

LYNX Board Agenda

Meeting Date: 4/25/2019
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 Director's Meeting Minutes 04.04.19 Pg 4

3. Recognition

- 20 Years of Service Awards
- 25 Years of Service Awards

4. 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.

5. Chief Executive Officer's Report


6. Oversight Committee Report

7. Consent Agenda



A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for Janitorial Services Pg 11




B. Award Contracts

- i.  Authorization to Enter into a Piggy Back Contract with Proterra, Inc. for Procurement of One (1) Electric Power 35 Foot Bus Including Charging Infrastructure for an Amount Not to Exceed \$850,000 Pg 13

C. Extension of Contracts







- i.  Authorization to Exercise First Option Year of Contract 16-C10 with American Janitorial, Inc. for Lawn Maintenance and Trash Removal Service for LYNX Bus Stops and Shelters with an Annual Not to Exceed \$612,000 Pg 15
- ii.  Authorization to Exercise the First Option Year of the Federal Lobbying Services Contracts #16-C09 for an Amount Not to Exceed \$100,000 Pg 17

D. Miscellaneous


- i.  Authorization to Approve Claim Settlements up to the Statutory Cap Pursuant to Section 726.28, Florida Statutes and Administrative Rule 6. Pg 18
- ii.  Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) FY19 Competitive Funding Opportunity, Section 5339 Low or No Emission Grant Program, for LYMMO Electric Buses and Charging Equipment Pg 20
- iii.  Authorization to Submit a Grant Application under the Florida Commission for the Transportation Disadvantaged Rural Area Capital Assistance Grant Program for Paratransit Pg 22

Validators




-Attachments 

- iv.  Authorization to Auction Surplus Capital Items Pg 25
- Attachments 
- v.  Authorization to Update the Productive Harassment-Free Environment Policy to Anti-Harassment and Anti Bullying Policy Pg 32
- Attachments 
- vi.  Authorization for the Chief Executive Officer (CEO) or Designee to Implement the Workplace Violence and Weapons Policy Pg 36
- Attachments 


8. Work Session

- A.  FY2020 Operating Budget (Preliminary) Pg 39
- Attachments 





9. Information Items

- A.  Information Item Notification of Settlement Agreement Pursuant to Administrative Rule 6 Pg 49
- B.  Notification of a Sole Source Agreement with Integrated Business Group for Microsoft Great Plains Dynamics for the Financial and Reporting System. Pg 50
- C.  Notification of a Sole Source Agreement with Pride Enterprises for an April Service Change Printing. Pg 51
- D.  Notification of a Sole Source Agreement with Time Management Systems for a Time Keeping and Tracking Payroll System for the Maintenance and Bus Operator Staff. Pg 52

10. Other Business

- A.  Review of LYNX Board of Directors Agenda for April 25, 2019 Pg 53

11. Monthly Reports

- A.  Communications Report - March 2019 Pg 54
- B.  Planning and Development Report Pg 63
- C.  Ridership Report for February 2019 Pg 65
- Attachments 

12. Executive Session

A. Executive Session to Discuss Pending Litigation

Pg 71

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: April 4, 2019

TIME: 1:00 p.m.

Members in Attendance:

Lee Constantine, Chairman, Seminole County Commissioner

Buddy Dyer, Vice Chairman, Mayor, City of Orlando

Viviana Janer, Member, Osceola County Commissioner

Jerry Demings, Member, Mayor, Orange County

Michael Shannon, Secretary, Florida Department of Transportation, District 5

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 BOD meeting minutes of February 28, 2019, noting that a correction needed to be made as members in attendance should reflect Commissioner Constantine as Chairman. Mayor Dyer second the motion with the correction. The minutes were approved.

3. Recognitions

Chair Constantine recognized the 2019 LYNX Roadeo Winners:

- Harry Mootoo, William Kirkland, and Chris Balroop of Maintenance
- Steve Kalicharan as Fixed Route Operator
- Rhoda Scott as Paratransit Operator

Chair Constantine also recognized the 2019 LYNX Softball Tournament Winners and expressed his gratitude to Sara Holtzman for coordinating the team

This year's Softball Tournament winner is Orange County. Debrh Hodge along with Elvin Ayala and Juan Riera accepted the Trophy on behalf of Orange County.

4. Public Comments

Joann Haglund, of 4508 Bradley Avenue, Orlando, FL. 32839, has been a LYNX rider for over 14 years. Her employer has prided her for always arriving to work on time. Last week she arrived to work late twice and explained it was not due to traffic. One of the operators went home ill and LYNX did not replace him, instead they made riders wait for the next scheduled bus to arrive. Ms. Haglund **expressed her disappointment to learn that the operator's overtime had been** chipped away to make up for the \$21 million dollar deficit.

Commissioner Constantine stated that there have been positive steps taken recently and that this board is fully engaged and is doing everything they can to put LYNX back on track.

Sean George, 4919 Luge Lane, Orlando, FL. 32839, Sean is a LYNX operator and line instructor. He expressed his concerns with the crosswalks that were recently placed near the train station on Amelia Avenue. Mr. George said the crosswalks are a major safety issue. Another major concern is that the Sunrail horn is not loud enough and **it's difficult** for operators to see the train down the tracks. If you do not hear the horn and proceed across the tracks, and the arm starts coming down, you have no alternative but to punch the throttle to get the bus away from the tracks. Mr. George crosses the tracks 8 times a day. As a line instructor, this crosswalk adds more worry when instructing his students.

He pointed out that if you jump off the accelerator quickly in an emergency movement and you have passengers that are standing, they are at risk of falling and getting hurt.

Mr. George recommended taking the flashing lights down and posting signs to pedestrians with an intent to cross to yield for commercial vehicles. The crosswalks are too close to the tracks.

Commissioner Constantine asked Mr. Harrison to follow up with DOT to see if this situation can be rectified.

Joanne Cornelius, from 324 Clermont Road, Lake Mary, FL. 32756. Requested a bus on Country Club Road and one on Williams Road as well as Sundays and Holidays so that no one will be left stranded.

5. Interim Chief Executive **Officer's Report**

Mr. Harrison expressed his gratitude to the LYNX employees that have welcomed him and made his transition easier. He has gone out to the facilities and have met with many team members.

Mr. Harrison highlighted some good news items:

- Advertising sales are going very well
- The Marketing Team won an award from APTA for their Pumpkin pursuit social media campaign
- Chairman Constantine and he will be unveiling the 2019 Public Service bus in Altamonte Springs
- CAD/AVL Conversion is nearing its completion and there is already a 6% increase with on time performance

6. Oversight Committee Report

Commissioner Janer stated that the oversight committee met earlier that morning. They approved the committee meeting minutes for Feb. 28th 2019, heard the CEO Report and Mr. Harrison reviewed the Board Agenda. The Finance and Audit chair also provided her report of the Finance and Audit Committee meeting of March 28. Commissioner Janer expressed her gratitude for all the work the funding partners are putting into this effort. There were five (5) items on the Consent Agenda, two related to HR Policies: Workplace Violence and Anti-Harassment and Anti-Bullying. The other three (3) are on the LYNX Board Consent agenda today, which are:

- Authorization to Purchase One Hundred and Thirty-Four (134) Vanpool Vehicles for Replacement and Expansion Purposes for the Vanpool Program
- Authorization to Ratify a Grant Application to the U.S Department of Transportation (U.S. DOT) FY19 Competitive Funding Opportunity for an Automated Driving System (ADS) Research and Demonstration Program
- Authorization to Explore a Partnership with the Orlando Utilities Commission for the Electrification of LYNX Vehicles

These items were approved unanimously. On the Committee discussion item, Mr. Slot provided an update on the Paratransit Program Activities including the Drug and Alcohol Policy. There was a discussion on the reserve policy and the FY20 Operating Budget. The preliminary budget will be brought to the governing board on April 25th.

The LYNX Comprehensive Annual Financial Report (CAFR) for year ending September 2018 was approved by the committee unanimously, and was on the Board Agenda for approval that afternoon.

7. Consent Agenda:

Chairman Constantine reviewed Consent Agenda Items 7.A.i through 7.B.ix., and requested a motion for approval.

Jim Harrison requested that item 7.B.v., which is the Authorization to Auction Surplus Capital items, be pulled from the agenda as there was a slight clerical error.

Motion to approve the Consent Agenda: 7 A.i., through 7.B.ix with the exception of item 7 B.v. was made by Commissioner Janer and seconded by Mayor Dyer. Motion passed unanimously.

8. Action Items:

A. Authorization to Approve the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) for the Year Ended September 30, 2018

Mr. Francis introduced Ron Conrad of Cherry Bekaert to review the annual audit. This presentation has been vetted through the Finance and Audit Committee, the Oversight Committee and now to this board for a final approval.

Mr. Conrad stated they finished the audit, there were clean opinions and everything was in good shape. They sent the financial statement to the GFOA for the certificate of achievement program. LYNX has received this award every year for the last 29 years.

Commissioner Janer moved to approve, Mayor Demings seconded. Motion passed.

B. Authorization to Implement the April 28, 2019 Proposed Service Changes

Tomika Monterville, Director of Planning and Development said that LYNX staff is seeking authorization to implement a series of service changes effective April 28th, 2019. These changes are minor and include staff additions and route adjustments to serve new developments and schedule changes to improve on time performance and changes to the service hours for LYMMO. Most changes are cost neutral. Service changes for LYMMO were actually cost reductions for the city. Link 155 changes will eliminate a turn that is difficult and presents a safety issue. Link 407 changes with the peak schedule to serve the VA shift Commissioner Janer moved to approve, Mayor Demings seconded. Motion passed.

9. Work Session (there was nothing under work session)

10. Information Items

There were six (6) information items for review purposes only and did not require a vote:

1. Status Update on the Computer Aided Dispatch Conversion from Clever Devices to TripSpark
2. Update on USDOT's Notice of Funding Opportunity for No-Low Grant Submission
3. Introduction to the City of Orlando's Mandatory Commercial Recycling Ordinance and Application to LYNX
4. Notification of a Sole Source Agreement with Just Program, LLC d/b/a Solodev for a golynx.com Redesign, Accessibility Corrections and Shopping Cart Rebuild
5. Notification of Paratransit Alternative Fuel Vehicle Research
6. Notification of Settlement Agreement Pursuant to Administrative Rule 6

11. Other Business

12. Monthly reports:

There were three (3) reports in the packets for review purposes only. No action was required.

- Communications Report for February 2019
- Planning and Development Report April 2019

- Ridership Report for January 2019

Commissioner Constantine addressed the Board of Directors with an update on the search for the Interim CEO. He along with Mr. Harrison and Pat Christiansen formed a sub-committee to seek a long term interim. They received six (6) applications and had met twice to narrow the list down to three (3). Their plan was to interview these three candidates, meet once again and bring a recommendation to the board at the next board meeting on April 25th, 2019.

Mayor Demings stated that he circulated a letter to the board members regarding a potential option and is requesting a consideration of the board for a continued appointment of Mr. Jim Harrison as that individual. He wants to make sure that the actions that are taken are to stabilize LYNX. He stated that LYNX has been inadequately funded for quite some time, and it is his intent to come forward seeking a plan and a strategy for a dedicated funding source for the transportation needs of this community.

Mayor Demings' goal during the 2020 elections from Orange County, is to have a referendum on the ballot that will provide better funding for transportation. He requested the board to consider the assignment of Jim Harrison as the long term interim CEO for LYNX. Orange County will continue to employ him, pay his full salary, and would result in a budgetary savings for LYNX, not having to pay the salary of the CEO.

Mayor Dyer supported Mayor Demings recommendation. He stated that having continuity during this time is necessary and having a dedicated funding will be more appealing when seeking a full time CEO. He feels that Mr. Harrison is quite capable of carrying this assignment through 2020.

Commissioner Janer requested clarification with regard to Mr. Harrison remaining on the Orange County payroll.

