




Board Date: 3/27/2008
Time: 1:00 P.M.

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Conference Room
Orlando, FL 32801






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

1. Call to Order

2. Approval of Minutes



-  Minutes from the February 28, 2008 Audit Committee meeting Pg 2

3. Audit Agenda Items

- A.  LYNX Operations Center Project Update Pg 6
- B.  Update on the City of Orlando Shelter Program Interlocal Agreement Pg 7
- C.  Presentation on the annual financial audit and Comprehensive Annual Financial Report (CAFR) for the fiscal year ending September 30, 2007 Pg 8
- D.  Update on the Florida Transportation Commission (FTC) Transportation Authority Monitoring and Oversight Report Pg 9
- Attachment 

5. Information Items

(For Review Purposes Only - No action required)

- i.  Orange County Clerk of Courts Lease Pg 24
- ii.  LYNX Board of Directors' 12-month Rolling Calendar of Agenda Items Pg 25

LYNX
Central Florida Regional Transportation Authority
Audit Committee Meeting Minutes

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

DATE: **February 28, 2008**

TIME: **9:42 a.m.**

Members in Attendance:	Absent:
Seminole County Commissioner, Carlton Henley, Chair	
Osceola County Commissioner, Bill Lane, Vice Chair	
FDOT District 5 Secretary, Noranne Downs, Secretary	
Interim Member: FDOT Intermodal Systems Development Manager, Frank Hickson	
Orange County, Carla Bell Johnson, Growth Management	
City of Orlando, F.J. Flynn, Division Manager, Transportation Planning	

1. Call to Order

The Chairman, Commissioner Carlton Henley, called the meeting to order at 9:42 a.m.

2. Approval of Minutes

Motion was made and seconded to approve the Minutes of the January 24, 2008 Audit Committee meeting. The motion passed unanimously.

3. Audit Agenda Items

A. Bus Advertising Program Update

The Chairman recognized Jeff Kaley, Manager of Advertising Sales

The bus advertising revenue has increased by over 300% since 2004 when the program was brought in-house. Yet, there may be new market trends and opportunities to expand the program's market share and provide additional revenue streams.

Staff is requesting a re-evaluation of Administrative Rule #4, the current advertising policy, which states there shall be no political, alcohol, tobacco, gambling, sexually or adult oriented advertising of any nature. By lifting some of these restrictions, a significant pool of advertising dollars could become accessible. As examples: the Florida Lottery, Bright Futures scholarships and Busch Theme parks.

State Lottery programs have become the number one advertiser for agencies in Louisville, Kentucky and Richmond, Virginia. In Louisville, the State Lottery moved from outdoor advertising to transit and spends a minimum of \$24,000 per month.

The Florida Lottery is spending an estimated \$4 million per year in advertising with over half being spent on outdoor. The Bush entertainment theme parks and Anheuser Busch are spending an estimated \$7 million per year on outdoor advertising in the local Orlando area.

LYNX receives inquiries monthly as to the availability of these types of advertising. By re-evaluating Administrative Rule #4, staff estimates an increase in advertising revenue of \$300-\$500 thousand dollars over the next eighteen months.

At the conclusion of the presentation, Committee discussion ensued regarding the intent and purpose of Rule #4 and the Agency's role in the community.

Motion was made and seconded that the Audit committee would not recommend revising Administrative Rule #4 to the Board of Directors. The motion passed unanimously.

4. Review of Board Package

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

Consent Agenda:

1. Staff will request authorization to release an RFP for Property, Liability, Worker's Compensation and Allied Insurances. The new contract will be for a term of one (1) year with four (4) one (1) year options. The cost of the policies is estimated at \$1,059,221.
2. Staff will request authorization to exercise the second option period of six (6) months with the Mansfield oil company for supplying Ultra Low Sulfur Diesel Fuel for the period April 1, through September 30, 2008. This extension will allow LYNX the opportunity to study the market and identify more viable purchasing options in order to take advantage of any potential price declines during the next six months for future purchases. LYNX is currently paying an average price of \$2.6639 net taxes. The cost of this extension was included in the FY2008 operating budget.
3. Staff will request authorization to extend Contract 05-001 with IAS Claim Services, Inc. for Workers Compensation and Tort and Public Liability Third Party Administrative Services for the first one (1) year option. The estimated cost of this extension was included in the FY2008 operating budget.

4. Staff will request authorization to enter into a Memorandum of Understanding with the Polk County Board of County Commissioners for the Federal Transit Administration Rural Intelligent Transportation System (ITS) Demonstration Project. The FTA pilot project awarded to LYNX and Polk County Transit Services (PCTS) provided for a grant to equip part of their fleets with Mobile Data Terminals (MDT) with automatic vehicle location (AVL), global positioning system (GPS), Interactive Voice Response (IVR), card-swipe technology, service implementation plans and technology integration. LYNX and PCTS have refined the project to a fixed route feeder service (Pick Up Line) in the southern Poinciana community to demonstrate priority hardware, Advanced Public Transportation Systems (APTS), and explore joint database analysis of Paratransit customer trips for more efficient coordinated services and potential emergency management coordination. Funding for this project will come from the Florida Commission for the Transportation Disadvantaged, Medicaid and ADA and included in the FY2008 operating budget.

The MOU provides for the LYNX and PCTS refined project to begin March 1, and expire September 30, 2008. The program will be reviewed at expiration and the can be continued with funding also continued through the Florida Commission for Transportation Disadvantaged, Medicaid and ADA.

5. Staff will request authorization to approve and execute a new ten month Joint Participation Agreement (JPA) with the Florida Department of Transportation (FDOT) under its Commuter Assistance Program Grant (CAP). The CAP focuses on reducing the single occupant commuter trip that is the greatest cause of peak hour highway congestion. Annually, LYNX submits to FDOT a budget and Commuter Assistance Program work plan that identifies strategies to meet their goals. When FDOT approves the budget and work plan, LYNX and FDOT enter into a Joint Participation Agreement and FDOT reimburses LYNX 50% of expenditures used to promote or implement the programs.

Commuter Assistance Programs such as vanpool, carpool, Guaranteed Ride Home, and commuter tax breaks are marketed to Central Florida business and citizens to increase utilization. LYNX has experienced considerable success with the rideshare programs. There are currently 59 vanpools that travel within the seven county region and demand is steadily increasing. The carpool program has increased with over 3,300 potential matching partners and the bus pass program has also seen growth within the year adding two new employer programs and three retain consignors.

This JPA extends the 2007 grant and provides \$365,980 for the Commuter Services program and all correlating expenses were included in the FY 2007-2008 budget.

6. Staff will request authorization to adopt Administrative Rule #10 – Solicitation on LYNX facilities. Pat Christiansen, Legal Counsel to the Board of Directors, presented a draft rule to the Committee at the January, 2008 meeting. The proposed administrative rule expressly delineates what is prohibited at LYNX facilities and what would be considered to be exempt activities.

