

LYNX Board Agenda

Meeting Date: 12/6/2018
Meeting Time: 1:00 PM

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

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

1. Call to Order

2. Approval of Minutes

-  Board of Directors Meeting Minutes 07/26/18

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3. Recognition

- CAFR Award Presentation
- 20 Years of Service Awards
- 25 Years of Service Awards
- 35 Years of Service Awards

4. 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.

5. Chief Executive Officer's Report

6. Oversight Committee Report

7. Consent Agenda

A. Request for Proposal (RFP)

- Authorization to Release a Request for Proposal (RFP) for Vanpool Support for Three (3) Years with the Option to Extend Two (2) One (1) Year Periods.



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- Authorization to Release a Request for Proposal (RFP) for Board Agenda Management Program.



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B. Award Contracts

- Authorization to Award a Contract for Background Screening Services to Employers Choice On Line for an Amount Not to Exceed \$150,000 for a Period of Three (3) Years, with the Option to Extend for Two (2) One (1) Year Periods.



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- Authorization to Award Contracts for Executive Search and Recruitment Services with Multiple Consultants for a Not to Exceed Amount of \$150,000 for a Term of Three (3) Years with the Option to Extend for Two (2) One (1) Year Periods.



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- Authorization to Award a Contract for the Installation, Repair and Removal of LYNX Transit Shelters and Associated Amenities to Barracuda Building Corporation for a Total of Two (2) Years for a Not-to-Exceed Amount of \$1,440,000.



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- Authorization to Award a Contract for Digital Camera Purchase, Installation, Repairs, Maintenance and Related Services with GC&E Systems Group, for a Period of Three (3) Years and the Option to Extend for Two (2) One (1) Year Periods.



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- Authorization to Award a Contract for Insurance Brokerage Services with Arthur J. Gallagher Risk Management Services, Inc., for a Period of Three (3) Years for a Not to Exceed Amount of \$120,000.



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- Authorization to Award a Contract for Fresh Food, Traditional Vending and Related Services with Compass Group USA, Inc. at No Cost to LYNX, for a Period of Three (3) Years with the Option to Extend for Two (2) One (1) Year Periods.















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C. Miscellaneous










- i.  Authorization to Waive Collective Bargaining and Approve Amendment to Eliminate Interest on the Return of Participant Contributions in the Amalgamated Transit Union (ATU) Local 1596 Pension Plan. Pg 31
-Attachments 
- ii.  Authorization to Execute a Renewal of Casualty Insurance Program for FY2018/2019. Pg 36
- iii.  Authorization to Amend the Purchase Order with New Flyer for the Purchase of Ten (10) CNG (Compressed Natural Gas) Sixty-Foot (60') Articulated Buses with a Not-to-Exceed Amount of \$8,700,000. Pg 38
- iv.  Authorization to Ratify the Contracts with Papco for Unleaded Gasoline and Mansfield Oil Company and TAC Energy for Diesel Fuel for a Period of One (1) Year. Pg 40
- v.  Authorization to Order Two (2) Fifteen (15) Passenger Vans in an Amount Not to Exceed \$80,000 for 5310 Sub-Recipient Awards. Pg 43
- vi.  Adoption of Resolution #18-007 to Reappoint Donna Tefertiller to the Board of Trustees for the Amalgamated Transit Union (ATU) Local 1596 Pension Plan (Defined Benefit Plan). Pg 45
-Attachments 
- vii.  Authorization to Increase Contract #15-C12 for Cherry Bekaert, LLP by \$7,500 for One Year to Comply with the Federal Transit Administration's NTD Reporting Requirements. Pg 48
- viii.  Authorization to Auction Surplus Capital Items. Pg 50
- ix.  Authorization to Sign Documents Relating to the Transfer of Obligations of 400 North Orange, LLC. Pg 54
- x.  Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of \$1,841,408 for Automatic Passenger Counters and ACCESS LYNX Cameras. Pg 56
- xi.  Authorization to Execute a Task Order with Kimley-Horn and Associates, Inc. for Construction Engineering Inspection (CEI) Services to Support our LYNX Operations Center (LOC) Expansion Project Parking Lot and Administrative Modular Structure for a Not to Exceed Amount of \$227,000. Pg 58
- xii.  Authorization to Negotiate and Issue Purchase Orders and Task Orders in a Cost Not to Exceed \$450,000.00 to WSP, Inc. for the Continued Design and Engineering of the Florida Mall and Rosemont Transfer Centers. Pg 60
- xiii.  Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of \$3,100,000. Pg 62
-Attachments 
- xiv.  Approval of the LYNX Board of Directors Meeting Dates for 2019. Pg 67

8. Action Agenda

- A.  Authorization to Release a Request for Proposal (RFP) for Legal Services. Pg 69
-Attachments 
- B.  Authorization to Release a Request for Proposal (RFP) for State and Local Lobbying Services. Pg 71
- C.  Authorization to Implement the January 27, 2019 Proposed Service Changes. Pg 73
- D.  Authorization to Initiate Public Outreach Process for Fiscal Year 2019 Proposed Service Changes. Pg 76
- E.  Authorization to Extend the General Planning Consultant Services Contract #14-C18 with HDR Engineering, Inc. to Complete the Route Optimization Study and Implementation. Pg 78
- F.  Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services - Geographic Information Systems (GIS). Pg 80

G.	 Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services - Organizational Efficiency / Business Process Analysis	Pg 82
H.	 Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services - Transportation and Financial Planning.	Pg 84
I.	 Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services - Technical Studies	Pg 86
J.	 Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services - Safety and Security Planning.	Pg 88
K.	 Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services - Urban Design	Pg 90

9. Information Items

A.	 Mobility Management Update.	Pg 92
	-Attachments 	
B.	 Notification of Settlement Agreement Pursuant to Administrative Rule 6.	Pg 111
C.	 September 2018 Board of Director's Agenda Memo.	Pg 113
	-Attachments 	
D.	 Summary of First-Time Fuel Audit by the State of Florida Department of Revenue.	Pg 122
	-Attachments 	
E.	 Update on the Installation of Digital Signage in the LYNX Central Station Bus Bays and the Operator's Lounges.	Pg 124
F.	 Update on the Results of the Computer Aided Dispatch and Automatic Vehicle Location Conversion Pilot.	Pg 126

10. Monthly Reports

A.	 Marketing Communications Report: September 2018-October 2018	Pg 127
B.	 Planning and Development Report - November 2018	Pg 143
C.	 Ridership Report - September and October 2018	Pg 145
	-Attachments 	

11. Other Business

A.	 Update on LYNX FY2019 Reserve Analysis	Pg 151
	-Attachments 	

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

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

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

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

DATE: **July 26, 2018**

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

Members in Attendance:

Lee Constantine, Chair, Seminole County
Buddy Dyer, Mayor, City of Orlando,
Teresa Jacobs, Mayor, Orange County
Viviana Janer, Commissioner, Osceola County BoCC
Mike Shannon, Secretary, 5th District, Florida Department of Transportation

1. Call to Order

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

- 2. Approval of Meeting Minutes:** Chair Constantine asked the Board if there was any discussion about the March 22, 2018 meeting minutes. A motion was made by Commissioner Janer and seconded by Mayor Dyer. The minutes were unanimously approved as presented.

Chair Constantine advised the Board members that the order of the agenda for this meeting had been modified due to conflict of board member's schedule.

3. Work Session (#9 on Agenda)

A. Discussion on Legal Services Request for Proposal Evaluation

Mr. Johnson stated that the board had made a recommendation to reconvene the SEC and bring a 3rd party legal team to assist in discussing how we move forward with legal services for LYNX.

Ty Jackson, from the legal team of Gray Robinson's Tallahassee office was contacted. Mr. Jackson met with SEC members back in April and is here to provide an update as well as give a recommendation on how LYNX should move forward with its Legal Services.

The Options were:

1. Continue to contract legal services as they have been in the past 25 years
2. Go completely in house, bring in a full team to handle every legal issue, or
3. A combination of both: some in house and some contracted out with a legal counsel.

The recommendation was to hire an in-house legal counsel to handle day to day legal services and to continue to contract with outside legal counsel such as Akerman Senterfeit, and Baker & Hostetler for the other items such as bond counsel, union issues, and worker's compensation for cases when LYNX has a litigation matter that is going to go to trial.

That LYNX Re-issue an RFP for legal services (outside of an in-house general counsel and that the description and reporting structure come before the board for the recruitment of the in house general counsel) and to bring it back to the board under a work session to review the different policies that may be adopted.

Gray Robinson will work with LYNX to craft the scope of work for the next solicitation that will go out to get the contract for those kinds of services, that LYNX will still need to contract for and extend the current legal service contract for one year to allow us time to advertise the position, recruit someone, get them in, get the transfer to take place and go forward with the solicitation and the in house person.

Mayor Dyer stated that since LYNX currently does not have an in-house general counsel, administrative rules will need to be drafted and adopted and a determination will be made if they will report to the board or to the CEO.

Mayor Jacobs suggested bringing this back to the board as a work session, to review different policies that might be adopted, in addition to the organizational chart. She stated that in many organizations of our nature, the relationship of legal counsel to the board is fairly sacrosanct although their county attorney has a responsibility to the board, he also has a responsibility to the organization. It should also be clear to this board that the board has the authority to make that decision and what authority they have when it comes to re-appointment. Any person applying for this job, should also be able to understand the reporting structure and the expectations.

Commissioner Janer is in favor of the motion if the description along with the reporting structure comes back to the board before the recruitment is put out. She said she would not like to misrepresent before someone applies.

Mayor Dyer stated he moved to include this in the motion. Mayor Jacobs seconded. The motion passed unanimously.

Chair Constantine stated that the motion was rather lengthy but the board was understanding and were in accord. The motion was to:

1. Cancel the RFP currently active for Legal Services;

2. Extend the two existing contracts with Akerman Senterfeit and Baker & Hostetler for an additional year;
3. Authorized to re-issue an RFP for legal services (outside of an in-house general counsel and that the description and reporting structure come before the board for the recruitment of the in house general counsel). A recommendation was made to bring this back to the board under a work session to review different policies that may be adopted.

B. FY2019 Preliminary Operating and Capital Budgets

Bert Francis stated that Finance and Audit Committee as well as the Oversight Committee have reviewed and approved it. It was recommended to take to the Board for final approval. Mr. Francis said they will bring the final version to the Board in September.

The operating budget is shy of \$136 million and the Capital budget just a little over \$101 million. We will ask for your approval so we can move this process forward.

A Motion to approve was made and passed unanimously.

4. CONSENT AGENDA: (#7 on Agenda)

Chair Constantine explained that the agenda schedule had been modified for the purpose of the commission and their schedules.

Consent Agenda Item A.ii on the Consent Agenda Authorization to Release a Request for Proposal (RFP) to Procure Information Bike and Scooter Share at Major Transfer Points Along LYNX' Transit Alignments has been postponed for a later date and removed from this consent agenda.

Mr. Johnson stated there were some changes on Consent Agenda Items A.iii and 7.D.iv

Consent Agenda Item A.iii Authorization to Release a Request for Proposal (RFP) to Procure Consultant Services for Autonomous Vehicles for the BRT/LYMMO Routes for a not to Exceed Amount of \$1,000,000 (One Million) Dollars for a Contract Period of Two (2) Years. Mr. Johnson stated that the correct amount should read as \$300,000 (not one million).

Consent Agenda Item D.iv, Authorization to Submit Grant Applications to the Federal Transit Administration (FTA) for Fiscal Year 2018 Competitive Funding Opportunity: Grants for Buses and Bus Facilities Infrastructure Investment Program for a Southern Operations Base. The board members mention that we are in discussion with Osceola County for land donation. This has not been resolved at this time. If we are not able to work out a deal with Osceola County, we will have to come up with a local match. The public discussion project is going after Federal Grant with FTA so that we can construct a Southern Operations Base.

Chair Constantine asked Mr. Johnson to comment on Items B.ii and B.iii.

Mr. Johnson stated that on Consent Agenda Item B.iii, Authorization to Award a Contract to New Flyer for the purchase of up to seventy-five (75) CNG (Compressed Natural Gas) sixty-foot (60') articulated buses with a not-to-exceed amount of one million (\$1,000,000) dollars per vehicle. The Contract term is three (3) years with the option to extend two (2) one (1) year periods. We released an RFP to purchase new flyer articulated buses. This project was released with MARTA transit agency in mind so they can purchase off of this contract as well. We are asking for authorization to purchase 15 articulated buses off that contract.

Consent Agenda Item D.ii, Authorization to Submit the Fiscal Year 2018/2019 Transportation Disadvantaged Trip and Equipment Grant Application. Mr. Johnson stated we are asking for authorization for the transportation disadvantage commission for 5.4 million. Florida State Legislature made some changes to the statutes where planning dollars that normally go the MetroPlan Orlando is now coming to LYNX and we have to create an agreement for MetroPlan and they have to invoice us for services they deliver.

Mayor Jacobs moved to approve, Commissioner Janer seconded, motion passed unanimously.

Chair Constantine stated we would go to Public Comments next. Commissioner Janer said she was concerned that we are taking action items before Public comments and requested recommendation from legal counsel on the new revised format of the agenda. She said that they take public comments before they take votes on the consent and action items.

Pat Christiansen stated that they should stick with the current agenda.

Chair Constantine said he would continue with the Public Comments before Action Items.

5. PUBLIC COMMENTS: (#4 on Agenda)

Margo Wright addressed the Board stating she has been a rider of LYNX since 1981 and wants to compliment operator 1611 for his great customer service and always on time service. She said she had a bad experience about a month ago when she rang the bell to exit the bus and the operator was rude. For the most part operators are very nice. She said there was a contest back in the 90's that encouraged operators and while service has improved there are still ways to encourage ridership.

Mayor Jacobs requested assistance with obtaining the operator's name so that she can send him a letter commending him for his customer service. Ismael Rivera, Union President whom happened to be in attendance, provided her with operator 1611's name (Marcos Ruiz).

Vicky Vargo, Director of Lake Orlando Homeowners Association provided handouts to the board with her concerns of the Rosemont Superstop. She stated that Rosemont Superstop is the 2nd busiest stop. This has been an ongoing issue and their main concern is safety. They bring this to the board in hopes of a resolution to move the stop to a different location or provide security as the LYNX Central station has.

George Morning, resident at Rosemont for 25 years also on the Lake Orlando Homeowners Association board for approximately 10 years now. He is very involved with the HOA and also has a community task force where OPD, code enforcement and LYNX meet monthly to discuss

community issues. After several discussions about moving the station, they have been informed it will not be moved. He would like to be involved in the design. The stop is different from any other transfer station as it is on a two way street and the curb will have to be expanded, moved back to allow the buses to flow through. They are requesting support from the board and want an opportunity to come back to continue to address the board and CEO to share their concerns.

Mr. Johnson stated that Ms. Vargo is correct, there has been a lot of involvement with the community and LYNX. The communication has been with the City of Orlando specifically Commissioner Stuart's office as well as Orlando Police Department. LYNX has looked at a number of alternatives where we can relocate the facility, as LYNX has looked at additional sites, there are additional expenses that go with the moving the stop. The estimated cost on an annual basis is at a minimum of \$200,000 and that will require moving other routes into other stations. If LYNX was to move all of the bus routes with the relocations of that station, the cost will be even higher. LYNX has been looking at the best way they can physically meet the needs of the community. They've worked very closely with the city to ensure they have more lighting in the area, a lot of the tree foliage in the ground has been scaled back considerably. The best thing that can be done at this point is to work with the community on other designs that can be put in place. That is one of the things that the staff has been working diligently about is making sure of community involvement process. Mr. Johnson recommends that the staff come back to the committee and provide an update on things they've been doing in the past two years and where we think we should be going.

Mayor Jacobs asked Mr. Johnson to also come back to the Board and let them know what the cost would be to have a security presence there. Mayor Jacobs said she is familiar with the area and understands their concerns. Money is important, but public safety trumps over. If there is a way to provide more security, there is a most cost effective way they'd like to pursue that as well.

Chair Constantine continued with the order of the agenda. The portion of recognition has been postponed completely.

6. OVERSIGHT COMMITTEE REPORT: (#6 on Agenda)

The Oversight Committee Report was presented by Commissioner Janer. She stated that she has been on the oversight committee for several years now and normally the larger items come to the Oversight for review, but has noticed that lately the larger ticket items are not being reviewed by the Oversight Committee and wants to bring this to the board's attention. During the agenda briefings, she asks questions as she is sure each member does, but stressed that there were large items that have not been brought forward to the Oversight Committee therefore they have not been reviewing them.

Commissioner Janer reviewed some of the presentations heard in the Oversight Committee meeting held earlier that morning which included: Paratransit Program; Vanpool Program and Autonomous Programs for downtown LYMMO. In addition Mr. Francis provided a presentation on the FY19 Proposed Capital Budget. There were some consent agenda items recommended, which have already been voted on in this meeting. Items 7.a.iii; 7.b.i; 7.c.i and 7.d.v.

Mayor Jacobs explained that the order of the agenda had been moved because of scheduling conflicts and staff was trying to re-arrange the agenda and that is the reason the agenda seemed a bit chaotic. Although a bit chaotic, it has been done properly.

7. ACTION AGENDA: (#8 on Agenda)

A. Authorization to Approve the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) for the Year Ended September 30, 2017

Mr. Johnson asked Ron Conrad from Cherry Bekaert LLP to provide a review from the Financial Audit. Mr. Conrad mentioned that the report date was February 22nd and the report was due in March and we are waiting to see if LYNX has received the certification of achievement for excellence in financial reporting. The audit was conducted in accordance with Government Auditing Standards and for the grants in accordance with the Federal Uniform guidance and state single audit requirements. They did have a clean opinion on everything that they opined on, there was no material weakness, no significant deficiencies. There were a couple of comments to help improve internal control on information technology claims management, self-insurance management appropriately responded to the comments. They presented to the Finance and Oversight Committees back in March and the items were addressed back then and everything was ok.

Mr. Johnson expressed his gratitude to Mr. Conrad for the great job he has done. He has provided great information on how LYNX will continue to make sure we are operating efficiently and effectively. A motion to approve

B. Authorization to Amend the FY2018 Operating and Capital Budgets

Authorization to amend the 2018 Operating and Capital Budget presented by Bert Francis, Chief Financial Officer stated that the budget has been vetted by the Finance and Audit Committee as well as the Oversight Committee. We ask for the board approval to amend the FY18 operating budget as presented.

Commissioner Janer moved to approve but stated that LYNX does not have the capability to dip in much further. Mayor Jacobs seconded and Chair Constantine stated the motion has been approved with caution on the reserves being low.

8. Information Items: (#10 on Agenda)

Notification of Settlement Agreement Pursuant to Administrative Rule 6

Mr. Johnson stated that the information items are to be reviewed at the member's leisure.

9. Other Business: (#11 on Agenda)

None heard

10. Monthly Reports: (#12 on the Agenda)

Mr. Johnson said the reports are in each of their packets also to be reviewed at their leisure.

FY2018 3rd Quarter Financial Report - October to June 2018

FY2018 Ridership Report through April 2018

Marketing Communications Report: March 2018 - June 2018

Planning & Development Report

Chair Constantine adjourned the meeting at 2:00 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the July 26, 2018 LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #7.A. i

To: LYNX Board of Directors

From: Tiffany Homler
CHIEF ADMINISTRATIVE OFFICER
Matthew Friedman
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Request for Proposal (RFP)
Authorization to Release a Request for Proposal (RFP) for Vanpool Support for Three (3) Years with the Option to Extend Two (2) One (1) Year Periods.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Request for Proposal (RFP) for Vanpool Support for Three (3) years with the Option to Extend Two (2) One (1) year periods.

BACKGROUND:

LYNX Vanpool Program was developed 25 years ago to provide additional commuter options for the Central Florida community to get to work. The vanpool program offers individuals who live and work in the same area a reliable and affordable rideshare transportation. LYNX is the Program Administrator while the services are managed day to day by a supplier.

The Vanpool Program consists of rideshare matching process, assisting employers with the implementation of commuter programs and formation of vanpool groups as well as maintaining ridership and vanpool participation.

The current contract includes fleet maintenance and insurance coverage.

To date, in our Vanpool program, we have approximately one hundred and ninety four (194) vans. The program remains to be popular and has good growth potential. The current contract expires September 2019, therefore, we will release an RFP to secure these services to ensure continuation of the program.

LYNX Board Agenda

This program remains a revenue generating opportunity for LYNX as well as a benefit to the Central Florida Community.

FISCAL IMPACT:

LYNX staff included \$225,000 in Miscellaneous Revenue for the Vanpool program gain in the FY2019 Adopted Operating Budget. This amount is based on the actual \$216,000 received in FY2018.

LYNX Board Agenda

Consent Agenda Item #7.A. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6146

Item Name: Request for Proposal (RFP)
Authorization to Release a Request for Proposal (RFP) for Board Agenda
Management Program.

Date: 12/6/2018

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) to work with a company to create a board management program to replace the current method of creating the Board agenda.

BACKGROUND:

In August 2004, LYNX replaced the previous agenda format which had become antiquated and required updating. The current board management program was designed and programmed by members of the LYNX Information Technology team. Over the years, it has become necessary to look at a more innovative board agenda process and delivery that will be compatible with the functionality of the internal InLYNX system.

FISCAL IMPACT:

LYNX staff included \$127,840 in the FY2019 Adopted Operating Budget for Professional Services.

LYNX Board Agenda

Consent Agenda Item #7.B. i

To: LYNX Board of Directors

From: Albert Francis
CHIEF FINANCIAL OFFICER
Terri Setterington
(Technical Contact)
Deborah Toler
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Award Contracts
Authorization to Award a Contract for Background Screening Services to Employers Choice On Line for an Amount Not to Exceed \$150,000 for a Period of Three (3) Years, with the Option to Extend for Two (2) One (1) Year Periods.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract for Background Screening Services with Employers Choice On Line, for a period of Three (3) Years with the Option to Extend For Two (2) One (1) Year Periods for an not to exceed amount of \$150,000 for the three (3) year period.

BACKGROUND:

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

On August 16, 2018, LYNX Procurement and Contracts Division released a Request for Proposal (RFP) for Background Screening Services. The RFP was posted on LYNX Procurement website, DemandStar, and sent directly to interested suppliers.

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Ten (10) suppliers submitted proposals in response to the RFP requirements. Below are the suppliers who submitted a proposal:

- Alliance 2020
- Castle Branch
- Data Facts
- Employers Choice On-Line
- Global Investigations
- Mind Your Business
- One Source The Background Check Company
- Plus One Solutions
- Pre-Employ.com
- Secure Check 360

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

- Tellis Chandler
- Keith Tillet
- Brian Anderson
- Terri Settrington served as Project Advisor

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

Scoring Criteria	Value
Experience & Qualification of Proposer & Staff	20
Approach and Methodology	30
Technology and Security Platform	15
Reports	10
Price Proposal	25

After publically noticing the Shortlist Evaluation Meeting, the SEC Committee met on September 27, 2018, to review, evaluate all proposals received, and shortlisted the most qualified suppliers. The shortlisted suppliers were invited for interviews and presentations. Interviews and presentations were held on October 11, 2018. The committee agreed by consensus on October 12, 2018, to enter into negotiations and contract award with Employers Choice On-Line who received the Total Lowest Ordinal Ranking. Below is the Total Ordinal Final Ranking per supplier:

Supplier	Total Ordinal Final Ranking
Alliance 2020	6
Castle Branch	8
Employers Choice On-Line	4
Global Investigations	11

FISCAL IMPACT:

LYNX Board Agenda

LYNX staff included \$31,600 in the FY2019 Adopted Operating Budget for Reference Checks.

LYNX Board Agenda

Consent Agenda Item #7.B. ii

To: LYNX Board of Directors

From: Albert Francis
CHIEF FINANCIAL OFFICER
Terri Settingington
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Award Contracts
Authorization to Award Contracts for Executive Search and Recruitment Services with Multiple Consultants for a Not to Exceed Amount of \$150,000 for a Term of Three (3) Years with the Option to Extend for Two (2) One (1) Year Periods.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract for executive search and recruiting services with the following consultants, Will Scott & Company, Crawford Thomas Recruiting, Jessica Adams Marketing Consultants, Creative Financial Staffing, Vitus Search Group, Krauthamer & Associates Inc., Sunshine Enterprise USA LLC for a not to exceed amount of \$150,000 for a term of Three (3) years with the option to extend Two (2) One (1) year periods.

BACKGROUND:

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

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

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

PROCUREMENT SUMMARY:

LYNX Board Agenda

On September 19, 2018, a Request for Proposal (RFP) was issued in compliance with LYNX procurement policies. The solicitation was posted on LYNX website, DemandStar and sent to directly interested suppliers.

On October 22, 2018, the below suppliers submitted a proposal in response to the RFP.

- Crawford Thomas Recruiting
- Creative Financial Staffing
- Jessica Adams Marketing Consultants
- KL2 Connects, LLC
- Krauthamer & Associates, Inc.
- Slavin Management Consultants
- Sunshine Enterprise USA LLC
- The Spearhead Group
- V-Tech Solutions
- Vaco
- Vitus Search Group
- Will Scott & Company

A Source Elevation Committee (SEC) was established to review and evaluate the proposals received. Below are the SEC Members.

- Terri Settingington, Project Advisor
- Anabelle Henry, SEC Member
- Kim Forbragd, SEC Member
- Bruce Detweiler, SEC Member

Per the RFP, the below lists the Scoring Criteria used to evaluate each proposal:

Scoring Criteria	Value
Experience and Qualifications (Proposer and Staff)	25
Approach and Methodology To Providing Services	30
Service Guarantee	15
Compensation	30

Twelve Suppliers submitted Proposals in response to LYNX RFP. The Source Evaluation Committee met on October 29, 2018, to review, evaluate, and score each proposal. The SEC shortlisted eleven of the twelve suppliers and invited all eleven to interview and present to the SEC on November 8, 2018. One of the eleven supplies did not participate in the presentations.

At the completion of the supplier's presentations and interviews, a Public Meeting was held for the Final Ranking on November 8, 2018. Below are the Final Ranking Results providing each supplier's Total Ordinal Ranking.

LYNX Board Agenda

Supplier	Total Final Ordinal Ranking
Will Scott & Company	6
Crawford Thomas Recruiting	9
Jessica Adams Marketing Consultants	14
Creative Financial Staffing	15
Vitus Search Group	16
Krauthamer & Associates, Inc.	18
Sunshine Enterprise USA LLC	19
KL2 Connects, LLC	21
V-Tech Solution	21
The Spearhead Group	26

LYNX has elected to select a pool of suppliers to provide a wide range of specialized search services to cover the variety of needs. The contracts will not guarantee any amount of work or expenses. Anytime LYNX needs professional executive search or recruiting service, a purchase order will be issued based on the Proposer's expertise and agreed upon pricing.

