




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

1. Call to Order & Pledge of Allegiance

2. Approval of Minutes

-  Minutes from the January 26, 2012 Board of Directors' Meeting Pg 5

3. Recognition

- Service Awards 20 years: George Carrio, Bus Operator; Roberto Perez, Bus Operator
- Passion, Pride and Performance Award: Frantz Laroche





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. Release Requests for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for General Counsel Legal Services Pg 12
- ii.  Authorization to Release a Request for Proposal (RFP) for Labor/Employment Legal Services Pg 16
- iii.  Authorization to Release a Request for Proposal (RFP) for Bus Stop Accessibility Study Pg 20
- iv.  Authorization to Release a Request for Proposal (RFP) for State Road 50 (SR 50) Alternative Analysis Study and Development of Premium Transit Service Contract for the SR 50/UCF Connector Project Pg 22

B. Award Contracts

- i.  Authorization to Award Contract to TranSystems Corporation for the Altamonte Springs, Casselberry, Longwood and Maitland Flex Bus Demonstration Project Pg 24
- ii.  Authorization to Award a Contract to the Goodyear Tire and Rubber Company for Bus Tire Leasing Pg 28






C. Extension of Contracts

- i.  Authorization to Exercise the First Option Year of Contract #09-C27 with with Fishback, Dominick, Bennett, Stepter, Ardaman, Ahlers, Bolton & Langley, LLP, for Worker's Compensation Legal Services. Pg 31
- ii.  Authorization to Exercise the First Option Year of Contract #09-C29 with the Law Firm of Zimmerman Kiser Sutcliffe for General Liability Legal Services Pg 32
- iii.  Authorization to Exercise the First Year Option of Contract #09-C28 with the Law Firm of Fisher, Rushmer, Werrenrath, Dickson, Talley & Dunlap P.A. for General Liability Legal Services. Pg 33



D. Miscellaneous

- i.  Authorization to Negotiate and Bind Coverage & Premium for One Year Renewal of the Property Insurance Program Pg 34
- ii.  Authorization to Purchase Three Hybrid Electric Buses Under LYNX Contract #09-C05 with Gillig, LLC for the Parramore BRT Expansion Pg 36
- iii.  Notification of Award of Contract to Protect Video, Inc. for the Installation of CCTV on the LYNX LYMMO and to Authorize a Contingency in the Amount of \$28,000. Pg 38
- iv.  Authorization to Purchase Nineteen Vehicles for Core Paratransit Services Through the Florida Department of Transportation State Contract Pg 40
- v.  Authorization to Purchase Four 60-Foot Articulated Buses From Nova Bus Pg 43
- vi.  Authorization to Modify Contract #12-C02 with MV Transportation, Inc., to Include Security Services at LYNX' South Street Facility Pg 45
- vii.  Authorization to Enter into a Locally Funded Joint Planning Agreement (JPA) Financial Management (FM) Numbers 422048-1-52-01 and 422048-2- 52-01 for Upgrades to Thirty-eight (38) Transit Stops with the Florida Department of Transportation in Seminole and Orange Counties Pg 46
-Attachments  
- viii.  Authorization to Adopt Resolution No. 12-003 to Appoint Edward L. Johnson, General Manager, Starlin Rolle, Supervisor of Financial Planning and Stephen Berry, Manager of Organizational Development & Training to the Administrative Committee for the LYNX' Money Purchase, 457 Deferred Compensation Plans and the Chief Executive Officer (CEO) Retirement Plan Pg 59
-Attachments 
- ix.  Authorization to Adopt Resolution No. 12-002 to Appoint Edward L. Johnson, General Manager, Starlin Rolle, Supervisor of Financial Reporting and Stephen Berry, Manager of Organizational Development & Training as Trustees to the LYNX' Chief Executive Retirement Plan, LYNX' Money Purchase and 457 Deferred Compensation Plans Pg 63
-Attachments 
- x.  Authorization to Submit State of Good Repair, Bus Livability, Clean Fuels and Alternatives Analysis Grant Applications to the Federal Transit Administration Pg 66
- xi.  Authorization to Amend the TIGER II Grant Funding for the Parramore BRT (Creative Village - Moving Parramore Forward) Project Pg 69
- xii.  Authorization for a Proposed Budget Revision to the LYNX American Recovery and Reinvestment Act for the Estimated Savings Summary Pg 71
- xiii.  Authorization to Adopt a Quality Assurance/Quality Control (QAQC) Plan for the Orlando East-West Bus Rapid Transit (BRT) LYMMO Expansion Project and Parramore Bus Rapid Transit (BRT) Pg 73
-Attachments  
- xiv.  Authorization to Implement the May 20, 2012 Proposed Service Changes Pg 170
- xv.  Authorization to Write-off Assets as of June 30, 2011 Physical Inventory Count and Reconciliation Pg 173
- xvi.  Authorization to Amend Contract #10-C23 with VPSI Pg 180

7. Action Agenda

- A.  Acceptance of the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ending September 30, 2011 Pg 192
-Attachments 
- B.  Amendment of LYNX' FY2012 Operating and Capital Budgets Pg 265
- C.  Authorization to Amend the FY2012 Service Funding Agreement with Lake County Pg 272
- D.  Authorization to Modify Contract (#08-C14) for General Counsel Services with Akerman & Senterfitt Pg 281

8. Work Session

- A.  Overview of Fiscal Year 2013 Preliminary Operating Budget Pg 283
- B.  Overview of SunRail/LYNX Fare Policy Pg 286

9. Other Business

10. Monthly Reports

- A.  Monthly Financial Report - February 29, 2012 Pg 287
-Attachments 
- B.  Monthly Financial Report - January 31, 2012 Pg 292
-Attachments 
- C.  LYNX American Recovery and Reinvestment Act Project Status Report Pg 297
- D.  Ridership Reports Final for December 2011 and January 2012 Pg 298
- E.  Planning and Development Report Pg 306
- F.  Communications Report Pg 310
- G.  Government Relations Report Pg 319
- H.  Monthly Employee Travel Report - March 2012 Pg 326
- I.  Monthly Employee Travel Report - February 2012 Pg 328

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 Sarah Tirado at 455 N. Garland Ave, Orlando, FL 32801 (407) 841-2279, extension 6012, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Monthly Board Meeting Minutes

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

DATE: January 26, 2012

TIME: 1:02 p.m.

Members in Attendance:

Seminole County Commissioner, Carlton Henley, Chair
Osceola County Commissioner, Brandon Arrington, Vice Chair
City of Orlando, Mayor Buddy Dyer, Secretary
Orange County, Mayor Teresa Jacobs
FDOT District 5 Secretary, Noranne Downs

Members Absent:

1. Call to Order and Pledge of Allegiance

The Chairman, Commissioner Carlton Henley, called the meeting to order at 1:02 p.m. Chairman Henley asked Commissioner Brandon Arrington to lead the Pledge of Allegiance.

2. Approval of Minutes

Motion was made and seconded to approve the Minutes of the November 10, 2011 Board of Directors. The Motion passed unanimously.

3. Recognition

The Chairman noted that Recognitions would be taken up later on the Agenda.

4. Public Comments

Chuck Graham addressed the Board regarding concerns for the paratransit service and the adequate height of paratransit vehicles. In addition, Mr. Graham advocated for transportation dedicated funding.

Sydney Hart addressed the Board regarding the negative impact, that as an operator, the poor route scheduling has on his personal life. As an operator, Mr. Hart requested fair compensation, health insurance benefits and better routes.

Kim Sinclair addressed the Board regarding concerns for Link #40. Ms. Sinclair requested additional service on the route with 30 minute service from downtown to Universal. Link #40 is currently a 45 minute route which takes 1 hour 5 minutes to serve the 25 stops which is more than the eight stops listed on the schedule. Additionally, Ms. Sinclair requested Link #40 be extended on the Sunday route from 7:45 P.M. until 9:00 P.M. She noted the route serves the Mall of Millennia, Universal and International Drive and extending the time to allow workers to utilize the route when they are required to work later than 7:45 in the evening.

The Chairman requested LYNX staff to review Ms. Sinclair's concern and request.

5) Chief Executive Officer's Report

The Chairman recognized John Lewis, Chief Executive Officer.

Mr. Lewis reported that LYNX' moved over 28 million riders in 2011 which was a 9% increase over the year ending 2010 and was a LYNX record. The previous record set in 2009 was just over 27 million riders. He noted that the trend is continuing. The first quarter of 2012 is 8 ½ % greater than the same period in 2011. Mr. Lewis was encouraged that the community continues to support public transit.

As a result of LYNX' ridership, the first quarter operating revenues are 127% of budget assumptions. Mr. Lewis noted that the fuel hedging program is producing budget stability. LYNX paid an average price per gallon of fuel of \$3.00 during the first quarter of 2012 and budgeted \$3.17 for the same period. During this time, the national average for diesel fuel was \$3.54. The budget reflects fuel costs an overage due to the price of gasoline which fuel some vehicles such as the PickUp lines. LYNX is not currently involved in a hedging program for gasoline fuel. Additionally, fuel for vehicle usage at the Southern Operating Base is purchased from Osceola County which does not participate in a fuel hedging program.

On January 23rd, LYNX was notified by the Federal Transit Administration (FTA) that an additional \$3,000,000 was reallocated in capital funds to LYNX. This reallocation is a tribute to LYNX' tract record for delivering on federally funded projects. The funding is designated to the East-West LYMMO expansion project.

LYNX received federal grant funding totaling approximately \$24,000,000 for capital projects over the last year in addition to the American Recovery & Reinvestment Act funding of \$30,000,000 during the same time period. As a funding recipient, LYNX was selected for a Federal Financial Management Oversight (FMO) review. The review will take place the week of February 13, 2012. The purpose of the review is to ensure that grant recipients have adequate controls and financial management systems that meet federal requirements. Staff will provide a briefing to the Board of Directors with the results of the review and any corrective actions recommended.

Mr. Lewis noted that LYNX transitioned to a new contract model for the AccessLYNX program in mid-October 2011. The model provides two providers for the service; MV Transportation provides week-day and Saturday service and Transportation America provides week-night and Sunday service.

At the beginning of the contract, MV Transportation's on-time performance was 80%. Currently, MV's on-time performance is at 93%. Transportation America's on-time performance at the beginning of the contract was 61% and currently at 87%. Staff continues to work with both providers to reach the contractual on-time performance rate of 92%.

6. Consent Agenda

A. Release Requests for Proposal (RFP)

- i.** Authorization to Release a request for Proposal (RFP) for LYNX Orlando Trail Project
- ii.** Authorization to Release a Request for Proposal (RFP) for Architectural and Engineering Consultant Services
- iii.** Authorization to Release a Request for Proposal (RFP) for Commercial Style Transit Shelters
- iv.** Authorization to Release a Request for Proposal (RFP) and Negotiate a Contract for Purchases of Articulated Buses

B. Invitation for Bid (IFB)

- i.** Authorization to Issue an Invitation for Bid (IFB) for the Construction of the Poinciana Transfer Center
- ii.** Authorization to Issue an Invitation for Bid (IFB) for the Construction of the Kissimmee Transfer Center
- iii.** Authorization to Issue an Invitation for Bid (IFB) for Purchasing and Installing Digital Mobile Radios

C. Award Contracts

- i.** Authorization to Award a Contract to PCL Construction Services, Inc. for the Design and Construction of the East-West Bus Rapid Transit (BRT) LYMMO Expansion Project
- ii.** Authorization to Award a Contract to Vanasse Hangen Brustlin, Inc. for the US192 Corridor Alternative Analysis
- iii.** Authorization to Award a Contract to ZMG Construction, Inc. (Parramore Bus Rapid Transit (BRT) Consortium) for the Design and Construction of the Parramore BRT LYMMO Expansion Project
- iv.** Authorization to Award a Contract to Waste Management, Inc. of Florida for Solar Powered Trash Compactors
- v.** Authorization to Award a Contract to Spencer Fabrication for LYNX Style Shelters

D. Miscellaneous

- i.** Authorization to Enter into an Interlocal Agreement with the City of Orlando for Design and Construction Management Services for the Creative Village Moving Parramore Forward Bus Rapid Transit (BRT) Project
- ii.** Authorization to Ratify the American Recovery and Reinvestment Act (ARRA) Internal \ Budget Revisions 1-4; Approve LYNX Internal Budget Revision 5; and Amend the FY 2012 Adopted Capital Budget Accordingly
- iii.** Authorization to Purchase Four Hybrid Electric Buses Under LYNX Contract #09-C05 with Gillig, LLC for the East-West LYMMO Expansion
- iv.** Authorization to Enter into an Interlocal Agreement with the City of Orlando for the Design and Construction Management Services for the East/West New Starts Bus Rapid Transit (BRT) Project

- v. Authorization to Initiate the Public Participation Process for the April 2012 Service Changes
- vi. Authorization to Adopt the LYNX Safety and Security Certification Plan (SSCP) and the LYNX Safety and Security Management Plan (SSMP)
- vii. Confirmation of the Appointment of Baunie McConnell to the Position of Director of Risk Management & Safety
- viii. Confirmation of the Appointment of Bernard Guida to the Position of Director of Procurement

The Chairman recognized Mayor Dyer for comment.

Mayor Dyer noted that the SunRail ground breaking will be held on Friday, January 27th in Altamonte Springs. The Mayor recognized the regional collaboration and cooperation in which the members of the Board and staff had participated. Mayor Dyer noted that 5 items on LYNX' Agenda relate to the expansion of the North / South and East / West LYMMO service corridors. These expansions will provide riders greater access to SunRail stations and their workplaces.

Motion was made and seconded to approve the Consent Agenda Items 6.A.i through 6.D.viii. The motion passed unanimously.

7. Action Agenda

The Chairman noted that a Blue Sheet Action Item has been added to the Agenda and will be taken up as Agenda item 7.A.

A. **Authorization to modify Contract #08-C14 for General Counsel Services to reduce the annual contract amount for FY2012 from \$250,000 to \$175,000**

The Chairman recognized Edward Johnson, General Manager, to make the presentation.

Mr. Johnson noted that the Board of Directors authorized a contract with Akerman Senterfitt for general counsel legal services and its subcontractor Baker Hostetler for employment / labor law in 2008. The contract term was three years with two-one year options for a total of \$250,000 per year. Subsequently, the Board authorized the separation of the contracts for an agreement with Akerman Senterfitt in the amount of \$200,000 and Baker Hostetler in the amount of \$50,000. As a part of the authorization, the Board increased the general counsel services contract by \$50,000.

LYNX' general counsel has submitted a proposal to cap the FY2012 annual cost to \$175,000 on a retainer basis with the exception of litigation and/or other major activities such as enabling legislation changes.

Staff is requesting the Board of directors' authorization for the Chief Executive Officer (CEO) or designee to modify Contract #08-C14 for General Counsel services with Akerman Senterfitt to reduce the contract amount for FY2012, the last contract term, from \$250,000 per year to \$175,000.

The Chairman noted that this matter was discussed by the Audit Committee and recommended its approval.

Motion was made and seconded to authorization for the Chief Executive Officer (CEO) or designee to modify Contract #08-C14 for General Counsel services with Akerman Senterfitt to reduce the contract amount from \$250,00 to \$175,000 for the current FY2012. The motion passed unanimously.

The Chairman asked for the record to reflect that Orange County Mayor Teresa Jacobs left the meeting at 1:20 p.m.

8. Work Session

The Chairman announced that Agenda Item 7.B. has been removed from the Agenda. While the Labor Agreement between LYNX and Amalgamated Transit Union (ATUI) Local 1749 was approved by the board of Directors at its meeting November 10, 2011, the “official signing” was scheduled to take place today; however, the Local President was unable to attend today’s meeting.

A. Discussion to Rename PickUpLine to NeighborLink

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

Mr. Lewis noted that he has reviewed the consistencies throughout the LYNX system. The PickUpLine has been operated as a neighborhood circulator for the last several years. LYNX’ services utilize the name LYNX within its title. Thus for consistency, staff is recommending that the PickUpLine service be renamed NeighborLink.

The Board has approved the purchase of smaller, low-floor vehicles which will be utilized for NeighborLink. Mr. Lewis displayed to the Board some suggested design strategies.

For clarification, the Chairman asked if staff was requesting the Board’s consideration as to color and design or solely on the renaming. Mr. Lewis responded that staff was requesting the Board’s consideration for renaming the service.

The Chairman recognized Mayor Buddy Dyer. The Mayor stated he would support the renaming. He further noted that inasmuch as the Board was not considering color today, he reminded the members of the recent Board discussions regarding rebranding and the historic “pink” color.

Motion was made and seconded to authorize the renaming of PickUpLine to NeighborLink. The motion passed unanimously.

9. Information Items

Information Items are for review purposes only. No action is required.

10. Other Business

The Chairman asked if there was other business to bring before the members. Hearing none, the Chairman moved the Agenda.

The Chairman recognized Secretary Noranne Downs. Secretary Downs noted that the renaming to NeighborLink was presented today and inquired as to when the Board will discuss color.

Mr. Lewis noted that as new vehicles are painted, the same colors used on buses in the past. For the NeighborLink service, staff displayed some concepts for the Board to look at. The Board can make suggestions regarding changes. Staff had not considered bringing an Action item to the Board but can at the will of the Board.

Secretary Downs noted that it had been her understanding that color choices had been vetted in work groups. She asked what was the outcome of the groups surveyed.

Mr. Lewis stated that when he first came to LYNX as a part of the discussions regarding opportunities for savings and efficiencies, it was brought to his attention the cost associated with maintaining the variety of colors used in painting the vehicles and the possibility for savings with choosing a particular color. With that, staff reviewed the cost savings and the history of utilizing the variety of colors. It quickly became evident that LYNX' brand was the color varieties and that ended that conversation. However, with the new NeighborLink service, the color choices were presented for that service sector. The rest of the color scheme will remain the same and will continue with it as new vehicles are acquired.

Secretary Downs requested that she would like to provide input prior to painting new vehicles.

11. Monthly Reports

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

3. Recognition

The Chairman noted that Recognitions had been moved to the end of the Agenda and asked that they be taken up.

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

Mr. Lewis reported the extraordinary efforts of two LYNX employees. At about 10:00 P.M., Sunday, November 28, 2011, LYNX operator Spence Holloway noticed a 17 year old girl stranded at LYNX Central Station. Spence asked if she needed help and the teenager said she missed the last bus to Apopka and would have to spend the night in the terminal.

Spence realizing he had \$13 in his wallet and learned the girl had \$2, went outside to negotiate with cab drivers and found they needed \$25 to get her to Apopka. LYNX Supervisor, Rick

Chase, entered the discussion and said that he would come up with the other \$10. Upon serious negotiations with the cab provider, the cabbies increased the fare to \$35.

After about 30 minutes of discussions, Spence and Rick found a Mears Taxi Cab who agreed to take the girl home to Apopka for \$25. She arrived home safely before midnight.

Mr. Lewis noted that this demonstrates a “beyond the call of duty” from LYNX employees. With that, Mr. Lewis asked that Spence Holloway and Rick Chase be recognized for their “Passion, Pride and Performance”.

Mr. Lewis also recognized the staff members ratified by the Board in the Consent Agenda: Ms. Baunie McConnell, Director of Risk Management & Safety and Mr. Ben Guida, Director of Procurement.

Meeting adjourned at 1:42 p.m.

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Edward Johnson
GENERAL MANAGER
Edward Johnson
(Technical Contact)
Bernard Guida
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Release Requests for Proposal (RFP)
Authorization to Release a Request for Proposal (RFP) for General Counsel
Legal Services

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the LYNX Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for general legal services, covering a three (3) year base period with two (2) one-year options at the Board's discretion with a maximum not to exceed \$1,250,000 with each contract year being capped at \$250,000.

BACKGROUND:

LYNX has a need for legal counsel for direct support to the Board, Chief Executive Officer (CEO) and staff in the following areas: general counsel, real property, eminent domain, construction and environmental law, property damage and public procurement/contracts law.

The Board approved the award of RFP#02-024, Legal Services on January 24, 2008. The RFP was awarded to Akerman Senterfitt. The contract was subject to annual funding for three years, with two one-year options. The current contract for legal services is due to expire in September 2012; therefore, a new solicitation needs to be issued.

In January 2010 staff amended the agreement term to begin October 1 rather than May 1 to provide better tracking by fiscal year of expenditures. Also, at that time staff recommended separating the contract into two agreements; one agreement for Akerman-Senterfitt and one for Baker-Hostetler to also better monitor procurement/contract law activities and employment law matter expenditures.

RFP SCOPE:

General Counsel

LYNX seeks a firm to serve as its General Counsel for services to include, but not be limited to, the following:

- A. As directed by the Board of Directors' Chairperson and advise the LYNX Board of Directors with respect to individual member/Board duties and responsibilities.
- B. Provides legal counsel to the Chief Executive Officer of the Central Florida Regional Transportation Authority d.b.a. LYNX.
- C. Provide legal guidance to senior staff to ensure LYNX is in compliance with all applicable agreements, laws, orders, rules, ordinances and regulations.
- D. As directed by General Manager, advise staff on all local, state and federal issues that might impact LYNX.
- E. Update the Board of Directors and/or LYNX Executive and Senior Management on the status or legal issues, as needed but not less than annually.
- F. Attend all Board of Director meetings and serve as counsel to the Board at such meetings. Counsel attending such meeting(s) shall be at the "principal" level.
- G. As directed by Chief Executive Officer or General Manager, represent LYNX at required public hearings, testimonies and before other public bodies.

Source Evaluation Committee

Edward Johnson, General Manager
Blanche Sherman, Chief Financial Officer
Ben Guida, Director of Procurement

RFP EVALUATION

The selection process will consist of a Determination of Responsiveness, Responsibility and a Source Evaluation Committee (SEC) and ranking. The SEC will evaluate all responsive and responsibility proposals received under the solicitation.

Each proposal will be reviewed and evaluated by each member of the SEC utilizing the following criteria and the assigned weight as noted in parentheses:

I. Qualification & Experience (Maximum Points –20)

The qualifications/background and relevant experience of the partners and associates to be assigned and/or available to LYNX for providing the legal services. Proposers must present competent staff well versed in the legal service areas selected.

A. Qualifications of the Firm

- (1) The firm's history and experience relevant to the Central Florida Regional Transportation Authority's needs should be discussed including a description of the firm's direct experience with contracts of similar size, scope and complexity. Proposal shall similarly discuss the qualifications of all other firms proposed to be utilized in the performance of the work and shall clearly differentiate which qualifications listed relate to which firm.
- (2) The response shall also describe relevant experience working with transit and/or transportation clients, including relevant experience working with federal, state or local public agencies, with a minimum number of 10 years of experience.
- (3) Proposers shall include the firm's Martindale-Hubbell rating.
- (4) Proposers shall describe the extent of the firm's litigation experience, with a minimum number of 10 years of experience.

II. Expertise & Knowledge of Staff (Maximum Points – 25)

The proposer shall be evaluated as to the firm's expertise, knowledge and experience in each of the legal service areas selected from those areas described in the Scope of Services. Understanding of those legal service areas, relevant work, and references will be considered.

The firm's staffing plan shall identify the General Counsel and other associates who will be assigned to the contract and shall discuss the direct qualifications and experience of each key individual. At a minimum, the plans shall include:

Biography and experience of each partner and/or associate proposed by this firm and summary of relevant experience. Additionally, the proposer should identify any service by the individual to the community or profession.

III. Cost Effectiveness – Maximum Hourly Rate Based on Experience (Max. Points – 35)

Attorney with 20 years or more public sector experience – 35 points
15-19 years public sector experience – 20 points
10-14 years public sector experience – 10 points

The fee schedule and structure proposed will be evaluated for cost effectiveness and reasonableness in view of experience and legal services proposed.

IV. Capability and Financial Resources (Maximum Points – 15)

Demonstration of financial stability is required from each responsive proposer. Proposers shall submit information indicative of the firm's financial status/capability to fulfill the required Scope of Services.

V. Minority Hiring Advantage (Maximum Points – 5)

All proposers shall provide details of the firm's commitment to minority firm hiring and advancement programs.

FISCAL IMPACT:

LYNX staff has included \$250,000 in the FY2012 Adopted Operating Budget and the FY2013 Preliminary Operating Budget to support these services. Future year's costs for legal services will be estimated based on future plans, hourly rates and prior year's usage. Such costs will be included in the LYNX' Annual Operating Budget.

Consent Agenda Item #6.A. ii

To: LYNX Board of Directors

From: Bernard Guida
DIRECTOR OF PROCUREMENT
Bernard Guida
(Technical Contact)
Donna Tefertiller
(Technical Contact)

Phone: 407.841.2279 ext: 6057

Item Name: Release Requests for Proposal (RFP)
Authorization to Release a Request for Proposal (RFP) for
Labor/Employment Legal Services

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the LYNX Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for employment/labor law services, covering a three (3) year base period with two (2) one-year options at the Board's discretion with a maximum not to exceed \$250,000 with each contract year being capped at \$50,000.

BACKGROUND:

LYNX has a need for legal counsel for direct support to the Chief Executive Officer (CEO), General Manager, Director of Human Resources and other staff as necessary regarding laws, policies, and requirements of employment and labor law.

The Board approved the award of RFP#02-024, Legal Services on January 24, 2008. The RFP was awarded to Akerman Senterfitt. The contract was subject to annual funding for three years, with two one-year options. The current contract for legal services is due to expire in September 2012; therefore, a new solicitation needs to be issued.

In January 2010 staff amended the agreement term to begin October 1 rather than May 1 to provide better tracking by fiscal year of expenditures. Also at that time staff recommended separating the contract into two agreements; one agreement for Akerman-Senterfitt and one for Baker-Hostetler to also better monitor procurement/contract law activities and employment law matter expenditures.

RFP SCOPE:

General Counsel

LYNX seeks a firm to serve as its General Counsel for services to include, but not be limited to, the following:

- a. As directed and necessary, the Legal Services Firm provides legal counsel, guidance, and advice to the General Manager, the Director of Human Resources, and Human Resources Staff regarding laws, policies, and requirements for all aspects of Employment and Labor Law.
- b. The Legal Services Firm shall provide routine employment legal services and answer general inquiries at the request of the Authority staff.
- c. Provides legal guidance to ensure the Authority and its Human Resources Staff are in compliance with all applicable employment law statutes, agreements, laws, orders, rules, ordinances and regulations as well as all applicable local, state, and federal issues that might impact the Authority.
- d. Periodically updates the General Manager and/or the Authority's Director of Human Resources and Staff on the status of legal issues.
- e. As directed, attends all union negotiation meetings, and provides legal counsel, guidance, and advice related to employment and labor law, Grievances, Mediation, Arbitration, and Impasse.
- f. As requested or directed, the Firm will review documents, ordinances, resolutions, policies, forms, and letters as prepared or received which involve the interest of the Authority. .
- g. As requested, the firm will provide detailed legal research and written opinions related to employment and labor law when necessary and provide recommended legal course or action.
- h. Other related legal duties as may be requested by General Manager or Director of Human Resources.

Source Evaluation Committee

Edward Johnson, General Manager

Donna Tefertiller, Director of Human Resources

Blanche Sherman, Chief Financial Officer

RFP EVALUATION

The selection process will consist of a Determination of Responsiveness, Responsibility and a Source Evaluation Committee (SEC) and ranking. The SEC will evaluate all responsive and responsibility proposals received under the solicitation.

Each proposal will be reviewed and evaluated by each member of the SEC utilizing the following criteria and the assigned weight as noted in parentheses:

I. Qualification & Experience (Maximum Points – 25)

The qualifications/background and relevant experience of the partners and associates to be assigned and/or available to LYNX for providing the legal services. Proposers must present competent staff well versed in the legal service areas selected.

A. Qualifications of the Firm

- (1) The firm's history and experience relevant to the Central Florida Regional Transportation Authority's needs should be discussed including a description of the firm's direct experience with contracts of similar size, scope and complexity. Proposal shall similarly discuss the qualifications of all other firms proposed to be utilized in the performance of the work and shall clearly differentiate which qualifications listed relate to which firm.
- (2) The response shall also describe relevant experience working with transit and/or transportation clients, including relevant experience working with federal, state or local public agencies, with a minimum number of 10 years of experience.
- (3) Proposers shall include the firm's Martindale-Hubbell rating.
- (4) Proposers shall describe the extent of the firm's litigation experience, with a minimum number of 10 years of experience.

II. Expertise & Knowledge of Staff (Maximum Points – 20)

The proposer shall be evaluated as to the firm's expertise, knowledge and experience in each of the legal service areas selected from those areas described in the Scope of Services. Understanding of those legal service areas, relevant work, and references will be considered.

The firm's staffing plan shall identify the General Counsel and other associates who will be assigned to the contract and shall discuss the direct qualifications and experience of each key individual. At a minimum, the plans shall include:

Biography and experience of each partner and/or associate proposed by this firm and summary of relevant experience. Additionally, the proposer should identify any service by the individual to the community or profession.

III. Cost Effectiveness – Maximum Hourly Rate Based on Experience (Max. Points – 35)

Attorney with 20 years or more public sector experience – 35 points
15 – 19 years public sector experience – 20 points
10 – 14 years public sector experience – 10 points

The fee schedule and structure proposed will be evaluated for cost effectiveness and reasonableness in view of experience and legal services proposed.

IV. Capability and Financial Resources (Maximum Points – 15)

Demonstration of financial stability is required from each responsive proposer. Proposers shall submit information indicative of the firm's financial status/capability to fulfill the required Scope of Services.

V. Minority Hiring Advantage (Maximum Points – 5)

All proposers shall provide details of the firm's commitment to minority hiring and advancement programs.

FISCAL IMPACT:

LYNX staff has included \$50,000 in the FY2012 Adopted Operating Budget to support these services.

Consent Agenda Item #6.A. iii

To: LYNX Board of Directors

From: **Bernard Guida**
DIRECTOR OF PROCUREMENT
Rudolph Walter
(Technical Contact)
Mira Bourova
(Technical Contact)

Phone: 407.841.2279 ext: 6057

Item Name: **Release Requests for Proposal (RFP)**
Authorization to Release a Request for Proposal (RFP) for Bus Stop
Accessibility Study

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for conducting a Comprehensive Bus Stop Accessibility Study and to create bus stop facility database. This study was originally approved by the Board on January 7, 2010. However, as new information became available, the scope changed significantly, which resulted in increased costs. Therefore, staff is requesting authorization to release the RFP with the expanded scope as described below.

BACKGROUND:

LYNX currently has a significant inventory of bus stops, transfer centers and other facilities to support its transit services. Our current inventory is comprised of:

- 4,500 bus stops,
- 1 transit center, and
- 13 Superstops (transfer centers).

LYNX customers also use 15 park-and-ride facilities throughout the region. These are owned and maintained by the Florida Department of Transportation; however, they shall be reviewed and evaluated in a similar manner to LYNX-owned facilities as a part of this scope of services. Rider demand for these facilities has changed over time and facilities have deteriorated due to weather and other external conditions. Existing methods for tracking and updating facilities data are not coordinated among LYNX departments, nor is existing information synchronized among departments with varying software programs. As a result, LYNX faces challenges in efficient

interdepartmental communication; access to reliable, up-to-date data; and understanding which facilities need varying types of improvements.

The purpose of this project is threefold:

- To improve customer comfort, access and security at LYNX bus stops, transfer facilities and park and rides;
- To provide accessibility information to LYNX' paratransit program to ensure proper applicant eligibility and allow for trip based customer eligibility; and
- To conduct the initial data collection and streamline continuing data collection and tracking of conditions for these facilities.

The specific objectives include:

- To complete an inventory of existing facilities and to document existing conditions. The Inventory shall include type and condition of amenities and an assessment of accessibility as it pertains to the Americans with Disabilities Act (ADA).
- Develop a system and protocol to track facilities and conditions over time.
- Develop a process to update facility data and conditions and to synchronize with our fixed asset management system (Fleet Focus) and Trapeze Ops and PASS scheduling software.
- Update and improve existing design and placement standards for bus stops and facilities.
- Develop a system-wide plan to improve accessibility.
- Purchase of equipment, server, and software that will allow for continuing data collection and maximum utilization of the information collected over time.

Anticipated uses for the inventory, database and applications delivered by this project are as follows:

- Schedule and track work orders.
- Create and update schedules and routes.
- Provide accurate and up-to-date information on accessibility and amenities to customers with disabilities.
- Develop plans, priority lists and budgets for improvements.
- Provide real-time customer information.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX' procurement policies require prime contractors to use and document good faith efforts to subcontract a portion of the work to certified, ready, willing and available DBE firms. A goal of 9% has been determined for this project.

FISCAL IMPACT:

LYNX staff has included funding in the amount of \$180,000 and \$120,000 in Amended FY2012 Operating and Capital Budgets, respectively to support the project.

Consent Agenda Item #6.A. iv

To: LYNX Board of Directors

From: Bernard Guida
DIRECTOR OF PROCUREMENT
Rudolph Walter
(Technical Contact)

Phone: 407.841.2279 ext: 6057

Item Name: Release Requests for Proposal (RFP)
Authorization to Release a Request for Proposal (RFP) for State Road 50
(SR 50) Alternative Analysis Study and Development of Premium Transit
Service Contract for the SR 50/UCF Connector Project

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for a professional services contract for development of premium transit service on the State Road (SR) 50/UCF Connector Project.

BACKGROUND:

It is the intent of the procurement process for the selected team to be available for multiple task orders related to the Alternatives Analysis (AA) and Federal New Starts Process. The first task in the project will be the completion of an Alternatives Analysis. Post AA task orders may include but not be limited to environmental assessments, planning activities, real estate acquisition, financial analysis, preliminary engineering, final design, ridership estimating and project implementation. Task orders would be subject to funding availability.

LYNX developed a FY 2011 Discretionary Livability Funding Opportunity Alternatives Analysis Program Application for a Premium Corridor Planning Study along SR 50 from the Lake County Line east to Alafaya Trail and north to the University of Central Florida (UCF). This Federal Transit Administration (FTA) grant was approved to include alternatives analysis, environmental studies, engineering and design for the corridor. The SR 50/UCF Connector corridor is one of the Primary Corridors identified in the *LYNX Vision 2030 Master Plan* as ready to advance to a premium transit mode by 2020. Completion of these studies will position the corridor to secure Federal funds targeted for construction.

This \$1,500,000 AA study will include a \$1,200,000 grant from the FTA to conduct an Alternatives Analysis for the SR 50 corridor from the Lake County line, to the UCF campus,

located just north of SR 50 along Alafaya Trail/SR 434. This grant requires a minimum 20% (\$300,000) local match.

LYNX will immediately apply to obligate the \$1,200,000 grant in the Transportation Electronic Award and Management System (TEAM) which will provide funding to generate the Alternative Analysis data as well as the related analysis, and to complete the final Alternative Analysis document.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX has established a 4% contract participation goal on this project. Proposers must, in order to be responsible and/or responsive, make a good faith effort to meet the goal. LYNX' procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

LYNX staff has included \$1,500,000 in the Amended FY2012 Capital Budget to support expenses related to the State Road (SR) 50/UCF Connector, of \$1,200,000 is federal and \$300,000 is locally funded with LYNX operating reserves.

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Bernard Guida
DIRECTOR OF PROCUREMENT
Rudolph Walter
(Technical Contact)
Doug Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6057

Item Name: Award Contracts
Authorization to Award Contract to TranSystems Corporation for the
Altamonte Springs, Casselberry, Longwood and Maitland Flex Bus
Demonstration Project

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a Contract to TranSystems Corporation to design, assist in the deployment and evaluate the FlexBus concept project. The Contract amount shall not exceed \$485,614.00 and all work must be completed by July 31, 2014.

BACKGROUND:

LYNX, the City of Altamonte Springs, and the Florida Department of Transportation (FDOT) worked in partnership to complete the final design documents for the FlexBus Intelligent Transportation Systems (ITS) enhanced circulator system. FDOT provided the lead project management for the design effort with representation provided by LYNX and the City. Final design documents were completed in April 2007. The City of Altamonte Springs notified LYNX in writing in March 2008 that they could not proceed with the project at that time, were suspending the project, but would re-initiate it in the near future.

The FlexBus project is designed to provide demand-response public transportation within a limited geographic area, specifically designed for the Altamonte Springs, Casselberry, Longwood and Maitland area. Customers would reserve and pre-pay the fare using a website or interactive telephone system for a trip with a vehicle then dispatched to provide that trip. Reservations could be for service to occur anywhere from immediately to up to seven (7) days in advance. Service would be provided within the geographic area or connected to fixed route or rail service for longer distance trips. The automated reservations will allow for the nearest real-time response to the customer request for the trip.

The consultant will utilize the final design documents completed in 2007 to develop and deploy a demonstration of the FlexBus concept. The design documents will be updated to incorporate the Cities of Casselberry, Longwood, and Maitland, in addition to Altamonte Springs into the service area and to reflect changes that have occurred in the five (5) years since their completion. This demonstration will develop the automated computer and telephone interfaces and the dynamic reservation and scheduling software. This system will then be deployed by LYNX in revenue service as a proof of concept, estimated to occur in December 2013. Successful deployment of the technology could lead to upgrades of the existing NeighborLink services to allow for near real-time automated scheduling.

At the July 28, 2011 LYNX Board of Directors' meeting, staff received authorization to issue a Request for Proposal. LYNX issued a Request for Proposal (RFP) on September 29, 2011. A pre-proposal meeting was held on October 6, 2011 and proposals were due to LYNX by 2:00 p.m. on October 26, 2011.

Two proposals were received from the following firms:

- Kimley-Horn and Associates, Inc.
- TranSystems Corporation

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

- Catherine Porter, LYNX, Manager of Strategic Planning
- Dick Wells, City of Maitland, Community Development Director
- Jamie Coker, City of Altamonte Springs, Senior Planner
- Kelly Brock, City of Casselberry, Assistant Public Works Director/City Engineer
- Sheryl Bower, City of Longwood, Community Development Director

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

- Experience (35%)
- Methodology (30%)
- Cost (20%)
- Understanding of the FlexBus Concept and the Work to be Performed (15%)

The Source Evaluation Committee (SEC) met on November 21, 2011 to discuss and rank the two proposals. The meeting was publicly noticed, each firm was notified of the time and date of the meeting.

Firm	Score	Ordinal
Kimley-Horn and Associates, Inc.	405	5
TranSystems Corporation	354	10

After the SEC met, it was determined that the scope of work needed to be updated to include all four of the communities in the study area as well as augmented to further define the project

scope and deliverables. In the best interest of LYNX and the partnering communities the RFP was canceled. The scope of services was updated and a new RFP was released.

LYNX issued the updated RFP on February 1, 2012. A pre-proposal meeting was held on February 8, 2012 and proposals were due to LYNX by 2:00 p.m. on February 22, 2012.

Two proposals were received from the following firms:

- Kimley-Horn and Associates, Inc.
- TranSystems

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

- Catherine Porter, LYNX, Manager of Strategic Planning
- Dick Wells, City of Maitland, Community Development Director
- Jamie Coker, City of Altamonte Springs, Senior Planner
- Kelly Brock, City of Casselberry, Assistant Public Works Director/City Engineer
- Sheryl Bower, City of Longwood, Community Development Director

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

- Experience (35%)
- Methodology (30%)
- Cost (20%)
- Understanding of the FlexBus Concept and the Work to be Performed (15%)

The Source Evaluation Committee (SEC) met on March 1, 2012 to discuss and rank the two proposals. The meeting was publicly noticed, each firm was notified of the time and date of the meeting.

Firm	Score	Ordinal
TranSystems Corporation	432	7
Kimley-Horn and Associates, Inc.	439.7	8

The members of the SEC recommended the award be made to TranSystems Corporation.

PROPOSED NEW EXPANSION:

The FlexBus demonstration will provide demand responsive service to customers in the Cities of Altamonte Springs, Casselberry, Longwood and Maitland. The service will directly respond to customer requests with station-to-station travel covering the majority of the demand for travel within the area. Longer distance trips will be served through transfer connections with fixed route and SunRail service. Customers will use technology solutions for requesting trips, including kiosks, the internet, and cell phone applications.

The FlexBus concept involves providing transit that adjusts to the needs of the customer rather than expecting the customers to adjust their travel to the operation of the transit services. Successfully deployed technology components can be used to upgrade existing LYNX demand response (NeighborLink) services.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX has established a 12% contract participation goal on this contract.

FISCAL IMPACT:

LYNX staff included estimated federal grant funds in the amount of \$3,363,711 in the FY2012 Capital Budget for the FlexBus demonstration project. Such funding will be used to support the consultant services for the design, deployment and evaluation of the FlexBus concept and to purchase ITS components including software, hardware, and infrastructure improvements.

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

From: Lisa Darnall
CHIEF OPERATING OFFICER
Joe Cheney
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Award Contracts
Authorization to Award a Contract to the Goodyear Tire and Rubber
Company for Bus Tire Leasing

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to The Goodyear Tire & Rubber Company for bus tire leasing. The contract amount for the initial term of the contract begins on May 7, 2012 and ends on May 6, 2015 shall not exceed \$2,670,508. LYNX has right to extend the term of the contract with two (2) one (1) year options..

BACKGROUND:

On September 28, 2011, the Board authorized the release of an Invitation for Bid. The Bid was released on December 27, 2011. Three amendments were issued and the bids were due on Wednesday, February 29, 2012 at 2:00 p.m.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX' procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms. LYNX has determined the agency goal of 14% and the vendor will be required to provide the DBE officer with documentation of good faith effort for subcontracting opportunities for compliance.

FISCAL IMPACT:

LYNX staff has included \$935,000 in the FY2012 Adopted Operating Budget to support the cost of leased tires and tire maintenance.

Bid Tabulation Sheet								
Contract Year One			Bridgestone		Goodyear Tire & Rubber		Michelin North America	
CLIN	Description	QTY	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1000	B305/85R 22.5, Load Range 'J'	14,792,870	0.062586	925,826.56	0.045000	665,679.15	0.04434	655,915.86
1001	B305/70 22.5, Load Range 'H'	122,762	0.058182	7,142.54	0.068400	8,396.92	0.05886	7,225.77
1002	B275/70R 22.5 Load Range 'H'	1,657,293	0.050874	843,13.12	0.058800	97,448.83	0.05886	97,548.27
1003	Labor Option	12	5,056.00	60,672.00	4,854.00	58,248.00	7,600.00	91,200.00
1004	Optional Wheel Painting	750	20.700	15525.00	24.500	18,375.00	28.000	21,000.00
Total Year One				1,077,954.22		829,722.90		851,889.89

Contract Year Two			Bridgestone		Goodyear Tire & Rubber		Michelin North America	
CLIN	Description	QTY	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
2000	B305/85R 22.5, Load Range 'J'	14,792,870	0.066342	981,388.58	0.047255	699,037.07	.04656	688,756.03
2001	B305/70 22.5, Load Range 'H'	122,762	0.061674	7,571.22	0.071820	8,816.77	.06180	7,586.69
2002	B275/70R 22.5 Load Range 'H'	1,657,293	0.053922	89,364.55	0.061740	102,321.27	0.06180	102,420.71
2003	Labor Option	12	5,258.00	63,096.00	5,048.00	60,576.00	7,825.000	93,900.00
2004	Optional Wheel Painting	750	21.850	16,387.50	25.00	18,750.00	29.00	21,750.00
Total Year Two				1,141,420.36		870,751.11		892,663.43

Contract Year Three			Bridgestone		Goodyear Tire & Rubber		Michelin North America	
CLIN	Description	QTY	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
3000	B305/85R 22.5, Load Range 'J'	14,792,870	0.070320	1,040,234.62	0.049620	734,022.21	.04890	723,371.34
3001	B305/70 22.5, Load Range 'H'	122,762	0.065376	8,025.69	0.075420	9,258.71	.06492	7,969.71
3002	B275/70R 22.5 Load Range 'H'	1,657,293	0.057162	94,734.18	0.064836	107,452.25	.06492	107,591.46
3003	Labor Option	12	5,468.00	65,616.00	5,250.00	63,000.00	8,050.00	96,600.00
3004	Optional Wheel Painting	750	21.85	16,387.50	25.50	19,125.00	30.00	22,500.00
Total Year Three				1,208,610.49		913,733.17		935,532.51

Option Year One			Bridgestone		Goodyear Tire & Rubber		Michelin North America	
CLIN	Description	QTY	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
4000	B305/85R 22.5, Load Range 'J'	14,792,870	0.074538	1,102,630.94	0.052596	778,045.79	0.05136	759,761.80
4001	B305/70 22.5, Load Range 'H'	122,762	0.069294	8,506.67	0.079944	9,814.09	0.06816	8,367.46
4002	B275/70R 22.5 Load Range 'H'	1,657,293	0.060588	100,412.07	0.068724	113,895.80	0.06816	112,961.09
4003	Labor Option	12	5,687.00	68,244.00	5,460.00	65,520.00	8,300.00	99,600.00
4004	Optional Wheel Painting	750	21.85	16,387.50	26.00	19,500.00	31.00	23,250.00
Total Option Year One				1,279,793.68		967,275.68		980,690.35

Option Year Two			Bridgestone		Goodyear Tire & Rubber		Michelin North America	
CLIN	Description	QTY	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
5000	B305/85R 22.5, Load Range 'J'	14,792,870	0.079014	1,168,843.83	0.056016	828,637.41	0.05394	797,927.41
5001	B305/70 22.5, Load Range 'H'	122,762	0.073452	9,017.11	0.085140	10,451.96	0.07158	8,787.30
5002	B275/70R 22.5 Load Range 'H'	1,657,293	0.064224	106,437.99	0.073176	121,274.07	0.07158	118,629.03
5003	Labor Option	12	5,915.00	70,980.00	5,680.00	68,160.00	8,550.00	102,600.00
5004	Optional Wheel Painting	750	23.00	17,250.00	26.50	19,875.00	32.00	24,000.00
Total Option Year Two				1,355,278.93		1,028,523.44		1,027,943.74
Total for Five Years				6,063,057.68		4,610,056.29		4,688,719.93

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

From: **Baunie McConnell**
DIRECTOR OF RISK MGMT & SAFETY
Baunie McConnell
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: **Extension of Contracts**
Authorization to Exercise the First Option Year of Contract #09-C27 with
with Fishback, Dominick, Bennett, Stepter, Ardaman, Ahlers, Bolton &
Langley, LLP, for Worker's Compensation Legal Services.

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #09-C27 with Fishback, Dominick, Bennett, Stepter, Ardaman, Ahlers, Bolton & Langley, LLP, for Worker's Compensation Legal Services.

BACKGROUND:

The Board approved the award of Contract #09-C27 on April 22, 2009 with Fishback, Dominick, Bennett, Stepter, Ardaman, Ahlers, Bolton & Langley, LLP, for Workers Compensation Legal Services. The initial term of the Contract is three years with two (2) one (1) year options. The current Contract expires on April 30, 2012. LYNX contracts with this reputable law firm to provide LYNX with legal representation for most litigated workers' compensation matters.

FISCAL IMPACT:

LYNX staff has included \$75,000 in the FY2012 Adopted Operating Budget to support legal services related to worker's compensation claims.

Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

From: Baunie McConnell
DIRECTOR OF RISK MGMT & SAFETY
Baunie McConnell
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Extension of Contracts
Authorization to Exercise the First Option Year of Contract #09-C29 with
the Law Firm of Zimmerman Kiser Sutcliffe for General Liability Legal
Services

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #09-C29 with the law firm of Zimmerman Kiser Sutcliffe for General Liability Legal Services.

BACKGROUND:

The Board approved the award of Contract #09-C29 on April 22, 2009 with the law firm of Zimmerman Kiser Sutcliffe for General Liability Legal Services. The initial term of the Contract is three years with two (2) one (1) year options. The current Contract expires on April 30, 2012. LYNX contracts with this reputable law firm to provide LYNX with legal representation for litigated matters related to Commercial General Liability claims.

FISCAL IMPACT:

LYNX staff has included \$300,000 in the FY2012 Adopted Operating Budget to support legal services resulting from general liability claims. The \$300,000 is in aggregate between this Contract and Contract #09-C-28 and not for each Contract.

Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

From: Baunie McConnell
DIRECTOR OF RISK MGMT & SAFETY
Baunie McConnell
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Extension of Contracts
Authorization to Exercise the First Year Option of Contract #09-C28 with the Law Firm of Fisher, Rushmer, Werrenrath, Dickson, Talley & Dunlap P.A. for General Liability Legal Services.

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise first option year of Contract #09-C28 with the law firm of Fisher, Rushmer, Werrenrath, Dickson, Talley & Dunlap P.A. to provide general liability legal services.

BACKGROUND:

The Board approved the award of Contract #09-C28 on April 29, 2009 with the law firm of Fisher, Rushmer, Werrenrath, Dickson, Talley & Dunlap P.A. to provide general liability legal services. The initial term of the Contract is three years with two (2) one (1) year options. The current Contract expires on April 30, 2012. LYNX contract with this reputable law firm to provide LYNX with legal representation for most litigated matters related to Commercial General Liability claims.

FISCAL IMPACT:

LYNX staff has included \$300,000 in the FY2012 Adopted Operating Budget to support legal services resulting from general liability claims. The \$300,000 is in aggregate between this Contract and Contract #09-C-29 and not for each Contract.

Consent Agenda Item #6.D. i

To: LYNX Board of Directors

From: Baunie McConnell
DIRECTOR OF RISK MGMT & SAFETY
Baunie McConnell
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Miscellaneous
Authorization to Negotiate and Bind Coverage & Premium for One Year
Renewal of the Property Insurance Program

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate with the assistance of Arthur J. Gallaher Broker and bind coverage and premium on behalf of LYNX for the upcoming one year renewal April 1, 2012 to April 1, 2013 of the Property Insurance Program.

BACKGROUND:

Supporting Facts Upon which the Proposed Decision is Based:

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

The expiring premium is \$145,000. Due to significant industry losses in 2011, the catastrophe modeling used by the incumbent insurance carrier is showing a substantial increase (60%) in their preliminary primary premium cost estimate for LYNX. Therefore, as part of this year's renewal process, Arthur J. Gallagher has expanded the field beyond the current carrier, Westchester Fire to include Zurich Insurance Company and Travelers Insurance Company.

The goal is to complete the analysis of all submissions by March 19, 2012 and bind the policy by March 27, 2012 with the insurance carrier whose premium is the lowest with the most favorable terms and conditions.

It is proposed that the Board of Directors allow staff with the assistance of Arthur J. Gallagher Broker bind coverage for property insurance with the insurance carrier who has the most

comprehensive terms and conditions combined with the most competitive premium that are in the best interest of LYNX.

The annual renewal premium has not been quoted. Preliminary indications are that the policy of April 1, 2012 through March 31, 2013 will range in the vicinity of \$155,000-\$170,000 with the possibility of slight changes in deductibles and limits that overall will be favorable. The final premium is subject to change during the insured period to reflect any acquisitions or mergers of site locations or facilities.

FISCAL IMPACT:

LYNX staff has included \$153,872 in the FY2012 Adopted Operating Budget for binding property insurance coverage.

Consent Agenda Item #6.D. ii

To: LYNX Board of Directors

From: Lisa Darnall
CHIEF OPERATING OFFICER
Joe Cheney
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Purchase Three Hybrid Electric Buses Under LYNX Contract #09-C05 with Gillig, LLC for the Parramore BRT Expansion

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors’ authorization for the Chief Executive Officer (CEO) or designee to purchase three (3) 35-foot hybrid electric buses for the Parramore BRT expansion at a not-to-exceed price of \$1,978,152 from Gillig, LLC Contract #09-C05. The purchase will be scheduled to be delivered beginning in April 2013.

BACKGROUND:

At the December 2008 Board meeting, LYNX awarded a five (5) year supplier contract for heavy-duty buses for the State of Florida to Gillig, LLC. Participating agencies 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.

The three (3) hybrid electric buses are required for the Parramore BRT expansion project. The breakdown cost is as follows:

ITEM	Unit Cost	Extended Cost
35 FT LF BRT BAE HYBRID Diesel Transit Buses	\$659,081	\$1,977,243
Plant Inspection	\$303	\$909
Total (final cost is determined following pre-production meeting)		\$1,978,152

*Expansion buses require additional equipment such as the farebox and camera system.

FISCAL IMPACT:

LYNX staff has amended the FY2012 Adopted Capital Budget to include funding in the amount of \$3,750,000 to support the purchase of three (3) 35-foot hybrid electric buses and other related project expenses. The three (3) hybrid buses estimated cost is \$1,978,152.

Consent Agenda Item #6.D. iii

To: LYNX Board of Directors

From: Lisa Darnall
 CHIEF OPERATING OFFICER
 William Zielonka
 (Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Notification of Award of Contract to Protect Video, Inc. for the Installation of CCTV on the LYNX LYMMO and to Authorize a Contingency in the Amount of \$28,000.

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' to approve a contingency in the amount not to exceed \$28,000 for this project to cover any unforeseen site conditions.

BACKGROUND:

At the November 11, 2011 Board of Directors meeting, the Board authorized the Chief Executive Officer (CEO) or designee issue an Invitation for Bid (IFB) and to award a fixed price contract. This authorization did not allow for a contingency.

The Bid for was issued on November 21, 2011. A pre-bid meeting was held on December 1, 2011. Three amendments were issued and bids were due by 2:00 p.m. on Friday, January 13, 2012.

The bid tabulation is as follows:

CLIN	LYNX LYMMO SITES	Protect Video Inc.
1000	Orange Avenue and Church Street	22,735.75
1001	Orange Avenue and South Street	22,735.75
1002	Magnolia Avenue and Central Blvd.	26,423.25

LYNX Board Agenda

1003	Magnolia Avenue and Jefferson Street	38,298.25
1004	Livingston Street and Magnolia Avenue	38,298.25
1005	Livingston Street and Orange Avenue	38,298.25
1006	Livingston Street and Garland Avenue	60,598.25
1007	Parking Garage	36,860.75
	LUMP SUM TOTAL	\$284,248.50

LYNX only received one bid. Protect Video Inc. was asked to submit the detailed cost breakdown of their bid. This information was forwarded to AECOM to review. The bid was reviewed and was within five percent of the engineer's estimate.

A pre-award survey was conducted January 23, 2012 through January 25, 2012. Protect Video Inc. was determined to be a responsible contractor having the resources to do this type of work and has completed several other similar projects. The Contractor will be required to provide payment and performance bonds for this project.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

Protect Video Inc. is DBE certified and will be self-performing this work. 100% of this project will count toward the LYNX DBE goal.

FISCAL IMPACT:

LYNX staff has included \$348,384 in the FY2012 Adopted Capital Budget to support this project.

Consent Agenda Item #6.D. iv

To: LYNX Board of Directors

From: Lisa Darnall
CHIEF OPERATING OFFICER
William Hearndon
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Purchase Nineteen Vehicles for Core Paratransit Services
Through the Florida Department of Transportation State Contract

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer or designee to issue a Purchase Order in the amount of \$1,387,627 to First Class Coach Sales under the Florida Department of Transportation's (FDOT) Florida Vehicle Procurement Program's (FVPP) State Contract #FVPP-08-SC-FCC for nineteen (19) paratransit replacement vehicles.

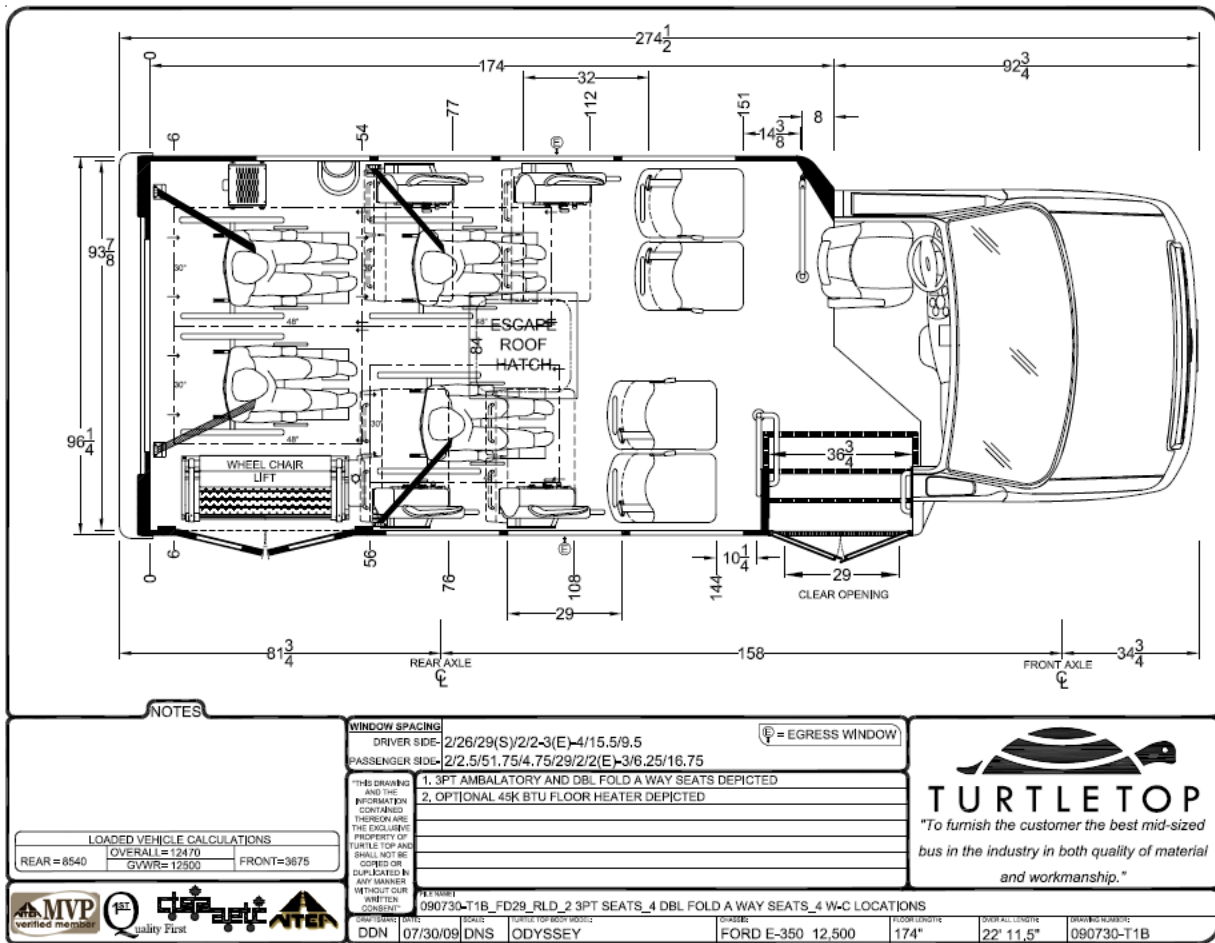
BACKGROUND:

LYNX' goal is to purchase all the paratransit vehicles operated in the future and provide them over the next five years to our contracted provider for utilization. This will allow LYNX to use capital grant funds to procure the vehicles, rather than using operating dollars paid to our contracted provider. Further, LYNX will save the financing costs and taxes that are passed through as an expense built into the provider's capital cost. LYNX has already provided sixty-four (64) paratransit vehicles to MV Transportation to operate in exchange for a reduction in invoiced expenses. These additional nineteen (19) replacement vehicles represent about 50% of the current fleet.

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.

LYNX Board Agenda

Through a competitive selection process, FVPP awarded a Florida Department of Transportation vehicle procurement contract (#FVPP-08-SC-FCC) for “Small Cutaway Type Vehicles” to First Class Coach Sales, a local Orlando dealer of Turtle Top manufactured vehicles. First Class Coach Sales and Turtle Top meet all pre- and post-award requirements of the Federal Transit Administration (FTA). Additionally, Turtle Top is a manufacturer on the FTA’s approved “Transit Vehicle Manufacturer” list (which ensures Disadvantaged Business Enterprise participation).



The proposed procurement will be for nineteen (19) Turtle Top “Odyssey” models (pictured), to be built on Ford chassis with three varying seating capacities on each vehicle (using foldaway seating) of:

LYNX Board Agenda

- 12 ambulatory and 2 wheelchair customers
- 8 ambulatory and 3 wheelchair customers
- 4 ambulatory and 4 wheelchair customers

This varying capacity ability will allow for maximizing vehicle usage in scheduling and will thereby allow vehicles to operate at a higher productivity level, which will ultimately allow for additional cost savings to LYNX.

The cost breakdown on a per-vehicle basis is as follows:

Ford E450, 22' 10" length, 5.4L Gas	\$62,153
Freedman Standard Seats	\$ 1,420
Freedom Foldaway Seats	\$ 4,000
Q'Straint QRTMAX Securement Systems	\$ 2,160
Braun Side Wheelchair Lift	<u>\$ 3,300</u>
Total	\$73,033

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX' DBE program requires that each transit vehicle manufacturer as a condition to bid for or propose on FTA-assisted vehicle procurements must provide certification of compliance with the requirements of the regulations by having an established annual overall percentage goal approved by FTA. LYNX does not establish a specific goal for this project.

FISCAL IMPACT:

LYNX staff has included \$1,524,080 in the FY2012 Adopted Capital Budget to procure twenty (20) paratransit vehicles.

These nineteen (19) vehicles will be funded by federal funding in the amount of \$1,387,627. One (1) paratransit vehicle has already been procured in FY2012 using Transportation Disadvantaged Rural Capital Grant funding in the amount of \$73,033; 90% grant funded and 10% locally funded.

Consent Agenda Item #6.D. v

To: LYNX Board of Directors

From: Lisa Darnall
CHIEF OPERATING OFFICER
Joe Cheney
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Purchase Four 60-Foot Articulated Buses From Nova Bus

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a purchase order to Nova Bus for the procurement of up to four (4) 60-foot heavy-duty, articulated, hybrid, low-floor, diesel fueled transit buses at a not-to exceed amount of \$4,000,000, contingent upon securing the federal funding. Once funding becomes available, the CEO or designee shall first obtain confirmation and authorization from the Governing Board Chair prior to issuing the purchase order(s).

BACKGROUND:

LYNX purchased two articulated buses by NABI that were placed into service over a year ago as a result of utilizing a "piggyback" option on Nashville MTA's contract. Currently, this "piggyback" option is not available to use.

Recent discussions with Nova Bus have resulted in an opportunity for LYNX to "piggyback" on an existing contract from Minnesota DOT for the purchase of articulated buses, which includes desirable delivery terms of approximately 12 months following receipt of a Purchase Order. LYNX would be assigned two (2) options under this contract. LYNX received Board authorization in January to release an RFP for articulated buses, but this "piggyback" option will allow LYNX to receive the buses sooner as well as evaluate the reliability prior to releasing an RFP for future purchases.

These vehicles have an accordion-style bend in the middle to allow for turning movements. Articulated buses can seat 56 passengers and have a "crush load" of 90 passengers. A low floor 40' bus seats 40 passengers, with a "crush load" of 76 passengers. When possible, if a route experiences a "crush load", LYNX attempts to provide a "plug bus" to accommodate the overflow should full buses not be able to take on additional waiting passengers. An articulated

bus would assist by providing additional capacity while still using only one vehicle and one operator, thereby reducing additional operating costs.

LYNX is currently experiencing “crush loads” on some of its major workforce routes. Additionally, routes which operate along Interstate-4 have a preferred capacity equal to that of the seats available, though this is often not the case and could present safety issues. At present, Links 50, 302 and 304, all of which operate along Interstate-4, would be candidates for an articulated bus because of almost daily “crush loads” (including Sundays). Additionally, Link 4 and Link 17 which operate along US 441/Orange Blossom Trail, routinely experience “crush loads” in both directions. While other routes may also be candidates, non-LYNX controlled facilities such as Orlando International Airport may not be able to accommodate articulated buses.

The articulated bus will have an FTA service life of twelve (12) years or 500,000 miles. At this point, the only known operations and maintenance cost savings is in the increased capacity without adding an additional operator. Although actual maintenance costs are unknown, based on information from other transit properties, the cost will most likely be equal to 1.5 buses.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE requirement for the purchasing of rolling stock is monitored by the Federal Transit Administration (FTA). LYNX’ DBE program states that the transit vehicle manufacturer must provide certification of manufacturer compliance in accordance with 49 CFR, 26.49. The Transit Vehicle Manufacturer (TVM) is required to submit separate annual percentage goals for the utilization of DBEs to the Federal Transit Administrator (FTA).

FISCAL IMPACT:

LYNX staff included \$4,000,000 in the FY2012 Adopted Capital Budget in contingency for the purchase of up to four (4) heavy-duty, articulated, hybrid, low-floor, diesel fueled transit buses. Currently, we have approximately, \$1.5 million available in federal funding. The actual purchases will occur, consistent with Governing Board action, as the federal grant funds are secured.

Consent Agenda Item #6.D. vi

To: LYNX Board of Directors

From: Lisa Darnall
CHIEF OPERATING OFFICER
William Hearndon
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Modify Contract #12-C02 with MV Transportation, Inc.,
to Include Security Services at LYNX' South Street Facility

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to modify Contract #12-C02 with MV Transportation, Inc., for Core Paratransit Services to include fifty-percent (50%) of the total cost of providing security services at LYNX' South Street facility.

BACKGROUND:

LYNX executed Contract #12-C02 with MV Transportation, Inc., for Core Paratransit Services as a result of a competitive procurement process.

Although the RFP for Paratransit Services did not require the contractor to provide security services at the South Street facility, LYNX has a large investment in this facility, including buildings, equipment and vehicles; and will soon be moving LYNX Paratransit Division staff to South Street. As a result, LYNX worked with MV and agreed to pay half of the cost for security services Sunday through Saturday, 24 hours a day, 7 days per week. MV's cost will be approximately \$53,945 annually or \$4,495 monthly, which will be paid to LYNX on a monthly basis.

FISCAL IMPACT:

LYNX staff will amend the FY2012 Adopted Operating Budget to include the increase in funding from MV in the estimated amount of \$53,945 annually, or \$4,495 monthly to support 50% of the total cost of providing security services at LYNX' South Street facility. The remaining 50% will be supported within LYNX' current operating budget for security services.

Consent Agenda Item #6.D. vii

To: LYNX Board of Directors

From: Bernard Guida
DIRECTOR OF PROCUREMENT
Rudolph Walter
(Technical Contact)

Phone: 407.841.2279 ext: 6057

Item Name: Miscellaneous
Authorization to Enter into a Locally Funded Joint Planning Agreement (JPA) Financial Management (FM) Numbers 422048-1-52-01 and 422048-2-52-01 for Upgrades to Thirty-eight (38) Transit Stops with the Florida Department of Transportation in Seminole and Orange Counties

Date: 3/22/2012

ACTION REQUESTED:

Authorization to enter into a Locally Funded Joint Planning Agreement (JPA) between LYNX and the State of Florida Department of Transportation (FDOT) for upgrades to thirty-eight (38) transit stops in Seminole and Orange counties. FDOT's current estimate for the additional improvements is \$82,015.

BACKGROUND:

In the spring of 2011, FDOT contacted LYNX staff regarding a proposed drainage maintenance project along SR 436 in Seminole and Orange Counties. LYNX staff requested upgrades to stops along the corridor to bring them into ADA compliance and/or improve accessibility to stops within the corridor. FDOT conducted a pedestrian safety study along the corridor and in conjunction with LYNX staff identified improvements to 38 transit stops in the corridor.

Improvements proposed under the project consist of three main items. The first item is providing ADA accessible alighting pads at each transit stop. The second item includes providing new sidewalk connections where necessary to create an ADA accessible route from the transit stop to the existing sidewalk along SR 436. The third item includes extending the side drains and mitered end sections. The breakdown of sites follows:

Seminole County – 17 transit stops
Orange County – 21 transit stops

In October FDOT asked LYNX to fund the bus stop improvements at a cost of \$82,015. LYNX will utilize 5307 grant funds programmed for amenities and transit access to fund the LYNX

share of the project. It is anticipated that FDOT will draw on the construction dollars in the third quarter of the year. The Locally Funded Joint Planning Agreement (JPA) Financial Management (FM) Numbers 422048-1-52-01 and 422048-2- 52-01 with FDOT is attached.

FISCAL IMPACT:

LYNX staff has included \$200,000 of federal funds in the FY2012 Adopted Capital Budget to support these projects. If the federal funds are not available to support this effort, LYNX will use operating reserves in the estimated amount of \$41,008 (50% of total project costs) to meet the funding requirements associated with this project.

Exhibit “C”

CFRTA RESOLUTION 12-004

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d.b.a. LYNX); AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE LOCAL FUNDING AGREEMENT FOR FM # 422048-1-52-01 & 422048-2-52-01 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE AMERICAN WITH DISABILITIES ACT IMPROVEMENTS TO THIRTY-EIGHT (38) BUS STOPS ON STATE ROAD 436;

WHEREAS, the Florida Department of Transportation (hereinafter Department) in accordance with its Adopted Five Year Work Program, to undertake the project described as: “Improve the condition & maintainability of the existing ditches/swales by reshaping them using sod & geotechnical reinforcement. Approximately 10% of the ditches will require fabric form rip rap as a ditch treatment”, said project being known as Financial Management (FM) Numbers 422048-1-52-01 and 422048-2-52-01 in the FDOT’S Fiscal Year 2012/2013, hereinafter referred to as the “Project”;

WHEREAS, the implementation of the Project is in the interests of both the Department and the LYNX (hereinafter “Authority”) and it would be most practical, expeditious, and economical for the Authority to provide the funds to: “Upgrade thirty eight (38) transit stops in Seminole and Orange Counties along State Road 436”, said improvements shall hereinafter be referred to as the “Additional Improvements”; and

WHEREAS, in order to maintain uniformity throughout the Project and to provide for the Additional Improvements in a cost effective manner, the Authority desires to have said Additional Improvements made a part of the Project and to provide funding to the Department to be used for the Additional Improvements; and

WHEREAS, this is a Resolution of the Governing Board of the Central Florida Regional Transportation Authority (hereinafter Board), which hereby authorizes the execution of the Local Funding Agreement #422048-1-52-01 & 422048-2-52-01 with the Florida Department of Transportation for the American with Disabilities Act Improvements to thirty-eight bus stops on SR 436; and

WHEREAS, this Board has the authority to authorize the execution of the Joint Participation Agreement(s).

