

LYNX Finance & Audit Committee Agenda

Meeting Date: 04/18/2024
Meeting Time: 1:30 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 Committee Minutes

-  Finance Committee Minutes - March 25, 2024 Pg 3


3. Public Comments

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


4. Chief Financial Officer's Report

5. 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 NEPA, Preliminary Engineering and FTA Small Starts Project Development Pg 8

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 Pg 10

-Attachments 

- ii.  Authorization to Execute a Change Order with Denovo Ventures, LLC for Implementation, Licenses, and Support for a Recruiting Module as well as Project Realignment for the ERP Project Pg 14

- 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) Amount from \$542,410 to \$579,475 Pg 17

6. Action Agenda

- A.  Approval of the FY2025 Preliminary Operating Budget Pg 19

7. Discussion

- A.  Reserve Analysis Pg 22

8. Other Business

9. 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
Finance and Audit Committee Meeting Minutes

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

DATE: March 25, 2024

TIME: 1:30 p.m.

Members in Attendance:

Amanda Clavijo, Osceola County
Michelle McCrimmon, City of Orlando
Tim Jecks, Seminole County
Kurt Petersen, Orange County
Jamie Ledgerwood, FDOT, 5th District
James Goldsmith, LYNX Attorney

Staff in Attendance:

Leonard Antmann, Chief Financial Officer
Michelle Daley, Director of Finance
David Vance, Manager of Financial Planning & Analysis
Matt Friedman, Director of Marketing Communications

1. Call to Order

Chair Clavijo called the meeting to order at 1:30 p.m.

2. Approval of Minutes

Tim Jecks moved to approve the February 15, 2024 Finance and Audit Committee meeting minutes. Seconded by Michelle McCrimmon. The minutes were unanimously approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Lenny Antmann, Chief Financial Officer, provided the following updates:

- Fixed Route ridership is averaging 58,000-62,000 passengers per day and Paratransit is averaging 52,000-55,000 trips per month.
- The March Oversight meeting is the first since last year. Finance will be presenting the FY2023 Financial Results, FY2024 1st Quarter Results and FY2025 Budget Assumptions.
- LYNX has executed a contract with Chase Morgan for banking services and started the transition process.
- The Orange County Accelerated Transportation Safety Program (ATSP) was approved by LYNX Board in February and will be on the March 26 Orange County Board agenda, will roll out beginning with the April 21 Service Change.

- Genfare, our farebox software vendor, is implementing an upgrade that will allow us to collect fares on the buses via credit card tap-n-go. We expect this to be well received by our riders. In addition, we will transition our mobile app provider from American Eagle to Genfare.

5. Consent Agenda

Chair Clavijo asked if there were any changes to the Consent. Mr. Antmann recommended 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 The Provision of 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 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
 - iii. Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages
 - iv. Authorization to Implement April 21, 2024 Service Changes
 - v. Authorization to Auction Surplus Capital Items

Kurt Petersen made a motion to approve all Consent Agenda items except D.ii, second by Michelle McCrimmon. Motion passed unanimously. Michelle McCrimmon made a motion to approve Consent Agenda item D.ii., second by Tim Jecks. Motion passed with four approvals; Jamie Ledgerwood abstained.

6. Action Agenda

- A. Recommendation to Authorize Approval of FY2023 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Mr. Joel Knopp, MSL Shareholder, provided the results and communication of the audit for fiscal year ended September 30, 2023.

MSL was engaged to audit LYNX's financial statements for the fiscal year ended September 30, 2023. The summary of the audit results reflects an unmodified clean opinion, meaning the

statements are presented in accordance with Generally Accepted Accounting Principles. There were no findings on Internal Controls over Financial Reporting and on Compliance and Other Matters, Examination Report on Investment Compliance, Compliance for Each Major Federal Program and Major State Project, and Internal Control Over Compliance with those grants. There were no unreported or unadjusted differences. LYNX staff will submit the audited financial statements to the Government Financial Officers Association by March 31, 2024.

Jamie Ledgerwood made a motion to approve FY2023 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program, second by Michelle McCrimmon. Motion passed unanimously.

B. Election of the 2024 Finance and Audit Committee Officers

Chair Clavijo recognized James Goldsmith, LYNX General Counsel to moderate the election of officers. Mr. Goldsmith called for a vote. Jamie Ledgerwood made a motion to elect Amanda Clavijo as Chair and Kurt Petersen as Vice Chair. Michelle McCrimmon seconded. Motion passed unanimously.

7. Discussion

A. Update to the Vanpool Program

Matt Friedman, Director of Marketing Communications, provided an overview of LYNX's Vanpool program including cost information for prior and current contract, current customer pricing which has not increased in approximately sixteen years, expense and revenue for FY2023-FY2019, and maintenance costs. Several scenarios were provided showing the impact of \$100, \$200 or \$250 monthly customer fare increases as well as a comparison of other regional agency customer rates. Ninety percent of commuter customers receive a federal subsidy and will be able to absorb a fare increase. Contracted agencies have been advised of potential future service cost increases at agreement renewals. Chair Clavijo recommended including an overview slide of customer demographics (federal / non-federal employee, agency) and impact of cost increase for each when presenting to Oversight.

