

LYNX Board Agenda

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

Meeting Date: 10/22/2020
Meeting Time: 1:00 PM

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

The Central Florida Regional Transportation Authority d/b/a LYNX meeting will be held virtually by means of communications media technology pursuant to the Office of the Governor Executive Order #20-69 and subsequently extended.

The opportunity to provide public comment is available until the Chair closes the item. To appear in person to speak or to submit written comments to LYNX Board of Directors, complete the customer service form and select Public Comment on <http://www.golynx.com/contactus> or email to publiccomments@golynx.com. For additional information regarding other methods of submitting comments, contact the Board Agenda Coordinator at 407-254-6003.

When you are recognized, state your name and address. Please limit your comments to the 3 minute limit set by LYNX Board of Directors policy. Large groups are asked to name a spokesperson.

1. Call to Order

2. Approval of Minutes

-  Board of Directors Meeting Minutes 9.24.20 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. Oversight Committee Report

6. Consent Agenda


A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for Architectural and Engineering Services Pg 9



B. Award Contracts




- i.  Authorization to Award and Negotiate a Contract to Mansfield Oil of Gainesville, Inc. for Fuel Delivery of Ultra Low Sulfur Diesel through the End of FY2021 Pg 11
- ii.  Authorization to Award and Negotiate a Contract to Palmdale Oil Company, Inc. for Fuel Delivery of B-99 Biodiesel through the End of FY2021 Pg 13
- iii.  Authorization to Award and Negotiate a Contract to Mistral Security for the Purchase and Installation of Blast Resistance Trash Receptacles Pg 15
- iv.  Authorization to Award and Negotiate a Contract to Strategic Security Corp. for Security Guard Services Pg 17

C. Extension of Contracts




- i.  Authorization to Exercise the First Option Year of Contract #19-C151 with The Standard Insurance Company for Group Life, Long and Short Term Disability and Accidental Death and Dismemberment Pg 19

D. Miscellaneous


- i.  Authorization to Solicit FY2021-2022 Project Applications for the Federal Transit Administration (FTA), Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities Pg 21
- ii.  Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of \$400,000 for Mobility Management's Technology Enhancements for Paratransit Pg 23

- iii.  Authorization to Approve and Implement LYNX's Public Transit Agency Safety Plan (PTASP) Pg 25
- iv.  Authorization to Reappoint Pension Trustee Brian Anderson Pg 27
- v.  Authorization to Implement December 13, 2020 Proposed Service Changes Pg 28

7. Action Agenda

- A.  Approval of Labor Agreement between LYNX and Amalgamated Transit Union (ATU) AFL-CIO Local Chapter 1596, from October 1, 2020 through September 30, 2023 Pg 31
 - Attachments 
- B.  Matters Relating to the Chief Executive Officer Pg 120

8. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 121

9. Other Business

10. Monthly Reports

- A.  Communications Report Pg 123
- B.  Mobility Service Reports Pg 132
 - Attachments 
- C.  Monthly Financial Report - August 2020 Pg 145
 - Attachments 
- D.  Planning & Development Report - October 2020 Pg 147
- E.  Ridership Report Pg 148
 - Attachments 

11. 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
Board of Directors' Meeting Minutes

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

DATE: **September 24, 2020**

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

Members in Attendance:

Buddy Dyer, Mayor, City of Orlando, Chair

Jerry Demings, Mayor, Orange County, Vice-Chair

Jared Perdue, Secretary, Florida Department of Transportation – District 5, Secretary

Lee Constantine, Commissioner, Seminole County BoCC

Viviana Janer, Commissioner, Osceola County BoCC

1. Call to Order

Chair Dyer called the meeting to order at 1:05 p.m.

Mr. Harrison read a statement that allows for this meeting to be held virtually pursuant to an order by the Office of the Governor Executive Order #20-69 and subsequently extended which suspends the in-person forum for this meeting and allows for video and teleconferencing. All Board members, senior LYNX staff, and general counsel, Pat Christiansen are present. There is a direct video feed in the LYNX Board Room for public comments, and a conference phone number allows the public to listen to this meeting.

Chair Dyer asked Secretary Perdue to lead the Pledge of Allegiance.

2. Approval of Minutes

Commissioner Janer moved to approve the Board of Directors meeting minutes of August 27, 2020. Commissioner Constantine seconded. The minutes were unanimously approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer, stated that the adoption of the FY2021 Operating and Capital budgets are on the agenda today as well as the related Funding agreements.

Mr. Harrison stated that he is proud of the work of everyone in the agency across all departments for keeping up with transit service in the community.

LYNX has prepared a fiscally constrained budget that keeps into account the unknown economic ramifications of the global pandemic. The budget will contain a stabilization fund, using CARES Act funding, to sustain LYNX over the next few years. All existing levels of service and staffing will stay at current levels, which means there will be no service reductions or staff layoffs. This also provides for a multi-year spending strategy for our capital improvement program to replace buses, build shelters and prepare for a new operating facility, while maintaining existing facilities.

LYNX will monitor the budget and adjust as we get a better understanding of the economic conditions.

5. Oversight Committee Report

Commissioner Janer, Chair of the Oversight Committee provided her report on the Oversight Committee meeting that met earlier that morning. She stated that the committee approved the minutes from the August 27, 2020, Oversight Meeting. Amanda Clavijo, Chair of the Finance and Audit Committee meeting provided an update on the Finance and Audit Committee dated September 17, 2020.

The Oversight Committee recommends approval of all Consent Agenda items, except for items 6.B.v. and 6.B.vi. which were pulled from the agenda.

The Oversight Committee recommends approval of all action items.

6. Consent Agenda:

Chair Dyer asked Mr. Harrison 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.viii.

Mr. Harrison stated that he would like to pull Consent Agenda items 6.B.v. and 6.B.vi. after discussions with the selected vendor.

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for Construction Improvements to the Florida Mall Transfer Center
- ii. Authorization to Release a Request for Proposal (RFP) for Transit Planning Software-As-A-Service

B. Award Contracts

- i. Authorization to Award and Negotiate a Contract to Data Transfer Solutions (DTS), LLC
 - ii. Authorization to Award and Negotiate Contract #20-C74 to Aramark Uniform & Career Apparel, LLC, to Provide LYNX With Uniform Rental and Laundering Services
 - iii. Authorization to Award and Negotiate a Contract to ADAride.com, LLC for Functional Assessment Travel Training Services
 - iv. Authorization to Award and Negotiate a Contract to Mansfield Oil Co. Gainesville, Inc. for Fuel Delivery of 87 Octane Unleaded gasoline through the End of FY2021
 - v. Authorization to Award and Negotiate a Contract to Colonial Oil Industries, Inc. for Fuel Delivery of Ultra Low Sulfur Diesel through the End of FY2021
 - vi. Authorization to Award and Negotiate a Contract to Colonial Oil Industries, Inc. for Fuel Delivery of Biodiesel through the End of FY2021
 - vii. Authorization to Award and Negotiate Contract #20-C80 for Auditing Services to MSL, PA
- C. Extension of Contracts
- i. Authorization to Exercise the Second Option Year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando, LLC d/b/a Mears & USURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers
- D. Miscellaneous
- i. Authorization to Approve Insurance Renewal
 - ii. Authorization to Reject a Worker's Compensation Settlement Agreement Proposal and Approve Alternative Settlement Proposal Pursuant to Administrative Rule 6
 - iii. Authorization to Auction Surplus Capital Items and Obsolete Parts
 - iv. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
 - v. Authorization to Execute MetroPlan Orlando's FY2020-2021 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement
 - vi. Authorization to Execute Transportation Disadvantaged Coordination Contract between Central Florida Regional Transportation Authority, d/b/a LYNX, and Human Service Agencies for FY2021
 - vii. Authorization to Initiate Public Outreach Process for Fiscal Year 2021 Proposed Service Changes
 - viii. Authorization to Approve Changes to the LYNX Reserve Policy to Establish a Budget Stabilization Fund

Chair Dyer asked for a motion on the Consent Agenda items. Commissioner Constantine made a motion to approve Consent Agenda items 6.A.i through 6.D.viii. excluding items 6.B.v. and 6.B.vi. Seconded by Mayor Demings. Motion passed unanimously

7. Action Agenda

A. Approval of the Proposed FY2021 Operating and Capital Budgets

Chair Dyer recognized Leonard Antmann, Director of Finance, to make the presentation. Mr. Antmann stated that the FY2021 Operating budget will maintain all service levels and all local funding partner levels at the same level as the FY2020 Operating budget.

This budget also includes the creation of a Budget Stabilization Fund.

LYNX will maximize CARES Act funding, which will allow LYNX to respond to federal, state and local funding partner funding challenges.

Federal revenue has decreased slightly due to LYNX going back on the Board approved preventative maintenance schedule.

The majority of the increase in the Capital budget is from projects that have rolled over from FY2020. Thirty-four buses and eight electric buses were ordered in FY2020, but will not be delivered until FY2021.

There are approximately thirty bus shelters that are scheduled to be done in FY2021. Completion of the LOC expansion, the Pine Hills SuperStop, renovations at Rosemont and the Florida Mall, and the purchase of land for a Southern Operations base are the major projects for FY2021.

Motion to approve the Proposed FY2021 Operating and Capital Budgets was made by Commissioner Janer, second by Commissioner Constantine. Motion passed unanimously.

B. Authorization to Enter into the FY2021 Service Funding Agreements with the Regional Funding Partners

Mr. Antmann stated that the funding is the same as the FY2020 funding levels.

Motion to approve Entering into the FY2021 Service Funding Agreements with the Regional Funding Partners made by Commissioner Janer, second by Commissioner Constantine. Motion passed unanimously.

C. Authorization to Enter into the FY2021 Service Funding Agreements with the Municipal Funding Partners

Mr. Antmann stated that the funding levels are consistent with the FY2020 funding levels, except for the City of Orlando. The City of Orlando's agreement includes an \$850, 000 Capital contribution for an electric bus.

Motion to approve Entering into the FY2021 Service Funding Agreements with the Municipal Funding Partners made by Commissioner Constantine, second by Commissioner Janer. Motion passed unanimously.

D. Authorization to Execute FY2021 Bus Service Agreements

Mr. Antmann stated that the Bus Service Agreement funding is consistent with the Adopted Operating plan for FY2021.

Commissioner Constantine asked if this includes the increase in the policy that has been discussed. Mr. Harrison stated that there is an incremental increase in the Universal Property Association Agreement.

Motion to approve the execution of the FY2021 Bus Service Agreements was made by Commissioner Constantine, second by Commissioner Janer. Motion passed unanimously.

8. Information Items:

There was one item for review purposes only, no action was requested.

A. Notification of Settlement Agreements Pursuant to Administrative Rule 6

9. Monthly Reports: (For review purposes only)

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

- A. Communications Report
- B. Mobility Service Report
- C. Monthly Financial Report – July 2020
- D. Planning and Development Report – September 2020
- E. Ridership Report – July 2020

10. Other Business

Mayor Demings stated that it was originally estimated that Mr. Harrison would be the Interim CEO of LYNX for approximately two years. With the suspension of the Orange County transportation funding initiative, Mayor Demings suggested that it might be in the best interest of the organization to consider making Mr. Harrison permanent. Discussion ensued. Board members expressed confidence in Mr. Harrison's leadership.

Mr. Harrison stated that he is honored and humbled by the comments and is honored to serve the community, the Board, and the employees of the agency.

Chair Dyer directed that the issue of the permanent CEO position be placed on the board agenda for the next available meeting.

11. Adjourned:

The meeting adjourned at 1:40 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the September 24, 2020 LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Leonard Antmann
Director Of Finance
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release a Request for Proposal (RFP) for Architectural and Engineering Services

Date: 10/22/2020

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 Architectural and Engineering (A&E) Services.

BACKGROUND:

In April 2016, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #16-C06 to Jacobs Engineering, Inc., Contract #16-C07 to Kimley-Horn and Associates, Inc., and Contract #16-C08 to WSP, Inc. for Architectural and Engineering Consultant Services. The contracts were for a period of three (3) years with two (2) one-year extensions. The last extension was executed in April of 2020 and will expire in April of 2021.

Work assignments have included:

- Preliminary Engineering and Final Design of the Pine Hills Transfer Station
- Preliminary Engineering, Final Design and CEI for Florida Mall and Rosemont Transfer Centers
- Federal Transit Administration (FTA) Categorical Exclusion documentation and preliminary design of the LYNX Operation Center Expansion
- Design and Construction Engineering Inspection (CEI) of concrete improvement to the LYMMO Orange Line BRT lanes
- CEI Services for the LYNX Operation Center Expansion
- Design, Permitting and CEI of the LYNX Bus Shelter Program

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- Design, Permitting and CEI of concrete and facility improvements at LYNX Operations Center and LYNX Central Station
- Analysis required for decision making for Southern Operations Base
- Various Planning and Grant Technical Assistance and Oversight

Under the previous set of contracts, the three firms were short-listed and mini-competitions were then performed to ensure an equitable distribution of work between the firms and compliance with the Consultants Competitive Negotiation Act (CCNA) as provided for in Fla. Stat. 287.055.

During the most recent Triennial Review, the FTA performed an extensive analysis of the process LYNX utilizes. After a review of other agencies and the needs of LYNX, it has been determined that a single RFP will be issued for services with the intent to award separate individual contracts.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

Outreach efforts will be made for projected Small Business/DBE participation.

FISCAL IMPACT:

The FY2021 Approved Capital Budget includes \$3,190,259 for CEI services, and the FY2021 Approved Operating Budget includes \$80,000 for CEI Services. The capital budgeted projects are funded with a mix of Federal, State, and local dollars.

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Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Leonard Antmann
Director Of Finance
Christopher Plummer
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Award and Negotiate a Contract to Mansfield Oil of Gainesville, Inc. for Fuel Delivery of Ultra Low Sulfur Diesel through the End of FY2021

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Mansfield Oil of Gainesville, Inc. for fuel delivery of Ultra Low Sulfur Diesel through the end of FY2021.

BACKGROUND:

On August 4, 2020 LYNX staff released an Invitation for Bid (IFB) for the delivery of Ultra Low Sulfur Diesel, 87 Octane Unleaded, and Biodiesel. The bids were due back on September 4, 2020, with seven (7) suppliers submitted bids received.

The current Contract expires on October 31, 2020. The bid required suppliers to provide a fixed fee cost per gallon known as an "Adder Fee" to deliver the fuel. The "Adder Fee" is added to the cost of the fuel. The fuel cost is set based on the daily rack average of U.S. Gulf Coast Platts (USGC) index. Other charges include a standard freight rate per gallon, plus a fixed pump off fee for above ground tanks as required.

This is a contract to supply the services to LYNX on an as-needed basis as determined by LYNX. LYNX shall not be obligated to purchase any minimum quantity of fuel. LYNX averages an annual fuel consumption of 2.2 million gallons diesel.

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The bid results were received as follows:

Bid Proposals	Ultra Low Sulfur Diesel	Pump off Fee	Notes
Colonial Oil Industries, Inc.	\$ 0.0617	\$ 75.000	*Bid Withdrawn*
Mansfield Oil Co. Gainesville, Inc.	\$ 0.1307	\$ 100.000	
Palmdale Oil Company, Inc.	\$ 0.1359	\$ -	
Campbell Oil and Gas Company	\$ 0.1367	\$ 50.000	
Indigo Energy Partners, LLC	\$ 0.1376	\$ 75.000	
Papco, Inc.	\$ 0.1447	\$ 60.000	
SEI Fuels Services, Inc.	\$ 0.2400	\$ 50.000	

The ordinal ranking for the Ultra-Low Sulfur Diesel bidders was:

Rank	Ultra Low Sulfur Diesel	Notes
1	Colonial Oil Industries, Inc.	*Bid Withdrawn*
2	Mansfield Oil Co. Gainesville, Inc.	
3	Palmdale Oil Company, Inc.	
4	Campbell Oil and Gas Company	
5	Indigo Energy Partners, LLC	
6	Papco, Inc.	
7	SEI Fuels Services, Inc.	

LYNX recommends awarding the contract for Ultra Low Sulfur Diesel (ULSD) Fuel Transportation Services to Mansfield Oil of Gainesville, Inc. for the period of October 1, 2020 – September 30, 2021.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal was not assessed for this procurement.

FISCAL IMPACT:

The FY2021 Proposed Operating Budget includes \$9,188,746 for unleaded and diesel fuel purchases.

LYNX Board Agenda

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

From: Leonard Antmann
Director Of Finance
Christopher Plummer
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Award and Negotiate a Contract to Palmdale Oil Company, Inc. for Fuel Delivery of B-99 Biodiesel through the End of FY2021

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Palmdale Oil Company, Inc. for fuel delivery of B-99 Biodiesel through the end of FY2021.

BACKGROUND:

On August 4, 2020 LYNX staff released an Invitation for Bid (IFB) for the delivery of Ultra Low Sulfur Diesel, 87 Octane Unleaded, and B-99 Biodiesel. On September 4 2020, two (2) suppliers submitted bids.

The current Contract expired on September 30, 2020. The bid required suppliers to provide a price per gallon that should be determined by Oil Price Information Services (OPIS) daily average price per gallon for Orlando, Florida; and is determined at the close of business on the date of fuel delivery as published at www.opisnet.com. Other charges include a standard freight rate per gallon, plus a fixed pump off fee for above ground tanks as required.

This is a contract to supply the services to LYNX on an as-needed basis. LYNX shall not be obligated to purchase any minimum quantity of fuel. LYNX averages an annual fuel consumption of approximately 250,000 gallons B-99 Biodiesel.

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The bid results are as follows:

Bid Proposals	B-99	Notes
Colonial Oil Industries, Inc.	\$ (0.55)	*Bid Withdrawn*
Palmdale Oil Company, Inc.	\$ 0.059	

The ordinal ranking for the B-99 bidders was as follows:

Rank	Ultra Low Sulfur Diesel	Notes
1	Colonial Oil Industries, Inc.	*Bid Withdrawn*
2	Palmdale Oil Company, Inc.	

LYNX recommends awarding the contract for B-99 Biodiesel Fuel Transportation Services to Palmdale Oil Company, Inc. for the period of October 1, 2020 – September 30, 2021.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal was not assessed for this procurement.

FISCAL IMPACT:

The FY2021 Proposed Operating Budget includes \$9,188,746 for unleaded and diesel fuel purchases.

LYNX Board Agenda

Consent Agenda Item #6.B. iii

To: LYNX Board of Directors

From: Tellis Chandler
Director Of Safety And Security
Tellis Chandler
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: Authorization to Award and Negotiate a Contract to Mistral Security for the Purchase and Installation of Blast Resistance Trash Receptacles

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Mistral Security for the purchase and installation of Blast Resistance Trash Receptacles (BRTR's) with a not-to-exceed amount of \$200,000.

BACKGROUND:

In February 2020, LYNX Board of Directors authorized LYNX to proceed with an Invitation for Bid (IFB) to procure Blast Resistance Trash Receptacles (BRTR's). The BRTR's are designed to minimize the impact of an explosion inside the receptacle by directing the blast path upwards capturing shrapnel which could reduce loss of life, and minimize structural damage to property. The BRTR's will be deployed in strategically placed areas to ensure maximum protection of life and property. All blast resistant trash receptacles must meet or exceed American Society for Testing and Materials (ASTM) standards for blast resistant trash receptacles. The Vendor shall provide installation and ensure compliance with all of the ASTM standards for the BRTR's.

In accordance with LYNX's Board approval, the IFB was issued on July 24, 2020. Proposals were due to LYNX August 24, 2020. One proposal was received from Mistral Security.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal was not assessed for this procurement.

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FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$200,000 to purchase and install Blast Resistant Trash Receptacles. This project will be funded using the Federal 5307 grant at 100%, no local match required.

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Consent Agenda Item #6.B. iv

To: LYNX Board of Directors

From: Tellis Chandler
Director Of Safety And Security
Tellis Chandler
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: Authorization to Award and Negotiate a Contract to Strategic Security Corp. for Security Guard Services

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Strategic Security Corp. for Security Guard Services in the amount not to exceed \$5,430,000. The initial term of the Contract is for three (3) years, with two (2) one (1) year options, starting December 1, 2020.

BACKGROUND:

In accordance with the LYNX's Board approval, the RFP was issued on June 3, 2020. Security Guard Services are for the following four LYNX facilities:

- 4950 L.B McCloud Road
- 2500 LYNX Lane
- 455 North Garland Avenue
- 100 N. Alaska Avenue

Currently, services are provided by G4S Secure Solutions, USA, Inc. under contract #18-C50. Contract#18-C50 which was a Piggybacking Agreement off of the State of Florida Department of Management Services Contract 92121500-14-01 for Security Services. The contract expired on December 15, 2019. The State extended the contract for an additional six months. LYNX decided it was more advantageous for the agency to release a RFP for security services than continuing to piggyback off of the State's contract.

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At the October 23, 2019 LYNX Board of Directors' meeting, staff received authorization to release a Request for Proposal (RFP) for security services, which was released on June 03, 2020. Proposals were due to LYNX by 2:00 PM EST on July 09, 2020.

Eleven (11) responses were received from the following firms:

- Allied Universal
- American Guard Services
- Capstone Security Services
- Deco International
- Diamond Investigations
- Dynamic Integrated
- G4S Security
- Pal American Security
- Reach 29 LLC
- Strategic Security Corp
- Ultimate Security and Investigations Group

The initial scoring and ordinal ranking occurred as follow:

Proposer	Score	Ordinal Ranking
Strategic Security Corp.	460	10
G4S	468	15
Allied Universal	453	16
Diamond Investigations	441	19
Dynamic Integrated	429	21
American Guard Services	423	26
Pal American Security	427	31
Reach 29 LLC	393	32
Deco International	351	44
Capstone	325	46
Ultimate Security and Investigations Group	285	52

After review of the proposals, the Source Evaluation Committee (SEC), made a recommendation to award the contract to Strategic Security Corp.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal was not assessed for this procurement.

FISCAL IMPACT:

The FY2020 Adopted Operating Budget included \$1,332,057 for Security Services.

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Consent Agenda Item #6.C. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

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

Date: 10/22/2020

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-C151 with The Standard Insurance Company for Group Life, Long and Short Term Disability, and Accidental Death and Dismemberment for LYNX.

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 first 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:

No DBE participation goal applicable for this activity.

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FISCAL IMPACT:

The Approved FY2021 Operating Budget includes \$186,654 for disability expense.

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Consent Agenda Item #6.D. i

To: LYNX Board of Directors

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Belinda Balleras
(Technical Contact)
Sheila Maldonado
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Solicit FY2021-2022 Project Applications for the Federal Transit Administration (FTA), Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting authorization from the Board of Directors for the Chief Executive Officer (CEO) or designee to conduct the competitive process to select projects and sub-recipients for the Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5310 Program.

BACKGROUND:

The Governor of the State of Florida appointed LYNX as the designated recipient for Section 5310 funds, under MAP-21 (continues under the Fixing American's Surface Transportation Act aka "FAST" Act), for the Census defined urbanized portion of Orlando and Kissimmee. As the designated recipient of 5310 funds for the urbanized areas of Orlando and Kissimmee, Florida, LYNX has the responsibility to develop a program of projects, including soliciting projects from non-profit organizations and other eligible entities under Section 5310 that serve seniors and individuals with disabilities. The Section 5310 program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

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Eligible activities under FAST Act include:

1. Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.
2. Public transportation projects that exceed the requirements of the ADA.
3. Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit.
4. Alternatives to public transportation that assist seniors and individuals with disabilities.

LYNX Mobility Management completed the Transportation Disadvantaged Service Plan (TDSP) with minor updates for FY2021, a requirement by the State of Florida Commission for the Transportation Disadvantaged (CTD) and was approved by MetroPlan Orlando's Local Coordinating Board (LCB) on May 14, 2020. Included in the TDSP is the 5310 locally developed and coordinated public transit-human services transportation plan for FTA's Section 5310.

LYNX staff intends to competitively solicit project applications from non-profit organizations and other 5310 eligible entities to select sub-recipients. LYNX has successfully worked with non-profit agencies that have current coordination agreements to strive towards a common goal of providing cost-effective and efficient transportation services for seniors and individuals with disabilities. The 5310 trips provided directly by human service agencies to their respective clients are cost effective and reduces the need to provide paratransit trips to eligible riders.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this project.

FISCAL IMPACT:

LYNX staff will include the Section 5310 project award in future operating and capital budgets as appropriate.

LYNX Board Agenda

Consent Agenda Item #6.D. ii

To: LYNX Board of Directors

From: **Norman Hickling**
Director Of Mobility Services
Belinda Balleras
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: **Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of \$400,000 for Mobility Management's Technology Enhancements for Paratransit**

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Federal Transit Administration's Surface Transportation Program (STP) in the amount of \$400,000 for technology enhancements towards paratransit service delivery.

BACKGROUND:

The United States Department of Transportation (USDOT) funding for the Federal Highway Administration includes Surface Transportation Program (STP) funds that are eligible to be transferred to the Federal Transit Administration (FTA) for transit purposes. The regional STP funds are allocated by MetroPlan Orlando (MPO) for transit enhancements, bicycle and pedestrian improvements and highway projects. STP funds are programmed annually by MetroPlan Orlando in the Transportation Improvement Program (TIP) and are incorporated in the state adopted State Transportation Improvement Program (STIP).

LYNX and MetroPlan Orlando have been working together to address paratransit operational enhancements to improve service delivery and enhance the customer experience. MetroPlan Orlando has programmed \$400,000 in STP funds which needs to be processed for funds transfer to the FTA. MPO and the Florida Department of Transportation worked together to program these funds into the regional transportation improvement program, which allows LYNX to submit an application for these funds from the Federal Transit Administration.

LYNX ard Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$400,000 for paratransit technology enhancements pending funding.

LYNX Board Agenda

Consent Agenda Item #6.D. iii

To: LYNX Board of Directors

From: Tellis Chandler
Director Of Safety And Security
Tellis Chandler
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: Authorization to Approve and Implement LYNX's Public Transit Agency Safety Plan (PTASP)

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve and implement the LYNX Public Transit Agency Safety Plan (PTASP).

BACKGROUND:

On July 19, 2018, Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants (49 U.S.C. § 5307) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

The plan must include safety performance targets. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by December 31, 2020. The plan must be updated and certified by the transit agency annually.

As prescribe by the Final Rule, each safety plan must include, at minimum:

- An approval by the agency's Chief Executive Officer and Board of Directors
- The designation of a Chief Safety Officer
- The documented processes of the agency's SMS, including the agency's Safety Management Policy and processes for Safety Risk Management, Safety Assurance, and Safety Promotion
- An employee reporting program

LYNX ard Agenda

- Performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan (NSP)
- Criteria to address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the NSP
- A process and timeline for conducting an annual review and update of the safety plan

LYNX's PTASP has been reviewed by the Center for Urban Transportation Research (CUTR) and the Federal Transit Administration Technical Assistance Center.

