

LYNX Finance & Audit Committee Agenda

Meeting Date: 4/20/2023
Meeting Time: 1:30 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 - March 9, 2023 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 Report


5. Discussion Items

A.  Reserve Analysis Pg 9


6. Consent Agenda

A. Request for Proposal (RFP)

i.  Authorization to Release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services Pg 10


ii.  Authorization to Release a Request for Proposal (RFP) for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Passenger Terminal Pg 11

B. Invitation for Bid (IFB)



i.  Authorization to Release an Invitation for Bid (IFB) for Construction of a Bus Bay and Associated Amenities at the Saint Cloud Walmart Pg 13

C. Award Contracts






i.  Authorization to Negotiate and Award a Contract to McCree General Contractors, Inc. for the Construction of the Pine Hills Bus Transfer Center Pg 15


ii.  Authorization to Negotiate and Award a Contract to Universal Protection Service, LLC, dba Allied Universal Security Services Pg 17

D. Extension of Contracts




- i.  Authorization to Extend and Increase the Not to Exceed Amount of Contract #22-C38 with Susan Black for Organizational Development Consulting Services Pg 19
- ii.  Authorization to Exercise the First Option Year of Contract #21-C35 with American Facilities Services Inc., for Janitorial Services for LYNX Central Station and the LYNX Operations Center Pg 21

E. Miscellaneous

- i.  Authorization to Purchase Vanpool Vehicles Pg 22
- ii.  Authorization to Purchase Seven (7) 2023 Dodge Durango Vehicles as Replacement Vehicles for Transportation Supervisors Pg 24
- iii.  Authorization to Negotiate and Enter into Agreements Related to the Pine Hills Bus Transfer Center Pg 26
- iv.  Ratification of the Inclusion of the Orlando Science Center as a Partner for Workforce Development on the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program Pg 28
- v.  Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the Rural Transportation Program, Off-Cycle Section 5311 in the Total Amount of Approximately \$ 1,767,743 and Execution of Resolution #23-002 Pg 30

-Attachments 

7. Action Items

- A.  Authorization to Award & Execute a Contract with Transdev Services, Inc., for LYNX Paratransit Services Pg 34
- B.  Approval to Amend the FY2023 Operating Budget Pg 36
- C.  Approval of the FY2024 Preliminary Operating Budget Pg 39

8. Other Business

9. 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 9, 2023

TIME: 1:30 p.m.

Members in Attendance:

Amanda Clavijo, Osceola County
Jamie Ledgerwood, FDOT, 5th District
Kurt Petersen, Orange County
Michelle McCrimmon, City of Orlando
Tim Jecks, Seminole County
James Goldsmith, LYNX Attorney

Staff in Attendance:

Leonard Antmann, Chief Financial Officer
Michelle Daley, Director of Finance
Tony DeGuzman, Manager of Financial Planning
& Budget

1. Call to Order

Chair Clavijo called the meeting to order at 1:31 p.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the February 16, 2023 Finance & Audit Committee meeting minutes. Motion to approve the February 16, 2023 minutes was made by Michelle McCrimmon, second by Tim Jecks. 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, Chief Financial Officer.
Mr. Antmann provided the following updates:

- There are two large RFPs in process: New ERP system for Finance and Pine Hills Transfer Center. The SEC committee has requested presentations and Q&A sessions for

both the ERP solicitations; Pine Hills should come up for decision before the end of March and to April Board for Request to Execute.

- Florida Mall SuperStop renovation has begun.
- NeighborLink transition from contract to in-house management is scheduled for April 23. The hiring process has begun with the goal to have drivers hired by the first week of April.
- Ridership has been fairly consistent; Fixed Route around 75% and Paratransit a little higher at 87-88%.
- Next month we will bring the FY2023 Amended Budget, final FY2023 Reserve Analysis and finalized preliminary FY2024 Operating Budget to the Finance & Audit Committee.

5. Consent Agenda

- A. Request for Proposal (RFP)
 - i. Authorization to Release a Request for Proposal for Architecture and Engineering Services for HVAC Systems Replacement & Enhancement at LYNX Central Station and LYNX Operations Center
 - ii. Authorization to Release a Request for Proposal (RFP) for the Supply and Installation of Security Equipment and Associated Maintenance for LYNX Facilities
- B. Miscellaneous
 - i. Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2023 Apportionments and to Sub-allocate FY2023 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation
 - ii. Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies
 - iii. Authorization to Ratify a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2023 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Fifteen (15) Fixed Route CNG Buses
 - iv. Authorization to Enter into a Sole Source Purchase for the Procurement of SPX d/ b/a Genfare Fast Fare Fareboxes for the NeighborLink Cutaway Bus Fleet
 - v. Authorization to Implement April 23, 2023 Service Changes

Chair Clavijo asked if any items needed to be pulled. No changes requested.

Michelle McCrimmon made a motion to approve Consent Agenda. seconded by Jamie Ledgerwood. Motion passed unanimously.

6. Action Items

- A. Authorization to Submit 2023 Title VI Program Update to the Federal Transit Administration (FTA)

Amber Johnson, Title VI Officer provided 2023 Title VI Program update and requested the Committee's recommendation to the Board of Directors' to submit LYNX's 2023-2025 Title VI Program Plan Update to the Federal Transit Administration (FTA) for concurrence.

LYNX updates this program every three (3) years and submits to the FTA to be eligible for federal assistance. LYNX engaged with WSP to complete and conduct any required analysis and prepare the Title VI program update compliant with the revision to the Title VI Circular 4702.1B.

