

LYNX Board Agenda

Board Date: 2/23/2006

Time: 1:00 PM

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LYNX Offices
455 N. Garland Ave.
Orlando, FL 32801

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

1. Call to Order & Pledge of Allegiance

2. Approval of Minutes

-  January 19, 2006 Board Meeting Minutes (pg. 4-7)

3. Recognition






- Presentation of award to LYNX by Nikki Frenney, President of the Jones High School Historical Society
- Presentation of LYNX Black History Month honorees





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.  Confirmation by the Board of Directors to grant the Chief Executive Officer the authority to award contracts for fuel purchases and waive the \$150,000 limit set by Administrative Rule 4. (pg. 8-9)
- B.  Authorization to implement changes to the Pay Plan effective January, 2006 (pg. 10-14)
- Attachment 
- C.  Authorization to execute the first-year option of the Akerman and Senterfitt General Counsel Contract #02-024 (pg. 15-16)
- D.  Authorization to publicly notice meetings in the lobby at LYNX Central Station (LCS) and LYNX website (pg. 17)

- E.  Approval of 2007 Federal Legislative priorities (pg. 18-19)
- F.  Authorization to award a contract to NuTech Fire & Security, Inc. for a security system at the LYNX Operations Center (LOC). (pg. 20-21)
- G.  Authorization to execute a change order to Contract #01-006 for the retail space build-out and the restroom expansion design services for the LY53)NX Central Station. (pg. 22-23)
- H.  Authorization to award a contract to B&L Commercial Cleaning for lawn maintenance of LYNX bus stops and shelters (pg. 24-25)

- Presentation 
- I.  Authorization to execute a one-year contract extension to DESIGNLAB, Inc. for the renewal of Operator uniforms. (pg. 26)

7. Action Agenda

- A.  Authorization to award a contract to Mentor Engineering for mobile data terminals and an integrated computer aided dispatch and automated vehicle locator system for LYNX' paratransit operations. (pg. 27-28)

- Presentation 

8. Work Session



- A.  Commuter Rail Update (pg. 29)



9. Other Business





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10. Information Items

(For Review Purposes Only - No action required)

- I.  February Employee Travel Report (pg. 30-31)53
- II.  Ridership Report (pg. 32-36)

- Attachment 
- III.  Monthly Financial Report (pg. 37-41)

- Attachment    

- IV.  Procurement Activities (pg. 42)
- V.  Marketing Report (pg. 43-46)
- VI.  Planning Update (pg. 47-49)
- VII.  LYNX Operation Center Monthly Update (pg. 50-54)
- Attachment   
- VIII.  Rail Updates (pg. 55-57)

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 3012, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Board of Directors Monthly Meeting

DATE: January 19, 2006

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

TIME: 1:00 p.m.

MEMBERS IN ATTENDANCE:

Osceola County Commissioner, Atlee Mercer, Chair
Seminole County Chairman, Carlton Henley
Orange County Commissioner, Homer Hartage
City of Orlando Mayor, Buddy Dyer

MEMBERS ABSENT:

FDOT District 5 Secretary, George Gilhooley

1. Call to Order and Pledge of Allegiance

LYNX Chairman, Atlee Mercer, called the meeting to order at 1:00 p.m. and Commissioner Hartage led the Pledge of Allegiance.

2. Approval of Minutes

Commissioner Hartage moved to approve the minutes of the December 8, 2005 Board meeting, Commissioner Henley seconded and the motion passed unanimously.

3. Recognition

Sylvia Mendez recognized the following individuals for their 20-years of service with LYNX:

Ida M Frazier, Buildings & Groundskeeper
Larry S. Geathers, Technician
Douglas F. Day, Building & Groundskeeper
Kim Meeks, Buyer
Desna Hunte, Manager of Human Resources

4. Public Comments

Kathy Potter, LYNX rider, asked why LYNX cannot extend service 1 ½ miles outside of the ¾ mile situation? Chairman Mercer explained that LYNX picks up paratransit trips ¾ of a mile outside of regular route service which is 1 ½ miles. Why do we, over the ¾-mile, get \$1.50 raise and everyone else gets \$.50 raise? Chairman Mercer stated that when LYNX goes beyond what is Federal, State, and locally funded, we are then going beyond what we are getting normal compensation for. Therefore, what the customer is doing is helping to cover a small percentage of the cost of that extra level of service, which the State, Local and Federal governments are not compensating for. Ms. Potter asked why the cost could not be

reflective of income. Chairman Mercer responded that if we judge the cost on anything close to what the cost actually is, the customer would be surprised at the actual cost. Means testing would be too expensive to do and would actually raise the cost, overall. Ms. Potter then stated that the Federal government gives Social Security people a 4% raise and 4% of \$3.50 is \$.12. Chairman Mercer explained that LYNX is going above and beyond the level of service that we are required to provide in many cases.

Bill Freeman, LYNX rider, stated that there is interest in getting people who use Paratransit to use the fixed route system. If you want paratransit people to use the system, you need to provide more fixed routes. Chairman Mercer explained as a normal management procedure, all routes that LYNX provides are evaluated periodically. Chairman Mercer recommended that he petition the local government to fund LYNX expansion.

Sheila Young, LYNX rider, is concerned with the fare increase. She hopes LYNX can find funding somewhere to assist with this. Chairman Mercer responded by saying that the Board works everyday to try to find more money to provide the services that we provide.

Chuck Graham, LYNX rider, asked the Board to look at the ADA rules and regulations on the mileage, article 37, section 131, which allows you to go from $\frac{3}{4}$ to 1 Mr. Graham recommended that LYNX put the CTC out on bid. Chairman Mercer explained that an RFP is out right now for all CTC services combined.

Cheryl Stone, LYNX rider, wanted to reinforce what the others have said about the concern for paratransit fare increase. She is very grateful to have the opportunity to be a part of the RFP process, as she knows that is not the norm for businesses to include their customers in the process. Chairman Mercer stated that the users have to understand “the what and how” of the operation. Ms. Stone also requested that the timing of the traffic lights around the LCS be increased. Chairman Mercer delegated the responsibility to Mayor Dyer.

Mary Baker, LYNX rider, explained that she has been in Orlando since 1957 and uses the bus service often. She has prepared a book that explains how to accumulate more money by asking the tourists to contribute funds, similar to what Disney and Sea World does. She also mentioned that she would like to eliminate all money and use tickets only. Ms. Baker also suggested that everyone with a Florida issued identification card be given a discount. Chairman Mercer suggested that she give the book to Brian Martin, Manager of Public Relations.

5. Chief Executive Officer Report

Linda Watson, CEO of LYNX, reported on the following items:

- Saturday, January 28, LYNX will be hosting Super Saturday at the LCS for the Earned Income Tax Initiative. Mayor Dyer will be here to kick that event off.
- Effective next LYNX Board meeting, notices of meetings will only be posted in a prominent location in the LCS lobby and on the website.

- In an effort to begin eliminating some of the excess paper at Board meetings, beginning in February, Pam Durkin will e-mail your assistants so they can download the document onto your computer and/or make a hard copy for you.
- LYNX has just signed a renewal for bus advertising with KB Homes. Five buses, \$195,000 for the next year.
- LYNX will kick-off the Adopt-a-Stop program that will be in effect the end of February. This is a partnership with the City of Orlando's Keep Orlando Beautiful project. Ten bus stops will be targeted for the initial program within the City of Orlando jurisdiction. There will be a presentation on this effort, including the cost to maintain the trashcans at the different shelters.
- LYNX announced its Black History Month honorees at the Arthur "Pappy" Kennedy Prayer Breakfast at the First Baptist Church of Orlando. LYNX also had the Rosa Parks bus on display with an advertising panel featuring Reverend Fred Maxwell.
- LYNX participated in the "Home for the Holidays" event on December 19, 2005, at the Osceola Heritage Park. This event provides underprivileged families in Osceola County with a holiday meal and holiday presents for children. The Holiday Bus was provided to shuttle attendees. Chairman Mercer mentioned that this was a wonderful event and appreciated LYNX' support.
- Paratransit Operations and Business Relations identified 24 agencies to provide 30-day fixed route bus passes to their customers who meet the TD Bus Pass Program's eligibility requirements. Each agency is provided up to 2- vouchers each month.
- After our customers informed us of a program offered at transit agencies in Canada that offers free Bus Hailing Kits to customers with visual impairments, LYNX has developed our own kits that will be available at no cost.

6. Consent Agenda

- A. **Adoption of Resolution #06-009 amending the Deferred Compensation Plan document to allow for compliance with regulations and guidance issued by the Internal Revenue Service (IRS) in Revenue Procedures 2004-56**
- B. **Authorization to enter into a multi-year utility service agreement with BellSouth for Fiber Access Ring Services**
- C. **Authorization for the Chief Executive Officer to execute a "Memorandum of Understanding" with Seminole County and Workforce Central Florida for FY2006 Lake Mary Boulevard contract services**
- D. **Authorization for the Chief Executive Officer to execute a contract amendment with FDOT for LYNX' Road Ranger Program**
- E. **Authorization to release a Request for Proposal for paratransit services**
- F. **Authorization to issue Request for Proposal to seek a manufacturer for new shelter design**

Commissioner Henley raised a question about Item A regarding the Deferred Compensation Plan. He asked if anyone at LYNX had any experience with Nationwide Insurance. Commissioner Henley went on to say that Nationwide Insurance was overcharging employees in Seminole County. Seminole County was successful in getting the cost drastically reduced and getting rules changed. They also have more flexibility in the programs available to them. Seminole County was able to get legislation introduced into the

Florida Legislature that would allow employees of government to pick their deferred compensation money and invest in the Florida Retirement Plan. Commissioner Henley recommends that LYNX take a close look at the program offered to employees. Sylvia Mendez, Chief Administrative Officer, will look into Nationwide's programs. Commissioner Henley will provide her with the information he has collected.

Motion: Mayor Dyer moved to approve all consent items, Commissioner Henley seconded and the motion passed unanimously.

7. Action Agenda

A. Authorization to implement recommendations made as a result of the Classification and Compensation Study

This item is being pulled from the agenda. A workshop to discuss the Classification and Compensation Study will be scheduled.

B. Approval and adoption of revisions made to the following administrative rules:

Administrative Rule 1: Definitions and Adoption

Administrative Rule 2: Board Governance

Administrative Rule 3: Employment Practices

Administrative Rule 4: Procurement

Administrative Rule 5: Ethics Policy

Administrative Rule 7: Travel Policy

Administrative Rule 8: Operation Planning Matters and Community Bus Service

Motion Commissioner Henley moved to approve the rules with the changes discussed in the Audit Committee Meeting. Commissioner Hartage seconded, and the motion carried.

8. Work Session

A. Downtown Plaza Development Update – pulled from agenda

9. Other Business

None

Meeting adjourned at 12:50 p.m.

Consent Agenda Item #6.A

To: LYNX Board Of Directors

From: Sylvia Mendez
CHIEF ADMINISTRATIVE OFFICER
Jim Canty
(Technical Contact)
Joe Cheney
(Technical Contact)

Phone: 407.841.2279 ext: 3129

Item Name: Confirmation by the Board of Directors to grant the Chief Executive Officer authority to award contracts for fuel purchases and waive the \$150,000 limit set by Administrative Rule 4.

Date: 2/23/2006

ACTION REQUESTED:

Staff seeks confirmation by the Board of Directors to grant the Chief Executive Officer (CEO) or designee the authority to award contracts for fuel purchases and waive the \$150,000 limit set by Administrative Rule 4.

BACKGROUND:

In August 2002, the Board delegated authority to the CEO or designee to award bids and issue contracts for all future fuel purchases and waived the \$150,000 limit set in the Procurement Practices Administrative Rule 4. The Board took this action due to the high volatility of fuel prices when attempting to secure a fixed unit price for fuel over the term of a contract.

Legal Counsel has recommended staff seek confirmation to the continued delegation of authority to the CEO due to the amount of time elapsed since the initial authority was granted.

