LYNX Board Agenda

Board Date: 2/24/2005
Time: 1:30 PM
View The Summary Report
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LYNX Offices
455 N. Garland Ave.
Orlando, FL 32801

1.Call to Order & Pledge of Allegiance

2. Approval of Minutes

- Approval of the January 27, 2005 Board Minutes

3. Public Comments

4. Executive Director's Report

5. Consent Agenda

A. Approval of LYNX Board Audit Committee Charter

B. Confirmation of the appointment of individuals to the following positions: Edward Johnson, Chief of Staff; Sylvia Mendez, Chief Administration Officer; and J. Marsh McLawhorn as Manager of Government Relations.

C. Authorization to add a 10% contingency ($39,545) to the June, 2004 Board Approved PBX System Project utilizing the State of Florida Contract # 730-650-99-1 with Avaya, Inc.

D. Authorization to Award a Contract for Request for Proposal (RFP) # 05-004 Vanpool Fleet Services Contract

- Attachment

E. Approval of Federal Legislative Agenda

F. Authorization to issue a request for proposals for a Compensation and Classfication Review.

G. Authorization for Contaminated Waste Removal from New Operations Base Site

H. Adoption of LYNX Bus Stop Placement Standards and Guide

- Attachment

I. Authorization for additional funding for security system at LYNX Central Station

6. Other Business

Section 286.0105, Florida Statues 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 Angela Kudlets 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).

Information Items
(For Review Purposes Only - No action required)

J. Monthly Financial Reports
- *Attachment*

K. Procurement Activities

L. Government Affairs & Communications Report for January 2005

M. HR Report

N. December 2004 Ridership Report FINAL
- *Attachment*

O. Planning Division Report

P. Paratransit Operations Report
- *Attachment*

Q. Employee Travel Mid-January - February, 2005

R. Rail Update
- *Attachment*

S. Federal Lobbyist's Monthly Activity Report

T. State Lobbyist's Activity Report

LYNX Board Agenda Summary

LYNX Offices
Orange County Educational
Leadership Building
455 N. Garland Ave.
Suite 300
Orlando, FL 32801

Board Date: 2/24/2005
Time: 1:30 PM

Executive Department

- **Confirmation of the appointment of individuals to the following positions: Edward Johnson, Chief of Staff; Sylvia Mendez, Chief Administration Officer; and J. Marsh McLawhorn as Manager of Government Relations.**
  No Summary Given

- **Approval of LYNX Board Audit Committee Charter**
  No Summary Given

Finance and Administrative Support Department (FAS)

- **Authorization to add a 10% contingency ($39,545) to the June, 2004 Board Approved PBX System Project utilizing the State of Florida Contract # 730-650-99-1 with Avaya, Inc.**
  Authorization to add a 10% contingency ($39,545) to the previously Board approved purchase of a PBX Telephone System for all LYNX facilities from Avaya, Inc. utilizing the State of Florida Contract #730-650-99-1. Also request authority for the Executive Director or designee to have the option to execute purchase orders with Avaya, Inc. up to the $39,545 amount for system enhancements as LYNX finalizes the project, subject to annual funding availability

Governmental Affairs and Communications Department

- **Approval of Federal Legislative Agenda**
  Approvalby the LYNX Board of Directors of the Federal Legislative Agenda for 2006.

- **Authorization to Award a Contract for Request for Proposal (RFP) # 05-004 Vanpool Fleet Services Contract**

The Board of Directors approved the Request for Proposal was to be issued on September 23, 2004. One proposal was received from Van Pool Services Inc,(VPSI), the current contract provider. It was reviewed by the Source Evaluation Committee on December 27, 2004.

Human Resources Department

- **Authorization to issue a request for proposals for a Compensation and Classfication Review.**
  No Summary Given

Transit Operations and Planning Department

- **Authorization for additional funding for security system at LYNX Central Station**
  No Summary Given
- **Adoption of LYNX Bus Stop Placement Standards and Guide**
  After soliciting input from local Planning and Traffic Engineering officials and review by the LYNX Regional Working Group, LYNX staff has completed the first release of the LYNX Bus Stop Placement Standards and Guide. These standards and guidelines will be implemented as new bus stops are added and as requests for existing bus stops to be moved or deleted are received.
- **Authorization for Contaminated Waste Removal from New Operations Base Site**
  No Summary Given

LYNX
Central Florida Regional Transportation Authority
Board of Directors Monthly Meeting

DATE: **January 27, 2005**

DRAFT

PLACE: **LYNX Central Station**
455 N. Garland Avenue
Suite 200
Orlando, FL 32801

TIME: **1:30 p.m.**

MEMBERS IN ATTENDANCE	**ABSENT**
Osceola County Commissioner, Atlee Mercer, Chair	Mayor Buddy Dyer, City of Orlando
Seminole County Chairman, Carlton Henley, V. Chair	Mayor Richard T. Crotty, Orange County
FDOT District 5 Secretary, George Gilhooley	

1. **Call to Order and Pledge of Allegiance**
   Commissioner Mercer called the meeting to order at 1:30 p.m., and Mr. Gilhooley led the Pledge of Allegiance.

2. **Approval of Minutes**
   Seminole County Chairman, Carlton Henley, moved to approve the minutes of the December 2, 2004 Board minutes, Mr. Gilhooley seconded, and the motion passed unanimously.

3. **Recognition**
   - Employee of the Quarter Awards: Robert Oliver, Recruiter, Human Resources, presented awards to: Superintendent of Transportation, Dennis Brown; Maintenance employee, Alan Switzer; and Bus Operator, John Serrano.
   - Certificate of Completion Award for LYNX' Florida Bus Operator Training Program Recipients: Lisa Darnall, Deputy Director, Transportation, presented awards to: Jerry Spruiel, Supervisor; and instructors Bob Doane, Don Hearn, Doris Williams, John Serrano and Robert Stratton.
   - Employee Service Awards: Ms. Syliva Mendez, Chief Administrative Officer, presented 20-year service awards to: Richard Chase, Maintenance Supervisor; Jean Gilbert, Operator; David Lycett, Operator; Melinda Demers, Operator. A 25-year award was presented to Jackie McCafferty, Operator.
   - Road Ranger's Heroic Action: A plaque for heroic action was presented to Road Ranger, Scott Dobson, for assisting an injured passenger, while patrolling Interstate-4 on January 14, 2005, and monitoring the accident scene until medical help arrived.

4. **Public Comments**
   Commissioner Mercer asked for non-paratransit related comments to be made prior to the Executive Director Report, and advised that paratransit comments would continue after the report.

The first public comment addressed lack of ADA announcements on the fixed-route system and security problems involving the blind at the new terminal. The second public comment asked that a process be established whereby security personnel would assist the blind in the event of changes in the terminal.

5. Executive Director Report

Ms. Watson briefed the Board on the January 25th meetings in Tallahassee in which she and Commissioner Mercer met with legislators regarding needs of the organization. She introduced Sylvia Mendez, Chief Administrative Officer; Robert Smith, Interim Chief Operating Officer; and Edward Johnson, Chief of Staff, acknowledging their new positions with the agency. She advised of her new appointment on the Orlando Regional Chamber of Commerce Board of Directors and the Executive Committee of that Board, adding she recently joined 150 community leaders at the Chamber's annual retreat.

6. Consent Agenda

A. Authorization to Award a Contract for Request for Proposals (RFP) #05-001 for workers' Compensation and Tort and Public Liability Third Party Administrative Services

B. Authorization to Execute a Contract Extension for Banking Services to Sun Trust Bank

C. Authorization to Award a Contract (05-017) for Artistic Painting of LYNX Vehicles

Motion:

Commissioner Henley moved to approve all Consent Items, Mr. Gilhooley seconded, and the motion passed unanimously.

7. Action Agenda

D. Authorization of the Proposed Fare Adjustments and Fare Structure, with an effective date of March 20, 2005 – Commissioner Mercer addressed misconceptions dealing with the fare increase, explaining the increase would not supplement the fixed-route system, and acknowledged the riders' testimonies and comments from the public hearings. He outlined the rising cost of providing service, noting that ADA service is not covered by federal dollars; rather, the community pays the cost. He also noted that the cost to run paratransit service is 10 times more than fixed-route. He advised paratransit riders to contact their legislators and non-profit groups to help find monetary assistance.

Ms. Tiffany Homler, Deputy Director, Planning, reported that four public hearings regarding the fare increase were held within the tri-county area. She noted that the last increase for transit took place in 2003, which didn't include paratransit. She also advised that if the fare increase didn't take place, $1.3 M was needed to continue the service.

(Continuation of Public Comments)

Public Comments were heard from 26 paratransit riders who asked that the fare increase not be implemented, or that it be phased-in over time. Several letters were presented as public records.

Commissioner Mercer suggested that the Board consider implementing the fare increase in two stages, one-half of the paratransit fare increase in March, and the other 50% be delayed for 12 months to give the community an opportunity to find other funding sources.

Motion:
Commissioner Henley moved that the fixed-route fare increase be approved as proposed and the ADA fares be increased incrementally, one-half in March and, if other sources of funding haven't been found, implement the other half to coincide with fixed-route service changes in 2006. Mr. Gilhooley seconded, and the motion passed unanimously.

Commissioner Mercer outlined costs of the new fare adjustments as presented, and responded to a public comment question relating to cost of travel outside of the ¾ mile service area. Mr. Bill Hearndon, Access Lynx Manager, explained that the origin and destination must both fall within the fixed-route bus alignment; if either should fall outside of the ¾ area, the premium fare would be applied.

3:40 p.m. – closed for a break

3:45 p.m. – reopened meeting

8. Work Session

E. **Presentation on LYNX Transit Advertising –** Mr. Jeff Kaley, Manager Advertising Sales, introduced Ms. Susan Darden, Advertising Account Executive, and provided information regarding the new sales slogan, branding and campaign methods for marketing, as well as imaging. He outlined the objective and commitment, and advised that Advertising has met 52% of the 2005 annual budget, with $600,000 in advertising under contract.

9. Other Business

- **Alternate LYNX Board Representation to METROPLAN ORLANDO Board**
  Discussion took place as to who could be designated to sit on the METROPLAN ORLANDO Board in absence of the appointed LYNX representative, the Board Chairman. Legal Counsel advised it must be an elected official, based on METROPLAN ORLANDO's rules.

  Motion: Commissioner Henley moved that the Chairman be authorized to assign an alternate elected official as the LYNX representative to the METROPLAN ORLANDO Board, in the event the Chairman couldn't attend, Chairman Mercer seconded, and the motion passed unanimously.

  Meeting adjourned at 4:00 p.m.

Consent Agenda Item #5.A

To:	**LYNX Board Of Directors**
From:	**Linda Watson** EXECUTIVE DIRECTOR **Albert Bustamante** (Technical Contact)
Phone:	**407.841.2279 ext: 3017**
Item Name:	**Approval of LYNX Board Audit Committee Charter**
Date:	**2/24/2005**

LYNX BOARD
AUDIT COMMITTEE CHARTER

Purpose

The Audit Committee's primary function is to assist the LYNX Board in fulfilling its oversight responsibilities by reviewing the financial information, systems of internal controls, which Management has established, and the audit process. In so doing, it is the responsibility of the Audit Committee to provide an open avenue of communication between the LYNX Board, Management and the external auditors. The Audit Committee is provided specific authority to make recommendations to the Chief Financial Officer, the Executive Director and the LYNX Board.

Organization

The Audit Committee shall be a committee of the LYNX Board and its members shall include all members of the LYNX Board. Any member of the Board may elect to be represented by a designee from its jurisdiction or agency provided, however, that no designee shall be entitled to vote on any action of the Audit Committee. Quorum for an Audit Committee meeting shall be three (3) voting members of the Committee present. Any action of the Committee shall be an act of the Audit Committee only upon a favorable vote by the majority of voting members at such meeting upon which such action is taken. The Chairperson and Vice Chairperson for the Audit Committee shall be the same as those of the LYNX Board. In the event that a quorum is present without attendance by either the Chairperson or Vice Chairperson, the voting members of the Committee shall select a Chair to serve for the meeting.

Responsibilities

In meeting its responsibilities, the Committee shall:

General

- Have the power to conduct or authorize investigations into any matters within the Committee's scope of responsibilities. The Committee shall have unrestricted access to members of Management and relevant information. The Committee may retain independent counsel, accountants or others to assist in the conduct of any investigation. (Operating budget reserves may be used for these investigative costs if necessary.)
- Meet quarterly or as circumstances require.
- Report Committee actions to the LYNX Board with recommendations, as the Committee my deem appropriate.
- Review the Committee's formal Charter annually and update as needed.

Scope of Responsibilities:

Internal Controls and Risk Assessment

- Review and evaluate the effectiveness of LYNX's process for assessing significant risks or exposures and the steps Management has taken to monitor and control such risks to LYNX. The Committee shall review any significant findings and recommendations of the external auditors together with Management's responses including the timetable for implementation of recommendations to correct any weakness in internal controls.
- Receive annual information from the external auditors regarding their independence, and if so determined by the Audit Committee, recommend that LYNX takes appropriate actions to satisfy itself of the external auditor's independence.

Internal Audit

- Confirm and assure the independence and adequacy of resources for internal audit services.
- Review the annual internal audit plan and the focus on risk.

Consider and review with Management:

- Significant findings and Management's response including the timetable for implementation to correct weaknesses.
- Any difficulties encountered in the course of an audit such as restrictions on the scope of work or access to information.

Compliance with Laws, Regulations, and Code of Conduct

- Gain reasonable assurance that LYNX is in compliance with pertinent laws and regulations, is conducting its affairs in accordance with the Code of Conduct, and is maintaining effective controls against conflicts of interest and fraud.

Financial Reporting

- Review with Management and the external auditors at the completion of the annual examination:
  - Communications from the external auditors in the audit planning process that are required by Government Auditing Standards.
  - The annual financial statements and related footnotes.
  - The external auditors' audit of the financial statements and their report.
  - Management's Certification of the financial statements.
  - Any significant changes required in the audit plan.
  - Any difficulties or disputes with Management encountered during the audit.
  - The organization's accounting principles.
  - Other matters related to conduct that should be communicated to the Committee in accordance with Government Auditing Standards #61.
- Review with Management LYNX's financial performance on a regular basis.

External Auditor

- A member of the Audit Committee shall serve on the Selection Committee.
- Recommend to the LYNX Board the external auditors to be appointed and the related compensation.
- Review and approve the discharge of the external auditors.
- Review the scope and approach of the annual audit with the external auditors.
- Approve all non-audit services provided by the external auditors.

Consent Agenda Item #5.B

To:	**LYNX Board Of Directors**
From:	**Linda Watson** EXECUTIVE DIRECTOR **Dora Mendez** (Technical Contact)
Phone:	**407.841.2279 ext: 3017**
Item Name:	**Confirmation of the appointment of individuals to the following positions: Edward Johnson, Chief of Staff; Sylvia Mendez, Chief Administration Officer; and J. Marsh McLawhorn as Manager of Government Relations.**
Date:	**2/24/2005**

ACTION REQUESTED:

Board confirmation of the appointment of individuals to the following positions:
Edward Johnson, Chief of Staff; Sylvia Mendez; Chief Administrative Officer and J. Marsh McLawhorn as Manager of Government Relations.

BACKGROUND:

In January, 2003 the Governing Board adopted amendments to Administrative Rules 1 & 2 pertaining to the appointment of Executive Officers. The amendment defines "Executive Officer" positions as: Assistant Executive Director; each Department Director, the Department Deputy Director, the executive Manager of Government Affairs, and any other officer serving in a position designated by the Board as an Executive Officer position. The amendment states that individuals appointed to an "Executive Officer" position by the Executive Director are subject to the approval of the Board.

Confirmation of these positions will facilitate the reorganization of LYNX.. The search process is ongoing for the remaining three Executive Officer positions. These are Chief Financial Officer; Chief Operations Officer and Chief Development Officer. Staff hopes to request confirmation of the appointment of individuals for these positions no later than the April Board meeting.

Consent Agenda Item #5.C

To:	**LYNX Board Of Directors**
From:	**Janice Keifer** INTERIM DIR OF FAS **Patrick Grimison** (Technical Contact) **Richard Solimano** (Technical Contact)
Phone:	**407.841.2279 ext: 3166**
Item Name:	**Authorization to add a 10% contingency ($39,545) to the June, 2004 Board Approved PBX System Project utilizing the State of Florida Contract # 730-650-99-1 with Avaya, Inc.**
Date:	**2/24/2005**

ACTION REQUESTED:

Authorization to add a 10% contingency ($39,545) to the previously Board approved purchase of a PBX Telephone System for all LYNX facilities from Avaya, Inc. utilizing the State of Florida Contract #730-650-99-1. Also request authority for the Executive Director or designee to have the option to execute purchase orders with Avaya, Inc. up to the $39,545 amount for system enhancements as LYNX finalizes the project, subject to annual funding availability

BACKGROUND:

LYNX moved to the new Avaya Telephone System in November 2004. Upon completion of the system, we determined a need for additional voice connectivity equipment that would better serve the agency with the daily operations. They consist of additional voice switches and the professional services required to install at both LCS and the South Street facility due to connectivity as well as performance issues not addressed in LYNX's original specification. This action would also allow LYNX to deploy additional functionality if requirements arise. This action is being made at the request of Information Technology.

FISCAL IMPACT:

Funding for the 10% contingency ($39,545) PBX Telephone System project is secured in fiscal year 2005 Capital Improvements Program contingency Budget.

Consent Agenda Item #5.D

To:	**LYNX Board Of Directors**
From:	**Peggy Gies** INTERIM DIR OF GOVT AFFAIRS **Belinda Wilson** (Technical Contact) **Maria Rivera** (Technical Contact)
Phone:	**407.841.2279 ext: 3020**
Item Name:	**Authorization to Award a Contract for Request for Proposal (RFP) # 05-004 Vanpool Fleet Services**
Date:	**1/27/2005**

ACTION REQUESTED:

Authorization by the Board of Directors to award a contract for Request for Proposal (RFP) # 05-004 Vanpool Fleet Services.

BACKGROUND:

LYNX purchases vans with federal funds and contracts with an outside vendor, Vanpool Services Incorporated (VPSI) to provide fleet maintenance and insurance services. The current contract with VPSI expired on January 31, 2005. The contract has been extended until a decision of contract award occurs.

Vanpool services across the country are operated in two ways. Either transit system vehicles are leased directly to volunteer drivers, or the service is contracted to a vanpool management company that has its own vehicles and administers the service. Under either arrangement, transit systems can perform the maintenance themselves but the usual procedure is for the volunteer driver to take the van to a local automobile dealer. LYNX operates its vanpool service, using a hybrid approach. We buy the vanpool vehicles with federal funds and hire a private company to manage the program.

On December 8, 2004 LYNX solicited the Request for Proposal (RFP) for Vanpool Fleet Services and closed the RFP on December 20. Vanpool Services Inc. (VPSI), the current contractor, was the only company to submit a proposal. The Source Evaluation Committee reviewed the proposal on December 27th, 2004 and made recommendations for contract

negotiations upon VPSI providing a cost analysis of proposed services. VPSI's cost analysis has been reviewed and negotiated. The Contracts staff also issued a Request for Quote (RFQ) for routine maintenance and repair for the LYNX Vanpool Fleet. After reviewing the RFQ it was determined that the rates VPSI provided were slightly reduced in comparison to market prices.

VPSI's proposal included provision of vehicle maintenance (preventative and unscheduled), insurance and risk management (solely for commuter vanpools) and fleet management reporting. The insurance provided is satisfactory and meets LYNX requirement for coverage. The coverage will be solely for the commuter vanpools and include the following:

- Automobile Liability to include Bodily Injury & Property Damage of $1,000,000 each occurrence, Uninsured Motorist of the State of Florida (State of Florida) and full value of collision coverage.
- Workers Compensation of the Statutory limits. Workers Compensation coverage and policies apply only to employees of VPSI as they are utilizing LYNX vans.
- Comprehensive General Liability Insurance to include the Bodily Injury & Property Damage of 1,000,000 each occurrence; personal injury of $1,000,000 each occurrence; general aggregate of $2,000,000; products/completed operations aggregate of $1,000,000 and fire damage coverage of $500,000 each occurrence.
- A Certificate of Insurance will be presented to LYNX validating coverage.

Within this contract VPSI will provide the following:

1. Management of our fleet inventory
2. Provision of Back Up Vehicles
3. Monthly reporting of vehicle mileage, maintenance repairs and cost and vehicle performance
4. Routine Maintenance and Repair of vans
5. Emergency Repair Service and Loaner Vehicles
6. Insurance and Risk Management
7. Review and Approval of driver's motor vehicle report
8. Accident Management (Insurance Administration and subrogation)
9. Driver Safety and Vehicle Orientation for all new vanpool groups

LYNX will continue to provide the following:

1. Procurement of Vanpool Vehicles
2. Program marketing and advertising
3. Rideshare matching
4. Monthly and annual National Transit Database ridership and accident statistics

The contract terms will be a three-year contract with a two-year option to renew.

DBE PARTICIPATION

The Authority has established an approved annual DBE goal of 12.25%. The approved annual goal was established for the Request For Proposal (RFP) #05-004 Vanpool Services. VPSI has stated and agreed it will work with the Authority's Disadvantaged Business Enterprise (DBE) Officer to ensure a good faith effort to contract with DBE to meet the established goal. The DBE Officer will work with VPSI to ensure full contract compliance.

FISCAL IMPACT:

The fiscal impact of this contract would not exceed $1,036,555 for the three-year term. If the option to renew were exercised, the fiscal impact would not exceed $1,133,118.

The monthly vanpool fares will be the primary revenue source utilized to pay the annual management fee and direct program cost proposed by VPSI. Additional funds from the Florida Department of Transportation's Commuter Assistance and WAGES Grant(s) will be utilized to subsidize vanpool fares. Therefore, there would be no additional fiscal impact to LYNX.

CONFIDENTIAL AND PROPRITARY

LYNX Vanpool Program
Five Year Projection
Revision 1

FLEET	Year 1 1/1/05 - 12/31/05	YR2 1/1/06 - 12/31/06	YR3 1/1/07 - 12/31/07	YR4 (extension) 1/1/08 - 12/31/08	YR5 (extension) 1/1/09 - 12/31/09
Current Revenue Vehicles (Commuter)	15	19	23	27	31
Current Revenue Vehicles (Van Use)	17	21	25	29	33
Revenue Vehicle Subtotal	32	40	48	56	64
Current Loaner Vehicles	4	4	5	7	8
Subtotal	36	44	53	63	72
Total Current Vehicle Months (Revenue and Loaner)	432	528	636	756	864
Growth Projection					
Growth Vehicles (Commuter)	4	4	4	4	4
Growth Vehicles (Van Use)	4	4	4	4	4
Annual Growth Vehicle Months	56	56	56	56	56
Grand Total Vehicle Months (Current and Growth)	488	584	692	812	920
Grand Total Revenue Vehicle Months (Current and Growth)	440	536	632	728	824

DIRECT COST ESTIMATES	Direct Costs will be invoiced to Lynx monthly at the actual cost incurred plus a profit markup.				
Salary, Fringe & Tax Manager	$50,500	$52,520	$54,621	$56,806	$56,806
Salary, Fringe & Tax Coordinator	$0	$0	$0	$41,600	$43,264
Vehicle Wash & Detail	$6,500	$6,825	$7,166	$7,525	$7,901
Local Travel	$250	$263	$276	$289	$304
Scheduled Maint., Repairs, Tires and Towing (4YR/100K life)*	$49,630	$59,480	$74,113	$91,228	$108,192
Supplement for Maint. and Repairs @ 100K "revenue" miles**	$39,040	$46,720	$55,360	$64,960	$73,600
Driving Records	$2,300	$2,898	$3,542	$4,232	$4,968
Credit Checks	$490	$515	$539	$564	$588
Van License, Reg. & Tags	in-kind	in-kind	in-kind	in-kind	in-kind
Office Space & Utilities	in-kind	in-kind	in-kind	in-kind	in-kind
Computer & Serivces	in-kind	in-kind	in-kind	in-kind	in-kind
Furniture, Fixtures, Telephone	in-kind	in-kind	in-kind	in-kind	in-kind
Office Supplies	in-kind	in-kind	in-kind	in-kind	in-kind
Fleet operations Fuel	in-kind	in-kind	in-kind	in-kind	in-kind
Subtotal	$148,710	$169,220	$195,617	$267,203	$295,622
Markup	$22,306	$25,383	$29,343	$40,080	$44,343
Total Estimated Direct Costs	$171,016	$194,603	$224,959	$307,284	$339,966
Direct Cost Per Revenue Vehicle without Profit	$388.67	$363.07	$355.95		
Three Year Average		$369.23			

* Maintenance and repairs estimated on 4 years/100K miles whichever comes first.
** 100K revenue miles assumes 125K odometer miles

INDIRECT COST FEE	Indirect Costs will be invoiced to Lynx monthly at a rate of 1/12 of the annual expense.				
G & A, Overhead, and Insurance Program Fee	$116,208	$147,186	$182,583	$222,668	$263,200
Indirect Cost Per Revenue Vehicle	$264.11	$274.60	$288.90		
Three Year Average		$275.87			
Three Year Average Cost Per Rev. Vehicle (Direct & Indirect)		$645.10			

Consent Agenda Item #5.E

To:	**LYNX Board Of Directors**
From:	**Peggy Gies** INTERIM DIR OF GOVT AFFAIRS **Tracy Bridges** (Technical Contact)
Phone:	**407.841.2279 ext: 3020**
Item Name:	**Approval of 2006 Federal Legislative Priorities**
Date:	**2/24/2005**

ACTION REQUESTED:

Approval by the Board of Directors of LYNX' FY 2006 Federal Legislative Priorities.

BACKGROUND:

LYNX

Since 1992, LYNX has received over $100 million in Congressional earmarks. Below is a breakdown of the past five years:

Year	Earmarks	Amount
2005	N. Orange / S. Seminole ITS Circulator	$ 500,000
2004	N. Orange /S. Seminole ITS Circulator	$ 2,071,000
2003	New Buses	$ 5,000,000
2003	Bus Facilities	$ 750,000
2003	Job Access and Reverse Commute Program	$ 200,000
2003	Intelligence Transportation System (ITS)	$ 1,500,000
2002	Bus and Bus Facilities	$ 2,000,000
2001	Bus and Bus Facilities	$ 5,000,000
2001	Central Florida Commuter Rail Project	$ 3,000,000
	TOTAL	**$ 20,021,000**

LYNX did not fare as well last year as in previous years, however we have been working with our Federal Lobbyist, Rick Spees, to build better relationships with our delegation and keep them better informed of our needs.

East Central Florida Transit Coalition

Florida's U.S. Senators have asked that the State's transit agencies pursue Federal funding through a regional coalition approach, and in response, LYNX has partnered with Space Coast Area Transit (SCAT) in Brevard County, Sun Tran in Marion County, and VOTRAN in Volusia County as the East Central Florida Transit Coalition for the past few years. This has proven to be a successful relationship for LYNX as the Coalition received earmarks of $6 million in the 02/03 Federal budget and $3 million in the 03/04 Federal budget. Of these appropriations earmarked for the Coalition, LYNX has received over $6.7 million.

PROPOSED 2006 FEDERAL LEGISLATIVE PRIORITIES:

In consultation with LYNX Federal Lobbyist, Rick Spees, our funding partners and members of the LYNX Board of Directors, the following priorities are recommended for FY06:

LYNX

- SUPPORT FY06 congressional appropriation of $11.4 million for bus fleet expansion program.

- SUPPORT FY06 congressional appropriation of $21.3 million for capital facility expansion program.

- SUPPORT the reauthorization of TEA-21 with the goal of guaranteeing the maximum funding level for mass transit.

