

LYNX Oversight Committee Agenda

Meeting Date: 2/28/2019
Meeting Time: 10:30 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



Oversight Committee Minutes 01/24/19

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3. Public Comments

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

4. Chief Executive Officer's Report

5. Finance & Audit Committee Report

6. Committee Consent Agenda Items



- A. Authorization to Release Request for Proposal (RFP) for Midlife Bus Overhaul and Refurbishment Services. Pg 10



- B. Authorization to Ratify the Purchase Price of the 40' Low Floor CNG Powered Bus for an Amount Not to Exceed \$25,000. Pg 12

-Attachments



7. Committee Discussion Items



- A. Recap of the FY2018 Operating Results. Pg 15











-Attachments









- B. Recap of the FY2019 1st Quarter Operating Results. Pg 41

-Attachments



- C.  Discussion of Reserve Analysis Presentation. Pg 67
-Attachments   
- D.  Presentation on FY2020 Budget Development Assumptions. Pg 71
-Attachments 
- E.  Recap of the FY2019 Bus Service Agreements. Pg 78
-Attachments 
- F.  Mobility Management Update regarding FTA Drug and Alcohol Audit Finding Pg 90
-Attachments 

8. Committee Action Items

- A.  Authorization to Issue an Invitation for Bid (IFB) for the Construction of the Rosemont Transfer Center. Pg 98
- B.  Authorization to Execute a Public Transportation Grant Agreement with the Florida Department of Transportation in the Amount of \$1.2 Million for Fareboxes Pg 100
-Attachments 
- C.  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 103
-Attachments 
- D.  Authorization to Execute Change Order #1 in the Amount of \$800,955 to McCree General Contractors & Architects, Inc. for the LOC Expansion Project. Pg 107

9. 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
Oversight Committee Meeting Minutes

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

DATE: January 24, 2019

TIME: 10:00 a.m.

Members in Attendance:

Viviana Janer, Chair, Osceola County
Lee Constantine, Seminole County
Jim Harrison, Orange County
Pat Christiansen, Legal Counsel
Jo Santiago, FDOT

Members Absent:

Billy Hattaway, City of Orlando

Staff Members in Attendance:

Bert Francis, Chief Financial Officer
Bruce Detweiller, Manager of Service Planning
Bruce McMenemy Seminole County Dep. Cty. Mgr.
Chris Plummer, Manager of Financial Reporting
Dana Baker, Deputy Director of Transportation
Donna Tefertiller, Dir. of Org. Development & Training
Doug Jamison, Senior ITS Developer
Dyana Blickle, Fiscal Assistant
Edward L. Johnson, Chief Executive Officer
Jayne Walker, Transportation Supervisor
Julia James, Manager of Sustainability
Kim Forbragd, Mgr. of Financial Planning and Budgets
Leonard Antmann, Director of Finance
Matt Friedman, Director of Marketing Communications
Melanie Stanisic, Deputy Director of Risk Management
Mike Shannon, Secretary FDOT
Myles O'Keefe, Manager of Strategic Planning
Rey Quinones, Manager of Transportation
Scott Penvose, Maintenance Supervisor
Selita Stubbs, Acting Deputy Dir. of Mobility Mgmt.
Tawny Olore, Osceola County Exec. Dir. of Transp.
Tellis Chandler, Deputy Director of Safety
Terri Settrington, Director of Human Resources
Tiffany Homler-Hawkins, Chief Administrative Officer
Tomika Monterville, Director of Planning & Development
Vivien Revis, Financial Analyst
Warren Hersh, Comptroller
William Slot, Chief Innovation and Sustainability Officer

1. Call to Order

The meeting was called to order at 10:10 a.m.

2. Approval of Minutes

A motion to approve the December 5th, 2018 Oversight Committee meeting minutes was made by Jo Santiago, second by Jim Harrison. Motion carried unanimously.

3. Public Comments

No members of the public requested to speak.

4. Chief Executive Officer's Report

Edward L. Johnson, Chief Executive Officer stated that the Government Shutdown had not affected LYNX with the exception of funding for the CAD/AVL which is currently on hold until the Government resumes operations.

On January 13th, 2019, LYNX held an Active Shooter exercise with the participation of the City of Orlando's Police and Firefighters. The staff learned a great deal and determined areas that required focus in the event of a real emergency.

FTA & FDOT advised LYNX that they are going to receive resiliency funds in the amount of \$432,000 as reimbursement from the previous storms (Maria and Irma). In addition, LYNX will also receive \$1.3 million dollars which will be used for project improvements. LYNX is looking to purchase a new generator for LOC and replace the existing windows at LCS to sustain hurricane force winds over 110 mph.

