

LYNX Oversight Committee Agenda

Meeting Date: 04/25/2024
Meeting Time: 11:00 AM

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

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

1. Call to Order

2. Approval of Committee Minutes

-  Oversight Committee Minutes 3.28.24

Pg 3

3. Public Comments


- Citizens who would like to speak under Public Comments shall submit a request form to the Assistant Secretary prior to the meeting. Forms are available at the door.

4. Chief Executive Officer's Report


5. Finance & Audit Committee Report

6. Consent Agenda


A. Request for Proposal (RFP)


- i.  Authorization to Issue a Request for Proposal (RFP) for Professional Services for the I-Drive Transit Project Pg 10


B. Miscellaneous

- i.  Authorization to Submit Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,529,938 and Adoption of Resolution #24-004 Pg 12

-Attachments 


- ii.  Authorization to Execute a Change Order with Denovo Ventures, LLC for Implementation and Licenses for a Recruiting Module for the ERP Project in the Amount of \$107,732 Increasing the Not to Exceed Amount to \$4,989,505 Pg 16

- iii.  Authorization to Modify Sole Source Agreement #22-S014 with Trapeze Software Group, Inc. for PASS Upgrade with Trapeze Cloud Managed Services to Provide Polygon Update Support and Increase the Not to Exceed (NTE) by \$37,065 for a Total Contract Amount of \$579,475 Pg 19


- iv.  Authorization for Chief Executive Officer to Sign on Behalf of LYNX the Amendment to the Interlocal Agreement for Creation of the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando Pg 21

-Attachments 


7. Action Agenda

- A.  Submittal of the FY2025 Preliminary Operating Budget Pg 28

8. Discussion

A.  Reserve Analysis

Pg 31

B.  Paratransit Update

Pg 32

9. Other Business

10. Adjourned

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Oversight Committee Meeting Minutes

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

DATE: **March 28, 2024**

TIME: **10:30 a.m.**

Members in Attendance:

Viviana Janer, Chair, Commissioner,
Osceola County BoCC
Brian Sanders, Orange County
Jo Santiago, FDOT
Kristian Swenson, Seminole County

Staff Members in Attendance:

Tiffany Homler-Hawkins, Chief Executive Officer
Leonard Antmann, Chief Financial Officer
Carrie Sarver, Interim Chief Administrative Officer
James Boyle, Interim Chief Planning & Development Officer

1. Call to Order

Chair Janer called the meeting to order at 10:30 a.m.

2. Approval of Minutes

A motion to approve the October 26, 2023 Oversight Committee meeting minutes was made by Kristian Swenson and seconded by Brian Sanders. Motion passed unanimously.

3. Public Comments

No one requested to address the Committee.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, reported that the LYNX Roadeo was held on March 2. The first-place winners will go to the State Roadeo on April 19-20 in Jacksonville.

Transit Driver Appreciation Day was held on March 18. LYNX Chiefs and staff were on-site at 4:00 a.m. to hand out goody bags and show appreciation for everything that the drivers do every day.

Legislative session ended on March 8 and there were some bills passed that were related to transit. LYNX staff will work with the Florida Department of Transportation as they set the state-wide average for administrative costs and what the costs include.

Orange County won the fourth annual LYNX softball tournament, FDOT was second place and Seminole County was third.

5. Finance & Audit Committee Report

Leonard Antmann, Chief Financial Officer, was recognized. Mr. Antmann reported that the Finance & Audit Committee met on Monday, March 25, 2024.

Ridership continues on the current trend.

There was a presentation by MSL on the FY2023 audit plan, which is also on the Oversight Committee agenda. There were also presentations on Vanpool, and the FY2025 budget.

Election of officers was held, and Amanda Clavijo was elected as Chair of the Committee.

All Consent Agenda items, and Action items were approved to move forward to the Oversight Committee.

Mr. Swensen asked if the FY2025 budget item was an Action item or a Discussion item. Mr. Antmann stated that this was a Discussion item, however, the Finance Committee decided on a specific funding model, and that presentation to the Finance Committee will be provided at their April meeting. The funding model recommended is the same funding model that was chosen last year. Mr. Swensen is concerned with the inclusion of costs for the Southern Operations base.

6. Committee Consent Agenda Items

Commissioner Janer asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.D.v. Ms. Homler Hawkins stated that she recommends the entire Consent Agenda for approval.