Tim Jecks made a motion to approve Authorization to Submit 2023 Title VI Program Update to the Federal Transit Administration (FTA), second by Kurt Petersen. Motion passed unanimously.

B. Recommendation to Authorize Approval of FY2022 Annual Financial Report 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, 2022.

MSL was engaged to audit LYNX's financial statements for the fiscal year ended September 30, 2022. New for FY22 to note, there was an *Emphasis-of-Matter* change in accounting principle related to the implementation of GASB-87, *Leases*. Not a significant impact, but it did add a "right to use" leased asset and corresponding lease liability on the balance sheet. The summary of the audit results reflects 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, Examination Report on Investment Compliance, Compliance for Each Major Federal Program and Major State Project, and Internal Control Over Compliance with those grants. There were no unreported or unadjusted differences. LYNX staff will submit the audited financial statements to GFOA by March 31, 2023.

Jamie Ledgerwood made a motion to approve FY2022 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program, second by Michelle McCrimmon. Motion passed unanimously.

7. Discussion Items

A. Review of Consent Agenda

Mr. Antmann reviewed the Oversight/Board Consent Agenda items which were added after the Finance and Audit agenda published:

- Authorization to Release a Request for Proposal (RFP) for Workers' Compensation Legal Services
- Authorization to Negotiate and Execute A Lease Agreement with the East Central Florida Regional Planning Council (ECFRPC) for Office Space at LYNX Central Station (LCS)
- Authorization to Purchase Vanpool Vehicles

- Authorization to Participate in Statewide Education Campaign
This is a new Florida Public Transportation Association (FPTA) campaign to boost ridership on all transit agencies statewide. There will be specific targeted items within the central Florida communities which will benefit LYNX.

B. Discussion Regarding Preliminary FY2024 Operating Budget

Mr. Antmann led the discussion of the preliminary FY2024 Operating Budget. The Key budget assumptions remain the same as discussed last month with the additional of one-line item stating that *the only staffing increases are related to the NeighborLink transition*. We've added 28 heads: 25 drivers, 2 mechanics, 1 supervisor to support NeighborLink service transitioning from a contracted service; there will be an offsetting decrease in Purchase Transportation. The preliminary FY2024 Operating Budget is compared to the FY2023 Budget authorized in September 2022.

The preliminary FY2024 budget is \$192.1M, an increase of \$14.8M year-over-year. On the revenue side, Customer Fares budget is flat – consistent with current trends. Contract Services has a \$100K decrease; Paratransit has a \$400K increase associated with an increase for TD services from the State and Fixed Route has a \$500K decrease primarily attributable to the cancellation of the Kissimmee Circulator route.

Advertising Revenue increases \$100K year-over-year associated with the increase in the advertising contract minimum guarantee which goes up each year.

Interest and Other Income increases \$500K, all due to interest income.

Federal Revenue is decreasing \$785K over FY2023, primarily on fixed route. \$375K reduction in MetroPlan funding that is moving to more of a state opportunity and MetroPlan will pay planning studies directly this year. FTA has eliminated the \$340K rural contribution to operating expense based on the most recent census data.

Local Revenue is up \$2M year-over-year; on fixed route \$1.3M is associated with the new Osceola Route #612 added mid-FY2023 supported by a service development grant. Upon expiration of the service development grant, Osceola will have the opportunity to keep the route permanently which will be added into the funding model mix or discontinued. LYMMO is increasing by \$250K all associated with labor cost and the remaining \$500K increase is due to the hourly rate increase for other municipal contracts (Disney, I-Drive, SunRail) assuming service hours will remain the same as FY2023.

On the funding partner contribution we have left the amount consistent with FY2023; showing the entire \$44.6M shortfall to be funded through the budget stabilization fund. For the next presentation, this will be adjusted based on the funding partner recommendations today.

Expenses in total are increasing by \$14.8M. The majority of which, \$14.1M, is on Wages & Benefits. The rest of the P&L is fairly flat overall with an approximate \$700K increase. Since we have not yet presented an Amendment to the FY2023 budget, the spread for wages and benefits also includes the impact of the union contract market adjustment done at the beginning of FY2023. We will come back in April with a FY2023 budget amendment request and the wage category will be approximately

\$5.3M. This leaves an increase for FY2024 wages and benefits of approximately \$8.8M. Of that, \$1.9M is the 28 additional headcount associated with the NeighborLink transition from contracted services leaving the remainder of \$6.9M; our medical costs have been increasing so we have budgeted a 10% increase of \$1.3M, leaving \$5.6M for the remaining wages and benefits.

Other Services is showing a \$300K increase. On the Paratransit side \$200K is associated with additional functional assessments based on an increase in trips and on the Fixed Route side we have an increase of \$100K. In prior years we budgeted conservatively for impacts of COVID, one aspect of that was Temporary Labor. Budgeting on current trends, we reduced that budget by \$650K year-over-year. That savings plus another \$100K was offset with increases on other labor driven contracts, primarily Security and Janitorial services. This entire change is labor driven.

Fuel was decreased from FY2023, last year the prices were skyrocketing; however recently we have seen a little softening in the market and think we will be able to bring it down about \$400K; \$100K on paratransit and \$300K on fixed route. We are looking at hedging contracts for diesel, unleaded and also Compressed Natural Gas (CNG).

Materials and supplies is \$100K higher year-over-year. PPE and sanitizing supply line item has decreased \$1M but is offset by increased cost of items related to the price of oil such as tires, oil, and lubricants.

Utilities has a \$300K increase primarily on the fixed route side associated with the new telephone system software-as-service carrying cost and Genfare fare box upgrade to allow acceptance of electronic payment on buses which requires additional data requirements.

