




Board Date: 8/9/2012
Time: 2:00

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 May 24, 2012 Audit Committee Meeting Pg 2

3. Audit Agenda Items

- A.  LYNX' Reserve Policy Discussion Pg 8
 - Attachment 
- B.  LYNX' Funding Model Discussion Pg 14
 - Attachment 
- C.  Review and Recommendation for the Amendment of Administrative Rule 4 - Procurement and Contracts to Include the Acceptance of Unsolicited Proposals. Pg 28
 - Attachment 
- D.  Presentation on MV Transportation, Inc. Increased Trip Demand Beyond RFP Projections Pg 37

5. Information Items

(For Review Purposes Only - No action required)

- i.  LYNX 12 Month Rolling Calendar Pg 40

LYNX
Central Florida Regional Transportation Authority
Audit Committee Meeting Minutes

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

DATE: **May 24, 2012**

TIME: **1:02 p.m.**

Members in Attendance:

Seminole County Commissioner, Carlton Henley, Chairman
Osceola County Commissioner, Brandon Arrington
FDOT District 5 Secretary, Noranne Downs
Orange County, Office of Regional Mobility, Jim Harrison
City of Orlando, Transportation Policy Advisor, Christine Kefauver

Members Absent:

1. Call to Order

The Chairman, Commissioner Carlton Henley, called the meeting to order at 1:02 p.m.

2. Approval of Minutes

Motion was made and seconded to approve the Minutes of the March 22, 2012 Audit Committee meeting. The motion passed unanimously.

3. Audit Agenda Items

A. Review of Unsolicited Proposal Best Practices

The Chairman recognized Ben Guida, Director of Procurement and Contracts, for presentation.

Mr. Guida noted that LYNX does not currently have a policy for the receipt of unsolicited proposals and presented information for the Committee's consideration and direction to staff to draft a policy for future review.

Mr. Guida provided the Federal Transit Administration's (FTA's) definition of unsolicited proposals:

- (1) Innovative and unique,
- (2) Independently originated and developed by the offeror,
- (3) Prepared without the recipient's supervision, endorsement, direction, or direct involvement,
- (4) Sufficiently detailed that its benefits in support of the recipient's mission and responsibilities are apparent,
- (5) Not an advance proposal for property or services that a recipient could acquire through competitive methods, and
- (6) Not an offer responding to a recipient's previously published expression of need or request for proposals.

Mr. Guida noted that an unsolicited proposal must be innovative, unique, proprietary and essential to accomplishing the agencies objective; otherwise, the FTA mandates competition.

FTA Circular 4220.1F – Ch. VI, Section 1.b., provides as follows:

Unsolicited Proposals. A recipient may also enter into contracts based on an unsolicited proposal when authorized by applicable State or local law or regulation. Receipt of an unsolicited proposal does not, by itself, justify contract award without providing for full and open competition. Unless the unsolicited proposal offers a proprietary concept that is essential to contract performance, FTA expects the recipient to seek competition. To satisfy the requirement for full and open competition, FTA expects the recipient to take the following actions before entering into a contract resulting from an unsolicited proposal:

- (1) Receipt. Publicize its receipt of the unsolicited proposal,
- (2) Adequate Description. Publicize an adequate description of the property or services offered without improperly disclosing proprietary information or disclosing the originality of thought or innovativeness of the property or services sought,
- (3) Interest in the Property or Services. Publicize its interest in acquiring the property or services described in the proposal,
- (4) Adequate Opportunity to Compete. Provide an adequate opportunity for interested parties to comment or submit competing proposals, and
- (5) Contract Award Based on Proposals Received. Publicize its intention to award a contract based on the unsolicited proposal or another proposal submitted in response to the publication.

The Committee raised the question that the FTA guidelines do not specify that the unsolicited proposal must be essential to accomplishing the agencies objective and asked staff if the recommendation was to include that language in LYNX' policy.

While the Committee agreed that the concept of “essential to accomplishing the agencies objective” should be embodied in a policy that perhaps “enhancement” might be more appropriate language than “essential”.

The Committee recommended that staff draft a policy to bring back to the next Audit Committee meeting and Board of Directors meeting.

Mr. Guida noted that the Board’s adoption of a unsolicited proposal policy would require an amendment to LYNX’ Administrative Rule 4.

B. Presentation on LYNX’ Reserves

The Chairman recognized Blanche Sherman, Director of Finance, for presentation.

Mr. Lewis provided that along with staff discussions regarding the development of a policy for unsolicited proposals, staff has discussed developing policy guidelines for maintaining LYNX’ reserves.

He noted that staff has reviewed the reserve history and operational needs. The review revealed the recurring issue of moving from one fiscal year to the next. When LYNX partners’ funding agreements ends September 30th and the next fiscal year begins October 1st, action by each partners’ jurisdiction may not occur until after the beginning of that fiscal year. During this time, LYNX relies on reserves.

Ms. Sherman presented staff’s recommendations for creating reserve accounts:

- 1) Operating Reserve – 2 month reserves estimated at 10 million per month
- 2) Self Insurance Reserve – 1 million which is based on an actuarial analysis estimating the cash flow for the coming year
- 3) Fuel Stabilization Fund – 1 million
- 4) Capital Reserve – 1 million

Mr. Lewis noted that the current funding model addresses a capital match; therefore, a capital funding can be addressed through the funding model or establishing a separate reserve. The capital reserve will fluctuate based on the 5 or 10 year plan. Other than the capital reserve, the others are more stable and recurring.

The Committee favored establishing a policy.

Ms. Sherman provided that capital is based on the rate established in the funding model which is currently \$2 per hour. In support, Mr. Lewis noted that if the partners’ supported the model, then the \$2 per hour would cover the capital expenditure needs. If not, establishing a capital reserve would cover the expenditures in the future.

The Committee asked staff to research the \$2 per hour language in the current funding model and provide it at the next meeting.

For clarification, the Committee noted that the total amount of reserve funds that staff is recommending be set aside in the four reserve accounts is equal to the total amount of reserve funds currently held in one account.

The Committee recommended that staff draft a policy to bring back to the next Audit Committee meeting.

C. Overview of Proposed Service Enhancements

The Chairman recognized Tony Walter, Director of Planning and Development, for presentation.

Mr. Walter noted that due to the rapidly increasing ridership throughout the LYNX system over the past three years, a growing number of LYNX' routes are experiencing issues with capacity constraints and/or issues with adhering to the published bus schedules. The overall system ridership has increased over 20% since 2009, and many routes have exceeded this percentage with a high of an 80% increase.

LYNX' staff conducted an analysis in April 2012 to identify the routes experiencing capacity issues and maintaining on-time performance:

➤ **Orange County**

- Link 4: US441
- Link 6: Dixie Belle Drive
- Link 17: N US441 / Apopka
- Link 41: SR436 Crosstown
- Link 42: International Drive / OIA
- Link 57: John Young Parkway
- Link 104: East Colonial Drive
- Link 300: Downtown Orlando / Hotel Plaza
- Link 301: Pine Hills / Animal Kingdom
- Link 302: Rosemont / Magic Kingdom
- Link 304: Rio Grande Ave. / Vistana Resort
- Link 305: MetroWest
- Link 443: Winter Park / Pine Hills

➤ **Osceola County**

- Link 4: S US441
- Link 26: Pleasant Hill Rd / Poinciana
- Link 55: W US192 / Four Corners
- Link 56: W US192 / Magic Kingdom
- Link 57: John Young Parkway

➤ **Seminole County**

- Link 41: SR436 Crosstown

Staff has identified four routes where service changes were recently made or changes can be made to routing and timing that do not required additional funding.

Staff has identified routes and associated costs to enhance:

- **Orange County**
Link 17: Increase the frequency from 30 to 15 minutes during morning & afternoon peak periods **Annual Cost: \$ 339,415**

 - **Osceola County**
Link 55 & 56: Increase the number of vehicles by 3; add running & layover time to each trip **Annual Cost: \$ 751,830**

Link 26: Increase frequency from 60 to 30 minutes during morning & afternoon peak period **Annual Cost: \$ 230,274**

 - **Seminole County**
Link 41: Increase frequency from 35 to 30 minutes all day, Monday through Saturday **Annual Cost: \$ 316,854**
- Total Annual Cost for all Enhancements: \$1,638,384**

To facilitate the enhancements, Mr. Walter reported they equate to 10 buses and the required number of operators. Staff is recommending the service improvements and the annual cost of \$1,638.384 drawn from FY2013 reserves. For future years, the cost would be calculated into the funding agreements of each jurisdiction.

The total annual cost for all identified routes would be \$3.3 million.

The Committee discussed alternative improvements to Link 41. Staff reiterated that it is the length of the route which necessitates the number of vehicles and operators to improve the service.

Mr. Lewis noted that LYNX has been taking incremental steps to improve services and why staff will be requesting the Board's approval of a Comprehensive Operational Analysis (COA). The COA will review the enhancements to the 5 recommended routes, ridership and connectivity to SunRail. However, riders are being passed-up now and more funds are being allocated to the service through operator overtime.

