

LYNX Oversight Committee Agenda


Meeting Date: 8/26/2021
Meeting Time: 11:00 AM

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

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

1. Call to Order

2. Approval of Committee Minutes

 Oversight Committee Minutes 7.22.21

Pg 3

3. Public Comments




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

4. Chief Executive Officer's Report




5. Finance & Audit Committee Report


6. Consent Agenda

A. Request for Proposal (RFP)


- | | | | |
|------|---|--|-------|
| i. |  | Authorization to Release a Request for Proposal (RFP) for Landscape Maintenance Services at LYNX Facilities | Pg 7 |
| ii. |  | Authorization to Release a Request for Proposal (RFP) for Consulting Services for LYNX's Transit Development Plan Major Update | Pg 8 |
| iii. |  | Authorization to Release a Request for Proposal (RFP) for the Manufacturing of Commercial Style Transit Shelters | Pg 10 |


B. Extension of Contracts

- | | | | |
|------|---|---|-------|
| i. |  | Authorization to Exercise the First Option Year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services | Pg 12 |
| ii. |  | Authorization to Exercise the First Option Year of the Executive Search and Recruiting Firm's Contracts | Pg 13 |
| iii. |  | Authorization to Exercise the Second Option Year of Contract #19-C151 with Standard Insurance Co. for Group Life, Long & Short-Term Disability and Accidental Death & Dismemberment | Pg 15 |



- iv.  Authorization to Exercise the Third and Final Option Year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando LLC d/b/a Mears & UZURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers Pg 17

C. Miscellaneous

- i.  Authorization to Execute Resolution #21-005 for a Public Transit Grant Agreement with the Florida Department of Transportation for FY2022 Block Grant Funding in the Amount of \$12,823,048 Pg 19

-Attachments 

7. Action Items

- A.  Approval to Present the FY2022 Proposed Operating Budget to the LYNX Board of Directors Pg 23
- B.  Approval to Present the FY2022 Proposed Capital Budget to the LYNX Board of Directors Pg 26

8. Discussion Items

- A.  Review of the FY2021 3rd Quarter Operating Results Pg 29

9. Other Business

10. Adjourned

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

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

LYNX
Central Florida Regional Transportation Authority
Oversight Committee Meeting Minutes

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

DATE: **July 26, 2021**

TIME: **11:00 a.m.**

Members in Attendance:

Viviana Janer, Chair, Commissioner,
Osceola County BoCC
Mary Moskowitz, Seminole County
Christina Martin, City of Orlando
Jo Santiago, FDOT
Renzo Nastasi, Orange County

Staff Members in Attendance:

James E. Harrison, Chief Executive Officer
Tiffany Homler-Hawkins, Chief Administrative Officer
William Slot, Chief Innovation Officer
Dana Baker, Chief Operating Officer
Leonard Antmann, Interim Chief Financial Officer

1. Call to Order

Chair Janer called the meeting to order at 11:00 a.m.

2. Approval of Minutes

A motion to approve the June 24, 2021 Oversight Committee meeting minutes was made by Renzo Nastasi and seconded by Jo Santiago. Motion carried unanimously.

3. Public Comments

No one requested to address the Committee.

4. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer, stated that LYNX is experiencing the national labor shortage, and the team is focusing strategies on recruiting.

Ridership continues to remain steady with slight increases in both fixed-route and Paratransit.

LYNX is finalizing the FY2022 budget. Presentations were completed in Seminole and Orange Counties. The budget will be presented to Osceola County on July 26. There will

be a work session with the Board and Oversight Committees next month, with final adoption of the budget at the September meeting.

LYNX continues to operate under the direction of the TSA with a mask mandate for passengers and visitors. Social media platforms are being utilized to communicate this message to passengers. Disinfecting protocols continue for the safety of employees and passengers.

LYNX received a third-place award at the annual Environmental Systems Research Institute (Esri) for a “Ridership Summary and Activity” dashboard map.

