

# LYNX Oversight Committee Agenda

Meeting Date: 2/27/2020  
Meeting Time: 10:30 AM

Central Florida Regional Transportation Authority  
455 N. Garland Ave.  
2nd Floor Open Space  
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 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. Finance & Audit Committee Report

## 6. Consent Agenda





### A. Request for Proposal (RFP)





- i.  Authorization to Release Request for Proposal (RFP) for Dental Insurance Pg 7

### 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 8

### C. Miscellaneous




- i.  Authorization to Purchase Fifteen (15) Paratransit Replacement Vehicles Pg 10
- ii.  Authorization to Purchase Nine (9) 40' Compressed Natural Gas (CNG) Replacement Buses Pg 12
- 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 14
- 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 17

- 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 20
  - 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 22
  - vii.  Authorization to Adopt Resolution No. 20-004 Observing April, 1, 2020 as National Census Day Pg 26
- Attachments 

## 7. Discussion Items

- A.  Recap of the FY2019 Preliminary Operating Results Pg 29
- Attachments 
- B.  Recap of the FY2020 1st Quarter Operating Results Pg 44
- Attachments 
- C.  Presentation on FY2021 Budget Development Assumptions Pg 61
- Attachments 
- D.  Presentation Regarding Current Performance Status of Mobility Services' Contract Providers and Potential Financial Impact Pg 68

## 8. Action Items

- A.  Authorization to Amend the FY2020 Operating Budget Pg 69
- Attachments 
- B.  Election of the 2020 Oversight Committee Officers Pg 79

## 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**  
                 **2<sup>nd</sup> Floor, Open Space Conference Room**  
                 **Orlando, FL 32801**

**DATE:**        **January 23, 2020**

**TIME:**        **10:30 a.m.**

**Members in Attendance:**

Viviana Janer, Chair, Osceola County  
Billy Hattaway, City of Orlando  
Brian Sanders, Orange County  
Jo Santiago, FDOT  
Tim Jecks, Seminole County

**Staff Members in Attendance:**

James E. Harrison, Chief Executive Officer  
Tiffany Homler-Hawkins, Chief Administrative Officer  
William Slot, Chief Innovation and Sustainability Officer  
Leonard Antmann, Director of Finance

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**1. Call to Order**

The meeting was called to order at 10:30 a.m.

**2. Approval of Minutes**

A motion to approve the December 5, 2019 Oversight Committee meeting minutes was made by Billy Hattaway and seconded by Jo Santiago. Motion carried unanimously.

**3. Public Comments**

No one requested to address the committee.

**4. Chief Executive Officer's Report**

Jim Harrison, Chief Executive Officer announced that LYNX staff has implemented a pilot program to install safety shields for the bus drivers. There are four initial shields installed and will be evaluated by the operators and the operators will select the most appropriate one. All new bus orders will have the shield installed. Our current orders do not have the shields. We may be able to change the order on some.

LYNX has a new enhanced website which has an ease of use for our riders to access. The transition was relatively smooth.

Thomas' Bagels were on hand for National Bagel Day last week. They handed out bagels and we had many compliments from our riders.

## **5. Finance & Audit Committee Report**

Amanda Clavijo, Finance and Audit Committee Chair reported that the Finance and Audit Committee met on Thursday, January 16, 2020. There was an update that the payroll system is back on schedule, and an RFP will no longer be necessary. There was a presentation on Mobility Services that provided a lot of good information. She provided an overview of the agenda from the Finance and Audit Committee meeting.

## **6. Committee Consent Agenda Items**

Chair Janer asked Mr. Harrison if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.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

Chair Janer asked for a motion on the Consent Agenda. Brian Sanders moved to approve Committee Consent Agenda items 6.A.i. through 6.C.iii. Billy Hattaway seconded. Motion passed unanimously.

## **7. Committee Action Items**

### **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**

Mr. Harrison stated that this amendment will provide employees the opportunity to change the percentage of their own contribution rates, anytime throughout their employment, into a

457(b) program. Previously, employees were locked into an irrevocable contribution percentage for a 401 (a) at their date of hire. Item 7.A. is the amendment to the collective bargaining agreement. Item 7.B. is the amendment to the defined contribution plan. Chair Janer suggested voting for item 7.A and 7.B. at the same time.

Motion for 7.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 7.B. Authorization to Adopt Resolution No. 20-003 to Approve Amendment #1 to the LYNX Defined Contribution Plan for BU Employees was made by Billy Hattaway, second by Tim Jecks. Motion passed with Jo Santiago abstaining.