Mayor Demings explained that the general counsel will draft an agreement that would clearly stipulate that Mr. Harrison would report to the board. He said in all fairness, Orange County will continue to keep him on the payroll with regard to his retirement and his pension. They will ask the general council to draft the agreement.

Mayor Demings made it clear that as the major local funder of LYNX, he is committed to making sure that LYNX is successful during this period of time.

With that clarification, Commissioner Janer had no issues with his recommendation.

Secretary Shanon also said he had no issues and asked the general counsel if they had any concerns.

Pat Christiansen said he saw no problem at all, particularly if we enter into an agreement to satisfy what the concerns are.

Commissioner Constantine asked Mr. Harrison if this is something he would accept.

Mr. Harrison stated that it would be his honor to serve the community and LYNX in any way he can.

Commissioner Constantine said there was a sense of calmness as compared to the months leading up to his selection as the interim. He does see more continuity as far as looking at long term goals and objectives. The staff seems comfortable working with Mr. Harrison. If this organization is going to be successful, it will require a dedicated funding source. The next individual needs to have a history in both rail and transit and **we aren't going to** find the type of person needed until there is a dedicated funding source. He personally feels that this will be in the long run a very good move by this board to accept that recommendation and a great deal of thanks for the opportunity of him working at LYNX and his dedication to LYNX.

Mayor Demings moved that Mr. Harrison continue to be the interim Executive Director until a dedicated source of funding is secured or a new permanent Executive Director is selected. Mayor Janer second. Commissioner Constantine also requested that with that motion, the sub-committee that was chosen last meeting to be dissolved and the applicants that expressed their interest will receive a thank you with a decision having been made.

Motion passed. Commissioner Constantine congratulated Mr. Harrison.

The meeting adjourned at 1:51 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the February 28, 2019 **LYNX Board of Director's** meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #7.A. i

To: LYNX Board of Directors

From: William Slot
Chief Innovation Sustain Off
Eric Hale
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Request for Proposal (RFP)
Authorization to Release a Request for Proposal (RFP) for Janitorial Services

Date: 4/25/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for janitorial services. The RFP will be for a period of two years with three one-year options and has an approximate cost of \$240,000 per year.

BACKGROUND:

LYNX is currently under contract with Building Maintenance Services, Inc. The contract will expire on September 30, 2019.

The following locations receive janitorial services pursuant to the contract:

- LYNX Central Station, Floors 2-6, located at 455 N. Garland Ave, Orlando, FL 32801
- LYNX Operations Center, located at 2500 Lynx Lane, Orlando, FL 32804

Janitorial services include:

- Daily office cleaning
- Daily trash removal
- Daily cleaning of break rooms
- Maintenance of carpeted and waxed floors
- Cleaning of interior windows
- Provide soaps, chemicals, toiletries, paper products, and trash bags

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DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX will reach out to certified small business and DBE firms identified and available of the opportunity for participation as a prime or subcontractor on this solicitation. LYNX request for prime contractors in their proposal to identify and report all sub-contractors/suppliers scheduled for participation on the contract. The DBE officer will work with firms to ensure compliance.

FISCAL IMPACT:

LYNX staff included \$240,000 in FY2020 Proposed Operating Budget for Custodial Services.

LYNX Board Agenda

Consent Agenda Item #7.B. i

To: LYNX Board of Directors

From: William Slot
Chief Innovation Sustain Off
Kenneth Jamison
(Technical Contact)
Julia James
(Technical Contact)
Edward Flynn
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Award Contracts
Authorization to Enter into a Piggy Back Contract with Proterra, Inc. for Procurement of One (1) Electric Power 35 Foot Bus Including Charging Infrastructure for an Amount Not to Exceed \$850,000

Date: 4/25/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Piggy Back contract with Proterra, Inc. for procurement of one (1) electric power 35 foot bus including charging infrastructure for an amount not-to-exceed \$850,000.

BACKGROUND:

Staff is requesting authorization to purchase one (1) 35 foot electric bus including charging infrastructure from Proterra, Inc. Staff has verified with the Georgia Department of Administrative Services that LYNX can purchase off of their competitively bid contract number 99999-001-SPD0000138-0007. After the passage of the FAST Act in 2015, transit agencies are able to use state purchasing schedules located outside of the state in which they are located.

LYNX is working on multiple projects that may result in the future acquisition of vehicles with electrical propulsion. This initial bus purchase would allow LYNX to implement the initial charging infrastructure and to gain experience operating an electric propulsion vehicle. The bus purchased under this authorization will be used on the LYMMO Grapefruit line as funding for this bus purchase is from LYMMO grant FL-03-0340 for the implementation of that service.

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This bus purchase supports the City of Orlando 2018 Community Action Plan, a 5 year roadmap that was approved by the Orlando City Council. This plan includes a commitment to transition the LYMMO service to an all-electric, zero-emissions fleet.

LYNX is also working on the Concept of Operations for the future introduction of automated vehicles into transit services, with the understanding that these vehicles would be electric powered. Staff also obtained authorization at the April 4, 2019, Board of Directors meeting to submit a grant application to the Federal Transit Administration for competitive funding for electric buses and charging equipment and for ratification of a grant application to the U.S. Department of Transportation for competitive funding for Automated Driving System research and demonstration of an electric automated vehicle.

The LYNX Board of Directors authorized at its April 4, 2019, the Interim Chief Executive Officer (ICEO) or designee to explore a partnership with the Orlando Utilities Commission for the electrification of LYNX vehicles. LYNX will explore the potential for LYNX to procure the electric vehicle with OUC procuring the batteries for the vehicles and required charging infrastructure. LYNX would then pay OUC for the use of the batteries and the charging infrastructure during their useful life as part of the agency utility bill. OUC would replace the batteries once their use for transit vehicle usage begins to diminish. This partnership would allow LYNX to focus on the vehicles and provision of transit services while working with the expertise of OUC on electrification and charging infrastructure. LYNX will work with OUC to determine how this partnership can be implemented and remove the cost of the battery and charging station from this purchase.

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 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:

LYNX staff included \$47,551,500 in the FY2019 Adopted Capital Budget for CNG Replacement Buses. Of this amount, \$30,966,361 is unencumbered and is available to fund this project.

LYNX Board Agenda

Consent Agenda Item #7.C. i

To: LYNX Board of Directors

From: William Slot
Chief Innovation Sustain Off
Eric Hale
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Extension of Contracts
Authorization to Exercise First Option Year of Contract 16-C10 with American Janitorial, Inc. for Lawn Maintenance and Trash Removal Service for LYNX Bus Stops and Shelters with an Annual Not to Exceed \$612,000

Date: 4/25/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year for Contract 16-C10 with American Janitorial, Inc. with an annual not-to-exceed amount of \$612,000. The first option year would extend from May 1, 2019 through April 30, 2020 and cover lawn maintenance and trash removal service for LYNX bus stop and shelters.

BACKGROUND:

Bus stops are the primary point of customer access to LYNX fixed route bus service. Shelters provide an enhanced experience for customers by providing shelter from the elements. These stops and shelters are highly visible to the community and provide a clean, safe area for customers to wait, to board, and to alight LYNX buses.

At the April 14, 2016 Board meeting, the Board of Directors authorized the award of Contract 16-C10 to American Janitorial, Inc. for three (3) years with two (2) one-year extensions for lawn maintenance and trash removal services at LYNX bus stops and shelters. The first three (3) years of this contract expires on April 30, 2019. This requested authorization would exercise the first of the two (2) option years.

LYNX has three separate contracts for bus stops and shelters including lawn maintenance, trash removal, shelter cleaning, and shelter maintenance. This contract is for trash removal at 1,524 bus stops of our 4,200 bus stops and lawn maintenance at 3,193 bus stops.

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This vendor empties 17,072 trash cans a month (each can 2-5 days a week) and cleans within 15 feet of the shelter per the following fee schedule:

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Lawn maintenance of bus stops and shelters	1.04	1.09	1.15	1.20	1.25
Trash removal from bus stops, shelters and super stops	2.49	2.59	2.70	2.80	2.90

FISCAL IMPACT:

LYNX staff included \$574,000 in the FY2019 Adopted Operating Budget for Line Trimming and Trash Removal Services. Within the proposed FY2020 Operating Budget, \$612,000 is allocated for these services.

LYNX Board Agenda

Consent Agenda Item #7.C. ii

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: Extension of Contracts
Authorization to Exercise the First Option Year of the Federal Lobbying
Services Contracts #16-C09 for an Amount Not to Exceed \$100,000

Date: 4/25/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute the first option year option of the federal lobbying services Contracts #16-C09 in an amount not to exceed \$100,000.

BACKGROUND:

On April 14, 2016, the Governing Board approved the authorization to issue a contract for federal lobbying services covering a three (3) year base period with two (2) one-year options to Akerman, LLP.

Staff is now requesting authorization to execute the first option year. Once exercised, the contract will expire on April 13, 2020. One option year will remain after this date.

FISCAL IMPACT:

LYNX staff included \$110,000 in the FY2019 Adopted Operating Budget for these services.

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Consent Agenda Item #7.D. i

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: Miscellaneous
Authorization to Approve Claim Settlements up to the Statutory Cap Pursuant to Section 726.28, Florida Statutes and Administrative Rule 6.

Date: 4/25/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve auto liability claim settlements up to the Statutory Cap pursuant to Section 726.28, Florida Statutes and Administrative Rule 6.

BACKGROUND:

On June 17, 2017, LYNX Operator Jaime Espinosa, was driving north on Orange Blossom Trail and had just crossed railroad tracks when a vehicle one (1) passed in front of the bus. Vehicle one (1) passed with plenty of room to stop at the approaching intersection. After vehicle one (1) stopped, the LYNX bus does not appear to slow down and rear-ended vehicle one (1), pushing them forward into vehicle two (2), which in turn pushed vehicle two (2) into vehicle three (3), causing a four-car (4) pile up including the bus. In addition to property damage claims made by two (2) of the other vehicles, twelve (12) individuals filed bodily injury claims, eleven (11) who were bus passengers and one (1) was the driver of vehicle two (2).

A global settlement conference was held on April 2 at which time settlement agreements were entered into with (eleven) claimants who filed bodily injury claims. Prior to the global settlement conference, the two (2) property damage claims and one (1) claimant who filed a bodily injury claim were settled, for a total of \$30,054.42. Of the Statutory Cap of \$300,000, this left a balance of \$269,945.57 to settle the remaining eleven (11) bodily injury claims.

On March 4, 2019, the Board of Directors Risk Management Committee provided review and input in a Shade Meeting in accordance with Section 768.28(16), Florida Statutes.

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The settlement breakdown is as follows:

Claimant Name	Bodily Injury Settlement Amount	Property Damage Settlement Amount	
*Indicates Previously Settled			
Jourdan, Michael (Veh #1 Driver)	\$1,500.00*	\$19,312.48*	
Meadows, Nathaniel (passenger)	12,500.00	N/A	
Guy, Mandolin (passenger)	25,000.00	N/A	
De Los Santos, Dary (passenger)	30,000.00	N/A	
Mentor, Samantha (passenger)	25,000.00	N/A	
Manalang, Roseanne (Veh #2 Driver)	5,000.00	\$9,241.95*	
Higgins, Meril (passenger)	25,000.00	N/A	
Diaz, Jonatan (passenger)	25,000.00	N/A	
Pantoja, Joann (passenger)	40,000.00	N/A	
Lopez, Rodney (passenger)	32,445.57	N/A	
Broadnax, Avon (passenger)	25,000.00	N/A	
Rosado, Christine (passenger)	25,000.00	N/A	
Totals	271,445.57	\$28,554.43	\$300,000.00

FISCAL IMPACT:

LYNX staff included \$1,200,000 in the FY2019 Adopted Operating Budget for Payout Settlements. As of March 2, 2019 Payout Settlements total \$461,543.

