

# LYNX Oversight Committee Agenda


Meeting Date: 01/23/2025  
Meeting Time: 11:00 AM

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 Committee Minutes

-  Oversight Committee Minutes 12.12.24

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

-  Authorization to Negotiate and Award a Contract to Magnetic Ticket & Label Corporation for Printing of Fare Media for a Not to Exceed Amount of \$210,381 Pg 9
-  Authorization to Negotiate and Award a Contract to ELERTS Corporation for a Transit Safety and Security Mobile Application for a Not to Exceed Amount of \$124,950 Pg 11

### B. Miscellaneous

-  Authorization to Enter into Sub-Recipient Agreements and Award Funds Under Section 5310 to Selected Human Services Agencies Pg 13
-  Authorization to Negotiate a Contract with WSP USA, Inc. for Professional Engineering Services for the I-Drive Transit Project National Environmental Policy Act (NEPA), Preliminary Engineering and Federal Transit Administration (FTA) Small Starts Project Development Pg 15

## 7. Action Agenda

-  Authorization to Execute a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) and Adoption of Resolution 25-001 Pg 17


-Attachments 

-  Approval of the Updated LYNX Reserve Policy Pg 21

-Attachments  

## 8. Discussion

A.  Funding Model Policy

-Attachments 

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## 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 2<sup>nd</sup> Floor, Board Room**  
              **Orlando, FL 32801**

**DATE:**       **December 12, 2024**

**TIME:**       **11:00 a.m.**

**Members in Attendance:**

Viviana Janer, Chair, Commissioner,  
Osceola County BoCC  
Brian Sanders, Orange County  
Christina Martin, City of Orlando  
John Tyler, Florida Department of  
Transportation – District 5, Secretary  
Kristian Swenson, Seminole County

**Staff Members in Attendance:**

Tiffany Homler-Hawkins, Chief Executive Officer  
Leonard Antmann, Chief Financial Officer  
David Burrowes, Chief Operations Officer  
James Boyle, Interim Chief Planning & Development Officer

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**1. Call to Order**

Chair Janer called the meeting to order at 11:00 a.m.

**2. Approval of Minutes**

A motion to approve the October 24, 2024, Oversight Committee meeting minutes was made by Christina Martin and seconded by Secretary Tyler. Motion passed unanimously.

**3. Public Comments**

No one requested to address the Committee.

**4. Chief Executive Officer's Report**

Tiffany Homler Hawkins, Chief Executive Officer, stated that LYNX had a service change this past Sunday, December 8. Record ridership was reported the first three days of the service changes, since February 2020.

Kris Kringle is out driving bus routes and will be at the LCS terminal on December 17. The employee Holiday Luncheons will be held on December 19 and December 20 at the LYNX Operations Center and all Board and Committee members are invited.

## 5. Finance & Audit Committee Report

Amanda Clavijo, Chair of the Finance & Audit Committee, was recognized. Ms. Clavijo reported that the Finance & Audit Committee met on Thursday, December 5, 2024.

The Committee received a report from the CFO on ridership, the ERP system implementation is going well, and an update on the annual audit by MSL.

There are two items on the Oversight agenda that were not on the Finance agenda, but an update was provided by the CFO. All Consent Agenda items, and Action items were approved to move forward to the Oversight Committee.

The Committee received a presentation on the draft version of the Reserve Policy. The Committee made recommendations to LYNX staff and an updated version is expected at the next meeting. There were Discussion items on the Investment Policy and the Funding model policy. Recommendations were made to LYNX staff and updated versions will be presented at the next Finance Committee meeting.