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

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

Mr. Harrison stated that this is the implementation to establish the Auditor Selection Committee. The Finance & Audit Committee will convene with a member of the Board of Directors as chair of the new committee, with the Board member replacing their jurisdictional representative to create the new committee. The member will be brought forward at the February meeting. The Motion for Authorization to Amend Administrative Rule 2 Establishing Auditor Selection Committee was made by Brian Sanders, second by Jo Santiago. Motion passed unanimously.

**8. Information Items**

**A. Presentation Regarding Current Performance Status of Mobility Services' Contract Providers**

Norman Hickling, Director of Mobility Services, gave the presentation. We have monthly coordination meetings with all of our providers. We also have quarterly compliance audits and inspections where we go to the providers facilities to make sure that the providers are compliant. If there are any findings, the providers have thirty days to correct the finding.

OWL had a few findings. They had deficiencies in the first quarter, but had a better second quarter and were more compliant. OWL has decreased the number of trips provided, which has increased the number of trips provided by MV.

There are differences of opinion in the statement of the rules for compliance with Mears and USERV regarding DOT medical exams. LYNX staff has given them thirty days to become compliant.

**9. Other Business**

Mr. Harrison provided an overview of the Board of Directors agenda.

**10. Adjourned**

The meeting adjourned at 11:15 a.m.

**Certification of Minutes:**

I certify that the foregoing minutes of the January 23, 2020 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

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Assistant

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Oversight Committee

**From:** Terri Settington  
Director Of Human Resources  
Terri Settington  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6106

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

**Date:** 2/27/2020

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### **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 Oversight Committee Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Oversight Committee

**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

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a 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.



# LYNX Oversight Committee Agenda

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 Oversight mmittee Agenda

## Consent Agenda Item #6.C. 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 Purchase Fifteen (15) Paratransit Replacement Vehicles

**Date:** 2/27/2020

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### **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.

# LYNX Oversight Committee Agenda

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

<b>Paratransit Vehicles</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total</b>
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
<b>Paratransit Vehicle Cost</b>			<b>1,305,000</b>

## **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.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. ii

**To:** LYNX Oversight Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(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

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### **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.

<b>Fixed Route Revenue Vehicles</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total</b>
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			
<b>Fixed Route Revenue Vehicle Cost</b>			5,059,467

# LYNX Oversight Committee Agenda

## **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.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. iii

**To:** LYNX Oversight Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(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

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### **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.

# LYNX Oversight Committee Agenda

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' 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.

# LYNX Oversight Committee Agenda

## **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.



# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. iv

**To:** LYNX Oversight Committee

**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

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### **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 contact 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.

# LYNX Oversight Committee Agenda

## 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)

# LYNX Oversight mmittee Agenda

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.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. v

**To:** LYNX Oversight Committee

**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

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### **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.

# LYNX Oversight Committee Agenda

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 Oversight Committee Agenda

## Consent Agenda Item #6.C. vi

**To:** LYNX Oversight Committee

**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

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### **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 Oversight Committee 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 Oversight Committee 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 Oversight Committee 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 Oversight Committee Agenda

## Consent Agenda Item #6.C. vii

**To:** LYNX Oversight Committee

**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

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### **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.

\* \* \* \* \*

**CFRTA 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 Oversight mmittee Agenda

## Discussion Item #7.A.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Recap of the FY2019 Preliminary Operating Results

**Date:** 2/27/2020

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### **ACTION REQUESTED:**

LYNX Staff will provide a recap of the FY2019 Preliminary Operating Results.

# **FY2019 Preliminary Year-End Operating Results**

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**Presented to the  
LYNX Oversight Committee  
by Bert Francis  
Chief Financial Officer  
February 27, 2020**

# Contents

- Executive Summary
- Operating Results by Line of Business (LOB)
  - ✓ Fixed Route  
(Includes Lymmo, Road Ranger and NeighborLink)
  - ✓ ParaTransit

