

LYNX Board Agenda


Meeting Date: 4/27/2023
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 3.23.23

Pg 4

3. Public Comments



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

4. Chief Executive Officer's Report


5. Oversight Committee Report

6. Consent Agenda




A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services Pg 11
- ii.  Authorization to Release a Request for Proposal (RFP) for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Passenger Terminal Pg 12



B. Invitation for Bid (IFB)

- i.  Authorization to Release an Invitation for Bid (IFB) for Construction of a Bus Bay and Associated Amenities at the Saint Cloud Walmart Pg 14







C. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to McCree General Contractors, Inc. for the Construction of the Pine Hills Bus Transfer Center Pg 16
- ii.  Authorization to Negotiate and Award a Contract to JC KC Construction, LLC for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B Pg 18
- iii.  Authorization to Negotiate and Award a Contract to Universal Protection Service, LLC, dba Allied Universal Security Services Pg 20







D. Extension of Contracts

- i.  Authorization to Extend and Increase the Not to Exceed Amount of Contract #22-C38 with Susan Black for Organizational Development Consulting Services Pg 22
- ii.  Authorization to Exercise the First Option Year of Contract #21-C35 with American Facilities Services Inc., for Janitorial Services for LYNX Central Station and the LYNX Operations Center Pg 24




E. Miscellaneous

- | | | |
|------|--|-------|
| i. |  Ratification of the Inclusion of the Orlando Science Center as a Partner for Workforce Development on the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program | Pg 25 |
| ii. |  Authorization to Negotiate and Enter into Agreements Related to the Pine Hills Bus Transfer Center | Pg 27 |
| iii. |  Authorization to Purchase Vanpool Vehicles | Pg 29 |
| iv. |  Authorization to Purchase Seven (7) 2023 Dodge Durango Vehicles as Replacement Vehicles for Transportation Supervisors | Pg 31 |
| v. |  Authorization to Dispose of Items Accumulated Through the Lost and Found Process | Pg 33 |
| vi. |  Authorization to Auction Surplus Capital Items | Pg 35 |






7. Action Agenda

- | | | |
|----|---|-------|
| A. |  Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the Rural Transportation Program, Off-Cycle Section 5311 in the Total Amount of Approximately \$ 1,767,743 and Execution of Resolution #23-002 | Pg 40 |
| | -Attachments  | |
| B. |  Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for a Public Transit Grant Agreement (PTGA) for FY2024 Commuter Assistance Program in the Amount of \$300,000 and Execution of Resolution #23-003 | Pg 44 |
| | -Attachments  | |
| C. |  Approval to Amend the FY2023 Operating Budget | Pg 48 |
| D. |  Authorization to Execute a Contract with Transdev Services, Inc. , for LYNX Paratransit Services | Pg 51 |

8. Information Items

- | | | |
|----|--|-------|
| A. |  Notification of Settlement Agreements Pursuant to Administrative Rule 6 | Pg 53 |
| B. |  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 | Pg 55 |
| | -Attachments  | |

9. Monthly Reports

- | | | |
|----|---|-------|
| A. |  Communications Report - March 2023 | Pg 65 |
| B. |  Monthly Financial Report - January 2023 | Pg 71 |
| | -Attachments  | |
| C. |  Ridership Report - February 2023 | Pg 73 |
| | -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: **March 23, 2023**

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

Members in Attendance:

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

1. Call to Order

Chair Demings called the meeting to order at 1:00 p.m.

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

2. Approval of Minutes

Commissioner Janer moved to approve the Board of Directors meeting minutes of January 26, 2023. Mayor Dyer seconded. The minutes were unanimously approved as presented.

3. Recognition

Tiffany Homler Hawkins, Chief Executive Officer, recognized the winners of the 2023 LYNX Rodeo:

First Place winner for Fixed-Route: Steve Kalicharan
First Place winner for Paratransit: Roderick Hightower
Maintenance Team champions: Chris Balroop, Harry Mootoo, and Samraj Gangapersad

These winners will move forward to the State Rodeo next week.

4. Public Comments

Margo Wright – Orlando, FL

Ms. Wright had questions and suggestions regarding route 51.

Joanne Counelis – Lake Mary, FL

Ms. Counelis would like 24-hour bus service every fifteen minutes. She also stated that she would like a bus stop at Lake Mary Country Club and Oviedo Boulevard.

5. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, stated that there is new audio in the Board Room and new cameras for better streaming.

Board members were introduced to the Interim Chief Operating Officer, Frank Martin. Mr. Martin is highly recommended, and is a forty-year industry veteran. He has bus and rail operations experience. His contract is for four months, but could possibly be extended.

6. 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 January 26, 2023, Oversight meeting.

Amanda Clavijo, Chair of the Finance & Audit Committee, gave a report on the March 9, 2023 Finance & Audit Committee. The Finance Committee recommends approval of all Consent Agenda items.

The Oversight Committee recommends approval of Action items A, B and C, and Consent Agenda items i.-viii. Action items D, E, and F, and Consent Agenda item ix. were not on the Oversight Committee agenda.

The Committee received presentations on the FY2022 Preliminary Financial Results, the FY2023 First Quarter Results and the FY2024 Budget Assumptions.

Officer elections were held and Commissioner Janer remains the Oversight Committee Chair and Renzo Nastasi the Vice-Chair.

7. Consent Agenda:

Chair Demings asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.B.iii. Ms. Homler Hawkins stated that she recommends the entire Consent Agenda for approval. Secretary Tyler will need to abstain from items 7.B.i., 7.B.iii., and 7.B.iv.

A. Request for Proposal

- i. Authorization to Release a Request for Proposal (RFP) for Architecture and Engineering Services for Heating, Ventilation, and Air Conditioning (HVAC) Systems Replacement & Enhancement at LYNX Central Station and LYNX Operations Center
- ii. Authorization to Release a Request for Proposal (RFP) for the Supply and Installation of Security Equipment and Associated Maintenance for LYNX Facilities
- iii. Authorization to Release a Request for Proposal (RFP) for Workers' Compensation Legal Services

B. Miscellaneous

- i. Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2023 Apportionments and to Sub-allocate FY2023 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and 5307 & 5337 to the Florida Department of Transportation
- ii. Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2023 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and Associated Charging Equipment and Training
- iii. Authorization to Ratify a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2023 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Fifteen (15) Fixed Route CNG Buses
- iv. Authorization to Enter into Sub-Recipient Agreements and Award Funds Under Section 5310 to Selected Human Services Agencies
- v. Authorization to Enter into a Sole Source Purchase for the Procurement of SPX d/b/a Genfare Fast Fare Fareboxes for the NeighborLink Cutaway Bus Fleet
- vi. Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages
- vii. Authorization to Negotiate and Execute a Lease Agreement with the East Central Florida Regional Planning Council (ECFRPC) for Office Space at LYNX Central Station (LCS)
- viii. Authorization to Participate in Statewide Education Campaign
- ix. Authorization to Declare March as Procurement Month

Commissioner Herr made a motion to approve Consent Agenda items 7.A.i. through 7.A.iii. and 7.B.ii, 7.B.v. through 7.B.ix. Seconded by Commissioner Janer. Motion passed unanimously. Commissioner Janer made a motion to approve items 7.B.i, 7.B.iii and 7.B.iv. Seconded by Mayor Dyer. Motion passed unanimously with Secretary Tyler abstaining.

8. Action Agenda

A. Authorization to Approve FY2022 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Mayor Demings recognized Joel Knopp from MSL CPAs & Advisors to make the presentation. Mr. Knopp stated that there were no significant findings or difficulties, and no corrected or uncorrected misstatements noted. A new accounting standard was issued and implemented during the reporting period. An unmodified clean opinion was issued.

Commissioner Herr asked about the Operating Loss and the Non-Operating Revenues and Capital Contributions. Mr. Knopp explained that the Operating expenses were budgeted expenditures in salaries and wages. The Capital Contributions were lower due to the reduction in stimulus funding.

Commissioner Janer made a motion for Authorization to Approve FY2022 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program. Second by Commissioner Herr. Motion passed unanimously.

B. Authorization to Implement April 23, 2023 Service Changes

Mayor Demings recognized Bruce Detweiler, Manager of Service Planning, to make the presentation. Mr. Detweiler stated that the service design principles focus on safety and connections to SunRail, service efficiencies to support operations, and schedule analysis and adjustments to improve on-time performance.

Two public hearings were held, and notices were placed on social media and at key bus stops and terminals regarding the changes.

Mayor Dyer made a motion for Authorization to Implement April 23, 2023 Service Changes. Second by Commissioner Janer. Motion passed unanimously.

C. Authorization to Submit 2023 Title VI Program Update to the Federal Transit Administration

Mayor Demings recognized Amber Johnson, DEI/Civil Rights Compliance Administrator, to make the presentation. Ms. Johnson stated that the Title VI Program must be updated every three years and was last updated in 2020. The 2023 updates include updated demographics, analysis of service distribution, language assistance plan, and evaluation of major service and fare media changes.

For the program update, three public outreach events were scheduled in different service areas. A public hearing was held on March 9 at LYNX Central Station for the public to provide feedback with the comment period open until March 17.

Motion for Authorization to Submit 2023 Title VI Program Update to the Federal Transit Administration made by Commissioner Janer, second by Commissioner Herr. Motion passed unanimously.

D. Authorization to Negotiate a Contract with Transdev Services, Inc., for Paratransit Services

Mayor Demings recognized Maurice Jones, Director of Procurement, to make the presentation. Mr. Jones explained the Request for Proposal (RFP) process with regards to Paratransit Services.

Mayor Demings allowed for public comment on this topic.

Kimber Saint-Preux – Deltona, FL

Ms. Preux spoke on behalf of Community Connections Transportation, and she stated that fifty-five households would be impacted by the contract change with MV Transportation. She would like the contract to stay with MV.

Acquanetta Bufford – Orlando, FL

Ms. Bufford is the Operations Manager at Community Connections. She stated that she would like the Paratransit contract should stay with MV Transportation.

Travaris McCurdy – Orlando, FL

Mr. McCurdy stated that Transdev contacted him regarding input and concerns. He appreciates Transdev's efforts, and supports the contract award to Transdev.

W.C. Pihl, Senior Vice-President of Business Development with Transdev, stated that Transdev has over one hundred years of experience with Paratransit services and has extensive experience with Trapeze software. Bill Spraul, Region Vice-President, stated that Transdev has completed many transitions and will remain dedicated. Laura Hendricks, CEO of Transdev U.S., thanked the staff and Board members for their consideration. She stated that Transdev will provide enhanced value to the community.

Gary Coles, Chief Customer Success Officer MV Transportation, thanked LYNX staff and Board members for the twenty-year partnership. He stated that cost was the determining factor in the change of provider, and MV did not put price over people.

Mayor Demings thanked MV Transportation for their service.

Commissioner Herr asked Transdev to explain the difference in price and the difference in models. Mr. Pihl stated that there will not be a complete model change. The existing

Union contract will be honored, including the MOU that was recently signed. Transdev would like to retain all of the existing employees.

Mayor Demings asked if there were previous transitions from MV to Transdev. Mr. Pihl stated that there have been previous successful transitions in Grand Rapids and California.

Mayor Demings asked Mr. Coles if there have been previous transitions. Mr. Coles stated that Mr. Pihl was correct, but he wants LYNX to take the time for the transition.

Commissioner Janer wants to ensure that the passengers will not feel the changes happening. Mr. Jones stated that there has been extensive communication between Transdev and the LYNX Paratransit office, and is confident in the transition.

Ms. Homler Hawkins stated that this is a request to negotiate a contract. The award of the contract will be brought forth at the next meeting.

Commissioner Herr thanked Mr. Jones for his hard work.

Mayor Dyer thanked both companies for their professionalism.

Commissioner Herr made a motion for Authorization to Negotiate a Contract with Transdev Services, Inc., for Paratransit Services. Mayor Dyer seconded. Motion passed unanimously.

E. Authorization to Negotiate and Award a Contract Extension to MV Transportation, Inc., for Paratransit Services

Mayor Demings recognized Norm Hickling, Director of Mobility Services. Mr. Hickling stated that the current MV Transportation contract has already been extended until May 31, 2023. An additional extension of up to one hundred twenty (120) days may be required. The extension may help facilitate a proper transition period.

