

LYNX Oversight Committee Agenda

Meeting Date: 8/25/2022
Meeting Time: 11:00 AM

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

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

1. Call to Order

2. Approval of Committee Minutes



Oversight Committee Minutes 7.28.22

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. Finance & Audit Committee Report

6. Consent Agenda




A. Award Contracts

- | | | | |
|------|--|---|-------|
| i. | | Authorization to Negotiate and Award a Contract to Premier Lawn Maintenance, LLC for Landscaping Services | Pg 8 |
| ii. | | Authorization to Negotiate and Award a Contract to Precision Transmission Inc. for the Procurement of Remanufactured ZF Transit Bus Transmissions | Pg 10 |
| iii. | | Authorization to Negotiate and Award a Contract to Bridgestone Americas Tire Operations, LLC for Transit Bus Tire Leasing Services | Pg 12 |
| iv. | | Authorization to Negotiate and Award a Contract to RMK Consulting, LLC DBA Kodiak Property Maintenance for the Repainting of Bus Shelters | Pg 14 |




B. Extension of Contracts

- | | | | |
|------|--|--|-------|
| i. | | Authorization to Exercise First Option Year on Piggybacking Agreement from Orange County Contract #Y19-1032 for Healthcare Benefits Consultant Services | Pg 16 |
| ii. | | Authorization to Exercise the Second Option Year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services | Pg 18 |
| iii. | | Authorization to Exercise the Final Option Year of Contract #18-C130 & #18-C128 for the Purchase of Taxi and Transportation Network Company (TNC) Services | Pg 19 |

C. Miscellaneous

- i.  Authorization to Modify the Contract with Transloc, Inc. for Real-Time Trip Information and for Trip Reservations on NeighborLink Services Pg 21
- ii.  Authorization to Transfer Five (5) Laptops to The Christian Tech Center Ministries, Inc. Pg 23
- iii.  Authorization to Dispose of Items Accumulated Through the Lost and Found Process Pg 25

7. Action Items

- A.  Authorization to Submit the FY 2023-2032 Transit Development Plan (TDP) Major Update to the Florida Department of Transportation Pg 27
- B.  Approval of the FY2023 Proposed Operating Budget Pg 29
- C.  Approval of the FY2023 Proposed Capital Budget Pg 32

8. Discussion Items

- A.  Review of the FY2022 3rd Quarter Operating Results Pg 35

9. Other Business

10. 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
Oversight Committee Meeting Minutes

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

DATE: **July 28, 2022**

TIME: **11:00 a.m.**

Members in Attendance:

Viviana Janer, Chair, Commissioner,
Osceola County BoCC
Tanya Wilder, City of Orlando
Brian Sanders, Orange County
Jo Santiago, FDOT
Mary Moskowitz, Seminole County

Staff Members in Attendance:

James E. Harrison, Chief Executive Officer
Tiffany Homler-Hawkins, Chief Administrative Officer
William Slot, Chief Innovation Officer
Leonard Antmann, Chief Financial Officer
Dana Baker, Chief Operating Officer

1. Call to Order

Chair Janer called the meeting to order at 11:01 a.m.

2. Approval of Minutes

A motion to approve the June 23, 2022 Oversight Committee meeting minutes was made by Mary Moskowitz and seconded by Jo Santiago. Motion passed unanimously.

3. Public Comments

William Atwood – Orlando, FL
Mr. Atwood raised concerns with Bus route #300.

4. Chief Executive Officer’s Report

Jim Harrison, Chief Executive Officer, stated that ridership continues to stay around 50,000. Staff anticipates ridership to rise, as school starts next month.

Staff continues to look at recruitment efforts. There is an item on today’s agenda related to a new pilot program for the recruitment and retention of new bus operators.

Budget presentations to the funding partners have been completed, and the final draft of the Operating and Capital budgets will be presented next month with final adoption at the Board meeting in September.

The Central Florida Commuter Rail Commission has engaged a consultant to prepare a transition plan for the local funding partners to take over SunRail. Three governance options have been identified, and option three contracts the operations to an existing agency. LYNX has had numerous meetings with the consultant team to analyze the existing organizational structure and identify common functions.

