

LYNX Board Agenda

Meeting Date: 2/27/2020
Meeting Time: 1:00 PM

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 Minutes

- Board of Directors Meeting Minutes 1.23.20  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. Oversight Committee Report

6. Consent Agenda







A. Request for Proposal (RFP)



- i.  Authorization to Release a Request for Proposal (RFP) for Dental Insurance Pg 8

B. Invitation for Bid (IFB)



- i.  Authorization to Release an Invitation for Bid (IFB) for the Purchase and Installation of Blast Resistant Trash Receptacles Pg 9

C. Miscellaneous






- i.  Authorization to Purchase Fifteen (15) Paratransit Replacement Vehicles Pg 11
- ii.  Authorization to Purchase Nine (9) 40' Compressed Natural Gas (CNG) Replacement Buses Pg 13
- iii.  Authorization to Purchase Seven (7) Proterra 35' Battery Electric Buses, Charging Equipment, and Related Items from Proterra, Inc. at a Not-to-exceed Amount of \$6,955,364 Pg 15
- iv.  Authorization to Negotiate and Execute Contract #20-C37 for Purchase of Color Laser Multifunction Devices, "MFD" (Copier, Printer, Scanner, Fax), Software, and Services Contract Pg 18
- v.  Authorization to Submit an Application to the Florida Department of Transportation (FDOT) for the FY2020 Competitive Funding Opportunity, Section 5339 Bus and Bus Facilities Program for Rural Areas for five (5) CNG Replacement Buses for a Total Amount of \$2,280,000 Pg 21
- vi.  Authorization to Submit Grant Applications to the Federal Transit Administration for FY2020 Apportionments and to Sub-allocate FY2020 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation Pg 23

- vii.  Authorization to Adopt Resolution No. 20-004 Observing April, 1, 2020 as National Census Day Pg 27
-Attachments 

7. Action Agenda

- A.  Authorization to Amend the FY2020 Operating Budget Pg 30
-Attachments 

8. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 33
B.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 34
-Attachments 
C.  Notification of LYNX Board Chair Appointment to the Auditor Selection Committee Pg 39
-Attachments 

9. Monthly Reports

- A.  Communications Report Pg 41
B.  Mobility Service Reports Pg 51
C.  Monthly Financial Report Pg 52
-Attachments 
D.  Planning and Development Report Pg 54

10. Other Business

11. 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
Board of Directors' Meeting Minutes

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

DATE: **January 23, 2020**

TIME: **1:00 p.m.**

Members in Attendance:

Lee Constantine, Commissioner, Seminole County BoCC, Chair

Viviana Janer, Commissioner, Osceola County BoCC

Jerry Demings, Mayor, Orange County

Jared Perdue, Secretary, 5th District, Florida Department of Transportation

1. Call to Order

Chair Constantine called the meeting to order at 1:05 p.m.

2. Approval of Minutes

Commissioner Janer moved to approve the Board of Directors meeting minutes of December 5, 2019. Mayor Demings seconded. The minutes were approved as presented.

3. Recognition

Rey Quinones, Manager of Transportation, recognized three operators: Cesar Toro with twenty years of experience, Horacio Manzanares with twenty years of experience and Remond Harris with twenty-five years of experience.

4. Public Comments

Margo Wright, 525 Conway Road, Orlando, FL 32807

Ms. Wright was thankful for the phone call from a LYNX employee that told her that a shelter would be installed. She would like to see a bus stop at Lake Margaret and Dixie Bell. She spoke with Link 6 operator #1945 – Cliff about placing a stop there because this would be close to Walmart. There is a shelter on Pershing between Dixie Bell and

436 that has a retention pond. This pond is full of papers and bottles, and she is afraid that the pond will overflow.

Chair Constantine asked Mr. Harrison to look into Ms. Wright's concerns.

5. Chief Executive Officer's Report

Mr. Harrison, Chief Executive Officer, stated that four sample safety shields have been installed on buses and operators are evaluating the shields. There will be an aggressive installation of these shields, once it is determined which one is best for our operators.

LYNX has a new refreshed website. The focus is on ease of use, and we can have alerts across the top of the page.

Mr. Harrison recognized Sara Holtzman, Wellness Coordinator, for receiving a silver recognition from the American Heart Association for workplace health.

Last week Thomas' Bagels came for National Bagel day. Bagels were handed out and the passengers were appreciative

6. Oversight Committee Report

Commissioner Janer, Chair of the Oversight Committee provided her report on the Oversight Committee meeting that met earlier that morning. She stated that the committee approved the minutes from the December 5, 2019, Oversight Meeting. Amanda Clavijo, Chair of the Finance and Audit Committee meeting provided an update on the Finance and Audit Committee dated January 16, 2020.

The Oversight Committee recommends approval of all Consent Agenda and Action Agenda items.

The Committee received a presentation regarding mobility management.

7. Consent Agenda:

Commissioner Constantine asked Mr. Harrison if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 7.A.i. through 7.C.iii.

Mr. Harrison stated that there are no changes to the agenda.

A. Request for Proposal (RFP)

- i. Authorization to Release Request for Proposal (RFP) for Uniform Rental and Laundering Services

B. Extension of Contracts

- i. Authorization to Extend Contract with Baker Hostetler, LLP for Legal Services – Labor/Employment

- ii. Authorization to Extend Contract with Zimmerman Kiser Sutcliffe, P.A. for Legal Services – Tort & General Liability
- iii. Authorization to Exercise the First Option Year of Contract #17-C04 with DesignLab, Inc.

C. Miscellaneous

- i. Authorization to Appoint Dana Baker to Pension Trustee and Administrative Committee Boards
- ii. Authorization to Enter into an Easement Agreement with Duke Energy for Provision of Electrical Power to the LOC Expansion Site
- iii. Authorization to Execute Transportation Disadvantaged Coordination Contract between Central Florida Regional Transportation Authority, d/b/a LYNX, and Human Service Agencies

Commissioner Constantine asked for a motion on the Consent Agenda. Commissioner Janer moved to approve Consent Agenda items 7.A.i through 7.C.iii., Mayor Demings seconded. Motion passed unanimously.

8. Action Agenda:

Commissioner Constantine asked for a motion for item 8.A and 8.B. together.

A. Authorization to Adopt Resolution No. 20-002 to Approve and Ratify the Second Amendment to the Labor Agreement Between Central Florida Regional Transportation Authority and Amalgamated Transit Union AFL-CIO Local 1596

B. Authorization to Adopt Resolution No. 20-003 to Approve Amendment #1 to the LYNX Defined Contribution Plan for BU Employees

Mr. Harrison stated that items 8.A. and 8.B. were the result of extensive discussions between LYNX and the Union. In 2012, LYNX moved from a defined benefit program to a defined contribution program. The 401(a) program limited the opportunities for employees to change their initial contributions. Brian Anderson stated that this mirrors the same 457(b) plan as administrative employees. Employees can now change their contributions when they want. Action item 8.A. is the amendment to the collective bargaining agreement, and 8.B. is the actual amendment to the defined contribution plan for the employees.

Motion for 8.A. Authorization to Adopt Resolution No. 20-002 to Approve and Ratify the Second Amendment to the Labor Agreement Between Central Florida Regional Transportation Authority and Amalgamated Transit Union AFL-CIO Local 1596 and 8.B. Authorization to Adopt Resolution No. 20-003 to Approve Amendment #1 to the LYNX Defined Contribution Plan for BU Employees was made by Commissioner Janer, second by Mayor Demings. Motion passed unanimously.

C. Authorization to Amend Administrative Rule 2 Establishing Auditor Selection Committee

Commissioner Constantine stated that this item was discussed at the Oversight Committee. Motion for Authorization to Amend Administrative Rule 2 Establishing Auditor Selection Committee was made by Mayor Demings, second by Commissioner Janer. Motion passed unanimously.

D. Election of LYNX Board of Directors Officers

Pat Christiansen, LYNX General Counsel, stated that LYNX elects three officers: Chairman, Vice-Chairman, and Secretary. Usually the FDOT Secretary is the Secretary.

Motion to elect Mayor Dyer as Chairman was made by Commissioner Janer, second by Mayor Demings.

Motion to elect Mayor Demings as Vice-Chair was made by Commissioner Janer, second by Secretary Perdue.

Motion to elect Secretary Perdue as Secretary was made by Commissioner Janer, second by Commissioner Constantine.

All motions passed unanimously.

9. Information Items:

There was one item for review purposes only, no action was requested.

A. Notification of Settlement Agreements Pursuant to Administrative Rule 6

10. Other Business

Commissioner Constantine stated that he appreciates all of the teamwork at LYNX, and he is proud of the positive changes. Mayor Demings stated that he thinks that LYNX is headed in the right direction, and he spoke about the tax initiative for dedicated funding for transportation.

11. Monthly Reports: (For review purposes only)

There were four reports in the packets for review purposes only. No action was required.

A. Communications Report for December 2019

B. Mobility Service Report

C. Planning and Development Report

D. Ridership Report for October 2019

11. Other Business:

No other business was reported.

