

# LYNX Finance & Audit Committee Agenda

Meeting Date: 05/15/2025  
Meeting Time: 1:30 PM

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

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

## 1. Call to Order

## 2. Approval of Committee Minutes

-  Finance Committee Minutes - April 17, 2025 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. Consent Agenda

### A. Invitation for Bid (IFB)


- i.  Authorization to Release an Invitation for Bid for the Maintenance Shop Concrete Floor Polishing and Reconditioning Located at the LYNX Operations Center (LOC A) Pg 6

- ii.  Authorization to Release an Invitation for Bid (IFB) for the Procurement of Bulk Motor Oil and Fluids Pg 7


### B. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to Forvis Mazars, LLP for Auditing Services for a Total Not to Exceed (NTE) Amount of \$322,500 Pg 8


### C. Extension of Contracts

- i.  Authorization to Exercise the Second Option Year of Contract 21-C38 with Akerman, LLP for Federal Lobbying Services and Increase the Not to Exceed (NTE) to \$550,000 Pg 10

### D. Miscellaneous

- i.  Authorization to Submit a Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,204,715 and Adoption of Resolution 25-004 Pg 12

-Attachments 


- ii.  Authorization to Approve and Implement the Generative Artificial Intelligence Policy Pg 16

-Attachments 

## 6. Action Agenda

- A.  Approval of the FY2026 Preliminary Capital Budget Pg 26

## 7. Discussion

- A.  FY2026 Preliminary Operating Budget

Pg 28

## 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, 2<sup>nd</sup> Floor, Board Room  
Orlando, FL 32801

**DATE:** April 17, 2025

**TIME:** 1:30 p.m.

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**Members in Attendance:**

Kurt Petersen, Orange County, Chair  
Leslie Felix, Osceola County  
Jose Fernandez, City of Orlando  
Tim Jecks, Seminole County  
Jamie Ledgerwood, FDOT, 5<sup>th</sup> District

**Staff in Attendance:**

Leonard Antmann, Chief Financial Officer  
Michelle Daley, Director of Finance  
David Vance, Manager of Financial Planning & Analysis

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**1. Call to Order**

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

**2. Approval of Minutes**

A motion to approve the March 20, 2025 Finance and Audit Committee meeting minutes was made by Jamie Ledgerwood and seconded by Jose Fernandez after a correction to the minutes to Chair Petersen instead of Vice-Chair Petersen under Call to Order. Motion passed unanimously.

**3. Public Comments**

No one requested to speak to the Committee.

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

Lenny Antmann, Chief Financial Officer, provided the following updates:

- Fixed-route ridership continues to average 68,000-70,000 trips per day, with Paratransit between 57,000-59,000 trips per month.
- Next month the FY2026 Preliminary Capital budget will be presented.
- The July Finance & Audit, Oversight and Board meetings have been cancelled.
- Four items were added to the Oversight Committee agenda after the Finance agenda was published: a HVAC contract for LCS, LOC-A&B, third option year renewal for janitorial services, not-to-exceed increase on vehicle suppression systems contract, and a Pine Hills Transfer Station change order.

**5. Consent Agenda**

**A. Extension of Contracts**

- i. Authorization to Exercise the First Option Year of Contract 22-C48 with Barracuda Building Corporation for the Installation of Bus Shelters and Amenities Throughout the LYNX Service Area for a Not to Exceed Amount of \$3,303,687

**B. Miscellaneous**

- i. Authorization to Purchase Thirty (30) 40-Foot Compressed Natural Gas (CNG) Replacement Buses from Gillig LLC for a Not to Exceed Amount of \$27,609,656
- ii. Authorization to Award a Contract to GrayRobinson, P.A. for Pension Legal Services for a Not to Exceed Amount of \$300,000

Jose Fernandez made a motion to approve Consent Agenda items 5.A.i. – 5.B.ii. Second by Leslie Felix. Motion passed unanimously.

**6. Action Agenda**

- A. Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the SFY2027 Public Transit Service Development Grant Program (SDG) in the Amount of \$2,200,000 and Adoption of Resolution 25-003**

Leslie Felix made a motion for Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the SFY2027 Public Transit Service Development Grant Program (SDG) in the Amount of \$2,200,000 and Adoption of Resolution 25-003, second by Tim Jecks. Motion passed with Jamie Ledgerwood abstaining.

