

LYNX Board Agenda

Meeting Date: 8/22/2019
Meeting Time: 2:00 PM

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

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

1. Call to Order

2. Approval of Minutes



Board of Directors Meeting Minutes 07/25/19

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3. Public Comments

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

4. Chief Executive Officer's Report

5. Oversight Committee Report

6. Consent Agenda

A. Award Contracts

i.



Authorization to Award a Contract for Consultant Services for Autonomous Vehicles to WSP USA, Inc. for a Not-To-Exceed Amount of \$300,000.

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B. Miscellaneous

i.



Authorization to Transfer Clever Device Components to New Jersey Transit

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ii.



Authorization to Transfer One Vehicle to Meals on Wheels for the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program

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iii.



Authorization to Auction Surplus Capital Items & Obsolete Parts

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iv.



Authorization to Dispose of Items Accumulated Through the Lost and Found Process

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v.



Authorization to Approve the Top Rate Increase Based on Wage Re-Opener with Amalgamated Transit Union (ATU) Local 1596

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vi.



Authorization to Amend Existing Third Party Claims Administration Services Contract 17-C10 Preferred Government Claims Solutions (PGCS)

Pg 26

vii.



Authorization to Extend Second Option Year by Three Months of Contract #14-C28 to Enterprise Leasing Company of Orlando, LLC for Vanpool Support

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viii.




Authorization to Purchase Fifty Seven (57) Paratransit and Five (5) Neighborlink Replacement Vehicles with Conversion Kits Allowing for use of Compressed Natural Gas (CNG)

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7. Action Agenda

- A.  Authorization to Submit the FY2020 Transit Development Plan Annual Update Pg 31

8. Work Session

- A.  Staff will Provide an Update on the FY2020 Proposed Operating and Capital Budgets Pg 32

9. Information Items

- A.  Notification of a Sole Source Agreement with Trapeze Group, Inc. for Trip Broker API for LYNX Mobility Services Pg 33
-Attachments 
- B.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 37

10. Other Business

11. Monthly Reports

- A.  Communication Monthly Report – July 2019 Pg 38
- B.  Mobility Service Reports Pg 47
-Attachments 
- C.  Planning and Development Report Pg 61
- D.  Ridership Report for June 2019 Pg 62
-Attachments 

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

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

LYNX
Central Florida Regional Transportation Authority
Board of Directors' Meeting Minutes

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

DATE: **July 25, 2019**

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

Members in Attendance:

Viviana Janer, Commissioner, Osceola County BoCC
Jerry Demings, Mayor, Orange County
Lee Constantine, Commissioner, Seminole County BoCC, Chair
Mike Shannon, Secretary, 5th District, Florida Department of Transportation

Members Absent:

Buddy Dyer, Mayor, City of Orlando

1. Call to Order

Chair Constantine called the meeting to order at 1:04 p.m.

2. Approval of Minutes

Mayor Demings moved to approve the BOD meeting minutes of June 27, 2019.
Commissioner Janer seconded. The minutes were approved as presented.

4. Public Comments

Wes Hodge, 2826 Fitzooth Drive, Winter Park, FL. 32792. Mr. Hodge addressed the board members on behalf of the Orange County Democratic Party. As chair, he requested that LYNX revisit Policy 10.2.1 to amend the policy to allow voter registration on LYNX property.

Commissioner Constantine requested Mr. Harrison look into this issue and report back to the board.

5. Chief Executive Officer's Report

Mr. Harrison, Chief Executive Officer announced that FTA will be awarding LYNX a grant for \$1.9 million dollars for the purchase of electric buses. He expressed his gratitude to Mr. Slot, Chief Innovation and Sustainability Officer and his team, to OUC, to the City of Orlando and Proterra for their efforts in securing a solid application.

Federal Transit Administration conducts a Triennial review and an onsite visit every three years. They will be onsite on August 7th through the 9th looking at our compliance with their regulations in a number of different review areas. The Grants team have been working with them internally and Mr. Harrison will provide an initial review in the coming month.

Mr. Harrison visited with several funding partner County Commissioners regarding LYNX FY20 budget. LYNX presented the FY20 budget to the Orange County Commission on July 16th and will present the FY20 budget to Seminole County on August 1, 2019.

6. Oversight Committee Report

Commissioner Janer, Chair of the Oversight Committee provided her report of the Oversight Committee meeting that met earlier that morning. She stated that the committee approved the minutes from the June 27, 2019 meeting. Bert Francis, Chief Financial Officer provided an update of the Finance and Audit Committee meeting on behalf of Amanda Clavijo.

The Oversight Committee recommended approval of the consent agenda items 6.a through 6.f All items were approved unanimously.

Action item 7.A. related to the Authorization to enter into an Agreement with Shingle Creek was deferred to a future date.

Norman Hickling, Director of Mobility Services provided a condensed version of the Paratransit presentation that the Finance and Audit Committee received on cost mitigation efforts for the Paratransit system.

Commissioner Janer recommended that the staff bring back each of the recommendations individually to the Oversight Committee for extensive review, as there may be policy implications for the LYNX board and their respective commissions.

7. Consent Agenda:

Chairman Constantine reviewed the Consent Agenda Items 6.A.i through 6.C.iv., and it was noted that item C.ii., the request to enter into an Agreement with Shingle Creek was pulled. This item requires approval from their board first.

Commissioner Janer moved to approve Consent Agenda items 6.A.i through 6.C.iv, with the exception of C ii. Secretary Shannon seconded, motion passed unanimously.

8. Action Items:

Authorization to Implement August 25, 2019 Proposed Service Changes

Bruce Detweiler, Manager of Service Planning presented the proposed service changes that will take effect on August 25, 2019.

Expanding service on Link 1 – Eatonville, Altamonte Springs, Maitland Center, and the Winter Park Sunrail station during the mid-day period on weekdays. This route currently operates only during rush hour.

Link 210, Knight Links Blue Line route will be eliminated. The University of Central Florida will no longer be funding this link.

Mayor Demings moved to approve Action Item 8.A. Commissioner Janer seconded. Motion passed unanimously.

9. Other Business:

No other business was reported

10. Monthly Reports: (For review purposes only)

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

- A.** Communications Report for June 2019
- B.** Mobility Management Service Performance
- C.** Planning and Development Report
- D.** Ridership Report for May 2019

Mayor Demings added that Orange County is seeking a transportation sales tax initiative to be on the ballot in November of 2020. There will be a series of meetings throughout the county to get input from the citizens. The first town hall meeting of a series of meetings will be held here at LYNX on August 21st at 5:00 PM.

The meeting adjourned at 1:22 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the July 25, 2019 LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: William Slot
CHIEF INNOVATION SUSTAIN OFF
Kenneth Jamison
Technical Contact

Phone: 407.841.2279 ext: 6146

Item Name: Award Contracts
Authorization to Award a Contract for Consultant Services for Autonomous Vehicles to WSP USA, Inc. for a Not-To-Exceed Amount of \$300,000.

Date: 8/22/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract for Consultant Services for Autonomous Vehicles to WSP USA, Inc. in an amount not to exceed \$300,000 for a period of two years.

BACKGROUND:

The LYNX Board of Directors has directed the Chief Executive Officer (CEO) to integrate more technology into the operation of LYNX to improve customer satisfaction and confidence in the agency and its service delivery. In accordance with that directive, LYNX has partnered with the Florida Department of Transportation (FDOT), MetroPlan Orlando, City of Orlando, and University of Central Florida to understand the opportunities and capabilities of Autonomous Vehicles Services for the downtown Orlando BRT (LYMMO).

PROCUREMENT PROCESS:

On July 26, 2018, the Board of Directors authorized LYNX staff to release a Request for Proposal (RFP) for consultant services for autonomous vehicles for the BRT/LYMMO routes.

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The RFP for Consultant Services for Autonomous Vehicles was released on March 28, 2019. The RFP was posted on LYNX Procurement website, DemandStar, and sent directly to interested suppliers. Responses were solicited to develop the Concept of Operations for the deployment of automated vehicles in LYNX services which will include:

- Details of the policies and partnerships that need to be in place
- Technical issues and infrastructure requirements
- Financial implications of a pilot and a full deployment
- New workforce skill set requirements

The Consultant will use the Concept of Operations to assist LYNX in the development of a Request for Proposals for an initial pilot of automated vehicles. This request will include the requirements for the vehicle to operate in revenue service for the pilot along with the long term vision for incorporation into LYNX service.

Seven (7) suppliers submitted proposals in response to the RFP requirements. Below are the suppliers who submitted a proposal:

- AECOM Technical Services, Inc.
- H. W. Lochner, Inc.
- Metric Engineering, Inc.
- Michael Baker International, Inc.
- Stantec Consulting Services, Inc.
- Vanasse Hangen Brustlin, Inc.
- WSP USA, Inc.

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

- Christopher Cairns, City of Orlando
- Bruce Detweiler, LYNX
- Eric Hill, MetroPlan Orlando
- William Slot, LYNX

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

- Methodology/Approach (35 Points)
- Qualifications of Firm (30 Points)
- Staff Experience and Knowledge of Firm (20 Points)
- Pricing Proposal (15 Points)

The committee discussed and ranked the proposals, then passed a motion to recommend that the LYNX Board of Directors authorize award of a contract to WSP USA, Inc. in the amount of \$292,822. This authorization includes an addition approval of \$7,178 of available funding for contingency.

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DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

There was a DBE participation goal of 5% assessed for this solicitation. The prime contractor will be working with DBE firm Faller, Davis & Associates as a subcontractor with a commitment for 9% utilization on the contract.

FISCAL IMPACT:

LYNX staff included \$300,000 in FY2020 Preliminary Operating Budget for Consultant Support for Intelligent Transportation Systems. LYNX staff has secured support for this project from the City of Orlando and MetroPlan for contributions to this project in the amount of \$100,000 each.

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Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Leonard Antmann
DIRECTOR OF FINANCE
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Miscellaneous
Authorization to Transfer Clever Device Components to New Jersey Transit

Date: 8/22/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer Clever Device Components to New Jersey Transit.

BACKGROUND:

LYNX maintenance staff has identified Clever Device Components for retirement. These parts became obsolete due to completing the conversion from Clever devices to Trapeze Ranger 4 on the fixed-route fleet. New Jersey Transit has expressed an interest in receiving Clever Device Components to their agency.

The transfer of the Clever Device Components will require Federal Transit Administration (FTA) approval in order to waive or transfer any outstanding obligation associated with the vehicles and the related components which is currently valued at \$177,359. LYNX staff will continue to work with New Jersey Transit and/ or with other agencies to facilitate the transfer of the Clever Device Components.

FISCAL IMPACT:

The net book value of the Clever Device Components is \$177,359. The potential FTA obligation is \$177,359.

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Clever Device Listing

System Number	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
16782	9/11/2013	FE	Clever Device and Components to NJ	5	\$29,887	\$0
16994	10/31/2013	FE	Clever Device and Components to NJ	5	\$29,887	\$0
16999	10/31/2013	FE	Clever Device and Components to NJ	5	\$29,887	\$0
17005	10/31/2013	FE	Clever Device and Components to NJ	5	\$29,887	\$0
17010	10/31/2013	FE	Clever Device and Components to NJ	5	\$29,887	\$0
17015	10/31/2013	FE	Clever Device and Components to NJ	5	\$29,887	\$0
17020	10/31/2013	FE	Clever Device and Components to NJ	5	\$29,887	\$0
17350	3/31/2014	FE	Clever Device and Components to NJ	5	\$33,141	\$26
17357	3/31/2014	FE	Clever Device and Components to NJ	5	\$33,141	\$26
17363	3/31/2014	FE	Clever Device and Components to NJ	5	\$33,141	\$26
17369	3/31/2014	FE	Clever Device and Components to NJ	5	\$33,141	\$26
17375	3/31/2014	FE	Clever Device and Components to NJ	5	\$33,141	\$26
17381	3/31/2014	FE	Clever Device and Components to NJ	5	\$33,141	\$26
17387	3/31/2014	FE	Clever Device and Components to NJ	5	\$33,141	\$26
17393	3/31/2014	FE	Clever Device and Components to NJ	5	\$33,141	\$26
17399	3/31/2014	FE	Clever Device and Components to NJ	5	\$33,141	\$26
18363	1/14/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$289
18367	1/16/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$291
18371	1/16/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$291
18375	1/16/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$291
18379	1/19/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$294
18383	1/21/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$295
18387	1/23/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$297
18391	1/26/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$300
18395	1/29/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$303
18399	1/14/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$289
18403	1/14/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$289
18407	1/14/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$289
18419	2/3/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$307
18423	2/3/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$307
18427	2/2/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$306
18431	2/2/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$306
18435	2/13/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$316
18439	2/11/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$315
18443	2/6/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$310
18447	2/3/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$307

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System Number	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
18736	9/28/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$1,897
18742	9/28/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$1,897
18748	9/28/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$1,897
18754	9/28/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$1,897
18760	9/28/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$1,897
18926	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18931	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18936	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18941	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18946	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18951	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18956	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18961	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$554
18966	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18971	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18976	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18981	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18986	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18991	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
18996	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19001	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19006	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19011	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19016	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19021	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19026	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19031	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19036	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19041	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19046	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19051	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$554
19056	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19061	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19066	11/1/2015	FE	Clever Device and Components to NJ	5	\$40,904	\$2,010
19220	1/13/2016	FE	Clever Device and Components to NJ	5	\$40,904	\$620
19523	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$831
19524	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$3,016
19525	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$3,016
19526	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$3,016

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System Number	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
19527	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$831
19528	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$3,016
19529	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$3,016
19530	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$3,016
19531	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$3,016
19754	12/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$3,316
19871	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19876	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19881	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19886	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19891	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19896	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19901	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19906	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19911	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19916	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19921	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19926	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19931	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19936	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19941	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19946	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19951	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19956	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19961	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19966	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19971	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19976	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19981	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$0
19986	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$3,419
19991	1/1/2017	FE	Clever Device and Components to NJ	5	\$38,078	\$942
Totals					\$4,033,734	\$177,359

LYNX Board Agenda

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

From: Leonard Antmann
DIRECTOR OF FINANCE
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Miscellaneous
Authorization to Transfer One Vehicle to Meals on Wheels for the 5310
Enhanced Mobility of Seniors and Individuals with Disabilities Program

Date: 8/22/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer one (1) support vehicle to Meals on Wheels, a 501(c) (3) non-profit, private charitable organization which provides meals and support services for seniors.

