

# LYNX Finance & Audit Committee Agenda

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

Meeting Date: 08/19/2021

Meeting Time: 2:00 PM

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

## 1. Call to Order

## 2. Approval of Minutes

 Finance Committee Minutes - July 16, 2021 Pg 3

## 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's Report

## 5. Discussion Items



A.  Review of the FY2021 3rd Quarter Operating Results Pg 6

## 6. Consent Agenda



### A. Request for Proposal (RFP)




- i.  Authorization to Release a Request for Proposal (RFP) for Landscape Maintenance Services at LYNX Facilities Pg 7
- ii.  Authorization to Release a Request for Proposal (RFP) for Consulting Services for LYNX's Transit Development Plan Major Update Pg 8
- iii.  Authorization to Release a Request for Proposal (RFP) for the Manufacturing of Commercial Style Transit Shelters Pg 10

### B. Award Contracts


- i.  Authorization to Negotiate and Award Contract #21-C48 to WSP USA, Inc. for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Station Pg 12
- ii.  Authorization to Negotiate and Award a Contract to Fisher Rushmer, P.A. for Tort & General Liability Legal Services Pg 14


### C. Extension of Contracts

- i.  Authorization to Exercise the First Option Year of Contracts #20-C30 with Hilyard, Bogan, & Palmer, P.A. and #20-C31 with Dean, Ringers, Morgan & Lawton, P.A. for Tort & General Liability Services and Increase the Contract Not To Exceed (NTE) Amount to \$800,000 Pg 16
- ii.  Authorization to Exercise the First Option Year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services Pg 18



- iii.  Authorization to Exercise the First Option Year of the Executive Search and Recruiting Firm's Contracts Pg 19
- iv.  Authorization to Exercise the Second Option Year of Contract #19-C151 with Standard Insurance Co. for Group Life, Long & Short-Term Disability and Accidental Death and Dismemberment Pg 21
- v.  Authorization to Exercise the Third Option Year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando LLC d/b/a Mears & UZURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers Pg 23

**D. Miscellaneous**

- i.  Authorization to Execute Resolution #21-005 for a Public Transit Grant Agreement with the Florida Department of Transportation for FY2022 Block Grant Funding in the Amount of \$12,823,048 Pg 25

-Attachments 

**7. Action Agenda**

- A.  Approval to Present the FY2022 Proposed Operating Budget to the LYNX Oversight Committee for Approval Pg 29
- B.  Approval to Present the FY2022 Proposed Capital Budget to the LYNX Oversight Committee for Approval Pg 32

**8. 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:** July 16, 2021

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

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**Members in Attendance:**

Amanda Clavijo, Osceola County  
Kurt Petersen, Orange County  
Tim Jecks, Seminole County  
Michelle McCrimmon, City of Orlando  
Brian Stanger, FDOT, 5<sup>th</sup> District

**Staff in Attendance:**

Leonard Antmann, Interim Chief Financial Officer  
James E. Harrison, Chief Executive Officer  
Tiffany Homler-Hawkins, Chief Administrative Officer  
William Slot, Chief Innovation Officer  
Michelle Daley, Manager of Financial Planning and Budgets

**Member not in Attendance:**

James Goldsmith, LYNX Attorney  
Jo Santiago, FDOT, 5<sup>th</sup> District

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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 June 17, 2021 Finance & Audit Committee meeting minutes. Motion to approve the June 17, 2021 minutes was made by Kurt Petersen, second by Tim Jecks and unanimously adopted. The minutes were unanimously 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, Interim Chief Financial Officer.

