

LYNX Board Agenda

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

Meeting Date: 02/21/2024
Meeting Time: 11:30 AM

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 10.26.23

Pg 4

3. Public Comments




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

4. Chief Executive Officer's Report




5. Oversight Committee Report

6. Consent Agenda






A. Request for Proposal (RFP)
















- i.  Authorization to Release a Request for Proposal (RFP) for Lawn Maintenance & Trash Removal Services at LYNX Bus Stops/Shelters Pg 10
- ii.  Authorization to Release a Request for Proposal (RFP) for HVAC System Replacement Pg 12
- iii.  Authorization to Release a Request for Proposal (RFP) for Temporary Staffing and Permanent Placement Recruitment Services Pg 14

B. Extension of Contracts







- i.  Authorization to Exercise the Second Option Year for Contract #20-C45 with Advanced Document Solutions and Increase the Not to Exceed Amount to \$317,427 Pg 16
- ii.  Authorization to Extend the Contract with Beep, Inc. with No Increase to the Not to Exceed Amount Pg 18
- iii.  Authorization to Exercise the First Option Year of Contract #21-C37 with Remix Technologies, LLC for Transit Planning Software-as-a-Service and Increase the Not to Exceed Amount to \$310,000 Pg 20

C. Miscellaneous










- i.  Authorization to Update the Employee Awards and Service Recognition Policy Pg 22
- ii.  Authorization to Declare March 2024 as Procurement Month Pg 24
-Attachments 
- iii.  Authorization to Ratify the Third Modification to Vanpool Fleet Management Services Contract with Enterprise Leasing Company of Orlando, LLC Pg 27
- iv.  Authorization to Purchase Vanpool Vehicles for a Not to Exceed Amount of \$2,356,280 Pg 29

v.	 Authorization to Enter into Sub-Recipient Agreements and Award Funds Under Section 5310 to Selected Human Services Agencies	Pg 31
vi.	 Authorization to Enter into a Memorandum of Agreement with Orange County for In-Kind Transit Planning Services for the International Drive Transit Project	Pg 33
	-Attachments 	
vii.	 Authorization to Issue a Task Order to Kittleson and Associates, Inc. for General Planning Services to Complete a Sustainability and Resiliency Plan for a Not to Exceed Amount of \$172,710	Pg 45
viii.	 Authorization to Issue a Task Work Order to VHB for General Planning Consultant Services to Complete an Americans with Disabilities Act (ADA) Transition Plan for a Not to Exceed Amount of \$425,952	Pg 47
ix.	 Authorization to Purchase Two (2) Replacement Vehicles for NeighborLink Transit Services for a Not to Exceed Amount of \$340,000	Pg 49
x.	 Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses for a Not to Exceed Amount of \$19,000,000	Pg 51
xi.	 Authorization to Issue a Solicitation for the Painting of the Exterior Building and Interior Terminal Area at LYNX Central Station	Pg 53
xii.	 Authorization to Issue a Solicitation for the Passenger Terminal Restroom Renovations at LYNX Central Station	Pg 54
xiii.	 Authorization to Grant an Easement to Duke Energy Florida, LLC Related to the Construction of the Pine Hills Transfer Center	Pg 55
	-Attachments 	
xiv.	 Authorization to Assign a Ten Percent (10%) Contingency in the Amount of \$1,478,658 to the Pine Hills Bus Transfer Center Project to McCree General Contractors, LLC	Pg 60
xv.	 Authorization to Dispose of Items Accumulated Through the Lost and Found Process	Pg 62
xvi.	 Authorization to Auction Surplus Capital Items	Pg 64
xvii.	 Authorization to Amend Contract for Planning Consulting Services for Orange County Transit Plan and Increase the Not to Exceed Amount to \$229,378	Pg 67

7. Action Agenda

A.	 Authorization to Ratify Grant Applications Submitted to the Florida Department of Transportation (FDOT) in the Total Amount of \$5,198,597 and Adoption of Resolution # 24-001	Pg 69
	-Attachments 	
B.	 Authorization to Enter into the FY2024 Service Funding Agreement with Orange County for the Accelerated Transportation Safety Program in the Amount of \$4,316,632	Pg 73
	-Attachments 	
C.	 Selection for Legal Services - General Counsel for a Not to Exceed Amount of \$450,000	Pg 86
D.	 Election of LYNX Board of Directors Officers	Pg 88

8. Information Items

- A.  Notification for Banking and Financial Investment Related Services Pg 89
- B.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 91
- C.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 94
-Attachments      

9. Monthly Reports

- A.  Communications Report - January 2024 Pg 107
- B.  Communications Report - December 2023 Pg 113
- C.  Communications Report - November 2023 Pg 119
- D.  Communications Report - October 2023 Pg 125
- E.  Monthly Financial Report - November 2023 Pg 131
-Attachments 
- F.  Monthly Financial Report - September 2023 Pg 133
-Attachments 
- G.  Paratransit Monthly Report - January 2024 Pg 135
-Attachments 
- H.  Ridership Report - December 2023 Pg 149
- I.  Ridership Report - November 2023 Pg 150
- J.  Ridership Report - October 2023 Pg 152
-Attachments 

10. Other Business

11. Adjourned

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

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

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

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

DATE: **October 26, 2023**

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

Members in Attendance:

Jerry Demings, Mayor, Orange County, Chair

Viviana Janer, Commissioner, Osceola County BoCC, Vice-Chair

Buddy Dyer, Mayor, City of Orlando

John Tyler, Secretary, Florida Department of Transportation – District 5, Secretary

Andria Herr, Commissioner, Seminole County BoCC

1. Call to Order

Chair Demings called the meeting to order at 1:01 p.m.

Chair Demings asked Commissioner Janer to lead the Pledge of Allegiance.

2. Approval of Minutes

Commissioner Janer moved to approve the Board of Directors meeting minutes of September 28, 2023. Seconded by Mayor Dyer. The minutes were unanimously approved as presented.

3. Public Comments

Felicia Hunter – Orlando, FL

Ms. Hunter stated her concerns about safety and lighting at the Pine Hill bus stop.

Lawanna Gelzer – Orlando, FL

Ms. Gelzer stated her concerns about pollution in Orange County and asked how to get more electric buses.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, reported that LYNX will receive its 200th compressed natural gas bus later this year. The diesel buses are slated to be transitioned out of the fleet by 2025. That does include additional electric buses.

LYNX hosted APTA this month which had over 12,000 attendees. Mayor Demings joined in at the opening session and expo.

LYNX will participate in the Florida Department of Transportation's Mobility Week which kicks off tomorrow. LYNX festivities kick off on Monday, October 30, with the long-awaited groundbreaking ceremony for the Pine Hills Transfer Center.

The October ridership has averaged over 57,000 trips per day. This is the highest average weekday ridership since February 2020. This is an increase of seven percent over this time last year. Weekend ridership has also increased with Saturday having 41,000 trips and Sunday with 28,000 trips.

The Holiday bus begins on November 27. Santa Claus will be driving routes throughout Central Florida until December 23. On December 19, he will be in the terminal for pictures with passengers.

Mayor Demings asked for a brief update on the Pine Hills Transfer Station. Ms. Homler Hawkins stated that the groundbreaking would be on Monday, October 30. Construction should take around fourteen months to complete.

Mayor Demings shared that one hundred million dollars from the Orange County General Fund would be used to improve transit and make modest infrastructure improvements to include the increase of the number of LYNX routes and connectivity and shelter improvements.

5. Oversight Committee Report

Commissioner Janer, Chair of the Oversight Committee provided her report on the Oversight Committee meeting that met earlier. She stated that the committee approved the minutes from the September 28, 2023, Oversight meeting.

Amanda Clavijo, Chair of the Finance & Audit Committee, gave a report on the October 19, 2023 Finance & Audit Committee. The Finance Committee recommends approval of all Consent Agenda items.

The Oversight Committee recommends approval of all Consent Agenda and Action items B and C.

There were presentations on the FY2023 Audit Plan and the System-Wide Origin and Destination Survey. Commissioner Janer has requested that the survey be sent to all the Oversight Committee members and the Board members. There was also a discussion on

the Employee Engagement program. This will help the Board set the Mission, Vision and Values statements.

6. Consent Agenda:

Chair Demings asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.D.v. Ms. Homler Hawkins stated that she recommends the entire Consent Agenda for approval.

- A. Invitation for Bid (IFB)
 - i. Authorization to Release an Invitation for Bid (IFB) for the Procurement of Bulk Motor Oil and Fluids
- B. Award Contracts
 - i. Authorization to Negotiate and Award a Contract to Barracuda Building Corporation for the Construction of a Bus Bay and Associated Amenities at the Saint Cloud Walmart
 - ii. Authorization to Award a Contract to Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for HVAC Systems Replacement & Enhancement at LYNX Central Station and LYNX Operations Center
 - iii. Authorization to Negotiate and Award a Contract to Employers Choice Online, Inc. d/b/a Employers Choice Screening for Pre-Employment Background Screening & Related Services
- C. Extension of Contracts
 - i. Authorization to Exercise the Third Option Year of Contract #20-C29 with Gray Robinson, P.A. for Labor/Employment Legal Services
 - ii. Authorization to Exercise the Third Option Year of Contract #20-C33 with Akerman, LLP for Legal Services – Pension
 - iii. Authorization to Extend Contract #20-C28 with Akerman, LLP for Legal Services – General Counsel
 - iv. Authorization to Exercise Option Year Two of Contract #20-C37 for Vanpool Support with Enterprise Leasing Company of Orlando, LLC D/B/A Commute with Enterprise
- D. Miscellaneous
 - i. Authorization to Enter into the FY2024 Service Funding Agreements with the Regional Funding Partners
 - ii. Authorization to Enter into the FY2024 Service Funding Agreements with the Municipal Funding Partners
 - iii. Authorization to Reappoint Brian Anderson to Pension Trustee and Administrative Committee Boards
 - iv. Authorization to Execute Change Order #3 with Garcia Civil Contractors, Inc. for the Florida Mall Transfer Center Construction Project in the Amount of \$50,862
 - v. Authorization to Approve the LYNX Board of Directors Meeting Dates for 2024

Commissioner Janer made a motion to approve Consent Agenda items 6.A.i. through 6.D.v. Seconded by Commissioner Herr. Motion passed unanimously.

7. Action Agenda

A. Board Confirmation of David Burrowes Appointment to Serve as LYNX's Chief Operations Officer (COO)

Mayor Demings recognized Tiffany Homler Hawkins, Chief Executive Officer. Ms. Homler Hawkins stated that Mr. Burrowes will be joining the LYNX staff from MTA in New York City where he has been the General Manager of Service Transportation.

Mr. Burrowes started his career twenty-eight years ago as a bus operator. His information has been sent to the members under separate cover.

Mayor Demings stated that he spoke with Mr. Burrowes and most of his experience is on the public bus side of operations in New York, but he also has experience with the local commuter rail. He is a ten-year military veteran and a native from Barbados. His potential start date is January 2, 2024.

Mayor Dyer made a motion for Board Confirmation of David Burrowes Appointment to Serve as LYNX's Chief Operations Officer (COO). Second by Commissioner Janer. Motion passed unanimously.

B. Authorization to Implement December 10, 2023 Service Changes

Mayor Demings recognized Bruce Detweiler, Manager of Service Planning. He stated that the next Service Change will take place on December 10.

The Service Design Principles include reallocating resources from low demand routes or trips to areas of higher demand, new service to accommodate transportation demand, improve on-time performance, continue NeighborLink reimagining project, and remain net-neutral within the established budget.

Notification of the Service changes were placed on LYNX's website and social media, notices placed at key bus stops and terminals, and public hearings and information sessions were held.

Commissioner Janer made a motion for Authorization to Implement December 10, 2023 Service Changes. Second by Mayor Dyer. Motion passed unanimously.

C. Authorization to Amend the Central Florida Tourism Oversight District (CFTOD) Agreement for FY2024

Mayor Demings recognized Bruce Detweiler, Manager of Service Planning. He stated that there will be an amendment to the agreement due to the addition of route 307.

Commissioner Herr made a motion for Authorization to Amend the Central Florida Tourism Oversight District (CFTOD) Agreement for FY2024. Second by Commissioner Janer. Motion passed unanimously.

8. Information Items

There were two items for review purposes only, no action was requested.

- A. Notification of Settlement Agreements Pursuant to Administrative Rule 6
- B. Notification of Sole Source Procurements Pursuant to Administrative Rule 4

9. Monthly Reports

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

- A. Communications Report – September 2023
- B. Monthly Financial Report – July 2023
- C. Paratransit Monthly Report – September 2023
- D. Ridership Report – August 2023

10. Other Business

Ms. Homler Hawkins recognized Frank Martin for his service to LYNX over the last nine months. His experience, advice and counsel has been invaluable. He has led the team through union negotiations and the transition of NeighborLink and Paratransit to in-house.

Mr. Martin stated that has been a pleasure coming back to LYNX for a second time. Transit is all that he knows, as he has been doing it for about fifty years. He also stated that if LYNX needs him again, he is not far away and will come back potentially.

Mayor Demings stated that LYNX was fortunate that Mr. Martin was available to fill the gap that was open. He expressed his appreciation to Mr. Martin.

All the other Board members thanked Mr. Martin.

Ms. Homler Hawkins stated that this will be the last Board meeting for 2023.

11. Adjourned:

The meeting adjourned at 1:35 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the October 26, 2023, LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Elvis Dovalos
Director Of Maintenance
Ricky Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Release a Request for Proposal (RFP) for Lawn Maintenance & Trash Removal Services at LYNX Bus Stops/Shelters

Date: 02/21/2024

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 Lawn Maintenance & Trash Removal Services at LYNX bus stops and shelters. The contract term will be for an initial three (3) year term with two (2) one (1) year options.

BACKGROUND:

The award of Contract #22-C07 to Aero Groundtek, LLC., for Lawn Maintenance & Trash Removal Services at LYNX Bus Stops/Shelters was approved by the LYNX Board on September 23, 2021. The contract was awarded for a three (3) year term with two (2) one (1) year options. The Contract will expire on September 30, 2024.

LYNX operates a public transportation system that serves approximately 2,500 square miles located within the boundaries of Orange, Osceola, and Seminole Counties. Bus stops are the primary point of customer access to LYNX fixed route bus service. Shelters provide an enhanced experience for customers by providing shelter from the elements. These stops and shelters are highly visible to the community and provide a clean, safe area for customers to wait, to board, and to alight LYNX buses.

LYNX has separate contracts for bus stops and shelters including lawn maintenance, trash removal, shelter cleaning, and shelter maintenance. This contract is for trash pickup from trash

LYNX Board Agenda

receptacles that will be serviced as frequently as five times week at over 1,200 locations in the area as well as lawn maintenance which includes grass cutting at most of the stops and shelters.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$600,000 Lawn Maintenance & Trash Removal Services at LYNX bus stops and shelters.

LYNX Board Agenda

Consent Agenda Item #6.A. ii

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release a Request for Proposal for HVAC System Replacement

Date: 02/21/2024

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 equipment for new heating, ventilation, and cooling (HVAC) for LYNX Central Station and LYNX Operations Center.

BACKGROUND:

LYNX operates out of two owned main facilities: the LYNX Central Station, and the LYNX Operations Center. The facilities have HVAC systems of different manufacturers and types that have met their useful life. The units are between 16 to 19 years old and have become failure prone and increasingly costly and difficult to maintain. The typical life expectancy on these types of systems averages 15 to 20 years. In the past three years, LYNX has spent approximately \$240,000 repairing or replacing items related to ensure that the equipment has been able to function.

LYNX may seek to replace the HVAC systems at both locations with systems of the same or equivalent brand manufacturer with the latest high efficiency and sustainable systems available.

In October 2023, LYNX authorized the Chief Executive Officer or designee to execute a contract with Kimley-Horn, Inc. for Architecture and Engineering Services. Design on the new HVAC started at the end of December 2023 and is currently on-going. In order to ensure that the agency is ready to procure the equipment and contracted installation services in a timely manner, LYNX

LYNX Board Agenda

is now requesting permission to issue an RFP for this. It is anticipated that the contract term on this would be a total of three (3) years with no additional options.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The FY2024 Proposed Capital Budget includes \$7,519,039 for HVAC Systems Replacement & Enhancement at the LYNX Central Station and the LYNX Operations Center. This project is funded with 100% Federal grants.

LYNX Board Agenda

Consent Agenda Item #6.A. iii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Release a Request for Proposal (RFP) for Temporary Staffing and Permanent Placement Recruitment Services

Date: 02/21/2024

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 Temporary Staffing and Permanent Placement Recruitment Services. The contract term will be for three (3) years with two (2) one (1) year renewal options.

BACKGROUND:

Occasionally, LYNX has a need to utilize temporary staffing to complete projects or meet reporting requirements. It is the desire of the Authority to procure a contract with one or more Contractors to assist in placing temporary staff when the need arises.

Additionally, LYNX has open positions that are recruited on an ongoing basis. Certain positions can become difficult to fill. Therefore, the Authority would like to procure a contract with one or more Contractors to assist in permanent placement of hard to fill positions.

These 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.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$42,000 for projects, additional temporary help would be funded through savings from open positions.

LYNX Board Agenda

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Craig Bayard
Director Of Information Technology
Craig Bayard
Technical Contact

Phone: 407.841.2279 ext: 6008

Item Name: Authorization to Exercise the Second Option Year for Contract #20-C45 with Advanced Document Solutions and Increase the Not to Exceed Amount to \$317,427

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year for contract #20-C45 with Advanced Document Solutions for the purchase of color laser multifunction devices, "MFD" (Copier, Printer, Scanner, Fax), software, and a services contract; and to increase the cost not to exceed by \$45,000.

BACKGROUND:

LYNX entered into a contract with Advanced Document Solution on April 1, 2020, for the purchase of Color Laser Multifunction Devices, "MFD" (Copier, Printer, Scanner, Fax), Software, and Services Contract to cover each of the new copiers purchased under the same contract. The current copiers maintenance service contract covers all preventive maintenance to be performed by authorized factory trained technicians, parts, labor, toner, consumables, (excluding staples and paper).

The total not to exceed will increase to \$317,427.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$47,000 for the maintenance contract on the equipment.

LYNX Board Agenda

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

From: James Boyle
Director Of Planning And Development
Kenneth Jamison
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Extend the Contract with Beep, Inc. with No Increase to the Not to Exceed Amount

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend the term of Contract #23-C79 with Beep, Inc. to accommodate a full six months of revenue service with no increase to the not to exceed amount.

BACKGROUND:

At the May 25, 2023, Board of Directors' meeting, staff received authorization to negotiate and award a contract with Beep, Inc. in the not to exceed amount of \$500,000. The Pilot Program would involve a nine (9) month project duration, including three (3) months of preparation/configuration and six (6) months of revenue service using two (2) autonomous shuttles. Contract #23-C79 was executed with Beep, Inc. on July 18, 2023, for the Operation of Autonomous Vehicles with the first day of revenue operations commencing on August 20, 2023.

Revenue service was voluntarily suspended by Beep, Inc. on November 4, 2023, following an incident with one of the autonomous shuttles. The incident was reported by Beep, Inc. to the National Highway Traffic Safety Administration (NHTSA) as required by a Standing General Order for operators of automated driving system equipped vehicles.

This contract term extension will increase the project duration to allow for a total of six (6) months of revenue service under the Contract. Beep, Inc. did not request payment for services during the suspension of revenue service, which will result in no increase in the not to exceed amount with this term extension.

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact for this pilot project of an autonomous vehicle for LYNX. This pilot program is 100% funded by the City of Orlando.

LYNX Board Agenda

Consent Agenda Item #6.B. iii

To: LYNX Board of Directors

From: James Boyle
Director Of Planning And Development
Myles O'Keefe
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Exercise the First Option Year of Contract #21-C37 with Remix Technologies, LLC for Transit Planning Software-as-a-Service and Increase the Not to Exceed Amount to \$310,000

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first-year option of Contract #21-C37 with Remix Technologies, LLC for Transit Planning Software-as-a-Service (SaaS) and to increase the overall contract not to exceed (NTE) amount from \$219,000 to \$310,000.

BACKGROUND:

On March 25, 2021 the LYNX Board of Directors approved the award of Contract #21-C37 to Remix Technologies, LLC. for Transit Planning SaaS for three (3) years with two (2) one (1) year options. Contract #21-C37 expires on March 31, 2024.

On September 9, 2022 Contract Modification #1 was signed adding Remix On-Demand Planning Platform to the existing SaaS contract covering the period of October 1, 2022 through March 31, 2024. Contract Modification #1 had a value of \$36,000 for the 18-month period for the On-Demand Planning Platform and increased the NTE for the initial three (3) year term from \$183,000 to \$219,000.

Option year one (1) will cover the period of April 1, 2024 through March 31, 2025 for both the Transit Planning SaaS, for \$65,000, and the On-Demand Planning Platform, for \$26,000, for a total amount of \$91,000.

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$89,000 for transit planning software services.

LYNX Board Agenda

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Update the Employee Awards and Service Recognition Policy

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to update the Employee Awards and Service Recognition Policy.

BACKGROUND:

This Policy is established in accordance with the Authority's Administrative Rule 3 which governs Human Resources. The Authority appreciates the efforts of its employees. Outstanding employees deserve to be recognized both as a reward for exceptional performance and as a model to other employees. Employees may be recognized for exemplary performance in their job functions, and their contribution and involvement with the Authority and the community.

The current policy has not been revised since October 25, 2001. It is the desire of staff to update this policy and recognize exemplary employees in the following categories:

- Service Awards
- Retirement Awards
- Annual Employee Awards and Recognition
 - Employee of the Year
 - Cattitude Award
 - Extra Mile Award
 - Smart Move Award

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Approved FY2024 Operating Budget includes \$10,920 for the Employee Awards and Service Recognition program.

LYNX Board Agenda

Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

From: Maurice Jones
Director Of Procurement
Maurice Jones
Technical Contact

Phone: 407.841.2279 ext: 6057

Item Name: Authorization to Declare March 2024 as Procurement Month

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to proclaim March 2024 as "Procurement Month".

BACKGROUND:

This Proclamation is being presented to LYNX Board of Directors to recognize the role of the Procurement profession within business, industry, and government. Traditionally the month of March, whether in the public or private sector, has been recognized globally as Procurement Month or Supply Management Month. This month provides the opportunity to help educate elected officials, LYNX staff, taxpayers, and suppliers about the public procurement process and the admirable work we perform. The National Institute for Government Procurement (NIGP) has designated March as Procurement Month and LYNX is a proud and active member of this organization. March is Procurement Month across the nation and other local and state agencies have proclaimed March as Procurement Month, including the State of Florida.

The March Procurement Celebration spotlights, and is dedicated to, the significant work we as public procurement professionals do every day. When we celebrate Procurement\ Month, we acknowledge an elite group of professionals that have made a difference in governmental efficiency and effectiveness.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (LYNX)
PROCLAMATION**

WHEREAS, Procurement professionals play a significant role in the efficiency and effectiveness of government and business; and

WHEREAS, Procurement professionals, through their combined Procurement power, spend billions of dollars each year and have a significant influence upon economic conditions in this world; and

WHEREAS, LYNX has a solid commitment to promoting ethical standards, best practices, education, transparency, accountability, professional development; and

WHEREAS, the Procurement department is committed to providing high caliber strategic sourcing, logistical, and stellar customer service as well as minimizing business and technical risks, accomplishing socio-economic objectives, maximizing competition, and maintaining integrity; and

WHEREAS, these professionals make it possible for LYNX to serve the citizens of Orange, Osceola, and Seminole Counties by obtaining the goods and services needed to get the job done in an efficient and economical manner, improving Procurement methods and practices by utilizing new technologies to increase efficiency and improve our process; and

WHEREAS, the month of March has been designated for an awareness campaign to recognize all Procurement professionals across our nation for their efforts and contribution to excellence in Procurement and to inform the public about the importance of the profession in business, industry, and government; and

NOW THEREFORE, I, Tiffany Homler Hawkins CEO of LYNX and Jerry Demings, Chairman of the Board of Directors for LYNX, through the authority vested in me by the Board of LYNX, hereby proclaim "Procurement Month" for March 2024, for LYNX and encourage residents and businesses to acknowledge and appreciate the due diligence of all Procurement professionals of LYNX. We do hereby extend greetings and best wishes to all observing March 2024 as Procurement Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused
the Seal of the LYNX to be affixed at this 21st day of March, in
the year two thousand twenty-four.

Jerry Demings, Chairman

Tiffany Homler Hawkins, Chief Executive Officer

LYNX Board Agenda

Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Communications
Janet Vidal
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Authorization to Ratify the Third Modification to Vanpool Fleet Management Services Contract with Enterprise Leasing Company of Orlando, LLC

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification of the Third Modification to Vanpool Fleet Management Services Contract with Enterprise Leasing Company of Orlando, LLC ("Enterprise") to allow for the temporary use of Enterprise owned vehicles.

BACKGROUND:

At the Dec. 5, 2020, Board of Directors meeting, staff received authorization to negotiate and execute Contract #20-C37 for Vanpool Fleet Management Services with Enterprise Leasing Company of Orlando, LLC ("Contract") for an initial term of three years.

At the Dec. 15, 2022, Board of Directors meeting, staff received authorization to exercise the first option year of the Contract.

At the Oct. 26, 2023, Board of Directors meeting, staff received authorization to exercise the second option year of the Contract.

The LYNX Vanpool Program ("Program") was developed more than 30 years ago to provide additional commuter options for the Central Florida community to get to work. The Program offers individuals who live and work in the same area reliable and affordable rideshare transportation. LYNX is the Program Administrator and owns the vehicles in the Program, while

LYNX ard Agenda

the services are managed day-to-day by Enterprise including the maintenance and repair of the vehicles.

Earlier this year, General Motors issued a Safety Recall Notice (“Notice”) and identified certain vehicle models that require the front driver airbag to be replaced due to a manufacturer defect. The Notice included the Chevrolet Traverse model and LYNX owns thirty-four vehicles affected by the Safety Recall. In 2023, LYNX purchased replacement vehicles from Ford Motor Company and those vehicles will arrive in the Spring of 2024. In the interim, LYNX and Enterprise have actively been working together on a safety solution until the replacement vehicles arrive. This solution allows LYNX to utilize Enterprise owned vehicles to replace the 34 impacted vehicles under the Recall Notice.

Enterprise has agreed not to charge LYNX a management fee for the vehicles and shall be responsible for all maintenance and repair costs. All vehicles shall be compliant with all applicable terms under the Contract including Buy America, insurance and marketing requirements. In return, LYNX has agreed to rental rates provided for in the Third Modification to Vanpool Fleet Management Services Contract.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$376,000 for anticipated expenses.