East Central Florida Transit Coalition

- SUPPORT FY06 congressional earmark of $26.2 million to the East Central Florida Transit Coalition for buses and bus facilities.

Consent Agenda Item #5.F

To:	**LYNX Board Of Directors**
From:	**Dora Mendez** DIR OF HUMAN RESOURCES **Patrick Grimison** (Technical Contact)
Phone:	**407.841.2279 ext: 3129**
Item Name:	**Authorization to issue a request for proposals for a Compensation and Classification Review.**
Date:	**2/24/2005**

ACTION REQUESTED:

Authorization to issue a Request for Proposals (RFP) for a Compensation and Classification Study**.**

BACKGROUND:

The last review of LYNX compensation plan and classification of positions was conducted in 1998. The current plan addresses the classification of 111 positions and associated wage scales. Since 1998 there has not been any ongoing job analysis nor has there been a market review conducted internally or externally. Antidotal history indicates that scales were last reviewed approximately five years ago. The current compensation plan is incomplete as it does not address related compensation issues such as progression, pay for performance; classification changes, maximum pay, compensation related to lateral transfers; demotions; intern pay, or compensation of temporary employees.

The objective of the study is to develop a comprehensive compensation plan that addresses the above issues, through a compensation philosophy that fits within the organization's business plan, culture, and available resources. It is critical that LYNX have a plan that provides for internal equity among like positions with like functions and areas of responsibilities, throughout the organization. Because a job analysis of benchmark positions will be conducted, this study will provide a means for HR staff to update all job descriptions to accurately reflect the functions of each position. The Study will also provide a baseline for HR staff to conduct annual market

reviews of specified positions and reviews for internal equity on a regularly scheduled basis. The job analysis may also identify positions which should be redlined or require restructuring.

RFP PROCESS

The RFP process will be pursuant to Purchasing and Contracts Division Request for Proposal Evaluation Policy.

The RFP's scope of work will include but is not limited to validating current processes, job analysis, salary evaluation, pay plan development, wage and salary survey preparation and analysis, pay range determination, position and pay classification.

The selection process will consist of a Determination of Responsiveness and a Source Evaluation Committee (SEC) ordinal ranking. The SEC will evaluate all responsive proposals received under the solicitation. The SEC will be comprised of the following persons:

LYNX Chief Administrative Officer, Sylvia Mendez
LYNX Chief Financial Officer, to be named
LYNX Compensation & Benefits Administrator, Desna Hunte
LYNX Acting Deputy Director of Maintenance, Joe Cheney

PROPOSED SOLICITATION SCHEDULE:

Issuance of Request for Proposal	March, 2005
Due Date for Proposals	April, 2005
SEC meeting	May, 2005
Board Approval	June, 2005
Contract Negotiation and Award	July, 2005

FISCAL IMPACT:

The project expenditure has been estimated at approximately $58,000. Funding is available within the FY2004-2005 budget.

Consent Agenda Item #5.G

To:	**LYNX Board Of Directors**
From:	**Robert Smith** DIR OF TRANS OPS & PLANNING **Tiffany Homler** (Technical Contact) **Scot Field** (Technical Contact)
Phone:	**407.841.2279 ext: 3036**
Item Name:	**Authorization for Hazardous Waste Removal from New Maintenance Facility Site**
Date:	**2/24/2005**

ACTION REQUESTED:

Authorization for the Executive Director or designee to execute change orders on contract CWO#16 to contract #99-005-C1 to Earth Tech for contaminated waste removal from the new Maintenance Facility project site in the amount of $300,000 plus $50,000 contingency.

BACKGROUND:

The General Contractor, (GC), for the new Maintenance Facility project has encountered more surface debris than indicated on construction drawings. Additionally, a previously undetected burn pit at the north end of the project site was uncovered in December 2004. At the GC's request, sampling was performed on the materials to ensure that they could be disposed of in a sanitary landfill as planned. Test results indicated low but threshold levels of contamination by heavy metals and petroleum. Disposal of the materials must now be performed at a Class 1, Subtitle D landfill by a licensed Hazardous Waste Disposal Contractor instead of LYNX' GC.

Due Diligence
Environmental Assessments performed in 1998 and approved by the FTA included a Phase I and Limited Phase II investigation, which included a ground water sampling program to test for compounds of concern. The Phase I study noted some dumping on the site that included piles of trash, several abandoned cars and tires, but none of the items observed appeared to be a contamination concern. The ground water samples taken were in close proximity to the undetected burn pit. Sampling results confirmed that there were no compounds of concern detected in any of the ground water samples taken.

The burn pit is approximately four feet deep, was covered with two feet of clean fill and was sloped to a natural appearing topography. Arial photography of the site, included in the environmental clearance documentation, and reports from the site walk indicate that the burn pit area was covered with thick vegetation and trees at the time of the Phase I and Phase II assessments. Examination of the materials found in the pit indicate the pit was established and closed more than 30 years ago, and perhaps many years earlier.

The remaining surface debris and contaminated soil is mixed together and piled at the north end of the site. All of the materials, approximately 6,000CY, need to be removed quickly to avoid a GC claim for owner caused delays. Bids to perform the removal indicate there is no additional expense to remove the material as a result of the material being classified as contaminated. The material will be transported and disposed of at the same landfill as it would have been disposed of if classified as a non-contaminated debris/soil mixture. This has been confirmed by comparing the GC price proposal to remove the material, and the bids received by licensed Hazardous Material Remediation Contractors, and confirmation from the Class 1, Subtitle D landfill that has agreed to receive the material.

Maintenance Facility Schedule:

Issuance 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

Maintenance Facility BUDGET

Funding Source	**Amount**
Federal	$18,361,115
State	$ 7,682,585
Local	$ 1,916,329
SIB Loan	$ 5,800,000
Total	**$33,760,029**

FISCAL IMPACT:

The construction funds are programmed in the Five Year-Capital Improvement Program as part of the Board adopted LYNX Transportation Development Plan. Annual requirements are included in the LYNX adopted Capital Budget for the fiscal year.

This funding will come from the uncommitted contingency dollars that are within the overall Board approved budget of $33.8M.

Consent Agenda Item #5.H

To:	**LYNX Board Of Directors**
From:	**Robert Smith** DIR OF TRANS OPS & PLANNING **Tiffany Homler** (Technical Contact) **Glen Waters** (Technical Contact)
Phone:	**407.841.2279 ext: 3036**
Item Name:	**Adoption of LYNX Bus Stop Placement Standards and Guide**
Date:	**2/24/2005**

ACTION REQUESTED:

Adoption of the LYNX Bus Stop Placement Standards and Guide

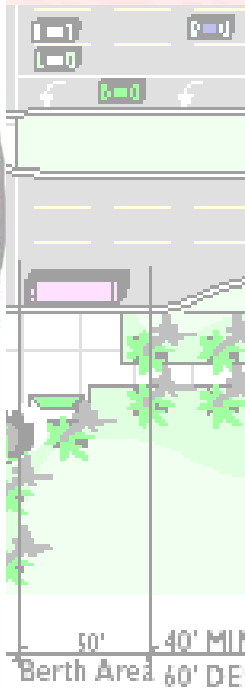
BACKGROUND:

As the primary point for passengers to access a transit system, the bus stop is a crucial element in a transit system's overall goal of providing reliable, safe and convenient transportation. Bus stop spacing, location, design, and maintenance of bus stops appreciably affect the performance and customer support of a transit system.

In recognition of the importance of bus stop location and design, LYNX conducted a research effort with the objective of developing a bus stop program containing (1) guidelines for locating and designing bus stops in various operating environments, (2) a checklist to ensure consistency and a comprehensive approach to the placement of bus stops, (3) and a set of procedures to address bus stop change / addition requests and maintenance of bus stops. The LYNX Bus Stop Placement Standards and Guide will serve as a "living document" that will be regularly updated and revised as the needs and conditions within our service area change.

After soliciting input from local Planning and Traffic Engineering officials and review by the LYNX Regional Working Group, LYNX staff recommends the immediate implementation of these standards as new bus stops are added and old bus stops are reviewed and/or relocated.

LYNX BUS STOP PLACEMENT STANDARDS AND GUIDE



LYNX
BUS STOP PLACEMENT STANDARDS AND GUIDE

Final Report: January 13, 2005
Prepared by Manuel Padron & Associates

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1.0 Introduction

As the primary point for passengers to access a transit system, the bus stop is a crucial element in a transit system's overall goal of providing reliable, safe and convenient transportation. Bus stop spacing, location, design, and maintenance of bus stops appreciably affect the performance and customer support of a transit system.

In recognition of the importance of bus stop location and design, LYNX conducted a research effort with the objective of developing a bus stop program containing (1) guidelines for locating and designing bus stops in various operating environments, (2) a checklist to ensure consistency and a comprehensive approach to the placement of bus stops, (3) and a set of procedures to address bus stop change / addition requests and maintenance of bus stops. The following sections of this report address each of these areas of the LYNX Bus Stop Program.

1.1 Sources of Materials

Research conducted as part of this effort included (1) gathering and documenting existing bus stop placement standards from peer transit properties, (2) identification of State statutes that limit/enhance/identify bus stop placements, (3) interviews and input from local jurisdiction planning and traffic engineering staff, (4) development of a set of bus stop placement guidelines and (5) development of standard procedures for the placement and removal of bus stops.

Several excellent manuals are currently being used by various cities and transit agencies. These manuals, along with other literature, were reviewed during the development of the Bus Stop Program. Some figures and text used in these guidelines are reproductions or expansions of material contained elsewhere. The contributions of the following documents in the development of these guidelines are recognized:

TCRP Report 19: Guidelines for the Location and Design of Bus Stops, Transportation Cooperative Research Program (TCRP), Transportation Research Board, Washington D.C., 1996.

JTA Mobility Access Program Handbook, Jacksonville Transportation Authority, Jacksonville, Florida, September 15, 2003.

Bus Stop Handbook: Street Improvements for Transit, Valley Metro, Regional Public Transportation Authority, Phoenix, Arizona, December 1993.

Tri-Met Bus Stops and Passenger Amenities Guidelines, Tri-Met Transit Development and Planning and Scheduling Departments, Portland, Oregon area, November 1994.

Bus Passenger Facilities – Street Improvement Guidelines, Regional Public Transportation Authority, Draft, Phoenix, Arizona, March 1989.

Planning for Transit, A guide for Community and Site Planning, Regional Transportation Commission of Washoe County, Nevada, June 1992.

2003 Service Standards, Metropolitan Atlanta Rapid Transit Authority (MARTA), Atlanta, Georgia, November 2002.

Service Guidelines, Miami-Dade Transit Agency (MDTA), Miami, Florida, January 1998.

Transit Stop Installation Checklist, British Columbia (BC) Transit, Victoria, BC.

Design Guidelines for Accessible Bus Stops, British Columbia (BC) Transit, Victoria, BC.

Central Florida Mobility Design Manual, LYNX, Central Florida Regional Transportation Authority (CFRTA), revised 2000.

LYNX Customer Amenities Manual, LYNX, Central Florida Regional Transportation Authority (CFRTA), Planning and Marketing Departments 2000.

2.0 Design Guidelines for Bus Stops

As LYNX begins to realize its goal of serving as a major provider of mobility in the region, it becomes important to understand the opportunities for increased transit ridership through improved transit stop accessibility. LYNX can greatly increase transit accessibility through enhancements to its bus stops. Enhancements to bus stops may include: shelters, benches, leaning rails, trash receptacles, sidewalks or simply moving the transit stop to a location with better accessibility.

In order to design accessible bus stop locations it is first important to understand the universal concerns of both users and providers of transit services. These concerns include the following:

- **Transit System Performance**: Travel time for a bus trip has four components: the time it takes to walk to the bus stop, the wait time for the bus, the actual in-vehicle travel time, and the time to walk to the destination. Each is affected by the bus stop location and the frequency of the bus stops.
- **Traffic Flow**: Bus stop location and design affect the flow and movement of other vehicles. A well-designed bus stop can allow passengers to board and alight without the bus significantly impeding or delaying other traffic.
- **Safety**: Safety is the freedom from danger and risk. In the transit environment it includes an individual's relationship to buses and general traffic, and the bus' relationship to other vehicles. Pedestrian safety issues include the nearness of a bench to the flow of traffic on a busy street or safely crossing the street to reach the bus stop. Bus reentry into the flow of traffic safely is an example of an operational safety concern. Thus, pedestrians, bus passengers, buses, and private vehicles can all be involved in concerns for safety at or near a bus stop.
- **Security**: Security refers to an individual's feeling of well-being. Security is affected by lighting at bus stops, bus stop visibility from the street and from nearby land uses, and stops without hiding places. Security involves neighborhood residents, bus patrons, and bus drivers.

To achieve an optimal bus stop location, these universal concerns must be addressed. It is essential that all key players involved in the placement of bus stops be aware of the importance of these concerns. Key players in bus stop location and design are as follows:

- **Transit Agency** – The transit agency (LYNX) is usually the primary provider of transit service.
- **City/County Government** – The authority with jurisdiction over the streets right-of-way, and sidewalks in the transit service area is usually a city or county, but state agencies are sometimes involved (i.e., state road).

- **Developers** – Developers provide new construction and growth in the transit service area. Development may be either residential or commercial. Though both are concerned with access, the specific nature of those concerns may vary between residential and commercial development.
- **Employers** – Employees and customers are potential transit riders. Employers benefit when their employees and customers can travel easily and efficiently.
- **Neighborhood Groups** – Neighborhood residents are potential customers of transit service, and potential supporters of transit, whether they use the service or not.
- **Key Destinations** – These are the trip generators (central business districts, schools, shopping areas, public buildings, medical facilities, etc.) for those who work at these locations, and for those who use the services provided at these locations.

While the individual priorities of these stakeholders may vary, an understanding of the universal concerns will assist them in contributing to safe, secure and accessible bus stop locations.

The following section provides a definition and classification of bus stop types. This is followed by standard bus stop guidelines addressing both street side and curbside issues.

2.1 Classification of Transit Stops

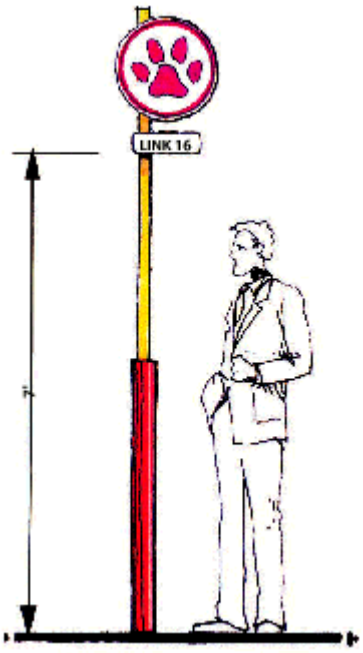
Transit stop classifications are intended to aid in the organization of standards and guidelines so that the appropriate level of bus stop amenities relative to customer activity and transit service design may be applied to the transit stop. There are three main classifications for bus stops in the fixed-route system. They are local transit stops, primary stops and superstops.

Passenger volume that typically occurs at a location is the main criteria for the classification of a transit stop. A number of factors may influence bus passenger activity at any particular stop, including population density, land uses, site design and accessibility, frequency of service (headway) and the state of nearby traffic facilities. Additionally, stop design requirements can be influenced by transit service design, such as in the case of route configuration requiring passenger transfers between routes.

2.1.1 Local Transit Stop

Local transit stops make up the bulk of a transit agency's service stops and provide access to the system for the entire service area. They are defined as the transit stops with the lowest passenger activity, generally fewer than 40 passengers per day. The critical component of a local transit stop is a transit system sign that displays all the route numbers that operate to the stop. Other critical components are sidewalks and curb cuts that provide pedestrian access to the stops and fulfill Americans with disabilities Act of 1990 (ADA) requirements (See Section 2.3.2 for more information). Figure 2.1 depicts a typical local transit stop.

Figure 2.1 - Local Transit Stop



A number of distinct elements set local transit stops apart from other types of stops. For example, local transit stops are generally evenly spaced when situated in residential areas. They are usually concentrated in Central Business Districts (CBDs) and other activity centers, with wider spacing between stops in rural areas. The following criteria is used to designate a Local transit stop:

Local Bus Stop Placement Evaluation Criteria

- Right-of-way availability
- Pedestrian access
- ADA accessibility
- LYNX safety evaluation
- Bus route operational characteristics
- Stop spacing
- Land use trip generation
- Customer requests
- Bus operator and field personnel recommendations
- Routing design and turning requirements

Local Bus Stop - Essential Amenities

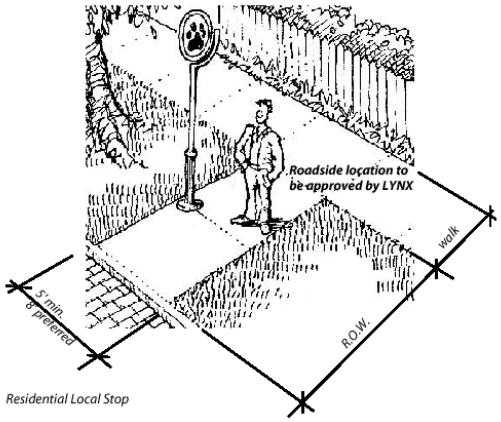
- Bus stop sign with route numbers serving the stop location
- Pedestrian/ADA access compatibility (curb cut, sidewalk connections)

Local Bus Stop - Optional Amenities

- Orientation information and map
- Benches
- Lighting
- Trash receptacle
- Bicycle storage

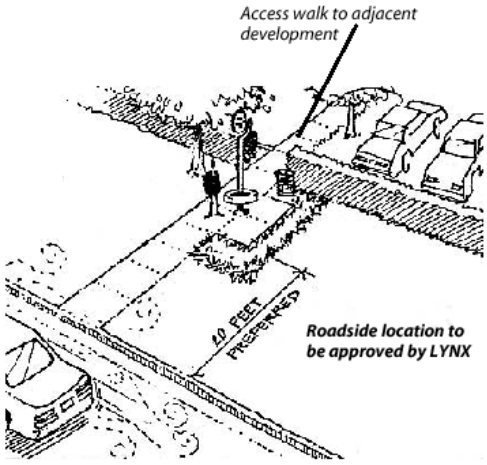
Figures 2.2 & 2.3 present residential and commercial primary stop designs.

Figure 2.2 - Local Transit Stop - Residential



Note: Right-of-Way depth per ADA requires a minimum of 8 feet.

Figure 2.3 - Local Transit Stop - Commercial

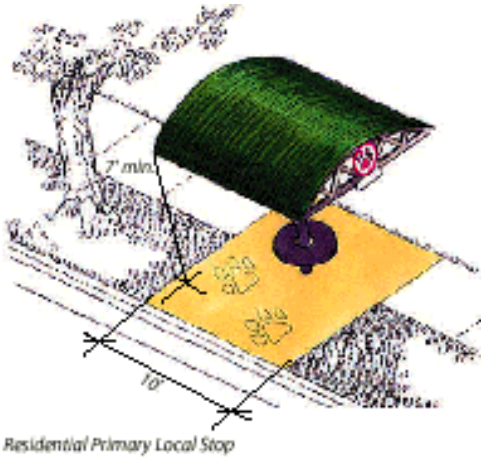


Commercial / Entertainment Area Local Stop

2.1.2 Primary Transit Stop

Primary stops are mid-level stops that merit additional amenities and resources over local transit stops. These additional resources include bus stop shelters, benches and trash receptacles. Other improvements include system schedules and maps, bicycle storage, newspaper vending machines, telephones and/or landscaping.

Figure 2.4 - Primary Local Transit Stop - Residential



Residential Primary Local Stop

Primary transit stops have daily passenger activity of over 40 passengers per day, transfer activity from one route to another and occur where there is medium- to high-density development.

The following criteria is used to designate a Primary Transit Stop:

Primary Transit Stop Placement Evaluation Criteria

- Passenger Volumes (> 40 per day)
- Right-of-way availability
- Pedestrian access
- ADA accessibility
- LYNX safety evaluation
- Bus route operational characteristics
- Stop spacing
- Land use trip generation
- Customer requests
- Bus operator and field personnel recommendations
- Routing design and turning requirements
- Community construction and maintenance partnerships

Figures 2.4, 2.5 & 2.6 present examples of residential, commercial and urban areas / special district primary stop designs.

Primary Local Bus Stop - Amenities (refer to LYNX Customer Amenities Manual for amenity specifications)

- Bus stop sign with route numbers serving the stop location
- Pedestrian/ADA access compatibility (curb cut, sidewalk connections)
- Seating area (2-8 persons)

- Passenger shelter
- Trash receptacle

Figure 2.5 - Primary Local Transit Stop - Commercial

Commercial/Entertainment Primary Local Stop

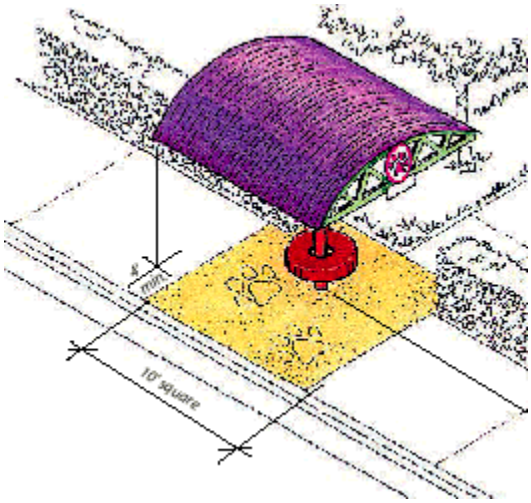
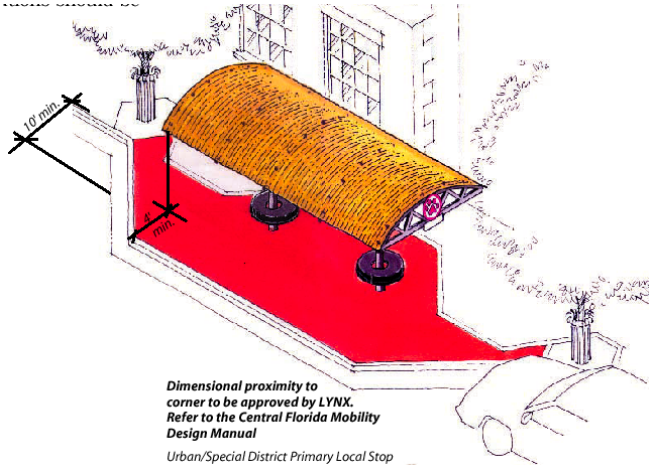


Figure 2.6 – Urban Area / Special District Primary Local Transit Stop – Commercial



Urban/Special District Primary Local Stop

Primary Local Bus Stop - Optional Amenities

- Orientation information and map (essential in major activity center and downtown areas)
- Landscaping
- Bicycle storage
- Bus bay (where allowable by street network and right-of-way is secured)
- Information kiosk
- Electronic signs
- Public announcement system

2.1.3 Superstop

A superstop is a bus stop with a high level of passenger activity. Typically these stops occur where a number of bus routes intersect and where a substantial number of passengers are terminating their trips or transferring to other routes. A superstop requires a high level of passenger amenities and attention from the transit agency.

Superstop Placement Evaluation Criteria

- Major development trip generator
- Passenger volumes
- Right-of-way availability
- Pedestrian access
- ADA accessibility
- LYNX safety evaluation
- Bus route operational characteristics
- Stop spacing
- Land use trip generation
- Customer requests
- Bus operator and field personnel recommendations
- Routing design and turning requirements
- Community construction and maintenance partnerships

Superstop - Essential Amenities (refer to LYNX Customer Amenities Manual for amenity specifications)

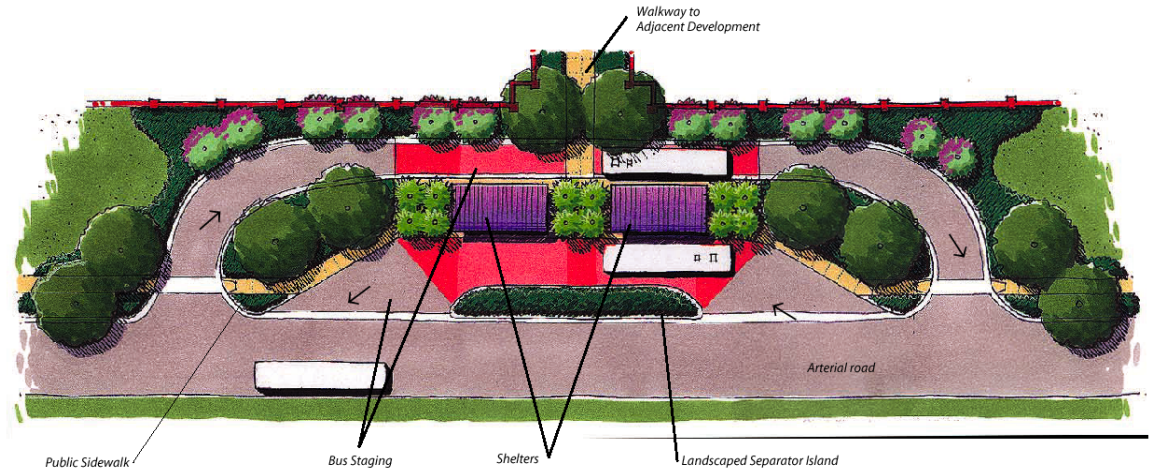
- Bus stop sign with route numbers serving the stop or bus bay location
- Pedestrian/ADA access compatibility (curb cut, sidewalk connections)
- Seating area
- Lighted passenger shelter (large size)
- Trash receptacle
- Landscaping
- Bicycle storage
- Bus bays
- Orientation information and map
- Information kiosk

Superstop - Optional Amenities

- Telephones
- Electronic signs (real time information)
- Interactive kiosk (real time information or trip planning itinerary)
- Electronic vending machines
- Public announcement system
- Surveillance camera
- Kiss-n-ride facilities
- Automobile parking (if park-and ride facility is also located at superstop site)

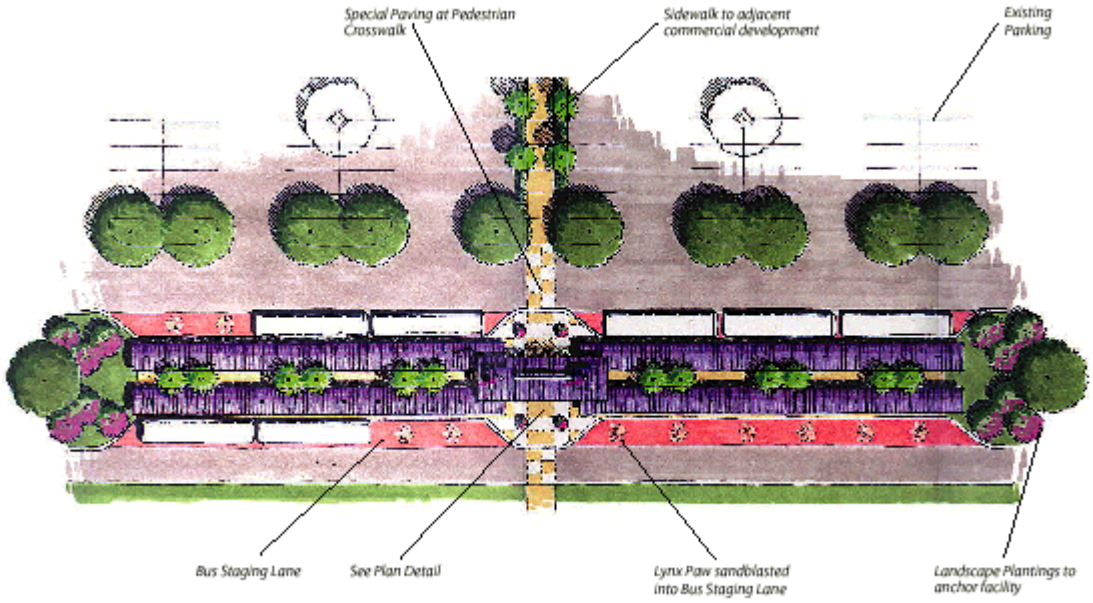
Figures 2.7 & 2.8 present examples of residential/community and commercial/ urban area superstop designs.

