

LYNX Audit C mmittee Agenda

Central Florida Regional Transportation Authority

455 N. Garland Ave.

2nd Floor Board Room

Orlando, FL 32801

Board Date: 10/23/2008

Time: 9:30 AM








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

1. Call to Order

2. Approval of Minutes

-  Minutes from the April 24, 2008 Audit Committee Meeting Pg 3

3. Audit Agenda Items

- A.  Discussion on the Utilization of the FDOT Property for Incidental Parking Supporting the Orlando CentroPlex Entertainment Venues. Pg 7
- B.  Status of the Contract with the Florida Commission for the Transportation Disadvantaged to Continue to Provide Medicaid Non-Emergency Transportation Services. Pg 9
- C.  Review of Authorization to Increase the Contract Amount by \$200,000 for the Request for Proposal (RFP) General Consulting Services; Transportation and Financial Planning, Technical Studies, Urban Design and Implementing Geographic Information Systems Pg 10
 - *Presentation* 
- D.  Update on Implementation of the Proposed Service Changes and Service Eliminations effective December 7, 2008 Pg 17
- E.  Review of Request for Proposal (RFP) for the Operation of Flex Services Pg 21
- F.  Update on the Proposed Fare Adjustment, effective January 4, 2009 Pg 23

4. Review of Board Package: 10/23/2008

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

5. Information Items

(For Review Purposes Only - No action required)

- I.  LYNX Board of Directors' 12-Month Rolling Calendar of Agenda Items

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LYNX
Central Florida Regional Transportation Authority
Audit Committee Meeting Minutes

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

DATE: April 24, 2008

TIME: 9:38 a.m.

Members in Attendance:

Seminole County Commissioner, Carlton Henley, Chair
Osceola County Commissioner, Bill Lane, Vice Chair
FDOT District 5 Secretary, Noranne Downs, Secretary
Orange County, Jim Harrison, Director of Growth Management
City of Orlando, F. J. Flynn, Division Manager, Transportation Planning

Members Absent:

1. Call to Order

The Chairman, Commissioner Carlton Henley, called the meeting to order at 9:38 a.m.

2. Approval of Minutes

Motion was made and seconded to approve the Minutes of the March 27, 2008 Audit Committee meeting. The motion passed unanimously.

3. Audit Agenda Items

A. Fiscal Year 2008-2009 Budget Development Assumptions

The Chairman recognized Bert Francis, Chief Financial Officer, for presentation.

Staff is in the process of developing the FY 08-09 Operating and Capital Budgets. The key assumptions that the LYNX budget team will use in the preparation of these budgets will be presented to you today. This presentation gives the budget team and management an opportunity to receive direction and feedback from this Committee as the budget development process begins.

Key Budget Assumptions:

- Base Budget (“Status Quo” – No Increase in Head Count)
The proposed budget considers a net reduction in labor and increased efficiencies but does not include an increase in head count.
- Include revised “Level of Service” and timetable for implementation
The current level of service will remain for the next year; however, as cost of service increases, it is anticipated the service will require restructuring which could equate to an annualized savings approximated at \$2.5M. The implementation of restructured service is scheduled to begin August 2008 and be completed in December 2008.
- Basis of funding will be done on the Regional Model
This Model allocates expenses to the funding partners based on service hours in the partners’ jurisdiction. A capital component for Renewal and Replacement will also be included.
- Funding Partners affected by Property Tax Reform
As the team develops the budget, it will remain cognizant of the partners’ budget constraints and will proceed by making cost effective adjustments where possible.
- Decisions to continue service originally funded with Service Development Grants
The team will need input from those funding partners that will be affected by FDOT Service Development Grants requiring 50/50 funding for the first 2 years and set to expire in FY2009.
- New Grant Programs
New programs are shown along with revenues offsetting costs.
- No additional Fare Increases
A fare increase was instituted in January 2008; therefore, a new increase is not being proposed.
- Maintain current level of Federal Preventive Maintenance funding for Operating Budget
We are proposing to maintain the \$7M funding for preventive maintenance.
- Capital Funding Needs
The budget proposes to continue the bus replacement schedule and complete the LYNX Operations Center previously unfunded components.
- Other Cost Saving Methods
Examples: Excess Workers Compensation Policies
Other Insurance Policies, i.e., building replacement costs
Health Insurance by instituting Wellness Program to reduce experience modification
Expired LOC facility Lease cost
New Clerk of the Court revenue generating Lease
- Fuel
Gross Price of Diesel Fuel paid by LYNX in October 2007 was \$2.77/gal. and current invoices for April 2008 are \$3.69/gal. LYNX purchases approximately 4M to 4.4M gallons of fuel annually. Staff is examining opportunities for fuel cost savings through the purchase of “futures”

