

# LYNX Finance & Audit Committee Agenda

Meeting Date: 8/18/2022  
Meeting Time: 2:00 PM

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

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

## 1. Call to Order

## 2. Approval of Committee Minutes



Finance Committee Minutes - July 21, 2022


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.  Review of the FY2022 3rd Quarter Operating Results




Pg 7

## 6. Consent Agenda





### A. Award Contracts

- |      |   |   |       |
|------|---|---|-------|
| i.   |  | Authorization to Negotiate and Award a Contract to Premier Lawn Maintenance, LLC for Landscaping Services   | Pg 8  |
| ii.  |  | Authorization to Negotiate and Award a Contract to Precision Transmission Inc. for the Procurement of Remanufactured ZF Transit Bus Transmissions | Pg 10 |
| iii. |  | Authorization to Negotiate and Award a Contract to Bridgestone Americas Tire Operations, LLC for Transit Bus Tire Leasing Services                | Pg 12 |
| iv.  |  | Authorization to Negotiate and Award a Contract to RMK Consulting, LLC DBA Kodiak Property Maintenance for the Repainting of Bus Shelters         | Pg 14 |



## B. Extension of Contracts

- i.  Authorization to Exercise First Option Year on Piggybacking Agreement from Orange County Contract #Y19-1032 for Healthcare Benefits Consultant Services Pg 16
- ii.  Authorization to Exercise the Second Option Year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services Pg 18
- iii.  Authorization to Exercise the Final Option Year of Contract #18-C130 & #18-C128 for the Purchase of Taxi and Transportation Network Company (TNC) Services Pg 19

## C. Miscellaneous

- i.  Authorization to Modify the Contract with Transloc, Inc. for Real-Time Trip Information and for Trip Reservations on NeighborLink Services Pg 21
- ii.  Authorization to Transfer Five (5) Laptops to The Christian Tech Center Ministries, Inc. Pg 23
- iii.  Authorization to Dispose of Items Accumulated Through the Lost and Found Process Pg 25
- iv.  Authorization to Submit the FY 2023-2032 Transit Development Plan (TDP) Major Update to the Florida Department of Transportation Pg 27

## 7. Action Items

- A.  Approval of the FY2023 Proposed Operating Budget Pg 29
- B.  Approval of the FY2023 Proposed Capital Budget Pg 32

## 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:** July 21, 2022

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

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**Members in Attendance:**

Amanda Clavijo, Osceola County  
Jamie Kersey, FDOT, 5<sup>th</sup> District  
Tim Jecks, Seminole County  
Michelle McCrimmon, City of Orlando  
James Goldsmith, LYNX Attorney

**Staff in Attendance:**

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

**Member not in attendance:**

Kurt Petersen, Orange County

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**1. Call to Order**

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

**2. Approval of Minutes**

Chair Clavijo requested a motion for approval of the June 16, 2022 Finance & Audit Committee meeting minutes. Motion to approve the June 16, 2022 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:

- Introduction of new hire Tony DeGuzman, Manager of Financial Planning and Budgets. Tony has over ten years' government experience in the local area: eight years with FDOT at Florida Turnpike Enterprise and two plus years as Finance Director at Osceola County Clerk of Circuit Court.
- Introduction of James Boyle, LYNX Director of Planning.
- OPPAGA review in support of the Orange County Sales Tax Initiative is in process. We originally anticipated separate audits for Orange County and LYNX. However, OPPAGA is doing everything at one time through Orange County. LYNX documents and information have been requested through Orange County. We have provided several requested items. The first draft report is due in approximately two weeks. The final OPPAGA audit should be complete by our August committee meeting.
- FY2023 Budget process – county presentations are complete. In August we will come back with an Action Item request to move the FY2023 budget forward to Oversight and an Oversight Committee Action Item approval to move forward to the Board. we will also provide a Work Session to the Board on the Annual Operating and Capital plans for FY2023 in August.
- We will bring the FY2022 Third Quarter Operating Results to August Finance & Audit and Oversight committee meetings.
- Genesis Consulting has been hired to put together the scope of work for RFP for a new Enterprise Resource Planning (ERP) system. We anticipate a first draft RFP by late August; hopefully to go out for bid by the end of September. The request to issue the RFP is included in today's Consent Agenda.
- Oversight and Board agendas have an action item for Service Changes. We had originally anticipated moving that item to Consent for F&A. At the decision of the committee, we can either leave it as Action or move it to Consent Agenda.
- Due to conflict of interest, the FDOT representative will not be able to vote on the Block Grant Consent item; that item will need to be voted on separately.
- Our agenda reflects everything on Oversight and Board Agendas with the exception of a Sign-On/Referral Bonus Discussion Item added this morning. The proposed four-month pilot program plan would offer incentives for Bus Driver sign-on and referrals.

