




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

## 1. Call to Order

## 2. Committee Minutes

-  Finance & Audit Committee Minutes - November 10, 2016

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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. Committee Agenda


### A. Finance & Audit Committee Agenda Item

 FY2018 Proposed Budget Development Assumptions

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-Attachments 


### B. Finance & Audit Committee Agenda Item

 Discussion Regarding Authorization to Award an Extension of Contract Under State of Florida, Department of Management Services Contract # 92121500-14-01

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## 6. Committee Discussion Items

### A. Finance & Audit Committee Discussion Item

 Mobility Management RFP


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### B. Finance & Audit Committee Discussion Item

 Preliminary Discussion on Debt Management Policy

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### C. Finance & Audit Committee Discussion Item

 LYNX Technology Update

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## 7. Board of Directors Agenda Review

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 & Audit Committee Meeting Minutes

PLACE: LYNX Central Stations  
455 North Garland Avenue  
Board Room, 2<sup>nd</sup> Floor  
Orlando, FL 32801

DATE: November 10, 2016

TIME: 9:00 AM

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**Members in Attendance:**

Vice Chairperson Ray Walls, Orange County  
Claudia Korobkoff, City of Orlando  
Michael Kurek, Osceola County  
Edward Bass, Seminole County  
Jo Santiago, FDOT

**LYNX Staff in Attendance:**

Bert Francis, Chief Financial Officer  
Blanche Sherman, Director of Finance  
James Goldsmith, LYNX General Counsel

**Members Absent:**

N/A

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**1. Call to Order**

Vice Chairperson Ray Walls called the meeting to order at

**2. Approval of Prior Meeting Minutes**

A correction was made to the July 16 meeting of the Audit Committee meeting. A question was raised regarding the presentation of the budget at the July meeting. There was no presentation of the budget at the July meeting.

Ray Walls asked for approval of the prior meeting minutes. **Motion** was made and seconded to approve the Minutes of the November 10, 2016 Finance & Audit Committee. The Motion passed unanimously.

**3. Committee Action Items**

**A. Finance & Audit Committee Action Item**

Request to Procure Cellular and Security Services for On-Board Wifi Services

Doug Jamison gave an update on the procurement of cellular and security services for on-board wifi services. His update is included in the update for Technology Project.

**4. Committee Discussion Items**

**A. Finance & Audit Committee Discussion Items**

Discussion regarding Legal Contracts

Bert Francis updated the committee regarding legal services. Bert explained that currently any expenses outside the scope of the retainer fees will be addressed via a Task Order. Two Task Orders have been submitted to LYNX. We anticipated that the Request for Proposal (RFP) will be released for legal services over the next few months.

Bert updated the Committee regarding employee services during Hurricane Matthew and payroll. Extra expenses were incurred in the way of overtime for those employees who assisted in keeping the buses on the road both before and after the hurricane. LYNX will submit a request for reimbursement from FEMA.

Bert updated the Committee with regard to the security contract. The RFP for security services will be released soon. Currently LYNX has contracted with G\$ for security services.

## **B. Finance & Audit Committee Discussion Item**

### **Update on LYNX Technology Projects**

Doug Jamison gave an update on LYNX Technology Projects. The goal for wifi services is to put technology on our buses so customers can have limited internet services while onboard. They will not have access to web streaming like Netflix. A pilot has been installed on thirty (30) buses through Verizon and AT&T. Information for approval for the technology projects are included in the Committee package.

Doug gave an update on the Mobile Fare Payment so customers can purchase their fare via their cellular device that can be shown to the driver as proof of payment for their ride by way of a cell phone app. It will show whether it is a single ride, weekly, monthly or whatever they're using. It is currently in the procurement process. The goal is to move forward to release a pilot that would be used by LYNX employees and limited customer use. Final decision would be to go to the Board in March for a contract with the vendor to begin in for July.

Doug gave an update on real-time information on fixed route. The goal is to have the application available in January. It will be used on fixed route and SunRail.

Doug gave an update on real-time information on NeighborLink. It will allow the customer to use a mobile app to request a trip by entering the date, time, pickup and drop off. The system will let the customer what the best solution is. Currently NeighborLink works with two-hour reservation system. This allows the customer to go down to almost real-time. Soft deployment is anticipated for January.

Doug gave an update On Demand service for Flex Bus.

Doug gave an update on real-time on ACCESS LYNX. Showing when the vehicle is coming to the customer. It is projected for deployment in the summer. Unlike fixed route, it doesn't have to be refreshed three times a year. Information on the vehicle trip is specific to each customer.

