

LYNX Finance & Audit Committee Agenda

Meeting Date: 4/15/2021
Meeting Time: 2:00 PM

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Open Space
Orlando, FL 32801

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

1. Call to Order

2. Approval of Committee Minutes



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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. Consent Agenda




A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for a System-wide Passenger Survey Pg 8




B. Extension of Contracts

- i.  Authorization to Exercise the Second Option Year of Contract #18-C106 with GILLIG, LLC Pg 10
- ii.  Authorization to Exercise the Second Option Year of Contract #18-C104 with Precision Transmission, Inc. Pg 12
- iii.  Authorization to Exercise the Second Option Year on Contract #17-C16 with Tolar Manufacturing, Inc. for the Manufacture of Commercial Style Bus Shelters Pg 14

C. Miscellaneous

- i.  Authorization to Submit an Application to the US Department of Homeland Security for FY2022 Competitive Funding Opportunity, Transit Security Grant Program (TSGP), for \$703,067 Pg 16
- ii.  Authorization for Approval of Second Amendment to Contract #18-C03 with MV Transportation, Inc. for Mobility Management and Broker Services Pg 18
- iii.  Authorization to Execute Change Order #4 in the Amount of \$58,455 to McCree General Contractors & Architects, Inc. Pg 20

6. Action Items

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|----|--|-------|
| A. |  Approval of Reserve Level for FY2020 | Pg 24 |
| B. |  Authorization to Amend the FY2021 Operating Budget | Pg 25 |
| C. |  Approval of the Proposed FY2022 Operating Budget | Pg 26 |

7. Other Business

8. Adjourned

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

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

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

DATE: **March 11, 2021**

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

Members in Attendance:

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

Staff in Attendance:

Leonard Antmann, Director of Finance
Pat Christiansen, LYNX Attorney

Guest Presenter:

Joel A. Knopp CPA, MSL Shareholder

1. Call to Order

Chair Clavijo called the meeting to order at 2:00 p.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the February 18, 2021 Finance & Audit Committee meeting. Motion to approve the February 18, 2021 minutes was made by Jo Santiago, second by Kurt Petersen and unanimously adopted. The minutes were approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Clavijo recognized Lenny Antmann, Director of Finance.

Mr. Antmann provided several updates:

- Second stimulus award expected to be approximately \$8 million to LYNX. The application has been submitted. When the award is received, we will present our mid-year budget amendment tentatively planned for the April Finance & Audit Committee meeting as an action item for review and recommendation to move forward to Oversight.
- The FY2020 financial statements and audit results will be presented during today's committee meeting.
- We will present an action item in the April Finance & Audit Committee meeting with the final reserve analysis and position on budget stabilization funds.
- FDOT Triennial review is scheduled the third week of March. Back-up and required documentation have been submitted.
- The third federal stimulus is expected to be signed into law today. When we get the actual commitment, we will update the funding partners. Today's discussion does not include any funds from the third stimulus.
- Mr. Antmann requested that Action Item 6A be presented before Discussion Items so Mr. Knopp does not need to stay for the entire meeting.

Mr. Antmann concluded his report.

5. Discussion Items

A. Review of Consent Agenda

Mr. Antmann reviewed the draft Board Consent Agenda which will be published next week.

Consent Agenda:

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for the Construction Engineering and Inspection (CEI) for the Pine Hills Bus Transfer Center

B. Award Contracts

- i. Authorization to Negotiate and Award a Contract for Transit Planning Software-as-a-Service to Remix Technologies, LLC
- ii. Authorization to Negotiate and Award a Contract for Janitorial Services to American Facility Services, Inc.

