

# LYNX Finance & Audit Committee Agenda

Meeting Date: 5/16/2019

Meeting Time: 2:00 PM

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

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

## 1. Call to Order

## 2. Approval of Committee Minutes



Finance Committee Minutes - April 12, 2019

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## 3. Public Comments

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

## 4. Chief Financial Officer Report

## 5. Committee Discussion Items



A. Recap of the FY2019 2nd Quarter Operating Results

Pg 6

-Attachments



B. Update on Reserves

Pg 26

-Attachments



C. FY2020 Preliminary Capital Budget

Pg 29

-Attachments



D. Update on Paratransit Services

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## 6. Committee Action Items



A. Authorization to Execute a Public Transit Grant Agreement with the Florida Department of Transportation for FY2020 Block Grant Funding in the Amount of \$11,620,340

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-Attachments



## 7. Other Business

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

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

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

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

DATE: April 12, 2019

TIME: 2:00 p.m.

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

Staff in Attendance:  
Jim Harrison, Chief Executive Officer  
Bert Francis, Chief Financial Officer  
Tiffany Hawkins, Chief Administrative Officer  
John Slot, Chief Innovation & Sustainability Officer  
Leonard Antmann, Director of Finance

Members Absent:

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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 March 28, 2019, Finance & Audit Committee meeting. Motion to approve the March 28, 2019, minutes was made by Michelle McCrimmon, seconded by Tim Jecks and unanimously adopted. The minutes were approved as presented.

3. Public Comments

No members of the public were present to speak.

#### 4. Chief Financial **Officer's Report**

Chair Clavijo recognized Bert Francis, LYNX Chief Financial Officer. Mr. Francis stated that he had one item to share. There have been challenges with the union and coming to agreement on certain aspects of the union contract. We have engaged an actuary to do an experience study regarding the pension plan. This had not been done in several years. We reviewed all assumptions and all parties agreed with the recommendations of the actuary, for all of the calculations regarding the required benefit for the pension year beginning October 1, 2019. This plan is over one hundred percent funded. We will have another study done in four years.

#### 5. Committee Discussion Items

##### A. Discussion on Paratransit Operations

Chair Clavijo recognized Mr. John Slot, Chief Innovation & Sustainability Officer, to make the presentation. Mr. Slot stated he would focus on the eligibility process for ADA (Americans with Disabilities Act) and TD (Transportation Disadvantaged). TD is a program for the state of Florida and is income and age-based. ADA is a program for the federal government and passengers must have **a doctor's certificate. All passengers must re-certify** every two years. Our service is reservation only, so passengers are trained on fixed-route, to be able to ride same-day. We have about four thousand active customers per month.

#### 6. Committee Action Items

##### A. Approval of Reserve level for FY2020

Chair Clavijo recognized Mr. Bert Francis, Chief Financial Officer, to make the presentation. Mr. Francis stated that our net position is better after several adjustments, however, we will still be short about two million. Kurt Petersen spoke about a scenario that correlates more with the way Orange County looks at their financials. This was just another way to look at the reserves. He stated that he was comfortable with the reserve level. Chair Clavijo stated that the reserve level should not go any lower. She also stated that in the Reserve policy, the CEO needs to come up with a plan. Mr. Francis stated that the Oversight Committee and the Board know the situation, and we are unsure if there is an action that needs to be taken at this stage. Mr. Francis will speak to Mr. Harrison and see where to go from here. Motion to Approve the Reserve level for FY2020, with a plan to cover the two million dollar shortfall, was made by Amanda Clavijo, second by Kurt Petersen. Motion passed unanimously.