The Committee questioned staff as to the actual amount of overcapacity being experienced on the routes. Mr. Lewis noted that data available is based on the average passenger load.

The Committee discussed the possibility of cutting routes with low ridership. Staff noted that Title VI consideration would need to be reviewed in the service area with low ridership but like in 2008, the system could be reviewed for service cuts.

The Committee discussed the possibility of accelerating the COA. Staff noted that a typical study can take 12 to 18 months with periodic reports.

The Committee discussed returning to the funding model which provides a “true-up” of which jurisdiction is paying for and receiving services.

Motion was made and seconded to recommend the Board of Directors approve the proposed service enhancements.

Discussion ensued regarding right sizing of the fleet, creating future rider expectations, funding presentations to jurisdictional boards, the need to move community workforce, savings from the southern operating base, and return to the regional funding model.

The Committee discussed funding Osceola County Links 55 / 56 and 26 from reserves for the current fiscal year, allow Orange and Seminole County to review the proposal with their respective Boards, and bring the balance of the proposal back to the Committee at its next meeting.

An Amendment to the Motion was offered and seconded to recommend the Board of Directors approve the proposed service enhancements to Osceola County Links 55 / 56 and 26, to fund the \$982,014 from reserves, and to bring the proposed Orange County Link 17 and Seminole County Link 41 back to the Committee’s next meeting. The Motion as amended passed unanimously.

4. Review of Board Package

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

Mr. Lewis noted that staff has requested to pull Agenda Item 6.E.i from the Consent Agenda and taken up as Action Item 7.E. Additionally, staff has requested Agenda Item 6.E.xi be pulled from the Consent Agenda.

The meeting adjourned at 2:05 p.m.

Audit Committee Agenda Item #3.A

To: LYNX Board of Directors

From: John Lewis
CHIEF EXECUTIVE OFFICER
Blanche Sherman
(Technical Contact)

Presented By: Blanche W. Sherman

Phone: 407.841.2279 ext: 6017

Item Name: LYNX' Reserve Policy Discussion

Date: 8/9/2012

Staff is in the process of developing LYNX' Reserve Policy. This item gives the Audit Committee an opportunity to provide direction and feedback to management during this process.

LYNX reserves are currently utilized on an as-needed basis as approved by the LYNX Board of Directors. In order to formalize this process and appropriately address the establishment and use of reserves, LYNX staff will be presenting a proposed Reserve Policy to the Audit Committee for consideration and review. LYNX' Reserve Policy will be based on sound fiscal principles designed to allow LYNX to maintain continuation of operations in adverse conditions. The LYNX Board realizes that it is essential for governments to maintain adequate levels of reserves to mitigate current and future risks such as revenue shortfalls, emergencies, natural disasters, and unanticipated expenditures. The final policy will be presented to the LYNX Board for approval.

The Reserve Policy is essential to maintain adequate levels of reserves to mitigate current and future risks and is based on sound fiscal principles. LYNX' Reserves will be as follows:

- **Reserves for Operations (Cash Reserves)**
LYNX should establish a goal to maintain a reserve of forty-five to sixty days, or fifteen to twenty percent of regular operating expenditures to be used for short term cash flow purposes, or to ensure adequate resources for operating purposes at the beginning of the fiscal year. The cash reserve also helps to protect LYNX in the event it must respond to a natural or man-made disaster. This appropriation may also be considered to fund one-time capital outlay, but shall not be used to support ongoing operating expenses.
- **Reserves for Contingency (Emergencies)**
LYNX should establish a goal to maintain a contingency reserve at a not to exceed 10% of the total budget. The contingency is commonly known as the emergency reserve to be used in the case of a major storm or other unforeseen disaster. The contingency reserve may also be used to cover unanticipated

expenditures of a non-recurring nature, to meet unexpected immediate increases in service delivery costs, and to temporarily maintain service levels in the event that an economic downturn should cause a shortfall in revenues.

- **Reserves for Capital Funds and Debt Service**

In the event that the operating reserve balance exceeds the amount set forth in this policy, the excess will be transferred to Reserves for Capital. The goal will be to fund the future infrastructure. This only pertains to items and/or projects included in the annual capital budget. Debt Service Reserves are subjected to the creation of a very specific reserve amount as a part of the Loan Covenants. Therefore, the amount to be appropriated must adhere to these requirements and will be budgeted, accordingly.

- **Reserves for Self-Insurance Programs**

Risk Management should maintain a minimum reserve equal to the 80% to 90% undiscounted confidence level of the annual actuarial study to ensure financial viability for Workers Compensation and General Liability Claims. In addition, should a claim be made against LYNX that is identified subsequent to the actuarial report and prior to the issuance of the Comprehensive Annual Financial Report that is financially material to the fund and highly likely to succeed, additional reserves should be established to provide adequate funds in reserve.

- **Reserves for Fuel Stabilization**

In 2011, LYNX established a fuel hedging program to curtail some of the extreme volatility experienced in the price of fuel. The hedging program is not meant to “out-guess” the market for fuel, but rather is an attempt to eliminate some of the pricing volatility and provided budget stabilization. This program, combined with establishing a Fuel Stabilization Reserve, will give LYNX, and ultimately our funding partners, some assurance of price and funding stability, as it pertains to the costs of fuel. The reserve will be funded via reserving excess revenues.

Please see attached copy of the draft Reserve Policy.

OBJECTIVE: To document the reserve policy.

POLICY: This reserve policy applies to reserves of the Central Florida Regional Transportation Authority (“LYNX” or “Authority”).

RULE:

WHEREAS, the LYNX Board of Directors realize that it is essential for governments to maintain adequate levels of reserves to mitigate current and future risks such as revenue shortfalls, natural disasters, unanticipated expenditures, and to ensure stable customer fares; and

WHEREAS, LYNX’ reserve policies are based on sound fiscal principles designed to allow LYNX to maintain continuity of operations in adverse conditions while being mindful of our fiduciary responsibility to Federal, State, and local funding partners; and

WHEREAS, LYNX realizes that adequate fund balance levels are an essential component of LYNX’ overall financial management strategy and a key factor in external agencies’ measurement of LYNX’ financial strength; and

WHEREAS, the Government Finance Officers Association of the United States and Canada (GFOA) recommends a minimum general fund reserve of no less than five to fifteen percent of operating revenues, or no less than one to two months of regular operating expenditures; and

WHEREAS, LYNX lies within a central zone susceptible to hurricane and storm damage; and

WHEREAS, there exists uncertainty in the economic markets around the world, especially in regards to the cost of fuel, taxes, personnel costs, medical insurance costs, and general inflation; and

WHEREAS, LYNX’ facilities and fleet require increasing repair and replacement; and

WHEREAS, LYNX wishes to mitigate other forms of uncertainty such as:

- Unanticipated changes in taxes and spending policies of federal, state, and county governments;
- Imposition of mandates by federal, state, and county governments or the courts;
- Financial impacts of labor agreements, particularly those stemming from collective bargaining;
- Financial impacts of workers compensation, general liability, and medical claims;

- Unforeseen increases in energy and fuel costs; and

WHEREAS, clarification is needed as the terms fund balance, reserves, stabilization funds, and rainy day funds, are all used interchangeably, thus leading to misinterpretations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LYNX, AS FOLLOWS:

SECTION 1. The LYNX Board of Directors hereby establishes the following Financial Reserves Policy:

SECTION 2. Enterprise Fund

The components of the Enterprise Fund Reserves should include, but not be limited to, the following:

Reserves for Operations (Cash Reserves)

LYNX should establish a goal to maintain a reserve of forty-five to sixty days, or fifteen to twenty percent of regular operating expenditures to be used for short term cash flow purposes, or to ensure adequate resources for operating purposes at the beginning of the fiscal year. The cash reserve also helps to protect LYNX in the event it must respond to a natural or man-made disaster. This appropriation may also be considered to fund one-time capital outlay, but shall not be used to support ongoing operating expenses.

Reserves for Contingency (Emergencies)

LYNX should establish a goal to maintain a contingency reserve at a not to exceed 10% of the total budget. The contingency is commonly known as the emergency reserve to be used in the case of a major storm or other unforeseen disaster. The contingency reserve may also be use to cover unanticipated expenditures of a non-recurring nature, to meet unexpected immediate increases in service delivery costs, and to temporarily maintain service levels in the event that an economic downturn should cause a shortfall in revenues.

Reserve for Capital Funds and Debt Service

In the event that the operating reserve balance exceeds the amount set forth in this policy, the excess will be transferred to Reserves for Capital. The goal will be to fund the future infrastructure. This only pertains to items and/or projects included in the annual capital budget. Debt Service Reserves are subjected to the creation of a very specific reserve amount as a part of the Loan Covenants. Therefore, the amount to be appropriated must adhere to these requirements and will be budgeted, accordingly.