Mr. Antmann provided several updates:

- We have provided the FY2022 Operating & Capital budget presentations to Orange County and Seminole County. Osceola County budget workshop is scheduled on July 26, 2021.
- External interim audit kick-off is scheduled the week of August 30th. We have been informed that the senior auditor on our team last year has left the organization so we will have a fairly new team for the audit this year.
- The bus disinfecting system contract has been executed. Installation will begin July 26th and is expected to take 90 days to complete installation.
- In August we will bring the final FY2022 budget for approval recommending to go to Oversight and asking for Oversight's approval to bring it to the Board.
- In August we will present a work session to the Board going over the budget information with final approval occurring in September.
- All Committees and the Board will have the FY2022 Funding Agreements for approval in September.
- On today's Agenda, Consent Item 5.A.i is being pulled.
- The following items were added to the Oversight and Board Agendas after publishing the Finance and Audit Committee agenda.
  - Consent 6.A.ii. Authorization to Release a Request for Proposal (RFP) for Occupational Health Services
  - Consent 6.D.vi. Board Confirmation of Leonard Antmann Appointment to Serve as LYNX's Chief Financial Officer (CFO)
  - Action 7.A Authorization to Implement August 22, 2021 Services Changes. There is no fiscal impact.
- Items 5.B.i, 5.B.ii and 5.B.iii on our agenda will request Authorization to Negotiate and Award Contract in a single request. The requests to the Board will be a 2-step process with the Authorization to Negotiate requested this month and then Authorization to Award Contract will be requested in August.

Mr. Antmann concluded his report.

## 5. Consent Agenda

Chair Clavijo confirmed that Consent Agenda item 5.A.i has been pulled and Mr. Stanger stated that he will need to abstain from voting on Consent Agenda 5.D.i.

- A. Request for Proposal (RFP)
  - i. Authorization to Release a Request for Proposal (RFP) for the Manufacturing of Commercial Style Transit Shelters.
  - ii. Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms
- B. Award Contracts
  - i. Authorization to Negotiate and Award a Contract for Architecture and Engineering Services for Facilities with AECOM Technical Services, Inc.
  - ii. Authorization to Negotiate and Award a Contract for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO with Kimley-Horn and Associates, Inc.

- iii. Authorization to Negotiate and Award a Contract for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Station to WSP USA, Inc.
  - iv. Authorization to Negotiate and Award a Contract for Southern Operations and Maintenance Facility Site Selection and Suitability Study to WSP USA, Inc.
  - v. Authorization to Negotiate and Award a Contract for COVID Disinfecting Services to Klen Space, Inc.
- C. Extension of Contracts
- i. Authorization to Exercise the First Option Year of Contract #18-C117 with Stepp's Towing Service, Inc. for Bus and Support Vehicle Towing Services
  - ii. Authorization to Exercise the First Option Year of Contract #18-C122 with Haines City Fire Extinguisher Service, Inc. for Bus Fire Suppression System Preventive Maintenance and Related Services
  - iii. Authorization to Exercise the Second Option Year of Contract #18-C02 for Transit Bus Tire Leasing with Bridgestone Americas Tire Operations, LLC
- D. Miscellaneous
- i. Authorization to Submit the Fiscal Year 2022 Transit Development Plan Annual Update to the Florida Department of Transportation
  - ii. Authorization to Negotiate and Enter into Memorandum of Agreement for the Pine Hills Transfer Center with Orange County
  - iii. Authorization to Execute Amendment 3 to Interlocal Project Agreement No. 1 Between the Orlando Utilities Commission and LYNX

Michelle McCrimmon made a motion to approve Consent Agenda items 5.A.ii, 5.B.i-v, and 5.C.i-iii and 5.D.ii-iii. Seconded by Kurt Petersen. Motion passed unanimously. Tim Jecks made a motion to approve Consent Agenda item 5.D.i., seconded by Michelle McCrimmon. Motion passed: four approved, Brian Stanger abstained.

## 6. Other Business

There will be no Finance and Audit representation at the Aug 26 Oversight meeting. Chair Clavijo will provide her notes to the Oversight Chair. Mr. Antmann offered to present the update to Oversight.

Next meeting: Thursday, August 19, 2021

## 7. Adjourned

The meeting adjourned at 2:09 p.m.