## B. Approval of the Proposed Preliminary FY2020 Operating Budget

Mr. Francis continued with this presentation. We have listed all contracts in this budget. The contracts show the impact to the budget if non-funding partners are raised to the \$95 rate. Chair Clavijo would like Shingle Creek to be approached, to raise the rate over time to the true cost. Mr. Christiansen will look at the contract before any decisions are made. We get funds from the state from the TD Trust Fund. The state legislature has proposed ten million additional funding, but this competitive grant also includes **CTC's and TNC's. We would like to do a pilot program with the TNC's.** This could be additional money, but we do not know how much. We should know something by the middle of May. We are also hoping for an increase from FDOT, but are waiting for finalization. These items could reduce the impact to the funding partners. Chair Clavijo would like to have the FY18 and the YTD actuals provided in an email. She would also like to know the number of vacancies and have a follow-up to the Shingle Creek contract by the next meeting. Motion to Approve the Proposed Preliminary FY2020 Operating Budget and send to the Oversight Committee was made by Kurt Petersen, second by Tim Jecks. Motion passed unanimously.

## 7. Other Business

No other business was discussed.

The meeting adjourned at 3:48 p.m.

# LYNX Finance & Audit Committee Agenda

## Finance Committee Discussion Item #5.A.

**To:** LYNX Finance & Audit Committee

**From:** Albert Francis  
Chief Financial Officer  
Leonard Antmann  
Technical Contact

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Recap of the FY2019 2nd Quarter Operating Results

**Date:** 5/16/2019

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Lynx Staff will provide a recap of the FY2019 2<sup>nd</sup> Quarter Operating Results.

# FY2019 2<sup>nd</sup> Quarter Recap Operating Results

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Presented to the  
LYNX Finance & Audit Committee  
by Bert Francis  
Chief Financial Officer  
May 16, 2019

# Contents

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



# Executive Summary



# Executive Summary

## All Lines of Business



Revenue	Year-to-date			2nd Quarter		
	Budget	Actual		Budget	Actual	
01 Customer Fares	\$12,384,449	\$12,461,340	101%	\$6,177,875	\$6,245,712	101%
02 Contract Services	\$3,382,726	\$3,475,146	103%	\$1,765,668	\$1,851,167	105%
03 Advertising	\$965,200	\$1,992,730	206%	\$407,700	\$882,935	217%
05 Interest & Other Income	\$577,241	\$859,669	149%	\$231,576	\$515,470	223%
06 Federal Revenue	\$9,660,865	\$7,805,897	81%	\$4,830,001	\$4,040,525	84%
07 State Revenue	\$7,327,081	\$7,034,864	96%	\$4,322,250	\$4,054,199	94%
08 Local Revenue	\$33,623,197	\$33,062,421	98%	\$17,178,637	\$16,695,235	97%
<b>Total Revenue</b>	<b>\$67,920,759</b>	<b>\$66,692,067</b>	<b>98%</b>	<b>\$34,913,707</b>	<b>\$34,285,243</b>	<b>98%</b>
<b>Expense</b>						
20 Salaries & Wages & Fringe	\$39,299,872	\$37,931,135	97%	\$19,596,154	\$18,488,781	94%
21 Other Services	\$5,863,774	\$3,749,689	64%	\$2,926,498	\$2,215,772	76%
22 Fuel	\$5,886,855	\$5,733,161	97%	\$2,935,464	\$2,654,156	90%
23 Materials & Supplies	\$3,914,273	\$3,492,081	89%	\$1,951,818	\$1,859,544	95%
24 Utilities	\$803,738	\$719,562	90%	\$400,768	\$378,706	94%
25 Casualty & Liability Insurance	\$1,112,370	\$1,136,563	102%	\$556,182	\$647,345	116%
26 Taxes & Tags	\$234,453	\$270,868	116%	\$116,910	\$119,338	102%
27 Purchased Transportation	\$13,042,146	\$13,836,764	106%	\$6,503,157	\$7,188,207	111%
28 Leases & Miscellaneous	\$823,722	\$528,395	64%	\$416,334	\$258,920	62%
29 Interest Expense	\$29,889	\$29,889	100%	\$14,948	\$14,271	95%
<b>Total Expense</b>	<b>\$71,011,092</b>	<b>\$67,428,107</b>	<b>95%</b>	<b>\$35,418,233</b>	<b>\$33,825,040</b>	<b>96%</b>
<b>Net Operating Gain (Loss)</b>	<b>(\$3,090,333)</b>	<b>(\$736,040)</b>	<b>24%</b>	<b>(\$504,526)</b>	<b>\$460,203</b>	<b>-91%</b>