LYNX continues to work with the American Public Transportation Association on their annual conference at the Orange County Convention Center in November. There will be strong attendance at this event.

The Special Olympics will be held in Central Florida in 2022. There will be bus advertising in advance of the June 5 through June 12 events. LYNX will work closely with the planning team on potential impacts to services for the torch run.

5. Finance & Audit Committee Report

Leonard Antmann, Interim Chief Financial Officer, reported that the Finance and Audit Committee met on Thursday, June 17, 2021. He gave an overview of the Finance & Audit Committee agenda.

All Consent Agenda items were approved to move forward to the Oversight Committee.

The external auditors will be onsite at LYNX starting on August 30, 2021.

The budget will be presented to the Oversight Committee and the Board in August, with final approval in September.

6. Committee Consent Agenda Items

Chair Janer asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.D.v. Mr. Harrison stated that he recommends the entire Consent Agenda for approval.

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms
- ii. Authorization to Release a Request for Proposal (RFP) for Occupational Health Services

B. Award Contracts

- i. Authorization to Negotiate and Award a Contract for Southern Operations and Maintenance Facility Site Selection and Suitability Study to WSP USA, Inc.
- ii. Authorization to Negotiate and Award a Contract for Bus and Facility Disinfecting Services to Klen Space, Inc.

- C. Extension of Contracts
 - i. Authorization to Exercise the First Option Year of Contract #18-C117 with Stepp's Towing Service, Inc. for Bus and Support Vehicle Towing Services
 - ii. Authorization to Exercise the First Option Year of Contract #18-C122 with Haines City Fire Extinguisher Service, Inc. for Bus Fire Suppression System Preventive Maintenance and Related Services
 - iii. Authorization to Exercise the Second Option Year of Contract #18-C02 for Transit Bus Tire Leasing with Bridgestone Americas Tire Operations, LLC
- D. Miscellaneous
 - i. Authorization to Execute Amendment 3 to Interlocal Project Agreement No. 1 Between the Orlando Utilities Commission and LYNX
 - ii. Authorization to Negotiate and Enter into Memorandum of Agreement for the Pine Hills Transfer Center with Orange County
 - iii. Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities
 - iv. Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO with Kimley-Horn and Associates, Inc.
 - v. Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with WSP USA, Inc. for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Station

Jo Santiago made a motion to approve Consent Agenda items 6.A.i through 6.D.v. Seconded by Mary Moskowitz. Motion passed unanimously.

7. Action Items

- A. Authorization to Implement August 22, 2021 Service Changes

Chair Janer recognized Bruce Detweiler, Interim Director of Planning & Development, to make the presentation. Mr. Detweiler stated that these changes will take place in August 2021. The goal is to align service changes with County Transit plans and the future Transportation Development Plan.

This service change will offer nightly service to accommodate workers from Orlando International Airport and the Pine Hills area. This change was due to results from a survey requesting service needs. There will also be a restructuring of existing bus service to provide express service from downtown to Universal Orlando. There will also be various changes to existing routes.

The Public Outreach for these changes were made by public hearings, social media sites, LYNX website, signage at key bus stops/terminals and in-person on Links 6 & 38.

Motion to Authorize the Implementation of August 22, 2021 Service changes was made by Renzo Nastasi, second by Mary Moskowitz. Motion passed unanimously.

B. Authorization to Submit the Fiscal Year 2022 Transit Development Plan Annual Update to the Florida Department of Transportation

Chair Janer recognized Myles O’Keefe, Manager of Strategic Planning, to make the presentation. Mr. O’Keefe stated that the Transit Development Plan (TDP) is a self-evaluation tool that is required for public transit block grants.

Major updates to the plan are made every five years, and minor updates are made every year. The next Major update will occur in FY2022.

Mr. O’Keefe highlighted past accomplishments and detailed current and upcoming plans and projects.