Mr. Antmann concluded his report.

Committee member Jecks asked about the \$366K ERP budget item. Mr. Antmann stated that is professional services for the implementation of the new ERP system; it does not include operating costs. If the ERP RFP goes out for bid in late Sept or Oct, we anticipate about a yearlong roll-out. We would not have the first operating costs until FY2024.

## 5. Consent Agenda

- A. Request for Proposal (RFP)
  - i. Authorization to Release a Request for Proposal (RFP) for an Enterprise Resource Planning (ERP) Management Solution
- B. Invitation for Bid (IFB)
  - i. Authorization to Release an Invitation for Bid (IFB) for Transit Bus Engine Compartment Fire Suppression System Preventive Maintenance and Repair Services
  - ii. Authorization to Release an Invitation for Bid (IFB) for Transit Bus and Support Vehicle Towing Services
- C. Award Contracts
  - i. Authorization to Negotiate and Award a Contract to Stewart Stevenson FDDA LLC for the Procurement of Allison Transit Bus Transmissions
  - ii. Authorization to Negotiate and Award a Contract to Gillig, LLC for the Procurement of Voith X-Change Transit Bus Transmissions
  - iii. Authorization to Negotiate and Award a Contract to GC&E Systems Group, LLC for the Purchase, Installation, and Maintenance of Access Control Badge Readers for LYNX Facilities
  - iv. Authorization to Negotiate and Award a Contract to Humana Insurance Company for Vision Insurance Services
- D. Miscellaneous
  - i. Authorization to Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY 2023 Block Grant Funding and Adoption of Resolution #22-005
  - ii. Authorization to Execute MetroPlan Orlando's FY2022-2023 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement
  - iii. Authorization to Renew Transit Station License Agreement with Orange County for Destination Parkway Intermodal Center
  - iv. Authorization to Approve the Disadvantaged Business Enterprise Program Participation Goal for FY 2023-2025
  - v. Authorization to Transfer One Retired Revenue Vehicle to the Orange County Sheriff Office
  - vi. Authorization to Transfer Two Retired Van Pool Vans and One Paratransit Bus to The Advanced Community Center
  - vii. Authorization to Transfer Two Retired Van Pool Vans and Two Paratransit Buses to The Heart Charitable Foundation

Chair Clavijo asked if the committee would like to move Action Item A *Authorization to Implement August 21, 2022 Service Changes* to the Consent Agenda. The Committee agreed.

Jamie Kersey, FDOT, stated that she will abstain from voting on item 5.D.i. due to conflict.

Tim Jecks made a motion to approve Consent Agenda items 5.A.i through C.iv, D.ii-vi, and Action Item A *Authorization to Implement August 21, 2022 Service Changes*. Second by Michelle McCrimmon. Motion passed unanimously.

Michelle McCrimmon made a motion to approve Consent Agenda item 5.D.i, second by Tim Jecks. Motion passed, Jamie Kersey - FDOT abstained.

**6. Action Items**

A. Authorization to Implement August 21, 2022 Service Changes

This item was moved to Consent Agenda.

**7. Other Business**

No other business.