# Executive Summary (cont.)



	As of 3/31/19			As of 3/31/18		
	<u>Budget</u>	<u>Actuals</u>		<u>Budget</u>	<u>Actuals</u>	
<b>Revenue</b>						
01 Customer Fares	\$12,384,449	\$12,461,340	101%	\$12,636,648	\$12,427,420	102%
02 Contract Services	\$3,382,726	\$3,475,146	103%	\$2,600,343	\$3,220,350	81%
03 Advertising	\$965,200	\$1,992,730	206%	\$1,137,000	\$1,158,409	98%
05 Interest & Other Income	\$577,241	\$859,669	149%	\$570,720	\$547,204	104%
06 Federal Revenue	\$9,660,865	\$7,805,897	81%	\$8,902,342	\$7,937,412	112%
07 State Revenue	\$7,327,081	\$7,034,864	96%	\$5,096,002	\$6,360,200	80%
08 Local Revenue	\$33,623,197	\$33,062,421	98%	\$34,272,818	\$32,131,530	107%
<b>Total Revenue</b>	<b>\$67,920,759</b>	<b>\$66,692,067</b>	<b>98%</b>	<b>\$65,215,873</b>	<b>\$63,782,525</b>	<b>102%</b>
<b>Expense</b>						
20 Salaries & Wages & Fringe	\$39,299,872	\$37,931,135	97%	\$40,546,733	\$38,705,319	105%
21 Other Services	\$5,863,774	\$3,749,689	64%	\$5,272,809	\$4,160,051	127%
22 Fuel	\$5,886,855	\$5,733,161	97%	\$5,459,786	\$5,370,145	102%
23 Materials & Supplies	\$3,914,273	\$3,492,081	89%	\$3,648,516	\$3,377,998	108%
24 Utilities	\$803,738	\$719,562	90%	\$636,302	\$632,337	101%
25 Casualty & Liability Insurance	\$1,112,370	\$1,136,563	102%	\$1,026,516	\$1,025,845	100%
26 Taxes & Tags	\$234,453	\$270,868	116%	\$289,396	\$289,716	100%
27 Purchased Transportation	\$13,042,146	\$13,836,764	106%	\$9,869,647	\$10,659,275	93%
28 Leases & Miscellaneous	\$823,722	\$528,395	64%	\$517,016	\$509,440	101%
29 Interest Expense	\$29,889	\$29,889	100%	\$40,524	\$40,531	100%
<b>Total Expense</b>	<b>\$71,011,092</b>	<b>\$67,428,107</b>	<b>95%</b>	<b>\$67,307,245</b>	<b>\$64,770,657</b>	<b>104%</b>
<b>Net Operating Gain (Loss)</b>	<b>(\$3,090,333)</b>	<b>(\$736,040)</b>	<b>24%</b>	<b>(\$2,091,372)</b>	<b>(\$988,132)</b>	<b>212%</b>

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# Executive Summary (cont.)

The 2<sup>nd</sup> Quarter performed better than budget.

Overall for the second quarter revenue was unfavorable by \$1,228K.

- ✓ Federal Revenue was \$1,855K 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 and City of Orlando including LYMMO.

# Executive Summary (cont.)

Overall expense was \$3,583K favorable.

- ✓ Salaries, Wages & Fringe was \$1,369K favorable due to vacant positions and Healthcare.
- ✓ Other Services (including Professional Services) was \$2,114K 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