C. Miscellaneous

- i. Authorization to Execute Amendment 2 to Interlocal Project Agreement No. 1 between the Orlando Utilities Commission and LYNX
- ii. Authorization to Increase the Not to Exceed Cost for Contract #20-C69 with R L Burns, Inc. for Construction of Safety, Security, and Aesthetic Improvements at the Rosemont Transfer Center in the Amount of \$16,552.95
- iii. Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for First Party Property Insurance and Fiduciary Liability Policies
- iv. Authorization to Write Off Assets Pursuant to the September 30, 2020 Physical Inventory Count and Reconciliation

- v. Authorization to Extend the Employment Benefits Provided for Under the Families First Coronavirus Response Act (FFCRA) Related to Emergency Paid Sick Leave (EPSL)

Action Items

- A. Authorization to Approve FY2020 Comprehensive Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program
- B. Authorization to Implement April 25, 2021 Service Changes

B. Discussion Regarding Preliminary FY2022 Operating Budget

Mr. Antmann led the discussion of the preliminary FY2022 Operating Budget. Key budget assumptions were discussed last month. The discussion focus today is the Path Back to the Funding Model. In FY2021, LYNX maintained funding partner contributions at FY2020 level and supplemented with CARES dollars received. The budget stabilization fund can be used to offset some of the funding from funding partners in FY2022 but we do not want to exhaust the fund too soon leaving LYNX exposed to budget shortfalls in the future. When developing the Preliminary FY2022 Operating Budget we tried to avoid unnecessary increases and also ensure sufficient funding for COVID-19 CDC protocols (PPE, sanitizing, etc.).

Overall the FY2022 budget is approximately a \$3.5 million increase year-over-year, which is approximately a 2.2% increase; the bulk of the increase is Wages and Benefits. For FY2022 revenue, we project ridership will rebound to 75% of pre-COVID levels. Increasing ridership from FY2021 60% level to 75% represents \$3 million in additional fares. Every 5% change in ridership is approximately \$1 million.

Contract services are down which is attributable to two bus service agreements that have been cancelled or greatly reduced, CTD grant not renewed this year and TD Hold Harmless grant that is not renewable. Advertising is projected at the current running rate, an increase over last year's contract minimum. Interest & Other income is lower. Federal revenue is down due to Neighbor Link route grant that will expire. CARES Federal revenue and Stabilization Funds are currently \$0. The third stimulus is expected to provide significant dollars, but we do not have those allocation amounts yet. Our initial budget presentation will show fully funded by the partners, then we will discuss as to what level of stabilization funds we want to use. Local revenue is up slightly attributable to the LYMMO service, which is a pass-through to the City of Orlando.

Projected wage increase is consistent with funding partners and board approved union labor agreements. Casualty & Liability increase is due to increase in insurance cost and efforts settling past claims.

Mr. Antmann presented several FY2022 Partner Funding scenarios for committee discussion. Base Case FY2022 contributions with no budget stabilization funding. Option #1 FY2022 contributions with a 15% discount on fixed route (FR), 7.5% discount on paratransit (PT) and use of \$12.6 million of budget stabilization; Option #2 FY2022 contributions with a 20% discount on FR, 10% discount on PT and use of \$16.8 million of budget stabilization; Option 3# FY2022 contributions with a 25% discount on FR, 12.5% discount on PT and use of \$21 million of budget stabilization funding. Mr. Petersen stated that it would be helpful to also have FY2023 & FY2024 projections to see how that impacts the outer years' increases. Chair Clavijo commented that the projected 95% Paratransit ridership seems a little aggressive since it is currently at 65% of pre-COVID levels. An area that could be an offset, instead of an increase to funding partners, is potentially a reduction in Paratransit. If PT does rebound to 95% and funding partner revenue did not cover it that would be a good use for the budget stabilization fund next year.

For the next meeting's discussion, Chair Clavijo would like to talk about LYNX's plan for use of the next round of stimulus funding and how that would impact the FY2022 budget, and also requested revenue projections for the next couple years.

6. Action Agenda

- A.** Recommendation to Authorize Approval of FY2020 Comprehensive Annual Financial Report (CAFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Mr. Joel Knopp, MSL Shareholder provided the results and communication of the audit for fiscal year ended September 30, 2020.