Chair Janer asked if the Call Center would remain remote. Mr. Harrison stated that the Call Center will remain remote and will free up space in the facility.

Chair Janer also asked for accurate data on passenger counts on bus routes. She would like a report quarterly or biannually. Mr. Harrison stated that he would add the report to the long-range agenda.

Chair Janer would like a survey, similar to the passenger survey, of the Board and Committee members, so that the members can ask questions and provide their input on bus routes.

Jo Santiago stated that she would need to abstain from voting on this item.

Motion to Authorize the Submittal of the FY2022 Transit Development Plan Annual Update to the Florida Department of Transportation was made by Christina Martin, second by Renzo Nastasi. Motion passed with Jo Santiago abstaining.

8. Other Business

No other business was discussed.

9. Adjourned

Meeting adjourned at 11:39 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the July 22, 2021 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight mmittee Agenda

Consent Agenda Item #6.A. i

To: LYNX Oversight Committee

From: Elvis Dovalos
Director Of Maintenance
Ricky Gonzalez
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Release a Request for Proposal (RFP) for Landscape Maintenance Services at LYNX Facilities

Date: 8/26/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Landscape Maintenance Services at LYNX Facilities.

BACKGROUND:

The award of Contract #17-C05 to Helping Hand Lawn Care, LLC, for Landscape Maintenance Services at LYNX Facilities was approved by the LYNX Board on September 22, 2016 under Consent Agenda Item #6.B.vi. The contract was awarded for a three (3) year term with two (2) one (1) year options. The Contract will expire on September 30, 2021.

This service is required in order to ensure LYNX complies with City and County ordinances related to landscaping for the purposes of enhancement of the visual and aesthetic appearance of the community. The service also maintains a safe, well-kept natural exterior environment for LYNX's workers, patrons and visitors.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Amended FY2021 Operating Budget includes \$57,000 landscaping costs, the Proposed FY2022 Operating Budget includes \$63,000.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. ii

To: LYNX Oversight Committee

From: **Bruce Detweiler**
Interim Director Of Planning And Development
Myles O'Keefe
(Technical Contact)
Patricia Whitton
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Authorization to Release a Request for Proposal (RFP) for Consulting Services for LYNX's Transit Development Plan Major Update

Date: 8/26/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for LYNX's Ten-Year Transit Development Plan (TDP) major update (FY2023-2032).

BACKGROUND:

The Florida Department of Transportation requires that transit agencies prepare the TDP as a prerequisite to receiving State Block Grant funds. The TDP major update is completed every five years, with minor updates developed during the interim years two through four. The last LYNX major update was completed in 2018.

The 2023 TDP major update will include an extensive outreach process focusing on the community needs as the region emerges from the global pandemic and LYNX continues the ridership recovery process. A situation appraisal will be conducted to assess the current operating environment and emerging trends. Taking into consideration LYNX's current priorities and regional initiatives, this major update provides an opportunity for the agency to update the plan goals, objectives, and strategies through which all other plans and projects will be oriented over the ten year horizon.

The TDP major update will include an assessment of LYNX's existing services and identify the ten year transit needs, including the operating and capital costs for the ten year period. The plan is a needs-based assessment and is not financially constrained.

LYNX Oversight Committee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract.

FISCAL IMPACT:

The Amended FY2022 Operating Budget includes \$500,000 for the 2022 Transit Development Plan Annual Update.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. iii

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release a Request for Proposal (RFP) for the Manufacturing of Commercial Style Transit Shelters

Date: 8/26/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for the manufacturing of LYNX Transit Shelters.

BACKGROUND:

In May 2017, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #17-C16 with Tolar Manufacturing, Inc. for the manufacturing of commercial style bus shelters. A request at the April 2021 Board of Directors meeting authorized LYNX to exercise the second option year of this contract. However, the manufacturer was seeking a significant cost increase that was not allowed per the contract terms. As a result, the contract is effectively terminated and a new Request for Proposal is being initiated. The term of the contract will be for three (3) years from date of award with the option of two (2) one (1) year extensions.