Executive Search and Recruitments services cost are usually offset by the salary vacancy savings for the recruited position.

FISCAL IMPACT:

LYNX staff included \$257,957 in the FY2019 Adopted Budget for Human Resources professional services. Future years will be budgeted appropriately to support the executive search and professional recruitment services.

LYNX Board Agenda

Consent Agenda Item #7.B. iii

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Award Contracts
Authorization to Award a Contract for the Installation, Repair and Removal of LYNX Transit Shelters and Associated Amenities to Barracuda Building Corporation for a Total of Two (2) Years for a Not-to-Exceed Amount of \$1,440,000.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to Barracuda Building Corporation for the Installation, Repair, and Removal of LYNX Bus Shelters and Associated Amenities. The term of the contract will be for a total of Two (2) years from date of award with a Not-to-Exceed amount of \$1,440,000.

BACKGROUND:

This contract will allow for the installation of a variety of bus shelters and associated amenities LYNX currently purchases from Tolar Manufacturing and Spencer Fabrication.

This contract will support a variety of tasks which includes, but are not limited to: site demolition and preparation; traffic control; ground work; installation of ADA landing pads; installation of transit shelters and amenities; repairs and removal of shelters and amenities. The contract will include all labor, material, equipment, and supplies required to provide these services.

LYNX has an annual goal of installing approximately forty (40) to sixty (60) shelters. This may vary from year-to-year based on funding partner requests and project needs (accidents, major developments, SunRail, etc.).

LYNX Board Agenda

The quantities specified in the RFP are based upon the best available estimates, taking into consideration historical installation practices and future planned jurisdictional improvements and do not determine the actual amount that LYNX will need installed during the contract period. These quantities are subject to change. Actual payments will be based on actual quantities installed/removed. LYNX anticipates an order of up to forty (40) bus shelters and amenities within the first year of the contract, and a maximum of two hundred (200) during the term of the contract.

PROCUREMENT SUMMARY:

Procurement and Contracts Administration released a Request for Proposal (RFP) for the installation, removal, and/or repairs of LYNX Style of Bus Shelters and Associated Amenities. The RFP was released on LYNX Procurement Website, DemandStar, and sent directly to interested suppliers.

We received a total of two proposals in response to this RFP. Below are the suppliers who responded with a Proposal:

- Barracuda Building Corporation
- C&I Construction Design, Inc.

A Source Evaluation Committee (SEC) was established to review and evaluate the proposals received. The below members served on the SEC.

- Jeff Reine, Senior Project Manager (Project Advisor)
- D’Hasheem Alkebulan, Senior Project Manager (SEC Member)
- Matt Friedman, Director of Marketing (SEC Member)
- Dan Rousseau, Supervisor of Maintenance (Sec Member)
- James Fetzer, Director of Transportation Maintenance (SEC Member)

The proposals were evaluated based upon the following criteria:

Evaluation Criteria	Value
Experience in Installing Bus Shelters, Concrete or Similar Services Projects	30
Approach To Providing Services	40
Pricing Proposal	30

Pricing was a component of the overall evaluation criteria. Below is the pricing submittal from both suppliers.

The SEC carefully evaluated each proposal based on the established criteria. Below is the final Ordinal Ranking of the supplier’s evaluation:

Supplier	Final Lowest Total Ordinal Ranking
Barracuda Building Corporation	4
C&I Construction Design, Inc.	8

LYNX Board Agenda

The contract award is being recommended for the supplier who received the lowest total ordinal ranking score. Barracuda Building Corporation is being recommended for contract award.

LYNX estimates the installation of 60 bus shelters and related amenities annually. The typical cost for shelter installation is approximately \$12,000. Based on this, the total not –to-exceed amount for two years is \$1,440,000.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE participation goal for this project is 13.0%.

FISCAL IMPACT:

LYNX staff included \$8,140,827 in the FY2019 Adopted Capital Budget for the Installation, Repair, and Removal of LYNX Bus Shelters and Associated Amenities. Of this amount \$5,271,029 is rollover from prior years. A total of \$6,906,725 is unencumbered.

LYNX Board Agenda

Consent Agenda Item #7.B. iv

To: LYNX Board of Directors

From: **Edward Johnson**
CHIEF EXECUTIVE OFFICER
Tellis Chandler
(Technical Contact)
Alfred Young
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: **Award Contracts**
Authorization to Award a Contract for Digital Camera Purchase, Installation, Repairs, Maintenance and Related Services with GC&E Systems Group, for a Period of Three (3) Years and the Option to Extend for Two (2) One (1) Year Periods.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract for Digital Camera Purchase, Installation, Repairs, Maintenance and Related Services with GC&E Systems Group, for a period of Three (3) Years and the Option to Extend for Two (2) One (1) Year periods for a not to exceed amount of \$550,000.

BACK GROUND:

LYNX currently has a security camera system that is in need of replacement, repair, and expansion. An assessment of LYNX current camera system was performed to determine the most cost effective approach to upgrading, repairing, or replacing the system, and the integration of additional cameras to the security and surveillance system.

The Request for Proposal (RFP) included services and equipment for Internet Protocol (IP) security cameras, Network Video Recorders (NVR), licensing, Video Management System (VMS) software, warranties, maintenance, and training for 12 LYNX SuperStops and other LYNX locations.

On October 5, 2018, LYNX Procurement and Contracts Division released a Request for Proposal (RFP) for Digital Camera Purchase, Installation, Maintenance and Related Services. The RFP

LYNX Board Agenda

was posted on LYNX Procurement website, DemandStar, and sent directly to interested suppliers.

Five (5) suppliers submitted proposals in response to the RFP requirements. Below are the suppliers who submitted a proposal:

- Archis Technologies
- CelPlan Technologies, Inc.
- Convergent Technologies
- GC&E Systems Group
- Securitas Electronic Security

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

- Tellis Chandler, Project Advisor
- Gerald Young, Scoring Member
- Rey Quinones, Scoring Member
- Andrew McNab, Scoring Member

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

Scoring Criteria	Weighted Factors
Proposer Qualifications and Experience	5
Equipment Functionality and Coverage	30
Implementation Plan/Approach	30
Assessment Methodology	5
Price for Equipment, Installation and Warranty	30

After publically noticing the Shortlist Evaluation Meeting, the SEC Committee met on November 12, 2018, to review, evaluate all proposals received, and shortlisted the most qualified suppliers. On November 19, 2018, the SEC Members invited the Shortlisted suppliers for interviews and presentations. Below are the suppliers who were interviewed and presented their company to the SEC Evaluation team and their Total Ordinal Final Ranking.

Supplier	Final Lowest Total Ordinal Ranking
Archis Technologies	15
CelPlan Technologies, Inc.	10
Convergent Technologies	7
GC & E Systems Group	3
Securitas Electronic Security	10

The committee agreed by consensus to enter into negotiations and contract award with the supplier receiving the Final Total Lowest Ordinal Ranking, which is GC&E Systems Group.

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 4% was assessed for this solicitation.

FISCAL IMPACT:

LYNX staff included \$220,000 in the FY2019 Adopted Capital Budget for the purchase of services and equipment for the replacement, repair and expansion of LYNX current camera system. This project is 100% federally funded.

LYNX Board Agenda

Consent Agenda Item #7.B. v

To: LYNX Board of Directors

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Tellis Chandler
(Technical Contact)
Esther Mitchell
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Award Contracts
Authorization to Award a Contract for Insurance Brokerage Services with Arthur J. Gallagher Risk Management Services, Inc., for a Period of Three (3) Years for a Not to Exceed Amount of \$120,000.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a contract for Insurance Brokerage Services with Arthur J. Gallagher Risk Management Services, Inc., for a period of Three (3) years for a not-to-exceed amount of \$120,000.

BACKGROUND:

On July 11, 2018, LYNX Procurement and Contracts Division released a Request for Proposal (RFP) for Insurance Brokerage and Professional Consulting Services. The RFP was posted on LYNX Procurement website, DemandStar, and sent directly to interested suppliers.

The insurance procurement includes, but is not limited to, blanket excess liability, excess worker's compensation insurance, property and boiler and machinery coverage, programmatic and special event primary commercial general liability and pollution coverage. Other services include, but are not limited to, general broker activities of loss control, insurance and loss control training of LYNX employees, and claims consulting as enumerated herein. This Request For Proposal (RFP) does NOT include any employee benefit coverage.

Six (6) suppliers submitted proposals in response to the RFP requirements. Below are the suppliers who submitted a proposal:

LYNX Board Agenda

- Alliant
- AON
- Arthur J. Gallagher Risk Management Services, Inc.
- McGriff, Seibels & Williams, Inc.
- MGU Specialty Risk Services
- Public Risk Insurance Agency

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

- Tellis Chandler
- Esther Mitchell
- Thomas Stringer, Jr.

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

Scoring Criteria	Value
Experience, Expertise & Qualification of Proposer & Staff	45
Approach and Methodology To Providing Services	30
Price Proposal	25

After publicly noticing the Shortlist Evaluation Meeting, the SEC Committee met on September 25, 2018, to review, evaluate all proposals received, and shortlist the most qualified suppliers. Below are the suppliers who were shortlisted along with their Total Ordinal Ranking.

Supplier	Total Ordinal Ranking
Alliant	7
AON	14
Arthur J. Gallagher Risk Management Services, Inc.	7
McGriff, Seibels & Williams, Inc.	5
MGU Specialty Risk Services	17
Public Risk Insurance Agency	8

The shortlisted suppliers were invited for interviews and presentations on October 22, 2018. The committee agreed by consensus to enter into negotiations with Arthur J. Gallagher Risk Management Services, Inc. and McGriff, Seibels & Williams, Inc., with final contract award being made to the supplier who will provide the Best Value to LYNX, in services and cost. As the result of the negotiations, Arthur J. Gallagher Risk Management Services, Inc. is being recommended for Contract Award.

FISCAL IMPACT:

LYNX Board Agenda

LYNX staff included \$50,000 in the FY2019 Adopted Operating Budget for Professional Services, which includes Insurance Broker Services.

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Consent Agenda Item #7.B. vi

To: LYNX Board of Directors

From: Terri Settingington
DIRECTOR OF HUMAN RESOURCES
Terri Settingington
(Technical Contact)
Sara Holtzman
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Award Contracts
Authorization to Award a Contract for Fresh Food, Traditional Vending and Related Services with Compass Group USA, Inc. at No Cost to LYNX, for a Period of Three (3) Years with the Option to Extend for Two (2) One (1) Year Periods.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract for Fresh Food, Traditional Vending and Related Services with Compass Group USA, Inc. at no cost to LYNX, for a period of Three (3) years with the Option to Extend For Two (2) One (1) year Periods.

BACKGROUND:

LYNX is interested in helping its employees lead healthier lifestyles. A concept of Fresh Food Vending, has been around for several years and LYNX will now introduce fresh food vending at its LYNX Operations Center location. All of LYNX remaining properties will have traditional vending with healthy alternatives. This service is at no cost to LYNX and the revenues received from this program will be used to spearhead various educational healthy programs for LYNX employees.

On August 31, 2018, LYNX Procurement and Contracts Division released a Request for Proposal (RFP) for Fresh Food, Traditional Vending, and Related Services to provide a healthier option for LYNX employees. The RFP was posted on LYNX Procurement website, DemandStar, and sent directly to interested suppliers.

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Four (4) suppliers submitted proposals in response to the RFP requirements. Below are the suppliers who submitted a proposal:

- Compass Group USA, Inc.
- Global Vending
- Right Choice Vending
- The Vending Station

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

- Dan Rousseau
- Sara Holtzman
- Esther Mitchell
- Brian Anderson
- Terri Settingington

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

Scoring Criteria	Value
General quality and innovation of food service and vending program	45
Demonstrated expertise/capability to provide quality program	20
Proposer Qualifications	10
Reasonableness and Cost Effectiveness of Price Proposal	25

After publically noticing the Shortlist Evaluation Meeting, the SEC Committee met on October 23, 2018 to review, evaluate all proposals received, and shortlist the most qualified suppliers.

The shortlisted suppliers were invited for presentations and food product sampling/demonstrations. Presentations and food product demonstrations were held on October 31, 2018. The committee agreed by consensus to enter into negotiations and contract award with Compass Group USA, Inc. who received the Total Lowest Ordinal Final Ranking. Below is the Total Ordinal Final Ranking per supplier:

Supplier	Total Ordinal Ranking
Compass Group USA, Inc.	5
Global Vending Service	15
Right Choice Vending, Inc.	17
The Vending Station	10

FISCAL IMPACT:

LYNX staff did not include an amount for estimated revenue from the Fresh Food Vending in the FY2019 Adopted Operating Budget.

LYNX Board Agenda

Consent Agenda Item #7.C. i

To: LYNX Board of Directors

From: Terri Settingington
DIRECTOR OF HUMAN RESOURCES
Brian Anderson
(Technical Contact)
Albert Francis
(Technical Contact)
Terri Settingington
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Miscellaneous
Authorization to Waive Collective Bargaining and Approve Amendment to Eliminate Interest on the Return of Participant Contributions in the Amalgamated Transit Union (ATU) Local 1596 Pension Plan.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to waive collective bargaining and approve an amendment to the Amalgamated Transit Union Local 1596 Pension Plan to eliminate the payment of interest on return of participant contributions.

BACKGROUND:

The Amalgamated Transit Union Local 1596 Pension Plan ("Plan") provides retirement benefits for certain LYNX employees represented by the Amalgamated Transit Union AFL-CIO Local 1596 ("Union").

The Plan provides that if a participant terminates employment with LYNX before the participant has completed enough service to fully vest in Plan benefits, the Plan participant may receive a return of the contributions the participant had previously paid to the Plan, plus 5% interest.

The Plan's Board of Trustees has proposed that the Plan be amended to provide that interest will no longer be paid on return of participant contributions, to conserve Plan assets. The proposed effective date of the amendment is March 31, 2013. The Plan's Board of Trustees has operated the Plan consistently as if the amendment was in place since that date. A copy of the draft Plan

LYNX Board Agenda

document amendment, as proposed by the attorney for the Plan's Board of Trustees, is attached below (Attachment A).

Article 30, section 1 of the current Labor Agreement (October 1, 2017 through September 30, 2020) ("CBA") between LYNX and the Union provides that LYNX and/or the Union has the right to require that changes to pension benefits be approved through the collective bargaining process. Article 30, section 6 of the CBA further states:

"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."

The attorney for the Plan's Board of Trustees has asked LYNX and the Union if they will approve the proposed Plan amendment.

The Union has agreed to waive bargaining over the proposed Plan amendment. A copy of the waiver communication from the Union's attorney is attached (Attachment B).

The CEO has reviewed this matter and is of the opinion that the proposed Plan amendment is in the best interests of LYNX and the Plan, and that collective bargaining over this particular matter is not necessary.

FISCAL IMPACT:

LYNX estimates the effect of this change will be immaterial to both the Plan and the Plan participants.

LYNX Board Agenda

ATTACHMENTS:

Attachment A – Draft Plan Amendment

AMALGAMATED TRANSIT UNION LOCAL 1596 PENSION PLAN

Amendment No. [insert]

The AGREEMENT AND DECLARATION OF TRUST of the AMALGAMATED TRANSIT UNION LOCAL 1596 PENSION PLAN, as amended and restated on May 24, 2011 is hereby changed as follows:

1. Section 7.01, Vesting and Forfeitures, subsection (B) is hereby changed as follows:

(B) A Participant shall be vested in his or her own contributions and shall be entitled to a refund of such contributions, ~~along with five percent (5%) interest compounded annually~~ without interest, in the event the Participant terminates employment without being vested in Employer contributions

2. Section 9.06, Return of Employee Contributions, subsection (A), is hereby changed as follows:

(A) Employee contributions shall be returned without interest ~~at the rate of five percent (5%) compounded annually~~ if an employee does not qualify for a pension. When an active Participant who is not vested dies, his or her contributions shall be returned to their beneficiary or their estate, whichever is applicable, in the form of a lump sum payment.

3. Section 9.07, Deferred Retirement Option Plan (“DROP”) and Share Plan, subsection (B)(4), is hereby changed as follows:

(4) Return of contributions. Any member who terminates employment with the Employer prior to vesting, and who chooses a return of his or her contributions shall receive the return of his or her individual member account, without interest as provided for return of employee contributions.

LYNX ard Agenda

EXCEPT AS CHANGED HEREIN, THE AMALGAMATED TRANSIT UNION LOCAL 1596 PENSION PLAN AGREEMENT AND DECLARATION OF TRUST, RESTATED MAY 24, 2011, SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the Board of Trustees has caused this Amendment [No. insert] to the Restated Pension Plan to be ADOPTED [insert relevant date(s)].

TRUSTEES:

Print Name: _____

Print Name: _____

Print Name: _____

Print Name: _____

Print Name: _____

Print Name: _____

Attachment B – Union's Waiver of Collective Bargaining

From: Eric Lindstrom
Sent: Wednesday, August 22, 2018 4:50 PM
To: Robert Sugarman
Cc: James W. Seegers; Ronald Morgan; Baur, J Scott; Pedro Herrera; Jessica De la Torre Vila
Subject: Re: ATU Local 15956 Pension Fund - eliminate refund of interest on contributions

Thanks for the notice, Bob. The union does not wish to bargain over that amendment.

Eric J. Lindstrom
Board Certified Labor & Employment Lawyer
Egan, Lev, Lindstrom & Siwica, P.A.
elindstrom@eganlev.com
1617 NW 16th Avenue
P.O. Box 5276
Gainesville, FL 32627
(352) 672-6901
(352) 727-4072 (direct)

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On Aug 22, 2018, at 4:10 PM, Robert Sugarman wrote:

Dear Jay and Eric,

The Board of Trustees of the ATU Local 1596 voted to amend the plan to eliminate the payment of interest on contributions refunded to members who terminate employment.

The trustees seek the Authority and union's approval of this change so they can implement it. This was done to save the pension fund money.

The trustees meet next Tuesday and would like to implement this plan change.

Can you please advise us if your clients will approve this change.

Thanks

Bob Sugarman
SUGARMAN & SUSSKIND
100 MIRACLE MILE, SUITE 300
CORAL GABLES, FLORIDA 33134
(305)529-2801 – Main
(954)327-2878 – Broward
(305)447-8115 – Fax
Email: sugarman@sugarmansusskind.com

LYNX Board Agenda

Consent Agenda Item #7.C. ii

To: LYNX Board of Directors

From: Tellis Chandler
DIR RISK MANAGEMENT AND SAFETY
Esther Mitchell
(Technical Contact)
Rose Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: Miscellaneous
Authorization to Execute a Renewal of Casualty Insurance Program for
FY2018/2019.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve the negotiation with the assistance of Arthur J. Gallagher, Broker and coverage that has been bound for a premium of \$465,000 on behalf of LYNX for the upcoming one year renewals October 1, 2018 to September 30, 2019, of the Crime, General Liability, Public Officials Liability & Employment Practices Liability, Automobile Physical Damage (Comprehensive & Collision), Automobile (Road Rangers), Fiduciary Liability Insurance Programs.

BACKGROUND:

LYNX is self-insured for bodily injury liability and vehicle collision damage resulting from operation of its fleet of revenue vehicles and support vehicles pursuant to Florida State Statute (F.S.S.) 627.733(3)(b) incorporating 768.28(15). Supplementing this retention of risk is coverage for damage to its vehicles under an auto physical damage policy. As a public entity, LYNX is not subject to the Financial Responsibility laws pursuant to Chapter 324 F.S.S., the Personal Injury Protection (PIP)/No-Fault Laws per Section 627.736 F.S.S., nor is LYNX required to provide medical payments or uninsured motorist coverage. LYNX' liability is limited by Section 768.28, F.S.S. to \$200,000 per person, \$300,000 per incident.

LYNX protects other areas of significant loss exposure through a commercial insurance program with the brokerage services of Arthur J. Gallagher Broker. The program is partially insured, with modest deductibles. The risks of Fiduciary, Premises Liability and Public Officials/Employment

LYNX Board Agenda

Practices Liability programs are fully insured through Preferred Governmental Insurance Trust (PGIT).

The Property and Environmental policies will renew on April 1, 2019, and will be entering the third year of a three-year period which expires on April 1, 2020.

	FY2016 Premium	FY2017 Premium	FY2018 Premium	<i>FY2019 Estimated Approx. 10% increase</i>	Increase/ (Decrease) \$Amount FY2017-FY2018	Percent Change FY2017-FY2018	Term Expiration
General Liability	\$31,593	\$31,918	\$33,370	<i>\$36,707</i>	\$1,452	4.55%	10/1/2019
Crime/Employee Dishonesty	\$1,175	\$1,175	\$1,175	<i>\$1,293</i>	Flat	Flat	10/1/2019
Automobile Physical Damage Coverage	\$230,046	\$253,371	\$240,351	<i>\$264,386</i>	(\$13,020)	-5.14%	10/1/2019
Automobile Liability Coverage (Road Rangers, Wages)	\$34,125	\$46,058	\$47,346	<i>\$52,081</i>	\$1,288	2.80%	10/1/2019
Public Officials and Employment Practices	\$84,283	\$84,965	\$88,317	<i>\$97,148</i>	\$3,352	3.95%	10/1/2019
Fiduciary	\$8,614	\$8,614	\$8,553	<i>\$9,408</i>	(\$61)	-0.71%	10/1/2019
Total Premium Cost	\$389,836	\$426,101	\$419,112	<i>\$461,023</i>	(\$6,989)	-1.64%	

FISCAL IMPACT:

LYNX staff included \$465,000 in the FY2019 Adopted Operating Budget for these services.

LYNX Board Agenda

Consent Agenda Item #7.C. iii

To: LYNX Board of Directors

From: **James Fetzer**
DIRECTOR OF MAINTENANCE
James Fetzer
(Technical Contact)
Helen Miles
(Technical Contact)
Muriel Bryant-Manolesakis
(Technical Contact)

Phone: 407.841.2279 ext: 6158

Item Name: **Miscellaneous**
Authorization to Amend the Purchase Order with New Flyer for the Purchase of Ten (10) CNG (Compressed Natural Gas) Sixty-Foot (60') Articulated Buses with a Not-to-Exceed Amount of \$8,700,000.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the Purchase Order with New Flyer for the purchase of ten (10) CNG (Compressed Natural Gas) sixty-foot (60') articulated buses with a not-to-exceed amount of \$8,700,000. The use of the grant funds for the bus purchase will also include associated costs for mandated inspection and audit expenses as well as spare parts. These buses will replace vehicles in the LYNX fleet that that have exceeded their useful life.

BACKGROUND:

In July 2018, LYNX executed a contract with New Flyer for the purchase of up to seventy-five (75) CNG articulated 60' buses. Per the executed contract, LYNX will purchase an additional ten (10) contracted vehicles. The grant funding will also be utilized to cover FTA mandated on line inspection services, spare parts, and audit expenses as required. LYNX issued Purchase Order #1801737 on September 7, 2018, for fifteen (15) CNG articulated 60' buses.

The projected ridership increases under the LYNX FORWARD plan supports the use of articulated buses. The increased capacity provided by adding the articulated buses will: 1) Enhance operational efficiencies; and 2) Improve the overall customer experience as a result of less crowding. Therefore, the purchase of articulated buses will contribute positively to the region by increasing the mobility of citizens in some of our region's most congested corridors.

LYNX Board Agenda

FISCAL IMPACT:

LYNX staff included \$47,551,500 in the FY2019 Adopted Capital Budget for the purchase of replacement buses. Of this amount \$30,397,660 is unencumbered.

LYNX Board Agenda

Consent Agenda Item #7.C. iv

To: LYNX Board of Directors

From: William Slot
CHIEF INNOVATION SUSTAIN OFF
James Fetzer
(Technical Contact)
Warren Hersh
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Miscellaneous
Authorization to Ratify the Contracts with Papco for Unleaded Gasoline and Mansfield Oil Company and TAC Energy for Diesel Fuel for a Period of One (1) Year.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to ratify a Contract with Papco for Unleaded Gasoline, Mansfield Oil Company and TAC Energy for Diesel Fuel. This contract is for a period of One (1) year for Diesel, Unleaded Gasoline, and Bio-Product Fuel in a not-to-exceed amount of 5,000,000 gallons.

BACKGROUND:

On September 28, 2018, the Board Chairman authorized contract award to the lowest responsive and responsible bidder, Lynch Oil Company for Diesel Fuel.

On October 2, 2018, the LYNX Procurement Department received an email from Lynch Oil Company withdrawing their bid and not accepting the diesel award. Lynch Oil Company stated that they incorrectly submit their fuel adder of \$.04 instead of the correct adder of \$.14. Because of this mistake, they withdrew their bid and would not accept the diesel award.

As per the contractual documents and LYNX Administrative Rules, a contract award was made to the next lowest responsive and responsible bidder, TAC Energy for Diesel Fuel. Subsequently, TAC Energy withdrew their bid, as they wanted to use the prior day US Gulf Platts average pricing which was not in compliance with the contract. A contract award was made to the next lowest responsive and responsible bidder, Mansfield Oil Company for Diesel Fuel. A full review

LYNX Board Agenda

of their bid documents found them to be in compliance with all terms and conditions of the Invitation for Bid (IFB).

On September 28, 2018, the Board Chairman authorized a contract award to the lowest responsive and responsible bidder, Mansfield Oil Company for Unleaded Gasoline. The Contract with Papco for Unleaded Gasoline for FY2018 was extended through mid-November 2018 so the transition to Mansfield Oil could be completed.

The IFB required Bidders 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.

The following bids were received:

TRANSPORT TRUCK DELIVERY			
Bidder	Gasoline	Diesel	B-99 Product
RKA Petroleum Platts Gulf Coast	+0.1888	+0.1591	
RKA Petroleum OPIS			
Truman Arnold Companies Orlando OPIS	-0.0131		
Truman Arnold Companies US Gulf Coast Platts Pipeline	.1274	+0.1354	
Mansfield Oil Company	+0.0121	+0.1370	
Palmdale Oil Company Platts	.0576	.1421	-(.0701) (OPIS Orlando (ULSD Average))
Papco Platts Index	.0458	.1748	
Gate Fuel Service	+0.1548	+0.1806	
Lynch Oil Company Platts	.04	.04	.04
TANK WAGON DELIVERY			
Bidder	Gasoline	Diesel	B-99 Product
RKA Petroleum Platts Gulf Coast			
RKA Petroleum OPIS		+0.6073	
Truman Arnold Companies Orlando OPIS			
Truman Arnold Companies US Gulf Coast Platts Pipeline			
Mansfield Oil Company			
Palmdale Oil Company Platts	0.2397	.3335	.1166 (OPIS Orlando ULSD Average)
Papco Platts Index			
Gate Fuel Service			
Lynch Oil Company	.20	.20	.20

FISCAL IMPACT:

LYNX Board Agenda

LYNX staff included \$6,603,730 in the FY2019 Adopted Operating Budget for fuel purchases.