The meeting adjourned at 1:37 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the January 23, 2020 LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Terri Setterington
Director Of Human Resources
Terri Setterington
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Release a Request for Proposal (RFP) for Dental Insurance

Date: 2/27/2020

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Dental Insurance. The contract term will be for an initial three (3) year period with two (2) one (1) year options.

BACKGROUND:

In 2011, the Board of Directors' authorized LYNX to explore the possibility of procuring health and welfare benefits separately from Orange County's Benefit plan. January 1, 2012, LYNX secured the services of a Health Benefit Consultant to facilitate and execute this research. As a result of this research, LYNX secured its Health and Welfare benefit plans separately from Orange County. At that time our broker did a RFP and MetLife was selected. We have continued with that provider and their contract is now ending 12/31/2020.

It is beneficial for the Authority to provide a comprehensive benefit package to its employees. Dental insurance is an integral part of this package and is a valued benefit for the employees. The Authority wishes to continue to offer this benefit option to our employees. There is no direct cost to the Authority as this is an employee paid benefit.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Board Agenda

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Tellis Chandler
Director Safety And Security
Tellis Chandler
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: Authorization to Release an Invitation for Bid (IFB) for the Purchase and Installation of Blast Resistant Trash Receptacles

Date: 2/27/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release an Invitation for Bid (IFB) for the purchase and installation of Blast Resistant Trash Receptacles (BRTR's) in order to protect individuals from primary and secondary fragmentation that generally result from the detonation of an explosive device inside an ordinary trash receptacle.

BACKGROUND:

The objective of BRTR's is to minimize the impact of an explosion inside the receptacle by directing the blast path upwards and capturing shrapnel that could harm potential passerbys. It is also important for BRTRs to maintain their structural integrity so as to avoid creating additional shrapnel in an explosion. Trash receptacles pose a serious threat because a terrorist can easily hide an explosive device in them before making a quiet getaway. Additionally, the metal from a trash receptacle can rupture into shrapnel that flies outward in all directions, increasing the risk to individuals passing by.

BRTR's are currently deployed in train stations, airports, government buildings and other areas for the purpose of eliminating or significantly reducing fatalities, injuries and structural damage resulting from "terror bombs." Not only do BRTR's need to have blast force protection, they also need to remain functional for the main use of collecting trash. These BRTR's need to be placed where they will be easily accessible to sanitation workers on a routine basis. They also need to accommodate plastic liners and/or have drainage capability if they are to be placed outdoors.

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The BRTR's will be deployed in strategically placed areas to ensure maximum protection of life and property. Upon detonation of an explosive device inside the receptacle, the BRTR:

- ☐ Directs the blast effects, pressure, and fragments upward;
- ☐ Contains primary fragments;
- ☐ Does not produce secondary fragments from any metallic components of the trash receptacle; and
- ☐ Structurally withstands the detonation.

Note: All blast resistant trash receptacles must meet or exceed ASTM E2639-12(2018) and E2740-10 standards for blast resistant trash receptacles.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The FY2020 Approved Capital Budget includes \$200,000 to purchase Blast Resistant Trash Receptacles. These trash receptacles are 100% FTA funded.

LYNX Board Agenda

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Purchase Fifteen (15) Paratransit Replacement Vehicles

Date: 2/27/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase a total of fifteen (15) Ford E350 6.8L Gas – Vanterra Paratransit replacement vehicles.

The replacement vehicles will be procured for an approximate amount of \$1,305,000. The replacement Paratransit vehicles will be purchased from Alliance Bus Group using the TRIPS-17-CA-ABG Transit Research Inspection Procurement Services Program (TRIPS) Contract.

BACKGROUND:

Currently, LYNX has an active fleet of one hundred sixty four (164) paratransit vehicles. Fifteen (15) Paratransit vehicles scheduled for replacement will have exceeded their useful life, at the time of replacement, with a current average of 240,177 miles per vehicle and over five years of service.

These vehicle replacements are part of LYNX Transit Development Plan (TDP) and sustainability goals. The proposed vehicles will provide an immediate 18% to 20% improvement in fuel efficiency and lower overall maintenance costs once they are adopted into the fleet. In addition, the vehicles will have the capability to undergo a future conversion to operate on Compressed Natural Gas (CNG), based upon operational needs and business practices.

Upon arrival of the replacement vehicles, LYNX will retire a like amount of vehicles and potentially establish a contingency fleet in accordance with Federal Transit Administration (FTA) guidelines.

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These vehicles will be outfitted with appropriate lifts and seating securement systems to be ADA compliant.

Paratransit Vehicles	Quantity	Cost	Total
TurtleTop Vanterra XLT	15	75,000	1,125,000
Standard Seats(2), Foldaway Seats(8), Q'Straint QRTMAX(3), 1000 lb. Lift(1), Freedman Tie-Downs System(3), Mobile Data Terminal(1), Gaseous Engine Prep(1)	15	12,000	180,000
Paratransit Vehicle Cost			1,305,000

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION

LYNX's DBE program requires that each transit vehicle manufacturer as a condition to bid for or propose on FTA-assisted vehicle procurements must provide certification of compliance with Federal DBE regulations requiring an established annual overall percentage DBE participation goal approved by FTA. DBE requirements are monitored by the Federal Transit Administration (FTA).

FISCAL IMPACT:

The Approved FY2020 Capital Budget included \$5,390,000 for the purchase of paratransit vehicles. LYNX will be issuing purchase orders for 63 vehicles totaling \$5,208,353. This will leave an uncommitted balance of \$181,648. To fund these vehicles LYNX will transfer \$781,408 from the funds left after the purchase of 34 40' CNG vehicles. The remaining balance to be transferred from the VanPool budget totaling, \$341,944. These vehicles are 100% FTA funded.

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Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

From: Elvis Dovaes
Director Of Maintenance
Elvis Dovaes
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Purchase Nine (9) 40' Compressed Natural Gas (CNG) Replacement Buses

Date: 2/27/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase nine (9) 40' Low Floor CNG replacement buses for a not-to-exceed amount of \$5,150,000.

BACKGROUND:

LYNX has an active fleet of three hundred one (301) buses, one hundred twelve (112), of which have met their useful life with an average of 704,345 miles per vehicle. This bus replacement is part of LYNX Transit Development Plan (TDP). Upon arrival of the replacement buses, LYNX will retire a like amount of buses in accordance with Federal Transit Administration (FTA) guidelines. The nine (9) buses retired will be retained and placed in a contingency fleet to be used only for emergency purposes or unforeseen justified activities as sanctioned by FTA Circular 5010e and the LYNX Fleet Management Plan. This purchase is Grant funded and is part of the fixed route bus replacement plan.

These replacement buses will be purchased from Gillig, LLC using the P-18-005 State of Florida (SOF) Heavy Duty Buses Contract.

Fixed Route Revenue Vehicles	Quantity	Cost	Total
From the State of Florida Heavy Duty Buses Contract			
40' CNG Package	9	562,163	5,059,467
Includes Voith Transmission, Fire Suppression System, and Trapeze Mentor (Ranger) ITS System			
Fixed Route Revenue Vehicle Cost			5,059,467

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DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION

LYNX's DBE program requires that each transit vehicle manufacturer as a condition to bid for or propose on FTA-assisted vehicle procurements must provide certification of compliance with the requirements of the regulations by having an established annual overall percentage goal approved by FTA. DBE requirement is monitored by the Federal Transit Administration (FTA). Those transit vehicle manufacturers listed on FTA's eligible TVMs list, or that have submitted a goal methodology to FTA that has been approved or has not been disapproved, at the time of solicitation are eligible to bid.

FISCAL IMPACT:

The Approved FY2020 Capital Budget included \$19,890,000 for the replacement of 34 40' CNG vehicles. LYNX has already issued a purchase order for 25 vehicles in the amount of \$14,049,125. This will leave an uncommitted balance of \$5,840,875. The remaining funds \$781,408 will be transferred to the purchase of paratransit vehicles. These vehicles are 100% FTA funded.

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Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

From: Elvis Dovaes
Director Of Maintenance
Elvis Dovaes
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Purchase Seven (7) Proterra 35' Battery Electric Buses, Charging Equipment, and Related Items from Proterra, Inc. at a Not-to-exceed Amount of \$6,955,364

Date: 2/27/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase seven (7) 35" battery electric buses, charging equipment, and related items from Proterra, Inc. at a not-to-exceed amount of \$6,955,364.

BACKGROUND:

On April 25, 2019, the LYNX Board of Directors authorized LYNX to submit a grant application to the Federal Transit Administration (FTA) for the FY19 Competitive Funding Opportunity, Section 5339 Low or No Emission Grant Program (Low-No), for LYMMO electric buses and charging equipment. LYNX included in the Project Implementation Strategy the selection of CTE to serve as project manager and to provide technical assistance throughout the project.

The Low-No funding opportunity released on March 21, 2019 authorizes an eligible recipient "to submit an application in partnership with other entities that intend to participate in the implementation of the project, including, but not limited to, specific vehicle manufacturers, equipment vendors, owners or operators of related facilities, or project consultants. If an application that involves such a partnership is selected for funding, the competitive selection process will be deemed to satisfy the requirement for a competitive procurement under 49 U.S.C. 5325(a) for the named entities." LYNX included as part of the project partnership the selection of Proterra, Inc. to supply the buses.