Figure 2.7 – Superstop – Residential/Community



Prototypical Community Scale Superstop

Figure 2.8 – Superstop – Commercial/Urban Area



Prototypical Commercial Area Superstop

2.2 Bus Stop Placement – Streetside Guidelines

Bus stop placement considerations in relation to the streetside environment include bus stop spacing, new bus stop siting, safety and operational issues. Streetside factors include those factors associated with the roadway that influence bus operations.

2.2.1 Placement Considerations

Generally, the most critical factor in locating a bus stop involves consistency of locations. Standardization of bus stop locations results in less confusion to bus passengers, bus operators and the motoring public. However, because conditions vary significantly along any given route alignment, a strict interpretation of standardized bus stop placement is close to impossible. The goal of the guidelines presented below is to provide just that……..guidelines. Individual bus stop locations present unique conditions / characteristics that need to be addressed individually. What is important is the consistent use of these guidelines and consistency and uniformity in the application of these guidelines.

It is important for the four universal concerns (transit system performance, traffic flow, safety and security) to be addressed through the application of these guidelines. Research has concluded, transit systems that exhibit consistency in system attributes (service reliability, consistent and convenient accessibility to and from bus stops, etc.), are those with the greatest transit ridership and service performance / productivity.

The following sections provide guidelines for bus stop spacing, new bus stop siting, safety considerations, and operational effectiveness.

Bus Stop Spacing

Experience from around North America has shown that few potential bus patrons will walk more than one-quarter of a mile to board a bus. Consequently, bus stop spacing is a critical element in designing an efficient and convenient transit system.

The spacing between bus stops has a significant effect on transit vehicle and system performance. The spacing between stops affects both the travel time on a route and also customer convenience. Stops that are relatively close together, say between 660 and 1320 feet, will reduce the walk distance between stops, but cause more frequent stops and longer travel times as buses stop more frequently. Bus stops that are a greater distance apart increase the walk distances to the stop; potentially discouraging transit ridership, however decrease bus travel times. A balance must be made between acceptable walk distance to bus stops and bus travel times.

Bus stop spacing is generally based on the type of development the bus stop will serve. For instance, bus stops in denser, urban areas will be more frequent than those in less dense, rural settings. The following table displays guidelines for typical bus stop spacing.

Table 2.1 - Typical Bus Stop Spacing Guidelines

Environment	Spacing Range	Typical Spacing
Core Areas of CBDs	300' to 1,000'	600'
Urban Areas	500' to 1200'	750'
Suburban Areas	600' to 2500'	1000'
Rural Areas	650' to 2640'	1250'

New Bus Stop Siting

Common to all stops is a basis for determining the location of new bus stops within the LYNX service area. Each new stop location should take into consideration a number of factors, including the following:

- Spacing along the route
- Location of the expected primary passenger traffic generator for the stop
- Traffic safety
- Pedestrian safety and access
- Availability of adequate right-of-way to ensure that the bus stop meets the Americans with Disabilities Act (ADA) accessibility standards (discussed further below)
- Curb clearance
- Operational effectiveness issues (including proximity to the nearest intersection, bus-turning requirements, and ability to re-enter the travel lane)
- Security

Safety Considerations

Once the bus stop spacing has been determined, other bus stop placement factors should be considered. Safety is always a primary consideration in any endeavor, and bus stop placement is no exception. Passengers waiting at bus stops must be protected from traffic in adjacent roadways. Additionally, the stop must be accessible to people with disabilities and other pedestrians by the presence of curb cuts, sidewalks and/or crosswalks. If the stop is close to other routes in the system, a safe and convenient location for transfers will need to be selected.

Other safety considerations include a bus pad or other platform for passengers to step on when entering or exiting the bus. Also, street lighting, surveillance cameras and/or a visible police presence should be considered at larger bus stops, especially in areas with a greater potential for crime.

Summary of Bus Stop Safety Considerations

- Passenger protection from passing traffic
- Access for people with disabilities (ADA)
- All-weather surface to step from-to the bus
- Proximity to pedestrian crosswalks and curb cuts/ramps
- Proximity to major trip generators
- Convenient passenger transfer to routes with nearby stops
- Proximity of stop for the same route in the opposite direction
- Street lighting
- Application of Crime Prevention Through Environmental Design (CPTED) principles
- Adequate space available for waiting passengers

Operational Considerations

There are a number of operational factors to consider in the location of bus stops. Operational concerns are generally the focus of the transit agencies transportation or operations departments. Operational concerns should be addressed in consideration of the four universal concerns (transit system performance, traffic flow, safety and security). The final decision on a bus stop location is dependent on several safety and operating elements that require on-site evaluation. Below is a summary of operational elements to consider in bus stop placement. Also reference Appendix A for FDOT Guidelines/Statutes regarding bus stop placement.

Summary of Bus Stop Operational Considerations

- Adequate curb space for the number of buses expected at the stop at one time
- Impact of the bus stop on adjacent properties
- On-street automobile parking and truck delivery zones
- Bus routing patterns (i.e., individual bus movements at an intersection)
- Typical bus acceleration and deceleration distances (based on street speed limits)
- Directions (i.e., one-way) and widths of intersecting streets
- Types of traffic signal controls (signal, stop, or yield)
- Volumes and turning movements of other traffic
- Roadway speed limits
- Width of sidewalks
- Pedestrian activity through intersections
- Pedestrian walk patterns to/from the proposed bus stop location (i.e., does the stop encourage mid-block crossings)
- Site distance obstructions (i.e., automobile sight lines)
- Conflicts with right turning vehicles from side streets
- Peak period traffic queuing conditions
- Proximity and traffic volumes of nearby driveways
- Re-entry into general traffic lanes

2.2.2 Bus Stop Location Guidelines

The actual location of bus stops can influence the convenience of transit access, which, in turn, can impact ridership. There are three locations along a bus route where bus stops are placed. These three locations are:

- Near-side - located immediately before an intersection;
- Mid-block - located between intersections; and
- Far-side - located immediately after an intersection.

Since street corners naturally attract development, typically are equipped with pedestrian crosswalks, and often provide intersections with two major routes, they serve as the best locations for transit bus stops. Often, however, block lengths are long and increase walking distances to mid-block land uses. Mid-block transit bus stop locations often are used to provide more direct transit linkages to area land uses.

In determining which bus stop location to choose, a number of factors should be considered. These factors can be broken down into operational, facility and passenger considerations.

Operational considerations include bus movements in intersections (whether bus turns at an intersection or travels through), the location of intersecting routes and the impact the bus will have on intersection operations. Facility considerations include bus signal priority availability, parking restrictions, roadside restrictions (drive-ways, electric/telephone poles), existing right turn lanes, presence of queue jumper lanes and traffic control devices. Passenger considerations include origins and destinations, pedestrian/ADA accessibility and potential ridership.

There are both advantages and disadvantages to the placement of stops at near-side, far-side, or mid-block locations. These advantages and disadvantages, along with the land use mix of the area to be served by a transit stop, should be reviewed to ensure (1) a location that will present the most transit riders with the most convenient transit access, (2) minimize traffic congestion, (3) address safety concerns, and (4) provide a secure environment (security). All four represent the universal concerns addressed earlier.

For bus stops at intersections, the location of the stop needs to be located to provide the greatest convenience and safety for passengers. Usually that means as close to intersections as possible, both to shorten walking distance for transferring passengers and to encourage the use of crosswalks at intersections.

Generally, bus stop location standards are as follows:

- A near-side stop should be used for intersections where the right lane is a through lane
- A far-side stop should be used for signalized intersections where the right lane is a turn only lane
- A mid-block stop only should be used in instances where there is a significant distance between intersections.

Table 2.2 presents a comparison of the advantages and disadvantages of each bus stop type.

Table 2.2 - Comparative Analysis of Bus Stop Locations

Comparative Analysis of Bus Stop Locations		
Location of Stop	Advantages	Disadvantages
Far-side	Minimizes conflicts between right turning vehicles and buses;	May result in the intersection being blocked during peak periods by stopping buses;;
	Provides additional right turn capacity by making curb lane available for traffic;	May obscure sight distance for crossing vehicles;
	Minimizes sight distance problems on approaches to intersection;	May increase sight distance problems for crossing pedestrians;
	Encourages pedestrians to walk behind the bus;	Can cause a bus to stop far side after stopping for a red light, which interferes with both bus operations and all other traffic;
	Creates shorter deceleration distances for buses since the bus can use the intersection to decelerate; and	May increase the number of rear-end accidents since drivers do not expect the buses to stop again after red light;
	Results in bus drivers being able to take advantage of gaps in traffic flow that occur at signalized intersections..	Could result in traffic queued into intersection when a bus is stopped in travel lane.
Near-side	Minimizes interferences when traffic is heavy on the far side of the intersection;	Increases conflicts with right-turning vehicles;
	Allows passengers to access buses closest to the crosswalk;	May result in stopped buses obscuring curbside traffic control devices and crossing pedestrians;
	Results in the width of the intersection available for driver to pull away from the curb;	May cause sight distance to be obscured for vehicles stopped to the right of the bus;
	Eliminates the potential of double stopping;	May block the through lane during peak period with queuing buses; and
	Allows patrons to board and alight while the bus is stopped at a red light; and	Increases sight distance problems for crossing pedestrians.
	Provides driver with the opportunity to look for oncoming traffic, including other buses with potential passengers.	
Mid-block	Minimizes sight distance problems for vehicles and pedestrians; and	Requires additional distance for no-parking restrictions;
	May result in pasenger waiting areas experiencing less pedestrian congestion.	Encourages patrons to cross street at mid-block (jaywalking); and
		Increases walking distance for patrons crossing at the intersection.

Source: TCRP Report 19: Guidelines for the Location and Design of Bus Stops

2.2.3 Bus Stops Zone Design Types

A bus stop zone is a distinct segment of a street designated for use by buses when loading or unloading passengers. In this section, five bus stop zone designs are presented. They are curb-side, bus bay, open bus bay, queue jumper and nub bus stop zones. Depending on factors such as the type of roadway facility, traffic volumes and passenger activity, some bus stop zone designs may be more appropriate than others. The bus zone design for each stop should be chosen on a case-by-case basis. The advantages and disadvantages of each type are presented in Table 2.3 at the end of the section.

Curbside

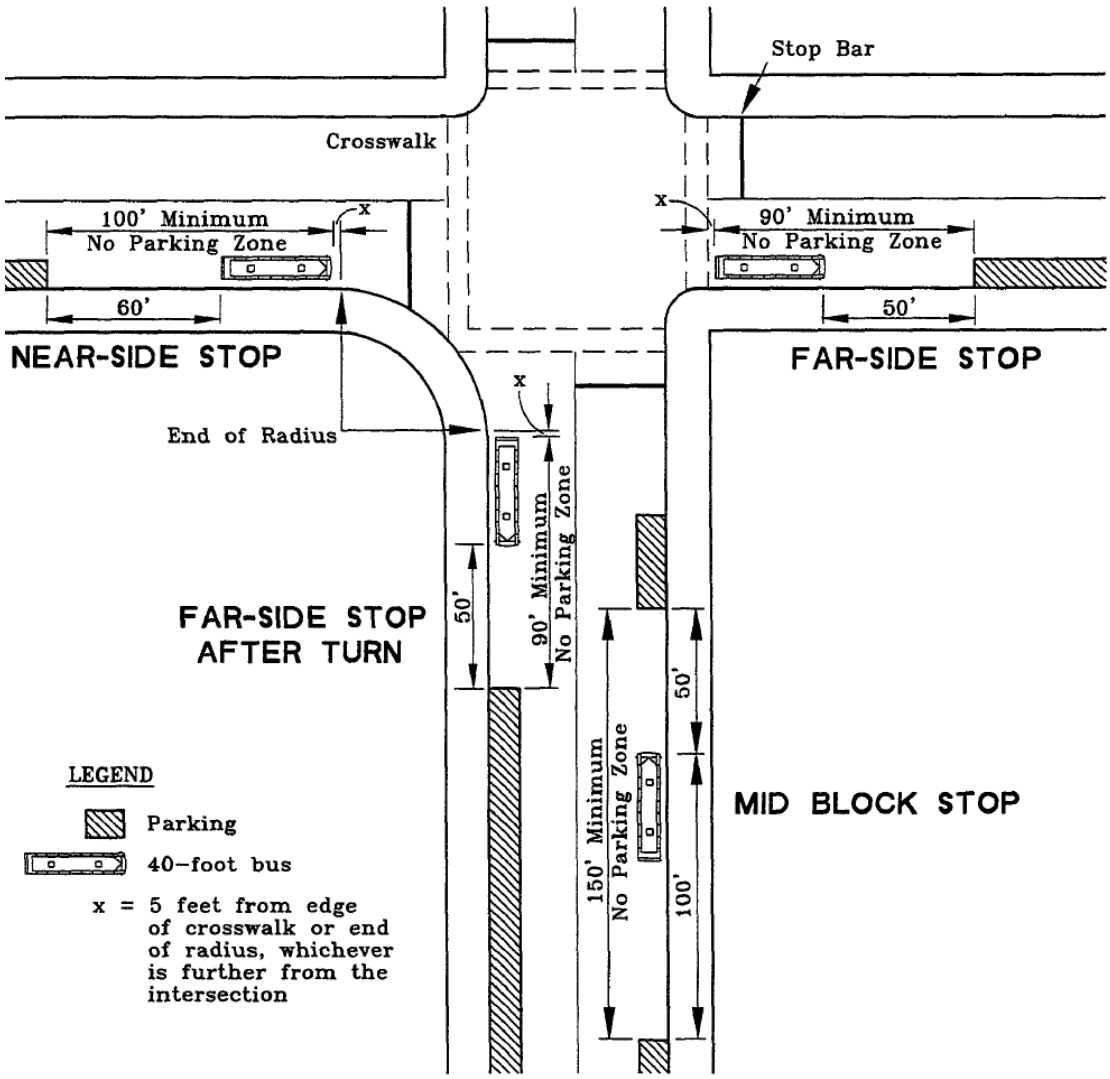
In general, far-side stops have zones that are a minimum of 90 feet, however, far-side stops after a turn should have a longer zone that will afford the operator more space to maneuver the bus. Near-side stops have zones that are 100 feet and mid-block stops are a minimum of 150 feet. Bus stop zones are increased by 20 feet for articulated buses. Figure 2.9 presents typical dimensions for bus stop zones.

Bus Bay

A bus bay is a segment of the road beside a bus stop that requires buses to exit from and subsequently re-enter an adjacent lane of traffic. The bus bay provides an area protected from automobile traffic for the pick up and discharge of passengers. This design also allows through automobile traffic to safely move past stopped buses without having to maneuver around them. Bus bays are primarily found on high-traffic or high-speed roadways, such as suburban arterial roads. Additionally, bus bays are effective in high-density downtown commercial and shopping areas with high volumes of passengers boarding and alighting.

When placing bus bays, consideration should be given to where they should be located in relation to intersections. Near-side bus bays should be precluded for several of reasons. A near-side bus bay will make it difficult for operators to re-enter the travel lane because of cars queued at the light and/or interference from right turning vehicles. Bus bays in mid-block locations are inconvenient to passengers because it will likely mean longer walking distances to reach their destinations. The exception to this is when a major activity center is located mid-block. Generally, a far-side intersection placement is the most advantageous because the bus can clear the intersection and utilize breaks in the traffic caused by signal devices to re-enter the travel lane. The bus bay should have tapered deceleration and acceleration lanes to help the bus transition into and out of traffic. Figure 2.10 and 2.11 display two examples of typical bus bays.

Figure 2.9 – Curb-Side Bus Stop Zone Dimensions



Notes:

1) Add 20 feet to bus stop zones for an articulated bus.
2) Increase bus stop zone by 50 feet for each additional standard 40-foot bus or 70 feet for each additional 60-foot articulated bus expected to be at the stop simultaneously. See Table 3 for the suggested bus stop capacity requirements based on a range of bus flow rates and passenger service times.

Source: TCRP Report 19: Guidelines for the Location and Design of Bus Stops

Open Bus Bay

The bus bay design described above is adaptable to differing situations. One adaptation is the open bus bay design. Open bus bays are located on the far-side of intersections. As the name implies, the open bus bay is unobstructed with barriers and the bus can pull into it once it has cleared an intersection.

As with the bus bay, the open bus bay has the advantage of stopping out of the flow of traffic. Additionally, this design allows the bus to pull straight into the bay, reducing the amount of maneuvering for the operator. However, the disadvantages of re-entering the traffic flow still exist. The open bus bay is also inconvenient for pedestrians because it widens the intersection where the open bus bay is.

The partial open bus bay is another adaptation of the bus bay. This alternative partially extends the sidewalk to shorten the distance across the intersection for pedestrians. The partial open bus bay still allows buses efficient access to the bus bay.

Figure 2.10 - Typical Bus Bay

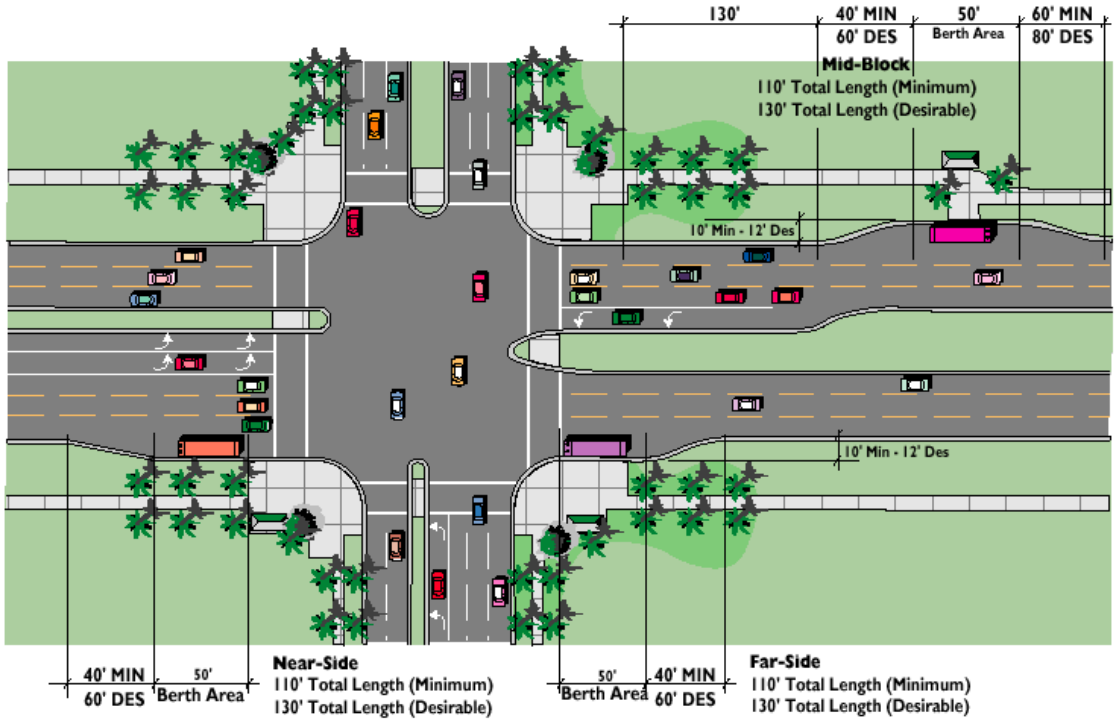
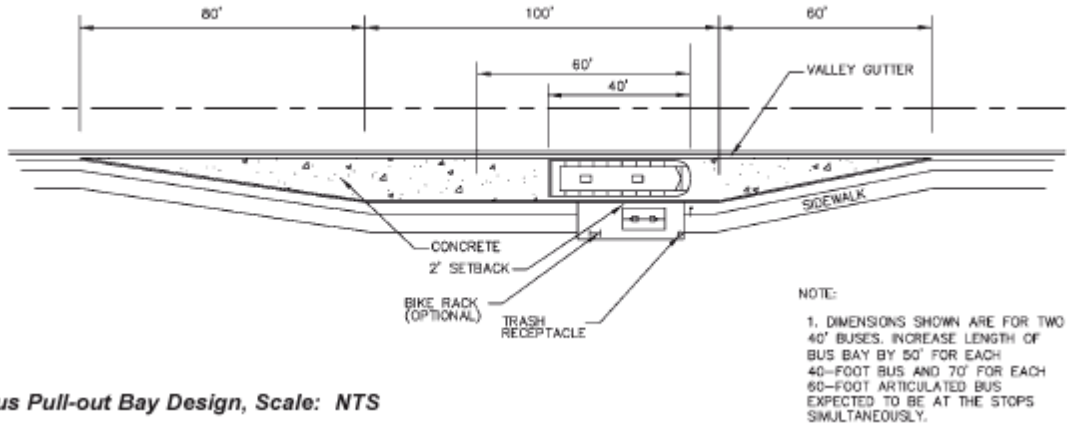


Figure 2.11 - Typical Bus Bay Dimensions (2 buses)

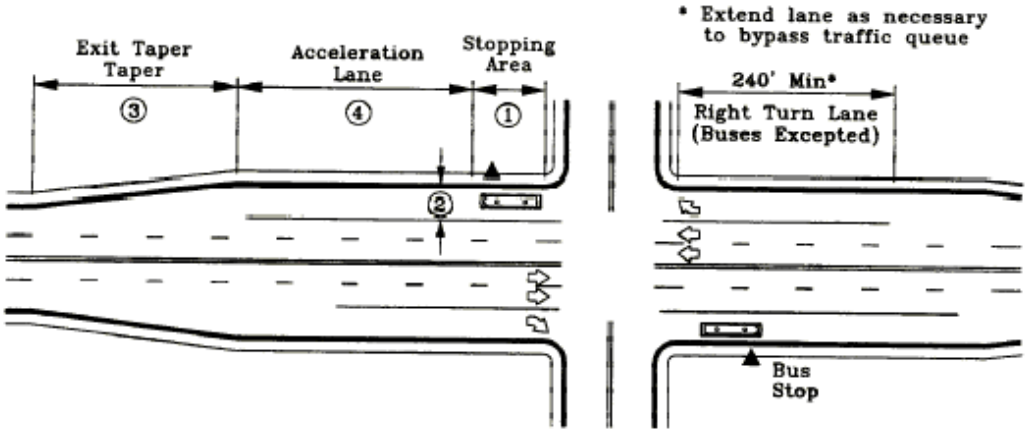


Bus Pull-out Bay Design, Scale: NTS

Queue Jumper Bus Bay or Lane

A queue jumper lane is a distinctive travel lane that allows the bus vehicle to bypass traffic lined up at an intersection. On the far-side of the intersection, the bus pulls into an open bus bay. Figure 2.12 illustrates the layout for a queue jumper bus bay.

Figure 2.12 - Queue Jumper Bus Bay Layout



Notes:

1) Stopping area length consists of 50 feet for each standard 40-foot bus and 70 feet for each 60-foot articulated bus expected to be at the stop simultaneously. See Table 3 for the suggested bus stop capacity requirements based on a range of bus flow rates and passenger service times.
2) Bus bay width is desirably 12 feet. For traffic speeds under 30 mph, a 10-foot minimum bay width is acceptable. These dimensions do not include gutter width.
3) Suggested taper lengths are listed in table below. Desirable taper length is equal to the major road through speed multiplied by the width of the turnout bay. A taper of 5:1 is a desirable minimum for an entrance taper to an arterial street bus bay while the merging or re-entry taper should not be sharper than 3:1.
4) Minimum design for a busy bay does not include acceleration or deceleration lanes. Recommended acceleration and deceleration lengths are listed in the table below.

Through Speed (mph)	Entering Speed[a] (mph)	Length of Acceleration Lane (Feet)	Length of Deceleration Lane[b] (Feet)	Length of Taper (Feet)
35	25	250	184	170
40	30	400	265	190
45	35	700	360	210
50	40	975	470	230
55	45	1400	595	250
60	50	1900	735	270

[a] Bus speed at end of taper, desirable for buses to be within 10 mph of travel lane vehicle speed at the end of the taper.
[b] Based on 2.5 mph/sec deceleration rate.

Nub or Bus Bulb

Nubs/Bus Bulbs (or curb extension) are a segment of sidewalk extending from the curb of a parking lane to the edge of the travel lane and are used as a bus stop. This extension allows the bus to remain in the travel lane and service the stop in a manner similar to curbside stops. This removes the need for operators to pull into the parking lane and have to re-enter traffic.

Nubs/bus bulbs also provide room for passengers to wait and provides extra space for bus patron amenities, such as shelters and benches. Nubs/bus bulbs also assist pedestrians by reducing crossing distances to and from the stop. Figure 2.13 displays a typical bus stop nub design.

Figure 2.13 - Typical Dimensions for a Nub/Bus Bulb

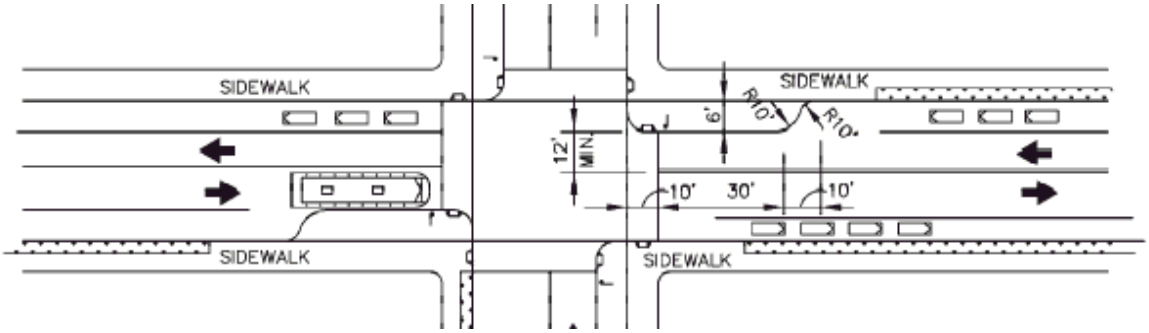

SIDEWALK
SIDEWALK
SIDEWALK
SIDEWALK
12' MIN.
6'
R10'
R10'
10'
30'
10'

Table 2.3 - Locating Bus Stop Zones

Factors to Consider When Placing BusStop Zones	
Type of Stop	**Factors**
Curb-side	Low traffic volume and speeds; Low bus volumes in peak hour on the roadway; and Low passenger volumes.
Bus Bay	Traffic in the curb lane exceeds 250 peak vehicles; Traffic speed is greater than 40 mph; Bus volumes are 10 or more per peak hour on the roadway; Passenger volumes exceed 20 to 40 boardings an hour; Average peak-period dwell time exceeds 30 seconds per bus; Buses are expected to layover at the end of a trip; Need separation of transit and passenger vehicles; History of accidents at stop location; Bay can be constructed without interferring with sidewalks; Unsafe sight distances for traffic stopping behind bus; Buses use a right-turn lane as a queue jumper lane; us signal priority treatment exists at an intersection; Bus parking in the curb lane is prohibited; and Improvements, such as widening, are planned for a major roadway.
Open Bus Bay	See Bus Bay
Queue Jumper Bus Bay	High-frequency bus routes have headways of 15 minutes or less; Traffic volumes exceed 250 peak vehicles per hour in the curb lane; The intersection is highly congested; and Land acquisitions are feasible and costs are affordable.
Nub	High pedestrian activity; Crowded sidewalks; Reduced pedestrian crossing distances; and Bus stops in travel lanes.

