



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

1. Call to Order

2. Committee Minutes



Finance Committee Minutes - March 6, 2018

Pg 3

3. Public Comments

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

4. Chief Financial Officer Report

5. Committee Agenda Items



- A.  Authorization to Amend LYNX' Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO) Program Policies and update the Title VI complaint documentation procedure Pg 7
-Attachments   
- B.  Authorization to Update the Family Medical Leave Act (FMLA) Policy to Comply with Provisions Under the Family Medical Leave Act of the Department of Labor, Wage and Hour Division. Pg 12
-Attachments  
- C.  Authorization to Approve a Lactation Accommodation Policy to Comply with Provisions Under the Pregnancy Discrimination Act. Pg 25
-Attachments 
- D.  Authorization to Approve the Updated LYNX Information Security Policy Pg 28
-Attachments 
- E.  Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) FY18 Competitive Funding Opportunity Section 5339 Low or No Emission Grant Program for Downtown Electric Buses and Charging Equipment Pg 34

- F.  Authorization to Submit a Grant Application to the U.S. Department of Transportation (USDOT) FY18 Competitive Funding Opportunity, Better Utilizing Investments to Leverage Development (BUILD) Program, for Southern Operations Facility Project Pg 37
-Attachments 
- G.  Authorization to Submit FY2018/2019 Service Development Grant Proposals to the Florida Department of Transportation (FDOT) and the Authority to Execute a Joint Participation Agreement (JPA) Upon Notification of Funding For Route Expansion/Enhancements and/or Technology Enhancements Pg 62
-Attachments 
- H.  Authorization to Adopt a System Safety Program Plan (SSPP) That Complies with or Exceeds the Established Safety Standards Set Forth by Chapter 14-90 by the Florida Administrative Code. Pg 67

6. Committee Discussion Items

- A.  FY2018 2nd Quarter Financial Report - October 2017 to March 2018 Pg 69
-Attachments    
- B.  FY2019 Operating Budget (Preliminary) Pg 74
-Attachments 
- C.  Update on LYNX Forward Pg 86
-Attachments 

7. Committee Action Items

- A.  Recommendation to Amend the FY2018 Operating and Capital Budgets Pg 103
- B.  Authorization to Exercise First Option Year of Contract 15-C12 with Cherry Bekaert LLP for Auditing Services Pg 108

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
Finance and Audit Committee Meeting Minutes

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

DATE: March 6, 2018

TIME: 9:30 a.m.

Members in Attendance:
Edward Bass, Seminole County
Kurt Petersen, Orange County
Amanda Clavijo, Osceola County
Michelle McCrimmon, City of Orlando
Libertad Acosta-Anderson, FDOT, 5th
District

Staff in Attendance:
Edward Johnson, Chief Executive Officer
Bert Francis, Chief Financial Officer
Tiffany Homler, Chief Administrative Officer
Thomas Stringer, Chief Operations Officer
Leonard Antmann, Director of Finance
Kim Forbragd, Manager of Financial
Planning & Budgets

Members Absent: None

1. Call to Order

Acting Chair Bass called the meeting to order at 9:29 a.m.

2. Approval of Minutes

Acting Chair Bass requested a motion for approval of the Finance & Audit Committee minutes from the December 6, 2017, Finance & Audit Committee meeting, whereupon a motion was duly made by Michelle McCrimmon, seconded by Amanda Clavijo and unanimously adopted. The minutes were approved as presented.

3. Public Comments

No members of the public were present to speak.

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

Acting Chair Bass recognized Bert Francis, LYNX Chief Financial Officer. Mr. Francis stated that this was a lengthy agenda dealing with three different fiscal years. To make the meeting flow better, we would like to move the agenda around if that is ok with the committee. We would like to start with Committee Action Item 6.A.

5. Committee Discussion Items

A. Update on LYNX FY2018 Reserve Analysis

Acting Chair Bass recognized Bert Francis, Chief Financial Officer, to make the presentation. Mr. Francis presented the reserve analysis. Discussion ensued. Currently LYNX maintains approximately 45 to 60 days reserve requirement. After discussion, the committee did not wish to take any action on the reserve requirement at this time feeling that the current requirement and status was adequate for the time being. Mr. Johnson asked that the committee members be provided with a copy of the LYNX Reserve Policy. The policy states that the reserve should be between forty-five and sixty days.

B. Presentation on FY2019 Budget Development Assumptions

Mr. Francis stated that FY2019 preliminary budget was based on the current funding model. Funding partners have expressed their desire to stay at a three and a half percent funding increase. The Board does not desire to implement a fare increase at this time, so the budget was prepared without a fare increase. Mr. Francis presented the FY19 Budget Development Assumptions. Discussion ensued. Based on these assumptions, staff will prepare and present the preliminary budget to the Finance Committee and the Oversight Committee at the next meeting.

C. Review of First Quarter FY2018 Performance

Mr. Francis distributed a summary of the First Quarter financial activity. The **summary included the impact "if" the Board approved the proposed** mid-year budget revision. Discussion ensued. If the budget revision is approved, operating revenues will be at one hundred percent of the operating budget for the first quarter. Non-operating Revenues are slightly behind due to the timing of federal grants utilized. Operating expenses are at 97% of the budget. The Operating loss for the first quarter was approximately \$1.5m, or about \$400,000 less than anticipated.

6. Committee Action Items

A. Authorization to Approve Submittal of CAFR to GFOA

Mr. Francis introduced Ron Conrad from Cherry Baekert. Mr. Conrad provided a power point handout. There is a March 31, 2018 deadline for submittal to the Government Finance Officers Association to file the report, so we would like to obtain committee approval to meet this deadline. This approval would be for limited issuance. Full issuance of the report would become public after Board approval. This will be presented to the Board at the next meeting.

There were no significant audit findings. There were two comments in the management letter. The first comment related to the self-insurance plan. The actuary reported data inconsistencies and discrepancies in claims loss runs. Management concurred and is already working with the third party administrator to address the issues. The second comment related to the fact that an Information Security Policy Manual had been drafted for some time but has not yet been finalized or submitted for approval. Again staff agreed with the recommendation and will present the completed Manual to the board for their consideration and approval at the next meeting.

Mr. Conrad commented that the Flex bus project, a demonstration with Altamonte Springs, and the Neighbor Link project were being written off in 2017. These items appear on page eight as capital project abandonment. The FTA is aware of the two projects and what has been happening. We are comfortable writing these projects off at this time.

Michelle McCrimmon asked if there was anything of note on the capital contributions decrease. Mr. Conrad explained that is a function of activity. Mr. Johnson explained that the FTA uses a formula to calculate based on passenger miles and any special projects for which we have applied. The number will fluctuate.

Edward Bass clarified that this will not be submitted until it is approved by the Board. Mr. Johnson stated that it will be approved by the Board first. Mr. Bass also inquired about the self-insurance. Mr. Francis stated that we will be going over the claims quarterly until it is all cleaned up, and we need to get a new software program because ours is obsolete.

Amanda Clavijo asked if the write off is presented to the Board, or if there is some other process. Mr. Francis stated that we have never presented the write offs to the Board. Mr. Johnson stated that he will go to the FTA to make sure that they are aware of the situation.

Michelle McCrimmon made a motion to approve the submittal of the CAFR to the GFOA as limited assurance. Motion, second by Kurt Petersen. Motion passed unanimously.

B. Authorization to Amend the FY18 Operating Budget

Mr. Francis stated that we need to make a \$1.7 million adjustment to the budget, for the lump sum payments approved at the December Board meeting, due to the union contract. However, the costs of diesel and unleaded fuel went higher than we envisioned. If costs continue to rise, we will be short about \$970,000. This is why we had \$1 million in reserves. We will also make adjustments to salaries and utilities. We also saw a \$200,000 increase in advertising revenue. We are receiving additional money from the joint partnership with FDOT for the 5311 Grant. Our interest income returns are increasing. We also had new partnerships with UCF and Seminole State that were not reflected in the budget at that time. All items considered, this would have projected to be approximately a \$2.9m adjustment. However, due to savings and a less than anticipated salary impact, we will only require an adjustment of approximately \$2.3 million out of reserves. Kurt Petersen made the motion, second by Amanda Clavijo. Motion passed unanimously.

7. Committee Information Items

8. Other Business

Acting Chair Bass stated that he will continue to serve as Vice-Chair, but suggested that at the next meeting we should have nominations for the Chair and Vice-Chair positions.

The meeting adjourned at 11:32 a.m.

Finance Committee Agenda Item #5.A.

To: LYNX Finance & Audit Committee

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Desna Hunte
(Technical Contact)
Rose Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Authorization to Amend LYNX' Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO) Program Policies and update the Title VI complaint documentation procedure

Date: 5/21/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Amend LYNX' Equal Employment Policy (EEO), Disadvantaged Advantaged Business Program Policy and update to the Title VI Procedure.

BACKGROUND:

As required by The FTA Office of Civil Rights, LYNX is responsible for ensuring compliance with all nondiscrimination requirements. The office oversees the implementation of laws and regulations that prohibit discrimination on the basis of race, color, national origin, religion, sex, disability, and age in the provision of services to the public. The office provides technical assistance and training and conducts complaint investigations and onsite compliance reviews to ensure public transit providers fulfill civil rights requirements of the following programs.

- Title VI of the Civil Rights Act of 1964
- Disadvantaged Business Enterprise Program (DBE)
- Equal Employment Opportunity Program (EEO)

As a requirement of receiving Federal Transit Administration (FTA)/Florida Department of Transportation (FDOT) funding LYNX is required to undergo a Triennial Review conducted in conjunction with other required activities.

LYNX Board Agenda

The Florida Department of Transportation (FDOT) conducted its 2018 Triennial Review of LYNX Policy and Procedures on May 7, 2018. The DBE, EEO and Title VI programs was a part of this audit. The FDOT Audit team made a recommendation for LYNX to revise the applicable policies and procedures. LYNX will submit to the State DOT its DBE Program Policy for compliance with statues and regulations.

Compliance Area	Observation	Recommendation	Revision
DBE	Contractors are periodically checked for adherence to DBE Policy.	It is recommended that policy be revised to require that checks be conducted at regular intervals.	In accordance with FTA program guidelines, ongoing monitoring of participation on the contracts on not less than on a quarterly basis.
TITLE VI	Title VI Program list of Complaints, Investigations, and Lawsuits does not meet the level of detail required by FTA C 4702.1B.	Revised the list to include dates, summary of the allegations, status, actions taken or final findings related to the investigation, lawsuit, or complaint.	List revised to be included in the 2020 Program Plan Update to FTA and FDOT.
EEO	Policy does not include procedure for submittal to FDOT (FTA C 4704.1A).	Revise policy to specify that program will be submitted to FDOT when requested.	Policy revised to state. LYNX will in accordance with FTA Circular C4704.1A submit to the State DOT its Equal Employment Opportunity Program document for compliance with statues and regulations.

FISCAL IMPACT:

LYNX staff anticipates no fiscal impact if the proposed amendment is approved.



TITLE VI PROGRAM POLICY STATEMENT

As a provider of public transportation whose employees have extensive daily contact with the public, the Central Florida Regional Transportation Authority d.b.a. LYNX, recognizes its responsibility to the community it serves and is committed to a policy of non-discrimination. It is LYNX' policy that we work to ensure non-discriminatory transportation in support of our service philosophy to enhance the lives of our customers daily with pride, passion, and performance, as well as, the organizational mission to link our community by providing quality mobility options with innovation, integrity, and teamwork.

Title VI of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance".

The Environmental Justice component of Title VI guarantees fair treatment for all people and allows LYNX to identify and address, as appropriate disproportionate and adverse effects of its program, policies, and activities on minority and low-income populations.

The three fundamental Environmental Justice concepts are to:

1. Avoid, minimize, or mitigate disproportionately high and adverse human health or environmental effects, including social and economic effects, on minority and low-income populations.
2. Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Desna Hunte, Manager of Compliance, has been designated as the LYNX' Civil Rights Officer responsible for civil rights compliance and monitoring to ensure non-discriminatory provision of transit services and programs. However, along with the Chief Executive Officer, all directors, managers, and their staff share in the responsibility for making LYNX' Title VI Program a success. Implementation of the Title VI Program is given the same priority as compliance with all other legal obligations incurred by LYNX in its financial assistance agreements with the U.S. Department of Transportation. LYNX will submit to the State DOT its Title VI Program Plan for compliance with statutes and regulations.

To request a copy of the agency's Title VI Program, contact LYNX. Any person who believes that they have been denied a benefit, excluded from participation in, or discriminated against under Title VI has the right to file a formal complaint in writing to the Manager of Compliance, responsible for civil rights compliance and monitoring to ensure nondiscriminatory provision of transit services and programs.

File your formal complaint in writing to: Desna Hunte, Manager of Compliance, 455 N. Garland Avenue, Orlando, Florida 32801, email Title6Officer@golynx.com or by calling (407) 841-2279 ext. 6117. Please be sure to include your name, address, and how to contact you (phone number, email address, etc.). Complaints are documented in the Active Citizen Response System (ACR), logged, and tracked for investigation. Once the investigation is completed, the customer is notified of the outcome of the investigation.

Individuals and organizations may file a complaint with the Federal Transit Administration's Office of Civil Rights by obtaining the complaint form from: [http://www.fta.dot.gov/civilrights/title6/civil rights 5104.html](http://www.fta.dot.gov/civilrights/title6/civil%20rights%205104.html).

Edward L. Johnson, Chief Executive Officer _____



EQUAL EMPLOYMENT OPPORTUNITY POLICY

Central Florida Regional Transportation Authority/LYNX

1. LYNX is an Equal Employment Opportunity employer. LYNX affirms its commitment to treat all applicants for employment and employees equally without regard to race, religion, creed, color, national origin, sex, age, disability, veteran status, marital status, compensations discussions, or disclosures, or other class protected by local, state, or federal law. LYNX and its employees are prohibited from discriminating against an applicant for employment or employee on the basis of race, color, religion, creed, sex, age, national origin, or any other basis protected by local, state, or Federal law, or to be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part through Federal financial assistance. This policy extends to all areas of employment including recruitment, selection and placement, compensation, promotion, transfer, discipline, demotion, lay-off, termination, training, daily working conditions, benefits and all other terms and conditions of employment.
2. LYNX will in accordance with FTA Circular C4704.1A submit to the State DOT its Equal Employment Opportunity Program document for compliance with statutes and regulations.
3. LYNX supports the concept of an active affirmative action program consistent with Federal laws, court decisions, Executive Orders, and regulations, including goals and timetables, in order to overcome the effects of past discrimination on minorities and women.
4. The responsibility for the implementation of the EEO Program rests with me Edward Johnson as Chief Executive Officer (CEO). The management of the EEO Program and day-to-day responsibilities shall be the responsibility of Desna Hunte, Compliance Manager, (407) 254-6117, as EEO Officer.
5. All LYNX managers and supervisors share in the responsibility of ensuring compliance is achieved through, understanding, communicating, and participation through active involvement in the support of this policy.
6. Applicants and employees have the right to file complaints alleging discrimination with Desna Hunte as the EEO Officer, (407) 254-6117, Federal or State Civil Rights Commissions, the U.S. Department of Transportation, and the EEOC.
7. Performance evaluations of managers and supervisors shall include evaluating the success of the EEO program in the same manner as performance on other goals.
8. Achievement of EEO goals will benefit recipient/sub-recipient/contractors through fuller utilization and development of previously underutilized human resources.