Mr. Johnson also reviewed the Board of Director's Agenda to be heard at 1 p.m. in the afternoon.

After reviewing the items on the Board Agenda, there was some discussion regarding the TNC related activities under the paratransit program. The committee questioned why LYNX was looking to increase the not to exceed amount from \$1.5 billion to \$5.1 billion. It was explained that it was more of an effort where LYNX can have a cost avoidance and move more trips from the paratransit provider MV Transportation to the TNC's where the cost is a little less.

5. Finance & Audit Committee Report

Amanda Clavijo, the Finance and Audit Committee Chairperson addressed the committee with the items that were heard and approved at the Finance and Audit Committee meeting of January 10, 2019.

Ms. Clavijo said they heard the presentation from Cherry Bekaert on their audit plan, and were moving this forward.

They also had the presentation of the FY 19 Operating and Capital budgets. This presentation is moving to the Oversight and the Board today. This was heard in the fall and they did not go into depth on that presentation.

On the reserve status, Ms. Clavijo stated that there really wasn't a discussion on the reserves status because what was presented was more of a cash flow. LYNX staff agreed to continue working on the presentation and bring it back to the next Finance and Audit Committee Meeting.

LYNX staff also presented a discussion on the regional funding model and some proposed assumptions for the FY 20 operating budget. Ms. Clavijo stated that what LYNX presented was a worst case scenario, and it was unlikely that all of them would happen. It didn't include everything that could occur, nor did it include any reference to the impact on the funding partners, it was difficult to have a discussion on FY 20 Outlook without all the information.

There was also a discussion on the Orange and Seminole County's funding partner agreements. Due to a calculation error, LYNX has to refund these funding partners and the action item was to determine if they were to amend their agreement or pay back in the form of a check.

Lake County also had a recommendation to amend the bus service agreement but it was due to their service hours.

Chair Janer said she would like to see an analysis of all of the different contracts to see if they are covering their fair share.

6. Committee Consent Agenda Items:

A. Authorization to Purchase Three (3) Replacement Buses for Paratransit Service

The committee opted not to hear this presentation.

B. Authorization to Exercise the Third Option Year on Contract #15-C13 with DoubleMap, Inc.

The committee opted not to hear this presentation. Chair Janer requested the committee vote for both of the Consent Agenda Items under one.

Claudia Korobkoff moved to approve, Jim Harrison second. Motion passed.

7. Committee Action Item

A. Authorization to Release a Request for Proposal (RFP) for General Planning and Related Consulting Services.

Mr. Slot, Chief Innovation and Sustainability Officer stated this item was for general planning and related consulting services for Transportation and Financial Planning not to exceed \$3.2 million. This project will be separated in four categories: Work for the agency in the planning areas, as well as in operational efficiency and ITS (Intelligent Transportation Solutions) and finally in safety and security related items. Each category will have a not to exceed amount to the specific project.

The intent is to do individual awards for each category. There will be a primary vendor that would win each category. This will allow LYNX to enable DBE and other firms to be inclusive. Central Florida Regional Planning Council has been added in this for the GIS component.

Mr. Slot confirmed that the 3.2 is in the total budget, and funds can be shifted among the four categories.

Chair Janer expressed her discomfort because of the uncertainty of the value of each individual contract and cautioned that the total not exceed the 3.2 million because of the current reserve balance. Although not comfortable, stated she will go along in hopes that there will be savings in the group methodology.

Claudia Korobkoff moved to approve, Jo Santiago second, Motion passed.

B. Authorization to Release a Request for Proposal (RFP) to Procure Consulting Services to Conduct a Mobility Services Operational Efficiency and Impact Analysis for LYNX and Develop a Comprehensive Plan for Implementation

Chair Janer stated she preferred to defer this item at this time, and would recommend having an assessment done similar to the one Sunrail did for the entire organization. Chair Janer recommended that the funding partners hire a consultant to ensure that monies are invested in the best way possible.

Jim Harrison requested to hear from LYNX staff, whereas Mr. Johnson stated this item had been on the agenda, but was pulled to make sure costs were in line.

Chair Janer stated that the consultants would report to the funding partners. She did not want to move forward with item B and would like the board to consider the assessment.

Jim Harrison concurred that it would be appropriate to go with the Sunrail arrangement. It was executed and funded completely external to the commuter rail commission.

