

LYNX Oversight Committee Agenda

Meeting Date: 8/22/2019

Meeting Time: 12:30 PM

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

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

1. Call to Order

2. Approval of Committee Minutes



Oversight Committee Minutes 07/25/19

Pg 3




3. Public Comments


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

4. Chief Executive Officer's Report


5. Finance & Audit Committee Report

6. Committee Consent Agenda Items

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|----|--|-------|
| A. |  Authorization to Transfer Clever Device Components to New Jersey Transit | Pg 7 |
| B. |  Authorization to Transfer One Vehicle to Meals on Wheels for the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program | Pg 11 |
| C. |  Authorization to Auction Surplus Capital Items & Obsolete Parts | Pg 13 |
| D. |  Authorization to Dispose of Items Accumulated Through the Lost and Found Process | Pg 19 |
| E. |  Authorization to Approve the Top Rate Increase Based on Wage Re-Opener with Amalgamated Transit Union (ATU) Local 1596 | Pg 22 |
| F. |  Authorization to Award a Contract for Consultant Services for Autonomous Vehicles to WSP USA, Inc. for a Not-To-Exceed Amount of \$300,000. | Pg 24 |
| G. |  Authorization to Amend Existing Third Party Claims Administration Services Contract 17-C10 Preferred Government Claims Solutions (PGCS) | Pg 27 |
| H. |  Authorization to Extend Second Option Year by Three Months of Contract #14-C28 to Enterprise Leasing Company of Orlando, LLC for Vanpool Support | Pg 28 |


- I.  Authorization to Purchase Fifty Seven (57) Paratransit and Five (5) Neighborlink Replacement Vehicles with Conversion Kits Allowing for use of Compressed Natural Gas (CNG) Pg 30

7. Committee Discussion Items

- A.  Recap of the FY2019 3rd Quarter Operating Results Pg 32

-Attachments 

8. Committee Action Items

- A.  FY2020 Proposed Operating Budget Pg 52

-Attachments 


- B.  FY2020 Proposed Capital Budget Pg 62


-Attachments 

- C.  Authorization to Submit the FY2020 Transit Development Plan Annual Update Pg 72

9. Committee Information Items

- A.  Notification of a Sole Source Agreement with Trapeze Group, Inc. for Trip Broker API for LYNX Mobility Services Pg 73

-Attachments 

- B.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 77

10. Other Business

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

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

LYNX
Central Florida Regional Transportation Authority
Oversight Committee Meeting Minutes

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

DATE: **July 25, 2019**

TIME: **10:30 a.m.**

Members in Attendance:

Viviana Janer, Chair, Osceola County
Renzo Nastasi, Orange County
Billy Hattaway, City of Orlando
Jo Santiago, FDOT

Staff Members in Attendance:

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

Members Absent:

Lee Constantine, Seminole County

1. Call to Order

The meeting was called to order at 10:32 a.m.

2. Approval of Minutes

A motion to approve the June 27, 2019 Oversight Committee meeting minutes was made by Renzo Nastasi and seconded by Billy Hattaway. Motion carried unanimously.

3. Public Comments

No one requested to address the committee.

4. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer announced that LYNX anticipates receiving a formal announcement from FTA that they will be receiving a \$1.9 million dollar grant for the purchase of battery electric buses and related infrastructure from the Low/No Emissions grant. These buses will operate on the LYMMO Grapefruit, Lime and North Quarter lines.

Linda Ferrone, Chief Customer Officer, OUC, along with Luz Aviles, VP of Customer Service, Pete Westlake, Manager of Customer Strategic Projects and Terry Torrens, Senior Legislative Representative attended the oversight meeting in support of the announcement. Ms. Ferrone acknowledged Mr. Slot, Chief Innovation and Sustainability Officer and his team for their support and efforts of the grant application and said they were happy to partner with LYNX in these efforts.

Mr. Harrison reviewed the items on the Consent Agenda for approval. He requested to pull the grant application to FTA for the Integrated Mobility Innovation (IMI) Demonstration Project, as there still needed to be conversation on this item.

In addition, Mr. Harrison recommended that both the Oversight Committee and the LYNX Board members defer the Shingle Creek Bus Agreement until next month.

Norm Hickling, Director of Mobility Services will provide a presentation on the mitigation strategies or cost containment effort for Paratransit.

5. Finance & Audit Committee Report

Bert Francis, Chief Financial Officer provided a report on the items that were heard and approved at the Finance and Audit Committee meeting of July 18, 2019. Norman Hickling, Director of Mobility Services also provided a presentation on Mobility Services.

6. Committee Consent Agenda Items

Chair Janer requested a motion to approve consent agenda items 6.A. through 6.E.:

- A.** Authorization to Purchase Twenty (20) Paratransit and Ten (10) Neighborlink Replacement Vehicles with Conversion Kits Allowing for Use of Compressed Natural Gas (CNG)
- B.** Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses
- C.** Authorization to Exercise Second Option Year of Contract 15-C11 with ADARide.com, LLC, for Functional Assessments and Travel Training
- D.** Authorization to Release a Request for Proposal (RFP) for ADA Functional Assessment and Travel Training Conducted at LYNX Central Station
- E.** Authorization to Exercise Second Option Year of Contract 15-C12 with Cherry Bekaert LLP for Auditing Services.