	Year-to-date			2nd Quarter		
Revenue	Budget	Actual		Budget	Actual	
01 Customer Fares	\$11,066,197	\$11,216,365	101%	\$5,520,562	\$5,584,390	101%
02 Contract Services	\$994,186	\$987,648	99%	\$571,398	\$595,640	104%
03 Advertising	\$965,200	\$1,992,730	206%	\$407,700	\$882,935	217%
05 Interest & Other Income	\$577,241	\$859,669	149%	\$231,576	\$515,470	223%
06 Federal Revenue	\$7,847,226	\$6,359,183	81%	\$3,923,612	\$3,275,742	83%
07 State Revenue	\$7,170,015	\$6,887,366	96%	\$4,243,934	\$3,980,450	94%
08 Local Revenue	\$27,975,733	\$27,446,744	98%	\$14,297,005	\$13,845,390	97%
<b>Total Revenue</b>	<b>\$56,595,798</b>	<b>\$55,749,705</b>	99%	<b>\$29,195,787</b>	<b>\$28,680,017</b>	98%
<b>Expense</b>						
20 Salaries & Wages & Fringe	\$38,494,992	\$37,388,281	97%	\$19,194,822	\$18,212,290	95%
21 Other Services	\$5,660,436	\$3,523,013	62%	\$2,824,908	\$2,090,822	74%
22 Fuel	\$4,756,781	\$4,762,166	100%	\$2,371,981	\$2,221,006	94%
23 Materials & Supplies	\$3,907,942	\$3,491,827	89%	\$1,948,663	\$1,859,290	95%
24 Utilities	\$792,268	\$702,350	89%	\$395,048	\$369,439	94%
25 Casualty & Liability Insurance	\$1,112,370	\$1,136,563	102%	\$556,182	\$647,345	116%
26 Taxes & Tags	\$189,909	\$237,301	125%	\$94,701	\$101,749	107%
27 Purchased Transportation	\$784,784	\$980,518	125%	\$391,315	\$500,215	128%
28 Leases & Miscellaneous	\$691,764	\$401,546	58%	\$350,364	\$204,443	58%
29 Interest Expense	\$29,889	\$29,889	100%	\$14,948	\$14,271	95%
<b>Total Expense</b>	<b>\$56,421,135</b>	<b>\$52,653,454</b>	93%	<b>\$28,142,932</b>	<b>\$26,220,870</b>	93%
<b>Net Operating Gain (Loss)</b>	<b>\$174,663</b>	<b>\$3,096,251</b>	1773%	<b>\$1,052,855</b>	<b>\$2,459,147</b>	234%

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# Operating Results by LOB

## Fixed Route (cont.)



	As of 3/31/19			As of 3/31/18		
	<u>Budget</u>	<u>Actuals</u>		<u>Budget</u>	<u>Actuals</u>	
<b>Revenue</b>						
01 Customer Fares	\$11,066,197	\$11,216,365	101%	\$11,520,000	\$11,395,632	99%
02 Contract Services	\$994,186	\$987,648	99%	\$220,802	\$927,130	420%
03 Advertising	\$965,200	\$1,992,730	206%	\$1,137,000	\$1,158,409	102%
05 Interest & Other Income	\$577,241	\$859,669	149%	\$570,720	\$547,204	96%
06 Federal Revenue	\$7,847,226	\$6,359,183	81%	\$7,142,577	\$6,337,357	89%
07 State Revenue	\$7,170,015	\$6,887,366	96%	\$4,952,002	\$6,360,200	128%
08 Local Revenue	\$27,975,733	\$27,446,744	98%	\$28,776,249	\$26,599,863	92%
<b>Total Revenue</b>	<b>\$56,595,798</b>	<b>\$55,749,705</b>	99%	<b>\$54,319,350</b>	<b>\$53,325,795</b>	98%
<b>Expense</b>						
20 Salaries & Wages & Fringe	\$38,494,992	\$37,388,281	97%	\$39,782,364	\$38,183,116	96%
21 Other Services	\$5,660,436	\$3,523,013	62%	\$4,975,779	\$3,945,171	79%
22 Fuel	\$4,756,781	\$4,762,166	100%	\$4,372,999	\$4,280,782	98%
23 Materials & Supplies	\$3,907,942	\$3,491,827	89%	\$3,641,266	\$3,374,457	93%
24 Utilities	\$792,268	\$702,350	89%	\$625,812	\$618,821	99%
25 Casualty & Liability Insuranc	\$1,112,370	\$1,136,563	102%	\$1,026,516	\$1,025,845	100%
26 Taxes & Tags	\$189,909	\$237,301	125%	\$246,029	\$243,892	99%
27 Purchased Transportation	\$784,784	\$980,518	125%	\$892,148	\$891,191	100%
28 Leases & Miscellaneous	\$691,764	\$401,546	58%	\$511,531	\$509,203	100%
29 Interest Expense	\$29,889	\$29,889	100%	\$40,524	\$40,531	100%
<b>Total Expense</b>	<b>\$56,421,135</b>	<b>\$52,653,454</b>	93%	<b>\$56,114,968</b>	<b>\$53,113,009</b>	95%
<b>Net Operating Gain (Loss)</b>	<b>\$174,663</b>	<b>\$3,096,251</b>	1773%	<b>(\$1,795,618)</b>	<b>\$212,786</b>	-12%

