

LYNX Board Agenda

Meeting Date: 04/25/2024


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 3.28.24

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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. Request for Proposal (RFP)

- i.  Authorization to Issue a Request for Proposal (RFP) for Professional Services for the I-Drive Transit Project


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B. Miscellaneous

- i.  Authorization to Submit Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,529,938 and Adoption of Resolution #24-004

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-Attachments 

- ii.  Authorization to Execute a Change Order with Denovo Ventures, LLC for Implementation and Licenses for a Recruiting Module for the ERP Project in the Amount of \$107,732 Increasing the Not to Exceed Amount to \$4,989,505

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- iii.  Authorization to Modify Sole Source Agreement #22-S014 with Trapeze Software Group, Inc. for PASS Upgrade with Trapeze Cloud Managed Services to Provide Polygon Update Support and Increase the Not to Exceed (NTE) by \$37,065 for a Total Contract Amount of \$579,475

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- iv.  Authorization for Chief Executive Officer to Sign on Behalf of LYNX the Amendment to the Interlocal Agreement for Creation of the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando

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-Attachments 

7. Work Session






- A.  SunRail Update

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8. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 27
- B.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 28
-Attachments 

9. Monthly Reports

- A.  Communications Report - March 2024 Pg 31
- B.  Monthly Financial Report - January 2024 Pg 37
-Attachments 
- C.  Ridership Report - February 2024 Pg 39
-Attachments 

10. Other Business

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: March 28, 2024

TIME: 1:00 p.m.

Members in Attendance:

Viviana Janer, Commissioner, Osceola County BoCC, Chair

Buddy Dyer, Mayor, City of Orlando, Vice-Chair

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

Jerry Demings, Mayor, Orange County

Amy Lockhart, Commissioner, Seminole County BoCC

1. Call to Order

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

Chair Janer asked Mayor Dyer to lead the Pledge of Allegiance.

2. Approval of Minutes

Mayor Dyer moved to approve the Board of Directors meeting minutes of February 21, 2023. Seconded by Commissioner Lockhart. The minutes were unanimously approved as presented.

3. Public Comments

Tom Connelly – Orlando, FL

Mr. Connelly is very pleased with his service and the drivers of ACCESS LYNX.

A comment was received via email and was distributed to the Board members.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, stated that the legislative session ended on March 8. There were some bills related to transit, and LYNX will be working with the Florida Department of Transportation (FDOT) on a state-wide administrative cost average and implications of the legislation will be brought before the Board next month.

LYNX is the recipient of three community funding projects. One is for the retro fit of bus bays, solar lighting throughout the region, and a million-dollar community funding request for bus pull-out bays on 192 and Narcoossee.

March 2 was the LYNX Roadeo. The first-place winners of maintenance, paratransit and bus driver divisions will compete at the state level in Jacksonville on April 19-20.

March 18 was nationwide transit driver appreciation day. Drivers were given LYNX socks and snacks by the Chiefs and other staff.

March 23 was the annual softball tournament. Ms. Homler Hawkins and Secretary Tyler threw out the first pitch. Orange County won the trophy for the fourth consecutive time, Florida Department of Transportation held second place with Seminole County in third.

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 October 26, 2023, Oversight meeting.

Lenny Antmann, Chief Financial Officer, gave a report on the March 25, 2024 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.

The Committee received presentations on the FY2023 Financial Results, FY2024 1st Quarter Results, FY2025 Budget Assumptions, and an update on the Vanpool program.

Officer elections were held, and Commissioner Janer remains the Chair of the Committee.

6. Consent Agenda:

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

A. Invitation for Bid (IFB)

- i. Authorization to Issue an Invitation for Bid (IFB) for the Printing of Fare Media

B. Award Contracts

- i. Authorization to Negotiate and Award a Contract for Bulk Oils, Fluids and Lubricants to Palmdale Oil Company, LLC for a Not to Exceed Amount of \$539,000

C. Extension of Contracts

- i. Authorization to Exercise the Second Option Year of Contract #21-C35 with American Facility Services, Inc.

D. Miscellaneous

- i. Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2024 Low or No Emission and for Buses and Bus Facilities Competitive Program in the Approximate Amount of \$27,650,000
- ii. Authorization to Negotiate a Contract with Akerman, LLP
- iii. Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages
- iv. Authorization to Auction Surplus Capital Items

Mayor Dyer made a motion to approve Consent Agenda items 6.A.i. through 6.D.iv. Seconded by Secretary Tyler. Motion passed unanimously.

7. Action Agenda

- A. Authorization to Ratify a Grant Application to the Florida Department of Transportation (FDOT) for the FY2024 Low or No Emission and Buses and Bus Facilities Competitive Program for Rural Areas in the Total Amount of \$9,206,090

Commissioner Janer recognized Tiffany Homler Hawkins, Chief Executive Officer. Ms. Homler Hawkins stated that this is a companion grant application to the Low/No Emission and Bus and Bus Facilities Grant program. FDOT administers the Rural funds, and this is on the Action agenda because Secretary Tyler will need to abstain.

Commissioner Lockhart made a motion for Authorization to Ratify a Grant Application to the Florida Department of Transportation (FDOT) for the FY2024 Low or No Emission and Buses and Bus Facilities Competitive Program for Rural Areas in the Total Amount of \$9,206,090. Second by Mayor Dyer. Motion passed unanimously with Secretary Tyler abstaining.

- B. Authorization to Approve FY2023 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Chair Janer recognized Joel Knopp from MSL CPAs & Advisors to make the presentation. Mr. Knopp stated that there were no significant findings or difficulties, and no corrected or uncorrected misstatements noted. An unmodified clean opinion was issued. Main changes were in operating expenses. The net position did decline, due to the spend down of budgeted reserves, but is at a healthy fifty-four percent, which is above the best practice benchmark.

Commissioner Lockhart inquired about a fare study since the last one was completed in January 2009. Ms. Homler Hawkins stated that a fare study has not been done since then and is at the direction of the Board.

Commissioner Janer asked if anyone else wanted to complete a study to look at the fares. Mayor Dyer would like to look at the fares.

Mayor Dyer made a motion for Authorization to Approve FY2023 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program. Second by Commissioner Lockhart. Motion passed unanimously.

