

LYNX Board Agenda

Meeting Date: 02/27/2025
Meeting Time: 1:00 PM

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

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

1. Call to Order

2. Approval of Minutes

-  Board of Directors Meeting Minutes 1.23.25

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 Paratransit Functional Assessment and Travel Training Services Pg 8
- ii.  Authorization to Release a Request for Proposal (RFP) for NeighborLink On-Demand Mode of Services Pg 10






B. Award Contracts

- i.  Authorization to Negotiate and Award Contract 25-C079 to Enterprise Leasing Company of Orlando, LLC for Vanpool Management Services and Increase Vehicle Fares Pg 12





C. Extension of Contracts

- i.  Authorization to Exercise the First Option Year of Contract 22-C39 with DesignLab, LLC for Bus Operators, Transportation and Maintenance Supervisors Uniforms Pg 14




D. Miscellaneous

- i.  Authorization to Auction Surplus Capital Items Pg 16
- ii.  Authorization to Enter into a Cooperative Purchase Agreement with LoansAtWork, Inc., Formerly Known as BMG Money, Inc., for Employee Voluntary Payroll Deduction Loan Services Pg 22
- iii.  Authorization to Ratify a Contract with Akerman, LLP for Pension Legal Services for a Not to Exceed Amount of \$50,000 Pg 24
- iv.  Authorization to Execute a Contract for Labor/Employment Legal Services to GrayRobinson, P.A. for a Not to Exceed Amount of \$600,000 for the Initial Three-Year Term Pg 25
- v.  Authorization to Declare March 2025 as Procurement Month Pg 26





-Attachments 

- vi.  Approval of the Updated LYNX Reserve Policy Pg 29
-Attachments 
- vii.  Approval of the LYNX Funding Model Policy Pg 37
-Attachments 

7. Action Agenda

- A.  Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2026 Block Grant Funding and Adoption of Resolution 25-002 Pg 44
-Attachments 
- B.  Authorization to Submit the Fiscal Year 2025 Transit Development Plan Annual Update to the Florida Department of Transportation (FDOT) Pg 48

8. Information Items

- A.  Notification of Disadvantaged Business Enterprise (DBE) Program Updates Pg 50
- B.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 - January 2025 Pg 52
- C.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 54
-Attachments 

9. Monthly Reports

- A.  Communications Report - January 2025 Pg 57
- B.  Monthly Financial Report - November 2024 Pg 63
-Attachments 
- C.  Paratransit Monthly Report - December 2024 Pg 65
-Attachments 
- D.  Ridership Report - December 2024 Pg 76
-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: January 23, 2025

TIME: 1:00 p.m.

Members in Attendance:

Viviana Janer, Commissioner, Osceola County BoCC, Chair
Buddy Dyer, Mayor, City of Orlando, Vice-Chair
Jerry Demings, Mayor, Orange County
John Tyler, Secretary, Florida Department of Transportation – District 5, Secretary
Amy Lockhart, Commissioner, Seminole County BoCC

1. Call to Order

Chair Janer called the meeting to order at 1:03 p.m.

Chair Janer asked Mayor Dyer to lead the Pledge of Allegiance.

2. Approval of Minutes

Mayor Dyer moved to approve the Board of Directors meeting minutes of December 12, 2024. Seconded by Secretary Tyler. The minutes were unanimously approved as presented.

3. Public Comments

Tamiko Kirt – Apopka, FL

Ms. Kirt has an issue with the new service changes on Link 44 and would like to know who to complain to about NeighborLink. Chair Janer asked LYNX staff to help Ms. Kirt.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, stated that each member has been given a palm card that shows a new transit awareness campaign that is a partnership with FDOT and transit agencies across the state of Florida, to bring awareness to the benefits of transit. The website is transitconnectsflorida.com. This highlights the economic impact of transit and all of the services that are available in the state of Florida.

LYNX provided almost twenty million trips, across all modes, in 2024. In January 2025, ridership is fifteen percent over the ridership from January 2024. A new high has been reached since February 2020. On January 15, ridership was sixty-seven thousand one-hundred fifty-four trips on the fixed-route system, which equals about seventy thousand trips across all modes of service.

LYNX staff is ready to assist the funding partners with the cold weather shelters and warming centers that opened last weekend.

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 December 12, 2024, Oversight meeting.

Leslie Felix, Osceola County representative of the Finance & Audit Committee, gave a report on the January 16, 2025 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.

There were discussions on the updated Reserve Policy and the Funding Model.

6. Consent Agenda:

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

A. Award Contracts

- i. Authorization to Negotiate and Award a Contract to Magnetic Ticket & Label Corporation for Printing of Fare Media for a Not to Exceed Amount of \$210,381
- ii. Authorization to Negotiate and Award a Contract to ELERTS Corporation for a Transit Safety and Security Mobile Application for a Not to Exceed Amount of \$124,950

B. Miscellaneous

- i. Authorization to Enter into Sub-Recipient Agreements and Award Funds Under Section 5310 to Selected Human Services Agencies
- ii. Authorization to Negotiate a Contract with WSP USA, Inc. for Professional Engineering Services for the I-Drive Transit Project National Environmental Policy Act (NEPA), Preliminary Engineering and Federal Transit Administration (FTA) Small Starts Project Development

Secretary Tyler made a motion to approve Consent Agenda items 6.A.i. through 6.B.ii. Seconded by Mayor Dyer. Motion passed unanimously.

7. **Action Agenda**

- A. Authorization to Execute a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) and Adoption of Resolution 25-001

Chair Janer recognized Tiffany Homler Hawkins. Ms. Homler Hawkins stated that this is a Grant submittal to Florida Department of Transportation (FDOT) and is on the Action Agenda to allow the representative from FDOT to abstain from voting.

Secretary Tyler stated that he will abstain from this item as the agreement will come before FDOT for approval.

Mayor Dyer made a motion for Authorization to Execute a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) and Adoption of Resolution 25-001. Second by Mayor Demings. Motion passed unanimously with Secretary Tyler abstaining.

- B. Election of LYNX Board of Directors Officers

Pat Christiansen, LYNX General Counsel stated that it is standard practice to re-elect persons for over a two-year period. The current Board has served for one year. The suggested motion can be for the entire slate of the Board or for individual persons.

Mayor Demings made a motion to re-elect the entire slate of Board officers. Second by Secretary Tyler. Motion passed unanimously.

8. **Information Items**

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

- A. Notification of Settlement Agreements Pursuant to Administrative Rule 6 – December 2024
- B. Notification of Settlement Agreements Pursuant to Administrative Rule 6 – November 2024
- C. Notification of Sole Source Procurements Pursuant to Administrative Rule 4

9. **Monthly Reports**

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

- A. Communications Report – December 2024
- B. Communications Report – November 2024
- C. Monthly Financial Report – October 2024
- D. Paratransit Report – November 2024
- E. Ridership Report – November 2024
- F. Ridership Report – October 2024

10. Other Business

No other business was discussed.

11. Adjourned:

The meeting adjourned at 1:13 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the January 23, 2025, 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: Norman Hickling
Director Of Mobility Services
Selita Stubbs
Technical Contact

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Release a Request for Proposal (RFP) for Paratransit Functional Assessment and Travel Training Services

Date: 02/27/2025

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 Paratransit Functional Assessment and Travel Training Services.

BACKGROUND:

LYNX utilizes Functional Assessments to support current and future paratransit customers in determining their need for paratransit services. The functional assessment also provides objective information regarding the applicant's ability to access and be better suited for other mobility options, such as our fixed route and/or NeighborLink On-Demand services. Functional Assessments are a critical part of the paratransit eligibility process.

A strong Travel Training program allows LYNX to support those individuals' denied eligibility for paratransit services and members of the community that request it, training in transportation options that are available to them through LYNX various public modes of service. This includes both fixed route and NeighborLink on-demand services. Thus, ensuring all our customers are provided information best suited to their transit needs.

On September 24, 2020, the Board of Directors approved the award of Contract 20-C72 to ADARide.com, LLC to perform functional assessments and travel training services. The contract was executed for a total of five years; beginning December 1, 2020, to December 1, 2023, with

LYNX Board Agenda

two (2) one (1) year renewal options; resulting in final contract expiration date of November 30, 2025.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

LYNX staff included \$300,000 in the Approved FY2025 Operating Budget for functional assessment and travel training. This amount is based on FY2023/24 increased eligibility and trip demand. This is not grant funded.

LYNX Board Agenda

Consent Agenda Item #6.A. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Release a Request for Proposal (RFP) for NeighborLink On-Demand Mode of Services

Date: 02/27/2025

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 NeighborLink On-Demand transit services.

BACKGROUND:

NeighborLink service was initiated back in 2007 to replace fixed-route service where ridership was low but still warranted efficient public transit service. The service has grown to 11 routes in various communities within the LYNX three-county service area.

Beginning January 7, 2010, the Board of Directors awarded Contract 10-C21, to MV Transportation to provide this type of demand service branded as NeighborLink. MV Transportation continued to provide contracted service operating under contract 18-C03, executed December 1, 2017, and had been modified to expire May 31, 2023.

On January 26, 2023, the Board of Directors authorized the transition of NeighborLink to a 100% internal LYNX Operation. The transition took place in coordination with the April 23, 2023, service change.

Many benefits resulted from the transition of NeighborLink service into a 100% internal LYNX operation, especially in the recruitment and training of LYNX operators for potential fixed-route operations.

LYNX ard Agenda

However, to address changing mobility needs and to mitigate rising operational expenses, LYNX seeks to contract out the NeighborLink services from a 100% internal LYNX operation to a fully turn-key externally contracted transportation service. This will yield efficiencies for the agency and a more adaptable service through vehicle, technology, routing and schedule changes.

The Scope of Work for the RFP has been developed by a cross-functional internal working group which included: Mobility Services, Operations, Planning, Information Technology, Safety and Security, Finance, Procurement, etc., to ensure best practices and program goals, among other information, have been considered and incorporated.

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 (Race Neutral).

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes a total budgeted cost of \$4,094,985 for NeighborLink.

LYNX Board Agenda

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6206

Item Name: Authorization to Negotiate and Award Contract 25-C079 to Enterprise Leasing Company of Orlando, LLC for Vanpool Management Services and Increase Vehicle Fares

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award contract 25-C079 to Enterprise Leasing Company of Orlando LLC dba Commute with Enterprise for Vanpool management services for three (3) years with the option to extend two (2) one (1) year periods and to increase the vehicle rate.

BACKGROUND:

At the May 23, 2024, Board of Directors meeting, staff received authorization to release RFP 24-R13. The LYNX Vanpool program was developed more than 30 years ago to provide additional commuter options for the Central Florida community to get to work. The Vanpool program offers individuals who live and work in the same area a reliable and affordable rideshare transportation option. LYNX is the program administrator while the services are managed day to day by our contractor.

The Vanpool program consists of rideshare matching process, assisting employers with the implementation of commuter programs and formation of Vanpool groups as well as maintaining ridership and Vanpool participation. The contract includes fleet maintenance and insurance coverage. To date, in our Vanpool program, we have one hundred and nineteen (119) vans. The program remains popular and has good growth potential.

LYNX Board Agenda

The RFP was released August 21, 2024. Enterprise Leasing Company of Orlando, LLC was the only responder to the RFP.

Additionally, we are proposing new vehicle rates to cover increased expenses. The vehicle rate has not increased in more than 18 years. This increase is anticipated to cover yearly expenses with an annual gradual adjustment on the contract anniversary date through the second option year. The first increase would be a 45-day customer notice from the new contract effective date per the Enterprise Vanpool Coordinator Agreement.

Vehicle Service Type	Seats Available in Vehicle	Current Vehicle Rate	Proposed Vehicle Rate Year 1	Proposed Vehicle Rate Year 2	Proposed Vehicle Rate Year 3	Proposed Vehicle Rate Year 4	Proposed Vehicle Rate Year 5
Agency (Insurance)	7-15	\$690	\$870	\$887	\$905	\$923	\$941
Agency (Self Insured)	10-15	\$525	\$655	\$668	\$681	\$695	\$709
Commuter	7	\$490	\$680	\$694	\$708	\$722	\$736
Commuter	10	\$510	\$695	\$709	\$723	\$737	\$752
Commuter	12	\$540	\$710	\$724	\$738	\$753	\$768
Commuter	15	\$560	\$720	\$734	\$749	\$764	\$779

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 (Race Neutral).

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$360,000 for anticipated Vanpool management service expenses.

LYNX Board Agenda

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

From: Reinaldo Quinones
Director Of Transportation
Reinaldo Quinones
Technical Contact

Phone: 407.841.2279 ext: 6223

Item Name: Authorization to Exercise the First Option Year of Contract 22-C39 with DesignLab, LLC for Bus Operators, Transportation and Maintenance Supervisors Uniforms

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract 22-C39 with DesignLab, LLC for Bus Operators, Transportation and Maintenance Supervisors Uniforms with no increase to the not to exceed amount.