The following table provides a comparative analysis of the various types of bus stops discussed above:

Table 2.4 - Comparative Analysis of Bus Stop Types

Comparative Analysis of Types of Stops		
Type of Stop	Advantages	Disadvantages
Curbside	Provides easy access to stop for bus drivers;	Vehicles queue behind bus which can cause traffic congestion;
	Results in minimal delay to bus;	
	Simple design;	May cause traffic hazard as drivers try to avoid stopped bus.
	Easy & inexpensive to install; and	
	Easy to relocate.	
Bus Bay	Allows patrons to access bus out of travel lane;	May be difficult for bus to re-enter traffic;
	Provides a protected area away from moving vehicles for the patrons and the stopped bus; and	Expensive to install compared to curbside stops; and
	Minimizes delay to through traffic.	Difficult and expensive to relocate.
Open Bus Bay	Allows bus to decelerate as it moves through the intersection;	See Bus Bay disadvantages.
	See Bus Bay Advantages.	
Queue Jumper Bus Bay	Allows bus to bypass queues at a signal;	May cause delays to right-turning vehicles when a bus is at the start of the right turn lane;
	See Open Bus Bay Advantages.	See Bus Bay disadvantages.
Nub	Removes fewer parking spaces for the bus stop;	Costs more to install compared with curbside stops;
	Decreases the walking distance and time for pedestrians crossing the street;	
	Provides additional sidewalk area for bus patrons to wait;	See Curbside disadvantages.
	Results in minimal delay for bus.	

2.2.4 Roadway Considerations

Roadway design influences several aspects of bus operations. The presence of driveways and traffic signals along the roadway affects many aspects of bus stop placement. Additionally, the placement of transit stop signs must be considered in context with other signs and obstructions along the roadway. Finally, there are a number of safety considerations for bus stops along roadways. The following sections will address these considerations.

Driveways

As discussed in previous sections, many bus stops are located either on the near-side or far-side of intersections. This often results in bus stops being located near driveways for retail, commercial, industrial and other types of developments. For the safety of the patrons and to avoid disrupting access to the facility, bus stops should not be placed near driveways. However, if locating a stop near a driveway is unavoidable, here are a few ways to help alleviate the situation:

- Bus stops should be located so that when a bus is at the stop, at least one exit and entrance driveway is open for vehicles accessing the facility.
- In general, locating the stop on the far-side of the driveway is the best way to provide vehicles leaving the development with good visibility. Additionally, stops on the far-side of the driveway will help to minimize vehicle/bus conflicts.
- Locate the stop so that passengers board or alight directly from the curb rather than from the driveway and are not be forced to wait for a bus in the middle of a driveway.

Figure 2.14 shows acceptable and undesirable driveway situations

Traffic Signals

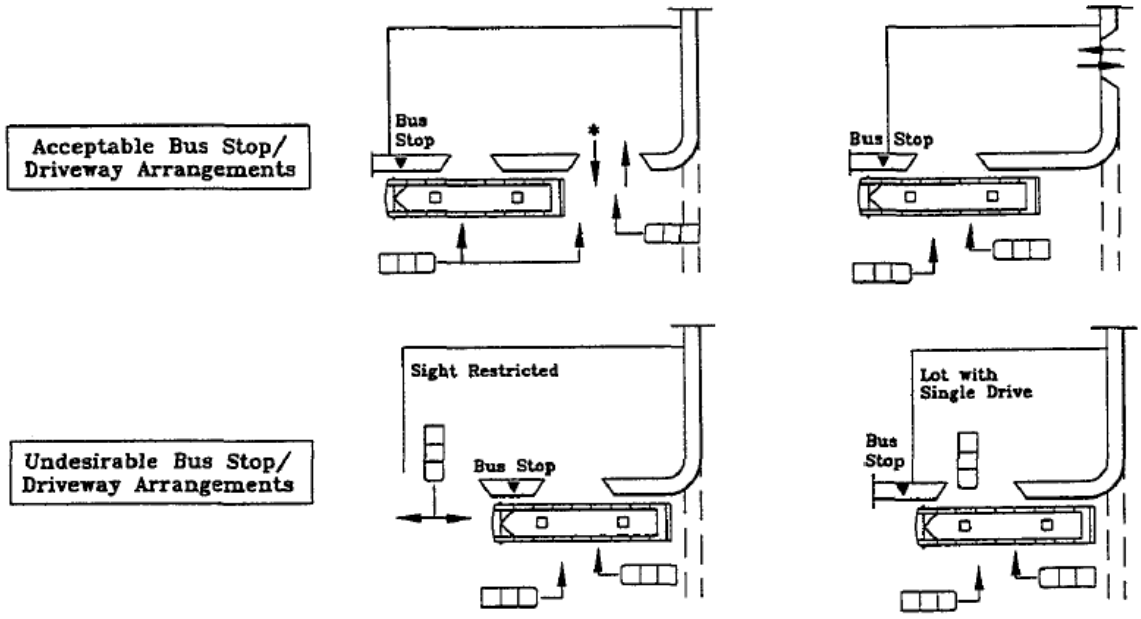
As discussed in the above section, bus stops are frequently located near intersections. These intersections are often signalized. As existing traffic signal systems are upgraded or new signals are added, several factors should be considered by LYNX.

One consideration is to use far-side stops to ensure that buses do not restrict the visibility of traffic signals from other vehicles. Another consideration is to use far-side bus bays whenever feasible at signalized intersections. This will help prevent vehicles obstructed behind a stopped bus from queuing into the intersection. To assist passengers after they leave the bus, "WALK" and "DON'T WALK" indicators should be installed at signalized intersections near bus stops.

LYNX should also work with local jurisdictions to improve operational efficiency at signalized intersections. For example, near-side stop areas are often located between the advance detectors for a traffic signal and the crosswalk. Detectors should be located at the bus stop to enable the bus to actuate the detector and the signal controller to obtain or extend the green light. Without a detector, a bus is forced to wait until other traffic approaching from the same direction actuates the signal controller. Also, the timing of traffic signals should reflect the operational needs of buses. Longer clearance intervals may be required on

higher speed roadways with significant bus traffic. Vehicle passage times must provide adequate time for a bus to accelerate from the bus stop into the intersection. Intersections adjacent to railroad tracks should incorporate the need for buses to stop at railroad crossings into their timing and detection.

Figure 2.14 - Bus Stop Locations Relative to Driveways



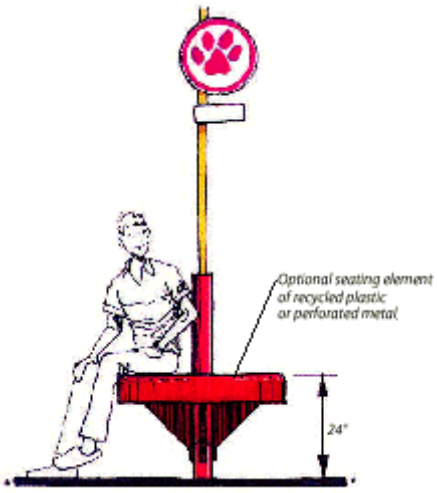
Sign Locations

Bus stops signs are a significant component of superior transit service. Signs serve as a source of information to patrons and operators regarding the location of the bus stop. Signs can offer specific information on routes serving a particular stop. The route number, name and destination can be posted on the sign.

Bus stops signs are also useful as marketing tools to promote transit use. The bus stop signs should be unique to the transit system so that passengers can easily identify bus stops. Poles should be of a unique design to allow easy identification by visually impaired passengers. Signs should be visible from both directions, as well as visible at night.

Bus stop signs give the operator guidance in positioning the vehicle at the stop. The bus stop should be placed at the location where people board the front door of the bus. The signpost should conform to ADA clearance requirements of height, visibility, etc. The sign board should be at least 7'0" above ground or nearest standing or reachable platform. Seating may be incorporated into signpost but must not block the sidewalk or ADA access to the bus. Figure 2.15 shows a signpost with seating.

Figure 2.15 - Signpost with seating



When deciding locations for bus stops and signposts, transit agencies, local and/or state jurisdictions should coordinate efforts. Shared signposts can be used to reduce the amount of obstacles in areas with heavy pedestrian activity. Trees, buildings, or other signs should not obstruct bus stop signs. Bus stop signposts

Safety is an important element in bus stop design. There are a number of safety considerations for bus stops. One consideration is that the bus stop must be situated so that transit customers may alight and board the bus with reasonable safety. Stopped buses affect the sight distance of pedestrians and motorists. The bus also affects automobile traffic as it arrives at and departs the stop.

To avoid accidents where pedestrians step into the street from in front of a stopped bus and are hit by vehicles traveling in the adjoining lane, bus stops should be located on the far-side of intersections where possible. Locating the bus stop on the far-side of an intersection encourages pedestrians to cross the street from behind the bus instead of in front of it. This

that are not protected by a guardrail or other feature should be a breakaway type to minimize injuries and vehicular damage, and to facilitate replacement of the post.

Safety

improves visibility of oncoming traffic for the pedestrian and also makes the pedestrian more visible to approaching motorists. Far-side stops also reduce the chances of stopped buses obscuring traffic signals, traffic signs and pedestrian activity at intersections.

The condition of the curb lane and the curb height can influence the safety and efficiency of bus-passenger operation. Loading and unloading areas should respond to the following design parameters:

- A low crowned street that should not cause the bus or lift to tilt;
- A maximum 8" curb height;
- Street furniture and plantings should be positioned so that they

do not interfere with passengers boarding and alighting the bus.

- Additionally, overhead wires and structures should be eliminated because they can prevent the proper operation of the lift.

Poor pavement conditions in the curb lane can cause bus drivers to avoid the curb by stopping the bus away from it. This may cause a hazardous situation for the passengers, especially for elderly persons and passengers with disabilities. The hazardous situation results from a longer distance between the first step and the ground. Also, if the curb lane is in poor condition, passengers may be stepping off onto an uneven surface.

Proper lighting at a bus stop is very important for safety. A well-lit bus stop allows the operator and other motorists to see the patrons waiting for the bus and those walking to and from the stop. Good lighting also enables patrons to see the pavement and steps of the bus so they can avoid obstructions and properly judge distances. Lighting also discourages crime by allowing surrounding land uses and police patrols to observe activity at the bus stop.

2.3 Bus Stop Placement – Curbside Guidelines

The following section concerns curbside accessibility to the transit system for pedestrians, including passengers with limited mobility such as senior citizens and persons with disabilities. This section provides information on how to choose bus stop locations that improve patron access and convenience. Areas of discussion include sidewalks, the Americans with Disabilities Act, and bus stop shelter design and placement.

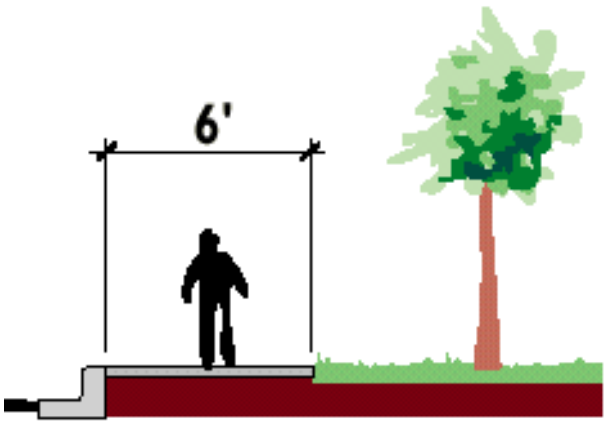
2.3.1 Pedestrian Access

Sidewalks are an integral part of the pedestrian transportation network. Sidewalks reduce the incidence of pedestrian collisions, injuries, and deaths in residential areas and along roadways. When sidewalks are not available, pedestrians are forced to share the street with motorists and access to public transportation is restricted.

Sidewalk installation and the linking of pedestrian routes to transportation stops and major corridors should always be a priority. Providing access to and from the bus stop is important. Public sidewalks should be wide enough to accommodate the volume and type of pedestrian traffic expected in the area and should be provided on both sides of urban area roadways. Sidewalks should be constructed of impervious non-slip material and should be well drained. Access to the bus stop from the intersection or land use should be as direct as possible. When possible, sidewalks and bus stops should be coordinated with existing streetlights to provide a minimum level of lighting and security. All sidewalks should be designed to have a minimum width of 5 feet (the minimum width that will allow two wheelchairs to pass one another). Sidewalks located on the street curbs should have a minimum width of 6 feet (See Figure 2.16).

Note: 6 feet sidewalks provide adequate sidewalk access to the bus stop, however at bus stops, loading pads should have a minimum of 8 feet depth from the curb.

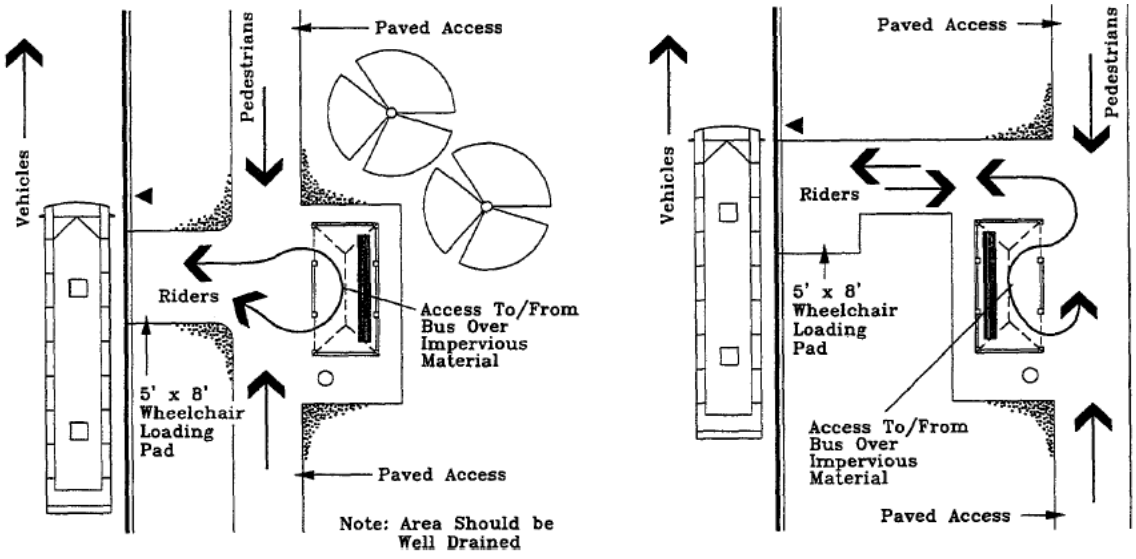
Figure 2.16 - Sidewalk on Street Curb



Sidewalks and pedestrian facilities should be designed to cater to the needs of the disabled and elderly. Curbs and stairways can be formidable barriers to those in wheelchairs or for whom walking is difficult. The Americans with Disabilities Act (ADA) provides specifications to help overcome such barriers to mobility. Other improvements include crosswalks and signals at intersections. Pedestrian enhancements, such as sidewalks, should be coordinated with roadway improvements to help improve bus patron comfort and convenience.

It is undesirable to have patrons walk through grass or exposed soil to reach the bus stop. In areas where no sidewalk exists, a concrete or asphalt pad on the shoulder of the road is recommended. The pad must be elevated above road grade and meet ADA requirements, which are presented in the next section. When the sidewalk is parallel and directly adjacent to the curb, the waiting pad should be installed directly behind the sidewalk. However, when the sidewalk is far from the curb, paved access from the waiting pad to the curb is necessary. The waiting pad and access way should be constructed of impervious non-slip material, preferably concrete or asphalt, and have proper drainage. Figure 2.17 presents two different waiting pad location scenarios for providing paved connections between the bus waiting pad and the curb.

Figure 2.17 - Examples of Providing Access from the Waiting Pad to the Curb



Note: The above shelter examples do not reflect the current LYNX shelter design, but are meant to represent sample waiting pad / access examples.

2.3.2 Americans with Disabilities Act of 1990 (ADA)

The Americans with Disabilities Act of 1990 (ADA) covered a host of subjects dealing with equal opportunity for the disabled as a civil right. Title I covered equal employment issues; Title II addressed public service issues including transportation provided by public entities; Title III extended non-discrimination regulations to public accommodations in the private sector and Title IV addressed telecommunications issues for those with hearing or speech impairments.

Following enactment of the ADA, specific definitions, interpretations and requirements were subsequently spelled out in more detail by the various implementing governmental agencies. For example, the Equal Employment Opportunity Commission, the Department of Justice and the Federal Communications Commission issued several regulations pertaining to their areas of responsibility within Titles I through IV. The US Department of Transportation (USDOT) issued regulations covering transportation services provided by both public entities (under Title II) and private entities (under Title III). Under Title II, the ADA requires all new transit stops comply with the regulations. Existing stops are not required to comply. However, when these stops are improved or upgraded, they must be brought into compliance.

Bus stop accessibility is also addressed. The ADA regulations state, " At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve. The accessible route shall, to the maximum extent feasible, coincide with the route for the general public." The ADA regulations are intended to provide disabled people with accessibility from the point of origin of their trip to their final destination.

It is important to recognize and understand the effect that the Americans with Disabilities Act of 1990 (ADA) and its guidelines have on bus stop placement, planning and design. The ADA not only details specific physical dimension requirements, but also seeks to ensure the accessibility of persons with disabilities from their point of origin to their final destination. In the case of a bus trip, the parts of this journey for which LYNX has responsibility include barrier-free bus stops and shelters that have connected sidewalks, nearby curb cuts, and other supportive infrastructure; accessible motorbus vehicles that are either low-floor in nature or have operating wheelchair lifts; and available, user-friendly transit information that meets the needs of persons with vision impairments, including stop announcements.

Specific guidance on design considerations for persons with disabilities can be found in the document, *ADA Accessibility Guidelines for Buildings and Facilities* (as amended through September 2002). This document is available on-line at the Access Board's web site

(http://www.access-board.gov/adaag/html/adaag.htm). The guidelines include considerations for accessible routes, space and reach allowances, wheelchair lifts, passenger loading zones, and other related issues that have application to transit. Following are brief overviews of some of the ADA-related design issues that must be considered in the development of new bus stops and/or the refurbishing of old ones.

Bus Stop Pads

Bus stops where a lift or ramp is to be deployed should have a firm, stable bus pad with a minimum clear length of 8 feet (measured from the curb or vehicle roadway edge) and a minimum clear width of 5 feet (measured parallel to the vehicle roadway).

Accessible Routes

All bus stops should be connected to streets, sidewalks, or pedestrian paths by an accessible route that has a minimum clear width of 36 inches.

Obstacles

Obstacles in the pedestrian environment are defined as objects that limit the vertical passage space, protrude into the circulation route, or reduce the clearance width of sidewalks or other pedestrian areas, including bus stops and shelters. Obstacles with large overhangs that protrude into the path of travel can be hazardous for people with visual impairments if they are difficult to detect. The full width of the circulation path should be free of protruding objects. Obstacles that reduce the minimum clearance width, such as decorative planters on a narrow sidewalk, can create significant barriers for wheelchair or walker users.

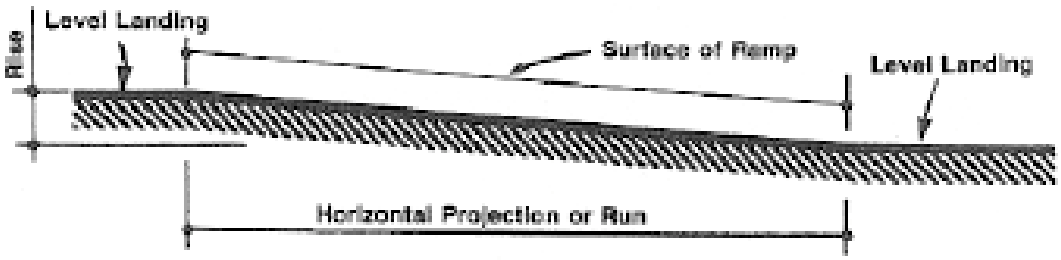
Ensure that all the paths planned from the bus stop are clear of obstacles and protrusions. If protrusions do exist, the ADA regulations advise that if they are higher than 27 inches or lower than 80 inches, a person with vision impairment may not be able to detect an obstacle (such as a phone kiosk) with a cane. Additionally, a guide dog may not lead the impaired person out of the path of the obstruction/protrusion. It is in the best interest of the transit agency to address accessibility issues to/from bus stops to ensure as many transit users as possible can access the system.

Surfaces

Surfaces must be stable, firm, and slip-resistant. Abrupt changes in grade should be avoided and any drop greater than ½ inch or surface grade steeper than 1:20 requires a ramp. Figure 2.18 on the following page provides components of a single ramp run and sample ramp dimensions

Clear Space

The minimum clear floor or ground space required to accommodate a single, stationary wheelchair and occupant is 30 inches by 48 inches, and may be positioned for forward or parallel approach to an object.



	Maximum Rise		Maximum Horizontal Projection	
Slope	in	mm	ft	m
1:12 to < 1:16	30	760	30	9
1:16 to < 1:20	30	760	40	12

Figure 2.18 – Single Ramp Run and Sample Ramp Dimensions

Bus Shelters

When LYNX provides a new bus shelter or replaces an old one, the ADA requires them to "be installed or positioned so as to permit a wheelchair or mobility aid user to enter from the public way and to reach a location, saving a minimum clear floor area of 30 inches by 48 inches, entirely within the perimeter of the shelter. Such shelters shall be connected by an accessible route to the boarding area."

Additionally, the Florida Administrative Code (FAC), Chapter 14-20 Placement of Transit and School Bus Shelters, Benches and Stops, provides rule citations and guidelines for transit authorities (and schools), on the placement of shelters within State Road right-of-ways. Individual local jurisdictions also have requirements for the placement of bus stop shelters within street rights-of-way. Further detail on FAC and local jurisdictional shelter placement can be found in Appendix A.

Signs

Specific guidelines are given for signs in Section 4.30 of *Accessibility Guidelines for Buildings and Facilities, Transportation Facilities and Transportation Vehicles.* All signs displaying route designations, bus numbers, and access information must be designed for use by the visually impaired. An exception to this requirement is that bus schedules, timetables, or maps that are posted at the bus stop or bus bay are not required to comply with this provision.

3.0 Bus Stop Placement & Maintenance Procedures

This section describes LYNX' bus stop placement procedures in relation to (1) bus stop requests and (2) bus stop maintenance

3.1 Bus Stop Requests

3.1.1 Internal Process

LYNX internal process for handling bus stop requests involves coordination between several LYNX departments. Each department has a specific role in logging, evaluating and responding to a request to place a new bus stop, move and existing bus stop, or eliminate an existing bus stop.

Service Planning Department

Within the LYNX Service Planning Department, bus stop coordination is assigned to the Lead Scheduler position. This position has several key tasks that pertain to bus stops. The Lead Scheduler is involved with bus stop coordination; the Customer Relations Response Program; bus stop inventory; service planning and development fieldwork; and is the Planning/ Operations Liaison for bus stop related issues. The following sections describe each of the Lead Schedulers coordination roles.

Bus Stop Coordination – When service changes are planned during the year, sometimes routes are changed to travel different roads. The Lead Scheduler will check the new routing for areas where the bus stop can safely be placed, taking into account safety for the bus and passengers. The Lead Scheduler should also make every attempt to ensure the stop is ADA accessible, recognizing that in many situations this cannot be accomplished. The following steps are involved in placing a bus stop:

- Mark the location with a flag and white paint markings in the street;
- Contact Sunshine State Central Locating Service to notify them of the location of the required work area. SSCLS will contact all utilities that are in the area for clearance. They will issue a ticket number that allows LYNX to complete the work. Work can commence after a 48-hours waiting period. During the 48-hours, faxes are received from the utilities to determine if the area is clear of utilities or the area is marked.
- A LYNX work order is prepared for Route Maintenance with a photo of the site attached.
- Once the stop is installed, Route Maintenance returns the signed work order back to the Lead Scheduler.
- Upon receipt of the work order, the Lead Scheduler takes the Trimble Survey Pack to the bus stop, gives the stop an ID number, enters all required information about the stop (i.e. ADA accessible, trash can, benches, etc.). A GPS reading is taken of the location.
- The data collected by the Trimble Survey Pack, along with

the work order is taken to Geographic Information Systems (GIS) staff for downloading into the Bus Stop Inventory. Once completed, the work order is signed off and returned to the Lead Scheduler for filing.

Customer Relations Response Program LYNX Customer Service has a computer program that is utilized when customer concerns are received. They in turn will direct the concern to the appropriate Division/Office to reply to the concern. The Lead Scheduler monitors the bus stop concerns for Service Planning. The Lead Scheduler checks out the concern and responds back through the system with a written reply for the customer. Whenever there is a question of safety at a stop or on bus routing, the Safety Office will be asked to investigate and reply back to the Lead Scheduler with their findings. The customer is then informed of the determination.

Bus Stop Inventory – It is the responsibility of the Lead Scheduler to ensure that whenever a bus stop is removed, moved, updated or installed that the GPS location and updates be recorded and downloaded to the bus stop inventory. The Lead Scheduler will work closely with the GIS staff to ensure the inventory is as accurate as possible.

Service Planning & Development Fieldwork – The Lead Scheduler operates a bus on the route to ensure all turning movements can be accomplished in a safe manner. Mileage is recorded between time points and bus stops to update the Trapeze software program and bus stop inventory.

Planning/Operations Liaison – The Lead Scheduler investigates suggestions and/or concerns from bus operators regarding safety and bus route operations and provides a written response on the disposition of bus stop change requests.

Customer Service / Relations Department

Customers who notify the Customer Relations Department of their request for a bus stop (whether they are requesting the placement or removal of a bus stop) are interviewed in an effort to ascertain the precise location of their request. The Customer is given the option to provide the Customer Relations Department with their contact information and to see if the customer requests a written response.

The call is taken as a Concern, meaning the call is logged in a case file and automatically assigned a Case number which would indicate the year, month and order in which the call was received. Once this form is filled out the case is assigned to the Lead Scheduler for investigation and scheduling if the request matches the established criteria for bus stop placement. The Lead Scheduler, via the assigned case, is given the contact information for the customer in case more information is needed.

Maintenance Department

The LYNX Maintenance Department is responsible for the maintenance and upkeep of bus stops and LYNX provided passenger amenities.

- Shelters - are pressured washed on a monthly basis. The trash receptacles are serviced twice a week. Lawn maintenance is done every other week and extends to 15 feet out from the shelter. Repairs and painting are done on an as needed basis.
- Bus stops – 2400 of 5000 bus stops are identified as heavily utilized requiring lawn maintenance every other week (extending out 20 feet from the stop), the sign and blades are changed out as needed and trash receptacles are emptied twice a week.
- Bus stop sign installation – due to sandy soil a twelve foot pole is placed in a hole three feet deep. A 3/8 inch rebar, 6 inches long is inserted through the bottom of the bar. A 6 inch layer of concrete is poured, then the hole is filled up to 8 inches from the surface, then another 6 inches of concrete is poured in an oblong shape (reducing the ability to twist the pole), and, finally, sand is used to cover the concrete.

3.1.2 Request Evaluation Process

LYNX makes every effort to locate stops that will provide the best possible service to our customers while maintaining the "LYNX like" image to our community. Occasionally, members of the community will request that LYNX relocate or remove a bus stop. This section is intended to serve as a guide when evaluating these requests. It is understood that exceptions can and will be made due to unique circumstances. The following sections describe the current LYNX bus stop request evaluation process.

Contractual Transit Stops

Some bus stops are located on private property in accordance with a contractual agreement between LYNX and the property owner. Any requests for relocating or removing a stop covered by such an agreement will be handled according to the agreed upon contractual terms.

Location

Bus stops will be located according to guidelines contained in this document and the Customer Amenities Manual in a friendly "LYNX like" location easily accessible by our customers. Stops should be placed approximately 2 blocks apart, at least 50 feet from the nearest intersection, and allow customers to transfer to other Links (routes).

