

LYNX Board Agenda

Meeting Date: 10/26/2023
Meeting Time: 1:00 PM

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

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

1. Call to Order

2. Approval of Minutes

-  Board of Directors Meeting Minutes 9.28.23 Pg 4

3. Public Comments


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

4. Chief Executive Officer's Report




5. Oversight Committee Report

6. Consent Agenda





A. Invitation for Bid (IFB)

- i.  Authorization to Release an Invitation for Bid (IFB) for the Procurement of Bulk Motor Oil and Fluids Pg 9







B. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to Barracuda Building Corporation for the Construction of a Bus Bay and Associated Amenities at the Saint Cloud Walmart Pg 10
- ii.  Authorization to Award a Contract to Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for HVAC Systems Replacement & Enhancement at LYNX Central Station and LYNX Operations Center Pg 12
- iii.  Authorization to Negotiate and Award a Contract to Employers Choice Online, Inc. d/b/a Employers Choice Screening for Pre-Employment Background Screening & Related Services Pg 14




C. Extension of Contracts

- i.  Authorization to Exercise the Third Option Year of Contract #20-C29 with Gray Robinson, P.A. for Labor/Employment Legal Services Pg 16
- ii.  Authorization to Exercise the Third Option Year of Contract #20-C33 with Akerman, LLP for Legal Services - Pension Pg 17
- iii.  Authorization to Extend Contract #20-C28 with Akerman, LLP for Legal Services - General Counsel Pg 19
- iv.  Authorization to Exercise Option Year Two of Contract #20-C37 for Vanpool Support with Enterprise Leasing Company of Orlando, LLC D/B/A Commute with Enterprise Pg 20





D. Miscellaneous

- i.  Authorization to Enter into the FY2024 Service Funding Agreements with the Regional Funding Partners Pg 22
- ii.  Authorization to Enter into the FY2024 Service Funding Agreements with the Municipal Funding Partners Pg 25
- iii.  Authorization to Reappoint Brian Anderson to Pension Trustee and Administrative Committee Boards Pg 28
-Attachments 
- iv.  Authorization to Execute Change Order #3 with Garcia Civil Contractors, Inc. for the Florida Mall Transfer Center Construction Project in the Amount of \$50,862 Pg 31
- v.  Authorization to Approve the LYNX Board of Directors Meeting Dates for 2024 Pg 34

7. Action Agenda

- A.  Board Confirmation of David Burrowes Appointment to Serve as LYNX's Chief Operations Officer (COO) Pg 36
- B.  Authorization to Implement December 10, 2023 Service Changes Pg 37
- C.  Authorization to Amend the Central Florida Tourism Oversight District (CFTOD) Agreement for FY2024 Pg 41
-Attachments 

8. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 55
- B.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 57
-Attachments  

9. Monthly Reports

- A.  Communications Report - September 2023 Pg 63
- B.  Monthly Financial Report - July 2023 Pg 69
-Attachments 
- C.  Paratransit Monthly Report - September 2023 Pg 71
-Attachments 
- D.  Ridership Report - August 2023 Pg 79
-Attachments 

10. Other Business

Next LYNX Board of Directors meeting.

11. Adjourned

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Board of Directors' Meeting Minutes

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

DATE: **September 28, 2023**

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

Members in Attendance:

Jerry Demings, Mayor, Orange County, Chair

Viviana Janer, Commissioner, Osceola County BoCC, Vice-Chair

John Tyler, Secretary, Florida Department of Transportation – District 5, Secretary

Andria Herr, Commissioner, Seminole County BoCC

1. Call to Order

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

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

2. Approval of Minutes

Commissioner Janer moved to approve the Board of Directors meeting minutes of August 24, 2023. Seconded by Commissioner Herr. The minutes were unanimously approved as presented.

3. Public Comments

Wendi Wynn Davenport – Orlando, FL

Ms. Davenport stated her concerns about getting to the bus stops.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, reported that the next fiscal year is going to be a big year for LYNX. Capital projects will be moving forward, and in November 2024, the LYNX Central Station building will be twenty years old. Also, thirty years ago, LYNX became LYNX. The Central Florida Regional Transportation Authority merged with Tri-County Transit and became LYNX.

This month, LYNX staff joined Secretary Tyler, Congressman Soto and Under Secretary Monje to talk about transportation projects in the region and discuss the benefits of the bipartisan infrastructure law. Congressman Soto and Under Secretary Monje came to LYNX Central Station for a tour.

The APTA Expo starts in two weeks at the Orange County Convention Center. LYNX is the hosting agency and staff will be participating and volunteering.

5. Oversight Committee Report

Commissioner Janer, Chair of the Oversight Committee provided her report on the Oversight Committee meeting that met earlier. She stated that the committee approved the minutes from the August 24, 2023, Oversight meeting.

Amanda Clavijo, Chair of the Finance & Audit Committee, gave a report on the September 21, 2023 Finance & Audit Committee. The Finance Committee recommends approval of all Consent Agenda items.

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

6. Consent Agenda:

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

A. Award Contracts

- i. Authorization to Negotiate a Contract to Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for HVAC Systems Replacement & Enhancement at LYNX Central Station and LYNX Operations Center

B. Extension of Contracts

- i. Authorization to Exercise Option Year One on Contract #20-C72 with ADAride.com, LLC for Functional Assessment and Travel Training Services

C. Miscellaneous

- i. Authorization to Negotiate and Award Contract #24-C21 to Palmdale Oil Industries for Fuel Delivery of Ultra Low Sulfur Diesel Through FY2024
- ii. Authorization to Negotiate and Award Contract #24-C22 to Mansfield Oil Co. for Fuel Delivery of 87 Octane Unleaded Gasoline Through FY2024
- iii. Authorization to Execute Transportation Disadvantaged Coordination Contract Between Central Florida Regional Transportation Authority, d/b/a LYNX, and Human Service Agencies for FY2024
- iv. Authorization to Purchase Seven (7) Mobility Buses for 5310 Sub-Recipients
- v. Authorization to Purchase Up to Seventy (70) Replacement Vehicles for ACCESS LYNX Paratransit Services
- vi. Authorization to Exercise Option Terms on Piggybacking Agreement from Orange County Contract #Y19-1032 for Healthcare Benefits Consultant Services

- vii. Authorization to Update the Employee Leave Benefits Policy
- viii. Authorization to Amend the LYNX Defined Contribution Plan for BU Employees Governing Plan Document and Adoption of Resolution No. 23-007
- ix. Authorization to Amend the LYNX Money Purchase Plan Governing Plan Document and Adoption of Resolution No. 23-008
- x. Authorization to Transfer Twenty-Five (25) Computers to The Christian Tech Center Ministries, Inc.
- xi. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
- xii. Authorization to Auction Surplus Capital Items
- xiii. Authorization to Initiate Public Outreach for Fiscal Year 2024 Proposed Service Changes
- xiv. Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for the PGIT Package Renewal, Standalone Public Officials and Cyber Liability Policies

Commissioner Janer made a motion to approve Consent Agenda items 6.A.i. through 6.C.xiv. Seconded by Commissioner Herr. Motion passed unanimously.

7. Action Agenda

A. Approval of the FY2024 Proposed Operating and Capital Budgets

Mayor Demings recognized Leonard Antmann, Chief Financial Officer, to make the presentation. Mr. Antmann stated that the key assumptions of the Operating Budget are to maintain the FY2023 level of service, keep preventative maintenance at the Board approved level, no fare increases, and keep Funding Partner contributions based on the Regional Funding Model. Wage increases are consistent with the Funding Partners and Board approved Union Labor Agreements. The fuel hedging program will help stabilize the costs of unleaded fuel, diesel and compressed natural gas.

Key Capital Budget assumptions include Fleet replacement will provide safe and reliable service, facility improvements, Pine Hills Transfer Center construction, and land acquisition for a Southern Operations base. The increase in Capital expenditures is due to carry-over projects. Vehicles are taking longer to acquire, and the funds set aside for the Southern Operations base are carrying over.

Mayor Demings asked if the useful life is the same for diesel vehicles as for the low/no vehicles. Mr. Antmann stated that is correct.

Commissioner Herr stated she had conversations with Lenny regarding health insurance increases. She is encouraging LYNX staff to look at other cost-containment methods, aside from rebates. Mayor Demings asked Commissioner Herr for an estimate on how much could be saved on health costs. Commissioner Herr stated that generics should be utilized more, to save money. There is also recent legislation that has

eliminated the opportunity for spread pricing. Caution should also be taken with “on-site” clinics, as they are significantly higher in price.

Commissioner Janer made a motion for Approval of the FY2024 Proposed Operating and Capital Budgets. Second by Commissioner Herr. Motion passed unanimously.

B. Authorization to Enter into the FY2024 Service Funding Agreements with the Regional Funding Partners

Mr. Antmann continued with this item. He stated that the funding agreements are with Orange County, Osceola County and Seminole County. The agreements are consistent with the budget that was just adopted and the funding model.

Note: The motion for this item was not clear in the audio recording and in an abundance of caution, will be placed on the October LYNX Board agenda for clarification.

C. Authorization to Enter into the FY2024 Service Funding Agreements with the Municipal Funding Partners

Note: The motion for this item was not clear in the audio recording and in an abundance of caution, will be placed on the October LYNX Board agenda for clarification.

D. Authorization to Enter into the FY2024 Bus Service Agreements

Mr. Antmann continued with this item. He stated that the funding agreements are with Disney, I-Drive, the SunRail feeder service, and Lake County, and are consistent with the budget that was just adopted and the funding model.

Commissioner Janer made a motion for Authorization to Enter into the FY2024 Bus Service Agreements. Second by Commissioner Herr. Motion passed unanimously.

8. Information Items

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

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

9. Monthly Reports

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

- A. Communications Report – August 2023
- B. Monthly Financial Report – June 2023

- C. Paratransit Monthly Report – August 2023
- D. Ridership Report – July 2023

10. Other Business

Ms. Homler Hawkins wished Commissioner Janer a Happy Birthday. The LYNX Chair led all in singing “Happy Birthday”.

11. Adjourned:

The meeting adjourned at 1:35 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the September 28, 2023, LYNX Board of Director’s meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Elvis Davales
Director Of Maintenance
Kenneth Nath
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Release an Invitation for Bid (IFB) for the Procurement of Bulk Motor Oil and Fluids

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release an Invitation for Bid (IFB) for the Procurement of Bulk Motor Oil and Fluids.

BACKGROUND:

LYNX operates a fleet of 289 fixed route buses and a fleet of 114 support vehicles. Motor oil and other fluids such as automatic transmission fluid (ATF), coolant (antifreeze) and diesel exhaust fluid (DEF) are used in the scheduled and unscheduled maintenance of the LYNX fleets. The procurement of the fluids in bulk through a fixed price contract with defined product specifications guarantees the best pricing and product quality.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$820,760 for bulk oil and lubricants expense.

LYNX Board Agenda

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate and Award a Contract to Barracuda Building Corporation for the Construction of a Bus Bay and Associated Amenities at the Saint Cloud Walmart

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Barracuda Building Corporation for the Construction of a Bus Bay and Associated Amenities at the Saint Cloud Walmart for a cost not to exceed of \$383,787.

BACKGROUND:

At the April 27, 2023, Board of Directors meeting, LYNX was authorized to issue an Invitation for Bid (IFB) for the construction of a bus bay and associated amenities at the Saint Cloud Walmart.

This project was the result of a partnership with Osceola County and LYNX. The County funded the design and permitting. LYNX is funding the construction of the bus bay, bus shelters, associated amenities and the construction engineering and inspection services.

An invitation for bid (IFB) was issued on July 9, 2023. All bids were due back on September 13, 2023. Bids were opened on September 14, 2023. The following three (3) submissions were returned:

Vendors
Barracuda Building Corporation
Garcia Civil Contractors, LLC
Gomez Construction Company

LYNX Board Agenda

LYNX Staff is recommending the contract be awarded to Barracuda Building Contractors as the lowest, responsive, and responsible bidder for these projects for a total of \$348,897. In addition, this recommendation includes assignment of 10 percent contingency for the project for a total of \$34,890. The grand total for the award is \$383,787.

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 in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2024 Proposed Capital Budget includes \$400,000 for the Construction of a Bus Bay and Associated Amenities at the Saint Cloud Walmart. This project is 100% federal funded.

LYNX Board Agenda

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Award a Contract to Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for HVAC Systems Replacement & Enhancement at LYNX Central Station and LYNX Operations Center

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for HVAC Systems Replacement and Enhancement at LYNX Central Station and LYNX Operations Center with a cost not to exceed of \$600,000.

BACKGROUND:

At the March 23, 2023, Board of Directors meeting, LYNX was authorized to issue a Request for Proposal (RFP) for Architecture and Engineering Services for HVAC replacement and enhancement at LYNX Central Station and LYNX Operations Center.

At the September 23, 2023, Board of Directors meeting, LYNX was authorized to enter into negotiations for these services with Kimley-Horn and Associates, Inc., as the top ranked bidder.

The RFP was released on June 8, 2023. All bids were due back on July 26, 2023. A Source Evaluation Committee (SEC) was held on September 11, 2023, to rank the firms. The SEC chose three (3) firms with the top ranked firm being selected to negotiate a contract.

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Pursuant to the Consultant’s Competitive Negotiations Act, Fla. Stat. 287.055, the SEC selected in order of preference the following three (3) firms deemed to be the most qualified to perform the required services:

Vendors
Kimley-Horn and Associates, Inc.
McKim and Creed, Inc.
C & S Engineers, Inc.

As LYNX has completed the negotiations, staff recommends award of the contract to the highest ranked firm, Kimley-Horn and Associates, Inc. with a total cost not to exceed \$600,000.

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 in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2024 Proposed Capital Budget includes \$7,519,039 for HVAC Systems Replacement & Enhancement at the LYNX Central Station and the LYNX Operations Center. This project is funded with 100% Federal grants.

LYNX Board Agenda

Consent Agenda Item #6.B. iii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Negotiate and Award a Contract to Employers Choice Online, Inc. d/b/a Employers Choice Screening for Pre-Employment Background Screening & Related Services

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Employers Choice Online, Inc. d/b/a Employers Choice Screening for Pre-Employment Background Screening & Related Services. The contract period will be an initial period of three (3) years with a contract not to exceed \$120,000, with two (2) one (1) year renewal options.

BACKGROUND:

On April 27, 2023, the LYNX Board of Directors approved the release of a Request for Proposal for a Pre-Employment Background Screening & Related Services. As part of our hiring process, LYNX conducts a comprehensive background check on every new hire. Because obtaining a comprehensive criminal history check involves accessing numerous sources of information where challenges in getting this information can vary from state to state and county to county, performing these checks in-house is not cost effective. Therefore, due to the volume of background checks needed and the complexities involved, LYNX uses a third-party provider whose business it is to conduct background checks.

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RFP PROCESS:

RFP Release date: July 28, 2023
Questions due date: August 22, 2023
Proposals due: September 5, 2023
Source Evaluation Committee training date: October 3, 2023

The Source Evaluation Committee (SEC) met on October 16, 2023, to provide their scoring and comments.

