

# LYNX Finance & Audit Committee Agenda

Meeting Date: 2/20/2020

Meeting Time: 2:00 PM

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 - January 16, 2020

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## 3. Public Comments

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

## 4. Chief Financial Officer Report

## 5. Discussion Items



A. Recap of the FY2019 Operating Results

Pg 8

-Attachments



B. Recap of the FY2020 1st Quarter Operating Results

Pg 24

-Attachments



C. Presentation on FY2021 Budget Development Assumptions

Pg 41

-Attachments



D. Discussion of Reserve Analysis Presentation










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E. Presentation Regarding Current Performance Status of Mobility Services' Contract Providers and Potential Financial Impact

Pg 49

## 6. Action Items

- A.  Recommendation to Authorize to Amend the FY2020 Operating Budget Pg 50  
-Attachments 
- B.  Recommendation to Authorize the Purchase of Fifteen (15) Paratransit Replacement Vehicles Pg 58
- C.  Recommendation to Authorize the Purchase of Nine (9) 40' Compressed Natural Gas (CNG) Replacement Buses Pg 60
- D.  Recommendation to Authorize the Purchase of Seven (7) Proterra 35' Battery Electric Buses, Charging Equipment, and Related Items from Proterra, Inc. at a Not-to-exceed Amount of \$6,955,364 Pg 62
- E.  Recommendation to Authorize Negotiating and Executing Contract #20-C37 for Purchase of Color Laser Multifunction Devices, "MFD" (Copier, Printer, Scanner, Fax), Software, and Services Contract Pg 65
- F.  Recommendation to Authorize a Release for Request for Proposal (RFP) for Dental Insurance Pg 68
- G.  Recommendation to Authorize Updates to Various Human Resource Policies Pg 69
- H.  Election of the 2020 Finance and Audit Committee Officers Pg 70

## 7. Other Business

## 8. 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  
2<sup>nd</sup> Floor, Open Space  
Orlando, FL 32801

DATE: January 16, 2020

TIME: 9:30 a.m.

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Members in Attendance:  
Amanda Clavijo, Osceola County  
Michelle McCrimmon, City of Orlando  
Kurt Petersen, Orange County  
Jo Santiago, FDOT, 5<sup>th</sup> District

Staff in Attendance:  
Tiffany Homler-Hawkins, Chief Administrative Officer  
John Slot, Chief Innovation & Sustainability Officer  
Leonard Antmann, Director of Finance  
Michelle Daley, Manager of Financial Planning &  
Budgets

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1. Call to Order

Chair Clavijo called the meeting to order at 9:31 a.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the November 21, 2019, Finance & Audit Committee meeting. Motion to approve the November 21, 2019, minutes was made by Michelle McCrimmon, seconded by Jo Santiago 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 Lenny Antmann, Director of Finance. Mr. Antmann stated that the RFP for our Payroll system will not be necessary as Ceridian, the current provider, will be able to support our needs going forward.

The budget amendment and the reserve analysis will be presented at the February meeting. There are three significant revenue items for the budget amendment: an additional \$610,000 awarded for TD; \$690,000 awarded for CTD for medical trips; and \$200,000 more from SunRail. This will be \$1,500,000 of additional revenue.

These additional revenues will be used to offset lower ridership, increases in purchased transportation for paratransit, and major settlements that will be posted this year.

#### 5. Committee Discussion Items

##### A. Update on Shingle Creek contract

Tiffany Homler-Hawkins, Chief Administrative Officer, spoke with John McReynolds from the Universal Properties Association. He would like to see a phasing in of the cost increase. We are negotiating the tiered phase-in. The agreement will come in February. The agreement will be for one year at a time.

##### B. Presentation Regarding Current Performance Status of Mobility **Services' Contract Providers**

Norman Hickling, Director of Mobility Services, gave the presentation. This was an update regarding performance reviews with each of our providers. These reviews make sure that the providers are in compliance.

OWL had deficiencies and are non-compliant. They had until December 11, 2019 to cure the deficiencies but most were not cured. OWL reduced their drivers to half and at the quarterly inspection they were compliant. OWL has greatly reduced the number of trips that they can provide. This has increased the trips for Mears and MV.

Mears and UZURV are not compliant with Florida Administrative code 14-90 for medical exams, due to interpretation of the code language. Our requirements have never changed. We are working to clear this discrepancy. They have thirty days and then we may have to impose a corrective action.

We are continuing to work with our providers on corrective actions. The next time we have a Committee meeting presentation, we will show the trend of Purchased Transportation and will have the dollar amounts associated with the items.

#### C. FY2021 Budget Assumption Discussion

Lenny Antmann and Michelle Daley, Manager of Financial Planning and Budgets, made the presentation. Lenny stated that he would like input regarding the direction of the budget assumptions. Committee members agreed to stay on the funding model and to stay at the same level of service. FY2021 budget will be a base case budget broken out and presented by lines of business.

#### D. Discussion Regarding Preliminary FY2019 Operating Results

Lenny Antmann stated that the auditors are still completing the year-end review. The majority of adjustments are done with the exception of actuary adjustments.

Customer fares have decreased due to lower ridership. Advertising revenue was over budget due to bus advertising and higher rates. Preliminary results for FY2019 were favorable to budget but material actuary adjustments are pending. Revenue was unfavorable by \$4,195,000, however, expenses were \$5,242,000 favorable.

### 6. Action Items

#### A. Recommendation to Approve and Ratify the Second Amendment to the Labor Agreement Between Central Florida Regional Transportation Authority and Amalgamated Transit Union AFL-CIO Local 1596 under Resolution No. 20-002.

Brian Anderson, SR HR Generalist/Benefits, gave the presentation. Brian stated that item 6.A. and 6.B. are closely related. One is the negotiations between management and the Union to change the pension plan and the other is the passing of the amendment that changes the document to implement the negotiated changes.

Our defined pension plan was closed, and a new 401(a) was created. This will allow Union members to change their contribution to the plan when they want. There will be no fiscal impact. This gives employees more flexibility. Motion to Recommend Approval and Ratification of the Second Amendment to the Labor Agreement between Central Florida Regional Transportation

Authority and Amalgamated Transit Union AFL-CIO Local 1596 under Resolution No. 20-002 was made by Kurt Petersen, second by Michelle McCrimmon. Motion passed with Jo Santiago abstaining.

- B. Recommendation to Approve Amendment #1 to the LYNX Defined Contribution Plan for BU Employees under Resolution No. 20-003

Motion to Recommend Approval of Amendment #1 to the LYNX Defined Contribution Plan for BU Employees under Resolution No. 20-003 was made by Michelle McCrimmon, second by Kurt Peterson. Motion passed with Jo Santiago abstaining.