NOW THEREFORE, BE IT RESOLVED THAT:

1. The BOARD has the authority to authorize the execution of the Local Funding Agreement #422048-1-52-01 & 422048-2-52-01

2. The BOARD authorizes the Chief Executive Officer (CEO) or designee to execute the Local Funding Agreement FM #422048-1-52-01 & 422048-2-52-01 with the Florida Department of Transportation for in the amount of \$82,015.00 (eighty-two thousand fifteen dollars and no/100)..
3. That the above authorization shall be continuing in nature until revoked by the Chairman of the governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION 12-004 APPROVING THE LOCAL FUNDING AGREEMENT FOR FM # 422048-1-52-01 & 422048-2-52-01 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE AMERICAN WITH DISABILITIES ACT IMPROVEMENTS TO THIRTY-EIGHT (38) BUS STOPS ON STATE ROAD 436

APPROVED AND ADOPTED this 22th day of March 2012, by the governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: _____
Chairman

Attest:

Assistant Secretary

Agency: Central Florida Regional Transportation Authority d/b/a LYNX	Fund: LF Contract Amount: \$82,015.00	Financial Management No.: 422048-1-52-01 & 422048-2-52-01 Vendor No: F592982959
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**LOCALLY FUNDED AGREEMENT
BETWEEN
THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AND
THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**

This **AGREEMENT**, made and entered into this ____ day of _____, 2011, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as the “DEPARTMENT”) and the CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX, (hereinafter referred to as the “AUTHORITY”),

WITNESSETH:

WHEREAS, the Parties have been granted specific legislative authority to enter into this Agreement pursuant to Section 339.12, Florida Statutes; and

WHEREAS, the AUTHORITY, by Resolution, a copy of which is attached hereto as Exhibit “C”, and made apart hereof, has authorized its officers to execute this Agreement on its behalf; and

WHEREAS, the DEPARTMENT is prepared, in accordance with its Adopted Five Year Work Program, to undertake the project described as: “Improve the condition & maintainability of the existing ditches/swales by reshaping them using sod & geotechnical reinforcement. Approximately 10% of the ditches will require fabric form rip rap as a ditch treatment”, said project being known as Financial Management (FM) Numbers 422048-1-52-01 and 422048-2-52-01 in the DEPARTMENT’S Fiscal Year 2012/2013, hereinafter referred to as the “Project”; and

WHEREAS, the Project is not revenue producing and is contained in the Adopted Work Program; and

WHEREAS, the implementation of the Project is in the interests of both the DEPARTMENT and the AUTHORITY and it would be most practical, expeditious, and

economical for the AUTHORITY to provide the funds to: “Upgrade thirty eight (38) transit stops in Seminole and Orange Counties along State Road 436”, said improvements shall hereinafter be referred to as the “Additional Improvements”; and

WHEREAS, in order to maintain uniformity throughout the Project and to provide for the Additional Improvements in a cost effective manner, the AUTHORITY desires to have said Additional Improvements made a part of the Project and to provide funding to the DEPARTMENT to be used for the Additional Improvements as described in “Exhibit A”;

NOW, THEREFORE, in consideration of the mutual benefits to be derived from the joint participation of this Agreement, the parties agree as follows:

1. The terms of this Agreement shall begin upon the date of signature of the last party to sign and shall remain in full force and effect through completion of all services required of the AUTHORITY. The DEPARTMENT may, at any time and at any stage, amend or terminate the Project in whole or in part if the DEPARTMENT determines that such action is in the best interests of the public.

2. The DEPARTMENT shall cause the Additional Improvements described in Exhibit “A” to be incorporated into the DEPARTMENT’S plans for State Road 436 Drainage Improvements project and to be constructed as a part of said project.

3. The DEPARTMENT shall perform necessary preliminary engineering, prepare any and all design plans, perform the construction, provide all necessary engineering supervision, and otherwise perform all other necessary work, all as may be applicable for the Project as previously defined. The Project as previously defined may include some or all of the foregoing activities. Nothing herein shall be construed as requiring the DEPARTMENT to perform any activity which is outside the scope of the Project as previously defined. Except as specifically stated otherwise in this Agreement, all such activities shall be performed by such entities, at such times, in such manner, under such conditions, and pursuant to such standards as the DEPARTMENT, in its sole discretion, deems appropriate. The AUTHORITY shall not have any jurisdiction or control over the DEPARTMENT’S activities, except as specifically stated in this Agreement. The AUTHORITY shall be entitled to be advised of the progress of the Project at reasonable intervals upon request.

4. Upon completion of the Project, the DEPARTMENT shall own and shall be responsible for the maintenance of the facilities constructed under this agreement.

5. Contribution by the AUTHORITY of the funds for the construction phase of the Project shall be made as follows:

(A) The DEPARTMENT'S current estimate cost of the Additional Improvements is **\$82,015.00 (Eighty Two Thousand Fifteen Dollars and No/100)**.

(B) The AUTHORITY agrees that it will furnish the DEPARTMENT a Lump Sum advance deposit in the amount of **\$82,015.00 (Eighty Two Thousand Fifteen Dollars and No/100)** on or before May 2, 2012, for full payment of the cost of the Additional Improvements. The DEPARTMENT may utilize this contribution for payment of the cost of the Additional Improvements. If the actual costs of the Additional Improvements are less than the funds provided the excess will be applied to other phases on the Project.

(C) The DEPARTMENT and the AUTHORITY agree that the lump sum contribution shall be an asset of the DEPARTMENT and that it constitutes a full and final payment for the cost of the work, without any requirement for a subsequent accounting for the use of the payment.

(D) The DEPARTMENT'S performance and obligation to construct the Project is contingent upon an annual appropriation by the Florida Legislature. The parties agree that in the event funds are not appropriated to the DEPARTMENT for the Project, this Agreement may be terminated, which shall be effective upon the DEPARTMENT giving written notice to the AUTHORITY to that effect.

(E) Both parties further agree that in the event the Additional Improvements are not constructed or this Agreement is terminated prior to commencement of construction of the Project, the funds provided by the AUTHORITY for construction of the Additional Improvements will be returned to the AUTHORITY.

(F) The payment of funds under this Locally Funded Agreement will be made directly to the DEPARTMENT for deposit.

(G) Contact Persons:

Florida Department of Transportation

Shirley Matthews	Derek Dixon
JPA Coordinator/MS 4-521	Project Manager/MS 542
719 South Woodland Boulevard	719 South Woodland Boulevard
DeLand, Florida 32720-6834	DeLand, Florida 32720-6834
PH: (386) 943-5520	PH: (386) 943-5547
holly.lopenski@dot.state.fl.us	derek.dixon@dot.state.fl.us

Central Florida Regional Transportation Authority

Laura Minns
Capital Strategic Planner
455 North Garland Avenue
Orlando, Florida 32801-1518
386/671-8653
lminns@golynx.com

6. All tracings, plans, specifications, maps, models, reports, or other work product prepared or obtained under this Agreement shall be considered works made for hire for the DEPARTMENT and shall at all times be and remain the property of the DEPARTMENT without restriction or limitation on their use. The AUTHORITY may, however, inspect those materials upon providing reasonable advance notice to the DEPARTMENT.

7. In the event this Agreement is in excess of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00) or has a term for a period of more than one year, the provisions of Chapter 339.135(6)(a), Florida Statutes, are hereby incorporated as follows:

“The DEPARTMENT, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The DEPARTMENT shall require a statement from the Comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the DEPARTMENT which are for an amount in excess of \$25,000.00 and which have a term for a period of more than 1 year.”

8. The DEPARTMENT may unilaterally cancel this Agreement for refusal by the AUTHORITY to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by such party in conjunction with this Agreement.

9. This Agreement constitutes the complete and final expression of the parties with respect to the subject matter hereof, and incorporates and includes all proper negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein. The parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written.

10. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Florida. Any provision herein determined by a court of competent jurisdiction, or any other legally constituted body having jurisdiction, to be invalid or unenforceable shall be severable and the remainder of this Agreement shall remain in full force and effect, provided that the invalidated or unenforceable provision is not material to the intended operation of this Agreement.

11. The DEPARTMENT and the AUTHORITY acknowledge and agree to the following:

(A) The AUTHORITY 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 AUTHORITY during the term of the contract; and

(B) The AUTHORITY shall expressly require any contractors and 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 contractor/subcontractor during the contract term.

IN WITNESS WHEREOF, the AUTHORITY has executed this Agreement this _____ day of _____, 2011, and the DEPARTMENT has executed this Agreement this _____ day of _____, 2011.

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

By: _____

By: _____

Name: _____

Name: Frank O'Dea, P.E.

Title: _____

Title: Director of Transportation Development

Attest:

Attest:

Executive Secretary

Legal Review

Legal Review:

City Attorney

Financial Provision Approval by
Department of Comptroller on:

Exhibit “A”

SCOPE OF SERVICES

FM#: 422048-1-52-01 & 422048-2-52-01

This Locally Funded Agreement is for the transfer of local funds from Central Florida Regional Transportation Authority d/b/a LYNX to the DEPARTMENT for the cost of the Project described below.

Project Description:

Improvements proposed under the project consist of three (3) main items. The first item is providing ADA accessible alighting pads at each transit stop, either by filling in the existing grass utility strip in the urban sections or providing an alighting pad per the details of Chapter 8 of the Plans Preparation Manual in the rural sections. The second item includes providing new sidewalk connections where necessary to create an ADA accessible route from the transit stop to the existing sidewalks along SR 436. The third item includes extending the side drains and mitered end sections. Other ancillary items associated with the improvements include clearing and grubbing, earthwork, sod, asphalt pavement, and gravity wall with handrail where needed.

The breakdown of work is as follows:

Seminole County (422048-1)	
Transit stops =	17
Orange County (422048-2)	
Transit stops =	21
Grand Total	
Transit stops =	38

Exhibit "B"

Project Costs

FM#: 422048-1-52-01 & 422048-2-52-01

The breakdown of cost for the work is as follows:

Seminole County (422048-1-52-01)			Orange County (422048-2-52-01)		
	Stop Number	Construction Cost		Stop Number	Construction Cost
1	16A	\$215	1	1	\$215
2	19	\$965	2	2	\$215
3	21	\$5,025	3	3	\$1,945
4	22	\$825	4	4A	\$2,385
5	23	\$675	5	6	\$1,945
6	24	\$1,065	6	8	\$2,380
7	25	\$13,600	7	9A	\$4,180
8	26A	\$215	8	11	\$7,705
9	28	\$1,095	9	12	\$2,065
10	30	\$215	10	13	\$930
11	31	\$2,345	11	14	\$215
12	32	\$1,020	12	15	\$235
13	34	\$3,885	13	43A	\$215
14	35	\$1,090	14	45	\$215
15	36	\$215	15	46A	\$4,475
16	37A	\$215	16	48	\$8,325
17	40A	\$215	17	50	\$3,860
			18	51	\$2,455
			19	52A	\$2,650
			20	54A	\$2,310
			21	56	\$215
Total		\$32,880	Total		\$49,135
Total Amount: \$82,015					

Exhibit “C”

Resolution

FM#: 422048-1-52-01 & 422048-2-52-01

Consent Agenda Item #6.D. viii

To: LYNX Board of Directors

From: Edward Johnson
GENERAL MANAGER
Donna Tefertiller
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Miscellaneous
Authorization to Adopt Resolution No. 12-003 to Appoint Edward L. Johnson, General Manager, Starlin Rolle, Supervisor of Financial Planning and Stephen Berry, Manager of Organizational Development & Training to the Administrative Committee for the LYNX' Money Purchase, 457 Deferred Compensation Plans and the Chief Executive Officer (CEO) Retirement Plan

Date: 3/22/2012

ACTION REQUESTED:

Staff is seeking the Board of Directors' adoption of Resolution No. 12-003 authorizing the appointment of Edward L. Johnson, General Manager, Starlin Rolle, Supervisor, Financial Reporting and Stephen Berry, Manager, Organizational Development & Training to the Administrative Committee for the 457 Deferred Compensation and Money Purchase Plans and the Chief Executive Officer (CEO) Plan. Mr. Johnson, Mr. Rolle and Mr. Berry will replace Ms. Lisa Darnall, Chief Operations Officer, Ms. Donna Tefertiller, Director of Human Resources and Mr. Bert Francis on the Administrative Committee for the Plans.

BACKGROUND:

The Board of Directors on September 23, 2010 authorized the formation of the Administrative Committee for the LYNX' Money Purchase Plan, the Deferred Compensation Plan and also on January 2011 adopted the CEO Plan. 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 from the appointments to the Agency.

CFRTA RESOLUTION 12-003

A RESOLUTION APPROVING

THE REMOVAL OF LISA DARNALL, CHIEF OPERATIONS OFFICER, DONNA TERFERTILL, DIRECTOR OF HUMAN RESOURCE AND BERT FRANCIS AS TRUSTEES AND APPOINTING EDWARD L. JOHNSON, GENERAL MANAGER, STARLIN ROLLE, SUPERVISOR, FINANCIAL REPORTING AND STEPHEN BERRY, MANAGER, ORGANIZATIONAL DEVELOPMENT & TRAINING TO THE ADMINISTRATIVE COMMITTEE FOR THE LYNX MONEY PURCHASE AND 457 DEFERRED COMPENSATION PLANS AND CHIEF EXECUTIVE OFFICER (CEO) PLAN

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 Chief Executive Officer (CEO) Plan, hereinafter Plans; and

WHEREAS, the Employer wishes to remove Lisa Darnall, Chief Operations Officer, Donna Terfertiller, Director, Human Resource and Bert Francis, from the Administrative Committee to the Plans and appoint Edward L. Johnson, General Manager, Starlin Rolle, Supervisor, Financial Reporting and Stephen Berry, Manager, Organizational Development & Training as Trustees on the Administrative Committee of the Plans effective March 22, 2012; and

NOW, THEREFORE, IT IS RESOLVED, 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 these Trustees to the Administrative Committee of the Plans, and perform any other acts as necessary to implement the removal and replacement of these appointees of the Plans.

**CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION 12-003
APPROVING THE APPOINTMENT OF EDWARD L. JOHNSON, STARLIN ROLLE
AND STEPHEN BERRY AS TRUSTEES TO THE ADMINISTRATIVE COMMITTEE
AND
REMOVING LISA DARNALL, DONNA TEFERTILLER AND BERT FRANCIS AS
TRUSTEES FROM THE ADMINISTRATIVE COMMITTEE FOR THE MONEY
PURCHASE AND 457 DEFERRED COMPENSATION PLANS AND THE CHIEF
EXECUTIVE OFFICER PLAN**

APPROVED AND ADOPTED this 22nd day of March, 2012, 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.D. ix

To: LYNX Board of Directors

From: Edward Johnson
GENERAL MANAGER
Donna Tefertiller
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Miscellaneous
Authorization to Adopt Resolution No. 12-002 to Appoint Edward L. Johnson, General Manager, Starlin Rolle, Supervisor of Financial Reporting and Stephen Berry, Manager of Organizational Development & Training as Trustees to the LYNX' Chief Executive Retirement Plan, LYNX' Money Purchase and 457 Deferred Compensation Plans

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' adoption of Resolution #12-002 to appoint Edward L. Johnson, General Manager, Starlin Rolle, Supervisor of Financial Reporting and Stephen Berry, Manager of Organizational Development & Training as Trustees to the LYNX' Chief Executive Officer (CEO) Retirement Plan, the LYNX' Money Purchase Plan (MPP) and 457 Deferred Compensation Plan (457) who will replace Lisa Darnall, Chief Operations Officer, Donna Tefertiller, Director of Human Resource and Bert Francis on the Plans.

BACKGROUND:

The Board of Directors adopted the LYNX CEO Retirement Plan in January 2011, the MPP and 457 Plans on September 23, 2010 and as such, LYNX must appoint Trustee(s) to serve the Plan. The Trustees are responsible for a variety of issues. The main duties are to monitor the investments and Plans' performance. The Trustees also ensure the Plans compliance with all applicable laws and regulations and to select and monitor the Plans' investment manager and administrator. The new Trustee appointments of Mr. Johnson, Mr. Rolle and Mr. Berry would be replacing Lisa Darnall, Donna Tefertiller and Bert Francis on the Plans.

FISCAL IMPACT:

There is no fiscal impact to the Agency for these appointments.

CFRTA RESOLUTION 12-002

A RESOLUTION APPROVING THE REMOVAL OF LISA DARNALL, DONNA TEFERTILLER AND BERT FRANCIS AS TRUSTEES AND APPOINTING EDWARD L. JOHNSON, GENERAL MANAGER, STARLIN ROLLE, SUPERVISOR, FINANCIAL REPORTING AND STEPHEN BERRY, MANAGER, ORGANIZATIONAL DEVELOPMENT & TRAINING AS TRUSTEES FOR THE CHIEF EXECUTIVE OFFICER (CEO) RETIREMENT PLAN, LYNX' MONEY PURCHASE PLAN AND 457 DEFERRED COMPENSATION PLANS

WHEREAS, the Central Florida Regional Transportation Authority (the "Employer") heretofore established the CEO Retirement Plan effective as of December 1, 2010 and on September 23, 2010 established the Money Purchase Plan and 457 Deferred Compensation Plans. The Plans are known as the Chief Executive Officer (CEO) Retirement Plan (the "Plan"), Money Purchase Plan (MPP) and 457 Deferred Compensation Plan; and

WHEREAS, the Employer wishes to remove Lisa Darnall, Chief Operations Officer, Donna Tefertiller, Director of Human Resource and Bert Francis as Trustees of the Plans, effective as of March 22, 2012.

NOW, THEREFORE, IT IS RESOLVED, by the Board of Directors that the Employer is authorized to appoint Edward L. Johnson, General Manager, Starlin Rolle, Supervisor, Financial Reporting and Stephen Berry, Manager, Organizational Development & Training as Trustess of the Plans effective as of March 22, 2012.

RESOLVED, 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 removal and replacement of these appointees as Trustee of the Plan, and perform any other acts necessary to implement the removal and replacement of these appointees as Trustee of the Plan.

**CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION 12-002
APPROVING THE REMOVAL OF LISA DARNALL, CHIEF OPERATIONS OFFICER,
DONNA TEFERTILLER, DIRECTOR, HUMAN RESOURCE AND BERT FRANCIS
AND APPOINTING EDWARD L. JOHNSON, GENERAL MANAGER, STARLIN
ROLLE, SUPERVISOR, FINANCIAL REPORTING AND STEPHEN BERRY,
MANAGER, ORGANIZATIONAL DEVELOPMENT & TRAINING TO THE CHIEF
EXECUTIVE OFFICER' (CEO) RETIREMENT PLAN, LYNX' MONEY PURCHASE
PLAN AND 457 DEFERRED COMPENSATION PLAN**

APPROVED AND ADOPTED this 22nd day of March, 2012, 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.D. x

To: LYNX Board of Directors

From: Rudolph Walter
DIRECTOR OF PLANNING
Belinda Balleras
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous
Authorization to Submit State of Good Repair, Bus Livability, Clean Fuels
and Alternatives Analysis Grant Applications to the Federal Transit
Administration

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Federal Transit Administration (FTA) for Discretionary Bus and Bus Facilities State of Good Repair, Bus Livability and Clean Fuels and Alternatives Analysis Funding

BACKGROUND:

The Federal Transit Administration (FTA) released several "Notices of Funding Availability (NOFA)," in recent weeks outlining new discretionary grant opportunities for transit systems. The NOFAs described grant opportunities for carryover funds and FY 2012 funding appropriations. The focus of these grant opportunities is to have a regional impact, support Transit Oriented Design and encourage the continued efforts to develop livable, sustainable communities.

LYNX staff coordinated a series of meetings with our funding partners and other regional agencies to discuss potential partnerships for regionally significant and supported projects to submit for these grants. Through those discussions, LYNX will develop applications that are in accordance with the referenced funding opportunities. Listed in the description of each funding opportunity below are potential LYNX specific activities.

A brief summary of the funding opportunities and projects to be submitted by LYNX is highlighted below:

Discretionary Bus and Bus Facilities Program (State of Good Repair):

- \$650M (80 federal/ 20 local ,potential toll revenue credits)
- Purchase, replace and rehabilitate buses, equipment and bus related facilities. Develop and implement a transit asset management system.
- Application due March 22,2012
- Potential Projects
 - Paratransit Fleet Replacement. Estimated capital cost \$6.12 M
 - Bus replacement, 8 articulated buses. Estimated capital cost \$8.00 M

Discretionary Bus and Bus Facilities Program (Bus Livability Initiative):

- \$125M (80 federal/ 20 local, potential toll revenue credits)
- Purchase and rehabilitation of buses and vans, bus-related equipment (including ITS, fare equipment, communication devices)
- Construction and rehabilitation of bus-related facilities (including transfer, and intermodal facilities)
- Application due March 29,2012
- Potential Project:
 - VA Connector – Fixed route service connecting Kissimmee, Buena Venture Lakes, OIA and downtown Orlando to the Veteran’s Administration Hospital in Medical City \$10.2M

Clean Fuels Grant Program and Bus, Bus Facilities Program:

- \$51.5M Capital Investment (ranges 80-90 federal/ 20-10 local potential toll revenue credits)
- Funds to aid non-attainment and maintenance areas to achieve or maintain the National Ambient Air Quality Standard and for Bus and Bus Facilities in attainment areas.
- Clean fuels, buses, bus facilities
- Application due Monday, April 5,2012
- Potential Project:
 - Conversion to BAE propulsion engine \$ 6.44M

LYNX intends to start purchasing buses with hybrid electric bus regenerative energy which can be used for propulsion, lighting, AC, eliminates alternators and reduces electrical noise for better performance. This type of propulsion is a next step to moving towards an electric bus.

Discretionary Livability Funding Opportunity: Alternatives Analysis Program:

- \$25M of unallocated Section 5339 funds (80% federal, 20% local)
- Funds to conduct an alternatives analysis as part of the transportation planning process required to develop sufficient information the adoption of a locally preferred alternative
- Potential Project:
 - Alternatives Analysis for the SR 436 corridor from Apopka to Orlando International Airport \$1.5M

LYNX intends to continue to move premium transit corridors identified in the Vision 2030 Plan forward to be in a position to secure capital funding to implement the needed transit improvements in the LYNX service area.

FISCAL IMPACT:

There is currently no fiscal impact. If LYNX is successful in securing these grant awards, the grant funds and related projects will be included in the annual operating and capital budgets. The total amount of all of the grant requests is \$32.26M and staff will seek Board authorization prior to grant commitment for any of the proposed projects selected for award.

Consent Agenda Item #6.D. xi

To: LYNX Board of Directors

From: Rudolph Walter
DIRECTOR OF PLANNING
Belinda Balleras
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous
Authorization to Amend the TIGER II Grant Funding for the Parramore BRT (Creative Village – Moving Parramore Forward) Project

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit the grant amendment to the Federal Transit Administration (FTA) in the amount of \$3,000,000 for the TIGER II Parramore BRT, and to amend the FY2012 Adopted Capital Budget accordingly to include the required local matching funds in the amount of \$750,000. Also, staff is requesting authorization to negotiate and execute an amendment to the Interlocal Agreement with the City of Orlando to incorporate the additional TIGER II funding and required local match.

BACKGROUND:

In January LYNX received notice that the Federal Transit Administration (FTA) would reallocate \$3,000,000 of TIGER II funds to the Parramore BRT project. This additional FTA funding requires a 20% local match of \$750,000. On October 20, 2010, the U.S. Department of Transportation announced the selection of the Parramore BRT for an award of \$10,000,000 for the Orlando Parramore Bus Rapid Transit which required \$2,500,000 in local matching funds.

The current Parramore Fixed Guideway BRT expansion project represents a 2.1-mile extension of the current Orlando LYMMO BRT system through the historic Parramore and Callahan neighborhoods. In order to stay within the available funding the project as currently scoped does not include the purchase of BRT vehicles to operate the service and does not develop the guideway/roadway improvements to the extent originally planned.

The additional \$3,750,000 available will provide for the purchase of three (3) BRT vehicles and expand the guideway/roadway improvements to include the additional work and materials needed to complete the project as originally planned.

LYNX Board Agenda

In order to access the additional \$3,000,000 TIGER II funds the existing grant agreement and LYNX' Adopted Capital Budget must be amended. In addition, the Interlocal Agreement with the City of Orlando must also be amended to incorporate the additional FTA and local funding into that agreement. Staff will bring the amended Interlocal Agreement to the LYNX Board meeting in May.

FISCAL IMPACT:

LYNX staff will amend the FY2012 Adopted Capital Budget to include the additional project funds in the amount of \$3,750,000, of which \$3,000,000 is federal and \$750,000 local.

Consent Agenda Item #6.D. xii

To: LYNX Board of Directors

From: Rudolph Walter
DIRECTOR OF PLANNING
Andrea Ostrodka
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous
Authorization for a Proposed Budget Revision to the LYNX American Recovery and Reinvestment Act for the Estimated Savings Summary

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to prioritize and reallocate American Recovery & Reinvestment Act (ARRA) savings as available to all or to a selection of specified projects through a budget revision to the ARRA grant.

BACKGROUND:

LYNX received over \$31.5 million in a 2009 American Recovery and Reinvestment Act Grant. Of the 19 projects approved in this grant, 12 are substantially completed and the majority of the remaining projects are well underway. As of January 31, LYNX has encumbered \$24,284,223 or 82.1% of the award. A total of \$23,052,543, or 77.9% of the work has been completed and paid out. Individual projects currently underway include the joint procurement with FDOT of fare collection equipment and lighting efficiency upgrades at LYNX Central Station.

LYNX anticipates approximately \$3.8 Million in savings from ARRA projects completed under budget. LYNX is working with the Federal Transit Administration to identify suitable projects for the use of these funds. FTA must formally approve all budget revisions. All ARRA projects must be completed by September 30, 2013.

PROPOSED NEW EXPANSION:

Staff seeks Board authorization for the LYNX CEO to prioritize and reallocate savings as available to the following projects pending approval from FTA:

LYNX Board Agenda

Purchase of rolling stock

9 Replacement Paratransit Vehicles (bus < 30')	\$ 658,575
1 Expansion Paratransit Vehicle (bus <30')	\$ 73,175
4 Expansion ARBOC Vehicles	\$ 613,200

Transit Enhancements/Pedestrian Access and Walkways

Completion of construction of LYNX-Orlando Pedestrian Trail	\$ 950,000
-------------------------------------------------------------	------------

Lighting Improvements

Replace and Upgrade Fixtures Exterior to LCS	\$ 40,000
----------------------------------------------	-----------

Shelters

6 Shelters in Mills/50 Neighborhood	\$ 150,000
-------------------------------------	------------

Study and IT Program Development

Bus Stop Inventory and Accessibility Study	\$ 150,000
--------------------------------------------	------------

Customer Communications

Kiosks, Signage, Interface with CAD/AVL, Mobile App	\$ 600,000
-----------------------------------------------------	------------

Fare Collection

On-Board Validators	\$1,000,000
---------------------	-------------

Superstop Renovations

Poinciana, Washington Shores, Colonial Plaza	\$ 411,030
----------------------------------------------	------------

Other

Street Sweeper	\$ 92,000
Tire Pressure System	\$ 132,000
APC Units	\$ 700,000

TOTAL **\$5,569,980**

Projects may be funded in full or in part.

FISCAL IMPACT:

Staff anticipates realized savings from projects completed under budget to be approximately \$3,800,000.

Consent Agenda Item #6.D. xiii

To: LYNX Board of Directors

From: Rudolph Walter
DIRECTOR OF PLANNING
Catherine Porter
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous
Authorization to Adopt a Quality Assurance/Quality Control (QAQC) Plan
for the Orlando East-West Bus Rapid Transit (BRT) LYMMO Expansion
Project and Parramore Bus Rapid Transit (BRT)

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors to adopt the *LYNX Quality Assurance Program Plan – Downtown Orlando East-West Circulator* and the *LYNX Quality Assurance Program Plan - Parramore BRT*.

BACKGROUND:

As part of the East-West and Parramore LYMMO Expansion Projects, LYNX was required by FTA to provide a Project Management Plan (PMP). As part of its review of the PMP, the FTA determined that a Quality Assurance Program Plan needed to be developed and implemented for each project as an ongoing part of the project oversight. LYNX' planning consulting firm, Reynolds, Smith and Hills, was given a task order under their continuing contract to develop the required plans. The resulting plans are attached. These plans will be implemented as part of the Quality Assurance/Quality Program for the LYMMO Expansion Projects.

FISCAL IMPACT:

LYNX staff has included \$10,000,000 and \$12,450,000 in the FY2012 Adopted Capital Budget to support the Downtown Orlando East-West Circulator and Parramore BRT projects, respectively. This specific effort was based on a not-to-exceed amount of \$ 6,112.50 for each plan, for a total of \$ 12,225, of which eighty percent (80%) of the *Quality Assurance Program Plan – Downtown Orlando East-West Circulator BRT* will be funded by a federal New Starts grant. The other twenty percent (20%) will be funded by the City of Orlando. The *Quality Assurance Program Plan - Parramore BRT* will be funded 100% federal.



Central Florida Regional Transportation Authority (dba LYNX)
LYMMO Expansion
East-West BRT

Quality Assurance Program Plan

Originator	Name/Title Tony Walter / BRT Program Manager	Signature/Date
Recommended	Name/Title Edward Johnson / General Manager	Signature/Date
Approval	Name/Title John Lewis / Chief Executive Officer	Signature/Date

Revision Number	0	1	2				
Control Number	D01						
Date	03/05/12						

Prepared by
Reynolds, Smith, and Hills, Inc.
For the Central Florida Regional Transportation Authority

DRAFT

March 2, 2012

List of Acronyms

BMPs	Best Management Practices
CIID	(City of Orlando) Capital Improvements & Infrastructure Division
CPAM	Construction Project Administration Manual
D/B	Design/Build
EDMS	Electronic Document Management System
FDOT	Florida Department of Transportation
FTA	Federal Transit Administration
ISO	International Standard Organization for Quality System
PMP	Project Management Plan
QA	Quality Assurance
QAPP	Quality Assurance Program Plan
QAR	Quality Assurance Review
QC	Quality Control

Definitions

Following are definitions of various terms used in the Quality Assurance/Quality Control field and related terms which are pertinent to this QAPP.

Quality Assurance	All those planned and systematic actions necessary to provide adequate confidence to the management that a product or service will satisfy given requirements for quality. QA activities including planning for quality activities and verifying that those activities are carrier out.
Quality Control	The operational techniques and activities that are used to fulfill requirements for quality. QC activities include the actual implementation of quality activities, including inspecting design drawings, specifications, a process or product.
Quality Management System	The organizational structure, responsibilities, procedures, processes, and resources for implementing quality management.
Quality Plans	A written description of intended actions to control and assure quality. The Quality Plan defines applicable quality policy for the project and applicable quality procedures.
Project	The LYMMO Expansion Design-Build project
Owner's Representative	The City of Orlando's Division Manager for Capital Improvements and Infrastructure

Sources: U.S. DOT Federal Transit Administration "Quality Assurance and Quality Control Guidelines" (FTA-IT-90-5001-02.1), 2002. & "Quality Management and Quality Assurance Standards – Guidelines for Selection and Use," ANSI/ASQC Standard Q90-1987, American Society for Quality Control, Milwaukee, WI, 1987.

Introduction

The Quality Assurance Program Plan (QAPP) described herein outlines the general requirements and guidance for the establishment and execution of quality assurance and compliance for the design, engineering and construction of the Central Florida Regional Transportation Authority (a.k.a. LYNX) LYMMO expansion projects. All design, engineering and construction of projects shall be performed in accordance with the Florida Department of Transportation (FDOT) Quality Assurance System.

The details included in this QAPP are in accordance with the requirements of the Federal Transit Administration's (FTA) *Quality Assurance and Quality Control Guidelines* (FTA-IT-90-5001-02.1). These guidelines were originally adapted from the 1987 version of the American National Standards for Quality Systems (ANSI/ASQC Q90-Q94) and the *International Standard for Quality Systems* (ISO 9000-1994).

Statement of Authority and Policy

LYNX recognizes the establishment and maintenance of a formal and effective quality management system is fundamental to the success of the organization and will benefit the Authority and the transit-riding community.

It is the intent of LYNX to perform all work in accordance with Federal, State, and local regulations, industry standards, and Best Management Practices (BMPs) as recommended by FTA.

The authority and responsibility of the management of the LYNX Quality Assurance System has been assigned to the Quality Assurance (QA) Administrator. The QA Administrator reports directly to the Director of Planning and Development and is responsible for administering and controlling the QA System, which is documented herein.

All personnel directly involved with the design, engineering and construction projects must operate in accordance with this QAPP. All LYNX staff and subcontractors performing quality assurance functions shall have sufficient authority to:

- Identify quality problems;
- Initiate, recommend, and/or provide solutions to quality problems through appropriate means;
- Verify implementation of solutions; and
- Provide assurance that all work is controlled effectively in the event of a nonconformance, deficiency, or unsatisfactory condition arises.

The LYNX QA Administrator, with input and assistance from the City of Orlando Capital Improvements & Infrastructure Division (CIID), shall perform the oversight function for quality assurance and resolve any non-conformance or corrective action needed.

Any personnel obtaining information which reasonably indicates that a product or an activity supplied to or prepared by LYNX fails to comply with regulatory requirements or contains defects which would create substantial safety hazards, shall immediately notify the QA Administrator and LYNX of such failures or defects for proper evaluation and resolution.

Signed:

John M. Lewis, Jr.
LYNX Chief Executive Officer

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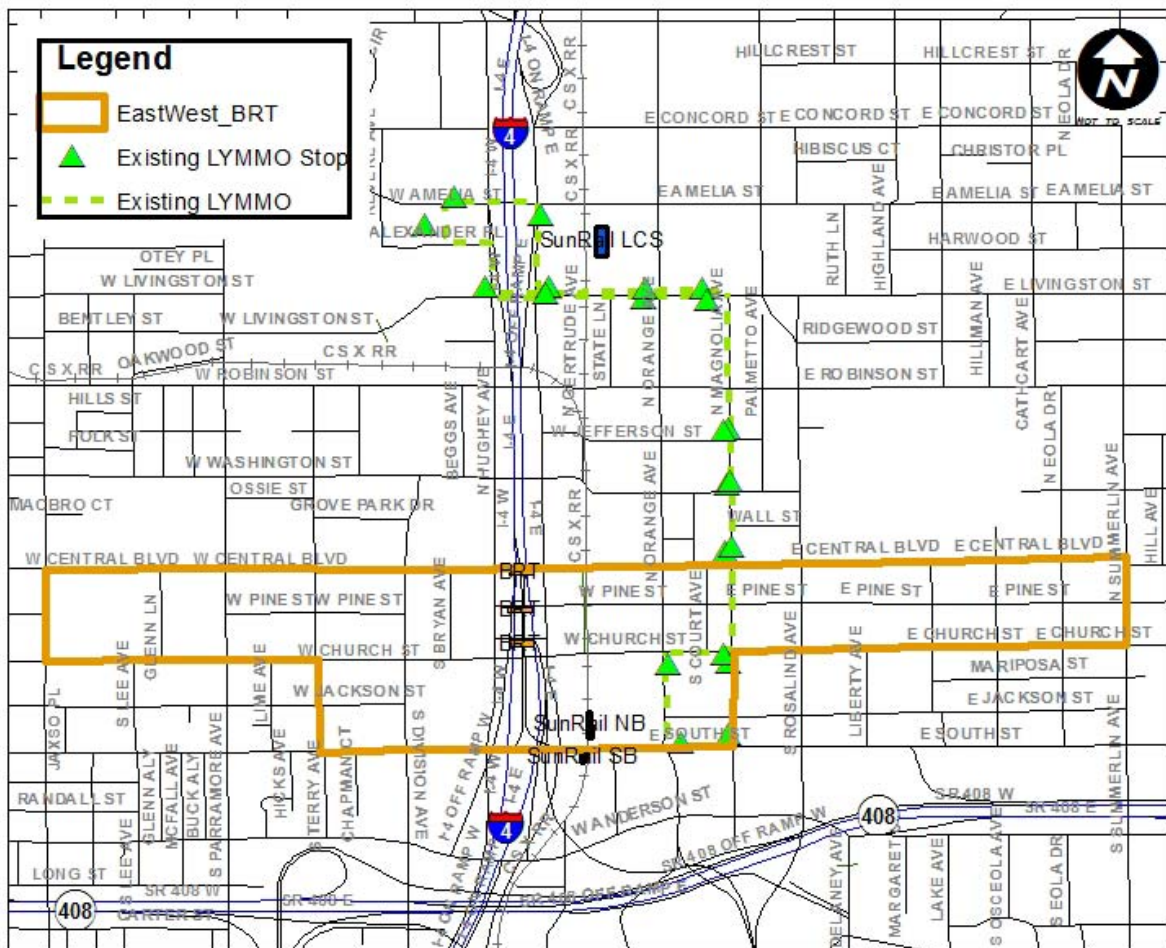
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Project Overview

The East-West BRT is proposed as an extension of the current LYMMO system, which would largely operate in mixed traffic with the exception of several sections (Eastbound Central Avenue between Westmoreland and Division Avenues and Southbound Magnolia Avenue between Church and South Streets (an existing LYMMO lane) and westbound Church Street). During peak hours, the Project will operate within 1.9 miles of BRT striped exclusive lanes (50% of the project length). The 50% exclusive lanes is a Small Starts guideline and will be required for this Project. The new route is proposed to include 16 stations, 14 of which would be on-street stations, and two which would be larger off-street stations.

East-West BRT Project Map



1. MANAGEMENT RESPONSIBILITY

The Central Florida Regional Transportation Authority (a.k.a. LYNX) is responsible for the successful implementation of the LYMMO Expansion East-West BRT project (the Project). LYNX is organized and staffed to maintain control of the project and to oversee any work formally allocated to others. LYNX has established various policies and procedures to ensure that prudent decisions are made in a timely and efficient manner. The Project Owner organization chart is provided as Exhibit 1-1.

The LYMMO Expansion project is a cooperative effort between LYNX and the City of Orlando. This effort includes primary aspects of quality assurance and quality control (QA/QC). And as a Design-Build Project, the contractor team performing the Design-Build functions is responsible for QA and QC tasks. It is the ultimate responsibility of LYNX to ensure proper QA/QC throughout the Project.

Based on the organization chart, the structure, levels of authority, and lines of communication for activities affecting quality are clearly identified. There are three primary levels of QA/QC functions, as summarized below.

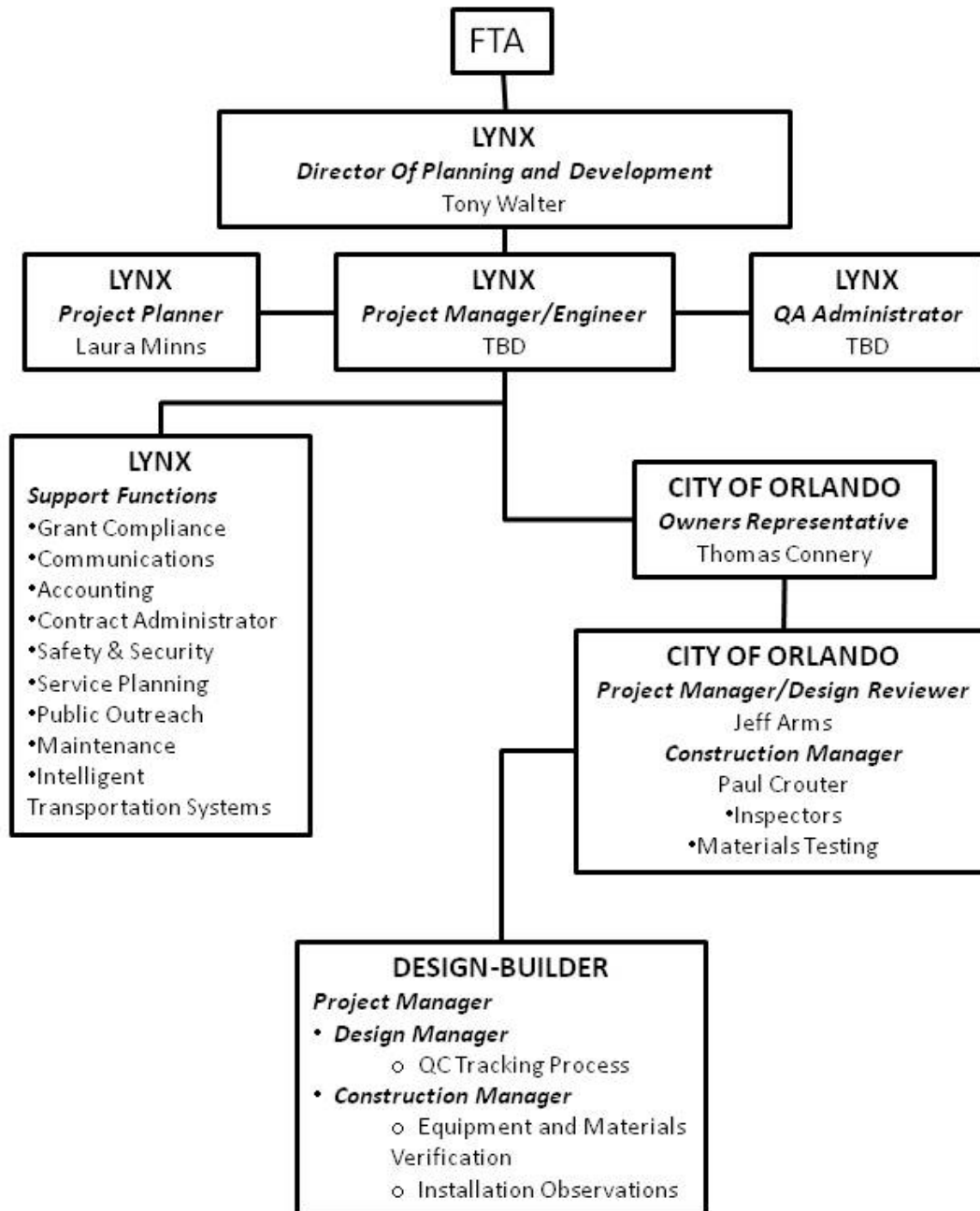
Level 1 – Design-Builder. During the design process, the D-B will conduct plans reviews and constructability reviews, documenting all QC processes consistent with industry standards. During the construction process, the D-B will provide verification that all equipment, structures, components, systems and facilities are designed, constructed and installed in compliance with applicable codes and standards. Such verification will include shop drawings, mix designs for concrete and asphalt, and equipment cut sheets. The Design-Builder will develop and deliver to LYNX for approval a Quality Assurance/Quality Control Management Plan.

Level 2 – Owners Representative. The City of Orlando's Division Manager for Capital Improvements and Infrastructure, Thomas Connery, is serving as the Owners Representative for the Project. In this role, he and his staff will provide design reviews, materials lab testing, and construction engineering inspection services. The City of Orlando's Project Manager will provide plans reviews and develop comments for revisions during the D-B's design process. During construction, the City's Construction Manager is responsible for the review of all field reports, sampling and testing procedures, and functions for timeliness, sufficiency and accuracy. The Field Inspectors are responsible for the daily oversight of the D-B's field activities. The City has prepared and delivered to LYNX a Quality Assurance/Control Program document which details the services to be rendered. The document is included in Appendix A.

Level 3 – LYNX. LYNX will provide a Project Manager/Engineer who will be responsible for overseeing the plans review process, the materials review/inspection process, and the construction process. LYNX will also provide a Quality Assurance Administrator whose responsibilities will be to implement this QAPP and the overall QA Program for the Project. Coordinating with the Project Manager/Engineer, the QA Administrator will provide oversight of compliance with the FTA grant agreements and applicable requirements of the Project Management Plan, provide oversight of safety and security of the Project as related to the design and construction activities, conduct quality assurance reviews or audits at regular intervals throughout the life of the Project and report to LYNX management, and provide QA/QC document control.

EXHIBIT 1-1 Project Owner Organization Chart

**LYMMO Expansion BRT – East-West
Owner Organizational Chart**



The LYNX Quality Assurance personnel shall have the authority and responsibility to assure that the QA system is correctly and effectively executed and verified. The Project Manager/Engineer and the QA Administrator shall have authority and organizational freedom to assure that all components of the Project are designed and constructed in accordance with the specifications and contract requirements.

1.1 Duties and Responsibilities

Although LYNX will retain staff from the City of Orlando and retain the Design-Build consultant to oversee the day-to-day management of the Project, there are program requirements and responsibilities that cannot be delegated by contract or agreement to entities beyond LYNX itself. These include:

- Provide oversight of the QA/QC program for all phases of the project;
- Exercise approvals of the design, procurement, installation, construction, and testing processes;
- Conduct periodic QA/QC reviews/audits with the City (Owner's Representative) and the Design-Builder;
- Review staffing levels and experience criteria of all entities involved in the Project QA/QC processes;
- Adopting and maintaining a Project Management Plan (PMP) specific to the Project;
- Submitting the environmental documentation to FTA;
- Preparing various senior staff-level policies and procedures in furtherance of LYNX policies;
- Applying for, receiving, and administering state and federal funds for project implementation;
- Establishing and staffing an organizational structure supportive of the design and construction of the project;
- Ensuring control over the project;
- Establishing the bases of design and construction including the goals and standards for operations, maintenance, reliability, safety, security, dependability and quality of the finished works;
- Entering into agreements with other agencies and third-parties which permit changes to their facilities and operations necessary for implementation of the project;
- Entering into agreements with other carriers of the region by which coordinated transportation services will be effected;
- Establishing risk management programs and related insurance coverage;
- Preparing and adopting annual budgets for operations and capital expenditures;
- Ensuring quality of system development;
- Certifying safety and security of the system;
- Training of employees during start-up;
- Setting of fares, fees, tariffs, and user rates.

1.2 LYNX Organization

The LYNX organization consists of a five member Board of Directors, Chief Executive Officer, General Manager, Chief Financial Officer, Chief Operating Officer, Chief External Affairs and Communication Officer, and four Department Directors. Exhibit 1-2 provides the LYNX primary organization chart. (Note: The Chief Administrative Officer position was re-designated by the LYNX Board in late 2011 to the General Manager.) The LYNX personnel responsible for ensuring and controlling quality for the Project consist of the following:

- Director of Planning and Development
- Project Manager/Engineer
- Quality Assurance Administrator

The QA/QC responsibilities and duties for the Project for each of these positions are briefly described below.

Director of Planning and Development

This position is responsible for the management and allocation of personnel resources to ensure the successful implementation of the QAPP and its components. The Director of Planning and Development shall have the authority to manage all LYNX resources directly associated to the Project to ensure its successful design, construction, testing, operation, and maintenance. This position reports to the LYNX General Manager.

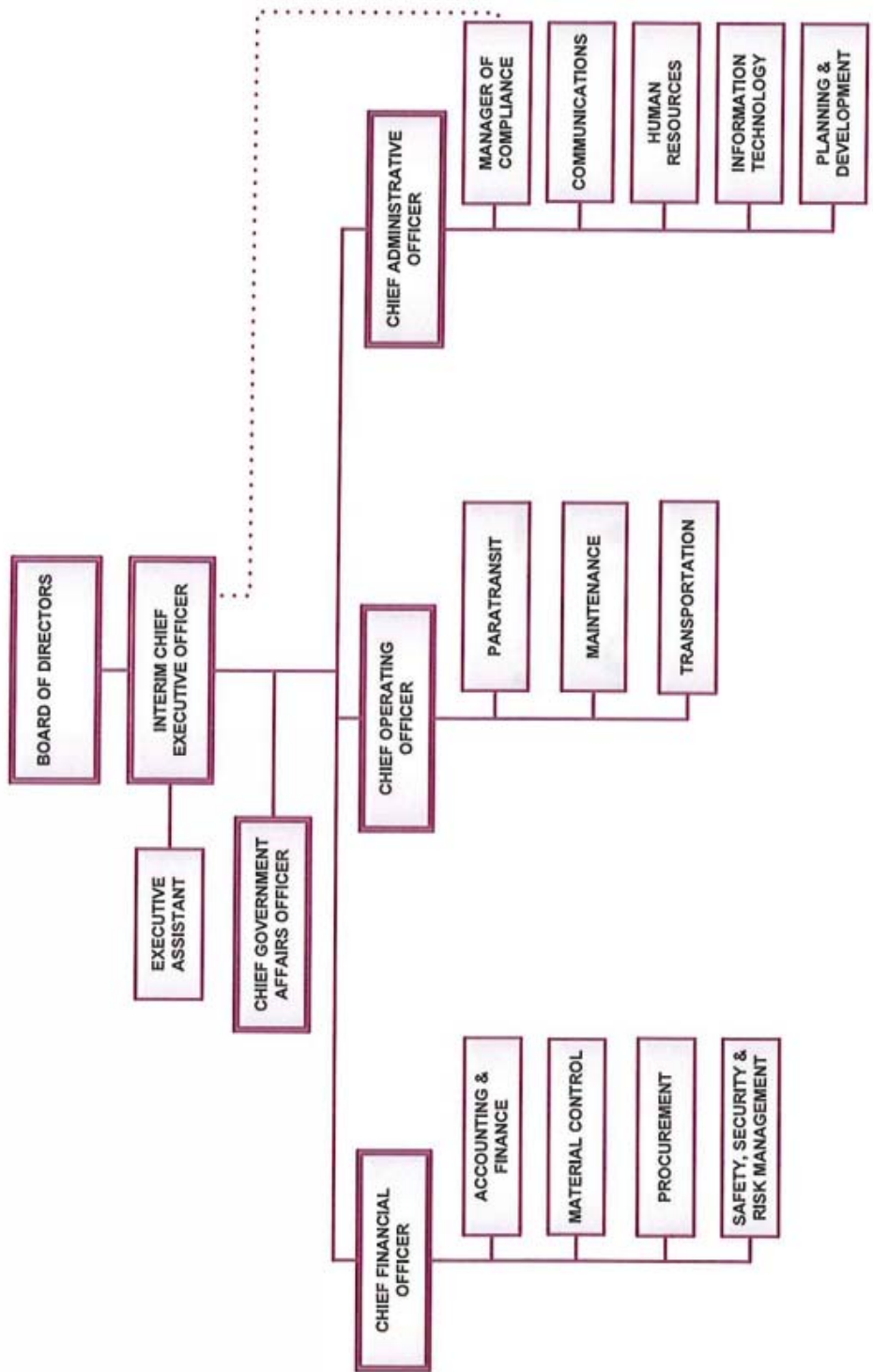
Project Manager/Engineer

Reporting directly to the Director of Planning and Development, this position is responsible for the overall Project QA/QC oversight, review and approval activities. This position will closely coordinate with the LYNX Quality Assurance Administrator, the City's Owner's Representative, and the City's Project Managers and Construction Managers during the course of the Project to ensure that all components of the Project are design and constructed in accordance with the specifications and contract requirements. Authorities within this position are defined by the Director of Planning and Development.

Quality Assurance Administrator

Supporting the Project Manager/Engineer, this position will ensure that the QA/QC process is properly documented, that the QAPP is implemented and maintained, and ensure that the Project's quality objectives are satisfied. The QA Administrator will also ensure complete documentation and tracking of all procurement, inspections, testing, nonconformance, corrective action, and training of the entities directly involved in the project (defined as LYNX staff, The City of Orlando staff, and the staff and subconsultants/subcontractors of the Design-Builder). This position functionally reports directly to the Director of Planning and Development.

EXHIBIT 1-1 Project Owner Organization Chart



LYNX ORGANIZATIONAL CHART
August 2010

1.3 Interface Control

LYNX shall be responsible for assuring that all projects, products, and services associated with the Project adhere to all applicable Federal, State, and local regulations. Specific interface duties, responsibilities and functions of each LYNX Department that affect quality are defined and documented in this QAPP.

1.4 Departmental Responsibility

Whenever a specific department is addressed in this QAPP, the respective Department Director shall be responsible for all required operations to be performed. Each Director may designate any or all of the work to others within his/her own department. This person shall assure that the specific departmental activities are met.

Every Director shall be responsible for assuring that the QA requirements applicable to his/her domain are observed.

2. DOCUMENTED QUALITY MANAGEMENT SYSTEM

The purpose of the QA System is to:

- Include consideration of the technical aspects of the activities affecting quality;
- Provide control over activities affecting quality to the extent consistent to their importance;
- Provide for the planning and accomplishment of activities affecting quality under suitably controlled conditions. Controlled conditions shall include the use of appropriate equipment, suitable environmental conditions for accomplishing the activity, and assurance that the prerequisites for a given activity have been satisfied;
- Provide for any special controls, processes, test equipment, tools and skills to attain required quality and for necessary verification of quality such as inspection or test;
- Provide indoctrination and training, as necessary, of personnel performing activities affecting quality to assure that suitable proficiency is achieved and maintained; and
- Assess regularly the adequacy of the QA system and assure its effective implementation.

This QAPP has been developed in accordance with FDOT's document 625-000-007, *Plans Preparation Manual (PPM) Volume I* and 625-000-008 *PPM Volume II*; *FDOT Project Management Handbook*; FDOT's document 700-000-000, *Construction Project Administration Manual (CPAM)*; FDOT's document 675-000-000, *Materials Manual*; *FDOT Statewide Quality Assurance/Quality Control Plan, Construction Inspection QC Guidelists and Construction QA Critical Requirements Lists*; FTA's *Construction Project Management Handbook*; *FTA Oversight Procedure 24*; FDOT Procedure 050-020-025-d, *Records Management and Distribution*; FDOT Procedure 325-080-003-a, *Electronic Document Management System (EDMS) Requirements*; and FDOT Retention and Disposal Schedule.

2.1 Responsibilities

LYNX performs the function of contracting and obtaining design, engineering, construction, materials, equipment and services for which LYNX accepts overall responsibility.

The Design-Builder shall be required to submit a QA/QC Management Plan to LYNX for review and approval. This Plan shall address and be applicable to all contractors, consultants, and suppliers providing services, equipment and materials to LYNX for the Project. Upon LYNX acceptance, the QA/QC Management Plan shall be employed and maintained for the specified Project.

All work required for the Project shall be performed in accordance with the LYNX Quality Assurance system and QC policies and procedures as set forth by LYNX. The LYNX QA Administrator, with assistance from the LYNX Project Manager/Engineer, shall perform the oversight function for quality assurance including QA audits.

The QA Administrator shall be responsible for assuring all phases of implementation of the Project QA/QC Plans are used for continued compliance with all quality requirements, and is responsible for administering and controlling the QA system.

2.2 Revisions to the QAPP

The QA Administrator shall be responsible for the revisions of the QAPP. Revisions shall be reviewed and approved in the same manner as the original issue.

Revisions to the QAPP shall be made by section. The revised section/line shall be highlighted by a vertical line in the left hand margin adjacent to the revised area. All revised sections shall be issued with the Cover Page indicating management approval. The QAPP revision number shall be the number shown on the Cover Page and in the footer of each section. The same revision number shall be shown on the revised sections.

Approved revisions shall be distributed to controlled QAPP holders using a transmittal letter. The letter will contain instructions to insert revised sections into the QAPP. Verification of the current status of the QAPP shall be performed during audits. Records of the distribution shall be maintained by the QA Administrator.

2.3 Indoctrination, Training, and Qualification of Personnel

Indoctrination, training, and qualification of personnel shall be performed to assure that suitable proficiency is achieved and maintained. LYNX shall provide indoctrination, training and qualification of internal personnel, ensuring that such personnel performing activities that affect quality or pertain to health and safety shall be properly trained and qualified prior to their performance of such activities. The QA Administrator shall be responsible for QA training of LYNX personnel.

The QA Administrator shall be responsible for assuring that all phases of implementation of the QAPP are used for continued compliance with all quality and safety requirements. Qualifications for the position of QA Administrator shall be as follows:

- A bachelors degree in Engineering or a related technical field;
- At least six (6) years experience in QA and QC;
- A working knowledge of quality related codes, systems, standards, and regulatory requirements;
- Knowledge in preparation of quality procedures and instructions;
- Experienced in QA audits;
- The ability to prescribe, apply and assess compliance with the applicable requirements; and
- Effective in oral presentations and written communication.

All personnel whose duties will affect quality or safety within the scope of this QAPP shall be trained to the extent necessary by their respective manager, supervisor and/or qualified trainer designated by the QA Administrator to ensure that the employees have a working knowledge of the QA system and that the employees are committed to implementation.

Seminars and training courses offered by schools, professional organizations, manufacturers, and other educational institutions may be utilized to train personnel in the quality tools and techniques necessary to perform their job efficiently and effectively.

Additional indoctrination and training shall be performed when:

- The QAPP is extensively revised;

- Employees change their area of responsibility;
- New employees are hired.

Records documenting meetings, indoctrination and training described in this section, shall be prepared by the designated trainer, manager and/or supervisor and kept by the QA Administrator. These records shall contain the date, subject, list of attendees and name of instructor/trainer at minimum.

The QA Administrator shall request from the Design-Builder all certifications, records of experience, and related information pertaining to the qualifications of any and all contractors and consultants serving in a QA/QC function. This information shall be included in the QA/QC Management Plan that the Design-Builder provides to LYNX. The Design-Builder shall maintain and keep current this documentation, and shall provide updates to the QA Administrator as any changes to the QA/QC personnel or their roles and responsibilities change.

QA auditors shall be appointed and qualified by the QA Administrator on the basis of their education, prior training and background or work experience. Additional training shall be done to assure a level of competence to evaluate the objective presented during the audits. Audits shall be performed by QA auditors who do not have direct responsibility for performing the activities being audited.

2.4 Review of the Quality Assurance System

The QA Administrator shall schedule a meeting with the Director of Planning and Development at least quarterly to review the adequacy of the QA system. During the meeting the overall effectiveness of the QA system will also be discussed. The minutes of the meeting will be documented and distributed to all Department Directors and to the LYNX Project Manager/Engineer.

3. DESIGN CONTROL

The Design Control component of this QAPP is established to ensure that:

- The Design-Builder will establish and maintain procedures for internal QA/QC of plans and specifications;
- Design specifications, regulatory and code requirements, and engineering standards are correctly translated into drawings, specifications, procedures and instructions;
- The design requirements are understood by all Project team members involved with the development, review, and approval of the design plans and specifications;
- Design verification and certification by appropriate licensed professionals are performed;
- All design documents and their respective changes are reviewed and approved by The City of Orlando and by LYNX;
- Mechanisms for controlling design changes through project completion will be established;
- Issuance and distribution of all design documents are properly controlled.

3.1 Definition, Initiation, and Coordination of Activities

The design work for the Project is being performed by the Design-Builder and their design consultants and shall follow the technical requirements specified in the Request for Proposal (RFP). Any modifications to these requirements shall be approved jointly by the LYNX Project Manager/Engineer and by the City of Orlando's Owner's Representative, or their designees. The LYNX QA Administrator will ensure that the Design-Builder has met these requirements and will provide oversight during the contract duration.

The Design-Builder shall develop and submit to LYNX for their approval a Project Quality Control Plan prior to commencing design work. The Design-Builder will ensure that all design team members understand and will execute the functions in the Project Quality Control Plan.

The LYNX Project Manager/Engineer and the City's Owner's Representative shall define the design documents and deliverables to be prepared and submitted. In addition, the Manager/Engineer and the Owner's Representative shall also coordinate the work and be responsible to see that the design consultant has all the applicable design basis specifications, codes and regulations, limits, quality standards, and other contractual requirements during the performance of their work. In all cases, it is the responsibility of the design consultant to have all the applicable design basis specifications, codes and regulations, limits, quality standards, and other contractual requirements during the performance of their work.

3.2 Technical Reviews, Modifications, and Acceptance of Design Documents

The Design-Builder shall submit the design documents to LYNX and to the City of Orlando for review and acceptance as outlined in the RFP. Prior to submitting plans or specifications, the design consultant shall perform an internal QA/QC review according to their Project Quality Control Plan. The LYNX Project Manager/Engineer and the Owner's Representative shall be responsible for the receipt, distribution and control of design documents issued by the design consultant in accordance with Section 4 of this QAPP.

The design consultant will assign competent personnel to perform the functions dictated in the Project Quality Control Plan. Design verification activities shall include independent checking of

design calculations, specifications, drawings, and contract documents. Constructability reviews will be performed at the discretion of the Project Manager/Engineer, in coordination with the City's Design Project Manager and the City's Construction Project Manager.

The formal reviews by LYNX and the City of Orlando shall be in accordance with the FDOT *Plans Preparation Manual, Volumes I and II*, the FDOT *Project Management Handbook*, and the FTA *Construction Project Management Handbook*.

Before construction activities can begin for a specific component, signed and sealed design plans and calculations supporting the design for that component must be reviewed and accepted by LYNX. Component submittals shall be complete submittals along with all the supporting information necessary for review. The work must represent logical work activities and must show impacts on subsequent work on this project. Any modification to the component construction due to subsequent design changes as the result of design development is solely the Design-Builder's risk. Upon review and approval by LYNX, the plans will be stamped "Released for Construction" and initialed and dated by the reviewer. Any construction initiated by the Design-Builder prior to receiving signed and sealed plans stamped "Released for Construction" shall be at the sole risk of the Design-Builder.

The LYNX Project Manager/Engineer and the Owner's Representative shall be responsible for the coordination and issuance of comments received from appropriate agencies and regulators to the design consultant. The LYNX Project Manager/Engineer shall be responsible for resolution of comments when there is a difference of opinions received from various parties. The consultants shall incorporate all the comments to the affected design documents.

The design consultant shall submit the final design documents to LYNX. The appropriate licensed professional consultant shall certify final design documents. The licensed professional shall assure that the final design documents have been reconciled with their design calculations and reports prior to certification.

All design document revisions shall require the same approval, review/check and certification cycle as the original issue. Each revision shall be easily and readily distinguishable in the design documents.

4. DOCUMENT CONTROL

This section describes the issuance, approval, distribution, retention and maintenance of drawings, specifications, reports, procedures, and quality-related documents applicable to the design and construction of the Project. All documents requiring control (i.e. design documents, inspection procedures, test procedures, QA program, etc.) shall be controlled by LYNX to ensure that all relevant documents are current and available to all users who require them.

4.1 Establishment of Project Documents Control and Accessibility

The LYNX Project Manager/Engineer shall have ultimate control of all project documents developed during the course of the Project design and construction. The Project Manager/Engineer will ensure that all pertinent documents are available to the design consultant and to the Design-Builder for the effective functioning of the quality management system. Similarly, all pertinent Project documents will be available to the Owner's Representative and his designees. Documents generated by the City of Orlando shall be maintained by the LYNX Project Manager/Engineer.

4.2 Document Management

Obsolete documents that exist in hard copy are required to be promptly eliminated from each work location. Any hard copy superseded documents retained for the record shall be clearly identified as such. Unless otherwise specifically authorized by governing procedures, changes to documents are to be reviewed and approved by the same authorized personnel who reviewed and approved the originals. Changes to documents are required to be promptly distributed to work locations. A master list of documents shall be developed by the LYNX Project Manager/Engineer that enumerates the current revision levels of each document. Where practicable, the nature of the change will be identified in the document or appropriate attachments.

LYNX may develop an electronic directory site (i.e. and "ftp" site or its equivalent) for the electronic storage and distribution of Project documents.

4.3 Owner's Representative Quality Records

The City of Orlando will establish a quality records retention and distribution system for the Project. The Owner's Representative or his designee shall maintain the quality records system. A quality record is defined as a completed document that furnishes evidence attesting to the quality of performance and/or activities. These records will be made available to the LYNX Project Manager/Engineer and to the Design-Builder.

5. PURCHASING

This section is established in order to ensure that purchased materials, equipment, or consultant services conform to the following requirements:

- Work Orders, RFPs, and Purchase Orders are properly identified and verifiable to the documents submitted;
- The level of quality requirements applied to contractors and suppliers will be based upon the complexity and importance of the service or product being supplied;
- The contract or purchase document will clearly specify the expectations of the purchaser, including relevant standards, drawings, specifications, process requirements, inspection instructions, and approval criteria for materials, processes and product. Purchasing documents are reviewed and approved by a designated authority for adequacy of specified requirements, including quality requirements, prior to release. The purchaser of services or product will ensure that the supplier fully understands the contract, agrees with the contract, and has the capacity to perform as required.
- Where equipment procurement is involved, the purchaser will define, as appropriate, the means and methods for handling, storage, packaging, and delivery of product. The purchaser will establish procedures to receive, inspect, store, and maintain equipment procured. Any equipment that is damaged or is otherwise unsuited for use will be documented and reported to the supplier.
- Selection of suppliers and contractors will be based upon their ability to meet contract requirements, including quality requirements.

The QA Administrator will perform QA oversight of consultants, contractors, and suppliers regarding purchasing.

Verification of purchased materials, equipment, and services shall be performed in accordance with this QAPP and with applicable procurement policies and procedures established by LYNX. Applicable LYNX policies and procedures include Administrative Rule 4 Procurement and Contract Administration, and Purchasing and Contracts Policy and Procedures PRO-001. The Owner's Representative may assist LYNX in performing inspections and audits of purchased materials, equipment and services.

The QA Administrator shall assure that technical and quality requirements for materials, equipment, and services are specified in the Work Orders, Purchase Requisitions, Purchase Orders, Contracts, and the RFP issued to consultants, contractors, suppliers, and the design consultant.

Control of all purchased materials, equipment and services will be handled in accordance with the *FTA Construction Project Management Handbook*, the *FDOT Construction Project Administration Manual*, the *FDOT Materials Manual*, and the *FDOT Standard Specifications for Road and Bridge Construction*.

LYNX shall adhere to the procedures identified in LYNX Administrative Rule 6 – Dispute Resolution, regarding any procurement-related conflicts. This rule has been established to provide procedures for the resolution of disputes related to the Authority's Procurement process.

6. PRODUCT IDENTIFICATION AND TRACEABILITY

This section is established to ensure that:

- All materials, parts, and components are properly identified and controlled;
- Identification is maintained by part number, serial number or other appropriate means either on the item or on the records that are traceable to the item as required throughout fabrication or construction of the item;
- Nonconforming work, materials, parts, or components are prevented from being incorporated into the final product.

6.1 Definition, Initiation and Coordination of Activities

Identification requirements shall be determined during the development of the specifications and design drawings by the design consultant and approved by the Project Manager/Engineer and the Owner's Representative, or their designees. Identification of materials, parts and components shall be tracked to the appropriate documentation, such as drawings, specifications, purchase orders, work orders, contracts, manufacturing and inspection documents, deviation reports, and test reports per the FDOT *Standard Specifications for Road and Bridge Construction*.

Control requirements shall be determined prior to fabrication, assembly, construction, and testing of the materials, parts, and components by the contractors or suppliers. All control requirements as set forth by the contractors and/or suppliers must be approved prior to fabrication, assembly, construction, and/or testing. Control measures shall be in accordance with the approved QA/QC procedures of consultants, contractors, and suppliers.

For the Project, the suppliers and contractors shall address the requirements of this QAPP, current FTA *Quality Assurance and Quality Control Guidelines*, and ISO 9001 requirements on product identification and traceability in their *Project Quality Plans and Procedures*.

These plans and procedures will require the identification and control of items of production (batch, materials, parts, and components) to prevent the use of incorrect or defective items and to ensure that only correct and acceptable items are used and installed.

6.2 Product Identification and Traceability

Product identification and traceability will be required during all the various production phases from receipt of raw materials, components, or subassemblies through the manufacturing, construction, and installation processes to delivery of final products or systems.

Physical identification and control will be used to the extent possible. Where physical identification is impractical, physical separation, procedural control, or other appropriate means will be employed. Items that fail to possess identification, or items for which record traceability has been lost, or items that do not conform to requirements will be separated if practicable (or identified by other means) to prevent use or installation. Items will be required to be identified by how they are marked or where they are located.

Traceability is defined as traceable to a particular project, specific warranty, test report, supplier, point in time, purchase order, or through production. Raw materials will be traceable back to a particular batch number, shipment number, packing slip, or invoice and will be accompanied by applicable test data sheets and material certifications.

Store room or inventory tracking procedures will allow items to be traceable back to a particular order number, batch number, date received, test lot, or other pertinent source.

Assemblies in production will be traceable to particular projects through the use of routing documentation. Routing documentation will contain sufficient information, including work instructions, manufacturing standards, and tooling.

Final assemblies will be clearly marked with project numbers, model numbers, serial numbers, bar codes, etc., so that all pertinent information regarding that assembly can be retrieved.

Verification of identification and control of materials, parts, and components shall be performed in accordance with this QAPP. The QA Administrator shall assure that verification of identification and control of materials, parts, and components are performed during the design phase and construction.

7. PROCESS CONTROL

This section is established to ensure that special processes including but not limited to welding, heat treating and non-destructive testing, are properly controlled and performed by qualified personnel using approved procedures in accordance with the applicable codes and engineering standards under suitable conditions.

The QA Administrator shall develop, as required, project process control procedures that prescribe the methods to conduct ongoing quality-related work processes. LYNX's contractors and suppliers will establish work procedures and instructions that address the requirements of this QAPP, the current FTA *Quality Assurance and Quality Control Guidelines* and ISO 9001 requirements (if applicable) for process control.

7.1 Project Process Control Procedures

Project process control procedures and instructions will:

- Specify actions or controls where needed to ensure quality and prescribe use of suitable production and installation equipment, a suitable work environment, personnel qualifications, and conformance with referenced standards/codes and quality plans.
- Require monitoring and control of processes and product characteristics during production and installation.
- Require continuous monitoring during the conduct of special processes and/or prescribe additional controls, such as personnel testing and qualification and process testing and qualification. Special processes are those processes whose results cannot be verified by subsequent inspection and testing of product, and include processes such as welding, nondestructive examination, and heat treatment.
- Ensure that work processes are performed in the proper sequence.

The Owner's Representative will provide inspectors, material inspectors, and construction inspection personnel to perform daily and periodic review activities to observe and report on the use of suitable production and installation equipment, conformance with referenced standards and codes, and conformance with QA/QC Plans.

8. INSPECTION AND TESTING

This section ensures that all inspection and testing will do the following:

- Demonstrate that the components and systems will perform satisfactorily in service are done in accordance with approved procedures;
- Include all prerequisite requirements and acceptance criteria specified in the applicable codes, engineering standards and procurement documents;
- Test results are evaluated by a responsible and competent person;
- Personnel conducting inspections and tests on the Project shall be independent of those having direct responsibility for the construction or installation of the items being inspected or tested.

8.1 Inspection

The Owner's Representative shall be responsible for inspection and audits of construction Work, as specified in their Quality Assurance/Control Program document included as an appendix to this QAPP. The LYNX QA Administrator and the Project Manager/Engineer will coordinate closely with the Owner's Representative to confirm inspection and testing procedures and results. The Owner's Representative shall be responsible for planning and establishing inspection requirements and interfacing with the contractors.

The consultants and contractors, through their respective QA/QC plans, shall be responsible for the execution of inspections and audits in accordance with their QA/QC plans. Inspection results shall be documented by the contractors and verified by the Owner's Representative.

All inspections will be handled in accordance with the *FDOT Standard Specifications for Road and Bridge Construction*, the *FTA Construction Project Administration Handbook*, the *FDOT Construction Project Administration Manual (CPAM)*, the *FDOT Construction Inspection QC Guidelist and Construction QA Critical Requirements*, and other applicable industry standard construction documents as determined by the Owner's Representative.

Inspection of work performed by the Owner's Representative in no way relieves the consultants, contractors or suppliers of their responsibilities for compliance with the requirements of the procurement documents and contracts.

8.2 Testing

The Owner's Representative shall be responsible for test control, planning and establishing inspection and test requirements, and enforcement with the contractors and suppliers, as required. All tests required by the applicable FDOT or FTA manuals and handbooks shall be performed by qualified personnel in accordance with approved procedures. Personnel and organization qualifications and certifications shall be verified by the QA Administrator who shall maintain a list of qualified and certified persons and organizations, including appropriate training records.

Test laboratories that are utilized on the Project to conduct testing such as soil testing, aggregate testing, concrete testing, electrical testing, mechanical and welding testing, nondestructive examinations, and calibration of measuring and test equipment will be accredited by one of the following accreditation bodies or a similar recognized accreditation body:

- The American Association for Laboratory Accreditation (A2LA)
- The International Council of Building Officials Evaluation Service (ICBO ES)
- The National Voluntary Laboratory Accreditation Program (NVLAP)

Use of test laboratories that are not accredited requires prior approval by the Owner's Representative.