BACKGROUND:

LYNX maintenance staff has identified one (1) support vehicle for utilization by one of our Section 5310 awarded agencies, Meals on Wheels. Through this vehicle transfer, Meals on Wheels will provide the unique and specialized transportation of their clients directly at their expense. This vehicle transfer is included in the application submitted by Meals on Wheels in our Section 5310 -Enhanced Mobility of Seniors and Individuals with Disabilities Program.

This vehicle transfer affords LYNX the opportunity to leverage partnerships with our coordinated agency and improve efficiency in the delivery of services for specialty medical needs. The types of clients served by Meals on Wheels are disadvantaged seniors and disabled adults who are low income and cannot access traditional transportation. The transportation service is door-to-door for ambulatory and wheelchair residents. Meals on Wheels can effectively handle their client trips at their own expense, for significantly less than our paratransit one-way trip cost.

The transfer of (1) support vehicle will not require Federal Transit Administration (FTA) approval as there is no federal share remaining on the vehicles and the fair market value of each is below \$5,000. These vehicles are being transferred "as is".

FISCAL IMPACT:

The net book value of the support vehicle and related components is \$0.

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Vehicle Listing

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
8282	98	9/30/2004	OV	Car - Crown Vic 2004 Tan	7	\$21,091	\$0
Totals						\$21,091	\$0

LYNX Board Agenda

Consent Agenda Item #6.B. iii

To: LYNX Board of Directors

From: Leonard Antmann
DIRECTOR OF FINANCE
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Miscellaneous
Authorization to Auction Surplus Capital Items & Obsolete Parts

Date: 8/22/2019

ACTION REQUESTED:

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

BACKGROUND:

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

Computer Equipment:

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

Furniture, Fixtures and Equipment:

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

Support Vehicles

Four (4) support vehicles with a total net book value of \$0

Revenue Vehicles and Components:

Ten (10) paratransit vehicles used in revenue service with a total net book value of \$0.

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Categorical Totals

Category	Acquisition Value	Net Book Value
Computer Equipment	\$191,168	\$0
Furniture and Fixtures	\$31,321	\$0
Other Vehicles	\$78,556	\$0
Revenue Vehicles	\$721,674	\$0
GRAND TOTAL	\$1,022,719	\$ 0

Obsolete and Excess Bus Parts:

Also, LYNX' staff have identified several obsolete and excess parts from the support vehicle fleet. The total acquisition value of the obsolete items is \$2,267.

FISCAL IMPACT:

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

Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
6263	3035	10/31/2001	CE	SERVER-POWEREDGE 4210	5	\$4,505	0	0
7242	3683	2/28/2003	CE	Server - PowerEdge 2650	5	\$4,295	0	0
7243	3684	2/28/2003	CE	Server - PowerEdge 2650	5	\$4,295	0	0
7244	3685	2/28/2003	CE	Server - PowerEdge 2650	5	\$4,295	0	0
7249	3694	3/14/2003	CE	Server - PowerEdge 2650	5	\$5,023	0	0
7461	3859	9/11/2003	CE	Server - PowerEdge 2650	5	\$4,765	0	0
7462	3860	9/11/2003	CE	Server - PowerEdge 6600	5	\$10,496	0	0
8137	3916	3/4/2004	CE	Server - PowerEdge 2650	5	\$4,815	0	0
8138	3917	3/4/2004	CE	Server - PowerEdge 2650	5	\$5,608	0	0
8142	3921	4/22/2004	CE	Server - PowerEdge 2650	5	\$4,079	0	0
8158	3935	5/31/2004	CE	Server - PwrEdge 2650	5	\$3,560	0	0
8197	3972	8/12/2004	CE	Server PowerEdge 2650	5	\$2,661	0	0
8196	3971	8/16/2004	CE	Server PowerEdge 400SC	5	\$1,690	0	0
11010	7348	8/31/2006	CE	Server, PowerEdge 1950	5	\$5,772	0	0
11011	7349	8/31/2006	CE	Server, PowerEdge 1950	5	\$5,772	0	0
8926	4716	2/23/2005	CE	Server-Dell PE 2850	5	\$3,016	0	0

LYNX Board Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
8927	4717	2/23/2005	CE	Server-Dell PE 2850	5	\$2,254	0	0
9176	4979	7/20/2005	CE	SERVER-DELL PWREDGE 2850	5	\$2,406	0	0
9510	5028	8/8/2005	CE	Server, Dell Powerfedge 2850	5	\$2,838	0	0
9511	5029	8/8/2005	CE	Server, Dell Powerfedge 2850	5	\$2,838	0	0
9512	5030	8/8/2005	CE	Server, Dell Powerfedge 2850	5	\$2,838	0	0
10941	7298	6/30/2006	CE	Server, Dell (InLYNX)	5	\$5,747	0	0
10942	7299	6/30/2006	CE	Server, Dell (Great Plains)	5	\$5,747	0	0
11315	7635	1/31/2007	CE	SERVER, DELL POWEREDGE 1950	5	\$6,489	0	0
11575	7879	9/30/2007	CE	SERVER, DELL POWEREDGE SC1430	5	\$3,120	0	0
12274	8366	11/30/2007	CE	Dell Power Supply 2200	5	\$853	0	0
12275	8367	11/30/2007	CE	Dell Power Supply 2200	5	\$853	0	0
12276	8368	11/30/2007	CE	Dell Power Supply 2200	5	\$853	0	0
12277	8369	11/30/2007	CE	Dell Power Supply 2200	5	\$853	0	0
12278	8370	11/30/2007	CE	Dell Power Supply 2200	5	\$853	0	0
12380	8067	3/31/2008	CE	Dell Xeon	5	\$10,906	0	0
12381	8068	3/31/2008	CE	Dell Xeon	5	\$10,906	0	0
12398	8802	4/30/2008	CE	Dell Server	5	\$755	0	0
12399	8803	4/30/2008	CE	Dell Server	5	\$353	0	0
12403	8798	4/30/2008	CE	Dell Server	5	\$8,645	0	0
12405	8804	4/30/2008	CE	Dell Server	5	\$8,645	0	0
12394	8797	5/31/2008	CE	Dell 1950 Server	5	\$10,374	0	0
12395	8800	5/31/2008	CE	Dell 1950 Server	5	\$14,287	0	0
14637	10464	9/18/2012	CE	Dell 990 Computer	5	\$1,140	0	0
9064	4795	11/30/2004	CE	Amplifier Peaking + Sync Stripper	5	\$549	0	0
9065	4796	11/30/2004	CE	Amplifier Peaking + Sync Stripper	5	\$549	0	0
9067	4799	11/30/2004	CE	Extron P/2 DA4	5	\$323	0	0
9068	4800	11/30/2004	CE	Extron P/2 DA4	5	\$323	0	0
15268	10504	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15269	10505	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
16408	11198	8/6/2013	CE	DELL9010,COMPUTER	5	\$1,324	0	0
16409	11199	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
16410	11200	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
16411	11201	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
16412	11202	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
16413	11203	8/6/2013	CE	DELL 9010 COMPUTER	5	\$1,324	0	0
				SUBTOTAL CE		\$191,168		
6847	3536	8/22/2002	FE	Server- Poweredge 2650	5	\$4,927	0	0
7241	3682	2/21/2003	FE	Server - PowerEdge 2650	5	\$4,803	0	0

LYNX Board Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
12353	8775	2/28/2008	FE	Laminator ID Printer	5	\$4,000	0	0
9061	4792	11/30/2004	FE	Inscriber IC2 - LCS Dispatch	5	\$5,761	0	0
9062	4793	11/30/2004	FE	Inscriber IC2 - LCS Dispatch	5	\$5,761	0	0
9063	4794	11/30/2004	FE	Inscriber IC2 - LCS Dispatch	5	\$5,761	0	0
5047	1749	7/1/1999	FE	CABINET 48WX24DX78H (GREEN)	5	\$307	0	0
				SUBTOTAL FE		\$31,321		
12548	129	1/31/2008	OV	Ford Escape Hybrid	7	\$24,654	0	0
9910	116	1/31/2006	OV	Car, 2006 Ford Crown Victoria Sedan	5	\$20,984	0	0
8281	97	9/30/2004	OV	Car - Crown Vic 2004 Silver	7	\$21,091	0	0
4701	67	9/5/1998	OV	FORD RANGER PICKUP 4X2	7	\$11,827	0	0
				SUBTOTAL OV		\$78,556		
14669	120591	9/30/2012	RV	Turtle Top Odyssey Paratransit Bus	4	\$73,033	0	0
13880	NC-5447	8/5/2011	RV	Turtle Top Odyssey Bus Paratransit	4	\$73,033	0	0
16933	130782	12/31/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	4	\$72,023	0	0
16938	131396	12/31/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	4	\$72,023	0	0
16806	130780	9/30/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	4	\$72,023	0	0
16807	130781	9/30/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	4	\$72,023	0	0
15420	121042	2/1/2013	RV	Turtle Top Odyssee Bus Paratransit	4	\$71,033	0	0
14676	120600	9/30/2012	RV	Turtle Top Odyssey Paratransit Bus	4	\$73,033	0	0
13763	NC-5385	4/30/2011	RV	Turtle Top Odyssey Bus Paratransit	4	\$72,575	0	0
13339	NC-5190	3/4/2010	RV	Turtle Top Odyssey Bus Paratransit	4	\$70,875	0	0
				Subtotal RV		\$721,674		
				Totals		\$1,022,719		