LYNX Board Agenda

Consent Agenda Item #6.C. iv

To: LYNX Board of Directors

From: **Matthew Friedman**
Director Of Marketing Communications
Janet Vidal
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Authorization to Purchase Vanpool Vehicles for a Not to Exceed Amount of \$2,356,280

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase twenty (20) Ford Transit Passenger Vans XLT and thirty-three (33) Ford Explorer RWD XLT (or equivalent) vehicles for replacement purposes for the Vanpool program, in the not to exceed amount of \$2,356,280.

BACKGROUND:

At the April 27, 2023, Board of Directors meeting, staff received authorization to purchase fifty (50) Ford Explorer 4WD ADR XLT (or the equivalent) vehicles for replacement.

The program is in need to replace most of its fleet. A Buy America waiver expired in 2019 which caused agencies around the country to stop purchasing these vehicles. A new waiver was instituted in late 2022. In early March 2023 LYNX staff was able to confirm these vehicles meet the Buy America requirement. The requested vehicles will be purchased through the State of Florida Department of Management Services (DMS) Cooperative Agreement.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE requirement for the purchase of rolling stock is monitored by the Federal Transit Administration.

LYNX Board Agenda

FISCAL IMPACT:

The FY2024 Approved Capital Budget includes \$2,350,000 for Van Pool Program Replacement Vehicles. This project to 100% grant funded.

LYNX Board Agenda

Consent Agenda Item #6.C. v

To: LYNX Board of Directors

From: Tiffany Homler Hawkins
Chief Executive Officer
Prahallad Vijayvargiya
Technical Contact

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Enter into Sub-Recipient Agreements and Award Funds Under Section 5310 to Selected Human Services Agencies

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into Sub-recipient agreements and award funds to selected Human Service Agencies under Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities.

BACKGROUND:

LYNX is the designated recipient of Section 5310 program funds for the Urbanized Orlando and Kissimmee areas. LYNX received Board authorization on June 22, 2023, to solicit Human Services Agencies for the Section 5310 Program funds for the Orlando and Kissimmee urbanized areas.

LYNX conducted a Section 5310 Virtual Grant Workshop on July 21, 2023, and each interested applicant was required to coordinate proposed activities with ACCESS LYNX as the Community Transportation Coordinator (CTC). Project proposals were due August 25, 2023, and a multi-disciplinary team comprised by the Florida Department of Transportation, MetroPlan Orlando, and ACCESS LYNX met to evaluate them.

LYNX Board Agenda

APPLICATION EVALUATION:

A total of nine (9) proposals were received. One (1) of the proposals was disqualified due to incomplete or missing documentation, and/or lack of authorized signatures. The other eight (8) applications moved forward for evaluation and LYNX is recommending to award five (5).

Proposals were prioritized and notices of intent to award were issued. A pre-award monitoring phase will be conducted to ensure compliance with federal regulations and LYNX requirements. These projects will support the travel needs of the elderly and individuals with disabilities in the These Human Service Agencies will support the travel needs of the elderly and individuals with disabilities within the LYNX service area, targeted to provide cost-effective transportation options beyond paratransit and supporting regional transportation coordination while reducing resource demands on ACCESS LYNX.

LYNX proposes to provide Section 5310 sub-recipient funding, subject to Federal Transit Administration (FTA) grant awards for the respective agencies below, based on the Evaluation Committee recommendation:

Agency Name	Operating Funds	Vanpool Funds	Total
Aspire Health Partners, Inc.	\$ 150,000.00	\$ 16,560.00	\$ 166,560.00
Primrose Center, Inc.	\$ 100,000.00		\$ 100,000.00
Quest, Inc.	\$ 40,000.00		\$ 40,000.00
Special Hearts Farms, Inc.	\$ 27,042.00	\$ 4,140.00	\$ 31,182.00
The Opportunity Center, Inc.	\$ 102,462.50	\$ 16,560.00	\$ 119,022.50
	\$ 419,504.50	\$ 37,260.00	\$ 456,764.50

Funds will be provided to subrecipients at 50% federal share under the Section 5310 grant program for operating and vanpool services costs.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget included \$600,000 for Sub-Recipient Agreements with Human Service Agencies.

LYNX Board Agenda

Consent Agenda Item #6.C. vi

To: LYNX Board of Directors

From: James Boyle
Director Of Planning And Development
Myles O'Keefe
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Enter into a Memorandum of Agreement with Orange County for In-Kind Transit Planning Services for the International Drive Transit Project

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Memorandum of Agreement with Orange County to provide transit planning in-kind services to lead the National Environmental Policy Act (NEPA) process, Preliminary Design, and entry into Project Development with the Federal Transit Administration's (FTA) for the International Drive Transit Project.

BACKGROUND:

The International Drive (I-Drive) Transit Feasibility and Alternative Technology Assessment (TFATA) evaluated the potential of implementing a premium transit service as an urban circulator operating within the I-Drive District. The project purpose is to improve mobility options for a diverse set of travel markets within the rapidly growing I-Drive District, and to implement a sustainable multimodal system that reflects and complements the surrounding environment.

The I-Drive 2040 Strategic Vision Plan approved by the Orange County Board of County Commissioners in February 2016 includes a policy direction intended to further enhance and sustain the economic viability of the I-Drive District and the Orange County Convention Center (OCCC). Careful planning and design for an effective premium transit system with multiple transportation modes can achieve the intent and purpose of the Board's direction and will be essential to the existing and future growth of the I-Drive District.

LYNX Board Agenda

In its role as the regional transportation authority, and designated recipient for Federal Transit Administration funds for the Central Florida region, LYNX will support the continued efforts of Orange County to advance their plans for premium transit in the I-Drive corridor with staff serving as the lead for the procurement and management of a professional services team to complete the National Environmental Policy Act (NEPA) and preliminary design work required by the Federal Transit Administration (FTA) to enter into Project Development.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact for LYNX for this International Drive Transit Project.

MEMORANDUM OF AGREEMENT

between

ORANGE COUNTY

and

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY
D/B/A LYNX

for

TRANSIT PLANNING IN KIND AND REIMBURSABLE SERVICES

MEMORANDUM OF AGREEMENT

between

ORANGE COUNTY

and

CENTRAL FLORIDA REGIONAL TRANSIT AUTHORITY
d/b/a LYNX

for

TRANSIT PLANNING IN KIND AND REIMBURSABLE SERVICES

This Memorandum of Agreement is made and entered into this _____ day of _____, 2024, by and between **ORANGE COUNTY**, a charter county and political subdivision of the State of Florida (hereinafter referred to as "**COUNTY**"), and the **CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX**, a body politic and corporate, governed by Part II, Chapter 343, Florida Statutes (hereinafter referred to as "**LYNX**").

WITNESSETH

WHEREAS, COUNTY has authority pursuant to Section 125.01, Florida Statutes, to enter into agreements; and

WHEREAS, LYNX has the authority pursuant to Chapter 343, Part III, Florida Statutes, to enter into agreements; and

WHEREAS, LYNX was created by the above-stated charter to perform functions necessary for the achievement of an integrated, efficient and well-balanced public transportation system in the Central Florida Region; and

WHEREAS, in 2021, COUNTY completed the International Drive Transit Feasibility and Alternative Technology Assessment (TFATA) (hereinafter referred to as "Study"); and

WHEREAS, the Study analyzed the potential of implementing a premium transit service as an urban circular operating within the International Drive (I-Drive) District along International Drive from Sand Lake Road to Destination Parkway and Sea Harbor Drive (hereinafter referred to as "Project"); and

WHEREAS, the purpose is to address increasing transportation needs

within the I-Drive District and the desire by **COUNTY** to implement a sustainable multimodal system that reflects and complements the surrounding environment; and

WHEREAS, an Implementation Plan was provided to guide the **COUNTY's** decisions around project delivery and **COUNTY** staff was authorized to initiate inter-agency coordination for funding, design, right-of-way acquisition and construction phases of the project; and

WHEREAS, **COUNTY** seeks to complete the appropriate reviews as required by the National Environmental Policy Act (NEPA) and preliminary design work to enter into Project Development (PD) with the Federal Transit Administration (FTA); and

WHEREAS, Project Development (PD) is the Federal Transit Administration's (FTA) formal process for entering into its Capital Improvement Grant (CIG) program for New Starts and Small Starts funding that includes selecting a Locally Preferred Alternative (LPA), completing NEPA and receiving an environmental decision from the FTA, and provides sufficient information for the FTA to develop a project rating; and

WHEREAS, **LYNX** has been approached by the **COUNTY** and agrees to provide in-kind services and procure reimbursable services and serve as the lead agency for the Project as the public transit authority for the Central Florida Region and the prospective operator of the completed Project; and

WHEREAS, the in-kind services provided by **LYNX** as the lead agency include the procurement and management of County-reimbursed professional services to complete a NEPA assessment and preliminary design for the Project; and

WHEREAS, the scope of services were developed jointly and approved by the **COUNTY and LYNX** for the Project; and

WHEREAS, **LYNX** is the designated recipient of FTA funds in Central Florida, and certifies the agency annual through the *Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements*; and

WHEREAS, the in-kind services provided by **LYNX** and the reimbursable services procured by Lynx, will be essential to the success of the Project due to expertise in the transit industry and knowledge of the FTA project development process for New & Small Starts projects; and

WHEREAS, this Memorandum of Agreement evidences the intentions of the respective parties to cooperate with each other in the furtherance of the public interest to implement a sustainable multimodal system; and

WHEREAS, this Memorandum of Agreement (hereinafter referred to as “Agreement”) will be effective upon approval and execution by the **COUNTY and LYNX**.

NOW, THEREFORE, in consideration of the above recitals, the mutual terms, conditions, and covenants hereinafter set forth, **COUNTY and LYNX** agree as follows:

**Section 1 - SCOPE OF TRANSIT PLANNING
IN KIND AND REIMBURSABLE SERVICES**

1.1 **LYNX** shall furnish to **COUNTY** in-kind services for the Project as stated in the attached Exhibit “A.” **COUNTY** will not provide monetary compensation to **LYNX** for these in-kind services. As the public transit authority for the Central Florida Region and the prospective operator of the completed Project, **LYNX** will benefit from the provision of services to the **COUNTY**. As part of the in-kind services provided, **LYNX** will procure and manage professional services to complete a NEPA assessment and preliminary design for the Project. The **COUNTY** will reimburse **LYNX** up to a total amount of two million one hundred thousand dollars (\$2,100,000) towards the cost of such professional services, pursuant to terms and conditions to be outlined in a subsequent interlocal agreement between the parties.

Section 2 - TERM

2.1 The term of this Agreement shall commence on the date hereof and terminate upon such time as **LYNX** furnishes all Services to **COUNTY** for the Project in accordance with terms herein. This Agreement shall supersede the Memorandum of Agreement regarding transit planning in kind services, fully executed by the parties on June 21, 2022.

Section 3 - TERMINATION

3.1 This Agreement may be terminated for convenience by either party upon no less than thirty (30) days written notice to the other party, unless a shorter time is mutually agreed upon in writing.

Section 4 - INDEMNIFICATION

4.1 **LYNX** and **COUNTY** are each a political subdivision or agency of the State of Florida as defined in Chapter 768.28, Florida Statutes or Chapter 343, Part II, Florida Statutes, and each agrees to be fully responsible for the acts and omissions of its agents or employees, to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable. Nothing herein shall be construed

as consent by a state agency, political subdivision of the State of Florida or an agency of the State to be sued by third parties in any matter arising out of this Agreement or any other contract.

Section 5 - GENERAL PROVISIONS

- 5.1 Neither **LYNX** nor **COUNTY** intend to directly or substantially benefit a third party by this Agreement. Therefore, the parties agree that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of them based upon this Agreement. The parties expressly acknowledge that it is not their intent to create any rights or obligations in any third person or entity under this Agreement.
- 5.2 Whenever either party desires to give notice to the other related to termination, such notice must be in writing, sent by certified United States Mail, postage prepaid, return receipt requested, or by hand-delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. As for any other notice regarding services provided for under this Agreement, electronic communication is acceptable. For the present, the parties designate the following:

LYNX
LYNX CEO
455 N. Garland Ave
Orlando, FL 32801

With copy to:

LYNX
Myles O'Keefe, Manager of Strategic Planning
455 N. Garland Ave
Orlando, FL 32801

COUNTY:
Orange County Administrator's Office
Orange County Administration Building
201 South Rosalind Avenue, 5th Floor
Orlando, Florida 32801
Attention: County Administrator

DIVISION:

Manager, Transportation Planning
Public Works Department
4200 S. John Young Parkway
Orlando, Florida 32839

- 5.3 Neither this Agreement nor any interest herein shall be assigned, transferred, or encumbered by either party.
- 5.4 The rendition of services, standards of performance, discipline of employees and other matters incidental to the performance of services and control of personnel shall remain with **LYNX**. This Agreement does not make **LYNX's** agents, employees, or legal representatives the officers or employees of **COUNTY** for any purpose whatsoever, and the employees and agents of **LYNX** are in no way authorized to make any contract, agreement, warranty, or representation on behalf of the **COUNTY** or to create any obligation on behalf of the **COUNTY**.
- 5.5 Any costs or expenses, including reasonable attorney's fees, associated with the enforcement of the terms and conditions of this Agreement shall be borne by the respective parties, provided however, that this clause pertains only to the parties to this Agreement.
- 5.6 **COUNTY** and **LYNX** agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.
- 5.7 Failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.
- 5.8 In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless **COUNTY** or **LYNX** elects to terminate this Agreement. An election to terminate this Agreement based upon this provision shall be made within seven (7) days after the finding by the court becomes final.
- 5.9 The parties acknowledge that they have sought and received whatever competent advice and counsel as was necessary for them to form a full and complete Agreement of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

- 5.10 If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 5 of this Agreement shall prevail and be given effect.
- 5.11 This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the state courts of Orange County, Florida, the venue situs, and shall be governed by the laws of the State of Florida. To encourage prompt and equitable resolution of any litigation that may arise hereunder, each party hereby waives any rights it may have to a trial by jury of any such litigation.
- 5.12 No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the Board of County Commissioners and the Board of Directors of **LYNX** or its Chief Executive Officer.
- 5.13 The truth and accuracy of each “Whereas” clause set forth above is acknowledged by the parties.
- 5.14 This Agreement may be fully executed in multiple copies by all parties and shall have the force and effect of an original document.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the authorized signatories named below have executed this Memorandum of Agreement on behalf of the parties as of the effective date.

ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

By: _____
Jerry L. Demings
Orange County Mayor

Date: _____

Attest: Phil Diamond, CPA, County Comptroller
as Clerk of the Board of County Commissioners

By: _____
Deputy Clerk

Printed name: _____

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: _____
Tiffany Homler Hawkins
Chief Executive Officer

Reviewed as to Form:

This Agreement has been reviewed as to form by LYNX Senior In-House Counsel. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: _____

Exhibit “A”

The International Drive (I-Drive) Transit Feasibility and Alternative Technology Assessment (TFATA) evaluated the potential of implementing a premium transit service as an urban circulator operating within the I-Drive District. The project purpose is to improve mobility options for a diverse set of travel markets within the rapidly growing I-Drive District, and to implement a sustainable multimodal system that reflects and complements the surrounding environment.

The I-Drive 2040 Strategic Vision Plan approved by the Orange County Board of County Commissioners in February 2016 includes a policy direction intended to further enhance and sustain the economic viability of the I-Drive District and the Orange County Convention Center (OCCC). Careful planning and design for an effective premium transit system with multiple transportation modes can achieve the intent and purpose of the Board’s direction and will be essential to the existing and future growth of the I-Drive District.

In its role as the regional transportation authority, and designated recipient for Federal Transit Administration funds for the Central Florida region, LYNX will support the continued efforts of Orange County to advance their plans for premium transit in the I-Drive corridor with staff serving as the lead for the procurement and management of a professional services team to complete the National Environmental Policy Act (NEPA) and preliminary design work required by the Federal Transit Administration (FTA) to enter into Project Development. In this role, LYNX staff and consultants will provide services that include, but not limited to:

- Development and review of scopes of work, project objectives, and procurement materials;
- Issue a Request for Proposals (RFP) for professional services to complete a NEPA assessment to receive an environmental determination from the FTA, and complete preliminary design for the I-Drive Transit Project;
- Provide technical input related to proposals received;
- Award a contract for the above professional services;
- Serve as Project Manager for the above professional services through completion of the NEPA and preliminary design work;
- Make available applicable professional service vendors;
- Participate in staff level meetings and discussions;
- Provide data research and analysis;
- Participate in public outreach events;
- Support and potentially present project updates to applicable boards and commissions;
- Coordinate with the Florida Department of Transportation (FDOT) District and Central Offices;
- Coordinate with MetroPlan Orlando; and
- Coordinate with the Federal Transit Administration (FTA).

LYNX Board Agenda

Consent Agenda Item #6.C. vii

To: LYNX Board of Directors

From: James Boyle
Director Of Planning And Development
Myles O'Keefe
Technical Contact
Charles Abbatantuono
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Issue a Task Order to Kittleson and Associates, Inc. for General Planning Services to Complete a Sustainability and Resiliency Plan for a Not to Exceed Amount of \$172,710

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a task order to Kittelson & Associates, Inc. (Kittelson) under the General Planning Contract (#22-C61) for the Sustainability and Resiliency Plan in an amount not to exceed (NTE) \$172,710.

BACKGROUND:

As the cities and counties that LYNX serves have developed plans aimed at cutting carbon emissions to zero, coupled with FDOT's requirement to produce a Carbon Reduction Strategy to USDOT as part of the Infrastructure Investment and Jobs Act (IIJA), LYNX is in a position to centralize its sustainability activities and formalize a Sustainability Plan. The Sustainability Plan will include a greenhouse gas emissions inventory from vehicle fleets, facilities, and other sources. A water consumption and waste/pollutant disposal inventory of LYNX's entire operation will also be quantified with a reduction strategy for both included. A summary of vulnerabilities and strategy to mitigate these vulnerabilities in LYNX's operations will also be included. These vulnerabilities will encompass those internal to LYNX as well as those from external sources—facilities and infrastructure that LYNX utilizes but are outside of the agency's control. External community assets include roads, traffic signals, buildings and housing, emergency management assets, and energy, water, and communication infrastructure.

LYNX Board Agenda

Particular attention will be paid to practices included under the four pillars of the LYNX Sustainability Plan:

1. Fleet
2. Facilities
3. Customer Engagement
4. Ridership

In addition, LYNX is seeking to develop a Resilience Improvement Plan that meets the intent of the Bipartisan Infrastructure Law Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program. This Resilience Improvement Plan will be a stand-alone document separate from the Sustainability Plan. It would include a vulnerability assessment of LYNX assets and facilities to natural hazards including climate change, sea level rise, flooding, extreme weather events, and other natural disasters. This assessment will describe resilience improvement policies—including strategies, facility and fleet changes, investments in infrastructure, or performance measures that will inform the transportation investment decisions of LYNX with the goal of increasing the agency's resilience

Two actions included in the PROTECT Program that are relevant to LYNX's Resilience Action Plan:

- Evacuation routes and strategies, including multimodal facilities, designated with consideration for individuals without access to personal vehicles, and
- Planning for response to anticipated emergencies, including plans for the mobility of emergency response personnel and equipment and access to emergency services, including for vulnerable or disadvantaged populations.

Kittelson was asked to respond to a Task Order Request for planning services to complete the Sustainability and Resiliency Plan. Kittelson submitted a formal Task Order Response including a project approach and a total project budget of \$172,710. The Task Order Response is within the LYNX completed Independent Cost Estimate.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The Approved FY2024 Operating Budget includes \$173,000 for a sustainability/resiliency plan. This plan will be funded through the Metroplan Orlando UPWP Federal funding.

LYNX Board Agenda

Consent Agenda Item #6.C. viii

To: LYNX Board of Directors

From: James Boyle
Director Of Planning And Development
Myles O'Keefe
Technical Contact
Charles Abbatantuono
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Issue a Task Work Order to VHB for General Planning Consultant Services to Complete an Americans with Disabilities Act (ADA) Transition Plan for a Not to Exceed Amount of \$425,952

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a task order to VHB to draft an ADA transition plan for LYNX facilities, bus stops, and vehicles to meet accessibility requirements of the Americans with Disabilities Act in an amount not to exceed \$425,952.

BACKGROUND:

In 2023, VHB began work on a set of Bus Stop Design Guidelines for LYNX, examining how the design of bus stops fit into the urban fabric of our service area in Orange, Osceola, and Seminole Counties. The ADA Transition Plan will accompany the Guidelines and seeks to evaluate the same inventory of bus stops on their accessibility. Additionally, the consultant VHB will take the inventory of LYNX's facilities and vehicles and analyze how accessible they are to the same population of riders.

As a public entity, LYNX is required to perform a self-assessment of their current facilities, relative to the accessibility requirements of Americans with Disability (ADA) accessibility standards. Title II of the Act specifically addresses the subject of making public services and public transportation accessible for those with disabilities. Designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination. The ADA applies to all facilities, including facilities built before and after 1990. State and local government and public entities or agencies are required to perform self-assessment of their

LYNX Board Agenda

current facilities, relative to the accessibility requirements of the current ADA accessibility standards. The transition plan formal procedures outlined in 28 CFR Part 25.150 only govern those public entities with more than 50 employees, like LYNX.

This transition plan will, at a minimum:

- A. Identify physical obstacles in the LYNX's assets that limit the accessibility of the programs or activities to individuals with disabilities;
- B. Describe in detail the methods that will be used to make the assets accessible;
- C. Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year; and
- D. Indicate the LYNX Department responsible for the implementation of the plan.

VHB was asked to respond to a Task Order Request for planning services to complete the ADA Transition Plan. VHB submitted a formal Task Order Response including a project approach and a total project budget of \$425,952. The Task Order Response is within the LYNX completed Independent Cost Estimate.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$135,000 for General Planning Services on the ADA transition plan. This is a multi-year project and will be 100% funded by a combination of MetroPlan Orlando UPWP and other Federal grants.

LYNX Board Agenda

Consent Agenda Item #6.C. ix

To: LYNX Board of Directors

From: Elvis Dovalles
Director Of Maintenance
Elvis Dovalles
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Purchase Two (2) Replacement Vehicles for NeighborLink Transit Services for a Not to Exceed Amount of \$340,000

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase two (2) Ford E450 7.3L Turtle Top Odyssey Cutaway Vehicles for the NeighborLink Transit Service in a not to exceed amount of \$340,000.

BACKGROUND:

On January 26, 2023, the LYNX Board of Directors authorized LYNX to transition the NeighborLink "On-Demand" mode of service from a private transportation contracted service to an 100% internal LYNX operation. The NeighborLink fleet is comprised of fourteen (14) cutaway buses. This purchase will replace one bus that has met their useful life, and one bus that was involved in a total loss accident. The replacement buses will be purchased through the Florida Department of Transportation's Transit Research Inspection Procurement Services (TRIPS) program utilizing the TRIPS-22-CA-MB-LF-ABG contract. The TRIPS program allows transit agencies to procure vehicles at the lowest price possible.

NeighborLink Vehicles	Quantity	Cost/Vehicle	Total
Turtle Top Odyssey - Ford E450 7.3L	2	\$166,783	\$333,566
Options include: Safe Fleet Seon cameras, 4 camera system per unit, Trapeze Ranger 4 unit, and Luminator destination signs.			
NeighborLink Total Vehicle Cost			\$333,566

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE requirement for the purchase of rolling stock is monitored by the Federal Transit Administration.

FISCAL IMPACT:

The FY2024 Approved Capital Budget includes \$333,566 for the purchase of a total of two (2) Ford E450 7.3L Turtle Top Odyssey Cutaway Vehicles for the NeighborLink Transit Service. This project is 100% grant funded.

LYNX Board Agenda

Consent Agenda Item #6.C. x

To: LYNX Board of Directors

From: Elvis Dovalles
Director Of Maintenance
Elvis Dovalles
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses for a Not to Exceed Amount of \$19,000,000

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase twenty-five (25) 40' Low Floor CNG replacement buses for a not to exceed amount of \$19,000,000.

BACKGROUND:

LYNX has an active fleet of two hundred ninety-three (293) buses, eighty (80) of which have met their useful life with an average of 652,896 miles per vehicle. This bus purchase is part of LYNX Transit Development Plan (TDP). Upon arrival some or all of the replacement buses will be retired by LYNX. The disposition of buses will be based on potential service expansion related fleet increases, and in accordance with Federal Transit Administration (FTA) guidelines. This purchase is Grant funded and is part of the fixed route bus replacement plan. These replacement buses will be purchased from Gillig, LLC through the State of Florida Heavy Duty Buses Contract, P-18-005.

LYNX Board Agenda

Fixed Route Revenue Vehicles From the State of Florida Heavy Duty Buses Contract	Quantity	Cost	Total
40' Buses with CNG Package	25	\$760,000*	\$19,000,000
Major Options Include; Voith Transmission, Amerex Fire Suppression System, Trapeze Mentor (Ranger) ITS System, Driver Protection Shields, Fast Fare Fareboxes and bus disinfecting systems			
Fixed Route Revenue Vehicle Cost			\$19,000,000

*Bus cost includes a built-in contingency over the quoted cost due to projected PPI adjustments and unexpected component cost increases not controllable by Gillig, LLC.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE requirement for the purchase of rolling stock is monitored by the Federal Transit Administration.

FISCAL IMPACT:

The FY2024 Approved Capital Budget includes \$18,451,310 for CNG 40' Low Floor Replacement Buses. The balance will be covered from savings or transfers from other budgeted items. This project will be 100% grant funded.

LYNX Board Agenda

Consent Agenda Item #6.C. xi

To: LYNX Board of Directors

From: Elvis Dovalles
Director Of Maintenance
Ricky Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Issue a Solicitation for the Painting of the Exterior Building and Interior Terminal Area at LYNX Central Station

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Solicitation for the Painting of the Exterior Building and Interior Terminal Area at LYNX Central Station (LCS).

BACKGROUND:

The LCS building was completed and opened to the public back in 2004, and LYNX is now looking forward to celebrating its 20th anniversary by providing interior and exterior painting to this building. Specifically, the areas to be painted are the building exterior and the interior terminal area. The goal is that this project is completed by October 31, 2024.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$270,000 for the Painting of the Exterior Building and Interior Terminal Area at LYNX Central Station (LCS).