**8. Adjourned**

The meeting adjourned at 2:09 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)  
**Tony Deguzman**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Review of the FY2022 3rd Quarter Operating Results

**Date:** 8/18/2022

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LYNX Staff will present a summary of the FY2022 3<sup>rd</sup> Quarter Operating results.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Negotiate and Award a Contract to Premier Lawn Maintenance, LLC for Landscaping Services

**Date:** 8/18/2022

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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 Premier Lawn Maintenance, LLC, for landscaping services for an initial three (3) year term for an amount not to exceed \$250,000. The contract will have the option to extend for two (2) one (1) year terms.

### **BACKGROUND:**

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

On June 7, 2022, an Invitation for Bid (IFB) was released for the procurement of landscaping services. The IFB was posted on DemandStar, and sent directly to interested suppliers. The following two submissions were returned by the return deadline of July 12, 2022:

Firm
Premier Lawn Maintenance, LLC
Aero Groundtek, LLC

Staff is recommending the contract be awarded to Premier Landscape Services, LLC, the responsive and responsible bidder with lowest cost submission.



# LYNX Finance & Audit mmittee Agenda

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

No DBE goal is applicable to this activity.

## **FISCAL IMPACT:**

The Amended FY2022 Operating Budget includes \$63,000 landscaping services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. ii

**To:** LYNX Finance & Audit Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Negotiate and Award a Contract to Precision Transmission Inc. for the Procurement of Remanufactured ZF Transit Bus Transmissions

**Date:** 8/18/2022

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to Precision Transmission Inc. for the procurement of remanufactured ZF transmissions for transit buses for a total contractual not to exceed amount of \$247,000 for the initial term of two (2) years. The contract will have the option to extend for three (3) one (1) year terms.

### **BACKGROUND:**

LYNX has a fleet of 296 transit buses. LYNX Fleet Maintenance Division adopts a strict preventative maintenance policy for LYNX fleet, however, as our fleet ages, major repairs/replacements are necessary. Transmissions are maintained and only replaced when a total failure occurs. We do on occasion, as a cost savings method to replace transmissions that have extremely high miles, along with scheduled and unscheduled engine replacements.

On March 24, 2022, the Board of Directors authorized LYNX staff to release an Invitation for Bid (IFB) for the procurement of remanufactured transmissions. The IFB was released on June 16, 2022. The IFB was posted on DemandStar, and sent directly to interested suppliers.

Staff is recommending the contract be awarded to Precision Transmission Inc., the incumbent supplier and the only supplier who submitted a response to the IFB.

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

No DBE goal is applicable to this activity.

# LYNX Finance & Audit mmittee Agenda

## FISCAL IMPACT:

The FY2022 Amended Operating Budget included \$189,000 for transmissions for transit buses. This project is 100% grant funded.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. iii

**To:** LYNX Finance & Audit Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Negotiate and Award a Contract to Bridgestone Americas Tire Operations, LLC for Transit Bus Tire Leasing Services

**Date:** 8/18/2022

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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 Bridgestone Americas Tire Operations, LLC for transit bus tire leasing services for a total contractual not to exceed amount of \$1,700,000 for the initial term of three (3) years. The contract will have the option to extend for two (2) one (1) year terms.

### **BACKGROUND:**

On February 24, 2022 the LYNX Board of Directors on Consent Agenda Item #6.B.i, approved the release of an Invitation for Bid (IFB) for transit bus tire leasing services.

The LYNX Vehicle Maintenance Division maintains a fleet of 295 transit buses, the tires used on the buses are currently leased. It has been LYNX practice to lease tires due to the fact that by leasing tires it results in lower costs per tire mile. Additionally, the costs of procuring and maintaining tire inventory and the tire disposal are avoided. LYNX has continually monitored the market, reviewing the benefits of leasing versus buying transit bus tires and it has been proven that leasing produces the greater benefit.

On May 02, 2022, the Invitation for Bid (IFB) for transit bus tire leasing was released. The IFB was posted on DemandStar, and sent directly to interested suppliers. The IFB return date was on July 13, 2022, the following two firms submitted bids:

- Bridgestone Americas Tire Operations, LLC
- Michelin North America, Inc.

# LYNX Finance & Audit Committee Agenda

Staff is recommending the contract be awarded to Bridgestone Americas Tire Operations, LLC, the qualified bidder with the lowest cost response to the IFB.