Typically, the Invitation for Bid (IFB) includes pricing options for the supply of fuel at a fixed unit price that will require all vendors to be pre-qualified for the bid. Qualified vendors will supply their bid for each of the options specified in the IFB between 10 a.m. and 11 a.m. on the day of the bid. Staff compiles the bid tabulation sheet and submits the presentation to the CEO before 12:30 p.m. on the day of the bid. The successful vendor is notified of the award prior to 1:30 p.m. on the day of the bid.

Since 2002, the CEO has issued and awarded all fuel contracts. Since granting the delegated authority, staff estimates over \$1 million have been saved with LYNX fuel bids. Most recently in January 2006, the CEO, under the auspices of the delegated authority awarded three fuel contracts as follows:

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Fuel Type	Selected Distributor	Contract Duration
Unleaded Fuel: MV Transportation	Terrell Industries	Six months with three six month options
Unleaded Fuel: LYNX	Mansfield Oil	Six months with three six month options
Diesel Fuel: LYNX	Mansfield Oil	Six months with three six month options

Consent Agenda Item #6.B

To: LYNX Board Of Directors

From: Sylvia Mendez
CHIEF ADMINISTRATIVE OFFICER
Desna Hunte
(Technical Contact)

Phone: 407.841.2279 ext: 3129

Item Name: Authorization to implement changes to the Pay Plan effective January 2006

Date: 2/23/2006

BACKGROUND:

A Board workshop was held February 1, 2006 to discuss concerns regarding the proposed changes to the Compensation Plan. After discussion, staff was directed to:

- a) Request that Management Advisory Group (MAG) provide an alternate classification method for proposed grades 125 and above;
- b) Convene the Personnel Committee made up of funding partners to review the recommendations;
- c) Provide Board members with alternate recommendations for grades 125 and above ten (10) days before the next Board meeting.

Allan Johnson, of MAG, and LYNX staff met with the Personnel Committee on February 6, 2006. Representatives from the City of Orlando, Orange County, FDOT and Seminole County confirmed attendance. However, Seminole County's representative was unable to attend.

Mr. Johnson presented to the committee an overview of the process and the methodology used to determine the pay ranges and pay grades for the Compensation Plan. The committee understood the methodology and while there was discussion regarding a few external market matches, the consensus was that the placement of positions appeared reasonable. There were no recommendations to change the placement of positions. The committee did provide the following input.

- 1) Do not broad band any of the positions, this would result in all senior positions being placed in one large pay band.

- 2) Create a separate pay structure for the top six positions. For these positions, create a “hiring rate” that is less than the market control point (midpoint) for the jobs. The committee indicated that for these senior positions, LYNX should not hire at the minimum. The committee commented that these positions are transportation based positions and that the ranges for these positions should be constructed around average actual salaries for comparable positions in other transportation agencies.
- 3) Keep the maximum above market to allow for flexibility and growth.

STRUCTURE OPTIONS:

Options 1: Based on the input from the committee the attached senior service proposed structure has been developed by MAG. This structure creates a “hiring rate” that is 10% below the market control rate (midpoint). MAG recommends that hiring occur within the hiring rate, between the minimum and the market rate. Any hiring above the market rate would be based on skills, current salary, experience and critical need of LYNX in filling a given position. (Please see Attachment A.) LYNX staff does not believe that this addresses the Board’s concerns and does not recommend this option.

Option 1 Example:

Position	Revised Minimum	Market	Maximum	Comment
Chief Marketing Officer	81,109	89,220	111,525	Minimum hiring rate has been increased to 10% below market point

Option 2: Because staff does not believe Option 1 addresses Board concerns, the following option is being recommended. As in Option 1, a separate pay structure is created called senior service structure. This option however establishes only a hiring rate range. The hiring range is based off the original range recommended for each senior position. There are no maximums. If the Board chooses to adopt this option, staff recommends the Board create a pay practice policy providing a specific authority level for the Chief Executive Officer to award salary increases or negotiate entry salaries above the hiring rate range (above midpoint). For example, the Board might establish a policy allowing the CEO to approve salaries up to a maximum of 10% or 15% above midpoint. Assuming a 15% authority level, any salaries beyond 15% above the midpoint would require Board approval. (Please see Attachment B.)

Option 2 Example: Maintains original recommended minimum and market as the hiring rate range. There is no maximum in range.

Position	Minimum	Market	Maximum	Comment
Chief Marketing Officer	74,360	89,220*	Not Applicable	Policy establishes CEO's authority to go above market

* Using the 15% authority level, the CEO could not pay more than \$102,603 without Board approval.

CONCLUSION:

Staff recommends the Board consider Option 2 for approval. The structure:

- a) establishes a hiring range as discussed by the Personnel committee;
- b) allows for Board policy to be established that identifies the authority level the Board wishes to grant the CEO for salaries beyond the market level;
- c) establishes a separate pay structure for Senior Service positions as recommended by the Personnel committee.

ATTACHMENT A:

Senior Service Alternate Pay Structures

Option 1: MAG new proposed range. Revisions based on Personnel Committee input.

Proposed Grade	Position	Current LYNX Range			Original Proposed Range			MAG New Proposed Range		
		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
330	Chief Marketing officer	78,795	98,493	118,192	74,350	89,220	111,525	81,109	89,220	111,525
330	Chief of Staff	66,190	82,738	99,286	74,350	89,220	111,525	81,109	89,220	111,525
332	Chief of Government Relations	66,190	82,738	99,286	81,971	98,365	122,956	89,423	98,365	122,956
334	Chief Admin. Officer	78,795	98,493	118,192	90,373	108,448	135,559	98,589	108,448	135,559
335	Chief Financial Officer	78,795	98,493	118,192	94,892	113,870	142,337	103,518	113,870	142,337
336	Chief Operations Officer	94,554	118,192	141,831	99,636	119,563	149,454	108,607	119,563	149,454

ATTACHMENT B:

Senior Service Alternate Pay Structures

Option 2: Establishes a hiring range based on initial recommendations and personnel committee input. Progression above Market is subject to Board Policy establishing CEO authority limits.

Proposed Grade	Position	Current LYNX Range			Original Proposed Range			Recommended Range		
		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
330	Chief Marketing officer	78,795	98,493	118,192	74,350	89,220	111,525	74,350	89,220	NA
330	Chief of Staff	66,190	82,738	99,286	74,350	89,220	111,525	74,350	89,220	NA
332	Chief of Government Relations	66,190	82,738	99,286	81,971	98,365	122,956	81,971	98,365	NA
334	Chief Admin. Officer	78,795	98,493	118,192	90,373	108,448	135,559	90,373	108,448	NA
335	Chief Financial Officer	78,795	98,493	118,192	94,892	113,870	142,337	94,892	113,870	NA
336	Chief Operations Officer	94,554	118,192	141,831	99,636	119,563	149,454	99,636	119,563	* NA

* Assuming a 15% Authority level, the CEO could not pay more than \$137,497 to individuals in this position, without prior Board approval.

Consent Agenda Item #6.C

To: LYNX Board Of Directors

From: Sylvia Mendez
CHIEF ADMINISTRATIVE OFFICER
Fatima Calkins
(Technical Contact)

Phone: 407.841.2279 ext: 3129

Item Name: Authorization to execute the first-year option of the Akerman and Senterfitt General Counsel Contract #02-024

Date: 2/23/2006

ACTION REQUESTED:

Staff seeks authorization from the Board of Directors’ for the Chief Executive Officer (CEO) or designee to execute the first option year of the Akerman and Senterfitt General Counsel contract.

BACKGROUND:

The Board approved the awarding of contract #02-024 to Akerman and Senterfitt Attorney at Law at the January 23, 2003 Board meeting. The last year of the initial three (3) year contract term expires April 30, 2006. The two (2) one-year options are subject to extension at the Board’s discretion. The renewal rate is subject to modifications not to exceed 5% per year for the fourth and fifth year extensions subject to approval by both LYNX and Akerman and Senterfitt.

LYNX considers the performance of Akerman Senterfitt to be satisfactory during the contract term.

FISCAL IMPACT:

The cost for general council services is estimated at **(\$262,500.00)**. Funding is included in the FY 2005-2006 LYNX budget.

The rates as proposed in RFP#02-024 by Akerman and Senterfitt are as follows:

<u>RFP Requested Fee Schedule</u>		<u>Akerman and Senterfitt Proposed Rates</u>	
12+ Years	\$170-\$210	9+ Years	\$175-\$210*

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6-12 Years	\$140-\$169	4-8 Years	\$145-\$175*
0-6 Years	\$100-\$139	1-3 Years	\$125-\$145*
Paralegal/Clerical	\$45-\$99	Paralegal/Clerical	\$80*

*Based on rates per individual team member as proposed by Akerman and Senterfitt.

Consent Agenda Item #6.D

To: LYNX Board Of Directors

From: Linda Watson
CHIEF EXECUTIVE OFFICER
Pamela Durkin
(Technical Contact)

Phone: 407.841.2279 ext: 3017

Item Name: Authorization to publicly notice meetings in the lobby at LYNX Central Station (LCS) and LYNX website

Date: 2/23/2006

ACTION REQUESTED:

Staff seeks authorization to publicly notice meetings involving more than one Board member in the lobby at the LYNX Central Station (LCS) and LYNX website.

BACKGROUND:

Historically, LYNX has posted public meetings involving its Board members in the Orlando Sentinel in each of the three counties. Staff is proposing to place notices in a prominent location in the first floor lobby of the LCS as well as the agency's website.

FISCAL IMPACT:

The estimated cost savings for this action is approximately \$5,000 annually.

Consent Agenda Item #6.E

To: LYNX Board Of Directors

From: **Linda Watson**
 CHIEF EXECUTIVE OFFICER
Pamela Durkin
 (Technical Contact)
Edward Johnson
 (Technical Contact)

Phone: 407.841.2279 ext: 3017

Item Name: Approval of 2007 Federal Legislative priorities

Date: 2/23/2006

ACTION REQUESTED:

Approval by Board of Directors of LYNX' FY 2007 Federal Legislative Priorities.

BACKGROUND:

Since 1992, LYNX has received over \$100 million in Congressional earmarks. In 2006 when the federal transportation bill was reauthorized (SAFETEA-LU), LYNX fared very well and received the following authorized amounts through 2009:

Bus	2006	2007	2008	2009	Total
Bus Replacement	\$769,120	\$802,560	\$869,440	\$902,880	\$3,344,000
Bus Expansion	\$1,318,052	\$1,370,576	\$1,488,624	\$1,575,148	\$5,752,400
Total Bus	\$2,087,172	\$2,173,136	\$2,358,064	\$2,478,028	\$9,096,400
Est qty replacement	3	3	3	3	11
Est qty expansion	4	5	5	5	19

Over the last 20 months, LYNX has been working closely with our legislative delegation to keep them informed of our needs, which have focused primarily on bus replacement. This will continue to be a top priority given the average age of our fleet.

PROPOSED 2007 FEDERAL LEGISLATIVE PRIORITIES:

In consultation with LYNX' Federal Lobbyist and our delegation staff, the following priorities are recommended for FY06. These are listed in priority order with bus replacement as the first and this will be communicated to our Congressional delegation.

- Congressional appropriation of \$5.25 million, which will replace 15 buses. According to our bus replacement schedule, LYNX needs approximately \$56.8 million through 2011 for bus replacement. The schedule calls for 37 buses to be replaced in 2007. Formula funds alone cannot accomplish this and a congressional appropriation is necessary.
- Congressional appropriation of \$2.6 million, which will replace approximately 72 paratransit vehicles. This will replace about half of our ACCESS LYNX fleet, which is well beyond replacement cycle. This could save LYNX as much as 15% in operating costs, which is currently part of paratransit contract.
- Congressional appropriation of \$650,000, which will allow us to add an additional 40 shelters at high ridership bus stops. LYNX has 5,143 bus stops but only 429 shelters (161 Culver Amherst; 193 LYNX). Covered stops and

Consent Agenda Item #6.F

To: LYNX Board Of Directors

From: Bert Francis II
CHIEF FINANCIAL OFFICER
Allan Lemaux
(Technical Contact)

Phone: 407.841.2279 ext: 3047

Item Name: Authorization to award a contract to NuTech Fire & Security, Inc. for a security system at the LYNX Operations Center (LOC)

Date: 2/23/2006

ACTION REQUESTED

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a contract in the amount of \$393,000 plus a \$60,000 contingency to NuTech Fire & Security, Inc., to furnish and install the security system for the LYNX Operations Center.