LYNX Board Agenda

Consent Agenda Item #7.C. v

To: LYNX Board of Directors

From: William Slot
CHIEF INNOVATION SUSTAIN OFF
James Fetzer
(Technical Contact)
Matthew Friedman
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Miscellaneous
Authorization to Order Two (2) Fifteen (15) Passenger Vans in an Amount Not to Exceed \$80,000 for 5310 Sub-Recipient Awards.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the existing purchase order for two (2) fifteen (15) passenger vehicles to be leased to 5310 sub-recipients through the LYNX' VanPool program in an amount less than \$80,000 to a vendor on the Florida Department of Management Services State Contract.

In the March 22, 2018 Board meeting, the Board authorized staff to order vehicles for 5310 sub-recipients. That Board authorization inadvertently omitted two 15-passenger vans that are part of the 5310 awards.

BACKGROUND:

LYNX is the agency designated to administer the FTA's Section 5310 funding program in the urbanized areas of Orlando and Kissimmee. As the designated recipient, LYNX has the responsibility to develop the program of projects, including soliciting projects from non-profit organizations and other eligible entities under Section 5310 to 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.

LYNX Board Agenda

LYNX received Board authorization on February 1, 2018 to provide Section 5310 sub-recipient funding to six non-profit agencies. Sub-recipients will provide the 50% local match under the Section 5310 grant program for operating projects. The previously approved non-profit agencies include a vanpool lease to Primrose Center for the two additional 15-passenger vans.

The requested two 15-passenger vans will be at an expense of less than \$40,000 each or less than \$80,000 for the amended purchase order. These passenger vans will be purchased through the Florida Department of Management Services State Contract.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

LYNX staff included \$1,200,000 in the FY2019 Adopted Capital Budget for section 5310 sub-recipient capital related expenses.

LYNX Board Agenda

Consent Agenda Item #7.C. vi

To: LYNX Board of Directors

From: Terri Setterington
DIRECTOR OF HUMAN RESOURCES
Brian Anderson
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Miscellaneous
Adoption of Resolution #18-007 to Reappoint Donna Tefertiller to the Board of Trustees for the Amalgamated Transit Union (ATU) Local 1596 Pension Plan (Defined Benefit Plan).

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' adoption of Resolution #18-007 to reappoint Ms. Donna Tefertiller, Director of Organizational Development and Training, 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' 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. Ms. Tefertiller is being appointed to serve her 4th term. Her first term began on November 29, 2011, when she replaced Mr. Edward Johnson. 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.

CFRTA RESOLUTION 18-007

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION
AUTHORITY TO, APPROVING THE APPOINTMENT
OF A MANAGEMENT APPOINTEE TO THE BOARD
OF TRUSTEES FOR THE
AMALGAMATED TRANSIT UNION LOCAL 1596 PENSION PLAN**

WHEREAS, this is a resolution of the Governing Board of Central Florida Regional Transportation Authority ,d/b/a LYNX (hereinafter BOARD), heretofore established a pension plan effective as of October 1, 1984 known as the Amalgamated Transit Union Local 1596 Pension Plan (the "Plan"); and

WHEREAS, Article II of the Plan authorizes the Employer to appoint three members to the Plan's Board of Trustees; and

WHEREAS, the Employer wishes to re-appoint Donna Tefertiller to the Board of Trustees of the Plan, effective, January 1, 2019.

NOW THEREFORE, BE IT RESOLVED THAT:

RESOLVED, by the Governing Board that the Employer is authorized to re-appoint Donna Tefertiller to the Board of Trustees of the Plan effective as of January 1, 2019; and it is

FURTHER RESOLVED, by the Board of Directors that any employee classified as a senior officer of the Employer is authorized to prepare and execute, on behalf of the Employer, any documents necessary to effectuate the appointment to the Board of Trustees of the Plan, and perform any other acts necessary to implement the appointment to the Board of Trustees of the Plan

RESOLUTION CERTIFICATION

**CERTIFICATION OF THE ADOPTION OF RESOLUTION #18-007 BY THE BOARD
OF DIRECTORS OF CENTRAL FLORIDA REGIONAL TRANSPORTATION
AUTHORITY d/b/a LYNX**

APPROVING THE APPOINTMENT OF A MANAGEMENT APPOINTEE TO THE BOARD
OF TRUSTEES FOR THE

AMALGAMATED TRANSIT UNION LOCAL 1596 PENSION PLAN

APPROVED AND ADOPTED this day 6TH DAY OF December 2018, by the Governing Board
of Directors of the Central Florida Regional Transportation Authority, d/b/a LYNX.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION
AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Board Agenda

Consent Agenda Item #7.C. vii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6058

Item Name: Miscellaneous
Authorization to Increase Contract #15-C12 for Cherry Bekaert, LLP by \$7,500 for One Year to Comply with the Federal Transit Administration's NTD Reporting Requirements.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' Authorization for the Chief Executive Officer (CEO) or his designee to approve a one year increase for Cherry Bekaert, LLP's contract, #15-C12 by \$7,500.

BACKGROUND:

The purpose of this one year increase is to pay for additional work required in National Transit Database (NTD) reporting. These agreed upon procedures have been approved by the FTA and are in accordance with the American Institute of Certified Public Accountants (AICPA) professional standards.

The primary change in the FTA's policy, which predicated this extra effort by LYNX's external auditor, is a regular comprehensive financial data review. This review is required to be performed on the Authority every ten years; assuming such an engagement has not been performed within the previous ten year period. A full background detailing the AICPA's decision may be found on www.aicpa.org/ under GAQC Alert #365, dated August 9, 2018.

Cherry Bekaert, LLP will be administering agreed upon procedure testing for the fiscal year ended September 30, 2018. Their company will not express an opinion, but will issue a report listing the procedures performed and their findings.

A list of the procedures specified by the FTA to be tested during this engagement include:

LYNX Board Agenda

- 1) NTD Crosswalk – Obtain NTD Reporting Forms detailing Funds Expended, Funds Earned, Uses of Capital, Operating Expenses, and the Authority’s Financial Statements.
- 2) Accrual Accounting- To determine whether the Authority used accrual accounting as the basis for producing Authority Financial Statements.
- 3) Source of Funds Testing
- 4) Uses of Capital Testing
- 5) Operating Expenses Testing
- 6) Operating Expenses Summary Testing
- 7) Financial Statement Testing

LYNX’s year-end financial statement audit for the year ending September 30, 2018 is slated to begin the second week of December. Upon approval by the Board, data collection to determine LYNX’s compliance with the FTA’s NTD reporting guidelines is scheduled to commence during the audit period.

FISCAL IMPACT:

LYNX staff included \$319,850 in the FY2019 Adopted Operating Budget for professional services, including \$107,000 for audit related services from Cherry Bekaert, LLP. LYNX staff will fund the additional \$7,500 through budget savings in other professional services.

LYNX Board Agenda

Consent Agenda Item #7.C. viii

To: LYNX Board of Directors

From: **Albert Francis**
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Warren Hersh
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: **Miscellaneous**
Authorization to Auction Surplus Capital Items.

Date: 12/6/2018

ACTION REQUESTED:

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

BACKGROUND:

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

Computer Equipment:

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

Furniture, Fixtures and Equipment:

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

LYNX Board Agenda

Support Vehicles

Three (3) support vehicles with a total net book value of \$0

Revenue Vehicles and Components:

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

Categorical Totals

Category	Acquisition Value	Net Book Value
Computer Equipment	\$17,098	\$0
Furniture and Fixtures	\$24,587	\$0
Other Vehicles	\$108,692	\$0
Revenue Vehicles	\$723,872	\$0
GRAND TOTAL	\$874,249	\$ 0

FISCAL IMPACT:

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

LYNX Board Agenda

Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value 11.30.18	Due to FTA
14613	10444	8/14/2012	CE	MAC PRO 2.66 GHZ 6 Core Computer	5	\$5,237	\$0	\$0
9066	4798	11/30/2004	CE	Silcon OPTX Graphics Scaler	5	\$4,872	\$0	\$0
9573	5009	11/30/2004	CE	Monitor, Tatung NuTech Sec Sys	5	\$977	\$0	\$0
9569	5010	11/30/2004	CE	Monitor, Tatung NuTech Sec Sys	5	\$977	\$0	\$0
13822	9866	7/27/2011	CE	Apple Cinema 27 In Monitor	5	\$947	\$0	\$0
13823	9867	7/27/2011	CE	Apple Cienema 27" monitor	5	\$947	\$0	\$0
12212	8069	11/30/2007	CE	Handheld Computer	5	\$699	\$0	\$0
12213	8070	11/30/2007	CE	Handheld computer	5	\$699	\$0	\$0
9064	4795	11/30/2004	CE	Amplifier Peaking + Sync Stripper	5	\$549	\$0	\$0
9065	4796	11/30/2004	CE	Amplifier Peaking + Sync Stripper	5	\$549	\$0	\$0
9067	4799	11/30/2004	CE	Extron P/2 DA4	5	\$323	\$0	\$0
9068	4800	11/30/2004	CE	Extron P/2 DA4	5	\$323	\$0	\$0
				Subtotal CE		\$17,098		
12425	8506	6/30/2008	FE	GATOR TS TRADITIONAL SERIES UTILITY VEH	5	\$6,454	\$0	\$0
9061	4792	11/30/2004	FE	Inscriber IC2 - LCS Dispatch	5	\$5,761	\$0	\$0
9062	4793	11/30/2004	FE	Inscriber IC2 - LCS Dispatch	5	\$5,761	\$0	\$0
9063	4794	11/30/2004	FE	Inscriber IC2 - LCS Dispatch	5	\$5,761	\$0	\$0
12382	8809	5/31/2008	FE	Vizio 37" HDTV	5	\$849	\$0	\$0
				Subtotal FE		\$24,587		
8530	10-May	12/23/2004	OV	Truck-Ford F350 2005	5	\$40,196	\$0	\$0
8531	11-May	12/23/2004	OV	Truck-Ford F350 2005	5	\$40,196	\$0	\$0
12559	28245	1/31/2008	OV	Ford Econoline Van	4	\$28,300	\$0	\$0
				Subtotal OV		\$108,692		
13877	NC-5444	8/5/2011	RV	Turtle Top Odyssey Bus Paratransit	4	\$73,033	\$0	\$0
13895	NC-5452	9/20/2011	RV	Turtle Top Odyssey Bus Paratransit	4	\$73,033	\$0	\$0
14666	120586	9/30/2012	RV	Turtle Top Odyssey Paratransit Bus	4	\$73,033	\$0	\$0
14670	120592	9/30/2012	RV	Turtle Top Odyssey Paratransit Bus	4	\$73,033	\$0	\$0
13898	NC-5455	9/20/2011	RV	Turtle Top Odyssey Bus Paratransit	4	\$73,033	\$0	\$0
13899	NC-5456	9/20/2011	RV	Turtle Top Odyssey Bus Paratransit	4	\$73,033	\$0	\$0
13763	NC-5385	4/30/2011	RV	Turtle Top Odyssey Bus Paratransit	4	\$72,575	\$0	\$0
15423	121036	2/1/2013	RV	Turtle Top Odyseee Paratransit Bus	4	\$71,033	\$0	\$0
15448	121044	3/19/2013	RV	Turtle Top Odyseee Paratransit Bus	4	\$71,033	\$0	\$0
15449	121046	3/19/2013	RV	Turtle Top Odyssey Paratransit Bus	4	\$71,033	\$0	\$0

LYNX Board Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value 11.30.18	Due to FTA
				Subtotal RV		\$723,872		
				Grand Total		\$874,429		

LYNX Board Agenda

Consent Agenda Item #7.C. ix

To: LYNX Board of Directors

From: Tiffany Homler
CHIEF ADMINISTRATIVE OFFICER
Rose Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Miscellaneous
Authorization to Sign Documents Relating to the Transfer of Obligations of 400 North Orange, LLC.

Date: 12/6/2018

ACTION REQUESTED

Staff is seeking the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to sign documents relating to the transfer of obligations of 400 North Orange, LLC (hereinafter referred to as "400 North Orange") to Central Station Property Owners Association, Inc. (the "POA"), as provided in the Transit Oriented Development Agreement referenced below.

BACKGROUND

At the March 22, 2012 Board of Directors' meeting, the LYNX Board of Directors authorized the Chief Executive Officer (CEO) to enter into a Transit Oriented Development Agreement (the "TOD Agreement") to meet the objective of linking a transit facility to a Transit Oriented Development (TOD). That agreement in effect granted to 400 North Orange a 60-foot easement along the parcel of land that is owned by LYNX and sits east of LYNX Central Station and SunRail. The TOD Agreement also granted to LYNX other rights over the TOD Project itself. The TOD Agreement was presented to the LYNX Board and approved at the November 8, 2012 meeting.

400 North Orange had continuing obligations under the TOD Agreement to maintain the 60-foot strip and also what was called the TOD Pedestrian Access Corridor in the TOD Project. The TOD Agreement provided that 400 North Orange could form a property owners association to undertake these obligations and, when formed, 400 North Orange could assign its duties and obligations under the TOD Agreement to the POA.

LYNX Board Agenda

400 North Orange has created the POA and has requested LYNX to consent to the transfer of its obligations under the TOD Agreement to the POA. LYNX's General Counsel has reviewed the POA documents and has agreed to the transfer, subject to the preparation of appropriate documents to do so. We are waiting for those documents to be provided to LYNX.

The request set forth above is for those documents to be executed by the CEO or its designee once they are approved by LYNX's General Counsel.

The TOD Agreement called for LYNX to approve the aesthetic elements of the visible façade of Central Station. That effort was taken place in late 2013/early 2014. The TOD Agreement also provided that the developer would construct the pedestrian access from LYNX Central Station to the development within the 60 foot easement. That condition was satisfied in early 2016.

FISCAL IMPACT

There is not a fiscal impact for LYNX on this project.

LYNX Board Agenda

Consent Agenda Item #7.C. x

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Belinda Balleras
(Technical Contact)
William Slot
(Technical Contact)
Tellis Chandler
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Miscellaneous**
Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of \$1,841,408 for Automatic Passenger Counters and ACCESS LYNX Cameras.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Federal Transit Administration's Surface Transportation Program (STP) in the amount of \$1,841,408 for 254 Automatic Passenger Counters and 603 ACCESS LYNX surveillance cameras with 201 DVRs.

BACKGROUND:

LYNX submitted a request to MetroPlan Orlando (MPO) in the amount of \$1,143,070 in STP funds to install and upgrade 254 Automatic Passenger Counters (APC) units on all of the LYNX fleet. This will provide 100% passenger counting for LYNX and eliminates the need to perform annual manual sampling of passengers. In addition to granting LYNX's request, the MPO has added funding in the amount of \$698,338 for Access LYNX surveillance cameras and DVRs for the paratransit fleet. The MPO and FDOT 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.

This funding supports the Computer Aided Dispatch (CAD)/Automatic Vehicle Locator (AVL) System conversion to the Trapeze Ranger system. LYNX currently operates two different CAD/AVL systems. The CAD/AVL system is linked with many of the operating systems within

LYNX Board Agenda

the bus including automated passenger counters, the Talking Bus system, radios, fare boxes, and destination signs. These integrated systems are also connected to the real-time information signage located at various points in the LYNX route system and they support the DoubleMap Real-Time Bus Tracker. The Trapeze Ranger system is already installed on the majority of the fixed route fleet and is the preferred system as it has a quicker refresh rate for data transmission that is critical for real-time applications and real-time bus arrival information. The conversion to one CAD/AVL system will allow for improved customer service, improved data collection, reduced complexity and more effective route planning and evaluation.

The current camera system for ACCESS LYNX is DriveCam. DriveCam provides one camera per bus and the system is only activated to record when a vehicle experiences unusual forces such as hard braking, swerving, excessive speed, a collision or other potentially unsafe actions that could lead to a collision. Upgrading the camera system to a continuous recording solution will allow for improved customer service through informal video audits, thorough investigations, and improved training and safety programs.

This STP grant will be matched by transportation development credits.

FISCAL IMPACT:

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

LYNX Board Agenda

Consent Agenda Item #7.C. xi

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
DHasheem Alkebulan
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Miscellaneous**
Authorization to Execute a Task Order with Kimley-Horn and Associates, Inc. for Construction Engineering Inspection (CEI) Services to Support our LYNX Operations Center (LOC) Expansion Project Parking Lot and Administrative Modular Structure for a Not to Exceed Amount of \$227,000.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a Task Order, under our existing contract with Kimley-Horn and Associates, Inc. for Construction Engineering Inspection (CEI) Services to support our LOC Expansion Project parking lot and administrative modular structure and all supporting requirements in a Not To Exceed Amount of \$227,000.

BACKGROUND:

LYNX executed a contract with Kimley-Horn and Associates, Inc. May 2, 2016, for Architectural and Engineering Services. This Task Order for a CEI is in-line with the requirements in the executed contract for Architectural and Engineering Services.

LYNX is in the process of developing property for its new Mobility Management Operations that is adjacent to the existing fixed-route, LYNX Operations Center (LOC), located at 2500 LYNX Lane, in Orlando, Florida. The address of the new LOC location is 2495 Industrial Boulevard, Orlando, Florida, 32804.

MV Transportation currently operates the LYNX Paratransit services out of a leased facility located at 4950 L.B. McLeod Avenue, Orlando, Florida. Center is to transition out of the McLeod facility. McCree Design Builders, Inc. was selected in September as the supplier to

LYNX Board Agenda

provide Design Build and Construction Services. Kimley-Horn and Associates, Inc. will work with LYNX to ensure that all construction is performed in accordance to all rules, regulations, state and local requirements and Federal Transit Administration requirements.

FISCAL IMPACT:

LYNX staff included \$350,989 in the FY2019 Adopted Capital Budget for CEI Services to support the LYNX Operating Center (LOC) Expansion Project Parking Lot and Administrative Modular Structure.

LYNX Board Agenda

Consent Agenda Item #7.C. xii

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Miscellaneous**
Authorization to Negotiate and Issue Purchase Orders and Task Orders in a Cost Not to Exceed \$450,000.00 to WSP, Inc. for the Continued Design and Engineering of the Florida Mall and Rosemont Transfer Centers.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or his designee to negotiate and issue purchase orders and task orders in a cost not to exceed \$450,000.00 to WSP, Inc. for the continued design and engineering of the Florida Mall and Rosemont Transfer Centers.

BACKGROUND:

As part of the Fiscal Year 2018 budget, LYNX staff advanced the conceptual design for both the Rosemont Transfer Center and Florida Mall Transfer Center Rehabilitations. The cost for the conceptual design for each of these was less than the \$150,000 purchase order thresholds established by LYNX Administrative Rule 4. As these projects move from conceptual design to final design, there is the need to issue purchase orders for the final design and construction engineering inspection portions of the project. The total costs for these is estimated at \$450,000.00

The Rosemont Transfer Center was originally constructed in 2003. As mentioned in an update provided to the LYNX Board of Directors in September 2018, LYNX has been working with the community and LYNX leadership on an analysis of the existing facility and potential relocation. The decision was to move forward at the existing location. The improvements will include better pedestrian accessibility, new cameras, improved lighting and new bus shelters and associated amenities. Florida Mall was originally constructed in 1996 and newer shelters installed in 2008.

LYNX Board Agenda

Pursuant to meetings in 2018 held with the Florida Mall, there was a commitment to make improvements at the Florida Mall to enhance this stop. Improvements will include increased shelter capacity, improved pedestrian accessibility, better ADA accessibility for waiting passengers and installation of other associated amenities.

FISCAL IMPACT:

LYNX staff included \$2,432,500 in the FY2019 Adopted Capital Budget for the Florida Mall and Rosemont Transfer Centers. A total of \$442,500 of this amount has been allocated to Design and Engineering, of which, \$437,934 is unencumbered.

LYNX Board Agenda

Consent Agenda Item #7.C. xiii

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Belinda Balleras
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)
Sheila Maldonado
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Miscellaneous**
Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of \$3,100,000.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Florida Department of Transportation (FDOT) and authorize the Chairman to execute Resolution #18-004 attached hereto. This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute Public Transportation Grant Agreements (PTGA) from FDOT originating from these programs, as well as any future amendments to the PTGA.

LYNX intends to submit grant applications for Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities Program) funding to FDOT for approximately \$600,000 in capital and \$800,000 in rural operating funds, for Section 5311 (Formula Grants for Rural Areas) approximately \$700,000 in operating funds, and for Section 5339 (Bus and Bus Facilities Capital Program) for approximately \$1,000,000 in the FY2019/2020 FDOT funding cycle.

BACKGROUND:

On October 2, 2018, the Florida Department of Transportation conducted a grant workshop to announce its funding solicitation and guidance for FTA's Section 5310-Enhanced Mobility of Seniors and Individuals with Disabilities Program, Section 5311-Formula Grants for Rural Areas

LYNX Board Agenda

Program, and Section 5339-Bus and Bus Facilities Program under the FAST Act. These solicitations are due for submission January 11, 2019.

The funding programs are described as follows:

- ***Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. 5310)***: Provides formula funding to improve mobility for seniors and individuals with disabilities.

MAP-21, now the FAST Act, expanded the eligibility of the 49 U.S.C. 5310 program funds to be used for operating expenses, in addition to capital expenses, for transportation services addressing the needs of seniors and individuals with disabilities. Not less than 55 percent of the funds available for this program must be used for capital 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. Remaining funds may be used for operations, such as: public transportation projects that exceed the requirements of the ADA; public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit services; or develop alternatives to public transportation that assist seniors and individuals with disabilities.

The matching requirements for this program remain the same: capital assistance is provided on an 80% Federal share, 10% state share and 10% local share, with operating assistance requiring a 50 percent match.

LYNX intends to apply for both capital and operating projects; approximately \$600,000 for vehicles and approximately \$800,000 for rural NeighborLink and other contracted services for specialized transportation under the Mobility Management brokerage model. These operating projects are part of our continuing mobility initiatives to address paratransit needs with NeighborLink routes

- ***Formula Grants for Rural Areas Program (49 U.S.C. 5311)***. The Rural Areas program provides formula funding for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding may be used for capital, operating, planning, job access and reverse commute projects, and administration expenses.

LYNX intends to apply for operating projects, approximately \$700,000 of 49 U.S.C. 5311 to maintain provision of services in the rural areas. 49 U.S.C. Section 5311 operating funds are 50% federal and 50% non-Department of Transportation match.

- ***Bus and Bus Facilities (49 U.S.C. 5339)***. The Bus and Bus Facilities Program provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities for services in the rural areas.

LYNX intends to apply for capital projects, approximately \$1,000,000 under the 49 U.S.C. 5339 program for buses and/or NeighborLink vehicles with the necessary technologies and equipment. These capital purchases will support the provision of both fixed-route and NeighborLink services

LYNX Board Agenda

that operate either entirely or predominately in rural areas. 49 U.S.C. Section 5339 capital funds are 80% federal and 20% non-federal share (FDOT will provide the required 20% match).

FISCAL IMPACT:

LYNX staff will include the Section 5310, 5311, and 5339 project awards in future operating and capital budgets as appropriate.

CFRTA RESOLUTION 18-004

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY; AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR FY2019/2020 SECTION 5311 FEDERAL TRANSIT ADMINISTRATION FORMULA GRANTS FOR RURAL AREAS PROGRAM, FY2019/2020 SECTION 5339 FEDERAL TRANSIT ADMINISTRATION FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2019/2020 SECTION 5310 FEDERAL TRANSIT ADMINISTRATION ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2019-2028 which has been submitted to FDOT in September 2018 and the TDP is consistent with the five-year Transportation Improvement Plan (TIP) and FDOT's State Work Program, and the projects identified in the TDP are consistent with METROPLAN Orlando's Year 2040 Long Range Plan and Five Year Transportation Improvement Plan (TIP).

WHEREAS, this is a resolution of the GOVERNING BOARD of the Central Florida Regional Transportation Authority (hereinafter BOARD), which hereby authorizes the signing and submission of the LYNX grant applications and supporting documents and assurances to the Florida Department of Transportation.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Public Transportation Grants Agreements (PTGA) to be issued by FDOT in FY2019.
3. The BOARD authorizes Edward L. Johnson, Chief Executive Officer, or designee to file and execute the applications on behalf of the Central Florida Regional Transportation Authority, d/b/a LYNX with the Florida Department of Transportation.
4. The BOARD authorizes Edward L. Johnson, Chief Executive Officer (CEO), or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation for operating assistance for rural transportation services (5311), capital assistance for rural bus and bus facilities (5339), and transportation services for elderly person and persons with disabilities program funds (5310).

5. The BOARD authorizes Edward L. Johnson, Chief Executive Officer (CEO), or designee, to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents, which may be required in connection with the applications or subsequent agreements and supplements.

6. That the above authorizations shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION APPROVING THE EXECUTION OF THE PUBLIC TRANSPORTATION GRANT AGREEMENTS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR FY2019/2020 SECTION 5311 FEDERAL TRANSIT ADMINISTRATION FORMULA GRANTS FOR RURAL AREAS PROGRAM, FY2019/2020 SECTION 5339 FEDERAL TRANSIT ADMINISTRATION FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2019/2020 SECTION 5310 FEDERAL TRANSIT ADMINISTRATION ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM.

APPROVED AND ADOPTED this 6th day of December 2018, by the Governing Board of Directors of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

Consent Agenda Item #7.C. xiv

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Rose Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Miscellaneous
Approval of the LYNX Board of Directors Meeting Dates for 2019.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' approval for the LYNX Board of Directors meeting dates for 2019.