- C. Recommendation to Extend Contract with Zimmerman Kiser Sutcliffe, P.A. for Legal Services – Tort & General Liability

Lenny stated that this extension will allow the existing cases to be closed with these lawyers, as their contracts will not be renewed going forward. Motion to Recommend Extending the Contract with Zimmerman Kiser Sutcliffe, P.A. for Legal Services – Tort & General Liability was made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

- D. Recommendation to Exercise the First Option Year of Contract #17-C04 with DesignLab, Inc.

Lenny stated that this is the contract for the uniform allowance. Motion to Recommend Exercising the First Option Year of Contract #17-C04 with DesignLab, Inc. was made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

- E. Recommendation to Release Request for Proposal (RFP) for Uniform Rental and Laundering Services

Elvis Dovalles, Director of Maintenance, stated that the current contract was a piggyback contract with the School District of Osceola County. The school district has cancelled the contract, so we need to issue an RFP. The Maintenance and Facilities technicians all rent their uniforms. The purchased uniforms are embroidered and the rentals are not. Motion to Recommend Releasing Request for Proposal (RFP) for Uniform Rental and Laundering Services was made by Michelle McCrimmon, second by Jo Santiago. Motion passed unanimously.

F. Recommend Amendment to Administrative Rule 2 Establishing Auditor Selection Committee

Tiffany stated that these are the changes that we spoke about. We should have the first meeting of the Auditor Selection Committee in March. This should coincide with the Board meetings. Tiffany will follow up with Maurice Jones, Procurement Manager, to secure the meeting dates. Motion to Recommend the Amendment to Administrative Rule 2 Establishing Auditor Selection Committee was made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

7. Other Business

The February meeting will have the election of the Finance & Audit Committee officers.

The meeting adjourned at 11:11 a.m.

# LYNX Finance & Audit Cmmittee Agenda

## Discussion Item #5.A.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Leonard Antmann  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Recap of the FY2019 Operating Results

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

LYNX Staff will provide a recap of the FY2019 Operating Results.



# FY2019 Year-End Operating Results

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Presented to the  
LYNX Finance & Audit Committee  
by Bert Francis  
Chief Financial Officer  
February 20, 2020

# Contents

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

# Executive Summary



# FY2019 Operating Results

## Executive Summary



### All Lines of Business

	September 30, 2019			September 30, 2018		
	Approved Budget	Actual	Variance %	Approved Budget	Actual	Variance %
REVENUES						
Customer fares	24,826,294	23,863,440	96%	25,408,169	24,142,741	95%
Contract services	7,463,544	7,086,762	95%	6,777,246	5,909,490	87%
Advertising	3,230,000	4,313,161	134%	2,205,000	2,846,718	129%
Interest & Other income	1,482,660	1,595,376	108%	1,111,283	1,428,762	129%
Federal Revenue	19,323,455	15,633,866	81%	17,947,055	15,877,646	88%
State Revenue	12,849,836	12,546,275	98%	11,821,855	11,649,926	99%
Local Revenue	8,830,140	8,771,087	99%	10,221,928	9,296,839	91%
Local Revenue Funding Partner	58,975,413	58,975,413	100%	56,606,486	56,377,033	100%
<b>TOTAL REVENUE</b>	<b>136,981,342</b>	<b>132,785,381</b>	<b>97%</b>	<b>132,099,022</b>	<b>127,529,154</b>	<b>97%</b>
EXPENSE						
Salaries, Wages & Fringe Benefits	77,814,862	77,024,484	99%	79,658,715	76,459,285	96%
Other services	11,492,241	9,136,488	80%	12,042,475	9,573,775	80%
Fuel	11,805,560	11,249,086	95%	10,820,264	10,757,826	99%
Materials and supplies	7,649,041	7,276,027	95%	8,097,032	7,171,448	89%
Utilities	1,473,280	1,451,594	99%	1,558,424	1,356,532	87%
Casualty & Liability	3,184,751	5,535,051	174%	2,353,031	2,081,710	88%
Taxes and licenses	470,166	611,464	130%	529,391	814,687	154%
Purchased transportation services	28,055,955	28,178,435	100%	19,614,332	25,892,966	132%
Leases & Miscellaneous	1,574,544	1,147,506	73%	1,436,031	1,200,366	84%
Interest Expense	59,763	54,365	91%	81,047	84,900	105%
<b>TOTAL EXPENSE</b>	<b>143,580,163</b>	<b>141,664,499</b>	<b>99%</b>	<b>136,190,742</b>	<b>135,393,494</b>	<b>99%</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>(6,598,821)</b>	<b>(8,879,118)</b>	<b>135%</b>	<b>(4,091,720)</b>	<b>(7,864,340)</b>	<b>192%</b>

# FY2019 Operating Results Executive Summary (cont.)



FY2019 Overall performed under budgeted expectations by \$2,280K.

This is primarily due to the year end adjustments for liability and workers compensation.



# Operating Results by Line Of Business



# FY2019 Operating Results

## Fixed Route



	September 30, 2019			September 30, 2019		
	Approved Budget	Actual	Variance %	Approved Budget	Actual	Variance %
REVENUES						
Customer fares	22,182,540	21,507,137	97%	23,174,873	22,025,137	95%
Contract services	2,307,294	1,984,706	86%	1,730,164	1,804,401	104%
Advertising	2,980,000	4,086,367	137%	2,205,000	2,846,718	129%
Interest & Other income	1,482,660	1,595,376	108%	1,111,283	1,428,762	129%
Federal Revenue	15,694,455	12,568,795	80%	14,537,055	12,645,616	87%
State Revenue	12,849,836	12,546,275	98%	11,712,325	11,649,926	99%
Local Revenue	8,830,140	8,771,087	99%	10,221,928	9,296,839	91%
Local Revenue Funding Partner	47,680,477	47,680,477	100%	45,613,353	45,313,700	99%
TOTAL REVENUE	114,007,402	110,740,220	97%	110,305,981	107,011,098	97%
EXPENSE						
Salaries, Wages & Fringe Benefits	76,450,692	75,731,343	99%	78,140,343	75,287,586	96%
Other services	11,085,241	8,497,869	77%	11,421,415	8,972,076	79%
Fuel	9,539,200	9,442,432	99%	8,646,691	8,551,586	99%
Materials and supplies	7,636,335	7,272,601	95%	8,082,532	7,166,369	89%
Utilities	1,450,280	1,417,268	98%	1,537,444	1,320,909	86%
Casualty & Liability	3,184,751	5,535,051	174%	2,353,031	2,081,710	88%
Taxes and licenses	380,830	518,153	136%	420,657	650,976	155%
Purchased transportation services	1,773,875	2,026,469	114%	1,534,371	1,941,878	127%
Leases & Miscellaneous	1,310,601	892,197	68%	1,425,062	928,235	65%
Interest Expense	59,763	54,365	91%	81,047	84,900	105%
TOTAL EXPENSE	112,871,568	111,387,748	99%	113,642,593	106,986,225	94%
OPERATING GAIN/(LOSS)	1,135,834	(647,527)	(57%)	(3,336,612)	24,874	(1%)