BACKGROUND

Construction is underway for the LYNX Operations Center on a 24.1-acre property at 2500 LYNX Lane (corner of John Young Parkway and Princeton). When completed, this Center will support the operations and maintenance of 200 buses and the central parts supply requirements for the LYNX fleet. In addition, the site will house staff in the following areas: administrative, maintenance, material control, transportation operations, and finance.

The procurement of the LYNX Operations Center systems, like the security system, are outside the scope of the General Construction contract. These items include the security system, closed circuit television and structural cabling.

An Invitation for Bid (IFB) #06-018 was issued on November 23, 2005 for the procurement and installation of the security system. A non-mandatory pre-bid conference was held on December 5, 2005 with one amendment being issued during the solicitation phase. On December 23, 2005, one sealed bid was received. Therefore, the IFB was re-issued with a second amendment on January 4, 2006. This amendment clarified a design related issue in the scope of work, which resulted in two sealed bids being received on January 18, 2006. The lower of the two bids was for the amount of \$393,000 by NuTech Fire & Security, Inc. The second bidder was Operational Security Systems for \$512,447.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION

The DBE goal for this portion of the project was 12.25%. NuTech Fire & Security submitted a bid with a DBE participation of 13%. The DBE Officer will work with Nu-Tech Fire & Security to ensure full contract compliance.

FISCAL IMPACT

The cost for the LYNX Operations Center security system of \$393,000 plus a \$60,000 contingency is under the \$630,000 security budget adopted for the project. The funds are included in the LYNX FY 2005-2006 approved capital budget.

Consent Agenda Item #6.G

To:	LYNX Board Of Directors
From:	Bert Francis II CHIEF FINANCIAL OFFICER Allan Lemaux (Technical Contact)
Phone:	407.841.2279 ext: 3047
Item Name:	Authorization to execute a change order to Contract #01-006 for the retail space build-out and the restroom expansion design services for the LYNX Central Station
Date:	2/23/2006

ACTION REQUESTED

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a change order to Contract #01-006 with Helman Hurley Charvat Peacock/Architects, Inc. (HHCP) to provide Architectural and Engineering (AE) design services for the preparation of drawings and specifications for the retail space build-out, enlargement of the Operators' restrooms, a new public men's restroom, and enhancements to existing restroom for an amount not to exceed \$95,000.

BACKGROUND

The Board has authorized design and construction funds for the retail space. Two construction packages have been developed concurrently for the retail space build-out; one of which is the construction package to complete the existing structure (the shell package). The shell package consists of installing the necessary plumbing (floor drains, water piping, and restroom); bringing electrical power to the retail space; placing the concrete floor; installing a hood, and other items that have been required by the City of Orlando Permitting Department.

The second construction package (retail space) is the completion of the interior furnishings such as the counter, seating arrangement, and other items that have been required by the City of Orlando Permitting Department. The tenant is providing the cost for the construction of this package.

The second design for these packages have been completed, and permitted by the City of Orlando Permitting Department. The initial design intent was to utilize revised drawings and specifications from the LCS. Construction documents and drawings were developed based on that plan. When the drawings were submitted to the City of Orlando Permitting Department, the drawings were rejected because the construction of the retail space could not be done under the existing permit. An independent package of drawings and specifications were to be developed

and submitted for approval. Subsequently, the engineers and architects had to generate additional new drawings and new specifications.

When LYNX Central Station opened for operations on November 14, 2004, it became apparent the Operator's restrooms were inadequate to handle the daily demands, particularly the male Operators. Subsequently, the public restrooms were more heavily utilized. The restrooms are inoperable while being cleaned, resulting in further delays to the Operators and customers. Although the restrooms were constructed according to the City of Orlando code requirements, staff was requested to look into how the Operator's and public restrooms could better service both parties, respectively. Alternatives have been developed, reviewed, and a selection has been made to resolve the situations. Staff has determined the need for the men's portion of the Operators' restroom should be expanded. In addition, a new restroom should be built adjacent to the retail space and the existing men and women restrooms be converted into just a single restroom. Based on this determination, it is being proposed that the architects and engineers prepare a complete set of drawings and specifications for each project.

FISCAL IMPACT

Two funding sources will be required for these projects. One funding source will be the uncommitted contingency funds from the LCS project that are within the overall Board approved budget of \$36.4 million, and will be for the amount of \$56,500 and \$8,500 in contingency. The remaining amount of \$30,000 will be utilized from the carry-over of capital funds for FY05.

Consent Agenda Item #6.H

To: LYNX Board Of Directors

From: Lisa Darnall
Chief Operating Officer
Steven Robinson
(Technical Contact)
Joe Cheney
(Technical Contact)

Phone: 407.841.2279 ext: 3036

Item Name: Authorization to award a contract to B&L Commercial Cleaning for lawn maintenance of LYNX bus stops and shelters.

Date: 2/23/2006

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a contract in the amount of \$573,848 with B&L Commercial Cleaning to furnish lawn maintenance of bus stops and shelters. The contract term will be for three (3) years with two (2) one-year options.

BACKGROUND:

LYNX operates a public transportation system with annual ridership totaling about 20.5 million passenger trips with a bus fleet of 238 buses, operating over 62 Links (routes), serving 5,143 posted bus stops and Superstop transfer centers. Most Links operate seven (7) days per week. LYNX' service area includes Orange, Osceola, and Seminole Counties. The service area encompasses 2,530 square miles and has a total population of 2,588,500 people. Bus stops are the primary point of customer access to LYNX fixed route bus network. Shelters provide an enhanced experience for customers by providing shelter from the elements. These stops and shelters are highly visible to the community.

LYNX has four separate contracts for bus stops and shelters including lawn maintenance, trash removal, shelter cleaning and shelter maintenance. This contract is for lawn maintenance, which includes grass cutting and picking up trash around the area.

On October 27, 2005, LYNX issued IFB #06-004 for the lawn maintenance of twenty-seven hundred (2,700) bus stops. Twenty-eight (28) firms requested and received copies of the IFB. On November 30, 2005, bid packages were due and opened. The following three (3) bids were received:

LYNX Board Agenda

Company	Year one -(1)	Year Two -(2)	Year Three -(3)	Total Contract First (3) Years	Optional Year Four-(4)	Optional Year Five-(5)
B&L *	\$174,798	\$190,909	\$208,141	\$573,848	\$812,500	\$852,800
Groundtek *	\$811,512	\$873,464	\$940,118	\$2,625,094	\$1,017,250	\$1,100,112
N and L Lawn Care	\$702,000	\$737,100	\$773,760	\$2,212,860	\$226,688	\$246,459

***Certified DBE Suppliers**

The awarded vendor for IFB #06-004 will provide the following services:

In year one, lawn maintenance every two weeks at twenty seven hundred (2,700) bus stops at a cost of \$2.49 per stop. In year two, lawn maintenance every two weeks at twenty-eight hundred and thirty-five (2,835) bus stops at a cost of \$2.59 per stop. In year three, lawn maintenance every two weeks at twenty-nine hundred and seventy-six (2,976) bus stops at a cost of \$2.69 per stop. LYNX is currently paying \$2.85 per stop. LYNX has allowed for a 5% growth each year in the quantity of stops serviced.

IFB EVALUATION

The award recommendation is to B & L Commercial Cleaning Company, who is the low, most responsive and responsible bidder. Pursuant to LYNX' Procurement Policy and the bid specifications, it has been determined that B & L Commercial Cleaning's bid complies with all material requirements.

B&L Commercial Cleaning Company is currently doing business with LYNX and with the following organizations: City of Orlando, General Service Administration (GSA), Saul Centers, Brauvin Real Estate, McDonalds, and Westgate Lake Resorts.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

This is a 100% DBE participated contract.

FISCAL IMPACT:

The contract cost for the first three years is estimated at a total of \$573,848. The first year's contract amount has been included in the FY2006 operating budget.

Consent Agenda Item #6.I

To: LYNX Board Of Directors

From: Lisa Darnall
Chief Operating Officer
Bill Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 3036

Item Name: Authorization to execute a one-year contract extension to DESIGNLAB, Inc. for the renewal of Operator uniforms.

Date: 2/23/2006

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute the first option year contract extension to DESIGNLAB, Inc. in the amount of \$147,560 for the purchase of operator uniforms.

BACKGROUND:

Bus Operators receive a yearly uniform allowance, per the Union contract, of \$240, if full time, and \$120, if part-time, on their anniversary hire date to purchase shirts, pants, jackets, caps and other miscellaneous items from the authorized uniform supplier. Currently, there are 550 authorized Bus Operator positions, including 22 part-time positions.

In November 2002, the Invitation For Bid (IFB) #03-001, "Annual Requirements for Operators Uniforms" was awarded to DESIGNLAB, Inc. for \$94,357. Pricing was based on estimated annual quantities for shirts, slacks, skirts and shorts, and on a single item cost for belts, caps and jackets.

FISCAL IMPACT:

The fiscal impact for this service is \$147,560. Funding for seven months (\$86,079) of service is reflected in the current budget and the balance of five months (\$61,481) of the one-year extension will be reflected in the FY07 budget.

Action Agenda Item #7.A

To: LYNX Board Of Directors

From: **Lisa Darnall**
Chief Operating Officer
William Hearndon
(Technical Contact)
Randolph Cantor
(Technical Contact)
Genevieve Iacovazzi
(Technical Contact)

Phone: 407.841.2279 ext: 3036

Item Name: Authorization to award a contract to Mentor Engineering for mobile data terminals and an integrated computer aided dispatch and automatic vehicle locator system for LYNX' paratransit operations.

Date: 2/23/2006

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a contract not to exceed \$1,229,581 to Mentor Engineering for the procurement and integration of mobile data terminals and computer-aided dispatch with an automatic vehicle locator system for LYNX' Paratransit operations.

BACKGROUND:

Adopted in the FY2006 Capital and Operating Budget was \$1,199,800 for Paratransit mobile data terminals (MDTs) and computer-aided dispatch (CAD) with automatic vehicle locators (AVL).

In 2003, the Federal Transit Administration (FTA) awarded LYNX and Polk County Transit Services (PCTS) a joint Rural Intelligent Transportation System (ITS) Grant. The goal of the grant was to use technology in an operational test to improve transportation options in rural areas of Osceola and Polk counties.

A joint procurement with LYNX and PCTS was completed to procure and integrate 32 MDT/CAD/AVL units for PCTS and 135 MDT/CAD/AVL units for LYNX' paratransit program.

Included in this Board request is the procurement of 10 units for PCTS and 10 units for LYNX (Phase I), and following successful implementation of the initial units, an additional 125 units for LYNX (Phase II).

Because LYNX was the joint Rural ITS Grant recipient, all funds for that project flows through LYNX. The 10 units for PCTS will be purchased using the joint Rural ITS Grant. Additional PCTS units may be purchased through this procurement at their expense, but is not included in this Board request.

LYNX, PCTS, and PBS&J Consulting put together a Request for Proposal (RFP) for MDT/CAD/AVL for Paratransit. This RFP was released on December 21, 2005, with responses due to LYNX on January 30, 2006.

At the bid opening on January 30, 2006, there were two respondents – Mentor Engineering and Trapeze Group. Both were found to be responsive to the RFP.

Proposals were evaluated by the Source Evaluation Committee, consisting of:

Richard Solimano, Senior Contract Administrator, LYNX
Tori Iffland, Manager of Information Technologies, LYNX
Bill Hearndon, Manager of Paratransit Operations, LYNX
Randy Cantor, Supervisor of Paratransit Operations, LYNX
Diane Slaybaugh, Senior Transit Planner, Polk County Transit Services
Linda Grimes, Manager of Information Technologies, Polk County Transit Services
Joe Temples, Manager of Information Technologies, MV Transportation

Source Evaluation Committee meetings were held on February 6 and 8, 2006, to grade both respondents. The Committee unanimously selected Mentor Engineering as the prevailing respondent.