Billy Hattaway moved to approve Committee Consent Agenda items 6 A through 6 E. Renzo Natasi seconded. Motion passed.

- F.** Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) Competitive Funding Opportunity for the Integrated Mobility Innovation (IMI) Demonstration

Program on a LYNX Research and Demonstration Project in an Amount Not to Exceed \$4 Million

Mr. William Slot, Chief Innovation and Sustainability Officer provided a brief overview of the IMI grant application.

Billy Hattaway moved to approve and Renzo Nastasi seconded. Motion passed.

7. Committee Action Item

- A. The authorization to enter into an Agreement with Shingle Creek was removed from the agenda until next month.

8. Committee Discussion Items:

- A. Presentation of the Mobility Services Mitigation Items for FY20 Budget

Norman Hickling, Director of Mobility Services provided a presentation explaining the overall goal of shifting one Paratransit trip per passenger per month onto the Fixed Route system while providing travel training and helping people understand there are other alternative modes of transportation.

Billy Hattaway recommended frequent reports on data of the progress.

Chair Janer expressed her concerns with individuals that do not have an ADA bus stop or sidewalk, she stressed that the committee needed to understand a bit more about some of the options, most especially the three quarter mile.

Mr. Hickling stated that was part of the travel training.

9. Committee Information Items

10. Other Business (no other business was addressed)

The meeting adjourned at 11:30 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the July 25, 2019 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.A.

To: LYNX Oversight Committee

From: Leonard Antmann
Director Of Finance
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: 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.

LYNX Oversight mmittee Agenda

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

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System Number	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
18447	2/3/2015	FE	Clever Device and Components to NJ	5	\$33,141	\$307
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

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System Number	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
19526	9/1/2016	FE	Clever Device and Components to NJ	5	\$47,985	\$3,016
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 Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.B.

To: LYNX Oversight Committee

From: Leonard Antmann
Director Of Finance
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: 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.

LYNX Oversight Cmmittee Agenda

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 Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.C.

To: LYNX Oversight Committee

From: Leonard Antmann
Director Of Finance
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: 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.

LYNX Oversight Committee Agenda

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
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

LYNX Oversight Committee Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
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
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 Victora 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 Odyssey 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

LYNX Oversight Committee Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
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		

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 ESCAPE3.0L	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

LYNX Oversight Cmmittee Agenda

<u>Part Description</u>	<u>On Hand Quantity</u>	<u>UNIT COST</u>	<u>EXT COST</u>
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 Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.D.

To: LYNX Oversight Committee

From: Leonard Antmann
Director Of Finance
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: 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 Oversight Committee 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 Oversight Cmmittee 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 Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.E.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6106

Item Name: Request for Proposal (RFP)
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

LYNX Oversight Committee Agenda

Javier Roman, Vice President of Maintenance
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 Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.F.

To: LYNX Oversight Committee

From: William Slot
Chief Innovation Sustain Off
William Slot
Technical Contact
Kenneth Jamison
Technical Contact

Phone: 407.841.2279 ext: 6146

Item Name: 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.

LYNX Oversight Committee Agenda

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.

LYNX Oversight Committee Agenda

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.

LYNX Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.G.

To: LYNX Oversight Committee

From: **Melanie Stanisic**
Deputy Director Of Risk Mgmt
Melanie Stanisic
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: Request for Proposal (RFP)
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 Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.H.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6206

Item Name: 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 Oversight mmittee 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	(335,792)	(370,681)	(285,258)
Net Program Revenue	<u>165,040</u>	<u>123,939</u>	<u>204,468</u>

*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 Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.I.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: Request for Proposal (RFP)
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

LYNX Oversight Committee Agenda

Subtotal of vehicles necessary to maintain fleet to avoid additional contractual maintenance costs.....77 15

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 Oversight Committee Agenda

Oversight Committee Discussion Item #7.A.

To: LYNX Oversight Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6058

Item Name: Recap of the FY2019 3rd Quarter Operating Results

Date: 8/22/2019

ACTION REQUESTED:

Lynx Staff will provide a recap of the FY2019 3rd Quarter Operating Results.

FY2019 3rd Quarter Recap Operating Results

Presented to the
LYNX Finance & Audit Committee
by Bert Francis
Chief Financial Officer
August 16, 2019