LYNX Board Agenda

Consent Agenda Item #6.C. xii

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Lismar Matos Hernandez
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue a Solicitation for the Passenger Terminal Restroom Renovations at LYNX Central Station

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Solicitation for the Passenger Terminal Restroom Renovations at LYNX Central Station (LCS).

BACKGROUND:

The LCS building was completed and opened to the public back in 2004, and LYNX is now looking forward to celebrating its 20th anniversary by providing Passenger Terminal restroom upgrades. Hence, a solicitation shall be issued for a Construction Vendor to execute the project.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

Funding for this project will come from savings or transfers from other budgeted line items.

LYNX Board Agenda

Consent Agenda Item #6.C. xiii

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Grant an Easement to Duke Energy Florida, LLC Related to the Construction of the Pine Hills Transfer Center

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to grant an easement to Duke Energy Florida, LLC related to the Pine Hills Bus Transfer Center to allow for the installation and maintenance of utility equipment.

BACKGROUND:

In 2020, the LYNX Board of Directors approved several agreements related to the Pine Hills Bus Transfer Center. In addition to those previously approved and executed agreements, Duke Energy has requested an easement on the property.

Construction for this project began at the end of October 2023. In order to accommodate permanent power to the site, Duke Energy has requested a 10-foot easement to allow for this to occur. The included easement will be 10 feet wide and allow for the ingress and egress of utility vehicles to place the requisite power pole and also allow for continued maintenance.

This board action will allow for delegation to LYNX legal staff to make any changes to the above easement necessary to protect the best interests of LYNX. The approval of the referenced easement is required by Duke to move forward with the construction process.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

Prepared by: Duke Energy Florida, LLC
Return To: Duke Energy Florida, LLC
Attn: Harley Sanwick
2166 Palmetto St
Mail Code: CW Eng
Clearwater, Florida 33765

Parcel # 18-22-29-0169-00-021

2756 Belco Drive
Orlando, FL 32808

EASEMENT

State of Florida
County of Orange

THIS EASEMENT (“**Easement**”) is made this ____ day of _____ 2024, from **CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX**, a body public and corporate, created by Part II, Chapter 343, Florida Statutes (“**Grantor**”, whether one or more), to **DUKE ENERGY FLORIDA, LLC**, a Florida limited liability company, Post Office Box 14042, St. Petersburg, FL 33733 (“**Grantee**”).

Grantor, for and in consideration of the sum of One and 00/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto Grantee a perpetual easement, to construct, reconstruct, operate, patrol, maintain, repair, replace, relocate, add to, modify, and remove electric and communication lines including, but not limited to, all necessary supporting structures, and all other appurtenant apparatus and equipment for the transmission and distribution of electrical energy, and for technological purposes related to the operation of the electric facilities and for the communication purposes of Incumbent Local Exchange Carriers (collectively, “**Facilities**”).

Grantor is the owner of that certain property described as Lot 2, ANDREWS HEIGHTS, as recorded in Plat book 2, Page 90, of the Public records of Orange County, Florida LESS the North 125.00 feet thereof AND Less Right Of Way on South (“**Property**”).

The Facilities may be both overhead and underground and located in, upon, over, along, under, through, and across a portion of the Property within an easement area described as follows:

A strip of land ten feet (10') in uniform width, lying equidistant on both sides of a centerline, which centerline shall be established by the center of the Facilities as installed, (hereinafter referred to as the "**Easement Area**").

For Grantee's Internal Use:
Work Order #: 52312535-20 | 50758462 D

Page 1 of 3

The rights granted herein include, but are not limited to, the following:

1. Grantee shall have the right of ingress and egress over the Easement Area, Property, and any adjoining lands now owned or hereinafter acquired by Grantor (using lanes, driveways, and adjoining public roads where practical as determined by Grantee).
2. Grantee shall have the right to trim, cut down, and remove from the Easement Area, at any time or times and using safe and generally accepted arboricultural practices, trees, limbs, undergrowth, other vegetation, and obstructions.
3. Grantee shall have the right to trim, cut down, and remove from the Property, at any time or times and using safe and generally accepted arboricultural practices, dead, diseased, weak, dying, or leaning trees or limbs, which, in the opinion of Grantee, might fall upon the Easement Area or interfere with the safe and reliable operation of the Facilities.
4. Grantee shall have the right to install necessary guy wires and anchors extending beyond the boundaries of the Easement Area.
5. Grantee shall have the right to relocate the Facilities and Easement Area on the Property to conform to any future highway or street relocation, widening, or alterations.
6. Grantor shall not place, or permit the placement of, any structures, improvements, facilities, or obstructions, within or adjacent to the Easement Area, which may interfere with the exercise of the rights granted herein to Grantee. Grantee shall have the right to remove any such structure, improvement, facility, or obstruction at the expense of Grantor.
7. Excluding the removal of vegetation, structures, improvements, facilities, and obstructions as provided herein, Grantee shall promptly repair or cause to be repaired any physical damage to the surface area of the Easement Area and Property resulting from the exercise of the rights granted herein to Grantee. Such repair shall be to a condition which is reasonably close to the condition prior to the damage, and shall only be to the extent such damage was caused by Grantee or its contractors or employees.
8. Grantee may increase or decrease the voltage and change the quantity and types of Facilities.
9. The rights granted in this Easement include the right to install Facilities wherever needed on the Property to serve future development on the Property and adjoining lands. Portions of the Facilities may be installed immediately and other portions may be installed in the future as the need develops. Facilities installed in the future shall be installed at locations mutually agreeable to the parties hereto if they are to be located outside of the Easement Area. Upon any future installations of Facilities at mutually agreed locations, the Easement Area shall be deemed to include such future locations.
10. All other rights and privileges reasonably necessary, in Grantee's sole discretion, for the safe, reliable, and efficient installation, operation, and maintenance of the Facilities.

The terms Grantor and Grantee shall include the respective heirs, successors, and assigns of Grantor and Grantee. The failure of Grantee to exercise or continue to exercise or enforce any of the rights herein granted shall not be construed as a waiver or abandonment of the right thereafter at any time, or from time to time, to exercise any and all such rights.

TO HAVE AND TO HOLD said rights, privilege, and easement unto Grantee, its successors, licensees, and assigns, forever. The rights and easement herein granted are exclusive as to entities engaged in the provision of electric energy service. Grantor warrants and covenants that Grantor has the full right and authority to convey to Grantee this perpetual Easement, and that Grantee shall have quiet and peaceful possession, use and enjoyment of the same.

IN WITNESS WHEREOF, Grantor has signed this Easement under seal effective this ____ day of _____, 2024.

Witnesses:

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY d/b/a
LYNX**
a body public and corporate, created by Part II,
Chapter 343, Florida Statutes

(Witness #1)

Tiffany Homler Hawkins, CEO

Printed Name: _____

Address: _____

Grantor(s) Mailing Address:

(Witness #2)

455 N. Garland Avenue

Printed Name: _____

Orlando, Florida 32801

Address: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2024, by Tiffany Homler Hawkins, as CEO of CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX, a body public and corporate, created by Part II, Chapter 343, Florida Statutes, on behalf of the corporation who is personally known to me or has produced _____ as identification.



Notary Public: _____

Printed/ Typed Name: _____

Commission Expires: _____

This instrument prepared by Manny R. Vilaret, Esquire, 10901 Danka Circle Suite C, St. Petersburg, FL 33716.

For Grantee's Internal Use:
Work Order #: 52312535-20 | 50758462 D

Page 3 of 3

LYNX Board Agenda

Consent Agenda Item #6.C. xiv

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Assign a Ten Percent (10%) Contingency in the Amount of \$1,478,658 to the Pine Hills Bus Transfer Center Project to McCree General Contractors, LLC

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to assign a ten percent (10%) contingency in the amount of \$1,478,658 to the Pine Hills Bus Transfer Center Project to McCree General Contractors, LLC.

BACKGROUND:

At the April 2023 Board meeting, the LYNX Board of Directors authorized staff to negotiate and award Contract #23-C75 McCree General Contractors, LLC in the amount of \$14,786,585 for construction.

At the time of award of the construction contract to McCree, LYNX had not yet assigned a contingency to the project for the allowance of project change orders. LYNX initially had planned to offset future change orders with other project savings. After significant analysis of the project deliverables and current market conditions, it was identified that there were no adjustments that would result in significant savings without compromising the intent of the project.

The construction of the facility began immediately after the groundbreaking ceremony on October 30, 2023. With this, LYNX is wanting to ensure that dollars are available for the project to address any change orders that may occur during the 14-month build period. The approval of change orders from a cost and contract standpoint is facilitated by a project committee consisting

LYNX Board Agenda

of LYNX and McCree project management staff as well as the agency's construction and engineering inspection team. All change orders must be fully vetted and have the proper supporting documentation to be considered and potentially approved.

All change orders will be vetted as above and will be in accordance with LYNX administrative rules as outlined below.

In accordance with LYNX Administrative Rule Subsection 4.5.4, the Chief Executive Officer, or through delegation to the Chief Financial Officer shall have the authority to authorize change orders for use of a project contingency subject to the following requirements:

1. Change orders shall not exceed ten percent (10%) of the original contract amount approved by the LYNX Governing Board.
2. Change orders shall not exceed \$150,000 for any single change, claim or amendment.
3. Once fifty percent (50%) of the project contingency has been utilized, only the LYNX Governing Board, may authorize use of the remaining fifty percent (50%) of the project contingency unless the Chief Executive Officer determines that a delay in authorization for the expense will result in a substantial delay or additional cost to the Authority, in which case, the CEO may authorize said expense from the project contingency, but will so inform the Governing Board at the next meeting as an information item.
4. Any change order, claim, amendment, or expenditure of project contingency, as provided herein, shall be noticed to the Governing Board as an information item at the next scheduled meeting of the Governing Board. Any proposed increase in the project contingency, for purposes of modifying the authority of the Chief Executive Officer under this subsection 4.5.4, must be presented for approval to the Governing Board prior to authorization.

Based on the criteria above, LYNX staff has determined that the requested amount of contingency to be assigned is \$1,478,658, which represents ten percent (10%) of the original contract amount.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 9% is assessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

The FY2024 Approved Capital budget includes a total project budget of \$16,265,325 for the Construction of the Pine Hills Bus Transfer Center. Of this amount \$14,786,585 has been encumbered for the construction leaving \$1,478,740 for contingency. This project is funded with Federal funds in the amount of \$12,091,325, State funds in the amount of \$1,490,000 and Local funds in the amount of \$2,684,000.

LYNX Board Agenda

Consent Agenda Item #6.C. xv

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Kenneth Roberts
Technical Contact

Phone: 407.841.2279 ext: 6014

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

Date: 02/21/2024

ACTION REQUESTED:

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

BACKGROUND:

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

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

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

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The net proceeds from this sale will be included in LYNX's FY2024 non-operating revenue.

Lost and Found Articles Items to Donate or Auction

Article	Qty
Cellphone	186
Bag/Backpack	182
Bike	107
Clothing	76
Wallet / Purse	69
Electronic	64
Glasses	56
Umbrella	44
Case	35
Book	17
Cane/Wheelchair	17
Thermos/Mug/Cooler	13
Jewelry	10
Footwear	7
Watch	7
Toy	5
Tool	4
Cart	2
Fishing Rod	2
Tripod	2
Car Seat	1
Car Shade	1
Cushion	1
Luggage	1
Grand Total	909

LYNX Board Agenda

Consent Agenda Item #6.C. xvi

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Kenneth Roberts
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Auction Surplus Capital Items

Date: 02/21/2024

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's policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for February 2024. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A:

Other Vehicles:

Other Vehicles with a total net book value of \$0.

- There are 30 Van Pool Vehicle that have reached the end of their useful life and exceeding the FTA mileage requirement.

Surplus Equipment:

Surplus equipment with a total net book value of \$0

LYNX Board Agenda

Categorical Totals

Category	Acquisition Value	Net Book Value
Other Vehicles	\$813,001	\$0
Revenue Vehicles	\$6,984,848	\$0
GRAND TOTAL	\$7,797,849	\$0

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

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 the sale of any item may be due to the Federal Transit Administration (FTA) in FY2024.

Sys No	Co Asset	Description	Class	Acquisition Date	Est Life	Acquired Value	Net Book Value
15872	37411	2013 Chevy Traverse 8 Passengers	OV	6/7/2013	4	\$24,396	\$0
15875	37410	2013 Chevy Traverse 8 Passengers	OV	6/7/2013	4	\$24,396	\$0
15892	37168	2013 Chevy Traverse 8 Passengers	OV	6/7/2013	4	\$24,396	\$0
16752	38245	2014 Chevy Traverse	OV	9/25/2013	4	\$27,369	\$0
16753	38246	2014 Chevy Traverse	OV	9/25/2013	4	\$27,369	\$0
16756	38249	2014 Chevy Traverse	OV	9/25/2013	4	\$27,369	\$0
16758	38431	2014 Chevy Traverse	OV	9/26/2013	4	\$27,369	\$0
16761	38428	2014 Chevy Traverse	OV	9/26/2013	4	\$27,369	\$0
16904	38872	2014 Chevy Traverse	OV	12/31/2014	4	\$27,369	\$0
16907	38875	2014 Chevy Traverse	OV	12/31/2014	4	\$27,369	\$0
16918	38886	2014 Chevy Traverse	OV	12/31/2014	4	\$27,369	\$0
16924	38892	2014 Chevy Traverse	OV	12/31/2014	4	\$27,369	\$0
17864	41578	Chevy Traverse 7 Passengers 2015	OV	8/31/2014	4	\$27,480	\$0
17865	41582	Chevy Traverse 7 Passengers 2015	OV	8/31/2014	4	\$27,480	\$0
17868	41577	Chevy Traverse 7 Passengers 2015	OV	8/31/2014	4	\$27,480	\$0
17943	41590	Chevy Traverse 7 Passengers 2015	OV	9/29/2014	4	\$27,480	\$0
17944	41591	Chevy Traverse 7 Passengers 2015	OV	9/29/2014	4	\$27,480	\$0

LYNX Board Agenda

17945	41588	Chevy Traverse 7 Passengers 2015	OV	9/29/2014	4	\$27,480	\$0
17947	41579	Chevy Traverse 7 Passengers 2015	OV	9/29/2014	4	\$27,480	\$0
18288	45203	2015 Chevy Traverse	OV	11/30/2014	5	\$27,480	\$0
18291	45206	2015 Chevy Traverse	OV	11/30/2014	5	\$27,480	\$0
18292	45207	2015 Chevy Traverse	OV	11/30/2014	5	\$27,480	\$0
18293	45208	2015 Chevy Traverse	OV	11/30/2014	5	\$27,480	\$0
19684	47769	2017 Chevy Traverse	OV	10/4/2016	4	\$27,317	\$0
19686	47768	2017 Chevy Traverse	OV	10/4/2016	4	\$27,317	\$0
19690	47774	2017 Chevy Traverse	OV	10/4/2016	4	\$27,317	\$0
19691	47773	2017 Chevy Traverse	OV	10/4/2016	4	\$27,317	\$0
19721	47993	2017 Chevy Traverse	OV	11/29/2016	4	\$27,317	\$0
19724	47992	2017 Chevy Traverse	OV	11/29/2016	4	\$27,317	\$0
19725	47993	2017 Chevy Traverse	OV	11/29/2016	4	\$27,317	\$0
		Subtotal Other Vehicles				\$813,001	\$0
13114	6-309	35' LF BRT- G27B102N4 Gillig Bus	RV	7/27/2009	9	\$323,646	\$0
13120	8-309	35' LF BRT- G27B102N4 Gillig Bus	RV	7/29/2009	9	\$323,646	\$0
13415	28-310	35' LF BRT Hybrid - G30B102N4	RV	9/14/2010	9	\$570,928	\$0
13418	29-310	35' LF BRT Hybrid -G30B102N4	RV	9/14/2010	9	\$570,928	\$0
13421	30-310	35' LF BRT Hyrbid G30B102N4	RV	9/14/2010	9	\$570,928	\$0
13424	31-310	35' LF BRT Hybrid G30B102N4	RV	9/14/2010	9	\$570,928	\$0
13427	32-310	35' LF BRT Hybrid G30B102N4	RV	9/14/2010	9	\$570,928	\$0
13428	33-310	35 LF BRT Hybrid G30B102N4	RV	9/14/2010	9	\$570,928	\$0
13429	34-310	35' LF BRT Hybrid G30B102N4	RV	9/14/2010	9	\$570,928	\$0
13431	36-310	35' LF BRT Hybrid G30B102N4	RV	9/14/2010	9	\$570,928	\$0
13442	26-610	60' BRT 12 Hybrid NABI BUS	RV	9/23/2010	12	\$885,066	\$0
13443	27-610	60' BRT 12 Hybrid NABI BUS	RV	9/23/2010	9	\$885,066	\$0
		Subtotal Revenue Vehicles				\$6,984,848	\$0
		Total Surplus capital items				\$7,797,849	\$0

LYNX Board Agenda

Consent Agenda Item #6.C. xvii

To: LYNX Board of Directors

From: James Boyle
Director Of Planning And Development
James Boyle
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Amend Contract for Planning Consulting Services for Orange County Transit Plan and Increase the Not to Exceed Amount to \$229,378

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend sole source contract #24-C59 with Nelson/Nygaard Consulting Associates, Inc. for planning consultant services for Orange County Transit Plan and to increase the not to exceed amount to \$229,378.

BACKGROUND:

On January 11, 2024, LYNX awarded sole source contract #24-C59 to Nelson/Nygaard Consulting Associates, Inc. for transit planning services to update and refine the transit plans developed to support the 2022 Orange County tax initiative.

Staff is now requesting to increase the not to exceed amount and include additional work tasks that will augment and expand the existing work required to update the Orange County Transit Plan in an effort to assist Orange County in the preparation of a possible sales tax referendum to be placed on the ballot later this year.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The Approved FY2024 Operating Budget includes \$230,000 for the planning services related to the Orange County Transit Plan.

LYNX Board Agenda

Action Item #7.A

To: LYNX Board of Directors

From: Tiffany Homler Hawkins
Chief Executive Officer
Prahallad Vijayvargiya
Technical Contact

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Ratify Grant Applications Submitted to the Florida Department of Transportation (FDOT) in the Total Amount of \$5,198,597 and Adoption of Resolution # 24-001

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification of a grant application submitted to the Florida Department of Transportation (FDOT) and adoption of Resolution # 24-001 for the FY2024 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 \$5,198,597.

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.

BACKGROUND:

On October 19, 2023, the Florida Department of Transportation conducted an open house 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 Program, and Section 5339-Bus and Bus Facilities Program. These solicitations were due for submission on January 12, 2024. The submission was contingent on rural area eligibility based on the 2020 Census data.

LYNX Board Agenda

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. The Fixing America's Surface Transportation (*FAST Act - continues under the Infrastructure Investment and Jobs Act aka "IIJ" 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.

LYNX applied for both capital and operating projects; for a total amount of \$1,100,337 for paratransit vehicles and \$780,000 for the above and beyond paratransit service operations within rural areas. The matching requirements for this program remained the same: capital assistance is provided on an 80% Federal share, 10% state share and 10% local share, with operating assistance requiring a 50% match. These operating projects are part of our continuing mobility initiatives to address paratransit mobility needs with Neighbor Link 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 will be used for operating expenses.

LYNX applied for operating funds; for a total amount of \$1,800,000 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 applied for a capital project; for a total amount of \$1,518,260 under the 49 U.S.C. 5339 program for buses with the necessary technologies and equipment. These capital purchases will support the provision of both fixed-route services that operate either entirely or predominately in rural areas. Bus and Bus Facilities capital funds are 80% federal and 20% non-federal share (FDOT will provide the required 20% match).

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

LYNX staff will include the award of this program in the appropriate LYNX fiscal year budget upon confirmation of award and securing the local match.

CFRTA RESOLUTION NO. 24-001

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND RATIFY GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2024-2025 SECTION 5339 FTA FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, SECTION 5311 FORMULA GRANTS FOR RURAL AREAS PROGRAM, AND SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF \$5,198,597 DOLLARS.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2022-2031 which has been submitted to FDOT in September 2022. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); and

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

WHEREAS, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to ratify the CEO's, or designee, execution of these grant applications, and all supporting documents, agreements and assurances which may be required in connection with the application as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The BOARD has the authority to authorize the ratification of grant applications to the Florida Department of Transportation (FDOT).
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2024-2025.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to execute grant applications to the FDOT for fiscal year 2024-2025 in the amount of \$5,125,867 dollars on behalf of LYNX and ratifies the CEO's execution of the grant applications, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the FDOT.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds in connection with these grants as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

CFRTA RESOLUTION NO. 24-001

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

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND RATIFY GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE, FY2024-2025 SECTION 5339 FTA FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, SECTION 5311 FORMULA GRANTS FOR RURAL AREAS PROGRAM, AND SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF \$5,198,597 DOLLARS.

APPROVED AND ADOPTED this 21st day of February 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Board Agenda

Action Item #7.B

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Enter into the FY2024 Service Funding Agreement with Orange County for the Accelerated Transportation Safety Program in the Amount of \$4,316,632

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a funding agreement with Orange County for the Accelerated Safety Transportation Program for the provision of public transportation services and shelters in the amount of \$4,316,632.

To the extent there are any changes to the agreement, LYNX staff will negotiate those changes through addendum. This will allow the Chief Executive Officer or designee to enter into the addendum without further Board approval.

BACKGROUND:

On June 6, 2023, Orange County and LYNX staff presented an "Accelerated Transportation Safety Program" (ATSP) to the Board of County Commissioners to address much needed transportation projects using existing revenue sources. The County identified \$21 billion of transportation needs, far greater than the current funding can address.

Orange County Mayor Demings and the County commissioners sought opportunities to address transportation needs with the resources currently available to the County and tasked staff to develop a plan centered around safety and transit. The projects selected are from the Transportation Report with a short-term implementation period and encompass the Vision Zero

LYNX Board Agenda

Strategy. Each commission district in Orange County also helped to identify projects to meet their unique needs.

LYNX has proposed an operational plan to enhance operational frequency and increase bus shelters within Orange County — all part of the Orange County Transit 20-year plan and the Transportation Initiative recommendations. The plan includes increases in frequency on major corridors throughout each district as well as 264 new shelters within the county. The estimated cost for these transit projects is \$45 million, or 45% of the proposed Orange County ATSP funding. LYNX will seek opportunities to leverage local funds with state, federal and other sources to help fund some of the investments for the transit capital improvements.

At the conclusion of the June 6th meeting, the Orange County Board of County Commissioners agreed to proceed with including the financial elements of the ATSP proposal in the FY2023-24 budget submittal. The proposal addresses top safety priorities for improving transportation and would be in addition to activities funded in the regular County 5-year Capital Improvement Program Budget. The goal is to have these transportation projects completed or underway within the 5-year time period.

A copy of the proposed service funding agreement that will be entered into between LYNX and each of the Regional Funding Partners for Fiscal Year 2024 is attached. Authorization is requested from the Board for LYNX staff to complete the funding agreement with each funding partner, including completion of the exhibits and addenda incorporating all edits agreed upon by all funding partners. This will permit the funding agreements to be executed more quickly after the beginning of LYNX's fiscal year. Changes will be permitted to the funding agreement by way of changes to the addendum provided that said changes are not materially adverse to LYNX.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The appropriate revenue and cost will be reflected in their respective fiscal years.

**BUS SERVICE AGREEMENT
24-C50**

by and between

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
(LYNX)**

and

ORANGE COUNTY, FLORIDA

relating to the providing enhanced bus service in Orange County, Florida under the Accelerated
Transportation Safety Program (ATSP)

March 1, 2024

BUS SERVICE AGREEMENT

THIS BUS SERVICE AGREEMENT (the “**Agreement**”) made and entered as of this 1st day of March 2024 by and between:

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX (hereinafter referred to as “**LYNX**”), a body politic and corporate, governed by Part II, Chapter 343, Florida Statutes, whose address is 455 North Garland Avenue, Orlando, Florida 32801

and

ORANGE COUNTY, FLORIDA a charter county and political subdivision of the State of Florida, whose principal address is Post Office Box 1393, Orlando, Florida 32802-1393 (hereinafter the “**ORANGE COUNTY**”) (hereinafter collectively referred to as “Parties”

WITNESSETH:

WHEREAS, LYNX provides public transportation in the Central Florida area including, but not limited to, dedicated bus service for the benefit of and use by the public; and

WHEREAS, ORANGE COUNTY has expressed a need for additional or new public transportation service and passenger amenities within the Orange County Service Area as defined by the Orange County Accelerated Transportation Safety Program (“Service Area”) and attached hereto as Exhibit “A”; and

WHEREAS, the Parties have agreed to LYNX establishing and/or expanding public transportation service in and to the Service Area to provide said additional bus transportation, and LYNX is prepared to do so pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual premises herein contained, the parties hereto do hereby agree as follows:

1. **DEFINITIONS**. For purposes of this Agreement, the following definitions shall apply, unless the context requires otherwise or another definition is expressly provided in this Agreement:

Agreement Shall mean this Bus Service Agreement, as the same may be amended from time to time.

Bus Service Shall mean the bus service to be provided by LYNX in and to the Service Area as set forth in this Agreement.

Cost of Bus Service Shall mean the cost incurred by LYNX to provide the Bus Service, which for the LYNX fiscal year ending September 30, 2024, will be based on an estimated hourly rate of \$103.69 per hour. The foregoing hourly rate is subject to readjustment for each succeeding fiscal year as provided in paragraph three (3) below.

County Shall have the meaning set forth in the preamble to this Agreement.

FDOT Shall mean the Florida Department of Transportation.

FTA Shall mean the Federal Transit Administration.

2. **PROVIDING OF BUS SERVICE.** Pursuant to the terms and conditions of this Agreement and in consideration of the payments for the Cost of Bus Service, LYNX agrees to provide the Bus Service in the Service Area. In regard to providing said Bus Service, the obligation of LYNX is subject to the following:

- a. Federal, state and local regulations applicable to LYNX including, but not limited to, the rules and regulations promulgated from time to time by FDOT and/or FTA as applicable to LYNX;
- b. All conditions beyond the reasonable control of LYNX including, but not limited to, Acts of God, hurricanes, matters of public safety, etc.; and
- c. The changing transportation needs of ORANGE COUNTY to the extent LYNX can accommodate such needs.
- d. The times set forth in this Agreement and other matters regarding the providing of Bus Service are not guarantees; they are projected times for stops and starts and are subject to best efforts by LYNX, including matters associated with traffic, accidents, etc.