C. Authorization to Implement April 21, 2024 Service Changes

Chair Janer recognized Bruce Detweiler, Manager of Service Planning. Mr. Detweiler stated that resources are reallocated to routes with higher demand, route changes improve safety, efficiency, connections, and on-time performance. New service is introduced to accommodate transportation demand, and frequency improvements will be implemented on high ridership routes from the ATSP funding from Orange County.

Public Outreach is an important part of the change process. This includes notifications on social media and the glynx.com website, notices at bus stops and terminals, public hearing and information sessions, and in-person outreach.

Three routes had route changes. Four routes in Orange County will have frequency improvements due to the Orange County Accelerated Transportation Safety Program, which is thirty million dollars to LYNX over the next five years for operational enhancements. The top ten highest demand routes will now have thirty minute or better service seven days a week. Several routes had schedule adjustments to improve on-time performance. There will be a new route between Orlando International Airport and Disney Springs.

Commissioner Lockhart made a motion for Authorization to Implement April 21, 2024 Service Changes. Second by Mayor Dyer. Motion passed unanimously.

8. Information Items

There were four 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. Notification of Utilization of Project Contingency to McCree General Contractors & Architects, Inc. pursuant to Admin. Rule 4.5.4.D. in the Amount of \$116,903
- D. Quarterly Service Recognition

9. Monthly Reports

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

- A. Communications Report – February 2024
- B. Monthly Financial Report – December 2023
- C. Paratransit Monthly Report – February 2024
- D. Ridership Report – January 2024

10. Other Business

No other business was discussed.

11. Adjourned:

The meeting adjourned at 1:23 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the March 28, 2024, LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Issue a Request for Proposal (RFP) for Professional Services for the I-Drive Transit Project

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Request for Proposal (RFP) for professional services for the I-Drive Transit Project National Environmental Policy Act (NEPA), preliminary engineering and Federal Transit Administration (FTA) Small Starts Project Development.

BACKGROUND:

Orange County completed the International Drive Transit Feasibility and Alternative Technology Assessment (TFATA) in 2021. The study recommended the implementation of a premium transit service as an urban circular operating within the International Drive (I-Drive) District along International Drive from Sand Lake Road to Destination Parkway and Sea Harbor Drive.

Orange County and LYNX have entered into a Memorandum of Agreement (MOA) for LYNX to support Orange County and manage the professional services to advance this project. The professional services contract will assist with entering the next phase of the I-Drive Transit Project: that is the request to enter into the FTA CIG Small Starts program for federal funding.

The professional services contract will include two phases. The first phase of the contract will include the preliminary work needed to prepare the request for entry into the Small Starts program. The second phase of the contract will proceed with approval from LYNX and Orange County following the FTA determination. Phase 2 will include the appropriate NEPA review and preliminary design of at least 30 percent.

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LYNX will provide in-kind services for the procurement and management of professional services to address the NEPA criteria, and preliminary design for the project. Orange County will provide staff to assist with project management and review materials as they are produced and provide the funding for the project's professional services contract.

The Orange County and LYNX MOA was reviewed and authorized by the LYNX Board of Directors at the January 25, 2024 LYNX Board Meeting and the Orange County Board of County Commissioners on March 26, 2024 at the Orange County Board Meeting.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

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

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Consent Agenda Item #6.B. i

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Submit Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,529,938 and Adoption of Resolution #24-004

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application in the overall amount of \$3,529,938 to the Florida Commission for the Transportation Disadvantaged (FLCTD) for Fiscal Year 2024/2025 and adoption of Resolution #24-004 for the Transportation Disadvantaged Trip and Equipment Grant Application.

BACKGROUND:

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

LYNX serves as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties. The overall funding allocation is \$3,529,938, which includes a 10% local match \$352,991, for the purchase of Transportation Disadvantaged (TD) trips.

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DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

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

CFRTA RESOLUTION NO. #24-004

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2024-2025 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,529,938 DOLLARS.

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The LYNX BOARD has the authority to authorize the submission of grant applications to the Florida Commission for the Transportation Disadvantage.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by CTD in FY2024-2025.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit grant applications to the Florida Commission for the Transportation Disadvantage for fiscal year 2024-2025 in the amount of \$3,529,938 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant application.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Commission for the Transportation Disadvantage.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Commission for the Transportation Disadvantage authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2022-2023 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,529,938 DOLLARS.

APPROVED AND ADOPTED this 25th day of April 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Board Agenda

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Tony Deguzman
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Execute a Change Order with Denovo Ventures, LLC for Implementation and Licenses for a Recruiting Module for the ERP Project in the Amount of \$107,732 Increasing the Not to Exceed Amount to \$4,989,505

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to execute a change order with Denovo Ventures, LLC ("Denovo") for the Implementation, and associated Licenses for an additional recruiting module as well as project realignment for the ERP in the amount of \$107,732 increasing the not to exceed amount to \$4,989,505.

BACKGROUND:

On June 22, 2023, the LYNX Board of Directors approved the awarding of the contract for an Enterprise Resource Planning (ERP) Management Solutions with Denovo Ventures, LLC. As the Agency continues to look for ways to become more efficient and effective in serving the public transit needs of the community, it is critically important to have a state-of-the-art integrated enterprise application that is scalable and resilient.

The current system in use includes several different software packages to accomplish the many financial requirements LYNX is required to maintain. For instance, our financial suite of software includes the Microsoft Great Plains accounting system, Key to Act for grant management, Dynamic budgets for budgeting, Paramount Workplace for purchase requisition and purchase order generation. Ceridian Dayforce for our Human Resource Information System (HRIS) and Payroll processing, Sage for fixed asset management, FA Suites for material control inventory management, and numerous excel functions to integrate them together. The current systems suffer from multiple integrations, manual and duplicative data entry, workaround

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methods to complete standard business processes as well as a lack of reporting and data warehousing capabilities. LYNX requires a solution that is more integrated with a vendor-maintained ERP and HCM solution, infrastructure, and platform.

This change requires LYNX’s legal name to be corrected, to re-align the project deliverables, and timelines.