Contents

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

Executive Summary



Executive Summary

All Lines of Business

	2019 Approved Budget	Year-to-Date as of June 30, 2019			Quarter Ending June 30, 2019		
		Budget	Actual	Variance %	Budget	Actual	Variance %
REVENUES							
Customer fares	24,826,294	18,574,249	17,827,749	96%	6,189,800	5,366,409	87%
Contract services	7,463,544	5,380,038	5,449,081	101%	1,840,246	1,826,437	99%
Advertising	3,230,000	1,900,200	2,841,710	150%	935,000	848,980	91%
Interest & Other income	1,482,660	1,115,862	1,279,935	115%	538,621	420,266	78%
Federal Revenue	19,323,455	14,491,298	11,986,061	83%	4,830,433	4,180,164	87%
State Revenue	12,849,836	9,584,846	9,400,460	98%	3,168,557	3,156,186	100%
Local Revenue	8,830,140	6,846,184	6,608,386	97%	2,077,683	2,426,835	117%
Local Revenue Funding Partner	58,975,413	44,352,272	44,285,944	100%	14,743,850	14,761,982	100%
TOTAL REVENUE	136,981,342	102,244,949	99,679,327	97%	34,324,190	32,987,259	96%
EXPENSE							
Salaries, Wages & Fringe Benefits	77,814,862	58,699,799	56,305,205	96%	19,399,927	18,374,068	95%
Other services	11,492,241	8,731,444	6,166,093	71%	2,867,670	2,416,405	84%
Fuel	11,805,560	8,830,283	8,452,490	96%	2,943,429	2,719,328	92%
Materials and supplies	7,649,041	5,819,131	5,296,284	91%	1,904,858	1,804,204	95%
Utilities	1,473,280	1,171,278	1,051,958	90%	367,540	332,397	90%
Casualty & Liability	3,184,751	1,908,554	2,416,829	127%	796,184	1,280,266	161%
Taxes and licenses	470,166	351,680	406,362	116%	117,227	135,493	116%
Purchased transportation services	28,055,955	20,038,220	21,208,736	106%	6,996,074	7,371,972	105%
Leases & Miscellaneous	1,574,544	1,211,610	838,272	69%	387,888	309,877	80%
Interest Expense	59,763	42,807	42,807	100%	12,918	12,919	100%
TOTAL EXPENSE	143,580,163	106,804,806	102,185,036	96%	35,793,715	34,756,928	97%
OPERATING GAIN / (LOSS)	(6,598,821)	(4,559,857)	(2,505,709)	55%	(1,469,525)	(1,769,670)	120%

Executive Summary (cont.)



	FY19 Board	YTD 6/30/ 19			Prior YTD 6/30/ 18		
	Approved Budget	Budget	Actual	Variance %	Budget	Actual	%
REVENUES							
Customer fares	24,826,294	18,574,249	17,827,749	96%	19,056,127	18,441,826	97%
Contract services	7,463,544	5,380,038	5,449,081	101%	5,031,378	4,080,456	81%
Advertising	3,230,000	1,900,200	2,841,710	150%	1,503,750	1,825,408	121%
Interest & Other income	1,482,660	1,115,862	1,279,935	115%	889,741	1,116,380	125%
Federal Revenue	19,323,455	14,491,298	11,986,061	83%	13,460,291	11,453,903	85%
State Revenue	12,849,836	9,584,846	9,400,460	98%	8,765,161	8,683,693	99%
Local Revenue	8,830,140	6,846,184	6,608,386	97%	7,547,336	6,762,667	90%
Local Revenue Funding Partner	58,975,413	44,352,272	44,285,944	100%	42,454,865	42,282,768	100%
TOTAL REVENUE	136,981,342	102,244,949	99,679,327	97%	98,708,648	94,647,102	96%
EXPENSE							
Salaries, Wages & Fringe Benefits	77,814,862	58,699,799	56,305,205	96%	58,669,916	56,771,579	97%
Other services	11,492,241	8,731,444	6,166,093	71%	8,862,435	6,011,868	68%
Fuel	11,805,560	8,830,283	8,452,490	96%	7,440,198	8,208,513	110%
Materials and supplies	7,649,041	5,819,131	5,296,284	91%	6,072,774	4,941,575	81%
Utilities	1,473,280	1,171,278	1,051,958	90%	1,203,183	963,459	80%
Casualty & Liability	3,184,751	1,908,554	2,416,829	127%	1,764,773	1,523,836	86%
Taxes and licenses	470,166	351,680	406,362	116%	344,543	422,569	123%
Purchased transportation services	28,055,955	20,038,220	21,208,736	106%	14,617,027	18,893,137	129%
Leases & Miscellaneous	1,574,544	1,211,610	838,272	69%	1,077,023	760,622	71%
Interest Expense	59,763	42,807	42,807	100%	60,785	67,945	112%
TOTAL EXPENSE	143,580,163	106,804,806	102,185,036	96%	100,112,658	98,565,106	98%
OPERATING GAIN / (LOSS)	(6,598,821)	(4,559,857)	(2,505,709)	55%	(1,404,010)	(3,918,003)	279%



Executive Summary (cont.)

The 3rd Quarter overall performed better than budget.

For the third quarter, revenue was unfavorable by \$2,565K.

- ✓ Federal Revenue was \$2,505K unfavorable due to timing of certain expenses that are reimbursed by Federal dollars.
- ✓ Customer Fares was \$746K unfavorable due to drop in ridership during June for both paratransit and fixed route.

Executive Summary (cont.)

Overall expense was \$4,619K favorable.

- ✓ Salaries, Wages & Fringe was \$2,394K favorable due to vacant positions and Healthcare.
- ✓ Other Services (including Professional Services) was \$2,565K favorable. In particular, Professional Services in Planning represented over 50% of the favorable variance.
- ✓ We expect other expense variances to even by year end.