# LYNX Finance & Audit mmittee Agenda

## Discussion Item #5.A.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Review of the FY2021 3rd Quarter Operating Results

**Date:** 8/19/2021

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LYNX Staff will present a summary of the FY2021 3<sup>rd</sup> Quarter Operating results.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Finance & Audit Committee

**From:** Elvis Dovalos  
Director Of Maintenance  
Ricky Gonzalez  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Landscape Maintenance Services at LYNX Facilities

**Date:** 8/19/2021

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### **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 Landscape Maintenance Services at LYNX Facilities.

### **BACKGROUND:**

The award of Contract #17-C05 to Helping Hand Lawn Care, LLC, for Landscape Maintenance Services at LYNX Facilities was approved by the LYNX Board on September 22, 2016 under Consent Agenda Item #6.B.vi. The contract was awarded for a three (3) year term with two (2) one (1) year options years. The Contract will expire on September 30, 2021.

This service is required in order to ensure LYNX complies with City and County ordinances related to landscaping for the purposes of enhancement of the visual and aesthetic appearance of the community. The service also maintains a safe, well-kept natural exterior environment for LYNX's workers, patrons and visitors.

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

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The Amended FY2021 Operating Budget includes \$57,000 landscaping costs, the Proposed FY2022 Operating Budget includes \$63,000.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. ii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6136

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Consulting Services for LYNX's Transit Development Plan Major Update

**Date:** 8/19/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for LYNX's Ten-Year Transit Development Plan (TDP) major update (FY2023-2032).

### **BACKGROUND:**

The Florida Department of Transportation requires that transit agencies prepare the TDP as a prerequisite to receiving State Block Grant funds. The TDP major update is completed every five years, with minor updates developed during the interim years two through four. The last LYNX major update was completed in 2018.

The 2023 TDP major update will include an extensive outreach process focusing on the community needs as the region emerges from the global pandemic and LYNX continues the ridership recovery process. A situation appraisal will be conducted to assess the current operating environment and emerging trends. Taking into consideration LYNX's current priorities and regional initiatives, this major update provides an opportunity for the agency to update the plan goals, objectives, and strategies through which all other plans and projects will be oriented over the ten year horizon.

The TDP major update will include an assessment of LYNX's existing services and identify the ten year transit needs, including the operating and capital costs for the ten year period. The plan is a needs-based assessment and is not financially constrained.



# LYNX Finance & Audit Committee Agenda

## **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 DBEs and other small businesses in the completion of this contract.

## **FISCAL IMPACT:**

The Amended FY2022 Operating Budget includes \$500,000 for the 2022 Transit Development Plan Annual Update.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. iii

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Release a Request for Proposal (RFP) for the Manufacturing of Commercial Style Transit Shelters

**Date:** 8/19/2021

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### **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 the manufacturing of LYNX Transit 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. A request at the April 2021 Board of Directors meeting authorized LYNX to exercise the second option year of this contract. However, the manufacturer was seeking a significant cost increase that was not allowed per the contract terms. As a result, the contract is effectively terminated and a new Request for Proposal is being initiated. The term of the contract will be for three (3) years from date of award with the option of two (2) one (1) year extensions.

# LYNX Finance & Audit Committee Agenda

Pictures of the commercial style shelters are included below for reference:



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.

LYNX currently has approximately 1200 bus shelters. Based on the annual budget, LYNX strives to install 25 to 30 new bus shelters per year. LYNX expects to purchase a minimum of twenty-five (25) shelters over the life of the contract to support new and replacement transit shelters.

## **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 DBEs and other small businesses.

## **FISCAL IMPACT:**

The Approved FY2022 Proposed Capital Budget includes \$2,530,047 for new shelters. These projects are funded 100% with Federal Funds.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award Contract #21-C48 to WSP USA, Inc. for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Station

**Date:** 8/19/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award Contract #21-C48 to WSP USA, Inc. in an amount not to exceed \$750,000 for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Station.

### **BACKGROUND:**

In March 2021, the LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Station.

In July 2021, the LYNX Board of Directors authorized the Chief Executive Officer (CEO) or designee to approve the Source Evaluation Committee ranking and initiate negotiations with WSP USA, Inc. In accordance with Fla. Stat. 287.055, the award of contract is the second and final step in this process.