Change Order details:

During project kick off, staff requested a more phased approach prioritizing the payroll/human resource modules implementation. During the planning phase, LYNX was notified of a newly released module that would support Oracle Recruiting. This new module is called Oracle Recruiting Booster and was recently deployed to expand the capabilities of Oracle Recruiting and help organizations accelerate hiring while building better relationships with candidates. It’s intended to be used with Oracle Recruiting and operates as an embedded part of Oracle Recruiting and Oracle Cloud Human Capital Management (HCM). Oracle Recruiting Booster will enable LYNX to promote and manage hiring events, converse with candidates over text and email, deliver guided conversational experiences to candidates through Oracle Digital Assistant, as well as create a streamlined and flexible interview scheduling process.

The additional cost for implementation is \$30,400; the annual license cost and support is \$12,444. Additionally, with the need to have detailed payroll records going back several years the project will require additional resources for conversion, increasing implementation costs estimated at \$40,000. The total increase in the not to exceed is \$107,732. This change request will also re-align the project modules and payment milestones to phases.

All contract terms and discounts align with the original ERP terms (10-year price lock) and discounts (70.6%). The budget for this project as outlined below includes all software fees for the first 3 years, and the professional service costs to implement the system.

ITEM	DESCRIPTION	Original Contract	Change Order	Total
<i>SOFTWARE FEES:</i>				
1	Software Fees (3 Yrs)	\$2,040,000	\$37,332	\$2,077,332
<i>PROFESSIONAL SERVICES:</i>				
2	Implementation Services	2,336,066	\$30,400	\$2,366,466
3	Data Conversion Estimate	91,200	\$40,000	\$131,200
4	Customizable/Custom Form	271,744		\$271,744
5	Training	2,600		\$2,600
6	Travel & Other Costs	140,163		\$140,163
Total Costs		\$4,881,773	\$107,732	\$4,989,505

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DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Approved FY2024 Operating Budget includes \$2,487,000 for the first year of software fees and for the first phase of implementation professional services.

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Consent Agenda Item #6.B. iii

To: LYNX Board of Directors

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Modify Sole Source Agreement #22-S014 with Trapeze Software Group, Inc. for PASS Upgrade with Trapeze Cloud Managed Services to Provide Polygon Update Support and Increase the Not to Exceed (NTE) by \$37,065 for a Total Contract Amount of \$579,475

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO), or designee, to modify Sole Source Agreement #22-S014 with Trapeze Software Group, Inc. for the Pass Upgrade with Cloud Managed Services to add Polygon Update Support Services and increase the NTE by \$37,065 for a total contract amount of \$579,475.

BACKGROUND:

Trapeze Software Group, Inc., is the sole manufacturer, developer, and provider of the scheduling and dispatch software currently used by Mobility Services operations for the ACCESS LYNX, Fixed Route, and NeighborLink modes of service.

In 2023, LYNX Mobility Services completed the implementation of the cloud-based Version 21 PASS Software for ACCESS LYNX and NeighborLink which included annual Base-Map upgrades. With the requested professional Polygon map support services, operations will be able to ensure LYNX software maps will reflect current and accurate $\frac{3}{4}$ mile paratransit service areas on either side of an existing fixed route and NeighborLink service areas.

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Trapeze will provide polygon map implementation support to LYNX for both paratransit and NeighborLink service requirements for the following five (5) service changes on a as needed basis:

Service Change	Description	Cost
August 2024	Polygon Implementation Services	\$7,413
December 2024	Polygon Implementation Services	\$7,413
April 2025	Polygon Implementation Services	\$7,413
August 2025	Polygon Implementation Services	\$7,413
December 2025	Polygon Implementation Services	\$7,413
	TOTAL	\$37,065

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Operating Budget includes \$10,163 for map upgrades.

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Consent Agenda Item #6.B. iv

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 for Chief Executive Officer to Sign on Behalf of LYNX the Amendment to the Interlocal Agreement for Creation of the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando

Date: 04/25/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' approval of and authorization for CEO to sign on behalf of LYNX the Amendment to the Inter-local Agreement for Creation of the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando, a copy of which has been attached hereto.

BACKGROUND:

The governing board of MetroPlan Orlando met to review its voting composition and approved a Resolution Supporting the Adoption of the Executive Committee's recommended MPO Membership Apportionment Plan ("Apportionment Resolution") and determined that it was appropriate that the City of St. Cloud be added as a voting member to the Interlocal Agreement, as amended, creating MetroPlan Orlando.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact for this request.

**AMENDMENT TO THE INTERLOCAL AGREEMENT CREATING THE
ORLANDO URBAN AREA METROPOLITAN PLANNING ORGANIZATION
D/B/A/ MetroPlan Orlando**

THIS AMENDMENT (hereinafter “Amendment”) is made and entered into by and between the State of Florida, Department of Transportation; the Counties of Orange County, Florida, Osceola County, Florida, Seminole County, Florida; the Cities of City of Altamonte Springs, Florida, City of Apopka, Florida, City of Kissimmee, Florida, City of Orlando, Florida, City of Sanford, Florida, the City of St. Cloud, Florida, the Central Florida Regional Transportation Authority, The Greater Orlando Aviation Authority, the Central Florida Expressway Authority, and the Sanford Airport Authority, and the MetroPlan Orlando Municipal Advisory Committee (hereinafter the “Parties”).

RECITALS

WHEREAS, the Parties reaffirm the Interlocal Agreement dated June 7, 2000, as amended, except as amended hereby;

WHEREAS, section 134 Title 23 of the United States Code requires the designation of metropolitan planning organizations (hereinafter “MPO” or “MPOs”) in urban areas, as defined by the United States Census Bureau;

WHEREAS, section 339.175(4)(a), Fla. Stat., requires the Governor to review the composition of the Metropolitan Planning Organizations membership in conjunction with the decennial census;

WHEREAS, section 134 of Title 23 of the United State Code sets forth membership requirements for MPOs designated for transportation management areas with a population of 200,000 or more residents;

WHEREAS, on August 15, 2023, the Executive Committee of the governing board of MetroPlan Orlando, considered alternative membership scenarios for presentation to the governing board of MetroPlan Orlando;