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Consent Agenda Item #7.D. ii

To: LYNX Board of Directors

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Belinda Balleras
(Technical Contact)
William Slot
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Miscellaneous
Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) FY19 Competitive Funding Opportunity, Section 5339 Low or No Emission Grant Program, for LYMMO Electric Buses and Charging Equipment

Date: 4/25/2019

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 Federal Transit Administration (FTA) for the FY19 Competitive Funding Opportunity, Section 5339 Low or No Emissions Grant Program, for LYMMO Electric Buses and Charging Equipment.

BACKGROUND:

Funding is requested in the amount of approximately \$4 million for seven (7) battery electric 35' buses, including plug-ins, charging stations, specialty training for maintenance and bus inspection costs. These buses are planned to be utilized for the LYMMO Grapefruit, Lime and North Quarter lines.

On March 18, 2019, FTA released a Notice of Funding Opportunity (NOFO) and availability of \$85 million in competitive grants under the FY19 Low or No (Low-No) Emission Grant Program. Grant applications are due on May 14, 2019.

The main purpose of the Low-No Program is to support the transition of the nation's transit fleet to the lowest polluting and most energy efficient transit vehicles. The Low-No Program provides funding to State and local governmental authorities for the purchase or lease of zero-

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emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities.

All eligible expenses under the Low-No Program are attributable to compliance with the Clean Air Act. The maximum Federal participation in the costs of leasing or acquiring a transit bus financed under the Low-No Program is 85 percent of the total transit bus cost. The maximum Federal participation in the cost of leasing or acquiring low or no emission bus related equipment and facilities under the Low-No Program, such as recharging or refueling facilities, is 90 percent of the net project cost of the equipment or facilities that are attributable to compliance with the Clean Air Act.

The City of Orlando 2018 Community Action Plan is a five (5) year roadmap that was approved by the City Council which includes a commitment to transition the LYMMO service to an all-electric, zero emission fleet. Buses procured under this funding opportunity would support that commitment by operating on the LYMMO Grapefruit, Lime and North Quarter Links. The service miles and hours of these Links are within the current single charge range of the electric buses.

LYNX will submit an application for seven (7) battery electric buses as summarized below. The Low-No application is for the cost of charging stations and the incremental cost of electric buses.

FTA 5539 Low-No Funding Request approximately:	\$4,000,000
Local Match Approximately	\$ 850,000
Other Federal/State Funding Approximately	<u>\$4,000,000</u>
Total Project Cost Approximately	<u>\$8,850,000</u>

The application will be scalable down to three (3) vehicles and associated charging and training. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations. The scaled down three (3) vehicle request would fully cover the LYMMO Grapefruit line.

LYNX will work with the Center for Transportation and the Environment, the City of Orlando, the Orlando Utilities Commission, and bus manufacturer Proterra, Inc. to develop and submit the grant application. Local cash match as well as in-kind technical and infrastructure support will be provided by City of Orlando & Orlando Utilities Commission.

FISCAL IMPACT:

LYNX staff will include the award for this program in the LYNX FY2020 Capital Budget upon confirmation of award and securing the local match.

LYNX Board Agenda

Consent Agenda Item #7.D. iii

To: LYNX Board of Directors

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
William Slot
(Technical Contact)
Kenneth Jamison
(Technical Contact)
Sheila Maldonado
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Miscellaneous
**Authorization to Submit a Grant Application under the Florida
Commission for the Transportation Disadvantaged Rural Area Capital
Assistance Grant Program for Paratransit Validators**

Date: 4/25/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application and to execute a future Agreement with the Commission for the Transportation Disadvantaged for the Shirley Conroy Rural Area Capital Assistance Support grant in the amount of approximately \$172,998 for the purchase of 70 paratransit electronic fare validators for the acceptance of electronic fares including magnetic stripe media, smart cards, and mobile ticketing.

BACKGROUND:

On April 1, 2019, the Florida Commission for the Transportation Disadvantaged (TD) released a Notice of Funding Availability under the Shirley Conroy Rural Area Capital Assistance Support Grant Program for \$1.4 million total funding available to all Florida TD service providers. TD Program requirements and considerations are as follows:

- Funding for rural service areas
- Funding for capital equipment
- Priority areas include vehicle replacement & service expansion
- Priority for projects that enhance the current local system
- No opportunity to extend funding: project must be complete & fully expended by August 15, 2020
- TD rural grant will be funded at 90% state funding and 10% local match.

LYNX Board Agenda

Applications are due April 30, 2019, with grant award anticipated by May/June 2019. Awarded CTD projects need to be completed by June 2020 and expended by August 2020.

LYNX will be submitting an application for paratransit electronic fare validators (Smart Card Reader, Barcode Reader, Magnetic Swipe Card Reader, Operator Control Unit, Wireless Data Transmission) requesting 70 units at \$ 2,746 each for approximately \$ 192,220, as shown below:

CTD Shirley Conroy funding request (90%)	\$172,998
<u>Local Share (10%)</u>	<u>\$ 19,222</u>
70 paratransit validators @ \$2,746	\$192,220

The 10% local match in the amount of approximately \$19,222 will come from the \$2 capital contributed by the funding partners.

The LYNX Board of Directors authorized at its meeting on January 24, 2019 the release of a request for proposals for the purchase of electronic fareboxes and paratransit validators for acceptance of fares from cash, smart cards, and mobile ticketing. Staff has estimated the cost of the procurement for paratransit validators to be \$500,350 based on unit costs from a similar procurement by Broward County, Florida. This Shirley Conroy grant application will provide a portion of the funding for paratransit validators to be installed in Access LYNX vehicles, the balance will come from a Federal Transit Administration grant.

The authorizing Resolution No. 19-004 is attached.

FISCAL IMPACT:

LYNX staff will amend the award for this program in the LYNX FY2019 Capital Budget upon confirmation of any grant award from the Shirley Conroy Grant to support the purchase of the seventy paratransit validators.



**SHIRLEY CONROY RURAL AREA CAPITAL
ASSISTANCE GRANT APPLICATION
AUTHORIZING RESOLUTION #19-004**

A RESOLUTION of the Central Florida Regional Transportation Authority d/b/a, hereinafter BOARD, hereby authorizes the filing and execution of a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant Application and Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes James E. Harrison, Esq. P.E. to execute the grant agreement, amendments, warranties, certifications and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the Central Florida Regional Transportation Authority.
3. The BOARD'S Registered Agent in Florida is Central Florida Regional Transportation Authority.
The Registered Agents address is: 455 N. Garland Ave. Orlando FL 32801.

DULY PASSED AND ADOPTED THIS 25th DAY OF April, 2019.

LYNX BOARD of Directors

Lee Constantine
Chairman

ATTEST:

Signature_____

LYNX Board Agenda

Consent Agenda Item #7.D. iv

To: LYNX Board of Directors

From: Albert Francis
Chief Financial Officer
Leonard Antmann
(Technical Contact)
Warren Hersh
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Miscellaneous
Authorization to Auction Surplus Capital Items

Date: 4/25/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, recycle or sell, at public auction, surplus and obsolete capital items as identified in the following detailed list.

BACKGROUND:

It is LYNX' policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for May 2019. The following surplus items require authorization for retirement and disposal at the public auction:

Computer Equipment:

Surplus and obsolete computer equipment, including desktop computers and monitors with a total net book value of \$0.

Furniture, Fixtures and Equipment:

Surplus and obsolete furniture, fixtures, equipment, and shop equipment with a total net book value of \$0.

Support Vehicles

One (1) support vehicles with a total net book value of \$0

Revenue Vehicles and Components:

Nine (9) paratransit vehicles used in revenue service with a total net book value of \$0.

LYNX Board Agenda

Categorical Totals

Category	Acquisition Value	Net Book Value
Computer Equipment	\$167,405	\$0
Furniture and Fixtures	\$1,098,848	\$0
Other Vehicles	\$28,563	\$0
Revenue Vehicles	\$645,951	\$0
GRAND TOTAL	\$1,940,767	\$ 0

FISCAL IMPACT:

The total net book value of the surplus items is \$0. The higher of the net book value or the net proceeds from this sale may be due to the Federal Transit Administration (FTA) in FY2019.

Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value 2.28.19	Due to FTA
13686	9578	2/22/2011	CE	Dell Equal Logic Storage PS6010X	5	\$46,393	0	0
9816	6053	11/8/2004	CE	Avaya G700 R3 AC/DC Media Gateway S8500 Sys	5	\$6,500	0	0
9832	6822	11/8/2004	CE	Avaya G700 R3 AC/DC Media Gateway S8500 Sys	5	\$6,500	0	0
9821	6812	11/8/2004	CE	Avaya Media Server S8500 AC PWR S8500 Sys	5	\$6,000	0	0
9810	6032	11/8/2004	CE	Avaya C364T PWR	5	\$5,495	0	0
9787	5881	11/8/2004	CE	Avaya C364T PWR 48 Ports Voice Infrastructure	5	\$5,495	0	0
9793	5867	11/8/2004	CE	Avaya C364T PWR 48 Ports Voice Infrastructure	5	\$5,495	0	0
9795	5872	11/8/2004	CE	Avaya C364T PWR 48 Ports Voice Infrastructure	5	\$5,495	0	0
9837	6823	11/8/2004	CE	Avaya C364T PWR 48 Ports Voice Infrastructure	5	\$5,495	0	0
9800	6020	11/8/2004	CE	Avaya Chassis P333T-PWR Voice Infrastructure	5	\$4,295	0	0
9829	6821	11/8/2004	CE	Avaya Chassis P33T PWR Voice Infrastructure	5	\$4,295	0	0
9789	5862	11/8/2004	CE	Avaya C363T PWR 24 Ports Voice Infrastructure	5	\$3,395	0	0
9798	5873	11/8/2004	CE	Avaya C363T PWR 24 Ports	5	\$3,395	0	0
9812	6051	11/8/2004	CE	Avaya C363T PWR 24 Ports	5	\$3,395	0	0
9825	6818	11/8/2004	CE	Avaya C363T PWR Voice Infrastructure	5	\$3,395	0	0
9801	6020A	11/8/2004	CE	Avaya X330W-2DS1 Voice Infrastructure	5	\$2,395	0	0
9817	6053A	11/8/2004	CE	Avaya X330W-2DS1 Voice Infrastructure	5	\$2,395	0	0
9833	6822A	11/8/2004	CE	Avaya X330W-2DS1 Voice Infrastructure	5	\$2,395	0	0
9818	6053B	11/8/2004	CE	Avaya Media Server S8300B S8500Sys	5	\$2,000	0	0
9834	6822B	11/8/2004	CE	Avaya Media Server S8300B S8500 Sys	5	\$2,000	0	0
16408	11198	8/6/2013	CE	DELL9010,COMPUTER	5	\$1,324	0	0
16409	11199	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
16410	11200	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
16411	11201	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
16412	11202	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
16413	11203	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
14368	9986	11/14/2011	CE	Dell Optiplex Computer 990	5	\$1,303	0	0
15455	10698	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15483	10725	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15485	10727	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15488	10730	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15491	10733	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15495	10737	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
14640	10480	9/18/2012	CE	Dell 990 Computer	5	\$1,140	0	0
15232	10467	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15238	10473	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15241	10477	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15245	10481	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15249	10485	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15263	10499	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15265	10501	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15272	10508	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15273	10509	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15274	10510	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15275	10511	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
9790	5862A	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$495	0	0
9792	5886A	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP LC Conn-Voice Infrastructure	5	\$495	0	0