Mayor Demings asked if one hundred twenty days is typical for this type of transition. Mr. Pihl stated that ninety (90) to one hundred twenty (120) days is typical. Mr. Hickling stated the one hundred twenty (120) days is consistent with the RFP.

Mayor Dyer made a motion for Authorization to Negotiate and Award a Contract Extension to MV Transportation, Inc., for Paratransit Services. Seconded by Commissioner Janer. Motion passed unanimously.

F. Ratification of the LYNX Chief Executive Officer Employment Agreement

Mayor Demings asked that this item be pulled from today's agenda.

9. Information Items

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

- A. Notification of Settlement Agreements Pursuant to Administrative Rule 6
- B. Notification of Settlement Agreements Pursuant to Administrative Rule 6
- C. Notification of Sole Source Procurements Pursuant to Administrative Rule 4
- D. Quarterly Service Recognition

10. Monthly Reports: (For review purposes only)

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

- A. Communications Report – February 2023
- B. Communications Report – January 2023
- C. Monthly Financial Report – December 2022
- D. Monthly Financial Report – November 2022
- E. Ridership Report – January 2023
- F. Ridership Report – December 2022

11. Other Business

Commissioner Herr asked for monthly updates on the transition process of Paratransit Services. Ms. Homler Hawkins said that updates would be provided.

12. Adjourned:

The meeting adjourned at 2:21 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the March 23, 2023 LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Terri Setterington
Director Of Human Resources
Deborah Toler
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services

Date: 4/27/2023

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 Pre-Employment Background Screening & Related Services.

BACKGROUND:

Background checks are a vital part of the employment process to assist in hiring the best possible candidate. As part of our hiring process, LYNX conducts a comprehensive background check on every new hire. Because obtaining a comprehensive criminal history check involves accessing numerous sources of information where challenges in getting this information can vary from state to state and county to county, performing these checks in-house is not cost effective. Therefore, due to the volume of background checks needed and the complexities involved, LYNX uses a third-party provider whose business it is to conduct background checks.

Our current agreement expires on December 5, 2023.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$50,004 for Pre-Employment Background Screening & Related Services.

LYNX Board Agenda

Consent Agenda Item #6.A. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release a Request for Proposal (RFP) for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Passenger Terminal

Date: 4/27/2023

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 Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Passenger Terminal.

BACKGROUND:

LYNX Central Station (LCS) is an intermodal transit station in Orlando, Florida built in 2004. It serves the LYNX bus system and SunRail commuter rail, and is home to LYNX's administrative offices. It must be kept operational at all times, including during an emergency. When LCS was constructed in 2004, all 6 floors of LCS and the passenger terminal area were installed with single pane windows. These windows met the hurricane codes at the time. However, they lack effective sound dampening and are not energy efficient. In addition, multiple windows have developed water leaks around window seals.

LYNX desires to replace current windows within the LCS building and the passenger terminal to meet latest Florida Building Code hurricane mitigation requirements. In addition, the new windows will address the sound and energy efficiency issues. In September 2021, the LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #21-C45 to AECOM Technical Services, Inc. for Architecture and Engineering Services. The Consultants Competitive Negotiation Act (CCNA) as provided in Fla. Stat. 287.055 states that any construction project that exceeds the established threshold of \$4 million must be procured separately from a continuing services contract. This is the reason that this request cannot be accomplished using the existing contract that is currently in place.

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The Request for Proposal (RFP) for this project will include an assessment to determine structural conditions, assess any additional resiliency requirements and provide recommendations for this project. With these in place, the design can then be completed. The administrative tower and passenger lobby will both be designed at the same time. Depending on projected construction costs, phasing of the construction, based on available funding, may need to occur. Priority will be given to the tower as it serves as an Emergency Operations Center (EOC) during major events such as hurricanes.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The FY2023 Approved Capital budget includes \$2,000,000 for Window Replacement at LYNX Central Station Building and Passenger Terminal. This project is 100% Federally funded.

LYNX Board Agenda

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release an Invitation for Bid (IFB) for Construction of a Bus Bay and Associated Amenities at the Saint Cloud Walmart

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release an Invitation for Bid (IFB) for construction of a bus bay at the Saint Cloud Walmart.

BACKGROUND:

LYNX and Osceola County started a partnership in late 2021/early 2022 to construct a bus bay at the Saint Cloud Walmart. Previously, LYNX buses made use of the internal Walmart parking lot. With the increased use of customer pick-up during the pandemic, the area LYNX had used is now occupied by added parking spots for this use.

As part of the partnership, Osceola County funded the design and permitting of the bus bay and associated amenities. Amenities will include two bus shelters, benches, trash cans, bike racks, a bus bay that can berth two buses, a cart corral and associated American with Disabilities Act (ADA) improvements. LYNX will fund the construction and the associated engineering oversight. Once construction starts, it is anticipated to take no more than 120 days to complete.

LYNX has recently executed a standard Transit License Agreement (TLA) with Walmart that will allow for a portion of these improvements to be installed on their property.

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DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The FY2023 Approved Capital Budget includes \$250,000 for the construction of a bus bay at the Saint Cloud Walmart. This project is 100% Federally funded.

LYNX Board Agenda

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate and Award a Contract to McCree General Contractors, Inc. for the Construction of the Pine Hills Bus Transfer Center

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to McCree General Contractors, Inc. for the Construction of the Pine Hills Bus Transfer Center in the amount of \$ 14,786,585.

BACKGROUND:

Over the past seven (7) years, LYNX undertook significant preparatory work associated with the Pine Hills Bus Transfer Center. This started in late 2016 when LYNX purchased from the Urban League the 6-acre property located south of their building at 2804 Belco Drive. From 2017 to 2019, LYNX conducted numerous public meetings and carried out preliminary design and engineering. This was coupled with extensive key stakeholder coordination (Florida Department of Transportation, Duke Energy, Orange County). In late 2020, LYNX finalized the design, executed the required legal agreements and started permitting. Permitting has recently been completed at the start of this calendar year.

An update of the planned improvements was brought to the August 2020 Board of Directors meeting. On-site improvements will include an iconic bus platform roofline, space for eight (8) fixed-route buses and two (2) NeighborLink buses, CCTV and real-time information signage, an extension of the Pine Hills Trail and a building housing drivers' restroom and an office for customer service and security. Off-site improvements will include signalized access at Belco Drive and Silver Star Road and reconstruction of Belco Drive to current roadway standards.

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LYNX requested permission to issue a Request for Proposal (RFP) at the January 2021 Board of Directors' meeting to ensure that the agency was ready to issue the required documents once permitting had been complete. Upon approval, further solicitation document internal and external preparations and reviews were initiated, including review by the Florida Department of Transportation (FDOT) from August through October of 2022.

Request for Proposal 23-R04 Pine Hills Bus Transfer Station Construction was released on October 28, 2022. A Pre-Proposal Conference and Site Visit were held on November 8, 2022, Questions were due from firms on December 8, 2022, an Addendum containing responses to questions was released on December 21, 2022, and Proposals were due on January 17, 2023.

A single Proposal response was received from McCree Design Builders, Inc. The Proposal was reviewed by WSP USA, Inc. and the LYNX Staff for this project, and the cost was determined to be Fair and Reasonable. The Source Evaluation Committee met publicly on March 22, 2023 and scored the firm as follows:

| Proposer | Score | Ordinal Rank |
|------------------------------|-------|--------------|
| McCree Design Builders, Inc. | 299 | 3 |

The SEC voted to recommend to the LYNX Board of Directors to negotiate and award a contract to McCree Design Builders, Inc.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The FY2023 Approved Capital budget includes a total project budget of \$14,786,585 for the Construction of the Pine Hills Bus Transfer Center. This project is funded with Federal funds in the amount of \$9,660,727, State funds in the amount of \$1,490,000 and local funds in the amount of \$3,635,858.

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Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate and Award a Contract to JC KC Construction, LLC for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to JC KC Construction, LLC for the Renovation Project to LYNX Operations Center (LOC) Building A Tool Crib and LYNX Operations Center (LOC) Building B Wellness Center in the amount not to exceed \$274,400 with a term to end upon project completion.

BACKGROUND:

LOC A Tool Crib Renovation

In 2014, AECOM had originally designed a Tool Crib Renovation Project at LOC A. Its scope consisted of converting the existing tool crib and equipment storage areas into four (4) new offices and a training area, but this project was not executed.

LYNX is now proposing two (2) offices, one (1) breakroom, a closed off Training/Conference Room area, and updating the original design and technical specifications to comply with current 2020 Florida Building Code. The project is anticipated to consist at a minimum of: architectural (new doors, glass windows, acoustical ceiling, and epoxy finish flooring), electrical (power outlets and data), and mechanical (air duct and fire sprinkler work).

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LOC B Wellness Center Renovation

In 2014, AECOM originally designed a Wellness Center renovation at LOC B. The scope consisted of increasing the wellness center space area from 728 SQFT to 971 SQFT, but this project was not executed.

LYNX is now proposing updating original design and technical specifications to comply with current 2020 Florida Building Code. The project is anticipated to consist at a minimum of: architectural (a new wall, acoustical ceiling, rubber flooring installation), electrical (power outlets) and mechanical (air duct and fire sprinkler work).

On December 8, 2022, an Invitation for Bid (IFB) was released for these projects but no bids were received. Hence, a second IFB was released on February 16, 2023. The IFB was posted on DemandStar, and sent directly to potential identified firms. Submissions were received from the following firms by the deadline of April 3, 2023:

| Bidders |
|-------------------------|
| ARCHIS, INC |
| JC KC CONSTRUCTION, LLC |

Staff is recommending the contract be awarded to JC KC Construction, LLC, the responsive and responsible bidder with lowest cost submission.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 3% is assessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

The FY2023 Approved Capital Budget includes \$700,000, of which \$560,699 is available for Tool Crib & Wellness Center Renovations. This project is 100% Federally funded.

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Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

From: Jafari Bowden
Director Of Safety And Security
Robert Carey
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Authorization to Negotiate and Award a Contract to Universal Protection Service, LLC, dba Allied Universal Security Services

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Universal Protection Service, LLC, dba Allied Universal Security Services. The initial term of the Contract is May 1, 2023 through April 30 2026 in the amount not to exceed \$5,783,282.

BACKGROUND:

Currently, Security Guard Services for the five (5) LYNX facilities located at 2495 Industrial Boulevard, 2500 LYNX Lane, 455 North Garland Avenue, 320 Pleasant Street and 100 N. Alaska Avenue are provided by Strategic Security Corporation, USA, Inc. under contract #21-C21. This contract was approved prior to the COVID pandemic and the increase in inflation has negatively impacted the current pay bill rate to recruit and retain officers. Strategic Security Corporation is the current contract and remaining under contract until the transition with Allied Universal is completed.

The RFP scope of work will require both uniformed and armed security guards 24 hours a day, 365 days a year providing surveillance, property and building security, occupant protection, crowd and traffic control, foot and vehicular patrols, and asset protection on an as needed basis.

At the September 2022 LYNX Board of Directors' meeting, staff received authorization to release a Request for Proposal (RFP) for security services, which was released on November 14, 2022. Proposals were due to LYNX on January 17, 2023.

LYNX Board Agenda

Sixteen (16) responses were received from the following firms:

| Proposer | Total Score | Ordinal Rank |
|---|-------------|--------------|
| American Guard Services, Inc. | 233.18 | 14 |
| AURAI Capital LLC (dba AURAI Security) | 169.58 | 31 |
| Blue Shield Security & Protection Inc. | 123.45 | 39 |
| Centurion Security Group, LLC | 250.54 | 13 |
| Excelsior Defense, Inc. | 233.59 | 16 |
| Marc Security Services LLC | 137.64 | 39 |
| Mason Evans, Inc. dba Diamond Investigations & Security | 177.78 | 26 |
| PalAmerican Security Inc. | 217.23 | 21 |
| S&S Management Group, LLC dba Security Solutions of America | 170.04 | 30 |
| S2W Security LLC | 105.00 | 38 |
| Security Consultants Services, LLC dba SCS Security | 69.84 | 44 |
| Security Management Innovations, Inc. | 129.63 | 39 |
| Servexo Protective Services | 230.12 | 15 |
| Strategic Security Corp. | 187.10 | 22 |
| United American Security, LLC dba GardaWorld | 244.54 | 13 |
| Universal Protection Service, LLC, dba Allied Universal Security Services | 265.53 | 6 |

After review of the Proposals, the Source Evaluation Committee (SEC), made a recommendation to award the contract to Universal Protection Service, LLC, dba Allied Universal Security Services.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$1,372,020 for Security Guard Services.