This statement shall be reissued annually and disseminated/posted in public forums.

Approved by: Edward L Johnson, Chief Executive Officer



DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM POLICY STATEMENT

The Central Florida Regional Transportation Authority, d.b.a. LYNX, has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. As a recipient of Federal financial assistance from the Department of Transportation and as a condition of receiving this assistance, LYNX has signed an assurance that it will comply with 49 CFR Part 26 and LYNX will submit to the State DOT its DBE Program Policy for compliance with statutes and regulations.

It is the policy of LYNX to ensure that DBEs as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs and Small Business in DOT assisted contracts;
6. To promote the use of DBEs in all types of Federally-assisted contracts and procurement activities, while undertaking ongoing monitoring of participation on the contracts on not less than on a quarterly basis.
7. To assist the development of firms that can compete successfully in the market place out-side the DBE Program.
8. To provide appropriate flexibility to recipients of Federal financial assistance in establishing, and providing opportunities to DBEs.

Desna Hunte, the Manager of Compliance has been delegated as the DBE Liaison Officer. In that capacity, the Manager of Compliance is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is afforded the same priority as compliance with all other legal obligations incurred by the LYNX in its financial assistance agreements with the Department of Transportation. Ms. Hunte is located at

455 North Garland Avenue
Orlando, Florida 32801
(407) 254-6117,
dhunte@golynx.com

Edward L. Johnson, Chief Executive Officer, shall be for the DBE program purposes the Reconsideration official. Mr. Johnson is located at 455 North Garland Avenue, Orlando, Florida 32801.

LYNX will disseminate this policy statement to the *Board of Directors of LYNX* and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. Publishing this statement in a newspaper or of general circulation focused on minority readers, annually. Also, the policy statement will be posted on the LYNX website.

Edward L. Johnson
Chief Executive Officer

Date:

Finance Committee Agenda Item #5.B.

To: LYNX Finance & Audit Committee

From: **Brian Anderson**
DIRECTOR OF HUMAN RESOURCES
Brian Anderson
(Technical Contact)
Sylvia Pinzon
(Technical Contact)

Phone: 407.841.2279 ext: 6219

Item Name: **Authorization to Update the Family Medical Leave Act (FMLA) Policy to Comply with Provisions Under the Family Medical Leave Act of the Department of Labor, Wage and Hour Division.**

Date: 5/21/2018

ACTION REQUESTED:

Authorization for the Chief Executive Officer (CEO) or designee to update the Family Medical Leave Act (FMLA) policy to comply with provisions under the Family Medical Leave Act of the Department of Labor, Wage and Hour Division.

BACKGROUND:

The Family Medical Leave Act of 1993 is a United States labor law requiring covered employers to provide employees with job-protected and unpaid leave for qualified medical and family reasons. These include pregnancy, adoption, foster care placement of a child, personal or family illness, or family military leave. The FMLA is administered by the Wage and Hour Division of the United States Department of Labor.

On February 6, 2013 the Department of Labor published its final rules on amendments to FMLA. This final rule implements military caregiver and qualifying exigency leave provisions under the National Defense Authorization Act. The FMLA policy was last approved by the LYNX Board on October 25, 2001. LYNX needs to update its policy to reflect these changes. (see below)

Eligible employees are entitled to:

1. Twelve workweeks of leave in a 12-month period for:
 - The birth of a child and to care for the newborn child within one year of birth;
 - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

LYNX Board Agenda

- To care for the employee's spouse, child or parent who has a serious health condition;
 - A serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
2. Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).



**Central Florida Regional Transportation Authority
Policies and Procedures**

HUMAN RESOURCES POLICY/PROCEDURE		No: HR-003
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 05/24/2018 Revision #_1_ Revision Date:05/24/2018 Replaces: N/A	Page: 1 of 11
SUBJECT: Family and Medical Leave Act Policy		
Approved By _____ Edward L. Johnson Chief Executive Officer		

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 Central Florida Area 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 a Family and Medical Leave Act policy.

SCOPE:

This policy applies to all employees of the Authority.

AUTHORITY:

Authority for this policy and procedures are as follows:

Part III, Chapter 343, Florida Statutes
Administrative Rule 3
Department of Labor, 29 CFR Part 825- The Family Medical Leave Act

POLICY:

It is the policy of the Authority to provide employees the opportunity to balance their work and family life by taking leave for certain qualifying reasons, in accordance with applicable law.

The Authority, by policy, will grant eligible employees up to 12 weeks of family and medical leave, during a "rolling" 12-month period, in accordance with the applicable provisions of the federal Family and Medical Leave Act of 1993 (“FMLA”).



**Central Florida Regional Transportation Authority
Policies and Procedures**

The Authority, by policy, will grant eligible employees who are qualified Military Caregivers up to 26 weeks of family and medical leave, during a "rolling" 12-month period, in accordance with the applicable provisions of the FMLA.

The Authority complies with all applicable family leave laws, applicable collective bargaining agreements, and provisions of the Americans with Disabilities Act.

FMLA leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances and as specified in this policy. When the employee has accrued paid leave, they must use paid leave first and take the remainder of the twelve weeks as unpaid leave.

ELIGIBILITY:

To be "eligible" for FMLA leave under this policy, an employee must meet all of the following conditions:

- be currently employed by the Authority;
- have worked for the Authority for a period of not less than 12 months;
- have worked for at least 1,250 hours during the year preceding the start of the leave; and

LEAVE ENTITLEMENT

Eligible employees will be granted up to 12 weeks of FMLA leave during a "rolling" 12-month period for one or more of the following reasons:

1. Care for the employee's child following birth, or placement with the employee of a child for adoption or foster care.

The right to take leave under FMLA applies equally to male and female employees. The father, as well as the mother, can take FMLA leave for the birth, placement for adoption or foster care of a child. However, an expectant mother may also take FMLA leave before the birth of a child for prenatal care or if her condition makes her unable to work.

An employee may be entitled to take FMLA leave prior to the actual placement or adoption of a child if his/her absence from work is required for the placement for adoption or foster care to proceed.

Leave taken in connection with the birth, adoption or placement of a child for foster care or the care of a child following birth, adoption or placement of a child for foster care must be concluded within a 12-month period beginning on the date the qualifying event occurs. For family/ bonding leave, LYNX only allows consecutive leave. Intermittent leave will not be granted.



**Central Florida Regional Transportation Authority
Policies and Procedures**

2. Care for an immediate family member (spouse, child, parent) with a serious health condition.

An employee shall be entitled to take FMLA leave for the care of a spouse, son, daughter, parent (but not a parent-in-law), or "in loco parentis" parent when it can be medically certified that the family member has a "serious health condition" and the employee is "needed to care for" the family member.

3. Employee's own serious health condition resulting from an injury or illness "on or off the job" that makes the employee unable to perform his or her job.

An employee shall be entitled to and/or required to take FMLA leave when it can be medically certified that "the employee is unable to perform the functions of his/her position," as a result of a "serious health condition" stemming from an injury or illness which occurred on or off the job. FMLA leave may be taken on an intermittent or reduced schedule basis when it can be certified that a medical necessity for such leave exists.

When it can be medically certified that a health condition for which an employee had previously taken sick leave has progressed into a "serious health condition," all or part of the sick leave may be retroactively designated as FMLA leave.

4. Military Family Leave: Section 585 (a) of the National Defense Authorization Act ("NDAA") amended the FMLA to provide two new leave entitlements. This provision applies to the families of members of both the active duty and reserve components of the Armed Forces. Eligible employees will be granted up to 26 weeks of FMLA leave during a "rolling" 12-month period for one or more of the following reasons:

- 1) Military Caregiver Leave (also known as Covered Service Member Leave): Eligible employees who are family members of covered service members will be able to take up to 26 weeks of leave in a "single 12-month period" to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

Based on a recommendation of the President's Commission on Care for America's Returning Wounded Warriors (the Dole-Shalala Commission), this 26 week entitlement is a special provision that extends FMLA job-protected leave beyond the normal 12 weeks of FMLA leave. This provision also extends FMLA protection to additional family members (i.e., next of kin) beyond those who may take FMLA leave for other qualifying reasons.

- 2) Qualifying Exigency Leave: Provides leave for eligible employees who are family members of the National Guard and Reserves who help service members



**Central Florida Regional Transportation Authority
Policies and Procedures**

manage their affairs while the member is on active duty in support of a contingency operation. This provision makes the normal 12 weeks of FMLA job-protected leave available to eligible employees with a covered military member serving in the National Guard or Reserves to use for “any qualifying exigency” arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

The final rule defines qualifying exigency by referring to a number of broad categories for which employees can use FMLA leave: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities that may arise out of active duty, provided LYNX and the employee agree, including agreement on timing and duration of the leave.

LIMITATIONS ON LEAVE ENTITLEMENT

The following provisions, as well as those provided in law or specified elsewhere in this policy will apply when determining an employee's entitlement for FMLA leave.

Both Spouses Employed by the Authority

A married couple in which both spouses are employed by the Authority and are eligible for FMLA leave shall be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth of a child, adoption or placement of a child in foster care, to care for the child following birth or placement.

For Military Caregiver Leave, both are entitled to a total of 26 weeks of leave during any 12-month period to care for their own family member who is a covered service member.

For non-Military Caregiver Leave, if one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full 12 weeks of FMLA leave for qualified conditions.

Where both spouses use a portion of the combined entitlement of FMLA leave for one of the purposes listed above, each spouse would each be entitled, for a purpose other than those set forth above, to the difference between the amount he/she has taken individually and the entitled weeks of FMLA leave.



PAID OR UNPAID LEAVE

When the employee has accrued paid leave the employee **must use paid leave** (including personal days) until the paid leave is exhausted and then take the remainder of the twelve weeks of FMLA leave as unpaid leave. The following provisions, as well as those provided in the law and as specified elsewhere in this or other Authority policies and collective bargaining agreements, will be applied when determining when FMLA leave is paid or unpaid.

Vacation Leave for Family Member

An employee must use their available paid leave as approved FMLA leave prior to taking unpaid FMLA leave. For the serious health condition of a family member an employee must use all paid vacation and then personal leave prior to being eligible for sick leave. After all paid leave is exhausted, the remainder of the FMLA period will be unpaid leave. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation and personal leave then sick leave prior to being eligible for unpaid leave.

Sick Leave for Self

An employee who is taking leave because of the employee's own serious health condition must first use all accrued and unused sick time followed by personal and vacation days. After all paid leave is exhausted, the remainder of the FMLA period will be unpaid leave.

An employee taking leave for the birth of their own child must use paid sick leave for physical recovery following childbirth. The employee may then use all paid vacation and personal leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.

Worker's Compensation Benefits

An employee's approved FMLA leave will run concurrently with a worker's compensation absence when the injury is one that meets the criteria of a serious health condition. Where a worker's compensation absence is paid, the provisions for substitution of accrued paid leave (i.e., vacation time, sick time, personal days) are not applicable.

However, if the health care provider treating the employee for the worker's compensation injury certifies that the employee is able to return to a light duty job, but is unable to return to the same or equivalent job, the employee may decline the employer's offer of a light duty job. As a result, the employee may lose worker's compensation benefits, but is entitled to remain on FMLA leave until the 12-week period is exhausted. The provisions for substitution of paid accrued and unused leave will become applicable and applied as of the date worker's compensation benefits cease.

INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

Employees may take FMLA leave in consecutive weeks, or upon certification of medical necessity for such leave, may use the leave intermittently in separate blocks of time ranging from hours to



**Central Florida Regional Transportation Authority
Policies and Procedures**

several weeks. The FMLA must not exceed a total of 12 weeks over a rolling 12-month period unless it is Military Caregiver Leave, then the time must not exceed a total of 26 weeks over a rolling 12-month period.

Employees requesting intermittent leave must provide certification from their health care provider that such leave is medically necessary; the expected duration and schedule of such leave; and that the medical need can best be accommodated through an intermittent or reduced work schedule leave.

The Authority may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

PROCEDURES AND RESPONSIBILITIES

PROCEDURES

REQUESTING LEAVE

All requests for FMLA Leave must be submitted to the Human Resources Department on an authorized FMLA Request Form. FMLA Request Forms can be obtained in the Human Resource Department or on the Self-Service Website. All leave requests will be reviewed for compliance with the intent and provisions of the FMLA and these policies and procedures. Only Human Resources will approve eligible requests.

Employees must provide the Authority 30 days advance notice of the need to take FMLA leave when it is foreseeable, i.e., for the birth or placement of a child for adoption or foster care, or for planned medical treatment. If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until 30 days from the date the Authority receives notice.

When it is not possible to formally request leave in advance, employees must provide the Authority such notice within five (5) business days of the qualifying event, or as soon as is reasonably practical. When advance notice is not practical, employees are expected to comply with the Authority's usual procedures for requesting leave as soon as it can be reasonably expected.

An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Authority's operations.

EMPLOYER NOTICE REQUIREMENTS

The Authority will post, in locations readily available to employees, a notice explaining employee rights under the FMLA.



**Central Florida Regional Transportation Authority
Policies and Procedures**

The Authority will provide the employee with the following notification upon receipt of their request for FMLA Leave:

- The leave will count against the annual FMLA entitlement;
- Which FMLA certification requirements apply;
- The applicant is required to exhaust available paid leave;
- The applicant should pay any medical premium payments for continuation of health care benefits.
- Should the applicant not pay while out on leave, he/she must make arrangements with the Authority for reimbursement. ; and
- Reinstatement rights.

EMPLOYEE REQUIREMENTS

Employees requesting FMLA leave must provide the following:

- 30-day advance notice of the need to take FMLA leave when the need is foreseeable;
- Follow normal call on / call off procedures when returning from a qualified FMLA leave , when leave is unforeseeable;
- Verifications or medical certifications supporting the need for requested leave;
- If required, and at the Authority's expense, second or third medical opinions and periodic recertification; and
- Periodic reports to the Authority during the leave period regarding the employee's status and intent to return to work.

CERTIFICATIONS

Employees are required to provide medical certification of a serious health condition to take FMLA leave. Such certification must be provided within 15 days following the employee's request for FMLA leave, or a reasonable explanation for the delay must be provided. Failure to provide certification may result in delay or denial of the requested leave until such certification is received.

Certification of the serious health condition shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.



**Central Florida Regional Transportation Authority
Policies and Procedures**

The Authority, at its expense, may request an employee to obtain a certification from a second health care provider to support the request for leave. Should the first and second opinions differ, the Authority, at its expense, may require a third opinion. The third opinion shall be considered final.