LYNX Board Agenda

Obsolete Parts Inventory

<u>Part Description</u>	<u>On Hand Quantity</u>	<u>UNIT COST</u>	<u>EXT COST</u>
HEADLIGHT - BUCKET (L) 05 FD F350 6.0L	1	\$126	\$126
MOUNT - MOTOR (R) 06 FD E350 5.4L	1	\$37	\$37
FILTER - AIR - FORD ESCAPE 3.0L (NON HYBRID)	3	\$7	\$22
FILTER - AIR - 09 TOYOTA FORK TRUCK	2	\$19	\$39
O-RING - TRANS DIPSTICK 06 FD E350 5.4L	2	\$1	\$3
FILTER - AIR 01/04 F.C.V. 4.6L	2	\$3	\$6
FILTER - OIL - RR AIR COMP / FORD ESCAPE HYB 3.0L / TOYOTA FORKLIFT	3	\$2	\$5
FILTER - OIL - J DEERE	4	\$4	\$17
PLUG - SPARK 99^ F.C.V.	24	\$2	\$46
CLIP - LINKAGE FRONT DOOR TO LATCH 10 FD E350	10	\$4	\$36
CLIP - FRONT DOOR HANDLE TO ROD FD E350	10	\$1	\$9
GASKET - VALVE COVER (L) - (R) 05 FD F350 6.0L	2	\$32	\$64
LENS ASSY - RED STOP T/RR	2	\$3	\$7
SHOE - PARKING BRK - 05/06 FD F350/E350	1	\$22	\$22
SWITCH - SIDE FRONT DOME LIGHT 08 GMC 3500	1	\$14	\$14
LAMP ASSY - (R) REAR TAIL 10 FD ESCAPE	1	\$35	\$35
HOSE - (RAD) LOWER 05 FD F350 6.0L	1	\$47	\$47
FILTER - FUEL - 08 YALE IN LINE	2	\$2	\$3
FILTER - FUEL / WATER SEPARATOR - 08 YALE	1	\$13	\$13
FILTER - OIL - 08 YALE	2	\$5	\$11
FILTER - AIR - 08 YALE	1	\$20	\$20
PULLEY - IDLER LOWER 05 FD F350 SD 6.0L (WARRANTY)	1	\$31	\$31
SEAL - (L) TRANSAXLE 10 FD ESCAPE 3.0L	1	\$5	\$5
NUT - SHOCK (ASH822) UPPER	2	\$3	\$6
TUBE - FUEL FILLER 10 FD ESCAPE NON-HYBRID 3.0L	1	\$113	\$113
GASKET - A/C BLOWER 06/10 FD E350 5.4L	1	\$11	\$11
FILTER -OIL 05 FORD F350	12	\$4	\$53
FILTER - FUEL 05 FORD F350	3	\$16	\$47
FILTER - TRANS 05 FORD F350	2	\$7	\$15
FILTER - AIR 05 FORD F350	5	\$26	\$130
PAD - FRT BRAKE - 2010 FORD ESCAPE	2	\$40	\$80
RIM - STEEL WHEEL 05 FORD F350	1	\$368	\$368
FILTER - ISL OIL	4	\$13	\$53
KIT - BIKE RACK DEPLOY	3	\$113	\$338
KIT - BIKE RACK DEPLOY	1	\$97	\$97
LATCH ASM - W/C SEAT	1	\$25	\$25
PAD - REAR BRAKE 05 FORD F350	3	\$35	\$106
PAD - FRONT BRAKE 05 FORD F350	5	\$37	\$186
FILTER - ISL CNG FUEL	1	\$23	\$23
Totals	125		\$2,267

LYNX Board Agenda

Consent Agenda Item #6.B. iv

To: LYNX Board of Directors

From: Leonard Antmann
DIRECTOR OF FINANCE
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Miscellaneous
Authorization to Dispose of Items Accumulated Through the Lost and Found Process

Date: 8/22/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, discard, donate, recycle or sell at public auction, surplus Lost and Found items such as: wallets, handbags, books, phones, keys, backpacks, etc.

BACKGROUND:

LYNX makes a reasonable attempt to find the rightful owner of any lost or abandoned property patrons leaves on its buses and or facilities. If the articles are unclaimed after a 90 day holding period, the articles become property of LYNX per Chapter 705, Florida Statutes (1996).

It is LYNX' policy to hold a quarterly auction to dispose of Board approved surplus assets. Prior to being auctioned, all electronic devices and cell phones are deleted or erased of personal data by the Auctioneer per contract. Electronic devices and cell phones which cannot be deleted or erased are recycled and shredded by the auctioneer in accordance to all local, state and federal regulations at no cost to LYNX.

See below for a summary of the Lost and Found Articles. A detailed listing of the items being auctioned is available upon request.

FISCAL IMPACT:

The net proceeds from this sale will be included in LYNX' FY2019 non-operating revenue.

LYNX Bard Agenda

Lost and Found Articles Items to Donate or Auction

Article	Count of Article
Apron	2
Baby Stroller	2
Backpack	54
Bag	98
Bible	6
Bike	84
Books	19
Cane	8
Card	28
Case	11
CD, DVD, Tape	1
Cellphone	143
Clothing	18
Electronic Device	50
Envelope	6
Folder/Binder	8
Footware	10
Glasses	97
Gloves	8
Hat	38
Jacket/Hoodie	57
Jewelry	15
Laptop/Tablet	1
Luggage	5
Lunch Bag	22
Mail	7
Other (See Description)	60
Purse	12
Sweater/Sweatshirt	16
Thermos/Mug	6
Tools	2
Toy	6
Umbrella	47
Watch	4
Total	951

LYNX Bard Agenda

Items to Discard or Recycle

Article	Count of Article
Check/Checkbook	1
I.D.	66
Keys	74
Medication	8
Wallet	50
Total	199

LYNX Board Agenda

Consent Agenda Item #6.B. v

To: LYNX Board of Directors

From: Terri Setterington
DIRECTOR OF HUMAN RESOURCES
Terri Setterington
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Miscellaneous
Authorization to Approve the Top Rate Increase Based on Wage Re-Opener with Amalgamated Transit Union (ATU) Local 1596

Date: 8/22/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve a 3.5% increase to the top rate based on the wage re-opener with Amalgamated Transit Union (ATU) 1596 for fiscal year 2020.

BACKGROUND:

Employees of the Amalgamated Transit Union (ATU) Local 1596 are classified as Bus Operators, Technicians, Building and Grounds, Road Rangers, Service Island Attendants, and Building and Grounds Keepers. The contract dated October 1, 2017 through September 30, 2020 is a three-year collective bargaining agreement that includes the right to request a re-opener (as to wages only and not as to the step move in pay progressions) in year three, which was already agreed to.

On June 3, 2019, LYNX staff was informed of Amalgamated Transit Union (ATU) Local 1596 desire to exert their right to request a re-opener. Labor Negotiations took place on June 28, 2019. The negotiating teams consisted of the following:

Management

James Seegers, LYNX' Legal Counsel
Megan Martin, LYNX' Legal Counsel
Bert Francis, CFO
Terri Setterington, Director of Human Resources

Union

Ismael Rivera, President
Beverly Glenn, Vice President of Transportation
Javier Roman, Vice President of Maintenance

LYNX Board Agenda

Wilfred Delgado, Executive Board Member
Maria Carrera, Financial Secretary/Treasurer
Christine St. Louis, Recording Secretary

The tentative agreement resulting from this meeting is as follows:

1. A 3.5% change to the top rate effective the first full pay period in October 2019.

FISCAL IMPACT:

LYNX staff included funds in the Proposed FY2020 Operating Budget to support the implementation of this contract. Future years will be budgeted based on the approved Union contract.

LYNX Board Agenda

Consent Agenda Item #6.B. vi

To: LYNX Board of Directors

From: Melanie Stanisic
DEPUTY DIRECTOR OF RISK MGMT
Melanie Stanisic
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: Miscellaneous
Authorization to Amend Existing Third Party Claims Administration
Services Contract 17-C10 Preferred Government Claims Solutions (PGCS)

Date: 8/22/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the Not-to-Exceed amount by \$165,000 to Contract #17-C10 Preferred Government Claims Solutions, Inc. for Third Party Claims Administration Services. This will increase the Contract Not-to-Exceed from \$570,000 to \$735,000.

BACKGROUND:

The Board approved the award of Contract #17-C10 for Third Party Claims Administration Services on November 20, 2016. The initial term of the contract was for three (3) years with two (2) one year options. LYNX is currently in the initial term of three (3) years for services from November 11, 2016 – November 11, 2019.

The increase is requested is due to an increase of claim handling services resulting from Workers' Compensation, General Liability, Auto Liability and Subrogation claims.

FISCAL IMPACT:

LYNX staff amended the FY19 Budget to \$300,000 for Professional fees for General Liability and \$90,000 for Professional Fees for Workers Compensation. The FY2020 Preliminary Operating Budget includes \$124,000 for Professional Fees for General Liability and \$103,070 for Professional Fees for Workers Compensation.

LYNX Board Agenda

Consent Agenda Item #6.B. vii

To: LYNX Board of Directors

From: Matthew Friedman
DIRECTOR OF MARKETING COMM
Matthew Friedman
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Miscellaneous
Authorization to Extend Second Option Year by Three Months of Contract #14-C28 to Enterprise Leasing Company of Orlando, LLC for Vanpool Support

Date: 8/22/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend the second option year by three months of Contract #14-C28 with Enterprise Leasing Company of Orlando, LLC for vanpool operations. The contract is set to expire on Sept. 30, 2019. We are requesting this contract be extended through Dec. 31, 2019, to provide time for the agency to complete the procurement process. This contract does not have a set annual payment to LYNX. The payments to LYNX fluctuate annually based on the number of vehicles in the program.

BACKGROUND:

LYNX' Vanpool Program was developed 26 years ago to provide additional commuter options for the Central Florida community to get to work. The vanpool program offers individuals who live and work in the same area a reliable, affordable method to get to work each day. LYNX staff is responsible for overseeing the vanpool contract.

Enterprise Leasing Company of Orlando, LLC, on behalf of LYNX, manages the entire rideshare matching process and assists employers with the implementation of commuter programs and formation of vanpool groups as well as maintaining ridership and vanpool participation.

Enterprise Leasing Company of Orlando, LLC also oversees the fleet management component of the operation. Fleet management includes scheduled maintenance and repairs, tires, towing, wash and detail. The contract also includes the insurance to cover both commuter and agency vanpools.

The LYNX Vanpool program currently consists of one hundred eighty-seven (187) vans. The program has realized significant growth and profit during the past four years and continues to be a popular commute option.

LYNX Board Agenda

LYNX Vanpool Program Contract #14-C28

	FY 2019 Projected*	FY2018 Actual	FY2017 Actual
Vehicle Service Fees:			
LYNX - Vanpool % Agency Fees	1,125,880	1,111,915	1,092,421
Enterprise - Vehicle Service Fees	(625,048)	(617,295)	(602,695)
Administrative Costs	<u>(335,792)</u>	<u>(370,681)</u>	<u>(285,258)</u>
Net Program Revenue	165,040	123,939	204,468

*Estimate based on prior years actual award.

LYNX issued RFP 14-R05 for Van Pool Services on May 19, 2014. The LYNX Board approved a three (3) year contract with two (2) one (1) year options on July 24, 2014. The contract is set to expire on Sept. 30, 2019.

FISCAL IMPACT:

LYNX staff budgeted \$225,000 for Revenue for the Van Pool Program in both FY19 and FY20.

LYNX Board Agenda

Consent Agenda Item #6.B. viii

To: LYNX Board of Directors

From: Norman Hickling
DIRECTOR OF MOBILITY SERVICES
Norman Hickling
Technical Contact

Phone: 407.841.2279 ext: 6169

Item Name: Miscellaneous
Authorization to Purchase Fifty Seven (57) Paratransit and Five (5)
Neighborlink Replacement Vehicles with Conversion Kits Allowing for use
of Compressed Natural Gas (CNG)

Date: 8/22/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase fifty seven (57) Ford Transit T350 paratransit vehicles and five (5) E450 6.8L Gas - Odyssey NeighborLink replacement vehicles. These vehicles will be outfitted with appropriate lifts and seating securement systems to be ADA compliant. The replacement vehicles will be procured for a not-to-exceed amount of \$4,600,000. The replacement Paratransit vehicles will be purchased from Duval Ford, LLC using the FSA18-VEL26.0 Florida Sheriff's Association (FSA) Contract. The replacement NeighborLink vehicles will be purchased from Alliance Bus Group using the TRIPS-17-CA-ABG Transit Research Inspection Procurement Services Program (TRIPS) Contract.

BACKGROUND:

LYNX Staff performed a review of Paratransit and NeighborLink vehicle requirements for FY19. It was determined that out of the fleet of one hundred seventy-five (175) paratransit vehicles and twenty-four (24) NeighborLink vehicles, 77 Paratransit and 15 Neighborlink vehicles had, or were forecasted to reached the threshold of their useful life and were in need of replacement. The following chart indicates the analysis:

<u>FY19 Vehicle Replacement Summary Table</u>	<u>Access LYNX</u>	<u>NeighborLink</u>
Odometer reading over 300,000 Miles.....	21	6
Odometer reading over 250,000 Miles.....	22	6
Forecast to hit 250,000 odometer miles (by September 30, 2019).....	18	1
Forecast to hit 250,000 mileage threshold before FY2019 order arrives.....	16	2
Subtotal of vehicles necessary to maintain fleet to avoid additional		
Contractual maintenance costs.....	77	15

LYNX Board Agenda

On July 25, 2019 The LYNX Board of Directors approved the initial procurement of 20 paratransit and 10 NeighborLink vehicles. This requested action for authorization to procure 57 paratransit and 5 Neighborlink new vehicles will bring the respective fleets up to date and allow LYNX to minimize or avoid any additional maintenance surcharges for high mileage. This vehicle replacement is part of LYNX Transit Development Plan (TDP). Upon arrival of the replacement vehicles, LYNX will retire a like amount of vehicles in accordance with Federal Transit Administration (FTA) guidelines.