- B. Approval of the Updated Investment Policy**

James Goldsmith, LYNX General Counsel, stated that a review of the policy started in September 2024. The substance of the policy remains largely unchanged from the version previously reviewed—main updates respond to FDOT/E&Y comments. The redline version shows the changes.

Jamie Ledgerwood made a motion for Approval of the Updated Investment Policy, second by Jose Fernandez. Motion passed unanimously.

- C. Approval of the FY2025 Amended Operating Budget**

Lenny Antmann, Chief Financial Officer, presented the proposed FY2025 amended budget at \$211.1M, reflecting an increase of \$3M. The amendment is balanced through additional revenues and does not require any additional partner funding or use of stabilization reserves.

Revenue adjustments include: \$1M Customer Fares increase driven by sustained ridership growth, \$2M Interest & Other Income increase associated with higher-than-expected interest earnings, \$880K Local Revenue increase associated with amending the Orange County ATSP agreement and new Pine Hills and Shingle Creek service contracts. Contract Services reduced by \$228K due to lower-than-expected TD contract from the state and \$600K Federal Revenue reduction due to a reduced rural grant award.

Expense Adjustments include: Other Services \$2M net decrease associated with: \$1M decrease from reclassifying SAAS under GASB96 and \$1M reduction in deferred professional services. \$500K Fuel reduction due to declining oil prices. \$4.5M Purchased Transportation Services increase associated with Transdev contract amendment and approximate \$7 cost-per-trip increase; still more cost-effective than previous provider (MV).

Tim Jecks made a motion for Approval of the FY2025 Amended Operating Budget, second by Leslie Felix. Motion passed unanimously.

- D. Approval of the FY2026 Preliminary Operating Budget**

Lenny Antmann provided an overview of the Preliminary FY2026 Operating Budget built on business as it is today, incorporating a 15.5% increase in partner funding and aligning with the approved Regional Funding Model Policy. Service levels will reflect the December 2025 baseline. Anticipated service adjustments for Seminole County are not included but will be incorporated once finalized. Revenue budget assumptions include \$6.8 million Federal Funding for preventive

maintenance, \$2.5 million Federal Funding for paratransit support, and state operating assistance based on current FDOT projections. No changes to the fixed-route fare structure are planned pending the outcome of a fare analysis, while a new Vanpool contract with a new fare structure is being finalized.

Expense budget assumptions. Wage increases consistent with funding partners and board approved union agreements, and medical expense increases based on current trends. At the Boards direction, the majority of vehicles will be compressed natural gas with less reliance on diesel, the revenue vehicle fleet replacements will be low, no emission vehicles. Fixed route optimization in coordination with Operations, transition of NeighborLink service to outsourced service, continue right sizing operational staff through service planning, continue focus on improving customer service through new technology. Purchase transportation costs will be based on the current Paratransit contract, trip trends, fleet size and mix based on projected trip demands.

The preliminary FY2026 Operating budget is \$222.8M, representing a 5.5% increase over the FY2025 amended budget of \$211.1M which is below the historical average of 6.5%.

Revenue: Customer fares are projected to increase by \$1.03M while interest income is expected to decline to \$2.06M due to lower reserve balances and declining rates. Partner funding increases by 15.5% to \$122.7M and \$19.2M in stabilization funds will be used to balance the budget.

Expense: Wages & Benefits are increasing by \$8.5M. Paratransit expenses are rising by \$2.5M due to annual contract rate increase and higher projected trip volume. Other Services increase of \$700K is primarily attributable to an increase in the Shelter Maintenance Contract and the addition of new security services at the Pine Hills Transfer Center.

Capital contributions total \$128.3M, an increase of approximately \$50K over last year.

Authorization requested to present the FY2026 Preliminary Operating Budget to the Oversight Committee in May using this same presentation.

Jose Fernandez made a motion for Approval of the FY2026 Preliminary Operating Budget, second by Leslie Felix. Motion passed unanimously.