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# Operating Results by LOB

## Fixed Route (cont.)



- Advertising Revenue performed better than budget with a \$1,027K favorable variance.
- Local Revenue includes Funding Partner contributions from Orange, Osceola, and Seminole Counties and the City of Orlando and LYMMO. Also included is the local planning revenue for the study of SR436.

# 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.

# Operating Results by LOB



# Operating Results by LOB

## ParaTransit



	Year-to-date			2nd Quarter		
Revenue	Budget	Actual		Budget	Actuals	
01 Customer Fares	\$1,318,252	\$1,244,975	94%	\$657,315	\$661,322	101%
02 Contract Services	\$2,388,540	\$2,487,498	104%	\$1,194,270	\$1,255,527	105%
06 Federal Revenue	\$1,813,639	\$1,446,714	80%	\$906,389	\$764,783	84%
07 State Revenue	\$157,066	\$147,498	94%	\$78,316	\$73,749	94%
08 Local Revenue	\$5,647,464	\$5,615,677	99%	\$2,881,632	\$2,849,845	99%
<b>Total Revenue</b>	<b>\$11,324,961</b>	<b>\$10,942,362</b>	<b>97%</b>	<b>\$5,717,922</b>	<b>\$5,605,226</b>	<b>98%</b>
<b>Expense</b>						
20 Salaries & Wages & Fringe	\$804,880	\$542,854	67%	\$401,337	\$276,491	69%
21 Other Services	\$203,338	\$226,676	111%	\$101,588	\$124,950	123%
22 Fuel	\$1,130,074	\$970,995	86%	\$563,484	\$433,150	77%
23 Materials & Supplies	\$6,331	\$254	4%	\$3,154	\$254	8%
24 Utilities	\$11,470	\$17,212	150%	\$5,720	\$9,267	162%
26 Taxes & Tags	\$44,544	\$33,567	75%	\$22,210	\$17,589	79%
27 Purchased Transportation	\$12,257,362	\$12,856,246	105%	\$6,111,842	\$6,687,992	109%
28 Leases & Miscellaneous	\$131,958	\$126,849	96%	\$65,972	\$54,477	83%
<b>Total Expense</b>	<b>\$14,589,957</b>	<b>\$14,774,653</b>	<b>101%</b>	<b>\$7,275,307</b>	<b>\$7,604,170</b>	<b>105%</b>
<b>Net Operating Gain (Loss)</b>	<b>(\$3,264,996)</b>	<b>(\$3,832,291)</b>	<b>117%</b>	<b>(\$1,557,385)</b>	<b>(\$1,998,944)</b>	<b>128%</b>