Operating Results by LOB



Operating Results by LOB

Fixed Route



Fixed Route

	2019 Approved Budget	Year-to-Date as of June 30			Quarter Ending June 30		
		Budget	Actual	Variance %	Budget	Actual	Variance %
REVENUES							
Customer fares	22,182,540	16,596,872	16,058,597	97%	5,530,675	4,842,233	88%
Contract services	2,307,294	1,545,586	1,494,298	97%	551,400	506,650	92%
Advertising	2,980,000	1,650,200	2,670,536	162%	872,500	821,800	94%
Interest & Other income	1,482,660	1,115,862	1,279,935	115%	538,621	420,266	78%
Federal Revenue	15,694,455	11,770,839	9,747,206	83%	3,923,613	3,388,021	86%
State Revenue	12,849,836	9,584,846	9,400,460	98%	3,168,557	3,156,186	100%
Local Revenue	8,830,140	6,846,184	6,608,386	97%	2,077,683	2,426,835	117%
Local Revenue Funding Partner	47,680,477	35,881,076	35,814,748	100%	11,920,118	11,938,250	100%
TOTAL REVENUE	114,007,402	84,991,465	83,074,167	92%	28,583,167	27,500,241	96%
EXPENSE							
Salaries, Wages & Fringe Benefits	76,450,692	57,554,983	55,424,617	96%	19,059,991	18,036,334	95%
Other services	11,085,241	8,426,437	5,776,973	69%	2,766,001	2,253,960	81%
Fuel	9,539,200	7,135,172	7,074,006	99%	2,378,392	2,311,839	97%
Materials and supplies	7,636,335	5,809,634	5,293,146	91%	1,901,692	1,801,319	95%
Utilities	1,450,280	1,154,074	1,026,802	89%	361,806	324,452	90%
Casualty & Liability	3,184,751	1,908,554	2,416,829	127%	796,184	1,280,266	161%
Taxes and licenses	380,830	284,863	354,578	124%	94,954	117,277	124%
Purchased transportation services	1,773,875	1,227,176	1,496,561	122%	442,392	516,043	117%
Leases & Miscellaneous	1,310,601	1,013,673	647,457	64%	321,909	245,911	76%
Interest Expense	59,763	42,807	42,807	100%	12,918	12,919	100%
TOTAL EXPENSE	112,871,568	84,557,373	79,553,776	94%	28,136,239	26,900,318	96%
OPERATING GAIN / (LOSS)	1,135,834	434,092	3,520,391	811%	446,928	599,922	134%



Operating Results by LOB

Fixed Route (cont.)



	FY19 Board Approved Budget	YTD 6/30/19			Prior YTD 6/30/18		
		Budget	Actual	Variance %	Budget	Actual	%
REVENUES							
Customer fares	22,182,540	16,596,872	16,058,597	97%	17,381,155	16,882,583	97%
Contract services	2,307,294	1,545,586	1,494,298	97%	1,246,066	1,365,558	110%
Advertising	2,980,000	1,650,200	2,670,536	155%	1,503,750	1,825,408	121%
Interest & Other income	1,482,660	1,115,862	1,279,935	115%	889,741	1,116,380	125%
Federal Revenue	15,694,455	11,770,839	9,747,206	83%	10,902,791	9,192,556	84%
State Revenue	12,849,836	9,584,846	9,400,460	98%	8,765,161	8,683,693	99%
Local Revenue	8,830,140	6,846,184	6,608,386	97%	7,547,336	6,762,667	90%
Local Revenue Funding Partner	47,680,477	35,881,076	35,814,748	100%	34,210,015	33,985,269	99%
TOTAL REVENUE	114,007,402	84,991,465	83,074,167	92%	82,446,015	79,814,115	97%
EXPENSE							
Salaries, Wages & Fringe Benefits	76,450,692	57,554,983	55,424,617	96%	57,523,364	55,933,338	97%
Other services	11,085,241	8,426,437	5,776,973	69%	8,416,890	5,588,694	66%
Fuel	9,539,200	7,135,172	7,074,006	99%	5,810,018	6,572,855	113%
Materials and supplies	7,636,335	5,809,634	5,293,146	91%	6,061,899	4,937,988	81%
Utilities	1,450,280	1,154,074	1,026,802	89%	1,187,448	942,269	79%
Casualty & Liability	3,184,751	1,908,554	2,416,829	127%	1,764,773	1,523,836	86%
Taxes and licenses	380,830	284,863	354,578	124%	279,493	354,781	127%
Purchased transportation services	1,773,875	1,227,176	1,496,561	122%	1,150,778	1,396,210	121%
Leases & Miscellaneous	1,310,601	1,013,673	647,457	64%	1,068,797	567,525	53%
Interest Expense	59,763	42,807	42,807	100%	60,785	67,945	112%
TOTAL EXPENSE	112,871,568	84,557,373	79,553,776	94%	83,324,245	77,885,442	93%
OPERATING GAIN / (LOSS)	1,135,834	434,092	3,520,390	811%	(878,230)	1,928,673	-220%



Operating Results by LOB

Fixed Route (cont.)



- Customer Fares was \$538K unfavorable due to drop in ridership during June for fixed route.
- Advertising Revenue performed better than budget with a \$1,020K favorable variance.
- Federal Revenue was \$2,023K unfavorable due to timing of certain expenses that are reimbursed by Federal dollars.



Operating Results by LOB

Fixed Route (cont.)



