

LYNX Finance & Audit Committee Agenda



Meeting Date: 2/15/2019
Meeting Time: 9:00 AM

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Open Space
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 - November 28, 2018

Pg 3



Finance Committee Minutes - January 10, 2019














Pg 9

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 Report

5. Committee Discussion Items

- | | | |
|----|--|-------|
| A. |  Recap of the FY2018 Operating Results. | Pg 13 |
| | -Attachments  | |
| B. |  Recap of the FY2019 1st Quarter Operating Results. | Pg 39 |
| | -Attachments  | |
| C. |  Discussion of Reserve Analysis Presentation | Pg 65 |
| | -Attachments    | |
| D. |  Presentation on FY2020 Budget Development Assumptions. | Pg 69 |
| | -Attachments  | |
| E. |  Recap of the FY2019 Bus Service Agreements. | Pg 76 |
| | -Attachments  | |
| F. |  Discussion on Finance and Audit Committee 2019 Meeting Dates | Pg 88 |

6. Committee Action Items

- | | | |
|----|--|-------|
| A. |  Authorization to Execute a Public Transportation Grant Agreement with the Florida Department of Transportation in the amount of \$2.5 Million for the LOC Construction | Pg 89 |
| | -Attachments  | |
| B. |  Authorization to execute change order #1 in the amount of \$800,955 to McCree General Contractors & Architects, Inc. for the LOC Expansion Project. | Pg 92 |
| C. |  Authorization to Execute a Public Transportation Grant Agreement with the Florida Department of Transportation in the Amount of \$1.2 Million for Fareboxes | Pg 95 |
| | -Attachments  | |
| D. |  Authorization to Issue an Invitation for Bid (IFB) for the Construction of the Rosemont Transfer Center | Pg 99 |

7. Committee Information Items

8. Other Business

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, Open Space
 Orlando, FL 32801

DATE: **November 28, 2018**

TIME: **9:00 a.m.**

Members in Attendance:

Amanda Clavijo, Osceola County
Michelle McCrimmon, City of Orlando
Jo Santiago, FDOT, 5th District
Kurt Petersen, Orange County
Timothy Jecks, Seminole County

Staff in Attendance:

Edward Johnson, Chief Executive Officer
Bert Francis, Chief Financial Officer
Tiffany Homler, Chief Administrative Officer
John Slot, Chief Innovation & Sustainability Officer
Leonard Antmann, Director of Finance
Kim Forbragd, Manager of Financial Planning & Budgets
Chris Plummer, Manager of Financial Reporting

Members Absent:

1. Call to Order

Chair Clavijo called the meeting to order at 9:08 a.m. Chair Clavijo welcomed new member Timothy Jecks.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the September 25, 2018, Finance & Audit Committee meeting. Motion to approve the September 25, 2018 minutes was made by Michelle McCrimmon, seconded by Kurt Petersen and unanimously adopted. The minutes were approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Clavijo recognized Bert Francis, LYNX Chief Financial Officer. Mr. Francis stated that there are two blue sheet items: Authorization to Increase Contract #15-C12 for Cherry Bekaert, LLP by \$7,500 for One Year to Comply with the Federal Transit Administration's NTD Reporting Requirements – added to the Action Items and Summary of First-Time Fuel Audit by the State of Florida Department of Revenue – added to the Discussion items. There were no objections to the change in the agenda, and the items were added.

5. Committee Action Items

A. Authorization to Approve the Updated LYNX Purchasing Card Procedure

Chair Clavijo recognized Mr. Francis to make the presentation. Mr. Francis stated this this procedure was outdated and has now been updated to address what can and cannot be purchased using the p-card. Motion to Approve the Updated LYNX Purchasing Card Procedure was made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

B. Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of \$1,841,408 for Automatic Passenger Counters and ACCESS LYNX Cameras

Chair Clavijo recognized Belinda Balleras, Manager of Grants, to make the presentation. This grant would give our paratransit vehicles the option for continuous recording. There is a soft match provided by FDOT. Motion to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of \$1,841,408 for Automatic Passenger Counters and ACCESS LYNX Cameras was made by Michelle McCrimmon, second by Jo Santiago. Motion passed unanimously.

C. Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of \$3.1 Million

Ms. Balleras continued with this item. This is a recurring request for funds. For the 5310 program, we are requesting operating and capital funds. The capital funds are above the amounts that are supplied by the ADA. The

matches are included in the budget. Motion to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of \$3.1 Million was made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

D. Authorization to Issue a Purchase Order to New Flyer for the Purchase of Ten (10) CNG (Compressed Natural Gas) Sixty-Foot (60') Articulated Buses with a Not-to-Exceed Amount of \$8,700,000

Chair Clavijo recognized Jim Fetzer, Director of Maintenance, to make the presentation. The buses will be purchased from the existing contract with New Flyer. This grant is FTA funded. Motion to Issue a Purchase Order to New Flyer for the Purchase of Ten (10) CNG (Compressed Natural Gas) Sixty-Foot (60') Articulated Buses with a Not-to-Exceed Amount of \$8,700,000 was made by Kurt Petersen, second by Jo Santiago. Motion passed unanimously.

E. Authorization to Order Two (2) 15-Passenger Vans in an Amount Not to Exceed \$80,000 for 5310 Sub-Recipient Awards

Mr. Fetzer continued with this item. These buses will be purchased through the 5310 program from last year's funding. Motion to Order Two (2) 15-Passenger Vans in an Amount Not to Exceed \$80,000 for 5310 Sub-Recipient Awards was made by Michelle McCrimmon, second by Kurt Petersen. Motion passed unanimously.

F. Authorization to Award a Contract for Fresh Food, Traditional Vending and Related Services with Compass Group USA, Inc. at No Cost to LYNX, for a Period of Three (3) Years With the Option to Extend for Two (2) One (1) Year Periods

Chair Clavijo recognized Terri Settingington, Director of Human Resources, to make the presentation. The open markets would be located at the LOC location. This will offer employees healthier options. The revenues will be used to enrich the wellness programs. Motion to Award a Contract for Fresh Food, Traditional Vending and Related Services with Compass Group USA, Inc. at No Cost to LYNX, for a Period of Three (3) Years With the Option to Extend for Two (2) One (1) Year Periods was made by Tim Jecks, second by Jo Santiago. Motion passed unanimously.

G. Blue Sheet Item – Authorization to Increase Contract #15-C12 for Cherry Bekaert, LLP by \$7,500 for One Year to Comply with the Federal Transit Administration’s NTD Reporting Requirements

Chair Clavijo recognized Bert Francis to make the presentation. FTA wants the auditors to look at new agreed upon procedures. This is done every ten years and increases the scope. Motion to Increase Contract #15-C12 for Cherry Bekaert, LLP by \$7,500 for One Year to Comply with the Federal Transit Administration’s NTD Reporting Requirements was made by Amanda Clavijo, second by Michelle McCrimmon. Motion passed unanimously.

6. Committee Discussion Items

A. Update on LYNX FY2018 Reserve Analysis

Chair Clavijo recognized Bert Francis to make the presentation. Mr. Francis explained that there were funds from the state that were not included in previous cash flow projections. Our projected cash reserves, with the state funds, are now three million dollars above the forty-five day reserve requirement. That gives us about a forty-nine day reserve. Mr. Francis discussed a list of possible funding solutions. It was discussed that a combination of these items may need to be implemented.

B. Customer Refund for Overpayment at Farebox

Chair Clavijo recognized Bert Francis to make the presentation. Mr. Francis stated that we have been following this procedure for a while, but we did not have anything in writing. This is a written guideline about how to handle a customer who does not have exact change when boarding the bus.

C. Discussion on Finance and Audit Committee Purpose and 2019 Meeting Dates

Mr. Francis continued with this item. He inquired about the items that the Finance & Audit committee are approving and hearing. Mr. Johnson stated that the committee should be meeting on a regular basis. It was recommended that the meetings take place in the mornings. It was also stated that the committee should only hear items that would have a financial impact, or an increase to the budget. The committee does not feel the need to hear day to day business and policies. Mr. Goldsmith stated that the funding partners may use designees, if they are not able to attend the meetings. Mr. Johnson would like a list of appointees and substitutes. Motion to approve the listed committee meeting dates as provided, subject to change, and subject to cancel a meeting if not needed, with moving the

September 5, 2019 meeting to September 12, 2019, was made by Michelle McCrimmon, second by Amanda Clavijo. Motion passed unanimously.

At the meeting held on January 10, 2019, Chair Clavijo requested that these minutes include the request from the Finance & Audit Committee that the purpose of the meeting and the items covered match the request from the Oversight Committee.

D. Blue Sheet Item – Summary of First-Time Fuel Audit by the State of Florida Department of Revenue

Mr. Francis stated that this audit has not been done before. We have paid the tax on this audit, and we are awaiting a response from the Department of Revenue on the abatement of the penalties. We have already made changes to comply with this audit going forward.

7. Committee Information Items

A. Mobility Management Update

Chair Clavijo recognized John Slot, Chief Innovation & Sustainability Officer, to make the presentation. Mr. Slot stated that we are working on enhancing our customer experience. We are enhancing our website to try and get customers to use our website and apps to schedule their trips. The figures presented at this meeting were from October 2018. Mr. Johnson commented on the wages that are paid to our call center representatives. The wages are very low, so he would like to do a wage study to see how our wages compare to other call centers.

B. Update on the Electric Vehicle Analysis for ACCESS LYNX Paratransit Service

John Slot continued with this item. He stated that there is not a suitable electric vehicle on the market today for the paratransit mission that would meet our requirements. We have designed a specification sheet for our vendors. Our NeighborLink vehicles are good suitable vehicles and could meet the electric vehicle requirement.