Purchased transportation overall has decreased by \$1.2M. Fixed route was reduced by \$2.1M due to the NeighborLink service transition away from a vendor provided service. Paratransit is currently budgeted conservatively at the current FY2023 budget plus a 3% increase. When the new paratransit contract is finalized, we will adjust the budget accordingly.

Leases & Miscellaneous, GASB 87 Lease Expense and Interest are all related. We have two major leases that are classified under the new rules of GASB 87 (LYMMO electric charging infrastructure and the LB McLeod facility). Both are now being treated similar to a capital lease - set up as an asset and depreciated with a long-term liability on the books. The payments will no longer be an operating expense on the leases. The GASB 87 lease expenses will not show up on the P&L during the course of the year but are included here since we still need to fund those costs from a budget perspective. Overall on Leases & Miscellaneous, we are showing an increase of \$1.1M primarily associated with software-as-service rollouts of Office 365 and Trapeze software for the Paratransit and NeighborLink services, all will have ongoing subscription costs. In addition, we included \$1M toward the new ERP system first year subscription cost.

Funding Partner Contributions

Mr. Antmann provided several charts and models on the partner funding for FY2024 based on the preliminary budget. The first chart shows the current FY2023 funding contributions just short of \$80M. The next chart shows the funding contributions if the

partners fund the entire amount of \$124.6M, this would be a 56% increase over FY2023 contributions.

Mr. Antmann, reminded the committee of the decisions made for FY2023. Based on those decisions the FY2023 Partner contribution total increased by 12%, FY2024 contributions would increase by 13.5%, 14% in FY2025, 14.5% in FY2026, 14% in FY2027, then normalizing at 7-8% FY2028 and beyond. Since then our cost structure has changed due to the labor market adjustments and increases in medical benefits.

Mr. Antmann presented four FY2024 Partner Funding scenarios for the committee discussion starting with the 13.5% model.

- A 13.5% FY2024 increase will max out at 16.5% increase FY2027.
- A 14.5% FY2024 increase will max out at 15.5% increase FY2027.
- A 15.0% FY2024 increase will max out at 15.5% increase FY2027.
- A 15.25% FY2024 increase, flat through FY2027.

The committee discussed the scenarios presented and a consensus was made to incorporate Option 3 at 15% into the FY2024 budget. Mr. Antmann stated that he will update the presentation to reflect the 15% increase and any late paratransit / labor changes, including a comparison to the amended FY2023 budget, to present to the committee in April and ask for permission to move forward to Oversight.

8. Other Business

None

9. Adjourned

The meeting adjourned at 2:21 p.m.

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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: Reserve Analysis

Date: 4/20/2023

LYNX Staff will present the Reserve Analysis as of September 30, 2022.

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Consent Agenda Item #6.A. i

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services

Date: 4/20/2023

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 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. Because obtaining a comprehensive criminal history check involves accessing numerous sources of information where challenges in getting this information can vary from state to state and county to county, performing these checks in-house is not cost effective. 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.

Our current agreement expires on December 5, 2023.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$50,004 for Pre-Employment Background Screening & Related Services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. ii

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Lismar Matos Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release a Request for Proposal (RFP) for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Passenger Terminal

Date: 4/20/2023

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 Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Passenger Terminal.

BACKGROUND:

LYNX Central Station (LCS) is an intermodal transit station in Orlando, Florida built in 2004. It serves the LYNX bus system and SunRail commuter rail, and is home to LYNX's administrative offices. It must be kept operational at all times, including during an emergency. When LCS was constructed in 2004, all 6 floors of LCS and the passenger terminal area were installed with single pane windows. These windows met the hurricane codes at the time. However, they lack effective sound dampening and are not energy efficient. In addition, multiple windows have developed water leaks around window seals.

LYNX desires to replace current windows within the LCS building and the passenger terminal to meet latest Florida Building Code hurricane mitigation requirements. In addition, the new windows will address the sound and energy efficiency issues. In September 2021, the LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #21-C45 to AECOM Technical Services, Inc. for Architecture and Engineering Services. The Consultants Competitive Negotiation Act (CCNA) as provided in Fla. Stat. 287.055 states that any construction project that exceeds the established threshold of \$4 million must be procured separately from a continuing services contract. This is the reason that this request cannot be accomplished using the existing contract that is currently in place.

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The Request for Proposal (RFP) for this project will include an assessment to determine structural conditions, assess any additional resiliency requirements and provide recommendations for this project. With these in place, the design can then be completed. The administrative tower and passenger lobby will both be designed at the same time. Depending on projected construction costs, phasing of the construction, based on available funding, may need to occur. Priority will be given to the tower as it serves as an Emergency Operations Center (EOC) during major events such as hurricanes.

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 FY2023 Approved Capital budget includes \$2,000,000 for Window Replacement at LYNX Central Station Building and Passenger Terminal. This project is 100% Federally funded.

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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 Release an Invitation for Bid (IFB) for Construction of a Bus Bay and Associated Amenities at the Saint Cloud Walmart

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release an Invitation for Bid (IFB) for construction of a bus bay at the Saint Cloud Walmart.

BACKGROUND:

LYNX and Osceola County started a partnership in late 2021/early 2022 to construct a bus bay at the Saint Cloud Walmart. Previously, LYNX buses made use of the internal Walmart parking lot. With the increased use of customer pick-up during the pandemic, the area LYNX had used is now occupied by added parking spots for this use.