Accessibility

All bus stops should be accessible to disabled individuals and comply with the American Disabilities Act to the full extent possible. Consideration should be given to individuals with mental, physical, and visual disabilities. Locations should be easily visible, accessible by mobility aids, and free of obstructions. (Reference Section 2.3.2)

Safety

Bus stops should be lit by internal or external lighting and visible to on-coming traffic and approaching buses. Customers should be able to wait on a level surface easily visible from the road and the surrounding buildings. Locations should not be chosen if near an unfenced drainage ditch or drop-off. Buses should be able to safely stop, unload customers through both front and rear doors, and re-enter traffic without creating a hazard to pedestrians, passengers, and traffic.

Aesthetics/Environment

Bus stops should provide shade from the sun and shelter from the elements. Stops sponsored by local businesses or organizations are preferred.

Evaluation Process

LYNX must balance the need to offer the maximum access for our customers with the need to present a clean community friendly service. The *Bus Stop Move Request Evaluation* form will be completed for the current site and up to three alternative sites. Moving the site should be avoided if the move results in a lower score on the evaluation. Bus stop moves that involve a decrease in accessibility for disabled

customers or a decrease in safety should only be made as an exception to policy. Additionally, locations with fixed features, such as transit shelters, leaning rails, concrete walkways and loading areas, and benches set in concrete should not be moved whenever possible due to the public investment in such a site. A move that will comply with the request and result in an equal or greater score than the current location should be considered. The decision will be communicated to the requestor along with any relevant information concerning the decision. The Bus Stop Move Evaluation form is presented in Figure 3.1.

Figure 3.1 - Bus Stop Move Request Evaluation Form

BUS STOP MOVE REQUEST EVALUATION

_____

CURRENT STOP LOCATION

	Site: Current	1	2	3
Location				
Easily accessible by local trip generators?				
Ideally located according to Customer Amenities Manual?				
Located in a "LYNX like" area?				
Can customers transfer to other links?				
Minimum of 50ft from the nearest intersection?				
Approximately 2 blocks from adjacent stops served by Link?				
Accessibility				
Accessed by sidewalks or paved surfaces?				
Sidewalks and walkways accessible from street or parking?				
Loading pad?				
Room for wheelchair lift operation?				
Free from other signs, poles, and guide wires?				
Near a signalized, accessible road crossing?				
Safety				
Lit (internal or external)?				
Easily visible to oncoming traffic?				
Easily visible to nearby homes or businesses?				
Customers can exit both front and rear doors?				
Level waiting area?				
Can the bus stop without blocking traffic?				
Can the bus re-enter traffic with minimal risk?				
At least 10ft from any unfenced drainage ditch or drop-off?				
Aesthetics/Environment				
Shelter from the elements?				
Shaded from the afternoon sun?				
Sponsored?				

Check every box that applies the current site and up to three alternatives. Moving an existing stop should be avoided if the move results in a lower score. Bus stop moves that involve a decrease in accessibility by disabled customers or a decrease in safety should only be made as an exception to policy. This evaluation is intended as a guide for stops not covered by contracts or jurisdictional issues. Other issues not listed will affect decisions for some stops.

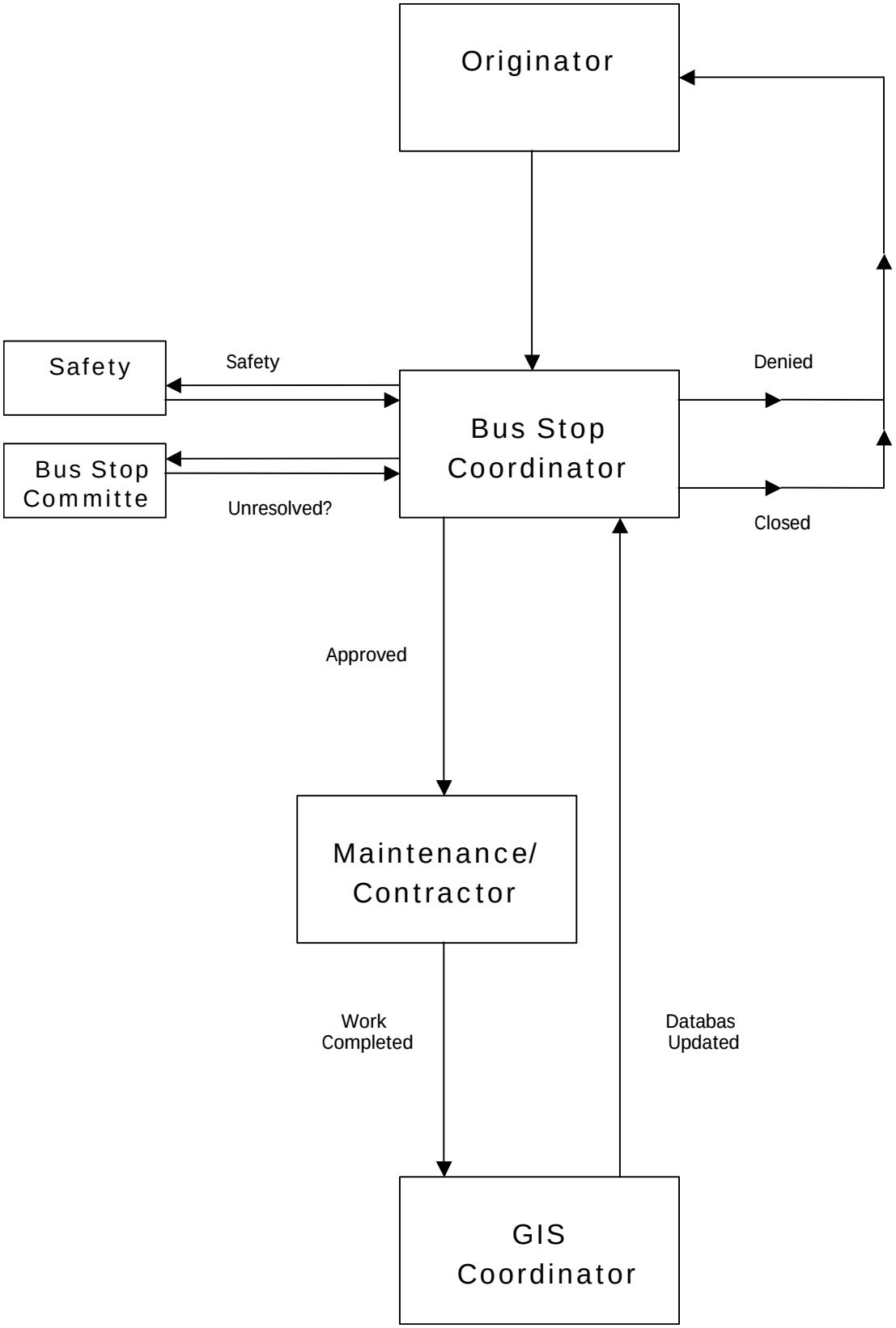
3.1.3 Bus Stop Inventory Database Management

The bus stop management and inventory database management process is designed to facilitate the adding, removing, and maintaining of bus stops and their amenities while maintaining the integrity of inventory database information. Any work affecting a bus stop must correspond to a check and an update of the database information. The work order accounts for changes unrelated to LYNX maintenance functions. Following is a description of the process:

- Request for work is received by "Originator"
- Internal – Request is forwarded to Bus Stop Coordinator
- External – Request is received by Customer Relations
- Clean only – Forward directly to maintenance, does not require work order
- "Originator" initiates request
- Forward request to Bus Stop Coordinator
- Bus Stop Coordinator initiates work order
- Reviews work order for accuracy
- Determines if work is to be authorized
    - Review according to this document and the LYNX Customer Amenities and Design Manuals
    - Forward to Safety for review if request involves a safety issue
    - Forward to Bus Stop Committee if unable to readily resolve issue
    - Authorize or deny request
        - If denied, record reasons, close, and return to "Originator"
        - If approved, assign a work order number and forward to Facilities Maintenance for action
- Work performed
- "Updated" information filled in with graphic (location) and attribute information upon closing of Work Order. All information is recorded whether or not it was impacted by the work performed.
- Work order is returned to Bus Stop Coordinator
- Bus Stop Coordinator reviews work order for completeness and forwards to GIS
- Data base updated
- Record updated with new graphic and attribute data. Existing data base information checked against updated information.
- Work order returned to Bus Stop Coordinator
- Bus Stop Coordinator closes work order and returns second copy to originator.

NOTE: All work involving the placement of bus stops and/or amenities must have an associated work order processed through the Bus Stop Coordinator. Figure 3-2 displays the bus stop placement procedure in flowchart form.

Figure 3.2 - Bus Stop Management and Inventory Database Management Process



3.2 Bus Stop Amenities Maintenance

The LYNX Facility Maintenance Department (LYNX Maintenance) has oversight for the maintenance, repair, installation, removal and relocation of all 5,000 bus stops throughout the entire LYNX service area. This section of the manual addresses the function of maintenance and repair only.

LYNX contracts with a private company for the maintenance and shelter repair of 2,700 bus stops that have been identified as high maintenance. The contractor performs the following tasks, that are audited weekly by LYNX Maintenance:

- Twice monthly lawn maintenance for 2,700 bus stops
- Twice-weekly trash removal for 224 bus stops
- Three times weekly trash removal for 235 bus stops
- Monthly steam cleaning of 126 passenger shelters
- As-needed maintenance and repair of 161 passenger shelters

Of the remaining 2,300 bus stops, LYNX Maintenance is directly responsible for the maintenance and repair of the bus stops and associated LYNX owned passenger amenities, such as; signs, poles, shelters, benches, trash, trash receptacles, leaning rails, schedule displays, concrete pads/sidewalk access and landscape maintenance. Because most of these bus stops have been identified as low maintenance, trash removal, landscape maintenance, repairs and pressure washing are done on an as-needed basis. LYNX Maintenance performs needed work in response to Customer Concern Forms, Work Request Forms, bus operator observations and visual inspection while in the field. LYNX has allocated two full-time employees and two service vehicles to these tasks. The following chart illustrates this scope of work.

LYNX Facility Maintenance Bus Stop Report 2004

Area of Duties	Number Performed
Customer Concerns Forms	357
Work Request Forms	279
Sign Repairs	1173
Signs Removed	58
Signs Moved	114
Signs Installed	413
Shelter Repairs	80
Trash Collection	270
Moving/Tree Trimming	84
Trash Can Repairs	46
Trash Can Installation	5
Trash Can Removed	26
Trash Can Replaced	43
Trash Can Moved	5
Quality Control Checks	935
Contractor Work Orders	79
Poles Replaced	409
Round Blades Replaced	524
Route Blades Replaced	469
Total	**5368**

In addition to monitoring and performing the work described above, LYNX Maintenance monitors maintenance performed by numerous other entities with ownership of bus stop amenities at LYNX bus stops. These include:

- City of Kissimmee – twice weekly trash removal at 33 bus stops utilizing City provided trash receptacles
- Culver Amherst – under contract with LYNX for bus stop shelter

advertising with responsibility for all maintenance at a total of 178 bus stop shelters in Orange and Seminole Counties

- 20/20 Media - under contract with City of Kissimmee, Osceola County and City of St. Cloud to provide and maintain shelters at bus stop locations within those jurisdictions
- Orange Blossom Trail Redevelopment District – maintenance of shelters at bus stops on Orange Blossom Trail between I-4 and the Bee Line Expressway
- FDOT – maintenance of shelters at bus stops on US 192
- City of Maitland – maintenance of shelters near Maitland Boulevard and Keller Road
- City of Winter Park – maintenance of shelters at various locations within the City
- International Drive Master Transit and Improvement District – maintenance of shelters at LYNX and I-Drive Trolley co-located bus stops along International Drive and Westwood Boulevard
- Metropolitan Systems – maintenance of benches and surrounding bench areas at LYNX bus stops
- City of Orlando – trash removal at bus stops on Michigan Avenue, east of Orange Avenue

In March 2005, LYNX Maintenance will implement a new computer software program called Maximus FA Suite which will greatly enhance LYNX' ability to plan, monitor and report on bus stop maintenance activities.

4.0 Bus Stop Placement Checklist

The checklists in the following sections are guidelines for placing transit stops on the street-side and curb-side of the stop. These checklists were developed as a field tool to be used by LYNX staff, during the selection and installation of new stop locations. Ultimately, this checklist should be used to evaluate all existing bus stops in the LYNX transit system to identify stop locations that require improvements to bring them up to LYNX Bus Stop Guideline Standards where feasible. The results of a thorough system review can be used to identify bus stop improvement capital funding requirements. These funding requirements can be integrated into the LYNX Capital Improvement Program (CIP) as well as MetroPlan Orlando's Transportation Improvement Program (TIP). Those bus stops lacking adequate pedestrian accessibility (i.e., not meeting ADA requirements), can be cross-referenced against LYNX Paratransit trip origins and destinations to help prioritize capital improvements which may ultimately shift paratransit riders onto fixed route transit service, thus lowering complementary paratransit service costs.

In addition to a complete assessment of the existing LYNX bus stop inventory, periodical review of bus stop conditions should be conducted to ensure the safety of bus passengers. This will encourage the timely reporting of deficiencies such as missing bus stop signs and poor pavement.

4.1 Street-side Placement Checklist

Safety

- ✓ **Does the bus stop provide a safe environment for transit passengers to board, alight and wait for bus service?**
  - Does the bus stop location have adequate lighting? (i.e. 1.5-2.0 footcandle average)
  - Is the bus stop easily visible to oncoming traffic? Ensure that bus stops are easy to see. Trees, poles, or buildings should not obscure the bus stop.
  - Is the bus stop easily visible to nearby homes or businesses?
  - Can transit passengers exit the bus from both the front and back doors?
  - Can the bus stop without blocking traffic?
  - On high-speed roadways, does the bus stop provide a safe location for the bus to stop?
  - Can the bus re-enter traffic with minimal risk?
  - Is the bus stop at least 10 feet from any unfenced drainage ditch or drop off?

Bicycle Facility Coordination

- ✓ **Does the bus stop consider bicycle facility interaction (e.g., bike lanes)?**
  - Does the bus stop connect to local bicycle paths?

- Determine if the bus stop will be in conflict with a bike lane. If so, identify means to re-route the bus lane or provide appropriate signage to alert bike riders of stopping buses.
- Ensure that bus operators will be able see cyclists in both directions when approaching the stop. Sufficient sight distance for cyclists to stop safely upon encountering a stopped bus is also needed.

Traffic Signal and Signs

- ✓ **Is the bus stop location compatible with surrounding traffic signals?**
  - Locate bus stops so that buses do not restrict visibility of traffic signals and signs from other vehicles. Because all bus passengers become pedestrians upon leaving the bus, pedestrian signal indicators should be considered at nearby signalized intersections.

Driveways / Roadway Alignment

- ✓ **Is the bus stop location compatible with surrounding driveway access?**
  - Avoid locating bus stops close to a driveway.
  - If placing a bus stop close to a driveway is unavoidable (for example, to lessen the loss of parking in a commercial area), keep at least one driveway open to vehicles accessing the adjacent development while a bus is loading or unloading passengers.
  - Locate bus stops to allow full visibility for vehicles leaving an adjacent development and to minimize vehicle/bus conflicts. Placing bus stops on the far side of driveways will minimize conflicts; however, sight distance for left-turning vehicles from the driveway will still be a concern.
  - Where possible, locate bus stops on sections of relatively straight and flat roadway. Trees and poles should not obstruct the visibility of the bus operator for cross traffic and passenger and pedestrian movement.

Location of the Curb

- ✓ **Is the bus stop compatible with ADA requirements relating to roadway curb height?**
  - Where possible, locate stops where a standard curb height of 6 inches exists. Bus steps are designed with the assumption that the curb is the first step. It is more difficult for elderly persons and passengers with mobility impairments to board and alight from the bus if the

curb is absent or damaged.

Street Grades

- ✓ **Is the bus stop located on an acceptable roadway grade with adequate vehicular / bus visibility?**
  - o Avoid placing bus stops in locations that restrict visibility of vehicular traffic approaching the bus from either direction (i.e., blind spots). This will allow vehicular traffic to stop in sufficient time for buses using the bus stop.

Road Surface Conditions

- ✓ **Does the bus stop location provide adequate pavement conditions for a transit vehicle to traverse?**
  - o Do not locate a bus stop where the roadway is in poor condition such as areas with broken pavement, potholes, or ruts or where a storm drain is located. The resultant motion of the bus when it hits a hole may cause passengers to fall and injure themselves. Boarding and standing passengers are also susceptible to falls or injuries where poor pavement conditions or low drainage basins exist.

4.2 Curb-side Placement Checklist

Several items should be considered when designing and locating a bus stop on a sidewalk or on the side of a roadway. The following checklists should help:

Location Within the Community

- ✓ **Has the location of the bus stop been coordinated with the adjacent property owners?**
  - o The location of the bus stop should be coordinated with the business community and neighborhood.
  - o Coordinate with business groups. Businesses want to preserve clear views of storefronts and maintain open circulation spaces in and around the storefronts. Although improperly located shelters can obstruct business activities, bus stops can enhance both transit and business activities when sited properly.
  - o Coordinate with homeowners and property owners. Homeowners are another influential voice in the community. Typically, they do not want stops in front of their property. Efforts to maintain bus stops in residential neighborhoods may reduce the "not-in-my-backyard" attitudes.
  - o Coordinate with local governments. Coordination between

governmental agencies can enhance or impede this process. Liability can be a major issue for governmental agencies and businesses. This is especially true when improvements are made to sidewalks at or near bus stops.

Compatibility

- ✓ **Is the bus stop location compatible with the surrounding environment?**
  - o Avoid placing bus stops where they might cause conflict points between pedestrians and bicyclists or reduce the capacity of existing sidewalks.
  - o Benches, shelters, and other bus-related facilities should be separated from pedestrian or bicycle facilities when space permits.
  - o Place bus stops that are near parking lots so that existing structures, such as a raised curb, would prevent cars from damaging bus facilities or interfering with bus activities and patrons.
  - o Bus stops should be located so as to provide safe separation of passengers and vehicles from nearby land uses. They should not be directly next to the curb, which puts patrons close to passing vehicles. This is especially true for stops on roads with high traffic speeds.
  - o The minimum acceptable offset for benches and shelters from the back face of the curb is 4 feet or 21 feet from the edge of travel lane if curb is not present. This distance should increase with higher speed limits.
- ✓ **Is the bus stop convenient to major land uses?**
  - o Does the bus stop provide the best possible local access to key pedestrian generators?

Accessibility to Bus Stop

- ✓ **Does the bus stop meet ADA required pedestrian accessibility requirements?**
- ✓ **Are there accessible sidewalks connecting the bus stop to adjacent pedestrian mobility networks?**
- ✓ **Do the surrounding sidewalks meet ADA requirements (5' minimum width)?**
- ✓ **Does the bus stop boarding/landing pad meet ADA requirements (8' minimum depth by 5' minimum width)?**
  - o Determine if landscaping, security walls, large parking lots, and/or circuitous sidewalks might increase walking time to the stop. Avoid placing stops in areas where these elements might inconvenience patrons.
  - o Ensure direct access to and from the bus stop.

Work with local jurisdictions or developers to ensure that direct sidewalks are installed near bus stops from the intersection or adjacent land uses.
- Maintain a minimum clearance distance of 5 feet between a pedestrian crosswalk and the front or rear of a bus at a bus stop if possible.

- ✓ **Is the bus stop convenient for transfers to connecting/crossing bus routes (if applicable)?**
- ✓ **Is the bus stop adjacent or opposite, or as close as possible to the bus stop going in the opposite direction?**
- ✓ **Is the bus stop appropriately spaced in distance from adjoining bus stops?**
  - Core Areas of CBD's – spacing range - 300' to 1,000', typical spacing – 600'
  - Urban Areas - spacing range - 500' to 1,200', typical spacing – 750'
  - Suburban Areas - spacing range - 600' to 2,500', typical spacing – 1,000'
  - Rural Areas - spacing range - 650' to 2,640', typical spacing – 1,250'

Impervious Ground Surfaces

- ✓ **Does the bus stop have an impervious boarding/landing pad?**
  - Avoid locating bus stops on exposed soil, grass, or uneven ground.
  - Provide a waiting pad constructed of impervious non-slip material at the bus stop if possible/feasible. The pad must meet ADA requirements of 1:50 for cross slopes.
  - Use existing sidewalks to provide defined and controlled access to the stop.
  - In developing areas, coordinate bus stop location with sidewalk locations and installation through local jurisdictions or developers.

Proper Pedestrian Circulation

- ✓ **Does the bus stop provide proper pedestrian circulation?**
  - Avoid locating stops near items that may restrict proper movement in and around a bus stop, such as utility poles, fire hydrants, and street furniture.
  - Maintain appropriate spacing of items at a bus stop to allow proper access for wheelchairs and pass-by pedestrian traffic.
  - Ensure that shelters, benches, utility poles, and other street furniture do not intrude on the ADA landing pad, which should be at least 5 feet (measured parallel to the curb) by 8 feet (measured

perpendicular from the back face of the curb).

- Maintain at least 3 feet of clearance on landing pad to enable wheelchair access to and from the stop and around any transit amenities, posts, poles, fire hydrants, vending machines, or other fixtures that might be present.
- For high-volume stops, strive for clear pedestrian access from both bus doors.

APPENDIX A
Summary of Florida State Statues Regarding Bus Stop Placement

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (LYNX) BUS STOP PLACEMENT STANDARDS

Task 2 – Summary of Florida State Statutes Regarding Bus Stop Placement

Prepared by:
Manuel Padron & Associates

June 7, 2004

Table of Contents

1.0 INTRODUCTION

The purpose of this technical memorandum is to document the State of Florida statutes that apply to transit bus stop placement. The Florida Administrative Code (FAC) was the primary resource of information concerning transit bus stop placement regulations. Sources for obtaining copies of the FAC are presented in Appendix A.

The FAC is a large document, and very little of it pertains to bus stop placement regulations. However, the Florida Department of Transportation (FDOT) statutes are presented in Chapter 14 of the FAC. This chapter has two sections that apply to transit bus stop placement. These two sections are Chapter 14-20 Placement of Transit and School Bus Shelters, Benches and Stops and Chapter 14-73 Public Transportation.

Chapter 14-20 presents rules regarding the placement of transit and school bus shelters, benches and stops. This Chapter is broken down into six sub sections, with five of these concerning transit bus stops. These sections are 14-20.0025 Definitions, 14-20.003 Placement of Transit and School Bus Shelters, 14-20.0032 Placement of Transit Bus Benches, 14-20.003 Competitive Public Bidding on Advertising and 14-20.004 Public Transit Bus Stops. These subsections are described in Section 2.0.

Chapter 14-73 presents FDOT rules and guidance for obtaining funding for public transportation. Section 14-73.001 addresses grant application procedures for funding transit projects. This topic is discussed in Section 3.0. Presented in Appendix B is the full text of chapters 14-20 and 14-73.

2.0 CHAPTER 14-20 PLACEMENT OF TRANSIT AND SCHOOL BUS SHELTERS, BENCHES AND STOPS

This chapter of the Florida Administrative Code defines the procedures for placing transit and school bus shelter, benches and stops. The specific guidelines are summarized in the following rule sections.

2.1 Section 14-20.0025 Definitions

This rule section defines the terms used in describing the transit bus stop placement procedures. Definitions are presented for transit buses, transit shelters, transit bus stops and transit bus benches.

2.2 Section 14-20.003 Placement of Transit and School Bus Shelters

This rule section cites the criteria transit agencies must comply with for the placement of a transit bus shelter. The criteria involve location guidelines, physical requirements and limitations, advertising restrictions, maintenance responsibilities and FDOT rights to move/remove shelters when necessary. The transit bus shelter criteria are intended to ensure that shelters do not adversely affect traffic flow or safety; pedestrian access to sidewalks and bike paths; passenger security; utility access or community harmony. Item 2, as an example of these criteria, states, "a transit bus shelter may be erected only at bus stops designated by a public transit agency."

2.3 Section 14-20.0032 Placement of Transit Bus Benches

The Florida DOT allows transit agencies to place bus stop benches along state and Federal roadways if they meet the criteria specified in this rule section. The criteria concern bench location rules, the physical requirements and attributes of the bench, advertising restrictions, maintenance responsibilities and FDOT rights to move/remove benches. The transit bus shelter criteria are intended to make certain that transit bus benches are placed for transit passenger and pedestrian convenience, are of an appropriate size, are placed in appropriate numbers, and are placed in safe locations. As an example, Item 3 states, "transit bus benches shall not be placed in the median of any divided highway or on limited access facilities."

2.4 Section 14-20.0033 Competitive Public Bidding of Advertising

This is a very brief rule section that concerns advertising on transit shelters and benches. The first of the two items in this section states that competition among the parties

contending for contractual rights to advertise on transit shelters and benches may be regulated, restricted or denied by the appropriate government entity. The second item cites that a license is required of any company engaged in outdoor advertising beyond the boundary of an incorporated area.

2.5 Section 14-20.004 Public Transit Bus Stops

The comfort, safety, and convenience of bus patrons, pedestrians and motorists are the concern of the items in this rule section. This section details the constraints and controls on bus stop placement, site location, signage and safety. For example, Item 2 dictates that, "the location of a transit bus stop site on a State highway right of way is dictated by the needs of the riding public and the route availability of the public transit system."

3.0 CHAPTER 14-73 PUBLIC TRANSPORTATION

According to the FAC, this rule chapter "provides policy and guidance in developing the public transportation element of an effective multi-modal transportation system for the State of Florida." The statutes in this chapter cover public transit as well as aviation, rail and shipping. The items that apply to transit bus stop placement are presented in the following section.

3.1 Section 14-73.001 Public Transportation

This rule section deals primarily with the procedures of applying for federal and state grants for funding transit projects. In order to receive State Public Transit Block Grants, a Transit Development Plan (TDP) must be developed and adopted. The TDP is used as the guiding document in the development of the Transportation Improvement Plan for FDOT. This section also provides detailed instructions for developing the TDP.

While this section does not provide any specific rules for transit bus stop placement, it does provide guidance on how to obtain funding for transit projects. Including bus stop shelters, benches and other passenger amenities in the TDP may provide funding for a bus stop enhancement program.

APPENDIX – FLORIDA ADMINISTRATIVE CODE

The Florida Administrative Code (FAC) is available on-line at http://election.dos.state.fl.us/fac/indexT. The FAC is updated weekly with the most recently adopted rules. While this version of the FAC is current, it is not considered an official version. For an official version, refer to the publication *Florida Administrative Code Annotated*, available from Matthew Bender LexisNexis, 701 East Water Street, Charlottesville, Virginia 22902, or call 1-800-446-3410.

APPENDIX – CHAPTER 14-20 & CHAPTER 14-73 DOCUMENTATION

CHAPTER 14-20 PRIVATE USE OF RIGHT OF WAY

14-20.0025 Definitions.
(1) "Department" means the Florida Department of Transportation.
(2) "School Bus" means any motor vehicle that complies with the color and identification requirements of Chapter 234, Florida
Statutes, and is used to transport children to or from school or in connection with school activities.
(3) "School Bus Shelter" means a structure or facility located at a site designated and approved by the local school board to
protect awaiting school children from the elements.
(4) "School Bus Stop" means a site designated and approved by the local school board for the purpose of loading and
unloading school children.
(5) "Shelter" refers to both public transit bus shelters and school bus shelters.
(6) "Transit Bus" means any motor vehicle designed for carrying more than ten passengers and used for the transportation of
persons and any motor vehicle, other than a taxicab, designed and used for the transportation of persons for compensation.
(7) "Transit Bus Shelter" means a structure or facility located at a site designated and approved by the operating transit agency
to protect passengers from the elements.
(8) "Transit Bus Stop" means a site designated and approved by the operating transit agency for the purpose of loading and
unloading passengers.
(9) "Transit Bus Bench" means a seat designed for seating two or more persons, which is placed along a regular transit bus
route at or near recognized transit bus stops.
Specific Authority 334.044(2) FS. Law Implemented 337.408 FS. History–New 12-26-90, Amended 5-15-97.