Upon the request of the Authority, employees may be required to obtain subsequent recertification when necessary to support continued leave. Recertification may be required not more often than every 30 days, unless an employee requests an extension of the original authorized leave period, circumstances have changed since the original certification, or the Authority has information raising a question regarding the validity of the original certification.

Employees returning from FMLA leave as a result of their serious illness are required to provide a fitness-for-duty certification showing the employee can perform the job requirements. An employee not providing the required fitness-for-duty certification may be denied reinstatement until such time as the certification is provided.

CONTINUATION OF BENEFITS DURING LEAVE

During the time an employee is on paid FMLA leave, the Authority will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee were at work. The employer and employee's portion of the medical premium payment (if any) will be paid in the customary manner.

While on unpaid FMLA leave, the employee is responsible for continuing to pay his or her portion of the medical insurance premium. If the employee is receiving paid time off the normal deductions for benefits will be taken from their pay. Once paid time off is exhausted the employee is responsible to contact Human Resources and make a reimbursement arrangement to collect benefit premiums from the employees check once they return to work. If the employee is unable to return to work all past due premiums are due to the authority at termination.

If an employee chooses not to return to work for reasons other than a continued serious health condition, or circumstances beyond their control, the Authority may require the employee to reimburse the Authority the full amount it paid on behalf of the employee to maintain their health insurance coverage and such other benefits as identified in the act, during the leave period. Request for reimbursement will be made as part of the normal separation procedure.

REINSTATEMENT

Employees who meet all requirements for reinstatement are entitled to a return to their original job or a job with equivalent status, pay, benefits and other employment terms which entails substantially equivalent skill, effort, responsibility and authority.



**Central Florida Regional Transportation Authority
Policies and Procedures**

UNLAWFUL ACTS

The Authority will not interfere with, discharge or discriminate or retaliate against any employee attempting to exercise their rights under the FMLA.

ENFORCEMENT

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations of the FMLA. Eligible employees may bring civil action against the Authority for violations.

The employer is authorized to investigate and resolve complaints of violations of FMLA.

The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights.

RELATED POLICIES:

Sick Leave

Attendance and Punctuality

Vacation



DEFINITIONS:

As used in this policy, the following terms shall have the meanings indicated.

Continuing treatment -- a period of incapacity of more than three (3) consecutive calendar days and also involves:

- two or more visits to a health care provider or at least one visit to a health care practitioner that results in a regimen of continuing treatment under the supervision of the healthcare provider;
- any period of incapacity because of pregnancy or prenatal care;
- any period of incapacity for a chronic serious health condition;
- permanent or long-term incapacity for treatment; or
- any period of absence to receive multiple treatments.

Covered Service Member -- a spouse, son, daughter, parent, or next of kin who is:

1. a **current service member** undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty on active duty.

or

2. a **veteran** of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member.

This provision applies to the families of members of both the active duty and reserve components of the Armed Forces.

Family member -- a son or daughter, spouse, parent (does not include parent-in-law). The definition of son or daughter includes individuals for whom the employee stood or is standing “in loco parentis.” The definition of parent includes individuals who stood “in loco parentis” to the employee. See below for the definition of “in loco parentis.”

FMLA Misuse – instances in which the employer may investigate absences that appear not to match the FMLA guidelines for excused absences by the employee. Examples include but are not limited to: absence patterns, absences coinciding with non-work events; absences that differ from the medical certification in frequency or duration; and/or



**Central Florida Regional Transportation Authority
Policies and Procedures**

sightings or reports of the employee being in inappropriate places or engaged in non-FMLA activities.

Health care provider -- a licensed doctor(s) of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse midwives, nurse practitioners, clinical social workers, and physician assistants practicing within the scope authorized by the State, and registered Christian Science practitioners.

(in) Loco Parentis -- Latin for "in the place of a parent" refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent.

Military Caregiver -- a spouse, son, daughter, parent, or next of kin of a covered service member.

Parent -- a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. **This term does not include "parent- in-law."**

Rolling 12-month period -- the method used to determine the period in which the 12 weeks of leave entitlement occurs. Under this method, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

Serious health condition -- an illness, injury, impairment or physical or mental condition that involves in-patient care in a medical facility, or continuing treatment by (or under the supervision of) a health care provider.

Serious injury or illness for a current service member -- is one that may render the service member medically unfit to perform his or her military duties.

Serious injury or illness for a veteran -- is one that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. For veterans, it includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty.

Son or daughter -- a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability."

Spouse -- a husband or wife as defined or recognized under state law for purposes of marriage.

Finance Committee Agenda Item #5.C.

To: LYNX Finance & Audit Committee

From: **Brian Anderson**
DIRECTOR OF HUMAN RESOURCES
Brian Anderson
(Technical Contact)
Sylvia Pinzon
(Technical Contact)

Phone: 407.841.2279 ext: 6219

Item Name: Authorization to Approve a Lactation Accommodation Policy to Comply with Provisions Under the Pregnancy Discrimination Act.

Date: 5/21/2018

ACTION REQUESTED:

Authorization for the Chief Executive Officer (CEO) or designee to approve a Lactation Accommodation Policy to comply with provisions under the Pregnancy Discrimination Act.

BACKGROUND:

Under the Pregnancy Discrimination, Act lactation is a medical condition related to pregnancy and an employer may not discriminate against an employee because of her breastfeeding schedule. LYNX would like to adopt a Lactation Accommodation policy to assist the transition of women from maternity leave back to work following the birth of a child. Lactation accommodation allows a nursing mother to express milk periodically during the work day. Lactation accommodation also allows LYNX to provide equal employment opportunity to employees with family responsibilities who desire to breastfeed their child.

For up to one (1) year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. LYNX will designate a room at each of its locations for this purpose. A small refrigerator reserved for the specific storage of breast milk is also available. Nursing mothers wishing to use this room can use the room at their convenience during their break(s). Breaks of more than 20 minutes will be unpaid, and the employee should clock out when taking breaks in excess of 20 minutes.



OBJECTIVE:

SCOPE:

AUTHORITY:

- 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
- Pregnancy Discrimination Act

For up to one (1) year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. LYNX will have designated room at each location for this purpose. A refrigerator reserved for the specific storage of breast milk is also available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any



Non-conforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Additional rules for use of the room reserved for expression of breast milk and refrigerator storage are posted in the room.

Additional rules include:

- Users may access the lactation room only for the purposes of expressing, storing and collecting breast milk.
- The door to the lactation rooms will remain unlocked to allow access. Please lock the door while using the room. Please leave door unlocked when leaving.
- Users of the lactation rooms are responsible for bringing their own breast pump.
- A refrigerator is provided to store the breast milk only. No other food items are allowed.
- It is the responsibility of everyone using the lactation rooms to maintain a clean room.
- Expressed milk stored in the refrigerator must be labeled with user's name and date the milk was expressed.

Nursing mothers wishing to use this room can use the room at their convenience during their break(s). Breaks of more than 20 minutes in length will be unpaid, and the employee should clock out when taking breaks in excess of 20 minutes.

It is expected that all LYNX employees will assist in providing a positive atmosphere for breastfeeding mothers at LYNX.

Finance Committee Agenda Item #5.D.

To: LYNX Finance & Audit Committee

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Brian Anderson
(Technical Contact)
Craig Bayard
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Approve the Updated LYNX Information Security Policy

Date: 5/21/2018

ACTION REQUESTED:

Staff is requesting the Finance Committee's approval of the LYNX Information Security Policy.

BACKGROUND:

In 2016, two major audits were completed that related to LYNX Information Technology (IT) and LYNX internal controls over information security. The first was performed by Cherry Bekaert through the annual financial audit of the LYNX financial statements. The second audit was the AT&T LYNX IT Service Management (ITSM) and Security Services Assessment (SSA). Both audits expressed an opinion that LYNX lacked a comprehensive umbrella policy to address information security and the related procedures and guide.

The new LYNX Information Security Policy objectives are three-fold:

1. Confidentiality: Data and information assets are confined to individuals authorized to access and not to be disclosed to others.
2. Integrity: Keeping the data intact, complete, and accurate, and ensuring that IT systems are operational.
3. Availability: Information or system is at the disposal of authorized users when needed.

The LYNX Information Security Policy will rely on the LYNX Information Security Guidelines Handbook for implementation. The handbook will be a living document and could change from time to time. Information security training will be provided to all new employees and refresher training will be provided to all employees on an annual basis.

A copy of the policy is attached for reference.

FISCAL IMPACT:

LYNX Staff anticipates this policy will be budget neutral. Any fiscal impacts related to the implementation of this policy will be included in a budget amendment for FY2018 or proposed for the draft FY2019 budget.

HUMAN RESOURCES POLICY/PROCEDURE	Policy Number:
SUBJECT:	EFFECTIVE DATE:
SIGNATURE OF APPROVAL: Edward L. Johnson Chief Executive Officer, LYNX	REVISION NUMBER: REPLACES: APPROVED DATE:

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 area 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 electronic Information Security Policy.

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

1. Introduction

1.1 OVERVIEW

The Authority is committed to providing an environment that encourages the use of computers and electronic information. It is the responsibility of each employee to ensure that this technology is used for proper business purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information. This policy covers all uses of Authority electronic communications and computer systems. Violations of this policy will subject the employee to disciplinary measures up to and including dismissal.

1.2 PURPOSE

The purpose of this policy is to protect LYNX with respect to its ethical and legal responsibilities when creating, transmitting, storing, processing electronic information and/or prevention of intrusion of LYNX systems and software. It is also a document to provide requirements and restrictions concerning the acceptable use of LYNX network

infrastructures, databases, external media, encryption, hardcopy reports, films, slides, models, wireless, telecommunication, conversations, and any other methods used to convey knowledge and ideas across all hardware, software, and data transmission mechanisms.

1.3 SCOPE

This policy applies to all users (permanent and temporary employees, vendors, and contractors) of LYNX electronic information whether it be created, transmitted, stored, or processed; electronic information systems (software and hardware); networks; applications; locations; and connected communication equipment either stand-alone or cloud-based and safeguarding in the integration of systems.

1.4 INFORMATION SECURITY OBJECTIVES

The objectives of LYNX Information Security policy is to safeguard three main items:

- Confidentiality – data and information assets are confined to individuals authorized to access and not to be disclosed to others;
- Integrity – keeping the data intact, complete and accurate, and IT systems operational;
- Availability – information or system is at the disposal of authorized users when needed.

2. Elements of Information Security

2.1 OWNERSHIP

All computer system networks, computer equipment, Point of Sale systems, other electronic communications systems, and all communications and stored information transmitted, received or contained in Authority information systems are the Authority's property and are to be used for business related purposes. Any personal use of such systems should be incidental and limited to avoid unnecessary interference with business responsibilities and unnecessary burden on any of the Authority's electronic communications systems.

2.2 IDENTIFICATION AND AUTHENTICATION

The confidentiality and integrity of data stored on the Authority's systems as expressed in section 2.1 is protected by controls to ensure that only authorized employees have access. User access to information and systems shall be restricted to authorized users who have a bona fide business need to access the information. User IDs and passwords are required in order to gain access to all LYNX networks and workstations. This access shall be restricted to only those capabilities that are appropriate to each employee's job duties. The host security management program shall maintain current user application activity authorizations. Each initial request for a connection or a session is subject to the authorization process.

2.3 NETWORK ACCESS

Access to LYNX information resources through modems or other dial-in devices / software, if available, shall be subject to authorization and authentication by the access control process. As a protective security measure Firewalls will be in place and maintained.

2.4 CLASSIFICATION OF DATA

All data at LYNX is assigned one of the following classifications.

- Restricted: Data in any format collected, developed, maintained or managed by or on behalf of the Agency, or within the scope of the Agency activities that are subject to specific protections under federal or state law or regulations or under applicable contracts. Examples include, but are not limited to medical records, social security numbers, credit card numbers, work product, surveillance videos, etc.
- Public: Data that is subject to the Florida Sunshine laws and any data deemed by LYNX to be accessible to all individuals.

2.5 DATA SUPPORT, OPERATIONS, AND CONTROLS

IT Operations shall be responsible for maintaining resource access logs, system access logs, operating system access logs, and activity logs. IT will maintain basic data protection requirements such as up-to-date virus protection, a firewall, encryption, and routine maintenance to maintain protection from intrusion. IT will also routinely assess computer systems and personnel for potential risks and vulnerabilities to business critical information in the Agency's possession. IT will develop, implement, and maintain appropriate contingency plans and technical security measures (administrative and physical) for both computer systems and personnel.

2.6 DATA STORAGE AND TRANSFER SECURITY

Back-ups of data will be encrypted in line with industry standards and hosted in an area of physical security to protect against the loss of information. Back up media must, at all times, be stored in one of the following areas:

- (a) Fire Proof safes within the secured Information Technology Computerrooms.
- (b) LYNX Safety deposit boxes at approved financial institutions.
- (c) LYNX approved secure data storage providers

Data transfers will be encrypted and transferred only via agency provided secure transfer mechanisms. Any information being transferred on a portable device (mass storage device, or a laptop) outside of LYNX or across a public network will be encrypted in line with industry best practices and applicable law and regulations.

3 Security Awareness

3.1 COMPLIANCE

All employees and contractors must adhere at all times to the processes, procedures and guidelines as set forth in the "Information Security Guidelines Handbook". Employees will be tested on a routine basis for adherence to the Information Security policy, processes, procedures, and handbook. All solicitations and agreements made by LYNX shall be reviewed by IT to ensure compliance with LYNX' Information Security Policy prior to issuance and award of agreement.

Failure to adhere with the provisions of these respective documents, as applicable to employee or contractor, could result in employee disciplinary action up to and including termination and/or civil penalties and fines for contractors. All Information Security documents are living documents and subject to change from time to time in order to add, delete, or modify processes, procedures and / or guidelines.

3.2 INFORMATION SECURITY AWARENESS TRAINING

Information security awareness training will be provided to all existing members of LYNX initially and on an annual basis. All new hires will receive information security awareness in the orientation training sessions with refresher training annually.

3.3 RESPONSIBILITIES, RIGHTS, AND DUTIES

At a minimum, the LYNX Information Technology Departments responsibilities will be:

- A. The IT Department shall conduct annual penetration tests to assess vulnerabilities to the access of the system.
- B. IT Department shall ensure LYNX complies with Payment Card Industry standards.

Ultimate responsibility for information security rests with the Chief Executive Officer of LYNX. All employees shall comply with information security procedures including the maintenance of data confidentiality and data integrity. Failure to do so may result in disciplinary action. Each employee shall be responsible for the operational security of the information systems they use. Each system user shall comply with the security requirements that are currently in force, and shall also ensure that the confidentiality, integrity, and availability of the information they use is maintained to the highest standard.

3.4 REFERENCE TO RELEVANT LEGISLATION AND POLICIES

LYNX shall comply with applicable legislation and policies relevant to Information Security. A complete reference list shall be found in the Information Security Guidelines Handbook.