Reserve for Self-Insurance Programs

Workers Compensation and General Liability Claims

Risk Management should maintain a minimum reserve equal to the 80% to 90% undiscounted confidence level of the annual actuarial study to ensure financial viability for Workers Compensation and General Liability Claims.. In addition, should a claim be made against LYNX that is identified subsequent to the actuarial report and prior to the issuance of the Comprehensive Annual Financial Report that is financially material to the fund and highly likely to succeed, additional reserves should be established to provide adequate funds in reserve.

Risk Management programs include workers compensation, bus and auto liability, general liability, and property claims. Due to the nature of workers compensation claims, i.e. extended time frames and uncertainty regarding resolution, the actuary must develop recommended reserves for the fund based on percentage levels of confidence (70%, 80%, and 90%). LYNX holds to the conservative side of the recommendations, 80%.

Additional miscellaneous liabilities include EEO claims and professional liability for the Board of Directors. Because of the inherent risk of catastrophic losses associated with the operation of vehicles, a conservative approach should be taken when establishing the amount of reserves. Insurance and safety industry best practices will be employed to militate against these risks.

Medical Benefit Claims

Recent history has shown that insurance costs for LYNX are escalating at a rate beyond normal growth. The reserve for Medical Benefits Claims should be maintained in accordance with the annual actuarial analysis to ensure financial viability. The State of Florida reserve for self-insured plans is two months (or 16.67%) of projected claims. It is the intent of LYNX to establish a reserve to assist in offsetting the increasing cost of health insurance. The reserve will be funded via reserving excess revenues to meet the self-insured plans absolute minimum of two months. LYNX will procure an actuarial study annually and will take a conservative approach when establishing the amount of reserves required.

Reserves for Fuel Stabilization

In 2011, LYNX establish a fuel hedging program to curtail some of the extreme volatility experienced in the price of fuel. The hedging program is not meant to “out-guess” the market for fuel, but rather is an attempt to eliminate some of the pricing volatility and provided budget stabilization. This program, combined with establishing a Fuel Stabilization Reserve, will give LYNX, and ultimately our funding partners, some assurance of price and funding stability, as it pertains to the costs of fuel. The reserve will be funded via reserving excess revenues.

Replenishment of Reserves Balance

If the reserves are less than the required amounts per this policy, the Chief Executive Officer or designee shall submit a plan for expenditure reductions and/or revenue increases to the Board. The Board shall review and amend the plan as a part of the annual budget review.

Additional Information

The liability for Compensated Absences will be fully funded on a current basis unless deemed impractical or unavailable for accounting reasons by the Chief Executive Officer or designee.

All corresponding calculations and interpretation of calculations of a definitive nature will be determined by the Chief Executive Officer or designee.

The policy will be reviewed internally every three years or when deemed necessary by the Finance Department for the possibility of amendments to be presented to the Board.

PASSED AND DULY ADOPTED BY THE BOARD OF DIRECTORS OF LYNX,
this ____ day of _____, 2012.

BOARD OF DIRECTORS OF LYNX

By: _____
Chairman

ATTEST:

By: _____

Audit Committee Agenda Item #3.B

To: LYNX Board of Directors

From: John Lewis
CHIEF EXECUTIVE OFFICER
Blanche Sherman
(Technical Contact)

Presented By: Blanche W. Sherman

Phone: 407.841.2279 ext: 6017

Item Name: LYNX' Funding Model Discussion

Date: 8/9/2012

Staff will discuss the possibility of applying LYNX' funding model in FY2014.

Based on discussions with the LYNX Board and various County Commissions and staff, it was recommended that in FY2014 LYNX resume utilizing its funding model to allocate each jurisdiction's share of the costs of operations. Through use of the model, LYNX will be able to properly fund its operation and the costs of services will be appropriately distributed based on service supplied.

History of LYNX Jurisdictional Funding

Presented to the
LYNX Audit Committee

August 9, 2012



Blanche W. Sherman
Interim Chief Financial Officer



FY2013 Preliminary Operating Expenses

| | FY2013 |
|--|------------------------|
| Preliminary Operating Expenses | \$ 113,862,952 |
| Less: | |
| Paratransit Services | (20,821,828) |
| NeighborLink Services | (1,938,861) |
| LYMMO Services | (1,231,575) |
| Votran Services | (170,752) |
| Road Ranger Services | (1,388,487) |
| Lake County Services | (389,258) |
| Shingle Creek Services | (262,146) |
| Disney Services | (2,731,670) |
| Less - Incremental Services: | |
| Link 102 | (207,120) |
| Link 103 | (403,216) |
| Link 434 | (766,841) |
| Less - Bus Lease Interest | (242,983) |
| Subtotal | \$ 83,308,215 |
| Less - Federal, State, & Other Revenue | ** (25,115,595) |
| ** includes \$2,000,000 additional PM dollars | |
| Net Fixed Route Costs | \$ 58,192,620 |
| Base Service Hours | 996,654.46 |
| System-Wide Hourly Rate | \$ 58.39 |
| Assessed Maintenance & Capital Cost \$2.00 per hour | 2.00 |
| FY2013 Preliminary Hourly Rate | \$ 60.39 |



FY2013 Preliminary Operating Expenses by Jurisdiction

FY2013

Allocation of Net Fixed Route Costs (Excluding \$2 Capital)

By County Fixed-Route Hours

| | Orange County | Osceola County | Seminole County | Region |
|--|---------------|----------------|-----------------|--------------|
| Fixed Route Hours | 824,137.66 | 85,720.26 | 86,796.54 | 996,654.46 |
| FY2013 Preliminary Operating Hourly Rate \$ | 58.39 | 58.39 | 58.39 | 58.39 |
| Net Fixed Route Costs (Excluding \$2 Capital) \$ | 48,119,939 | 5,004,920 | 5,067,761 | 58,192,620 |
| Less - Estimated County Farebox Revenue | (19,649,841) | (2,043,766) | (2,069,427) | (23,763,034) |
| Net County Fixed Route Costs \$ | 28,470,098 | 2,961,154 | 2,998,334 | 34,429,586 |
| Local Contributions - Paratransit Services: | 5,950,096 | 1,577,503 | 1,449,766 | 8,977,365 |
| Local Contributions - Other Services: | 510,194 | 151,543 | 1,110,774 | 1,772,511 |
| Grand Total Funding Request \$ | 34,930,388 | 4,690,200 | 5,558,874 | 45,179,462 |
| Less - Cities (Status Quo) | (3,482,292) | (161,999) | (213,900) | (3,858,191) |
| County Specific Request \$ | 31,448,096 | 4,528,201 | 5,344,974 | 41,321,271 |
| Local Contributions - Bus Lease | 1,253,026 | - | - | 1,253,026 |
| County Specific -Funding Request \$ | 32,701,122 | 4,528,201 | 5,344,974 | 42,574,297 |
| Proposed Funding - Per County | (32,893,056) | (4,279,194) | (4,083,948) | (41,256,198) |
| Preliminary Funding Excess (Shortfall) \$ | 191,934 | (249,007) | (1,261,026) | (1,318,099) |
| Route Capacity and On Time Performance (OTP) | (675,118) | (785,274) | (139,421) | (1,599,813) |
| Link 111 Funding Shortfall | (2,183,246) | - | - | (2,183,246) |
| Funding Excess (Shortfall) \$ | (2,666,430) | (1,034,281) | (1,400,447) | (5,101,158) |

FY2012 Preliminary Operating Expenses by Jurisdiction

| FY2012 Allocation Net Fixed Route Costs (Including \$2 Capital) By County Fixed-Route Hours | | | | |
|--|---------------------------------------|--------------------------------------|---------------------------------------|---------------------------------|
| Fixed Route Hours % of Hours | Orange County 820,570.14 82.68% | Osceola County 86,761.62 8.74% | Seminole County 85,149.81 8.58% | Region 992,481.57 100.00% |
| FY2012 Adopted Hourly Rate | \$ 57.46 | \$ 57.46 | \$ 57.46 | \$ 57.46 |
| Grand Total Funding Request | \$ 37,313,906 | \$ 4,831,235 | \$ 4,648,619 | \$ 46,793,760 |
| Less - Cities (Status Quo) | (3,482,292) | (161,999) | (213,900) | (3,858,191) |
| County Specific Request | \$ 33,831,614 | \$ 4,669,236 | \$ 4,434,719 | \$ 42,935,569 |
| Less: County Specific - Capital Request: | (1,641,140) | (173,523) | (170,300) | (1,984,963) |
| County Specific - Operating Request | \$ 32,190,475 | \$ 4,495,713 | \$ 4,264,419 | \$ 40,950,606 |
| Local Contributions - NeighborLink Services | 392,618 | 141,219 | 79,310 | 613,147 |
| Local Contributions - Incremental Services | 88,818 | - | 683,796 | 772,614 |
| Local Contributions - Bus Lease | 1,253,026 | - | - | 1,253,026 |
| Proposed Operating Funding - Per County | (32,382,067) | (4,279,194) | (4,083,948) | (40,745,209) |
| Funding Excess (Shortfall) | \$ (1,542,870) | \$ (357,738) | \$ (943,577) | \$ (2,844,184) |
| Additional Preventative Maintenance Funding - 5307 Funds | | | | (6,205,248) |
| Preliminary Funding Excess (Shortfall) | | | | \$ (9,049,432) |