5. Finance & Audit Committee Report

Lenny Antmann, Chief Financial Officer, was recognized. Chair Janer requested that if the Chair of the Finance and Audit Committee could not attend the Oversight Committee meeting, that the Vice-Chair should be attending to give the Committee's report.

Mr. Antmann reported that the Finance and Audit Committee met on Thursday, July 21, 2022. The Committee was updated on the OPPAGA Audit, which is mostly focused on Orange County with the first draft report released on August 5.

The LYNX Finance department is involved with an RFP for a new ERP system. An outside consultant was contracted, and the first draft of the RFP will be completed by August and placed out for bid in September.

All Consent Agenda items were approved to move forward to the Oversight Committee.

6. Committee Consent Agenda Items

Commissioner Janer asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.D.vii. Jo Santiago stated that item 6.D.i. needs to be voted on separately.

- A. Request for Proposal (RFP)
 - i. Authorization to Release a Request for Proposal (RFP) for an Enterprise Resource Planning (ERP) Management Solution
- B. Invitation for Bid (IFB)
 - i. Authorization to Release an Invitation for Bid (IFB) for Transit Bus Engine Compartment Fire Suppression System Preventative Maintenance and Repair Services
 - ii. Authorization to Release an Invitation for Bid (IFB) for Transit Bus and Support Vehicle Towing Services
- C. Award Contracts
 - i. Authorization to Negotiate and Award a Contract to Stewart Stevenson FDDA LLC for the Procurement of Allison Transit Bus Transmissions
 - ii. Authorization to Negotiate and Award a Contract to Gillig, LLC for the Procurement of Voith X-Change Transit Bus Transmissions

- iii. Authorization to Negotiate and Award a Contract to GC&E Systems Group, LLC for the Purchase, Installation, and Maintenance of Access Control Badge Readers for LYNX Facilities
 - iv. Authorization to Negotiate and Award a Contract to Humana Insurance Company for Vision Insurance Services
- D. Miscellaneous
- i. Authorization to Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2023 Block Grant Funding and Adoption of Resolution #22-005
 - ii. Authorization to Execute MetroPlan Orlando's FY2022-2023 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement
 - iii. Authorization to Renew Transit Station License Agreement with Orange County for Destination Parkway Intermodal Center
 - iv. Authorization to Approve the Disadvantaged Business Enterprise Program Participation Goal for FY2023-2025
 - v. Authorization to Transfer One Retired Revenue Vehicle to the Orange County Sheriff Office
 - vi. Authorization to Transfer Two Retired Van Pool Vans and One Paratransit Bus to The Advanced Community Center
 - vii. Authorization to Transfer Two Retired Van Pool Vans and Two Paratransit Buses to The Heart Charitable Foundation

Brian Sanders made a motion to approve Consent Agenda items 6.A.i. through 6.D.vii., excluding item 6.D.i. Seconded by Tanya Wilder. Motion passed unanimously. Mary Moskowitz made a motion to approve Consent Agenda item 6.D.i. Second by Tanya Wilder. Motion passed with Jo Santiago abstaining.

7. Action Items

A. Authorization to Implement August 21, 2022 Service Changes

Commissioner Janer recognized Bruce Detweiler, Manager of Service Planning to make the presentation. Mr. Detweiler stated that the Service Changes include schedule adjustments, minor route adjustments, NeighborLink reimagining, and public outreach.

NeighborLink changes will take place in West Orange County. The 611 in Ocoee will extend South to include Health Central hospital and Walmart. This route will be renamed to 811. The 612 in Winter Garden will extend North to include Crown Point and will extend South to serve the Avalon Road and StoneyBrook areas. This route will be renamed 812. The 613 in Pine Hills will extend South to Route 50 and will improve connections. This route will be renamed 813.

Public outreach was made by notifications on media sites and bus stops. Public hearings were held and there was in-person outreach on the existing routes.

Brian Sanders noticed that Link 111 was not on the LYNX website. Mr. Detweiler stated that Link 111 was not included in a public hearing process, due to a safety

concern. One step has been eliminated from this route. Mr. Sanders would like information to be communicated on the bus driving the routes.

