

LYNX Finance & Audit Committee Agenda

Meeting Date: 5/19/2022
Meeting Time: 2:30 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 - April 21, 2022


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3. Public Comments

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

4. Chief Financial Officer Report


5. Discussion Items


A.  Review of the FY2022 2nd Quarter Operating Results


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6. Consent Agenda


A. Miscellaneous


i.  Authorization to Enter into a Sole Source Agreement for the Procurement and Installation of Contactless Open Payment Readers in the Fixed Route Fareboxes by SPX d/b/a Genfare Pg 9

ii.  Authorization to Auction Surplus Capital Items Pg 11


iii.  Authorization to Approve Fourth Amendment to Contract for Mobility Management and Broker Services Pg 14

iv.  Authorization to Submit a Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,904,235 and Adoption of Resolution #22-001 Pg 16

-Attachments 

v.  Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2022 Apportionments and to Sub-allocate FY2022 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation Pg 20

7. Action Items

- A.  FY2023 Preliminary Capital Budget

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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: April 21, 2022

TIME: 2:00 p.m.

Members in Attendance:

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

Staff in Attendance:

Leonard Antmann, Chief Financial Officer
Michelle Daley, Director of Finance

1. Call to Order

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

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the March 10, 2022 Finance & Audit Committee meeting minutes. Motion to approve the March 10, 2022 minutes was made by Michelle McCrimmon, second by Jo Santiago. 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:

- Office of Inspector General (OIG) audit is ongoing
- MV (Paratransit vendor) has moved into the New LOC Expansion facility as of last week.

- In May we will bring FY2023 preliminary Capital Plan and 2nd Quarter FY2022 financial results.
- Paratransit RFP was published April 14th. The current contract with MV expires in November.
- There are two Action Items on today's agenda: Amended FY2022 Operating Budget and preliminary FY2023 Operating Budget.
- Three consent items on Oversight and Board agendas added after we published:
 - Board Ratification of a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Ten (10) Fixed Route CNG Buses
 - Authorization to Enter into a Sole Source Agreement by Amending the Master Purchase Agreement and Annual Maintenance Support Agreement with Trapeze Software Group, Inc
 - Authorization to Conditionally Waive Section 6.4 of the CNG Vehicle Fuel Purchase Agreement Related to Continuing Performance Bond Requirement

Mr. Antmann concluded his report.

5. Discussion Items

A. Reserve Analysis

The preliminary Reserve Analysis effective September 30, 2021 was presented in February. The final Reserve Analysis from the audited financial statements did not change significantly from the last presentation. At the auditor's recommendation, we reclassified the \$600K for the Catastrophic Medical Claims from unrestricted to restricted. The ending result in the budget stabilization fund will be \$86.8M after reserve requirements of approximately \$34.4M.

6. Consent Agenda

A. Invitation for Bid (IFB)

- i. Authorization to Issue an Invitation for Bid (IFB) for Roof Replacement at the LYNX Operations Center Building A, 2nd Floor
- ii. Authorization to Issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center
- iii. Authorization to Issue an Invitation for Bid (IFB) for Installation of an Emergency Diesel Generator at LYNX Operations Center Expansion
- iv. Authorization to Issue an Invitation for Bid (IFB) for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B
- v. Authorization to Issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station and LYNX Operations Center

- B. Award Contracts
 - i. Authorization to Negotiate and Award a Contract to Widener-Burrows & Associates, Inc. for a System-Wide Passenger Survey
- C. Miscellaneous
 - i. Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and NeighborLink Electric Vehicles and Associated Charging Equipment and Training
 - ii. Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies

Michelle McCrimmon made a motion to approve Consent Agenda, second by Jo Santiago. Motion passed unanimously.

7. Action Items

A. Approval to Amend the FY2022 Operating Budget

Mr. Antmann presented the Amended Operating Budget providing explanations as follows:

Customer Fares were reduced by \$1.5M due to slower than anticipated ridership recovery. Contract Services reduced \$600K due to lower than anticipated TD contracts. Advertising revenue was reduced by \$1.1M to align with the contract minimum guarantee.