WHEREAS, on September 13, 2023, the governing board of MetroPlan Orlando met to review its voting composition and approved a Resolution Supporting the Adoption of the Executive Committee’s recommended MPO Membership Apportionment Plan (“Apportionment Resolution”) and determined that it was appropriate that the City of St. Cloud be added as a voting member to the Interlocal Agreement, as amended, creating MetroPlan Orlando;

WHEREAS, the signatories to this Amendment hereby ratify and reaffirm the Apportionment Resolution as if fully set forth herein; and,

WHEREAS, the governing body of MetroPlan Orlando has determined that it is appropriate that Orange County, Florida, be granted a new representative as a voting member to the Interlocal Agreement as amended creating MetroPlan Orlando.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties agree as follows:

I. Recitals. The forgoing recitals are true and correct.

II. Interlocal Agreement. Article 4, Section 4.01(a) of the Interlocal Agreement dated June 7, 2000, as amended, is amended to read as follows:

The membership of the MPO shall consist of twenty-two (22) voting representatives and five (5) non-voting representatives. The names of the member local governmental entities and the voting apportionment of the governing board as approved by the Governor shall be as follows:

<i>Orange County</i>	<i>7 Representatives</i>
<i>Osceola County</i>	<i>1 Representative</i>
<i>Seminole County</i>	<i>2 Representatives</i>
<i>City of Altamonte Springs</i>	<i>1 Representative</i>
<i>City of Apopka</i>	<i>1 Representative</i>
<i>City of Kissimmee</i>	<i>1 Representative</i>
<i>City of Orlando</i>	<i>2 Representatives</i>
<i>City of Sanford</i>	<i>1 Representative</i>
<i>City of St. Cloud</i>	<i>1 Representative</i>
<i>Central Florida Regional Transportation Authority</i>	<i>1 Representative</i>
<i>Greater Orlando Aviation Authority</i>	<i>1 Representative</i>
<i>Central Florida Expressway Authority</i>	<i>1 Representative</i>
<i>Sanford Airport Authority</i>	<i>1 Representative</i>
<i>MetroPlan Orlando Municipal Advisory Committee</i>	<i>1 Representative</i>

III. Severability. The invalidity or unenforceability of any term or provision of this Amendment or the non-applicability of any such term or provision to any person or circumstance shall not impair or affect the remainder of this Amendment, and the remaining terms and provisions hereof shall not be invalidated but shall remain in full force and effect but shall be construed as if such invalid, unenforceable, or non-applicable provisions were omitted.

IV. 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.

V. Rules of Construction. Whenever used herein, the singular number shall include the plural, the plural shall include the singular, and the use of any gender shall include all genders.

VI. Amendment Execution and 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.

VII. Effective Date. This Amendment shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located.

IN WITNESS WHEREOF, the undersigned parties have caused this Amendment to the Interlocal Agreement dated June 7, 2000, as amended, to be duly executed on their behalf.

ORANGE COUNTY, FLORIDA

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

OSCEOLA COUNTY, FLORIDA

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

[Continued on following pages]

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

By: _____
JAY ZEMBOWER, Chairperson

Date: _____
As authorized for execution by the Board of
County Commissioners at its _____,
2024 regular meeting.

ATTEST:

_____, Clerk to the Board of
County Commissioners of Seminole County, Florida.
For the use and reliance of Seminole County only.
Approved as to form and legal sufficiency.

County Attorney

CITY OF ALTAMONTE SPRINGS, FLORIDA

BY: _____
DATE: _____
TITLE: _____
ATTEST: _____
TITLE: _____

CITY OF APOPKA, FLORIDA

BY: _____
DATE: _____
TITLE: _____
ATTEST: _____
TITLE: _____

CITY OF KISSIMMEE, FLORIDA

BY: _____
TITLE: _____
DATE: _____
ATTEST: _____
TITLE: _____

[Continued on following pages]

CITY OF ORLANDO, FLORIDA

BY: _____

TITLE: _____

DATE: _____

ATTEST: _____

TITLE: _____

CITY OF SANFORD, FLORIDA

BY: _____, Mayor

Date: _____

ATTEST

_____, City Clerk

For use and reliance of the City of Sanford
City Commission only.

Approved as to form and legality.

_____, City Attorney

CITY OF ST. CLOUD, FLORIDA

BY: _____

TITLE: _____

DATE: _____

ATTEST: _____

TITLE: _____

THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

[Continued on following page]

THE GREATER ORLANDO AVIATION AUTHORITY

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

THE CENTRAL FLORIDA EXPRESSWAY AUTHORITY

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

SANFORD AIRPORT AUTHORITY

BY: _____

DATE: _____

TITLE: _____

ATTEST: _____

TITLE: _____

METROPLAN ORLANDO MUNICIPAL ADVISORY COMMITTEE

BY: _____

TITLE: _____

DATE: _____

ATTEST: _____

TITLE: _____

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: _____

DATE: _____

ATTEST: _____

TITLE: _____

APPROVED AS TO FORM, LEGALITY
STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

BY: _____

ATTORNEY

DATE: _____

TITLE: _____

LYNX Board Agenda

Work Session #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: SunRail Update

Date: 04/25/2024

An update on SunRail and activities related to LYNX will be presented.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

From: **John Burkholder**
 Director Of Risk Management
John Burkholder
 Technical Contact