C. Update on the Results of the Computer Aided Dispatch and Automatic Vehicle Location Conversion Pilot

John Slot continued with this item. The pilot has commenced this week. We are testing a five-vehicle pilot. The conversions are taking a little longer than was expected.

D. Update on the Installation of Digital Signage in the LYNX Central Station Bus Bays and the Operator's Lounges

John Slot continued with this item. We have installed digital displays in the bus bays. Passengers can now see the route maps on the displays. We can add emergency text on the display. Our next step would be to monetize by adding advertising to the display.

8. Other Business

No other business was discussed.

The meeting adjourned at 11:37 a.m.

LYNX
Central Florida Regional Transportation Authority
Finance and Audit Committee Meeting Minutes

PLACE: **LYNX Central Station**
 455 N. Garland Avenue
 2nd Floor, Open Space
 Orlando, FL 32801

DATE: **January 10, 2019**

TIME: **2:00 p.m.**

Members in Attendance:

Amanda Clavijo, Osceola County
Michelle McCrimmon, City of Orlando
Jo Santiago, FDOT, 5th District
Kurt Petersen, Orange County
Timothy Jecks, Seminole County

Staff in Attendance:

Edward Johnson, Chief Executive Officer
Bert Francis, Chief Financial Officer
John Slot, Chief Innovation & Sustainability Officer
Leonard Antmann, Director of Finance
Kim Forbragd, Manager of Financial Planning & Budgets
Chris Plummer, Manager of Financial Reporting

Members Absent:

1. Call to Order

Chair Clavijo called the meeting to order at 2:04 p.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the November 28, 2018, Finance & Audit Committee meeting. Motion to approve the November 28, 2018 minutes was made by Michelle McCrimmon. Chair Clavijo stated that item 6.C. Discussion on Finance and Audit Committee Purpose and 2019 Meeting Dates, she would like the minutes to contain the request that the purpose of the meeting and agenda items covered matched the request of the Oversight Committee. Motion made to accept minutes with the change to the meeting purpose was made by Chair Clavijo, seconded by Michelle McCrimmon and unanimously adopted. The minutes were approved with one noted change.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Clavijo recognized Bert Francis, LYNX Chief Financial Officer. Mr. Francis stated that the agenda is lengthy and he will hold his comments until later.

5. Committee Discussion Items

A. Presentation of FY2018 Audit Plan by Ron Conrad of Cherry Bekaert, LLP

Chair Clavijo recognized Ron Conrad to make the presentation. Mr. Conrad introduced Brian Lippick to make the presentation concerning the audit plan for FY2018. This will include the federal and state audits and agreed upon procedures related to National Transit Database. One is completed annually and the other is completed every ten years.

B. Recap Presentation of FY2019 Operating and Capital Budgets as presented in the September 27, 2018, LYNX Board of Directors' Meeting Package

Chair Clavijo recognized Bert Francis to make the presentation. Mr. Francis stated that this item is on the agenda, so that the Board could do a deeper dive into the budgets. This committee has already heard this presentation. There were no additional questions about the budgets at this time.

C. Recap Presentation of FY2018 Reserve Status and Review of FY2019 (Preliminary) Reserve Status through November 30, 2018

Mr. Francis continued with this item. The reserve status shows the cash requirements. As of right now, we are at a forty-five day reserve. We may be looking at a new format for this item, so that it is easier to understand the flow of funds. Chair Clavijo disagrees with the way that this item is presented in the handout. She felt that the mention of Osceola County would not have affected the reserves, and other items that could have an impact on the cash flow were not pointed out. Mr. Francis stated that there was no intention to specifically mention anyone, it was just an explanation as to why the cash reserves fell below the forty-five days. Right now, LYNX is sitting at a forty-five day reserve with a five percent contingency.

D. Discussion on the Regional Funding Model and Proposed Assumptions for FY2020 Operating Budget

Mr. Francis continued with this item. He stated that we are looking for the committee's input, thoughts and suggestions on how we might address some of these issues for FY2020. Not all items will happen at this magnitude, but is a worst-case scenario. Discussion ensued regarding the listed items. Chair Clavijo said it would be helpful to see more reality based numbers, what is expected going into FY20. She also stated that all of the funding partners should be paying for the services that they receive. Chair Clavijo and Kurt Peterson would like to see how the financials look after being put into the funding model. Michelle McCrimmon would like to see how these conceptual ideas are moving along.

6. Committee Action Items

A. Recommendation to Amend Funding Partner Agreement with Seminole County for FY2019 for \$168,932

Chair Clavijo recognized Mr. Francis to make the presentation. Mr. Francis stated there was a calculation error, using gross numbers instead of net. The amount would be offset by the fuel hedging. Funding partner agreement was made at the higher rate. Motion to Recommend to Amend Funding Partner Agreement with Seminole County for FY2019 for \$168,932 was made by Tim Jecks, second by Kurt Petersen. Motion passed unanimously.

B. Recommendation to Amend Funding Partner Agreement with Orange County for FY2019 for \$72,514

This item was continued from the previous item. Kurt Peterson stated that the county would rather have a credit for next year, as the budget has already been set for this year. Motion to get a credit for \$72,514 in next year's funding allocation was made by Kurt Petersen, second by Tim Jecks. Motion passed unanimously.

C. Recommendation to Amend Bus Service Agreement No. 18-C144 with Lake County for \$25,058

Mr. Francis continued with this item. Service hours were high, and this amount will be covered by the fuel savings. Lake County has been notified about this amendment. Motion to Amend Bus Service Agreement No. 18-C144 with Lake County for \$25,058 was made by Amanda Clavijo, second by Michelle McCrimmon. Motion passed unanimously.

7. Other Business

Chair Clavijo asked that we start including monthly financial statements as part of the agenda.

The meeting adjourned at 3:22 p.m.

LYNX Finance & Audit Committee Agenda

Finance Committee Discussion Item #5.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
Kimberly Forbragd
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)
Technical / Project Lead 3
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Recap of the FY2018 Operating Results.

Date: 2/15/2019

ACTION REQUESTED:

LYNX Staff will provide a recap of the FY2018 Operating Results.

FY2018 Year-End Recap Operating Results

Presented to the
LYNX Finance Committee
by Bert Francis, Chief Financial Officer
February 15, 2019

Contents

- Executive Summary
- Operating Results by Line of Business (LOB)
 - ✓ Fixed Route
 - ✓ Lymmo
 - ✓ ParaTransit
 - ✓ NeighborLink
 - ✓ Road Ranger

Executive Summary



Executive Summary

All Lines of Business - Current Year versus Amended Budget

Revenue	FY2018 Actual	FY2018 Budget	\$ Variance	% Variance
01 Customer Fares	\$24,142,741	\$25,408,169	(\$1,265,428) U	-5.0%
02 Contract Services	\$5,272,163	\$6,240,392	(\$968,229) U	-15.5%
03 Advertising	\$2,846,718	\$2,205,000	\$641,718 F	29.1%
05 Interest & Other Income	\$1,428,762	\$1,111,283	\$317,479 F	28.6%
06 Federal Revenue	\$15,877,646	\$18,056,585	(\$2,178,939) U	-12.1%
07 State Revenue	\$12,038,399	\$12,000,325	\$38,074 F	0.3%
08 Local Revenue	\$65,922,726	\$67,077,268	(\$1,154,542) U	-1.7%
	\$127,529,155	\$132,099,022	(\$4,569,867) U	-3.5%
Expense	FY2018 Actual	FY2018 Budget	\$ Variance	% Variance
20 Salaries & Wages & Fringe	(\$76,459,285)	(\$79,658,715)	\$3,199,430 F	-4.0%
21 Other Services	(\$9,593,758)	(\$12,042,475)	\$2,448,717 F	-20.3%
22 Fuel	(\$10,757,826)	(\$10,820,264)	\$62,438 F	-0.6%
23 Materials & Supplies	(\$7,171,448)	(\$8,097,032)	\$925,584 F	-11.4%
24 Utilities	(\$1,356,532)	(\$1,558,424)	\$201,892 F	-13.0%
25 Casualty & Liability	(\$2,061,727)	(\$2,353,031)	\$291,304 F	-12.4%
26 Taxes & Tags	(\$814,687)	(\$529,391)	(\$285,296) U	53.9%
27 Purchased Transportation	(\$25,892,966)	(\$19,614,332)	(\$6,278,634) U	32.0%
28 Leases & Miscellaneous	(\$1,200,366)	(\$1,436,031)	\$235,665 F	-16.4%
29 Interest Expense	(\$84,900)	(\$81,047)	(\$3,853) U	4.8%
	(\$135,393,495)	(\$136,190,742)	\$797,247 F	-0.6%
Net Operating Gain (Loss)	(\$7,864,340)	(\$4,091,720)	(\$3,772,620) U	92.2%

Executive Summary (cont.)

Revenue Variance to Budget

- ✓ Customer Fares – Revenue is down due to decreasing ridership.
- ✓ Contract Services –Transportation Disadvantaged trips were lower than budgeted and reimbursement rate was lower than actual trip cost.
- ✓ Federal Revenue – This varies with Planning activities reimbursed by Federal funds. See favorable variance in Professional Services.
- ✓ Local Revenue – Budget included SR436 (prepaid) revenue that will be referred into FY2019.

Executive Summary (cont.)