## 6. Committee Consent Agenda Items

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

- A. Request for Proposal (RFP)
  - i. Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms
  - ii. Authorization to Release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services
- B. Invitation for Bid
  - i. Authorization to Issue an Invitation for Bid (IFB) for LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete Improvements
- C. Award Contracts
  - i. Authorization to Award Contract 25-C042 to CDM Smith, Inc. for Construction Engineering and Inspection Services to Support Existing Contracts for a Total Not to Exceed Amount of \$2,000,000
  - ii. Authorization to Award Contract 25-C043 for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Bus Passenger Terminal to Helman Hurley Chavart Peacock Architects, Inc. for a Not to Exceed of \$920,788
- D. Extension of Contracts
  - i. Authorization to Exercise the First Option Year of Contract 22-C30 with Arthur Gallagher Risk Management Services, Inc. (Gallagher) and Increase the Not to Exceed to \$206,500
  - ii. Authorization to Exercise the First Option Year of Contract 22-C34 with Cannon Cochran Management Services, Inc. (CCMSI) and Increase the Not to Exceed (NTE) to \$1,733,039

- iii. Authorization to Exercise the First Option Year of Contract 23-C46 with PYE-Barker Fire & Safety, LLC for Vehicle Fire Suppression System Inspection and Maintenance and Increase the Not to Exceed (NTE) to \$280,000
  - iv. Authorization to Extend Contract 20-C37 with Enterprise Leasing Company for Vanpool Management Services
- E. Miscellaneous
- i. Authorization to Purchase Thirty (30) Replacement Vehicles for ACCESS LYNX Paratransit Services with a Not to Exceed (NTE) Amount of \$5,300,000
  - ii. Authorization to Enter into a Cooperative Purchase Agreement with BMG Money, Inc. for Employee Voluntary Payroll Deduction Loan Services
  - iii. Authorization to Amend the LYNX Deferred Compensation Plan and Adoption of Resolution 24-012
  - iv. Authorization to Transfer Five (5) Retired Buses to St. Lucie County
  - v. Authorization to Dispose of Lost and Found Items
  - vi. Authorization to Approve an Assignment of Contract 20-C80 for Audit Services with MSL, P.A. to Forvis Mazars, LLP
  - vii. Authorization to Approve the LYNX Oversight Committee Meeting Dates for 2025

Kristian Swenson asked to pull items 6.E.ii and 6.E.vii for discussion and separate consideration.

Kristian Swenson made a motion to approve Consent Agenda items 6.A.i. through 6.E.vii. excluding items 6.E.ii and 6.E.vii. Second by Secretary Tyler. Motion passed unanimously.

Commissioner Janer opened up discussion for item 6.E.ii. Kristian Swenson asked if there is a possibility for a lower interest rate on this payday type loan. Ms. Homler Hawkins stated that this contract is a piggyback on a Source Well cooperative purchase agreement. The terms are defined in response to the RFP for Source Well which is a governmental entity in Minnesota, for the purpose of cooperative purchase agreements. Christina Martin stated that there are quite a few governmental entities, including the City, that piggyback on that same contract. Commissioner Janer stated that this is important for the Union, and most payday loans have very high interest rates.

Motion to approve item 6.E.ii. was made by Brian Sanders, second by Christina Martin. Motion passed with Kristian Swenson voting against.

Commissioner Janer opened up discussion for item 6.E.vii. Kristian Swenson would like to discuss the possibility of shifting the Oversight Committee meeting to accommodate for more time for discussion between the Oversight Committee meeting and the Board of Directors meeting. Commissioner Janer stated that if there are any issues with items at the Oversight Committee meeting, then the items would not be moved forward for approval to the Board. Christina Martin agreed with Commissioner Janer and stated that, at the City, discussions of the agenda items is done in advance to the Oversight Committee meeting. Secretary Tyler stated that it is incumbent on the Committee members and the Board members to understand the items presented. He would like to see more complex items be presented to the Oversight Committee one month and the Board the next month. Commissioner Janer stated that bigger items like the Budget are brought before the Committee the month before the items are brought to the Board. She also has two briefings

with the CEO to discuss the agenda before the Oversight Committee meeting and is able to discuss any questions or concerns at that time.

Motion to approve item 6.E.vii. was made by Christina Martin, second by Brian Sanders. Motion passed with Kristian Swenson voting against.