Commissioner Janer would like better marketing outreach and improved communication. She would like to see a Marketing Plan that shows the changes to the Neighbor Link in Kissimmee and the changes that were just presented.

Jo Santiago asked how detours are handled on the routes, and how this is communicated to the public. Mary Moskowitz asked for the procedure that is in place for detours. Mr. Detweiler explained that detours are listed on social media sites and signs are posted at the bus stops.

Commissioner Janer would like to see notifications sent out to the public from the app.

Brian Sanders made a motion to Implement the August 21, 2022 Service Changes with the discussed updates. Seconded by Tanya Wilder. Motion passed unanimously.

8. Discussion Items

A. LYNX Recruitment Pilot program

Commissioner Janer recognized Tiffany Homler-Hawkins, Chief Administrative Officer to make the presentation. Mrs. Homler-Hawkins shared Nationwide statistics showing the difficulty of hiring and retaining staff, with the most difficult positions being bus operators and bus maintenance.

Two pilot programs were presented. The first program is for the hiring and retaining of bus operators. The second program awards existing employees for referrals.

Commissioner Janer stated that the amounts seem too low for recruitment.

Brian Sanders agreed with Commissioner Janer and also raised concerns about retaining employees for more than two years. Mr. Harrison stated that this program is to get employees in the door to stay, and staff is looking into a longer-term retention program.

Tanya Wilder asked who the target audience is for bus drivers. She raised concerns over the benefits offered and the working environment.

Commissioner Janer asked if there was consideration given for internships. Students may want hands-on experience in bus maintenance.

Mr. Harrison thanked the Committee for their comments, and will aggressively pursue any and all ideas.

9. Other Business

No other business was discussed.

10. Adjourned

Meeting adjourned at 11:49 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the July 28, 2022 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to Premier Lawn Maintenance, LLC for Landscaping Services

Date: 8/25/2022

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 Premier Lawn Maintenance, LLC, for landscaping services for an initial three (3) year term for an amount not to exceed \$250,000. The contract will have the option to extend for two (2) one (1) year terms.

BACKGROUND:

This service is required in order to ensure LYNX complies with City and County ordinances related to landscaping for the purposes of enhancement of the visual and aesthetic appearance of the community. The service also maintains a safe, well-kept natural exterior environment for LYNX's workers, patrons and visitors.

On June 7, 2022, an Invitation for Bid (IFB) was released for the procurement of landscaping services. The IFB was posted on DemandStar, and sent directly to interested suppliers. The following two submissions were returned by the return deadline of July 12, 2022:

Firm
Premier Lawn Maintenance, LLC
Aero Groundtek, LLC

Staff is recommending the contract be awarded to Premier Landscape Services, LLC, the responsive and responsible bidder with lowest cost submission.

LYNX Oversight Committee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The Amended FY2022 Operating Budget includes \$63,000 landscaping services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. ii

To: LYNX Oversight Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to Precision Transmission Inc. for the Procurement of Remanufactured ZF Transit Bus Transmissions

Date: 8/25/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to Precision Transmission Inc. for the procurement of remanufactured ZF transmissions for transit buses for a total contractual not to exceed amount of \$247,000 for the initial term of two (2) years. The contract will have the option to extend for three (3) one (1) year terms.

BACKGROUND:

LYNX has a fleet of 296 transit buses. LYNX Fleet Maintenance Division adopts a strict preventative maintenance policy for LYNX fleet, however, as our fleet ages, major repairs/replacements are necessary. Transmissions are maintained and only replaced when a total failure occurs. We do on occasion, as a cost savings method to replace transmissions that have extremely high miles, along with scheduled and unscheduled engine replacements.

On March 24, 2022, the Board of Directors authorized LYNX staff to release an Invitation for Bid (IFB) for the procurement of remanufactured transmissions. The IFB was released on June 16, 2022. The IFB was posted on DemandStar, and sent directly to interested suppliers.