FY2011 Preliminary Operating Expenses by Jurisdiction

| FY2011 Allocation Net Fixed Route Costs (Including \$2 Capital) By County Fixed-Route Hours | | | | |
|--|---------------------------------------|--------------------------------------|---------------------------------------|---------------------------------|
| Fixed Route Hours % of Hours | Orange County 804,722.90 82.21% | Osceola County 89,733.97 9.17% | Seminole County 84,400.06 8.62% | Region 978,856.93 100.00% |
| FY2011 Adopted Hourly Rate | \$ 55.51 | \$ 55.51 | \$ 55.51 | \$ 55.51 |
| Grand Total Funding Request | \$ 34,040,039 | \$ 4,364,292 | \$ 4,196,810 | \$ 42,601,141 |
| Less - Cities (Status Quo) | (3,482,292) | (161,999) | (213,900) | (3,858,191) |
| County Specific Request | \$ 30,557,747 | \$ 4,202,293 | \$ 3,982,910 | \$ 38,742,950 |
| Less: County Specific - Capital Request: | (1,609,446) | (179,468) | (168,800) | (1,957,714) |
| County Specific - Operating Request | \$ 28,948,302 | \$ 4,022,825 | \$ 3,814,110 | \$ 36,785,236 |
| Local Contributions - NeighborLink Services | 433,096 | 140,119 | 76,429 | 649,644 |
| Local Contributions - Incremental Services | 1,383,317 | - | 555,682 | 1,938,999 |
| Local Contributions - Bus Lease | 1,253,026 | - | - | 1,253,026 |
| Proposed Operating Funding - Per County | (32,382,067) | (4,279,194) | (4,083,948) | (40,745,209) |
| Funding Excess (Shortfall) | \$ 364,326 | \$ 116,250 | \$ (362,273) | \$ (118,304) |
| Additional Preventative Maintenance Funding - ARRA Funded | | | | (4,890,000) |
| Capitla Cost of Contracting Funding - ARRA Funded | | | | (1,000,000) |
| Preliminary Funding Excess (Shortfall) | | | | \$ (6,008,304) |

FY2010 Preliminary Operating Expenses by Jurisdiction

| FY2010 Allocation Net Fixed Route Costs (Including \$2 Capital) By County Fixed-Route Hours | | | | |
|--|---------------------------------------|--------------------------------------|---------------------------------------|---------------------------------|
| Fixed Route Hours % of Hours | Orange County 801,020.29 82.09% | Osceola County 89,576.88 9.18% | Seminole County 85,185.86 8.73% | Region 975,783.03 100.00% |
| FY2010 Adopted Hourly Rate | \$ 59.32 | \$ 59.32 | \$ 59.32 | \$ 59.32 |
| Grand Total Funding Request | \$ 37,014,777 | \$ 4,688,991 | \$ 4,540,545 | \$ 46,244,313 |
| Less - Cities (Status Quo) | (3,744,400) | (174,192) | (230,000) | (4,148,592) |
| County Specific Request | \$ 33,270,377 | \$ 4,514,799 | \$ 4,310,545 | \$ 42,095,721 |
| Less: County Specific - Capital Request: | (1,602,041) | (179,154) | (170,372) | (1,951,567) |
| County Specific - Operating Request | \$ 31,668,337 | \$ 4,335,645 | \$ 4,140,173 | \$ 40,144,155 |
| Local Contributions - NeighborLink Services | 171,879 | 265,639 | - | 437,518 |
| Local Contributions - Incremental Services | 1,285,165 | - | 692,189 | 1,977,354 |
| Local Contributions - Bus Lease | 1,253,026 | - | - | 1,253,026 |
| Proposed Operating Funding - Per County | (34,819,427) | (4,601,284) | (4,391,342) | (43,812,053) |
| Funding Excess (Shortfall) | \$ 441,020 | \$ - | \$ (441,020) | \$ - |
| Additional Preventative Maintenance Funding - ARRA Funded | | | | (2,000,000) |
| Preliminary Funding Excess (Shortfall) | | | | \$ (2,000,000) |

FY2009 Preliminary Operating Expenses by Jurisdiction

| FY2009 Allocation Net Fixed Route Costs (Including \$2 Capital) By County Fixed-Route Hours | | | | |
|--|---------------------------------------|--------------------------------------|---------------------------------------|--|
| Fixed Route Hours % of Hours | Orange County 810,357.66 82.70% | Osceola County 89,552.86 9.14% | Seminole County 85,217.31 8.70% | Region 985,127.83 100.00% |
| FY2009 Adopted Hourly Rate | \$ 69.76 | \$ 69.76 | \$ 69.76 | \$ 69.76 |
| Grand Total Funding Request | \$ 45,363,858 | \$ 5,549,856 | \$ 5,452,530 | \$ 56,366,244 |
| Less - Cities (Status Quo) | (4,524,658) | (494,192) | (230,000) | (5,248,850) |
| County Specific Request | \$ 40,839,200 | \$ 5,055,664 | \$ 5,222,530 | \$ 51,117,394 |
| Less: County Specific - Capital Request: | (1,620,715) | (179,106) | (170,435) | (1,970,256) |
| County Specific - Operating Request | \$ 39,218,485 | \$ 4,876,558 | \$ 5,052,095 | \$ 49,147,138 |
| Local Contributions - Cities Reductions | 269,658 | 100,000 | - | 369,658 |
| Additonal Budget Adjustments | 43,853 | (563,160) | (167,693) | (687,000) |
| Local Contributions - Incremental Services | 774,323 | - | - | 774,323 |
| Local Contributions - Bus Lease | 1,253,026 | - | - | 1,253,026 |
| Local Capital Contributions | - | - | - | - |
| Proposed Operating Funding - Per County | (39,761,235) | (4,767,365) | (4,622,465) | (49,151,065) |
| Funding Excess (Shortfall) | \$ (1,798,110) | \$ 353,967 | \$ (261,937) | \$ (1,706,080) |
| Additional Preventative Maintenance Funding | | | | (2,000,000) |
| Additional Service Efficiencies | | | | (800,000) |
| Additonal Budget Adjustments | | | | 98,508 |
| Preliminary Funding Excess (Shortfall) | | | | \$ (4,407,572) |

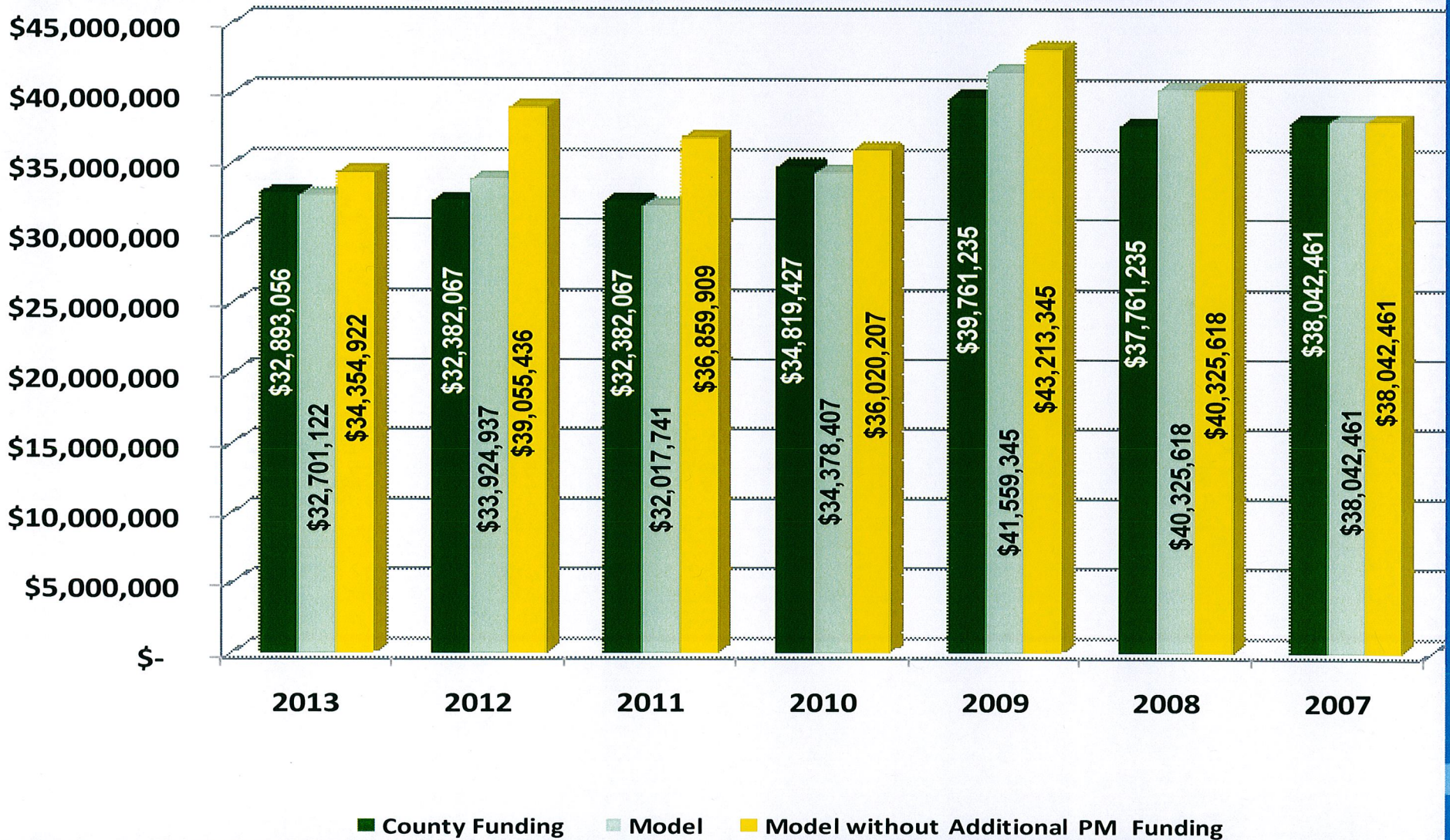
FY2008 Preliminary Operating Expenses by Jurisdiction