A complete copy of the PTASP is available upon request.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Board Agenda

Consent Agenda Item #6.D. iv

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Reappoint Pension Trustee Brian Anderson

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' adoption of Resolution #20-012 to reappoint Mr. Brian Anderson, Senior Human Resource Generalist, as Management Appointee to the Board of Trustees for the Amalgamated Transit Union (ATU) Local 1596 Pension Plan (Defined Benefit Plan).

BACKGROUND:

Employees who are members of ATU Local 1596 participate in a defined benefit retirement Plan. The Plan has an oversight Trustee Board consisting of three Union and three Management employees. LYNX's Chief Executive Officer selects three Management employees to serve as Trustees with confirmation from the LYNX Board of Directors' and the Union's Executive Board appoints its representatives.

Each member serves a three-year term. Management Trustees for this board are Employer-nominated trustees who serve a three year term and are given the authority to perform, in good judgement, all acts necessary or appropriate to manage, invest, and distribute the assets/funds in the plan.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Board Agenda

Consent Agenda Item #6.D. v

To: LYNX Board of Directors

From: Tomika Monterville
Director Of Plan And Development
Bruce Detweiler
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Authorization to Implement December 13, 2020 Proposed Service Changes

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective December 13, 2020.

BACKGROUND:

On September 24, 2020, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect December 13, 2020. One in-person public hearing/workshop was held on October 14, 2020 and LYNX's first virtual service change hearing/workshop was held on October 15, 2020. LYNX customers and the public provided input on the service changes at the following workshops/public hearings:

Date/Time: Wednesday, October 14, 2020, 4-6 PM

Location: LYNX Central Station, Orlando, FL

Date/Time: Thursday, October 15, 2020, 5-7 PM

Location: Virtual

More details on these events can be found on our website at www.golynx.com

The public comment period for the proposed service changes ran from September 16, 2020, through October 16, 2020. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays; at SuperStops throughout the service areas; on www.golynx.com, and on LYNX social media sites including Facebook and Twitter.

LYNX Board Agenda

PROPOSED SERVICE CHANGES:

- Route adjustments will include NeighborLink 641.
- Schedule adjustments will include Links 10, 18, 40, 51 and 436N.
- Route and/or schedule improvements will include Links 8, 55, 105, 108, 319 and NeighborLink 621.
- Service reductions on Links 36 and 303.
- Bus stop additions on FastLink 441.
- Bay changes will take place at LYNX Central Station (LCS) and Kissimmee Intermodal Station (KIS).

December 13 Service Proposal

ROUTE ADJUSTMENTS

- **NeighborLink 641** – Williamsburg (Orange County) – The service zone will be extended east to International Drive, north to Convention Way and west to Universal Boulevard to serve Rosen Shingle Creek.

SCHEDULE ADJUSTMENTS

- **Link 10** – East U.S. 192/St. Cloud (Osceola County) – Minor schedule adjustments.
- **Link 18** – S. Orange Avenue/Kissimmee (Orange County/Osceola County) – Minor schedule adjustments.
- **Link 40** – Americana Boulevard/Universal Orlando (Orange County) – Minor schedule adjustments. The 4:30 a.m. to LCS trip Monday-Saturday will start at Universal Orlando Parking Garage.
- **Link 51** – Conway Road/Orlando International Airport (Orange County) – Minor schedule adjustments.
- **Link 436N** – SR 436 Crosstown/Apopka (Orange County/Seminole County) – Minor schedule adjustments.

ROUTE and SCHEDULE ADJUSTMENTS

- **Link 8** – W. Oak Ridge Road/International Drive (Orange County) – Route will operate along Westmoreland Drive, Gore Street, Orange Blossom Trail and will not serve Grand Street. Minor schedule adjustments. Adding Sunday trips from LCS at 7:45 p.m. and Vineland Premium Outlets at 9:30 p.m.
- **Link 55** – West U.S. 192/Crosstown (Osceola County/Lake County) – Routing at Four Corners Walmart changed to U.S. 27, Cagan Crossings Boulevard, Frontage Road, Cagan Ridge Boulevard, Heritage Oaks and Town Center Boulevard to U.S. 192. Minor schedule adjustments.
- **Link 105** – West Colonial Drive (Orange County) – Sunday service will extend via Colonial Drive, Blackwood Avenue, Old Winter Garden Road and Bluford Avenue to Colonial Drive. Sunday only, buses will serve the West Oaks Mall SuperStop on inbound trips and will not operate to the main mall entrance. Minor schedule adjustments.
- **Link 108** – South U.S. 441/Kissimmee (Orange County/Osceola County) – A Sunday trip will be added leaving Kissimmee Intermodal Station at 9:20 p.m. Minor schedule adjustments.

LYNX Board Agenda

- **Link 319** – Richmond Heights (Orange County) – Route will operate along Gore Street, Orange Blossom Trail, Grand Street and Parramore Avenue. Minor schedule adjustments.
- **NeighborLink 621** – Bithlo (Orange County) – Route will extend to Sophie Boulevard and serve Waterford Lakes Town Center. Fixed-route service will be eliminated in Avalon Park and Bithlo and converted to zone service. Frequency will change to every 60 minutes. Major schedule adjustments.

SERVICE REDUCTIONS

- **Link 36** – Lake Richmond (Orange County) – Reduce Saturday frequency to 60 minutes and operate via the Sunday routing. No Saturday service to 34th Street, St. Valentine Way, 36th Street and Barack Obama Parkway.
- **Link 303** – Washington Shores/Disney Hollywood Studios (Orange County) – Eliminating the daily 2:30 p.m. trip from John Young Parkway and Colonial Drive to Disney's Hollywood Studios.

BUS STOP ADDITIONS

- **FastLink 441** – Kissimmee/Downtown Orlando (Orange County/Osceola County) – New stops will be added at Orange Blossom Trail and Towne Center Boulevard.

BAY CHANGES

- **LYNX Central Station** – Link 3 to Bay Y, Link 21 to Bay D, Link 38 to Bay C, Link 50 to Bay M, Link 54 to Bay R, and FastLink 441 to Bay D.
- **Kissimmee Intermodal Station** – Link 10 to Bay G and Link 108 to Bay D.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

LYNX Staff anticipates the changes to be budget neutral.

LYNX Board Agenda

Action Agenda Item #7.A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Approval of Labor Agreement between LYNX and Amalgamated Transit Union (ATU) AFL-CIO Local Chapter 1596, from October 1, 2020 through September 30, 2023

Date: 10/22/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Collective Bargaining Agreement (Labor Agreement) between the Central Florida Regional Transportation Authority d/b/a/ LYNX and the Amalgamated Transit Union (ATU) Local Chapter 1596 for the period of October 1, 2020 – September 30, 2023.

BACKGROUND:

The ATU AFL-CIO, through its Local Chapter 1596, represents certain employees at LYNX. Pursuant to Article 46 of said Labor Agreement, Management and Union negotiation teams convened on August 18th, 26th, 28th and September 23rd to negotiate a new Labor Agreement for the three-year period beginning on October 1, 2020 through September 30, 2023.

On September 23, 2020, a tentative Labor Agreement was reached by both parties and wages was a material item negotiated by both the Union and Management negotiation teams. With respect to wages, below is a summary by year:

- Year One: A 2% change to the top rate and a one-step move for everyone in pay progression retroactive to the first full pay period in October 2020.
- Year Two: (10/1/21 - 9/30/22): Wage Re-Opener
- Year Three (10/1/22-9/30/23): Wage Re-Opener

LYNX ard Agenda

Year One wage adjustment includes a minimum starting pay of \$13.47 per hour that is in line with the regional efforts to raise the living wage in Central Florida. Other items agreed to during the negotiation included increased allowances for uniforms and tools and changes to operational procedures that will provide internal efficiencies.

The Local Union 1596 membership voted on and passed the Labor Agreement on October 9, 2009 with overwhelming support by their membership with a vote of 502-8.

A clean copy of the signed Tentative Labor Agreement is included for reference.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:


The FY2021 Approved Operating Budget included funds to support the current year impact of this contract. Future years will be budgeted based on the approved Union contract.

Tentative Labor Agreement

CENTRAL FLORIDA REGIONAL TRANSPORTATION
AUTHORITY & AMALGAMATED TRANSIT UNION ATL-CIO
LOCAL 1596

OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2023




James E. Harrison, Esq., P.E.
Chief Executive Officer
Central Florida Regional Transportation
Authority


Wilfredo Delgado
President/Business Agent
Amalgamated Transit Union Local 1596

ARTICLE 1 - PREAMBLE

This Agreement is entered into by and between the Central Florida Regional Transportation Authority, d.b.a. LYNX, hereinafter referred to as the “Authority” and the Amalgamated Transit Union, Local 1596, hereinafter referred to as the “Union.” It is the purpose of this Agreement to achieve and maintain harmonious relations between the Authority and the Union, to provide for equitable and peaceful adjustment of differences, which may arise, and to establish wages, hours, and other conditions of employment, as required pursuant to Chapter 447 of the Florida Statutes.

ARTICLE 2 - RECOGNITION

The Authority recognizes the Union as the sole and exclusive bargaining agent for its employees in the unit defined by the Public Employees Relations Commission in Case No. RC 82 021, as follows:

Included: All Authority employees in the following classifications: Building and Grounds A and B; Building and Groundskeeper A and B; Bus Operator; Road Ranger; Road Ranger Tech C; Service Island Attendant A, B, and C; Serviceperson A, B, and C; Technician A, B, C, and D.

Excluded: Office, Purchasing, and Clerical employees; Transportation Supervisors (Dispatchers & Foremen); and all higher level Supervisors.

ARTICLE 3 - GENDER

The use of masculine or feminine references shall be construed as including both genders.

ARTICLE 4 - AUTHORITY RIGHTS

The Authority will exercise the exclusive right to set its policy, to manage its business in the light of experience, good business judgment and changing conditions; to determine the qualifications for and to select its managerial and supervisory forces; to determine the qualifications of employees who desire promotion from one job to another or from one classification to another classification; to determine the number of employees it will retain in its services at any time during the life of this Agreement; to make reasonable rules and regulations governing the operations of its business; to enforce discipline for violation of rules and other misconduct; to discharge employees for just cause; and to determine the qualifications for hire of new employees, subject to such limitations thereon as set forth in this Agreement.

The Authority will provide a safe, adequate working environment for all its employees, and may implement safety programs and procedures it deems necessary. The Authority will provide equipment, as it deems necessary, for the employees to perform their jobs.

The Authority agrees that bargaining unit work will be performed by bargaining unit employees, except in cases of bona fide emergencies or where needed to avoid disruption or delay of services to the public. The Authority will make a reasonable attempt to fill the work with bargaining unit employees.

With respect to work rules, the Authority will not unilaterally establish and implement work rules which change or directly impact the terms and conditions of employment. If and when the Authority desires to change existing work rules and/or implement new work rules, the Authority will so advise the Union and the parties will forthwith convene the Labor-Management Committee to address such issues. If the Labor-Management Committee cannot reach an agreement, the disputed issues will be resolved by arbitration as defined in Article 13, Grievance and Arbitration Procedure, prior to the establishment or implementation of any disputed changes in any work rules.

With respect to subcontracting, the Authority reserves the exclusive right to subcontract work. However, the Authority will notify the Union of its intention to subcontract such work at least sixty (60) days prior to the deadline for responses to the Request for Proposal.

The Authority will meet and discuss with the Union the impact of such subcontracting on bargaining unit employees providing the Union requests such a meeting within ten (10) days following receipt of notification.

The Authority currently provides services for the Road Ranger Service Patrol Highway Assistance Program through a contract with the Florida Department of Transportation (FDOT). These services are funded 100% by FDOT. The Authority shall have the right to discontinue providing Road Ranger services if the contract between the Authority and FDOT is terminated or not renewed, or if FDOT reduces or eliminates its funding of these services. So long as the Authority is providing services under this program, bargaining unit employees working in this program shall comply with all provisions of the "Scope of Services" provisions of the contract with FDOT and the Authority's work rules. The Authority retains the right to run this program in a safe and cost effective manner.

ARTICLE 5 — NONDISCRIMINATION

The Authority will not discriminate against any employee covered by this Agreement because of race, color, religion, sex, age, national origin, political affiliation, disability, marital status, sexual orientation, or Union membership. The Union will not discriminate with regard to terms and conditions of membership because of race, color, religion, sex, age, national origin, political affiliation, sexual orientation, disability or marital status.

ARTICLE 6 - EFFICIENT SERVICE

SECTION 1

The Union and all bargaining unit employees agree that they will perform loyal and efficient service in their several departments of work.

At all times employees shall:

- be attentive to their duties, observe all rules and regulations, and support the vision and mission of the Authority; and
- operate their vehicles carefully, with the utmost regard for the safety and comfort of passengers and the general public; and
- provide quality customer service by treating passengers in a courteous and respectful manner; and
- use their influence, goodwill and best endeavors to protect the Authority’s property and promote the Authority’s interests so that the public transportation system may grow in popularity, service and scope of operation, and become a “world class” organization.

In all matters pertaining to this Agreement, the Authority and Union will take into consideration that public transportation is a service industry and that the safety and good will of the general public, especially the passengers of the transportation system, are of primary importance.

SECTION 2— Participation in Authority Working Groups and Committees

The Authority and the Union shall establish a “Labor-Management Committee” which will be convened at mutually agreeable times to discuss and resolve outstanding issues of concern to either party. From time to time, subcommittees may be formed to more fully focus upon and address prominent issues which the parties agree might best be resolved through cooperative problem solving.

A “Running Time Committee” shall be established as a Labor-Management subcommittee. It shall meet with the Service Planning Division to review issues relating to the establishment of appropriate running times between time points on LYNX routes, and shall help to establish a priority list of those routes which need running time improvements.

The Running Time Committee shall oversee an annual system-wide running time update in which they will collect data to provide written recommendations on proper running and recovery time. The report shall include recommendations on routes that need improvement so that Operators will have reasonable time for restroom breaks and/or to stretch their bodies. These written recommendations will be submitted to the Labor-Management Committee and Service Planning Division for consideration.

A “Safety and Security Committee” shall be established as a Labor-Management subcommittee. It shall meet with the appropriate Safety Section to review issues relating to the safety and security of employees and passengers aboard LYNX buses and at LYNX owned transit facilities. A law enforcement representative shall, from time to time, be invited to the committee meetings to assist in resolving safety and security and personal protection issues. Safety and Security related incidents and incidents of assault and battery directed against a bargaining unit employee shall be immediately reviewed with the committee to analyze contributing factors in an effort to reduce and/or correct future occurrences of a similar nature. The subcommittee shall make written recommendations to the Labor-Management Committee on a suggested course of any action to rectify and/or prevent future incidents against employees.

The Authority has a “Service Efficiency Review Committee” (S.E.R.C.) made up of LYNX staff members which reviews proposed service changes and recommendations for future implementation. The Authority invites employees in general to attend and participate in these meetings.

ARTICLE 7 - SEVERANCE CLAUSE

In the event any of the provisions of this Agreement shall be held invalid or become unenforceable by reason of any Federal or State judicial ruling, or by reason of any Federal or State legislation now existing, or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining portions of this Agreement, that shall remain in full force and effect. If a provision is invalidated, the parties shall meet to discuss whether a mutually agreeable replacement Article or Articles can or should be negotiated.

ARTICLE 8 - REPRESENTATIVE NOTICE

SECTION 1

The Union agrees to notify the Authority's Director of Human Resources in writing, of the names, employee number, Department, Division and business and e-mail addresses of duly authorized Union representatives and committee members immediately upon their election or appointment to such office or committee. Official notice by the Authority, in writing, to the business and e-mail address of one of the authorized representatives shall constitute notice to the Union.

SECTION 2

The Authority agrees to notify the Union's President. in writing, of the names, Department, Division and business and e-mail addresses of duly authorized Authority representatives. Official notice by the Union, in writing, to the business and e-mail address of one of the authorized representatives shall constitute notice to the Authority.

ARTICLE 9 - ABSENCES FOR UNION BUSINESS

SECTION 1— Short-Term (1 through 5 Consecutive Workdays)

Union representatives of Local 1596, who need to be absent for part or all of a regularly scheduled workday to conduct official Union business, will be relieved of duty providing the Union representative submits a written request to the Authority's representative of his respective department two (2) working days prior to the requested day(s) off. If three (3) or more Union representatives require the same day off, a three (3) working day written notification will be required. The intent of this paragraph is to require sufficient notice when the Union representative requests time off. Both parties realize that unusual and unexpected circumstances may arise when the Union representative cannot give the required two (2) working day notice, and the Authority is unable to relieve the Union representative due to manpower shortage.

The Union President may be allotted a five (5) business day week (Monday — Friday) for Union business. The Financial Secretary/Treasurer may be allotted one (1) day (Monday — Friday) per week to perform Union business, by agreement of the Labor-Management Committee.

The Union will reimburse the Authority a minimum of one full time (2080 hours) Union President position. The 2080 hours per calendar year will include: jury duty, sick leave, vacation leave, floaters, personal days and any other applicable time off. The Union will also reimburse the Authority for the FICA match. The current rate of pay will be applied when calculating the 2080 hours total cost. The Authority will be responsible for all other benefits, i.e. employer pension contribution, health insurance and any other benefit, which is not covered in the 2080 hours reimbursement by the Union. The Union will reimburse the Authority for lost wages and FICA match for all other Union representatives, when conducting Union business, No loss in benefits, seniority or entitlement will be suffered when a Union representative is off for Union business.

The Union President and Financial Secretary/Treasurer will conduct all Union business with the Authority, which includes being the Union representative on the Authority's Working Groups and Committees, except under extenuating circumstances. Pension Board Trustees are exempt from this paragraph when attending Pension meetings.

It is agreed that time off for any Union representative, other than the Union President and the Financial Secretary/Treasurer, should not be on a regular basis.

The minimum length of a short-term absence will be two (2) hours each day of absence.

If, for any reason, the Authority requests the presence of a Union representative on a date where the Union representative cannot comply with the preceding notification requirement, the notification requirement will be waived.

SECTION 2— Long -Term (6 Consecutive Workdays and Longer)

Any local Union member appointed or elected to any office/committee/delegate status, etc., within Local 1596 or to any time specific office/committee/delegate status, etc., within the International Union, will be granted an unpaid leave of absence for a reasonable period of time to perform the duties of the respective office/committee/delegate status, etc.

In order to be placed on unpaid leave of absence, it will be the responsibility of the local Union member to request in writing such leave not less than five (5) days prior to the date the leave is to become effective. When the local Union member desires to return to full-time company employment, it will be the responsibility of the local Union member to give five (5) days advance notice, in writing, to the Authority.

All conditions/limitations on an employee's benefits, entitlement, seniority, while on unpaid leave of absence, will be applicable to local Union members while on unpaid leave of absence for Union business.

SECTION 3

If at any time the Authority requires the presence of a Union representative(s), for any specific reason, on the Union representative's day(s) off, the Authority will pay such Union representative(s) at his regular hourly rate for such time. This paragraph will not apply if the reason for the Authority's request for a Union representative is due to the unavailability of the Union President.

ARTICLE 10 - UNION DUES

- A. **AUTHORIZATION** - The Authority agrees to deduct from the wages of any employee who applies for Union membership, a member's biweekly Union dues, initiation fees and any uniform assessments as directed by the Union. Union payroll deductions will commence within the first complete pay period after Human Resources (addressed to the designated Human Resources representative) has received an authorized "Application for Union Membership" form containing the language found in Exhibit A, from the Union. All new Union application forms and Union withdrawal requests will be sent to the Labor Relations Specialist through the U.S. mail. Copies of the "Application for Union Membership" form will be provided to bargaining unit employees and the Authority by the Union. Deductions shall be forwarded to the office of the Financial Secretary/Treasurer within five (5) business days after the payroll checks are issued.
- B. The Union will officially notify the Authority as to the amount of all biweekly deductions. Such notification will be verified to the Authority, in writing, with the signature of an authorized officer of the Union. Changes in Union deductions will be similarly certified to the Authority and shall be done at least one (1) month in advance of the effective date of such change.
- C. **REVOCATION** - Union membership and Union dues deductions may be cancelled upon a thirty (30) day written notification to the Union's Financial Secretary/Treasurer by either certified or registered mail.
- D. The Union shall indemnify, defend and hold the Authority harmless from any and all claims made and suits instituted against the Authority or expenses in connection therewith, based upon the Authority's participation in dues deductions under this Article.
- E. The payroll dues deduction authorization form is shown in Exhibit A.

EXHIBIT A

APPLICATION FOR MEMBERSHIP

I _____, the undersigned,

- Apply for membership in the Amalgamated Transit Union Local 1596 and agree to abide by its Constitution and By-Laws.
- Authorize the above named employee organization to be my exclusive bargaining unit agent.
- Authorize and direct LYNX, the Central Florida Regional Transportation Authority, to deduct and withhold from my wages any biweekly dues, initiation fees or any uniform assessments in such amounts as are now or hereafter established by ATU Local 1596.
- Understand that my Union membership and the deduction of Union dues is revocable, only, upon thirty (30) days written notice to the Union's Financial Secretary/Treasurer by either certified or registered mail.

Signed _____ Date _____

Home Address _____ City _____ State _____

Zip Code _____ Telephone _____ Social Security _____

ARTICLE 11 - BULLETIN BOARD SPACE

SECTION 1

The Authority will provide bulletin boards up to twelve (12) square feet, if available, for the Union to post notices and information relevant to members of the bargaining unit at the facilities, in both Maintenance and Transportation. The Union agrees that it will not post any notices of a defamatory, inflammatory, or political nature. The Authority shall have the right to remove such notices that do not meet the standards of this Article. The bulletin board space shall have a secured enclosure.

SECTION 2

The Authority will provide the Union with a secured mailbox at each operating facility in both Maintenance and Transportation. The Union will provide the lock.

ARTICLE 12 - DISCIPLINE

SECTION 1

The right to discipline belongs to and remains with the Authority. Employees covered by this Agreement shall have the right to be heard in accordance with the grievance procedure.

SECTION 2

Charges against an employee will be called to the employee's attention, and discipline will be rendered within five (5) of the employee's workdays after the Authority has completed its investigation, excluding days the employee was absent. An employee may be suspended without pay during an investigation. Internal investigations will be completed within thirty (30) working days unless there are extenuating circumstances, at which time the Union will be notified. If the discipline charges are not sustained, the employee's record will be cleared of the charges and the employee will be reimbursed for any lost wages suffered as a result of the discipline.

SECTION 3

When a bargaining unit member is to be disciplined, the bargaining unit member has the right to Union representation, upon request. The Union will be notified prior to disciplinary hearings.

SECTION 4

The Authority and the Union recognize that job performance at work is a basic part of any employment arrangement and is an essential element of the employer/employee relationship. Occasionally, the level of an employee's work performance may unavoidably and understandably fluctuate; however, repeated deficient performance is indefensible, costly and disruptive to the organization.

Accordingly, discipline will be administered to employees in a progressive manner at the Authority's discretion, as provided for in Article 4, Authority Rights. Deficient performance in any one or combination of work related categories will result in discipline up to and including termination. Progressive discipline will be administered in the following steps:

Step I	Written notification
Step II	Written notification with Union/Management counseling
Step III	Final written notice with Union/Management counseling
Step IV	Subject to Termination

Before disciplinary action is finalized, all extenuating circumstances and past performance for Steps III and IV will be reviewed and considered. Disciplinary entries are valid up to one year after the date of issue.

ARTICLE 13 - GRIEVANCE AND ARBITRATION PROCEDURE

SECTION 1

A grievance is defined to be any dispute between the Authority and the Union, or between the Authority and a bargaining unit employee concerning the interpretation or application of the terms of this Agreement. Violations of the work rules, written warnings or reprimands, and/or any lesser discipline will not proceed to Arbitration. When a grievance arises, the Union, or the aggrieved employee, or the Authority, shall seek to settle the dispute in the following manner:

Step I

The concerned employee or the Union shall submit a written grievance to the Chief Operating Officer (or her/his designee) and the Director of Human Resources. The written grievance must be submitted either via his/her Authority e-mail or directly to his/her office location during regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday). The grievance must be submitted within five (5) business days of the receipt by the employee of the written notification of the alleged violation. The day the grievance is filed does not count towards the five days.

Within five (5) business days after receipt of the grievance, the Director of Transportation, Director of Maintenance, or the Director of Facilities (or his/her designee, as determined by the Chief Operating Officer), may schedule a hearing if the grievance involves a violation, written warning or reprimand and/or any lesser discipline. If the grievance involves a termination or suspension, a hearing shall be scheduled. The hearing, if scheduled, shall be held within the next five (5) business days. The Director, or his/her designee, will have five (5) business days after the hearing or receipt of the grievance, whichever is later, to render a written decision.

Step II

If a satisfactory decision is not reached, the Union may request to move to the next step of the Grievance Procedure. Within five (5) business days after receipt by the Union or the employee, of the written decision from Step I, the grievance must be submitted to the Chief Operating Officer. The Step II grievance shall be submitted in writing directly to the Chief Operating Officer's office during regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday), or to his Administrative Assistant.

Within five (5) business days after receipt of the grievance, the Chief Operating Officer, or his designee, may schedule a hearing for resolution of the grievance and the hearing, if scheduled, will be held within the next five (5) business days. The Chief Operating Officer will have five (5) business days after the hearing or receipt of the grievance, whichever is later, to render a written decision.

Step III

If a satisfactory decision is not reached, the Union may request to move to the next step of the Grievance Procedure. Within ten (10) business days after the written decision from Step II, the grievance must be submitted to the Chief Executive Officer. The Step III grievance shall be submitted in writing directly to the office

of the Chief Executive Officer or his Administrative Assistant, during regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday). The Chief Executive Officer, or his designee, shall schedule a hearing for the resolution of the grievance, and the hearing shall be held within the next ten (10) business days. The Chief Executive Officer, or his designee, shall have twelve (12) business days after the receipt of the grievance or the hearing, whichever is later, to render a written decision. If the grievance is not settled at this time, it may be submitted to Arbitration.

Prior to submitting the grievance to Arbitration, it is agreed that either party may request an opportunity for non-binding mediation. If the other party agrees, mediation must be requested no later than twenty (20) business days after the Step III hearing decision has been rendered. The Authority and the Union may mutually select a mediator from the Federal Mediation and Conciliation Service (FMCS) or any other recognized mediation specialists.