Staff is recommending the contract be awarded to Precision Transmission Inc., the incumbent supplier and the only supplier who submitted a response to the IFB.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

LYNX Oversight Committee Agenda

FISCAL IMPACT:

The FY2022 Amended Operating Budget included \$189,000 for transmissions for transit buses. This project is 100% grant funded.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. iii

To: LYNX Oversight Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to Bridgestone Americas Tire Operations, LLC for Transit Bus Tire Leasing Services

Date: 8/25/2022

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 Bridgestone Americas Tire Operations, LLC for transit bus tire leasing services for a total contractual not to exceed amount of \$1,700,000 for the initial term of three (3) years. The contract will have the option to extend for two (2) one (1) year terms.

BACKGROUND:

On February 24, 2022 the LYNX Board of Directors on Consent Agenda Item #6.B.i, approved the release of an Invitation for Bid (IFB) for transit bus tire leasing services.

The LYNX Vehicle Maintenance Division maintains a fleet of 295 transit buses, the tires used on the buses are currently leased. It has been LYNX practice to lease tires due to the fact that by leasing tires it results in lower costs per tire mile. Additionally, the costs of procuring and maintaining tire inventory and the tire disposal are avoided. LYNX has continually monitored the market, reviewing the benefits of leasing versus buying transit bus tires and it has been proven that leasing produces the greater benefit.

On May 02, 2022, the Invitation for Bid (IFB) for transit bus tire leasing was released. The IFB was posted on DemandStar, and sent directly to interested suppliers. The IFB return date was on July 13, 2022, the following two firms submitted bids:

- Bridgestone Americas Tire Operations, LLC
- Michelin North America, Inc.

LYNX Oversight Committee Agenda

Staff is recommending the contract be awarded to Bridgestone Americas Tire Operations, LLC, the qualified bidder with the lowest cost response to the IFB.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The Amended FY2022 Operating Budget includes \$672,011 for transit bus tire leasing services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. iv

To: LYNX Oversight Committee

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 RMK Consulting, LLC
DBA Kodiak Property Maintenance for the Repainting of Bus Shelters

Date: 8/25/2022

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 RMK Consulting LLC DBA Kodiak Property Maintenance, for the repainting of bus shelters for a total contractual not to exceed amount of \$1,500,000 for an initial term of three (3) years with the option to extend for two (2) one (1) year terms.

BACKGROUND:

LYNX has approximately 4,500 bus stops within its 2,500-mile service area. One of the most requested improvements to a bus stop from passengers is the addition of a bus shelter. After this, the next most requested improvement is the repainting of existing bus shelters. Currently, LYNX repaints shelters approximately every ten (10) years. Since starting the repaint program in 2017, LYNX has successfully repainted approximately 105 shelters. For 2021/2022, LYNX is currently in the process of repainting another 100 shelters throughout the service area.

Currently, existing contracts are in place to replace items on shelters needing updating such as the seating and roof panels. This award allows for the in-situ painting of the bus shelters. By painting in-situ, LYNX is able to save approximately 30 percent off of the cost of an entirely new shelter. In addition, by combining the replacement of parts (i.e. roof panels and seats) with the repainting, LYNX is able to leverage and maximize capital funding from the Federal Transit Administration instead of operating funding.

On January 27, 2022, the Board of Directors authorized LYNX staff to release an Invitation for Bid (IFB) for the repainting of bus shelters. The IFB was released on June 13, 2022. The IFB was posted on DemandStar and sent directly to interested suppliers.

LYNX Oversight Committee Agenda

The following four (4) suppliers submitted bids in response to the IFB:

- Five 12 Painting
- JMD Global Developers
- Quick Painting
- RMK Consulting LLC DBA Kodiak Property Maintenance

The contract award is being recommended for RMK Consulting LLC DBA Kodiak Property Maintenance, the supplier who submitted the most responsive, responsible and lowest cost bid.

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 (Race Neutral).

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$1,978,790 for Shelter Rehab, which includes painting of the shelters. This project will be 100% Federal funded.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

From: Terri Settington
Director Of Human Resources
Brian Anderson
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Exercise First Option Year on Piggybacking Agreement from Orange County Contract #Y19-1032 for Healthcare Benefits Consultant Services

Date: 8/25/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Exercise First Option Year on Piggybacking Agreement from Orange County Contract #Y19-1032 with Digital Insurance, LLC, formerly known as RobinsonBush, Inc. for Healthcare Benefits Consultant Services and increase the not to exceed amount to \$406,360.

