

LYNX Board Agenda


Meeting Date: 5/26/2022
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 4.28.22 Pg 3

3. Public Comments


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

4. Chief Executive Officer's Report




5. Oversight Committee Report

6. Consent Agenda


A. Award Contracts


- i.  Authorization to Negotiate and Award Contracts to WSP USA, Inc., Kittelson & Associates, Inc. and Vanasse Hangen Brustlin, Inc. for General Planning Consultant Services Pg 7


B. Miscellaneous

- i.  Authorization to Approve Fourth Amendment to Contract for Mobility Management and Broker Services Pg 9
- ii.  Authorization to Auction Surplus Capital Items Pg 11
- iii.  Authorization to Submit a Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged and Adoption of Resolution #22-001 Pg 14

-Attachments 

- iv.  Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2022 Apportionments and to Sub-allocate FY2022 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation Pg 18

- v.  Authorization to Submit FY2023 Intermodal Development Funding Program Grant Application to the Florida Department of Transportation (FDOT) for Categorical Exclusion and Geotechnical Surveying of a Southern Operations Base and Adoption of Resolution #22-002 Pg 22

-Attachments 


7. Action Agenda


- A.  Authorization to Release a Request for Proposal (RFP) for Electricity as Fuel for Fleet Vehicles Pg 26



8. Work Session

- A.  Transit Development Plan Overview Pg 28

9. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 29

- B.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 30


-Attachments  

10. Other Business


11. Monthly Reports

- A.  Communications Report - April 2022 Pg 35

- B.  Monthly Financial Report - February 2022 Pg 41

-Attachments 

- C.  Ridership Report - March 2022 Pg 43

-Attachments 

12. 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: April 28, 2022

TIME: 1:00 p.m.

Members in Attendance:

Jerry Demings, Mayor, Orange County, Chair

Buddy Dyer, Mayor, City of Orlando

Andria Herr, Commissioner, Seminole County BoCC

Jack Adkins, Florida Department of Transportation – District 5, Director of Transportation Development

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 Herr moved to approve the Board of Directors meeting minutes of March 24, 2022. Mayor Dyer seconded. The minutes were unanimously approved as presented.

3. Public Comments

Margo Wright – Orlando, FL

Ms. Wright complimented LYNX on the new Service Changes.

Paulette Waugh – Orlando, FL

Ms. Waugh stated that a NeighborLink vehicle is needed to get to the Meadow Woods SunRail station, and that there needs to be a bench replaced at the stop at John Young Pkwy & Colonial.

4. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer, expressed his gratitude to the LYNX staff for their efforts over the last few months preparing for the Orange County funding initiative hearing.

Ridership continues the upward trend, and is hovering over 50,000 passengers per day. Recovery is slightly faster than the rest of the nation. New service changes have gone into effect this past Sunday. Staff assisted passengers at SuperStops and rode key routes to ensure the systems were working appropriately.

On April 13, LYNX staff, Mayor Dyer, and Commissioner Stuart celebrated the ribbon cutting at the Rosemont SuperStop.

There have been many grant opportunities, and the Pine Hills Transfer Center request has been moved forward to the Appropriations Committee. LYNX was awarded \$4.5 million for five CNG buses, due to the VW settlement. LYNX will apply for a grant for ten buses, so that there are fifteen new CNG buses. There could potentially be more funding from this settlement.

5. Oversight Committee Report

Jim Harrison, Chief Executive Officer, provided his report on the Oversight Committee meeting that met earlier. He stated that the committee approved the minutes from the March 24, 2022, Oversight meeting.

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

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

The Oversight Committee received detailed presentations on the status of LYNX reserves and the FY2023 Operating Budget.

6. Consent Agenda:

Chair Demings asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.C.v. Mr. Harrison stated that he recommends that item 6.C.ii. be voted on separately, and item 6.C.v. be pulled from the agenda.

A. Invitation for Bid (IFB)

- i. Authorization to Issue an Invitation for Bid (IFB) for Roof Replacement at the LYNX Operations Center Building A, 2nd Floor
- ii. Authorization to Issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center
- iii. Authorization to Issue an Invitation for Bid (IFB) for Installation of an Emergency Diesel Generator at LYNX Operations Center Expansion
- iv. Authorization to Issue an Invitation for Bid (IFB) for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B

- v. Authorization to Issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station and LYNX Operations Center
- B. Award Contracts
 - i. Authorization to Negotiate and Award a Contract to Widener-Burrows & Associates, Inc. for a System-Wide Passenger Survey
- C. Miscellaneous
 - i. Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and NeighborLink Electric Vehicles and Associated Charging Equipment and Training
 - ii. Board Ratification of a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Ten (10) Fixed Route CNG Buses
 - iii. Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies
 - iv. Authorization to Enter into a Sole Source Agreement by Amending the Master Purchase Agreement and Annual Maintenance Support Agreement with Trapeze Software Group, Inc.
 - v. Authorization to Conditionally Waive Section 6.4 of the CNG Vehicle Fuel Purchase Agreement Related to Continuing Performance Bond Requirement

Mayor Dyer made a motion to approve Consent Agenda items 6.A.i through 6.C.v., excluding items 6.C.ii. and 6.C.v. Seconded by Commissioner Herr. Motion passed unanimously. Mayor Dyer made a motion to approve Consent Agenda item 6.C.ii. Second by Commissioner Herr. Motion passed with Jack Adkins abstaining.

7. Action Agenda

A. Approval to Amend the FY2022 Operating Budget

Chair Demings recognized Lenny Antmann, Chief Financial Officer. Mr. Antmann stated that customer fares and advertising will be lower than originally budgeted. There will be an increase in Federal, State, Local and ARPA Federal revenues. Salaries and wages have increased due to a market rate adjustment and increases in medical expenses.

Commissioner Herr made a motion to Amend the FY2022 Operating Budget. Seconded by Mayor Dyer. Motion passed unanimously.

8. Information Items

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

A. Notification of Settlement Agreements Pursuant to Administrative Rule 6

9. Other Business

Mayor Demings thanked LYNX staff and Mayor Dyer for their support of the Orange County Transportation Funding Initiative.

10. Monthly Reports: (For review purposes only)

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

- A. Communications Report – March 2022
- B. Monthly Financial Report – January 2022
- C. Ridership Report – February 2022

11. Adjourned:

The meeting adjourned at 1:33 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the April 28, 2022 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: **James Boyle**
Director Of Planning And Development
Bruce Detweiler
(Technical Contact)
Myles O'Keefe
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: **Authorization to Negotiate and Award Contracts to WSP USA, Inc., Kittelson & Associates, Inc. and Vanasse Hangen Brustlin, Inc. for General Planning Consultant Services**

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award contracts with WSP USA, Inc., Kittelson & Associates, Inc. and Vanasse Hangen Brustlin, Inc. for General Planning Consultant (GPC) services for an initial term of three (3) years, with two (2) one (1) year renewal options, for an amount not to exceed \$4,000,000.

BACKGROUND:

At the September 23, 2021, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for General Planning Consultant services. The RFP for this project, 22-R03, was released on February 25, 2022, with proposals due March 31, 2022.