3. **TERM.** This Agreement shall be effective as of March 1, 2024 (the "**Commencement Date**") and shall, except as otherwise set forth herein or unless terminated in writing by either party, be completed on or before September 30, 2024 (the "**Expiration Date**"), which is the funding period for providing the Bus Service as set forth in **Exhibit A** attached hereto.

No later than six (6) months before the end of each fiscal year of this Agreement (based on a September 30th fiscal year), ORANGE COUNTY and LYNX shall meet in good faith to discuss each party's intentions to negotiate an agreement for the continuance of service.

4. **TERMINATION.**

a. **Termination at Will.** This Agreement may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Notice shall be effective upon receipt.

b. **Termination Due to Lack of Funds.** In the event funds from governmental sources relied upon to finance this Agreement become unavailable, ORANGE COUNTY or LYNX may terminate this Agreement with no less than twenty-four (24) hours written notice to the other party. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Notice shall be effective upon receipt.

c. **Termination for Breach.** Unless breach is waived by ORANGE COUNTY or LYNX in writing, either party shall, in order to terminate this Agreement for breach, give the other party and

ORANGE COUNTY written notice of the breach. If the breach is not cured within thirty (30) calendar days, the non-breaching party may terminate this Agreement. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by either party of breach of any provisions of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit ORANGE COUNTY or LYNX right to remedies at law or to damages.

5. **BUS SERVICE AND PASSENGER AMENITIES.**

a. **Bus Service** - Attached hereto as **Exhibit "A"** is a description of the service changes for April 2024 and August 2024 service changes. This Schedule is subject to all of the provisions of this Agreement. This Schedule is not a guarantee but rather reflects the anticipated service hours to be delivered. During the term of this Agreement, LYNX, after discussion with ORANGE COUNTY, may adjust the Schedule to better accommodate the overall Bus Service to be provided under this Agreement. Thus, for example, if a particular Bus Stop provides a safety hazard, then LYNX, in cooperation with ORANGE COUNTY, could move that Bus Stop to a safer location.

b. **Amenities** - Bus Shelters and Amenities will also be provided as part of this agreement. The Accelerated Transportation Safety Program for the five (5) year period will install approximately 264 new bus shelters. Of the 264 new shelters approximately 150 shelters will be funded through the ORANGE COUNTY Accelerated Transportation Safety Program. The remaining shelters will be funded using Federal funds.

6. **PAYMENT FOR BUS SERVICE.** The Bus Service to be provided by LYNX pursuant to this Agreement is in consideration of ORANGE COUNTY paying to LYNX the Cost of Bus Service as described in Exhibit "B," attached hereto and incorporated herein. In that regard, the parties do hereby agree as follows:

a. For the purpose of invoicing, invoices and related matters will be sent to ORANGE COUNTY at the following address:

ORANGE COUNTY
c/o Brian Sanders, Interim Transportation Planning Manager
Brian.Sanders@ocfl.net
4200 S John Young Parkway
Orlando, FL 32839

b. In any event, the obligation of LYNX to provide the Bus Service is expressly contingent upon it receiving and only to the extent it receives the required Payments set forth above.

c. Nothing contained in this Agreement shall obligate LYNX to provide for the Bus Service any other funding. Specifically, LYNX will not be obligated to provide any general funding it receives from any other government agency to the Bus Service. With respect to any bus fares that may arise from the Bus Service (including any interest, if any, that LYNX may obtain by virtue of any deposits if makes by virtue of any of the Payments), those fares, interests, etc. may be retained

by LYNX and used for its other bus operations and is not required to be used for the Bus Service to be provided under this Agreement.

7. **SECURITY DEPOSIT.** No security deposit is required of ORANGE COUNTY under this Agreement.

8. **ADVERTISING.** The parties are aware and understand that LYNX undertakes an advertising program on its buses and that LYNX also does not specifically identify a specific bus on a specific route. From time to time, buses will be taken out of service for maintenance and repair and replacement, and future buses will also be used from time to time to provide the Bus Service. In addition, various rules (including FTA guidelines) provide for random assignment of buses. With this background:

- a. LYNX will be entitled to place on the buses which it uses to provide the Bus Service, advertising from time to time.
- b. LYNX shall have the right in its reasonable discretion as to what buses and the type of buses that will be used to provide the Bus Service.

The foregoing assignments and other matters regarding the buses in the Bus Service will be subject in all respects to all applicable laws including FTA and FDOT requirements. Any advertising revenue obtained from LYNX in connection with the Bus Service will be the property of LYNX and will not be deemed to be any "Farebox Revenue."

9. **BOND.** ORANGE COUNTY shall not be required to furnish LYNX with any bond or other collateral conditioned for the faithful performance of the duties and due accounting for all monies received by the ORANGE COUNTY under this Agreement.

10. **NON-ASSIGNABILITY.** This Agreement is not assignable by either Party without the prior written consent of the other Party.

11. **RELATIONSHIP OF OTHER PARTIES.** The Parties are aware and agree that the relationship between LYNX and ORANGE COUNTY under this Agreement shall be that of an independent contractor and not an agent.

12. **NO THIRD-PARTY BENEFICIARY.** This Agreement is solely between the parties hereto and no person or persons not a party hereto shall have any rights or privileges whatsoever either as a third-party beneficiary or otherwise.

13. **NOTICE.** Any notice permitted to be given to either party under this Agreement shall be in writing and shall be deemed to be given (i) in the case of delivery, when delivered to the other party at the address set forth in the preamble to this Agreement, (ii) in the case of mailing, three (3) days after said notice has been deposited, postage pre-paid, in the United States mail and sent by certified or return receipt requested to the other party at the address set forth in the preamble to this Agreement and (iii) in all other cases when such notice is actually received by the party to whom it has been sent. Notices shall be sent to the following:

LYNX: Leonard Antmann, Chief Financial Officer
455 North Garland Avenue

Orlando, Florida 32801

Copy to: Tiffany Homler Hawkins, Chief Executive Officer
455 North Garland Avenue
Orlando, Florida 32801

Copy to: Carrie L. Sarver, Esq., B.C.S., Senior In-House Counsel
455 North Garland Avenue
Orlando, Florida 32801-1518

FUNDING PARTNER: Byron W. Brooks, AICP, County Administrator
P. O. Box 1393
Orlando, FL 32802-1393

Either party may change the address to which any notices are to be given by so notifying the other parties to this Agreement as provided in this paragraph.

14. **GOVERNING LAW.** This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. The parties further agree that the exclusive venue and jurisdiction over any action arising under this Agreement shall be in the courts of Orange County, Florida. Each party expressly waives any right to a jury trial.

15. **MISCELLANEOUS CLAUSES.**

- a. **Sovereign Immunity.** Each party hereto is a government agency entitled to sovereign immunity under the laws of the State of Florida. Nothing contained in this Agreement, the relationship between the parties hereto, the providing of the Bus Service, or otherwise shall in any way whatsoever constitute any waiver by LYNX or ORANGE COUNTY of its rights to invoke sovereign immunity as a governmental entity.
- b. **Force Majeure.** The rights and obligations and duties of the parties hereunder shall be subject to any causes beyond their reasonable control including, but not limited to, Acts of God, hurricanes, storms, and, in the case of LYNX, government regulations and directives applicable to it.
- c. **Time of Essence.** The parties recognize that time is of the essence in the performance of the provisions of this Agreement provided, however, regarding the providing of Bus Service, that is subject to the qualifications set forth in this Agreement.
- d. **Legal Obligations.** This Agreement shall not relieve any party of any obligation or responsibility imposed upon it by law.
- e. **No Waiver.** No term or provision of this Agreement shall be deemed waived, and no breach excused unless such waiver or consent shall be in writing and signed by the party or parties claimed to have waived or consented. Waiver of any default of this Agreement shall not be deemed a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach. Waiver of such default and

waiver of such breach shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval of all parties.

f. **Benefits of Service.** The Payments to be paid by ORANGE COUNTY to LYNX are net and shall not be reduced based upon any other funding or benefits that LYNX may receive including, but not limited to, any funding that LYNX receives from the FTA as a part of its overall ridership total.

g. **No Oral Modification.** The parties agree that this Agreement is a complete expression of the terms herein and any oral or written representations or understandings not incorporated herein are excluded.

h. **Severability.** If any of the provisions of this Agreement are held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. To that end, the provisions of this Agreement are declared to be severable.

i. **Counterparts.** This Agreement may be executed in two (2) or more counterparts, each of which will be deemed an original, and it will not be necessary in making proof of this Agreement or the terms of this Agreement, to produce or account for more than one (1) of such counterparts.

j. **Adjustment of Bus Routes.** The parties are aware and understand that with respect to any adjustment or modification of the Bus Service, LYNX will be required to follow State and Federal guidelines relating to adjustments and modification of the Bus Service. This will generally require a minimum of one hundred twenty (120) days to provide various required public notices.

k. **Capital Requirements (i.e., Buses).** LYNX has generally planned for adequate buses to provide the Bus Service. If, at any time, LYNX experiences a material shortfall or lack of buses to provide the Bus Service, LYNX will immediately discuss with ORANGE COUNTY such situation and how it is to be resolved. The matter will also be brought to the attention of the Board of Directors of LYNX and the Parties will seek to arrive at a solution to provide such additional bus capacity. In doing so, the parties are aware that any solution would not necessarily involve LYNX moving buses from its other public routes. LYNX, through its Board of Directors, will have in its reasonable discretion the ability to deal with such a situation.

l. **Default/Notice/Procedure to Resolve Disputes.** The parties understand and are aware that this Agreement is between two entities who mutually desire for the beneficial providing of the Bus Service under this Agreement and wish to avoid any default or misunderstandings. Thus, in the event one Party hereto believes that the other Party is in default under this Agreement, the other Party through a senior representative shall contact a senior representative of the other Party to discuss and resolve any alleged default or nonperformance. Failing such resolution, said Party will then be required to give actual written notice to the other party of said alleged default before said Party may exercise any of the rights available to it under this Agreement. With this background, ORANGE COUNTY is aware and specifically understands that the scope and quantity of the Bus Service being made available to it is based upon the amount LYNX receives from ORANGE COUNTY. Thus, for example, if ORANGE COUNTY should fail to pay the requisite payments, LYNX could seek to enforce that payment but, at its option, could also reduce the bus service specifically within the Service Area.

m. **Service Within and Outside the Service Area.** The Bus Service to be provided by LYNX under this Agreement covers Bus Routes that are located within the Service Area, as more particularly set forth in **Exhibit “A.”**

n. **Independent Contract As To Employees of LYNX.** LYNX is an independent contractor and retains the right to exercise full control and supervision over its employees and their compensation and discharge. LYNX will be solely responsible for all matters relating to payment of its employees, including but not limited to the withholding and payment of employee taxes, insurance contributions, placement of insurance and pension coverages and the like.

16. **BOARD APPROVAL.** The Bus Service Agreement is subject to approval by the LYNX Board of Directors.

17. **COMPLETE AGREEMENT.** This Agreement constitutes the complete agreement between the parties hereto with respect to the management and distribution of the services contemplated herein and it may not be amended, changed, or modified except in writing signed by the party to be charged by said amendment, change or modification subject to the following:

(1) Modifications that are anticipated to result in no increase to LYNX operational cost per revenue hour (see Cost of Bus Service) require only the concurrence of the LYNX’s Chief Executive Officer and the approval of the ORANGE COUNTY, Board of County Commissioners.

(2) Modifications that are anticipated to result in an increase to LYNX operational cost per revenue hour (see Cost of Bus Service) require the approval of the LYNX Board of Directors and the ORANGE COUNTY, Board of County Commissioners.

[Signatures appear on following page]

IN WITNESS WHEREOF, the Parties have hereunto executed this Bus Service Agreement the day and year first above written.

ORANGE COUNTY

ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

By: _____
Jerry L. Demings, Orange County Mayor

ATTEST:

Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

By: _____
Deputy Clerk

Print Name

Date: _____

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: _____
Tiffany Homler Hawkins
Chief Executive Officer

Date: _____

This Agreement has been reviewed as to form by LYNX Senior In-House Counsel. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: _____
Carrie L. Sarver, Esq., B.C.S.
Senior In-House Counsel

Date: _____

EXHIBIT “A”

Description and Schedule of Bus Route(s)

This Agreement is for an increase in LYNX bus service in the area defined as ORANGE COUNTY (FUNDING PARTNER).

With the April 2024 service change, LYNX will add additional service on Sunday to improve the frequency on the Link 21, Link 37, Link 42, and Link 436S. Additionally, a new route Link 311 will be added, providing daily service and will replace the current Link 111.

With the August 2024 service change, LYNX will add additional service on weekdays to improve the frequency on Link 37 and Link 40.

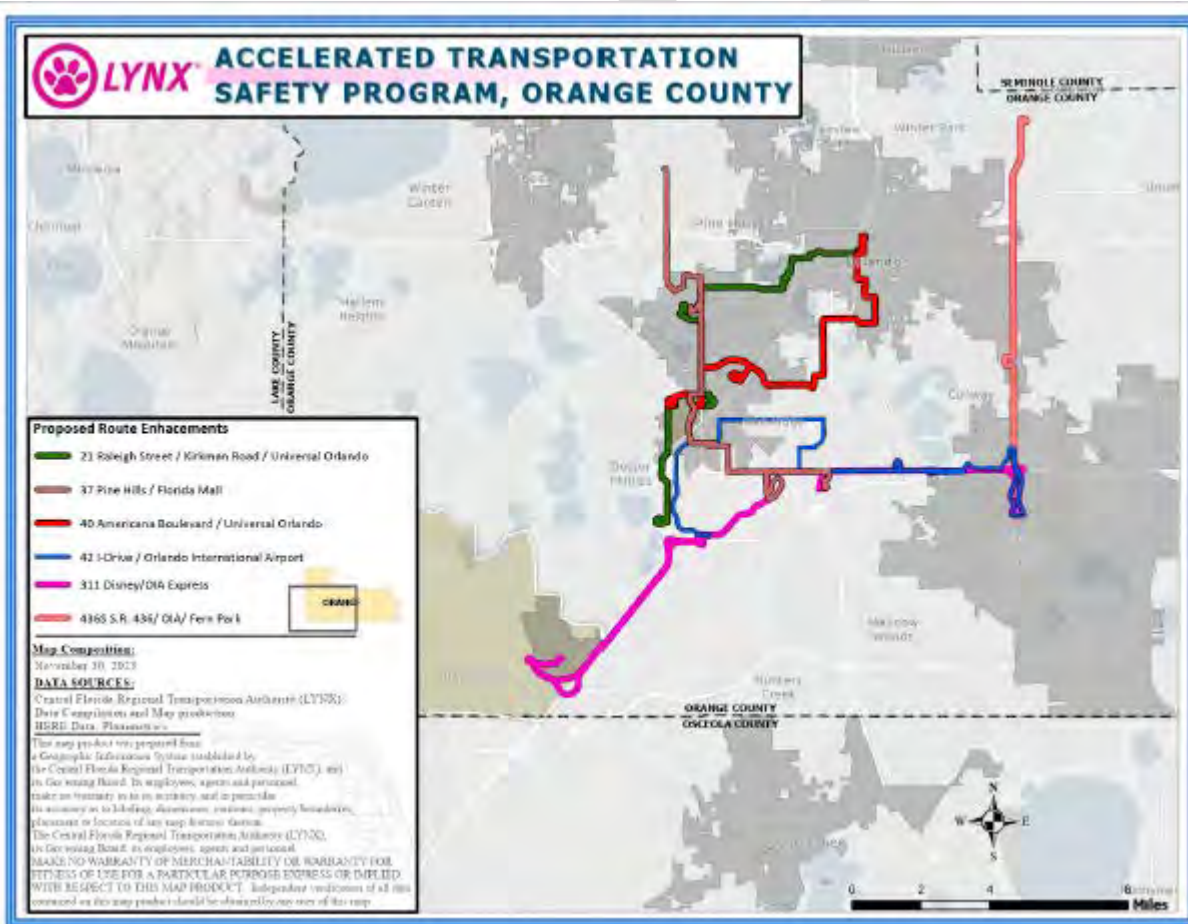


EXHIBIT "B"

**Cost of Bus Service
March 1, 2024 through September 30, 2024**

	<u>Hours</u>	<u>Cost of Service</u>
<u>Services that will start April 21, 2024</u>		
Link 21	1,226	\$127,131
Link 37	864	89,588
Link 42	1,615	167,474
Link 436S	892	92,472
Link 111/311 (new route)	6,518	675,851
<u>Services that will start August 25, 2024</u>		
Link 37	516	53,530
Link 40	1,067	<u>110,585</u>
Total of New Services in FY2024		\$1,316,631
Capital Contribution for Shelters		<u>3,000,000</u>
Total Services		<u>\$4,316,632</u>

FY2024 Billing Schedule

	Operating	Capital	Total
March 2024	\$ 658,316	\$1,500,000	\$2,158,316
June 2024	658,316	1,500,000	2,158,316
TOTAL	\$1,316,632	\$3,000,000	\$4,316,632

LYNX Board Agenda

Action Item #7.C

To: LYNX Board of Directors

From: Maurice Jones
Director Of Procurement
Maurice Jones
Technical Contact

Phone: 407.841.2279 ext: 6057

Item Name: Selection for Legal Services - General Counsel for a Not to Exceed Amount of \$450,000

Date: 02/21/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' confirm the recommendation of the Source Evaluation Committee (SEC) to select GrayRobinson, P.A. for General Counsel Legal Services. This request includes authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute an agreement in the not to exceed amount of \$450,000. The recommended initial term of the agreement will be for two (2) years with three (3) one (1) year renewal options.

BACKGROUND:

At the May 25, 2023 Board of Director's Meeting, staff received authorization to issue a Request for Proposal (RFP) for General Counsel Legal Services. The RFP for General Counsel Legal Services (#23-R15) was released on August 11, 2023, with responses due on September 12, 2023.

Four (4) responses from the below listed law firms were received for the General Counsel Legal Services RFP. All proposals were considered responsive and forwarded to the Source Evaluation Committee (SEC) for review. The SEC consisted of a representative from each of the funding partners including Orange County, Osceola County, Seminole County, City of Orlando and the Florida Department of Transportation. The SEC public meeting was held on January 10, 2024 with the following results:

LYNX ard Agenda

Firm	Total Score	Ordinal Ranking
Akerman, LLP	453	9
Clark Hill, PLC	355	19
Fishback Dominick, LLP	390	13
GrayRobinson, P.A.	458	7

It was the recommendation of the SEC to award an agreement for General Counsel Legal Services to GrayRobinson, P.A. based on the lowest ordinal ranking.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$300,000 for legal services.

LYNX Board Agenda

Action Item #7.D

To: LYNX Board of Directors

From: Tiffany Homler Hawkins
Chief Executive Officer
Tiffany Homler Hawkins
Technical Contact

Phone: 407.841.2279 ext: 6064

Item Name: Election of LYNX Board of Directors Officers

Date: 02/21/2024

ACTION REQUESTED:

Per Administrative Rule 2.3.4, the Governing Board shall annually elect from its members a Chairman, Vice Chairman and Secretary.

General Counsel will guide the Board of Directors in the election of officers for the upcoming year.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Notification for Banking and Financial Investment Related Services

Date: 02/21/2024

LYNX currently follows Florida Statutes, Section 218.415 “Local Government Investment Policies.” The LYNX Investment policy applies to the investment and reporting of all financial assets of the Authority, except for retirement funds. The policy identifies such items as “Investment Objectives”, “Risk and Diversification,” “Internal Controls,” “Reporting Requirements” and allowable “Investment alternatives.”

The proposal for Banking and Financial Related Services (#23-R10) was released on April 17, 2023, with responses due on June 16, 2023.

The scope of work for the banking services was for a primary banking relationship to provide Banking and Financial Related Services from a bank organized and existing under the laws of the State of Florida that are interested and capable of providing quality, efficient and cost effective public sector banking services. The banking services need to be economical and efficient to maximize earnings on public funds and optimize the use of technology to enhance efficiency in the banking services arena. The banking services agreement with the successful financial institution will provide a wide range of financial services, investment and hedging services.

Four (4) responses from the below listed were received for the Banking and Financial Related Services RFP. All proposals were considered responsive and forwarded to the Source Evaluation Committee (SEC) for review. The SEC public meeting was held on September 06, 2023, with the following results:

LYNX Board Agenda

Firm	Total Score	Ordinal Ranking
JP Morgan Chase Bank	241	4
Synovus Bank	355	6
Bank of America	390	9
TD Bank	458	11

It was the recommendation of the SEC to award and execute an agreement for Banking and Financial Investment Related Services to JP Morgan Chase Bank, N.A. based on the lowest ordinal ranking. In compliance with the LYNX investment policy LYNX staff negotiated and will execute the agreement between both parties.

LYNX Board Agenda

Information Item B

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
John Burkholder
Technical Contact

Phone: 407.841.2279 ext: 6125

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

Date: 02/21/2024

LYNX Liability Claim Settlements January 1 – 31, 2024

Claimant Name	Accident Date	Type	Amount	Date of Check
USA Auto Collision & Glass (Julio Rodriguez Oliva)	11/18/23	PD	\$ 1,316.77	01/04/24
Enterprise Rent-a-car (Julio Rodriguez Oliva)	11/18/23	PD	\$ 796.96	01/04/24
Farmers Casualty Insurance (Liane Carmen)	04/12/23	PD	\$ 360.00	01/18/24
Enterprise Rent-a-car (Alton Williams)	11/13/23	PD	\$ 1,328.89	01/18/24
Mapp & Parker fbo Lee Taylor	05/10/20	BI	\$ 40,000.00	01/18/24
Yaritza Ruiz Pesante	12/09/23	PD	\$ 873.58	01/25/24
Leon Ashby	11/12/23	PD	\$ 1,287.37	01/25/24
Felix Baez Mercado	12/04/23	PD	\$ 1,031.97	01/25/24
Geico (Mariene McKniff)	08/01/23	PD	\$ 140.00	01/25/24
Juan Reyes Pereyra	01/05/24	PD	\$ 2,144.28	01/25/24
Maitland Auto Body (Roman Ripo)	10/31/23	PD	\$ 2,780.42	01/25/24
Brenda Saliba	12/03/23	PD	\$ 5,532.62	01/25/24
Enterprise RAC (Roman Ripo)	10/31/23	PD	\$ 2,530.61	01/25/24
National Import Services (Renee Maloney)	11/21/23	PD	\$ 781.42	01/25/24

LYNX Board Agenda

LYNX Liability Claim Settlements December 1 – 31, 2023

Claimant Name	Accident Date	Type	Amount	Date of Check
Bogin, Munns & Munns f/b/o Anita Sealy	04/11/23	BI	\$25,000.00	12/07/23
Christopher Watson	11/09/23	PD	\$467.21	12/07/23
Dan Newlin Injury Attorney f/b/o Elizabeth Joseph	06/16/23	BI	\$20,000.00	12/07/23
Julio Cesar Rodriguez Oliva	11/18/23	PD	\$1,002.51	12/14/23
Renee Marie Maloney	11/21/23	PD	\$1,400.26	12/14/23
Alton Williams	11/13/23	PD	\$8,239.16	12/14/23
Jorgensen Gibbons, P.A., f/b/o William Castro	12/13/21	BI	\$10,000.00	12/14/23
Law Office of Jon Lambe Trust f/b/o Ruthlyn Dover	12/04/17	BI	\$20,000.00	12/14/23
Miller, Jacobs and Marks P.A., f/b/o David Williams	05/30/18	BI	\$27,500.00	12/04/23
Shapiro Injury Group PA f/b/o Jason Goddard	10/28/22	BI	\$30,000.00	12/14/23
Enterprise Rent-A-Car (Margarita Williams)	10/06/23	PD	\$531.31	12/14/23
Robert Lorence Rubin-Beman	09/11/23	PD	\$2,627.63	12/14/23
Eric Anthony Thorne	11/10/23	PD	\$814.34	12/21/23
USA Auto Collision & Glass (Julio Rodriguez Oliva)	11/18/23	PD	\$2,362.12	12/21/23

LYNX Liability Claim Settlements November 1 – 30, 2023

Claimant Name	Accident Date	Type	Amount	Date of Check
GEICO Casualty Company (Yaredliz Torres)	2/26/2023	PD	\$7,709.53	11/2/2023
Robert Charles Guilfoyle	6/16/2023	PD	\$2,715.55	11/2/2023
ENTERPRISE RENT-A-CAR (Melisa Johnson)	7/14/2023	PD	\$264.16	11/2/2023
Law Office of Michael Mills LLC Trust Account f/b/o Wandaliz Rodriguez	11/2/2022	BI	\$2,100.00	11/2/2023
Margarita Palagar Williams	10/6/2023	PD	\$1,912.29	11/9/2023
Anouge and Associates Trust Account f/b/o Yvette Bullard	4/28/2023	BI	\$21,500.00	11/9/2023
Heathrow County Club	10/23/2023	PD	\$5,500.00	11/9/2023
Government Employees Insurance Company (Edward Castillo)	9/5/2023	PD	\$2,731.01	11/9/2023
The Sackman Trial Group f/b/o Jonathan Roman	1/8/2022	BI	\$8,000.00	11/17/2023
Farah and Farah Trust Account f/bo Gloria Freeman	11/12/22	BI	\$14,000.00	11/17/2023
Farah and Farah Trust Account f/bo Donnajah Edwards	11/12/22	BI	\$2,200.00	11/17/2023
Farah and Farah Trust Account f/bo Dontravious Edwards	11/12/22	BI	\$1,800.00	11/17/2023
Farah and Farah Trust Account f/bo Daniya Edwards	11/12/22	BI	\$2,000.00	11/17/2023
Gertrude Rogers	10/5/2023	BI	\$500.00	11/9/2023
TBC Corporation	9/6/2023	PD	\$2,630.00	11/17/2023
Bogin Munns and Munns Trust Account f/b/o Kalik Costa	1/17/2019	BI	\$95,000.00	11/22/2023

LYNX Board Agenda

Dan Newlin Injury Attorneys f/b/o Nirva Jonas	5/10/2021	BI	\$10,000.00	11/22/2023
Jessica Helyse Strauss	11/3/2023	PD	\$1,460.12	11/22/2023
Eric Michael Hynes	11/3/2023	PD	\$1,474.05	11/30/2023
Roman Ripo	10/31/2023	PD	\$6,245.80	11/30/2023

LYNX Liability Claim Settlements October 1 – 31, 2023

Claimant Name	Accident Date	Type	Amount	Date of Check
Progressive Insurance (Sal Farah)	08/19/23	PD	\$2,946.53	10/5/2023
Orlando Utilities Commission	06/13/23	PD	\$3,807.94	10/5/2023
Praxis (Lumene Ketty)	06/01/23	PD	\$2,101.48	10/5/2023
Rebecca Utria	08/17/23	BI	\$6,119.24	10/5/2023
Advanced Physical Medicine LLC (Rebecca Utria) VOID	08/17/23	BI	\$4,880.73	10/5/2023
Progressive (Jenisa Malave)	06/28/23	PD	\$12,334.76	10/5/2023
AutoNation Collision Center (Chris Perreg)	02/21/23	PD	\$1,147.17	10/12/2023
Mystrame Paul	09/13/22	PD	\$1,044.93	10/12/2023
Rebecca Utria	08/17/23	BI	\$4,880.73	10/12/2023
The Umansky Law Firm P.A. Trust Account f/b/o Edward Lollar	02/04/23	BI	\$28,000.00	10/12/2023
Dan Newlin Injury Attorneys Trust Account fbo Alexander Cadavid	06/17/20	BI	\$47,500.00	10/12/2023
Dan Newlin Injury Attorney's Trust account F/B/O Antonio Rivera Alvira	09/02/22	BI	\$20,000.00	10/12/2023
Hogan PA FBO Samuel Maldonado	01/08/23	BI	\$35,000.00	10/19/2023
Dan Newlin Injury Attorneys f/b/o Russell Lawson	11/01/22	BI	\$33,000.00	10/19/2023
Sal Farah	08/19/23	PD	\$1,394.81	10/19/2023
Dan Newlin Injury F/B/O Gil Cancel Comas	08/07/19	BI	\$30,000.00	10/26/2023
Leyli Castano Andrade	06/29/23	PD	\$1,461.20	10/26/2023
Morgan & Morgan Trust Account f/b/o Rafael Sanchez	05/31/22	BI	\$35,500.00	10/26/2023
Dan Newlin Injury Attorneys f/b/o Rick Byrd	02/12/21	BI	\$25,000.00	10/26/2023
Joslynn Abraham	10/24/23	BI	\$1,200.00	10/26/2023

LYNX Board Agenda

Information Item C

To: LYNX Board of Directors

From: Maurice Jones
Director Of Procurement
Wanda Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6057

Item Name: Information Item
Notification of Sole Source Procurements Pursuant to Administrative Rule 4

Date: 2024-02-21 00:00:00

Pursuant to LYNX Administrative Rule 4, information is attached for the following Sole Source Procurements:

1. CHK America
2. Environmental Systems Research Institute, Inc. (ESRI)
3. Innovative Cloud Solutions – Microsoft Dynamics GP
4. Innovative Cloud Solutions - Workplace
5. Nelson Nygaard Consulting Associates, Inc.
6. Productive Solutions



Sole Source Justification

DATE: Oct. 4, 2023

REQUESTED BY: Matt Friedman, Director of Marketing Communications

SUBJECT: CHK America Design Support for Brochures and Maps

BACKGROUND:

In 2014, LYNX switched to a new map design company, CHK America. The last sole source was signed for FY2023.