Federal Revenue increased \$300K due to an additional NeighborLink grant that was received after the budget process. ARPA federal revenue increased by \$1.4M due to an additional grant provided for the rural routes as a separate stimulus from FTA through FDOT. State Revenue increased by \$720K as a result of the increased award on the block grant.

Local Revenue increase of \$1.03M due to an additional bus service contract with Orange County for the I-Drive service area. The total revenue increased by approximately \$200K.

On the expense side only one category has been adjusted. Salaries, Wages & Fringe Benefits increased approximately \$4.8M due to the one-time market rate adjustment, the increased staffing for the I-Drive service area and the newly negotiated Road Ranger contract. In addition, there are a couple new positions added for training and diversity inclusion. The balance of the increase is associated with the increased employee medical costs. Transfer to Reserves reduced by \$4.6M resulting in a net increase of expense by approximately \$200K to balance the budget.

Kurt Petersen made a motion to approve Action Item A to Amend the FY2022 Operating Budget, second by Tim Jecks. Motion passed unanimously.

B. Approval of the Proposed FY2023 Operating Budget

Mr. Antmann provided a review of the \$177.3M proposed FY2023 budget. With the budget assumptions the same as discussed in past three months, Mr. Antmann moved ahead to the

budget presentation. The presentation budget comparisons are against the proposed FY2022 amended budget which is expected to be the budget of record by the end of next week pending Board Approval.

The Overall budget only changed slightly from the presentation in March.

- Contract Services increased to \$4.5M; the State increased our TD contract allotment by \$327K.
- Local revenue increased due to the annualization of the new I-Drive service area contract and the updated funding model service hour rate for all bus service contracts.
- Funding Partner revenue has been updated to \$79.9M based on the committee recommended 12% increase from March. The \$31.6M revenue needed to balance the budget will come from the budget stabilization funds.

On the revenue side, fares are projected at the original FY2022 budget level.

The Federal revenue is increasing materially because we are returning to normal usage of the Federal 5307 allocations for operating: \$6.8M for preventive maintenance, \$2.5M for ADA trips, \$600K for subrecipients, tire leases and planning studies. Our total FY2023 revenue is \$177.3M; a \$2M increase over FY2022.

Total operating expense for FY2023 is \$177.3M. Salaries & Wages increase \$5.3M over the amended FY2022 budget. The 5.7% Salaries & Wages increase accounts for the annual increase based on our funding partners' increases, our union contracts, operational staffing adjustments for service and an increase for medical expenses.

Fuel is increasing by \$2.4M. There are currently no fuel hedging contracts in place. Mr. Antmann reminded the committee that the goal of the hedging program is to stabilize fuel costs. We continue to watch the market for a fair price to lock in for FY2023. The FY2023 projected rates are calculated at pre-war rates; anticipating that the war will hopefully end before we begin FY2023.

Casualty & Liability is \$1.5M increase reflective of the settlement rates for the past few years.

Purchased Transportation is \$800K increase over the Proposed Amended FY2022 budget. The current MV contract expires in November. If the PT contract is executed prior to the budget being finalized in August, we will adjust before the final budget presentation otherwise we will adjust if necessary during the first budget amendment.

Leases & Miscellaneous \$400K increase associated with the transition from traditional software licenses & maintenance process to more of a software as a service on several of our systems including Office365 and some of Trapeze operating systems.

Mr. Antmann moved on to the Partner Funding proposed for FY2023. Starting with a look back in FY2020 and FY2021 the Funding Partner contributions were kept the same at \$71.4M both in total and by funding partner. In FY2022, we kept the total the same at \$71.4M but flexed it within partner based on the level of service each partner received. If we were to fund the entire amount to balance the FY2023 budget, the amount would have increased to \$112.7M – a \$41M increase.

In March staff presented several funding scenarios; the consensus was to recommend a 12% increase for FY2023. Based on that recommendation, staff presented a budget model illustrating how the Budget Stabilization funds would be used over time. Starting in FY2023 we have the 12% increase, just short of \$80M in partner funding contribution. We project that in FY2024 we would increase by 13%, FY2025 14% and then begin to come back down to 13% until FY2028 when contributions would start to normalize at 8% annual increase that we have historically experienced. We project there will be \$91M in the Budget Stabilization Fund at the beginning of FY2023. A little more than presented in the reserve analysis based on the proposed Amended FY2022 Budget. The \$31.6M that we would use will leave a balance of \$59.4M at the end of FY2023. Over the course of the next three years, the entire Stabilization Fund would be utilized and reduced to the normal level of less than \$1M. At some point as we get closer to there, we can have a discussion if there is a desire to maintain a rainy-day fund of any amount (\$2, 3 or 5M) or no fund at all.