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value 2.28.19	Due to FTA
9794	5867A	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP LC Conn Voice Infrastructure	5	\$495	0	0
9796	5872A	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP LC Conn Voice Infrastructure	5	\$495	0	0
9826	6818A	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$495	0	0
9830	6821A	11/8/2004	CE	Avaya Cajun X330 Stack	5	\$495	0	0
9843	6020B	11/8/2004	CE	Avaya Cajun X330 Stack	5	\$495	0	0
9803	6021A	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9804	6021B	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9805	6021C	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9806	6021D	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9807	6021E	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9808	6021F	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9809	6021G	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9811	6032A	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9814	6052A	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9831	6821B	11/8/2004	CE	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	5	\$410	0	0
9797	5872B	11/8/2004	CE	Avaya C360 Stack Voice Infrastructure	5	\$395	0	0
9799	5873A	11/8/2004	CE	Avaya C360 Stack	5	\$395	0	0
9815	6052B	11/8/2004	CE	Avaya C360 Stack Voice Infrastructure	5	\$395	0	0
9841	6053E	11/8/2004	CE	Avaya C360 Stack	5	\$395	0	0
9842	6822E	11/8/2004	CE	Avaya C360 Stack	5	\$395	0	0
16316	11176	12/31/2012	CE	24 INCH MONITOR SECURITY MANAGER	5	\$356	0	0
16317	11177	12/31/2012	CE	24 INCH MONITOR SECURITY MANAGER	5	\$356	0	0
16318	11178	12/31/2012	CE	24 INCH DELL MONITOR ADMIN	5	\$356	0	0
16319	11179	12/31/2012	CE	24 INCH DELL MONITOR ADMIN	5	\$356	0	0
				Subtotal CE		\$167,405		
11862	7354	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11863	7355	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11864	7356	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11865	7358	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11866	7359	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11867	7360	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11868	7361	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11869	7363	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11870	7369	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11871	7370	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11872	7371	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11873	7372	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11874	7373	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11875	7374	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11876	7375	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11877	7376	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11878	7377	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11879	7378	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11880	7379	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11881	7380	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11882	7381	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11883	7382	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11884	7383	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11885	7384	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11886	7385	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0

[illegible]

[illegible]

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value 2.28.19	Due to FTA
11991	7508	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11992	7509	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11993	7510	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11994	7511	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11995	7512	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11996	7513	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
11997	7514	9/30/2007	FE	MDT BBX Communication Equipment - MV Transportation	5	\$7,510	0	0
12179	8735	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
12180	8736	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
12181	8737	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
12182	8738	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
12183	8739	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
12184	8740	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
12185	8741	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
12186	8742	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
12187	8743	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
12188	8744	9/30/2007	FE	MDT BBX Communication Equipment	5	\$6,946	0	0
9813	6052	11/8/2004	FE	Avaya C364T PWR 48 Ports Voice Infrastructure	5	\$5,495	0	0
14638	10466	9/18/2012	FE	Dell 990 Computer	5	\$1,140	0	0
12352	8776	2/28/2008	FE	Flat Screen TV for Security Class	5	\$899	0	0
13287	9332	1/19/2010	FE	Blue Air 400 Air purifier Ken Nath Office	5	\$510	0	0
				Subtotal FE		\$1,098,848		
12671	30115	9/30/2008	OV	Ford E-350XLT Van	4	\$28,563	0	0
				Subtotal OV		\$28,563		
14667	120587	9/30/2012	RV	Turtle Top Odyssey Paratransit Bus	5	\$73,033	0	0
15341	120603	12/5/2012	RV	Turtle Top Odyssey Paratransit	5	\$73,033	0	0
16767	130775	9/26/2013	RV	TURTLE TOP ODYSSEY	5	\$72,023	0	0
16769	130777	9/26/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	5	\$72,023	0	0
16934	131394	12/31/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	5	\$72,023	0	0
15450	121047	3/19/2013	RV	Turtle Top Odyssey Paratransit Bus	5	\$71,033	0	0
15529	121041	4/1/2013	RV	Turtle Top Paratransit Bus	5	\$71,033	0	0
13354	NC-5206	3/4/2010	RV	Turtle Top Odyssey Bus Paratransit	5	\$70,875	0	0
13356	NC-5209	3/4/2010	RV	Turtle Top Odyssey Bus Paratransit	5	\$70,875	0	0
				Subtotal RV		\$645,951		
				Grand Total		\$1,940,767		

LYNX Board Agenda

Consent Agenda Item #7.D. v

To: LYNX Board of Directors

From: Albert Francis
Chief Financial Officer
Terri Setterington
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Miscellaneous
Authorization to Update the Productive Harassment-Free Environment Policy to Anti-Harassment and Anti Bullying Policy

Date: 4/25/2019

ACTION REQUESTED:

Authorization for the Chief Executive Officer (CEO) or designee to update the Productive Harassment-Free Environment policy to Anti-Harassment and Anti-Bullying policy. The purpose is to update the general guidelines and procedures in handling situations that may fall under this category and to comply with provisions under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. This policy will also address the topic of bullying in the workplace.

BACKGROUND:

The Productive Harassment-Free Environment Policy was effective April 16, 2009. The purpose of the Anti- Harassment and Anti Bullying Policy is to update the general guidelines and procedures of this policy as well as to address the topic of bullying in the workplace.

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Harassment is unwelcome conduct that is based on race, color, age, national origin, religion, sexual orientation, sex (including pregnancy, childbirth, or related medical conditions), gender identity or gender expression, military or veteran status, physical or mental disability, genetic information, or status. LYNX is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment and bullying. Workplace harassment costs businesses millions of dollars every year through poor employee morale, reduced productivity and costly lawsuits. It is critical for employers to create a harassment free environment for its employees and create a zero-tolerance policy.

HUMAN RESOURCES POLICY/PROCEDURE

OFFICE OF PRIMARY RESPONSIBILITY:

Human Resources

EFFECTIVE DATE:

April 16, 2009

Revision Date: April 25, 2019

Replaces: Productive Harassment-Free Environment Policy

SUBJECT: Anti-Harassment and Anti-Bullying Policy

Approved By _____

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

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter “Authority”) was created by Part III, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the areas of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Chief Executive Officer is authorized to establish and administer such policies. Therefore, it is necessary to establish an Anti-Harassment and Anti-Bullying Policy.

SCOPE:

This policy applies to all employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

- Florida Statutes, Title XXVI, Chapter 343, Part III
- Administrative Rule 2, Board Governance (By Laws), Rule 2.6 Policies and Procedures
- Administrative Rule 3, Human Resources
- Title VII of the Civil Rights Act of 1964

POLICY:

The Authority will not tolerate unlawful discrimination or harassment in the workplace. In connection with this policy, The Authority expressly prohibits any form of unlawful discrimination and harassment based on race, color, age, national origin, religion, sexual orientation, sex (including pregnancy, childbirth, or related medical conditions), gender identity or gender expression, military or veteran status, physical or mental disability, genetic information, or status in any group protected by state or local law. Improper conduct, including the conduct of visitors, contractors, customers and any interference with the ability of employees to perform their expected job duties is not tolerated.

Harassment includes unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile environment. Examples of harassment include verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails), or physical conduct (including physically threaten another, blocking someone's way) that denigrates or shows hostility or aversion towards an individual because of any protected

characteristic. Such conduct constitutes harassment when: 1) it has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or 2) it has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) it otherwise adversely affects an individual's employment.

With respect to sexual harassment, the Authority prohibits the following conduct which includes, but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct could be used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Offensive comments, jokes, innuendoes, and other sexually oriented statements.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body
- Sexually suggestive touching
- Grabbing, groping, kissing, or fondling
- Violating someone's "personal space"
- Whistling
- Lewd, off-color, sexually oriented comments or jokes
- Foul or obscene language
- Leering, staring, or stalking
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Unwanted or offensive letters or poems
- Sitting or gesturing sexually
- Offensive e-mail, voice-mail, or text messages
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct
- Gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess
- Questions about one's sex life or experiences
- Repeated requests for dates
- Sexual favors in return for employment rewards (actual or potential), or threats if sexual favors are not provided
- Sexual assault or rape
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Authority's legitimate business interests
- Any other conduct or behavior deemed inappropriate by the Authority

REPORTING DISCRIMINATION AND HARASSMENT:

It is the responsibility of the Authority and each employee to create an atmosphere free of discrimination and harassment. In addition, it is the responsibility of each employee to respect the rights of his or her co-workers. If an employee experiences or observes any hostile conduct or harassing behavior, or believes that he/she has been treated in an unlawful discriminatory manner, because of race, color, age, national origin, religion, sexual orientation, sex (including pregnancy, childbirth, or related medical conditions),



gender identity or gender expression, military or veteran status, physical or mental disability, genetic information, or status in any group protected by applicable federal, state or local law, he/she must immediately report the matter (orally or in writing) to their supervisor/manager, EEO Officer/ Manager of Compliance or to Human Resources. Upon receipt of a complaint, the Authority will undertake a prompt and thorough investigation of the allegations. Confidentiality will be maintained concerning the allegations and the investigation to the extent possible, and particularly when it is determined by the Authority that any of the following factors are present:

- Witnesses needing protection;
- Evidence is in danger of being destroyed;
- Testimony is in danger of being fabricated; or
- There is a need for confidentiality in order to prevent a cover up.

Employees who fail to cooperate with an investigation conducted pursuant to this policy, or who breach confidentiality resulting in a threat to the integrity of the investigation, may be subject to disciplinary action up to and including termination.

If the investigation establishes that an individual has engaged in harassing, discriminatory, or other wrongful or inappropriate conduct, disciplinary action, up to and including termination, will be taken against the offending employee.

BULLYING:

Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. The Authority considers workplace bullying unacceptable and will not tolerate it in any circumstances. The Authority will investigate workplace bullying. Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to his or her supervisor/manager or to Human Resources. Any report of workplace bullying will be treated seriously and investigated promptly, as confidentially as possible, and impartially.

RETALIATION:

The Authority prohibits retaliation against those who make a good faith complaint pursuant to this policy.

LYNX Board Agenda

Consent Agenda Item #7.D. vi

To: LYNX Board of Directors

From: Albert Francis
Chief Financial Officer
Terri Settingington
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Miscellaneous
Authorization for the Chief Executive Officer (CEO) or Designee to
Implement the Workplace Violence and Weapons Policy

Date: 4/25/2019

ACTION REQUESTED:

Authorization for the Chief Executive Officer (CEO) or designee to implement the Workplace Violence and Weapons Policy.

BACKGROUND:

The Authority strives to maintain a safe productive work environment that is free from violence and/or the threat of violence. This commitment is extended to our employees, vendors, customers and visitors. Threats or acts of violence against Authority property or the property of any employee, vendor, customer or visitor will be taken seriously and not tolerated.

Currently the Authority does not have a policy regarding workplace violence and weapons. This is a new policy.



Weapons are not permitted on company property at any time, except as permitted by Florida law. The term “weapon” includes a gun, knife, or any other instrument which may inflict bodily injury. Employees may bring a legally owned firearm into the Authority parking lot, so long as the employee leaves the firearm in their personal vehicle. The vehicle must remain locked at all times and the firearm must not be visible from outside of the vehicle. Possession of firearms elsewhere on Authority property or possession of any other type of weapon is prohibited at all times. This prohibition applies regardless of whether an employee has a valid Florida concealed weapon license/permit.



Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, or other such unacceptable behavior on Authority property shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation.

All Authority personnel are responsible for notifying a supervisor/manager of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also alert appropriate individuals to any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on an Authority-controlled site, or is connected to Authority employment.

Employees are responsible for making this report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of the threatening behavior. The supervisor/manager is required to notify the head of Human Resources of all employee security concerns.

If an investigation substantiates that violations of this policy have occurred, the Authority will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or seeking the arrest or prosecution of the person or persons involved. Where appropriate, the Authority will report the transfer, sale, or use of weapons or dangerous instruments to the local law enforcement authorities.