| FY2008 Allocation | | | | |
|--|--------------------|----------------|-----------------|---------------------|
| Net Fixed Route Costs (Including \$2 Capital) By County Fixed-Route Hours | | | | |
| | Orange County | Osceola County | Seminole County | Region |
| Fixed Route Hours | 908,846.43 | 96,369.24 | 88,221.16 | 1,093,436.83 |
| % of Hours | 83.12% | 8.81% | 8.07% | 100.00% |
| FY2008 Adopted Hourly Rate \$ | 60.37 | 60.37 | 60.37 | 61.38 |
| Grand Total Funding Request \$ | 44,085,416 | 5,044,731 | 4,940,007 | 54,070,154 |
| Less - Cities (Status Quo) | (4,524,658) | (494,192) | (230,000) | (5,248,850) |
| County Specific Request \$ | 39,560,758 | 4,550,539 | 4,710,007 | 48,821,304 |
| Less: County Specific - Capital Request: | (1,817,693) | (192,738) | (176,442) | (2,186,873) |
| County Specific - Operating Request \$ | 37,743,065 | 4,357,801 | 4,533,565 | 46,634,431 |
| Local Contributions - Prepaid | 764,860 | - | - | 764,860 |
| Local Contributions - Bus Lease | 1,270,000 | - | - | 1,270,000 |
| Local Capital Contributions | 547,693 | 192,738 | 176,442 | 916,873 |
| Proposed Operating Funding - Per County | (37,761,235) | (4,550,539) | (4,710,007) | (47,021,781) |
| Funding Excess (Shortfall) \$ | (2,564,383) | - | - | (2,564,383) |

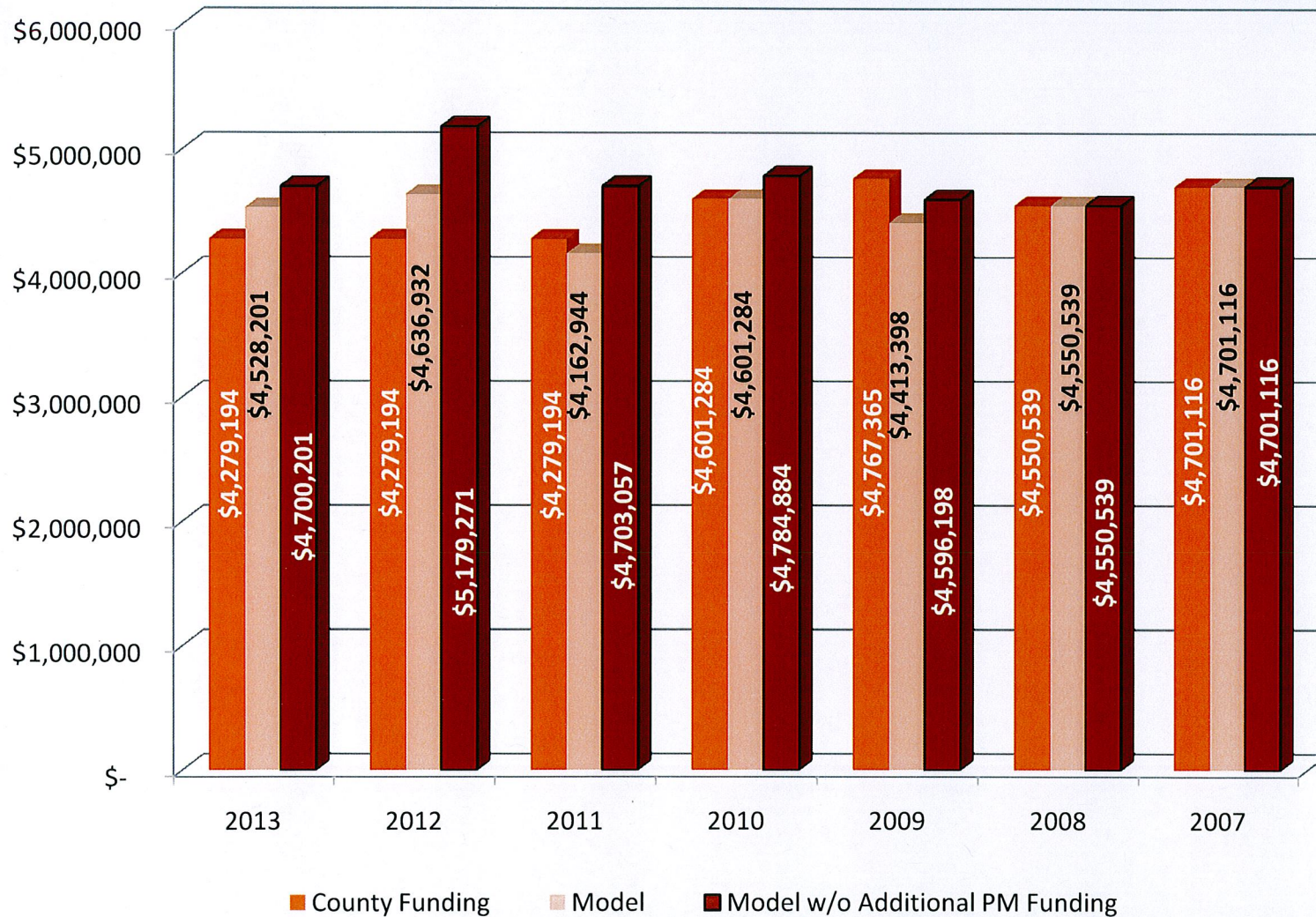
FY2007 Preliminary Operating Expenses by Jurisdiction

| FY2007 Allocation | | | | |
|---|-----------------|-----------------|-----------------|---------------------|
| Net Fixed Route Costs (Including \$2 Capital) | | | | |
| By County Fixed-Route Hours | | | | |
| | Orange County | Osceola County | Seminole County | Region |
| Fixed Route Hours | 828,458.53 | 90,752.77 | 81,946.41 | 1,001,157.71 |
| % of Hours | 82.75% | 9.06% | 8.19% | 100.00% |
| FY2007 Adopted Hourly Rate | \$ 61.38 | \$ 61.38 | \$ 61.38 | \$ 61.38 |
| Grand Total Funding Request | \$ 42,567,119 | \$ 5,195,308 | \$ 5,246,943 | \$ 53,009,370 |
| Less - Cities (Status Quo) | (4,524,658) | (494,192) | (230,000) | (5,248,850) |
| County Specific Request | \$ 38,042,461 | \$ 4,701,116 | \$ 5,016,943 | \$ 47,760,520 |
| Less: County Specific - Capital Request: | (1,656,917) | (181,506) | (163,893) | (2,002,316) |
| County Specific - Operating Request | \$ 36,385,544 | \$ 4,519,610 | \$ 4,853,050 | \$ 45,758,204 |
| Local Contributions - Bus Lease Interest | 142,775 | - | - | 142,775 |
| Local Contributions - Bus Lease Principal | 966,449 | - | - | 966,449 |
| Local Contributions - Other | 547,693 | 181,506 | 163,893 | 893,092 |
| Proposed Operating Funding - Per County | (38,042,461) | (4,701,116) | (5,016,943) | (47,760,520) |
| Funding Excess (Shortfall) | \$ - | \$ - | \$ - | \$ - |