Funding Partner Breakdown

Increasing from the \$71.4M to \$79.9M is an \$8.5M increase; about \$6.5M to Orange, \$980K to Osceola and \$1.1M to Seminole.

The traditional funding for the Capital Contributions of \$2 on Fixed Route service hours has historically been approximately \$2.3M, FY2023 will be approximately the same at \$2.3M. The NeighborLink service has always been looked at as an extension of Fixed Route. By adding in the NeighborLink hours, we will add an additional \$109K of local capital at the standard \$2 per service hour. Adding the additional \$1 per service hour for both Fixed Route and NeighborLink provides another \$1.2M, bringing the local capital contribution from \$2.3M to \$3.6M. These dollars are used only for matching on grants that we receive from FDOT or FTA competitive grants. There were several grant opportunities that we were not able to compete on over the past couple years because we did not have available uncommitted local capital funding. This increase in capital contributions will put us in a better position to compete on some of those grants that will benefit the communities we serve.

Mr. Antmann reviewed the budget timeline. In April, we will present FY2023 preliminary Operating Budget to Oversight. In May, we plan to present the preliminary capital plan to both Finance and Oversight. In June and July, we will do county presentations as requested by the counties. In August we will come back with adjustments and latest FY2023 proposed operating and capital budget to Finance and Oversight and a Board work session. In September we will request Board action to adopt the FY2023 budget to go into effect October 1.

Tim Jecks made a motion to approve Action Item B - Approval of the Proposed FY2023 Operating Budget to move forward to Oversight, second by Kurt Petersen. Motion passed unanimously.

8. Other Business

No other business.

9. Adjourned

The meeting adjourned at 2:44 p.m.

LYNX Finance & Audit Committee Agenda

Discussion Item #5.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Review of the FY2022 2nd Quarter Operating Results

Date: 5/19/2022

LYNX Staff will provide a review of the FY2022 2nd Quarter Operating Results.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Enter into a Sole Source Agreement for the Procurement and Installation of Contactless Open Payment Readers in the Fixed Route Fareboxes by SPX d/b/a Genfare

Date: 5/19/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Sole Source Agreement for the procurement and installation of contactless open payment readers in the fixed route fareboxes by SPX d/b/a Genfare in an amount not to exceed \$385,000.

BACKGROUND:

LYNX installed Genfare Fast Fare fareboxes in the fixed route bus fleet in June 2020. The Fast Fare farebox is able to accept payment of fare including cash, magnetic stripe fare media and mobile ticketing. Genfare has developed an upgrade kit for the Fast Fare fareboxes that expands the capabilities of the device to support the validation of contactless mobile tickets and open payments. This procurement would be through a Sole Source Agreement as the readers are an internal component that is part of the Fast Fare farebox.

LYNX Finance & Audit Committee Agenda

With this authorization, Genfare would provide the upgrade kits including installation for all Fast Fare fareboxes in the fixed route fleet.

	Quantity	Unit Cost	Extended Cost
Upgrade Kit	318	\$800	\$254,400
Installation	318	\$300	\$95,400
		Sub Total:	\$349,800
		10%	
		Contingency:	\$34,980
		Total:	\$384,780

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal was not assessed for this procurement.

FISCAL IMPACT:

The Approved FY2022 Capital Budget includes funding for this type of project, this project will be funded 100% with Federal grants.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. ii

To: LYNX Finance & Audit Committee

From: **Michelle Daley**
Director Of Finance
Warren Hersh
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Auction Surplus Capital Items

Date: 5/19/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, recycle or sell, at public auction, surplus and obsolete capital items as identified in the following detailed list.

BACKGROUND:

It is LYNX policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for June 2022. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A:

Computer Equipment:

Surplus Computer Equipment with a total net book value of \$0.

- Included under this category are obsolete battery backups, computers, and printers.