LYNX Board Agenda

Consent Agenda Item #6.D. i

To: LYNX Board of Directors

From: Amir Johnson
Director of Organizational Development and Training
Amir Johnson
(Technical Contact)

Phone: 407.841.2279 ext: 6116

Item Name: Authorization to Extend and Increase the Not to Exceed Amount of Contract #22-C38 with Susan Black for Organizational Development Consulting Services

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' Authorization for the Chief Executive Officer (CEO) or designee to Extend Contract #22-C38 with Susan Black for Organizational Development Consulting Services for an additional twelve-month period and to increase the contract not to exceed amount from \$150,000 to \$282,000.

BACKGROUND:

In FY2022, contract #22-C38 was issued to Susan Black to launch an initiative to create and implement a comprehensive and cohesive Organizational Development & Training Program. Susan Black was hired as a consultant to assist the Director of Organizational Development with this program. Ms. Black helped structure the Organizational Development Department, developed and implemented goals strategies and action plans to support LYNX's mission, researched and developed metrics and evaluation plans, and helped develop an organizational training program.

Ms. Black has also been instrumental in the updating of LYNX Administrative Rules and Policies. This update will help align LYNX with the organizational mission, goals and objectives, and bring all Policies and Procedures up to date.

LYNX ard Agenda

This initiative is being developed in three project phases:

Phase 1: Program Framework Development

January 2021- FY2022

Phase 2: Implementation Plan Development

October 2022 – FY2024

Phase 3: Tiered Implementation

February 2023 – FY2025

The primary goal is to improve organizational metrics such as operational performance, customer satisfaction, and resource management for the Authority.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Budget includes \$57,000 for Organizational Development Consulting Services. Future funding needs will be in the FY2024 budget.

LYNX Board Agenda

Consent Agenda Item #6.D. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract #21-C35 with American Facilities Services Inc., for Janitorial Services for LYNX Central Station and the LYNX Operations Center

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first-year option of Contract #21-C35 with American Facilities Services Inc., for Janitorial Services for LYNX Central Station and the LYNX Operations Center.

BACKGROUND:

On March 25, 2021 the LYNX Board of Directors approved the award of Contract # 21-C35 to American Facilities Services Inc., for Janitorial Services for LYNX Central Station and the LYNX Operations Center for two (2) years with three (3) one (1) year options for a total not to exceed amount of \$1,200,000 for the five-year period. Contract #21-C35 expires on May 1, 2023 and option year one (1) will extend the contract from May 2, 2023 to May 1, 2024.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$276,000 for Janitorial Services for LYNX Central Station and the LYNX Operations Center.

LYNX Board Agenda

Consent Agenda Item #6.E. i

To: LYNX Board of Directors

From: **Tiffany Homler Hawkins**
Chief Executive Officer
Elvis Dovalles
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Ratification of the Inclusion of the Orlando Science Center as a Partner for Workforce Development on the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification of the inclusion of the Orlando Science Center as a partner for workforce development on the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program.

BACKGROUND:

On April 28, 2022, the LYNX Board of Directors authorized LYNX to submit a grant application to the Federal Transit Administration (FTA) for the FY2022 Low or No (Low-No) Emission Grant Program and the Bus and Bus Facilities (Bus & Bus Facilities) Competitive Program for fixed route electric buses and NeighborLink electric vehicles as well as associated charging equipment and training. LYNX identified within this authorization working with the Center for Transportation and the Environment, the Orlando Utilities Commission, bus manufacturer Proterra, Inc. and ABC Companies in the development and submittal of the grant application.

The budget submitted includes:

| | |
|---------------------|-------------------------|
| \$16,132,025 | 5339(c) funding request |
| <u>\$12,950,000</u> | Other Federal Funds |
| \$29,082,025 | Total Cost |

LYNX Board Agenda

The secured local share for this project used Transportation Development Credits (TDC) from the Florida Department of Transportation (FDOT).

The grant required that for applicants proposing projects related to zero-emission vehicles, five (5) percent of the requested Federal award must be used for workforce development to retrain the existing workforce and develop the workforce of the future. The following items were included in the budget submitted with the grant application to meet this requirement:

| | |
|-------------------|--|
| \$ 129,017 | Training of LYNX staff (Fixed Route Operators, Mechanics) |
| \$ 13,182 | Training of LYNX staff (NeighborLink Operators, Mechanics) |
| \$ 35,800 | Training modules from vendors for use in staff training |
| \$ 249,500 | Training aids including system components for classroom training |
| <u>\$ 430,000</u> | Future workforce training by Orlando Science Center (4-year program) |
| \$ 857,499 | Total Cost |

Training of LYNX staff started with the deployment of the first eight (8) battery electric buses in the LYMMO service. The training under this grant will complete that training for remaining staff who operate and maintain the fleet.

The Orlando Science Center was included in the grant application submitted for the FY2022 Low or No (Low-No) Emission Grant Program and the Bus and Bus Facilities (Bus & Bus Facilities) Competitive Program to meet the future workforce development requirement. Ratification of the inclusion of the Orlando Science Center as a partner does not change the budget submitted and was approved by the Federal Transit Administration.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

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

LYNX Board Agenda

Consent Agenda Item #6.E. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate and Enter into Agreements Related to the Pine Hills Bus Transfer Center

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and enter into a Utility Easement agreement and a Subordination of Utility Interests agreement related to the Pine Hills Bus Transfer Center, contingent upon the parties to each set of the agreements reaching mutually agreed upon conditions and approvals.

BACKGROUND:

LYNX has fully designed and permitted this project and is ready to start construction (as noted by a concurrent board item to negotiate and award for this task). As part of the finalization of the permits, Orange County Utilities (OCU) has requested two items that will allow them to maintain utilities being installed by LYNX post-construction.

The language in these documents is standard language that has been reviewed by legal counsel and has followed the requested OCU process to ensure that they comply.

-8' x 20' Utility Easement - This easement allows OCU to enter upon, excavate, construct and maintain the water, wastewater and reclaimed water lines being installed by LYNX on the property. The language delineates responsibilities for maintenance and for development within this easement.

-Subordination of Utility Interests - This document codifies the relationship of the above easement. It specifically dictates that Duke Energy must subordinate its interest in the portion of the power line easement to OCU that the above utility easement is within.

LYNX Board Agenda

Previously, in August 2020, the LYNX Board of Directors authorized the CEO to negotiate and enter into a number of agreements related to the construction of the Pine Hills Bus Transfer Center. These agreements included:

- Development Agreement between LYNX and the Urban League
- Termination of Easement Agreement by the Urban League
- Parking Lot Easement Agreement between LYNX and the Urban League
- Contribution Agreement between LYNX and Orange County
- Interlocal Agreement between LYNX and Duke Energy

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Board Agenda

Consent Agenda Item #6.E. iii

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 Purchase Vanpool Vehicles

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase up to sixty (60) Vanpool Ford Explorer 4WD 4DR XLT (or the equivalent) vehicles for replacement purposes for the Vanpool program, in the not to exceed amount of \$2,000,000. The vehicles will be purchased from the State of Florida Cooperative Purchasing schedule.

BACKGROUND:

The LYNX Vanpool program was developed to provide another option for the Central Florida community commuting to work. LYNX currently has one hundred thirty-five (135) vehicles in its Vanpool fleet. LYNX purchases commuter vans from funds granted by the Federal Transit Administration (FTA) and contracts with an outside vendor, Enterprise Holdings to provide fleet management services.

The program is in need to replace most of its fleet. A Buy America waiver expired in 2019 which caused agencies around the country to stop purchasing these vehicles. A new waiver was instituted in late 2022. In early March 2023 we were able to confirm these vehicles meet the Buy America requirement. A similar order will take place during the next fiscal year.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

LYNX Board Agenda

FISCAL IMPACT:

The FY2023 Approved Capital budget includes \$2,000,000 for Vanpool Vehicles. This project is 100% Federally funded.

LYNX Board Agenda

Consent Agenda Item #6.E. iv

To: LYNX Board of Directors

From: Reinaldo Quinones
Interim Director Of Transportation
Elvis Dovalles
(Technical Contact)

Phone: 407.841.2279 ext: 6223

Item Name: Authorization to Purchase Seven (7) 2023 Dodge Durango Vehicles as Replacement Vehicles for Transportation Supervisors

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase seven (7) 2023 Dodge Durango replacement transportation support vehicles for a not-to-exceed amount of \$370,000.00. The replacement support vehicles will be purchased through the Florida Sheriffs Association, Purchasing Contract #FSA22-VEL30.0 Pursuit, Administrative & Other Vehicles, expiring September 30, 2023.

BACKGROUND:

On January 27, 2022 the Board of Directors' authorized staff to purchase eight (8) 2022 Ford Utility AWD V-6 replacement automobiles for a not-to-exceed amount of \$400,000.00. Staff issued the purchase order however, in February 2023 the dealership contacted LYNX and stated the vehicle make and model was no longer available due to material and chip shortages from Ford.

LYNX has an active support fleet of 115 vehicles; these seven (7) automobiles are replacements for transportation vehicles that have met their useful; of either five (5) years or 100,000 miles. Transportation vehicles are used for the oversight and management of routes throughout the LYNX service area and for response to accidents and incidents.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

Not applicable for DBE participation. Efforts will be made to utilize a small business and minority owned dealership.

LYNX Board Agenda

FISCAL IMPACT:

The replacement for transportation support vehicles were included in the Approved FY2022 Capital Budget. These funds were previously encumbered. These vehicles are 100% FTA funded.

LYNX Board Agenda

Consent Agenda Item #6.E. v

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6014

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

Date: 4/27/2023

ACTION REQUESTED:

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

BACKGROUND:

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

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

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

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The net proceeds from this sale will be included in LYNX's FY2023 non-operating revenue.

Lost and Found Articles

Items to Donate or Auction

| Article | Count of Article |
|------------------------|------------------|
| Cellphone | 234 |
| Bag/Backpack | 213 |
| Bike | 126 |
| Purse/Wallet | 99 |
| Glasses | 73 |
| Electronic | 71 |
| Umbrella | 62 |
| Clothing | 50 |
| Hat | 50 |
| Case | 22 |
| Book | 17 |
| Cane/Walker/Wheelchair | 17 |
| Thermos/Mugs/Cooler | 14 |
| Jewelry | 11 |
| Binder | 8 |
| Footwear | 8 |
| Toy | 7 |
| Luggage | 5 |
| Stroller | 4 |
| Watch | 4 |
| CD/DVD | 3 |
| Cart | 2 |
| Chain | 2 |
| Gift Box | 2 |
| Lock | 2 |
| Cushion | 1 |
| Drum | 1 |
| Fan | 1 |
| Mirror | 1 |
| Package | 1 |
| Grand Total | 1,111 |

LYNX Board Agenda

Consent Agenda Item #6.E. vi

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: 4/27/2023

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 May 2023. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A:

Other Vehicles

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

- There are 5 Other Vehicles that has reached the end of their useful life and exceeding the FTA mileage requirement.

Revenue Vehicles:

Revenue Vehicles with a total net book value of \$247,646.

- There is 1 Revenue Vehicle. On 1/2/2023 a fire started in the engine compartment of bus 226-616. After evaluation by an insurance appraiser the vehicle was deemed a total loss.