Proposer	SEC Ordinal Ranking
Alliance 2020, Inc.	8
DSI Medical Services Inc.	11
Employers Choice Online, Inc. d/b/a Employers Choice Screening	5
Securecheck360, LLC	6

Based on the Scores and Ordinal Ranking, the SEC voted to negotiate and award a contract with Employers Choice Online, Inc. d/b/a Employers Choice Screening.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$52,500 for Pre-Employment Background Screening & Related Services.

LYNX Board Agenda

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Exercise the Third Option Year of Contract #20-C29 with Gray Robinson, P.A. for Labor/Employment Legal Services

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the third option year of Contract #20-C29 with Gray Robinson, P.A. for Labor/Employment legal services and increase the overall not to exceed amount to \$850,000.

BACKGROUND:

At the December 5, 2019 Board of Directors' meeting, staff received authorization to enter into a contract with Gray Robinson, P.A. for an initial term of two (2) years with three (3) one (1) year renewal options for Labor/Employment law services. The initial two (2) year term in the amount of \$450,000 expired on February 6, 2022. Staff received authorization on January 22, 2022 to exercise the first option year of this contract and increase the not to exceed to \$750,000. Staff received authorization on October 27, 2022 to exercise the second option year of this contract with no increase to the not to exceed. LYNX would like to request authorization to exercise the third option year of this contract to continue utilizing Gray Robinson, P.A.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$330,000 for general legal services.

LYNX Board Agenda

Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Exercise the Third Option Year of Contract #20-C33 with Akerman, LLP for Legal Services - Pension

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the third option year of Contract #20-C33 with Akerman, LLP for Legal Services – Pension.

BACKGROUND:

On December 5, 2019, staff received authorization to execute Contract #20-C33 with Akerman, LLP for Legal Services – Pension in the amount of \$250,000. The term of the agreement was for two years. Since the initial award of the contract, the Board approved additional monies on April 22, 2021 increasing the not to exceed to \$430,000. This additional work was required of Akerman to address legal matters resulting from the 2020 & 2021 Collective Bargaining Negotiations, as well as providing legal counsel through the solicitation and contract negotiation phase for the Retirement Plan Administration and Recordkeeping Services Plan for the LYNX employees resulting in additional costs. Staff received authorization on October 28, 2021 to exercise the first option year of this contract and increase the not to exceed to \$875,000. Staff received authorization on October 27, 2022, to exercise the second option year of this contract and increase the not to exceed to \$975,000. The additional money was used to address legal matters resulting from the 2023 Collective Bargaining Negotiation as well as routine legal services through 2023.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

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FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$350,000 for Legal Services – Pension.

LYNX Board Agenda

Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

From: Maurice Jones
Director Of Procurement
Terri Settington
(Technical Contact)

Phone: 407.841.2279 ext: 6057

Item Name: Authorization to Extend Contract #20-C28 with Akerman, LLP for Legal Services - General Counsel

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend the term of Contract #20-C28 for Legal Services-General Counsel provided by Akerman, LLP for up to six months with no increase to the not to exceed amount.

BACKGROUND:

At the September 22, 2022, Board of Director's meeting, staff received authorization to extend Contract #20-C28 with Akerman, LLP for Legal Services – General Counsel for one year and increase the not to exceed amount to \$1,150,000. Since the extension of Contract #20-C28, on May 25, 2023, the Board of Directors authorized staff to Release a Request for Proposal for Legal Services-General Counsel. The current contract expires on December 4, 2023, and this extension will ensure that any existing and forthcoming legal matters are uninterrupted during the completion of the procurement process.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$300,000 for legal services.

LYNX Board Agenda

Consent Agenda Item #6.C. iv

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6206

Item Name: Authorization to Exercise Option Year Two of Contract #20-C37 for Vanpool Support with Enterprise Leasing Company of Orlando, LLC D/B/A Commute with Enterprise

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year with Enterprise Leasing Company of Orlando, LLC D/B/A Commute with Enterprise for Vanpool support.

BACKGROUND:

The LYNX Vanpool program was developed 29 years ago to provide additional commuter options for the Central Florida community to get to work. The Vanpool program offers individuals who live and work in the same area a reliable and affordable rideshare transportation. LYNX is the program administrator while the services are managed day to day by Commute with Enterprise.

The Vanpool program consists of rideshare matching process, assisting employers with the implementation of commuter programs and formation of Vanpool groups as well as maintaining ridership and Vanpool participation.

An RFP was released in December 2019 and Commute with Enterprise was the only responder to the RFP. Contract #20-C37 was an initial three (3) year contract with two (2) one (1) year options. This includes fleet maintenance and insurance coverage.

Currently the Vanpool program has one hundred and thirty-eight (138) vans. The program is popular and has good growth potential. Recently the Federal Transit Administration announced a partial waiver from the requirements of Buy America. Currently we are waiting for an order of

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fifty (50) Ford Explorers replacement vehicles to be built and delivered in early calendar year 2024. An additional order of replacement vehicles will be ordered in FY2024. The entire current fleet will be replaced in FY2025.

LYNX will work on an RFP in the coming months to procure a new contract.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$360,000 for anticipated expenses.

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Consent Agenda Item #6.D. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Enter into the FY2024 Service Funding Agreements with the Regional Funding Partners

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into funding agreements with the Regional Funding Partners listed below for the provision of public transportation services corresponding with its respective funding contribution for the Fiscal Year 2024 Budget.

To the extent there are any changes to the funding agreements, LYNX staff will negotiate those changes through an addendum. This will allow the Chief Executive Officer or designee to enter into those funding agreements without further Board approval.

BACKGROUND:

The Counties of Orange, Osceola and Seminole (hereinafter, the Regional Funding Partners) all recognize the need to provide public transportation services in an efficient manner and acknowledge the benefits of increased ridership on the regional public transportation system.

LYNX and the Regional Funding Partners desire to formally enter into service funding agreements to establish the most prudent utilization of resources and to target service improvements based upon traffic, levels of service, transit operations, and customer demand considerations.

The services and enhancements, which will be made and approved in this agreement, are in conformance with the LYNX Transportation Development Program (TDP).

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The funding partner agreement for FY2024 contains the following:

- a) A uniform funding agreement for all funding partners.
- b) A provision that allows for continued monthly or quarterly payments by the funding partners subsequent to the end of each fiscal year.
- c) An “addendum” to the contract that will provide for particular or unique requirements by the various funding partners.

A copy of the proposed service funding agreement that will be entered into between LYNX and each of the Regional Funding Partners for Fiscal Year 2024 is attached. Authorization is requested from the Board for LYNX staff to complete the funding agreement with each funding partner, including completion of the exhibits and addenda incorporating all edits agreed upon by all funding partners. This will permit the funding agreements to be executed more quickly after the beginning of LYNX’s fiscal year. Changes will be permitted to the funding agreement by way of changes to the addendum provided that said changes are not materially adverse to LYNX.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

Please reference the following Exhibit “C”, which is included in each of the Regional Funding Partners’ Agreements.

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Exhibit "C"

Schedule Listing of LYNX Funding Partners

	<u>FY2024 Funding Agreement</u>
<u>Operating Funding</u>	
Orange County	\$ 69,041,652
Osceola County	11,533,044
Seminole County	11,416,995
Subtotal	<u>\$ 91,991,691</u>
City of Orlando	\$ 4,003,006
City of Orlando - LYMMO	3,118,508
FDOT (SunRail Feeder Route)	2,157,842
Central Florida Tourism Oversight District	541,953
Altamonte Springs	120,900
City of Sanford	93,000
Subtotal	<u>\$ 10,035,209</u>
Subtotal Operating Funding	<u>\$ 102,026,900</u>
<u>Capital Contributions</u>	
Orange County	\$ 2,849,631
Osceola County	464,019
Seminole County	377,427
Subtotal	<u>\$ 3,691,077</u>
Total Local Funds	<u><u>\$ 105,717,977</u></u>

LYNX Board Agenda

Consent Agenda Item #6.D. ii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Enter into the FY2024 Service Funding Agreements with the Municipal Funding Partners

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into funding agreements with the Municipal Funding Partners listed below for the provision of public transportation services corresponding with its respective funding contribution for the Fiscal Year 2024 Budget.

To the extent there are any changes to the funding agreements, LYNX staff will negotiate those changes through an addendum. This will allow the Chief Executive Officer or designee to enter into the addendums without further Board approval.

BACKGROUND:

The Cities of Orlando, Altamonte Springs, and Sanford (hereinafter, the Municipal Funding Partners) all recognize the need to provide public transportation services in an efficient manner and acknowledge the benefits of increased ridership on the regional public transportation system.

LYNX and the Municipal Funding Partners desire to formally enter into service funding agreements to establish the most prudent utilization of resources and to target service improvements based upon traffic, levels of service, transit operations, and customer demand considerations.

The services and enhancements, which will be made and approved in this agreement, are in conformance with the LYNX Transportation Development Program (TDP).

LYNX ard Agenda

The funding partner agreement for FY2024 contains the following:

- a) A uniform funding agreement for all funding partners.
- b) A provision that allows for continued monthly or quarterly payments by the funding partners subsequent to the end of each fiscal year.
- c) An “addendum” to the contract that will provide for particular or unique requirements by the various funding partners.

A copy of the proposed service funding agreement that will be entered into between LYNX and each of the Municipal Funding Partners for Fiscal Year 2024 is attached. Authorization is requested from the Board for LYNX staff to complete the funding agreement with each funding partner. This will permit the funding agreements to be executed more quickly after the beginning of LYNX’s fiscal year.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

Please reference the following Exhibit “C”, which is included in each of the Regional Funding Partners’ Agreements.

LYNX Board Agenda

Exhibit "C"

Schedule Listing of LYNX Funding Partners

	<u>FY2024 Funding Agreement</u>
<u>Operating Funding</u>	
Orange County	\$ 69,041,652
Osceola County	11,533,044
Seminole County	11,416,995
Subtotal	<u>\$ 91,991,691</u>
City of Orlando	\$ 4,003,006
City of Orlando - LYMMO	3,118,508
FDOT (SunRail Feeder Route)	2,157,842
Central Florida Tourism Oversight District	541,953
Altamonte Springs	120,900
City of Sanford	93,000
Subtotal	<u>\$ 10,035,209</u>
Subtotal Operating Funding	<u>\$ 102,026,900</u>
<u>Capital Contributions</u>	
Orange County	\$ 2,849,631
Osceola County	464,019
Seminole County	377,427
Subtotal	<u>\$ 3,691,077</u>
Total Local Funds	<u><u>\$ 105,717,977</u></u>

LYNX Board Agenda

Consent Agenda Item #6.D. iii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Reappoint Brian Anderson to Pension Trustee and Administrative Committee Boards

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to adopt Resolution No. 23-010 authorizing the reappointment of Brian Anderson, to the Administrative Committee and Trustee Board for the 457 Deferred Compensation Plan, Money Purchase Plan, and the Defined Contribution Plan for Bargaining Unit Employees and Board of Trustees for the Amalgamated Transit Union (ATU) Local 1596 Pension Plan (Defined Benefit Plan).

BACKGROUND:

LYNX, as the employer, is the Plan Administrator for LYNX's Money Purchase Plan, Deferred Compensation Plan, and the Defined Contribution Plan for Bargaining Unit Employees. As such, the employer/Plan Administrator has a number of responsibilities, duties, and obligations in maintaining and operating each of the Plans. Unless an appointment is made to delegate these responsibilities and duties, the employer acts through its Board of Directors. For purposes of this, any reference to actions to be taken by LYNX in its capacity as employer or Plan Administrator means LYNX's Board of Directors unless otherwise specified. LYNX has general powers and responsibilities, including the power to appoint counsel, specialists, advisers, investment managers, agents (including any nonfiduciary agent) and other persons as the employer deems necessary or desirable in connection with the exercise of its fiduciary duties under this Plan, including the Trustee and Administrator. Consistent with this power of appointment, LYNX has the obligation to periodically review the performance of any fiduciary or other person to whom duties have been delegated or allocated by it. Since LYNX is the Administrator, and has the power to appoint, it may appoint any person(s) to perform its duties as the Administrator.

LYNX Board Agenda

FUNCTIONS OF THE ADMINISTRATOR - The primary responsibility of the Administrator is to administer the Plan for the exclusive benefit of the participants and their beneficiaries in accordance with its terms. It has the power and discretion to construe the terms of the Plan and to determine all questions arising in connection with the administration, interpretation, and application of the Plan. Benefits under this Plan will be paid only if the Administrator decides, in its discretion, that the applicant is entitled to them. The Administrator may establish procedures to carry out the purpose of the Plan, provided they are nondiscriminatory and shall comply with the terms of the Internal Revenue Code and Plan's document. An enumerated listing of the Administrator's duties includes, but is not limited to, the following:

- (a) The discretion to determine all questions relating to the eligibility of employees to participate in the Plan;
- (b) The authority to review and settle all claims against the Plan;
- (c) To compute, certify, and direct the Trustee with respect to the amount of benefit to which any participant is entitled;
- (d) To authorize and direct the Trustee with respect to disbursements from the trust;
- (e) To maintain all necessary records for the administration of the Plan;
- (f) To interpret the provisions of the Plan and to make and publish rules;
- (g) To compute and certify the amount of contribution to the Plan and advise the Trustee accordingly;
- (h) To prepare and implement procedures to notify eligible employees of Plan provisions and changes;
- (i) To qualify any domestic relations orders received;
- (j) To assist any participant regarding the participant's rights, benefits, or elections available under the Plan; and
- (k) Retain a record of actions taken, accountings, records, etc. necessary for proper administration of the Plan and shall be responsible for supplying all information and reports to any governmental agencies, participants and beneficiaries, as required by law.

For the employees who are members of ATU Local 1596 participate in a defined benefit retirement Plan. The Plan has an oversight Trustee Board consisting of three Union and three Management employees. LYNX's Chief Executive Officer selects three Management employees to serve as Trustees with confirmation from the LYNX Board of Directors' and the Union's Executive Board appoints its representatives.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact with this activity.