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The application was submitted to include the costs of charging stations and the incremental cost of purchasing seven (7) battery electric buses rather than diesel buses.

The budget submitted includes:

\$1,961,233	5339(c) funding request
\$1,750,000	5339 (c) local match
<u>\$3,634,131</u>	Other Federal Funds
\$7,345,364	Total Cost

The local match is secured and is a combination of \$850,000 committed by the City of Orlando and \$900,000 committed by the Orlando Utilities Commission.

The project budget submitted with the grant application includes the following for procurement of buses, charging equipment, and related costs:

\$3,801,000	Proterra Catalyst 2 Buses (quantity 7)
\$1,372,000	Bus Batteries
\$ 105,000	ADA Equipment
\$ 525,000	Configurable Options
\$ 52,000	Spare Parts (Bus)
\$ 49,000	Diagnostic Tools & Laptop
\$ 149,800	APEX Data Subscription
\$ 518,266	Replacement Batteries
\$ 16,000	Workforce Training
\$ 195,000	Depot Chargers (Equipment)
\$ 104,997	Depot Design & Construction
\$ 27,300	Charge Management
\$ 20,001	Portable Charger
<u>\$ 20,000</u>	<u>Spare Parts (Other)</u>
\$6,955,364	Total

The FTA announced on July 26, 2019 \$84.9 million in grant selections, including \$1,961,233 for LYNX. This amount fully funds the LYNX request in the submission.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX's DBE program requires that each transit vehicle manufacturer as a condition to bid for or propose on FTA-assisted vehicle procurements must provide certification of compliance with the requirements of the regulations by having an established annual overall percentage goal approved by FTA. DBE requirement is monitored by the Federal Transit Administration (FTA). Those transit vehicle manufacturers listed on FTA's eligible TVMs list, or that have submitted a goal methodology to FTA that has been approved or has not been disapproved, at the time of solicitation are eligible to bid.

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FISCAL IMPACT:

The FY2020 Approved Capital Budget includes \$7,345,364 for the purchase of seven (7) 35' battery electric buses, charging equipment, and related items. LYNX has already committed \$390,000 for a consulting contract, leaving \$6,955,364 available for purchase of vehicles.

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Consent Agenda Item #6.C. iv

To: LYNX Board of Directors

From: Craig Bayard
Director Of Information Tech
Craig Bayard
(Technical Contact)

Phone: 407.841.2279 ext: 6008

Item Name: Authorization to Negotiate and Execute Contract #20-C37 for Purchase of Color Laser Multifunction Devices, “MFD” (Copier, Printer, Scanner, Fax), Software, and Services Contract

Date: 2/27/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors’ authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute contract #20-C37 with A.D. Solutions, Inc. for the purchase of color laser multifunction devices, “MFD” (Copier, Printer, Scanner, Fax), software, and services contract for a three (3) year term with two (2) one (1) year extension options. The three (3) year contract is for a not to exceed cost of \$227,427. This authorization would include the one time capital cost of \$117,549 for the procurement of the MFDs and the central management software, and \$109,878 in operating expense for the service contract to cover all units purchased for a period of three (3) years.

BACKGROUND:

LYNX’s current inventory of multifunction devices has become obsolete and is experiencing frequent breakdowns, increasing our expense cost for maintenance. The average age of the copiers in LYNX is 6 years old with some units having over a million copies. With new technology, LYNX will enhance the workforce with highly operational, efficient, and secure multifunctional print devices. The new technology will allow for secure copying, scanning, printing, and faxing by requiring all functions to be authenticated by the employee using their LYNX issued identification card at the MFD before the function is completed. Unwanted prints can be deleted before they are processed saving on paper and wasted consumables. The use of this technology will also eliminate the need to purchase personal printers and their operating cost by keeping printed documents secure until staff releases the document at the MFD.

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PROCUREMENT PROCESS:

On June 27, 2019, the Board of Directors authorized LYNX staff to release a Request for Proposal (RFP) for Purchase of Color Laser Multifunction Devices, “MFD” (Copier, Printer, Scanner, Fax), Software, and Services Contract to cover a Three (3) Year term with Two (2) one (1) Year Extension options.

The RFP was released on October 25, 2019. The RFP was posted on LYNX Procurement website, DemandStar, and sent directly to interested suppliers.

Four (4) suppliers submitted responsive proposals to the RFP requirements. Below are the suppliers who submitted a responsive proposal:

- A.D. Solutions, Inc.
- Canon Solutions America, Inc.
- Dex Imaging, Inc.
- Seminole Office Solutions, Inc.

The Source Evaluation Committee (SEC) consisted of the following individuals:

- Rey Quinones, Lynx Transportation
- Lendy Castillo, Lynx Mobility Management
- Martin Velez, Lynx Information Technology
- Kirk Niccum, Lynx Training and Development
- Chris Plummer, Lynx Finance

The proposals were evaluated by the SEC members on the following criteria:

- Qualifications of proposer and staff (20 percent)
- Equipment, Warranty, Life Expectancy (35 percent)
- Methodology and Approach (20 percent)
- Pricing (25 percent)

The SEC discussed and ranked the proposals, then passed a motion to recommend that the LYNX Board of Directors authorize award of a contract to A.D. Solutions, Inc. The total amount of this authorization will be \$227,427. This authorization would include the one time capital cost of \$117,549 for the procurement of the MFDs and the central management software, and \$109,878 in operating expense for the service contract to cover all units purchased for a period of three (3) years with two (2) one (1) year options to cover all MFDs after factory warranty expires to be paid based on usage (billed monthly). A total of 21 MFDs will be purchased for the agency with the following count and location.

- 2500 Lynx Lane, Orlando, FL 32804 (9 MFDs)
- 455 N. Garland Ave, Orlando, FL 32801 (10 MFDs)
- 100 N. Alaska Ave., Kissimmee, FL 34741 (2 MFDs)

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The cost saving per page printed will be 10.81% for black and white copies and 25% on color pages printed. This service contract shall cover all preventive maintenance to be performed by authorized factory trained technicians, parts, labor, toner, consumables, (excluding staples and paper). The maintenance contract will be budgeted in the operational budget for the agency.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 1% was assessed for this solicitation. The recommended firm has submitted a participation goal of 1.2%.

FISCAL IMPACT:

The FY2020 Adopted Capital Budget included \$175,000 of FTA funds to purchase copiers and related software. The FY2020 Operating Budget included \$55,000 for the maintenance contract on the copiers.

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Consent Agenda Item #6.C. v

To: LYNX Board of Directors

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Belinda Balleras
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Submit an Application to the Florida Department of Transportation (FDOT) for the FY2020 Competitive Funding Opportunity, Section 5339 Bus and Bus Facilities Program for Rural Areas for five (5) CNG Replacement Buses for a Total Amount of \$2,280,000

Date: 2/27/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Florida Department of Transportation (FDOT) for the FY2020 Competitive Funding Opportunity, Section 5339 Bus and Bus Facilities Program for Rural Areas.

Funding is requested in the amount of \$2,280,000 for five (5) CNG replacement buses that are planned to be utilized for four major rural routes.

BACKGROUND:

On January 30, 2020, the Federal Transit Administration (FTA) released a Notice of Funding Opportunity (NOFO) and availability of \$454.6 million in FY2020 FTA Section 5339 Bus and Bus Facilities Program competitive grant funding for transit bus projects. The Federal Transit Administration NOFO applications are due March 30, 2020. Because rural applications are to be submitted to FDOT as part of a statewide rural application, LYNX is required to submit our rural application about a month before the NOFO due date.

The purpose of the Grants for Buses and Bus Facilities Program is to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities. The Grants for Buses and Bus Facilities Program provides funds to designated recipients that allocate funds to fixed route bus operators, states, or local governmental authorities that operate fixed route bus service, and Indian tribes.

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The Grants for Buses and Bus Facilities Program provides funds under 49 U.S.C. 5339(b)(1), to eligible applicants including designated recipients that allocate funds to fixed route bus operators, states or local governmental entities that operate fixed route bus service, and Indian tribes. FTA will “consider the age and condition of buses, bus fleets, related equipment, and bus-related facilities” in selecting projects for funding. FTA may prioritize projects that demonstrate how their proposed projects are consistent with the Rural Opportunities to Use Transportation for Economic Success (R.O.U.T.E.S.) and the Accelerating Innovative Mobility (AIM) initiatives.

A minimum of 10 percent of the amount awarded under the Grants for Buses and Bus Facilities Program will be awarded to projects located in rural areas. As required by 49 U.S.C. 5339(b)(8), no single grantee will be awarded more than 10 percent of the amounts made available. Eligible projects are capital projects to replace, rehabilitate purchase, or lease buses, vans, and related equipment, and capital projects to rehabilitate, purchase, construct, or lease bus-related facilities. The maximum federal share for projects selected under the Grants for Buses and Bus Facilities Program is 80 percent of the net project cost.

LYNX will submit an application for the following:

Five (5) CNG Buses	@	\$570,000	\$ 2,850,000
FTA Share (80%)			\$ 2,280,000
State Share (10%)			\$ 285,000
Local Share (10%)			\$ 285,000

If awarded, the 20% local match will come from: FDOT- 10% and from local sources -10%.