Expense Variance to Budget

- ✓ Salaries & Wages – Vacant positions and related benefits cost includes \$2.3 million pension adjustment.
- ✓ Other Services – This includes certain Planning activities that are reimbursed by Federal dollars. See offsetting variance in Federal Revenue.
- ✓ Fuel – Hedging provided favorable offset to increasing fuel prices.
- ✓ Materials & Supplies – We had favorable variances in Repairs & Maintenance across the entire Agency.

Executive Summary (cont.)

Expense Variance to Budget

- ✓ Taxes & Tags – While Hedging offset Fuel expense, it did not offset Fuel Taxes. Additionally we had extra taxes and penalties assessed in a year-end fuel tax audit (in appeals).
- ✓ Purchased Transportation – Customer base continues to increase month over month.

Operating Results by LOB



Operating Results by LOB

Fixed Route



Fixed Route - Current Year versus Amended Budget

Revenue	FY2018 Actual	FY2018 Budget	\$ Variance	% Variance
01 Customer Fares	\$21,934,879	\$23,062,425	(\$1,127,546) U	-4.9%
02 Contract Services	\$1,389,630	\$1,339,202	\$50,428 F	3.8%
03 Advertising	\$2,846,718	\$2,205,000	\$641,718 F	29.1%
05 Interest & Other Income	\$1,428,762	\$1,111,283	\$317,479 F	28.6%
06 Federal Revenue	\$12,058,017	\$13,792,255	(\$1,734,238) U	-12.6%
07 State Revenue	\$10,323,772	\$10,309,129	\$14,643 F	0.1%
08 Local Revenue	\$51,950,739	\$52,562,479	(\$611,740) U	-1.2%
	\$101,932,517	\$104,381,773	(\$2,449,256) U	-2.3%
Expense	FY2018 Actual	FY2018 Budget	\$ Variance	% Variance
20 Salaries & Wages & Fringe	(\$72,176,944)	(\$74,417,297)	\$2,240,353 F	-3.0%
21 Other Services	(\$8,987,808)	(\$11,371,218)	\$2,383,410 F	-21.0%
22 Fuel	(\$7,986,228)	(\$8,253,793)	\$267,565 F	-3.2%
23 Materials & Supplies	(\$6,952,083)	(\$7,774,862)	\$822,779 F	-10.6%
24 Utilities	(\$1,311,339)	(\$1,530,137)	\$218,798 F	-14.3%
25 Casualty & Liability	(\$2,016,976)	(\$2,323,031)	\$306,055 F	-13.2%
26 Taxes & Tags	(\$632,114)	(\$407,993)	(\$224,121) U	54.9%
28 Leases & Miscellaneous	(\$927,599)	(\$1,421,579)	\$493,980 F	-34.7%
29 Interest Expense	(\$84,900)	(\$81,047)	(\$3,853) U	4.8%
	(\$101,075,991)	(\$107,580,957)	\$6,504,966 F	-6.0%
Net Operating Gain (Loss)	\$856,526	(\$3,199,184)	\$4,055,710 F	-126.8%

Operating Results by LOB

Fixed Route (cont.)



Revenue Variance to Budget

- ✓ Customer Fares – Revenue is down due to decreasing ridership.
- ✓ Interest & Other Income – Includes 209K VanPool revenue that was not budgeted.
- ✓ Federal Revenue – This varies with Planning activities reimbursed by Federal funds. See favorable variance in Professional Services.
- ✓ Local Revenue – Budget included SR436 (prepaid) revenue that will be referred into FY2019.

Operating Results by LOB

Fixed Route(cont.)



Expense Variance to Budget

- ✓ Salaries & Wages – Vacant positions and related benefits cost includes \$2.3 million pension adjustment.
- ✓ Other Services – This includes certain Planning activities that are reimbursed by Federal dollars. See offsetting variance in Federal Revenue.
- ✓ Fuel – Hedging provided favorable offset to increasing fuel prices.
- ✓ Materials & Supplies – We had favorable variances in Repairs & Maintenance across the entire Agency.



Operating Results by LOB

Fixed Route(cont.)



Expense Variance to Budget

- ✓ Taxes & Tags – While Hedging offset Fuel expense, it did not offset Fuel Taxes. Additionally we had extra taxes and penalties assessed in a year-end fuel tax audit (in appeals).
- ✓ Leases & Miscellaneous – The ParaTransit lease was reclassified to ParaTransit in FY2018. In prior years this was budgeted in Fixed Route.

Operating Results by LOB



Operating Results by LOB

ParaTransit



ParaTransit - Current Year versus Amended Budget

Revenue	FY2018 Actual	FY2018 Budget	\$ Variance	% Variance
01 Customer Fares	\$2,117,604	\$2,233,296	(\$115,692) U	-5.2%
02 Contract Services	\$3,716,616	\$4,759,082	(\$1,042,466) U	-21.9%
06 Federal Revenue	\$3,232,030	\$3,519,530	(\$287,500) U	-8.2%
07 State Revenue	\$388,473	\$288,000	\$100,473 F	34.9%
08 Local Revenue	\$11,063,333	\$10,993,133	\$70,200 F	0.6%
	\$20,518,056	\$21,793,041	(\$1,274,985) U	-5.9%
Expense	FY2018 Actual	FY2018 Budget	\$ Variance	% Variance
20 Salaries & Wages & Fringe	(\$1,171,699)	(\$1,518,372)	\$346,673 F	-22.8%
21 Other Services	(\$601,700)	(\$621,060)	\$19,360 F	-3.1%
22 Fuel	(\$2,206,239)	(\$2,173,573)	(\$32,666) U	1.5%
23 Materials & Supplies	(\$5,078)	(\$14,500)	\$9,422 F	-65.0%
24 Utilities	(\$35,624)	(\$20,980)	(\$14,644) U	69.8%
26 Taxes & Tags	(\$163,711)	(\$108,734)	(\$54,977) U	50.6%
27 Purchased Transportation	(\$23,951,087)	(\$18,079,961)	(\$5,871,126) U	32.5%
28 Leases & Miscellaneous	(\$272,131)	(\$10,969)	(\$261,162) U	2380.9%
	(\$28,407,269)	(\$22,548,149)	(\$5,859,120) U	26.0%
Net Operating Gain (Loss)	(\$7,889,213)	(\$755,108)	(\$7,134,105) U	944.8%

Operating Results by LOB

ParaTransit (cont.)



Revenue Variance to Budget

- ✓ Contract Services – Transportation Disadvantaged trips were lower than budgeted and reimbursement rate was lower than actual trip cost.

Expense Variance to Budget

- ✓ Purchased Transportation – Customer base continues to increase month over month.
- ✓ Leases & Miscellaneous – The ParaTransit lease was reclassified to ParaTransit in FY2018. In prior years this was budgeted in Fixed Route.

Operating Results by LOB



NeighborLink



Operating Results by LOB

NeighborLink



NeighborLink - Current Year versus Amended Budget

Revenue	FY2018 Actual	FY2018 Budget	\$ Variance	% Variance
01 Customer Fares	\$90,258	\$112,448	(\$22,190) U	-19.7%
02 Contract Services	\$165,917	\$142,108	\$23,809 F	16.8%
06 Federal Revenue	\$587,599	\$744,800	(\$157,201) U	-21.1%
07 State Revenue	\$0	\$25,444	(\$25,444) U	-100.0%
08 Local Revenue	\$684,722	\$914,174	(\$229,452) U	-25.1%
	\$1,528,496	\$1,938,974	(\$410,478) U	-21.2%
Expense	FY2018 Actual	FY2018 Budget	\$ Variance	% Variance
20 Salaries & Wages & Fringe	(\$147,486)	(\$195,964)	\$48,478 F	-24.7%
21 Other Services	(\$2,930)	(\$45,540)	\$42,610 F	-93.6%
22 Fuel	(\$232,679)	(\$220,112)	(\$12,567) U	5.7%
23 Materials & Supplies	\$0	(\$1,000)	\$1,000 F	-100.0%
24 Utilities	(\$2,468)	\$0	(\$2,468) U	n/a
26 Taxes & Tags	(\$7,425)	(\$5,192)	(\$2,233) U	43.0%
27 Purchased Transportation	(\$1,941,878)	(\$1,534,371)	(\$407,507) U	26.6%
	(\$2,334,866)	(\$2,002,179)	(\$332,687) U	16.6%
Net Operating Gain (Loss)	(\$806,370)	(\$63,205)	(\$743,165) U	1175.8%

Operating Results by LOB

NeighborLink (cont.)



Revenue Variance to Budget

- ✓ One route was budgeted as NeighborLink that was serviced by fixed-route.

Expense Variance to Budget

- ✓ Purchase transportation increased due to changes in a new contract with MV.

Operating Results by LOB

LYMMO[®]



Operating Results by LOB

Lymmo



Lymmo - Current Year versus Amended Budget

Revenue	FY2018 Actual	FY2018 Budget	\$ Variance	% Variance
08 Local Revenue	\$2,223,933	\$2,607,482	(\$383,549) U	-14.7%
	\$2,223,933	\$2,607,482	(\$383,549) U	-14.7%
 Expense	 FY2018 Actual	 FY2018 Budget	 \$ Variance	 % Variance
20 Salaries & Wages & Fringe	(\$1,834,880)	(\$2,347,463)	\$512,583 F	-21.8%
22 Fuel	(\$215,032)	(\$114,744)	(\$100,288) U	87.4%
23 Materials & Supplies	(\$149,889)	(\$194,650)	\$44,761 F	-23.0%
26 Taxes & Tags	(\$7,396)	(\$4,971)	(\$2,425) U	48.8%
	(\$2,207,197)	(\$2,661,828)	\$454,631 F	-17.1%
 Net Operating Gain (Loss)	 \$16,736	 (\$54,346)	 \$71,082 F	 -130.8%

Operating Results by LOB

Lymmo (cont.)