contracts. Futures contracts could be locked in at an average price of \$3.90/gal for one year. The proposed budget is based on an average of \$4.17/gal. By buying on futures and if the price of oil goes up, the savings could be in the range of \$1M, however, if the price goes down, our price would be locked at the contract rate. The current fuel contract expires in October 2008. A new contract could be entered into now at the current rate, based upon calculated number of gallons to be used monthly, and set the effective date in October thereby locking the price and guaranteeing supply.

- Third Year of Union Contract
The guarantees within the third year of the Operator’s Union Contract will be included in the proposed budget.
- New Supervisor Union Contract
Contract negotiations are beginning and results will be included in the proposed budget.
- Full Year Impact of LOC
- Purchased Transportation Services
There has been an increase for these services as trips have increased and fuel related costs.
- OPEB Requirements
These are accounting requirements which are new to the budget and must be recorded but not funded.
- No Utilization of Reserves This Year
The budget team will not recommend utilization of reserves.
- Status of Road Rangers Program
There are Florida House and Senate bills currently being considered and by their passage \$11M could be available for the program

Budget Calendar

- April 24th Key Budget Assumptions Presentation to Audit Committee
- June 26th Present to LYNX Board
- May/June Funding Request Letters Submitted to Funding Partners
Proposed Budget
- July Proposed Budget/Funding Requests Presented to Osceola & Orange Counties
- August Proposed Budget/Funding Request Presented to Seminole County
- September 25th Final Board Action
- October 1st Budget Year 09 – 10 Commences

4. Review of Board Package

The Chairman recognized Ms. Watson, Chief Executive Officer, to provide an overview of items that will come before the Board.

Action Agenda:

1. Staff will request authorization to add an item to the Action Agenda.

5. Information Items

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

The Chairman announced a press conference would be held in the LYNX Station Terminal immediately after adjournment of the Audit Committee meeting. He also announced the Board of Directors meeting would convene immediately following the press conference.

Meeting adjourned at 10:05 a.m.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.A

To: LYNX Board of Directors

From: Edward Johnson
CHIEF OF STAFF

Presented By: Edward L. Johnson, Chief of Staff

Phone: 407.841.2279 ext: 6058

Item Name: Discussion on the Utilization of the FDOT Property for Incidental Parking Supporting the Orlando CentroPlex Entertainment Venues.

Date: 10/23/2008

In August 2007, the Board of Directors authorized staff to execute an inter-local agreement with the Florida Department of Transportation (FDOT) to utilize its property located at the intersection of Amelia Avenue and North Garland Street for the parking of LYNX transit vehicles, staff cars and employee/visitor parking. This agreement has an initial five-year term with a one five-year option at no cost to LYNX except for maintenance and securing of the property.

Since that time, staff was approached by the City of Orlando to utilize the property for incidental parking to support the entertainment venues within the Orlando CentroPlex district. Staff along with City representatives met with FDOT staff to determine how to appropriately handle this extended use. FDOT has tentatively agreed to this additional use, however, has determined that certain requirements would have to be met to satisfy state and federal regulations that relate to generating revenue from government funded land.

FDOT staff informed both LYNX and the City of Orlando that revenue generated from government funded land may be used to cover construction, operations and maintenance expenses or placed back into public services such as public transportation. With the increased space needed to support the incidental parking needs of the City, the land will require certain improvements to accommodate the number of cars as well as satisfy the City's land use codes. The cost for the improvements will be recovered by the parking fees generated from the events held at the entertainment venues.

LYNX Board Audit Committee Agenda

To move this project forward, staff will seek the Board of Directors' approval to amend the existing agreement between LYNX and FDOT to allow the City to use the property in the evenings and weekends for event parking. Additionally, staff will request the Board's approval to enter into a license agreement with the City of Orlando to establish the relationship between the two agencies for parking.