## **7. Discussion**

### **A. Discussion on the FY2024 Reserve Analysis**

Lenny Antmann presented the FY2024 Final Reserve Analysis effective September 30, 2024 from the audited financial statements. The FY2024 Unrestricted Net Position is \$74.3M. The Unrestricted Net Position – Net of Long-Term Liabilities is \$109.4M. The Total Reserve Requirement, calculated under the recently approved reserve policy, is \$45.1M. The Budget Stabilization balance is \$64.2M as of September 30, 2024 and is expected to be exhausted over the next couple of years. Restricted Reserves are \$13.6M.

Tim Jecks inquired whether the 45-day contingency would remain in place. Mr. Antmann responded that this contingency is governed by policy established by the Board and this Committee. He clarified that it does not affect reserve levels but rather pertains to the use of Budget Stabilization funds. Mr. Jecks expressed interest in reviewing the reserve policy on a regular schedule. Mr. Fernandez noted that the Committee had previously approved an updated reserve policy that recommended an annual review of the policy.

## **8. Other Business**

No other business was discussed.

## **9. Adjourned**

The meeting adjourned at 2:17 p.m.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. i

**To:** LYNX Finance & Audit Committee

**From:** David Burrowes  
Chief Operations Officer  
Ricky Gonzalez  
Technical Contact

**Phone:** 407.841.2279 ext: 6161

**Item Name:** Authorization to Release an Invitation for Bid for the Maintenance Shop Concrete Floor Polishing and Reconditioning Located at the LYNX Operations Center (LOC A)

**Date:** 05/15/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Release an Invitation for Bid for the Maintenance Shop Concrete Floor Polishing and Reconditioning, located at the LYNX Operations Center (LOC A).

### **BACKGROUND:**

When LYNX's Operations Center (LOC) became operational in 2007, the maintenance shop was designed to accommodate a minimum fleet of 175 buses. Since then, the LOC bus fleet has grown to 320 buses. Due to the heavy maintenance in this facility, the floor's condition has become unfavorable, and most of the epoxy has peeled off. With these services, epoxy will be applied on the light traffic areas and the concrete polished in the heavy maintenance areas.

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

A DBE participation goal is not applicable to this activity.

### **FISCAL IMPACT:**

The FY2025 Approved Amended Operating Budget includes \$300,000 for LOC A/B Concrete Pavement repairs.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. ii

**To:** LYNX Finance & Audit Committee

**From:** David Burrowes  
Chief Operations Officer  
Aubrey Moses  
Technical Contact

**Phone:** 407.841.2279 ext: 6161

**Item Name:** Authorization to Release an Invitation for Bid (IFB) for the Procurement of Bulk Motor Oil and Fluids

**Date:** 05/15/2025

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### **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 the Procurement of Bulk Motor Oil and Fluids.

### **BACKGROUND:**

LYNX operates a fleet of 325 fixed route buses and a fleet of 115 support vehicles. Motor oil and other fluids such as automatic transmission fluid (ATF), coolant (antifreeze) and diesel exhaust fluid (DEF) are used in the scheduled and unscheduled maintenance of the LYNX fleets. The procurement of the fluids in bulk through a fixed price contract with defined product specifications guarantees the best pricing and product quality.

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

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The FY2025 Approved Amended Operating Budget includes \$792,000 for bulk oils, fluids, and lubricants.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. i

**To:** LYNX Finance & Audit Committee

**From:** **Leonard Antmann**  
Chief Financial Officer  
**Michelle Daley**  
Technical Contact  
**Christopher Plummer**  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract to Forvis Mazars, LLP  
for Auditing Services for a Total Not to Exceed (NTE) Amount of \$322,500

**Date:** 05/15/2025

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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 a contract to Forvis Mazars, LLP for Auditing Services for an initial term of three (3) years with two (2) one (1) year options with a not to exceed amount of \$322,500.

### **BACKGROUND:**

On January 23, 2020, the LYNX Board of Directors' approved an amendment to LYNX Administrative Rule 2 designating the Finance & Audit Committee as an "Auditor Selection Committee" to comply with the recent amendments that were made by the Florida Legislature to Fla. Stat. 218.391, which sets forth requirements applicable to public entities' selection of outside auditors.

On August 22, 2024, the LYNX Board of Directors authorized the release of a Request for Proposal (RFP) for Auditing Services. The RFP was released, posted on DemandStar and sent directly to interested vendors on December 5, 2024. The deadline for the submission of proposals was January 10, 2025.