As part of the partnership, Osceola County funded the design and permitting of the bus bay and associated amenities. Amenities will include two bus shelters, benches, trash cans, bike racks, a bus bay that can berth two buses, a cart corral and associated American with Disabilities Act (ADA) improvements. LYNX will fund the construction and the associated engineering oversight. Once construction starts, it is anticipated to take no more than 120 days to complete.

LYNX has recently executed a standard Transit License Agreement (TLA) with Walmart that will allow for a portion of these improvements to be installed on their property.

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.

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FISCAL IMPACT:

The FY2023 Approved Capital Budget includes \$250,000 for the construction of a bus bay at the Saint Cloud Walmart. This project is 100% Federally funded.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.C. 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 a Contract to McCree General Contractors, Inc. for the Construction of the Pine Hills Bus Transfer Center

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to McCree General Contractors, Inc. for the Construction of the Pine Hills Bus Transfer Center in the amount of \$ 14,786,585.

BACKGROUND:

Over the past seven (7) years, LYNX undertook significant preparatory work associated with the Pine Hills Bus Transfer Center. This started in late 2016 when LYNX purchased from the Urban League the 6-acre property located south of their building at 2804 Belco Drive. From 2017 to 2019, LYNX conducted numerous public meetings and carried out preliminary design and engineering. This was coupled with extensive key stakeholder coordination (Florida Department of Transportation, Duke Energy, Orange County). In late 2020, LYNX finalized the design, executed the required legal agreements and started permitting. Permitting has recently been completed at the start of this calendar year.

An update of the planned improvements was brought to the August 2020 Board of Directors meeting. On-site improvements will include an iconic bus platform roofline, space for eight (8) fixed-route buses and two (2) NeighborLink, CCTV and real-time information signage, an extension of the Pine Hills Trail and a building housing drivers' restroom and an office for customer service and security. Off-site improvements will include signalized access at Belco Drive and Silver Star Road and reconstruction of Belco Drive to current roadway standards.

LYNX requested permission to issue a Request for Proposal (RFP) at the January 2021 Board of Directors' meeting to ensure that the agency was ready to issue the required documents once permitting had been complete. Upon approval, further solicitation document internal and external

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preparations and reviews were initiated, including review by the Florida Department of Transportation (FDOT) from August through October of 2022.

Request for Proposal 23-R04 Pine Hills Bus Transfer Station Construction was released on October 28, 2022. A Pre-Proposal Conference and Site Visit were held on November 8, 2022, Questions were due from firms on December 8, 2022, an Addendum containing responses to questions was released on December 21, 2022, and Proposals were due on January 17, 2023.

A single Proposal response was received from McCree Design Builders, Inc. The Proposal was reviewed by WSP USA, Inc. and the LYNX Staff for this project, and the cost was determined to be Fair and Reasonable. The Source Evaluation Committee met publicly on March 22, 2023 and scored the firm as follows:

Proposer	Score	Ordinal Rank
McCree Design Builders, Inc.	299	3

The SEC voted to recommend to the LYNX Board of Directors to negotiate and award a contract to McCree Design Builders, Inc.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 9% 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.

FISCAL IMPACT:

The FY2023 Approved Capital budget includes a total project budget of \$14,786,585 for the Construction of the Pine Hills Bus Transfer Center. This project is funded with Federal funds in the amount of \$9,660,727, State funds in the amount of \$1,490,000 and local funds in the amount of \$3,635,858.

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Consent Agenda Item #6.C. ii

To: LYNX Finance & Audit Committee

From: **Jafari Bowden**
Director Of Safety And Security
Robert Carey
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Authorization to Negotiate and Award a Contract to Universal Protection Service, LLC, dba Allied Universal Security Services

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Universal Protection Service, LLC, dba Allied Universal Security Services. The initial term of the Contract is May 1, 2023 through April 30 2026 in the amount not to exceed \$5,783,282.

BACKGROUND:

Currently, Security Guard Services for the five (5) LYNX facilities located at 2495 Industrial Boulevard, 2500 LYNX Lane, 455 North Garland Avenue, 320 Pleasant Street and 100 N. Alaska Avenue are provided by Strategic Security Corporation, USA, Inc. under contract #21-C21. This contract was approved prior to the COVID pandemic and the increase in inflation has negatively impacted the current pay bill rate to recruit and retain officers. Strategic Security Corporation is the current contract and remaining under contract until the transition with Allied Universal is completed.

The RFP scope of work will require both uniformed and armed security guards 24 hours a day, 365 days a year providing surveillance, property and building security, occupant protection, crowd and traffic control, foot and vehicular patrols, and asset protection on an as needed basis.

At the September 2022 LYNX Board of Directors' meeting, staff received authorization to release a Request for Proposal (RFP) for security services, which was released on November 14, 2022. Proposals were due to LYNX on January 17, 2023.

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Sixteen (16) responses were received from the following firms:

Proposer	Total Score	Ordinal Rank
American Guard Services, Inc.	233.18	14
AURAI Capital LLC (dba AURAI Security)	169.58	31
Blue Shield Security & Protection Inc.	123.45	39
Centurion Security Group, LLC	250.54	13
Excelsior Defense, Inc.	233.59	16
Marc Security Services LLC	137.64	39
Mason Evans, Inc. dba Diamond Investigations & Security	177.78	26
PalAmerican Security Inc.	217.23	21
S&S Management Group, LLC dba Security Solutions of America	170.04	30
S2W Security LLC	105.00	38
Security Consultants Services, LLC dba SCS Security	69.84	44
Security Management Innovations, Inc.	129.63	39
Servexo Protective Services	230.12	15
Strategic Security Corp.	187.10	22
United American Security, LLC dba GardaWorld	244.54	13
Universal Protection Service, LLC, dba Allied Universal Security Services	265.53	6

After review of the Proposals, the Source Evaluation Committee (SEC), made a recommendation to award the contract to Universal Protection Service, LLC, dba Allied Universal Security Services.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$1,372,020 for Security Guard Services.