LYNX Oversight Committee Agenda

Pictures of the commercial style shelters are included below for reference:



LYNX project management staff will issue individual purchase orders for batches of shelters as needed throughout the fiscal year to meet the needs of the larger bus shelter program.

LYNX currently has approximately 1200 bus shelters. Based on the annual budget, LYNX strives to install 25 to 30 new bus shelters per year. LYNX expects to purchase a minimum of twenty-five (25) shelters over the life of the contract to support new and replacement transit shelters.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBE's and other small businesses.

FISCAL IMPACT:

The Approved FY2022 Proposed Capital Budget includes \$2,530,047 for new shelters. These projects are funded 100% with Federal Funds.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

From: Terri Settingington
Director Of Human Resources
Terri Settingington
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Exercise the First Option Year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services

Date: 8/26/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services.

BACKGROUND:

Background checks are a vital part of the employment process to assist in hiring the best possible candidate. As part of our hiring process, LYNX conducts a comprehensive background check on every new hire. Obtaining a comprehensive criminal history check on potential new hires involves accessing numerous sources of information which presents challenges in getting information from various states and counties. It is cost prohibitive for LYNX to perform these checks in-house. Therefore, due to the volume of background checks needed and the complexities involved, LYNX uses a third-party provider whose business it is to conduct background checks.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2021 Amended Operating Budget includes \$30,000 and the Proposed FY2022 Operating Budget includes \$40,000 for Pre-Employment Background Screening & Related Services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. ii

To: LYNX Oversight Committee

From: Terri Settingington
Director Of Human Resources
Terri Settingington
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Exercise the First Option Year of the Executive Search and Recruiting Firm's Contracts

Date: 8/26/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of the below contracts for Executive Search and Recruiting Services and to increase the Not to Exceed to \$200,000.

- Crawford Thomas, Inc., #19-C36
- Creative Financial Staffing Holding, LLC, #19-C37
- Jessica Adams Marketing Consultants, LLC, #19-C38
- Krauthamer & Associates, Inc., #19-C39
- Sunshine Enterprise USA, LLC, #19-C40
- Vitus Search Group, LLC, #19-C41
- Will Scott & Company, LLC, #19-C42

BACKGROUND:

LYNX has current and future requirements for executive search and recruiting services. The search for these hard to fill positions will be conducted both locally and nationally.

LYNX has over twenty (20) specialized open positions that are posing a challenge to fill in today's market. Therefore, LYNX needs to partner with executive search firms to identify potential candidates. We have an average of eight (8) professional positions per year that we would use these services for, if necessary.

The contracts will not guarantee any amount of work or expense. Upon an identified need, a purchase order will be issued based upon the consultant's expertise and agreed upon pricing.

LYNX Oversight Committee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts. The DBE goal for this project will be assessed upon the finalization of the scope of work. The contractor will be required to provide documentation and report the certified DBE's and small business firms participating on the project.

FISCAL IMPACT:

The FY2022 Amended Operating Budget includes \$264,806 for Human Resources Professional Services, of which \$50,000 has been allocated for Executive Search and Recruiting Services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. iii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Exercise the Second Option Year of Contract #19-C151 with Standard Insurance Co. for Group Life, Long & Short-Term Disability and Accidental Death & Dismemberment

Date: 8/26/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #19-C151 with Standard Insurance Co. for Group Life, Long & Short-Term Disability and Accidental Death and Dismemberment.

BACKGROUND:

LYNX offers Group Life, Long and Short-Term Disability, and Accidental Death and Dismemberment to its employees as a benefit. In 2007, Short Term Disability was added as a new benefit to mirror the Orange County benefit package, as LYNX was part of their benefits consortium until 2011.