BACKGROUND:

In 2011, the Board of Directors' authorized LYNX to explore the possibility of procuring health and welfare benefits separately from Orange County's Benefit plan. January 1, 2012, LYNX secured the services of a Health Benefit Consultant to facilitate and execute this research. Since 2012, LYNX has had a Health Benefits Consultant to help analyze costs, trends and work on RFP's as needed for its various health and welfare benefits.

In an effort to reduce our costs for this service, it was determined to be more cost effective to piggyback from Orange County Government's health and welfare benefits consultant services contract which was done.

In July of 2019, Orange County renewed its contract with RobinsonBush, Inc. LYNX wishes to continue to piggyback this contract. As an opportunity to leverage these needs, LYNX desires to continue to consolidate these services under the piggyback agreement with Orange County Government for health and welfare benefits consultant. By consolidating this requirement, LYNX will receive a significant cost savings for both the employee and LYNX.

LYNX Oversight mmittee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2022 Amended Operating Budget includes \$117,075 for Healthcare Benefits Consultant Services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. ii

To: LYNX Oversight Committee

From: Terri Settington
Director Of Human Resources
Terri Settington
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Exercise the Second Option Year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services

Date: 8/25/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services and to increase the not to exceed to \$200,000.

BACKGROUND:

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

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2022 Amended Operating Budget includes \$36,375 for Pre-Employment Background Screening and Related Services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. iii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: **Authorization to Exercise the Final Option Year of Contract #18-C130 & #18-C128 for the Purchase of Taxi and Transportation Network Company (TNC) Services**

Date: 8/25/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the final option year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando, LLC d/b/a Mears & UZURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers.

BACKGROUND:

On February 1, 2018, the Board of Directors authorized LYNX staff to release a Request for Proposal (RFP) for the purchase of alternate transit providers for ACCESS LYNX. The RFP was released on March 15, 2018. Seven (7) suppliers submitted proposals. This action was taken to meet the significantly increasing demands for mobility services above our primary contractor's, MV Transportation, allocation of 37,000 monthly trips.

On May 24, 2018, the Board of Directors authorized contracts to provide alternative transportation services on behalf of LYNX Mobility Services. However, to ensure effective program management, regulatory compliance, and contractual oversight, only OWL, Inc., City Cab Company of Orlando, LLC dba Mears, and UZURV Holdings, Inc., are currently being utilized for purchased Taxi and TNC services.

On June 27, 2019, the Board of Directors authorized an extension of the first year of the contracts to September 30, 2019 to align with the agency fiscal year end. Additionally, provided contract authorization not to exceed \$7,900,000 to support funding of TAXI/TNC transportation services throughout the remainder of the FY2019 ending September 30, 2019.

LYNX Oversight Committee Agenda

On September 30, 2019 the Board of Directors authorized the extension of year two of the contract and allocation of \$8,311,500 for purchase of transportation services provided by Taxi and Transportation Network (TNC) for Mobility Services thru the end of FY2020.

On September 24, 2020 the Board of Directors authorized the extension of year three of the contract and allocation of \$8,311,500 for purchase of transportation services provided by Taxi and Transportation Network (TNC) for Mobility Services thru the end of FY2021.

On August 26, 2021 the Board of Directors authorized the extension of year four of the contract and allocation of \$7,367,392 for purchase of transportation services provided by Taxi and Transportation Network (TNC) for Mobility Services thru the end of FY2022.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable to this activity.

FISCAL IMPACT:

The FY2022 Amended Operating Budget includes \$7,847,121 for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C.i

To: LYNX Oversight Committee

From: **Norman Hickling**
Director Of Mobility Services
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: **Authorization to Modify the Contract with Transloc, Inc. for Real-Time Trip Information and for Trip Reservations on NeighborLink Services**

Date: 8/25/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract modification with Transloc, Inc. for real-time trip information and for trip reservations on NeighborLink services for a period of three (3) months.