Discussion ensued among the committee members with regard to the above mentioned projects.

The Committee readdressed the topic of wifi on the buses with questions directed to Craig Bayard, Director of IT, regarding the technology and how it will be installed and used on the buses. The Committee also discussed how the project would be funded.

The Chairman asked that a motion be made to approve the discussion items. A motion was made and seconded. The motion passed unanimously.

The Committee discussed the purchase of land from NoPetro for staff parking. Staff is looking at FTA for funding of the land purchase.

**5. Committee Information Items**

**A. Finance & Audit Committee Information Item**

Monthly Financial Report

**B. Finance & Audit Committee Information Item**

Monthly Financial Report

The meeting was adjourned at 10:00 AM.

**Finance Committee Agenda Item #5.A.**

**To:** LYNX Finance & Audit Committee

**From:** Blanche Sherman  
DIRECTOR OF FINANCE  
Julie Caple  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6100

**Item Name:** FY2018 Proposed Budget Development Assumptions

**Date:** 2/21/2017

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Staff is in the process of developing the FY2018 Operating and Capital Budget. The key budget assumptions that LYNX' budget team will use in the preparation of these budgets will be presented. This item gives the Finance & Audit Committee an opportunity to provide direction and feedback to management at the beginning of the budget development process. Staff will also present the budget calendar for the FY2018 budget development process.

The key overall budget assumptions are as follows:

- FY2018 Funding based on the adopted LYNX Funding Model
- Maximize current service levels through continuation of ongoing efficiencies and route optimization
- Enhance Fixed Route, NeighborLink (NL) and ACCESS Link services by implementing New Mobility Management

# **FY2018 Budget Development Assumptions**

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**Presented to the  
LYNX Finance & Audit Committee  
by Blanche W. Sherman, CPA  
Director of Finance  
February 21, 2017**

# Key Budget Assumptions - Overall



- FY2018 Funding based on the adopted LYNX Funding Model
- Maximize current service levels through continuation of ongoing efficiencies and route optimization
- Enhance Fixed Route, NeighborLink (NL) and ACCESS Link services by implementing New Mobility Management



# Key Budget Assumptions - Revenue



## **Federal Funding:**

- Maintain current Preventative Maintenance funding Level, as approved by LYNX' Board in the amount of \$6,794,752

## **State Funding:**

- Continue to maximize State Operating Assistance

## **Advertising Revenue:**

- Continue to attempt to maximize Advertising Revenue, considering safety issues

## **Customer Fares:**

- Consideration of a Fare increase in FY2018, if deemed appropriate

## **Other Revenues:**

- Maximize anticipated Compressed Natural Gas (CNG) Rebates and Royalties

# Key Budget Assumptions - Expenses



## **Personnel Expenses:**

- Salary increases consistent with Funding Partners and anticipated Union negotiations
- Continue to monitor the Health Insurance Program to identify potential savings and efficiencies

## **Fixed Route, Paratransit, and NL Services:**

- Implement Mobility Management Model, as appropriate

## **Fuel Programs:**

- Continuation of Fuel Programs, as appropriate
  - ✓ Fuel Hedging
  - ✓ Bio-diesel
  - ✓ Compressed Natural Gas (CNG)

## **LYNX 25 Year Celebration:**

- LYNX will be considering events and various branding efforts for the 25 year celebration

# Other Initiatives



## **Service Expansion:**

- Impacts of SunRail Phase 2 expansion (feeder service)

## **Technology:**

- Impact of potential cost savings from implementing Mobile Ticketing System

## **Facility Improvements:**

- Relocation of Paratransit Facility from LB McLeod to NoPetro Land site

# Budget Calendar



|   |  |
|---|--|
| FY2018 Key Budget Assumptions Presentation to Finance & Audit Committee           | February 21 <sup>st</sup>                  |
| FY2018 Preliminary Operating Budget Presentation to Finance & Audit Committee     | March 15 <sup>th</sup> or 20 <sup>th</sup> |
| FY2018 Preliminary Operating Budget Presentation to Board and Oversight Committee | March 23 <sup>rd</sup>                     |
| Budget Presentation Osceola & Orange Counties                                     | June/July                                  |
| Budget Presentation Seminole County   | August                                     |
| FY2018 Proposed Operating Budget Presentation to Finance & Audit Committee        | September 20 <sup>th</sup>                 |
| Final Oversight Committee and Board Action  | September 28 <sup>th</sup>                 |
| Budget Year 17 – 18 Commences   | October 1                                  |