# Operating Results by LOB

## ParaTransit (cont.)



	As of 3/31/19			As Of 3/31/18		
	<u>Budget</u>	<u>Actuals</u>		<u>Budget</u>	<u>Actuals</u>	
<b>Revenue</b>						
01 Customer Fares	\$1,318,252	\$1,244,975	94%	\$1,116,648	\$1,031,788	92%
02 Contract Services	\$2,388,540	\$2,487,498	104%	\$2,379,541	\$2,293,220	96%
06 Federal Revenue	\$1,813,639	\$1,446,714	80%	\$1,759,765	\$1,600,055	91%
07 State Revenue	\$157,066	\$147,498	94%	\$144,000	\$0	0%
08 Local Revenue	\$5,647,464	\$5,615,677	99%	\$5,496,569	\$5,531,667	101%
<b>Total Revenue</b>	<b>\$11,324,961</b>	<b>\$10,942,362</b>	<b>97%</b>	<b>\$10,896,523</b>	<b>\$10,456,730</b>	<b>96%</b>
<b>Expense</b>						
20 Salaries & Wages & Fringe	\$804,880	\$542,854	67%	\$764,369	\$522,203	68%
21 Other Services	\$203,338	\$226,676	111%	\$297,030	\$214,880	72%
22 Fuel	\$1,130,074	\$970,995	86%	\$1,086,787	\$1,089,363	100%
23 Materials & Supplies	\$6,331	\$254	4%	\$7,250	\$3,541	49%
24 Utilities	\$11,470	\$17,212	150%	\$10,490	\$13,516	129%
26 Taxes & Tags	\$44,544	\$33,567	75%	\$43,367	\$45,824	106%
27 Purchased Transportation	\$12,257,362	\$12,856,246	105%	\$8,977,499	\$9,768,084	109%
28 Leases & Miscellaneous	\$131,958	\$126,849	96%	\$5,485	\$237	4%
<b>Total Expense</b>	<b>\$14,589,957</b>	<b>\$14,774,653</b>	<b>101%</b>	<b>\$11,192,277</b>	<b>\$11,657,648</b>	<b>104%</b>
<b>Net Operating Gain (Loss)</b>	<b>(\$3,264,996)</b>	<b>(\$3,832,291)</b>	<b>117%</b>	<b>(\$295,754)</b>	<b>(\$1,200,918)</b>	<b>406%</b>

# Operating Results by LOB

## ParaTransit (cont.)



- Customer Fares Revenue was unfavorable by \$73K.  
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.)



- Salaries, Wages & Fringe was 262K favorable due to vacant positions and healthcare.
- Purchased Transportation was \$598K unfavorable due to increased number of trips.



# Summary

- The 2<sup>nd</sup> 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.



# Passion, Pride, Performance

We enhance people's lives everyday.



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# **LYNX Finance & Audit Committee Agenda**

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

**To:** LYNX Finance & Audit Committee

**From:** Albert Francis  
Chief Financial Officer  
Leonard Antmann  
Technical Contact

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Update on Reserves

**Date:** 5/16/2019

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LYNX Staff will provide a discussion on the Reserve balance.

**LYNX Reserve Analysis**  
**As of September 30, 2018**



<b>LYNX Reserves</b>		<b>% of operating Budget</b>
45 Days - Operations	\$ 17,552,640	
Contingency -up to 5%		
Debt Service	0	
General Liability/worker's comp. - Short Term	1,907,474	
Medical Claims - IBNR	565,100	
State required - Medical self insured surplus		
60 days medical insurance claims	1,570,432	
Compensated Absences		
Fuel Stabilization	1,000,000	
<b>Total Operating Reserve Requirement</b>	<b>\$ 22,595,646</b>	<b>15.9%</b>
<b>FY2019 Budgeted use of Reserves</b>	<b>\$ 6,598,821</b>	<b>4.6%</b>
<b>Total Reserve Requirement</b>	<b>\$ 29,194,467</b>	<b>20.5%</b>
<b>Unrestricted Net Position</b>	<b>\$ 31,865,578</b>	<b>22.4%</b>
<b>9/30/2018 Excess (Shortfall) Net Position</b>	<b>\$ 2,671,111</b>	<b>1.9%</b>
FY2018 \$2 Capital Funding	\$ 2,001,877	
Pine Hills Transfer Center	2,724,662	
Bus Shelters	65,772	
Orlando Urban Trail Project	21,273	
CNG Fleet Rebate - Due to FTA	250,000	
State required - Medical self insured surplus	1,700,000	
<b>Non - Current Reserve Requirement</b>	<b>\$ 6,763,584</b>	