# FY2019 Operating Results

## Fixed Route (cont.)



- Customer Fares was \$675K unfavorable due to the overall drop in ridership for fixed route of 4.7%.
- Contract Services was unfavorable by \$322K due to the following:
  - » Shuttle Services budget was set higher than we were able to earn by \$139K
  - » The Kissimmee Circulator was budgeted in full under contract services, however 50% was funded by FDOT, and recorded in Local Revenue
- Advertising Revenue performed better than budget with a \$1,106K favorable variance.



# Florida Transit Ridership Peer Comparison 2014-2018

-Service Usage (5 Year Comparison) - *National Transit Database (NTD)*

Transit System	Annual Passenger Trips									
Fiscal Year	2014	2015	%	2016	%	2017	%	2018	%	5 Year Trend
Gainesville Regional Transit Sytem	10,814,433	10,251,248	-5.2%	9,698,179	-5.4%	9,457,505	-2.5%	9,344,324	-1.2%	-13.6%
<b>Palm Tran</b>	11,426,791	10,773,438	-5.7%	9,707,356	-9.9%	8,915,163	-8.2%	9,113,767	2.2%	-20.2%
Jacksonville Transportation Authority	12,225,824	12,950,091	5.9%	12,946,999	-0.02%	12,290,451	-5.1%	11,718,575	-4.7%	-4.1%
Pinellas Suncoast Transit Authority	14,184,320	14,578,488	2.8%	12,635,319	-13.3%	11,591,012	-8.3%	11,521,351	-0.6%	-18.8%
Hillsborough Area Regional Transit	15,334,839	15,291,574	-0.3%	14,367,945	-6.0%	13,181,779	-8.3%	12,010,636	-8.9%	-21.7%
Orlando LYNX Transit	29,367,232	28,858,525	-1.7%	26,828,603	-7.0%	25,448,098	-5.1%	24,637,967	-3.2%	-16.1%
Broward County Transit	40,825,445	39,759,952	-2.6%	35,294,456	-11.2%	31,390,379	-11.1%	29,934,418	-4.6%	-26.7%
Miami-Dade Transit	109,674,441	105,198,299	-4.1%	97,917,651	-6.9%	88,361,678	-9.8%	80,197,205	-9.2%	-26.9%
S. Florida Regional Transportation Authority	5,402,035	5,363,719	-0.7%	5,341,822	-0.4%	5,207,014	-2.5%	5,217,786	0.2%	-3.4%

National Transit Ridership Trend <i>American Public Transit Association (APTA)</i>	Q1	Q2	Q3	YTD
<b>** Fiscal Year 2019 Trend</b>	<b>-1.01%</b>	<b>-0.11%</b>	<b>0.59%</b>	<b>-0.69%</b>



\* Florida Transit Information and Performance Handbook 2016-2019  
 \*\* APTA Transit Ridership Report Q1, Q2, Q3 - 2019

Performance Management Office



# FY2019 Operating Results

## Fixed Route (cont.)



- Federal Revenue was \$3,125K unfavorable due to timing of certain expenses that are reimbursed by Federal dollars.
- State Revenue was \$303K unfavorable due to the timing of awards
- Local Revenue was \$59K unfavorable due to LYMMO which is billed actual costs.



# FY2019 Operating Results

## Fixed Route (cont.)



- Salaries, Wages and Fringe was \$719K favorable due to vacancy and benefit savings.
- Other Services was \$2,587K favorable primarily due to delay of certain projects covered within Professional Services that are reimbursed by Federal dollars.
- Casualty & Liability was \$2,350K unfavorable due to year end actuarial adjustments for liability.
- Purchased transportation was \$252K unfavorable due to mileage penalties.
- Leases and Miscellaneous was \$418K favorable due to savings from travel, training and dues/subscriptions.





# Operating Results by Line of Business



# FY2019 Operating Results ParaTransit



	September 30, 2019			September 30, 2019		
	Approved Budget	Actual	Variance %	Approved Budget	Actual	Variance %
REVENUES						
Customer fares	2,643,754	2,356,303	89%	2,233,296	2,117,604	95%
Contract services	5,156,250	5,102,056	99%	5,047,082	4,105,089	81%
Advertising	250,000	226,794	91%	0	0	0%
Federal Revenue	3,629,000	3,065,071	84%	3,410,000	3,232,030	95%
State Revenue	0	0	0%	109,530	0	0%
Local Revenue Funding Partner	11,294,936	11,294,936	100%	10,993,133	11,063,333	101%
<b>TOTAL REVENUE</b>	<b>22,973,940</b>	<b>22,045,161</b>	<b>96%</b>	<b>21,793,041</b>	<b>20,518,056</b>	<b>94%</b>
EXPENSE						
Salaries, Wages & Fringe Benefits	1,364,170	1,293,142	95%	1,518,372	1,171,699	77%
Other services	407,000	638,618	157%	621,060	601,700	97%
Fuel	2,266,360	1,806,653	80%	2,173,573	2,206,239	102%
Materials and supplies	12,706	3,426	27%	14,500	5,078	35%
Utilities	23,000	34,326	149%	20,980	35,624	170%
Taxes and licenses	89,336	93,311	104%	108,734	163,711	151%
Purchased transportation services	26,282,080	26,151,966	100%	18,079,961	23,951,087	132%
Leases & Miscellaneous	263,943	255,309	97%	10,969	272,131	2481%
<b>TOTAL EXPENSE</b>	<b>30,708,595</b>	<b>30,276,751</b>	<b>99%</b>	<b>22,548,149</b>	<b>28,407,270</b>	<b>126%</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>(7,734,655)</b>	<b>(8,231,591)</b>	<b>106%</b>	<b>(755,108)</b>	<b>(7,889,213)</b>	<b>1045%</b>



# FY2019 Operating Results

## ParaTransit (cont.)



- Customer Fares Revenue was unfavorable by \$287K due to the number of trips performed as compared with the budgeted trips. We projected 697,097 trips, and we completed 679,101 trips. Additionally, we projected \$3.79 per trip, actual amount is \$3.47 per trip.
- Federal Revenue was unfavorable by \$563K. This is related to the budget for the sub-recipients who provide transportation outside of our services such as meals on wheels. The budget was set higher than revenue earnings.