SOLE SOURCE JUSTIFICATION:

CHK will provide LYNX with design support. These files have been built with CHK America proprietary programming. This includes the development of Excel formulas to format data and calculate service summaries along with graphic types and styles that expedite the updating of brochures and maps. This proprietary nature of the program prevents files from being transferred to a new vendor.

The design work of CHK meets the needs of our passengers in different formats. Previous estimates to redesign/rebuild these maps with a new contractor has been more than \$225,000 plus the on-going additional cost of service change updates.

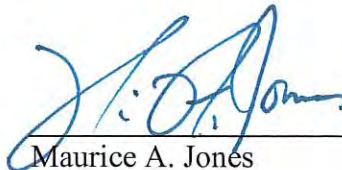
COST/PRICE ANALYSIS:

The on-going design support usually ranges \$30,000-40,000 annually depending on the intricacy of our service changes. In 2023, \$22,000 was spent on brochure and map changes. This expense is in the marketing FY2024 budget.

Matt Friedman
Director of Marketing Communications

10/4/2023

Date:



Maurice A. Jones
Director of Procurement

10/17/2023

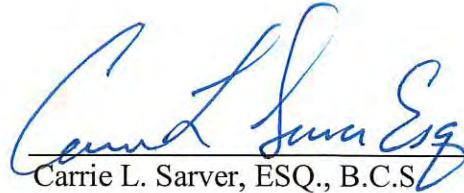
Date



Leonard Antmann
Chief Financial Officer

10/17/23

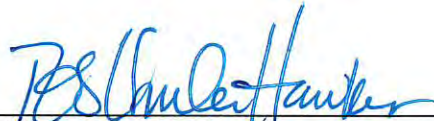
Date:



Carrie L. Sarver, ESQ., B.C.S.
Senior In-House Counsel

10/19/23

Date



Tiffany Homler Hawkins
Chief Executive Officer

10/19/23

Date:



Sole Source Justification

DATE: October 13, 2023

REQUESTED BY: Francis Franco, GIS Supervisor

SUBJECT: Environmental Systems Research Institute, Inc. (ESRI) Products Maintenance and Software

BACKGROUND: LYNX uses ESRI products including the Arc Geographical Information System (ArcGIS) Platform to provide jurisdictional and municipal mapping services of transit stops, urban and rural boundaries. The ESRI Insights module is a software used to perform analytics and business workflows. ESRI products are used to produce the spatial-information presented via interactive maps on LYNX's website, www.golynx.com. The web-based interactive maps support local partner agencies, stakeholders and their staff activities associated with planning and construction projects.

SOLE SOURCE JUSTIFICATION: An attached sole source justification letter has been provided by the vendor, ESRI, Inc. ESRI, Inc. is the sole provider for software maintenance (technical support plus ESRI software updates/upgrades) for ESRI products, including ArcGIS in the United States commercial, state, and local government marketplace. The ESRI products are unique and not available from another source. Due to the reliance on the maintenance and software products, the procurement process to identify and acquire comparable products would result in an unacceptable delay to LYNX. No other suppliers or services will satisfy the required support and continued maintenance of the ESRI software products.

COST/PRICE ANALYSIS:

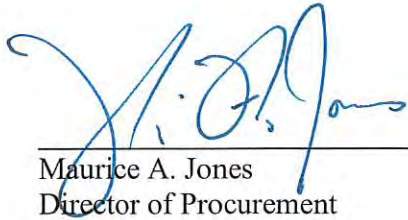
The cost impact of extending the license and maintenance is \$17,820 for the period of November 1, 2023 – October 31, 2024; for the full 12-months of licensing and maintenance.

Francis Franco
Francis Franco
Project Manager/GIS Supervisor


10/16/2023
Date:

James Boyle
James Boyle
Director of Planning & Development

10-26-23
Date


Maurice A. Jones
Director of Procurement

10/26/2023
Date


Leonard Antmann
Chief Financial Officer

10/27/23
Date:


Carrie L. Sarver, ESQ., B.C.S
Senior In-House Counsel

11/1/23
Date


Tiffany Homler Hawkins
Chief Executive Officer

11/6/23
Date:



Sole Source Justification

DATE: January 3, 2024

REQUESTED BY: Tony DeGuzman, Comptroller


SUBJECT: Innovative Cloud Solutions – Microsoft Dynamics GP Annual Support

BACKGROUND: Lynx uses Microsoft Great Plains Dynamics for the financial and reporting system. This software includes SmartList Builder, Workplace, Mekorma MICR check printing, and the eOne Extender module. In February 2015 LYNX changed its Microsoft Dynamics World Wide Reseller to Innovative Cloud Solutions., who is now Innovative Cloud Solutions

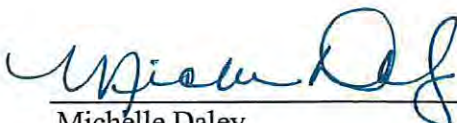
SOLE SOURCE JUSTIFICATION: Innovative Cloud Solutions is LYNX's named reseller and partner for maintenance and support for the Great Plains Dynamics software, SmartList Builder software, Workplace, Mekorma MICR check printing and the eOne Extender module. Paramount only resells service and support for Workplace, through the company that is listed with Paramount as the reseller. The pricing is the same regardless of the reseller used.

COST/PRICE ANALYSIS: Current Price is **\$32,465**. Last year's price for the same service was \$32,465, reflecting no increase in pricing. As indicated by the IT department the costs are reasonable given the circumstances.

According to IT, Key2 Act Support will be invoiced separately.



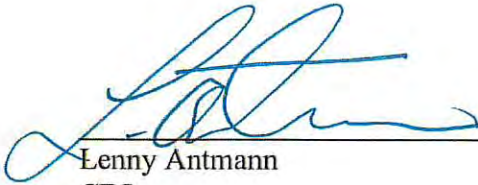
Tony DeGuzman
Comptroller



Michelle Daley
Director of Finance

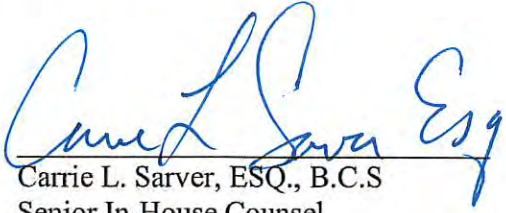
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Date: 1/3/24



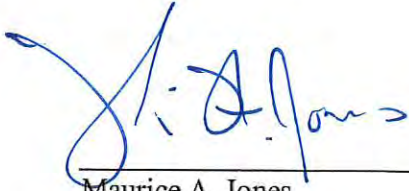
Lenny Antmann
CFO

1/5/24
Date:



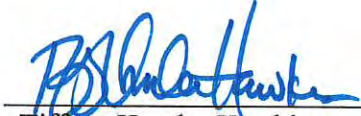
Carrie L. Sarver, ESQ., B.C.S
Senior In-House Counsel

1/10/24
Date:



Maurice A. Jones
Director of Procurement

1/5/2024
Date



Tiffany Homler Hawkins
Chief Executive Officer

1/10/24
Date:



Sole Source Justification

DATE: January 10, 2024

REQUESTED BY: Tony DeGuzman, Comptroller

SUBJECT: Innovative Cloud Solutions – Workplace Annual Support

BACKGROUND: Lynx uses Microsoft Great Plains Dynamics for the financial and reporting system. This software includes SmartList Builder, Workplace, Mekorma MICR check printing, and the eOne Extender module. In February 2015 LYNX changed its Microsoft Dynamics World Wide Reseller to Innovative Cloud Solutions., who is now Innovative Cloud Solutions

SOLE SOURCE JUSTIFICATION: Innovative Cloud Solutions is LYNX's named reseller and partner for maintenance and support for the Great Plains Dynamics software, SmartList Builder software, Workplace, Mekorma MICR check printing and the eOne Extender module. Paramount only resells service and support for Workplace, through the company that is listed with Paramount as the reseller. The pricing is the same regardless of the reseller used.

COST/PRICE ANALYSIS: Current Price is \$25,580. Last year's price was \$23,669 for Paramount Workplace Maintenance support. The price increase was due to Paramount Workplace being bought by Pairsoft. Lynx IT had negotiated the original asking 2024 price of \$45,325.88 to the current price. As indicated by the IT department the costs are reasonable given the circumstances.

Tony DeGuzman
Comptroller

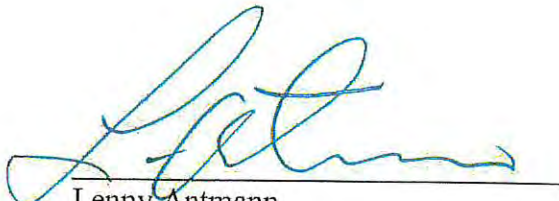
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1/10/2024

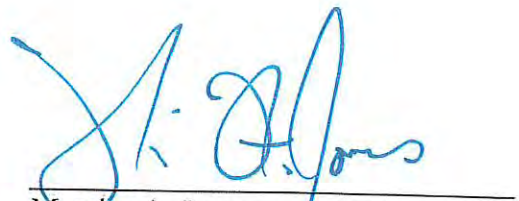
Michelle Daley
Director of Finance

Date

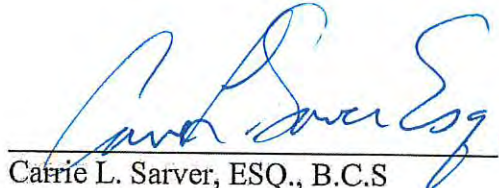
1.10.24


Lenny Antmann
CFO


Date: 1/11/24


Maurice A. Jones
Director of Procurement

Date: 1/11/2024


Carrie L. Sarver, ESQ., B.C.S
Senior Staff Attorney

Date: 1/18/24


Tiffany Homler Hawkins
Chief Executive Officer

Date: 1/19/24



Sole Source Justification

DATE:

January 24, 2024

REQUESTED BY:

James Boyle

SUBJECT:

Contract with Nelson Nygaard Consulting Associates, Inc.

BACKGROUND: LYNX previously contracted with Nelson Nygaard Consulting Associates, Inc (“Nelson Nygaard”) on December 13, 2021 to assist the agency with updating the Orange County Transit Plan in order to augment Orange County, Florida government in preparation for a potential ballot measure to be put forth to the voters of Orange County in November of 2023. This effort was done through a piggyback contract with the City of Tallahassee.

This work requires a great deal of knowledge and expertise in local planning decisions and coordination with Orange County officials and staff. This current work effort requires updating the existing plan with adjusted revenues and costs related to transit projects. Nelson Nygaard will be able to deliver this in the most expeditious way possible due to their previous work on this project. Nelson Nygaard will also use the same staff who worked on this effort previously. This will save time and resources and will allow LYNX to deliver a complete work product in the time frame needed.

SOLE SOURCE JUSTIFICATION: Due to the urgency associated with the project timeline, Nelson Nygaard is the only firm that can provide the requested planning services based on their unique capability and expert knowledge from their prior work on this project. An unacceptable delay would result from a competitive solicitation for these professional services. The timeline to have this work completed is directly related to the timeline for Orange County getting prepared to have a ballot measure put forward in November 2024. By using the previous staff and planning firm, LYNX will be able to meet the impending deadline associated with the project and avoid substantial duplication of costs and resources.

COST/PRICE ANALYSIS: The cost of this work is estimated to be \$229,377.76. This is based on cost estimate provided by Nelson Nygaard with updated cost.

Boyer
Name
Project Manager

1-9-24
Date:

Boyer
Name
Department Director

1-9-24
Date

Boyer
Name
Department Chief

1-11-24
Date:

J. Adams
Name
Director of Procurement

1/11/2024
Date

Leonard Antmann
Leonard Antmann
Chief Financial Officer

1/11/24
Date:

Carrie L. Sarver, ESQ., B.C.S.
Carrie L. Sarver, ESQ., B.C.S.
Senior In-House Counsel

1/11/24
Date

Tiffany Homler Hawkins
Chief Executive Officer

Tiffany Homler Hawkins
Date: 1/11/24



Sole Source Justification

DATE: October 23, 2023 **REQUESTED BY:** Michelle Daley, Director of Finance

SUBJECT: PRODUCTIVE SOLUTIONS MAINTENANCE SUPPORT RENEWAL

BACKGROUND: Productive solutions is a manufacturer of the AFM System which LYNX utilizes for the point-of-sale system in customer service at our window.

SOLE SOURCE JUSTIFICATION: Productive Solutions manufacturer does not allow for the other vendors to provide maintenance, customer support services, product customizations or testing for the above-mentioned applications and any additional applications developed or customized in the future.

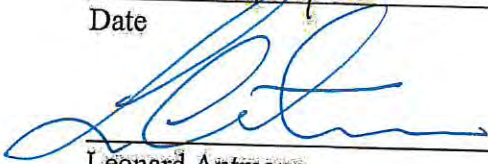
COST/PRICE ANALYSIS: Annual maintenance cost is \$15,366 and is included in the FY2024 operating budget. This is a 4% increase over the prior year, which is a consistent increase. FY2023 was also a 4% annual increase over FY2022.



Tony DeGuzman
Comptroller

11/6/23


Date



Leonard Antmann
Chief Financial Officer

11/8/23

Date:



Tiffany Homler Hawkins
Chief Executive Officer

11/9/23

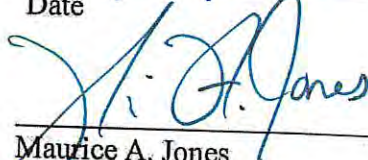
Date



Michelle Daley
Director of Finance

10/23/2023


Date



Maurice A. Jones
Director of Procurement

11/7/2023

Date



Carrie L. Sarver, ESQ., B.C.S.
Senior In-House Counsel

11/8/23

Date

LYNX Board Agenda

Monthly Report A

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Communications
Janet Vidal
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report - January 2024

Date: 02/21/2024

LYNX Press Releases | Media Notes: January 2024

January 9	LYNX Service to Operate as Scheduled
January 18	LYNX January Board of Directors Meeting Moved to Feb. 21

LYNX News Articles – January 2024

To view the articles below please copy and paste the link into a browser.

January 25	Orange County 2023 Year in Review: Taking it to the Next Level OCFL Newsroom - Orange County Government ... bus stops and adding shelters as well as increasing the frequency of LYNX bus service. Orange County also helped fund the Pine Hills LYNX Transfer ...
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LYNX Social Media – January 2024

January 1	Happy New Year Service detour for the Walt Disney World foot race. Response to question about Link 434 service on Sundays.
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LYNX Board Agenda

January 2	<p>Welcome aboard.</p> <p>Service detour for the Walt Disney World foot race.</p> <p>Response to question about LYNX observed holidays.</p> <p>Response to question about a bus detour.</p>
January 3	<p>The 3-point contact method.</p> <p>Service detour for the Walt Disney World foot race.</p> <p>Response to comment about trash overflow at a bus stop.</p>
January 4	<p>Service detour for the Walt Disney World foot race.</p> <p>Orlando's public transportation circa 1972.</p>
January 5	<p>Kickstarting the first Friday of the year with good vibes.</p> <p>Response to question for human resources.</p> <p>Response to comment about trash overflow at a bus stop.</p>
January 6	<p>Greetings from Link 108 at the Florida Mall SuperStop.</p>
January 7	<p>LYNX See & Say app.</p>
January 8	<p>Transfer to SunRail for free with a LYNX bus pass.</p> <p>Metroplan accepting applications for Community Advisory Committee.</p> <p>Response to a question about bus transfers.</p> <p>Response to question about the bus tracker app.</p> <p>Response to request for additional bus service.</p>
January 9	<p>Tip to promote a smooth and efficient boarding process.</p> <p>Heavy rain is expected. Allow extra time for your commute.</p> <p>Operators may need to stop at a safe location during the storm as necessary.</p> <p>Response to question about ACCESS LYNX service.</p> <p>Response to question about bus service.</p> <p>LYNX Central Station customer service will close at 4p.</p>
January 10	<p>Due to construction, South Street will close and Links 36 and 62 will detour.</p> <p>Bikers are welcome on LYNX buses.</p> <p>Service detour for Eatonville's MLK Jr. parade.</p>
January 11	<p>Join the fight against human trafficking. Report on the See & Say app.</p> <p>Service detour for the Apopka MLK Jr. parade.</p> <p>Service detour for the Ocoee MLK Jr. parade.</p>
January 12	<p>LYNX will operate a normal weekday schedule on MLK Jr. Day.</p> <p>Service detour for the MLK Jr. parade in the City of Orlando.</p> <p>Service detour for Eatonville's MLK Jr. parade.</p> <p>Response to question about a picture taken of a mural in Parramore.</p> <p>Response to question about making roundtrips on the bus.</p>

LYNX Board Agenda

January 13	Ride Link 38 to Universal Orlando and International Drive. Service detour for the Ocoee MLK Jr. parade. Service detour for the Apopka MLK Jr. parade. Service detour on South Street for construction.
January 14	Bagel Day. LYNX will operate a normal weekday schedule on MLK Jr. Day.
January 15	Happy Martin Luther King, Jr. Day.
January 16	Service detour on South Street for construction. NeighborLink service. National Staying Healthy Month. Response to question about customer service. Response to comment about Link 8 service.
January 17	Link 612 service. Response to question about the lighting at the Florida Mall SuperStop. Response to question comment about trash overflow at a bus stop. Response to feedback about bus delays. Response to feedback about service near Olympia High School and Lakes Middle School.
January 18	LYNX Youth and AdvantAge program. January 25 board meeting canceled. Response to feedback about a bus operator. Response to a question about the bus tracker app.
January 19	Sprucing it up with a fresh coat of paint at LYNX Central Station. Service detour around the City of Orlando for the US Olympic Team Trials. Response to comment about LYNX Central Station celebrating 20 years.
January 20	Get your LYNX Youth and AdvantAge ID today.
January 21	Kickstart the week with a refuel.
January 22	Link 300 service to Disney Springs. Response to question about the April service changes. Response to comment about Link 300 service. Response to positive feedback about service.
January 23	Vanpool. Service detour for the Zora Neale Hurston Festival. Service detour around the City of Orlando for the US Olympic Team Trials.

LYNX Board Agenda

January 24	<p>Happy National Compliment Day. LYNX Board and Oversight Committee meetings are canceled. Response to question about board reports. Response to feedback about loitering at a bus stop. Response to positive feedback.</p>
January 25	<p>Service detour for the Zora Neale Hurston Festival. How to use the bike rack on a LYNX bus. Response to positive feedback about service.</p>
January 26	<p>Martin Luther King Jr. bus wrap. Response to question about trip planning.</p>
January 27	<p>Service detour around the City of Orlando for the US Olympic Team Trials. Welcoming a new group of operators to the LYNX family.</p>
January 28	<p>LYMMO service.</p>
January 29	<p>ACCESS LYNX service. Response to comment about Link 10. Response to question about the LYMMO Grapefruit line service. Response to comment about a bus announcement.</p>
January 30	<p>Mystery bus stop. Service detour around the City of Orlando for the US Olympic Team Trials. Service detour for the Pro Bowl games. Service detour for the Orlando Magic 5K. Answer to the mystery bus stop.</p>
January 31	<p>Link 350 service. Welcome to Orlando US Olympic Team Trials. Response to feedback about Link 350 service.</p>

LYNX Board Agenda

Social Media Usage	January 2024
<p>Facebook Page Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.</p>	14.7K
<p>Facebook Page and Profile Visits: The number of times our Page was visited.</p>	6,682
<p>Total Facebook Posts</p>	64
<p>Facebook Engagement: The sum of reactions, comments and shares received by content associated with our Pages (for the selected timeframe). Includes comments from the author of the post.</p>	1.6K Engagements: 1.2K Reactions, 268 Comments, 97 Shares
<p>Total Tweets</p>	68
<p>Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.</p>	146 Engagements: 112 Likes, 19 Retweets, 13 Replies
Website Usage	January 2024
<p>Total Pageviews</p>	113K
<p>Total User Visits</p>	46K

LYNX Board Agenda

Commuter Vanpool Program – January 2024

Vanpool	January 2024
Vanpool Participants	515
Total Revenue Miles	120,000
New Vanpool	2
Returned Vanpools	0
Current Vans at Service	119
Pending Interests	None
Events	None

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

Advertising Sales – January 2024

Advertising Sales Revenue	January	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$346,779.06	\$208,067.44	\$1,406,988.56	\$844,193.14

LYNX Board Agenda

Monthly Report B

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Communications
Janet Vidal
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report - December 2023

Date: 02/21/2024

LYNX Press Releases | Media Notes: December 2023

December 11	LYNX Christmas Day and New Year's Day Holiday Schedule
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LYNX News Articles – December 2023

To view the articles below please copy and paste the link into a browser.

December 7	Santa swaps sleigh for LYNX bus; other Kissimmee events
December 10	Commissioner discusses growth, crime rates -proposed Lynx bus transfer station
December 19	Orlando's driverless shuttle crashed, then quietly disappeared Commentary

LYNX Board Agenda

LYNX Social Media – December 2023

December 1	<p>The holiday bus is on the road. Service detour for the Pop Warner Football event. Service detour for the OUC Half Marathon and 5K. Florida Mall SuperStop opening delay. 30-Day bus pass redesign. Response to several questions about a 30-Day bus pass. Response to comment about Santa driving the holiday bus. Response to question about speaking to a supervisor.</p>
December 2	<p>December service change. Florida Mall SuperStop opening delay.</p>
December 3	<p>International Day of Persons with Disabilities. Response to question about the bus tracker application.</p>
December 4	<p>Holiday celebration at LYNX Central Station. Response to questions about the bus tracker application. Response to comment about speaking with customer service.</p>
December 5	<p>December service change. Florida Mall SuperStop reopening. Response to question about the bus tracker application. Response to comment about bus delays.</p>
December 6	<p>LYNX holiday bus. Response to question about the Florida Mall SuperStop. Response to question about the bus tracker application. Response to comment about the PawPass application.</p>
December 7	<p>Happy Hanukkah. December service change. Response to question about transfers to SunRail. Response to question about a Link 48 bus.</p>
December 8	<p>Fare-free rides on the holiday bus. Florida Mall SuperStop reopening. Response to question about the bus tracker application. Response to comment about trash overflow at a bus stop.</p>
December 9	<p>December service change.</p>
December 10	<p>December service change in effect today. Link 103 service change.</p>

LYNX Board Agenda

December 11	<p>NeighborLink 621, 641 and 652 service changes. Reminder that LYNX bus tracker is no longer available. Holiday schedule. Response to question about transfers to SunRail. Response to question about filing a report about a bus operator. Response to comment about a map.</p>
December 12	<p>Holiday celebration at LYNX Central Station. Response to question about when a new bus tracker will become available.</p>
December 13	<p>Reminder that there is no smoking, vaping, drinking, eating, etc. on a LYNX bus.</p>
December 14	<p>Welcome aboard the holiday bus. Followed up with customer concerning a question about a map. Response to feedback about the bus tracker no longer being available. Response to complaint about another passenger. Response to feedback about courteous behavior while riding LYNX. Response to comment about the holiday bus schedule. Response to positive feedback about lost and then found item. Response to question about purchasing a bus pass. Response to complaint about a missed stop.</p>
December 15	<p>Holiday celebration at LYNX Central Station. Service detour at Valencia College West Campus. Due to heavy rain and wind, please allow extra travel time for your commute. Response to question about the operating schedule for Saturday.</p>
December 16	<p>Service detour at Valencia College West Campus. LYNX Youth and AdvantAge Id card. Due to heavy rain and wind, please allow extra travel time for your commute.</p>
December 17	<p>Holiday trivia game.</p>
December 18	<p>Holiday celebration at LYNX Central Station. LYNX holiday schedule. Response to question about SunRail connections for Saturday.</p>
December 19	<p>Greetings from the Florida Mall SuperStop. Holiday celebration at LYNX Central Station. Photo highlights from the holiday celebration at LYNX Central Station. Response to comment about waiting outside the bus when it's raining or cold.</p>
December 20	<p>Holiday trivia game. More photo highlights from the holiday celebration at LYNX Central Station. Response to positive feedback about the holiday celebration at LCS. Response to comment about not being able to attend the holiday celebration.</p>

LYNX Board Agenda

December 21	<p>Plan your trip at golynx.com.</p> <p>Response to comment about an operator taking a long break.</p> <p>Response to comment about trash overflow at the Fashion Square Mall bus stop.</p> <p>Response to question about the bus tracker application.</p> <p>Response to feedback about a negative experience with a bus operator.</p>
December 22	<p>Santa's last day driving the holiday bus.</p> <p>Response to question about the holiday bus.</p> <p>Response to question about claiming a prize for the holiday trivia game.</p>
December 23	LYNX holiday schedule.
December 24	Merry Christmas Eve.
December 25	Merry Christmas.
December 26	<p>Happy Kwanzaa.</p> <p>Service detour for the Pop-Tarts Bowl.</p> <p>Response to comment about loiterers at the Siesta Lago bus stop.</p>
December 27	<p>New Year's Day schedule.</p> <p>Service detour for the Pop-Tarts Bowl.</p> <p>Response to feedback about NeighborLink 821.</p> <p>Response to positive feedback about our service.</p>
December 28	<p>We're hiring.</p> <p>Service detour for the Cheez-It Citrus Bowl.</p>
December 29	Greetings from the LYNX Kissimmee Intermodal Station.
December 30	<p>New Year's Day schedule.</p> <p>Service detour for the Cheez-It Citrus Bowl.</p>
December 31	New Year's Eve.