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Other Vehicles

Other Vehicles with a total net book value of \$0

- There are 9 Other Vehicles (1 Dodge Caravan, 6 Ford E350, 1 Ford F-378, and 1 Ford Taurus) that has reached the end of their useful life and exceeding the FTA mileage requirement.

Categorical Totals

Category	Acquisition Value	Net Book Value
Computer Equipment	\$32,234	\$0
Other Vehicles	\$250,993	\$0
GRAND TOTAL	\$283,227	\$0

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The total net book value of the surplus items is \$0. The higher of the net book value or the net proceeds from the sale of any item may be due to the Federal Transit Administration (FTA) in FY2022.

LYNX Finance & Audit Committee Agenda

Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
17793	12546	7/31/2014	CE	APC SMART-UPS 2200XL WITH BATTERY	5	\$2,048	\$0
17794	12547	7/31/2014	CE	APC SMART-UPS RT 2200VA WITH BATTERY	5	\$2,048	\$0
17795	12548	7/31/2014	CE	APC SMART-UPS RT 2200VA WITH BATTERY	5	\$2,048	\$0
17796	12549	7/31/2014	CE	APC SMART-UPS RT 2200VA WITH BATTERY	5	\$2,048	\$0
17743	12536	6/30/2014	CE	APC UPS 3000VA	5	\$1,869	\$0
17301	11984	3/31/2014	CE	DELL OPTIPLEX 9020	5	\$1,598	\$0
17102	11869	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	\$0
17109	11883	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	\$0
17790	12570	7/31/2014	CE	APC SMART UPS 2200XL	5	\$1,130	\$0
17791	12571	7/31/2014	CE	APC SMART UPS 2200XL	5	\$1,130	\$0
18304	12735	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18305	12736	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18306	12737	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18307	12738	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18308	12739	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18309	12740	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18310	12741	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18311	12742	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18313	12744	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
17953	12658	9/29/2014	CE	APC 2200 UPS	5	\$905	\$0
17954	12659	9/29/2014	CE	APC2200 UPS	5	\$905	\$0
17955	12660	9/29/2014	CE	APC 2200 UPS	5	\$905	\$0
17956	12661	9/29/2014	CE	APC 2200 UPS	5	\$905	\$0
18297	12745	12/31/2014	CE	Dell 9020Micro Computer	5	\$700	\$0
18298	12746	12/31/2014	CE	Dell 9020Micro Computer	5	\$700	\$0
18549	13051	4/13/2015	CE	HP Laser Jet Ent 600 M601n Printer NA	5	\$678	\$0
				Subtotal Computer Equipment		\$32,234	\$0
12668	30126	9/30/2008	OV	Ford E-350XLT	4	\$30,940	\$0
12794	30127	9/30/2008	OV	Ford E-350XLT	4	\$30,940	\$0
14684	35747	9/30/2012	OV	Ford E350XLT	5	\$29,979	\$0
19848	245-116	1/1/2017	OV	Ford Taurus	4	\$28,804	\$0
12658	30122	9/30/2008	OV	Ford E-350XLT	4	\$28,563	\$0
11551	27763	8/31/2007	OV	Ford E350XLT	4	\$27,000	\$0
12560	28243	1/31/2008	OV	Ford E350XLT	4	\$27,000	\$0
3792	58	7/10/1997	OV	FORD TRUCK F-378	5	\$24,509	\$0
14603	35743	8/1/2012	OV	Dodge Caravan	5	\$23,258	\$0
				Subtotal Other Vehicles		\$250,993	\$0
				Grand Total		\$283,227	\$0

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. iii

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 Approve Fourth Amendment to Contract for Mobility Management and Broker Services**

Date: 5/19/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a Fourth Amendment to Contract No: 18-C03 to provide for a ninety (90) day term extension from November 30, 2022 to February 28, 2023. The current fee and rate structure will apply to this extension.

BACKGROUND:

In January 2017, LYNX began the process of transitioning the delivery of its ACCESS LYNX services to a Mobility Management Operational Model. At the time, the objective was to provide more responsive services to all customers while mitigating the operational inefficiencies. Through the LYNX Mobility Management Model, LYNX staff books customers' trips on the appropriate service type; including the brokering of trips to Transportation Networks Companies (TNCs), Taxi Companies, or other Transportation Providers.