## 7. Action Items

### A. Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) and Adoption of Resolution 24-011

Chair Janer recognized Tiffany Homler Hawkins. Ms. Homler Hawkins stated that this is an annual grant application to Florida Department of Transportation (FDOT) and has been placed on the Action agenda so that Secretary Tyler may abstain from voting.

Brian Sanders made a motion for Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) and Adoption of Resolution 24-011. Second by Christina Martin. Motion passed unanimously with Secretary Tyler abstaining.

### B. Authorization to Submit the Fiscal Year 2025 Transit Development Plan Annual Update to the Florida Department of Transportation

Chair Janer recognized Charles Abbatantuono, Senior Planner, to make the presentation. Mr. Abbatantuono stated that the TDP is required to qualify for public transit block grants. There are major updates every five years and minor updates annually. The Plan identifies needs and addresses critical service-related issues over ten years and lists past accomplishments and steps to mitigate discrepancies.

An update to the TDP rules impacted the timeline for submissions from September to March and streamlined the submission process to be more efficient.

TDP plan accomplishments included route adjustments, an ADA Transition Plan for fleet, stops and facilities, enhancement of the fare payment system, site selection for a Southern Operations facility, and construction of the Florida Mall SuperStop and the Pine Hills Transfer Center.

Christina Martin thanked LYNX staff and stated that the TDP has helped the City. Brian Sanders also thanked LYNX staff for help with the Orange County ATSP, and stated that staff has helped with feedback and statistics.

Secretary Tyler stated that he would need to abstain from voting on this item since the update will be submitted to the Department of Transportation.

Brian Sanders made a motion for Authorization to Submit the Fiscal Year 2025 Transit Development Plan Annual Update to the Florida Department of Transportation. Second by Christina Martin. Motion passed unanimously with Secretary Tyler abstaining.

C. Authorization to Execute First Amendment to the Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility

Chair Janer recognized Ms. Homler Hawkins who stated that LYNX has leased the Osceola Satellite Facility (OSF) from the City of Kissimmee since 2010, and there are two years left on the lease. The extension of the term is necessary at this time.

Pat Christiansen stated that the current lease with the City of Kissimmee is dated 2019 and ends in 2026. There is a right for LYNX to renew, but during the renewal term if the City needs the space, the City can cancel the lease. The property has specific uses, including fueling of LYNX buses, but only for gas and diesel. A five-year extension could be proposed, after 2026, so that LYNX could stay there. LYNX has the right to terminate the lease with a thirty-day notice. The lease provides LYNX with the opportunity to take a portion of the land, and either through NoPetro or a third party, provide for a CNG fueling station to fuel CNG buses. It also provides for Teco to have the ability to run a line along the boundary line. The terms of the lease remain the same. The City is requesting a signed lease agreement to take to their Commission meeting on January 7. Mr. Christiansen recommends authorization for the CEO to sign the lease agreement and send it for approval by the City. The authorization also allows the CEO to sign a modified agreement, if the City makes any changes, with approval of the Board Chair and general counsel. If there are material changes, Mr. Christiansen suggests those changes be brought before the Committee for approval.

Commissioner Janer agreed that this extension is needed, and she would like a workshop with the Board to discuss the fleet in the future and the Southern Operations Base.

Secretary Tyler made a motion for Authorization to Execute First Amendment to the Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility. Second by Christina Martin. Motion passed unanimously.

## **8. Discussion Items**

A. Update on Take the Wheel – Employee Engagement in Shaping Vision, Mission and Values

Chair Janer recognized Amanda Day of Day Communications to make the presentation. Ms. Day stated that she received comments and insights from over five hundred employees and all of the Board members. Organizations that involve employees in the shaping of Mission, Vision and Values have a higher retention rate and greater cross-departmental collaboration.

Core values of the employees have been condensed to the top three. Those values will be brought before the Board at a Workshop in early 2025 to adopt the Mission, Vision, and Values.