# Executive Summary





# FY2019 Preliminary Operating Results



## Executive Summary

### All Lines of Business

	September 30, 2019			September 30, 2018		
	Approved Budget	Actual	Variance %	Approved Budget	Actual	Variance %
<b>REVENUES</b>						
Customer fares	24,826,294	23,863,440	96%	25,408,169	24,142,741	95%
Contract services	7,463,544	7,086,762	95%	6,777,246	5,909,490	87%
Advertising	3,230,000	4,313,161	134%	2,205,000	2,846,718	129%
Interest & Other income	1,482,660	1,595,376	108%	1,111,283	1,428,762	129%
Federal Revenue	19,323,455	15,633,866	81%	17,947,055	15,877,646	88%
State Revenue	12,849,836	12,546,275	98%	11,821,855	11,649,926	99%
Local Revenue	8,830,140	8,771,087	99%	10,221,928	9,296,839	91%
Local Revenue Funding Partner	58,975,413	58,975,413	100%	56,606,486	56,377,033	100%
<b>TOTAL REVENUE</b>	<b>136,981,342</b>	<b>132,785,381</b>	<b>97%</b>	<b>132,099,022</b>	<b>127,529,154</b>	<b>97%</b>
<b>EXPENSE</b>						
Salaries, Wages & Fringe Benefits	77,814,862	77,024,484	99%	79,658,715	76,459,285	96%
Other services	11,492,241	9,136,488	80%	12,042,475	9,573,775	80%
Fuel	11,805,560	11,249,086	95%	10,820,264	10,757,826	99%
Materials and supplies	7,649,041	7,276,027	95%	8,097,032	7,171,448	89%
Utilities	1,473,280	1,451,594	99%	1,558,424	1,356,532	87%
Casualty & Liability	3,184,751	5,535,051	174%	2,353,031	2,081,710	88%
Taxes and licenses	470,166	611,464	130%	529,391	814,687	154%
Purchased transportation services	28,055,955	28,178,435	100%	19,614,332	25,892,966	132%
Leases & Miscellaneous	1,574,544	1,147,506	73%	1,436,031	1,200,366	84%
Interest Expense	59,763	54,365	91%	81,047	84,900	105%
<b>TOTAL EXPENSE</b>	<b>143,580,163</b>	<b>141,664,499</b>	<b>99%</b>	<b>136,190,742</b>	<b>135,393,494</b>	<b>99%</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>(6,598,821)</b>	<b>(8,879,118)</b>	<b>135%</b>	<b>(4,091,720)</b>	<b>(7,864,340)</b>	<b>192%</b>

# FY2019 Preliminary Operating Results Executive Summary (cont.)



FY2019 Overall performed under budgeted expectations by \$2,280K.

This is primarily due to the year end adjustments for liability and workers compensation.

# Operating Results by Line Of Business



# FY2019 Preliminary Operating Results

## Fixed Route



	September 30, 2019			September 30, 2018		
	Approved Budget	Actual	Variance %	Approved Budget	Actual	Variance %
<b>REVENUES</b>						
Customer fares	22,182,540	21,507,137	97%	23,174,873	22,025,137	95%
Contract services	2,307,294	1,984,706	86%	1,730,164	1,804,401	104%
Advertising	2,980,000	4,086,367	137%	2,205,000	2,846,718	129%
Interest & Other income	1,482,660	1,595,376	108%	1,111,283	1,428,762	129%
Federal Revenue	15,694,455	12,568,795	80%	14,537,055	12,645,616	87%
State Revenue	12,849,836	12,546,275	98%	11,712,325	11,649,926	99%
Local Revenue	8,830,140	8,771,087	99%	10,221,928	9,296,839	91%
Local Revenue Funding Partner	47,680,477	47,680,477	100%	45,613,353	45,313,700	99%
<b>TOTAL REVENUE</b>	<b>114,007,402</b>	<b>110,740,220</b>	<b>97%</b>	<b>110,305,981</b>	<b>107,011,098</b>	<b>97%</b>
<b>EXPENSE</b>						
Salaries, Wages & Fringe Benefits	76,450,692	75,731,343	99%	78,140,343	75,287,586	96%
Other services	11,085,241	8,497,869	77%	11,421,415	8,972,076	79%
Fuel	9,539,200	9,442,432	99%	8,646,691	8,551,586	99%
Materials and supplies	7,636,335	7,272,601	95%	8,082,532	7,166,369	89%
Utilities	1,450,280	1,417,268	98%	1,537,444	1,320,909	86%
Casualty & Liability	3,184,751	5,535,051	174%	2,353,031	2,081,710	88%
Taxes and licenses	380,830	518,153	136%	420,657	650,976	155%
Purchased transportation services	1,773,875	2,026,469	114%	1,534,371	1,941,878	127%
Leases & Miscellaneous	1,310,601	892,197	68%	1,425,062	928,235	65%
Interest Expense	59,763	54,365	91%	81,047	84,900	105%
<b>TOTAL EXPENSE</b>	<b>112,871,568</b>	<b>111,387,748</b>	<b>99%</b>	<b>113,642,593</b>	<b>106,986,225</b>	<b>94%</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>1,135,834</b>	<b>(647,527)</b>	<b>(57%)</b>	<b>(3,336,612)</b>	<b>24,874</b>	<b>(1%)</b>

# FY2019 Preliminary Operating Results

## Fixed Route (cont.)



- Customer Fares were slightly lower than anticipated.
- Contract Services were slightly below budget by \$322K due to the following:
  - » Shuttle Services budget was set higher than we were able to earn by \$139K
  - » The Kissimmee Circulator was budgeted in full under contract services, however 50% was funded by FDOT, and recorded in Local Revenue
- Advertising Revenue performed better than budget with a \$1,106K favorable variance.