- Salaries, Wages and Fringe was favorable due to vacancy and benefit savings.
- Other Services was favorable due to the delay of certain projects with Professional Services that are reimbursed by Federal dollars.
- We expect other expense variances to even by year-end.



Operating Results by LOB



Operating Results by LOB

ParaTransit



	2019 Approved Budget	Year-to-Date as of June 30			Quarter Ending June 30		
		Budget	Actual	Variance %	Budget	Actual	Variance %
REVENUES							
Customer fares	2,643,754	1,977,377	1,769,151	89%	659,125	524,176	80%
Contract services	5,156,250	3,834,452	3,954,783	103%	1,288,846	1,319,787	102%
Advertising	250,000	187,500	171,174	91%	62,500	27,180	43%
Federal Revenue	3,629,000	2,720,459	2,238,855	82%	906,820	792,142	87%
Local Revenue Funding Partner	11,294,936	8,471,196	8,471,196	100%	2,823,732	2,823,732	100%
TOTAL REVENUE	22,973,940	17,190,984	16,605,160	97%	5,741,023	5,487,018	96%
EXPENSE							
Salaries, Wages & Fringe Benefits	1,364,170	1,144,816	880,587	77%	339,936	337,734	99%
Other services	407,000	305,007	389,120	128%	101,669	162,445	160%
Fuel	2,266,360	1,695,111	1,378,484	81%	565,037	407,489	72%
Materials and supplies	12,706	9,497	3,139	33%	3,166	2,885	91%
Utilities	23,000	17,204	25,156	146%	5,734	7,945	139%
Taxes and licenses	89,336	66,817	51,784	78%	22,273	18,217	82%
Purchased transportation services	26,282,080	18,811,044	19,712,175	105%	6,553,682	6,855,929	105%
Leases & Miscellaneous	263,943	197,937	190,815	96%	65,979	63,966	97%
TOTAL EXPENSE	30,708,595	22,247,433	22,631,260	102%	7,657,476	7,856,610	103%
OPERATING GAIN / (LOSS)	(7,734,655)	(5,056,449)	(6,026,100)	119%	(1,916,453)	(2,369,592)	124%

Operating Results by LOB

ParaTransit (cont.)



	FY19 Board	YTD 6/30/ 19			Prior YTD 6/30/ 18		
	Approved Budget	Budget	Actual	Variance %	Budget	Actual	%
REVENUES							
Customer fares	2,643,754	1,977,377	1,769,151	89.%	1,674,972	1,559,243	93.%
Contract services	5,156,250	3,834,452	3,954,783	103.%	3,785,312	2,714,898	72.%
Advertising	250,000	187,500	171,174	91.%	-	-	-
Federal Revenue	3,629,000	2,720,459	2,238,855	82.%	2,557,500	2,261,347	88.%
Local Revenue Funding Partner	11,294,936	8,471,196	8,471,196	100.%	8,244,850	8,297,500	101.%
TOTAL REVENUE	22,973,940	17,190,984	16,605,160	125.%	16,262,634	14,832,987	91.%
EXPENSE							
Salaries, Wages & Fringe Benefits	1,364,170	1,144,816	880,587	77.%	1,146,552	838,242	73.%
Other services	407,000	305,007	389,120	128.%	445,545	423,174	95.%
Fuel	2,266,360	1,695,111	1,378,484	81.%	1,630,180	1,635,659	100.%
Materials and supplies	12,706	9,497	3,139	33.%	10,875	3,587	33.%
Utilities	23,000	17,204	25,156	146.%	15,735	21,190	135.%
Taxes and licenses	89,336	66,817	51,784	78.%	65,051	67,788	104.%
Purchased transportation services	26,282,080	18,811,044	19,712,175	105.%	13,466,249	17,496,927	130.%
Leases & Miscellaneous	263,943	197,937	190,815	96.%	8,227	193,096	2347.%
TOTAL EXPENSE	30,708,595	22,247,433	22,631,260	102.%	16,788,413	20,679,663	123.%
	(7,734,655)	(5,056,449)	(6,026,100)	119.%	(525,780)	(5,846,676)	1112.%



Operating Results by LOB

ParaTransit (cont.)



- Federal Revenue was unfavorable by \$481K. This is due to the billings from our sub-recipients such as Meals on Wheels.
- Customer Fares Revenue was unfavorable by \$208K. This is affected by timing of reconciliations by our partners and the No-Strand policy.



Operating Results by LOB

ParaTransit (cont.)



- Salaries, Wages & Fringe was \$264K favorable due to vacant positions and healthcare.
- Purchased Transportation was \$901K unfavorable due to increased number of trips.

Summary

- The 3rd Quarter performed better than budget.
- We are cautiously optimistic about Salaries, Wages & Fringe running close to budget.
- We have fuel hedges to help mitigate price volatility.
- Growth of ParaTransit remains a challenge.
- We expect other expense variances to even out in the final quarter for the year.

Passion, Pride, Performance

We enhance people's lives everyday.



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LYNX Oversight Committee Agenda

Oversight Committee Action Item #8.A.

To: LYNX Oversight Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6058

Item Name: FY2020 Proposed Operating Budget

Date: 8/22/2019

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's recommendation for the Chief Executive Officer (CEO) to present the FY2020 Proposed Operating Budget to the Board of Directors for approval.