B. Discussion Regarding Preliminary FY2025 Operating Budget

Mr. Antmann led the discussion of the preliminary FY2025 Operating Budget. The Key budget assumptions and other initiatives remain the same as discussed last month with the addition of no staff increases other than related to service level changes. Beginning January 1, 2025, the funding partners will pay the SunRail feeder routes directly rather than through FDOT. The budget and corresponding funding partner contributions are being prepared as done traditionally; the feeder routes will be presented separately.

The preliminary FY2025 budget is \$208.1M, an increase of \$15.7M year-over-year. On the revenue side, Customer Fares increase by \$1.9M consistent with current ridership trends; Paratransit \$200K and \$1.7M on Fixed Route. Contract Services has a \$500K Paratransit reduction associated with decreased contracts from the State on Transportation Disadvantaged (TD) trips.

Interest and Other Income is decreasing by \$200K as we anticipate less interest income.

Federal Revenue is increasing by \$1.9M year-over-year. The overall impact is on Fixed Route - \$200K increase for MetroPlan planning studies and a \$1.7M increase associated with federal

5311 rural routes. Additionally, there is a \$300K flip-flop between Fixed Route and Paratransit associated with the new Paratransit contractor operations move to the leased LB McLeod facility.

State Revenue is up \$900K year-over-year associated with \$400K block grant increase and \$500K increase associated with providing additional Road Ranger program services hours.

Local Revenue is up \$6.3M. \$5.1M is from additional service hours associated with the Orange County ATSP program and \$700K from Central Florida Tourism Oversight District (CFTOD) for additional contracted service and the annual rate increase. Additionally, \$400K LYMMO increase based on current operating expenses primarily from increases in labor cost.

Funding partner contribution of \$106.3M based on last year's 15.5% increase recommendation and utilization of \$24M in Budget Stabilization Funds. For the next presentation, this will be adjusted based on the funding partner recommendations today.

Expenses in total increase by \$15.7M. The majority of which, is \$10.5M Wages & Benefits associated with pension contribution increase from 7% to 10%, increased medical costs, nineteen additional drivers to support Orange County's ATSP additional routes and annual wage increases.

Other Services increases \$1.5M: \$1.1M Professional Services planning studies and implementation of the new ERP system and \$500K on Security Services, largely labor driven contract.

Fuel is flat year-over-year as we transition to more CNG vehicles.

Materials and supplies is \$300K higher associated with a one-time line item for repair of the concrete at the eighteen year old LOC operations center estimated at \$300K. Overall, costs for traditional expenses are flat year-over-year.

Casualty & Liability is up \$300k associated with increased insurance costs.

Purchased transportation is up \$3.5M due to annual cost increase and increased number of trips.

Leases & Miscellaneous is down \$500K due to lower than anticipated ERP license expense.

Funding Partner Contributions

Mr. Antmann provided several charts and models on the partner funding for FY2025 based on the preliminary budget. The first chart shows the current FY2024 funding contributions just short of \$92M. The next chart shows the funding contributions if the partners fund the entire amount of \$130.4M, this would be a 42% increase over FY2024 contributions.

Mr. Antmann reminded the committee of the decisions made last year to increase Partner contributions by 15.5% in FY2024-FY2027, then normalizing FY2028 and beyond.

In FY2023 the budget stabilization was \$6.5M favorable primarily driven by the additional interest income, that were not operating or partner funds. We were able to save that money and reduce the usage of budget stabilization. Going into FY2025, the funding partners are going to be funding SunRail directly themselves. At the same time, we will be working on the construction of the new LYNX Southern Operations Base. A portion of the cost to construct the

LYNX Southern Operations Base will need to be local funding. When LCS/LOC was built 20 years ago the contribution was about \$5.5M. We don't know the total required local contribution for the LYNX Southern Operations Base but expect it will be in the \$10-15M range. The opportunity here is that if we stay consistent with the same model as projected, we can take the \$6.5M and any additional FY2025 interest income above the budget level to set aside for the LYNX Southern Operations Base local contribution. By doing the set-aside, it would give the funding partners the opportunity to provide a portion of the local contribution without having to actually write the check.

Mr. Antmann presented four models assuming \$6.5M reserves held for the LYNX Southern Operations Base local contribution:

- A 14.75% FY2025 increase will max out at 16.5% increase FY2027.
- A 15.00% FY2025 increase will max out at 16% increase FY2027.
- A 15.50% FY2025 increase, flat through FY2027.
- A 16.00% FY2025 increase, 15.25% increase FY2026, 14.75% FY2027.

An additional four models were presented without reserve.

- A 14.25% FY2025 increase will max out at 15.0% increase FY2027.
- A 14.50% FY2025 increase will max out at 14.75% increase FY2027.
- A 14.75% FY2025 increase, 14.50% FY2026, 14.00% FY2027.
- A 15.00% FY2025 increase, 14.25% FY2026, 14.00% FY2027.

Mr. Antmann also presented summary scenarios that include the 9-month SunRail feeder route contribution and Total Operating expense by funding partner. FDOT will pay the first quarter SunRail feeder route cost in FY2025.