BACKGROUND:

LYNX Administrative Rule 2 – Board Governance (Bylaws) states that the Governing Board shall annually establish a scheduled for the LYNX Board of Directors. The LYNX Board of Directors typically holds its meetings on the fourth Thursday of the month. The meetings can be cancelled if there are no urgent or time-sensitive issues. The proposed dates for 2019 are as follows:

- January 24, 2019
- February 28, 2019
- March 28, 2019
- April 25, 2019
- May 23, 2019
- June 27, 2019
- July 25, 2019
- August 22, 2019
- September 26, 2019
- October 24, 2019
- December 5, 2019

LYNX Board Agenda

LYNX Administrative Rule 2 – Board Governance (Bylaws) also authorizes the LYNX Board of Directors to establish committees and those committees are to annually establish their meeting schedule. Listed below are the current committees established by the LYNX Board of Directors and the meeting schedule:

- LYNX Oversight Committee: Second Thursday of the month
- Finance and Audit Committee: First Thursday of the month
- Risk Management Committee: Quarterly

LYNX Board Agenda

Action Agenda Item #8.A

To: LYNX Board of Directors

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Tiffany Homler
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Authorization to Release a Request for Proposal (RFP) for Legal Services.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for the following legal services: general counsel to the LYNX Board, labor/employment, tort, workers' compensation and real estate legal services.

BACKGROUND:

LYNX has a need for legal counsel for direct support to the Board, Chief Executive Officer (CEO) and staff in the following areas: general counsel, real estate, construction, and labor/employment law.

Previously the Board of Directors has authorized staff to execute contracts with the following Attorneys:

- Akerman Senterfitt for general counsel services
- Baker & Hostetler LLP for labor/employment legal services
- Zimmerman, Kiser & Sutcliffe, P.A. for tort legal services
- Hilyard, Bogan & Palmer for tort legal services
- Bolton & Helm, LLP for workers' compensation legal services

All of the above contracts will expire in June and July of 2019.

LYNX Board Agenda

LYNX intends to contract with various legal firms to supplement its in-house legal services for procurement and contracts. The support of additional legal firms will provide expertise, quality, experience and resources to effectively represent LYNX for specific legal services, such as personal injury/property damage, workers compensation, litigation and defense, and municipal finance and bond counsel services, workman compensation, employment law, and tort legal services.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

This procurement is not funded with DOT assisted dollars. LYNX has established a small business goal of 7.6% that cannot and will not be counted toward the FTA DBE overall goal participation in accordance with the guidelines of 49 CFR Part 26. LYNX will outreach to available, interested and qualified firms ready and willing with notification of this solicitation for participation.

FISCAL IMPACT:

LYNX staff included \$789,800 in the FY2019 Adopted Operating Budget for Legal Services – General.

LYNX Board Agenda

Action Agenda Item #8.B

To: LYNX Board of Directors

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Tiffany Homler
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Authorization to Release a Request for Proposal (RFP) for State and Local Lobbying Services.

Date: 12/6/2018

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 State and Local Lobbying Services focusing on Public Transportation for the Central Florida area and identifying funding opportunities and the ability to collaborate with different organizations to enhance the mobility of Central Florida residents.

BACKGROUND:

LYNX staff seeks to contract for state and lobby services to ensure that LYNX enhances its efforts regarding transportation legislation and appropriations affecting Central Florida and LYNX directly or indirectly. Services to be provided include, but are not limited to:

The Consultant will proactively assist the Authority in creating and maintaining relations with the Legislature of the State of Florida (hereinafter referred to as "the State Legislature"), the Florida Department of Transportation (hereinafter referred to as "FDOT") and Community Stakeholders as appropriate. The Consultant will assist the Authority with the following:

- A. Planning Activities: The Consultant will maintain liaison with members of State and Local Legislature concerning funding issues for public transportation. The Consultant will assist the Authority with any legislative actions necessary to allow the Authority to advance or defend against any initiatives with regard to public transportation.

LYNX Board Agenda

- B. Project Proposals: The Consultant will assist and help the Authority with grant applications, proposals for transportation initiatives and other actions that advance public transportation initiatives in Central Florida. The Consultant will help lead efforts to secure projects, relationships or contracts that increase public transportation ridership and federal formula funds.
- C. Policy Issues: The Consultant will pursue policy issues when so directed by the Authority with State and Local Legislature in order to maximize the efficiency of public transportation matters in Central Florida. In addition, the Consultant will inform and/or suggest possible policy positions and/or initiatives regarding public transportation for the Authority to consider when and where appropriate.
- D. Inter-Agency Coordination: The Consultant shall maintain relationships and serve as the liaison with other agencies of the State of Florida or other government agencies within the State to enable the Authority to advance initiatives and programs that increase or influence the efficiency of public transportation.
- E. Funding: The Consultant will identify and devise strategies to successfully secure or preserve funding from the State, Federal or Local sources or any combination thereof. The Consultant will be proactive in building relationships with key stakeholders that supports the Authority as “The” provider of public transportation within the Central Florida Region. This will include assistance with any grant applications.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

This procurement is not funded with DOT assisted dollars. LYNX has established a small business goal of 7.6% that cannot and will not be counted towards the FTA DBE overall goal participation in accordance with the guidelines of 49 CFR Part 26. LYNX will reach out to available, interested and qualified firms ready and willing with notification of this solicitation for participation.

FISCAL IMPACT:

LYNX staff included \$125,000 in the FY2019 Adopted Operating Budget to support these services.

LYNX Board Agenda

Action Agenda Item #8.C

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Tomika Monterville
(Technical Contact)
BRUCE DETWEILER
(Technical Contact)
MYLES OKEEFE
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Authorization to Implement the January 27, 2019 Proposed Service Changes.

Date: 12/6/2018

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 January 27, 2019.

BACKGROUND:

On December 6, 2018, 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 January 27, 2019. A total of three (3) public workshops/public hearings were held on November 13, 14, and 15, 2018. LYNX customers and the public provided input on the service changes at the following workshops/public hearings:

Date/Time: Tuesday, November 13, 2018, 5-7 PM

Location: Altamonte Springs City Hall, Altamonte Springs, FL

Date/Time: Wednesday, November 14, 2018, 3-5 PM

Location: LYNX Central Station, Orlando, FL

Date/Time: Thursday, November 15, 2018, 4:45-6:45 PM

Location: Kissimmee City Hall, Kissimmee, FL

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

LYNX Board Agenda

The public comment period for the proposed service changes ran from October 31, 2018, through November 29, 2018. 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.

PROPOSED SERVICE CHANGES:

New service will include Link 709 serving Downtown Kissimmee, Kissimmee City Hall, Osceola Regional Medical Center, Kissimmee Intermodal Station, and Florida Hospital Kissimmee.

Route changes will include: Links 21, 37, and NeighborLink 632.

Schedule adjustments will include time changes on Links: 8, 11, 18, 38, 50, 56, 57, 108, 111, FastLink 407, 416, FastLink 441, NeighborLink 622, and LYMMO Orange and Grapefruit Lines.

Maps and schedules are being finalized and upon completion will be posted on www.golynx.com. The next service change is scheduled for April 2019.

JANUARY 27, 2019 SERVICE PROPOSAL

NEW ROUTE

- **Link 709** – Kissimmee Connector (Osceola County) – Will operate a one-way loop through downtown Kissimmee from the Kissimmee Intermodal Station via Dakin St., Lakeview Dr., Patrick St., Emmett St., Church St., MLK Blvd, Rose Ave., Oak St., Central Ave., Hilda Ave. & Main St. 30-minute service on weekdays only from 6:30 a.m. – 8:09 p.m.

ROUTE ADJUSTMENTS

- **Link 21** – Universal Studios (Orange County) – The current bus stop on Valencia College Drive will be eliminated. Buses will serve a new bus stop near the Valencia College Nursing and Fitness Center via Kirkman Rd., Valencia College Dr., & Receiving Rd.
- **Link 37** – Pine Hills/Florida Mall (Orange County) – The current bus stop on Valencia College Drive will be eliminated. Buses will serve a new bus stop near the Valencia College Nursing and Fitness Center via Kirkman Rd., Valencia College Dr., & Receiving Rd.
- **NeighborLink 632** – N. Kissimmee (Osceola County) – The zone will be extended north to Mary Louise Lane and Orange Blossom Trail to serve Tupperware Headquarters.

LYNX Board Agenda

SCHEDULE ADJUSTMENTS

- **Link 8** – W. Oak Ridge Rd./International Dr. (Orange County) – 4:51 a.m. weekday trip from Premium Outlets to downtown Orlando changed to 4:43 a.m.
- **Link 11** – S. Orange Ave./Orlando International Airport (Orange County) – Minor schedule adjustments.
- **Link 18** – S. Orange Ave./Kissimmee (Orange County/Osceola County) – Minor schedule adjustments.
- **Link 38** – Downtown Orlando/SeaWorld (Orange County) – Minor schedule adjustments.
- **Link 50** – Downtown Orlando/Magic Kingdom (Orange County) – Minor schedule adjustments.
- **Link 56** – West U.S. 192/Magic Kingdom (Osceola County/Orange County) – Minor schedule adjustments.
- **Link 57** – John Young Parkway (Orange County/Osceola County) – Minor schedule adjustments.
- **Link 60** – LYMMO Orange Line (City of Orlando) – On Friday and Saturday, the last trip will leave CentroPlex Garage at 10:45 p.m. instead of 12:00 a.m.
- **Link 62** – LYMMO Grapefruit Line (City of Orlando) – On Friday and Saturday, the last trip will leave Church St. & Magnolia Ave. at 10:45 p.m. instead of 12:00 a.m.
- **Link 108** – South U.S. 441/Kissimmee (Orange County/Osceola County) – Minor schedule adjustments.
- **Link 111** – SeaWorld/Orlando International Airport (Orange County) – Major schedule adjustments.
- **FastLink 407** – Kissimmee/OIA/Medical City (Orange County/Osceola County) – Minor schedule adjustments.
- **Link 416** – Poinciana/Haines City (Osceola County/Polk County) – Extend the 5:40 a.m. trip from Walmart and the 1:55 p.m. trip from Haines City Plaza to serve Haines City High School.
- **FastLink 441** – Downtown Orlando/Kissimmee (Orange County/Osceola County) – Minor schedule adjustments.
- **NeighborLink 622** – Oviedo (Seminole County) – Minor schedule adjustments.

FISCAL IMPACT:

LYNX Staff anticipates all proposed changes to be budget neutral.

LYNX Board Agenda

Action Agenda Item #8.D

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Tomika Monterville
(Technical Contact)
BRUCE DETWEILER
(Technical Contact)
MYLES OKEEFE
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Authorization to Initiate Public Outreach Process for Fiscal Year 2019
Proposed Service Changes.

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to initiate the public outreach and participation process for proposed service changes scheduled to occur in Fiscal Year 2019.

BACKGROUND:

Three times per year LYNX conducts service changes. LYNX proactively informs and involves the Central Florida public in the planning and implementation of LYNX new services, routing adjustments, passenger fare adjustments, new facility construction, capital projects, and planning activities in accordance with Federal and State regulations. In Fiscal Year 2019 these service changes are tentatively scheduled to occur in January, April and August.

The LYNX Public Participation Program includes utilizing a continuous communication program with various outreach techniques appropriate to both the proposed action and the affected public. LYNX staff members inform customers and members of the public of proposed changes through the LYNX website, social media, newspaper advertisements, posted flyers, as well as public meetings and workshops. LYNX Public Participation Program mandates public notice and public hearings for any service reduction impacting more than 25 percent of an individual route's total revenue hours or revenue miles and any proposed route eliminations. The exception to this reduction of service threshold are routes that have existed less than two years or have been introduced as service development or experimental service. Public notice and

LYNX Board Agenda

public hearings are also required for any proposed alternatives that have the potential to create a disparate impact or disproportionate burden of plus or minus 10 percent, if implemented, on minority or lower income populations in LYNX' service area.

FISCAL IMPACT:

All proposed changes will be supported with funds included in the FY2019 Operating Budget or additional funding, if necessary, from FDOT and/or LYNX Local Funding Partners upon their approval of the proposed service changes.

LYNX Board Agenda

Action Agenda Item #8.E

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
MYLES OKEEFE
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Extend the General Planning Consultant Services Contract #14-C18 with HDR Engineering, Inc. to Complete the Route Optimization Study and Implementation.**

Date: 12/6/2018

ACTION REQUESTED:

Staff is requesting Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend the General Planning Consultant Services Contract #14-C18, which expired September 30, 2018, with HDR Engineering, Inc., to complete the Route Optimization Study and Implementation. The contract will be extended until January 31, 2020, with a not to exceed amount of \$500,000, to support the implementation effort.

BACKGROUND:

On March 7, 2014, LYNX and HDR Engineering executed an Agreement for General Planning Consultant Services. Under this agreement, HDR Engineering was selected to work with LYNX on its Route Optimization Study.

The Central Florida Regional Transportation Authority is embarking on a journey to rebuild the transit network services throughout the service area. This will be accomplished by a critical review of current conditions and gaps as well as innovative approaches to achieving solutions for the community's transportation needs.

The development of a Route Optimization Study seeks to reimagine the fixed-route network in order to create a network with more frequent services and increased reliability. Additionally, LYNX is interested in developing an integrated system by creating seamless connections with

LYNX Board Agenda

SunRail, Bus Rapid Transit projects (Downtown Orlando LYMMO service), ridesharing and bikesharing services, and other modes of travel.

The extension of this contract will allow LYNX to fully engage the riders and the community at large to ensure full and complete transparency in the resulting change.

FISCAL IMPACT:

LYNX staff included \$3,248,000 in the FY2019 Adopted Operating Budget for Professional Services, of which \$50,000 is dedicated to Minor Updates to TDP and ROS. The remaining projected \$450,000 will come from other project reallocations.

LYNX Board Agenda

Action Agenda Item #8.F

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
MYLES OKEEFE
(Technical Contact)
Warren Hersh
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services – Geographic Information Systems (GIS).

Date: 12/6/2018

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 general planning and related consulting services for Geographic Information Systems (GIS).

BACKGROUND:

LYNX is requesting proposals from firms interested in and capable of providing general transportation planning consulting services on an "as needed task order basis." The purpose of the professional consultant services is to provide the necessary expertise in a full array of transportation services to LYNX for the Central Florida Region. The General Transportation Planning Consultant serves as an extension of LYNX staff through providing technical expertise.

This RFP, will include detailed scope and support documentation, which will provide proposers with the information necessary to prepare and submit a written proposal to deliver services for:

LYNX Board Agenda

- Geographic Information Systems (GIS) – Including, but not limited to: on-site and GIS strategic planning analysis, data collection and design, eminent domain, preliminary and final roadway design, data inventory, and GIS support.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX procurement policies require prime contractors to use their best efforts to subcontract a portion of their work to DBE firms. However, each DBE goal will be determined with the development of each scope of work.

FISCAL IMPACT:

LYNX staff included \$3,248,440 in FY2019 Adopted Operating Budget specifically for planning professional services. Upon Board approval, future years' operating budgets will include the requisite amount of planning professional services for projects eligible to be awarded under this contract.

LYNX Board Agenda

Action Agenda Item #8.G

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
MYLES OKEEFE
(Technical Contact)
Warren Hersh
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services – Organizational Efficiency / Business Process Analysis**

Date: 12/6/2018

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 general planning and related consulting services for Organizational Efficiency / Business Process Analysis.

BACKGROUND:

LYNX is requesting proposals from firms interested in and capable of providing general transportation planning consulting services on an "as needed task order basis." The purpose of the professional consultant services is to provide the necessary expertise in a full array of transportation services to LYNX for the Central Florida Region. The General Transportation Planning Consultant serves as an extension of LYNX staff through providing technical expertise.

This RFP, will include detailed scope and support documentation, which will provide proposers with the information necessary to prepare and submit a written proposal to deliver services for:

LYNX Board Agenda

Organizational Efficiency/Business Process Analysis – Including, but not limited to: maximizing operational efficiency and effectiveness through performance-based assessment and improvement plan development; through various means.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX procurement policies require prime contractors to use their best efforts to subcontract a portion of their work to DBE firms. However, each DBE goal will be determined with the development of each scope of work.

FISCAL IMPACT:

LYNX staff included \$3,248,440 in FY2019 Adopted Operating Budget specifically for planning professional services. Upon Board approval, future years' operating budgets will include the requisite amount of planning professional services for projects eligible to be awarded under this contract.

LYNX Board Agenda

Action Agenda Item #8.H

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
MYLES OKEEFE
(Technical Contact)
Warren Hersh
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name:
Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services – Transportation and Financial Planning.

Date: 12/6/2018

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 general planning and related consulting services for Transportation and Financial Planning.

BACKGROUND:

LYNX is requesting proposals from firms interested in and capable of providing general transportation planning consulting services on an "as needed task order basis." The purpose of the professional consultant services is to provide the necessary expertise in a full array of transportation services to LYNX for the Central Florida Region. The General Transportation Planning Consultant serves as an extension of LYNX staff through providing technical expertise.

This RFP, will include detailed scope and support documentation, which will provide proposers with the information necessary to prepare and submit a written proposal to deliver services for:

LYNX Board Agenda

- Transportation and Financial Planning – Including, but not limited to: transit operations and maintenance planning, multimodal urban corridor transportation planning, fixed guideway transit system planning, environmental planning, short-term and long-term transportation and strategic planning, public outreach, marketing, project management, financial management, and traffic studies.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX procurement policies require prime contractors to use their best efforts to subcontract a portion of their work to DBE firms. However, each DBE goal will be determined with the development of each scope of work.

FISCAL IMPACT:

LYNX staff included \$3,248,440 in FY2019 Adopted Operating Budget specifically for planning professional services. Upon Board approval, future years' operating budgets will include the requisite amount of planning professional services for projects eligible to be awarded under this contract.

LYNX Board Agenda

Action Agenda Item #8.I

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
MYLES OKEEFE
(Technical Contact)
Warren Hersh
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services – Technical Studies

Date: 12/6/2018

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 general planning and related consulting services for Technical Studies.

BACKGROUND:

LYNX is requesting proposals from firms interested in and capable of providing general transportation planning consulting services on an "as needed task order basis." The purpose of the professional consultant services is to provide the necessary expertise in a full array of transportation services to LYNX for the Central Florida Region. The General Transportation Planning Consultant serves as an extension of LYNX staff through providing technical expertise.

This RFP, will include detailed scope and support documentation, which will provide proposers with the information necessary to prepare and submit a written proposal to deliver services for:

LYNX Board Agenda

- Technical Studies – Including, but not limited to: data collection, travel demand forecasting, corridor designation studies, transit route studies, project development, environmental studies, traffic planning and data development studies, transportation financial and economic analysis, ridership forecasting, and impact fees studies.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX procurement policies require prime contractors to use their best efforts to subcontract a portion of their work to DBE firms. However, each DBE goal will be determined with the development of each scope of work.

FISCAL IMPACT:

LYNX staff included \$3,248,440 in FY2019 Adopted Operating Budget specifically for planning professional services. Upon Board approval, future years' operating budgets will include the requisite amount of planning professional services for projects eligible to be awarded under this contract.

LYNX Board Agenda

Action Agenda Item #8.J

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
MYLES OKEEFE
(Technical Contact)
Warren Hersh
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services – Safety and Security Planning.

Date: 12/6/2018

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 general planning and related consulting services for Safety and Security Planning.

BACKGROUND:

LYNX is requesting proposals from firms interested in and capable of providing general transportation planning consulting services on an "as needed task order basis." The purpose of the professional consultant services is to provide the necessary expertise in a full array of transportation services to LYNX for the Central Florida Region. The General Transportation Planning Consultant serves as an extension of LYNX staff through providing technical expertise.

This RFP, will include detailed scope and support documentation, which will provide proposers with the information necessary to prepare and submit a written proposal to deliver services for:

LYNX Board Agenda

- Safety & Security Planning – Including, but not limited to: transit safety and security analysis to support local, state and federal emergency management systems processes and operations planning, including but not limited to National Incident Management Systems (NIMS) trainings, safety and security studies of all safety management system (SMS) activities related to Drug and Alcohol, Crime Prevention Through Environmental Design (CPED), accident avoidance and collision studies.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX procurement policies require prime contractors to use their best efforts to subcontract a portion of their work to DBE firms. However, each DBE goal will be determined with the development of each scope of work.

FISCAL IMPACT:

LYNX staff included \$3,248,440 in FY2019 Adopted Operating Budget specifically for planning professional services. Upon Board approval, future years' operating budgets will include the requisite amount of planning professional services for projects eligible to be awarded under this contract.

LYNX Board Agenda

Action Agenda Item #8.K

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
MYLES OKEEFE
(Technical Contact)
Warren Hersh
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services – Urban Design

Date: 12/6/2018

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 general planning and related consulting services for Urban Design.

BACKGROUND:

LYNX is requesting proposals from firms interested in and capable of providing general transportation planning consulting services on an "as needed task order basis." The purpose of the professional consultant services is to provide the necessary expertise in a full array of transportation services to LYNX for the Central Florida Region. The General Transportation Planning Consultant serves as an extension of LYNX staff through providing technical expertise.

This RFP, will include detailed scope and support documentation, which will provide proposers with the information necessary to prepare and submit a written proposal to deliver services for:

LYNX Board Agenda

Urban Design – Including, but not limited to: short-term and long-term transportation plans, development of regional impact, land use, parking and design studies, traffic operations and design, and downtown circulation studies.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX procurement policies require prime contractors to use their best efforts to subcontract a portion of their work to DBE firms. However, each DBE goal will be determined with the development of each scope of work.

FISCAL IMPACT:

LYNX staff included \$3,248,440 in FY2019 Adopted Operating Budget specifically for planning professional services. Upon Board approval, future years' operating budgets will include the requisite amount of planning professional services for projects eligible to be awarded under this contract.

LYNX Board Agenda

Information Item A: Mobility Management Update.

To: LYNX Board of Directors

From: William Slot
CHIEF INNOVATION SUSTAIN OFF
Selita Stubbs
(Technical Contact)
Nanette Stephens
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Information Item
Mobility Management Update.

Date: 12/6/2018

LYNX staff will provide an update on the Mobility Services Division's current status and the Mobility Management program.



Mobility Management Services

Board of Director's Meeting – December 6, 2018



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ARRIVE

Overview

- Community Transportation Coordinator (CTC) Activities
- Program Activities
 - Overview
 - Recruitment & Retention
 - No Show Policy Update
- Service Delivery
 - Application Processing
 - Eligible Customers
 - Call Center Activities
 - Average Call Hold Times (Minutes) and Trip Volume
- Performance/Ridership
 - Trips by Carrier
 - Access LYNX
 - Trip Purpose
 - Performance Measures
 - Trips
 - October 2018 Costs



CTC Activities

- Prepared and disseminated Fiscal Year 2019 Coordination Agreements for 27 of agencies
- Conducted FY19 5310 Program Coordinated Agency Meetings for 14 agencies applying for grant funding
- Approximately 14,000 email surveys were sent with responses from 338 customers (2.4% response rate)
- Participated in MetroPlan Orlando Meetings
 - Quality Assurance Task Force (QATF) 10-20-18
 - Public/LCB Board Meeting 11-15-18
- **Mass Mailings**
 - Paratransit Ridership Survey
 - Public Meeting Notification



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Program Activities

Overview

- Conducting Implementation Meetings with New Providers
 - Elite and UZURV
- Conducting Safety Sensitive Information (SSI) Meetings
- Continued progress with the LYNX Operations Center (LOC) Expansion Project



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Program Activities

Recruitment & Retention (1 of 2)

- **Current Call Center Staff:**

- 2 Mobility Services Managers
- 4 Mobility Services Supervisors
- 40 Mobility Service Representatives (MSR) (currently - 8 vacancies)
- 1 Mobility Relations (Vacant)

Total of 9 vacant positions



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Program Activities

Recruitment & Retention (Page 2 of 2)

- Actively increasing the pool of candidates
- Attending and conducting job fairs
- Conducting a wage review
- Initiating employee development / structured training events
- Defining standardized shifts aligned to call volume
- Exploring roles that may be able to telecommute



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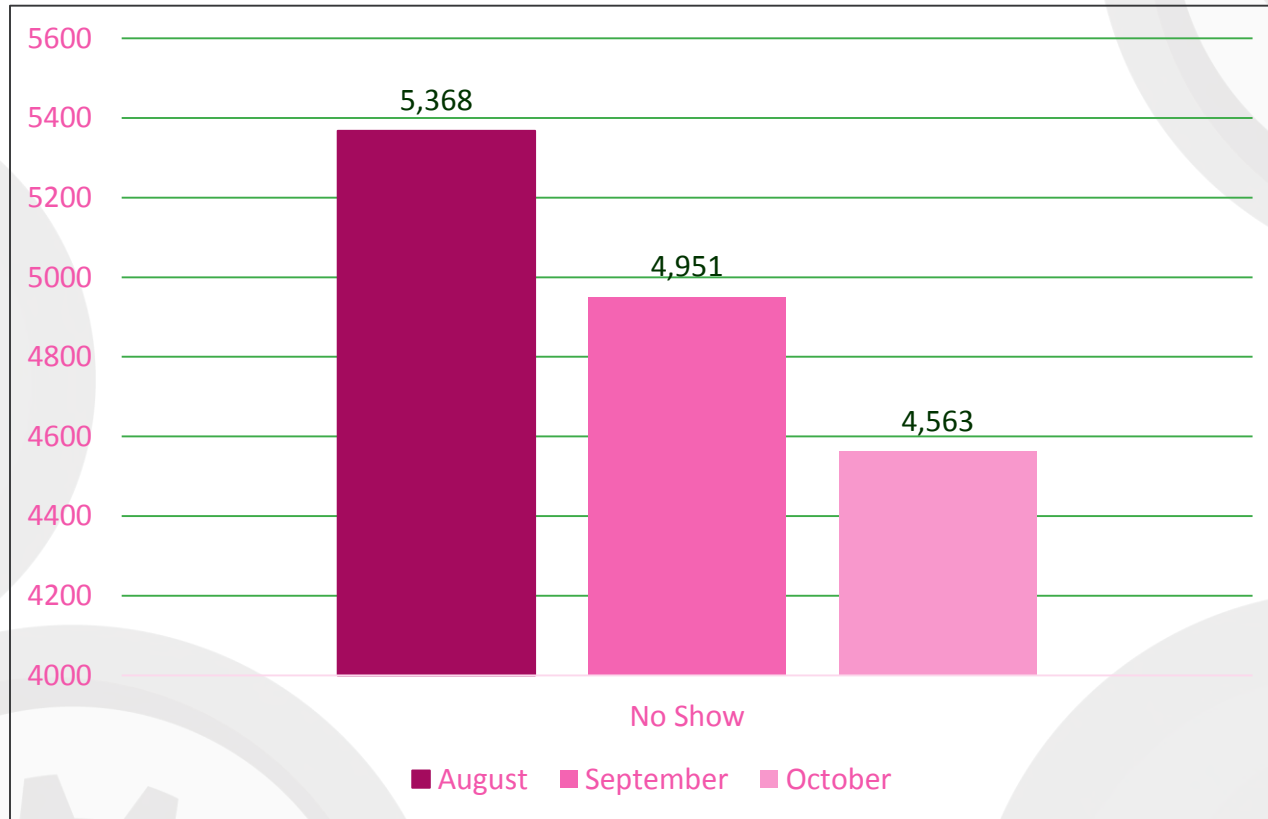
CONNECT