MSL was engaged to audit LYNX's financial statements for the fiscal year ended September 30, 2020. The summary of the audit results reflect an unmodified clean opinion, meaning the statements are presented in accordance with *Generally Accepted Accounting Principles*. There were no findings on Internal Controls over Financial Reporting and on Compliance and Other Matters, Compliance for Each Major Federal Program and Major State Project, and on Internal Control Over Compliance with those grants. The grants looked at were Federal Transit Cluster (included CARES Act funding), Rural Transit and Public Transit Block Grant at the state level. There were no audit adjustments made during the course of the audit. There were no unreported or unadjusted differences.

LYNX staff will submit the audited financial statements to GFOA by March 31, 2021.

Motion to approve FY2020 Comprehensive Annual Financial Report (CAFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program by Kurt Petersen, second by Jo Santiago. Motion passed unanimously.

Mr. Antmann recognized Nancy Navarro, Manager of Financial Reporting, for her efforts leading the day-to-day activities putting together the Comprehensive Annual Financial Report (CAFR).

7. Other Business

The next meeting is April 15, 2021.

8. Adjourned

The meeting adjourned at 3:08 p.m.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

From: Bruce Detweiler
Interim Director Of Plan And Development
Myles O'Keefe
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Authorization to Release a Request for Proposal (RFP) for a System-wide Passenger Survey

Date: 4/15/2021

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 a system-wide passenger survey.

BACKGROUND:

LYNX is required by the Federal Transit Administration (FTA) to collect passenger demographic information at least every five years, per FTA Circular 4702.1B – “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.” In addition, collecting system-wide on-board origin and destination passenger data is a transit industry best practice. Should LYNX not complete a passenger survey, the agency would not be in compliance; potentially resulting in a finding during the agency's next Triennial Review in Fiscal Year (FY) 2023 from the FTA.

The collected information informs updates to LYNX's Title VI Program. The most recent system-wide passenger survey was completed in 2017 as part of an origin and destination customer survey that also supported the “After” study requirements for SunRail Phase 1. The 2017 system-wide passenger survey data was used in the 2017 and 2020 Title VI Program updates.

In addition to having a current understanding of the demographics of LYNX passengers, the collected origin and destination data will be compared to trip behaviors and travel patterns to other locally available data sources, such as MetroPlan Orlando's Streetlight data. Such analysis can shed light on broader travel patterns across LYNX's service area, and how transit passengers' travels differ from other modes of travel within the region. This helps LYNX staff

LYNX Finance & Audit Committee Agenda

identify and prioritize new services or enhancements to existing services to meet demand or improve travel for current customers.

The collected information is intended to reflect an accurate representation of the total population riding LYNX, origin and destination information for each survey participant, demographic information for each survey participant that supports Title VI Civil Rights and reporting requirements, an assessment of how passengers use LYNX, SunRail and other modes, and information on passengers' employment industry.

The intent is to complete the surveying in the Spring of 2022. In order to properly recruit and train survey personnel, LYNX must have a vendor under contract at the start of FY2022. Staff have included \$920,000.00 in the preliminary operating budget for FY2022 to support this project.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 6% is accessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

The Approved FY2021 Operating Budget does not include funds for the for a System-wide Passenger Survey project. Staff has included \$920,000 for this project in the Preliminary FY2022 Operating budget. This is 100% Federally funded.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. i

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the Second Option Year of Contract #18-C106 with GILLIG, LLC

Date: 4/15/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #18-C106 with GILLIG, LLC, for the provision of X-Change Voith transmissions used in the maintenance of transit buses.