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

No DBE goal is applicable to this activity.

## **FISCAL IMPACT:**

The Amended FY2022 Operating Budget includes \$672,011 for transit bus tire leasing services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. iv

**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 RMK Consulting, LLC  
DBA Kodiak Property Maintenance for the Repainting of Bus Shelters

**Date:** 8/18/2022

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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 RMK Consulting LLC DBA Kodiak Property Maintenance, for the repainting of bus shelters for a total contractual not to exceed amount of \$1,500,000 for an initial term of three (3) years with the option to extend for two (2) one (1) year terms.

### **BACKGROUND:**

LYNX has approximately 4,500 bus stops within its 2,500-mile service area. One of the most requested improvements to a bus stop from passengers is the addition of a bus shelter. After this, the next most requested improvement is the repainting of existing bus shelters. Currently, LYNX repaints shelters approximately every ten (10) years. Since starting the repaint program in 2017, LYNX has successfully repainted approximately 105 shelters. For 2021/2022, LYNX is currently in the process of repainting another 100 shelters throughout the service area.

Currently, existing contracts are in place to replace items on shelters needing updating such as the seating and roof panels. This award allows for the in-situ painting of the bus shelters. By painting in-situ, LYNX is able to save approximately 30 percent off of the cost of an entirely new shelter. In addition, by combining the replacement of parts (i.e. roof panels and seats) with the repainting, LYNX is able to leverage and maximize capital funding from the Federal Transit Administration instead of operating funding.

On January 27, 2022, the Board of Directors authorized LYNX staff to release an Invitation for Bid (IFB) for the repainting of bus shelters. The IFB was released on June 13, 2022. The IFB was posted on DemandStar and sent directly to interested suppliers.

# LYNX Finance & Audit Committee Agenda

The following four (4) suppliers submitted bids in response to the IFB:

- Five 12 Painting
- JMD Global Developers
- Quick Painting
- RMK Consulting LLC DBA Kodiak Property Maintenance

The contract award is being recommended for RMK Consulting LLC DBA Kodiak Property Maintenance, the supplier who submitted the most responsive, responsible and lowest cost bid.

## **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 (Race Neutral).

## **FISCAL IMPACT:**

The FY2022 Approved Capital Budget includes \$1,978,790 for Shelter Rehab, which includes painting of the shelters. This project will be 100% Federal funded.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Exercise First Option Year on Piggybacking Agreement from Orange County Contract #Y19-1032 for Healthcare Benefits Consultant Services

**Date:** 8/18/2022

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Exercise First Option Year on Piggybacking Agreement from Orange County Contract #Y19-1032 for Healthcare Benefits Consultant Services and increase the not to exceed amount to \$406,360.

### **BACKGROUND:**

In 2011, the Board of Directors' authorized LYNX to explore the possibility of procuring health and welfare benefits separately from Orange County's Benefit plan. January 1, 2012, LYNX secured the services of a Health Benefit Consultant to facilitate and execute this research. Since 2012, LYNX has had a Health Benefits Consultant to help analyze costs, trends and work on RFP's as needed for its various health and welfare benefits.

In an effort to reduce our costs for this service, it was determined to be more cost effective to piggyback from Orange County Government's health and welfare benefits consultant services contract which was done.

In July of 2019, Orange County renewed its contract with RobinsonBush. LYNX wishes to continue to piggyback this contract. As an opportunity to leverage these needs, LYNX desires to continue to consolidate these services under the piggyback agreement with Orange County Government for health and welfare benefits consultant. By consolidating this requirement, LYNX will receive a significant cost savings for both the employee and LYNX.



# LYNX Finance & Audit mmittee Agenda

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

No DBE goal is applicable to this activity.

## **FISCAL IMPACT:**

The FY2022 Amended Operating Budget includes \$117,075 for Healthcare Benefits Consultant Services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6106

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

**Date:** 8/18/2022

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #19-C35 with Employers Choice Online, Inc. for Pre-Employment Background Screening & Related Services and to increase the not to exceed to \$200,000.

### **BACKGROUND:**

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

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

No DBE goal is applicable to this activity.