14-20.003 Placement of Transit and School Bus Shelters.
The appropriate city or county government in whose jurisdiction a transit or school bus shelter is to be located may approve, by written authorization, the erection and placement of a shelter. A shelter may be located on the right of way of a Federal-Aid Highway or State Highway when it complies with the following:
(1) Shelters may be erected upon approval of proposed shelter locations and building plans, by the appropriate city or county government.
(2) A transit bus shelter may be erected only at bus stops designated by a public transit agency.
(3) A school bus shelter may be erected only at bus stops designated by the local school board and identified as having service a minimum of ten times in a five-day period, excluding weekends and holidays.
(4) Transit bus shelters shall be located at a minimum of 12 feet from an intersection, as measured along the tangent line of the state road beginning at the point of the intersection of the radius of the connecting road and tangent of the state road.
(5) School bus shelters shall be located at a minimum of 50 feet from an intersection, as measured along the tangent line of the state road beginning at the point of the intersection of the radius of the connecting road and the tangent of the state road.
(6) School bus shelters erected outside of the urban limits shall be spaced so that no more than two shelters are erected per mile of a two-lane highway and no more than four shelters are erected per mile on highways with four or more lanes having a minimum of five foot unpaved median or a physical barrier.
(7) Shelters are prohibited in medians and on limited access facilities.
(8) The shelter location must meet the set back and minimum clear recovery zone requirements as detailed in the Department's *Roadway and Traffic Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System*, Index Number 700, entitled "Design Criteria Related to Highway Safety." The Department's *Roadway and Traffic Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System* is incorporated by reference
in Rule 14-85.004, F.A.C.
(9) Shelters shall not be located within 15 feet of any fire hydrant or handicapped parking space.
(10) A shelter shall not obstruct any sidewalk, bike path, pedestrian path, driveway, drainage structure, or ditch, etc., and shall provide at least three feet clearance for pedestrian traffic.
(11) Prior to the installation of the shelter, the impacted utility companies must be notified to determine location of utilities and prevent conflicts.
(12) All shelter utility connections shall comply with Rule 14-46.001, F.A.C., and must be approved by the appropriate city or county building department.
(13) The owner of abutting property shall be notified by certified mail of the proposed shelter location if there will be advertising. Such owner of the abutting property shall be provided an opportunity to comment.
(14) Advertising on a shelter shall be no greater than 72 inches by 60 inches per side of the shelter including the roof. There shall be no more than one advertisement per side.

(15) Companies engaged in the business of outdoor advertising shall obtain and maintain a current license pursuant to Section 479.04, Florida Statutes, and Rule 14-10.003, F.A.C.
(16) Flashing lights on shelters are prohibited. All lights must be placed or shielded so they do not interfere with motorists on the roadway. Lights are not permitted for the sole purpose of illuminating advertising.
(17) Sides and internal dividers in shelters shall be constructed in a manner to provide visibility of waiting passengers to passing traffic and pedestrians. All transparent materials will be shatterproof. No shelter shall be located in such a manner, or be constructed of such materials to adversely affect sight distances at any intersection or obstruct the view of traffic signs or other traffic control devices.
(18) The maximum height of a shelter cannot exceed ten feet.
(19) Shelters must be securely attached to their foundations and must provide for a clear opening between the structure and the ground or foundation to facilitate cleaning and to preclude the accumulation of debris.
(20) Shelters shall be properly maintained as to aesthetics, function, and safety. If the Department finds any shelter in violation of any portion of this rule, except those determined to endanger life or property, the Department shall provide written notice of the violation to the appropriate city or county government, who shall correct the violation or remove the shelter within 30 days after receipt of the notice. If the Department finds any shelter to be a danger to life or property, the Department shall provide notice to the appropriate city or local government, who shall take immediate steps to make the shelter safe or remove the shelter. If the condition or location of a shelter is not corrected in accordance with the Department's notice, the Department will cause the shelter to be removed and seek the cost of removal from the appropriate city or county government.
(21) Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, alteration, or relocation of all, or any portion of a State Road, as determined by the Department, any bus shelter and appurtenances thereto, authorized by this Rule, shall be immediately removed from said State Road Right of Way or shall be reset or relocated thereon as required by the Department, at the expense of the shelter owner unless reimbursement is authorized by separate agreement. In the
event the relocation of said shelters is scheduled to be done simultaneously with the Department's construction work, the shelter owner shall coordinate with the Department before proceeding. The shelter owner shall cooperate with the Department's contractor to arrange the sequence of work so as not to delay the work of the Department's contractor and shall defend any legal claims of the Department's contractor due to delays caused by the shelter owner's failure to comply with the approved schedule. The shelter
owner shall not be responsible for delays for reasons beyond the shelter owner's reasonable control.
Specific Authority 334.044(2) FS. Law Implemented 334.044(13), 335.02(1), 337.408 FS. History–New 12-11-79, Amended 6-24-81, Formerly
14-20.03, Amended 12-26-90, 5-15-97, 7-16-98.

14-20.0032 Placement of Transit Bus Benches.

The Department allows placement and maintenance of transit bus benches on the right of way of a Federal-Aid highway or state highway pursuant to written approval by the

appropriate city or county government within whose jurisdiction the bench is to be located. All bus benches shall be subject to the following:
(1) Transit bus benches placed on the right of way shall not exceed 74 inches in length, 28 inches in depth, and 44 inches in height.
(2) Any bench placed on any part of a sidewalk shall leave at least three feet clearance for pedestrian traffic between the bench and the nearest edge of the road.
(3) Transit bus benches shall not be placed in the median of any divided highway or on limited access facilities.
(4) Unless otherwise herein provided, transit bus benches shall be placed only at recognized transit stops. However, only the minimum number of benches necessary to accommodate the comfort and convenience of the general public shall be erected or maintained.
(5) Benches may be placed at points of pedestrian convenience other than recognized transit bus stops, where, in the judgment of the appropriate city or county government, there exists a necessity for such seating or where such seating would otherwise serve the public interest and shall comply with all other requirements placed upon transit bus benches in Rule 14-20.0032, F.A.C. However, only the minimum number of benches necessary to accommodate the comfort and convenience of the general public shall be erected or maintained.
(6) If the Department finds any bench in violation of any portion of this rule, except those determined to endanger life or property, the Department shall provide written notice of the violation to the owner of the bench, or the appropriate city or county government, who shall correct the violation or remove the shelter within 30 days after receipt of the notice. If the Department finds any bench to be a danger to life or property, the Department shall provide notice to the owner of the bench, or the appropriate city or county government, who shall take immediate steps to make the bench safe or remove the bench. If the condition or location of a bench is not corrected in accordance with the Department's notice, the Department will cause the bench to be removed and seek the cost of removal from the owner of the bench.
(7) Commercial advertising shall be displayed upon a transit bus bench only on either the front or rear surface of the backrest area.
(8) Advertising displayed on a transit bus bench shall not be greater than 72 inches in length nor greater than 24 inches in height, and no advertising displayed upon a bench shall be of a reflectorized material.
(9) The transit bus bench location must meet the set back and minimum clear recovery zone requirements as detailed in the Florida Department of Transportation's *Roadway and Traffic Design Standard*s, Index Number 700, entitled "Design Criteria Related to Highway Safety" (incorporated by reference in Rule 14-85.004, F.A.C).
(10) Any transit bus bench that was in service prior to April 1, 1992 may be replaced with a bus bench of the same size or smaller, if the bench is damaged or destroyed or otherwise becomes unusable.
(11) Any transit bus bench placed at points of public convenience which violates any portion of this rule shall be subject to removal upon 30 days notice if the violation is not corrected.
(12) Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, alteration, or relocation of all, or any portion of a State Road, as

determined by the Department, any bus bench and appurtenances thereto, authorized by this Rule, shall be immediately removed from said State Road Right of Way or shall be reset or relocated thereon as required by the Department, at the expense of the bench owner unless reimbursement is authorized by separate agreement. In the event the relocation of said benches is scheduled to be done simultaneously with the Department's construction work, the bench owner shall coordinate with the Department before proceeding. The bench owner shall cooperate with the Department's contractor to arrange the sequence of work so as not to delay the work of the Department's contractor and shall defend any legal claims of the Department's contractor due to delays caused by the bench owner's failure to comply with the approved schedule. The bench owner shall not be responsible for delays for reasons beyond the bench owner's reasonable control.

Specific Authority 334.044(2) FS. Law Implemented 334.044(13), 335.021(1), 337.408 FS. History–New 12-26-90, Amended 8-11-92, 5-15-97,7-16-98.

14-20.0033 Competitive Public Bidding of Advertising.

(1) Competition among persons seeking to obtain transit bus shelter, school bus shelter, or transit bus bench advertising contractual rights may be regulated, restricted, or denied by the appropriate city or county government, at their discretion.

(2) Companies engaged in the business of outdoor advertising outside an incorporated area, shall obtain and maintain a license, pursuant to Section 479.04, Florida Statutes, and Rule 14-10.003, F.A.C.

Specific Authority 334.044(2) FS. Law Implemented 337.407, 337.408, 479.04 FS. History–New 12-26-90.

14-20.004 Public Transit Bus Stops.

(1) The operator of a public transit system may designate a "Bus Stop" within the boundaries of the right of way of a State highway.

(2) The location of a transit bus stop site on a State highway right of way is dictated by the needs of the riding public and the route availability of the public transit system.

(3) The following restraints and controls are established to aid in identifying, mitigating and minimizing hazardous conditions at existing and proposed transit bus stop sites: The site selection and establishment of a transit bus stop shall provide the maximum safety to the users of the public transit system and vehicular and pedestrian traffic. If a transit bus stop is located at a site deemed to be unsafe by the Department, modification or removal shall be required by the Department.

(4) With the exception of subsection 14-20.004(8) and paragraph (9)(a), F.A.C., the operator of a public transit system shall indicate or mark the bus stop in accordance with the Manual on Uniform Traffic Control Devices, incorporated by reference under Rule 14-15.010.

(5) The identification of existing unsafe conditions at transit bus stop sites shall be brought to the attention of the Department by the respective operator of a transit system so that the Department can take corrective action. Verbal notification shall be followed up in writing within 24 hours.

(6) Transit bus stops are prohibited in medians.

(7) The support for attaching transit bus stop signs shall be placed in accordance with the Department's *Roadway and Traffic Design Standar*d, Index Number 17302 (incorporated by reference in Rule 14-85.004, F.A.C.).

(8) Transit bus stop signs may be attached to an existing sign support provided that:

(a) It can be located in accordance with height and lateral placement requirements of the Department's *Roadway and Traffic Design Standar*d, Index Number 17302, entitled "Typical Sections for One Column Sign Placement" (incorporated by reference in Rule 14-85.004, F.A.C.).
(b) There is no more than one other supplementary sign already in place.
(9) Inspections will be conducted by the Department to assist in the implementation and administration of this rule chapter.
Specific Authority 334.044(2), 341.041(3) FS. Law Implemented 335.02(1), 337.408 FS. History–New 10-6-82, Formerly 14-20.04, Amended 12-26-90, 5-15-97.

CHAPTER 14-73 PUBLIC TRANSPORTATION

14-73.001 Public Transportation.

(1) Purpose. This rule chapter provides Department policy and guidance in developing the public transportation element of an effective multi-modal transportation system for the State of Florida. Public transportation includes public transit, rail, aviation, intermodal, and seaport activities as prescribed by statute.
(2) Assent to Federal Funds. The Department recognizes the benefits which accrue to Florida from the fullest possible utilization of federal funds available for public transportation purposes. State public transportation funds of the Department will be used to secure matching federal funds, to the maximum extent feasible, to accomplish the Florida Transportation Plan.
(3) Appropriation Requests.
(a) Public Transportation funds will be requested on the basis of public transportation needs as determined in accordance with Sections 206.46, 339.135, and 339.155, Florida Statutes, and planning and work program requirements as may be prescribed in Chapters 311, 332, and 341, Florida Statutes. Fund requests will not be based solely upon previous levels of appropriation by the State, or previous expenditure limits set by the legislature for non-highway outlays.
(b) Unless prohibited by appropriation act riders or general legislation the Department may transfer public transportation funds within the public transportation program.
(4) Project Eligibility. Project eligibility for public transportation projects is limited to those projects and activities identified as meeting requirements in statute.
(5) Fund Participations. The Department may fund up to such percentages as are designated for each type of public transportation project by Chapters 311, 332, and 341, Florida Statutes, for the respective state projects and federal funded projects described therein. The Department shall have sole discretion to decide the level of funding participation, within statutory parameters, it will have for each project.
(6) Participation Requirements.
(a) General. Projects involving state fund participation will require a duly executed legal agreement for each project unless otherwise required by law. Consultants used by non-Department agencies in any work phase as outlined in subsection (d) below
must be selected pursuant to the Consultants Competitive Negotiations Act.
(b) Eligibility Criteria. Eligibility to receive state public transportation grants from the Department is limited to those entities specifically designated by state or federal statute to receive such grants and determined by statutory budgeting and programming

requirements. In cases involving federal funding, additional eligibility requirements may be set by the federal grantor agency as conditions to receiving federal funds.
(c) Application Requirements.
1. General. Written requests for appropriated grant funds by eligible applicants for funding are to be addressed to the "District Public Transportation Manager" in the Department of Transportation district office, as prescribed in Section 20.23(4)(a), Florida Statutes, in the district in which the eligible applicant resides. The request should include at a minimum the name of the applicant; level of funding being requested; type of funding, or program participation requested; use to be made of the requested funds; and level of need for the funds. Where a deadline for applications has been established, applications received after the deadline shall be returned. Deadlines for each program application may be obtained from the aforementioned district office.
2. Special Requirements.
a. Special application requirements apply to certain types of funding. Federal funds for which the Department is the primary recipient may require special application procedures and/or submittal format which are imposed by the federal grantor agency as a condition of receiving federal funds. Applicants will be notified by their respective Department district offices of special application requirements at the time of submission of a written request for funding if not previously done so as part of relevant information disseminated by the Department.
b. State Public Transit Block Grant funding requires the applicant to develop and adopt a Transit Development Plan (TDP). Plans are to be submitted or be on file at the appropriate District Office by July 1 each year. The TDP shall be the applicant's planning, development and operational guidance document to be used in developing the Transportation Improvement Program and the Department's Five Year Work Program. The Department shall provide the applicant with a list of deficiencies, if any, by September 1 of each year, which deficiencies shall be corrected by the following July 1 in order for the applicant to retain eligibility for funding. Technical assistance in preparing TDPs is available from the Department. A TDP shall comply with the following elements at a minimum.
I. The TDP shall identify and list community goals and policies with respect to transportation and land use in general and specifically to transit service.
II. The TDP shall identify and quantify the community's need for transit service using demographic, socio-economic, land use, transportation, and transit data as appropriate. There shall be an opportunity for the public to express the need for transit service improvements, such as but not limited to, Citizens Advisory Committees and workshops.

Consent Agenda Item #5.I

To:	**LYNX Board Of Directors**
From:	**Robert Smith** DIR OF TRANS OPS & PLANNING **Tiffany Homler** (Technical Contact) **Scot Field** (Technical Contact)
Phone:	**407.841.2279 ext: 3036**
Item Name:	**Authorization for additional funding for security system at LYNX Central Station**
Date:	**2/24/2005**

ACTION REQUESTED:

Authorization for the Executive Director or designee to execute change orders on contract #04-010 to NuTech Fire & Security in the amount of $47,389.00

BACKGROUND:

The original funding approval for the security system LCS was $307,850. Upon completion of the system there were some additions that would better serve both the operations and security monitoring. They consist of added camera locations that eliminate blinds spots and card access readers for the stairwells in the office tower.

FISCAL IMPACT:

The original $307,850 for the security system came from the Five-Year Capital Improvement Program as part of the Board adopted LYNX Transportation Development Plan. This same budge has $47,389 in uncommitted funds.

This funding will come from the uncommitted Systems budget dollars that are within the overall Board approved budget of $36.4M.

Information Item J: Finance and Administrative Support Report

To:	**LYNX Board Of Directors**
From:	**Janice Keifer** INTERIM DIR OF FAS **Blanche Sherman** (Technical Contact)
Phone:	**407.841.2279 ext: 3166**
Item Name:	**Monthly Financial Reports**
Date:	**2/24/2005**

For your review, attached please find the Monthly Financial Reports for the two months ending November 30, 2004 and three months ending December 31, 2004.

EXECUTIVE SUMMARY REPORT
For the One Month ending December 31, 2004

LYNX' Operating Statement indicates total revenue earned year-to-date in the amount of $20,640,998 and total expenses incurred year-to-date in the amount of $20,250,380 resulting in an operating loss in the amount of $(90,651) for the three months ending December 31, 2004. The Fixed Route Services resulted in an operating loss in the amount of $(7,737) for the three months of operations. ACCESS LYNX's operations resulted in an operating loss in the amount $(82,914) for the three months of the fiscal year.

The negative results relate to higher than anticipated cost for LYNX's Fixed Route Services due to *cyclical* trends. Expenses will begin to smooth out as the year progresses. In regard to the ACCESS LYNX program, increases in trips will need to stabilize in order to be consistent with planned expenses.

REPORT ON FINANCIAL OPERATIONS
Two Months Ending November 30, 2004

Summary

For the period November 1, 2004 through November 30, 2004, revenues totaled $13,764,974 and expenses totaled $13,283,703, which indicates excess in the amount of $481,271 for the two months of the fiscal year. Listed below are significant facts regarding operations for the two months of FY 2004-2005:

Revenues

Customer Fares - These fares are generated from fixed route bus operations and the ACCESS LYNX paratransit operations. Revenue is earned through either fares collected directly from customers at the time of boarding or through prepayment by customers participating in various pass and ticket programs offered by LYNX. Revenue earned year-to-date represent 16.84% of the annual budgeted amount, which is above the mount anticipated. In addition, customer fares increased $347,731 or 14.61% as compared to the same period last year. This is primarily due to the increase in ridership year-over-year.

Contract Services - These are public transportation services provided by LYNX (MV Transportation) as part of both the fixed route operations and the ACCESS LYNX paratransit operations. Contract services provided as part of the fixed route operation are based on a mutually agreed upon service area and related customer fares for each entity. Other entities contracting with LYNX to provide service are billed on a cost per hour basis for each hour or portion of an hour of service provided. Contract services provided as part of the ACCESS LYNX paratransit operations are provided on a cost per trip basis. Revenue earned year-to-date represent 19.7% of the annual budgeted amount, which is above the amount anticipated.

Interest and Other Income - These are revenues earned from interest on cash balances and displaying advertising materials on the outside of buses and other non-transportation type revenue. Revenue earned year-to-date represent 13.64% of the annual budgeted, which is below the amount anticipated. This is due to lower amounts for Advertising and Miscellaneous Revenue in the month of November than planned.

Operating Assistance - These revenues consist of funds received from the Federal government, the State of Florida, and local governmental entities located within jurisdictions currently served by LYNX. Revenue earned year-to-date represents 14.53% of the annual budgeted amount, which is below the amount expected. However, revenue earned year-to-date indicates an increase in the amount of $399,192 or 5.13% as compared to the same period last year.

Fund Balance - These funds are undesignated excess dollars from prior years that are recorded as deferred revenues until needed to support current year operating expenses. Such funds are included in the budget to support the current year reserves and other operating expenses.

Expenses

Labor - These are expenses incurred for the pay and allowances due employees in exchange for the labor services they render on behalf of the transit system. Expenses incurred year-to-date represent 16.67% of the annual budgeted amount, which is consistent with planned target for the *two months* of this fiscal year.

Fringe Benefits - These are expenses in the form of payments or accruals to others on behalf of an employee and payments or accruals direct to an employee arising from something other than performance. Expenses incurred year-to-date represent 16.12% of the annual budgeted amount, which is slightly below the amount budgeted year-to-date.

Professional Services - These are expenses incurred in the form of labor and other work provided by outside organizations for fees and related expenses. Expenses incurred year-to-date represent 3.29% of the annual budgeted amount. Expenses such as other professional fees pertaining to planning projects and other services are lower than anticipated for the *two months* of the fiscal year. In addition, expenses such as security services, legal fees, and various promotional and production expenses are less than budgeted. This line item reflects only invoices paid to date, because LYNX does not accrue these expenses on a monthly basis.

Materials and Supplies -These are expenses incurred for the purchase of tangible products obtained from outside suppliers or manufactured internally. Expenses incurred year-to-date represent 19.99% of the annual budgeted amount, which is higher than the amount anticipated for *two months* of the fiscal year due to significant increases in fuel prices.

Utilities and Taxes - These are expenses incurred for utilities and for taxes levied by federal, state, and local governments. Expenses incurred year-to-date represent 9.50% of the annual budgeted amount, which is lower than anticipated.

Casualty and Liability Insurance Costs - These are expenses incurred that include cost elements covering protection of the system from loss through insurance programs and compensation of others for their losses due to acts for which the transit system is liable. Expenses incurred year-to-date represent 10.59% of the annual budgeted amount.

Purchased Transportation Services - These are expenses incurred in the form of payments or accruals to other transit systems for providing transportation service. Expenses incurred year-to-date represent 17.24% of the annual budgeted amount, which is slightly above the amount anticipated for the *two months* of the fiscal year.

Leases and Miscellaneous Expenses - These are expenses incurred for vehicle and facility leases and other miscellaneous expenses. Expenses incurred year-to-date represent 15.37% of the annual budgeted amount, primarily due to significantly lower than anticipated miscellaneous expenses.

Interest Expense – These are expenses incurred for amounts charged on general long-term debt. The interest expense relates to the leasing of vehicles for LYNX' Road Rangers Program. Expenses incurred year-to-date represent 3.83% of the annual budgeted amount.

Reserves – The reserves are established as a percentage of the total budgeted operating expenses for the current fiscal year. Such reserves provide a contingency for unanticipated expenses.

LYNX

OPERATING STATEMENT
TWO MONTHS ENDING NOVEMBER 30, 2004

	CURRENT MONTH INCURRED	YEAR TO DATE INCURRED	ANNUAL BUDGET	VARIANCE (OVER) OR UNDER	PERCENTAGE OF BUDGET
REVENUES:					
Customer Fares	$ 1,326,301	$ 2,728,206	$ 16,201,286	$ 13,473,080	16.84%
Contract Services	1,413,228	2,587,900	13,139,293	10,551,393	19.70%
Interest and Other Income	139,203	272,275	1,996,154	1,723,879	13.64%
Operating Assistance:					
Federal	879,973	1,741,045	12,278,039	10,536,994	14.18%
State	898,234	1,676,864	11,370,068	9,693,204	14.75%
Local	2,379,342	4,758,684	32,635,873	27,877,189	14.58%
Fund Balance	-	-	150,000	150,000	-
TOTAL REVENUES	7,036,281	13,764,974	87,770,713	74,005,739	15.68%
EXPENSES:					
Salaries and Wages	2,658,955	5,436,723	32,615,708	27,178,985	16.67%
Fringe Benefits	1,589,612	2,808,837	17,419,487	14,610,650	16.12%
Professional Services	206,214	352,604	10,702,670	10,350,066	3.29%
Materials and Supplies	915,541	1,774,558	8,876,100	7,101,542	19.99%
Utilities and Taxes	53,416	98,694	1,039,067	940,373	9.50%
Casualty and Liability Insurance	89,449	156,813	1,481,157	1,324,344	10.59%
Purchased Transportation Services	1,169,599	2,346,216	13,612,586	11,266,370	17.24%
Leases and Misc. Expenses	170,117	308,667	2,008,518	1,699,851	15.37%
Interest Expense	296	591	15,420	14,829	3.83%
Reserves	-	-	-	-	-
TOTAL EXPENSES	6,853,199	13,283,703	87,770,713	74,487,010	15.13%
EXCESS (DEFICIT) OF REVENUES OVER EXPENSES	$ 183,082	$ 481,271	$ -		
TWO MONTHS BENCHMARK PERCENTAGE					16.67%

EXECUTIVE SUMMARY REPORT
For the One Month ending November 30, 2004

LYNX' Operating Statement indicates total revenue earned year-to-date in the amount of $13,764,974 and total expenses incurred year-to-date in the amount of $13,283,703 resulting in an operating profit in the amount of $481,271 for the two months ending November 30, 2004. The Fixed Route Services resulted in an operating profit in the amount of $491,532 for the two months of operations. ACCESS LYNX's operations resulted in an operating loss in the amount $(10,261) for the two months of the fiscal year.

Overall, it is not anticipated that this profit margin will be sustained, because LYNX does not fully accrue all expenses until year-end.

REPORT ON FINANCIAL OPERATIONS
Three Months Ending December 31, 2004

Summary

For the period December 1, 2004 through December 31, 2004, revenues totaled $20,640,998 and expenses totaled $20,250,380, which indicates excess in the amount of $390,618 for the three months of the fiscal year. Listed below are significant facts regarding operations for the three months of FY 2004-2005:

Revenues

Customer Fares - These fares are generated from fixed route bus operations and the ACCESS LYNX paratransit operations. Revenue is earned through either fares collected directly from customers at the time of boarding or through prepayment by customers participating in various pass and ticket programs offered by LYNX. Revenue earned year-to-date represent 24.87% of the annual budgeted amount, which is slightly below the amount anticipated. In addition, customer fares increased $456,773 or 12.79% as compared to the same period last year. This is primarily due to the increase in ridership year-over-year.

Contract Services - These are public transportation services provided by LYNX (MV Transportation) as part of both the fixed route operations and the ACCESS LYNX paratransit operations. Contract services provided as part of the fixed route operation are based on a mutually agreed upon service area and related customer fares for each entity. Other entities contracting with LYNX to provide service are billed on a cost per hour basis for each hour or portion of an hour of service provided. Contract services provided as part of the ACCESS LYNX paratransit operations are provided on a cost per trip basis. Revenue earned year-to-date represent 30.37% of the annual budgeted amount, which is above the amount anticipated.

Interest and Other Income - These are revenues earned from interest on cash balances and displaying advertising materials on the outside of buses and other non-transportation type revenue. Revenue earned year-to-date represent 21.96% of the annual budgeted, which is below the amount anticipated. This is due to lower amounts for Advertising Revenue and Miscellaneous Revenue year-to-date than planned.

Operating Assistance - These revenues consist of funds received from the Federal government, the State of Florida, and local governmental entities located within jurisdictions currently served by LYNX. Revenue earned year-to-date represents 21.65% of the annual budgeted amount, which is below the amount expected. However, revenue earned year-to-date indicates an increase in the amount of $434,490 or 3.70% as compared to the same period last year.

Fund Balance - These funds are undesignated excess dollars from prior years that are recorded as deferred revenues until needed to support current year operating expenses. Such funds are included in the budget to support the current year reserves and other operating expenses.

Expenses

Labor - These are expenses incurred for the pay and allowances due employees in exchange for the labor services they render on behalf of the transit system. Expenses incurred year-to-date represent 24.75% of the annual budgeted amount, which is slightly below the target for the *three months* of this fiscal year.

Fringe Benefits - These are expenses in the form of payments or accruals to others on behalf of an employee and payments or accruals direct to an employee arising from something other than performance. Expenses incurred year-to-date represent 24.14% of the annual budgeted amount, which is below the amount budgeted year-to-date.

Professional Services - These are expenses incurred in the form of labor and other work provided by outside organizations for fees and related expenses. Expenses incurred year-to-date represent 7.63% of the annual budgeted amount. Expenses such as other professional fees pertaining to planning projects are lower than anticipated for the *three months* of the fiscal year. In addition, expenses for legal fees and various promotional and production expenses are less than budgeted. This line item reflects only invoices paid to date, because LYNX does not accrue these expenses on a monthly basis.