Phone: 407.841.2279 ext: 6167

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

Date: 04/25/2024

LYNX Liability Claim Settlements March 2024

Claimant Name	Accident Date	Type	Amount	Date of Check
Orlando Automotive (John Fernandes)	02/10/24	PD	\$ 16,837.34	03/07/24
Morgan & Morgan Trust Account fbo Edward Castillo	09/05/23	BI	\$ 25,000.00	03/14/24
James G. Vickaryous fbo Roslyn McGlue	12/03/19	BI	\$ 55,000.00	03/14/24
Greater Orlando Aviation Authority	09/28/23	PD	\$ 832.95	03/14/24
Yaritza Ruiz Pesante	12/09/23	PD	\$ 4,188.42	03/21/24
Enterprise Rent-A-Car (Yaritza Ruiz)	12/09/23	PD	\$ 1,209.16	03/21/24
Copart (Yaritza Ruiz)	12/09/23	PD	\$ 1,135.19	03/21/24
Angel Manuel Gonzalez Santos	10/17/23	PD	\$ 1,125.75	03/21/24
Nationwide Property and Casualty Insurance	11/19/22	PD	\$ 32,248.06	03/21/24
Trust Account of Denman and Pearlmon f/b/o Valera Jones	08/05/23	BI	\$ 7,000.00	03/21/24
Akiya Lynette Lee	10/09/22	PD	\$ 2,411.35	03/21/24
Enterprise Rent-A-Car (Natasha Paola Cruz Alvarez)	02/10/24	PD	\$ 1,100.14	03/21/24
Helmsman Management Services (Murepha Small)	09/08/22	BI	\$ 14,750.00	03/21/24
Dan Newlin Injury Attorneys FBO Daniel Crenshaw	09/08/23	BI	\$ 18,000.00	03/21/24
Copart (John Fernandes)	02/10/24	PD	\$ 967.02	03/28/24
Deokissoon Badri	01/23/24	PD	\$ 1,345.75	03/28/24
James Johnson	02/27/24	PD	\$ 489.56	03/28/24
Anouge & Associates fbo Wisner Raymond	04/07/23	BI	\$ 18,000.00	03/28/24

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: 04/25/2024

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

1. VueWorks Asset Management System



Sole Source Justification

DATE: February 27, 2024

REQUESTED BY: Myles O'Keefe, Manager of Strategic Planning

SUBJECT: Data Transfer Solutions, LLC – VUEWorks Asset Management System, Revitalization and Annual Software Maintenance

BACKGROUND:

In 2013 LYNX purchased VUEWorks Asset Management System and made the capital investment for hardware and software as part of the Bus Stop Facility Database and Accessibility project. The project involved stop location and asset field data collection and the implementation of the VUEWorks system for continuous maintenance of the asset data and record keeping. Since its original implementation, LYNX has added modules for bus stop and building facilities asset management. In 2019 LYNX GIS support team found the production database for the facilities and related modules deficient, and/or inoperable. Encumbered by federal requirements it is determined a revitalization and upgrade is necessary. VUEWorks is one of several systems of record for LYNX's asset management and is essential to maintaining the Federal Transit Administration's (FTA) required Transit Asset Management (TAM) Plan.

SOLE SOURCE JUSTIFICATION: In addition to the attached sole source justification document provided by the vendor advising that Data Transfer Solutions, LLC. (DTS) is the owner, manufacturer, and sole source provider of VUEWorks, LYNX's asset management system of record. If the agency were to pursue another vendor and software package to provide asset management support, the procurement would result in a substantial duplication of costs. The costs would arise from paying for the new asset management software and interruptions of LYNX facility (bus stops and buildings) work order requests which would impact maintenance and customer service needs. Moreover, the transition to a new asset management software would require staff training on a new system and integration of the asset management system into other existing LYNX software and hardware systems. The cost implications will not allow LYNX to properly maintain a current TAM Plan.

The project was completed in FY 2023. Invoice #1 was not processed when the project was active. This sole source is only to cover expenses incurred during the project, but were not previously paid to the vendor.

COST/PRICE ANALYSIS:

The cost for the VUEWorks revitalization efforts included option #3 of the cost proposal. DTS quoted \$39,250.00 for fixed services, which included the reimport of the facility asset data that was previously populated in the LYNX VUEWorks instance, Options #1 and #2, configuration services for implementing the desired functionality of the Facility Module as well as the

corresponding Work Management components and mobile apps to take full advantage of the tools that VUEWorks provides. Under this option DTS staff were responsible for making the necessary configuration changes and additions in coordination with LYNX staff. This sole source is to cover Invoice #1 of the revitalization project in the amount of \$9,812.50.


Myles O'Keefe
Project Manager


2.28.24
Date:


James Boyle
Director of Planning & Development


2-29-24
Date


James Boyle
Interim Chief Planning &
Development Officer

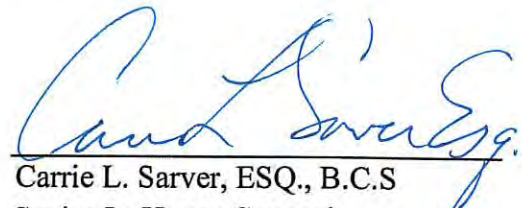
2-29-24
Date:


Maurice A. Jones
Director of Procurement

3/13/2024
Date


Leonard Antmann
Chief Financial Officer

3/21/24
Date:


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

3/20/24
Date


Tiffany Homler Hawkins
Chief Executive Officer

3/21/24
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 - March 2024

Date: 04/25/2024

LYNX Press Releases | Media Notes: March 2024

March 25	LYNX March Board of Directors and Oversight Committee Meeting Information
March 28	LYNX Announces April Service Changes

LYNX News Articles – March 2024

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

March 18	Potomac and Rappahannock Transportation Commission earns TSA's Gold Standard ... TSA
March 22	Orange Co. leaders push for penny sales tax to improve transportation WESH
March 28	Increased sales tax for transit improvements gets new life in Orange County Spectrum News 13 Though skeptical, Orange County commissioners won't rule out transportation tax Orlando Sentinel

LYNX Board Agenda

	<p>Another campaign for Orange County's proposed penny sales tax hike kicks off Spectrum News 13</p> <p>\$40M Nopetro plant here will turn landfill gas into renewable natural gas Vero News</p>
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LYNX Social Media – March 2024

March 1	<p>Employee Appreciation Day. Women’s History Month. Service detour for the Monster Jam event. Service detour for the Best Damn Race.</p>
March 2	<p>Happy Saturday. Service detour for the Monster Jam event.</p>
March 3	<p>Happy Birthday Sunshine State.</p>
March 4	<p>April service proposal. Response to question about travel time between Florida Mall and Disney. Response to question about Link 311 service frequency. Response to questions about a bus stop at Universal and Destination Parkway.</p>
March 5	<p>Daylight saving time. SWAN Shuttle is back in service. Response to question about connecting Link 311 to Universal Orlando. Response to comment about a bus operator.</p>
March 6	<p>Bike racks on LYNX buses. Response to question about the Pine Hills Transfer Center.</p>
March 7	<p>LYNX Rodeo.</p>
March 8	<p>International Women’s Day. Women’s History Month. Service detour for the Lions match.</p>
March 9	<p>Daylight saving time. Service detour for the Lions match.</p>
March 10	<p>LYMMO service.</p>
March 11	<p>Monday motivation. Response to question about the PawPass application.</p>
March 12	<p>Tip Tuesday.</p>