In order to continue these benefits, LYNX piggybacked Orange County's existing vendor contract with an effective date of 1/1/20. Under the Orange County agreement, the contractual obligations provide that it is necessary to utilize the second option year.

This is a benefit that helps recruit and retain employees. Group Life and Long-Term disability are employer paid benefits. Short Term Disability, Supplemental Life, Spouse and Child Life are employee paid benefits.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Oversight Cmmittee Agenda

FISCAL IMPACT:

The FY2022 Proposed Operating Budget includes \$280,785 for employer paid group life, and long-term disability. Short-term disability is paid by the employee through payroll deduction.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. iv

To: LYNX Oversight Committee

From: Norman Hickling
Director Of Operations
Selita Stubbs
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Exercise the Third and Final Option Year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando LLC d/b/a Mears & UZURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers

Date: 8/26/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the third and final option year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando LLC d/b/a Mears & UZURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers.

BACKGROUND:

On February 1, 2018, the Board of Directors authorized LYNX staff to release a Request for Proposal (RFP) for the purchase of alternate transit providers for ACCESS LYNX. The RFP was released on March 15, 2018. Seven (7) suppliers submitted proposals. This action was taken to meet the significantly increasing demands for mobility services above our primary contractor's, MV Transportation, allocation of 37,000 monthly trips.

On May 24, 2018, the Board of Directors authorized contracts to provide alternative transportation services on behalf of LYNX Mobility Services. However, to ensure effective program management, regulatory compliance, and contractual oversight, only OWL, Inc., City Cab Company of Orlando, LLC dba Mears, and UZURV Holdings, Inc., were being utilized for purchased Taxi and TNC services.

On June 27, 2019, the Board of Directors authorized an extension of the first year of the contracts to September 30, 2019 to align with the agency fiscal year end. Additionally, provided

LYNX Oversight Committee Agenda

contract authorization not to exceed \$7,900,000 to support funding of TAXI/TNC transportation services throughout the remainder of the FY2019 ending September 30, 2019.

On September 30, 2019 the Board of Directors authorized the extension of year two of the contract and allocation of \$8,311,500 for purchase of transportation services provided by Taxi and Transportation Network (TNC) for Mobility Services thru the end of FY2020.

On September 24, 2020 the Board of Directors authorized the extension of year three of the contract and allocation of \$8,311,500 for purchase of transportation services provided by Taxi and Transportation Network (TNC) for Mobility Services thru the end of FY2021

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2021 Amended Operating Budget includes \$791,296 for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers. The Proposed FY2022 Operating Budget includes \$7,367,392 for purchase transportation costs provided by the Taxi and TNC suppliers.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. i

To: LYNX Oversight Committee

From: Tiffany Homler Hawkins
Chief Administrative Officer
Prahallad Vijayvargiya
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Execute Resolution #21-005 for a Public Transit Grant Agreement with the Florida Department of Transportation for FY2022 Block Grant Funding in the Amount of \$12,823,048

Date: 8/26/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute Resolution #21-005 for a Public Transportation Grant Agreement with the Florida Department of Transportation District 5 (FDOT) for the FY2022 State Block Grant for operating assistance in the amount of \$12,823,048.

BACKGROUND:

The Florida Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transportation. The funds are awarded to eligible transit providers who are recipients of funding from the Federal Transit Administration's formula program for urbanized and non-urbanized areas.

FDOT included in its Work Program the FY2022 LYNX block grant funding. FDOT will obligate funds in the amount of \$12,823,048 under a Public Transportation Grant Agreement (PTGA) FM #433306-1-84.

Authorizing Resolution #21-005 is attached.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Oversight Committee Agenda

FISCAL IMPACT:

The FY2021 Amended Operating Budget and the Proposed FY2022 Operating Budget includes \$12,060,907 for the State Operating Assistance grant. LYNX staff will include this change in the FY2022 Amended Budget proposal during January 2022.