Jim Harrison moved to approve, Claudia Korobkoff second, Motion passed.

C. Authorization to Award a Contract to Bishop Construction for Concrete Replacement and Repairs to the Lynx Bus Wash Exit.

William Slot presented the request, LYNX needs to upgrade approximately 800 square feet of 9 inch deep concrete and the associated supporting road base. This concrete failed due to insufficient design to accommodate the 200-300 buses making a sharp left turn as they exit the bus wash daily. This was compounded by a water line breakage under this area and failed attempts to stabilize the concrete, as a result, it is leveraged daily.

Jim Harrison moved to approve, Jo Santiago second, Motion passed.

D. Authorization to Increase Contracts Not-to-Exceed Total from \$1,500,000 to \$5,100,000 for all Contracts Awarded by the Board on May 24, 2018 for Transportation Network Company Alternative Transportation for Mobility Services for a Period of One (1) Year with the Option to Extend for Four (4) One (1) Year Periods

Bert Francis, Chief Financial Officer stated he would like to get the not to exceed amounts to control costs.

LYNX has exceeded 1.5 million for TNC contracts.

Jim Harrison requested more discussion to help him understand what the plan is.

Mr. Francis said he'd like to have them under one umbrella to avoid price increases and to have all of the contracts under the same expiration date.

Chair Janer requested a summary of issues in using TNC's to ensure that the people are being taken care of.

Jim Harrison moved to approve, Claudia Korobkoff second, motion passed.

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

Bert Francis, Chief Financial Officer stated that LYNX is requesting an amendment with our Funding Partner Seminole County due to an error in calculation. LYNX applied the 3.5% increase to funds prepaid by Seminole County for a traffic study on SR436 and should not have been included in this calculation.

The error was corrected in the calculation of the 3.5% limit on the increase from Fiscal Year 2018 Budget to Fiscal Year 2019 Budget. Seminole County has requested a correction on the base amount for the Fiscal Year 2019 Budget.

Chair Janer noted that a mis-calculation also applied with Orange County.

Claudia Korobkoff moved to approve, Jo Santiago second. Motion passed.

F. Authorization to Amend Bus Service Agreement No. 18 C144 with Lake County for \$25,058.

Bert Francis, Chief Financial Officer stated that Lake County contained an error in service hours funded by Lake County. We received figures from Service Planning to the actual service hours and some of them were shared with another county. The agreement was revised to provide an accurate presentation of the hours.

Claudia Korobkoff motioned to approve, Jim Harrison second. Motion passed.

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

Bert Francis, Chief Financial Officer said the same thing happened with Orange County, with the 3.5% increase prepaid by Orange County and held by LYNX for a traffic study on SR436. These funds should have been excluded from the 3.5% calculation. These funds will be paid back to Orange County.

Mr. Francis stated that this adjustment will be done through the fuel savings that we anticipate coming.

Jim Harrison moved to approve, Claudia Korobkoff second. Motion passed.

8. Committee Information Items

A. Paratransit Eligibility Criteria and Requirements: (For review purposes only).

9. Other Business

No other business reported

The meeting adjourned at 11:00 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the January 24, 2019 Oversight Committee meeting are true and correct, approved by the Oversight Committee.



Assistant

LYNX Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.A.

To: LYNX Oversight Committee

From: William Slot
CHIEF INNOVATION SUSTAIN OFF
James Fetzer
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Request for Proposal (RFP)
Authorization to Release Request for Proposal (RFP) for Midlife Bus
Overhaul and Refurbishment Services.

Date: 2/28/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for midlife bus overhaul and refurbishment services.

BACKGROUND:

The Federal Transit Administration requires that buses purchased with grant funding must remain in service until they reach 12 years of age and/or accumulate 500,000 miles. LYNX current fleet includes 306 fixed buses of which a total of 144 buses range from 500,000 to 900,000 miles. Lynx buses average approximately 60,000 miles per year and have an average of 431,600 miles per vehicle.

As vehicles age and accumulate miles, they become increasingly expensive to maintain and tend to be less reliable. Typically, as buses approach 300,000 miles, major mechanical failures are common and bus reliability suffers.

Staff is recommending the implementation of a midlife overhaul and refurbishment program for fixed route buses to improve bus reliability, reduce unscheduled repairs, reduce engine emissions and ensure safe operations. Staff is proposing that buses be scheduled for the midlife overhaul and refurbishment when they accumulate 300,000 miles. This bus refurbishment program will improve the reliability and appearance of buses as well extend vehicle life.