Paratransit Vehicles	Quantity	Cost	Total
From the FL Sheriffs Association (FSA Contract)			
Ford Transit Paratransit	57	\$70,000	\$3,990,000
Includes ADA Upfit Kit, CNG Conversion and CNG Prep Package			
Paratransit Vehicle Cost			\$3,990,000

NeighborLink Vehicles	Quantity	Cost	Total
From the "TRIPS" Contract			
TurtleTop Odyssey	5	\$120,000	\$600,000
Includes Standard & Foldaway Seats, Q'Straint QRTMAX, 1000 lb. Lift, Freedman Tie-Downs, Electronic Destination Sign, and CNG Conversion			
NeighborLink Vehicle Cost			\$600,000

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

LYNX staff included \$5,390,000 in the Proposed FY2020 Capital Budget for the purchase of Paratransit vehicles and \$1,800,000 for the purchase of NeighborLink replacement vehicles.

LYNX Board Agenda

Action Agenda Item #7.A

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Tomika Monterville
Technical Contact

Phone: 407.841.2279 ext: 6019

Item Name: Authorization to Submit the FY2020 Transit Development Plan Annual Update

Date: 8/22/2019

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization to submit the 2020 Transit Development Plan (TDP) Annual Update to the Florida Department of Transportation (FDOT) for approval to meet Block Grant funding requirements.

BACKGROUND:

The Transit Development Plan (TDP) identifies operating and capital improvements for LYNX over a ten-year planning horizon, covering the year for which funding is sought, and the nine subsequent years. The Annual Update is used to show progress LYNX has made towards implementation plans identified in the Major Update, along with the review of annual goals and potential implementation schedule. The TDP is a needs-based assessment and is not financially constrained.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The TDP Annual Update was completed by LYNX staff, therefore DBE Participation does not apply.

FISCAL IMPACT:

LYNX Staff included FDOT Block Grant in the amount of \$11,620,340.00 in the FY 2020 Preliminary Operating Budget. An approved TDP is required prior to FDOT release of any Block Grant funding.

LYNX Board Agenda

Work Session Item #8.A

To: LYNX Board of Directors

From: Albert Francis
CHIEF FINANCIAL OFFICER
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6058

Item Name: Staff will Provide an Update on the FY2020 Proposed Operating and Capital Budgets

Date: 8/22/2019

LYNX Staff will provide an update on the FY2020 Proposed Operating and Capital Budgets.

LYNX Board Agenda

Information Item A: Notification of a Sole Source Agreement with Trapeze Group, Inc. for Trip Broker API for LYNX Mobility Services

To: LYNX Board of Directors

From: Norman Hickling
DIRECTOR OF MOBILITY SERVICES
Norman Hickling
Technical Contact

Phone: 407.841.2279 ext: 6169

Item Name: Information Item
Notification of a Sole Source Agreement with Trapeze Group, Inc. for Trip Broker API for LYNX Mobility Services

Date: 8/22/2019

ACTION REQUESTED:

Staff is notifying the Board of Directors of sole source procurement with Trapeze Group, Inc. (Trapeze) for the configuration, testing, and deployment of Trip Broker API software for support of the Mobility Services scheduling and dispatching software.

BACKGROUND:

Trapeze Group, Inc., is the sole manufacturer, developer, and provider of the scheduling and dispatch software used by Mobility Services operations for the Access Lynx system. As the proprietary software, Trapeze's Trip Broker API is the only system available which will allow LYNX Mobility Service to automate the allocation and status of client paratransit trips.

Mobility Services objective is to dramatically reduce the manual effort using the manifest spreadsheets and provide an automated process for distributing trips in order to substantially enhance operational efficiencies and accuracy. Currently, Mobility Services personnel manually schedule, allocate, and process, on average, 700 paratransit trips daily with the noted transportation providers. This manual processing requires the dedicated effort of 4 Mobility Services staff members who expend approximately 1046 hours/month to ensure the client trip processing is accomplished. In addition, an inordinate amount of time is also expended by the Mobility Services Representatives making phone calls and sending emails to coordinate with the providers to cancel, revise, correct, and update trips based on clients' needs and situations. The automation of this process will minimize the number of calls, emails, and opportunity for input errors. Also, this will support the reduction of the hours of operations for the mobility services business center since passengers can be directed to the specific provider after hours and on weekends.

LYNX Board Agenda

Since 2002, Trapeze software has been utilized by LYNX for the scheduling and dispatch of Access Lynx trips. Considering the significant time and financial investment LYNX has already made with the current Trapeze software, it would not be cost effective to re-solicit for any other API software or vendor.

The project budget outlined below includes all licenses, implementation services and expenses for the Software implementation outlined in this document.

<u>Item</u>	<u>Description</u>	<u>Cost</u>
1	Software Licenses	\$85,000
2	Implementation Services	\$78,050
3	Expenses	\$4,050
4	Management Discount	\$25,500
<u>Software Sub-total Cost</u>		<u>\$141,600</u>
5	Server Hardware	\$7,081.85
Total Cost		\$148,681.85

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

This Procurement is not eligible for DBE participation.

FISCAL IMPACT:

LYNX staff included \$180,000 in the FY2020 Preliminary Capital Budget for the configuration, testing, and deployment of Trip Broker API software for support of the Mobility Services scheduling and dispatching software.



Sole Source Justification

DATE: July 9, 2019

TO: Warren Hersh, Comptroller and Interim Manager of Procurement

THRU: William Slot, Chief Innovation Officer and Interim Chief Operating Officer

REQUESTED BY: Norman Hickling, Director of Mobility Services

SUBJECT: Implementation of Trapeze Trip Broker API Software

BACKGROUND:

LYNX Mobility Services currently manages external provider / partner trips manually. All client information and manifests that include specific daily trips are sent to the individual providers using a spreadsheet. Mobility Services relies on MV Transportation to complete the majority of paratransit trips which utilizes the current Trapeze software for reservations, scheduling, and allocation of rides. Mobility Services needs to automate the communication, trip scheduling, and allocation process with our additional partners which include; Mears Taxi, OWL Transportation, and UZURV, Inc. Each will require access to the Trip Broker API. Mears Taxi will be using Mobile Knowledge to build an interface to the Trip Broker API and OWL Transportation will be utilizing a version of Drivermate. LYNX newest provider, UZURV, Inc. will build a specific interface in order to be connected with the Mobility Services Trapeze software.

Mobility Services objective is to dramatically reduce the manual effort using manifest spreadsheets and provide an automated process for distributing trips in order to substantially enhance operational efficiencies and accuracy. Currently, Mobility Services personnel manually schedule, allocate, and process, on average, 700 paratransit trips daily with the noted transportation providers. This manual processing requires the dedicated effort of 4 Mobility Services staff members who expend approximately 1046 hours/month to ensure the client trip processing is accomplished. In addition, an inordinate amount of time is also expended by the Mobility Services Representatives making phone calls and sending emails to coordinate with the providers to cancel, revise, correct, and update trips based on clients' needs and situations. The automation of this process will minimize the number of calls, emails, and opportunity for input errors. Also, this will support the reduction of the hours of operations for the mobility services business center since passengers can be directed to the specific provider after hours and on weekends.

SOLE SOURCE JUSTIFICATION:

Trapeze Group, Inc., is the sole manufacturer, developer, and provider of the scheduling and dispatch software used by Mobility Services operations for the AccessLynx system. As the proprietary software, Trapeze's Trip Broker API is the only system available which will allow LYNX Mobility Service to automate the allocation and status of client paratransit trips.

Considering the significant investment LYNX has already made with Trapeze to utilize and support the scheduling and dispatch software currently in use, it would not be cost effective to re-solicit for any other API software or vendor.

COST/PRICE ANALYSIS:

The project budget outlined below includes all licenses, implementation services and expenses for the Software implementation outlined in this document.

<u>Item</u>	<u>Description</u>	<u>Cost</u>
1	Software Licenses	\$85,000
2	Implementation Services	\$78,050
3	Expenses	\$4,050
4	Management Discount	\$25,500
<u>Total Cost</u>		\$141,600

Signature of Requester
Approved by LYNX:

Department Director

James E. Harrison
Chief Executive Officer

Date:

Date:

C: Procurement Department

LYNX Board Agenda

Information Item B: Notification of Settlement Agreements Pursuant to Administrative Rule 6

To: LYNX Board of Directors

From: Melanie Stanisic
DEPUTY DIRECTOR OF RISK MGMT
Melanie Stanisic
Technical Contact

Phone: 407.841.2279 ext: 6167

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

Date: 8/22/2019

LYNX Liability Claim Settlements July 1, 2019 – July 31, 2019

Claimant Name	Accident Date	Accident Type	Settlement Amount	Date of Check
William Purkey	06/05/19	Property Damage	683.82	07/19/19
Michele Benoit	06/26/18	Property Damage	\$450.00	07/19/19
Erica Baker	01/24/19	Property Damage	\$1,205.17	07/19/19
Sarah Mayhugh	02/26/19	Property Damage	\$500.00	07/19/19
United Signs & Signals	04/01/19	Property Damage	\$6,429.38	07/19/19
Dana Thomas	08/29/18	Employee Injury	\$35,000.00	07/19/19
Roodlyn Etienne	09/12/17	Bodily Injury	\$15,000.00	07/19/19
Gerber Collision (Bruce)	07/08/19	Property Damage	\$2,088.31	07/25/19

LYNX Board Agenda

Monthly Report A: Communications Report

To: LYNX Board of Directors

From: Matthew Friedman
DIRECTOR OF MARKETING COMM
Francis Franco
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Communication Monthly Report – July 2019

Date: 8/22/2019

LYNX COMMUNITY EVENTS AND OUTREACH – JULY 2019

JULY	EVENT NAME	DESCRIPTION
1	City Year IDs	ID events (6)
15	City Year IDs	ID events (35)
22	Keys to Achieve Maitland	Information (12)
25	VA Domicile Program	ID and Information (20)

LYNX PRESS RELEASES | MEDIA NOTES: JULY 2019

July 26	LYNX to Receive \$1.9 Million Federal Transit Administration Grant
July 29	LYNX Will Make August 2019 Service Changes

LYNX Board Agenda

LYNX NEWS ARTICLES – JULY 2019

July 6	<p>Seminole talks to Lynx, Jai-Alai fronton owner about moving busy bus stop to make way for ...</p> <p>Orlando Sentinel</p> <p>Matt Friedman, a Lynx spokesman, said his agency is working with the county and the developer to come up with the best solution on moving the ...</p>
July 18	<p>Lynx won't add routes or expand hours despite \$9 million more from Orange County</p> <p>Orlando Sentinel</p> <p>“This budget maintains the current service levels,” said Harrison, who was named to his interim post in March after Lynx CEO Edward Johnson ...</p>
July 24	<p>Lynx is bringing fully electric Lymmo buses to downtown Orlando thanks to \$1.9 million federal grant</p> <p>Orlando Weekly (blog)</p> <p>The grant comes months after Lynx CEO Edward Johnson resigned as head of the public transportation agency after a series of investigative reports ...</p>
July 27	<p>Lynx receives federal grant for electric Lymmo buses</p> <p>Fox 35 Orlando</p> <p>ORLANDO, Fla. (FOX 35 ORLANDO) - Lynx free Downtown Orlando buses are about to go electric. The public transportation agency got notice on ...</p>

LYNX Board Agenda

LYNX SOCIAL MEDIA – JULY 2019

July 1	OBJ Technology roundtable at LYNX Central Station. Response to concern about a bus operator's driving. Response to complaint about Link 56 schedule Service detours for the 4 th of July holiday.
July 2	Independence Day schedule.
July 3	Orlando City soccer game. The Fresh Stop Bus canceled. Service detour for Red, Hot and Boom. Service detour for Fireworks at the Fountain.
July 4	Happy 4 th of July.
July 5	Here's some shade for this summer heat. Response to concern about Wi-Fi. Response to complaint about Link 50.
July 6	Orlando Pride soccer game.
July 7	LYNX PawPass application.
July 8	Good morning from downtown Orlando. Response to complaint about a bus operator.
July 9	Response to question about Links 416 and 427 service. Response to question about LYNX PawPass. Response to comments about a farebox upgrade to scan PawPass app. Response to question about NeighborLink fares. We're hiring. Thanked customer for positive feedback about service.
July 10	Midweek break. Kissimmee Connector.
July 11	2019 MLS All-Star game. Response to complaint about customer service. Response to complaint about the air conditioner on a bus. Response to complaint about Link 40. Response to comment about a complaint that was resolved.
July 12	Kissimmee Connector. Response to complaint about a delay on Link 416. Response to question about the Kissimmee Connector.
July 13	Orlando City soccer game day detour.
July 14	Travel training program.
July 15	Clear blue skies is just what the doctor ordered. Response to complaint about Wi-Fi. Response to complaint about Link 300 skipping a bus stop.
July 16	LYNX See & Say app. Response to complaint about a missing bus bench.
July 17	World Emoji Day. Response to complaint about Wi-Fi.