BACKGROUND:

On January 27, 2022, the LYNX Board of Directors approved a three (3) year contract with DesignLab, LLC for Bus Operators, Transportation and Maintenance Supervisors Uniforms. Per the union contracts, bus operators receive a yearly uniform allowance to be used for the purchase of shirts, pants, jackets, caps and other authorized items from the authorized supplier. Staff currently has a Request for Proposal advertised for these services and wants to ensure that there is an available vendor to supply these services to our employees until a new contract is executed.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The FY2025 Approved Operating Budget included \$266,718 for bus operators and transportation supervisors' uniforms.

LYNX Board Agenda

Consent Agenda Item #6.D. i

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: 02/27/2025

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 March 2025. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A: Some assets may still have some residual book value, however the asset are inoperable and or unrepairable. Assets with book value of \$5,000 or less will not have any due to FTA values.

Revenue Vehicles:

Revenue Vehicles with a total net book value of \$566.

- There are 45 Revenue Vehicles that have reached the end of their useful life and exceeding the FTA mileage requirement.

Other Vehicles:

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

- There are 7 Vehicle that have reached the end of their useful life and exceeding the FTA mileage requirement.

LYNX ard Agenda

Surplus Equipment:

Surplus equipment with a total net book value of \$323

Categorical Totals

Category	Acquisition Value	Net Book Value
Revenue Vehicles	\$14,149,219	\$566
Other Vehicles	\$207,794	\$0
Surplus Equipment	\$342,671	\$323
GRAND TOTAL	\$14,699,683	\$889

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 \$889. Given that the assets are inoperable and/or unrepairable, and that their book value is less than \$5,000, there is no FTA obligation.

Vehicle Listing

Revenue Vehicles

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquired Value*	NBV*
20669	224250	02/28/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
20672	224248	02/28/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
20706	224283	03/15/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
20713	224298	03/15/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
20812	224286	05/31/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
20814	224294	05/31/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
20816	224297	05/31/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
20817	224299	05/31/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
21037	258415	08/15/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
21038	258416	08/15/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
21039	258417	08/15/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
21073	258426	09/29/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
21074	285430	09/29/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
21118	258423	09/30/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
21120	258428	09/30/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
21131	258436	10/17/2018	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0
21162	258412	01/31/2019	RV	2018 Dodge Caravan SXT Wheelchair	4	\$50,122	\$0

LYNX Board Agenda

11071	706	09/30/2006	RV	35' LF BRT- G29B102N4 Gillig Bus	9	\$288,661	\$0
11072	706A	09/30/2006	RV	Engine, Gillig Bus	5	\$21,727	\$0
11073	706B	09/30/2006	RV	Transmission, Gillig Bus	5	\$7,129	\$0
11448	714	06/30/2007	RV	35' LF BRT- G29B102N4 Gillig Bus	9	\$294,837	\$0
11505	714A	06/30/2007	RV	Cummins ISL 8.3L 280HP Engine	5	\$19,636	\$0
11506	714B	06/30/2007	RV	Voith DIWA 864.3E SSP Trans	5	\$17,247	\$0
13141	15-309	08/07/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	10	\$324,165	\$0
13142	15-309A	08/07/2009	RV	Cummins ISL 8.9L 280HP Engine	5	\$20,024	\$0
13143	15-309B	08/07/2009	RV	ZF 594C Automatic Trans	5	\$18,073	\$0
13162	23-309	08/14/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646	\$0
13163	23-309A	08/14/2009	RV	Cummins ISL 8.9L 280HP Engine	5	\$20,024	\$0
13164	23-309B	08/14/2009	RV	ZF 594C Automatic Trans	5	\$18,073	\$0
13165	19-309	08/11/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646	\$0
13166	19-309A	08/11/2009	RV	Cummins ISL 8.9L 280HP Engine	5	\$20,024	\$0
13167	19-309B	08/11/2009	RV	ZF 594C Automatic Trans	5	\$18,073	\$0
13427	32-310	09/14/2010	RV	35' LF BRT Hybrid G30B102N4	9	\$570,928	\$0
13430	35-310	09/14/2010	RV	35' LF BRT Hybrid G30B102N4	9	\$570,928	\$0
13569	37-410	11/19/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13570	38-410	11/19/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13572	40-410	11/19/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13573	41-410	11/19/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13575	43-410	11/19/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13577	45-410	11/19/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13578	46-410	11/19/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13602	47-410	12/17/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13603	48-410	12/17/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13605	50-410	12/17/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13606	51-410	12/17/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13607	52-410	12/17/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13609	54-410	12/17/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
13610	55-410	12/17/2010	RV	40' LF BRT G27D102N4	9	\$383,514	\$0
16334	126-413	08/22/2013	RV	Gillig BRT Low Floor Bus	9	\$417,909	\$0
16425	130-613	08/23/2013	RV	NOVA Articulated Hybrid Bus	9	\$917,575	\$0
16426	131-613	08/05/2013	RV	NOVA Articulated Hybrid Bus	9	\$917,575	\$566
16771	132-613	09/30/2013	RV	NOVA Articulated Hybrid Bus	9	\$917,575	\$0
17079	145-414	02/28/2014	RV	Gillig Low Hybrid Bus	9	\$626,824	\$0
17080	146-414	02/28/2014	RV	Gillig Low Floor Hybrid Bus	9	\$626,824	\$0
17081	147-414	02/28/2014	RV	Gillig Low Floor Hybrid Bus	9	\$626,824	\$0
Totals						\$14,149,219	\$566

LYNX Board Agenda

Other Vehicles

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquired Value*	NBV*
16894	38153	12/31/2013	OV	2014 Ford E-350 10-passanger	4	\$29,968	\$0
16913	38881	12/31/2013	OV	2014 Chevy Traverse 7-passanger	4	\$27,369	\$0
17270	38770	03/31/2014	OV	2014 Ford E-350 Ext 15-passanger	4	\$30,496	\$0
17275	38776	03/31/2014	OV	2014 Ford E350 EXT	4	\$33,468	\$0
17279	38780	03/31/2014	OV	2014 Ford E350 EXT	4	\$33,468	\$0
17282	39656	03/31/2014	OV	2014 Ford E-350 15-passanger	4	\$25,456	\$0
19707	48396	11/10/2016	OV	2017 Ford Transit 15-passanger	4	\$27,570	\$0
Totals						\$207,794	\$0

Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquired Value*	NBV*
4126	2491	11/06/1997	FE	Decelerometer	3	\$1,806	\$0
4174	2403	04/02/1998	FE	File, Vert, 4-DR, Grey	5	\$398	\$0
4242	1850	06/18/1998	FE	Summit Vacuum Tank	3	\$756	\$0
5988	2749	03/15/2001	FE	APC Base Station Radio Module	5	\$3,500	\$0
6122	2894	08/23/2001	FE	File Cabinet-4Drawer Lateral 36"W	5	\$313	\$0
6339	3055	01/10/2002	FE	Edit Recorder-Mini DV	5	\$2,795	\$0
7474	3871	09/29/2003	FE	Torque Tester	5	\$1,640	\$0
8199	3976	08/19/2004	FE	Rack Console	5	\$1,649	\$0
9193	4994	07/20/2005	FE	Mobile Lift System, Steril-Koni 1072	5	\$6,250	\$0
9196	4997	07/20/2005	FE	Mobile Lift System, Steril-Koni 1072	5	\$6,250	\$0
9984	7293	05/31/2006	FE	Mobile Lift System, Sterlin-Koni 1072	5	\$6,250	\$0
12208	8052	10/31/2007	FE	Testman Diagnostic System	5	\$1,549	\$0
12209	8055	10/31/2007	FE	Serial Link Adapter KIT	5	\$449	\$0
12877	9129	10/13/2008	FE	Mail Boxes for Operators and Transportation	5	\$29,875	\$0
12963	9147	03/28/2009	FE	Mail Boxes for Transportation and Bus Operators	10	\$11,791	\$0
13072	9222	08/28/2009	FE	Sandia Carpet Cleaner	5	\$2,300	\$0
13790	9696	05/24/2011	FE	Wireless Vehicle Link WV12	5	\$890	\$0
14821	8286	04/29/2012	FE	Seon Trooper TL4 - Video System Upgrade	5	\$5,356	\$0
15443	10752	02/13/2013	FE	Seon System	5	\$5,646	\$0
15444	10753	02/13/2013	FE	Seon System	5	\$5,646	\$0
16237	7556	04/17/2013	CE	BBX Unit Supervisor / Non Revenue Unit	5	\$1,049	\$0
16243	7023	04/17/2013	CE	BBX Unit Supervisor / Non Revenue Unit	5	\$1,049	\$0
16246	7033	04/17/2013	CE	BBX Unit Supervisor / Non Revenue Unit	5	\$1,049	\$0
16256	7035	04/17/2013	CE	BBX Unit Supervisor / Non Revenue Unit	5	\$1,049	\$0
16946	11858	11/30/2013	CE	Infocus Mondopad	5	\$5,694	\$0
16961	11724	11/30/2013	FE	Dell 9020 Computer	5	\$1,610	\$0
17198	11854	02/28/2014	CE	55 Inch Mondo Pad Computer Display	5	\$5,630	\$0
17200	11856	02/28/2014	CE	55 Inch Mondo Pad Computer Display	5	\$5,630	\$0
17201	11857	02/28/2014	CE	55 Inch Mondo Pad Computer Display	5	\$5,630	\$0
17313	11995	03/31/2014	CE	Dell Optiplex 23" AIO	5	\$2,101	\$0
17340	12058	03/31/2014	CE	Havis Docking Station	5	\$1,169	\$0
17495	12269	05/31/2014	FE	AVAYA 9611 IP Telephone	5	\$330	\$0

LYNX Board Agenda

17533	12307	05/31/2014	FE	AVAYA 9611 IP Telephone	5	\$330	\$0
17939	12641	09/29/2014	FE	EDIC Galaxy Upholding Cleaning Machine	5	\$2,257	\$0
18503	12931	03/17/2015	FE	Dell Computer 9020-Trainng	5	\$1,398	\$0
18616	13059	07/31/2015	FE	34" Dell Monitor	5	\$1,240	\$0
18704	13173	09/16/2015	FE	Engine Diagnostic Tool	7	\$705	\$0
18859	13398	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18860	13399	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18861	13400	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18863	13389	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18864	13387	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18868	13391	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18870	13393	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18872	13382	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18873	13381	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18874	13380	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18875	13385	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18876	13383	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18877	13386	10/28/2015	FE	Dell Optiplex 9020	5	\$1,734	\$0
18880	13207	10/05/2015	FE	Dell R730XD	5	\$48,556	\$0
19193	13708	01/14/2016	FE	Dell Optiplex 9020M	5	\$1,450	\$0
19194	13709	01/14/2016	FE	Dell Optiplex 9020M	5	\$1,450	\$0
19195	13710	01/14/2016	FE	Dell Optiplex 9020M	5	\$1,450	\$0
19196	13711	01/14/2016	FE	Dell Optiplex 9020M	5	\$1,450	\$0
19203	13056	01/14/2016	FE	Dell Optiplex 9020	5	\$1,514	\$0
19205	13058	01/14/2016	FE	Dell Optiplex 9020	5	\$1,514	\$0
19209	13547	01/14/2016	FE	Dell Optiplex 9020	5	\$1,514	\$0
19211	13549	01/14/2016	FE	Dell Optiplex 9020	5	\$1,514	\$0
19214	13729	01/14/2016	FE	Cisco Firepower 7115	5	\$22,797	\$0
19330	13961	04/27/2016	FE	Dell 7040 Computer	5	\$1,589	\$0
19332	13963	04/30/2016	FE	Dell Optiplex 7040M	5	\$1,375	\$0
19345	13940	04/30/2016	FE	APC 1500 UPC	5	\$358	\$0
19346	13941	04/30/2016	FE	APC 1500 UPC	5	\$358	\$0
19764	14578	12/19/2016	FE	Dell 32inch Monitor	5	\$1,377	\$0
19772	14586	12/19/2016	FE	Dell 32inch Monitor	5	\$1,377	\$0
19773	14587	12/19/2016	FE	Dell 32inch Monitor	5	\$1,377	\$0
19774	14589	12/19/2016	FE	Dell 32inch Monitor	5	\$1,377	\$0
19793	13982	12/20/2016	FE	Dell 7040 Computer	5	\$1,474	\$0
19795	13984	12/20/2016	FE	Dell 7040 Computer	5	\$1,474	\$0
19797	13986	12/20/2016	FE	Dell 7040 Computer	5	\$1,474	\$0
19800	13989	12/20/2016	FE	Dell 7040 Computer	5	\$1,474	\$0
19801	13990	12/20/2016	FE	Dell 7040 Computer	5	\$1,474	\$0