# FY2019 Operating Results ParaTransit (cont.)



- Salaries, Wages & Fringe was \$71K favorable due to vacant positions and benefit savings.
- Other Services was \$231K unfavorable due to the increased number of eligibility recertification's conducted in FY2019.
- Purchased Transportation was \$130K favorable.



# LYNX Finance & Audit Committee Agenda

## Discussion Item #5.B.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Leonard Antmann  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Recap of the FY2020 1st Quarter Operating Results

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

LYNX Staff will provide a recap of the FY2020 1<sup>st</sup> Quarter Operating Results.



# FY2020 1st Quarter Recap Operating Results

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Presented to the  
LYNX Finance & Audit Committee  
by Bert Francis  
Chief Financial Officer  
February 20, 2020

# Contents

- Executive Summary
- Operating Results by Line of Business (LOB)
  - ✓ Fixed Route  
(Includes LYMMO, Road Ranger and NeighborLink)
  - ✓ ParaTransit
- Summary

# Executive Summary



# Executive Summary



## All Lines of Business

	As of 12/31/19			As of 12/31/18		
	Budget	Actual		Budget	Actual	
<b>Revenue</b>						
Customer fares	6,287,985	5,730,069	91%	6,333,626	6,215,630	98%
Contract services	1,547,037	1,394,824	90%	1,770,759	1,759,941	99%
Advertising	892,503	1,420,072	159%	405,200	1,109,796	274%
Interest & Other income	386,004	288,401	75%	291,792	344,199	118%
Federal Revenue	4,868,100	3,749,401	77%	4,832,156	3,765,370	78%
State Revenue	3,271,206	3,361,025	103%	3,283,932	2,906,916	89%
Local Revenue	2,119,464	2,107,138	99%	2,647,297	2,210,707	84%
Local Revenue Funding Partner	17,855,520	17,855,530	100%	14,804,211	14,094,262	95%
<b>Total Revenue</b>	<b>37,227,819</b>	<b>35,906,460</b>	<b>96%</b>	<b>34,368,973</b>	<b>32,406,819</b>	<b>94%</b>
<b>Expense</b>						
Salaries, Wages & Fringe Benefits	20,957,834	20,503,169	98%	19,790,215	19,442,369	98%
Other services	2,638,719	1,649,802	63%	2,953,488	1,533,918	52%
Fuel	3,040,227	2,625,026	86%	2,966,655	3,079,006	104%
Materials and supplies	1,941,315	1,749,432	90%	1,978,342	1,632,544	83%
Utilities	393,547	281,557	72%	406,054	340,857	84%
Casualty & Liability	589,893	394,404	67%	556,185	489,219	88%
Taxes and licenses	148,992	168,104	113%	118,498	151,529	128%
Purchased transportation services	7,575,050	7,370,486	97%	6,592,733	6,648,557	101%
Leases & Miscellaneous	405,885	256,131	63%	410,419	269,473	66%
Interest Expense	8,688	10,189	117%	15,618	15,617	100%
<b>Total Expense</b>	<b>37,700,150</b>	<b>35,008,299</b>	<b>93%</b>	<b>35,788,207</b>	<b>33,603,089</b>	<b>94%</b>
<b>Net Operating Gain (Loss)</b>	<b>(472,331)</b>	<b>898,161</b>	<b>(190%)</b>	<b>(1,419,234)</b>	<b>(1,196,270)</b>	<b>84%</b>

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# Executive Summary (cont.)

The First (1<sup>st</sup>) Quarter performed better than budget.

Overall for the first quarter revenue was unfavorable by \$1,678K.

And Expense was \$2,691K favorable.



# Operating Results by LOB



# Operating Results by LOB

## Fixed Route



	As of 12/31/19			As of 12/31/18		
	Budget	Actual		Budget	Actual	
<b>Revenue</b>						
Customer fares	5,662,885	5,139,534	91%	5,667,258	5,631,977	99%
Contract services	431,256	279,268	65%	497,093	454,220	91%
Advertising	830,001	1,353,944	163%	405,200	1,109,796	274%
Interest & Other income	386,004	288,401	75%	291,792	344,199	118%
Federal Revenue	3,902,604	3,070,709	79%	3,923,613	3,083,439	79%
State Revenue	3,271,206	3,361,025	103%	3,283,932	2,906,916	89%
Local Revenue	2,119,464	2,107,138	99%	2,647,297	2,210,707	84%
Local Revenue Funding Partner	12,834,291	12,834,294	100%	11,980,479	11,328,429	95%
<b>Total Revenue</b>	<b>29,437,711</b>	<b>28,434,313</b>	<b>97%</b>	<b>28,696,664</b>	<b>27,069,682</b>	<b>94%</b>
<b>Expense</b>						
Salaries, Wages & Fringe Benefits	20,529,252	20,118,008	98%	19,383,353	19,176,005	99%
Other services	2,520,705	1,524,035	60%	2,851,490	1,432,192	50%
Fuel	2,400,135	2,197,475	92%	2,395,409	2,541,160	106%
Materials and supplies	1,938,168	1,749,432	90%	1,975,142	1,632,544	83%
Utilities	386,266	272,636	71%	400,256	332,912	83%
Casualty & Liability	589,893	394,404	67%	556,185	489,219	88%
Taxes and licenses	125,541	150,738	120%	95,981	135,550	141%
Purchased transportation services	476,460	499,069	105%	396,704	480,303	121%
Leases & Miscellaneous	333,600	189,747	57%	344,407	197,101	57%
Interest Expense	8,688	10,189	117%	15,618	15,617	100%
<b>Total Expense</b>	<b>29,308,707</b>	<b>27,105,732</b>	<b>92%</b>	<b>28,414,545</b>	<b>26,432,604</b>	<b>93%</b>
<b>Net Operating Gain (Loss)</b>	<b>129,004</b>	<b>1,328,581</b>	<b>753%</b>	<b>282,119</b>	<b>637,078</b>	<b>226%</b>

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# Operating Results by LOB

## Fixed Route (cont.)



### Revenues:

- ✓ Customer Fares was \$523K unfavorable due to declining and the timing of bulk pass purchasing by vendors/outlets.
- ✓ Contract Services was \$151K unfavorable this is due to the shuttle contracts are budgeted evenly throughout the year, while contracts are earned sporadically throughout the year. Additionally, the Kissimmee Circulator was budgeted 100% under contract services, and the first two years of the service FDOT pays for 50% of the costs.
- ✓ Advertising Revenue performed better than budget with a \$523K favorable variance.