LYNX Board Agenda

Work Session Item #8.A

To: LYNX Board of Directors

From: Albert Francis
Chief Financial Officer
Leonard Antmann
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Work Session
FY2020 Operating Budget (Preliminary)

Date: 4/25/2019

ACTION REQUESTED:

LYNX Staff will provide an overview of the FY2020 Operating Budget (Preliminary).

FY2020 Operating Budget (Preliminary)

Presented to the
LYNX Board of Directors
by Bert Francis
Chief Financial Officer
April 25, 2019

Key Budget Assumptions - Overall



- **FY2020 Funding based on the adopted LYNX Funding Model.**
- **Maximize current service levels through continuation of ongoing efficiencies.**
- **Maintain current Reserve level.**

Key Budget Assumptions - Revenue



Customer Fares:

- Maintain customer fares at current levels.

Federal Funding:

- Maintain current Preventative Maintenance Funding Level.

State Funding:

- Continue to maximize State Operating Assistance.

Advertising Revenue:

- Continue to maximize Advertising Revenue.

Other Revenues:

- Maximize anticipated Compressed Natural Gas Rebates and Royalties.
- Identify additional investment opportunities to maximize Interest Income.

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.
- Continue increase in trip volume for Paratransit activity

Fuel Programs:

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



FY2020 Operating Budget – Overview



	FY2020 Budget (Preliminary)	FY2019 Budget
Operating Revenue	\$148,428,548	\$142,371,411
Operating Expenses	\$148,428,548	\$142,371,411
Operating Income (Deficit)	<u>\$0</u>	<u>\$0</u>

FY2020 Operating Budget – Revenue



Operating Revenue	FY2020 Budget (Preliminary)	FY2019 Budget
Customer Fares	\$24,827,028	\$24,826,294
Contract Services	\$7,284,799	\$6,468,233
Advertising	\$2,629,992	\$2,230,000
Interest & Other Income	\$1,476,000	\$1,382,660
Federal Revenue	\$19,472,406	\$19,323,455
State Revenue	\$12,863,359	\$13,020,037
Local Revenue	\$8,452,850	\$9,305,052
Local Revenue Funding Partner	\$71,422,114	\$59,216,859
Utilization of Reserves	\$0	\$6,598,821
Total Revenue	<u>\$148,428,548</u>	<u>\$142,371,411</u>

FY2020 Operating Budget – Expense



Operating Expense	FY2020 Budget (Preliminary)	FY2019 Budget
Salaries, Wages & Fringe	\$82,647,757	\$78,814,862
Other Services	\$11,260,833	\$11,749,111
Fuel	\$12,309,582	\$11,805,560
Materials & Supplies	\$7,915,273	\$7,849,819
Utilities	\$1,574,198	\$1,611,880
Casualty & Liability	\$2,359,684	\$2,224,751
Taxes & Tags	\$595,948	\$470,166
Purchased Transportation	\$28,210,992	\$26,155,955
Leases & Miscellaneous	\$1,519,521	\$1,629,544
Interest Expense	\$34,760	\$59,763
Total Expense	\$148,428,548	\$142,371,411

FY2020 Local Funding (Preliminary)



Local Funding	FY2020 Budget (Preliminary)	FY2019 Budget
Operating:		
Orange County	\$53,758,012	\$44,741,822
Osceola County	\$9,196,097	\$7,380,518
Seminole County	\$8,468,010	\$7,396,179
City of Orlando	\$4,003,006	\$4,213,969
City of Orlando - Lymmo	\$2,393,404	\$2,459,071
	<u>\$77,818,529</u>	<u>\$66,191,559</u>
FDOT aka SunRail Feeder Service	\$1,507,449	\$1,507,449
Altamonte Springs	\$120,900	\$120,900
City of Sanford	\$93,000	\$93,000
Lake County	\$248,856	\$273,912
Reedy Creek	\$335,090	\$335,090
	<u>\$2,305,295</u>	<u>\$2,330,351</u>
Total Operating Fund	<u><u>\$80,123,824</u></u>	<u><u>\$68,521,910</u></u>
Capital Contributions:		
Orange County	\$1,806,724	\$1,779,414
Osceola County	\$253,172	\$246,024
Seminole County	\$218,352	\$218,764
	<u>\$2,278,248</u>	<u>\$2,244,202</u>
Total Local Funding	<u><u>\$82,402,072</u></u>	<u><u>\$70,766,112</u></u>

Budget Calendar



FY2020 Key Budget Assumptions Presentation to Finance & Audit Committee	February 15
FY2020 Key Budget Assumptions Presentation to Oversight Committee	February 28
FY2020 Preliminary Operating Budget Presentation to Finance & Audit Committee	March 28
FY2020 Preliminary Operating Budget Presentation to Oversight Committee	April 4
Budget Presentation Osceola & Orange Counties	June/July
Budget Presentation Seminole County	August
FY2020 Proposed Operating Budget Presentation to Finance & Audit Committee	September 12
Final Oversight Committee and Board Action	September 26
FY2020 Commences	October 1



LYNX Board Agenda

Information Item A: Notification of Settlement Agreement Pursuant to Administrative Rule 6

To: LYNX Board of Directors

From: MELANIE STANISIC
Deputy Director Of Risk Mgmt
Esther Mitchell
(Technical Contact)

Phone: 407.841.2279 ext: 6167 /Phone

Item Name: Information Item
Notification of Settlement Agreement Pursuant to Administrative Rule 6

Date: 4/25/2019

LYNX General Liability Settlements March 22, 2019 through April 2, 2019:

Claimant	Date of Incident	Short Description	Settlement Amount	Date Paid
Rebecca Spillios	11/05/2018	Bus struck MV	\$281.82	03/22/2019
Toney Morejon	2/13/2019	Bus struck MV	\$12,718.25	03/22/2019
Marcus Nieves	12/17/2013	Bus struck MV	\$5,000.00	03/22/2019
Summer Wilburn	1/3/2019	Bus struck MV	\$428.80	03/22/2019
Rachel Morton	2/18/2019	Bus struck MV	\$1,215.03	03/22/2019
Danielle Howard	9/12/2018	Bus struck MV	\$1,800.00	03/26/2019
Doris Hayes	1/26/2014	Bus struck MV	\$11,875.00	03/26/2019
Benecia Doirin	8/31/2017	Bus struck MV	\$2,800.00	04/02/2019
Antoinette Forrest	2/6/2015	Bus struck MV	\$30,000.00	04/02/2019
Donald Owens	5/11/2018	Bus struck MV	\$1,126.58	04/02/2019
Richard Snyder	10/17/2018	Bus struck MV	\$1,193.23	04/02/2019
Jose Rivera	2/25/2019	Bus struck MV	\$973.22	04/02/2019
Jorge Martinez	2/24/2014	Bus struck MV	\$30,000.00	04/02/2019
Thomas Trowbridge	12/19/2017	Bus struck MV	\$25,000.00	04/02/2019

LYNX Board Agenda

Information Item B: Notification of a Sole Source Agreement with Integrated Business Group for Microsoft Great Plains Dynamics for the Financial and Reporting System.

To: LYNX Board of Directors

From: William Slot
Chief Innovation Sustain Off
Craig Bayard
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Information Item
Notification of a Sole Source Agreement with Integrated Business Group for Microsoft Great Plains Dynamics for the Financial and Reporting System.

Date: 4/25/2019

ACTION REQUESTED:

Staff is notifying the Board of Directors of sole source procurement with Integrated Business Group (IBG) for Microsoft Great Plains Dynamics software maintenance and support for the financial and reporting system.

BACKGROUND:

LYNX uses Microsoft Great Plains Dynamics for the financial and reporting system. This software includes Smart List Builder, Workplace, Mekorma MICR check printing and eOne Extender module. Microsoft requires that software maintenance and support for Great Plains Dynamics is purchased through the world wide reseller on file. In February 2015, LYNX changed its Microsoft Dynamics World Wide Reseller to Integrated Business Group, Inc. Integrated Business Group, Inc., has a proven track record with LYNX bringing the right solutions for financial systems geared towards transit. IBG provides services to a wide range of clients but specifically to other government agencies such as HART, Toho Water and Jaxport. These agencies and IBG's over 30 years of GP experience makes IBG uniquely qualified to serve LYNX.

FISCAL IMPACT:

LYNX staff included \$37,906 in the FY2019 Adopted Operating Budget for Microsoft Great Plains Dynamics software maintenance and support for the financial and reporting system.

LYNX Board Agenda

Information Item C: Notification of a Sole Source Agreement with Pride Enterprises for an April Service Change Printing.

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6064

Item Name: **Information Item**
Notification of a Sole Source Agreement with Pride Enterprises for an April Service Change Printing.

Date: 4/25/2019

ACTION REQUESTED:

Staff is notifying the Board of Directors' of a Sole Source Agreement with Pride Enterprises for an April Service Change Printing.

BACKGROUND:

Pride Enterprises has printed LYNX Collateral for more than a decade. Currently they print for marketing schedule books, schedule brochures, kiosk and system maps each service change. They do good work at an affordable price based on their operations. They train federal inmates in the field of printing and transitioning them into the job market upon completion of their sentences. This job-centered approach lowers the number of repeat offenders and reduces criminal justice costs for all citizen. Customers invest in Florida when they purchase pride products and services by starting the training to job cycle. Pride is not run for profit; instead they combine enterprise with social mission to create positive impact on communities, people and customers.

Each service change we print \$30,000-35,000 worth of material. The April 2019 service change will cost \$29,579.87.

FISCAL IMPACT:

LYNX staff included \$122,200 in the FY2019 Adopted Operating Budget for Printing Services.

LYNX Board Agenda

Information Item D: Notification of a Sole Source Agreement with Time Management Systems for a Time Keeping and Tracking Payroll System for the Maintenance and Bus Operator Staff.

To: LYNX Board of Directors

From: William Slot
Chief Innovation Sustain Off
Craig Bayard
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Information Item
Notification of a Sole Source Agreement with Time Management Systems for a Time Keeping and Tracking Payroll System for the Maintenance and Bus Operator Staff.

Date: 4/25/2019

ACTION REQUESTED:

Staff is notifying the Board of Directors of a sole source procurement with Time Management Systems (TMS), for the maintenance and support of software and time clocks used for time keeping for maintenance and bus operator staff.

BACKGROUND:

Time Management Systems (TMS) is the manufacture of the software and time clock system used for time keeping and tracking payroll for the maintenance and bus operator staff. TMS does not have 3rd party vendors to provide maintenance and customer support services to LYNX.

FISCAL IMPACT:

LYNX staff included \$5,561 in the FY2019 Adopted Operating Budget for annual maintenance.

LYNX Oversight Committee Agenda

Other Business Item #10.A

To: LYNX Oversight Committee

From: William Slot
Chief Innovation Sustain Off
Rose Hernandez
(Technical Contact)

Phone: Department Head Phone Number

Item Name: Review of LYNX Board of Directors Agenda for April 25, 2019

Date: 4/25/2019

LYNX staff will review the agenda for the LYNX Board of Directors meeting for April 25, 2019.