9. INSPECTION, MEASURING AND TEST EQUIPMENT

This section is established to ensure the following:

- Inspection, measuring, and test equipment that are selected for use must be capable of the necessary accuracy and precision;
- Tools, gauges, instruments, and other measuring and testing devices used in construction are properly controlled, calibrated, and adjusted at specified periods to maintain the required accuracy;
- Records of issuance and calibration are properly maintained;
- Measuring and test equipment are identified and marked to indicate calibration status;
- Where test software or test hardware is used for inspection, this software or hardware will be checked to prove it is capable of verifying the acceptability of a product prior to its use and shall be periodically rechecked at prescribed intervals.

The Owner's Representative shall be responsible for ensuring the control of measuring and test equipment as required by applicable FDOT and related industry specifications. The Owner's Representative shall be responsible for planning and establishing inspection and test requirements and for coordinating with the contractors and suppliers.

In accordance with FDOT *Standard Specifications for Road and Bridge Construction*, contractors and suppliers shall be responsible to assure that measuring and test equipment is accurate and adequate for its intended use. The calibration of contractors' and suppliers' test and measuring equipment shall be traceable to National Bureau of Standards and with the intervals recommended by the test and equipment manufactures. The contractors and suppliers shall be responsible to establish and maintain the test and measuring equipment calibration and status records. The QA Administrator shall monitor the testing and measurements performed by the contractors and suppliers.

All test results shall indicate the type of measuring and test equipment used during the test. Measuring and testing equipment control will be done in accordance with the FDOT *Standard Specifications for Road and Bridge Construction*, the FTA *Construction Project Administration Handbook*, the FDOT *Construction Project Administration Manual (CPAM)*, the FDOT *Materials Manual*, and additional plan specifications or special provisions as applicable.

10. INSPECTION AND TEST STATUS

This section is established to ensure that all fabricated or manufactured equipment, components, or systems have satisfactorily passed all required inspection, examination and testing.

The Owner's Representative shall be responsible for inspection, test and operating status of equipment, components, or systems received and installed at the site.

The contractors and suppliers shall be responsible for all inspection and tests required and specified in the contract and shall assure that fabricated, manufactured and constructed equipment, components, or systems have satisfactorily passed all required inspection and tests in accordance with approved procedures.

LYNX suppliers and contractors will establish processes and procedures that identify the inspection and test status of work during production and installation. These procedures will meet the requirements of this QAPP, the current FTA *Quality Assurance and Quality Control Guidelines*, and ISO 9001 requirements related to inspection and test status.

Test and inspection status will be identified by means of markings, stamps, tags, labels, routing cards, inspection records, test software, physical location, or other suitable means. Status indicators will indicate the conformance or nonconformance with regard to the inspections and tests performed. The Owner's Representative will ensure that only work that has passed the required inspections and tests is accepted.

Requirements related to the inspection and test status of planning and design documents that indicate the conformance or nonconformance with regard to checking and reviews performed are addressed in this QAPP.

11. NONCONFORMANCE

This section is established to ensure that all nonconforming materials, parts and components are:

- Prevented from being incorporated in all installation work or into the final product;
- Properly identified and segregated from conforming items while awaiting disposition;
- Reported for immediate disposition of nonconformance.

11.1 Non-Conformance Definitions

The following nonconformance-related definitions apply to the Project:

- Non-conformance - A discrepancy in characteristic, documentation, or procedure that affects, form, fit or function and renders the quality of an item unacceptable or indeterminate in regard to meeting all relevant project requirements. Examples of non-conformances include physical defects, test failures, incorrect or inadequate documentation, or deviation from prescribed processing, inspection, or test procedures.
- Repair - A disposition of a nonconforming condition that indicates that an item can be made acceptable for its intended use, even though it is not restored to a condition that meets all specification requirements.
- Rework - A disposition of a nonconforming condition that indicates that the deficiency can be brought into conformance with the original requirements through re-machining, reassembly, reprocessing, reinstallation, or completion of the required operations.
- Use-as-is - A disposition of a nonconforming item when it can be established that the item is satisfactory for its intended use.

11.2 Non-Conformance Procedures

Project non-conformance procedures will address the following requirements:

- Non-conforming work will be identified, documented, and evaluated to determine appropriate disposition. Non-conforming items will be clearly identified as non-conforming and where practicable, segregated to prevent inadvertent installation. The organization performing activities affected by the non-conforming work will be notified.
- The responsibility for review and disposition of non-conforming work will be defined. Non-conformances will be identified as repair, rework, use-as-is, scrap, or use for alternate application. Dispositions will be documented. Repair and use-as-is dispositions will be reviewed and approved by the responsible design organization.
- Reworked or repaired work will be re-inspected in accordance with procedures established by the City of Orlando and by LYNX.

11.3 Reporting and Managing Non-Conforming Work

Employees of LYNX, the City of Orlando, contractors, or consultants shall report non-conformances detected during the performance of their duties to the QA Administrator and/or the Owner's Representative. Non-conformance reports shall describe the cause of non-conformances and provide corrective actions to prevent recurrence. The report shall include the following as minimum information:

- Project Name,
- Item Identification,
- Report Number,
- Date of Occurrence,
- Description of Nonconformance,
- Disposition (repair, rework, or scrap),
- Cause of Nonconformance, and
- Corrective Action to preclude recurrence.

The responsible party shall review the reported non-conformance and shall recommend a disposition with justification. They shall also determine the cause of the non-conformance and provide corrective action to prevent recurrence. The party shall then forward the report to the QA Administrator. Upon receipt of the nonconformance report, the QA Administrator shall review, approve, and authorize the disposition.

The QA Administrator has the overall responsibility for managing the non-conformance system throughout the design and construction phase. The QA Administrator shall be responsible for the disposition of all non-conformances (internal and external) during this project, in coordination with the Owner's Representative.

The consultants, contractors, and suppliers shall correct the non-conformance in accordance with the disposition approved and authorized by LYNX. The QA Administrator shall verify that the non-conformance is corrected properly.

LYNX shall adhere to the procedures identified in LYNX Administrative Rule 6 – Dispute Resolution. This rule has been established to provide procedures for the resolution of disputes related to the Authority's Procurement process.

12. CORRECTIVE ACTION

This section is established to:

- Assure that conditions that are adverse to quality are promptly identified and corrected;
- Determine the cause of nonconformance and take corrective measures to prevent recurrence;
- Document and report to appropriate management all records and procedures used in correcting the condition of nonconformance;
- Assure that corrective actions resulting from audits are properly corrected and immediately responded to.

12.1 Requirements for Corrective Action

Corrective action shall be required for all non-conformances and audit findings. The person that identifies the non-conformance or audit finding shall be responsible for initiating the corrective action request to the responsible organization. The corrective action request shall include the following, as applicable:

- Person or organization responsible for defining the corrective action;
- Violated documents;
- Description of the discrepancy;
- Date when response is required;
- Action to be taken to prevent recurrence, and date when corrective action is completed or will be completed;
- Initiator and date of issuance;
- Corrective Action acceptance and closeout;
- Signature of QA Administrator approving corrective action request and date;
- Signature of QA Administrator's acceptance of responsible party's response and date;
- Cause of adverse condition;
- Extent of adverse condition.

The person or organization responsible for the non-conformance or audit findings shall determine the cause of the problem and identify and implement corrective action to preclude recurrence.

The QA Administrator in consultation with the person that identified the non-conformance or audit finding shall review the proposed corrective action, and if acceptable, shall authorize its implementation. This authorization will be coordinated with the Owner's Representative.

12.2 Verification of Corrective Action

Follow-up action to verify corrective action implementation shall be performed by the QA Administrator. Follow-up action shall be performed by either of the following methods:

- The responsible organization shall submit documentary evidence to verify completion of the indicated corrective action;

- The corrective action will be verified by the QA Administrator at the responsible organization's premises. This verification shall be documented on the corrective action request.

The QA Administrator shall be responsible to store and maintain the corrective action records.

13. QUALITY RECORDS

This section is established to assure that:

- All sufficient quality assurance related documents and evidences are properly accumulated, maintained, organized and protected;
- All documents are properly identified, controlled, and stored in a well defined location.

The QA Administrator shall be responsible for the establishment and control of the required quality and safety related project documents per statutory requirements. The QA Administrator shall assure that documents and evidences are properly accumulated, maintained, organized, and protected.

The QA Administrator shall be responsible for the preparation of proper record indexes and shall control withdrawal of documents so that records can be easily retrieved and put back into the files. The Owner's Representative will also establish a quality records retention and distribution system, which will be accessible to the QA Administrator. It shall be the responsibility of the QA Administrator to ensure that all quality records are maintained within LYNX, including any copies of the Owner's Representative's quality records and related documents.

All records for projects in progress shall be controlled and stored at the LYNX office or officially designated off-site location. Upon completion of the project, the following required lifetime records shall be transferred to the LYNX Central Files for retention:

- Index to the records including revision numbers;
- Inspection Reports;
- Test Data Reports (e.g. materials, functional, structural, pressure, leak, etc.);
- Qualification Records;
- Calibration Reports;
- Non-conformance Reports;
- Corrective Action and Audits Reports;
- Any other document specially specified for the project described in the purchase orders, work orders and contracts.

All non-lifetime records shall be purged by the QA Administrator.

14. QUALITY AUDITS

The purpose of this section is to ensure the following conditions are met:

- Verify implementation and compliance with all aspects of the QA system and to determine the effectiveness of the system;
- Assure that audits are performed in accordance with a written checklist by qualified personnel;
- Assure that all audit results are documented and reviewed by management responsible for the area audited;
- Assure that follow-up actions and verification, including re-audit of deficient areas, are performed.

14.1 Audit Requirements

Audits or Quality Assurance Reviews (QARs) shall be planned and conducted by the Owner's Representative. The LYNX Project Manager/Engineer and the QA Administrator may participate in the audits on request. The QA Administrator shall be responsible for assuring that an audit of each element of the QA system is performed quarterly.

Special audits or QAR's may also be performed in areas affecting quality and safety when major changes are made in the QA system, or if an area or activity is suspected to be deficient and/or ineffective.

The City's Quality Assurance/Control Program for the Project, included in the Appendix to this QAPP, describes the quality audits to be conducted. In addition, the Audits/QARs shall be performed in accordance with the FDOT *Plans Preparation Manual*, the FTA *Construction Project Administration Handbook*, the FDOT *Project Management Handbook*, and the FDOT *Construction Project Administration Manual*.

Auditors shall not have direct responsibility for performing the activities being audited. Auditors must be qualified and certified by the Owner's Representative and shall have sufficient authority and organizational freedom to make the audit process meaningful and effective.

Audit plans, defining the objectives, scope, time and duration of audit activities, will be provided to audited organizations in advance of each audit. Audits will be conducted using checklists prepared in advance of the conduct of the audit and approved by the audit team leader. After each audit, a report will be prepared by the auditor(s). The report shall describe the results of the audits and findings. The report will be submitted to the QA Administrator for evaluation and approval.

14.2 Audit Schedules

Audit schedules will be issued and periodically updated. Audit frequency will depend upon the status and importance of the activity being audited and past audit performance. For internal audits, each element of the applicable quality program shall be audited at least semi-annually. Requirements for the qualification of lead auditors and auditors shall be defined.

14.3 Performing an Audit

Project procedures for quality audits shall address the following requirements:

- The results of audits shall be presented to the management of the audited organization by the audit team at the conclusion of the audit. This presentation will be followed by the timely issuance of a written audit report.
- The audit report will be issued by the management of the auditing organization to the management of the audited organization with copies to the QA Administrator, and any affected organizations as appropriate.

The management of the audited organization will correct any deficiencies identified by the audit in a timely manner. The organization that conducted the audit will track audit deficiencies, report on their status, and verify effective resolution of the deficiencies.

14.4 Audit Review

Audit records shall be maintained by the QA Administrator, who shall analyze Audit Data and Audit Reports to determine quality trends and the effectiveness of the QA system.

The QA Administrator shall review the Audit Data and Reports with the Program Manager/Engineer. This review shall be performed during the quarterly management review and assessment of the adequacy and effectiveness of the established QA system.

15. TRAINING

The Program Manager/Engineer is responsible for ensuring that all LYNX personnel assigned to the project are qualified based upon education, skills, abilities, experience, and training. Each consultant or contractor will be responsible for ensuring that their employees are similarly qualified. The Owner's Representative will be responsible for verifying the status of the consultants and contractors and will relay their findings to the QA Administrator.

Each consultant and contractor shall develop an internal training plan that adheres to the FDOT *Construction Training and Qualification Manual* to ensure that employees are properly trained to perform all assigned work. The training plans must be approved by the Owner's Representative in coordination with the LYNX Project Manager/Engineer and the QA Administrator. This training will supplement the existing knowledge of employees and be targeted to specific work tasks involved with the Project. Fulfillment of training requirements by employees is included in their annual performance evaluations.

Prior to commencing design or construction contracts, the consultants or contractors involved shall identify key project documents, including this QAPP, and ensure that all personnel working on this project are familiar with the documents. Training related to these documents will be by reading assignment or classroom instruction and will be documented.

The Project Manager/Engineer shall have the authority to determine if consultants and contractors are qualified and adequately trained. This determination will be accomplished through a review of staff resumes and verification of staff qualification and training from the employing organization.

APPENDICES

APPENDIX A - City of Orlando Quality Assurance/Control Program for Design and Construction Management Services, January 2012.

QUALITY ASSURANCE/CONTROL PROGRAM
for
CONSTRUCTION ENGINEERING & INSPECTION SERVICES

East West Bus Rapid Transit
Design-Build Project

Prepared by: _____
Jeffrey Arms, PE
Project Manager II

Approved by: _____
Thomas Connery, P.E.
Division Manager, Capital Improvements & Infrastructure

December 2011

INTRODUCTION

The City of Orlando Capital Improvements and Infrastructure Division (CIID) adheres to the City Mission Statement to "Enhance the quality of life in the City by delivering public services in a knowledgeable, responsive and financially responsible manner." The City of Orlando QA/QC Program for CEI Services ensures that the safety of the public and the construction personnel are protected while maintaining the values of the City Mission Statement.

"Quality Assurance" comprises all of the planned and systematic actions that are necessary to provide the public with the confidence that:

- all work fully complies with the contract requirements, and
- that all documents resulting from the work will meet the needs of the City, Lynx and the Federal Transit Administration, and
- that all field equipment and all office equipment required for the work will perform satisfactorily for the purposes intended.

Quality Assurance includes "Quality Control", which relate to the procedures for the measurement and control of the quality of the materials, equipment and elements of the work to assure conformity to the requirements of the contract documents.

The QA/QC Plan for the *Bus Rapid Transit Project* will be implemented by the CIID Project Team to verify and document that the products and services provided by CIID and their consultants, conform to the contract requirements, and to the applicable rules and regulations. The Program will be used as the basis for the development and implementation of specific project procedures that CIID will use in the performance of activities affecting the quality of the services provided. The QA/QC Program is an integrated quality management system.

ORGANIZATION

QA/QC Staff

The CIID utilizes a "Quality Team" approach to Quality Programs. The Quality Team includes the Project Manager/Senior Project Engineer, the Quality Assurance Manager, the Quality Assurance Auditor, and the QA/QC Staff, as well as the Public Works Management Staff. Our consultants are also participants on the Quality Team. The persons with quality assurance responsibilities on the *Bus Rapid Transit Project* are identified in *Table 1* by staff position to show the functional relationships to the work performed. The Project Manager/Senior Project Engineer is initially responsible for quality assurance and implementation of the QA/QC Plan, and serves as the Quality Team Leader.

**TABLE 1 - QUALITY
ASSURANCE/CONTROL
STAFF**

Position	Individual	Title
Public Works Director	Richard M. Howard, PE	Public Works Director
Owner's Representative	Thomas Connery, PE	Division Manager, Capital Improvements & Infrastructure
QA/QC Auditor	Scott Turner	Assistant Division Manager, Capital Improvements & Infrastructure
Project Manager / Senior Project Engineer	Jeffrey B. Arms, PE	Project Manager II
Construction Manager / Project Administrator	Paul Crouter	Construction Manager
Inspector	Mike Hayes	Inspector
Materials Testing Inspector	To Be Determined	Materials Testing Inspector
Administrative Assistant	Anna Low	Administrative Assistant

The Capital Improvements & Infrastructure Division Manager serves as the Owner's Representative to Lynx and is ultimately responsible for quality, although quality is the responsibility of all the members of the CIID Team. The QA/QC Staff assigned or designated by the Project Manager will perform selected verifications of the work performed by the CIID Project Team, which includes the work performed by its consultants. This is intended to verify and document conformance of the work to the contract documents.

REPORTING STRUCTURE

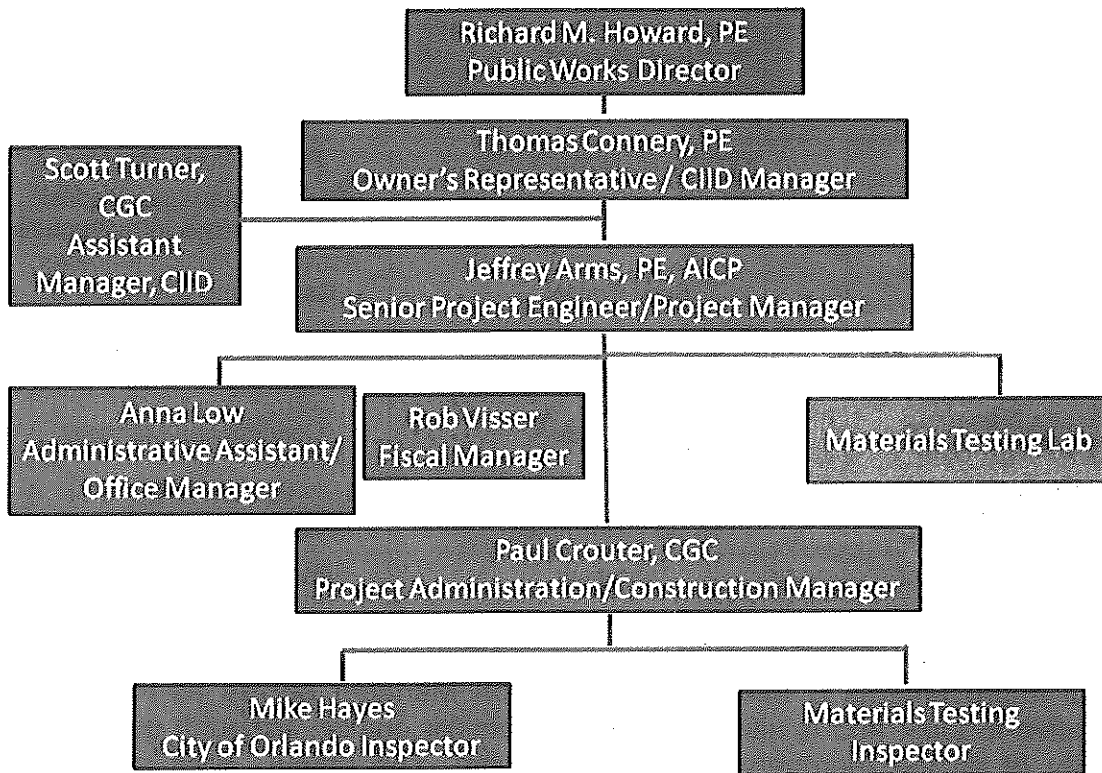
The Project Organizational Chart (*Figure 1*) illustrates the reporting structure for the implementation of the QA/QC Management Plan. Quality assurance begins with each member of the project team being responsible for controlling the quality of the services. Each individual of the project team is experienced and knowledgeable and participates willingly as an integral part of the quality assurance management staff.

The duties and responsibilities of the quality assurance management staff in coordinating and guiding the project efforts are:

Owner's Representative: The Owner's Representative, Mr. Thomas Connery, PE is responsible for allocation of resources and monitoring of the project team's adherence

Figure 1 – Project Organizational Chart

East-West BRT Construction Engineering Inspection



to the established quality assurance plan. He will provide periodic audit, through the QA/QC Auditor, and review technical performance of the project team and all project consultants. He has oversight responsibility for quality on the project.

Project Manager/Senior Project Engineer: The CIID Project Manager/Senior Project Engineer is responsible for ensuring that the construction services provided by CIID, including those services provided by its consultants, conform to the requirements of the contract documents. The Project Manager/Senior Project Engineer allocates project resources to the various elements of the work, establishes and implements the QA/QC Program, schedules various activities, and adjusts schedules as necessary to avoid potential problems. He is responsible for the review of technical performance of the project team on a continuous basis. The Project Manager/Senior Project Engineer identifies the actions to be taken and resources to be applied by the specific team members. He defines the interaction between the QA/QC Program and the other elements of the work and he assigns specific quality assurance responsibility and authority. For the *East West BRT Project*, Mr. Jeffrey Arms, PE, will serve as the Senior Project Engineer.

Management/Quality Assurance Team: These advisors are the most senior members of the City of Orlando Public Works Team technical staff with extensive experience in their individual areas of expertise. These individuals, upon request of the Senior Project Engineer, review, analyze and advise on various issues, tasks and problems which may arise during the design and construction so that the work will proceed in the specified manner.

Quality Assurance Manager: The Quality Assurance Manager for this project, Mr. Thomas Connery, PE, will be the leader of the Quality Assurance Team. His responsibilities to the project will be to lead this team in delivering a quality product design and constructed within the guidelines that have been mandated.

Quality Assurance Auditor: CIID's QA/QC Auditor reports functionally to the CIID Division Manager, and operationally to the Project Manager/Senior Project Engineer. The QA Auditor is a member of the CIID. Periodically, the QA/QC Auditor, as requested by the CIID Division Manager and the Project Manager/Senior Project Engineer, will be responsible to conduct Project Reviews and Administrative Audits ("peer" audit). The Local QA Auditor will be Scott Turner, Assistant Division Manager, CIID. The audits will address:

1. Pre-construction Files
2. Authority to Sub-let Work
3. Rental Agreements
4. Contractors' Schedules
5. Daily/Weekly Reports
6. Nuclear Gauge Operation
7. Claims Files
8. Weekly Progress Meetings
9. Correspondence from Contractors
10. Correspondence to Contractors
11. Correspondence from Lynx
12. Correspondence to Lynx
13. Contractors' Progress Reports
14. Project Safety
15. Filing System
16. Project Quality Assurance Program
17. Other subjects as requested by the Capital Improvements and Infrastructure Division

Upon completion of the audit, the QA/QC Auditor will prepare the draft of the Project Review and Administration Audit Memorandum. The memorandum will outline the QA/QC Auditor's findings and will be distributed by the CIID's Project Manager/Senior Project Engineer within 14 days. The report will be finalized and furnished to the CIID Manager and the Lynx Project Manager within 30 days of completing the audit.

Construction Manager/Project Administrator: The CIID Team's Construction Manager/Project Administrator is responsible for the review of all field reports, sampling

and testing procedures, and functions for timeliness, sufficiently and accuracy. The Construction Manager/PA will review:

1. Inspectors' Daily Reports
2. Project Submittals Status
3. Sampling and Testing Reports
4. Utilities Coordination Issues
5. MOT Conditions and Reports

Further, the Construction Manager/PA will be responsible for the coordination and supervision of all activities of the technical personnel assigned to them. The Construction Manager will also be responsible for preparing and managing the following:

1. Scheduling and Completing Minutes for Progress Meetings
2. Addressing and Responding to all Claims
3. Answering or ensuring that Requests for Information are completed in a timely manner
4. Preparing and Processing Contractor's Pay Applications
5. Reviewing and Coordinating the Design-Builder's Schedule

The Project Administrator will coordinate and discuss all major project activities with the Senior Project Engineer to make certain that the highest quality services are provided at the appropriate times. The CIID has emphasized the need for open two-way communications for the most effective services to the City. The Construction Manager/Project Administrator is responsible for the direct supervision of all inspectors under their control.

Inspectors: The Inspectors are responsible for the day to day oversight of the Design-Builder's Field Activities. They will perform field tests, field measurements, and other investigations to verify inspectors' and contractors' levels of quality. The Inspectors will discuss and resolve problems or deficiencies and will solicit the assistance of other quality control managers as needed to obtain a satisfactory solution to conform with the required levels of quality.

The achievement of quality is the responsibility of the entire Management Team. All staff assigned or designated by Project Manager/Senior Project Engineer to perform Quality Assurance and Quality Control functions have the authority and responsibility to initiate actions to:

- prevent the occurrence of any non-conformities relating to the work product;
- identify and record any problems related to the work product, the work process and the quality system;
- initiate, recommend, or provide solutions to identified problems through designated channels; and
- verify the implementation of solutions.

Each team member will be given an indoctrination and appropriate training in the quality and technical requirements of each feature of work that they are to perform. Team members will be held accountable for achieving the quality and technical requirements of the contract documents. The Project Manager/Senior Project Engineer and his staff will verify and document the achievement of the quality and technical requirements of the work through selected inspections, observations and audits. This evidence shall be retained, in the form of quality records that attest to the achievements of these quality requirements.

CIID's goal is to prevent deficiencies and non-conforming performance through the control of the activities affecting quality, as opposed to being limited to the inspection and audit of documentation from mobilization through final acceptance. To accomplish this goal, CIID's Project Manager/Senior Project Engineer and staff will provide training and instruction about the quality and technical requirements for each feature of the project to the appropriate inspection personnel. The responsibility for achieving these requirements rests with the person(s) performing the work. The Construction Manager/Project Administrator is responsible for providing qualified personnel and the resources to perform the work and for ensuring that the item of work is performed in accordance with the contract documents and the appropriate rules and regulations.

The QA/QC Staff will perform selected inspections and observations to verify and document that all items of the project are performed in accordance with the contract documents and the appropriate rules and regulations. The Staff will also conduct appropriate inspections and observations to verify that the quality and technical requirements of the project task have been achieved. Periodic observation, inspection, and review of the project by the QA/QC Staff will be performed to assure continuing conformance of the project team to the requirements of the contract documents.

Significant features of the QA/QC Program include:

- verification that activities affecting the quality of the work are performed in accordance with the specified requirements;
- appropriate application of resources to provide a high level of confidence in the completed documentation, and;
- retention of evidence that the construction services provided by the CIID and its subconsultants conform to the requirements of the contract documents.

The Project Manager/Senior Project Engineer is responsible to provide adequate resources, including the assignment of trained personnel for management of the work, performance of the work, and quality verification activities including internal quality audits.

QUALITY REVIEWS

CIID's quality review process occurs in several independent processes:

Daily Review Process

The first process is directly evident in our daily project activities, and involves all project personnel. The Inspectors, Materials Inspectors, Construction Manager/Project Administrators, and Administrative Assistants will work very closely with the Project Manager/Senior Project Engineer and other specialists assigned to the quality assurance functions.

Daily communication will take place among all project team members to maintain coordination and exchange of information. This regular communication process and free flow of information provides a means to properly and promptly evaluate any problems and/or deficiencies of the contractors' quality of work and to quickly resolve such issues.

Client Review Process

On a monthly basis, the Project Manager/Senior Project Engineer will review any quality assurance issues or questions with the Lynx's Project Manager. The Construction Manager/Project Administrator will continuously monitor Lynx's views and observations regarding any corrective actions to be taken to attain the proper level of quality.

Internal Quality Audits shall be scheduled in a manner to provide coverage and coordination with all ongoing CIID Quality Assurance/Quality Control activities. Internal audits, performed by the CIID Project Manager/Senior Project Engineer, may be scheduled or unscheduled, and will be performed at a frequency commensurate with the status and importance of the activity. The frequency of regularly scheduled internal and external audits shall include consideration of the following:

- Nonconformance reports;
- Independent information (e.g., from other sources such as generic experience of the industry, peer departments or organizations, etc.)

The audit schedule shall be reviewed periodically by the CIID Project Manager/Senior Project Engineer and revised as necessary to assure that coverage is current. Regularly scheduled audits may be supplemented by additional audits of specific subjects when necessary to provide adequate coverage.

External Quality Audits and Management Reviews of the CIID Project Team will be performed by the Quality Assurance Auditor. Lynx, or its representatives may participate in the audits on request. These audits will be performed on a semi-annual basis, or at a minimum of one per project or as deemed necessary.

The External Quality Audits will be performed in accordance with the Safety Review and Quality Control checklists as well as by witnessing the operation. These checklists will also be utilized in the Internal Quality Audits. Project activities shall be evaluated against specified requirements, which shall include an objective evaluation of the quality-related practices, procedures, instructions, activities, and products. Objective evidence such as documents and records shall be examined to the depth necessary to determine whether the QA/QC Program is effective and properly implemented.

A post audit conference will be held with the Project Manager/Senior Project Engineer to evaluate and validate the audit findings and formulate a proposed corrective action and schedule to resolve the findings. Audit results shall be documented and reported to the Project Manager/Senior Project Engineer and to the Public Works Management Team having responsibility for the area being audited for review, assessment, and appropriate action. Conditions requiring prompt corrective action shall be reported immediately.

An Audit Report shall be issued to the Project Manager/Senior Project Engineer and to Lynx. Audit reports shall include the following information, as appropriate:

- Description of the audit scope.
- Identification of the auditors.
- Identification of persons contacted during audit activities.
- Summary of audit results, including a statement on the effectiveness of the QA/QC Program Manual elements which were audited.
- Description of each reported adverse audit finding in sufficient detail to enable corrective action to be taken by the audited activity.

The Project Manager/Senior Project Engineer shall investigate audit findings, and schedule prompt corrective action to resolve any observed deficiencies. The written report of the corrective action taken or planned shall be prepared and transmitted to CIID's Quality Auditor within 14 days of receipt of the audit report. The adequacy of audit responses shall be evaluated by CIID's Quality Auditor. Inadequate responses will be resolved with the responder.

CIID's Project Manager/Senior Project Engineer will maintain a tracking system for audit findings to verify that all findings are appropriately addressed, that corrective action is taken promptly, and to trend audit findings for significant conditions adverse to quality. Follow-up action, including re-audit of deficient areas when necessary, shall be taken by CIID's Project Manager/Senior Project Engineer to verify and document whether corrective action has been accomplished as scheduled.

QUALITY RECORDS

The term "records", used throughout this section, refers to quality records attesting to the achievement of the quality and technical requirements of the work that are generated during the various phases of the Construction activities. A quality record is defined as a completed document that furnishes evidence attesting to the quality of performance and/or activities. Quality records shall be legible, identifiable, and retrievable. These records shall be protected against damage, deterioration or loss. Requirements and responsibilities for record transmittal, distribution, retention, maintenance, and disposition shall be in accordance with the contract documents.

A quality records retention and distribution system shall be established by the CIID. The scope of the records retention and distribution system shall be outlined in instructions and procedures. The quality records system will be established and enforced by CIID's Project Manager/Senior Project Engineer.

The retention period for quality records shall be in accordance with the requirements of the contract documents and grant requirements. Corrections to quality records shall be controlled. All corrections shall be subject to appropriate review or approval by the originator. All corrections shall include the date and the identification of the person authorized to make the correction and the person making the correction.

In order to preclude damage, deterioration or loss of the quality records:

- Provisions shall be made in the storage arrangement to prevent damage, deterioration or loss;
- Records shall be placed in folders or envelopes for storage in steel file cabinets at the CIID Office. Duplicate electronic copies shall be maintained on a server.
- Provisions shall be made for special processed records (such as photographs, negatives, and magnetic media) to prevent damage from excessive light, stacking, electromagnetic fields, temperature and humidity.

CONTROL OF SUB-CONSULTANTS AND VENDORS

CIID monitors and reviews the performance of each of its consultants. CIID believes that communication is the key element in maintaining high quality standards for its consultants. To foster teamwork and expeditious resolution of problems or questions that arise, a definitive communication plan is utilized. Key elements of the plan include regular meetings of all project personnel to discuss progress, problems, review the status of submittals, look-ahead schedules and any other pertinent information. These meetings are attended by senior on-site representatives of each of the consultants involved in current work activities, CIID personnel, and if desired, by Lynx personnel. Additionally, daily discussions are held with each of the consultant personnel regarding the next day's work and any problems or concerns. Effective communication and early attention to real or perceived problems will enhance quality performance.

QUALITY ASSURANCE CERTIFICATION

The CIID is committed to providing construction services including those construction services provided by its consultants to Lynx that meet or exceed requirements of the contract documents and the appropriate rules and regulations, contained therein, and to ensure that the personnel, equipment and all elements of the Work will perform satisfactorily for the purpose intended. We are further committed to ensuring that a consistency of effort is maintained to continue to improve the quality of the services we provide including the services provided by its consultants.

The CIID Project Manager/Senior Project Engineer is responsible to ensure that all work is performed in accordance with the requirements of the contract documents and the appropriate rules and regulations, contained herein.

The CIID Project Manager/Senior Project Engineer is responsible to ensure that the Quality Policy is understood, implemented, and maintained by the members of the CIID Project Team including its consultants.



Central Florida Regional Transportation Authority (dba LYNX)
LYMMO Expansion
Parramore BRT

Quality Assurance Program Plan

Originator	Name/Title Tony Walter / BRT Program Manager	Signature/Date
Recommended	Name/Title Edward Johnson / General Manager	Signature/Date
Approval	Name/Title John Lewis / Chief Executive Officer	Signature/Date

Revision Number	0	1	2				
Control Number	D01						
Date	03/05/12						

Prepared by
Reynolds, Smith, and Hills, Inc.
For the Central Florida Regional Transportation Authority

DRAFT

March 2, 2012

List of Acronyms

BMPs	Best Management Practices
CIID	(City of Orlando) Capital Improvements & Infrastructure Division
CPAM	Construction Project Administration Manual
D/B	Design/Build
EDMS	Electronic Document Management System
FDOT	Florida Department of Transportation
FTA	Federal Transit Administration
ISO	International Standard Organization for Quality System
PMP	Project Management Plan
QA	Quality Assurance
QAPP	Quality Assurance Program Plan
QAR	Quality Assurance Review
QC	Quality Control

Definitions

Following are definitions of various terms used in the Quality Assurance/Quality Control field and related terms which are pertinent to this QAPP.

Quality Assurance	All those planned and systematic actions necessary to provide adequate confidence to the management that a product or service will satisfy given requirements for quality. QA activities including planning for quality activities and verifying that those activities are carrier out.
Quality Control	The operational techniques and activities that are used to fulfill requirements for quality. QC activities include the actual implementation of quality activities, including inspecting design drawings, specifications, a process or product.
Quality Management System	The organizational structure, responsibilities, procedures, processes, and resources for implementing quality management.
Quality Plans	A written description of intended actions to control and assure quality. The Quality Plan defines applicable quality policy for the project and applicable quality procedures.
Project	The LYMMO Expansion Design-Build project
Owner's Representative	The City of Orlando's Division Manager for Capital Improvements and Infrastructure

Sources: U.S. DOT Federal Transit Administration "Quality Assurance and Quality Control Guidelines" (FTA-IT-90-5001-02.1), 2002. & "Quality Management and Quality Assurance Standards – Guidelines for Selection and Use," ANSI/ASQC Standard Q90-1987, American Society for Quality Control, Milwaukee, WI, 1987.

Introduction

The Quality Assurance Program Plan (QAPP) described herein outlines the general requirements and guidance for the establishment and execution of quality assurance and compliance for the design, engineering and construction of the Central Florida Regional Transportation Authority (a.k.a. LYNX) LYMMO expansion projects. All design, engineering and construction of projects shall be performed in accordance with the Florida Department of Transportation (FDOT) Quality Assurance System.

The details included in this QAPP are in accordance with the requirements of the Federal Transit Administration's (FTA) *Quality Assurance and Quality Control Guidelines* (FTA-IT-90-5001-02.1). These guidelines were originally adapted from the 1987 version of the American National Standards for Quality Systems (ANSI/ASQC Q90-Q94) and the *International Standard for Quality Systems* (ISO 9000-1994).

Statement of Authority and Policy

LYNX recognizes the establishment and maintenance of a formal and effective quality management system is fundamental to the success of the organization and will benefit the Authority and the transit-riding community.

It is the intent of LYNX to perform all work in accordance with Federal, State, and local regulations, industry standards, and Best Management Practices (BMPs) as recommended by FTA.

The authority and responsibility of the management of the LYNX Quality Assurance System has been assigned to the Quality Assurance (QA) Administrator. The QA Administrator reports directly to the Director of Planning and Development and is responsible for administering and controlling the QA System, which is documented herein.

All personnel directly involved with the design, engineering and construction projects must operate in accordance with this QAPP. All LYNX staff and subcontractors performing quality assurance functions shall have sufficient authority to:

- Identify quality problems;
- Initiate, recommend, and/or provide solutions to quality problems through appropriate means;
- Verify implementation of solutions; and
- Provide assurance that all work is controlled effectively in the event of a nonconformance, deficiency, or unsatisfactory condition arises.

The LYNX QA Administrator, with input and assistance from the City of Orlando Capital Improvements & Infrastructure Division (CIID), shall perform the oversight function for quality assurance and resolve any non-conformance or corrective action needed.

Any personnel obtaining information which reasonably indicates that a product or an activity supplied to or prepared by LYNX fails to comply with regulatory requirements or contains defects which would create substantial safety hazards, shall immediately notify the QA Administrator and LYNX of such failures or defects for proper evaluation and resolution.

Signed:

John M. Lewis, Jr.
LYNX Chief Executive Officer

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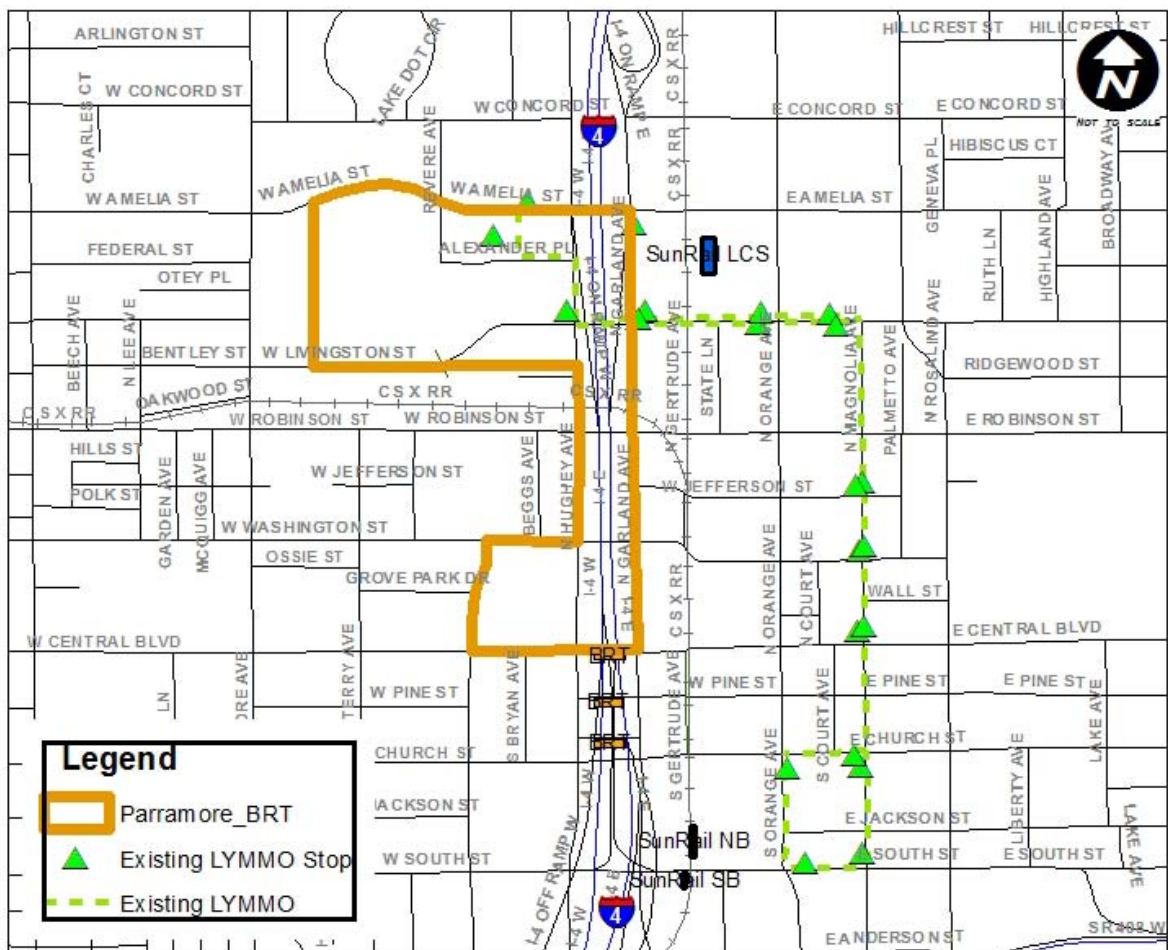
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Project Overview

The proposed Parramore Fixed Guideway BRT expansion project represents a 2.1-mile extension of the current Orlando LYMMO BRT system through the historic Parramore and Callahan neighborhoods and the proposed Creative Village redevelopment site. Parramore BRT will also connect key destinations and attractions west of I-4 with the existing Urban Core and to the Central Florida region as a whole via LYNX Central Station and future SunRail commuter rail service. This fixed guideway BRT expansion project reconfigures the current 0.20-mile northwest loop out and back from LYNX Central Station (LCS) that routes through the Centroplex parking garage to Livingston Street via Hughey Avenue.

Parramore BRT Project Map



1. MANAGEMENT RESPONSIBILITY

The Central Florida Regional Transportation Authority (a.k.a. LYNX) is responsible for the successful implementation of the LYMMO Expansion Parramore BRT project (the Project). LYNX is organized and staffed to maintain control of the project and to oversee any work formally allocated to others. LYNX has established various policies and procedures to ensure that prudent decisions are made in a timely and efficient manner. The Project Owner organization chart is provided as Exhibit 1-1.

The LYMMO Expansion project is a cooperative effort between LYNX and the City of Orlando. This effort includes primary aspects of quality assurance and quality control (QA/QC). And as a Design-Build Project, the contractor team performing the Design-Build functions is responsible for QA and QC tasks. It is the ultimate responsibility of LYNX to ensure proper QA/QC throughout the Project.

Based on the organization chart, the structure, levels of authority, and lines of communication for activities affecting quality are clearly identified. There are three primary levels of QA/QC functions, as summarized below.

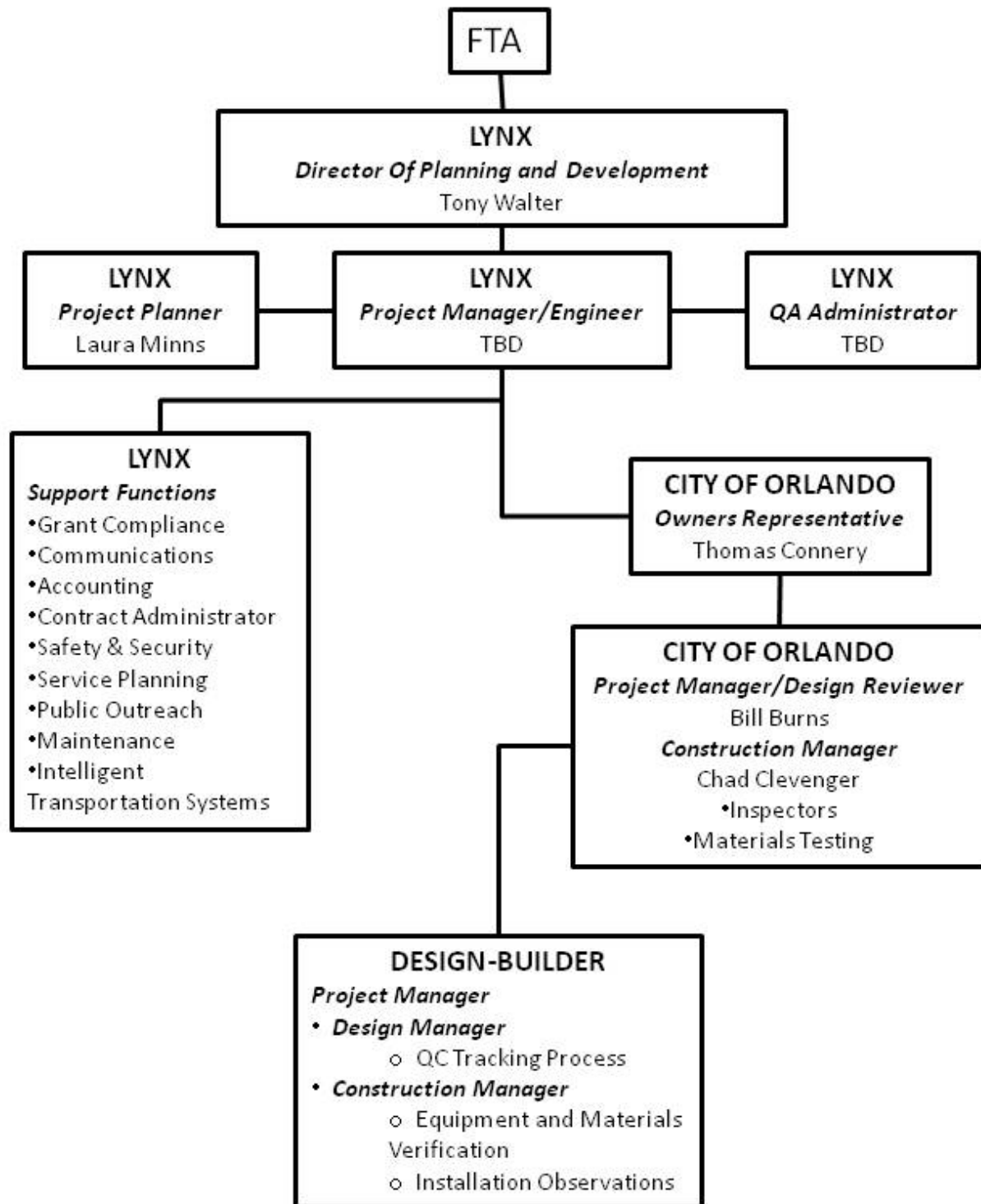
Level 1 – Design-Builder. During the design process, the D-B will conduct plans reviews and constructability reviews, documenting all QC processes consistent with industry standards. During the construction process, the D-B will provide verification that all equipment, structures, components, systems and facilities are designed, constructed and installed in compliance with applicable codes and standards. Such verification will include shop drawings, mix designs for concrete and asphalt, and equipment cut sheets. The Design-Builder will develop and deliver to LYNX for approval a Quality Assurance/Quality Control Management Plan.

Level 2 – Owners Representative. The City of Orlando's Division Manager for Capital Improvements and Infrastructure, Thomas Connery, is serving as the Owners Representative for the Project. In this role, he and his staff will provide design reviews, materials lab testing, and construction engineering inspection services. The City of Orlando's Project Manager will provide plans reviews and develop comments for revisions during the D-B's design process. During construction, the City's Construction Manager is responsible for the review of all field reports, sampling and testing procedures, and functions for timeliness, sufficiency and accuracy. The Field Inspectors are responsible for the daily oversight of the D-B's field activities. The City has prepared and delivered to LYNX a Quality Assurance/Control Program document which details the services to be rendered. The document is included in Appendix A.

Level 3 – LYNX. LYNX will provide a Project Manager/Engineer who will be responsible for overseeing the plans review process, the materials review/inspection process, and the construction process. LYNX will also provide a Quality Assurance Administrator whose responsibilities will be to implement this QAPP and the overall QA Program for the Project. Coordinating with the Project Manager/Engineer, the QA Administrator will provide oversight of compliance with the FTA grant agreements and applicable requirements of the Project Management Plan, provide oversight of safety and security of the Project as related to the design and construction activities, conduct quality assurance reviews or audits at regular intervals throughout the life of the Project and report to LYNX management, and provide QA/QC document control.

EXHIBIT 1-1 Project Owner Organization Chart

**LYMMO Expansion BRT - Parramore
Owner Organizational Chart**



The LYNX Quality Assurance personnel shall have the authority and responsibility to assure that the QA system is correctly and effectively executed and verified. The Project Manager/Engineer and the QA Administrator shall have authority and organizational freedom to assure that all components of the Project are designed and constructed in accordance with the specifications and contract requirements.

1.1 Duties and Responsibilities

Although LYNX will retain staff from the City of Orlando and retain the Design-Build consultant to oversee the day-to-day management of the Project, there are program requirements and responsibilities that cannot be delegated by contract or agreement to entities beyond LYNX itself. These include:

- Provide oversight of the QA/QC program for all phases of the project;
- Exercise approvals of the design, procurement, installation, construction, and testing processes;
- Conduct periodic QA/QC reviews/audits with the City (Owner's Representative) and the Design-Builder;
- Review staffing levels and experience criteria of all entities involved in the Project QA/QC processes;
- Adopting and maintaining a Project Management Plan (PMP) specific to the Project;
- Submitting the environmental documentation to FTA;
- Preparing various senior staff-level policies and procedures in furtherance of LYNX policies;
- Applying for, receiving, and administering state and federal funds for project implementation;
- Establishing and staffing an organizational structure supportive of the design and construction of the project;
- Ensuring control over the project;
- Establishing the bases of design and construction including the goals and standards for operations, maintenance, reliability, safety, security, dependability and quality of the finished works;
- Entering into agreements with other agencies and third-parties which permit changes to their facilities and operations necessary for implementation of the project;
- Entering into agreements with other carriers of the region by which coordinated transportation services will be effected;
- Establishing risk management programs and related insurance coverage;
- Preparing and adopting annual budgets for operations and capital expenditures;
- Ensuring quality of system development;
- Certifying safety and security of the system;
- Training of employees during start-up;
- Setting of fares, fees, tariffs, and user rates.

1.2 LYNX Organization

The LYNX organization consists of a five member Board of Directors, Chief Executive Officer, General Manager, Chief Financial Officer, Chief Operating Officer, Chief External Affairs and Communication Officer, and four Department Directors. Exhibit 1-2 provides the LYNX primary organization chart. (Note: The Chief Administrative Officer position was re-designated by the LYNX Board in late 2011 to the General Manager.) The LYNX personnel responsible for ensuring and controlling quality for the Project consist of the following:

- Director of Planning and Development
- Project Manager/Engineer
- Quality Assurance Administrator

The QA/QC responsibilities and duties for the Project for each of these positions are briefly described below.

Director of Planning and Development

This position is responsible for the management and allocation of personnel resources to ensure the successful implementation of the QAPP and its components. The Director of Planning and Development shall have the authority to manage all LYNX resources directly associated to the Project to ensure its successful design, construction, testing, operation, and maintenance. This position reports to the LYNX General Manager.

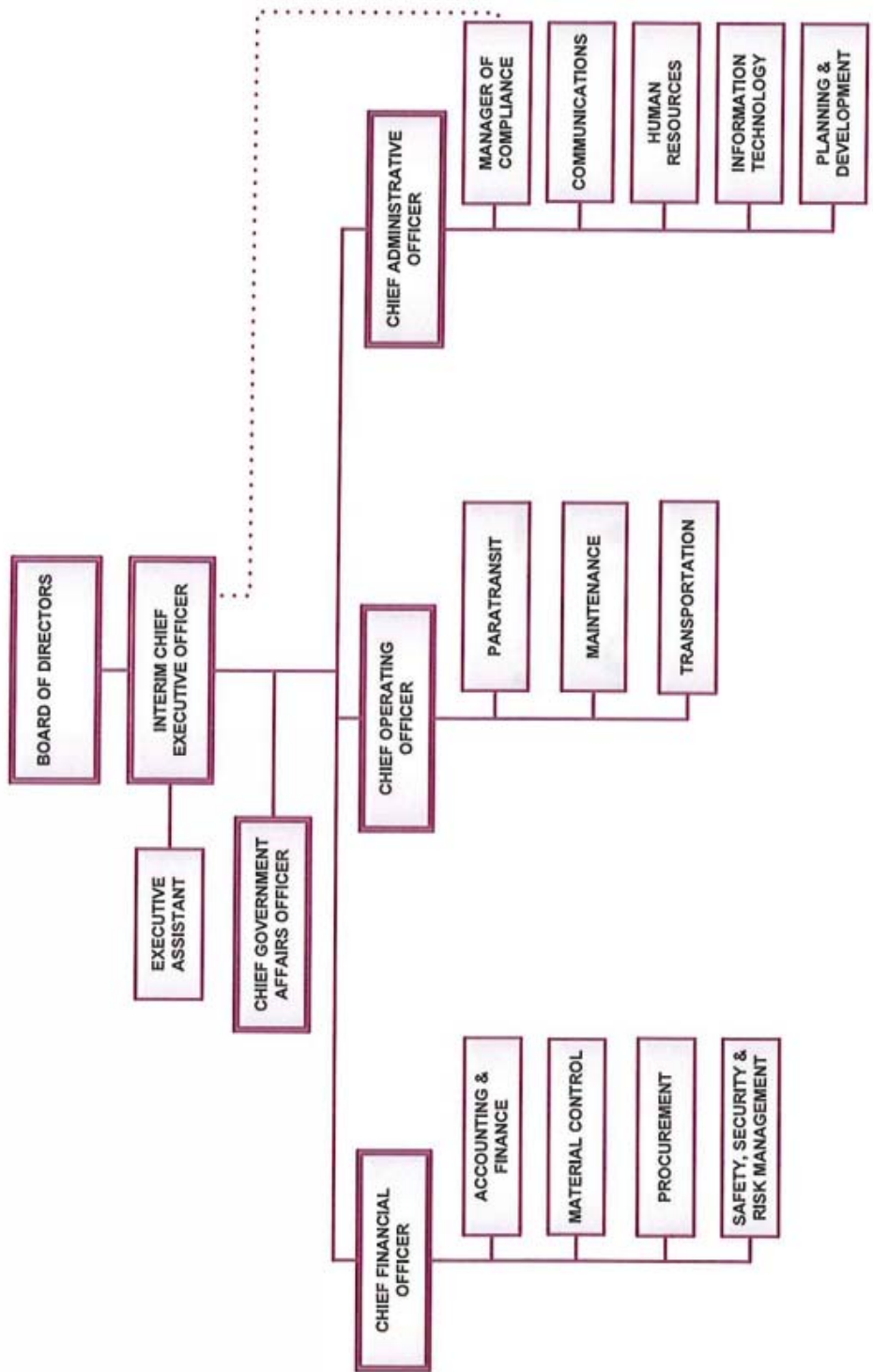
Project Manager/Engineer

Reporting directly to the Director of Planning and Development, this position is responsible for the overall Project QA/QC oversight, review and approval activities. This position will closely coordinate with the LYNX Quality Assurance Administrator, the City's Owner's Representative, and the City's Project Managers and Construction Managers during the course of the Project to ensure that all components of the Project are design and constructed in accordance with the specifications and contract requirements. Authorities within this position are defined by the Director of Planning and Development.

Quality Assurance Administrator

Supporting the Project Manager/Engineer, this position will ensure that the QA/QC process is properly documented, that the QAPP is implemented and maintained, and ensure that the Project's quality objectives are satisfied. The QA Administrator will also ensure complete documentation and tracking of all procurement, inspections, testing, nonconformance, corrective action, and training of the entities directly involved in the project (defined as LYNX staff, The City of Orlando staff, and the staff and subconsultants/subcontractors of the Design-Builder). This position functionally reports directly to the Director of Planning and Development.

EXHIBIT 1-1 Project Owner Organization Chart



LYNX ORGANIZATIONAL CHART
August 2010

1.3 Interface Control

LYNX shall be responsible for assuring that all projects, products, and services associated with the Project adhere to all applicable Federal, State, and local regulations. Specific interface duties, responsibilities and functions of each LYNX Department that affect quality are defined and documented in this QAPP.

1.4 Departmental Responsibility

Whenever a specific department is addressed in this QAPP, the respective Department Director shall be responsible for all required operations to be performed. Each Director may designate any or all of the work to others within his/her own department. This person shall assure that the specific departmental activities are met.

Every Director shall be responsible for assuring that the QA requirements applicable to his/her domain are observed.

2. DOCUMENTED QUALITY MANAGEMENT SYSTEM

The purpose of the QA System is to:

- Include consideration of the technical aspects of the activities affecting quality;
- Provide control over activities affecting quality to the extent consistent to their importance;
- Provide for the planning and accomplishment of activities affecting quality under suitably controlled conditions. Controlled conditions shall include the use of appropriate equipment, suitable environmental conditions for accomplishing the activity, and assurance that the prerequisites for a given activity have been satisfied;
- Provide for any special controls, processes, test equipment, tools and skills to attain required quality and for necessary verification of quality such as inspection or test;
- Provide indoctrination and training, as necessary, of personnel performing activities affecting quality to assure that suitable proficiency is achieved and maintained; and
- Assess regularly the adequacy of the QA system and assure its effective implementation.

This QAPP has been developed in accordance with FDOT's document 625-000-007, *Plans Preparation Manual (PPM) Volume I* and 625-000-008 *PPM Volume II*; *FDOT Project Management Handbook*; FDOT's document 700-000-000, *Construction Project Administration Manual (CPAM)*; FDOT's document 675-000-000, *Materials Manual*; *FDOT Statewide Quality Assurance/Quality Control Plan, Construction Inspection QC Guidelists and Construction QA Critical Requirements Lists*; FTA's *Construction Project Management Handbook*; *FTA Oversight Procedure 24*; FDOT Procedure 050-020-025-d, *Records Management and Distribution*; FDOT Procedure 325-080-003-a, *Electronic Document Management System (EDMS) Requirements*; and FDOT Retention and Disposal Schedule.

2.1 Responsibilities

LYNX performs the function of contracting and obtaining design, engineering, construction, materials, equipment and services for which LYNX accepts overall responsibility.

The Design-Builder shall be required to submit a QA/QC Management Plan to LYNX for review and approval. This Plan shall address and be applicable to all contractors, consultants, and suppliers providing services, equipment and materials to LYNX for the Project. Upon LYNX acceptance, the QA/QC Management Plan shall be employed and maintained for the specified Project.

All work required for the Project shall be performed in accordance with the LYNX Quality Assurance system and QC policies and procedures as set forth by LYNX. The LYNX QA Administrator, with assistance from the LYNX Project Manager/Engineer, shall perform the oversight function for quality assurance including QA audits.

The QA Administrator shall be responsible for assuring all phases of implementation of the Project QA/QC Plans are used for continued compliance with all quality requirements, and is responsible for administering and controlling the QA system.

2.2 Revisions to the QAPP

The QA Administrator shall be responsible for the revisions of the QAPP. Revisions shall be reviewed and approved in the same manner as the original issue.

Revisions to the QAPP shall be made by section. The revised section/line shall be highlighted by a vertical line in the left hand margin adjacent to the revised area. All revised sections shall be issued with the Cover Page indicating management approval. The QAPP revision number shall be the number shown on the Cover Page and in the footer of each section. The same revision number shall be shown on the revised sections.

Approved revisions shall be distributed to controlled QAPP holders using a transmittal letter. The letter will contain instructions to insert revised sections into the QAPP. Verification of the current status of the QAPP shall be performed during audits. Records of the distribution shall be maintained by the QA Administrator.

2.3 Indoctrination, Training, and Qualification of Personnel

Indoctrination, training, and qualification of personnel shall be performed to assure that suitable proficiency is achieved and maintained. LYNX shall provide indoctrination, training and qualification of internal personnel, ensuring that such personnel performing activities that affect quality or pertain to health and safety shall be properly trained and qualified prior to their performance of such activities. The QA Administrator shall be responsible for QA training of LYNX personnel.

The QA Administrator shall be responsible for assuring that all phases of implementation of the QAPP are used for continued compliance with all quality and safety requirements. Qualifications for the position of QA Administrator shall be as follows:

- A bachelors degree in Engineering or a related technical field;
- At least six (6) years experience in QA and QC;
- A working knowledge of quality related codes, systems, standards, and regulatory requirements;
- Knowledge in preparation of quality procedures and instructions;
- Experienced in QA audits;
- The ability to prescribe, apply and assess compliance with the applicable requirements; and
- Effective in oral presentations and written communication.

All personnel whose duties will affect quality or safety within the scope of this QAPP shall be trained to the extent necessary by their respective manager, supervisor and/or qualified trainer designated by the QA Administrator to ensure that the employees have a working knowledge of the QA system and that the employees are committed to implementation.

Seminars and training courses offered by schools, professional organizations, manufacturers, and other educational institutions may be utilized to train personnel in the quality tools and techniques necessary to perform their job efficiently and effectively.

Additional indoctrination and training shall be performed when:

- The QAPP is extensively revised;

- Employees change their area of responsibility;
- New employees are hired.

Records documenting meetings, indoctrination and training described in this section, shall be prepared by the designated trainer, manager and/or supervisor and kept by the QA Administrator. These records shall contain the date, subject, list of attendees and name of instructor/trainer at minimum.

The QA Administrator shall request from the Design-Builder all certifications, records of experience, and related information pertaining to the qualifications of any and all contractors and consultants serving in a QA/QC function. This information shall be included in the QA/QC Management Plan that the Design-Builder provides to LYNX. The Design-Builder shall maintain and keep current this documentation, and shall provide updates to the QA Administrator as any changes to the QA/QC personnel or their roles and responsibilities change.

QA auditors shall be appointed and qualified by the QA Administrator on the basis of their education, prior training and background or work experience. Additional training shall be done to assure a level of competence to evaluate the objective presented during the audits. Audits shall be performed by QA auditors who do not have direct responsibility for performing the activities being audited.

2.4 Review of the Quality Assurance System

The QA Administrator shall schedule a meeting with the Director of Planning and Development at least quarterly to review the adequacy of the QA system. During the meeting the overall effectiveness of the QA system will also be discussed. The minutes of the meeting will be documented and distributed to all Department Directors and to the LYNX Project Manager/Engineer.

3. DESIGN CONTROL

The Design Control component of this QAPP is established to ensure that:

- The Design-Builder will establish and maintain procedures for internal QA/QC of plans and specifications;
- Design specifications, regulatory and code requirements, and engineering standards are correctly translated into drawings, specifications, procedures and instructions;
- The design requirements are understood by all Project team members involved with the development, review, and approval of the design plans and specifications;
- Design verification and certification by appropriate licensed professionals are performed;
- All design documents and their respective changes are reviewed and approved by The City of Orlando and by LYNX;
- Mechanisms for controlling design changes through project completion will be established;
- Issuance and distribution of all design documents are properly controlled.

3.1 Definition, Initiation, and Coordination of Activities

The design work for the Project is being performed by the Design-Builder and their design consultants and shall follow the technical requirements specified in the Request for Proposal (RFP). Any modifications to these requirements shall be approved jointly by the LYNX Project Manager/Engineer and by the City of Orlando's Owner's Representative, or their designees. The LYNX QA Administrator will ensure that the Design-Builder has met these requirements and will provide oversight during the contract duration.

The Design-Builder shall develop and submit to LYNX for their approval a Project Quality Control Plan prior to commencing design work. The Design-Builder will ensure that all design team members understand and will execute the functions in the Project Quality Control Plan.

The LYNX Project Manager/Engineer and the City's Owner's Representative shall define the design documents and deliverables to be prepared and submitted. In addition, the Manager/Engineer and the Owner's Representative shall also coordinate the work and be responsible to see that the design consultant has all the applicable design basis specifications, codes and regulations, limits, quality standards, and other contractual requirements during the performance of their work. In all cases, it is the responsibility of the design consultant to have all the applicable design basis specifications, codes and regulations, limits, quality standards, and other contractual requirements during the performance of their work.

3.2 Technical Reviews, Modifications, and Acceptance of Design Documents

The Design-Builder shall submit the design documents to LYNX and to the City of Orlando for review and acceptance as outlined in the RFP. Prior to submitting plans or specifications, the design consultant shall perform an internal QA/QC review according to their Project Quality Control Plan. The LYNX Project Manager/Engineer and the Owner's Representative shall be responsible for the receipt, distribution and control of design documents issued by the design consultant in accordance with Section 4 of this QAPP.

The design consultant will assign competent personnel to perform the functions dictated in the Project Quality Control Plan. Design verification activities shall include independent checking of

design calculations, specifications, drawings, and contract documents. Constructability reviews will be performed at the discretion of the Project Manager/Engineer, in coordination with the City's Design Project Manager and the City's Construction Project Manager.

The formal reviews by LYNX and the City of Orlando shall be in accordance with the *FDOT Plans Preparation Manual, Volumes I and II*, the *FDOT Project Management Handbook*, and the *FTA Construction Project Management Handbook*.

Before construction activities can begin for a specific component, signed and sealed design plans and calculations supporting the design for that component must be reviewed and accepted by LYNX. Component submittals shall be complete submittals along with all the supporting information necessary for review. The work must represent logical work activities and must show impacts on subsequent work on this project. Any modification to the component construction due to subsequent design changes as the result of design development is solely the Design-Builder's risk. Upon review and approval by LYNX, the plans will be stamped "Released for Construction" and initialed and dated by the reviewer. Any construction initiated by the Design-Builder prior to receiving signed and sealed plans stamped "Released for Construction" shall be at the sole risk of the Design-Builder.

The LYNX Project Manager/Engineer and the Owner's Representative shall be responsible for the coordination and issuance of comments received from appropriate agencies and regulators to the design consultant. The LYNX Project Manager/Engineer shall be responsible for resolution of comments when there is a difference of opinions received from various parties. The consultants shall incorporate all the comments to the affected design documents.

The design consultant shall submit the final design documents to LYNX. The appropriate licensed professional consultant shall certify final design documents. The licensed professional shall assure that the final design documents have been reconciled with their design calculations and reports prior to certification.

All design document revisions shall require the same approval, review/check and certification cycle as the original issue. Each revision shall be easily and readily distinguishable in the design documents.

4. DOCUMENT CONTROL

This section describes the issuance, approval, distribution, retention and maintenance of drawings, specifications, reports, procedures, and quality-related documents applicable to the design and construction of the Project. All documents requiring control (i.e. design documents, inspection procedures, test procedures, QA program, etc.) shall be controlled by LYNX to ensure that all relevant documents are current and available to all users who require them.

4.1 Establishment of Project Documents Control and Accessibility

The LYNX Project Manager/Engineer shall have ultimate control of all project documents developed during the course of the Project design and construction. The Project Manager/Engineer will ensure that all pertinent documents are available to the design consultant and to the Design-Builder for the effective functioning of the quality management system. Similarly, all pertinent Project documents will be available to the Owner's Representative and his designees. Documents generated by the City of Orlando shall be maintained by the LYNX Project Manager/Engineer.

4.2 Document Management

Obsolete documents that exist in hard copy are required to be promptly eliminated from each work location. Any hard copy superseded documents retained for the record shall be clearly identified as such. Unless otherwise specifically authorized by governing procedures, changes to documents are to be reviewed and approved by the same authorized personnel who reviewed and approved the originals. Changes to documents are required to be promptly distributed to work locations. A master list of documents shall be developed by the LYNX Project Manager/Engineer that enumerates the current revision levels of each document. Where practicable, the nature of the change will be identified in the document or appropriate attachments.

LYNX may develop an electronic directory site (i.e. and "ftp" site or its equivalent) for the electronic storage and distribution of Project documents.

4.3 Owner's Representative Quality Records

The City of Orlando will establish a quality records retention and distribution system for the Project. The Owner's Representative or his designee shall maintain the quality records system. A quality record is defined as a completed document that furnishes evidence attesting to the quality of performance and/or activities. These records will be made available to the LYNX Project Manager/Engineer and to the Design-Builder.

5. PURCHASING

This section is established in order to ensure that purchased materials, equipment, or consultant services conform to the following requirements:

- Work Orders, RFPs, and Purchase Orders are properly identified and verifiable to the documents submitted;
- The level of quality requirements applied to contractors and suppliers will be based upon the complexity and importance of the service or product being supplied;
- The contract or purchase document will clearly specify the expectations of the purchaser, including relevant standards, drawings, specifications, process requirements, inspection instructions, and approval criteria for materials, processes and product. Purchasing documents are reviewed and approved by a designated authority for adequacy of specified requirements, including quality requirements, prior to release. The purchaser of services or product will ensure that the supplier fully understands the contract, agrees with the contract, and has the capacity to perform as required.
- Where equipment procurement is involved, the purchaser will define, as appropriate, the means and methods for handling, storage, packaging, and delivery of product. The purchaser will establish procedures to receive, inspect, store, and maintain equipment procured. Any equipment that is damaged or is otherwise unsuited for use will be documented and reported to the supplier.
- Selection of suppliers and contractors will be based upon their ability to meet contract requirements, including quality requirements.

The QA Administrator will perform QA oversight of consultants, contractors, and suppliers regarding purchasing.

Verification of purchased materials, equipment, and services shall be performed in accordance with this QAPP and with applicable procurement policies and procedures established by LYNX. Applicable LYNX policies and procedures include Administrative Rule 4 Procurement and Contract Administration, and Purchasing and Contracts Policy and Procedures PRO-001. The Owner's Representative may assist LYNX in performing inspections and audits of purchased materials, equipment and services.

The QA Administrator shall assure that technical and quality requirements for materials, equipment, and services are specified in the Work Orders, Purchase Requisitions, Purchase Orders, Contracts, and the RFP issued to consultants, contractors, suppliers, and the design consultant.

Control of all purchased materials, equipment and services will be handled in accordance with the *FTA Construction Project Management Handbook*, the *FDOT Construction Project Administration Manual*, the *FDOT Materials Manual*, and the *FDOT Standard Specifications for Road and Bridge Construction*.

LYNX shall adhere to the procedures identified in LYNX Administrative Rule 6 – Dispute Resolution, regarding any procurement-related conflicts. This rule has been established to provide procedures for the resolution of disputes related to the Authority's Procurement process.

6. PRODUCT IDENTIFICATION AND TRACEABILITY

This section is established to ensure that:

- All materials, parts, and components are properly identified and controlled;
- Identification is maintained by part number, serial number or other appropriate means either on the item or on the records that are traceable to the item as required throughout fabrication or construction of the item;
- Nonconforming work, materials, parts, or components are prevented from being incorporated into the final product.

6.1 Definition, Initiation and Coordination of Activities

Identification requirements shall be determined during the development of the specifications and design drawings by the design consultant and approved by the Project Manager/Engineer and the Owner's Representative, or their designees. Identification of materials, parts and components shall be tracked to the appropriate documentation, such as drawings, specifications, purchase orders, work orders, contracts, manufacturing and inspection documents, deviation reports, and test reports per the FDOT *Standard Specifications for Road and Bridge Construction*.

Control requirements shall be determined prior to fabrication, assembly, construction, and testing of the materials, parts, and components by the contractors or suppliers. All control requirements as set forth by the contractors and/or suppliers must be approved prior to fabrication, assembly, construction, and/or testing. Control measures shall be in accordance with the approved QA/QC procedures of consultants, contractors, and suppliers.

For the Project, the suppliers and contractors shall address the requirements of this QAPP, current FTA *Quality Assurance and Quality Control Guidelines*, and ISO 9001 requirements on product identification and traceability in their *Project Quality Plans and Procedures*.

These plans and procedures will require the identification and control of items of production (batch, materials, parts, and components) to prevent the use of incorrect or defective items and to ensure that only correct and acceptable items are used and installed.

6.2 Product Identification and Traceability

Product identification and traceability will be required during all the various production phases from receipt of raw materials, components, or subassemblies through the manufacturing, construction, and installation processes to delivery of final products or systems.

Physical identification and control will be used to the extent possible. Where physical identification is impractical, physical separation, procedural control, or other appropriate means will be employed. Items that fail to possess identification, or items for which record traceability has been lost, or items that do not conform to requirements will be separated if practicable (or identified by other means) to prevent use or installation. Items will be required to be identified by how they are marked or where they are located.