SECTION 2

- (A) All days in the grievance procedure shall be business days.
- (B) Any grievance not processed by the Union or the employee, within the time limits set forth in this Section, shall be forfeited.
- (C) Any grievance not processed, by the Authority, within the time limits established shall be considered valid, and the grievant's remedy shall be won.
- (D) The time limits of submitting or responding to a grievance may be extended by written agreement by the representatives involved.
- (E) Grievances, affecting a number of employees and involving a question common to all, may be submitted at Step II or Step III.
- (F) If the grievance is not appealed to the next Step within the specified time limits, it shall be considered settled on the basis of the Authority's answer, but such settlement shall not constitute a precedent in any other case.
- (G) Pursuant to Section 447.401 of the Florida Statutes on Grievance Procedures, all public employees have the right to a fair and equitable grievance procedure, but the Union will not be required to process grievances for non-Union employees. The Union, however, will be given a copy of the grievance and the resolution. Individuals may take any grievance to Arbitration, except violations of the work rules, written warnings or reprimands, and/or any lesser discipline. The non- Union employee will bear one-half (1/2) the cost of Arbitration.
- (H) In the event the action grieved by the employee was taken by an Authority representative designated in Steps I, II or III, the grievance shall proceed to the next succeeding Step.

- (I) Grievances received by Dispatchers and Supervisors, unless appointed as designees by the respective Deputy Chief, will not be considered as having met the required procedure for the filing of a grievance and, therefore, will not be processed through the grievance procedure.

Step IV

If the grievance is not settled at Step III, the grievance may be submitted to Arbitration by the grieving party. The request for Arbitration must be made to the other party within twenty (20) business days of the receipt of the answer of the Authority in Step III. The request must be sent by certified mail, and the date of the postmark shall be used for the purpose of determining time limits.

Step V

If Arbitration is requested in Step IV, the issue must be submitted, in writing, for final determination to an Arbitrator. Within ten (10) business days of such notice, the Union shall request from the Federal Mediation and Conciliation Service (FMCS) a list of seven (7) arbitrators with residence in Florida who are experienced in the field of the subject to be arbitrated. The list will be sent to both the Union and the appropriate Authority representative. Within ten (10) business days after receipt of the list of arbitrators, the Union and the Authority shall, beginning with the Union, alternately eliminate names one at a time from the list of persons, until only one remains and this person shall be the arbitrator. Failure by either party to adhere to the time limits in this paragraph shall be considered a withdrawal of the request for arbitration and the grievance will be considered resolved in favor of the compliant party (i.e., on the basis of the decision of the Authority in the last step of the grievance procedure or on the basis of the relief requested in the grievance). Further, the request, for Arbitration shall be clearly set forth in writing, and the Arbitrator is empowered to rule only on the issue(s) presented in the grievance. The Arbitrator cannot deviate from the language of this contract and his powers are limited by this contract. The Arbitrator will weigh all evidence and arguments on the points of dispute, and the written decision of the Arbitrator shall be final and binding upon the parties. The Arbitrator shall not add or detract from, alter or otherwise amend in any way the provisions of this Agreement. The parties shall jointly share the cost of the Arbitrator. The cost of the transcript, if requested, shall be borne by the party requesting the transcript.

ARTICLE 14 - NO STRIKE/NO LOCKOUT

SECTION 1

The parties agree that during the term of this Agreement there shall be no strikes, slow-downs or work stoppage. In the event of a strike, slow-down or work stoppage, the Union will, upon request of the Authority, notify the employees to return to work, that such action is in violation of Florida State Law and this Agreement, and that the Union shall in no way sanction such conduct.

SECTION 2

The employer agrees that there will be no lockout during the term of this Agreement.

SECTION 3

Violation of any of the provisions of this Article by any employee of the Authority may be cause for immediate termination of that employee. In the event that an employee is terminated, or otherwise disciplined for taking part in a strike as defined by Florida Law, only the question of fact as to whether the employee did in fact participate in or promote such a strike, shall be subject to review through the grievance and arbitration procedure of the Agreement.

ARTICLE 15 - PROBATIONARY PERIOD

SECTION 1

New employees will serve a one hundred twenty (120) day probationary period. The period for operators shall begin after completion of new operator training. During the operator training and probationary period, an operator may be terminated for any reason. Maintenance employees begin the one hundred twenty (120) day probationary period on date of hire. During the probationary period, a Maintenance employee may be terminated at any time by the Authority for any reason. The probationary period may be extended by the Authority for sixty days after consultation with the Union and thereafter only by mutual agreement. New hire employees do not have any grievance rights specific to termination under this Agreement.

Current employees who change positions, departments or classifications will also serve a sixty (60) day probationary period. For the purpose of picking a run, a shift, days off or an Extra Board position during a Pick, the employee's seniority date is when he started the new job (except when a Technician transfers between any respective classification. Then their seniority date for Picking purposes shall remain the same as their Division date.) Otherwise, an employee's hire date will remain the same and will be used to determine benefits and leave time. Employees will be able to return to any available position within their classification until the next Pick.

If the employee has been out of work for an extended period of time during their probationary period, an extension may be imposed for the amount of days missed during the probationary period.

SECTION 2

Employees who change to a full-time Supervisor will serve a ninety (90) day probationary period. During the probationary period, an employee may return or be returned to a position within their classification without loss of seniority.

ARTICLE 16 - PERSONNEL REDUCTION

SECTION 1

In the event of a reduction in the number of employees in the Transportation and/or Maintenance Divisions, other than Road Ranger or Road Ranger Tech C, due to the lack of work, employees shall be laid off in reverse order of their system-wide seniority within their classification. Any maintenance employee affected will be given an opportunity to bump into a lower classification (seniority prevailing) to keep from being furloughed.

SECTION 2

In the event of a recall, such laid off employees shall be called back in inverse order of their layoff, provided, however, that this Agreement, or any renewal, amendment, or extension thereof is still in effect, and no more than eighteen (18) months has elapsed since the employee's last layoff.

SECTION 3

Employees will be called back to service according to the following procedure: the Authority will advise each employee, to be recalled, by certified United States mail, return receipt requested, to his last known address.

The employee shall have the obligation to provide the Authority with his current address for the purpose of receiving mail. An employee, receiving a notice of recall, will immediately inform the Authority of his intent to accept or reject the recall order within five (5) working days after the receipt of the notice of recall. An employee, who has notified the Authority of his acceptance of recall and who, thereafter, fails to report at the specific time, shall forfeit all rights.

SECTION 4

An employee, who has been laid off due to a reduction in the work force, shall be given preference over new hires for job openings outside his job classification or department for a period of eighteen (18) months after his layoff, as long as he is qualified to perform the job for which he is applying. In the event of competing applications by qualified laid off employees, seniority with the Authority will govern.

ARTICLE 17 - PHYSICAL EXAMINATIONS

SECTION 1- Requirement

All active employees will undergo a physical examination by a licensed Medical Review Officer chosen and paid for by the Authority. Successful completion of a physical examination will be a prerequisite for both an employee's initial employment as well as their continued employment in the safety sensitive position for which the physical examination has been administered. The examination shall be conducted in accordance with the United States Department of Transportation's Federal Motor Carrier Safety Act of 1986 and USDOT Federal Motor Carrier Administration regulations contained in CFR Part 391 governing physical qualifications and examinations for drivers as well as subsequent rulings.

The examination shall take place during the employee's non-working (unpaid) hours. The Authority will pay the employee up to two (2) hours of pay, which will not count as hours worked for purposes of calculating overtime. Each employee is responsible for scheduling their physicals, and will provide the Authority with a copy of their DOT Medical Certification. The Authority will notify the employee, in writing, at least one month in advance of the need to renew his DOT Medical Certification.

SECTION 2- Findings

Should an employee not be able to obtain a clear physical examination in order to maintain his commercial drivers license, the employee will not be permitted to continue in the safety sensitive position in which he was employed.

If the Medical Review Officer requires a stress test, the Authority will bear the cost of the test and the test shall be conducted by the Authority's designated facility.

If the Medical Review Officer requires a sleep apnea test, the Authority shall pay up to \$275 dollars of the cost of the initial test.

SECTION 3- Frequency

Employees will undergo examinations no less frequently than once every two (2) years unless expressly determined by the examining medical professional. Employees who are out for more than thirty (30) calendar days due to illness may be required to undergo a physical examination.

ARTICLE 18 - LEAVES OF ABSENCE

SECTION 1— Leaves of Absence

The Authority may grant an employee, with at least twelve (12) months of satisfactory service, an unpaid leave of absence of no more than thirty (30) days. If an employee has available leave at the time of the request, the employee will be required to exhaust all available leave first. The Authority may, with regard to employees with less than twelve (12) months of satisfactory service, be receptive to reasonable requests for unpaid leave. Employees taking a leave of absence of thirty (30) days or less will experience no loss in picking seniority.

An employee, desiring to return from his leave prior to the expiration thereof, will give one (1) day advance notice to their Division Manager and comply with the call-on/call-off policy. Should an employee fail to report to work on the workday following the expiration date of leave, without a valid excuse, such employee will be considered to have terminated employment with the Authority. An employee will not be granted leave to perform work for any other employer. Upon the expiration of a leave of absence, the employee will return to his appropriate seniority position.

SECTION 2 - FMLA, Serious Illness and/or Disability

The Authority will provide Family and Medical Leave to qualified employees pursuant to the provisions of the Family and Medical Leave Act of 1993 (FMLA) and the Authority's policies and procedures as contained in the Administrative Rules and Policies.

Employees shall first exhaust all applicable leave time while on approved FMLA as set forth below:

1. Sick Leave
2. Personal Days
3. Vacation until the employee has a minimum of one (1) week of vacation days remaining. Thereafter, only upon written request of the employee
4. Unpaid leave up to the twelve (12) week limit

Unpaid leaves extended beyond the twelve (12) weeks through FMLA may be granted on a case by case basis for reasons of serious illness and/or disability of the employee and will be limited under this Article to a maximum of one (1) year. Seniority will not be affected for this period. The Authority may require a physical or medical examination by an Authority physician prior to approving the leave, at any time during such leave, or upon release to return to duty. Failure of an employee to comply with these physical or medical provisions during the leave shall result in termination.

SECTION 3 - Military Leave

An employee must request military leave at least fourteen (14) days in advance of the leave, except when extenuating circumstances do not allow for a fourteen (14) day notice. The Authority shall comply with the terms and conditions of the Uniformed Services Employment and Re-employment Rights Act (USERRA), insofar as absence, seniority and the employment rights of any employee of the Authority as well as pay all employees on military leave in accordance with all Local, State and Federal Statutes.

SECTION 4 - Injury on the Job

If an employee is on a medical leave of absence due to injury on the job, and it is a qualified FMLA condition, the Authority will comply with the Act. Otherwise, the Authority will pay its share of the applicable group health insurance premiums according to the following criteria:

- * After completion of probation and up to one year of service - for a maximum of one month.
- * Service of one year or more - for a maximum of twelve (12) months.

Once the maximums are reached, the employee will be responsible for 100% of all applicable group health insurance coverage.

ARTICLE 19 - COURT LEAVE

SECTION 1

When an employee is required to serve on a jury, he will be paid by the Authority the amount he would have received had he worked his regular run or shift, but in no event more than eight (8) or ten (10) hours of pay, as appropriate. All Operators who are required to serve on a jury shall report to the Dispatcher that they have been selected to serve on a jury so that arrangements can be made to fill the vacant run. When an Operator is finally released or excused for the following day or days, he shall report immediately to the Dispatcher that he is ready for work the following day or days. When an employee is selected to serve on a jury he will not be required to report to work in the morning, but in the event an Operator or maintenance employee is released from jury duty, after serving jury duty for four (4) hours or less, such employee shall report immediately by phone, to the Dispatcher/Supervisor, to see if he is needed for work, or in the case of a maintenance employee, such reporting will be made to the maintenance superintendent's office, and the maintenance employee will report to work and complete his designated shift. An employee must provide, to the Dispatcher/Supervisor, court documentation as to the exact time the employee was released from jury duty.

It is the intent of the Authority that employees will not lose any pay while serving on a jury, and it is the intent of this Agreement that employees will be available to perform their normal duties at such time that does not conflict with serving on a jury.

SECTION 2

Any employee who, during his normal work hours, is requested by the Authority to attend any legal proceedings involving the Authority, directly or indirectly, or to perform other work of a similar nature pertaining to Authority affairs shall be paid as if he were engaged in his normal work.

SECTION 3

An employee who, during his normal work hours, is requested to attend any legal proceedings outside of LYNX business will be given time off without pay. Employees must provide documentation of legal proceedings at the time of the request for time off. Time off will not be considered an absence.

ARTICLE 20 - FUNERAL LEAVE

SECTION 1

In the event of a death occurring in an employee's immediate family (e.g. mother or step-mother, father or step-father, spouse, child or step-child, brother, sister, mother-in-law or father-in-law, grandchild, grandmother or grandfather), an employee who has completed his probationary period shall be excused from his regular work schedule and the employee shall be paid at his regular rate of pay for the scheduled work time he will lose on any of these scheduled work days, with a maximum of eight (8) or ten (10) hours of pay, as appropriate, per day missed, provided that pay for such time lost shall not be in excess of five (5) days. The employee must furnish proof of death and the employee's relationship to the deceased.

SECTION 2

In the event that the funeral is not in the local vicinity and considerable travel time is required, the pay for time lost may include travel time, provided that such pay not be in excess of the five (5) days as mentioned above. Funeral leave will not be considered an absence.

ARTICLE 21 - SICK PAY

Sick Leave can be used only for personal illness, and any abuse of the Sick Leave Policy will be subject to discipline up to and including termination. For sick leave use specific to FMLA, refer to Article 18, Section 2.

SECTION 1

Employees hired after the effective date of the contract will be credited sick leave on the following schedule:

Years of Continuous Service	Accrued Sick Leave Per Year
0 — 3	8 days — 64 hours
3 — 5	10 days — 80 hours
5+	12 days — 96 hours

Employees hired prior to the effective date of the contract will continue to accrue sick days at twelve (12) days, ninety-six (96) hours per year.

Each employee will be credited sick leave for each month of continuous service based on the above schedules. Employees must actually work one hundred twenty (120) hours of scheduled work per month in order to accrue sick leave. Scheduled days will include scheduled vacations, holidays and personal days.

The maximum amount of sick leave that can be accumulated is one hundred seventy (170) days. The Authority will comply with the Family and Medical Leave Act of 1993, (29 CFR Part 825).

SECTION 2

Employees will be paid from the first day of sick leave as long as the employee has accrued sick leave available.

For accidents on the job, the sick pay policy covers the first through the seventh day, as long as the employee does not receive payment for those days through Workers' Compensation benefits.

SECTION 3

In the case of a physical assault while on duty, when the number of days missed does not meet the requirements of eligibility for Workers' Compensation pay, the employee may apply for sick leave. The employee will not be eligible to receive sick leave if he is found to be at fault for the assault.

SECTION 4

Employees may be required to provide a doctor's certification to return to work and be eligible for sick pay.

SECTION 5

Sick pay for full time employees will be eight (8) hours per day, five (5) days a week. If an employee is assigned to a ten (10) hour schedule, four (4) day workweek schedule, the employee will be paid ten (10) hours of sick leave per day. Employees who are out on sick leave, and also scheduled for vacation leave during this same period, will continue on sick leave but will be required to reschedule their vacation at a later available time in that calendar year. The employee is required to follow the established call-on policy in order to return to work.

SECTION 6

When an employee is relieved of duty due to an injury or accident, the employee will receive his run/shift pay for the remainder of the employee’s scheduled workday. No sick pay will be paid for: (1) illness and/or injury caused by or resulting from excessive consumption of alcohol or use of non-prescription drugs, (2) illness and/or injury suffered while working as an independent contractor or employee of another employer, and (3) periods covered by the Florida Compensation Law.

No sick pay will be paid on an employee’s off days. Paid sick time is in lieu of lost paid time due to sickness.

SECTION 7

When an employee calls off sick, the employee will automatically be paid all accrued sick time taken with no option of not being paid.

No overtime will be paid on sick time. Maintenance employees will fill out a time off request for the sick time used upon returning to work.

SECTION 8

Unused accumulated sick time will be canceled upon the employee’s termination or resignation from the service of the Authority. Employees who retire at the age of sixty-two (62) or above, and have a minimum of ten (10) years of service, may sell back their accumulated sick leave, at their current hourly rate, according to the following schedule:

Years of Service	Percentage of Sick
10 - 14	60%
15 - 19	75%
20+	100%

SECTION 9

Unused accumulated sick time in excess of three hundred (300) hours may be sold back to the Authority in one (1) block of twelve (12) days per year. The employee must maintain a bank of three hundred (300) hours. The employee must have three hundred ninety-six (396) hours accumulated in their sick leave bank by September 30th in order to qualify for the sick leave pay

benefit. Employees must file a request for pay in November, with checks being distributed in December.

An employee may sell two (2) sick days for one (1) personal day one (1) time per calendar year. An employee can have used no more than six (6) sick days (forty-eight (48) hours if working eight (8) hours shifts, or sixty (60) hours if working ten (10) hour shifts) in the previous calendar year, to qualify for this benefit.

Effective the first full pay period in January 2013, the previous twelve (12) months will be reviewed for eligibility.

Maintenance employees may use four (4) or five (5) hours (or one half day) sick leave if they wish to work the other half of the day. However, no overtime may be earned in conjunction within that workday. The employee may use only two (2) four (4) or five (5) hour sick days in a calendar year. The employee must substantiate this half-day with documentation that he had a scheduled doctor, dentist, or some other health provider appointment. A maintenance employee may qualify for this benefit based on their work record.

ARTICLE 22 - VACATIONS

SECTION 1

Full-time employees will be eligible to receive vacation leave as follows:

Years of Continuous Employment	Eligibility
1	1 week
2-4	2 weeks
5-10	3 weeks
11-17	4 weeks
18 and over	5 weeks

SECTION 2

Vacation pay for all employees in the bargaining unit will be earned based on each employee's work history during the preceding calendar year:

Hours Paid During Preceding Calendar Year	Earned Vacation Pay (Includes Earned Vacation Time)	
	Percentage	Straight Time Pay Hours
1,840 and over	100 or	40
1,680 to 1,839	80 or	32
1,520 to 1,679	60 or	24
1,320 to 1,519	40 or	16
1,200 to 1,319	20 or	8
less than 1,200	-0- or	-0-

SECTION 3

All eligible vacation time/earned pay as of December 31st of any given year will be taken during the following calendar year. An employee may, at the Authority's discretion, take earned pay in lieu of vacation; however, every employee will be required to take a minimum of one (1) week (or earned time if less than one (1) week) off every calendar year.

SECTION 4

A vacation schedule will be posted for Operators during the month of October each year. Operators will then select vacation time(s) in accordance with Division seniority, between November 1st and December 15th of each year. Operators may take one (1) week of vacation in individual days.

SECTION 5

Employees who retire from or voluntarily leave the service of the Authority will be paid pro-rated earned vacation pay for the year in which they leave. Employees terminated for cause (and not reinstated during the grievance process) will not receive any accrued vacation pay.

SECTION 6

Regular overtime volunteers will be used prior to vacation work volunteers. Vacation personnel working will be paid at straight time wages.

SECTION 7

Maintenance employees may take two (2) weeks of vacation in individual days. A minimum of five (5) business days notice is to be given for individual days. If approval for the vacation day(s), from the employee's Supervisor, is not given within two (2) business days of the submittal of the request, the time is automatically approved, provided the employee has accrued leave available. The remainder of a maintenance employee's vacation must be taken in one (1) week blocks. A vacation schedule will be posted two (2) times a year. Employees will select vacation time(s) in accordance with Division seniority between November 15th and December 15th for January through June vacation(s), and will, again, select between May 15th and June 15th for July through December vacation(s).

ARTICLE 23 - HOLIDAYS

SECTION 1

The following days shall be paid holidays for full-time employees: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and Martin Luther King's Birthday (Martin Luther King's Birthday, only, may be used as an optional floater). In addition, all full-time employees will receive three (3) personal days, which are to be used within the calendar year, or may be cashed in upon retirement or at the end of the year if the employee is still actively employed. Employees who separate from the Authority for any other reason will not receive any payment for any remaining unused personal days. Personal days will be available at the beginning of the calendar year.

Personal days will be prorated for new employees based upon their date of hire. Personal days will be prorated according to the following schedule:

Date of hire:	January through February	3 days
	March through June	2 days
	July through September	1 day

In order for Operators to receive pay for Martin Luther King's Birthday instead of a floater, the Operator must fill out a "Holiday Pay Only" form. Otherwise the Operator will accumulate MLK's Birthday as a floater to be used during that current year or to be cashed in before the end of the year.

SECTION 2

To be eligible for holiday pay, employees must work their last scheduled day before the holiday, if scheduled to work the holiday, and their next scheduled day following the holiday. Operators who miss-out on the holiday, if scheduled to work and there is no work available, will not be paid for the holiday. Operators who miss-out on the holiday, if scheduled to work and are permitted to work, must work their assigned run or at least eight (8) or ten (10) hours, as appropriate, to be eligible for holiday pay. Employees will also be eligible for holiday pay if they have been out on sick leave five (5) consecutive workdays or more immediately prior to the holiday and have a doctor's slip to return to work.

SECTION 3

Holiday pay will be eight (8) or ten (10) hours, as appropriate, at a straight time hourly rate.

Whenever an employee's regularly scheduled day is on a holiday and the employee works, he will receive time and one half for working the holiday plus holiday pay. Should an employee be drafted and required to work the holiday on his day off, he will receive double time for working the holiday plus holiday pay.

Holidays will not count toward the forty (40) hour workweek when calculating overtime unless the employee works on the holiday.

SECTION 4

All observed holidays will be picked by Operators who choose to work on the specific holiday that is posted. The established assignment and drafting procedures will be posted no less than seven (7) days prior to the holiday and followed. (The only exception is the day celebrated as Martin Luther King's Birthday.)

All maintenance employees who are scheduled to work on the holiday will be required to work on the holiday.

SECTION 5

If an employee requests a floating holiday or personal day and is denied the day off due to the lack of available personnel, and calls off for any reason on the requested day off, the employee will be subject to a hearing and disciplinary action. Maintenance employees are required to give a five (5) working day notice for requesting floating holidays. Maintenance employees may be allowed to use their personal days on a call-in basis, with extenuating circumstances, except on holidays.

SECTION 6

Operators must submit a "Time-Off Request for Authorized Absences" form to the appropriate Dispatcher a minimum of five (5) working days in advance of the day(s) off requested. However, the five (5) working day notice may be waived under extenuating circumstances by the Authority.

When an Operator has requested a vacation day, personal day or floater, he will receive a written notification within three (3) full working days, after submission of the "Time Off Request for Authorized Absences" form, as to whether the time off has been approved or denied on a first come, first serve basis, provided the employee has the requested time available. It is the employee's responsibility to check with Dispatch as to the status of his time off request. Holidays recognized by the Labor Agreement will follow the established guidelines for picking holiday work, by seniority, for the Transportation Division.

Operators will be able to submit a day off request form in advance of the requested day(s) according to established. procedures written on the "Time-Off Request for Authorized Absences" form.

All time off request forms must be date and time stamped, by the Dispatcher, to be valid. All time off requests will be approved by date and time submitted.

ARTICLE 24 - SENIORITY

SECTION 1

Seniority shall mean the length of continuous service from the employee's last employment date. In the event the Authority employs a group of applicants on the same date, seniority shall be by alphabetical sequence (last name). If two, or more, applicants have identical last names, seniority rank shall be determined by the alphabetical sequence of their first names.

SECTION 2

Seniority is recognized for the purpose of layoffs, recalls, vacation preference, the picking of runs, shifts, facilities, and days off.

SECTION 3

Separate seniority lists shall be established for each division (Transportation and Maintenance). A separate seniority list will be maintained for employees working in the Road Ranger program. Seniority within the program will be used for the purpose of layoffs, recalls, vacation preference, shifts and days off. All employees entering the program as a new hire or as an internal candidate will have a seniority date of the day he entered the program.

SECTION 4

Layoffs in the Maintenance Division will be determined by seniority within each individual classification, with the ability to bump into lower classifications.

Specific Road Ranger employees have been identified as Grandfathered' in the program. Grandfathered Road Ranger employees are largely responsible for the success of the program and shall be referred to as Road Ranger Tech. C. Road Ranger Tech C employees will maintain their seniority. In the event of a layoff, Road Ranger Tech C employees will have the ability to bump another Tech C Maintenance employee. Non-Grandfathered Road Rangers will be allowed to apply for any open position within the Authority. Employee(s) that have worked in the Road Ranger program for one year may submit a request to transfer out of the program. Employee's request to transfer must provide the Authority with six (6) months notice. The Authority, at its discretion, can accept less notice. If a Grandfathered Road Ranger Tech C voluntarily leaves the program, the employee shall be placed at the bottom of the seniority list within the new work classification for the purpose of vacation preference, shifts and days off.

ARTICLE 25 - EMPLOYEE TRANSPORTATION PASS

SECTION 1

The employee and the employee's dependents shall be provided a pass for free transportation on all links of the system except paratransit. (Should the Authority bring the paratransit work back in-house during the three-year term of this Agreement, the Union is entitled to a re-opener for this Article.) The employee's dependents shall include the employee's current spouse and legal children living at home under eighteen (18) years of age. All dependent children above the age of eighteen (18) years of age are eligible for a transportation pass through the calendar year in which they reach age twenty-six (26) as long as they are covered by the employee's medical benefits. An eligible dependent is defined as an employee's legal spouse or a dependent child of the employee or employee's spouse.

SECTION 2

When an employee retires, with ten (10) years or more of service, the employee and spouse will receive a lifetime LYNX transportation pass renewable bi-annually.

ARTICLE 26 - PAY PERIOD

Employees will be paid on a biweekly basis. Payday will be on the Friday of the pay week at the earliest convenient time. Each employee will be provided with a statement of total hours, gross earnings and an itemized statement of all deductions.

In the event that an employee's pay is short by 8 hours or more, the Authority will issue another check for the employee by the end of the next business day. Any adjustments needed from a given pay period must be presented to Finance by Maintenance or Transportation by the close of business on the Tuesday following the pay day, otherwise the adjustments will be made on the next pay period

ARTICLE 27 - ACCIDENT PREVENTION

SECTION 1

The Authority will notify employees as to the date, time and place of Safety meetings. Attendance at Safety meetings is mandatory. The Authority will pay a minimum of one (1) hour time (or actual time if the meeting exceeds one (1) hour) for attendance.

SECTION 2

If involved in any of the following occurrences, Operators must notify Dispatch promptly by bus radio communication or wayside telephone:

- (A) All accidents, regardless of perceived seriousness, that occur on or about the Operator's bus.
- (B) Any disturbances, ejections or arrests that take place on the Operator's bus.
- (C) All observed accidents involving other Authority vehicles.
- (D) Any injury(ies) sustained while on duty and any observed injury(ies) sustained by other on-duty Authority employees.

A complete written report must be submitted to Dispatch as soon as possible after reporting the occurrence. The written report must be filed before the Operator leaves for the day.

An Operator will be paid thirty (30) minutes for completing an accident/incident report.