LYNX Board Agenda

20023	14803	02/08/2017	FE	Dell 7040 Computer	5	\$1,576	\$0	
20077	14848	03/04/2017	FE	Dell 7040 Computer	5	\$1,576	\$0	
20085	14856	03/04/2017	FE	Dell 7040 Computer	5	\$1,576	\$0	
20086	14857	03/04/2017	FE	Dell 7040 Computer	5	\$1,576	\$0	
20087	14858	03/04/2017	FE	Dell 7040 Computer	5	\$1,576	\$0	
20093	14864	03/04/2017	FE	Dell 7040 Computer	5	\$1,576	\$0	
20565	14523	09/01/2017	FE	WIFI Bus Router USB	5	\$317	\$0	
20636	15181	10/05/2017	FE	Monitor LOC Dispatch 32	5	\$2,202	\$0	
20637	15182	10/05/2017	FE	Monitor LOC Dispatch 55	5	\$1,405	\$0	
20638	15183	10/05/2017	FE	Monitor LOC Dispatch 55	5	\$1,405	\$0	
20717	14815	04/25/2018	FE	Dell 7050 Desktop Computer	3	\$1,661	\$0	
21347	15917	06/30/2019	FE	Mentor Ranger System AVL	5	\$12,000	\$0	
21372	15922	06/30/2019	FE	Mentor Ranger System AVL	5	\$12,000	\$0	
21612	15780	07/01/2019	FE	TBO Audio Annun - Clever Conver	5	\$3,888	\$0	
21800	16032	09/27/2019	FE	Bus Diagnostic Adapter	5	\$900	\$0	
21803	16029	09/27/2019	FE	Bus Diagnostic Adapter	5	\$900	\$0	
23648	16467	12/31/2020	FE	Ranger 4 Units Fixed Route	3	\$4,325	\$0	
23669	16488	12/31/2020	FE	Ranger 4 Units Fixed Route	3	\$4,325	\$0	
23722	16598	12/31/2020	FE	Ranger 4 Units Fixed Route	3	\$4,325	\$0	
23736	16650	12/31/2020	FE	Ranger 4 Units Fixed Route	3	\$4,325	\$0	
23741	16655	12/31/2020	FE	Ranger 4 Units Fixed Route	3	\$4,325	\$0	
23744	16658	12/31/2020	FE	Ranger 4 Units Fixed Route	3	\$4,325	\$0	
23757	16673	12/31/2020	FE	Ranger 4 Units Fixed Route	3	\$4,325	\$0	
23762	16678	12/31/2020	FE	Ranger 4 Units Fixed Route	3	\$4,325	\$0	
23784	16706	12/31/2020	FE	Ranger 4 Units Fixed Route	3	\$4,325	\$0	
24805	19253	01/10/2022	FE	NEXIQ USB Link 2-Bluetooth Edition	3	\$750	\$0	
24806	19254	01/10/2022	FE	NEXIQ USB Link 2-Bluetooth Edition	3	\$750	\$0	
26183	21183	05/15/2023	FE	Monitor; Dell UltraSharp 32 4K USB-C Hub	3	\$775	\$323	
						Totals	\$342,671	\$323

LYNX Board Agenda

Consent Agenda Item #6.D. ii

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 Enter into a Cooperative Purchase Agreement with LoansAtWork, Inc., Formerly Known as BMG Money, Inc., for Employee Voluntary Payroll Deduction Loan Services

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Cooperative Purchase Agreement with LoansAtWork, Inc. (formerly known as BMG Money, Inc.) for Employee Voluntary Payroll Deduction Loan Program Services.

BACKGROUND:

At the December 12, 2024 Board of Director's meeting, the Board approved the authorization to enter into a Cooperative Purchase Agreement with BMG Money, Inc. for Employee Voluntary Payroll Deduction Loan Program Services. Subsequent to the Board approving this item, LYNX was notified that BMG Money, Inc. and BMG LoansAtWork, LLC merged into LoansAtWork, Inc. The contractor confirmed in writing that there is no change to management, product or services being provided. This requested action is to formally acknowledge the name change.

As an employer, LYNX provides an array of benefit plans and programs to its employees. LYNX previously piggybacked on the City of Sanford's Contract with BMG Money, Inc. to provide and administer a voluntary loan program to assist employees who may be living paycheck to paycheck and who may not have access to cash, loans or other traditional credit options. These voluntary loans assist employees who may have experienced unexpected emergency expenses, increased health care costs or need funding for major household items.

LYNX Board Agenda

Employees must be active full-time or part-time employees who have been employed by LYNX for a continuous one-year time period. Participating employees will make loan payments via automated payroll deductions.

There is no cost to LYNX to administer this employee voluntary loan program. LYNX does not pay any fees, contributions, assessments, premiums or charges of any kind whatsoever. LYNX is reimbursed for its administrative costs associated with this program.

Some of the voluntary loan program terms and conditions are:

- Provide loans of up to \$5,000 dollars via a fast and convenient online application and approval process.
- Must provide mandatory financial education providing debt management, instruction on responsible borrowing and financial literacy community outreach.
- Repayment of the loans shall be through installments, which shall be available anywhere from six (6) months to twenty-four (24) months in duration and will be automatically deducted from each of the employee applicant's paychecks, until such time when the loan is completely paid off.
- The contractor shall assume any and all liability associated with said loans, inclusive of loans pertaining to employee applicants no longer under the Authority's employment, whether due to resignation, termination or otherwise.
- Employees can pay off loan(s), in full or partially, at any time with no prepayment penalties.
- The annual interest rate is 23.99%.

LYNX shall bear no liability or risk against any risk or credit losses from the program's implementation and operation LYNX shall not be guarantors or secondary liable in any manner for the repayment of the voluntary loans and responsibility for all such voluntary loans shall be strictly and solely the employee applicant's and LoansAtWork, Inc.

Additionally, LYNX researched Employee Voluntary Payroll Deduction Loan Program Services that other government agencies and transit agencies utilize and found the other Program Services to have similar terms and conditions as LoansAtWork, Inc.

LYNX has also amended the LYNX Deferred Compensation Plan (457(b) Plan) to allow a Loan Program for Participants which provides a substantially lower interest rate.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact since this is an employee benefit that is paid 100% through an employee payroll deduction.

LYNX Board Agenda

Consent Agenda Item #6.D. 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 Ratify a Contract with Akerman, LLP for Pension Legal Services for a Not to Exceed Amount of \$50,000

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to ratify the execution of a contract with Akerman, LLP for Pension Legal Services for a term of six months in a not to exceed amount of \$50,000.

BACKGROUND:

At the December 12, 2024 Board of Directors meeting, the Board of Directors delegated to the Chairman the authority to negotiate a contract with Akerman LLP for Pension Legal Services and to waive the competitive solicitation process provided for in LYNX Administrative Rule 4, Procurement and Contract Administration.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$100,000 for Pension Legal Services.

LYNX Board Agenda

Consent Agenda Item #6.D. iv

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Execute a Contract for Labor/Employment Legal Services to GrayRobinson, P.A. for a Not to Exceed Amount of \$600,000 for the Initial Three-Year Term

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a contract with GrayRobinson, P.A. for Labor/Employment Legal Services for a term of three (3) years with two (2) one (1) year renewal options in a not to exceed amount of \$600,000 for the initial three-year term.

BACKGROUND:

At the December 12, 2024 Board of Directors meeting, the Board of Directors delegated to the Chairman the authority to negotiate a contract with GrayRobinson, P.A. for Labor/Employment Legal Services and to waive the competitive solicitation process provided for in LYNX Administrative Rule 4, Procurement and Contract Administration.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$200,000 for Labor & Employment Legal Services.

LYNX Board Agenda

Consent Agenda Item #6.D. v

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 2025 as Procurement Month

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to proclaim March 2025 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 Viviana Janer, Chairwoman of the Board of Directors for LYNX, through the authority vested in me by the Board of LYNX, hereby proclaim "Procurement Month" for March 2025, 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 2025 as Procurement Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused
the Seal of the LYNX to be affixed at this 27th day of March, in
the year two thousand twenty-five.

Viviana Janer, Chairwoman

Tiffany Homler Hawkins, Chief Executive Officer

LYNX Board Agenda

Consent Agenda Item #6.D. vi

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Approval of the Updated LYNX Reserve Policy

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' approval of the updated LYNX Reserve Policy.

BACKGROUND:

LYNX's Reserve Policy is based on sound fiscal principles designed to allow the Authority's continuity of operations during uncertain conditions. LYNX must maintain an adequate level of reserves to mitigate revenue shortfalls, emergencies, natural disasters, and unanticipated expenditures.

The funding provided during the COVID Pandemic, combined with current funding from the funding partners, allowed LYNX to create a budget stabilization fund for future operations. This was formally incorporated into the reserve policy on September 27, 2020.

The Reserve Policy was reviewed and approved by the Finance Committee on September 19, 2024 and December 5, 2024. The Oversight Committee reviewed and approved the policy on January 23, 2025.

The following updates/changes were discussed and incorporated in the updated policy:

- Added to the reserves for catastrophic medical claims, with the clause that the amount for reserve would be reviewed annually with the Finance Committee.
- Removed the reserves for fuel stabilization
- Removed the compensated absences reserve
- Added a clause to review the policy every 5 years with the Finance Committee

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE Goal is not applicable to this activity.

FISCAL IMPACT:

There is no fiscal impact.



Policy: Reserve Policy

Approved By: LYNX Board of Directors

Issuing Dept.: Finance

Effective Date: 9/24/20

SCOPE

To document the reserve policy which applies to the LYNX reserves in order to formalize the process and appropriately address the establishment and use of reserves. LYNX' Reserve Policy is based on sound fiscal principles designed to allow LYNX to maintain continuation of operations in adverse conditions. The LYNX Board realizes that it is essential for governments to maintain adequate levels of reserves to mitigate current and future risks such as revenue shortfalls, emergencies, natural disasters, and unanticipated expenditures.

SUMMARY

The Reserve Policy is essential to maintain adequate levels of reserves to mitigate current and future risks and is based on sound fiscal principles. LYNX' Reserves categories are as follows:

- **Reserves for Operations (Cash Reserves)** to be used for short term cash flow purposes.
- **Reserves for Contingency (Emergencies)** to be used in the case of a major storm or other unforeseen disaster. This contingency may also be used to protect the Authority from unexpected cost increases or significant revenue declines which may impact on-going operations.
- **Reserves for Capital Funds and Debt Service** to fund the future infrastructure pertaining to items and/or projects included in the annual capital budget.
- **Reserves for Self-Insurance Programs** to ensure financial viability for Workers Compensation, ~~and~~ General Liability Claims, ~~and~~ Catastrophic Medical Claims.
- ~~**Reserves for Fuel Stabilization** to eliminate some of the pricing volatility and provided budget stabilization in combination with a fuel hedging program.~~
- **Budget Stabilization Fund** to offset the impact of revenue decline or cost increase during periods of economic uncertainty, natural disaster, pandemic or a declared state of emergency.

AUTHORITY:

Board of Directors



Central Florida Regional Transportation Authority
Policies and Procedures

OBJECTIVE: To create a Reserve Fund Policy.

POLICY: This Reserve Fund Policy applies to reserves of the Central Florida Regional Transportation Authority ("**LYNX**" or "**Authority**").

WHEREAS, the LYNX Board of Directors realize that it is essential for LYNX to maintain adequate levels of reserves to mitigate current and future risks such as revenue shortfalls, natural disasters, unanticipated expenditures, and to ensure stable customer fares; and

WHEREAS, LYNX' reserve policies are based on sound fiscal principles designed to allow LYNX to maintain continuity of operations in adverse conditions while being mindful of our fiduciary responsibility to Federal, State, and local funding partners; and

WHEREAS, LYNX realizes that adequate reserve fund balance levels are an essential component of LYNX' overall financial management strategy and a key factor in external agencies' measurement of LYNX' financial strength; and

WHEREAS, the Government Finance Officers Association of the United States and Canada (GFOA) recommends a minimum general fund reserve of no less than five to fifteen percent of operating revenues, or no less than one to two months of regular operating expenditures; and

WHEREAS, LYNX lies within a central zone susceptible to hurricane and storm damage; and

WHEREAS, there exists uncertainty in the economic markets around the world, especially in regards to the cost of fuel, taxes, personnel costs, medical insurance costs, and general inflation; and

WHEREAS, LYNX' facilities and fleet require increasing repair and replacement; and

WHEREAS, LYNX wishes to mitigate other forms of uncertainty such as:

- Unanticipated changes in taxes and spending policies of federal, state, and county governments;
- Imposition of mandates by federal, state, and county governments or the courts;
- Financial impacts of labor agreements, particularly those stemming from collective bargaining;
- Financial impacts of workers compensation, general liability, and medical claims;
- Unforeseen increases in energy and fuel costs; and

WHEREAS, clarification is needed as to the amounts to be set forth in each reserve fund balance, reserves, stabilization funds, and rainy day funds, are all used interchangeably, thus leading to misinterpretations.



NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LYNX, AS FOLLOWS:

SECTION 1. The LYNX Board of Directors hereby establishes the following Reserves Fund Policy, pursuant to this Rule and as set forth below. The use of such reserves must be approved by the LYNX Board of Directors.

SECTION 2. Enterprise Fund

The components of the Enterprise Fund Reserves are the following:

1. Reserves for Operations (Cash Reserves)

This Reserve Fund should maintain a reserve of forty-five to sixty days of regular operating expenditures, or fifteen to twenty percent of regular operating expenditures, and can be used for short term cash flow purposes, or to ensure adequate resources for operating purposes at the beginning of the LYNX fiscal year. The cash reserve also helps to protect LYNX in the event it must respond to a natural or man-made disaster. This reserve may also be used to fund one-time capital outlay.