Brian Sanders stated that this type of program is needed in many agencies, as it uncovers a lot of information that the Board or the CEO may not know. This program makes the agency better, and lets the employees know that they are more than just a

work unit and that they count. This will reflect back to the passengers and customer service every day.

Commissioner Janer agrees that employees need to be kept engaged and happy because it will translate to the passengers as well.

Christina Martin stated that her department went through the same type of program, and it's a brave move as you never know what you are going to hear. This does make employees more invested and collaboration became more apparent.

## **9. Other Business**

Pat Christiansen recommended inserting another item on the agenda for Discussion items that may come before the Board in the next three months. This might allow the funding partners more time for discussion. Ms. Homler Hawkins stated that this will be addressed.

Kristian Swenson stated that Seminole County voted to approve an RFP for Micro Transit and was advertised on Wednesday. The RFP asks proposers to look at LYNX routes that may not be efficient or effective and make suggestions or reductions.

## **10. Adjourned**

Meeting adjourned at 11:40 a.m.

### **Certification of Minutes:**

I certify that the foregoing minutes of the December 12, 2024, Oversight Committee meeting are true and correct, approved by the Oversight Committee.

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Assistant



# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Oversight Committee

**From:** **Leonard Antmann**  
Chief Financial Officer  
**Michelle Daley**  
Technical Contact  
**Patricia Dolan**  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract to Magnetic Ticket & Label Corporation for Printing of Fare Media for a Not to Exceed Amount of \$210,381

**Date:** 01/23/2025

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### **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 Magnetic Ticket & Label Corporation for the printing of fare media. The amount not to exceed is \$210,381, for an initial two (2) year term with two (2) one (1) year options.

### **BACKGROUND:**

Through Contract 21-C24, LYNX has purchased its fare media from EDM Technologies, Incorporated (formerly Electronic Data Magnetics, Incorporated) out of Winston-Salem, North Carolina. The initial term of the agreement has concluded and on February 21, 2024, the LYNX Board of Directors authorized the release of a Solicitation for this project. The Invitation for Bid (IFB) was released, posted on DemandStar, and sent directly to interested Vendors on August 30, 2024. The deadline for submission of bids was October 16, 2024, and the following is a list of Vendors considered responsive and responsible for this IFB:

<b>BIDDERS</b>	<b>BID Amount</b>
Magnetic Ticket & Label Corp.	\$210,381
EDM Technology Inc	\$336,100
Nagels NA	\$341,700

# LYNX Oversight Committee Agenda

LYNX has reviewed each bid and recommend to negotiate and award a contract for Printing of Fare Media Tickets to Magnetic Ticket & Label Corporation. The term is an initial two (2) years with two (2) one (1) year options.

Fare media includes: All fixed route magnetic tickets for monthly, weekly, daily, and single rider transportation as well as blank trim passes used in the fareboxes, and trim units located at the sales window in the main terminal.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2025 Approved Operating Budget includes \$144,000 for the printing of Fare Media.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.A. ii

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6167

**Item Name:** **Authorization to Negotiate and Award a Contract to ELERTS Corporation for a Transit Safety and Security Mobile Application for a Not to Exceed Amount of \$124,950**

**Date:** 01/23/2025

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### **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 ELERTS Corporation for a Transit Safety and Security Mobile Application. The amount not to exceed is \$124,950, for an initial three (3) year term with two (2) one (1) year options.

### **BACKGROUND:**

In June 2021, LYNX awarded contract 21-C36 for a Transit Safety and Security Mobile Application to CUTCOM SOFTWARE INC. (DBA APPARMOR) for a term of two (2) years with a one (1) year extension. The current contract will expire on February 28, 2025.

The purpose of the Transit Safety and Security Mobile Application is to provide real-time two-way smartphone communication for incident reporting between users and authorized system administrators. The application will be utilized by employees, customers, and public safety departments and will be capable of quickly reporting safety, security, and operational concerns. Additionally, the application will be used to receive system messages, alerts, photos, videos, audio recordings, geospatial information, and location references and be capable of performing mass notification functions to mobile app users.