LYNX Board Agenda

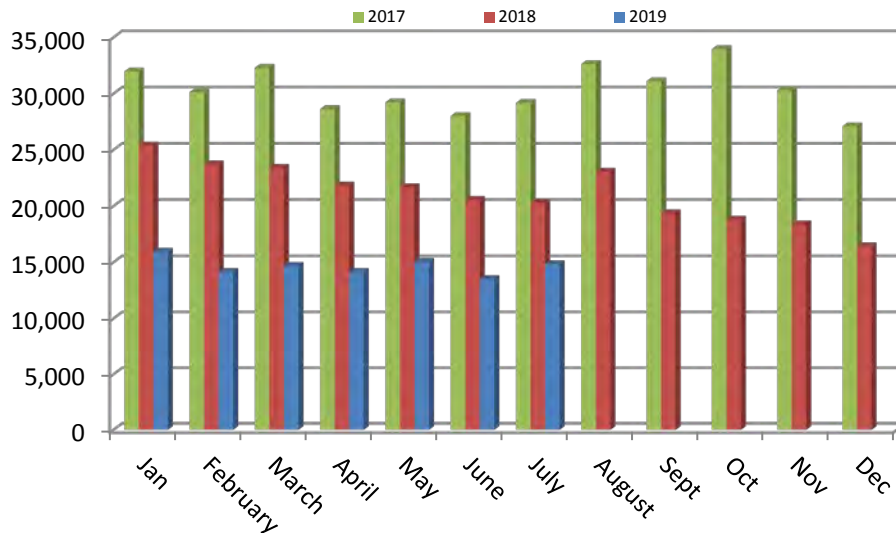
	Shared content about transportation projects posted by MetroPlan.
July 18	Throwback Thursday. Response to comment about Wi-Fi issue on the bus.
July 19	New articulated buses.
July 20	LYNX ID service will be open today. Orlando Pride game service detour.
July 21	Orlando City Soccer game service detour. Service detour for a temporary bus stop relocation on International Drive.
July 22	August service proposal. Response to complaint about the air conditioner on a bus.
July 23	Service detour for temporary bus stop relocation on International Drive. Winter Garden Transportation Fair.
July 24	Winter Garden Transportation Fair. Service detour for the MLS All-Star concert.
July 25	Throwback Thursday.
July 26	Service detour for the MLS All-Star concert. Kissimmee SunRail Station. We're adding a spark to our LYMMO service.
July 27	Service detour for the MLS All-Star concert. Favorite places to visit in Central Florida.
July 28	Explore downtown Orlando on LYMMO.
July 29	August service change.
July 30	Hoverboards banned from LYNX buses. Response to comments about hoverboards on LYNX buses. Response to question about shuttle service to the MLS All-Star game.
July 31	MLS All-Star game.

SOCIAL MEDIA USAGE	JULY 2019
Facebook Likes	5,743
Facebook – Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)	28,068
Twitter Followers	5,776
WEBSITE USAGE	
Total Page Views	591,681
Total User Visits	88,908