A. Invitation for Bid (IFB)

- i. Authorization to Issue an Invitation for Bid (IFB) for the Printing of Fare Media

B. Award Contracts

- i. Authorization to Negotiate and Award a Contract for Bulk Oils, Fluids and Lubricants to Palmdale Oil Company, LLC for a Not to Exceed Amount of \$539,000

C. Extension of Contracts

- i. Authorization to Exercise the Second Option Year of Contract #21-C35 with American Facility Services, Inc.

D. Miscellaneous

- i. Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2024 Low or No Emission and for Buses and Bus Facilities Competitive Program in the Approximate Amount of \$27,650,000

- ii. Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages
- iii. Authorization to Auction Surplus Capital Items

Kristian Swenson made a motion to approve Consent Agenda items 6.A.i. through 6.D.iii. Second by Brian Sanders. Motion passed unanimously.

7. Action Items

- A. Authorization to Ratify a Grant Application to the Florida Department of Transportation (FDOT) for the FY2024 Low or No Emission and Buses and Bus Facilities Competitive Program for Rural Areas in the Total Amount of \$9,206,090

Commissioner Janer recognized Tiffany Homler Hawkins, Chief Executive Officer. Ms. Homler Hawkins stated that this is an annual grant application that was due to FDOT by March 20, and is on the Action agenda because the FDOT representative will need to abstain.

Brian Sanders made a motion for Authorization to Ratify a Grant Application to the Florida Department of Transportation (FDOT) for the FY2024 Low or No Emission and Buses and Bus Facilities Competitive Program for Rural Areas in the Total Amount of \$9,206,090. Second by Kristian Swenson. Motion passed unanimously with Jo Santiago abstaining.

- B. Authorization to Approve FY2023 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Chair Janer recognized Joel Knopp from MSL CPAs & Advisors to make the presentation. Mr. Knopp stated that there were no significant findings or difficulties, and no corrected or uncorrected misstatements noted. No audit adjustments were required. An unmodified clean opinion was issued. Main changes in the balance sheet were in operating expenses. The net position did decline, due to the spend down of budgeted reserves, but is at a healthy fifty-four percent, which is above the best practice benchmark.

Kristian Swenson made a motion for Authorization to Approve FY2023 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program. Second by Brian Sanders. Motion passed unanimously.

- C. Authorization to Implement April 21, 2024 Service Changes

Chair Janer recognized Bruce Detweiler, Manager of Service Planning. Mr. Detweiler stated that resources are reallocated to routes with higher demand, route changes improve safety, efficiency, connections, and on-time performance. New service is introduced to accommodate transportation demand, and frequency improvements will be implemented on high ridership routes from the ATSP funding from Orange County.

Public Outreach is an important part of the service change process. This includes notifications on social media and the golyxn.com website, notices at bus stops and terminals, public hearings and information sessions, and in-person outreach.

Three routes had route changes. Four routes in Orange County will have frequency improvements due to the Orange County Accelerated Transportation Safety Program, which is thirty million dollars to LYNX over the next five years for operational enhancements. The top ten highest demand routes will now have thirty minute or better service seven days a week. Several routes had schedule adjustments to improve on-time performance. There will be a new limited-stop route between Orlando International Airport and Disney Springs.

LYNX staff is working with FDOT for the schedule changes for the DeLand station opening.

Mr. Swenson asked for more detail regarding the scheduling and the timeframes of the public meetings prior to the approval at the Oversight Committee meeting, and if there is continued outreach after the changes have been approved. Mr. Detweiler stated that there were three information sessions, one in each county. The meetings are advertised on social media and in the newspaper ten days ahead of the public meeting. Staff is available for questions at each meeting. Planning staff will be on the routes that have changes, before the changes take place, and will alert the riders. Staff will also be on the routes the morning that the changes take place, to answer any questions.

Mr. Sanders thanked the Planning team for alerting the public to the service changes. He would also like to see some specific ATSP metrics as the process is implemented. He is interested in the performance increases and stated that this could be the benchmark for the upcoming sales tax initiative.

Commissioner Janer asked if there were any issues on getting the metrics. Ms. Homler Hawkins stated that data is collected at the stop level, and LYNX staff will be happy to share that data as soon as it is collected.

Brian Sanders made a motion for Authorization to Implement April 21, 2024 Service Changes. Second by Kristian Swenson. Motion passed unanimously.

D. Election of the 2024 Oversight Committee Officers

Chair Janer recognized Pat Christiansen, LYNX General Counsel, to make the presentation. Mr. Christiansen stated that this Committee appoints a Chair and a Vice-Chair. Mr. Sanders asked if there is a tradition that the Vice-Chair moves to the Chair position. Ms. Homler Hawkins stated that when the Oversight Committee was envisioned, the intent was that a member of the Board of Directors would be the Chair of the Oversight Committee.