Surplus Equipment:

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

LYNX Board Agenda

Categorical Totals

| Category | Acquisition Value | Net Book Value |
|--------------------|--------------------|------------------|
| Surplus Equipment | \$140,606 | \$0 |
| Other Vehicles | \$145,459 | \$0 |
| Revenue Vehicles | \$764,165 | \$247,646 |
| GRAND TOTAL | \$1,050,230 | \$247,646 |

DISADVANTAGE 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 \$247,6460. The higher of the net book value or the net proceeds from the sale of any item may be due to the Federal Transit Administration (FTA) in FY2023.

| Sys No | Asset ID | Description | Class | Acquisition Date | Est Life | Acquisition Value | Net Book Value |
|--------|----------|---------------------------------------|-------|------------------|----------|-------------------|------------------|
| 019482 | 226-616 | New Flyer CNG Artic | RV | 8/18/2016 | 10 | \$764,165 | \$247,646 |
| | | Subtotal Revenue Vehicles | | | | \$764,165 | \$247,646 |
| Sys No | Asset ID | Description | Class | Acquisition Date | Est Life | Acquisition Value | Net Book Value |
| 14693 | 35755 | Ford XLT 10 Pass Van | OV | 9/30/2012 | 4 | \$32,212 | 0 |
| 15287 | 35948 | Ford Econoline Van | OV | 10/1/2012 | 4 | \$24,820 | 0 |
| 17088 | 38154 | Ford E-350XLT Van | OV | 1/31/2014 | 4 | \$32,306 | 0 |
| 19681 | 243-116 | Ford E-350XLT Van | OV | 10/28/2016 | 4 | \$28,804 | 0 |
| 19687 | 47988 | Ford E-350XLT Van | OV | 10/13/2016 | 4 | \$27,317 | 0 |
| | | Subtotal Support Vehicles | | | | 145,459 | 0 |
| Sys No | Asset ID | Description | Class | Acquisition Date | Est Life | Acquisition Value | Net Book Value |
| 009838 | 6824 | Linux Media SVR Modem S8500 Sys | FFE | 11/8/2004 | 5 | \$250 | 0 |
| 009840 | 6815 | Avaya Linux Media SVR Modem S8500 Sys | FFE | 11/8/2004 | 5 | \$250 | 0 |
| 013637 | 9528 | HP T1200 DeskJet Printer | FFE | 10/28/2010 | 5 | \$5,071 | 0 |

LYNX Board Agenda

| | | | | | | | |
|--------|-------|---|-----|------------|---|---------|---|
| 014633 | 10459 | HP Laser Pro 400 Color M475 | FFE | 9/12/2012 | 5 | \$683 | 0 |
| 014634 | 10460 | HP LaserJet Pro 400 M451DN | FFE | 9/12/2012 | 5 | \$475 | 0 |
| 015398 | 10602 | High Definition Sony Camcorder with Accessories | FFE | 1/22/2013 | 5 | \$4,655 | 0 |
| 015409 | 10673 | BRG Wireless Clock | FFE | 1/28/2013 | 5 | \$458 | 0 |
| 015410 | 10674 | BRG Wireless Clock | FFE | 1/28/2013 | 5 | \$458 | 0 |
| 015939 | 11088 | SQL 2008WORK GROUP /SERVER LICENSE | FFE | 4/17/2013 | 5 | \$7,219 | 0 |
| 016270 | 11088 | SAMSUNG 27 INCH MONITOR | FFE | 7/30/2013 | 5 | \$369 | 0 |
| 016420 | 11194 | DELLKVM 4322 DS | FFE | 8/29/2013 | 5 | \$5,881 | 0 |
| 016421 | 11195 | DELL KVM 4322 DS | FFE | 8/29/2013 | 5 | \$5,881 | 0 |
| 016422 | 11196 | DELL KVM 4322 DS | FFE | 8/29/2013 | 5 | \$5,881 | 0 |
| 016785 | 1192 | ADVANCED SC750 WALKBEHIND SCRUBER | FFE | 9/30/2013 | 5 | \$7,228 | 0 |
| 017304 | 11987 | DELL OPTIPLEX 9020 | FFE | 3/31/2014 | 5 | \$1,598 | 0 |
| 017318 | 11996 | DELL LATITUDE E6540 | FFE | 3/31/2014 | 5 | \$2,279 | 0 |
| 017328 | 12066 | DELL OPTIPLEX 9020 | FFE | 3/31/2014 | 5 | \$1,529 | 0 |
| 017466 | 12143 | I PAD AIR GM | FFE | 5/31/2014 | 5 | \$1,125 | 0 |
| 017792 | 12515 | MICROSOFT SURFACE 3 BUNDLE | FFE | 7/31/2014 | 5 | \$1,256 | 0 |
| 017932 | 12633 | HP LASERJET PRO 400 | FFE | 9/29/2014 | 5 | \$425 | 0 |
| 018276 | 12701 | Cannon Rebel C100 Camera with Drone Quadcopter | FFE | 11/30/2014 | 5 | \$2,750 | 0 |
| 018487 | 12818 | RC64DR-AF DIGIT FOUR INCH DIGITAL CLOCK | FFE | 2/17/2015 | 5 | \$415 | 0 |
| 018537 | 13031 | HP Laser Jet Ent 600 M601n Printer NA | FFE | 4/13/2015 | 5 | \$827 | 0 |
| 018538 | 13032 | HP Laser Jet Ent 600 M601n Printer NA | FFE | 4/13/2015 | 5 | \$678 | 0 |
| 018543 | 13037 | HP Laser Jet Ent 600 M601n Printer NA | FFE | 4/13/2015 | 5 | \$678 | 0 |
| 018558 | 12939 | Dell Precision Laptop | FFE | 4/30/2015 | 5 | \$3,368 | 0 |
| 018578 | 12953 | MS Surface 3 Tablet | FFE | 5/11/2015 | 5 | \$1,905 | 0 |
| 018579 | 12954 | MS Surface 3 Tablet | FFE | 5/11/2015 | 5 | \$1,905 | 0 |
| 019081 | 13541 | HP Color Laser Jet Printers M750dn | FFE | 11/10/2015 | 5 | \$2,838 | 0 |
| 019100 | 13602 | MS Surface 4 Tablet | FFE | 12/1/2015 | 5 | \$1,933 | 0 |

LYNX Board Agenda

| | | | | | | | |
|--------|-------|---------------------------|-----|------------|---|---------|---|
| 019198 | 13078 | Dell Optiplex 7040 | FFE | 1/14/2016 | 5 | \$1,546 | 0 |
| 019215 | 13893 | Dell 19" Rack | FFE | 1/4/2016 | 5 | \$1,743 | 0 |
| 019223 | 13894 | Operator Sign in Terminal | FFE | 2/9/2016 | 5 | \$309 | 0 |
| 019224 | 13895 | Operator Sign in Terminal | FFE | 2/9/2016 | 5 | \$309 | 0 |
| 019325 | 13956 | Dell 7040 Computer | FFE | 4/27/2016 | 5 | \$1,589 | 0 |
| 019326 | 13957 | Dell 7040 Computer | FFE | 4/27/2016 | 5 | \$1,589 | 0 |
| 019327 | 13958 | Dell 7040 Computer | FFE | 4/27/2016 | 5 | \$1,589 | 0 |
| 019330 | 13961 | Dell 7040 Computer | FFE | 4/27/2016 | 5 | \$1,589 | 0 |
| 019400 | 13893 | Dell Precision 7710 | FFE | 8/10/2016 | 5 | \$6,028 | 0 |
| 019401 | 13894 | Dell Latitude E5570 | FFE | 8/19/2016 | 5 | \$2,340 | 0 |
| 019729 | 13895 | MS Surface Pro 4 | FFE | 11/30/2016 | 5 | \$2,368 | 0 |
| 019779 | 13968 | Dell 7040 Computer | FFE | 12/20/2016 | 5 | \$1,474 | 0 |
| 019785 | 13974 | Dell 7040 Computer | FFE | 12/20/2016 | 5 | \$1,474 | 0 |
| 019790 | 13979 | Dell 7040 Computer | FFE | 12/20/2016 | 5 | \$1,474 | 0 |
| 019793 | 13982 | Dell 7040 Computer | FFE | 12/20/2016 | 5 | \$1,474 | 0 |
| 019797 | 13986 | Dell 7040 Computer | FFE | 12/20/2016 | 5 | \$1,474 | 0 |
| 019798 | 13987 | Dell 7040 Computer | FFE | 12/20/2016 | 5 | \$1,474 | 0 |
| 019799 | 13988 | Dell 7040 Computer | FFE | 12/20/2016 | 5 | \$1,474 | 0 |
| 019800 | 13989 | Dell 7040 Computer | FFE | 12/20/2016 | 5 | \$1,474 | 0 |
| 019801 | 13990 | Dell 7040 Computer | FFE | 12/20/2016 | 5 | \$1,474 | 0 |
| 020026 | 14806 | Dell 7040 Computer | FFE | 2/8/2017 | 5 | \$1,576 | 0 |
| 020027 | 14802 | Dell 7040 Computer | FFE | 2/8/2017 | 5 | \$1,576 | 0 |
| 020030 | 14799 | Dell 7040 Computer | FFE | 2/8/2017 | 5 | \$1,576 | 0 |
| 020031 | 14798 | Dell 7040 Computer | FFE | 2/8/2017 | 5 | \$1,576 | 0 |
| 020032 | 14797 | Dell 7040 Computer | FFE | 2/8/2017 | 5 | \$1,576 | 0 |
| 020040 | 14789 | Dell 7040 Computer | FFE | 2/8/2017 | 5 | \$1,576 | 0 |
| 020042 | 14787 | Dell 7040 Computer | FFE | 2/8/2017 | 5 | \$1,576 | 0 |

LYNX Board Agenda

| | | | | | | | |
|--------|-------|---------------------------------|-----|------------|---|--------------------|------------------|
| 020070 | 14841 | DELL 7040 Computer | FFE | 3/4/2017 | 5 | \$1,576 | 0 |
| 020075 | 14846 | DELL 7040 Computer | FFE | 3/4/2017 | 5 | \$1,576 | 0 |
| 020084 | 14855 | DELL 7040 Computer | FFE | 3/4/2017 | 5 | \$1,576 | 0 |
| 020089 | 14860 | DELL 7040 Computer | FFE | 3/4/2017 | 5 | \$1,576 | 0 |
| 020090 | 14861 | DELL 7040 Computer | FFE | 3/4/2017 | 5 | \$1,576 | 0 |
| 020091 | 14862 | DELL 7040 Computer | FFE | 3/4/2017 | 5 | \$1,576 | 0 |
| 020092 | 14863 | DELL 7040 Computer | FFE | 3/4/2017 | 5 | \$1,576 | 0 |
| 020654 | 14632 | MS Surface Pro I7 with Dock | FFE | 12/1/2017 | 3 | \$2,403 | 0 |
| 020663 | 14154 | Dell 7050 Computer with Monitor | FFE | 2/13/2018 | 3 | \$2,382 | 0 |
| 021011 | 15322 | Microsoft Surface Pro | FFE | 7/13/2018 | 3 | \$2,312 | 0 |
| 021012 | 15321 | Microsoft Surface Pro | FFE | 7/13/2018 | 3 | \$2,312 | 0 |
| 021013 | 15320 | Microsoft Surface Pro | FFE | 7/13/2018 | 3 | \$2,312 | 0 |
| 021127 | 15316 | Dell Latitude 5290 | FFE | 10/31/2018 | 3 | \$1,934 | 0 |
| 021278 | 15592 | Samsung Galaxy Tab A | FFE | 4/3/2019 | 3 | \$353 | 0 |
| | | Subtotal FFE | | | | \$140,606 | |
| | | Grand Total | | | | \$1,050,230 | \$247,646 |

LYNX Board Agenda

Action Agenda Item #7.A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the Rural Transportation Program, Off-Cycle Section 5311 in the Total Amount of Approximately \$ 1,767,743 and Execution of Resolution #23-002

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Florida Department of Transportation (FDOT) and authorize the Chairman to execute Resolution #23-002, attached hereto. This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute Public Transportation Grant Agreements (PTGA) from FDOT originating from this program, as well as any future amendments to the PTGA.

BACKGROUND:

On March 2, 2023, the Florida Department of Transportation (FDOT), under District Five's Modal Development Office announced its funding solicitation and guidance for eligible operating and capital projects for the Federal Fiscal Year (FFY) 2020-2021 Off-Cycle Section 5311 of the Rural Transportation Program.