ARRIVE

Program Activities

No Shows: August - October 2018



NOTE: August 1, 2018 – Reviewing the validity of No Shows with MV



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Program Activities

No Show Policy Activities

- **August 1, 2018** – Reviewing the validity of No Shows with MV
- **September 27, 2018** -Amended No Show Policy approved by LYNX Board
- **October 23, 2018** - MetroPlan Orlando, Quality Assurance Task Force(QATF) Presentation
- **November 15, 2018** –MetroPlan Orlando Board Meeting Presentation
- **October-November, 2018** – No Show Policy & Enforcement Process mass mailing preparation for distribution to all ACCESS LYNX Clients
- **October – December, 2018** -Mobility Supervisors review & validation of “No Show” reports in preparation for January 2019 mailings
- **January 10, 2019** - First enforcement letters to be mailed to clients and by the 10th of each month, thereafter



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CONNECT



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Service Delivery

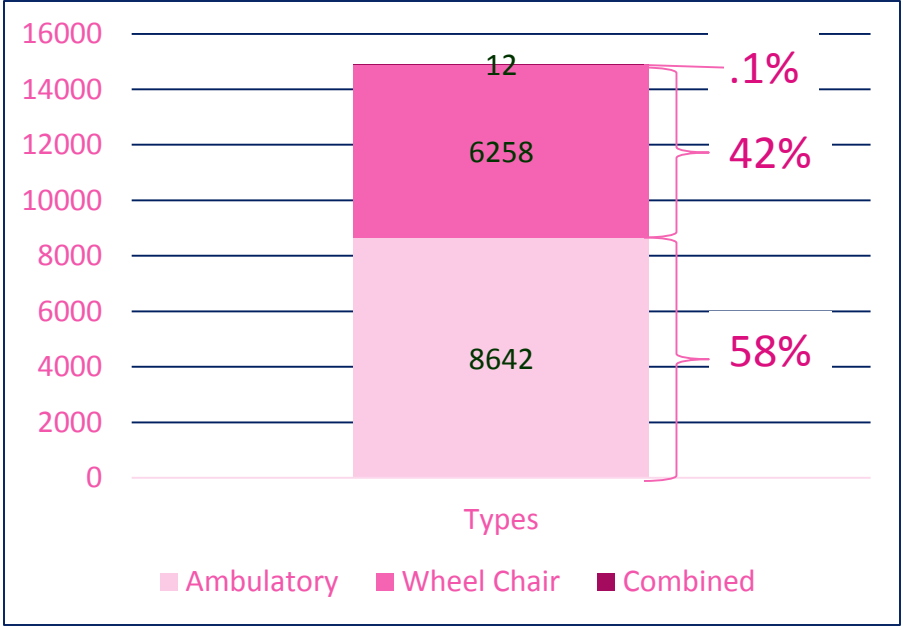
ACCESS LYNX Customer Applications October 2018

Application Category	Number
ADA New Applications	356
<i>Approved</i>	212
<i>Pending Functional Assessment</i>	143
<i>Denials</i>	1
ADA Re-certification	180
ADA Sub-Total	536
TD New Applications	74
TD Denied	3
TD Recertification	51
TD Sub-Total	128
OTHER – Incomplete information	70
TOTAL	734

Note: Denials Included: Goes thru Complete Review Process before Denial Determination is made

Service Delivery

Eligible Customers



Total: 14,912

Footnote: Snapshot as of 11/16/18

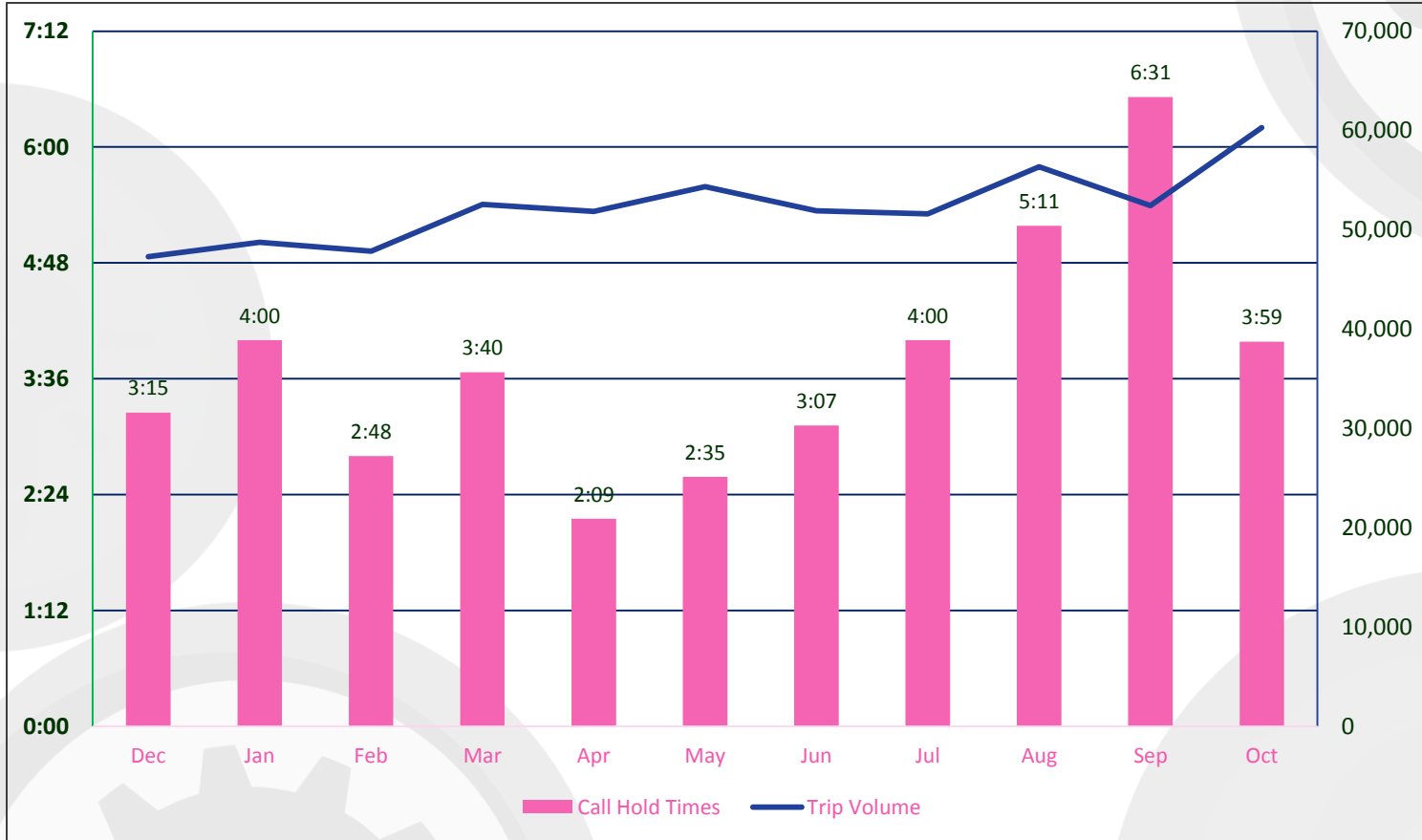
Service Delivery

Call Center Activity – October 2018

WEEK	TOTAL CALLS	AVG HOLD TIMES
1	17,704	7:02
2	15,783	2:43
3	16,640	3:25
4	15,850	3:20
5	17,151	4:09
Total	58,088	3:59

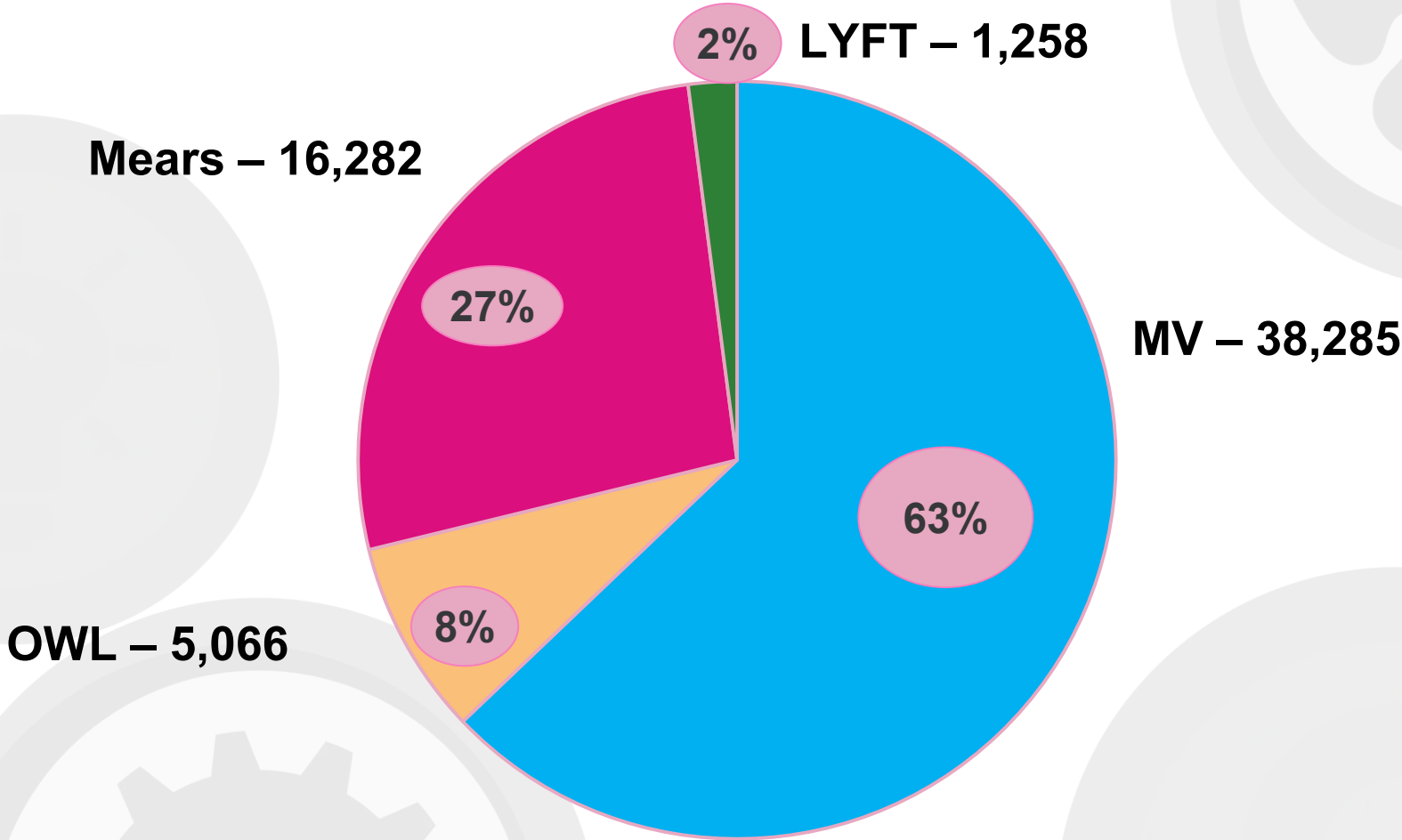
Service Delivery

Average Call Hold Times (Minutes) and Trip Volume



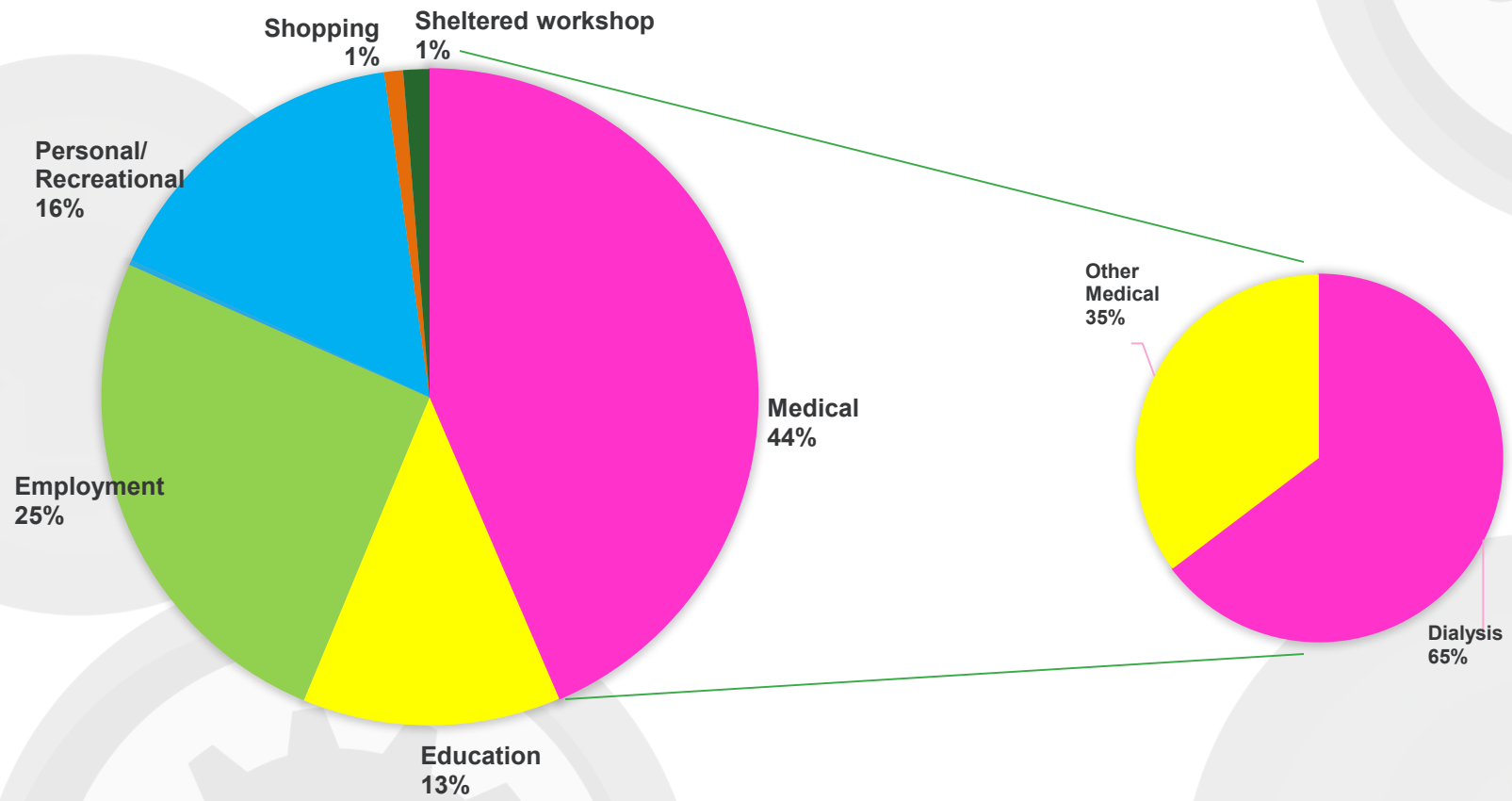
Performance & Ridership

Trips By Carrier October 2018



Performance & Ridership

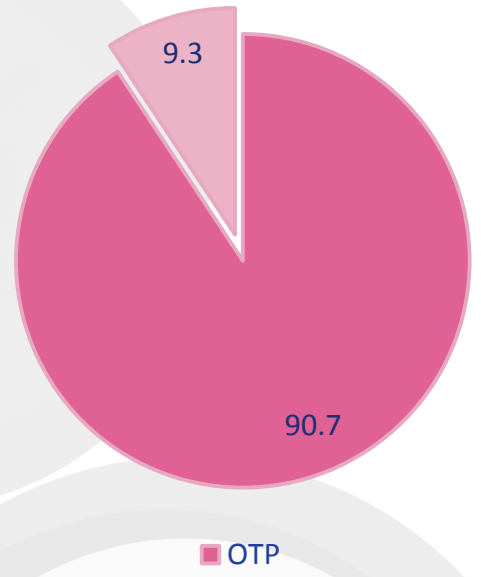
ACCESSLYNX Trip Purpose - October 2018



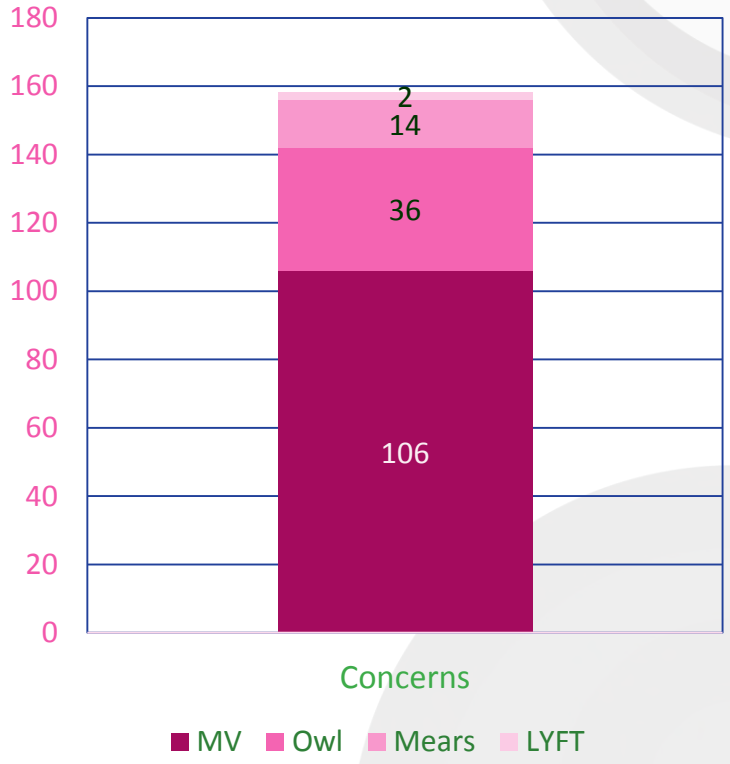
Performance & Ridership

ACCESS LYNX – Performance Measures

On Time Performance

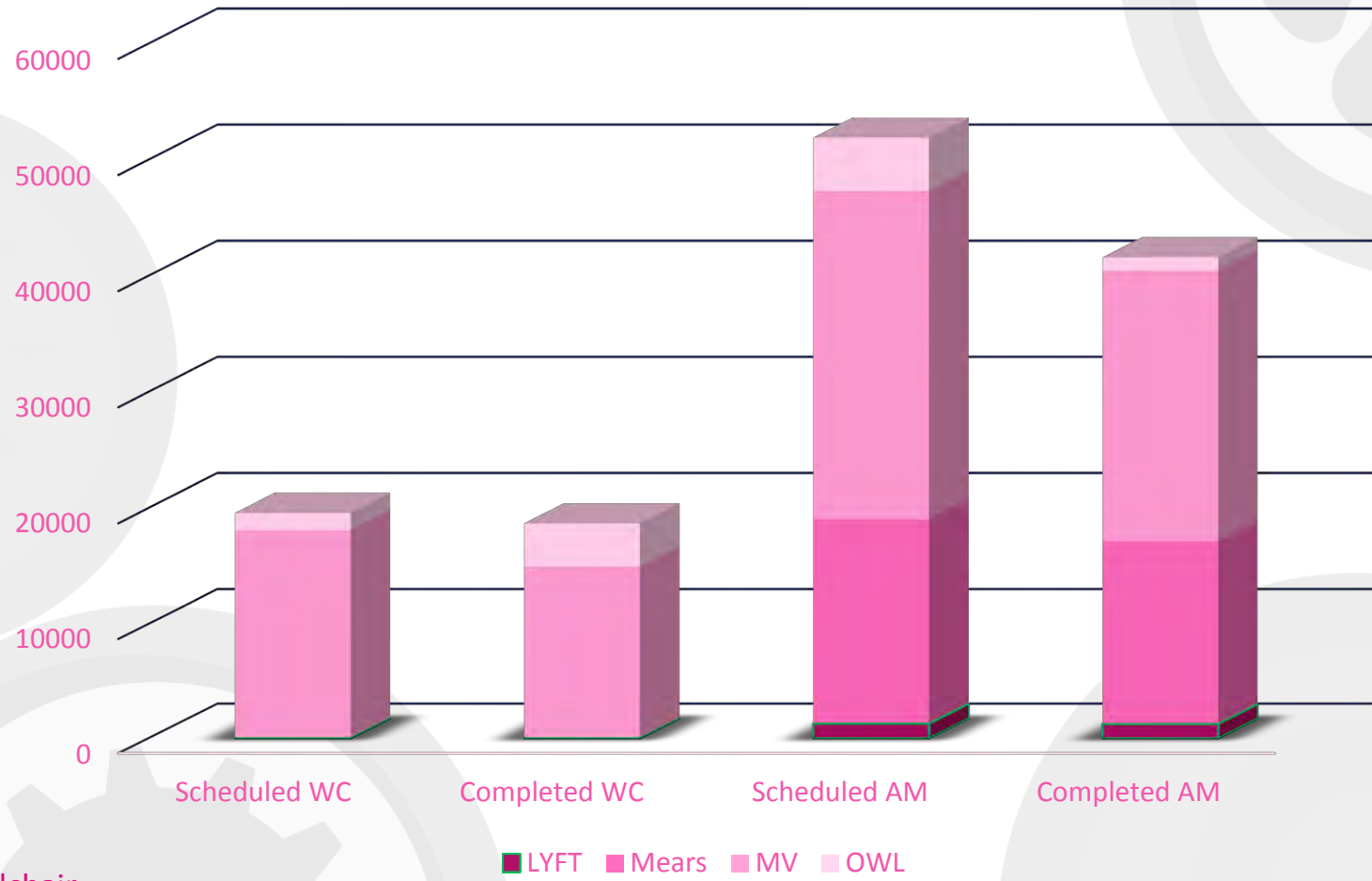


Customer Concerns



Performance & Ridership

ACCESS LYNX Trips



WC – Wheelchair
AM - Ambulatory

Performance & Ridership

ACCESS LYNX – October 2018 Costs

in thousands

Provider	Cost	Budget	Variance
MV	\$1,600	\$1,573	(\$27)
OWL	\$152	\$149	(\$3)
Mears	\$344	\$240	(\$104)
LYFT	\$25	\$24	(\$1)
	<u>\$2,121</u>	<u>\$1,986</u>	<u>(\$135)</u>

Note: Figures are pending reconciliation and unaudited as of November 12, 2018

Questions?



IMAGINE



INNOVATE



CONNECT



ARRIVE

LYNX Board Agenda

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

To: LYNX Board of Directors

From: MELANIE STANISIC
DEPUTY DIRECTOR OF RISK MGMT
MELANIE STANISIC
(Technical Contact)
Esther Mitchell
(Technical Contact)

Phone: 407.841.2279 ext: 6167

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

Date: 12/6/2018

LYNX General Liability Settlements September 7, 2018, through October 29, 2018:

Claimant	Date of Incident	Short Description	Settlement Amount	Date Paid
Berneice Corona	1/31/2017	Bus struck MV	\$8,000.00	9/7/2018
Justin Wilson	6/14/2018	Bus struck MV	\$347.19	9/7/2018
Crystal Thomas	9/5/2015	Bus struck MV	\$500.00	9/13/2018
German Betancur	8/17/2016	Bus struck MV	\$7,500.00	9/28/2018
Johnny Volcy	3/31/2017	Bus struck MV	\$5,500.00	9/28/2018
Marie Milfort	9/25/2014	Bus struck object	\$10,000.00	9/28/2018
Connie Kelly	6/8/2015	Passenger incident	\$65,000.00	10/5/2018

LYNX Board Agenda

Daniel King	3/19/2018	Bus struck MV	\$6,775.36	10/5/2018
Henry Negron	11/4/2014	Bus struck MV	\$7,500.00	10/09/2018
Antoinette Shellman	4/19/2015	Bus struck pedestrian	\$38,500.00	10/12/2018
Desteny Woel	9/5/2017	Bus struck MV	\$5,000.00	10/16/2018
Tia Vinson	7/11/2017	Bus struck MV	\$18,000.00	10/12/2018
Marixa Cummings	2/20/2018	Bus struck MV	\$512.13	10/19/2018
Crystal Washington	8/3/2017	Bus struck MV	\$7,500.00	10/26/2018
Gabriel Laporte	8/25/2014	Bus struck MV	\$15,000.00	10/29/2018

LYNX Board Agenda

Information Item C: September 2018 Board of Director's Agenda Memo.

To: LYNX Board of Directors

From: Tiffany Homler
CHIEF ADMINISTRATIVE OFFICER
Ivelisse Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Information Item
September 2018 Board of Director's Agenda Memo.

Date: 12/6/2018

A copy of the memo signed by Commissioner Constantine approving the September 2018 Board of Director's Meeting Agenda was emailed to the Board of Director's on September 28, 2018.



TO: Edward L. Johnson, Chief Executive Officer

FROM: Lee Constantine, Chairman

DATE: September 28, 2018

SUBJECT: LYNX September 2018 Board of Directors' Agenda Execution

The September 27, 2018 Board of Directors' regularly scheduled meeting was cancelled and could not be rescheduled with a quorum due to member availability. LYNX has several operational needs and federal requirements it must meet in order to properly and efficiently manage the day-to-day operations. Due to the meeting being cancelled, I am acting in accordance with LYNX' *Administrative Rule #2 Board Governance (By-Laws), Section 2.9.1.C Financially Exigence Situations*, authorizing Edward L. Johnson, Chief Executive Officer, to execute the FY2019 budget spending; submission of certain policies and grant applications; and, release of solicitations and execution of contracts for the purchase and delivery of goods and services as delineated in the proposed September 2018 Board of Directors' Agenda (see attached). The aforementioned items were recommended for execution by the Oversight Committee on September 27, 2018.

This memorandum, with the attached proposed September 2018 Board of Directors' Meeting Agenda, shall be forwarded to all LYNX Board Members as notification of the above action. Should a Board Member have questions about any item included on the Board Meeting Agenda, Mr. Johnson shall provide an immediate response and notify the Chair if another action is required.