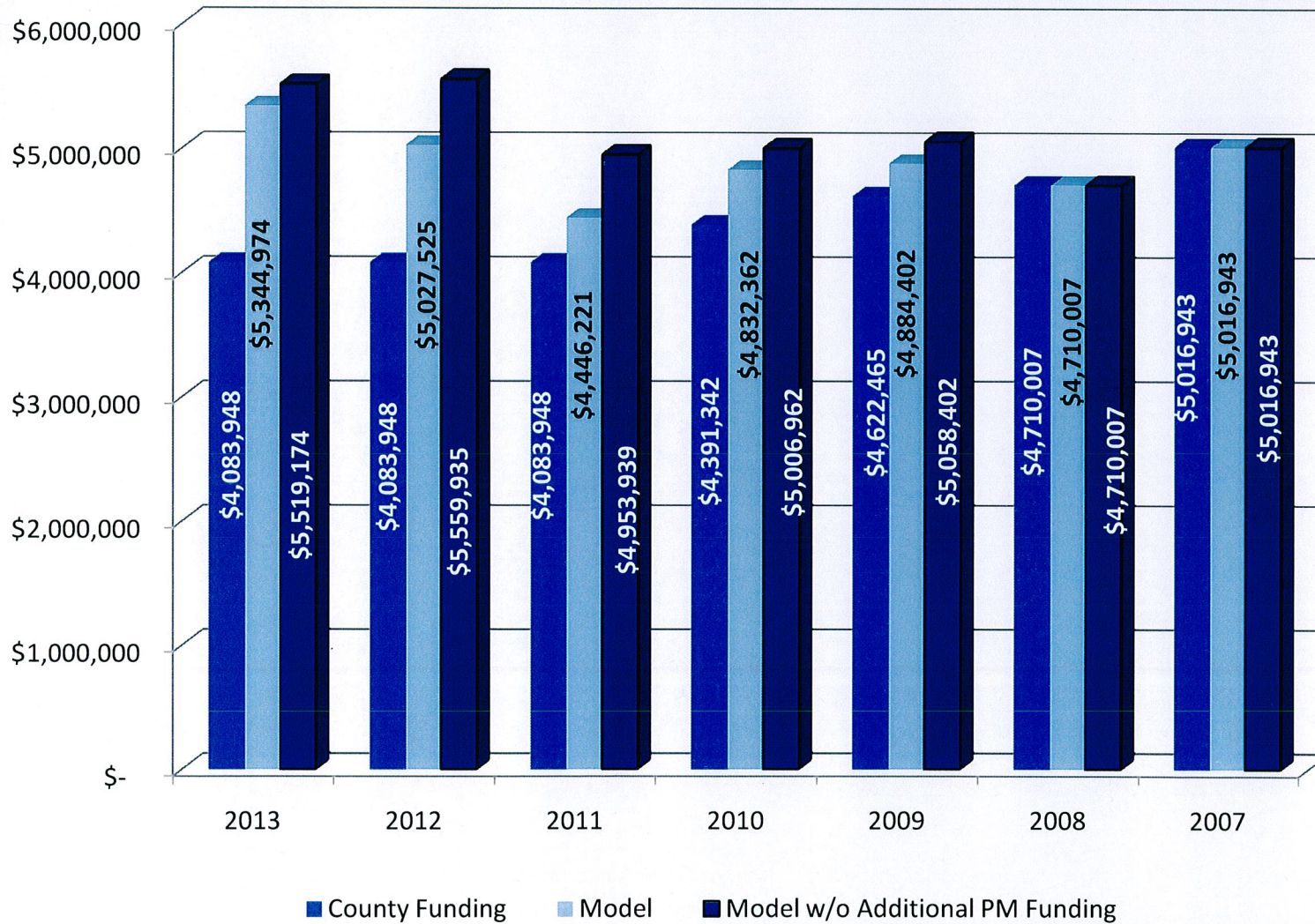
Orange County Funding Trend



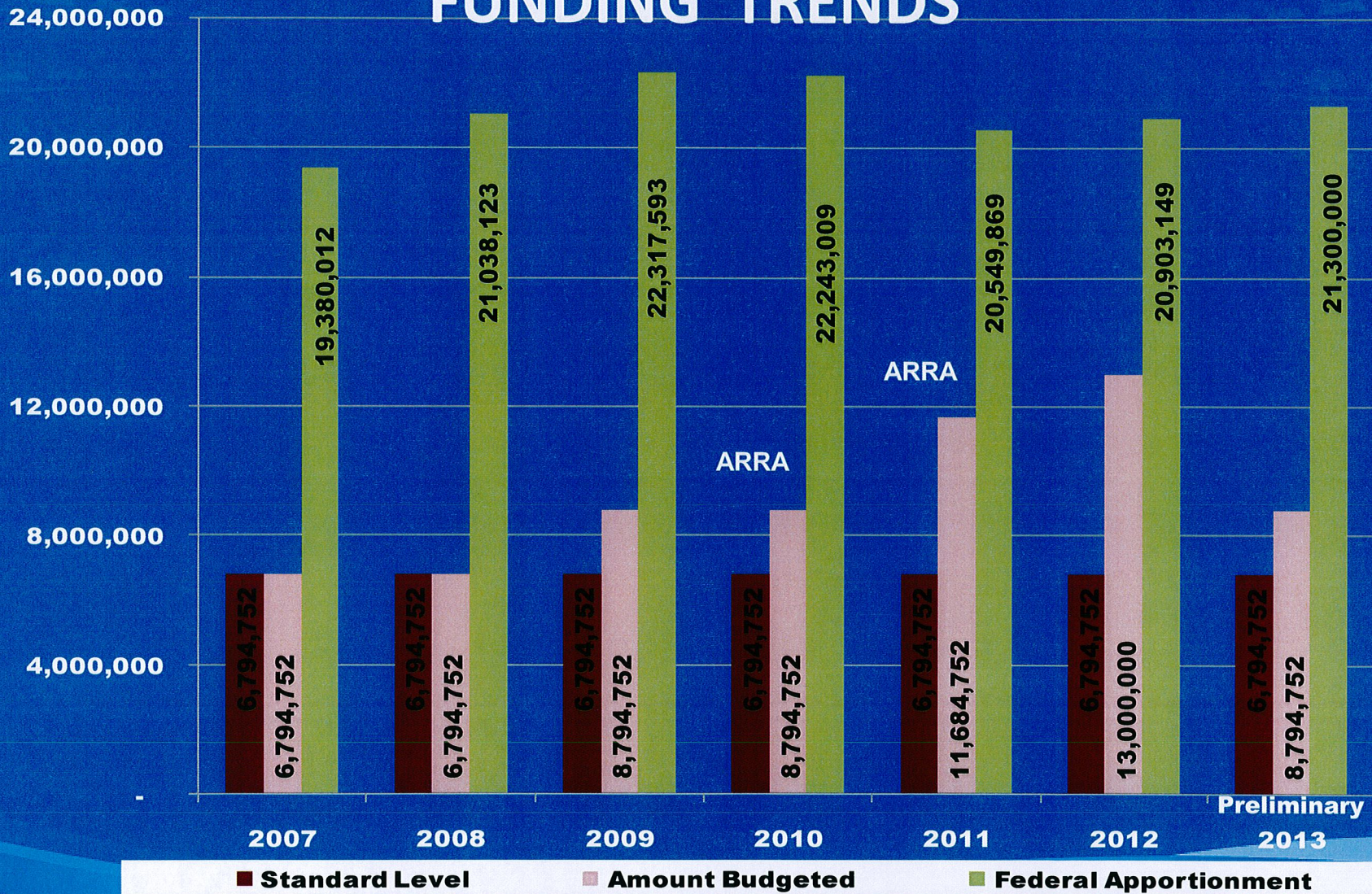
Osceola County Funding Trend



Seminole County Funding Trend



FEDERAL PREVENTATIVE MAINTENANCE FUNDING TRENDS



Thank You!



Audit Committee Agenda Item #3.C

To: LYNX Board of Directors

From: John Lewis
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Review and Recommendation for the Amendment of Administrative Rule 4 - Procurement and Contracts to Include the Acceptance of Unsolicited Proposals.

Date: 8/9/2012

At the May 24, 2012 Audit Committee Meeting, the Audit Committee tasked staff with developing a draft Unsolicited Proposal Policy for Audit Committee review and consideration of forwarding to the Governing Board. As requested, attached is the policy draft.

This draft policy was developed after a review of FTA “best practices”, similar policies drafted by other public agencies and reaching out to our regional funding partners. Only one regional funding partner responded with a copy of a policy that was geared to Public/Private Partnerships (P3). Other funding partners advised that their agency did not have an unsolicited proposal policy.