At the July 27, 2017 Board of Directors meeting, MV Transportation, Inc. was selected to be the primary ACCESS LYNX Paratransit service provider. Contract No: 18-C03 ("Agreement"), dated December 1, 2017, was implemented and formed the core of the Mobility Management Model. This model is still in effect to date.

On September 1, 2018, a First Amendment to Agreement was entered into by both parties. The agreement provided that MV Transportation, Inc. would provide a maximum of 37,000 paratransit trips per month and provided for annual schedule of fees for the remainder of the contract. In addition, the Agreement required LYNX and MV Transportation, Inc. to negotiate equitable adjustments to the amounts set forth in the amended Schedule of Fees.

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On April 22, 2021 an authorization for a Second Amendment was approved to provide for responsibilities for maintenance of the Trapeze IT infrastructure technology and application system.

On October 28, 2021 an authorization for a Third Amendment was approved by the Board of Directors to provide for wage increases, which helped MV Transportation, Inc. mitigate substantial operator shortages by facilitating positive new recruitment and retention efforts.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE participation goal for this contract is 12%.

FISCAL IMPACT:

The FY2022 Amended Operating Budget includes \$31,168,965 for Purchased Transportation Services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. iv

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 Submit a Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,904,235 and Adoption of Resolution #22-001

Date: 5/19/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant application to the Florida Commission for the Transportation Disadvantaged (FLCTD) for the Fiscal Year 2022/2023 and adoption of Resolution #22-001 for the Transportation Disadvantaged Trip and Equipment Grant Application. LYNX serves as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties. The overall funding allocation is \$3,904,235, which includes a 10% local match \$390,423, for the purchase of Transportation Disadvantaged (TD) trips.

BACKGROUND:

The Florida State Fiscal Year is July 1 thru 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 either 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.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

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FISCAL IMPACT:

The Approved Amended FY2022 Operating Budget includes \$878,453 for the last three months of the fiscal year (July-Sept) of the anticipated award. The FY2023 Proposed Operating Budget includes \$3,513,812 for the entire year which is the 90% value of the Trips and Equipment Grant.

CFRTA RESOLUTION NO. #22-001

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 FY2022-2023 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,904,235 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 FY2022-2023.
3. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit grant applications to the Florida Commission for the Transportation Disadvantage for fiscal year 2022-2023 in the amount of \$3,904,235 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 James E. Harrison, Esq., P.E., 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 James E. Harrison, Esq., P.E., 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. That 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 FY2022-2023 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,904,235 DOLLARS.

APPROVED AND ADOPTED this 26th day of May 2022 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

Consent Agenda Item #6.A. v

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2022 Apportionments and to Sub-allocate FY2022 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation**

Date: 5/19/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Federal Transit Administration (FTA) for the FY2022 FTA apportionments and to execute Grant Agreements with the FTA.

In addition, staff is requesting the Board of Directors' authorization for the sub-allocation of the Orlando urban area funding to the Lake County Transit Services and the Florida Department of Transportation (FDOT) from the FTA's FY2022, 5307 formula apportionment in the amounts of \$573,362 and \$13,378,521, respectively.

BACKGROUND:

On April 6, 2022 the Federal Transit Administration (FTA) released the full FY2022 annual apportionments on various FTA funding programs.

Board authorization is requested to apply for these funding programs.

Urbanized Area Formula Program	\$ 34,634,899
State of Good Repair Fixed-Guideway	5,129,017
Bus/Bus Facilities Program	2,960,252
Enhanced Mobility for Seniors and Individuals with Disabilities	2,481,688
Surface Transportation Program	<u>7,930,000</u>
Total	\$ 53,135,856

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The sub-allocation to Lake County is in the amount of \$573,362. The sub-allocation for FDOT's SunRail is in the amount of \$ \$13,378,521. These amounts are determined based on the final FY2022 full year FTA apportionments.

This request for Board authorization includes the execution of any Supplemental Agreements as part of respective grant applications by Lake County and FDOT to FTA. This will allow Lake County Transit Services and FDOT to be direct 5307 grant recipients, eligible to receive and dispense FTA's 5307 sub-allocated funds.