CFRTA RESOLUTION NO. 23-010

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) APPROVING THE
APPOINTMENT OF A MANAGEMENT APPOINTEE TO THE
ADMINSTRATIVE COMMITTEE AND BOARD OF TRUSTEE
APPOINTMENTS FOR RETIREMENT PLANS**

WHEREAS, LYNX is the sponsoring employer of the LYNX Money Purchase Plan, LYNX Defined Contribution Plan for BU Employees, LYNX Deferred Compensation Plan, and Amalgamated Transit Union 1596 Pension Plan (collectively, the “Plans”); and

WHEREAS, Article II of the Plan authorizes the Employer to appoint three members to the Plan’s Board of Trustees; and

WHEREAS, the Employer wishes to re-appoint Brian Anderson to the Board of Trustees of the Plan, effective, January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED THAT: Brian Anderson is hereby re-appointed, effective January 1, 2024, to the following positions:

- Member of the Administrative Committee for the LYNX Money Purchase Plan
- Member of the Board of Trustees for the LYNX Money Purchase Plan
- Member of the Administrative Committee for the LYNX Defined Contribution Plan for BU Employees
- Member of the Board of Trustees for the LYNX Defined Contribution Plan for BU Employees
- Member of the Administrative Committee for the LYNX Deferred Compensation Plan
- Member of the Board of Trustees for the LYNX Deferred Compensation Plan
- Member of the Board of Trustees for the Amalgamated Transit Union 1596 Pension Plan

APPROVED AND ADOPTED the ____ day of _____, 2023 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Secretary

LYNX Board Agenda

Consent Agenda Item #6.D. iv

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Execute Change Order #3 with Garcia Civil Contractors, Inc. for the Florida Mall Transfer Center Construction Project in the Amount of \$50,862

Date: 10/26/2023

ACTION REQUESTED:

Pursuant to Administrative Rule 4.5.4, Staff is requesting authorization to execute Change Order #3 with Garcia Civil Contractors, Inc. in the amount of \$50,862 for Florida Mall Transfer Center Construction Project.

BACKGROUND:

LYNX has been working over the past few years with Simon Properties, the owners of the Florida Mall, for improvements to the bus transfer location. The proposed improvements will include an extension of the existing infrastructure by 450 feet. This will allow for each bus route to have its own location to board and alight passengers. Improvements include custom shelters (procured under a separate existing manufacturing contract), increased lighting, installation of sidewalk and ADA bus pads, conduit for future ITS and CCTV components, and improved landscaping.

Construction started for this project in February 2023. As construction progressed additional items were found needing to be addressed.

As per Administrative Rule 4.5.4, LYNX staff can authorize change orders up to 50 percent of the project contingency. At both the May 2023 and July 2023 Board of Directors meetings, LYNX staff provided information on change orders 1 and 2 that were below the threshold. Change order 3 was above this threshold and requires Board of Directors approval prior to issuance:

LYNX Board Agenda

Change Order #1

Maintenance of Traffic: A revision to the maintenance of traffic (MOT) was approved. This allowed the contractor to shift the temporary waiting area to the west side of the road.

Directional Bore: Due to an unknown fiber line, it was decided to perform a directional bore instead of an open trench for the placement of project-required conduit. This avoided conflict with the shelter footer as well as minimized potential passenger safety issues during construction.

Change Order # 2

Added Concrete for Shelter Footers: Concrete was added due to the utility adjustments detailed in the previous change order request approved in May.

CCTV Poles: An adjustment for the poles that will be used to support power distribution were increased from 1 to 3 due to a quantity take off error on the plans.

Tree Trimming: To ensure proper sight lines for the future installation of CCTV cameras, two sets of trees were trimmed accordingly.

Credits Received In addition to the 3 items listed, above the project also received credits for the ITS cabinet and associated power distribution and power supply. As the CCTV will be installed through our safety and security funding as a separate project, these items were not needed.

Change Order # 3

Added Tree Trimming: Additional tree trimming was needed beyond that for CCTV to allow for the placement of the custom shelter roofs.

Added Concrete Sidewalk: Additional concrete sidewalk was removed, and new concrete installed to address ADA cross slope requirements.

Retaining Wall: A cast-in-place retaining wall was installed around the perimeter of the existing oak trees to prevent soil erosion.

Added Maintenance of Traffic: During the start of this project, despite having had extensive locates and coordination with utilities, one of the providers took close to two months to identify and admit ownership of undisclosed utilities. Additionally, supply chain issues caused a delay in the delivery of the roofs. This has resulted in extended maintenance of traffic.

LYNX Board Agenda

Conduit for Lighting of Shelters-The architect's drawings for the provision of conduit through an access hole in the shelter created conflicts with installation in the field. An alternative has been developed and approved.

Description	Original Budget	CO #1	CO #2	CO # 3	Revised Total
Construction	\$741,670.46	\$12,845.58	\$8,594.01	\$50,861.78	\$813,971.83
Contingency	\$74,167.05	(\$12,845.58)	(\$8,594.01)	(\$50,861.78)	\$1865.68
TOTAL PROJECT COST	\$815,837.51	\$0	\$0	\$0	\$815,837.51

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. However, contractor is a Certified DBE.

FISCAL IMPACT:

The project contingency is sufficient to cover all the change orders to date, therefore there is no budget change to the original project.

LYNX Board Agenda

Consent Agenda Item #6.D. v

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Approve the LYNX Board of Directors Meeting Dates for 2024

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' approval for the LYNX Board of Directors meeting dates for 2024.

BACKGROUND:

LYNX Administrative Rule 2 – Board Governance (Bylaws) states that the Governing Board shall annually establish a schedule for the LYNX Board of Directors. The LYNX Board of Directors typically holds its meetings on the fourth Thursday of the month. The meetings can be cancelled if there are no urgent or time-sensitive issues. The proposed dates for 2024 are as follows:

- January 25, 2024
- February 22, 2024
- March 28, 2024
- April 25, 2024
- May 23, 2024
- June 27, 2024
- July 25, 2024
- August 22, 2024
- September 26, 2024
- October 24, 2024
- December 12, 2024

LYNX ard Agenda

LYNX Administrative Rule 2 – Board Governance (Bylaws) also authorizes the LYNX Board of Directors to establish committees and those committees are to annually establish their meeting schedule.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Board Agenda

Action Agenda Item #7.A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6064

Item Name: Board Confirmation of David Burrowes Appointment to Serve as LYNX's Chief Operations Officer (COO)

Date: 10/26/2023

ACTION REQUESTED:

Board confirmation of Mr. David Burrowes as Chief Operations Officer (COO).

BACKGROUND:

In accordance with LYNX's Administrative Rules #2 and #3, the LYNX Chief Executive Officer (CEO) submits Mr. David Burrowes for the LYNX Board of Directors' confirmation as LYNX's newest Chief Operations Officer (COO). Mr. Burrowes has over 28 years of experience in bus operations and transportation planning. He began his career in transit as a bus operator at the Metropolitan Transportation Authority, New York City. Mr. Burrowes steadily moved his way into Supervision and Management before ultimately joining the executive leadership team.

In his final role as General Manager, Mr. Burrowes was at the forefront of a network redesign, express route implementation and bus fleet expansion and replacements. Mr. Burrowes holds an Associate degree in Business Administration and Management and a Bachelor of Science in Accounting from City University of New York. He is an active member of American Public Transportation Association (APTA).

At the July 27, 2023, LYNX Board of Directors meeting, the Board approved the extension of the temporary employment services contract for Interim Chief Operations Officer, Frank Martin. In addition to retaining Mr. Martin for guidance through the collective bargaining negotiations, Mr. Martin also provided assistance to LYNX in its executive recruitment of the permanent Chief Operations Officer position. The engagement with Mr. Martin expires on November 30, 2023.

LYNX Board Agenda

Action Agenda Item #7.B

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Implement December 10, 2023 Service Changes

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective December 10, 2023.

BACKGROUND:

On September 28, 2023, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect August. Three information sessions and one in person and virtual hearing/workshop were held. LYNX customers and the public provided input on the service changes at the following information sessions and workshop/public hearing:

Date/Time: Tuesday, October 3, 1-2 PM
Location: Kissimmee City Hall, Kissimmee, FL

Date/Time: Wednesday, October 4, 1-2 PM
Location: LYNX Central Station – Main Lobby, Orlando, FL

Date/Time: Thursday, October 5, 1-2 PM
Location: Altamonte Springs City Hall, Altamonte Springs, FL

Date/Time: Thursday, October 19, 4-6 PM
Location: LYNX Central Station – Open Space, Orlando, FL

LYNX Board Agenda

Details of these events and the service change proposals are published on our website at www.golynx.com.

The public comment period for the proposed service changes ran from September 29, 2023, through October 21, 2023. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays; at SuperStops throughout the service areas; on www.golynx.com, and on LYNX social media sites including Facebook and Twitter.

Dec. 10 Service Proposal

NEW ROUTE

- **Link 307** – Disney Circulator (Orange County) – Route will operate between Disney Springs Transfer Center, Epcot Cast Service and J.W. Marriott Bonnet Creek. Daily service every 30 minutes 5:45 a.m.-12:24 a.m.

SCHEDULE ADJUSTMENTS

- **Link 8** – W. Oak Ridge Road/International Drive (Orange County)
- **Link 42** – International Drive/Oak Ridge Road/OIA (Orange County)
- **Link 49** – W. Colonial Drive/Pine Hills Road (Orange County)

ROUTE and SCHEDULE ADJUSTMENTS

- **Link 103** – North 17-92/Seminole Centre (Seminole County) – Discontinuing daily morning trips on Eslinger Way. Saturday and Sunday service will not serve Seminole State College. Minor schedule adjustments.
- **NeighborLink 621** – East Colonial Drive/Bithlo (Orange County) – Eliminating zone service in Avalon Park. Adding a weekday and Saturday 7:05 p.m. trip from Bithlo Health Center and 7:45 p.m. trip from East Orange Community Center. Extending zone to Wedgefield School. Renumbering to 821.
- **NeighborLink 641** – Williamsburg (Orange County) – Reducing zone coverage in Williamsburg and extending north to Dr. Phillips. Discontinuing weekday and Saturday 5:15 a.m. trip from the Destination Parkway SuperStop. The entire route will operate as an on-demand pilot. Renumbering to 841.
- **NeighborLink 652** – Maitland (Orange County) – Extending zone south to Lucien Way. Renumbering to 852.

LYNX Board Agenda

TRIP ADDITIONS

- **Link 8** – W. Oak Ridge Road/International Drive (Orange County) – Adding a Saturday 4:51 a.m. trip from International Drive/Oak Ridge Road.
- **Link 42** – International Drive/Oak Ridge Road/OIA (Orange County) – Adding weekday 4:25 a.m. and Saturday 4:35 a.m. trip from International Drive/Oak Ridge Road to OIA. Sunday 5:25 a.m. trip from Florida Mall to Destination Parkway SuperStop will be added.
- **Link 48** – W. Colonial Drive/Powers Drive (Orange County) – Adding a Saturday 10:45 p.m. trip from LYNX Central Station.
- **Link 49** – W. Colonial Drive/Pine Hills Road (Orange County) – Adding a Saturday 11:15 p.m. trip from LYNX Central Station.
- **Link 104** – East Colonial Drive (Orange County) – Adding Sunday 8:45 p.m. trip from LYNX Central Station.
- **Link 105** – West Colonial Drive (Orange County) – Adding Sunday 8 p.m. trip from West Oaks Mall SuperStop.
- **Link 107** – U.S. 441 (Orange Blossom Trail)/Florida Mall (Orange County) – Adding a weekday 4:30 a.m. trip from Florida Mall.

TRIP REDUCTIONS

- **Link 11** – S. Orange Avenue/Orlando International Airport (Orange County) – Discontinuing Saturday 4:50 a.m. trip from LYNX Central Station.
- **Link 20** – Malibu Street/Pine Hills/Washington Shores (Orange County) – Discontinuing Saturday 5:05 a.m. and Sunday 5:15 a.m. trips from LYNX Central Station.
- **Link 23** – Winter Park/Rosemont/Springs Plaza (Orange County/Seminole County) – Discontinuing Saturday 8:50 p.m. trip from Seminole State College.
- **Link 28** – E. Colonial Drive/Azalea Park (Orange County) – Discontinuing weekday 11:38 p.m. trip from SR 436/Curry Ford Road.
- **Link 44** – Hiwassee Road/Zellwood/Apopka (Orange County) – Discontinuing weekday 4:51 a.m. and Saturday 5:12 a.m. trips from Harry Street/Janet Avenue.
- **Link 49** – W. Colonial Drive/Pine Hills Road (Orange County) – Discontinuing weekday 12:05 a.m. trip from Pine Hills Road/Silver Star Road.

LYNX ard Agenda

- **Link 102** – Orange Avenue/South 17-92 (Orange County/Seminole County) – Discontinuing weekday midnight trip from Fernwood Boulevard/Oxford Road.
- **Link 106** – North U.S. 441 (Orange Blossom Trail)/Apopka (Orange County) – Discontinuing weekday midnight trip from Apopka SuperStop.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

These service changes have two components. The first is a bus service agreement change with the Central Florida Tourism Oversight District (CFTOD), the district has requested an increase in service and revenue in the amount of \$603,093. The remaining changes on funding partner routes are budget neutral.

LYNX Board Agenda

Action Agenda Item #7.C

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
James Boyle
(Technical Contact)
Bruce Detweiler
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Amend the Central Florida Tourism Oversight District (CFTOD) Agreement for FY2024

Date: 10/26/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a First Amendment to the Bus Service Agreement with the Central Florida Tourism Oversight District for FY2024.

BACKGROUND:

At the September 2023 Board of Director's meeting, the annual Bus Service Agreements were approved. Subsequent to that meeting, the Central Florida Tourism Oversight District initiated conversations with LYNX staff to implement a new route.

Attached is the Draft First Amendment to the Central Florida Tourism Oversight District (CFTOD) Bus Service Agreement which provides for the addition of the new Link Route 307: Disney Circulator. This route will operate Monday – Sunday and Holidays. The route starts at 5:45 a.m. and ends at 12:24 a.m. operating every half hour. The route will start at Disney Springs Transfer Center, and stops will include Epcot Cast Service, J.W. Marriott Bonnet Creek and J.W. Hilton Bonnet Creek.

This new route will begin with the December Service Change.

To the extent there are any changes to the routes during the term of the Agreement, LYNX staff will negotiate those changes through an Addendum to the Agreement. This will allow the Chief Executive Officer or designee to approve the changes without further Board approval.

LYNX ard Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Approved FY2024 Operating Budget includes \$541,953 as Local Revenue. This agreement will increase the revenue to \$1,145,046. This change will be included with a mid-year budget amendment.

FIRST AMENDMENT TO

Bus Service Agreement No. 24-C01

By and Between

Central Florida Tourism Oversight District,

and

Central Florida Regional Transportation Authority (d/b/a LYNX)

THIS FIRST AMENDMENT TO BUS SERVICE AGREEMENT (“Amendment”), entered into this _____ day of _____, 2023, by and between the **CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT**, a body corporate and politic organized under the laws of the State of Florida and having an address of 1900 Hotel Plaza Boulevard, Post Office Box 10170, Lake Buena Vista, Florida 32830 (“**CFTOD**”), and the **CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY, d/b/a LYNX**, a Florida body politic and corporate governed by Part II, Chapter 343, Florida Statutes, and having its principal place of business at Lynx Central Station, 455 N. Garland Ave., Orlando, Florida 32801 (“**LYNX**”).