LYNX ard Agenda

Social Media Usage	December 2023
<p>Facebook Page Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.</p>	25.2K
<p>Facebook Page and Profile Visits: The number of times our Page was visited.</p>	7.3K
<p>Total Facebook Posts</p>	51
<p>Facebook Engagement: The sum of reactions, comments and shares received by content associated with our Pages (for the selected timeframe). Includes comments from the author of the post.</p>	1.6K Engagements: 1.2K Reactions, 293 Comments, 146 Shares
<p>Total Tweets</p>	52
<p>Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.</p>	125 Engagements: 93 Likes, 22 Retweets, 10 Replies
Website Usage	December 2023
<p>Total Pageviews</p>	96K
<p>Total User Visits</p>	38K

LYNX Board Agenda

Commuter Vanpool Program – December 2023

Vanpool	December 2023
Vanpool Participants	500
Total Revenue Miles	118,500
New Vanpool	0
Returned Vanpools	2
Current Vans at Service	117
Pending Interests	None
Events	None

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

Advertising Sales – December 2023

Advertising Sales Revenue	December	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$278,381.50	\$167,028.90	\$1,060,209.50	\$2,516,463.48

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Communications
Janet Vidal
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report - November 2023

Date: 02/21/2024

LYNX Press Releases | Media Notes: November 2023

November 9	LYNX Thanksgiving Holiday Schedule LYNX December Board of Directors and Oversight Committee Meetings Canceled
November 21	Retired Employee with Perfect Driving and Attendance Record Rehired

LYNX News Articles – November 2023

To view the articles below please copy and paste the link into a browser.

November 2	'Try Transit Thursday' aims to get more people using public transportation
November 14	What Orlando leaders are doing to stretch the power of limited transportation funds
November 15	Orlando looking to expand SWAN driverless shuttles
November 17	Orlando bus service to expand service amid growing costs, drop in post-COVID ridership

LYNX Board Agenda

LYNX Social Media – November 2023

November 1	<p>New NeighborLink mobile application. Try Transit Day is tomorrow. LYNX Safety fair. Response to question about the Pine Hills Transfer Center. Response to question about Try Transit Day.</p>
November 2	<p>Fare-free rides. LYNX Safety fair. Service detour for the Electric Daisy Carnival. Mobility Week. Service detour for the Fall Fiesta in the Park. LYNX Central Station terminal and customer service window closure due to power outage. Response to comment about Try Transit Day. Response to comment about the LYNX Safety event.</p>
November 3	<p>Service detour for the Wine and Dine half marathon. Daylight saving time. The customer service window and terminal lobby are open today. In memoriam Clinton Forbes. Service detour for the Fall Fiesta in the Park. Power has been successfully restored at LYNX Central Station. Service detour for the College Park Jazz Fest. Response to feedback about event announcements.</p>
November 4	<p>Service detour for the College Park Jazz Fest. Daylight Saving Time. Service detour for the Wine and Dine half marathon.</p>
November 5	<p>Dec. 10 service change.</p>
November 6	<p>Sunny Monday vibes from Lake Eola Park. Response to question about SunRail’s schedule. Response to a positive comment. Response to comment about using LYNX service. Response to comment about a TSA employee bus rider.</p>
November 7	<p>LYMMO service. Response to complaint about a bus operator. Response to complaint about a bus delay.</p>
November 8	<p>Budget-friendly bus pass options. LYNX ridership continues to grow. Response to question about shuttle service for the Electric Daisy event.</p>

LYNX Board Agenda

November 9	<p>Social Media Kindness Day.</p> <p>December Board of Directors and Oversight Committee meetings have been canceled.</p> <p>Tiffany Homler discussing education on Transit Unplugged.</p> <p>Service detour to due the Veterans Day parade.</p> <p>Thanksgiving Day schedule.</p> <p>Response to question about an ACCESS LYNX public hearing hosted by MetroPlan.</p> <p>Response to complaint about an ACCESS LYNX customer experience.</p>
November 10	<p>Wishing our riders a fantastic week.</p> <p>New Neighborlink Rides on Demand application.</p> <p>Service detour for the Veterans Day parade.</p> <p>Response to complaint about NeighborLink service.</p>
November 11	<p>Happy Veterans Day.</p>
November 12	<p>December service change.</p> <p>Response to request to have Link 40 run every half hour.</p>
November 13	<p>Plan your trip with LYNX.</p> <p>Response to comment about Link 28.</p> <p>Response to comment about service delays.</p> <p>Response to feedback about Link 49.</p> <p>Response to feedback about Link 51</p>
November 14	<p>New NeighborLink Rides on Demand application.</p> <p>Response to question about a SunRail connection.</p>
November 15	<p>Lost and Found window will be open to process LYNX Youth and AdvantAge ID cards.</p> <p>Service detour for the Florida Classic event.</p>
November 16	<p>Thanksgiving Day schedule.</p> <p>Repost: FDOT's Crash Responder Safety Week.</p> <p>Response to feedback about Link 104.</p> <p>Response to comment about the onboard announcements.</p>
November 17	<p>Train to Plane.</p> <p>Service detour for the Florida Classic event.</p> <p>Response to comment about the SWAN Shuttle.</p>
November 18	<p>Lost and Found window is open to process LYNX Youth and AdvantAge ID cards.</p> <p>December service change.</p>

LYNX Board Agenda

November 19	Thanksgiving Day holiday schedule. LYNX Central Station 19 th anniversary. Service detour for the FusionFest. Repost: Orange County's video of the Pine Hills groundbreaking event.
November 20	The earliest LYNX bus starts 3:30 a.m.
November 21	Holiday bus exclusive sneak peek. Service detour for the Seniors First Turkey Trot 5K. Response to comment about Link 105 delays. Response to comment about Link 107.
November 22	Train to Plane. Thanksgiving Day holiday schedule. Service detour for the Seniors First Turkey Trot 5K. Service detour for the FusionFest.
November 23	Thanksgiving Day holiday schedule. Happy Thanksgiving.
November 24	Ride LYNX for your Black Friday shopping. Service detour for the FusionFest.
November 25	NeighborLink service and Rides on Demand app.
November 26	Holiday bus will hit the road this week.
November 27	Every day is Cyber Monday when you ride with LYNX. Response to question about a bus pass purchase. Response to question about a bus number. Response to question about the Link 9 schedule.
November 28	Holiday fun at LYNX Central Station.
November 29	We're hiring bus operators. Service detour for the Pop Warner Football event. Response to question about the Florida Mall SuperStop reopening. Response to positive feedback. Response to question about Bay J at Florida Mall SuperStop.
November 30	Holiday vibes at LYNX Central Station. December service change. Service detour for the OUC Half marathon and 5K.

LYNX ard Agenda

Social Media Usage	November 2023
<p>Facebook Page Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.</p>	19,038
<p>Facebook Page and Profile Visits: The number of times our Page was visited.</p>	6,336
<p>Total Facebook Posts</p>	66
<p>Facebook Engagement: The sum of reactions, comments and shares received by content associated with our Pages (for the selected timeframe). Includes comments from the author of the post.</p>	<p>1.9K Engagements: 1.5K Reactions, 232 Comments, 206 Shares</p>
<p>Total Tweets</p>	76
<p>Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.</p>	<p>192 Engagements: 143 Likes, 32 Retweets, 13 Replies</p>
Website Usage	November 2023
<p>Total Pageviews</p>	111K
<p>Total User Visits</p>	44K

LYNX Board Agenda

Commuter Vanpool Program – November 2023

Vanpool	November 2023
Vanpool Participants	505
Total Revenue Miles	119,000
New Vanpool	0
Returned Vanpools	0
Current Vans at Service	119
Pending Interests	None
Events	None

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

Advertising Sales – November 2023

Advertising Sales Revenue	November	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$327,842.50	\$196,705.50	\$781,828.00	\$469,096.80

LYNX Board Agenda

Monthly Report D

To: LYNX Board of Directors

From: **Matthew Friedman**
Director Of Marketing Communications
Janet Vidal
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Communications Monthly Report - October 2023

Date: 02/21/2024

LYNX Press Releases | Media Notes: October 2023

October 18	LYNX to Roll Out Upgraded NeighborLink Mobile Application on Nov. 1
October 23	LYNX October Board of Directors and Oversight Committee Meeting Information LYNX to Participate in 8th Annual FDOT Mobility Week Pine Hills Transfer Center Groundbreaking to Start Weeklong Celebration
October 26	LYNX Announces December Service Changes

LYNX News Articles – October 2023

To view the articles below please copy and paste the link into a browser.

October 27	Lynx bus crash leaves 4 injured near Orlando-area intersection, fire crews say Photos: Crash involving Lynx bus in Orlando NEWS BRIEFS — New app and free LYNX rides next week; hospital seeks volunteers
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LYNX Board Agenda

October 30	New Pine Hills Lynx public transportation center breaks ground in Orlando Construction underway on Lynx bus transfer center in Pine Hills Pine Hills bus transfer station breaks ground, expected to be community hub
October 31	New Pine Hills Lynx public transportation center breaks ground in Orlando Lynx begins construction of new Orlando bus rider transfer center

LYNX Social Media – October 2023

October 1	Information session for the December service proposal.
October 2	As a new week (and month) begins, we wish you smooth rides, bright moments and positivity.
October 3	Do not cross in front of the bus when exiting the bus. Response to comment about buses stopping at crosswalks.
October 4	LYMMO bus stop. Information session for the December service proposal. Service detour around Lake Eola for the Walk to End Alzheimer.
October 5	Throwback Thursday. Response to question about a bus pass order. Response to feedback about service.
October 6	World Smile Day. Service detour around Lake Eola for the Walk to End Alzheimer.
October 7	Kickstart your plans with our trip planner.
October 8	Safety message. Response to feedback about the elimination of the bus tracker application.
October 9	Welcoming APTA’s TRANSform conference attendees. Indigenous Peoples’ Day. Repost: APTA CEO welcomes attendees to the opening session. Tiffany Homler Hawkins addresses attendees at the APTA TRANSform conference. Repost: Jerry Demings and Tiffany Homler Hawkins at the TRANSform conference. Response to comment about Link service. Response to question about service on Columbus Day. Response to question about service at the airport in Terminal C.

LYNX Board Agenda

October 10	<p>World Mental Health Day. Acknowledged request to relocate a bus stop. Response to comment about a bus operator.</p>
October 11	<p>Repost: The best way to get to APTA TRANSform conference is public transportation. Florida Mall construction update. Service detour around Lake Eola for the Down Syndrome Walk. Service detour for the AdventHealth Lady Track Shack 5K. Response to request to relocate a bus stop to a more suitable area. Response to question about bus shelters. Response to feedback about riding our system for the first time. Response to feedback wheelchair accessibility.</p>
October 12	<p>Throwback Thursday. Service detour for Champions Ride for Charities. Response to feedback about riding the bus to the airport.</p>
October 13	<p>Leu Gardens is decorated for the season. Service detour around Lake Eola for the Down Syndrome Walk. Response to question about fare boxes. Response to question about bus fares. Response to comment about a PawPass account.</p>
October 14	<p>Service detour for Champions Ride for Charities. Service detour for the AdventHealth Lady Track Shack 5K. Public hearing and workshop to discuss the December service proposal.</p>
October 15	<p>Service detour for the Orlando Pride match. Luminary Green at Creative Village.</p>
October 16	<p>Take the bus for less than a gallon of gas. Service detour for the Come out with pride event.</p>
October 17	<p>Do's and Don'ts with Lennox.</p>
October 18	<p>Links 436S in Casselberry. Service detour on Livingston Street for construction. Response to comment about trash overflow at Lake Underhill Road. Response to comment about passengers on the bus. Response to comment about free rides for TSA employees.</p>
October 19	<p>Public workshop and hearing for the December service proposal. Service detour for the Come Out with Pride event. Response to question about a bus stop sign that was removed due to construction. Response to comment about a PawPass concern. Response to feedback about a bus operator.</p>

LYNX Board Agenda

October 20	We're hiring bus operators. Service detours on Livingston due to construction.
October 21	LYNX Youth and AdvantAge Id card.
October 22	LYNX See & Say application. Livingston Street service detours due to construction.
October 23	Train to Plane. Oversight Committee and Board of Directors meetings. Fare-free rides on Try Transit Day. Response to question about a detour for Link 49.
October 24	New Rides on Demand application.
October 25	Oversight Committee and Board of Directors meetings. Tiffany Homler Hawkins on Transit Unplugged. Service detour on Broadway Street for Boo on Broadway. Response to feedback about a bus shelter. Response to question about filing a formal complaint. Response to question about trip planning. Response to comment about Link 42. Response to a question about routes and schedules. Response to comment about Link 8. Response to question about Link 350. Response to complaint about ACCESS LYNX. Response to feedback about the Rides on Demand applications.
October 26	Fare-free rides on Try Transit Day. Service detour for the Making Strides Against Breast Cancer Walk. Service detour for the State of Downtown. December service change. Response to comment about Link 8 service. Response to question about job openings at LYNX. Response to feedback about trash overflow at a bus stop. Response to feedback about a bus operator on Link 45. Response to question about discounted fares.
October 27	Service detour on Broadway Street for Boo on Broadway. Mobility Week. Response to request to extend service. Response to question about bus passes.
October 28	Service detour for the Making Strides Against Breast Cancer Walk. Downtown Orlando.
October 29	Priority seats on the bus. Response to comment about courtesy seats.

LYNX ard Agenda

October 30	New Rides on Demand application. Pine Hills Transfer Center groundbreaking. Response to question about service at Fort Myers Airport. Response to questions about bus passes. Question about the bus tracker application.
October 31	Happy Halloween.

Social Media Usage	October 2023
Facebook Page Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more. Reach is different from impressions , which may include multiple views of your posts by the same people. This metric is estimated .	12,391
Facebook Page and Profile Visits: The number of times our Page was visited.	6,139
Total Facebook Posts	64
Facebook Engagement: The sum of reactions, comments and shares received by content associated with our Pages (for the selected timeframe). Includes comments from the author of the post.	1.6K Engagements: 1.2K Reactions, 223 Comments, 152 Shares
Total Tweets	81
Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.	183 Engagements: 147 Likes, 24 Retweets, 11 Replies
Website Usage	October 2023
Total Pageviews	111K
Total User Visits	44K

LYNX Board Agenda

Commuter Vanpool Program – October 2023

Vanpool	October 2023
Vanpool Participants	515
Total Revenue Miles	123,000
New Vanpool	0
Returned Vanpools	2
Current Vans at Service	121
Pending Interests	None
Events	None

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

Advertising Sales – October 2023

Advertising Sales Revenue	October	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$453,985.50	\$272,391.30	\$453,985.50	\$272,391.30

LYNX Board Agenda

Monthly Report E

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Monthly Financial Report - November 2023

Date: 02/21/2024

Please find attached the preliminary monthly financial report for the second month ending November 30, 2023.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 STATEMENTS OF REVENUES AND EXPENSES
 For the Two Months Ending November 30, 2023
 (UNAUDITED)

	As of 11/30/2023		% Actual compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	\$ 3,402,897	\$ 3,371,961	99%
Contract services	735,214	667,705	91%
Advertising	421,668	421,667	100%
Interest & Other income	247,373	1,159,753	469%
Federal Revenue	2,111,569	2,607,647	123%
CARES/CRRSAA/ARPA Federal Revenue	0	0	0%
State Revenue	2,428,792	2,486,799	102%
Local Revenue	2,197,652	2,313,112	105%
Local Revenue Funding Partner	15,331,948	15,331,949	100%
TOTAL REVENUE	26,877,114	28,360,592	106%
EXPENSE			
Salaries, Wages & Fringe Benefits	18,799,917	18,467,937	98%
Other services	3,222,624	1,309,220	41%
Fuel	2,254,471	2,339,160	104%
Materials and supplies	1,733,040	1,535,401	89%
Utilities	355,603	225,718	63%
Casualty & Liability	810,217	765,073	94%
Taxes and licenses	105,625	133,205	126%
Purchased transportation services	4,886,047	5,040,262	103%
Leases & Miscellaneous	698,269	968,872	139%
Interest Expense	8,254	0	0%
TOTAL EXPENSE	32,874,067	30,784,849	94%
 CHANGE IN NET POSITION	 <u><u>\$ (32,874,067)</u></u>	 <u><u>\$ (30,680,449)</u></u>	 <u><u>93%</u></u>

LYNX Board Agenda

Monthly Report F

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Monthly Financial Report - September 2023

Date: 02/21/2024

Please find attached the monthly financial report for the Twelfth month ending September 30, 2023.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 ORGANIZATION WIDE
 STATEMENTS OF REVENUES AND EXPENSES
 For the Twelve Months Ending September 30, 2023
 (UNAUDITED)

	As of 9/30/2023		% Actual compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	\$ 18,367,662	\$ 20,215,811	10%
Contract services	4,434,073	4,303,854	(3%)
Advertising	2,714,796	2,963,065	9%
Interest & Other income	3,980,000	7,831,369	97%
Federal Revenue	14,536,627	14,973,478	3%
State Revenue	14,740,508	15,244,194	3%
Local Revenue	12,246,354	11,820,078	(3%)
Local Revenue Funding Partner	79,992,773	79,992,773	(0%)
TOTAL REVENUE	<u>151,012,793</u>	<u>157,344,621</u>	<u>4%</u>
EXPENSE			
Salaries, Wages & Fringe Benefits	104,203,615	108,405,138	(4%)
Other services	12,991,770	9,294,720	28%
Fuel	14,508,025	13,102,961	10%
Materials and supplies	10,084,010	9,770,604	3%
Utilities	1,794,203	1,958,626	(9%)
Casualty & Liability	4,661,099	5,439,125	(17%)
Taxes and licenses	558,022	594,332	(7%)
Purchased transportation services	31,587,576	32,906,964	(4%)
Leases & Miscellaneous	1,794,301	1,596,511	11%
Interest Expense	56,155	41,406	26%
TOTAL EXPENSE	<u>182,238,775</u>	<u>183,110,388</u>	<u>(0%)</u>
CHANGE IN NET POSITION	<u>\$ (31,225,982)</u>	<u>\$ (25,765,767)</u>	<u>17%</u>

LYNX Board Agenda

Monthly Report G

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6169

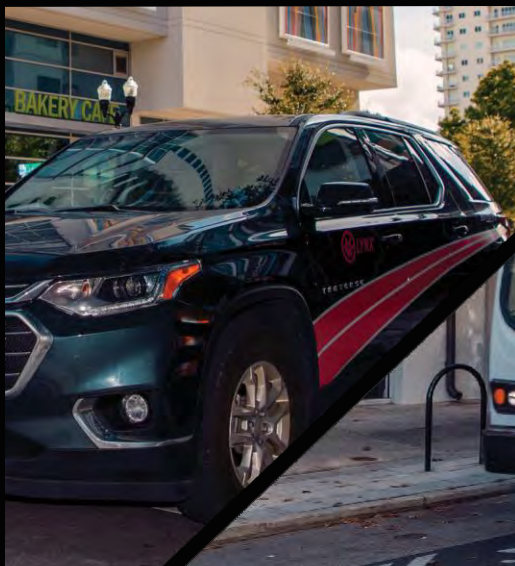
Item Name: Paratransit Monthly Report - January 2024

Date: 02/21/2024

Please find attached the monthly report for Paratransit Services – January 2024.



ACCESS LYNX Paratransit Monthly Status Report

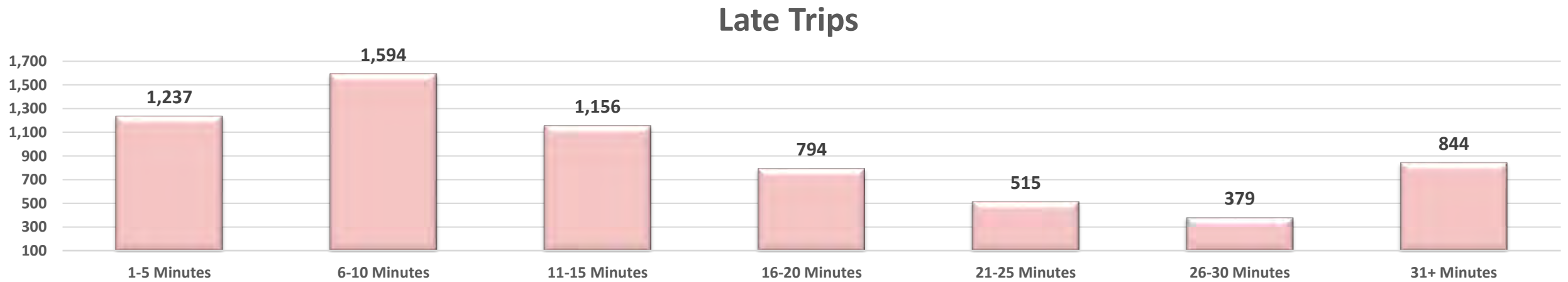
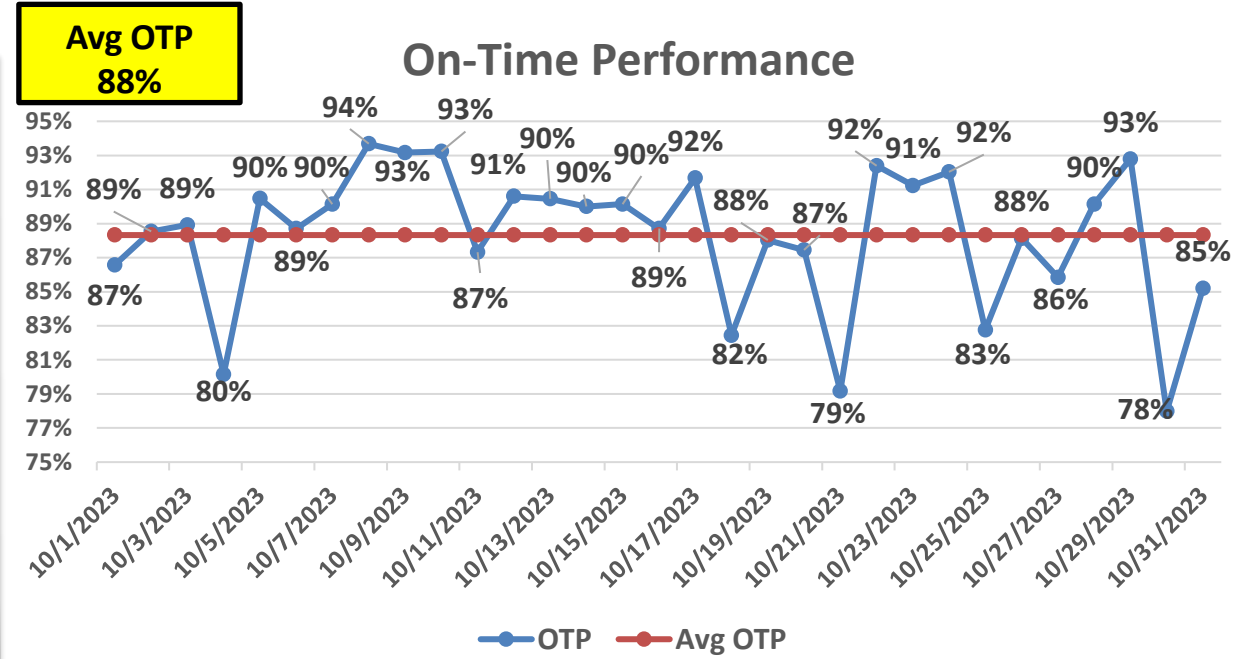
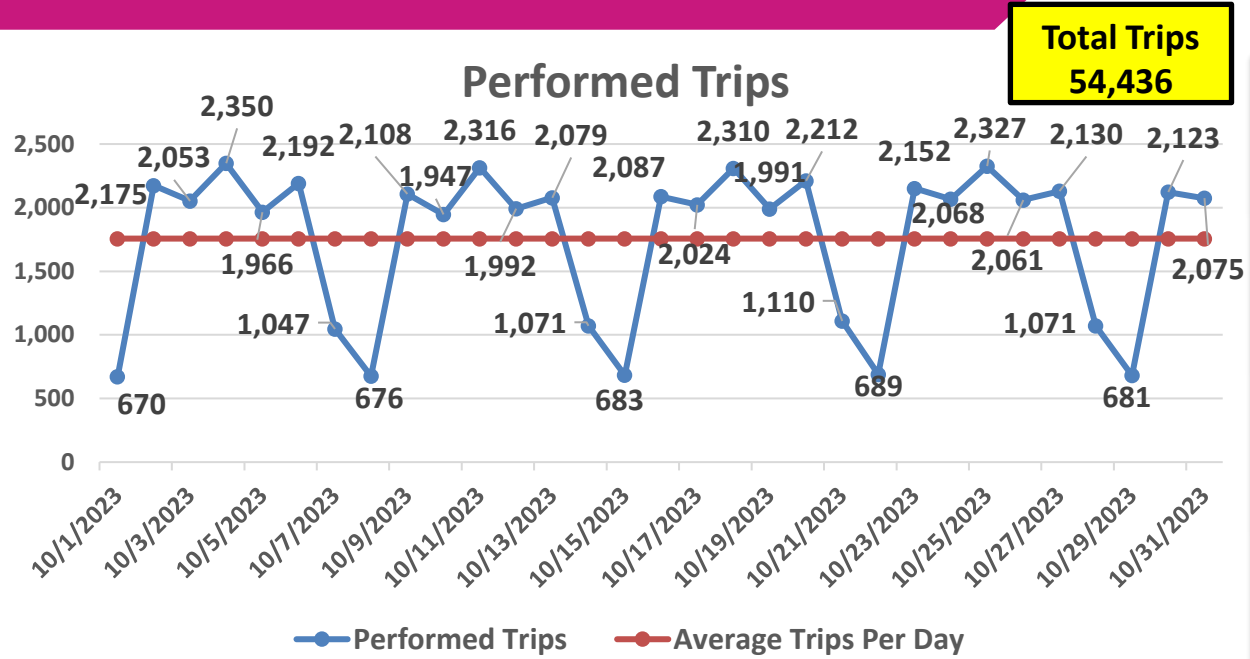