This solicitation is due for submission May 5, 2023. Submission is contingent on rural area eligibility based on 2010 Census data.

The funding program is described as follow:

- ***Formula Grants for Rural Areas Program (49 U.S.C. 5311):*** The Rural Areas program provides formula funding for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding may be used

LYNX Board Agenda

for capital, operating, planning, job access and reverse commute projects, and administration expenses.

LYNX intends to apply for an operating project, approximately \$1,767,743 of 49 U.S.C. 5311 to maintain provision of services in the rural areas. 49 U.S.C. Section 5311 operating funds are 50% federal and 50% non-Department of Transportation match.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

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

CERTA RESOLUTION NO. 23-002

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A GRANT APPLICATION WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FFY 2020-2021 OFF-CYCLE SECTION 5311 FTA FUNDS FOR RURAL TRANSPORTATION PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$1,767,743 DOLLARS.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2023-2032 which has been submitted to FDOT in August 2022. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); 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 these grant applications and all supporting documents, agreements and assurances which may be required in connection with the applications 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 FY2023-2024.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit a grant application to the Florida Department of Transportation for the Federal Fiscal Year (FFY) 2020-2021 Off-cycle Section 5311, in the amount of approximately \$1,767,743 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
5. 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 for operating assistance for the Rural Transportation Program (5311).
6. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

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

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A GRANT APPLICATION WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FFY 2020-2021 OFF-CYCLE SECTION 5311 FTA FUNDS FOR RURAL TRANSPORTATION PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$1,767,743 DOLLARS.

APPROVED AND ADOPTED this 27 day of April 2023 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 Agenda Item #7.B

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Christopher Plummer
(Technical Contact)
Sheila Maldonado
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for a Public Transit Grant Agreement (PTGA) for FY2024 Commuter Assistance Program in the Amount of \$300,000 and Execution of Resolution #23-003

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chairman to execute Resolution #23-003 authorizing the Chief Executive Officer (CEO) to submit a grant application to the Florida Department of Transportation (FDOT) for a Public Transit Grant Agreement (PTGA) for FY2024 Commuter Assistance Program in the Amount of \$300,000.

BACKGROUND:

LYNX's Vanpool Program was developed nearly 28 years ago to provide an additional commuter option for small groups traveling to a common work destination. Specifically, the vanpool program offers those who live in the same area a reliable and affordable rideshare option. Within LYNX Vanpool program, the Authority sustains a total of one hundred and thirty-five (135) vans available for rent. LYNX acts as the Program Administrator while the fleet's maintenance, umbrella accident insurance coverage, and day to day operations are managed by an external contractor.

The program remains popular, has sustained demand, and is supported by regional employers willing to help subsidize their employees' travel to and from their workplace.

Commuter assistance funding 50% FDOT and 50% Local match contributed by LYNX. Authorizing Resolution #23-003 is attached.

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

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

CERTA RESOLUTION NO. 23-003

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A GRANT APPLICATION WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE COMMUTER ASSISTANCE PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$300,000 DOLLARS.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2023-2032 which has been submitted to FDOT in August 2022. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); 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 these grant applications and all supporting documents, agreements and assurances which may be required in connection with the applications 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 (PTGA) to be issued by FDOT in FY2023-2024.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit a request for funds to the Florida Department of Transportation for the Commuter Assistance Program, in the amount of approximately \$300,000 dollars on behalf of LYNX and the ability for the CEO to execute the PTGA, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the request.
5. 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 subsequent agreements, with the Florida Department of Transportation for Van Pool operating assistance.
6. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
7. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A GRANT APPLICATION WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE COMMUTER ASSISTANCE PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$300,000 DOLLARS.

APPROVED AND ADOPTED this 27th day of April 2023 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 Agenda Item #7.C

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Approval to Amend the FY2023 Operating Budget

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the FY2023 Adopted Operating Budget.

BACKGROUND:

These changes will not result in any increase request from the funding partners.

LYNX Board Agenda

FY2023 Operating Budget Amendment

| | APPROVED FY2023 | PROPOSED ADJUSTMENTS | PROPOSED AMENDED FY2023 |
|-----------------------------------|--------------------|-------------------------|-------------------------------|
| REVENUES | | | |
| Customer Fares | \$ 18,367,662 | \$ - | \$ 18,367,662 |
| Contract Services | 4,524,539 | (90,466) | 4,434,073 |
| Advertising | 2,505,000 | 209,796 | 2,714,796 |
| Interest & Other Income | 980,000 | 3,000,000 | 3,980,000 |
| Federal Revenue | 13,489,445 | 1,047,182 | 14,536,627 |
| State Revenue | 14,536,165 | 204,342 | 14,740,507 |
| Local Revenue | 11,317,209 | 929,146 | 12,246,355 |
| Local Revenue Funding Partner | 79,992,773 | - | 79,992,773 |
| Use of Stabilization Funds | 31,603,027 | - | 31,603,027 |
| TOTAL REVENUE | \$ 177,315,820 | \$ 5,300,000 | \$ 182,615,820 |
| EXPENSE | | | |
| Salaries, Wages & Fringe Benefits | \$ 98,203,614 | \$ 6,000,000 | \$ 104,203,614 |
| Other services | 13,147,770 | (156,000) | 12,991,770 |
| Fuel | 14,508,025 | - | 14,508,025 |
| Materials and Supplies | 10,084,010 | - | 10,084,010 |
| Utilities | 1,794,203 | - | 1,794,203 |
| Casualty & Liability | 4,661,099 | - | 4,661,099 |
| Taxes and Licenses | 558,022 | - | 558,022 |
| Purchased Transportation Services | 32,287,576 | (700,000) | 31,587,576 |
| Leases & Miscellaneous | 2,071,501 | (277,200) | 1,794,301 |
| GASB 87 Lease Expense | - | 377,045 | 377,045 |
| Interest Expense | - | 56,155 | 56,155 |
| TOTAL EXPENSE | \$ 177,315,820 | \$ 5,300,000 | \$ 182,615,820 |
| CHANGE IN NET POSITION | \$ - | \$ - | \$ - |

LYNX ard Agenda

Explanation of Changes:

Revenues:

Contract Services – The adjustment is primarily due to the cancelation of the Kissimmee connector offset by TD Grant funding grant higher than budgeted.

Advertising Revenue – Advertising revenue had a favorable increase above the contract minimum guarantee.

Interest & Other Income – Interest income has had favorable interest rates.

Federal Revenue –An additional 5311 Grant not previously budgeted.

State Revenue – Block grant award was higher than budgeted.

Local Revenue – A new route added in Osceola County funded partially through a service development grant.

Expenses:

Salaries, Wages and Fringe – The adjustment for wages to bring the NeighborLink operations in-house and the market rate adjustments for the union contracts.

Purchased transportation –This is the offsetting reduction in the contracted service of bringing the NeighborLink operations in-house.

Leases & Miscellaneous, GASB 87 expense, and Interest. – Adjustments related to new GASB 87 reporting requirements for leases.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The Amended FY2023 Operating Budget has been balanced from offsetting adjustments in other categories.

LYNX Board Agenda

Action Agenda Item #7.D

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 Execute a Contract with Transdev Services, Inc., for LYNX Paratransit Services

Date: 4/27/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a contract with Transdev Services, Inc., for Paratransit Services for an initial period of three (3) years, at a not to exceed amount of \$113,658,296. The agreement has two (2) one (1) year renewal options which staff will request authorization separately, if warranted. The requested approval also includes a Facility Lease Agreement, a Fuel Delivery Agreement and a Vehicle Lease Agreement (together with the primary Contract, collectively, the "Mobility Management and Broker Agreements"), all of which relate to the furnishing of Services by the Contractor to or on behalf of LYNX.

BACKGROUND:

December 9, 2021, the LYNX Board of Directors approved the release of a Request for Proposal (RFP) 22-R02 Mobility Management and Broker Services for ACCESS LYNX Paratransit Services.

On October 26, 2022 training of the Source Evaluation Committee (SEC), was established to begin the process of reviewing all proposals that would be submitted for review and scoring.

November 15, 2022, the SEC conducted the initial meeting to provide their scoring and comments for the proposals that had been submitted.

On December 14, 2022, the second meeting of the SEC was conducted which determined the two finalists for the ACCESS LYNX Paratransit contract.

LYNX ard Agenda

Wednesday, February 1, 2023 2:00 PM E.S.T. a final meeting of the SEC was conducted to discuss and rank Best and Final Offers from the two final shortlisted firms.

Based on the evaluations of the Proposal, Presentations, and BAFO, the SEC recommended to the LYNX Governing Board, on March 23, 2023, to enter into negotiations with Transdev Services, Inc., for ACCESS LYNX Paratransit services.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 13.7% is assessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$30,171,652 for Purchased Transportation Services.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
John Burkholder
(Technical Contact)

Phone: 407.841.2279 ext: 6125

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

Date: 4/27/2023

LYNX Liability Claim Settlements March 1 – 31, 2023

| Claimant Name | Accident Date | Accident Type | Amount | Date of Check |
|--|---------------|---------------|--------------|---------------|
| Morgan and Morgan, P.A. Trust Account FBO William Bell | 02/08/19 | BI | \$75,000.00 | 3/2/2023 |
| ENTERPRISE RENT-A-CAR (Karren Ollivierre) | 12/09/22 | PD | \$473.52 | 3/2/2023 |
| ENTERPRISE RENT-A-CAR (Clinton Scott) | 10/18/22 | PD | \$1,569.38 | 3/2/2023 |
| Bogin, Munns & Munns, P.A. FBO Jabyron Rucker | 06/22/22 | BI | \$25,000.00 | 3/2/2023 |
| Colling Gilbert Wright Trust Account FBO James Lambert | 01/06/22 | BI | \$20,000.00 | 3/2/2023 |
| Law Michael Winer/ Claude Jenner | 12/18/20 | WC | \$35,000.00 | 3/2/2023 |
| Edward Lollar III | 02/04/23 | PD | \$841.89 | 3/2/2023 |
| Morgan & Morgan, P.A. FBO Jamesha Loman | 06/09/22 | BI | \$15,000.00 | 3/2/2023 |
| Jack Bernstein Trust Account FBO Nernouche Dorcius | 03/18/22 | BI | \$20,000.00 | 3/9/2023 |
| Cynthia Lee | 02/03/23 | BI | \$100.00 | 3/2/2023 |
| Dan Newlin Injury Attorneys FBO Besim Salijaj | 03/16/18 | BI | \$150,000.00 | 3/2/2023 |
| Smerlin Alexander Tavaréz Duran | 02/09/23 | PD | \$813.32 | 3/9/2023 |
| Darylaine Hernandez LLC FBO Franklin Hernandez | 01/06/21 | BI | \$18,000.00 | 3/9/2023 |
| Adam Aziz | 02/25/23 | PD | \$1,412.98 | 3/9/2023 |
| Classic Collision LLC (Wandaliz Rodriguez) | 11/02/22 | PD | \$467.08 | 3/16/2023 |
| Robert J. Horst, PA Trust Account FBO Kimberly Cabrera | 02/23/19 | BI | \$13,000.00 | 3/16/2023 |
| Robert J. Horst, PA Trust Account FBO Diogenes Fermin | 02/23/19 | BI | \$15,000.00 | 3/16/2023 |
| Michael B. Brehne FBO Mildred Santiago | 03/22/19 | BI | \$25,000.00 | 3/16/2023 |

LYNX Board Agenda

| | | | | |
|--|----------|----|-------------|-----------|
| The Cerasa Law Firm FBO Cynthia Dickens | 08/20/21 | BI | \$5,000.00 | 3/16/2023 |
| Frank M. Edison, PA FBO Sharell Tucker | 05/20/22 | WC | \$17,500.00 | 3/2/2023 |
| ENTERPRISE RENT-A-CAR (Wandaliz Rodriguez) | 11/02/22 | PD | \$239.62 | 3/2/2023 |
| Monts Law FBO Adriana Hooks | 08/24/21 | BI | \$50,000.00 | 3/2/2023 |
| LaBar & Adams FBO Jael Pleis | 02/04/20 | BI | \$10,000.00 | 3/2/2023 |
| Dan Newlin Injury Attorneys FBO Clive Smith | 06/09/22 | BI | \$30,000.00 | 3/2/2023 |
| Rosenberg & Rosenberg / Roselard Deguerre | 03/15/22 | WC | \$5,000.00 | 3/2/2023 |
| Dan Newlin Injury Attorneys Trust Account FBO Cataline Gaitan | 07/11/22 | BI | \$10,000.00 | 3/2/2023 |
| Dan Newlin Injury Attorneys Trust Account FBO Tatiana Chaves Pinilla | 07/11/22 | BI | \$10,000.00 | 3/2/2023 |
| Dan Newlin Injury Attorneys Trust Account FBO Patricia Pinilla, as natural parent and guardian of Juan Chaves Pinilla, a minor | 07/11/22 | BI | \$6,000.00 | 3/9/2023 |

LYNX Board Agenda

Information Item B

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: 4/27/2023


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

1. Air Centers of Florida, Inc.
2. Genfare
3. Innovative Cloud Solutions
4. Time Management Systems (TMS)



Sole Source Justification Letter

DATE: March 1, 2023

TO: Maurice A. Jones, Director of Procurement 

REQUESTED BY: Ricky Gonzalez, Senior Manager of Facilities Maintenance

SUBJECT: Air Center Of Florida Inc. - Sole Source

BACKGROUND: LYNX employs an Ingersoll Rand air compressor system to supply shop air to the vehicle maintenance shop. The maintenance shop located at 2475 Lynx Ln. is used to repair revenue and support vehicles. Air Center Of Florida Inc. is the sole source of regional sales, and repair for Ingersoll Rand Products.