2. Reserves for Contingency (Emergencies)

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

3. Reserve for Capital Funds and Debt Service

In the event that the Operating Reserve balance exceeds the amount set forth in this policy, the excess will be transferred to Reserves for Capital. The goal of this Reserve will be to fund future infrastructure that are included in LYNX' annual capital budget. To the extent LYNX is required to maintain any debt service reserves as a part of any loan covenants, this Reserve for Capital could also be used to meet those requirements.

4. Reserve for Self-Insurance Programs

A. Workers Compensation and General Liability Claims

LYNX should maintain, in regard to workers compensation and general liability claims, a reserve equal to 80% to 90% undiscounted confidence level of the annual actuarial study. Risk management programs include workers compensation, bus and auto liability, general liability, and property claims. Due to the nature of workers compensation claims, i.e. extended time frames and uncertainty regarding resolution, the actuary must develop recommended reserves for the fund based on percentage levels of confidence. Because of the inherent risk of catastrophic losses associated



with the operation of vehicles, a conservative approach should be taken when establishing the amount of reserves. LYNX holds to the conservative side of the recommendations, 80%. In addition, should a claim be made against LYNX that is identified subsequent to the actuarial report and prior to the issuance of the Comprehensive Annual Financial Report that is financially material to the fund and highly likely to succeed, additional monies should be added to these reserves to provide adequate funds in reserve. Insurance and safety industry best practices will be employed to militate against these risks.

B. Medical Benefit Claims

Recent history has shown that medical costs for LYNX are escalating at a rate beyond normal growth. The reserve for Medical Benefits Claims should be maintained in accordance with the annual actuarial analysis to ensure financial viability. The State of Florida reserve for self-insured plans is two months (or 16.67%) of projected claims. LYNX should establish a reserve to assist in offsetting the increasing cost of health insurance, with the reserve to be funded via reserving excess revenues to meet the minimum of two months of projected claims. LYNX will procure an actuarial study annually and will take a conservative approach when establishing the amount of reserves required.

C. Catastrophic Medical Claims

~~LYNX started raising the limits on the stop-loss policy and put the savings from the lower policy premiums into a reserve. LYNX should generally maintain a reserve of \$3,000,000 for catastrophic medical claims will review this amount annually with the finance committee to approve reserve amount.~~

5. Reserves for Fuel Stabilization

In 2011, LYNX establish a fuel hedging program to curtail some of the extreme volatility experienced in the price of fuel. The hedging program is not meant to "out-guess" the market for fuel, but rather is an attempt to eliminate some of the pricing volatility and provided budget stabilization. In addition to this hedging program, LYNX should establish a Fuel Stabilization Reserve to provide LYNX, and ultimately ~~our funding partners, some assurance of price and funding stability, as it pertains to the costs of fuel. The reserve will be funded via reserving excess revenues and generally be equal to \$1,000,000.~~

6. Compensated Absence Reserve

~~The liability for Compensated Absences (payments to employees who retire or leave LYNX for accumulated benefits) will be fully funded on a current basis unless deemed impractical or unavailable for accounting reasons by the Chief Executive Officer or designee.~~

7.6. Replenishment of Reserve Balance

If the reserves are less than the amounts per this Policy, the Chief Executive Officer or designee shall submit a plan to the Board for expenditure reductions and/or revenue



increases. The Board shall review and amend the plan as a part of the annual budget review.

All corresponding calculations and interpretation of calculations of a definitive nature will be determined by the Chief Executive Officer or designee.

The policy will be reviewed ~~internally~~ every ~~three-five~~ years ~~or when deemed necessary by the Finance Department for the possibility of amendments to be presented to the Board with the finance committee and if necessary amendments presented to the Board for adoption.~~

8. Budget Stabilization Fund

The Budget Stabilization Fund balance equals the aggregate unrestricted net position adjusted for long term liabilities greater than the annual fully funded Authority Reserve (denoted as sections 1-7 above). This stabilization fund was created to:

- Provide liquid financial reserves which could be drawn upon to counteract the risk of serious disturbance to the United States economy or its supporting financial systems,
- Limit the need for LYNX to request funding partner payment advances or borrow operating capital under distressed circumstances with unfavorable repayment terms,
- Allow the budget stabilization fund's resources to remain in interest bearing accounts along with any investment returns which may help to decrease future funding partner annual budgetary contributions,
- Promote a permanent framework which will allow critical operations to continue in the event of natural disaster, pandemic, war or other act of God. This framework should consider possible outcomes from increased reliance on public transportation during and after a root causation event, and after a root causation event, and
- Provide flexibility to make emergency purchases to support the essential nature of the Authority's business for the traveling public and LYNX staff; pending Board of Director approval.

By establishing a separate fund from the existing LYNX Reserve, the Authority will ensure resources are readily available during uncertain times. During periods when LYNX's actual expenditures exceed the adopted operating budget staff would seek Board approval to utilize the Reserve balance before requesting Authorization to balance the budget with stabilization funds. Furthermore, balances held between LYNX Reserve and the Budget Stabilization Fund would be reviewed annually, and any transfers required will be approved by the LYNX Board of Directors. By



**Central Florida Regional Transportation Authority
Policies and Procedures**

establishing Board oversight of deposits, withdrawals, and savings targets, the Authority will ensure budget stabilization funds in excess of the LYNX reserve requirement are closely held, adequately managed, and properly monitored.

**PASSED AND DULY ADOPTED BY THE BOARD OF DIRECTORS OF LYNX,
this ____ day of _____, 202~~54~~⁰.**

BOARD OF DIRECTORS OF LYNX

By: _____
Chairman

ATTEST:

By: _____

LYNX Board Agenda

Consent Agenda Item #6.D. vii

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Approval of the LYNX Funding Model Policy

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' approval of the LYNX Funding Model Policy.

BACKGROUND:

A funding model for allocation of costs to the funding partners was initially adopted by the Board at its January 31, 2013 meeting.

The Board has expressed a desire to formalize the funding model into a definitive policy and to add specificity regarding how costs are allocated, including, without limitation, when costs are allocated based on Revenue Hours or Service Hours.

The Funding Model Policy was reviewed by the Finance Committee on December 5, 2024 and January 16, 2025. The Oversight Committee reviewed the policy on January 16, 2025.

Attached is a definitive policy that sets forth a proposed funding model. LYNX staff along with LYNX general counsel have worked closely to document the policy.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE Goal is not applicable to this activity.

LYNX Board Agenda

FISCAL IMPACT:

The Approved FY2025 Operating and Capital Budgets include \$111,244,180 in funding partner contributions as calculated by the funding model policy guidance.



Policy: Funding Model Formula

Approved by: Governing Board

Effective Date: [_____], 2025

INTRODUCTION AND BACKGROUND

The purpose of this policy (this “**Policy**”) is to establish a formula by which the overall net operating expenditures of LYNX will be allocated to its Funding Partners: Orange, Osceola, and Seminole Counties.

In its operations, LYNX generates revenue and incurs expenses. Historically, its expenses exceed its revenues and LYNX needs to fund the resulting net operating expenditures by receiving contributions from its Funding Partners. This Policy serves the purpose of allocating to the Funding Partners their respective shares of such net operating expenditures by lines of business. These allocations are included in the annual funding partner agreements between LYNX and its Funding Partners.

This Policy amends and restates the original funding model adopted by the Governing Board on January 31, 2013.

AUTHORITY

Administrative Rule 2, Section 2.5.

DEFINITIONS

In addition to the other terms defined in this Policy, the following terms when used in this Policy shall have the meanings as provided below:

1. “**Contracted Services**” shall mean where LYNX provides services by contract to third parties, including private parties and semi-government agencies.
2. “**Net Expenditures**” means the amount by which operating expenses exceed revenues for a particular Line of Business.
3. “**Funding Partners**” means the counties of Orange, Osceola, and Seminole.
4. “**Funding Partners Rate**” means the rate charged a Funding Partner, determined as follows:
 - Fixed Route and Neighborlink hourly rates are calculated individually. Each rate is based on the Net Expenditures divided by the respective Service Hours (except as provided below) for that Line of Business.



- In the event that any of these services are contracted out, the Net Expenditures for those services will be divided by the Revenue Hours for such services. For the avoidance of doubt, the method of delivering services (i.e., insourced or outsourced) may not be changed without the approval of the Governing Board).
5. “**General Overhead**” means all overhead of LYNX, but excluding Line of Business Overhead.
 6. “**Lines of Business**” means LYNX’s lines of business, which currently include fixed-route (excluding Lymmo), Lymmo, paratransit, Road Rangers, and Neighborlink. The terms “Lines of Business” and “Line of Business” shall be given correlative meanings.
 7. “**Line of Business Overhead**” means overhead that is directly attributable to a particular Line of Business.
 8. “**Revenue Hours**” means the hours that vehicles are performing revenue service, measured, with respect to each vehicle, from the time that such vehicle arrives at its *first* scheduled stop or pick-up location to the time that such vehicle leaves its *final* scheduled stop or drop-off location.
 9. “**Service Hours**” means the hours that vehicles are performing revenue service, measured, with respect to each vehicle, from the time that such vehicle pulls out from its garage to the time that it pulls back in to its garage.
 10. “**Total Overhead**” means all overhead of LYNX. It is comprised of both General Overhead and Line of Business Overhead.

MODEL

Overview

Annually, in preparing LYNX’s budget for the next fiscal year, LYNX will project for its total operating revenues and total operating expenses by Line of Business and use those amounts to calculate an overall budget. These projections are based on recent year trends, anticipated needs, direction from Funding Partners, and budget assumptions recommended by the LYNX Finance and Audit Committee. This budget will then be approved by the LYNX Governing Board for the ensuing fiscal year based upon this funding model contained in this Policy. Once the budget is so approved, no changes will be made to the Funding Partners’ obligations under the funding model as a consequence of subsequent budget amendments or as a result of actual results differing from projections used in the budget.

Calculation of Net Expenditures

Net Expenditures are determined by calculating the difference between operating revenue and operating expenses by Line of Business. General Overhead will be included in the Net Expenditures of fixed route service.



Calculation of LYMMO Service Net Expenditures

In the case of LYMMO service, its operating costs are paid entirely by the City of Orlando and there is no need for any funding model calculation in that area.

Allocation of Net Expenditures for Fixed Route and Neighborlink

Net Expenditures for fixed-route service are allocated to the Funding Partners based on Service Hours (except as set forth below). The Net Expenditures for such service to be paid by each Funding Partner shall be equal to (i) the number of Service Hours for fixed route service in that Funding Partner's jurisdiction, multiplied by (ii) the Funding Partners' Rate for fixed route service.

Net Expenditures for Neighborlink are also allocated to the Funding Partners based on Service Hours (except as set forth below). The Net Expenditures to be paid by each Funding Partner shall be equal to (i) the number of Service Hours for Neighborlink in that Funding Partner's jurisdiction, multiplied by (ii) the Funding Partners' Rate for Neighborlink.

If the LYNX Governing Board approves that either or both of such services (i.e., fixed route or Neighborlink) be outsourced (in whole or in part), unless otherwise directed by the Governing Board, the Net Expenditures for any portion of these hours that are outsourced would be allocated to the Funding Partners based on Revenue Hours. For the avoidance of doubt, the method of delivering services (i.e., insourced or outsourced) may not be changed without the approval of the Governing Board).

Allocation of Net Expenditures for Paratransit

The share of Net Expenditures to be paid by each Funding Partner for paratransit service (ADA, Transportation Disadvantaged (TD)) will be equal to the percentage of total trips that occur in each Funding Partner's jurisdiction relative to the total paratransit trips in all jurisdictions. For determining the percentage to be used for calculating each Funding Partner's share, such percentage will be equal to the actual percentage of total trips that occur in each Funding Partner's jurisdiction for the most recent completed LYNX fiscal year. For example in calculating the budget for FY2026, the percentage of trips used for allocating Net Expenditures among the Funding Partners will be the actual percentage of trips completed in FY2024 by type/county. As a result, the percentage used for a particular fiscal year may differ from the year-ending actual percentage for that fiscal year. There is no recalculation or "true-up" of percentages for paratransit purposes at the end of a fiscal year.

Net Expenditures for paratransit service are allocated to the Funding Partners based on trip levels and where that trip originates. If LYNX provides Medicaid or other paratransit defined trips, whether at Governing Board direction or State mandate, that cost will be allocated on the same basis that paratransit service is allocated.

A trip will be allocated to a particular Funding Partner when that trip originates in the jurisdiction of such Funding Partner, regardless of its destination. A return trip would constitute an additional trip. If the return trip originates in a different Funding Partner's jurisdiction from the original trip, then that return trip would be attributed to that different jurisdiction.



ALLOCATION OF NON-OPERATING CREDITS

The following are certain amounts that are credited against the contributions of the Funding Partners, Orange, Osceola, and Seminole Counties:

- Interest income is credited against the contributions of the Funding Partners, Orange, Osceola and Seminole, for fixed route service, using the same method as was used for allocating Net Expenditures for fixed route service (e.g., Service Hours).
- At the beginning of each fiscal year, the Board will determine the allocation of Budget Stabilization Funds between fixed-route service and paratransit. Budget Stabilization Funds are then credited against the contributions of the Funding Partners, Orange, Osceola and Seminole, for fixed route service and paratransit, based on the same methods as were used for allocating Net Expenditures for fixed route service (e.g., Service Hours) and paratransit, as applicable.