Lee Constantine, Chairman

LYNX Board Agenda

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

Meeting Date: 9/27/2018
Meeting Time: 1:00 PM

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

1. Call to Order

2. Approval of Minutes

-  Board of Director's Minutes 07/26/18

Pg 5

3. Recognition

- 20 Years of Service Awards
- 25 Years of Service Awards

4. 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.

5. Chief Executive Officer's Report


6. Oversight Committee Report

7. Consent Agenda


A. Request for Proposal (RFP)


- i.  Authorization to Release a Request for Proposal (RFP) to Procure Executive Search and Recruitment Services Pg 12


B. Invitation for Bid (IFB)


- i.  Authorization to Release an Invitation for Bid (IFB) for the upgrade of a Section of Concrete at the Bus Wash Exit Area for a Not to Exceed Amount of Two Hundred Fifty Thousand Dollars (\$250,000) Pg 13


C. Award Contracts


- i.  Authorization to Execute a Contract with Mansfield Oil Company, Palmdale Oil Company, and Lynch Oil for Diesel, Unleaded Gasoline, and Bio-Product Fuel in a Not-To-Exceed Amount of \$3,000,000 for a Period of One (1) Year Pg 14

- ii.  Authorization to Execute a Contract with Haines City Fire Extinguisher Service, Inc. for Amerex Fire Extinguisher, Suppression Preventative Maintenance and Related Services for a Not-To-Exceed Amount of \$178,716 Pg 17
















- iii.  Authorization to Award a Contract to Palmdale Oil Company and Seaboard Distribution, Inc. for Bulk Motor Oil and Fluids in a Not-To-Exceed Amount of \$1,470,265 Pg 19










- iv.  Ratification of Bus Service Agreement #18-C138 with Lakeland Area Mass Transit District (NeighborLink 603) in the Amount of \$183,055 for a Period of One (1) Year Pg 21

-Attachments 

















- v.  Authorization to Award a Contract to Spencer Fabrication Inc. for the Manufacturing of Bus Shelters and Transit Related Amenities for a Not To Exceed Amount of \$3,065,625 for a Contract Period of Three (3) Years Pg 35
- vi.  Ratification of Bus Service Agreement #18-C137 with Lakeland Area Mass Transit District (Link 416 and 427) in the Amount of \$821,769 for a Period of One (1) Year Pg 38
-Attachments 
- vii.  Authorization to Execute a Contract with McCree Design Builders, Inc. for Design-Build Services for the LYNX Operations Center (LOC) Expansion Project Parking Lot and Administrative Modular Structure and All Supporting Requirements in the Amount of \$3,734,166 Pg 54

D. Miscellaneous

- i.  Board Ratification on Grant Applications Submitted to the Florida Department of Transportation (FDOT) Public Transportation Emergency Relief Program for Resilience Projects Pg 57
-Attachments  
- ii.  Authorization to Execute METROPLAN Orlando's FY2018-2019 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement for Transit Planning Projects and the Florida Commission for Transportation Disadvantaged Funding in the Amount of \$618,120 Pg 66
-Attachments 
- iii.  Ratification of the Bus Service Agreement #18-C133 with the University of Central Florida (UCF) for the Elimination of the KnightLYNX Red Line and the Annual Service Agreement for the KnightLYNX Blue Line Service in the amount of \$43,185 for a Period of One (1) Year Pg 82
-Attachments 
- iv.  Authorization to Execute a Bus Service Agreement #18-C134 with the Econ River High School - Greater Orlando Campus (SHS) in the Amount of \$199,102 for a Period of One (1) Year Pg 102
-Attachments 
- v.  Authorization to Solicit FY2019 Project Applications for the Federal Transit Administration Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program Pg 115
- vi.  Authorization to Transfer Three Paratransit Vehicles to BrightStart Pediatrics for the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Pg 117
- vii.  Authorization to Increase the Contract Amount with Baker & Hostetler, LLC for a Not to Exceed amount of \$400,000 for a period of one (1) year Pg 119
- viii.  Authorization to Increase the Contract for Legal Services with Akerman, LLP in a Not to Exceed amount of \$720,000 for a Period of One (1) Year Pg 120
- ix.  Authorization to Auction Surplus Capital Items Pg 121
- x.  Authorization to Dispose of Items Accumulated Through the Lost and Found Process Pg 124




- xi.  Authorization to Transfer Two Salvaged Forty-Foot Vehicles to Valencia College Fire Rescue Institute Pg 128
-Attachments 
- xii.  Authorization to Transfer Two (2) Ticket Vending Machines to the Florida Department of Transportation/SunRail Pg 129
- xiii.  Authorization to Issue a Purchase Order to SPX d/b/a Genfare for Procurement of Fast Fare Fareboxes and Paratransit Validators for Acceptance of Fare from Cash, Smart Cards, and Mobile Ticketing for an amount not to exceed \$5,663,541.57 Pg 131
- xiv.  Authorization to Enter into a Sole Source Agreement with Trapeze for the Conversion of the bus fleet to a single Computer Aided Dispatch / Automatic Vehicle Locator (CAD/AVL) System for an Amount Not to Exceed \$656,641 Pg 134
-Attachments 
- xv.  Authorization to Waive Collective Bargaining and Approve Amendment to Eliminate Interest on the Return of Participant Contributions in the Amalgamated Transit Union (ATU) Local 1596 Pension Plan Pg 149
-Attachments  

8. Action Agenda

- A.  Authorization to Amend the No Show Policy for Paratransit and Neighborlink Services Pg 154
-Attachments 
- B.  Ratification of the Amendment to the Existing Contract for ACCESSLYNX Paratransit Services with MV Transportation Inc., to Reflect an Annual Fixed Price Fee of \$19,200,000 Pg 160
-Attachments 
- C.  Authorization to Adopt Fiscal Year 2019 Operating and Capital Budgets Pg 169
-Attachments  
- D.  Authorization to Enter into the FY2019 Service Funding Agreements with the Regional Funding Partners Pg 192
-Attachments        

9. Work Session

10. Information Items

- A.  Mobility Management Support & Paratransit Vehicle Analysis Pg 367
-Attachments 
- B.  Update on Public Involvement for Rosemont Transfer Center Pg 372

11. Other Business

12. Monthly Reports

- A.  July Ridership Report Pg 376
-Attachments 
- B.  Marketing Communication Report: July 2018 - August 2018 Pg 382
- C.  Planning & Development Report Pg 398

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).

**ADMINISTRATIVE RULE 2
BOARD GOVERNANCE (BYLAWS)**

DATE: December 7, 2017¹

SCOPE:

This Administrative Rule sets forth the bylaws of the Authority pursuant to section 343.64(2)(h), Florida Statutes, to regulate the affairs and the conduct of the business of the Authority.

AUTHORITY:

Authority for the establishment of this Administrative Rule is as follows:

Part III, Chapter 343, Florida Statutes

RULE 2: Bylaws

- 2.1 **Definitions.** Capitalized terms not otherwise defined herein shall have the meanings provided for such terms as set forth in Administrative Rule 1.
- 2.2 **Adoption of Bylaws.** The rules set forth in this Rule 2 shall constitute the bylaws of the Authority for the purposes of the Act, and shall govern the affairs and the conduct of the business of the Authority with respect to the matters addressed herein.
- 2.3 **Governing Board.** The Governing Board shall be vested with all powers provided under the Act to carry out the purposes set forth in the Act. All powers of the Governing Board not expressly delegated to an official, employee or agent of the Authority pursuant to these Administrative Rules or other official action of the Governing Board are reserved to the Governing Board.
 - 2.3.1 **Composition.** The Act provides that the Governing Board shall be comprised of five voting members as follows:
 - A. The chairs of the county commissions of Seminole, Orange, and Osceola Counties, or another member of the commission designated by the county chair of that commission, shall each serve as a representative on the Board for the full extent of his or her term (as described below);

¹ This Administrative Rule was originally adopted in the amended and restated form by the Governing Board at its meeting held on July 28, 2010. Section 2.12 of this Administrative Rule was amended in its entirety by the Governing Board at its meeting held on September 25, 2014. Sections 2.3.5, 2.6 and 2.9 were partially amended and Sections 2.4.8 and 2.4.9 were added by the Governing Board at its meeting held on December 7, 2017.

- 2.8.2 **Approval of Budget.** The Chief Executive Officer and staff shall make any revisions, additions or deletions to the budget directed by the Governing Board subsequent to the budget presentation and submit the revised budget to the Governing Board in advance of the next Fiscal Year for the Governing Board's consideration and approval.
- 2.8.3 **Budget Status.** The Chief Executive Officer shall periodically update the Governing Board as to the status of and the Authority's compliance with the budget. Any change that (or series of changes that in the aggregate) constitutes a material deviation or variance from the approved budget shall be subject to the approval by the Governing Board in the form of a budget amendment. All budget amendments shall be submitted for approval by the Governing Board.
- 2.8.4 **Amendments to Budget.** From time to time, the Governing Board may during any fiscal year amend or modify the budget including, but not limited to, any budget amendments that may be brought about by virtue of any obligations incurred by LYNX as a result of any Emergency or any Financially Exigent Agreement or Situation.

2.9 **Officers of the Authority.**

- 2.9.1 **Chief Executive Officer.** Pursuant to the Act, the Governing Board hereby establishes the position of the Chief Executive Officer of the Authority as the highest administrative official and chief executive officer of the Authority.
- A. **Powers of the Chief Executive Officer.** The Chief Executive Officer shall, subject to the actions, control, and directions of the Governing Board (including the Chairman in accordance with **Section 2.3.6** above and any limitations contained in these Administrative Rules, have general management and control over the affairs of the Authority. The Chief Executive Officer shall do and perform such duties as are assigned to him or her by the Governing Board, and shall have the authority contained in these Administrative Rules.
- B. **Authorization to Carry out Reasonable Measures.** If the Governing Board has authorized the Authority to undertake a particular course of action (including the execution of any Contract by the Authority), the Chief Executive Officer is hereby authorized to take all reasonable actions necessary to carry out that particular course of action, including, but not limited to, the execution of the Contract and other documents, **provided, however,** if such actions either (i) materially deviate from what was authorized by the Governing Board, or (ii) said actions are materially adverse to the Authority (e.g., materially increase the financial obligation of the Authority), said actions may not be taken without the further approval of the Governing Board.

C. **Financially Exigent Situations.** Except as otherwise provided in these Administrative Rules to the contrary, the Chief Executive Officer is authorized to undertake any action on behalf of the Authority that Board authorization would otherwise be required for such action to be undertaken, if each of the following two requirements is satisfied:

1. The Chief Executive Officer concludes that a Financially Exigent Situation would be created by not waiting until the next regularly scheduled meeting of the Governing Board to seek approval; and
2. The Chief Executive Officer obtains the approval of the Chairman of the Board prior to undertaking any action.

Notwithstanding anything to the contrary set forth in these Administrative Rules, the Chief Executive Officer may not delegate to any other officer or employee of the Authority the Chief Executive Officer's power to undertake any action pursuant to this **Section 2.9.1.C.**

In regard to any actions taken under this **Section 2.9.1.C.**, the Chief Executive Officer shall report the action taken to the Governing Board as soon as practicable thereafter (and in any event within ten (10) days after said action is taken). In addition, the CEO shall report said action at the next meeting of the Governing Board.

D. **Certifications.** The Chief Executive Officer is authorized to execute and deliver Certificates and Assurances on behalf of the Authority to FTA on an annual basis and all such similar certifications as are reasonable or necessary to apply for and receive FTA grant funds (whether or not the underlying applications for such grant funds have been approved by the Board prior to the submission date of such certifications).

E. **Delegation of Powers and Duties.** Except as otherwise provided in these Administrative Rules (including, for example, the limitation on the Chief Executive Officer's ability to delegate his or her authority to approve and execute Contracts as set forth in Administrative Rule 4), the Chief Executive Officer is authorized to delegate the powers and duties conferred on him or her under these Administrative Rules as necessary and practical to carry out the day-to-day management of the Authority. The foregoing notwithstanding, the Chief Executive Officer shall remain directly accountable to the Governing Board with respect to the exercise of all such powers and duties regardless of whether such powers have been delegated.

2.9.2 **Other Senior Officers.**

LYNX Board Agenda

Information Item D: Summary of First-Time Fuel Audit by the State of Florida Department of Revenue.

To: LYNX Board of Directors

From: **Edward Johnson**
CHIEF EXECUTIVE OFFICER
Albert Francis
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)
Christopher Plummer
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: **Information Item**
Summary of First-Time Fuel Audit by the State of Florida Department of Revenue.

Date: 12/6/2018

The Florida Department of Revenue (DOR) completed a first-time motor fuel audit for both the Authority's Mass Transit Provider and Wholesaler's License earlier this year. The audit period reviewed was September 2014 to August 2017. After a comprehensive evaluation of LYNX's current operations and internal controls, the DOR closed the audit with a staff meeting on October 30, 2018. A summary of the DOR's findings is detailed in LYNX's Chief Executive Officer's draft letter to the Board.

November 16, 2018

LYNX – Central Florida Regional Transportation Authority (Business Partner Number 1270539)
Attn: Board of Director Members
455 N. Garland Avenue
Orlando, FL 32801

Re: State of Florida Fuel Audit Findings and Associated Fines, Penalties, and Interest Due

Dear Board Members,

Earlier this year, LYNX was notified by the Florida Department of Revenue (DOR) of their intent to perform a “first time” motor fuel audit for both our Mass Transit Provider (#200231885) and Wholesaler’s License (#200229890). The time period under review was September 2014 – August 2017. After a thorough assessment of our current operations and the internal controls in place, the DOR closed LYNX’s audit with an in-person meeting on October 30, 2018.

The DOR had two notable findings which would be subject to tax, interest and possibly penalties:

- 1) Mass Transit Provider Audit – Only revenue service vehicles (buses) used specifically for Mass Transit are eligible to avoid fuel and excise tax. All Road Ranger, Supervisor Support, and Administrative Vehicles do not operate as “mass transit” and therefore their fuel consumption is subject to tax. The 3 year tax and interest due for this oversight was \$160,200.79. The portion of the tax and interest due that is attributable to the Road Ranger activities is approximately \$42,562. LYNX will approach FDOT to seek reimbursement for this amount.
- 2) Wholesaler Audit - Only (ACCESSLYNX and NeighborLink specific) vehicles used to conduct Mass Transit operations are eligible to avoid fuel and excise tax. All MV Supervisors and their associated Administrative Vehicles do not operate as “mass transit” and therefore their fuel consumption is subject to tax. The 3 year tax and interest due for this oversight was \$149,046.34.

Both of these incidents are also subject to penalties. LYNX has written two letters to the Florida DOR on November 2, 2018 acknowledging ignorance of the law, citing reasonable cause, and requesting abatement of an aggregated penalty in the amount of \$226,379.46 for both occurrences. Our letters accompanied checks #0113052 and #113053 to the Florida Department of Revenue for the amounts underlined in bullets 1) and 2) above. To date, the Authority has not received feedback as to whether the additional penalty stated above would be waived.

LYNX is committed to excellence in financial reporting. During the close of this audit, a more complete understanding regarding State and Federal reporting requirements was attained. LYNX will act on the Florida DOR audit team’s suggestions to enhance LYNX processes to be in compliance with statutory regulations.

Please contact me with any questions regarding this letter’s contents.

Sincerely,

Edward J. Johnson
Chief Executive Officer LYNX – Central Florida Regional Transportation Authority

LYNX Board Agenda

Information Item E: Update on the Installation of Digital Signage in the LYNX Central Station Bus Bays and the Operator's Lounges.

To: LYNX Board of Directors

From: William Slot
CHIEF INNOVATION SUSTAIN OFF
Kenneth Jamison
(Technical Contact)
Craig Bayard
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Information Item
Update on the Installation of Digital Signage in the LYNX Central Station Bus Bays and the Operator's Lounges.

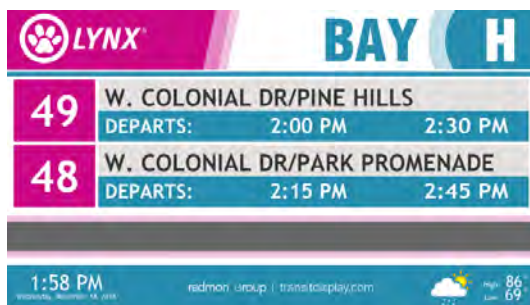
Date: 12/6/2018



LYNX has installed digital departure information signs in the 24 bus bays at LYNX Central Station. The installation, which replaced the original static signage, was completed on September 28, 2018.

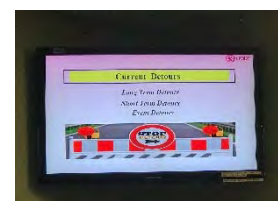
The signs provide customers with the bay letter designation, the Links (routes) serving the bay, and the next two departure times for each Link.

Full screen images can also be displayed to assist in updates to our customers. Recent messages have included updates on public meetings, changes to service hours during holidays, and outreach related to the LYNX branded mobile applications.



Text messages can be scrolled at the bottom of the screens to inform customers of incidents and delays affecting service, including events and road closures. Messages can be sent to all signs or to only the affected bays.

LYNX has updated the digital display system used internally in the operator's lounges. Each department has the capability of updating



LYNX Board Agenda

information in real time to the drivers. Information being displayed ranges from detours that operators are encountering on the routes to the improvements in the LYNX Wellness program.

LYNX Board Agenda

Information Item F: Update on the Results of the Computer Aided Dispatch and Automatic Vehicle Location Conversion Pilot.

To: LYNX Board of Directors

From: **William Slot**
CHIEF INNOVATION SUSTAIN OFF
Kenneth Jamison
(Technical Contact)
James Fetzer
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: **Information Item**
Update on the Results of the Computer Aided Dispatch and Automatic Vehicle Location Conversion Pilot.

Date: 12/6/2018

LYNX is preparing for the conversion of 106 buses from the Clever Devices Computer Aided Dispatch (CAD) / Automatic Vehicle Location (AVL) System to the Trapeze CAD/AVL system. This conversion will move all fixed route buses to a single system for route transit operations and planning, including data collection, bus route assignments, collection of passenger counts, monitoring of on-time performance, and assistance with customer service responsiveness.

The conversion includes the replacement of Clever Devices data terminals on the buses with Trapeze data terminals, and includes the interfaces to other on-bus systems. These include external digital information signs, internal digital customer information signs, transit signal priority equipment, automated internal announcements, and automatic passenger counters.

LYNX converted five (5) buses as a pilot during the second week of November, with the buses representing each of the models of buses deployed in the fleet. This pilot allowed LYNX staff to work with Trapeze staff to document the conversion process and to validate the configuration and the operation of all interfaced components. The five (5) pilot buses were assigned to Links throughout the service area during the validation period from November 26, 2018, through November 30, 2018. Staff is reviewing the testing conducted both by vendor staff and by in-house staff to ensure that all equipment functioned correctly as expected.

The conversion of the remainder of the fleet will begin in January 2019 and will use the installation design developed during the pilot bus installation.

LYNX Board Agenda

Monthly Report A: Communications Report

To: LYNX Board of Directors

From: Matthew Friedman
DIRECTOR OF MARKETING COMM
Matthew Friedman
(Technical Contact)
Janet Amador
(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Marketing Communications Report: September 2018-October 2018

Date: 12/6/2018

LYNX COMMUNITY EVENTS AND OUTREACH

Taft Back to School Health Fair

On Aug. 4, LYNX participated in Commissioner Jennifer Thompson's back to school event. The agency assisted approximately 250 people with transportation information.

OCPS Back to School Summit

LYNX participated in Orange County's Back to School Summit benefitting OCPS food service employees on Aug. 7. There were approximately 1000 attendees and several OCPS employees stopped by the LYNX table to receive information and share some of their suggestions for additional service.

Discover Osceola

LYNX participated in Discover Osceola at Osceola Heritage Park on Sept. 19. Exhibitors included local government agencies, hospitals, nonprofits, businesses and civic organizations within Osceola County. Several thousand residents were in attendance and LYNX team members assisted with fixed route and paratransit information.

Disney Aspire

On Sept. 28 and 29 Disney launched a new education investment program called Aspire. The vendors in attendance were there to help cast members overcome "life barriers" that could affect their ability to go back to school, including transportation. The LYNX team participated with information and giveaways.

Mobility Week

LYNX Board Agenda

LYNX participated in The Florida Department of Transportation District 5 third annual Mobility Week where counties, cities and transportation agencies host events to promote safe and sustainable transportation choices. LYNX co-hosted a Senior Skip day with FDOT, FPTA and AARP to take 20 Westminster Plaza residents on a public transportation outing using LYNX, SunRail and LYMMO.

The agency also partnered with FDOT and reThink Your Commute to host a Pedestrian and Bicycle Safety Outreach event at LYNX Central Station. The groups distributed promotional materials in exchange of safety pledges or surveys.

LYNX PRESS RELEASES | MEDIA NOTES: SEPTEMBER 2018 – NOVEMBER 2018

- Sept. 13 LYNX Board of Directors Meeting Canceled for Sept. 27
- Oct. 18 LYNX Board of Directors Meeting Canceled for Oct. 25

LYNX NEWS ARTICLES: SEPTEMBER 2018 – NOVEMBER 2018

- Sept. 8 [Residents sign petition to get bus connection to Poinciana SunRail station](#)
News 13 Orlando
He was excited about SunRail extending all the way to his neck of the woods, until he realized there wouldn't be any LYNX service buses taking riders ...
- Sept. 11 [SunRail: Promise or peril? Central Florida's transit crisis](#)
Orlando Sentinel
Imagine a system that smoothly connects to LYNX bus transit, runs seven days ... to the now-ready-for-passengers transit station waiting at the Orlando ...
- Sept. 13 [Residents: Fix Poinciana SunRail bus service](#)
Osceola News-Gazette
Poinciana resident Marcos Marrero is one of more than 600 residents to sign a petition to get a fixed LYNX bus route to the last stop on the SunRail ...
- Sept. 27 [These Orlando area employers are hiring bus drivers amidst shortage](#)
WKMG News 6 & ClickOrlando
A quick search on job search website Indeed.com also shows about 100 bus driver vacancies for Disney World resorts, Mears Transportation, LYNX, ...
- Oct. 11 [Here's how 50 people will get more than \\$600 in credits from Lynx, SunRail, Lyft, Zipcar](#)
Orlando Sentinel
The 50 winners will receive \$300 in credit for Lyft rides, along with 30-day passes for the LYNX bus system and SunRail's commuter trains. Zipcar also ...
- Oct. 11 [Video: Funding concerns surround Lynx](#)

LYNX Board Agenda

WFTV

Lynx has taken almost \$5.5M from its rainy day fund already for...

[Lynx board of directors cancels third scheduled meeting](#)

Orlando Sentinel

Oct. 20

Central Florida's public-bus agency, Lynx, has canceled another meeting by its board of directors. The board is made up of Orlando Mayor Buddy Dyer ...

[Lynx bus evacuated after suspicious package found on West Colonial Drive in Orlando](#)

Orlando Sentinel

Oct. 31

A Lynx bus had to be evacuated Tuesday night after someone left behind a bag, according to Orlando police. Police called in the bomb squad to check ...

LYNX Board Agenda

SOCIAL MEDIA: SEPTEMBER 2018 – NOVEMBER 2018

Sept. 1	Service alert: Camping World Kickoff game. Service alert: Orlando City Stadium detour.
Sept. 2	Labor Day Holiday schedule.
Sept. 3	Happy Labor Day.
Sept. 4	LYNX 25 trivia. Response to question about the trivia prize.
Sept. 5	LYNX 25 trivia answer. LYNX 25 winner announcement. Public Service Bus unveiling Sept. 6. Response to question about our physical address
Sept. 6	SunRail Tupperware station. Public Service Bus unveiling set up. Public Service Bus unveiling.
Sept. 7	Public Service Bus photo album. Response to comment about the rear blinker on bus 151-44.
Sept. 8	LYNX trip planner.
Sept. 9	LYNX All-Day bus pass.
Sept. 10	Orlando Business Journal roundtable. Service alert: detour for the 520 Church Street project. Response question about air conditioning on our buses. Response to question about trip planning. Response to question about an online order.
Sept. 11	Trivia Tuesday. Remembering 9/11. Trivia Tuesday answer. Trivia Tuesday winner announcement. Response to question about trip planning. Response to concern about ACCESS LYNX.
Sept. 12	Public Service Bus is on the road. Response to concerns about overcrowding. Response to question about Link 40. Response to question about our Public Service Bus.
Sept. 13	LYNX is hiring. Sept. 27 Board of Directors meeting has been canceled. Response to complaint about a bus operator.
Sept. 14	LYNX bus passes. Service alert: Central Boulevard closure due to Atelier Fashion Show.

LYNX Board Agenda

	Service alert: Orange Avenue closure due to Festival de Las Americas.
Sept. 15	Have a seat and ride with us today.
Sept. 16	SunRail LYNX connections.
Sept. 17	Response to complaint about a bus operator. Bus bike racks. Thanked customer for positive feedback. Response to complaint about a bus operator skipping a stop. Response to question about Link 57 service.
Sept. 18	Trivia Tuesday. Response to complaint about Link 50. Trivia Tuesday answer. Trivia Tuesday winner.
Sept. 19	Please be courteous to your fellow passengers.
Sept. 20	LYNX See & Say app.
Sept. 21	Take the stairs if you can. Service detour due to the St. Jude walk. Service detour due to the Global Energy 5k/10k races. Service detour due to the Lions game. Response to question about folding bikes on the bus.
Sept. 22	Service detour reminder. First Day of Fall. Ride LYMMO to the Lions game.
Sept. 23	Service detour reminder for the Global Energy race. Link 125 can take you to Loch Haven Park.
Sept. 24	LYNX is hiring. Response to complaint about the LYNX bus tracker. Response to complaint about Link 50. Rail Safety Week. Response to complaint about Link 11 bus operator. Response to question about shuttles for the Orlando Balloon Glow.
Sept. 25	Trivia Tuesday. Trivia Tuesday winner. Response to question about allowing folding bikes on a bus. Response to question about a charging station. Response to question about bus passes.
Sept. 26	Happy Hump Day. Central Florida Commission on Homelessness big reveal. Ditch your car challenge.