# FY2019 Preliminary Operating Results

## Fixed Route (cont.)

- Federal Revenue was \$3,125K below budget due to timing of certain expenses that are reimbursed by Federal dollars.
- State Revenue was \$303K below budget due to the difference between the budgeted amount and actual award.
- Local Revenue was \$59K below budget due to LYMMO which is billed actual costs.

# FY2019 Preliminary Operating Results

## Fixed Route (cont.)

- Salaries, Wages and Fringe was \$719K favorable due to vacancy and benefit savings.
- Other Services was \$2,587K favorable primarily due to delay of certain projects covered within Professional Services that are reimbursed by Federal dollars.
- Casualty & Liability was \$2,350K over budget due to year end actuarial adjustments for liability.
- Purchased transportation was \$252K over budget due to mileage penalties.
- Leases and Miscellaneous was \$418K favorable due to savings from travel, training and dues/subscriptions.

# Operating Results by Line of Business





# FY2019 Preliminary Operating Results



## ParaTransit

	September 30, 2019			September 30, 2018		
	Approved Budget	Actual	Variance %	Approved Budget	Actual	Variance %
<b>REVENUES</b>						
Customer fares	2,643,754	2,356,303	89%	2,233,296	2,117,604	95%
Contract services	5,156,250	5,102,056	99%	5,047,082	4,105,089	81%
Advertising	250,000	226,794	91%	0	0	0%
Federal Revenue	3,629,000	3,065,071	84%	3,410,000	3,232,030	95%
State Revenue	0	0	0%	109,530	0	0%
Local Revenue Funding Partner	11,294,936	11,294,936	100%	10,993,133	11,063,333	101%
<b>TOTAL REVENUE</b>	<b>22,973,940</b>	<b>22,045,161</b>	<b>96%</b>	<b>21,793,041</b>	<b>20,518,056</b>	<b>94%</b>
<b>EXPENSE</b>						
Salaries, Wages & Fringe Benefits	1,364,170	1,293,142	95%	1,518,372	1,171,699	77%
Other services	407,000	638,618	157%	621,060	601,700	97%
Fuel	2,266,360	1,806,653	80%	2,173,573	2,206,239	102%
Materials and supplies	12,706	3,426	27%	14,500	5,078	35%
Utilities	23,000	34,326	149%	20,980	35,624	170%
Taxes and licenses	89,336	93,311	104%	108,734	163,711	151%
Purchased transportation services	26,282,080	26,151,966	100%	18,079,961	23,951,087	132%
Leases & Miscellaneous	263,943	255,309	97%	10,969	272,131	2481%
<b>TOTAL EXPENSE</b>	<b>30,708,595</b>	<b>30,276,751</b>	<b>99%</b>	<b>22,548,149</b>	<b>28,407,270</b>	<b>126%</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>(7,734,655)</b>	<b>(8,231,591)</b>	<b>106%</b>	<b>(755,108)</b>	<b>(7,889,213)</b>	<b>1045%</b>

# FY2019 Preliminary Operating Results

## ParaTransit (cont.)

- Customer Fares Revenue was under budget by \$287K due to the number of trips performed as compared with the budgeted trips. We projected 697,097 trips, and we completed 679,101 trips. Additionally, we projected \$3.79 per trip, actual amount is \$3.47 per trip.
- Federal Revenue was under budget by \$563K. This is related to the budget for the sub-recipients who provide transportation outside of our services such as meals on wheels. The budget was set higher than revenue earnings.

# FY2019 Preliminary Operating Results

## ParaTransit (cont.)

- Salaries, Wages & Fringe was \$71K favorable due to vacant positions and benefit savings.
- Other Services was \$231K over budget due to the increased number of functional assessments for eligibility recertification's conducted in FY2019.
- Purchased Transportation was \$130K favorable.

# LYNX Oversight mmittee Agenda

## Discussion Item #7.B.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Recap of the FY2020 1st Quarter Operating Results

**Date:** 2/27/2020

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### **ACTION REQUESTED:**

LYNX Staff will provide a recap of the FY2020 1<sup>st</sup> Quarter Operating Results.