### **FISCAL IMPACT:**

The FY2022 Amended Operating Budget includes \$36,375 for Pre-Employment Background Screening and Related Services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.B. 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 Exercise the Final Option Year of Contract #18-C130 & #18-C128 for the Purchase of Taxi and Transportation Network Company (TNC) Services**

**Date:** 8/18/2022

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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 final option year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando, LLC d/b/a Mears & UZURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers.

### **BACKGROUND:**

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

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

On June 27, 2019, the Board of Directors authorized an extension of the first year of the contracts to September 30, 2019 to align with the agency fiscal year end. Additionally, provided contract authorization not to exceed \$7,900,000 to support funding of TAXI/TNC transportation services throughout the remainder of the FY2019 ending September 30, 2019.

# LYNX Finance & Audit mmittee Agenda

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

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

On August 26, 2021 the Board of Directors authorized the extension of year four of the contract and allocation of \$7,367,392 for purchase of transportation services provided by Taxi and Transportation Network (TNC) for Mobility Services thru the end of FY2022.

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

A DBE participation goal is not applicable to this activity.

## **FISCAL IMPACT:**

The FY2022 Amended Operating Budget includes \$7,847,121 for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.C. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6169

**Item Name:** **Authorization to Modify the Contract with Transloc, Inc. for Real-Time Trip Information and for Trip Reservations on NeighborLink Services**

**Date:** 8/18/2022

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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 execute a contract modification with Transloc, Inc. for real-time trip information and for trip reservations on NeighborLink services for a period of three (3) months.

### **BACKGROUND:**

LYNX issued Contract #15-C13 to DoubleMap, Inc. dated August 11, 2015, for implementation of an Intelligent Transportation Systems Solution. This solution provides real-time information to passengers and for reservations and vehicle location for on-demand transit services on NeighborLink services. DoubleMap, Inc., Ride Systems, and Transloc, Inc. unified as one company in 2019 under the name TransLoc, Inc.

LYNX received authorization to negotiate and execute a contract modification with Transloc, Inc. for real-time trip information and for trip reservations on NeighborLink services for a period of nine (9) months and to increase the not to exceed by \$140,410.

Staff is working on a managed software solution for NeighborLink services. Real-time fixed route transit information is available in the General Transit Feed Specification with the Real-Time extension through the LYNX website. This contract modification will allow an additional three (3) months for a transition to the new software solution and allow for the migration of passengers to the third-party mobile applications providing the real-time transit information. The extension does not increase the not to exceed amount as the previous modification was based on an annual contract amount.

# LYNX Finance & Audit mmittee Agenda

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

A DBE goal was assessed at time of award. LYNX encourages Contractor to make every attempt to obtain participation of certified DBE's and other small businesses in the completion of this contract.

## **FISCAL IMPACT:**

The FY2022 Amended Operating Budget includes \$143,838 for these services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.C. 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 Transfer Five (5) Laptops to The Christian Tech Center Ministries, Inc.

**Date:** 8/18/2022

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer five (5) Laptops to The Christian Tech Center Ministries, Inc.

### **BACKGROUND:**

LYNX staff has identified five (5) Laptops for retirement. The Christian Tech Center Ministries, Inc. has expressed an interest in receiving the LYNX retired Laptops to provide free technology services to out of work individuals, under privileged families, and socially disadvantaged communities. The Christian Tech Center Ministries, Inc. has provided the IRS for showing their designation as an exempt organization under IRC Section 501(c)(3).

LYNX staff is preparing a submission to the Federal Transit Administration (FTA) for approval in order to waive or transfer any outstanding obligation associated with the laptops which is currently valued at \$0. Upon Board of Directors approval, LYNX staff will continue to work with The Christian Tech Center Ministry. If the transfer of the laptops is not successful, LYNX staff will then include them in the upcoming public auction.