This implementation (Phase I) will begin in Fiscal Year 2006, with full implementation (Phase II) continuing into Fiscal Year 2007.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE goal for this project was 12.25%. Mentor Engineering indicated in their response that the installation and maintenance of the units are the only portions of the project that could be subcontracted to a DBE. Mentor has identified a candidate DBE that is ready, willing, and able to perform the installation and maintenance services. Our DBE Officer will work with Mentor to ensure full contract compliance.

FISCAL IMPACT:

This procurement will be funded through grants included in our adopted Fiscal Year 2006 Capital and Operating Budget. The dollar amount will not exceed \$1,229,581. A portion of the costs associated with this project will be recaptured in Fiscal Years 2007 to 2009 through discounted payments to the paratransit services contractor, in exchange for use of the hardware/software technology.

Work Session Item #8.A

To: LYNX Board Of Directors

From: Lisa Darnall
Chief Operating Officer
Jennifer Clements
(Technical Contact)

Phone: 407.841.2279 ext: 3036

Item Name: Commuter Rail Update

Date: 2/23/2006

BACKGROUND:

The Florida Department of Transportation (FDOT) is currently managing an Environmental Assessment (EA) for Commuter Rail. An FDOT representative will be providing an update as to the status of this project at the Board meeting.

Information Item I: Employee Travel Report

To: LYNX Board Of Directors

From: **Linda Watson**
 CHIEF EXECUTIVE OFFICER
Blanche Sherman
 (Technical Contact)
Pamela Durkin
 (Technical Contact)

Phone: 407.841.2279 ext: 3017

Item Name: February Employee Travel Report

Date: 2/23/2006

EMPLOYEE/ DEPARTMENT	DESTINATION	PURPOSE	DATE (Departure and Return)	COMPANY COST
Mira Bourova/ Planning	Deland, FL	Volusia County GIS Users Group Meeting	1/20-1/20/06	No Cost
Linda Watson / Executive	Washington, DC	Transportation Research Board Annual Meeting	1/24-1/26/06	Paid by TRB
Bert Francis/ Finance	Tallahassee, FL	FPTA-Reception and Board Meeting	1/24-1/25/2006	\$392, plus other travel expenses
Doug Jamison/ Planning	Deland, FL	FDOT FlexBus Meeting with Transystems	1/31-1/31/06	No Cost
Doug Jamison/ Planning	Chicago, IL	Electronic Payment System (EPS) Workshop	2/6-2/9/06	Paid by ITS America (Invited to Speak)
Peggy Gies/ Marketing	Phoenix, AZ	APTA Marketing & Communications Workshop	2-19-2-22-2006	\$1,389
Doug Jamison/ Planning	Washington, DC	FTA Integrated Corridor Management Transit Focus Group	2/26-2/28/06	Paid by ITS America (By Invitation Only)
TOTAL COST-TO - DATE				\$1,781

Information Item II: Ridership Report

To: LYNX Board Of Directors

From: **Lisa Darnall**
Chief Operating Officer
Jennifer Clements
(Technical Contact)
Terry Jordan
(Technical Contact)
William Hearndon
(Technical Contact)

Phone: 407.841.2279 ext: 3036

Item Name: Ridership Report

Date: 2/23/2006

December 2005 – Final

Fixed Route

Due to a temporary failure of the LYNX fixed route probing function used to capture passenger ridership data, ridership recorded for December 2005 was incomplete. The probe was operational only intermittently for ten days during the last two weeks of December, seven of which were weekday service. As a result, reported ridership counts for December 2005 represent the allocation of ridership previously classified by the GFI ridership reporting system as “unknown.”

Using a methodology of allocating percentages of the “unknown” ridership to individual routes based on the normal percentage of that routes’ ridership when compared to total system ridership, LYNX Finance and Planning staff was able to estimate a fixed route ridership total of 2,071,897 for December 2005. Total ridership for all services totaled 2,127,865, reflecting an increase of 4.0% when compared to the 2,046,332 passengers carried in December 2004. As a note: January 2006 was also slightly affected by this situation, and as a result will have the same methodology applied to allocated ridership totals.

Paratransit

There were 48,373 trips booked in December 2005. Of the 48,373 trips scheduled to operate, 10,264 (21.22%) were cancelled and 1,630 (3.36%) were classified as “no-shows.” The number of billable trips provided by Paratransit Operations in October 2005 was 36,479 (75.41% of the total trips booked), with an additional 2,775 trips provided to personal care attendants/escorts/companions.

LYNX Board Agenda

The total number of billable trips provided by the coordinated system for the fiscal year-to-date is 120,237 with an additional 7,947 trips provided to personal care attendants/escorts/companions. These trips were provided to customers who are elderly, transportation disadvantaged, or disabled.

In Fiscal Year 2006, we have budgeted 49,983 billable trips per month. We are under our budgeted billable trip level by approximately 4.3% in December 2005. Year-to-date, we are under our budgeted billable trip level by approximately 19.80%.

LYNX MONTHLY RIDERSHIP DECEMBER 2005 - FINAL

FY 2006

Service Mode	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Jul-06	Aug-06	Sep-06	TOTAL YEAR
LYMMO	98,726	97,582	96,276										292,584
25% OF VOTRAN	323	280	218										821
(all other Links)	1,937,622	1,920,566	1,375,403										5,833,591
Total Fixed Route	2,036,671	2,018,428	2,071,897										6,126,996
Special Shuttles	0	125	91										216
Access LYNX	44,693	45,409	42,823										132,925
VanPlan	12,472	12,194	13,054										37,720
TOTAL	2,093,836	2,076,156	2,127,865										6,297,857

Dec - 05/Jan-06 Allocated

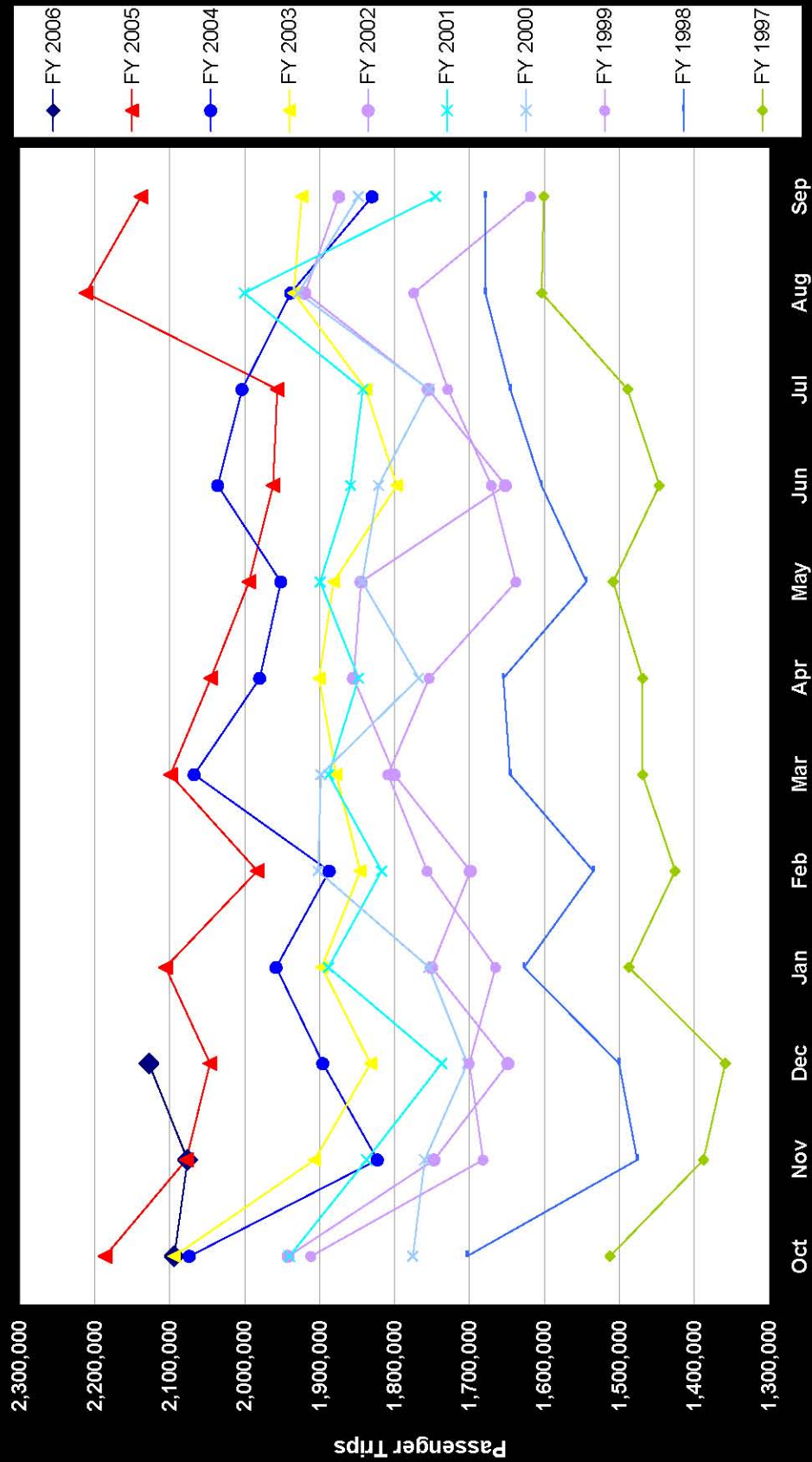
% CHANGE FROM FY 2005 TO FY 2006

Service Mode	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL YEAR
LYMMO	11.2%	6.8%	4.2%										7.3%
25% OF VOTRAN	-1.9%	-4.8%	-24.5%										-10.0%
(all other Links)	-4.5%	0.0%	4.4%										-0.1%
Total Fixed Route	-3.8%	0.3%	4.4%										0.2%
Special Shuttles	-100.0%	145.1%	-13.3%										-80.7%
Access LYNX	-11.5%	-7.9%	-7.7%										-9.1%
VanPlan	-29.2%	-27.4%	-15.3%										-24.3%
TOTAL	-4.2%	-0.1%	4.0%										-0.2%

FY 2005

Service Mode	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Jul-05	Aug-05	Sep-05	TOTAL YEAR
LYMMO	88,774	91,389	92,433	98,789	99,916	103,613	106,431	97,391	96,514	95,721	110,496	104,413	1,185,880
25% OF VOTRAN	329	295	289	302	313	345	290	302	316	297	344	372	3,794
(all other Links)	2,028,139	1,920,348	1,891,893	1,918,273	1,822,895	1,927,035	1,876,977	1,836,846	1,804,808	1,803,988	2,037,024	1,972,454	22,840,480
Total Fixed Route	2,117,242	2,012,031	1,984,415	2,017,364	1,923,124	2,030,993	1,983,698	1,934,539	1,901,638	1,900,006	2,147,864	2,077,239	24,030,153
Special Shuttles	965	51	105	26,333	112	464	74	584	433	22	59	14	29,216
Access LYNX	50,501	49,286	46,402	48,921	45,863	52,905	48,714	46,848	48,593	45,009	50,288	47,868	581,198
VanPlan	17,624	16,794	15,410	13,358	14,032	14,724	12,872	12,430	11,390	11,624	13,524	13,298	167,080
TOTAL	2,186,332	2,078,162	2,046,332	2,105,976	1,983,131	2,099,086	2,045,358	1,994,401	1,962,054	1,956,661	2,211,735	2,138,419	24,807,647

LYNX Ridership Growth - All Modes



LYNX AVERAGE DAILY RIDERSHIP DECEMBER 2005 - FINAL

FY 2006

Service Mode	Day	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Jul-05	Aug-05	Sep-05	Avg Daily For Year
LYMIMO	Wkday	4,176	4,178	3,091										3,815
	Sat	1469	1562	895										1,309
	Sun	738	719	676										711
25% of Voltran (all other Links)	Wkday	15	14	10										13
	Wkday	73,284	75,246	63,736										17,889
	Sat	49,640	50,522	42,215										11,865
Total Fixed Route	Sun	29,711	27,589	23,225										6,710
	Wkday	77,475	79,438	66,837										74,583
	Sat	51,109	52,084	43,110										48,768
Access LYNX	Sun	30,449	28,308	23,901										27,553
	Wkday	1,879	1,863	1,726										1,823
	Sat	741	770	732										748
VanPlan	Sun	306	337	296										313
	Wkday	542	521	557										540
	Sat	142	99	124										122
TOTAL LYNX SERVICES	Sun	74	83	83										80
	Wkday	79,896	81,822	69,120										19,237
	Sat	51,992	52,953	43,966										12,409
SERVICES		30,829	28,728	24,280										6,986