As part of the proposed Lynx mid-life overhaul and refurbishment program, each bus would receive the following

- Rebuilt engine

LYNX Oversight mmittee Agenda

- New cooling system
- ADA wheelchair ramp
- Diesel Particulate Filter
- New transmission
- Rebuilt axle
- Steering, king-pins, rod ends and steering linkage u-joints
- Suspension including airbags, torque rods, air valves
- Air brakes including shoes and air valves
- HVAC reconditioning
- Driver seat and compartment refurbishment
- Exterior body work and paint

Based on similar midlife overhaul programs completed by other transit agencies, it is estimated that this program will cost approximately \$230,000 per unit. Although an ongoing program would require that approximately 25 buses per year be completed, staff is proposing a multiyear contract with no requirement on the number of vehicles completed. This will allow the authority to complete the midlife overhaul and refurbishment as funding is made available. This project is eligible for grant funding.

FISCAL IMPACT:

LYNX staff included \$4,948,000 in the FY2019 Adopted Operating Budget for Vehicle Maintenance.

LYNX Oversight Committee Agenda

Oversight Committee Consent Agenda Item #6.B.

To: LYNX Oversight Committee

From: William Slot
CHIEF INNOVATION SUSTAIN OFF
James Fetzer
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Request for Proposal (RFP)
Authorization to Ratify the Purchase Price of the 40' Low Floor CNG
Powered Bus for an Amount Not to Exceed \$25,000.

Date: 2/28/2019

ACTION REQUESTED:

Staff is requesting board authorization to ratify the final purchase price of a 40' Low Floor CNG powered bus. This bus purchase was initially authorized at the Feb. 1, 2018 Lynx Board meeting. The cost adjustment is a result of the required pre-production meetings in which vehicle equipment is determined and the pricing is finalized. During the pre-production meeting, the following changes were made; upgraded transmission \$2,772, credit for alternative fire protection system (\$529), installation of the required Trapeze Mentor CAD AVL ITS system for \$24,119. The total changes result in the final bus price of \$576,537.

BACKGROUND:

Staff had received authorization at the Feb. 1, 2018 meeting Board meeting to purchase one (1) 40' Low Floor CNG powered replacement bus from Gillig LLC for a not-to-exceed amount of \$553,785.00. The original board item did indicate that the final bus price would be determined after the pre-production meetings. The pre-production meetings have been completed and the final bus price is now \$576,337. The bus purchase as well as the price increase is being purchased with grant funds.

FISCAL IMPACT:

LYNX staff included \$14,125,000 in the FY2019 Adopted Capital Budget for 25 Replacement CNG 40' Low Floor Replacement Buses.

Consent Agenda Item #7.C. x

To: LYNX Board of Directors

From: Thomas Stringer
CHIEF OPERATIONS OFFICER
Thomas Stringer
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Miscellaneous
Authorization to Purchase One (1) Bus Rapid Transit (BRT) Compressed Natural Gas (CNG) Replacement Bus

Date: 2/1/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase one (1) 40' LF BRT CNG replacement bus for a not-to-exceed amount of \$553,785.00. This replacement bus will be purchased from Gillig, LLC. The specifications will include the Cummins ISL-G Near Zero emissions CNG engine along with the applicable PPI adjustment per contract.

BACKGROUND:

LYNX has an active fleet of three hundred thirteen (313) buses. 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. This purchase is Grant funded and is part of LYNX bus replacement program; the cost breakdown is detailed below:

FY18 Capital Budget Anticipated CNG BRT Purchase Expenses	
Item	CNG Unit Cost
Gillig 40' CNG BRT Plus LF Buses	550,175
Pre-Production Meeting - Gillig	3,000
Vehicle Inspections at Plant - Gillig	700
Total*	553,875
* Final cost is determined post pre-production meeting	

FISCAL IMPACT:

LYNX staff included \$20,676,500 in the FY18 Adopted Capital Budget for the purchase of CNG buses.

FY18 Capital Budget Select CNG Replacement Bus Summary	
Description	FY2018 Adopted Capital Budget
Rep. Buses CF FY17 (40' CNG)	10,176,500
Articulated Buses (60' CNG)	4,500,000
Rep. FY18 Buses (40' CNG)	6,000,000
Total	20,676,500

LYNX Oversight Committee Agenda

Oversight Committee Discussion Item #7.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6058

Item Name: Recap of the FY2018 Operating Results.