Overview



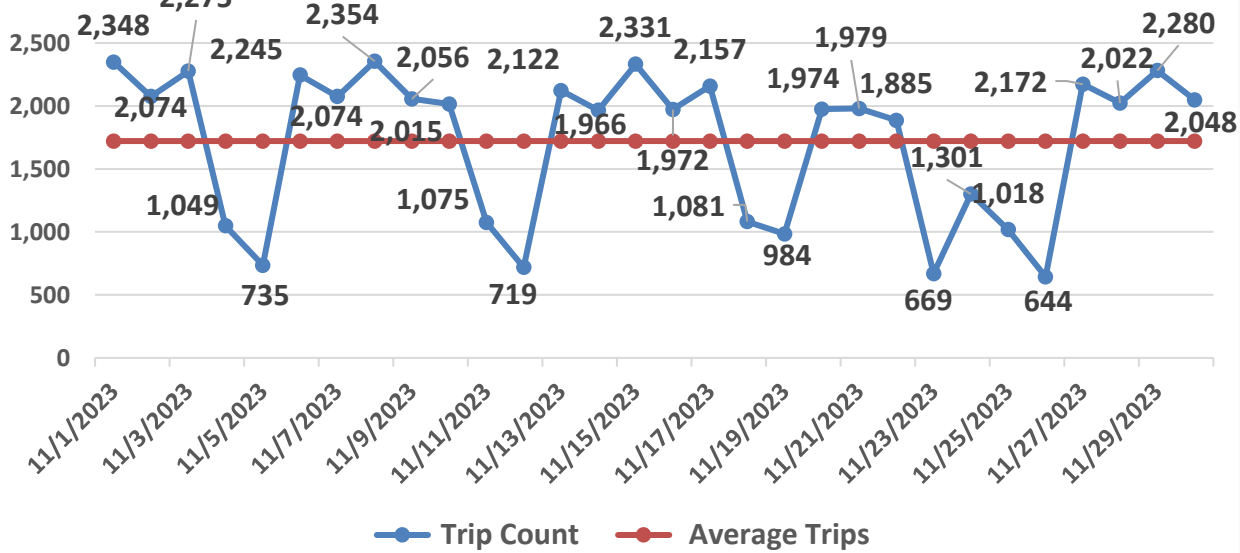
- Paratransit Service
 - FY24 Performance
 - By Month
 - FY24 Year-to-date
- Paratransit Fleet Status Update
 - Utilization and Maintenance
- Summary for FY24 report period

Performance – October 2023



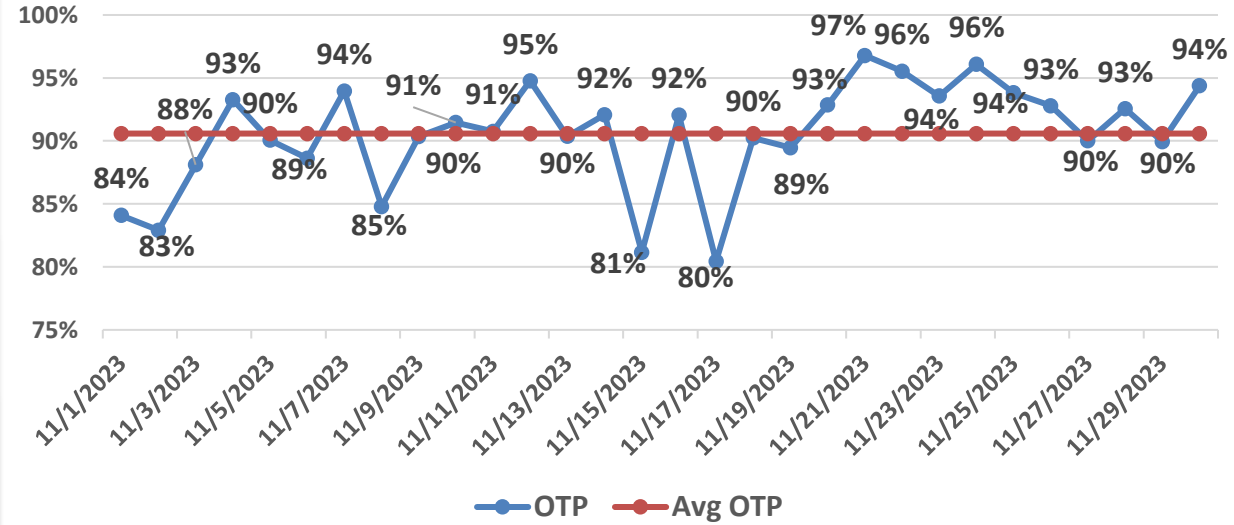
Performance - November 2023

Performed Trips

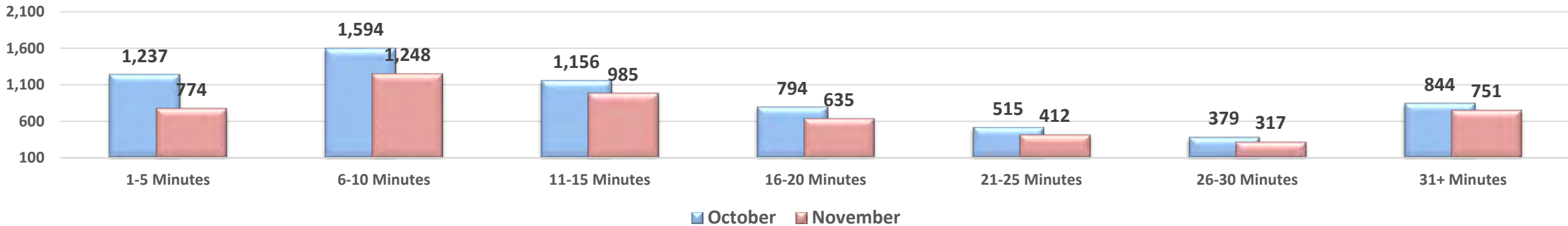


Avg OTP 91%

On-Time Performance



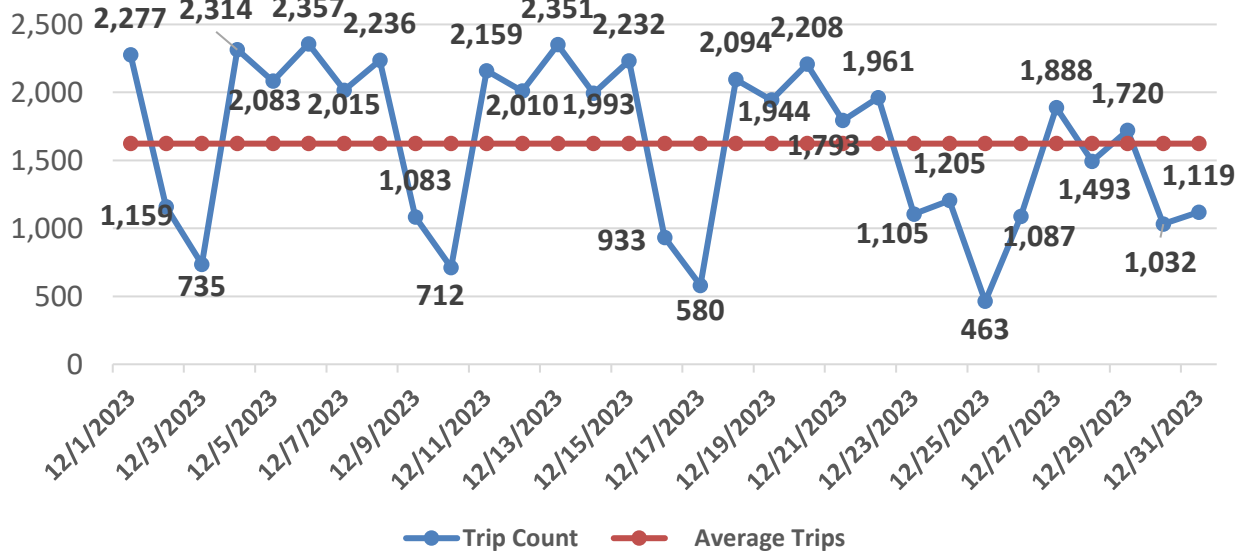
Late Trips



Performance - December 2023

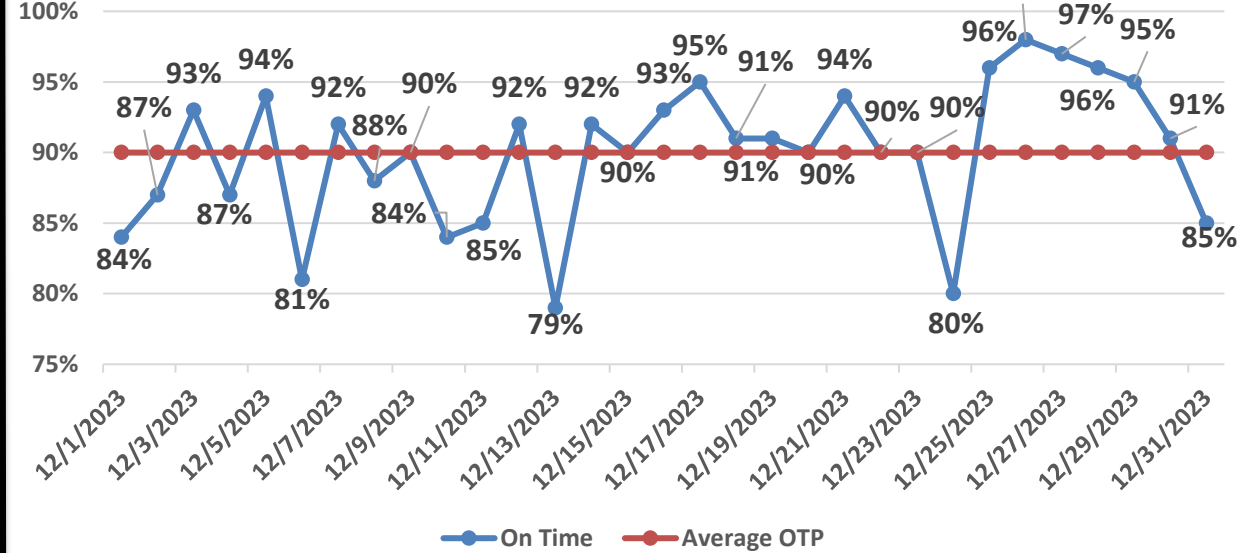
Performed Trips

Total Trips
50,342

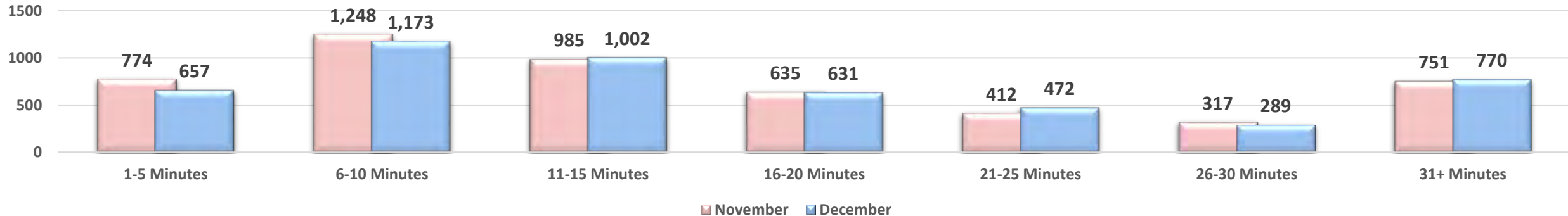


Avg OTP
90%

On-Time Performance

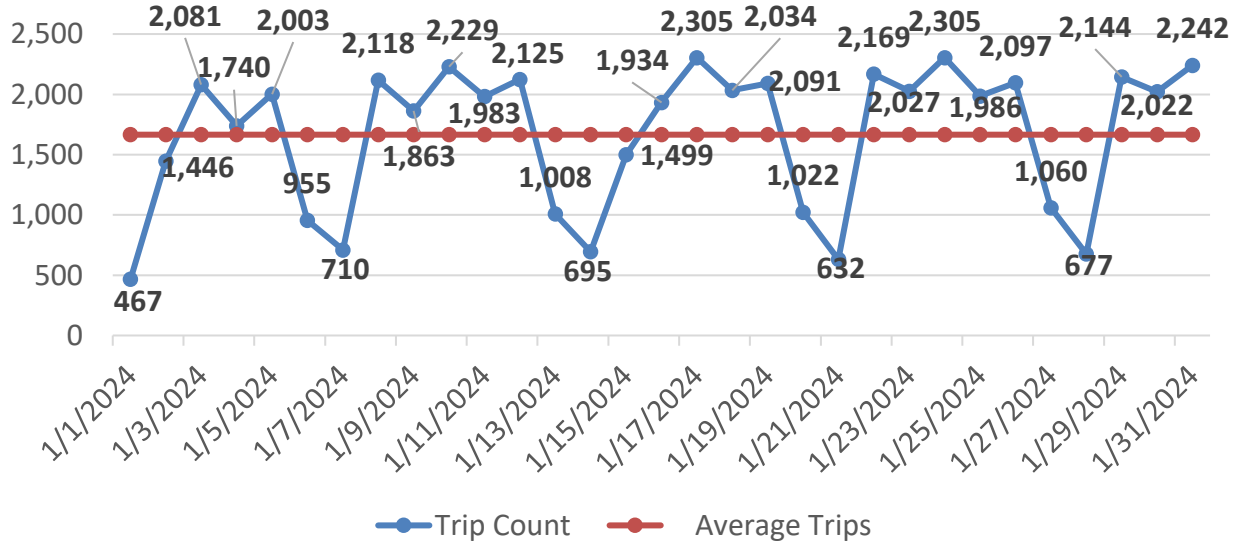


Late Trips



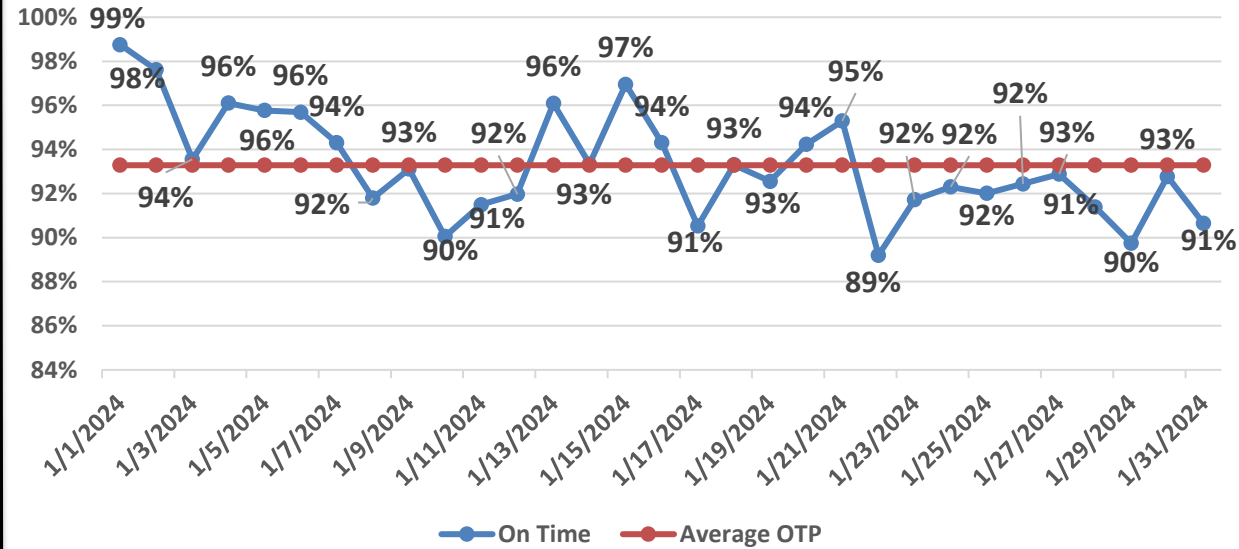
Performance – January 2024

Performed Trips

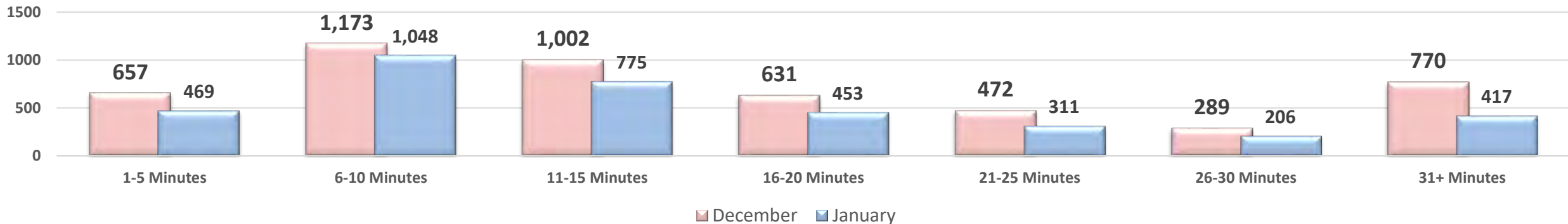


Avg OTP 93%

On-Time Performance



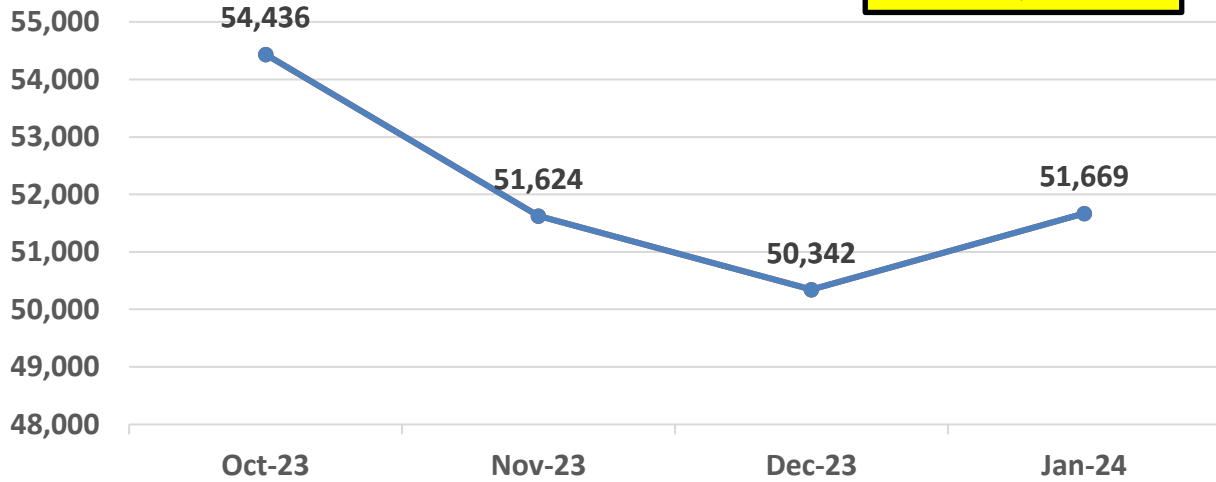
Late Trips



Performance FY 2024

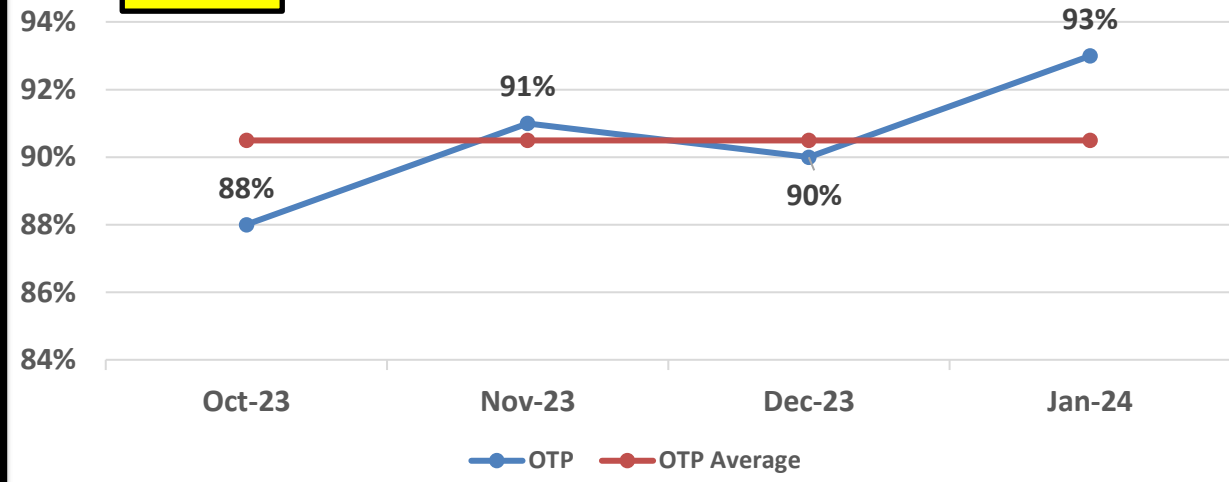
Performed Trips

**FY 24 To-Date
208,071**

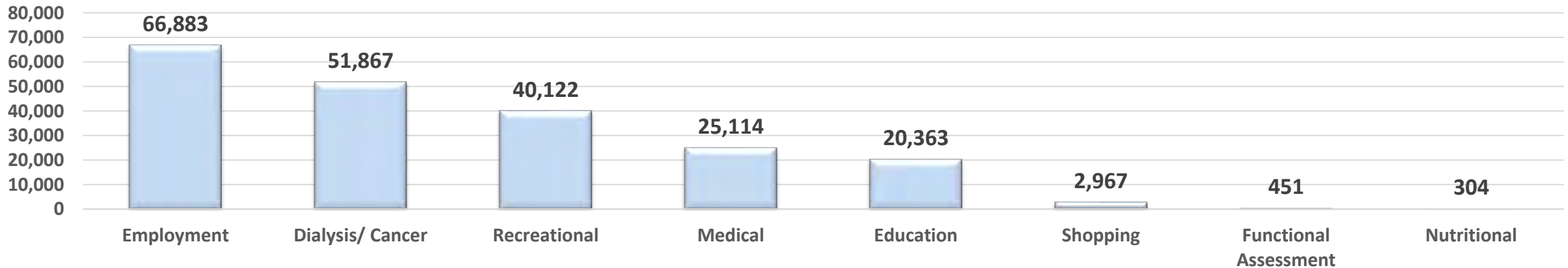


On-Time Performance

**Avg OTP
91%**



Trip Count by Purpose



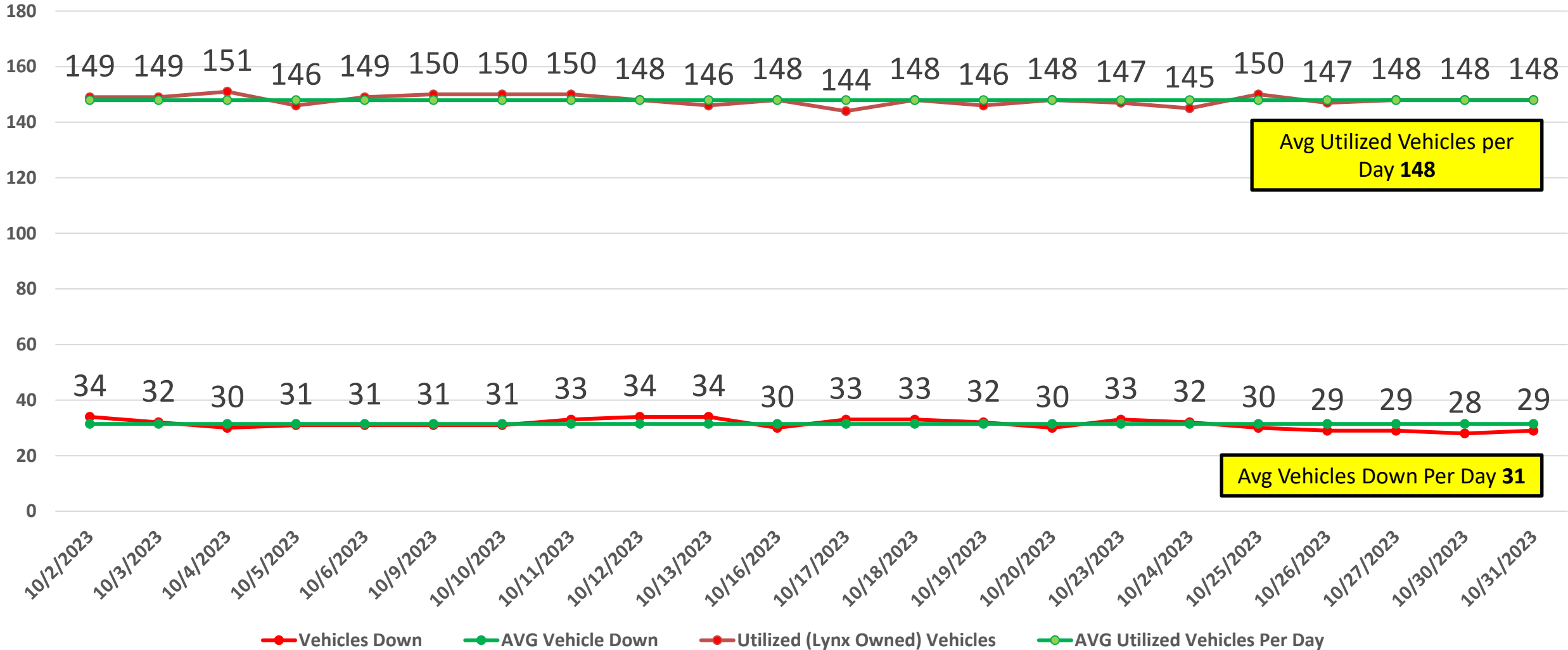
Paratransit Fleet



- Paratransit Vehicle Replacement program has been initiated
 - 50 new vehicle have been ordered to upgrade fleet.
 - Deliveries in FY24 3rd Quarter
 - Initial replacement of smaller Vans with limited seating capacity
- Continue Contractor's maintenance program
 - Effort has reduced the number of vehicles on "Down List"
 - Engine replacements and associated parts is primary issue
- LYNX Maintenance Team providing weekly vehicle inspections and oversight