Traceability is defined as traceable to a particular project, specific warranty, test report, supplier, point in time, purchase order, or through production. Raw materials will be traceable back to a particular batch number, shipment number, packing slip, or invoice and will be accompanied by applicable test data sheets and material certifications.

Store room or inventory tracking procedures will allow items to be traceable back to a particular order number, batch number, date received, test lot, or other pertinent source.

Assemblies in production will be traceable to particular projects through the use of routing documentation. Routing documentation will contain sufficient information, including work instructions, manufacturing standards, and tooling.

Final assemblies will be clearly marked with project numbers, model numbers, serial numbers, bar codes, etc., so that all pertinent information regarding that assembly can be retrieved.

Verification of identification and control of materials, parts, and components shall be performed in accordance with this QAPP. The QA Administrator shall assure that verification of identification and control of materials, parts, and components are performed during the design phase and construction.

7. PROCESS CONTROL

This section is established to ensure that special processes including but not limited to welding, heat treating and non-destructive testing, are properly controlled and performed by qualified personnel using approved procedures in accordance with the applicable codes and engineering standards under suitable conditions.

The QA Administrator shall develop, as required, project process control procedures that prescribe the methods to conduct ongoing quality-related work processes. LYNX's contractors and suppliers will establish work procedures and instructions that address the requirements of this QAPP, the current FTA *Quality Assurance and Quality Control Guidelines* and ISO 9001 requirements (if applicable) for process control.

7.1 Project Process Control Procedures

Project process control procedures and instructions will:

- Specify actions or controls where needed to ensure quality and prescribe use of suitable production and installation equipment, a suitable work environment, personnel qualifications, and conformance with referenced standards/codes and quality plans.
- Require monitoring and control of processes and product characteristics during production and installation.
- Require continuous monitoring during the conduct of special processes and/or prescribe additional controls, such as personnel testing and qualification and process testing and qualification. Special processes are those processes whose results cannot be verified by subsequent inspection and testing of product, and include processes such as welding, nondestructive examination, and heat treatment.
- Ensure that work processes are performed in the proper sequence.

The Owner's Representative will provide inspectors, material inspectors, and construction inspection personnel to perform daily and periodic review activities to observe and report on the use of suitable production and installation equipment, conformance with referenced standards and codes, and conformance with QA/QC Plans.

8. INSPECTION AND TESTING

This section ensures that all inspection and testing will do the following:

- Demonstrate that the components and systems will perform satisfactorily in service are done in accordance with approved procedures;
- Include all prerequisite requirements and acceptance criteria specified in the applicable codes, engineering standards and procurement documents;
- Test results are evaluated by a responsible and competent person;
- Personnel conducting inspections and tests on the Project shall be independent of those having direct responsibility for the construction or installation of the items being inspected or tested.

8.1 Inspection

The Owner's Representative shall be responsible for inspection and audits of construction Work, as specified in their Quality Assurance/Control Program document included as an appendix to this QAPP. The LYNX QA Administrator and the Project Manager/Engineer will coordinate closely with the Owner's Representative to confirm inspection and testing procedures and results. The Owner's Representative shall be responsible for planning and establishing inspection requirements and interfacing with the contractors.

The consultants and contractors, through their respective QA/QC plans, shall be responsible for the execution of inspections and audits in accordance with their QA/QC plans. Inspection results shall be documented by the contractors and verified by the Owner's Representative.

All inspections will be handled in accordance with the *FDOT Standard Specifications for Road and Bridge Construction*, the *FTA Construction Project Administration Handbook*, the *FDOT Construction Project Administration Manual (CPAM)*, the *FDOT Construction Inspection QC Guidelist and Construction QA Critical Requirements*, and other applicable industry standard construction documents as determined by the Owner's Representative.

Inspection of work performed by the Owner's Representative in no way relieves the consultants, contractors or suppliers of their responsibilities for compliance with the requirements of the procurement documents and contracts.

8.2 Testing

The Owner's Representative shall be responsible for test control, planning and establishing inspection and test requirements, and enforcement with the contractors and suppliers, as required. All tests required by the applicable FDOT or FTA manuals and handbooks shall be performed by qualified personnel in accordance with approved procedures. Personnel and organization qualifications and certifications shall be verified by the QA Administrator who shall maintain a list of qualified and certified persons and organizations, including appropriate training records.

Test laboratories that are utilized on the Project to conduct testing such as soil testing, aggregate testing, concrete testing, electrical testing, mechanical and welding testing, nondestructive examinations, and calibration of measuring and test equipment will be accredited by one of the following accreditation bodies or a similar recognized accreditation body:

- The American Association for Laboratory Accreditation (A2LA)
- The International Council of Building Officials Evaluation Service (ICBO ES)
- The National Voluntary Laboratory Accreditation Program (NVLAP)

Use of test laboratories that are not accredited requires prior approval by the Owner's Representative.

9. INSPECTION, MEASURING AND TEST EQUIPMENT

This section is established to ensure the following:

- Inspection, measuring, and test equipment that are selected for use must be capable of the necessary accuracy and precision;
- Tools, gauges, instruments, and other measuring and testing devices used in construction are properly controlled, calibrated, and adjusted at specified periods to maintain the required accuracy;
- Records of issuance and calibration are properly maintained;
- Measuring and test equipment are identified and marked to indicate calibration status;
- Where test software or test hardware is used for inspection, this software or hardware will be checked to prove it is capable of verifying the acceptability of a product prior to its use and shall be periodically rechecked at prescribed intervals.

The Owner's Representative shall be responsible for ensuring the control of measuring and test equipment as required by applicable FDOT and related industry specifications. The Owner's Representative shall be responsible for planning and establishing inspection and test requirements and for coordinating with the contractors and suppliers.

In accordance with FDOT *Standard Specifications for Road and Bridge Construction*, contractors and suppliers shall be responsible to assure that measuring and test equipment is accurate and adequate for its intended use. The calibration of contractors' and suppliers' test and measuring equipment shall be traceable to National Bureau of Standards and with the intervals recommended by the test and equipment manufactures. The contractors and suppliers shall be responsible to establish and maintain the test and measuring equipment calibration and status records. The QA Administrator shall monitor the testing and measurements performed by the contractors and suppliers.

All test results shall indicate the type of measuring and test equipment used during the test. Measuring and testing equipment control will be done in accordance with the FDOT *Standard Specifications for Road and Bridge Construction*, the FTA *Construction Project Administration Handbook*, the FDOT *Construction Project Administration Manual (CPAM)*, the FDOT *Materials Manual*, and additional plan specifications or special provisions as applicable.

10. INSPECTION AND TEST STATUS

This section is established to ensure that all fabricated or manufactured equipment, components, or systems have satisfactorily passed all required inspection, examination and testing.

The Owner's Representative shall be responsible for inspection, test and operating status of equipment, components, or systems received and installed at the site.

The contractors and suppliers shall be responsible for all inspection and tests required and specified in the contract and shall assure that fabricated, manufactured and constructed equipment, components, or systems have satisfactorily passed all required inspection and tests in accordance with approved procedures.

LYNX suppliers and contractors will establish processes and procedures that identify the inspection and test status of work during production and installation. These procedures will meet the requirements of this QAPP, the current FTA *Quality Assurance and Quality Control Guidelines*, and ISO 9001 requirements related to inspection and test status.

Test and inspection status will be identified by means of markings, stamps, tags, labels, routing cards, inspection records, test software, physical location, or other suitable means. Status indicators will indicate the conformance or nonconformance with regard to the inspections and tests performed. The Owner's Representative will ensure that only work that has passed the required inspections and tests is accepted.

Requirements related to the inspection and test status of planning and design documents that indicate the conformance or nonconformance with regard to checking and reviews performed are addressed in this QAPP.

11. NONCONFORMANCE

This section is established to ensure that all nonconforming materials, parts and components are:

- Prevented from being incorporated in all installation work or into the final product;
- Properly identified and segregated from conforming items while awaiting disposition;
- Reported for immediate disposition of nonconformance.

11.1 Non-Conformance Definitions

The following nonconformance-related definitions apply to the Project:

- Non-conformance - A discrepancy in characteristic, documentation, or procedure that affects, form, fit or function and renders the quality of an item unacceptable or indeterminate in regard to meeting all relevant project requirements. Examples of non-conformances include physical defects, test failures, incorrect or inadequate documentation, or deviation from prescribed processing, inspection, or test procedures.
- Repair - A disposition of a nonconforming condition that indicates that an item can be made acceptable for its intended use, even though it is not restored to a condition that meets all specification requirements.
- Rework - A disposition of a nonconforming condition that indicates that the deficiency can be brought into conformance with the original requirements through re-machining, reassembly, reprocessing, reinstallation, or completion of the required operations.
- Use-as-is - A disposition of a nonconforming item when it can be established that the item is satisfactory for its intended use.

11.2 Non-Conformance Procedures

Project non-conformance procedures will address the following requirements:

- Non-conforming work will be identified, documented, and evaluated to determine appropriate disposition. Non-conforming items will be clearly identified as non-conforming and where practicable, segregated to prevent inadvertent installation. The organization performing activities affected by the non-conforming work will be notified.
- The responsibility for review and disposition of non-conforming work will be defined. Non-conformances will be identified as repair, rework, use-as-is, scrap, or use for alternate application. Dispositions will be documented. Repair and use-as-is dispositions will be reviewed and approved by the responsible design organization.
- Reworked or repaired work will be re-inspected in accordance with procedures established by the City of Orlando and by LYNX.

11.3 Reporting and Managing Non-Conforming Work

Employees of LYNX, the City of Orlando, contractors, or consultants shall report non-conformances detected during the performance of their duties to the QA Administrator and/or the Owner's Representative. Non-conformance reports shall describe the cause of non-conformances and provide corrective actions to prevent recurrence. The report shall include the following as minimum information:

- Project Name,
- Item Identification,
- Report Number,
- Date of Occurrence,
- Description of Nonconformance,
- Disposition (repair, rework, or scrap),
- Cause of Nonconformance, and
- Corrective Action to preclude recurrence.

The responsible party shall review the reported non-conformance and shall recommend a disposition with justification. They shall also determine the cause of the non-conformance and provide corrective action to prevent recurrence. The party shall then forward the report to the QA Administrator. Upon receipt of the nonconformance report, the QA Administrator shall review, approve, and authorize the disposition.

The QA Administrator has the overall responsibility for managing the non-conformance system throughout the design and construction phase. The QA Administrator shall be responsible for the disposition of all non-conformances (internal and external) during this project, in coordination with the Owner's Representative.

The consultants, contractors, and suppliers shall correct the non-conformance in accordance with the disposition approved and authorized by LYNX. The QA Administrator shall verify that the non-conformance is corrected properly.

LYNX shall adhere to the procedures identified in LYNX Administrative Rule 6 – Dispute Resolution. This rule has been established to provide procedures for the resolution of disputes related to the Authority's Procurement process.

12. CORRECTIVE ACTION

This section is established to:

- Assure that conditions that are adverse to quality are promptly identified and corrected;
- Determine the cause of nonconformance and take corrective measures to prevent recurrence;
- Document and report to appropriate management all records and procedures used in correcting the condition of nonconformance;
- Assure that corrective actions resulting from audits are properly corrected and immediately responded to.

12.1 Requirements for Corrective Action

Corrective action shall be required for all non-conformances and audit findings. The person that identifies the non-conformance or audit finding shall be responsible for initiating the corrective action request to the responsible organization. The corrective action request shall include the following, as applicable:

- Person or organization responsible for defining the corrective action;
- Violated documents;
- Description of the discrepancy;
- Date when response is required;
- Action to be taken to prevent recurrence, and date when corrective action is completed or will be completed;
- Initiator and date of issuance;
- Corrective Action acceptance and closeout;
- Signature of QA Administrator approving corrective action request and date;
- Signature of QA Administrator's acceptance of responsible party's response and date;
- Cause of adverse condition;
- Extent of adverse condition.

The person or organization responsible for the non-conformance or audit findings shall determine the cause of the problem and identify and implement corrective action to preclude recurrence.

The QA Administrator in consultation with the person that identified the non-conformance or audit finding shall review the proposed corrective action, and if acceptable, shall authorize its implementation. This authorization will be coordinated with the Owner's Representative.

12.2 Verification of Corrective Action

Follow-up action to verify corrective action implementation shall be performed by the QA Administrator. Follow-up action shall be performed by either of the following methods:

- The responsible organization shall submit documentary evidence to verify completion of the indicated corrective action;

- The corrective action will be verified by the QA Administrator at the responsible organization's premises. This verification shall be documented on the corrective action request.

The QA Administrator shall be responsible to store and maintain the corrective action records.

13. QUALITY RECORDS

This section is established to assure that:

- All sufficient quality assurance related documents and evidences are properly accumulated, maintained, organized and protected;
- All documents are properly identified, controlled, and stored in a well defined location.

The QA Administrator shall be responsible for the establishment and control of the required quality and safety related project documents per statutory requirements. The QA Administrator shall assure that documents and evidences are properly accumulated, maintained, organized, and protected.

The QA Administrator shall be responsible for the preparation of proper record indexes and shall control withdrawal of documents so that records can be easily retrieved and put back into the files. The Owner's Representative will also establish a quality records retention and distribution system, which will be accessible to the QA Administrator. It shall be the responsibility of the QA Administrator to ensure that all quality records are maintained within LYNX, including any copies of the Owner's Representative's quality records and related documents.

All records for projects in progress shall be controlled and stored at the LYNX office or officially designated off-site location. Upon completion of the project, the following required lifetime records shall be transferred to the LYNX Central Files for retention:

- Index to the records including revision numbers;
- Inspection Reports;
- Test Data Reports (e.g. materials, functional, structural, pressure, leak, etc.);
- Qualification Records;
- Calibration Reports;
- Non-conformance Reports;
- Corrective Action and Audits Reports;
- Any other document specially specified for the project described in the purchase orders, work orders and contracts.

All non-lifetime records shall be purged by the QA Administrator.

14. QUALITY AUDITS

The purpose of this section is to ensure the following conditions are met:

- Verify implementation and compliance with all aspects of the QA system and to determine the effectiveness of the system;
- Assure that audits are performed in accordance with a written checklist by qualified personnel;
- Assure that all audit results are documented and reviewed by management responsible for the area audited;
- Assure that follow-up actions and verification, including re-audit of deficient areas, are performed.

14.1 Audit Requirements

Audits or Quality Assurance Reviews (QARs) shall be planned and conducted by the Owner's Representative. The LYNX Project Manager/Engineer and the QA Administrator may participate in the audits on request. The QA Administrator shall be responsible for assuring that an audit of each element of the QA system is performed quarterly.

Special audits or QAR's may also be performed in areas affecting quality and safety when major changes are made in the QA system, or if an area or activity is suspected to be deficient and/or ineffective.

The City's Quality Assurance/Control Program for the Project, included in the Appendix to this QAPP, describes the quality audits to be conducted. In addition, the Audits/QARs shall be performed in accordance with the FDOT *Plans Preparation Manual*, the FTA *Construction Project Administration Handbook*, the FDOT *Project Management Handbook*, and the FDOT *Construction Project Administration Manual*.

Auditors shall not have direct responsibility for performing the activities being audited. Auditors must be qualified and certified by the Owner's Representative and shall have sufficient authority and organizational freedom to make the audit process meaningful and effective.

Audit plans, defining the objectives, scope, time and duration of audit activities, will be provided to audited organizations in advance of each audit. Audits will be conducted using checklists prepared in advance of the conduct of the audit and approved by the audit team leader. After each audit, a report will be prepared by the auditor(s). The report shall describe the results of the audits and findings. The report will be submitted to the QA Administrator for evaluation and approval.

14.2 Audit Schedules

Audit schedules will be issued and periodically updated. Audit frequency will depend upon the status and importance of the activity being audited and past audit performance. For internal audits, each element of the applicable quality program shall be audited at least semi-annually. Requirements for the qualification of lead auditors and auditors shall be defined.

14.3 Performing an Audit

Project procedures for quality audits shall address the following requirements:

- The results of audits shall be presented to the management of the audited organization by the audit team at the conclusion of the audit. This presentation will be followed by the timely issuance of a written audit report.
- The audit report will be issued by the management of the auditing organization to the management of the audited organization with copies to the QA Administrator, and any affected organizations as appropriate.

The management of the audited organization will correct any deficiencies identified by the audit in a timely manner. The organization that conducted the audit will track audit deficiencies, report on their status, and verify effective resolution of the deficiencies.

14.4 Audit Review

Audit records shall be maintained by the QA Administrator, who shall analyze Audit Data and Audit Reports to determine quality trends and the effectiveness of the QA system.

The QA Administrator shall review the Audit Data and Reports with the Program Manager/Engineer. This review shall be performed during the quarterly management review and assessment of the adequacy and effectiveness of the established QA system.

15. TRAINING

The Program Manager/Engineer is responsible for ensuring that all LYNX personnel assigned to the project are qualified based upon education, skills, abilities, experience, and training. Each consultant or contractor will be responsible for ensuring that their employees are similarly qualified. The Owner's Representative will be responsible for verifying the status of the consultants and contractors and will relay their findings to the QA Administrator.

Each consultant and contractor shall develop an internal training plan that adheres to the FDOT *Construction Training and Qualification Manual* to ensure that employees are properly trained to perform all assigned work. The training plans must be approved by the Owner's Representative in coordination with the LYNX Project Manager/Engineer and the QA Administrator. This training will supplement the existing knowledge of employees and be targeted to specific work tasks involved with the Project. Fulfillment of training requirements by employees is included in their annual performance evaluations.

Prior to commencing design or construction contracts, the consultants or contractors involved shall identify key project documents, including this QAPP, and ensure that all personnel working on this project are familiar with the documents. Training related to these documents will be by reading assignment or classroom instruction and will be documented.

The Project Manager/Engineer shall have the authority to determine if consultants and contractors are qualified and adequately trained. This determination will be accomplished through a review of staff resumes and verification of staff qualification and training from the employing organization.

APPENDICES

APPENDIX A - City of Orlando Quality Assurance/Control Program for Design and Construction Management Services, January 2012.

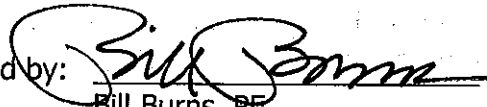
QUALITY ASSURANCE/CONTROL PROGRAM

For

Design and Construction Management Services,
including Construction and
Engineering Inspection (CEI) Services


Parramore BRT Project

Prepared by:



Bill Burns, PE
Project Manager II

Approved by:



Thomas Connery, P.E.
Division Manager, Capital Improvements & Infrastructure

January 2012

INTRODUCTION

The City of Orlando Capital Improvements and Infrastructure Division (CIID) adheres to the City Mission Statement to "Enhance the quality of life in the City by delivering public services in a knowledgeable, responsive and financially responsible manner." The City of Orlando QA/QC Program for CEI Services ensures that the safety of the public and the construction personnel are protected while maintaining the values of the City Mission Statement.

"Quality Assurance" comprises all of the planned and systematic actions that are necessary to provide the public with the confidence that:

- all work fully complies with the contract requirements, and
- that all documents resulting from the work will meet the needs of the City, Lynx and the Federal Transit Administration, and
- that all field equipment and all office equipment required for the work will perform satisfactorily for the purposes intended.

Quality Assurance includes "Quality Control", which relate to the procedures for the measurement and control of the quality of the materials, equipment and elements of the work to assure conformity to the requirements of the contract documents.

The QA/QC Plan for the *Bus Rapid Transit Project* will be implemented by the CIID Project Team to verify and document that the products and services provided by CIID and their consultants, conform to the contract requirements, and to the applicable rules and regulations. The Program will be used as the basis for the development and implementation of specific project procedures that CIID will use in the performance of activities affecting the quality of the services provided. The QA/QC Program is an integrated quality management system.

ORGANIZATION

QA/QC Staff

The CIID utilizes a "Quality Team" approach to Quality Programs. The Quality Team includes the Project Manager/Senior Project Engineer, the Quality Assurance Manager, the Quality Assurance Auditor, and the QA/QC Staff, as well as the Public Works Management Staff. Our consultants are also participants on the Quality Team. The persons with quality assurance responsibilities on the *Bus Rapid Transit Project* are identified in [Table 1](#) by staff position to show the functional relationships to the work performed. The Project Manager/Senior Project Engineer is initially responsible for quality assurance and implementation of the QA/QC Plan, and serves as the Quality Team Leader.

TABLE 1 - QUALITY ASSURANCE/CONTROL STAFF

Position	Individual	Title
Public Works Director	Richard M. Howard, PE	Public Works Director
Owner's Representative / Quality Assurance Manager	Thomas Connery, PE	Division Manager, Capital Improvements & Infrastructure
QA/QC Auditor	Scott Turner	Assistant Division Manager, Capital Improvements & Infrastructure
Project Manager / Senior Project Engineer	Bill Burns, PE	Project Manager II
Construction Manager	Chad Clevenger, PE	Construction Manager
Inspector	Michael Good	Inspector
Materials Testing Inspector	To Be Determined	Materials Testing Inspector
Administrative Assistant	Anna Low	Administrative Assistant

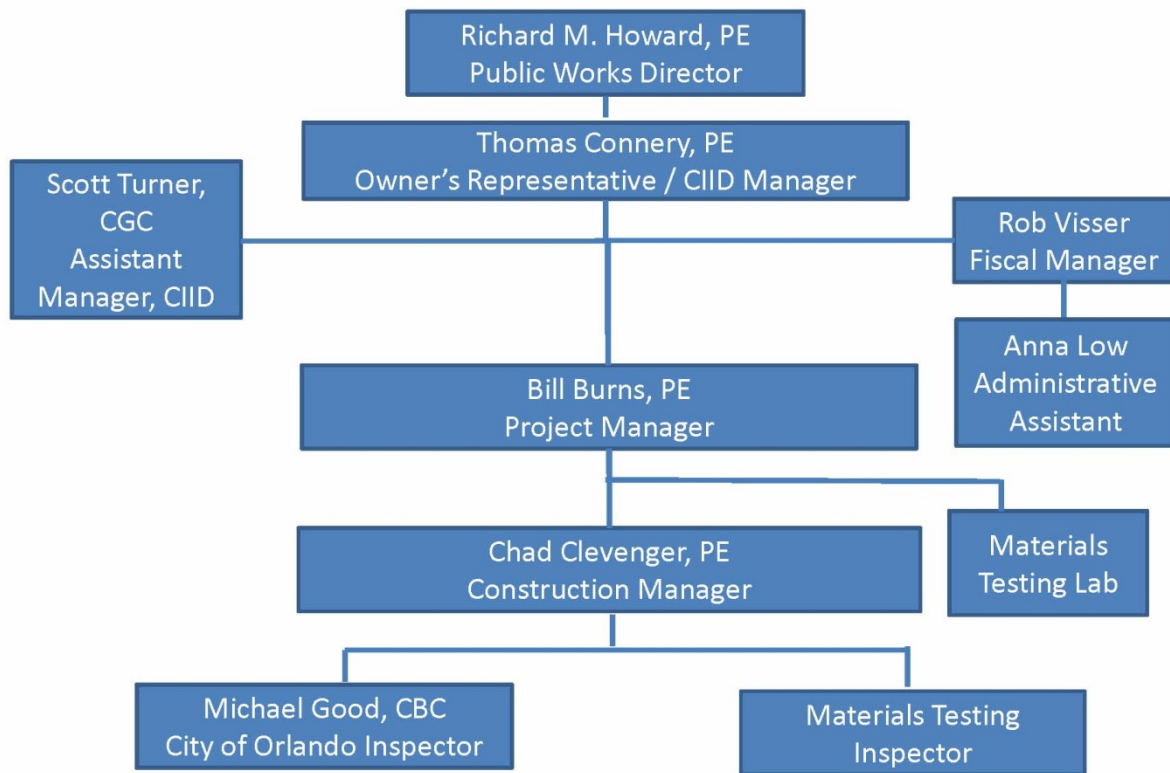
The Capital Improvements & Infrastructure Division Manager serves as the Owner's Representative to Lynx and is ultimately responsible for quality, although quality is the responsibility of all the members of the CIID Team. The QA/QC Staff assigned or designated by the Project Manager will perform selected verifications of the work performed by the CIID Project Team, which includes the work performed by its consultants. This is intended to verify and document conformance of the work to the contract documents.

REPORTING STRUCTURE

The Project Organizational Chart (*Figure 1*) illustrates the reporting structure for the implementation of the QA/QC Management Plan. Quality assurance begins with each member of the project team being responsible for controlling the quality of the services. Each individual of the project team is experienced and knowledgeable and participates willingly as an integral part of the quality assurance management staff.

Figure 1 – Project Organizational Chart

Parramore BRT Management of the Design-Builder & CEI



The duties and responsibilities of the quality assurance management staff in coordinating and guiding the project efforts are:

Owner's Representative: The Owner's Representative, Mr. Thomas Connery, PE is responsible for allocation of resources and monitoring of the project team's adherence to the established quality assurance plan. He will provide periodic audit, through the QA/QC Auditor, and review technical performance of the project team and all project consultants. He has oversight responsibility for quality on the project.

Project Manager/Senior Project Engineer: The CIID Project Manager/Senior Project Engineer is responsible for ensuring that the construction services provided by CIID, including those services provided by its consultants, conform to the requirements of the contract documents. The Project Manager/Senior Project Engineer allocates project resources to the various elements of the work, establishes and implements the QA/QC Program, schedules various activities, and adjusts schedules as necessary to avoid potential problems. He is responsible for the review of technical performance of the project team on a continuous basis. The Project Manager/Senior Project Engineer identifies the actions to be taken and resources to be applied by the specific team members. He defines the interaction between the QA/QC Program and the other elements of the work and he assigns specific quality assurance

responsibility and authority. For the *Parramore BRT Project*, Bill Burns, PE, will serve as the Senior Project Engineer.

Management/Quality Assurance Team: These advisors are the most senior members of the City of Orlando Public Works Team technical staff with extensive experience in their individual areas of expertise. These individuals, upon request of the Senior Project Engineer, review, analyze and advise on various issues, tasks and problems which may arise during the design and construction so that the work will proceed in the specified manner.

Quality Assurance Manager: The Quality Assurance Manager for this project, Mr. Thomas Connery, PE, will be the leader of the Quality Assurance Team. His responsibilities to the project will be to lead this team in delivering a quality product design and constructed within the guidelines that have been mandated.

Quality Assurance Auditor: IID's QA/QC Auditor reports functionally to the CIID Division Manager, and operationally to the Project Manager/Senior Project Engineer. The QA Auditor is a member of the CIID. Periodically, the QA/QC Auditor, as requested by the CIID Division Manager and the Project Manager/Senior Project Engineer, will be responsible to conduct Project Reviews and Administrative Audits ("peer" audit). The Local QA Auditor will be Scott Turner, Assistant Division Manager, CIID. The audits will address:

1. Pre-construction Files
2. Authority to Sub-let Work
3. Rental Agreements
4. Contractors' Schedules
5. Daily/Weekly Reports
6. Nuclear Gauge Operation
7. Claims Files
8. Weekly Progress Meetings
9. Correspondence from Contractors
10. Correspondence to Contractors
11. Correspondence from Lynx
12. Correspondence to Lynx
13. Contractors' Progress Reports
14. Project Safety
15. Filing System
16. Project Quality Assurance Program
17. Other subjects as requested by the Capital Improvements and Infrastructure Division

Upon completion of the audit, the QA/QC Auditor will prepare the draft of the Project Review and Administration Audit Memorandum. The memorandum will outline the QA/QC Auditor's findings and will be distributed by the CIID's Project Manager/Senior Project Engineer within 14 days. The report will be finalized and furnished to the CIID Manager and the Lynx Project Manager within 30 days of completing the audit.

Construction Manager/Project Administrator: The CIID Team's Construction Manager/Project Administrator is responsible for the review of all field reports, sampling and testing procedures, and functions for timeliness, sufficiently and accuracy. The Construction Manager/PA will review:

1. Inspectors' Daily Reports
2. Project Submittals Status
3. Sampling and Testing Reports
4. Utilities Coordination Issues
5. MOT Conditions and Reports

Further, the Construction Manager/PA will be responsible for the coordination and supervision of all activities of the technical personnel assigned to them. The Construction Manager will also be responsible for preparing and managing the following:

1. Scheduling and Completing Minutes for Progress Meetings
2. Addressing and Responding to all Claims
3. Answering or ensuring that Requests for Information are completed in a timely manner
4. Preparing and Processing Contractor's Pay Applications
5. Reviewing and Coordinating the Design-Builder's Schedule

The Project Administrator will coordinate and discuss all major project activities with the Senior Project Engineer to make certain that the highest quality services are provided at the appropriate times. The CIID has emphasized the need for open two-way communications for the most effective services to the City. The Construction Manager/Project Administrator is responsible for the direct supervision of all inspectors under their control.

Inspectors: The Inspectors are responsible for the day to day oversight of the Design-Builder's Field Activities. They will perform field tests, field measurements, and other investigations to verify inspectors' and contractors' levels of quality. The Inspectors will discuss and resolve problems or deficiencies and will solicit the assistance of other quality control managers as needed to obtain a satisfactory solution to conform with the required levels of quality.

The achievement of quality is the responsibility of the entire Management Team. All staff assigned or designated by Project Manager/Senior Project Engineer to perform Quality Assurance and Quality Control functions have the authority and responsibility to initiate actions to:

- prevent the occurrence of any non-conformities relating to the work product;
- identify and record any problems related to the work product, the work process and the quality system;
- initiate, recommend, or provide solutions to identified problems through designated channels; and
- verify the implementation of solutions.

Each team member will be given an indoctrination and appropriate training in the quality and technical requirements of each feature of work that they are to perform. Team members will be held accountable for achieving the quality and technical requirements of the contract documents. The Project Manager/Senior Project Engineer and his staff will verify and document

the achievement of the quality and technical requirements of the work through selected inspections, observations and audits. This evidence shall be retained, in the form of quality records that attest to the achievements of these quality requirements.

CIID's goal is to prevent deficiencies and non-conforming performance through the control of the activities affecting quality, as opposed to being limited to the inspection and audit of documentation from mobilization through final acceptance. To accomplish this goal, CIID's Project Manager/Senior Project Engineer and staff will provide training and instruction about the quality and technical requirements for each feature of the project to the appropriate inspection personnel. The responsibility for achieving these requirements rests with the person(s) performing the work. The Construction Manager is responsible for providing qualified personnel and the resources to perform the work and for ensuring that the item of work is performed in accordance with the contract documents and the appropriate rules and regulations.

The QA/QC Staff will perform selected inspections and observations to verify and document that all items of the project are performed in accordance with the contract documents and the appropriate rules and regulations. The Staff will also conduct appropriate inspections and observations to verify that the quality and technical requirements of the project task have been achieved. Periodic observation, inspection, and review of the project by the QA/QC Staff will be performed to assure continuing conformance of the project team to the requirements of the contract documents.

Significant features of the QA/QC Program include:

- verification that activities affecting the quality of the work are performed in accordance with the specified requirements;
- appropriate application of resources to provide a high level of confidence in the completed documentation, and;
- retention of evidence that the construction services provided by the CIID and its subconsultants conform to the requirements of the contract documents.

The Project Manager/Senior Project Engineer is responsible to provide adequate resources, including the assignment of trained personnel for management of the work, performance of the work, and quality verification activities including internal quality audits.

QUALITY REVIEWS

CIID's quality review process occurs in several independent processes:

Daily Review Process

The first process is directly evident in our daily project activities, and involves all project personnel. The Inspectors, Materials Inspectors, Construction Manager/Project Administrators, and Administrative Assistants will work very closely with the Project Manager/Senior Project Engineer and other specialists assigned to the quality assurance functions.

Daily communication will take place among all project team members to maintain coordination and exchange of information. This regular communication process and free flow of information

provides a means to properly and promptly evaluate any problems and/or deficiencies of the contractors' quality of work and to quickly resolve such issues.

Client Review Process

On a monthly basis, the Project Manager/Senior Project Engineer will review any quality assurance issues or questions with the Lynx's Project Manager. The Construction Manager will observations continuously monitor Lynx's views and regarding any corrective actions to be taken to attain the proper level of quality.

Internal Quality Audits shall be scheduled in a manner to provide coverage and coordination with all ongoing CIID Quality Assurance/Quality Control activities. Internal audits, performed by the CIID Project Manager/Senior Project Engineer, may be scheduled or unscheduled, and will be performed at a frequency commensurate with the status and importance of the activity. The frequency of regularly scheduled internal and external audits shall include consideration of the following:

- Nonconformance reports;
- Independent information (e.g., from other sources such as generic experience of the industry, peer departments or organizations, etc.)

The audit schedule shall be reviewed periodically by the CIID Project Manager/Senior Project Engineer and revised as necessary to assure that coverage is current. Regularly scheduled audits may be supplemented by additional audits of specific subjects when necessary to provide adequate coverage.

External Quality Audits and Management Reviews of the CIID Project Team will be performed by the Quality Assurance Auditor. Lynx, or its representatives may participate in the audits on request. These audits will be performed on a semi-annual basis, or at a minimum of one per project or as deemed necessary.

The External Quality Audits will be performed in accordance with the Safety Review and Quality Control checklists as well as by witnessing the operation. These checklists will also be utilized in the Internal Quality Audits. Project activities shall be evaluated against specified requirements, which shall include an objective evaluation of the quality-related practices, procedures, instructions, activities, and products. Objective evidence such as documents and records shall be examined to the depth necessary to determine whether the QA/QC Program is effective and properly implemented.

A post audit conference will be held with the Project Manager/Senior Project Engineer to evaluate and validate the audit findings and formulate a proposed corrective action and schedule to resolve the findings. Audit results shall be documented and reported to the Project Manager/Senior Project Engineer and to the Public Works Management Team having responsibility for the area being audited for review, assessment, and appropriate action. Conditions requiring prompt corrective action shall be reported immediately.

An Audit Report shall be issued to the Project Manager/Senior Project Engineer and to Lynx. Audit reports shall include the following information, as appropriate:

- Description of the audit scope.
- Identification of the auditors.
- Identification of persons contacted during audit activities.
- Summary of audit results, including a statement on the effectiveness of the QA/QC Program Manual elements which were audited.
- Description of each reported adverse audit finding in sufficient detail to enable corrective action to be taken by the audited activity.

The Project Manager/Senior Project Engineer shall investigate audit findings, and schedule prompt corrective action to resolve any observed deficiencies. The written report of the corrective action taken or planned shall be prepared and transmitted to CIID's Quality Auditor within 14 days of receipt of the audit report. The adequacy of audit responses shall be evaluated by CIID's Quality Auditor. Inadequate responses will be resolved with the responder.

CIID's Project Manager/Senior Project Engineer will maintain a tracking system for audit findings to verify that all findings are appropriately addressed, that corrective action is taken promptly, and to trend audit findings for significant conditions adverse to quality. Follow-up action, including re-audit of deficient areas when necessary, shall be taken by CIID's Project Manager/Senior Project Engineer to verify and document whether corrective action has been accomplished as scheduled.

QUALITY RECORDS

The term “records”, used throughout this section, refers to quality records attesting to the achievement of the quality and technical requirements of the work that are generated during the various phases of the Construction activities. A quality record is defined as a completed document that furnishes evidence attesting to the quality of performance and/or activities. Quality records shall be legible, identifiable, and retrievable. These records shall be protected against damage, deterioration or loss. Requirements and responsibilities for record transmittal, distribution, retention, maintenance, and disposition shall be in accordance with the contract documents.

A quality records retention and distribution system shall be established by the CIID. The scope of the records retention and distribution system shall be outlined in instructions and procedures. The quality records system will be established and enforced by CIID’s Project Manager/Senior Project Engineer.

The retention period for quality records shall be in accordance with the requirements of the contract documents and grant requirements. Corrections to quality records shall be controlled. All corrections shall be subject to appropriate review or approval by the originator. All corrections shall include the date and the identification of the person authorized to make the correction and the person making the correction.

In order to preclude damage, deterioration or loss of the quality records:

- Provisions shall be made in the storage arrangement to prevent damage, deterioration or loss;
- Records shall be placed in folders or envelopes for storage in steel file cabinets at the CIID Office. Duplicate electronic copies shall be maintained on a server.
- Provisions shall be made for special processed records (such as photographs, negatives, and magnetic media) to prevent damage from excessive light, stacking, electromagnetic fields, temperature and humidity.

CONTROL OF SUB-CONSULTANTS AND VENDORS

CIID monitors and reviews the performance of each of its consultants. CIID believes that communication is the key element in maintaining high quality standards for its consultants. To foster teamwork and expeditious resolution of problems or questions that arise, a definitive communication plan is utilized. Key elements of the plan include regular meetings of all project personnel to discuss progress, problems, review the status of submittals, look-ahead schedules and any other pertinent information. These meetings are attended by senior on-site representatives of each of the consultants involved in current work activities, CIID personnel, and if desired, by Lynx personnel. Additionally, daily discussions are held with each of the consultant personnel regarding the next day's work and any problems or concerns. Effective communication and early attention to real or perceived problems will enhance quality performance.

QUALITY ASSURANCE CERTIFICATION

The CIID is committed to providing construction services including those construction services provided by its consultants to Lynx that meet or exceed requirements of the contract documents and the appropriate rules and regulations, contained therein, and to ensure that the personnel, equipment and all elements of the Work will perform satisfactorily for the purpose intended. We are further committed to ensuring that a consistency of effort is maintained to continue to improve the quality of the services we provide including the services provided by its consultants.

The CIID Project Manager/Senior Project Engineer is responsible to ensure that all work is performed in accordance with the requirements of the contract documents and the appropriate rules and regulations, contained herein.

The CIID Project Manager/Senior Project Engineer is responsible to ensure that the Quality Policy is understood, implemented, and maintained by the members of the CIID Project Team including its consultants.

Consent Agenda Item #6.D. xiv

To: LYNX Board of Directors

From: Rudolph Walter
DIRECTOR OF PLANNING
Jerry Bryan
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Miscellaneous
Authorization to Implement the May 20, 2012 Proposed Service Changes

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to implement the proposed fixed route service changes effective May 20, 2011.

BACKGROUND:

On January 26, 2012, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of the proposed service changes for May 20, 2012. A total of seven public workshops were held between January 20 and February 4, 2012. Customers and staff were able to obtain input on the service changes through the following public workshop locations:

LYNX Central Station (Terminal Lobby) 455 N Garland Ave, Orlando, FL 32801

Monday, Jan. 30, 2 – 6

Wednesday, Feb. 1, 5 – 9 a.m.

Saturday, Feb. 4, 11 a.m. – 2 p.m.

Seminole Centre SuperStop, 3653 S Orlando Dr, Sanford, FL 32773

Tuesday, Jan. 31, 2 – 6 p.m.

Thursday, Feb. 2, 5 – 9 a.m.

Osceola Square Mall SuperStop, Armstrong Blvd and W. Columbia Ave, Kissimmee, FL 34741

Tuesday, Jan. 31, 5 – 9 a.m.

Thursday, Feb. 2, 2 – 6 p.m.

A total of 94 comments were received at these workshops. The summary of the comments were as follows:

- 15 comments were in favor of the proposed changes
- 0 comment was against the proposed changes
- 79 comments did not address the proposed changes

Of the 79 comments, the majority addressed wanting additional service (Sunday service, later service in the evening). Other comments expressed were on-time performance on specific routes, overcrowding issues on specific routes and operator performance.

PROPOSED SERVICE CHANGES:

Staff has identified the following proposed service efficiencies and effectiveness changes for the May 20, 2012 service changes:

Link	Proposed Change	Reason
3	Travel time between time points 3 & 4 outbound will be reduced by four minutes. Travel time between time points 4 & 5 outbound will be increased by four minutes.	Improve on-time performance.
13	Routing realignment between Colonial Dr. and Bennett Rd. Link 13 will no longer enter the Orlando Central Business Park via Woodcock Rd./Lawton Rd. Link 13 will remain on Maguire Rd on this segment.	Improve on-time performance.
21	Travel time between time points 6 & 5 inbound will be reduced by five minutes. Travel time between time points 2 & 1 inbound will be increased by five minutes.	Improve on-time performance.
37	One trip will be added northbound at 4:30 a.m.	Will improve the connection to Link 301 at Hiawasse Rd and Silver Star Rd.
41	Travel time between time points 9 & 8 outbound will be reduced by five minutes. Travel time between time points 8 & 7 outbound will be increased by five minutes.	Improve on-time performance.
46W	Added two morning southbound trips departing Central Florida Regional Hospital at 5:14 a.m. and 6:00 a.m.	Allows for earlier connections at Seminole Center.
55	<p><u>Major schedule adjustment.</u></p> <ul style="list-style-type: none"> • Service will operate at 40 forty minute frequency from 5:30 a.m. through 11:29 a.m. and 7:00 p.m. through last trip. • Service will operate at thirty minute frequency from 	Improve on-time performance and adjusts service to match the demand.

LYNX Board Agenda

	<p>11:30 a.m. through 6:59 p.m.</p> <ul style="list-style-type: none"> • Additional travel time will be added to each trip to improve on time performance. • Break interline with Link 56. 	
56	<p><u>Major schedule adjustment.</u></p> <ul style="list-style-type: none"> • Service will operate at 40 forty minute frequency from 5:45 a.m. through 11:44 a.m. and 7:45 p.m.through last trip. • Service will operate at thirty minute frequency from 11:45 a.m. through 7:44 p.m. • Additional travel time will be added to each trip to improve on time performance. • One later trip added at 11:05 p.m. • Break interline with Link 55. 	<p>Improve on-time performance and adjusts service to match the demand.</p>
125	<p>Route realignment in the vicinity of Florida Hospital. Outbound and inbound routing will change from E. Rollins St./Alden Rd./Princeton St. to E. Rollins St./Orange Ave/Princeton St.</p>	<p>Will improve transfers between Links 102 and 125.</p>
621	<p>Route terminus will be moved south from UCF to Colonial Dr./Alafaya Tr. This change will provide additional time for the NeighborLink 621 to pick up and drop off passengers in its service area.</p>	<p>Will allow additional time for pickups and drop offs.</p>

FISCAL IMPACT:

All proposed changes will be supported with funds included in the FY2012 Adopted Operating Budget.

Consent Agenda Item #6.D. xv

To: LYNX Board of Directors

From: Blanche Sherman
DIRECTOR OF FINANCE
Starlin Rolle
(Technical Contact)
Ed Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Miscellaneous
Authorization to Write-off Assets as of June 30, 2011 Physical Inventory
Count and Reconciliation

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to write-off tangible fixed assets with a net book value in the amount of zero, \$ 0. As a result of the June 30, 2011 physical fixed asset inventory count and reconciliation, these assets include buildings and shelters, computer equipment and furniture and fixtures determined to be obsolete and no longer useful, broken and beyond repair, and other items considered as not found.

BACKGROUND

In accordance with Federal Transit Administration (FTA) Circular 5010.1D Chapter II, 3.e., LYNX must take a physical inventory of its equipment and reconcile the results to the financial records at least once every two years. As instructed by the LYNX Board, LYNX performs an annual physical inventory at the end of each fiscal year. According to the financial records, the following is the description, acquisition value, and net book value of the assets requested for write-off:

Fixed Assets	Acquisition Value	Net Book Value
Building and Shelters	\$2,492,885.53	\$ -
Computer Equipment	157,377.97	-
Furniture and Fixtures	1,486,700.55	-
Total	\$4,136,964.05	\$ -

The results of the June 30, 2011 physical inventory count are as indicated above.

FISCAL IMPACT

The fiscal impact is \$0, which is the net book value of the assets being written-off and the amount due to FTA.

LYNX ASSETS
FY2011 Physical Inventory Recommended Disposals

Acquisition Date	Company Asset Number	Description	Acquisition Value	Current Accumulated Depreciation	Net Book Value
9/30/1999	FY99Shelter	17 Shelters installed in FY99 See Notes	\$377,242.66	\$377,242.66	\$0.00
9/30/1998	20002	BUS SHELTERS	\$333,405.14	\$333,405.14	\$0.00
4/4/1996	96233STN3009	BUS SHELTER	\$121,880.00	\$121,880.00	\$0.00
9/30/1997	97271STN5028	PASSENGER SHELTER	\$114,760.49	\$114,760.49	\$0.00
9/30/1996	96271STN3022	SHELTER CONSTRUCTION	\$100,783.83	\$100,783.83	\$0.00
9/30/1996	96233STN3023	SHELTER CONSTRUCTION	\$98,307.18	\$98,307.18	\$0.00
9/30/1995	95271STN3016	PASSENGER SHELTERS	\$98,169.34	\$98,169.34	\$0.00
6/20/1996	96271STN3017	BUS SHELTER	\$90,292.00	\$90,292.00	\$0.00
2/23/1995	95233STN3020	BUS SHELTER	\$87,621.00	\$87,621.00	\$0.00
6/7/1996	96271STN3016	BUS SHELTER	\$81,708.00	\$81,708.00	\$0.00
2/29/1996	96233STN3001	BUS SHELTERS	\$79,288.00	\$79,288.00	\$0.00
9/30/1995	95233STN3006	PASSENGER SHELTERS	\$70,746.72	\$70,746.72	\$0.00
9/26/1996	96271STN3021	BUS SHELTER	\$69,325.00	\$69,325.00	\$0.00
12/21/1995	95271STN3009	BUS SHELTER	\$67,349.73	\$67,349.73	\$0.00
9/30/1997	97233STN5027	PASSENGER SHELTER	\$63,706.08	\$63,706.08	\$0.00
5/30/1996	96271STN3011	BUS SHELTER REMODEL	\$54,480.00	\$54,480.00	\$0.00
8/15/1996	96271STN3021	BUS SHELTER	\$54,388.00	\$54,388.00	\$0.00
7/11/1996	96271STN3019	BUS SHELTER	\$51,708.00	\$51,708.00	\$0.00
2/8/1996	96233STN3005	BUS SHELTERS	\$46,849.00	\$46,849.00	\$0.00
7/22/1996	96271STN3020	BUS SHELTER	\$46,057.00	\$46,057.00	\$0.00
12/7/1995	95271STN3007	BUS SHELTER	\$45,000.00	\$45,000.00	\$0.00
10/20/1994	95233STN3026	BUS SHELTERS	\$42,890.00	\$42,890.00	\$0.00
4/25/1996	96271STN3011	BUS SHELTER	\$33,504.27	\$33,504.27	\$0.00
5/30/1996	96271STN3012	BUS SHELTER REMODEL	\$32,424.00	\$32,424.00	\$0.00
9/30/2001	2914	SHELTER-STATE ROAD 50 @ TEXAS AVE(MONTGOMERY WARDS)	\$28,899.32	\$28,899.32	\$0.00
9/30/2001	2911	SHELTER-SEMORAN BLVD @ YEW DR (FDOT)	\$27,648.32	\$27,648.32	\$0.00
4/27/1995	95233STN3024	BUS SHELTERS	\$19,110.00	\$19,110.00	\$0.00
9/30/2002	2984	Shelter - 2671 US17-92	\$16,820.72	\$16,820.72	\$0.00
9/7/1995	95271STN3014	PASSENGER SHELTER	\$16,250.00	\$16,250.00	\$0.00
2/1/1996	95233STN3019	BUS SHELTER	\$14,031.63	\$14,031.63	\$0.00
8/3/1995	95233STN3013	PASSENGER SHELTER	\$13,935.24	\$13,935.24	\$0.00
9/30/1995	95233STN3004	PASSENGER SHELTERS	\$11,177.41	\$11,177.41	\$0.00
4/25/1996	96233STN3010	BUS SHELTER	\$8,045.73	\$8,045.73	\$0.00
12/5/1996	96271STN3024	SHELTER CONSTRUCTION	\$7,925.00	\$7,925.00	\$0.00
9/30/1997	97316STN5029	PASSENGER SHELTER	\$7,645.00	\$7,645.00	\$0.00
12/15/1994	95204STN3028	BUS SHELTERS	\$7,140.00	\$7,140.00	\$0.00

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Acquisition Date	Company Asset Number	Description	Acquisition Value	Current Accumulated Depreciation	Net Book Value
8/25/1994	94233STS3006	BUS SHELTER	\$7,140.00	\$7,140.00	\$0.00
11/9/1995	95271STN3006	CONCRETE SLAB & SHELTER	\$7,096.00	\$7,096.00	\$0.00
3/30/1995	95204STN3018	PASSENGER SHELTERS	\$6,896.00	\$6,896.00	\$0.00
6/8/1995	95233STN3015	SHELTER FRAME	\$6,860.00	\$6,860.00	\$0.00
9/7/1995	95233STN3007	PASSENGER SHELTERS	\$6,632.82	\$6,632.82	\$0.00
9/7/1995	95271STN3008	PASSENGER SHELTERS	\$6,243.36	\$6,243.36	\$0.00
1/15/1995	95204STN3025	PASSENGER SHELTERS	\$6,040.00	\$6,040.00	\$0.00
9/21/1995	95271STN3011	PASSENGER SHELTER	\$4,875.00	\$4,875.00	\$0.00
10/1/1998	1893	1998 SHELTER ADDITION	\$4,711.00	\$4,711.00	\$0.00
1/25/1997	97316STN3001	SHELTER CONSTRUCTION	\$3,060.00	\$3,060.00	\$0.00
2/9/1995	95204STN3021	BUS SHELTERS	\$1,986.75	\$1,986.75	\$0.00
1/5/1995	95233STN3027	PASSENGER SHELTERS	\$1,580.00	\$1,580.00	\$0.00
11/21/1995	95271STN3005	CONCRETE SLAB & SHELTER	\$1,570.00	\$1,570.00	\$0.00
2/8/1996	96204STN3004	BUS SHELTERS	\$1,176.00	\$1,176.00	\$0.00
9/30/2001	2919	SHELTER-N ORANGE AVE @ MAGNOLIA (DR. PHILLIPS)	\$1,100.00	\$1,100.00	\$0.00
3/14/1996	96271STN3008	CONCRETE SLAB & SHELTER REPAIR	\$1,017.00	\$1,017.00	\$0.00
9/7/1995	95271STN3003	PASSENGER SHELTERS	\$1,001.92	\$1,001.92	\$0.00
6/26/1996	96271STN3018	40 SHELTER LOGOS	\$1,000.00	\$1,000.00	\$0.00
4/18/1996	96271STN3008	RELOCATE SHELTERS	\$1,000.00	\$1,000.00	\$0.00
2/1/1996	95271STN3018	SHELTER CONST.	\$896.20	\$896.20	\$0.00
2/8/1996	96271STN3007	BUILDING PERMIT	\$743.00	\$743.00	\$0.00
4/11/1996	96233STT3005	BULLETIN BOARD	\$650.00	\$650.00	\$0.00
4/6/1995	95204STN3023	PASSENGER SHELTERS	\$600.00	\$600.00	\$0.00
12/7/1995	95271STN3010	BUS SHELTER	\$542.00	\$542.00	\$0.00
2/1/1996	95204STN3017	SHELTER CONST.	\$480.00	\$480.00	\$0.00
11/30/1995	95271STS3001	SHELTERS	\$430.00	\$430.00	\$0.00
5/30/1996	96271STN3015	RELOCATE BUS SHELTERS	\$425.00	\$425.00	\$0.00
11/9/1995	95271STN3002	BUS SHELTER RENOVATION	\$400.00	\$400.00	\$0.00
3/30/1995	95204STN3022	PASSENGER SHELTERS	\$300.00	\$300.00	\$0.00
2/9/1995	95233STN3017	FREIGHT CHARGES	\$300.00	\$300.00	\$0.00
12/21/1995	95271STN3011	SHELTERS	\$225.00	\$225.00	\$0.00
2/1/1996	95271STN3021	BUS SHELTER PERMIT	\$210.00	\$210.00	\$0.00
1/11/1996	95233STN3016	BUS SHELTER	\$134.67	\$134.67	\$0.00
2/22/1996	96271STN3002	BUS SHELTERS	\$50.00	\$50.00	\$0.00
2/23/1995	95233STN3029	BUS SHELTER	(\$25,000.00)	(\$25,000.00)	\$0.00
		Sub-Total Building and Shelters		\$2,492,885.53	
3/6/1997	2417 B	SFTWR BID/DISPATCH SOFTWARE	\$58,000.00	\$58,000.00	\$0.00
9/30/2006	070104H	Software, Encore	\$19,854.50	\$19,854.50	\$0.00

Acquisition Date	Company Asset Number	Description	Acquisition Value	Current Accumulated Depreciation	Net Book Value
9/30/2001	1822E	SOFTWARE-CERIDIAN	\$10,878.94	\$10,878.94	\$0.00
4/30/2002	2443C	Sftwr - Citrix MetaFrame Window 2000 Svr, TS 20User	\$7,898.60	\$7,898.60	\$0.00
4/22/2005	4743	SFTW - Portlock Storage Suite 16 LIC	\$7,898.06	\$7,898.06	\$0.00
2/27/1997	2439 C	SFTWR TRAPEZE FX	\$7,854.00	\$7,854.00	\$0.00
8/25/2004	3720A	SFTWR - Citrix Metaframe XPE (20user)	\$6,350.00	\$6,350.00	\$0.00
5/10/2002	3216	Server- PowerEdge 2550	\$4,832.00	\$4,832.00	\$0.00
9/30/2006	070104G	Software, Dynamics Upgrade	\$4,691.25	\$4,691.25	\$0.00
6/26/1997	2439 E	SFTWR TRAPEZE, MS RUN GUIDE, DRIVER REP MODIFICATION	\$4,208.69	\$4,208.69	\$0.00
8/22/2002	2796A	Software - Windows 2000, Svr - Upgrade	\$4,075.00	\$4,075.00	\$0.00
8/22/2002	2977	Software Citrix Metaframe XPe w/Windows 2000	\$3,579.30	\$3,579.30	\$0.00
2/15/2001	2730	SERVER-DELL POWEREDGE 300	\$2,867.00	\$2,867.00	\$0.00
5/29/2001	2797	SOFTWARE-PROJECT 2000 9X/NT 16 USERS @ 159.76	\$2,581.16	\$2,581.16	\$0.00
1/31/2002	2439C	SOFTWARE-TRAPEZE UPGRADE	\$2,400.00	\$2,400.00	\$0.00
6/6/2005	3735A	Add to Oranges SPTW	\$1,356.52	\$1,356.52	\$0.00
3/27/2002	3118	Server- PowerEdge 350 850MHz Celeron	\$1,300.00	\$1,300.00	\$0.00
9/12/2003	3719	SFTWR - Citix MetaFrame XPE (5 users)	\$1,269.00	\$1,269.00	\$0.00
11/11/2004	4105A	Software - Micro POS Back Office	\$1,206.89	\$1,206.89	\$0.00
8/14/2003	3714	Sftwr - Ghost 42 Lic	\$1,024.50	\$1,024.50	\$0.00
5/29/2001	2796	SOFTWARE-WINDOWS 2000 TERMINAL SVCS 11 USERS @ 76.51	\$854.61	\$854.61	\$0.00
6/30/2004	3748	Sftw - Adobe Creative Suite V1.1 Std (2 Lic)	\$798.00	\$798.00	\$0.00
1/10/2002	2956	SOFTWARE-MOL 5.0 GOVT WINDOWS SVR 2000	\$610.00	\$610.00	\$0.00
1/10/2002	2955	SOFTWARE-MOL 5.0 GOVT WINDOWS SVR 2000	\$610.00	\$610.00	\$0.00
12/16/1999	1987	SOFTWARE-PAINTER 6.0 MAC CD	\$379.95	\$379.95	\$0.00
		Sub-Total Computer Equipment		\$157,377.97	
9/30/2003	3735	Software - Oranges Program SMART Card	\$1,373,763.16	\$1,373,763.16	\$0.00
9/30/2000	1822A	CERIDIAN TRAINING & SOFTWARE	\$45,876.13	\$45,876.13	\$0.00
6/5/2002	3435	FAREBOX-ODYSSEY	\$9,999.35	\$9,999.35	\$0.00
1/10/2002	2952	SOFTWARE-MOL 5.0 GOVT STANDARD SQL SERVER (65 USER LICENSES)	\$9,029.00	\$9,029.00	\$0.00
8/31/2005	2426I	Licenses, GroupWise	\$6,018.00	\$6,018.00	\$0.00
4/12/2001	2636B	ADDITION TO AC TELCOM BLOCK RECORDER	\$4,860.00	\$4,860.00	\$0.00
7/18/2002	2425	Software - Great Plains Dynamics Upgr V6.0 Implementation	\$3,233.75	\$3,233.75	\$0.00
8/9/2001	2888A	SOFTWARE-PROJECT 2000 GOVT 5.0(10LICENSES)	\$2,869.30	\$2,869.30	\$0.00

Acquisition Date	Company Asset Number	Description	Acquisition Value	Current Accumulated Depreciation	Net Book Value
7/23/1998	1026	SORTER-CURRENCY-MODEL 4062	\$2,378.00	\$2,378.00	\$0.00
1/25/2001	1822D	CERIDIAN TRAINING & SOFTWARE	\$2,123.57	\$2,123.57	\$0.00
3/22/2001	1822C	CERIDIAN TRAINING & SOFTWARE	\$1,964.26	\$1,964.26	\$0.00
6/21/2001	2816	SOFTWARE-MICROSOFT PROJECT 2000	\$1,848.40	\$1,848.40	\$0.00
4/30/2002	2425G	Great Plains Dynamics V6.0 Upgrd	\$1,592.50	\$1,592.50	\$0.00
7/31/2001	2888	SOFTWARE-PROJECT 2000 GOVT 5.0(5 LICENSES)	\$1,434.65	\$1,434.65	\$0.00
5/4/1995	2343	SPIDER ASSEMBLY S3-DS BRAKE SHOE ADAPTER	\$1,332.68	\$1,332.68	\$0.00
5/4/1995	2342	SPIDER ASSEMBLY S3-DS BRAKE SHOE ADAPTER	\$1,332.68	\$1,332.68	\$0.00
3/8/2001	1822B	CERIDIAN TRAINING & SOFTWARE	\$1,208.50	\$1,208.50	\$0.00
8/15/2002	2439H	Software - Trapeze Lic Modification	\$1,200.00	\$1,200.00	\$0.00
10/31/1991	91156LEF5190	DESK, WOOD	\$1,044.70	\$1,044.70	\$0.00
6/12/1997	2081	STEP LADDER	\$1,020.85	\$1,020.85	\$0.00
4/3/1992	2054	HILTI HAMMER DRILL,CHISEL,BITS	\$910.00	\$910.00	\$0.00
6/1/1995	95233STE5083	SPEAKER, AMPLIFIED, CASS DECK	\$858.17	\$858.17	\$0.00
8/31/2003	1961A	SCSI 18GB Hard Drive	\$837.00	\$837.00	\$0.00
3/14/2002	2959	Software - Back-up NTW V8.5	\$822.89	\$822.89	\$0.00
1/2/1998	98233PMG3401	BOLT PLATE	\$806.00	\$806.00	\$0.00
8/30/2001	2825	COMPUTER STATION-WOODCRAFT GOLDEN OAK	\$585.00	\$585.00	\$0.00
9/30/1998	1457	TV STORAGE UNIT	\$537.50	\$537.50	\$0.00
7/31/2001	2889	SOFTWARE-WINZIP 8.0 SITE LICENSE	\$500.00	\$500.00	\$0.00
8/25/1999	2416 G	SFTWR ARCVIEW - MODULE GEOLYTICS CENSUS CD PLUS MAPS FOR GIS SYS	\$500.00	\$500.00	\$0.00
3/7/2002	3117B	Modem - 56K Courier US/Can (2)	\$483.80	\$483.80	\$0.00
3/7/2002	3117A	Auto Hub, Baseline 10/100 12PT (2)	\$463.80	\$463.80	\$0.00
1/2/1998	98233SNC5402	36 STEEL DOOR & FRAME"	\$459.95	\$459.95	\$0.00
11/12/1998	1504	MAGNETIA LEATHER EXEC. CHAIR	\$428.00	\$428.00	\$0.00
7/25/2002	3256	Transit Tube (w/ bracket)	\$364.25	\$364.25	\$0.00
4/26/2005	4754	Printer Media Tray for HP Laser Jet 46001 4650	\$357.42	\$357.42	\$0.00
4/26/2005	4076A	Printer Media Tray for HP Laser Jet 46001 4630	\$357.42	\$357.42	\$0.00
4/26/2005	4075A	Printer Media Tray For HP Laser Jet 46001 4650	\$357.42	\$357.42	\$0.00
4/27/2000	2449	DRILL BIT SHARPENER	\$353.60	\$353.60	\$0.00
4/18/2002	3126	Peerless Wall Mount	\$345.00	\$345.00	\$0.00
4/18/2002	3125	Peerless Wall Mount	\$345.00	\$345.00	\$0.00
4/18/2002	3124	Peerless Wall Mount	\$345.00	\$345.00	\$0.00

LYNX Board Agenda

Acquisition Date	Company Asset Number	Description	Acquisition Value	Current Accumulated Depreciation	Net Book Value
12/11/1998	1520	FULL BACK EXEC CHAIR(EGGPLANT)	\$324.10	\$324.10	\$0.00
9/30/1998	2366	CHAIR	\$317.05	\$317.05	\$0.00
9/29/1999	1791	EXECUTIVE HIGH BACK CHAIR	\$310.00	\$310.00	\$0.00
5/5/2004	3527A	Software - DDDL Kit V.6.1 Upgrd	\$250.00	\$250.00	\$0.00
5/5/2004	2622A	Software - DDDL Kit V6.1 Upgrd	\$250.00	\$250.00	\$0.00
3/7/2002	3117C	Patch cable 350MHZ/RJ45 - Oranges Project	\$92.00	\$92.00	\$0.00
9/30/2005	2426J	License, GroupWise	\$10.70	\$10.70	\$0.00
8/8/2005	2426G	Software, GroupWise v6.5 update 250 e-download	\$0.00	\$0.00	\$0.00
		Sub-Total Furniture and Fixtures		\$1,486,700.55	
		Grand Total		\$4,136,964.05	\$ 0.00

Consent Agenda Item #6.D. xvi

To: LYNX Board of Directors

From: Blanche Sherman
DIRECTOR OF FINANCE
Kathy Clary
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Miscellaneous
Authorization to Amend Contract #10-C23 with VPSI

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend Contract #10-C23 with Van Pool Services, Inc. (VPSI) for Commuter Vanpool Services making this contact modification #1.

BACKGROUND:

The LYNX Vanpool Program was developed twenty-one (21) years ago to provide additional commuter options for the Central Florida community to get to work. The vanpool program offers individuals who live and work in the same area a reliable, affordable method to get to work each day. LYNX staff is responsible for marketing and overseeing the vanpool program. LYNX manages the entire rideshare matching process and assists employers with the implementation of commuter programs and formation of vanpool groups as well as maintaining ridership and vanpool participation.

On October 1, 2010, LYNX entered into contract #10-C23 with VPSI to provide Commuter Vanpool and Agency Van program management services including maintenance, repair, customer service, invoicing and fleet administration, and other services set forth in the Project Work Plan and Scope of Services of the contract.

LYNX staff works alongside VPSI to administer the Vanpool Program as needed to provide preventive and corrective maintenance and to perform data collection from program participants to meet the requirements for Federal National Transit Database (NTD) reporting. LYNX staff is requesting to amend the contract with VPSI to transfer all preventive and corrective maintenance, administrative, data collecting, and NTD reporting requirements to VPSI staff.

In addition, LYNX staff is requesting to amend the VPSI contract to modify the monthly vehicle services fee structure to be based on actual monthly vehicle maintenance costs instead of a

monthly mileage allowance priced according to anticipated vehicle mileage. The current vehicle fee structure has resulted in maintenance costs paid in advance of the need.

VPSI's fleet management includes scheduled maintenance and repairs, tires, towing, wash and detail. The provisions of the vehicle maintenance program, both preventative and corrective, are pursuant to the manufacturer's recommendation or at a maximum not more than every 6000 miles. The bulk of our vanpools are commuter vanpools with a total of sixty-two (62) vans in service and five (5) agency vanpools which make multiple trips.

FISCAL IMPACT:

The Vanpool Program users fees are set forth by LYNX are priced to support the administrative, management, maintenance, and overall operations of the program. VPSI performs an annual account reconciliation to compare the total fares collected to the total expenses. LYNX varies the analysis and is responsible for any excess expenses or fares resulting from the reconciliation. Over the past several years, LYNX has received the excess fares. Fiscal Year 2011 has resulted in LYNX owing VPSI approximately \$44,000 for excess expenses primarily relating to the vehicle service fee structure.

DRAFT

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

AGREEMENT TO MODIFY CONTRACT #10-C23

This Agreement to modify Contract #10-C23 (hereafter, the “Contract”) is entered into as of 1st day of April 2012, by and between:

THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (hereinafter referred to as “LYNX”), a body public and corporate, created by Part II, Chapter 343, Florida Statutes, whose address is 455 North Garland Avenue, Suite 500, Orlando, Florida 32801

and

VPSI, Inc. (hereinafter referred to as the “Contractor”), with its principal place of business located at 1220 Rankin Drive, Troy, Michigan 48083 and a Federal Employer Identification Number of 38-2179784.

RECITALS

- A. LYNX and the Contractor entered into Contract #10-C23 on October 01, 2010.
- B. LYNX desires to accomplish certain project items as outlined in the Contract #10-C23.
- C. LYNX and the Contractor agree to the following changes to Contract #10-C23 as outlined below.

AGREEMENT

NOW, THEREFORE, that for the mutual covenants in this Agreement, the parties agree as follows:

- 1. The Exhibit “A” attached to Contract #10-C23 is deleted in its entirety and replaced with the Exhibit “A” attached and incorporated in this Agreement.
- 2. The Exhibit “B” attached to Contract #10-C23 is deleted in its entirety and replaced with the Exhibit “B” attached and incorporated in this Agreement.

3. Except as modified in this Agreement, all other terms of the Contract and any subsequent supplements, extensions, or modifications shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date below:

AGENCY

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

By: _____

Printed Name: _____

Title: _____

Date: _____

CONTRACTOR

VPSI, Inc.

By: _____

Printed Name: _____

Title: _____

Date: _____

Exhibit “A”

SCOPE OF SERVICES

1. **General**

This Scope of Services addresses the Contractor’s provision of Commuter Vanpool and Agency Van program management services including maintenance, repair, customer service, invoicing and fleet administration, and such other services to be provided by the Contractor to LYNX under this Contract, particularly pursuant to the Project Work Plan set forth in the Response (the “Project Work Plan”) and as set forth in this Scope of Services (collectively the “Services”).

The Contractor will be paid for its performance of the Services in accordance with the Fee Schedule attached hereto as **Exhibit “B”**.

LYNX will purchase and provide all vehicles required to operate the Commuter Vanpool program and the Agency Van program.

Exhibit “C” attached hereto sets forth a listing of the vehicles to be provided by LYNX under this Contract (the **“LYNX Van Pool Vehicle Roster”**) which the parties acknowledge will change during the normal course of program operations. Contractor will insure and maintain all vehicles during the time they are available for use in the program. Contractor will return LYNX-owned vehicles to LYNX by providing notification to LYNX and a written vehicle condition report. Thereafter, a LYNX-owned vehicle returned to LYNX will no longer be insured or maintained by the Contractor.

In connection with the delivery of the Services, the Contractor will provide the following:

1. Provide overall management of the LYNX Commuter Vanpool and Agency Van programs using LYNX-owned vehicles. Management responsibilities of the Contractor include but are not limited to the responsibilities set forth herein.
2. Provision of a vehicle maintenance program, both preventative and corrective, pursuant to the manufacturer’s recommendations, or at the maximum not more than every 6,000 miles. The maintenance program shall include provision of LYNX-owned vehicles as loaner/back-up and 24-hour roadside assistance.
3. Delivery of vans to new groups, retrieval of vans from vanpool terminations.
4. Provision of a lease agreement with a 30-day termination provision.
5. Invoice clients on a monthly basis according to the LYNX price schedule.
6. Provision of on-site staff located at LYNX Administrative Offices.
7. Provide, at Contractor’s expense, insurance coverage for all vanpool vehicles, and secure proof of insurance acceptable to LYNX from Agency Van clients, as further described in the Scope of Service at Section 16 below.
8. Approve drivers according to Contractor’s driver approval standards and procedures.
9. Offer driver safety orientations on an as needed basis.
10. Administer and respond to toll violations according to agreed upon administrative processes determined by the parties.
11. Perform all necessary functions related to NTD data collection from program participants, as well as collect and report operational data for NTD monthly and annual reporting requirements. Contractor will prepare and submit reports to LYNX

for inclusion in its monthly and annual reports to the FTA under LYNX NTD reporting ID number.

2. Preventive and Corrective Maintenance

The Contractor will be responsible for preventive and corrective maintenance of all vehicles in the program and provide 24 hour roadside assistance services. Contractor's Preventative Maintenance program shall be operated on a 6,000 mile maintenance interval and in accordance with terms and conditions necessary to comply with the original equipment manufacturers (OEM) warranties. The fleet maintenance must be appropriate for the type of vehicle, age of vehicle, miles on the vehicle and recommendations by the manufacturer. LYNX may review the Contractor's maintenance program on an annual basis, or more frequently upon reasonable request by LYNX. Contractor will provide LYNX with monthly maintenance reports. The Contractor shall be fully responsible for the safe and efficient maintenance of all vehicles and associated equipment.

The Contractor will notify LYNX Communications Manager for approval of repairs on all vehicles over 100,000 miles that exceed \$500.00 before completing the work. The Contractor will also contact the Manager of Communications regarding any vehicle that exceeds the accumulative repair amount of \$2,000 for all vehicles over 100,000 miles. LYNX reserves the right to evaluate and repair these vehicles using the most cost effective business method to ensure the safety and integrity of the fleet. LYNX also agrees to work with the Contractor and review any unusual maintenance cost.

LYNX is required to provide Contractor any recall notices on LYNX-owned vehicles within 48 hours of receipt.

3. Driver Selection

Contractor will be responsible for approving all new vanpool and agency drivers to the program and will conduct a review of MVR driving records for all registered drivers according to the Contractor's general practice not to exceed a period of once every 24 months. Contractor will provide LYNX with an updated list of all approved drivers for each of the vans.

Contractor will not require primary driver/coordinators to complete a credit check.

4. Monthly Lease Fares

Fares charged to clients of the programs will be set by LYNX and will be calculated separately for each type of van. LYNX will provide Contractor 60-days advance written notice of changes in the fares charged, and together LYNX and Contractor will provide clients' 30-days advance written notice of a change in fare.

Contractor will invoice clients on a monthly basis. Contractor will make a reasonable effort to collect all fees due. LYNX will be responsible for bad debt incurred by the Contractor for the program.

5. Vehicle Specifications and Servicing

LYNX-Owned Vehicles:

At a minimum, LYNX will provide new or used eight, ten and/or eleven passenger vans. Currently, LYNX has nine, ten, eleven, twelve, fourteen and fifteen passenger vans in its fleet. The ten, eleven and twelve passenger vehicle specifications are attached as **Exhibit “C”**, titled Van Pool Vehicle Rooster.