SECTION 3

The Safety/Security Officer or any Supervisor will assist any employee who requests assistance in preparing accident reports, drawings, etc., that may be needed to convey a complete representation of the occurrence. The employee may review all or any documentation in connection with an accident/incident report pertaining to that employee upon request.

SECTION 4

The Union and employees agree to fully cooperate with all officials and/or representatives of the Authority in all matters relating to the settlement of such occurrences.

ARTICLE 28 - GROUP HEALTH INSURANCE

SECTION 1

Specific benefits are delineated in the Authority's healthcare Certificate of Coverage and shall be available through the Human Resources Department. The Union will be notified prior to any plan changes.

SECTION 2

Full-time employees will be eligible to participate in the group health insurance program one hundred twenty (120) days from the employee's date of hire.

SECTION 3

The Authority agrees to provide to each active full-time employee the following group insurance plans:

- (A) Health Insurance - The Authority agrees to maintain a group health plan, which, at minimum, provides basic coverage. The Authority further agrees to provide an individual health insurance benefits program to all full-time employees. The Authority will pay 100% of the health insurance premiums for employee only coverage.

Employees may elect coverage other than the HMO Employee Only Coverage offered by the Authority. Employees shall be responsible for any difference in the actual monthly cost of the premium and the Authority's contribution.

Employees shall have the option of dependent coverage as defined in the Authority's healthcare Certificate of Coverage whereby the same insurance coverage provided the employee shall be extended to the employee's dependents. The Authority will pay 69.1% of the health insurance premiums for dependent coverage.

Correct/redefine "dependent coverage" to mean those persons eligible for coverage according to their relationship to the bargaining unit employee, other than the employee, as opposed to the current definition of "family," i.e., employee and dependent coverage. This expanded definition of dependents eligible for coverage shall include the employee's spouse and all biological, foster, adopted and step-children.

- (B) Life Insurance - The Authority will provide life insurance coverage equal to 100% of each employee's annual earnings at no cost to the employee.
- (C) Long Term Disability - The Authority will provide a Long Term Disability Plan for an amount of coverage equal to 60% of the employee's monthly salary as provided by the disability carrier.

- (D) Short Term Disability - The Authority will make a reasonable attempt to make available short-term disability insurance to be paid by the employee.

SECTION 4

Where allowable under the group insurance plans provided by the Authority, retirees shall be permitted to continue participation in the group insurance provided by the Authority.

Employees with at least ten (10) years vesting in the Amalgamated Transit Union Local 1596 Pension Plan, and who meet the Federal requirements for retirement, but are not eligible for Medicare benefits, may remain in the LYNX group health insurance plan. The Authority will contribute a percentage of the cost equal to the HMO Employee Only Coverage according to the following schedule:

Years of Service	Contribution Rate
10 - 14	60% of Employee Only Coverage
15 - 19	75% of Employee Only Coverage
20+	100% of Employee Only Coverage

Should the retiree who has less than ten (10) years of service choose to continue his current coverage at termination, the retiree will be responsible for paying both the employee and employer share over and above the previously stated contribution.

ARTICLE 29 - CDL LICENSE

SECTION 1

The Authority will reimburse transportation and maintenance employees for the cost of his/her renewal of his/her basic CDL License "B" with required endorsements.

New employees are not eligible for reimbursement until after one year of continuous employment. New employees who begin their employment with a permit will not be reimbursed for a new license. Reimbursement is for the CDL Class B license with required endorsement(s) renewal only.

SECTION 2

The Authority shall have the right to exempt any employee from the requirement to maintain a CDL License in special circumstances. The Authority shall have the right to reassign an employee to a position that does not require a CDL License, when and where appropriate.

ARTICLE 30 - PENSION PLAN

SECTION 1

The Authority and/or the Union shall have the right to require that any improvements or modifications of pension benefits be approved through the collective bargaining process prior to their implementation. Except as specifically provided in Section 2 of this Article, nothing in this Agreement or the Pension Plan documents shall be deemed a waiver of either party's right to collectively bargain over pension benefit changes.

In order for the Authority to fulfill its obligation to participants in the pension plan, the Authority shall have the right to conduct, on an annual basis, an audit of the pension plan for qualification, administrative and document compliance. The Pension Board of Trustees shall provide or make available all documents, records, personnel and consultants for this purpose. The Pension Board of Trustees will be advised, in writing, of any such items or procedures not in complete compliance with any applicable statutes, regulations or applicable guidance; in return the Pension Board of Trustees will correct any such items or procedures within ninety (90) days of notice.

In addition, the Authority and ATU Local 1596 shall require the Pension Board of Trustees to submit the pension plan document to the Internal Revenue Service for a determination letter within ninety (90) days of the ratification of this Agreement and to obtain a determination letter that the pension plan is qualified under the Internal Revenue Code. The Pension Board of Trustees shall also continue to obtain determination letters on a timely basis in accordance with Internal Revenue Service procedures and guidance.

The Authority agrees to provide certain past service benefits, funding and distribution of such benefits in a defined benefit pension plan for employees who are members of the bargaining unit, in accordance with Addendum A of the Amalgamated Transit Union 1596 Pension Plan (the "Pension Plan").

SECTION 2

Both the employees who are participants in the defined benefit pension plan and the Authority shall make minimum contributions based on the employee's gross wages according to the following schedule: Authority-- 9.75%, Employee-- 5.25%.

Any increase or decrease in the employer state-mandated contributions over and above the 9.75% employer contribution listed above after October 1, 2004, will be shared pro rata between the employer and the employee based on the ratio set forth above (65% for the Authority and 35% for the employee). Such contributions are irrevocably contributed to the pension plan and all of the funds shall be used to provide benefits to the participants, in the plan, pursuant to the terms of the plan and applicable law and regulations.

SECTION 3

The Union agrees that it will not pursue membership in the Florida Retirement System during the term of this Agreement. If the participants in the plan shall be placed under or become

part of the Florida Retirement System, the defined benefit plan will be terminated effective as of the date a contribution is first made to the Florida Retirement System. The contribution obligation of the parties under this Agreement shall terminate at such time. The entire Collective Bargaining Agreement shall be reopened in its entirety upon such event.

SECTION 4- Deferred Retirement Option Plan (DROP)

The Pension Fund shall establish a Deferred Retirement Option Plan (DROP). Pursuant to the DROP, eligible plan participants may, in accordance with the terms and conditions established in the plan document, elect to retire, and have their pension payments made into a DROP account. The DROP shall be available in accordance with the terms established by the Pension Fund trustees. In order to participate in the DROP, a plan participant must be eligible for retirement, whether early or normal.

Upon a Participant's election to participate in the DROP, he shall cease to be a Participant and shall no longer accrue any benefits under the Pension Fund. For all Fund purposes, the Participant becomes a Retirant. The amount of credited service and final average salary freeze as of the date of entry into the DROP. The DROP participant shall no longer contribute any portion of his salary to the ATU Local 1596 Pension Plan, nor shall the employer make any contributions to the ATU Local 1596 Pension Plan on behalf of the participant after the participant enters the DROP.

THE TOTAL TIME OF PARTICIPATION IN THE DROP SHALL NOT EXCEED SIXTY (60) MONTHS.

If an employee does not terminate employment at the end of participation in the DROP, interest credits shall cease on the current balance and on all future DROP deposits. No payments will be made from DROP until the employee terminates employment as a bargaining unit employee. Amounts Payable upon Election to Participate in DROP.

Monthly retirement benefits that would have been payable had the Participant terminated employment as a bargaining unit employee and elected to receive monthly pension payments will be paid into the DROP and credited to the Retirant. Payments into the DROP will be made monthly over the period the Retirant participates in the DROP, up to a maximum of sixty (60) months.

Upon termination of employment, participants in the DROP will receive the balance of the DROP account in accordance with the rules established by the Board of Trustees. A bargaining unit employee who becomes a non-bargaining unit employee within the Authority, and who has elected to participate in the DROP while still a bargaining unit employee, may continue to participate in the DROP after leaving employment in the bargaining unit in accordance with the rules established by the Board of Trustees. This Participant shall have the option to continue employment as a non-bargaining unit employee after completion of up to sixty (60) months in the DROP.

SECTION 5

- 1) Employees hired after January 1, 2013, (or as soon as a Contribution Plan is in place) shall not be eligible to participate in the Pension Plan. Instead, they shall

participate in the LYNX Defined Contribution Plan (The “Contribution Plan”). Any changes to the Contribution Plan after its implementation shall be negotiated by the parties.

- a) The Contribution Plan document will be drafted by an Attorney for the Authority.
- b) The following provisions shall be applied:
 - i. The Authority shall contribute a minimum 6% to the employee’s contribution plan;
 - ii. Employees shall have an option of contributing an additional amount as set by Federal Regulations of which the Authority shall match at the rate of 50-cents-on-the-dollar the employee’s contribution of 1%, 2% or 3%;
 - iii. The costs to draft this Plan will be borne by the Authority;
 - iv. The Authority and the Union will have equal representation on the Contribution Plan Board of Trustees;
 - v. Any changes to the contribution amounts shall be negotiated by the Authority and the Union.
- 2) Current Employees hired prior to January 1, 2013, shall continue to participate in the Pension Plan.
- 3) All additional costs to the Pension Plan as a direct consequence of new employees being transferred to the Contribution Plan shall be paid by the Authority.

SECTION 6

The parties acknowledge that while the Pension Plan Trustee Board members have a fiduciary duty, their responsibilities are administrative in nature and that any aspect of the pension plan (including benefits or costs) that impacts bargaining unit member terms and conditions of employment are subject to collective bargaining.

During the terms of the 2017-2020 CBA (which expires on September 30, 2020, the Authority will not unilaterally freeze or terminate the Pension Plan.)

The intent and effect of the following Second and Third Amendments to the 2017-2020 Agreement shall remain in force for this 2020-2023 Agreement.

**SECOND AMENDMENT
to the
LABOR AGREEMENT
between
CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY &
AMALGAMATED TRANSIT UNION AFL-CIO LOCAL 1596
(October 1, 2017 through September 30, 2020)**

THIS SECOND AMENDMENT ("Second Amendment") to the Labor Agreement between Central Florida Regional Transportation Authority & Amalgamated Transit Union AFL-CIO Local 1596, as amended by a First Amendment ("CBA") is entered into on the date shown below by and between the Central Regional Transportation Authority d.b.a. LYNX (the "Authority") and the Amalgamated Transit Union AFL-CIO, Local 1596 (the "Union").

WHEREAS, the Union is the bargaining agent for a unit of employees described in Article 2 of the CBA ("Employees"); and

WHEREAS, the CBA governs the terms and conditions of employment of the Employees and expires on September 30, 2020; and

WHEREAS, the Authority and the Union wish to again amend the CBA.

NOW, THEREFORE, the Authority and the Union agree that the CBA shall be amended as follows:

1. Definitions

Capitalized terms used but not otherwise defined herein shall have the meanings assigned to them in the CBA.

2. Plan Design Enhancement to the Contribution Plan

Article 30, section 5, 1), b) ii. of the CBA is deleted in its entirety and replaced with the following:


ii. Employees shall have an option of contributing an amount to the LYNX Deferred Compensation Plan (457(b) plan) as set by Federal Regulations. The Authority shall make a matching contribution into the employee's Contribution Plan account, at the rate of 50-cents-on-the-dollar of the employee's 457(b) plan contribution of 1%, 2% or 3%. The menu of investment options for selection by participants in the Contribution Plan and the menu of investment options for selection by participants in the 457(b) plan shall at all times be substantially similar;

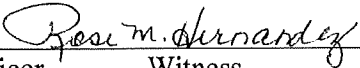
The Authority shall implement the foregoing provisions as soon as administratively practicable following the execution, ratification, and approval of this Second Amendment by the Authority and the Union.


3. No Other Changes

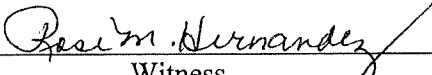
All other provisions of the CBA not specifically amended or supplemented by this Second Amendment shall remain the same and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to be signed in its respective names by its respective representatives, thereunto duly authorized, on this 8 day of January, 2020.


By: James E. Harrison, Esq., P.E., Chief Executive Officer
CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY


Witness


By: Wilfredo Delgado, President/Business Agent
AMALGAMATED TRANSIT UNION,
LOCAL 1596


Witness

* * * * *

**THIRD AMENDMENT
to the
LABOR AGREEMENT
between
CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY &
AMALGAMATED TRANSIT UNION AFL-CIO LOCAL 1596
(October 1, 2017 through September 30, 2020)**

The labor agreement between Central Florida Regional Transportation Authority & Amalgamated Transit Union AFL-CIO Local 1596, as previously amended and with a term of October 1, 2017 through September 30, 2020 (the "CBA"), is further amended as follows:

1. Definitions

Capitalized terms used but not otherwise defined herein shall have the meanings assigned to them in the CBA.

2. Deleted Provisions

Section 2, and subsection 3 of Section 5, of Article 30 of the CBA are deleted.

3. Pension Disability Benefits

a. The disability pension benefits provided by the Pension Plan are only those originally set forth in Section 11.01 on pages 35 through 36 of the document titled "AMALGAMATED TRANSIT UNION LOCAL 1596 PENSION PLAN Restated Agreement and Declaration of Trust and Pension Plan, Effective this 24th day of May, 2011" (adopted September 8, 2011).

b. The Authority and the Union acknowledge that the Pension Plan has been providing the disability pension benefits described in paragraph a. above to every Pension Plan participant who has become eligible for disability pension benefits on and after May 24, 2011. The Authority and the Union agree that no other or different disability pension benefits were or are required for those participants.

4. Pension Plan Contribution Rates During Certain Plan Years

a. The required contributions to the Pension Plan (as a percentage of each participant's gross payroll wages) during the October 1, 2017 through September 30, 2018 plan year and the October 1, 2018 through September 30, 2019 plan year were those that the Authority had actually implemented in its payroll and accounting systems, during those plan years, i.e.:

Contributing Party	Contribution Rate
Authority	11.13%
Employee Participating in the Pension Plan	
Regular Benefit	5.66%
Enhanced Benefit Level 1	8.16%
Enhanced Benefit Level 2	10.66%

No additional contributions to the Pension Plan were or are required from the Authority or the Employees for those two plan years.

b. The contributions to the Pension Plan from the Authority and the Employees, for the October 1, 2017 through September 30, 2018 plan year and the October 1, 2018 through September 30, 2019 plan year, are irrevocable and are to be used for the exclusive purpose of providing benefits to Pension Plan participants and their beneficiaries and defraying reasonable expenses of administering the Pension Plan.

5. Pension Plan Contribution Rates During the 10/1/2019 – 9/30/2020 Plan Year

The required contribution rates to the Pension Plan during the October 1, 2019 through September 30, 2020 plan year are determined as follows:

a. Total FYE 2019 Contribution Amount

During the October 1, 2018 through September 30, 2019 plan year, the Pension Board's actuary prepares an October 1, 2018 valuation of the Pension Plan, based on actuarial methods and assumptions developed in the Actuarial Study Process defined and described on attached Exhibit "A". The actuary uses that valuation to calculate a total contribution amount, as a dollar amount, for the October 1, 2018 through September 30, 2019 plan year that is then underway ("Total FYE 2019 Contribution Amount").

b. Total Minimum Contribution Amount (9.75% Employer, 5.25% Employee Regular Benefit, 7.75% Employee Enhanced Benefit Level 1, and 10.25% Employee Enhanced Level 2)

The "Total Minimum Contribution Amount" is equal to:

- 9.75% multiplied by the Pension Board actuary's projected total covered payroll ("CP") for the October 1, 2018 through September 30, 2019 plan year for all Pension Plan active participants, plus
- 5.25% multiplied by CP for just the Pension Plan active participants enrolled in the Pension Plan's regular benefit, plus
- 7.75% multiplied by CP for just the Pension Plan active participants enrolled in the Pension Plan's enhanced benefit level 1, plus
- 10.25% multiplied by CP for just the Pension Plan active participants enrolled in the Pension Plan's enhanced benefit level 2.

EXECUTION VERSION

If the Total Minimum Contribution Amount is **equal to or greater** than the Total Contribution Amount, the steps in subsection c. below are not applicable, and the required contribution rates to the Pension Plan (as a percentage of each participant's gross wages) during the October 1, 2019 through September 30, 2020 plan year are as follows:

Contributing Party	Contribution Rate
Authority	9.75%
Employee Participating in the Pension Plan	
Regular Benefit	5.25%
Enhanced Benefit Level 1	7.75%
Enhanced Benefit Level 2	10.25%

However, if the Total Minimum Contribution Amount is **less** than the Total FYE 2019 Contribution Amount, then the steps in subsection c. below apply.

c. Determining Contribution Rates When the Total Minimum Contribution Amount is Insufficient

For purposes of the following steps: The Pension Board actuary's calculations shall be based on actuarial methods and assumptions developed in the Actuarial Study Process defined and described on attached Exhibit "A", the definition of "Closure Costs" on attached Exhibit "B", a deemed "Prior Closure Cost Rate" of 1.27%, and the following deemed recommended contribution rates for the October 1, 2018 through September 30, 2019 plan year:

Contributing Party	Recommended Contribution Rate
Authority	12.05%
Employee Participating in the Pension Plan	
Regular Benefit	5.78%
Enhanced Benefit Level 1	8.28%
Enhanced Benefit Level 2	10.78%

The term "Authority's Prior Recommended Contribution Rate" as used in the below steps refers to 12.05%. The term "Employee's Prior Recommended Regular Contribution Rate" as used in the below steps refers to 5.78%. The term "interest" as used in the Exhibits refers to the gross actuarial interest rate assumption then in effect.

Step #1: The Pension Board's actuary calculates the portion, as a dollar amount, of the Total FYE 2019 Contribution Amount that is payable by the Authority during the October 1, 2018 through September 30, 2019 plan year then underway ("Authority's FYE 2019 Contribution Amount").

Step #2: The "Authority's Preliminary Contribution Rate" during the October 1, 2019 through September 30, 2020 plan year is a percentage based on (x) the Authority's FYE 2019 Contribution Amount, divided by (y) CP.

- Step #3: The Pension Board's actuary calculates, as a percentage, the portion of the Authority's Preliminary Contribution Rate that is due to Closure Costs ("Current Closure Cost Rate"), as described in attached Exhibit "C".
- Step #4: The "Current Non-Closure Related Rate" is a percentage equal to (x) the Authority's Preliminary Contribution Rate, minus (y) the Current Closure Cost Rate.
- Step #5: The "Prior Non-Closure Related Rate" is a percentage equal to (x) the Authority's Prior Recommended Contribution Rate, minus (y) the Prior Closure Cost Rate.
- Step #6: The "Non-Closure Related Rate Change" is a percentage equal to (x) the Current Non-Closure Related Rate, minus (y) the Prior Non-Closure Related Rate.
- Step #7: The "Employee's Share of the Non-Closure Related Rate Change" is a percentage equal to (x) the Non-Closure Related Rate Change, multiplied by (y) 35%.
- Step #8: The "Authority's Share of the Non-Closure Related Rate Change" is a percentage equal to (x) the Non-Closure Related Rate Change, multiplied by (y) 65%.
- Step #9: The "Closure Related Rate Change" is a percentage equal to (x) the Current Closure Cost Rate, minus (y) the Prior Closure Cost Rate. All (100%) of the Closure Related Rate Change shall be allocated to the Authority and none (0%) to participants.
- Step #10: The "Employee's Recommended Regular Contribution Rate" is a percentage equal to the sum of (x) the Employee's Prior Recommended Regular Contribution Rate, and (y) the Employee's Share of the Non-Closure Related Rate Change; provided, however, that the Employee's Recommended Regular Contribution Rate shall not be lower than 5.25%.
- Step #11: The "Authority's Recommended Contribution Rate" is a percentage equal to the sum of (x) the Authority's Prior Recommended Contribution Rate, (y) the Authority's Share of the Non-Closure Related Rate Change, and (z) the Closure Related Rate Change; provided, however, that the Authority's Recommended Regular Contribution Rate shall not be lower than 9.75%.
- Step #12: Subject to subsection d. below, the required contribution rates to the Pension Plan (as a percentage of each participant's gross wages) during the October 1, 2019 through September 30, 2020 plan year are as follows:

Contributing Party	Required Contribution Rate
Authority	Authority's Recommended Contribution Rate becomes the Authority's required contribution rate
Employee Participating in the Pension Plan	

Contributing Party	Required Contribution Rate
Regular Benefit	Employee's Recommended Regular Contribution Rate becomes the Employee's required contribution rate for the regular benefit
Enhanced Benefit Level 1	Employee's Recommended Regular Contribution Rate + 2.50% becomes the Employee's required contribution rate for Enhanced Benefit Level 1
Enhanced Benefit Level 2	Employee's Recommended Regular Contribution Rate + 5.00% becomes the Employee's required contribution rate for Enhanced Benefit Level 2

An example illustrating above steps #1 through #12 is attached as Exhibit "D".

Step #13: Subject to subsection d. below, the Pension Plan funding standard account employer credit balance as of October 1, 2018 shall be as calculated by the Pension Board's actuary in accordance with attached Exhibit "E".

The Authority and the Union recognize that the details of the calculations of the Pension Board's actuary may not exactly mirror the above steps, but neither the Authority nor the Union will object to that under subsection d. below, *so long as* the Pension Board's actuary is able to certify that his/her ultimate computation of rates has resulted in approximately the same substantive outcome as described in the above steps.

d. Objections

The Pension Board shall provide written notice to the Union and Authority of the recommended contribution rates and credit balance calculated pursuant to the above provisions of this Third Amendment, which written notice must include a copy of a complete actuarial valuation report supporting the calculations. The Union and Authority shall each have ten (10) business days from the date it receives that written notice to reasonably object in writing to the calculated recommended contribution rates and/or credit balance. Any such timely objection must be submitted in writing to the other party, with a copy to the Pension Board.

If there is *no* timely objection, the calculated recommended contribution rates in the Pension Board's written notice become the required contribution rates, the calculated credit balance becomes final, and the Authority shall update its payroll and accounting systems to implement them.

If there *is* a timely objection, the Union and Authority shall begin to meet and confer, within ten (10) business days following the date of delivery of the objection, to attempt in good faith to resolve the objection.

If the Union and Authority reach a good faith resolution of the objection within twenty (20) business days following the date of delivery of the objection, then the contribution rates and credit balance determined by the Union and Authority in that resolution shall be the final required contribution rates and credit balance and the Authority shall update its payroll and accounting systems to implement them.

If the Union and Authority have not reached a good faith resolution of the objection within twenty (20) business days following the date of delivery of the objection, then on the twenty-first (21st) business day following the date of delivery of the objection, the objection shall be treated as though it were a grievance that had not settled at Step III of the grievance process described in Article 13 of the CBA and such objection (grievance) may be moved to arbitration by the grieving party within the time limits and as provided in Article 13 of the CBA.

If the objection (grievance) is *not* timely moved to arbitration, the objection (grievance) shall be deemed withdrawn, the calculated recommended contribution rates and credit balance in the Pension Board's written notice become final and required, and the Authority shall update its payroll and accounting systems to implement them.

If the objection (grievance) *is* timely moved to arbitration, the required contribution rates and credit balance shall be determined through the arbitration process. Time is of the essence in the holding of the arbitration hearing and the issuance of the arbitration decision and award. Both parties agree to act as cooperatively as possible in accomplishing this goal, and it is the intent to hold the arbitration hearing within three (3) months of the objection (grievance) being timely moved to arbitration. The parties recognize that even with cooperation, it may not be possible to meet this timeline. Nevertheless, continuance because of the press of other business for the lawyers, or inconvenience of the witnesses, is frowned upon and the arbitrator will have broad discretion to deny requests for continuances for reasons such as that.

Until a timely objection has been resolved through good faith resolution, withdrawal, or arbitration, the credit balance shall remain unchanged and the Authority shall make no changes to the contribution rates in its payroll and accounting systems.

e. Use of Contributions

The contributions to the Pension Plan from the Authority and the Employees, for the October 1, 2019 through September 30, 2020 plan year, are irrevocable and are to be used for the exclusive purpose of providing benefits to Pension Plan participants and their beneficiaries and defraying reasonable expenses of administering the Pension Plan.

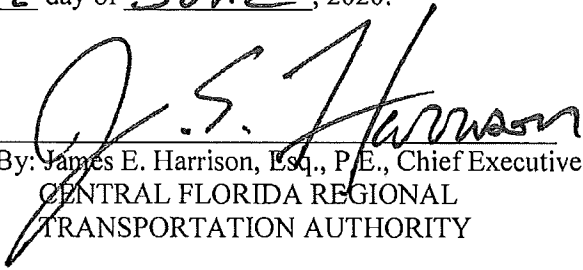
6. Status Quo


The provisions of this Third Amendment, including the Exhibits referenced herein, but specifically excluding section 4 of this Third Amendment, shall constitute the *status quo* as to the matters covered in this Third Amendment. Thus, for example, the procedures in section 5 of this Third Amendment, including the procedures in the Exhibits referenced in section 5, shall constitute the *status quo* and are the material terms to apply to determine annual Pension Plan contribution rates during the plan year(s) in the *status quo* period.


7. Effective Date

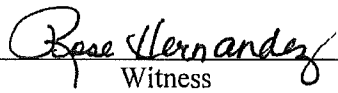
The terms set forth herein are effective retroactive to October 1, 2017.

IN WITNESS WHEREOF, the parties hereto have caused this Third Amendment to be signed in its respective names by its respective representatives, thereunto duly authorized, on this 12 day of June, 2020.


By: James E. Harrison, Esq., P.E., Chief Executive Officer
CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY


Witness


By: Wilfredo Delgado, President/Business Agent
AMALGAMATED TRANSIT UNION,
LOCAL 1596


Witness

[EXHIBITS CONTINUE ON FOLLOWING PAGE.]

EXHIBIT "A"

ACTUARIAL STUDY PROCESS

The "Actuarial Study Process" is a process through which the Pension Board commissions an analysis of the actuarial experience of the Pension Plan and a comprehensive evaluation of all actuarial assumptions and methods used by the Pension Board's actuary in calculating the recommended annual employer and employee contributions to the Pension Plan ("Actuarial Study").

The Actuarial Study Process must have been conducted and concluded within the last five (5) years before the beginning date of the plan year for which contributions will be calculated. Thus, for the calculation of contributions for the plan year beginning on October 1, 2019, the Actuarial Study Process must have been conducted and concluded no earlier than October 1, 2014. If an Actuarial Study Process has not been conducted and concluded within such prior-five year period, an Actuarial Study Process will be undertaken and completed expeditiously.

In the Actuarial Study Process, the Pension Board shall invite the Authority and the Union to provide written input on draft and final Actuarial Study reports and allow a reasonable period of time to do so. The Pension Board shall also invite the Authority and the Union to meaningfully and actively participate in the portions of all Pension Board meetings and workshops that discuss: (1) preparation for the Actuarial Study Process, (2) draft or final versions of the Actuarial Study Reports, (3) modeled or anticipated effects of potential changes to the actuarial assumptions or methods to be used in calculating contributions, and (4) the Pension Board's adoption of, or changes to, the actuarial assumptions or methods to be used in calculating recommended contributions.