LYNX Board Agenda

March 13	<p>We're hiring bus operators.</p> <p>Response to question about the significance of the yellow line on a bus.</p> <p>Response to question about playing music on the bus.</p>
March 14	<p>Customer service.</p> <p>Service detour at LYNX Central Station for concrete and drainage improvements.</p> <p>Response to question about bus fares.</p> <p>Response to question about the location of the LYNX Kiss and Ride.</p> <p>Response to comment about delays on Link 300.</p> <p>Response to question about a service detour.</p> <p>Response to comment about a Link 436N operator.</p>
March 15	<p>Women's History Month.</p> <p>Service detour for the St. Pats Style event.</p> <p>Response to positive feedback about service.</p>
March 16	<p>The lost and found window is open today.</p>
March 17	<p>Service detour for the St. Pats Style event.</p> <p>St. Patrick's Day.</p>
March 18	<p>Transit Driver Appreciation Day.</p> <p>Response to question about service from Cocoa Beach.</p>
March 19	<p>First Day of spring.</p> <p>Service detour for Orlando Pride's home opener.</p> <p>Response to comment about Link 46W delays.</p>
March 20	<p>Celebrating employees with 25 and 30 years of service.</p> <p>Bike to Work Day has been rescheduled.</p> <p>Response to question about a bus tracker application.</p> <p>Response to comment about a bus shelter.</p>
March 21	<p>Service detour for the Thornton Park She Sells event.</p> <p>Service detour at LYNX Central Station for concrete and drainage improvements.</p> <p>Concrete and drainage improvements have been postponed due to weather conditions.</p> <p>Service detour for Orlando Pride's home opener.</p> <p>Response to question about a service detour on Orange Avenue.</p>
March 22	<p>Women's History Month.</p> <p>Orlando Pride's home opener.</p> <p>Response to question about service to Orlando airport.</p> <p>Response to comment about scheduling a pickup.</p> <p>Response to comment about losing an item on the bus.</p>

LYNX Board Agenda

March 23	Spring vibes.
March 24	Welcome aboard.
March 25	<p>Link 612 service in Lake Nona.</p> <p>LYNX Oversight and Board of Directors meetings.</p> <p>LYNX 30-Day Youth Pass has a new design.</p> <p>Orange County transportation community meeting.</p> <p>Response to positive feedback about service to the airport.</p> <p>Response to positive feedback about the bus shelters at Florida Mall.</p> <p>Response to comment about filing a claim.</p> <p>Response to comment about an onboard recording.</p>
March 26	<p>LYNX 5th annual softball tournament.</p> <p>Ride LYNX and SunRail to the Central Florida Spring job fair.</p>
March 27	<p>Easter Sunday schedule.</p> <p>Response to question about the bus tracker.</p>
March 28	<p>Ride LYNX to Orlando airport.</p> <p>LYNX Oversight and Board of Directors meetings.</p> <p>LYNX Board approves April service change.</p> <p>Response to comment about Link 15</p>
March 29	<p>Women's History Month.</p> <p>Response to positive feedback about the new Link 311.</p> <p>Response to comment about Link 311.</p> <p>Response to feedback about Links 107 and 108.</p> <p>Response to positive feedback about Link 311.</p> <p>Response to comment about being harassed by a passenger on the bus.</p>
March 30	NeighborLink service and Rides on Demand application.
March 31	Easter Sunday schedule.

LYNX ard Agenda

Social Media Usage	March 2024
<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>	55
<p>Facebook Page and Profile Visits: The number of times our Page was visited.</p>	1.3K Reactions, 139 Comments, 132 Shares, 3.9K Engaged User
<p>Total Facebook Posts</p>	57K
<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>	63
<p>Total Tweets</p>	153 Likes, 27 Retweets, 3 Replies
<p>Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.</p>	9.6K
Website Usage	March 2024
<p>Total Pageviews</p>	99K
<p>Total User Visits</p>	46K

LYNX Board Agenda

Commuter Vanpool Program – March 2024

Vanpool	March 2024
Vanpool Participants	507
Total Revenue Miles	110,000*
New Vanpool	0
Returned Vanpools	0
Current Vans at Service	117
Pending Interests	Peo Stri
Events	None

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

Advertising Sales – March 2024

Advertising Sales Revenue	March	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$358,022.82	\$214,813.69	\$2,069,925.41	\$1,241,955.25

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 - January 2024

Date: 04/25/2024

Please find attached the preliminary monthly financial report for the Fourth month ending January 31, 2024.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 STATEMENTS OF REVENUES AND EXPENSES
 For the Four Months Ending Wednesday, January 31, 2024
 (UNAUDITED)

	As of 1/31/2024		% Actual compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	\$ 6,479,937	\$ 6,926,357	107%
Contract services	1,470,360	1,310,545	89%
Advertising	851,669	838,635	98%
Interest & Other income	494,747	2,331,312	471%
Federal Revenue	4,223,139	4,587,893	109%
State Revenue	3,131,590	3,263,397	104%
Local Revenue	4,412,709	4,682,460	106%
Local Revenue Funding Partner	30,663,897	30,663,897	100%
TOTAL REVENUE	51,728,047	54,604,496	106%
EXPENSE			
Salaries, Wages & Fringe Benefits	37,599,834	38,855,509	103%
Other services	5,293,940	2,924,575	55%
Fuel	4,832,964	4,563,393	94%
Materials and supplies	3,427,863	3,099,915	90%
Utilities	711,207	570,270	80%
Casualty & Liability	1,576,436	1,429,877	91%
Taxes and licenses	234,375	238,295	102%
Purchased transportation services	9,909,041	10,434,335	105%
Leases & Miscellaneous	1,429,857	1,233,117	86%
Interest Expense	11,172	22,502	201%
TOTAL EXPENSE	65,026,689	63,371,789	97%
CHANGE IN NET POSITION	\$ (65,026,689)	\$ (63,161,557)	97%

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

From: James Boyle
Interim Chief Planning and Development Officer
Bruce Detweiler
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Ridership Report - February 2024

Date: 04/25/2024

The attached monthly Performance Report includes February 2024 Year-To-Date figures for ridership and other performance indicators. Total ridership for February 2024 was 1,651,924, which is a 12.5% increase from February 2023. On-time Performance for Fiscal Year-To-Date 2024 is 65%.