BACKGROUND:

On April 12, 2019, staff presented a preliminary Operating budget to LYNX Finance and Audit Committee for discussion and input. The FY2020 Preliminary Operating Budget was prepared based on the following key assumptions:

- FY2020 Funding based on the adopted LYNX Funding Model
- Maximize current service levels through continuation of ongoing efficiencies
- No utilization of reserves
- Maintain current Preventative Maintenance funding Level, as approved by LYNX' Board
- Continue to maximize State Operating Assistance
- Continue to maximize Advertising Revenue
- Maximize anticipated Compressed Natural Gas (CNG) Rebates and Royalties
- Identify additional investment opportunities to maximize Interest Income
- 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.
- Continue right sizing transit through Mobility Management Model.

LYNX Oversight Committee Agenda

- Continue focus on improving customer service.
- Continue increase in trip volume for Paratransit activity
- Continuation of Fuel Programs, as appropriate:
 - Fuel Hedging
 - Bio-diesel
 - Compressed Natural Gas

OVERVIEW:

The FY2020 Preliminary Operating Budget totals \$148,911,424 in revenues and \$148,911,424 in expenses. The Preliminary Operating Budget is funded by a combination of LYNX - generated revenue and federal, state and local dollars. These funds are used to fund personnel expenses, services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased transportation expenses, leases and miscellaneous expenses. This preliminary budget does not include a fare increase. However, the preliminary budget does include additional Preventative Maintenance funding.

Specifically, this budget includes funds from the following sources:

	FY2020 Proposed Budget for adoption
REVENUES	
Customer fares	\$ 24,682,940
Contract services	6,368,565
Advertising	3,600,000
Interest & Other income	1,769,000
Federal Revenue	19,472,406
State Revenue	13,118,544
Local Revenue	8,477,850
Local Revenue Funding Partner	71,422,119
TOTAL REVENUE	<u>\$ 148,911,424</u>

LYNX Oversight Committee Agenda

The funds are programmed to fund the following types of expenses:

	FY2020 Proposed Budget for adoption
EXPENSE	
Salaries, Wages & Fringe Benefits	\$ 81,749,161
Other services	10,850,833
Fuel	12,160,726
Materials and supplies	7,765,273
Utilities	1,574,203
Casualty & Liability	2,359,684
Taxes and licenses	595,948
Purchased transportation services	30,301,315
Leases & Miscellaneous	1,519,521
Interest Expense	34,760
TOTAL EXPENSE	<u>148,911,424</u>

Based on discussions with the LYNX Board of Directors, County and City Commissioners, and staff, LYNX is continuing the utilization of its funding model to allocate each jurisdiction's share of the costs of operations in FY2020. Through use of the model, LYNX is able to properly fund its operation and the cost of services is appropriately distributed based on service supplied.

LYNX Oversight Committee Agenda

The following chart shows the local funding breakdown:

Local Funding	FY2020 Budget (Preliminary)	FY2019 Budget
Operating:		
Orange County	\$53,758,012	\$44,741,822
Osceola County	\$9,196,097	\$7,380,518
Seminole County	\$8,468,010	\$7,396,179
City of Orlando	\$4,003,006	\$4,213,969
City of Orlando - Lymmo	\$2,393,404	\$2,459,071
	<u>\$77,818,529</u>	<u>\$66,191,559</u>
FDOT aka SunRail Feeder Service	\$1,432,449	\$1,507,449
Altamonte Springs	\$120,900	\$120,900
City of Sanford	\$93,000	\$93,000
Lake County	\$248,856	\$273,912
Reedy Creek	\$335,090	\$335,090
	<u>\$2,305,295</u>	<u>\$2,330,351</u>
Total Operating Fund	<u>\$80,123,824</u>	<u>\$68,521,910</u>
Capital Contributions:		
Orange County	\$1,806,724	\$1,779,414
Osceola County	\$253,172	\$246,024
Seminole County	\$218,352	\$218,764
	<u>\$2,278,248</u>	<u>\$2,244,202</u>
Total Local Funding	<u>\$82,402,072</u>	<u>\$70,766,112</u>

LYNX staff has included approximately \$1,432,449 in feeder services funded by the Florida Department of Transportation (FDOT) and other operating expenses to support SunRail in FY2020.

CONCLUSION:

LYNX' staff will be seeking direction from the Board of Directors regarding the FY2020 Operating Budget. Based on the Board's direction, the FY2020 budget will be updated as necessary.

In accordance with the FY2020 budget calendar, the proposed FY2020 budget has been presented to the funding partners. The FY2020 budget will be presented to the Board of Directors for final consideration and approval in September of 2019.