Many of the parts and components are specific to the air compressor, Ingersoll Rand, Model RS37iA145, and Model D420INA400 DRYER. In order to keep the five-year warranty already purchased in October 2021, we would have to provide complete and properly scheduled equipment inspections by trained technicians, as well as provide complete and thorough servicing of the equipment.

SOLE SOURCE JUSTIFICATION: An attempt was made with other vendors that provide air compressor service however none of them would honor the warranty.

In order to receive warranty coverage hereunder the customer must provide and adhere to the program requirements listed below. The warranty will be void in the event customer does not follow these requirements:

- **Genuine Parts:** customer must only use genuine Ingersoll Rand parts for the duration of the coverage.
- **Coolant Samples:** coolant samples must be performed by a certified Ingersoll Rand laboratory every 2000 hrs. of operation or six months whichever comes first.
- **Air end Shock Pulse Monitoring:** shock pulse monitoring must be performed by an authorized Ingersoll Rand service provider every 2000 hrs. of operation or six months whichever comes first.
- **Equipment condition:** all services prior to the coverage must have been maintained using genuine Ingersoll Rand parts and to the prescribed service recommendations listed on the operator's manual.

Air Center Of Florida Inc. is the sole source supplier of parts and services for this model air compressor. Any other provider would be considered a third-party provider with marked-up prices for parts and services.

COST/PRICE ANALYSIS: Costs to LYNX for the servicing of the major and components parts. Components: Ingersoll Rand Model # RS37iA145, and D420INA400. Preventive Maintenance Care Plan = \$1,040.00, and Parts Cost \$4,415.00.



Ricky Gonzalez
Senior Manager, Facilities Maintenance

03/06/23

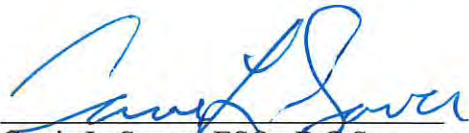
Date:

Nathan Adams 3/10/2023
NATHAN ADAMS, MANAGER OF PROCUREMENT
ON BEHALF OF MAURICE JONES,
IN HIS ABSENCE

FOR Maurice Jones SEE PREVIOUS
Director of Procurement SIGNATURE PAGE

3/10/2023

Date:



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

3/20/23

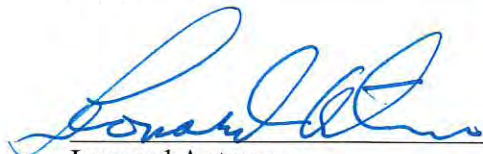
Date:



Elvis Davales
Director of Maintenance

03/06/2023

Date:



Leonard Antmann
Chief Financial Officer

3/20/23

Date:



Tiffany Homler Hawkins
Chief Executive Officer

3/20/23

Date:



Sole Source Justification

DATE: March 21, 2023

REQUESTED BY: Patricia Dolan, Supervisor of Revenue Control

SUBJECT: One-Year Software Support Agreement for Genfare Collection Equipment

BACKGROUND: In 2020, under contract 19-C75 issued to SPX/Genfare, LYNX installed Fast Fare Fareboxes including Genfare developed proprietary software. The software requires ongoing support and maintenance and is proprietary to Genfare. Genfare provides services and software maintenance for the GFI Network software for the LYNX fareboxes.

SOLE SOURCE JUSTIFICATION: The fare collection proprietary software in use at Lynx to support the Fast Fare Fareboxes was designed, developed and maintained by Genfare and can only be supported by Genfare engineers who have the training, expertise, and tools to support the software. The software covered by the software support agreement was developed, configured, and installed by Genfare to meet the business needs of Lynx. The software support agreement is a continuation of the existing support agreement which exists between Lynx and Genfare. Genfare does not authorize outside organizations to perform such service.

COST/PRICE ANALYSIS: The cost for the one-year support from March 15, 2022 to March 14, 2023 is \$66,836.70 to be paid in full with a one-time payment. The cost is reasonable compared to the prior annual costs paid by LYNX.

Patricia Dolan
Supervisor of Revenue Control

Date: 3/21/2023

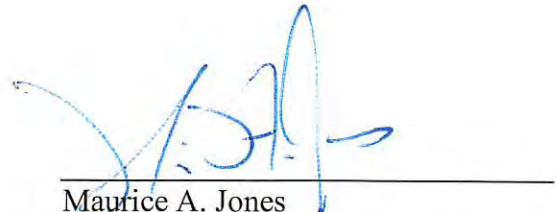
Thomas Nguyen
Comptroller

Date: 3/22/2023



Michelle Daley
Director of Finance

3/21/23
Date:



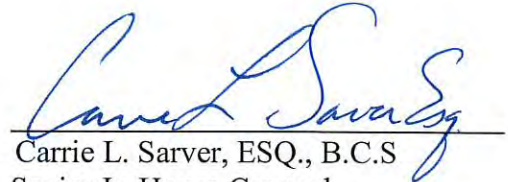
Maurice A. Jones
Director of Procurement

3/23/2023
Date



Leonard Antmann
Chief Financial Officer

3/23/23
Date:



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

3/30/23
Date



Tiffany Homler Hawkins
Chief Executive Officer

3/31/23
Date:



Sole Source Justification

DATE: March 2, 2023

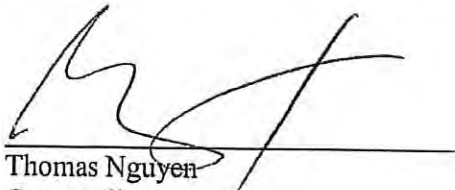
REQUESTED BY: Thomas Nguyen, Comptroller

SUBJECT: Innovative Cloud Solutions – Workplace Annual Support

BACKGROUND: Lynx uses Microsoft Great Plains Dynamics for the financial and reporting system. This software includes SmartList Builder, Workplace, Mekorma MICR check printing, and the eOne Extender module.

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

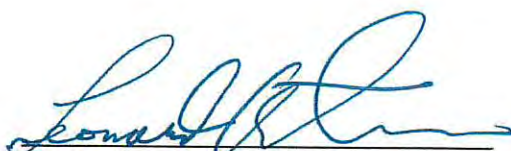
COST/PRICE ANALYSIS: Current Price is **\$23,669**. Last year's price was \$21,227 for Paramount Workplace Maintenance support. As indicated by IT department, the costs are reasonable with the current market conditions.


Thomas Nguyen
Comptroller


3/2/2023
Date:


Michelle Daley
Director of Finance

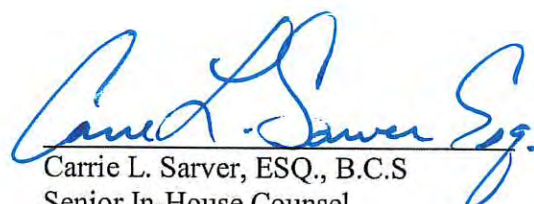
3/3/23
Date


Lenny Antmann
CFO
3/6/23

Date:


Maurice A. Jones
Director of Procurement
3/8/2023

Date


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

3/10/23

Date:


Tiffany Homler Hawkins
Chief Executive Officer

3/10/23

Date:



LYNX Sole Source Cost Analysis Form

Prior to proceeding with sole source procurements, including contract modifications, the requesting department must perform a cost analysis in order to demonstrate the proposed price is fair and reasonable. The cost analysis should examine the elements of cost (labor hours, material, overhead, and profit) for professional consulting and architectural and engineering type contracts.

Please note: It is not sufficient to list the last price paid and the percentage change of the newly quoted price. Actual analysis of the costs should be evident to explain why any increase or decrease in quoted costs is reasonable. All of the following elements must be completed for each proposed sole source procurement.

1. Verification of cost or pricing data and evaluation of cost elements:


Current Price is **\$23,669**. Last year's price was \$21,227 for Paramount Workplace Maintenance support. Per IT, this's a reasonable 12% cost increase for 2023 compared to 2022.

2. Comparison of cost proposed with independent or previous cost estimate, market indices, and other factors:

| | <u>2023</u> | <u>2022</u> |
|-----------|-------------|-------------|
| Workplace | 23,669 | 21,227 |

3. Evaluation of supplier's cost and assessment for completeness and reasonableness, including evidence and rationale for determination:
Per IT (Craig Bayard) – the estimated cost is reasonable and consistent from prior year.

LYNX Project Manager: Thomas Nguyen, Comptroller

Print & Sign:  Date: 3/2/2023



Sole Source Justification

DATE: March 2, 2023

REQUESTED BY: Craig Bayard, Director of Information Technology

SUBJECT: Time Management Systems (TMS) Annual Support

BACKGROUND:

Time Management Systems (TMS) is the manufacture of the software system used for time keeping and tracking payroll for the maintenance staff. TMS is also the provider of the time clock installed in LYNX's facilities.

SINGLE SOURCE JUSTIFICATION:

Time Management Systems is the manufacture of the software and time clocks. TMS does not have 3rd party vendors to provide maintenance and customer support services.

COST/PRICE ANALYSIS:

Annual maintenance of cost is \$6,150.00 a year included in the FY-22 operating budget.