FISCAL IMPACT:

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

LYNX Board Agenda

Consent Agenda Item #6.C. vi

To: LYNX Board of Directors

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Belinda Balleras
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Submit Grant Applications to the Federal Transit Administration for FY2020 Apportionments and to Sub-allocate FY2020 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation

Date: 2/27/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Federal Transit Administration (FTA) for the FY2020 FTA apportionments and to execute Grant Agreements with the FTA.

In addition, staff is requesting the Board of Directors' authorization for the sub-allocation of the Orlando urban area funding to the Lake County Transit Services and the Florida Department of Transportation (FDOT) from the FTA's FY2020 5307 formula apportionment in the amounts of \$502,202 and \$10,416,581, respectively.

BACKGROUND:

On February 3, 2020 the Federal Transit Administration (FTA) released the full FY2020 annual apportionments on various FTA funding programs.

Board authorization is requested to apply for these funding programs.

Urbanized Area Formula Program	\$ 26,518,386
State of Good Repair Fixed-Guideway	210,965
Bus/Bus Facilities Program	3,300,276
Enhanced Mobility for Seniors and Individuals with Disabilities	1,637,436
Surface Transportation Program	<u>7,102,130</u>
Total	\$ 38,769,193

LYNX Board Agenda

The sub-allocation to Lake County is in the amount of \$502,202. The sub-allocation for FDOT's SunRail is in the amount of \$ \$10,416,581. These amounts are determined based on the final FY2020 full year FTA apportionments.

This request for Board authorization includes the execution of any Supplemental Agreements as part of respective grant applications by Lake County and FDOT to FTA. This will allow Lake County Transit Services and FDOT to be direct 5307 grant recipients, eligible to receive and dispense FTA's 5307 sub-allocated funds.

Congress establishes the legal authority to commence and continue FTA programs through authorizing legislation covering several years. The federal public transportation law, Fixing America's Surface Transportation Act (FAST Act) is the current five-year surface transportation authorization that provides FTA funding levels from FY2016 through FY2020, effective October 1, 2015.

The following summarizes the funding programs and the FY2020 apportionments:

Urbanized Area Formula Program - Section 5307:

This program provides grants to Urbanized Areas (UZA) for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances. These funds constitute a core investment in the enhancement and revitalization of public transportation systems in urbanized areas throughout the nation that depend on public transportation to improve mobility and reduce congestion.

Under the FAST Act a special rule allows recipients in urbanized areas with populations of 200,000 or above and those that operate 100 or fewer buses in fixed route service or demand response, excluding ADA complementary paratransit, during peak hours, to receive a grant for operating assistance subject to a maximum amount per system, in accordance with "Section 5307 Operating Assistance Special Rule Operator Caps". FTA identified the transit systems and their maximum operating assistance amounts for FY2020 based on the percent of the apportionment attributable to an operator, calculated from vehicle revenue hours reported in their FY2018 National Transit Database (NTD) report.

In the FY2020 FTA apportionments released on February 3, 2020, the Orlando 5307 funds of \$32,736,915 included the apportionment attributable to Lake County in the amount of \$505,202. In addition, the Orlando area 5307 apportionment included \$10,416,581 attributable to commuter rail. The net LYNX 5307 funding is in the amount of \$26,518,386 for Orlando and Kissimmee combined.

Due to the cycle and timing on the release of Federal apportionments and the grant application process, the annual LYNX's 5307 apportionment is typically budgeted by LYNX over multiple years.

LYNX ard Agenda

State of Good Repair (SGR) - Section 5337:

SGR replaced the fixed-guideway modernization formula program. Projects are limited to replacement and rehabilitation or capital projects required to maintain public transportation systems in a state of good repair. LYNX will be working with the City of Orlando staff to upgrade the Orange LYMMO in a state of good repair and to provide amenities and technology enhancements compatible with the Lime and Grapefruit LYMMO expansions.

Bus/Bus Facilities Program – Section 5339

Provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.

This program replaced the Section 5309 Bus and Bus Facilities Program, which allocated funds through a competitive project selection process or earmarking. LYNX will program section 5339 funds for revenue vehicles.

Enhanced Mobility for Seniors/Individuals with Disabilities- Section 5310:

This program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

Eligible activities include:

- 1) Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.
- 2) Public transportation projects that exceed the requirements of the ADA.
- 3) Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit.
- 4) Alternatives to public transportation that assist seniors and individuals with disabilities.

Surface Transportation Program (STP):

The STP provides funding that may be used by States and localities for a wide range of projects to preserve and improve the conditions and performance of surface transportation, including highway, transit, intercity bus, bicycle and pedestrian projects.

The USDOT funding for the Federal Highway Administration includes Surface Transportation Program (STP) funds that are eligible to be transferred to FTA for transit purposes. The regional STP funds are allocated by MetroPlan Orlando for transit enhancements, bicycle and pedestrian improvements and highway projects. STP funds are programmed annually by MetroPlan Orlando in the Transportation Improvement Program (TIP) and are incorporated in the state adopted State Transportation Improvement Program (STIP).

LYNX Bard Agenda

LYNX will program the FY2020 STP funding for revenue vehicles and passenger amenities.

FISCAL IMPACT:

LYNX staff will include federal formula funds as part of the Adopted Operating and Capital Budgets.

LYNX Board Agenda

Consent Agenda Item #6.C. vii

To: LYNX Board of Directors

From: Tiffany Homler Hawkins
Chief Administrative Officer
Tiffany Homler Hawkins
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Adopt Resolution No. 20-004 Observing April, 1, 2020 as National Census Day

Date: 2/27/2020

ACTION REQUESTED:

Authorization to Adopt Resolution No. 20-004 Observing April, 1, 2020 as National Census Day.

BACKGROUND:

The results of the 2020 Census will help determine how hundreds of billions of dollars in federal funding flow into communities every year for the next 10 years. Every transit system in the U.S. receives a considerable amount of funding based on population data reported to the decennial census. Due to Central Florida's increasing population, an accurate population count is essential for assuring a fair allocation of nearly a third of the Federal Transit Administration's formula funding.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

CFRTA RESOLUTION NO. 20-004

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION
AUTHORITY (d/b/a/ LYNX) OBSERVING APRIL 1, 2020 AS NATIONAL CENSUS
DAY.**

WHEREAS, the first U.S. Census occurred in 1790, during the presidency of George Washington; and

WHEREAS, Article 1, Section 2 of the Constitution of the United States mandates that a census of the population occur every 10 years, and the next Decennial Census will occur on April 1, 2020; and

WHEREAS, an accurate and complete population count is vital as population counts are used for determining the allocation of millions of federal and state dollars to local governments for funding programs such as public health, housing assistance, education; and

WHEREAS, federal and state funding is especially needed by the Central Florida Regional Transportation Authority to provide for the several modes of public transportation serving greater Orlando, and areas in Orange, Seminole, and Osceola Counties; and

WHEREAS, census counts determine the number of seats in the U.S. House of Representatives, as well as redistricting of state and local voting districts; and

WHEREAS, for every resident that does not respond to the census, Central Florida counties risk a significant loss of federal and state funding over a 10 year period following the census; and

WHEREAS, for the first time in census history, residents will have the option of responding to the census online, by phone, or by paper; and

WHEREAS, the Central Florida Regional Transportation Authority issues this resolution by common consent encouraging every resident of Central Florida, upon notice by the U.S. Census Bureau, to promptly respond to the 2020 Census, as everyone counts; it's easy; it's safe; it's in the Constitution; it's a civic duty; and it's important to every resident of Central Florida now and in the future.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Central Florida Regional Transportation Authority Board of Directors hereby observes April 1, 2020 as National Census Day.

* * * * *

CERTA RESOLUTION NO. 20-004

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION
AUTHORITY (d/b/a/ LYNX) OBSERVE APRIL 1, 2020 AS NATIONAL CENSUS DAY.**

APPROVED AND ADOPTED this 27th day of February 2020, by the Governing Board of the
Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX ard Agenda

Action Agenda Item #7.A

To: LYNX Board of Directors

From: Leonard Antmann
Director Of Finance
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Amend the FY2020 Operating Budget

Date: 2/27/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) to amend the FY2020 Adopted Operating Budget.

BACKGROUND:

These changes will not result in any increase request from the funding partners. The primary changes are driven by an increase in funding for Paratransit. Additionally, customer fares collected are slightly lower than anticipated, while advertising revenue is performing better than expectations.