Dec - 05/Jan-06 Allocated

% CHANGE FROM FY 2005 TO FY 2006

Service Mode	Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Year
LYMIMO	Wkday	6.9%	5.0%	-16.8%										-9.3%
	Sat	100.7%	48.2%	-34.0%										1.5%
	Sun	21.2%	0.3%	14.4%										-4.0%
25% of Voltran (all other Links)	Wkday	-2.1%	-0.3%	-21.1%										-11.5%
	Wkday	-5.2%	-0.5%	-9.0%										-75.8%
	Sat	-2.9%	4.4%	-15.2%										-75.9%
Total Fixed Route	Sun	0.4%	1.9%	-9.4%										-76.0%
	Wkday	-4.6%	-0.2%	-9.4%										-3.4%
	Sat	-1.4%	5.3%	-15.7%										-3.5%
Access LYNX	Sun	0.8%	1.9%	-8.9%										-4.0%
	Wkday	-12.3%	-7.3%	-10.4%										-9.9%
	Sat	-1.7%	1.9%	14.6%										3.8%
VanPlan	Sun	-1.9%	1.5%	-32.4%										-1.7%
	Wkday	-22.7%	-26.7%	-9.1%										-8.2%
	Sat	-37.7%	-43.8%	-27.9%										-24.1%
TOTAL LYNX SERVICES	Sun	-68.2%	-23.9%	-48.4%										-29.6%
	Wkday	-5.0%	-0.6%	-9.4%										-15.9%
	Sat	-1.6%	5.1%	-15.4%										-75.9%
SERVICES		0.2%	1.8%	-9.5%										-76.0%

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FY 2005

Service Mode	Day	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Jul-05	Aug-05	Sep-05	Avg Daily For Year
LYMIMO	Wkday	3,908	3,978	3,713	4,182	4,544	4,089	4,585	4,201	4,065	4,234	4,433	4,517	4,205
	Sat	732	1054	1357	1,623	1,440	1,539	1,294	1,315	1,093	1,205	1,373	1,447	1,289
	Sun	609	717	591	745	821	854	867	651	679	836	763	756	741
25% of Voltran (all other Links)	Wkday	16	14	13	14	16	15	14	14	14	14	15	15	18
	Wkday	77,294	75,616	70,045	74,058	75,646	70,297	72,723	70,699	68,499	69,541	74,373	76,602	72,949
	Sat	51,126	48,411	49,800	49,483	50,215	48,793	47,729	47,622	46,424	48,093	50,897	52,213	49,234
Total Fixed Route	Sun	29,606	27,075	25,636	27,472	26,726	28,325	27,414	28,849	27,737	28,416	30,031	30,084	27,948
	Wkday	81,218	79,608	73,771	78,254	80,206	74,401	77,332	74,914	72,578	73,790	78,821	81,137	77,169
	Sat	51,858	49,465	51,157	51,106	51,655	50,332	49,023	48,937	47,517	49,298	52,270	53,660	50,523
Access LYNX	Sun	30,215	27,792	26,227	28,217	27,547	29,179	28,281	27,500	28,416	29,252	30,794	30,840	28,688
	Wkday	2,142	2,009	1,927	2,040	2,090	2,112	2,080	1,933	2,032	1,912	2,019	1,990	2,024
	Sat	754	756	639	656	734	767	759	727	714	686	707	743	720
VanPlan	Sun	312	332	438	360	299	332	327	312	278	271	268	291	318
	Wkday	701	711	613	583	619	600	571	532	496	502	560	570	588
	Sat	228	176	172	105	251	148	118	79	55	97	382	113	160
TOTAL LYNX SERVICES	Sun	233	109	161	119	159	89	69	71	70	129	83	72	114
	Wkday	84,061	82,328	76,311	80,877	82,916	77,113	79,983	77,379	75,106	76,204	81,400	83,697	79,781
	Sat	52,840	50,397	51,968	51,867	52,640	51,247	49,900	49,743	48,286	50,081	53,359	54,516	51,404
SERVICES		30,760	28,233	26,826	28,696	28,005	29,600	28,677	27,983	28,764	29,652	31,145	31,203	29,120

ROUTE RIDERSHIP REPORT

Link No	Route	FY06 Average Monthly Ridership	Oct-05	% Change October 05 to November 05	Nov-05	% Change November 04 to November 05	Dec-05 ALLOCATED	December 05 Change as Compared to FY05 Avg. Monthly Ridership
1	N Orange Ave /Altamonte Mall	17,758	16,765	3.7%	17,382	-5.2%	16,474	-7.23%
2	Colonialtown	3,605	3,170	6.7%	3,382	19.6%	4,045	12.20%
3	Lake Margaret	17,630	17,599	4.1%	18,316	4.7%	19,183	14.6%
4	South U.S. 441/Kissimmee	141,616	145,765	0.6%	146,712	3.9%	152,506	7.69%
5	Lake George/Fort Gattin	5,013	5,108	2.3%	5,224	-15.3%	4,426	-11.71%
6	Dixie Belle	18,140	17,998	-0.8%	18,140	3.4%	18,605	-2.09%
7	S. Orange Ave /Florida Mall	25,426	26,029	-3.4%	25,137	3.1%	25,911	1.91%
8	W. Oak Ridge Rd./Int'l Dr.	155,602	159,731	-2.6%	155,623	7.2%	166,828	7.21%
9	N. Orange Ave /Rosemont	29,726	29,081	0.6%	29,247	-2.9%	28,398	-4.47%
10	East U.S. 192/St. Cloud	20,147	21,409	-3.6%	20,638	7.4%	22,168	10.03%
11	S. Orange Ave /OIA	35,133	35,198	-1.3%	34,743	4.5%	36,332	3.39%
12	Buenaventura Lix/Boggy Ck	8,124	7,611	3.5%	7,877	-3.3%	7,615	-6.27%
13	University of Central Florida	35,077	34,813	-1.1%	34,416	2.2%	35,179	-0.6%
14	Princeton Street/Flymouth Apts.	6,564	5,756	-2.2%	5,628	6.5%	5,994	-8.68%
15	Curry Ford Rd./V. C. East	47,552	49,847	2.3%	50,990	4.4%	53,237	11.96%
16	College Park/The Meadows	11,004	9,795	6.6%	10,444	-13.4%	9,048	-17.77%
17	North U.S. 441/Apopka	51,566	52,693	-2.4%	51,415	2.3%	52,601	1.4%
18	S. Orange Ave /Kissimmee	35,515	34,858	1.5%	35,367	6.5%	37,674	6.06%
19	Richmond Heights	28,605	30,649	-1.1%	30,301	-4.8%	28,846	0.84%
20	Malibu/Pine Hills	64,130	68,107	3.7%	70,637	0.1%	65,119	1.54%
200	Volusia Express	316	322	-13.0%	280	-22.1%	218	-31.05%
21	Canver Shores/Tangelo Park	81,009	79,698	-3.2%	77,133	1.0%	77,914	-3.82%
22	Richmond Estates	27,498	27,950	-3.7%	28,973	-26.09%	26,098	-5.09%
23	Winter Park/Forest City	26,378	26,514	0.5%	26,514	-3.8%	25,515	-4.73%
24	Millenia	9,063	9,063	5.1%	9,524	5.9%	10,090	12.04%
25	Silver Star Rd.	73,995	74,687	0.1%	74,762	6.0%	79,255	7.11%
26	Pleasant Hill Rd./Poinciana	14,778	15,969	-3.9%	15,350	6.1%	16,291	10.24%
27	Plant St./Oakland	7,585	7,966	-8.5%	7,291	-0.5%	7,255	-4.36%
28	E. Colonial Dr./Azalea Park	43,223	44,447	1.2%	44,980	6.4%	47,853	10.71%
29	E. Colonial Dr./Goldentrod	42,028	42,879	-2.1%	41,961	7.1%	44,924	3.8%
30	Colonial Dr. Crosstown	51,192	51,510	-1.0%	50,999	3.9%	54,234	5.94%
300-304	Downtown Disney Direct	15,924	18,059	-1.5%	17,797	3.9%	17,107	7.43%
Lymmo	Lymmo	98,820	98,726	-1.2%	97,582	-1.3%	96,276	-2.57%
32	Union Park/Bithlo	2,148	2,485	-18.4%	2,029	0.9%	2,048	-4.64%
33	Midway/Sanford Airport	7,297	7,660	-2.5%	7,468	2.5%	7,656	4.92%
34	Lake Richmond	24,681	24,181	1.4%	24,508	11.7%	27,384	10.95%
37	Park Promenade Plaza/Florida Mall	59,510	60,172	-0.2%	60,072	8.7%	65,294	9.72%
38	Downtown Orlando/Int'l Dr.	14,845	14,623	0.5%	14,696	-1.7%	14,450	-2.66%
39	U.S. 17-92/Sanford	61,948	62,283	0.5%	62,565	-9.0%	56,950	-8.07%
40	American/Universal Orlando	35,384	35,669	-1.1%	35,280	-2.7%	34,314	-3.02%
41	S.R. 436 Crosstown	124,669	126,758	0.4%	127,242	-2.1%	124,555	-0.09%
42	International Dr./OIA	77,359	80,620	-5.1%	76,498	9.8%	83,955	8.57%
43	Central Florida Pkwy	13,859	13,846	3.3%	14,308	-1.3%	14,117	1.86%
44	Clarco/az/Zellwood	18,176	18,126	7.9%	19,555	-3.1%	18,121	-0.30%
45	Lake Mary	3,811	3,847	-9.6%	3,476	12.3%	3,902	2.40%
46	W. S.R. 46/Seminole Towne Ctr	11,761	12,357	7.5%	13,289	-6.8%	12,380	5.35%
47	Owiedo	3,823	4,179	-0.8%	4,147	9.6%	4,546	18.91%
48	W. Colonial Dr./Park Promenade	46,929	47,075	3.4%	48,690	-0.8%	48,279	2.88%
49	W. Colonial Dr./Pine Hills	47,945	47,618	5.1%	50,031	-6.0%	47,045	-1.88%
50	Downtown Orlando/Magic Kingdom	37,170	42,915	-12.2%	37,686	12.7%	42,483	14.28%
51	Conway/OIA	34,533	35,782	-4.3%	34,235	9.6%	37,507	8.61%
52	Pine Castle/Tradeport	6,010	6,082	4.3%	5,818	7.5%	6,254	4.07%
53	Story Rd./Hildenville	8,923	8,833	3.8%	9,173	7.8%	9,893	10.87%
54	Old Winter Garden Rd.	15,223	15,812	-4.4%	15,116	0.1%	15,131	-0.60%
55	West U.S. 192/Orange Lake	29,090	27,376	-1.2%	27,059	5.3%	28,495	-2.04%
56	West U.S. 192/Magic Kingdom	30,715	31,473	-5.1%	29,868	22.4%	36,566	19.05%
57	John Young Pkwy	14,780	15,206	2.0%	15,517	3.1%	15,986	8.22%
Unknown	Facebook/Errors	16,589	17,484	-38.0%	10,835	54.2%	16,711	0.74%
Total		2,002,513	2,036,670	-0.9%	2,018,428	2.6%	2,071,897	3.5%

Information Item III: Financial Reports

To: LYNX Board Of Directors

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

Phone: 407.841.2279 ext: 3047

Item Name: Monthly Financial Report

Date: 2/23/2006

For your review, attached please find the Monthly Financial Report for the two months ending November 30, 2005.