The life cycle of all vehicles purchased by LYNX will be for 100,000 revenue miles. Revenue miles will not be equivalent to vehicle miles from the odometer reading. Revenue miles are met when the vehicle has traveled 100,000 miles commuting to and from destinations excluding any personal use. However, the maximum vehicle life may be extended up to a maximum odometer reading of 150,000 to meet the revenue mile requirement. Contractor and LYNX must agree on the suitability of a vehicle for use in the program and for safety purposes will make commercially reasonable efforts to replace any vehicle that is 10 model years old.

Should any new vehicles LYNX purchases to add to the fleet include an extended warranty LYNX will share the details of the extended warranties, as well as the end-stage manufacturer warranty for non-OEM components and labor, with the Contractor.

All vehicles owned and procured by LYNX in the future for use in the program shall meet all Federal Motor Vehicle Safety Standards in place at the time of manufacture. Contractor will have the right to inspect all vehicles including new vehicles which have been modified or converted prior to the modified or converted vehicles being introduced into the program. Contractor will have the right to request changes to or reject modified vehicles that do not meet FMVSS or have significant safety and/or quality concerns.

6. Program Marketing

The Regional Commuter Assistance program, administered by FDOT will take primary responsibility for program marketing to participating organizations. Contractor will represent LYNX at regional commuter assistance meetings.

7. Customer Service

Contractor will provide customer service and support including communicating program procedures, assisting customers with vehicle maintenance, responding to accident and incident claims, and communicating with current program clients. LYNX must authorize any policy change related correspondence between the contractor and Vanpool participants prior to distribution.

8. Reporting Procedure

Throughout the term of the contract, Contractor will be required to provide LYNX with monthly preventative and corrective maintenance reports, a monthly back-up van log including back-up van mileage, and NTD data as described below. Accident reports and insurance claim reports will be provided to LYNX within 48 (forty-eight) hours of receipt.

9. National Transit Database (NTD) Reporting Requirements

Contractor will perform NTD data collection processes in accordance with FTA approved procedures and supply all information required by LYNX for its annual report to the Federal Transit Administration.

10. Replacement Vehicles

While it is assumed that a thorough preventative maintenance program will eliminate most vehicle down-time, there will be certain emergency situations where passengers will not have use of the vehicle for the commute. Contractor shall arrange for the immediate repair of the vehicle and/or replace the vehicle with a comparable back-up LYNX-owned vehicle. When possible, Contractor will provide the back-up/replacement service within a thirty (30)-minute to ninety (90)-minute window.

LYNX will provide all vans for temporary replacement/back-up service.

11. Termination by Program Users

Program Users are requested to provide 30 (thirty) calendar days written notice of their intent to terminate their agreement with Contractor. Contractor will notify LYNX of termination notices within 48 hours of receipt.

12. Out of Service Vehicles

Contractor will be responsible for preparing new vehicles for delivery including: cleaning, fueling, numbering and inspecting to ensure each vehicle has the proper license, registration, owner's manual, etc. Contractor will do the same for vehicles returned from service and will perform any maintenance or repairs that are necessary so that the vehicle can promptly be placed back in revenue service. LYNX will provide facilities for vehicle storage, procure and install any fleet graphics and will provide vehicle licensing and registration materials for each vehicle.

13. Contracts/Agreements

Contractor's user agreements and forms shall be made available to LYNX upon request and shall be readily available in both electronic and paper formats for program users to facilitate the smooth operation and continuation of the program.

14. Contractor Project Staff, Office Space and Office Equipment

LYNX will provide office space, phone, fax, copy machine, computer and internet service, and furniture for the on-site project staff through the duration of this Contract.

Current staff includes a Project Manager and one part-time Assistant. Additional staff will be required as the program grows. When the total in-service fleet reaches 80 vans the part-time account coordinator position will become a full-time position. If additional staff is needed throughout the duration of the Contract, the Contractor must provide LYNX a sixty (60)-day notice so additional space can be arranged. Hours of operation are 8:15 a.m. through 5:00 p.m. Monday through Friday, excluding weekends and holidays.

15. Compensation to Contractor

Commencing on the effective date of this contract modification, LYNX will compensate Contractor on a cost reimbursement basis in accordance with the Fee Schedule at **Exhibit "B"**, which Fee Schedule will be modified annually upon agreement by LYNX and Contractor. Contractor will collect and report total monthly revenue received from program clients. LYNX will reimburse Contractor for any variance between agreed upon fees in **Exhibit "B"** and revenues collected as further set forth on **Exhibit "B"**. Any excess revenue collected by the Contractor will be remitted to LYNX at the end of each Contract year. Conversely, any shortfall between expenses and revenues will be paid by LYNX to the Contractor each year.

16. Insurance

In addition to the general commercial liability coverage required under paragraph 7(h) of the Contract, Contractor will provide, at Contractor's sole expense, auto liability insurance at a combined single limit of \$1,000,000.00, insuring vehicles used in the Commuter Vanpool program. Contractor will provide collision and comprehensive damage coverage through a policy or through self-insurance for the Commuter Vanpool vehicles.

Contractor will not provide auto liability insurance coverage, property damage, collision coverage or comprehensive damage coverage for vehicles used in the Agency Van program. Contractor will secure from Agency Van clients proof of property damage, collision, and auto liability insurance coverage, with terms and coverage limits acceptable to LYNX, and will submit proof of insurance to LYNX.

17. Collection of Amounts Collected Program Users

Contractor will collect amounts charged to program users for the Vanpool and Agency Van programs as set forth as **Exhibit "B"**. Contractor will notify LYNX of any program user account that becomes delinquent (over 60 days past due) and LYNX is responsible for any delinquent amounts not collected from terminated program user accounts.

Late fees, connect card fees and bank fees assessed to any Program user's account accrue to the Contractor and will be reflected as a deduction against total revenues earned.

18. Excess Mileage Fees

Contractor will charge program users an excess mileage fee for miles used in excess of their Volunteer Driver Agreement or Agency Use Agreement. The excess mileage fee assessed will be \$.10/mile. Excess mileage fees will accrue to LYNX in the reconciliation process.

Exhibit “B”

FEE SCHEDULE

Fees Charged to LYNX

Contractor will invoice LYNX for expenses incurred as outlined for Item A and Item B as described below:

1. Item A: Local expenses and costs incurred for on-site staff, local direct expenses, motor vehicle record checks, and vehicle maintenance expenses. Local direct costs include local travel, van wash and detail, fuel for operations, and fire extinguisher recharge and replacements. All items billed are subject to a profit mark up of 15%.
2. Item B: Monthly Vehicle Management Fees for program administration and management. Costs include safety, risk management and insurance program (auto insurance coverage applies to commuter vanpools only), invoicing and fee collection, financial administration and management of vehicle maintenance, handling of delinquent accounts, overall management of driver approval systems, NTD data collection and NTD reporting to LYNX, and a profit mark-up of 15% on these expenses.

Annual Account Reconciliation

At the end of each contract year the account reconciliation will take place. Contractor will compare the total fees collected from program users during the period to an expense statement including all expenses from Item A and Item B. A variance in revenue to expenses will result in a balance due to the Contractor from LYNX, or a credit owed by the Contractor to LYNX. A balance due will be invoiced to LYNX for payment within 30 days of the date of invoice. A credit due to LYNX will be remitted to LYNX within 30 days of the date the reconciliation is complete.

Item B.1.: Program Administrative Fees Charged to LYNX

The following is for budgeting purposes only. Line items will be charged based on the actual cost incurred by the Contractor and are subject to a profit markup of 15%.

LYNX Vanpool Program Contract Annualized Cost Estimate April 1, 2012 – March 31, 2013 Item A - Local Program Administrative Fees		
Manager Salary, Fringe, and Tax (Est. Only - Billed on Actual Expense)	\$	55,600
Coordinator Salary, Fringe & Tax (Est. Only - Billed on Actual Expense)	\$	28,500
Local Direct Costs (Est. Only - Billed on Actual Expense)	\$	4,000
Driving Records (Est. Only - Billed on Actual Expense)	\$	5,000
Vehicle Maintenance and Repairs (Est. Only - Billed on Actual Expense)	\$	58,800
Computer Leases		in-kind
Van License, Reg. & Tags for LYNX-Owned vans		in-kind
Office Space & Utilities		in-kind
Computer Network Services and Internet Access		in-kind
Furniture, Fixtures, Telephone (Local & Long Distance)		in-kind
Office Supplies		in-kind
Subtotal	\$	151,900
Profit (15% of Subtotal)	\$	22,785
Total	\$	174,685

Item B.2. Monthly Vehicle Management Fee Charged to LYNX

The second expense for vanpool/agency Vehicle Management Fees will be a consolidated statement listing all in-service vehicles (both Commuter Vanpool and Agency Vans) and the monthly Vehicle Management Fee per vehicle according to the chart below (Chart B.2.A.). Fees will be prorated to the vehicle delivery/return date based on a 30-day month calculation.

Pricing for subsequent contract years will be mutually agreed upon by the parties.

Chart B.2.A. Monthly Mileage Allowance	Vehicle Management Fee 4/1/12 – 3/31/13	
	Commuter Vanpool	Agency Van
n/a	\$360	\$240

Item B.3.: Fees Charged to Program Users

Contractor will invoice program users and program users will pay the monthly fee set forth by LYNX in the fee schedule indicated below. Contractor will invoice customers based on a 30-day month according to this schedule. LYNX has the sole authority to make changes to the User Fee Schedule and will notify Contractor of changes in accordance with the Contract.

Item B.3.A. Fees Charged to Program Users:

Vehicle Size	In Area	Out of Area	Agency
7 Passenger	\$490	\$540	\$525
8 Passenger	\$490	\$540	\$525
9 Passenger	\$510	\$560	\$525
10 Passenger	\$510	\$560	\$525
12 Passenger	\$540	\$590	\$525
15 Passenger	\$560	\$640	\$525

Action Agenda Item #7.A

To: LYNX Board of Directors

From: Blanche Sherman
DIRECTOR OF FINANCE
Starlin Rolle
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Acceptance of the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ending September 30, 2011

Date: 3/22/2012

ACTION REQUESTED

Staff is requesting the Board of Directors' acceptance of the annual financial audit and Comprehensive Annual Financial Report (CAFR) for the fiscal year ending September 30, 2011.

BACKGROUND:

In accordance with Chapter 218.39, Florida Statutes, LYNX is required to have an annual financial audit performed by an independent certified public accountant.

The Single Audit Act Amendments of 1996 require state or local governments that receive at least \$500,000 in Federal financial assistance in a year to have an independent audit conducted for that year in accordance with the Office of Management and Budget (OMB) Circular A-133. The State of Florida recently enacted similar legislation, the Florida single Audit Act, related to audits of State financial assistance. Pursuant to these Acts, LYNX' independent certified public accountants, Cherry, Bekaert & Holland, L.L.P., have conducted the audit for the fiscal year ended September 30, 2011.

An unbound draft copy of the CAFR, which includes the audit report of Cherry, Bekaert & Holland, L.L.P. will be provided for your review. The final report will be provided to each member of the Board at the March 22, 2012 Board Meeting.

The auditors have issued an unqualified "clean" opinion on both financial and compliance audits. The auditor's Management Letter Comments and Management's responses are included as a separate document accompanying the annual financial report. The results of operations and the annual audit were explained in detail at the audit committee meeting.

COMPREHENSIVE ANNUAL FINANCIAL REPORT

of the

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY d/b/a
LYNX

FOR YEAR ENDED
SEPTEMBER 30, 2011

PREPARED BY THE FINANCE DEPARTMENT

Blanche W. Sherman, CPA, Interim Chief Financial Officer
Starlin W. Rolle, CPA, Interim Director of Finance

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

**COMPREHENSIVE ANNUAL FINANCIAL REPORT
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**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

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CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX

BOARD OF DIRECTORS

Commissioner Carlton Henley	Chairman, Seminole County
Commissioner Brandon Arrington	Vice-Chairman, Osceola County
Mayor Buddy Dyer	Board Member, City of Orlando
Mayor Theresa Jacobs	Board Member, Orange County
FDOT District 5 Secretary, Noranne Downs	Board Member, FDOT

LYNX EXECUTIVE STAFF

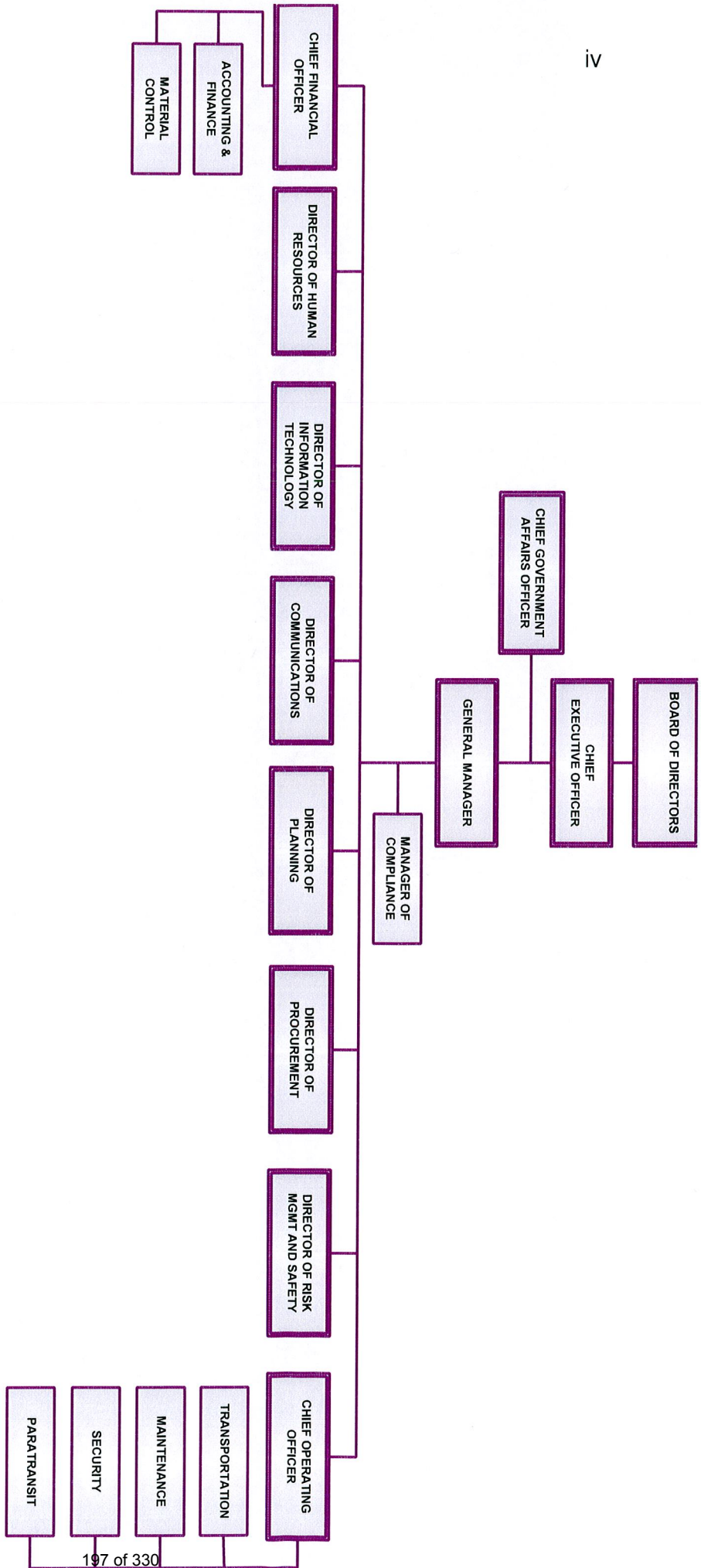
John M. Lewis, Jr.	Chief Executive Officer
Edward Johnson	General Manager

DEPARTMENT HEADS

Blanche W. Sherman, CPA	Interim Chief Financial Officer
J. Marsh McLawhorn	Chief Government Relations Officer
Lisa Darnall	Chief Operating Officer
Tony Walter	Director of Planning
Donna Tefertiller	Director of Human Resources
Tori Iffland	Director of Information Technology
Kathy Clary	Director of Communications
Bernard Guida	Director of Procurement
Baunie McConnell	Director of Risk Mgmt and Safety

FINANCE DIVISION

Starlin Rolle, CPA	Interim Director of Finance
Linda Maxwell	Supervisor of Revenue Control
Pedro Bustamante, CPA	Senior Accountant
Nancy Navarro	Grant Accountant
Denise Callihan	Accountant
Blanca Matute	Accountant
Suzan Zaki	Senior Accounting Technician
Edward Velez	Property Officer
Elaine Buhrow	Accounting Technician
Jo Ann Pfenning	Accounting Technician
Sally Yacoob	Accounting Technician
Christine Geller	Fare Collection Clerk



LYNX ORGANIZATIONAL CHART

September 30, 2011

Transmittal Letter
Pages 1 - 13

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Central Florida Regional Transportation Authority

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
September 30, 2010

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



Linda C. Dandson

President

Jeffrey R. Egan

Executive Director



Independent Auditors' Report

To the Board of Directors
Central Florida Regional Transportation Authority:

We have audited the accompanying balance sheets of Central Florida Regional Transportation Authority d/b/a LYNX (the "Authority") as of September 30, 2011 and 2010, and the related statements of revenues, expenses and changes in net assets and cash flows for the years then ended. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of September 30, 2011 and 2010, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated March 13, 2012 on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

The Management's Discussion and Analysis and the required supplementary information, as listed in the table of contents, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied limited procedures, which consist principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audits were conducted for the purpose of forming an opinion on the financial statements of the Authority taken as a whole. The introductory section, supplementary schedule of revenues and expenses budget vs. actual (budget basis), schedule of local financial assistance and statistical tables are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedules of expenditures of federal awards and state financial assistance are also presented for the purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations* and Chapter 10.550, *Rules of the Auditor General*, and are not a required part of the basic financial statements. The supplemental schedule of revenues and expenses - budget vs. actual (budgetary basis) and schedules of expenditures of federal awards, local financial assistance, and state financial assistance have been subjected to the auditing procedures applied in our audit of the financial statements and, in our opinion, are fairly stated in all material respects in relation to the financial statements taken as a whole. The introductory section and statistical section have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

Orlando, Florida
March 13, 2012

Draft

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the comprehensive annual financial report of Central Florida Regional Transportation Authority d/b/a LYNX (the "Authority") presents management's analysis of the Authority's financial performance during the Fiscal Years that ended on September 30, 2011 and 2010, respectively. Please read it in conjunction with the financial statements, which follow this section.

Financial Highlights

Fiscal 2011

- Customer fares increased by \$3.7 million primarily due to an increase in ridership of 9%. As in previous years, rising gas price translates into higher ridership.
- The Authority's local funding partners decreased their funding by 7%, \$3.6 million dollars from FY2010 levels, due to various budget constraints. The Authority continued to implement operating efficiencies and utilized \$5.9 in Federal stimulus funds to minimize the impact of funding reductions and increasing expenses.
- The price of fuel significantly increased in FY2011, resulting in a \$4.5 million dollar increase in fuel expenses compared to FY2010.

Fiscal 2010

- Customer fares increased by \$.9 million due to an increase in ridership by 4.48% and the annualized impact of the January 2009 fare increase.
- The Authority's local funding partners decreased their funding by \$5.7 million dollars from FY2009 levels, due to various budget constraints. However, the Authority implemented operating efficiencies and utilized \$1.9 in Federal stimulus funds to minimize the impact of funding reductions.
- The price of fuel significantly decreased in FY2010, resulting in a \$.9 million dollar decrease for fuel expenses year-over-year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The financial statements consist of two parts: Fund Financial Statements and Notes to the Financial Statements. The report also contains supplementary information in addition to the financial statements themselves.

Required Financial Statements

The financial statements of the Authority report information about the Authority using full accrual accounting methods similar to those used by private sector companies. These statements offer short-term and long-term financial information about its activities. The Balance Sheet includes all of the Authority's assets and liabilities and provides information about the nature and amounts of investments in resources (assets) and the obligations to Authority creditors (liabilities). The assets and liabilities are presented in a classified format, which distinguishes between current and long-term assets and liabilities. It also provides the basis for computing the rate of return, evaluation of the capital structure of the Authority and assessing the liquidity and financial flexibility of the Authority. All of the current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses, and Changes in Net Assets. This statement measures the success of the Authority's operations over the past year and can be used to determine whether the Authority has successfully recovered all its costs through its customer fares, contract services, and operating subsidies, as well as its profitability and credit worthiness. The final required financial statement is the Statement of Cash Flows. The primary purpose of this statement is to provide information about the Authority's cash receipts and cash payments during the reporting period. The statement reports cash receipts, cash payments, and net changes in cash resulting from operating, investing, and financing

activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in the cash balance during the reporting period.

Financial Analysis of the Authority

Our analysis of the Authority begins below with the Financial Statements. One of the most important questions asked about the Authority's finances is "Is the Authority, as a whole, better off or worse off as a result of the year's activities?" The Balance Sheet and the Statement of Revenues, Expenses, and Changes in Net Assets report information about the Authority's activities in a way that will help answer this question. These two statements report the net assets of the Authority and changes in them. You can think of the Authority's net assets---the difference between assets and liabilities---as one way to measure financial health or financial position. Over time, increases or decreases in the Authority's net assets are one indicator of whether its financial health is improving or deteriorating. However, you will need to consider other non-financial factors such as changes in economic conditions, population growth, regulation, and new or changed government legislation.

Net Assets

To begin our analysis, a summary of the Authority's Balance Sheets is presented in Table A-1.

Table A-1

Condensed Statement of Net Assets (Balance Sheets) (In millions of dollars)

	September 30, FY 2011	FY 2010	FY 2009
Assets:			
Current and other assets	\$ 54.9	\$ 50.6	\$ 53.1
Capital assets	139.4	135.3	137.8
Total assets	\$194.3	\$185.9	\$190.9
Liabilities:			
Current liabilities	\$19.0	\$18.0	\$26.9
Long-term liabilities	15.4	16.7	18.3
Total liabilities	\$34.4	\$34.7	\$45.2
Net Assets:			
Invested in capital assets, net of related debt	\$131.1	\$125.1	\$123.5
Restricted	.5	.5	.5
Unrestricted	28.3	25.6	21.7
Total net assets	\$159.9	\$151.2	\$145.7

The Balance Sheets show the change in assets, liabilities, and the resulting net assets. Net assets may serve, over time, as a useful indicator of a government's overall financial position. As can be seen from the Table A-1, Net Assets increased \$8.7 million to \$159.9 million in Fiscal Year 2011 from \$151.2 million in Fiscal Year 2010. Compared to Fiscal Year 2010, Net Assets Invested in Capital Assets, Net of Related Debt, increased \$6 million, Unrestricted Net Assets increased \$2.7 million, and Restricted Net Assets did not change.

Table A-2*Condensed Statement of Revenues, Expenses, and Changes in Net Assets (In millions of dollars)*

	September 30,		
	FY 2011	FY 2010	FY 2009
Operating Revenues:			
Customer fares	\$26.1	\$ 22.4	\$ 21.5
Contract services	19.4	19.5	19.4
Advertising revenue	.8	.9	1.1
Other income	.4	.4	.3
Total operating revenue	46.7	43.2	42.3
Nonoperating Revenues (Expenses), net:			
Federal	19.0	15.9	14.5
State	11.2	11.5	9.6
Local	37.2	40.2	45.8
Interest and other income (expense)	(.8)	(.2)	(.7)
Total non-operating revenue	66.6	67.4	69.2
Total Revenues	113.3	110.6	111.5
Depreciation Expense	18.2	17.0	16.7
Operating Expenses:			
Salaries and wages	37.8	38.5	38.9
Fringe benefits	20.1	20.9	22.1
Purchased transportation Services	21.2	20.1	18.2
Fuel	15.5	11.0	11.8
Materials and supplies	5.6	5.5	4.7
Professional services	5.7	6.4	6.1
Lease and miscellaneous	.7	.7	.7
Casualty and liability insurance	2.1	1.8	2.5
Utilities, taxes, and licenses	1.9	1.8	1.6
Total operating expenses	110.6	106.7	106.6
Loss before Capital Contributions	(15.5)	(13.1)	(11.8)
Capital Contributions	24.2	18.6	17.1
Change in Net Assets	8.7	5.5	5.3
Beginning Net Assets	151.2	145.7	140.4
Ending Net Assets	\$159.9	\$151.2	\$145.7

The Statements of Revenues, Expenses, and Changes in Net Assets provide answers as to the nature and source of changes in Net Assets. As shown in Table A-2, the \$8.7 million increase in net assets in FY 2011 is due to the excess of Capital Contributions of \$24.2 million over the Loss before Capital Contributions of \$15.5 million. The increase in Operating Revenues is due mainly to the increase in Customer Fares resulting from the increase in ridership of 9% compared to last year. The decrease in Nonoperating Revenue is primarily due to a decrease in funding from the Authority's local funding partners. The increase in Operating Expenses is mainly due to the increase in fuel costs.

Capital Assets

At the end of fiscal year 2011, the Authority had a broad range of Capital Assets, consisting of Land, Buildings and Shelters, Revenue Vehicles, Equipment, and Leasehold Improvements. During fiscal year 2011 the Authority completed 429 bus shelters and stops with a total cost of \$6,959,763.

Table A-3

Capital Assets (In millions of dollars)

	September 30, FY 2011	FY 2010	FY 2009
Land	\$ 8.6	\$ 8.6	\$ 8.6
Buildings and Shelters	89.3	83.8	81.2
Revenue Vehicles	108.8	102.1	100.9
Equipment	21.9	21.3	21.6
Subtotal	228.6	215.8	212.3
Less Accumulated Depreciation	100.5	87.1	79.3
Subtotal	128.1	128.7	133.0
Construction in Progress:			
Bus Shelters	1.4	2.9	1.0
Facility Capital Improvements	3.7	1.0	1.1
Other Miscellaneous Projects	6.2	2.7	2.7
Subtotal	11.3	6.6	4.8
Net Capital Assets	\$139.4	\$135.3	\$137.8

Long-Term Obligations

On August 16, 2001, the Authority entered into a State Infrastructure Bank Loan Agreement (SIB #1), allowing draws of up to \$7,958,991 for the construction of the LYNX Central Station. The loan matured in fiscal year 2011 and there was no outstanding balance at September 30, 2011. On June 9, 2004, the Authority entered into a second SIB Loan (SIB #2), allowing draws of up to \$7,600,000 for the construction of the LYNX Operations Center Facility. This loan matures in fiscal year 2017; the outstanding loan balance as of September 30, 2011 was \$4,646,340. On August 14, 2006, the Authority entered into a third SIB Loan (SIB #3), allowing draws of up to \$7,140,000 for the acquisition of rolling stock, including paratransit vehicles. During fiscal year 2006, the allowable amount, \$7,140,000, of SIB # 3 was drawn; this loan matures in fiscal year 2013; the outstanding loan balance as of September 30, 2011 was \$4,255,022. In July 2010 a modified repayment schedule was agreed to resulting in the deferment of the remaining annual payments until FY2013. On August 16, 2007 the Authority leased 21 buses requiring 28 quarterly lease payments over seven years, with principal totaling \$7,632,976; the unpaid principal balance as of September 30, 2011, was \$3,529,070.

Diesel Fuel Hedging

GASB Statement No. 53, Accounting and Financial Reporting for Derivative Instruments, was implemented in Fiscal Year 2011. This accounting standard requires that hedging derivative instruments be reported at fair value on the Balance Sheet.

Beginning in July 2011 the Authority entered into several fuel hedging contracts with a counterparty to cover a significant portion of planned diesel fuel purchases in fiscal years ending September 30, 2011 and September 30, 2012. The objective is to smooth out the fluctuation in fuel prices and to limit the extent to which the price paid for fuel could increase during the fiscal year. As of September 30, 2011 the maturity dates of the open contracts range from October 2011 to September 2012. Because the fuel hedging contracts are considered effective hedges the fair value of the asset and the liability related to the open contracts at September 30, 2011 fully offset each other.

Economic Factors and Next Year's Budget and Rates

The Authority's Board of Directors and Management considered many factors when setting the Fiscal Year 2011 budget and contract services hourly rates. These factors include the expected demand of the Authority's Funding Partners, which in turn consider such factors as anticipated population growth of the three counties and the economy of the region as a whole.

FINANCIAL STATEMENTS

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
BALANCE SHEETS
SEPTEMBER 30, 2011 AND 2010

ASSETS	2011	2010
CURRENT ASSETS:		
Cash and cash equivalents	\$ 25,402,118	\$ 23,476,890
Receivables:		
Local, trade and operating assistance	2,993,828	2,964,314
Federal grants	13,146,568	12,461,872
State grants	5,333,415	4,511,784
Inventory	1,388,450	1,535,475
State fuel tax refund	136,083	104,353
Prepaid expenses and other assets	147,973	77,724
Deferred outflow of resources	612,600	-
	49,161,035	45,132,412
Total current assets		
NONCURRENT ASSETS:		
Investment Pool B	424,882	499,791
Restricted cash and cash equivalents	5,289,360	5,026,407
	5,714,242	5,526,198
Total investment and restricted cash and cash equivalents		
Property and equipment:		
Land	8,571,465	8,571,465
Buildings and shelters	89,286,041	83,803,389
Revenue vehicles	108,844,847	102,108,199
Equipment	21,900,200	21,308,382
Total property and equipment	228,602,553	215,791,435
Less accumulated depreciation	(100,461,032)	(87,100,098)
Construction in progress	11,285,722	6,594,977
	139,427,243	135,286,314
Net property and equipment		
Total noncurrent assets	145,141,485	140,812,512
TOTAL ASSETS	\$ 194,302,520	\$ 185,944,924

See notes to financial statements.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
BALANCE SHEETS
SEPTEMBER 30, 2011 AND 2010

LIABILITIES AND NET ASSETS	2011	2010
CURRENT LIABILITIES:		
Accounts payable	\$ 9,451,628	\$ 6,704,267
Accrued salaries and related taxes	761,144	1,759,275
Accrued compensated absences, current	3,756,007	3,858,436
Accrued self-insurance liability, current	1,835,748	1,565,304
Leases payable, current	1,130,548	1,087,080
Loans payable, current	736,565	928,529
Deferred operating revenue	134,619	1,897,944
Deferred capital	557,548	189,290
Derivative financial instruments	612,600	-
Total current liabilities	18,976,407	17,990,125
NONCURRENT LIABILITIES:		
Leases payable, long-term	2,398,522	3,529,070
Loans payable, long-term	8,164,797	8,901,362
Net pension and OPEB obligation	743,346	743,955
Accrued compensated absences, long-term	501,360	521,260
Accrued self-insurance liability, long-term	3,571,896	3,073,730
Total noncurrent liabilities	15,379,921	16,769,377
Total liabilities	34,356,328	34,759,502
NET ASSETS:		
Invested in capital assets, net of related debt	131,097,480	125,085,110
Restricted-capital projects	536,749	536,749
Unrestricted	28,311,963	25,563,563
Total net assets	159,946,192	151,185,422
TOTAL LIABILITIES AND NET ASSETS	\$ 194,302,520	\$ 185,944,924

See notes to financial statements.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
YEARS ENDED SEPTEMBER 30, 2011 AND 2010

	2011	2010
OPERATING REVENUES		
Customer fares	\$ 26,098,044	\$ 22,363,088
Contract services:		
Local financial assistance	10,723,985	11,316,607
Other contractual services	8,691,213	8,203,125
Advertising	844,259	865,029
Other income	401,733	415,282
	<u>46,759,234</u>	<u>43,163,131</u>
OPERATING EXPENSES:		
Salaries and wages	37,751,015	38,482,407
Fringe benefits	20,133,803	20,904,417
Purchased transportation services	21,169,751	20,136,601
Fuel	15,559,565	11,002,516
Materials and supplies	5,568,348	5,480,737
Professional services	5,706,247	6,395,406
Lease and miscellaneous	691,381	653,875
Casualty and liability insurance	2,120,192	1,810,875
Utilities	1,415,747	1,421,560
Taxes and licenses	497,981	393,353
	<u>110,614,030</u>	<u>106,681,747</u>
OPERATING EXPENSES IN EXCESS OF OPERATING REVENUES BEFORE DEPRECIATION AND AMORTIZATION	(63,854,796)	(63,518,616)
DEPRECIATION AND AMORTIZATION	<u>(18,209,971)</u>	<u>(16,952,533)</u>
OPERATING LOSS	<u>(82,064,767)</u>	<u>(80,471,149)</u>
NONOPERATING REVENUES AND EXPENSES:		
Operating assistance grants:		
Federal	750,000	750,000
State of Florida	8,478,573	8,004,043
Local	37,123,865	40,142,011
Planning and other assistance grants:		
Federal	18,281,474	15,166,638
State of Florida	2,768,555	3,538,291
Local	984	-
Interest expense	(296,494)	(362,834)
Interest income	85,106	96,972
Other income (expenses)	(588,867)	92,325
	<u>66,603,196</u>	<u>67,427,446</u>
LOSS BEFORE CAPITAL CONTRIBUTIONS	(15,461,571)	(13,043,703)
Capital contributions	<u>24,222,341</u>	<u>18,572,964</u>
Change in net assets	8,760,770	5,529,261
NET ASSETS AT BEGINNING OF YEAR	<u>151,185,422</u>	<u>145,656,161</u>
NET ASSETS AT END OF YEAR	<u>\$ 159,946,192</u>	<u>\$ 151,185,422</u>

See notes to financial statements.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
STATEMENTS OF CASH FLOWS
YEARS ENDED SEPTEMBER 30, 2011 AND 2010

	2011	2010
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from customers	\$ 26,098,044	\$ 22,363,088
Cash received for contract services	19,466,141	19,972,701
Cash paid to employees	(43,795,354)	(43,976,080)
Cash paid to suppliers	(64,303,819)	(66,792,330)
Cash received from advertising and miscellaneous	1,165,535	1,367,973
Net cash used in operating activities	<u>(61,369,453)</u>	<u>(67,064,648)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Proceeds from assistance grants	<u>67,086,206</u>	<u>59,150,863</u>
Net cash provided by noncapital financing activities	<u>67,086,206</u>	<u>59,150,863</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Construction and acquisition of property and equipment	(23,624,070)	(14,931,591)
Principal paid on loans and capital leases	(2,015,609)	(4,130,030)
Interest paid on capital leases and SIB loans	(296,494)	(362,834)
Capital assistance grants	<u>22,249,907</u>	<u>24,700,409</u>
Net cash provided by (used in) capital and related financing activities	<u>(3,686,266)</u>	<u>5,275,954</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest income	85,106	96,972
Pool B investment withdrawals	<u>72,588</u>	<u>206,947</u>
Net cash provided by investing activities	<u>157,694</u>	<u>303,919</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	2,188,181	(2,333,912)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>28,503,297</u>	<u>30,837,209</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 30,691,478</u>	<u>\$ 28,503,297</u>
RECONCILIATION OF OPERATING LOSS TO NET CASH USED IN OPERATING ACTIVITIES:		
Operating Loss	\$ (82,064,767)	\$ (80,471,149)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation and Amortization	18,209,971	16,952,533
Changes in operating assets and liabilities:		
Local, Trade, and Operating Assistance Receivable	(29,514)	579,207
Inventory	147,025	17,388
State fuel tax refund receivable	(31,730)	106,012
Prepaid expenses and other assets	4,660	(54,701)
Accounts payable	2,747,361	(4,645,942)
Accrued salaries and related taxes	(998,740)	20,919
Accrued compensated absences	(122,329)	67,355
Accrued self-insurance liability	<u>768,610</u>	<u>363,730</u>
Net cash used in operating activities	<u>\$ (61,369,453)</u>	<u>\$ (67,064,648)</u>
NONCASH INVESTING ACTIVITY:		
Unrealized gain on investments	\$ 70,561	\$ 204,920

See notes to financial statements.

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED SEPTEMBER 30, 2011 AND 2010**

1. SIGNIFICANT ACCOUNTING POLICIES

Organization - The Central Florida Regional Transportation Authority (the "Authority") was created in 1989 pursuant to Section 343.63, *Florida Statutes*. This same legislation was amended in 1993, allowing the Authority to assume the operations of the entity formerly known as Central Florida Commuter Rail Authority and providing an opportunity to merge with the local transportation provider, Orange-Seminole-Osceola Transportation Authority (OSOTA) d/b/a LYNX, thereby, creating a one-stop public transportation entity. The Authority continues to use LYNX as its doing business as name and serves as the focal point in developing all modes of public transportation in the Central Florida region. Through formal action by both the Authority and OSOTA Board of Directors, the merger of the two organizations was ratified March 1994 and became effective October 1, 1994. The Authority provides public transportation services to the general public in the Orlando, Florida metropolitan area--Orange County, Seminole County, and Osceola County.

Reporting Entity - The Authority is a stand-alone governmental unit.

Basis of Accounting - The Authority accounts for its activities through the use of an enterprise fund. Enterprise funds are used to account for activities similar to those found in the private sector, where the determination of a change in financial position is necessary or useful for sound financial administration (business-type activities). Because the Authority has only business-type activities, it is considered to be a special-purpose government for financial reporting under Governmental Accounting Standards Board (GASB) No. 34 *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments (GASB 34)*. Accordingly, the Authority only presents fund financial statements as defined in GASB 34. The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses when incurred. The Authority's property and equipment acquisitions and operations are subsidized by the Federal Transit Administration, the Florida Department of Transportation, and local governments. Capital grants for the acquisition of property and equipment (reimbursement type grants) are recorded as grant receivables and credited to capital contributions when the related qualified expenditures are incurred. Unrestricted net assets consist of state and local government operating subsidies received in excess of net expenses.

The Authority has elected not to apply Financial Accounting Standards Board Statements and Interpretations issued after November 30, 1989, as permitted by GASB No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that use Proprietary Fund Accounting*.

Cash and Cash Equivalents and Investments - For purposes of the statements of cash flows, the Authority considers all investments with a maturity of three months or less when purchased to be cash equivalents. All cash and cash equivalents are insured by the Federal Deposit Insurance Corporation or are considered insured by the State of Florida collateral pool. The State of Florida collateral pool is a multiple financial institution pool with the ability to assess its members for collateral shortfalls if a member institution fails.

The Authority's policy allows for investments in the Local Governmental Surplus Funds Investment Pool (the "Pool"), which is administered by the State Board of Administration of Florida. The Pool includes direct obligations of the United States government or its agencies and instrumentalities, interest bearing time deposits or saving accounts, mortgage-backed securities, collateralized mortgage obligations, bankers acceptance, commercial paper, repurchase agreements, and shares in common-law trust established under *Florida Statutes* Section 163.01. The Pool allocates investment earnings to participants monthly, based on a prorated dollar days participation of each account in the pool.

The Authority held investments throughout fiscal years 2011 and 2010 in the Pool which are considered cash and cash equivalents for financial reporting purposes. During fiscal 2008 some securities were downgraded and the Pool

was subdivided into Pool A and Pool B. During fiscal 2009, Pool A was renamed “Florida PRIME” by the SBA. The Authority presents all investments at fair value as follows:

	September 30,	
	2011	2010
Pool Investments -Florida PRIME	\$ 53,685	\$ 22,093
Pool Investments -Pool B	424,882	499,791
Bank Deposits	30,637,793	28,481,204
Total Cash and Cash Equivalents and Investments	<u>\$ 31,116,360</u>	<u>\$ 29,003,088</u>

Florida PRIME qualifies under GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, to be treated as a “2a-7 like pool” because it has a policy that it will, and does, operate in a manner consistent with Rule 2a-7 under the Investment Company Act of 1940. The current rating of Florida PRIME by Standard and Poors is AAAM and the weighted average days to maturity at September 30, 2011 were 38 days. Pool B is not rated by any nationally recognized statistical rating agency and has a weighted life at September 30, 2011 of 4.82 years. The securities in Florida PRIME are presented at fair value based on \$1 per share and securities in Pool B are presented at estimated fair value (cost less unrealized loss) based on an independently calculated fair value factor of .7568386 at September 30, 2011 and .707058094 at September 30, 2010.

It is the policy of the Authority to diversify its investment portfolios so as to protect against issuer defaults, market price changes, technical complications leading to temporary lack of liquidity, or other risks resulting from an over concentration of assets in a specific maturity, a specific issuer, a specific geographical distribution, or a specific class of securities.

The Authority’s investment policy’s objectives are preservation of the principal of funds within its portfolio, ensure that funds are available to meet reasonably anticipated cash flow requirements, and maximize return on investments, while meeting the established quality, safety and liquidity restrictions.

To limit credit risk, in addition to diversification, the Authority has established a list of authorized investments, the principal ones are:

- (1) The Local Government Surplus Funds Trust Fund;
- (2) United States Treasury and Agency securities;
- (3) Interest-bearing time deposits or savings accounts in Qualified Public Depositories;
- (4) Obligations of the Federal Farm Credit Banks and the Federal Home Loan Mortgage Corporation; and
- (5) Deposits, federal funds or bankers acceptance of any domestic bank.

Receivables - Local, Trade, Operating Assistance – Includes receivables from customers, Local Funding Partners and Medicaid Assistance. As of September 30, 2011 and 2010, the Authority had receivables, net of allowances, as follows:

	September 30,	
	2011	2010
Customers	\$ 1,205,618	\$ 1,177,580
Local Funding Partners	368,613	344,030
Medicaid Assistance	1,419,597	1,442,704
Total	<u>\$ 2,993,828</u>	<u>\$ 2,964,314</u>

Inventory - Inventory, consisting of minor repair parts and fuel, is valued at the lower of cost or market. Cost is determined using the first-in, first-out method.

State Fuel Tax Refund - Represents claims refundable from the State of Florida Department of Revenue for fuel tax.

Restricted Assets - When both restricted and unrestricted resources are available for use, the Authority’s policy is to use restricted resources first, and then unrestricted resources, as they are needed. Restricted assets include \$5,289,360 and \$5,026,407 of cash and cash equivalents for the FlexBus Project, planning projects, shelters, bus procurement and other enhancements, and various capital projects as of September 30, 2011 and 2010, respectively.

Property and Equipment - Property and equipment in the amount of \$300 or more is recorded at historical cost and depreciated over the following estimated useful lives using the straight-line method:

	<u>Years</u>
Buildings and shelters	3 - 30
Revenue vehicles	5 - 9
Equipment	3 - 12
Leasehold improvements (shorter of useful lives or lease term)	5 - 10

The remaining construction work in progress primarily relates to design, engineering and construction costs of LYNX Central Station Improvements, LYNX Operations Center Modifications, Bus Shelters, Computer Aided Dispatch/Automated Vehicle Locator (CAD/AVL), and other projects. Depreciation commences when projects are completed and the underlying fixed assets are available for use.

Accounts Payable - Accounts payable are recorded as expenses at the time services are rendered and the Authority receives items. As of September 30, 2011 and 2010, the Authority had accounts payable as follows:

	September 30,	
	2011	2010
Trade	\$ 5,135,443	\$ 3,303,673
Commitments (Consultants/Construction)	657,401	481,052
Retainage	174,767	61,827
Other	3,484,017	2,857,715
Total	\$ 9,451,628	\$ 6,704,267

Accrued Compensated Absences - The Authority recognizes the accrual of compensated absences in accordance with GASB No. 16, *Accounting for Compensated Absences*, accruing vacation pay benefits as earned and sick pay benefits as vested by its employees.

	September 30,	
	2011	2010
Accrued compensated absences liability, beginning of year	\$ 4,379,696	\$ 4,312,341
Obligations	3,633,678	3,925,791
Payments	(3,756,007)	(3,858,436)
Accrued compensated absences liability, end of year	\$ 4,257,367	\$ 4,379,696
Amount due within one year	3,756,007	3,858,436

Accrued Self-Insurance Liability - The Authority has a self-insurance program for public liability claims and workers compensation. Estimated claims are accrued in the year expenses are incurred to the extent payment is probable and subject to reasonable estimation.

Deferred Operating Revenue - Deferred operating revenue consists of revenue not yet recognized because services have not yet been rendered, although related cash has been received.

Net Assets - Net assets represents net assets invested in capital assets, net of related debt, restricted assets and unrestricted earnings.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Operating Revenues - Transactions reported as operating revenues are those that arise from the activities of primary ongoing operations. Those include: Customer Fares, Contract Services, Advertising and Other Operating Income. Customer fares are recorded as revenue at the time services are performed and revenues pass through the fare box. Contract services are recorded as revenue when services are provided, consisting primarily of bus services to area cities and counties that are funded based on hours of service and paratransit services funded through Medicaid, Transportation Disadvantage, and other means.

Non-Operating Revenues - Transactions reported in the non-operating revenue category include government subsidies that are not contingent on service hours or other designated criteria, including Federal, State and Local Operating, Planning, and other grant assistance, as well as interest income and gains on the sales of capital assets, if applicable.

Operating Expenses - Transactions reported as operating expenses are those that arise from the activities of primary ongoing operations. Those include: Salaries and Wages, Fringe Benefits, Purchased Transportation Services, Fuel, Materials and Supplies, Professional Services, Leases and Miscellaneous, Casualty and Liability Insurance, Utilities, Taxes and Licenses.

Non-Operating Expenses - Transactions reported in the non-operating expense category include those that do not arise from the activities of primary ongoing operations. These include interest expense for leases and loans as well as losses on the sales of capital assets, if applicable.

2. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2011 was as follows:

Property and Equipment:	Beginning Balance	Additions	Reclass/ Disposals	Ending Balance
Depreciable Assets				
Buildings and Shelters	\$ 83,803,389	\$ 7,564,149	\$ (2,081,497)	\$ 89,286,041
Revenue Vehicles:				
Buses	97,175,366	9,470,886	(2,674,997)	103,971,255
Other Support Vehicles	4,932,833	100,396	(159,637)	4,873,592
Furniture, Fixtures & Equipment	21,308,382	1,126,665	(534,847)	21,900,200
Non-Depreciable Assets				
Land	8,571,465	-	-	8,571,465
Construction in Progress	6,594,977	12,408,129	(7,717,384)	11,285,722
Totals at Historical Cost	\$ 222,386,412	\$ 30,670,225	\$ (13,168,362)	\$ 239,888,275
Less accumulated depreciation for:				
Buildings and Shelters	\$ (23,140,816)	\$ (4,131,649)	\$ 1,553,118	\$ (25,719,347)
Revenue Vehicles:				
Buses	(43,694,859)	(11,230,309)	2,624,582	(52,300,586)
Other Support Vehicles	(3,927,773)	(506,933)	142,817	(4,291,889)
Furniture, Fixtures & Equipment	(16,336,650)	(2,341,080)	528,520	(18,149,210)
Leasehold Improvements	-	-	-	-
Total Accumulated Depreciation	(87,100,098)	(18,209,971)	4,849,037	(100,461,032)
Capital Assets, net	\$ 135,286,314	\$ 12,460,254	\$ (8,319,325)	\$ 139,427,243

Capital asset activity for the year ended September 30, 2010 was as follows:

Property and Equipment:	Beginning Balance	Additions	Reclass/ Disposals	Ending Balance
Depreciable Assets				
Buildings and Shelters	\$ 81,203,633	\$ 2,730,964	\$ (131,208)	\$ 83,803,389
Revenue Vehicles:				
Buses	95,873,410	9,105,608	(7,803,652)	97,175,366
Other Support Vehicles	5,022,281	134,902	(224,350)	4,932,833
Furniture, Fixtures & Equipment	21,640,367	1,014,752	(1,346,737)	21,308,382
Leasehold Improvements	17,236	-	(17,236)	-
Non-Depreciable Assets				
Land	8,571,465	-	-	8,571,465
Construction in Progress	4,762,208	5,103,036	(3,270,267)	6,594,977
Totals at Historical Cost	\$ 217,090,600	\$ 18,089,262	\$ (12,793,450)	\$ 222,386,412
Less accumulated depreciation for:				
Buildings and Shelters	\$ (19,877,104)	\$ (3,384,986)	\$ 121,274	\$ (23,140,816)
Revenue Vehicles:				
Buses	(41,141,070)	(10,049,328)	7,495,539	(43,694,859)
Other Support Vehicles	(3,496,059)	(656,064)	224,350	(3,927,773)
Furniture, Fixtures & Equipment	(14,818,779)	(2,862,131)	1,344,260	(16,336,650)
Leasehold Improvements	(17,206)	(24)	17,230	-
Total Accumulated Depreciation	(79,350,218)	(16,952,533)	9,202,653	(87,100,098)
Capital Assets, net	\$ 137,740,382	\$ 1,136,729	\$ (3,590,797)	\$ 135,286,314

3. CAPITAL LEASES

The Authority is currently leasing 21 buses that were received in July 2007. As of September 30, 2011, these buses were included in property and equipment at a cost of \$7,632,976. Amortization of assets under capital leases is included in depreciation expense. Leases payable activity for the years ended September 30, 2011 and 2010 was as follows:

Leases Payable September 30, 2011

Leases Payable	Beginning Balance	Additions	Payments	Ending Balance	Amounts Due Within One Year
Lease # 4	\$4,616,150	\$ -	\$1,087,080	\$3,529,070	\$1,130,548
Total	\$4,616,150	\$ -	\$1,087,080	\$3,529,070	\$1,130,548

Leases Payable September 30, 2010

Leases Payable	Beginning Balance	Additions	Payments	Ending Balance	Amounts Due Within One Year
Lease #4	\$5,661,433	\$ -	\$1,045,283	\$4,616,150	\$1,087,080
Total	\$5,661,433	\$ -	\$1,045,283	\$4,616,150	\$1,087,080

Future minimum payments and the present value of the minimum payments applicable to capital leases are as follows for the years ending after September 30, 2011:

Year	Present Value of Minimum Lease Payments	Amount Representing Interest	Total Minimum Lease Payments
2012	\$ 1,130,548	\$ 122,478	\$ 1,253,026
2013	1,175,754	77,272	1,253,026
2014	1,222,768	30,258	1,253,026
Total	\$ 3,529,070	\$ 230,008	\$ 3,759,078

The above do not represent borrowings but are considered capital leases under generally accepted accounting principles due to the length of respective lease terms as compared to estimated useful lives of assets leased.

4. LOANS PAYABLE

On August 16, 2001, the Authority entered into a State Infrastructure Bank Loan Agreement (SIB #1), allowing draws of up to \$7,958,991 for the construction of the LYNX Central Station. The loan matured in 2011, it was non-interest bearing until October 1, 2006 and thereafter the interest rate was 5%. On June 9, 2004, the Authority entered into another SIB Loan (SIB #2), allowing draws of up to \$7,600,000 for the construction of the New Operating Base Facility. This loan matures in 2016, was non-interest bearing until October 1, 2007, and bears an interest rate of 2%, thereafter. On August 14, 2006, the Authority entered into another SIB Loan (SIB #3), allowing draws of up to \$7,140,000 for the acquisition of rolling stock, including paratransit vehicles. The allowable amount, \$7,140,000, of SIB #3 was executed in FY 2006. This loan matures in 2013, was non-interest bearing until October 1, 2008, and bears an interest rate of 1%, thereafter. Loans payable activity at September 30, 2011 and 2010 was as follows:

Loans Payable September 30, 2011					
	Beginning Balance	Additions	Payments	Ending Balance	Amounts Due Within One Year
SIB #1	\$ 206,407	\$ -	\$ 206,407	\$ -	\$ -
SIB #2	5,368,462	-	722,122	4,646,340	736,565
SIB #3	4,255,022	-	-	4,255,022	-
Total	\$ 9,829,891	\$ -	\$ 928,529	\$ 8,901,362	\$ 736,565

Loans Payable September 30, 2010					
	Beginning Balance	Additions	Payments	Ending Balance	Amounts Due Within One Year
SIB #1	\$ 1,169,048	\$ -	\$ 962,641	\$ 206,407	\$ 206,407
SIB #2	6,076,425	-	707,963	5,368,462	722,122
SIB #3	5,669,165	-	1,414,143	4,255,022	-
Total	\$ 12,914,638	\$ -	\$ 3,084,747	\$ 9,829,891	\$ 928,529

Pursuant to the State Infrastructure Bank Loan Agreement, the Authority committed to use its Federal Transit Administration 5307 grant funds as the source to fund the payment obligations of the loans for SIB#1 and SIB#2, provided such funds are available after funding capital expenditures. The amount of pledged revenues was \$18,697,912 and \$15,304,499 for fiscal years 2011 and 2010, respectively. The Authority committed to use directly generated local funds and FTA 5307 funds for non-TRIP projects as the source to fund the payment obligations of SIB#3. The amount of pledged revenues for capital expenditures and SIB#3 loan payments was \$1,951,961 and \$1,906,698 for fiscal years 2011 and 2010, respectively. Fiscal 2011 principal and interest payments were \$928,529 and \$117,689, respectively, and fiscal year 2010 principal and interest payments were \$3,084,747 and \$236,673, respectively.

Repayments to be made in fiscal years 2012 through 2017 are as follows:

Fiscal Year	Principal	Interest	Total
2012	\$ 736,565	\$ 92,927	\$ 829,492
2013	5,006,319	207,126	5,213,445
2014	766,322	63,170	829,492
2015	781,649	47,843	829,492
2016	797,282	32,210	829,492
2017	813,225	16,265	829,490
Totals	\$ 8,901,362	\$ 459,541	\$ 9,360,903

5. ACCRUED SELF-INSURANCE LIABILITY

The Authority has been self-insured since 1986 for personal injury coverage related to its transit coaches and since 1991 for workers compensation coverage; all other risks of loss are covered through the purchase of commercial insurance. The Authority has sovereign immunity with respect to personal injury claims, which limits its liability to \$100,000 for each claim and \$200,000 for each accident. Settled claims have not exceeded commercial coverage in any of the past three fiscal years.

The amounts recorded as accrued self-insurance liability at September 30, 2011 and 2010, the current portion of which represents an estimate of payments required in the next fiscal year, are at present value based on estimates derived through actuarial determinations discounted at a range of 4% for the fiscal years 2011 and 2010. Such estimates are subject to change based on circumstances surrounding each claim. Changes in the balances of accrued self-insurance liability, including incurred but not reported claims (IBNR), were as follows during the years ended:

	September 30	
	2011	2010
Accrued self-insurance liability, beginning of year	\$ 4,639,034	\$ 4,275,304
Insured claims (including IBNR's)	2,120,192	1,810,875
Claim payments	(1,351,582)	(1,447,145)
Accrued self-insurance liability, end of year	<u>\$ 5,407,644</u>	<u>\$ 4,639,034</u>

The estimated amounts due in one year are \$1,835,748 and \$1,565,304 at September 30, 2011 and 2010, respectively.

6. PENSION PLANS

State Plan - Plan Description

There are six (6) employees of the Authority who are not represented by the Amalgamated Transit Union (the "Union") and are participants in the Florida Retirement System (FRS), a cost-sharing multiple-employer public employee retirement system (PERS) administered by the Florida Department of Administration. Employees not filling regular established positions but working as temporary employees are not covered by the FRS. The Authority participated in the regular FRS class of membership, with a contribution rate of 10.77% and 9.85% in effect during the State's fiscal years ended June 30, 2011 and June 30, 2010 respectively. Contribution rates equal actuarially determined rates. Beginning July 2011 employers were required to contribute at a rate of 4.91% and employees were required to contribute at a rate of 3.00%.

Benefits are established by Chapter 121, *Florida Statutes*, and Chapter 22B, *Florida Administrative Code*. Amendments to the law can be made only by an act of the Florida Legislature. Benefits are computed on the basis of age, average final compensation, and service credit. Members are also eligible for in-line-of duty or regular disability benefits, if permanently disabled and unable to work. Regular class employees who retire at or after age 62 with 6 years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation for each year of credited service. Vested employees with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. A post-employment health insurance subsidy is also provided to eligible retirement employees through the FRS in accordance with *Florida Statutes*.

Section 121.031 (3), *Florida Statutes* requires that an actuarial valuation of FRS be performed biannually. The conclusions of the valuation and historical trend data are included in the annual report of the FRS. Further information about the progress made by the FRS in accumulating sufficient assets to pay benefits when due, including 10-year historical trend information, is included in the State of Florida Comprehensive Annual Financial Report and various publications available from the Florida Department of Administration.

Funding Policy

The Authority's contributions to the FRS were equal to the required contribution for each fiscal year. Contributions for fiscal years ended September 30, 2009 through 2011 approximated the following:

<u>Fiscal Year</u>	<u>Contributions</u>
2011	\$ 31,000
2010	\$ 39,000
2009	\$ 36,000

The Authority has historically contributed amounts equal to the required contributions for the FRS and, therefore, does not have a pension asset or liability as determined in accordance with GASB No.27.

Union Plan -

Plan Description

Substantially all Union employees of the Authority are participants in the Amalgamated Transit Union Local 1596 Pension Plan (the "Union Plan"), a defined benefit, single-employer public employee retirement system, formed April 22, 1986 by agreement between the Authority and the Union. All Authority Union employees are eligible to participate in the Union Plan as of their hire date. Employees who have reached the age of 62 are entitled to a retirement union benefit, payable monthly for life, equal to 2.13% of their average compensation for each unit of benefit credit. Average compensation is the average of the highest sixty consecutive calendar months preceding retirement or termination. Participants are credited with units of benefit credit for hours of service worked in a plan year. Benefits fully vest upon reaching 10 years of vested service. Vested employees who retire on or after age 62 will receive full benefits. Participants who have reached age 58 and have 20 years of service are entitled to an unreduced pension benefit. The monthly payment is reduced by 0.56% for each month for the first three years the early retirement date precedes the unreduced early retirement date for participants with 20 or more years of services. In addition, the monthly payment is reduced by 0.56% for each month up to a maximum of 60 months the early retirement date precedes the normal retirement date for participants with less than 20 years of service. Participants' benefits are established by the Trustees of the Union Plan.

Available historical information showing the Union Plan's progress in accumulating sufficient assets to pay benefits when due is presented in the Union Plan's financial statements. The Union Plan's financial statements may be obtained by writing the Union Plan Trustees.

Funding Policy

The Authority and Union employees are obligated to contribute to the Union Plan in accordance with requirements of the Union Collective Bargaining Agreement; regular contribution rates are actuarially determined. Union Plan members are required to contribute 5.25% of earnings; the Authority is required to contribute 9.75% of Union Plan members' earnings. The amount by which the required contribution rate exceeds the regular contribution rate in the contract is shared on the same bases as the contribution rate – 65% employer and 35% employee. Employees may elect to enhance their future benefits by up to .25% and .50% by contributing an additional 2.5% and 5.0% of earnings, respectively. Shared contributions are the amount by which the required contribution rate exceeds the regular contribution rates, which is shared as 35% employee and 65% employer in the subsequent year.

Annual Pension Cost and Net Pension Obligation

The Authority's latest available union plan annual pension information, which includes costs for fiscal years 2011, 2010 and 2009 and a net pension obligation at September 30, 2011, 2010 and 2009, is as follows:

	September 30		
	2011	2010	2009
Annual required contribution	\$ 3,416,323	\$ 3,893,395	\$ 4,312,447
Interest on net pension (asset)/obligation	19,785	18,501	(33,835)
Adjustment to annual required contribution	(25,479)	(26,919)	47,204
Annual pension cost	3,410,629	3,884,977	4,325,816
Contributions made	(3,658,704)	(3,868,925)	(3,628,006)
(Decrease) increase in net pension obligation	(248,075)	16,052	697,810
Net pension (asset)/obligation, beginning of yr.	262,733	246,681	(451,129)
Net pension obligation, end of year	<u>\$ 14,658</u>	<u>\$ 262,733</u>	<u>\$ 246,681</u>

The annual required contribution for fiscal year 2011 was determined as part of the October 1, 2010 actuarial valuation using the entry age actuarial cost method. The actuarial assumptions included (a) 7.5% investment rate of return (net of administrative expenses) and (b) projected salary increases ranging from 4.00% to 13.13% per year, dependent on years of service. Both (a) and (b) included an inflation component of 3.5%. The assumptions did not include post-retirement benefit increases, which are funded by the Authority when granted. Such assumptions are subject to future changes due to certain market conditions. The actuarial value of assets was determined using techniques that smooth the effects of short-term volatility in the market value of investments over a five-year period.

The unfunded actuarial accrued liability is being amortized as a level dollar amount of projected payroll on a closed basis. The remaining amortization period at September 30, 2010 was 22 years.

Three-Year Trend			
Fiscal Year Ended	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
9/30/11	\$ 3,410,629	107.3%	\$ 14,658
9/30/10	\$ 3,884,977	99.6%	\$ 262,733
9/30/09	\$ 4,325,816	83.9%	\$ 246,681

Funded Status and Funding Progress

The most recent actuarial report for the Union Plan was prepared as of October 1, 2010. As of this point in time, the actuarial value of the Union Plan's assets was \$82,509,177 and the actuarial accrued liability for benefits was \$87,832,036, resulting in an unfunded actuarial liability of \$5,322,859 and a funded ratio of 93.94%. The annual covered payroll was \$35,059,922 and the ratio of the funded excess to covered payroll was 15.18%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment and mortality trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Employee 401(a) Pension Plan - The Authority maintains a single-employer, defined contribution pension plan, Central Florida Regional Transportation Authority Money Purchase Plan (the "Plan"), administered by The Hartford for employees who are not represented by the Union, effective October 1, 1994. The Plan is a tax-qualified plan pursuant to section 401(a) of the Internal Revenue Code. All full-time administrative employees not represented by the Union are eligible for participation in the plan, with the exception of employees hired before October 1, 1994 who opted to stay in the FRS and supervisors represented by Union 1749.

The Plan provisions provide for the Authority to contribute 12% of employee earnings; employees are not required to make contributions. All plan amendments are administered and authorized by the Plan's trustees. At the Plan's inception, employees who switched from the FRS were automatically 100% vested and all other employees are 100% vested after five years of employment with the Authority or other public service or transportation agencies. All employees may withdraw vested balances upon the normal retirement age of 65. The Plan permits withdrawals for retirement, termination, and disability but does not allow participants to borrow against their accounts.

The payroll for Authority employees covered by the plan for the years ended September 30, 2011 and 2010 was \$9,142,063 and \$9,315,157 respectively. The Authority's contribution to the plan for the years ended September 30, 2011 and 2010 amounted to \$1,097,048 and \$1,117,830 respectively, representing 12% of covered payroll less forfeitures.

7. POST-EMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS

In addition to the pension benefits described in Note 6, effective October 1, 1999, the Authority entered into a contractual agreement with Local 1596 of the Amalgamated Transit Union to provide post-retirement health care benefits for those employees who, in accordance with Article 28 of the Amalgamated Transit Union Local 1596 Pension Plan, have at least ten (10) years vesting and retire between the ages of 62 and 67 or until they are eligible for Medicare benefits (whichever occurs first). Benefit provisions and contribution obligations have been established by the Authority's Board. Eligibility for retirement health care benefits will be determined by the years of credited services.

In order to comply with the requirements of GASB 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions*, the Authority contracted with a certified actuarial firm to provide an actuarial valuation of postemployment benefits. The postemployment health insurance benefits will continue to be offered on a pay-as-you-go basis a percentage of the cost of the Consumer Driven Health Plan (CDHP, Employee Only) in accordance with the following schedule:

Years of Service	Contribution Rate
10-14	60% of CDHP, Employee Only
15-19	75% of CDHP, Employee Only
20+	100% of CDHP, Employee Only

Employees who elect to continue their health care coverage upon retirement are responsible for the employee and employer share over and above the previously stated contributions. Dependent coverage is available at the retiree's expense provided the retiree elects to continue health care coverage. As required by the State of Florida Statute 112.08011, the claims experience of the retirees is co-mingled with active employees in determining the health plan cost. In accordance with GASB 45, the co-mingling of claims requirements equates to an implicit subsidy to retirees that creates another postemployment benefit (OPEB) liability on the part of the Authority. Therefore, the Authority will incur a liability at the beginning of this fiscal year for the implicit rate subsidy as the Authority implements GASB 45. The Authority does not intend to fund the actuarial accrued liability.

The Authority's annual OPEB cost is calculated based on the annual required contribution (ARC) of the employer, an amount actuarially determined in accordance with the parameters of GASB 45. In the year of implementation, the net OPEB Obligation and the ARC are the same amount. The calculation produced an unfunded obligation of \$248,924. The following table shows the components of the Authority's OPEB cost for the year, the amount contributed to the plan, and changes in the Authority's net OPEB obligation at September 30, 2011, 2010 and 2009, is as follows:

	September 30		
	2011	2010	2009
Annual required contribution	\$ 335,849	\$ 79,227	\$ 379,227
Interest on net OPEB obligation	19,249	9,957	-
Adjustment to annual required contribution	(26,759)	(13,842)	-
Annual OPEB cost	328,339	375,342	379,227
Contributions made	(80,873)	(143,044)	(130,303)
Increase in net OPEB obligation	247,466	232,298	248,924
Net OPEB obligation, beginning of year	481,222	248,924	-
Net OPEB obligation, end of year	\$ 728,688	\$ 481,222	\$ 248,924

As of the September 30, 2011 actuarial valuation date, the unfunded actuarial accrued liability (UAAL) was \$3,915,500. The covered payroll (annual payroll of active employees covered by the OPEB Plan) was \$37,732,257 and the ratio of the UAAL to the covered payroll was 10.4%. The Authority's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the year are as follows:

<u>Year Ending</u>	<u>Annual OPEB Cost</u>	<u>Percentage of OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
September 30, 2011	\$328,339	24.6%	\$728,688
September 30, 2010	\$375,342	38.1%	\$481,222
September 30, 2009	\$379,227	34.4%	\$248,924

(A schedule of funding progress is presented on page 39.)

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. (As an unfunded plan, there are no plan assets to report.)

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short term volatility in actuarial accrued liabilities and the actuarial value of assets consistent with the long-term perspective of the calculations. The information presented in the required supplementary schedule was determined as a part of the actuarial valuation at the date indicated:

Valuation date	October 1, 2011
Actuarial cost method	Entry age normal cost
Amortization method	Level dollar/open
Remaining amortization period	30 years
Asset valuation method	Pay as you go
Actuarial assumptions:	
Projected salary increases	2.50%
Investment rate	4.0% per year
Healthcare cost trend (including 2.50% inflation)	9% initially and 4.5% ultimately, in 2014

8. COMMITMENTS

Operating Lease - Total lease expense amounted to \$164,794 and \$117,128 during the years ended September 30, 2011 and 2010, respectively.

9. FUEL HEDGE SWAP AGREEMENTS

The Authority entered into four diesel fuel hedge swap agreements ("swaps") during fiscal year 2011 in order to smooth out the fluctuation in diesel fuel cost and to set predetermined upper limits with respect to the cost of diesel fuel. The swaps consisted of 720,000 gallons for the period of May 1, 2011 through October 31, 2011 at a fixed price of \$3.316 per gallon, 360,000 gallons for the period of May 1, 2001 through October 31, 2011 at a fixed price of \$3.005 per gallon, 1,430,000 gallons for the period of November 1, 2011 through September 30, 2012 at a fixed price of \$3.042 a gallon and 770,000 gallons for the period of November 1, 2011 through September 30, 2012 at a price of \$2.89 a gallon. Current price on March 13, 2012 is \$3.3137.

Settlements with the counterparty are made monthly based on the difference between the number of gallons hedged at the fixed price and the number of gallons hedged at the average price per gallon based on the Gulf Coast Ultra Low Sulfur Diesel Platts U.S. Index (“Platts”). If the Platts price is higher than the fixed price the counterparty pays the Authority a settlement amount and if the fixed price is higher than the Platts price the Authority pays the counterparty.

The Authority is exposed to basis risk on the swaps if the index on which fuel is purchased differs from the Platts index specified in the related fuel hedge agreements. During fiscal year 2011, the Authority purchased its diesel fuel from vendors using an index other than Platts, resulting in additional cost of approximately \$186,000 included on the financial statements in operating expenses. Effective October 1, 2011, the Authority changed its diesel fuel vendors so that all diesel fuel is procured using the Platts index, thereby eliminating the difference in basis between the pricing of the swaps and actual diesel fuel purchases.

The Authority is also exposed to rollover risk on the swaps to the extent that the maturities of fuel hedges differ from the timing of fuel purchases. To the extent there are timing differences, the Authority is re-exposed to the fuel price risks being hedged.

The swaps are considered effective hedges at September 30, 2011 under the dollar-offset method, which compares the changes in expected cash flows of the hedging instruments to the cash flows of the diesel fuel subjected to hedge. Accordingly, the swaps are presented at estimated fair value on the balance sheet, with \$612,600 as a deferred outflow of resources and derivative financial instrument on the balance sheet at September 30, 2011. The estimated fair value of the swaps is determined based on contracted strike prices and applicable futures prices at September 30, 2011, and these values represent the change in fair value of the swaps during the fiscal year.

10. LITIGATION

The Authority is contingently liable with respect to lawsuits and other claims incidental to the ordinary course of its operation, most of which are covered by the self-insurance program discussed in Note 5. In the opinion of management, any adjustments that would result from the settlement of lawsuits and other claims would not be significant.

REQUIRED SUPPLEMENTARY INFORMATION

UNION PENSION PLAN

Schedule of Funding Progress

	Valuation Dates, October 1		
	2010	2009	2008
Actuarial value of assets	\$ 82,509,177	\$ 76,104,519	\$ 70,165,211
Actuarial accrued liability	87,832,036	82,844,514	78,515,162
Unfunded actuarial liability	\$ 5,322,859	\$ 6,739,995	\$ 8,349,951
Funded Ratio	93.94%	91.86%	89.37%
Annual covered payroll	\$ 35,059,922	\$ 35,815,773	\$ 35,830,640
Unfunded actuarial liability as a percent of annual covered payroll	15.18%	18.82%	23.30%

Actuarial and Benefit Changes

Changes in benefit provisions for the Union Pension Plan during prior fiscal years were as follows:

Effective October 1, 2004, the Board of Trustees adopted several economic and demographic assumption changes based on the Five Year Experience Study issued November 2004. The combined changes caused the employer contribution to change from \$3,060,496 to \$3,056,186. Also, effective October 1, 2004, required employer contributions in excess of 9.75% of payroll will be shared between employer (65%) and employees (35%) beginning October 1, 2005.

Effective November 9, 2004, amendment No. 4 allows a spouse to waive the joint and survivor form of annuity. Also, effective November 9, 2004, amendment No. 5 provides for an additional level of enhanced benefits. Members elect to receive an additional .25% of final average compensation for service during which they contribute an additional 2.5% of pay as a member contribution. This enhanced benefit is in addition to the previous enhanced benefit available. There is no impact on the plan. The increased member contribution supports the increased benefits.

Effective May 10, 2005, amendment No. 6 makes changes in the administration of disability pension benefits.

Effective for the contribution year beginning October 1, 2007 the mortality rates were updated to the 1994 Group Annual Mortality (GAM), eliminating the one year set ahead for males, and revised results from October 1, 2002 forward to hold a payable amount for Share Accounts.