LYNX Board Agenda

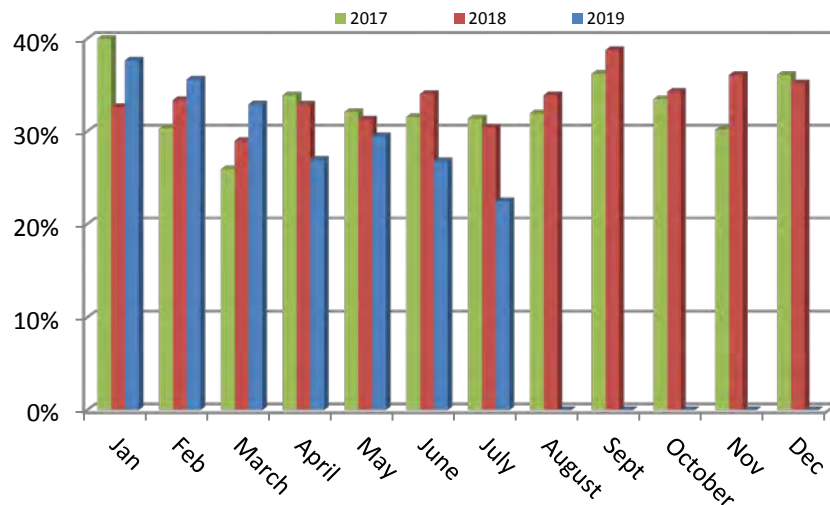
CUSTOMER SERVICE – JULY 2019

Fixed Route Calls



	2017	2018	2019
July	29,173	20,314	14,832

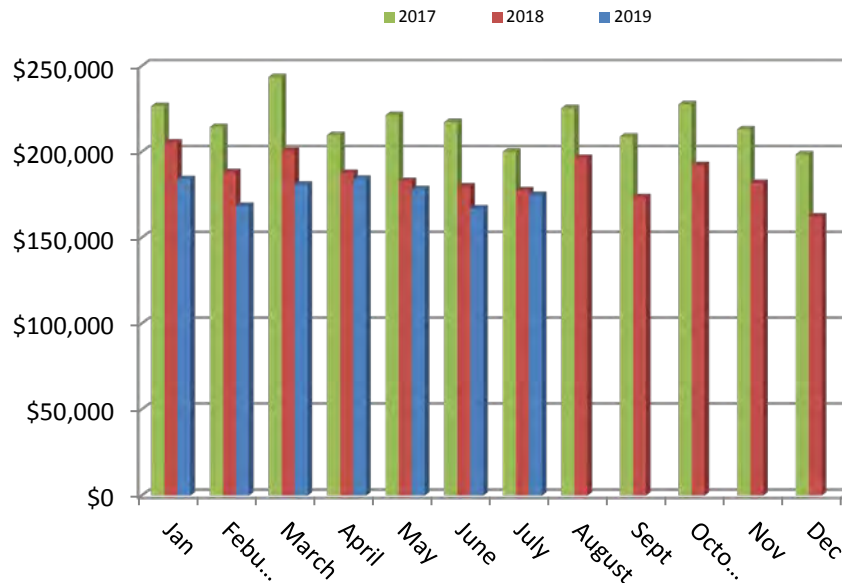
Lost & Found Percentage of Recovered



	2017	2018	2019
July	31.40%	30.43%	22.49%

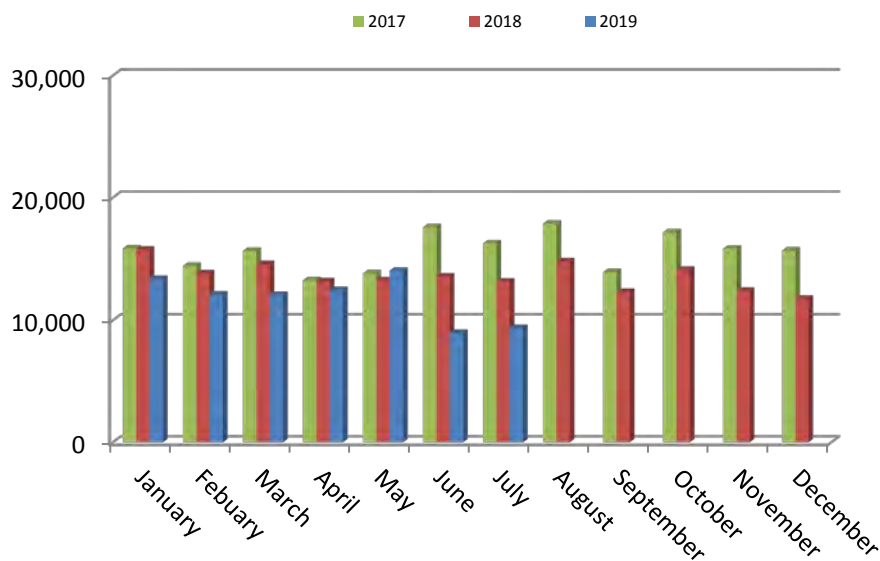
LYNX Board Agenda

Fare Media Sales at LCS



	2017	2018	2019
July	\$200,081	\$177,557	\$174,847

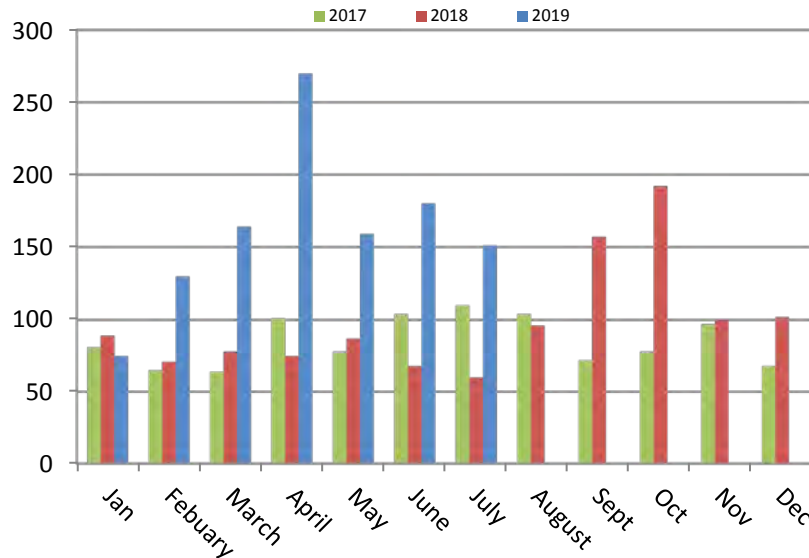
Customers Served at LCS



	2017	2018	2019
July	16,232	13,160	9,353

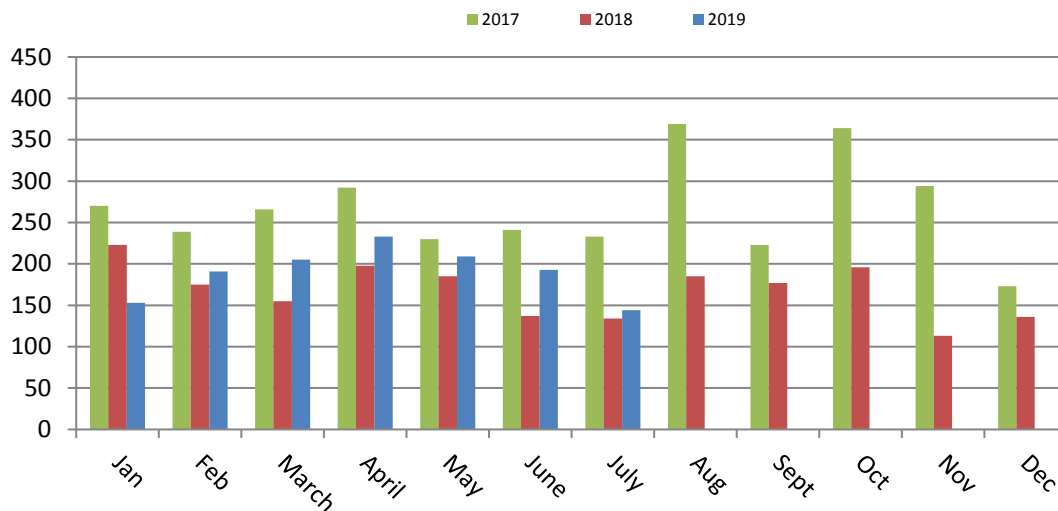
LYNX Board Agenda

Mobility Services Concerns



	2017	2018	2019
July	110	60	151

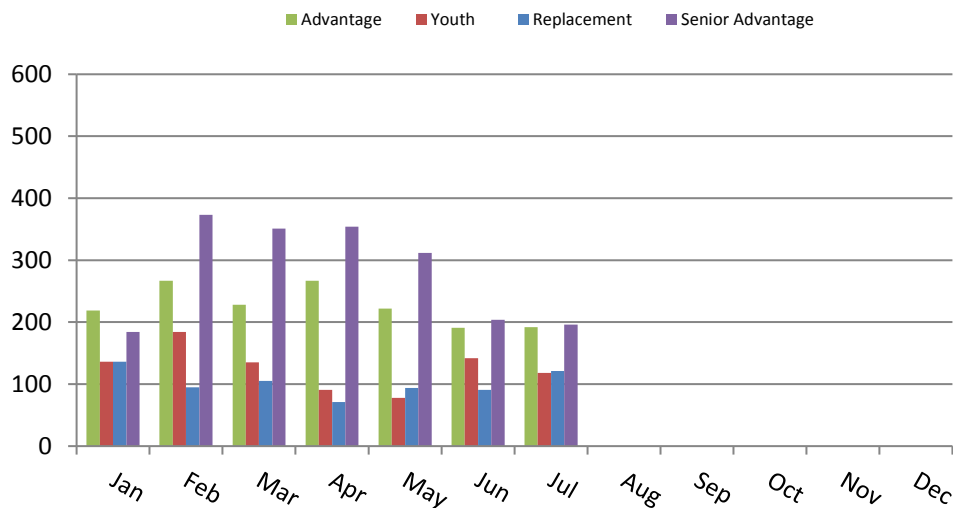
LYNX/Fixed Route Concerns



	2017	2018	2019
July	233	134	144

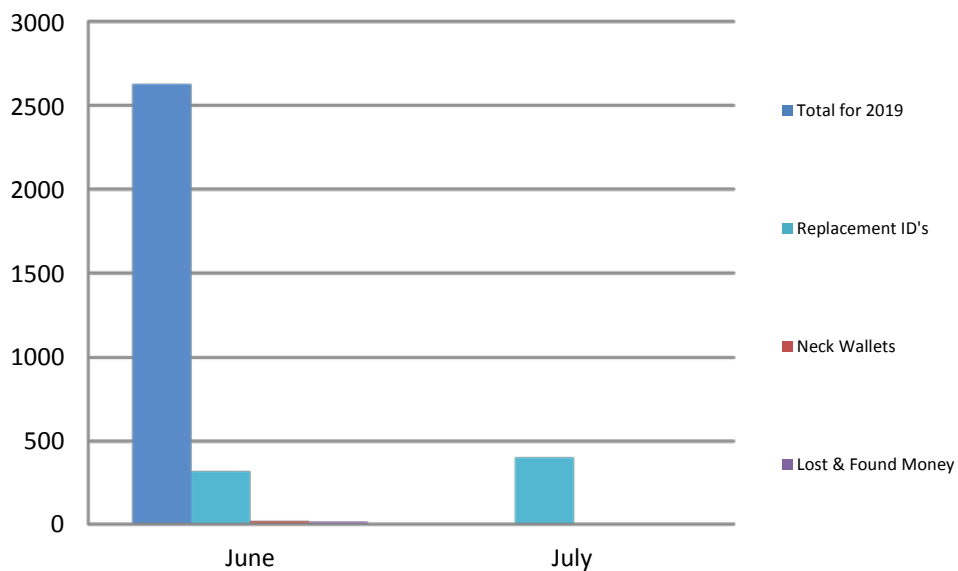
LYNX Board Agenda

IDs ISSUED in 2019



	2017	2018	2019
July	713	646	627

Income Generated Revenue



	ID Replacements	Lost and Found	Item Sales
June	\$319	\$15	\$18
July	\$403	\$3	\$0

LYNX ard Agenda

COMMUTER VANPOOL PROGRAM

VANPOOLS	JULY 2019
Vanpool Participants	*698
Total Revenue Miles	*230,508
New Vanpool	2
Returned Vanpools	1
Current Vans at Service	188
Pending Interests	PEO Stri, SI Goldman
Events	ADP Transportation Fair

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

ADVERTISING SALES

ADVERTISING SALES REVENUE	JULY 2019	FY19 TOTAL
Sales Revenue	\$ 601,665.75	\$ 5,122,982.50

LYNX Board Agenda

Monthly Report B: Mobility Service Reports

To: LYNX Board of Directors

From: William Slot
CHIEF INNOVATION SUSTAIN OFF
William Slot
Technical Contact

Phone: 407.841.2279 ext: 6146

Item Name: Mobility Service Reports

Date: 8/22/2019

ACTION REQUESTED:

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

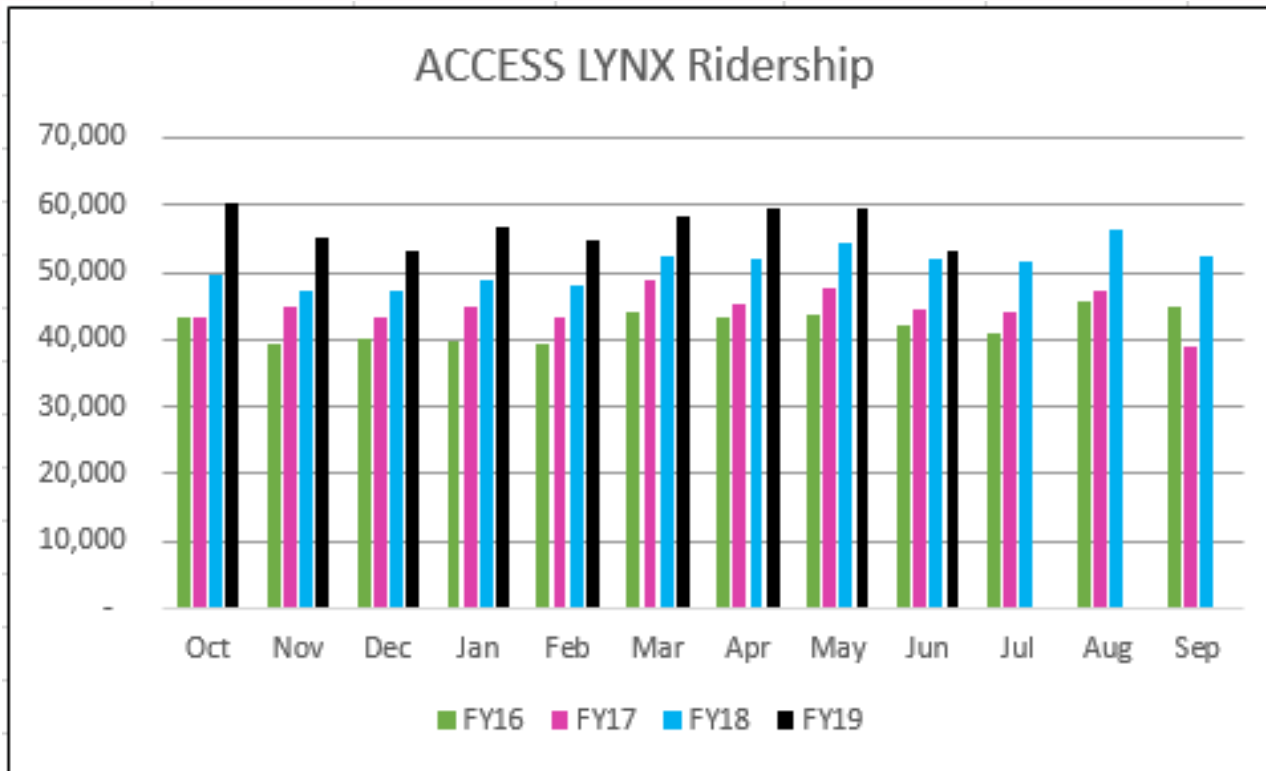
Mobility Management Services

August 22, 2019

Performance Measures – TOTAL ACCESSLYNX Ridership – Completed Trips



Month	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY16	43159	39350	40198	39918	39548	44091	43411	43699	42095	40962	45505	44993
FY17	43393	44809	43452	44724	43249	48846	45415	47692	44683	44214	47235	38976
FY18	49614	47154	47288	48748	47855	52544	51837	54331	51915	51600	56323	52442
FY19	60273	55346	53338	56818	54667	58139	59668	59527	53137			



* Lyft service ended March 15, 2019

Transportation Option – MV



- Scheduled

Month	Ambulatory	WheelChair	Total
October	28,980	17,258	46,238
November	28,357	17,133	45,490
December	27,570	17,014	44,584
January	26,628	17,722	44,350
February	26,970	16,703	43,673
March	26,176	17,373	43,549
April	26,086	17,717	43,803
May	26,222	17,258	43,480
June	27,962	15,848	43,810
FY19 Year to Date Total: 398,977			

- Completed

Month	Ambulatory	WheelChair	Total
October	23,315	14,969	38,284
November	23,093	14,115	37,208
December	22,981	14,046	37,027
January	22,416	14,696	37,112
February	23,100	14,086	37,186
March	22,583	14,437	37,020
April	22,502	14,784	37,286
May	22,424	14,642	37,066
June	23,926	13,301	37,227
FY19 Year to Date Total: 335,416			



Transportation Option – OWL

- Scheduled

Month	Ambulatory	WheelChair	Total
October	4,313	1,400	5,713
November	4,711	1,505	6,216
December	4,822	1,698	6,520
January	4,342	1,351	5,693
February	4,364	1,384	5,748
March	6,538	2,281	8,819
April	7,058	2,395	9,453
May	6,762	2,679	9,441
June	7,033	2,372	9,405
FY19 Year to Date Total: 67,008			

- Completed

Month	Ambulatory	WheelChair	Total
October	3,738	1,128	4,866
November	3,705	1,156	4,861
December	3,847	1,335	5,182
January	3,491	1,082	4,573
February	3,524	1,103	4,627
March	5,371	1,760	7,131
April	5,883	1,917	7,800
May	5,613	2,141	7,754
June	5,854	1,943	7,797
FY19 Year to Date Total: 54,591			

Transportation Option – Mears



- Scheduled

Month	Ambulatory	WheelChair	Total
October	16,623	-	16,623
November	14,237	-	14,237
December	11,848	-	11,848
January	16,694	-	16,694
February	13,493	-	13,493
March	15,791	-	15,791
April	17,063	-	17,063
May	17,286	-	17,286
June	9,273		9,273
FY19 Year to Date Total: 132,308			

- Completed

Month	Ambulatory	WheelChair	Total
October	15,889		15,889
November	12,119		12,119
December	10,078		10,078
January	14,077		14,077
February	11,830		11,830
March	13,550		13,550
April	14,582		14,582
May	14,707		14,707
June	7,981		7,981
FY19 Year to Date Total: 114,813			

* Wheelchair not accessible on Mears Service



Transportation Option – UZURV



- Scheduled

Month	Ambulatory	WheelChair	Total
June	143	N/A	143
FY19 Year to Date Total: 143			

- Completed

Month	Ambulatory	WheelChair	Total
June	132	N/A	132
FY19 Year to Date Total: 132			

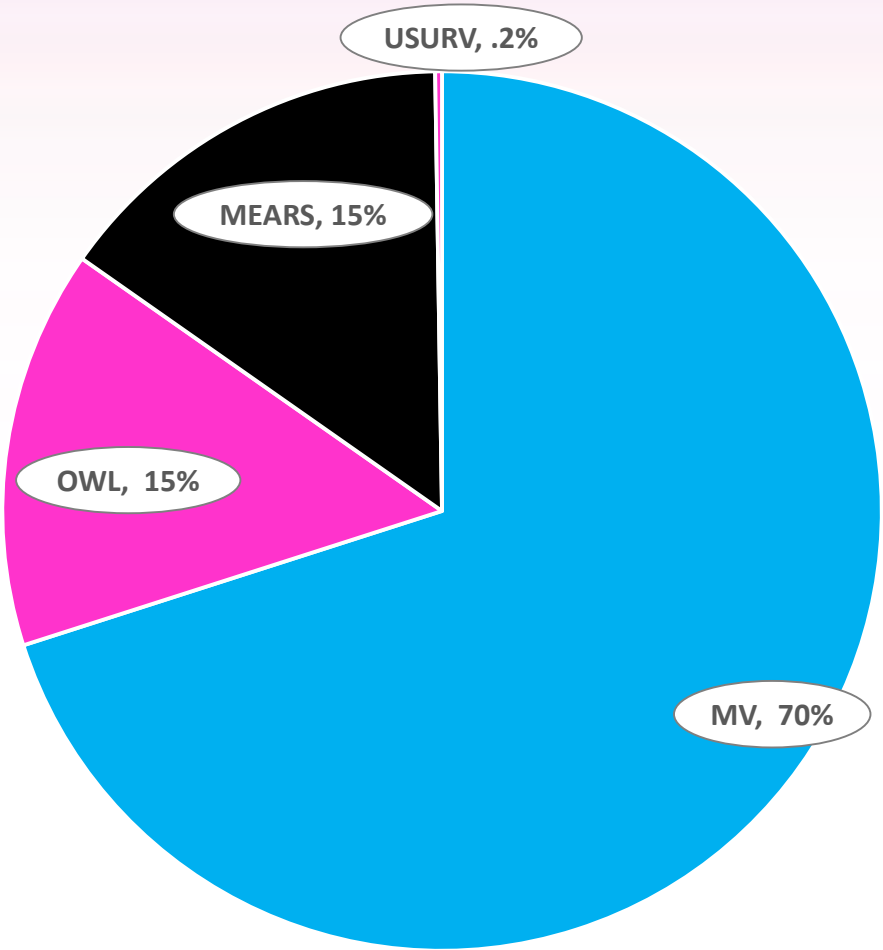
* Wheelchair service not available on UZURV