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Consent Agenda Item #6.D. i

To: LYNX Finance & Audit Committee

From: Amir Johnson
Director of Organizational Development and Training
Amir Johnson
(Technical Contact)

Phone: 407.841.2279 ext: 6116

Item Name: Authorization to Extend and Increase the Not to Exceed Amount of Contract #22-C38 with Susan Black for Organizational Development Consulting Services

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' Authorization for the Chief Executive Officer (CEO) or designee to Extend Contract #22-C38 with Susan Black for Organizational Development Consulting Services for an additional twelve-month period and to increase the contract not to exceed amount from \$150,000 to \$282,000.

BACKGROUND:

In FY2022 a contract #22-C38 was issued to Susan Black to launch an initiative to create and implement a comprehensive and cohesive Organizational Development & Training Program. Susan Black was hired as a consultant to assist the Director of Organizational Development with this program. Ms. Black helped structure the Organizational Development Department, developed and implemented goals strategies and action plans to support LYNX's mission, researched and developed metrics and evaluation plans, and helped develop an organizational training program.

Ms. Black has also been instrumental in the updating of LYNX Administrative Rules and Policies. This update will help align LYNX with the organizational mission, goals and objectives, and bring all Policies and Procedures up to date.

This initiative is being developed in three project phases:

<u>Phase 1:</u> Program Framework Development	January 2021- FY2022
<u>Phase 2:</u> Implementation Plan Development	October 2022 – FY2024
<u>Phase 3:</u> Tiered Implementation	February 2023 – FY2025

LYNX Finance & Audit Committee Agenda

The primary goal is to improve organizational metrics such as operational performance, customer satisfaction, and resource management for the Authority.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Budget includes \$57,000 for Organizational Development Consulting Services. Future funding needs will be in the FY2024 budget.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.D. ii

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 Exercise the First Option Year of Contract #21-C35 with American Facilities Services Inc., for Janitorial Services for LYNX Central Station and the LYNX Operations Center

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first-year option of Contract #21-C35 with American Facilities Services Inc., for Janitorial Services for LYNX Central Station and the LYNX Operations Center.

BACKGROUND:

On March 25, 2021 the LYNX Board of Directors approved the award of Contract # 21-C35 to American Facilities Services Inc., for Janitorial Services for LYNX Central Station and the LYNX Operations Center for two (2) years with three (3) one (1) year options for a total not to exceed amount of \$1,200,000 for the five-year period. Contract #21-C35 expires on May 1, 2023 and option year one (1) will extend the contract from May 2, 2023 to May 1, 2024.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$276,000 for Janitorial Services for LYNX Central Station and the LYNX Operations Center.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.E. i

To: LYNX Finance & Audit Committee

From: **Matthew Friedman**
Director Of Marketing Communications
Matthew Friedman
(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Authorization to Purchase Vanpool Vehicles

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase up to sixty (60) Vanpool Ford Explorer 4WD 4DR XLT (or the equivalent) vehicles for replacement purposes for the Vanpool program, in the not to exceed amount of \$2,000,000. The vehicles will be purchased from the State of Florida Cooperative Purchasing schedule.

BACKGROUND:

The LYNX Vanpool program was developed to provide another option for the Central Florida community commuting to work. LYNX currently has one hundred thirty-five (135) vehicles in its Vanpool fleet. LYNX purchases commuter vans from funds granted by the Federal Transit Administration (FTA) and contracts with an outside vendor, Enterprise Holdings to provide fleet management services.

The program is in need to replace most of its fleet. A Buy America waiver expired in 2019 which caused agencies around the country to stop purchasing these vehicles. A new waiver was instituted in late 2022. In early March 2023 we were able to confirm these vehicles meet the Buy America requirement. A similar order will take place during the next fiscal year.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE requirement for the purchase of rolling stock is monitored by the Federal Transit Administration.

LYNX Finance & Audit mmittee Agenda

FISCAL IMPACT:

The FY2023 Approved Capital budget includes \$2,000,000 for Vanpool Vehicles. This project is 100% Federally funded.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.E. ii

To: LYNX Finance & Audit Committee

From: **Reinaldo Quinones**
Interim Director Of Transportation
Elvis Dovalos
(Technical Contact)

Phone: 407.841.2279 ext: 6223

Item Name: **Authorization to Purchase Seven (7) 2023 Dodge Durango Vehicles as Replacement Vehicles for Transportation Supervisors**

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase seven (7) 2023 Dodge Durango replacement transportation support vehicles for a not to exceed amount of \$370,000. The replacement support vehicles will be purchased through the Florida Sheriffs Association, Purchasing Contract #FSA22-VEL30.0 Pursuit, Administrative & Other Vehicles, expiring September 30, 2023.

BACKGROUND:

On January 27, 2022 the Board of Directors' authorized staff to purchase eight (8) 2022 Ford Utility AWD V-6 replacement automobiles for a not-to-exceed amount of \$400,000.00. Staff issued the purchase order however, in February 2023 the dealership contacted LYNX and stated the vehicle make and model was no longer available due to material and chip shortages from Ford.

LYNX has an active support fleet of 115 vehicles; these seven (7) automobiles are replacements for transportation vehicles that have met their useful; of either five (5) years or 100,000 miles. Transportation vehicles are used for the oversight and management of routes throughout the LYNX service area and for response to accidents and incidents.