REVENUE AND EXPENSE

Operating Revenues

Operating revenues include directly operated revenue, grants, and subsidies. Directly operated revenues consist of the following:

- Customer fares.
- Contract services: includes contracts with local jurisdictions outside of LYNX's service area, and bus service agreements with other entities.
- Advertising: includes advertising on buses, in kind, and at shelters and other income.

Grants and subsidies include funding from the following federal and state sources:

- Federal: includes funds for operating assistance, preventive maintenance, ADA, operating leases and other federal planning assistance.
- State: includes funds for operating assistance, new service development funding, other state funding.

Capital Matters

The foregoing only relates to LYNX operating matters; it does not apply for capital matters or projects.

In regard to capital costs, each Funding Partner pays to LYNX a capital contribution equal to (i) the total number of Service Hours for both fixed route service and Neighborlink in that jurisdiction, multiplied by (ii) \$3.00. This amount will be used by LYNX (along with any toll road revenue credits) either as a "match" for government grants or directly in whole or in part for a capital project.



The use of toll revenue credits will continue to be applied to the non-Federal share match requirement when applicable by applying an equal amount of toll credit and therefore allowing a project to be funded with up to 100% federal funds for federally participating costs.

In regard to each Funding Agreement that is signed, there will be attached to that Agreement a copy of the current Funding Model Policy.

LYNX Board Agenda

Action Item #7.A

To: LYNX Board of Directors

From: James Boyle
Interim Chief Planning And Development Officer
Prahallad Vijayvargiya
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2026 Block Grant Funding and Adoption of Resolution 25-002

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute and submit a Public Transit Grant Agreement (PTGA) with FDOT District 5 for FY2026 State Block Grant for operating assistance in the amount of \$13,259,259 and Adoption of Resolution 25-002.

BACKGROUND:

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

FDOT included in its Work Program the FY2026 LYNX block grant funding. FDOT will obligate funds in the amount of \$13,259,259 under FM 442454-1-84-04. Resolution 25-002 is attached.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The Florida Department of Transportation's (FDOT) State Fiscal Year (SFY) 2026 officially starts on July 1, 2025. For SFY 2026, Central Florida Regional Transportation Authority dba LYNX will be eligible for Public Transit Block Grant funds of up to \$13,259,259 once all application requirements are met.

CFRTA RESOLUTION NO. 25-002

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2026 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$13,259,259.

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2026.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit a Public Transportation Grant Agreement to the FDOT in the amount of \$13,259,259 dollars on behalf of the LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications and any other documents in connection with the Grant Application and acceptance.
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 Florida Department of Transportation.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds in connection with this grant as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CFRTA RESOLUTION NO. 25-002

RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2026 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$13,259,259.

APPROVED AND ADOPTED this 27th day of February 2025 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: **James Boyle**
Interim Chief Planning And Development Officer
Myles O'Keefe
Technical Contact
Patricia Whitton
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Submit the Fiscal Year 2025 Transit Development Plan Annual Update to the Florida Department of Transportation (FDOT)

Date: 02/27/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to submit the FY2025 Transit Development Plan (TDP) Annual Update to the Florida Department of Transportation (FDOT) for approval to meet Block Grant funding requirements.

BACKGROUND:

Effective July 9, 2024, Rule 14-73, Florida Administrative Code, pertaining to TDPs for public transit agencies was updated to streamline the process, increase coordination with Metropolitan Planning Organizations, increase focus on prioritized projects, and establish a new submission deadline of March 1 for Major Updates and Annual Updates.

The LYNX TDP Annual Update is completed as a self-evaluation tool to review progress towards meeting the goals and implementation plan set within the Major Update that is completed every five years. The TDP Annual Update assesses LYNX's past year accomplishments, identifies steps to mitigate any discrepancies between the plan and its implementation for the past year, and facilitates any necessary changes to the implementation plan for the coming year.

The Annual Update also includes a new 10 year (2034) and associated new projects as well as an updated financial plan identifying operating and capital improvements for LYNX over a ten-year planning horizon, covering the year for which funding is sought, and the nine subsequent years.

LYNX Board Agenda

Some of the accomplishments highlighted in the LYNX FY2025 TDP Annual Update, include:

- Implementation of minor service changes to improve system-wide efficiency and improve connections to SunRail service in December 2023, April 2024, August 2024, and December 2024.
- Implementation of a new express route and frequency improvements as part of the Accelerated Transportation Safety Program.
- Conducted the Swan Shuttle autonomous vehicle pilot program.
- Continuation of the planning and construction of facility projects to include:
 1. Construction on the Pine Hills Transfer Center began in October 2023.
 2. Completed the Florida Mall SuperStop in December 2023.
 3. Continued Southern Operations and Maintenance Facility planning.
- Completion of the Transportation Disadvantaged Service Plan Minor Update.
- Continued the Federal Transit Administration (FTA) Pilot Program for Transit Oriented Development Planning along SR 436 from the Orlando International Airport to SR 50.
- Continuation of the NeighborLink Reimaging project.
- Began an Americans with Disabilities Act (ADA) assessment of LYNX bus stops and facilities.
- Coordination with MetroPlan Orlando for consistency with the Metropolitan Transportation Planning process.

The TDP is a needs-based assessment and is not financially constrained.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$13,333,066 for the FDOT Block Grant. An approved TDP is required prior to FDOT release of any Block Grant funding.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

From: Maurice Jones
Director Of Procurement/DBE Liaison Officer
Maurice Jones
Technical Contact

Phone: 407.841.2279 ext: 6057

Item Name: Notification of Disadvantaged Business Enterprise (DBE) Program Updates

Date: 02/27/2025

ACTION REQUESTED:

Staff is notifying the Board of Directors that, by March 1, 2025, LYNX will submit an updated Disadvantaged Business Enterprise (DBE) Program to the Federal Transit Administration (FTA). This submission will incorporate all administrative changes mandated by the 49 CFR Part 26 Final Rule, published on October 9, 2024.

BACKGROUND:

On October 9, 2024, the U.S. Department of Transportation (USDOT) published its Final Rule for the Disadvantaged Business Enterprise (DBE). The Final Rule strengthens reporting and compliance requirements to enhance program implementation in areas, including updating the personal net worth and program size thresholds for inflation; modernizing rules for counting material suppliers; adding elements to foster greater usage of DBEs, implementation of proactive monitoring and oversight of all contracts.

The final rule also highlighted a two-tiered system for Disadvantaged Business Enterprise program compliance for recipients that receive planning, capital, or operating assistance. Tier I recipients are those recipients that will award prime contracts exceeding a cumulative total value of \$670,000 in FTA funds in a federal fiscal year, excluding transit vehicle purchases. Tier II recipients are those recipients that will award prime contracts with a cumulative total value of \$670,000 or less in FTA funds in a federal fiscal year, excluding transit vehicle purchases.

As a recipient of USDOT grant funds, LYNX must adopt a DBE Program as a Tier I recipient. Tier I recipients must have a DBE program that meets all the requirements outlined in 49 CFR

LYNX Board Agenda

Part 26. FTA Tier I recipients must upload their updated DBE program for FTA review by March 1, 2025.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Board Agenda

Information Item B

To: LYNX Board of Directors

From: **John Burkholder**
 Director Of Risk Management And Safety
John Burkholder
 Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: Notification of Settlement Agreements Pursuant to Administrative Rule 6 - January 2025

Date: 02/27/2025

LYNX Liability Claim Settlements January 1 – 31, 2025

Claimant Name	Accident Date	Type	Amount	Date of Check
Eric McLaughlin - PD	4/11/2024	PD	\$ 592.57	1/3/2025
Justina Devlin	10/16/2024	PD	\$ 1,211.16	1/3/2025
Christopher David Canterbury	11/30/2024	PD	\$ 2,703.94	1/9/2025
Winston Matterson	10/23/2024	PD	\$ 2,401.16	1/9/2025
The Ward Law Group FBO Julio Rodriguez	11/8/2023	BI	\$ 58,500.00	1/9/2025
Helmsman Management Services (Paul Williamson WC subro)	8/5/2023	BI	\$ 14,063.28	1/16/2025
Orlando Auto Body (Christopher Canterbury)	11/30/2024	PD	\$ 5,541.76	1/24/2025
Anouge Law Firm FBO Antonia Ecellent Andre	4/7/2023	BI	\$ 20,000.00	1/30/2025
Dan Newlin Injury Attorneys Trust fbo Louis Harrison	7/6/2024	BI	\$ 12,000.00	1/30/2025
Ashley Lueck	11/15/2024	PD	\$ 1,234.77	1/30/2025
Progressive Insurance as subrogee of Reginald Ledain	12/13/2024	PD	\$ 3,192.83	1/30/2025
AFNI (Progressive/Tyla Washington)	6/8/2023	PD	\$ 8,905.92	1/30/2025
Gerber Collision and Glass (Ashley Lueck)	11/15/2024	PD	\$ 189.72	1/30/2025
Justin Hoskins	12/3/2024	PD	\$ 2,486.50	1/30/2025
Tesla Collision Orlando (David Freedline)	10/27/2024	PD	\$ 10,620.45	1/30/2025

LYNX Board Agenda

Sky Powersports of Cocoa (Bryan McCormick)	10/4/2024	PD	\$ 1,331.91	1/30/2025
Enterprise Rent-A-Car (Phuong Nguyen)	10/23/2024	PD	\$ 1,873.79	1/30/2025
Justina Brown & Charles Pinnock as parents of Phoenix Pinnock	8/6/2024	BI	\$ 500.00	1/30/2025
Justina Brown	8/6/2024	BI	\$ 1,000.00	1/30/2025
Victory Law Firm Trust Account f/b/o Federica Noriega Marcano - minor	12/30/2024	BI	\$ 250.00	1/30/2025
Victory Law Firm Trust Account f/b/o Fabian Noriega Gamboa	12/30/2024	BI	\$ 16,500.00	1/30/2025
Victory Law Firm Trust Account f/b/o Maria Mercedes Marcano	12/30/2024	BI	\$ 18,000.00	1/30/2025
Henry Ortega	9/12/2024	BI	\$ 300.00	1/30/2025
Christopher and Katheryn Canterbury	11/30/2024	PD	\$ 5,451.60	1/30/2025
The Reese Law Firm Trust Account fbo Charles Shellman	4/7/2023	BI	\$ 19,500.00	1/30/2025
Dan Newlin Injury Attorneys, f/b/o Loretta Bosley	10/3/2021	BI	\$ 60,000.00	1/30/2025

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: Notification of Sole Source Procurements Pursuant to Administrative Rule 4

Date: 02/27/2025

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

1. Trackit, LLC



Sole Source Justification

DATE: December 3, 2024

REQUESTED BY: John Burkholder, Director of Risk Management & Safety

SUBJECT: Procurement of Trackit's complete enterprise system that provides a unique set of software modules that are all included with a service license.

BACKGROUND: On July 9, 2018, LYNX entered a contract with Trackit, LLC for the purpose of providing a proprietary safety and training software. In addition, the purpose of Procuring this software was to deliver LYNX an enterprise software solution, specifically designed for transit agencies. Equally, Trackit, LLC offered the ability to share information and data by having all the information in one system that utilizes software as a service, technical structure of website, backups of data, and a one-time access and set up fee.

Trackit, LLC also offered the ability for future customization, integration, mobile application, on-line forms, software permissions, training, claims, accident and incidents module. Furthermore, Trackit, LLC allowed LYNX to modernize record-keeping, consolidate data, and facilitate LYNX departments to work together.

SOLE SOURCE JUSTIFICATION:

Trackit is a unique, transit specific, enterprise system that provides a unique set of software modules that are all included with a service license. Trackit provides a SaaS (software as a service) product with all-inclusive pricing that includes unlimited users, unlimited training and support, and all updates. Plus, Trackit is the only software that allows our agencies to go completely paperless either on-line, by using mobile devices or through an employee portal.

Procurement of a similar enterprise software from another company would require duplicating the infrastructure with the company's solution for integration, incident, accident and claims storage, mobile applications, on-line forms, and work-flow engine. The expense of duplicating these capabilities would be costly and time consuming for LYNX staff.

COST/PRICE: \$26,500.00

ANALYSIS: In this cost-benefit analysis, the benefits outweigh the cost which makes Trackit a worthwhile enterprise system to continue with. In addition, the cost quote obtained from ESO Solutions, INC is \$122,850.00, while Trackit's cost quote was \$26,500.00. In contrast, this is a difference of \$96,350.00 in favor of Trackit, which is an 78.42% additional cost.

Jafari Bowden

Jafari Bowden
Sr. Manager of Safety and Security

12/3/2024

Date:

John Burkholder

John Burkholder
Director of Risk Management & Safety

1/21/25

Date:

Leonard Antrmann
Chief Financial Officer

Date:

1/28/25

Tiffany Homler Hawkins
Chief Executive Officer

T. Homler Hawkins

Date:

1/30/25

Maurice A. Jones
Director of Procurement

Date:

1/28/2025

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

Carrie L. Sarver Esq.