This relationship with the City of Orlando will have a positive affect for LYNX. First, the City of Orlando will assist with covering a significant portion of the cost to ensure the lot is suitable for parking. Second, by teaming with the City in this effort, we believe that the process for securing the necessary permitting should be fast-tracked to align with the City's entertainment activities. Third, there is a potential for additional revenue to be used for public transportation. Last, LYNX will have sufficient parking for its visitors and support vehicles.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.B

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6036

Item Name: **Status of the Contract with the Florida Commission for the Transportation Disadvantaged to Continue to Provide Medicaid Non-Emergency Transportation Services.**

Date: 10/23/2008

In the State of Florida's 2005 fiscal year, the Agency for Health Care Administration (AHCA) contracted with the Florida Commission for the Transportation Disadvantaged (CTD) to administer AHCA's Medicaid Non-Emergency Transportation (NET) program. The CTD then contracted with local Community Transportation Coordinators (CTCs) and Subcontracted Transportation Providers (STPs) to provide the NET services.

The initial contracts are still in place, but through eight amendments they have been extended, had dollars added, and had minor changes made to their terms and conditions. Current contracts and amendments expire on November 30, 2008.

Over the past year, the CTD and AHCA have been negotiating terms and conditions of a new contract that is expected to be implemented on December 1, 2008. However, that new contract has not been finalized at this time.

The new contract is expected to be received in mid-November. To avoid an 11-day contract gap between the expiration of our current contract and amendments and the approval by the Board of Directors at their December 2008 meeting, staff is requesting authorization to execute the new contract when it is received.

The new contract will be a standardized statewide contract for which we have no ability to modify. It will be funded at our current monthly allocation of \$476,893 and has been included in the LYNX FY2009 operating budget.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.C

To: LYNX Board of Directors

From: **Lisa Darnall**
CHIEF OPERATING OFFICER
Rik Smith
(Technical Contact)
Rich Bannon
(Technical Contact)

Presented By: Lisa Darnall

Phone: 407.841.2279 ext: 6036

Item Name: **Review of Authorization to Increase the Contract Amount by \$200,000 for the Request for Proposal (RFP) General Consulting Services; Transportation and Financial Planning, Technical Studies, Urban Design and Implementing Geographic Information Systems**

Date: 10/23/2008

This item was presented at the September 2008 LYNX Board of Directors meeting but was only approved for \$100,000. The Board requested that additional information be provided at the next Board meeting. This action would increase the authorization by an additional \$200,000 without impacting the approved budget, most of which is grant funded.

These general consultants serve as an extension of LYNX staff through the provision of technical expertise, the development of short and long-range comprehensive transportation plans, GIS strategic planning, transit systems and operations planning, land use planning, transit cost estimating, public relations, marketing, public information, and project management.

The following are examples of planned projects we included in the FY2009 budget:

- Service design staff support for reviewing and implementing updates in LYNX routing including flexible deviation of fixed-routes
- Map update of the Trapeze FX scheduling software to ensure accuracy when calculating miles and hours data as required for reporting to the National Transit Database
- Evaluation of the current Geographic Information Services (GIS) network for optimal configuration of access for the LYNX Intranet and LYNX ArcIMS applications, including installation of new software, design and implementation of the database structure, and migrating current geo-databases to the new SDE format
- Transit system monitoring evaluation to determine the effectiveness of and the customer satisfaction with LYNX services

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- Bus stop inventory update to include more detailed information related to stop level accessibility to individuals with disabilities for use in fixed route and paratransit service planning and eligibility determinations
- Financial assistance in the areas of financial planning, budgeting, etc.
- Various planning projects that may be required throughout the year

LYNX is requesting a statement of qualifications and proposals from firms interested in and capable of providing general consultant services in the area of transportation planning, technical studies, financial budgeting and special analysis, urban design and implementing geographic information systems (GIS) on an "as needed basis" in an efficient and cost effective manner. Firms will be pre-qualified based upon their demonstrated expertise through the RFP process to allow LYNX to issue tasks by work orders without requiring the RFP process for each work order. Work orders will be issued to the firm with the most expertise related to the task.