FY2020 PROPOSED Operating Budget

Presented to the
LYNX Oversight Committee
by Bert Francis
Chief Financial Officer
August 22, 2019

FY2020 Operating Budget – Overview



	FY2020 (Preliminary) Budget	FY2020 (Proposed) Budget	FY2019 Amended Budget
Operating Revenue	\$ 148,428,548	\$ 148,911,424	\$ 136,981,342
Operating Expenses	(148,428,548)	(148,911,424)	(143,580,163)
Utilization of Reserves	-	-	6,598,821
Operating Income (Deficit)	\$ -	\$ -	\$ -

FY2020 Operating Budget – Revenue



All Lines of Business

	FY2020 Preliminary Budget as Presented April 2019	Budget Adjustments	FY2020 Proposed Budget for adoption	FY2019 Approved Amended Budget (June 2019)
REVENUES				
Customer fares	\$ 24,827,028	\$ (144,088)	\$ 24,682,940	\$ 24,826,294
Contract services	7,608,799	(1,240,234)	6,368,565	7,463,544
Advertising	2,629,992	970,008	3,600,000	3,230,000
Interest & Other income	1,476,000	293,000	1,769,000	1,482,660
Federal Revenue	19,472,406	-	19,472,406	19,323,455
State Revenue	12,539,354	579,190	13,118,544	12,849,836
Local Revenue	8,452,850	25,000	8,477,850	8,830,140
Local Revenue Funding Partner	71,422,119	-	71,422,119	58,975,413
TOTAL REVENUE	<u>\$ 148,428,548</u>	<u>\$ 482,876</u>	<u>\$ 148,911,424</u>	<u>\$ 143,580,163</u>

FY2020 Operating Budget – Expense



All Lines of Business

	FY2020 Preliminary Budget as Presented April 2019	Budget Adjustments	FY2020 Proposed Budget for adoption	FY2019 Approved Amended Budget (June 2019)
EXPENSE				
Salaries, Wages & Fringe Benefits	\$ 82,647,752	\$ (898,591)	\$ 81,749,161	\$ 77,814,862
Other services	11,260,833	(410,000)	10,850,833	11,492,241
Fuel	12,309,582	(148,856)	12,160,726	11,805,560
Materials and supplies	7,915,273	(150,000)	7,765,273	7,649,041
Utilities	1,574,203	-	1,574,203	1,473,280
Casualty & Liability	2,359,684	-	2,359,684	3,184,751
Taxes and licenses	595,948	-	595,948	470,166
Purchased transportation services	28,210,992	2,090,323	30,301,315	28,055,955
Leases & Miscellaneous	1,519,521	-	1,519,521	1,574,544
Interest Expense	34,760	-	34,760	59,763
TOTAL EXPENSE	148,428,548	482,876	148,911,424	143,580,163

FY2020 Local Revenue Funding Partner



	FY2020	FY2020	FY2019
Local Funding	Budget	Budget	Budget
	(Proposed)	(Preliminary)	(Amended)
Operating:			
Orange County	\$53,758,012	\$53,758,012	\$44,741,822
Osceola County	\$9,196,097	\$9,196,097	\$7,380,518
Seminole County	\$8,468,010	\$8,468,010	\$7,396,179
Total Operating Fund	\$71,422,119	\$71,422,119	\$59,518,519
Capital Contributions:			
Orange County	\$1,806,724	\$1,806,724	\$1,779,414
Osceola County	\$253,172	\$253,172	\$246,024
Seminole County	\$218,352	\$218,352	\$218,764
	\$2,278,248	\$2,278,248	\$2,244,202
Total Local Funding	\$73,700,367	\$73,700,367	\$61,762,721

FY2020 Operating Budget-Calendar

Oversight Committee Final Review August 22

Final Board Action September 30

FY2020 Commences October 1

LYNX Oversight Committee Agenda

Oversight Committee Action Item #8.B.

To: LYNX Oversight Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6058

Item Name: FY2020 Proposed Capital Budget

Date: 8/22/2019

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's recommendation for the Chief Executive Officer (CEO) to present the FY2020 Proposed Capital Budget to the Board of Directors for approval.

BACKGROUND:

At the May 16, 2019 Finance and Audit Committee meeting, staff presented the FY2020 Preliminary Capital Budget in the total amount of \$95,534,490. Since then, staff discussed capital priorities for FY2020 and applied amounts for projects that would be completed by September 30, 2019. Additionally, staff worked with grants to clarify the funding available for FY20.

LYNX staff will present the revised FY2020 Capital Budget in the amount of \$69,917,594.

The FY2020 Capital Budget, will be presented to the Board of Directors for final consideration and approval at the September 19, 2019 Board meeting.

OVERVIEW:

The proposed Capital Budget for FY2020 is \$69,917,594.

The capital budget is funded from a combination of federal, state and local sources, and includes items such as the planned purchase of replacement buses and vans, bus shelters, and the use of technology to assist in service delivery and improvements. The majority of the capital budget, 90% is funded through federal grants, the remainder comes from state and local sources.