BACKGROUND:

LYNX issued Contract #15-C13 to DoubleMap, Inc. dated August 11, 2015, for implementation of an Intelligent Transportation Systems Solution. This solution provides real-time information to passengers and for reservations and vehicle location for on-demand transit services on NeighborLink services. DoubleMap, Inc., Ride Systems, and Transloc, Inc. unified as one company in 2019 under the name TransLoc, Inc.

LYNX received authorization to negotiate and execute a contract modification with Transloc, Inc. for real-time trip information and for trip reservations on NeighborLink services for a period of nine (9) months and to increase the not to exceed by \$140,410.

Staff is working on a managed software solution for NeighborLink services. Real-time fixed route transit information is available in the General Transit Feed Specification with the Real-Time extension through the LYNX website. This contract modification will allow an additional three (3) months for a transition to the new software solution and allow for the migration of passengers to the third-party mobile applications providing the real-time transit information. The extension does not increase the not to exceed amount as the previous modification was based on an annual contract amount.

LYNX Oversight Committee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE goal was assessed at time of award. LYNX encourages Contractor to make every attempt to obtain participation of certified DBE's and other small businesses in the completion of this contract.

FISCAL IMPACT:

The FY2022 Amended Operating Budget includes \$143,838 for these services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. ii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Transfer Five (5) Laptops to The Christian Tech Center Ministries, Inc.

Date: 8/25/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer five (5) Laptops to The Christian Tech Center Ministries, Inc.

BACKGROUND:

LYNX staff has identified five (5) Laptops for retirement. The Christian Tech Center Ministries, Inc. has expressed an interest in receiving the LYNX retired Laptops to provide free technology services to out of work individuals, under privileged families, and socially disadvantaged communities. The Christian Tech Center Ministries, Inc. has provided the IRS for showing their designation as an exempt organization under IRC Section 501(c)(3).

LYNX staff is preparing a submission to the Federal Transit Administration (FTA) for approval in order to waive or transfer any outstanding obligation associated with the laptops which is currently valued at \$0. Upon Board of Directors approval, LYNX staff will continue to work with The Christian Tech Center Ministry. If the transfer of the laptops is not successful, LYNX staff will then include them in the upcoming public auction.

LYNX Oversight Committee Agenda

Asset Profile

Acquisition Date	Acquisition Value	Class	Company Asset Number	Description	Mfg Serial No	System Number	Net Book as of 8/31/22
3/26/2015	\$2,079	FE	12936	Dell Laptop	900ML32	18508	\$0
3/20/2015	\$2,957	FE	13048	Dell Laptop	BWNHKPV	18510	\$0
8/11/2015	\$5,842	FE	13076	Dell Laptop	9KPNY1	18624	0
1/3/2017	\$5,204	FE	14007	Dell Laptop	FPSQG92	19863	\$0
1/3/2017	\$5,204	FE	14008	Dell Laptop	DPSQG92	19864	\$0
Total	\$21,286						\$0

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The net book value of the five (5) laptops is \$0.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. iii

To: LYNX Oversight Committee

From: **Leonard Antmann**
Chief Financial Officer
Warren Hersh
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

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

Date: 8/25/2022

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:

No DBE participation goal is applicable for this activity.

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FISCAL IMPACT:

The net proceeds from this sale will be included in LYNX's FY2022 non-operating revenue.

Lost and Found Articles Items to Donate or Auction

Article	Count of Article
Apron	2
Baby Stroller	3
Backpack	122
Bag	146
Bible	3
Bike	155
Books	26
Cane	9
Case	11
CD, DVD, Tape	1
Cellphone	275
Clothing	35
Cooler	3
Electronic Device	94
Envelope	7
Folder/Binder	17
Footwear	12
Glasses	113
Gloves	4
Hat	46
Jacket/Hoodie	60
Jewelry	17
Laptop/Tablet	12
Luggage	9
Lunch Bag	38
Purse	16
Sweater/Sweatshirt	14
Thermos/Mug	24
Tools	4
Toy	3
Umbrella	44
Wallet	102
Watch	8
Total	1435

LYNX Oversight Committee Agenda

Action Agenda Item #7.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Submit the FY 2023-2032 Transit Development Plan (TDP) Major Update to the Florida Department of Transportation

Date: 8/25/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to submit the FY 2023-2032 Transit Development Plan (TDP) major update to the Florida Department of Transportation (FDOT) for approval to meet block grant funding requirements.