CFRTA RESOLUTION NO. 21-005

RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2022 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$12,823,048 DOLLARS.

WHEREAS, the Florida Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transportation; and

WHEREAS, these funds are awarded to eligible transit providers who are recipients of funding from the Federal Transit Administration's formula program for urbanized and non-urbanized areas; and

WHEREAS, the LYNX Board of Directors has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute this Grant Application, and all supporting documents, agreements and assurances which may be required in connection with the application as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The LYNX Board of Directors has the authority to authorize the submission of grant applications to FDOT.
2. The LYNX Board of Directors authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit a Public Transportation Grant Application to FDOT for fiscal year 2022 in the amount of \$12,823,048 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications and any other documents in connection with the Grant Application and acceptance. This includes the expenditure of funds in connection with this grant award.
3. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CFRTA RESOLUTION NO. 21-005

RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2022 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$12,823,048 DOLLARS.

APPROVED AND ADOPTED this 26th day of August, 2021 by the Governing Board of the Central Florida Regional Transportation Authority.

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Oversight Committee Agenda

Action Agenda Item #7.A.

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Approval to Present the FY2022 Proposed Operating Budget to the LYNX Board of Directors

Date: 8/26/2021

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2022 Proposed Operating Budget to the LYNX Board of Directors.

BACKGROUND:

On March 11, 2021, staff presented a Preliminary Operating budget to LYNX Finance and Audit Committee for discussion and input. On April 15, 2021 LYNX staff presented a revised FY2021 Preliminary Operating Budget to the Finance and Audit Committee for approval to present to the Oversight Committee in April. LYNX staff presented the Preliminary Operating budget to the LYNX Oversight Committee on April 22, 2021.

The following are the overall key assumptions in developing the operating budget:

- Maintain 2021 level of service
- Continue Paratransit cost containment strategies
- Maintain the total Local Partner Funding at FY2021 levels
- Maintain and replace the current fleet as necessary
- Maximize the use of Federal Stimulus funding
- Maintain COVID Protocols as provided by the CDC

LYNX Oversight Committee Agenda

OVERVIEW:

The FY2022 Proposed Operating Budget totals \$175,022,663 in revenues and \$175,022,663 in expenses. The Proposed 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. Specifically, this budget includes funds from the following sources:

	<u>PROPOSED FY2022 Budget</u>
REVENUES	
Customer fares	\$ 18,480,166
Contract services	5,739,863
Advertising	3,550,000
Interest & Other income	790,900
Federal Revenue	8,310,944
State Revenue	13,691,519
Local Revenue	9,037,152
Local Revenue Funding Partner	71,422,119
CARES/CRRSA/ARP Funding	44,000,000
TOTAL REVENUE	\$ <u>175,022,663</u>

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

	<u>PROPOSED FY2022 Budget</u>
EXPENSE	
Salaries, Wages & Fringe Benefits	\$ 88,144,812
Other services	12,997,815
Fuel	12,158,746
Materials and supplies	9,630,955
Utilities	1,717,676
Casualty & Liability	3,189,832
Taxes and licenses	598,048
Purchased transportation services	31,468,965
Leases & Miscellaneous	1,670,104
Transfer to Reserves	13,445,710
TOTAL EXPENSE	\$ <u>175,022,663</u>

LYNX Oversight Committee Agenda

With the financial challenges from COVID-19, and the award of Federal CARES, CRRSA and the American Rescue plan (ARP) funding to LYNX, the partner local funding will be kept in total at the FY2021 Contribution level. LYNX will utilize the regional funding model to allocate each jurisdiction's share of the costs of operations in FY2022.