Two (2) proposals were received from the following firms:

- Cherry Bekaert, LLP
- Forvis Mazars, LLP



# LYNX Finance & Audit mmittee Agenda

The Source Evaluation Committee (SEC) met on April 17, 2025 to discuss the two proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The SEC consisted of the following local funding partner representatives:

- Commissioner Viviana Janer (Osceola County – SEC Chairperson)
- Kurt Petersen (Orange County)
- Tim Jecks (Seminole County)
- Jose Fernandez (City of Orlando)
- Jamie Ledgerwood (Florida Department of Transportation, District 5)

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- Qualifications of the Accounting Firm (30%)-Evaluation of proposer's qualifications as determined by professional qualifications, experience, and expertise.
- Staff Knowledge (25%)-Evaluation of the proposer's governmental auditing staff including experience, licenses and strength of assigned firm representatives.
- Methodology /Approach (25%)-Evaluation of the tasks to be undertaken and the methodology for performing such tasks.
- Proposer Fee Schedule (20%)-Evaluation of the Pricing Schedule for reasonableness.

After discussion of the proposals received from the two firms, the SEC voted unanimously to recommend to the LYNX Board of Directors to award a contract to Forvis Mazars, LLP.

<b>Proposer</b>	<b>Ordinal Ranking</b>
Forvis Mazars, LLP	7
Cherry Bekaert, LLP	8

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2025 Approved Amended Operating Budget includes \$118,000 for auditing services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. i

**To:** LYNX Finance & Audit Committee

**From:** Maurice Jones  
Director Of Procurement  
Maurice Jones  
Technical Contact

**Phone:** 407.841.2279 ext: 6057

**Item Name:** Authorization to Exercise the Second Option Year of Contract 21-C38 with Akerman, LLP for Federal Lobbying Services and Increase the Not to Exceed (NTE) to \$550,000

**Date:** 05/15/2025

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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 21-C38 with Akerman, LLP for Federal Lobbying Services and increase the not to exceed (NTE) to \$550,000.

### **BACKGROUND:**

On May 27, 2021, the LYNX Board of Directors approved authorizing staff to negotiate and award contract 21-C38 to Akerman, LLP for Federal Lobbying Services for three (3) years with two (2) one (1) year options with a not to exceed of \$330,000.

On June 27, 2024, the LYNX Board of Directors approved staff to ratify exercising the first option year back to the original expiration date of June 9, 2024, and increase the not to exceed (NTE) to \$460,000.

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

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit Cmmittee Agenda

## **FISCAL IMPACT:**

The FY2025 Approved Amended Operating Budget includes \$110,000 for Federal lobbying services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.D. i

**To:** LYNX Finance & Audit Committee

**From:** Norman Hickling  
Director Of Mobility Services  
Selita Stubbs  
Technical Contact

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Authorization to Submit a Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,204,715 and Adoption of Resolution 25-004

**Date:** 05/15/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a Transportation Disadvantaged Trip and Equipment grant application to the Florida Commission for the Transportation Disadvantaged (FLCTD) for the Fiscal Year 2025/2026 and adoption of Resolution 25-004.

LYNX serves as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties. The overall funding allocation is \$3,204,715, which includes a 10% local match of \$320,469 for the purchase of Transportation Disadvantaged (TD) trips.

### **BACKGROUND:**

The Florida State Fiscal Year is July 1 through June 30 and grantees are required to submit applications prior to the upcoming funding cycle. The Trip and Equipment Grant allocations are formula based derived from TD population, centerline miles within county, and number of previously invoiced trips. This funding is provided to the CTCs to support both operational and/or capital equipment expenditures, which LYNX utilizes to assist in the procurement of transportation services in support of the TD program throughout the tri-county service area.