BACKGROUND:

At the May 24, 2018, Board of Directors' meeting, staff received authorization under Consent Agenda Item Consent Agenda Item #7.A.iii. to award the contract for the procurement of X-Change Voith transmissions to GILLIG, LLC. The not to exceed value of the entire contract term with GILLIG, LLC is \$876,900. The initial term of Contract #18-C106 was for two (2) years with three (3) renewal terms of one (1) year. The first two (2) years of the contract expired June 7, 2020.

LYNX has a fleet of 301 transit vehicles approximately 113 are equipped with Voith transmissions. Our in-house technicians diagnose and replace the transmissions as needed. LYNX replaced approximately 11 Voith transmissions in FY2020.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBE's and other small businesses in the completion of this contract (Race Neutral).

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FISCAL IMPACT:

The Approved FY2021 Operating Budget includes \$4,609,000 for repairs and maintenance for revenue vehicle bus parts. Upon Board approval the FY2022 Operating Budget will include the appropriate amount for revenue vehicle repairs and maintenance.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. ii

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the Second Option Year of Contract #18-C104 with Precision Transmission, Inc.

Date: 4/15/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #18-C104 with Precision Transmission, Inc. for the provision of remanufactured ZF transmissions used in the maintenance of transit buses.

BACKGROUND:

At the May 24, 2018, Board of Directors' meeting, staff received authorization under Consent Agenda Item #7.C.v. to award the contract for the procurement of remanufactured ZF transmissions to Precision Transmission, Inc. The not to exceed value of the entire contract term with Precision Transmission, Inc. is \$653,103. The initial term of Contract #18-C104 was for two (2) years with three (3) renewal terms of one (1) year. The first two (2) years of the contract expired June 7, 2020.

LYNX has a fleet of 301 transit vehicles approximately 53 are equipped with ZF transmissions. Our in-house technicians diagnose and replace the transmissions as needed. LYNX replaced approximately 15 ZF transmissions in FY2020. Precision Transmission, Inc. is the only Southeast Region Authorized dealer of the ZF Transmissions.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBE's and other small businesses in the completion of this contract (Race Neutral).

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

The Approved FY2021 Operating Budget includes \$4,609,000 for repairs and maintenance for revenue vehicle bus parts. Upon Board approval, the FY2022 Operating Budget will include the appropriate amount for revenue vehicle repairs and maintenance.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. iii

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Director Of Finance
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Exercise the Second Option Year on Contract #17-C16 with Tolar Manufacturing, Inc. for the Manufacture of Commercial Style Bus Shelters

Date: 4/15/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year on Contract #17-C16 with Tolar Manufacturing, Inc. for the manufacture of commercial style bus shelters.

BACKGROUND:

In May 2017, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #17-C16 with Tolar Manufacturing, Inc. for the manufacturing of commercial style bus shelters. The initial Contract term was for three (3) years, with two (2), one (1) year options, subject to annual funding availability. This contract will expire on May 31, 2021.

LYNX project management staff will issue individual purchase orders for batches of shelters as needed throughout the fiscal year to meet the needs of the larger bus shelter program.

The total contract has an assigned value per the original award of \$1,350,000 per year. The associated dollars will be assigned on a task order basis to the vendor based on operating and capital budget approved items.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 6% is assessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

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FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$2,732,316 for shelter installations and rehabilitations throughout the system area.

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Consent Agenda Item #5.C. i

To: LYNX Finance & Audit Committee

From: Tellis Chandler
Director Of Safety And Security
Robert Carey
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: Authorization to Submit an Application to the US Department of Homeland Security for FY2022 Competitive Funding Opportunity, Transit Security Grant Program (TSGP), for \$703,067

Date: 4/15/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification of a grant application for the Chief Executive Officer (CEO) or designee to submit a grant application to the US Department of Homeland Security for FY2021 Competitive Funding Opportunity, Transit Security Grant Program (TSGP), for \$703,067.