# LYNX Finance & Audit Committee Agenda

## Asset Profile

Acquisition Date	Acquisition Value	Class	Company Asset Number	Description	Mfg Serial No	System Number	Net Book as of 8/31/22
3/26/2015	\$2,079	FE	12936	Dell Laptop	900ML32	18508	\$0
3/20/2015	\$2,957	FE	13048	Dell Laptop	BWNHKPV	18510	\$0
8/11/2015	\$5,842	FE	13076	Dell Laptop	9KPNY1	18624	0
1/3/2017	\$5,204	FE	14007	Dell Laptop	FPSQG92	19863	\$0
1/3/2017	\$5,204	FE	14008	Dell Laptop	DPSQG92	19864	\$0
<b>Total</b>	<b>\$21,286</b>						\$0

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The net book value of the five (5) laptops is \$0.



# LYNX Finance & Audit mmittee Agenda

## Consent Agenda Item #6.C. iii

**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 Dispose of Items Accumulated Through the Lost and Found Process

**Date:** 8/18/2022

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, discard, donate, recycle or sell at public auction, surplus Lost and Found items such as: handbags, books, phones, keys, backpacks, etc.

### **BACKGROUND:**

LYNX makes a reasonable attempt to find the rightful owner of any lost or abandoned property patrons leaves on its buses and/or facilities. If the articles are unclaimed after a 90-day holding period, the articles become property of LYNX per Chapter 705, Florida Statutes (1996).

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus assets. Prior to being auctioned, all electronic devices and cell phones are deleted or erased of personal data by the Auctioneer per contract. Electronic devices and cell phones which cannot be deleted or erased are recycled and shredded by the auctioneer in accordance to all local, state and federal regulations at no cost to LYNX.

See below for a summary of the Lost and Found Articles. A detailed listing of the items being auctioned is available upon request.

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

No DBE participation goal is applicable for this activity.

# LYNX Finance & Audit Committee Agenda

## FISCAL IMPACT:

The net proceeds from this sale will be included in LYNX's FY2022 non-operating revenue.

### **Lost and Found Articles Items to Donate or Auction**

<b>Article</b>	<b>Count of Article</b>
Apron	2
Baby Stroller	3
Backpack	122
Bag	146
Bible	3
Bike	155
Books	26
Cane	9
Case	11
CD, DVD, Tape	1
Cellphone	275
Clothing	35
Cooler	3
Electronic Device	94
Envelope	7
Folder/Binder	17
Foot ware	12
Glasses	113
Gloves	4
Hat	46
Jacket/Hoodie	60
Jewelry	17
Laptop/Tablet	12
Luggage	9
Lunch Bag	38
Purse	16
Sweater/Sweatshirt	14
Thermos/Mug	24
Tools	4
Toy	3
Umbrella	44
Wallet	102
Watch	8
<b>Total</b>	<b>1435</b>

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.C. iv

**To:** LYNX Finance & Audit Committee

**From:** **James Boyle**  
Director Of Planning And Development  
**Myles O'Keefe**  
(Technical Contact)  
**Patricia Whitton**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Submit the FY 2023-2032 Transit Development Plan (TDP) Major Update to the Florida Department of Transportation

**Date:** 8/18/2022

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization to submit the FY 2023-2032 Transit Development Plan (TDP) major update to the Florida Department of Transportation (FDOT) for approval to meet block grant funding requirements.

### **BACKGROUND:**

As required by FDOT, LYNX completes a major update to its ten-year TDP every five years. The last major update was completed in 2017. The major update is due to FDOT by September 1, 2022, in order to receive final approval from FDOT by December 31, 2022.

The TDP major update differs from an annual update in that it includes a more robust public involvement process; a detailed situation appraisal; development of alternatives to achieve LYNX's vision, mission and goals; and a ten-year implementation program. LYNX leveraged the recently completed 20-year county transit plans for Orange, Osceola, and Seminole Counties as the foundation for this 10-year plan. As a result, this TDP major update reflects the transit needs of the region and a ten-year implementation schedule. The implementation plan includes operating and capital cost estimates for the ten-year needs and identifies gaps in the region's current ability to meet the identified needs.

The FY 2023-2032 TDP major update will serve to guide LYNX's decision making for future service changes, planning studies and capital projects and acquisitions.