The purpose of the General Planning Consulting services contract is to provide LYNX with on-call expertise and technical capacity in a full array of planning professional services. The General Planning Consultants will serve as an extension of LYNX staff with the additional technical, financial and operational expertise to support the agency's plans and programs.

LYNX Board Agenda

The Source Evaluation Committee (SEC) public meeting was held on April 26, 2022. The SEC members evaluated and ranked each proposal individually, assigning scores and ordinal rankings with the following results:

Proposer	Total Score	Ordinal Ranking
WSP USA, Inc.	432	8
Kittelson & Associates, Inc.	407	14
Vanasse Hangen Brustlin, Inc.	382	16
Kimley-Horn and Associates, Inc.	411	17
HDR, Inc.	429	18

The SEC recommends that LYNX proceed with contracting with WSP USA, Inc., Kittelson & Associates, Inc. and Vanasse Hangen Brustlin, Inc. to support LYNX's planning needs.

All task work orders issued under these GPC contracts with values between \$150,000 and \$500,000 will be brought before the LYNX Board of Directors for approval. All planning activities for individual task work orders in excess of \$500,000 and/or on construction projects exceeding \$4,000,000 will be processed as standalone procurements. Contract amount not to exceed \$4,000,000 is based on the three highest years of expenditures over the past five years excluding COVID years including an approximate 20% contingency.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2023 Preliminary Operating Budget includes \$867,500 for General Planning Consultant (GPC) services. It is not expected that funds will be spent against this contract for the remainder of FY2022.

LYNX Board Agenda

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Norman Hickling
Director Of Mobility Services
Selita Stubbs
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Approve Fourth Amendment to Contract for Mobility Management and Broker Services

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a Fourth Amendment to Contract No: 18-C03 to provide for a ninety (90) day term extension from November 30, 2022 to February 28, 2023. The current fee and rate structure will apply to this extension.

BACKGROUND:

In January 2017, LYNX began the process of transitioning the delivery of its ACCESS LYNX services to a Mobility Management Operational Model. At the time, the objective was to provide more responsive services to all customers while mitigating the operational inefficiencies. Through the LYNX Mobility Management Model, LYNX staff books customers' trips on the appropriate service type; including the brokering of trips to Transportation Networks Companies (TNCs), Taxi Companies, or other Transportation Providers.

At the July 27, 2017 Board of Directors meeting, MV Transportation, Inc. was selected to be the primary ACCESS LYNX Paratransit service provider. Contract No: 18-C03 ("Agreement"), dated December 1, 2017, was implemented and formed the core of the Mobility Management Model. This model is still in effect to date.

On September 1, 2018, a First Amendment to Agreement was entered into by both parties. The agreement provided that MV Transportation, Inc. would provide a maximum of 37,000 paratransit trips per month and provided for annual schedule of fees for the remainder of the contract. In addition, the Agreement required LYNX and MV Transportation, Inc. to negotiate equitable adjustments to the amounts set forth in the amended Schedule of Fees.

LYNX ard Agenda

On April 22, 2021 an authorization for a Second Amendment was approved to provide for responsibilities for maintenance of the Trapeze IT infrastructure technology and application system.

On October 28, 2021 an authorization for a Third Amendment was approved by the Board of Directors to provide for wage increases, which helped MV Transportation, Inc. mitigate substantial operator shortages by facilitating positive new recruitment and retention efforts.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE participation goal for this contract is 12%.

FISCAL IMPACT:

The FY2022 Amended Operating Budget includes \$31,168,965 for Purchased Transportation Services.

LYNX Board Agenda

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Warren Hersh
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Auction Surplus Capital Items

Date: 5/26/2022

ACTION REQUESTED:

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

BACKGROUND:

It is LYNX policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for June 2022. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A:

Computer Equipment:

Surplus Computer Equipment with a total net book value of \$0.

- Included under this category are obsolete battery backups, computers, and printers.

LYNX Board Agenda

Other Vehicles

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

- There are 9 Other Vehicles (1 Dodge Caravan, 6 Ford E350, 1 Ford F-378, and 1 Ford Taurus) that has reached the end of their useful life and exceeding the FTA mileage requirement.

Categorical Totals

Category	Acquisition Value	Net Book Value
Computer Equipment	\$32,234	\$0
Other Vehicles	\$250,993	\$0
GRAND TOTAL	\$283,227	\$0

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The total net book value of the surplus items is \$0. The higher of the net book value or the net proceeds from the sale of any item may be due to the Federal Transit Administration (FTA) in FY2022.

LYNX Board Agenda

Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
17793	12546	7/31/2014	CE	APC SMART-UPS 2200XL WITH BATTERY	5	\$2,048	\$0
17794	12547	7/31/2014	CE	APC SMART-UPS RT 2200VA WITH BATTERY	5	\$2,048	\$0
17795	12548	7/31/2014	CE	APC SMART-UPS RT 2200VA WITH BATTERY	5	\$2,048	\$0
17796	12549	7/31/2014	CE	APC SMART-UPS RT 2200VA WITH BATTERY	5	\$2,048	\$0
17743	12536	6/30/2014	CE	APC UPS 3000VA	5	\$1,869	\$0
17301	11984	3/31/2014	CE	DELL OPTIPLEX 9020	5	\$1,598	\$0
17102	11869	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	\$0
17109	11883	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	\$0
17790	12570	7/31/2014	CE	APC SMART UPS 2200XL	5	\$1,130	\$0
17791	12571	7/31/2014	CE	APC SMART UPS 2200XL	5	\$1,130	\$0
18304	12735	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18305	12736	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18306	12737	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18307	12738	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18308	12739	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18309	12740	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18310	12741	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18311	12742	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18313	12744	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
17953	12658	9/29/2014	CE	APC 2200 UPS	5	\$905	\$0
17954	12659	9/29/2014	CE	APC2200 UPS	5	\$905	\$0
17955	12660	9/29/2014	CE	APC 2200 UPS	5	\$905	\$0
17956	12661	9/29/2014	CE	APC 2200 UPS	5	\$905	\$0
18297	12745	12/31/2014	CE	Dell 9020Micro Computer	5	\$700	\$0
18298	12746	12/31/2014	CE	Dell 9020Micro Computer	5	\$700	\$0
18549	13051	4/13/2015	CE	HP Laser Jet Ent 600 M601n Printer NA	5	\$678	\$0
				Subtotal Computer Equipment		\$32,234	\$0
12668	30126	9/30/2008	OV	Ford E-350XLT	4	\$30,940	\$0
12794	30127	9/30/2008	OV	Ford E-350XLT	4	\$30,940	\$0
14684	35747	9/30/2012	OV	Ford E350XLT	5	\$29,979	\$0
19848	245-116	1/1/2017	OV	Ford Taurus	4	\$28,804	\$0
12658	30122	9/30/2008	OV	Ford E-350XLT	4	\$28,563	\$0
11551	27763	8/31/2007	OV	Ford E350XLT	4	\$27,000	\$0
12560	28243	1/31/2008	OV	Ford E350XLT	4	\$27,000	\$0
3792	58	7/10/1997	OV	FORD TRUCK F-378	5	\$24,509	\$0
14603	35743	8/1/2012	OV	Dodge Caravan	5	\$23,258	\$0
				Subtotal Other Vehicles		\$250,993	\$0
				Grand Total		\$283,227	\$0

LYNX Board Agenda

Consent Agenda Item #6.B. iii

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 Submit a Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged and Adoption of Resolution #22-001

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant application to the Florida Commission for the Transportation Disadvantaged (FLCTD) for the Fiscal Year 2022/2023 and adoption of Resolution #22-001 for the Transportation Disadvantaged Trip and Equipment Grant Application. LYNX serves as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties. The overall funding allocation is \$3,904,235, which includes a 10% local match \$390,423, for the purchase of Transportation Disadvantaged (TD) trips.