LYNX Board Agenda

Monthly Report A: Communications Report

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report - March 2019

Date: 4/25/2019

LYNX COMMUNITY EVENTS AND OUTREACH

	Event Name	Information	Total ID's
March	8 Wellness Expo Barnett Park	Information	
	12 Ocoee HS Tour	ID and Tour	13
	26 Ocoee HS Tour	ID and Tour	17
	28 VA Domicile Program	ID and Info	14
	30 Winter Springs Transition Fair	ID and Info	

LYNX PRESS RELEASES | MEDIA NOTES: MARCH 2019

Mar 1 18th Annual Public Service Bus Contest Winners

LYNX ard Agenda

LYNX NEWS ARTICLES: MARCH 2019

- Mar 1 [Report: Lynx CEO steps down](#)
Orlando Business Journal
... Lynx served more than 26 million bus riders throughout Central Florida. ... buses from Lynx, known as the Central Florida Regional Transit Authority.
- Mar 1 [Lynx CEO Edward Johnson resigns amid turmoil at the public busing agency](#)
Orlando Sentinel
Demings and Orlando Mayor Buddy Dyer have suggested repeatedly in recent months that they are pursuing a revamping and increase of Lynx's ...
- Mar 2 [Johnson Resigns After Budget Concerns](#)
Orlando Political Observer
Orange County Mayor Jerry Demings is working on increasing the county's funding for Lynx, and Orlando Mayor Buddy Dyer wants to work to finally ...
- Mar 2 [Lynx CEO Resigns](#)
WMFE
... a strained budget and pressure on the bus service to better meet Central Florida's public transportation needs. The Lynx board of directors accepted ...
- Mar. 6 [Lynx CEO departure just a symptom of what ails this region | Editorial](#)
Orlando Sentinel
Edward Johnson never really had a chance. It's as if the now-departed CEO of the regional bus system was handed the parts for a bi-plane and ...
- Mar 8 [Florida editorial roundup](#)
Hilton Head Island Packet
Lynx has 300 buses. Johnson told Sentinel columnist Scott Maxwell in 2017 he could fill twice that number with riders, if only he had the resources.
- Mar 10 [Central Florida 100: Legislature, Lions and Lynx](#)
Orlando Sentinel
Mayor Demings and Mayor Dyer are working to address the lack of dedicated funds, but buses and cars alone will never solve what ails us. Too many ...

LYNX Board Agenda

SOCIAL MEDIA: MARCH 2019

- Mar. 1 Service detour for the Best Damn Race Orlando.
Service detour for Orlando City Soccer game.
- Mar. 2 Service detour reminder for Orlando City Soccer game.
Orlando City Soccer home opener. Ride LYMMO to the game.
- Mar. 3 Explore Orlando via LYMMO.
- Mar. 4 OBJ roundtable.
Response to question about a location in downtown Orlando.
Response to question about trip planning.
- Mar. 5 Public Service Bus.
- Mar. 6 Fresh Stop Bus.
Response to question about the Fresh Stop Bus.
- Mar. 7 Daylight saving time.
Response to question about the Fresh Stop Bus.
Service alert: bus stop relocation on John Young Parkway.
Service alert: New bus stop north of Lake Nona Boulevard.
Response to question about the Fresh Stop Bus.
Response to request for more service in Osceola and Orange County.
Response to complaint about service.
- Mar. 8 Response to complaint about trash at a bus stop.
For your safety, please do not chase the bus.
Upcoming service detours.
- Mar. 9 Daylight saving time.
- Mar. 10 We can help get you where you need to go today.
- Mar. 11 Public Service Bus.
Public workshop/hearings for April service proposal.
Response to complaint about service.
Response to complaint about a bus stop.
- Mar. 12 Response to feedback about Link 416 and 427.
Public workshop/hearings for April service proposal.
Response to question about service in the Narcoossee Road area.
- Mar. 13 Public workshop/hearings for April service proposal.
- Mar. 14 Public workshop/hearings for April service proposal.
Response to comment about Link 50.
Upcoming service detours.
- Mar. 15 We've got you covered at LYNX Central Station.
Response to comment about Link 434.
Service alert: Orlando City Soccer game.
Service alert: Bus bay changes at Sand Lake SunRail station.
- Mar. 16 LYNX ID service will be open today.
Service alert: Orlando City Soccer game.
Ride LYMMO to the game.
- Mar. 17 Happy St. Patrick's Day!
- Mar. 18 Service alert reminder: Bus bay changes at Sand Lake SunRail station.

LYNX Board Agenda

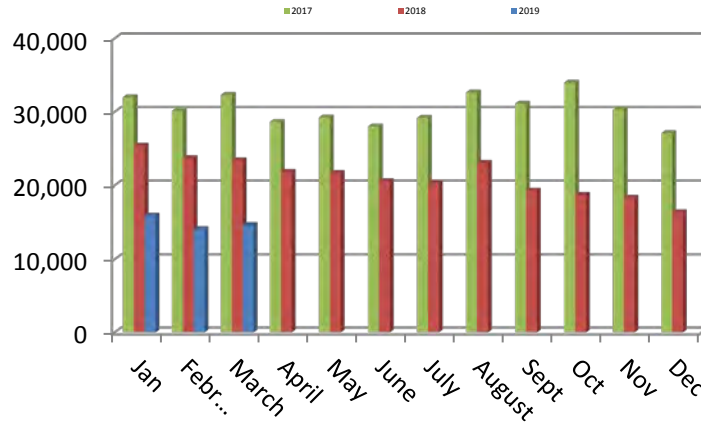
- Transit Driver Appreciation Day.
Public Service Bus.
- Mar. 19 Sometimes even we need a lift.
Response to comment about Link 416.
- Mar. 20 First Day of Spring.
Response to concern about service.
LYNX 2nd annual co-ed softball tournament.
- Mar. 21 A big warm hello from the Meadow Woods SunRail Station.
- Mar. 22 Nothing but clear blue skies to start your Friday.
- Mar. 23 Hello from Gatorland. Link 108 can take you there.
- Mar. 24 LYNX See & Say app.
- Mar. 25 Monday motivation.
Response to complaint about Link 37.
- Mar. 26 Name that stop.
Public Service Bus winners.
Name that stop answer: Disney Springs
- Mar. 27 Due to heavy rain, please allow extra travel time for your commute.
- Mar. 28 Throwback Thursday.
- Mar. 29 Service detour for the Orlando Soccer game.
- Mar. 30 Wherever your destination takes you, get there with LYNX.
- Mar. 31 Service detour for the Orlando Soccer game.
Ride LYMMO to the game.

SOCIAL MEDIA USAGE	MARCH 2019
Facebook Likes	5,574
Facebook – Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)	32,864
Twitter Followers	5,684
WEBSITE USAGE	
Total Page Views	604,404
Total User Visits	93,877