Finance Committee Agenda Item #5.E.

To: LYNX Finance & Audit Committee

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
James Fetzer
(Technical Contact)
Belinda Balleras
(Technical Contact)
Thomas Stringer Jr
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) FY18 Competitive Funding Opportunity Section 5339 Low or No Emission Grant Program for Downtown Electric Buses and Charging Equipment**

Date: 5/21/2018

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 FY18 Competitive Funding Opportunity Section 5339 Bus and Bus Facility Low or No Emission Program.

Funding is requested in the amount of \$8.15 million eight (8) electric 35'buses, including plug-ins, charging stations, specialty tools for maintenance and bus inspection costs. These buses are planned to be utilized for the LYMMO service to coincide with the anticipated service needs for the opening of the University of Central Florida/Valencia Community College campus and Creative Village developments.

BACKGROUND:

On May 23, 2018, FTA released a Notice of Funding Opportunity (NOFO) and availability of \$84.45 million of Fiscal Year 2018 funds under the Low or No Emission bus discretionary grant program. Grant applications are due June 18, 2018.

A low or no-emission bus is defined as "a passenger vehicle used to provide public transportation that significantly reduces energy consumption or harmful emissions, including direct carbon emissions, when compared to a standard vehicle." As required by Federal transit law (49 U.S.C. 5339(c)) and subject to funding availability, funds will be awarded competitively

for the **purchase or lease** of low or no emission vehicles that use advanced technologies for transit revenue operations, including related equipment or facilities. Projects may include costs incidental to the acquisition of buses or to the construction of facilities, such as the costs of related workforce development and training activities, and project administration expenses. The Low No program allows for partnerships with other entities that intend to participate in the implementation of the project, including, but not limited to, specific vehicle manufacturers, equipment vendors, owners or operators of related facilities, or project consultants. LYNX staff has been in contact with some of the leading electric bus manufacturers for potential partnerships, including the Orlando Utilities Commission for the powering station.

FTA will only consider eligible projects relating to the acquisition or leasing of low or no emission buses or bus facilities that make greater reductions in energy consumption and harmful emissions than comparable standard buses or other low or no emission buses. All proposed projects must be part of the intended recipient's long-term integrated fleet management plan.

Low or No Emission applications will be evaluated based on the following:

- **Demonstration of Need:** Address an unmet need for capital investment in vehicles and/or supporting facilities
- **Consistency with Long-Term Fleet Management Plan:** Project proposals must demonstrate that they are part of the intended recipient's long-term integrated fleet management plan. FTA will evaluate the consistency of the proposed project with the applicant's long-term fleet management plan, as well as the applicant's previous experience with the relevant low or no emissions vehicle technologies.
- **Demonstration of Benefits:** FTA will consider the quality and extent to which the applications demonstrate how the proposed project will: (1) Reduce Energy Consumption; (2) Reduce Harmful Emissions; and (3) Reduce Direct Carbon Emissions.
- **Planning and Local/Regional Prioritization:** Quality and extent to which the project is consistent with the transit priorities identified in the long range plan
- **Local Financial Commitment:** Availability of the local cost share as evidence of local financial commitment to the project.

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.

On May 8, 2018, LYNX hosted presentations by electric vehicle manufacturers, in Tampa during the APTA Bus and Paratransit Conference. LYNX appreciates the City of Orlando and the Orlando Utilities Commission staff for attending these meetings and providing their expertise on the subject. Four potential bus manufacturers: BYD, Proterra, New Flyer and Gillig made presentations and offered opportunities for partnering in our project for a downtown electric vehicle conversion project. These presentations and project partner selection will be evaluated by our local partners, including the City of Orlando and the Orlando Utilities Commission.

LYNX Board Agenda

LYNX staff also conducted due diligence and contacted transit agencies that had purchased electric vehicles from these manufacturers.

Project Budget Summary:

Number	Description	Unit Price	Total Cost
8	35' All Electric Buses	\$850,000	\$6,800,000
1	On Street Charging Station	\$650,000	\$650,000
8	60 KW Garage Chargers	\$75,000	\$600,000
1	Miscellaneous Tools	\$100,000	\$100,000
			\$8,150,000

As we meet with potential bus manufacturer and project partner, LYNX staff will be assessing leasing as a financing strategy for funding the LYMMO fleet conversion to electric vehicles.

Local cash match as well as in-kind technical and infrastructure support are currently under discussions with the City of Orlando and the Orlando Utilities Commission. As additional potential partners are secured, LYNX will identify what local shares can be provided as part of the budget.

FISCAL IMPACT:

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

Finance Committee Agenda Item #5.F.

To: LYNX Finance & Audit Committee

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
Thomas Stringer Jr
(Technical Contact)
Eric Hale
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit a Grant Application to the U.S. Department of Transportation (USDOT) FY18 Competitive Funding Opportunity, Better Utilizing Investments to Leverage Development (BUILD) Program, for Southern Operations Facility Project**

Date: 5/21/2018

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 U.S. Department of Transportation (USDOT) FY18 Competitive Funding Opportunity, Better Utilizing Investments to Leverage Development (BUILD) Program discretionary grant program for award in FY 2019 to support a new Southern Operations Facility. The amount requested is \$25,000,000, for the Southern Operations Facility.

BACKGROUND:

The U.S. Department of Transportation (DOT) published on April 25, 2018 a Notice of Funding Opportunity (NOFO) to apply for \$1.5 billion in discretionary grant funding through the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program. BUILD Transportation grants replace the pre-existing Transportation Investment Generating Economic Recovery (TIGER) grant program. Like TIGER, FY 2018 BUILD Transportation Grants are for investments in surface transportation infrastructure and are to be awarded on a competitive basis for projects that will have a significant local or regional impact. For this round of BUILD, no more than \$150 million can be awarded to a single State.

Projects for BUILD will be evaluated based on merit criteria that include safety, economic competitiveness, quality of life, environmental protection, state of good repair, innovation, partnership, and additional non-Federal revenue for future transportation infrastructure

investments. To reflect the Administration's Infrastructure Initiative, DOT intends to award a greater share of BUILD Transportation grant funding to projects located in rural areas that align well with the selection criteria than to such projects in urban areas. The notice highlights rural needs in several of the evaluation criteria, including support for rural broadband deployment where it is part of an eligible transportation project.

For this round of BUILD Transportation grants, the maximum grant award is \$25 million, and no more than \$150 million can be awarded to a single State, as specified in the FY 2018 Appropriations Act. At least 30 percent of funds must be awarded to projects located in rural areas. The deadline to submit an application for the FY 2018 BUILD Transportation Discretionary Grants program is July 19, 2018.

Eligible projects for BUILD Transportation Discretionary Grants are capital projects that include, but are not limited to:

- Road or bridge projects eligible under title 23, United States Code;
- Public transportation projects eligible under chapter 53 of title 49, United States Code;
- Passenger and freight rail transportation projects;
- Port infrastructure investments (including inland port infrastructure and land ports of entry); and
- Intermodal projects.

Research, demonstration, or pilot projects are eligible only if they result in long-term, permanent surface transportation infrastructure that has independent utility.

Per the Consolidated Appropriations Act, 2018, BUILD Transportation Discretionary Grants may be used for up to 80 percent of the costs of projects located in an urban area and up to 100 percent of the costs of a project located in a rural area. For a project located in an urban area, total Federal assistance for a project receiving a BUILD grant may not exceed 80 percent. The Department will evaluate the applicant's ability to generate new non-Federal revenue for transportation infrastructure investment; it will not use Federal share as a merit criterion in awarding projects.

The Consolidated Appropriations Act, 2018 allows for the award of funding for the planning, preparation, or design of capital projects. Planning grant applications will be evaluated against the same criteria as capital grant applications. While the FY 2018 Appropriations Act allows funding solely for pre-construction activities, the Department will prioritize FY 2018 BUILD Transportation funding for projects that demonstrate the ability to move into the construction phase within the period of obligation.

The FY 2018 BUILD Transportation Discretionary Grants program is to award at least 30 percent (\$450 million) of funding for rural projects. The Department must also consider an equitable balance in funding for geographic diversity among recipients.

For projects located in urban areas, the minimum award is \$5 million. Please note that the minimum total project cost for a project located in an urban area must be \$6.25 million to meet match requirements. For projects located in rural areas, the minimum award is \$1 million. The maximum award for all projects is \$25 million. Not more than \$150 million can be awarded to a single State.

LYNX proposes an application for a Southern Operations Facility to include the following:

Southern Operations Facility (Osceola County)

Existing Osceola Southern Facility (OSF) Programming:

The current Osceola Southern Facility (OSF) accommodates 44 fixed route buses and will require up to 50 buses with the expansion of bus service to accommodate SunRail Phase II feeder bus service. Moreover, buses needing scheduled preventive maintenance (PM's) or other running repairs require transporting by Service Attendants to the LYNX Operations Center (LOC), located 21 miles from OSF. While buses from OSF are repaired, Service Attendants are required to shuttle buses between LOC and OSF to ensure vehicles are ready for revenue service in Osceola County.

The annual costs of the existing deadhead trips between LOC and OSF are as follows:

Average Number of Daily Trips	2.73
Total Annual One-Way Trips	996.45
Total Annual Roundtrips	1,993
Average Time Per Round Trip (minutes)	90
Distance Round Trip (miles)	42.4
Total Annual Miles	42,249.48
Average Diesel Fuel (MPG)	4.06
Average Diesel Fuel Cost	\$1.97
Total Annual Fuel Cost	\$20,533.66
Total Annual Labor Hours	1,494.68
SIA Labor Cost Per Hour (Fully Loaded)	\$41.89
Total Annual Labor Cost	\$62,611.94
Total Annual Deadhead Cost	\$83,145.60

Proposed Southern Operations Center Programming:

- **Bus Operations and Maintenance Facility**
 - Total of 215,000 sq. ft. scalable
 - Parking Garage, Fueling & Bus Wash Area – up to 671,000 sq. ft.
 - **Vehicle Maintenance Facility & Shop – up to 47,000 sq. ft.**
 - Supervisors
 - Service Attendants
 - Technicians
 - Keepers
 - Manager
 - Administrative
 - Storage
 - Plans
 - Records (DVR's, Maintenance Records
 - Tire storage and repair
 - Large Equipment/Parts
 - Tools & Parts
 - Hazardous Materials/Fluids
 - Battery Closet
 - Janitorial Closets
 - Mechanical Closets
 - Kitchen/Vending Area
 - Lounge
 - Maintenance Lockers
 - Restrooms
 - Bus Wash
 - Wastewater dump station
 - Water & Sewer analysis
 - 8 Maintenance Bays
 - 2 Preventive Maintenance
 - 2 Running Repairs
 - 3 Standard and Articulated Repairs/Training Bay
 - 1 Light Duty
 - CDL Testing Area
 - **Operations – up to 5, 500 sq. ft.**
 - Dispatch Office
 - Counting/Vault Room
 - Security & Safety Office
 - Lost & Found
 - Customer Service Reception Area
 - Customer Restroom & Waiting Area
 - Operator Lounge
 - Kitchen & Vending Area
 - Cafeteria/Lunch Room
 - Restrooms

- ***Administrative Space – up to 3,000 sq. ft.***
 - Managers
 - Assistant Managers
 - Trainers
 - Maintenance
 - Bus
 - Administrative
 - Clerks
 - Training Equipment Storage
 - Supplies
 - Files
- ***Common Areas – up to 75,000 sq. ft.***
 - Conference Rooms
 - Training Center
 - 4 Conference Rooms
 - 1 Computer Lab w/ 30 Terminals
 - Simulator Room
 - Operator Lockers & Half Lockers
 - Restrooms & Showers
 - Kitchen/Vending Area
 - Lounge, Lactation Areas
 - Cafeteria/Lunch Room

The proposal above meets the USDOT BUILD Criteria as follows:

- ***Safety and State of Good Repair*** are promoted due to the increased useful life of vehicles with less deadhead for Southern area bus routes)
- A proposed, LEED-eligible facility with low-impact development/design components to include: (***Environmental Protection***)
 - Solar
 - Green roof
 - Preferably adaptive re-use of an existing building (***Innovation and Partnership***)
- Request transfer of land and/or parcel to LYNX for revenue-generating, multi-modal, mixed-use, residential transit center. This will address the following BUILD evaluation criteria: ***Partnership, Quality of Life, Economic Competitiveness, Safety and Non-Federal Revenue for Transportation Infrastructure Investment.***
 - Programming will include:
 - Co-working/retail space;
 - Low-income housing development;
 - Transportation Center to include CDL Safety Training Center whereby LYNX will be able to train CDL Operators and generate revenue
 - Community meeting space

- Potential for high-density residential development above the transit facility
- ***Geographic diversity*** among recipients is covered as the Southern Operations Facility supports development in rural Osceola County and can be a catalyst for more mixed-use development to include high-rise residential units. This project will also provide a transit center for the Southern portion of the region.
- ***Demonstrated Project Readiness*** is not addressed as no preliminary design concepts have been prepared. To remedy this, LYNX proposes taking the recently completed design specifications and programming of a similarly designed facility in Broward County Florida to apply to a parcel of land in Osceola County.
- A donation of land from the jurisdiction or a municipality for the facility would demonstrate ***Project Cost & Benefits*** and ***Partnership***.