Congress establishes the legal authority to commence and continue FTA programs through authorizing legislation covering several years. The federal public transportation law, Infrastructure Investment and Jobs Act (IIJA) ([Pub. L. 117-58](#)) signed by President Biden on November 15, 2021, and effective on October 1, 2021. In addition, formula and discretionary programs for FY 2022 based on the Consolidated Appropriations Act, 2022 ([Pub. L. 117-103](#), March 15, 2022). It also contains information on how FTA plans to administer its transit programs in FY 2022 and how funds appropriated and allocated prior to FY 2022 will be treated.

The following summarizes the funding programs and the FY2022 apportionments:

Urbanized Area Formula Program - Section 5307:

This program provides grants to Urbanized Areas (UZA) for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances. These funds constitute a core investment in the enhancement and revitalization of public transportation systems in urbanized areas throughout the nation that depend on public transportation to improve mobility and reduce congestion.

Under the IIJ Act a special rule allows recipients in urbanized areas with populations of 200,000 or above and those that operate 100 or fewer buses in fixed route service or demand response, excluding ADA complementary paratransit, during peak hours, to receive a grant for operating assistance subject to a maximum amount per system, in accordance with "Section 5307 Operating Assistance Special Rule Operator Caps". FTA identified the transit systems and their maximum operating assistance amounts for FY 2022 based on the percent of the apportionment attributable to an operator, calculated from vehicle revenue hours reported in their FY2019 National Transit Database (NTD) report.

In the FY2022 FTA apportionments released on April 6, 2022, the Orlando 5307 funds of \$42,603,180 included the apportionment attributable to Lake County in the amount of \$573,362 and commuter rail (FDOT) in the amount of \$13,378,521. The net LYNX 5307 funding is in the amount of \$28,651,297 for Orlando and \$5,983,602 for Kissimmee, combined \$34,634,899.

Due to the cycle and timing on the release of Federal apportionments and the grant application process, the annual LYNX's 5307 apportionment is typically budgeted by LYNX over multiple years.

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State of Good Repair (SGR) - Section 5337:

SGR replaced the fixed-guideway modernization formula program funds of \$5,129,017. Projects are limited to replacement and rehabilitation or capital projects required to maintain public transportation systems in a state of good repair. LYNX will be working with the City of Orlando staff to upgrade the Orange LYMMO in a state of good repair and to provide amenities and technology enhancements compatible with the Lime and Grapefruit LYMMO expansions.

Bus/Bus Facilities Program – Section 5339:

Provides capital funding of \$2,960,252 to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.

This program replaced the Section 5309 Bus and Bus Facilities Program, which allocated funds through a competitive project selection process or earmarking. LYNX will program section 5339 funds for revenue vehicles.

Enhanced Mobility for Seniors/Individuals with Disabilities- Section 5310:

This program is intended to enhance mobility for seniors and persons with disabilities by providing funds of \$2,481,688 for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. 55% Funds will be used as Traditional capital which will require 20% local match and 45% funds for nontraditional operating which will require in-kind match.

Eligible activities include:

- 1) Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.
- 2) Public transportation projects that exceed the requirements of the ADA.
- 3) Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit.
- 4) Alternatives to public transportation that assist seniors and individuals with disabilities.

Surface Transportation Program (STP):

The STP provides funding of \$7,930,000 that may be used by States and localities for a wide range of projects to preserve and improve the conditions and performance of surface transportation, including highway, transit, intercity bus, bicycle and pedestrian projects.

The USDOT funding for the Federal Highway Administration includes Surface Transportation Program (STP) funds that are eligible to be transferred to FTA for transit purposes. The regional STP funds are allocated by MetroPlan Orlando for transit enhancements, bicycle and pedestrian improvements and highway projects. STP funds are programmed annually by MetroPlan Orlando

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in the Transportation Improvement Program (TIP) and are incorporated in the state adopted State Transportation Improvement Program (STIP).

LYNX will program the FY2022 STP funding for revenue vehicles and passenger amenities.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to 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.

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Action Agenda Item #7.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: FY2023 Preliminary Capital Budget

Date: 5/19/2022

LYNX Staff will discuss the FY2023 Preliminary Capital Budget.