BACKGROUND:

As required by FDOT, LYNX completes a major update to its ten-year TDP every five years. The last major update was completed in 2017. The major update is due to FDOT by September 1, 2022, in order to receive final approval from FDOT by December 31, 2022.

The TDP major update differs from an annual update in that it includes a more robust public involvement process; a detailed situation appraisal; development of alternatives to achieve LYNX's vision, mission and goals; and a ten-year implementation program. LYNX leveraged the recently completed 20-year county transit plans for Orange, Osceola, and Seminole Counties as the foundation for this 10-year plan. As a result, this TDP major update reflects the transit needs of the region and a ten-year implementation schedule. The implementation plan includes operating and capital cost estimates for the ten-year needs and identifies gaps in the region's current ability to meet the identified needs.

The FY 2023-2032 TDP major update will serve to guide LYNX's decision making for future service changes, planning studies and capital projects and acquisitions.

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Following the submittal of the TDP major update, LYNX staff will complete annual TDP updates in the coming four years, with the next major update occurring in FY 2027 for the FY 2028-FY2037 timeframe.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2022 Amended Budget includes \$12,823,044 for the FDOT Block Grant. An approved TDP is required prior to FDOT release of any Block Grant funding.

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Action Agenda Item #7.B.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the FY2023 Proposed Operating Budget

Date: 8/25/2022

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2023 Proposed Operating Budget to the Lynx Board of Directors for approval.

On March 10, 2022, staff presented a Preliminary Operating budget to LYNX Finance and Audit Committee for discussion and input. On April 21, 2022 LYNX staff presented a revised FY2023 Preliminary Operating Budget to the Finance and Audit Committee for approval to present to the Oversight Committee in April. LYNX staff presented the Preliminary Operating budget to the LYNX Oversight Committee on April 28, 2022.

The following are the overall key assumptions in developing the operating budget:

- Maintain 2022 level of service
- Federal Preventative Maintenance revenue budgeted at board approved level of \$6.8 million
- Funding Partners contributions based on the approved Regional Funding Model
- Maintain COVID Protocols as provided by the CDC

OVERVIEW:

The FY2023 Proposed Operating Budget totals \$177,315,821 in revenues and \$177,315,821 in expenses. The Proposed Operating Budget is funded by a combination of LYNX - generated revenue and federal, state and local dollars. These funds are used to fund personnel expenses,

LYNX Oversight Committee Agenda

services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased transportation expenses, leases and miscellaneous expenses. Specifically, this budget includes funds from the following sources:

	<u>PROPOSED FY2023 Budget</u>
REVENUES	
Customer fares	\$ 18,367,662
Contract services	4,524,539
Advertising	2,505,000
Interest & Other income	980,000
Federal Revenue	13,489,445
State Revenue	14,536,165
Local Revenue	11,317,210
Local Revenue Funding Partner	79,992,773
Use of Budget Stabilization Funds	<u>31,603,027</u>
TOTAL REVENUE	\$ <u>177,315,821</u>

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The funds are programmed to fund the following types of expenses:

	<u>PROPOSED FY2023 Budget</u>
EXPENSE	
Salaries, Wages & Fringe Benefits	\$ 98,203,615
Other services	13,147,770
Fuel	14,508,025
Materials and supplies	10,084,010
Utilities	1,794,203
Casualty & Liability	4,661,099
Taxes and licenses	558,022
Purchased transportation services	32,287,576
Leases & Miscellaneous	<u>2,071,501</u>
TOTAL EXPENSE	\$ <u>177,315,821</u>

LYNX will utilize the regional funding model to allocate each jurisdiction's share of the costs of operations in FY2023.