FISCAL IMPACT:

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

New Southern Operations Base Osceola County Conceptual

Presented by
Thomas E. Stringer, Jr.
Chief Operating Officer (COO)

Bus Operations and Maintenance Facility

- Total 215,000 sq. ft. *scalable*
- Parking Garage and Fueling Area – up to 671,000 sq. ft.
- Maintenance Facility – up to 47,000 sq. ft.
- Project Costs – maximum of \$25,000,000
- Construction Costs – maximum of \$19,000,000

Southern Operations & Maintenance Facility

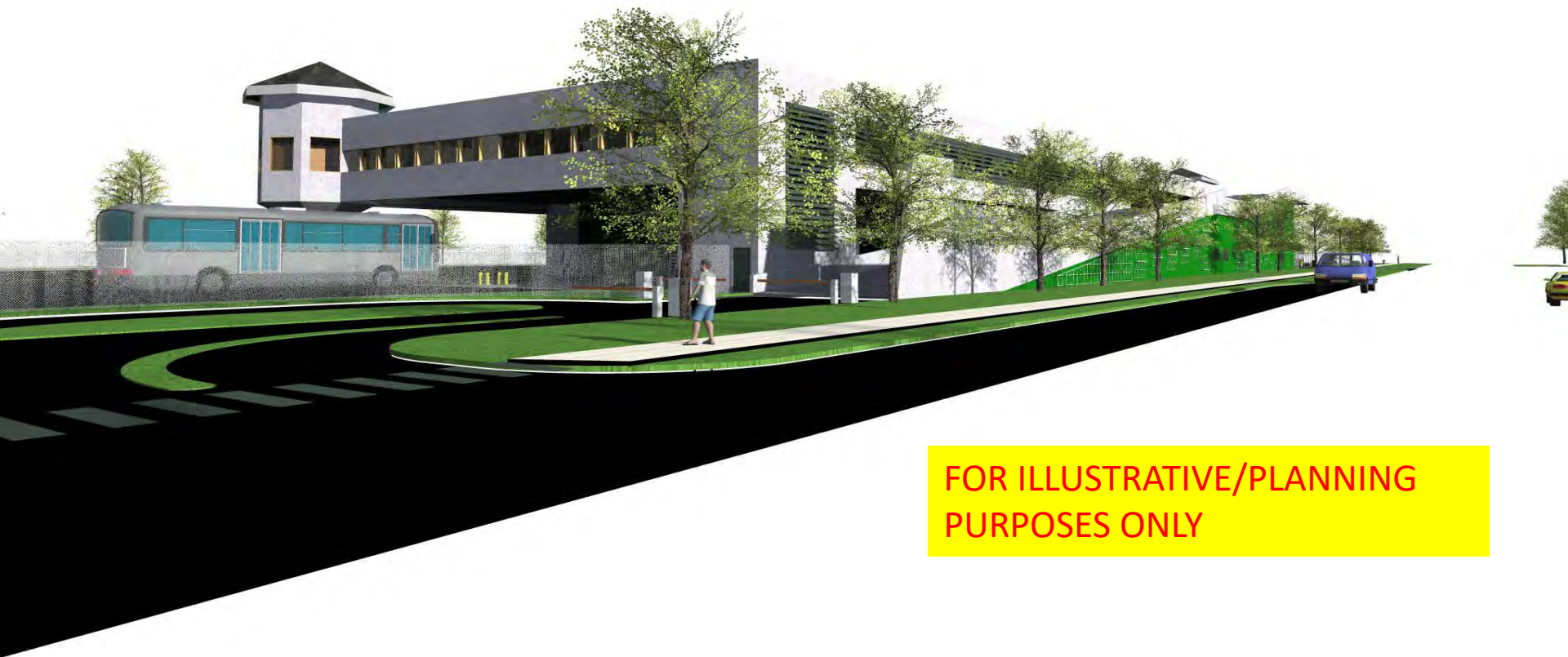


FOR ILLUSTRATIVE/PLANNING
PURPOSES ONLY



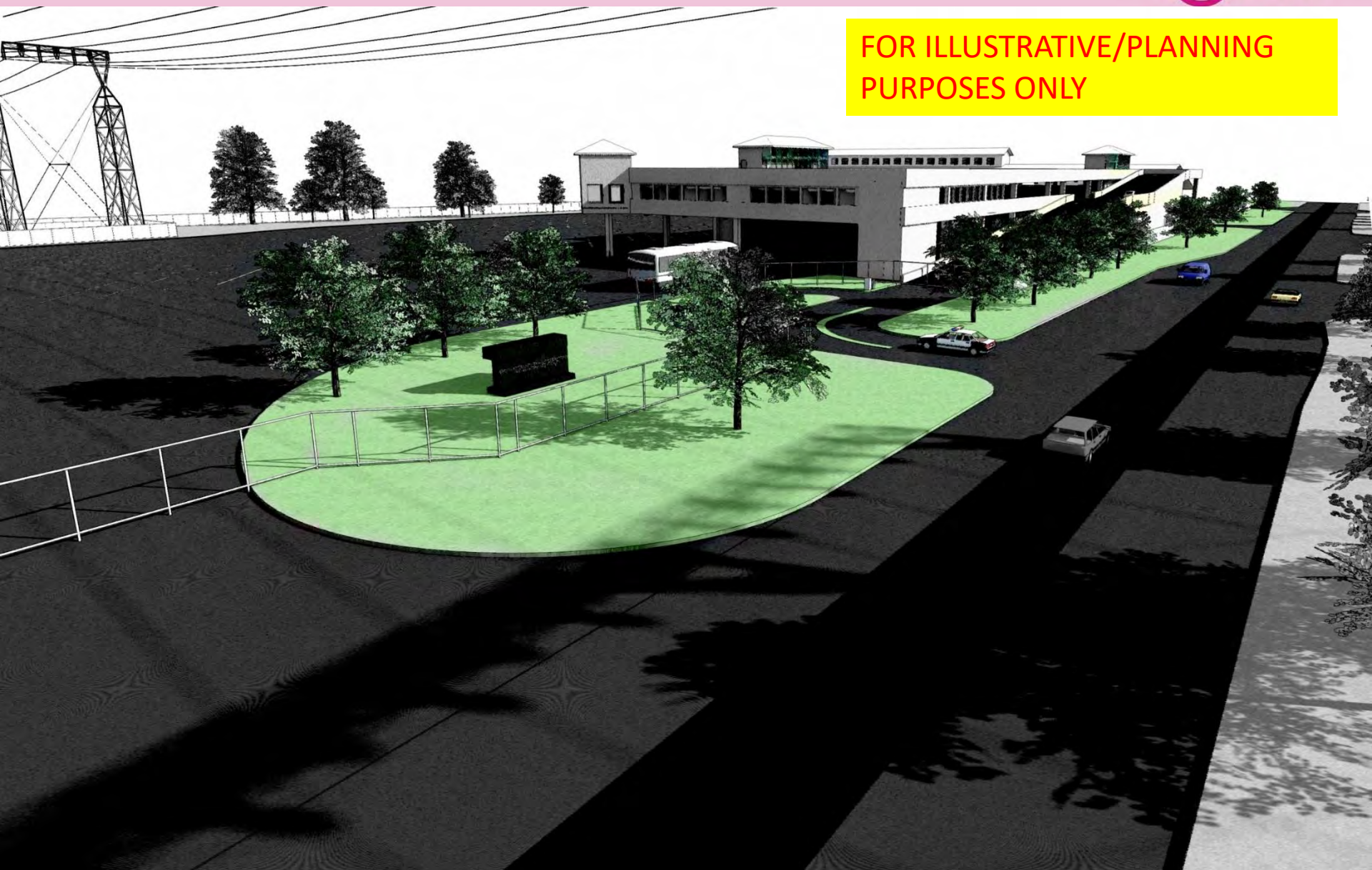
Conceptual Renderings





FOR ILLUSTRATIVE/PLANNING
PURPOSES ONLY

FOR ILLUSTRATIVE/PLANNING
PURPOSES ONLY



Overview



- Accommodations for 150-200 buses including:
 - Fixed route buses (to include battery electric and articulated)
 - ACCESS LYNX vehicles
 - NeighborLink vehicles
 - Micro Transit and Vanpool vehicle lease office
- Two Buildings
 - 3-Story building with up to 250 employee parking spaces, maintenance and operations facility
 - Ground level fueling stations and bus and chassis wash system
 - Tire installation and repair center
 - Potential leased retail space onsite, or local business/government potential (rental car/electric shared ride vehicle center)
 - Training Center





**FOR ILLUSTRATIVE/PLANNING
PURPOSES ONLY**



FOR ILLUSTRATIVE/PLANNING
PURPOSES ONLY

Ariel View of Facility



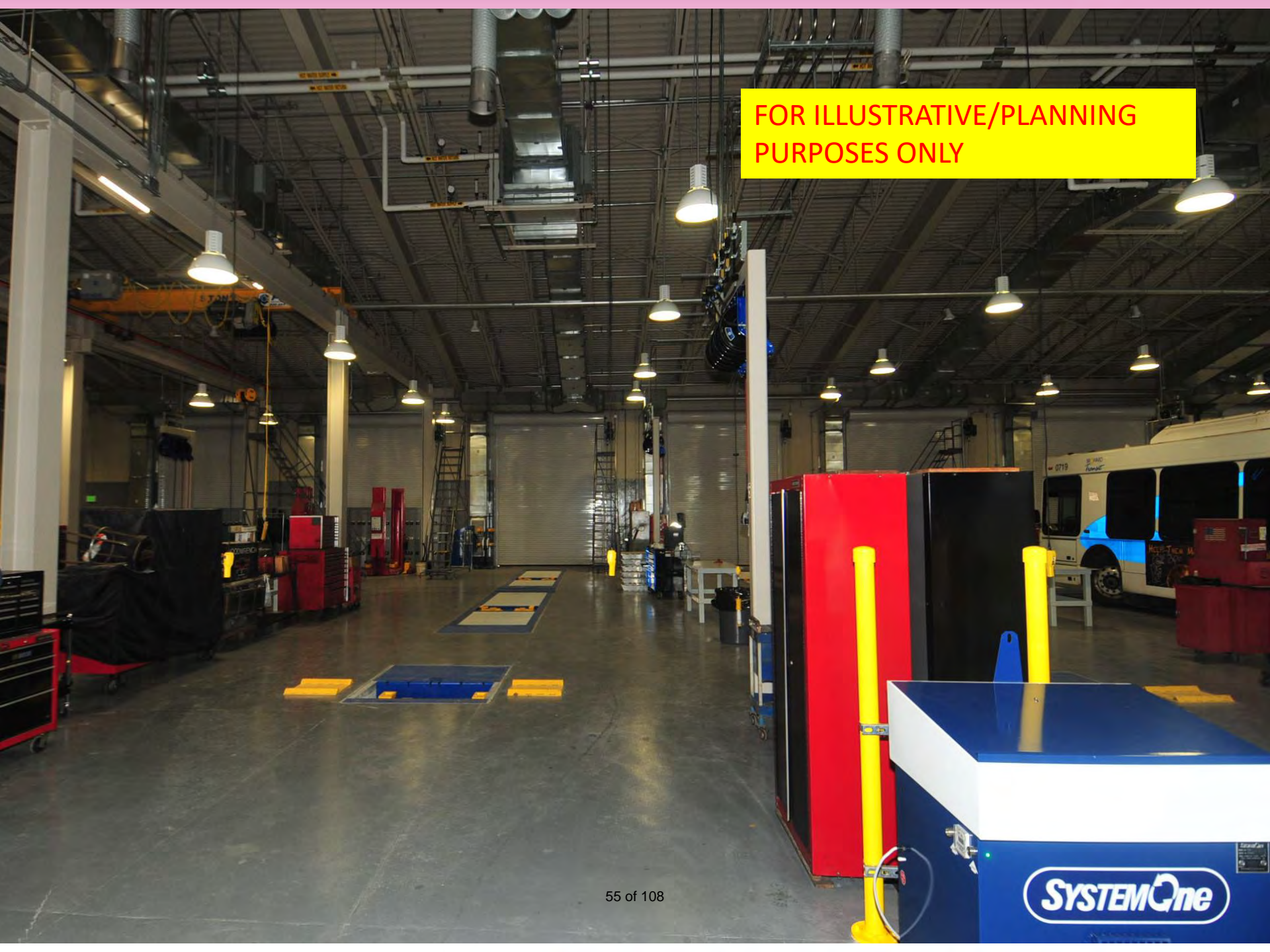
Programming

- Maintenance & Operations Facilities
 - 8-Bay Maintenance Building
 - Employee Facilities
 - Locker rooms, restrooms and showers
 - Operator/staff break rooms
 - Kitchen
 - Training rooms
 - Community/Conference Room
 - Operations
 - Dispatch
 - Customer Service
 - Lost & Found
 - Administrative Offices
 - Manager & Supervisor Offices
 - Technician & Administrative Staff
 - Machine & Equipment Shops
 - Tire Storage & Repair
 - Hazardous Waste
 - Paint Shop
 - PartsStorage

Maintenance and Administration



FOR ILLUSTRATIVE/PLANNING
PURPOSES ONLY



Maintenance Bays



Facility Amenities



- Fire suppression system at fuel locations
- Minimized footprint of buildings based on land availability
- Maximized fixed route bus and Access LYNX parking area
- Generators for 100% facility emergency power & other Low Impact Development (LID)
- Goal to be LEED eligible
- Community enhancement facility



Bus and Support Fueling Stations



FOR ILLUSTRATIVE/PLANNING
PURPOSES ONLY



Vehicle Maintenance Area



Vehicle Paint Center



Summary



- Conceptual and scalable blueprint
- Ability to customize designs based on our needs
- Goal is full-service maintenance and operations facility
- Potential Revenue/Leased space for CDL Training and/or air rights development
- Designed and built for long term growth and expansion



Finance Committee Agenda Item #5.G.

To: LYNX Finance & Audit Committee

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Belinda Balleras
(Technical Contact)
Kenneth Jamison
(Technical Contact)
Tomika Monterville
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit FY2018/2019 Service Development Grant Proposals to the Florida Department of Transportation (FDOT) and the Authority to Execute a Joint Participation Agreement (JPA) Upon Notification of Funding For Route Expansion/Enhancements and/or Technology Enhancements**

Date: 5/21/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chairman to execute Resolution #18-002 (attached hereto) authorizing the Chief Executive Officer (CEO) to submit FY2018/19 Service Development Grant Applications to the Florida Department of Transportation (FDOT) and to execute a Service Development Grant Joint Participation Agreement (JPA) provided by FDOT upon project selection in FY2019/20.

BACKGROUND:

On April 20, 2018, the Florida Department of Transportation (FDOT) released a solicitation for state FY2018/19 Service Development Grants. Applications are due June 8, 2018. This program is selectively applied to determine whether a new or innovative technique or measure can be used to improve or expand public transit. Service Development projects specifically include the use of new technologies, enhanced services/routes or increase in vehicle frequencies; the purchase of special transportation services and other techniques for increasing service to the riding public; and new technologies or methods for improving operations, maintenance and marketing. The FDOT priority for funding award is to select those projects that have the potential to benefit other transit systems and have not been undertaken by other agencies.

The proposed services, if awarded, will be programmed in the FDOT Work Program due for development beginning October 2018. State funding availability for this solicitation is still unknown.