Revenue Variance to Budget

- ✓ Lymmo is reimbursed based on actual expense.
- ✓ Revenue varies directly with actual expense.

Expense Variance to Budget

- ✓ Lime Line was a new service in FY2018. Estimated expense was higher than actual.

Operating Results by LOB



Operating Results by LOB

Road Ranger



Road Rangers - Current Year versus Amended Budget

Revenue	FY2018 Actual	FY2018 Budget	\$ Variance		% Variance
07 State Revenue	\$1,326,154	\$1,377,752	(\$51,598)	U	-3.7%
	\$1,326,154	\$1,377,752	(\$51,598)	U	-3.7%
Expense	FY2018 Actual	FY2018 Budget	\$ Variance		% Variance
20 Salaries & Wages & Fringe	(\$1,128,276)	(\$1,179,619)	\$51,343	F	-4.4%
21 Other Services	(\$1,320)	(\$4,657)	\$3,337	F	-71.7%
22 Fuel	(\$117,648)	(\$58,042)	(\$59,606)	U	102.7%
23 Materials & Supplies	(\$64,397)	(\$112,020)	\$47,623	F	-42.5%
24 Utilities	(\$7,102)	(\$7,307)	\$205	F	-2.8%
25 Casualty & Liability	(\$44,751)	(\$30,000)	(\$14,751)	U	49.2%
26 Taxes & Tags	(\$4,041)	(\$2,501)	(\$1,540)	U	61.6%
28 Leases & Miscellaneous	(\$636)	(\$3,483)	\$2,847	F	-81.7%
	(\$1,368,171)	(\$1,397,629)	\$29,458	F	-2.1%
Net Operating Gain (Loss)	(\$42,017)	(\$19,877)	(\$22,140)	U	111.4%

Operating Results by LOB

Road Ranger (cont.)



Revenue Variance to Budget

- ✓ Road Ranger is reimbursed based on actual expense.
- ✓ Revenue varies directly with actual expense.

Expense Variance to Budget

- ✓ Fuel purchase price was higher than anticipated.
- ✓ Materials & Supplies was favorable due to fewer repairs needed on service vehicles.



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LYNX Finance & Audit Committee Agenda

Finance Committee Discussion Item #5.B.

To: LYNX Finance & Audit Committee

From: **Albert Francis**
CHIEF FINANCIAL OFFICER
Kimberly Forbragd
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)
Technical / Project Lead 3
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Recap of the FY2019 1st Quarter Operating Results.

Date: 2/15/2019

Lynx Staff will provide a recap of the FY2019 1st Quarter Operating Results.

FY2019 1st Quarter Recap Operating Results

Presented to the
LYNX Finance & Audit Committee
by Bert Francis
Chief Financial Officer
February 15, 2019

Contents

- Executive Summary
- Operating Results by Line of Business (LOB)
 - ✓ Fixed Route
 - ✓ Lymmo
 - ✓ ParaTransit
 - ✓ NeighborLink
 - ✓ Road Ranger
- Summary

Executive Summary



Executive Summary

All Lines of Business - 1st Quarter FY2019

Revenue	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
01 Customer Fares	\$6,215,628	\$6,206,574	\$9,054 F	\$18,619,720	\$24,826,294
02 Contract Services	\$1,623,979	\$1,617,058	\$6,921 F	\$4,851,175	\$6,468,233
03 Advertising	\$1,109,795	\$550,000	\$559,795 F	\$1,650,000	\$2,200,000
04 Advertising Trade	\$0	\$7,500	(\$7,500) U	\$22,500	\$30,000
05 Interest & Other Income	\$344,199	\$345,665	(\$1,466) U	\$1,036,995	\$1,382,660
06 Federal Revenue	\$3,765,372	\$4,830,864	(\$1,065,492) U	\$14,492,591	\$19,323,455
07 State Revenue	\$2,980,665	\$3,004,831	(\$24,166) U	\$10,015,206	\$13,020,037
08 Local Revenue	\$16,367,186	\$16,444,560	(\$77,374) U	\$52,077,351	\$68,521,911
Total Revenue	\$32,406,824	\$33,007,052	(\$600,228) U	\$102,765,538	\$135,772,590
Expense	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
20 Salaries & Wages & Fringe	(\$19,442,354)	(\$19,703,718)	\$261,364 F	(\$59,111,144)	(\$78,814,862)
21 Other Services	(\$1,533,917)	(\$2,937,276)	\$1,403,359 F	(\$8,811,835)	(\$11,749,111)
22 Fuel	(\$3,079,005)	(\$2,951,391)	(\$127,614) U	(\$8,854,169)	(\$11,805,560)
23 Materials & Supplies	(\$1,632,537)	(\$1,962,455)	\$329,918 F	(\$5,887,364)	(\$7,849,819)
24 Utilities	(\$340,856)	(\$402,970)	\$62,114 F	(\$1,208,910)	(\$1,611,880)
25 Casualty & Liability Insurance	(\$489,218)	(\$556,188)	\$66,970 F	(\$1,668,563)	(\$2,224,751)
26 Taxes & Tags	(\$151,530)	(\$117,543)	(\$33,987) U	(\$352,623)	(\$470,166)
27 Purchased Transportation	(\$6,648,557)	(\$6,538,989)	(\$109,568) U	(\$19,616,966)	(\$26,155,955)
28 Leases & Miscellaneous	(\$269,475)	(\$407,388)	\$137,913 F	(\$1,222,156)	(\$1,629,544)
29 Interest Expense	(\$15,618)	(\$14,941)	(\$677) U	(\$44,822)	(\$59,763)
Total Expense	(\$33,603,067)	(\$35,592,859)	\$1,989,792 F	(\$106,778,552)	(\$142,371,411)
Net Operating Gain (Loss)	(\$1,196,243)	(\$2,585,807)	\$1,389,564 F	(\$4,013,014)	(\$6,598,821)

Executive Summary (cont.)

- The 1st Quarter performed better than budget.
- Overall revenue was 600K unfavorable.
 - ✓ Federal Revenue was 1,065K unfavorable due to timing of certain expenses that are reimbursed by Federal dollars.
 - ✓ Local Revenue includes Funding Partner contributions from Orange, Osceola, and Seminole Counties.

Executive Summary (cont.)

- Overall expense was 1,989K favorable.
 - ✓ Salaries, Wages & Fringe was 261K favorable due to vacant positions.
 - ✓ Other Services (including Professional Services) was 1,403K favorable. In particular, Professional Services in Planning represented over 50% of the favorable variance.
 - ✓ We expect other favorable expense variances to even out as the year develops.

Operating Results by LOB



Operating Results by LOB

Fixed Route



Fixed Route - 1st Quarter FY2019

Revenue	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
01 Customer Fares	\$5,603,184	\$5,518,135	\$85,049 F	\$16,554,405	\$22,072,540
02 Contract Services	\$353,179	\$377,024	(\$23,845) U	\$1,131,072	\$1,508,096
03 Advertising	\$1,109,795	\$550,000	\$559,795 F	\$1,650,000	\$2,200,000
04 Advertising Trade	\$0	\$7,500	(\$7,500) U	\$22,500	\$30,000
05 Interest & Other Income	\$344,199	\$345,665	(\$1,466) U	\$1,036,995	\$1,382,660
06 Federal Revenue	\$2,913,037	\$3,737,414	(\$824,377) U	\$11,212,241	\$14,949,655
07 State Revenue	\$2,548,002	\$2,548,002	\$0	\$8,644,718	\$11,192,720
08 Local Revenue	\$12,892,778	\$12,892,778	\$0	\$40,893,969	\$53,786,747
Total Revenue	\$25,764,174	\$25,976,518	(\$212,344) U	\$81,145,900	\$107,122,418
Expense	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
20 Salaries & Wages & Fringe	(\$18,366,626)	(\$18,438,374)	\$71,748 F	(\$55,315,120)	(\$73,753,494)
21 Other Services	(\$1,431,811)	(\$2,825,237)	\$1,393,426 F	(\$8,475,709)	(\$11,300,946)
22 Fuel	(\$2,408,977)	(\$2,248,235)	(\$160,742) U	(\$6,744,706)	(\$8,992,941)
23 Materials & Supplies	(\$1,599,393)	(\$1,883,016)	\$283,623 F	(\$5,649,047)	(\$7,532,063)
24 Utilities	(\$331,489)	(\$395,393)	\$63,904 F	(\$1,186,180)	(\$1,581,573)
25 Casualty & Liability Insurance	(\$473,522)	(\$545,000)	\$71,478 F	(\$1,635,000)	(\$2,180,000)
26 Taxes & Tags	(\$131,364)	(\$90,336)	(\$41,028) U	(\$271,007)	(\$361,343)
27 Purchased Transportation	\$0	\$0	\$0	\$0	\$0
28 Leases & Miscellaneous	(\$197,103)	(\$340,073)	\$142,970 F	(\$1,020,220)	(\$1,360,293)
29 Interest Expense	(\$15,618)	(\$14,941)	(\$677) U	(\$44,822)	(\$59,763)
Total Expense	(\$24,955,903)	(\$26,780,605)	\$1,824,702 F	(\$80,341,811)	(\$107,122,416)
Net Operating Gain (Loss)	\$808,271	(\$804,087)	\$1,612,358 F	\$804,089	\$2



Operating Results by LOB

Fixed Route (cont.)



- Advertising Revenue performed better than budget with a 559K favorable variance. We may see this level off in the 2nd or 3rd Quarter.

Operating Results by LOB

Fixed Route (cont.)