C.F.R.T.A. (LYNX)
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE MONTH OF NOVEMBER AND THE TWO MONTHS ENDED NOVEMBER 30, 2005
(UNAUDITED)

	Year to Date:			Month of November:		
	<u>Budget</u>	<u>Actual</u>	%	<u>Budget</u>	<u>Actual</u>	%
OPERATING REVENUES						
Customer Fares	\$ 2,994,478	\$ 3,083,458	103.0%	\$ 1,497,239	\$ 1,585,559	105.9%
Contract Services:	-	-		-	-	
Local Financial Assistance	1,290,154	1,268,912	98.4%	645,077	634,456	98.4%
Other Contractual Services	1,456,296	1,287,461	88.4%	789,616	620,780	78.6%
Advertising	251,667	309,790	123.1%	125,833	183,861	146.1%
Other Operating Income	<u>92,725</u>	<u>84,143</u>	<u>90.7%</u>	<u>46,362</u>	<u>42,688</u>	<u>92.1%</u>
 Total Operating Revenues	 <u>6,085,319</u>	 <u>6,033,763</u>	 <u>99.2%</u>	 <u>3,104,127</u>	 <u>3,067,345</u>	 <u>98.8%</u>
 NONOPERATING REVENUES:						
Operating assistance grants:						
Federal	116,667	116,667	100.0%	58,333	58,333	100.0%
State of Florida	1,325,281	1,325,281	100.0%	662,641	662,641	100.0%
Local	5,564,905	5,564,905	100.0%	2,782,452	2,782,452	100.0%
Planning and other assistance grants:						
Federal - Commuter Rail Project	-	-	0.0%	-	-	0.0%
Federal - Other	1,528,620	1,528,620	100.0%	762,495	762,495	100.0%
State of Florida - Commuter Rail Project	-	-	0.0%	-	-	0.0%
State of Florida - BRT Circulator Project	-	-	0.0%	-	-	0.0%
State of Florida - Other	305,466	309,666	101.4%	152,733	149,188	97.7%
Local Matching - BRT Circulator Project	0	-	0.0%	(0)	-	0.0%
Local Matching - Other	-	-	0.0%	-	-	0.0%
 Interest Income	 44,018	 75,011	 170.4%	 22,009	 39,848	 181.1%
Gain / (Loss) on Sale of Assets	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
 Total Nonoperating Revenues	 <u>8,884,957</u>	 <u>8,920,149</u>	 <u>100.4%</u>	 <u>4,440,663</u>	 <u>4,454,957</u>	 <u>100.3%</u>
 Fund Balance	 <u>-</u>	 <u>-</u>	 <u>0.0%</u>	 <u>-</u>	 <u>-</u>	 <u>0.0%</u>
 Total Revenues	 <u>14,970,275</u>	 <u>14,953,912</u>	 <u>99.9%</u>	 <u>7,544,791</u>	 <u>7,522,302</u>	 <u>99.7%</u>
 OPERATING EXPENSES:						
Salaries and Wages	5,662,774	5,524,135	97.6%	2,815,077	2,676,438	95.1%
Fringe Benefits	3,280,100	3,108,904	94.8%	1,740,737	1,716,540	98.6%
Purchased Transportation Services	2,630,633	2,063,432	78.4%	1,660,725	1,093,524	65.8%
Fuel	1,234,809	1,566,788	126.9%	617,404	705,762	114.3%
Other Materials and Supplies	649,893	649,893	100.0%	345,248	345,249	100.0%
Professional Services	68,191	68,191	100.0%	62,563	62,563	100.0%
Other Services	358,385	358,385	100.0%	222,507	222,507	100.0%
Lease and Miscellaneous Expenses	222,605	222,605	100.0%	131,464	131,464	100.0%
Casualty and Liability Insurance	186,272	186,272	100.0%	132,596	132,596	100.0%
Utilities	107,917	123,287	114.2%	53,958	62,220	115.3%
Taxes and Licenses	87,597	119,597	136.5%	55,439	82,738	149.2%
Interest Expense	<u>2,665</u>	<u>701</u>	<u>26.3%</u>	<u>1,333</u>	<u>351</u>	<u>26.3%</u>
 Total Operating Expenses Before Depreciation	 <u>14,491,840</u>	 <u>13,992,189</u>	 <u>96.6%</u>	 <u>7,839,051</u>	 <u>7,231,951</u>	 <u>92.3%</u>
 OPERATING GAIN / (LOSS)	 <u>\$ 478,436</u>	 <u>\$ 961,723</u>	 <u>201.0%</u>	 <u>\$ (294,261)</u>	 <u>\$ 290,351</u>	 <u>-98.7%</u>

EXECUTIVE SUMMARY REPORT

For the Two Months ending November 30, 2005

LYNX' Operating Statement for the two months ending November 30, 2005 indicates total revenue earned in the amount of \$14,953,912 and total expenses incurred in the amount of \$13,992,189 resulting in a net operating profit of \$961,723. In addition:

- Fixed route and mobility services resulted in an operating profit of \$820,962 for the first two months of operations.
- Paratransit services resulted in an operating profit of \$140,761 for the first two months of operations.

The fixed route positive results relate to lower than anticipated cost for LYNX' fixed route Services due to *cyclical* trends. Customer fares are higher than expected due to increases in ridership. Also, personnel costs are under budget due to the existence of several vacant positions. In addition, expenses relating to professional services are not being accrued on a monthly basis and as such the amounts reported reflect only actual payments year-to-date. These expenses as well as other operating expenses will be incurred as planned as the year progresses and the positive results may decrease.

In regard to the paratransit operations, the positive results are due to lower than anticipated trip levels and related costs year-to-date. We are closely monitoring the trip levels in order to ensure consistency with planned operating expenses. Also, LYNX' staff continues to review this program daily to ensure compliance with service performance standards and other contract obligations are being met by the provider.

C.F.R.T.A. (LYNX)
FIXED-ROUTE AND MOBILITY SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF NOVEMBER AND THE TWO MONTHS ENDED NOVEMBER 30, 2005
(UNAUDITED)

	Year to Date:			Month of November:		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
OPERATING REVENUES						
Customer Fares	\$ 2,850,975	\$ 2,956,357	103.7%	\$ 1,425,487	\$ 1,522,849	106.8%
Contract Services:	-	-		-	-	
Local Financial Assistance	1,290,154	1,268,912	98.4%	645,077	634,456	98.4%
Other Contractual Services	48,919	48,919	100.0%	24,307	24,306	100.0%
Advertising	251,667	309,790	123.1%	125,834	183,861	146.1%
Other Income	<u>92,725</u>	<u>84,143</u>	<u>90.7%</u>	<u>46,363</u>	<u>42,688</u>	<u>92.1%</u>
 Total Operating Revenues	 <u>4,534,440</u>	 <u>4,668,119</u>	 <u>102.9%</u>	 <u>2,267,068</u>	 <u>2,408,160</u>	 <u>106.2%</u>
NONOPERATING REVENUES:						
Operating assistance grants:						
Federal	116,667	116,667	100.0%	58,333	58,333	100.0%
State of Florida	1,325,281	1,325,281	100.0%	662,641	662,641	100.0%
Local	4,561,871	4,561,871	100.0%	2,280,936	2,280,936	100.0%
Planning and other assistance grants:						
Federal - Commuter Rail Project	-	-	0.0%	-	-	0.0%
Federal - Other	1,281,953	1,281,953	100.0%	639,161	639,161	100.0%
State of Florida - Commuter Rail Project	-	-	0.0%	-	-	0.0%
State of Florida - BRT Circulator Project	-	-	0.0%	-	-	0.0%
State of Florida - Other	305,466	309,666	101.4%	152,733	149,188	97.7%
Local Matching - BRT Circulator Project	0	-	0.0%	(0)	-	0.0%
Local Matching - Other	-	-	0.0%	-	-	0.0%
 Interest Income	 44,018	 75,011	 170.4%	 22,009	 39,848	 181.1%
 Total Nonoperating Revenues	 <u>7,635,257</u>	 <u>7,670,449</u>	 <u>100.5%</u>	 <u>3,815,812</u>	 <u>3,830,107</u>	 <u>100.4%</u>
 Total Revenues	 <u>12,169,696</u>	 <u>12,338,568</u>	 <u>101.4%</u>	 <u>6,082,880</u>	 <u>6,238,267</u>	 <u>102.6%</u>
OPERATING EXPENSES:						
Salaries and Wages	5,611,295	5,475,945	97.6%	2,805,648	2,653,796	94.6%
Fringe Benefits	3,247,121	3,076,801	94.8%	1,723,344	1,698,856	98.6%
Purchased Transportation Services	(0)	-	0.0%	0	-	0.0%
Fuel	1,234,809	1,330,205	107.7%	617,405	599,185	97.0%
Other Materials and Supplies	647,349	647,349	100.0%	344,320	344,321	100.0%
Professional Services	54,009	54,009	100.0%	48,381	48,381	100.0%
Other Services	300,053	300,053	100.0%	193,341	193,341	100.0%
Lease and Miscellaneous Expenses	221,549	221,549	100.0%	131,453	131,454	100.0%
Casualty and Liability Insurance	186,272	186,272	100.0%	132,596	132,596	100.0%
Utilities	101,517	120,988	119.2%	50,758	62,040	122.2%
Taxes and Licenses	87,705	103,733	118.3%	55,547	68,492	123.3%
Interest Expense	<u>2,665</u>	<u>701</u>	<u>26.3%</u>	<u>1,333</u>	<u>351</u>	<u>26.3%</u>
 Total Operating Expenses Before Depreciation	 <u>11,694,344</u>	 <u>11,517,606</u>	 <u>98.5%</u>	 <u>6,104,127</u>	 <u>5,932,811</u>	 <u>97.2%</u>
 OPERATING GAIN / (LOSS)	 <u>\$ 475,353</u>	 <u>\$ 820,962</u>	 <u>172.7%</u>	 <u>\$ (21,248)</u>	 <u>\$ 305,456</u>	 <u>-1437.6%</u>

**C.F.R.T.A. (LYNX)
PARATRANSIT SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH OF NOVEMBER AND THE TWO MONTHS ENDED NOVEMBER 30, 2005
(UNAUDITED)**

	Year to Date:			Month of November:		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
OPERATING REVENUES						
Customer Fares	\$ 143,503	\$ 127,101	88.6%	\$ 71,752	\$ 62,710	87.4%
Contract Services:						
Local Financial Assistance	-	-	0.0%	-	-	0.0%
Other Contractual Services	1,391,010	1,238,542	89.0%	748,942	596,474	79.6%
Advertising	-	-	0.0%	-	-	0.0%
Other Operating Income	-	-	0.0%	-	-	0.0%
	<u>1,534,513</u>	<u>1,365,644</u>	<u>89.0%</u>	<u>820,695</u>	<u>659,185</u>	<u>80.3%</u>
Total Operating Revenues						
	<u>1,534,513</u>	<u>1,365,644</u>	<u>89.0%</u>	<u>820,695</u>	<u>659,185</u>	<u>80.3%</u>
NONOPERATING REVENUES:						
Operating assistance grants:						
Federal	-	-	0.0%	-	-	0.0%
State of Florida	-	-	0.0%	-	-	0.0%
Local	1,003,034	1,003,034	100.0%	501,517	501,517	100.0%
Planning and other assistance grants:						
Federal - Commuter Rail Project	-	-	0.0%	-	-	0.0%
Federal - Other	246,667	246,667	100.0%	123,334	123,333	100.0%
State of Florida - Commuter Rail Project	-	-	0.0%	-	-	0.0%
State of Florida - BRT Circulator Project	-	-	0.0%	-	-	0.0%
State of Florida - Other	-	-	0.0%	-	-	0.0%
Local Matching - BRT Circulator Project	-	-	0.0%	-	-	0.0%
Local Matching - Other	-	-	0.0%	-	-	0.0%
Interest Income	-	-	0.0%	-	-	0.0%
Gain / (Loss) on the Sale of Assets	-	-	0.0%	-	-	0.0%
Total Nonoperating Revenues	<u>1,249,701</u>	<u>1,249,700</u>	<u>100.0%</u>	<u>624,851</u>	<u>624,850</u>	<u>100.0%</u>
Total Revenues	<u>2,784,214</u>	<u>2,615,344</u>	<u>93.9%</u>	<u>1,445,545</u>	<u>1,284,035</u>	<u>88.8%</u>
OPERATING EXPENSES:						
Salaries and Wages	51,479	48,190	93.6%	25,740	22,642	88.0%
Fringe Benefits	32,725	32,103	98.1%	17,139	17,684	103.2%
Purchased Transportation Services	2,629,966	2,063,432	78.5%	1,660,058	1,093,524	65.9%
Fuel	-	236,582	N/A	-	106,577	N/A
Other Materials and Supplies	2,544	2,544	100.0%	928	928	100.0%
Professional Services	14,182	14,182	100.0%	14,183	14,182	100.0%
Other Services	58,332	58,332	100.0%	29,166	29,166	100.0%
Lease and Miscellaneous Expenses	1,056	1,056	100.0%	11	11	101.3%
Casualty and Liability Insurance	-	-	0.0%	-	-	0.0%
Utilities	2,299	2,299	100.0%	180	180	100.2%
Taxes and Licenses	-	15,863	N/A	-	14,246	N/A
	<u>2,792,584</u>	<u>2,474,583</u>	<u>88.6%</u>	<u>1,747,403</u>	<u>1,299,140</u>	<u>74.3%</u>
Total Operating Expenses Before Depreciation						
	<u>2,792,584</u>	<u>2,474,583</u>	<u>88.6%</u>	<u>1,747,403</u>	<u>1,299,140</u>	<u>74.3%</u>
OPERATING GAIN / (LOSS)	<u>\$ (8,370)</u>	<u>\$ 140,761</u>	<u>-1681.8%</u>	<u>\$ (301,858)</u>	<u>\$ (15,105)</u>	<u>5.0%</u>