WITNESSETH

WHEREAS, LYNX provides public transportation in the Central Florida area including, but not limited to, dedicated bus service for the benefit of and use by the public; and

WHEREAS, CFTOD is the governmental authority having jurisdiction over the lands of the Central Florida Tourism Oversight District, as generally described and set forth in **Exhibit "A"** attached hereto (the "**Service Area**"); and

WHEREAS, CFTOD has expressed a need for public transportation service in and to certain portions of the Service Area in order to provide for, among other matters, public transportation in order to facilitate employees, guests and other persons seeking transportation to and from facilities located in the Service Area; and

WHEREAS, the Parties have agreed for **LYNX** to operate one or more "bus links" and to expand one or more existing "bus links" in the Service Area to provide additional public bus transportation, as shown on **Exhibit "C"** and as graphically depicted on **Appendix 1** thereof, and **LYNX** is prepared to do so pursuant to the terms and conditions of this Agreement.

WHEREAS, on September 28, 2023, the **CFTOD** and **LYNX** entered into a Bus Service Agreement, "Agreement," which provided for **LYNX** to provide Bus Service in and to the Service Area; and

WHEREAS, the **CFTOD** and **LYNX** now desire to amend the Agreement to add an additional bus link and increase the costs associated with providing the additional public bus transportation; and

WHEREAS, the **CFTOD** and **LYNX** hereby find that this Amendment promotes a valid and important public purpose and is in the best interest of the public health, safety, and welfare of the citizens in the corresponding Service Area.

NOW, THEREFORE, in consideration of the promises and covenants contained herein, and other good and valuable consideration, each to the other provided, the receipt and sufficiency of which is hereby acknowledged, the **CFTOD** and **LYNX** agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and are hereby incorporated into and made a part of this Agreement as if fully set forth hereinafter.

2. **Schedule for Bus Service.** Section 4 to this Agreement is hereby amended and restated in its entirety to read as follows:

Attached hereto as **Exhibit "C"** and as graphically depicted on **Appendix 1** is a Schedule showing the bus stops and service times for the Bus Service provided by **LYNX** pursuant to this Agreement. This Schedule is subject to all of the provisions of this Agreement. This Schedule is not a guarantee but rather reflects the anticipated times, stops and service.

3. **Payment for Bus Service.** Section 5 to this Agreement is hereby amended and restated in its entirety to read as follows:

The Bus Service to be provided by **LYNX** pursuant to this Agreement is in consideration of **CFTOD** paying to **LYNX** the sum One Million One Hundred Forty-Five Thousand Forty-Six Dollars (\$1,145,046) payable in two payments of Five Hundred Seventy-Two Thousand Five Hundred Twenty-Three Dollars (\$572,523) upon the effective date of Agreement and Five Hundred Seventy-Two Thousand Five Hundred Twenty-Three Dollars (\$572,523) on or before September 1, 2024, as set forth in **Exhibit "B"**. No additional fees shall be due from **CFTOD** for services provided prior to the Commencement Date of this Agreement.

4. **Entire Agreement.** This Amendment represents the entire understanding and agreement between the parties with respect to the subject matter hereof. None of the terms and provisions hereof may be amended, supplemented, waived or changed orally, but only by a

writing signed by each of the parties hereto.

5. **Amendment Execution. Use of Counterpart Signature Pages.** This Amendment may be executed in any number of counterparts, each of which when so executed and delivered, shall be an original; but such counterparts shall together constitute but one and the same instrument.

5. **Full Force And Effect Of Agreement.** Except as the above provisions have been specifically amended herein, all other terms and provisions of the Agreement remain valid, effective and in full force.

IN WITNESS WHEREOF, the **CFTOD** and **LYNX** have duly and lawfully approved this Amendment and have authorized its execution and delivery by their respective officers, who have set their hands and had their seals affixed below, all as of the date first written hereinabove.

LYNX:
CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: _____
Name: Tiffany Homler Hawkins
Title: Chief Executive Officer

Date: _____

This Agreement has been reviewed as to form by LYNX Senior In-House Counsel. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: _____
Name: Carrie L. Sarver, Esq., B.C.S.
Title: Senior In-House Counsel

Date: _____

[Signatures Continue on Following Page]

IN WITNESS WHEREOF, the **CFTOD** and **LYNX** have duly and lawfully approved this Amendment and have authorized its execution and delivery by their respective officers, who have set their hands and had their seals affixed below, all as of the date first written hereinabove.

**CFTOD:
CENTRAL FLORIDA TOURISM
OVERSIGHT DISTRICT**

By: _____

Name: Glenton Gilzean, Jr.

Title: District Administrator

Date: _____

ATTEST:

By: _____

Clerk, Board of Supervisors

EXHIBIT "A"

Sketch of Central Florida Tourism Oversight District Service Area

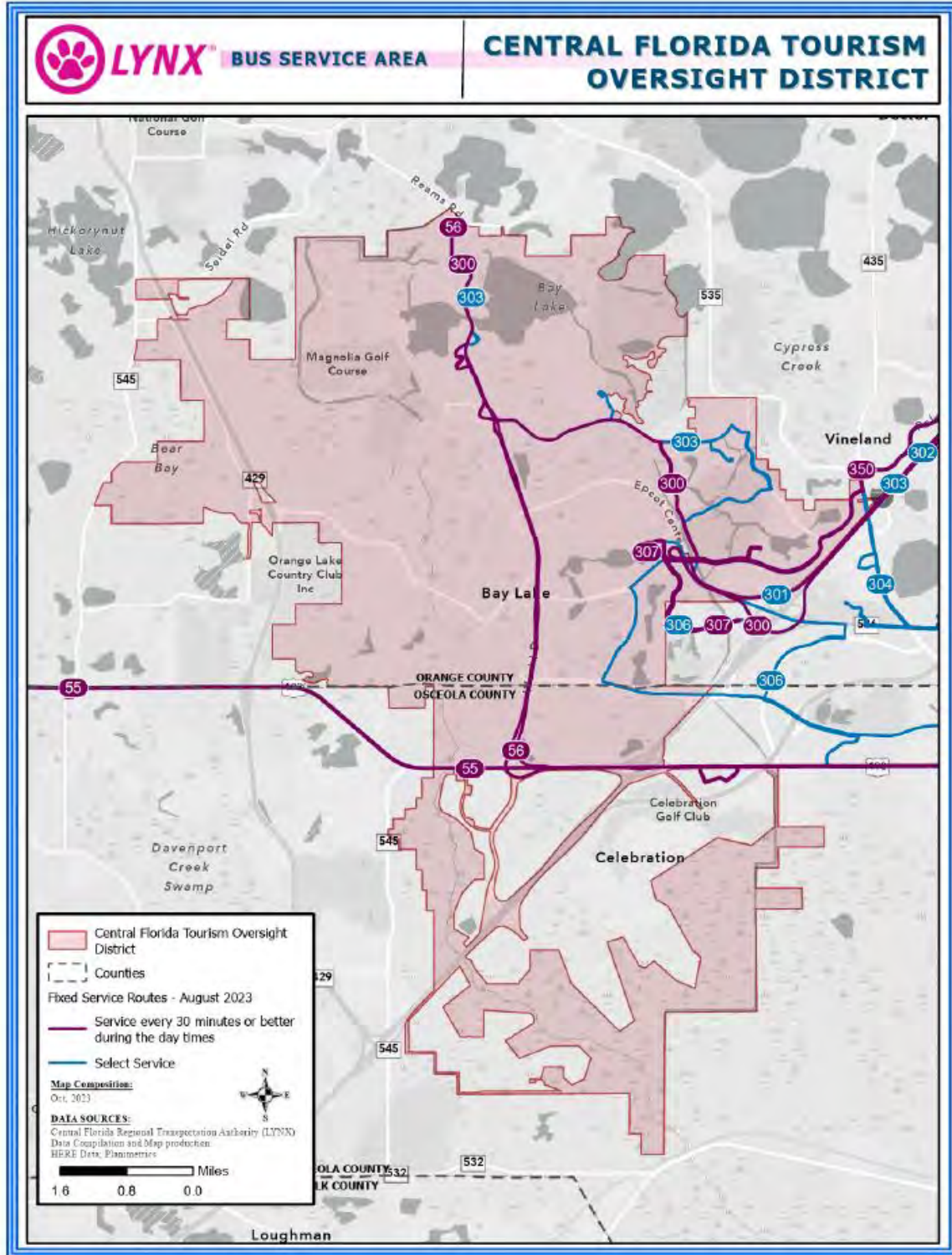


Exhibit "B"

Central Florida Tourism Oversight District Transit Service Costs

**Description of Appropriated Amount
October 1, 2023 through September 30, 2024**

Fixed Route Operating Costs

Link Services	Amount
Link 56	\$166,298
Link 306	\$205,471
Link 307 (starting 12/10/2023)	\$603,093
Link 350	\$170,184
Funding Request	<u><u>\$1,145,046</u></u>

FY2024 Billing Schedule

On or before 10/1/2023	\$572,523
On or before 9/1/2024	\$572,523
Total	<u><u>\$1,145,046</u></u>

EXHIBIT "C"

Description of Lynx Bus Service, Times and Lynx Bus Routes

Effective October 1, 2023

(Refer to Appendix 1 hereof for graphical representation of each Route)

Route	Days of Service	Times of Service	Stops
Link 56: West U.S. 192/ Magic Kingdom	Monday-Sunday & Holidays.	Departs 6:18 AM – 11:10 PM approximately every half hour daily from Disney University (6:47 AM – 11:10 PM Saturdays and 6:48 AM – 11:13 PM Sundays)	WDW Transportation and Ticket Center, US 192 & Old Town, US 192 & SR 535, Disney University, Kissimmee Intermodal Facility, Plaza del Sol
Link 306: Disney Direct/ Poinciana	Monday-Sunday & Holidays.	Two (2) trips per day: Morning from 6:09 AM to 7:18 AM (6:22 AM on Sat./Sun.); Evening from 5:15 PM to 6:34 PM (5:17 PM to 6:20 PM on Sat./Sun.)	Poinciana Walmart, Poinciana SunRail Station, Disney Springs Transfer Center, Hilton Bonnet Creek Resort, and Marriott Orlando Bonnet Creek Resort
Link 307: Disney Circulator (NEW 12/10/2023)	Monday- Sunday & Holidays.	Departs 5:45 AM – 12:05 AM every half hour from Disney Springs Transfer Center	Disney Springs Transfer Center, Epcot Cast Service, Hilton Orlando Bonnet Creek, JW Marriott Orlando Bonnet Creek
Link 350: Destination Pkwy/ SeaWorld/ Disney Express	Monday-Sunday & Holidays.	Departs 5:45 AM – 12:15 AM every half hour daily from Disney Springs Transfer Center	Disney Springs Transfer Center, Palm Parkway, SeaWorld, Destination Parkway Superstop, and LYNX Central Station

APPENDIX 1

Graphical Depictions of Lynx Bus Service Routes

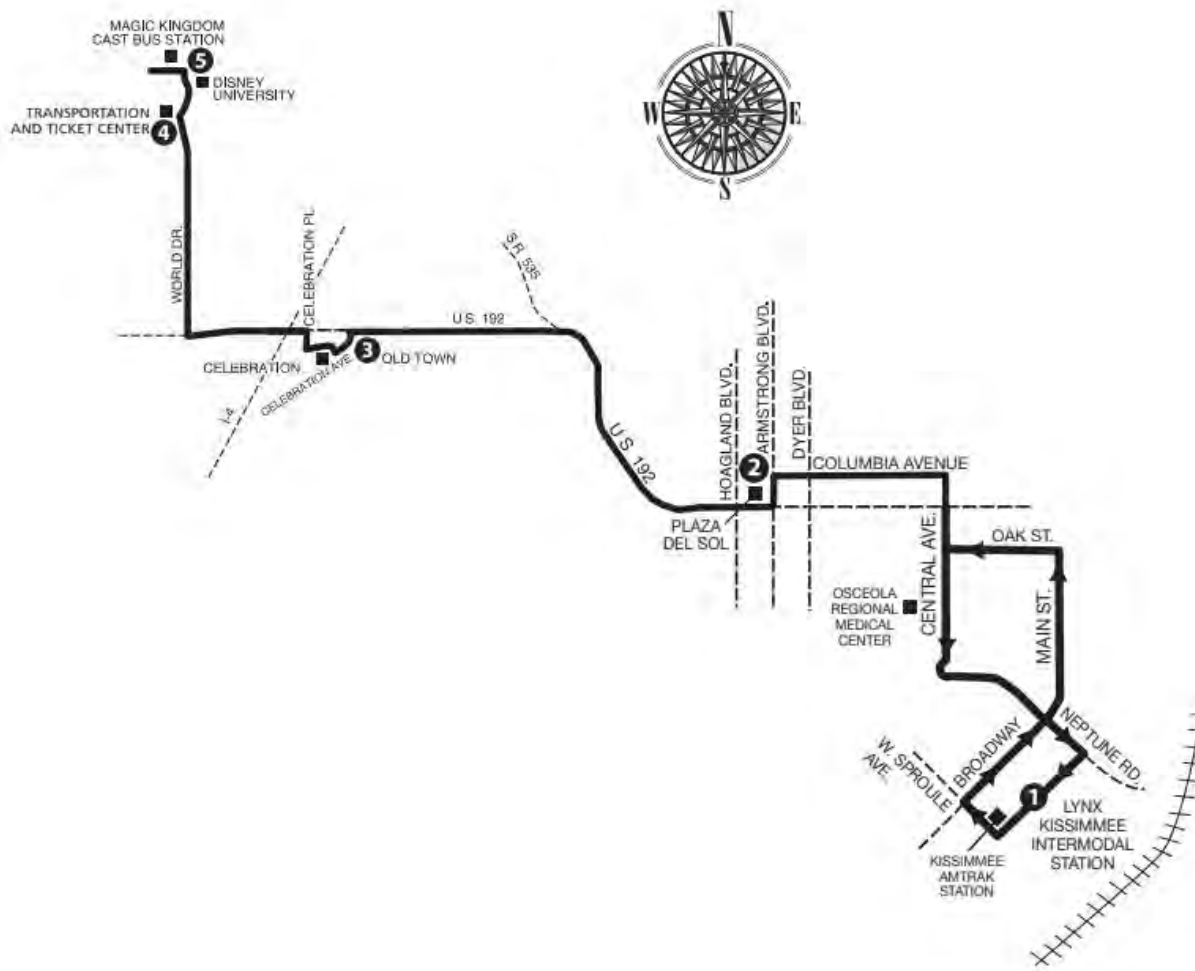
Link 56

W. U.S. 192/Magic Kingdom

Monday-Sunday & Holiday service

- **SERVING:**
- Plaza Del Sol
- Old Town
- Celebration
- Walt Disney World Resort
- Transportation and Ticket Center

- Magic Kingdom Cast Bus Station
- Disney University
- LYNX Kissimmee Intermodal Station/SunRail
- Osceola Regional Medical Center