Date: 2/28/2019

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



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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



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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 Oversight Committee Agenda

Oversight Committee Discussion Item #7.B.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6058

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

Date: 2/28/2019

ACTION REQUESTED:

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)	<u>(\$1,833,347)</u>	<u>(\$1,707,611)</u>	<u>(\$125,736) U</u>	<u>(\$4,891,212)</u>	<u>(\$6,598,823)</u>

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 Oversight Committee Agenda

Oversight Committee Discussion Item #7.C.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6058

Item Name: Discussion of Reserve Analysis Presentation.

Date: 2/28/2019

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 Oversight Committee Agenda

Oversight Committee Discussion Item #7.D.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6058

Item Name: Presentation on FY2020 Budget Development Assumptions.

Date: 2/28/2019

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 Oversight Committee Agenda

Oversight Committee Discussion Item #7.E.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6058

Item Name: Recap of the FY2019 Bus Service Agreements.

Date: 2/28/2019

ACTION REQUESTED:

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 Oversight Committee Agenda

Oversight Committee Discussion Item #7.F.

To: LYNX Oversight Committee

From: William Slot
CHIEF INNOVATION SUSTAIN OFF
Kenneth Jamison
(Technical Contact)
Selita Stubbs
(Technical Contact)
Tellis Chandler
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Mobility Management Update regarding FTA Drug and Alcohol Audit Finding

Date: 2/28/2019

ACTION REQUESTED:

LYNX staff will provide an update regarding Mobility Management Paratransit FTA Drug and Alcohol Audit Finding

Mobility Management

Federal Transit Administration (“FTA”)

Drug & Alcohol Program – Transportation Network Company (“TNC”)

Board Update

02/21/2019

Working Team:

Selita Stubbs, Ben Gonzalez, Warren Hersh, Belinda Balleras, Rafael Acevedo, Tiffany Homler, Tellis Chandler, John Slot





The Omnibus Transportation Employee Testing Act of 1991 mandated the Secretary of Transportation to issue regulations to **combat prohibited drug use and alcohol misuse** in the transportation industry. For that portion of the transportation industry having to do with the provision of and service to the public of mass transportation, **FTA is the agency delegated with the authority** and responsibility for issuing these implementing rules. These rules are encompassed in **49 CFR Part 655**, Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations.

Safety Focus

Passengers are transported by drivers that undergo drug and alcohol testing prior to providing the service and are randomly tested as long as the driver is engaged in the service.

Background

FTA Audit Timeline



January 28 – February 1, 2019: FTA on-site Audit conducted at LYNX

January 28, 2019: Mobility Services staff and Director, Safety & Risk Management met with Auditors Re: TNC Program

February 1, 2019: FTA exit interview with LYNX Leadership (Discussion re: Audit Report distributed)

February 6, 2019: FTA Email correspondence re: clarification of requirements

February 14, 2019: Received FTA “Final Audit Report Addendum” letter confirming TNCs need to comply with FTA Drug & Alcohol requirements.

February 15, 2019: Formal notification to Lyft and Mears

February 19, 2019: Formal notification to LYNX Board

* In addition to the high level timeline, LYNX staff has conducted multiple conference calls with FTA, DOT and TNCs

Background



FTA Determination – use of TNCs in Paratransit operations

This notice pertains to item 3 on page 6 of the FTA Drug and Alcohol Compliance Auditing Program's Final Audit Report dated February 1, 2019. After reviewing information provided by LYNX in response to that finding, FTA has determined that the **curb-to-curb service provided by LYNX ACCESS is covered** by FTA's drug and alcohol testing regulation.

Accordingly, **Lyft and Mears Transportation (Mears)**, the two contractors LYNX uses to provide the curb-to-curb service, **must each promptly develop a drug and alcohol testing program** for their FTA-covered employees. These programs must comply with the requirements of 49 CFR Part 40 (DOT's drug and alcohol testing regulation) and with 49 CFR Part 655 (the modal regulation specific to FTA). As part of this effort, the auditors suggest Lyft and Mears staff make use of whatever resources are available to them at LYNX, as well as FTA's policy builder and other drug and alcohol resources available at: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Tools/Default.aspx>