# **FY2020 1st Quarter Recap Operating Results**

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**Presented to the  
LYNX Oversight Committee  
by Bert Francis  
Chief Financial Officer  
February 27, 2020**

# Contents

- Executive Summary
- Operating Results by Line of Business (LOB)
  - ✓ Fixed Route  
(Includes LYMMO, Road Ranger and NeighborLink)
  - ✓ ParaTransit
- Summary

# Executive Summary



# Executive Summary



## All Lines of Business

	As of 12/31/19			As of 12/31/18		
	Budget	Actual		Budget	Actual	
<b>Revenue</b>						
Customer fares	6,287,985	5,730,069	91%	6,333,626	6,215,630	98%
Contract services	1,547,037	1,394,824	90%	1,770,759	1,759,941	99%
Advertising	892,503	1,420,072	159%	405,200	1,109,796	274%
Interest & Other income	386,004	288,401	75%	291,792	344,199	118%
Federal Revenue	4,868,100	3,749,401	77%	4,832,156	3,765,370	78%
State Revenue	3,271,206	3,361,025	103%	3,283,932	2,906,916	89%
Local Revenue	2,119,464	2,107,138	99%	2,647,297	2,210,707	84%
Local Revenue Funding Partner	17,855,520	17,855,530	100%	14,804,211	14,094,262	95%
<b>Total Revenue</b>	<b>37,227,819</b>	<b>35,906,460</b>	<b>96%</b>	<b>34,368,973</b>	<b>32,406,819</b>	<b>94%</b>
<b>Expense</b>						
Salaries, Wages & Fringe Benefits	20,957,834	20,503,169	98%	19,790,215	19,442,369	98%
Other services	2,638,719	1,649,802	63%	2,953,488	1,533,918	52%
Fuel	3,040,227	2,625,026	86%	2,966,655	3,079,006	104%
Materials and supplies	1,941,315	1,749,432	90%	1,978,342	1,632,544	83%
Utilities	393,547	281,557	72%	406,054	340,857	84%
Casualty & Liability	589,893	394,404	67%	556,185	489,219	88%
Taxes and licenses	148,992	168,104	113%	118,498	151,529	128%
Purchased transportation services	7,575,050	7,370,486	97%	6,592,733	6,648,557	101%
Leases & Miscellaneous	405,885	256,131	63%	410,419	269,473	66%
Interest Expense	8,688	10,189	117%	15,618	15,617	100%
<b>Total Expense</b>	<b>37,700,150</b>	<b>35,008,299</b>	<b>93%</b>	<b>35,788,207</b>	<b>33,603,089</b>	<b>94%</b>
<b>Net Operating Gain (Loss)</b>	<b>(472,331)</b>	<b>898,161</b>	<b>(190%)</b>	<b>(1,419,234)</b>	<b>(1,196,270)</b>	<b>84%</b>

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# Executive Summary (cont.)

The First (1<sup>st</sup>) Quarter performed better than budget.

Overall for the first quarter revenue was below budget by \$1,321K.

And Expense was \$2,691K favorable.

# Operating Results by LOB



# Operating Results by LOB

## Fixed Route



	As of 12/31/19			As of 12/31/18		
	Budget	Actual		Budget	Actual	
<b>Revenue</b>						
Customer fares	5,662,885	5,139,534	91%	5,667,258	5,631,977	99%
Contract services	431,256	279,268	65%	497,093	454,220	91%
Advertising	830,001	1,353,944	163%	405,200	1,109,796	274%
Interest & Other income	386,004	288,401	75%	291,792	344,199	118%
Federal Revenue	3,902,604	3,070,709	79%	3,923,613	3,083,439	79%
State Revenue	3,271,206	3,361,025	103%	3,283,932	2,906,916	89%
Local Revenue	2,119,464	2,107,138	99%	2,647,297	2,210,707	84%
Local Revenue Funding Partner	12,834,291	12,834,294	100%	11,980,479	11,328,429	95%
<b>Total Revenue</b>	<b>29,437,711</b>	<b>28,434,313</b>	<b>97%</b>	<b>28,696,664</b>	<b>27,069,682</b>	<b>94%</b>
<b>Expense</b>						
Salaries, Wages & Fringe Benefits	20,529,252	20,118,008	98%	19,383,353	19,176,005	99%
Other services	2,520,705	1,524,035	60%	2,851,490	1,432,192	50%
Fuel	2,400,135	2,197,475	92%	2,395,409	2,541,160	106%
Materials and supplies	1,938,168	1,749,432	90%	1,975,142	1,632,544	83%
Utilities	386,266	272,636	71%	400,256	332,912	83%
Casualty & Liability	589,893	394,404	67%	556,185	489,219	88%
Taxes and licenses	125,541	150,738	120%	95,981	135,550	141%
Purchased transportation services	476,460	499,069	105%	396,704	480,303	121%
Leases & Miscellaneous	333,600	189,747	57%	344,407	197,101	57%
Interest Expense	8,688	10,189	117%	15,618	15,617	100%
<b>Total Expense</b>	<b>29,308,707</b>	<b>27,105,732</b>	<b>92%</b>	<b>28,414,545</b>	<b>26,432,604</b>	<b>93%</b>
<b>Net Operating Gain (Loss)</b>	<b>129,004</b>	<b>1,328,581</b>	<b>753%</b>	<b>282,119</b>	<b>637,078</b>	<b>226%</b>