Service: Monday-Sunday & Holidays
5:30 AM to 12:08 AM

Frequency: 30 minutes

Link 306

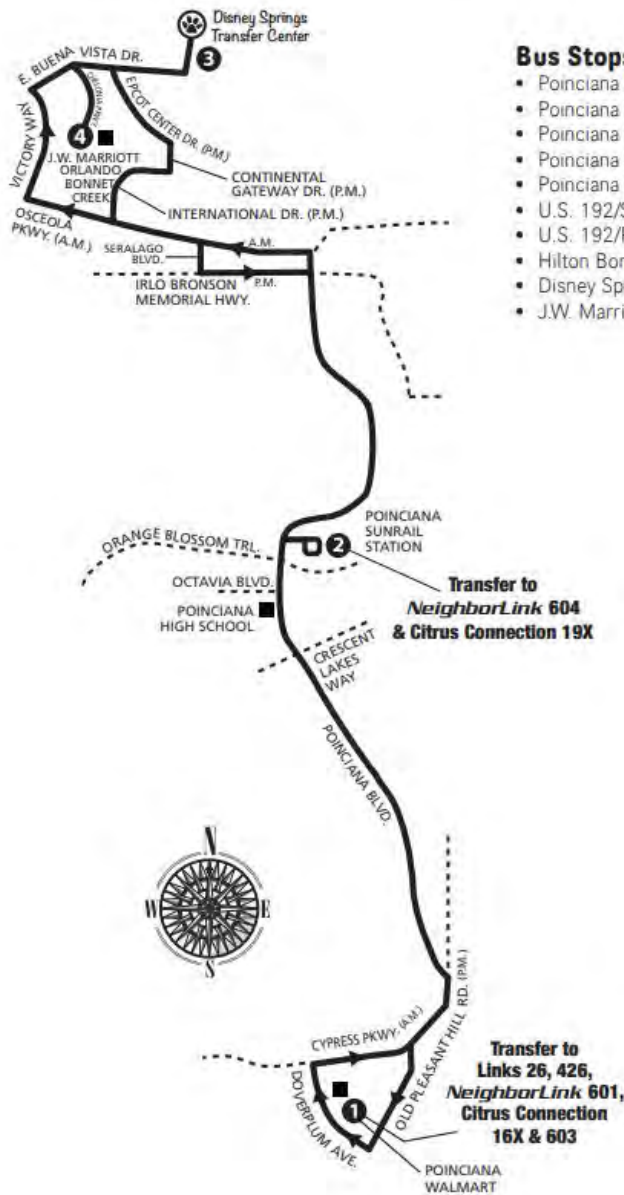
Disney Direct

Monday–Sunday & Holiday service

SERVING:

- Poinciana
- Poinciana High School
- Disney Springs Transfer Center
- Hilton Bonnet Creek Resort
- NeighborLink 601

- Citrus Connection 16X, 19X, 603
- NeighborLink 604
- Poinciana Walmart
- Poinciana SunRail Station
- J.W. Marriott Orlando
- Bonnet Creek

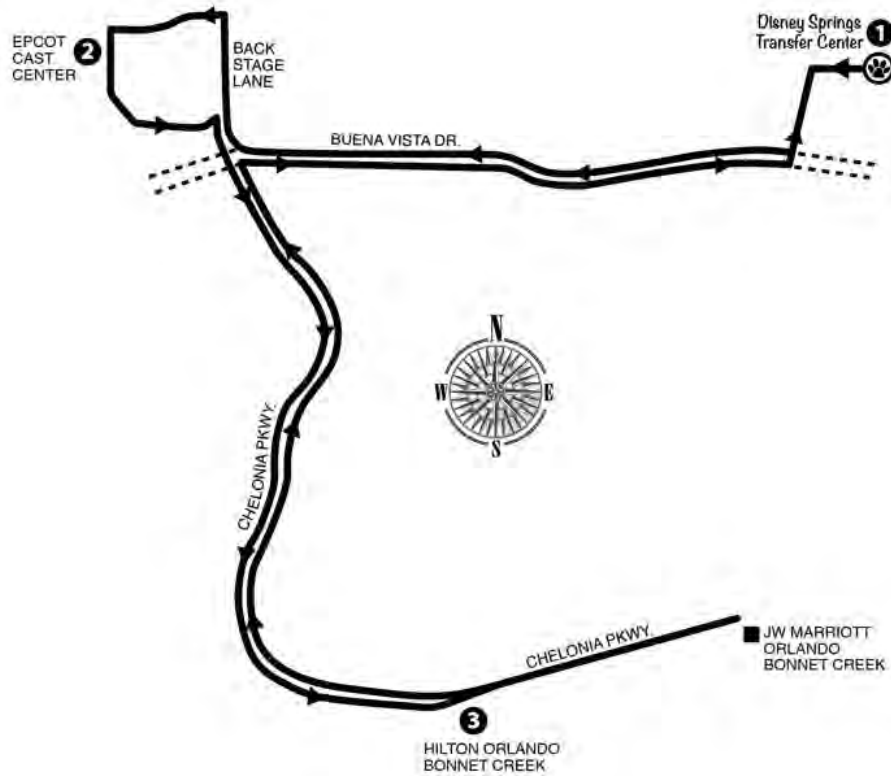


Service: Monday-Sunday & Holidays

Frequency: One northbound trip to Disney Springs at 6:09 a.m.
One PM southbound trip to Poinciana at 5:15 p.m.

Link 307
Disney Circulator
 Monday-Sunday & Holiday
 service

- **SERVING:**
- Disney Springs Transfer Center
- Epcot Cast Service
- JW Marriott Orlando Bonnet Creek
- Hilton Orlando Bonnet Creek



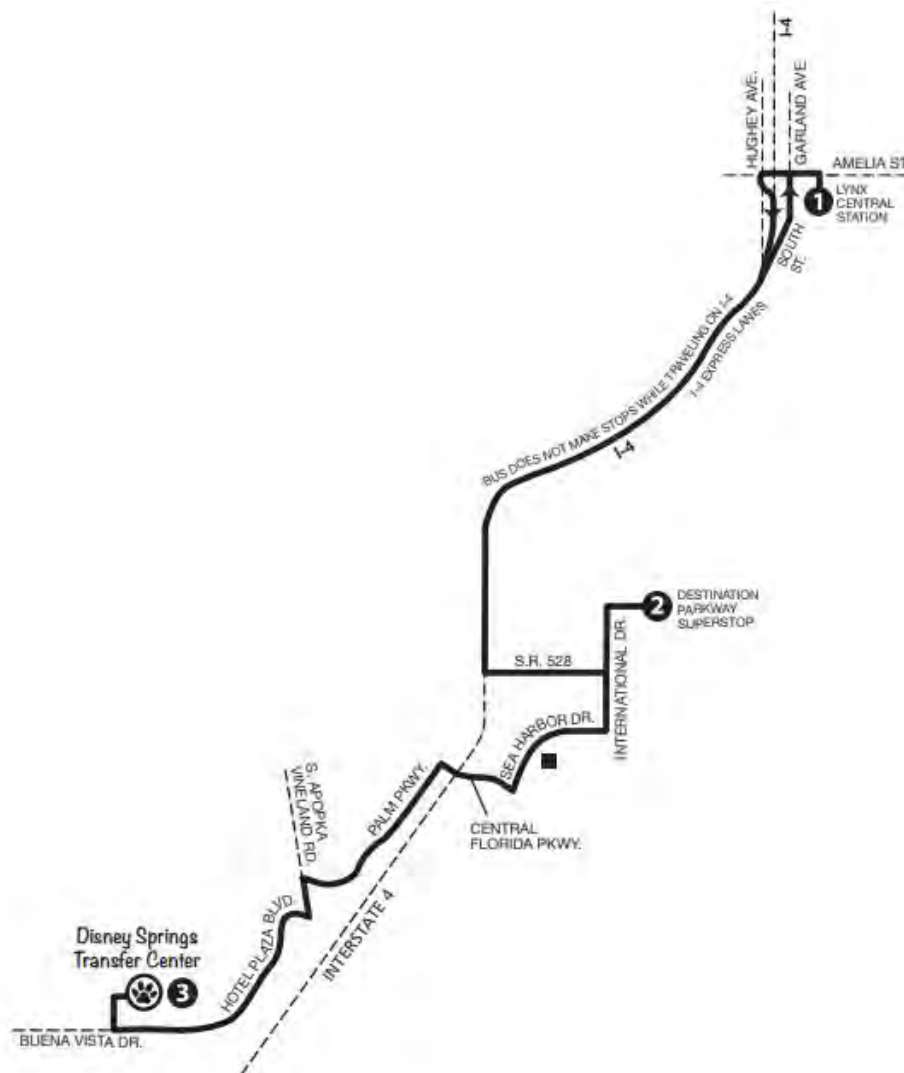
Service: Monday-Sunday & Holidays
 5:45 AM to 12:24 AM

Frequency: 30 minutes

Link 350
**Destination Parkway/
 SeaWorld/Disney Express**
 Monday–Sunday & Holiday
 service

- SERVING:**
- LYNX Central Station
 - SeaWorld
 - Disney Springs
 - Transfer Center
 - Destination Parkway SuperStop

Orange County Convention
 Center
 Downtown Orlando



Service: Monday-Sunday & Holidays
 5:15 AM to 12:57 AM

Frequency: 30 minutes

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

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

Date: 10/26/2023

LYNX Liability Claim Settlements September 1 – 30, 2023

Claimant Name	Accident Date	Accident Type	Settlement Amount	Paid
Pendas Law Firm f/b/o Felipe Garcia Rogue	10/1/2022	BI	\$ 14,000.00	9/7/2002
GEICO Casualty Company	7/25/2023	PD	\$ 7,068.50	9/7/2023
Dan Newlin Injury Attorneys P.A. f/b/o Daniel Robles	11/12/2022	BI	\$ 22,000.00	9/7/2023
State Farm Mutual Automobile Insurance Company	4/16/2023	PD	\$ 4,962.46	9/7/2023
Morgan and Morgan PA Trust Account f/b/o Estate of Miguel Martinez Marrero	1/19/2023	BI	\$ 200,000.00	9/7/2023
Workman Injury Law Trust Account f/b/o Saul Lewis	3/7/2022	BI	\$ 40,000.00	9/14/2023
Atlantic Specialty Insurance	5/2/2023	BI	\$ 10,929.08	9/14/2023
Michael T Gibson P.A. Trust Account f/b/o Felicia Gaines	8/13/2022	BI	\$ 13,000.00	9/14/2023
Martinez Manglardi P.A. Trust Account f/b/o Fernando Rodriguez	1/31/2023	BI	\$ 30,000.00	9/14/2023
Praxis Consulting A/S/O Assurance America (Fernando Rodriguez)	1/31/2023	PD	\$ 6,426.62	9/14/2023
CSM in trust for USAA General Indemnity Company (Emmily Daniels)	10/29/2022	PD	\$ 1,807.51	9/21/2023
Melissa Dunning	8/9/2023	BI	\$ 250.00	9/21/2023
ENTERPRISE RENT-A-CAR (ROBERT GUILFOYLE)	6/16/2023	PD	\$ 929.79	9/21/2023
Luis Miguel Velazquez Feliciano	7/12/2023	PD	\$ 5,261.31	9/28/2023
FARMERS CASUALTY INSURANCE COMPANY (Liane Carmen)	4/12/2023	PD	\$ 2,245.54	9/28/2023

LYNX Board Agenda

Linda L. Schwichtenberg, P.A. f/b/o Marie Ermicia Mesadieu Jean	7/1/2022	BI	\$ 13,000.00	9/28/2023
Steve Bingham	6/30/2023	BI	\$ 3,500.00	9/28/2023
Atlantic Specialty Insurance (STERILE ENV. TECH)	5/2/2023	PD	\$ 1,846.74	9/28/2023
Brittany Rose Rosario	9/5/2023	PD	\$ 4,762.48	9/28/2023
Dunia Maribel Discua Borjas	8/20/2023	BI	\$ 587.67	9/28/2023
FARMERS CASUALTY INSURANCE COMPANY	4/12/2023	PD	\$ 2,245.54	9/28/2023
ENTERPRISE RENT-A-CAR	6/22/2023	PD	\$ 370.66	9/28/2023
Danelle Marie Savage	9/8/2023	PD	\$ 5,733.42	9/28/2023
Leesfield Scolaro P.A. trust account F/B/O Barbara Romeu De Rodreiguez	5/5/2019	BI	\$ 100,000.00	9/28/2023

LYNX Board Agenda

Information Item B

To: LYNX Board of Directors

From: Maurice Jones
Director Of Procurement
Wanda Gonzalez
(Technical Contact)

Phone: 407.841.2279 ext: 6057

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

Date: 10/26/2023

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

1. Genfare
2. Lobby Guard Solutions, LLC



Sole Source Justification

DATE: July 14, 2023
REQUESTED BY: Doug Jamison, Program Administrator - Innovation
SUBJECT: Genfare Administrative Point-of-Sale

BACKGROUND: The existing Point-of-Sale system used by LYNX to sell fare media products is out-of-date, having been deployed eight (8) years ago on September 24, 2015. The system relies on Microsoft Internet Explorer to operate, which is also an out-of-date and no longer supported software. This obsolete system was provided through a third-party working with Genfare as Genfare did not offer a solution at that time.

The primary function of the Point-of-Sale system is to interface with the Genfare back-office financial system to sell and encode fare media for use on the LYNX transit services. It also allows access to customer service related functions including accessing customer accounts and allows for inventory management. A secondary function is to also enable the sale of ancillary products such as schedule books or LYNX branded merchandise.

SOLE SOURCE JUSTIFICATION: The Point-of-Sale system is required to interface with the Genfare back-office, and must be able to encode fare media using encrypted data capable of being electronically ready by fareboxes. It must also be able to read fare encrypted data on fare media vended from the fareboxes to verify the value and validity of the media. The system must also be able to directly access customer account data in the back-office system in a secure manner.

The FTA Circular 4220, Ch. VI, section 3.i. describes allowable reasons for a sole source. The statements above are true and meet the requirements.

1 Unique Capability or Availability. The property or services are available from one source if one of the conditions described below is present:

b Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.

COST/PRICE ANALYSIS: Genfare has quoted a per terminal cost of \$15,364.46 per station (consisting of \$13,500 for the point-of-sale station hardware and \$1,864.46 for the bankcard acceptance equipment).

The price obtained by Palm Beach County in their Contract No. F-19-056/SS with an effective date of March 17, 2020 based on system part line item osts (Palm Tran Change Order 2) was

\$12,280.28 in 2019 dollars per unit (\$27,500 for point-of-sale, \$250 installation of point-of-sale). The quote was provided in 2019 in response to a competitive Response for Proposal for a new Fare Collection System for Fixed Route Services with two (2) proposals received.