Craig Bayard

Craig Bayard
Director of Information Technology

3/20/2023

Date:

[Signature]

Lenny Antmann
Chief Financial Officer

3/22/23
Date:

W. Slot

William Slot
Chief Innovation Officer

3/20/23

Date

[Signature]

Maurice A. Jones
Director of Procurement

3/21/2023
Date



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

3/30/23
Date:



Tiffany Homler Hawkins
Chief Executive Officer

3/31/23
Date

LYNX Board Agenda

Monthly Report A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report - March 2023

Date: 4/27/2023

LYNX Press Releases | Media Notes: March 2023

| | |
|----------|---|
| March 20 | LYNX March Board of Directors and Oversight Committee Meeting Information |
| March 28 | LYNX Announces April Service Changes |

LYNX News Articles – March 2023

| | |
|---|--|
| To view the articles below please copy and paste the link into a browser. | |
| March 4 | Florida population growth in Orlando creates housing affordability challenges The Business Journals |
| March 13 | Women Warned After String of Sexual Attacks at Orlando Bus Stops West Orlando News |
| March 28 | LYMMO Event Photos LYNX Mayor Buddy Dyer and LYNX Highlight LYMMO Lime Line Expansion City of Orlando LYNX expanding Lime Lymmoo run to SoDo Bungalower |

LYNX Board Agenda

| | |
|----------|--|
| | Lynx kicks off route expansion for seniors WESH New LYNX expansion line in Orlando gives more options to seniors YouTube LYNX, City of Orlando expanding 'LYMMO Lime' service for seniors Transcript Playback - TV Eyes Suite Click Orlando Expansion Event Transcript 1 Expansion Event Transcript 2 WFTV Downtown Orlando Covid recovery mixed vs. other US Cities Orlando Business Journal |
| March 29 | Expansion Event Transcript WFTV |

LYNX Social Media – March 2023

| | |
|---------|---|
| March 1 | Women's History Month. Camping World Stadium detour for Monster Jam. Public hearing and workshop for the April 23 service proposal. |
| March 2 | Read Across America Day. Service detour for the Best Damn Race. Exploria Stadium detour for the Orlando City Soccer match. Response to question about fares. Response to concern about bus delays on Link 55. |
| March 3 | Employee Appreciation Day. Happy birthday, Sunshine State. LYNX' FY 2023 Title VI Program Update public outreach and hearing. Livingston Street LYMMO lanes detour due to construction. Response to comment about a Link 40 bus delay. Response to question about trip planning. |
| March 4 | Service change proposal. |
| March 5 | Service detour for the Best Damn Race. LYNX' FY 2023 Title VI Program Update public outreach and hearing. |

LYNX Board Agenda

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|----------|---|
| March 6 | Here's a friendly smile to help you start your morning positively. LYNX' FY 2023 Title VI Program Update public outreach and hearing. Terry Street detour for the OEP festival. LYMMO Orange line bus stop closure. Response to question about trip planning. |
| March 7 | Daylight saving time. LYNX' FY 2023 Title VI Program Update public outreach and hearing. Response to comment about a Link 7 delay. Response to comment about a Link 56 bus leaving early. Response to comment about a Link 51 delay. |
| March 8 | International Women's Day. LYNX' FY 2023 Title VI Program Update public outreach and hearing. Response to comment about a Link 7 bus delay. |
| March 9 | LYNX' FY 2023 Title VI Program Update public outreach and hearing. |
| March 10 | LYMMO – Your fare-free downtown Orlando ride. Response to question about boarding the bus with a carriage. Response to question about the PawPass app. Response to complaint about a bus operator. |
| March 11 | Daylight saving time. |
| March 12 | LYNX See & Say app. |
| March 13 | A little charge to help get you through the week. Conroy Road detour due to road repair. Response to comment about a bus at Disney University. Thanked customer for their positive feedback. |
| March 14 | Women's History Month. |
| March 15 | We're hiring bus operators. Exploria Stadium detour for the Orlando City Soccer match. Response to concern about bus delays. Response to a passenger feedback. Response to concern about a Link 56 bus delay. Response to concern about Link 40 bus detours. |
| March 16 | LYNX Youth or AdvantAge reduced fare ID card. |
| March 17 | St. Patrick's Day. Response to concern about Link 104 delays. |

LYNX Board Agenda

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|----------|--|
| March 18 | LYNX Youth or AdvantAge reduced fare ID card. Transit Driver Appreciation Day. |
| March 19 | LYNX onboard survey ends today. The comment period for April service proposal ends tomorrow. |
| March 20 | First day of Spring. The LYNX Oversight Committee and Board of Directors meetings. Bus stop change at Pine Hills Road and Silver Star Road. Response to concern about bus delays on Link 55. Response to concern about a trailer parked at a bus stop. |
| March 21 | Women's History Month. Response to question about the bus tracker app. |
| March 22 | Items LYNX riders often leave behind on the bus. Response to concern about Link 8 delays. |
| March 23 | The LYNX Oversight Committee and Board of Directors meetings. April 23 service change announcement. |
| March 24 | Wishing you a pleasant and safe journey as you travel with us. Service detour on Central Boulevard due to road closure. Thanked customer for their positive feedback. |
| March 25 | Ready to welcome you onboard. |
| March 26 | Easter Sunday schedule. |
| March 27 | Orange County Convention Center. Temporary bus stop at the Florida Mall due to construction. Response to comment about a vehicle blocking a bus stop. |
| March 28 | LYNX funding partners softball tournament. Service detour due to Universal's Grad Bash event. April 23 service change. Repost: City of Orlando LYMMO Lime Line ribbon cutting. Response to comments about the bus tracker app. Response to comment about a detour at Universal. |
| March 29 | Orange County Convention Center detour due to Megacon. LYNX is hiring. Service detour around Lake Eola Park due to Spring Fiesta in the Park. Response to complaint about onboard messages. Response to comment about Link 42 delays. Response to question about the ACCESS LYNX policy. Response to concern about a skipped stop. |

LYNX Board Agenda

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|----------|--|
| March 30 | <p>Temporary bus stop at the Florida Mall due to construction.</p> <p>Throwback Thursday.</p> <p>Response to comment about the bus tracker app.</p> <p>Response to concern about Link 56 delays.</p> <p>Response to concern about Link 55 delays.</p> <p>Response to concern about a skipped bus stop.</p> <p>Response to question about a layover on Link 48.</p> |
| March 31 | <p>Service detour due to Universal's Grad Bash event.</p> <p>Response to concern about Link 56 delays.</p> <p>Service detour around Exploria Stadium due to Orlando Pride game.</p> |

| Social Media Usage | March 2023 |
|--|--|
| <p>Facebook Page Reach:</p> <p>The number of people who saw any content from our Page or about our Page, including posts, stories, ads, social information from people who interact with our Page and more. Reach is different from impressions, which may include multiple views of our posts by the same people. This metric is estimated.</p> | 8,635 |
| <p>Facebook Page and Profile Visits:</p> <p>The number of times our Page was visited.</p> | 3,335 |
| Total Facebook Posts | 62 |
| Facebook Engagement: The sum of reactions, comments and shares received by content associated with our Pages (for the selected timeframe). Includes comments from the author of the post. | <p>1.2k Engagements:</p> <p>927 Reactions</p> <p>188 Comments</p> <p>88 Shares</p> |
| Total Tweets | 66 |
| Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes. | <p>203 Engagements:</p> <p>166 Likes</p> <p>27 Retweets</p> <p>9 Replies</p> |
| Website Usage | March 2023 |
| Total Pageviews | 22,091 |
| Total User Visits | 7,215 |

LYNX Board Agenda

Commuter Vanpool Program – March 2023

| Vanpool | March 2023 |
|-------------------------|------------|
| Vanpool Participants | 541* |
| Total Revenue Miles | 163,000* |
| New Vanpool | 0 |
| Returned Vanpools | 3 |
| Current Vans at Service | 128 |
| Pending Interests | None |
| Events | None |

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

Advertising Sales – March 2023

| Advertising Sales Revenue | March | LYNX % | FY to Date Sales | FY to Date LYNX % |
|---------------------------|--------------|--------------|------------------|-------------------|
| Sales Revenue | \$375,756.95 | \$225,454.17 | \$2,367,010.85 | \$1,420,206.51 |

LYNX ard 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 - January 2023

Date: 4/27/2023

Please find attached the preliminary monthly financial report for the Fourth month ending January 31, 2023.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 STATEMENTS OF REVENUES AND EXPENSES
 For the Four Months Ending January 31, 2023
 (UNAUDITED)

| | As of 1/31/2023 | | |
|-----------------------------------|------------------------|-----------------------|-----------------------------------|
| | Budget | Actual | % Actual compared to Budget |
| REVENUES | | | |
| Customer fares | \$ 6,479,937 | \$ 6,556,046 | 101% |
| Contract services | 1,508,223 | 1,722,216 | 114% |
| Advertising | 818,334 | 1,022,730 | 125% |
| Interest & Other income | 328,080 | 2,029,105 | 618% |
| Federal Revenue | 4,496,480 | 4,716,837 | 105% |
| State Revenue | 4,845,388 | 3,212,033 | 66% |
| Local Revenue | 3,728,063 | 3,583,813 | 96% |
| Local Revenue Funding Partner | 26,664,258 | 26,664,258 | 100% |
| TOTAL REVENUE | \$ 48,868,763 | \$ 49,507,038 | 101% |
| EXPENSE | | | |
| Salaries, Wages & Fringe Benefits | \$ 32,734,537 | \$ 35,138,315 | 107% |
| Other services | 5,328,173 | 3,109,858 | 58% |
| Fuel | 4,934,983 | 4,838,432 | 98% |
| Materials and supplies | 3,415,977 | 2,879,587 | 84% |
| Utilities | 598,066 | 556,479 | 93% |
| Casualty & Liability | 1,577,703 | 1,193,779 | 76% |
| Taxes and licenses | 186,013 | 212,530 | 114% |
| Purchased transportation services | 10,497,675 | 10,079,125 | 96% |
| Leases & Miscellaneous | 911,027 | 402,831 | 44% |
| TOTAL EXPENSE | 60,184,155 | 58,410,937 | 97% |
| CHANGE IN NET POSITION | \$ (11,315,391) | \$ (8,903,899) | 79% |

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6036

Item Name: Ridership Report - February 2023

Date: 4/27/2023

The attached monthly Performance Report includes February 2023 Year-To-Date figures for ridership and other performance indicators. Total ridership for February 2023 was 1,468,517. This is a 15.3% increase from February 2022. On-Time Performance for Fiscal Year-To-Date 2023 is 56%.

- LYNX overall ridership increased by 200K, or 15.3%, compared to February 2022. Year-to-date ridership for FY-23 (7,499,752) increased 14.6% compared to FY-22 (6,543,356)
- LYMMO ridership increased by 8K, or 26.4%, compared to February 2022. Year-to-date ridership for FY-23 (187,000) increased 19.0% compared to FY-22 (157,167).
- Fixed Route ridership increased by 180K, or 15.4%, compared to February 2022. Year-to-date ridership for FY-23 (6,914,698) increased by 15.1% compared to FY-22 (6,005,628).
- NeighborLink ridership increased by 2500, or 43.9%, compared to February 2022. Year-to-date ridership for FY-23 (41,911) increased 22.3% compared to FY-22 (39,087).
- ACCESS LYNX ridership increased by 8K, or 18.6%, compared to February 2022. Year-to-date ridership for FY-23 (252,098) increased 16.8% compared to FY-22 (215,876).
- Vanpool ridership decreased by 3K, or 13.5%, compared to February 2022. Year-to-date ridership for FY-23 (104,045) decreased by 4.2% compared to FY-22 (108,562).
- There was no special event ridership for February 2023.



February 2023 Service Performance Report

RIDERSHIP

| Total Ridership by Mode | | | | | | |
|-------------------------|------------------|------------------|--------------|------------------|------------------|--------------|
| | Feb-22 | Feb-23 | % Δ | YTD-22 | YTD-23 | % Δ |
| LYMMO | 27,757 | 35,089 | 26.4% | 157,167 | 187,000 | 19.0% |
| Fixed Route | 1,173,451 | 1,353,723 | 15.4% | 6,005,628 | 6,914,698 | 15.1% |
| NeighborLink | 5,712 | 8,220 | 43.9% | 39,087 | 41,911 | 7.2% |
| ACCESS LYNX | 42,661 | 50,578 | 18.6% | 215,876 | 252,098 | 16.8% |
| Vanpool | 24,170 | 20,907 | -13.5% | 108,562 | 104,045 | -4.2% |
| Special Events | 0 | 0 | N/A | 17,036 | 0 | -100.0% |
| SYSTEM TOTAL | 1,273,751 | 1,468,517 | 15.3% | 6,543,356 | 7,499,752 | 14.6% |

| | | | |
|--------------------|-------------|-------------|-----------|
| February-22 | 20 Weekdays | 4 Saturdays | 4 Sundays |
| February-23 | 20 Weekdays | 4 Saturdays | 4 Sundays |

| Average Daily Ridership by Mode | | | | | | | | | |
|---------------------------------|---------------|---------------|--------------|----------|--------|-------|--------|--------|-------|
| Mode | Weekday | | | Saturday | | | Sunday | | |
| | Feb-22 | Feb-23 | % Δ | Feb-22 | Feb-23 | % Δ | Feb-22 | Feb-23 | % Δ |
| LYMMO | 1,178 | 1,469 | 24.7% | 514 | 665 | 29.4% | 534 | 764 | 43.1% |
| Fixed Route | 47,427 | 54,909 | 15.8% | 33,189 | 37,825 | 14.0% | 23,040 | 26,061 | 13.1% |
| NeighborLink | 255 | 350 | 37.3% | 154 | 218 | 41.6% | - | - | - |
| ACCESS LYNX | 1,820 | 2,147 | 18.0% | 773 | 1,149 | 48.6% | 598 | 762 | 27.4% |
| Vanpool | 435 | 470 | 8.0% | 176 | 159 | -9.7% | 37 | 47 | 27.0% |
| SYSTEM TOTAL | 51,115 | 59,345 | 16.1% | | | | | | |

LYNX ridership increased by about 200K, or 15.3%, compared to February 2022. System-wide average riders increased by 14.6% year-to-date.