Action Agenda:

1. Staff will request authorization to amend Administrative Rule #4 – Procurement and Contracts to clarify types of permissible advertisement on LYNX property. Section 4.4.6., “Limitation on Advertisement Content”, delineates the delegation of authority as it relates to contract execution for bus advertising sales; however, the rule does not define the type of advertisement that is permitted on LYNX property or equipment. In the absence of this delineation staff has used as a “rule of thumb” no advertisement of tobacco, alcohol, politics, gambling or other products that could be construed to be morally offensive to the community and/or that has a legal age limit for consumption or use would be prohibited. This proposed rule amendment will incorporate the definition to clearly delineate acceptable advertisement permitted on LYNX property or equipment. There would be no fiscal impact if this proposed rule amendment is adopted.

Meeting adjourned at 10:23 a.m.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6047

Item Name: LYNX Operations Center Project Update

Date: 2/28/2008

The Collage contract for the LOC is just about complete with the exception of the following:

- 1) Test and Balance report for the HVAC systems did not include a report for Building B, and did not conform to the submittal requirements in the specs.
- 2) We have not received project "As Built".
- 3) We have not received project warranties and operations manuals.
- 4) There are 6 security doors that still need power run to them and some may need transformers.

We continue to work on resolving the above items, while holding \$250,000, as retainage.

We are also in the process of obtaining full and complete releases executed by the releasing subcontractors. Under the terms of the settlement agreement Collage has until April 15, 2008 to obtain such releases. We are holding an additional \$100,000 in retainage until we receive these releases.

Once the Collage contract is completed, LYNX will then attempt to complete items that have been identified as shortcomings of the project that were not the responsibility of Collage.

This includes such items as:

- Power distribution to the remote areas of the Repair Garage
- Completing the building ventilation (CO2) system
- Complete the relocation of the vehicle exhaust system and Radiant Heat Systems
- Performing modifications to various office areas in Buildings A and B
- Upgrading the cooling system in the IT room
- Constructing a Waste Oil Collection System in Building A
- Integrating the LYNX internet with the HVAC System Controls
- Performing other minor modifications.

Staff is developing the scope of work for each of these projects as well as a cost estimate.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.B

To: LYNX Board of Directors

From: Linda Watson
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)
Presented By: Pat Christiansen, Legal Counsel, Akerman and Senterfitt

Phone: 407.841.2279 ext: 6017

Item Name: Update on the City of Orlando Shelter Program Interlocal Agreement

Date: 3/27/2008

Mr. Pat Christiansen, Legal Counsel, will provide the Board of Directors with an update to the Audit Committee on the negotiations with the City of Orlando for the administration of a bus shelter program within the City of Orlando's jurisdiction.

Staff has been working with the City of Orlando for more than two years to develop a bus shelter program. Since presenting the draft interlocal agreement to the Audit Committee and subsequent adoption by the Board of Directors in July 2007, the interlocal agreement has gone through several revisions. Following the Board's adoption, the agreement was submitted for the City's concurrence. At that time, additional concerns were raised that furthered the discussion on certain aspects of the agreement. In particular, some of the topics included the number of shelters to be constructed, location of shelters, exclusivity to this agreement, use of revenue generated from shelter advertising, indemnification, cost to remove shelters, and term of the agreement.

While the negotiations have continued since July 2007, staff is confident that the newly revised agreement is substantially complete and satisfactory for both parties of the agreement.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.C

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6047

Item Name: Presentation on the annual financial audit and Comprehensive Annual Financial Report (CAFR) for the fiscal year ending September 30, 2007

Date: 3/27/2008

Mr. Ron Conrad, partner with the firm of Cherry, Bakeart, & Holland, L.L.P. will present results of the LYNX annual financial audit for the fiscal year ending September 30, 2007.

LYNX Board Audit Committee Agenda

Audit Committee Agenda Item #3.D

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6017

Item Name: Update on the Florida Transportation Commission (FTC) Transportation Authority Monitoring and Oversight Report

Date: 3/27/2008

At the December 2007 Audit Committee meeting, staff provided a report on the Florida State Legislature's directive for the Florida Transportation Commission (FTC) to provide more oversight in the performance of transportation agencies established under Sections 343 and 348 of the Florida Statutes. As such, the FTC established twelve performance measures and six governance adherence criteria. Each measurement was assigned a goal; however, some goals were based upon previous years' trends and others were based on industry standards.

Earlier this month, the FTC submitted for review its draft report for the FY2007 reportable year. The following chart outlines the measures and criteria. LYNX met the objectives of five performance measurements and all of the governance criteria.

Several criteria used in calculating the performance measures are areas where LYNX has little or no control. These include:

Average Headway- Because of the significant investment of capital and personnel needed to increase headways, LYNX will have a difficult time meeting this goal. In 2007 LYNX made some improvements in this area, improving Link 30 to operating every 30 through a Service Development Grant; improving Link 8 to every 10 minutes during peak hours; and improving Link 25 to every 20 minutes on weekdays. Although this will have a slight impact in the future it could be offset by future service reductions.

There are several 'expense' costs used in the calculation of four measures that LYNX cannot control but negatively impact the actual results of these measures such as rising fuel and healthcare costs. Also there are one-time or short-term costs that will not occur in the future. Some of these include: the leasing of a temporary maintenance facility due to construction delays in the new facility; moving expenses into the new facility; an aging fleet with high maintenance costs. LYNX is also in the process of implementing programs to increase revenue. Two

LYNX Board Audit Committee Agenda

examples are the leasing out of office space in our administrative building and raising fares in January 2008. There are other factors impacting these measures and are outlined in the attached letter to the FTC.

The “Revenue Miles between Failures” reflects low performance from our aging buses as well as some initial failures experienced with new emissions equipment on our newer fleet. The new equipment complies with the clean air act and requires our buses to operate on ultra-low sulfur diesel. In working with the engine manufacturer, we have addressed the problems associated with our new low emissions equipment and the procurement of 35 new buses later this year should help us improve this measure in the future. LYNX was also in the midst of transitioning to a new maintenance facility at the LYNX Operations Center, and in the transition was forced to operate at a less-than-desirable leased facility We are now completely moved into the LYNX Operations Center, where we can better perform our preventative maintenance program.

LYNX did not meet the measure for on-time performance. However, the 19 buses added to service over the past year will help us improve in this area in the future. Additionally, in 2007 LYNX overhauled schedules with the arrival of new equipment, and significantly reduced customer complaints of on-time performance issues. LYNX was also able to reduce the number of complex interlines (where a bus operates on more than one route), and is therefore now better able to isolate traffic-related delays to individual routes, rather than carrying them over to other portions of our service area.

An excerpt from the final report has been attached to this document for the report on LYNX.