By way of summary, this draft policy:

- Defines exactly what constitutes an unsolicited proposal
- Provides requirements of a valid unsolicited proposal
- Establishes submittal requirements for unsolicited proposals and,
- Details LYNX evaluation procedures for unsolicited proposals

The formatting of the policy is in keeping with the format of LYNX Administrative Rule 4 - Procurement and Contract Administration. Should the Audit Committee decide to forward this draft policy to the Governing Board, the Governing Board action would be to consider and approve by way of amendment to Administrative Rule 4 incorporating this policy.

ADMINISTRATIVE RULE 4 (AMENDMENT)

SUBJECT: UNSOLICITED PROPOSALS

EFFECTIVE DATE:

SCOPE:

Unsolicited proposals allow unique and innovative ideas or approaches that have been developed to be made available for use in accomplishing the Authority’s mission. Unsolicited proposals are offered with the intent that the Authority may enter into a contract with the offeror for research and development, new services, land development or other efforts essential in supporting the Authority’s mission, and often represent a substantial investment of time and effort by the offeror. This amendment to Administrative Rule 4 establishes requirements for the submission of unsolicited proposals and establishes procedures for the Authority to consider such proposals.

Authority:

Authority for the establishment of this Administrative Rule is as follows:

Part II, Chapter 343, Florida Statutes

AMENDMENT:

Amendment to Rule 4. The following Section 4.18 is hereby added to Rule 4:

4.18. **Unsolicited Proposals**

4.18.1 **Definition.** The term “**unsolicited proposal**” means a written proposal for a new or innovative idea that is submitted to the Authority on the initiative of an offeror for the purpose of obtaining a contract with the Authority, and is not in response to a request for proposal, invitation to bid, or any other Authority-initiated solicitation or program.

4.18.2 **Requirements.** A valid unsolicited proposal must:

- A. Be innovative and unique;
- B. Be independently originated and developed by the offeror;
- C. Be prepared without the Authority’s supervision, endorsement, direction, or direct Authority involvement, except for preliminary meetings with the Authority’s staff for informational purposes and/or requests for information; and

- D. Include sufficient detail to permit a determination that Authority support could be worthwhile and the proposed work is essential to the Authority's mission responsibilities.

4.18.3 **Applicability of Public Records Act.** Offerors should be aware that all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business by the Authority are public records under the Public Records Act, Chapter 119, Florida Statutes, and, therefore, unsolicited proposals may constitute public records. Offerors should also be aware that while certain laws may prohibit the release of trade secret information by the Authority, in order to be applicable, the owner of such trade secrets must take reasonable measures to prevent trade secrets from becoming available to persons other than those selected by the owner to have access thereof for limited purposes (which measures may include prominently labeling each page of an unsolicited proposal where trade secret information appears as being "TRADE SECRET CONFIDENTIAL"). This paragraph is not intended to nor should it be construed to constitute legal advice or an obligation for the Authority or the Authority's staff to undertake any particular action. If an offeror would like to protect its trade secret information it should consult with an attorney to determine how best to do so.

4.18.4 **Content of Unsolicited Proposals.** Unsolicited proposals shall contain the following information to permit consideration in an objective and timely manner:

A. **Basic information:**

1. Offeror's name, address and type of organization, e.g., profit, non-profit, educational, small business;
2. Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes;
3. Identification of proprietary data to be used only for evaluation purposes;
4. Names of other federal, state, or local agencies or parties receiving the proposal or funding the proposed effort;
5. Date of submission; and

6. Signature of the person authorized to represent and contractually obligate the offeror.

B. Additional Information Required:

1. Concise title and abstract (preferably fewer than 200 words) of the proposed effort;
2. A reasonably complete discussion stating the objectives of the effort or activity, the method of approach and extent of effort to be employed, the nature and extent of the anticipated results, and the manner in which the work is essential to support accomplishment of the Authority's mission;
3. Names and biographical information on the offeror's key personnel who would be involved, including alternates;
4. Type of support needed, if any, from the Authority, e.g., facilities, equipment, materials, financial or personnel resources;
5. Financial plan that includes in sufficient detail for meaningful evaluation: (a) proposed price or total estimated cost for the effort; and (b) identifies all required funding sources and timing of funding;
6. Period of time for which the proposal is valid (six (6) month minimum);
7. Type of contract preferred;
8. Proposed duration of effort;
9. Brief description of the organization, previous experience, relevant past performance, and facilities used;
10. Other statements, if applicable, about organizational conflicts of interest, security clearances, and environmental impacts; and
11. The names and telephone numbers of Authority technical or other Authority points of contact already contacted regarding the unsolicited proposal.

C. **Evaluation Fee:**

1. An initial evaluation fee of Twenty Five Thousand Dollars (\$25,000) payable to the Central Florida Regional Transportation Authority d/b/a LYNX must accompany each unsolicited proposal (the “**Initial Fee**”). Proposals received without the Initial Fee will not be accepted. The Initial Fee may be waived in whole or in part by the Authority’s Chief Executive Officer. Unsolicited proposals submitted by governmental entities shall be exempt from the payment of any fees.
2. Payment of the Initial Fee and any additional fees shall be made by business check, cashier’s check, or any other non-cancelable instrument. Personal checks will not be accepted.
3. If the Initial Fee is not sufficient to pay the Authority’s costs of evaluating the unsolicited proposal, the Authority shall request in writing such additional amounts as determined by the Authority’s Chief Executive Officer. The public-private partnership or private entity submitting the proposal shall pay the requested additional fee within thirty (30) days of receiving the request. Failure to pay the additional fee shall result in the proposal being rejected.
4. The Authority shall refund any fees in excess of the costs of evaluating the proposal after the evaluation is complete. The cost of evaluating the proposal is equal to the amount of all out-of-pocket costs incurred by the Authority in its review (including all fees and expenses paid by the Authority to outside consultants) and the amount of all labor costs incurred by the Authority for the Authority personnel to participate in the review. If the Authority personnel participating in the review are paid on an hourly basis, the labor cost will be equal to the sum of the number of hours that such employees spent on the review multiplied by their hourly pay. If the Authority personnel involved in the review are not paid on an hourly basis, the labor cost will be equal to the sum of the number of hours that such employees spent on the review multiplied

by an hourly rate equal to the prorated cost of their annual salary.

5. The fee requirement can be waived if it conflicts with federal requirements or can be reduced by the Authority's Chief Executive Officer if the Authority's Chief Executive Officer determines that the estimated cost of evaluation will be less than the Initial Fee.
6. Unsolicited proposals valued at \$150,000 or less shall be exempt from the Initial Fee requirement in **Section 4.18.4(c)(1)**. However, the Authority's Chief Executive Officer shall have the authority to require a fee to be paid by the offeror in the event that staff time devoted to the unsolicited proposal is substantial, as determined by the Authority's Chief Executive Officer.

4.18.5 **Authority Procedures**

- A. **Acceptance and negotiation of an unsolicited proposal:** Within sixty (60) days of receipt of an unsolicited proposal and before initiating a comprehensive evaluation, the Authority's Chief Executive Officer shall determine if the proposal:
 1. Is a valid unsolicited proposal, meeting the requirements of this **Section 4.18**;
 2. Is essential to the Authority's mission;
 3. Contains sufficient technical and cost information for evaluation; and
 4. Has been approved by a responsible official or other representative authorized to obligate the offer contractually.

If the proposal meets these requirements, the Authority shall promptly acknowledge receipt and advertise for 30 days, in a newspaper of general circulation in one or more counties in the Authority's service territory, its receipt of the proposal and solicitation for any additional proposals or comments from interested parties. The advertisement shall not improperly disclose proprietary information or originality of thought or innovativeness of the property or services sought. Following the end of the advertisement

period, the Authority shall begin to process any related unsolicited proposals. A favorable comprehensive evaluation of an unsolicited proposal does not, itself, justify awarding a contract without providing for full and open competition.

B. Comprehensive Evaluation:

1. When performing a comprehensive evaluation of an unsolicited proposal, evaluators (to be selected by the Authority's Chief Executive Officer) shall consider the following factors, in addition to any others appropriate for the particular proposal:
 - (i) Unique, innovative, and meritorious methods, approaches, or concepts demonstrated by the proposal;
 - (ii) Overall scientific, technical, or socioeconomic merits of the proposal;
 - (iii) Potential contribution of the effort to the Authority's specific mission;
 - (iv) The offeror's capabilities, related experience, facilities, techniques, or unique combinations of these that are integral factors for achieving the proposal objectives;
 - (v) The qualifications, capabilities, and experience of the proposed principal investigator, team leader, or key personnel critical to achieving the proposal objectives; and
 - (vi) The realism of the proposed cost.
2. A favorable comprehensive evaluation of an unsolicited proposal does not, in itself, justify awarding a contract without providing for full and open competition.
3. The Authority's staff shall have at least ninety (90) days from the close of the advertisement period to complete their comprehensive evaluation and provide their recommendation to the Authority's Governing Board, where a Major Contract may be

awarded, or to the Authority's Chief Executive Officer, where a Minor Contract may be awarded. When deemed necessary due to the complexity of the issues or other special circumstances, this timeframe may be extended by the Authority's Chief Executive Officer.