- Other Services was favorable due to the delay of certain projects with Professional Services that are reimbursed by Federal dollars.
- Fuel was unfavorable 160K due to price variance. Our fuel hedge saved 141K.

Operating Results by LOB



Operating Results by LOB

ParaTransit (cont.)



ParaTransit - 1st Quarter FY2019

Revenue	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
01 Customer Fares	\$583,653	\$660,937	(\$77,284) U	\$1,982,817	\$2,643,754
02 Contract Services	\$1,231,971	\$1,194,270	\$37,701 F	\$3,582,812	\$4,777,082
06 Federal Revenue	\$681,931	\$907,250	(\$225,319) U	\$2,721,750	\$3,629,000
07 State Revenue	\$73,749	\$78,750	(\$5,001) U	\$236,250	\$315,000
08 Local Revenue	\$2,765,832	\$2,765,832	\$0	\$8,529,104	\$11,294,936
Total Revenue	\$5,337,136	\$5,607,039	(\$269,903) U	\$17,052,733	\$22,659,772
Expense	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
20 Salaries & Wages & Fringe	(\$266,363)	(\$403,543)	\$137,180 F	(\$1,210,627)	(\$1,614,170)
21 Other Services	(\$101,726)	(\$101,750)	\$24 F	(\$305,250)	(\$407,000)
22 Fuel	(\$537,845)	(\$566,590)	\$28,745 F	(\$1,699,770)	(\$2,266,360)
23 Materials & Supplies	\$0	(\$3,177)	\$3,177 F	(\$9,529)	(\$12,706)
24 Utilities	(\$7,945)	(\$5,750)	(\$2,195) U	(\$17,250)	(\$23,000)
26 Taxes & Tags	(\$15,978)	(\$22,334)	\$6,356 F	(\$67,002)	(\$89,336)
27 Purchased Transportation	(\$6,168,254)	(\$6,145,520)	(\$22,734) U	(\$18,436,560)	(\$24,582,080)
28 Leases & Miscellaneous	(\$72,372)	(\$65,986)	(\$6,386) U	(\$197,957)	(\$263,943)
Total Expense	(\$7,170,483)	(\$7,314,650)	\$144,167 F	(\$21,943,945)	(\$29,258,595)
Net Operating Gain (Loss)	(\$1,833,347)	(\$1,707,611)	(\$125,736) U	(\$4,891,212)	(\$6,598,823)

Operating Results by LOB

ParaTransit



- Customer Fares Revenue was unfavorable by 77K.
This is affected by:
 - ✓ Timing of reconciliations with our transportation partners.
 - ✓ The “No Strand” policy, i.e, when customers cannot pay on the homebound portion of their trip.

Operating Results by LOB

ParaTransit (cont.)



- Fuel had a 28K favorable variance. Our fuel hedge saved 110K.
- Salaries, Wages & Fringe was 137K favorable due to vacant positions.



Operating Results by LOB

NeighborLink



Operating Results by LOB

NeighborLink (cont.)



NeighborLink - 1st Quarter FY2019

Revenue	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
01 Customer Fares	\$28,791	\$27,500	\$1,291 F	\$82,500	\$110,000
02 Contract Services	\$38,829	\$45,764	(\$6,935) U	\$137,291	\$183,055
06 Federal Revenue	\$170,404	\$186,200	(\$15,796) U	\$558,600	\$744,800
08 Local Revenue	\$171,182	\$171,182	\$0	\$809,975	\$981,157
Total Revenue	\$409,206	\$430,646	(\$21,440) U	\$1,588,366	\$2,019,012
Expense	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
20 Salaries & Wages & Fringe	(\$48,998)	(\$51,436)	\$2,438 F	(\$154,319)	(\$205,755)
21 Other Services	\$0	(\$6,885)	\$6,885 F	(\$20,655)	(\$27,540)
22 Fuel	(\$45,836)	(\$50,628)	\$4,792 F	(\$151,884)	(\$202,512)
23 Materials & Supplies	\$0	(\$258)	\$258 F	(\$772)	(\$1,030)
24 Utilities	(\$209)	\$0	(\$209) U	\$0	\$0
26 Taxes & Tags	(\$1,185)	(\$2,075)	\$890 F	(\$6,225)	(\$8,300)
27 Purchased Transportation	(\$480,303)	(\$393,469)	(\$86,834) U	(\$1,180,406)	(\$1,573,875)
Total Expense	(\$576,531)	(\$504,751)	(\$71,780) U	(\$1,514,261)	(\$2,019,012)
Net Operating Gain (Loss)	(\$167,325)	(\$74,105)	(\$93,220) U	\$74,105	\$0

Operating Results by LOB NeighborLink



- Local Revenue includes Polk County in addition to Orange, Osceola and Seminole Counties.
- Purchased Transportation expense had an unfavorable variance of 86K. We are reviewing routes and hours of service to address the variance.

Operating Results by LOB

LYMMO[®]



Operating Results by LOB

Lymmo (cont.)



Lymmo - 1st Quarter FY2019

Revenue	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
08 Local Revenue	\$537,394	\$614,768	(\$77,374) U	\$1,844,303	\$2,459,071
Total Revenue	\$537,394	\$614,768	(\$77,374) U	\$1,844,303	\$2,459,071
Expense	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
20 Salaries & Wages & Fringe	(\$494,825)	(\$515,772)	\$20,947 F	(\$1,547,315)	(\$2,063,087)
22 Fuel	(\$56,988)	(\$49,091)	(\$7,897) U	(\$147,272)	(\$196,363)
23 Materials & Supplies	(\$22,329)	(\$48,663)	\$26,334 F	(\$145,987)	(\$194,650)
26 Taxes & Tags	(\$1,982)	(\$1,243)	(\$739) U	(\$3,728)	(\$4,971)
Total Expense	(\$576,124)	(\$614,769)	\$38,645 F	(\$1,844,302)	(\$2,459,071)
Net Operating Gain (Loss)	(\$38,730)	(\$1)	(\$38,729) U	\$1	\$0

Operating Results by LOB Lymmo



- Timing differences between standard billings and true-ups create year-end Gains (Losses).
- Salaries, Wages & Fringe tends to be predictable due to the limited variability of the Lymmo routes.
- Other expense tends to be predictable.

Operating Results by LOB



Operating Results by LOB

Road Ranger (cont.)



Road Rangers - 1st Quarter FY2019

Revenue	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
07 State Revenue	\$358,914	\$378,079	(\$19,165) U	\$378,079	\$1,512,317
Total Revenue	\$358,914	\$378,079	(\$19,165) U	\$378,079	\$1,512,317
Expense	YTD Actual	YTD Budget	YTD Variance	Budget Rem	Bud Full Year
20 Salaries & Wages & Fringe	(\$265,542)	(\$294,588)	\$29,046 F	(\$294,588)	(\$1,178,356)
21 Other Services	(\$380)	(\$3,406)	\$3,026 F	(\$3,406)	(\$13,625)
22 Fuel	(\$29,359)	(\$36,846)	\$7,487 F	(\$36,846)	(\$147,384)
23 Materials & Supplies	(\$10,815)	(\$27,342)	\$16,527 F	(\$27,342)	(\$109,370)
24 Utilities	(\$1,213)	(\$1,827)	\$614 F	(\$1,827)	(\$7,307)
25 Casualty & Liability Insurance	(\$15,696)	(\$11,188)	(\$4,508) U	(\$11,188)	(\$44,751)
26 Taxes & Tags	(\$1,021)	(\$1,554)	\$533 F	(\$1,554)	(\$6,216)
28 Leases & Miscellaneous	\$0	(\$1,327)	\$1,327 F	(\$1,327)	(\$5,308)
Total Expense	(\$324,026)	(\$378,078)	\$54,052 F	(\$378,078)	(\$1,512,317)
Net Operating Gain (Loss)	\$34,888	\$1	\$34,887 F	\$1	\$0



Operating Results by LOB

Road Ranger



- FDOT reimburses based on actual expense. Standard billings are issued monthly and trued-up quarterly.
- Timing differences between standard billings and true-ups create year-end Gains (Losses).

Summary

- The 1st Quarter performed better than budget.
- We are cautiously optimistic about Salaries, Wages & Fringe running close to budget.
- We have fuel hedges to help mitigate price volatility.
- Growth of ParaTransit remains a challenge.
- We expect certain favorable expense variances to even out as the year develops.

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LYNX Finance & Audit Committee Agenda

Finance Committee Discussion Item #5.C.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Technical / Project Lead 2
(Technical Contact)
Technical / Project Lead 3
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Discussion of Reserve Analysis Presentation

Date: 2/15/2019

ACTION REQUESTED:

LYNX Staff will provide a presentation on Reserve Analysis.