LYNX Board Agenda

Sept. 27	Response to complaint about Link 416. Throwback Thursday fill in the blank. Throwback Thursday answer.
Sept. 28	Service detour on Mandarin Drive due to construction. Service detour due to the Lake Nona 5k. Disney Aspire event.
Sept. 29	National Coffee Day. Service detour reminder for the Lake Nona 5k.
Sept. 30	Purchase your weekly bus pass with the LYNX PawPass.
Oct. 1	A busy morning at LYNX Central Station. Technical issue with the LYNX bus tracker app. Response to customer concern about the bus tracker app. Response to customer concern about a bus shelter. Response to complaint about a Link 107 bus operator.
Oct. 2	Response to comment about the LYNX bus tracker app. Favorite seat on the bus. LYNX bus tracker app is back up and running.
Oct. 3	Paratransit survey. Thanked customer for positive feedback about ACCESS LYNX. Digital display monitors at LYNX Central Station. Response to multiple complaints about money spent on digital monitors. Included a link to how we are funded.
Oct. 4	Service detour due to the Edgewater High School Homecoming parade. Service detour due to the Walk to End Alzheimer's. The Fresh Stop Bus. Response to question about Fresh Stop bus.
Oct. 5	Service detour reminder due to the Edgewater High School Homecoming parade. World Smile Day. Response to question about service on Columbus Day.
Oct. 6	Columbus Day schedule. Response to customer comment about the Columbus holiday schedule.
Oct. 7	Paratransit survey. Columbus Day holiday schedule.
Oct. 8	Columbus Day. Hosted the OBJ roundtable at LYNX Central Station. Response to complaint about Link 108. Response to question about Link 44 service. Response to question about service in Volusia County.

LYNX Board Agenda

Oct. 9	<p>Trivia question. Answer to the trivia question. Response to comment about the trivia question.</p>
Oct. 10	<p>Bus stop relocation on Orange Blossom Trail. Response to complaint about a Link 44 bus operator. Response to complaint about Link 102 leaving 10 minutes late. Response to request for a bus shelter on West Colonial Drive.</p>
Oct. 11	<p>LYNX VanPool. Response to question about a bus stop relocation. Response to complaint about Link 56 bus operator.</p>
Oct. 12	<p>Friday feeling. Service detour due to the Come Out with Pride parade.</p>
Oct. 13	<p>Reminder: service detour due to the Come Out with Pride parade.</p>
Oct. 14	<p>Clear blue skies in the City Beautiful.</p>
Oct. 15	<p>It's Monday and we're ready to get your journey started. Response to complaint about Link 416. Response to trip planning question.</p>
Oct. 16	<p>LYNX Operations Center. Response to question about LYNX Operations Center. Response to question about our policy for youth riders.</p>
Oct. 17	<p>LYNX is hiring. Link 11 extended service to accommodate connections from SunRail. Service detours and road closures. Response to inquiry about a bus operator position.</p>
Oct. 18	<p>Service detour due to the Buddy Walk for Down Syndrome. Service detour due to IMMERSE on Orange Avenue. Oct. 25 Board of Directors meeting has been canceled. Response to trip planning question.</p>
Oct. 19	<p>Reminder: service detour due to IMMERSE on Orange Avenue. LYNX ID service will be open tomorrow. Response to question about LYNX ID's.</p>
Oct. 20	<p>Service detour at Glenridge Way for the Panua 5K. Reminder: service detour due to the Buddy Walk for Down Syndrome. LYNX ID service will be open today. Reminder: Link 11 extended service.</p>
Oct. 21	<p>Ride LYMMO to the Lions game. Reminder: Link 11 extended service.</p>

LYNX Board Agenda

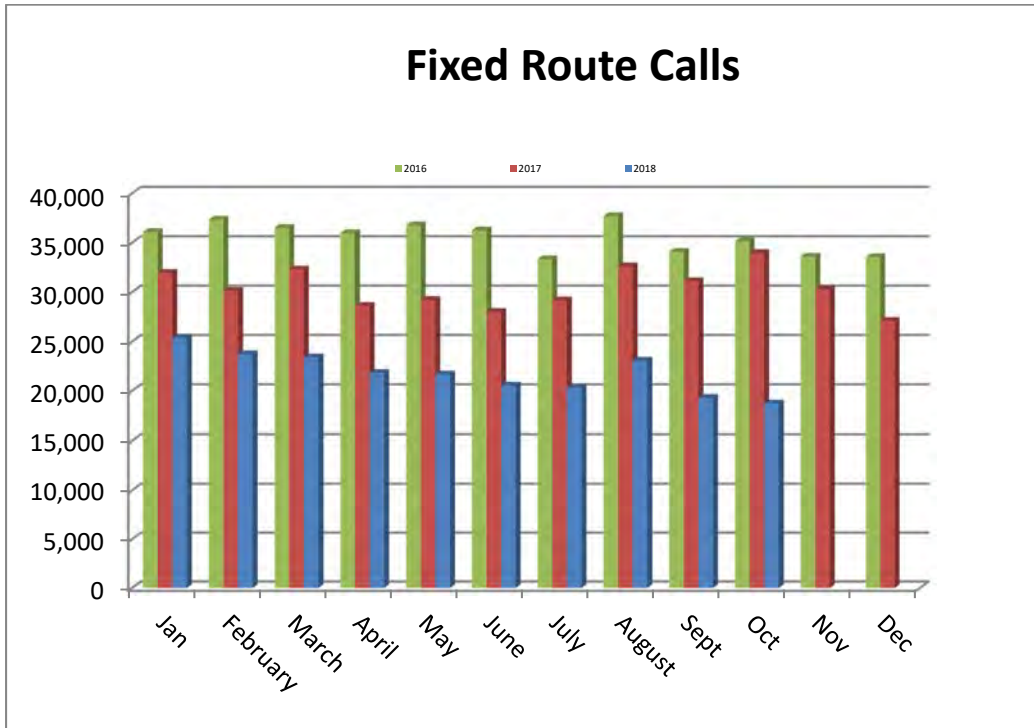
Oct. 22	<p>Link 11 extended service begins today. Detour at Caribe Royal Resort. Response to complaint about another canceled board meeting.</p>
Oct. 23	<p>Travel Tuesday. Response to concern about inappropriate comments by a LYNX employee. Response to question about routes going to Alafaya Trail.</p>
Oct. 24	<p>LYNX PawPass app. Response to questions about bus operator position.</p>
Oct. 25	<p>Reminder: detour at Caribe Royale Resort. Service detour for the Making Strides Against Breast Cancer. Service detour for the Calle Orange Festival. Response to question about bus transfers.</p>
Oct. 26	<p>Weekend service detours and road closures. Updated cover photos with Pumpkin Pursuit promotion. Pumpkin Pursuit announcement.</p>
Oct. 27	<p>Service detour for the Making Strides Against Breast Cancer. Digital displays at LYNX Central Station. Pumpkin Pursuit.</p>
Oct. 28	<p>Pumpkin Pursuit will soon begin.</p>
Oct. 29	<p>50 pumpkins hidden for the Pumpkin Pursuit. Find one of the 50 hidden pumpkins for an All-Day pass. Response to concerns about the purchase of digital displays. Response to complaint about Link 436N. First Pumpkin Pursuit winner. Response to complaint about Link 50 leaving early.</p>
Oct. 30	<p>Service detour on Mandarin Drive and Sand Lake Road. Pumpkin Pursuit. Response to comment about the Pumpkin Pursuit.</p>
Oct. 31	<p>Happy Halloween! The Pumpkin Pursuit ends Nov. 1. Addressed Seniors at Westminster Plaza. Members from Westminster Plaza rides LYNX. Pedestrian and bicycle safety awareness at LYNX Central Station.</p>

LYNX ard Agenda

SOCIAL MEDIA USAGE	SEPT. 2018	OCT. 2018
Facebook Likes	5,339	5,374
Facebook – Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)	136,223	142,271
Twitter Followers	5,584	5,612
WEBSITE USAGE		
Total Page Views	700,567	682,228
Total User Visits	101,605	103,284

LYNX Board Agenda

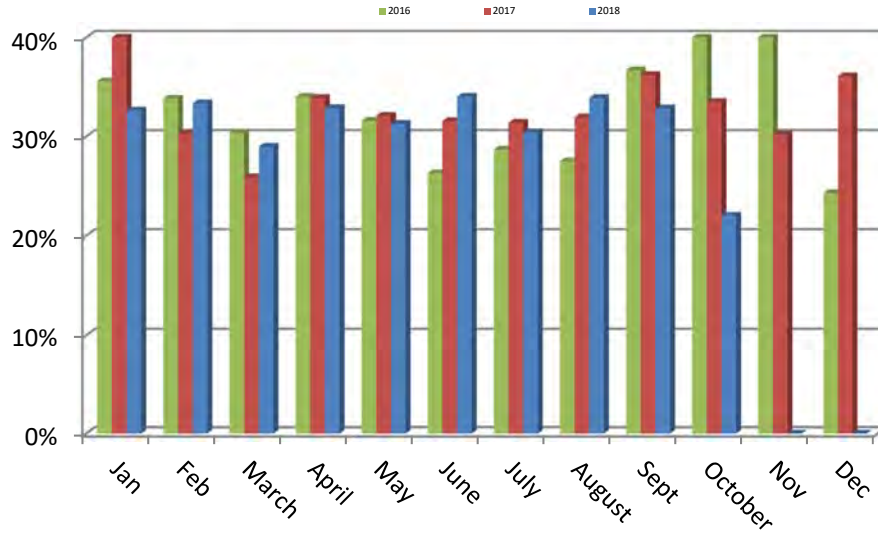
CUSTOMER SERVICE



	2016	2017	2018
September	34,093	31,105	19,363
October	35,171	33,960	18,792

LYNX Board Agenda

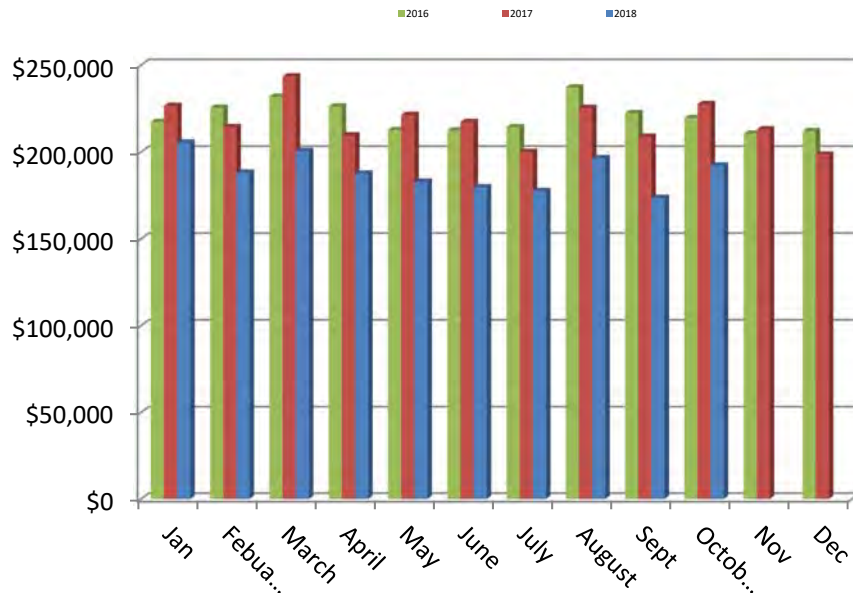
Lost & Found Percentage of Recovered



	2016	2017	2018
September	36.70%	36.22%	32.85%
October	52.10%	33.48%	22.00%

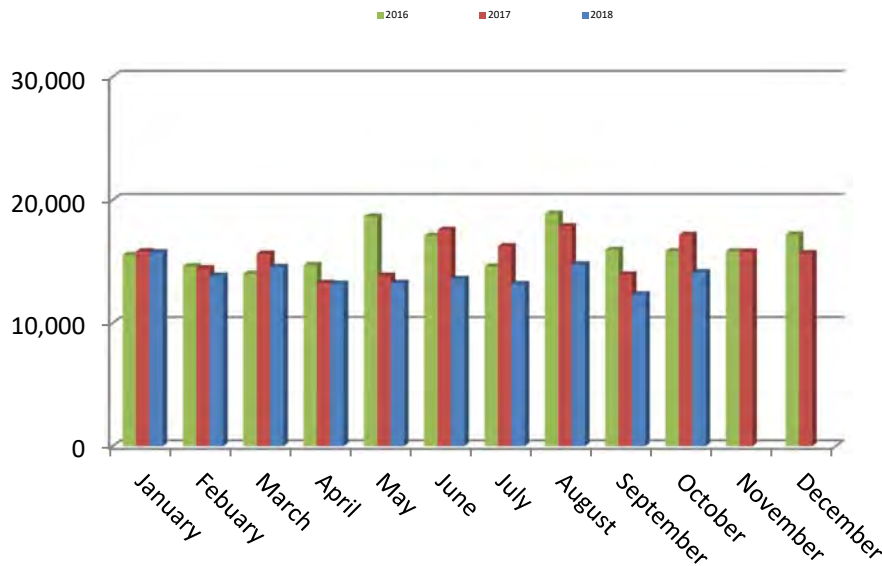
LYNX Board Agenda

Fare Media Sales at LCS



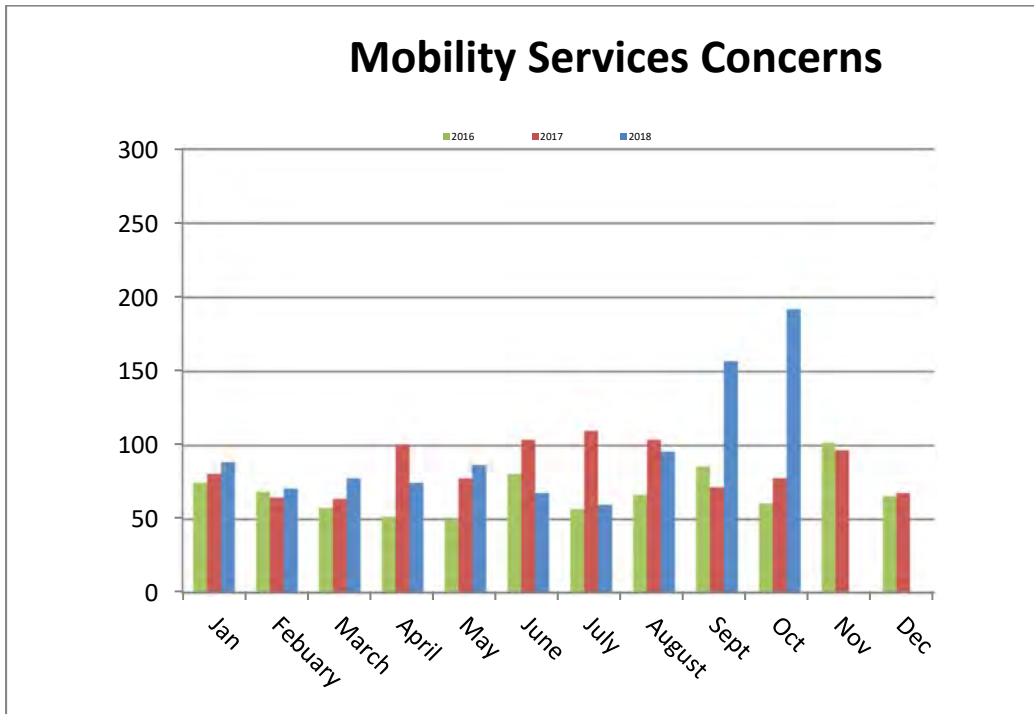
	2016	2017	2018
September	\$222,396	\$208,861	\$173,564
October	\$219,586	\$227,651	\$192,214

Customers Served at LCS



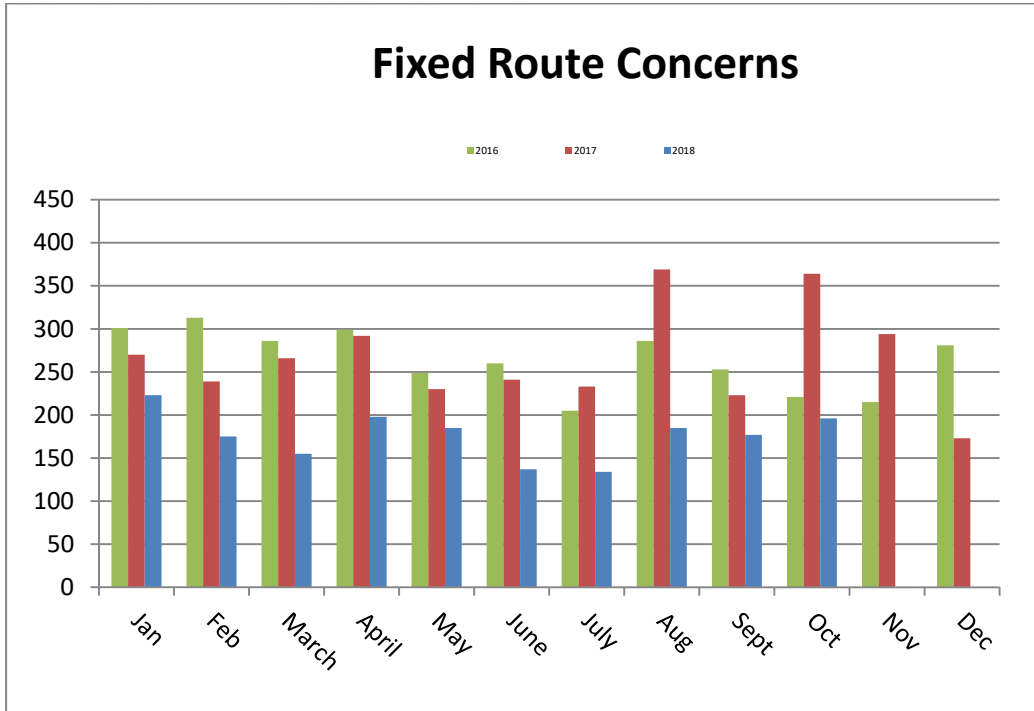
	2016	2017	2018
September	15,938	13,935	12,320
October	15,832	17,155	14,126

LYNX Board Agenda

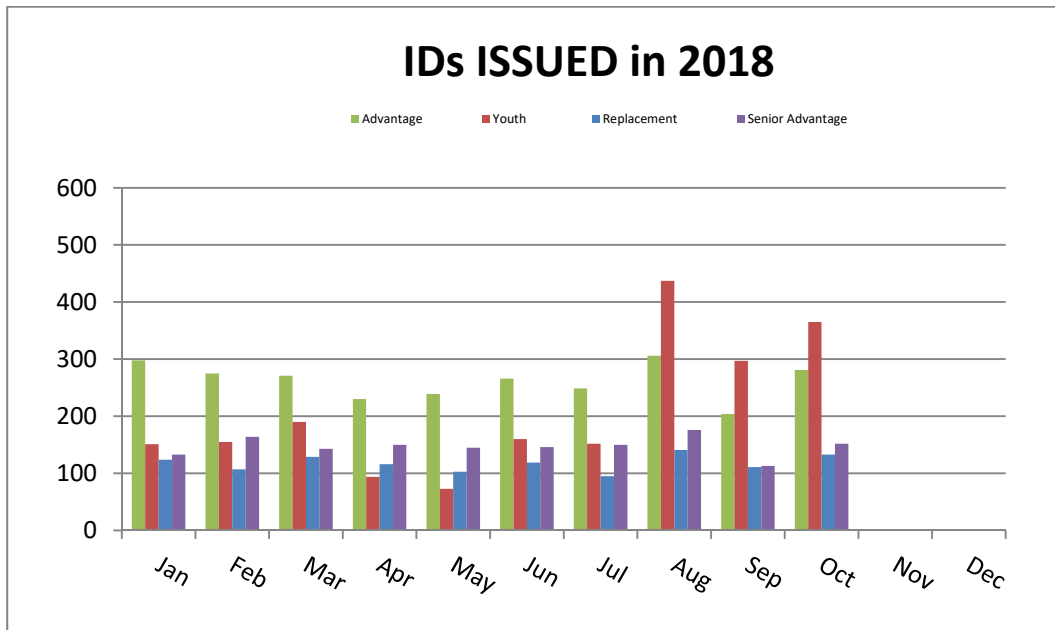


	2016	2017	2018
September	86	72	157
October	61	78	192

LYNX Board Agenda

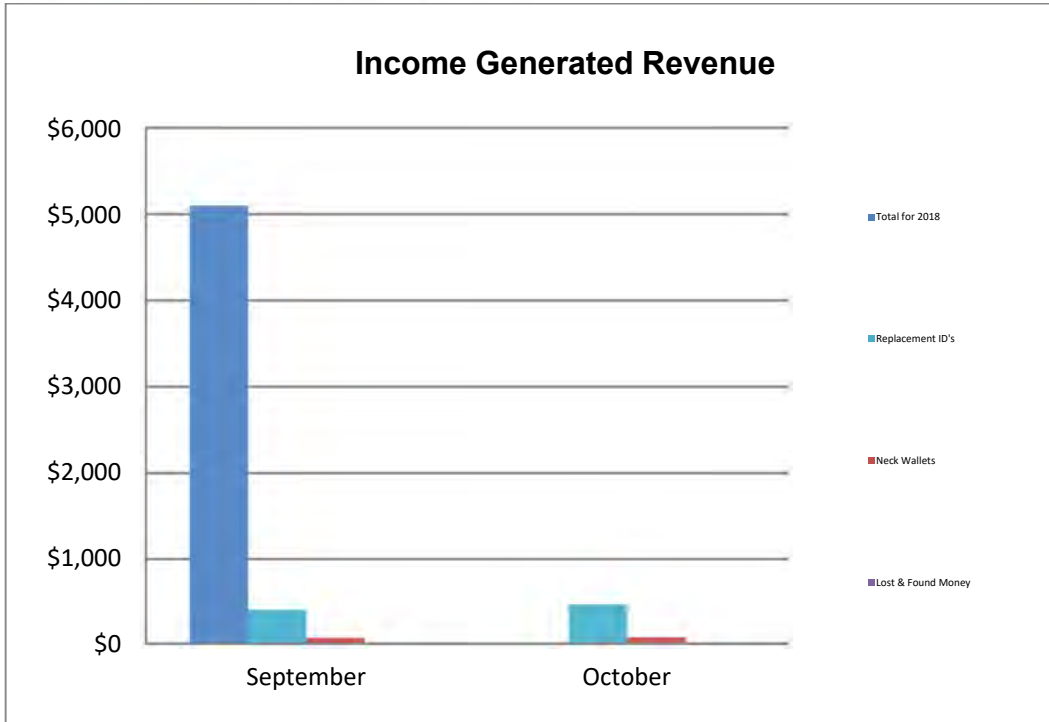


	2016	2017	2018
September	253	223	177
October	221	364	196



	2016	2017	2018
September	897	648	725
October	854	792	931

LYNX Board Agenda



LYNX Board Agenda

COMMUTER VANPOOL PROGRAM

COMMUTER VANPOOL		
VANPOOLS	SEPT. 2018	OCT. 2018
Vanpool Participants	799	765
Total Revenue Miles	148,096	161,971
New Vanpool	1	3
Returned Vanpools	0	9
Current Vans at Service	183	177
Pending Interests	ADP, Lockheed Martin, Tupperware	ADP, Lockheed Martin
Events	None	ADP Event

LYNX Board Agenda

Monthly Report B: Planning and Development Report

To: LYNX Board of Directors

From: Tomika Monterville
DIRECTOR OF PLAN & DEVELOP
Tomika Monterville
(Technical Contact)
BRUCE DETWEILER
(Technical Contact)
MYLES OKEEFE
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Planning and Development Report - November 2018

Date: 12/6/2018

STRATEGIC PLANNING

STATE ROAD 436 CORRIDOR STUDY

The State Road 436 Transit Corridor Study has examined enhanced transit options, improved accessibility and safety, and a context sensitive design for the corridor from Orlando International Airport to State Road 434. The project team has completed its work, as of November 30, 2018. A series of Ongoing, Short-Term, and Mid-Term recommendations were developed, with the help of the Partner Agency Working Group (PAWG), Health Impact Assessment Working Group (HIAWG), and the general public's input. For more information on project, please visit <https://www.lynxsr436.com/>.

SR 50 BRT STATION AREA ANALYSIS

Staff, with the support of professional contracted services, have begun the next phase of planning work, in the progression towards Bus Rapid Transit (BRT) along State Road 50. This project is examining the station locations from Powers Drive to UCF; siting the BRT stations; analyzing the Transit-Oriented Development potential; designing the BRT stations and adjacent hardscape; developing station area connectivity plans; and conducting the NEPA assessments for linear projects, as required by the FTA. A project kick-off meeting and field tour with regional partners was held November 9, 2018.

ROUTE OPTIMIZATION STUDY (ROS) UPDATE

LYNX Board Agenda

Near-term ROS implementation scenario modeling was completed this Fall and evaluations and recommendations for implementation of near-term service changes for FY19/20 are being developed for public and Board review in the Spring 2019.

SERVICE PLANNING

JANUARY 27, 2019 SERVICE CHANGE

The Service Planning Division staff is continuing to monitor the changes and additions made to bus service as part of the SunRail Phase II expansion. Service Planning is also finalizing the upcoming changes to bus service related to the January 27, 2019, service change.

GIS

No information to report at this time.

ENGINEERING AND CONSTRUCTION

SUPERSTOPS & Bus Stop Amenities Program

The Rosemont and Florida mall transfer center projects have moved from conceptual design into design engineering phase to allow for construction documents to be issued. The work is anticipated to be completed in six months. The Pine Hills Transit Center project has also moved from conceptual design into design engineering and will take between 9-12 months to design.

At the time of the Board meeting the following work has occurred

- 3 transit shelter sites installed or actively in construction
- 4 transit shelters in the process of completing design and permitting
- 12 shelter sites waiting for execution of an inter-local county government (expected to occur November 2018)
- Work orders have been issued for 19 new shelter locations which will continue into FY19.

LYNX Operations Center (LOC) Expansion Project

LYNX staff is working with McCree Design Build firm on refinement of design for the LOC Expansion facility which will support Mobility Services.

LYNX Board Agenda

Monthly Report C: Ridership Report

To: LYNX Board of Directors

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
BRUCE DETWEILER
(Technical Contact)
MYLES OKEEFE
(Technical Contact)
Tomika Monterville
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Ridership Report - September and October 2018

Date: 12/6/2018

The attached monthly Performance Report includes July Year-To-Date figures for ridership and other performance indicators. Total ridership for September 2018 was 2,064,488. This is a 0.7% increase from September 2017.