The following chart shows the local funding breakdown:

	<u>Orange County</u>	<u>Osceola County</u>	<u>Seminole County</u>	<u>TOTAL</u>
Operating	\$ 59,280,043	\$ 10,464,246	\$ 10,248,484	\$ 79,992,773
Capital	<u>2,833,556</u>	<u>417,228</u>	<u>376,712</u>	<u>3,627,496</u>
Total	<u>\$ 62,113,599</u>	<u>\$ 10,881,474</u>	<u>\$ 10,625,196</u>	<u>\$ 83,620,269</u>

CONCLUSION:

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2023 Operating Budget during the budget work session at the August 25, 2022 meeting. Based on the Board's direction, the FY2023 budget will be updated as necessary.

In accordance with the FY2023 budget calendar, the proposed FY2023 budget has been presented to the funding partners.

The FY2023 budget will be presented to the Board of Directors for final consideration and adoption at the September 22, 2022 meeting.

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Action Agenda Item #7.C.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the FY2023 Proposed Capital Budget

Date: 8/25/2022

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2023 Proposed Capital Budget to the LYNX Board of Directors for approval.

BACKGROUND:

At the May 19, 2022 Finance and Audit Committee meeting, LYNX staff presented the FY2023 Preliminary Capital Budget in the total amount of \$102,398,400. Staff presented to the Oversight Committee meeting on May 26, 2022. Since then, we held a capital meeting with all departments to review the status of projects programmed for FY2022.

LYNX staff will present the FY2023 Capital Budget in the amount of \$102,398,400.

OVERVIEW:

The proposed Capital Budget for FY2023 is 102,398,400.

The capital budget is funded from a combination of federal, state and local sources, and includes items such as the planned purchase of replacement buses and vans, bus shelters, and the use of technology to assist in service delivery and improvements. The majority of the capital budget is funded through federal grants, the remainder comes from state and local sources.

LYNX Oversight Committee Agenda

The table below identifies capital expenditures by program:

Category	PROPOSED FY2023 Budget
Facilities	\$27,490,099
LYMMO	\$ 1,240,099
Passenger Amenities	\$18,374,551
Security	\$ 1,564,000
Support	\$ 2,797,949
Technology	\$ 1,908,660
Vehicles	\$49,023,042
Grand Total	\$102,398,400

The following are the details of each category:

- 1) Vehicles: include expansion and replacement vehicles for fixed-route, vanpool, paratransit services and support vehicles.
 - 1) (50) 40 Ft CNG Buses (25 - Carryover from FY2022)
 - 2) (9) 35 Ft Electric Buses (6 - Carryover from FY2022)
 - 3) (25) Paratransit Vehicles
 - 4) (3) 60 Ft Articulated Vehicles
 - 5) Sub-recipient 5310 Vehicles
 - 6) Road Ranger, Vanpool and Support vehicles

- 2) Support equipment: includes maintenance equipment, road ranger equipment, marketing equipment and other equipment.

- 3) Passenger amenities: includes shelter installations, and Transfer Center construction.
 - 1) Pine Hills Transfer Center
 - 2) Florida Mall Transfer Center
 - 3) New and Rehab Shelters in the system

- 4) Facilities: include funds to complete the LOC/LCS improvements. Site selection for the southern operations facility.

- 5) Technology: includes items to improve communication and information delivery, software enhancement for paratransit, network improvements, server replacements, software upgrades, and hardware upgrades.

- 6) Security: includes access control and cameras to enhance security and surveillance at LYNX, and the Kissimmee Multi-Functional Kiosk.

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CONCLUSION:

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2023 Capital Budget during the budget work session at the August 25, 2022 meeting. Based on the Board's direction, the FY2023 budget will be updated as necessary.

In accordance with the FY2023 budget calendar, the proposed FY2023 budget has been presented to the funding partners.

The FY2023 budget will be presented to the Board of Directors for final consideration and adoption at the September 22, 2022 meeting.

LYNX Oversight Committee Agenda

Discussion Item #8.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Review of the FY2022 3rd Quarter Operating Results

Date: 8/25/2022

LYNX Staff will present a summary of the FY2022 3rd Quarter Operating results.