LYNX Reserve Analysis
As of September 30, 2018

LYNX Reserves	45 days	60 days	90 days
Operations	\$ 17,850,000	\$ 23,800,000	\$ 35,700,000
Contingency -5%	7,118,571	7,118,571	7,118,571
Debt Service	0	0	0
General Liability/worker's comp. - Short Term	1,907,474	1,907,474	1,907,474
Medical Claims - IBNR	565,100	565,100	565,100
State required - Medical self insured surplus	1,700,000	1,700,000	1,700,000
60 days medical insurance claims	1,570,432	1,570,432	1,570,432
Compensated Absences	4,461,265	4,461,265	4,461,265
Fuel Stabilization	1,000,000	1,000,000	1,000,000
Total Operating Reserve Requirement	\$ 36,172,842	\$ 42,122,842	\$ 54,022,842
Fund Balance - Unrestricted	\$ 24,435,536	\$ 24,435,536	\$ 24,435,536
Fund Balance - Restricted	1,700,000	1,700,000	1,700,000
Total Fund Balance	\$ 26,135,536	\$ 26,135,536	\$ 26,135,536
9/30/2018 Excess (Shortfall) Fund Balance	\$ (10,037,306)	\$ (15,987,306)	\$ (27,887,306)
FY2018 \$2 Capital Funding	\$ 2,001,877		
Pine Hills Transfer Center	2,724,662		
Bus Shelters	65,772		
Orlando Urban Trail Project	21,273		
Capital Reserve Fund Requirement	\$ 4,813,584		
Unbudgeted Capital Fund Balance	\$ 4,813,584		

Cash Balance - Operating \$ 30,542,244

9/30/2018 Excess (Shortfall) Cash Balance \$ (5,630,598)

LYNX Reserve Analysis
As of October 31, 2018

LYNX Reserves	45 days	60 days	90 days
Operations	\$ 17,850,000	\$ 23,800,000	\$ 35,700,000
Contingency -5%	7,118,571	7,118,571	7,118,571
Debt Service	0	0	0
General Liability/worker's comp. - Short Term	1,907,474	1,907,474	1,907,474
Medical Claims - IBNR	565,100	565,100	565,100
State required - Medical self insured surplus	1,700,000	1,700,000	1,700,000
60 days medical insurance claims	1,570,432	1,570,432	1,570,432
Compensated Absences	4,461,265	4,461,265	4,461,265
Fuel Stabilization	1,000,000	1,000,000	1,000,000
Total Operating Reserve Requirement	\$ 36,172,842	\$ 42,122,842	\$ 54,022,842
Fund Balance - Unrestricted	\$ 24,435,536	\$ 24,435,536	\$ 24,435,536
Fund Balance - Restricted	1,700,000	1,700,000	1,700,000
Total Fund Balance	\$ 26,135,536	\$ 26,135,536	\$ 26,135,536
9/30/2018 Excess (Shortfall) Fund Balance	\$ (10,037,306)	\$ (15,987,306)	\$ (27,887,306)
FY2019 \$2 Capital Funding	\$ 176,074		
FY2018 \$2 Capital Funding	2,001,877		
Pine Hills Transfer Center	2,724,662		
Bus Shelters	40,527		
Orlando Urban Trail Project	21,273		
Capital Reserve Fund Requirement	\$ 4,964,413		
Unbudgeted Capital Fund Balance	\$ 4,964,413		

Cash Balance - Operating \$ 39,205,169

10/31/2018 Excess (Shortfall) Cash Balance \$ 3,032,327

LYNX Reserve Analysis
As of November 30, 2018

LYNX Reserves	45 days	60 days	90 days
Operations	\$ 17,850,000	\$ 23,800,000	\$ 35,700,000
Contingency -5%	7,118,571	7,118,571	7,118,571
Debt Service	0	0	0
General Liability/worker's comp. - Short Term	1,907,474	1,907,474	1,907,474
Medical Claims - IBNR	565,100	565,100	565,100
State required - Medical self insured surplus	1,700,000	1,700,000	1,700,000
60 days medical insurance claims	1,570,432	1,570,432	1,570,432
Compensated Absences	4,461,265	4,461,265	4,461,265
Fuel Stabilization	1,000,000	1,000,000	1,000,000
Total Operating Reserve Requirement	\$ 36,172,842	\$ 42,122,842	\$ 54,022,842
Fund Balance - Unrestricted	\$ 24,435,536	\$ 24,435,536	\$ 24,435,536
Fund Balance - Restricted	1,700,000	1,700,000	1,700,000
Total Fund Balance	\$ 26,135,536	\$ 26,135,536	\$ 26,135,536
9/30/2018 Excess (Shortfall) Fund Balance	\$ (10,037,306)	\$ (15,987,306)	\$ (27,887,306)
FY2019 \$2 Capital Funding	\$ 358,174		
FY2018 \$2 Capital Funding	2,001,877		
Pine Hills Transfer Center	2,724,662		
Bus Shelters	28,759		
Orlando Urban Trail Project	21,273		
Capital Reserve Fund Requirement	\$ 5,134,745		
Unbudgeted Capital Fund Balance	\$ 5,134,745		

Cash Balance - Operating \$ 38,423,875

11/30/2018 Excess (Shortfall) Cash Balance \$ 2,251,033

LYNX Finance & Audit Committee Agenda

Finance Committee Discussion Item #5.D.

To: LYNX Finance & Audit Committee

From: **Albert Francis**
CHIEF FINANCIAL OFFICER
Kimberly Forbragd
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)
Technical / Project Lead 3
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Presentation on FY2020 Budget Development Assumptions.

Date: 2/15/2019

ACTION REQUESTED:

Staff is in the process of developing the FY20 Operating and Capital Budget. The key budget assumptions and calendar LYNX' budget team will use during budget preparation will be presented. This item allows the Finance & Audit Committee an opportunity to provide direction and feedback at the beginning of the budget development process.

The key overall budget assumptions are:

- FY20 Funding based on the adopted LYNX Funding Model
- Maximize current service levels through continuation of ongoing efficiencies
- No utilization of Reserves

FY2020 Budget Development Assumptions

Presented to the
LYNX Finance & Audit Committee
by Bert Francis
Chief Financial Officer
February 15, 2019

Key Budget Assumptions - Overall



- **FY2020 Funding based on the adopted LYNX Funding Model.**
- **Maximize current service levels through continuation of ongoing efficiencies.**
- **Utilization of cash reserves?**

Key Budget Assumptions - Revenue



Customer Fares:

- Maintain customer fares at current levels.

Federal Funding:

- Maintain current Preventative Maintenance Funding Level, pending approval by LYNX Board? Currently \$9,794,752.

State Funding:

- Continue to maximize State Operating Assistance.

Advertising Revenue:

- Continue to maximize Advertising Revenue.

Other Revenues:

- Maximize anticipated Compressed Natural Gas Rebates and Royalties.
- Identify additional investment opportunities to maximize Interest Income.

Key Budget Assumptions - Expense



Personnel Expenses:

- Salary increases consistent with Funding Partners and Board approved Union Labor Agreements.
- Continue to monitor the self-funded Health Insurance Program to identify efficiencies.
- Pursue rebates on prescription drugs to offset Program expense.

Fixed Route, Paratransit, and NeighborLink Services:

- Continue right sizing transit through Mobility Management Model.
- Continue focus on improving customer service.
- Continue increase in trip volume for Paratransit activity

Fuel Programs:

- Continuation of Fuel Programs, as appropriate:
 - Fuel Hedging
 - Bio-diesel
 - Compressed Natural Gas



Other Initiatives



Technology:

- Customer service enhancements:
 - Continue to refine existing customer facing programs.
 - Utilize new budget system.
 - Utilize new tracking system for Risk Management.

Facility Relocation and Improvements:

- Relocation of Paratransit operations from LB McLeod to NoPetro Land site.
 - Bring all operations into the same vicinity.
 - Move fleet, parking, fueling depot, and customer service to future facility on NoPetro land.
 - Buildout of Pine Hills Superstop.
 - Upgrade of security camera system.

Budget Calendar



FY2020 Key Budget Assumptions Presentation to Finance & Audit Committee	February 15
FY2020 Key Budget Assumptions Presentation to Board & Oversight Committee	February 28
FY2020 Preliminary Operating Budget Presentation to Finance & Oversight Committee	March 21
FY2020 Preliminary Operating Budget Presentation to Board and Oversight Committee	April 4
Budget Presentation Osceola & Orange Counties	June/July
Budget Presentation Seminole County	August
FY2020 Proposed Operating Budget Presentation to Finance & Audit Committee	September 12
Final Oversight Committee and Board Action	September 26
FY2020 Commences	October 1



LYNX Finance & Audit Cmmittee Agenda

Finance Committee Discussion Item #5.E.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
Kimberly Forbragd
(Technical Contact)
LEONARD ANTMANN
(Technical Contact)

(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Recap of the FY2019 Bus Service Agreements.

Date: 2/15/2019

Lynx Staff will provide a recap of the FY2019 Bus Service Agreements.

FY2019 Summary of Bus Service Agreements

Presented to the
LYNX Finance Committee
by Bert Francis, Chief Financial Officer
February 15, 2019

Contents

- Executive Summary
- Funding Partner Rate
- Review of Bus Service Agreements
- Review of Fixed Fee Agreements
- Summary

Funding Partner Rate

- Lynx has Funding Partner Agreements with Orange, Osceola, and Seminole Counties.
- Funding Partner Agreements include Fixed Route, ParaTransit, and NeighborLink services.
- Lynx receives revenue from Federal, State, and Local agencies. We apply this revenue to operating expense to arrive at Net Operating Expense.
- The Regional Funding Model calculates the reimbursement needed from the Funding Partners to cover Net Operating expense.

Funding Partner Rate (cont.)

- The Regional Funding Model divides Net Operating Expense by Service Hours to arrive at the Funding Partner Reimbursement Rate per Service Hour. We refer to this as the Funding Partner Rate.
- The Regional Funding Model also provides for a capital contribution from the Funding Partners at the rate of \$2.00 per service hour. This contribution helps cover the local match required by various Federal and State grants. This totals approximately 2,200K per year.

Funding Partner Rate (cont.)

Funding Partner Reimbursement Rate Overview					
Description	FY2016	FY2017	FY2018	FY2019	FY2020
Fixed Route	\$68.74	\$68.17	\$66.98	\$71.22	???
\$2/Hour Capital	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Total	\$70.74	\$70.17	\$68.98	\$73.22	???

- The Funding Partner Rate is based on net operating expense divided by total service hours.