# Operating Results by LOB

## Fixed Route (cont.)



- ✓ Interest & Other Income was \$97K unfavorable due to a drop in interest rates.
- ✓ Federal Revenue was \$831K unfavorable due to timing of some projects funded by federal grants. This is also reflected in Other Services Expenses.
- ✓ Local Revenue was unfavorable due to LYMMO service which is invoiced for actual expenses.

# Operating Results by LOB

## Fixed Route (cont.)



### Expenses:

- ✓ Salaries, Wages & Fringe was \$411K favorable due to the timing to fill vacant positions.
- ✓ Other Services (including Professional Services) was \$996K favorable. In particular, Professional Services in Planning represented over 50% of the favorable variance.
- ✓ Fuel Expense was \$202K favorable due to favorable pricing.
- ✓ We expect other favorable expense variance to even out as the year develops.

# Operating Results by LOB



# Operating Results by LOB ParaTransit



	As of 12/31/19			As of 12/31/18		
	Budget	Actual		Budget	Actual	
Revenue						
Customer fares	625,100	590,535	94%	666,368	583,653	88%
Contract services	1,115,781	1,115,556	100%	1,273,666	1,305,721	103%
Advertising	62,502	66,128	106%	0	0	
Federal Revenue	965,496	678,693	70%	908,543	681,931	75%
Local Revenue Funding Partner	5,021,229	5,021,236	100%	2,823,732	2,765,833	98%
Total Revenue	7,790,108	7,472,148	96%	5,672,309	5,337,137	94%
Expense						
Salaries, Wages & Fringe Benefits	428,582	385,160	90%	406,862	266,364	65%
Other services	118,014	125,768	107%	101,998	101,726	100%
Fuel	640,092	427,551	67%	571,246	537,846	94%
Materials and supplies	3,147	0	0%	3,200	0	0%
Utilities	7,281	8,922	123%	5,798	7,945	137%
Taxes and licenses	23,451	17,366	74%	22,517	15,979	71%
Purchased transportation services	7,098,590	6,871,417	97%	6,196,029	6,168,254	100%
Leases & Miscellaneous	72,285	66,384	92%	66,012	72,372	110%
Total Expense	8,391,442	7,902,567	94%	7,373,662	7,170,485	97%
Net Operating Gain (Loss)	(601,334)	(430,419)	72%	(1,701,353)	(1,833,348)	108%



# Operating Results by LOB

## ParaTransit (cont.)



- ✓ Customer Fares Revenue was unfavorable by \$34K, this is due to the decline in trips as compared to our projections. The Mobility department started implementing the Access++ program during the latter part of FY19.
- ✓ Federal Revenue is \$286K unfavorable due to the timing of billing for a couple of our federal grants. The sub-recipient grant, is a pass-through grant that pays for 50% of transportation costs for organizations like meals on wheels.

# Operating Results by LOB

## ParaTransit (cont.)



- ✓ Salaries, Wages & Fringe was \$43K favorable due to the timing to fill vacant positions.
- ✓ Purchased Transportation was \$227K favorable due to the decrease in trips performed as compared to the budget projections.

# Summary

The First (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, although early performance shows the Access++ program is working.



# Passion, Pride, Performance

We enhance people's lives everyday.



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# LYNX Finance & Audit Committee Agenda

## Discussion Item #5.C.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Leonard Antmann  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Presentation on FY2021 Budget Development Assumptions

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

LYNX Staff will present the key budget assumptions and calendar to be used during FY2021 budget development process.

# FY2021 Budget Development Assumptions

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Presented to the  
LYNX Finance & Audit Committee  
by Bert Francis  
Chief Financial Officer  
February 20, 2020

# Key Budget Assumptions - Overall



- FY2021 Funding based on the adopted LYNX Funding Model.
- Maximize current service levels through continuation of ongoing efficiencies.
- Lines of business will be presented separately.

# Key Budget Assumptions - Revenue



## Customer Fares

- Maintain customer fares at current levels.
- Project ridership based on current trends.

## Federal Funding

- Base case Preventative Maintenance Funding Level at \$6.8 million.  
Suggestion to evaluate scenarios at \$6.8 million, \$8.3 and \$9.8

## State Funding

- Continue to maximize State Operating Assistance.

## Advertising Revenue

- Continue to maximize Advertising Revenue.

# 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.
- Monitor trip growth focusing on eligibility and travel training for fixed route.

## Fuel Programs

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



## Technology

- Customer service enhancements:
  - ✓ Continue to refine existing customer facing programs.
  - ✓ Implementation of electronic validation for mobile ticketing
  - ✓ Continued work to upgrade the CSR technology

## 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.



# Budget Calendar



## **FY2021 Key Budget Assumptions presentation to:**

Finance & Audit Committee

February 20

Board & Oversight Committee

February 27

## **FY2021 Preliminary Operating Budget presentation to:**

Finance & Audit Committee

March 12

Board & Oversight Committee

April 23

## **Budget Presentation to:**

Osceola & Orange Counties

June/July

Seminole County

August

## **FY2021 Proposed Operating Budget presentation to:**

Finance & Audit Committee

September 17

## **Final Oversight Committee and Board Action**

September 24

## **FY2021 Commences**

October 1



# LYNX Finance & Audit Cmmittee Agenda

## Discussion Item #5.D.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Leonard Antmann  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Discussion of Reserve Analysis Presentation

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

LYNX Staff will provide a presentation on Reserve Analysis.

# LYNX Finance & Audit Committee Agenda

## Discussion Item #5.E.

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Presentation Regarding Current Performance Status of Mobility Services' Contract Providers and Potential Financial Impact

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

Norman Hickling, Director of Mobility Services, will make a presentation regarding the Mobility Services' contractual oversight including; compliance status of service providers, and potential financial impact.

# LYNX Finance & Audit Cmmittee Agenda

## Action Agenda Item #6.A.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Leonard Antmann  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Recommendation to Authorize to Amend the FY2020 Operating Budget

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) to amend the FY2020 Adopted Operating Budget.