Information Item IV: Finance and Administrative Support Report

To: LYNX Board Of Directors

From: **Sylvia Mendez**
 CHIEF ADMINISTRATIVE OFFICER
Karen Kenning
 (Technical Contact)
Richard Solimano
 (Technical Contact)

Phone: 407.841.2279 ext: 3129

Item Name: Procurement Activities

Date: 2/23/2006

A. PROCUREMENT ACTIVITIES

The report below lists all current Bids and RFPs with their release date for December 2005 through February 2006.

RFP/IFB	DESCRIPTION	MONTH ISSUED	MONTH OPENED	SEC MONTH	BOARD DATE
IFB	Security System for LOC	January	February	None	March
IFB	Cabling for LOC	January	March	None	March
IFB	Engines	January	February	None	March
IFB	Transmissions	January	February	None	March
IFB	Employee Assistance Program	January	February	February	N/A
IFB	Shelter Maintenance	January	February	None	March
IFB	Steam Cleaning of Bus Stops/Shelters	January	February	None	March
IFB	Unleaded Gasoline	December	January	None	NA
IFB	#2 Diesel Fuel	December	January	None	NA
RFP	Hybrid Electric Buses	January	March	March	March
RFP	Shelter Design	February	March	March	April
RFP	MDT/CAD/AVL	December	February	February	March

Information Item V: Government Affairs and Communications Report

To: LYNX Board Of Directors

From: Peggy Gies
 CHIEF MARKETING OFFICER
Jeffrey Kaley
 (Technical Contact)
Barbara Parker
 (Technical Contact)
Brenda Rhodes
 (Technical Contact)

Phone: 407.841.2279 ext: 3020

Item Name: Marketing Report

Date: 2/23/2006

**Monthly Activity Report –
BUS ADVERTISING / SALES**

Advertising Sales Revenue January	\$68,275
Net Revenue to LYNX Fiscal Year to Date	\$437,949

BUSINESS RELATIONS

Commuter Choice Transportation Program

Activity	CCP Performance	
Carpool/Vanpool Inquires	Phone: 112 Internet: 20	
Carpool/Vanpool Transit Letters & Matches	Letters: 31 Matches: 8	
Number of Commuter Choice Vanpool Participants	662	<u>Total Revenue Miles YTD</u> 216,508
Vanpools	New: 3 Returned: 1	<u>Current Vans In Service</u> 46
Pending Vanpool Interest	Coleman Federal Prison Transportation Security Admin.	
Number of Employers Contacted	10	
Number of Employees Contacted	200	

LYNX Board Agenda

Employer Program Presentations	DePugh Nursing Center Dial America Assn of Contingency Planning	
Employee Vanpool Presentations	Dial America	<u>Total Participants</u> 200
Other Business Presentations/Meetings	Central Florida Employment Council Job Fair	<u>Total Participants</u> 2,000

Bus Pass Consignment

LYNX added the following new consignors:

Employer Agreements

DePugh Nursing Center

Van Pool Deliveries

John Rakoci – Coleman Federal Prison

Sharon Wright – Coleman Federal Prison

Peggy Heacock - NAVAIR

Business Relations Events

CFEC – Mayor’s Job Fair

The job fair drew over 2,000 job seekers and we were able to speak with the majority of attendees about the transportation benefits programs available to them.

Association of Contingency Planning

Presented the Transportation Emergency Action Plan (TEAR) at the monthly membership meeting of the Association of Contingency Planning resulting in 8 employers who are highly interested in attending a LYNX meeting with the three counties Emergency Operations Centers and implementing TEAR and Transportation Benefits services for their employees.

MARKETING

Website Usage

Average Hits per Day	56,815
Average Users per Day	2,497
Average Hits per User	22.76
Average Time Spent on Site	9 min 44 sec
Approximate Visits per User	2.67

Total Page Hits	431,371
Total User Visits	77,397
Total Unique IP (visits)	29,005

Marketing Activities

Marketing began a salute to Black History a little early by recognizing several local African American community leaders with bus cards. We participated in Martin Luther King Jr. Day Parades in Orlando and Eatonville. We received many positive comments about the Rosa Parks bus, which was used for both parades. The 2006 Black History bus cards were unveiled at the annual Pappy Kennedy Prayer Breakfast on Martin Luther King Jr. Day. The attendees also loved the Rosa Parks bus and our acknowledgement of Dr. Fred L. Maxwell with a bus card and a tail on that bus.

We were also out in force at the Zora Neale Hurston Festival of the Arts and Humanities this month, providing free shuttle service as well as supplying information about LYNX to the general public, face painting and prizes with the “Wheel of Lynx”. The Black History month bus cards were on exhibition at the booth as well.

January’s Fun Friday had an all American edge with the country and blues sound of the Hindu Cowboys. The reception to the variety of entertainment has been exceptional and the customers and local business employees raved over the band’s performance. The band even saluted LYNX on it’s website for helping to promote the arts in Orlando!

CUSTOMER SERVICES

Customer Service is provided through the call center (providing travel information), fare media sales and information, eligibility/certification section, customer relations, lost & found, LYNX customer ID program and “How To Ride” presentations.

The **Call Center** received 26,114 calls with an average call–wait time of time of :22 (twenty-two seconds).

The **Sales & Information** section serviced 29,691 customers through fixed route inquiries and sales. LYNX fare media sales were \$172,788.

Customer Services responded to 547 Internet inquiries and assisted over 3,000 riders and non-riders through “How To Ride” presentations and expos.

The **Customer Relations** section assisted 3,266 customers by telephone, fax and one-on-one. Customer Relations documented:

- 438 concerns/suggestions for fixed route
- 40 compliments for fixed route
- 231 concerns/suggestions for paratransit
- 7 compliments for paratransit

The **Lost & Found** section recovered 658 items.
26.13% of recovered items were returned to owners.
72 Advantage ID’s were issued.

LYNX B ard Agenda

22 Kids In School ID's were issued

The **Eligibility** section received 756 Paratransit applications.

Information Item VI: Planning Division Report

To: LYNX Board Of Directors

From: **Lisa Darnall**
Chief Operating Officer
Jennifer Clements
(Technical Contact)
Lachant Barnett
(Technical Contact)

Phone: 407.841.2279 ext: 3036

Item Name: Planning Update

Date: 2/23/2006

Transportation Regional Incentive Program (TRIP)

On January 30, 2006, LYNX was awarded \$2.6 million in Florida Department of Transportation (FDOT) TRIP funds for new buses for expanded service in Lake and Orange Counties. TRIP funds provide a 50% funding level for capital improvements; the other 50% match is coming from a State Infrastructure Bank (SIB) Loan that LYNX received approval for in November 2005. These funds will enable LYNX to purchase 16 additional buses, 11 of which are to provide service as approved under FDOT's FY07 Service Development Grants awarded for the Clermont Express, Link 55 Extension, and Alafaya Circulator. Additional future service would include 5 buses for another Downtown Disney Direct route and enhancements to Link 30 Colonial Drive Crosstown. LYNX was funded at the full amount of the most recent TRIP request.

Comprehensive Operations Analysis (COA)

In March 2005, the LYNX Board approved a contract award to Manuel Padron & Associates, Inc., for the COA. The COA will ultimately provide fixed route bus service recommendations for the near-term (1-3 years), short-term (4-5 years), and long-term (10-15 years).

Staff have completed their detailed analysis of Technical Memorandum #3 "Ridecheck Methodology and Results Report" and held a conference call with the consultants to address comments and questions. The consultants have revised and resubmitted this report, which is undergoing staff review to ensure that all comments have been addressed.

Staff have also received Technical Memorandum #5 "GIS Analysis" and are preparing comments based on their review of the document. In addition, Technical Memorandum #7 "Latent Demand Analysis" has been received and reviewed by staff, with comments to the consultant underway. Because of the revisions to Technical Memorandum #3, Technical Memorandum #6 "Evaluation of Existing Service" is being reworked by the consultant prior to transmittal to staff.

Interstate 4/S.R. 408 Interchange & 511 System Update

LYNX staff was provided an update from the Florida Department of Transportation's (FDOT) consultants on the I-4 and S.R. 408 interchange construction targeted for April 2006 and the 511 Information System. This is the beginning of an ongoing partnership with FDOT on this project who will provide periodic updates to LYNX during the construction process.

Staff is reviewing the information on the interchange construction of I-4 and S.R. 408, which will have an impact on LYNX service in two ways. There will be temporary impacts to LYNX service during the construction phase because of road closures and lane shifts. There will be permanent impacts to LYNX service because of new entrance and exit ramps onto I-4 and, the S.R. 408 rerouting of downtown streets around the targeted interchange, and permanent road closures.

STRATEGIC PLANNING

Shelters

Site preparation for the four (4) shelters located off of Conroy Road has commenced. T & G Contractors, at the request of the City of Orlando, built temporary sidewalks prior to starting shelter construction. The temporary sidewalks will maintain pedestrian safety in the corridor during the construction period. The four sites have been marked, fenced and excavation began on January 26, 2006. The contractor will pour concrete the week of February 6, 2006 weather permitting, and the shelters should be completed for passenger utilization the week of February 20, 2006.

LYNX staff is working with the City of Eatonville to build shelters as a part of their Kennedy Boulevard streetscape project. The City of Eatonville will construct shelter pads and LYNX will be responsible for the actual structures and installation. The City is still determining the number of sites that will be needed. Currently, communication has been that between four and six sites will be selected. Shelter sites along Kennedy Boulevard would provide amenities for customers utilizing Link 1 (North Orange Avenue/Altamonte Springs) and Link 9 (North Orange Avenue/Rosemont).

LYNX staff will be working with the owners of Osceola Square Mall to construct a Superstop. The new owners of Osceola Mall support transit enhancements that better serve LYNX and mall patrons, while improving safety. Transit passengers have the opportunity to transfer between seven Links (4, 10, 18, 26, 55, 56, and 57) at Osceola Square Mall. These transfers are completed on the side of the Mall parallel to Armstrong Street without coverage from the elements. The Superstop will be constructed directly off of the street removing the necessity for buses to maneuver through the Mall parking lot. This Superstop will be of great benefit to our customers and will increase routing efficiency once completed.

LYNX staff is developing a list of potential shelter locations for installation this year. Additionally, an RFP has been released to acquire an additional shelter design that will be simpler, less costly and designed for areas where the current shelters are not suitable.