Bus Service Agreements

- Lynx has Bus Service Agreements with several local agencies. This revenue reduces the Net Operating Expense and reduces the reimbursement needed from the Funding Partners.
- Over the years the rate per service hour has varied among the Bus Service Agreements.
- FY2019 Bus Service Agreements include hourly rates from \$23.35 to \$95.52 per service hour.

Bus Service Agreements (cont.)

- The rate of \$95.52 per service hour represents total fixed route expense divided by total service hours. We refer to this as the Non-Funding Partner Rate.
- Considerations for FY2020:
 - ✓ Continue offering Funding Partner rate (\$71.22 in FY2019) to Non-Funding Partners?
 - ✓ Increase all Bus Service Agreements to Non-Funding Partner rate (\$95.52 in FY2019)?

Bus Service Agreements (cont.)

Summary of FY2019 Bus Service Agreements

FY2019 Bus Service Agreements	Hourly Rate	Full Rate	\$\$\$ Diff	Service Hours	\$\$\$ Increase
Shingle Creek	\$23.35	\$95.52	\$72.17	4,271	\$308,238
Kissimmee Circulator	\$71.22	\$95.52	\$24.30	6,952	\$168,934
Lake County	\$71.22	\$95.52	\$24.30	3,495	\$84,929
Polk County	\$71.22	\$95.52	\$24.30	11,538	\$280,373
Reedy Creek	\$71.22	\$95.52	\$24.30	4,705	\$114,332
Econ River High School	\$95.52	\$95.52	\$0.00	0	\$0
Total Potential Increase in Revenue					\$956,806

- There is a potential increase of almost 957K in FY2020 by changing Bus Service Agreements from Funding Partner Rate to Non-Funding Partner Rate.

Fixed Fee Agreements

- Lynx has Fixed Fee Service Agreements with several local agencies. This revenue reduces the Net Operating Expense and reduces the reimbursement needed from the Funding Partners.
- Over the years the fixed amount charged has generally not increased.

Fixed Fee Agreements (cont.)

Summary of FY2019 Fixed Fee Service Agreements					
	FY2016	FY2017	FY2018	FY2019	FY2020
FY2019 Bs Service Agreements					
City of Orlando (Not Lymmo)	\$4,004,455	\$4,092,603	\$4,099,259	\$4,003,006	???
Altamonte Springs	\$120,900	\$120,900	\$120,900	\$120,900	???
City of Sanford	\$93,000	\$93,000	\$93,000	\$93,000	???

- The above contracts are not charged on an hourly basis. Annual increases were generally not requested year over year.

Summary

- Bus Service Agreement options for FY2020:
 - ✓ Revise Bus Service Agreements to reflect FY2020 Non-Funding Partner rate?
 - ✓ Continue Bus Services rates at prevailing amounts?
- Fixed Fee Agreement options for FY2020:
 - ✓ Adopt a year-over-year percentage increase?
 - ✓ Asking Funding Partners to take over these relationships and eliminate the agreements?
- FY2020 Budget will be shaped by these decisions.

LYNX Finance & Audit Committee Agenda

Finance Committee Discussion Item #5.F.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Technical / Project Lead 2
(Technical Contact)
Technical / Project Lead 3
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Discussion on Finance and Audit Committee 2019 Meeting Dates

Date: 2/15/2019

DISCUSSION ITEM:

LYNX Chief Financial Officer will lead a discussion about proposed dates for the Committee's consideration.

Proposed Finance & Audit Committee Meeting Dates:

March 21, 2019

April 11, 2019

May 9, 2019

June 13, 2019

July 11, 2019

August 8, 2019

September 12, 2019

October 10, 2019

November 21, 2019

LYNX Finance & Audit Committee Agenda

Finance Committee Action Item #6.A.

To: LYNX Finance & Audit Committee

From: **Tiffany Homler Hawkins**
CHIEF ADMINISTRATIVE OFFICER
Belinda Balleras
(Technical Contact)
Tomika Monterville
(Technical Contact)
DHasheem Alkebulan
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Execute a Public Transportation Grant Agreement with the Florida Department of Transportation in the amount of \$2.5 Million for the LOC Construction

Date: 2/15/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chairman to execute Resolution #19-002 (attached hereto) authorizing the Chief Executive Officer (CEO) to execute a Service Development Grant Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation in the amount of \$2,500,000 for the LYNX Operations Center (LOC) construction.

BACKGROUND:

In the September 27, 2018 Board Agenda, staff requested authorization to execute a contract with McCree Design Builders, Inc. for Design-Build Services for the LYNX Operations Center (LOC) expansion project which includes a parking lot and a modular structure for operations in the amount of \$3,734,116. In accordance with the LYNX Administrative Rule #2 Board Governance (By Laws), Section 2.9.1C Financially Exigent Situations, the Board Chair authorized the Chief Executive Officer the execution of contract with McCree Design Builders.

In FY 18, the Florida Department of Transportation offered LYNX the opportunity to submit a funding request for the LOC expansion project. FDOT recently advised LYNX that it will make available in the FDOT's FY 19/20 work program Service Development Program funds in the amount of \$2,500,000, which will be programmed for the LOC expansion construction. The Service Development Grant funds require a local share of \$2,500,000, at 50:50 state/local cost

LYNX Finance & Audit Committee Agenda

share. LYNX is currently working with FDOT on programming these funds, to include the potential of utilizing any future remaining state funds for the Southern Operations Base project.

LYNX is interested in developing the property for its new Mobility Management Operations that is adjacent to the existing fixed-route, LYNX Operations Center (LOC), located at 2500 LYNX Lane, in Orlando, Florida. The address of the new LOC location is 2495 Industrial Boulevard, Orlando, Florida 32804.

MV Transportation currently operates the LYNX Paratransit services out of a leased facility located at 4950 L.B. McLeod Avenue, Orlando Florida. The purpose of the new Mobility Management Operations Center is to transition out of the McLeod facility. The current facility houses 204 paratransit vehicles. The make and model of the vehicles range in size from Turtle Top Cutaways to passenger sedans. There are currently 35 administrative employees working at this location, with approximately 291 Bus Operators operating/reporting to this location on a daily basis.

FISCAL IMPACT:

LYNX staff revised the FY2019 Capital Budget to reflect this change. The matching portion will come from the LYNX \$2 capital contribution.



CFRTA RESOLUTION #19-002 Operations Center Construction

A **RESOLUTION** of the Central Florida Regional Transportation Authority (CFRTA) Governing Board authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, the LYNX Operations Center expansion and/or equipment and/or expenditure of grant funds pursuant to a grant award, and the signing of subsequent agreements.

WHEREAS, the Central Florida Regional Transportation Authority, d/b/a LYNX has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY GOVERNING BOARD, FLORIDA:

This resolution applies to Service Development Grant Program.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Edward L. Johnson, Chief Executive Officer is authorized to sign the application, accept a grant award, purchase vehicles/equipment, expend grant funds pursuant to a grant award, and/or sign subsequent agreements unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 28th day of February 2019.

Signature, Chairperson of the Board

Typed Name and Title

ATTEST:

Seal

LYNX Finance & Audit Committee Agenda

Finance Committee Action Item #6.B.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Warren Hersh
(Technical Contact)
DHasheem Alkebulan
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Authorization to execute change order #1 in the amount of \$800,955 to McCree General Contractors & Architects, Inc. for the LOC Expansion Project.

Date: 2/15/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors authorization to execute change order #1 in the amount of \$800,955 to McCree General Contractors & Architects, Inc. for alternate changes identified during value engineering of the LOC Expansion Project.

BACKGROUND:

On September 29, 2018, LYNX Chairman, Lee Constantine, approved the SEC recommendation to award the contract to McCree General Contractors & Architects, Inc. for this project in the amount \$3,734,166. On October 3, 2018, McCree received the Notice to Proceed (NTP) to construct the new LOC Paratransit Expansion Project.

The purpose of the new LOC Paratransit Expansion Project is to transition out of the McLeod facility. The current facility houses 204 paratransit vehicles. There are currently 35 administrative employees working at this location, with approximately 291 Bus Operators operating/reporting to this location on a daily basis.

McCree General Contractors & Architects, Inc. and LYNX project team value engineered the original scope design of the project. In addition, it has now been determined that FDOT will be funding a portion of this project for approximately \$2.5 million with a \$2.5 million match from LYNX. The project team has determined alternate options to provide a more efficient workflow

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and increased operational sustainability. This consists of downsizing the original administrative building, establishing a maintenance facility, additional bus wash bays, and a Haz-Mat storage. The following represents the requested change order:

Project Detail

Description	Original Budget	CO #1	Revised Total
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Sitework	\$1,796,556		\$1,796,556
Admin Building	\$390,805	-\$299,378	\$91,427
Architecture and Engineering	\$204,912		\$204,912
Equipment	\$238,050		\$238,050
Electrical	\$243,000		\$243,000
All other items	\$860,843		\$860,843
Maintenance Building		\$252,561	\$252,561
Security Sytem Tie In		\$86,237	\$86,237
Additional 3-Bay + Haz Mat Storage		\$265,783	\$265,783
Bus Wash - PEMB Covered Area 1575 sf		\$205,590	\$205,590
Additional 2nd Bus Wash (Smaller) - PEMB Covered Area 1200 sf		\$167,686	\$167,686
Other		\$122,476	\$122,476
Total Construction Contract	\$3,734,166	\$800,955	\$4,535,121

Direct Materials Purchase			\$0
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CEI Services	\$227,000		\$227,000
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Contingencies	\$322,706	\$347,085	\$669,791
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PROJECT COST	\$4,283,872	\$1,148,040	\$5,431,912
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Funding Analysis

FDOT Funding			\$2,500,000
LYNX Matching Portion			\$2,500,000
FTA Funding (Design)			\$204,912
FTA Funding (CEI)			\$227,000

LYNX Finance & Audit Cmmittee Agenda

TOTAL PROJECT FUNDING			\$5,431,912
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FISCAL IMPACT:

LYNX originally programmed \$4,283,872 of FTA funds for this project. With the additional funds becoming available from FDOT, we will reprogram the FTA funds for other needs and utilize \$2 capital funds for matching requirements. Approximately \$431,912 of FTA funds will remain in the project as they had been previously committed. This will create a total budget for the project of \$5,431,912.