REQUIRED SUPPLEMENTARY INFORMATION

**Schedule of Other Postemployment Benefits (OPEB)
For the Years Ended September 30, 2011, 2010 and 2009**

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (normal cost) Entry Age (b)	Unfunded Actuarial Accrued Liability (UAAL) (b-a)	Funded Ratio (a/b)	Annual Covered Payroll (c)	UAAL as a % of Covered Payroll ((b-a)/c)
October 1, 2011	\$ -	\$3,915,500	\$3,915,500	0.0%	\$37,732,257	10.4%
October 1, 2010	\$ -	\$4,837,807	\$4,837,807	0.0%	\$38,482,407	12.6%
October 1, 2009	\$ -	\$4,382,964	\$4,382,964	0.0%	\$38,908,803	11.3%

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
SUPPLEMENTAL SCHEDULE OF REVENUES AND EXPENSES
BUDGET VS ACTUAL (BUDGET BASIS)
YEAR ENDED SEPTEMBER 30, 2011**

	Budget	Actual	Variance Favorable/ (Unfavorable)
OPERATING REVENUES			
Customer fares	\$ 21,383,098	\$ 26,098,044	\$ 4,714,946
Contract services:			
Local financial assistance	10,605,349	10,723,985	118,636
Other contractual services	8,580,051	8,691,213	111,162
Advertising -on Buses	1,400,000	844,259	(555,741)
Advertising -in Kind	355,000	-	(355,000)
Other income	336,864	401,733	64,869
	<u>42,660,362</u>	<u>46,759,234</u>	<u>4,098,872</u>
OPERATING EXPENSES:			
Transportation	40,036,368	37,814,328	2,222,040
Maintenance and operations	58,443,270	60,274,777	(1,831,507)
General and administrative	14,037,223	12,524,925	1,512,298
	<u>112,516,861</u>	<u>110,614,030</u>	<u>1,902,831</u>
	(69,856,499)	(63,854,796)	6,001,703
OPERATING LOSS			
NONOPERATING REVENUES/(EXPENSES):			
Federal	22,332,434	19,031,474	(3,300,960)
State of Florida	10,647,869	11,247,128	599,259
Local	37,205,851	37,124,849	(81,002)
Interest income	150,000	85,106	(64,894)
Interest expense	(479,655)	(296,494)	183,161
	<u>69,856,499</u>	<u>67,192,063</u>	<u>(2,664,436)</u>
Total nonoperating revenues/(expenses), net			
	<u>\$ -</u>	<u>3,337,267</u>	<u>\$ 3,337,267</u>
INCREASE/(DECREASE) IN NET ASSETS			
BASIS DIFFERENCES:			
Depreciation		(18,209,971)	
Other income (expenses)		(588,867)	
Capital contribution		<u>24,222,341</u>	
Increase in net assets - GAAP basis		<u>\$ 8,760,770</u>	

STATISTICAL INFORMATION

This section contains statistical tables reflecting various supplemental financial data concerning the Authority's operations. Where applicable, a 10-year history has been depicted to disclose trends in financial operations and other finance-related matters. These tables have been included as a part of this report for information purposes only, and, therefore, have not been subjected to audit by the Authority's independent auditors. Below is a summary of the components and purpose for the tables provided here-in.

	<u>Pages</u>
<u>Debt Capacity</u>	
This schedule presents information to help the reader assess the ability of LYNX to service its outstanding debt.	45
<u>Revenue Capacity</u>	
These schedules contain information to help the reader assess LYNX' most significant revenue sources.	46-48
<u>Financial Trends</u>	
These schedules contain trend information to help the reader understand how LYNX' financial performance and financial position have changed over time.	43-44, 49-51, 59-61
<u>Demographic and Economic Information</u>	
These schedules contain demographic and economic indicators to help the reader understand the environment within which LYNX' financial activities take place.	42, 52-57
<u>Other Operating Information</u>	
These schedules contain service levels and capital asset data and insurance information to help the reader understand how the information in LYNX' financial report relates to the services the Authority provides to its customers and the community.	58, 62-63

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
LYNX
Miscellaneous Statistics
Year End September 30, 2011
(Unaudited)

Form of Government	Local Government (Independent Special District)
Number of Directors	Five (5) Voting
Area Population	1,888,082
Counties Served	Orange, Seminole and Osceola
Number of Service Routes	65
Peak Vehicle Requirement	225
Hours of Operation	4:00 a.m. to 3:10 a.m.
Average Weekday Passengers	96,390
Vehicle Miles Operated	16,503,043
Vehicle Hours Operated	1,108,489

Source: Metro Orlando Economic Development Commission
National Transportation Database report

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

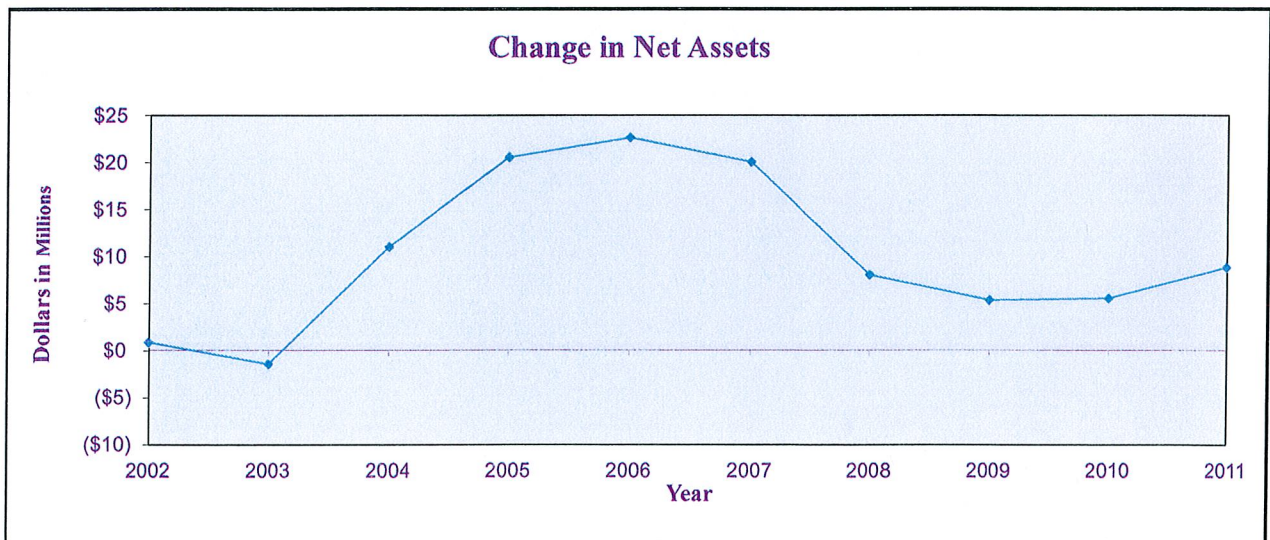
Revenue, Expenses, and Change in Net Assets

Last Ten Years

Dollars in Millions

(Unaudited)

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Operating Revenue:										
Customer Fares	\$ 12.3	\$ 13.9	\$ 14.8	\$ 17.2	\$ 18.9	\$ 19.1	\$ 21.7	\$ 21.5	\$ 22.4	\$ 26.1
Other	15.0	17.1	16.6	18.0	17.1	21.0	20.1	20.8	20.8	20.6
Total Operating Revenue	27.3	31.0	31.4	35.2	36.0	40.1	41.8	42.3	43.2	46.7
Operating Expenses:										
Administration, Transportation, and Maintenance	77.9	82.3	78.8	86.1	89.1	97.8	110.7	106.6	106.7	110.6
Depreciation	8.9	9.0	7.7	8.7	9.2	10.1	15.2	16.7	17.0	18.2
Write-off of Assets (Note 1)	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	86.8	91.3	86.5	94.8	98.3	107.9	125.9	123.3	123.7	128.8
Operating Loss	(59.5)	(60.3)	(55.1)	(59.6)	(62.3)	(67.8)	(84.1)	(81.0)	(80.5)	(82.1)
Non-Operating Revenue (Expenses):										
Operating Assistance	30.7	33.7	35.1	37.6	38.9	53.1	50.1	54.3	48.9	46.4
Planning and Other Income (Expenses)	16.5	17.2	13.0	13.3	16.0	14.1	14.0	14.9	18.5	20.2
Capital Contributions	13.1	7.9	18.0	29.2	30.0	20.4	28.0	17.1	18.6	24.2
Total Non-Operating Revenue (Expenses)	60.3	58.8	66.1	80.1	84.9	87.6	92.1	86.3	86.0	90.8
Change in Net Assets	\$ 0.8	\$ (1.5)	\$ 11.0	\$ 20.5	\$ 22.6	\$ 19.8	\$ 8.0	\$ 5.3	\$ 5.5	\$ 8.7



For the past 10 years the chart shows the change in net assets each year versus the immediately preceding year. After the decrease of fiscal 2003, net assets year over year increased every year peaking in fiscal year 2006 at \$22.6 million. The design, development and construction of the new LYNX Central Station (LCS) and LYNX Operations Center (LOC), as well as the acquisition of rolling stock and other capital assets caused a steep rise from fiscal year 2003, continuing through fiscal year 2006, with a decline in fiscal year 2007 with the completion of construction at the LOC. The increase each fiscal year after fiscal year 2007 was relatively modest compared to fiscal year 2006. The \$8.7 million increase in fiscal year 2011 was above that of fiscal year 2010 due mainly to the large amount of passenger amenities constructed with ARRA funds.

Source: Financial Statements

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

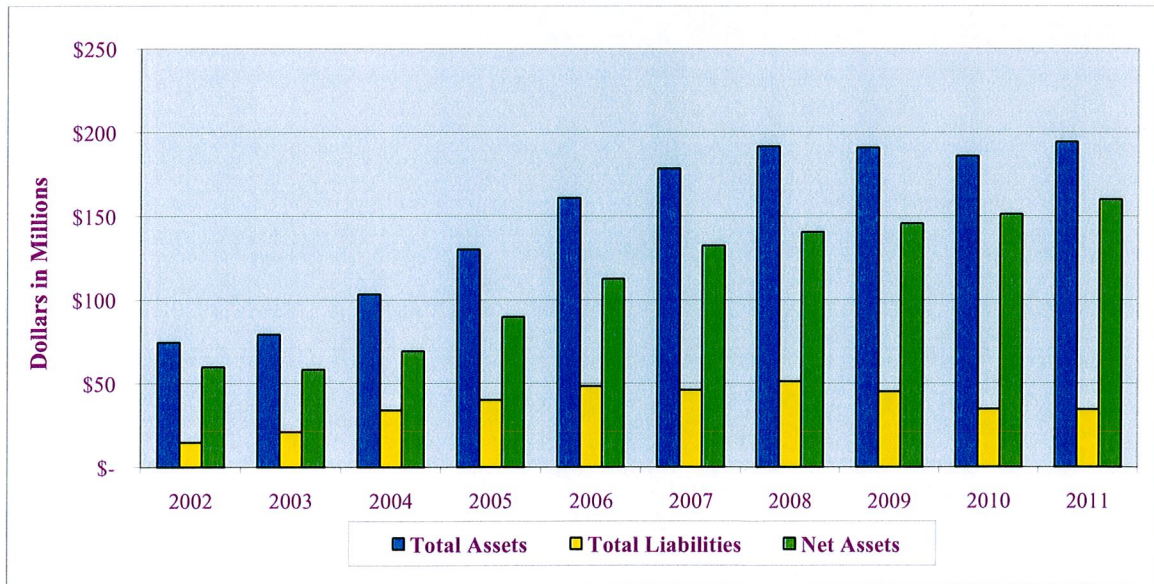
Condensed Summary of Net Assets

Last Ten Years

Dollars in Millions

(Unaudited)

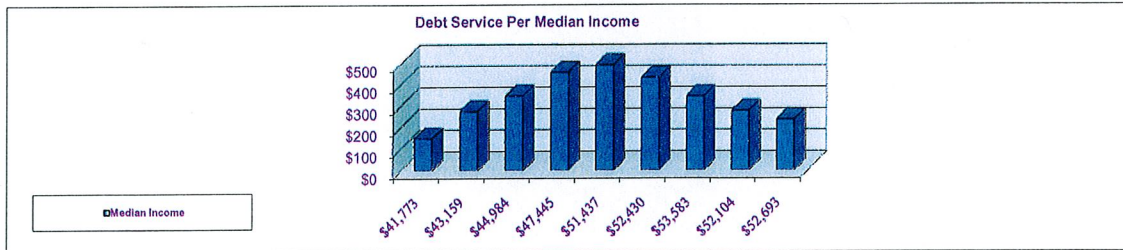
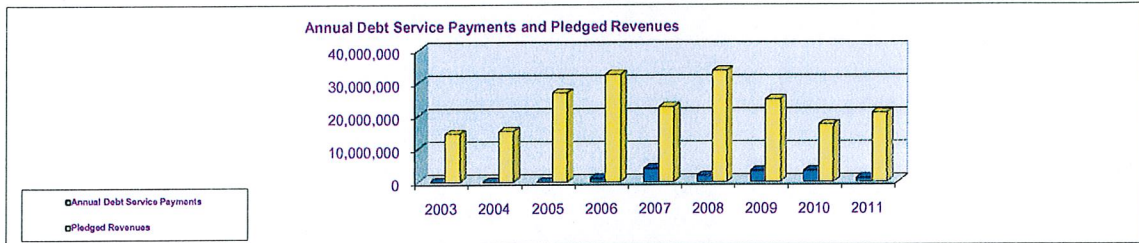
Year	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Total Assets	\$74.6	\$79.4	\$103.4	\$130.1	\$160.9	\$178.5	\$191.7	\$190.9	\$185.9	\$194.3
Total Liabilities	\$14.7	\$21.0	\$34.0	\$40.2	\$48.3	\$46.1	\$51.3	\$45.2	\$34.7	\$34.4
Ending Net Assets	\$59.9	\$58.4	\$69.4	\$89.9	\$112.6	\$132.4	\$140.4	\$145.7	\$151.2	\$159.9
Invested in capital assets	\$50.6	\$49.6	\$59.8	\$80.2	\$98.0	\$110.2	\$123.7	\$123.5	\$125.1	\$131.1
Restricted	\$0.0	\$0.0	\$0.0	\$0.0	\$3.1	\$1.3	\$0.5	\$0.5	\$0.5	\$0.5
Unrestricted	\$9.3	\$8.8	\$9.6	\$9.7	\$11.5	\$20.9	\$16.2	\$21.7	\$25.6	\$28.3
Ending Net Assets	\$59.9	\$58.4	\$69.4	\$89.9	\$112.6	\$132.4	\$140.4	\$145.7	\$151.2	\$159.9



This chart compares Total Assets, Total Liabilities, and Net Assets values over the last 10 years. Total Assets increased 160% during this period as the Authority expanded service, acquired new rolling stock, developed land, and constructed the LYNX Central Station and LYNX Operations Center. Total Liabilities at the end of fiscal year 2011 are 64% higher than at the end of fiscal year 2003. The increase is due mainly to additional State Infrastructure Bank loans taken in fiscal years 2004 and 2006, and a 2007 lease agreement. Net Assets increased every year, except for fiscal year 2003; at \$159.9 million as of this fiscal year end they are 167% greater than at the end of fiscal year 2002.

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX
Total Debt
Last Ten Years
(Unaudited)**

Year	Total Debt	SIB Loans	Capital Leases	Annual Debt Service Payments	Pledged Revenues	Debt Service Coverage	Median Income	Debt per Median Income
2002	\$1,168,323	\$1,000,000	\$168,323	-	\$21,362,967	-	\$41,773	\$27.97
2003	\$6,183,767	\$6,000,000	\$183,767	-	\$14,449,402	-	\$41,773	\$148.03
2004	\$11,830,468	\$11,749,569	\$80,899	-	\$15,210,218	-	\$43,159	\$274.11
2005	\$15,656,517	\$15,558,991	\$97,526	-	\$26,818,013	-	\$44,984	\$348.05
2006	\$21,722,909	\$21,677,898	\$45,011	\$1,021,093	\$32,413,802	31.74	\$47,445	\$457.85
2007	\$25,331,967	\$17,698,991	\$7,632,976	\$3,978,907	\$22,551,897	5.67	\$51,437	\$492.49
2008	\$22,662,882	\$15,996,355	\$6,666,527	\$1,850,585	\$33,529,785	18.12	\$52,430	\$432.25
2009	\$18,576,071	\$12,914,638	\$5,661,433	\$3,321,419	\$24,881,390	7.49	\$53,583	\$346.68
2010	\$14,446,041	\$9,829,891	\$4,616,150	\$3,321,420	\$17,211,000	5.18	\$52,104	\$277.25
2011	\$12,430,432	\$8,901,362	\$3,529,070	\$1,046,219	\$20,649,873	19.74	\$52,693	\$235.90



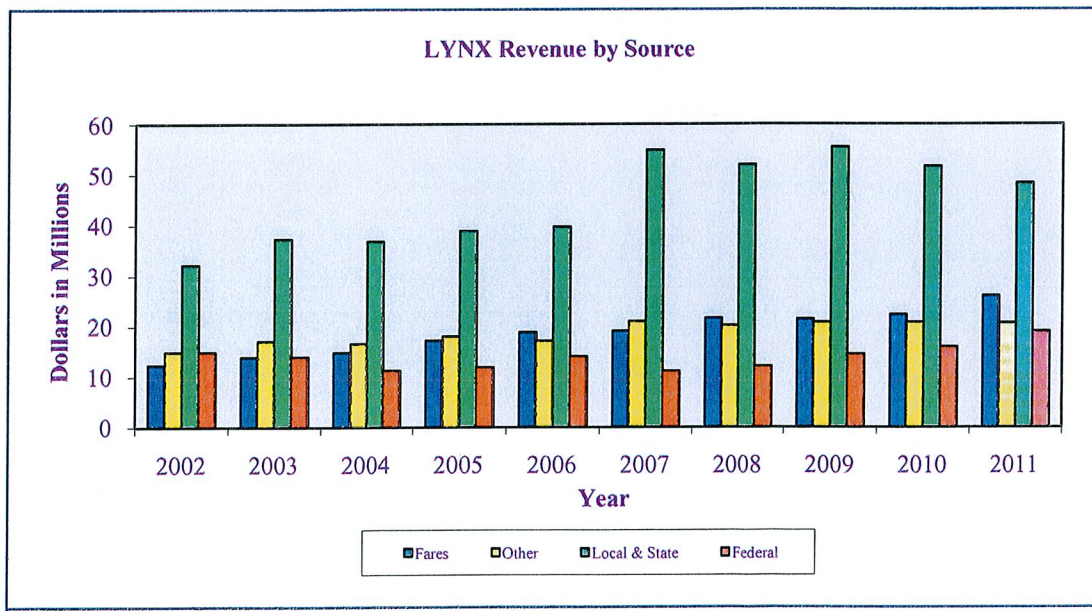
Source: Financial Statements, NTD Report, and Orlando Economic Development Commission.

Note: Total debt consists of State Infrastructure Bank loans and capital lease obligations but annual debt service payments consist only of payments on State Infrastructure Bank loans. Available pledged revenues are for capital expenditures and debt service payments.

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

**Revenue by Source
Last Ten Years
Dollars in Millions
(Unaudited)**

Fiscal Year	MISCELLANEOUS REVENUE		OPERATING AND OTHER			Total Revenue
	Fares	Other	Total	Local & State	Federal	
2002	\$12.352	\$14.952	\$27.304	\$32.233	\$14.905	\$74.442
2003	\$13.902	\$17.099	\$31.001	\$37.369	\$13.974	\$82.344
2004	\$14.832	\$16.593	\$31.425	\$36.912	\$11.216	\$79.553
2005	\$17.184	\$18.032	\$35.216	\$38.921	\$11.887	\$86.024
2006	\$18.869	\$17.134	\$36.003	\$39.757	\$14.006	\$89.766
2007	\$19.127	\$21.003	\$40.130	\$54.914	\$11.103	\$106.147
2008	\$21.661	\$20.179	\$41.840	\$51.997	\$12.077	\$105.914
2009	\$21.454	\$20.790	\$42.244	\$55.466	\$14.509	\$112.219
2010	\$22.363	\$20.800	\$43.163	\$51.684	\$15.917	\$110.764
2011	\$26.098	\$20.661	\$46.759	\$48.370	\$19.031	\$114.160



The table and graph show the primary sources of revenues, the amount received from each source over the last ten years and, consequently, the Authority's relative dependency on each of the revenue sources. Local and state governments have consistently been the biggest providers of operating funds. Fares increased in 2011 due to greater ridership; ridership was up 9% compared to 2010. Although the increase in federal assistance only partially offset the decrease in local, state and other revenues, total revenues were higher due to the increase in fares. The local and state economies remained sluggish throughout 2011. In 2011 federal revenue continued its increasing trend amounting to 16.7% of LYNX's total revenue versus 14.4% in 2010.

Source: Financial statements and schedules included in the Comprehensive Annual Financial Reports

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX
Revenues by Source
Last Ten Years
(Unaudited)**

FISCAL YEAR	OPERATING AND OTHER MISCELLANEOUS REVENUE			OPERATING ASSISTANCE			TOTAL REVENUE
	FARES	OTHER	TOTAL	LOCAL & STATE	FEDERAL	TOTAL	
INDUSTRY							
2002	32.5%	17.3%	49.8%	45.3%	4.9%	50.2%	100.0%
2003	32.6%	18.1%	50.7%	43.6%	5.7%	49.3%	100.0%
2004	32.9%	16.7%	49.6%	43.4%	7.0%	50.4%	100.0%
2005	32.4%	7.2%	39.6%	53.1%	7.3%	60.4%	100.0%
2006	33.2%	7.0%	40.2%	52.1%	7.7%	59.8%	100.0%
2007	31.4%	6.5%	37.9%	54.6%	7.5%	62.1%	100.0%
2008	31.3%	6.4%	37.7%	55.3%	7.0%	62.3%	100.0%
2009	31.5%	5.8%	37.4%	54.4%	8.2%	62.6%	100.0%
2010	*	*	0.0%	*	*	0.0%	0.0%
2011	*	*	0.0%	*	*	0.0%	0.0%
LYNX							
2002	16.6%	20.1%	36.7%	43.3%	20.0%	63.3%	100.0%
2003	16.9%	20.7%	37.6%	45.4%	17.0%	62.4%	100.0%
2004	18.6%	20.9%	39.5%	46.4%	14.1%	60.5%	100.0%
2005	20.0%	21.0%	41.0%	45.2%	13.8%	59.0%	100.0%
2006	21.0%	19.1%	40.1%	47.8%	12.1%	59.9%	100.0%
2007	18.0%	19.8%	37.8%	51.7%	10.5%	62.2%	100.0%
2008	20.4%	19.1%	39.5%	49.1%	11.4%	60.5%	100.0%
2009	19.1%	18.5%	37.6%	49.5%	12.9%	62.4%	100.0%
2010	20.2%	18.8%	39.0%	46.6%	14.4%	61.0%	100.0%
2011	22.9%	18.1%	41.0%	42.4%	16.6%	59.0%	100.0%

Source: Financial Statements

APTA 2011 Transportation Fact Book

* Not available

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX
Fare Structure
Year Ended September 30, 2011
(Unaudited)**

Cash Fare/Single Ride	\$ 2.00
Transfer	Free
Elderly and Disabled/Single Ride	\$ 1.00
Students	\$ 1.00
Daily Pass	\$ 4.50
Elderly and Disabled Daily Pass	\$ 2.25
Student Daily Pass	\$ 2.25
Children (6 years and under with an adult)	Free
TICKETS	
Express Single Ride	\$ 3.50
Express Seniors/Students	\$ 1.75
Votran	\$ 3.50
Votran Discount (Students, Elderly and Disabled)	\$ 1.75
Votran 10-Ticket Booklet	\$ 31.50
Votran 10-Ticket Booklet Discount (Students, Elderly and Disabled)	\$ 15.75
Votran Monthly Pass	\$ 80.00
Votran Monthly Pass Discount (Students, Elderly and Disabled)	\$ 40.00
PASSES	
7 Day Pass	\$ 16.00
Discounted 7 Day Pass (Students, Elderly and Disabled)	\$ 8.00
Express 7 Day Pass	\$ 23.00
Express Discounted 7 Day Pass (Students, Elderly and Disabled)	\$ 11.50
Youth Pass 7 Day	\$ 8.00
30 Day	\$ 50.00
AdvantAge Pass 30 Day (Elderly and Disabled)	\$ 25.00
Youth Pass 30 Day	\$ 25.00
Express 30 Day	\$ 70.00
Express AdvantAge Pass 30 Day (Elderly and Disabled)	\$ 35.00
Express Youth Pass 30 Day	\$ 35.00

SOURCE: LYNX Fare Structure Policy

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

**Fare Trends
Last Ten Years**

(Unaudited)

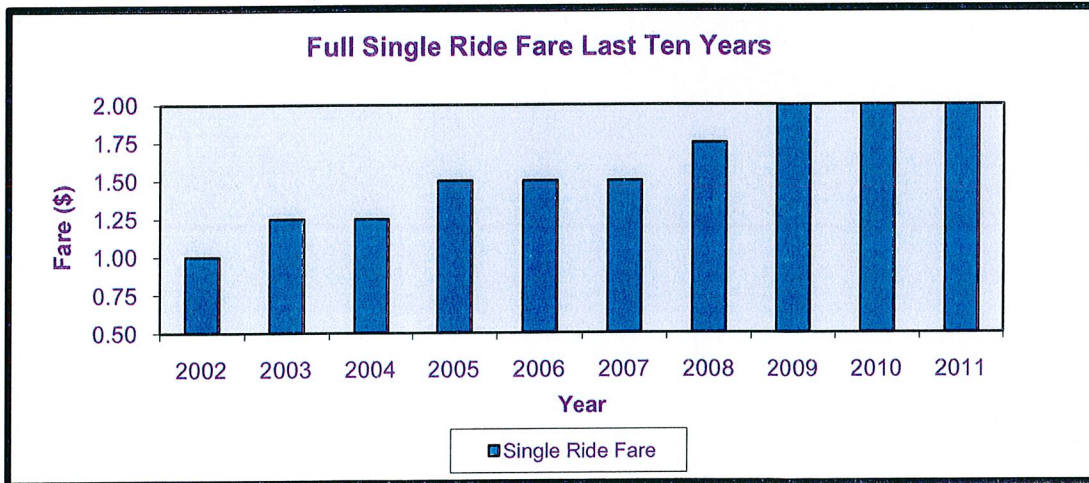
Fiscal Year	CASH FARES				PASSES			
	Single Fare	Discount Single	1 Day Fare	Discount 1 Day	7 Day Pass	Discount 7 Day	30 Day Pass	Discount 30 Day
2002	1.00	0.50			10.00		35.00	12.00
2003	1.25	0.50	3.00	1.50	10.00	5.00	36.00	15.00
2004	1.25	0.50	3.00	1.50	10.00	5.00	36.00	15.00
2005	1.50	0.75	3.50	1.75	12.00	6.00	38.00	18.00
2006	1.50	0.75	3.50	1.75	12.00	6.00	38.00	18.00
2007	1.50	0.75	3.50	1.75	12.00	6.00	38.00	18.00
2008	1.75	0.85	4.00	2.00	14.00	7.00	44.00	22.00
2009	2.00	1.00	4.50	2.25	16.00	8.00	50.00	25.00
2010	2.00	1.00	4.50	2.25	16.00	8.00	50.00	25.00
2011	2.00	1.00	4.50	2.25	16.00	8.00	50.00	25.00

Discounted Fares Include:

- Students
- Elderly and Handicapped
- Does Not Include Xpress Links 200 & 204

Discounted Passes Include:

- Youth
- Advantage
- IQ

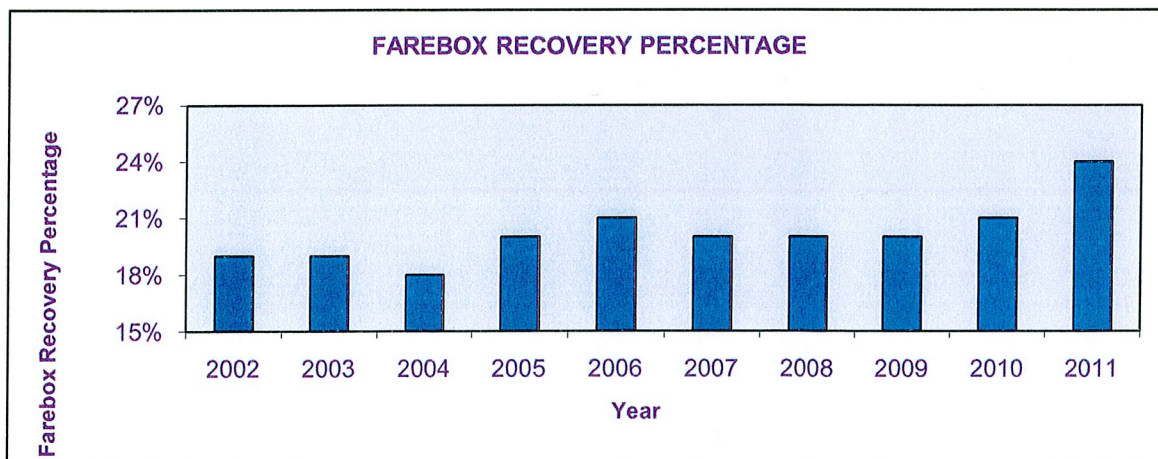


The table and graph show the amount of each standard fixed-route fare type by year. In keeping with the Authority's commitment to keep fares as low as fiscally feasible and to make relatively small rate increases periodically, no fare rate increases were made in 2011. In 2011 customer fares were approximately 56% of operating revenues and 23% of total revenues. The last increase was implemented in January 2009.

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

**Farebox Recovery Percentage
Last Ten Years
(Unaudited)**

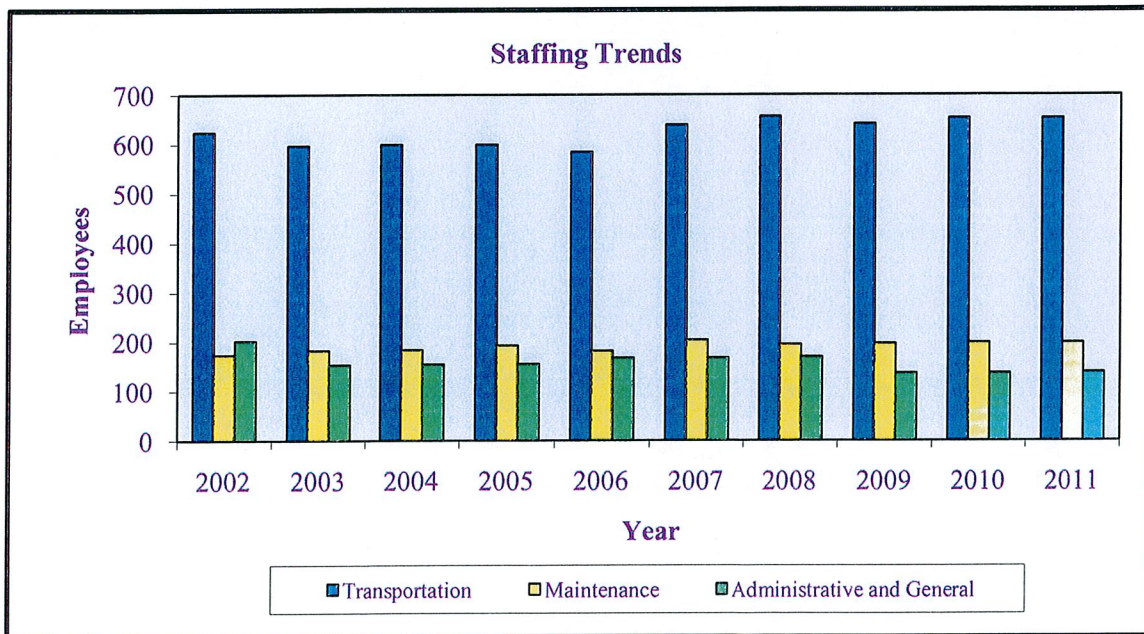
Fiscal Year	Percentage
2002	19%
2003	19%
2004	18%
2005	20%
2006	21%
2007	20%
2008	20%
2009	20%
2010	21%
2011	24%



Farebox Recovery Percentage is the percentage of the total operating cost that is funded by customer fares. It is calculated by dividing total customer fares by total operating cost before depreciation. Beginning with 2002 the recovery rate has remained fairly constant varying by approximately 1% from year to year. The 2011 rate was 3% higher than 2010 and 5% above the 2002 level. The 2011 increase is due mainly to higher ridership.

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**
Budgeted Staffing Trends
Last Ten Years
(Unaudited)

Year	Transportation	Maintenance	Administrative and General	Total
2002	624	174	202	1,000
2003	597	183	154	934
2004	600	184	155	939
2005	600	193	156	949
2006	585	182	168	935
2007	639	204	168	1,011
2008	656	195	170	1,021
2009	641	197	137	975
2010	653	199	137	989
2011	653	199	139	991



The greatest fluctuations during the 10-year period were in the Administrative and General area which, for 2011 was approximately 31% below the peak level of the 10-year period shown above. Staffing level in this area declined as a result of position reclassifications, elimination of staff positions and changes in service demand. Despite the Administrative and General staff decrease, the organization wide total from year to year varied less than 10% with an overall increasing trend; the 2011 level is approximately 3% below the peak which was reached in 2008.

Source: Annual Budgets

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

**Top Ten Employers
Service Area Employers
Current Year and Nine Years Ago
(Unaudited)**

Company	2011			2002		
	Number of Full Time Employees	Rank	Percentage of Total Employment	Number of Full Time Employees	Rank	Percentage of Total Employment
Walt Disney World Company	58,000	1	5.75%	55,900	1	6.17%
Orange County Public Schools	21,772	2	2.16%	19,608	2	2.16%
Walmart	18,199	3	1.80%	11,125	7	1.23%
Publix Super Markets	17,521	4	1.74%	15,628	4	1.72%
Florida Hospital	16,700	5	1.66%	18,797	3	2.07%
Orlando Regional Healthcare	14,310	6	1.42%	12,000	5	1.32%
Universal Studios (1)	13,000	7	1.29%	12,000	6	1.32%
University of Central Florida	10,346	8	1.03%	N/A	N/A	N/A
Seminole County Public School	7,909	9	0.78%	8,522	9	0.94%
Orange County Government	7,338	10	0.73%	9,677	8	1.07%
Winn Dixie Supermarkets	N/A	N/A	N/A	8,045	10	0.89%
Other Employers	823,233		81.64%	734,898		81.11%
Region Total	1,008,328		100.00%	906,200		100.00%

(1) 2008 Represents the latest available statistics

Source: Orlando Business Journal

Metro Orlando Economic Development Commission

University of Central Florida Office of Institutional Research

Orlando Health

Seminole County Public Schools

Orange County Government, Florida

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

Employment Percentage by Industry

Service Region

Last Ten Years

(Unaudited)

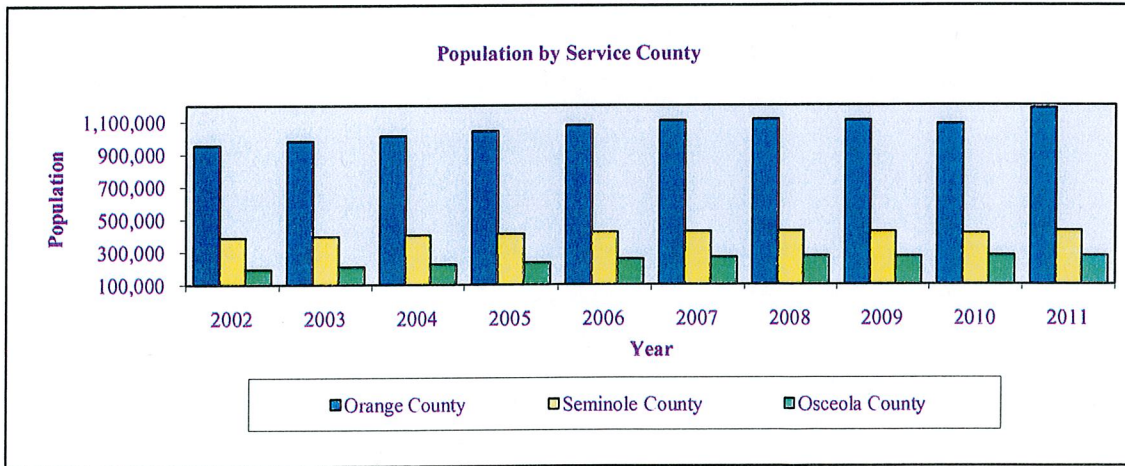
Year	Manufacturing	Construction	Transportation	Finance	Government	Retail Trade	Service	Total
2002	4.9%	6.3%	5.3%	6.0%	11.1%	23.4%	43.0%	100.0%
2003	4.5%	6.6%	5.1%	6.2%	11.2%	23.8%	42.6%	100.0%
2004	4.4%	7.0%	4.9%	6.0%	11.0%	24.3%	42.4%	100.0%
2005	4.3%	7.6%	4.3%	6.0%	10.8%	22.8%	44.2%	100.0%
2006	4.1%	8.0%	4.9%	6.2%	10.6%	20.3%	45.9%	100.0%
2007	4.0%	7.8%	4.9%	5.9%	11.0%	20.6%	45.8%	100.0%
2008	3.8%	6.6%	3.9%	6.2%	11.0%	15.3%	53.2%	100.0%
2009	3.9%	6.0%	3.1%	6.4%	11.7%	11.1%	57.8%	100.0%
2010	3.7%	4.8%	3.0%	6.0%	11.7%	11.4%	59.4%	100.0%
2011	3.6%	4.6%	3.1%	6.1%	11.5%	11.8%	59.3%	100.0%

Source: Metro Orlando Economic Development Commission

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

**Population by Service County
Last Ten Years
(Unaudited)**

Year	Orange County	Seminole County	Osceola County	Region Total
2002	955,865	387,626	193,355	1,536,846
2003	983,165	394,900	210,438	1,588,503
2004	1,013,937	403,361	225,816	1,643,114
2005	1,043,437	411,744	235,156	1,690,337
2006	1,079,524	420,667	255,903	1,756,094
2007	1,105,603	425,698	266,123	1,797,424
2008	1,114,979	426,413	273,709	1,815,101
2009	1,108,882	423,759	272,788	1,805,429
2010	1,087,971	412,660	278,153	1,778,784
2011	1,183,903	429,169	275,010	1,888,082



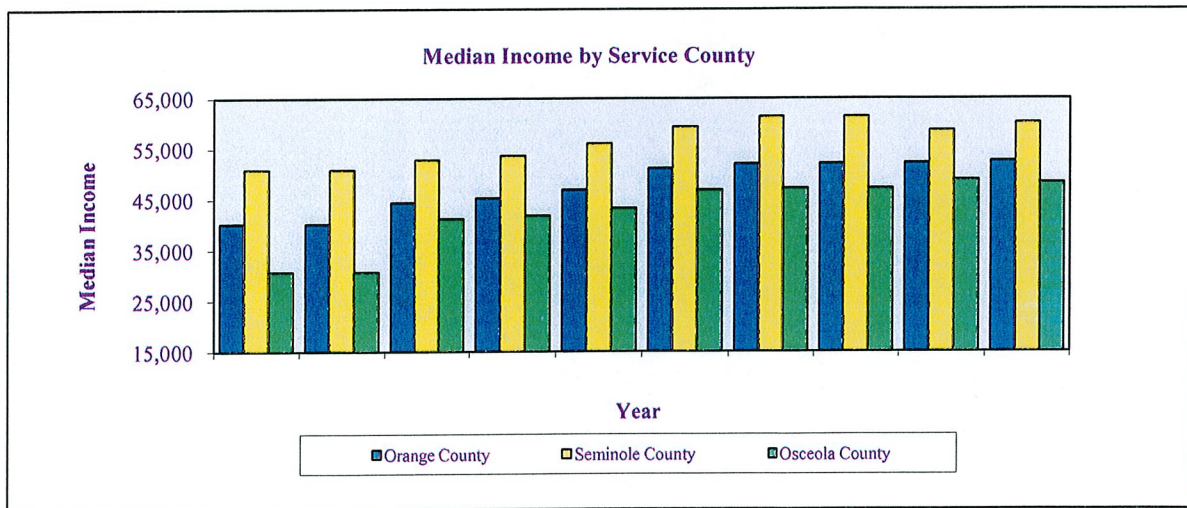
The population of the tri-county area, as a whole, grew approximately 6.1% from 2010. There was an increase every year except for 2009 and 2010, when there was decrease in the population versus 2008 and 2009, respectively. The greatest growth was in Orange County, where the population grew approximately 8.8% compared to the previous year.

Source: Metro Orlando Economic Development Commission

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

**Median Household Income by Service County
Last Ten Years
(Unaudited)**

Year	Orange County	Seminole County	Osceola County
2002	40,241	50,960	30,699
2003	40,241	50,960	30,699
2004	44,456	52,881	41,250
2005	45,330	53,675	41,872
2006	46,963	56,072	43,336
2007	51,188	59,354	46,890
2008	52,062	61,378	47,228
2009	52,130	61,374	47,244
2010	52,232	58,703	48,942
2011	52,624	60,210	48,367



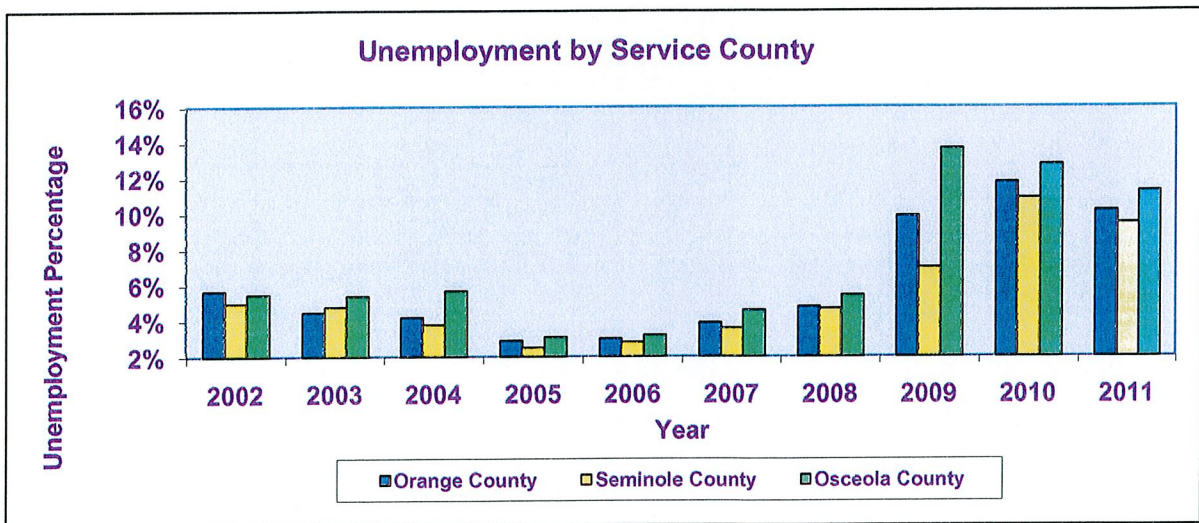
Median household income is useful in public transportation planning because it is one determinant of the need for, and probability of use, of public transportation. The lower the median income the greater, in most cases, will be the need for, and use of, public transportation. The tri-county area has shown steady year-over-year increases since 2002, with the exception of Seminole County in 2010 and Osceola County in 2011.

Source: Metro Orlando Economic Development Commission

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

**Unemployment by Service County
Last Ten Years
(Unaudited)**

Year	Orange County	Seminole County	Osceola County	Region Average
2002	5.7%	5.0%	5.5%	5.6%
2003	4.5%	4.8%	5.4%	4.5%
2004	4.2%	3.8%	5.7%	4.2%
2005	2.9%	2.5%	3.1%	3.0%
2006	3.0%	2.8%	3.2%	3.1%
2007	3.9%	3.6%	4.6%	3.3%
2008	4.8%	4.7%	5.5%	5.0%
2009	9.9%	7.0%	13.7%	10.2%
2010	11.8%	10.9%	12.8%	11.8%
2011	10.2%	9.5%	11.3%	10.3%



Employment and Unemployment trends are useful in the analysis of the economic vitality of a local economy. The availability of public transportation removes transportation barriers to employment, a factor which contributes to the continued need for public transportation. The yearly percentages by county are annual averages, non-seasonal based. The tri-county average for fiscal year 2011 was 10.3%, with Osceola at 11.3% having the highest unemployment. On the favorable side, each service county posted a decline in unemployment compared to 2010.

Source: Metro Orlando Economic Development Commission

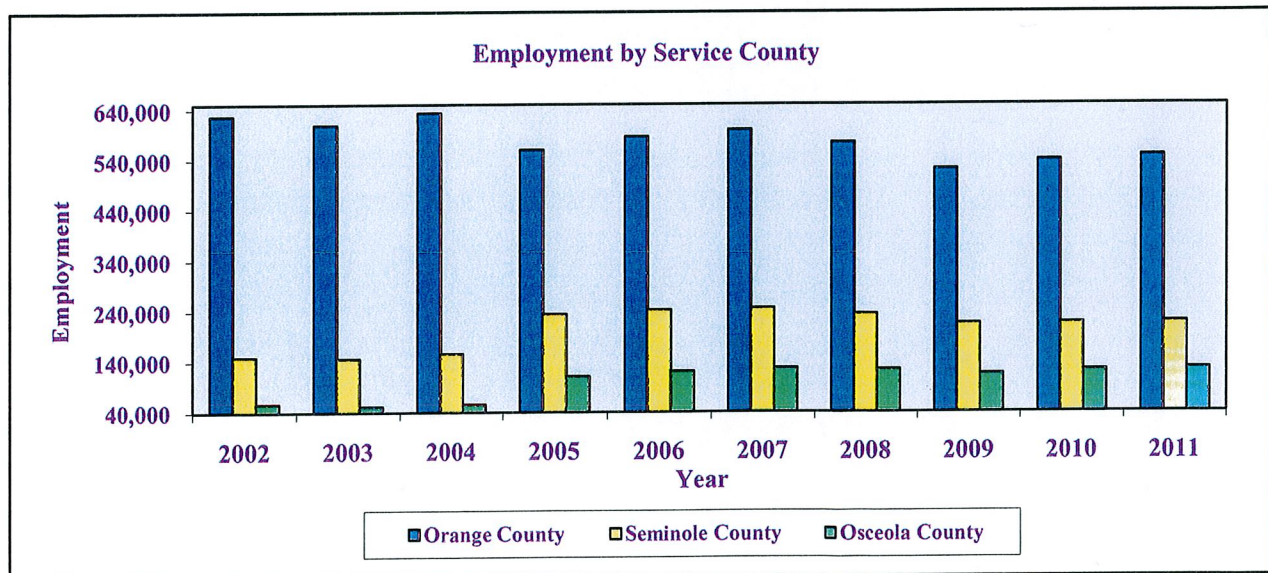
**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

Employment by Service County

Last Ten Years

(Unaudited)

Year	Orange County	Seminole County	Osceola County	Region Total
2002	627,291	149,671	57,134	834,096
2003	609,330	146,296	51,819	807,445
2004	633,500	155,845	55,856	845,201
2005	559,852	233,747	110,867	904,466
2006	586,102	242,061	120,684	948,847
2007	599,487	245,764	126,783	972,034
2008	574,090	234,275	124,406	932,771
2009	521,623	215,016	115,643	852,282
2010	539,404	216,202	122,843	878,449
2011	547,816	218,049	126,431	892,296



The tri-county area has experienced growth in employment every year, except for 2003, from 2002 through 2007. There was a decline in 2008 and again in 2009 due to the recession that began in 2008. Recovery has been slow and painful, with 2011 being only 4.7% above the depressed level of 2009 and 8.2% below the 2007 level. Hardest hit was Seminole County, where employment in 2011 was still 11.3% below the peak reached in 2007.

Source: Metro Orlando Economic Development Commission

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX
General Statistical Trends
Last Ten Years
(Unaudited)**

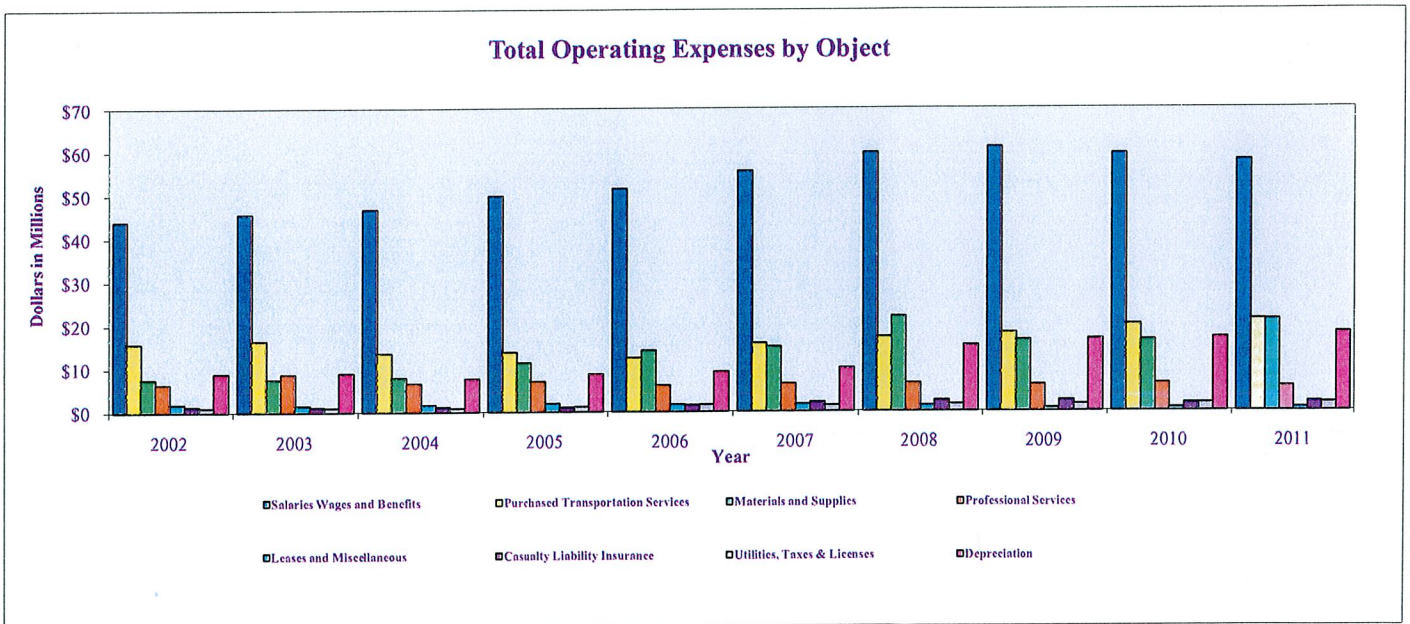
FISCAL YEAR	RIDERSHIP	NUMBER OF PEAK VEHICLES	ACTUAL VEHICLE MILES	ACTUAL VEHICLE HOURS
2002	20,546,821	244	13,625,743	957,688
2003	21,894,985	236	14,083,287	985,669
2004	22,677,846	230	14,081,562	987,450
2005	24,030,234	237	14,478,451	1,013,865
2006	24,570,957	240	14,726,834	1,033,796
2007	26,078,255	240	15,475,289	1,058,929
2008	26,427,067	238	16,739,475	1,162,852
2009	23,747,795	234	16,225,409	1,108,783
2010	24,780,704	223	16,570,711	1,111,073
2011	26,996,158	225	16,503,043	1,108,489

SOURCES: NTD report (MotorBus)

Number of vehicles exclude vehicles not in service at the end of the fiscal year.

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**
Operating Expenses by Object
Last Ten Years
Dollars in Millions
(Unaudited)

Fiscal Year	Salaries Wages and Benefits	Purchased Transportation Services	Materials and Supplies	Professional Services	Leases and Miscellaneous	Casualty Liability Insurance	Utilities, Taxes & Licenses	Depreciation	Total Operating Expenses
2002	44.0	15.8	7.6	6.4	1.8	1.3	1.0	8.9	86.8
2003	45.7	16.5	7.6	8.8	1.5	1.2	1.0	9.0	91.3
2004	46.8	13.6	8.0	6.6	1.7	1.2	0.9	7.7	86.5
2005	49.8	13.8	11.4	7.0	1.9	1.0	1.2	8.7	94.8
2006	51.5	12.5	14.2	6.1	1.7	1.5	1.6	9.2	98.3
2007	55.5	15.8	15.0	6.4	1.7	2.1	1.4	10.0	107.9
2008	59.7	17.2	21.9	6.5	1.3	2.5	1.6	15.3	126.0
2009	61.0	18.2	16.5	6.1	0.7	2.5	1.6	16.7	123.3
2010	59.4	20.1	16.5	6.4	0.7	1.8	1.8	17.0	123.7
2011	57.9	21.2	21.1	5.7	0.7	2.1	1.9	18.2	128.8



The table and graph show the annual amount for each of the 8 primary object classifications of operating expenses during the last ten years. Total operating expenses for 2011 was 48.4% above the 2002 level and 2.22% above the previous peak reached in 2008. At 45% of total operating expenses in 2011, the Salaries, Wages and Benefits object is the largest object and, due to cost containment efforts, it decreased 2.6% in 2010 and 2.5% in 2011 versus 2009 and 2010, respectively.

Source: Financial Statements

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

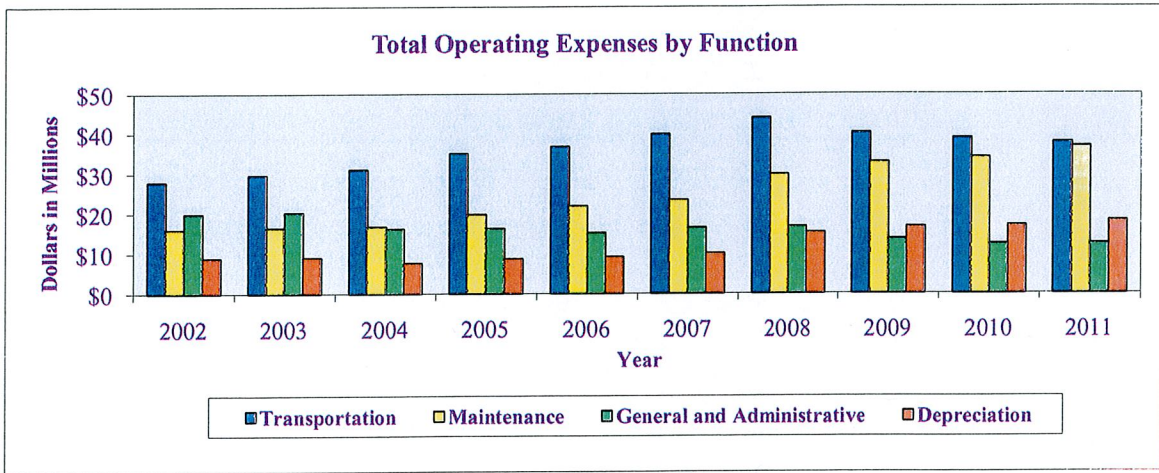
Operating Expenses by Function

Last Ten Years

Dollars in Millions

(Unaudited)

Fiscal Year	Transportation	Maintenance	Paratransit	General and Administrative	Depreciation	Total Operating Expenses
2002	\$27.9	\$16.0	\$14.1	\$19.9	\$8.9	\$86.8
2003	\$29.7	\$16.5	\$15.8	\$20.3	\$9.0	\$91.3
2004	\$31.1	\$16.8	\$14.7	\$16.2	\$7.7	\$86.5
2005	\$35.1	\$19.8	\$14.9	\$16.3	\$8.7	\$94.8
2006	\$36.8	\$21.9	\$15.2	\$15.2	\$9.2	\$98.3
2007	\$39.9	\$23.4	\$18.0	\$16.5	\$10.1	\$107.9
2008	\$44.0	\$29.8	\$20.2	\$16.7	\$15.3	\$126.0
2009	\$40.2	\$32.9	\$19.8	\$13.7	\$16.7	\$123.3
2010	\$38.9	\$34.1	\$21.3	\$12.4	\$17.0	\$123.7
2011	\$37.8	\$36.8	\$23.5	\$12.5	\$18.2	\$128.8

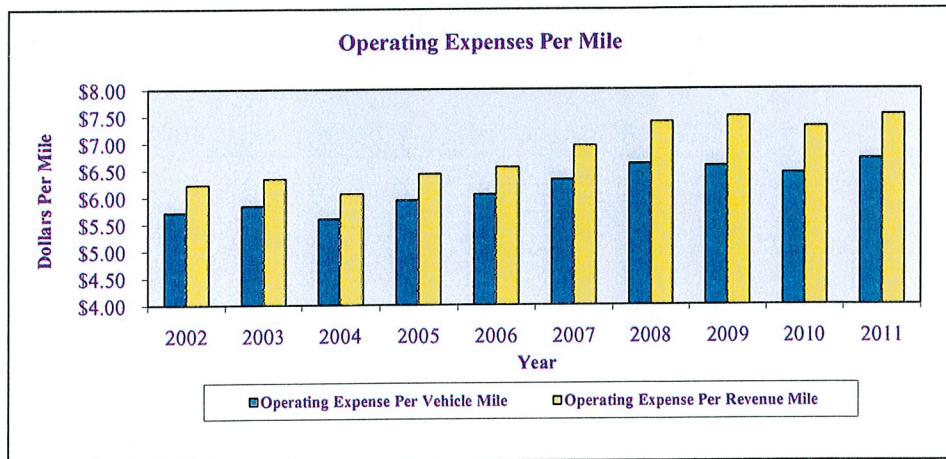


This table and graph show operating expenses by function for the last ten years. Total operating expenses for 2011 are 48.4 % greater than 2002. Maintenance expenses in 2011 are 130.0% over the 2002 level; the greatest increase is due to increased demand for maintenance services resulting from an expanded revenue vehicles fleet and completion of office and maintenance facilities during the last 10-year period. Depreciation costs rose 104.5% over the same period due to acquisition of new vehicles, development of real estate, and completion of new office and maintenance buildings at the LOC in 2007 and 2008. Transportation expenses increased each year through 2008 due mainly to expanded service routes. Efficiencies resulting mainly from routes elimination and rearrangement lead to decrease in the transportation cost beginning 2009. General and Administrative costs have fluctuated during the period reaching a peak in 2003 and decreased from 2009 through 2011 due to reduction in staffing level.

Source: Financial Statements
NTD Report FY 2010

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**
Operating Expenses Per Mile
Last Ten Years
(Unaudited)

Fiscal Year	Vehicle Miles	Revenue Miles	Operating Expense Per Vehicle Mile	Operating Expense Per Revenue Mile
2002	13,625,743	12,504,319	5.72	6.23
2003	14,083,287	12,986,576	5.84	6.34
2004	14,081,298	13,006,713	5.60	6.06
2005	14,488,566	13,398,280	5.94	6.43
2006	14,726,834	13,593,266	6.05	6.55
2007	15,475,289	14,072,186	6.32	6.95
2008	16,739,475	14,985,672	6.61	7.39
2009	16,215,911	14,230,128	6.57	7.49
2010	16,570,711	14,612,279	6.44	7.30
2011	16,503,043	14,714,555	6.70	7.52



The table and graph show total miles and operating expenses per mile by year for the past ten years. These provide, directly and indirectly, some key operational indicators such as efficiency in use of operating assistance funding and the quality of the maintenance program. There was a steady increase in Revenue Miles and Vehicles Miles until 2009 when service was reduced due to budgetary constraints. The increase in Operating Expense Per Revenue Mile is reflective of increase in cost for material and services without a corresponding increase in miles and ridership. In 2011 the increase in Operating Expense Per Vehicle Mile and Revenue Mile is due mainly to increase in fuel prices. The ratio of Revenue Miles versus Vehicle Miles represents the level of service miles delivered to patrons versus the total level of miles required to service all routes.

Source: Financial Statements
National Transportation Database report

**CENTRAL FLORIDA REGIONAL TRANSPORTATION d/b/a
LYNX
Risk Management
Insurance Policies - Fiscal Year 2011
(Unaudited)**

Insurance Company	Policy	Premium	Limits	Deductible/SIR	Commission/Fee	
Westchester/Landmark	Property	\$226,457		\$70,912,301	\$10,000, except \$5,000 Contractor's Equipment/EDP 2% Named Windstorm, \$25,000 All Other Wind/Flood	0%
	Named Windstorm	Included		\$15,000,000		
	Flood	Included		\$10,000,000		
	Ordinance & Law	Included		\$10,000,000		
	Debris Removal	Included		\$5,000,000		
	Hartford Steam Boiler	Boiler & Machinery	Included		\$50,000,000	\$10,000 / 24 Hours
	Sub-total	\$226,457				
PGIT (Preferred Governmental Insurance Trust)	Crime	\$1,063				0%
	Forgery & Alteration	Included		\$100,000	\$1,000	
	TDD	Included		\$50,000	\$1,000	
	Employee Dishonesty	Included		\$250,000	\$1,000	
	Computer Fraud	Included		\$250,000	\$1,000	
	Sub-total	\$1,063				
	General Liability					0%
	General Liability	\$24,370		\$1,000,000/\$2,000,000	\$200,000	
	EBL	Included		\$1,000,000	\$200,000	
	Sub-total	\$24,370				
Public Officials/EPLI					0%	
Public Officials	\$15,000		\$2,000,000	\$100,000		
EPLI	\$10,000		\$2,000,000	\$100,000		
Sub-total	\$25,000					
Automobile					0%	
Auto Liability/UM/MedPay	Rejected			N/A	N/A	
Auto Physical Damage	\$135,202		Symbol 10	\$1,000 / \$10,000		
Sub-total	\$135,202					
Total Premium This Page		\$412,092				

CENTRAL FLORIDA REGIONAL TRANSPORTATION d/b/a
LYNX
Risk Management
Insurance Policies - Fiscal Year 2011
(Unaudited)

Insurance Company	Policy	Premium	Limits	Deductible/SIR	Commission/Fee
Lynx Self-Insured	Workers Compensation		Rejected	N/A	
PGIT (Preferred Governmental Insurance Trust)	Automobile (Road Rangers)				0%
	Auto Liability	\$23,056	\$300,000	\$0	
	PIP	Included	Statutory	\$0	
	UM/UIM	Included	\$50,000		
	Auto Physical Damage	\$10,286	Symbol 10		
	Garage/Garagekeepers	\$525			
	Sub-total	\$33,867			
St. Paul Fire & Marine	Travelers Automobile				0%
	Auto Liability	\$58,316	\$3,000,000	\$200,000	
	UM/UIM	Rejected			
	Auto Physical Damage	Not Covered			
	Sub-total	\$58,316			
U.S. Specialty	Fiduciary	\$4,293	\$2,000,000	\$5,000	0%
Great American E&S Insurance	Environmental	\$18,403	\$1,000,000/\$3,000,000	\$25,000 / \$50,000	0%
Arthur J. Gallagher	Brokerage Fee	\$50,000			\$50,000
	Total Premium This Page	\$164,879			
Grand Total Premiums		\$576,971			

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY db/a LYNN
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 YEAR ENDED SEPTEMBER 30, 2011

FEDERAL GRANTOR/PROGRAM TITLE	Federal CFDA Number	Project Number	Program or Award Amount	September 30, 2010 Receivable	Receipts	Expenditures	September 30, 2011 Receivable
Department of Homeland Security							
Rail and Transit Security Grant Program							
	97.075	08-DS-66-13-00-20-202	908,186	186,401	(196,383)	9,982	-
	97.075	10-DS-52-06-58-20-236	747,280	1,471	(11,377)	451,863	441,957
	97.075	08-DS-83-13-00-20-344	51,104	48,002	(48,002)	-	-
	97.075	09-DS-03-06-58-20-359	1,313,284	34,600	(105,320)	197,855	122,135
	97.075	2010-RA-10-0034	516,463	-	-	2,130	-
	97.075	2009-RA-T9-0045	1,696,404	4,077	(106,114)	1,084,695	982,658
			5,232,721	274,551	(467,196)	1,741,525	1,546,880
Department of Transportation Federal Transit Cluster							
Capital assistance	20.500	FL03-0319	140,983	20,487	(20,487)	-	-
Passed through the City of Orlando	20.500	FL03-0126	11,144,100	20,265	-	-	20,265
Capital assistance	20.500	FL04-0052	5,903,200	4,236	(493,721)	722,953	233,468
Capital assistance	20.500	FL04-0116	5,565,528	-	(3,597,967)	3,597,967	-
Capital assistance	20.500	FL05-0089	168,716	54,507	(113,381)	58,874	-
			22,922,527	99,495	(4,225,556)	4,375,794	253,733
Capital assistance							
Capital assistance	20.507	FL90-X454	21,329,471	28,661	(673,529)	708,723	63,855
Capital assistance	20.507	FL90-X530	20,736,622	86,501	(187,078)	100,569	-
Capital assistance	20.507	FL90-X552	18,146,704	19,859	(117,941)	98,082	-
Capital assistance	20.507	FL90-X604	19,380,012	126,371	(204,287)	77,916	-
Capital assistance	20.507	FL90-X653	21,038,123	29,372	(1,161,516)	1,418,651	286,507
Capital assistance	20.507	FL90-X688	22,317,593	2,134,139	(3,424,836)	1,624,007	333,310
Capital assistance	20.507	FL95-X024	5,623,675	3,485	(12,873)	9,388	-
Capital assistance	20.507	FL95-X026	6,013,990	-	(3,632,060)	3,684,831	52,771
Capital assistance	20.507	FL90-X726	22,243,009	5,733,498	(12,219,338)	10,975,742	4,489,902
Capital assistance	20.507	FL90-X773	21,299,869	-	-	1,951,961	1,951,961
Capital assistance	20.507	FL96-X003 ARRA	29,574,615	1,048,813	(11,581,285)	13,662,832	3,186,360
			207,703,683	9,266,699	(33,214,735)	34,312,702	10,364,666
Total Federal Transit Cluster			230,626,210	9,366,194	(37,440,291)	38,692,496	10,618,399
Federal Transit - Section 8:							
Passed through the Metroplan Orlando							
	20.505	FL80-X018	285,760	21,943	(21,943)	-	-
	20.505	FL80-X019	368,276	46,156	(166,860)	173,739	53,035
	20.505	FL80-X020	228,651	-	(154,601)	212,750	58,149
			882,687	68,099	(343,404)	386,489	111,184

(Continued)

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY db/a LYNN
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED SEPTEMBER 30, 2011

FEDERAL GRANTOR/PROGRAM TITLE	Federal CFDA Number	Project Number	Program or Award Amount	September 30, 2010 Receivable	Receipts	Expenditures	September 30, 2011 Receivable
Federal Transit: Section 18: Passed through Florida Department of Transportation							
ARRA - Operating Assistance	20-509	APL67	1,951,270	1,476,435	(1,476,435)	-	-
Capital Assistance	20-509	AOV68	484,500	489,598	(489,598)	484,500	484,500
			2,435,770	1,966,033	(1,966,033)	484,500	484,500
Federal Transit: Section 26 Planning assistance							
	20-514	FL26-0010	1,247,913	14,900	(22,250)	7,350	-
	20-514	FL26-7035	197,000	59,389	(67,088)	7,699	-
	20-514	FL26-7107	500,000	32,013	(41,684)	11,863	2,192
			1,944,913	106,302	(131,022)	26,912	2,192
Transit Services Program Cluster							
	20-516	APF84	873,576	225,339	(228,455)	(23,105)	(26,221)
	20-516	FL37-X029	1,206,442	64,658	(180,487)	129,408	13,579
	20-516	FL37-X062	1,440,377	-	-	19,786	19,786
			3,520,395	289,997	(408,942)	126,089	7,144
Total Transit Services Program Cluster							
	20-521	APP85	732,841	18,357	(2,879)	6,431	21,909
	20-521	FL57-X001	314,866	74,304	(91,411)	17,107	-
	20-521	FL57-X012	730,803	217,523	(461,357)	335,218	91,384
	20-521	FL57-X034	1,646,842	-	-	53,707	53,707
			3,425,352	310,184	(555,647)	412,463	167,000
Total Transit Services Program Cluster							
			6,945,747	600,181	(964,589)	538,552	174,144
Federal Transit - Section 39 Planning Assistance							
	20-522	FL39-0005	926,000	80,512	(640,124)	621,967	62,355
			926,000	80,512	(640,124)	621,967	62,355
State Infrastructure Bank loan Passed through FDOT							
	20-205	AO170	7,140,000	-	(105,305)	105,305	-
TOTAL EXPENDITURES OF FEDERAL AWARDS							
Due to FDOT			\$ 256,134,048	\$ 12,461,872	\$ (42,057,964)	\$ 42,597,746	\$ 13,001,654
Total Receivable							144,914
NONOPERATING REVENUE PORTION							19,031,474
SIB Loan							105,305
CONTRIBUTED CAPITAL							\$ 23,460,967

See Notes to Schedules of Expenditures of Federal Awards and Local and State Financial Assistance

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 SCHEDULE OF LOCAL FINANCIAL ASSISTANCE
 YEAR ENDED SEPTEMBER 30, 2011

GRANT NUMBER/ SOURCE	Program or Award Amount	September 30, 2010 Deferral (Receivable)	Transfers/ Receipts	Expenditures	September 30, 2011 Deferral (Receivable)
LOCAL MATCHING GRANTS:					
N/A, APZ87	2,642,685	-	237,590	237,590	-
N/A, AQB29	2,706,301	-	82,775	82,775	-
N/A, FL26-1001	205,000	-	-	-	-
N/A, AO170	-	-	105,305	105,305	-
Orange County (LYNX Operating Center)	-	984 *	-	-	984 *
Orange County (Bus Lease)	-	90,292 *	1,247,672	1,247,672	90,292 *
Orange County (Clerk of Courts)	-	-	32,542	32,542	-
Private Partners (Shelters and Vans)	-	103,175	544,769	176,511	471,433
City of Altamonte Springs (FlexBus Project)	-	445,474 *	-	-	445,474 *
Other Local Capital	-	86,115	-	-	86,115
Total matching grants	\$ 5,553,986	\$ 726,040	\$ 2,250,653	1,882,395	\$ 1,094,298
Planning Assistance - City of Orlando				984	
Customer fares and operating assistance				480,957	
Contributed capital portion				\$ 1,400,454	
LOCAL GRANTS AND CONTRACT SERVICES:					
Operating assistance:					
Orange County operating		\$ -	31,294,987	31,294,987	\$ -
City of Orlando		-	3,482,292	3,482,292	-
Seminole County		-	1,184,731	1,184,731	-
Osceola County		(2,605,934)	3,767,789	1,161,855	-
Total non-operating revenue portion		\$ (2,605,934)	\$ 39,729,799	\$ 37,123,865	\$ -
Contract services:					
Seminole County	\$ -	\$ -	2,899,217	2,899,217	\$ -
Osceola County	-	-	3,117,339	3,117,339	-
City of Orlando (LYMMO)		(105,168)	1,156,734	1,265,577	(214,011)
City of Altamonte Springs		-	120,900	120,900	-
City of St. Cloud		-	161,999	161,999	-
City of Sanford		-	93,000	93,000	-
Disney		1,622,194	250,000	1,872,194	-
University of Central Florida (UCF)		-	34,931	68,407	(33,476)
Winter Garden Village		(25,000)	25,000	-	-
Shingle Creek		(45,309)	231,285	225,047	(39,071)
Polk County		(115,536)	217,952	136,351	(33,935)
Votran		(195,236)	266,926	110,029	(38,339)
State Farm		240,750	321,500	321,500	240,750
Other Agencies		-	-	38,509	(38,509)
Lake County		(12,185)	306,101	293,916	-
Total Local Financial Assistance		1,364,510	9,202,884	10,723,985	(156,591)
Other Contractual Services					
Local - Shuttles		(8,867)	149,303	140,436	-
State - Transportation Disadvantage		(504,375)	2,160,962	2,883,280	(1,226,693)
State - Medicaid		(1,442,704)	5,690,599	5,667,497	(1,419,602)
Total Other Contractual Services		(1,955,946)	8,000,864	8,691,213	(2,646,295)
Total contract services		\$ (591,436)	\$ 17,203,748	\$ 19,415,198	\$ (2,802,886)

*These amounts are not receivables or deferrals, but are included as restricted net assets, as they relate to receipts that are restricted for matching. See notes to Schedules of Expenditures of Federal Awards and Local and State Financial Assistance.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
SCHEDULE OF STATE FINANCIAL ASSISTANCE
YEAR ENDED SEPTEMBER 30, 2011

STATE GRANTOR PROGRAM TITLE, CONTRACT NO., WPI NO., JOB NO.	CSFA Number	Program or Award Amount	September 30, 2010 Receivable	Receipts/ Adjustments	Expenditures	September 30, 2011 Receivable
Florida Department of Transportation						
N/A, APG02	55.007	200,000	17,044	(17,044)	-	-
N/A, AOY43	55.010	7,974,698	2,619,729	(7,562,284)	8,472,950	3,530,395
N/A, APE10	55.012	\$ 902,000	\$ 47,331	\$ (256,676)	\$ 278,345	\$ 69,000
N/A APJ28	55.012	200,000	53,048	(123,918)	112,504	41,634
N/A APQ82	55.012	514,973	78,006	(426,424)	471,495	123,077
N/A APQ83	55.012	47,166	3,120	(33,800)	41,854	11,174
N/A APQ84	55.012	216,000	30,549	(148,535)	151,678	33,692
N/A, AON64	55.012	229,770	6,364	(15,355)	8,991	-
N/A, AON65	55.012	401,691	13,057	(13,057)	-	-
N/A, AOR55	55.012	473,522	9,778	(15,400)	5,622	-
		2,985,122	241,253	(1,033,165)	1,070,489	278,577
Total Florida Department of Transportation		11,159,820	2,878,026	(8,612,493)	9,543,439	3,808,972
STATE OF FLORIDA RENEWABLE ENERGY TECNOLOGIES /BIODIESEL	37.067	2,500,000	415,961	(1,056,154)	640,193	-
		2,500,000	415,961	(1,056,154)	640,193	-
Florida Transportation Disadvantaged Commission						
N/A, APZ87	55.001	2,642,969	504,375	(2,160,962)	2,138,307	481,720
N/A, AQB29	55.001	2,769,301	-	-	744,973	744,973
		5,412,270	504,375	(2,160,962)	2,883,280	1,226,693
TOTAL STATE FINANCIAL ASSISTANCE		\$ 19,072,090	\$ 3,798,362	\$ (11,829,609)	\$ 13,066,912	\$ 5,035,665
Other State Contracts						
N/A, BD999	N/A	3,124,000	-	-	-	-
N/A, BD96	N/A	3,172,882	713,422	(1,591,672)	1,176,000	297,750
		6,296,882	713,422	(1,591,672)	1,176,000	297,750
TOTAL STATE FINANCIAL ASSISTANCE AND OTHER STATE CONTRACTS			\$ 4,511,784	\$ (13,421,281)	14,242,912	\$ 5,333,415
CONTRACT SERVICES PORTION					2,883,280	
NONOPERATING REVENUE PORTION					11,247,128	
CONTRIBUTED CAPITAL PORTION					\$ 112,504	

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS AND
LOCAL AND STATE FINANCIAL ASSISTANCE
YEAR ENDED SEPTEMBER 30, 2011**

1. The Schedules of Expenditures of Federal Awards and Local and State Financial Assistance are prepared on the accrual basis of accounting.
2. All grants subject to the Florida Single Audit Act are included in the Schedule of State Financial Assistance.
3. The Authority utilized state toll revenue credits received from the Florida Department of Transportation under the following awards to satisfy federal and state matching requirements:

<u>Grant</u>	<u>Award Amount</u>	<u>Toll Revenue Credits Applied during Fiscal 2011</u>
FL-03-0319	\$ 140,983	\$ -
FL-04-0052	5,903,200	180,738
FL-04-0112	1,149,050	-
FL-04-0116	5,565,528	899,492
FL-05-0089	168,716	14,719
FL-05-0090	659,416	-
FL-15-X005	2,071,000	-
FL-90-X454	21,329,471	177,182
FL-90-X530	20,736,622	25,142
FL-90-X552	18,146,704	24,521
FL-90-X604	19,380,012	19,479
FL-90-X653	21,038,123	354,663
FL-90-X688	22,317,593	406,002
FL-90-X726	22,243,009	2,371,186
FL-95-X024	5,623,675	2,347
FL-95-X026	6,013,990	921,208
Total	\$ 172,487,092	\$ 5,396,679

4. Contract services presented on the Schedule of Local Financial Assistance include only those services provided to local governmental units.