The contract will be for a period of three years with a not to exceed cost of \$750,000.

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

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit mmittee Agenda

## FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$8,175,000 for the Pine Hills Bus Transfer Station construction project, which includes \$750,000 for CEI services. Of the \$8,033,259 total, \$199,752 is encumbered. This project is 100% funded with a mix of Federal, State, and local dollars.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Tamara Enders  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract to Fisher Rushmer, P.A.  
for Tort & General Liability Legal Services

**Date:** 8/19/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract with the law firm of Fisher Rushmer, P.A. for Tort & General Liability legal services. The recommended term of the agreement will be for the remainder of the initial two (2) year term awarded to the other two firms along with three (3) one (1) year renewal options.

### **BACKGROUND:**

At the May 23, 2019, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) in the following legal services areas: General Counsel, Labor/Employment, Workers' Compensation, Tort/General Liability, Pension and Equal Employment Opportunity claims. The proposal for Tort & General Liability legal services (contract #19-R17) was released on August 19, 2019, with responses due by 2:00 pm EST on September 19, 2019.

# LYNX Finance & Audit Committee Agenda

The SEC public meeting was held on October 22, 2019, with the following results:

<b>Firm</b>	<b>Score</b>	<b>Ordinal Ranking</b>
Dean Ringers Morgan & Lawton, P.A.	286	4
Hilyard Bogan & Palmer, P.A.	274	5
Fisher Rushmer, P.A.	276	7
McEwan Martinez Dukes Hall, P.A.	255	11
Zimmerman Kiser Sutcliffe, P.A.	251	12
Quintarios Prieto Wood Boyer, P.A.	208	16

It was the recommendation of the SEC to award a contract to two firms for Tort & General Liability Legal Services, Dean Ringers Morgan & Lawton, P.A. and Hilyard Bogan & Palmer, P.A. based on the lowest ordinal ranking. The SEC also recommended if a contract with the two lowest ordinal ranking firms could not be negotiated, the contract could be awarded to the third lowest ordinal ranking firm, Fisher Rusher, P.A. The Fisher Rushmer firm is now being recommended for Board approval given our current volume of litigated cases and uptick in cases moving forward with trial dates.

At the December 5, 2019 LYNX Board of Directors Meeting, staff received authorization to enter into a contract with the two lowest ordinal ranking firms for an initial contract term of two years. Cost for the services between both firms were estimated to be approximately \$650,000 for the first contract year and \$700,000 for the second contract year. A not to exceed contract will be negotiated with Fisher Rushmer, P.A. utilizing the prior approved funding. The NTE will be shared among the three firms.

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

This contract is to be funded with operational dollars, therefore no specific DBE goal is applicable.

## **FISCAL IMPACT:**

The Approved FY2021 Amended Operating Budget includes \$700,000 for legal fees related to general liability services. The FY2022 Preliminary Operating Budget includes \$650,000 for the legal fees related to general liability services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.C. i

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Tamara Enders  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Exercise the First Option Year of Contracts #20-C30 with Hilyard, Bogan, & Palmer, P.A. and #20-C31 with Dean, Ringers, Morgan & Lawton, P.A. for Tort & General Liability Services and Increase the Contract Not To Exceed (NTE) Amount to \$800,000

**Date:** 8/19/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of contracts with Hilyard, Bogan & Palmer, P.A. and Dean, Ringers, Morgan & Lawton, P.A. for Tort & General Liability Services and to increase the contract not to exceed amount from \$700,000 to \$800,000 for the one (1) year period.

### **BACKGROUND:**

Hilyard, Bogan & Palmer, P.A. and Dean, Ringers, Morgan & Lawton, P.A. provides claim legal services for General Liability and Auto claims.

The Board approved the award of Contracts #20-C30 and #20-C31 for legal services on December 5, 2019. The initial term of the contract was for two (2) years with three (3) one (1) year options.