LYNX Finance & Audit Committee Agenda

Vehicle Replacement Projections													
	Assigned To	Vehicle Number	Current Miles	Vehicle Make	Year Purchased	Current Vehicle Age	Avg. Miles Per Year	2020 Projected Miles	2021 Projected Miles	2022 Projected Miles	2023 Projected Miles	2024 Projected Miles	2025 Projected Miles
1	Transportation	97	118,808	Ford Crown Victoria	2004	15	7,920.53	126,728.53					
2	Transportation	194	100,376	Chevrolet Impala	2014	6	16,729.33	120,451.20					
3	Transportation	195	105,096	Chevrolet Impala	2014	6	17,516.00	126,115.20					
4	Transportation	196	92,999	Chevrolet Impala	2014	6	15,499.83	111,598.80					
5	Transportation	197	88,071	Chevrolet Impala	2014	6	14,678.50	105,685.20					
6	Transportation	220	91,071	Ford Taurus	2015	5	18,214.20	113,838.75					
7	Transportation	222	73,622	Ford Taurus	2015	4	18,405.50	92,027.50	110,433.00				
8	Transportation	232	60,332	Ford Taurus	2015	5	12,066.40	75,415.00	87,481.40	99,547.80	111,614.20		
9	Transportation	233	60,376	Ford Taurus	2015	5	12,075.20	75,470.00	87,545.20	99,620.40	111,695.60		
10	Transportation	156	140,390	Dodge Charger	2013	7	20,055.71	140,390.00	160,445.71				
11	Transportation	244	54,622	Ford Taurus	2016	4	13,655.50	72,829.33	86,484.83	100,140.33			
12	Transportation	245	55,983	Ford Taurus	2016	4	13,995.75	74,644.00	88,639.75	102,635.50			
13	Transportation	230	60,884	Ford Taurus	2016	4	15,221.00	81,178.67	96,399.67	111,620.67	126,841.67		
14	Transportation	231-116	31,990	Ford Taurus	2015	5	6,398.00	39,987.50	46,385.50	52,783.50	59,181.50	65,579.50	71,977.50
15	Transportation	219-115	68,034	Ford Taurus	2015	5	13,606.80	85,042.50	98,649.30	112,256.10			
Replacement Needed								6	2	3	3	Total	14

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

Not applicable for DBE participation. Efforts will be made to utilize a small business and minority owned dealership.

FISCAL IMPACT:

The replacements for transportation support vehicles were included in the Approved FY2022 Capital Budget. These funds were previously encumbered. These vehicles are 100% FTA funded.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.E. 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 Negotiate and Enter into Agreements Related to the Pine Hills Bus Transfer Center

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and enter into the following agreements related to the Pine Hills Bus Transfer Center, contingent upon the parties to each set of the agreements reaching mutually agreed upon conditions and approvals.

BACKGROUND:

LYNX has fully designed and permitted this project and is ready to start construction (as noted by a concurrent board item to negotiate and award for this task). As part of the finalization of the permits, Orange County Utilities (OCU) has requested two items that will allow them to maintain utilities being installed by LYNX post-construction.

The language in these documents is standard language that has been reviewed by legal counsel and has followed the requested OCU process to ensure that they comply.

-8' x 20 'Utility Easement - This easement allows OCU to enter upon, excavate, construct and maintain the water, wastewater and reclaimed water lines being installed by LYNX on the property. The language delineates responsibilities for maintenance and for development within this easement.

-Subordination of Utility Interests - This document codifies the relationship of the above easement. It specifically dictates that Duke Energy must subordinate its interest in the portion of the power line easement to OCU that the above utility easement is within.

LYNX Finance & Audit mmittee Agenda

Previously, in August 2020, the LYNX Board of Directors authorized the CEO to negotiate and enter into a number of agreements related to the construction of the Pine Hills Bus Transfer Center. These agreements included:

- Development Agreement between LYNX and the Urban League
- Termination of Easement Agreement by the Urban League
- Parking Lot Easement Agreement between LYNX and the Urban League
- Contribution Agreement between LYNX and Orange County
- Interlocal Agreement between LYNX and Duke Energy

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.E. iv

To: LYNX Finance & Audit Committee

From: **Tiffany Homler Hawkins**
Chief Executive Officer
Elvis Dovalles
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Ratification of the Inclusion of the Orlando Science Center as a Partner for Workforce Development on the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program**

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification of the inclusion of the Orlando Science Center as a partner for workforce development on the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program.

BACKGROUND:

On April 28, 2022, the LYNX Board of Directors authorized LYNX to submit a grant application to the Federal Transit Administration (FTA) for the FY2022 Low or No (Low-No) Emission Grant Program and the Bus and Bus Facilities (Bus & Bus Facilities) Competitive Program for fixed route electric buses and NeighborLink electric vehicles as well as associated charging equipment and training. LYNX identified within this authorization working with the Center for Transportation and the Environment, the Orlando Utilities Commission, bus manufacturer Proterra, Inc. and ABC Companies in the development and submittal of the grant application.

The budget submitted includes:

\$16,132,025	5339(c) funding request
<u>\$12,950,000</u>	Other Federal Funds
\$29,082,025	Total Cost

LYNX Finance & Audit Committee Agenda

The secured local share for this project used Transportation Development Credits (TDC) from the Florida Department of Transportation (FDOT).