LYNX Board Agenda

FY2020 Operating Budget Amendment

	FY20 Board Approved Budget	Proposed Adjustments	Proposed FY20 Amended Budget
REVENUES			
Customer fares	24,682,940	(746,326)	23,936,614
Contract services	6,368,565	616,735	6,985,300
Advertising	3,600,000	1,000,000	4,600,000
Interest & Other income	1,769,000	(382,000)	1,387,000
Federal Revenue	19,472,406	(500,000)	18,972,406
State Revenue	13,118,544	256,500	13,375,044
Local Revenue	8,477,850	235,520	8,713,370
Local Revenue Funding Partner	71,422,119	0	71,422,119
TOTAL REVENUE	148,911,424	480,429	149,391,853
EXPENSE			
Salaries, Wages & Fringe Benefits	81,749,161	0	81,749,161
Other services	10,850,833	(31,000)	10,819,833
Fuel	12,160,726	(200,000)	11,960,726
Materials and supplies	7,765,273	0	7,765,273
Utilities	1,574,203	0	1,574,203
Casualty & Liability	2,359,684	375,000	2,734,684
Taxes and licenses	595,948	0	595,948
Purchased transportation services	30,301,315	273,537	30,574,852
Leases & Miscellaneous	1,519,521	62,892	1,582,413
Interest Expense	34,760	0	34,760
TOTAL EXPENSE	148,911,424	480,429	149,391,853
OPERATING GAIN/(LOSS)	0	0	0

Explanation of Changes:

Revenues:

Customer Fares: Based on first quarter results ridership is down 6% in Fixed Route, therefore adjustments in the fare revenues are needed.

Contract Services: LYNX was awarded additional funding under the TD program (\$605,968) and an additional service development grant from CTD (\$689,985). For FY2020, 50% of the Kissimmee Circulator will be funded through FDOT (\$256,500) this portion was moved to State Revenue. Adjustments for the Shingle Creek Contract were also corrected.

Advertising Revenue: During the first three months of the fiscal year, advertising revenue is exceeding initial projections. We expect that trend to continue through the fiscal year.

Interest and Other Income: Interest rates have dropped and we have removed the revenue associated with the UCF Bus Wrap Program.

LYNX ard Agenda

State Revenue: We are now reflecting the portion of the Kissimmee Circulator funded by FDOT, as state revenue.

Local Revenue: The Sunrail contract was increased for the phase II portion.

Expenses:

Other Services: Increased the budget for the paratransit eligibility costs expected in FY20. Also, removed the installation portion of the UCF Bus Wrap program.

Fuel: Reduced fuel budget based on favorable pricing and fuel hedging.

Casualty & Liability: An increase of \$375,000 is needed to fund settlement payouts.

Purchased Transportation: An increase of \$273,537 has been included based on the average cost per trip.

Leases & Miscellaneous: Initial budget projections had the lease for the LB McLeod facility ending in March, we have factored in the remaining years lease amount (\$132,300).

FISCAL IMPACT:

This FY2020 Operating Budget will have a zero dollar impact.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

From: Melanie Stanisic
Deputy Director Of Risk Mgmt
Melanie Stanisic
(Technical Contact)

Phone: 407.841.2279 ext: 6167

Item Name: Notification of Settlement Agreements Pursuant to Administrative Rule 6

Date: 2/27/2020

LYNX Liability Claim Settlements January 1 – January 31, 2019

Claimant Name	Accident Date	Accident Type	Settlement Amount	Date of Check
Christopher Barroso	10/12/2016	Bodily Injury	\$1,000.00	01/10/2020
Thomas Andrews	12/09/2016	Property Damage	\$3,300.98	01/10/2020
Ismael Fuentes	5/5/18 & 6/24/18	Employee Injury	\$15,000.00	01/23/2020
Yessimarie Cruz	8/2/16	Bodily Injury	\$198,974.83	01/31/2020
Lillie Kate Jackson	12/27/17	Property Damage	\$1,380.15	01/31/2020

LYNX Board Agenda

Information Item B

To: LYNX Board of Directors

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Maurice Jones
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Notification of Sole Source Procurements Pursuant to Administrative Rule 4

Date: 2/27/2020

Pursuant to LYNX Administrative Rule 4, information is attached for the following Sole Source Procurements:

1. Data Transfer Solutions, LLC-VUEWorks
2. Remix Software, Inc.



Sole Source Justification

DATE: January 2, 2020

REQUESTED BY: Myles O'Keefe, Manager of Strategic Planning

SUBJECT: Data Transfer Solutions, LLC – VUEWorks Asset Management System, Annual Software Maintenance

BACKGROUND: In 2013 LYNX purchased VUEWorks Asset Management System and made the capital investment for hardware and software as part of the Bus Stop Facility Database and Accessibility project. The project involved stop location and asset field data collection and the implementation of the VUEWorks system for continuous maintenance of the data and record keeping. The cost of the project was approximately \$250,000. The software requires support and updates in order to function properly and the annual maintenance provides for that. The software maintenance payments were scheduled to start one year after the year of the software implementation (2013). Since then, LYNX incorporated the use of more modules for Facilities and to support the upkeep of bus stop and amenities data. VUEWorks is now the system of record for LYNX and plays an important role in the agency's Transit Asset Management (TAM) Plan.

SOLE SOURCE JUSTIFICATION: In addition to the attached sole source justification document provided by the vendor – showing that Data Transfer Solutions, LLC. (DTS) is the owner, manufacturer, and sole source provider – VUEWorks is LYNX's system of record and would experience a substantial duplication of costs if the agency were to pursue another vendor and software package to assist in its asset management program. The reliance of the information supported by this system, and the procurement process to identify and acquire support from a comparable asset management system, would result in an unacceptable delay and a duplication of costs for LYNX and its jurisdictional funding partners. Those costs would arise from not only paying for the software, but calibrating the components to fit LYNX's workflows, repopulating the pertinent data, and retraining staff across multiple departments to properly use the new system.

COST/PRICE ANALYSIS:

The cost for the VUEWorks models, maintenance and hosting, for January 1, 2020 – December 31, 2020 is \$12,870.00; to be paid in full with a one-time payment.



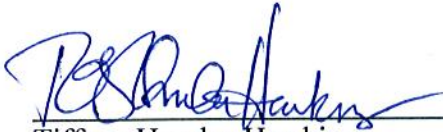
Francis Franco
Project Manager

1/2/2020
Date:



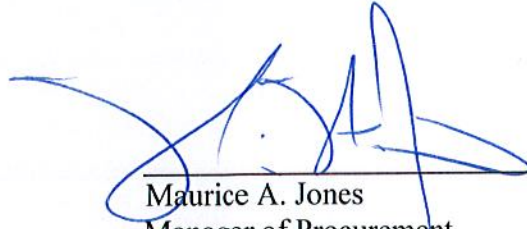
Tomika Monterville
Director of Planning & Development

1/2/2020
Date



Tiffany Homler-Hawkins
Chief Administrative Officer

1/7/20
Date:



Maurice A. Jones
Manager of Procurement

1/7/2020
Date



Bert Francis
Chief Financial Officer

1-24-20
Date:



Carrie L. Sarver, ESQ., B.C.S
Senior Staff Attorney

1/08/2020
Date



James E. Harrison, Esq., P.E.
Chief Executive Officer

2/10/20
Date:



Sole Source Justification

DATE: December 27, 2019

REQUESTED BY: Myles O'Keefe, Manager of Strategic Planning

SUBJECT: Remix Software, Inc.

BACKGROUND:

In 2017, LYNX procured Remix Software, Inc. as a tool to be used regularly by the LYNX Planning Department to complete the core functions of transit service planning tasks to include: restructuring existing route alignments and developing new routes and schedules. LYNX is seeking a one-year contract renewal with Remix Software, Inc. to use as a key instrument in the development of the proposed future system for LYNX. The Remix software is critical to the continued work for the phasing/implementation of the future LYNX transit system. The use of the Remix software will ultimately result in improved transit service for the public, and the ability for the Planning Department to demonstrate the viability of proposed future transit services.

SOLE SOURCE JUSTIFICATION:

LYNX Staff is tasked with designing transit service, analyzing demographic impacts, estimating operating costs, and comparing any proposed service changes with current service. These various scenarios along with the financial and community impacts must be presented to a variety of audiences including local partners and the public. This process is extremely time consuming and requires the use of various software tools in different programs. Remix Software, Inc. provides a unique and agile way to test various transit scenarios, design new routes, modify existing service, estimate costs, and allows for rapid evaluation and comparison. This innovative software is manufactured, sold, and distributed exclusively by Remix Software, Inc. There are no agents or dealers authorized to represent these products and no division of Remix Software, Inc. has any right of sub-license to make a similar competing product. Please see the attached sole source justification document provided by the vendor.

The procurement process to identify and acquire support from a comparable software developer would result in an unacceptable delay and a duplication of costs for LYNX and its jurisdictional funding partners for the delivery of work products to support LYNX service planning efforts. Furthermore, the procurement process to identify and acquire a comparable software service would result in an unacceptable delay in the delivery of work products associated with the Orange County Transportation Initiative to include the development of the future transit network and related financial plan which are being developed utilizing Remix software. These deliverables are due to Orange County in January 2020. LYNX Staff are currently preparing a package for a competitive solicitation process for the long-term analysis software needs related to route scheduling and analysis.

COST/PRICE ANALYSIS:

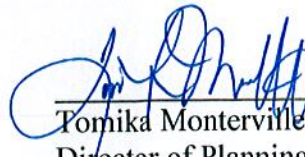
The cost for the Remix software and customer support, for January 1, 2020 – December 31, 2020, is \$61,000; to be paid in full with a one-time payment.