**Independent Auditors' Report on Internal Control over
Financial Reporting and on Compliance and Other Matters Based on an
Audit Performed in Accordance with *Government Auditing Standards***

To the Board of Directors of
Central Florida Regional Transportation Authority:

We have audited the financial statements of Central Florida Regional Transportation Authority d/b/a LYNX (the "Authority"), as of and for the year ended September 30, 2011 and 2010, and have issued our report thereon dated March 13, 2012. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America.

Internal Control over Financial Reporting

Management of the Authority is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audits, we considered the Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designated to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we have reported to management in a separate management letter dated March 13, 2012.

This report is intended solely for the information and use of the Board of Directors, management, and applicable federal and state agencies, and is not intended to be and should not be used by anyone other than these specified parties.

Orlando, Florida
March 13, 2012

Draft



**Independent Auditors' Report on Compliance with Requirements
That Could Have a Direct and Material Effect on Each Major Federal
Awards Program and State Financial Assistance Project and on Internal
Control Over Compliance in Accordance with OMB Circular A-133 and
Chapter 10.550, *Rules of the Auditor General***

To the Board of Directors
Central Florida Regional Transportation Authority:

Compliance

We have audited the compliance of Central Florida Regional Transportation Authority d/b/a LYNX (the "Authority") with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 *Compliance Supplement*, and the requirements described in the State of Florida Department of Financial Services' State Projects Compliance Supplement, that are applicable to each of its major federal programs and state financial assistance projects for the year ended September 30, 2011. The Authority's major federal programs and state financial assistance projects are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs and state financial assistance projects is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and Chapter 10.550, *Rules of the Auditor General*. Those standards, OMB Circular A-133 and Chapter 10.550, *Rules of the Auditor General*, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal awards program or state financial assistance project occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Authority's compliance with those requirements.

In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal awards programs and state financial assistance projects for the year ended September 30, 2011.

DRAFT

Internal Control over Compliance

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal awards programs and state financial assistance projects. In planning and performing our audit, we considered the Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal awards program or state financial assistance project to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133 and Chapter 10.550, *Rules of the Auditor General*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state financial assistance project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state financial assistance project will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be *material weaknesses*, as defined above.

This report is intended solely for the information and use of the Board of Directors, management and applicable state and federal agencies, and is not intended to be and should not be used by anyone other than these specified parties.

Orlando, Florida
March 13, 2012

A diagonal stamp with the word "DRAFT" in bold, uppercase letters. To the left of the text is a small icon of a document with a folded corner.

Schedule of Findings and Questioned Costs -
Federal Awards Programs and State Financial Assistance Projects
for the year ended September 30, 2011

Part I - Summary of Auditors' Results

Financial Statement Section

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

Material weakness(es) identified? yes x no

Significant deficiency(ies) identified? yes x none reported

Noncompliance material to financial statements noted? yes x no

Federal Awards and State Projects Section

Internal control over major programs:

Material weakness(es) identified? yes x no

Significant deficiency(ies) identified? yes x none reported

Type of auditors' report on compliance for major federal programs and state projects: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Circular A-133 and/or Chapter 10.550 yes x no

A large, bold, black stamp with the word "DRAFT" written diagonally across it, accompanied by a small icon of a document with a pencil.

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX
Schedule of Findings and Questioned Costs –
Federal Awards Programs and State Financial Assistance Projects
for the year ended September 30, 2011**

Part I - Summary of Auditors' Results (continued)

Federal Awards and State Projects Section (continued)

Identification of major federal programs and state projects:

Federal Programs:

Name of Program or Cluster	CFDA Number
Federal Transit Cluster	20.500/507
Rail and Transit Security Grant Program	97.075

State Projects:

Name of Project	CSFA Number
Public Transit Block Grant	55.010
Public Transit Service Development Program	55.012

Dollar threshold used to determine Type A programs:

Federal	\$ 1,277,933
State	\$ 392,007

Auditee qualified as low-risk auditee for federal purposes? yes no

DRAFT

**Schedule of Findings and Questioned Costs -
Federal Awards Programs and State Financial Assistance Projects
for the year ended September 30, 2011**

Part II - Schedule of Financial Statement Findings

This section identifies the significant deficiencies, material weaknesses, fraud, illegal acts, violations of provisions of contracts and grant agreements, and abuse related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*.

There were no financial statement findings required to be reported in accordance with *Government Auditing Standards*.

Part III - Federal Award Findings and Questioned Costs

This section identifies the significant deficiencies, material weaknesses, and material instances of noncompliance, including questioned costs, as well as any material abuse findings, related to the audit of major federal programs, as required to be reported by Section 510(a) of OMB Circular A-

There were no findings required to be reported by Section 510(a) of OMB Circular A-133.

Part IV - State Project Findings and Questioned Costs

This section identifies the significant deficiencies, material weaknesses, and material instances of noncompliance, including questioned costs, as well as any material abuse findings, related to the audit of major state projects, as required to be reported by Chapter 10.550, *Rules of the Auditor General - Local Governmental Entity Audits*.

There were no findings required to be reported by Chapter 10.550, *Rules of the Auditor General - Local Governmental Entity Audits*.

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**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a
LYNX**

**Schedule of Prior Audit Findings and Corrective Action Plan
Federal Awards Programs and State Financial Assistance Projects
for the year ended September 30, 2011**

Prior Year Audit Findings:

The Authority had no prior year findings related to the testing of its federal awards programs or state financial assistance projects.

Corrective Action Plan:

There were no audit findings in the current year independent auditors' reports that required corrective action.

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Independent Auditors' Management Letter

To the Board of Directors
Central Florida Regional Transportation Authority:

We have audited the financial statements of Central Florida Regional Transportation Authority d/b/a LYNX (the "Authority") as of and for the year ended September 30, 2011, and have issued our report thereon dated March 13, 2012.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters, Independent Auditors' Report on Compliance with Requirements Applicable to each Major Federal Program and State Project and on Internal Control over Compliance, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated March 13, 2012, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.550, *Rules of the Auditor General*, which governs the conduct of local government entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports or schedule:

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit of the financial statements of the Authority, the results of our tests did not indicate that the Authority was in noncompliance with Section 218.415 regarding the investment of public funds.

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that we address violations of provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but more than inconsequential. In connection with our audit, we did not have any such findings.

Section 10.554(1)(i)5., *Rules of the Auditor General*, provides that the auditor may, based on professional judgment, report the following matters that have an inconsequential effect on the financial statements, considering both quantitative and qualitative factors: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and (2) deficiencies in internal control that are not significant deficiencies. In connection with our audit, we did not have any such findings.

Section 10.554(1)(i)6., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. Such disclosure is included in the notes to the financial statements.

Section 10.554(1)(i)7.a., *Rules of the Auditor General*, requires a statement be included as to whether or not the local government entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Authority did not meet any of the conditions described in Section 218.503(1), Florida Statutes. However, our audit does not provide a legal determination on the Authority's compliance with this requirement.

Section 10.554(1)(i)7.b., *Rules of the Auditor General*, requires that we determine whether the annual financial report for the Authority for the fiscal year ended September 30, 2011, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2011. In connection with our audit, we determined that these two reports were in agreement.

Pursuant to Sections 10.554(1)(i)7.c. and 10.556(7), *Rules of the Auditor General*, we applied financial condition assessment procedures. It is management's responsibility to monitor the Authority's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same. The financial condition assessment procedures disclosed no deteriorating financial conditions.

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of the Authority members, management, the Florida Auditor General, and federal and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

Orlando, Florida
March 13, 2012

Action Agenda Item #7.B

To: LYNX Board of Directors

From: **Blanche Sherman**
DIRECTOR OF FINANCE
Christopher Plummer
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Amendment of LYNX' FY2012 Operating and Capital Budgets

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the FY2012 Operating and Capital Budgets to correspond with previous Board item approvals and other various changes necessary to fund and operate LYNX services.

BACKGROUND:

The table below and corresponding bullets provide detailed information on the items comprising this operating budget amendment requests.

LYNX FY2012 Budget Amendment						
Revenue	FY2012 Adopted Budget	Staffing Adjustments	Benefits	Paratransit Services	Miscellaneous	FY2012 Amended Budget Total
Fund Balance	2,844,185	(402,270)	348,627	(1,942,179)		848,363
LYNX-Generated Revenue	36,558,791			(570,439)		35,988,352
Federal Revenue	20,876,783	232,759			(25,357)	21,084,185
State Revenue	10,754,115	(37,301)			30,000	10,746,814
Local Revenue	45,166,300				(126,073)	45,040,227
Total Revenue	\$ 116,200,174	\$ (206,812)	\$ 348,627	\$ (2,512,618)	\$ (121,430)	\$ 113,707,941
Expense						
Salaries/Wages/Fringes	61,150,254	303,651	348,627			61,802,532
Other Services	8,626,396				(609,606)	8,016,790
Fuel	15,183,795					15,183,795
Materials & Supplies	5,871,777				5,000	5,876,777
Utilities	1,336,354				1,000	1,337,354
Casualty & Liability	1,418,269					1,418,269
Taxes	414,137					414,137
Purchased Transportation	20,895,699			(2,566,618)	190,237	18,519,318
Miscellaneous	1,191,493				(241,144)	950,349
Leases	112,000				76,620	188,620
Total Operating Expenses	\$ 116,200,174	\$ 303,651	\$ 348,627	\$ (2,566,618)	\$ (577,893)	\$ 113,707,941

Staffing and Benefits – LYNX staff is requesting an increase in staffing levels with this amendment to the operating budget. In addition, the costs for two interns supporting communications and planning have also been included in the proposed operating budget amendment. These positions were not included in the FY2012 adopted operating budget. In an effort to maximize productivity and reduce overall agency costs, LYNX reviewed agency staffing levels to determine if additional employees would decrease overall agency salaries, wages and fringe benefits costs. Also, as LYNX moves forward with implementation of various service alternatives and grant funded projects including: expansion of LYMMO, FlexBus, Veterans Livability & Sustainability, additional operating bases and the Alternatives Analysis Studies in Orange and Osceola Counties having sufficient staffing levels to meet project deadlines will be vital. Further detail on the cost of the positions included in this proposed amendment is provided below. The additional operator positions (\$2,084,290) will be funded from the corresponding reduction in the overtime expense achieved through the increase in employees. The additional operator positions will result in a zero impact to the budget.

Salaries and Fringe Benefits:

- 41 Operators (30 Full-time and 11 Part-time Operators) - \$2,084,290
- Director of Procurement - \$102,207
- Director of Risk Management and Safety - \$119,934
- Director of Communications - \$116,693
- Removal of Part-time Bio-diesel Technician II – (\$26,588)
- 2 Full-time Fare Collections Clerks - \$73,752
- 2 Interns - \$44,782
- Quality Assurance / Quality Control Officer - \$85,974
- Licensed Engineer - \$113,608
- Increase Part-time Grants Compliance Specialist to Full-time - \$10,785
- Change 2 Part-time Road Rangers to 1 Full-Time Road Ranger – (\$10,713)

The cost of the remaining position adjustments is \$630,434. These additions are funded through a reduction in operating costs for security and professional services and new federal grants for alternative analysis studies. LYNX previously provided healthcare benefits through an agreement with Orange County utilizing United Healthcare as the insurance provider. As of January 2012, LYNX provides healthcare benefits directly through a contract with Florida Blue formerly known as Blue Cross Blue Shield. Although medical benefits increased by \$348,627, the change in healthcare providers has resulted in a savings for LYNX compared to Orange County's new plan. This amendment also includes an adjustment to the Life Insurance and Disability Insurance coverage for LYNX. The total approved budgeted positions for FY2012 including these additions is as follows:

LYNX Board Agenda

Dept	Name	FY2012 Adopted Budget Positions	Additions	Deletions	FY2012 Amended Budget Positions
1010	TOTAL EXECUTIVE DEPARTMENT	4			5
1013	TOTAL GOVERNMENTAL DEPT	1			1
2020	TOTAL OFFICE OF FINANCE	2			2
2021	TOTAL FINANCE DIVISION	18	2		20
2024	TOTAL MATERIAL CONTROL - OBT	7			7
2025	TOTAL MATERIAL CONTROL - LOC	10		1	9
2026	TOTAL GRANTS	3			4
4040	TOTAL ODT	2			0
4041	TOTAL HR DEPARTMENT	7			9
4042	TOTAL PURCHASING DIVISION	9	1		10
4043	TOTAL RISK MANAGEMENT DIVISION	3	1		5
4044	TOTAL IT DIVISION	8			8
5050	OFFICE OF MARKETING	0	1		1
5051	TOTAL MARKETING DIVISION	7			8
5052	TOTAL ADVERTISING SALES	1			0
5053	TOTAL CUSTOMER SERVICE	25			25
5057	TOTAL BUS RELATIONS	1			1
6060	TOTAL PLANNING DIVISION	3			2
6061	TOTAL STRATEGIC PLANNING	7	2		9
6062	TOTAL SERVICE PLANNING	5			5
7070	TOTAL OFFICE OF OPERATIONS	2			2
7071	OBT TRANSPORTATION ADMIN	114			114
7072	TOTAL VEH- ADMIN OBT	15			15
7073	TOTAL FACILITY MAINT - OBT	3			3
7074	TOTAL PARATRANSIT	11			11
7077	TRANSPORTATION - LOC	522	41		563
7078	TOTAL VEHICLE MAINT LOC	126			126
7079	TOTAL FACILITY MAINT - LOC	21			21
7080	LYMMO	16			16
7083	ROAD RANGERS	19		1	18
7084	TOTAL SAFETY & SECURITY	6			4
7085	TOTAL FACILITY MAINT - LCS	15			15
	TOTAL	993	48	2	1039

Paratransit Services – At the November 2011 Board Meeting, approval was received to proceed with contracting Paratransit core services with MV Transportation, Inc. and non-core services with Transportation America. The new contract for Paratransit services will result in a decreased cost of approximately \$2 million. In addition, the adopted FY2012 Operating Budget for purchased transportation included a projection that demand for service would increase at a rate of 3%. Based on the growth experienced to date, LYNX is projecting a savings on purchased transportation of \$566,618. The overall impact to the Operating Budget for purchased transportation is \$2,566,618.

Miscellaneous – The miscellaneous Operating Budget adjustments being requested in this amendment are due to previous Board approvals, anticipated decreases in services related to the staffing adjustments being requested, and the costs associated with operating a satellite base in the City of Kissimmee as follows:

- Other Services will be amended in the amount of (\$609,606) related to the changes below.
 - Approval of the new security contract and armored car contract resulted in a savings of approximately \$584,522
 - Marketing professional services was reduced by \$145,084. These reductions are related to the termination of an external marketing contract.
 - Addition of \$120,000 to the operating budget related to a request for proposal for consultant services to conduct a bus stop accessibility study funded through federal grants.

LYNX Board Agenda

- Marketing materials and supplies will be reduced by \$5,000 related to the new advertising contract.
- Utilities will be reduced in the Marketing Department due to the elimination of one annual cell phone expense at approximately \$83 per month or a total \$1,000.
- Purchased transportation services for Human Service Agencies that are sub-recipients to LYNX was approved by the Board for Federal and State Job Access Reverse Commute and New Freedom funding to be paid to Seminole Behavioral - \$50,000, Meals On Wheels - \$62,609, ITN Orlando - \$47,628, and The Opportunity Center - \$30,000. The total grant funded costs related to these sub-recipients is \$190,237.
- The miscellaneous expense impact included in this amendment is the SIB loan interest reduction from a loan modification in the amount of \$241,144, which is a corresponding reduction in federal revenues.
- LYNX incurs a monthly cost of \$6,385 related to the Osceola Satellite Facility Lease. The FY2012 operating budget amendment in the amount of \$76,620 related to this item is for the entire fiscal year. This lease is funded with federal grants.

The expense and revenue related to these adjustments was not included in the adopted budget. As such, this amendment includes the associated costs and revenue to reflect these changes.

The following table summarizes the adjustments mentioned above and formally amends the Adopted FY2012 Operating Budget from \$116,200,174 to \$113,707,941 as follows:

FY2012 Amended Operating Budget

Operating Revenues	FY2012 Adopted Budget	Revisions	FY2012 Amended Budget Total
LYNX-Generated Revenue	39,402,976	(2,566,261)	36,836,715
Federal Revenue	20,876,783	207,402	21,084,185
State Revenue	10,754,115	(7,301)	10,746,814
Local Revenue	45,166,300	(126,073)	45,040,227
Total Operating Revenue	\$ 116,200,174	\$ (2,492,233)	\$ 113,707,941

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

Operating Expenses	FY2012 Adopted Budget	Revisions	FY2012 Amended Budget Total
Salaries/Wages/Fringes	61,150,254	652,278	61,802,532
Other Services	8,626,396	(609,606)	8,016,790
Fuel	15,183,795	-	15,183,795
Materials & Supplies	5,871,777	-	5,871,777
Utilities	1,336,354	1,000	1,337,354
Casualty & Liability	1,418,269	-	1,418,269
Taxes	414,137	-	414,137
Purchased Transportation	20,895,699	(2,376,381)	18,519,318
Miscellaneous	1,191,493	(236,144)	955,349
Leases	112,000	76,620	188,620
Total Operating Expense	\$ 116,200,174	\$ (2,492,233)	\$ 113,707,941

The following table reflects adjustments related to increasing the September 28th, 2011 Adopted FY2012 Capital Budget from \$69,580,206 to \$78,787,163 as follows:

FY2012 Amended Capital Budget

Capital Contributions	FY 2012 Adopted Capital Budget	Revisions	FY2012 Amended Capital Budget
Federal Contributions	61,866,703	7,305,699	69,172,402
State Contributions	1,173,291	-	1,173,291
Local Contributions	6,540,212	1,901,258	8,441,470
Total	\$ 69,580,206	\$ 9,206,957	\$ 78,787,163

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

Capital Expenditures	FY 2012 Adopted Capital Budget	BRT & AA Projects	ARRA	Veterans Livability Initiative	Bus Stop Accessibility	Lake County Vanpool	FY 2012 Amended Capital Budget
Access LYNX Vehicles	1,524,080						1,524,080
Capital Bus Lease	1,005,094						1,005,094
LYMMO Expansion	23,040,317	396,000					23,436,317
Facility Improvements	1,996,741						1,996,741
Flex-bus/BRT Study	3,373,711						3,373,711
Intelligent Transportation Systems	3,162,710						3,162,710
LYMMO AA/NEPA Process	1,000,000	500,000					1,500,000
LYNX Urban Trail Project	1,553,132						1,553,132
Passenger Amenities	8,924,999		373,683	2,252,520	180,000		11,731,202
Pick-Up-Line Vehicles	3,306,260						3,306,260
Transit Buses	13,187,673	3,750,000					16,937,673
Safety/Security Enhancements	3,377,389						3,377,389
Support Equipment	4,128,100						4,128,100
Vanpool Program Vehicles	-					254,754	254,754
SR 50 AA UCF Connector	-	1,500,000					1,500,000
Total	\$ 69,580,206	\$ 6,146,000	\$ 373,683	\$ 2,252,520	\$ 180,000	\$ 254,754	\$ 78,787,163

Alternative Analysis Studies – LYNX has been successful in securing federal funding to begin or continue studies of several corridors within its service area. These studies include the following:

- SR 50 / UCF Connector – Federal funding of \$1.2 million and local funding of \$300,000 will be utilized to fund an Alternatives Analysis Study to determine the best transportation options for the SR 50 corridor.
- East-West LYMMO Expansion – \$396,000 in local funding match for the project administrative fees is being provided to LYNX by the City of Orlando to continue the progress on this project.
- Parramore BRT / Creative Village – \$500,000 in local funding match for the project administrative fees is being provided to LYNX by the City of Orlando to continue the progress on this project. In addition, three hybrid electric buses and other relating project expenses totaling \$3,750,000 have been added to the project budget.

American Recovery and Reinvestment Act (ARRA) – Due to savings on some ARRA projects, funding was available to add additional passenger amenities projects to the capital budget. Renovations will be made to several transfer facilities at an additional capital budget costs of \$373,683, which is 100% federally funded through LYNX’ ARRA grant funds. Additionally, transfers between the existing ARRA projects previously included in the Adopted FY2012 Capital Budget will also be necessary to cover the overall passenger amenities costs.

Veterans Transportation and Community Living Initiative – LYNX sought federal funding to participate with various local social service agency partners to develop a region-wide one-call, one-click service for veterans, military personnel, and their families that will be a transportation resource center. This Initiative is funded through 80% federal funding. Local funds have been preliminarily identified from Transportation Disadvantaged grant funding and in-kind contributions from project partners.

Bus Stop Accessibility Study Equipment – LYNX will be conducting an assessment related to Americans with Disabilities Act compliance at all of its bus stop locations. In addition, the study will collect data on exact stop locations, amenities at stops, and other surrounding bus stop characteristics. Funding in the amount of \$180,000 is being added to the capital budget to purchase probing and computer equipment related to the study and also for some of the identified ADA improvements that may result from the study.

Lake County Funding Agreement – The LYNX agreement with Lake County for vanpool service will be modified to include funding to cover replacement and expansion vehicles in the amount of \$254,754.

FISCAL IMPACT:

The FY2012 Adopted Operating Budget will decrease from \$116,200,174 to \$113,707,941. The FY2012 Capital Budget will be increased from \$69,580,206 to \$78,787,163 as indicated.

Action Agenda Item #7.C

To: LYNX Board of Directors

From: Blanche Sherman
DIRECTOR OF FINANCE
Starlin Rolle
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Authorization to Amend the FY2012 Service Funding Agreement with Lake County

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the FY2012 funding agreement with Lake County.

BACKGROUND:

LYNX and Lake County entered into an Interlocal Agreement for Public Transit Services dated December 9, 2010 whereas, Lake County agreed to appropriate funds to LYNX for fiscal year October 1, 2010 to September 30, 2011 to support services in the Lake County area. The "Prior Fiscal Year Funding Agreement" was amended, "First Amendment" to provide funding for the fiscal year beginning on October 1, 2011 and ending September 30, 2012 to support LYNX' Public Transportation services for that fiscal year.

At this time LYNX and Lake County would like to incorporate into the Funding Agreement the arrangement relating to LYNX providing Vanpool Services to the residents of Lake County, thus the "Second Amendment". In regard to the payment of Vanpool Services commencing October 1, 2011, Lake County will reimburse LYNX for all vehicles purchased for replacement and expansion needs associated with the "Lake County Vanpool Program". Lake County has advised LYNX staff that they have \$180,000 of ARRA funds available to support this effort.

LYNX has contracted with VPSI, Inc. a Delaware corporation also known as Van Pool Services, Inc. to manage the Vanpool Services Program. VPSI operates the program in accordance with the terms of the VPSI Contract and as such performs all the maintenance of the vehicles in the program and seeks to recover the operating costs from monthly fares charged to the clients of the program. However, to the extent there is a negative balance or deficiency resulting from the operating costs exceeding the fares, LYNX is obligated to pay such deficiency. Lake County will be responsible for any deficiency related to the "Lake County Vanpool Program".

In addition, LYNX has provided vanpool services to Lake County for fiscal years prior to October 1, 2011, the agreed upon amount due for such period is \$74,754. Lake County will pay LYNX for such amount due within thirty (30) days after execution of this "Second Amendment".

FISCAL IMPACT:

LYNX staff will amend the FY2012 Capital Budget to incorporate the anticipated funds from Lake County in the amount of \$180,000 and \$74,754 to support the capital replacement and expansion needs of the "Lake County Vanpool Program" and LYNX' Vanpool Program, respectively.

SECOND AMENDMENT TO SERVICE FUNDING AGREEMENT

by and between
LAKE COUNTY, FLORIDA
and
LYNX

(Providing for Van Pool Services in Lake County)

THIS SECOND AMENDMENT TO SERVICE FUNDING AGREEMENT (the "**Second Amendment**") is made and entered into effective the 1st day of October, 2011 by and between **LAKE COUNTY, FLORIDA**, a political subdivision of the State of Florida, whose principal address is 315 West Main Street, Suite 421, Tavares, FL 32778 (hereinafter the "**Funding Partner**" or "**County**"), and the **CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**, a body politic and corporate created pursuant to Part II, Chapter 343, Florida Statutes, whose principal address is 455 North Garland Avenue, Orlando, Florida 32801 (hereinafter "**LYNX**").

WITNESSETH

WHEREAS, the Funding Partner and LYNX entered into an Interlocal Agreement for Public Transit Services dated as of December 9, 2010 as amended, (the "**Prior Fiscal Year Funding Agreement**" or "**Funding Agreement**") pursuant to which the Funding Partner agreed to appropriate funds to LYNX for fiscal year from October 1, 2010 to September 30, 2011 to support LYNX Public Transportation services within the Service Area (as hereinafter defined); and

WHEREAS, the parties have entered into that certain Amendment to Service Funding Agreement (the "**First Amendment**") which modifies the Prior Fiscal Year Funding Agreement so as to provide for funding for the fiscal year beginning on October 1, 2011 and ending on September 30, 2012 ("**Fiscal Year**") to support LYNX's Public Transportation services for such fiscal year; and

WHEREAS, the parties also wish to incorporate into the Funding Agreement the arrangement relating to LYNX providing Van Pool Services to the residents of Lake County.

NOW, THEREFORE, in and for consideration of the mutual covenants and agreements hereinafter contained and other good and valuable consideration, the Funding Partner and LYNX agree as follows:

1. **Recitals**. The Funding Partner and LYNX hereby declare that the Recitals set forth above are true and correct and are incorporated herein and made a part of this Second Amendment.
2. **Van Pool Services**. The parties also agree for LYNX to provide certain Van Pool Services as described in **Exhibit "B-1"** attached hereto, for which the Funding Partner agrees to undertake the matters specified in **Exhibit "A-1"** attached hereto so as to enable payment to be made to LYNX for said services.

3. **Other Provisions.** All other provisions contained within the Prior Fiscal Year Funding Agreement shall remain in full force and effect unless duly changed through a written amendment executed by the parties.

IN WITNESS WHEREOF, the Funding Partner and LYNX have duly and lawfully approved this Second Amendment and have authorized its execution and delivery by their respective officers, who have set their hands and their respective seals affixed below, all as of the date first written hereinabove.

[Signatures appear on following page]

SIGNATURE PAGE FOR LYNX

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: _____
John M. Lewis, Jr., Chief Executive Officer

Date: _____

This Agreement is approved as to form
for reliance only by LYNX and for no
other person and for no other purpose.

AKERMAN SENTERFITT,
Counsel for LYNX

By: _____
Patrick T. Christiansen, Esq.

Date: _____

SIGNATURE PAGE FOR FUNDING PARTNER

ATTEST:

FUNDING PARTNER:

**BOARD OF COUNTY COMMISSIONERS
OF LAKE COUNTY, FLORIDA**

By: _____
Neil Kelly, Clerk of the Board of
County Commissioners of
Lake County, Florida

By: _____
Leslie Campione, Chairman
This ____ day of _____, 2012.

For the use and reliance of Lake County
only.
Approved as to form and legality:
sufficiency.

As authorized for execution by the Board of
County Commissioners at their _____,
20__ regular meeting.

Sanford A. Minkoff
County Attorney

Exhibit "A-1"

DESCRIPTION OF PAYMENTS FOR VAN POOL SERVICES

In regard to the providing of van pool services (referred to from time to time as "**Van Pool Services**") by LYNX as described in **Exhibit "B-1"**, the parties agree as follows regarding the payment to LYNX for those Services:

1. **For Fiscal Year 2011.** In regard to the payment for Van Pool Services for the fiscal year commencing October 1, 2011:

(a) **Capital Costs.** For Capital Costs as described in paragraph 2 of **Exhibit "B-1"** attached hereto (meaning costs incurred by LYNX for the purchase of new vehicles or the replacement of existing vehicles for the Van Pool Service program), Lake County will reimburse LYNX for said Capital Costs within thirty (30) days after LYNX has paid said Costs and provided to Lake County an invoice for payment.

(b) **Operating Costs.** As set forth in paragraph 1 of **Exhibit "B-1"**, LYNX has contracted with **VPSI, INC.**, a Delaware corporation (previously known as Van Pool Services, Inc.) (hereinafter referred to along with any new or substitute contractor as the "**Contractor**" or "**VPSI**") to manage the Van Pool Services Program pursuant to that certain Contract (as amended, the "**VPSI Contract**") dated October 1, 2010. In that regard:

(i) VPSI will operate the Van Pool Services Program in accordance with the terms of the VPSI Contract and, in that regard, will undertake the maintenance of the vehicles in the Van Pool Services Program.

(ii) VPSI will seek to recover the operating costs from the monthly fares charged to clients of the Program and other charges made to the actual users of the Van Pool Services Program.

(iii) To the extent there is a negative balance or deficiency resulting from the operating costs exceeding the revenue, LYNX will be obligated under the VPSI Contract to pay that deficiency to VPSI.

(iv) Within thirty (30) days after LYNX has paid any such deficiency to VPSI, Lake County will upon receipt of an invoice from LYNX, pay said amount to LYNX.

(c) **Additional LYNX Operating Costs.** As set forth in paragraph 1 of **Exhibit "B-1"**, LYNX intends to amend the VPSI Contract so as to transfer to VPSI all administrative and other duties associated with the Van Pool Program previously undertaken by LYNX. To the extent LYNX needs to undertake any of the Van Pool Services as a result of the failure of VPSI to do so, as referenced in paragraph 3 of **Exhibit "B-1"**, then, in that case, Lake County shall further pay to LYNX any additional

costs and expenses so incurred by LYNX in doing so within thirty (30) days after being invoiced by LYNX for said services.

2. **Fiscal Years Prior to October 1, 2011.** LYNX has provided Van Pool Services to Lake County for fiscal years prior to October 1, 2011. The parties have agreed that the amounts due LYNX for said period is \$74,754.00. Within thirty (30) days after the execution of this Agreement, Lake County shall pay to LYNX the amount of \$74,754.00.

Exhibit "B-1"

DESCRIPTION OF VAN POOL SERVICES

LYNX will in accordance with the Agreement provide or make available in Lake County the Van Pool Services as follows:

1. **VPSI Contract.** LYNX has been providing Van Pool Services in Lake County through the VPSI Contract and currently there are 15 vans or vehicles, more or less, operating in Lake County. LYNX has entered into the VPSI contract for VPSI to manage and operate the van pool program in Lake County and LYNX intends to amend the VPSI Contract so as to transfer to VPSI any and all other administrative or management duties that LYNX may have under the VPSI Contract. Lake County is authorized to contact and discuss with VPSI the Van Pool Program at all times.

2. **Providing of Vehicles for the Van Pool Program.** In connection with the vehicles needed for the Van Pool Program:

(a) LYNX will, subject to the provisions of this paragraph and payment by Lake County as set forth in paragraph 1(a) of **Exhibit A-1**, continue to purchase all the vehicles necessary to the Lake County Van Pool Program as follows:

(i) To the extent new vehicles are needed to expand the Van Pool Service or replacement vehicles are needed to replace current vehicles in the Van Pool Service, LYNX and Lake County, and to the extent appropriate, VPSI, will meet to discuss and agree upon the additional vehicles to be so purchased.

(ii) LYNX will then purchase the new vehicles and have them delivered to VPSI for use in the Van Pool Program.

(iii) Lake County will pay to LYNX the cost of the New Vehicles as provided in paragraph 1(b) of **Exhibit "A-1"**.

3. **Van Pool Services.** With respect to the Van Pool Services itself, LYNX through VPSI will continue to provide the Van Pool Services to the residents of Lake County as follows:

(a) LYNX will cause VPSI to provide the Van Pool Services in accordance with the terms of the VPSI Contract.

(b) VPSI will be primarily responsible for providing the Van Pool Services in accordance with the VPSI Contract. In the event VPSI should default under the VPSI Contract, then, in that event, LYNX will provide or cause another provider to provide the Van Pool Services.

(c) In the event LYNX as a result of any default by VPSI under the VPSI Contract provides the Van Pool Services, Lake County will also pay to LYNX those costs and expenses (including any direct employee costs and overhead) so incurred by LYNX as provided in paragraph 1(c) of **Exhibit "A"**.

Action Agenda Item #7.D

To: LYNX Board of Directors

From: Edward Johnson
GENERAL MANAGER
Edward Johnson
(Technical Contact)
Bernard Guida
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Authorization to Modify Contract (#08-C14) for General Counsel Services with Akerman & Senterfitt

Date: 3/22/2012

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend Contract #08-C14 General Counsel services with Akerman-Senterfitt and its subcontractor Baker-Hostetler to cover unexpected expenses in fiscal year ending 2011.

BACKGROUND:

At the April 24, 2008 Board of Directors' meeting, the Board authorized the Chief Executive Officer (CEO) to execute an agreement with Akerman-Senterfitt, Attorneys' at Law to provide legal services that include general counsel to the Board and CEO; procurement/contract law; and employment/labor law.

Effective May 1, 2008, a final agreement was reached and executed for the aforementioned services with Akerman-Senterfitt and its subcontractor Baker-Hostetler. Baker-Hostetler's effort focuses primarily on employment/labor law. The initial term of the contract was for three years ending April 30, 2011 and with an option to extend the contract for two one-year terms. Additionally, the initial three-year term included the initial three year contract amount not to exceed \$750,000 with each contract year being capped at \$250,000.

In January 2010, the Board approved to amend the contract term to begin October 1st rather than May 1st to provide better tracking and monitoring of the expenditures by fiscal year. Also, the Board approved an increase in the third year of the general counsel contract by an additional \$50,000 per year increasing the maximum amount to \$300,000.

LYNX Board Agenda

In September 2011, the Board approved to amend the FY2011 contract amount in the amount of \$145,000 to support unexpected activities for legal services relating to pensions plans, CEO search, EEO garnishes, and various procurement and contract agreements.

In January 2012, the Board approved to amend the FY2012 annual contract amount from \$250,000 to \$175,000 on a retainer basis with the exception of litigation and/or other major activities such as enabling legislation changes.

Upon receipt of final invoices for FY2011, LYNX identified other unexpected activities that required staff to engage legal counsel to either represent or provide additional legal services which has resulted in the additional cost of \$30,000. The related invoices have been accrued and included in the final amounts for FY2011 legal services.

FISCAL IMPACT

LYNX staff has funding to support the amended contract amount in the FY2011 budget.

Work Session Item #8.A

To: LYNX Board of Directors

From: **Blanche Sherman**
DIRECTOR OF FINANCE
Starlin Rolle
(Technical Contact)
Christopher Plummer
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Overview of Fiscal Year 2013 Preliminary Operating Budget

Date: 3/22/2012

BACKGROUND:

On January 26, 2012, staff presented a list of budget assumptions and the budget calendar to LYNX' Audit Committee for discussion and input. The FY2013 Preliminary Operating Budget was prepared based on the following key assumptions:

- "Status Quo" LYNX funding from Local Funding Partners for FY2013
- Maximize current service levels through efficiencies
- Apply additional NeighborLink services, where appropriate
- No ARRA funding
- Utilization of additional Federal Preventative Maintenance Funding
- Application of new Advertising Revenue Program increases
- Utilization of Operating Reserves
- Fare Increase in FY2013 (?)
- No salary increases
- Effects of LYNX' New Group Health Insurance Program
- Continuation of Fuel Hedging Program (?)

LYNX Board Agenda

- Impact of Union negotiations (?)
- Decrease in retirement contribution rates (?)

OVERVIEW:

The FY2013 Preliminary Operating Budget totals **\$110,544,853** in revenues and **\$113,862,952** in expenses. The Preliminary Operating Budget is funded by a combination of LYNX - generated revenue and federal, state and local dollars. These funds are used to fund personnel expenses, services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased transportation expenses, leases and miscellaneous expenses. Again, this preliminary budget does not include a fare increase, additional Preventative maintenance funding, ARRA funding, or the utilization of reserves.

Specifically, this budget includes funds from the following sources:

Revenues:

Fund Balance	\$	-
Customer Fares		26,098,045
Contract Services		11,751,541
Advertising on Buses		1,525,000
Interest & Other Income		566,500
Local		45,750,732
State		10,692,276
Federal		14,160,759
Total Revenues		<u><u>\$110,544,853</u></u>

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

Expenses:

Salaries & Wages & Fringe	\$	61,670,978
Other Services		8,022,830
Fuel		16,207,802
Materials & Supplies		5,339,372
Utilities		1,350,102
Casualty & Liability		1,371,553
Taxes & Tags		431,592
Purchased Transportation		18,510,045
Miscellaneous		633,987
Interest		134,651
Leases		190,060
Total Expenses		<u><u>\$113,862,952</u></u>

Funding Shortfall

\$ (3,318,099)

The preliminary funding shortfall results in an additional \$3.3 million reduction in operating expenses to balance the budget, which may require deep service cuts. A reduction in service of this magnitude would have a significant impact on operations and staffing levels across the entire organization.

LYNX would not be able to support the “Status Quo” local funding levels for FY2013 without considering the following options:

- Additional Operating Budget cuts
- Utilizing additional Preventative Maintenance funding
- Impact of Right-sizing Fleet
- Utilization of reserves
- Continued Utilization of fuel hedging or fuel stabilization funding
- Implementing additional service efficiencies to reduce operating cost

Another significant impact that needs to be considered is that any service cuts will result in a reduction in our annual federal capital funding allocation. The formula funds we receive are calculated with a formula that uses ridership and service miles as a major part of the formula. A significant reduction in service levels and ridership will create significant reduction in future federal capital dollars.

In addition, this budget assumes that Link 111 and added trips on Links 50 and 56 services will be fully funded. LYNX staff is working diligently with our partners to review the service and the funding needs in order to continue the services, if financially feasible.

CONCLUSION:

LYNX’ staff will be seeking direction from the Board to finalize the FY2013 Operating Budget as well as direction on whether or not to apply any or all of the previous options to reduce the \$3,318,099 shortfall. Based on the Board’s direction, the FY2013 budget will be updated as necessary.

In accordance with the FY2013 budget calendar the proposed FY2013 budget will be presented to the funding partners. After which, the FY2013 budget will be presented to the Board of Directors for final consideration and approval in September of 2012.

Work Session Item #8.B

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6100

Item Name: Overview of SunRail/LYNX Fare Policy

Date: 3/22/2012

LYNX staff is working closely with the Florida Department of Transportation (FDOT) and Votran's staff to develop a SunRail Fare Policy, Equipment, and Implementation Plan to assist with the seamless operation and implementation of the SunRail project. Also, in order to avoid duplicative procurement efforts and to assure consistency and interoperability between LYNX and SunRail systems, a joint solicitation between LYNX and FDOT was recently released for the purchase of Fare Collection System Equipment.

LYNX staff will provide an overview of the "draft" SunRail Fare Policy, Equipment, and Implementation Plan for comment and direction.

Monthly Report A: Financial Reports

To: LYNX Board of Directors

From: Blanche Sherman
DIRECTOR OF FINANCE
Blanche Sherman
(Technical Contact)
Starlin Rolle
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Monthly Financial Report - February 29, 2012

Date: 3/22/2012

Please find attached the monthly financial report for the three months ending February 29, 2012. LYNX' Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the five months ending February 29, 2012 reflect total revenue earned in the amount of \$47,324,736 and total expenses incurred in the amount of \$45,603,745 resulting in a net operating profit of \$1,720,991.

- Fixed route, Vanpool, and Pick-Up Line services resulted in an operating profit of \$1,886,008 for the five months of the fiscal year.
- Paratransit services resulted in an operating loss of \$(165,017) for the five months of the fiscal year.

Fixed Route Operations:

The year-to-date Operating Revenues are higher than the budget at 112%. Customer fares are at 125% of the budgeted amount year-to-date, and are 17% above the budget amount for the month of February. LYNX ridership continues to increase into the new fiscal year. Ridership is up by 8.78% year-over-year as of February 29, 2012. If this trend continues, LYNX ridership will reflect a greater increase for the new fiscal year.

Although, LYNX has experienced a slight increases in advertising revenue for the month of February 2012, LYNX' advertising revenue year-to-date is slightly lower than anticipated. Actual revenues through February 2012 for advertising on buses, shelters, and in-kind (trade) transactions are \$415,366, \$28,322, and \$-0-, respectively. LYNX has entered into a new contract with Direct Media, Incorporated, with an effective date of January 1, 2012, to further enhance LYNX' advertising program and to increase the advertising revenue stream. Direct Media's sales staff continues 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 February 2012, LYNX locked in eighty-four percent (84%) of the total monthly purchases, resulting in cap (LYNX locked) prices higher than the future (float) prices. At this time, we are 1% below the budget year-to-date, which is primarily due to less than anticipated fuel consumptions for LYNX' services. In the month of February, LYNX paid an average net price of \$3.31 (net) per gallon for diesel fuel and \$3.07 (net) per gallon for bio-diesel, less fuel hedging gains which is effectively lower than the budgeted price of \$3.17 (net). The national diesel fuel price for the month of February 2012 was \$3.62 (net), which is an indication of continued increases in the price of fuel for LYNX throughout the year. We are currently \$28,364 under the budget for the fiscal year.

LYNX' staff proactively seeks ways to maximize operational efficiencies and improve services. As a result, fixed route operating expenses for salaries, wages, and fringe benefits are under budget due to various vacancies, and less vacation, sick, and holiday pay than anticipated as of February 29, 2012. In addition, expenses related to materials and supplies, security and contact maintenance services, leases, and other miscellaneous expenses are less than budgeted.

Professional services related to various planning projects and the "Public Awareness and Multidiscipline Training", "Fast Track Training", and other training grant programs are also less than anticipated. Casualty and liability insurance expenses are under budget due to the timing of the settlement of several outstanding claims anticipated for the year.

Paratransit Operations:

The operating loss from Paratransit operations is related to the higher trips than anticipated as of February 2012. Also, Medicaid and TD revenue is less than anticipated year to date and for the month of February. The price of unleaded fuel for the month is higher than the budgeted and the consumption of unleaded fuel is higher than anticipated as of February 2012 due to the increase in revenue miles. The fuel is budgeted at a net price of \$2.93 (net) per gallon in the FY2012 budget. LYNX is currently paying \$3.10 (net) per gallon. The national unleaded fuel price for the month of February 2012 was \$3.32 (net). This is an indication of an anticipated increase in the price of fuel for LYNX throughout the year. However, the year-to-date purchased transportation costs are lower than the amounts budgeted. An analysis follows:

ACCESS LYNX			
FY2012	Trips (Year-to-Date)	Blended Trip Rate	Costs
Actual (with est.)	262,751	\$30.07	\$7,900,487
Budget (rounding)	249,120	\$32.82	\$8,176,140
Excess Trips/Costs	13,631	\$(2.75)	\$ (275,253)

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF FEBRUARY 2012 AND THE FIVE MONTHS ENDED FEBRUARY 29, 2012
(UNAUDITED)

	Year to Date			Month of February		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
OPERATING REVENUES						
Customer Fares	\$ 9,695,745	\$ 11,957,432	123%	\$ 1,939,149	\$ 2,244,445	116%
Contract Services:						
Local Financial Assistance	3,102,870	3,109,110	100%	620,574	620,211	100%
Other Contractual Services	4,709,190	3,751,019	80%	941,838	714,504	76%
Advertising	460,415	443,688	96%	92,083	135,012	147%
Other Operating Income	<u>156,770</u>	<u>113,306</u>	72%	<u>31,354</u>	<u>22,021</u>	70%
Total Operating Revenues	<u>18,124,990</u>	<u>19,374,555</u>	107%	<u>3,624,998</u>	<u>3,736,193</u>	103%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	312,500	312,500	100%	62,500	62,500	100%
State of Florida	3,788,110	3,759,002	99%	757,622	751,802	99%
Local	15,883,385	15,883,385	100%	3,176,677	3,176,685	100%
Planning and other assistance grants:						
Federal - Commuter Rail Project	-	-	0%	-	-	0%
Federal - Other	8,386,160	7,179,896	86%	1,677,232	1,494,590	89%
State of Florida - Commuter Rail Project	-	-	0%	-	-	0%
State of Florida - BRT Circulator Project	-	-	0%	-	-	0%
State of Florida - Other	674,020	712,174	106%	134,804	133,476	99%
Local Matching - BRT Circulator Project	-	-	0%	-	-	0%
Local Matching - Other	-	-	0%	-	-	0%
Interest Income	62,500	22,834	37%	12,500	4,366	35%
Gain / (Loss) on Sale of Assets	<u>-</u>	<u>80,390</u>	N/A	<u>-</u>	<u>6,007</u>	N/A
Total Nonoperating Revenues	<u>29,106,675</u>	<u>27,950,181</u>	96%	<u>5,821,335</u>	<u>5,629,426</u>	97%
Total Revenues	<u>47,231,665</u>	<u>47,324,736</u>	100%	<u>9,446,333</u>	<u>9,365,619</u>	99%
OPERATING EXPENSES						
Salaries and Wages	16,526,425	16,010,800	97%	3,305,285	3,127,971	95%
Fringe Benefits	8,946,595	8,742,102	98%	1,789,319	1,590,015	89%
Purchased Transportation Services	8,706,540	8,408,745	97%	1,741,308	1,664,762	96%
Fuel	6,326,580	6,431,627	102%	1,265,316	1,245,274	98%
Other Materials and Supplies	2,446,575	2,429,627	99%	489,315	541,533	111%
Professional Services	1,275,690	418,055	33%	255,138	116,164	46%
Other Services	2,035,310	1,383,107	68%	407,062	361,302	89%
Lease and Miscellaneous Expenses	343,265	292,765	85%	68,653	66,546	97%
Casualty and Liability Insurance	880,530	634,660	72%	176,106	97,696	55%
Utilities	556,815	529,054	95%	111,363	123,727	111%
Taxes and Licenses	172,555	218,277	126%	34,511	42,452	123%
Interest Expense	<u>199,855</u>	<u>104,926</u>	53%	<u>39,971</u>	<u>20,340</u>	51%
Total Operating Expenses	<u>48,416,735</u>	<u>45,603,745</u>	94%	<u>9,683,347</u>	<u>8,997,782</u>	93%
OPERATING GAIN / (LOSS)	<u>\$ (1,185,070)</u>	<u>\$ 1,720,991</u>	N/A	<u>\$ (237,014)</u>	<u>\$ 367,837</u>	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
FIXED-ROUTE, VANPOOL AND PICK-UP LINE SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF FEBRUARY 2012 AND THE FIVE MONTHS ENDED FEBRUARY 29, 2012
(UNAUDITED)

	Year to Date			Month of February		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
OPERATING REVENUES						
Customer Fares	\$ 9,091,215	\$ 11,319,223	125%	\$ 1,818,243	\$ 2,126,517	117%
Contract Services:						
Local Financial Assistance	3,102,870	3,109,110	100%	620,574	620,211	100%
Other Contractual Services	1,010,725	427,387	42%	202,145	77,639	38%
Advertising	460,415	443,688	96%	92,083	135,012	147%
Other Income	<u>156,770</u>	<u>113,306</u>	72%	<u>31,354</u>	<u>22,021</u>	70%
Total Operating Revenues	<u>13,821,995</u>	<u>15,412,714</u>	112%	<u>2,764,399</u>	<u>2,981,400</u>	108%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	312,500	312,500	100%	62,500	62,500	100%
State of Florida	3,788,110	3,759,002	99%	757,622	751,802	99%
Local	11,345,830	11,345,829	100%	2,269,166	2,269,174	100%
Planning and other assistance grants:						
Federal - Commuter Rail Project	-	-	0%	-	-	0%
Federal - Other	7,636,160	6,429,896	84%	1,527,232	1,344,590	88%
State of Florida - Commuter Rail Project	-	-	0%	-	-	0%
State of Florida - BRT Circulator Project	-	-	0%	-	-	0%
State of Florida - Other	674,020	712,174	106%	134,804	133,476	99%
Local Matching - BRT Circulator Project	-	-	0%	-	-	0%
Local Matching - Other	-	-	0%	-	-	0%
Interest Income	62,500	22,834	37%	12,500	4,366	35%
Gain / (Loss) on the Sale of Assets	<u>-</u>	<u>80,390</u>	N/A	<u>-</u>	<u>6,007</u>	N/A
Total Nonoperating Revenues	<u>23,819,120</u>	<u>22,662,625</u>	95%	<u>4,763,824</u>	<u>4,571,915</u>	96%
Total Revenues	<u>37,641,115</u>	<u>38,075,339</u>	101%	<u>7,528,223</u>	<u>7,553,315</u>	100%
OPERATING EXPENSES						
Salaries and Wages	16,385,080	15,865,766	97%	3,277,016	3,096,238	94%
Fringe Benefits	8,856,065	8,653,942	98%	1,771,213	1,573,611	89%
Purchased Transportation Services	530,400	508,258	96%	106,080	96,693	91%
Fuel	5,413,035	5,384,671	99%	1,082,607	1,032,537	95%
Other Materials and Supplies	2,435,325	2,429,323	100%	487,065	541,533	111%
Professional Services	1,135,785	376,153	33%	227,157	105,375	46%
Other Services	1,949,495	1,260,080	65%	389,899	288,996	74%
Lease and Miscellaneous Expenses	336,420	275,245	82%	67,284	66,347	99%
Casualty and Liability Insurance	880,530	634,660	72%	176,106	97,696	55%
Utilities	534,585	506,297	95%	106,917	117,362	110%
Taxes and Licenses	157,220	190,010	121%	31,444	33,962	108%
Interest Expense	<u>199,855</u>	<u>104,926</u>	53%	<u>39,971</u>	<u>20,340</u>	51%
Total Operating Expenses	<u>38,813,795</u>	<u>36,189,331</u>	93%	<u>7,762,759</u>	<u>7,070,690</u>	91%
OPERATING GAIN / (LOSS)	<u>\$ (1,172,680)</u>	<u>\$ 1,886,008</u>	N/A	<u>\$ (234,536)</u>	<u>\$ 482,625</u>	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PARATRANSIT SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF FEBRUARY 2012 AND THE FIVE MONTHS ENDED FEBRUARY 29, 2012
(UNAUDITED)

	Year to Date			Month of February		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 604,530	\$ 638,209	106%	\$ 120,906	\$ 117,928	98%
Contract Services:						
Local Financial Assistance	-	-	0%	-	-	0%
Other Contractual Services	3,698,465	3,323,632	90%	739,693	636,865	86%
Advertising	-	-	0%	-	-	0%
Other Operating Income	-	-	0%	-	-	0%
Total Operating Revenues	<u>4,302,995</u>	<u>3,961,841</u>	92%	<u>860,599</u>	<u>754,793</u>	88%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	-	-	0%	-	-	0%
State of Florida	-	-	0%	-	-	0%
Local	4,537,555	4,537,556	100%	907,511	907,511	100%
Planning and other assistance grants:						
Federal - Commuter Rail Project	-	-	0%	-	-	0%
Federal - Other	750,000	750,000	100%	150,000	150,000	100%
State of Florida - Commuter Rail Project	-	-	0%	-	-	0%
State of Florida - BRT Circulator Project	-	-	0%	-	-	0%
State of Florida - Other	-	-	0%	-	-	0%
Local Matching - BRT Circulator Project	-	-	0%	-	-	0%
Local Matching - Other	-	-	0%	-	-	0%
Interest Income	-	-	0%	-	-	0%
Gain / (Loss) on the Sale of Assets	-	-	0%	-	-	0%
Total Nonoperating Revenues	<u>5,287,555</u>	<u>5,287,556</u>	100%	<u>1,057,511</u>	<u>1,057,511</u>	100%
Fund Balance	-	-	0%	-	-	0%
Total Revenues	<u>9,590,550</u>	<u>9,249,397</u>	96%	<u>1,918,110</u>	<u>1,812,304</u>	94%
OPERATING EXPENSES						
Salaries and Wages	141,345	145,034	103%	28,269	31,733	112%
Fringe Benefits	90,530	88,160	97%	18,106	16,404	91%
Purchased Transportation Services	8,176,140	7,900,487	97%	1,635,228	1,568,069	96%
Fuel	913,545	1,046,956	115%	182,709	212,737	116%
Other Materials and Supplies	11,250	304	3%	2,250	-	N/A
Professional Services	139,905	41,902	30%	27,981	10,789	39%
Other Services	85,815	123,027	143%	17,163	72,306	421%
Lease and Miscellaneous Expenses	6,845	17,520	256%	1,369	199	15%
Casualty and Liability Insurance	-	-	0%	-	-	0%
Utilities	22,230	22,757	102%	4,446	6,365	143%
Taxes and Licenses	15,335	28,267	184%	3,067	8,490	277%
Interest Expense	-	-	0%	-	-	0%
Total Operating Expenses	<u>9,602,940</u>	<u>9,414,414</u>	98%	<u>1,920,588</u>	<u>1,927,092</u>	100%
OPERATING GAIN / (LOSS)	<u>\$ (12,390)</u>	<u>\$ (165,017)</u>	N/A	<u>\$ (2,478)</u>	<u>\$ (114,788)</u>	N/A

Monthly Report B: Financial Reports

To: LYNX Board of Directors

From: Blanche Sherman
DIRECTOR OF FINANCE
Starlin Rolle
(Technical Contact)

Phone: 407.841.2279 ext: 6100

Item Name: Monthly Financial Report - January 31, 2012

Date: 3/22/2012

Please find attached the monthly financial report for the three months ending January 31, 2012. LYNX' Statement of Revenues, Expenses, and Changes in Net Assets (Operating Statement) for the four months ending January 31, 2012 reflect total revenue earned in the amount of \$37,959,117 and total expenses incurred in the amount of \$36,605,963 resulting in a net operating profit of \$1,353,154.

- Fixed route, Vanpool, and Pick-Up Line services resulted in an operating profit of \$1,403,383 for the four months of the fiscal year.
- Paratransit services resulted in an operating loss of \$(50,229) for the four months of the fiscal year.

Fixed Route Operations:

The year-to-date Operating Revenues are higher than the budget at 108%. Customer fares are at 125% of the budgeted amount year-to-date, and are 23% above the budget amount for the month of January. LYNX ridership continues to increase into the new fiscal year. Ridership is up by 8.9% year-over-year as of January 31, 2012. If this trend continues, LYNX ridership will reflect a greater increase for the new fiscal year.

Although, LYNX has experienced a slight increases in advertising revenue for the month of January 2012, LYNX' advertising revenue year-to-date is slightly lower than anticipated. Actual revenues through January 2012 for advertising on buses, shelters, and in-kind (trade) transactions are \$287,866, \$20,810, and \$-0-, respectively. LYNX has entered into a new contract with Direct Media, Incorporated, with an effective date of January 1, 2012, to further enhance LYNX' advertising program and to increase the advertising revenue stream. Direct Media's sales staff continues to actively seek new clients and work 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 January 2012,

LYNX locked in eighty-four percent (84%) of the total monthly purchases, resulting in cap (LYNX locked) prices higher than the future (float) prices. At this time, we are 1% above the budget as of January 31, 2012, primarily due to higher than anticipated fuel consumptions for LYNX' Pick-Up Line services. Also, the price of diesel fuel purchased for the Osceola Satellite Facility is slightly higher than budgeted. In the month of January, LYNX paid an average net price of \$3.14 (net) per gallon for diesel fuel and \$2.85 (net) per gallon for bio-diesel, less fuel hedging gains which is effectively lower than the budgeted price of \$3.17 (net). The national diesel fuel price for the month of January 2012 was \$3.64 (net), which is an indication of continued increases in the price of fuel for LYNX throughout the year. We are currently \$21,706 over the budget for the fiscal year.

LYNX' staff proactively seeks ways to maximize operational efficiencies and improve services. As a result, fixed route operating expenses for salaries, wages, and fringe benefits are under budget due to various vacancies, and less vacation, sick, and holiday pay than anticipated as of January 31, 2012. In addition, expenses related to materials and supplies, security and contact maintenance services, leases, and other miscellaneous expenses are less than budgeted.

Professional services related to various planning projects and the "Public Awareness and Multidiscipline Training", "Fast Track Training", and other training grant programs are also less than anticipated. Casualty and liability insurance expenses are under budget due to the timing of the settlement of several outstanding claims anticipated for the year.

Paratransit Operations:

The operating loss from Paratransit operations is related to the higher trips than anticipated as of January 2012. Also, Medicaid and TD revenue is less than anticipated year to date and for the month of January. Although, the price of unleaded fuel for the month is lower than the budget, the consumption of unleaded fuel is higher than anticipated as of January 2012 due to the increase in revenue miles. The fuel is budgeted at a net price of \$2.93 (net) per gallon in the FY2012 budget. LYNX is currently paying \$2.87 (net) per gallon. The national unleaded fuel price for the month of January 2012 was \$3.15 (net). This is an indication of an anticipated increase in the price of fuel for LYNX throughout the year. However, year-to-date purchased transportation costs are lower than the amounts budgeted. An analysis follows:

ACCESS LYNX			
FY2012	Trips (Year-to-Date)	Blended Trip Rate	Costs
Actual (with est.)	206,321	\$30.69	\$6,332,418
Budget (rounding)	199,296	\$32.82	\$6,540,912
Excess Trips/Costs	7,025	\$(2.13)	\$ (208,494)

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF JANUARY 2012 AND THE FOUR MONTHS ENDED JANUARY 31, 2012
(UNAUDITED)

	Year to Date			Month of January		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
OPERATING REVENUES						
Customer Fares	\$ 7,756,596	\$ 9,712,987	125%	\$ 1,939,149	\$ 2,389,948	123%
Contract Services:						
Local Financial Assistance	2,482,296	2,488,899	100%	620,574	619,671	100%
Other Contractual Services	3,767,352	3,036,515	81%	941,838	728,079	77%
Advertising	368,332	308,676	84%	92,083	76,085	83%
Other Operating Income	<u>125,416</u>	<u>91,285</u>	73%	<u>31,354</u>	<u>13,179</u>	42%
Total Operating Revenues	<u>14,499,992</u>	<u>15,638,362</u>	108%	<u>3,624,998</u>	<u>3,826,962</u>	106%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	250,000	250,000	100%	62,500	62,500	100%
State of Florida	3,030,488	3,007,200	99%	757,622	751,800	99%
Local	12,706,708	12,706,700	100%	3,176,677	3,176,675	100%
Planning and other assistance grants:						
Federal - Commuter Rail Project	-	-	0%	-	-	0%
Federal - Other	6,708,928	5,685,306	85%	1,677,232	1,421,742	85%
State of Florida - Commuter Rail Project	-	-	0%	-	-	0%
State of Florida - BRT Circulator Project	-	-	0%	-	-	0%
State of Florida - Other	539,216	578,698	107%	134,804	135,411	100%
Local Matching - BRT Circulator Project	-	-	0%	-	-	0%
Local Matching - Other	-	-	0%	-	-	0%
Interest Income	50,000	18,468	37%	12,500	4,881	39%
Gain / (Loss) on Sale of Assets	<u>-</u>	<u>74,383</u>	N/A	<u>-</u>	<u>9,812</u>	N/A
Total Nonoperating Revenues	<u>23,285,340</u>	<u>22,320,755</u>	96%	<u>5,821,335</u>	<u>5,562,821</u>	96%
Total Revenues	<u>37,785,332</u>	<u>37,959,117</u>	100%	<u>9,446,333</u>	<u>9,389,783</u>	99%
OPERATING EXPENSES						
Salaries and Wages	13,221,140	12,882,829	97%	3,305,285	3,258,801	99%
Fringe Benefits	7,157,276	7,152,087	100%	1,789,319	2,176,726	122%
Purchased Transportation Services	6,965,232	6,743,983	97%	1,741,308	1,662,194	95%
Fuel	5,061,264	5,186,353	102%	1,265,316	1,239,867	98%
Other Materials and Supplies	1,957,260	1,888,094	96%	489,315	451,991	92%
Professional Services	1,020,552	301,891	30%	255,138	78,728	31%
Other Services	1,628,248	1,021,805	63%	407,062	250,729	62%
Lease and Miscellaneous Expenses	274,612	226,219	82%	68,653	43,217	63%
Casualty and Liability Insurance	704,424	536,964	76%	176,106	153,263	87%
Utilities	445,452	405,327	91%	111,363	117,492	106%
Taxes and Licenses	138,044	175,825	127%	34,511	15,423	45%
Interest Expense	<u>159,884</u>	<u>84,586</u>	53%	<u>39,971</u>	<u>20,801</u>	52%
Total Operating Expenses	<u>38,733,388</u>	<u>36,605,963</u>	95%	<u>9,683,347</u>	<u>9,469,232</u>	98%
OPERATING GAIN / (LOSS)	<u>\$ (948,056)</u>	<u>\$ 1,353,154</u>	N/A	<u>\$ (237,014)</u>	<u>\$ (79,449)</u>	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
FIXED-ROUTE, VANPOOL AND PICK-UP LINE SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF JANUARY 2012 AND THE FOUR MONTHS ENDED JANUARY 31, 2012
(UNAUDITED)

	Year to Date			Month of January		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
OPERATING REVENUES						
Customer Fares	\$ 7,272,972	\$ 9,192,706	126%	\$ 1,818,243	\$ 2,256,396	124%
Contract Services:						
Local Financial Assistance	2,482,296	2,488,899	100%	620,574	619,671	100%
Other Contractual Services	808,580	349,748	43%	202,145	67,128	33%
Advertising	368,332	308,676	84%	92,083	76,085	83%
Other Income	<u>125,416</u>	<u>91,285</u>	73%	<u>31,354</u>	<u>13,179</u>	42%
Total Operating Revenues	<u>11,057,596</u>	<u>12,431,314</u>	112%	<u>2,764,399</u>	<u>3,032,459</u>	110%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	250,000	250,000	100%	62,500	62,500	100%
State of Florida	3,030,488	3,007,200	99%	757,622	751,800	99%
Local	9,076,664	9,076,655	100%	2,269,166	2,269,164	100%
Planning and other assistance grants:						
Federal - Commuter Rail Project	-	-	0%	-	-	0%
Federal - Other	6,108,928	5,085,306	83%	1,527,232	1,271,742	83%
State of Florida - Commuter Rail Project	-	-	0%	-	-	0%
State of Florida - BRT Circulator Project	-	-	0%	-	-	0%
State of Florida - Other	539,216	578,698	107%	134,804	135,411	100%
Local Matching - BRT Circulator Project	-	-	0%	-	-	0%
Local Matching - Other	-	-	0%	-	-	0%
Interest Income	50,000	18,468	37%	12,500	4,881	39%
Gain / (Loss) on the Sale of Assets	<u>-</u>	<u>74,383</u>	N/A	<u>-</u>	<u>9,812</u>	N/A
Total Nonoperating Revenues	<u>19,055,296</u>	<u>18,090,710</u>	95%	<u>4,763,824</u>	<u>4,505,310</u>	95%
Total Revenues	<u>30,112,892</u>	<u>30,522,024</u>	101%	<u>7,528,223</u>	<u>7,537,769</u>	100%
OPERATING EXPENSES						
Salaries and Wages	13,108,064	12,769,528	97%	3,277,016	3,231,741	99%
Fringe Benefits	7,084,852	7,080,331	100%	1,771,213	2,152,449	122%
Purchased Transportation Services	424,320	411,565	97%	106,080	107,729	102%
Fuel	4,330,428	4,352,134	101%	1,082,607	1,006,251	93%
Other Materials and Supplies	1,948,260	1,887,790	97%	487,065	451,991	93%
Professional Services	908,628	270,778	30%	227,157	69,283	31%
Other Services	1,559,596	971,084	62%	389,899	239,229	61%
Lease and Miscellaneous Expenses	269,136	208,898	78%	67,284	28,931	43%
Casualty and Liability Insurance	704,424	530,790	75%	176,106	147,089	84%
Utilities	427,668	395,109	92%	106,917	117,492	110%
Taxes and Licenses	125,776	156,048	124%	31,444	12,219	39%
Interest Expense	<u>159,884</u>	<u>84,586</u>	53%	<u>39,971</u>	<u>20,801</u>	52%
Total Operating Expenses	<u>31,051,036</u>	<u>29,118,641</u>	94%	<u>7,762,759</u>	<u>7,585,205</u>	98%
OPERATING GAIN / (LOSS)	<u>\$ (938,144)</u>	<u>\$ 1,403,383</u>	N/A	<u>\$ (234,536)</u>	<u>\$ (47,436)</u>	N/A

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PARATRANSIT SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF JANUARY 2012 AND THE FOUR MONTHS ENDED JANUARY 31, 2012
(UNAUDITED)

	Year to Date			Month of January		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 483,624	\$ 520,281	108%	\$ 120,906	\$ 133,552	110%
Contract Services:						
Local Financial Assistance	-	-	0%	-	-	0%
Other Contractual Services	2,958,772	2,686,767	91%	739,693	660,951	89%
Advertising	-	-	0%	-	-	0%
Other Operating Income	-	-	0%	-	-	0%
Total Operating Revenues	<u>3,442,396</u>	<u>3,207,048</u>	93%	<u>860,599</u>	<u>794,503</u>	92%
NONOPERATING REVENUES						
Operating assistance grants:						
Federal	-	-	0%	-	-	0%
State of Florida	-	-	0%	-	-	0%
Local	3,630,044	3,630,045	100%	907,511	907,511	100%
Planning and other assistance grants:						
Federal - Commuter Rail Project	-	-	0%	-	-	0%
Federal - Other	600,000	600,000	100%	150,000	150,000	100%
State of Florida - Commuter Rail Project	-	-	0%	-	-	0%
State of Florida - BRT Circulator Project	-	-	0%	-	-	0%
State of Florida - Other	-	-	0%	-	-	0%
Local Matching - BRT Circulator Project	-	-	0%	-	-	0%
Local Matching - Other	-	-	0%	-	-	0%
Interest Income	-	-	0%	-	-	0%
Gain / (Loss) on the Sale of Assets	-	-	0%	-	-	0%
Total Nonoperating Revenues	<u>4,230,044</u>	<u>4,230,045</u>	100%	<u>1,057,511</u>	<u>1,057,511</u>	100%
Fund Balance	-	-	0%	-	-	0%
Total Revenues	<u>7,672,440</u>	<u>7,437,093</u>	97%	<u>1,918,110</u>	<u>1,852,014</u>	97%
OPERATING EXPENSES						
Salaries and Wages	113,076	113,301	100%	28,269	27,060	96%
Fringe Benefits	72,424	71,756	99%	18,106	24,277	134%
Purchased Transportation Services	6,540,912	6,332,418	97%	1,635,228	1,554,465	95%
Fuel	730,836	834,219	114%	182,709	233,616	128%
Other Materials and Supplies	9,000	304	3%	2,250	-	N/A
Professional Services	111,924	31,113	28%	27,981	9,445	34%
Other Services	68,652	50,721	74%	17,163	11,500	67%
Lease and Miscellaneous Expenses	5,476	17,321	316%	1,369	14,286	1044%
Casualty and Liability Insurance	-	-	0%	-	-	0%
Utilities	17,784	16,392	92%	4,446	6,174	139%
Taxes and Licenses	12,268	19,777	161%	3,067	3,204	104%
Interest Expense	-	-	0%	-	-	0%
Total Operating Expenses	<u>7,682,352</u>	<u>7,487,322</u>	97%	<u>1,920,588</u>	<u>1,884,027</u>	98%
OPERATING GAIN / (LOSS)	<u>\$ (9,912)</u>	<u>\$ (50,229)</u>	N/A	<u>\$ (2,478)</u>	<u>\$ (32,013)</u>	N/A

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

To: LYNX Board of Directors

From: Rudolph Walter
DIRECTOR OF PLANNING
Andrea Ostrodka
(Technical Contact)

Phone: 407.841.2279 ext: 6009

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

Date: 3/22/2012

LYNX received over \$31.5 million in a 2009 American Recovery and Reinvestment Act Grant. Of the 19 projects approved in this grant, 12 are substantially completed and the majority of the remaining projects are well underway. As of January 31, LYNX has encumbered \$24,284,223 or 82.1% of the award. A total of \$23,052,543, or 77.9% of the work has been completed and paid out. Individual projects currently underway include the joint procurement with FDOT of fare collection equipment and lighting efficiency upgrades at LYNX Central Station.