Mr. Sanders made a motion appointing Commissioner Janer as Chair. Second by Kristian Swenson. Motion passed unanimously. Kristian Swenson made a motion for Brian Sanders as Vice-Chair. Second by Commissioner Janer. Motion passed unanimously.

8. Discussion Items

A. FY2023 Financial Results

Commissioner Janer recognized Lenny Antmann, Chief Financial Officer. Mr. Antmann stated that revenues and expenses are both favorable. Customer fares have increased and interest income from favorable fed rates also increased. There was an actuarial adjustment in salaries due to the Union pension fund, which made the salaries look unfavorable. Net position was favorable by half a million dollars, which allowed less to be taken from the budget stabilization funds.

Commissioner Janer would like to see ridership and costs associated with paratransit. Ms. Homler Hawkins stated that next week is the six-month review with the current provider, and staff will provide an update on that review next month.

B. FY2024 1st Quarter Results

Mr. Antmann continued with this item by stating that revenues are favorable by over two million, and expenses are favorable by three million. This favorability is impacted by timing and will not carry forward. Customer fares continue to increase and interest rates remain high, which increases the revenue.

ERP implementation is moving along slowly, which shows a favorability in expenses, but this will be used later in the year. Several other expenses show favorability at this time, however, the expenses will be posted during the year.

C. Overview FY2025 Budget Assumptions

Mr. Antmann continued with this item. The key budget assumptions include maintaining the FY2024 base level of service, and funding partner contributions based on the approved Regional Funding Model. Several models will be presented on partner funding for consideration. During COVID, the same funding partner contribution was used to cover operating expenses while utilizing the Budget Stabilization Fund to make up the difference. This was a five-year plan with FY2025 as the third year.

In FY2025, the funding partners will assume contributions for the SunRail feeder routes that are currently billed to FDOT. This will be shown as a separate line item on the budget. Commissioner Janer asked if LYNX staff was having conversations with each of the local funding partners to ensure that they still want all of the feeder routes. Ms. Homler Hawkins stated that the December 2023 level of service is the starting point and if there are any changes, that is done through the Regional Working Group.

Budget assumptions include no fare increases, fixed-route and Paratransit ridership projected with current trends, preventative maintenance at Board approved amount, and interest income projected at historical levels. Wage increases will be consistent with funding partners and Union labor agreements. Staffing increases are related to changes in service levels. The Fuel Hedging program will stabilize the cost of diesel, unleaded

fuel, and compressed natural gas. Revenue vehicle fleet replacement will be low/no emission vehicles which projects the fleet to be eighty percent low/no emissions.

Pine Hills Transfer Station expected to open in early FY2025, Southern Operations site selection is underway, HVAC upgrades, LCS window replacement, bus bays optimized, improved employee development program, and succession planning are the current initiatives.

Mr. Swenson asked if there have been fare rate studies done, since there are no rate increases in the budget. Ms. Homler Hawkins stated that the fare structure is directed by the Board. Before a fare change can be implemented, a fare equity study must be completed. The last rate increase was in 2012. Commissioner Janer stated that a fare increase was suggested a few years ago, but the Board did not want to consider the increase. Mr. Swenson has reservations about the assumptions on the FY2025 budget. Ms. Homler Hawkins stated that staff would be happy to have a discussion with Seminole County. A fare equity study would have to include SunRail, as the fare structures are compatible. LYNX staff will complete the fare equity study, if the Board would like the study completed.

D. Update to the Vanpool Program

Commissioner Janer recognized Matt Friedman, Director of Communications, to make the presentation. Mr. Friedman stated that the Vanpool program has been around for about thirty years. There is a commuter program and an agency program.

The program was growing until 2020. Since then, management fees have doubled. Rates have not increased for sixteen years. FDOT has given additional funds this calendar year, to offset some of the expenses. Routine maintenance fees have caused maintenance costs to rise. New vehicles have been ordered, and this should bring down some of the maintenance costs. Surrounding County programs are charging almost double what LYNX charges.

Mr. Swenson asked if these rates are bound by the same study as the 2012 fare equity study. Ms. Homler Hawkins stated that this is a separate rate. Mr. Swenson asked if there are any rules to prevent LYNX from turning in the vehicles early, to prevent some of the higher maintenance costs. Mr. Friedman stated that this program is bound by FTA regulations. Unless the vehicle needs major repairs, the vehicle can have 80,000 miles. Mr. Sanders asked if the customers have been surveyed. Mr. Friedman stated that the customers want new vehicles. The current vehicles have over 150,000 miles. Mr. Swenson asked what amount would make the program cost neutral. Mr. Friedman said that it would be about \$250 per month. Ms. Homler Hawkins stated that a request to release an RFP will be brought next month and there will be a proposed fare structure that will be phased in, so that it will not place a burden on our current customers. Ninety-three percent of the customers have a federal reimbursement for the program. Commissioner Janer is looking forward to the recommendations regarding the phased in fare increase.