The Board approved the contract not to exceed (NTE) estimates to be approximately \$650,000 for the first contract year and \$700,000 for the second contract year. The NTE contract was negotiated based on these estimates.

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

This contract is to be funded with operational dollars, therefore no specific DBE goal is applicable.



# LYNX Finance & Audit mmittee Agenda

## **FISCAL IMPACT:**

The Approved FY2021 Amended Operating Budget includes \$700,000 for legal fees related to general liability services. The FY2022 Preliminary Operating Budget includes \$650,000 for the legal fees related to the general liability services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.C. ii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Exercise the First Option Year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services

**Date:** 8/19/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services.

### **BACKGROUND:**

Background checks are a vital part of the employment process to assist in hiring the best possible candidate. As part of our hiring process, LYNX conducts a comprehensive background check on every new hire. Obtaining a comprehensive criminal history check on potential new hires involves accessing numerous sources of information which presents challenges in getting information from various states and counties. It is cost prohibitive for LYNX to perform these checks in-house. Therefore, due to the volume of background checks needed and the complexities involved, LYNX uses a third-party provider whose business it is to conduct background checks.

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

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The FY2021 Amended Operating Budget includes \$30,000 and the Proposed FY2022 Operating Budget includes \$40,000 for Pre-Employment Background Screening & Related Services.

# LYNX Finance & Audit mmittee Agenda

## Consent Agenda Item #6.C. iii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Exercise the First Option Year of the Executive Search and Recruiting Firm's Contracts

**Date:** 8/19/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of the below contracts for Executive Search and Recruiting Services and to increase the Not to Exceed to \$200,000.

- Crawford Thomas, Inc., #19-C36
- Creative Financial Staffing Holding, LLC, #19-C37
- Jessica Adams Marketing Consultants, LLC, #19-C38
- Krauthamer & Associates, Inc., #19-C39
- Sunshine Enterprise USA, LLC, #19-C40
- Vitus Search Group, LLC, #19-C41
- Will Scott & Company, LLC, #19-C42

### **BACKGROUND:**

LYNX has current and future requirements for executive search and recruiting services. The search for these hard to fill positions will be conducted both locally and nationally.

LYNX has over twenty (20) specialized open positions that are posing a challenge to fill in today's market. Therefore, LYNX needs to partner with executive search firms to identify potential candidates. We have an average of eight (8) professional positions per year that we would use these services for, if necessary.

The contracts will not guarantee any amount of work or expense. Upon an identified need, a purchase order will be issued based upon the consultant's expertise and agreed upon pricing.

# LYNX Finance & Audit mmittee Agenda

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

It is the policy of LYNX to ensure that certified DBE's 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 finalization of the scope of work. The contractor will be required to provide documentation and report the certified DBE's and small business firms participating on the project.

## **FISCAL IMPACT:**

The FY2022 Amended Operating Budget includes \$264,806 for Human Resources Professional Services, of which \$50,000 has been allocated for Executive Search and Recruiting Services.

# LYNX Finance & Audit mmittee Agenda

## Consent Agenda Item #6.C. iv

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Exercise the Second Option Year of Contract #19-C151 with Standard Insurance Co. for Group Life, Long & Short-Term Disability and Accidental Death and Dismemberment

**Date:** 8/19/2021

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### **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 #19-C151 with Standard Insurance Co. for Group Life, Long & Short-Term Disability and Accidental Death and Dismemberment.

### **BACKGROUND:**

LYNX offers Group Life, Long and Short-Term Disability, and Accidental Death and Dismemberment to its employees as a benefit. In 2007, Short Term Disability was added as a new benefit to mirror the Orange County benefit package, as LYNX was part of their benefits consortium until 2011.

In order to continue these benefits, LYNX piggybacked Orange County's existing vendor contract with an effective date of 1/1/20. Under the Orange County agreement, the contractual obligations provide that it is necessary to utilize the second option year.