- LYNX overall ridership increased by 14,000, or 0.7%, compared to September 2017. Year-to-date ridership for FY-18 (25,265,023) decreased 7.2% compared to FY-17 (27,232,820)
- LYMMO ridership decreased by 4,000, or 4.2%, compared to September 2017. Year-to-date ridership for FY-18 (1,038,341) decreased 14.4% compared to FY-17 (1,213,502).
- Fixed Route ridership increased by 9,000, or 0.5%, compared to September 2017. Year-to-date ridership for FY-18 (23,088,316) decreased by 7.4% compared to FY-17 (24,933,361).
- NeighborLink ridership increased by 1,000 or 9.9% compared to September 2017. Year-to-date ridership for FY-18 (97,554) is decreased by 34.8% compared to FY-17 (149,657).
- Xpress Link 208 was eliminated on July 27, 2018, due to the expansion of SunRail into Osceola County.

LYNX Board Agenda

- ACCESS LYNX ridership increased by 18,000, or 47.3%, compared to September 2017. Year-to-date ridership for FY-18 (673,544) increased by 18.6% compared to FY-17 (568,061).
- Vanpool ridership decreased by 7,000, or 21.1% compared to September 2017. Year-to-date ridership for FY-18 (360,474) stayed the same compared to FY-17 (360,484)

Performance Reports showing ridership and other measures will be posted on the LYNX website, www.golynx.com, beginning in December 2018. This will allow the public and our funding partners convenient access to our monthly performance information.



September 2018 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Sep-17	Sep-18	% change	YTD-17	YTD-18	% change
LYMMO	96,863	92,797	-4.2%	1,213,502	1,038,341	-14.4%
Fixed Route	1,866,939	1,876,295	0.5%	24,933,361	23,088,316	-7.4%
NeighborLink	10,065	9,064	-9.9%	149,657	97,554	-34.8%
Xpress Link 208	627	0	-100.0%	7,754	6,794	-12.4%
ACCESS LYNX	38,976	57,395	47.3%	568,061	673,544	18.6%
Vanpool	36,684	28,937	-21.1%	360,485	360,474	0.0%
SYSTEM TOTAL	2,050,154	2,064,488	0.7%	27,232,820	25,265,023	-7.2%

September 2017:	21 Weekdays	5 Saturdays	4 Sundays
September 2018:	20 Weekdays	5 Saturdays	5 Sundays

LYNX ridership increased by 14K, or 0.7%, compared to September 2017.

LYMMO ridership decreased by 4K, or 4.2%, compared to September 2017. The Bureau of Labor Statistics states that employment is steadily increasing in the Orlando region.

Fixed Route ridership increased by 9K, or 0.5%, compared to September 2017.

NeighborLink ridership decreased by 1K, or 9.9%, compared to September 2017.

Xpress Link 208 was eliminated on July 27, 2018 due to the opening of SunRail Phase II.

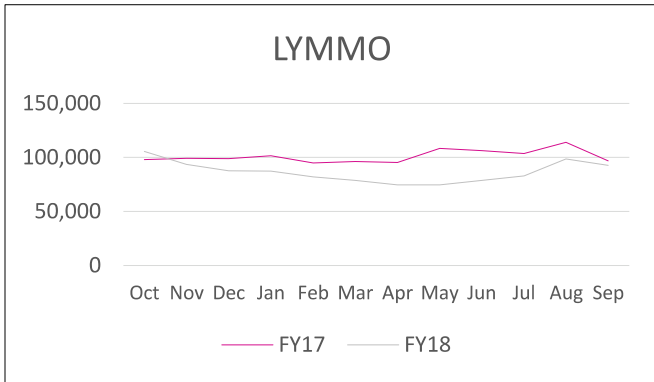
ACCESS LYNX services increased by 18K, or 47.3%, compared to September 2017.

Vanpool ridership decreased by 7K, or 21.1%, compared to September 2017.

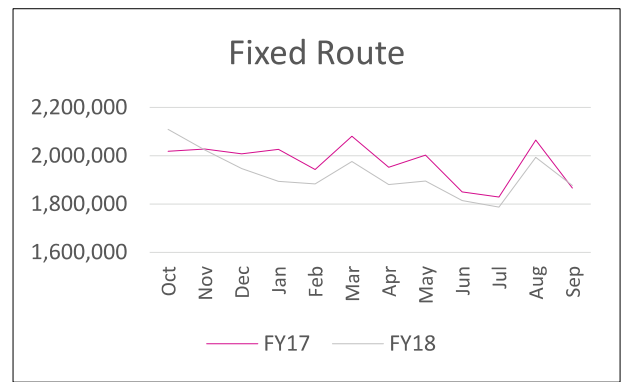


September 2018 Service Performance Report

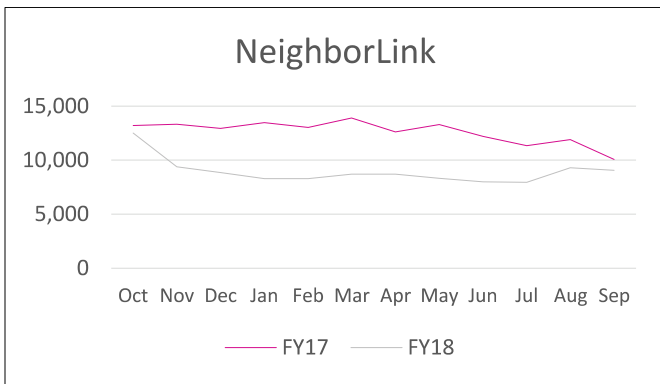
MONTHLY RIDERSHIP TRENDS BY MODE



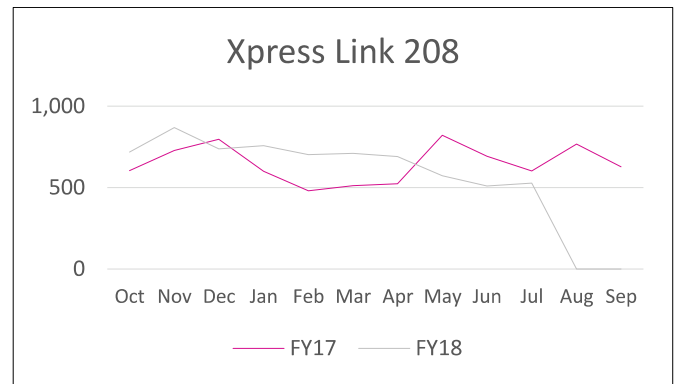
LYMMO ridership decreased by 4.2% compared to the September 2017.



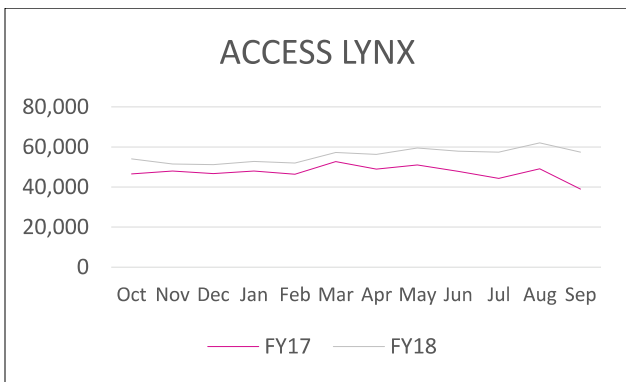
Fixed route ridership decreased 0.5% compared to September 2017.



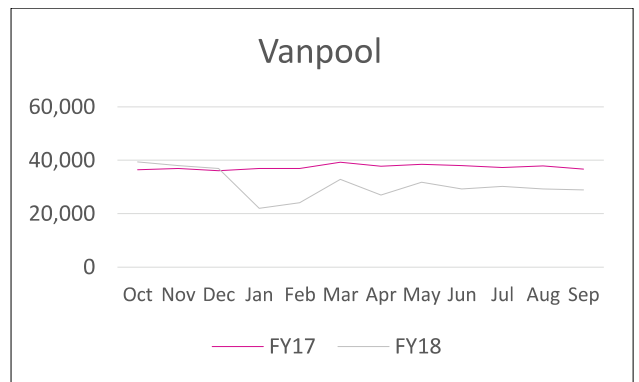
NeighborLink ridership decreased by 9.9% when compared to September 2017.



Xpress Link 208 was eliminated on July 27, 2018.



ACCESS LYNX ridership increased by 47.3% compared to September 2017.



Vanpool ridership decreased by 21.1% compared to September 2017.



September 2018 Service Performance Report

FY18 Monthly Modal Performance Data Sheet

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 Operated	Fleet Availability	Preventative Maintenance Inspection Completed on Time
LYMMO										
Oct	105,656	10	74%	Not Applicable	0	0.03	10,278	99.5%	16	82%
Nov	93,747	10	73%		0	0.03	9,901	99.3%	16	60%
Dec	87,666	9	69%		0	0.05	9,971	98.7%	16	91%
Jan	87,496	9	67%		0	0.04	9,924	99.0%	16	89%
Feb	82,140	9	56%		0	0.04	8,928	98.7%	15	99%
Mar	78,865	8	54%		0	0.05	9,887	99.1%	16	95%
Apr	74,740	8	56%		0	0.04	9,475	99.7%	15	95%
May	74,579	8	55%		0	0.04	9,838	99.8%	15	95%
Jun	78,900	8	53%		0	0.05	9,524	99.8%	16	95%
Jul	82,992	7	54%		0	0.04	9,659	99.9%	15	95%
Aug	98,763	8	59%		2	0.04	11,298	99.8%	15	
Sep	92,797	8	70%		0	0.04	10,430	99.9%	15	94%
YTD	1,038,341	8	61.7%		2	0.04	119,113	99%	16	90%
Fixed Route										
Oct	2,109,632	24	68%	32%	7	0.03	89,989	99.6%	289	82%
Nov	2,023,844	23	69%	21%	3	0.03	86,757	99.6%	291	60%
Dec	1,947,343	22	69%	19%	4	0.05	87,840	99.6%	288	91%
Jan	1,893,608	21	70%	19%	3	0.04	90,432	99.6%	290	89%
Feb	1,883,937	23	69%	19%	1	0.04	82,404	99.4%	289	99%
Mar	1,976,259	22	69%	26%	4	0.05	91,619	99.7%	289	95%
Apr	1,881,096	22	70%	27%	6	0.04	87,266	99.7%	290	95%
May	1,894,906	21	72%	20%	8	0.04	89,932	99.8%	287	95%
Jun	1,814,315	21	72%	23%	5	0.05	87,714	99.8%	288	95%
Jul	1,869,764	21	72%	19%	5		88,686	99.8%		
Aug	2,093,191	23	72%	24%	8	0.04	91,660	99.8%		94%
Sep	1,876,295	22	73%	18%	9	0.03	86,225	99.8%	288	94%
YTD	23,264,190	22	70.4%	22%	63	0.04	1,060,524	100%	289	90%



September 2018 Service Performance Report

FY18 Monthly Modal Performance Data Sheet

	Month End Reporting	Ridership	Productivity	On-Time Performance	Collected Fares	Reportable Incident	Complaints per 100,000 Miles	Fleet Availability	Preventative Maintenance Inspection Completed on Time
ACCESS LYNX									
Oct	53,975	1.04	85.61%	99.44%	1	10.09	85%	98%	
Nov	51,424	1.03	86.05%	99.31%	3	11.97	92%	96%	
Dec	51,146	0.98	89.92%	99.30%	1	9.79	92%	100%	
Jan	52,735	0.98	91.77%	99.47%	1	12.44	94%	92%	
Feb	51,976	0.98	91.83%	99.57%	0	12.14	92%	94%	
Mar	57,288	0.94	91.97%	99.64%	2	10.77	93%	90%	
Apr	56,252	0.95	92.93%	99.58%	5	9.99	95%	90%	
May	59,416	0.94	92.65%	99.62%	6	10.49	94%	91%	
Jun			93.67%	97.41%		5.68	92%	93%	
Jul			94.58%	97.80%		5.13	94%	92%	
Aug	62,056		91.10%	94.73%		9.63	92%	89%	
Sep	57,395		89.32%	94.96%		12.77	93%	91%	
YTD	553,663			98%	19				
NeighborLink									
Oct	12,507	3.05	100%	100%	2	14.50	83%	98%	
Nov	9,848	2.66	100%	100%	0	16.03	85%	96%	
Dec	8,722	2.36	100%	100%	0	6.07	90%	100%	
Jan	8,644	2.17	100%	100%	3	4.17	91%	92%	
Feb	8,696	2.42	100%	100%	0	9.33	87%	93%	
Mar	8,929	2.29	100%	100%	0	5.42	85%	95%	
Apr	9,008	2.11	100%	100%	0	8.94	75%	100%	
May	8,734	1.98	100%	100%	0	5.64	80%	94%	
Jun			100%	100%			81%	92%	
Jul			100%	100%			76%	92%	
Aug			100%	100%			76%	89%	
Sep	9,064		100%	100%			73%	91%	
YTD	84,152			100%	5				

LYNX Board Agenda

Other Business Item #11.A

To: LYNX Board of Directors

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Dyana Blickle
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Update on LYNX FY2019 Reserve Analysis

Date: 12/6/2018

LYNX' Reserve Policy is based on sound fiscal principles designed to allow LYNX to maintain continuation of operations in adverse conditions. The Reserve Policy is essential to maintain adequate levels of reserves to mitigate current and future risks such as revenue shortfalls, emergencies, natural disasters, and unanticipated expenditures.

At the September 2018 Finance & Audit Committee meeting it was discussed that due to Paratransit trips increasing by thirty percent, the FY2019 operating budget included the use of reserves for funding in the amount of \$6,598,821. This created a projected shortfall to the forty-five (45) day reserve requirement of \$5,395,006 based on the cash balance on July 31, 2018. LYNX has since aggressively pursued the collection of Federal and State grant opportunities to eliminate this shortfall as of October 31, 2018.

The FY2019 budget was based on current running rates for paratransit services. Trip demand continues to grow, this may create additional ongoing shortfalls in funding in the future. The following are discussion items for possible funding solutions:

1. Funding Partners provide additional funding (Break out Paratransit from other funding) Fund separately
2. Change Policies for PT to meet FTA's ADA standards – update eligibility requirements
3. Implement Phase II of mobility mgt. (1st/Last mile)
4. Bring Services in-house (\$1.5M savings per year)
5. New RFP for paratransit
6. Transition customer to Fixed route
7. Preventative Maintenance Policy – how we utilize this pool of funding
8. Fare Increase

LYNX Board Agenda

9. Dedicated Funding
10. Consider Block Grant
11. Amend the \$2.00 capital funding partner provision from per service mile to per capita

LYNX' Reserves are as follows:

- **Reserves for Operations (Cash Reserves)**

\$17.9mm forty-five days, \$23.8mm sixty days, \$35.7mm ninety days

LYNX should establish a goal to maintain a reserve of forty-five to sixty days, or fifteen to twenty percent of regular operating expenditures to be used for short term cash flow purposes, or to ensure adequate resources for operating purposes at the beginning of the fiscal year. The cash reserve also helps to protect LYNX in the event it must respond to a natural or man-made disaster. This appropriation may also be considered to fund one-time capital outlay, but shall not be used to support ongoing operating expenses.

- **Reserves for Contingency (Emergencies)**

\$7,118,571 - 5% of FY2018 Adopted Operating Budget

LYNX should establish a goal to maintain a contingency reserve at a not to exceed 5% of the total budget. The contingency is commonly known as the emergency reserve to be used in the case of a major storm or other unforeseen disaster. The contingency reserve may also be used to cover unanticipated expenditures of a non-recurring nature, to meet unexpected immediate increases in service delivery costs, and to temporarily maintain service levels in the event that an economic downturn should cause a shortfall in revenues.

- **Reserves for Capital Funds and Debt Service**

\$945,634 (CNG bus lease), \$2,474,662 (Pine Hills Transfer Center), \$21,273 (Orlando Urban Trail), \$290,527 (Other Capital Projects))

In the event that the operating reserve balance exceeds the amount set forth in this policy, the excess will be transferred to Reserves for Capital. The goal will be to fund the future infrastructure. This only pertains to items and/or projects included in the annual capital budget. Debt Service Reserves are subjected to the creation of a very specific reserve amount as a part of the Loan Covenants. Therefore, the amount to be appropriated must adhere to these requirements and will be budgeted, accordingly.

- **Reserves for Self-Insurance Programs**

\$6,844,706 (Workers Compensation and General Liability Claims), \$1,700,000 (Medical Self Insured Surplus Assets) and \$1,570,432 Medical Insurance Claims)

LYNX Board Agenda

Risk Management should maintain a minimum reserve equal to the 80% to 90% undiscounted confidence level of the annual actuarial study to ensure financial viability for Workers Compensation and General Liability Claims. In addition, should a claim be made against LYNX that is identified subsequent to the actuarial report and prior to the issuance of the Comprehensive Annual Financial Report that is financially material to the fund and highly likely to succeed, additional reserves should be established to provide adequate funds in reserve.

Florida Statue requires that a self-funded medical plan offered by a public entity maintain surplus assets equal to at least sixty (60) days of claims either as assets in the plan or in the form of unencumbered surplus elsewhere in the organization to pay claims. These funds are in addition to the run out liability. As such, LYNX established a reserve equal to two months to support unanticipated increases in medical insurance expenses.

- **Reserves for Fuel Stabilization**

\$1,000,000 Budget Stabilization

In 2011, LYNX established a fuel hedging program to curtail some of the extreme volatility experienced in the price of fuel. The hedging program is not meant to “out-guess” the market for fuel, but rather is an attempt to eliminate some of the pricing volatility and provide budget stabilization. This program, combined with establishing a Fuel Stabilization Reserve, will give LYNX, and ultimately our funding partners, some assurance of price and funding stability, as it pertains to the costs of fuel. The reserve will be funded via reserving excess revenues.

In summary, the reserves are as follows:

LYNX Reserves	45 days	60 days	90 days
Operations	\$17,850,000	\$23,800,000	\$35,700,000
Contingency -5%	7,118,571	7,118,571	7,118,571
Debt Service	0	0	0
Pine Hills Transit Center	2,474,662	2,474,662	2,474,662
Bus Shelters	40,527	40,527	40,527
Orlando Urban Trail Project	21,273	21,273	21,273
Other Capital Projects - CNG Bus State Rebate	250,000	250,000	250,000
Capital Bus Lease	945,634	945,634	945,634
Self-Insurance Programs			
General Liability	4,808,858	4,808,858	4,808,858
Worker's Compensation	1,240,848	1,240,848	1,240,848
Medical Claims - IBNR	795,000	795,000	795,000
State required – Medical self-insured surplus	1,700,000	1,700,000	1,700,000

LYNX Board Agenda

60 days medical insurance claims	1,570,432	1,570,432	1,570,432
Compensated Absences	4,163,321	4,163,321	4,163,321
Fuel Stabilization	1,000,000	1,000,000	1,000,000
Total Reserve Requirement	\$43,979,126	\$49,929,126	\$61,829,126
FY2019 \$2 Capital Funding	(176,074)	(176,074)	(176,074)
FY2018 \$2 Capital Funding	(2,001,877)	(2,001,877)	(2,001,877)
Self-Insurance (Long-term)	(4,059,751)	(4,059,751)	(4,059,751)
SIB Loan – Federally Funded	0	0	0
Pine Hills Transfer Center	(2,474,662)	(2,474,662)	(2,474,662)
Bus Shelters	(40,527)	(40,527)	(40,527)
Orlando Urban Trail Project	(21,273)	(21,273)	(21,273)
Other Capital Projects - CNG Bus State Rebate	(250,000)	(250,000)	(250,000)
Operating Reserve Fund Requirement	\$34,954,962	\$40,904,962	\$52,804,962
Restricted Fund Balance	(5,917,860)	(5,917,860)	(5,917,860)
Unrestricted Fund Balance	(38,251,722)	(38,251,722)	(38,251,722)
Funds in Transit	(5,886,194)	(5,886,194)	(5,886,194)
FY2019 Budget - Use of Reserves	6,958,821	6,958,821	6,958,821
Unpaid Investment in Capital Assets	4,964,413	4,964,413	4,964,413
Adjusted Net Position	(\$38,132,542)	(\$38,132,542)	(\$38,132,542)
FY2019 (Excess) Shortfall Cash Reserves	(\$3,177,580)	\$2,772,420	\$14,672,420

LYNX' Reserves Update

**Presented to the
Oversight Committee
December 5, 2018**

Reserves for Operations (Cash Reserves)

- ✓ To be used for **short term cash flow purposes**, or to ensure **adequate resources for operating purposes at the beginning of the fiscal year**.
- ✓ Not to exceed **forty-five to sixty days**

Reserves for Contingency (Emergencies)

- ✓ To be used in the case of a **major storm or other unforeseen disaster**.
- ✓ **Not to exceed 5% of the total budget**.
- ✓ May also be used to cover **unanticipated expenditures of a non-recurring nature**, to meet unexpected immediate increases in service delivery costs, and to temporarily maintain service levels in the event that an economic downturn should cause a shortfall in revenues.

Policy Requirements

Reserves for Capital Funds and Debt Service

- ✓ In the event that the operating reserve balance exceeds the amount set forth the excess will be transferred to Reserves for Capital.
- ✓ The goal will be to fund the future infrastructure. This only **pertains to items and/or projects included in the annual capital budget.**
- ✓ **Debt Service Reserves** are subjected to the creation of a very specific reserve amount as a part of the Loan Covenants. Therefore, the amount to be appropriated must adhere to these requirements and will be budgeted, accordingly.

Reserves for Self-Insurance Programs

- ✓ Annual actuarial study to ensure financial viability for **Workers Compensation and General Liability Claims**.
- ✓ **Florida Statute requires that a self-funded medical plan** offered by a public entity maintain **surplus assets equal to at least 60 days of claims** either as assets in the plan or in the form of unencumbered surplus elsewhere in the organization to pay claims. These funds are **in addition to the run out liability**.
- ✓ LYNX established a **reserve equal to two months to support unanticipated increases** in medical insurance expenses.

Operating – Reserve Requirement



LYNX Reserves	45 Days	60 Days	90 Days
Operations	\$17,850,000	\$23,800,000	\$35,700,000
Contingency 5%	7, 118,571	7, 118,571	7, 118,571

Capital – Reserve Requirement



LYNX Reserves	45 Days	60 Days	90 Days
Pine Hills Transit Center	2,474,662	2,474,662	2,474,662
Bus Shelters	40,527	40,527	40,527
Orlando Urban Trail Project	21,273	21,273	21,273
Other Capital Projects – CNG Bus State Rebate	250,000	250,000	250,000
Capital Bus Lease	945,634	945,634	945,634

Statutory – Reserve Requirement



LYNX Reserves	45 Days	60 Days	90 Days
General Liability	\$4,808,858	\$4,808,858	\$4,808,858
Worker's Compensation	1,240,848	1,240,848	1,240,848
Medical Claims – IBNR	795,000	795,000	795,000
State Required – Medical self insured surplus	1,700,000	1,700,000	1,700,000

Funding Policy – Reserve Requirement



LYNX Reserves	45 Days	60 Days	90 Days
60 Days Medical Insurance Claims	\$1,570,432	\$1,570,432	\$1,570,432
Compensated Absences	4,163,321	4,163,321	4,163,321
Fuel Stabilization	1,000,000	1,000,000	1,000,000

Total Reserve Requirement



LYNX Reserves	45 Days	60 Days	90 Days
Operations	\$17,850,000	\$23,800,000	\$35,700,000
Contingency 5%	7,118,571	7,118,571	7,118,571
Pine Hills Transit Center	2,474,662	2,474,662	2,474,662
Bus Shelters	40,527	40,527	40,527
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Other Capital Projects – CNG Bus State Rebate	250,000	250,000	250,000
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State Required – Medical self insured surplus	1,700,000	1,700,000	1,700,000
60 Days Medical Insurance Claims	1,570,432	1,570,432	1,570,432
Compensated Absences	4,163,321	4,163,321	4,163,321
Fuel Stabilization	1,000,000	1,000,000	1,000,000
Total Reserve Requirement	\$43,979,126	\$49,929,126	\$61,829,126

Operating – Capital Reserve Requirement



LYNX Reserves	45 Days	60 Days	90 Days
FY2019 \$2 Capital Funding	(176,074)	(176,074)	(176,074)
FY2018 \$2 Capital Funding	(2,001,877)	(2,001,877)	(2,001,877)
Pine Hills Transfer Center	(2,474,662)	(2,474,662)	(2,474,662)
Bus Shelters	(40,527)	(40,527)	(40,527)
Orlando Urban Trail Project	(21,273)	(21,273)	(21,273)
Other Capital Projects – CNG Bus State Rebate	(250,000)	(250,000)	(250,000)

Operating – Statutory Requirement



LYNX Reserves	45 Days	60 Days	90 Days
Self-Insurance (Long-Term)	(4,059,751)	(4,059,751)	(4,059,751)

Operating – Total Reserve Fund Requirement



LYNX Reserves	45 Days	60 Days	90 Days
Total Reserve Requirement	\$43,979,126	\$49,929,126	\$61,829,126
FY2017 \$2 Capital Funding	(176,074)	(176,074)	(176,074)
FY2018 \$2 Capital Funding	(2,001,877)	(2,001,877)	(2,001,877)
Pine Hills Transfer Center	(2,474,662)	(2,474,662)	(2,474,662)
Bus Shelters	(40,527)	(40,527)	(40,527)
Orlando Urban Trail Project	(21,273)	(21,273)	(21,273)
Other Capital Projects – CNG Bus State Rebate	(250,000)	(250,000)	(250,000)
Self-Insurance (Long-Term)	(4,059,751)	(4,059,751)	(4,059,751)
Total Operating Reserve Requirement	\$34,954,962	\$40,904,962	\$52,804,962

Available Funds



LYNX Reserves	45 Days	60 Days	90 Days
Restricted Fund Balance	(5,917,860)	(5,917,860)	(5,917,860)
Unrestricted Fund Balance	(38,251,722)	(38,251,722)	(38,251,722)
Funds in Transit	(5,886,194)	(5,886,194)	(5,886,194)

Existing Commitments



LYNX Reserves	45 Days	60 Days	90 Days
FY2019 Budget – Use of Reserves	6,958,821	6,958,821	6,958,821
Unpaid Investment in Capital Assets	4,964,413	4,964,413	4,964,413

Net Position



LYNX Reserves	45 Days	60 Days	90 Days
Total Operating Reserve Fund Requirement	\$34,954,962	\$40,904,962	\$52,804,962
Restricted Fund Balance	(5,917,860)	(5,917,860)	(5,917,860)
Unrestricted Fund Balance	(38,251,722)	(38,251,722)	(38,251,722)
Funds in Transit	(5,886,194)	(5,886,194)	(5,886,194)
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Adjusted Net Position	(\$38,132,542)	(\$38,132,542)	(\$38,132,542)
FY2019 (Excess) Shortfall Cash Reserves	(\$3,177,580)	\$2,772,420	\$14,672,420