If it becomes necessary for the Pension Board to consider a change to a specific actuarial assumption or method after an Actuarial Study Process has concluded and before the next Actuarial Study Process begins, all requirements of an Actuarial Study Process shall be followed, except that the analysis and evaluation may be limited to just the specific actuarial assumption or method at issue. For example, if the Pension Board is alerted that a change to the mortality rates may be necessary during a period between Actuarial Study Processes, the requirements described in the third paragraph of this Exhibit "A" shall apply, except that the analysis and evaluation may be limited to just the mortality rates.

[END OF EXHIBIT "A"]

EXHIBIT "B"

DEFINITION OF PENSION PLAN CLOSURE COSTS

The "Closure Costs" are the actuarially-determined portions (if any) of the Total Contribution Amount that, absent an adjustment to contribution rates, would result in a disproportionate financial burden on the active Pension Plan participants as a direct consequence of the prior March 1, 2014 closure of the Pension Plan. The following is the complete list of the possible Closure Costs that the Authority and Union recognize could occur:

1. *Two Costs That Do Not Proportionally Decrease as a Dollar Amount as Covered Payroll Decreases:* A "Closure Cost" is incurred if the amortization payments on the unfunded actuarial liability, with interest, is higher as a percentage of covered payroll for active Pension Plan participants than as a percentage of total payroll for all active Employees. Similarly, a "Closure Cost" is incurred if the normal cost for administrative expenses, with interest, is higher as a percentage of covered payroll for active Pension Plan participants than as a percentage of total payroll for all active Employees.
2. *Lost Investment Opportunity:* A "Closure Cost" is incurred if the investment return assumption for the Pension Plan is decreased for the following reason: the Pension Board's investment consultant recommends less risky investment allocations due to Pension Plan closure and not due to any other reason. Less risky investment allocations due to general fluctuations in the investment marketplace would not be considered to be due to Pension Plan closure because such fluctuations would have occurred regardless of whether or not the Pension Plan had been closed to new participants. If the Pension Board's investment consultant recommends less risky investment allocations due to both Pension Plan closure and other reason(s), the Pension Board's investment consultant will separately specify, to the best of its judgement, the component of the total recommendation that is solely due to Pension Plan closure and the component that is not due solely to closure.
3. *Under 20-Year Amortization Period:* A "Closure Cost" is incurred if the amortization period for any unfunded accrued liability is decreased to less than twenty (20) years for the following reason: the actuary recommends reducing the amortization period to less than twenty (20) years due to Pension Plan closure, and not due to any other reason.

[END OF EXHIBIT "B"]

EXHIBIT "C"**DETERMINATION OF CURRENT CLOSURE COST RATE**

1. *Two Costs That Do Not Proportionally Decrease as a Dollar Amount as Covered Payroll Decreases:* The portion of the Authority's Preliminary Contribution Rate that is due to the type of Closure Cost described in paragraph 1 of Exhibit "B" is determined as follows:
 - Step #I: The Pension Board's actuary uses Employee census data provided by the Authority to estimate total covered payroll for the October 1, 2018 through September 30, 2019 plan year then underway, for all active Employees (both those participating in the Pension Plan and those participating in the Contribution Plan) ("Open Payroll" or "OP").
 - Step #II: The Pension Board's actuary calculates (1) projected amortization payments on the unfunded actuarial liability, with interest, and (2) projected normal cost for administrative expenses, with interest, for the October 1, 2018 through September 30, 2019 plan year then under way, and sums those two amounts.
 - Step #III: The Pension Board's actuary computes a percentage based on dividing the result in Step #II by CP.
 - Step #IV: The Pension Board's actuary computes a percentage based on dividing the result in Step #II by OP.
 - Step #V: The Step #IV percentage is subtracted from the Step #III percentage. The resulting percentage is the portion of the Authority's Preliminary Contribution Rate that is due to the type of Closure Costs described in paragraph 1 of Exhibit "B".

Example:

Suppose the Pension Board's actuary calculates, for the October 1, 2018 through September 30, 2019 plan year then under way: CP of \$23,557,100; OP of \$33,999,076; amortization payments on the UAL, with interest, of \$489,318; and normal cost for administrative expenses, with interest, of \$696,145.

The Step #II result is \$1,185,463 (\$489,318 + \$696,145).

The Step #III percentage is 5.03% (\$1,185,463 / \$23,557,100).

The Step #IV percentage is 3.49% (\$1,185,463 / \$33,999,076).

The portion of the Authority's Preliminary Contribution Rate that is due to the type of Closure Costs described in paragraph 1 of Exhibit "B" is 1.54% (5.03% - 3.49%).

2. *Lost Investment Opportunity (LIO):* The portion of the Authority's Preliminary Contribution Rate that is due to the type of Closure Cost described in paragraph 2 of Exhibit "B" is determined as follows:

Step #I: The Pension Board's actuary recommends (1) a lower investment return assumption ("LIO Assumption"), which will result in increased normal cost and increased accrued liability, and (2) an amortization period ("LIO Amortization Period"). The LIO Assumption and LIO Amortization Period will be addressed and adopted as described in the last paragraph of Exhibit "A".

Step #II: The Pension Board's actuary calculates an amortization base and a resulting annual amortization payment ("LIO Amortization Payment") due to the LIO Assumption and LIO Amortization Period.

Step #III: For each year of the LIO Amortization Period, the Pension Board's actuary computes a percentage based on dividing the LIO Amortization Payment by that year's CP ("LIO Amortization Closure Cost Rate"). An LIO Amortization Closure Cost Rate applies only during the LIO Amortization Period.

Step #IV: For the first year for which the LIO Assumption is adopted, the Pension Board's actuary calculates, as a percentage of the CP for that year, the increase in the normal cost due to the LIO Assumption ("LIO Normal Closure Cost Rate"). The LIO Normal Closure Cost Rate remains the same fixed percentage in future years. Unlike the LIO Amortization Closure Cost Rate, which applies only during the LIO Amortization Period, the LIO Normal Closure Cost Rate will apply in all future years.

Step #V: Each year, the portion of the Authority's Preliminary Contribution Rate that is due to the type of Closure Costs described in paragraph 2 of Exhibit "B" is the sum of (x) the LIO Amortization Closure Cost Rate (if applicable that year), plus (y) the LIO Normal Closure Cost Rate.

Example:

Suppose the Pension Board's investment consultant recommends decreasing the equity investment allocation to 53%. Suppose the Pension Board's investment consultant specifies that a decrease to 55% is being recommended solely due to the prior closure of the Pension Plan, and the additional decrease from 55% to 53% is not solely due to closure.

Suppose that due to the closure-related decrease to 55% equity allocation, the Pension Board's actuary recommends lowering the investment return assumption from 7.4% to an LIO Assumption of 7.0% and recommends an LIO Amortization Period of twenty (20) years, which recommendations are adopted via the Actuarial Study Process (Step #I).

EXECUTION VERSION

Suppose the Pension Board's actuary calculates the annual LIO Amortization Payment to be \$100,000 (Step #II).

Suppose CP is \$20,000,000 in the first year and decreases in each future year to 97.5% of the prior year's CP. The table below shows the LIO Amortization Closure Cost Rate for each year of the 20-year LIO Amortization Period (Step #III).

Suppose the Pension Board's actuary calculates the LIO Normal Closure Cost Rate to be 1.25% (Step #IV).

The final column in the table below shows the total portion of the Authority's Preliminary Contribution Rate that is due to the type of Closure Costs described in paragraph 2 of Exhibit "B" (Step #V).

Year	CP	LIO Amortization Payment	LIO Amortization Closure Cost Rate (payment/CP)	LIO Normal Closure Cost Rate (fixed)	Total
1	\$20,000,000	\$100,000	0.50%	1.25%	1.75%
2	\$19,500,000	\$100,000	0.51%	1.25%	1.76%
3	\$19,012,500	\$100,000	0.53%	1.25%	1.78%
4	\$18,537,188	\$100,000	0.54%	1.25%	1.79%
5	\$18,073,758	\$100,000	0.55%	1.25%	1.80%
6	\$17,621,914	\$100,000	0.57%	1.25%	1.82%
7	\$17,181,266	\$100,000	0.58%	1.25%	1.83%
8	\$16,751,832	\$100,000	0.60%	1.25%	1.85%
9	\$16,333,036	\$100,000	0.61%	1.25%	1.86%
10	\$15,924,710	\$100,000	0.63%	1.25%	1.88%
11	\$15,526,592	\$100,000	0.64%	1.25%	1.89%
12	\$15,138,428	\$100,000	0.66%	1.25%	1.91%
13	\$14,759,967	\$100,000	0.68%	1.25%	1.93%
14	\$14,390,968	\$100,000	0.69%	1.25%	1.94%
15	\$14,031,194	\$100,000	0.71%	1.25%	1.96%
16	\$13,680,414	\$100,000	0.73%	1.25%	1.98%
17	\$13,338,403	\$100,000	0.75%	1.25%	2.00%
18	\$13,004,943	\$100,000	0.77%	1.25%	2.02%
19	\$12,679,820	\$100,000	0.79%	1.25%	2.04%
20	\$12,362,824	\$100,000	0.81%	1.25%	2.06%
21	\$12,053,754	N/A	N/A	1.25%	1.25%
22	\$11,752,410	N/A	N/A	1.25%	1.25%
23	\$11,458,600	N/A	N/A	1.25%	1.25%
24	\$11,172,135	N/A	N/A	1.25%	1.25%
25	\$10,892,831	N/A	N/A	1.25%	1.25%

Etc.

3. *Under 20-Year Amortization Period:* The portion of the Authority's Preliminary Contribution Rate that is due to the type of Closure Cost described in paragraph 3 of Exhibit "B" is determined as follows:

Step #I: The Pension Board's actuary recommends a shorter amortization period due solely to prior closure of the Pension Plan ("Closure Amortization Period"). The Closure Amortization Period will be addressed and adopted as described in the last paragraph of Exhibit "B".

Step #II: For the amortization base for a given plan year, the Pension Board's actuary will calculate, as a dollar amount, (a) amortization payments based on a 20-year amortization period, and (b) amortization payments based on the shorter Closure Amortization Period. For each year, the result of subtracting (a) from (b) is the "Change in Cost."

Step #III: Each year, the portion of the Authority's Preliminary Contribution Rate that is due to the type of Closure Cost described in paragraph 3 of Exhibit "B" is a percentage determined by dividing (x) the Change in Cost, by (y) CP for that year. If the amortization base is an amortization charge (positive), the percentage will be positive during the Closure Amortization Period, negative in years after that through the 20th year, and zero after the 20th year. Conversely, if the amortization base is an amortization credit (negative), the percentage will be negative during the Closure Amortization Period, positive in years after that through the 20th year, and zero after the 20th year.

Example:

Suppose the Pension Board's actuary recommends a Closure Amortization Period of fifteen (15) years, which recommendation is adopted via the Actuarial Study Process (Step #I).

Suppose the amortization base is an amortization charge (positive) of \$1,000,000. Suppose the actuary calculates 20-year amortization payments of \$90,640 and 15-year amortization payments of \$104,827. The Change in Cost for each year is shown in the table below (Step #II).

Suppose CP is \$20,000,000 in the first year and decreases in each future year to 97.5% of the prior year's CP. The table below shows the Closure Cost percentage for each year (Step #III).

(cont'd on next page)

Year	Amortization Payments		Change in Cost (15-year minus 20-year)	CP	Closure Cost Percentage
	20-year	15-year			
1	\$90,640	\$104,827	\$14,187	\$20,000,000	0.071%
2	\$90,640	\$104,827	\$14,187	\$19,500,000	0.073%
3	\$90,640	\$104,827	\$14,187	\$19,012,500	0.075%
4	\$90,640	\$104,827	\$14,187	\$18,537,188	0.077%
5	\$90,640	\$104,827	\$14,187	\$18,073,758	0.078%
6	\$90,640	\$104,827	\$14,187	\$17,621,914	0.081%
7	\$90,640	\$104,827	\$14,187	\$17,181,266	0.083%
8	\$90,640	\$104,827	\$14,187	\$16,751,832	0.085%
9	\$90,640	\$104,827	\$14,187	\$16,333,036	0.087%
10	\$90,640	\$104,827	\$14,187	\$15,924,710	0.089%
11	\$90,640	\$104,827	\$14,187	\$15,526,592	0.091%
12	\$90,640	\$104,827	\$14,187	\$15,138,428	0.094%
13	\$90,640	\$104,827	\$14,187	\$14,759,967	0.096%
14	\$90,640	\$104,827	\$14,187	\$14,390,968	0.099%
15	\$90,640	\$104,827	\$14,187	\$14,031,194	0.101%
16	\$90,640	\$0	-\$90,640	\$13,680,414	-0.663%
17	\$90,640	\$0	-\$90,640	\$13,338,403	-0.680%
18	\$90,640	\$0	-\$90,640	\$13,004,943	-0.697%
19	\$90,640	\$0	-\$90,640	\$12,679,820	-0.715%
20	\$90,640	\$0	-\$90,640	\$12,362,824	-0.733%
21	\$0	\$0	\$0	\$12,053,754	0%
22	\$0	\$0	\$0	\$11,752,410	0%
23	\$0	\$0	\$0	\$11,458,600	0%
24	\$0	\$0	\$0	\$11,172,135	0%
25	\$0	\$0	\$0	\$10,892,831	0%
<i>Etc.</i>					

The "Current Closure Cost Rate" is the sum of the results from paragraphs 1, 2, and 3 above.

[END OF EXHIBIT "C"]

EXHIBIT "D"**EXAMPLE ILLUSTRATING STEPS #1 THROUGH #12 IN COMPUTATION OF CONTRIBUTION RATES**

- Step #1: Suppose the Pension Board's actuary calculates the Authority's FYE 2019 Contribution Amount to be \$2,595,795. Suppose the Pension Board's actuary calculates CP to be \$23,557,100.
- Step #2: The Authority's Preliminary Recommended Contribution Rate is 11.02% ($\$2,595,795 / \$23,557,100$).
- Step #3: Suppose the Pension Board's actuary calculates the Current Closure Cost Rate to be 1.54%.
- Step #4: The Current Non-Closure Related Rate is 9.48% ($11.02\% - 1.54\%$).
- Step #5: The deemed Authority's Prior Recommended Contribution Rate is 12.05%. The deemed Prior Closure Cost Rate is 1.27%. Thus, the Prior Non-Closure Related Rate is 10.78% ($12.05\% - 1.27\%$).
- Step #6: The Non-Closure Related Rate Change is -1.30% ($9.48\% - 10.78\%$).
- Step #7: The Employee's Share of the Non-Closure Related Rate Change is -0.46% ($-1.30\% \times 35\%$).
- Step #8: The Authority's Share of the Non-Closure Related Rate Change is -0.85% ($-1.30\% \times 65\%$).
- Step #9: The Closure Related Rate Change (for 100% allocation to the Authority) is 0.27% ($1.54\% - 1.27\%$).
- Step #10: The deemed Employee's Prior Recommended Regular Contribution Rate is 5.78%. Thus, the Employee's Recommended Regular Contribution Rate is 5.32% ($5.78\% - 0.46\%$).
- Step #11: The Authority's Recommended Contribution Rate is 11.47% ($12.05\% - 0.85\% + 0.27\%$).
- Step #12: Subject to the objection process in Section 5.d. of this Third Amendment, the required contribution rates are:

Authority	11.47%
Employee – Regular Benefit	5.32%
Employee – Enhanced Benefit Level 1	7.82% ($5.32\% + 2.50\%$)
Employee – Enhanced Benefit Level 2	10.32% ($5.32\% + 5.00\%$)

[END OF EXHIBIT "D"]

EXHIBIT "E"**DETERMINATION AND USE OF PENSION PLAN FUNDING STANDARD ACCOUNT CREDIT BALANCE**

The deemed prior year actuarial Pension Plan funding standard account employer credit balance as of October 1, 2017 is \$1,129,889. The actuarial Pension Plan funding standard account employer credit balance as of October 1, 2018 shall be determined as follows:

The Pension Board's actuary shall calculate total Pension Plan charges and total Pension Plan credits for the October 1, 2017 through September 30, 2018 plan year.

The total Pension Plan charges to be calculated are comprised of: prior year funding deficiency, actuarial employer normal cost, actuarial amortization charges, and interest on all of the foregoing.

The total Pension Plan credits to be calculated are comprised of: prior year credit balance, actual employer contributions, actuarial amortization credit, and interest on all of the foregoing. The interest accrual on the actual total employer contribution dollar amount will be computed as though that total contribution amount had been contributed to the Pension Plan at the mid-point of the October 1, 2017 through September 30, 2018 plan year.

The actuarial Pension Plan funding standard account employer credit balance as of October 1, 2018 shall be equal to (x) the total calculated Pension Plan credits, minus (y) the total calculated Pension Plan charges.

Example:

Suppose the Pension Board's actuary calculates the total Pension Plan charges for the October 1, 2017 through September 30, 2018 plan year as follows:

\$ 0 (deemed prior year funding deficiency of zero)
+\$2,417,521 (deemed actuarial employer normal cost)
+\$ 259,204 (deemed actuarial amortization charges)
+\$ 200,754 (interest on the other components)
= \$2,877,479 total calculated Pension Plan charges

Suppose the Pension Plan's administrative records reflect that the actual total employer contribution dollar amount deposited to the Pension Plan trust during the October 1, 2017 through September 30, 2018 plan year was \$2,983,198.

Suppose the Pension Board's actuary calculates the total Pension Plan credits for the October 1, 2017 through September 30, 2018 plan year as follows:

\$1,129,889 (deemed prior year credit balance)
+\$2,983,198 (actual total employer contribution dollar amount)
+\$ 0 (deemed actuarial amortization credit)

+\$ 196,612 (interest on the other components)
=\$4,309,699 total calculated Pension Plan credits

The Pension Plan funding standard account employer credit balance as of October 1, 2018 is equal to \$1,432,220 (\$4,309,699 - \$2,877,479).

At the employer's election, all or a portion of the Pension Plan funding standard account employer credit balance as of the beginning date of the immediately prior plan year (valuation date) is available, along with the contributions actually deposited by the employer to the Pension Plan during the current plan year, to satisfy any contribution requirements for the current plan year. For example, at the employer's election, all or a portion of the Pension Plan funding standard account employer credit balance as of an October 1, 2018 valuation date is available, along with the contributions actually deposited by the employer during the October 1, 2019 through September 30, 2020 plan year, to satisfy any contribution requirements for the October 1, 2019 through September 30, 2020 plan year.

[END OF EXHIBIT "E"]

ARTICLE 31 - WAGES

SECTION 1

Wages will be paid according to the following schedule:

- 1) Year One: 2.0% change to the top rate and a one step move for everyone in pay progression effective the first full pay period in October 2020.
- 2) Year Two: Wage and Progression re-opener.
- 3) Year Three: Wage and Progression re-opener.

TRANSPORTATION AND MAINTENANCE TOP WAGE RATES BY CLASSIFICATION

POSITION	TOP WAGE RATE EFFECTIVE Sept. 30, 2020
Bus Operator	\$23.66
Technician A	\$26.99
Technician B Building and Grounds A	\$25.22
Technician C	\$24.38
Technician D	\$21.19
Road Ranger	\$19.50
Building and Grounds B	\$23.99
Service Island Attendant A	\$20.32
Service Island Attendant B	\$19.70
Buildings and Grounds Keeper	\$17.52
Buildings and Grounds Keeper B	\$14.94

Road Ranger employees shall maintain a rate equal to 80% of the top Tech C rate throughout the term of the contract after they have completed their training period. During the Road Ranger's training, the Road Ranger shall be paid an hourly rate of 80% of the top Tech C rate, less one dollar per hour.

SECTION 2

If provided for in Section 1, pay Progression (both the move to the next level and the adjustment based on the new top of grade) will be paid as follows:

Operators and Technicians:

0-12 Months - 70% of top rate in each job classification
(effective immediately following completion of training for Operators)

12-24 Months - 74% of top rate in each job classification (effective the first full pay period in October following the completion of the probationary period)

25-36 Months - 79% of top rate in each job classification

37-48 Months - 85% of top rate in each job classification

49-60 Months - 92% of top rate in each job classification

thereafter - 100% of top rate in each job classification

Service Island Attendants and Building and Groundskeepers:

0-6 Months - 80% of top rate in each job classification

7-12 Months - 85% of top rate in each job classification

13-18 Months - 90% of top rate in each job classification

19-24 Months - 95% of top rate in each job classification

thereafter - 100% of top rate in each job classification

If an employee obtains top rate for their job classification in progression, then he is eligible for any rate increase for employees at the top wage rate as provided for in Section 1.

Pay progression is not automatic or directly tied to service years. Rather, any advancement in pay progression shall be negotiated by the Union and the Authority and provided for in Section 1.

SECTION 3

A Maintenance employee will receive a \$.50 per hour differential when he works 50% or more of his scheduled work from 6:00 p.m. to 6:00 a.m. No differential, paid under this Agreement, will be included as part of an employee's base straight time rate of pay when calculating overtime.

The Authority may, based upon superior experience, place a newly hired technician at any percentage level of any classification. Additionally, the Authority may place a transferring employee at a higher pay rate classification, based upon superior experience.

The Authority expects employees to actively participate in training and an evaluation process during the employee's probationary period. At the completion of the probationary period the employee's performance will be reviewed. The Human Resources Department and the Union will be invited to participate in the review process with Maintenance. The Authority may, based on successful completion of the probationary period and demonstration of superior knowledge and skill, adjust the percentage level of the newly hired employee.

An employee transferring from a higher pay rate classification to a lower pay rate classification will transfer into the position at 90% of the top rate in that new position. After completion of the sixty (60) day probationary period, the employee will then go to the top rate of the new position.

SECTION 4

A “Lead Person” may be designated by the appropriate Supervisor in any of the Maintenance Classifications. A “Lead Person” may give directions to bargaining unit employees while also performing bargaining unit work. A “Lead Person” will have no responsibility for employment decisions or personnel actions such as hiring, firing, transfers, promotions or administration of disciplinary measures. A “Lead Person” shall not assume any duties or responsibilities normally considered to be those of the Authority.

A “Lead Person” shall be paid a \$ 1.00 premium per hour worked over and above his regular hourly rate.

No overtime will be paid on the \$1.00 premium rate. No differential paid under this Agreement will be included as part of an employee’s base straight time rate of pay when calculating overtime.

SECTION 5

“Transportation Instructors and Maintenance Training Assistants” shall be paid a \$1.00 premium, per hour worked, over and above their regular hourly rate while performing training duties. No overtime will be paid on the \$1.00.

“Line Instructors” shall be paid a \$.75 premium, per hour worked, over and above their regular hourly rate while performing line instructor duties. No overtime will be paid on the \$.75. No differential paid under this Agreement will be included as part of an employee’s straight time rate of pay when calculating overtime.

Transportation Training Instructors will work a 9-hour shift.

ARTICLE 32 — TRANSPORTATION WORKWEEK

The workweek of all regular full-time Operators will consist of five (5) days with a minimum of eight (8) hours each day or four (4) days with a minimum of ten (10) hours each day. The hours worked shall include all report times or on-duty time required of an employee.

Scheduled transportation will be provided for operators to and from the LCS to the LOC. A wait time from the LCS will be paid for time in excess of 20 minutes. Any split time (excluding trippers) over 2.0 hours will be paid at straight rate of pay, but only if the operator completes the entire schedule run/shift. Overtime as a result of split time will only be paid if required by law.

ARTICLE 33 - TRANSPORTATION OVERTIME

SECTION 1

In order to meet the stated objectives of providing efficient service to the riding public, it may be necessary from time to time to assign overtime work to Operators who already have completed their workday schedule. Examples of situations where overtime work may be assigned include when a relief Operator fails to make his relief; an assigned Operator misses his assignment or for any reason is not present to make a scheduled "pull out" trip; etc. Whenever, in the Authority's discretion, it is necessary to assign overtime work, Operators will work a minimum of one (1) round trip. A round trip is not to exceed two and one half (2 1/2) hours without the Operator's consent.

All off duty Operators (except those on a scheduled vacation, sick leave, or off for some other authorized reason) shall be prepared to work all Special Events requiring the use of fifteen (15) or more buses if so requested by the Authority.

SECTION 2

Overtime payment will be only for actual overtime hours worked. Overtime hours worked in excess of eight (8) hours per day for a five (5) day workweek, or forty (40) hours per week will be paid at a time and one half rate. Overtime worked in excess of ten (10) hours per day, for a four (4) day workweek, or forty (40) hour per week will be paid at a time and one half rate. Court appearances on behalf of the Authority, Union business days, jury duty and military leave will count as part of the usual workweek when calculating overtime.

SECTION 3

Work performed on an Operator's day off will be considered overtime work, and will be paid at a time and one half rate providing the Operator has not "missed" (unless the Operator works a minimum of eight (8) or ten (10) hours, as appropriate on day of "miss"), been out on a holiday, sick leave, on a personal leave of absence, or on a disciplinary suspension during the current workweek.

If an Operator's relief person does not report to the scheduled relief point, the Operator waiting for relief will be required to work a single round trip. A single round trip is not to exceed two and one half (2 1/2) hours, without the Operator's consent. If an Operator must work a single round trip because the Authority did not assign an Operator to relieve the Operator, the Operator will receive double time for all time worked past his regularly scheduled run/shift. The employee causing the relief to be missed will not be eligible for overtime until after working forty (40) hours that week. Extenuating circumstances will be considered for both the Authority and bargaining unit employees.

ARTICLE 34 - PICKING DAYS OFF, RUNS, EXTRA BOARD

SECTION 1

An Operator's days off and runs shall be picked in accordance with that Operator's Division seniority. LYNX Operations Center and Osceola Satellite Facility runs will be separated into three (3) groups within each Division. The first group will include all runs with report times prior to 7:00 a.m. (Morning Runs). The second group will include runs with final pull-in times prior to 9:00 p.m. (Midday Runs). The last group will include runs with final pull-in times of 9:00 p.m. or later (Night Runs). Days off will be picked first, within each Run Group, with run picks to follow. Operators will be allowed to pick, within their seniority, any available work within their selected Run Group (including Day Off Relief) or Extra Board slots posted at General Picks. All Day Off Relief runs will be available for selection within each Run Group (Morning, Midday, and Night) and will be posted within one week of the completion of the Division General Pick. There will only be AM and PM Extra Boards. The Vacation Board will be eliminated. The Operators on the AM Extra Board will not be scheduled to work after 6 PM on their regular scheduled work day. The Operators on the PM Extra Board will not be scheduled to work before 12 PM (noon) on their regular scheduled work day. The Extra Board slots will not be assigned to a particular Run Group. Operators who pick a piece of work shall remain thereon until the next Division Pick, unless their selected Pick is significantly altered, thirty (30) minutes more or less, or discontinued. In such an event, they will be permitted to retain their run or initiate a Bump Pick if there are four (4) full weeks or more remaining before the next Divisional General Pick. In the event any run(s) is discontinued, a Divisional Bump Pick will occur. When new Divisions are opened or Divisions are closed, a General System-Wide Pick will be conducted for all remaining Divisions. A Divisional Bump Pick will occur only if there are four (4) full weeks or more remaining before the next General Pick. Otherwise, the Operator will be assigned to the Extra Board according to Division seniority. The Authority reserves the right to discontinue, add, change and/or alter runs.