**LYNX Reserve Analysis**  
**As of September 30, 2018**



<b>LYNX Reserves</b>		<b>% of operating Budget</b>
45 Days - Operations	\$ 17,552,640	
Contingency -up to 5%		
Debt Service	0	
General Liability/worker's comp. - Short Term	1,907,474	
Medical Claims - IBNR	565,100	
State required - Medical self insured surplus		
60 days medical insurance claims	1,570,432	
Compensated Absences		
Fuel Stabilization	1,000,000	
<b>Total Operating Reserve Requirement</b>	<b>\$ 22,595,646</b>	<b>15.9%</b>
<b>FY2019 Budgeted use of Reserves</b>	<b>\$ 6,598,821</b>	<b>4.6%</b>
<b>Total Reserve Requirement</b>	<b>\$ 29,194,467</b>	<b>20.5%</b>
<b>Unrestricted Cash</b>	<b>\$ 27,025,094</b>	<b>19.0%</b>
<b>9/30/2018 Excess (Shortfall) Net Position</b>	<b>\$ (2,169,373)</b>	<b>-1.5%</b>
FY2018 \$2 Capital Funding	\$ 2,001,877	
Pine Hills Transfer Center	2,724,662	
Bus Shelters	65,772	
Orlando Urban Trail Project	21,273	
CNG Fleet Rebate - Due to FTA	250,000	
State required - Medical self insured surplus	1,700,000	
<b>Non - Current Reserve Requirement</b>	<b>\$ 6,763,584</b>	

# **LYNX Finance & Audit Cmmittee Agenda**

## **Finance Committee Discussion Item #5.C.**

**To:** LYNX Finance & Audit Committee

**From:** Albert Francis  
Chief Financial Officer  
Leonard Antmann  
Technical Contact

**Phone:** 407.841.2279 ext: 6058

**Item Name:** FY2020 Preliminary Capital Budget

**Date:** 5/16/2019

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Lynx Staff will discuss the FY2020 Preliminary Capital Budget.

# FY2020 Capital Budget (Preliminary)

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Presented to the  
LYNX Finance & Audit Committee  
by Bert Francis  
Chief Financial Officer  
May 16, 2019



# Key Capital Budget Assumptions

- Fleet maintenance and replacement to provide safe and reliable service
- Fare Collection Enhancements
- Passenger Amenities Program improvements
- Enhancement of security systems
- Technological Improvements to improve efficiency sustainability and customer experience
- Completion of LOC Expansion

# FY2020 Preliminary Capital Budget Overview



<u>Capital Contributions</u>	<u>FY2020 Preliminary Budget</u>	<u>FY2019 Adopted Budget</u>	<u>% Change</u>
Capital Contributions	\$95,534,490	\$106,908,299	-10.6%
Capital Expenditures	<u>95,534,490</u>	<u>106,908,299</u>	<u>-10.6%</u>
Total	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>



# FY2020 Preliminary Capital Budget by Category



Description	FY2020 Preliminary Budget	FY 2019 Adopted Budget	Change
Vehicles	\$ 60,203,367	\$ 66,008,960	\$ (5,805,593)
Passenger Amenities	15,923,755	19,817,183	(3,893,428)
Facilities	8,348,183	5,714,875	2,633,308
Safety & Security	3,420,800	2,161,301	1,259,499
Support Equipment	3,158,176	8,807,666	(5,649,490)
Technology	4,480,210	3,864,452	615,758
BRT		533,862	(533,862)
<b>TOTAL</b>	<b>\$ 95,534,490</b>	<b>\$ 106,908,299</b>	<b>\$(11,373,809)</b>

The FY20 budget includes \$15,512,883 of new projects, the remainder is carryover projects from FY19.