Jo Santiago asked about the federal waiver that LYNX has. Mr. Friedman stated that the waiver expires in October 2024. Seventy of the one hundred seventeen vehicles

have been replaced, because they met the mileage requirement. Ms. Santiago asked if there have been discussions with the FTA to extend the waiver. Ms. Homler Hawkins stated that there have been discussions because this does not only involve LYNX. This affects the entire industry. Ms. Santiago asked if there is a back-up plan if the waiver is not extended. Ms. Homler Hawkins stated that Enterprise has access to vehicles, and there may need to be a hybrid model of the Vanpool program where LYNX purchases some of the vehicles, and they provide other vehicles in a turn-key operation. That is something to look at in the RFP. Mr. Friedman stated that there should be an order before the waiver ends, to obtain more vehicles.

9. Other Business

No other business was discussed.

10. Adjourned

Meeting adjourned at 11:46 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the March 28, 2024 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Oversight Committee

From: **James Boyle**
Interim Chief Planning and Development Officer
Myles O'Keefe
Technical Contact
Patricia Whitton
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Issue a Request for Proposal (RFP) for Professional Services for the I-Drive Transit Project

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Request for Proposal (RFP) for professional services for the I-Drive Transit Project National Environmental Policy Act (NEPA), preliminary engineering and Federal Transit Administration (FTA) Small Starts Project Development.

BACKGROUND:

Orange County completed the International Drive Transit Feasibility and Alternative Technology Assessment (TFATA) in 2021. The study recommended the implementation of a premium transit service as an urban circular operating within the International Drive (I-Drive) District along International Drive from Sand Lake Road to Destination Parkway and Sea Harbor Drive.

Orange County and LYNX have entered into a Memorandum of Agreement (MOA) for LYNX to support Orange County and manage the professional services to advance this project. The professional services contract will assist with entering the next phase of the I-Drive Transit Project: that is the request to enter into the FTA CIG Small Starts program for federal funding.

The professional services contract will include two phases. The first phase of the contract will include the preliminary work needed to prepare the request for entry into the Small Starts program. The second phase of the contract will proceed with approval from LYNX and Orange County following the FTA determination. Phase 2 will include the appropriate NEPA review and preliminary design of at least 30 percent.

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LYNX will provide in-kind services for the procurement and management of professional services to address the NEPA criteria, and preliminary design for the project. Orange County will provide staff to assist with project management and review materials as they are produced and provide the funding for the project's professional services contract.

The Orange County and LYNX MOA was reviewed and authorized by the LYNX Board of Directors at the January 25, 2024 LYNX Board Meeting and the Orange County Board of County Commissioners on March 26, 2024 at the Orange County Board Meeting.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact for LYNX for this International Drive Transit Project. LYNX will be reimbursed by Orange County as per the MOU for any expenses incurred.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

From: Norman Hickling
Director Of Mobility Services
Norman Hickling
Technical Contact

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Submit Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,529,938 and Adoption of Resolution #24-004

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application in the overall amount of \$3,529,938 to the Florida Commission for the Transportation Disadvantaged (FLCTD) for Fiscal Year 2024/2025 and adoption of Resolution #24-004 for the Transportation Disadvantaged Trip and Equipment Grant Application.

BACKGROUND:

The Florida State Fiscal Year is July 1 thru June 30 and grantees are required to submit applications prior to the upcoming funding cycle. The Trip and Equipment Grant allocations are formula based derived from TD population, centerline miles within county, and number of previously invoiced trips. This funding is provided to the CTCs to support either operational and/or capital equipment expenditures, which LYNX utilizes to assist in the procurement of transportation services in support of the TD program throughout the tri-county service area.

LYNX serves as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties. The overall funding allocation is \$3,529,938, which includes a 10% local match \$352,991, for the purchase of Transportation Disadvantaged (TD) trips.

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DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

LYNX staff will include the award of this program in the appropriate LYNX fiscal year budget upon confirmation of award and securing the local match.

CFRTA RESOLUTION NO. #24-004

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2024-2025 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,529,938 DOLLARS.