This is a benefit that helps recruit and retain employees. Group Life and Long-Term disability are employer paid benefits. Short Term Disability, Supplemental Life, Spouse and Child Life are employee paid benefits.

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

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit Committee Agenda

## FISCAL IMPACT:

The FY2022 Proposed Operating Budget includes \$280,785 for employer paid group life, and long-term disability. Short-term disability is paid by the employee through payroll deduction.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.C. v

**To:** LYNX Finance & Audit Committee

**From:** **Norman Hickling**  
Director Of Operations  
**Selita Stubbs**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6169

**Item Name:** **Authorization to Exercise the Third Option Year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando LLC d/b/a Mears & UZURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers**

**Date:** 8/19/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the third and final option year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando LLC d/b/a Mears & UZURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers.

### **BACKGROUND:**

On February 1, 2018, the Board of Directors authorized LYNX staff to release a Request for Proposal (RFP) for the purchase of alternate transit providers for ACCESS LYNX. The RFP was released on March 15, 2018. Seven (7) suppliers submitted proposals. This action was taken to meet the significantly increasing demands for mobility services above our primary contractor's, MV Transportation, allocation of 37,000 monthly trips.

On May 24, 2018, the Board of Directors authorized contracts to provide alternative transportation services on behalf of LYNX Mobility Services. However, to ensure effective program management, regulatory compliance, and contractual oversight, only OWL, Inc., City Cab Company of Orlando, LLC dba Mears, and UZURV Holdings, Inc., are currently being utilized for purchased Taxi and TNC services.

On June 27, 2019, the Board of Directors authorized an extension of the first year of the contracts to September 30, 2019 to align with the agency fiscal year end. Additionally, provided

# LYNX Finance & Audit Committee Agenda

contract authorization not-to-exceed \$7,900,000 to support funding of TAXI/TNC transportation services throughout the remainder of the FY2019 ending September 30, 2019.

On September 30, 2019 the Board of Directors authorized the extension of year two of the contract and allocation of \$8,311,500 for purchase of transportation services provided by Taxi and Transportation Network (TNC) for Mobility Services thru the end of FY2020.

On September 24, 2020 the Board of Directors authorized the extension of year three of the contract and allocation of \$8,311,500 for purchase of transportation services provided by Taxi and Transportation Network (TNC) for Mobility Services thru the end of FY2021.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2021 Amended Operating Budget includes \$791,296 for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers. The Proposed FY2022 Operating Budget includes \$7,367,392 for purchase transportation costs provided by the Taxi and TNC suppliers.



# LYNX Finance & Audit mmittee Agenda

## Consent Agenda Item #6.D. i

**To:** LYNX Finance & Audit Committee

**From:** Tiffany Homler Hawkins  
Chief Administrative Officer  
Prahallad Vijayvargiya  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Authorization to Execute Resolution #21-005 for a Public Transit Grant Agreement with the Florida Department of Transportation for FY2022 Block Grant Funding in the Amount of \$12,823,048

**Date:** 8/19/2021

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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 #21-005 for a Public Transportation Grant Agreement with the Florida Department of Transportation District 5 (FDOT) for the FY2022 State Block Grant for operating assistance in the amount of \$12,823,048.

### **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 FY2022 LYNX block grant funding. FDOT will obligate funds in the amount of \$12,823,048 under a Public Transportation Grant Agreement (PTGA) FM #433306-1-84.

Authorizing Resolution #21-005 is attached.

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

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit mmittee Agenda

## FISCAL IMPACT:

The FY2021 Amended Operating Budget and the Proposed FY2022 Operating Budget includes \$12,060,907 for the State Operating Assistance grant. LYNX staff will include this change in the FY2022 Amended Budget proposal during January 2022.