Materials and Supplies -These are expenses incurred for the purchase of tangible products obtained from outside suppliers or manufactured internally. Expenses incurred year-to-date represent 30.23% of the annual budgeted amount, which is higher than the amount anticipated for *three months* of the fiscal year due to significant increases in fuel prices.

Utilities and Taxes - These are expenses incurred for utilities and for taxes levied by federal, state, and local governments. Expenses incurred year-to-date represent 19.47% of the annual budgeted amount, which is lower than anticipated.

Casualty and Liability Insurance Costs - These are expenses incurred that include cost elements covering protection of the system from loss through insurance programs and compensation of others for their losses due to acts for which the transit system is liable. Expenses incurred year-to-date represent 22.14% of the annual budgeted amount.

Purchased Transportation Services - These are expenses incurred in the form of payments or accruals to other transit systems for providing transportation service. Expenses incurred year-to-date represent 25.88% of the annual budgeted amount, which is slightly above the amount anticipated for the *three months* of the fiscal year.

Leases and Miscellaneous Expenses - These are expenses incurred for vehicle and facility leases and other miscellaneous expenses. Expenses incurred year-to-date represent 20.81% of the annual budgeted amount, primarily due to significantly lower than anticipated miscellaneous expenses.

Interest Expense – These are expenses incurred for amounts charged on general long-term debt. The interest expense relates to the leasing of vehicles for LYNX' Road Rangers Program. Expenses incurred year-to-date represent 7.59% of the annual budgeted amount.

Reserves – The reserves are established as a percentage of the total budgeted operating expenses for the current fiscal year. Such reserves provide a contingency for unanticipated expenses.

LYNX

OPERATING STATEMENT
THREE MONTHS ENDING DECEMBER 31, 2004

	CURRENT MONTH INCURRED	YEAR TO DATE INCURRED	ANNUAL BUDGET	VARIANCE (OVER) OR UNDER	PERCENTAGE OF BUDGET
REVENUES:					
Customer Fares	$ 1,300,343	$ 4,028,549	$ 16,201,286	$ 12,172,737	24.87%
Contract Services	1,402,537	3,990,438	13,139,293	9,148,855	30.37%
Interest and Other Income	166,136	438,411	1,996,154	1,557,743	21.96%
Operating Assistance:					
Federal	850,614	2,591,659	12,278,039	9,686,380	21.11%
State	777,050	2,453,914	11,370,068	8,916,154	21.58%
Local	2,379,343	7,138,027	32,635,873	25,497,846	21.87%
Fund Balance	-	-	150,000	150,000	-
TOTAL REVENUES	6,876,023	20,640,998	87,770,713	67,129,715	23.52%
EXPENSES:					
Salaries and Wages	2,636,397	8,073,120	32,615,708	24,542,588	24.75%
Fringe Benefits	1,396,189	4,205,026	17,419,487	13,214,461	24.14%
Professional Services	463,734	816,339	10,702,670	9,886,331	7.63%
Materials and Supplies	909,090	2,683,648	8,876,100	6,192,452	30.23%
Utilities and Taxes	103,586	202,281	1,039,067	836,786	19.47%
Casualty and Liability Insurance	171,067	327,881	1,481,157	1,153,276	22.14%
Purchased Transportation Services	1,176,679	3,522,895	13,612,586	10,089,691	25.88%
Leases and Misc. Expenses	109,354	418,020	2,008,518	1,590,498	20.81%
Interest Expense	578	1,170	15,420	14,250	7.59%
Reserves	-	-	-	-	-
TOTAL EXPENSES	6,966,674	20,250,380	87,770,713	67,520,333	23.07%
EXCESS (DEFICIT) OF REVENUES OVER EXPENSES	$ (90,651)	$ 390,618	$ -		
THREE MONTHS BENCHMARK PERCENTAGE					25.00%

Information Item K: Finance and Administrative Support Report

To:	**LYNX Board Of Directors**
From:	**Dora Mendez** CHIEF ADMINISTRATIVE OFFICER **Karen Kenning** (Technical Contact) **Janice Keifer** (Technical Contact) **Patrick Grimison** (Technical Contact)
Phone:	**407.841.2279 ext: 3129**
Item Name:	**Procurement Activities**
Date:	**2/24/2005**

A. PROCUREMENT ACTIVITIES

The Finance and Administrative Support Department's responsibilities include procurement of goods and services through a competitive process. The report below lists all current Bids and RFPs with their release date and opening date.

RFP/IFB Number	Description	Date Issued	Opening Date	SEC Meeting Date
RFP 05-002	General Engineer Consultant Arch & Eng.	March	April	May
RFP 05-003	General Engineer Consultant Transportation	March	April	May
RFP 05-004	Vanpool Procurement	December	December	January
RFP 05-005	Legal Counsel HR & Real Estate	February	March	March
RFP 05-006	Occupational Health Services	December	January	February
RFP 05-009	Comprehensive Operations Analysis	January	February	March
IFB	Janitorial Supplies	February	March	None

05-015				
IFB 05-020	Procurement of Filters	February	March	None

Information Item L: Government Affairs and Communications Report

To:	**LYNX Board Of Directors**
From:	**Peggy Gies** INTERIM DIR OF GOVT AFFAIRS **Tracy Bridges** (Technical Contact)
Phone:	**407.841.2279 ext: 3020**
Item Name:	**Government Affairs & Communications Report for January 2005**
Date:	**2/24/2005**

BUS ADVERTISING / SALES

	LYNX Contracts	Culver Contracts	Fiscal YTD Contracts
Advertising Sales Revenue	7,683	29,850	$177,832
Admin Fee to Culver Amherst @ 40%		11,940	$27,372
Net Revenue to Lynx Per Agreement	$7,683	$17,910	$150,432

BUSINESS RELATIONS

Commuter Choice and WAGES Transportation Programs

Activity	CCP Performance	WAGES Performance	
Carpool/Vanpool and WAGES Inquires	Phone: 90 Internet: 18	Phone: 132 Internet: 24	
Carpool/Vanpool/WAGES Transit Letters & Matches	Letters: 40 Matches: 14	Letters: 21 Matches: 17	
Number of Approved WAGES Participants		24	YTD Participants 74
Number of Participants Receiving WAGES benefit(s)		216	YTD Participants 313
Number of Commuter Choice Vanpool Participants	887		Total Revenue Miles YTD 233,582
Vanpools	New: 0 Returned: 3	New: 0 Returned: 0	Current Vans In Service 31*
Pending Vanpool Interest	Disney Orange Lake Resort Correct Craft OUC Orange County Department of Corrections	Quest (2) Metropolitan Urban League	

	Health Central		
Number of Employers Contacted	120	0	
Number of Employees Contacted	1,200	0	
Employer Program Presentations	Orange Lake Resort Correct Craft Health Central OUC Orange County Department of Corrections Disney Florida Blood Centers Invacare Metal Essence	Metropolitan Urban League Sanford International Airport Seminole County Health Center Sanford Housing Authority Restore Orlando The Ripple Effect	
Employee Vanpool Presentations	CFEC Job Fair (500) High Tech Institute Job Fair (200) Bank One (30)		Total Participants 730
Other Business Presentations/Meetings	West Orange Chamber Breakfast East Orlando Chamber of Commerce Luncheon International Drive Chamber Luncheon ESMI Annual Meeting		Total Participants 315

*Correction from December 2004

Business Relations Events

Albertson's Million Dollar Sales Event
Mr. Edward Johnson, on behalf of Executive Director, Linda Watson and the LYNX Board of Directors, honored Albertson's Food Stores for selling $1 million in LYNX bus passes. Albertson's began selling LYNX bus passes in their stores in May 2003. LYNX and Albertson's celebrated the event by presenting the purchaser of a 7-day LYNX bus pass with a gift basket.

West Orange Chamber Breakfast
LYNX sponsored the West Orange Chamber's Annual Breakfast for the 2nd year. This event provided LYNX with the opportunity to present information on our corporate objectives and commuter transportation options. The breakfast was well attended by local officials and business leaders.

High Tech Institute Job Fair
Business Relations staff attended this event on January 12, 2005. We were able to speak with hundreds of students about LYNX transportation benefits programs. Several individuals submitted carpool/vanpool registration forms and we signed up 8 students for the WAGES program.

CFEC Job Fair
The Human Resources department handed out transportation benefit brochures to over a thousand job seekers at this event on January 19, 2005.

Employee Services Management Association
Discussed Transportation Benefits and distributed material to employers from throughout Central Florida.

OBJ Seminole Update

LYNX co-sponsored the Orlando Business Journal's Seminole Update. This event was very well attended by local officials, business and community leaders. We presented information about LYNX and the services we provide. This sponsorship provided us a full-page color advertisement to promote our vanpool program in the January 28, 2005 issue of the Orlando Business Journal.

MARKETING

Jobs Opened/Completed

Jobs Opened	Jobs Completed	Jobs opened FYTD	Jobs completed FYTD
34	10	57	47

Media Report

Television	Spots	Value
WB 18	4	1,270.00

Radio	Spots	Value
WOMX 105.1	31	2,500.00
WOCL 105.9	28	4,480.00

Website Usage

Average Hits per Day	40,871
Average Users per Day	1,865
Average Hits per Day	21.87
Average Time Spent on Site	11 min. 14 sec
Approximate Visits per User	2.61

Total Page Hits	360,484
Total User Visits	57,800
Total Unique IP (visits)	22,140

Marketing Activities

Our participation in the 2005 ZORA NEALE HURSTON Festival was deemed as an integral component of the event's success. **Zora Neale Hurston (1891-1960)** is probably the most significant collector and interpreter of southern rural African American culture in the 20th century. A gifted writer, a woman of great intensity and charisma, and single-minded in her pursuit of collecting material on "the Negro farthest down", Zora has secured her place among America's cultural giants.

ZORA! Festival is presented by The Association to Preserve the Eatonville Community, Inc. (PEC), a membership- based, tax exempt, historic preservation organization. Now in its 16th year, Zora! attracts a growing audience of 30,000+ from all of Florida, as well as visitors from across the country. Some of the African American luminaries that have put this Festival on the map include Alice Walker, Celia Cruz, Ossie Davis and Ruby Dee, Al Jarreau, Amiri Baraka, Ntozake Shange, Richard Roundtree, the list goes on and on. LYNX' contribution was well received. We also participated in the annual MLK parades for downtown Orlando and Eatonville.

Our Speaker's Bureau is always active in the community. LYNX staff could be seen at the Casselberry Rotary, Valencia Community College, and the Cloisters Senior Complex.

MEDIA RELATIONS

Forty-seven pages of print/web articles that ran during the month of January. They can be found in the pocket of the Board package for your review.

Information Item M: Human Resources Report

To:	**LYNX Board Of Directors**
From:	**Dora Mendez** CHIEF ADMINISTRATIVE OFFICER **Riccian Vidal** (Technical Contact)
Phone:	**407.841.2279 ext: 3129**
Item Name:	**HR Report**
Date:	**2/24/2005**

HR Report January 2005		Overall	Bargaining Unit	Admin.
Retention				
Staffing Level (Actual/Budgeted # Employees)		**98%**	**98.6%**	**96%**
Voluntary Terminations		**7**	**5**	**2**
Involuntary Terminations		**3**	**2**	**1**
Hiring				
Positions Filled		**4**	**1**	**3**
Average Days to Hire		**80.5**	**88**	**78**
Training & Development				
Employees Attending Orientation		**0**	**0**	**0**
Employees Attending Other Training		**0**	**0**	**0**
Leave Status				
FMLA	Submitted Paperwork	**10**	**7**	**3**
	Currently On Intermittently (up to 1 year)	**41**	**32**	**9**
	Currently On FMLA	**12**	**8**	**4**
	Returned From FMLA	**14**	**10**	**4**
Work Comp	Submitted Paperwork	**16**	**12**	**4**
	Currently On Workers' Compensation	**3**	**3**	**0**
	Returned From Workers' Compensation	**17**	**13**	**4**

Grievances				
Admin	Submitted		Working to make available	
	Pending			
	Resolved			
EEOC	Submitted	0	0	0
	Pending (average resolution is 18 months)	1	1	0
	Resolved	0	0	0

LYNX Demographics Summary	Race					Gender		Total	Total Minority	Minority %	Female %
	W	B	H	A	AI	F	M				
Director	6	1	1	0	0	6	2	8	2	25%	75%
Manager	16	5	1	1	0	7	16	23	7	30%	30%
Supervisor	10	3	3	0	0	9	7	16	6	38%	56%
Supervisor (BU)	22	9	13	4	0	4	44	48	26	54%	8%
Other Admin.	58	37	25	5	0	69	56	125	67	54%	55%
Maintenance (BU)	56	27	65	9	1	3	155	158	102	65%	2%
Bus Op. (BU)	154	171	210	11	2	106	442	548	394	72%	19%
Total	322	253	318	30	3	204	722	926	604	65%	22%

W-White / **B**-Black / **H**- Hispanic / **A**- Asian/Pacific / **AI**-American Indian / **F**-Female / **M**-Male

Information Item N: Planning Division Report

To:	**LYNX Board Of Directors**
From:	**Robert Smith** DIR OF TRANS OPS & PLANNING **Tiffany Homler** (Technical Contact) **Glen Waters** (Technical Contact) **Terry Jordan** (Technical Contact)
Phone:	**407.841.2279 ext: 3036**
Item Name:	**December 2004 Ridership Report FINAL**
Date:	**2/24/2005**

December 2004 –FINAL

During December 2004, LYNX had a total of 2,048,556 passenger boardings. This represents an increase of 8.1% when compared to 1,894,821 boardings recorded in December 2003. Ridership for all services during December 2004 averaged 76,311 passengers per weekday, an increase of 5.8% when compared to 72,159 passengers per weekday averaged in December 2003.

For the first full month of operation in our new LCS terminal, fixed route ridership totaled 1,984,415, which is an additional 150,882 riders above the 1,833,533 riders carried in December 2003 (or an increase of 8.2%). Comparisons of December 2004 to prior months boardings (November 2004) reflect a slight drop in ridership of –1.4%. This is a decline generally experienced each year and can be attributed to local school and business closings during the Christmas season.

When comparing individual route ridership during December 2004 to December 2003, four routes (Links 2, 10, 14 and 16) experienced declines in ridership greater than 10%. Links 2, 14 and 16 were subject to realignments concurrent with the opening of LYNX Central Station, thus portions of their ridership base may have been lost to other Links. Any declines on these three routes are expected to be minor and will average themselves out over the next 12 months. Link 10 continues to experience on-time performance challenges as a result of ridership gains in past months as well as increased traffic congestion. Additional resources may be needed in FY 06 to stabilize the schedule, maintain the areas served and re-capture any ridership that has been lost. LYNX staff will continue to work with Osceola County and City of St. Cloud staff to resolve this issue.

Route Decreases Greater Than 10%

- Link 2 – Colonialtown (-12.4%)
- Link 10 – East U.S. 192/St. Cloud (-13.5%)
- Link 14 – Princeton Street/Plymoouth Apts. (-12.4%)
- Link 16 – College Park/The Meadows (-16.2%)

In contrast December 2004 produced twenty-five routes (Links 7, 8, 21, 24, 26, 28, 30, 37, 38, 39, 42, 43, 44, 46, 50, 51, 54, 55, 57, 300-304 and LYMMO) with increases greater than 10% when compared to December 2003. Of those twenty-five routes, eight of them (Links 21, 43, 46 and 300-304) experienced more significant increases greater than 20%.

Route Increases Greater Than 20%

- Link 21 – Carver Shores/Tangelo Park (+21.0%)
- Link 43 – Central Florida Parkway (+23.2%)
- Link 46 – West S.R. 46/Seminole Towne Center (+26.0%)
- Link 300–304 – Downtown Disney Directs (+25.0%)

ROUTE RIDERSHIP REPORT

Link No	Route	FY04 Average Monthly Ridership	Oct-04	% Change Oct 04 to Nov 04	Nov-04	% Change Nov 04 to Dec 04	Dec-04	% Change December 03 to December 04	December-04 Change as Compared to FY04 Avg. Monthly Ridership
1	N Orange Ave./Altamonte Mall	18,213	23,612	-5.8%	22,239	-10.4%	19,916	6.8%	9.35%
2	Colonialtown	4,710	5,636	-27.1%	4,110	-6.8%	3,831	-12.4%	-18.67%
3	Lake Margaret	18,174	20,442	-12.0%	17,994	-7.0%	16,740	-7.4%	-7.89%
4	S. OBT/Kissimmee	143,042	154,554	-6.8%	144,100	-3.0%	139,767	-1.2%	-2.29%
5	S. Ferncreek Ave.	5,132	6,208	-7.2%	5,760	-22.9%	4,440	-5.9%	-13.49%
6	Dixie Belle	19,188	21,759	-5.8%	20,498	-5.4%	19,401	5.3%	1.11%
7	S. Orange Ave./Florida Mall	23,949	25,356	-0.1%	25,325	1.0%	25,584	10.6%	6.83%
8	W. Oak Ridge Rd./Int'l Dr.	143,115	163,874	-6.2%	153,743	2.5%	157,617	13.4%	10.13%
9	N. Orange Ave./Rosemont	29,317	32,243	-3.6%	31,087	-1.4%	30,649	5.3%	4.54%
10	East U.S. 192/St. Cloud	20,552	18,592	-3.5%	17,947	1.9%	18,282	-13.5%	-11.05%
11	S. Orange Ave./OIA	36,190	37,799	-1.4%	37,268	-7.5%	34,473	-4.6%	-4.74%
12	Buenaventura Lks/Boggy Ck	8,667	9,289	-5.5%	8,777	-14.8%	7,477	-3.5%	-13.73%
13	University of Central Florida	35,177	38,883	-2.3%	37,978	-6.8%	35,403	5.2%	0.64%
14	Princeton Street	8,081	9,625	-15.9%	8,092	-18.2%	6,618	-12.4%	-18.11%
15	Curry Ford Rd./V.C.C. East	45,516	52,741	-6.5%	49,337	-4.8%	46,960	7.3%	3.17%
16	College Park	12,191	14,559	-18.2%	11,910	-16.5%	9,947	-16.2%	-18.40%
17	N. OBT/Apopka	51,748	59,412	-10.3%	53,311	-2.7%	51,866	0.2%	0.23%
18	S. Orange Ave./Kissimmee	34,941	37,053	-1.6%	36,467	-1.0%	36,096	4.6%	3.30%
19	Richmond Heights	27,450	31,794	-4.7%	30,301	-3.7%	29,176	6.2%	6.29%
20	Malibu/Pine Hills	59,676	67,324	-3.0%	65,275	-0.3%	65,049	7.2%	9.00%
200	Volusia Express	328	329	-10.3%	295	-2.0%	289	-2.4%	-11.87%
21	Carver Shores/Tangelo Park	70,050	78,893	-2.4%	77,029	3.2%	79,481	21.0%	13.46%
22	Richmond Estates	27,153	32,289	-7.5%	29,878	-7.9%	27,514	0.8%	1.33%
23	Winter Park/Forest City	26,778	28,887	-4.5%	27,583	-7.6%	25,474	-8.6%	-4.87%
24	Millenia	7,745	8,487	7.7%	9,140	-1.7%	8,986	10.3%	16.03%
25	Silver Star Rd.	69,482	76,903	-2.2%	75,198	-0.3%	74,999	6.5%	7.94%
26	Poinciana	14,163	15,364	-0.3%	15,318	-6.2%	14,364	10.8%	1.42%
27	Plant Street/Oakland	7,480	8,204	-1.5%	8,082	-2.2%	7,905	2.9%	5.68%
28	E. Colonial Dr./Azalea Park	40,434	46,680	-7.1%	43,389	1.2%	43,920	13.6%	8.62%
29	E. Colonial Dr./Goldenrod	39,373	45,510	-2.5%	44,354	-2.4%	43,277	8.8%	9.92%
30	Colonial Dr. Crosstown	48,215	56,100	-3.5%	54,128	-3.6%	52,175	13.4%	8.21%
300-304	Downtown Disney Direct	13,425	15,274	-0.2%	15,243	-4.4%	14,576	25.0%	8.57%
Lymmo	Lymmo	86,301	88,774	2.9%	91,349	1.2%	92,433	12.8%	7.10%
32	Union Park/Bithlo	4,221	4,560	-4.3%	4,364	2.8%	4,485	8.4%	6.24%
33	Midway/Sanford Airport	822	2,005	-0.1%	2,003	16.7%	2,338	N/A	N/A
34	Sanford/Midway	7,707	8,990	-20.2%	7,176	2.0%	7,317	-4.0%	-5.06%
36	Lake Richmond	23,946	28,070	-6.3%	26,310	-3.4%	25,421	7.3%	6.16%
37	Park Promenade Plaza/Florida Mall	51,921	58,652	-2.1%	57,410	0.8%	57,888	16.0%	11.49%
38	Downtown Orlando/Int'l Dr.	13,718	15,271	-6.2%	14,323	-5.2%	13,573	13.7%	-1.05%
39	Fern Park/Sanford	56,655	63,557	-3.5%	61,328	-1.5%	60,401	13.3%	6.61%
40	Americana/Universal Orlando	36,384	38,574	-8.8%	35,186	-5.9%	33,105	-2.4%	-9.01%
41	S.R. 436 Crosstown	117,584	129,972	-3.5%	125,439	1.2%	126,943	7.3%	7.96%
42	International Dr./OIA	65,827	73,406	-2.3%	71,687	5.8%	75,812	18.4%	15.17%
43	Central Florida Pkwy.	11,127	11,287	9.3%	12,333	6.4%	13,121	23.2%	17.92%
44	Clarcona/Zellwood	16,955	20,014	-5.7%	18,864	-0.9%	18,697	12.9%	10.27%
45	Lake Mary	2,582	4,161	-13.4%	3,604	-2.5%	3,513	N/A	N/A
46	W. S.R. 46/Seminole Towne Ctr	9,814	10,812	-1.0%	10,705	10.0%	11,777	26.0%	20.00%
47	Oviedo	3,970	3,625	-1.1%	3,584	2.3%	3,668	-8.5%	-7.61%
48	W. Colonial Dr./Park Promenade	45,110	48,862	-3.4%	47,196	-2.8%	45,897	0.4%	1.75%
49	W. Colonial Dr./Pine Hills	46,402	55,398	-5.8%	52,162	-8.9%	47,545	7.0%	2.46%
50	Downtown Orlando/Magic Kingdom	34,962	40,603	-16.6%	33,878	2.7%	34,790	10.6%	-0.49%
51	Conway/OIA	31,191	36,132	-4.4%	34,540	1.6%	35,078	18.2%	12.46%
52	Pine Castle/Tradeport	5,798	6,994	-10.4%	6,265	-0.3%	6,249	1.0%	7.78%
53	Story Road/Tildenville	8,318	9,631	-0.6%	9,578	-12.0%	8,432	8.9%	1.37%
54	Old Winter Garden Rd.	13,986	16,725	-6.5%	15,643	-4.4%	14,956	11.3%	6.93%
55	W. U.S. 192/Orange Lake	26,477	29,073	-11.4%	25,760	4.2%	26,838	12.9%	1.36%
56	W. U.S. 192/Magic Kingdom	28,315	28,954	-8.0%	26,632	12.4%	29,930	8.6%	5.70%
57	John Young Pkwy.	14,036	16,160	-1.7%	15,882	-2.4%	15,494	17.2%	10.39%
Unknown	Farebox Errors	17,556	23,305	-24.2%	17,674	-6.9%	16,462	47.1%	-6.23%
Total		**1,891,341**	**2,117,242**	**-5.0%**	**2,012,031**	**-1.4%**	**1,984,415**	**8.2%**	**6.4%**

LYNX AVERAGE DAILY RIDERSHIP DECEMBER 2004 - FINAL

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
LYMMO	Wkday	3,908	3,978	3,713										3,866
	Sat	732	1054	1357										1,048
	Sun	609	717	591										639
25% of Votran	Wkday	16	14	13										14
(all other Links)	Wkday	77,294	75,616	70,045										74,319
	Sat	51,126	48,411	49,800										49,779
	Sun	29,606	27,075	25,636										27,439
Total Fixed Route	Wkday	81,218	79,608	73,771										78,199
	Sat	51,858	49,465	51,157										50,827
	Sun	30,215	27,792	26,227										28,078
Access LYNX	Wkday	2,142	2,009	1,927										2,026
	Sat	754	756	639										716
	Sun	312	332	438										361
VanPlan	Wkday	647	711	613										657
	Sat	136	176	172										161
	Sun	101	109	161										124
TOTAL	**Wkday**	**84,007**	**82,328**	**76,311**										**80,882**
LYNX	**Sat**	**52,748**	**50,397**	**51,968**										**51,704**
SERVICES	**Sun**	**30,628**	**28,233**	**26,826**										**28,562**

% CHANGE FROM FY 2004 TO FY 2005

Service Mode	Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YEAR
LYMMO	Wkday	-6.6%	-0.5%	6.9%										-7.6%
	Sat	-10.6%	20.2%	60.0%										27.9%
	Sun	-5.0%	57.6%	37.4%										-0.3%
25% of Votran	Wkday	2.7%	20.1%	-6.6%										-7.7%
(all other Links)	Wkday	8.3%	9.5%	5.7%										4.1%
	Sat	12.1%	7.0%	10.4%										9.2%
	Sun	18.3%	14.4%	14.3%										9.7%
Total Fixed Route	Wkday	7.5%	8.9%	5.8%										3.5%
	Sat	11.7%	7.3%	11.3%										9.5%
	Sun	17.8%	15.2%	14.7%										9.4%
Access LYNX	Wkday	8.8%	8.5%	10.0%										2.9%
	Sat	11.2%	3.7%	-4.5%										5.7%
	Sun	17.7%	5.7%	2.3%										36.1%
VanPlan	Wkday	-24.1%	-4.9%	-7.0%										-22.9%
	Sat	41.7%	66.0%	7.5%										68.1%
	Sun	62.9%	47.3%	96.3%										99.5%
TOTAL	**Wkday**	**7.2%**	**8.8%**	**5.8%**										**3.2%**
LYNX	**Sat**	**11.8%**	**7.3%**	**11.1%**										**9.6%**
SERVICES	**Sun**	**17.9%**	**15.2%**	**14.8%**										**9.9%**

FY 2004

Service Mode	Day	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	AVG DAILY FOR YEAR
LYMMO	Wkday	4,183	3,999	3,472	3,796	3,870	3,859	3,685	4,064	3,897	3,590	3,354	3,446	3,768
	Sat	819	877	848	834	760	991	814	765	735	703	523	590	772
	Sun	641	455	430	482	587	800	487	609	493	523	402	498	534
25% of Votran	Wkday	15	12	13	15	15	17	14	16	19	15	16	13	15
(all other Links)	Wkday	71,358	69,064	66,263	69,853	71,552	70,035	69,495	71,094	71,220	68,022	69,248	69,993	69,766
	Sat	45,599	45,236	45,115	44,072	45,711	46,551	46,272	46,150	50,160	49,308	35,529	44,577	45,357
	Sun	25,016	23,663	22,432	24,064	25,322	26,043	25,791	26,102	27,618	27,292	26,445	31,894	25,974
Total Fixed Route	Wkday	75,556	73,075	69,748	73,664	75,437	73,911	73,194	75,174	75,136	71,627	72,618	73,452	73,549
	Sat	46,418	46,113	45,963	44,906	46,471	47,542	47,086	46,915	50,895	50,011	36,052	45,167	46,128
	Sun	25,657	24,118	22,862	24,546	25,909	26,843	26,278	26,711	28,111	27,815	26,847	32,392	26,507
Access LYNX	Wkday	1,968	1,851	1,752	1,872	2,044	2,101	2,126	2,082	2,184	2,085	1,898	1,618	1,965
	Sat	678	729	669	666	676	737	758	810	750	767	566	534	695
	Sun	265	314	428	276	343	309	321	303	325	319	311	308	319
VanPlan	Wkday	852	748	659	698	783	610	571	548	618	613	641	547	657
	Sat	96	106	160	122	148	130	118	80	136	104	124	130	121
	Sun	62	74	82	87	116	95	85	93	79	132	133	116	96
TOTAL	**Wkday**	**78,376**	**75,674**	**72,159**	**76,234**	**78,264**	**76,622**	**75,891**	**77,804**	**77,938**	**74,325**	**75,157**	**75,617**	**76,172**
LYNX	**Sat**	**47,192**	**46,948**	**46,792**	**45,694**	**47,295**	**48,409**	**47,962**	**47,805**	**51,781**	**50,882**	**36,742**	**45,831**	**46,944**
SERVICES	**Sun**	**25,984**	**24,506**	**23,372**	**24,909**	**26,368**	**27,247**	**26,684**	**27,107**	**28,515**	**28,266**	**27,291**	**32,816**	**26,922**

Information Item O: Planning Division Report

To:	**LYNX Board Of Directors**
From:	**Robert Smith** DIR OF TRANS OPS & PLANNING **Tiffany Homler** (Technical Contact) **Jennifer Clements** (Technical Contact) **Glen Waters** (Technical Contact)
Phone:	**407.841.2279 ext: 3036**
Item Name:	**Planning Division Report**
Date:	**2/24/2005**

The project updates listed below provide an overview of current planning efforts at LYNX. Projects may be added or deleted pending activities scheduled.