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# Operating Results by LOB

## Fixed Route (cont.)



### Revenues:

- ✓ Customer Fares were \$523K lower than projections due to the timing of bulk pass purchasing by vendors/outlets and collected fares.
- ✓ Contract Services were \$151K lower than projections this is due to the shuttle contracts are budgeted evenly throughout the year, while contracts are earned sporadically throughout the year. Additionally, the Kissimmee Circulator was budgeted 100% under contract services, and the first two years of the service FDOT pays for 50% of the costs.
- ✓ Advertising Revenue performed better than budget with a \$523K favorable variance.

# Operating Results by LOB

## Fixed Route (cont.)



- ✓ Interest & Other Income was \$97K lower than projections due to a drop in interest rates.
- ✓ Federal Revenue was \$831K lower than projections due to timing of some projects funded by federal grants. This is also reflected in Other Services Expenses.
- ✓ Local Revenue \$12K lower than projections due to LYMMO service which is invoiced for actual expenses.

# Operating Results by LOB

## Fixed Route (cont.)



### Expenses:

- ✓ Salaries, Wages & Fringe was \$411K favorable due to the timing to fill vacant positions.
- ✓ Other Services (including Professional Services) was \$996K favorable. In particular, Professional Services in Planning represented over 50% of the favorable variance.
- ✓ Fuel Expense was \$202K favorable due to favorable pricing.
- ✓ We expect other favorable expense variance to even out as the year develops.

# Operating Results by LOB



# Operating Results by LOB

## ParaTransit



	As of 12/31/19			As of 12/31/18		
	Budget	Actual		Budget	Actual	
<b>Revenue</b>						
Customer fares	625,100	590,535	94%	666,368	583,653	88%
Contract services	1,115,781	1,115,556	100%	1,273,666	1,305,721	103%
Advertising	62,502	66,128	106%	0	0	
Federal Revenue	965,496	678,693	70%	908,543	681,931	75%
Local Revenue Funding Partner	5,021,229	5,021,236	100%	2,823,732	2,765,833	98%
<b>Total Revenue</b>	<b>7,790,108</b>	<b>7,472,148</b>	96%	<b>5,672,309</b>	<b>5,337,137</b>	94%
<b>Expense</b>						
Salaries, Wages & Fringe Benefits	428,582	385,160	90%	406,862	266,364	65%
Other services	118,014	125,768	107%	101,998	101,726	100%
Fuel	640,092	427,551	67%	571,246	537,846	94%
Materials and supplies	3,147	0	0%	3,200	0	0%
Utilities	7,281	8,922	123%	5,798	7,945	137%
Taxes and licenses	23,451	17,366	74%	22,517	15,979	71%
Purchased transportation services	7,098,590	6,871,417	97%	6,196,029	6,168,254	100%
Leases & Miscellaneous	72,285	66,384	92%	66,012	72,372	110%
<b>Total Expense</b>	<b>8,391,442</b>	<b>7,902,567</b>	94%	<b>7,373,662</b>	<b>7,170,485</b>	97%
<b>Net Operating Gain (Loss)</b>	<b>(601,334)</b>	<b>(430,419)</b>	72%	<b>(1,701,353)</b>	<b>(1,833,348)</b>	108%



# Operating Results by LOB

## ParaTransit (cont.)



- ✓ Customer Fares Revenue was lower than projections by \$34K, this is due to the change in trips as compared to our projections. The Mobility department started implementing the Access++ program during the latter part of FY19.
- ✓ Federal Revenue is \$286K lower than projections due to the timing of billing for a couple of our federal grants. The sub-recipient grant, is a pass-through grant that pays for 50% of transportation costs for organizations like meals on wheels.

# Operating Results by LOB

## ParaTransit (cont.)



- ✓ Salaries, Wages & Fringe was \$43K favorable due to the timing to fill vacant positions.
- ✓ Purchased Transportation was \$227K favorable due to the decrease in trips performed as compared to the budget projections.

# Summary

The First (1st) Quarter performed better than budget.