LYNX Oversight Committee Agenda

The table below identifies capital expenditures by program:

<i>Description</i>	<i>FY2020 Proposed Capital Budget</i>
Vehicles	\$ 41,947,029
Support Equipment	8,852,272
Passenger Amenities	8,376,508
Facilities	5,948,497
Technology	2,611,088
Safety & Security	1,532,200
LYMMO State of Good Repair	650,000
TOTAL	\$ 69,917,594

The following are the details of each category:

- 1) Vehicles: include expansion and replacement vehicles for fixed-route, vanpool, paratransit services and support vehicles.
 - 1) (34) 40 Ft CNG Buses
 - 2) (8) 35 Ft Electric Buses
 - 3) (77) Paratransit Vehicles
 - 4) (15) NeighborLink Vehicles
 - 5) Sub-recipient 5310 Vehicles
 - 6) Road Ranger, Support and leased vehicles
- 2) Support equipment: includes the farebox upgrades, automated passenger counter installation, MDT upgrades and other support equipment and furniture.
- 3) Passenger amenities: include shelter installations, and superstop construction.
 - 1) Pine Hills Superstop
 - 2) Rosemont Superstop, includes (10) shelters
 - 3) Florida Mall Superstop
 - 4) Mercy Drive Shelters (8)
 - 5) Other shelters in the system (27)
- 4) Facilities: include funds to complete the LOC expansion; site selection for the southern operations facility and other miscellaneous improvements.
- 5) Technology includes items to improve communication and information delivery such as the GTFS project to connect Sunrail, Trapeze software enhancement for paratransit, copiers replaced, network improvements, server replacements, software upgrades, and hardware upgrades.

LYNX Oversight Committee Agenda

- 6) Security includes equipment to enhance security and surveillance at LYNX.
 - 1) Camera system upgrade LOC & LCS
 - 2) Driver Barrier pilot

CONCLUSION:

LYNX' staff will be seeking direction from the Board of Directors regarding the FY2020 Capital Budget. Based on the Board's direction, the FY2020 budget will be updated as necessary.

In accordance with the FY2020 budget calendar, the proposed FY2020 budget has been presented to the funding partners. The FY2020 budget will be presented to the Board of Directors for final consideration and approval in September of 2019.

FY2020 Proposed Capital Budget

Presented to the
LYNX Finance & Audit Committee
by Bert Francis
Chief Financial Officer
August 16, 2019

Key Capital Budget Assumptions

- Fleet maintenance and replacement to provide safe and reliable service
- Fare Collection Enhancements
- Passenger Amenities Program improvements
- Enhancement of security systems
- Technological Improvements to improve efficiency sustainability and customer experience
- Completion of LOC Expansion

FY2020 Proposed Capital Budget Overview

Capital Contributions	\$	69,917,594
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Capital Expenditures		<u>69,917,594</u>
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Total	\$	<u><u>0</u></u>
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FY2020 Preliminary Capital Budget Contributions



Capital Contributions	FY2020 Proposed Budget
Federal	\$ 61,984,476
State	5,654,870
Local	2,278,248
Total	<u>\$ 69,917,594</u>

FY2020 Proposed Capital Budget by Category



Description	FY2020 Proposed Capital Budget
Vehicles	\$ 41,947,029
Support Equipment	8,852,272
Passenger Amenities	8,376,508
Facilities	5,948,497
Technology	2,611,088
Safety & Security	1,532,200
LYMMO State of Good Repair	650,000
TOTAL	\$ 69,917,594



FY2020 Proposed Capital Budget by Sub - Category



Vehicles

40' CNG Bus (34)	\$	19,890,000
35' Electric Bus (8)		8,078,364
Paratransit (77)		5,390,000
Van Pool Program (134)		3,684,841
NeighborLink (15)		1,800,000
Sub-Recipient 5310 Vehicles		1,677,000
Other Vehicles		1,426,824
Vehicles Total	\$	<u>41,947,029</u>

Support

Fare Boxes		4,880,740
Support Equipment		1,620,017
MDT Upgrades		1,152,525
Automated Pass. Counts	\$	1,150,000
Furniture & Fixtures		48,990
Support Total	\$	<u>8,852,272</u>

Passenger Amenities

Pine Hills Transfer Center		3,900,000
Florida Mall Superstop	\$	1,984,000
Shelters (27)		1,264,508
Rosemont Superstop (10)		878,000
Mercy Drive Shelters (8)		350,000
Passenger Amenities Total	\$	<u>8,376,508</u>

Facilities

LOC Expansion		5,070,000
Misc Improvements	\$	618,497
Southern Ops Facility		260,000
Facilities Total	\$	<u>5,948,497</u>

Technology

Hardware/software upgrades		1,361,088
Tripspark		420,000
GTFS for Sunrail		250,000
Phone System Upgrade	\$	225,000
Trapeze Enhancement		180,000
Copier Replacement		175,000
Technology Total	\$	<u>2,611,088</u>

Safety and Security

Cameras	\$	950,000
Other		582,200
Safety and Security Total	\$	<u>1,532,200</u>

Lymmo

State of Good Repair	\$	<u>650,000</u>
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FY2020 Capital Budget - Calendar



Oversight Committee Final Review August 22

Final Board Action September 30

FY2020 Commences October 1

LYNX Oversight Committee Agenda

Oversight Committee Action Item #8.C.

To: LYNX Oversight Committee

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 Oversight Committee Agenda

Oversight Committee Information Item #9.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: 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.

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

LYNX Oversight mmittee Agenda

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 Oversight Committee Agenda

Oversight Committee Information Item #9.B.

To: LYNX Oversight Committee

From: **Melanie Stanisic**
Deputy Director Of Risk Mgmt
Melanie Stanisic
Technical Contact

Phone: 407.841.2279 ext: 6167

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

Date: 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