LYNX Board Agenda

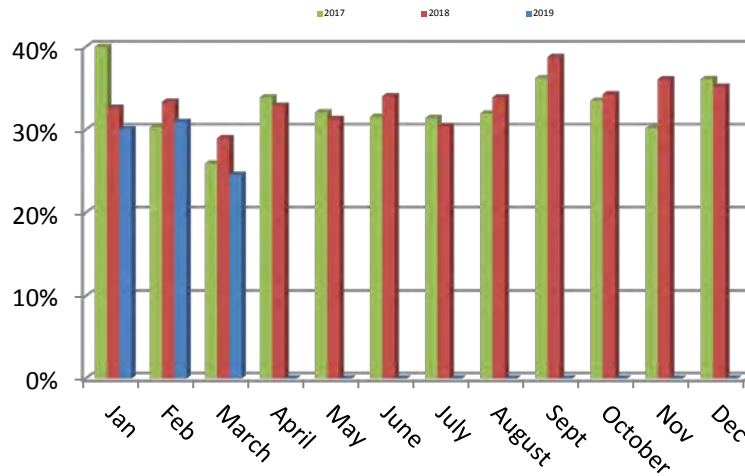
CUSTOMER SERVICE

Fixed Route Calls



	2017	2018	2019
March	32,298	23,403	14,686

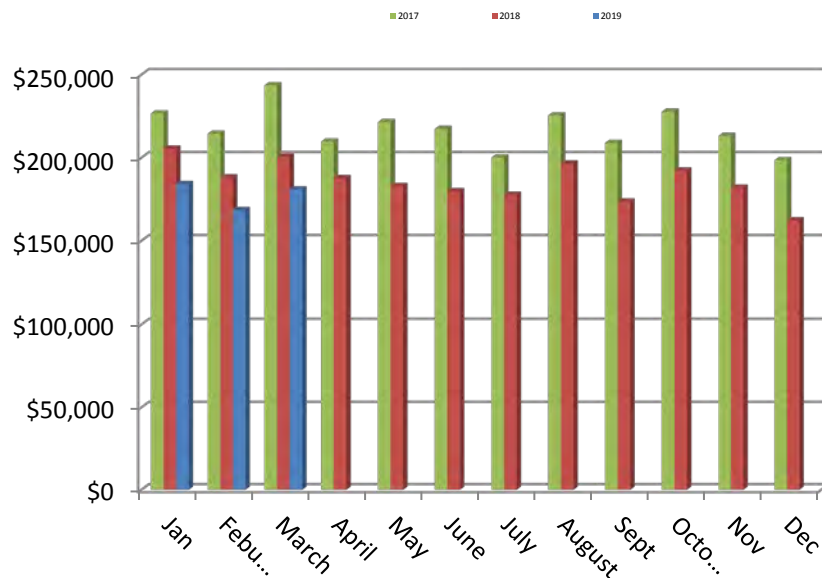
Lost & Found Percentage of Recovered



	2017	2018	2019
March	25.92%	28.98%	24.57%

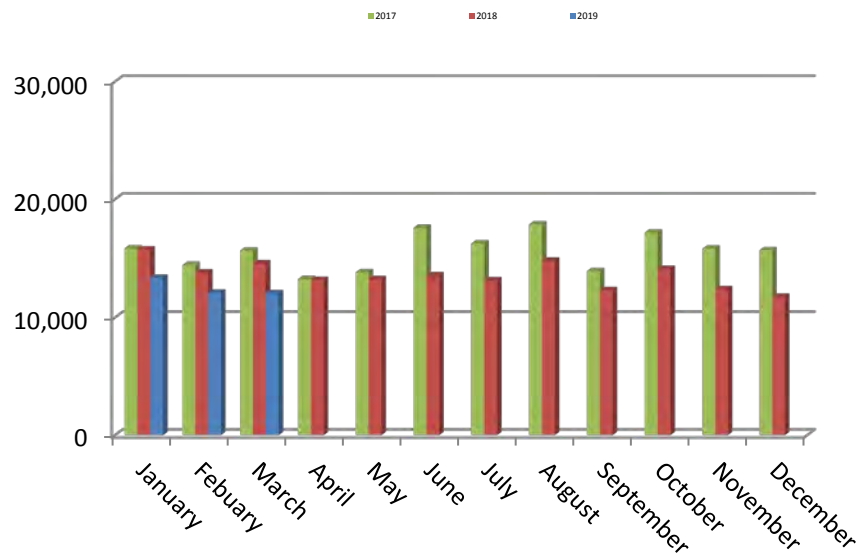
LYNX Board Agenda

Fare Media Sales at LCS



	2017	2018	2019
March	\$243,543	\$200,654	\$180,893

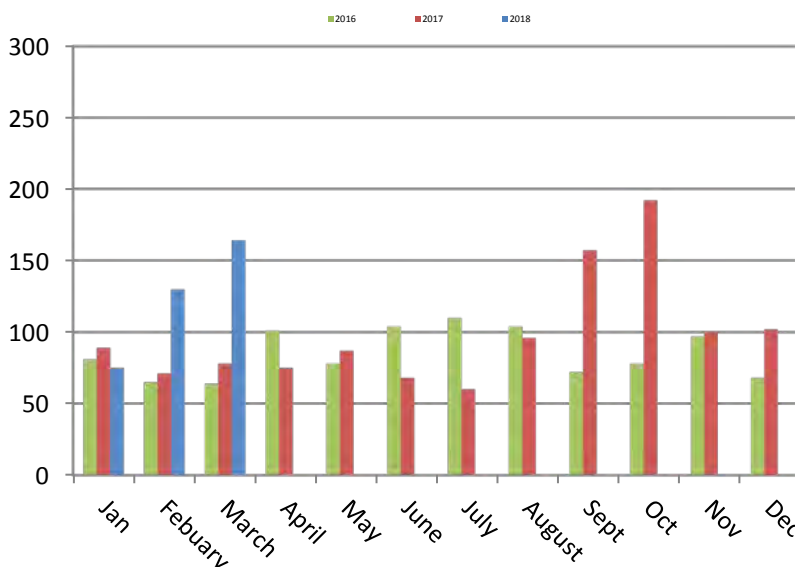
Customers Served at LCS



	2017	2018	2019
March	15,628	14,550	12,049

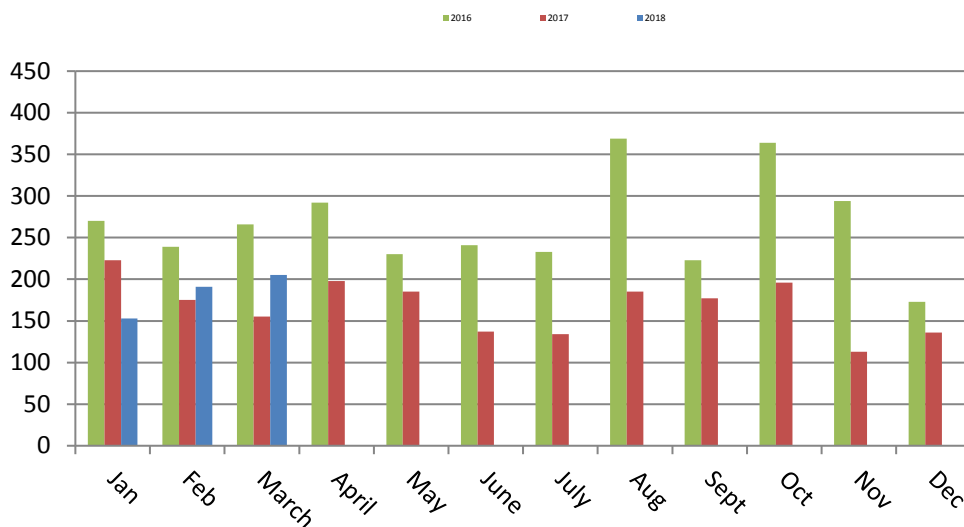
LYNX Board Agenda

Mobility Services Concerns



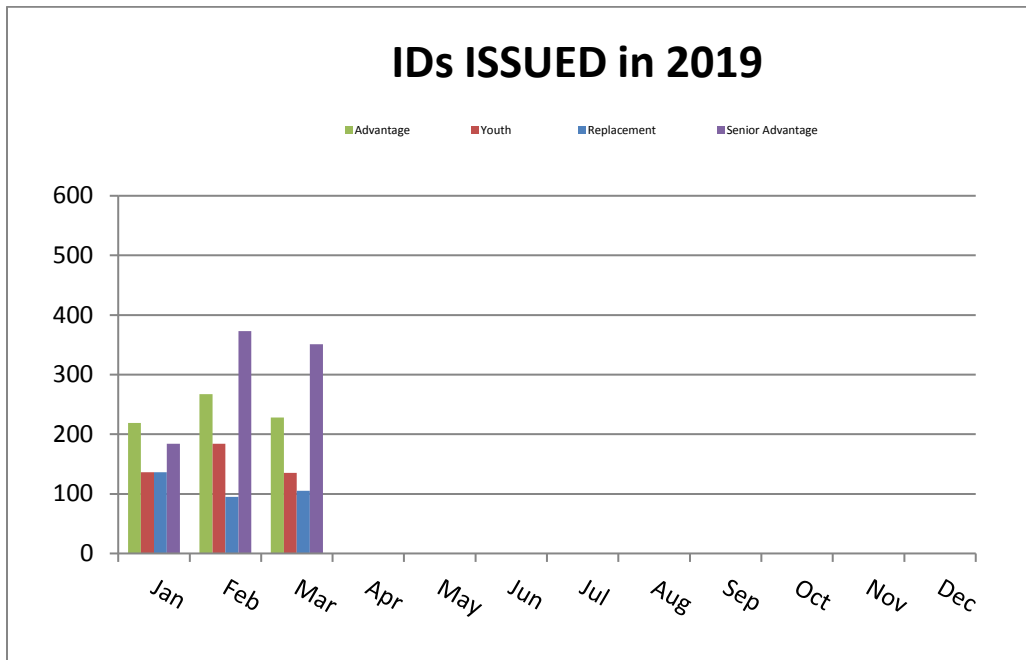
	2017	2018	2019
March	64	78	164

LYNX/Fixed Route Concerns

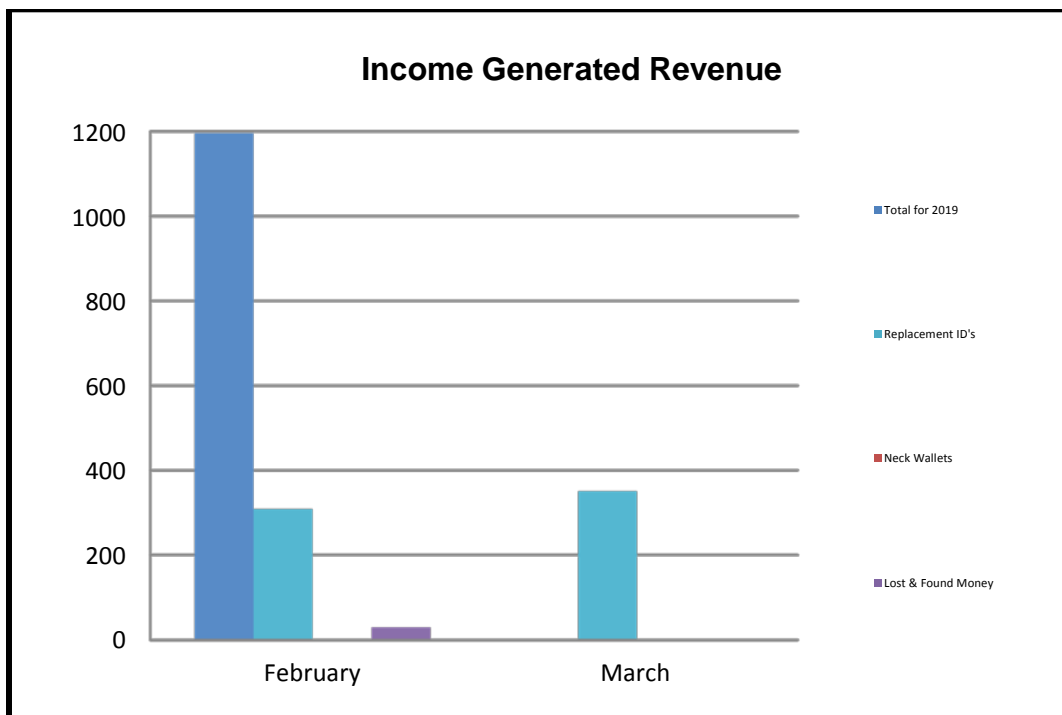


	2017	2018	2019
March	266	155	205

LYNX Board Agenda



	2017	2018	2019
March	929	733	819



	ID Replacements	Lost and Found	Item Sales
February	\$309	\$30	\$0
March	\$351	\$2	\$0

LYNX Board Agenda

COMMUTER VANPOOL PROGRAM

VANPOOLS	MARCH 2019
Vanpool Participants	784
Total Revenue Miles	148,265
New Vanpool	7
Returned Vanpools	1
Current Vans at Service	183
Pending Interests	Northrop Grummen, Toltec Construction
Events	n/a

ADVERTISING SALES

ADVERTISING SALES REVENUE	FEBRUARY 2019	MARCH 2019	FY19 TOTAL
Sales Revenue	\$564,673.06	\$500,619.16	\$3,049,450.32

LYNX Board Agenda

Monthly Report B: Planning and Development Report

To: LYNX Board of Directors

From: Tomika Monterville
Director Of Plan & Develop
Myles Okeefe
(Technical Contact)
Bruce Detweiler
(Technical Contact)
Alena Dvornikova
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Planning and Development Report

Date: 4/25/2019

STRATEGIC PLANNING

STATE ROAD 436 (SR-436) CORRIDOR STUDY

Staff is completing final edits/review of the technical reports supporting the SR-436 Corridor Study. The study and project will be closed out in early summer

SR 50 BRT STATION AREA ANALYSIS

LYNX held a public meeting on the SR-50 BRT Station Area Concepts in LYNX Central Station (LCS) in early March. Stakeholders were able to view concepts and ideas for proposed locations of BRT Stations along the corridor and provide comments and feedback on the project.

LYNX FORWARD

In late March, Chief Executive Officer (CEO), Jim Harrison and Chief Administrative Officer (CAO), Tiffany Homler-Hawkins, presented phased implementation concepts of LYNX Forward to Orange County Mayor, Jerry L. Demings. The purpose of the meeting was to provide cost and service details to support the County's efforts to seek dedicated transportation funding in calendar year 2020.

NATIONAL TRANSIT DATABASE

LYNX successfully submitted all final responses and corrections to the Federal Transit Administration's National Transit Database (NTDP Report. LYNX anticipates a successful close-out of our NTD Report by the FTA in late summer.

LYNX Board Agenda

SERVICE PLANNING

APRIL 28, 2019 SERVICE CHANGE

The Service Planning staff is finalizing preparations for the April 28, 2019 service change. Route changes are planned for Links 155, 407 and NeighborLink 613; system-wide minor schedule adjustments will occur; and new bus stops will be added on LYMMO Lime Line and FastLink 441.

MONTHLY PERFORMANCE REPORTS

Commencing in April the Service Planning and Marketing staff will begin monthly publishing of the LYNX Performance Reports on www.golynx.com. The initial Performance Reports will include all of FY 2019 from October to February 2019.

LYNX BUS TRACKER APP

In the LYNX Bus Tracker all four LYMMO routes have been moved to the top of the “Routes” list. The LYMMO routes are also shown in their corresponding colors and official route names.

GIS

LYNX welcomed a new GIS Analyst/Database Administrator, Melissa Johnson. Ms. Johnson joined LYNX by way of the National Oceanic and Atmospheric Administration (NOAA) at the Auke Bay Laboratory in Juneau, Alaska. Having had education in oceanography with a focus on geology and fisheries, Melissa used GIS to visually represent and track salmon population data collected in southeast Alaska inlets, as well as the Gulf of Alaska. Melissa moved to the greater Orlando area in the fall of 2018. Melissa is now happy to start her new career as a GIS Analyst with LYNX in the Planning and Development Department.

ENGINEERING AND CONSTRUCTION

No Updates.

LYNX Board Agenda

Monthly Report C: Ridership Report

To: LYNX Board of Directors

From: Tomika Monterville
Director Of Plan & Develop
Tomika Monterville
(Technical Contact)
Bruce Detweiler
(Technical Contact)
Clifford Satter
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Ridership Report for February 2019

Date: 4/25/2019

The attached monthly Performance Report includes February Year-To-Date figures for ridership and other performance indicators. Total ridership for February 2019 was 1,962,222. This is a 4.4% decrease from February 2018. On-Time Performance for Fiscal Year-To-Date 2019 is 68.9%.

- LYNX overall ridership decreased by 89K, or 4.4%, compared to February 2018. Year-to-date ridership for FY-19 (10,403,314) decreased 3.6% compared to FY-18 (10,794,714)
- LYMMO ridership decreased by 2K, or 5.6%, compared to February 2018. Year-to-date ridership for FY-19 (434,908) decreased 4.8% compared to FY-18 (456,705).
- Fixed Route ridership decreased by 106K, or 5.6%, compared to February 2018. Year-to-date ridership for FY-19 (9,410,630) decreased by 4.5% compared to FY-18 (9,858,364).
- NeighborLink ridership increased by 4K or 41.7% compared to February 2018. Year-to-date ridership for FY-19 (62,247) increased 28.6% compared to FY-18 (48,417).
- ACCESS LYNX ridership increased by 8K, or 15.5%, compared to February 2018. Year-to-date ridership for FY-19 (309,202) increased by 17.6% compared to FY-18 (262,969).
- Vanpool ridership increased 7K, or 29.3%, compared to February 2018. Year-to-date ridership for FY-19 (160,192) increased by 6.1% compared to FY-18 (151,050)
- There were no special events ridership to report for February 2019.