Performance Measures

Performance Measurement	Objective	Actual Results	Meets Objective
Average Headway	<60 minutes	60 minutes	No
Operating Expense per Revenue Mile	<\$5.30	\$5.45	No
Operating Expense per Revenue Hour	<\$75.00	\$76.52	No
Operating Revenue per Operating Expense	>30%	31%	Yes
Operating Expense per Passenger Trip	<\$3	\$3.03	No
Operating Expense per Passenger Mile	<\$0.47	\$0.53	No
Revenue Miles Between Major Safety Incidents	>141,000	938,146	Yes
Revenue Miles Between Failures	>10,500	8,041	No
Revenue Miles versus Vehicle Miles	>.90	0.91	Yes
Customer Service Response Time	2 weeks	2 weeks	Yes
Customer Service Complaints per Passenger Boardings	<1 per 5,000	0.7	Yes
On-time Performance	>80%	75%	No

LYNX Board Audit Committee Agenda

Governance Criteria

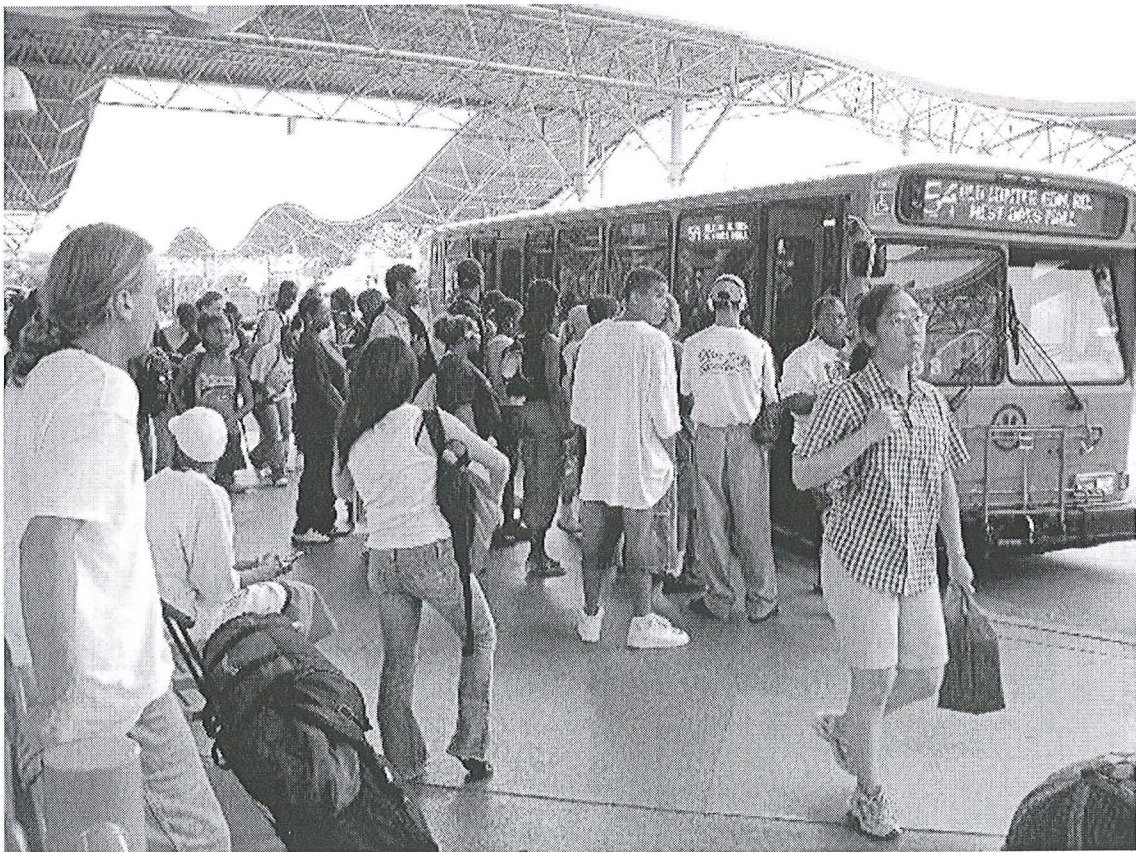
Governance Criteria	Meets Objective
Ethics and Conflict of Interest	Yes
Annual Audit	Yes
Public Records and Open Meetings	Yes
Procurement Policy and Procedures	Yes
Consultant Contract Reporting	Yes
Compliance with Bond Convents	Yes

Central Florida Regional Transportation Authority (CFRTA, d/b/a LYNX)

BACKGROUND

The Central Florida Regional Transportation Authority (CFRTA) d/b/a LYNX is an agency of the state of Florida, created in 1989 by Chapter 343.63, Florida Statutes. Amended legislation in 1993 enabled CFRTA to assume the former Central Florida Commuter Rail Authority's operations and provided an opportunity for a merger with the Orange-Seminole-Osceola Transportation Authority (OSOTA), commonly known as LYNX. The CFRTA/OSOTA merger became effective in October 1994 after the two agencies ratified the merger through formal action in March 1994. CFRTA chose to continue the use of the "LYNX" name in its business operations.

CFRTA is authorized to "own, operate, maintain, and manage a public transportation system in the area of Seminole, Orange, and Osceola Counties." CFRTA is empowered to formulate the manner in which the public transportation system and facilities are developed through construction, purchase, lease, or another type of acquisition in addition to development of policies necessary for the operation and promotion of the public transportation system and adoption of rules necessary to govern operation of the public transportation system and facilities.



Year One Report

By law, CFRTA must develop and adopt a plan for the development of the Central Florida Commuter Rail that includes CFRTA's plan for the development of public and private revenue sources, funding of capital and operating costs, the service to be provided, and the extent to which counties within the area of operation of the authority are to be served. The plan must be reviewed and updated annually. A copy of the plan that was updated and distributed in the summer of 2007 is available at the following website:

www.cfrail.com/Files/Brochures/Brochure_QualityTime.pdf. LYNX is authorized to issue revenue bonds through the Division of Bond Finance of the State Board of Administration.

CFRTA is an Independent Special District of the state of Florida and subject to the provisions of Chapter 189, Florida Statutes (Uniform Special District Accountability Act of 1989) and other applicable Florida Statutes.

CFRTA, the governing body of LYNX, consists of five voting members. The chairs of the county commissions of Seminole, Orange, and Osceola Counties, or another member of the commission designated by the county chair, shall each serve as a representative on the board for the full extent of his or her term. The mayor of the City of Orlando, or a member of the Orlando City Council designated by the mayor, shall serve as a representative on the board for the full extent of his or her term. The Secretary of Transportation shall appoint the district secretary, or his or her designee, for the district within which the area served by LYNX is located and this member shall be a voting member. A vacancy during a term shall be

filled in the same manner as the original appointment and only for the balance of the unexpired term.

The Board of Directors generally meets on a monthly basis on the fourth Thursday of each month to conduct authority business.

LYNX provides public transportation services to the general public in the Orlando metropolitan area and throughout Orange, Seminole, and Osceola Counties in the form of fixed route bus service, paratransit service, and carpools/vanpools. LYNX also provides morning and afternoon express bus service from Lake and Volusia Counties. LYNX operates within a service area of 2,500 square miles that is home to more than 1.8 million residents. The fiscal year (FY) 2007 annual operating budget exceeded \$88 million, an increase of 7.2 percent over the previous year, while annual passenger boardings rose to 25.3 million, representing an increase of 697,406 additional boardings, a 2.8 percent increase over the previous year. Peak service vehicles increased by 20.6 percent to a new high of 240.