Using annual inflation rates of 1.2% for 2020, 4.7% for 2021, 8.0% for 2022, and an average of 5.3% for 2023 to date, the composite quote of \$12,280.28 in 2019 dollars increases to \$14,797.47 in 2023 dollars. (Source: usInflation Calculator)

	Part Number	2019 NA	2020 1.2%	2021 4.7%	2022 8.0%	2023 5.3%
Drawer, Cash	A28268-0001	\$ 510.00	\$ 516.12	\$ 540.38	\$ 583.61	\$ 614.54
Computer/Touchscreen/Printer (Windows 10)	A28371-0004	\$ 5,962.00	\$ 6,033.54	\$ 6,317.12	\$ 6,822.49	\$ 7,184.08
Display, Customer, Pole	A28456-0001	\$ 135.00	\$ 136.62	\$ 143.04	\$ 154.48	\$ 162.67
Reader, SM Card - ACR1252U-A1	B27733-0004	\$ 100.00	\$ 101.20	\$ 105.96	\$ 114.43	\$ 120.50
Printer, Thermal - Epson	A29508-0001	\$ 186.23	\$ 188.46	\$ 197.32	\$ 213.11	\$ 224.40
S/A Trim, Tall	D23888-0008	\$ 5,387.05	\$ 5,451.69	\$ 5,707.92	\$ 6,164.56	\$ 6,491.28

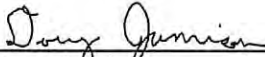
Estimated cost based on competitive bid parts list \$ 12,280.28 \$ 12,427.64 \$ 13,011.74 \$ 14,052.68 \$ 14,797.47

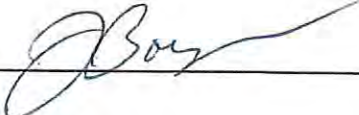
Based on part numbers from Palm Tran Change Order 2 - page 5 of 9

Total Estimated Cost	Each	Quantity	Total
Drawer, Cash	\$ 614.54	4	\$ 2,458.16
Computer/Touchscreen/Printer (Windows 10)	\$ 7,184.08	4	\$ 28,736.33
Display, Customer, Pole	\$ 162.67	4	\$ 650.69
Reader, SM Card - ACR1252U-A1	\$ 120.50	4	\$ 481.99
Printer, Thermal - Epson	\$ 224.40	4	\$ 897.61
S/A Trim, Tall	\$ 6,491.28	4	\$ 25,965.12
Credit Card Terminal (internet search, web site)	\$ 620.00	4	\$ 2,480.00
Credit Card Terminal Software	\$ 500.00	4	\$ 2,000.00
Licensing (500 per year, 5 year)	\$ 2,500.00	4	\$ 10,000.00
Shipping (based on PO2101359 for similar quantity)	\$ 450.00	1	\$ 450.00
			\$ 74,119.90

2023 Monthly	
Jan	5.4%
Feb	6.0%
Mar	5.0%
Apr	4.9%
May	4.0%
Average	5.3%

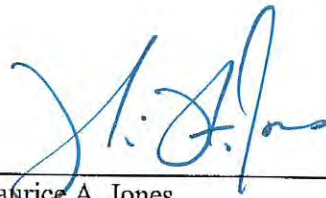
The quote for the LYNX equipment is \$2,329.34 higher per APOS, or than the composite cost from Palm Tran; however, the Palm Tran composite quote does not include cables connecting the components, supplies (ribbons and paper), nor installation and setup charges. The additional \$2,379.34 is 11.1% of the total cost of the LYNX quote and is considered a reasonable additional cost for cables, supplies, configuration, installation and support.


 Doug Jamison
 Program Administrator, Innovation



August 24, 2023
 Date:

8-31-23
 Date



Maurice A. Jones
Director of Procurement

9/19/2023

Date

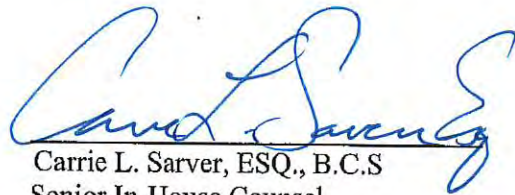
Date:



Leonard Antmann
Chief Financial Officer

9/19/23

Date:



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

9/25/23

Date



Tiffany Homler Hawkins
Chief Executive Officer

9/28/23

Date:



Sole Source Justification

DATE: June 19, 2023

REQUESTED BY: Robert Carey

SUBJECT: Lobby Guard Solutions, LLC - Visitor Management System

BACKGROUND:

On April 1, 2021, LYNX entered into a written contract agreement for our visitor management system with Lobby Guard Solutions, LLC (Lobby Guard) for the purchase of equipment, software, installation and warranty.

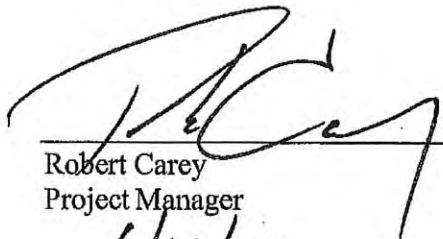
SOLE SOURCE JUSTIFICATION:

Lobby Guard is the owner, manufacturer, and sole source provider of the visitor management system, which records visitor information when visiting any LYNX location. The software requiring annual updating from Lobby Guard is a proprietary system. To date, there is not a compatible system in the market duplicate to this software in order to maintain the current visitor management system. The process to resolicit in the market would result in unacceptable delays and duplication of costs for LYNX.

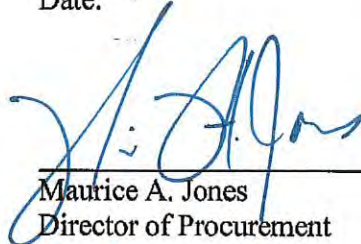
Moreover, the transition to a new visitor management software and equipment system would require staff training and integration of the existing system into existing LYNX software and hardware systems.

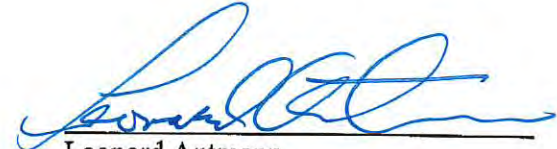
COST ANALYSIS:


The cost for the Lobby Guard Software annual access fee and equipment warranty is to be paid in full with an annual payment of \$3,600.00.



Robert Carey
Project Manager
6/19/23
Date:

Jafari Bowden
Jafari Bowden
Interim Director of Safety and Security
6/19/2023
Date


Maurice A. Jones
Director of Procurement
6/19/2023
Date:


Leonard Antmann
Chief Financial Officer
6/20/23
Date


Carrie L. Sarver, ESQ., B.C.S
Senior In-House Counsel
6/20/23
Date:


Tiffany Homler Hawkins
Chief Executive Officer
6/22/23
Date

LYNX Board Agenda

Monthly Report A

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report - September 2023

Date: 10/26/2023

LYNX Press Releases | Media Notes: September 2023

September 21	LYNX Bus Tracker to Go Away at the End of September
September 22	LYNX September Board of Directors and Oversight Committee Meeting Information
September 28	LYNX to Hold Information Sessions and Public Workshop and Hearing for December 2023 Service

LYNX News Articles – September 2023

To view the articles below please copy and paste the link into a browser.

September 13	Pine Hills bus center construction to start in October WESH 2
September 14	Lynx's 50-year use of diesel buses is nearing an end Orlando Sentinel

LYNX Board Agenda

LYNX Social Media – September 2023

September 1	Labor Day weekend. Service detour on Orange Avenue for the FSU Block Party. Response to comment about the SWAN Shuttle. Response to comment about Link 56 delays.
September 2	Wishing a pleasant and safe Labor Day weekend.
September 3	Service detour around Exploria Stadium for the Pride match. Labor Day schedule.
September 4	Labor Day schedule. Happy Labor Day. Response to question about Link 350 headed to Disney Springs.
September 5	Trip planner. Response to concern about a bus operator. Response to question about the Sunday schedule for Link 37. Response to comment about trash overflow at a bus stop. Response to comment about delays due to traffic. Response to comment about buses not showing up on time. Response to concern about a broken bus stop sign.
September 6	We're hiring bus operators. Response to question about bike racks at LYNX Central Station. Response to comment about NeighborLink 851. Response to question about Link 13.
September 7	A safety reminder to not chase the bus. Response to concern about trash overflow at a bus stop.
September 8	From work to play, we get you there. Service detour around Exploria Stadium for the Orlando Pride match. Weekday ridership is up 10% compared to last year. Under Secretary of Transportation for Policy and Rep. Darren Soto visit LYNX Central Station. Response to comment about a Link 8 bus taking a detour. Response to comment about Link 300.
September 9	Lennox wishes everyone a wonderful day. Response to comment about LYMMO Lime bus operators.
September 10	Greetings from St. Cloud.
September 11	Silent day in observance of September 11.
September 12	Livingston Street closure due to construction. Mystery bus stop. Response to feedback about the LYNX PawPass application. Response to question about employee verification.

LYNX Board Agenda

September 13	<p>The procurement team takes the bus. Response to feedback about a bus stop. Response to comment about Link 125 delays. Response to comment about Link 3 delays. Response to question about the LYMMO Lime line. Response to comment about a bus stop with no bus shelter. Response to comment about Wi-Fi service on a Link 104 bus. Response to comment a comment about a bus pass purchase on the PawPass application. Response to comment about bus delays.</p>
September 14	<p>Throwback Thursday. Response to concern about a bus operator. Response to complaint about bus delays. Response to concern about an issue with a bus pass purchase.</p>
September 15	<p>National Hispanic Heritage Month. Response to question about the status of a complaint.</p>
September 16	<p>LYNX Youth or AdvantAge ID card. Service detour around Exploria Stadium for the Lions match.</p>
September 17	<p>Customer support. Service detour around Exploria Stadium for the Orlando Pride match.</p>
September 18	<p>Connection to Altamonte Springs SunRail Station. Response to question about the LYNX AdvantAge program. Response to feedback about the LYNX SunRail connections. Response to comment about the LYNX Bus Tracker application.</p>
September 19	<p>Bus shelters rehab. Response to question about the location of a bus stop. Response to comment about the LYNX Bus Tracker application. Response to comment about long hold times for customer service. Response to request to install a bus shelter at a stop.</p>
September 20	<p>Seminole State, Valencia College and UCF students ride LYNX buses fare-free. Response to comments about the LYNX Bus Tracker application. Response to positive feedback about riding LYNX while a student at Valencia College. Response to question about the December service proposal. Response to comment about the destination sign on a Link 434 bus. Response to question about Orange County's pedestrian safety improvement project.</p>
September 21	<p>Throwback Thursday. Response to question about the location of a photo. Starting September 30, the LYNX bus tracker will no longer be available. Response to question about the December service proposal. Response to question about the LYNX Bus Tracker application.</p>

LYNX Board Agenda

September 22	World Car Free Day. LYNX Oversight Committee and Board of Directors meetings. Response to multiple comments about the LYNX Bus Tracker no longer being available after September 30.
September 23	First day of Fall.
September 24	Lake Eola Park.
September 25	LYNX See&Say application. Response to question about filing a complaint. Response to comment about Links 350 and 38.
September 26	Free transfer to SunRail with a LYNX bus pass. Response to comment about LYMMO buses not kneeling low enough. Response to comment about Wi-Fi not working on a bus.
September 27	Starting September 30, the LYNX bus tracker will no longer be available. Response to question about bus service to Terminal C at Orlando Airport.
September 28	Oversight Committee and Board of Directors meetings. Response to complaint about Link 104 service. December service proposal.
September 29	National Coffee Day. Response to a question about Link 103. Response to a comment about service.
September 30	Starting September 30, the LYNX bus tracker will no longer be available. Service detour around Exploria Stadium for the Lions match.

LYNX ard Agenda

Social Media Usage	September 2023
<p>Facebook Page Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.</p>	7,204
<p>Facebook Page and Profile Visits: The number of times our Page was visited.</p>	6,540
<p>Total Facebook Posts</p>	44
<p>Facebook Engagement: The sum of reactions, comments and shares received by content associated with our Pages (for the selected timeframe). Includes comments from the author of the post.</p>	<p>1.3K Engagements: 881 Reactions, 292 Comments, 108 Shares</p>
<p>Total Tweets</p>	56
<p>Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.</p>	<p>131 Engagements: 78 Likes, 31 Retweets, 16 Replies</p>
Website Usage	September 2023
<p>Total Pageviews</p>	110K
<p>Total User Visits</p>	44K

LYNX Board Agenda

Commuter Vanpool Program – August 2023

Vanpool	September 2023
Vanpool Participants	N/A
Total Revenue Miles	N/A
New Vanpool	0
Returned Vanpools	1
Current Vans at Service	N/A
Pending Interests	1
Events	0

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

Advertising Sales – September 2023

Advertising Sales Revenue	September	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$294,655.00	\$176,793.00	\$4,483,557.67	\$2,690,134.60

LYNX Board Agenda

Monthly Report B

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6125

Item Name: Monthly Financial Report - July 2023

Date: 10/26/2023

Please find attached the preliminary monthly financial report for the Tenth month ending July 31, 2023.

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

	As of 7/31/2023		% Actual compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	\$ 15,347,312	\$ 16,768,234	109%
Contract services	3,770,456	3,648,431	97%
Advertising	2,083,338	2,545,097	122%
Interest & Other income	817,020	6,268,412	767%
Federal Revenue	11,241,201	12,158,496	108%
CARES/CRRSAA/ARPA Federal Revenue	0	0	0%
State Revenue	12,113,471	12,222,284	101%
Local Revenue	9,419,924	9,739,068	103%
Local Revenue Funding Partner	66,660,644	66,660,645	100%
TOTAL REVENUE	<u>\$ 121,453,366</u>	<u>\$ 130,010,668</u>	<u>107%</u>
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 81,836,343	\$ 85,762,818	105%
Other services	11,213,510	7,221,488	64%
Fuel	11,817,716	10,870,215	92%
Materials and supplies	8,418,188	7,951,000	94%
Utilities	1,495,166	1,561,001	104%
Casualty & Liability	3,890,253	4,226,174	109%
Taxes and licenses	465,033	481,513	104%
Purchased transportation services	26,720,417	27,160,808	102%
Leases & Miscellaneous	1,811,656	1,250,442	69%
Interest Expense	0	41,406	0%
TOTAL EXPENSE	<u>147,668,282</u>	<u>146,526,865</u>	<u>99%</u>
CHANGE IN NET POSITION	<u>\$ (26,214,916)</u>	<u>\$ (16,516,197)</u>	<u>63%</u>

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6169

Item Name: Paratransit Monthly Report - September 2023

Date: 10/26/2023

Please find attached the monthly report for Paratransit Services – September 2023.