LYNX has identified three potential projects to submit for Service Development Grants. Upon further discussion and approval of partner jurisdictions and the required local match, one of the projects identified below will be submitted to FDOT for the two year grant opportunity. To help our partners, LYNX has proposed three types of projects to include vehicle purchases for both NeighborLink and fixed route services and a technology enhancement to support improved service efficiencies. The proposed projects are as follows:

- Based on the preliminary analysis from the LYNX Forward Route Optimization Study (ROS), up to 13 new “Flex Zones” will be created to serve neighborhoods where larger 29’, 35’ and 40’ vehicles are not ideal for transit service. These zones will require 15 additional NeighborLink/Microtransit vehicles. The estimated cost for 15 Cutaway vehicles is \$1,710,000. The grant amount requested for this item is **\$855,000**.
- Based on the preliminary analysis from the LYNX Forward Route Optimization Study (ROS) and the SR 436 Corridor Study LYNX can reduce transit travel time by introducing limited stop services this corridor on Routes 436N and 436 S. The current 30-minute headways with limited stops can save passengers up to 10-20% of their travel time, based on where they get on the bus in the corridor. There are currently 110 bus stops on the 436S and 111 bus stops for 436N. Operating from 6:00 AM to 8:00 PM, this will require six additional vehicles to demonstrate this time savings in FY 2020. To maintain quicker service delivery and to operate truly as a limited stop service, transit stops are only proposed at 21 stops as follows:

- | | |
|--|---|
| 1. Orlando International Airport; | Montgomery Road); and |
| 2. Lee Vista (@ Hazeltine National Drive); | 21. and West Town Corners (@ State Road 434). |
| 3. Hoffer Avenue; Gatlin Avenue; | |
| 4. Lake Margaret Drive; | |
| 5. Michigan Street; | |
| 6. Curry Ford Road; | |
| 7. Stonewall Jackson Road; | |
| 8. Dahlia Drive; | |
| 9. Colonial Drive; | |
| 10. Baldwin Park Street; | |
| 11. University Boulevard; | |
| 12. Aloma Avenue; | |
| 13. Casselberry Commons (@ Howell Branch Road); | |
| 14. Carmel Circle; | |
| 15. Casselberry Marketplace (@ Kewanee Trail); | |
| 16. Fern Park SuperStop (@ 17/92); | |
| 17. Altamonte Springs SunRail Station; | |
| 18. Altamonte Mall; | |
| 19. Altamonte Marketplace (@ Northlake Boulevard); | |
| 20. Westhershfield/Westmonte (@ | |

The estimated cost for six (6), 40' fixed route vehicles is \$3,301,050.00 and two years of operating expenses are estimated to be \$4,311,866.00, for a total of \$7,612,916.00 The grant amount requested for this item is **\$ 3,806,458.00**

- LYNX currently has 313 fixed route buses of which 120 do not have automatic passenger counters (APC). The APC support the agency's ability to count riders boarding and alighting the buses. These APC's remove the need for staff to perform manual passenger counts at regular intervals and they also provide a method to validate and reconcile ridership figures reported from GFI fareboxes. The estimated cost of each APC is \$9,529.00 for a total of \$1,143,480 for the purchase of 120 APC. Future rolling stock purchases will include APC's. The grant amount requested for this item is **\$571,740**

Service Development Grants are funded 50% state share and 50% local, for both capital and operating requests. Upon

FISCAL IMPACT:

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

CFRTA RESOLUTION 18-002

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d.b.a LYNX): AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO SUBMIT GRANT APPLICATIONS AND EXECUTE A JOINT PARTICIPATION AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR SERVICE DEVELOPMENT PROJECTS

WHEREAS, there is a Public Transit Service Development Program which shall be administered by the Florida Department of Transportation (FDOT) and the grant funds will provide initial funding for new or innovative technique or services to improve or expand public transit;

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY 2018-23 which has been submitted to FDOT and the TDP is consistent with the five-year Transportation Improvement Program (TIP) and FDOT's State Work Program;

WHEREAS, this is a resolution of the GOVERNING BOARD of the Central Florida Regional Transportation Authority (hereinafter BOARD), which hereby authorizes the submission of service development grant applications and execution of future Joint Participation Agreements with the Florida Department of Transportation.

WHEREAS, this BOARD has the authority to authorize the execution of the Joint Participation Agreement.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The BOARD has the authority to authorize the submission of a service development grant application to the Florida Department of Transportation.
2. The BOARD authorizes the Chief Executive Officer to execute a Joint Participation Agreement, and subsequent agreements, with the Florida Department of Transportation for the awarded service development project(s) under this solicitation.
3. That the above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

APPROVED AND ADOPTED this 24th day of May 2018, by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: _____
Chairman

Attest:

Assistant Secretary

Finance Committee Agenda Item #5.H.

To: LYNX Finance & Audit Committee

From: Tellis Chandler
DEPUTY DIRECTOR OF SAFETY
Tellis Chandler
(Technical Contact)
Rose Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: Authorization to Adopt a System Safety Program Plan (SSPP) That Complies with or Exceeds the Established Safety Standards Set Forth by Chapter 14-90 by the Florida Administrative Code.

Date: 5/21/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to adopt a System Safety Program Plan (referred to a SSPP) that complies with or exceeds the established safety standards set forth by Florida Administrative Code, Chapter 14-90.

BACKGROUND:

Florida Statutes requires the establishment of minimum equipment and operational safety standards for all transit systems operating in the state of Florida, which are financed wholly or partly by state funds. Safety standards for bus transit systems are provided by Rule Chapter 14-90, Florida Administrative Code, referred to as Rule 14-90. Bus transit systems are required to develop, adopt, and comply with a System Safety Program Plan (SSPP), which meets or exceeds, the established safety standards set forth in Rule 14-90. In the interest of safety and security, and in order to comply with the statutory requirements staff revised the SSPP to reflect changes in staff, operational procedures and recommended revisions made by the State during a recent audit to conduct agency-wide background checks every two-years after an employee's initial hire date. Once adopted, the revised SSPP with an effective date of May 2018 will meet and/or exceed Rule 14-90.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

There is no DBE participation requirement associated with this item.

FISCAL IMPACT:

LYNX staff included \$19,000 in the FY2018 Adopted Operating Budget for background checks. Pending LYNX Board approval, LYNX staff will include an appropriate amount for background checks in the FY2019 Operating Budget.

Finance Committee Discussion Item #6.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Kimberly Forbragd
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: FY2018 2nd Quarter Financial Report - October 2017 to March 2018

Date: 5/21/2018

Bert Francis will discuss the results of 2nd Quarter operations.

FY2018 2nd Quarter Financial Results

Presented to the
LYNX Finance & Audit Committee

by Bert Francis

Chief Financial Officer

May 21, 2018

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
FOR THE QUARTER ENDING MARCH 31, 2018 AND THE SIX MONTHS ENDING MARCH 31, 2018
(INCLUDING PROPOSED BUDGET ADJUSTMENTS)

	YEAR TO DATE			QUARTER ENDING MARCH 31, 2018		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 12,636,648	\$ 12,427,420	98%	\$ 6,036,648	\$ 5,793,295	96%
Contract Services:						
Local Financial Assistance	\$ 7,378,000	7,376,073	100%	3,745,000	3,742,926	100%
Other Contractual Services	\$ 2,600,343	2,146,375	83%	1,446,843	993,227	69%
Advertising	\$ 1,137,000	1,158,409	102%	543,500	561,208	103%
Other Operating Income	\$ 258,000	222,052	86%	56,000	36,807	66%
Total Operating Revenues	24,009,991	23,330,329	97%	11,827,991	11,127,463	94%
NON-OPERATING REVENUES						
Operating Assistance Grants:						
State of Florida	5,096,000	5,096,002	100%	2,560,000	2,560,313	100%
Local	25,468,640	25,467,912	100%	13,307,640	13,330,627	100%
Planning and other assistance grants:						
Federal - Other	8,902,342	7,937,413	89%	4,602,342	4,263,894	93%
State of Florida - Other	1,264,742	1,264,198	100%	648,742	648,672	100%
Local Matching - Other	161,438	161,520	100%	161,438	161,520	100%
Interest Income	290,250	290,368	100%	174,250	173,803	100%
Other Income	22,470	34,784	155%	-	(9,478)	N/A
Total Nonoperating Revenues	41,205,882	40,252,197	98%	21,454,412	21,129,351	98%
TOTAL REVENUES	65,215,873	63,582,526	97%	33,282,403	32,256,814	97%
OPERATING EXPENSES						
Salaries and Wages	25,931,514	25,151,953	97%	12,125,000	11,484,109	95%
Fringe Benefits	14,615,219	13,553,336	93%	7,245,000	6,381,028	88%
Purchased Trans. Services	9,869,647	10,659,277	108%	4,985,647	5,776,455	116%
Fuel	5,459,786	5,370,145	98%	2,732,786	2,641,685	97%
Other Materials and Supplies	3,648,516	3,377,998	93%	1,946,716	1,694,148	87%
Professional Services	2,339,530	1,273,135	54%	1,289,530	894,135	69%
Other Services	2,933,279	2,886,916	98%	1,736,279	1,691,809	97%
Lease and Misc. expense	517,016	508,845	98%	280,016	271,972	97%
Casualty and Liability	1,026,516	1,025,845	100%	614,516	614,092	100%
Utilities	636,302	632,337	99%	336,602	332,036	99%
Taxes and Licenses	289,396	289,716	100%	127,696	127,979	100%
Interest expense	40,524	40,531	100%	19,624	19,608	100%
Total Operating Expenses	67,307,245	64,770,034	96%	33,439,412	31,929,056	95%
OPERATING GAIN (LOSS)	\$ (2,091,372)	\$ (1,187,508)	57%	\$ (157,009)	\$ 327,758	-209%

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
FIXED-ROUTE, VANPOOL AND NEIGHBORLINK SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE QUARTER ENDING MARCH 31, 2018 AND THE SIX MONTHS ENDING MARCH 31, 2018
(INCLUDING PROPOSED BUDGET ADJUSTMENTS)

	YEAR TO DATE			QUARTER ENDING MARCH 31, 2018		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 11,600,000	\$ 11,395,632	98%	\$ 5,500,000	\$ 5,241,943	95%
Contract Services:						
Local Financial Assistance	\$ 7,378,000	7,376,073	100%	3,745,000	3,742,926	100%
Other Contractual Services	\$ 53,343	53,155	100%	46,843	46,597	99%
Advertising	\$ 1,137,000	1,158,409	102%	543,500	561,208	103%
Other Operating Income	\$ 258,000	222,052	86%	56,000	36,807	66%
Total Operating Revenues	20,426,343	20,205,321	99%	9,891,343	9,629,481	97%
NON-OPERATING REVENUES						
Operating Assistance Grants:						
State of Florida	\$ 5,096,000	5,096,002	100%	2,560,000	2,560,313	100%
Local	\$ 19,936,974	19,936,246	100%	10,125,974	10,125,660	100%
Planning and other assistance grants:						
Federal - Other	\$ 7,301,342	6,337,358	87%	3,864,342	3,525,667	91%
State of Florida - Other	\$ 1,264,742	1,264,198	100%	648,742	648,672	100%
Local Matching - Other	\$ 161,438	161,520	100%	161,438	161,520	100%
Interest Income	\$ 290,250	290,368	100%	174,250	173,803	100%
Other Income	\$ 22,470	34,784	155%	-	(9,478)	0%
Total Nonoperating Revenues	34,073,216	33,120,476	97%	17,534,746	17,186,157	98%
TOTAL REVENUES	54,499,559	53,325,797	98%	27,426,089	26,815,638	98%
OPERATING EXPENSES						
Salaries and Wages	\$ 25,556,514	24,819,018	97%	11,890,000	11,281,344	95%
Fringe Benefits	\$ 14,385,219	13,358,909	93%	7,100,000	6,264,427	88%
Purchased Trans. Services	\$ 767,185	891,194	116%	198,185	322,440	163%
Fuel	\$ 4,281,000	4,280,782	100%	2,130,000	2,128,905	100%
Other Materials and Supplies	\$ 3,641,266	3,374,457	93%	1,941,266	1,692,392	87%
Professional Services	\$ 2,200,000	1,197,203	54%	1,200,000	863,630	72%
Other Services	\$ 2,775,779	2,747,968	99%	1,641,779	1,614,094	98%
Lease and Misc. expense	\$ 385,532	382,608	99%	211,532	208,735	99%
Casualty and Liability	\$ 1,026,516	1,025,845	100%	614,516	614,092	100%
Utilities	\$ 625,812	618,821	99%	332,812	325,225	98%
Taxes and Licenses	\$ 243,028	243,892	100%	104,328	105,115	101%
Interest expense	\$ 40,524	40,531	100%	19,624	19,608	100%
Total Operating Expenses	55,928,375	52,981,228	95%	27,384,042	25,440,007	93%
OPERATING GAIN (LOSS)	\$ (1,428,816)	\$ 344,569	-24%	\$ 42,047	\$ 1,375,631	3272%

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
PARATRANSIT SEGMENT
STATEMENT OF REVENUES AND EXPENSES
FOR THE QUARTER ENDING MARCH 31, 2018 AND THE SIX MONTHS ENDING MARCH 31, 2018
(INCLUDING PROPOSED BUDGET ADJUSTMENTS)

	YEAR TO DATE			QUARTER ENDING MARCH 31, 2018		
	Budget	Actual	%	Budget	Actual	%
OPERATING REVENUES						
Customer Fares	\$ 1,036,648	\$ 1,031,788	100%	\$ 536,648	\$ 551,352	103%
Contract Services:						
Local Financial Assistance	-	-		-	-	
Other Contractual Services	2,547,000	2,093,220	82%	1,400,000	946,630	68%
Advertising	-	-		-	-	
Other Operating Income	-	-		-	-	
Total Operating Revenues	3,583,648	3,125,008	87%	1,936,648	1,497,982	77%
NON-OPERATING REVENUES						
Operating Assistance Grants:						
State of Florida	-	-		-	-	
Local	5,531,666	5,531,666	100%	3,181,666	3,204,968	101%
Planning and other assistance grants:						
Federal - Other	1,601,000	1,600,055	100%	738,000	738,227	100%
State of Florida - Other	-	-		-	-	
Local Matching - Other	-	-		-	-	
Interest Income	-	-		-	-	
Other Income	-	-		-	-	
Total Nonoperating Revenues	7,132,666	7,131,721	100%	3,919,666	3,943,195	101%
TOTAL REVENUES	10,716,314	10,256,729	96%	5,856,314	5,441,177	93%
OPERATING EXPENSES						
Salaries and Wages	375,000	332,935	89%	235,000	202,765	86%
Fringe Benefits	230,000	194,427	85%	145,000	116,601	80%
Purchased Trans. Services	9,102,462	9,768,083	107%	4,787,462	5,454,015	114%
Fuel	1,178,786	1,089,363	92%	602,786	512,780	85%
Other Materials and Supplies	7,250	3,541	49%	5,450	1,756	32%
Professional Services	139,530	75,932	54%	89,530	30,507	34%
Other Services	157,500	138,948	88%	94,500	77,714	82%
Lease and Misc. expense	131,484	126,237	96%	68,484	63,237	92%
Casualty and Liability	-	-		-	-	
Utilities	10,490	13,516	129%	3,790	6,811	180%
Taxes and Licenses	46,368	45,824	99%	23,368	22,864	98%
Interest expense	-	-		-	-	
Total Operating Expenses	11,378,870	11,788,806	104%	6,055,370	6,489,050	107%
OPERATING GAIN (LOSS)	\$ (662,556)	\$ (1,532,077)	231%	\$ (199,056)	\$ (1,047,873)	526%

Finance Committee Discussion Item #6.B.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Kimberly Forbragd
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: FY2019 Operating Budget (Preliminary)

Date: 5/21/2018

ACTION REQUESTED:

LYNX Staff will provide an overview of the FY2019 Operating Budget (Preliminary).

