to Date			Month of October		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 2,117,347	2,587,087	122%	\$ 2,117,347	\$ 2,587,087	122%
Contract Services:						
Local Financial Assistance	1,248,377	1,210,703	97%	1,248,377	1,210,703	97%
Other Contractual Services	435,356	382,197	88%	435,356	382,197	88%
Advertising	167,083	205,641	123%	167,083	205,641	123%
Other Operating Income	71,613	36,765	51%	71,613	36,765	51%
Total Operating Revenues	<u>4,039,776</u>	<u>4,422,393</u>	109%	<u>4,039,776</u>	<u>4,422,393</u>	109%
NONOPERATING REVENUES						
Operating assistance grants:						
State of Florida	849,334	845,230	100%	849,334	845,230	100%
Local	4,263,773	4,045,762	95%	4,263,773	4,045,762	95%
Planning and other assistance grants:						
Federal - Other	1,495,588	1,204,996	81%	1,495,588	1,204,996	81%
State of Florida - Other	242,085	209,133	86%	242,085	209,133	86%
Local Matching - Other	61,073	-	N/A	61,073	-	N/A
Interest Income	25,375	38,025	150%	25,375	38,025	150%
Gain / (Loss) on Sale of Assets	1,873	2,176	116%	1,873	2,176	116%
Total Nonoperating Revenues	<u>6,939,100</u>	<u>6,345,321</u>	91%	<u>6,939,100</u>	<u>6,345,321</u>	91%
Total Revenues	<u>10,978,875</u>	<u>10,767,714</u>	98%	<u>10,978,875</u>	<u>10,767,714</u>	98%
OPERATING EXPENSES						
Salaries and Wages	4,038,623	3,970,990	98%	4,038,623	3,970,990	98%
Fringe Benefits	2,480,256	2,011,193	81%	2,480,256	2,011,193	81%
Purchased Transportation Services	1,624,114	1,551,339	96%	1,624,114	1,551,339	96%
Fuel	826,689	918,243	111%	826,689	918,243	111%
Other Materials and Supplies	674,753	487,407	72%	674,753	487,407	72%
Professional Services	432,484	70,601	16%	432,484	70,601	16%
Other Services	552,231	353,394	64%	552,231	353,394	64%
Lease and Miscellaneous Expenses	119,669	66,793	56%	119,669	66,793	56%
Casualty and Liability Insurance	196,086	83,632	43%	196,086	83,632	43%
Utilities	133,687	92,132	69%	133,687	92,132	69%
Taxes and Licenses	38,283	47,549	124%	38,283	47,549	124%
Interest Expense	6,754	6,974	103%	6,754	6,974	103%
Total Operating Expenses	<u>11,123,629</u>	<u>9,660,248</u>	87%	<u>11,123,629</u>	<u>9,660,248</u>	87%
OPERATING GAIN / (LOSS)	<u>\$ (144,754)</u>	<u>\$ 1,107,466</u>	N/A	<u>\$ (144,754)</u>	<u>\$ 1,107,466</u>	

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
FIXED-ROUTE, VANPOOL AND NEIGHBORLINK SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF OCTOBER 2017 AND THE ONE MONTH ENDED OCTOBER 31, 2017
(UNAUDITED)