BACKGROUND:

The Florida State Fiscal Year is July 1 thru June 30 and grantees are required to submit applications prior to the upcoming funding cycle. The Trip and Equipment Grant allocations are formula based derived from TD population, centerline miles within county, and number of previously invoiced trips. This funding is provided to the CTCs to support either operational and/or capital equipment expenditures, which LYNX utilizes to assist in the procurement of transportation services in support of the TD program throughout the tri-county service area.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

LYNX Board Agenda

FISCAL IMPACT:

The Approved Amended FY2022 Operating Budget includes \$878,453 for the last three months of the fiscal year (July-Sept) of the anticipated award. The FY2023 Proposed Operating Budget includes \$3,513,812 for the entire year which is the 90% value of the Trips and Equipment Grant.

CFRTA RESOLUTION NO. #22-001

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2022-2023 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,904,235 DOLLARS.

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The LYNX BOARD has the authority to authorize the submission of grant applications to the Florida Commission for the Transportation Disadvantage.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by CTD in FY2022-2023.
3. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit grant applications to the Florida Commission for the Transportation Disadvantage for fiscal year 2022-2023 in the amount of \$3,904,235 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 application.
4. The BOARD authorizes James E. Harrison, Esq., P.E., 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 Commission for the Transportation Disadvantage.
5. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Commission for the Transportation Disadvantage authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

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 GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2022-2023 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,904,235 DOLLARS.

APPROVED AND ADOPTED this 26th day of May 2022 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

Consent Agenda Item #6.B. iv

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2022 Apportionments and to Sub-allocate FY2022 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Federal Transit Administration (FTA) for the FY2022 FTA apportionments and to execute Grant Agreements with the FTA.

In addition, staff is requesting the Board of Directors' authorization for the sub-allocation of the Orlando urban area funding to the Lake County Transit Services and the Florida Department of Transportation (FDOT) from the FTA's FY2022, 5307 formula apportionment in the amounts of \$573,362 and \$13,378,521, respectively.

BACKGROUND:

On April 6, 2022 the Federal Transit Administration (FTA) released the full FY2022 annual apportionments on various FTA funding programs.

Board authorization is requested to apply for these funding programs.

Urbanized Area Formula Program	\$ 34,634,899
State of Good Repair Fixed-Guideway	5,129,017
Bus/Bus Facilities Program	2,960,252
Enhanced Mobility for Seniors and Individuals with Disabilities	2,481,688
Surface Transportation Program	<u>7,930,000</u>
Total	\$ 53,135,856

LYNX Board Agenda

The sub-allocation to Lake County is in the amount of \$573,362. The sub-allocation for FDOT's SunRail is in the amount of \$ \$13,378,521. These amounts are determined based on the final FY2022 full year FTA apportionments.

This request for Board authorization includes the execution of any Supplemental Agreements as part of respective grant applications by Lake County and FDOT to FTA. This will allow Lake County Transit Services and FDOT to be direct 5307 grant recipients, eligible to receive and dispense FTA's 5307 sub-allocated funds.

Congress establishes the legal authority to commence and continue FTA programs through authorizing legislation covering several years. The federal public transportation law, Infrastructure Investment and Jobs Act (IIJA) ([Pub. L. 117-58](#)) signed by President Biden on November 15, 2021, and effective on October 1, 2021. In addition, formula and discretionary programs for FY 2022 based on the Consolidated Appropriations Act, 2022 ([Pub. L. 117-103](#), March 15, 2022). It also contains information on how FTA plans to administer its transit programs in FY 2022 and how funds appropriated and allocated prior to FY 2022 will be treated.

The following summarizes the funding programs and the FY2022 apportionments:

Urbanized Area Formula Program - Section 5307:

This program provides grants to Urbanized Areas (UZA) for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances. These funds constitute a core investment in the enhancement and revitalization of public transportation systems in urbanized areas throughout the nation that depend on public transportation to improve mobility and reduce congestion.

Under the IIJ Act a special rule allows recipients in urbanized areas with populations of 200,000 or above and those that operate 100 or fewer buses in fixed route service or demand response, excluding ADA complementary paratransit, during peak hours, to receive a grant for operating assistance subject to a maximum amount per system, in accordance with "Section 5307 Operating Assistance Special Rule Operator Caps". FTA identified the transit systems and their maximum operating assistance amounts for FY 2022 based on the percent of the apportionment attributable to an operator, calculated from vehicle revenue hours reported in their FY2019 National Transit Database (NTD) report.

In the FY2022 FTA apportionments released on April 6, 2022, the Orlando 5307 funds of \$42,603,180 included the apportionment attributable to Lake County in the amount of \$573,362 and commuter rail (FDOT) in the amount of \$13,378,521. The net LYNX 5307 funding is in the amount of \$28,651,297 for Orlando and \$5,983,602 for Kissimmee, combined \$34,634,899.

Due to the cycle and timing on the release of Federal apportionments and the grant application process, the annual LYNX's 5307 apportionment is typically budgeted by LYNX over multiple years.

LYNX Board Agenda

State of Good Repair (SGR) - Section 5337:

SGR replaced the fixed-guideway modernization formula program funds of \$5,129,017. Projects are limited to replacement and rehabilitation or capital projects required to maintain public transportation systems in a state of good repair. LYNX will be working with the City of Orlando staff to upgrade the Orange LYMMO in a state of good repair and to provide amenities and technology enhancements compatible with the Lime and Grapefruit LYMMO expansions.

Bus/Bus Facilities Program – Section 5339:

Provides capital funding of \$2,960,252 to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.

This program replaced the Section 5309 Bus and Bus Facilities Program, which allocated funds through a competitive project selection process or earmarking. LYNX will program section 5339 funds for revenue vehicles.

Enhanced Mobility for Seniors/Individuals with Disabilities- Section 5310:

This program is intended to enhance mobility for seniors and persons with disabilities by providing funds of \$2,481,688 for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. 55% Funds will be used as Traditional capital which will required 20% local match and 45% funds for nontraditional operating which will required in-kind match.

Eligible activities include:

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

Surface Transportation Program (STP):

The STP provides funding of \$7,930,000 that may be used by States and localities for a wide range of projects to preserve and improve the conditions and performance of surface transportation, including highway, transit, intercity bus, bicycle and pedestrian projects.