FY2019 Operating Budget (Preliminary)

Presented to the
LYNX Oversight & Finance Committees
by Bert Francis
Chief Financial Officer
May 24, 2018

Assumptions Recap – Overall



- **FY2019 Funding based on the adopted LYNX Funding Model.**
- **Maintain a 3.5% funding increase from participating funding partners.**
- **Maximize current service levels through continuation of ongoing efficiencies.**
- **Leverage efficiencies from the Route Optimization Study (ROS).**

Assumptions Recap – Revenue



Customer Fares:

- Maintain customer fares at current levels (no fare increase).

Federal Funding:

- Maintain current Preventative Maintenance Funding Level, as approved by LYNX Board. FY2018 approved funding totaled \$8,794,752.

State Funding:

- Continue to maximize State Operating Assistance.

Advertising Revenue:

- Continue to maximize Advertising Revenue. Actual results estimated to total \$2,300,000 for FY2018.

Other Revenues:

- Maximize anticipated Compressed Natural Gas Rebates and Royalties.
- Identify additional investment opportunities to maximize Interest Income.
- Utilize reserves to fund budget shortfalls.

Assumptions Recap – 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.
- Begin to implement the Route Optimization Study.
- Continue focus on improving customer service.

Fuel Programs:

- Stabilize fuel costs, as appropriate:
 - Fuel Hedging
 - Bio-diesel
 - Compressed Natural Gas

Assumptions Recap – Other Initiatives



Service Expansion:

- Impacts of SunRail Phase 2 expansion (feeder service).
- Road Ranger expansion.

Technology:

- Customer service enhancements:
 - Continue to refine existing customer facing programs.
 - Electronic signage around LYNX Center Station.
- Review new budget system.
- New tracking system for Risk Management.
- Implement new, cloud based Payroll/Human Resources system.

Facility Relocation and Improvements:

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

FY2019 Operating Budget – Overview



	FY2019 Budget (Preliminary)	FY2018 Budget as Amended	% Change
Operating Revenue	\$134,120,033	\$136,190,742	-1.5%
Operating Expenses	\$135,846,498	\$136,190,742	-0.3%
Operating Income (Deficit)	<u>(\$1,726,465)</u>	<u>\$0</u>	<u>n/a</u>

FY2019 Operating Budget – Revenue



Operating Revenue	FY2019 Budget (Preliminary)	FY2018 Budget as Amended	% Change
Customer Fares	\$24,826,294	\$25,408,169	-2.3%
Contract Services	\$6,628,578	\$6,537,507	1.4%
Advertising on Buses	\$2,200,000	\$2,175,000	1.1%
Advertising - Trade	\$30,000	\$30,000	0.0%
Interest & Other Income	\$1,157,660	\$1,111,283	4.2%
Federal Revenue	\$18,372,985	\$17,855,869	2.9%
State Revenue	\$14,226,714	\$13,635,017	4.3%
Local Revenue	\$66,677,802	\$65,346,177	2.0%
Total Revenue	\$134,120,033	\$132,099,022	1.5%
Proposed Budget Shortfall	\$1,726,465	\$1,737,041	
Mid-year Proposed Amendment		\$2,354,679	
Required Revenue	\$135,846,498	\$136,190,742	-0.3%

FY2019 Operating Budget – Expense



Operating Expense	FY2019 Budget (Preliminary)	FY2018 Budget as Amended	% Change
Salaries, Wages & Fringes	\$79,514,862	\$79,658,715	-0.2%
Other Services	\$11,248,188	\$12,042,475	-6.6%
Fuel	\$11,029,817	\$10,820,264	1.9%
Materials & Supplies	\$7,843,304	\$8,097,032	-3.1%
Utilities	\$1,611,880	\$1,558,424	3.4%
Casualty & Liability	\$2,224,751	\$2,353,031	-5.5%
Taxes & Tags	\$470,166	\$529,391	-11.2%
Purchased Transportation	\$20,214,223	\$19,614,332	3.1%
Leases & Miscellaneous	\$1,629,544	\$1,436,031	13.5%
Interest	\$59,763	\$81,047	-26.3%
Total Expense	<u>\$135,846,498</u>	<u>\$136,190,742</u>	<u>-0.3%</u>

FY2019 Local Funding (Preliminary)



Local Funding	FY2019 Budget (Preliminary)	FY2018 Budget as Adopted	Dollar Change	% Change
Operating:				
Orange County	\$44,780,737	\$43,266,413	\$1,514,324	3.5%
Osceola County	\$7,380,518	\$7,130,935	\$249,583	3.5%
Seminole County	\$7,503,133	\$7,249,404	\$253,729	3.5%
City of Orlando	\$4,091,589	\$4,399,737	-\$308,148	-7.0%
City of Orlando - Lymmo	\$2,459,071	\$2,607,482	-\$148,411	-5.7%
	<u>\$66,215,048</u>	<u>\$64,653,971</u>	<u>\$1,561,077</u>	<u>2.4%</u>
VA Route Link 406	\$0	\$229,452	-\$229,452	-100.0%
Altamonte Springs	\$120,900	\$120,900	\$0	0.0%
City of Sanford	\$93,000	\$93,000	\$0	0.0%
Lake County	\$248,854 *	\$248,854	\$0	0.0%
	<u>\$462,754</u>	<u>\$692,206</u>	<u>-\$229,452</u>	<u>-33.1%</u>
Total Operating Funding	\$66,677,802	\$65,346,177	\$1,331,625	2.0%
Capital Contributions:				
Orange County	\$1,779,414	\$1,738,768	\$40,646	2.3%
Osceola County	\$237,704 *	\$237,704	\$0	0.0%
Seminole County	\$211,838 *	\$211,838	\$0	0.2%
	<u>\$2,228,956</u>	<u>\$2,188,310</u>	<u>\$40,646</u>	<u>1.9%</u>
Total Local Funding	<u>\$68,906,758</u>	<u>\$67,534,487</u>	<u>\$1,372,271</u>	<u>2.0%</u>

* Pending verification of service hours.

FY 2019 Operating Budget – Calendar



FY2019 Key Budget Assumptions Presentation to Finance & Audit Committee	March 6 th
FY2019 Preliminary Operating Budget Presentation to Finance & Audit Committee	May 21 st
FY2019 Preliminary Operating Budget Presentation to Board and Oversight Committee	May 24 th
Budget Presentation Osceola and Orange Counties	June/July
Budget Presentation Seminole County	August
FY2019 Proposed Operating Budget Presentation to Finance & Audit Committee	September 26 th
Final Oversight Committee and Board Action	September 27 th
FY2019 Commences	October 1 st

FY2019 Operating Budget – Summary



LYNX staff will seek direction from the Oversight Committee and Board as we continue to refine the FY2019 Operating Budget (Preliminary).

After receiving direction from Oversight and the Board, we will submit the FY2019 Operating Budget (Preliminary) to our Funding Partners for their consideration. We expect those meeting to occur between June and August, 2018.

Presentation of the FY2019 Operating Budget (Final) will be scheduled for September 2018.

Finance Committee Discussion Item #6.C.

To: LYNX Finance & Audit Committee

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Douglas Robinson
(Technical Contact)
Presented By: Doug Robinson, Mgr. Strategic Planning, LYNX

Phone: 407.841.2279 ext: 6019

Item Name: Update on LYNX Forward

Date: 5/21/2018

BACKGROUND:

In March 2017, the Board of Directors authorized LYNX Staff to prepare the ten-year Transit Development Plan (TDP) major update and a Route Optimization Study (ROS). Together, the TDP and ROS are referred to as LYNX Forward initiative.

The ten-year TDP major update was submitted and approved by the Florida Department of Transportation (FDOT) District Five Office in December 2017. The ROS is still in progress and will continue into summer 2018. Once the ROS is complete, LYNX staff will prepare the TDP annual update to include the ROS capital and operating improvements, as approved by the LYNX Board of Directors. The TDP annual update is due to the FDOT District Five office on September 1, 2018.

OVERVIEW:

This LYNX Forward update will focus on the following:

- Purpose of Route Optimization Study
- Partner agency input on long-term transit network
- ROS next steps including:
 - Ridership forecasting,
 - Development of the near-term plan,
 - Public involvement, and
 - Short-term capital improvements.
- ROS Goal for FY2019



LYNX FORWARD

Finance and Audit Committee Update
May 21, 2018



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87 of 108

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LYNX FORWARD Goals



Promote economic competitiveness, sustainability, and quality of life



Advance an equitable, dynamic, and performance driven transit system



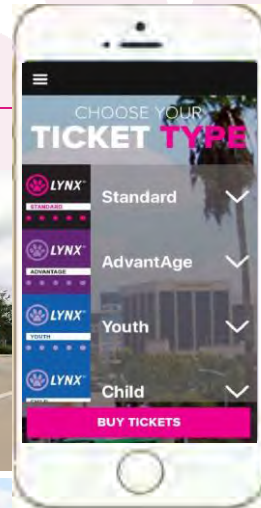
Deliver a seamless network of transportation services for the region



Enhance customer experience and communications

What is *LYNX FORWARD*?

- 10 -Year Transit Development Plan (TDP) and funding strategies
- Optimized, multi-modal transit system - Route Optimization Study (ROS) supported with O-D surveys, mobile device data and real-time information.
- Regional vision developed in partnership with our riders, jurisdictional partners and stakeholders.



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89 of 108

3



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Existing Network Challenges

Quality of Service / Service Performance

- Poor On-Time Performance
- Lengthy Travel Times
- Declining Ridership
- Low Route Productivity

Service Supply

- Not Addressing Population Growth
- Infrequent Service
- Largest Employment Markets Under-Served
- Match vehicle size with demand

Service Design

- Meandering / Out-of-Direction Routing
- Lack of SunRail Connections
- Downtown Centric System
- One-Size “Local Route” Does Not Fit All



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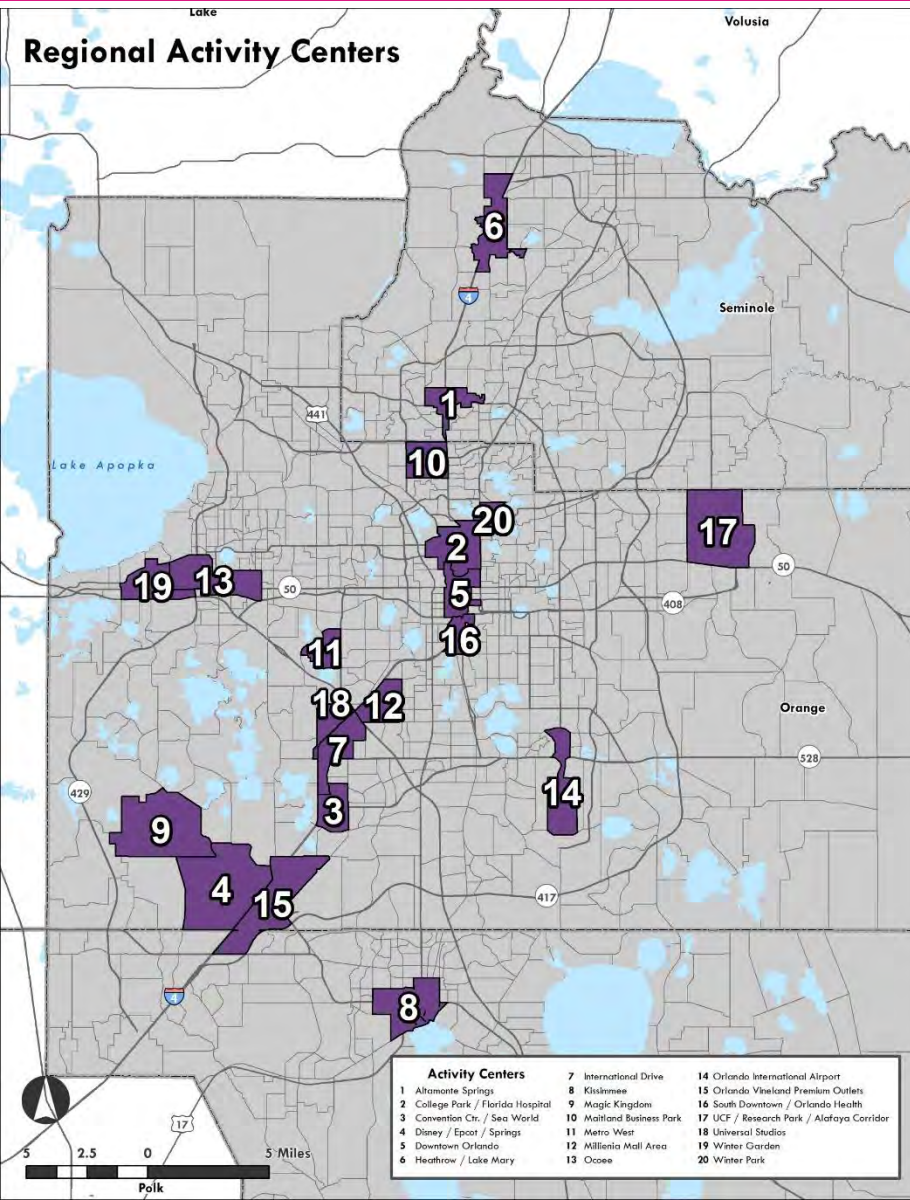


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Route Optimization Study Purpose

- 1 Meet **future mobility needs** through new and improved mobility services
- 2 Allocate resources in the most **effective and efficient** manner possible
- 3 Improve regional **connectivity to SunRail**
- 4 Continue to serve existing riders while **gaining new riders**
- 5 **Serve new markets** with focused and specialized service delivery models and integration with complementary modes (e.g. rideshare and bikeshare)

Regional Activity Centers



1. Altamonte Springs
2. College Park / Florida Hospital
3. Convention Ctr. / Sea World
4. Disney / Epcot / Springs
5. Downtown Orlando
6. Heathrow / Lake Mary
7. International Drive
8. Kissimmee
9. Magic Kingdom
10. Maitland Business Park
11. Metro West
12. Millenia Mall Area
13. Ocoee
14. Orlando International Airport
15. Orlando Vineland Premium Outlets
16. South Downtown / Orlando Health
17. UCF / Research Park / Alafaya Corridor
18. Universal Studios
19. Winter Garden
20. Winter Park

Others Restructuring Transit

- Houston/Metro – Metro Solutions Plan
- Jacksonville – Route Optimization Initiative
- Tampa – Mission MAX
- Columbus, OH – [NextGen](#)
- Austin – [Connections 2025](#)
- Indianapolis – Marion County Transit Plan
- West Palm Beach – Route Performance Maximization (RPM)

Network Restructuring Overview

- **Tradeoffs**
 - Frequency or coverage
 - Service type matching demand
- **Benefits**
 - Improved reliability & predictability
 - Improved frequency
 - More direct routing
- **Model Proposed Plan Ridership**
 - Test new network before allocating resources
- **Feedback and Expectations**
 - Draft plan review (Tough Choices: Winners & Losers)
 - Plan must stop and ideally reverse ridership decline

Long-Term Plan (>5 years)

- Long-Term Plan Details*:
 - 91 transit lines
 - 26 micro-transit / on-demand service zones
 - 408 vehicles
 - 2.5 million annual service hours
 - 38.2 million annual service miles