LYNX receives significant financial support from its funding partners. For FY 2007, the Orange County Commission approved \$38.1 million for LYNX (a 39% increase versus FY 2006), the Seminole County Commission approved \$5 million (a 24% increase), and the Osceola County Commission approved \$4.7 million (a 14% increase). LYNX net capital assets grew from \$90.2 million in FY 2005 to \$111.2 million in FY 2006, an increase of 23.3 percent.

Table 26 Current Central Florida Regional Transportation Authority (LYNX) Board Members

Name	Appointment	Position
Carlton Henley	Chairman, Seminole County Commission	Chairman
Bill Lane	Commissioner, Osceola County Commission	Vice-Chairman
Buddy Dyer	Mayor of Orlando	Secretary
Richard Crotty	Mayor, Orange County	Board Member
Noranne Downs, P.E.	FDOT District 5 Secretary	Board Member

LYNX recently completed a Comprehensive Operational Analysis (COA) to address expansion, the changing central Florida community, and to evaluate the fixed-route system and passenger needs. Components of the COA included an analysis of existing service, an on-board bus survey to determine origin-destination information, creation of a 15-year service plan, and coordination of plans with the commuter rail project.

In late 2007, operation and maintenance functions moved into a new facility that encompasses 119,400 square feet of space for maintenance and administrative buildings and two separate bus-wash buildings that provide multiple bays, bus parking, and separate lots for employee parking. Eleven new bus shelters were installed at nine different sites, and major street lighting was installed at the Apopka Superstop.

Planned improvements going forward, as outlined in the Transportation Development Plan (TDP) and the CFRTA Strategic Plan, include service expansion and improvement of fixed route service, paratransit service, and commuter services provided through the LYNX Mobility Assistance Program (MAP). The aggressive marketing and communications program that is already in place will continue to focus on educating the community about available services. Planned capital improvement projects total \$28.7 million. Planned capital committed to rolling stock totals \$19.5 million and includes replacement of 35 fixed-route vehicles, purchase of 16 additional vehicles, and the lease of 21 vehicles to improve on-time performance; adding 19 vehicles to the commuter van fleet; refurbishment of engines and transmissions to extend service life of the vehicles; and, procurement of 20 new fareboxes. Other capital improvement projects include \$1.6 million for the LYNX Operations Center (LOC), \$40,000 for facility improvements, \$4.2 million for the Fixed Route Interactive Voice Response (IVR) Project and Paratransit Trip



Planner, \$1.2 million for support equipment, and \$2.3 million to purchase and install passenger shelters, superstops and other amenities related to customer services.

In June 2006, the Board of Directors adopted the Comprehensive Transportation Development Plan (TDP) update containing capital and service improvements necessary to meet projected demands for public transportation throughout Central Florida from 2007 through 2011.

PERFORMANCE MEASURES

Pursuant to the Commission's expanded role in providing oversight to authorities, the Commission conducts periodic reviews of each authority's operations and budget, acquisition of property, management of revenue and bond proceeds, and compliance with applicable laws and generally accepted accounting principles. Consequently, the Commission, in concert with the authorities, developed performance measures and management objectives that establish best practices across the industry to improve the overall delivery of services to the traveling and freight moving communities that are critical to the overall economic well-being and quality of life in Florida. FY 2007 results, as reported by LYNX, are provided in the following table. Results for the last five fiscal years are included in **Appendix B**.

Year One Report

LYNX was an active participant in the development of performance measures and in establishing objectives to measure their performance. Every attempt was made to ensure that the objectives that were selected would be a true measure of the agencies' effectiveness and efficiency in a variety of areas. The LYNX performance data used for this first year report actually represent information collected during FY 2007, which

spans from October 1, 2006 through September 30, 2007 (LYNX reports on a Federal Fiscal Year). LYNX was successful in achieving 5 of the 12 objectives for performance, as indicated in the following table.

Each measure is discussed in terms of achievement of the objective, prevailing trends, and future corrective action.

Table 27 Central Florida Regional Transportation Authority, summary of performance measures, FY 2007

Performance Measure	Detail	Objective	Actual Results	Meets Objective
Average Headway	Average headway of all routes	<60 minutes	60 minutes	X
Operating Expense per Revenue Mile	Operating expense divided by total annual revenue miles	<\$5.30	\$5.45	X
Operating Expense per Revenue Hour	Operating expense divided by total annual revenue hours	<\$75	\$76.52	X
Operating Revenue per Operating Expense	Ratio of all revenue generated through operation of the transit agency with respect to total operating expense	>30%	31%	✓
Operating Expense per Passenger Trip	Operating expenditures divided by the total annual ridership	<\$3	\$3.03	X
Operating Expense per Passenger Mile	Operating Expense divided by the number of passenger miles	<\$0.47	\$0.53	X
Revenue Miles Between Major Safety Incidents	Number of total annual revenue miles divided by the number of major safety incidents for bus	>141,000	938,146	✓
Revenue Miles Between Failures	Number of total annual revenue miles divided by the number of revenue vehicles system failures ² .	>10,500	8,041	X
Revenue Miles versus Vehicle Miles	Number of annual miles of vehicle operation while in active service divided by total annual vehicle miles ³ .	>.90	0.91	✓
Customer Service	Average time from complaint to response	2 weeks	2 weeks	✓
Customer Service	Number of complaints per boarding	<1 per 5,000 boardings	0.7	✓
On-time Performance	% of trips end to end on time less than 5 minutes late	>80%	75%	X

¹Fiscal Year 2007 represents 12 months from October 1, 2006 through September 30, 2007

²A failure is classified as the breakdown of either a major or minor element of the revenue vehicle's mechanical system.

³Total annual vehicle miles include: deadhead miles, vehicle miles from the end of service to the garage, driver training, and other miscellaneous miles not considered to be in direct revenue service.

Average Headway

LYNX has typically adhered to an average headway of 60 minutes for their fixed-route service for at least the past five years. The goal of the stated objective of less than 60 minutes translates into slightly more frequent service for customers. While this objective should be achievable for LYNX moving forward, LYNX's failure to meet this current objective is certainly understandable given not only the implementation schedule of the objectives, but also significant service planning requirements that are required to restructure service frequency.

Operating Expense per Revenue Mile

An evaluation of the relationship between operating expenses and revenue miles provides a measure of the general cost efficiency of the service provided over distance. LYNX operating costs per revenue mile of \$5.45 exceeded the objective of \$5.30 by \$0.15 (3%). Operating costs per revenue mile have grown rather steadily at LYNX since 2003. In order to achieve the \$5.30 operating costs per revenue mile objective in FY 2007, LYNX needed to hold spending over FY 2006 levels to 1.5 percent rather than the reported 4.3 percent increase. LYNX can contain or reduce future costs either by decreasing operating expenses or increasing revenue.