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

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit Cmmittee Agenda

## **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. #25-004**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2025-2026 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,204,715 DOLLARS.**

**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 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 has the authority to authorize the submission of grant applications to the Florida Commission for the Transportation Disadvantage.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by CTD in FY2025-2026.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit grant applications to the Florida Commission for the Transportation Disadvantage for fiscal year 2025-2026 in the amount of \$3,204,715 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 application.
4. 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 Commission for the Transportation Disadvantage.
5. 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 Commission for the Transportation Disadvantage authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. 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 GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2025-2026 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,204,715 DOLLARS.**

**APPROVED AND ADOPTED** this 22nd day of May 2025 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

## Consent Agenda Item #5.D. ii

**To:** LYNX Finance & Audit Committee

**From:** Craig Bayard  
Director Of Information Technology  
Craig Bayard  
Technical Contact

**Phone:** 407.841.2279 ext: 6008

**Item Name:** Authorization to Approve and Implement the Generative Artificial Intelligence Policy

**Date:** 05/15/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Approve and Implement the Generative Artificial Intelligence Policy.

### **BACKGROUND:**

The Central Florida Regional Transportation Authority (LYNX) acknowledges the significant role that Artificial Intelligence (AI) technology plays in boosting workplace productivity and efficiency. This policy aims to outline the guidelines and best practices for the responsible implementation and utilization of AI technology within LYNX resources.

LYNX is dedicated to using Generative Artificial Intelligence (AI) effectively and responsibly in our operations. The proposed policy sets guidelines for acquiring, using, and managing Generative AI technologies in a way that adheres to legal, ethical, and operational standards.

This policy is required to facilitate appropriate governance on the use of AI technologies in LYNX, as per industry best practices, security protocols, and regulatory requirements. Execution of this policy will maintain the security of LYNX's data, provide transparency, and minimize risks associated with AI usage.



# LYNX Finance & Audit Committee Agenda

The policy defines:

- Approved AI tools and acceptable uses
- Delegation of authority to the Information Technology Department to approve additional AI tools on a case-by-case basis
- Human review requirement of AI-generated content
- Transparency and accountability of AI-generated content
- Controls to maintain data privacy and ensure Lynx systems, property and data are secure
- Compliance with applicable laws and regulations governing the use of AI tools

It is anticipated that this policy will be reviewed and adjusted as the needs and the regulations evolve.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

No fiscal impact.

<b>INFORMATION TECHNOLOGY POLICY/PROCEDURE</b>	
<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>  Information Technology	<b>EFFECTIVE DATE:</b> <b>REVISION DATE:</b> <b>REPLACES:</b>
<b>SUBJECT: Generative Artificial Intelligence Policy</b>	
<b>SIGNATURE OF APPROVAL:</b>          _____ Tiffany Homler Hawkins Chief Executive Officer, LYNX	

## Objective

The Central Florida Regional Transportation Authority (“LYNX”) recognizes the importance of Artificial Intelligence (AI) technology in enhancing productivity and efficiency in the workplace. The purpose of this policy is to establish guidelines and best practices for the responsible use of AI technology within LYNX. By adhering to these guidelines, LYNX aims to maintain the integrity and security of its network, information, and communication and scheduling systems while leveraging AI to improve its productivity.

## Scope

This policy applies to all employees, contractors, and third-party service providers who (1) use LYNX's systems and any AI technology integrated with these systems, (2) otherwise wish to use AI for work purposes (whether on LYNX-owned or personal devices), and/or (3) wish to use AI for any purpose on LYNX-owned devices. This policy must be followed in conjunction with other LYNX policies governing appropriate workplace conduct and behavior. LYNX complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

## Definitions

- A. **Artificial Intelligence (AI)** means a machine-based system designed to operate with varying levels of autonomy and that may exhibit adaptiveness after deployment, and that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments.
- B. **Generative AI** means a type of artificial intelligence which creates new content, such as images, text, music, video, and/or code, as an output (called **Output Data**).
- C. **Human In The Loop (HITL)** refers to humans actively evaluating the output from Generative AI.
- D. **Input Data (or “Input”)** means content that you type into an AI tool or otherwise allow an AI tool to access.

- E. **LYNX Information** means information about LYNX's business, customers, or employees.
- F. **Output Data** is the new content, such as images, text, music, video, and/or code, that is created as an output by a Generative AI tool.
- G. **Personal Data** means data which is linked, reasonably linkable, or relates to an identified or identifiable person or household.

### **Policy**

LYNX has approved and will approve in the future specific AI tools to be used for limited purposes. The tools and purposes are listed below and described in more detail in this policy. Use of any other AI tools while performing work for LYNX is not permitted without formal advance approval.