WHEREAS, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute this grant application and all supporting documents, agreements and assurances which may be required in connection with the application as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The LYNX BOARD has the authority to authorize the submission of grant applications to the Florida Commission for the Transportation Disadvantage.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by CTD in FY2024-2025.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit grant applications to the Florida Commission for the Transportation Disadvantage for fiscal year 2024-2025 in the amount of \$3,529,938 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant application.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Commission for the Transportation Disadvantage.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Commission for the Transportation Disadvantage authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2022-2023 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,529,938 DOLLARS.

APPROVED AND ADOPTED this 25th day of April 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. ii

To: LYNX Oversight Committee

From: **Michelle Daley**
Director Of Finance
Tony Deguzman
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: **Authorization to Execute a Change Order with Denovo Ventures, LLC for Implementation and Licenses for a Recruiting Module for the ERP Project in the Amount of \$107,732 Increasing the Not to Exceed Amount to \$4,989,505**

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to execute a change order with Denovo Ventures, LLC ("Denovo") for the Implementation, and associated Licenses for an additional recruiting module as well as project realignment for the ERP in the amount of \$107,732 increasing the not to exceed amount to \$4,989,505.

BACKGROUND:

On June 22, 2023, the LYNX Board of Directors approved the awarding of the contract for an Enterprise Resource Planning (ERP) Management Solutions with Denovo Ventures, LLC. As the Agency continues to look for ways to become more efficient and effective in serving the public transit needs of the community, it is critically important to have a state-of-the-art integrated enterprise application that is scalable and resilient.

The current system in use includes several different software packages to accomplish the many financial requirements LYNX is required to maintain. For instance, our financial suite of software includes the Microsoft Great Plains accounting system, Key to Act for grant management, Dynamic budgets for budgeting, Paramount Workplace for purchase requisition and purchase order generation. Ceridian Dayforce for our Human Resource Information System (HRIS) and Payroll processing, Sage for fixed asset management, FA Suites for material control inventory management, and numerous excel functions to integrate them together. The current

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systems suffer from multiple integrations, manual and duplicative data entry, workaround methods to complete standard business processes as well as a lack of reporting and data warehousing capabilities. LYNX requires a solution that is more integrated with a vendor-maintained ERP and HCM solution, infrastructure, and platform.

This change requires LYNX’s legal name to be corrected, to re-align the project deliverables, and timelines.

Change Order details:

During project kick off, staff requested a more phased approach prioritizing the payroll/human resource modules implementation. During the planning phase, LYNX was notified of a newly released module that would support Oracle Recruiting. This new module is called Oracle Recruiting Booster and was recently deployed to expand the capabilities of Oracle Recruiting and help organizations accelerate hiring while building better relationships with candidates. It’s intended to be used with Oracle Recruiting and operates as an embedded part of Oracle Recruiting and Oracle Cloud Human Capital Management (HCM). Oracle Recruiting Booster will enable LYNX to promote and manage hiring events, converse with candidates over text and email, deliver guided conversational experiences to candidates through Oracle Digital Assistant, as well as create a streamlined and flexible interview scheduling process.

The additional cost for implementation is \$30,400; the annual license cost and support is \$12,444. Additionally, with the need to have detailed payroll records going back several years the project will require additional resources for conversion, increasing implementation costs estimated at \$40,000. The total increase in the not to exceed is \$107,732. This change request will also re-align the project modules and payment milestones to phases.

All contract terms and discounts align with the original ERP terms (10-year price lock) and discounts (70.6%). The budget for this project as outlined below includes all software fees for the first 3 years, and the professional service costs to implement the system.

ITEM	DESCRIPTION	Original Contract	Change Order	Total
<i>SOFTWARE FEES:</i>				
1	Software Fees (3 Yrs)	\$2,040,000	\$37,332	\$2,077,332
<i>PROFESSIONAL SERVICES:</i>				
2	Implementation Services	2,336,066	\$30,400	\$2,366,466
3	Data Conversion Estimate	91,200	\$40,000	\$131,200
4	Customizable/Custom Form	271,744		\$271,744
5	Training	2,600		\$2,600
6	Travel & Other Costs	140,163		\$140,163
	Total Costs	\$4,881,773	\$107,732	\$4,989,505

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DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Approved FY2024 Operating Budget includes \$2,487,000 for the first year of software fees and for the first phase of implementation professional services.