New runs instituted after the General Pick shall be worked off the Extra Board. When a run becomes open as a result of an Operator terminating employment with the Authority, that run will be given to the Extra Board to be worked as a hold-down until the next Divisional General Pick.

The designated effective date of the General Pick will coincide with the beginning of the next pay period provided there are five (5) days to process the payroll changes. Individuals interested in picking will be responsible for keeping the Pick administrators informed of where they can be contacted (to specifically include the provision of a current phone number) as the Pick process progresses. Individuals on vacation, leave of absence, etc., will be contacted by the Union representative conducting the bid, if instructions are on file indicating where and/or how they can be contacted during their absence from LYNX.

SECTION 2

The Authority and the Union shall jointly appoint one representative who will be responsible for the proper administration of the General Picks. The Authority will pay the Union representative(s) actual time worked (or run pay if actual time worked is less than run time on his regular workday) for the preparation and administration of the Pick.

Picking procedures will be developed and implemented mutually between the Authority and the Union. The Picking procedures will be posted at all operational Divisions. The Authority and the Union shall jointly work together to interpret and comply with the Picking procedures.

General Division Picks will take place approximately every three (3) to four (4) months; at least three (3) times each year, including one (1) General System-Wide Pick. Any deviations or exceptions will be taken to Labor Management and each Division Pick shall have an effective date, which coincides with the beginning of a pay period. General Division Picks will begin not less than fifteen (15) days prior to the effective date. A General System-Wide Pick will be conducted at least annually. The time of the Pick is to be agreed upon mutually by the Union and the Authority. The actual Pick sheet shall be posted three (3) days prior to the beginning of the Pick. All runs are to be covered after each Pick.

A copy of the completed Bid will be available at all Division offices, as well as at the LYNX Central Station for the duration of the current bidding process.

Operators will only be paid to train on the specific link(s) selected by the Authority. Operators must receive the Authority's approval to train on a link(s) that has not been specified.

SECTION 3

Provided that the Union can demonstrate, to the Authority, how runs may be improved maintaining their coverage and benefits to everyone; the Authority will then give adequate consideration to the Union's proposed improvements.

SECTION 4

Transportation Training Instructors will not pick a run. Training Instructors will be guaranteed nine (9) hours of pay. Should a Training Instructor return or be moved back to his bus Operator position during a Pick, he shall be positioned where needed as determined by management. Such employee shall work the Extra Board at his hire date seniority level, including days off, until the next Pick commences. Transportation Training Instructors may be placed temporarily in any Division where desired if there is not sufficient training work available.

Training Instructors may be temporarily assigned to any Extra Board in reverse hire date seniority order, no less than five (5) consecutive workdays. Training Instructors who are temporarily assigned to the Extra Board, will retain his scheduled days off.

ARTICLE 35 - EXTRA BOARD RULES

SECTION 1

Extra Board Operators will keep a current telephone number on file in the Dispatch office at all times. Pager numbers are not acceptable.

SECTION 2

Extra Board Operators will have two (2) days off each week. Off days will be picked at Pick time.

New Operators assigned to the Extra Board will be assigned off days by the Transportation Division until the next Pick commences.

SECTION 3

Work will be assigned beginning with the number one (1) Extra Board Operators. Work will be assigned to the AM Extra Board by the highest paid early straight runs, then split runs by the lowest to the highest split. Work will be assigned to the PM Extra Board by the highest paid straight run by the lowest to the highest split. All open work will be assigned to either board.

In no event will an Operator be assigned work without being given a minimum of eight (8) hours off between the completion of that day's work and his report time for the next day's assignment.

Regular runs, report requirements and extra work will be filled before Community Service work is assigned. Operators will be assigned where required after following the above procedures.

Extra Board Operators must report at such time or location as instructed or as shown on the Extra Board Assignment Report. Having reported for duty, Operators must not make themselves unavailable without permission from the Dispatcher.

Extra Board assignments will be displayed no later than 4:00 p.m. After the Board is posted, a Run assignment will not be changed. If a run becomes open after the Board is displayed, that run will be marked open and assigned on the effective day. On occasion, to cover runs that come open after the Board is displayed, Extra Board Operators with a "Report" only time may be assigned a run before or after his displayed "report time". When this occurs, Operators with a "Report" only time will be notified a minimum of two (2) hours prior to their original "report time". An Operator may be called in to cover the Board when necessary.

At no time will an Extra Board Operator or an Operator who signs up to work his day off be required to remain on duty for more than thirteen (13) hours in a single day, if the Operator works eight (8) hours or less.

Operators who desire to work on their days off must submit an Extra Work Request Slip to the Dispatch Office before 2:00 p.m., the day prior to the day they wish to work.

SECTION 4

When an Extra Board Operator, through an error, is not assigned according to what his position on the Board calls for, and does not receive the pay he would have received had he been assigned correctly, he will be paid the difference between what he was actually paid and what his correct assignment would have paid. In addition, he will be paid at time and one half for all time which he is required to work after the time he would have been due off, or before the time he would have been due to go to work had he been properly assigned. An Extra Board Operator will be paid from the time of reporting until released from duty, but in no event less than three (3) hours for each report. Split runs are one-duty assignments.

SECTION 5

When a run is open for five (5) or more days, the hold-down procedure will begin on the next hold-down cycle, and the senior Operator working the Board, desiring the hold-down, will pick the run, and must retain the run until the hold-down ends or he is successful in picking on a regular assignment.

SECTION 6

Extra Board Operators will be responsible for picking their Regular Hold-down Bid Sheet. Operators who do not make arrangements to pick-up their Regular Hold-down Bid Sheet due to being out on sick leave, vacation leave, or any other leave of absence, will be passed over so that bidding can continue.

SECTION 7

If all Extra Board Operators reject the hold-down, the operator with the least seniority within the Extra Board will be assigned the run.

SECTION 8

Runs open as a result of any extended absence, i.e., sick, FMLA, Workers' Compensation, termination, etc. will be picked by the Extra Board. Regular Hold-down Bid Sheet will be available for the Extra Board Operators, no later than Monday before payday. The Extra Board Operators will then have until 4:00 p.m. on Thursday of the same week to submit their choices to the Dispatcher of his respective Division. The hold-downs will be assigned by seniority. The results will be posted on payday Fridays by the end of the day. Operators who are assigned a hold-down, will assume the off days and runs of the hold-down.

SECTION 9

In the event new Operators are hired during a current Pick period, the existing hold-down Operators (Extra Board only) will be given the opportunity to relinquish the hold-down before the newly hired Operators are assigned work.

ARTICLE 36 - TRANSPORTATION UNIFORMS

The Authority will prescribe the color, material and composition of the uniform. When reporting for work, all Operators will wear the prescribed uniform in a neat and clean condition.

Other than first time operators, the Authority will contribute \$295.00 to the cost of the uniforms in each year of the contract. Part-time operators, see Item G in Article #39. These amounts will be made available on the Operator's anniversary date. New hire Operators will receive a one-time uniform allowance of \$290.00.

Operators shall also receive additional one-time payments of \$225 the first full pay periods in October 2020 and April 2021. These additional one-time payments will not establish status quo after the expiration of this Agreement and will simply drop out of the Agreement at its expiration.

Shoes, latex gloves and sun visors will be an allowable expense. Total expense for latex gloves and sun visors shall not be in excess of \$20.00 per year. The allowance shall be paid on a reimbursement basis. An original receipt must support documentation.

ARTICLE 37 - PART-TIME TRANSPORTATION

- A. The number of part-time Operators which may be employed will be 15% of the total number of full-time Operators employed.
- B. Part-time Operators will be required to work in one of the following ways:
- one Saturday and one Sunday run
 - three (3) weekday runs, one of which must be a Monday or a Friday
 - any combination of weekend and weekday runs

Part-time Operators can work unlimited days per week but cannot exceed thirty (30) hours maximum per workweek unless there are no full-time operators readily available to work the assignment to prevent disruption of our service to the public.

- C. No full-time Authority employee will automatically be transferred to part-time Operator status. A full-time Operator, who has rendered satisfactory service and resigns his position for legitimate reasons, may be transferred to part-time Operator status if (1) a vacancy exists, and (2) the individual passes the required physical examination(s), without a reduction in his hourly wage rate.
- D. Currently retired employees and future retirees will be given preference as applicants for part-time Operator employment.
- E. New-hire part-time employees will serve a one hundred twenty (120) day probationary period. A part-time Operator who transfers to full-time will be allowed to transfer all probationary time served.
- F. Following successful completion of the probationary period, part-time Operators will accrue seniority, which will apply only within the ranks of part-time Operators.
- G. Part-time Operators will be eligible for employee transportation pass privileges and seventy-five (75%) percent of the standard uniform allowance if working twenty (20) or more hours per week. Part-time Operators working less than twenty (20) hours per week will only be eligible for fifty (50%) percent of the standard uniform allowance. Part-time Operators will have the option of participating in the Pension Plan or the Contribution Plan as set forth in Article 30.
- H. Part-time Operators will not be eligible for any fringe benefits (other than those described in Item G), penalty pay provisions or time or pay guarantees applicable to full-time Operators.
- I. Part-time Operators, after successful completion of their probationary period, will be given preference over outside applicants for full-time Operator positions.

- J. Part-time Operators will accrue full-time Operator's seniority (with regard to Picks for runs and Picks for vacations) and full-time benefits (with regard to vacation, sick time, floating holidays, health insurance, etc.) as of their hire date as a full time bus Operator at LYNX.
- K. No full-time Operator who has successfully completed his probationary period will be furloughed until all part-time Operators are furloughed.
- L. Part-time Operators can be used on regular runs, shuttles, community service, Extra Board, floaters, personal days and single vacation days when (1) all full-time Extra Board and all full-time Operators who have requested work on their days off from the LOC, OSF facility and LYMMO divisions have been exhausted and (2) the part-time Operator's thirty (30) hour per week limit is not exceeded. (Exception) Part-time Operators may be used to fulfill absence requests for floaters or vacation days by full-time Operators.
- M. Part-time Operators will be used on regular runs only when no volunteers have signed up for extra work.
- N. The Authority will comply with the Family and Medical Leave Act of 1993, (29 CFR, Part 825).

ARTICLE 38 - MAINTENANCE GENERAL PICK

SECTION 1

It is agreed that there will be two General Picks each year (December and May). Job Pick sheets on General Picks will be posted at least seven (7) days prior to the start of the next General Pick. The date and time, in which the maintenance employees will Pick their assignment, will be posted on the maintenance bulletin board. An employee who fails to pick on his designated day and time, or had not placed a proxy in the union box, will be assigned the same or the closest days off and shift as he presently has at the time of the bid. Phone calls will only be received by the bid team during the bidding employee's scheduled bid time. Bid team members will not call the bidding employee during the bid process. A copy of the completed Pick will be posted on the maintenance bulletin board for thirty (30) days. If a maintenance employee is out of work for more than thirty (30) days due to illness or injury at the time of the bid, and a specific validated return date for the employee has not been provided to management, the employee will not be eligible to pick.

SECTION 2

Maintenance employees will pick their work shifts, primary job assignments, and days off and vacation, in accordance with maintenance seniority within their classifications, within their respective Division. Upon commencement of a new operations facility or the closure of an existing operations facility, a System-Wide Pick will be conducted annually in all classifications.

SECTION 3

At such times as the Authority deems necessary, the Authority will determine and schedule the number of maintenance employees needed in each classification on each of its work shifts, including the days off on each of its work shifts and post such information on the maintenance bulletin board.

Should conditions necessitate a change in the regular shift of an employee, the Authority will notify the employee and the Union a minimum of five (5) working days before the shift change takes place. This section shall not preclude the Authority's right to effect changes necessitated by bona fide emergencies.

SECTION 4

The Authority agrees that there will be no change in work shifts to prevent the payment of overtime; however, the Authority reserves the right to establish relief shifts and/or reassign personnel to cover vacancies or absences of five (5) days or more.

No Management personnel will replace bargaining unit employees.

SECTION 5

Upon completion of a new employee's training period into the Maintenance Division, a Bump Pick shall be conducted in accordance with established procedures.

ARTICLE 39 - MAINTENANCE WORKWEEK

SECTION 1

The workweek for all full-time employees shall be forty (40) hours per week, consisting of five (5) days of eight (8) hours each, excluding a lunch period not to exceed one half hour. The Authority may, at its discretion, create four (4) day workweeks. When a maintenance employee works a four (4) day workweek shift, this workweek will consist of four (4) days with a ten (10) hour workday, excluding a lunch period not to exceed one (1) hour.

SECTION 2

Maintenance employees and Service Island Attendants shall be given a fifteen (15) minute period at the end of their work shift, for the purpose of removing units from the maintenance bays, cleaning/mopping work areas, storing of the Authority's tools, storing of the employee's tools and toolbox and writing up and coding work orders.

ARTICLE 40 - MAINTENANCE OVERTIME

SECTION 1

Overtime payment will be only for actual overtime hours worked. Overtime hours worked in excess of eight (8) hours per day or forty (40) hours per week will be paid at a time and one half rate. Court appearances on behalf of the Authority, Union business days, jury duty and military leave will count toward the forty (40) hour workweek when calculating overtime.

SECTION 2

Authorized work performed on off day(s) will be considered overtime work and will be paid at a time and one half rate providing the employee has not been out on a holiday, sick leave, on a personal leave of absence or on a discipline suspension during the current workweek. A minimum of three (3) hours will be paid for call-outs. Call-outs will be rotated among all qualified Facilities Maintenance Technicians. No employee shall work out of his classification, except for a bona fide emergency. Building and Grounds employees called out to work to complete an emergency repair shall be paid at the overtime rate for the time it takes to complete the repair or a minimum of three (3) hours. The minimum requirement of 8 hours per day and 40 hours per week shall not apply to Building and Grounds employees responding to emergency call outs.

SECTION 3

An overtime board shall be established for the Maintenance Division following established procedures.

Scheduled overtime shall be distributed and rotated by seniority as equally as it is practicable among qualified volunteer bargaining unit employees. In the event there are no volunteers, the least senior employee qualified to fill the overtime work shall be assigned the overtime work, provided he has received eight (8) hours of off duty time. No employee shall work out of his classification, except for a bona fide emergency.

Overtime will be distributed equally in each classification.

ARTICLE 41 - MAINTENANCE UNIFORMS

SECTION 1

The Authority shall provide a weekly supply of laundered uniforms for Maintenance employees. The Authority shall also, supply inclement weather gear and nitrile and latex gloves as Labor Management believes are appropriate.

SECTION 2

The Authority will furnish an annual steel toe safety shoe allowance of \$200.00 to all Maintenance bargaining unit employees.

For current employees who have fulfilled their probationary period, the steel toe safety shoe allowance will be made available on October 1st of each contract year. For new employees and those employees still in their probationary period, the steel toe safety shoe allowance will be made available upon successful completion of the probationary period. Steel toe safety shoes are required to be worn while on duty.

This allowance shall be paid on a reimbursement basis. An original receipt must support requests for reimbursement.

Any Maintenance employee who resigns or is discharged from the Agency within ninety (90) days of receiving their shoe allowance will be required to reimburse the Agency the full amount of said reimbursement.

ARTICLE 42 - MAINTENANCE TOOL ALLOWANCE /REIMBURSEMENT

A tool allowance and/or reimbursement, whichever is applicable, will be made available to full time Technician classifications as well as Building and Grounds. Technician classifications and Building and Grounds will receive \$630.00 for each year of the contract. Road Rangers and Road Ranger Tech C will receive \$600.00 for each year of the contract.

To receive reimbursement for tool expenses, employees must provide original receipts for the purchase of tools. Employees will be reimbursed for tools or tool related purchases only. Tools purchased must be used in repair of LYNX vehicles, equipment and/or facilities. A reimbursement will be made to employees, if supported by original receipts, for part of the amount eligible twice a year during the months of February and August or can be reimbursed for the full amount eligible at any time during the year.

New employees will be eligible for a tool allowance upon completion of their probationary period.

Any Maintenance employee who resigns or is discharged from the Authority within ninety (90) days of receiving their tool allowance will be required to reimburse the Authority the full amount of said reimbursement.

Technician classifications and Buildings and Grounds shall also receive additional one-time payments of \$225 the first full pay periods in October 2020 and April 2021. These additional one-time payments will not establish status quo after the expiration of this Agreement and will simply drop out of the Agreement at its expiration.

Periodic toolbox inspections will be conducted to verify compliance with established tool lists and will be part of the Maintenance employees' probationary evaluation.

ARTICLE 43 - MAINTENANCE TRAINING

SECTION 1

For training purposes the employee will receive his regular rate of pay. All travel time to and from a training location will be paid at straight time. The Authority may request an employee to change his days off to attend training. If the employee changes his day(s) off to accommodate a training schedule, the employee will receive time and one half pay for working more than forty (40) hours during his regular workweek. Training time will count as part of an employee's regular workweek, for overtime purposes, except for time traveling to and from a training location.

SECTION 2

Maintenance employees serving as full-time Training Assistants will receive a \$1.00 premium per hour. Other employees, who are selected periodically by the Authority to act as Training Assistants, shall be compensated and not be paid less than their regular rate of pay, plus a \$.75 premium per hour, worked, above and beyond their regular rate of pay. In this capacity, training instruction shall consist of Training Assistants providing specific and technical instructions on the different aspects of work related tasks. No pyramiding of premium pay will be allowed.

No overtime will be paid on Training Assistant's premium pay. No differential paid under this Agreement will be included as part of an employee's base straight time of pay when calculating overtime.

SECTION 3

All work related opportunities and training will be offered and conducted in a fair and systematic manner.

SECTION 4

The Authority shall reimburse maintenance employees for any ASE certification testing related to the current job only if the employee passes the certification test.

SECTION 5

Maintenance will develop and implement an Apprentice Training Program for new technicians. Entrance into the Apprentice Training Program will be determined by management in conjunction with Human Resources. Employees selected to participate in the program will be hired into the Technician D classification.

The Apprentice Training Program will also have a committee. Committee members will include training personnel, management/supervision, a Union Representative and a Human Resources representative. Final decisions for changes to the program will remain with the Deputy Chief of Operations for Maintenance.

The program will also consist of four (4) phases of training. Phase I will include vehicle preventive maintenance and wheelchair lift preventive maintenance. Phase II will include foundation brakes, brake air systems, steering and suspension. Phase III will include electrical, hydraulics and pneumatic troubleshooting skills. Phase IV will include engines and transmissions.

Employees are expected to work six (6) months in each of the four (4) phases. This time period may be extended by two (2) months if remedial help is needed to meet minimum standards in Phases III or IV. The time period may be reduced based on superior performance and passing all written tests and hand on assessments within a given Phase. At the end of the six (6) month period of time, the technician participating in the Apprentice Training Program is expected to successfully complete each phase of training. At the completion of Phase IV, technicians will graduate from the program and be promoted to Technician C at full Technician C rate of pay. Following the successful completion of the program, the technician will have seniority for picking shifts.

An employee who fails to complete any phase of training in the prescribed time period with the allowable extension or an employee who receives an overall failure for two (2) consecutive months will be terminated.

In order to effectively correlate the training being delivered with work assignments, technicians working in the Apprentice Training Program will be assigned to shifts by the Maintenance Trainers. Assignment to a location and shift will be for a period of not less than thirty (30) days. At any point during the assignment to a shift, the maintenance trainer may schedule classroom training for the technician with appropriate notification to the employee.

ARTICLE 44 - PART-TIME MAINTENANCE

- A. The Authority may employ up to eleven (11) part-time Maintenance Division employees.
- B. Part-time maintenance employees will be limited to a maximum of thirty (30) hours work per week. The weekly work schedule will be assigned by the Deputy Chief of Operations for Maintenance.
- C. No full-time Authority employee will automatically be transferred to part-time maintenance employee status. A full-time Maintenance Division employee, who has rendered satisfactory service and resigns his position for legitimate reasons, may be transferred to part-time Maintenance Division employee status, without a reduction in their hourly rate, if (1) a vacancy exists, and (2) the individual passes any required physical examination(s).
- D. Currently retired employees and future retirees will be given preference as applicants for part-time Maintenance Division positions.
- E. New-hire part-time employees will serve a one hundred twenty (120) workday probationary period.
- F. Following successful completion of the probationary period, part-time Maintenance Division employees will accrue seniority, which will apply only within the ranks of part-time Maintenance Division employees.
- G. Part-time Maintenance Division employees will be eligible for the standard uniform and employee transportation pass privileges. Part-time Maintenance employees will have the option of participating in the Pension Plan or the Contribution Plan as set forth in Article 30.
- H. Part-time Maintenance Division employees will not be eligible for any fringe benefits (other than those described in Item G), penalty pay provisions or time or pay guarantees applicable to full-time employees.
- I. Part-time Maintenance Division employees, after successful completion of the probationary period, will be given preference over outside applicants for full-time Maintenance Division positions. A part-time Maintenance Division employee who applies and is accepted for employment as a full-time employee will accrue full-time Maintenance Division seniority as of date of hire as a full-time Maintenance Division employee.
- J. No full-time Maintenance Division employee who has successfully completed his probationary period will be furloughed until all part-time Maintenance Division employees are furloughed.
- K. The Authority will comply with the Family and Medical Leave Act of 1993, (29 CFR Part 825).

ARTICLE 45 - AGREEMENTS AND UNDERSTANDINGS

All agreements and understandings negotiated between the parties will not be effective until they are reduced to writing and signed by both parties.

ARTICLE 46 - DURATION, MODIFICATION AND TERMINATION OF AGREEMENT

This Agreement is effective October 1, 2020, following ratification by the employees and approval by LYNX' Board of Directors. This Agreement shall thereafter continue in full force and effect through midnight on the thirtieth (30th) day of September 2023, when it shall terminate. This "Agreement" between the Central Florida Regional Transportation Authority, d.b.a. LYNX and Amalgamated Transit Union Local 1596, becomes valid from its effective date and thereafter, from year to year, unless notice is given in writing by certified or registered mail, with a return receipt requested by either party to the other party at least sixty (60) days prior to the expiration date or any anniversary thereafter of intent to modify, change or terminate this Agreement. After receipt of the notice, negotiation shall commence not later than thirty (30) days prior to the expiration date or any anniversary thereafter of this Agreement, and if no Agreement is reached on modification or renewal prior to the expiration of this Agreement, it may be extended by mutual consent. If there is failure to mutually agree on the extension, this Agreement shall be deemed terminated without further notice.

This Contract constitutes the sole and entire agreement between the parties hereto and supersedes all prior agreements, oral or written, expressed or implied, or practices between the Authority, the Union and the Authority's employees, and expresses all obligations of, and restrictions imposed on, the Union and the Authority and its employees during its term.

ARTICLE 47 – RE-OPENER

Either the Authority or the Union may request a re-opener of Articles 28, 30, or 31 in years 2 and 3 of the Agreement. The re-opener request must be made in writing and delivered to the Union President (if requested by the Authority) or the Chief Operating Officer or the Director of Human Resources (if requested by the Union) no less than ninety (90) days and no more than one hundred eighty (180) days before September 30, 2021 and/or September 30, 2022.

IN WITNESS THEREOF, the parties hereto have caused the Agreement to be signed in his respective names by his respective representatives, thereunto duly authorized.