STRATEGIC PLANNING

Customer Amenities

The SR 436 reconstruction project is underway, with LYNX shelters being installed/re-installed at T.G. Lee Boulevard (2), Bent Pine Drive, and Hoffner Avenue. Shelter installation will progress northbound behind construction. LYNX will be installing a total of 20 shelters as part of the larger SR 436 project, in coordination with the Florida Department of Transportation and City of Orlando.

Bike locker rental began on February 1, 2005. The bike lockers are available on a first-come, first-served basis to the public, including LYNX employees. Planning, Customer Service, Lost & Found, Finance, Safety & Security, and Building Maintenance all played a role in developing policies and procedures for this program.

FY2005-2009 Transit Development Plan (TDP) Major Update

As mentioned last month, a final CD is attached and will be distributed to all who reviewed earlier drafts. Distribution typically includes LYNX and METROPLAN ORLANDO Committees. Work on the FY2006-2010 TDP Annual (minor) Update will commence shortly.

SERVICE PLANNING & SCHEDULING

March 20, 2005 Service Change

On March 20, 2005, LYNX will implement the second of three scheduled service changes for FY 05. Initiatives for this service change will include minor schedule timing adjustments as well as the return of Link 20 to the Malibu Groves neighborhood. The recently approved fixed-route fare increase will also take effect with the March 20, 2005 service change.

Bus Operators' Bid

Between February 3 and March 2, 2005, our Bus Operators have been in the process of "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). During this time, the Service Planning & Scheduling section carefully calculates how to efficiently execute the 2351 weekly work shifts plus substitute positions among the nearly 500 Bus Operators in our work force. Once completed, the Operators will assume their new work assignments concurrent with the March 20, 2005 service change and new fare implementation.

Information Item P: ACCESS LYNX Operations Report

To:	**LYNX Board Of Directors**
From:	**Robert Smith** DIR OF TRANS OPS & PLANNING **William Hearndon** (Technical Contact)
Phone:	**407.841.2279 ext: 3036**
Item Name:	**Paratransit Operations Report**
Date:	**2/24/2005**

Ridership Information

There were 57,052 trips booked in January 2005. Of the 57,052 trips scheduled to operate, 10,184 (17.85%) were cancelled and 1,908 (3.34%) were classified as "no-shows." The number of trips provided by Paratransit Operations in January 2005 was 44,960 (78.81%), serving 48,191 passenger trips. The total number of passenger trips provided by the coordinated system for the fiscal year to date is 194,977. These trips were provided for customers who are elderly, transportation disadvantaged, or disabled.

MONTHLY PARATRANSIT STATISTICAL BREAKDOWNS

	Category	January 2004	February 2004	March 2004	April 2004	May 2004	June 2004	July 2004	August 2004	September 2004	October 2004	November 2004	December 2004	January 2005
Commendations & Concerns	Commendations	26	22	32	12	36	12	19	3	2	3	6	18	11
	Customer Service	19	17	17	9	11	4	7	9	4	12	11	24	23
	Discourtesy	0	0	0	0	0	0	0	0	0	0	0	0	0
	Drivers and Driving	76	67	84	45	59	59	66	60	50	57	39	28	49
	Equipment	4	2	1	0	2	4	3	4	2	6	1	3	3
	Passenger	0	0	0	0	0	0	0	0	0	0	0	0	0
	Risk Management	4	6	0	2	2	1	2	2	1	2	1	3	1
	Scheduling	15	18	13	17	13	10	9	4	3	14	5	5	14
	Other	1	3	0	4	3	3	4	2	1	1	2	2	3
	Timeliness	88	98	100	77	84	63	67	114	87	170	127	93	153
	Total Concerns	207	211	215	154	174	144	158	195	148	262	186	158	246
	Total Reservations Accepted	52,699	51,421	59,610	56,827	56,430	57,756	58,065	56,239	53,630	57,012	57,534	60,287	57,052
	Concerns per 1,000 Trips *	3.93	4.10	3.61	2.71	3.08	2.49	2.72	3.47	2.76	4.60	3.23	2.62	4.31
Trip Status	No-Shows	2,485	2,430	3,028	2,816	2,353	2,256	2,024	2,283	2,214	2,300	2,025	2,190	1,908
	Cancellations & Sub. Changes	8,224	6,951	7,875	7,905	8,137	8,230	8,990	11,769	15,219	8,354	10,433	13,186	10,184
	Completed Trips	41,990	42,040	48,707	46,106	45,940	47,270	47,051	42,187	36,197	46,358	45,076	44,911	44,960
	No-Show Rate	4.72%	4.73%	5.08%	4.96%	4.17%	3.91%	3.49%	4.06%	4.13%	4.03%	3.52%	3.63%	3.34%
	Cancellation Rate	15.61%	13.52%	13.21%	13.91%	14.42%	14.25%	15.48%	20.93%	28.38%	14.65%	18.13%	21.87%	17.85%
	Completed Trips	79.68%	81.76%	81.71%	81.13%	81.41%	81.84%	81.03%	75.01%	67.49%	81.31%	78.35%	74.50%	78.81%
Completed Passenger Trips by Sponsor	ADA	20,677	20,376	22,566	22,194	20,808	21,484	20,648	18,342	14,749	21,446	20,359	20,279	20,592
	TD	4,072	3,969	4,546	4,380	4,533	5,049	5,619	4,877	4,604	5,348	5,616	5,911	5,906
	Medicaid	12,692	12,849	15,118	14,984	14,914	16,021	14,989	13,613	11,601	14,461	13,903	13,761	13,129
	Coordinated Medicaid	7,575	8,078	10,269	8,260	9,191	8,493	9,578	8,517	7,879	8,774	8,476	8,441	*8,564*
	Other	8	31	10	6	8	4	10	12	0	7	2	2	0
Completed Trips by Space Type	Ambulatory Passengers	30,818	30,914	35,980	33,437	33,404	34,332	34,001	30,518	26,380	33,838	32,398	32,056	*32,625*
	Wheelchair Passengers	10,406	10,279	11,819	11,834	11,574	11,899	11,886	10,629	8,828	11,333	11,515	11,675	11,318
	Stretcher Passengers	766	847	908	835	962	1,039	1,164	1,040	989	1,187	1,163	1,180	1,017
	Escort/Attendant Passengers	3,034	3,263	3,802	3,718	3,514	3,781	3,793	3,174	2,636	3,678	3,280	3,483	3,231
Other Stats	Average Call Hold Time *	1:34	1:51	1:42	1:55	2:14	1:51	1:18	2:20	1:41	2:57	3:02	2:12	2:36
	On Time Performance *	90%	89%	89%	88%	88%	87%	87%	82%	88%	84%	83%	89%	91%
	Productivity (Passengers/Hour)	1.33	1.36	1.39	1.36	1.37	1.36	1.33	1.28	1.19	1.29	1.29	1.21	1.39

Estimated based on information available at the time of report compilation

* System Standards: Concerns per 1,000 Trips - Less than 3.0 Exceeds Standards; 3.0 to 7.0 Meets Standards
Average Call Hold Time - 2:00 or less Exceeds Standards; 2:01 to 3:00 Meets Standards
On Time Performance - More than 96% Exceeds Standards; 94% to 95.9% Meets Standards

Information Item Q: Employee Travel Report

To:	**LYNX Board Of Directors**
From:	**Linda Watson** EXECUTIVE DIRECTOR **Carol Frahn** (Technical Contact)
Phone:	**407.841.2279 ext: 3017**
Item Name:	**Employee Travel Mid-January - February, 2005**
Date:	**2/24/2005**

EMPLOYEE/ DEPARTMENT	DESTINATION	PURPOSE	DATE Departure and Return	COMPANY COST
Roy Allman, Transit Operations	Clearwater, FL	Engine Computer Controls Training	1/24 – 1/28/05	Paid by CUTR
Keith Berberich, Transit Operations	Clearwater, FL	Engine Computer Controls Training	1/24 – 1/28/05	Paid by CUTR
Lauerance Lemerond, Transit Operations	Clearwater, FL	Engine Computer Controls Training	1/24 – 1/28/05	Paid by CUTR
Charles Plum, Transit Operations	Clearwater, FL	Engine Computer Controls Training	1/24 – 1/28/05	Paid by CUTR
Michael Nath, Transit Operations	Clearwater, FL	Engine Computer Controls Training	1/24 – 1/28/05	Paid by CUTR
Fernando Polanco, Transit Operations	Clearwater, FL	Engine Computer Controls Training	1/24 – 1/28/05	Paid by CUTR
Gail Stewart, Transit Operations	Pompano Beach, FL Broward Co. Transit	2005 Florida State Roadeo Planning Meeting	1/26 – 1/27/05	Paid by CUTR
Randall Killgore, Transit Operations	Pompano Beach, FL Broward Co. Transit	State Roadeo Steering Committee Meeting	1/26 – 1/27/05	Paid by CUTR
Lisa Darnall, Transit Operations	Denver, CO	Site visit to research privatization and contracted services	1/30 – 2/2/05	$818.60
Paul Wilson, Transit Operations	Denver, CO	Site visit to research privatization and contracted services	1/30 – 2/2/05	$815.60

Wayne Johnson, Transit Operations	Denver, CO	Site visit to research privatization and contracted services	1/30 – 2/2/05	$815.60
Edward Johnson, Executive	Denver, CO	Site visit to Research privatization and contracted services	1/30 – 2/2/05	$1,092.60
Peggy Gies, Marketing	Denver, CO	Site visit to research privatization and contracted services	1/30 – 2/2/05	$762.60
Randy Cantor, Transit Operations	Port St. Lucie, FL	Supervisory Training – Reasonable Suspicion Drug & Alcohol Testing	2/7 – 2/8/05	$223.99
Robert Doane, Transit Operations	San Mateo, CA	TSI Instructor Assignment	2/6 – 2/12/05	Paid by host property
Jennifer Clements, Planning	Oakland, CA	Vehicle Assist & Automation systems - BRT/IVI Project	2/6 – 2/9/05	Paid by ITS America
William Hearndon, Transit Operations	Tampa, FL	Training – ADA & Beyond	2/21 – 2/23/05	$214.00
Tiffany Homler, Planning	Nashville, TN	Womens' Transportation Seminar Chapter Mgt Training for incoming Chapter President 2005	2/24 – 2/27/05	$733.00
Linda Watson, Executive	Washington, DC	Legislative Fly-in	2/10 – 2/10/05	$267.90
Peggy Gies, Gov't Affairs/Marketing	Tampa, FL	APTA 2005 Marketing & Communications Workshop	2/20 – 2/23/05	$1,111.00
Belinda Wilson, Government Affairs & Communications	Tampa, FL	APTA 2005 Marketing & Communications Workshop	2/20 – 2/23/05	$1,128.04
Lisa Junkerman, Government Affairs & Communications	Tampa, FL	APTA 2005 Marketing & Communications Workshop	2/20 – 2/23/05	$1,134.04

Armando Figueroa, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Jose Vargas, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Dana Freeman, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
George Jeffery, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Chuck Jones, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Eddie Martinez, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Leo Wong, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Rocco Recanati, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Dan Kinnan, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Glenn McNally, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Mike Cocomazze, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
Rick Carpenter, Transit Operations	DeLand, FL	Portable Cardiac Defibrilator Training at FDOT	2/11 – 2/11/05	Paid by FDOT
TOTAL				**$$9,116.97**

Information Item R: Rail Update

To:	**LYNX Board Of Directors**
From:	**Robert Smith** DIR OF TRANS OPS & PLANNING **Tiffany Homler** (Technical Contact) **Sherry Zielonka** (Technical Contact)
Phone:	**407.841.2279 ext: 3036**
Item Name:	**Rail Update**
Date:	**2/24/2005**

The progress reports submitted by the Florida Department of Transportation for the month of November are attached for review.

Production Meeting Summary

November 2004

Project ID Number: 411665
Description: **Rail Freight Relocation Study**
Project Manager: Adamson
Project Consultant: HDR Engineering, Inc.

Current Activities:

No activity

Upcoming Activities:

Preparation of CSXT Coordination Technical Memorandum
Receipt and Incorporation of comments from CSXT into Final Report
Submittal of Final Report
Project closeout

Financial Status:

None

Schedule Status:

Scheduled completion in Fall 2004.

Project Issues:

None

Production Meeting Summary

November 2004

Project ID Number: 248441
Description: **North/South LRT SDEIS**
Project Manager: Olore
Project Consultant: STV Incorporated

Current Activities:

Consultant incorporating TRT comments into final SDEIS for submission to FTA.

Upcoming Activities:

Issuance of draft SDEIS
Public Hearing

Financial Status:

None

Schedule Status:

Project to be completed in Spring of 2005.

Project Issues:

None

Production Meeting Summary

November 2004

Project ID Number: 415235-1-12-01
Description: **I-Drive Local Circulator Alternatives/Technology Assessment**
Project Manager: Olore
Project Consultant: Wilbur Smith Associates

Current Activities:

- Patronage forecasts are being developed.
- Existing Conditions Report is final.
- Potential environmental impacts being evaluated.

Upcoming Activities:

- Finalize Ridership.
- Finalize Environmental Impacts.

Financial Status:

- Money for the project has been encumbered.

Schedule Status:

- Completion of study is anticipated in February 2005.

Project Issues:

None

Production Meeting Summary

November 2004

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

Current Activities:

- Schematic drawings of the Revised South Terminal Intermodal Center and North Terminal complete.
- Finalizing plans of rail alignments.
- Submitted Traffic Report for TRT review and comment.
- Held PAG meeting on November 2, 2004.
- Finalized Air Quality Technical Memorandum.
- Finalized Utility Assessment Package.
- Finalized Contamination Assessment Technical Memorandum.

Upcoming Activities:

- Finalize rail alignments.
- Finalize Project Documentation.

Financial Status:

- Monies for project encumbered.

Schedule Status:

- Completion of study is anticipated in Spring 2005.

Project Issues:

None

Production Meeting Summary

November 2004

Project ID Number: 408409
Description: **ITS Enhanced Circulator (FlexBRT)**
Project Manager: Adamson
Project Consultant: TranSystems (formerly Multisystems, Inc.)

Current Activities:

Held Meeting with Consultant to discuss FDOT changes to the Final Design Scope
Consultant submitted revised Final Design Scope to FDOT for approval
Prepared for a December 3, 2004 presentation to METROPLAN ORLANDO's Management & Operations Subcommittee

Upcoming Activities:

Acceptance of Final Design Scope and Fee Estimate

Schedule Status:

None

Project Issues:

None

Production Meeting Summary

November 2004

Project ID Number: 415236-1-12-01
Description: **OIA Connector Alternatives Analysis**
Project Manager: Olore
Project Consultant: EarthTech

Current Activities:

- Submitted O&M Results report to TRT for review and comment.
- Submitted Financially Feasible Report to TRT for review and comment.
- Developing Alternatives Analysis Report
- Held PAG meeting on November 2, 2004.

Upcoming Activities:

- Final Existing Conditions Report
- Draft Alternatives Analysis Report
- Choose Locally Preferred Alternative

Financial Status:

- Money for the project has been encumbered.

Schedule Status:

- Completion of study is anticipated in January 2005.

Project Issues:

None

Production Meeting Summary

November 2004

Project ID Number: 415259-1-12-01
Description: **Regional Transit System Modeling Study**
Project Manager: Olore
Project Consultant: AECOM

Current Activities:

- Completing analysis of ridership for Commuter Rail in OUATS Model.
- Met with FTA in Washington D.C. to discuss Commuter Rail Ridership.
- Submitted Ridership Report for the OIA Connector for review.

Upcoming Activities:

- Meet with METROPLAN ORLANDO to discuss commuter rail ridership.
- Finalize Ridership Report for OIA Connector.

Financial Status:

- Money for the project has been encumbered.

Schedule Status:

- Completion of study is anticipated in November 2005.

Project Issues:

None

Production Meeting Summary

November 2004

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

Current Activities:

- Executed contract with EarthTech.
- Met with FTA in Washington D.C. to discuss TSM alternative and ridership.
- Preparing initial data collection activities.
- Preparing aerials for base map.

Upcoming Activities:

- Project kickoff meeting to be held on December 14, 2004.
- Data collection activities.

Schedule Status:

- EA to be finalized in Fall 2005.

Project Issues:

None

Information Item S: Federal Lobbyist's Activity Report

To:	**LYNX Board Of Directors**
From:	**Linda Watson** EXECUTIVE DIRECTOR **Carol Frahn** (Technical Contact)
Phone:	**407.841.2279 ext: 3017**
Item Name:	**Federal Lobbyist's Monthly Activity Report**
Date:	**2/24/2005**

M E M O R A N D U M

TO: Linda Watson

FROM: Rick Spees
Jane Sargent

DATE: February 11, 2005

SUBJECT: February 2005 Activity Report

801 Pennsylvania Avenue N.W.
Suite 750
Washington, DC 20004

Fort Lauderdale
Jacksonville
Miami
Orlando
Tallahassee
Tampa
Washington, DC
West Palm Beach

Akerman Senterfitt
ATTORNEYS AT LAW

Since our last report a number of things have occurred including the release of the President's Fiscal Year 2006 budget, introduction of the Surface Transportation Reauthorization bill, the preparation of LYNX' 2005 legislative agenda, and the trip you made along with Chairman Mercer to meet with the Central Florida delegation. Taken together, these activities have launched LYNX' federal activities for the year.

I. The Fiscal Year 2006 Budget. The President's Fiscal Year 2006 budget for the Federal Transit Administration totals $7.781 billion. The request is up slightly from the $7.647 billion that FTA received in the current year's budget. While the increase is small, most federal agencies are facing budget cuts in the President's proposals. Of equal importance, the President's budget calls for the elimination of the "bus and bus facilities" capital grant program, with the money going into the formula grant program. This idea has been proposed before, and it is expected that Congress will not go along with it. In short, while the budget is a mixed bag, it is not a bad starting place for transit agencies.

II. The Surface Transportation Bill. As you know, the existing highway and transit authorization bill, TEA-21, expired two years ago. Congress spent the entire last Congress trying to rewrite the legislation. Bills passed both the House and the Senate but conference between the two Houses and the White House were never successfully concluded. Instead, Congress passed several short-term extensions of the expiring law. The last extension runs until May 31, 2005. (If you are interested in the details of why the bill failed, please let me know.)

With the start of this Congress, the leadership has announced it will begin the process again and will aggressively pursue it. Already, the bill has been introduced in the House and a markup has been scheduled in the Transportation and Infrastructure Committee for early March. The Senate is also preparing to introduce its version of the bill in the near future.

While the main purpose of the bill is to set major policies for the highway and transit programs and to establish state-by-state funding formulas, it will also include funding for specific projects. We assisted LYNX in submitting two requests for special projects to the delegation. The first was for bus purchases and the second was for passenger amenities, satellite maintenance facilities and bus shelters. The requests were submitted to both Florida Senators and to Congressmen Mica, Feeney and Keller. The staff for Congresswoman Brown told us that she was primarily interested in the bus initiative. For that reason, we only submitted the bus purchase request to her. On the other hand, Congressman Mica has expressed a strong interest in securing funding for the shelters. Hopefully, we will get both projects in the final bill.

III. 2005 Legislative Agenda. Over the reporting period, we worked with you to develop the legislative agenda for 2005. There will be two major legislative efforts this year. First is the Surface Transportation Reauthorization bill, discussed above. The second is the transportation appropriations requests. As previously mentioned, the President's Fiscal Year 2006 budget has been released and the annual budget process has started. In a discussion with Gary Burns, the Legislative Director for Congressman Mica, LYNX was advised to keep its appropriations requests focused on bus related projects. In past years, LYNX has submitted a number of light rail and commuter rail requests. Gary told us that with limited dollars available that LYNX should not get spread too thin. Based on that advice, LYNX did narrow its requests down to two. As in the case of the authorization bill, the first request is for bus money and the second is for shelters, amenities and satellite maintenance centers.

The goal is to get money for both needs from the surface transportation bill and the appropriations bill.

IV. Your Visit. Yesterday you traveled to Washington with Chairman Mercer to present LYNX' priorities to the Congressional delegation. We were joined by J. Marsh. First we met with Congressman Mica and his Legislative Director, Gary Burns. Second, we met with Congresswoman Brown and her Legislative Director, Nick Martinelli, followed by Ryan Visco, Legislative Counsel for Congressman Feeney and then Nick Shaper, Legislative Assistant for Congressman Keller. On the Senate side we met with Kim Luckey and LeAnna Gutierrez from the office of Senator Nelson. Kim handles the Senator's appropriations requests and LeAnna handles the highway and transit reauthorization bill. In Senator Martinez's office we met with Spencer Wayne who is a staff assistant. Senator Martinez is in the process of hiring his "staff." We will need to follow up with the relevant staff members when they are in place.

All of the people me met pledged to support LYNX' requests. We have lots to do to translate those pledges into reality, but you and the Chairman did an excellent job describing LYNX' needs. We will follow up with each office in the near future and will inform you of any feedback we get.

Information Item T: State Lobbyist's Activity Report

To:	**LYNX Board Of Directors**
From:	**Linda Watson** EXECUTIVE DIRECTOR **Carol Frahn** (Technical Contact)
Phone:	**407.841.2279 ext: 3017**
Item Name:	**State Lobbyist's Activity Report**
Date:	**2/24/2005**

LYNX STATE LEGISLATIVE REPORT
January 2005

LYNX began the year focused on its legislative priorities. Soon after the new year began, LYNX held its annual Legislative Breakfast on January 7th in the new LYNX Central Station boardroom. LYNX Board Chair Atlee Mercer provided the opening remarks, followed by Chief Executive Officer Linda Watson, who gave a very insightful and informative presentation about LYNX's impact on the Central Florida economy and the significant growth in ridership that LYNX experienced the previous year. She provided each legislator with an information packet, which included individualized annual ridership numbers for their districts. Peggy Gies, LYNX's Interim Director of Government Affairs & Communications, presented the 2005 Legislative Priorities as approved by the LYNX Board last Fall. Commissioner Carlton Henley showcased a video of the planning, construction and grand opening ceremonies of the LYNX Central Station (LCS). Finally, after the breakfast, newly appointed Chief of Staff Edward Johnson led interested members on a tour of the LCS. Both Lena Juarez and Robert Miller participated in the breakfast. The turnout of two-thirds of the Central Florida Legislative Delegation and/or their legislative aides and the quality of information provided made this event an outstanding success.

Governor Bush unveiled the first of his budget recommendations on January 11th, focusing on revision of Medicaid entitlements. The Governor released all of his budget recommendations on January 18th with dollars for education and Medicaid reform being two of his top priorities for this upcoming fiscal year. The $61.6 billion proposed budget includes nearly $300 million in tax cuts. $4.4 billion in new money is recommended for education and affordable housing. Highlights include: $400 million for free pre-kindergarten classes; $1.1 billion for public schools

to address the class size amendment requirements; and $354.4 for affordable housing in the wake of last year's four hurricanes.

Though he has sought cuts for various Medicaid programs in previous years' budgets, this budget recommends the most dramatic reforms for Medicaid to date. He proposes freezing reimbursement rates and eliminating most of the state's Medically Needy program from Medicaid and introducing health savings accounts as part of his long range plan. For FY 05-06, he recommends a $700 million increase for Medicaid programs bringing total Medicaid funding to $14.7 billion.

Of interest to LYNX are level funding recommendations for the public transit development fund in the amount of $165,837,680 and $72,373,040 for statewide transportation disadvantaged funding.

Both the Senate and House Transportation & Economic Development Appropriations subcommittees began hearing agency budget requests during the January 10th committee week. This was followed by presentations of the Governor's budget recommendations during the January 27th committee meetings.

Chief Executive Officer Linda Watson and Board Chair Atlee Mercer traveled to Tallahassee on January 25th and 26th to meet with the Transportation leadership in Tallahassee and members of the Central Florida delegation who did not attend the legislative breakfast. Lena Juarez arranged and participated in very successful meetings with: Representatives Alan Hays, Dean Cannon, Marcelo Llorente, Greg Evers, Rene Garcia, Bob Allen, Ray Sansom, Sheri McInvale, Sandy Adams and Fred Brummer; and Senators Mike Fasano, Lee Constantine, Carey Baker and Bill Posey. Linda, Atlee and Lena also met with FDOT Secretary Jose Abreu. Almost all the legislators were very familiar with the need to reorganize the Commission on the Transportation Disadvantaged. During a meeting of the House Transportation Committee on January 25th, CTD Executive Director Lisa Bacot gave an overview of the purpose and activities of the CTD. Many House committee members sharply criticized the Commission for their poor response to the public and elected officials during the previous summer's public hearings in Jacksonville, Orlando and Miami.

The Florida Public Transit Association held their annual legislative reception at the Doubletree Hotel on January 25th with many transportation committee members of both houses and the FDOT top staff in attendance. The Commission on the Transportation Disadvantaged co-hosted the event.

Lena Juarez, along with Robert Miller, have participated in conference calls regarding potential legislation to change the composition of the CTD. At the present time, the Coalition of CTC's in Jacksonville, Central Florida and Miami is drafting legislation to accomplish this. It should be noted that Polk County is preparing to advance their own version. Senator Constantine has stepped forward to sponsor legislation for the CTD board reorganization. Several members in both houses have expressed interest in co-sponsoring the legislation.

Other transportation legislation of interest is HB 718 filed on January 14th by Senator Jim Sebesta, Chair of the Senate Transportation Committee. HB 718 authorizes the FDOT to adopt rules governing leasing of property for joint public-private development, establishes maximum limits on state-funded infrastructure bank loans to State Transportation Trust Fund, revises requirements for projects intended to mitigate adverse effects of transportation projects and removes the Department of Environmental Protection from mitigation processes. HB 718 has been referred to Transportation, Environmental Preservation and Transportation & Economic Development Appropriations.

In December, we reported that the High-Speed Rail Authority has suspended their meetings until such time as the Legislature determined the future of the Authority. Representative Bob Allen filed HB 103 to repeal the Florida High Speed Rail Authority on January 14th. HB 103 was referred to three committees: Transportation, Transportation & Economic Development Appropriations and State Infrastructure Council. House Speaker Allan Bense has publicly stated that he supports the repeal of the Authority; however, Senate President Tom Lee has said he is not ready to dismantle it.

We anticipate a very busy month in February as the CTD legislation is introduced and appropriations committees receive their budget allocations.