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Consent Agenda Item #6.B.iii

To: LYNX Oversight Committee

From: Norman Hickling
Director Of Mobility Services
Norman Hickling
Technical Contact

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Modify Sole Source Agreement #22-S014 with Trapeze Software Group, Inc. for PASS Upgrade with Trapeze Cloud Managed Services to Provide Polygon Update Support and Increase the Not to Exceed (NTE) by \$37,065 for a Total Contract Amount of \$579,475

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO), or designee, to modify Sole Source Agreement #22-S014 with Trapeze Software Group, Inc. for the Pass Upgrade with Cloud Managed Services to add Polygon Update Support Services and increase the NTE by \$37,065 for a total contract amount of \$579,475.

BACKGROUND:

Trapeze Software Group, Inc., is the sole manufacturer, developer, and provider of the scheduling and dispatch software currently used by Mobility Services operations for the ACCESS LYNX, Fixed Route, and NeighborLink modes of service.

In 2023, LYNX Mobility Services completed the implementation of the cloud-based Version 21 PASS Software for ACCESS LYNX and NeighborLink which included annual Base-Map upgrades. With the requested professional Polygon map support services, operations will be able to ensure LYNX software maps will reflect current and accurate $\frac{3}{4}$ mile paratransit service areas on either side of an existing fixed route and NeighborLink service areas.

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Trapeze will provide polygon map implementation support to LYNX for both paratransit and NeighborLink service requirements for the following five (5) service changes on a as needed basis:

Service Change	Description	Cost
August 2024	Polygon Implementation Services	\$7,413
December 2024	Polygon Implementation Services	\$7,413
April 2025	Polygon Implementation Services	\$7,413
August 2025	Polygon Implementation Services	\$7,413
December 2025	Polygon Implementation Services	\$7,413
	TOTAL	\$37,065

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$10,163 for map upgrades.

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Consent Agenda Item #6.B. iv

To: LYNX Oversight Committee

From: Tiffany Homler Hawkins
Chief Executive Officer
Tiffany Homler Hawkins
Technical Contact

Phone: 407.841.2279 ext: 6064

Item Name: Authorization for Chief Executive Officer to Sign on Behalf of LYNX the Amendment to the Interlocal Agreement for Creation of the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' approval of and authorization for CEO to sign on behalf of LYNX the Amendment to the Inter-local Agreement for Creation of the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando, a copy of which has been attached hereto.

BACKGROUND:

The governing board of MetroPlan Orlando met to review its voting composition and approved a Resolution Supporting the Adoption of the Executive Committee's recommended MPO Membership Apportionment Plan ("Apportionment Resolution") and determined that it was appropriate that the City of St. Cloud be added as a voting member to the Interlocal Agreement, as amended, creating MetroPlan Orlando.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact for this request.

**AMENDMENT TO THE INTERLOCAL AGREEMENT CREATING THE
ORLANDO URBAN AREA METROPOLITAN PLANNING ORGANIZATION
D/B/A/ MetroPlan Orlando**

THIS AMENDMENT (hereinafter “Amendment”) is made and entered into by and between the State of Florida, Department of Transportation; the Counties of Orange County, Florida, Osceola County, Florida, Seminole County, Florida; the Cities of City of Altamonte Springs, Florida, City of Apopka, Florida, City of Kissimmee, Florida, City of Orlando, Florida, City of Sanford, Florida, the City of St. Cloud, Florida, the Central Florida Regional Transportation Authority, The Greater Orlando Aviation Authority, the Central Florida Expressway Authority, and the Sanford Airport Authority, and the MetroPlan Orlando Municipal Advisory Committee (hereinafter the “Parties”).

RECITALS

WHEREAS, the Parties reaffirm the Interlocal Agreement dated June 7, 2000, as amended, except as amended hereby;

WHEREAS, section 134 Title 23 of the United States Code requires the designation of metropolitan planning organizations (hereinafter “MPO” or “MPOs”) in urban areas, as defined by the United States Census Bureau;

WHEREAS, section 339.175(4)(a), Fla. Stat., requires the Governor to review the composition of the Metropolitan Planning Organizations membership in conjunction with the decennial census;

WHEREAS, section 134 of Title 23 of the United State Code sets forth membership requirements for MPOs designated for transportation management areas with a population of 200,000 or more residents;

WHEREAS, on August 15, 2023, the Executive Committee of the governing board of MetroPlan Orlando, considered alternative membership scenarios for presentation to the governing board of MetroPlan Orlando;

WHEREAS, on September 13, 2023, the governing board of MetroPlan Orlando met to review its voting composition and approved a Resolution Supporting the Adoption of the Executive Committee’s recommended MPO Membership Apportionment Plan (“Apportionment Resolution”) and determined that it was appropriate that the City of St. Cloud be added as a voting member to the Interlocal Agreement, as amended, creating MetroPlan Orlando;