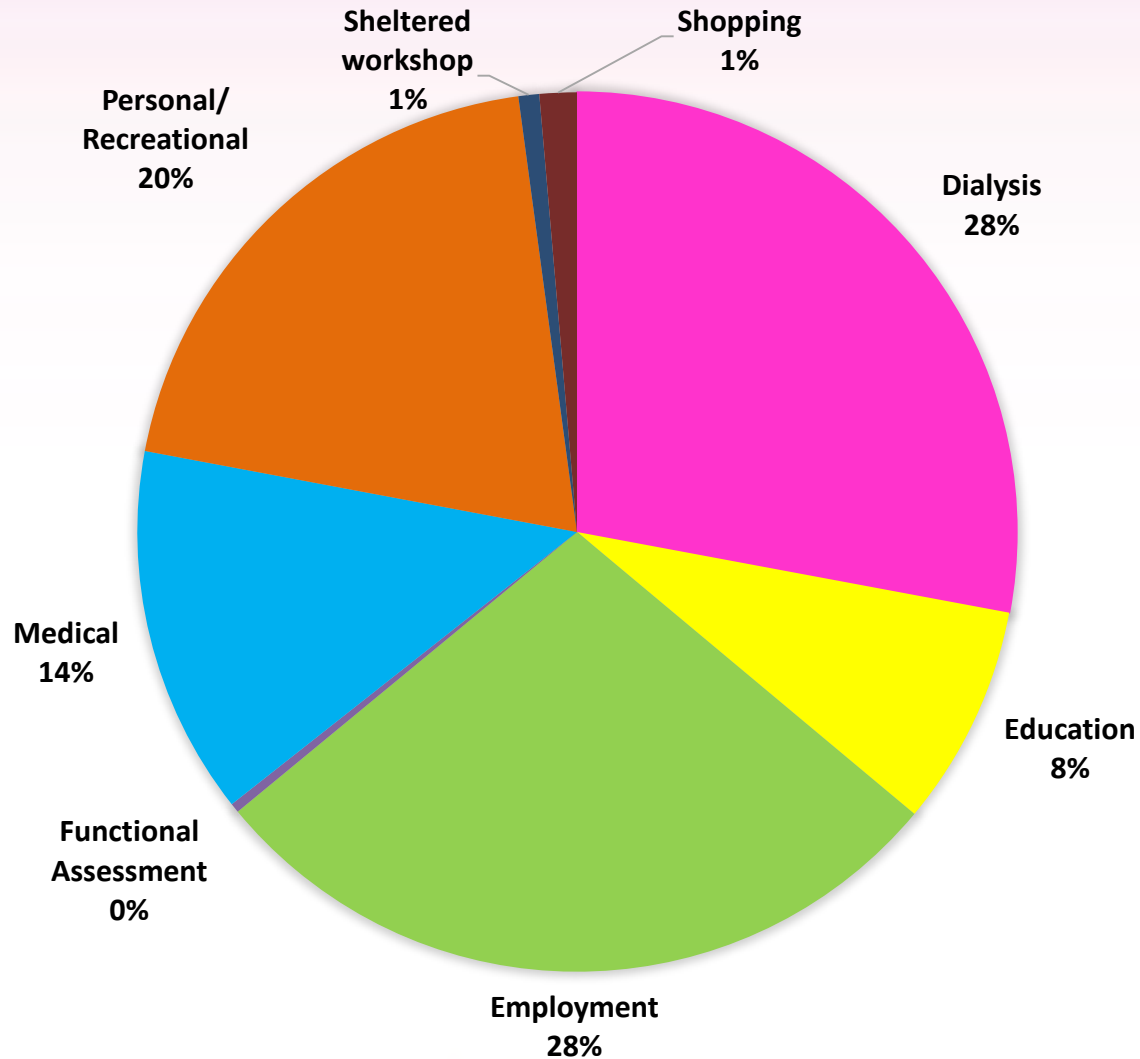
ACCESSLYNX – TRIPS Transitioned to TNC/TAXI
June 2019



MV = 37,227
MEARS = 7,981
OWL = 7,797
UZURV = 132



ACCESSLYNX – ALL TRIPS BY PURPOSE - June 2019



55 of 67



No Show Counts

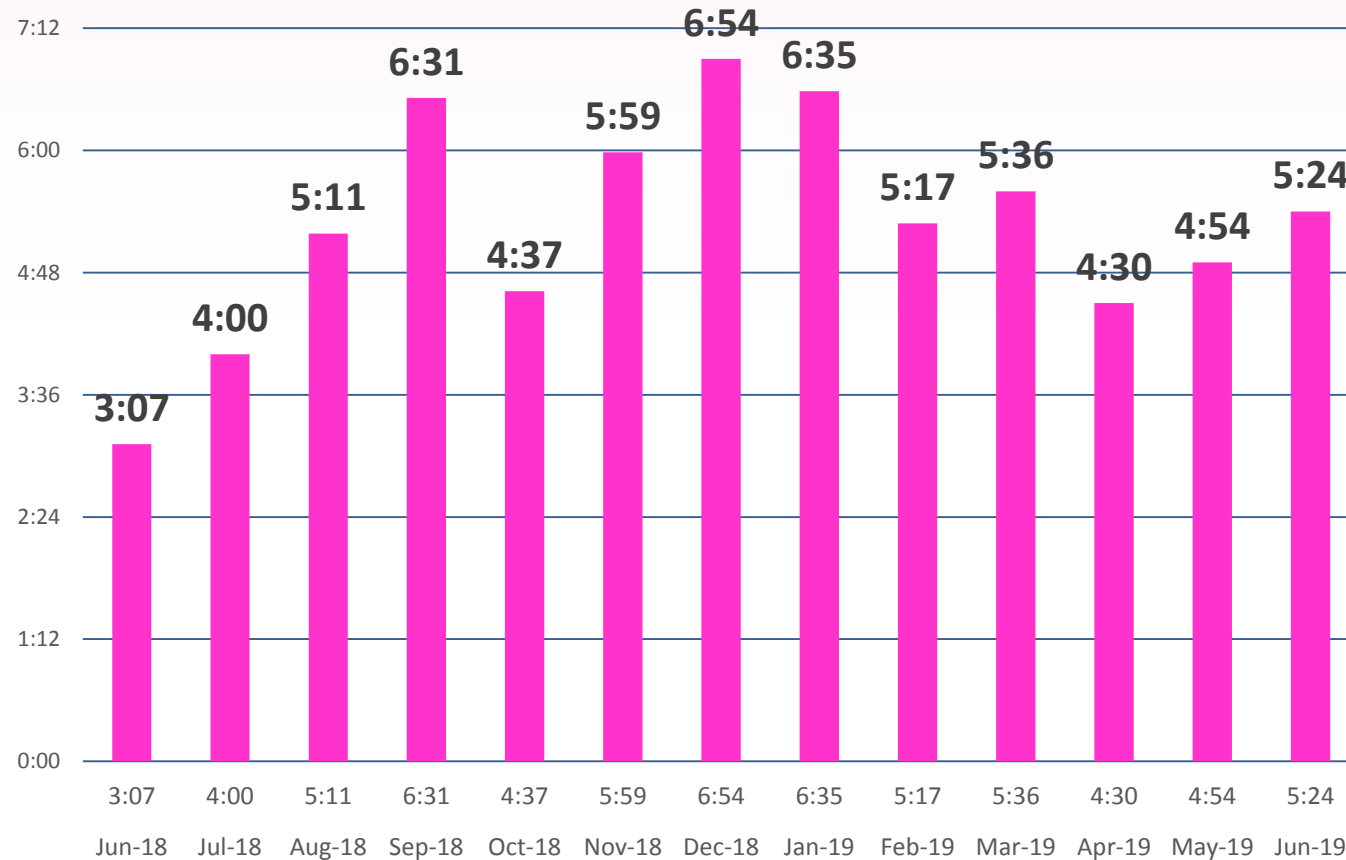


- Mobility Services Supervisors – Proactive approach
 - Reaching out to customers on weekly basis to discuss no shows trends, cancels at door, and late cancellations
 - Supervisors also educating customer on proper cancellation of trips and discussing with customer to voluntarily remove the subscription
- Habitual No Show customers – Subscription rights are suspended and each ride must be reserved one day prior

	November	December	January	February	March	April	May	June
TOTAL:	5524	5147	4818	4187	4896	4668	4776	3977
Cancel at Door	23	23	23	16	10	3	9	19
Cancel Late	1354	1038	925	900	993	1024	904	844
No Show	4147	4086	3870	3271	3893	3641	3863	3114



Performance Measures: Call Center – Average Hold Times



Performance Measures – Unduplicated Eligible Customers



Month	Ambulatory	WheelChair	Both	Total
October	8,699	6,473	9	15,181
November	8,733	6,462	10	15,205
December	8,777	6,459	11	15,247
January	8,766	6,449	11	15,226
February	8,806	6,465	11	15,282
March	8,858	6,437	12	15,307
April	8,866	6,412	13	15,291
May	8,897	6,404	12	15,313
June	8,888	6,341	12	15,241

* Previous numbers were overstated due to reporting methodology used. Fiscal year analysis and criteria correction is shown in the table above.



Eligibility - ACCESS LYNX Application Processing



Program	October	November	December	January	February	March	April	May	June
ADA - New	213	274	228	202	235	196	306	246	281
TD - New	107	112	88	113	116	92	101	106	105
Sub - Total	320	386	316	315	351	288	407	352	386
ADA- Recert	278	260	339	238	204	209	259	238	165
TD-Recert	36	57	62	54	55	50	57	46	44
Sub- Total	314	317	401	292	259	259	316	284	209
TOTAL New and Recert:	634	703	717	607	610	547	723	636	595
Other						9	55	46	85
Total Denied						63	114	85	133
June - Pending Functional Assessment: 254									

Other: Applications for Stretcher service, Medicaid, Out of Service area, non-completion



Program Initiatives



- New Vehicle Procurement
- Eligibility Restructure
- Travel Training Initiative
- Application Programming Interface (API) Integration
- ActiveNetwork Citizen Request (ACR) update
- CTC Annual Operating Report



LYNX Board Agenda

Monthly Report C: Planning and Development Report

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Tomika Monterville
Technical Contact

Phone: 407.841.2279 ext: 6019

Item Name: Planning and Development Report

Date: 8/22/2019

STRATEGIC PLANNING:

LYNX staff conducted workshops with the funding partners to discuss LYNX Forward and their respective jurisdictional transit service goals. The 2020 Annual Update of the Transportation Development Plan (TDP) was completed and submitted to the Florida Department of Transportation (FDOT) for review. A Comprehensive Peer Review Analysis, which shows how LYNX compares to other transit properties of comparable size, was also completed.

GIS:

GIS is currently going through data and system migration. The migration will lead to a host of public facing GIS applications and dashboards available on the LYNX Website this fall.

SERVICE PLANNING:

Service Planning is finalizing the August 25th service changes and is beginning preliminary work on the December 2019 service change. Several staff from Service Planning, GIS, and Strategic Planning attended the yearly National Transit Database (NTD) training in Tallahassee to learn best practices and receive updates on the NTD reporting for 2019.

LYNX Board Agenda

Monthly Report D: Ridership Report

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Tomika Monterville
Technical Contact

Phone: 407.841.2279 ext: 6019

Item Name: Ridership Report for June 2019

Date: 8/22/2019

The attached monthly Performance Report includes June Year-To-Date figures for ridership and other performance indicators. Total ridership for June 2019 was 1,880,035. This is a 5.5% decrease from June 2018. On-Time Performance for Fiscal Year-To-Date 2019 is 72.3%.

- LYNX overall ridership decreased by 108K, or 5.5%, compared to June 2018. Year-to-date ridership for FY-19 (18,479,873) decreased 3.0% compared to FY-18 (19,059,878)
- LYMMO ridership increased by 13K, or 16.0%, compared to June 2018. Year-to-date ridership for FY-19 (784,226) increased 2.7% compared to FY-18 (763,789).
- Fixed Route ridership decreased by 135K, or 7.5%, compared to June 2018. Year-to-date ridership for FY-19 (16,682,880) decreased by 4.3% compared to FY-18 (17,424,940).
- NeighborLink ridership increased by 2K or 29.1% compared to June 2018. Year-to-date ridership for FY-19 (108,228) increased 34.8% compared to FY-18 (80,314).
- ACCESS LYNX ridership increased by 1K, or 1.8%, compared to June 2018. Year-to-date ridership for FY-19 (561,238) increased by 13.2% compared to FY-18 (495,684).
- Vanpool ridership increased 11K, or 38.3%, compared to June 2018. Year-to-date ridership for FY-19 (317,407) increased by 16.7% compared to FY-18 (272,055)
- There were no special events ridership to report for June 2019.