Scenarios



Potential impacts to Passengers, Operations, and Cost to service

Scenario	1. LOW Little or No passenger impact	2. MEDIUM 25% of Trips Move from 3 months from TNC to Shared Ride	3. HIGH 50% of Trips move from TNC to Shared Ride
Description	Less than 150 trips per day are allocated to different carriers	Less than 350 trips per day are allocated to different carriers. This scenario accounts for ramp up time for Mears to get its driver population into compliance.	Less than 550 trips per day are allocated to different carriers. This scenario assumes that Lyft and Mears can not ramp up to meet needed passenger demand and OWL and MV.
Passenger Impact	Passengers accustom to curb to curb service and individual transport with Lyft will either receive a curb to curb service with Mears or a shared ride with OWL or MV.	Passengers accustom to curb to curb service and individual transport with Lyft and Mears will receive a shared ride with OWL or MV.	Passengers accustom to individual transport will have a higher potential of a shared ride trip.
Operations Impact	<ul style="list-style-type: none">• Develop / Execute a communication plan for community partners and passengers• Discontinue service with non-compliant carrier(s)• Develop communication materials for Mobility Services Representatives (MSRs)		
Financial Impact (*Annualized Trip Cost – Purchased Transportation Only)	\$150K	\$360K	\$2.2M

Approach



1. LYFT	2. OWL	3. Mears	4. MV and New providers
Send a formal notification to LYFT with the requested remedy and request response in 30 days.	Work with OWL to bring their existing program into compliance with FTA and provide timeline and verification to FTA	Work with Mears management to identify a path forward. In prior conversations this carrier has been hesitant to adopt FTA standards.	Utilize information gained from other conversations during contract negotiations and volume estimates with MV and potential other providers
Warren	Tellis	Selita, Tellis	Team
Comply – Yes - Carrier will provide verification of compliance based on FTA compliance deadlines.	Comply – Yes - Carrier has stated they will comply.	Comply – Yes - Work with carrier to implement a FTA compliant process	Comply – Yes
Comply – No - LYNX will move riders from this service prior to 3/15/2019	Comply – No - NA	Comply – No - NA	

The Federal guidance relating to TNCs

<https://www.transit.dot.gov/regulations-and-guidance/shared-mobility-faqs-controlled-substance-and-alcohol-testing-requirements>

The State of Florida has past Florida HB 221 relating to TNCs which states the following:

Link to HB221:

<https://www.flsenate.gov/Session/Bill/2017/221/BillText/er/PDF>

On page 2 middle section reads-- "... requiring a TNC to implement a zero-tolerance policy for drug or alcohol use, subject to certain requirements; providing TNC driver requirements; requiring a TNC to conduct a certain background check for a TNC driver after a specified period".

LYNX Oversight Committee Agenda

Oversight Committee Action Item #8.A.

To: LYNX Oversight 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

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

Date: 2/28/2019

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 Oversight Committee 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:

It is the policy of LYNX to ensure that certified DBEs and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts. The DBE goal for this project will be assessed upon the finalized scope of work. The contractor will be required to provide documentation and report the certified DBEs and small business firms participating on the project.

FISCAL IMPACT:

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

LYNX Oversight Committee Agenda

Oversight Committee Action Item #8.B.

To: LYNX Oversight Committee

From: **Tiffany Homler Hawkins**
CHIEF ADMINISTRATIVE OFFICER
Belinda Balleras
(Technical Contact)
William Slot
(Technical Contact)
Kenneth Jamison
(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: 2/28/2019

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.

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.

The LYNX Board of Directors authorized at its meeting on January 24, 2019 the release of a request for proposals for the purchase of electronic fareboxes and paratransit validators for acceptance of fares from cash, smart cards, and mobile ticketing. Staff has estimated the cost of the procurement to be \$5,663,542 based on unit costs from a similar procurement by Broward County, Florida.

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

LYNX Oversight mmittee Agenda

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 electronic revenue center fareboxes, 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 Oversight Committee Agenda

Oversight Committee Action Item #8.C.

To: LYNX Oversight 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: 2/28/2019

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:

LYNX staff presented the LYNX Operations Center (LOC) expansion project Design-Build Services, proposed for award in the amount of \$3,734,116 to McCree Design Builders, Inc. in the September 27, 2018 Board agenda, which was ratified in the January 24, 2019 Board meeting. This LOC expansion includes a parking lot and a modular structure for paratransit operations.

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 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 Oversight Committee Agenda

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 Oversight Committee Agenda

Oversight Committee Action Item #8.D.

To: LYNX Oversight Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
DHasheem Alkebulan
(Technical Contact)
Warren Hersh
(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: 2/28/2019

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 and increased operational sustainability. This consists of downsizing the original administrative

LYNX Oversight Committee Agenda

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
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 System 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

TOTAL PROJECT FUNDING			\$5,431,912
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LYNX Oversight Cmmittee Agenda

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.