- ✓ We are cautiously optimistic about Salaries, Wages & Fringe running close to budget.
- ✓ We have fuel hedges to help mitigate price volatility.
- ✓ Growth of ParaTransit remains a challenge, although early performance shows the Access++ program is working.

# Passion, Pride, Performance

We enhance people's lives everyday.



# LYNX Oversight mmittee Agenda

## Discussion Item #7.C.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Presentation on FY2021 Budget Development Assumptions

**Date:** 2/27/2020

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### **ACTION REQUESTED:**

LYNX Staff will present the key budget assumptions and calendar to be used during FY2021 budget development process.

# FY2021 Budget Development Assumptions

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**Presented to the  
LYNX Oversight Committee  
by Bert Francis  
Chief Financial Officer  
February 27, 2020**

# Key Budget Assumptions - Overall



- FY2021 Funding based on the adopted LYNX Funding Model.
- Maximize current service levels through continuation of ongoing efficiencies.
- Lines of business will be presented separately.

# Key Budget Assumptions - Revenue



## Customer Fares

- Maintain customer fares at current levels.
- Project ridership based on current trends.

## Federal Funding

- Base case Preventative Maintenance Funding Level at \$6.8 million.  
Suggestion to evaluate scenarios at \$6.8 million, \$8.3 and \$9.8

## State Funding

- Continue to maximize State Operating Assistance.

## Advertising Revenue

- Continue to maximize Advertising Revenue.



# Key Budget Assumptions - Expense



## Personnel Expenses

- Salary increases consistent with Funding Partners and Board approved Union Labor Agreements.
- Continue to monitor the self-funded Health Insurance Program to identify efficiencies.
- Pursue rebates on prescription drugs to offset Program expense.

## Fixed Route, Paratransit, and NeighborLink Services

- Continue right sizing transit through Mobility Management Model.
- Continue focus on improving customer service.
- Monitor trip growth focusing on eligibility and travel training for fixed route.

## Fuel Programs

- Continuation of Fuel Programs, as appropriate:
  - ✓ Fuel Hedging
  - ✓ Compressed Natural Gas

## Technology

- Customer service enhancements:
  - ✓ Continue to refine existing customer facing programs.
  - ✓ Implementation of electronic validation for mobile ticketing
  - ✓ Continued work to upgrade the CSR technology

## Facility Relocation and Improvements

- Relocation of Paratransit operations from LB McLeod to NoPetro Land site.
  - ✓ Bring all operations into the same vicinity.
  - ✓ Move fleet, parking, fueling depot, and customer service to future facility on NoPetro land.
  - ✓ Buildout of Pine Hills Superstop.

# Budget Calendar



## **FY2021 Key Budget Assumptions presentation to:**

Finance & Audit Committee

February 20

Board & Oversight Committee

February 27

## **FY2021 Preliminary Operating Budget presentation to:**

Finance & Audit Committee

March 12

Board & Oversight Committee

April 23

## **Budget Presentation to:**

Osceola & Orange Counties

June/July

Seminole County

June

## **FY2021 Proposed Operating Budget presentation to:**

Finance & Audit Committee

September 17

## **Final Oversight Committee and Board Action**

September 24

## **FY2021 Commences**

October 1

# LYNX Oversight Committee Agenda

## Discussion Item #7.D.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Presentation Regarding Current Performance Status of Mobility Services' Contract Providers and Potential Financial Impact

**Date:** 2/27/2020

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### **ACTION REQUESTED:**

Norman Hickling, Director of Mobility Services, will make a presentation regarding the Mobility Services' contractual oversight including; compliance status of service providers, and potential financial impact.

# LYNX Oversight Committee Agenda

## Action Agenda Item #8.A.

**To:** LYNX Oversight Committee

**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

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### **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 Oversight Committee Agenda

## FY2020 Operating Budget Amendment

	FY20 Board Approved Budget	Proposed Adjustments	Proposed FY20 Amended Budget
<b>REVENUES</b>			
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
<b>TOTAL REVENUE</b>	<b>148,911,424</b>	<b>480,429</b>	<b>149,391,853</b>
<b>EXPENSE</b>			
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
<b>TOTAL EXPENSE</b>	<b>148,911,424</b>	<b>480,429</b>	<b>149,391,853</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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 Oversight Committee 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.