This RFP, including supporting documentation, will provide proposers with all information necessary to prepare and submit a written proposal for general consulting transportation planning services in four (4) areas of expertise including but not limited to:

- Transportation and Financial Planning – transit operations and maintenance planning, deviated fixed route and demand response service planning, multimodal urban corridor transportation planning, fixed guideway transit system planning, environmental planning, short and long term transportation and strategic planning, public outreach, marketing, project management, financial management and traffic engineering.
- Technical Studies – data collection, travel demand forecasting, corridor designation studies, transit route studies, project development, environmental studies, traffic planning and data development studies, transportation financial and economic analysis, ridership forecasting and impact fees studies.
- Urban Design – short and long-term transportation plans, development of regional impact, land use, parking and design studies, traffic operations and design, downtown circulation studies and landscape architecture.
- Implementing Geographic Information Systems – GIS services, on-site and GIS strategic planning analysis, data collection and design, eminent domain, preliminary and final roadway design, data inventory, and GIS support.

This additional \$200,000 would be for a combined annual “Not to Exceed” amount of \$300,000 per year, which is included in the FY2009 budget and would only be spent if needed.

Consultant Team Program

Presented to the
LYNX Audit Committee

October 23, 2008

Lisa Darnall

Chief Operating Officer





Purpose

As part of the Consultant Team Program, general consulting services are awarded through a competitive procurement process to provide “on call” service as an extension of LYNX staff on an “as needed” basis for:

- Transportation and Financial Planning
- Technical Studies
- Urban Design
- Implementing Geographic Information Systems



Background

The Board authorized staff to release a Request for Proposals (RFP) at the September 2008 meeting for General Consulting Services. This approval is “Not to Exceed” \$300,000, with the request that staff return with further information.



Projects: FY2009

- Service design staff support
- Trapeze FX scheduling software map update
 - Migration of GIS geo-databases to the new SDE format (grant funded)
- Transit Level of Service (TLOS) monitoring (grant funded)
- Bus stop inventory update to include more detailed information on disability accessibility (grant funded)
- Financial assistance in the areas of financial planning, budgeting, etc.

Next Steps

The projects identified in the FY2009 budget exceed the \$100,000 limit approved at the September Board meeting; therefore staff will be requesting authorization to increase the contract amount by \$200,000 for the Request for Proposals (RFP) for General Consulting Services at the Board meeting.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.D

To: LYNX Board of Directors

From: **Lisa Darnall**
CHIEF OPERATING OFFICER
Rik Smith
(Technical Contact)
Timothy May
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Update on Implementation of the Proposed Service Changes and Service Eliminations effective December 7, 2008

Date: 10/23/2008

In August 2007 the LYNX Board of Directors approved a system-wide bus service adjustment approach to cut costs. This endeavor was undertaken to meet funding levels for FY 2008 and FY 2009 due to the current state of the economy, property tax reform, the escalation in fuel costs, and other costs beyond our control. LYNX looked for alternatives to reduce expenses and increase revenues to meet these funding challenges.

On September 24, 2008, the LYNX Board of Directors adopted the FY 2009 budget which included funding from Seminole County, Osceola County, and Orange County. LYNX had a funding shortfall of \$2.5 million from the FY 2008 operating budget that was operated out of reserves in 2008. Of that amount, \$700,000 worth of savings was implemented on August 17, 2008. LYNX has a funding shortfall of \$800,000 to meet the service demands of the FY 2009, in addition to the remaining \$1.8 million shortfall from FY 2008.

In April 2008 staff received authorization from the Board of Directors' to initiate the Public Participation Process for consideration of proposed service changes/eliminations for December 2008.

Public Workshops were held on July 15 and 29, 2008, to obtain feedback. Staff received 994 responses from the two workshops. Customer feedback on the options presented was (in order of preference): fare increase, reduce service on some Links from 30 to 60-minutes, discontinue low ridership Links, discontinue Sunday service on selected Links, and discontinue weekday service after 7:00 pm.