Geographic Information Systems (GIS)

LYNX is currently working on a Bus Stop Management Tool with Trapeze. The software will streamline the process for recording additions, deletions and/or changes in bus stop locations. The efficiency level this software will provide is necessary for improving our GIS capabilities and for providing more timely information to the Automatic Passenger Counter (APC) database and the planned Advanced Customer Traveler Information System. One of the most time consuming and challenging GIS tasks is to keep the bus stops, amenities, time points and route data up to date. The current staff time and programming applications require about 2 to 3 months gap between the physical change of a bus stop location and bringing this change to display at the GIS system. The new software should reduce this timeframe by approximately half. The Bus Stop Management Tool software is scheduled to be beta-tested during the month of February 2006.

A total of thirty-five administrative employees received training to date on the enhanced Geography Network. Additional training has been requested and is scheduled for February 9, 2006 to provide another opportunity for employees to learn how to navigate through this tool. Initial feedback from the employee training has been that the improvements to the Geography Network are very helpful and that the training improved staff abilities to create maps and gather route information. An article regarding the Geography Network was published in the January/February 2006 edition of NewsLink.

SERVICE PLANNING AND SCHEDULING

April 30, 2006 Bus Operators' Bid

The bid schedule for the April 30, 2006 bid change has been developed. Between March 6 and April 12, 2006, Bus Operators will begin "bidding" their work assignments for the next quarter. As per the labor agreement, this bid is a "divisional bid" which allows operators to change their work assignments but also requires them to remain at their current operating base (either the South Street or the Princeton Street facility). There are no service changes being implemented as part of this bid.

Walt Disney World

Disney and LYNX are in the process of relocating LYNX' bus stops on Disney property because of construction. New stop locations will be co-located with new crosswalks that Disney will be installing to improve pedestrian safety. LYNX staff are working closely with Disney to ensure that new bus stop locations will continue to meet LYNX' Bus Stop Placement Standards.

Information Item VII: LYNX Operating Center Report

To: LYNX Board Of Directors

From: Lisa Darnall
Chief Operating Officer
Allan Lemaux
(Technical Contact)

Phone: 407.841.2279 ext: 3036

Item Name: LYNX Operation Center Monthly Update

Date: 2/23/2006

Project Update

Summary:

This project includes an operations base and a maintenance facility on 24.1 acres located at 2500 LYNX Lane (corner of John Young Parkway and Princeton). The site is divided by LYNX Lane, a roadway project that is complete.

General Site Construction

- The contractor is forming and pouring foundations for the concrete masonry columns and constructing the concrete masonry columns for the fence around the perimeter of the facility and along LYNX Lane
- Rough grading and mixing a stabilizer into the sub-surface is being done in preparation for the concrete paving
- Light poles have been installed on the site

Maintenance Building (Building “A”) – The “L” shaped building is a pre-engineered structural steel structure with an exterior wall system consisting of a ten-foot high textured masonry wall and insulating metal panels above the masonry.

The construction of this building is approximately 50% complete. The following are the major activities for the month of January:

- Ten of the twelve Rotary lifts have been installed
- The concrete for the west wing of the building has been placed
- The structural steel framing for the west wing of the building has been set
- The roll-up doors are being installed in the maintenance area
- Installation continues on the lubrication piping and equipment reels
- Installation of sheet rock continues
- Installation of the overhead sprinkler system continues
- Electricians continue to install wiring

Administration Building (Building “B”) – This building consists of structural steel interior framing and tilt-up exterior wall panels.

The construction of this building is approximately 60% complete. The following are the major activities for the month of January:

- Electricians are laying out conduit and installing wiring
- Mechanical contractor is continuing to install plumbing
- Mechanical contractor is continuing to install ductwork and insulating the ductwork
- Insulation is being installed on the inside of the tilt-up panels
- Sheet rock is being installed
- The installation of the window framing and glass has been completed

Pre-wash/Fueling/Wash Facilities (Building “C”) – The building consists of structural steel framing and tilt-up exterior wall panels.

The construction of this building is approximately 80% complete. There were no new activities to report.

Fuel Storage Facility (Building “D”) – The building consists of structural steel framing and tilt-up exterior wall panels.

The construction of this building is approximately 75% complete. There were no new activities to report.

Canopy Building (Building “E”) – Pre-engineered metal building.

The construction of this building is approximately 85% complete. There were no new activities to report.

LOC Schedule:

Issue IFB	September 15,2003
Due Date for Bids	November 19, 2003
LYNX Board Approval-Construction	January 22, 2004
Construction Start	May 2004
Receipt of Building permit	August 2004
Construction Completion	August 2006
Facility Start-up	September 2006
Grand Opening	October 2006

LYNX OPERATIONS CENTER (LOC) CHANGE ORDERS

Change orders numbers 30 through 32 relating to the LOC project are attached. These change orders are being submitted as information items in accordance with the newly revised Administrative rules. The change orders result in “NO CHANGE” to the total project budget. The net effect of the change orders is to increase the Project Contingency amount to \$1,290,593.

LYNX OPERATIONS CENTER
Revised Budget Including Change Order #30
February 23, 2006

<u>Cost Category</u>	<u>Budget prior to</u> <u>Change Order</u>	<u>Change Order #30</u>	<u>Revised Budget</u>
Collage Contract	\$ 14,927,909	\$ 59	\$ 14,927,968
Collage Owner Direct Purchases	<u>5,675,209</u>	<u>-</u>	<u>5,675,209</u>
Subtotal Collage Contract + Direct Purchases	20,603,118	59	20,603,177
LYNX Lane	\$ 1,151,500	\$ -	\$ 1,151,500
Hazardous Waste Removal - Earth Tech	369,996	0	369,996
Specialties	180,000	0	180,000
Equipment	2,040,000	0	2,040,000
Systems	861,032	0	861,032
Furnishings	209,262	0	209,262
Program Management	1,525,465	0	1,525,465
Permitting	537,356	0	537,356
Design Services	3,320,164	0	3,320,164
Construction Management	1,378,813	0	1,378,813
LYNX Oversight	409,761	0	409,761
Contingency	<u>1,277,533</u>	<u>(59)</u>	<u>1,277,474</u>
TOTALS	<u>\$ 33,864,000</u>	<u>\$ -</u>	<u>\$ 33,864,000</u>

SUMMARY:

Change in Total Budget:	\$ -
Change in Contingency:	Decrease \$ (59.00)

Description of Change:

This Change Order adds additional reinforcing steel to both the Tilt-up wall panels in Buildings "C" and "D" as well as changing out eighteen windows to Spandrel Glass and reinforced concrete in Admin Building "B". This change was included in our original budget estimate prepared in October for a total of \$38,000. The actual amount was \$38,059.25. Therefore, we will need to apply \$59.25 need to apply \$59.25 from the Contingency line item.

LYNX OPERATIONS CENTER
Revised Budget Including Change Order #32
February 23, 2006

<u>Cost Category</u>	<u>Budget prior to</u> <u>Change Order</u>	<u>Change Order #32</u>	<u>Revised Budget</u>
Collage Contract	\$ 14,715,751	\$ 130	\$ 14,715,881
Collage Owner Direct Purchases	<u>5,874,177</u>	<u>-</u>	<u>5,874,177</u>
Subtotal Collage Contract + Direct Purchases	20,589,928	130	20,590,058
LYNX Lane	\$ 1,151,500	\$ -	\$ 1,151,500
Hazardous Waste Removal - Earth Tech	369,996	0	369,996
Specialties	180,000	0	180,000
Equipment	2,040,000	0	2,040,000
Systems	861,032	0	861,032
Furnishings	209,262	0	209,262
Program Management	1,525,465	0	1,525,465
Permitting	537,356	0	537,356
Design Services	3,320,164	0	3,320,164
Construction Management	1,378,813	0	1,378,813
LYNX Oversight	409,761	0	409,761
Contingency	<u>1,290,723</u>	<u>(130)</u>	<u>1,290,593</u>
TOTALS	<u>\$ 33,864,000</u>	<u>\$ 0</u>	<u>\$ 33,864,000</u>

SUMMARY:

Change in Total Budget:	\$ -
Change in Contingency:	Decrease \$ (130.00)

Description of Change:

This Change Order is for the escalation in costs of masonry and concrete materials experienced by the contractor as well as expenditures for the pre-permit and pre-construction work performed by the contractor due to the delay in receiving the building permit. In addition, it also addresses the compensable time extension to accomplish the additional work of installing the rotary in-ground lifts and associated vaults. This Change Order was included in our original budget estimate prepared in October 2005 for a total of \$863,000. The actual amount of the change order is \$863,130.35. Therefore, we will need to apply \$130.25 from the Contingency line item.

LYNX OPERATIONS CENTER
Revised Budget Including Change Order #31
February 23, 2006

<u>Cost Category</u>	<u>Budget prior to</u> <u>Change Order</u>	<u>Change Order #31</u>	<u>Revised Budget</u>
Collage Contract	\$ 14,927,968	\$ (212,217)	\$ 14,715,751
Collage Owner Direct Purchases	<u>5,675,209</u>	<u>198,968</u>	<u>5,874,177</u>
Subtotal Collage Contract + Direct Purchases	20,603,177	(13,249)	20,589,928
LYNX Lane	\$ 1,151,500	\$ -	\$ 1,151,500
Hazardous Waste Removal - Earth Tech	369,996	0	369,996
Specialties	180,000	0	180,000
Equipment	2,040,000	0	2,040,000
Systems	861,032	0	861,032
Furnishings	209,262	0	209,262
Program Management	1,525,465	0	1,525,465
Permitting	537,356	0	537,356
Design Services	3,320,164	0	3,320,164
Construction Management	1,378,813	0	1,378,813
LYNX Oversight	409,761	0	409,761
Contingency	<u>1,277,474</u>	<u>13,249</u>	<u>1,290,723</u>
TOTALS	<u>\$ 33,864,000</u>	<u>\$ (0)</u>	<u>\$ 33,864,000</u>

SUMMARY:

Change in Total Budget:		\$ -
Change in Contingency:	Increase	\$ 13,249.00

Description of Change:

This is a DEDUCTIVE Change Order for the direct purchases of reels for the fuel tanks and steel fuel tanks.

Information Item VIII: Rail Update

To: LYNX Board Of Directors

From: **Lisa Darnall**
Chief Operating Officer
Jennifer Clements
(Technical Contact)
Sherry Zielonka
(Technical Contact)

Phone: 407.841.2279 ext: 3036

Item Name: Rail Updates

Date: 2/23/2006

The progress reports provided by the Florida Department of Transportation for the month of December 2005 are attached for review. All of the studies have been completed except for the Flex Bus, Commuter Rail and the OIA Intermodal Center.



Production Meeting Summary

December 2005

Project ID Number: 415349-1-22-01
Description: OIA Intermodal Center
Project Manager: Percival
Project Consultant: HNTB

Current Activities:

- Signed Final EA and FONSI received from FTA.
- Project Complete

Upcoming Activities:

- Project Closeout.

Financial Status:

- Monies for project encumbered.

Schedule Status:

- Complete.

Project Issues:

None



Production Meeting Summary

December 2005

Project ID Number: 412994
Description: North/South Commuter Corridor Environmental Assessment
Project Manager: Olore
Project Consultant: Earth Tech

Current Activities:

- Presented to International Round Table December 1, 2005
- Met with Florida Hospital on December 14, 2005
- Met with Colorado Rail on December 14, 2005
- Met with Representatives from ORHS on December 16, 2005
- Met with Representatives of Orange, Seminole, Osceola, and Volusia Counties, METROPLAN ORLANDO, and LYNX to discuss project on December 19, 2005
- Conference call with RL Banks to Discuss project December 22, 2005.
- Preparing materials for Public Hearing.
- Draft Control Center Technical Memorandum to TRT for review.
- Draft Operations Technical Memorandum to TRT for review.
- Freight Operations Plan being coordinated with CSXT.
- Analyzing Build traffic forecasts to determine impacts on traffic.
- Analyzing transit impacts with Build forecasts.
- Continued model refinement associated with Florida Hospital and ORHS stations.
- Continued to calculate volume-to-capacity ratios for 2025 No-Build condition.
- Continued evaluation of potential grade closures.
- Progressed VSMF technical memorandum.
- Continue preparing Environmental Assessment and support documents.

Upcoming Activities:

- Draft Environmental Assessment submission to FDOT and TRT.
- Preparing Engineering Documentation

Schedule Status:

- EA to be finalized in Winter 2005/2006.

Project Issues:

None