#### **Approved Generative AI Chatbots**

Limited use of Generative AI chatbots (GenAI) will be allowed while performing work for LYNX with the approval of the Information Technology Department. The GenAI tools LYNX has approved, their approved users, and the approved use purposes, are as follows:

- **Microsoft Copilot:**
  - **Approved Users:** All
  - **Approved Purposes:** Generally approved for use.
  - **Exceptions:** This tool **may not be used** for any of the following purposes:
    - Human Resources decisions.
    - To provide legal decisions or advice.
    - Any use that would violate LYNX's existing policies or procedures.
    - Any use that would violate a law or legal obligation.
    - **Any images or other content generated for commercial purposes must be submitted to the Marketing Department for prior review.**
  - **Configuration Requirements:** Employees must use their LYNX credentials and account for Microsoft Copilot.
    - **Use of Personal Credentials:** Use of your own personal account or credentials is **strictly prohibited**.

**Even with approved uses of AI, employees must always use their own independent judgment.**

**Please note that the above GenAI tools are only permitted to be used internally within LYNX, and not to interact or otherwise interface with customers.**

#### **Other Approved AI Tools**

LYNX has approved the following additional AI tools to be used under the circumstances and by the users indicated below:

- If an already approved technology integrates AI capabilities, no additional approval is required for its use **so long as the approved technology's AI capabilities have already been subject to LYNX's procurement process outlined in Administrative Rule 4.** However, all other provisions of this policy remain applicable.
- No additional tools are approved at this time.

### Development of AI Tools

LYNX does not currently permit development of new or customized AI tools.

### Using LYNX Credentials

For approved uses, LYNX email addresses, credentials or phone numbers must be used to create an account with these technologies (or if an existing account has already been created for LYNX credentials, that account must be used), unless this policy tells the employee there is an exception.

Where LYNX Credentials are not used to create or use an account for an AI tool, **no LYNX data of any kind may be submitted (copied, typed, etc.) as Input Data into these AI tools or any external platform, such as Instagram, TikTok, Google, etc. If LYNX data of any kind is/was submitted into an AI tool or any external platform (Instagram, TikTok, Google, etc.), the employee must inform their manager or supervisor immediately. Failure to do so will result in corrective action, up to and including termination of employment.**

### Examples

When approved, **acceptable uses** of a GenAI tool may include:

- For general-knowledge questions meant to enhance the employee's understanding on a work-related topic.
- To brainstorm ideas related to projects that employees are working on.
- To create formulas for Excel spreadsheets or similar programs.
- To draft an email or letter (the employee's independent review is still required).
- To summarize online research or to create outlines for content projects to assist in full coverage of a topic. Only content written by employees may be included in a final product.
- To develop or debug code, to be verified before deployment.

**Unacceptable uses** of AI tools include:

- Copying and pasting, typing, or in any way submitting LYNX content or data of any kind into any non-enterprise AI tool (meaning a tool that an employee uses with non-LYNX credentials). This includes customer information, LYNX Information, and Personal Data.
- Using an AI tool to commit a crime or break a law, like plagiarism or violating copyright laws.
- Using an AI tool to discriminate against someone or harm them.

### Principles for Acceptable Use of AI

#### **1. Follow the Law and LYNX's Policies**

The only use of AI that is permitted at LYNX is the use of an AI tool that LYNX has explicitly approved in writing. Employees wishing to use a tool that has not been explicitly approved must inform their manager and the Information Technology Department, in writing, how the tool will be used and by whom. The Information Technology Department will evaluate the request and may reach out to request additional information. A new request must be submitted via help desk and must include:

- a. Name of AI tool.
- b. Intended Use.
- c. Intended Users.
- d. Cost.
- e. Describe the difference between the requested tool and existing tools, and why the intended use cannot be met with existing resources.
- f. Types of Input Data (e.g., email contents, draft emails, policies and procedures, Personal Data, company data – there can be more than one thing listed here).

Unless approved by LYNX, employees may not use AI tools that are freely available on the Internet, and may not use AI to violate the law. This means that employees cannot use AI to do anything that would be a violation of the law if LYNX or its employees did it. This principle drives many other principles that follow and requires that employees understand how AI is accomplishing its tasks and implement appropriate safeguards to ensure that it is not using processes that violate the law or producing results that violate the law.