The USDOT funding for the Federal Highway Administration includes Surface Transportation Program (STP) funds that are eligible to be transferred to FTA for transit purposes. The regional STP funds are allocated by MetroPlan Orlando for transit enhancements, bicycle and pedestrian improvements and highway projects. STP funds are programmed annually by MetroPlan Orlando

LYNX Board Agenda

in the Transportation Improvement Program (TIP) and are incorporated in the state adopted State Transportation Improvement Program (STIP).

LYNX will program the FY2022 STP funding for revenue vehicles and passenger amenities.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to 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.B. v

To: LYNX Board of Directors

From: **James Boyle**
Director Of Planning And Development
Bruce Detweiler
(Technical Contact)
Myles O'Keefe
(Technical Contact)
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: **Authorization to Submit FY2023 Intermodal Development Funding Program Grant Application to the Florida Department of Transportation (FDOT) for Categorical Exclusion and Geotechnical Surveying of a Southern Operations Base and Adoption of Resolution #22-002**

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a FY2023 Intermodal Development Funding Program Grant Application to the Florida Department of Transportation (FDOT) and the adoption of Resolution #22-002.

BACKGROUND:

The Florida Department of Transportation (FDOT) is soliciting applications for FY2023 Intermodal Development Funding Program. This is a discretionary program designed to provide funding to projects that best promote intermodal or multimodal movement of people.

The Program was developed in alignment with Florida Statute Section 341.053, that establishes the initiative to provide improved access to intermodal or multimodal transportation facilities and the construction of multimodal terminals.

The Intermodal Funding applications are due on June 3, 2022. The proposed project, if awarded, will be programmed in the FDOT Work Program in FY2023. The maximum period for project funding is 3 Fiscal Years. Capital projects are eligible for a minimum of 50% funding participation under the Intermodal Development Funding Program.

LYNX Board Agenda

LYNX proposes to submit the following project for Intermodal Development Funding Program:

- LYNX is currently evaluating potential sites for a new Operations and Maintenance (O&M) base in the southern portion of the agency's service area. This evaluation process may recommend multiple sites to support the agency's growth in operational and maintenance needs. Prior to purchasing a property, LYNX is required to complete an environmental assessment of the land. LYNX is requesting up to \$800,000 to complete a Categorical Exclusion assessment and geotechnical analysis of land for one or more new O&M bases, depending on the number of sites that need to be evaluated. The Intermodal Development Funding Program request will be for 100% funding from FDOT.

Board Resolution #22-002 is attached.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

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

CFRTA RESOLUTION NO. 22-002

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2023-2024 INTERMODAL DEVELOPMENT FUNDING PROGRAM.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2022-2031 which has been submitted to FDOT in August 2021. LYNX TDP update is consistent with METROPLAN Orlando's Year 2040 Long Range Transportation 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 of Directors has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD of Directors has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2023-2024.
3. The BOARD of Directors authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit grant applications to the Florida Department of Transportation for fiscal year 2023-2024 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.
4. The BOARD of Directors authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation.
5. The BOARD of Directors authorizes James E. Harrison, Esq., P.E., 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.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2023-2024 INTERMODAL DEVELOPMENT FUNDING PRORGAM.

APPROVED AND ADOPTED this 26th day of May 2022 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.A

To: LYNX Board of Directors

From: William Slot
Chief Innovation Officer
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Authorization to Release a Request for Proposal (RFP) for Electricity as Fuel for Fleet Vehicles

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) to provide electricity as a fuel for fleet vehicles.

BACKGROUND:

The transition of a portion of the fleet to battery electric vehicles will require the ability to fuel (battery recharge) the vehicles. LYNX is interested in the concept of third-party entities who would provide this fuel as a service, similar to a "gas station" model. In a "gas station" model, users know the unit cost of fuel before they refill with the unit cost of the fuel covering the fuel and the combined capital and operating cost of the facility. LYNX would be a predictable and reliably consistent customer of the station and expects the station to provide priority for evening charging to LYNX's fleet as well as potential public access to the station when not in use by the fleet.

Proposers will be requested to provide a charging solution for the fleet of buses adjacent to or within approximately one block of the existing LYNX Operations Center located at 2500 LYNX Lane in Orlando, Florida. The Proposer will be fully responsible for the acquisition of the required property, installation of all charging station infrastructure, and operation with guaranteed availability to LYNX for daily fleet fueling. LYNX would be charged a usage fee as an equivalent per diesel gallon.

This fee will be fully inclusive of all costs with the computation of the price per diesel equivalent gallon determined within the contract and predictable for LYNX budgeting for fuel purchases.

LYNX Board Agenda

This fee could be associated to a variable such as an industry standard index or a direct relation to commodity costs (as examples). The fee will not vary by time of day or other factors that would result in varying per unit fuel costs during the day to maintain consistency across the fleet.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The fiscal impact to LYNX would be usage fees that are equivalent to a gallon of diesel. There will be no investment costs to LYNX.

LYNX Board Agenda

Work Session Item #8.A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6136

Item Name: Transit Development Plan Overview

Date: 5/26/2022

LYNX Staff will present an overview of the Transit Development Plan.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

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

Date: 5/26/2022

LYNX Liability Claim Settlements April 1 to April 30, 2022

Claimant Name	Accident Date	Accident Type	Settlement Amount	Date of Check
DANTE DOBB	7/1/2021	BI	\$ 6,500.00	4/7/2022
Diana Bucciantini	3/2/2022	PD	\$ 2,582.67	4/14/2022
James D. Payer, P.A. Trust Account f/b/o Sonia Gomez Brenes.	10/18/2020	BI	\$ 35,000.00	4/7/2022
Osmaly Fuentes Torres	3/7/2022	PD	\$ 5,935.51	4/22/2022
Samantha Paramesvaran	3/23/2022	PD	\$ 3,327.18	4/28/2022
Steinger, Greene & Feiner fbo Cordell Dixon	3/26/2019	BI	\$ 9,100.00	4/28/2022
Rubenstein fbo Brian Effron	2/13/2015	BI	\$ 15,000.00	4/28/2022
MFT ENTERPRISES	2/24/2022	PD	\$ 4,805.18	4/28/2022
Newlin fbo Jasmine Doyley	12/19/2020	BI	\$ 10,000.00	4/28/2022
Isaac Martir	11/11/2021	PD	\$ 1,487.05	4/28/2022

LYNX Board Agenda

Information Item B

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Maurice Jones
(Technical Contact)

Phone: 407.841.2279 ext: 6125

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

Date: 5/26/2022

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

1. Trapeze Software Group, Inc.
2. Trapeze Software Group, Inc.



Sole Source Justification

DATE: March 31, 2022

REQUESTED BY:

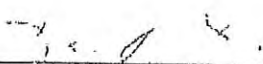
SUBJECT: Trapeze Software Configuration (AM & PM Board)

BACKGROUND: On October 1, 2021, LYNX and UTA Local 1596 ratified the labor agreement making changes to work conditions requiring customization to Trapeze Software to function properly.