# **FY2020 Proposed Amended Operating Budget**

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**Presented to the  
LYNX Oversight Committee  
by Bert Francis  
Chief Financial Officer  
February 27, 2020**



# All Lines of Business



	<b>FY20 Board Approved Budget</b>	<b>Proposed Adjustments</b>	<b>Proposed FY20 Amended Budget</b>
<b>REVENUES</b>			
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
<b>TOTAL REVENUE</b>	<b>148,911,424</b>	<b>480,429</b>	<b>149,391,853</b>

# All Lines of Business



	<b>FY20 Board</b>	<b>Proposed</b>	<b>Proposed FY20</b>
	<b>Approved Budget</b>	<b>Adjustments</b>	<b>Amended Budget</b>
<b>EXPENSE</b>			
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
<b>TOTAL EXPENSE</b>	<b>148,911,424</b>	<b>480,429</b>	<b>149,391,853</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>0</b>	<b>0</b>	<b>0</b>

	<b>FY20 Board</b>	<b>Proposed</b>	<b>Proposed FY20</b>
	<b><u>Approved Budget</u></b>	<b><u>Adjustments</u></b>	<b><u>Amended Budget</u></b>
<b>REVENUES</b>			
Customer fares	22,182,540	(710,299)	21,472,241
Contract services	1,905,443	(679,218)	1,226,225
Advertising	3,350,000	1,000,000	4,350,000
Interest & Other income	1,769,000	(382,000)	1,387,000
Federal Revenue	15,610,406		15,610,406
State Revenue	13,118,544	256,500	13,375,044
Local Revenue	8,477,850	235,520	8,713,370
Local Revenue Funding Partner	51,337,176		51,337,176
<b>TOTAL REVENUE</b>	<b><u>117,750,959</u></b>	<b><u>(279,497)</u></b>	<b><u>117,471,462</u></b>

	<b>FY20 Board</b>	<b>Proposed</b>	<b>Proposed FY20</b>
	<b>Approved Budget</b>	<b>Adjustments</b>	<b>Amended Budget</b>
<b>EXPENSE</b>			
Salaries, Wages & Fringe Benefits	80,088,652		80,088,652
Other services	10,378,786	(131,000)	10,247,786
Fuel	9,600,356		9,600,356
Materials and supplies	7,752,673		7,752,673
Utilities	1,545,083		1,545,083
Casualty & Liability	2,359,684	375,000	2,734,684
Taxes and licenses	502,148		502,148
Purchased transportation services	1,905,851		1,905,851
Leases & Miscellaneous	1,368,981	(69,408)	1,299,573
Interest Expense	34,760		34,760
<b>TOTAL EXPENSE</b>	<b>115,536,974</b>	<b>174,592</b>	<b>115,711,566</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>2,213,985</b>	<b>(454,089)</b>	<b>1,759,896</b>

	<b>FY20 Board Approved Budget</b>	<b>Proposed Adjustments</b>	<b>Proposed FY20 Amended Budget</b>
<b>REVENUES</b>			
Customer fares	2,500,400	(36,027)	2,464,373
Contract services	4,463,122	1,295,953	5,759,075
Advertising	250,000		250,000
Interest & Other income	0		0
Federal Revenue	3,862,000	(500,000)	3,362,000
State Revenue	0		0
Local Revenue	0		0
Local Revenue Funding Partner	20,084,943		20,084,943
<b>TOTAL REVENUE</b>	<b>31,160,465</b>	<b>759,926</b>	<b>31,920,391</b>

	<b>FY20 Board</b>	<b>Proposed</b>	<b>Proposed FY20</b>
	<b>Approved Budget</b>	<b>Adjustments</b>	<b>Amended Budget</b>
<b>EXPENSE</b>			
Salaries, Wages & Fringe Benefits	1,660,509		1,660,509
Other services	472,047	100,000	572,047
Fuel	2,560,370	(200,000)	2,360,370
Materials and supplies	12,600		12,600
Utilities	29,120		29,120
Casualty & Liability	0		0
Taxes and licenses	93,800		93,800
Purchased transportation services	28,395,464	273,537	28,669,001
Leases & Miscellaneous	150,540	132,300	282,840
Interest Expense	0		0
<b>TOTAL EXPENSE</b>	<b>33,374,450</b>	<b>305,837</b>	<b>33,680,287</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>(2,213,985)</b>	<b>454,089</b>	<b>(1,759,896)</b>

# LYNX Oversight Committee Agenda

## Action Agenda Item #8.B.

**To:** LYNX Oversight Committee

**From:** James E. Harrison ESQ., P.E.  
CEO  
Tiffany Homler Hawkins  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Election of the 2020 Oversight Committee Officers

**Date:** 2/27/2020

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### **ACTION REQUESTED:**

Per Administrative Rule 2.12.1, E, the Oversight Committee shall annually elect from its members a Chairman and Vice Chairman.

General Counsel will guide the Oversight Committee in the election of officers for the upcoming year.