*based on preliminary un-modeled network data from remix software

FY2019 and Near-Term Plan

- **What's possible in FY2019**
 - Cost neutral service adjustments consistent with near-term plan
 - Target lowest performing services
 - Bus stop consolidation
- **Near-Term Plan – Next 3 to 5 years?**
 - Establish the core of future network
 - Phasing plan to incrementally add services

Short Term Capital Improvements

- New bus stop signs and blades
- Superstop enhancements
- Bus stop improvements
- New passenger facilities/amenities
- ADA accessibility

Bus Stop Signage
(Current)



Bus Stop Signage (Future)



Vision 2030 Plan



- Completed in Oct. 2011
- Examined 22 corridors
 - 4 added during study
- Determined potential transit modal improvements along each corridor
- Modes Considered
 - Local Bus, Express Bus, BRT Streetcar, Light Rail and Commuter Rail
- Estimated costs and identified potential revenue sources to realize vision

Next Steps

- Model Long-Term Plan Ridership
- Develop Near-Term Plan
- Model Near-Term Plan Ridership
- Engage Public in Plan Review
- Prepare TDP Annual Update
- Develop Public Education/Communications Plan
- Implement short-term capital improvements
- Implement FY2019 Services

Implementation Timeline

Plan Refinement and Approval

- Internal and External Stakeholder Communication
- Title VI Analysis and Mitigation Strategies
- Public Outreach
- Final Board Approval

Plan Implementation

- Scheduling and Runcutting
- Hiring and Training
- Procurement (facilities and vehicles)
- Marketing and Outreach
- Prepare printed and electronic passenger information

Launch

- Media Rollout
- Bus Stop Changeover
- Publish printed and electronic passenger information

4 to 6 months

8 to 10 months

1 to 2 months

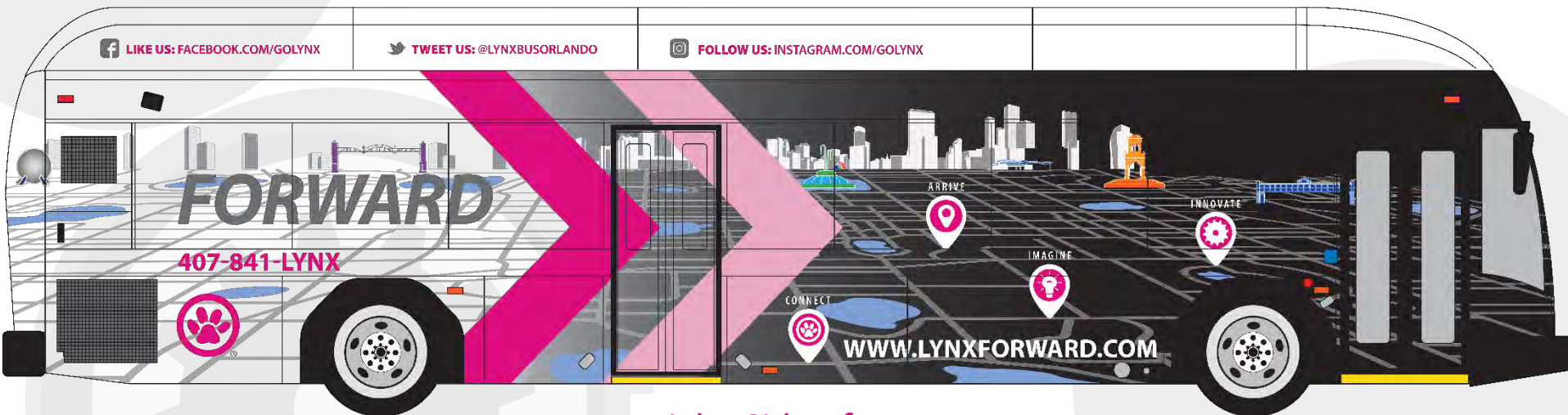
13 to 18 months

100 of 108

LYNX Forward Bus Wrap



Left Side of Bus



Right Side of Bus

Contact Information

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102 of 108

16

Central Florida Regional Transportation Authority

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Finance Committee Action Item #7.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Kimberly Forbragd
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Recommendation to Amend the FY2018 Operating and Capital Budgets

Date: 5/21/2018

ACTION REQUESTED:

Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) to amend the FY2018 Adopted Operating and Capital Budgets to fund current LYNX initiatives.

BACKGROUND:

FY2018 Amended Operating Budget

The table and summarized captions below provide information comprising the operating budget amendment request. The prevailing purpose of this amendment is to fund the additional expenses incurred with recent adoption of the new Labor Agreement and other unplanned, but notable initiatives detailed below:

LYNX Board Agenda

Revenue	FY2018 Adopted Budget Total October 2017	6% Lump Sum Payment to Union per Labor Agreement	Diesel and Unleaded Fuel & Taxes Shortfall	LYNX Vision 2030 Plan Update	Bilingual HR Help with Puerto Rican Refugees	Safety and Security Training (Live Drill)	MV Contract Close-Out (2017)	Categorical Adjustments	FY2018 Amended Budget Total March 2018
Fund Balance	1,737,041	1,776,514	392,443	33,222	7,500	145,000	-	-	4,091,720
LYNX Generated Revenue	48,804,277	-	418,743	-	-	-	124,962	(350,000)	48,997,982
Federal Revenue	17,947,055	-	158,814	-	-	-	-	-	18,105,869
State Revenue	13,097,017	-	-	-	-	-	-	-	13,097,017
Local Revenue	51,898,154	-	-	-	-	-	-	-	51,898,154
Total Revenue	133,483,544	1,776,514	970,000	33,222	7,500	145,000	124,962	(350,000)	136,190,742
Expense									
Salaries/Wages/Fringes	78,226,554	1,776,514	-	-	-	-	-	(344,353)	79,658,715
Other Services	11,816,580	-	-	33,222	7,500	145,000	-	40,173	12,042,475
Fuel	9,920,264	-	900,000	-	-	-	-	-	10,820,264
Materials & Supplies	8,097,032	-	-	-	-	-	-	-	8,097,032
Utilities	1,604,244	-	-	-	-	-	-	(45,820)	1,558,424
Casualty & Liability	2,353,031	-	-	-	-	-	-	-	2,353,031
Taxes & Tags	459,391	-	70,000	-	-	-	-	-	529,391
Purchased Transportation	19,489,370	-	-	-	-	-	124,962	-	19,614,332
Leases & Miscellaneous	1,436,031	-	-	-	-	-	-	-	1,436,031
Interest	81,047	-	-	-	-	-	-	-	81,047
Total Operating Expenses	133,483,544	1,776,514	970,000	33,222	7,500	145,000	124,962	(350,000)	136,190,742

Revenue	FY2018 Adopted Budget Total October 2017	6% Lump Sum Payment to Union per Labor Agreement	Diesel and Unleaded Fuel & Taxes Shortfall	LYNX Vision 2030 Plan Update	Bilingual HR Help with Puerto Rican Refugees	Safety and Security Training (Live Drill)	MV Contract Close-Out (2017)	Categorical Adjustments	FY2018 Amended Budget Total March 2018
Fund Balance	1,737,041	1,776,514	392,443	33,222	7,500	145,000	-	-	4,091,720
Customer Fares	25,408,169	-	-	-	-	-	-	-	25,408,169
Contract Services	5,224,268	-	68,743	-	-	-	-	-	5,293,011
Advertising on Buses	1,975,000	-	200,000	-	-	-	-	-	2,175,000
Advertising - Trade	30,000	-	-	-	-	-	-	-	30,000
Interest & Other Income	1,186,321	-	150,000	-	-	-	124,962	(350,000)	1,111,283
Federal Revenue	17,947,055	-	158,814	-	-	-	-	-	18,105,869
State Revenue	13,097,017	-	-	-	-	-	-	-	13,097,017
Local Revenue	66,878,673	-	-	-	-	-	-	-	66,878,673
Total Revenue	133,483,544	1,776,514	970,000	33,222	7,500	145,000	124,962	(350,000)	136,190,742
Expense									
Salaries/Wages/Fringes	78,226,554	1,776,514	-	-	-	-	-	(344,353)	79,658,715
Other Services	11,816,580	-	-	33,222	7,500	145,000	-	40,173	12,042,475
Fuel	9,920,264	-	900,000	-	-	-	-	-	10,820,264
Materials & Supplies	8,097,032	-	-	-	-	-	-	-	8,097,032
Utilities	1,604,244	-	-	-	-	-	-	(45,820)	1,558,424
Casualty & Liability	2,353,031	-	-	-	-	-	-	-	2,353,031
Taxes & Tags	459,391	-	70,000	-	-	-	-	-	529,391
Purchased Transportation	19,489,370	-	-	-	-	-	124,962	-	19,614,332
Leases & Miscellaneous	1,436,031	-	-	-	-	-	-	-	1,436,031
Interest	81,047	-	-	-	-	-	-	-	81,047
Total Operating Expenses	133,483,544	1,776,514	970,000	33,222	7,500	145,000	124,962	(350,000)	136,190,742

Fund Balance – On December 7, 2017, the Board approved a 6% lump sum payment to the Union per the recently ratified Labor Agreement. LYNX Fund Balance is the recommended funding source to amend the FY2018 Adopted Operating Budget by \$1,776,514 to cover these expenses.

Increases in price and quantity of Diesel and Unleaded Fuel utilization necessitate additional budget to procure fuel (\$900,000) and pay the corresponding excise taxes (\$70,000) to operate LYNX vehicles. In FY17, LYNX placed a futures trade to hedge 61.1% of the Diesel and 63.4% of the Unleaded Fuel consumed thus far in FY18.

Growth from Interest Income (\$150,000), projected Advertising revenue (\$200,000), a Joint Partnership with FDOT (\$158,814), and the spring semester contract service agreements with

LYNX Board Agenda

UCF and Seminole State (\$68,743) combine with Fund Balance (\$392,443) to offset the \$970,000 increase requested.

Professional Services – On December 7, 2017 the Board approved \$145,000 to take part in a pair of Safety and Security “All Threats Training” Exercises. Also, two other Professional Service expenses: 1) Updating the LYNX Vision 2030 Plan (\$33,222), and 2) Providing Bilingual Human Resource Help with Puerto Rican Refugees (\$7,500) constituted the remaining \$40,722 requested to amend the FY18 Adopted Budget.

Purchase Transportation – On March 22, 2018 the Board approved an amendment of \$124,962 to close out LYNX’ previous obligations under Contract#12-C02 with MV Transportation. Growth from Interest Income will offset this unbudgeted expense.

Notable Categorical Adjustment – A recommendation from our year-end audit was to the reclassify LYNX’s Cigna Rx rebate budgeted as Miscellaneous Revenue \$350,000 and reduce the overall expense budget of Salaries/Wages/Fringes by \$350,000.

The following table summarizes the adjustments mentioned above and formally amends the FY2018 Adopted Operating Budget to \$136,190,742 from \$133,483,544:

FY2018 Amended Operating Budget

	FY2018 Adopted Budget	Revisions	FY2018 Amended Budget Total
Operating Revenues			
Fund Balance	1,737,041	2,354,679	4,091,720
LYNX-Generated Revenue	48,804,277	193,705	48,997,982
Federal Revenue	17,947,055	158,814	18,105,869
State Revenue	13,097,017	-	13,097,017
Local Revenue	51,898,154	-	51,898,154
Total Revenue	133,483,544	2,707,198	136,190,742

These funds are programmed to fund the following category of expense:

	FY2018 Adopted Budget	Revisions	FY2018 Amended Budget Total
Operating Expenses			
Salaries/Wages/Fringes	78,226,554	1,432,161	79,658,715
Other Services	11,816,580	225,895	12,042,475
Fuel	9,920,264	900,000	10,820,264
Materials & Supplies	8,097,032	-	8,097,032
Utilities	1,604,244	(45,820)	1,558,424
Casualty & Liability	2,353,031	-	2,353,031
Taxes & Tags	459,391	70,000	529,391
Purchased Transportation	19,489,370	124,962	19,614,332
Leases & Miscellaneous	1,436,031	-	1,436,031
Interest	81,047	-	81,047
Total Operating Expenses	133,483,544	2,707,198	136,190,742

FY2018 Amended Capital Budget

The principal objective for amending the FY2018 Capital Budget is to bring up-to-date the value of existing project purchase orders to account for additional expenses incurred:

Capital Contributions	FY18 Adopted Budget	Revisions	FY18 Amended Budget
Federal Contributions	\$ 59,730,966	(719,597)	\$ 59,011,369
State Contributions	1,080,235	(6,651)	1,073,584
Local Contributions	2,769,274	-	2,769,274
Total	\$ 63,580,475	(726,248)	\$ 62,854,227

These funds are programmed to fund the following types of expenditures:

Capital Expenditures	FY18 Adopted Capital Budget	Carryover Adjustment	FY18 Amended Capital Budget
Revenue Vehicles	31,090,499	-	31,090,499
BRT	808,304	(25,283)	783,021
Facilities	5,999,648	-	5,999,648
Passenger Amenities	14,438,436	(142,662)	14,295,774
Technology	4,196,307	(347,235)	3,849,072
Security	752,837	-	752,837
Support Equipment	6,294,444	(211,068)	6,083,376
Total	\$ 63,580,475	\$ (726,248)	\$ 62,854,227

FISCAL IMPACT:

Upon the LYNX Finance committee's positive vote, LYNX's FY2018 Amended Operating Budget will be recommended to increase from \$136,190,742 from \$133,483,544.

The FY2018 Amended Capital Budget will be recommended to decrease from \$63,580,475 to \$62,854,227.

Finance Committee Action Item #7.B.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Christopher Plummer
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Authorization to Exercise First Option Year of Contract 15-C12 with Cherry Bekaert LLP for Auditing Services

Date: 5/21/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise first option year of Contract 15-C12 for auditing services with the firm of Cherry Bekaert LLP. The annual cost is a Not-To-Exceed of \$105,000.

BACKGROUND:

The Single Audit Act Amendments of 1996 require state or local governments that receive at least \$750,000 in Federal Financial Assistance in a year to have an independent audit conducted for that year in accordance with the Office of Management and Budget (OMB) Circular A-133. The State of Florida recently enacted similar legislation, the Florida Single Audit Act, related to the audits of State Financial Assistance. Pursuant to these Acts, LYNX released a Request for Proposal to secure the services of an audit firm to perform audits of LYNX records.

At the July 23, 2015, LYNX Board of Director's meeting staff received authorization to award Contract 15-C14 to Cherry Bekaert LLP for Auditing Services for three (3) years with two (2) one-year options to renew, subject to annual funding availability.

The current initial contract term expires on July 22, 2018.

FISCAL IMPACT:

LYNX Staff included \$105,000 in the FY2018 Adopted Operating Budget for professional services related to the independent audit service. Upon Board approval, the FY2019 budget will include an appropriate amount for professional services related to the independent audit service.