Operating Expense per Revenue Hour

An evaluation of the relationship between operating expenses and revenue hours also provides a measure of the general cost efficiency of the service provided over time. LYNX operating cost per revenue hour of \$76.52 exceeded the objective of less than \$75.00 per hour by \$1.52 (2%). Operating costs per revenue hour have grown steadily at LYNX since 2003. In order to achieve the less than \$75.00 operating costs per revenue hour in FY 2007, LYNX would have had to hold spending over FY 2006 levels to a 2 percent rather than the reported 4.1 percent increase. Again, future costs can be contained or reduced

either by decreasing operating expenses or increasing revenue.

Operating Revenue per Operating Expense

The relationship between operating revenue and operating expense provides a measure of the effective use of income. Unlike the two previous objectives, where the goal was to achieve lower costs per revenue mile or revenue hour, the target for this objective is to increase the percentage of revenue derived from fares and other revenue sources. LYNX achieved this performance measure objective with a 31 percent ratio of revenue to operating expenses. This exceeds the 30 percent objective. Growth in FY 2007 was slightly below the ongoing upward trend of 32 percent in FY 2006. Containment of operating expenses will be critical for LYNX moving forward.

Operating Expense per Passenger Trip

An evaluation of the relationship between operating expenses and passenger trips provides a measure of the general cost efficiency of the service provided. LYNX operating costs per passenger trip of \$3.03 exceeded the objective of less than \$3.00 by \$0.03 (3%). In order to achieve the \$3.00 operating cost per passenger trip objective in FY 2007, LYNX needed to hold spending over FY 2006 levels to less than 4 percent rather than the reported 5 percent increase. Costs can be contained or reduced by decreasing operating expenses.

Operating Expense per Passenger Mile

An evaluation of the relationship between operating expenses and passenger miles also provides a measure of the general cost efficiency of the service provided. LYNX operating costs per passenger mile of \$0.53 exceeded the objective of less than \$0.47 by \$0.06 (12.6%). Operating costs per passenger mile have fluctuated at LYNX since 2003. LYNX did achieve an operating cost of less than \$0.47 per passenger mile in FY 2005. In order to achieve this objective moving forward, LYNX will need to decrease operating costs

per passenger mile reported in FY 2007 by 14.6 percent.

Revenue Miles between Major Safety Incidents

The span of revenue miles between major incidents is a measure of safe customer service. Significant revenue miles between major incidents results in infrequent exposure of customers to safety hazards. LYNX easily achieved the performance measure objective of greater than 141,000 revenue miles between major incidents (by 565%). Given historic performance in this area, it appears that this objective is well below actual performance and should be adjusted moving forward. In FY 2007, LYNX improved revenue miles between major safety incidents by 182,964 (24.2%) miles as compared to FY 2006, but fell short of the five-year record of 1,030,647 (-9.0%) achieved in FY 2005.

Revenue Miles between Revenue Vehicle System Failures

The span of revenue miles between revenue vehicle system failures (defined as the breakdown of either a major or minor element of the revenue vehicle's mechanical system) is a measure of maintenance effectiveness in keeping the fleet in good condition. A significant number of revenue miles between revenue vehicle system failures reinforces customer confidence in on-time bus performance. LYNX failed to achieve the performance measure objective of greater than 10,500 revenue miles between revenue vehicle system failures. LYNX has shown a gradual decline from 15,779 revenue miles between vehicle system failures in FY 2003 to the FY 2007 level of 8,041 revenue miles between vehicle system failures. Reversal of the current trend and measured improvement in this area will be required in the future in order to achieve this objective.

Revenue Miles versus Vehicle Miles

The relationship between revenue miles and vehicle miles provides a measure of the effectiveness of fleet assignment given that

vehicle miles include non-revenue miles, such as deadhead miles (from shop to start of a route) and vehicle miles from the end of the route to the shop. LYNX achieved the .91 performance measure objective for FY 2007.

Customer Service – Average Time from Complaint to response

LYNX achieved the performance measure objective of timely response to customer complaints within two weeks of receipt of the complaint. Since this is a new performance measure objective for LYNX, no previous data were reported.

Customer Service – Number of Complaints per Boarding

LYNX also achieved the performance objective of less than one complaint per 5,000 boardings with 0.7 complaints. LYNX has shown gradual improvement in the reduction of customer complaints since a previous high of one complaint per 5,000 boardings in FY 2005.

On-time Performance

LYNX did fall short of achieving the on-time performance objective of greater than 80 percent of trips end-to-end on-time. On-time is defined as less than five minutes late. This also is a newly established performance measure objective; therefore, no previous data were reported. Nonetheless, the objective does appear to provide LYNX with an appropriate target for improved performance moving forward.

OPERATING INDICATORS

FTC, in concert with the Authorities, developed indicators that provide meaningful operational and financial data that supplement performance measures in evaluating and monitoring organizational performance. The Commission did not establish objectives or goals for these indicators, as various Authorities have unique characteristics. FY 2007 operating indicators, as reported by LYNX are provided in the following table. In order to observe current trends, operating indicators for FY 2005 and

**Table 28 Central Florida Regional Transportation Authority (LYNX)
summary of operating indicators, FY 2007**

Indicator	Detail	Actual 05 Results	Actual 06 Results	Actual 07 ¹ Results
Operating Expense per Capita (Potential Customer)	Annual operating budget divided by the service area population	\$44.51	\$46.20	\$49.89
Farebox Recovery Ratio	Ratio of motor bus passenger fares ² to total operating expenses.	24.00%	25.40%	23.60%
Service Area Population	Approximation of overall market size for comparison of relative spending and service levels among communities in the absence of actual service area population	1,536,900	1,536,900	1,536,900
Service Area Population Density	Persons per square mile based on the service area population and service area size reported in the National Transit Database (NTD).	605.6	605.6	605.6
Operating Expense	Reported total spending on operations, including administration, maintenance, and operation of service vehicles.	\$68,402,819	\$71,006,590	\$76,671,049
Operating Revenue ³	All revenue generated through the operation of the transit agency.	\$18,759,732	\$22,716,943	\$23,615,929
Total Annual Revenue Miles	Number of annual miles of vehicle operation while in active service ⁴ .	13,398,280	13,593,266	14,072,186
Total Annual Revenue Hours	Total hours of operation by revenue service vehicles in active revenue service.	949,292	965,844	1,001,947
Total Revenue Vehicles ⁵	Number of vehicles available for use by the transit agency to meet the annual maximum service requirement.	237	249	285
Peak Vehicles	Number of vehicles operated in maximum (peak) service. Represents the number of revenue vehicles operated to meet the annual maximum service requirements.	197	199	240
Ratio of Revenue Vehicles to Peak Vehicles ⁶ (spare ratio)	Total revenue vehicles, including spares, out-of-service vehicles, and vehicles in or awaiting maintenance, divided by the number of vehicles operated in maximum service.	16.90%	25.00%	15.80%
Annual Passenger Trips ⁷	Annual number of passenger boardings on the transit vehicles.	24,059,369	24,624,906	25,322,312
Average Trip Length	A number typically derived based on sampling and represents the average length of a passenger trip.	6.2	6.1	5.8
Annual Passenger Miles	Number of annual passenger miles multiplied by the system's average trip length (in miles).	149,168,088	150,211,927	145,856,517
Weekday Span of Service (hours)	Number of hours that transit service is provided on a representative weekday from first service to last service for all modes.	22.3	23.5	23.3
Average Fare	Passenger fare revenues divided by the total number of passenger trips.	\$0.68	\$0.73	\$0.71
Passenger Trips per Revenue Mile	The ratio of annual passenger trips to total annual revenue miles of service.	1.80	1.81	1.80
Passenger Trips per Revenue Hour	Ratio of annual passenger trips to total annual revenue hours of operation.	25.34	25.5	25.27
Passenger Trips per Capita	Passenger trips per capita.	15.65	16.02	16.48
Average Age of Fleet in Years	Age of fleet (years) average.	6.3	5.7	5.7
Unrestricted Cash Balance	End of year cash balance from financial statement.	N/A	\$5,620,701	\$19,693,978
Weekday Ridership	Average weekday ridership.	77,194	78,779	81,445
Capital Commitment to System Preservation	% of capital spent on system preservation	N/A	N/A	91%
Capital Commitment to System Expansion	% of capital spent on system expansion	N/A	N/A	4%
Intermodal Connectivity	Number of intermodal transfer points available.	N/A	5	5