WHEREAS, the signatories to this Amendment hereby ratify and reaffirm the Apportionment Resolution as if fully set forth herein; and,

WHEREAS, the governing body of MetroPlan Orlando has determined that it is appropriate that Orange County, Florida, be granted a new representative as a voting member to the Interlocal Agreement as amended creating MetroPlan Orlando.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties agree as follows:

I. Recitals. The forgoing recitals are true and correct.

II. Interlocal Agreement. Article 4, Section 4.01(a) of the Interlocal Agreement dated June 7, 2000, as amended, is amended to read as follows:

The membership of the MPO shall consist of twenty-two (22) voting representatives and five (5) non-voting representatives. The names of the member local governmental entities and the voting apportionment of the governing board as approved by the Governor shall be as follows:

<i>Orange County</i>	<i>7 Representatives</i>
<i>Osceola County</i>	<i>1 Representative</i>
<i>Seminole County</i>	<i>2 Representatives</i>
<i>City of Altamonte Springs</i>	<i>1 Representative</i>
<i>City of Apopka</i>	<i>1 Representative</i>
<i>City of Kissimmee</i>	<i>1 Representative</i>
<i>City of Orlando</i>	<i>2 Representatives</i>
<i>City of Sanford</i>	<i>1 Representative</i>
<i>City of St. Cloud</i>	<i>1 Representative</i>
<i>Central Florida Regional Transportation Authority</i>	<i>1 Representative</i>
<i>Greater Orlando Aviation Authority</i>	<i>1 Representative</i>
<i>Central Florida Expressway Authority</i>	<i>1 Representative</i>
<i>Sanford Airport Authority</i>	<i>1 Representative</i>
<i>MetroPlan Orlando Municipal Advisory Committee</i>	<i>1 Representative</i>

III. Severability. The invalidity or unenforceability of any term or provision of this Amendment or the non-applicability of any such term or provision to any person or circumstance shall not impair or affect the remainder of this Amendment, and the remaining terms and provisions hereof shall not be invalidated but shall remain in full force and effect but shall be construed as if such invalid, unenforceable, or non-applicable provisions were omitted.

IV. Entire Agreement. This Amendment represents the entire understanding and agreement between the parties with respect to the subject matter hereof. None of the terms and provisions hereof may be amended, supplemented, waived or changed orally, but only by a writing signed by each of the parties hereto.

V. Rules of Construction. Whenever used herein, the singular number shall include the plural, the plural shall include the singular, and the use of any gender shall include all genders.

VI. Amendment Execution and Counterpart Signature Pages. This Amendment may be executed in any number of counterparts, each of which when so executed and delivered, shall be an original; but such counterparts shall together constitute but one and the same instrument.

VII. Effective Date. This Amendment shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located.

IN WITNESS WHEREOF, the undersigned parties have caused this Amendment to the Interlocal Agreement dated June 7, 2000, as amended, to be duly executed on their behalf.

ORANGE COUNTY, FLORIDA
BY: _____
DATE: _____
TITLE: _____
ATTEST: _____
TITLE: _____

OSCEOLA COUNTY, FLORIDA
BY: _____
DATE: _____
TITLE: _____
ATTEST: _____
TITLE: _____

[Continued on following pages]

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

By: _____
JAY ZEMBOWER, Chairperson

Date: _____
As authorized for execution by the Board of
County Commissioners at its _____,
2024 regular meeting.

ATTEST:

_____, Clerk to the Board of
County Commissioners of Seminole County, Florida.
For the use and reliance of Seminole County only.
Approved as to form and legal sufficiency.

County Attorney

CITY OF ALTAMONTE SPRINGS, FLORIDA

BY: _____
DATE: _____
TITLE: _____
ATTEST: _____
TITLE: _____

CITY OF APOPKA, FLORIDA

BY: _____
DATE: _____
TITLE: _____
ATTEST: _____
TITLE: _____

CITY OF KISSIMMEE, FLORIDA

BY: _____
TITLE: _____
DATE: _____
ATTEST: _____
TITLE: _____

[Continued on following pages]

CITY OF ORLANDO, FLORIDA

BY: _____

TITLE: _____

DATE: _____

ATTEST: _____

TITLE: _____

CITY OF SANFORD, FLORIDA

BY: _____, Mayor

Date: _____

ATTEST

_____, City Clerk

For use and reliance of the City of Sanford
City Commission only.

Approved as to form and legality.