4.18.5 **Contract Negotiations:** The Authority may commence negotiations on a sole source basis when an unsolicited proposal offers an innovative proprietary concept, has received a favorable comprehensive evaluation by the Authority's staff, has been deemed to be essential to accomplishing the Authority's objective, and the requirements for a sole-source procurement in accordance with this Administrative Rule 4 have been met.

4.18.6 **Contract Award:**

- A. The award and execution of any Major Contract resulting from an unsolicited proposal is subject to approval by the Authority's Governing Board. The award and execution of a Minor Contract resulting from an unsolicited proposal is subject to approval by the Authority's Chief Executive Officer.
- B. Prior to contract award, the Authority will publicize the intention to award a contract based on the unsolicited proposal or another proposal submitted in response to the publication provided in **Section 4.18.5(A)**.

4.18.7 **Rejection of Unsolicited Proposal:** The Authority shall return an unsolicited proposal to the offeror, citing reasons, when its substance:

- A. Is available to the Authority without restriction from another source;
- B. Closely resembles a proposed or pending competitive acquisition requirement;
- C. Is not essential to accomplishing the Authority's mission;
or
- D. Does not demonstrate an innovative and unique method, approach, or concept, or is otherwise not deemed a meritorious proposal.

Audit Committee Agenda Item #3.D

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6036

Item Name: **Presentation on MV Transportation, Inc. Increased Trip Demand Beyond RFP Projections**

Date: 8/9/2012

In March 2011, LYNX released RFP #11-R02 for Core Paratransit Services with ridership statistics based on calendar year 2010's ridership, plus a small increase projected for growth. In calendar year 2011, paratransit ridership increased by 9.46% and is currently projected to increase by 3.23% in calendar year 2012.

Paratransit budgets are developed in February of each year and based on the previous calendar year's data (most recent 12-month period), plus a small increase for projected growth. The 9.46% increase experienced in 2011 was unforeseen and unaccounted for in both the Core Paratransit Services RFP and Fiscal Year 2012 budget.

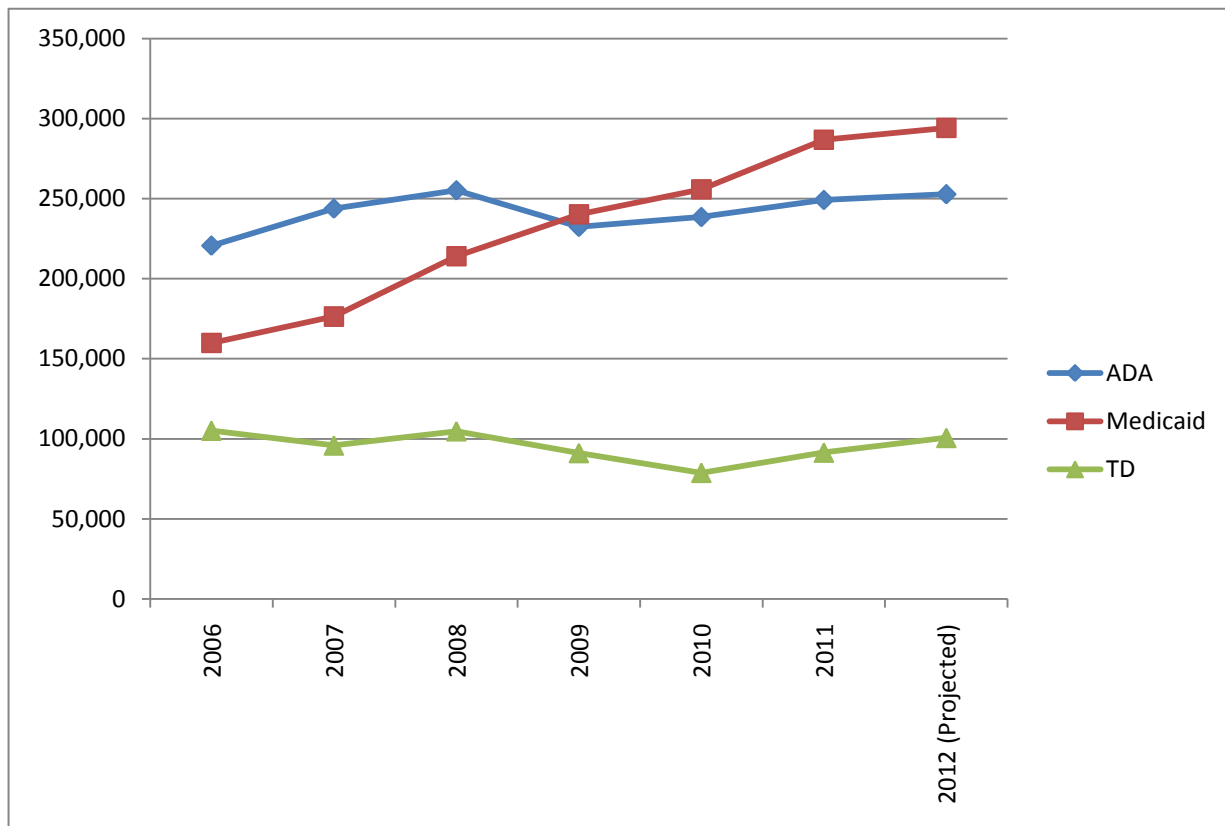
Paratransit ridership has continued to grow and in 2011 experienced tremendous increases.

| Calendar Year | ADA | Medicaid | TD | Total | Change |
|------------------|---------|----------|---------|---------|--------|
| 2006 | 220,657 | 159,907 | 105,158 | 485,722 | N/A |
| 2007 | 243,851 | 176,388 | 95,923 | 516,162 | 6.27% |
| 2008 | 255,255 | 213,997 | 104,796 | 574,048 | 11.21% |
| 2009 | 232,359 | 240,191 | 91,186 | 563,736 | -1.80% |
| 2010 | 238,535 | 255,833 | 78,838 | 573,206 | 1.68% |
| 2011 | 249,194 | 286,733 | 91,487 | 627,414 | 9.46% |
| 2012 (Projected) | 252,831 | 294,197 | 100,647 | 647,675 | 3.23% |

While all programs have experienced increases in ridership, the most growth has been in the Medicaid and Transportation Disadvantaged programs.

| Calendar Year | ADA | Medicaid | TD | Total |
|------------------|--------|----------|---------|--------|
| 2006 | N/A | N/A | N/A | N/A |
| 2007 | 10.51% | 10.31% | -8.78% | 6.27% |
| 2008 | 4.68% | 21.32% | 9.25% | 11.21% |
| 2009 | -8.97% | 12.24% | -12.99% | -1.80% |
| 2010 | 2.66% | 6.51% | -13.54% | 1.68% |
| *2011 | 4.47% | 12.08% | 16.04% | 9.46% |
| 2012 (Projected) | 1.46% | 2.60% | 10.01% | 3.23% |

*Core and non-core services began October 1, 2011.



Transportation Disadvantaged (TD) trips may be prioritized and limited based on available funding, however Americans with Disabilities Act (ADA) and Medicaid sponsored trips cannot be limited.

Because of the extreme growth experienced in 2011 and continued increase in paratransit ridership, MV Transportation is projected to provide services beyond their contractual “not to exceed” amount by \$13,216,525 in FY2012. The contractual “not-to-exceed” amount is estimated at \$15,910,116 for FY2012. Staff will request authorization to amend future contract years as needed.

Staff will provide an overview of trends and future impacts.

Audit Committee Information Item #.i

To: LYNX Board of Directors

From: John Lewis
CHIEF EXECUTIVE OFFICER
Bernard Guida
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: LYNX 12 Month Rolling Calendar

Date: 8/9/2012

September 2012

- Contract #09-C07 Authorization to exercise the second option year with Data Transfer Solutions for General Planning Consultant.
- Contract #09-C08 Authorization to exercise the second option year with Reynolds Smith & Hill for General Planning Consultant.
- Authorization to issue an Invitation for Bid for Janitorial Services
- Authorization to issue an Invitation for Bid for Printing and Encoding Fare Cards.
- Contract #10-C23 Authorization to exercise option year one with VPSI for Van Pool Services.
- Authorization to issue a Request for Proposals for Banking Services.
- Authorization to issue a Request for Proposals for Insurance Brokerage Services.

November 2012

- Authorization to issue a Request for Proposals for General Engineering Consultant (GEC) Services.
- Authorization to issue a Request for Proposals for General Planning Consultant (GPC) Services.

January 2013

- Contract # 10-C19 Authorization to exercise the first option year with Costa Devault for Marketing and Public Relations Consultant Services.

March 2013

- No Activity

LYNX Board Agenda

May 2013

- Authorization to issue an Invitation to Bid for Bus Supplier Contract.

July 2013

- Contract # 10-C30 Authorization to exercise the first option year with Cherry, Bekaert, & Holland for Auditing Services.