On September 26, 2024, the LYNX Board of Directors authorized the release of an Invitation for Bid (IFB) for this project. The IFB was released, posted on DemandStar, and sent directly to

# LYNX Oversight Committee Agenda

interested Vendors on October 9, 2024. The deadline for submission of bids was November 6, 2024, and the following is a list of Vendors considered responsive and responsible for this IFB:

<b>Vendor</b>	<b>Bid Amount</b>
ELERTS Corporation	\$124,950
SONDA USA, Inc.	\$319,090
EITACIES, Inc.	\$380,000
HubSpire Corporation	\$720,000

LYNX has reviewed each bid and recommend to negotiate and award a contract for the Transit Safety and Security Mobile Application to ELERTS Corporation. The term is an initial three (3) years with two (2) one (1) year options.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

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

## **FISCAL IMPACT:**

The FY2025 Adopted Operating Budget has \$25,000 for the “See Something” application. Any additional necessary funding will come from savings within the same expense category.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Enter into Sub-Recipient Agreements and Award Funds Under Section 5310 to Selected Human Services Agencies

**Date:** 01/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into sub-recipient agreements and award funds to selected Human Services Agencies under Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities.

### **BACKGROUND:**

LYNX is the designated recipient of Section 5310 program funds for the Urbanized Orlando and Kissimmee areas. LYNX received Board authorization on May 23, 2024, to solicit Human Services Agencies for Section 5310 Program funds for the Orlando and Kissimmee Urbanized areas.

LYNX conducted a Section 5310 Virtual Grant Workshop on July 11, 2024, and each interested applicant was required to coordinate projects activities with ACCESS LYNX as the Community Transportation Coordinator (CTC). Project proposals were due August 15, 2024, and a multi-disciplinary team comprised by the Florida Department of Transportation, MetroPlan Orlando and LYNX Planning Division met to evaluate them.

### **APPLICATION EVALUATION:**

A total of seven (7) proposals were received and advanced for evaluation. LYNX recommends awarding funds to six (6) agencies as described in the table below.

# LYNX Oversight Committee Agenda

Proposals were prioritized and notices of intent to the award were issued. A pre-award monitoring phase will be conducted to ensure compliance with federal regulations and LYNX requirements. These projects will support the travel needs of the elderly and individuals with disabilities in the LYNX service area, targeted to provide cost-effective transportation options beyond paratransit and supporting regional transportation coordination while reducing resource demands on ACCESS LYNX.

LYNX proposes to provide Section 5310 sub-recipient funding, subject to Federal Transit Administration (FTA) grant awards for the respective agencies below, based on the Evaluation Committee recommendation:

Agency Name	Operating Funds	Vanpool Funds	Total
Aspire Health Partners, Inc.	\$ 137,420.00	\$ 12,600.00	\$ 150,020.00
Primrose Center, Inc.	\$ 120,000.00	\$ 37,260.00	\$ 157,260.00
Quest, Inc.	\$ 60,000.00	\$ -	\$ 60,000.00
Seniors First, Inc.	\$ -	\$ 8,280.00	\$ 8,280.00
Special Hearts Farm, Inc.	\$ -	\$ 4,140.00	\$ 4,140.00
The Opportunity Center, Inc.	\$ 108,000.00	\$ 16,560.00	\$ 124,560.00
	<b>\$ 425,420.00</b>	<b>\$ 78,840.00</b>	<b>\$ 504,260.00</b>

Funds will be provided to sub-recipients at 50% federal share under the Section 5310 Grant Program for Operating and Vanpool service costs.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2025 Adopted Operating Budget includes \$600,000 for Section 5310 Grant award projects. LYNX staff will include funding for this in the FY2026 operating budget as appropriate.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Oversight Committee

**From:** **James Boyle**  
Interim Chief Planning And Development Officer  
**Myles O'Keefe**  
Technical Contact  
**Patricia Whitton**  
Technical Contact

**Phone:** 407.841.2279 ext: 6036

**Item Name:** **Authorization to Negotiate a Contract with WSP USA, Inc. for Professional Engineering Services for the I-Drive Transit Project National Environmental Policy Act (NEPA), Preliminary Engineering and Federal Transit Administration (FTA) Small Starts Project Development**

**Date:** 01/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate a contract with the top ranked firm, WSP USA, Inc. for professional engineering services for the I-Drive Transit Project National Environmental Policy Act (NEPA), preliminary engineering (at least 30 percent), and requesting entry into the Federal Transit Administration (FTA) Capital Investment Grants (CIG) Small Starts program.