Francis Franco
Project Manager

12-18-2019

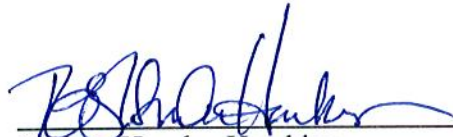
Date:



Tomika Monterville
Director of Planning & Development

12/19/19

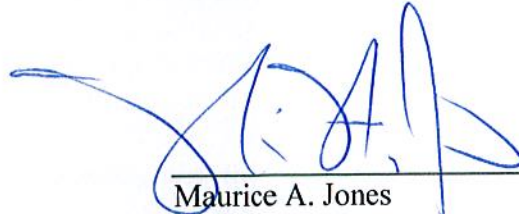
Date



Tiffany Homler-Hawkins
Chief Administrative Officer

1/7/20

Date:



Maurice A. Jones
Manager of Procurement

1/2/2020

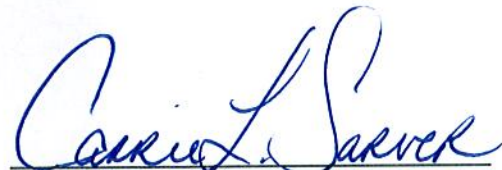
Date



Bert Francis
Chief Financial Officer

1-24-20

Date:



Carrie L. Sarver, ESQ., B.C.S
Senior Staff Attorney

1/8/2020

Date



James E. Harrison, Esq., P.E.
Chief Executive Officer

2/18/2020

Date:

LYNX Bard Agenda

Information Item C

To: LYNX Board of Directors

From: Tiffany Homler Hawkins
Chief Administrative Officer
Tiffany Homler Hawkins
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Notification of LYNX Board Chair Appointment to the Auditor Selection Committee


Date: 2/27/2020

ACTION REQUESTED:

Notification of LYNX Board Chair Appointment to the Auditor Selection Committee.



Memo

To: Members, LYNX Board of Directors
From:  Buddy Dyer, Chairman, LYNX Board of Directors
Date: February 18, 2020
Subject: Audit Selection Committee Chair Appointment

At our January 23, 2020 meeting, the LYNX Board of Directors amended Administrative Rule 2 in order to designate the Finance & Audit Committee as an Auditor Selection Committee. This was done to comply with recent amendments to Section 218.391, Florida Statutes. The amended Administrative Rule 2 provides that a member of the Governing Board shall be appointed by the Chairman to serve as a member and the chair of the Auditor Selection Committee. Such Board Member is to replace the individual that such Board Member appointed to serve as a Finance and Audit Committee Member pursuant to Section 2.12.2.A of the Administrative Rules.

As it relates to these Amendments and for the purpose of assisting the Board of Directors in its upcoming selection of an outside auditor, I am designating Osceola County Commissioner Viviana Janer to serve as the Chairperson of the Auditor Selection Committee. This ensures that LYNX is in compliance with the statutory requirement that the Finance & Audit Committee be chaired by a member of the agency's governing body when serving as the Auditor Selection Committee.

If you have any questions in reference to the above, please do not hesitate to contact me.

cc: James E Harrison, Esq. P.E.

LYNX Board Agenda

Monthly Report A

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Comm
Matthew Friedman
(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report

Date: 2/27/2020

LYNX COMMUNITY EVENTS AND OUTREACH – JANUARY 2020

JANUARY	EVENT NAME	DESCRIPTION
14	Good Samaritan	ID's
	VA Presentation	Information & ID's
	Greater Orlando Council of the Blind	Information

LYNX PRESS RELEASES | MEDIA NOTES: JANUARY 2019

14	LYNX Martin Luther King Jr. Day Schedule

JANUARY 2020 – LYNX NEWS ARTICLES

Jan. 25	FLORIDA BUILDINGS I LOVE: No. 103: Lynx Central Station, 2004, Orlando Sarasota Herald-Tribune 103: Lynx Central Station, 2004, Orlando ... In the past two decades, the municipal bus station has become something of an architectural icon in many ...
Jan. 27	Troopers investigate crash involving Lynx bus in Orlando WFTV Orlando Troopers investigate crash involving Lynx bus in Orlando ... The Florida Highway Patrol Orlando said it is investigating a crash involving a Lynx bus.

LYNX Bard Agenda

Jan. 27	<p>Penny sales tax would fuel mass transit options in Orange County, Orlando, mayor says WFTV Orlando</p> <p>“This sales tax would be used to strengthen our existing mass transit system to improve the Lynx bus system to improve the roadway infrastructure to ...</p>
Jan. 28	<p>6 hospitalized following hit-and-run crash involving Lynx bus in Orlando, FHP says WFTV Orlando</p> <p>The Florida Highway Patrol Orlando said it is investigating a crash involving a ... FHP officials and deputies with the Orange County Sheriff's Office are ...</p> <p>Orange County mayor brings transportation sales-tax proposal to Orlando city council meeting WKMG News 6 & ClickOrlando</p> <p>Orange County Mayor Jerry Demings made a presentation on Monday ... He explained nearly 1,000 residents move to Central Florida each week ...</p>
Jan. 29	<p>Here's what's next for Orange County's proposed transportation tax Orlando Business Journal</p> <p>... would generate about \$596 million per year for a dedicated transportation fund that could be used for public bus system Lynx, commuter rail system ...</p>
Jan. 31	<p>Lynx bus slams into SR 408 overpass; several hurt Orlando Sentinel</p> <p>A Lynx bus crashed into a State Road 408 overpass Friday morning, ... The crash occurred at about 2 a.m. on Westmoreland Drive when the bus driver ...</p> <p>PHOTOS: LYNX Bus Crash Leaves People Hurt News 13</p> <p>ORANGE COUNTY, Fla. — Several people are hurt after a LYNX bus and a car were involved in a collision in Orange County early Friday morning, ...</p>

LYNX Board Agenda

JANUARY 2020 – LYNX SOCIAL MEDIA

1	Happy New Year! Service detour for the Citrus Bowl game. Service detour for the All-American Football game.
2	Service detour for the All-American Football game. Throwback Thursday.
3	Get on board with LYNX. Service detour for the removal of the Holiday Star.
4	Winter blues in Florida. Service detour for the removal of the Holiday Star.
5	Service detour for the removal of the Holiday Star. Kissimmee Connector.
6	The first Monday of the year. Response to customer complaint about a bus operator. Response to complaint about LYNX bus operators.
7	Name that stop.
8	Name that stop answer: Central Boulevard and Summerlin Avenue. Lunchtime views.
9	Service detour for the Walt Disney World marathon weekend.
10	Service detour for the Walt Disney World marathon weekend. Orange County survey. Service detour for Link 304 due to construction.
11	January in Central Florida.
12	Lazy Sunday. Orange County transportation survey on Link 8.
13	Orange County transportation survey on Link 8. Regular weekday schedule on Martin Luther King Jr. Day. Response to complaint about bus operators. Response to question about Lost & Found items.
14	Stay cool on any of our air-conditioned buses. Link 302 service detour due to construction.
15	National Bagel Day! Thank you Thomas Bagels for celebrating National Bagel Day with us.
16	Service detour on North Lane due to construction. Service detours and road closures for Martin Luther King Jr. parades. Response to question about Lost & Found.
17	Regular weekday schedule on Martin Luther King Jr. Day. LYNX Lost & Found window is open every 3 rd Saturday.
18	Service detours and road closures for Martin Luther King Jr. parades. Lost & Found window will be open today.
19	Service detour for the Eatonville Martin Luther King Jr. parade.