LYNX's other policies, including its standard for technology acquisition, apply to all technology, including AI tools. LYNX's Information Technology Department reserves the right to revoke authorization or impose restrictions on use of AI tools if they introduce risks that cannot be effectively mitigated to ensure compliance with this policy or other LYNX policies.

## **2. Determine Whether AI Is the Proper Tool.**

Before employees consider using an AI tool for a project, employees need to **define the goal or objective** for the project. Once an employee has determined the objective for the project, the employee must **determine whether AI is an appropriate tool** to accomplish the objective. While the novelty of AI is appealing, the use of AI comes with risks. Often, other tools can be used to effectively accomplish the objective without undertaking the same risks. Before using AI, an employee must evaluate the non-AI tools available to them and confirm that AI is the optimal tool for the project. Factors that must be considered include: (a) is AI the only tool or a far better tool for meeting the goal; (b) what kinds of Input Data will be used and what are the risks using the Input Data; (c) will the results be correct and what can an employee do to make sure everything is correct; (d) if AI produces incorrect results or results that an employee cannot check to make sure are correct what problems could you have.

## **3. Training Data and Data Inputs**

Employees are only allowed to input certain types of data when using an AI tool. If an employee doesn't know whether they are allowed to use a specific type of data with an AI tool, the employee must ask the Information Technology Department.

All content entered into, or generated by, a non-approved AI tool is available to that AI tool, its parent company, and their employees. To ensure that data is not disclosed without authorization, LYNX must strictly follow these rules on which data may or may not be used with AI tools.

### **General Rules: What Types of Data Should I Not Use as an Input for AI Tools?**

1. Personal Data should not be used as an input with **any** AI tool (even approved AI tools).
2. LYNX Information should not be used as an input with any AI tool (even approved AI tools).

### **What Is Personal Data?**

Personal Data is any information about a person. It can include very sensitive data, like someone's Social Security number, driver's license number, or credit card number. But Personal Data can also be data that we see every day, like someone's name, email address, phone number, or birthday.

### **What Is LYNX Information?**

LYNX Information is information about LYNX's business, customers, or employees, that is important to LYNX and that people outside of LYNX are not permitted to access freely. LYNX Information could include things like sales information, company financial information, and specific rules or processes it must follow.

**Rules for Personal Data:** As a default, Personal Data may NOT be input into an AI tool.

**Rules for LYNX Information:** You may not use any LYNX Information or information about LYNX customers in any AI tool without prior written approval from LYNX's Information Technology Department.

## **4. Trust and Confirm**

Whenever an employee uses something generated by AI, the employee needs to be able to (1) make sure it is correct; (2) make sure that the AI tool is giving good results and information; and (3) be able to check the source to make sure that any facts and information are true and correct. Outputs from GenAI must be reviewed by a **human** before being used in any official LYNX capacity ("Human in the Loop" or HITL). Documentation of HITL reviews shall be retained according to the appropriate records retention schedule. If the employee can't be sure that the information is correct and show that the information is correct, the employee can't use the outputs from an AI tool for work purposes.

## **5. Notice and Transparency**

LYNX will be transparent with individuals about what Personal Data it is collecting about them, how it will be used, and how it will be shared with anyone outside LYNX. To be transparent when using AI, an employee must understand the AI tool, what data is being used, and how the AI tool is using the data, and the employee must be able to accurately describe each of these things so that appropriate disclosures can be made. Any collection and use of Personal Data must be accurately and adequately disclosed in LYNX's Privacy Notice. LYNX may also be required to provide specific notice to its business customers regarding its use of AI tools in providing products and services, especially where products and services are regulated by law.

## **6. Credits and Accountability**

All images and videos created by Generative AI systems must be credited to the specific AI system used. If AI generated text is a significant part of a final product, the AI system must be credited. If a large portion of AI-generated source code is included in a final software product, or if any AI-generated code is used for a critical function, credit must be given through comments in the source code and product documentation. All credits should include the name of the AI system used, along with a “Human in the Loop” (HITL) statement that identifies the employee, department, or group responsible for reviewing and editing the content.

Departments must determine what qualifies as “substantive use” in alignment with the principles in this document and relevant intellectual property laws.