ACCESS LYNX Paratransit Monthly Status Report

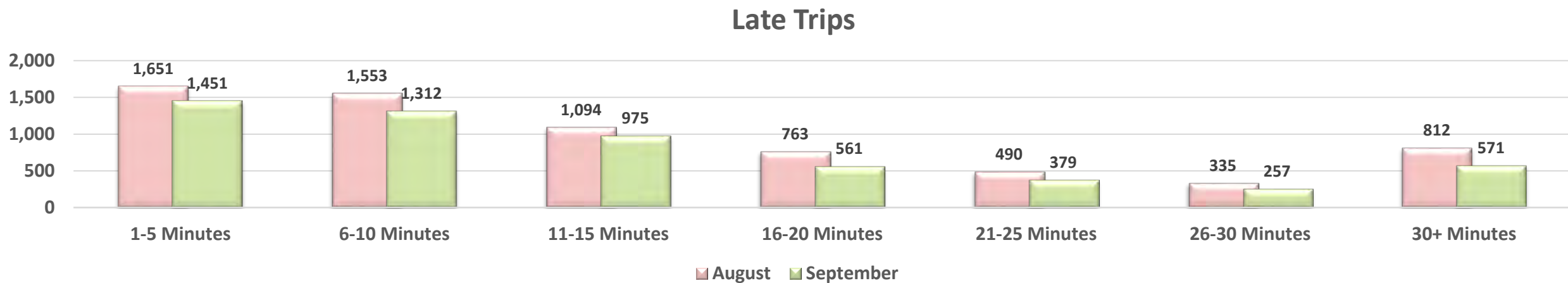
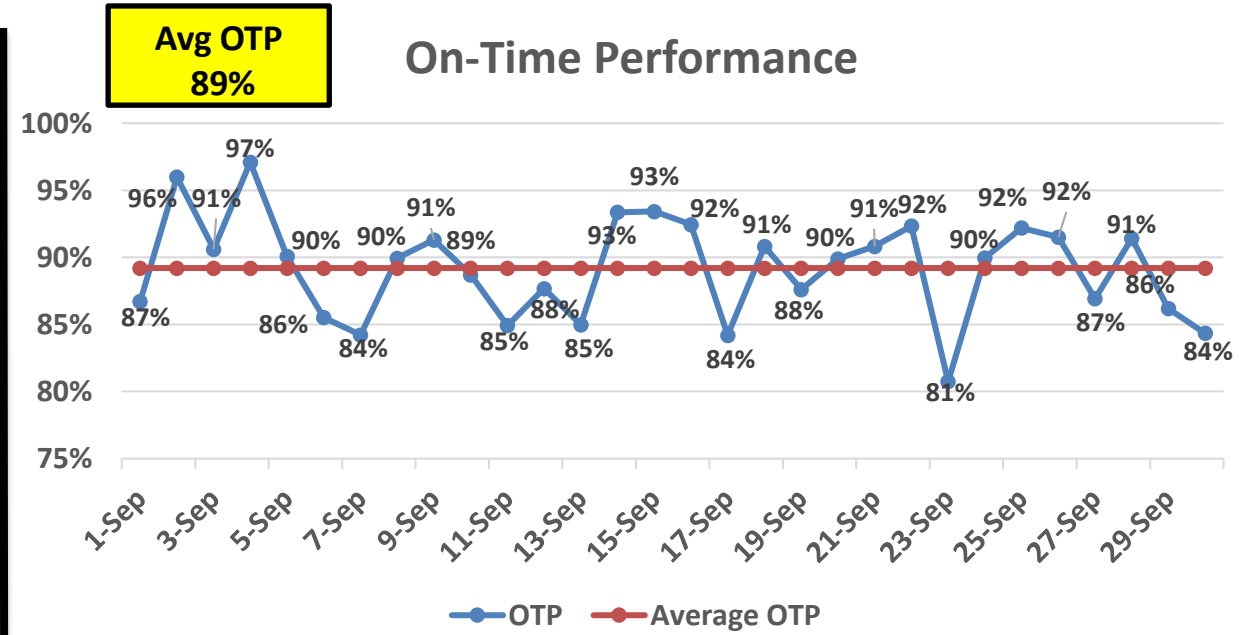
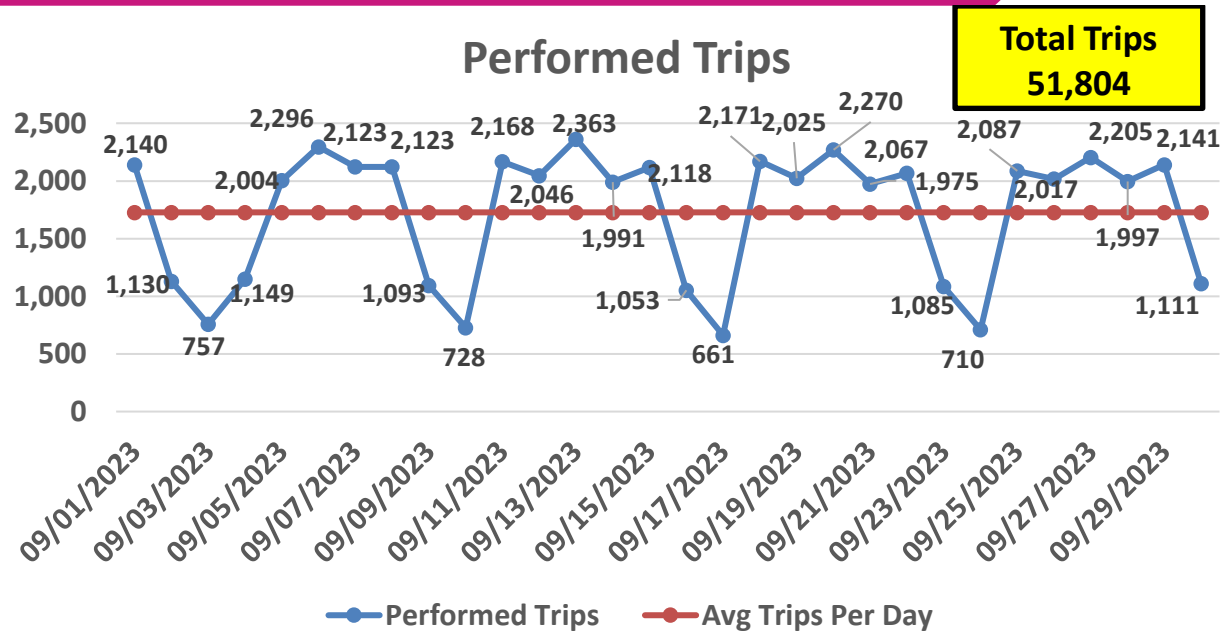


Overview

- Performance
 - September 2023
 - Year to Date FY23
- Paratransit Fleet
- Summary for Month



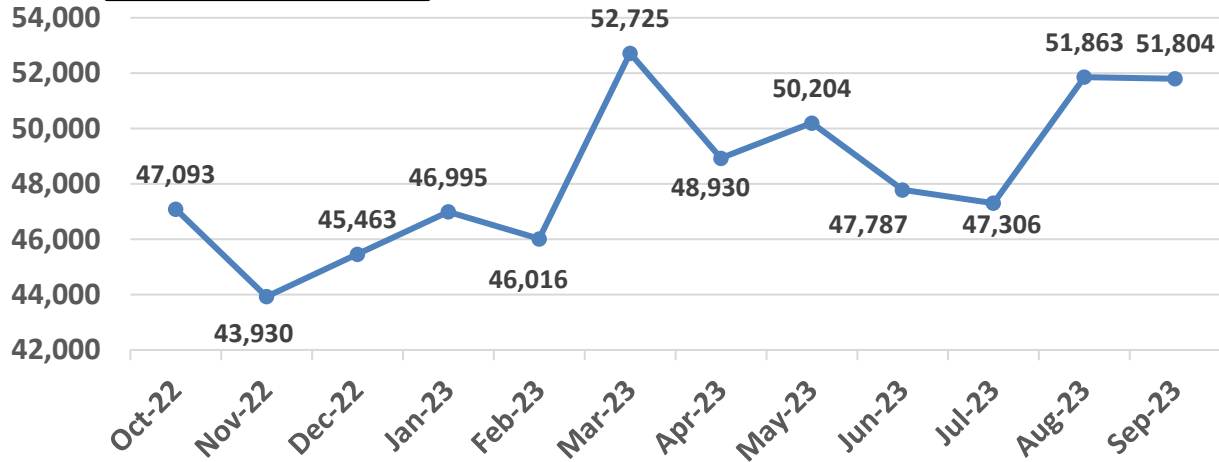
Performance - September '23



Performance FY23

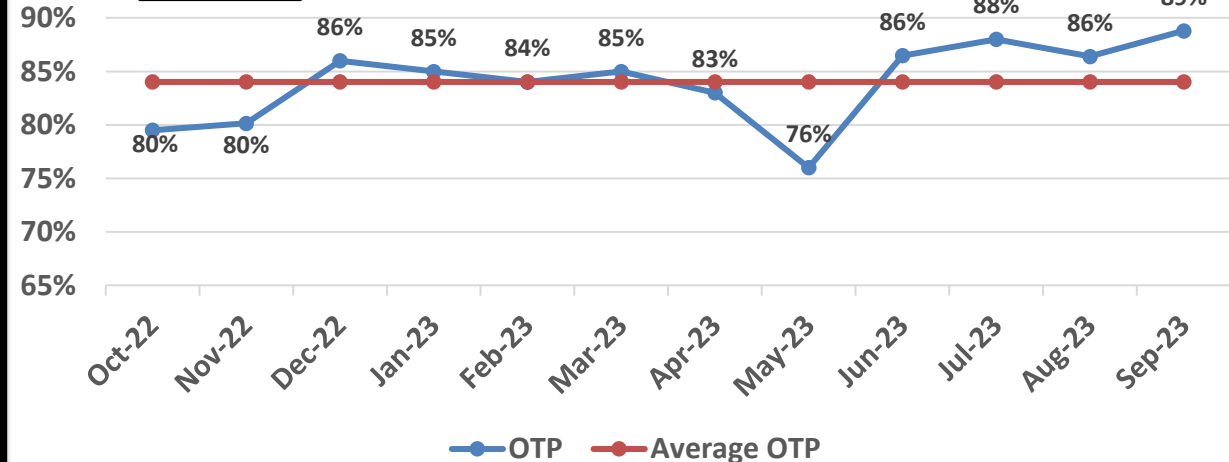
**FY 23 To-Date
"Sep" 580,116**

Performed Trips

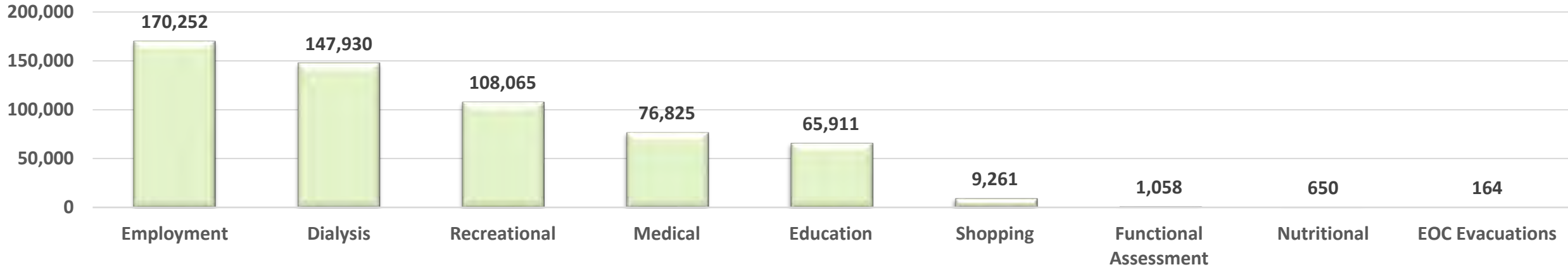


**Avg OTP
84%**

On-Time Performance



Trips by Purpose

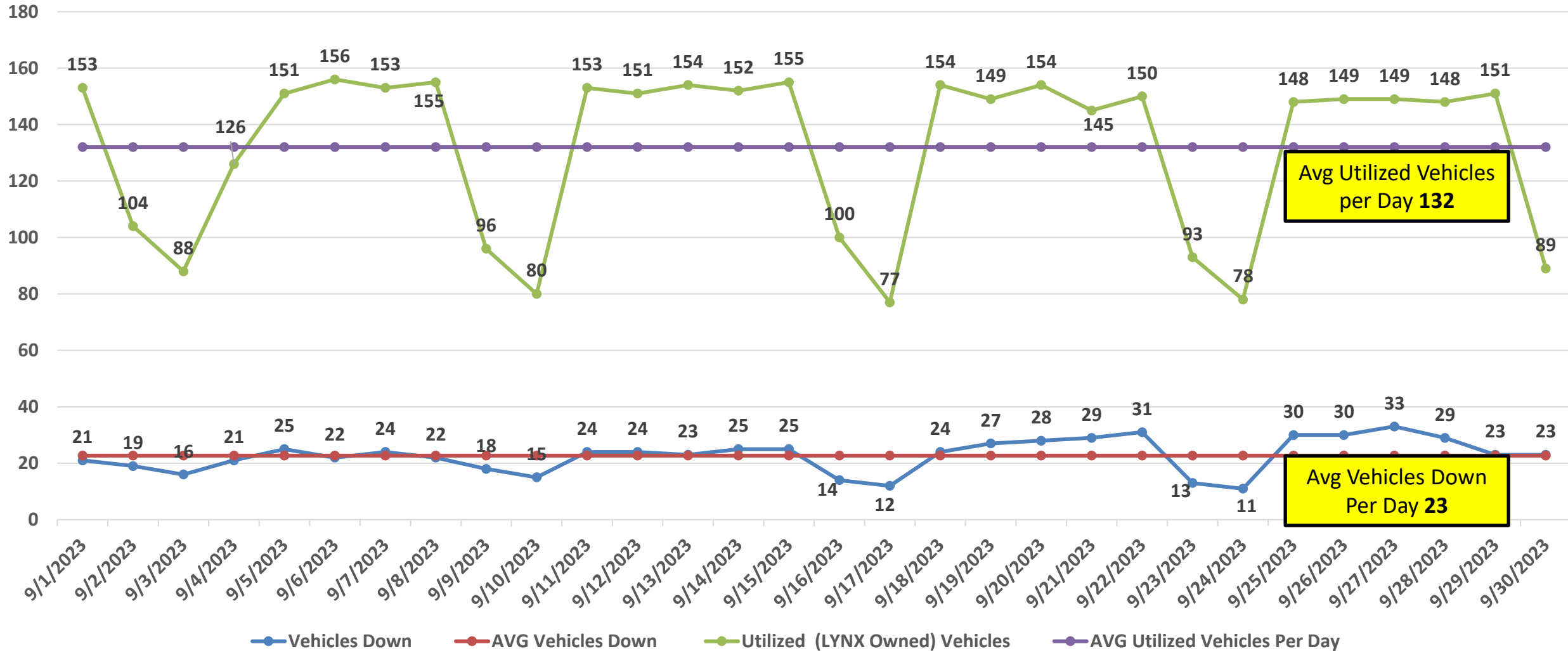


Paratransit Fleet

- New vehicle procurement process has been initiated
 - Order for 30 replacement vehicles
- Aggressive maintenance program continues
 - Age and condition of fleet
- Vehicles Down List addressing...
 - Air Conditioning systems
 - Transmissions
- Reduced average number of vehicles down/day by 11%
 - 23 vehicles down/day vs. 26 vehicles/day past month

Paratransit Fleet

Daily Utilized Vehicles VS. Daily Vehicles Down



Summary

- Demand for trips continues upward trend
 - 2 months over 50,000+ trips performed
- On-Time Performance (OTP) improved to highest level in FY23
- September '23 reduction in late trips vs. August '23 performance in each time category
- Beginning initial process of FY24 replacement vehicle procurement
- Maintenance team reduced the average number of vehicles down/day
- Continued effort towards Paratransit Operations Facility enhancement
 - Generator
 - Fuel island
 - Automated Bus Wash



LYNX Board Agenda

Monthly Report D

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6036

Item Name: Ridership Report - August 2023

Date: 10/26/2023

The attached monthly Performance Report includes August 2023 Year-To-Date figures for ridership and other performance indicators. Total ridership for August 2023 was 1,592,245. This is a 1.7% increase from August 2022. On-Time Performance for Fiscal Year-To-Date 2023 is 60%.