LYMMO ridership increased by about 8K, or 26.4%, compared to February 2022. Average weekday ridership for LYMMO was up 24.7% in February 2023. Ridership has been affected by the removal of the Orange Line from the Amelia Street Garage as well as the continued prominence of telecommuting in the downtown core.

Fixed Route ridership increased by 180K, or 15.4%, compared to February 2022. Average daily ridership increased by 15.8% compared to the same time period last year. Ridership is showing a steady recovery from losses incurred from the COVID-19 pandemic.

NeighborLink ridership increased by about 2500, or 43.9%, compared to February 2022. The overall increase for the year continues to show a gradual recovery from the COVID-19 pandemic.

ACCESS LYNX ridership increased by about 8K, or 18.6%, compared to February 2022. Ridership is showing a slow recovery from the COVID-19 pandemic.

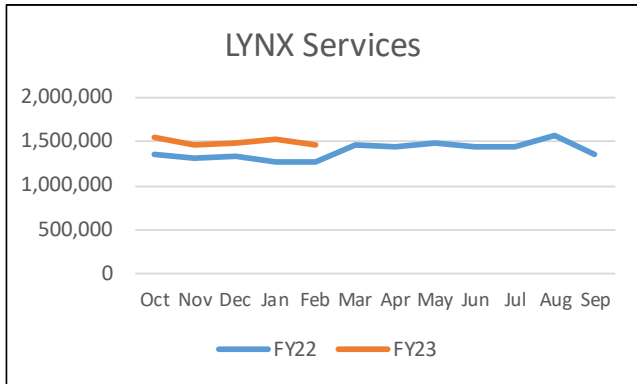
Vanpool ridership decreased by about 3000, or 13.5%, compared to February 2022. The continued use of telecommuting has caused a decrease in total Vanpool utilization.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.54/gallon in February 2022 and \$3.55/gallon in February 2023. Historically, high gas prices can result in increased public transit ridership.

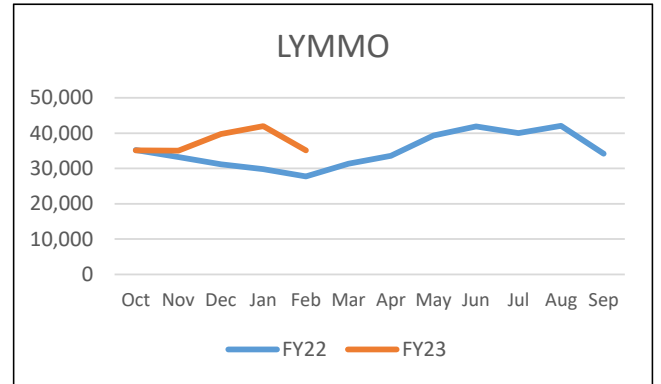


February 2023 Service Performance Report

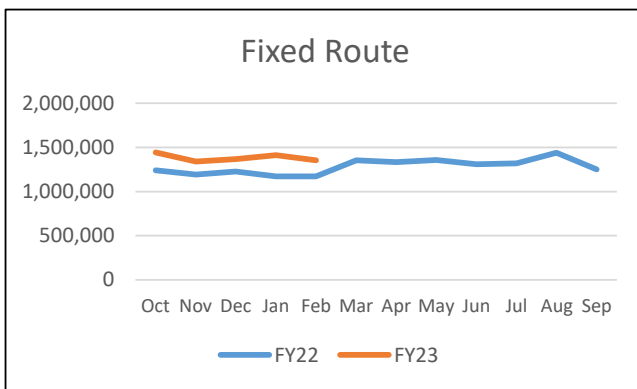
MONTHLY RIDERSHIP TRENDS BY MODE



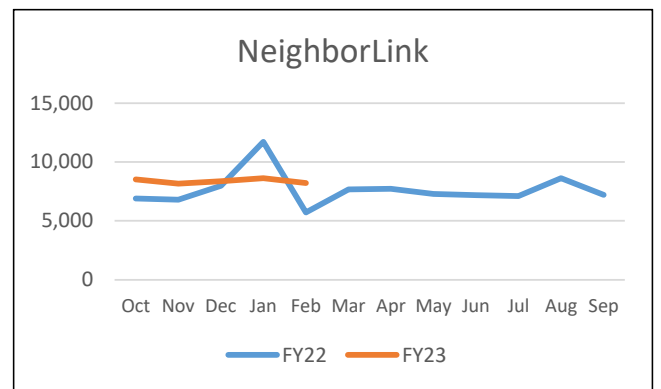
LYNX ridership increased by 15.3% compared to the same time last year. Average weekday riders increased by 16.1%.



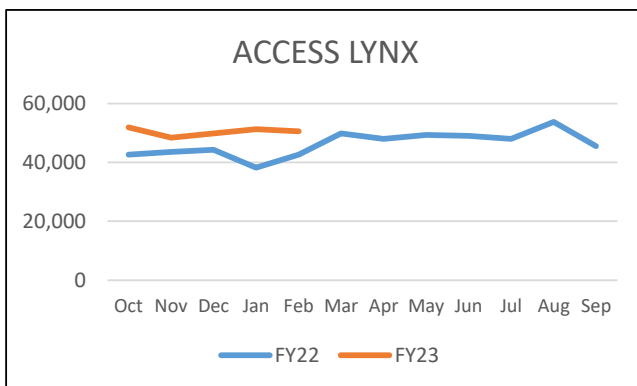
LYMMO ridership increased by 26.4% compared to the same time last year. Average weekday riders increased by 24.7%.



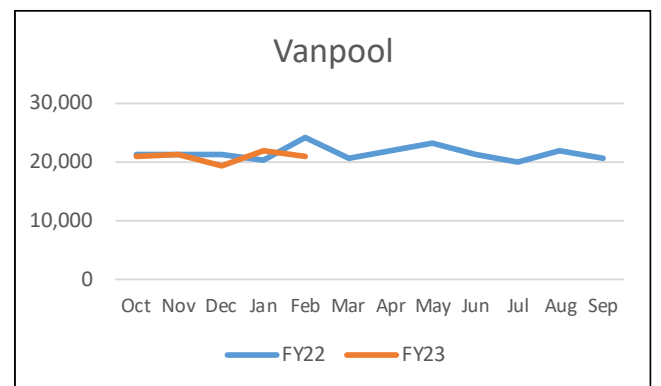
Fixed route ridership increased 15.4% compared to February 2022. Average weekday riders increased by 15.8%.



NeighborLink ridership increased 43.9% compared to February 2022. Average daily riders increased by 37.3%.



ACCESS LYNX ridership increased by 18.6% compared to February 2022. Average weekday riders increased by 18.0%.



Vanpool ridership decreased by 13.5%. The continued use of telecommuting has caused a decrease in Vanpool utilization.



February 2023 Service Performance Report

FY23 Monthly Modal Performance Data Sheet - February 2023

| Month End Reporting | Ridership | Passengers per Trip | On-Time Performance | Farebox Recovery | National Transit Database Reportable Accidents | Complaints per 100,000 Miles | Total Trips Scheduled | Percentage of Scheduled Trips Operated | Fleet Availability | Preventative Maintenance Inspection Completed on Time |
|---------------------|-----------|---------------------|---------------------|------------------|--|------------------------------|-----------------------|--|--------------------|---|
| LYMMO | | | | | | | | | | |
| Oct | 35,150 | 5 | 68% | Not Applicable | 0 | 0.08 | 7,626 | 93% | 14 | 100% |
| Nov | 35,011 | 5 | 72% | | 0 | 0.09 | 7,470 | 90% | 14 | 100% |
| Dec | 39,777 | 6 | 74% | | 0 | 0.07 | 7,343 | 86% | 14 | 100% |
| Jan | 41,973 | 7 | 67% | | 0 | 0.08 | 7,150 | 89% | 14 | 100% |
| Feb | 35,089 | 6 | 66% | | 1 | 0.07 | 6,472 | 87% | 14 | 100% |
| Mar | | | | | | | | | | |
| Apr | | | | | | | | | | |
| May | | | | | | | | | | |
| Jun | | | | | | | | | | |
| Jul | | | | | | | | | | |
| Aug | | | | | | | | | | |
| Sep | | | | | | | | | | |
| YTD | 187,000 | 6 | 69% | | 1 | 0.08 | 36,061 | 89% | 14 | 100% |
| Fixed Route | | | | | | | | | | |
| Oct | 1,441,821 | 17 | 66% | 13% | 7 | 0.08 | 89,575 | 97% | 223 | 100% |
| Nov | 1,339,455 | 16 | 67% | 14% | 6 | 0.09 | 86,939 | 95% | 228 | 100% |
| Dec | 1,368,457 | 16 | 67% | 10% | 8 | 0.07 | 91,340 | 93% | 214 | 99% |
| Jan | 1,411,242 | 17 | 73% | 16% | 10 | 0.08 | 90,637 | 94% | 215 | 100% |
| Feb | 1,353,723 | 18 | 56% | 15% | 10 | 0.07 | 82,400 | 93% | 216 | 91% |
| Mar | | | | | | | | | | |
| Apr | | | | | | | | | | |
| May | | | | | | | | | | |
| Jun | | | | | | | | | | |
| Jul | | | | | | | | | | |
| Aug | | | | | | | | | | |
| Sep | | | | | | | | | | |
| YTD | 6,914,698 | 17 | 66% | 14% | 41 | 0.08 | 440,891 | 94% | 219 | 98% |



February 2023 Service Performance Report

FY23 Monthly Modal Performance Data Sheet - February 2023

| Month End Reporting | Ridership | On-Time Performance | Collected Fares | NTD Reportable Incident | Complaints per 100,000 Miles | Fleet Availability | Preventable Maintenance Inspection Completed On-Time |
|---------------------|-----------|---------------------|-----------------|-------------------------|------------------------------|--------------------|--|
| NeighborLink | | | | | | | |
| Oct | 8,517 | 100% | 100% | 0 | 25.1 | 95% | 100% |
| Nov | 8,162 | 100% | 100% | 0 | 23.3 | 95% | 99% |
| Dec | 8,373 | 100% | 100% | 0 | 17.3 | 90% | 99% |
| Jan | 8,639 | 100% | 100% | 0 | 4.9 | 91% | 99% |
| Feb | 8,220 | 100% | 100% | 0 | 22.1 | 88% | 99% |
| Mar | | | | | | | |
| Apr | | | | | | | |
| May | | | | | | | |
| Jun | | | | | | | |
| Jul | | | | | | | |
| Aug | | | | | | | |
| Sep | | | | | | | |
| YTD | 41,911 | 100% | 100% | 0 | 18.5 | 92% | 99% |
| ACCESS LYNX | | | | | | | |
| Oct | 51,883 | 79.50% | 99.79% | 2 | 7.3 | 89% | 100% |
| Nov | 48,400 | 80.15% | 99.78% | 1 | 9.5 | 86% | 99% |
| Dec | 49,890 | 86.03% | 99.82% | 0 | 7.6 | 86% | 99% |
| Jan | 51,347 | 85.20% | 99.88% | 0 | 5.2 | 84% | 99% |
| Feb | 50,578 | 84.02% | 99.87% | 2 | 5.2 | 82% | 99% |
| Mar | | | | | | | |
| Apr | | | | | | | |
| May | | | | | | | |
| Jun | | | | | | | |
| Jul | | | | | | | |
| Aug | | | | | | | |
| Sep | | | | | | | |
| YTD | 252,098 | 82.98% | 99.83% | 5 | 6.9 | 85% | 99% |



February 2023 Service Performance Report

Definitions of Metrics Used on the Monthly Performance Data Sheets

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

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

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

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

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

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

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

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

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

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

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

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