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PUBLIC PARTICIPATION PROCESS

Four (4) public hearings were held at the following locations:

Public Hearings

September 16, 2008
Tuesday, 10:00 – 12:00 Noon
LYNX Central Station – Board Room
455 N. Garland Avenue
Orlando, FL

September 16, 2008
Tuesday, 4:30 – 6:30 p.m.
LYNX Central Station - Board Room
455 N. Garland Avenue
Orlando, FL

September 17, 2008
Wednesday, 4:30 – 6:30 p.m.
Seminole County Commission Chambers
1101 E. First Street
Sanford, FL

September 23, 2008
Tuesday, 4:30 – 6:30 p.m.
Osceola County Administration Building
1 Courthouse Square
Kissimmee, FL

The public hearing comment period on the proposed service changes/eliminations ran from September 16, 2008, through close of business on October 14, 2008. Public notices were placed in the Orlando Sentinel for Orange, Seminole and Osceola Counties and El Sentinel. Also, on board the LYNX bus fleet via bus cards, Transit Television Network via LYNX buses, LYNX Central Station Customer Service window, LYNX Central Station information monitor located in the terminal, LYNX Central Station terminal lobby, LYNX Central Station 2nd floor reception area, and in the bus bays via a banner. Additionally, LYNX staff notified the public of the hearings and handed out comment cards at the LYNX Central Station and various transfer centers and Superstops. LYNX staff also notified key businesses and housing areas along the routes/corridors via bulk mail-outs.

The general public was invited to comment on the proposed service changes and proposed eliminations at the public hearings in front of the general public, privately to a court reporter who was in attendance at the hearings, via the LYNX website, postage paid comment cards in both English and Spanish, and by calling (407) 254-6150 to a voice mailbox system in both English and Spanish.

Staff compiled all responses from all sources during the Public Participation Process and the following are the findings:

- 186 attendees at the hearings
- 82 public hearing speakers
(all spoke in opposition of changes)
- 438 comments received via the mail (including petitions)
- 4 comments received via voice mail
- 49 comments received via e-mail
- 3 petitions

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Petitions received are as follows:

Link 125 - add service to improve on-time performance;

Link 44 - change departure time to 30-minutes after the hour at Park Promenade Superstop for better connectivity;

Link 443 - place stops at loop behind Winter Park Hospital

TOTAL comments received for the proposed service changes/eliminations: 573

PROPOSED SERVICE CHANGES/ELIMINATIONS FOR DECEMBER 7, 2008

In order to meet the funding requirements for FY 2009, and based upon customer comments received during the Public Participation Process, staff recommends the following for implementation on December 7, 2008:

Discontinue - Links 5, 12, 43, 52, 53, and 414 due to their poor performance and high operating costs.

Improve efficiencies - Links 3, 6, 11, 13, 18, 19, 20, 21, 22, 24, 26, 51, 58, 405, and 442 through realignments and schedule adjustments;

Implement an additional PickUpLine type service (Flex/Point Deviation/Route Deviation) in northern Poinciana;

Links 10 and 125 - increase service frequencies due to overcrowded conditions.

Link 6 - restructure to operate from Colonial Plaza to Dixie Bell Drive and Gatlin Avenue with the portion from LCS to Colonial Plaza being provided by a new Link 313. Link 313 would operate from LCS to Colonial Plaza along the existing alignment of Link 6, and on to the VA Clinic. The loop on Link 6 outbound of Dixie Bell Drive and Gatlin Avenue would be covered by extending the loop on Link 3.

Links 13, 20 and 24 - reduce frequencies to 60-minutes.

Links 11 and 51 - streamline with more direct routes into Orlando International Airport for efficiency.

Links 19 and 22 – would become the new Link 319 for efficiency. Link 319 would operate on the alignment of the previous existing Link 19-22, that operates in the evenings and weekends in place of the two Links.

Link 21 - realign to travel from Universal Employment Center, south on Turkey Lake Road to the Dr. Phillips Hospital, which would lose service as a result of the recommendation to eliminate Link 43.

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Link 18 - realign along Florida Parkway, Osceola Parkway and Michigan Avenue to cover the higher ridership portions of Link 12, which is recommended to be discontinued.

Link 26 (northern portion) - streamlined west of the Airport into Osceola Square Mall for efficiency. Replace the southern portion (figure eight) of Link 26 with a PickUpLine service like the one operating in southern Poinciana.

Links 58 and 405 - minor schedule adjustments.