June 2019 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Jun-18	Jun-19	% Δ	YTD-18	YTD-19	% Δ
LYMMO	78,900	91,539	16.0%	763,789	784,226	2.7%
Fixed Route	1,814,315	1,678,449	-7.5%	17,424,940	16,682,880	-4.3%
NeighborLink	8,224	10,619	29.1%	80,314	108,228	34.8%
ACCESS LYNX	57,858	58,893	1.8%	495,684	561,238	13.2%
Vanpool	29,316	40,535	38.3%	272,055	317,407	16.7%
Special Events	0	0	-	23,096	25,894	12.1%
SYSTEM TOTAL	1,988,613	1,880,035	-5.5%	19,059,878	18,479,873	-3.0%

June 2018:	21 Weekdays	5 Saturdays	4 Sundays
June 2019:	20 Weekdays	5 Saturdays	5 Sundays

LYNX ridership decreased by 108K, or 5.5%, compared to June 2018. System-wide average weekday riders decreased by 9.4% year-to-date.

LYMMO ridership increased by about 13K, or 16.0%, compared to June 2018. Average weekday ridership for LYMMO was up 25% in June 2019. Part of the increase can be attributed to the various Orlando City Soccer Club games.

Fixed Route ridership decreased by 135K, or 7.5%, compared to June 2018. Average daily ridership decreased by 11.9% compared to the same time period last year. Nationwide bus ridership has seen the largest decrease among transit modes, according to American Public Transportation Association (APTA). This is primarily due to the increased use of rideshare programs, and the low unemployment rate.

NeighborLink ridership increased by about 2K, or 29.1%, compared to June 2018. This is due to inaccurate ridership reporting from the previous year, which has been corrected.

ACCESS LYNX ridership increased by 1K, or 1.8% when compared to June 2018. This is on par with a general increased use of paratransit as more people become eligible for this service.

Vanpool ridership increased by about 11K, or 38.3%, compared to June 2018.

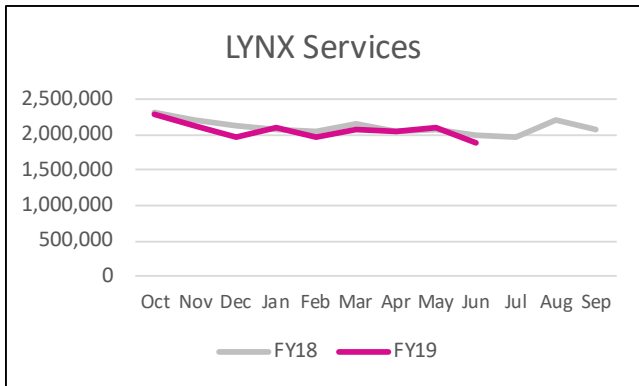
*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.01/gallon in June 2018 and \$2.89/gallon in June 2019.

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Jun-18	Jun-19	% Δ	Jun-18	Jun-19	% Δ	Jun-18	Jun-19	% Δ
LYMMO	2,920	3,650	25.0%	1,767	2,011	13.8%	2,184	1,698	-22.3%
Fixed Route	73,203	64,505	-11.9%	35,111	47,217	34.5%	25,372	30,453	20.0%
NeighborLink	340	411	20.9%	171	397	132.2%	-	-	-
ACCESS LYNX	2,194	2,210	0.7%	923	1,333	44.4%	645	1,234	91.3%
Vanpool	1,257	1,633	29.9%	206	374	81.6%	176	296	68.2%
SYSTEM TOTAL	79,914	72,409	-9.4%						

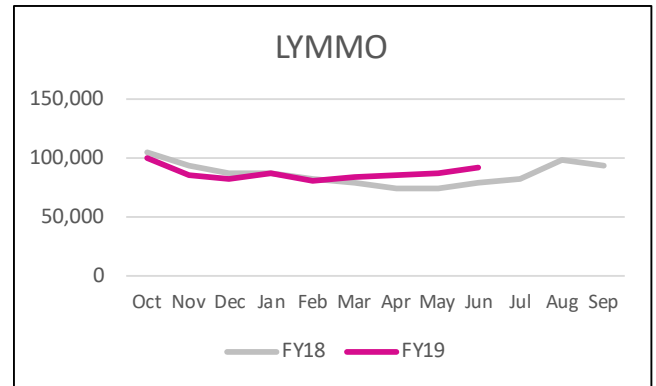


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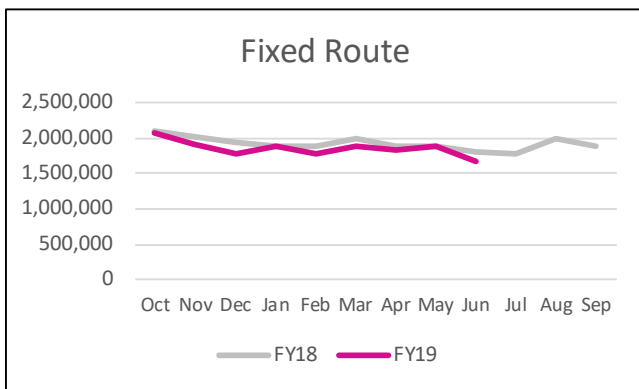
MONTHLY RIDERSHIP TRENDS BY MODE



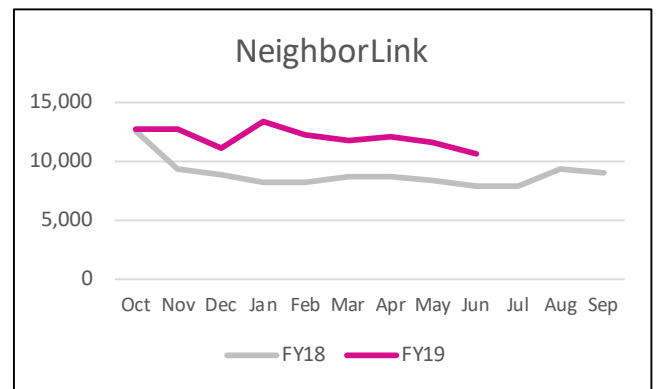
LYNX ridership decreased by 5.5% compared to the same time last year. Average weekday riders decreased by 9.4%.



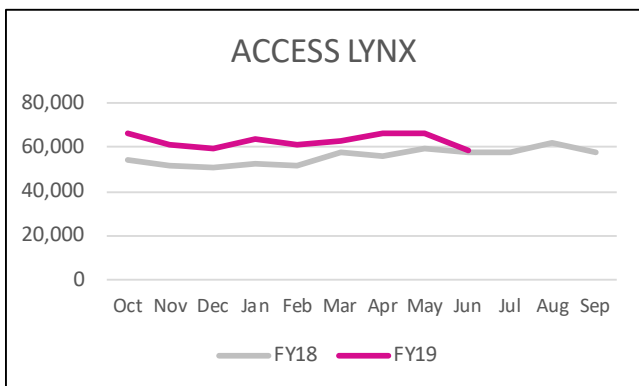
LYMMO ridership increased by 16% compared to the same time last year. Average weekday riders increased by 25%.



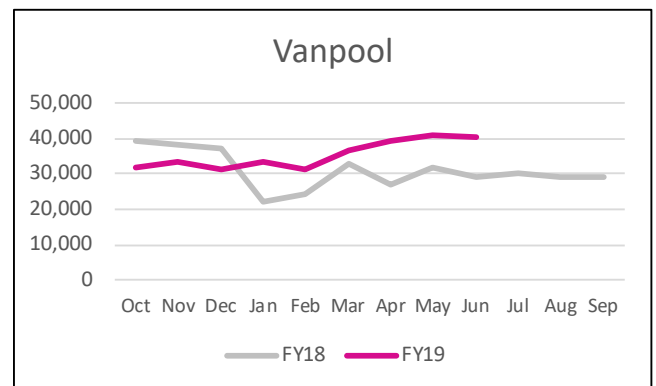
Fixed route ridership decreased 7.5% compared to June 2018. Average weekday riders decreased by 11.9%.



NeighborLink ridership increased 29.1% compared to June 2018. Average daily riders experienced a similar increase.



ACCESS LYNX saw a 1.8% increase over last year. There was also a similar increase in average daily riders.



Vanpool ridership increased by 38.3% when compared to June 2018.



June 2019 Service Performance Report

FY19 Monthly Modal Performance Data Sheet - June 2019

<div>Month End Reporting</div> <div>Ridership</div> <div>Passengers per Trip</div> <div>On-Time Performance</div> <div>Farebox Recovery</div> <div>National Transit Database Reportable Accidents</div> <div>Complaints per 100,000 Miles</div> <div>Total Trips Scheduled</div> <div>Percentage of Scheduled Trips Operated</div> <div>Fleet Availability</div> <div>Preventative Maintenance Inspection Completed on Time</div>										
LYMMO										
Oct	105,656	11	74%	Not Applicable	0	0.03	10,017	99%	16	82%
Nov	93,747	10	73%		0	0.03	9,494	99%	16	60%
Dec	87,666	9	69%		0	0.05	9,510	99%	16	91%
Jan	87,496	9	67%		0	0.04	9,659	99%	16	89%
Feb	87,216	10	56%		0	0.04	8,848	99%	16	99%
Mar	84,207	9	80%		0	0.08	9,608	99%	16	56%
Apr	85,757	9	86%		0	0.05	9,558	99%	16	100%
May	87,815	9	84%		0	0.08	9,510	99%	16	100%
Jun	91,539	10	85%		0	0.06	8,995	99%	16	92%
Jul										
Aug										
Sep										
YTD	811,099	10	74.8%		0	0.05	85,199	99%	16	86%
Fixed Route										
Oct	2,109,632	23	68%	26%	7	0.03	92,014	99%	289	82%
Nov	2,023,844	23	69%	24%	3	0.03	87,162	99%	291	60%
Dec	1,947,343	22	69%	18%	4	0.05	88,180	99%	288	91%
Jan	1,893,608	21	70%	23%	3	0.04	88,882	99%	290	89%
Feb	1,877,747	23	69%	20%	6	0.04	82,808	99%	289	99%
Mar	1,876,966	21	76%	23%	7	0.08	90,390	99%	283	56%
Apr	1,866,937	21	76%	20%	4	0.05	89,368	99%	288	100%
May	1,879,898	21	77%	19%	7	0.08	90,894	99%	285	100%
Jun	1,678,449	19	78%	17%	3	0.06	87,001	99%	285	92%
Jul										
Aug										
Sep										
YTD	17,154,424	22	72.3%	21%	44	0.05	796,699	99%	288	86%



June 2019 Service Performance Report

FY19 Monthly Modal Performance Data Sheet - June 2019

Month End Reporting	Ridership	On-Time Performance	Collected Fares	NTD Reportable Incident	Complaints per 100,000 Miles	Fleet Availability	Preventable Maintenance Inspection Completed On-Time
NeighborLink							
Oct	12,667	100%	100%	1	11.0	85%	95%
Nov	12,681	100%	100%	0	6.9	86%	96%
Dec	11,176	100%	100%	0	9.2	83%	97%
Jan	13,403	100%	100%	0	2.8	84%	95%
Feb	12,320	100%	100%	0	9.3	84%	96%
Mar	11,770	100%	100%	0	7.5	96%	96%
Apr	12,024	100%	100%	0	5.3	100%	100%
May	11,568	100%	100%	0	12.8	83%	98%
Jun	10,619	100%	100%	0	14.1	81%	95%
Jul							
Aug							
Sep							
YTD	108,228	100%	100%	1	78.9	87%	96%
ACCESS LYNX							
Oct	66,227	90.55%	99.57%	0	10.8	96%	95%
Nov	61,404	89.93%	99.63%	1	8.7	95%	96%
Dec	59,049	90.97%	99.68%	2	9.5	96%	97%
Jan	63,239	93.26%	99.67%	0	5.4	95%	95%
Feb	60,822	92.41%	99.50%	1	7.5	96%	96%
Mar	62,409	91.34%	99.42%	0	10.9	96%	96%
Apr	66,156	90.56%	99.62%	0	11.1	94%	100%
May	65,828	92.36%	99.60%	2	6.5	95%	98%
Jun	58,893	91.02%	99.27%	1	4.6	92%	95%
Jul							
Aug							
Sep							
YTD	564,027	91.38%	99.55%	7	75.0	95%	96%



June 2019 Service Performance Report

Definitions of Metrics Used on the Monthly Performance Data Sheets

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

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

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

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

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

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

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

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

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

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

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

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