February 2019 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Feb-18	Feb-19	% Δ	YTD-18	YTD-19	% Δ
LYMMO	82,140	80,191	-2.4%	456,705	434,908	-4.8%
Fixed Route	1,883,937	1,777,705	-5.6%	9,858,364	9,410,630	-4.5%
NeighborLink	8,696	12,320	41.7%	48,417	62,247	28.6%
ACCESS LYNX	52,670	60,822	15.5%	262,969	309,202	17.6%
Vanpool	24,123	31,184	29.3%	151,050	160,192	6.1%
Special Events	0	0	-	17,209	26,135	51.9%
SYSTEM TOTAL	2,051,566	1,962,222	-4.4%	10,794,714	10,403,314	-3.6%

February 2018:	20 Weekdays	4 Saturdays	4 Sundays
February 2019:	20 Weekdays	4 Saturdays	4 Sundays

LYNX ridership decreased by 89K, or 4.4%, compared to February 2018. System-wide average weekday riders decreased by 3.6% year-to-date.

LYMMO ridership decreased by 2K, or 5.6%, compared to February 2018. Average weekday ridership for LYMMO was up 1.6% in February 2019. Ridership is down, which is following a general nationwide trend.

Fixed Route ridership decreased by 106K, or 5.6%, compared to February 2018. Average daily ridership decreased by 9.8% compared to the same time period last year. Nationwide bus ridership has been the largest decrease among transit modes, according to APTA.

NeighborLink ridership increased by nearly 4K, or 41.7%, compared to February 2018.

ACCESS LYNX ridership increased by 8K, or 15.5% when compared to February 2018.

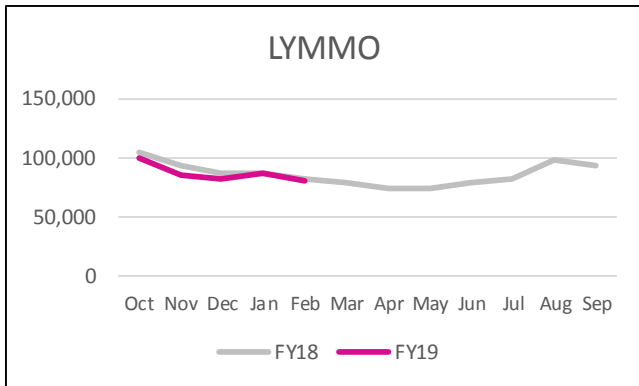
Vanpool totals have increased by about 7K when compared to February 2018. That is a 29.3% increase.

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Feb-18	Feb-19	% Δ	Feb-18	Feb-19	% Δ	Feb-18	Feb-19	% Δ
LYMMO	3,298	3,352	1.6%	1,891	1,769	-6.5%	2,156	1,519	-29.5%
Fixed Route	80,624	72,760	-9.8%	39,957	49,070	22.8%	39,957	31,383	-21.5%
NeighborLink	355	548	54.4%	214	342	59.8%	-	-	-
ACCESS LYNX	2,238	2,596	16.0%	1,232	1,372	11.4%	744	855	14.9%
Vanpool	1,134	1,472	29.8%	182	236	29.7%	174	187	7.5%
SYSTEM TOTAL	87,649	80,728	-7.9%						

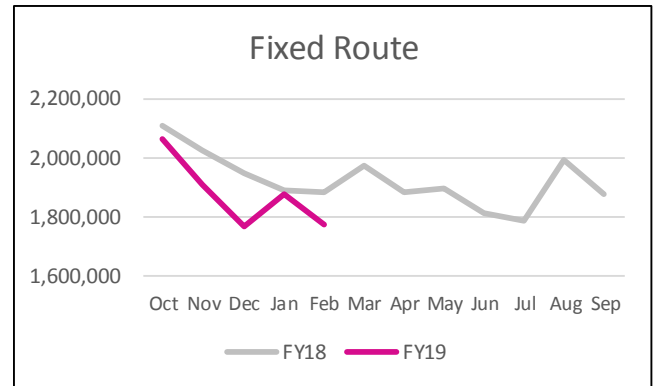


February 2019 Service Performance Report

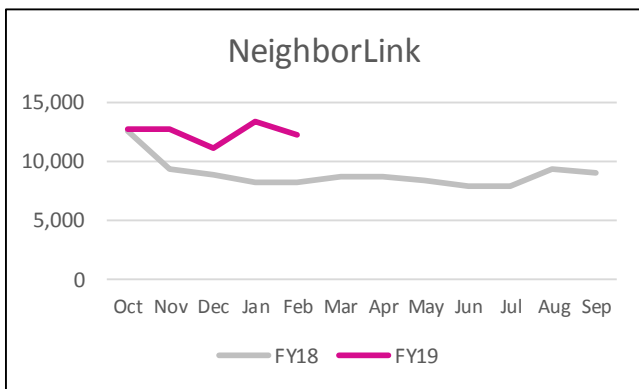
MONTHLY RIDERSHIP TRENDS BY MODE



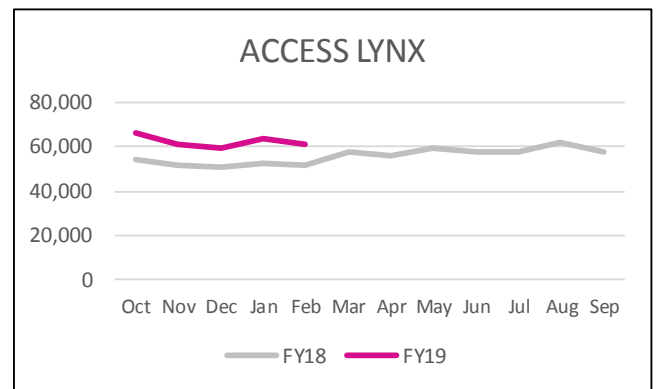
LYMMO ridership decreased by 4.4% compared to the same time last year. Average weekday riders increased by 1.6%.



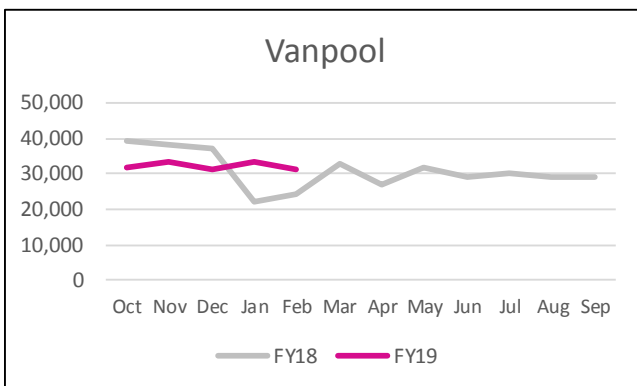
Fixed route ridership decreased 5.6% compared to February 2018. Average weekday riders decreased by 9.8%.



NeighborLink ridership increased by 41.7% when compared to February 2018. Average weekday ridership was up by 54.4%.



ACCESS LYNX ridership increased 15.5% compared to this time last year. The average daily riders increased by 16%.



Vanpool ridership increased by nearly 30%. Average weekday riders also experienced an increase of nearly 30%.



February 2019 Service Performance Report

FY19 Monthly Modal Performance Data Sheet - February 2019

<div> <div>Month End Reporting</div> <div>Ridership</div> <div>Passengers per Trip</div> <div>On-Time Performance</div> <div>Farebox Recovery</div> <div>National Transit Database Reportable Accidents</div> <div>Complaints per 100,000 Miles</div> <div>Total Trips Scheduled</div> <div>Percentage of Scheduled Trips Operated</div> <div>Fleet Availability</div> <div>Preventative Maintenance Inspection Completed on Time</div> </div>										
LYMMO										
Oct	105,656	11	74%	Not Applicable	0	0.03	10,278	99%	16	82%
Nov	93,747	10	73%		0	0.03	9,901	99%	16	60%
Dec	87,666	9	69%		0	0.05	9,971	99%	16	91%
Jan	87,496	9	67%		0	0.04	9,924	99%	16	89%
Feb	87,216	10	56%		0	0.04	8,848	99%	15	99%
Mar										
Apr										
May										
Jun										
Jul										
Aug										
Sep										
YTD	461,781	10	67.8%		0	0.04	48,922	99%	16	84%
Fixed Route										
Oct	2,109,632	23	68%	32%	7	0.03	89,989	99%	289	82%
Nov	2,023,844	23	69%	21%	3	0.03	86,757	99%	291	60%
Dec	1,947,343	22	69%	19%	4	0.05	87,840	99%	288	91%
Jan	1,893,608	21	70%	19%	3	0.04	90,432	99%	290	89%
Feb	1,877,747	23	69%	19%	6	0.04	82,808	99%	289	99%
Mar										
Apr										
May										
Jun										
Jul										
Aug										
Sep										
YTD	9,852,174	23	68.9%	22%	23	0.04	437,826	99%	289	84%



February 2019 Service Performance Report

FY19 Monthly Modal Performance Data Sheet - February 2019

	Month End Reporting	Ridership	On-Time Performance	Collected Fares	NTD Reportable Incident	Complaints per 100,000 Miles	Fleet Availability	Preventable Maintenance Inspection Completed On-Time
NeighborLink								
Oct	12,667	100%	100%	1	11.0	85%	95%	
Nov	12,681	100%	100%	0	6.9	86%	96%	
Dec	11,176	100%	100%	0	9.2	83%	97%	
Jan	13,403	100%	100%	0	2.8	84%	95%	
Feb	12,320	100%	100%	0	9.3	84%	96%	
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
YTD	62,247	100%	100%	1	39.2	85%	96%	
ACCESS LYNX								
Oct	66,227	90.55%	99.57%	0	10.8	96%	95%	
Nov	61,404	89.93%	99.63%	1	8.7	95%	96%	
Dec	59,049	90.97%	99.68%	2	9.5	96%	97%	
Jan	63,239	93.26%	99.67%	0	5.4	95%	95%	
Feb	60,822	92.41%	99.50%	1	7.5	96%	96%	
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
YTD	310,741	91.42%	99.61%	4	41.9	95%	96%	



February 2019 Service Performance Report

Definitions of Metrics Used on the Monthly Performance Data Sheets

Ridership – The number of trips taken by people using a public transportation system in a given time period.

Passengers per Trip – The average number of passengers who ride on a revenue trip.

On-Time Performance – Refers to the level of success of the service operating according to the published schedule (LYNX defines a bus as on-time if it falls within 0 minutes early to five (5) minutes late of the published schedule).

Farebox Recovery – The percent of a trip's operating costs recovered through passenger fares.

National Transit Database (NTD) Reportable Accidents – A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility or rail yard, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding \$25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons

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Complaints per 100,000 Miles – Total number of complaints received based off of every 100,000 vehicle miles.

Total Trips Scheduled – Number of vehicle revenue trips scheduled to operate for the month.

Percentage of Scheduled Trips Operated – Percentage of the total of the revenue trips that were actually operated for the month compared to the number that were scheduled to operate.

Fleet Availability – Shows the extent to which the bus vehicle fleet is available for revenue-earning work.

Preventative Maintenance Completed On Time – Percentage of the total number of scheduled preventive maintenance inspections that were completed on time.

Collected Fares – Percentage of fares collected from passengers to use the service.

LYNX Board Agenda

Executive Session Item #13.A

To: LYNX Board of Directors

From: Jim Harrison
CEO
Desna Hunte
(Technical Contact)

Phone: Department Head Phone Number

Item Name: Executive Session to Discuss Pending Litigation

Date: 4/25/2019

ACTION REQUESTED:

Executive Session of the Central Florida Regional Transportation Authority d/b/a LYNX (the “Authority”) to discuss pending litigation currently pending in the Circuit Court of the Ninth Judicial Circuit.