The grant required that for applicants proposing projects related to zero-emission vehicles, five (5) percent of the requested Federal award must be used for workforce development to retrain the existing workforce and develop the workforce of the future. The following items were included in the budget submitted with the grant application to meet this requirement:

\$ 129,017	Training of LYNX staff (Fixed Route Operators, Mechanics)
\$ 13,182	Training of LYNX staff (NeighborLink Operators, Mechanics)
\$ 35,800	Training modules from vendors for use in staff training
\$ 249,500	Training aids including system components for classroom training
<u>\$ 430,000</u>	Future workforce training by Orlando Science Center (4-year program)
\$ 857,499	Total Cost

Training of LYNX staff started with the deployment of the first eight (8) battery electric buses in the LYMMO service. The training under this grant will complete that training for remaining staff who operate and maintain the fleet.

The Orlando Science Center was included in the grant application submitted for the FY2022 Low or No (Low-No) Emission Grant Program and the Bus and Bus Facilities (Bus & Bus Facilities) Competitive Program to meet the future workforce development requirement. Ratification of the inclusion of the Orlando Science Center as a partner does not change the budget submitted and was approved by the Federal Transit Administration.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is 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 and securing the local match.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.E. v

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the Rural Transportation Program, Off-Cycle Section 5311 in the Total Amount of Approximately \$ 1,767,743 and Execution of Resolution #23-002

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Florida Department of Transportation (FDOT) and authorize the Chairman to execute Resolution #23-002, attached hereto. This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute Public Transportation Grant Agreements (PTGA) from FDOT originating from this program, as well as any future amendments to the PTGA.

BACKGROUND:

On March 2, 2023, the Florida Department of Transportation (FDOT), under District Five's Modal Development Office announced its funding solicitation and guidance for eligible operating and capital projects for the Federal Fiscal Year (FFY) 2020-2021 Off-Cycle Section 5311 of the Rural Transportation Program.

This solicitation is due for submission May 5, 2023. Submission is contingent on rural area eligibility based on 2010 Census data.

The funding program is described as follow:

- ***Formula Grants for Rural Areas Program (49 U.S.C. 5311):*** The Rural Areas program provides formula funding for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding may be used for capital, operating, planning, job access and reverse commute projects, and administration expenses.

LYNX Finance & Audit mmittee Agenda

LYNX intends to apply for an operating project, approximately \$1,767,743 of 49 U.S.C. 5311 to maintain provision of services in the rural areas. 49 U.S.C. Section 5311 operating funds are 50% federal and 50% non-Department of Transportation match.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is 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 and securing the local match.

CFRTA RESOLUTION NO. 23-002

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A GRANT APPLICATION WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FFY 2020-2021 OFF-CYCLE SECTION 5311 FTA FUNDS FOR RURAL TRANSPORTATION PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$1,767,743 DOLLARS.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2023-2032 which has been submitted to FDOT in August 2022. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); and

WHEREAS, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute these grant applications and all supporting documents, agreements and assurances which may be required in connection with the applications 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 BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2023-2024.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit a grant application to the Florida Department of Transportation for the Federal Fiscal Year (FFY) 2020-2021 Off-cycle Section 5311, in the amount of approximately \$1,767,743 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation for operating assistance for the Rural Transportation Program (5311).
6. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

7. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A GRANT APPLICATION WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FFY 2020-2021 OFF-CYCLE SECTION 5311 FTA FUNDS FOR RURAL TRANSPORTATION PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$1,767,743 DOLLARS.

APPROVED AND ADOPTED this 27 day of April 2023 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Finance & Audit Committee Agenda

Action Agenda Item #7.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Award & Execute a Contract with Transdev Services, Inc.,
for LYNX Paratransit Services

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award and execute a contract with Transdev Services, Inc., for Paratransit Services for a period of three (3) years, with two (2) one (1) year renewal options at a not to exceed amount of \$203,631,023. The requested approval also includes a Facility Lease Agreement, a Fuel Delivery Agreement and a Vehicle Lease Agreement (together with the primary Contract, collectively, the "Mobility Management and Broker Agreements"), all of which relate to the furnishing of Services by the Contractor to or on behalf of LYNX.

BACKGROUND:

December 9, 2021, the LYNX Board of Directors approved the release of a Request for Proposal (RFP) 22-R02 Mobility Management and Broker Services for ACCESS LYNX Paratransit Services.

On October 26, 2022 training of the Source Evaluation Committee (SEC), was established to begin the process of reviewing all proposals that would be submitted for review and scoring.

November 15, 2022, the SEC conducted the initial meeting to provide their scoring and comments for the proposals that had been submitted.

On December 14, 2022, the second meeting of the SEC was conducted which determined the two finalists for the ACCESS LYNX Paratransit contract.

LYNX Finance & Audit Committee Agenda

Wednesday, February 1, 2023 2:00 PM E.S.T. a final meeting of the SEC was conducted to discuss and rank Best and Final Offers from the two final shortlisted firms.

Based on the evaluations of the Proposal, Presentations, and BAFO, the SEC recommended to the LYNX Governing Board, on March 23, 2023, to enter into negotiations with Transdev Services, Inc., for ACCESS LYNX Paratransit services.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 13.7% 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.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$30,171,652 for Purchased Transportation Services.

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 Amend the FY2023 Operating Budget

Date: 4/20/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the FY2023 Adopted Operating Budget.

BACKGROUND:

These changes will not result in any increase request from the funding partners.