### **BACKGROUND:**

On April 25, 2024, the LYNX Board of Directors granted authorization to proceed with a Request for Proposal (RFP) for professional services for the I-Drive Transit Project to advance the recommendations from the International Drive Transit Feasibility and Alternative Technology Assessment (TFATA) that was completed by Orange County in 2021.

The TFATA study recommended the implementation of a premium transit service as an urban circular operating within the International Drive (I-Drive) District along International Drive from Sand Lake Road to Destination Parkway and Sea Harbor Drive.

The professional services contract will assist with entering the next phase of the I-Drive Transit Project: that is the request to enter into the FTA CIG Small Starts program for federal funding. The professional services contract will include two phases. The first phase of the contract will include the preliminary work needed to prepare the request for entry into the Small Starts

# LYNX Oversight Committee Agenda

program. The second phase of the contract will proceed with approval from LYNX and Orange County following the FTA determination. Phase 2 will include the appropriate NEPA review and preliminary design of at least 30 percent.

The RFP was released on July 24, 2024. All proposals were due on September 10, 2024. A Source Evaluation Committee (SEC) was held on November 18, 2024, to rank the firms. The SEC was instructed to rank all three (3) firms that submitted proposals, with the top-ranked firm being selected to negotiate a contract pursuant to the Consultant’s Competitive Negotiation Act. The following three (3) submissions were received.

<b>Vendors</b>
WSP USA, Inc.
H.W. Lochner, Inc.
Kimley-Horn and Associates, Inc.

The ordinal rankings of the proposers were:

<b>Proposers</b>	<b>Ordinal Ranking</b>
WSP USA, Inc.	7
Kimley-Horn and Associates, Inc.	10
H.W. Lochner, Inc.	13

LYNX staff recommends negotiation of the contract with WSP USA, Inc. Upon successful completion of negotiations, LYNX staff will bring back the contract for Board approval.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

No DBE project goal will be established for this solicitation.

## **FISCAL IMPACT:**

There is no fiscal impact for LYNX for this International Drive Transit Project. LYNX will be reimbursed by Orange County as per the MOU for any expenses incurred.



# LYNX Oversight Committee Agenda

## Action Item #7.A

**To:** LYNX Oversight Committee

**From:** **James Boyle**  
Interim Chief Planning And Development Officer  
**Prahallad Vijayvargiya**  
Technical Contact  
**Brenda Garces Rivera**  
Technical Contact

**Phone:** 407.841.2279 ext: 6036

**Item Name:** **Authorization to Execute a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) and Adoption of Resolution 25-001**

**Date:** 01/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Execute a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) and adoption of Resolution 25-001 for the FY2025 Bus and Bus Facilities Section 5339 Program in the amount of \$1,080,498.

### **BACKGROUND:**

The Buses and Bus Facilities Program (49 U.S.C. 5339) provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities for services.

LYNX will be utilizing the funds awarded under the 49 U.S.C. 5339 program for the acquisition of 40-foot Compressed Natural Gas (CNG) Buses along their necessary technologies and equipment, as well as Preventative Maintenance (PM). These capital purchases will support the provision of fixed-route services that operate in LYNX's tri-county service area.

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

# LYNX Oversight mmittee Agenda

## FISCAL IMPACT:

The FY2025 Capital Budget includes the purchase of twenty-five (25) CNG replacement buses in the amount of \$20 million. This grant will be used to fund this project. This grant does not have a local match requirement.