Date:

1/30/25

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 2025

Date: 02/27/2025

LYNX Press Releases | Media Notes: January 2025

January 15	Florida Public Transportation Association to Promote Transit Statewide
January 17	LYNX January Board of Directors and Oversight Committee Meeting Information
January 27	LYNX Prepares for Local Operator and Maintenance Roadeo

LYNX News Articles | January 2025

January 1	Multiple lanes closed on I-4 WB after multi-vehicle crash involving Lynx bus - WFTV9
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LYNX Social Media – January 2025

January 1	Happy New Year.
January 2	Welcome aboard. Response to request for a bench at a bus stop.

LYNX Board Agenda

January 3	<p>Link 705 route. Response to comment about delays. Response to comment about a rude bus operator.</p>
January 4	<p>The old PawPass application will be discontinued.</p>
January 5	<p>National Bird Day.</p>
January 6	<p>Altamonte Springs. Provided written and video instructions for the new Paw Pass application. Response to feedback about service. Response to comment about service delays. Response to question about Link 705 service. Response to request for a new route on Curry Ford Road.</p>
January 7	<p>3-Point contact method.</p>
January 8	<p>Fare-free transfer to SunRail. Service detour for the Walt Disney World marathon weekend. Response to comment about service delays due to a mechanical issue. Response to a customer comment about being trespassed from LYNX Central Station.</p>
January 9	<p>Service detour for the Walt Disney World marathon weekend. Discontinuation of the PawPass application. Assisted customer with a farebox issue.</p>
January 10	<p>Link 46E route in Sanford. Robinson Street service detour due to construction. Instructed customer how to properly scan their phone on the farebox. Informed the customer that a bench could not be installed because it does not meet the requirements.</p>
January 11	<p>National Human Trafficking Awareness Day. Robinson Street service detour due to construction.</p>
January 12	<p>LYMMO service. Robinson Street service detour due to construction.</p>
January 13	<p>Discontinuation of the PawPass application. Response to comment about trip planning. Response to comment about a broken bus stop sign. Response to concern about an ACCESS LYNX customer pick-up. Response to make bus transfers automatically generate.</p>

LYNX Board Agenda

January 14	<p>NeighborLink service. Service detour in downtown Orlando for the MLK parade. Response to comment about connection issues and delays. Response to comment about Link 11 service delays. Response to concern about passengers using their speakerphone on the bus. Response to concern about a strong smell on a Link 38 bus.</p>
January 15	<p>Operating normal service on MLK Day. Service detour in Eatonville for the MLK parade.</p>
January 16	<p>Service detour in Ocoee for the MLK parade. Discontinuation of the PawPass application. Service detour in downtown Orlando for the MLK parade.</p>
January 17	<p>Service detour in Apopka for the MLK parade. Links 3, 7, 11 and 18 in the Lake Lucerne area. Oversight Committee and Board of Directors meetings. Service detour in Eatonville for the MLK parade. Repost: Downtown Orlando weekend happenings. Response to comment about incorrectly stabilizing a wheelchair on the bus.</p>
January 18	<p>Lost and Found window open on Saturday. Service detour in Ocoee for the MLK parade. Team LYNX participated in the downtown Orlando MLK parade.</p>
January 19	<p>Operating normal service on MLK Day. Service detour in Apopka for the MLK parade.</p>
January 20	<p>Honoring Martin Luther King Jr.</p>
January 21	<p>A reminder of guidelines while riding our system. Response to comment about trip planning.</p>
January 22	<p>Discontinuation of the PawPass application. Response to feedback about Link 705 service.</p>
January 23	<p>Oversight Committee and Board of Directors meetings. Response to comment about the Paw Pass application.</p>
January 24	<p>National Compliment Day. Response to request for assistance with the Paw Pass application. Response to comment about Link 37 service delays.</p>
January 25	<p>Discontinuation of the PawPass application.</p>
January 26	<p>FPTA website transitconnectsflorida.com.</p>

LYNX Board Agenda

January 27	<p>Happy Monday from your friendly bus operator. Response to comment about a bus operator making an illegal right turn. Response to comment about a service detour on Simpson Road. Response to question about the bus tracker application. Response to concern about Link 42 service delays.</p>
January 28	<p>Congratulations to LYNX employees who celebrated 20 to 35 years of service. Response to feedback about a Link 11 bus operator.</p>
January 29	<p>Link 57 route in downtown Kissimmee. Response to request for bus pass donations. Addressed concerns about Link 42 service delays.</p>
January 30	<p>Service detour around Camping World Stadium for the NFL Pro Bowl. Service detour for the Zora Neale Hurston Festival.</p>
January 31	<p>We're hiring bus operators. Service detour for the Orlando Magic 5K and 1K fun foot race. Encouraged customer to provide more details about their concern about service. Assisted customer with the Tap to Pay feature on the new Paw Pass application.</p>

LYNX ard Agenda

Social Media Usage	January 2025
Total Facebook Posts	52
Facebook Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.	817 Reactions, 202 Comments, 92 Shares
Facebook Post Impressions: The number of times posts appeared on someone's screen.	48.5K
Total Tweets	58
Twitter X Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes	46 Likes, 13 Retweets, 6 Replies
Twitter X Post Impressions: The number of times posts appeared on someone's screen.	6.3K
Website Usage	January 2025
Total Pageviews	364K
Total User Visits	236K

LYNX Board Agenda

Commuter Vanpool Program – January 2025

Vanpool	January 2025
Vanpool Participants	415*
Total Revenue Miles	175,000*
New Vanpool	3
Returned Vanpools	0
Current Vans at Service	115
Pending Interests	None
Events	None

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

Advertising Sales – January 2025

Advertising Sales Revenue	January	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$313,292.68	\$187,975.61	\$1,665,201.81	\$999,121.09

LYNX Board Agenda

Monthly Report B

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 2024

Date: 02/27/2025

Please find attached the preliminary monthly financial report for the Second month ending November 30, 2024.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX

Statement of Revenue and Expenses

For the two months ending November 30, 2024

(UNAUDITED)

	As of November 30, 2024		% of Actual Compared to Budget
	Budget	Actual	
REVENUES:			
Customer fares	\$ 3,449,969.18	\$ 3,491,712.67	101%
Contract services	622,291.00	583,655.00	94%
Advertising	438,333.34	438,333.34	100%
Interest and Other Income	214,040.00	1,018,490.04	476%
Federal Revenue	2,436,478.88	1,821,573.44	75%
State Revenue	2,579,290.32	2,550,205.44	99%
Local Revenue	3,422,294.00	3,094,161.87	90%
Local Revenue Funding Partner	17,708,400.10	17,850,817.18	101%
TOTAL REVENUE	30,871,096.82	30,848,948.98	100%
EXPENSES:			
Salaries, Wages & Fringe Benefits	20,549,027.41	21,969,127.35	107%
Other services	3,435,190.62	2,276,612.44	66%
Fuel Expense	2,347,901.32	3,538,133.86	151%
Materials and supplies	1,795,554.20	1,309,319.88	73%
Utilities	377,726.20	269,624.72	71%
Casualty & Liability	824,410.00	1,179,525.61	143%
Taxes and licenses	138,006.78	270,032.24	196%
Purchased transportation services	5,637,730.00	6,375,472.61	113%
Leases & Miscellaneous	746,433.90	414,700.18	56%
Interest Expense	0.00	6,279.34	0.00
TOTAL EXPENSES	35,851,980.43	37,608,828.23	105%
CHANGE IN NET POSITION	\$ (4,980,884)	\$ (6,759,879)	136%

LYNX Board Agenda

Monthly Report C

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 2025

Date: 02/27/2025

Please find attached the monthly report for Paratransit Services – January 2025.



ACCESS LYNX Paratransit Monthly Report

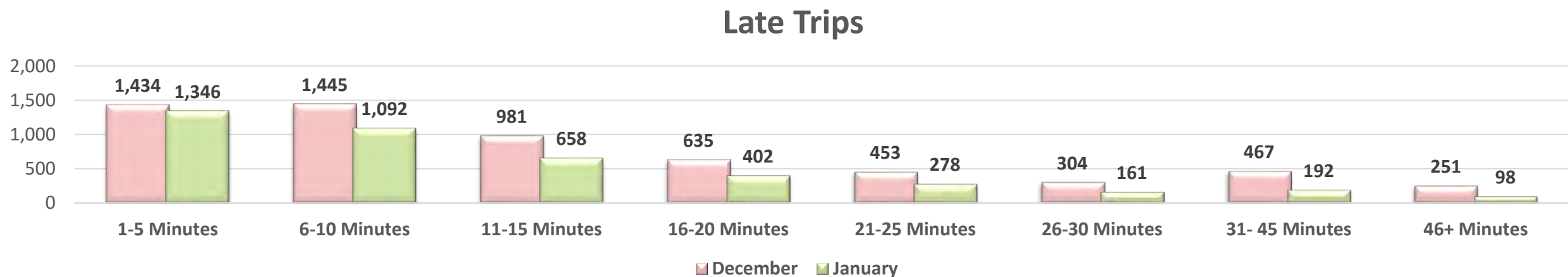
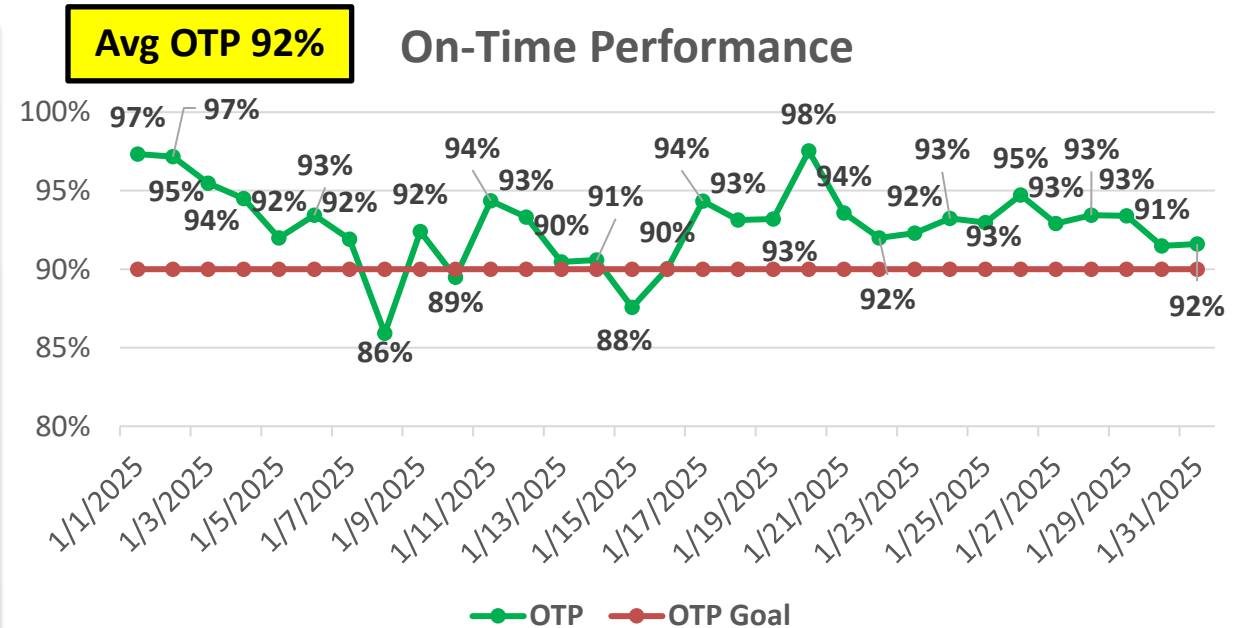
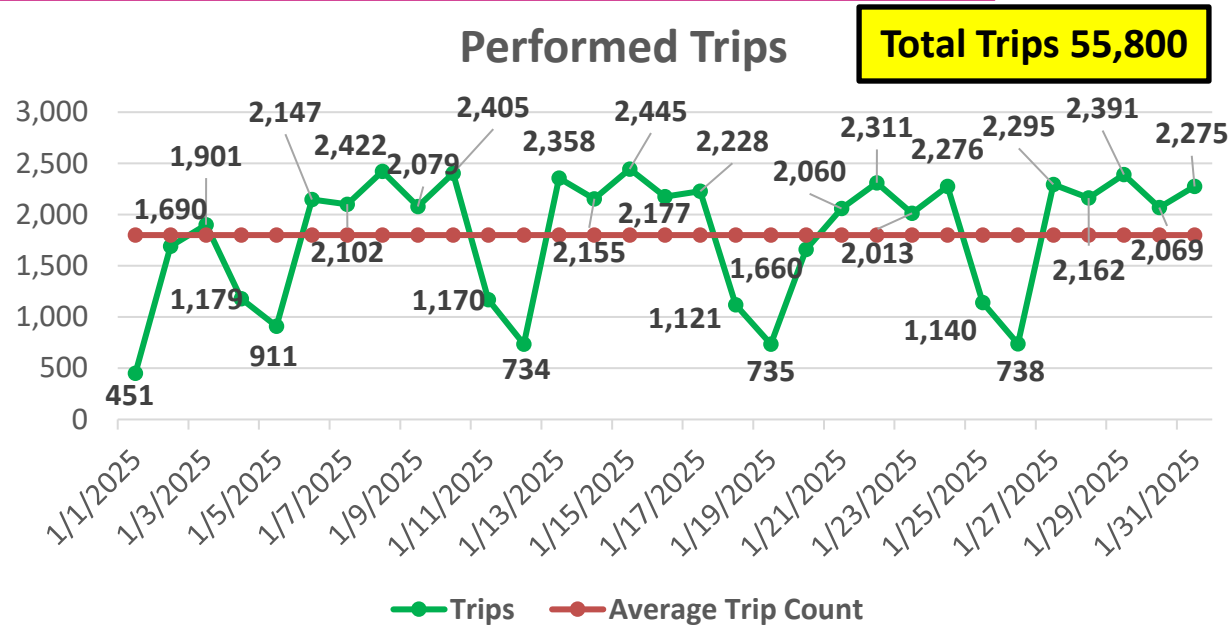