By: James E. Harrison, Esq., P.E., Chief Executive
Officer
CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

Witness

By: Wilfredo Delgado, President/Business Agent
AMALGAMATED TRANSIT UNION,
LOCAL 1596

Witness

LYNX Board Agenda

Action Agenda Item #7.B

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6064

Item Name: Matters Relating to the Chief Executive Officer

Date: 10/22/2020

LYNX Board Chairman will lead a discussion on matters relating to the Chief Executive Officer position.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6058

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

Date: 10/22/2020

LYNX Liability Claim Settlements September 1 – September 30, 2020

Claimant Name	Accident Date	Accident Type	Settlement Amount	Date of Check
Jonarde Joseph	8/6/2020	Property Damage	\$4,229.12	9/3/2020
Tracy Charles	6/22/2019	Bodily Injury	\$3,000.00	9/16/2020
Terry Green	8/14/2018	Bodily Injury	\$10,000.00	9/16/2020
Thomas Pleis	2/4/2020	Property Damage	\$1,209.86	9/16/2020
Mears Destination Services	6/6/2020	Property Damage	\$2,213.12	9/16/2020
Geico ASO Gregory Black	9/5/2019	Property Damage	\$3,242.76	9/16/2020
Allstate (Joseph Boyd)	3/6/2020	Property Damage	\$2,535.82	9/16/2020
Erik Maestre	6/24/2020	Property Damage	\$794.38	9/16/2020
State Farm ASO Nicole and Ed Cain	7/1/2020	Property Damage	\$1,255.54	9/16/2020
Daniel Moran	3/6/2020	Workers Compensation	\$5,000.00	9/16/2020
Nickella Saffold	2/3/2020	Bodily Injury	\$1,500.00	9/24/2020
Mark Brady	3/6/2020	Property Damage	\$289.68	9/24/2020
Ricardo Blas	3/23/2020	Property Damage	\$2,478.43	9/24/2020

LYNX Board Agenda

Auto Club Ins. Co. of FL ASO Noel Momain	1/17/2020	Property Damage	\$2,607.55	9/24/2020
Progressive Insurance ASO Gergana Anastova	10/22/2019	Property Damage	\$1,957.02	9/24/2020
LeasePlan Risk Management Services	1/15/2020	Property Damage	\$2,218.26	9/24/2020
Allstate Fire and Casualty ASO Mark Brady	3/6/2020	Property Damage	\$11,009.12	9/24/2020
Edward Severino	2/21/2020	Property Damage	\$1,003.44	9/16/2020
Optum	8/15/2019	Property Damage	\$1,459.65	9/16/2020
State Farm ASO David Pennington	3/16/2020	Property Damage	\$6,441.20	9/21/2020
Dawn Newell	4/2/2020	Bodily Injury	\$5,000.00	9/24/2020

LYNX Board Agenda

Monthly Report A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report

Date: 10/22/2020

LYNX COMMUNITY EVENTS AND OUTREACH – SEPTEMBER 2020

DAY	EVENT NAME	DESCRIPTION
	All events cancelled due to COVID 19 pandemic	

LYNX PRESS RELEASES | MEDIA NOTES: SEPTEMBER 2020

SEPT. 18	LYNX September Board of Directors and Oversight Committee to Hold Virtual Meetings
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SEPTEMBER 2020 – LYNX NEWS ARTICLES

Sept. 1	LYNX buses are charging fares again Bungalower Fares have been waived on all bus, NeighborLink, and ACCESS LYNX routes since March 30 due to the pandemic. Any pass that was previously ...
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LYNX Board Agenda

Sept. 2	<p>Back to business as usual,' Lynx resumes fares in September WKMG News 6 & ClickOrlando ORANGE COUNTY, Fla. – Vanita Charles takes a Lynx bus to and from work every day and for the last couple of months she's been riding for free.</p>
Sept. 4	<p>Largest early voting site in Seminole County to open in East Altamonte WKMG News 6 & ClickOrlando <u>For those who don't have a car, a Lynx bus stop is about a mile down the road.</u> <u>"There's going to be a large turnout. It's a presidential year, people will ...</u></p>
Sept. 21	<p>SunRail, rural boundary, affordable housing among key issues for Seminole commission candidates Orlando Sentinel ... and takes residents out of Seminole County to work in Orlando and other areas. Seminole, instead, should fund more Lynx bus routes and stops.</p>

SEPTEMBER 2020 – LYNX SOCIAL MEDIA

Sep 1	<p>Don't forget, fare collection resumes today (Sept. 1) for all LYNX services. Response to riders concerns about the fareboxes not working. We are working through issues on the first day of our new fare box. Response to riders' question on whether the app will work for the new fare boxes as before.</p>
Sep 2	<p>LYNX will be operating a holiday schedule on Labor Day. If a service runs on Sunday, it will offer the same schedule on the holiday. Response to riders' inactive bus pass that was bought in March.</p>
Sep 3	<p>Service alert: The LYMMO Orange and Lime lines will be detoured until further notice due to construction. Taking in the view at one of our favorite lunch spots. Who knows where this is?</p>
Sep 4	<p>As you make your weekend plans, don't forget we will be operating a holiday schedule on Labor Day.</p>
Sep 5	<p>Travel safe this Labor Day weekend.</p>
Sep 6	<p>A reminder that we will be operating a holiday schedule tomorrow.</p>
Sep 7	<p>A reminder that we will be operating a holiday schedule today. Happy Labor Day! Please stay safe.</p>
Sep 8	<p>Happy Tuesday! Where are you headed today? Don't forget to #maskup.</p>
Sep 9	<p>LYNX is hiring! Check out our current job openings and apply today.</p>

LYNX Board Agenda

Sep 10	The safety of our passengers and employees remains our top priority and we're committed to maintaining a clean and healthy environment for all. Service alert: Due to construction on Grand Street, Link 8 inbound and outbound buses will utilize Gore Street through Sept. 11 after 6p. Service alert: Due to construction on Orange Center Boulevard between W. Gore Street and Ohio Avenue, Link 319 buses will be detoured until further notice.
Sep 11	Today we honor and remember all the victims of 9/11.
Sep 12	Good Saturday morning! Please remember to wear a mask when boarding a LYNX bus.
Sep 13	When you see a stopped vehicle with lights flashing on the road, please move over by changing lanes away from the vehicle and if you can't, be sure to slow down.
Sep 14	Keeping it moving on this Monday here at LYNX Central Station.
Sep 15	Boarding the bus is a breeze with the LYNX PawPass. Here's all you need to know about the LYNX December service proposal. Response to riders' question about the service change route on Chuluota. Response to riders' concern about adding too many stops to the FastLink 441- which will take away from it being an express service.
Sep 16	If you've ever been stranded on I-4, a LYNX Road Ranger may have come to your rescue. Response to a question on whether the LYNX Road Rangers is the same group out on 95.
Sep 17	Trivia question for today! This device is being installed on all LYNX buses.
Sep 18	Service Alert: Effective Sept. 18 at 8 p.m. - Sept. 21 at 6 a.m., Amelia Street will be closed due to construction from the east side of Garland Ave. LYNX will host the September 24 Board of Directors and Oversight Committee meetings virtually. Response to riders' comment on not being able to make the board meeting. Nothing like a midday break.
Sep 19	All LYNX buses are equipped with hand sanitizer dispensers to help reduce the spread of germs, so that everyone can be safe.
Sep 20	To learn more about the December Service Proposal, please visit.
Sep 21	Welcome aboard, riders! We're on the road ready to pick you up and take you where you need to go.
Sep 22	Happy first day of #fall. It sure was a scorcher this summer.
Sep 23	Hey, all you cool cats and kittens! Just a friendly reminder to wear a mask when riding LYNX.
Sep 24	The LYNX September 24 Board of Directors and Oversight Committee meetings are being held virtually today. All buses and facilities undergo enhanced cleaning and sanitizing several times per day in addition to regular procedures.
Sep 25	It's Friday and it's also National <u>#OneHitWonderDay!</u>
Sep 26	It's a beautiful day in #Orlando, warm sunshine and clear blue skies.
Sep 27	Please remember that masks are required on all LYNX buses and at our facilities.

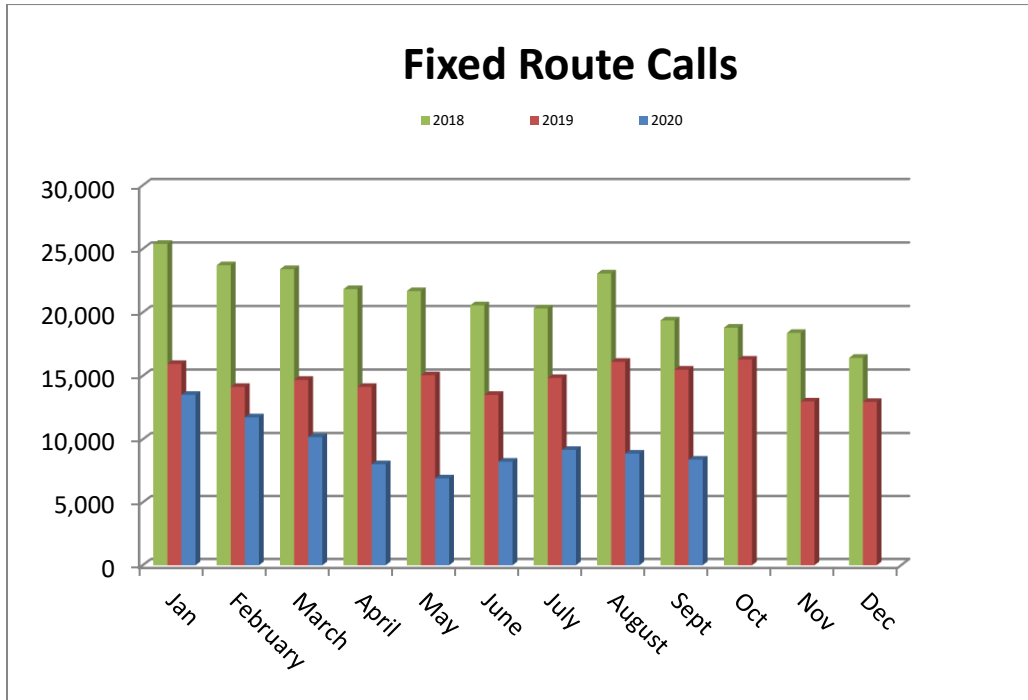
LYNX ard Agenda

Sep 28	Please use staggered seating as much as possible to maintain the recommended physical distance. There are only 2 ☐ days left to fill out the #2020Census! It takes just a couple of minutes.
Sep 29	This morning's post is fueled by #coffee. How do you prefer your coffee, hot or on ice? Happy #NationalCoffeeDay! ☕
Sep 30	True or False? Riders should exit through the rear doors of the bus. Let us know below.

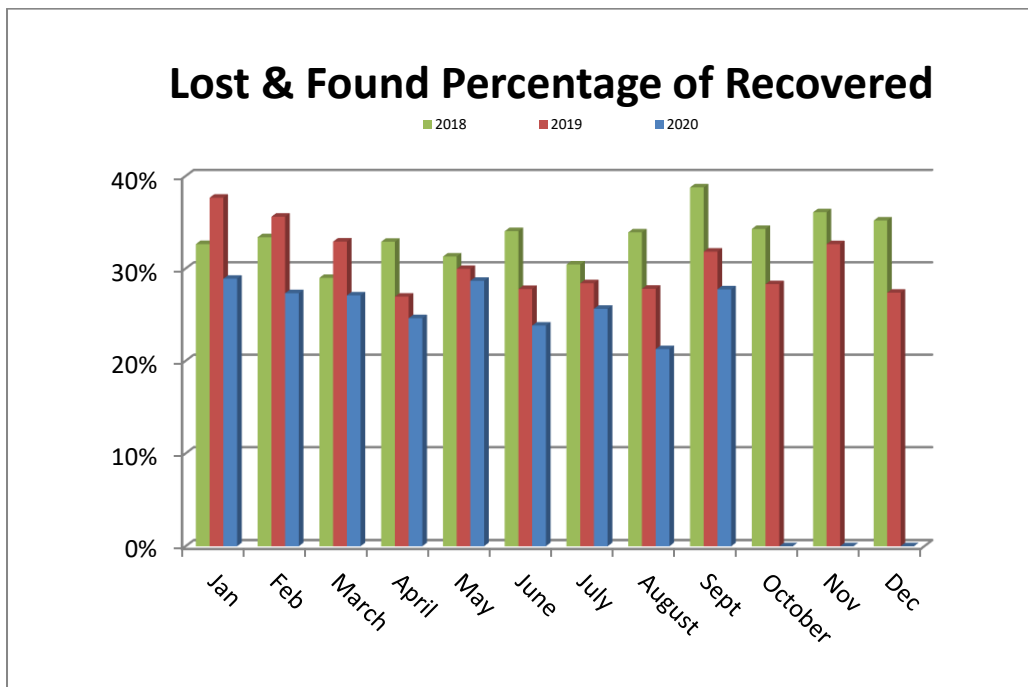
SOCIAL MEDIA USAGE	SEPTEMBER 2020
Facebook Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)	18,908
Facebook Daily Total Impressions: The number of times any content from your Page or about your Page entered a person's screen. This includes posts, stories, check-ins, ads, social information from people who interact with your Page and more. (Total Count)	35,312
Total Facebook Posts	43
Facebook Engagement: The sum of reactions, comments and shares received by content associated with your Pages (for the selected timeframe). Includes comments from the author of the post.	1.6k Engagement: 1.2k Reactions, 230 Comments, 169 Shares
Total Tweets	52
Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.	159 Engagement: 118 Likes, 23 Replies, 18 Retweets
WEBSITE USAGE	
Total Page Views	305,655
Total User Visits	49,139

LYNX Board Agenda

CUSTOMER SERVICE – SEPTEMBER 2020

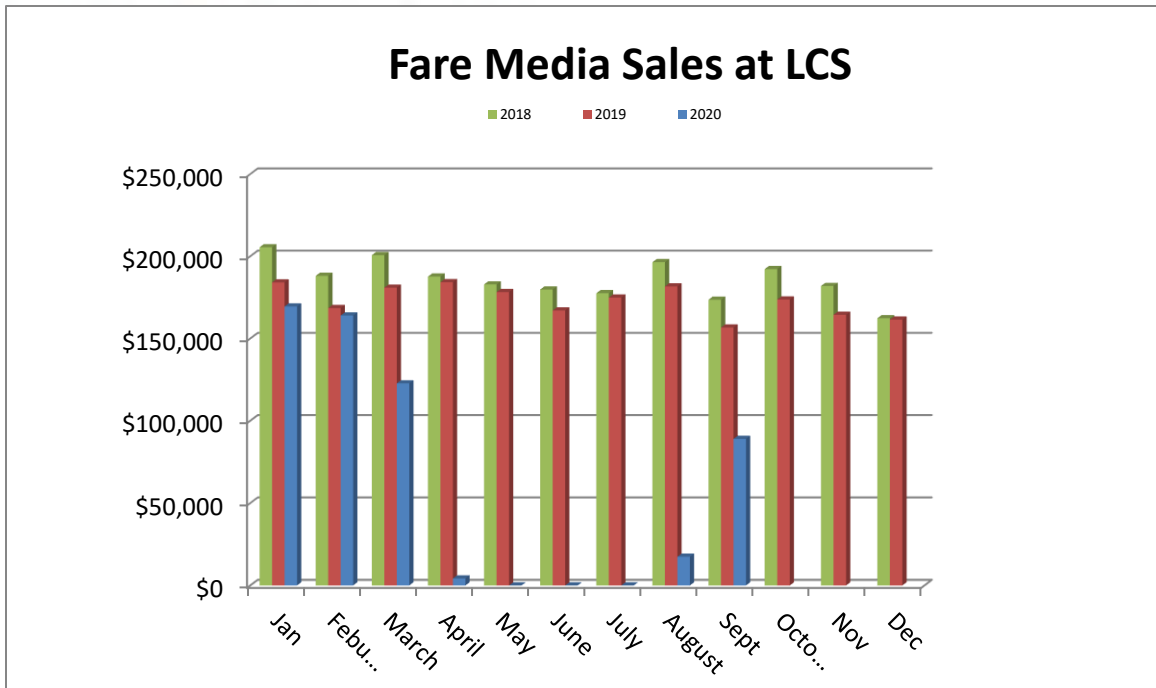


	2018	2019	2020
September	19,363	15,491	8,390

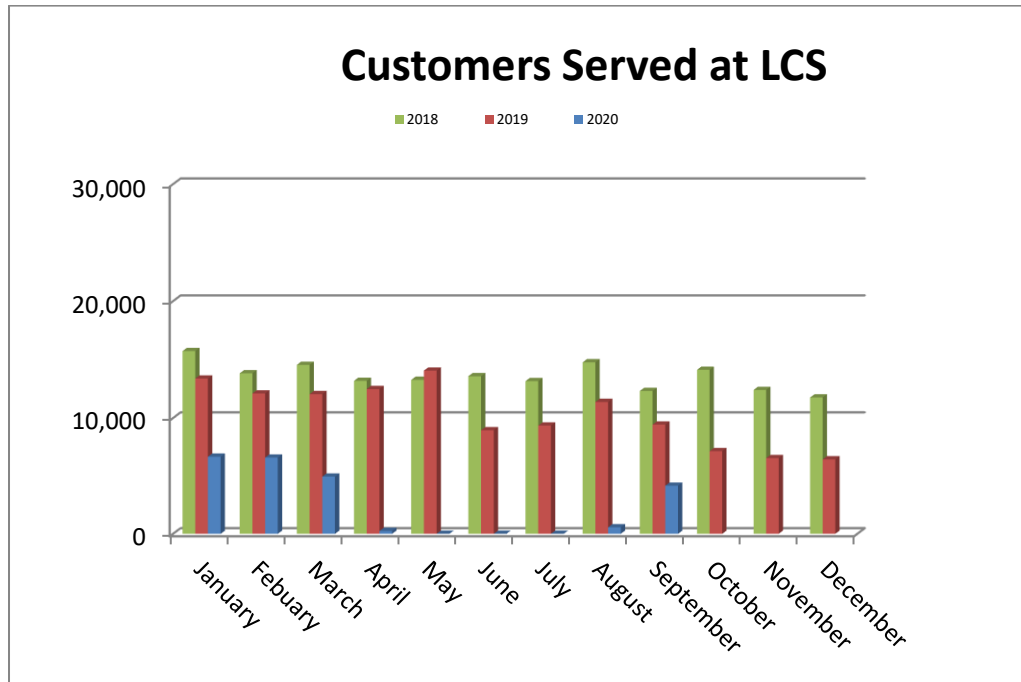


	2018	2019	2020
September	38.78%	31.82%	27.74%

LYNX Board Agenda

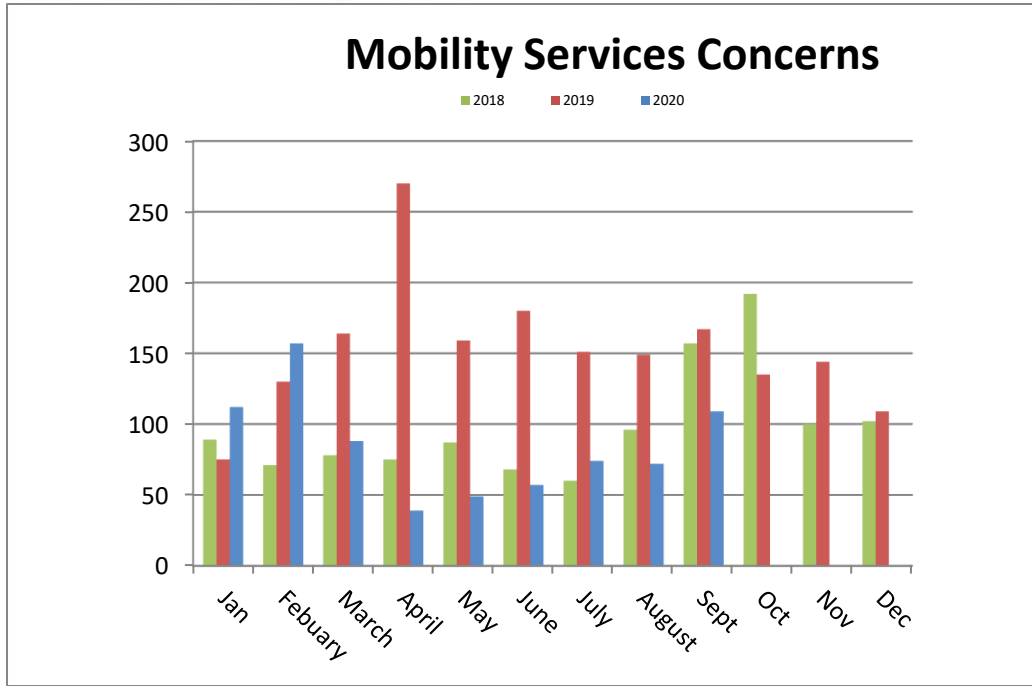


	2018	2019	2020
September	173,564	156,680	88,925.16

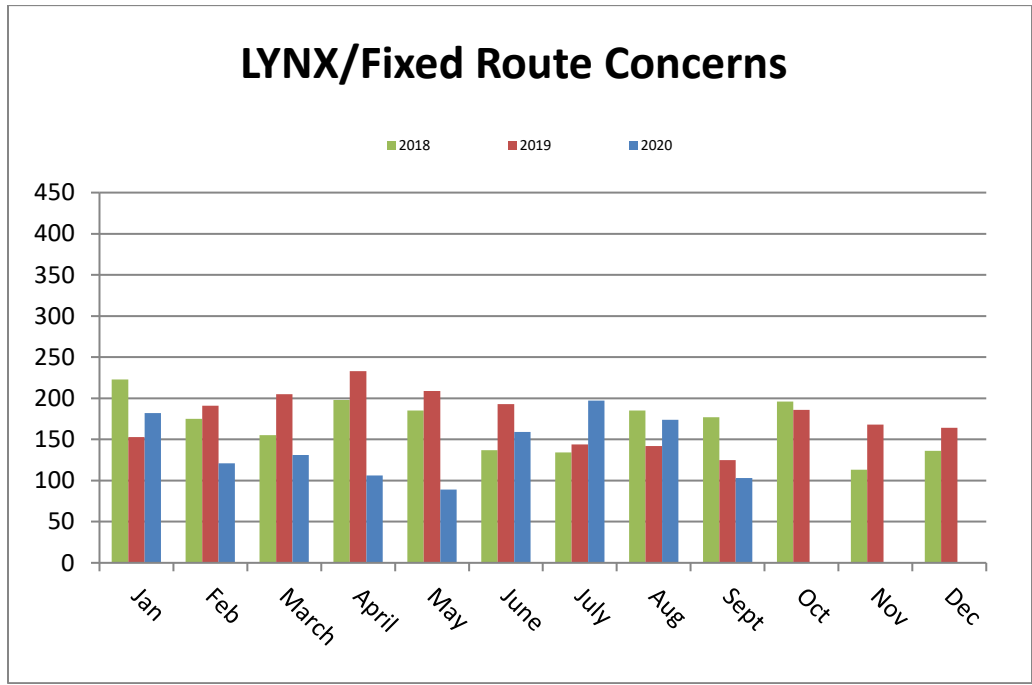


	2018	2019	2020
September	12,320	9,438	4,157

LYNX Board Agenda

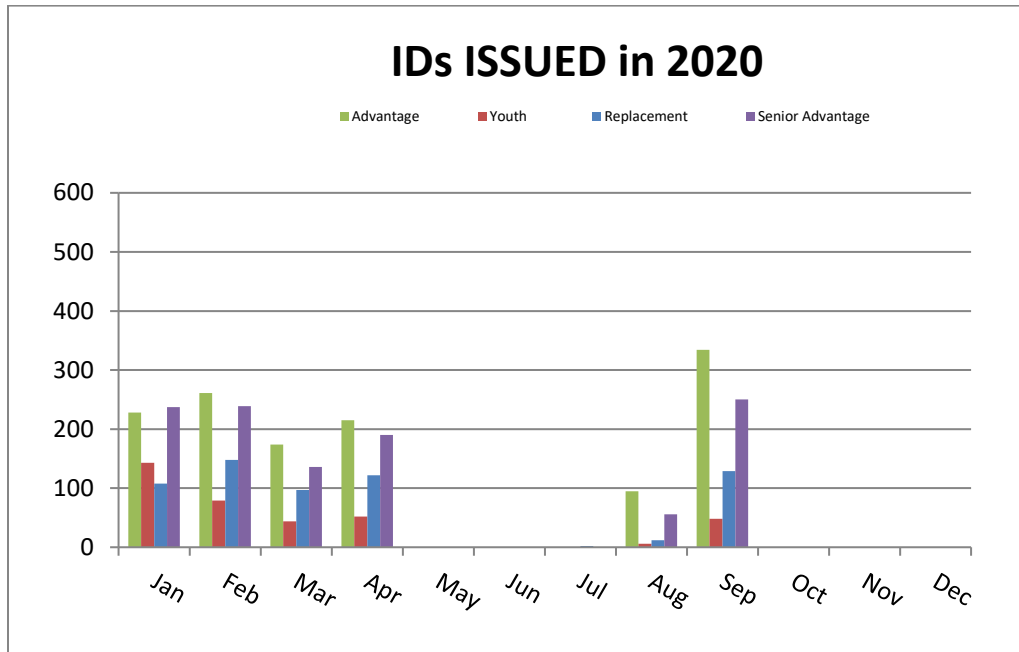


	2018	2019	2020
September	157	167	109

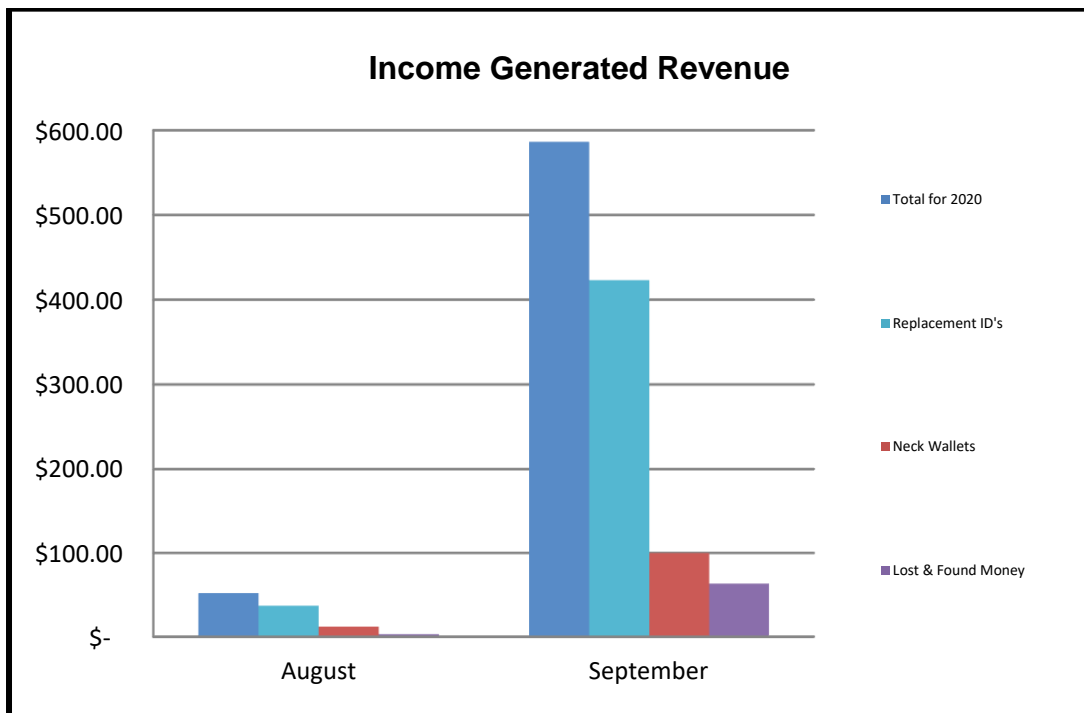


	2018	2019	2020
September	177	125	103

LYNX Board Agenda



	2018	2019	2020
September	725	626	761



	ID Replacements	Lost and Found	Item Sales
August	\$37	\$3	\$12
September	\$423	\$63	\$100

LYNX Board Agenda

COMMUTER VANPOOL PROGRAM

VANPOOL	SEPTEMBER 2020
Vanpool Participants	790*
Total Revenue Miles	280,000*
New Vanpool	3
Returned Vanpools	6
Current Vans at Service	170
Pending Interests	None
Events	None

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

ADVERTISING SALES

ADVERTISING SALES REVENUE	SEPTEMBER	FY20 TOTAL
Sales Revenue	\$492,430.13	\$4,498,757.86

LYNX Board Agenda

Monthly Report B

To: LYNX Board of Directors

From: Norman Hickling
Director Of Mobility Services
Nanette Stephens
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: Mobility Service Reports