_____, City Attorney

CITY OF ST. CLOUD, FLORIDA

BY: _____

TITLE: _____

DATE: _____

ATTEST: _____

TITLE: _____

THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

[Continued on following page]

THE GREATER ORLANDO AVIATION AUTHORITY

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

THE CENTRAL FLORIDA EXPRESSWAY AUTHORITY

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

SANFORD AIRPORT AUTHORITY

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

METROPLAN ORLANDO MUNICIPAL ADVISORY COMMITTEE

BY: _____

TITLE: _____

DATE: _____

ATTEST: _____

TITLE: _____

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: _____

DATE: _____

ATTEST: _____

TITLE: _____

APPROVED AS TO FORM, LEGALITY
STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

BY: _____

ATTORNEY

DATE: _____

TITLE: _____

LYNX Oversight Committee Agenda

Action Item #7.A

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Submittal of the FY2025 Preliminary Operating Budget

Date: 04/25/2024

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's approval for the Chief Executive Officer (CEO) or designee to present the FY2025 Preliminary Operating Budget to the LYNX Regional funding partners.

BACKGROUND:

On March 25, 2024, staff presented a Preliminary FY2025 Operating budget to LYNX Finance and Audit Committee for discussion and input. On April 18, 2023, LYNX staff will present a revised FY2025 Preliminary Operating Budget to the Finance and Audit Committee for approval to present to the Oversight Committee on April 25, 2024.

The following are the overall key assumptions in developing the operating budget:

- Maintain 2024 level of service, no fare increases.
- Preventative Maintenance funding at board approved level, \$6.8 million.
- Wage increases consistent with funding partners and board approved labor agreements.
- Funding Partners contributions based on the approved Regional Funding Model.

OVERVIEW:

The FY2025 Preliminary Operating Budget totals \$208,132,943 in revenues and \$208,132,943 in expenses. The Preliminary Operating Budget is funded by a combination of LYNX generated revenue, federal, state, and local dollars. These funds are used to fund personnel expenses,

LYNX Oversight Committee Agenda

services, materials, supplies, taxes, utilities, casualty, and liability expenses, purchased transportation expenses, leases and miscellaneous expenses. Specifically, this budget includes funds from the following sources:

	FY2025 Preliminary Budget
REVENUES	
Customer fares	\$ 20,222,670
Contract services	3,878,350
Advertising	2,705,000
Interest & Other income	1,280,000
Federal Revenue	14,618,873
State Revenue	15,475,742
Local Revenue	19,612,355
Local Revenue Funding Partner	106,250,401
Use of Budget Stabilization Funds	24,089,552
TOTAL REVENUE	\$ 208,132,943

The funds are programmed to fund the following types of expenses:

	FY2025 Preliminary Budget
EXPENSE	
Salaries, Wages & Fringe Benefits	\$ 123,294,100
Other services	15,090,016
Fuel	14,087,408
Materials and supplies	10,535,051
Utilities	2,229,634
Casualty & Liability	4,927,301
Taxes and licenses	642,086
Purchased transportation services	34,166,500
Leases & Miscellaneous	2,706,857
GASB 87 Lease Expense	378,638
Interest	75,352
TOTAL EXPENSE	\$ 208,132,943

LYNX Oversight Committee Agenda

LYNX will utilize the regional funding model to allocate each jurisdiction’s share of the costs of operations in FY2025.

The following chart shows the local funding breakdown:

	Orange County	Osceola County	Seminole County	TOTAL
Operating	\$ 79,424,572	\$ 13,708,082	\$ 13,117,747	\$ 106,250,401
Capital	3,030,684	470,798	376,308	3,877,790
Total Partner Funding	82,455,256	14,178,880	13,494,055	110,128,191
Sunrail Feeder Svc (Jan-Sept)	505,495	503,929	542,911	1,552,335
Total Partner Contribution	\$ 82,960,751	\$ 14,682,809	\$ 14,036,966	\$ 111,680,526

CONCLUSION:

LYNX staff will be seeking approval of the FY2025 Preliminary Operating Budget for presentation to the funding partners in June and July 2024.

LYNX Oversight Committee Agenda

Discussion Item #8.A

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Reserve Analysis

Date: 04/25/2024

LYNX Staff will present the Reserve Analysis as of September 30, 2023.

LYNX Oversight Committee Agenda

Discussion Item #8.B

To: LYNX Oversight Committee

From: **Norman Hickling**
Director Of Mobility Services
Norman Hickling
Technical Contact

Phone: 407.841.2279 ext: 6169

Item Name: Paratransit Update

Date: 04/25/2024

LYNX staff will provide an update to Paratransit Services.