- LYNX overall ridership increased by 30K, or 1.7%, compared to August 2022. Year-to-date ridership for FY-23 (16,853,915) increased 9.6% compared to FY-22 (15,370,926)
- LYMMO ridership increased by 1K, or 2.5%, compared to August 2022. Year-to-date ridership for FY-23 (445,831) increased 17.0% compared to FY-22 (381,182).
- Fixed Route ridership increased by 20K, or 1.5%, compared to August 2022. Year-to-date ridership for FY-23 (15,471,235) increased by 9.6% compared to FY-22 (14,118,091).
- NeighborLink ridership decreased by 1.6K, or 18.4%, compared to August 2022. Year-to-date ridership for FY-23 (86,851) increased 2.5% compared to FY-22 (84,710).
- ACCESS LYNX ridership increased by 5K, or 8.3%, compared to August 2022. Year-to-date ridership for FY-23 (583,839) increased 13.4% compared to FY-22 (514,961).
- Vanpool ridership decreased by 1000, or 5.3%, compared to August 2022. Year-to-date ridership for FY-23 (237,611) decreased by 0.1% compared to FY-22 (237,750).
- Special event ridership for August 2023 is 2,162.



August 2023 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Aug-22	Aug-23	% Δ	YTD-22	YTD-23	% Δ
LYMMO	42,102	43,152	2.5%	381,182	445,831	17.0%
Fixed Route	1,439,057	1,460,943	1.5%	14,118,091	15,471,235	9.6%
NeighborLink	8,626	7,039	-18.4%	84,710	86,851	2.5%
ACCESS LYNX	53,725	58,174	8.3%	514,961	583,839	13.4%
Vanpool	21,949	20,775	-5.3%	237,750	237,611	-0.1%
Special Events	0	2,162	N/A	34,232	28,548	-16.6%
SYSTEM TOTAL	1,565,459	1,592,245	1.7%	15,370,926	16,853,915	9.6%

August-22	23 Weekdays	4 Saturdays	4 Sundays
August-23	23 Weekdays	4 Saturdays	4 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Aug-22	Aug-23	% Δ	Aug-22	Aug-23	% Δ	Aug-22	Aug-23	% Δ
LYMMO	1,612	1,435	-11.0%	589	1,355	130.1%	668	1,182	76.9%
Fixed Route	50,395	50,934	1.1%	35,651	37,447	5.0%	24,690	25,272	2.4%
NeighborLink	374	275	-26.5%	194	178	-8.2%	-	-	-
ACCESS LYNX	2,218	2,173	-2.0%	864	1,237	43.2%	564	812	44.0%
Vanpool	417	501	20.1%	60	100	66.7%	49	54	10.2%
SYSTEM TOTAL	55,016	55,318	0.5%						

LYNX ridership increased by about 30K, or 1.7%, compared to August 2022. The largest increases compared to August 2022 are from ACCESS LYNX, Fixed Route, and LYMMO services with decreases seen in NeighborLink and Vanpool services.

LYMMO ridership increased by about 1K, or 2.5%, compared to August 2022. Compared to August 2022, average weekday ridership for LYMMO was down 11.0% however there were increases to average Saturday and Sunday ridership by 130.1% and 76.9% respectively. Overall Year-to-Date Ridership has increased by 17.0% primarily due to the extension of the LYMMO Lime line and frequency changes on the LYMMO Orange and LYMMO Grapefruit lines in December 2022.

Fixed Route ridership increased by about 20K, or 1.5%, compared to August 2022. Average daily ridership increased by 1.1% compared to the same time period last year. Ridership is showing a steady recovery from losses incurred from the COVID-19 pandemic with routes such as the 38, 55, and 426 exceeding their pre-COVID ridership.

NeighborLink ridership decreased by about 1.6K, or 18.4%, compared to August 2022. NeighborLink is overall showing a YTD ridership increase of 2.5%.

ACCESS LYNX ridership increased by about 5K, or 8.3%, compared to August 2022. Ridership is showing a slow, steady recovery from the COVID-19 pandemic with a YTD ridership increase of 13.4%.

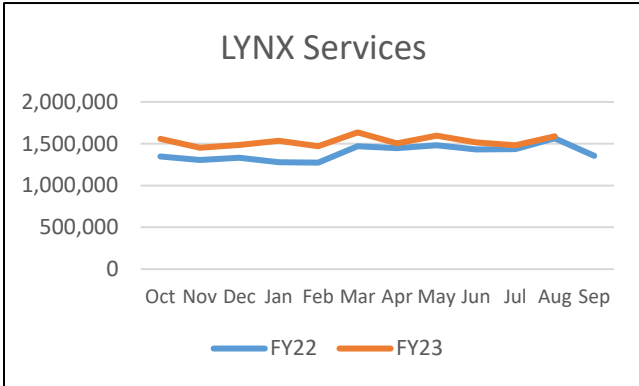
Vanpool ridership decreased by about 1000, or 5.3%, compared to August 2022. Overall Vanpool ridership has increased by less than 1% YTD compared to FY 2022.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$4.30/gallon in August 2022 and \$3.94/gallon in August 2023. Historically, high gas prices can result in increased public transit ridership.

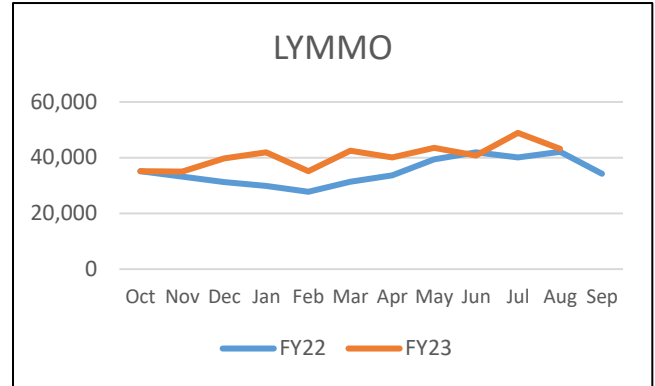


August 2023 Service Performance Report

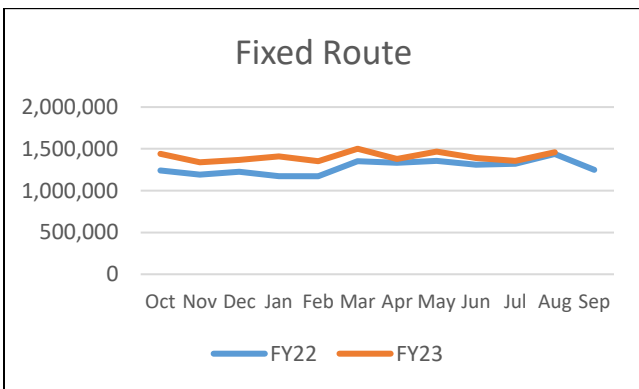
MONTHLY RIDERSHIP TRENDS BY MODE



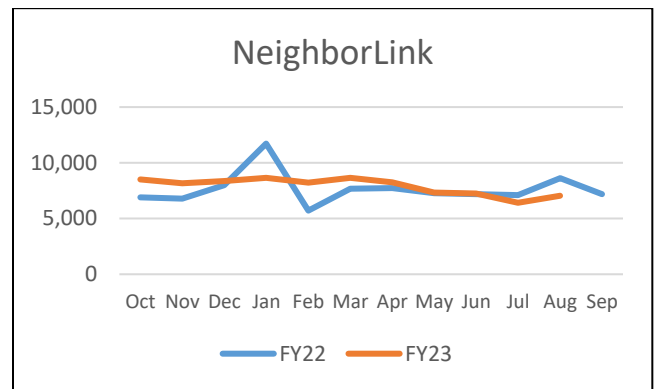
YTD LYNX system-wide ridership has increased by 9.6% compared to this time in Fiscal Year 2022.



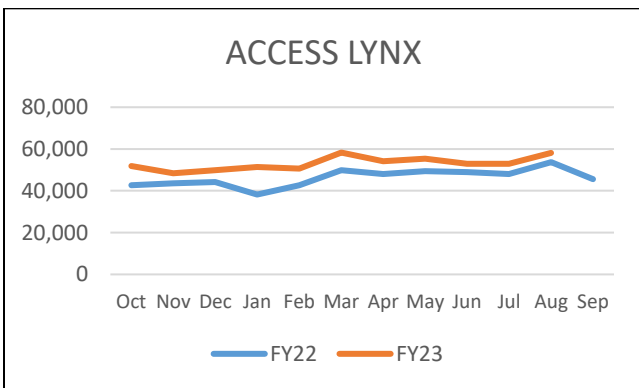
YTD LYMMO ridership has increased by 17.0% compared to this time in Fiscal Year 2022.



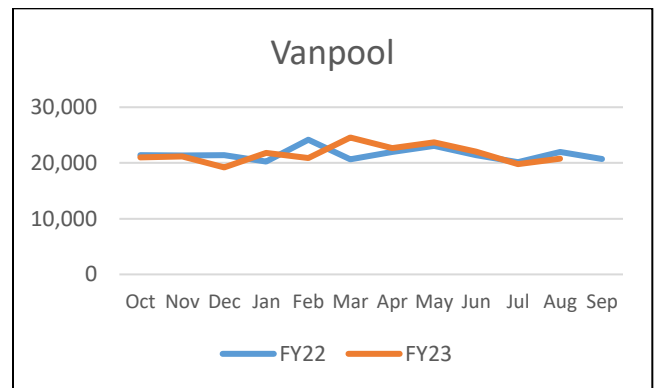
YTD Fixed Route ridership has increased by 1.5% compared to this time in Fiscal Year 2022.



YTD NeighborLink ridership has increased by 2.5% compared to this time in Fiscal Year 2022.



YTD AccessLYNX ridership has increased by 13.4% compared to this time in Fiscal Year 2022.



YTD Vanpool ridership has decreased by less than 1% compared to this time in Fiscal Year 2022.



August 2023 Service Performance Report

FY23 Monthly Modal Performance Data Sheet - August 2023

Month End Reporting	Ridership	Passengers per Trip	On-Time Performance	Farebox Recovery	National Transit Database Reportable Accidents	Complaints per 100,000 Miles	Total Trips Scheduled	Percentage of Scheduled Trips Operated	Fleet Availability	Preventative Maintenance Inspection Completed on Time	
LYMMO											
Oct	35,150	5	68%	Not Applicable	0	0.08	7,626	93%	14	100%	
Nov	35,011	5	72%		0	0.09	7,470	90%	14	100%	
Dec	39,777	6	74%		0	0.07	7,343	86%	14	100%	
Jan	41,973	7	67%		0	0.08	7,150	89%	14	100%	
Feb	35,089	6	66%		1	0.07	6,472	87%	14	100%	
Mar	42,478	7	65%		0	0.07	7,258	81%	14	80%	
Apr	40,072	8	64%		0	0.08	6,780	76%	14	71%	
May	43,507	6	70%		0	0.09	7,150	96%	14	100%	
Jun	40,723	6	73%		2	0.09	6,996	94%	14	100%	
Jul	48,899	7	73%		0	0.08	6,934	96%	14	100%	
Aug	43,152	7	68%		0	0.09	7,249	90%	14	100%	
Sep											
YTD	445,831	6	69%			3	0.08	78,428	89%	14	96%
Fixed Route											
Oct	1,441,821	17	66%	13%	7	0.08	89,575	97%	223	100%	
Nov	1,339,455	16	67%	14%	6	0.09	86,939	95%	228	100%	
Dec	1,368,457	16	67%	10%	8	0.07	91,340	93%	214	99%	
Jan	1,411,242	17	73%	16%	10	0.08	90,637	94%	215	100%	
Feb	1,353,723	18	56%	15%	10	0.07	82,400	93%	216	91%	
Mar	1,501,517	18	58%	13%	5	0.07	92,093	93%	217	84%	
Apr	1,378,985	17	57%	14%	3	0.08	86,845	94%	216	71%	
May	1,467,960	17	62%	16%	6	0.09	90,637	97%	227	99%	
Jun	1,391,738	16	64%	11%	9	0.09	88,862	97%	226	92%	
Jul	1,355,394	16	62%	13%	7	0.08	88,620	97%	213	78%	
Aug	1,460,943	17	60%	13%	8	0.09	92,081	96%	204	95%	
Sep											
YTD	15,471,235	17	63%	13%	79	0.08	980,029	95%	218	92%	



August 2023 Service Performance Report

FY23 Monthly Modal Performance Data Sheet - August 2023

Month End Reporting	Ridership	On-Time Performance	Collected Fares	NTD Reportable Incident	Complaints per 100,000 Miles	Fleet Availability	Preventable Maintenance Inspection Completed On-Time
NeighborLink							
Oct	8,517	100%	100%	0	25.1	95%	100%
Nov	8,162	100%	100%	0	23.3	95%	99%
Dec	8,373	100%	100%	0	17.3	90%	99%
Jan	8,639	100%	100%	0	4.9	91%	99%
Feb	8,220	100%	100%	0	22.1	88%	99%
Mar	8,652	100%	100%	0	8.8	94%	99%
Apr	8,251	100%	100%	0	25.2	99%	98%
May	7,329	100%	100%	0	12.3	NO DATA*	NO DATA*
Jun	7,254	100%	100%	0	17.5	100%	80%
Jul	6,415	100%	100%	0	10.2	100%	91%
Aug	7,039	100%	100%	0	NO DATA **	100%	100%
Sep							
YTD	86,851	100%	100%	0	16.7	95%	96%
ACCESS LYNX							
Oct	51,883	79.50%	99.79%	2	7.3	89%	100%
Nov	48,400	80.15%	99.78%	1	9.5	86%	99%
Dec	49,890	86.03%	99.82%	0	7.6	86%	99%
Jan	51,347	85.20%	99.88%	0	5.2	84%	99%
Feb	50,578	84.02%	99.87%	2	5.2	82%	99%
Mar	58,303	84.76%	99.87%	0	7.7	83%	99%
Apr	54,118	82.65%	99.82%	3	6.6	83%	98%
May	55,308	76.28%	99.82%	0	13.5	NO DATA*	NO DATA*
Jun	52,955	86.48%	99.30%	0	NO DATA*	NO DATA*	NO DATA*
Jul	52,883	87.90%	99.59%	0	12.1	83%	81%
Aug	58,174	86.42%	99.15%	0	13.9	87%	73%
Sep							
YTD	583,839	83.58%	99.70%	8	8.9	85%	94%

* Data was not provided by the contractor. ** No data was provided.



August 2023 Service Performance Report

Definitions of Metrics Used on the Monthly Performance Data Sheets

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

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

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

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

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

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

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

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

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

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

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

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