# **FY2020 Proposed Amended Operating Budget**

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Presented to the  
LYNX Finance & Audit Committee  
by Bert Francis  
Chief Financial Officer  
February 20, 2020

# All Lines of Business



	<u>FY2020 Board Approved Budget</u>	<u>Proposed Adjustments</u>	<u>Proposed FY2020 Amended Budget</u>
REVENUES			
Customer fares	\$ 24,682,940	\$ (746,326)	\$ 23,936,614
Contract services	6,368,565	616,735	6,985,300
Advertising	3,600,000	1,000,000	4,600,000
Interest & Other income	1,769,000	(382,000)	1,387,000
Federal Revenue	19,472,406	(500,000)	18,972,406
State Revenue	13,118,544	256,500	13,375,044
Local Revenue	8,477,850	235,520	8,713,370
Local Revenue Funding Partner	<u>71,422,119</u>	<u>0</u>	<u>71,422,119</u>
TOTAL REVENUE	<u>\$ 148,911,424</u>	<u>\$ 480,429</u>	<u>\$ 149,391,853</u>





# All Lines of Business



	<u>FY2020 Board Approved Budget</u>	<u>Proposed Adjustments</u>	<u>Proposed FY2020 Amended Budget</u>
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 81,749,161	\$ 0	\$ 81,749,161
Other services	10,850,833	(31,000)	10,819,833
Fuel	12,160,726	(200,000)	11,960,726
Materials and supplies	7,765,273	0	7,765,273
Utilities	1,574,203	0	1,574,203
Casualty & Liability	2,359,684	375,000	2,734,684
Taxes and licenses	595,948	0	595,948
Purchased transportation services	30,301,315	273,537	30,574,852
Leases & Miscellaneous	1,519,521	62,892	1,582,413
Interest Expense	<u>34,760</u>	<u>0</u>	<u>34,760</u>
TOTAL EXPENSE	<u>\$ 148,911,424</u>	<u>\$ 480,429</u>	<u>\$ 149,391,853</u>
OPERATING GAIN/(LOSS)	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>



# Fixed Route



	<u>FY2020 Board Approved Budget</u>	<u>Proposed Adjustments</u>	<u>Proposed FY2020 Amended Budget</u>
REVENUES			
Customer fares	\$ 22,182,540	\$ (710,299)	\$ 21,472,241
Contract services	1,905,443	(679,218)	1,226,225
Advertising	3,350,000	1,000,000	4,350,000
Interest & Other income	1,769,000	(382,000)	1,387,000
Federal Revenue	15,610,406		15,610,406
State Revenue	13,118,544	256,500	13,375,044
Local Revenue	8,477,850	235,520	8,713,370
Local Revenue Funding Partner	<u>51,337,176</u>	<u></u>	<u>51,337,176</u>
TOTAL REVENUE	<u>\$ 117,750,959</u>	<u>\$ (279,497)</u>	<u>\$ 117,471,462</u>

# Fixed Route



	<u>FY2020 Board Approved Budget</u>	<u>Proposed Adjustments</u>	<u>Proposed FY2020 Amended Budget</u>
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 80,088,652	\$	\$ 80,088,652
Other services	10,378,786	(131,000)	10,247,786
Fuel	9,600,356		9,600,356
Materials and supplies	7,752,673		7,752,673
Utilities	1,545,083		1,545,083
Casualty & Liability	2,359,684	375,000	2,734,684
Taxes and licenses	502,148		502,148
Purchased transportation services	1,905,851		1,905,851
Leases & Miscellaneous	1,368,981	(69,408)	1,299,573
Interest Expense	34,760		34,760
TOTAL EXPENSE	<u>115,536,974</u>	<u>174,592</u>	<u>115,711,566</u>
OPERATING GAIN/(LOSS)	<u>\$ 2,213,985</u>	<u>\$ (454,089)</u>	<u>\$ 1,759,896</u>

	FY2020 Board <u>Approved Budget</u>	Proposed <u>Adjustments</u>	Proposed FY2020 <u>Amended Budget</u>
REVENUES			
Customer fares	\$ 2,500,400	\$ (36,027)	\$ 2,464,373
Contract services	4,463,122	1,295,953	5,759,075
Advertising	250,000		250,000
Interest & Other income	0		0
Federal Revenue	3,862,000	(500,000)	3,362,000
State Revenue	0		0
Local Revenue	0		0
Local Revenue Funding Partner	<u>20,084,943</u>	<u></u>	<u>20,084,943</u>
TOTAL REVENUE	<u>\$ 31,160,465</u>	<u>\$ 759,926</u>	<u>\$ 31,920,391</u>

	<u>FY2020 Board Approved Budget</u>	<u>Proposed Adjustments</u>	<u>Proposed FY2020 Amended Budget</u>
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 1,660,509	\$	\$ 1,660,509
Other services	472,047	100,000	572,047
Fuel	2,560,370	(200,000)	2,360,370
Materials and supplies	12,600		12,600
Utilities	29,120		29,120
Casualty & Liability	0		0
Taxes and licenses	93,800		93,800
Purchased transportation services	28,395,464	273,537	28,669,001
Leases & Miscellaneous	150,540	132,300	282,840
Interest Expense	<u>0</u>	<u></u>	<u>0</u>
TOTAL EXPENSE	<u>33,374,450</u>	<u>305,837</u>	<u>33,680,287</u>
OPERATING GAIN/(LOSS)	<u>\$ (2,213,985)</u>	<u>\$ 454,089</u>	<u>\$ (1,759,896)</u>

# LYNX Finance & Audit Committee Agenda

## Action Agenda Item #6.B.

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Recommendation to Authorize the Purchase of Fifteen (15) Paratransit Replacement Vehicles

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase a total of fifteen (15) Ford E350 6.8L Gas – Vanterra Paratransit replacement vehicles in a not-to-exceed amount of \$1,275,000.

### **BACKGROUND:**

Currently, LYNX has an active fleet of one hundred sixty four (164) paratransit vehicles. Fifteen (15) Paratransit vehicles scheduled for replacement will have exceeded their useful life, at the time of replacement, with a current average of 240,177 miles per vehicle and over five years of service.

These vehicle replacements are part of LYNX Transit Development Plan (TDP) and sustainability goals. The proposed vehicles will provide an immediate 18% to 20% improvement in fuel efficiency and lower overall maintenance costs once they are adopted into the fleet. In addition, the vehicles will have the capability to undergo a future conversion to operate on Compressed Natural Gas (CNG), based upon operational needs and business practices.

Upon arrival of the replacement vehicles, LYNX will retire a like amount of vehicles and potentially establish a contingency fleet in accordance with Federal Transit Administration (FTA) guidelines.

The replacement Paratransit vehicles will be purchased from Alliance Bus Group using the TRIPS-17-CA-ABG Transit Research Inspection Procurement Services Program (TRIPS) Contract. These vehicles will be outfitted with appropriate lifts and seating securement systems to be ADA compliant.