¹FY 2007 data represent unaudited financial information.

²Passenger fares are revenues generated annually from carrying passengers in regularly scheduled service, including payment from jurisdictions for feeder bus service.

³Operating revenue includes passenger fares, special transit fares, school bus service revenues, freight tariffs, charter service revenues, auxiliary transportation revenues, subsidy from other sectors of operations, and non-transportation revenues.

⁴Active service refers to vehicle availability to pick up revenue passengers.

⁵Total revenue vehicles include spares, out-of-service vehicles, and vehicles in or awaiting maintenance, but exclude vehicles awaiting sale and emergency contingency vehicles.

⁶Vehicles awaiting sale and emergency contingency vehicles are not included as revenue vehicles in this calculation.

⁷A passenger trip is counted each time a passenger boards a transit vehicle. If a passenger has to transfer between buses to reach a destination, the passenger is counted as making two passenger trips.

N/A Information is not readily available. Data have not been previously collected in this format.

FY 2006 are also provided. Results for the last five fiscal years are included in **Appendix B**. LYNX operating indicators appear to be highly consistent from year to year with FY 2007 indicators conforming to the established trend lines. Based on the indicators presented, LYNX has continued to increase weekday ridership (by 3.4 %) on expanded miles (a 3.5% increase) and during additional hours (a 3.7% increase) of revenue service with a slightly larger fleet (41 additional vehicles). Operating expenses continued to rise (by 8%), but were somewhat offset by a modest increase (4%) in operating revenue. Although LYNX logged slightly more passenger trips, the trips tended to be somewhat shorter, resulting in fewer passenger miles overall (2.9% decrease). A decline (from 25.4% to 23.6%) in the farebox recovery ratio was mirrored by a slight decline (from \$0.73 to \$0.71) in average fares. Despite the fact that the service area remained static, passenger trips within that area increased (by 2.8%) and at a slightly higher cost (from \$46.20 to \$49.89 per capita) than was previously the case.

The average age of the fleet remains good at 5.7 years, and effective use of the fleet improved; although, continuation of a 15.8 operating spare ratio below 20 percent could prove to be difficult for the agency in terms of providing expanded service in the future. From a financial perspective, LYNX significantly escalated their unrestricted cash balance and committed the bulk of their capital investment to system preservation (91%). LYNX continued to provide five intermodal connections.

GOVERNANCE

In addition to establishing performance measures for transportation authorities, the Commission developed “governance” criteria for assessing each authority’s adherence to statutes, policies and procedures. To that end, the Commission monitored compliance in the areas of ethics, conflicts of interest, audits, public records, open meetings, procurement,

consultant contracts and compliance with bond covenants.

◆ **Ethics and Conflict of Interest** – LYNX has adopted a Code of Ethics pursuant to Section 2.11 of LYNX Bylaws. On January 23, 2003, the LYNX Governing Board amended Administrative Rule 2 to establish additional rules and policies pertaining to the conduct of the authority’s members, officers and employees. The Rule Amendment applies to all members, officers and employees pursuant to Part II, Chapter 343, Florida Statutes. The Rule incorporates the Code of Ethics as adopted by the State of Florida and contains provisions related to outside business or employment, former officers and employees, employment of relatives, influencing of votes, coercion, interest in contracts with the Authority, use of Authority assets, bona fide business transactions, and required certification of the Code of Conduct through the use of a Code of Ethics Certification form. The adopted code of ethics also references Section 112, Florida Statutes, specifically regarding compliance with the state’s conflict of interest law. Members, officers, and employees are required to sign an acknowledgment not only of receipt of a copy of the “Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees,” generally referred to as the “Ethics Handbook,” but also are required to acknowledge compliance with the Code of Conduct set forth in LYNX Bylaws, provisions of the Ethics Manual and the standards and requirements outlined in the certification form. Board member and employee signed certifications are housed in Human Resource files. LYNX reported that no ethics or conflict of interest violations were registered or investigated in FY 2007.

◆ **Audit** – LYNX has established an Audit Committee that mirrors the current composition and leadership of the LYNX Board of Directors. The Audit Committee meets approximately one hour prior to each regular monthly board meeting. A 12-month rolling calendar of critical agenda items for future

Audit Committee and Board of Director meetings was contained in the December 6, 2007 Audit Committee minutes. The Commission reviewed recent minutes from the Audit Committee meetings, and typical items reviewed by the Audit Committee included proposed amendments to administrative rules, updates on the status of ongoing contracts, consent and agenda items for the next Board of Directors meeting, and proposals regarding fare adjustments and service changes. Detailed minutes of the Audit Committee and the Board of Directors meetings are posted on the LYNX website (www.golynx.com) along with a schedule of future meetings.

An annual independent audit of the Central Florida Regional Transportation Authority was completed for the year ending September 30, 2006. The Independent Auditor's Report on the financial statements expressed an unqualified opinion. The Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* identified no reportable conditions relating to the audit of the financial statements. No instances of noncompliance material to the financial statements were disclosed during the audit. No reportable conditions relating to the audit of major federal or state financial assistance projects were reported in the Independent Auditor's Report on Compliance and Internal Control. The Independent Auditors' Report on Compliance for each Major Federal Awards Program and State Financial Assistance Project expresses an unqualified opinion. There were no audit findings relative to major federal awards programs or state financial assistance projects.

The United States Code, Chapter 53 of title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula

Grant activities at least every three years. The FTA review, known as the Triennial Review, assesses the transit agency's grant compliance with federal requirements through the examination of grant management practices and program implementation in 23 different areas. FTA completed a desk review in FTA Region 4 Office on January 30, 2007, followed by a site visit to LYNX on May 2-3, 2007. Due to a previous procurement review at LYNX that examined procurement and Buy America requirements, FTA eliminated review of those areas in order to avoid duplication. As a result, FTA's triennial review was limited to 21 of the 23 different areas. On May 4, 2007 FTA issued a copy of the draft triennial review to LYNX indicating that "of the 21 areas reviewed, no deficiencies were found in accordance with the FTA requirements in any areas."