Link 442 – extend into Winter Garden to cover portions of the Link 53 which is recommended to be discontinued.

Unrelated to the Public Participation Process, staff is recommending changes to LYNX' service to Walt Disney World. In April 2007, additional late night service was implemented to Walt Disney World on Links 301, 302, 303, and 304, also known as 3D service routes. Since the late night service was funded by Walt Disney World, a determination as made to reallocate their resources from the 3D service routes and extend evening service on Link 50, which is believed to be a better option. Also, the span of service on Link 56 will be extended and the new Link 111 will operate from Orlando International Airport to Walt Disney World via the Florida Mall and the Canadian Court Superstop. These changes will also take effect December 7, 2008, and the appropriate funding is provided by Walt Disney World as part of the I-4 mitigation funding.

PROPOSED SERVICE CHANGES/ELIMINATIONS FOR APRIL 2009

There will be additional service efficiencies and service eliminations in April. LYNX has recognized the benefits of the flexible “On Demand” services successfully provided in Poinciana, and has determined that there are several areas within our service area that do not necessitate fixed route service operating full size LYNX buses. For April 2009, staff recommends the elimination of Links 27 and 32. At that time, both Links could be replaced with Flex services. We are awaiting a response from the Federal Transit Administration (FTA) on whether this delay would trigger the "Public Participation Process" considering the public has been informed that any recommendations approved by the Board would be implemented on December 7, 2008. In the event the "Public Participation Process" is required, staff would still have time to move forward with these proposed changes in April.

The fiscal impact of the changes described above will eliminate our funding deficit of \$2.6 million.

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Audit Committee Agenda Item #3.E

To: LYNX Board of Directors

From: **Lisa Darnall**
CHIEF OPERATING OFFICER
William Hearndon
<<Technical / Project Lead Title 1>>
Rik Smith
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Review of Request for Proposal (RFP) for the Operation of Flex Services

Date: 10/23/2008

LYNX ridership continues to grow and broke another record with over 26 million passenger trips in FY 2008. Staff has studied each Link in our system and has determined that several community routes may be better served with a less expensive Flex service operated through a private transportation provider.

Recognizing the benefits of the flexible "On Demand" services successfully provided in Poinciana, LYNX has determined that a Flex service would be beneficial in providing transit in areas that do not necessitate fixed route service operating full size LYNX buses. In an effort to meet the growing demand, at a lower cost, LYNX will eliminate bus service on routes and replace it with lower cost services operated with small vehicles by a third party contractor.

Flex services have some characteristics of both fixed route and demand-responsive service. In areas where demand for travel follows certain patterns routinely, but the demand for these patterns is not high enough to warrant fixed route, service options such as check point service, point deviation, route deviation, service routes, or subscription service might be the answer.

Flexible route service follows a direction of travel but allows for deviation or rerouting along the way to accommodate specific trip requests. Examples of flexible route systems are route deviation and point deviation. The schedule may be fixed or flexible.

With route deviation service, vehicles travel along a prescribed route at scheduled times and maintain scheduled or unscheduled checkpoint stops. The vehicle may leave and return to the route to pick up persons who have requested demand responsive trips near the route. Passengers may call in advance for route deviation or may access the system at predetermined route stops.

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The limited geographic area within which the vehicle may travel off the route is known as the route deviation corridor. This type of flexible routing essentially meets demand responsive (ADA paratransit) service requests with a fixed route. It is often the best option for higher density rural areas where travel patterns are consistent but isolated riders cannot get to the route because they cannot walk the distance needed or they use a wheelchair and there are no sidewalks.

Point deviation service is a type of flexible route transit service in which fixed scheduled stops (points) are established but the vehicle may follow any route needed to pick up individuals along the way if the vehicle can make it to the fixed points on schedule. This type of service usually provides access to a broader geographic area than does fixed route service but is not as flexible in scheduling options as demand responsive service. It is appropriate when riders change from day to day but the same few destinations are consistently in demand. Point deviation service is sometimes called checkpoint service. The PickUpLine currently operated in Southern Poinciana could be considered an example of point deviation service.

Current recommended areas for implementation include Northern Poinciana, Ocoee, Bithlo and possibly Oviedo. Areas under consideration for implementation include south Apopka/north west Pine Hills, Florida Mall, Osceola Square Mall, and south east Sanford.