**CFRTA RESOLUTION NO. 25-001**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE A PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) AND ADOPTION OF RESOLUTION #25-001 FOR THE FY25 BUS AND BUS FACILITIES SECTION 5339 PROGRAM IN THE AMOUNT OF \$1,080,498.**

**WHEREAS**, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2022-2031 which has been submitted to FDOT in September 2022. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); and

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

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

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation (FDOT).
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2025-2026.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to Execute a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) and adoption of Resolution #25-001 for the FY25 Bus and Bus Facilities Section 5339 Program in the amount of \$1,080,498 on behalf of LYNX and the ability for the CEO to execute the grant applications, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with FDOT.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds in connection with these grants as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

**CFRTA RESOLUTION NO. 25-001**

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 A PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) AND ADOPTION OF RESOLUTION #25-001 FOR THE FY25 BUS AND BUS FACILITIES SECTION 5339 PROGRAM IN THE AMOUNT OF \$1,080,498.**

**APPROVED AND ADOPTED** this 23<sup>rd</sup> day of January 2025 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY

By: Governing Board

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Assistant Secretary

# LYNX Oversight Committee Agenda

## Action Item #7.B

**To:** LYNX Oversight Committee

**From:** Michelle Daley  
Director Of Finance  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Approval of the Updated LYNX Reserve Policy

**Date:** 01/23/2025

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### **ACTION REQUESTED:**

Staff is requesting approval of the updated LYNX Reserve Policy and recommendation to bring forward to the Board of Directors in February 2025.

### **BACKGROUND:**

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

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

During the Finance Committee meetings on September 19, 2024, and December 5, 2024, the policy was reviewed and minor changes recommended for approval.

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

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

# LYNX Oversight mmittee Agenda

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

There is no fiscal impact.



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**Policy: Reserve Policy**

**Approved By: LYNX Board of Directors**

**Issuing Dept.: Finance**

**Effective Date: [\_\_\_\_]**

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### **SCOPE**

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

### **SUMMARY**

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

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

### **AUTHORITY:**

Board of Directors

**OBJECTIVE:** To create a Reserve Fund Policy.



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

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

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

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

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

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

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

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

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

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

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

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

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





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

**SECTION 2. Enterprise Fund**

The components of the Enterprise Fund Reserves are the following:

**1. Reserves for Operations (Cash Reserves)**

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

**2. Reserves for Contingency (Emergencies)**

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

**3. Reserve for Capital Funds and Debt Service**

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

**4. Reserve for Self-Insurance Programs**

**A. Workers Compensation and General Liability Claims**

LYNX should maintain, in regard to workers compensation and general liability claims, a reserve equal to 80% to 90% undiscounted confidence level of the annual actuarial study. Risk management programs include workers compensation, bus and auto liability, general liability, and property claims. Due to the nature of workers compensation claims, i.e. extended time frames and uncertainty regarding resolution, the actuary must develop recommended reserves for the fund based on percentage levels of confidence. Because of the inherent risk of catastrophic losses associated with the operation of vehicles, a conservative approach should be taken when establishing the amount of reserves. LYNX holds to the conservative side of the recommendations, 80%. In addition, should a claim be made against LYNX that is



identified subsequent to the actuarial report and prior to the issuance of the Comprehensive Annual Financial Report that is financially material to the fund and highly likely to succeed, additional monies should be added to these reserves to provide adequate funds in reserve. Insurance and safety industry best practices will be employed to militate against these risks.

### **B. Medical Benefit Claims**

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

### **C. Catastrophic Medical Claims**

LYNX started raising the limits on the stop-loss policy and put the savings from the lower policy premiums into a reserve. LYNX will review this amount annually with the finance committee to approve reserve amount.

## **5. Replenishment of Reserve Balance**

If the reserves are less than the amounts per this Policy, the Chief Executive Officer or designee shall submit a plan to the Board for expenditure reductions and/or revenue increases. The Board shall review and amend the plan as a part of the annual budget review.