◆ **Public Records and Open Meetings** – On August 24, 2006, LYNX issued Administrative Rule 9 Public Records, pursuant to Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, that applied to all officers, managers, employees or agents of the Authority and Members of the Governing Board. The Rule defines public records and outlines provisions related to public access, format of public records, information concerning the public records office, public record requests, including fees and charges, and public record exemptions.

On January 19, 2006, pursuant to Part II, Chapter 343, Florida Statutes, LYNX established Administrative Rule 2, Board Governance (Bylaws). The Rule applies to all officers, managers, employees, or agents of LYNX and Members of the Governing Board. Section 2.1, Adoption of Bylaws, delineates the rules that govern the affairs and conduct of the business of LYNX. Section 2.2, Governing Board, outlines the authority and composition of the Board as well as the roles and responsibilities of Board Officers and Members. Meetings of the Board are administered in accordance with Robert's Rules

of Order. Notice of and public access to all meetings must be given in the manner required by applicable law as well as by LYNX Bylaws. Public notices are posted at the LYNX main administration building and are published on the LYNX website. An agenda must be prepared prior to each meeting. LYNX is also subject to the provisions of Section 189.417, Florida Statutes and Chapter 286, Florida Statutes, for open meetings.

The Commission reviewed agendas, minutes of meetings and notices of public meetings available on the LYNX website. From this limited review, the Commission determined that LYNX is operating within procedure and statute.

◆ **Procurement** – On March 29, 2007, pursuant to Part II, Chapter 343, Florida Statutes, LYNX modified, amended, and re-adopted Administrative Rule 4, Procurement and Contract Administration. The Rule applies to the process by which LYNX contracts for labor, services, goods and materials not only during the normal course of business but also in emergency situations. LYNX established the Rule to centralize the contracting function to enable LYNX to establish policies governing all procurements and contracts; to provide for fair and equitable opportunity for all persons doing business with LYNX; and, to provide safeguards to ensure the structured procurement system was of high quality and had integrity.

Administrative Rule 4 delineates contracting authority for six distinct types of contracts, including major contracts, options for major contracts, minor contracts, bus advertising contracts, emergency purchases, and fuel purchases. Governing Board approval is required for all major contracts, and the Governing Board does have the authority when it approves the contract to delegate authority. If the Governing Board does not specifically authorize staff to exercise options for major contracts, options must go before the Governing Board for approval. Minor contracts are defined as contracts with a value

of \$150,000 or less that are approved in the budget, with a term, including options, of not more than five years. Minor contracts may be approved by the CEO or delegated by the CEO to senior staff (value of \$50,000 or less), the procurement/contracts manager (value of \$25,000 or less), contract administrator/buyer (value of \$5,000 or less), or to other LYNX employees (purchases of \$2,500 or less) and must be noticed to the Governing Board as an information item at the next scheduled meeting.

Bus advertising contracts are defined as Level 1, Level 2, and Level 3. Level 1 contracts may be approved by the CEO or CFO and include contracts that do not exceed \$180,000 in the aggregate where the term does not exceed 12 months. If the Level 1 contract is less than \$150,000, the CEO can further delegate authority to approve the contract pursuant to the rules governing minor contracts. Level 2 consists of those contracts that exceed \$180,000 but are less than \$300,000 or have a term greater than 12 months. The CEO may approve Level 2 contracts provided that the contract receives prior approval by the Authority's general counsel; however, the CEO may not delegate approval authority for Level 2 contracts. Level 3 contracts include all bus advertising contracts that fall outside of Levels 1 and 2. Level 3 contracts must be approved by the Governing Board, reviewed by the general counsel, and approval authority may not be delegated. In addition, if the bus advertising contract involves a bus trade, which refers to a transaction involving a bus advertising contract where LYNX provides third party advertising in exchange for payment in kind, the bus trade must be approved by the CEO.

Contracts involving emergency purchases must be reported to the Governing Board at its next scheduled meeting as a discussion item. The CEO may approve an emergency purchase of \$150,000 or less without approval of the Governing Board and may delegate approval authority to any senior officer. If the amount exceeds \$150,000, the CEO shall attempt to contact the chairman or vice chairman for

approval and oversight. If the chairman and vice chairman are unavailable, and the situation necessitates immediate action, the CEO will have authority to approve and execute the contract. The CEO may not delegate approval authority for amounts in excess of \$150,000. Authority for approval is also provided to the chairman of the board, or in his absence, the vice chairman of the board. In the absence of the CEO, approval authority may be granted to any senior officer by the chairman or vice chairman.

Governing Board approval is required for any competitive solicitation; however, in said approval, the Governing Board can establish the conditions for approval of that contract by the CEO or other persons to accept fuel bids and execute fuel contracts. If LYNX has an opportunity to acquire fuel at a savings of 5 percent over its existing fuel contract, and that is permitted under the existing fuel contract, (i.e., the existing fuel contract is not on an exclusive basis) then the CEO would have the ability to acquire such other fuel at such a savings or more and for a term not longer than the term of the other fuel contract, including options. Any fuel purchases under this Rule would be reported to the Governing Board at its next scheduled meeting as an information item. The Governing Board would generally establish guidelines for fuel purchases every two years.

Administrative Rule 4 also mandates that the procurement of certain consultant or professional services shall be conducted in accordance with provisions of law, including Florida Statutes 287.055, or any successor provision thereof (the "Consultants

Competitive Negotiations Act") or to 40 U.S.C. 541, where applicable.

◆ **Consultant Contract Reporting** – LYNX provided a copy of their sole "General Consulting" contract. Earth Tech Consulting Services, an Architectural & Engineering Consulting firm is the General Engineering Consultant providing expertise and technical skills in developing, designing, and engineering facilities, and related services. The single sub consultant to Earth Tech Consulting Services exceeding \$25,000 in FY 2007 was HHCP, totaling \$27,562 as indicated in the table below.

Table 29 Summary of general consultant subconsultant activity, FY 2006

Consulting Contract	Description	Sub-Consultants >\$25k	
		#	\$
Earth Tech Consulting Services - Architecture & Engineering			
Subconsultant: HHCP		1	\$27,562
Total Sub Consultants >\$25k		1	\$27,562

◆ **Compliance with Bond Covenants** – LYNX has no outstanding revenue bonds issued at this time. LYNX does have three outstanding State Infrastructure Bank Loan Agreements (SIB) with the Florida Department of Transportation. The first SIB agreement (SIB #1) for funds to construct the LYNX Central Station matures in 2011. The next SIB agreement (SIB #2) for funds to construct the new Operating Base Facility matures in 2016. The final SIB agreement (SIB #3) for funds to acquire rolling stock, including paratransit vehicles, matures in 2013. Loans payable activity for FY 2006 is detailed in the following table.