LYNX Finance & Audit Committee Agenda

Finance Committee Action Item #6.C.

To: LYNX Finance & Audit Committee

From: **Tiffany Homler Hawkins**
CHIEF ADMINISTRATIVE OFFICER
Belinda Balleras
(Technical Contact)
Kenneth Jamison
(Technical Contact)
Technical / Project Lead 3
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Execute a Public Transportation Grant Agreement with the Florida Department of Transportation in the Amount of \$1.2 Million for Fareboxes**

Date: 2/15/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chairman to execute Resolution #19-001 (attached hereto) authorizing the Chief Executive Officer (CEO) to execute a Service Development Grant Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation in the amount of \$1,200,000 to partially fund the purchase of fareboxes. This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute any future amendments to the PTGA.

In the September 27, 2018 Board Agenda, staff requested authorization to issue a purchase order to SPX d/b/a Genfare for the procurement of Fast Fare Fareboxes and Paratransit validators for acceptance of fare from cash, smart cards, and mobile ticketing for an amount not to exceed \$5,663,541.57. In accordance with the LYNX Administrative Rule #2 Board Governance (By Laws), Section 2.9.1C Financially Exigent Situations, the Board Chair authorized the Chief Executive Officer the purchase of fareboxes for fixed route and paratransit.

BACKGROUND:

LYNX installed Genfare Odyssey electronic validating fareboxes on the fixed-route fleet in 2001. All fixed-route buses delivered since that date have been ordered with the Odyssey farebox. This system is now aging and experiencing hardware breakdowns at an increased frequency.

LYNX Finance & Audit Committee Agenda

Staff has worked with the existing LYNX fare system vendor, Genfare, to identify that the new Fast Fare farebox has the capability to process the SunCard smart card fare media and the bar code reader to process the Americaneagle.com mobile fare payment two-dimensional bar code. The Fast Fare farebox will update the aging farebox system, combining the traditional fare media of cash and magnetic stripe tickets with the newer technologies of smart cards and mobile payments into a single hardware platform. The Genfare Fast Fare-e validator provides the ability to process magnetic stripe tickets, smart cards, and mobile fare payment on the smaller demand response vehicles in which a full size farebox cannot be installed. Each device seamlessly integrates with the Genfare fare system providing a single system for reporting of all transactions regardless of type.

In the September 27, 2018 Board Agenda, staff requested authorization to issue a purchase order to SPX d/b/a Genfare for procurement of Fast Fare Fareboxes and Paratransit validators for acceptance of fare from cash, smart cards, and mobile ticketing for an amount not to exceed \$5,663,541.57. In accordance with the LYNX Administrative Rule #2 Board Governance (By Laws), Section 2.9.1C Financially Exigent Situations, the Board Chair authorized the Chief Executive Officer the purchase of fareboxes for fixed route and paratransit as detailed below.

Fixed Route Bus Equipment				
Item	Description	Quantity	Unit Price	Item Total
1	Fast Fare Electronic Revenue Center (32.5", 36", or 41") includes Operator Control Unit, Swipe Card Reader, WiFi, 2D Barcode Reader, and Smart Card Reader.	313	\$ 13,450.00	\$ 4,209,850.00
2	J1708 Interface Cable, 20ft.	313	\$ 21.00	\$ 6,573.00
3	Farebox Spare Parts (approximately 5%)	Lump Sum	\$ 210,821.15	\$ 210,821.15
4	Farebox Installation	313	\$ 550.00	\$ 172,150.00
	Sub-total			\$ 4,599,394.15
Vaulting Equipment				
Item	Description	Quantity	Unit Price	Item Total
1	Cashbox Receiver Upgrade to accept Fast Fare cashbox	6	\$ 8,155.00	\$ 48,930.00
	Sub-total			\$ 48,930.00
Paratransit Bus Equipment				
Item	Description	Quantity	Unit Price	Item Total
1	FAST FARE-e (Smart Card Reader, Barcode Reader, Magnetic Swipe Card Reader, Operator Control Unit, Wireless Data Transmission)	175	\$ 2,200.00	\$ 385,000.00
2	J1708 Interface Cable, 20ft.	175	\$ 21.00	\$ 3,675.00
3	J1708 Interface Software License	175	\$ 175.00	\$ 30,625.00
4	Fast Fare-e Spare Units	9	\$ 2,200.00	\$ 19,800.00
5	Fast Fare-e Installation	175	\$ 350.00	\$ 61,250.00
	Sub-total			\$ 500,350.00
	Total for Fare Collection Equipment			\$ 5,148,674.15
	Contingency			\$ 514,867.42
	Total			\$ 5,663,541.57

LYNX Finance & Audit Committee Agenda

The Florida Department of Transportation will program Service Development Grant (SDG) funds in the amount of \$1,200,000 to support the purchase of fareboxes. SDG funds require a local match of \$1,200,000, based on a 50:50 cost share. The remaining balance needed to complete the project will be funded with Federal Transit Administration funds.

FISCAL IMPACT:

LYNX staff included \$5,663,542 in the FY2019 Adopted Capital Budget for the procurement of Fast Fare Electronic Revenue Center Fareboxes, Fast Fare-e validation for demand response vehicles, and associated hardware for this project. The matching portion will come from a combination of \$2 capital funds plus LYNX operating cash, with the balance from FTA funds.

FDOT	\$ 1,200,000
LYNX match	1,200,000
FTA	<u>3,263,542</u>
Total	\$ 5,663,542



CFRTA RESOLUTION #19-001: Fareboxes

A **RESOLUTION** of the Central Florida Regional Transportation Authority (CFRTA) Governing Board authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, the purchase of fareboxes and/or expenditure of grant funds pursuant to a grant award, and the signing of subsequent agreements.

WHEREAS, the Central Florida Regional Transportation Authority, d/b/a LYNX has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY GOVERNING BOARD, FLORIDA:

This resolution applies to Service Development Grant Program.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Edward L. Johnson, Chief Executive Officer is authorized to sign the application, accept a grant award, purchase vehicles/equipment, expend grant funds pursuant to a grant award, and/or sign subsequent agreements unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 28th day of February 2019.

Signature, Chairperson of the Board

Lee Constantine, Chairman LYNX Board of Directors

Typed Name and Title

ATTEST:

Seal

LYNX Finance & Audit Committee Agenda

Finance Committee Action Item #6.D.

To: LYNX Finance & Audit Committee

From: **Tiffany Homler Hawkins**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
Jeffrey Reine
(Technical Contact)
DHasheem Alkebulan
(Technical Contact)

Phone: 407.841.2279 ext: 6064 /Phone

Item Name: Authorization to Issue an Invitation for Bid (IFB) for the Construction of the Rosemont Transfer Center

Date: 2/15/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release an Invitation for Bid (IFB) to award a fixed price service contract for the construction of the Rosemont Transfer Center.

BACKGROUND:

LYNX originally constructed the Rosemont Transfer Center in 2003 on Rosewood Way. This was a direct result of the Rosemont Neighborhood Stabilization Study. The efforts that led to the construction of the facility were closely coordinated with both the community and the City of Orlando staff and elected officials.

Since this time, LYNX has analyzed the existing transfer center twice. Initial analysis of the Rosemont Transfer Center occurred in 2011-2012 and resulted in an analysis of available properties which did not indicate a more suitable location beyond the current location. Subsequently, at the request of the Lake Orlando Homeowners Association (LOHOA), LYNX performed another analysis in late 2016-2017. The result was the existing location is best suited for a bus transfer center given several factors including, but not limited to: neighborhood characteristics; limitations associated with other properties; operational costs, and significant deviation of bus routes that would contribute to increased operating costs and inconvenience to existing users, which include many low-income and senior citizens of Rosemont who use the facility.

Details of the past and most recent studies and activities have been provided to both the current City of Orlando Commissioner, the LYNX Board of Directors and the LOHOA. The project,

LYNX Finance & Audit Cmmittee Agenda

which includes safety and security and aesthetic improvements is substantially complete with the final design. However, LYNX consultant team and staff have been unable to move forward with construction due to concerns from the LOHOA, which have already been addressed through a very robust public participation process.

At the January 24, 2019, LYNX Board of Directors meeting a member of the LOHOA indicated concerns regarding safety and seating measures proposed at the SuperStop. All of these items have been included in the update provided at today's board meeting. LYNX engagement and feedback from LOHOA and other community residents, and plans and concepts proposed to address the communities concerns were documented in a letter of determination sent to LOHOA in October of 2018 from the LYNX CEO that the project was moving forward with final design.

LYNX has substantially completed the design and engineering for the property. The facility will have 10 shelters with benches, appropriate LED lighting, trash cans, improved ADA landing facilities and the appropriate safety and security measures including CCTV.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

FISCAL IMPACT:

LYNX staff included \$760,048 in the FY2019 Adopted Capital Budget for the construction and engineering inspection of the Rosemont Transfer Center.