The following chart shows the local funding breakdown:

	<u>Orange County</u>	<u>Osceola County</u>	<u>Seminole County</u>	<u>TOTAL</u>
Operating	\$ 52,805,637	\$ 9,482,620	\$ 9,133,862	\$ 71,422,119
Capital	<u>1,784,602</u>	<u>251,570</u>	<u>227,473</u>	<u>2,263,645</u>
Total	<u>\$ 54,590,239</u>	<u>\$ 9,734,190</u>	<u>\$ 9,361,335</u>	<u>\$ 73,685,764</u>

CONCLUSION:

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2022 Operating Budget during the budget work session at the August meeting. Based on the Board's direction, the FY2022 budget will be updated as necessary.

In accordance with the FY2022 budget calendar, the proposed FY2022 budget has been presented to the funding partners.

The FY2022 budget will be presented to the Board of Directors for final consideration and approval at the September 23, 2021 meeting.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Oversight Committee Agenda

Action Agenda Item #7.B.

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Approval to Present the FY2022 Proposed Capital Budget to the LYNX Board of Directors

Date: 8/26/2021

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2022 Proposed Capital Budget to the LYNX Board of Directors.

BACKGROUND:

At the May 20, 2021 Finance and Audit Committee meeting, staff presented the FY2022 Preliminary Capital Budget in the total amount of \$86,467,311. Staff presented to the Oversight Committee meeting on May 27, 2021. Since then, we held a Capital meeting with all departments to review the status of projects programed for FY2021.

LYNX staff will present the revised FY2022 Capital Budget in the amount of \$86,642,311. This is an increase of \$175,000 from the preliminary budget presented. The addition is in the support vehicle category.

The FY2022 Capital Budget, will be presented to the Board of Directors for final consideration and approval at the September 23, 2021 Board meeting.

OVERVIEW:

The proposed Capital Budget for FY2022 is \$86,642,311

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

LYNX Oversight Committee Agenda

technology to assist in service delivery and improvements. The majority of the capital budget is funded through federal grants, the remainder comes from state and local sources.

The table below identifies capital expenditures by program:

	PROPOSED FY22 Budget
Facilities	\$ 18,644,575
LYMMO	1,100,000
Passenger Amenities	17,184,145
Security	1,754,387
Support	2,235,618
Technology	1,998,500
Vehicles	43,725,086
Grand Total	<u>\$ 86,642,311</u>

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) (50) 40 Ft CNG Buses (25 - Carryover from FY21)
 - 2) (6) 35 Ft Electric Buses (All Carryover from FY21)
 - 3) (15) Paratransit Replacement Vehicles (Carryover from FY21)
 - 4) (12) Paratransit Expansion Vehicles
 - 5) Sub-recipient 5310 Vehicles
 - 6) Road Ranger, Vanpool and Support vehicles

- 2) Support equipment: includes maintenance equipment, road ranger equipment, marketing equipment and other equipment.

- 3) Passenger amenities: include shelter installations, and Superstop construction.
 - 1) Pine Hills Superstop
 - 2) Rosemont Superstop
 - 3) Florida Mall Superstop
 - 4) New and Rehab Shelters in the system (210)

- 4) Facilities: includes funds to complete the LOC expansion; site selection for the Southern Operations facility and other facility improvements.

- 5) Technology: includes items to improve communication and information delivery, software enhancement for paratransit, network improvements, server replacements, software upgrades, and hardware upgrades.

LYNX Oversight Committee Agenda

- 6) Security: includes equipment to enhance security and surveillance at LYNX, security gate installations at several locations and camera system upgrades on Paratransit and NeighborLink fleet.

CONCLUSION:

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2022 Capital Budget. Based on the Board's direction, the FY2022 capital budget will be updated as necessary.

The FY2022 budget will be presented to the Board of Directors for final consideration and approval in September of 2021.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION

A DBE participation goal is not applicable for this activity.

LYNX Oversight Committee Agenda

Discussion Item #8.A.

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Review of the FY2021 3rd Quarter Operating Results

Date: 8/26/2021

LYNX Staff will present a summary of the FY2021 3rd Quarter Operating results.