Table 30 Central Florida Regional Transportation Authority (LYNX) loans payable, September 30, 2006

Loan	Beginning Balance	Additions	Payments	Ending Balance	Amounts Due Within One Year
SIB #1	\$ 7,958,991	-	\$ 1,021,093	\$ 6,937,898	\$ 3,978,907
SIB #2	\$ 7,600,000	-	-	\$ 7,600,000	-
SIB #3	-	\$ 7,140,000	-	\$ 7,140,000	-
	\$ 15,558,991	\$ 7,140,000	\$ 1,021,093	\$ 21,677,898	\$ 3,978,907

Year One Report

LYNX committed its Federal Transit Administration 5307 grant funds as the source to fund the payment obligations of the loan, pursuant to the State Bank Infrastructure Bank Loan Agreement.

SUMMARY

LYNX is a full service public transportation authority operating within a 2,500 square mile service area in the Orlando metropolitan area and throughout Orange, Seminole, and Osceola Counties. LYNX continues to expand its service parameters and relies on fare revenues, federal and state grants, and significant financial support from its local partners to fund operations, including fixed route bus service, paratransit service, and carpools/vanpools.

LYNX actively participated in and cooperated with the Commission's review, and the Commission relied heavily on documentation and clarifications provide by LYNX management.

LYNX met or exceeded 5 of the 12 applicable objectives established for performance measures. The seven measures that require improvement include: average headway, operating expense per revenue mile, operating expense per revenue hour, operating expense per passenger trip, operating expense per passenger mile, revenue miles between failures, and on-time performance.

LYNX continues to provide more public transit service to the community it serves and does so with a great deal of consistency over a variety of operating parameters. LYNX has continued

to increase weekday ridership, expand revenue miles and hours, grow its fleet, and enjoy positive customer relationships. In light of stagnant farebox recovery and a slight decline in average fares, the Commission encourages LYNX to focus on containing operating costs moving forward.

In the area of governance, the FY 2006 independent financial statement audit reflected and unqualified opinion. FTA's May 2007 draft triennial review of LYNX indicated that "of the 21 areas reviewed, no deficiencies were found in accordance with the FTA requirements in any areas."

Based on the Commission's limited review of Audit Committee and Board of Directors meeting minutes, LYNX policies and procedures, Florida Statutes, Financial Statements, and other documentation provided by LYNX, no instances of noncompliance with applicable laws or regulations in the areas of ethics, conflicts of interest, public records, open meetings, bond compliance and other governance criteria established by the Commission were noted.

The Commission encourages LYNX to develop and establish a course of action focused on improving performance to achieve objectives. In addition, the Commission acknowledges the cooperation and assistance on the part of LYNX in providing the resources necessary to complete this review.

LYNX Board Audit Committee Agenda

Audit Committee Information Item #.I

To: LYNX Board of Directors

From: **Linda Watson**
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)
Lisa Darnall
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Orange County Clerk of Courts Lease Update

Date: 3/27/2008

Background

At the October 2006 Board of Directors meeting, LYNX' governing board authorized staff to negotiate with the Orange County Clerk of Courts (Clerk of Courts) to execute a five year lease agreement with one 5-year extension for nearly 5,200 square feet of office space on the second floor of the LYNX Central Station (LCS). Since then, through the assistance of legal counsel and our real estate consultant (First Capital Property Group), the Clerk of Courts has tentatively agreed to the language in the draft lease agreement.

At the October 2006 Board meeting, it was explained that LYNX would agree to build out the second floor to specifications desired by the Clerk of Courts. Based on the conceptual drawings, the estimated cost to make the tenant improvements would be approximately \$87,000. Since then, there has been a change in location, moving from the second floor to the fourth floor, and a new configuration of the layout to provide better functionality of the work space. Additionally, we learned that more security measures are needed to safeguard building access to the leased space. The security equipment will include cameras monitoring common areas, proximity card readers and control panels for the system. This will allow limited access for court house staff and LYNX staff within the building.

Status

LYNX staff met with the Orange County Clerk of Courts staff to discuss finalizing the infrastructure requirements. These additional requirements included modifications to the HVAC system as well as electrical and data wiring for outlets. These improvements required architect/engineer sign-off to secure a permit prior to construction. Construction work began in February 2008 and the Clerk of Courts is anticipating a move in date in early April 2008.

LYNX Board Audit Committee Agenda

Audit Committee Information Item #.II

To: LYNX Board of Directors

From: **Linda Watson**
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)
Rich Bannon
(Technical Contact)

Phone: 407.841.2279 ext: 6017

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

Date: 3/27/2008

In an effort to provide the LYNX Board of Directors with advanced notice of items that require Board action, staff will provide a 12-month rolling calendar listing critical items that will be on future Audit Committee and Board of Director agendas. The purpose of this document is to make the best forecast; however, periodically staff may be required to adjust the dates by which items will be presented to the Board of Directors.

LYNX Board of Directors 12-month Rolling Calendar of Agenda Items March 2008

April 2008

- Preliminary approval of the annual operating and capital budget for submission to the funding partners
- Authorization to submit FDOT Service Development Grant Applications
- Authorization to award a contract for legal services
- Authorization to release IFB for lubricants

May 2008

- Authorization to award contract for background checks
- Work Session on Transit Development Plan (TDP) Minor Update for FY09-16
- Authorization to exercise option year for occupational health services
- Authorization to execute Memorandum of Agreement with Florida CTD for LYNX to continue as CTC
- Authorization to execute Amendment #7 of the Agreement with the Florida CTD to provide Medicaid Non-emergency Transportation Services
- Authorization to award contract for Transportation uniforms

LYNX Board Audit Committee Agenda

June 2008

- Adoption of TDP Minor Update for FY09-16
- Authorization to release IFB for Maintenance uniforms

July 2008

- Authorization to execute 6-month option for gasoline contract
- Authorization to execute 6-month option for diesel fuel contract
- Authorization to release an IFB for the Kissimmee Superstop

August 2008

- Authorization to provide coin telephone services at LYNX operating and administrative facilities
- Adoption of the annual operating and capital budget
- Authorization to execute the 1st one-year option for the consultant team program for urban design, transportation planning, technical studies and geographical information systems under Contract #05-003
- Approval of LYNX' DBE goal
- Authorization to award contract for Kissimmee Superstop

September 2008

- Authorization to accept the FY2009 Operating and Capital Budget
- Authorization to execute local funding agreements
- Annual Board of Directors' selection of officers

October 2008

- Acceptance of the Chief Executive Officer (CEO) annual appraisal
- Authorization to execute the 1st one-year option of the consultant team program contract for architecture and engineering under Contract #05-002
- Authorizations to award contract for office supplies
- Authorization to execute second (and final) option year of contract with Quest, Inc. to provide ADA Functional Assessments
- Authorization to release RFP to perform ADA Functional Assessments
- Authorization to award contract for Maintenance uniforms

November 2008

No Board of Directors' meeting

December 2008

- Authorization to submit annual appropriations grant to FTA
- Authorization to submit grant applications to the FDOT for rural transportation services

January 2009

- Review staff recommendations for FY09 legislative priorities

LYNX Board Audit Committee Agenda

February 2009

- Adoption of FY09 legislative priorities

March 2009