SOLE SOURCE JUSTIFICATION: Trapeze Software Group, Inc. is the owner, manufacturer, and sole source provider of Trapeze-OPS LYNX's transportation operations system of scheduling transportation needs to the public, and recording schedule and timekeeping hours for bus operators. A new provider would result in substantial duplication of costs if the agency were to pursue another vendor and software package to provide the above-mentioned services provided by Trapeze Software Group. The software LYNX is using is Trapeze Software Group preparatory system and the procurement process required to identify and acquire support from another system would result in unacceptable delays and duplication of costs for LYNX and its jurisdictional funding partners. The unacceptable delay and duplication of costs would arise from paying for the new vendor software; would cause interruptions of LYNX operations, which would impact customer service needs. Moreover, the transition to a new operations management software would require staff training on a new system and integration of the operations management system into other existing LYNX software and hardware systems.

COST/PRICE ANALYSIS:

The cost for the AM/PM Board Trapeze Software configuration is to be paid in full with a one-time payment of \$20,194.00.



Rey Quirónes
Project Manager

03/31/2022
Date:



Maurice A. Jones
Manager of Procurement

4/8/2022
Date:



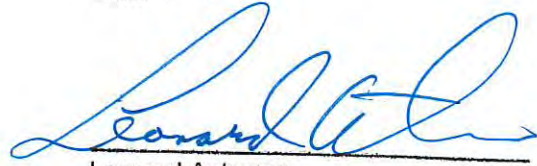
Carrie L. Sarver, ESQ., B.C.S.
Senior Staff Attorney

4/12/22
Date:



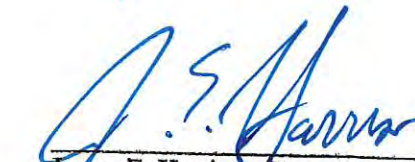
Dana Baker
Chief Operations Officer

4/7/22
Date



Leonard Antmann
Chief Financial Officer

4/8/22
Date



James E. Harrison, Esq., P.E.
Chief Executive Officer

04/14/2022
Date



Sole Source Justification

DATE: March 31, 2022

REQUESTED BY:

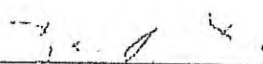
SUBJECT: Trapeze Software Configuration (Swing Time Pay)

BACKGROUND: On October 1, 2021, LYNX and UTA Local 1596 ratified the labor agreement making changes to work conditions requiring customization to Trapeze Software to function properly.

SOLE SOURCE JUSTIFICATION: Trapeze Software Group, Inc. is the owner, manufacturer, and sole source provider of Trapeze-OPS LYNX's transportation operations system of scheduling transportation needs to the public and recording schedule and timekeeping hours for bus operators. A new provider would result in substantial duplication of costs if the agency were to pursue another vendor and software package to provide the above-mentioned services provided by Trapeze Software Group. The software LYNX is using is Trapeze Software Group preparatory system, and the procurement process required to identify and acquire support from another system would result in unacceptable delays and duplication of costs for LYNX and its jurisdictional funding partners. The unacceptable delay and duplication of costs that would arise from paying for the new vendor software; would cause interruptions of LYNX operations which would impact customer service needs. Moreover, the transition to a new operations management software would require staff training on a new system and integration of the operations management system into other existing LYNX software and hardware systems.

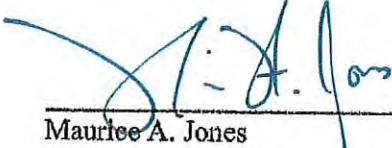
COST/PRICE ANALYSIS:

The cost for the Swing Time Trapeze Software configuration is to be paid in full with a one-time payment of \$12,300.00




Rey Quirónes
Project Manager

03/31/2022
Date:



Maurice A. Jones
Manager of Procurement

4/8/2022
Date:



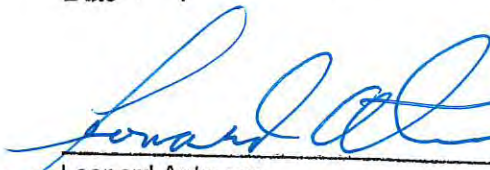
Carrie L. Sarver, ESQ., B.C.S
Senior Staff Attorney

4/12/22
Date:




Dana Baker
Chief Operations Officer

4/7/22
Date



Leonard Antmann
Chief Financial Officer

4/9/22
Date



James E. Harrison, Esq., P.E.
Chief Executive Officer

04/14/2022
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 - April 2022

Date: 5/26/2022

LYNX Press Releases | Media Notes: April 2022

April 11	Redesigned Rosemont SuperStop Officially Opens
April 13	Sent video/photos for publication from Rosemont event
April 22	LYNX April 28 Board of Directors and Oversight Committee Meeting Information

April 2022 – LYNX News Articles

To view the articles below please copy and paste the link into a browser.	
April 3	Lynx upgrades bus stop from scary to humane, a possible preview of hiking sales tax impact
April 6	Orange County commissioners divided on Demings' proposed sales-tax hike Orlando reveals roadmap to electric vehicle future, eco-friendly fleet
April 8	Gov. DeSantis names Central Florida's Jared Perdue as transportation secretary
April 22	'The time is now:' Orange County mayor makes final push for transportation tax ahead of final vote

LYNX Board Agenda

April 24	Orange County commissioners to vote on mayor's transportation tax this week Mayor Demings predicts sales-tax hike will 'likely' make the November ballot Sales tax plan faces first big hurdle
April 26	Orange County commissioners to vote on proposed 1-cent sales tax this week Radical changes planned for SunRail, LYNX services if penny tax passes
April 27	Orange County voters will decide whether to raise sales tax Orange County commissioners to decide transportation 1% sales-tax proposal

April 2022 – LYNX Social Media

April 1	<p>Service detour for the Spring Fiesta in the Park. Construction detour on Livingston Street between Orange Avenue and Garland Avenue. Lennox hopes you have a fun day kitten around #AprilFoolsDay. Service detour on Edgewater Drive for College Park Spring Fest. Service detour around Exploria Stadium for the Lions match. Response to question about wearing a mask on the bus. Response to question about trip planning. Response to issue with a bus transfer.</p>
April 2	<p>Service detour on World Drive east of Center Drive. Say what you see using the LYNX® See & Say app. Service detour around Exploria Stadium for the Lions match. Please allow extra time for travel. Please stay safe.</p>
April 3	<p>Construction detour on Livingston Street between Orange Avenue and Garland Avenue. Check out this little hidden park tucked away just minutes from downtown Orlando.</p>
April 4	<p>Service detour on World Drive east of Center Drive. The Customer Service window and Call Center will be open on Easter Sunday, April 17.</p>
April 5	<p>LYNX will make service changes on April 24. Service detour on Magnolia Avenue FUMCO Spring Extravaganza. Response to question about traveling on the bus with luggage.</p>
April 6	<p>LYNX is hiring Bus Operators. A little pop of color to brighten your Wednesday. Service detour at Universal Orlando for the Grad Bash. Response to question about the Universal Orlando detour. Response to question about trip planning.</p>
April 7	<p>Support Central Florida restaurants and businesses on 407 day. Kudos to bus operator Rey and Lost and Found team member James for help securing a lost item and returning it to its rightful owner. Response to comment about a lost item. Service alert about Links 38, 300 and 350 utilizing the I-4 express lanes.</p>