**CFRTA RESOLUTION NO. 21-005**

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2022 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$12,823,048 DOLLARS.**

**WHEREAS**, the Florida Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transportation; and

**WHEREAS**, these 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; and

**WHEREAS**, the LYNX Board of Directors has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute this Grant Application, and all supporting documents, agreements and assurances which may be required in connection with the application as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The LYNX Board of Directors has the authority to authorize the submission of grant applications to FDOT.
2. The LYNX Board of Directors authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit a Public Transportation Grant Application to FDOT for fiscal year 2022 in the amount of \$12,823,048 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications and any other documents in connection with the Grant Application and acceptance. This includes the expenditure of funds in connection with this grant award.
3. That the above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

**CFRTA RESOLUTION NO. 21-005**

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2022 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$12,823,048 DOLLARS.**

**APPROVED AND ADOPTED** this 26th day of August, 2021 by the Governing Board of the Central Florida Regional Transportation Authority.

**CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY**

**By: Governing Board**

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*Chairman*

**ATTEST:**

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*Assistant Secretary*

# LYNX Finance & Audit Committee Agenda

## Action Agenda Item #7.A.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Approval to Present the FY2022 Proposed Operating Budget to the LYNX Oversight Committee for Approval

**Date:** 8/19/2021

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### **ACTION REQUESTED:**

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2022 Proposed Operating Budget to the LYNX Oversight Committee for approval.

### **BACKGROUND:**

On March 11, 2021, staff presented a Preliminary Operating budget to LYNX Finance and Audit Committee for discussion and input. On April 15, 2021 LYNX staff presented a revised FY2021 Preliminary Operating Budget to the Finance and Audit Committee for approval to present to the oversight committee in April. LYNX staff presented the Preliminary Operating budget to the LYNX Oversight Committee on April 22, 2021.

The following are the overall key assumptions in developing the operating budget:

- Maintain 2021 level of service
- Continue Paratransit cost containment strategies
- Maintain the total Local Partner Funding at FY2021 levels
- Maintain and replace the current fleet as necessary
- Maximize the use of Federal Stimulus funding
- Maintain COVID Protocols as provided by the CDC

# LYNX Finance & Audit mmittee Agenda

## OVERVIEW:

The FY2022 Proposed Operating Budget totals \$175,022,663 in revenues and \$175,022,663 in expenses. The Proposed Operating Budget is funded by a combination of LYNX - generated revenue and federal, state and local dollars. These funds are used to fund personnel expenses, services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased transportation expenses, leases and miscellaneous expenses. Specifically, this budget includes funds from the following sources:

	<u>PROPOSED FY2022 Budget</u>
<b>REVENUES</b>	
Customer fares	\$ 18,480,166
Contract services	5,739,863
Advertising	3,550,000
Interest & Other income	790,900
Federal Revenue	8,310,944
State Revenue	13,691,519
Local Revenue	9,037,152
Local Revenue Funding Partner	71,422,119
CARES/CRRSA/ARP Funding	44,000,000
<b>TOTAL REVENUE</b>	<b>\$ <u>175,022,663</u></b>

The funds are programmed to fund the following types of expenses:

	<u>PROPOSED FY2022 Budget</u>
<b>EXPENSE</b>	
Salaries, Wages & Fringe Benefits	\$ 88,144,812
Other services	12,997,815
Fuel	12,158,746
Materials and supplies	9,630,955
Utilities	1,717,676
Casualty & Liability	3,189,832
Taxes and licenses	598,048
Purchased transportation services	31,468,965
Leases & Miscellaneous	1,670,104
Transfer to Reserves	13,445,710
<b>TOTAL EXPENSE</b>	<b>\$ <u>175,022,663</u></b>

# LYNX Finance & Audit Committee Agenda

With the financial challenges from COVID-19, and the award of Federal CARES, CRRSA and the American Rescue plan (ARP) funding to LYNX, the partner local funding will be kept in total at the FY2021 Contribution level. LYNX will utilize the regional funding model to allocate each jurisdiction's share of the costs of operations in FY2022.