**Finance Committee Agenda Item #5.B.**

**To:** LYNX Finance & Audit Committee

**From:** David Dees  
DIRECTOR OF RISK MANAGEMENT  
David Dees  
(Technical Contact)  
Esther Mitchell  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6127

**Item Name:** Discussion Regarding Authorization to Award an Extension of Contract Under State of Florida, Department of Management Services Contract # 92121500-14-01

**Date:** 2/21/2017

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**OVERVIEW:**

Staff is requesting the Board of Directors' authority for the Chief Executive Officer (CEO) or designee to extend the current security services by continued utilization of the State of Florida, Department of Management Services Contract # 92121500-14-01 at a not to exceed amount of \$1,183,360.

On September 22, 2016, the LYNX Board of Directors authorized the CEO to enter into a security services contract with a private security agency currently under contract with City of Orlando or Orange County. This authority was granted for a period of nine (9) months and in an amount not to exceed \$825,238. Based on the Board's authority, LYNX is able to ensure security services through June of 2017.

Staff successfully negotiated an agreement for services with G4S USA under the State of Florida, Department of Management Services Contract # 92121500-14-01, with services beginning on October 1, 2016. Further, G4S is currently under contract to provide security services to the Orange County Courthouse, County Administration building, the Orange County Convention Center and the Orlando Utilities Commission.

Staff has evaluated the current quality and value of services provided and has determined that G4S has continued to meet and/or exceed all performance expectations. With minor adjustments in the security staffing levels provided by the Orlando Police Department and those of G4S USA, together with a modest department level budget adjustment of \$10,000 LYNX, has the ability to maintain the current security services for the remainder of Fiscal Year 2017. The department level budget transfer in the amount of \$10,000 equates to a 0.7% increase in the Security Services budget line item.

During the extended services period, staff will continue to evaluate current and other resources available for continued uniformed officer security services. Additional resources may include continuing the current contract as provided by the assignable State of Florida Contract for security services. This contract was renewed in December of 2016 and is based on the same Scope of Work and assigned fee schedule as is currently utilized. This State contract is currently in effect and assignable through 2019. Other options to be evaluated may include partnering with Orange County in the 2017 County bid for security services. As currently covered by contract, the County receives security services for the Courthouse, County Administration building and the Convention Center. By partnering with the County and increasing the Scope and hours of services, added benefit may be realized by both entities.

**FISCAL IMPACT:**

LYNX staff included \$1,363,651 in the FY2017 Adopted Operating Budget for security services. The estimated FY2016 expenses for these services are \$1,052,564. The FY2017 projected expenses are \$1,372,585.

|                                       | Security Services<br>FY2017  |                     |                     |
|---------------------------------------|------------------------------|---------------------|---------------------|
|                                       | Orlando Police<br>Department | Security Contract   | Total               |
| FY2017 Adopted Operating Budget       | \$ 290,000                   | \$ 1,073,651        | \$ 1,363,651        |
| Proposed transfer from other services |                              | \$ 10,000           | \$ 10,000           |
| <b>Revised Security Services</b>      | <b>\$ 290,000</b>            | <b>\$ 1,083,651</b> | <b>\$ 1,373,651</b> |
| FY2017 Projected Expense              | \$ 189,225                   | \$ 1,183,360        | \$ 1,372,585        |

**Finance Committee Discussion Item #6.A.**

**To:** LYNX Finance & Audit Committee

**From:** Albert Francis  
CHIEF FINANCIAL OFFICER  
Blanche Sherman  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Mobility Management RFP

**Date:** 2/21/2017

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**OVERVIEW:**

Bert Francis, CFO and Blanche Sherman, Director of Finance will provide an overview of the Mobility Management RFP.

**Finance Committee Discussion Item #6.B.**

**To:** LYNX Finance & Audit Committee

**From:** Albert Francis  
CHIEF FINANCIAL OFFICER  
Blanche Sherman  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Preliminary Discussion on Debt Management Policy

**Date:** 2/21/2017

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**OVERVIEW:**

LYNX Chief Financial Officer, Bert Francis will provide an overview regarding the implementation of a Debt Management policy for LYNX.



**Finance Committee Discussion Item #6.C.**

**To:** LYNX Finance & Audit Committee

**From:** Albert Francis  
CHIEF FINANCIAL OFFICER  
Blanche Sherman  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6058

**Item Name:** LYNX Technology Update

**Date:** 2/21/2017

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**OVERVIEW:**

Bert Francis, CFO and Blanche Sherman, Director of Finance will provide an update of LYNX technology projects.