LYNX Finance & Audit Committee Agenda

FY2023 Operating Budget Amendment

	APPROVED FY2023	PROPOSED ADJUSTMENTS	PROPOSED AMENDED FY2023
REVENUES			
Customer Fares	\$ 18,367,662	\$ -	\$ 18,367,662
Contract Services	4,524,539	(90,466)	4,434,073
Advertising	2,505,000	209,796	2,714,796
Interest & Other Income	980,000	3,000,000	3,980,000
Federal Revenue	13,489,445	1,047,182	14,536,627
State Revenue	14,536,165	204,342	14,740,507
Local Revenue	11,317,209	929,146	12,246,355
Local Revenue Funding Partner	79,992,773	-	79,992,773
Use of Stabilization Funds	31,603,027	-	31,603,027
TOTAL REVENUE	\$ 177,315,820	\$ 5,300,000	\$ 182,615,820
	APPROVED FY2023	PROPOSED ADJUSTMENTS	PROPOSED AMENDED FY2023
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 98,203,614	\$ 6,000,000	\$ 104,203,614
Other services	13,147,770	(156,000)	12,991,770
Fuel	14,508,025	-	14,508,025
Materials and Supplies	10,084,010	-	10,084,010
Utilities	1,794,203	-	1,794,203
Casualty & Liability	4,661,099	-	4,661,099
Taxes and Licenses	558,022	-	558,022
Purchased Transportation Services	32,287,576	(700,000)	31,587,576
Leases & Miscellaneous	2,071,501	(277,200)	1,794,301
GASB 87 Lease Expense	-	377,045	377,045
Interest Expense	-	56,155	56,155
TOTAL EXPENSE	\$ 177,315,820	\$ 5,300,000	\$ 182,615,820
CHANGE IN NET POSITION	\$ -	\$ -	\$ -

LYNX Finance & Audit Committee Agenda

Explanation of Changes:

Revenues:

Contract Services – The adjustment is primarily due to the cancelation of the Kissimmee connector offset by TD Grant funding grant higher than budgeted.

Advertising Revenue – Advertising revenue had a favorable increase above the contract minimum guarantee.

Interest & Other Income – Interest income has had favorable interest rates.

Federal Revenue – An additional 5311 Grant not previously budgeted.

State Revenue – Block grant award was higher than budgeted.

Local Revenue – A new route added in Osceola County funded partially through a service development grant.

Expenses:

Salaries, Wages and Fringe – The adjustment for wages to bring the NeighborLink operations in-house and the market rate adjustments for the union contracts.

Purchased transportation – This is the offsetting reduction in the contracted service of bringing the NeighborLink operations in-house.

Leases & Miscellaneous, GASB 87 expense, and Interest. – Adjustments related to new GASB 87 reporting requirements for leases.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The Amended FY2023 Operating Budget has been balanced from offsetting adjustments in other categories.

LYNX Finance & Audit Committee Agenda

Action Agenda Item #7.C.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the FY2024 Preliminary Operating Budget

Date: 4/20/2023

ACTION REQUESTED:

LYNX Staff is requesting the Finance Committee's recommendation to present the FY2024 Preliminary Operating Budget to the Oversight Committee.

BACKGROUND:

On March 9, 2023, staff presented a Preliminary Operating budget with several funding models to LYNX Finance and Audit Committee for discussion and input. On April 13, 2023, based on the committees' recommendation, LYNX staff will present a revised FY2023 Preliminary Operating Budget to the Finance and Audit Committee for approval to present to the Oversight Committee on April 27, 2023.

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

- Maintain 2023 level of service
- Federal Preventative Maintenance revenue budgeted at board approved level of \$6.8 million
- Funding Partners contributions based on the approved Regional Funding Model
- Budget for COVID protocols based on FY2023 trends.

LYNX Finance & Audit mmittee Agenda

OVERVIEW:

The FY2024 Preliminary Operating Budget totals \$192,403,670 in revenues and \$192,403,670 in expenses. The Preliminary 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>PRELIMINARY FY2024</u>
REVENUES	
Customer fares	\$ 18,367,662
Contract services	4,410,950
Advertising	2,605,000
Interest & Other income	1,480,000
Federal Revenue	12,703,583
State Revenue	14,572,756
Local Revenue	13,342,544
Local Revenue Funding Partner	91,991,691
Use of Budget Stabilization	
Funds	<u>32,929,484</u>
TOTAL REVENUE	<u>\$ 192,403,670</u>

LYNX Finance & Audit mmittee Agenda

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

EXPENSE

Salaries, Wages & Fringe Benefits	\$	112,799,502
Other services		13,637,483
Fuel		14,087,408
Materials and supplies		10,196,129
Utilities		2,133,621
Casualty & Liability		4,618,716
Taxes and licenses		633,738
Purchased transportation services		30,686,488
Leases & Miscellaneous		3,177,386
GASB 87 Lease Expense		388,512
Interest		44,687
TOTAL EXPENSE	\$	<u>192,403,670</u>
NET CHANGE IN POSITION	\$	<u><u>0</u></u>

LYNX will utilize the regional funding model to allocate each jurisdiction's share of the costs of operations in FY2024.

The following chart shows the local funding breakdown:

	<u>Orange</u> <u>County</u>	<u>Osceola</u> <u>County</u>	<u>Seminole</u> <u>County</u>	<u>TOTAL</u>
Operating	\$ 69,041,652	\$ 11,533,044	\$ 11,416,995	\$ 91,991,691
Capital	<u>2,849,632</u>	<u>464,018</u>	<u>377,425</u>	<u>3,691,075</u>
Total	<u>\$ 71,891,284</u>	<u>\$ 11,997,062</u>	<u>\$ 11,794,420</u>	<u>\$ 95,682,766</u>

CONCLUSION:

LYNX staff will be seeking approval of the FY2024 Preliminary Operating Budget for presentation to the funding partners in June and July 2023.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.