The Local Capital contribution, \$3 per service hour, has increased overall from \$3.7M to almost \$3.9M. The bulk of the increase is in Orange County associated with additional service hours from the ATSP (Accelerated Transportation Safety Plan).

The committee discussed the scenarios presented and a consensus was made to incorporate Option 3 at 15.5% into the FY2025 budget with the \$6.5M set aside for reserve. The Chair requested that LYNX prepare a white paper/summary on the LYNX Southern Operations Base including estimated cost, timeframe, funding sources for the partners. Mr. Antmann stated that he will update the presentation to reflect the 15.5% increase to present to the committee in April and ask for permission to move forward to Oversight.

8. Other Business

None

9. Adjourned

The meeting adjourned at 3:03 p.m.

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Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: **Authorization to Issue a Request for Proposal (RFP) for Professional Services for the I-Drive Transit Project NEPA, Preliminary Engineering and FTA Small Starts Project Development**

Date: 04/18/2024

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 to complete a National Environmental Policy Act (NEPA) analysis, preliminary engineering, and processes necessary to enter into Project Development (PD) with the Federal Transit Administration (FTA) Capital Improvement Grant (CIG) Small Starts program.

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

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County following the FTA determination. Phase 2 will include the appropriate NEPA review and preliminary design of at least 30 percent.

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 #5.B. i

To: LYNX Finance & Audit Committee

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: 04/18/2024

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. That 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

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Consent Agenda Item #5.B. ii

To: LYNX Finance & Audit Committee

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, Licenses, and Support for a Recruiting Module as well as Project Realignment for the ERP Project

Date: 04/18/2024

ACTION REQUESTED:

Staff is requesting authorization to execute a change order with Denovo Ventures, LLC (“Denovo”) 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 methods to complete standard business processes as well as a lack of reporting and data

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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.

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 #5.B. iii

To: LYNX Finance & Audit Committee

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) Amount from \$542,410 to \$579,475

Date: 04/18/2024

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 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 ¾ 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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Action Item #6.A

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the FY2025 Preliminary Operating Budget

Date: 04/18/2024

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's approval for the Chief Executive Officer (CEO) or designee to present the FY2025 Preliminary Operating Budget to the LYNX Regional funding partners.

BACKGROUND:

On March 25, 2024, staff presented a Preliminary FY2025 Operating budget to LYNX Finance and Audit Committee for discussion and input. On April 18, 2023, LYNX staff will present a revised FY2025 Preliminary Operating Budget to the Finance and Audit Committee for approval to present to the Oversight Committee on April 25, 2024.

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

- Maintain 2024 level of service, no fare increases.
- Preventative Maintenance funding at board approved level, \$6.8 million.
- Wage increases consistent with funding partners and board approved labor agreements.
- Funding Partners contributions based on the approved Regional Funding Model.

OVERVIEW:

The FY2025 Preliminary Operating Budget totals \$208,132,943 in revenues and \$208,132,943 in expenses. The Preliminary Operating Budget is funded by a combination of LYNX generated revenue, federal, state, and local dollars. These funds are used to fund personnel expenses,

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

	FY2025 Preliminary Budget
REVENUES	
Customer fares	\$ 20,222,670
Contract services	3,878,350
Advertising	2,705,000
Interest & Other income	1,280,000
Federal Revenue	14,618,873
State Revenue	15,475,742
Local Revenue	19,612,355
Local Revenue Funding Partner	106,250,401
Use of Budget Stabilization Funds	24,089,552
TOTAL REVENUE	\$ <u>208,132,943</u>

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

	FY2025 Preliminary Budget
EXPENSE	
Salaries, Wages & Fringe Benefits	\$ 123,294,100
Other services	15,090,016
Fuel	14,087,408
Materials and supplies	10,535,051
Utilities	2,229,634
Casualty & Liability	4,927,301
Taxes and licenses	642,086
Purchased transportation services	34,166,500
Leases & Miscellaneous	2,706,857
GASB 87 Lease Expense	378,638
Interest	75,352
TOTAL EXPENSE	\$ <u>208,132,943</u>

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LYNX will utilize the regional funding model to allocate each jurisdiction’s share of the costs of operations in FY2025.

The following chart shows the local funding breakdown:

	Orange County	Osceola County	Seminole County	TOTAL
Operating	\$ 79,424,572	\$ 13,708,082	\$ 13,117,747	\$ 106,250,401
Capital	3,030,684	470,798	376,308	3,877,790
Total Partner Funding	82,455,256	14,178,880	13,494,055	110,128,191
Sunrail Feeder Svc (Jan-Sept)	505,495	503,929	542,911	1,552,335
Total Partner Contribution	\$ 82,960,751	\$ 14,682,809	\$ 14,036,966	\$ 111,680,526

CONCLUSION:

LYNX staff will be seeking approval of the FY2025 Preliminary Operating Budget for presentation to the funding partners in June and July 2024.

LYNX Finance & Audit Committee Agenda

Discussion Item #7.A

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Reserve Analysis

Date: 04/18/2024

LYNX Staff will present the Reserve Analysis as of September 30, 2023.