Date: 10/22/2020

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

Mobility Management Services

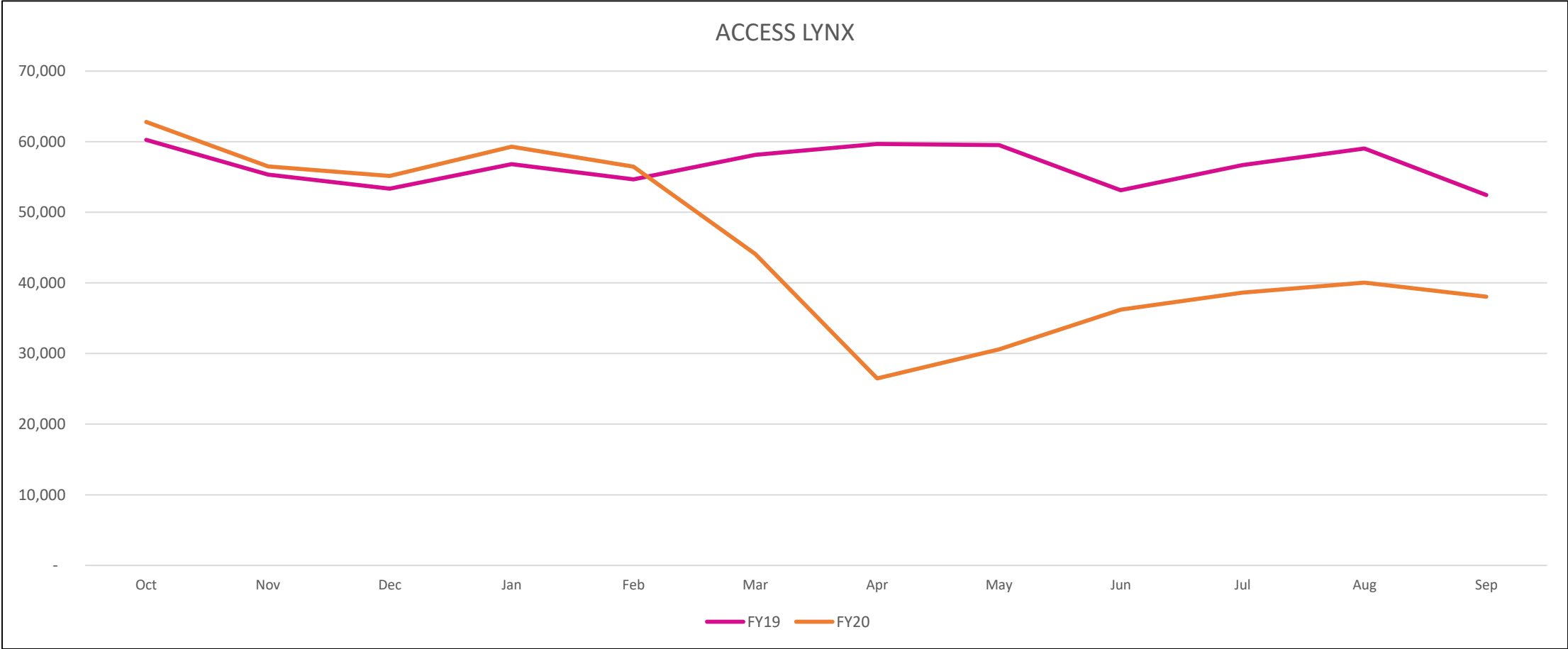
October 22, 2020

TOTAL TRIPS FY 20

Month-to-Month Comparison

Access LYNX Month to Month - September 2020													
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD-20
Orange	39,469	35,578	34,880	37,520	35,420	28,065	17,407	20,256	23,365	25,781	26,510	24,855	349,106
Seminole	12,909	11,188	10,606	11,767	11,258	8,440	4,606	5,360	6,785	7,156	7,834	7,597	105,506
Osceola	10,423	9,747	9,675	10,017	9,805	7,584	4,456	4,974	6,067	5,694	5,713	5,584	89,739
SYSTEM TOTAL	62,801	56,513	55,161	59,304	56,483	44,089	26,469	30,590	36,217	38,631	40,057	38,036	544,351

Total System - Trips



Total Trips by County

Trip Type Analysis

Access LYNX - Total Trips - Orange			
	Sep-19	Sep-20	% Δ
Dialysis	10,184	10,111	-0.7%
Employment	7,604	5,781	-24.0%
Personal/Recreational	6,419	3,897	-39.3%
Medical	4,417	3,390	-23.3%
Shopping	398	598	50.3%
Education/Daycare	4,006	943	-76.5%
Functional Assessment	164	77	-53.0%
COVID-19 Dialysis	0	39	100.0%
COVID-19 Testing	0	19	100.0%
SYSTEM TOTAL	33,192	24,855	-25.1%

Total Trips by County

Trip Type Analysis

Access LYNX - Total Trips - Seminole			
	Sep-19	Sep-20	% Δ
Dialysis	2,426	2,601	7.2%
Employment	3,596	2,181	-39.3%
Personal/Recreational	1,943	1,311	-32.5%
Medical	1,351	991	-26.6%
Shopping	85	163	91.8%
Education/Daycare	993	336	-66.2%
Functional Assessment	62	12	-80.6%
COVID-19 Dialysis	0	0	-
COVID-19 Testing	0	2	100.0%
SYSTEM TOTAL	10,456	7,597	-27.3%

Total Trips by County

Trip Type Analysis

Access LYNX - Total Trips - Osceola			
	Sep-19	Sep-20	% Δ
Dialysis	2,501	2,454	-1.9%
Employment	2,992	1,307	-56.3%
Personal/Recreational	1,487	760	-48.9%
Medical	1,156	722	-37.5%
Shopping	87	156	79.3%
Education/Daycare	535	155	-71.0%
Functional Assessment	43	25	-41.9%
COVID-19 Dialysis	0	2	100.0%
COVID-19 Testing	0	3	100.0%
SYSTEM TOTAL	8,801	5,584	-36.6%

Trips by Funding Source

Year to Year Comparison

Access LYNX - Total Trips by Funding Source			
	Sep-19	Sep-20	% Δ
ADA	36,157	22,670	-37.3%
TD	15,812	15,139	-4.3%
FA/TTD	271	114	-57.9%
OCHS	88	48	-45.5%
COVID-19	0	65	100.0%
FEMA	121	0	-100.0%
SYSTEM TOTAL	52,449	38,036	-27.5%

Month-to-Month Comparison

Access LYNX - Total Trips by Funding Source			
	Aug-20	Sep-20	% Δ
ADA	24,368	22,670	-7.0%
TD	15,456	15,139	-2.1%
FA/TTD	107	114	6.5%
OCHS	48	48	0.0%
COVID-19	78	65	-16.7%
SYSTEM TOTAL	40,057	38,036	-5.0%

Trips Performed

Provider Analysis

Year to Year Comparison

Access LYNX - Total Trips by Provider			
	Sep-19	Sep-20	% Δ
MV/Star	37,080	37,058	-0.1%
Mears	7,960	978	-87.7%
OWL	6,747	0	-100.0%
UZURV	662	0	-100.0%
SYSTEM TOTAL	52,449	38,036	-27.5%

Month-to-Month Comparison

Access LYNX - Total Trips by Provider			
	Aug-20	Sep-20	% Δ
MV/Star	37,691	37,058	-1.7%
Mears	2,366	978	-58.7%
SYSTEM TOTAL	40,057	38,036	-5.0%

Clients Served

Year to Year Comparison

Access LYNX - Clients Served			
	Sep-19	Sep-20	% Δ
Clients Served	4,277	2,937	-31.3%
SYSTEM TOTAL	4,277	2,937	-31.3%

Month-to-Month Comparison

Access LYNX - Clients Served			
	Aug-20	Sep-20	% Δ
Clients Served	2,825	2,937	4.0%
SYSTEM TOTAL	2,825	2,937	4.0%

Call Center Performance

Speed of Answer

Access LYNX - Call Center			
	Sep-19	Sep-20	% Δ
Average Speed of Answer	5m 34s	1m 14s	178.4%
Average Talk Time	2m 21s	3m 14s	26.2%
Abandoned Calls	17,660	2,593	-85.3%
Handled Calls	52,176	40,446	-22.5%
Percent Calls Handled	75%	94%	22.8%
Total Calls	69,836	43,039	-38.4%

Eligibility Processing Status

Access LYNX - Eligibility Applications												
Program	October	November	December	January	February	March	April	May	June	July	August	September
ADA - New	241	232	388	247	222	301	179	68	89	63	67	158
TD - New	71	67	74	95	92	90	60	49	52	78	55	98
Sub - Total	312	299	462	342	314	391	239	117	141	141	122	256
ADA- Recert	323	279	428	317	296	327	217	151	193	157	114	308
TD-Recert	69	49	68	73	71	52	55	43	45	51	31	81
Sub- Total	392	328	496	390	367	379	272	194	238	208	145	389
TOTAL New and Recert:	704	627	958	732	681	770	511	311	379	349	267	645
Other	101	17	90	8	70	49	29	12	10	41	46	77
Total Denied	143	132	140	61	73	121	73	22	31	55	17	43
SYSTEM TOTAL	847	759	1,098	793	754	891	584	333	410	404	284	688

Eligible Paratransit Clients

Total Eligible Clients - by Month												
	October	November	December	January	February	March	April	May	June	July	August	September
AM	8610	8461	8294	8401	8335	8328	8397	8231	8014	7931	7697	7524
WC	5996	5964	5850	5940	5825	5734	5779	5638	5455	5521	5284	5144
Both	11	10	10	11	11	11	12	12	12	10	10	9
SYSTEM TOTAL	14,617	14,435	14,154	14,352	14,171	14,073	14,188	13,881	13,481	13,462	12,991	12,677

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

From: Leonard Antmann
Director Of Finance
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Monthly Financial Report - August 2020

Date: 10/22/2020

Please find attached the preliminary monthly financial report for the eleventh month ending August 31, 2020.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 ORGANIZATION WIDE
 STATEMENTS OF REVENUES AND EXPENSES
 For the Eleven Months Ending August 31, 2020
 (UNAUDITED)

	Current YTD Budget	YTD Actual	% Actual compared to Budget
REVENUES			
Customer fares	\$ 22,046,147	\$ 11,139,739	51%
Contract services	6,498,951	6,448,171	99%
Advertising	4,189,164	3,132,034	75%
Interest & Other income	1,290,168	829,666	64%
Federal Revenue	17,391,367	7,871,268	45%
CARES Federal Revenue	0	51,739,000	0%
State Revenue	12,252,065	12,275,032	100%
Local Revenue	7,987,248	7,667,782	96%
Local Revenue Funding Partner	65,470,263	65,470,280	100%
TOTAL REVENUE	<u>\$ 137,125,373</u>	<u>\$ 166,572,972</u>	<u>121%</u>
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 74,879,909	\$ 73,959,955	99%
Other services	9,795,088	6,401,532	65%
Fuel	10,964,013	9,147,257	83%
Materials and supplies	7,118,778	7,080,930	99%
Utilities	1,443,019	1,152,974	80%
Casualty & Liability	2,506,696	2,549,580	102%
Taxes and licenses	546,304	488,601	89%
Purchased transportation services	28,018,346	24,184,807	86%
Leases & Miscellaneous	1,450,492	963,907	66%
Interest Expense	31,856	30,451	96%
TOTAL EXPENSE	<u>\$ 136,754,500</u>	<u>\$ 125,959,995</u>	<u>92%</u>
OPERATING GAIN/(LOSS)	<u>\$ 370,873</u>	<u>\$ 40,612,977</u>	<u>10951%</u>

LYNX Board Agenda

Monthly Report D

To: LYNX Board of Directors

From: Tomika Monterville
Director Of Plan And Development
Bruce Detweiler
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Planning & Development Report – October 2020

Date: 10/22/2020

STRATEGIC PLANNING, SERVICE PLANNING AND GIS:

Service Planning - Service Planning staff is continuing work associated with the proposed December 13, 2020 service change. Public hearings for the service change were conducted on October 14 and 15. In response to the COVID-19 pandemic, LYNX conducted two (2) public hearings, one at LYNX Central Station that was part virtual, and one all virtual meeting. Additionally, staff is continuing its assessment of bus traffic movement in the SunRail stations to identify potential unsafe conditions that would warrant improvements. Service Planning also participated in the Florida Public Transit Association (FPTA) virtual conference as both an attendee and panelist.

Geographical Information Systems (GIS) – The GIS team continues ongoing work on redevelopment of LYNX’s GIS home site, ahead of proposed December 13, 2020 Service change. These updates will centralize the location for GIS maps and data products, and as well future publishing of General Transit Feeds Specification (GTFS) files. The efforts are a result of process evaluations sought to better support departmental needs, streamline application-data updates, and leverage current technologies via existing support agreements. Staff continues ongoing work processing GIS requests, asset management, and mission critical data maintenance and updates.

Strategic Planning - Staff continues to work with their counterparts in Osceola and Seminole counties to develop and refine recommendations for their respective future, long-range transit plans. These meetings were held in coordination with MetroPlan Orlando to support their efforts related to the 2045 Metropolitan Transportation Plan (MTP). To prepare for task work in the new fiscal year, Staff have been developing scopes of work and supporting documentation to coordinate with the Grants Division, to ensure funding is properly programmed. Staff also participated in both the FPTA virtual conference and the Rail-Volution virtual conference this month. Lastly, the Manager of Strategic Planning completed the Eno Center for Transportation’s “Transportation Mid-Manager Program.”

LYNX Board Agenda

Monthly Report E

To: LYNX Board of Directors

From: Tomika Monterville
Director Of Plan And Development
Bruce Detweiler
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Ridership Report

Date: 10/22/2020

The attached monthly Performance Report includes June Year-To-Date figures for ridership and other performance indicators. Total ridership for August 2020 was 16,444,026. This is a 26.8% decrease from August 2019. On-Time Performance for Fiscal Year-To-Date 2020 is 76.1%.

- LYNX overall ridership decreased by 770K, or 37.8%, compared to August 2019. Year-to-date ridership for FY-20 (16,444,026) decreased 26.8% compared to FY-19 (22,461,217)
- LYMMO ridership decreased by 34K, or 43.7%, compared to August 2019. Year-to-date ridership for FY-20 (532,118) decreased 44.2% compared to FY-19 (953,608).
- Fixed Route ridership decreased by 664K, or 36.2%, compared to August 2019. Year-to-date ridership for FY-20 (15,241,194) decreased by 24.8% compared to FY-19 (20,259,838).
- NeighborLink ridership decreased by 5K or 41.8% compared to August 2019. Year-to-date ridership for FY-20 (90,234) decreased 31.3% compared to FY-19 (131,301).
- ACCESS LYNX ridership decreased by 24K, or 37.8%, compared to August 2019. Year-to-date ridership for FY-20 (553,265) decreased by 20.0% compared to FY-19 (691,489).
- Vanpool ridership will be available next reporting period.
- There were no special events in August 2020. Year-to-date ridership for FY-20 (27,215) increased by 5.1% compared to FY-19 (25,894).



August 2020 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Aug-19	Aug-20	% Δ	YTD-19	YTD-20	% Δ
LYMMO	78,438	44,151	-43.7%	953,608	532,118	-44.2%
Fixed Route	1,836,051	1,171,352	-36.2%	20,259,838	15,241,194	-24.8%
NeighborLink	12,045	7,005	-41.8%	131,301	90,234	-31.3%
ACCESS LYNX	65,645	40,851	-37.8%	691,489	553,265	-20.0%
Vanpool	40,390	N/A	N/A	399,087	N/A	N/A
Special Events	0	0	0.0%	25,894	27,215	5.1%
SYSTEM TOTAL	2,032,569	1,263,359	-37.8%	22,461,217	16,444,026	-26.8%

August 2019:	22 Weekdays	5 Saturdays	4 Sundays
August 2020:	21 Weekdays	5 Saturdays	5 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Aug-19	Aug-20	% Δ	Aug-19	Aug-20	% Δ	Aug-19	Aug-20	% Δ
LYMMO	2,970	1,685	-43.3%	1,432	912	-36.3%	1,485	840	-43.4%
Fixed Route	67,248	42,705	-36.5%	45,681	33,616	-26.4%	32,049	21,292	-33.6%
NeighborLink	479	275	-42.6%	301	191	-36.5%	-	-	-
ACCESS LYNX	2,516	1,654	-34.3%	1,091	820	-24.8%	1,212	405	-66.6%
Vanpool	1,508	N/A	N/A	332	N/A	N/A	273	N/A	N/A
SYSTEM TOTAL	74,721	46,319	-38.0%						

LYNX ridership decreased by 770K, or 37.8%, compared to August 2019. System-wide average weekday riders decreased by 38.0% year-to-date.

LYMMO ridership decreased by about 34K, or 43.7%, compared to August 2019. Average weekday ridership for LYMMO was down 43.3% in August 2020. Ridership decrease is attributed to the closure of the Orlando Union Rescue Mission, 410 W Central Blvd., and to the COVID-19 pandemic.

Fixed Route ridership decreased by 664K, or 36.2%, compared to August 2019. Average daily ridership decreased by 36.5% compared to the same time period last year. LYNX ceased operation of Links 416 & 427 due to Polk County ending the contracted service with LYNX on September 30, 2019. The COVID-19 pandemic is also responsible for decreases in ridership.

NeighborLink ridership decreased by about 5K, or 41.8%, compared to August 2019. This is primarily due to LYNX ceasing operation of NeighborLink 603 due to Polk County ending the contracted service with LYNX on September 30, 2019, and to the COVID-19 pandemic.

ACCESS LYNX ridership decreased by 24K, or 37.8% when compared to August 2019. COVID-19 is responsible for a decrease in ridership.

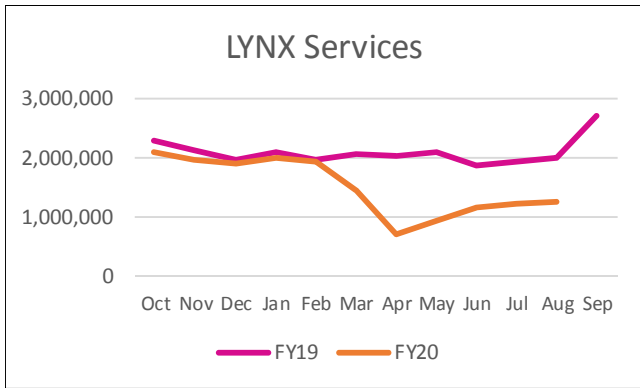
Vanpool ridership will be available on the next report.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$2.77/gallon in August 2019 and \$2.26/gallon in August 2020. Historically, low gas prices can result in lower public transit ridership.

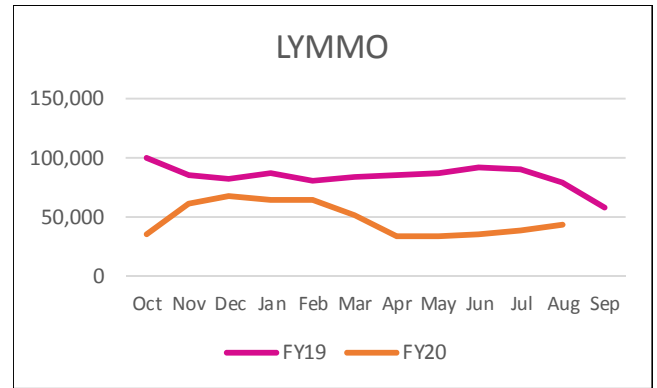


August 2020 Service Performance Report

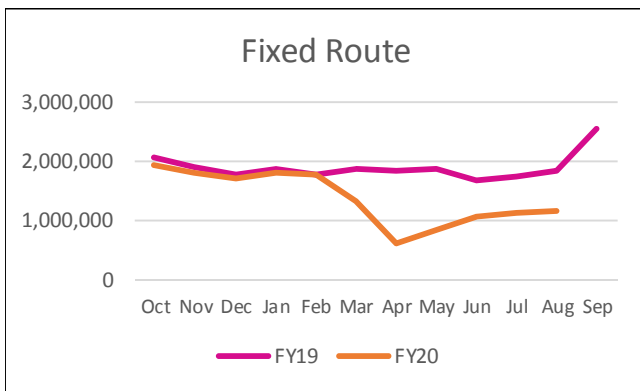
MONTHLY RIDERSHIP TRENDS BY MODE



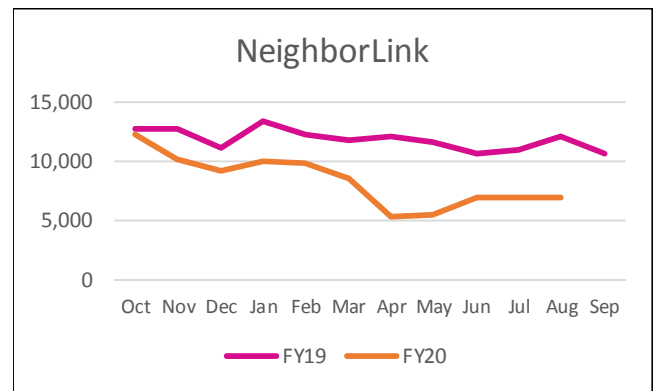
LYNX ridership decreased by 37.8% compared to the same time last year. Average weekday riders decreased by 38.0%.



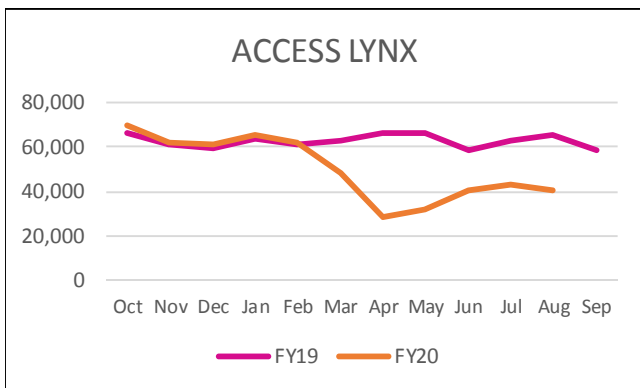
LYMMO ridership decreased by 43.7% compared to the same time last year. Average weekday riders decreased by 43.3%.



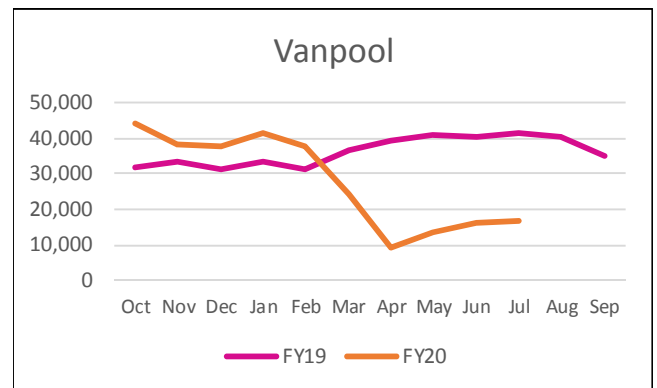
Fixed route ridership decreased 36.2% compared to August 2019. Average weekday riders decreased by 36.5%.



NeighborLink ridership decreased 41.8% compared to August 2019. Average daily riders decreased by 42.6%.



ACCESS LYNX saw a 37.8% decrease over last year. Average daily riders decreased by 34.3%.



Vanpool ridership will be available on the next report.



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FY20 Monthly Modal Performance Data Sheet - August 2020

Month End Reporting	Ridership	Passengers per Trip	On-Time Performance	Farebox Recovery	National Transit Database	Reportable Accidents	Complaints per 100,000 Miles	Total Trips Scheduled	Percentage of Scheduled Trips	Fleet Availability	Preventative Maintenance Hours	Completed on Time
LYMMO												
Oct	34,943	4	88%	Not Applicable	0	0.10	9,489	99%	16	100%		
Nov	62,195	7	84%		0	0.08	8,790	99%	16	95%		
Dec	68,300	8	85%		0	0.11	9,131	99%	16	74%		
Jan	63,936	7	86%		1	0.11	9,131	99%	16	90%		
Feb	64,331	8	90%		1	0.08	8,618	99%	16	81%		
Mar	51,659	6	88%		0	0.14	9,310	95%	16	98%		
Apr	33,374	4	82%		0	0.28	9,138	100%	16	100%		
May	33,983	4	79%		0	0.25	8,962	97%	16	100%		
Jun	35,867	4	84%		0	0.22	9,138	95%	16	86%		
Jul	39,379	4	85%		0	0.07	9,479	98%	16	100%		
Aug	44,151	5	89%		2	0.10	9,141	100%	16	92%		
Sep												
YTD	532,118	5	85.3%		4	0.14	100,327	98%	16	92%		
Fixed Route												
Oct	1,946,029	21	73%	21%	6	0.10	92,512	99%	283	100%		
Nov	1,797,955	21	71%	22%	10	0.08	86,940	99%	286	95%		
Dec	1,726,627	20	72%	17%	6	0.11	89,200	99%	286	74%		
Jan	1,819,620	21	75%	18%	9	0.11	88,212	99%	275	90%		
Feb	1,774,227	21	74%	24%	3	0.08	84,356	99%	279	81%		
Mar	1,337,777	15	76%	13%	4	0.14	89,824	98%	273	98%		
Apr	627,391	7	77%	0.3%	0	0.28	88,200	99%	280	100%		
May	850,593	10	80%	0.4%	5	0.25	84,976	97%	284	100%		
Jun	1,052,815	12	80%	0.4%	2	0.22	88,200	97%	282	86%		
Jul	1,136,808	12	80%	-1%	4	0.07	95,294	98%	281	100%		
Aug	1,171,352	13	80%	0%	6	0.10	89,195	99%	279	92%		
Sep												
YTD	15,241,194	16	76.1%	10%	55	0.14	976,909	98%	281	92%		



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FY20 Monthly Modal Performance Data Sheet - August 2020

Month End Reporting	Ridership	On-Time Performance	Collected Fares	NTD Reportable Incident	Complaints per 100,000 M	Fleet Availability	Preventable Maintenance	Completed On-Time
NeighborLink								
Oct	12,176	100%	100%	0	19.4	83%		99%
Nov	10,104	100%	100%	0	12.7	78%		99%
Dec	9,130	100%	100%	0	4.9	85%		99%
Jan	10,007	100%	100%	0	9.4	80%		100%
Feb	9,872	100%	100%	0	3.2	75%		100%
Mar	8,602	100%	100%	0	0.0	81%		100%
Apr	5,270	100%	N/A	0	3.9	77%		100%
May	5,538	100%	N/A	0	2.0	71%		100%
Jun	7,000	100%	N/A	0	9.4	70%		100%
Jul	6,940	100%	N/A	0	1.8	78%		100%
Aug	7,005	100%	N/A	0	23.0	87%		100%
Sep								
YTD	91,644	100%	100%	0	8.2	79%		100%
ACCESS LYNX								
Oct	69,416	92.01%	99.85%	1	2.4	94%		99%
Nov	61,037	90.40%	99.91%	2	3.4	93%		99%
Dec	60,883	90.47%	99.73%	0	2.8	92%		99%
Jan	65,166	90.11%	99.59%	1	3.1	93%		100%
Feb	62,052	88.42%	99.68%	0	2.8	94%		100%
Mar	48,247	93.16%	99.55%	1	2.9	91%		100%
Apr	28,573	96.98%	N/A	0	1.5	91%		100%
May	32,274	95.19%	N/A	0	1.5	92%		100%
Jun	40,494	94.47%	N/A	0	1.4	90%		100%
Jul	42,991	94.53%	N/A	0	2.4	92%		99%
Aug	40,851	93.05%	N/A	1	2.8	91%		100%
Sep								
YTD	551,984	92.62%	99.72%	6	2.5	92%		100%



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Definitions of Metrics Used on the Monthly Performance Data Sheets

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

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

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

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

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

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

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

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

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

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

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

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