LYNX Board Agenda

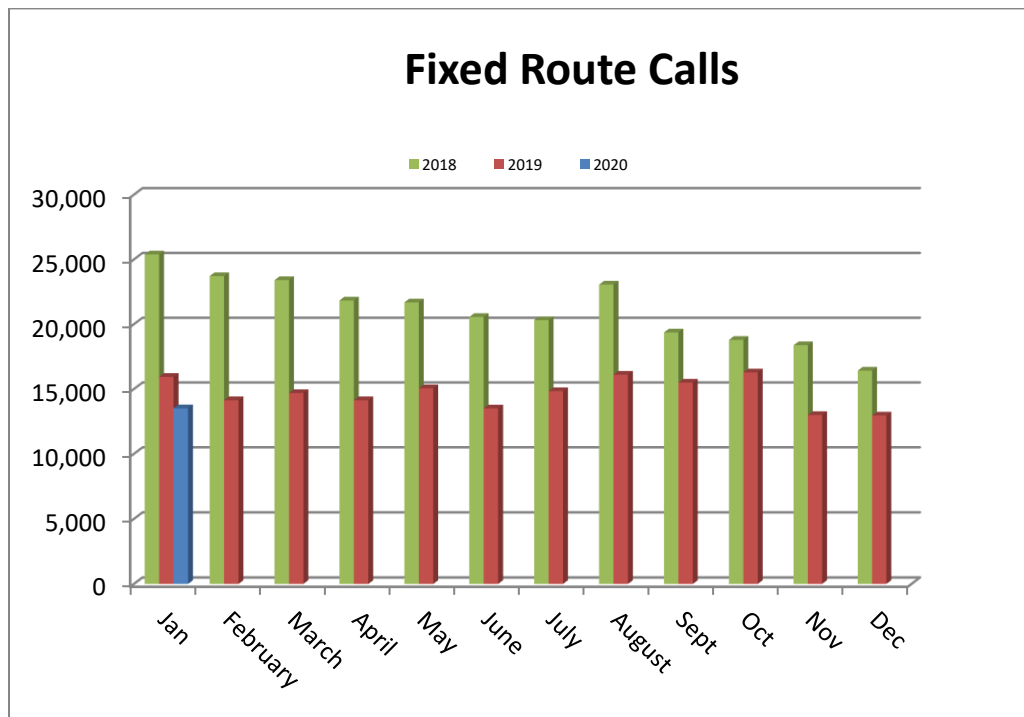
20	Service detours around Central Florida due to Martin Luther King Jr. parades. Remembering Martin Luther King Jr. We will be operating a regular weekday schedule.
21	New website teaser video. Response to complaint about customer service.
22	Pro Bowl Sunday. LYNX Multi-Jurisdictional Task Force meeting. Response to complaint about bus passes. Response to comment about increasing service. Response to complaint about Link 105. Response to positive feedback about service.
23	LYMMO service is fare-free. Response to complaint about the website. Board meeting. Response to complaint about Link 15. NFL Pro Bowl.
24	LYMMO extension for the NFL Pro Bowl. Response to complaint about a bus operator driving too slowly.
25	Service detour for the NFL Pro Bowl. LYMMO extension for the NFL Pro Bowl.
26	Service detour for the NFL Pro Bowl. LYMMO extension for the NFL Pro Bowl. Reminder that the LYMMO extension begins at 11a.
27	ACCESS LYNX survey. Come ride with us today!
28	LYNX See & Say app. Service detour for the Lady Track Shack 5k. Response to question about a lost item.
29	National Puzzle Day. ACCESS LYNX survey.
30	Throwback Thursday.
31	ACCESS LYNX survey ends today. Service detour for the Lady Track Shack 5k. Service detour for the Zora Neale Hurston Festival. Response to question about bus passes. Response to complaint about a Link 104 bus operator. Response to request for data.

LYNX Board Agenda

SOCIAL MEDIA USAGE		JANUARY 2020
Facebook Likes		6,047
Facebook – Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)		22,580
Twitter Followers		5,977
WEBSITE USAGE		
Total Page Views		624,912
Total User Visits		85,733