- LYNX overall ridership increased by 200K, or 12.5%, compared to February 2023. Year-to-date ridership for FY-24 (8,109,634) increased 7.8% compared to FY-23 (7,526,138)
- LYMMO ridership decreased by 1K, or 2.8%, compared to February 2023. Year-to-date ridership for FY-24 (171,822) decreased 8.1% compared to FY-23 (187,000).
- Fixed Route ridership increased by 150K, or 12.0%, compared to February 2023. Year-to-date ridership for FY-24 (7,463,078) increased by 7.9% compared to FY-23 (6,914,698).
- NeighborLink ridership increased by 150, or 1.8%, compared to February 2023. Year-to-date ridership for FY-24 (39,028) decreased 6.9% compared to FY-23 (41,911).
- ACCESS LYNX ridership increased by 13K, or 25.7%, compared to February 2023. Year-to-date ridership for FY-24 (311,983) increased 23.8% compared to FY-23 (252,098).

LYNX Board Agenda

- Vanpool ridership increased by 2500, or 11.3%, compared to February 2023. Year-to-date ridership for FY-24 (107,643) increased by 3.5% compared to FY-23 (104,045).
- There was no special event ridership for February 2023.



February 2024 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Feb-23	Feb-24	% Δ	YTD-23	YTD-24	% Δ
LYMMO	35,089	34,117	-2.8%	187,000	171,822	-8.1%
Fixed Route	1,353,723	1,516,805	12.0%	6,914,698	7,463,078	7.9%
NeighborLink	8,220	8,370	1.8%	41,911	39,028	-6.9%
ACCESS LYNX	50,578	63,588	25.7%	252,098	311,983	23.8%
Vanpool	20,907	23,267	11.3%	104,045	107,643	3.5%
Special Events	0	5,777	N/A	26,386	16,080	-39.1%
SYSTEM TOTAL	1,468,517	1,651,924	12.5%	7,526,138	8,109,634	7.8%

February-23	20 Weekdays	4 Saturdays	4 Sundays
February-24	21 Weekdays	4 Saturdays	4 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Feb-23	Feb-24	% Δ	Feb-23	Feb-24	% Δ	Feb-23	Feb-24	% Δ
LYMMO	1,469	1,356	-7.7%	665	572	-14.0%	764	839	9.8%
Fixed Route	53,605	58,556	9.2%	37,216	37,764	1.5%	25,342	25,488	0.6%
NeighborLink	350	362	3.4%	218	190	-12.8%	-	-	-
ACCESS LYNX	2,147	2,618	21.9%	1,149	1,353	17.8%	762	801	5.1%
Vanpool	470	497	5.7%	159	127	-20.1%	47	75	59.6%
SYSTEM TOTAL	58,041	63,389	9.2%	39,407	40,006	1.5%	26,915	27,203	1.1%

LYNX ridership increased by about 200K, or 12.5%, compared to February 2023.

LYMMO ridership decreased by about 1K, or 2.8%, compared to February 2023. Compared to February 2023, average weekday ridership and average Saturday ridership decreased by 7.7% and 14.0% respectively. However average Sunday ridership increased by 9.8%. LYMMO ridership continues the recent trend of decreasing on weekdays but increasing on the weekends. There have not been any recent service changes to any of the LYMMO routes.

Fixed Route ridership increased by about 150K, or 12.0%, compared to February 2023. Average weekday ridership increased by 9.2% 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 increased by about 150, or 1.8%, compared to February 2023. NeighborLink ridership saw a 3.4% increase in average weekday ridership but a 12.8% decrease in average Saturday ridership. This is the opposite of the trend we had been seeing in Fiscal Year 2024.

ACCESS LYNX ridership increased by about 13K, or 25.7%, compared to February 2023. Ridership showed a 21.9% increase to average weekday ridership and increases of 17.8% and 5.1% to average ridership on Saturdays and Sundays respectively.

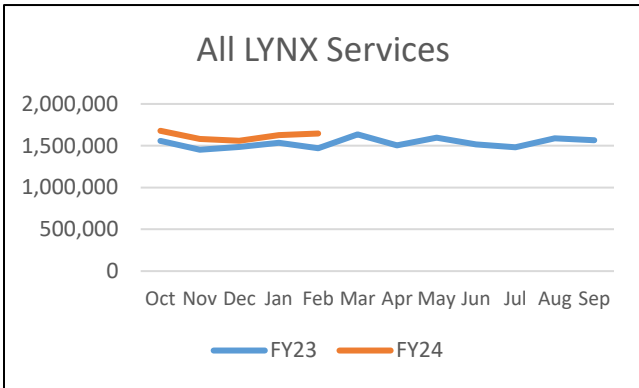
Vanpool ridership increased by about 2500, or 11.3%, compared to February 2023. Vanpool continues to remain consistent in ridership, maintaining the same trends currently in FY24 that were seen in FY23.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.55/gallon in February 2023 and \$3.25/gallon in February 2024. Historically, high gas prices can result in increased public transit ridership.