Overview



- **Paratransit Performance:**
 - Month of January 2025
 - FY25 Year to Date
- **Paratransit Fleet Status**
- **Paratransit Fleet Metrics**
- **Paratransit Business Practices**
 - Key Areas of Focus
- **Summary**

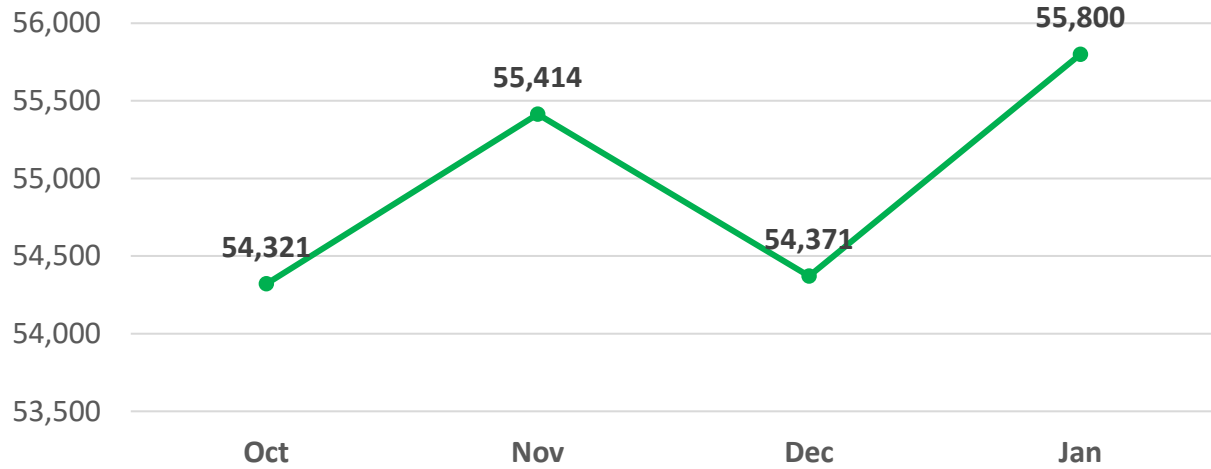
Performance – January 2025



Performance – FY 25

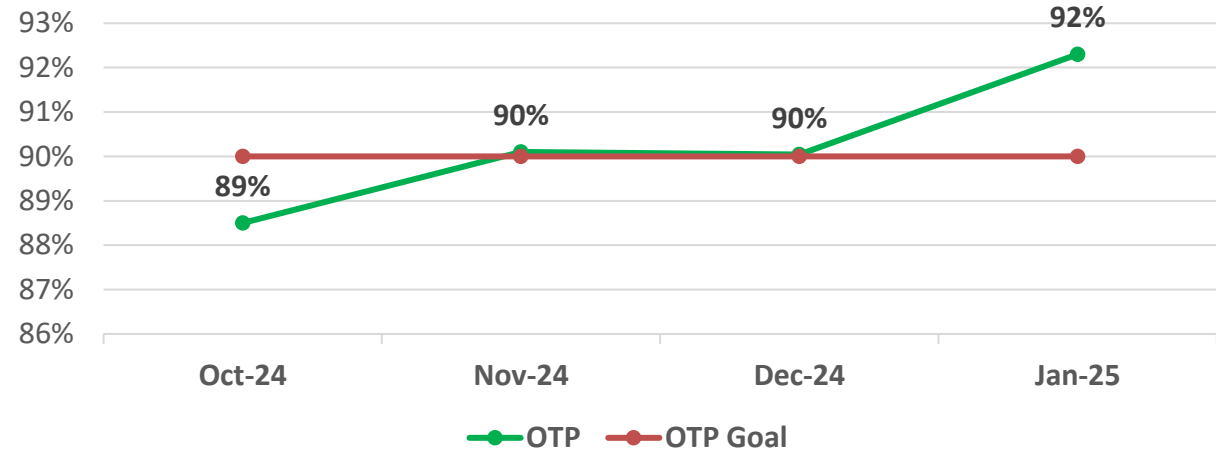
Total Trips 219,906

Performed Trips

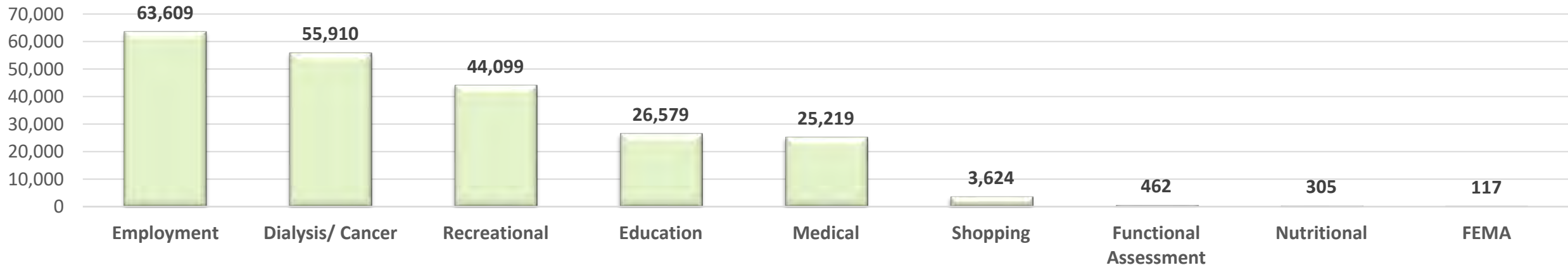


Avg OTP 90%

On-Time Performance



Trip Count by Purpose



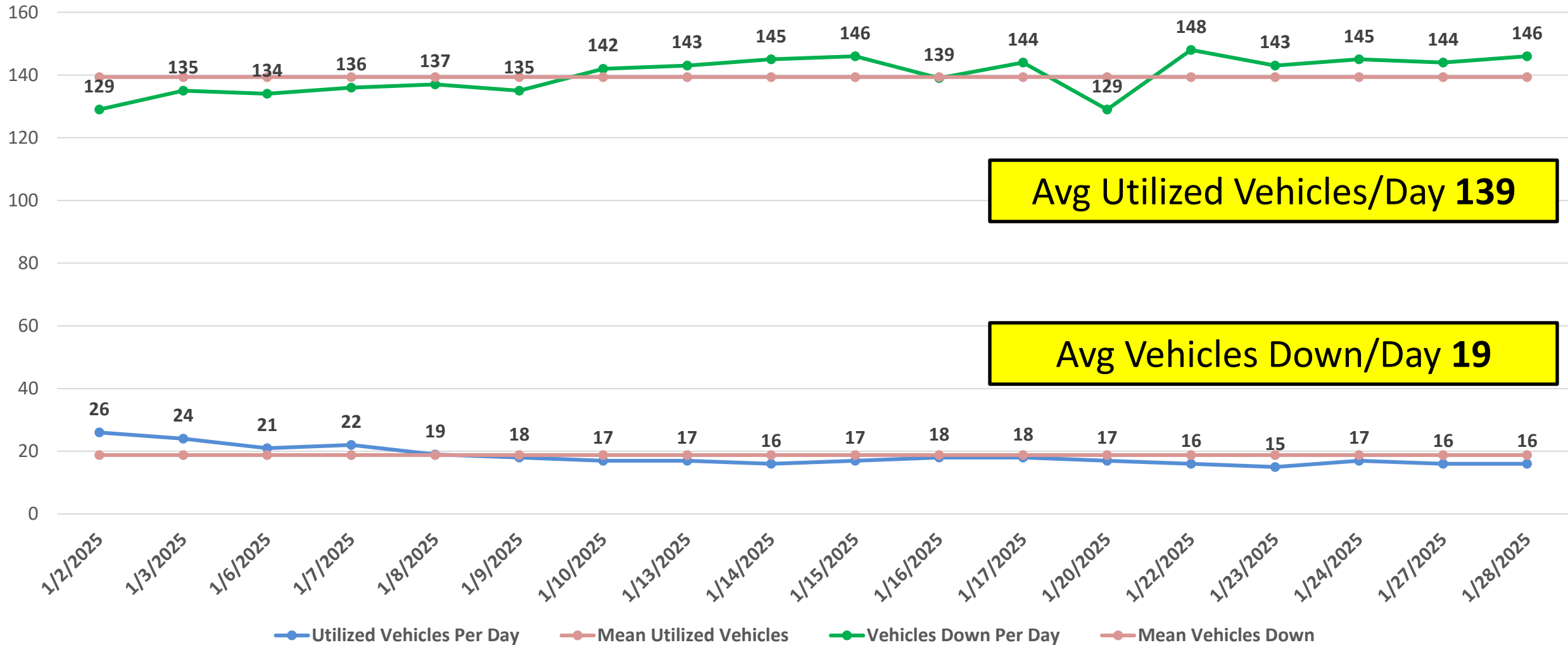
Paratransit Fleet



- **Maintenance Program**
 - Improvements in reducing the “Vehicle Down List”
- **New Vehicle replacement in process:**
 - 85 new vehicle ordered
 - 19 new vehicles in service
 - Vehicles having met useful life are being removed from fleet

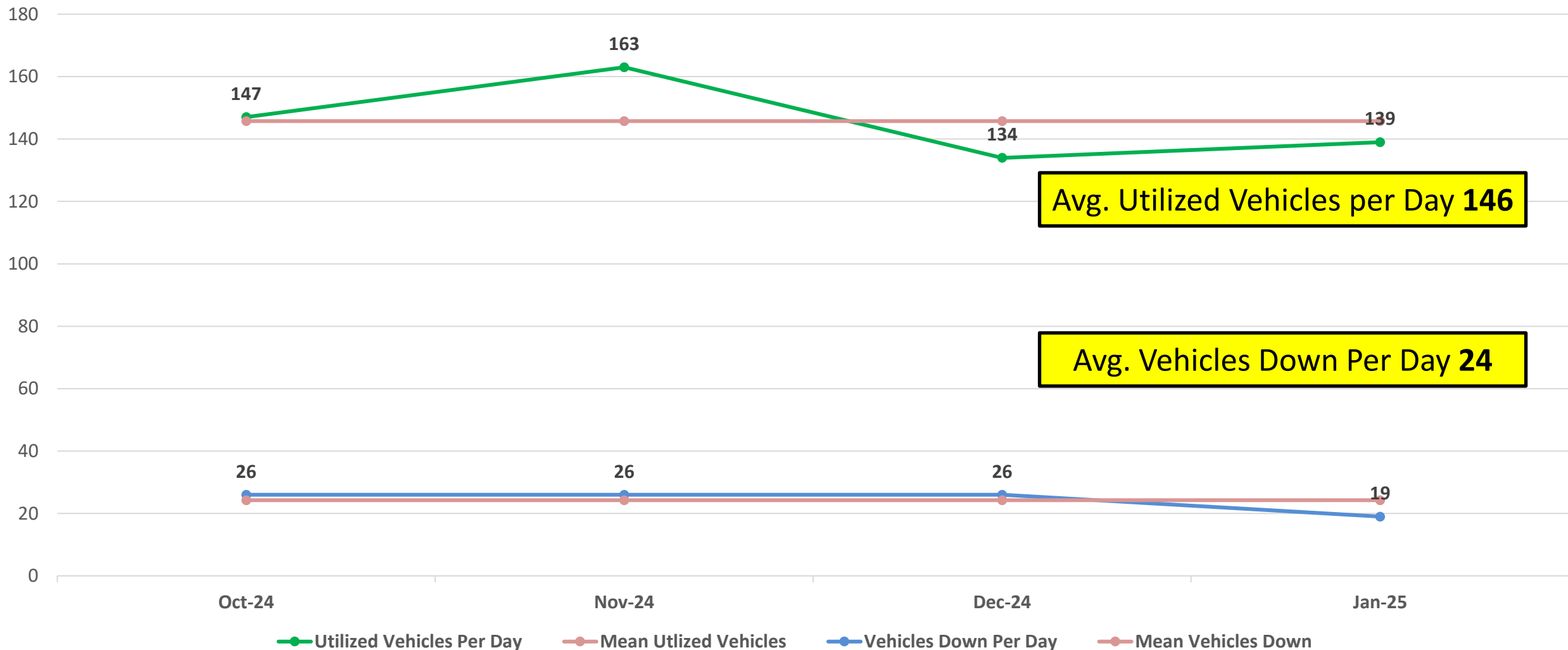
Paratransit Fleet- January 2025

Daily Utilized Vehicles vs. Daily Vehicles Down



Fleet Status – FY 25

Monthly Utilized Vehicles vs. Monthly Vehicles Down



KEY AREAS OF FOCUS



- **Extensive contract oversight and compliance**
 - Quarterly Inspections identifying areas of need corrective action
 - Sub-Contractor operations and oversight
 - Independent contractors/operators' compliance
- **Costs Containment strategies**
- **Trip scheduling and routing**
 - Monitoring time on bus to ensure compliance
- **Reconciliation and Reporting business practices**
 - Documentation and Trip accounting and management

Summary

- **Stabilized vehicle maintenance issues**
- **Upgrade to paratransit vehicle fleet**
- **Challenges of trip demand**
 - Consistently providing 54,000+ monthly trips
 - On-time performance management
 - Trip routing and scheduling
 - Late trip analysis
- **Oversite of contractor business practices**
 - Timeliness and accuracy of records
 - Invoice submittal
 - Monthly reconciliation processing



Close



LYNX Board Agenda

Monthly Report D

To: LYNX Board of Directors

From: James Boyle
Interim Chief Planning And Development Officer
Bruce Detweiler
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Ridership Report - December 2024

Date: 02/27/2025

The attached monthly Performance Report includes December 2024 Year-To-Date figures for ridership and other performance indicators. Total ridership for December 2024 was 1,623,386. This is a 4.2% increase from December 2023. On-Time Performance for Fiscal Year-To-Date 2025 is 63%.