BACKGROUND:

On February 25, 2021, the Federal Emergency Management Agency (FEMA), a component of the Department of Homeland Security (DHS), released a Notice of Funding Opportunity (NOFO) and availability of \$88 million in FY2021 TSGP competitive grant funding for eligible public transportation systems to support transportation infrastructure security activities. The applications are due May 14, 2021.

The TSGP provides funds to protect critical transportation infrastructure and the travelling public from terrorism, and to increase transportation infrastructure resilience. The DHS/FEMA is continuously evaluating the national risk profile and setting priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY2021, three areas attract the most concern: 1) Enhancing cybersecurity; 2) Enhancing the protection of soft targets/crowded places; and 3) Addressing emerging threats (e.g., transnational criminal organizations, weapons of mass destruction [WMD], unmanned aerial systems [UASs], etc.).

LYNX will submit for video camera improvements and an interoperability communications network that align with recommendations provided in the 2020 LYNX Threat & Vulnerability

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Analysis (TVA) and in the 2021 Transportation Security Administration's (TSA) baseline assessment. The TVA evaluates the likelihood of specific threats that may endanger system operations and provides recommended actions and countermeasures to eliminate or mitigate such threats. TSA's Baseline Assessment for Security Enhancement (BASE) is a no-cost, voluntary, risk-based program that evaluates an agency's security posture.

LYNX is considered an Emergency Support Function/Transportation Services and an interoperable communication system to provide radio communications, real time video sharing with non-vehicle related cameras, ability to share geospatial, and data sharing communications during an emergency incident to regional public safety departments and stakeholders who currently utilize the communications technology.

The planned projects are detailed below.

- LYNX Transfer Super-Stops
- Mutualink Interoperable Communications

Staff intends to apply for the maximum amount allowed for the following TSGP eligible projects:

- LYNX Transfer Camera System - \$672,500
- Mutualink Interoperable Communications - \$30,567

The current equipment is dated and has met and/or exceeded FTA's useful life. The new equipment will provide LYNX with surveillance video analytics and cybersecurity enhancements. The project time line for completion is two years from the date of start for the camera system and 2 months from the date of the start for the interoperable communications system.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

LYNX staff will include the award of this program in the appropriate LYNX fiscal year budget upon confirmation of award.

This funding program is 100% DHS funded.

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Consent Agenda Item #5.C. ii

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization for Approval of Second Amendment to Contract #18-C03 with MV Transportation, Inc. for Mobility Management and Broker Services

Date: 4/15/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute the Second Amendment to Contract #18-C03 with MV Transportation, Inc. for Mobility Management and Broker Services to provide for responsibilities for maintenance of the Trapeze IT infrastructure technology and application system.

BACKGROUND:

At the March 23, 2017 Board of Director's meeting, the Board authorized LYNX staff to enter into an Agreement with MV Transportation, Inc. to provide Mobility Management and Broker Services for the provision of LYNX's Paratransit and NeighborLink services.

This Second Amendment to Contract #18-C03 with MV Transportation, Inc. for Mobility Management and Broker Services will formalize the attached Letter of Understanding (LOU) which specifies the roles and responsibilities for the ongoing operation and maintenance of Trapeze IT infrastructure technology and application utilized by LYNX Paratransit operations.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 10% is accessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) firms.

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FISCAL IMPACT:

There is no fiscal impact.

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Consent Agenda Item #5.C. iii

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Director Of Finance
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Execute Change Order #4 in the Amount of \$58,455 to McCree General Contractors & Architects, Inc.

Date: 4/15/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors authorization for the Chief Executive Officer (CEO) or designee to execute change order #4 in the amount of \$58,455 to McCree General Contractors & Architects, Inc. for alternate changes identified during the construction of the LOC Expansion Project.

BACKGROUND:

The purpose of the new LOC Paratransit Expansion Project is to transition out of the L.B. 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.

On October 3, 2018, McCree received the Notice to Proceed (NTP) to construct the new LOC Paratransit Expansion Project in the amount \$3,734,166.