# LYNX Finance & Audit Committee Agenda

Paratransit Vehicles	Quantity	Cost	Total
TurtleTop Vanterra XLT	15	74,000	1,110,000
Standard Seats(2), Foldaway Seats(8), Q'Straint QRTMAX(3), 1000 lb. Lift(1), Freedman Tie-Downs System(3), Mobile Data Terminal(1), Gaseous Engine Prep(1)	15	11,000	165,000
<b>Paratransit Vehicle Cost</b>			<b>1,275,000</b>

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION**

LYNX' DBE program requires that each transit vehicle manufacturer as a condition to bid for or propose on FTA-assisted vehicle procurements must provide certification of compliance with Federal DBE regulations requiring an established annual overall percentage DBE participation goal approved by FTA. DBE requirements are monitored by the Federal Transit Administration (FTA).

## **FISCAL IMPACT:**

The Approved FY2020 Capital Budget included \$1,275,000 for the purchase of fifteen (15) Paratransit replacement vehicles. These vehicles are 100% FTA funded.

# LYNX Finance & Audit Committee Agenda

## Action Agenda Item #6.C.

**To:** LYNX Finance & Audit Committee

**From:** Elvis Davales  
Director Of Maintenance  
Elvis Davales  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Recommendation to Authorize the Purchase of Nine (9) 40' Compressed Natural Gas (CNG) Replacement Buses

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase nine (9) 40' Low Floor CNG replacement buses for a not-to-exceed amount of \$5,150,000.

### **BACKGROUND:**

LYNX has an active fleet of three hundred one (301) buses, one hundred twelve (112), of which have met their useful life with an average of 704,345 miles per vehicle. This bus replacement is part of LYNX Transit Development Plan (TDP). Upon arrival of the replacement buses, LYNX will retire a like amount of buses in accordance with Federal Transit Administration (FTA) guidelines. The eight (8) buses retired will be retained and placed in a contingency fleet to be used only for emergency purposes or unforeseen justified activities as sanctioned by FTA Circular 5010e and the LYNX Fleet Management Plan. This purchase is Grant funded and is part of the fixed route bus replacement plan. These replacement buses will be purchased from Gillig, LLC using the P-18-005 State of Florida (SOF) Heavy Duty Buses Contract.

Fixed Route Revenue Vehicles	Quantity	Cost	Total
From the State of Florida Heavy Duty Buses Contract			
40' CNG Package	9	562,163	5,059,467
Includes Voith Transmission, Fire Suppression System, and Trapeze Mentor (Ranger) ITS System			
Fixed Route Revenue Vehicle Cost			5,059,467

# LYNX Finance & Audit Committee Agenda

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION**

LYNX' DBE program requires that each transit vehicle manufacturer as a condition to bid for or propose on FTA-assisted vehicle procurements must provide certification of compliance with the requirements of the regulations by having an established annual overall percentage goal approved by FTA. DBE requirement is monitored by the Federal Transit Administration (FTA). Those transit vehicle manufacturers listed on FTA's eligible TVMs list, or that have submitted a goal methodology to FTA that has been approved or has not been disapproved, at the time of solicitation are eligible to bid.

## **FISCAL IMPACT:**

The Approved FY2020 Capital Budget included \$19,890,000 for the replacement of 34 40' CNG vehicles. LYNX has already issued a purchase order for 25 vehicles in the amount of \$14,049,125. Leaving an uncommitted balance of \$5,840,875. These vehicles are 100% FTA funded.

# LYNX Finance & Audit Committee Agenda

## Action Agenda Item #6.D.

**To:** LYNX Finance & Audit Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Recommendation to Authorize the Purchase of Seven (7) Proterra 35' Battery Electric Buses, Charging Equipment, and Related Items from Proterra, Inc. at a Not-to-exceed Amount of \$6,955,364

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase seven (7) 35' battery electric buses, charging equipment, and related items from Proterra, Inc. at a not-to-exceed amount of \$6,955,364.

### **BACKGROUND:**

On April 25, 2019, the LYNX Board of Directors authorized LYNX to submit a grant application to the Federal Transit Administration (FTA) for the FY19 Competitive Funding Opportunity, Section 5339 Low or No Emission Grant Program (Low-No), for LYMMO electric buses and charging equipment. LYNX included in the Project Implementation Strategy the selection of CTE to serve as project manager and to provide technical assistance throughout the project.

The Low-No funding opportunity released on March 21, 2019 authorizes an eligible recipient "to submit an application in partnership with other entities that intend to participate in the implementation of the project, including, but not limited to, specific vehicle manufacturers, equipment vendors, owners or operators of related facilities, or project consultants. If an application that involves such a partnership is selected for funding, the competitive selection process will be deemed to satisfy the requirement for a competitive procurement under 49 U.S.C. 5325(a) for the named entities." LYNX included as part of the project partnership the selection of Proterra, Inc. to supply the buses.

The application was submitted to include the costs of charging stations and the incremental cost of purchasing seven (7) battery electric buses rather than diesel buses.

# LYNX Finance & Audit Committee Agenda

The budget submitted includes:

\$1,961,233	5339(c) funding request
\$1,750,000	5339 (c) local match
<u>\$3,634,131</u>	Other Federal Funds
\$7,345,364	Total Funding Available

The local match is secured and is a combination of \$850,000 committed by the City of Orlando and \$900,000 committed by the Orlando Utilities Commission.

The project budget submitted with the grant application includes the following for procurement of buses, charging equipment, and related costs:

\$3,801,000	Proterra Catalyst 2 Buses (quantity 7)
\$ 140,000	Bus Batteries
\$ 105,000	ADA Equipment
\$ 525,000	Configurable Options
\$ 52,000	Spare Parts (Bus)
\$ 49,000	Diagnostic Tools & Laptop
\$ 149,000	APEX Data Subscription
\$ 518,266	Replacement Batteries
\$ 16,000	Workforce Training
\$ 195,000	Depot Chargers (Equipment)
\$ 104,997	Depot Design & Construction
\$ 27,300	Charge Management
\$ 20,001	Portable Charger
<u>\$ 20,000</u>	<u>Spare Parts (Other)</u>
\$6,955,364	Total Cost

The FTA announced on July 26, 2019 \$84.9 million in grant selections, including \$1,961,233 for LYNX. This amount fully funds the LYNX request in the submission.

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

LYNX' DBE program requires that each transit vehicle manufacturer as a condition to bid for or propose on FTA-assisted vehicle procurements must provide certification of compliance with the requirements of the regulations by having an established annual overall percentage goal approved by FTA. DBE requirement is monitored by the Federal Transit Administration (FTA). Those transit vehicle manufacturers listed on FTA's eligible TVMs list, or that have submitted a goal methodology to FTA that has been approved or has not been disapproved, at the time of solicitation are eligible to bid.