# FY2020 Preliminary Capital Budget by Category



## Vehicles

Revenue Vehicles	\$ 51,512,136.45
Non-Revenue Vehicles	725,163
APC's	1,150,000
Fast Fare E Validation	5,663,542
MDT Upgrade	1,152,525
	<u>\$ 60,203,366.73</u>

## Passenger Amenities

Super Stops	\$ 8,736,956
Shelters	4,417,853
Other Passenger amenities	2,768,946
	<u>\$ 15,923,755</u>

## Facilities

LOC Expansion	\$5,431,912
Southern Ops Facility	1,760,000
Other Facility projects	1,156,271
	<u>\$8,348,183</u>

## Safety & Security

Cameras	\$2,227,596
Other Safety and Security	1,193,204
	<u>\$3,420,800</u>

## Support Equipment

Lifts	\$1,255,892
Other Support Equipment	1,902,284
	<u>\$3,158,176</u>

## Technology

Phone System Upgrade	\$ 450,000
Realtime Info system	1,012,615
Other Technology	3,017,595
	<u>\$4,480,210</u>



# FY2020 Preliminary Capital Budget Contributions



Capital Contributions	FY2020 Preliminary Budget	FY2019 Adopted Budget	Dollar Amount Change
Federal	\$ 86,988,620	\$ 104,307,669	\$ (17,319,049)
State	3,910,870	356,428	3,554,442
Local	4,635,000	2,244,202	2,390,798
Total	<u>\$ 95,534,490</u>	<u>\$ 106,908,299</u>	<u>\$ (11,373,809)</u>

# FY2020 Capital Budget - Calendar



Finance Committee Final Review	June 13
Oversight Committee Final Review	June 27
Final Board Action	September 26
FY2020 Commences	October 1

# LYNX Finance & Audit Cmmittee Agenda

## Finance Committee Discussion Item #5.D.

**To:** LYNX Finance & Audit Committee

**From:** William Slot  
Chief Innovation Sustain Off  
Norman Hickling  
Technical Contact  
Selita Stubbs  
Technical Contact

**Phone:** 407.841.2279 ext: 6146

**Item Name:** Update on Paratransit Services

**Date:** 5/16/2019

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### **ACTION REQUESTED:**

LYNX staff will provide an overview on Paratransit Services.

# LYNX Finance & Audit Committee Agenda

## Finance Committee Action Item #6.A.

**To:** LYNX Finance & Audit Committee

**From:** **Leonard Antmann**  
Director Of Finance  
**Belinda Balleras**  
Technical Contact  
**Prahallad Vijayvargiya**  
Technical Contact  
**Sheila Maldonado**  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Execute a Public Transit Grant Agreement with the Florida Department of Transportation for FY2020 Block Grant Funding in the Amount of \$11,620,340

**Date:** 5/16/2019

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute Resolution #19-005 for a Public Transportation Grant Agreement with the Florida Department of Transportation District 5 (FDOT) for the FY 2020 State Block Grant for operating assistance in the amount of \$11,620,340.

### **BACKGROUND:**

The Florida Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transportation. The funds are awarded to eligible transit providers who are recipients of funding from the Federal Transit Administration's formula program for urbanized and non-urbanized areas.

FDOT included in its Work Program the FY 2020 LYNX block grant funding. FDOT will obligate funds in the amount of \$11,620,340 under a Public Transportation Grant Agreement (PTGA) FM #43330061.

Authorizing Resolution #19-005 is attached.

### **FISCAL IMPACT:**

LYNX staff included \$11,041,150 in the FY2020 "Preliminary" Operating Budget. However, FDOT has also informed LYNX that it will be discontinuing the taxi voucher program for next

# LYNX Finance & Audit Cmmittee Agenda

year. LYNX had included \$324,000 in the FY2020 “Preliminary” Operating Budget for the taxi voucher program. Therefore, the “net” increase of \$255,190 will be included in the FY2020 “Preliminary” Operating Budget.



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 block 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 State Transit Block Grant Operating Funds.

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

James E. Harrison, Esq. P.E., Chief Executive Officer is authorized to sign the application, accept and execute a grant award, expend grant funds pursuant to a grant award, and/or sign subsequent agreements unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 23<sup>rd</sup> day of May 2019.

CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY

*Lee Constantine, Chairman LYNX Board of Directors*  
*Typed Name and Title*

ATTEST:

\_\_\_\_\_  
*Seal*