## **7. Fairness**

Regardless of whether the use of an AI tool is technically legal, LYNX will only approve an AI tool if it is confident that its “decisions” will be fair to the people, businesses, industries, or others that will be affected by the AI tool’s decisions.

### **Ethical Use**

Employees must follow LYNX conduct policies and antidiscrimination policies when using AI tools. AI tools must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or LYNX. If an employee uses an AI tool in a way that isn’t allowed by LYNX’s policies, it will result in corrective action, up to and including termination of employment.

### **Monitoring**

LYNX’s Information Security Policy and relevant monitoring policies still apply when using Generative AI tools with equipment.

### **Security**

AI tools may only be used if LYNX’s systems, property, and all data inputs and outputs are secure. “Secure” means that: (a) the systems, property, and data involved have safety measures in place to keep someone from accessing, using, sharing, deleting, or changing the systems, property, and data; and (b) for any mission-critical systems, that they are backed up and can be brought back online so that the systems and data are available and can be used when needed.

## **8. Data Minimization**

When Personal Data or LYNX Information is approved for use with an AI tool, LYNX will only use the pieces of Personal Data or LYNX Information that are necessary for the AI tool to achieve the desired objective. LYNX will not collect or use additional pieces of Personal Data or LYNX Information that are not necessary. Employees must consider whether they can accomplish the objective with a less sensitive or less intrusive piece of Personal Data (e.g., zip code instead of full address) or LYNX Information, as applicable.

## **9. Compliance With This Policy**

### **Compliance**

All employees must comply with this policy and any applicable laws and regulations governing the use of AI tools. Failure to comply with this policy may result in corrective action, up to and including termination of employment.

### **Review and Revision**

LYNX will periodically review and update this policy to ensure it remains effective and aligned with best practices and changes in AI technology and regulatory requirements.

### **Contact Information**

For questions, concerns, or to report a violation of this policy, please contact the Information Technology Department.

--- Signature Page to Follow ---



By signing below, I certify that I have read, understand, and will comply with this AI Acceptable Use Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# LYNX Finance & Audit Cmmittee Agenda

## Action Item #6.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 of the FY2026 Preliminary Capital Budget

**Date:** 05/15/2025

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### **ACTION REQUESTED:**

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) or their designee to present the FY2026 Preliminary Capital Budget to the Oversight Committee.

### **BACKGROUND:**

The Preliminary Capital Budget for FY2026 is \$188,043,312

The 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 technology to assist in service delivery and improvements.

# LYNX Finance & Audit Committee Agenda

The table below identifies capital expenditures by major category:

	<b>Preliminary FY26 Capital</b>
Vehicles	\$ 92,527,893
Facilities	66,970,624
Passenger Amenities	19,348,878
Technology	4,348,839
LYMMO	2,862,948
Support	1,009,055
Security	975,075
<b>Grand Total</b>	<b>\$ 188,043,312</b>

The following are the details of each category:

- 1) Vehicles: includes replacement vehicles for fixed-route, Vanpool, Paratransit services and support vehicles.
  - (80) 40 Ft CNG Buses (55 - Carryover from FY25)
  - (1) 35 Ft Electric Buses (Carryover from FY25)
  - (111) Paratransit Vehicles (46 - Carryover from FY25)
  - (125) Vanpool Vehicles (75 – Carryover from FY25)
  - Sub-recipient 5310 Vehicles
  - Road Ranger and Support vehicles
- 2) Support equipment: includes vehicle and facility maintenance equipment, road ranger equipment and other equipment.
- 3) Passenger amenities: includes shelter installations and rehabs.
  - Orange County ATSP Shelter program
  - Traditional partner New and Rehab Shelters within the system
- 4) Facilities: includes funds to complete the LOC/LCS improvements including upgrade of the HVAC systems, Window replacement at the LCS, LOC Concrete Improvements, Restroom Renovations, and land acquisition and preliminary design for the southern operations facility.
- 5) Technology: includes items to improve communication and information delivery, software enhancements and upgrades. As well as technology lifecycle replacements.
- 6) Security: includes access control and cameras to enhance security and surveillance at all LYNX facilities.

# LYNX Finance & Audit Committee Agenda

## Discussion 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:** FY2026 Preliminary Operating Budget

**Date:** 05/15/2025

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LYNX staff will present the FY2026 Operating Budget.