LYNX Board Agenda

April 8	<p>LYNX bus at the bus wash station.</p> <p>Service detour at Universal Orlando for the Grad Bash.</p> <p>Service detour on Magnolia Avenue FUMCO Spring Extravaganza.</p> <p>Response to complaint about a bus operator.</p> <p>Response to question about sales/auctions for unclaimed items.</p>
April 9	<p>Contact customer service with any questions, comments or concerns about our service.</p> <p>Service alert about Links 38, 300 and 350 utilizing the I-4 express lanes.</p>
April 10	<p>The customer service window and call center will be open on Easter Sunday, April 17.</p>
April 11	<p>Good morning from the LYNX Central Station terminal.</p> <p>April 24 service changes.</p>
April 12	<p>Good Tuesday morning from a bus stop near you!</p> <p>Service detour at the Sand Lake SunRail Station due to construction.</p> <p>Response to question about a Link 6 bus stop on Lakemont Avenue.</p> <p>Response to comment about a briefcase left at a bus stop.</p>
April 13	<p>Rosemont SuperStop refresh ribbon cutting today.</p> <p>Our CEO Jim Harrison making introductory remarks at the Rosemont SuperStop ribbon cutting.</p> <p>A big THANK YOU to Mayor Dyer, Commissioner Stuart along with Rosemont community members.</p> <p>The new and improved Rosemont SuperStop is officially open!</p> <p>TSA Repost: BREAKING NEWS: TSA extends face mask requirement.</p> <p>Response to comment about a broken clock at LYNX Central Station.</p>
April 14	<p>The customer service window and call center will be open on Easter Sunday, April 17.</p> <p>The Lost and Found window will be open this Saturday, April 16.</p> <p>Service detour on N Rosalind Ave and E Central Blvd for a building demolition.</p>
April 15	<p>Service changes will go into effect Sunday, April 24.</p> <p>Lennox at a bus stop.</p>
April 16	<p>Lost and Found window is open today from 9a – 1p.</p> <p>Service detour on N Rosalind Ave and E Central Blvd for a building demolition.</p>
April 17	<p>Wishing a Happy Easter to all who celebrate.</p>
April 18	<p>Service detour on N Rosalind Ave and E Central Blvd for a building demolition.</p> <p>Hope your week is golden!</p> <p>Service detour around Lake Eola Park for the IOA Corporate 5k.</p> <p>Response to question about a refund on a bus pass.</p> <p>Response to question about UCF students riding fare-free.</p>
April 19	<p>April 24 service changes.</p> <p>Response to question about face masks.</p> <p>Update: Per TSA’s removal of its federal mask mandate, face masks are now optional on our buses and facilities.</p> <p>Response to comment concerning onboard announcements about face masks.</p> <p>Service detour around the City of Orlando for the Florida Puerto Rican Parade and Festival.</p> <p>Response to question about delays on Link 29 due to detours.</p>

LYNX Board Agenda

	<p>Service detour around Lake Como Park for the Hurry on the Curry 5K. Response to question about wearing masks on the bus. Response to complaint about a bus operator.</p>
April 20	<p>April 24 service changes. Response to comment bus service improvements. Response to riders re-route links feedback. Response to comment about Link 40 running every half hour. Service detour around Lake Eola Park for the IOA Corporate 5k. Response to question about a lost item. Response to question about trip planning.</p>
April 21	<p>April 24 service changes. Service detour around the City of Orlando for the Florida Puerto Rican Parade and Festival. Response to customer compliment.</p>
April 22	<p>National Earth Day. The April 28 LYNX Oversight Committee and Board of Directors meetings. Service detour around Lake Como Park for the Hurry on the Curry 5K.</p>
April 23	<p>Service detour around the City of Orlando for the Florida Puerto Rican Parade and Festival. April 24 service changes. Service detour around Exploria Stadium for the Lions match.</p>
April 24	<p>Service changes are in effect today. Service detour around Exploria Stadium for the Lions match.</p>
April 25	<p>View the new routes and schedules at golynx.com before heading out. The bus stop at Hughey Avenue and Robinson Street will be served by Link 38 on all outbound trips. Service detour on I-4 at Sand Lake Road due to police activity. All I-4 lanes are back open. Response to question about a lost item.</p>
April 26	<p>Lost and found. Link 8 will resume regular routing via Holden Avenue and Texas Avenue. Response to feedback about Link 8.</p>
April 27	<p>We are excited voters will get to decide on Nov. 8. This device is installed on all LYNX fixed route buses. Can anyone tell us what this is and what it is used for? Service detour at Universal Orlando due to the Grad Bash. Response to complaint about a Link 104 operator. Response to complaint about Link 15 delays. Response to question about trip planning.</p>
April 28	<p>Oversight Committee and Board of Directors meetings will be held today. National Superhero Day. Service detour on for the College Park Spring Fest. Link 8 will resume regular routing via Holden Avenue and Texas Avenue. Response to question about Link 350.</p>

LYNX Board Agenda

April 29	<p>A reminder that Link 8 will resume regular routing via Holden Avenue and Texas Avenue.</p> <p>Q'Straint wheelchair securement system.</p> <p>Response to comment about the Q'Straint wheelchair securement system.</p> <p>Response to question about the Q'Straint wheelchair securement system.</p> <p>Service detour at Universal Orlando due to the Grad Bash.</p>
April 30	<p>Service detour on Smith Street for the College Park Spring Fest.</p> <p>Make sure you capture my good side.</p>

Social Media Usage	April 2022
<p>Facebook Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)</p>	77,440
<p>Facebook Daily Total Impressions: The number of times any content from your Page or about your Page entered a person's screen. This includes posts, stories, ads, as well other content or information on your Page. (Total Count)</p>	309.375
Total Facebook Posts	82
<p>Facebook Engagement: The sum of reactions, comments and shares received by content associated with your Pages (for the selected timeframe). Includes comments from the author of the post:</p>	<p>1.6K Engagements: 1.3K Reactions, 157 Comments, 131 Shares</p>
Total Tweets	91
<p>Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes</p>	<p>258 Engagements: 209 Likes, 26 Retweets, 14 Replies</p>
Website Usage	April 2022
Total Page Views	238,032
Total User Visits	34,868

LYNX Board Agenda

Commuter Vanpool Program

Vanpool	April 2022
Vanpool Participants	570*
Total Revenue Miles	165,000
New Vanpool	2
Returned Vanpools	0
Current Vans at Service	127
Pending Interests	Rosen Hotel
Events	None

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

Advertising Sales

Advertising Sales Revenue	April 2022	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$339,874.97	\$203,924.98	\$2,154,333.03	\$1,292,599.82

LYNX Board Agenda

Monthly Report B

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Monthly Financial Report - February 2022

Date: 5/26/2022

Please find attached the preliminary monthly financial report for the fifth month ending February 28, 2022.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 STATEMENTS OF REVENUES AND EXPENSES
 For the Five Months Ending February 28, 2022
 (UNAUDITED)