On February 28, 2019, the LYNX Board of Directors approved Change Order # 1 in the amount of \$800,955. Items included in this change order included: changes to original administrative building and maintenance facility, including a security system tie-in, additional bus wash bays to

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increase efficiency, Haz-Mat storage, additional motorized gate for entrance at abandoned cul-de-sac location, and a larger backup generator for emergency dispatch.

On September 30, 2019, the LYNX Board of Directors approved Change Order # 2 in the amount of \$310,955. Items included in this change order included additional items needed as a result of the increased bus wash bays, various access control RFID readers, permit required items (survey, landscape buffers), fencing for parts storage, added restrooms for maintenance building and an expanded

On February 25, 2021 the LYNX Board of Directors approved Change Order # 3 in the amount of \$17,096. These include costs to purchase the modular building (instead of leasing), utilities for potential future improvements, removal of a significant tree stump between the LYNX and NoPetro parcel, removal of fencing, and additional costs for the replat permitting fees. In addition, deductive change orders included switching from black vinyl fencing to regular chain link and removal of the money room.

Change Order # 4 includes additional costs to upgrade and purchase the building not accounted for in Change Order #3, the cost for staff time to address the replat of the property and costs for provisions of a RFID Tracking System for the fuel dispensers.

In addition to the change order listed above, LYNX project management staff has made adjustments to the table provided to the BOD detailing the project costs. The original budget column has been adjusted to match the costs provided to LYNX in the pay applications that the agency has been paying against. While individual line items may have changed values from the original bid, the total cost of the project associated with original budget column have not changed.

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Description	Original Budget	CO #1	CO #2	CO #3/ TO #1	CO #4	Revised Total
Sitework	\$1,569,979					\$1,569,979
Admin Building	\$410,345	(\$299,378)		\$12,217	\$22,818	\$146,002
Architecture and Engineering	\$204,912					\$204,912
Equipment	\$249,953				\$23,617	\$273,570
Electrical	\$255,150					\$255,150
All other items	\$1,043,827			\$57,361		\$1,101,188
Maintenance Bldg		\$252,561	\$35,632	(\$18,049)		\$270,144
Security System Tie In		\$86,237				\$86,237
Added Haz-Mat Storage		\$265,783				\$265,783
Bus Wash -		\$205,590	\$69,539			\$275,129
Additional 2nd Bus Wash (Smaller) -		\$167,686				\$167,686
Other		\$122,476		\$13,785		\$136,261
Added Permit items			\$89,702	\$2,033	\$12,022	\$103,757
Access Control and parts storage			\$116,082	(\$50,251)		\$65,831
Total Construction Contract	\$3,734,166	\$800,955	\$310,955	\$17,096	\$58,457	\$4,921,629
CEI Services	\$227,000			\$110,568		\$337,568
Contingencies	\$322,706	\$347,085	(\$310,955)	(\$127,663)	(\$58,457)	\$172,716
PROJECT COST	\$4,283,872	\$1,148,040	\$0	\$0	\$0	\$5,431,912

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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DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION

A DBE participation goal of 12% is accessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

The Change Order #4 is funded from the contingency, therefore there is no budget change to the original project.

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Action Agenda Item #6.A.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Director Of Finance
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Approval of Reserve Level for FY2020

Date: 4/15/2021

ACTION REQUESTED:

LYNX Staff will present final recommendations on the reserve level for FY2020.

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Action Agenda Item #6.B.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Director Of Finance
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Amend the FY2021 Operating Budget

Date: 4/15/2021

ACTION REQUESTED:

LYNX Staff is requesting approval of the Amended FY2021 Operating Budget.

LYNX Finance & Audit Committee Agenda

Action Agenda Item #6.C.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Director Of Finance
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the Proposed FY2022 Operating Budget

Date: 4/15/2021

ACTION REQUESTED:

LYNX Staff is requesting approval of the Proposed FY2022 Operating Budget.