LYNX anticipates approximately \$3.8 Million in savings from ARRA projects completed under budget. LYNX is working with the Federal Transit Administration to identify suitable projects for the use of these funds. All ARRA projects must be completed by September 30, 2013.

LYNX submitted the quarterly 1512 report to the FTA on January 10, 2012 and the Milestone Progress Review report on January 30, 2012. LYNX completed and submitted the 1201(c) ARRA Annual Report to FTA on February 17, 2012. The next quarterly report is due April 10, 2012 for the quarter ending March 31.

Monthly Report D: Ridership Report

To: LYNX Board of Directors

From: Rudolph Walter
 DIRECTOR OF PLANNING
 Jerry Bryan
 (Technical Contact)

Phone: 407.841.2279 ext: 6009

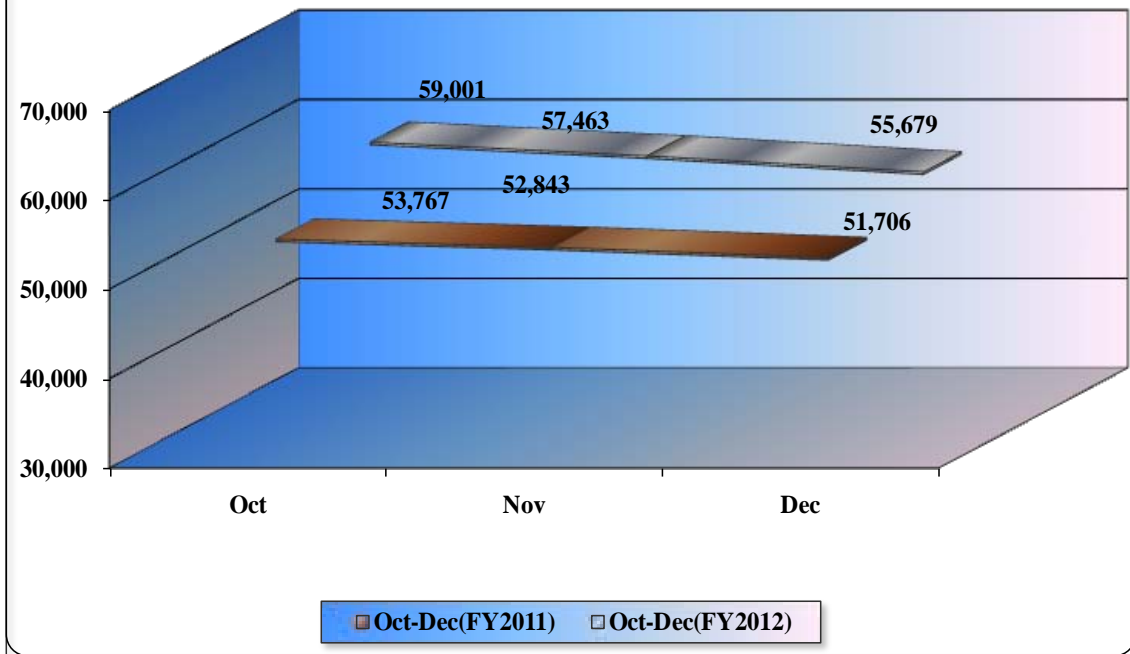
Item Name: Ridership Reports Final for December 2011 and January 2012

Date: 3/22/2012

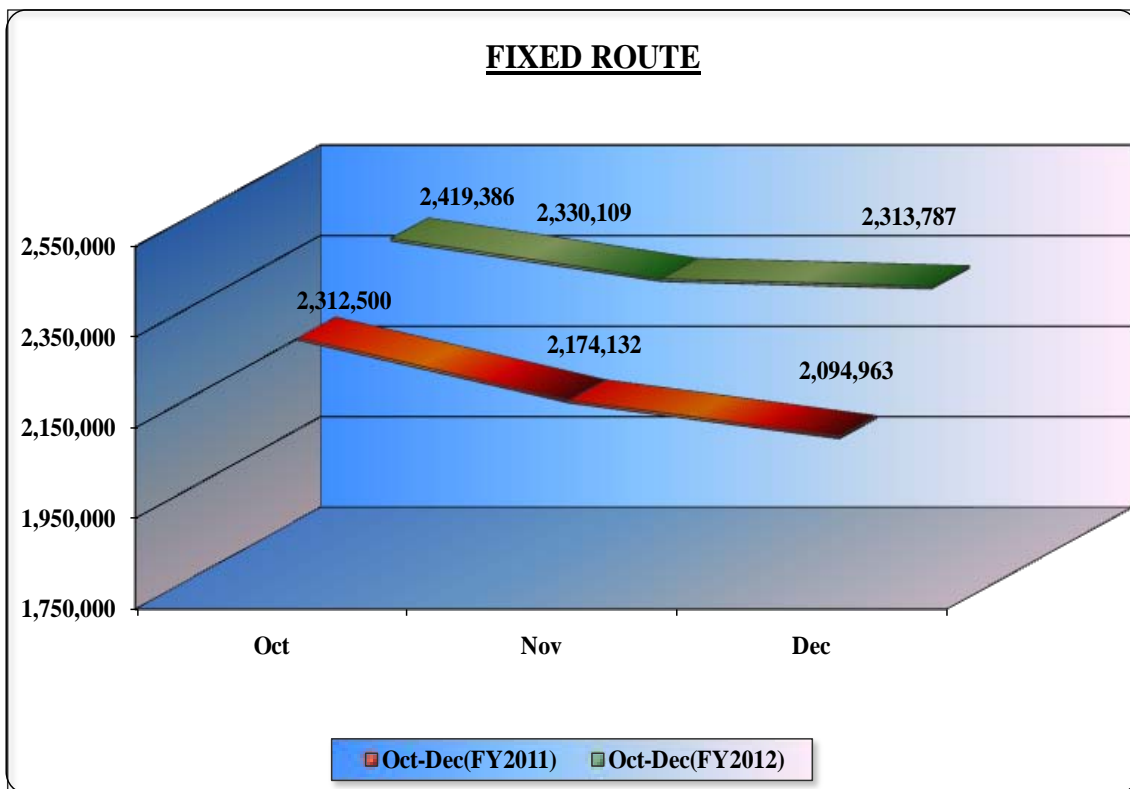
Year to date (October - December) Final

<i>Service Mode</i>	<i>Oct-Dec(FY2011)</i>	<i>Oct-Dec(FY2012)</i>	<i>% Change</i>
LYMMO	290,312	226,732	-21.90%
Fixed Route	6,257,515	6,800,626	8.68%
Pick Up Line	33,768	35,924	6.38%
SUBTOTAL - FIXED ROUTE	6,581,595	7,063,282	7.32%
Special Shuttles	16,079	122	-99.24%
ACCESS LYNX	158,316	172,143	8.73%
Van Pool	46,826	48,798	4.21%
SUBTOTAL - OTHER SERVICES	221,221	221,063	-0.07%
TOTAL ALL SERVICES	6,802,816	7,284,345	7.08%

ACCESS LYNX



FIXED ROUTE



Average Daily Ridership by Mode

<i>Service Mode</i>	<i>Day</i>	<i>December-10</i>	<i>December-11</i>	<i>% Change</i>
LYMMO	Weekday	3,348	2,818	-15.83%
	Saturday	1,248	1,093	-12.44%
	Sunday	807	792	-1.84%
All Other Links	Weekday	73,270	81,978	11.88%
	Saturday	54,070	59,451	9.95%
	Sunday	29,415	32,657	11.02%
Total Fixed Route	Weekday	76,618	84,795	10.67%
	Saturday	55,318	60,544	9.45%
	Sunday	30,222	33,449	10.68%
ACCESS LYNX	Weekday	2,469	2,720	10.18%
	Saturday	975	1,537	57.72%
	Sunday	442	343	-22.37%
Pick Up Line	Weekday	459	482	5.14%
	Saturday	259	310	19.61%
Van Pool	Weekday	603	604	0.25%
	Saturday	122	179	47.49%
	Sunday	113	184	63.11%
TOTAL LYNX SERVICES	Weekday	80,148	88,602	10.55%
	Saturday	56,673	62,570	10.41%
	Sunday	30,776	33,975	10.39%

The following new links began service in August 2011:

- Fastlink 441 - Limited stop express service from Osceola Square Mall to LCS via OBT
- Fastlink 17/92 - Limited stop express service from Seminole Center to LCS via 17/92

The following new links began service in December 2011:

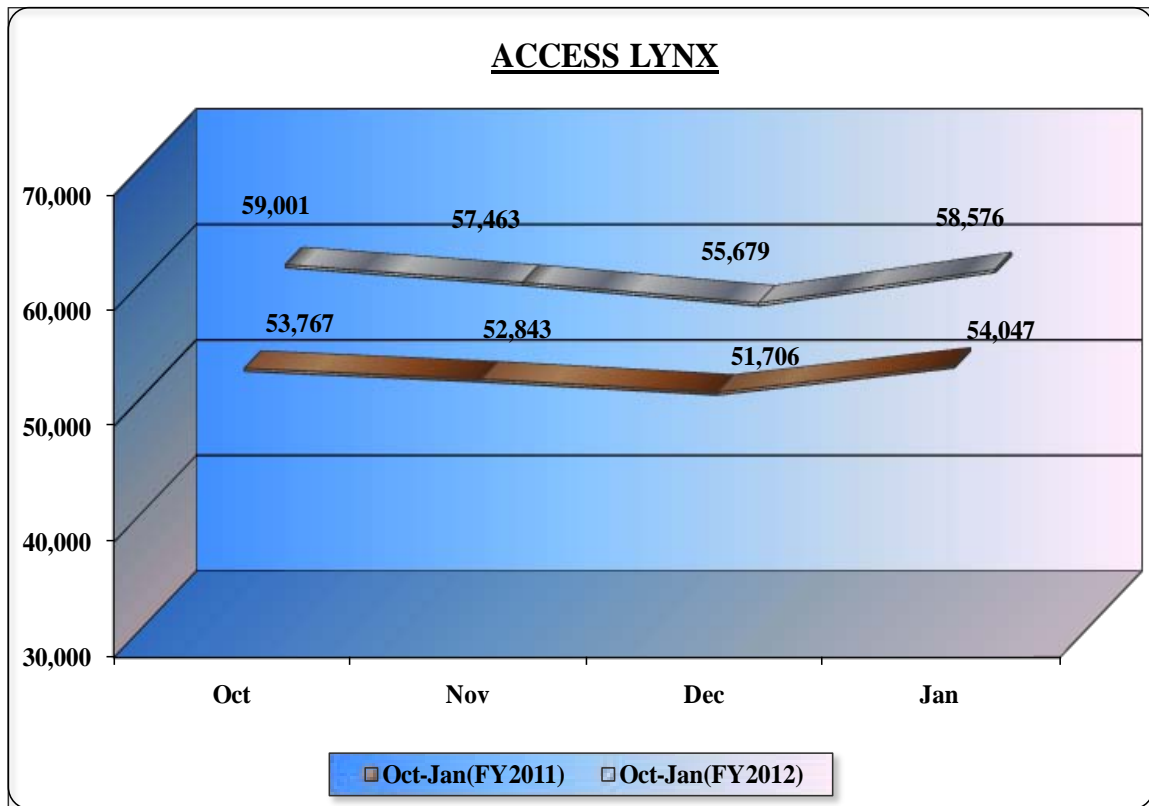
- Link 104 - East Colonial
- Link 105 - West Colonial

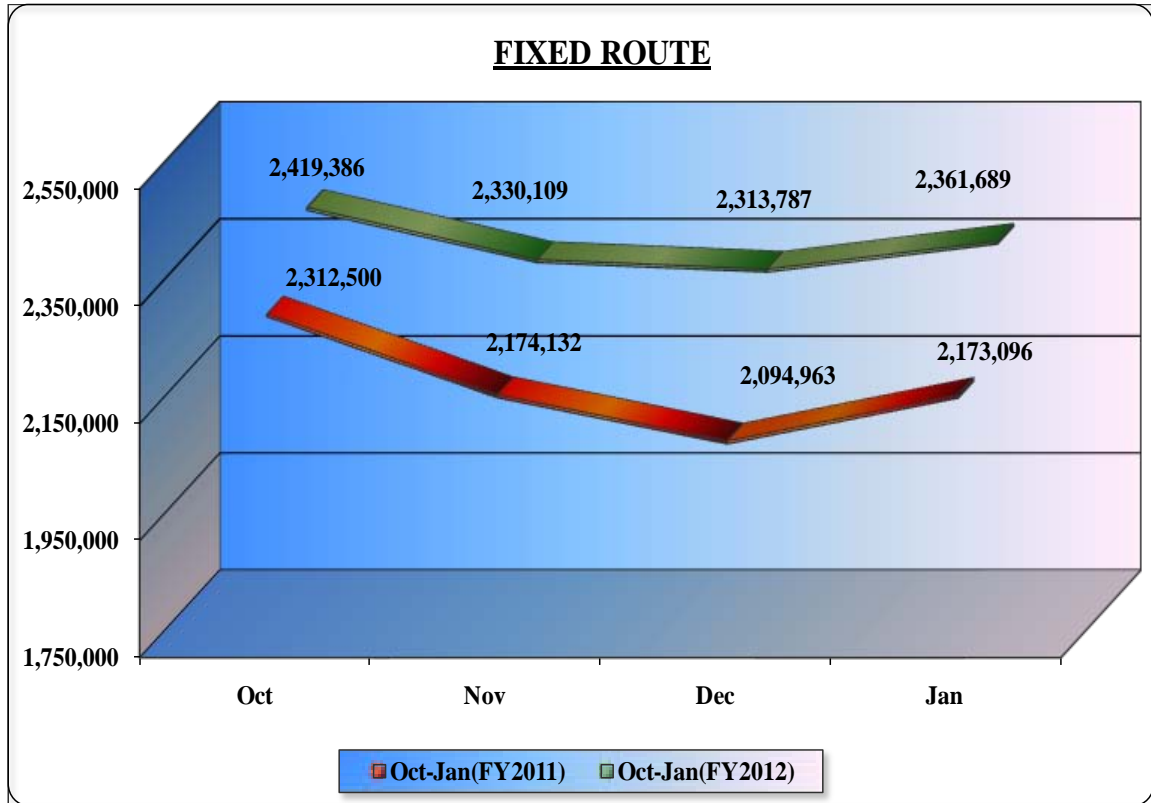
LYNX Monthly Ridership

Fiscal Year 2012													
<i>Service Mode</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>TOTAL YEAR</i>
LYMMO	81,115	74,997	70,620										226,732
Fixed Route	2,325,994	2,243,145	2,231,487										6,800,626
Pick Up Line	12,277	11,967	11,680										35,924
SUBTOTAL - FIXED ROUTE	2,419,386	2,330,109	2,313,787										7,063,282
Special Shuttles	-	121	1										122
ACCESS LYNX	59,001	57,463	55,679										172,143
Van Pool	17,228	16,648	14,922										48,798
SUBTOTAL - OTHER SERVICES	76,229	74,232	70,602										221,063
TOTAL ALL SERVICES	2,495,615	2,404,341	2,384,389										7,284,345
% Change From Fiscal Year 2011 To Fiscal Year 2012													
<i>Service Mode</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>TOTAL YEAR</i>
LYMMO	-20.8%	-27.3%	-16.7%										-21.9%
Fixed Route	5.8%	8.9%	11.6%										8.7%
Pick Up Line	5.5%	10.3%	3.5%										6.4%
SUBTOTAL - FIXED ROUTE	4.6%	7.2%	10.4%										7.3%
Special Shuttles	-100.0%	-98.4%	-100.0%										-99.2%
ACCESS LYNX	9.7%	8.7%	7.7%										8.7%
Van Pool	4.7%	6.9%	0.8%										4.2%
SUBTOTAL - OTHER SERVICES	8.5%	-2.1%	-6.1%										-0.1%
TOTAL ALL SERVICES	4.7%	6.9%	9.9%										7.1%
Fiscal Year 2011													
<i>Service Mode</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>TOTAL YEAR</i>
LYMMO	102,397	103,140	84,775	79,809	72,642	82,411	82,094	81,526	83,348	78,536	85,554	78,289	1,014,521
Fixed Route	2,198,468	2,060,142	1,998,905	2,081,077	2,066,081	2,199,619	2,236,690	2,200,645	2,154,317	2,157,696	2,295,501	2,295,260	25,944,401
Pick Up Line	11,635	10,850	11,283	12,210	12,045	13,016	13,015	11,612	12,081	10,858	12,933	12,718	144,256
SUBTOTAL - FIXED ROUTE	2,312,500	2,174,132	2,094,963	2,173,096	2,150,768	2,295,046	2,331,799	2,293,783	2,249,746	2,247,090	2,393,988	2,386,267	27,103,178
Special Shuttles	13	7,370	8,696	21,048	0	0	51	45	13	0	0	0	37,236
ACCESS LYNX	53,767	52,843	51,706	54,047	52,928	60,300	56,316	58,137	59,000	57,139	61,846	58,884	676,913
Van Pool	16,454	15,574	14,798	17,124	15,852	18,358	16,927	18,074	18,572	16,588	19,510	18,028	205,859
SUBTOTAL - OTHER SERVICES	70,234	75,787	75,200	92,219	68,780	78,658	73,294	76,256	77,585	73,727	81,356	76,912	920,008
TOTAL ALL SERVICES	2,382,734	2,249,919	2,170,163	2,265,315	2,219,548	2,373,704	2,405,093	2,370,039	2,327,331	2,320,817	2,475,344	2,463,179	28,023,186

Year to date (October - January) Final

<i>Service Mode</i>	<i>Oct-Jan(FY2011)</i>	<i>Oct-Jan(FY2012)</i>	<i>% Change</i>
LYMMO	370,121	299,924	-18.97%
Fixed Route	8,338,592	9,077,152	8.86%
Pick Up Line	45,978	47,895	4.17%
SUBTOTAL - FIXED ROUTE	8,754,691	9,424,971	7.66%
Special Shuttles	37,127	208	-99.44%
ACCESS LYNX	212,363	230,719	8.64%
Van Pool	63,950	65,969	3.16%
SUBTOTAL - OTHER SERVICES	313,440	296,896	-5.28%
TOTAL ALL SERVICES	9,068,131	9,721,867	7.21%





Average Daily Ridership by Mode

<i>Service Mode</i>	<i>Day</i>	<i>January-11</i>	<i>January-12</i>	<i>% Change</i>
LYMMO	Weekday	3,267	2,890	-11.54%
	Saturday	1,386	1,281	-7.58%
	Sunday	942	896	-4.87%
All Other Links	Weekday	79,178	84,943	7.28%
	Saturday	55,686	59,361	6.60%
	Sunday	32,601	34,071	4.51%
Total Fixed Route	Weekday	82,445	87,833	6.54%
	Saturday	57,072	60,642	6.26%
	Sunday	33,543	34,967	4.25%
ACCESS LYNX	Weekday	2,544	2,896	13.87%
	Saturday	1,275	1,237	-3.04%
	Sunday	552	376	-31.92%
Pick Up Line	Weekday	535	512	-4.39%
	Saturday	276	305	10.70%
Van Pool	Weekday	727	708	-2.73%
	Saturday	116	175	50.95%
	Sunday	109	174	59.56%
TOTAL LYNX SERVICES	Weekday	86,251	91,949	6.61%
	Saturday	58,738	62,358	6.16%
	Sunday	34,204	35,516	3.84%

The following new links began service in August 2011:

- Fastlink 441 - Limited stop express service from Osceola Square Mall to LCS via OBT
- Fastlink 17/92 - Limited stop express service from Seminole Center to LCS via 17/92

The following new links began service in December 2011:

- Link 104 - East Colonial
- Link 105 – West Colonial

LYNX Monthly Ridership

Fiscal Year 2012													
<i>Service Mode</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>TOTAL YEAR</i>
LYMMO	81,115	74,997	70,620	73,192									299,924
Fixed Route	2,325,994	2,243,145	2,231,487	2,276,526									9,077,152
Pick Up Line	12,277	11,967	11,680	11,971									47,895
SUBTOTAL - FIXED ROUTE	2,419,386	2,330,109	2,313,787	2,361,689									9,424,971
Special Shuttles	-	121	1	86									208
ACCESS LYNX	59,001	57,463	55,679	58,576									230,719
Van Pool	17,228	16,648	14,962	17,131									65,969
SUBTOTAL - OTHER SERVICES	76,229	74,232	70,642	75,793									296,896
TOTAL ALL SERVICES	2,495,615	2,404,341	2,384,429	2,437,482									9,721,867
% Change From Fiscal Year 2011 To Fiscal Year 2012													
<i>Service Mode</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>TOTAL YEAR</i>
LYMMO	-20.8%	-27.3%	-16.7%	-8.3%									-19.0%
Fixed Route	5.8%	8.9%	11.6%	9.4%									8.9%
Pick Up Line	5.5%	10.3%	3.5%	-2.0%									4.2%
SUBTOTAL - FIXED ROUTE	4.6%	7.2%	10.4%	8.7%									7.7%
Special Shuttles	-100.0%	-98.4%	-100.0%	-99.6%									-99.4%
ACCESS LYNX	9.7%	8.7%	7.7%	8.4%									8.6%
Van Pool	4.7%	6.9%	1.1%	0.0%									3.2%
SUBTOTAL - OTHER SERVICES	8.5%	-2.1%	-6.1%	-17.8%									-5.3%
TOTAL ALL SERVICES	4.7%	6.9%	9.9%	7.6%									7.2%
Fiscal Year 2011													
<i>Service Mode</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>TOTAL YEAR</i>
LYMMO	102,397	103,140	84,775	79,809	72,642	82,411	82,094	81,526	83,348	78,536	85,554	78,289	1,014,521
Fixed Route	2,198,468	2,060,142	1,998,905	2,081,077	2,066,081	2,199,619	2,236,690	2,200,645	2,154,317	2,157,696	2,295,501	2,295,260	25,944,401
Pick Up Line	11,635	10,850	11,283	12,210	12,045	13,016	13,015	11,612	12,081	10,858	12,933	12,718	144,256
SUBTOTAL - FIXED ROUTE	2,312,500	2,174,132	2,094,963	2,173,096	2,150,768	2,295,046	2,331,799	2,293,783	2,249,746	2,247,090	2,393,988	2,386,267	27,103,178
Special Shuttles	13	7,370	8,696	21,048	0	0	51	45	13	0	0	0	37,236
ACCESS LYNX	53,767	52,843	51,706	54,047	52,928	60,300	56,316	58,137	59,000	57,139	61,846	58,884	676,913
Van Pool	16,454	15,574	14,798	17,124	15,852	18,358	16,927	18,074	18,572	16,588	19,510	18,028	205,859
SUBTOTAL - OTHER SERVICES	70,234	75,787	75,200	92,219	68,780	78,658	73,294	76,256	77,585	73,727	81,356	76,912	920,008
TOTAL ALL SERVICES	2,382,734	2,249,919	2,170,163	2,265,315	2,219,548	2,373,704	2,405,093	2,370,039	2,327,331	2,320,817	2,475,344	2,463,179	28,023,186

Monthly Report E: Planning and Development Report

To: LYNX Board of Directors

From: **Rudolph Walter**
DIRECTOR OF PLANNING
Catherine Porter
(Technical Contact)
Doug Jamison
(Technical Contact)
Jeff Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6009

Item Name: Planning and Development Report

Date: 3/22/2012

FlexBus

The updated FlexBus request for proposals was released in February 2012 for consultant services to assist with the management of the design update, developing scopes for procurement of the hardware and the software, acceptance testing, support to begin revenue service, and evaluation of the operations. Representatives from LYNX and the Cities of Altamonte Springs, Casselberry, Longwood and Maitland served on the evaluation committee and will form the local project management group. The recommendation for award of contract is scheduled to be presented to the LYNX Board during the March 2012 meeting.

MORETMCC

ACCESS LYNX has continued a phased deployment of the MORETMCC online reservations system. This allows customers to schedule trips, check on the status of reservations, and cancel trips no longer required. A draft evaluation report has been submitted to the Federal Transit Administration. This report contains the evaluation methodology and the related data prior to deployment of the system. The report will be updated in August 2012 to incorporate data after deployment and an analysis of the results.

SHELTERS

The shelter counts listed below represent shelter counts to date

Orange County:

Shelters: As of the end of February, LYNX has installed as part of the FY 2012 budget a total of 9 shelters in Orange County. An additional 16 are in permitting and another 12 are in design.

Transit Centers:

LYNX is continuing efforts to work with the property owner across the street from the former Park Promenade location. It is anticipated a decision by the property owner as to what the Agency will be able to do should be reached sometime in March.

Seminole County

Shelters: As of the end of February, LYNX has installed as part of the FY 2012 budget a total of 5 shelters in Seminole County. Another 3 sites are in the process of installation and 12 sites are in design with the potential to move forward. The ability to move forward is limited by the current agreement that the County has with a third party contractor, Signal Outdoor Advertising. Resolution to be able to have LYNX included in shelter installation within the unincorporated portions of the County is anticipated to be worked on over the next two months. An update should be able to be provided at the May 2012 Board Meeting.

Osceola County:

Shelters: LYNX has installed 20 shelters within the City of Kissimmee and Osceola County as part of the FY 2012 budget. 12 of these shelters replaced the 20/20 media shelters.

Transit Centers:

The FTA has asked LYNX for additional Historical Resources information with respect to the Categorical Exclusion documentation. LYNX has provided this and anticipated concurrence by the end of February. Once this concurrence is received, then LYNX can move the project into permitting at the City of Kissimmee. This process is anticipated to take approximately two months. The goal is to start construction in late summer.

The Categorical Exclusion for the Poinciana Transfer Center expansion was approved by FTA in July. Final design is progressing and an addendum to the existing Transit License Agreement is still waiting to be executed by Wal-Mart. This project is anticipated to be funded by ARRA savings.

City of Orlando:

Shelters: LYNX has installed a total of 18 shelters as part of the FY 2012 budget. A total of 13 additional shelters are in permitting and another 4 are in design.

Transit Centers:

LYNX is in the process of programming the ARRA cost savings for the needed improvements to both Colonial Plaza (replacement of the drive aisle with reinforced concrete and shelter improvements) and Washington Shores (shelter improvements). LYNX obtained permission at previous board meetings to go out to bid for these locations.

TRANSIT DEVELOPMENT PLAN

The Transit Development Plan (TDP) is the basis of millions of dollars of funding every year from the Florida Department of Transportation (FDOT). In order to receive funding the TDP must be updated annually and a major update must be developed every 5 years. Major updates cover a 10 year window. LYNX' next major update is due September 1, 2012. A project kick-

off was held in December, 2011. Planning staff is working with FDOT and all internal departments to address the required elements of the plan. A series of public workshops and stakeholder meetings will take place throughout the spring. Planning staff anticipates making a presentation to the Board in May, 2012 as well as requesting the Board to authorize transmittal of the *Draft Transit Development Plan 2013-2022* to FDOT at the July 26, 2012 Board meeting.

The Board adopted the most recent Transit Development Plan (FY 2012-2020) on July 28, 2011. FDOT found this plan to be in compliance with Rule 14-73 F.A.C. and is available at www.golynx.com.

GIS

GIS staff created a new generation LYNX Map applications using GIS server technology and Flex Viewer. Flex Viewer is free of charge tool for creating and maintenance of interactive maps that replaced the MapOptix tools LYNX was using previous. This migration brought number of benefits to LYNX' GIS clients, the most significant of which are reduces yearly software maintenance cost and easier to navigate and faster to display maps. The new technology allowed LYNX Map to connect directly to Google street view application.

The development of LYNX' GIS Strategic plan was awarded the Trans Systems in December 2011 and the project team started work on task 1 of the project in February 2012.

LYNX has been a leading agency in implementation, testing, and refinement of the TBEST software and FDOT has recognized this and has commissioned assistance from LYNX to create a TBEST Implementation Procedures for Strategic and Service Planning and TBEST-Guidelines for Transit Development Plan Review and Reporting. These documents were developed to assist transit agencies in establishing and utilizing Transit Boarding Estimation Tool (TBEST) and officially published in January 2012. Many of the procedures and workflows included in these documents are based on the LYNX TBEST implementation experience and can be adopted as a best practice for other transit agencies nationwide.

FDOT requires the proposed transit system changes for the following 10 years to be evaluated using TBEST and reported in the Transportation Development Plan (TDP) for the agency. The GIS modeling and service planning staff combined their efforts and produced all of the required information for the major TDP update in 2012.

Marketing and GIS staff are working on improving and expanding the GIS information available thru GoLYNX, the external web site. Pages with information, maps and links to useful GIS resources are available to the web site visitors.

Road Construction Comments:

Project PID: 427226-1-52-01 Project Name: SR 530 (US192) From Lake County Line to Osceola County Line-Provided comments for ADA improvements as part of milling and resurfacing project. FDOT to pay for ADA associated pads and sidewalk.

Project PID: 239496-2-52-01 Project Name: SR 423 / 434 (John Young Parkway) Extension from Shader Road to Weston Lane, Orange County, Florida-Provided comments regarding flyover. At previous public meeting mentioned the issue that this overpass would effectively

make this extension unusable for transit coming southbound as there is no access to Orange Blossom Trail unless a bus travels south on John Young Parkway and makes a u-turn. Staff formally made this comment for road plans.

MAJOR CAPITAL PROJECTS

East/West Circulator BRT:

PLC Construction was selected as the design/build team to perform the design and construction of the East/West Circulator BRT. Their team consists of PCL Construction, WBQ Design & Engineering, Inc., HDR, Inc., JCB Consulting, Inc., GEC, Inc., HHI Design and PEC Surveying and Mapping, Inc. The Board awarded the contract to PCL at the January 2012 meeting. Staff is negotiating the contract and will have a kick-off meeting in March.

Parramore BRT:

ZMG Construction was selected as the design/build team to perform the design and construction of the Parramore BRT. Their team consists of Balfour Beatty Construction, LLC, Cardno TBE, WBQ, Vanasse Hangen Brustlin, GEC, Inc. and Baker Barrios Architects. The Board awarded the contract to ZMG at the January 2012 meeting. Staff is negotiating the contract and will have a kick-off meeting in March.

US 192 Corridor Alternatives Analysis:

Vanasse Hangen Brustlin, Inc. was selected as the study team to perform the US 192 Corridor Alternatives Analysis. The Board awarded the contract to Vanasse Hangen Brustlin, Inc. at the January 2012 meeting. Staff has executed the contract and will have a kick-off meeting March 1, 2012.

Monthly Report F: Communications Report

To: LYNX Board of Directors

From: **Kathy Clary**
 DIRECTOR OF COMMUNICATIONS
Maria Colon
 (Technical Contact)
Matthew Friedman
 (Technical Contact)
Ro Norman
 (Technical Contact)

Phone: 407.841.2279 ext: 6161

Item Name: Communications Report
 Communications Report

Date: 3/22/2012

Advertising Sales

ADVERTISING SALES	JANUARY 2012	FEBRUARY 2012
Advertising Sales Revenue	\$ 68,500	\$127,500
Net Revenue to LYNX Fiscal Year to Date	\$287,866	\$415,366

Website Usage

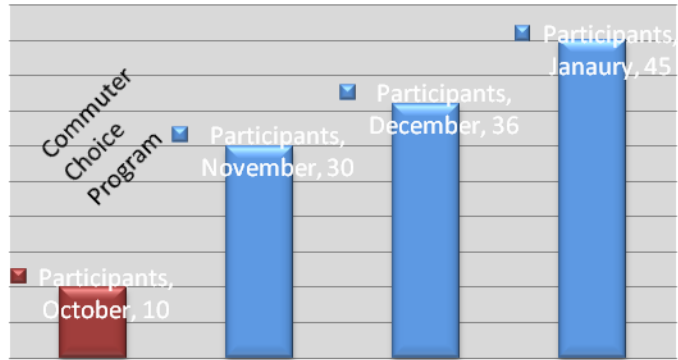
WEBSITE USAGE	JANUARY 2012	FEBRUARY 2012
Total Page Views	443,788	384,125
Total User Visits	104,021	93,631
% Trip Planner	*	*

Vanpool Program

VANPOOLS	JANUARY 2012	FEBRUARY 2012
Vanpool Participants	535	533
Total Revenue Miles YTD	397,713	497,141
New Vanpools	2	0
Returned Vanpools	2	0
Current Vans in Service	67	67
Pending Vanpool Interest	COLEMAN PRISON (2)	COLEMAN PRISON (3)
	KSC (1)	KSC (1)
	TSA (3)	TSA (3)
	DEPARTMENT OF DEFENSE (2)	DEPARTMENT OF DEFENSE (3)
	VETERANS AFFAIRS (1)	VETERANS AFFAIRS (1)
	HODGES GROUP (2)	HODGES GROUP (2)
	FLORIDA TECHNICAL COLLEGE (1)	FLORIDA TECHNICAL COLLEGE (1)
Phone Inquiries	16	9

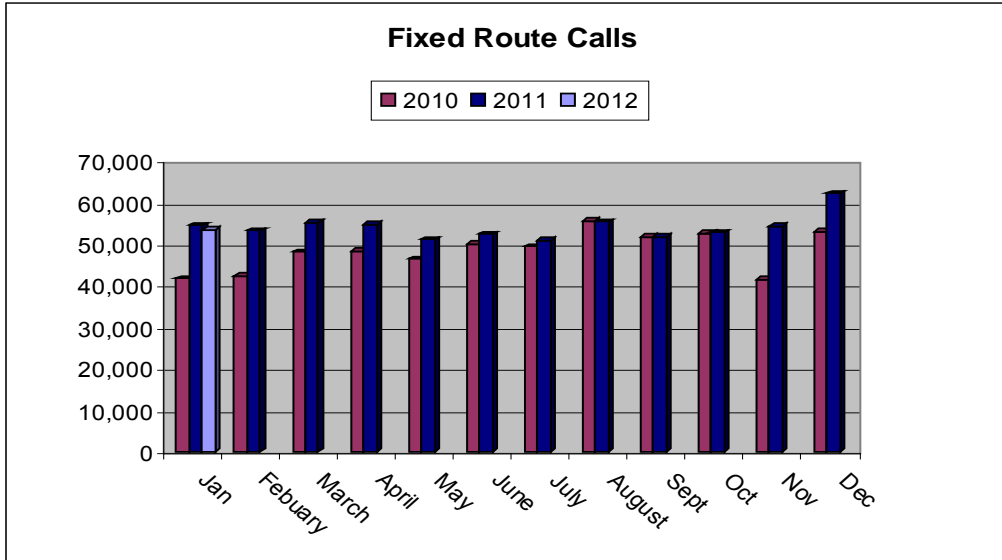
Employee Alternative Program EAT!

EMPLOYEE ALTERNATIVE
TRANSPORTATION - EAT PROGRAM

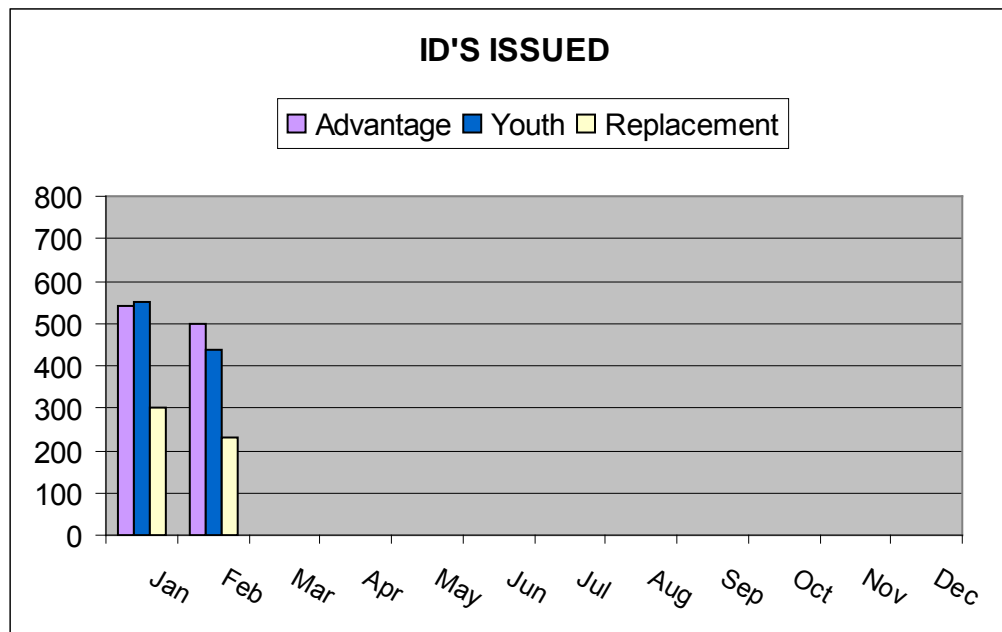


Customer Service

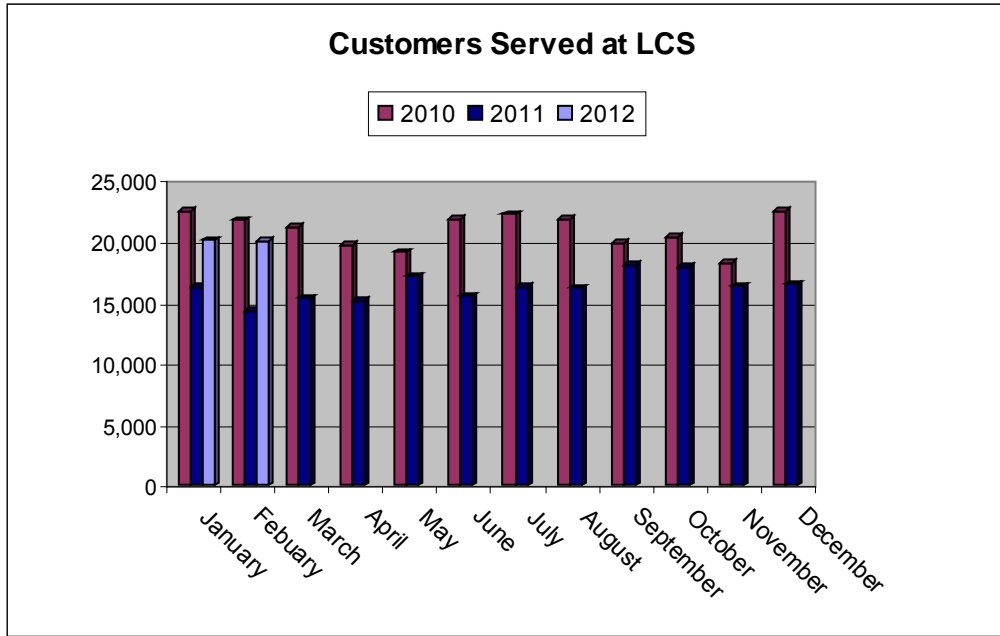
Customer Service coordinates the following communication tools to the public; the call center (providing travel information), fare media sales and information, customer relations, lost & found, LYNX ID programs and “How To Ride” presentations.



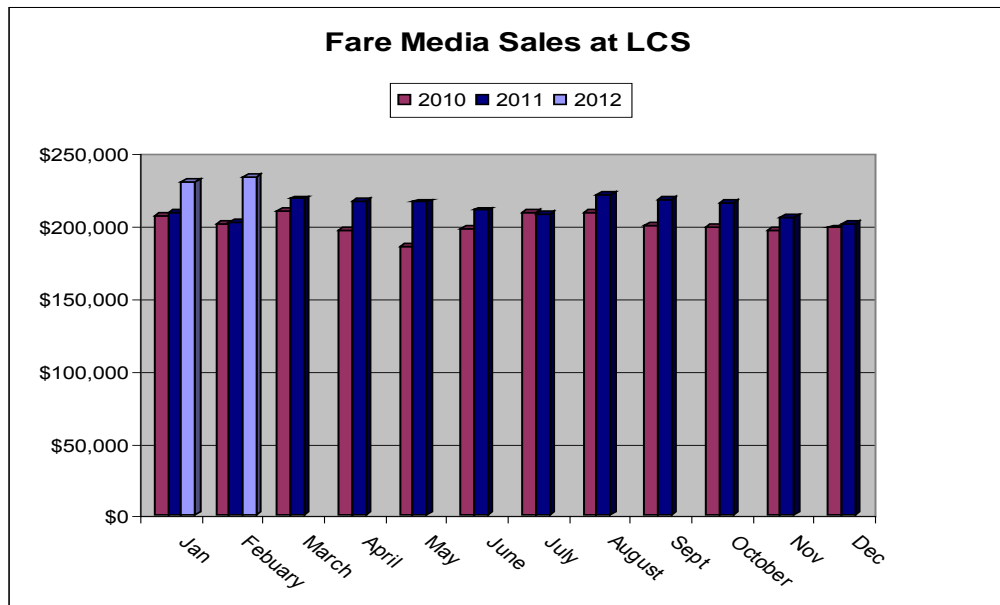
	2012	2011	2010
January	53,423	54,468	41,570
February	50,983	53,147	42,278



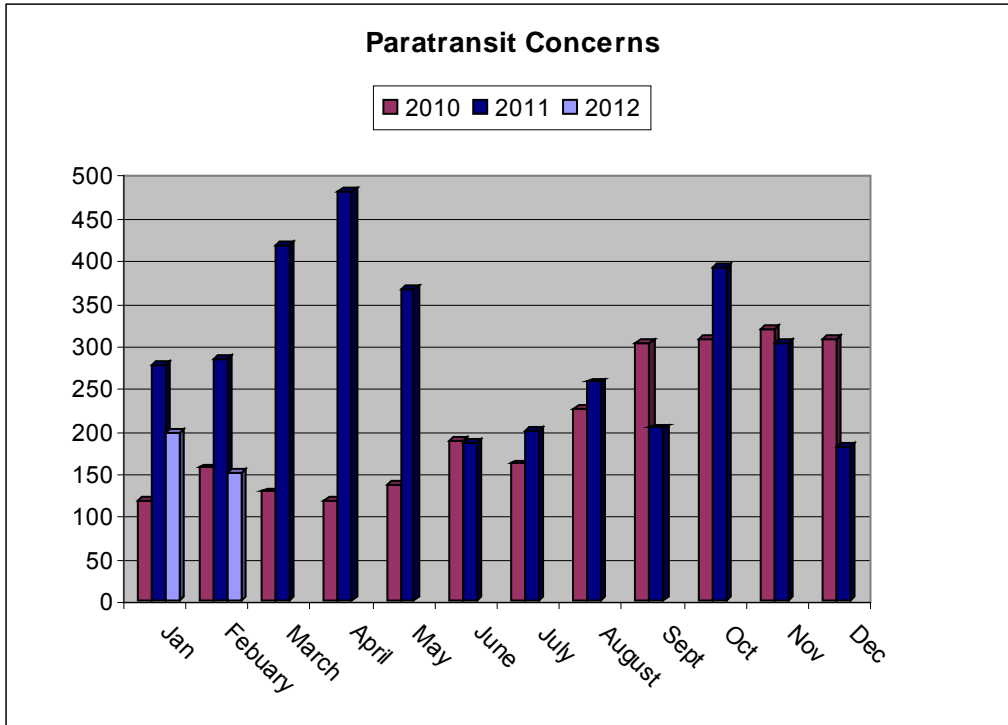
	Advantage	Youth	Replacement
January	539	552	299
February	498	436	231



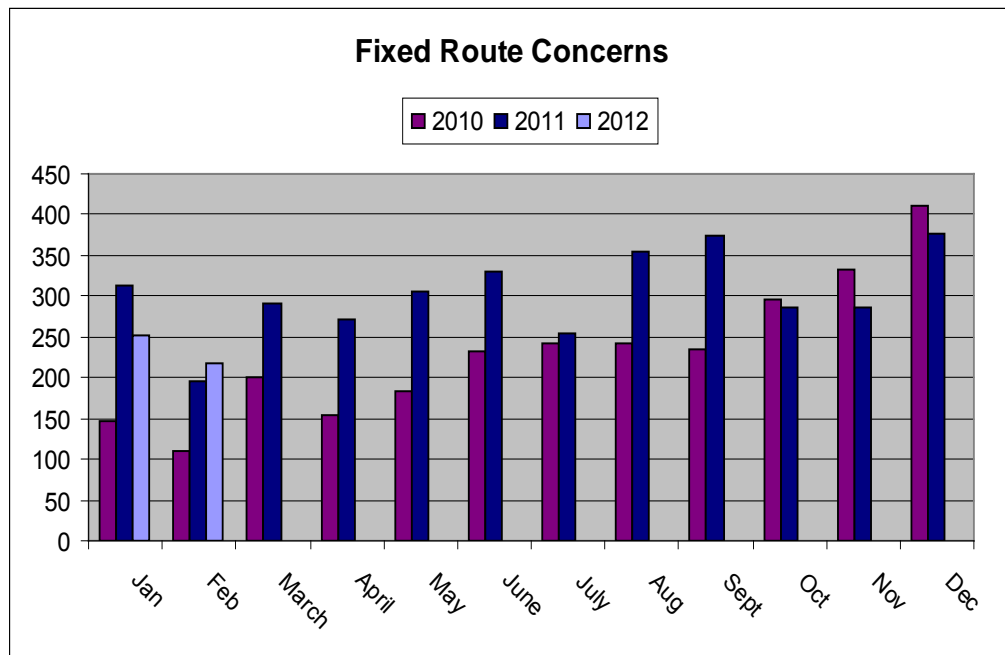
	2012	2011	2010
January	20,080	16,234	22,421
February	20,057	14,287	21,734



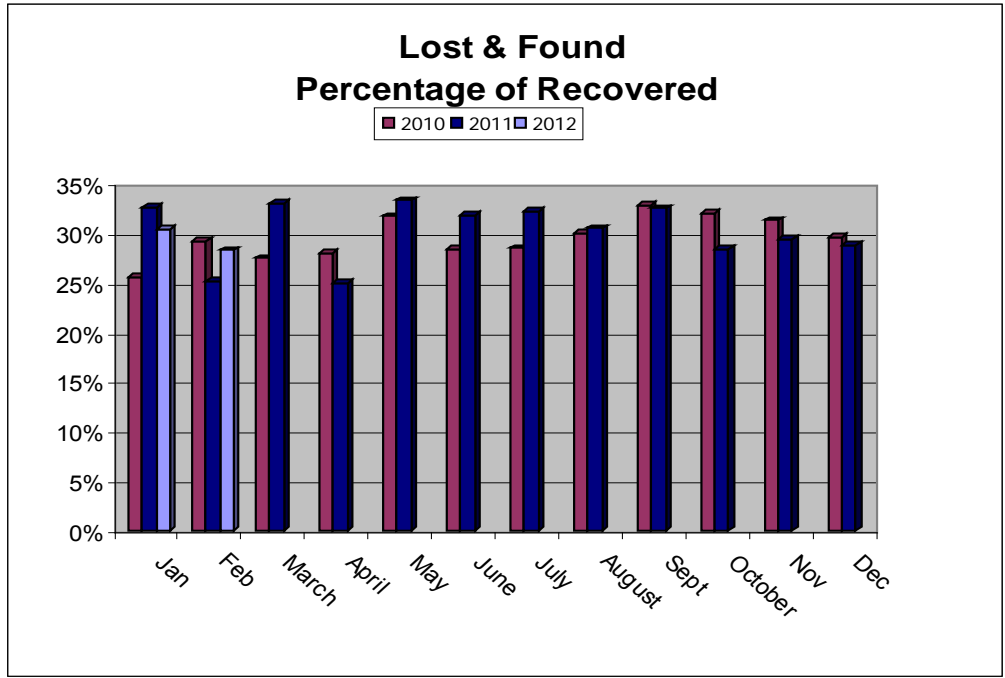
	2012	2011	2010
January	229,962	208,638	205,890
February	232,649	202,002	200,783



	2012	2011	2010
January	197	275	117
February	149	282	155



	2012	2011	2010
January	253	313	147
February	217	196	110



	2012	2011	2010
January	30.45%	32.60%	25.50%
February	28.28%	25.20%	29.24%

January & February Presentations	
Juvenile Center	ID's
Winter Park Hospital - Project Search	How to Ride
Orange County Health - Programs	How to Ride
Osceola High School	ID's

Press Releases January-February 2012 January-February 2012

Jan. 12. January public workshops for April service proposal.

Jan. 13. LYMMO north/south alignment public meetings.

Feb. 8. Public Service Bus registration to open.

Feb. 10. Local Roadeo.

Feb. 24. TDP Workshops.

Stories

Jan. 1. Orlando Sentinel mention of John Lewis being a Central Florida up and comer.

Jan. 1. Florida Trend mention on SunRail construction near LYNX Central Station.

Jan. 5. East Orlando Sun story on splitting of Link 30.

Jan. 12. Orlando Sentinel mention in SunRail groundbreaking story.

Jan. 13. Orlando Sentinel editorial mention for dedicated funding.

Jan. 18. Orlando Sentinel mention on Park N Rides and Link 204.

Jan. 26. WFTV-TV/Channel 9 story on coloring.

Jan. 26. WFTV-TV/Channel 9 story on LYMMO meetings.

Jan. 27. WESH-TV/Channel 2 story on LYNX/SunRail partnership.

Jan. 27. Orlando Sentinel story on LYNX/SunRail connectivity.

Feb. 1. Orlando Business Journal daily story on 192 Alternative Analysis.

Feb. 2. Orlando Sentinel mention on SunRail concession to possibly fund project.

Feb. 3. Orlando Business Journal daily story on Flex Bus RFP.

Feb. 3. Orlando Business Journal on Osceola County service with SunRail.

Feb. 6. Orlando Sentinel mention on Lake CRT.

Feb. 9. Orlando Sentinel mention in story on Commissioner Arrington being name MetroPlan chair.

Feb. 15. Orlando Sentinel on Kissimmee circulator meeting.

LYNX Board Agenda

Feb. 15.Orlando Sentinel John Lewis and Commissioner Arrington quote on Rep. Mica's road building plan.

Feb. 17.Orlando Sentinel on Osceola County projects.

Feb. 27.Orlando Sentinel on rising gas prices.

Feb. 29.WESH-TV/Channel 2 on red light cameras.

Social Media

Jan. 13.January public workshops for April service proposal.

Jan. 13.LYMMO north/south alignment public meetings.

Jan. 27.Thanking passengers for ridership record.

Feb. 6.Reminder of public comment period for April service proposal.

Feb. 8.Public Service Bus registration to open.

Feb. 15.Public Service Bus registration now open.

Feb. 19.Local Rodeo Results.

Feb. 20.LYMMO service extended for All-Star Game.

Feb. 20.Response to service hour questions.

Feb. 23. LYMMO service extended for All-Star Game.

Feb. 24.TDP workshops.

Feb. 29.Assisted ACCESS LYNX customer.

Monthly Report G: Government Relations Report

To: LYNX Board of Directors

From: James McLawhorn
CHIEF GOVT AFFAIRS OFFICER
James McLawhorn
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Government Relations Report

Date: 3/22/2012

It is important to note that the current SAFETEA-LU extension expires March 31, 2012.

The House and Senate and Republican and Democrat leadership have tried to work on reconciling their differences to avoid another short-term extension. If they cannot reconcile, it is probable that a multi-year bill will die and Congress would then pass an extension through the end of the year or into early 2013 if the balance in the Trust Fund could support such an extension.

Yet a highway bill must pass.

Two years ago, many transportation advocates, including many in Congress, were calling for massive increases in highway, bridge, transit and rail funding. At the same time, revenues into the Highway Trust Fund (which pays for the transportation programs on a user-pay basis) were dropping. The Highway Trust Fund receives the vast bulk of its money from federal gas taxes. As cars become more fuel efficient, fewer taxes are collected. Secretary of Transportation, Ray LaHood, floated the idea of imposing distance charges as an alternative way to raise revenues but that idea was not supported by the White House.

The money problems were compounded when the economy went into a recession. For the first time in decades, the number of miles driven declined significantly. The Trust Fund balances dropped further, leading Congress to bail out the Highway Trust Fund with general revenues to keep the authorized levels of highway and transit spending intact.

Simply put, there is not enough money.

Late last year, the Senate proposed a two year bill. The House proposed a five year bill.

House leadership proposed legislation that would spend only what came in from gas taxes. This would have required a 30% drop in funding from current levels. This proposal met with

significant resistance from a very large group of interests including the States, the U.S. Chamber of Commerce and labor unions.

The Senate took a different approach. The Senate decided to propose a two year bill that maintained current funding levels for the highway and transit programs. The two year approach acknowledged that there was a huge funding gap for a five year bill.

Bills were introduced in both Houses. To clarify, the House started with the premise that it would only spend the money it would have in the Highway Trust Fund even if it resulted in less spending. The Senate started by maintaining spending levels but having a funding gap. There were some important similarities in both bills. Both reduced the number of programs at DOT and gave States more flexibility in how to spend the funds they receive. Both put more resources into innovative financing programs. And both streamlined the environmental approval process.

To fill the funding gap, the House proposed using revenues derived from new energy development in Alaska and off the coasts of California, the Florida gulf and the Atlantic States. When the House Ways and Means Committee marked up the revenue provisions, the Republican majority changed over 30 years of history of transit funding that was first established under President Reagan in 1983. It eliminated the current Mass Transit Account and replaced it with a new Alternative Transportation Account that is funded with a one-time appropriation of \$40 billion. For decades, parts of the fuel taxes collected have been dedicated for public transportation uses.

The proposal to fund public transportation investment with a one-time appropriation would leave transit without any funding source when those funds run out in 2016. If the bill is not changed, future years of funding public transportation would be at the discretion of the Appropriations Committees.

Reliance on the appropriation of general funds to support public transportation investment would inject uncertainty into the funding process for transit, thereby hindering the ability for transit systems and state and local governments to bond against federal funding, undertake multi-year transportation projects or leverage private investment.

The Federal Government has purposefully created trust funds that support Highways, Airports Harbors and Inland Waterways. These trust funds address basic investment needs for the United States and reflect the importance of all of these transportation modes.

More than 600 organizations, from APTA to the U.S. Chamber of Commerce have opposed this bill and DOT Secretary LaHood has spoken out strongly against the entire bill. The bill is also opposed by conservative groups who say the total cost of the bill is too high. Their opposition may peel off several conservative Republicans. Speaker Boehner may not have enough votes to pass the bill in the House. This may force him to make changes in the bill. If the bill does get out of the House –the bill, as written, is unacceptable to the Senate as well as the Administration.

The following letter was sent to our central Florida delegation to oppose the measure taken by the House Ways and Means committee regarding title of the Surface Transportation Reauthorization bill

Dear Senator/Representative:

On behalf of all the riders and employees of LYNX, I am writing to express my strong opposition to the Ways and Means title of the Surface Transportation Reauthorization bill currently under consideration in the House. As you know, the bill would end the dedicated revenues for transit programs and would leave future funding for systems like LYNX to the discretion of the yearly appropriations process.

For nearly 30 years a portion of federal motor fuels tax revenues have been dedicated to mass transit programs. Currently 2.86 cents of the motor fuels tax goes for that purpose. As with highway construction projects, mass transit agencies require dedicated, predictable funding to carry out capital projects and vehicle purchases. It is important not to eliminate this stable revenue source in favor of unpredictable and unproven budgetary mechanisms.

In FY2012, Lynx will receive \$22.2 million in federal formula funds from the Mass Transit Account. This funding has been programmed to purchase replacement buses and para-transit vans for the Lynx fleet, and \$14.8 million has been programmed to cover operating expenses.

Investments in public transportation have clear, tangible benefits. For every \$1 invested, \$4 in economic activity is created. For every \$1 billion invested, more than 36,000 much-needed jobs are created, resulting in nearly \$500 million in federal, state, and local tax revenues.

Again, please do all you can to restore the dedicated transit allocation of the gas tax. It is the only way systems like LYNX can survive and grow.

Thank you for your attention to this matter.

Sincerely,

Senate Surface Transportation Bill, S. 1813

In the Senate, S.1813 is a two-year \$106B authorization bill.

The bill is comprised of a variety of offsets to fund the two-year program including \$4.5B from existing tariffs on certain imported cars, \$3B transfer of surplus Leaking Underground Storage Tank (LUST) Trust Fund revenues, a \$697M transfer of an existing "gas guzzler" tax to the Highway Trust Fund - a total of \$5.6B to the Highway Account, \$2.8B to the Mass Transit Account and \$2.1B to a new "Solvency Account" that would support the other accounts when needed.

On February 9th, Senator Reid made a motion to proceed to consideration of the full bill and then filed cloture on that motion. Cloture is a procedure used to end debate and move on. The Senate invoked cloture by a vote of 85-11. The overwhelming vote means that both sides are ready to move on to the debate on the bill. February 9th, the Senate voted to invoke cloture - a procedure that cuts off debate. The procedural vote was 85-11, which indicates that a wide bipartisan consensus exists within the Senate to debate and pass the bill.

There are four Senate committees with jurisdiction over parts of the bill. The Environment and Public works Committee writes the highway sections. The Banking Committee writes the transit sections. The Commerce Committee writes the highway safety and freight sections. And the Finance Committee writes the revenue sections. Of concern to leadership is the possibility that some Senators may offer extraneous amendments such as healthcare coverage of contraception, banning aid to Egypt or line-item veto. Such amendments are often put forth on unrelated bills in order to stimulate floor debate but are seldom included in final legislation. The risk is that they can consume all the time available and cause the underlying bill to be withdrawn.

In an effort to avoid non-germane amendments and speed up the bill, Senate Majority Leader Harry Reid offered a substitute amendment that encompasses the entire bill including language to restore transit's parity with the parking tax break for the remainder of 2012.

House Surface Transportation Bill, HR 7

In the House of Representatives HR-7 was a five year \$260B bill.

The House bill is more controversial than the Senate bill because of the provisions to fund the bill due to insufficient gas taxes to raise enough funds to pay for the desired level of spending on the highway and transit programs over the life of the authorization. Almost 300 amendments have been filed on the bill.

The House would allow oil and gas drilling and would reform the federal retirement system. These provisions are opposed by all the House Democrats as well as some Republicans. To increase the chances of success, the Republican leadership decided to split the bill into three pieces and have separate votes on each piece -- the oil and gas provisions, the retirement provisions and the main highway bill. The pieces that passed would then be combined together again into a final bill.

Once it became apparent that there were not enough votes to secure passage of the bill as written, Republican leadership pulled the five-year \$260B bill from consideration. Leadership revised a new bill over the recess which scaled the bill back to two years and restored gas tax revenues back into the Mass Transit Account as suggested by a bi-partisan amendment from three senior House members (Reps Jerry Nadler (D-NY), Earl Blumenauer (D-OR) and Steve LaTourette (R-OH)).

There are still a number of issues complicating the effort to make this bill more palatable to both the right and the left.

- the looming March 31 deadline doesn't leave much time to negotiate a new deal,
- the fact that it is really only an 18-month bill since FY'12 is essentially half over,
- the continued pressure from fiscal conservatives to cut the funding levels (possibly down to \$37B per year for the highway program),
- Speaker Boehner's continued insistence on energy issues including provisions to expand offshore and ANWR drilling and to construct the Keystone Pipeline,
- the lack of sufficient revenues to pay for even a two-year bill at current levels once the gas tax revenues are restored to the Mass Transit Account,
- and the lack of earmarks to lock-in votes.

The blame game for the demise of the multi-year House bill has already begun with fingers being pointed at House T&I Committee Chairman John Mica, although he states that he drafted the bill leadership wanted him to.

Consequently, House Speaker John A. Boehner sidelined Transportation and Infrastructure Chairman John L. Mica on March 6, after his panel produced a reauthorization of highway programs that stirred strong objections from House conservatives and forced Republican leaders to regroup yet again.

House Republican leaders are now relying on Rep. Bill Shuster (R-PA) who also serves on the transportation panel, and have given him a pivotal role in working with committee staff and leaders in an effort to write a new bill that bridges differences among House Republicans. Boehner's effort to salvage HR 7 — a measure he embraced as his signature legislation — is intended to quickly find the right policy prescriptions needed to secure a House majority in order to pass the reauthorization before a short-term extension of the funding for infrastructure programs expires March 31.

Speaker Boehner's move shows uncharacteristic willingness to publicly rebuke a chairman and turn to other leaders on a panel when that chairman does not draft a bill that can gain the support of a majority of Republicans. Even before becoming Speaker, Boehner warned he would have little patience for committee chairmen who do not do their homework. He said "Chairmen shouldn't be content to churn out flawed bills and then rely on their leadership to bail them out."

Shuster's role is unusual in part because he ranks 10th in the party seniority on the panel. But GOP leaders needed someone to help tap the panel's technical expertise, and the junior lawmaker's father, Bud Shuster (R-PA), reigned as the panel's powerful chairman from 1995 to 2000.

The delay has caused embarrassment for Speaker Boehner, who first outlined his vision for infrastructure spending last September in the hopes of securing conservative support. According

to one source, the discord between Mica and House GOP leaders has made for a particularly hard restart for the transportation bill. “You’re just getting the feeling that it’s the FAA bill all over again, and you see where that went”. In fact, the Federal Aviation Administration full reauthorization was a four-and-a-half year struggle that started as a partisan battle under former House Transportation and Infrastructure Chairman James L. Oberstar (D-MN).

After the FAA setback last summer resulted in a two-week partial shutdown of the FAA, the House passed a measure to renew the program. In that battle, Speaker Boehner took control from Mica and his staff the troublesome debate over a unionizing election rule changes. When asked about negotiations over the labor issue at the time, Mica said it had been taken up “above my pay grade.” When the issue was resolved in January, it was Boehner and Reid who announced the deal, not Mica. Legislative aides say there is lingering resentment and contend that it may have spilled over onto their work with the transportation bill.

Representative Shuster has been recruited and has participated in at least a half-dozen meetings to educate lawmakers, especially Republican freshmen, on the often technical intricacies of transportation policy and explain the consequences if Congress does not act.

Different Approaches

For Mica’s part, the chairman made clear last week he felt slighted by what he characterized as the leadership’s moving goalposts for what was supposed to be his committee’s signature long-term reauthorization.

Republican leaders floated reducing the timeline of Mica’s five-year bill to just 18 months, prompting Mica to tell a gathering of the American Association of Highway and Transportation Officials that he preferred longer-term legislation. By late last week, Mica managed to gather enough support from rank-and-file Republicans to sink Boehner’s latest trial balloon.

Dear Colleague:

When the House considers the “American Energy & Infrastructure Jobs Act of 2012” (HR 7), we intend to offer an amendment to restore dedicated, guaranteed funding for public transportation programs. HR 7 makes drastic changes to the way transit is funded in the Surface Transportation Authorization bill. Our amendment eliminates these changes and restores a permanent funding mechanism for mass transit.

Since 1983, when the *Surface Transportation Assistance Act* was signed into law, 2.86 cents in motor fuels taxes has been deposited into the Mass Transit Account of the Highway Trust Fund to provide a dedicated stable source of funding for public transportation programs. HR 7 eliminates the Mass Transit Account and dedicates that 2.86 cents to highway programs. The bill moves transit and other public transportation programs into a new “Alternative Transportation Fund,” which would be dependent on appropriations from general revenue. Although the bill makes a one-time transfer of \$40 billion into the Alternative Transportation Fund to cover funding for those programs through the life of the bill, there is no guarantee for public transportation funding beyond FY 2016. Such a reality would make it difficult, if not impossible,

for transit agencies to develop reliable long-term capital plans, and it would leave the future of the program in doubt.

Public transportation agencies around the country are already struggling to maintain current levels of service and keep the system in a state of good repair. Removing federally guaranteed funding could result in a virtual construction and service freeze, the effects of which would be felt by riders, businesses, contractors, manufacturers and suppliers around the country. Transit agencies may have to take on more debt in order to finance capital projects, and it could result in increased fares for our constituents.

There is no reason to make such a drastic change in how we finance public transportation. Our amendment would restore the Mass Transit Account of the Highway Trust Fund and the 2.86 cents dedicated funding stream for public transportation programs. It would eliminate the Alternative Trust Fund, make the Highway Trust Fund whole, and allow it to once again fund both highways and mass transit.

Our amendment conforms to 30 years of federal law. It is a simple, common sense measure to restore the status quo. We urge you to support it.

State of Florida GARDINER CLAIMS VICTORY FOR '14;

Senate Majority Leader Andy Gardiner declared victory in the tumultuous race for the Senate presidency in 2014.

"There's been a lot of speculation, and I am confirming that I have secured enough signatures of the sitting members and the returning members for the Senate presidency in '14," said Gardiner, R-Orlando, after a Senate session that stretched late into Thursday evening.

But Sen. John Thrasher, R-St. Augustine, who unexpectedly entered the race for the chamber's top spot in 2014 after initially supporting Gardiner, wasn't ready to concede defeat.

All 40 Senate seats will be up for re-election in 2012 because of redistricting.

Monthly Report H: Employee Travel Report

To: LYNX Board of Directors

From: **John Lewis**
 CHIEF EXECUTIVE OFFICER
Deborah Morrow
 (Technical Contact)
Blanche Sherman
 (Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Monthly Employee Travel Report - March 2012

Date: 3/22/2012

EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
Laura Minns Planning	Atlanta, GA	Quarterly meeting with FTA regarding the Parramore BRT TIGER II project	03/05/12	380	380
Catherine Porter Planning	Tampa, FL	To attend NTI Meeting QA/AC Training	03/05/2012 - 03/06/2012	297	297
John Lewis Executive	Washington, DC	As a member of the Board of Directors, attend APTA Board of Directors Meeting and Legislative Conference	03/10/2012 - 03/14/2012	2,575	2,575
James Mc Lawhorn Government Affairs	Washington, DC	To attend APTA Marketing and Communications Workshop	03/10/2012 - 03/14/2012	2,073	2,073
Rudolph Walter Planning	Lake County, FL Mission Inn	To attend the Central Florida Partnership Regional Gathering "Turning Ideas Into Results"	03/20/2012 - 03/21/2012	260	260

LYNX Board Agenda

EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
Andrea Ostrodka Planning	Lake County, FL Mission Inn	To attend the Central Florida Partnership Regional Gathering "Turning Ideas Into Results"	03/20/2012 - 03/21/2012	260	260
James Mc Lawhorn Government Affairs	Tallahassee, FL	To attend the 2012 Legislative Session	03/26/2012 - 03/30/2012	594	594
TOTAL ESTIMATED COSTS and AGENCY COSTS				6,439	6,439

Monthly Report I: Employee Travel Report

To: LYNX Board of Directors

From: **John Lewis**
 CHIEF EXECUTIVE OFFICER
Deborah Morrow
 (Technical Contact)
Blanche Sherman
 (Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Monthly Employee Travel Report - February 2012

Date: 3/22/2012

EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
Rich Bannon Procurement	Tampa, FL	To attend FPTA meeting on the Consortium Contract for heavy duty buses	01/19/2012 - 01/20/2012	0	0
Rafiq Basaria Planning	Volusia County, FL	To attend Volusia County GIS Users Group meeting.	01/27/2012 - 01/27/2012	0	0
John Lewis Executive	Orlando, FL	To attend APTA 2012 Transit CEO Seminar	01/28/2012 - 01/30/2012	746	746
Edward Johnson Executive	Miami, FL	To attend tour of the Miami Intermodal Center and demo ride of Tri Rail DMU	01/30/2012 - 01/30/2012	388	388
James Mc Lawhorn Government Affairs	Tallahassee, FL	To attend the 2012 Legislative Session	01/30/2012 - 02/02/2012	472	472

LYNX Board Agenda

EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
William Hearndon Operations	Tallahassee, FL	To attend the Quarterly Business Meeting of the Florida Commission for the Disadvantaged and Transportation Disadvantaged Legislative Advocacy Day	02/01/2012 - 02/03/2012	354	354
Donna Tefertiller Human Resources	Jacksonville, FL	To attend the FPPTA Trustee School for Amalgamated Transit 1596 Pension Fund	02/05/2012 - 02/08/2012	155	155
T. Rodney Walls Operations	Tampa, FL	Attend Substance Abuse Management & Program Compliance Course sponsored By CUTR	02/13/2012 - 02/15/2012	420	420
James Mc Lawhorn Government Affairs	Tallahassee, FL	To attend the 2012 Legislative Session	02/20/2012 - 02/23/2012	458	458
Edward Johnson Executive	Oakland, CA	2012 Preproduction Meeting of Buses at Gillig Facility at Hayward, CA	02/23/2012 - 02/26/2012	767	0
Lisa Darnall Operations	Hayward, CA	2012 Preproduction Meeting of Buses at Gillig Facility at Hayward, CA	02/23/2012 - 02/25/2012	834	0
Joe Cheney Operations	Hayward, CA	2012 Preproduction Meeting of Buses at Gillig Facility at Hayward, CA	02/23/2012 - 02/25/2012	1,011	0
James VanSpankeren Operations	Hayward, CA	2012 Preproduction Meeting of Buses at Gillig Facility at Hayward, CA	02/23/2012 - 02/25/2012	834	0
Pable Perez Operations	Hayward, CA	2012 Preproduction Meeting of Buses at Gillig Facility at Hayward, CA	02/23/2012 - 02/25/2012	834	0
Matthew Friedman Communications	Miami, FL	To attend APTA Marketing and Communications Workshop	02/26/2012 - 02/29/2012	1,394	1,394

LYNX Board Agenda

EMPLOYEE / DEPARTMENT	DESTINATION	PURPOSE	DEPARTURE AND RETURN DATES	TOTAL ESTIMATED AGENCY COST	AGENCY COST
Deborah King Communications	Miami, FL	To attend APTA Marketing and Communications Workshop	02/26/2012 - 02/29/2012	1,394	1,394
Ro Norman Communications	Miami, FL	To attend APTA Marketing and Communications Workshop	02/26/2012 - 02/29/2012	1,394	1,394
Kathy Clary Communications	Miami, FL	To attend APTA Marketing and Communications Workshop	02/26/2012 - 02/29/2012	1,394	1,394
Lisa Darnall Operations	Tampa, FL	To attend APTA Bus Operations & Safety Working Group meeting at CUTR	02/27/2012 - 02/28/2012	155	155
TOTAL ESTIMATED COSTS and AGENCY COSTS				11,398	7,118