CUSTOMER SERVICE – JANUARY 2020

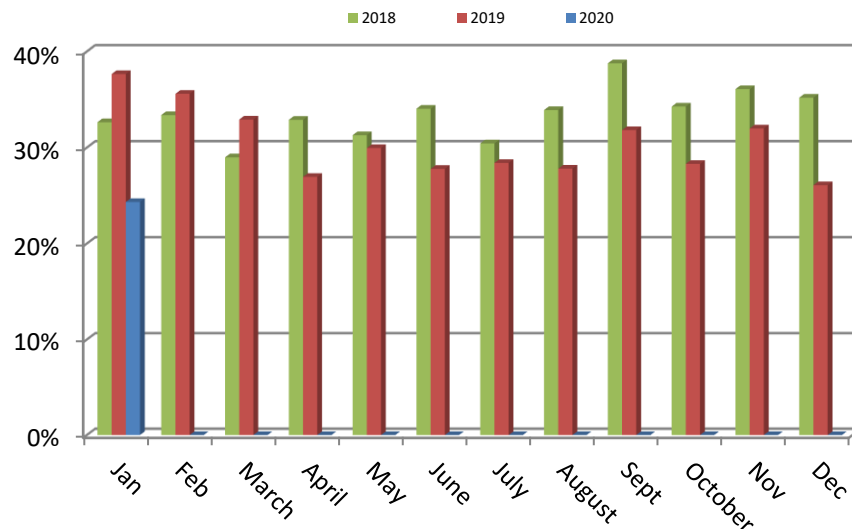
Customer Service



	2018	2019	2020
January	25,390	15,941	13,510

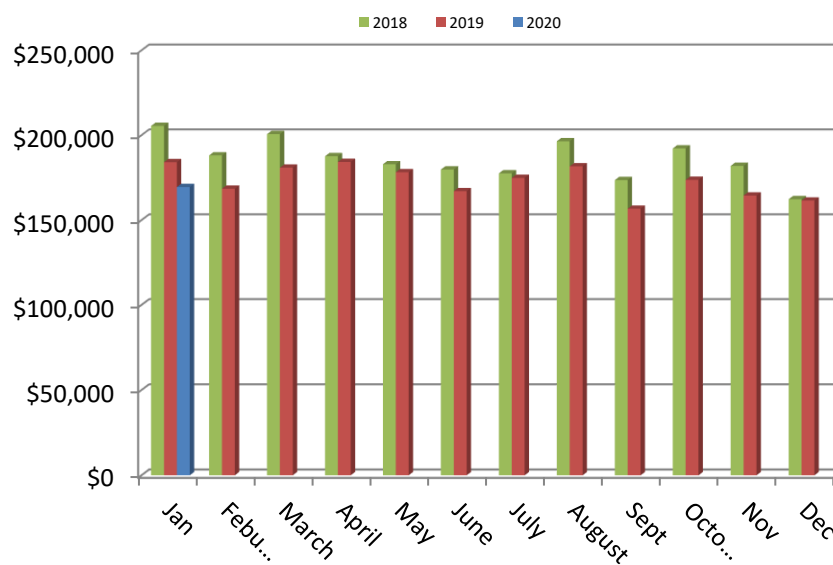
LYNX Board Agenda

Lost & Found Percentage of Recovered



	2018	2019	2020
January	32.64%	37.65%	24.33%

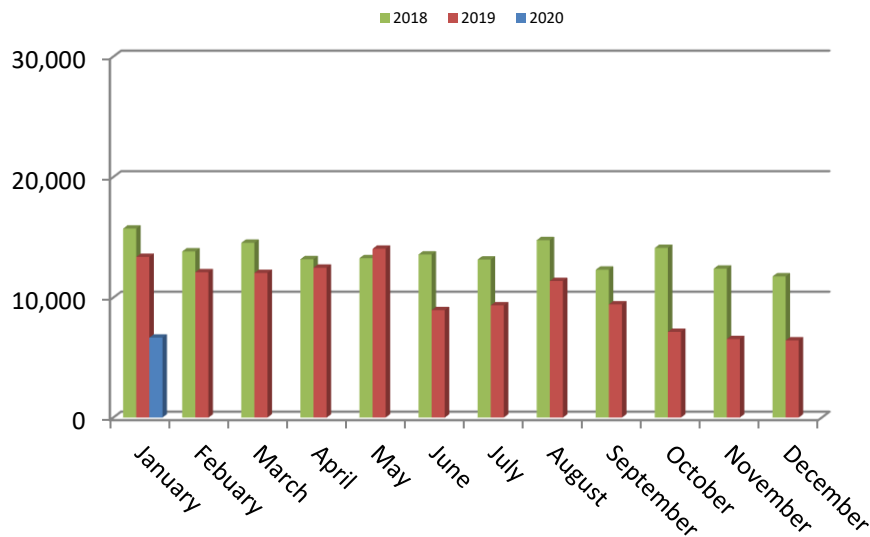
Fare Media Sales at LCS



	2018	2019	2020
January	205,460	184,094	169,448

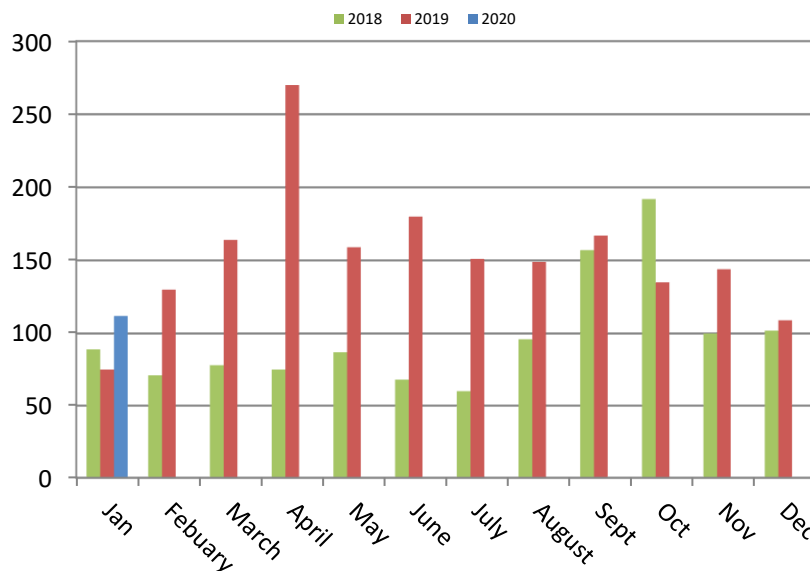
LYNX Board Agenda

Customers Served at LCS



	2018	2019	2020
January	15,729	13,378	6,663

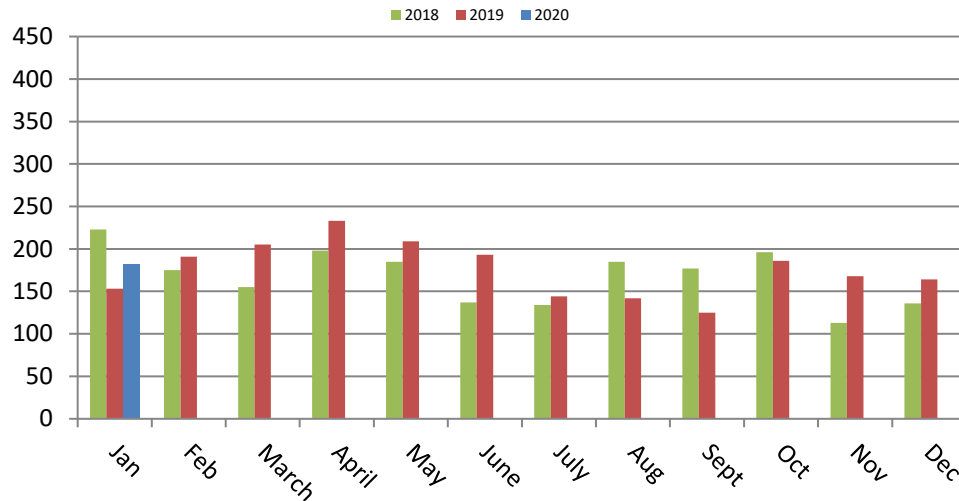
Mobility Services Concerns



	2018	2019	2020
January	89	75	112

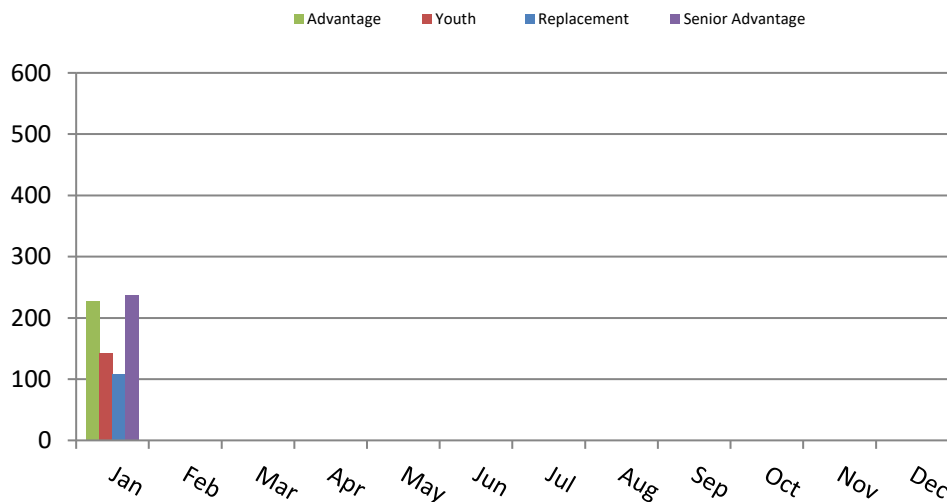
LYNX Board Agenda

LYNX/Fixed Route Concerns



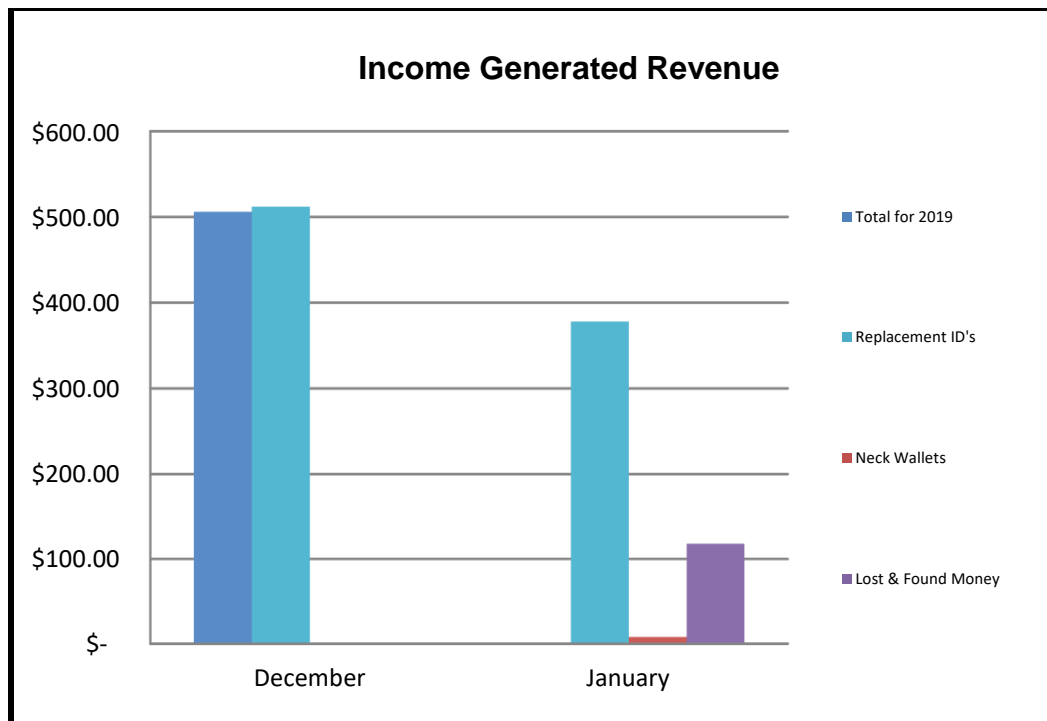
	2018	2019	2020
January	223	153	182

IDs ISSUED in 2020



	2018	2019	2020
January	706	675	716

LYNX Board Agenda



	ID Replacements	Lost and Found	Item Sales
December	\$512	\$12	\$0
January	\$378	\$120	\$8

COMMUTER VANPOOL PROGRAM

VANPOOLS	JANUARY 2020
Vanpool Participants	838
Total Revenue Miles	160,000*
New Vanpool	3
Returned Vanpools	0
Current Vans at Service	193
Pending Interests	NASA, Medicom
Events	None

*These are estimates, as data is not available until after the 21st day of following month.

LYNX Bard Agenda

ADVERTISING SALES

ADVERTISING SALES REVENUE	JANUARY	FY20 TOTAL
Sales Revenue	\$383,884.06	\$230,330.44

LYNX Board Agenda

Monthly Report B

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6169

Item Name: Mobility Service Reports

Date: 2/27/2020

ACTION REQUESTED:

Provide monthly status report regarding the Key Performance Indicators (KPI) for the Mobility Service Division Performance measures include number of scheduled and completed trips, new and recertified ADA and TD applications, functional assessments and travel training, organizational improvement initiatives, etc.

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

From: Leonard Antmann
Director Of Finance
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Monthly Financial Report

Date: 2/27/2020

Please find attached the preliminary monthly financial report for the third month ending December 31, 2019.

Central Florida Regional Transportation Authority d/b/a LYNX
STATEMENTS OF REVENUES AND EXPENSES
For the Three Months Ending December 31, 2019
(UNAUDITED)

	Current YTD Budget	YTD Actual	Variance %
REVENUES			
Customer fares	\$ 6,287,985	\$ 5,730,069	91%
Contract services	1,547,037	1,394,824	90%
Advertising	892,503	1,420,072	159%
Interest & Other income	386,004	288,401	75%
Federal Revenue	4,868,100	3,749,401	77%
State Revenue	3,271,206	3,361,025	103%
Local Revenue	2,119,464	2,107,138	99%
Local Revenue Funding Partner	17,855,520	17,855,530	100%
TOTAL REVENUE	37,227,819	35,906,460	96%
EXPENSE			
Salaries, Wages & Fringe Benefits	20,957,834	20,503,169	98%
Other services	2,638,719	1,649,802	63%
Fuel	3,040,227	2,625,026	86%
Materials and supplies	1,941,315	1,749,432	90%
Utilities	393,547	281,557	72%
Casualty & Liability	589,893	394,404	67%
Taxes and licenses	148,992	168,104	113%
Purchased transportation services	7,575,050	7,370,486	97%
Leases & Miscellaneous	405,885	256,131	63%
Interest Expense	8,688	10,189	117%
TOTAL EXPENSE	37,700,150	35,008,299	93%
OPERATING GAIN/(LOSS)	\$ (472,331)	\$ 898,161	(190%)

LYNX Board Agenda

Monthly Report D

To: LYNX Board of Directors

From: Tomika Monterville
Director Of Plan & Develop
Tomika Monterville
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Planning and Development Report

Date: 2/27/2020

STRATEGIC PLANNING, SERVICE PLANNING AND GIS:

Geographic Information System (GIS) staff performed significant software updates for Trapeze systems and Plannimetrics which are currently being tested and implemented to enhance functionality and improve efficiency of mapping and data products.

Service Planning staff are currently preparing proposals for the April 2020 service change scheduled to take effect on April 19, 2020. Planning & Development staff submitted the fiscal year 2019 National Transit Database (NTD) report to the Federal Transit Administration (FTA) on January 31, 2020.

Planning and Development staff have continued attending the Orange County Transportation Initiative Listening Sessions, and related meetings, and provided responses to transit-related questions as applicable.

Strategic Planning staff are reviewing applications and scheduling interviews for the current vacancies, including: GIS Analyst, Planner, Senior Planner, and a Summer Intern.