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

The policy will be reviewed every five years with the finance committee and if necessary amendments presented to the Board for adoption.

## **8. Budget Stabilization Fund**

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

- Provide liquid financial reserves which could be drawn upon to counteract the risk of serious disturbance to the United States economy or its supporting financial systems,



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

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

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

**PASSED AND DULY ADOPTED BY THE BOARD OF DIRECTORS OF LYNX,  
this \_\_\_ day of \_\_\_\_\_, 2024.**

**BOARD OF DIRECTORS OF LYNX**

By: \_\_\_\_\_  
Chairman

**ATTEST:**

By: \_\_\_\_\_



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Policy: Reserve Policy

Approved By: LYNX Board of Directors

Issuing Dept.: Finance

Effective Date: 9/24/20          

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### SCOPE

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

### SUMMARY

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

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- **Reserves for Capital Funds and Debt Service** to fund the future infrastructure pertaining to items and/or projects included in the annual capital budget.
- **Reserves for Self-Insurance Programs** to ensure financial viability for Workers Compensation, ~~and~~ General Liability Claims, ~~and~~ Catastrophic Medical Claims.
- ~~**Reserves for Fuel Stabilization** to eliminate some of the pricing volatility and provided budget stabilization in combination with a fuel hedging program.~~
- **Budget Stabilization Fund** to offset the impact of revenue decline or cost increase during periods of economic uncertainty, natural disaster, pandemic or a declared state of emergency.

### **AUTHORITY:**

Board of Directors

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Central Florida Regional Transportation Authority  
Policies and Procedures

**OBJECTIVE:** To create a Reserve Fund Policy.

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

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

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

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

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

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

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

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

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

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

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



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

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**SECTION 2. Enterprise Fund**

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**2. Reserves for Contingency (Emergencies)**

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

**3. Reserve for Capital Funds and Debt Service**

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

**4. Reserve for Self-Insurance Programs**

**A. Workers Compensation and General Liability Claims**

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



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

### **B. Medical Benefit Claims**

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

### **C. Catastrophic Medical Claims**

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

### **5. Reserves for Fuel Stabilization**

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

### **6. Compensated Absence Reserve**

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

### **7.6. Replenishment of Reserve Balance**

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



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

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

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

## **8. Budget Stabilization Fund**

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

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

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





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

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

**PASSED AND DULY ADOPTED BY THE BOARD OF DIRECTORS OF LYNX,  
this \_\_\_\_ day of \_\_\_\_\_, 202~~54~~<sup>0</sup>.**

**BOARD OF DIRECTORS OF LYNX**

By: \_\_\_\_\_  
Chairman

**ATTEST:**

By: \_\_\_\_\_

# LYNX Oversight Committee Agenda

## Discussion Item #8.A

**To:** LYNX Oversight Committee

**From:** Michelle Daley  
Director Of Finance  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Funding Model Policy

**Date:** 01/23/2025

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

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

Attached is a definitive policy that sets forth a proposed funding model LYNX staff along with LYNX general counsel have worked closely to document the policy and (among other meetings) participated in a work session at the December 5, 2024, Finance Committee meeting.



**Policy: Funding Model Formula**

**Approved by: Governing Board**

**Effective Date: [ \_\_\_\_\_ ], 2025**

## **INTRODUCTION AND BACKGROUND**

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

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

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

## **AUTHORITY**

Administrative Rule 2, Section 2.5.

## **DEFINITIONS**

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

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



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

## MODEL

### Overview

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

### Calculation of Net Expenditures

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



### Calculation of LYMMO Service Net Expenditures

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

### Allocation of Net Expenditures for Fixed Route and Neighborlink

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

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

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

### Allocation of Net Expenditures for Paratransit

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

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

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



## ***ALLOCATION OF NON-OPERATING CREDITS***

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

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

## ***REVENUE AND EXPENSE***

### ***Operating Revenues***

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

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

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

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

### **Capital Matters**

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

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



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

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