# LYNX Finance & Audit Cmmittee Agenda

## **FISCAL IMPACT:**

The FY2020 Approved Capital Budget includes \$7,345,364 for the purchase of seven (7) 35' battery electric buses, charging equipment, and related items. LYNX has already committed \$390,000 for a consulting contract, leaving \$6,955,364 available for purchase of vehicles.



# LYNX Finance & Audit Committee Agenda

## Action Agenda Item #6.E.

**To:** LYNX Finance & Audit Committee

**From:** Craig Bayard  
Director Of Information Tech  
Craig Bayard  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6008

**Item Name:** Recommendation to Authorize Negotiating and Executing Contract #20-C37 for Purchase of Color Laser Multifunction Devices, “MFD” (Copier, Printer, Scanner, Fax), Software, and Services Contract

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors’ authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute contract #20-C37 with A.D. Solutions for the purchase of color laser multifunction devices, “MFD” (Copier, Printer, Scanner, Fax), software, and services contract for a three (3) year term with two (2) one (1) year extension options. The three (3) year cost not to exceed is \$227,427.

### **BACKGROUND:**

LYNX’s current inventory of multifunction devices has become obsolete and is experiencing frequent breakdowns, increasing our expense cost for maintenance. The average age of the copiers in LYNX is 6 years old with some units having over a million copies. With new technology, LYNX will enhance the workforce with highly operational, efficient, and secure multifunctional print devices. The new technology will allow for secure copying, scanning, printing, and faxing by requiring all functions to be authenticated by the employee using their LYNX issued identification card at the MFD before the function is completed. Unwanted prints can be deleted before they are processed saving on paper and wasted consumables. The use of this technology will also eliminate the need to purchase personal printers and their operating cost by keeping printed documents secure until staff releases the document at the MFD.

# LYNX Finance & Audit Committee Agenda

## PROCUREMENT PROCESS:

On June 27, 2019, the Board of Directors authorized LYNX staff to release a Request for Proposal (RFP) for Purchase of Color Laser Multifunction Devices, “MFD” (Copier, Printer, Scanner, Fax), Software, and Services Contract to cover a Three (3) Year term with Two (2) one (1) Year Extension options.

The RFP was released on October 25, 2019. The RFP was posted on LYNX Procurement website, DemandStar, and sent directly to interested suppliers.

Four (4) suppliers submitted responsive proposals to the RFP requirements. Below are the suppliers who submitted a responsive proposal:

- A.D. Solutions
- Canon Solutions America, Inc.
- Dex Imaging, Inc.
- Seminole Office Solutions, Inc.

The Source Evaluation Committee (SEC) consisted of the following individuals:

- Rey Quinones, Lynx Transportation
- Lendy Castillo, Lynx Mobility Management
- Martin Velez, Lynx Information Technology
- Kirk Niccum, Lynx Training and Development
- Chris Plummer, Lynx Finance

The proposals were evaluated by the SEC members on the following criteria:

- Qualifications of proposer and staff (20 percent)
- Equipment, Warranty, Life Expectancy (35 percent)
- Methodology and Approach (20 percent)
- Pricing (25 percent)

The SEC discussed and ranked the proposals, then passed a motion to recommend that the LYNX Board of Directors authorize award of a contract to A.D. Solutions. The total amount of this authorization will be \$227,427. This authorization would include the one time capital cost of \$117,549 for the procurement of the MFDs and the central management software, and \$109,878 in operating expense for the service contract to cover all units purchased for a period of three (3) years. There are two (2) one (1) year renewal options to cover all MFDs after factory warranty expires to be paid based on usage (billed monthly). A total of 21 MFDs will be purchased for the agency with the following count and location.

- 2500 Lynx Lane, Orlando, FL 32804 (9 MFDs)
- 455 N. Garland Ave, Orlando, FL 32801 (10 MFDs)
- 100 N. Alaska Ave., Kissimmee, FL 34741 (2 MFDs)

# LYNX Finance & Audit mmittee Agenda

The cost saving per page printed will be 10.81% for black and white copies and 25% on color pages printed. This service contract shall cover all preventive maintenance to be performed by authorized factory trained technicians, parts, labor, toner, consumables, (excluding staples and paper). The maintenance contract will be budgeted in the operational budget for the agency.

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

A DBE participation goal of 1% was assessed for this solicitation. The recommended firm has submitted a participation goal of 1.2%.

## **FISCAL IMPACT:**

The FY2020 Adopted Capital Budget included \$175,000 of FTA funds to purchase copiers and related software. The FY2020 Operating Budget included \$55,000 for the maintenance contract on the copiers.

# LYNX Finance & Audit Committee Agenda

## Action Agenda Item #6.F.

**To:** LYNX Finance & Audit Committee

**From:** Terri Setterington  
Director Of Human Resources  
Terri Setterington  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Recommendation to Authorize a Release for Request for Proposal (RFP) for Dental Insurance

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Dental Insurance. The contract term will be for an initial three (3) year period with two (2) one (1) year options.

### **BACKGROUND:**

In 2011, the Board of Directors' authorized LYNX to explore the possibility of procuring health and welfare benefits separately from Orange County's Benefit plan. January 1, 2012, LYNX secured the services of a Health Benefit Consultant to facilitate and execute this research. As a result of this research, LYNX secured its Health and welfare benefit plans separately from Orange County. At that time our broker did a RFP and a MetLife was selected. We have continued with that provider and their contract is now ending 12/31/2020.

It is beneficial for the Authority to provide a comprehensive benefit package to its employees. Dental insurance is an integral part of this package and is a valued benefit for the employees. The Authority wishes to continue to offer this benefit option to our employees. There is no direct cost to the Authority as this is an employee paid benefit.

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

No DBE participation goal is applicable for this activity.

### **FISCAL IMPACT:**

There is no fiscal impact associated with this activity.

# LYNX Finance & Audit Cmmittee Agenda

## Action Agenda Item #6.G.

**To:** LYNX Finance & Audit Committee

**From:** Terri Settingington  
Director Of Human Resources  
Terri Settingington  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Recommendation to Authorize Updates to Various Human Resource Policies

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

LYNX staff will provide an overview on proposed changes to Human Resource policies.

# LYNX Finance & Audit Cmmittee Agenda

## Action Agenda Item #6.H.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Dyana Blickle  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Election of the 2020 Finance and Audit Committee Officers

**Date:** 2/20/2020

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### **ACTION REQUESTED:**

Per Administrative Rule 2.12.2, E, the Finance and Audit Committee shall annually elect from its members a Chairman and Vice Chairman.

General Counsel will guide the Finance and Audit Committee in the election of officers for the upcoming year.