Funding Model Formula Policy

Approved by: Governing Board

Effective Date: May, 2025

INTRODUCTION AND BACKGROUND

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

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

This Policy amends and restates the funding model formula policy adopted by the Governing Board on February 27, 2025.

AUTHORITY

Administrative Rule 2, Section 2.5.

DEFINITIONS

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

1. "**Contracted Services**" shall mean where LYNX provides services by contract to third parties, including private parties and semi-government agencies.

2. "**Net Expenditures**" means the amount by which operating expenses exceed revenues for a particular Line of Business.

3. "**Funding Partners**" means the counties of Orange, Osceola, and Seminole.

4. "**Funding Partners Rate**" means the rate charged a Funding Partner, determined as follows:

    - Fixed Route and Neighborlink hourly rates are calculated individually. Each rate is based on the Net Expenditures divided by the respective Service Hours (except as provided below) for that Line of Business.

- In the event that any of these services are contracted out, the Net Expenditures for those services will be divided by the Revenue Hours for such services. For the avoidance of doubt, the method of delivering services (i.e., insourced or outsourced) may not be changed without the approval of the Governing Board).

5. "**General Administrative Overhead**" means all overhead of LYNX, but excluding Line of Business Overhead. General Administrative Overhead includes, without limitation, the expenses for the following departments: finance, grants, human resources, procurement, risk management, information technology, marketing, planning and executive.

6. "**Lines of Business**" means LYNX's lines of business, which currently include fixed-route (excluding Lymmo), Lymmo, paratransit, Road Rangers, and Neighborlink. The terms "Lines of Business" and "Line of Business" shall be given correlative meanings.

7. "**Line of Business Overhead'** means overhead that is directly attributable to a particular Line of Business.

8. "**Revenue Hours**" means the hours that vehicles are performing revenue service, measured, with respect to each vehicle, from the time that such vehicle arrives at its *first* scheduled stop or pick-up location to the time that such vehicle leaves its *final* scheduled stop or drop-off location.

9. "**Service Hours**" means the hours that vehicles are performing revenue service, measured, with respect to each vehicle, from the time that such vehicle pulls out from its garage to the time that it pulls back in to its garage.

10. "**Total Overhead**" means all overhead of LYNX. It is comprised of both General Administrative Overhead and Line of Business Overhead.

MODEL

Overview

Annually, in preparing LYNX's budget for the next fiscal year, LYNX will project for its total operating revenues and total operating expenses by Line of Business and use those amounts to calculate an overall budget. These projections are based on recent year trends, anticipated needs, direction from Funding Partners, and budget assumptions recommended by the LYNX Finance and Audit Committee. This budget will then be approved by the LYNX Governing Board for the ensuing fiscal year based upon this funding model contained in this Policy. Once the budget is so approved, no changes will be made to the Funding Partners' obligations under the funding model as a consequence of subsequent budget amendments or as a result of actual results differing from projections used in the budget without board approval.

General Administrative Overhead Allocation

General Administrative Overhead will be allocated to the LYNX's fixed route and paratransit service based on Service Hours.

Calculation of Net Expenditures

Net Expenditures are determined by calculating the difference between operating revenue and operating expenses by Line of Business.

Calculation of LYMMO Service Net Expenditures

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

Allocation of Net Expenditures for Fixed Route and Neighborlink

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

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

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

Allocation of Net Expenditures for Paratransit

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

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

A trip will be allocated to a particular Funding Partner when that trip originates in the jurisdiction

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

ALLOCATION OF NON-OPERATING CREDITS

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

- Interest income is credited against the contributions of the Funding Partners, Orange, Osceola and Seminole, for fixed route service, using the same method as was used for allocating Net Expenditures for fixed route service (e.g., Service Hours).

- At the beginning of each fiscal year if there are budget stabilization funds available, the Board will determine the use of Budget Stabilization Funds. Budget Stabilization Funds are then credited against the contributions of the Funding Partners, Orange, Osceola and Seminole, for fixed route service and paratransit, based on the same methods as were used for allocating Net Expenditures for fixed route service (e.g., Service Hours) and paratransit, as applicable.

REVENUE AND EXPENSE

Operating Revenues

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

- Customer fares.

- Contract services: includes contracts with local jurisdictions outside of LYNX's service area, and bus service agreements with other entities.

- Advertising: includes advertising on buses, in kind, and at shelters and other income.

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

- Federal: includes funds for operating assistance, preventive maintenance, ADA, operating leases and other federal planning assistance.

- State: includes funds for operating assistance, new service development funding, other state funding.

Capital Matters

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

In regard to capital costs, each Funding Partner pays to LYNX a capital contribution equal to (i) the total number of Service Hours for both fixed route service and Neighborlink in that jurisdiction, multiplied by (ii) $3.00. This amount will be used by LYNX (along with any toll road revenue

credits) either as a “match” for government grants or directly in whole or in part for a capital project.

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

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