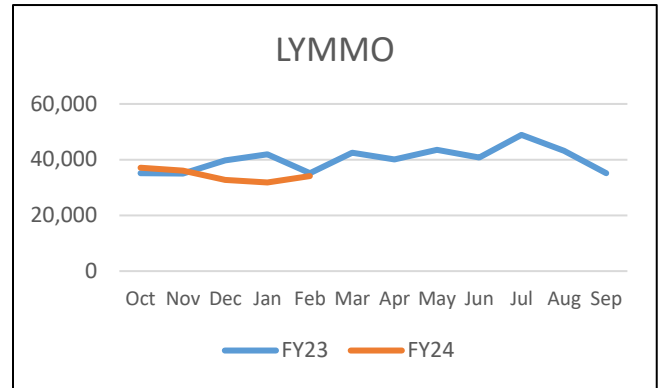


February 2024 Service Performance Report

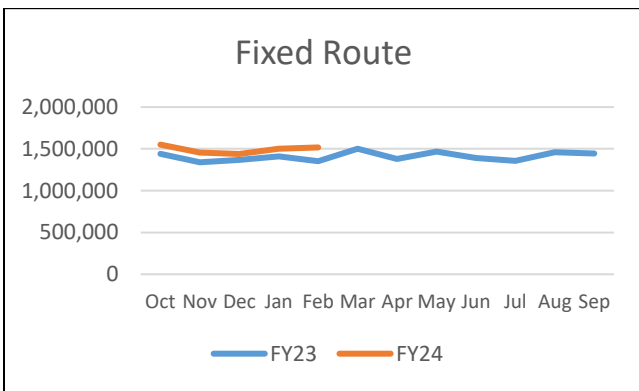
MONTHLY RIDERSHIP TRENDS BY MODE



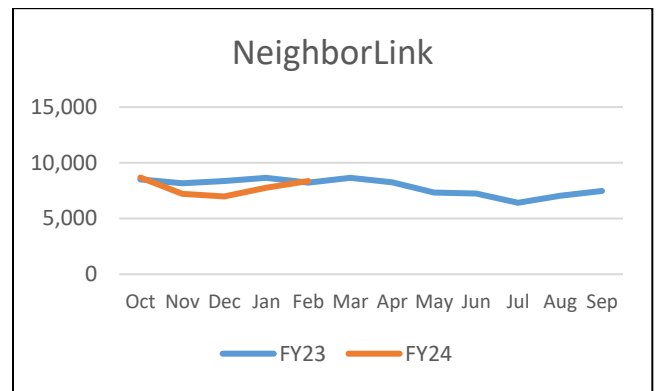
Year-to-Date Fiscal Year 2024 LYNX system-wide ridership has increased by 7.8% compared to Fiscal Year 2023.



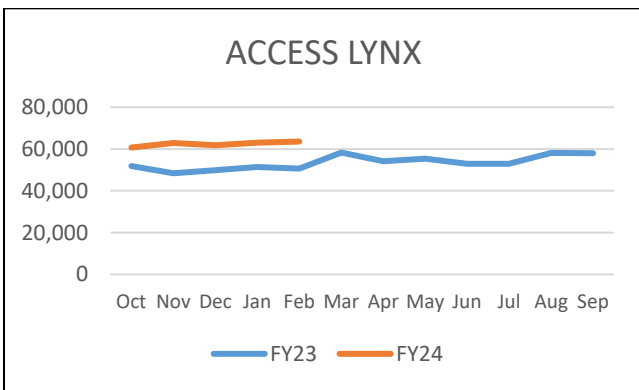
Year-to-Date Fiscal Year 2024 LYMMO ridership has decreased by 8.1% compared to Fiscal Year 2023.



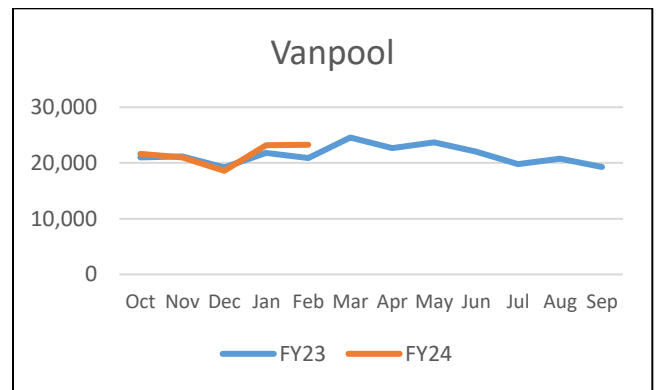
Year-to-Date Fiscal Year 2024 Fixed Route ridership has increased by 7.9% compared to Fiscal Year 2023.



Year-to-Date Fiscal Year 2024 NeighborLink ridership has decreased by 6.9% compared to Fiscal Year 2023.



Year-to-Date Fiscal Year 2024 ACCESS LYNX ridership has increased by 23.8% compared to Fiscal Year 2023.



Year-to-Date Fiscal Year 2024 Vanpool ridership has increased by 3.5% compared to Fiscal Year 2023.



February 2024 Service Performance Report

Fixed Route and LYMMO Monthly Performance Data

Fixed Route - Modal Performance Data - February 2024									
Month	Ridership	Passengers per Trip	On-Time Performance	Farebox Recovery	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	1,550,580	17	59%	14%	10	90,603	98%	224	83%
Nov	1,455,339	17	60%	10%	10	87,373	98%	199	97%
Dec	1,439,194	17	62%	13%	9	88,578	98%	195	56%
Jan	1,501,160	17	69%	11%	10	90,587	99%	193	96%
Feb	1,516,805	18	65%		7	85,581	98%	203	94%
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
YTD	7,463,078	17	63%	12%	46	442,722	98%	202.8	85%

LYMMO - Modal Performance Data - February 2024								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	37,109	5	65%	1	7,128	95%	14	83%
Nov	36,094	5	66%	0	6,867	97%	8	97%
Dec	32,686	5	65%	0	6,914	97%	8	56%
Jan	31,816	5	72%	0	7,128	98%	10	96%
Feb	34,117	5	71%	0	6,713	98%	9	94%
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
YTD	171,822	5	68%	1	34,750	97%	9.8	85%



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NeighborLink and ACCESS LYNX Monthly Performance Data

NeighborLink - Modal Performance Data - February 2024						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	8,680	100%	100%	0	15	100%
Nov	7,221	100%	100%	0	15	100%
Dec	6,982	100%	100%	0	14	100%
Jan	7,775	100%	100%	0	14	100%
Feb	8,370	100%	100%	0	14	100%
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	39,028	100%	100%	0	14	100%

ACCESS LYNX - Modal Performance Data - February 2024						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	60,701	87%	94%	1	148	77%
Nov	62,947	91%	95%	0	153	77%
Dec	61,774	90%	99%	0	157	77%
Jan	62,973	93%	99%	0	160	80%
Feb	63,588	91%	99%	1	161	79%
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
YTD	311,983	90.40%	97.20%	2	15580%	78%



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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 preventive maintenance inspections that were completed on time.

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