- LYNX overall ridership increased by 65.8K, or 4.2%, compared to December 2023. Year-to-date ridership for FY-25 (4,874,878) increased 1.2% compared to FY-24 (4,816,066).
- LYMMO ridership increased by 18.3K, or 55.8%, compared to December 2023. Year-to-date ridership for FY-25 (146,764) increased 38.6% compared to FY-24 (105,889).
- Fixed Route ridership increased by 60.1K, or 2.8%, compared to December 2023. Year-to-date ridership for FY-25 (4,441,953) decreased by 0.1% compared to FY-24 (4,445,113).
- NeighborLink ridership increased by 1.9K, or 26.9%, compared to December 2023. Year-to-date ridership for FY-25 (28,483) increased 24.5% compared to FY-24 (22,883).
- ACCESS LYNX ridership increased by 4.3K, or 7.7%, compared to December 2023. Year-to-date ridership for FY-25 (183,168) increased 4.8% compared to FY-24 (174,700).

LYNX Board Agenda

- Vanpool ridership increased by 5.0K, or 26.7%, compared to December 2023. Year-to-date ridership for FY-25 (70,514) increased by 15.3% compared to FY-24 (61,182).
- There was no reported special event ridership for December 2024.



December 2024 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Dec-23	Dec-24	% Δ	YTD-24	YTD-25	% Δ
LYMMO	32,686	50,936	55.8%	105,889	146,764	38.6%
Fixed Route	1,439,194	1,479,285	2.8%	4,445,113	4,441,953	-0.1%
NeighborLink	6,982	8,860	26.9%	22,883	28,483	24.5%
ACCESS LYNX	56,418	60,740	7.7%	174,700	183,168	4.8%
Vanpool	18,594	23,565	26.7%	61,182	70,514	15.3%
Special Events	3,639	0	-100.0%	6,299	3,996	-36.6%
SYSTEM TOTAL	1,557,513	1,623,386	4.2%	4,816,066	4,874,878	1.2%

December-23	20 Weekdays	5 Saturdays	6 Sundays
December-24	21 Weekdays	4 Saturdays	6 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Dec-23	Dec-24	% Δ	Dec-23	Dec-24	% Δ	Dec-23	Dec-24	% Δ
LYMMO	1,120	1,953	74.4%	1,052	1,020	-3.0%	840	975	16.1%
Fixed Route	55,225	55,137	-0.2%	37,386	39,237	5.0%	24,626	27,410	11.3%
NeighborLink	313	430	37.4%	200	223	11.5%	-	-	-
ACCESS LYNX	2,236	2,396	7.2%	1,200	1,341	11.8%	950	842	-11.4%
Vanpool	428	463	8.2%	193	201	4.1%	75	84	12.0%
SYSTEM TOTAL	59,322	60,379	1.8%	40,031	42,022	5.0%	26,491	29,311	10.6%

LYNX ridership increased by about 65.8K, or 4.2%, compared to December 2023.

LYMMO ridership increased by about 18.3K, or 55.8%, compared to December 2023. Compared to December 2023, average weekday ridership increased by 74.4% and average Sunday ridership increased by 16.1%. Average Saturday ridership decreased by 3.0%. With the December 2024 service change, LYMMO Lime was discontinued on Saturday and Sunday as well as frequency reductions made on all LYMMO routes.

Fixed Route ridership increased by about 60.1K, or 2.8%, compared to December 2023. Average weekday ridership decreased by 0.2% while average Saturday and average Sunday ridership increased by 5.0% and 11.3% respectively compared to the same time period last year. Fixed Route ridership continues to grow overall showing the same upward trend seen in previous years. Reduced ridership during Hurricane Milton continues to have an impact on YTD ridership.

NeighborLink ridership increased by about 1.9K, or 26.9%, compared to December 2023. NeighborLink ridership saw a 37.4% increase in average weekday ridership and an 11.5% increase in average Saturday ridership.

ACCESS LYNX ridership increased by about 4.3K, or 7.7%, compared to December 2023. Ridership showed a 7.2% increase to average weekday ridership with an increase of 11.8% ridership on Saturdays and a decrease of 11.4% on Sundays.

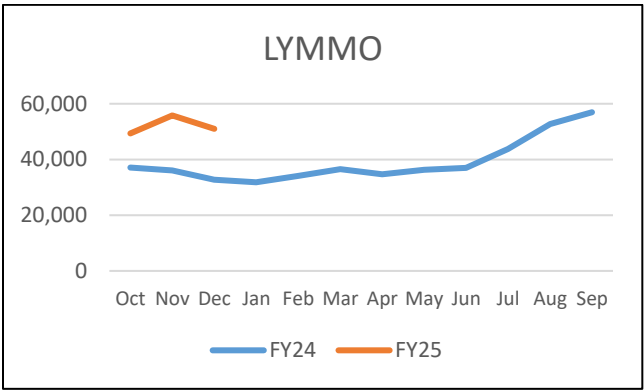
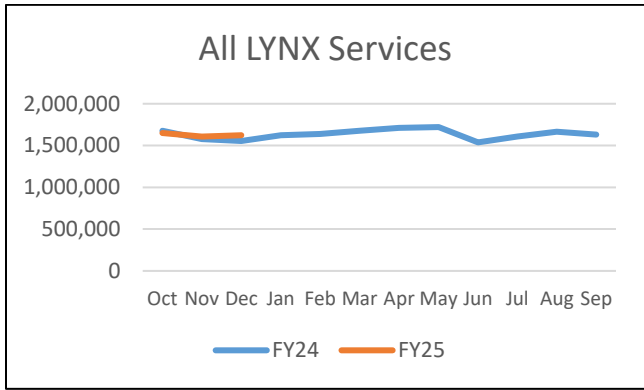
Vanpool ridership increased by about 5.0K, or 26.7%, compared to December 2023.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.26/gallon in December 2023 and \$3.14/gallon in December 2024. Historically, high gas prices can result in increased public transit ridership.



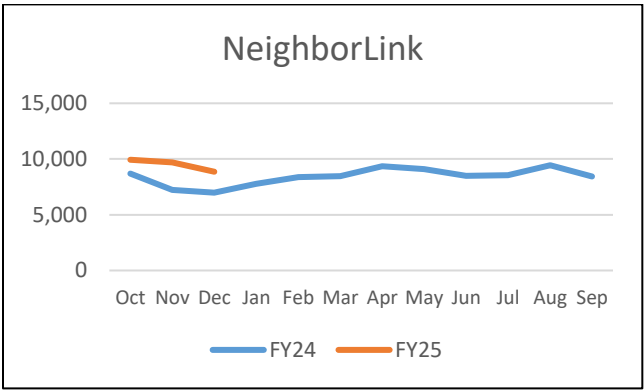
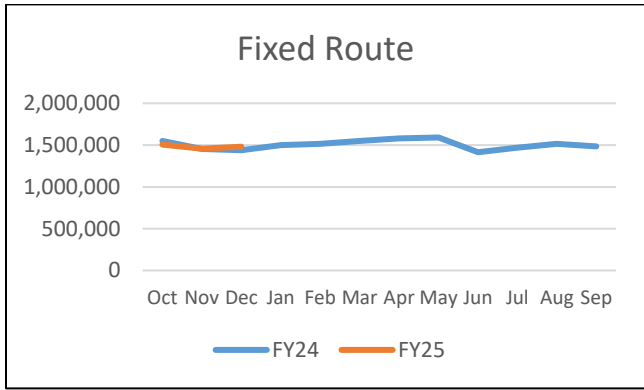
December 2024 Service Performance Report

MONTHLY RIDERSHIP TRENDS BY MODE



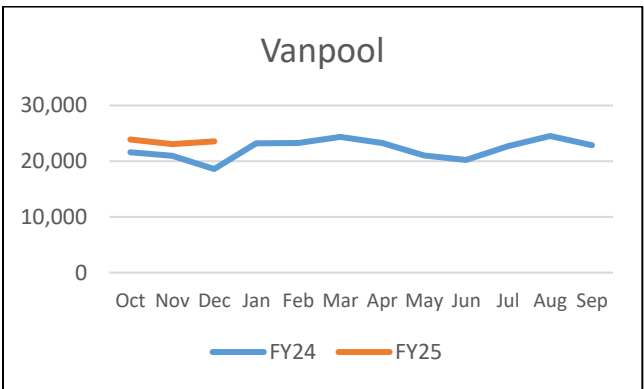
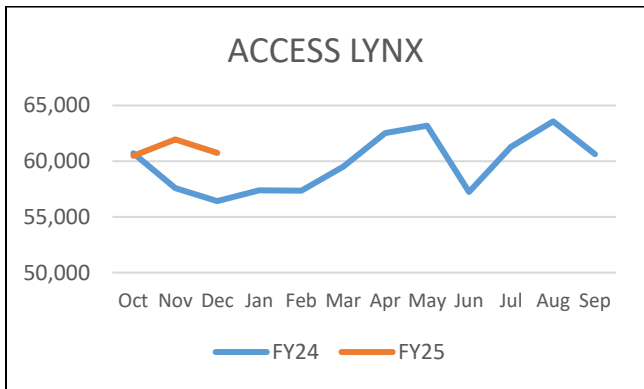
Year-to-Date Fiscal Year 2025 LYNX system-wide ridership has increased by 1.2% compared to Fiscal Year 2024.

Year-to-Date Fiscal Year 2025 LYMMO ridership has increased by 38.6% compared to Fiscal Year 2024.



Year-to-Date Fiscal Year 2025 Fixed Route ridership has decreased by 0.1% compared to Fiscal Year 2024.

Year-to-Date Fiscal Year 2025 NeighborLink ridership has increased by 24.5% compared to Fiscal Year 2024.



Year-to-Date Fiscal Year 2025 ACCESS LYNX ridership has increased by 4.8% compared to Fiscal Year 2024.

Year-to-Date Fiscal Year 2025 Vanpool ridership has increased by 15.3% compared to Fiscal Year 2024.



December 2024 Service Performance Report

FIXED ROUTE AND LYMMO MONTHLY PERFORMANCE DATA

Fixed Route - Modal Performance Data - Fiscal Year 2025								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	1,506,073	17	64%	3	95,295	94%	214	93%
Nov	1,456,595	16	62%	2	90,025	98%	217	97%
Dec	1,479,285	16	63%	7	91,864	99%	210	93%
Jan								
Feb								
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
YTD	4,441,953	16	63%	12	277,184	97%	213.6667	94%

LYMMO - Modal Performance Data - Fiscal Year 2025								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	49,349	7	62%	0	7,235	91%	1	100%
Nov	55,797	8	64%	0	6,760	98%	1	100%
Dec	50,936	10	66%	0	5,293	99%	1	100%
Jan								
Feb								
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
YTD	156,082	9	64%	0	19,288	96%	1	100%



December 2024 Service Performance Report

NEIGHBORLINK AND ACCESS LYNX MONTHLY PERFORMANCE DATA

NeighborLink - Modal Performance Data - Fiscal Year 2025						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	9,935	100%	100%	0	15	100%
Nov	9,688	100%	100%	1	16	89%
Dec	8,860	100%	100%	0	14	90%
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	28,483	100%	100%	1	15	93%

ACCESS LYNX - Modal Performance Data - Fiscal Year 2025						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	60,477	89%	99%	2	147	31%
Nov	61,951	90%	99%	1	158	40%
Dec	60,740	90%	99%	1	158	30%
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	183,168	90%	99%	4	154	34%



December 2024 Service Performance Report

GLOSSARY

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.