	As of 2/28/2022		% Actual compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	\$ 7,860,942	\$ 6,871,793	87%
Contract services	2,408,404	2,581,563	107%
Advertising	2,029,631	901,671	44%
Interest & Other income	336,719	247,363	73%
Federal Revenue	1,305,830	1,083,540	83%
CARES/CRRSAA/ARPA Federal Revenue	18,647,695	22,250,000	119%
State Revenue	6,057,468	3,553,259	59%
Local Revenue	3,600,983	3,424,117	95%
Local Revenue Funding Partner	29,759,216	29,758,216	100%
TOTAL REVENUE	\$ 72,006,888	\$ 70,671,522	98%
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 37,181,950	\$ 38,235,035	103%
Other services	6,188,715	3,061,822	49%
Fuel	5,624,555	3,496,969	62%
Materials and supplies	3,995,558	3,152,423	79%
Utilities	715,780	591,586	83%
Casualty & Liability	1,357,742	1,368,617	101%
Taxes and licenses	249,195	270,010	108%
Purchased transportation services	12,534,881	10,827,871	86%
Leases & Miscellaneous	740,875	472,185	64%
Interest Expense	0	0	0%
TOTAL EXPENSE	68,589,250	61,476,519	90%
CHANGE IN NET POSITION	\$ 3,417,638	\$ 9,195,003	269%

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: 6136

Item Name: Ridership Report - March 2022

Date: 5/26/2022

The attached monthly Performance Report includes March 2022 Year-To-Date figures for ridership and other performance indicators. Total ridership for March 2022 was 1,469,021. This is a 19.1% increase from March 2021. On-Time Performance for Fiscal Year-To-Date 2022 is 74%.

- LYNX overall ridership increased by 236K, or 19.1%, compared to March 2021. Year-to-date ridership for FY-22 (8,007,864) increased 19.6% compared to FY-21 (6,695,769)
- LYMMO ridership decreased by 4K, or 12.2%, compared to March 2021. Year-to-date ridership for FY-22 (188,496) decreased 15.2% compared to FY-21 (222,187).
- Fixed Route ridership increased by 232K, or 20.8%, compared to March 2021. Year-to-date ridership for FY-22 (7,358,563) increased by 21.4% compared to FY-21 (6,063,841).
- NeighborLink ridership increased by 946, or 14%, compared to March 2021. Year-to-date ridership for FY-22 (46,771) increased 30.1% compared to FY-21 (35,947).
- ACCESS LYNX ridership increased by 3K, or 5.5%, compared to March 2021. Year-to-date ridership for FY-22 (261,219) increased 5.7% compared to FY-21 (247,178).
- Vanpool ridership decreased by 2K, or 11.3%, compared to March 2021. Year-to-date ridership for FY-22 (129,215) increased by 2.1% compared to FY-21 (126,616).
- Special event ridership for March 2022 was 6,591.



March 2022 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Mar-21	Mar-22	% Δ	YTD-21	YTD-22	% Δ
LYMMO	35,671	31,329	-12.2%	222,187	188,496	-15.2%
Fixed Route	1,120,119	1,352,908	20.8%	6,063,841	7,358,536	21.4%
NeighborLink	6,738	7,684	14.0%	35,947	46,771	30.1%
ACCESS LYNX	47,277	49,856	5.5%	247,178	261,219	5.7%
Vanpool	23,288	20,653	-11.3%	126,616	129,215	2.1%
Special Events	0	6,591	N/A	0	23,627	N/A
SYSTEM TOTAL	1,233,093	1,469,021	19.1%	6,695,769	8,007,864	19.6%

March 2021:	23 Weekdays	4 Saturdays	4 Sundays
March 2022:	23 Weekdays	4 Saturdays	4 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Mar-21	Mar-22	% Δ	Mar-21	Mar-22	% Δ	Mar-21	Mar-22	% Δ
LYMMO	1,370	1,162	-15.2%	552	510	-7.6%	489	640	30.9%
Fixed Route	40,371	48,575	20.3%	28,632	34,316	19.9%	19,266	24,602	27.7%
NeighborLink	288	335	16.3%	138	131	-5.1%	-	-	-
ACCESS LYNX	1,860	1,882	1.2%	1,018	991	-2.7%	459	650	41.6%
Vanpool	335	439	31.0%	84	187	122.6%	17	33	94.1%
SYSTEM TOTAL	44,224	52,393	18.5%						

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LYNX ridership increased by 236K, or 19.1%, compared to March 2021. System-wide average weekday riders increased by 18.5% year-to-date.

LYMMO ridership decreased by 4K, or 12.2%, compared to March 2021. Average weekday ridership for LYMMO was down 15.2% in March 2022. This can be attributed to continued reduced ridership due to remote workers associated with the COVID-19 pandemic. Additionally, ridership was affected as North Quarter Line was merged into the Orange Line.

Fixed Route ridership increased by 232K, or 20.8%, compared to March 2021. Average daily ridership increased by 20.3% compared to the same time period last year. Ridership is showing a steady recovery from losses incurred from the pandemic.

NeighborLink ridership increased by 946, or 14.0%, compared to March 2021. The overall reduction for the year was primarily due to the COVID-19 pandemic.

ACCESS LYNX ridership increased by about 3K, or 5.5%, compared to March 2021. Ridership is showing a slow recovery from the pandemic.

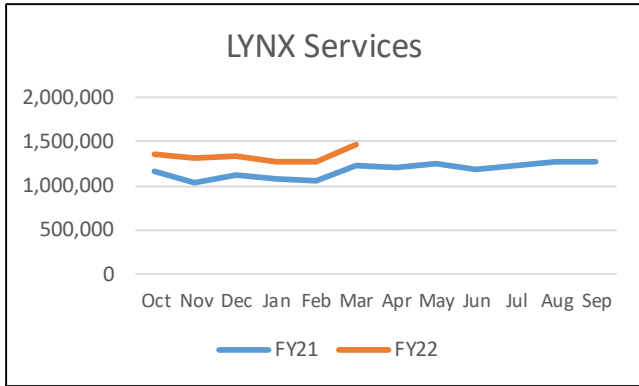
Vanpool ridership decreased by about 2K, or 11.3%, compared to March 2021. COVID-19 had caused a decrease in total Vanpool utilization.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$2.79/gallon in March 2021 and \$4.19/gallon in March 2022. Historically, high gas prices can result in increased public transit ridership.