	Year to Date			Month of October				
	Budget	Actual	%	Budget	Actual	%		
OPERATING REVENUES								
Customer Fares	\$ 1,931,239	\$ 2,414,516	125%	\$ 1,931,239	\$ 2,414,516	125%		
Contract Services:								
Local Financial Assistance	1,248,377	1,210,703	97%	1,248,377	1,210,703	97%		
Other Contractual Services	14,766	-	N/A	14,766	-	N/A		
Advertising	167,083	205,641	123%	167,083	205,641	51%		
Other Operating Income	71,613	36,765	51%	71,613	36,765	51%		
Total Operating Revenues	<u>3,433,078</u>	<u>3,867,625</u>	113%	<u>3,433,078</u>	<u>3,867,625</u>	113%		
NONOPERATING REVENUES								
Operating assistance grants:								
Federal	-	-	-	-	-	-	167,083.00	100%
State of Florida	849,334	845,230	100%	849,334	845,230	100%	205,641.00	
Local	3,341,829	3,270,195	98%	3,341,829	3,270,195	98%		1.23
Planning and other assistance grants:								
Federal - Other	1,211,421	946,469	78%	1,211,421	946,469	78%		
State of Florida - Other	232,957	209,133	90%	232,957	209,133	90%		
Local Matching - Other	61,073	-	N/A	61,073	-	N/A		
Interest Income	25,375	38,025	150%	25,375	38,025	150%		
Gain / (Loss) on the Sale of Assets	1,873	2,176	116%	1,873	2,176	116%		
Total Nonoperating Revenues	<u>5,723,861</u>	<u>5,311,228</u>	93%	<u>5,723,861</u>	<u>5,311,228</u>	93%		
Total Revenues	<u>9,156,939</u>	<u>9,178,853</u>	100%	<u>9,156,939</u>	<u>9,178,853</u>	100%		
OPERATING EXPENSES								
Salaries and Wages	3,963,078	3,936,112	99%	3,963,078	3,936,112	99%		
Fringe Benefits	2,428,407	1,991,220	82%	2,428,407	1,991,220	82%		
Purchased Transportation Services	127,864	147,047	115%	127,864	147,047	115%		
Fuel	645,558	714,872	111%	645,558	714,872	111%		
Other Materials and Supplies	673,545	487,407	72%	673,545	487,407	72%		
Professional Services	409,229	57,127	14%	409,229	57,127	14%		
Other Services	525,981	333,641	63%	525,981	333,641	63%		
Lease and Miscellaneous Expenses	118,755	66,793	56%	118,755	66,793	56%		
Casualty and Liability Insurance	196,086	83,632	43%	196,086	83,632	43%		
Utilities	131,939	89,874	68%	131,939	89,874	68%		
Taxes and Licenses	31,055	37,105	119%	31,055	37,105	119%		
Interest Expense	6,754	6,974	103%	6,754	6,974	103%		
Total Operating Expenses	<u>9,258,250</u>	<u>7,951,805</u>	86%	<u>9,258,250</u>	<u>7,951,805</u>	86%		
OPERATING GAIN / (LOSS)	<u>\$ (101,311)</u>	<u>\$ 1,227,048</u>	N/A	<u>\$ (101,311)</u>	<u>\$ 1,227,048</u>	N/A		

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PARATRANSIT SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF OCTOBER 2017 AND THE ONE MONTH ENDED OCTOBER 31, 2017
(UNAUDITED)**

	Year to Date			Month of October		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 186,108	\$ 172,571	93%	\$ 186,108	\$ 172,571	93%
Contract Services:						
Local Financial Assistance	-	-	N/A	-	-	N/A
Other Contractual Services	420,590	382,197	91%	420,590	382,197	91%
Advertising	-	-	N/A	-	-	N/A
Other Operating Income	-	-	N/A	-	-	N/A
Total Operating Revenues	<u>606,698</u>	<u>554,768</u>	91%	<u>606,698</u>	<u>554,768</u>	91%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	-	-	N/A	-	-	N/A
State of Florida	-	-	N/A	-	-	N/A
Local	921,944	775,566	84%	921,944	775,566	84%
Planning and other assistance grants:						
Federal - Other	284,167	258,527	91%	284,167	258,527	91%
State of Florida - Other	9,128	-	N/A	9,128	-	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>1,215,239</u>	<u>1,034,093</u>	85%	<u>1,215,239</u>	<u>1,034,093</u>	85%
Total Revenues	<u>1,821,937</u>	<u>1,588,861</u>	87%	<u>1,821,937</u>	<u>1,588,861</u>	87%
OPERATING EXPENSES						
Salaries and Wages	75,545	34,878	46%	75,545	34,878	46%
Fringe Benefits	51,850	19,973	39%	51,850	19,973	39%
Purchased Transportation Services	1,496,250	1,404,292	94%	1,496,250	1,404,292	94%
Fuel	181,131	203,371	112%	181,131	203,371	112%
Other Materials and Supplies	1,208	-	0%	1,208	-	0%
Professional Services	23,255	13,474	58%	23,255	13,474	58%
Other Services	26,250	19,753	75%	26,250	19,753	75%
Lease and Miscellaneous Expenses	914	-	0%	914	-	0%
Casualty and Liability Insurance	-	-	N/A	-	-	N/A
Utilities	1,748	2,258	129%	1,748	2,258	129%
Taxes and Licenses	7,228	10,445	145%	7,228	10,445	145%
Interest Expense	-	-	N/A	-	-	N/A
Total Operating Expenses	<u>1,865,379</u>	<u>1,708,443</u>	92%	<u>1,865,379</u>	<u>1,708,443</u>	92%
OPERATING GAIN / (LOSS)	<u>\$ (43,442)</u>	<u>\$ (119,582)</u>	N/A	<u>\$ (43,442)</u>	<u>\$ (119,582)</u>	N/A

Finance Committee Other Business Item #9.A

To: LYNX Board of Directors

From: Albert Francis /Chief
CHIEF FINANCIAL OFFICER
Dyana Blickle /Tech 1
Technical / Project Lead Title 1

Phone: 407.841.2279 ext: 6058

Item Name: Update regarding Board Members

Date: 1/30/2018

An update regarding Board Members