The following chart shows the local funding breakdown:

	<u>Orange County</u>	<u>Osceola County</u>	<u>Seminole County</u>	<u>TOTAL</u>
Operating	\$ 52,805,637	\$ 9,482,620	\$ 9,133,862	\$ 71,422,119
Capital	<u>1,784,602</u>	<u>251,570</u>	<u>227,473</u>	<u>2,263,645</u>
Total	<u>\$ 54,590,239</u>	<u>\$ 9,734,190</u>	<u>\$ 9,361,335</u>	<u>\$ 73,685,764</u>

## **CONCLUSION:**

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2022 Operating Budget during the budget work session at the August meeting. Based on the Board's direction, the FY2022 budget will be updated as necessary.

In accordance with the FY2022 budget calendar, the proposed FY2022 budget has been presented to the funding partners.

The FY2022 budget will be presented to the Board of Directors for final consideration and approval at the September 23, 2021 meeting.

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

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit Committee Agenda

## Action Agenda Item #7.B.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Approval to Present the FY2022 Proposed Capital Budget to the LYNX Oversight Committee for Approval

**Date:** 8/19/2021

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### **ACTION REQUESTED:**

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2022 Proposed Capital Budget to the Oversight Committee for approval.

### **BACKGROUND:**

At the May 20, 2021 Finance and Audit Committee meeting, staff presented the FY2022 Preliminary Capital Budget in the total amount of \$86,467,311. Staff presented to the Oversight Committee meeting on May 27, 2021. Since then, we held a Capital meeting with all departments to review the status of projects programed for FY2021.

LYNX staff will present the revised FY2022 Capital Budget in the amount of \$86,642,311. This is an increase of \$175,000 from the preliminary budget presented. The addition is in the support vehicle category.

The FY2022 Capital Budget, will be presented to the Board of Directors for final consideration and approval at the September 23, 2021 Board meeting.

### **OVERVIEW:**

The proposed Capital Budget for FY2022 is 86,642,311

The Capital budget is funded from a combination of federal, state and local sources, and includes items such as the planned purchase of replacement buses and vans, bus shelters, and the use of



# LYNX Finance & Audit Committee Agenda

technology to assist in service delivery and improvements. The majority of the capital budget is funded through federal grants, the remainder comes from state and local sources.

The table below identifies capital expenditures by program:

	PROPOSED FY22 Budget
Facilities	\$ 18,644,575
LYMMO	1,100,000
Passenger Amenities	17,184,145
Security	1,754,387
Support	2,235,618
Technology	1,998,500
Vehicles	43,725,086
Grand Total	<u>\$ 86,642,311</u>

The following are the details of each category:

- 1) Vehicles: include expansion and replacement vehicles for fixed-route, vanpool, paratransit services and support vehicles.
  - 1) (50) 40 Ft CNG Buses (25 - Carryover from FY21)
  - 2) (6) 35 Ft Electric Buses (All Carryover from FY21)
  - 3) (15) Paratransit Replacement Vehicles (Carryover from FY21)
  - 4) (12) Paratransit Expansion Vehicles
  - 5) Sub-recipient 5310 Vehicles
  - 6) Road Ranger, Vanpool and Support vehicles
  
- 2) Support equipment: includes maintenance equipment, road ranger equipment, marketing equipment and other equipment.
  
- 3) Passenger amenities: include shelter installations, and Superstop construction.
  - 1) Pine Hills Superstop
  - 2) Rosemont Superstop
  - 3) Florida Mall Superstop
  - 4) New and Rehab Shelters in the system (210)
  
- 4) Facilities: includes funds to complete the LOC expansion; site selection for the Southern Operations facility and other facility improvements.
  
- 5) Technology: includes items to improve communication and information delivery, software enhancement for paratransit, network improvements, server replacements, software upgrades, and hardware upgrades.

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- 6) Security: includes equipment to enhance security and surveillance at LYNX, security gate installations at several locations and camera system upgrades on Paratransit and NeighborLink fleet.

## **CONCLUSION:**

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2022 Capital Budget. Based on the Board's direction, the FY2022 capital budget will be updated as necessary.

The FY2022 budget will be presented to the Board of Directors for final consideration and approval in September of 2021.

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

A DBE participation goal is not applicable for this activity.