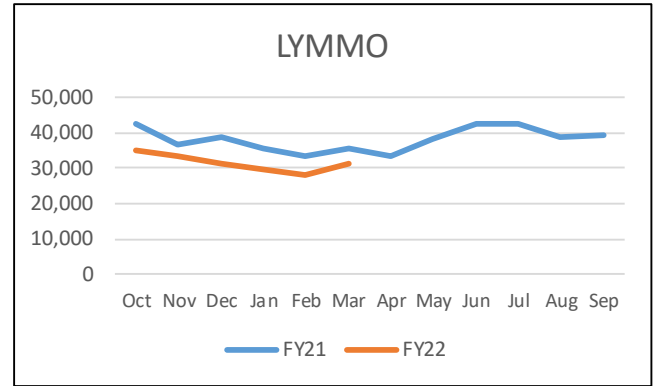


March 2022 Service Performance Report

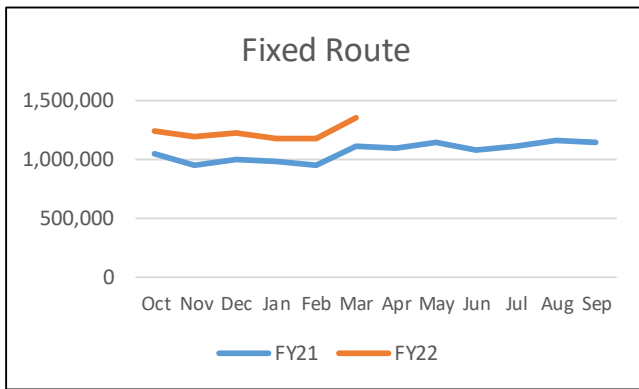
MONTHLY RIDERSHIP TRENDS BY MODE



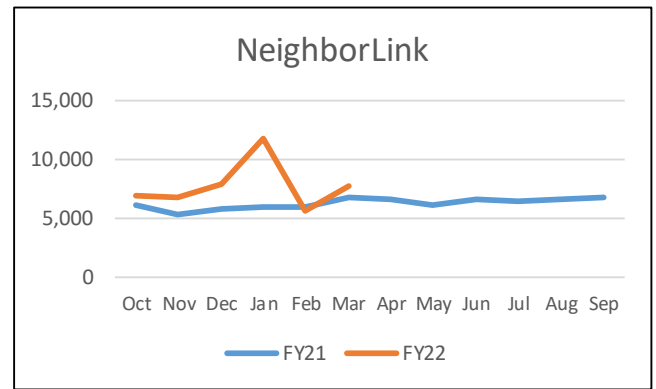
LYNX ridership increased by 19.1% compared to the same time last year. Average weekday riders increased by 18.5%.



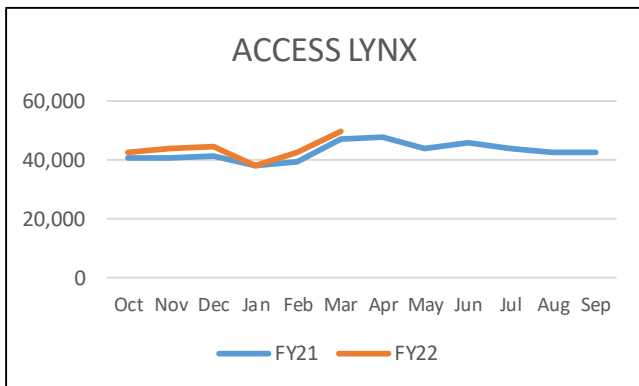
LYMMO ridership decreased by 12.2% compared to the same time last year. Average weekday riders decreased by 15.2%.



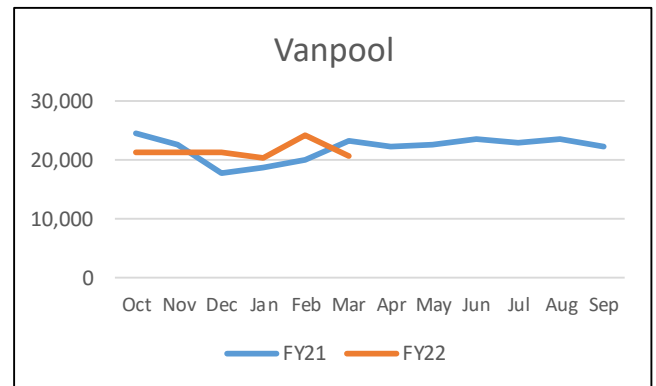
Fixed route ridership increased 20.8% compared to March 2021. Average weekday riders increased by 20.3%.



NeighborLink ridership increased 14.0% compared to March 2021. Average daily riders increased by 16.3%.



ACCESS LYNX ridership increased by 5.5% compared to March 2021. Average daily riders increased by 1.2%.



Vanpool ridership decreased by 11.3%. Average daily riders increased by 31.0% compared to March 2021.



March 2022 Service Performance Report

FY21 Monthly Modal Performance Data Sheet - March 2022

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	35,194	4	83%	Not Applicable	0	0.10	9,141	98%	14	99%	
Nov	33,216	4	77%		0	0.08	8,959	98%	14	100%	
Dec	31,196	4	80%		0	0.11	8,453	90%	14	100%	
Jan	29,804	4	79%		0	0.08	7,617	91%	14	100%	
Feb	27,757	4	77%		0	0.13	7,032	92%	14	100%	
Mar	31,329	4	77%		0	0.14	7,905	90%	14	100%	
Apr											
May											
Jun											
Jul											
Aug											
Sep											
YTD	188,496	4	79%		0	0.11	49,107	93%	14	100%	
Fixed Route											
Oct	1,240,405	14	75%	12%	7	0.10	88,414	98%	278	99%	
Nov	1,191,611	14	73%	15%	6	0.08	85,852	98%	273	100%	
Dec	1,226,725	14	73%	12%	9	0.11	90,390	96%	276	100%	
Jan	1,173,436	14	76%	12%	6	0.08	88,652	96%	275	100%	
Feb	1,173,451	15	74%	14%	10	0.13	81,960	96%	276	100%	
Mar	1,352,908	15	73%	14%	7	0.14	91,632	96%	278	100%	
Apr											
May											
Jun											
Jul											
Aug											
Sep											
YTD	7,358,536	14	74%	13%	45	0.11	526,900	97%	276	100%	



March 2022 Service Performance Report

FY21 Monthly Modal Performance Data Sheet - March 2022

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	5,727	100%	100%	0	9.7	90%	100%
Nov	4,839	100%	100%	0	19.7	95%	99%
Dec	6,051	100%	100%	0	8.1	99%	100%
Jan	4,693	100%	100%	0	21.0	100%	99%
Feb	5,712	100%	100%	0	19.5	97%	99%
Mar	7,684	100%	100%	0	14.2	97%	100%
Apr							
May							
Jun							
Jul							
Aug							
Sep							
YTD	34,706	100%	100%	0	15.4	96%	99%
ACCESS LYNX							
Oct	42,649	59.27%	99.77%	0	10.0	88%	100%
Nov	43,574	64.64%	99.77%	2	10.0	90%	99%
Dec	44,257	77.96%	99.83%	1	11.6	88%	100%
Jan	38,222	86.49%	99.83%	0	6.1	89%	99%
Feb	42,661	85.64%	99.82%	1	5.0	91%	99%
Mar	49,856	86.52%	99.81%	2	4.3	89%	100%
Apr							
May							
Jun							
Jul							
Aug							
Sep							
YTD	261,219	76.75%	99.81%	6	7.9	89%	99%



March 2022 Service Performance Report

Definitions of Metrics Used on the Monthly Performance Data Sheets

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

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

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

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

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

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

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

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

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

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

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

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