The contracted transportation service options to be considered by LYNX are intended to be equal in quality to other LYNX services.

Projected schedule of the proposed RFP:

Issuance of the Request for Proposal	October 2008
Written Questions Due	October/November 2008
Due Date for Proposals	November 2008
Source Evaluation Meeting Phase II	November/December 2008
Source Evaluation Meeting Phase III	November/December 2008
Oral Presentations, if necessary	December 2008
Board Approval	January 2009

The contract will be offered for three years with two one year options. The RFP will request respondents to bid with various options, including LYNX providing the vehicles, facilities, fuel, maintenance, computer software and hardware and for the services. Estimated cost savings of contracting flex services in lieu of operating fixed route service could be as much as 33%.

The fiscal impact of this request will be less than existing expenses for the current service. The effort to outsource some lower ridership routes is designed to save overall operating expenses. Therefore, the evaluations will include a cost component for LYNX to determine the overall savings to our operating budget.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.F

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6047

Item Name: Update on the Proposed Fare Adjustment, effective January 4, 2009

Date: 10/23/2008

Mr. Joel Rye, P.E., AICP will be presenting the results of the Fare Study, as well as provide an overview of the Fare Adjustment recommendation at the Board Meeting.

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Audit Committee Information Item #.I

To: LYNX Board of Directors

From: Edward Johnson
CHIEF OF STAFF

Phone: 407.841.2279 ext: 6058

Item Name: LYNX Board of Directors' 12-Month Rolling Calendar of Agenda Items

Date: 10/23/2008

LYNX Board of Directors 12-Month Rolling Calendar of Agenda Items October 2008

November 2008

No Board Meeting in November

December 2008

- Authorization to submit annual appropriations grant to FTA
- Authorization to submit grant applications to FDOT for rural transportation services
- Authorization to submit FTA Annual Certifications
- Authorization to issue an RFP for Workers Compensation Legal Services
- Authorization to issue an RFP for General Liability Legal Services
- Authorization to issue an RFP for Worker's Compensation & Tort & Public Liability
- Authorization to exercise option year one with Earth Tech Consulting Services and Architects International for A&E Consulting Services

January 2009

- Authorization to exercise second option year with the Barracuda Building Corporation for the Installation of Passenger Shelters & Amenities

February 2009

- Authorization to exercise the first option year with B & L Investments of Orlando for the Maintenance of Shelters and Bus Stops

LYNX Board Audit Committee Agenda

March 2009

- Authorization to accept year-end financial audit

April 2009

- Authorization to exercise the first option year with The J. D. Allen Group for the Employee Assistance Program.
- Authorization to issue an IFB for Ultra Low Sulfur Diesel Fuel
- Authorization to issue an IFB for Unleaded Gasoline
- Authorization to exercise the first option year with VPSI for the Operation of the Vanpool Program

May 2009

- Work Session on Transit Development Plan (TDP)
- Authorization to submit FDOT Service Development Grant Application

June 2009

- Preliminary discussion on the development of the FY2010 Operating and Capital Budget
- Adoption of the updated Transit Development Plan (TDP)
- Authorization to execute a Transportation Disadvantaged Trip Grant Agreement
- Authorization to execute a Rural Capital Assistance Grant Agreement
- Approve Transportation Regional Incentive Program Grant
- Authorization to exercise option year 1 with B & L Investments of Orlando for the Removal of Trash at Bus Stops, Shelters and Super Stops
- Authorization to exercise option year 1 with B & L Investments of Orlando for the Lawn Maintenance of Shelters and Bus Stops
- Authorization to exercise option year 1 with JEJ & Associates and Gray Robinson for State Consulting Services

July 2009

- Authorization to dispose of fixed assets

August 2009

- Approval of LYNX' DBE goal
- Authorization to submit TRIP fund applications to FDOT
- Authorization to exercise option year 1 with MV Transportation for Paratransit Services

September 2009

- Authorization to execute local funding agreements
- Annual Board of Directors' selection of officers
- Adoption of the Title VI Program
- Authorization to execute agreement between LYNX and Voltran for the Link 200

October 2009

- Acceptance of the Chief Executive Officer's (CEO) annual appraisal