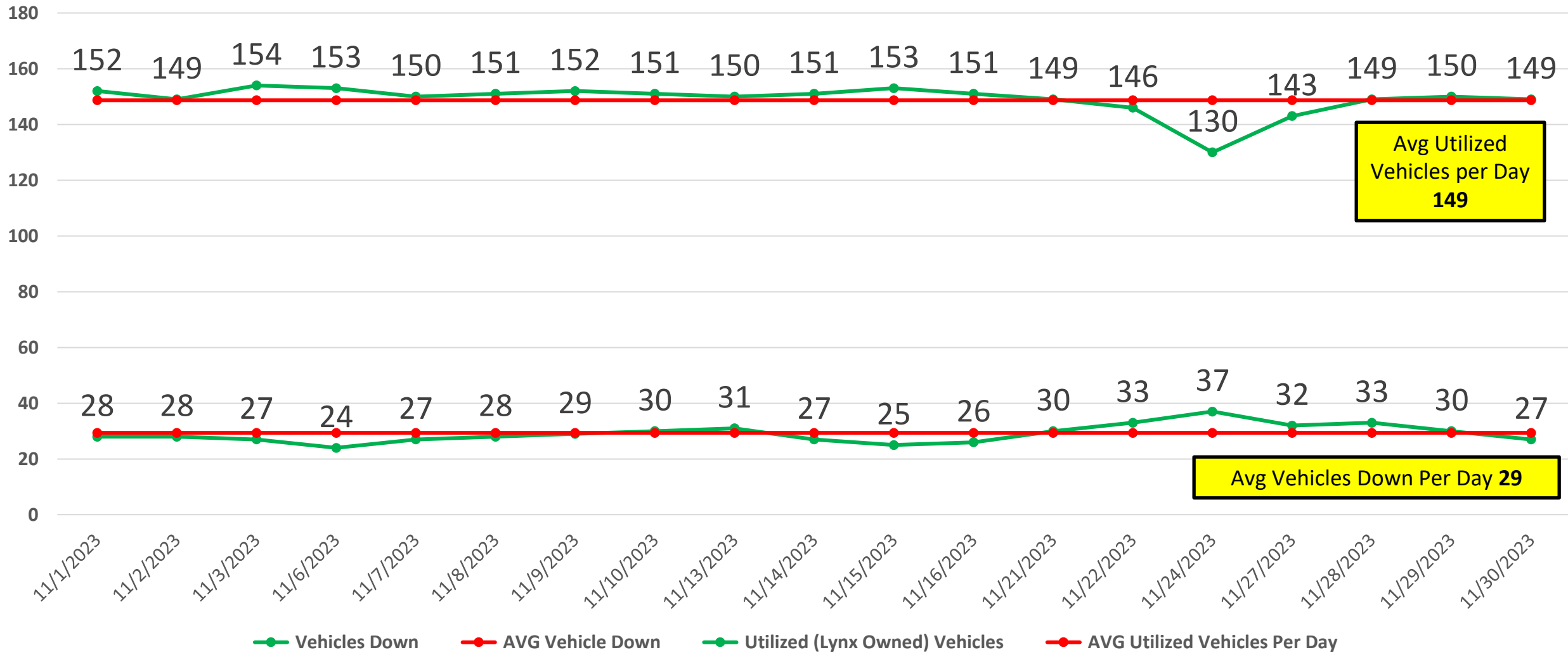
Paratransit Fleet- October 2023

Daily Utilized Vehicles VS. Daily Vehicles Down



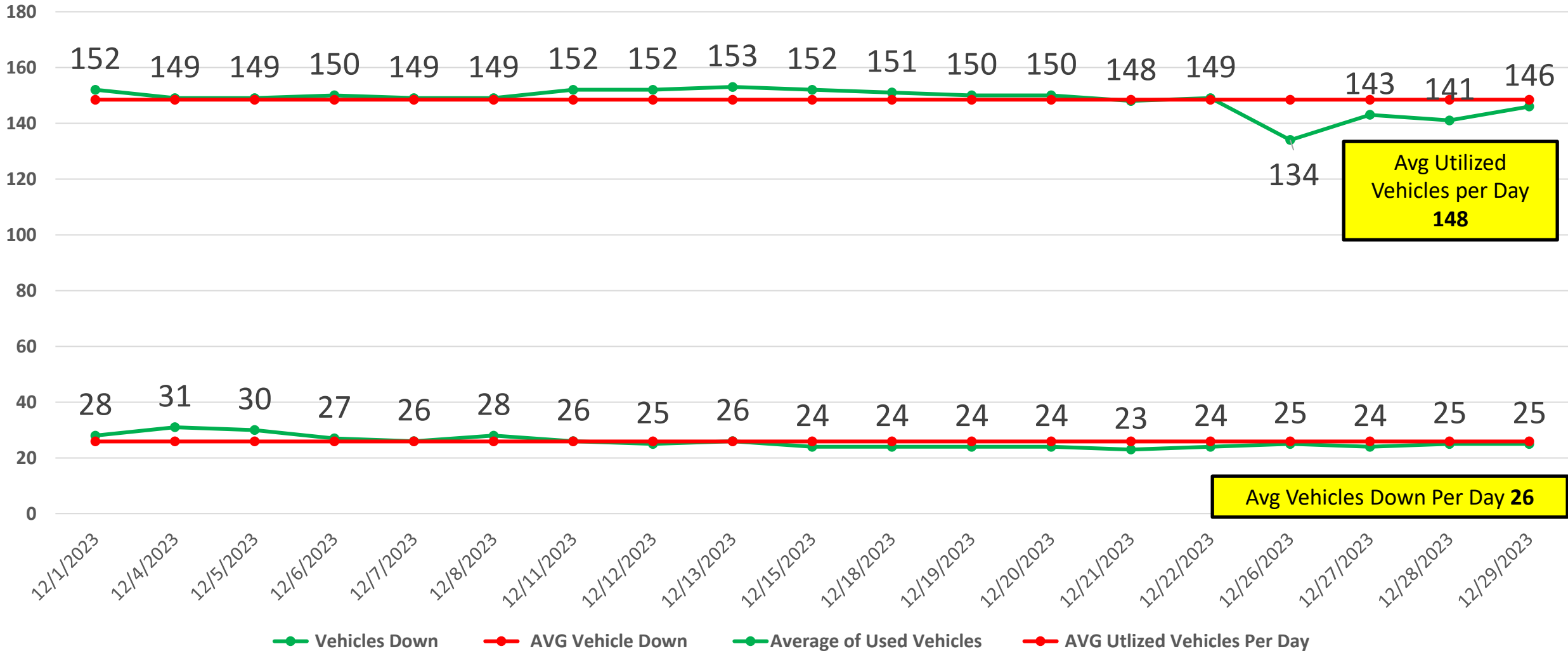
Paratransit Fleet - November 2023

Daily Utilized Vehicles VS. Daily Vehicles Down



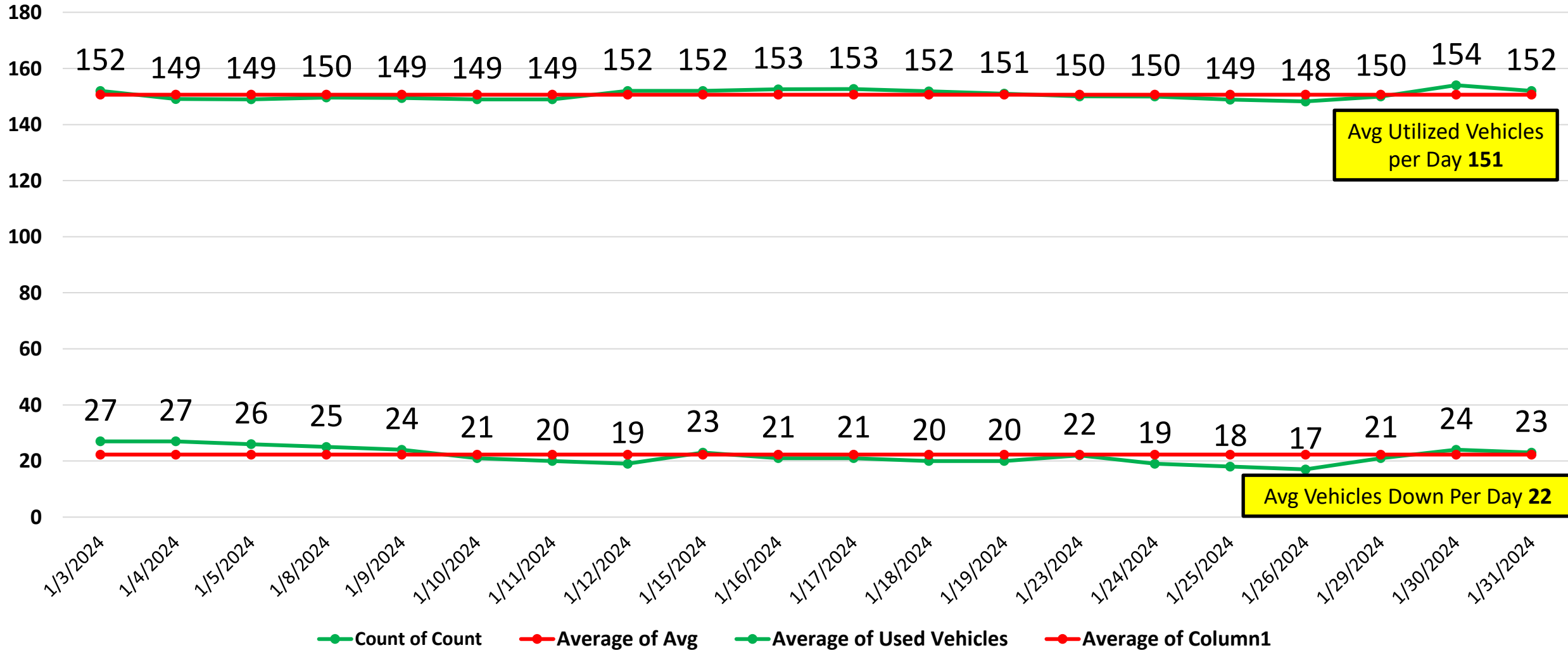
Paratransit Fleet- December 2023

Daily Utilized Vehicles VS. Daily Vehicles Down



Paratransit Fleet- January 2024

Daily Utilized Vehicles VS. Daily Vehicles Down



Summary

- Continuous review and oversight regarding performance and system efficiencies
 - Initiated Quarterly Contract Compliance reviews
- Demand for paratransit trips is stable above 50,000+ trips monthly
- Successfully reached a sustainable On-Time-Performance (OTP) at or above 90% per month
 - Continue focus on Late trips corrective action (30 minutes+)
- Training and implementation of Web ACCESS and Mobile App to support client's accessing their own trip information
- Facility refurbishment continues to support Paratransit Operations

LYNX Board Agenda

Monthly Report H

To: LYNX Board of Directors

From: James Boyle
Director Of Planning And Development
Bruce Detweiler
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Ridership Report - December 2023

Date: 02/21/2024

The attached monthly Performance Report includes November 2023 Year-To-Date figures for ridership and other performance indicators. Total ridership for December 2023 was 1,562,869. This is a 4.9% increase from December 2022. On-Time Performance for Fiscal Year-To-Date 2024 is 62%.

- LYNX overall ridership increased by 70K, or 4.9%, compared to December 2022. Year-to-date ridership for FY-24 (4,826,788) increased 6.7% compared to FY-23 (4,522,636)
- LYMMO ridership decreased by 7K, or 17.8%, compared to December 2022. Year-to-date ridership for FY-24 (105,889) decreased 3.7% compared to FY-23 (109,938).
- Fixed Route ridership increased by 70K, or 5.2%, compared to December 2022. Year-to-date ridership for FY-24 (4,445,113) increased by 7.1% compared to FY-23 (4,149,733).
- NeighborLink ridership decreased by 1400, or 16.6%, compared to December 2022. Year-to-date ridership for FY-24 (22,883) decreased 8.7% compared to FY-23 (25,052).
- ACCESS LYNX ridership increased by 12K, or 23.8%, compared to December 2022. Year-to-date ridership for FY-24 (185,422) increased 23.5% compared to FY-23 (150,173).
- Vanpool ridership decreased by 700, or 3.2%, compared to December 2022. Year-to-date ridership for FY-24 (61,182) decreased by 0.3% compared to FY-23 (61,354).
- Special event ridership for December 2023 is 3,639.

LYNX Board Agenda

Monthly Report I

To: LYNX Board of Directors

From: **James Boyle**
Director Of Planning And Development
Bruce Detweiler
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Ridership Report - November 2023

Date: 02/21/2024

The attached monthly Performance Report includes November 2023 Year-To-Date figures for ridership and other performance indicators. Total ridership for November 2023 was 1,585,246 This is a 7.5% increase from November 2022. On-Time Performance for Fiscal Year-To-Date 2024 is 60%.

- LYNX overall ridership increased by 110K, or 7.5%, compared to November 2022. Year-to-date ridership for FY-23 (3,263,919) increased 7.6% compared to FY-22 (3,033,105)
- LYMMO ridership increased by 1K, or 3.1%, compared to November 2022. Year-to-date ridership for FY-24 (73,203) increased 4.3% compared to FY-23 (70,161).
- Fixed Route ridership increased by 120K, or 8.7%, compared to November 2022. Year-to-date ridership for FY-24 (3,005,919) increased by 8.1% compared to FY-23 (2,781,276).
- NeighborLink ridership decreased by 900, or 11.5%, compared to November 2022. Year-to-date ridership for FY-24 (15,901) decreased 4.7% compared to FY-23 (16,679).
- ACCESS LYNX ridership increased by 14K, or 30.1%, compared to November 2022. Year-to-date ridership for FY-24 (123,648) increased 23.3% compared to FY-23 (100,283).

LYNX Board Agenda

- Vanpool ridership decreased by 200, or 0.9%, compared to November 2022. Year-to-date ridership for FY-24 (42,588) increased by 1% compared to FY-23 (42,151).
- Special event ridership for November 2023 is 2,660.

LYNX Board Agenda

Monthly Report J

To: LYNX Board of Directors

From: James Boyle
Director Of Planning And Development
Bruce Detweiler
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Ridership Report - October 2023

Date: 02/21/2024

The attached monthly Performance Report includes October 2023 Year-To-Date figures for ridership and other performance indicators. Total ridership for October 2023 was 1,678,673. This is a 7.7% increase from October 2022. On-Time Performance for Fiscal Year-To-Date 2024 is 57%.

- LYNX overall ridership increased by 100K, or 7.7%, compared to October 2022. Year-to-date ridership for FY-24 (1,678,673) increased 7.7% compared to FY-23 (1,558,348)
- LYMMO ridership increased by 2K, or 5.6%, compared to October 2022. Year-to-date ridership for FY-24 (37,109) increased 5.6% compared to FY-23 (35,150).
- Fixed Route ridership increased by 110K, or 7.5%, compared to October 2022. Year-to-date ridership for FY-24 (1,550,580) increased by 7.5% compared to FY-23 (1,441,821).
- NeighborLink ridership increased by 100, or 1.9%, compared to October 2022. Year-to-date ridership for FY-24 (8,680) increased 1.9% compared to FY-23 (8,517).
- ACCESS LYNX ridership increased by 9K, or 17.0%, compared to October 2022. Year-to-date ridership for FY-24 (60,701) increased 17.0% compared to FY-23 (51,883).
- Vanpool ridership increased by 700, or 3.0%, compared to October 2022. Year-to-date ridership for FY-24 (21,603) increased by 3.0% compared to FY-23 (20,997).
- There was no special event ridership for October 2023.



December 2023 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Dec-22	Dec-23	% Δ	YTD-23	YTD-24	% Δ
LYMMO	39,777	32,686	-17.8%	109,938	105,889	-3.7%
Fixed Route	1,368,457	1,439,194	5.2%	4,149,733	4,445,113	7.1%
NeighborLink	8,373	6,982	-16.6%	25,052	22,883	-8.7%
ACCESS LYNX	49,890	61,774	23.8%	150,173	185,422	23.5%
Vanpool	19,203	18,594	-3.2%	61,354	61,182	-0.3%
Special Events	3,831	3,639	-5.0%	26,386	6,299	-76.1%
SYSTEM TOTAL	1,489,531	1,562,869	4.9%	4,522,636	4,826,788	6.7%

December-22	22 Weekdays	5 Saturdays	4 Sundays
December-23	20 Weekdays	5 Saturdays	6 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Dec-22	Dec-23	% Δ	Dec-22	Dec-23	% Δ	Dec-22	Dec-23	% Δ
LYMMO	1,588	1,120	-29.5%	570	1,052	84.6%	497	840	69.0%
Fixed Route	48,655	54,106	11.2%	34,450	36,334	5.5%	22,255	23,787	6.9%
NeighborLink	335	299	-10.7%	248	202	-18.5%	-	-	-
ACCESS LYNX	1,901	2,496	31.3%	1,070	1,347	25.9%	682	855	25.4%
Vanpool	455	428	-5.9%	141	193	36.9%	85	75	-11.8%
SYSTEM TOTAL	52,934	58,449	10.4%	36,479	39,128	7.3%	23,519	25,557	8.7%

LYNX ridership increased by about 70K, or 4.9%, compared to December 2022.

LYMMO ridership decreased by about 7K, or 17.8%, compared to December 2022. Compared to December 2022, average weekday ridership for LYMMO was down 29.5% however there were increases to average Saturday and Sunday ridership by 84.6% and 69.0% respectively. Overall LYMMO ridership increases are primarily due to the extension of the LYMMO Lime line and frequency changes on the LYMMO Orange and LYMMO Grapefruit lines in December 2022.

Fixed Route ridership increased by about 70K, or 5.2%, compared to December 2022. Average weekday ridership increased by 11.2% compared to the same time period last year. Ridership is showing a steady recovery from losses incurred from the COVID-19 pandemic with routes such as the 38, 55, and 426 exceeding their pre-COVID ridership.

NeighborLink ridership decreased by about 1400, or 16.6%, compared to December 2022. NeighborLink ridership saw a 10.7% decrease in average weekday ridership and an 18.5% decrease in average Saturday ridership.

ACCESS LYNX ridership increased by about 12K, or 23.8%, compared to December 2022. Ridership showed a 31.3% increase to average weekday ridership and increases of 25.9% and 25.4% to average ridership on Saturdays and Sundays respectively.

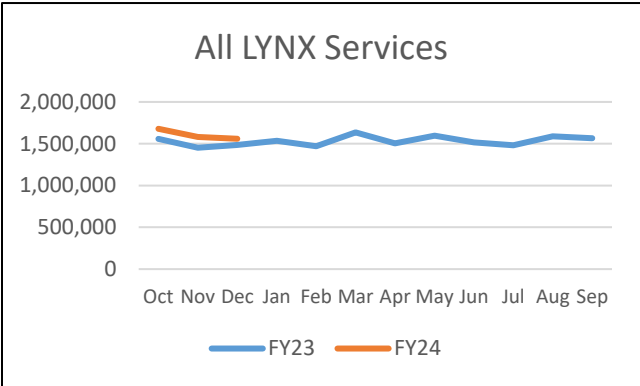
Vanpool ridership decreased by about 700, or 3.2%, compared to December 2022. Vanpool continues to remain consistent in ridership, maintaining the same trends currently in FY24 that were seen in FY23.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.50/gallon in December 2022 and \$3.36/gallon in December 2023. Historically, high gas prices can result in increased public transit ridership.

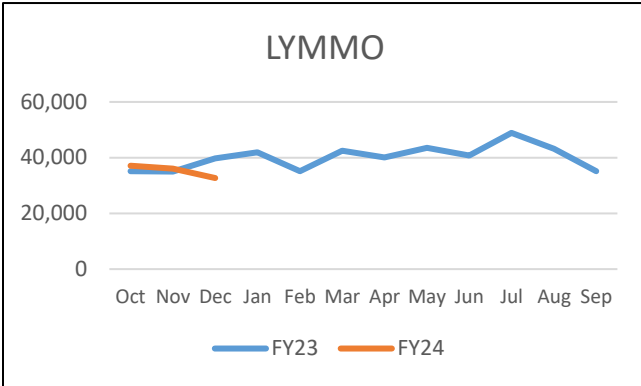


December 2023 Service Performance Report

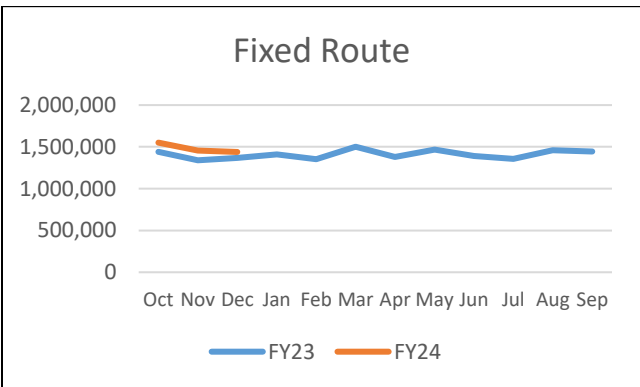
MONTHLY RIDERSHIP TRENDS BY MODE



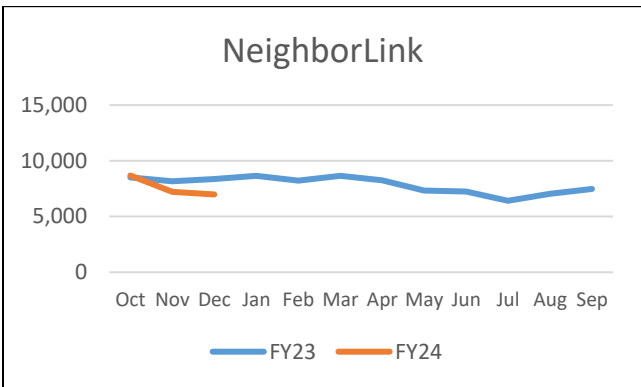
Year-to-Date Fiscal Year 2024 LYNX system-wide ridership has increased by 6.7% compared to Fiscal Year 2023.



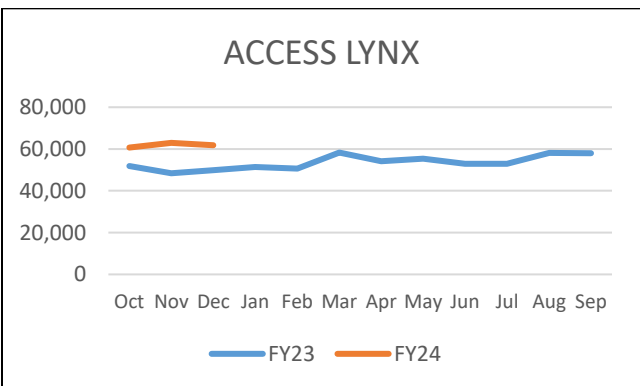
Year-to-Date Fiscal Year 2024 LYMMO ridership has decreased by 3.7% compared to Fiscal Year 2023.



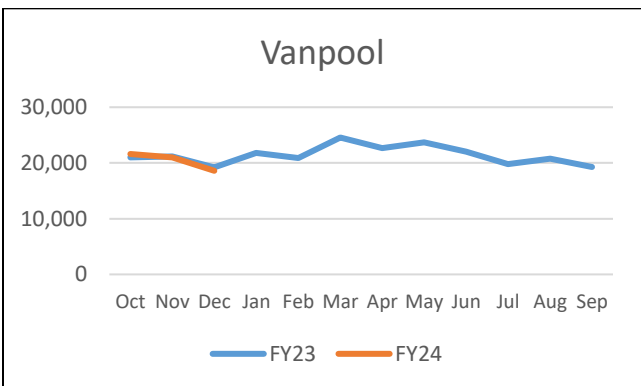
Year-to-Date Fiscal Year 2024 Fixed Route ridership has increased by 7.1% compared to Fiscal Year 2023.



Year-to-Date Fiscal Year 2024 NeighborLink ridership has decreased by 8.7% compared to Fiscal Year 2023.



Fiscal Year 2024 ACCESS LYNX ridership has increased by 23.5% compared to Fiscal Year 2023.



Year-to-Date Fiscal Year 2024 Vanpool ridership has decreased by 0.3% compared to Fiscal Year 2023.



December 2023 Service Performance Report

Fixed Route and LYMMO Monthly Performance Data

Fixed Route - Modal Performance Data - December 2023									
Month	Ridership	Passengers per Trip	On-Time Performance	Farebox Recovery	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	1,550,580	17	59%	14%	10	90,603	98%	224	83%
Nov	1,455,339	17	60%	10%	10	87,373	98%	193	97%
Dec	1,439,194	17	62%	13%	9	88,578	98%	188	56%
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
YTD	4,445,113	17	60%	12%	29	266,554	98%	201.6667	79%

LYMMO - Modal Performance Data - December 2023								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	37,109	5	65%	1	7,128	95%	14	83%
Nov	36,094	5	66%	0	6,867	97%	8	97%
Dec	32,686	5	65%	0	6,914	97%	8	56%
Jan								
Feb								
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
YTD	105,889	5	65%	1	20,909	96%	10	79%



December 2023 Service Performance Report

NeighborLink and ACCESS LYNX Monthly Performance Data

NeighborLink - Modal Performance Data - December 2023						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	8,680	100%	100%	0	15	100%
Nov	7,221	100%	100%	0	15	100%
Dec	6,982	100%	100%	0	14	100%
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	22,883	100%	100%	0	15	100%

ACCESS LYNX - Modal Performance Data - December 2023						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	60,701	87%	94%	1	148	77%
Nov	62,947	91%	95%	0	149	77%
Dec	61,774	90%	99%	0	157	77%
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	185,422	89.33%	96.00%	1	15133%	77%



December 2023 Service Performance Report

Definitions of Metrics Used on the Monthly Performance Data Sheets

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

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

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

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

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

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

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

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

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

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

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

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