# LYNX Finance & Audit Committee Agenda

Following the submittal of the TDP major update, LYNX staff will complete annual TDP updates in the coming four years, with the next major update occurring in FY 2027 for the FY 2028-FY2037 timeframe.

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

No DBE goal is applicable to this activity.

## **FISCAL IMPACT:**

The FY2022 Amended Budget includes \$12,823,044 for the FDOT Block Grant. An approved TDP is required prior to FDOT release of any Block Grant funding.

# LYNX Finance & Audit Committee Agenda

## Action Agenda Item #7.A.

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Approval of the FY2023 Proposed Operating Budget

**Date:** 8/18/2022

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### **ACTION REQUESTED:**

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2023 Proposed Operating Budget to the Oversight Committee.

### **BACKGROUND:**

On March 10, 2022, staff presented a Preliminary Operating budget to LYNX Finance and Audit Committee for discussion and input. On April 21, 2022 LYNX staff presented a revised FY2023 Preliminary Operating Budget to the Finance and Audit Committee for approval to present to the Oversight Committee in April. LYNX staff presented the Preliminary Operating budget to the LYNX Oversight Committee on April 28, 2022.

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

- Maintain 2022 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
- Maintain COVID Protocols as provided by the CDC

# LYNX Finance & Audit mmittee Agenda

## OVERVIEW:

The FY2023 Proposed Operating Budget totals \$177,315,821 in revenues and \$177,315,821 in expenses. The Proposed Operating Budget is funded by a combination of LYNX - generated revenue and federal, state and local dollars. These funds are used to fund personnel expenses, services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased transportation expenses, leases and miscellaneous expenses. Specifically, this budget includes funds from the following sources:

	<u>PROPOSED FY2023 Budget</u>
<b>REVENUES</b>	
Customer fares	\$ 18,367,662
Contract services	4,524,539
Advertising	2,505,000
Interest & Other income	980,000
Federal Revenue	13,489,445
State Revenue	14,536,165
Local Revenue	11,317,210
Local Revenue Funding Partner	79,992,773
Use of Budget Stabilization Funds	<u>31,603,027</u>
<b>TOTAL REVENUE</b>	<b>\$ <u>177,315,821</u></b>

# LYNX Finance & Audit Committee Agenda

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

	<u>PROPOSED FY2023 Budget</u>
<b>EXPENSE</b>	
Salaries, Wages & Fringe Benefits	\$ 98,203,615
Other services	13,147,770
Fuel	14,508,025
Materials and supplies	10,084,010
Utilities	1,794,203
Casualty & Liability	4,661,099
Taxes and licenses	558,022
Purchased transportation services	32,287,576
Leases & Miscellaneous	<b>2,071,501</b>
<b>TOTAL EXPENSE</b>	<b>\$ <u>177,315,821</u></b>

LYNX will utilize the regional funding model to allocate each jurisdiction's share of the costs of operations in FY2023.

The following chart shows the local funding breakdown:

	<u>Orange County</u>	<u>Osceola County</u>	<u>Seminole County</u>	<u>TOTAL</u>
Operating	\$ 59,280,043	\$ 10,464,246	\$ 10,248,484	\$ 79,992,773
Capital	<u>2,833,556</u>	<u>417,228</u>	<u>376,712</u>	<u>3,627,496</u>
Total	<u>\$ 62,113,599</u>	<u>\$ 10,881,474</u>	<u>\$ 10,625,196</u>	<u>\$ 83,620,269</u>

## **CONCLUSION:**

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2023 Operating Budget during the budget work session at the August 25, 2022 meeting. Based on the Board's direction, the FY2023 budget will be updated as necessary.

In accordance with the FY2023 budget calendar, the proposed FY2023 budget has been presented to the funding partners.

The FY2023 budget will be presented to the Board of Directors for final consideration and adoption at the September 22, 2022 meeting.

# 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)  
Tony Deguzman  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Approval of the FY2023 Proposed Capital Budget

**Date:** 8/18/2022

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### **ACTION REQUESTED:**

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2023 Proposed Capital Budget to the Oversight Committee.

### **BACKGROUND:**

At the May 19, 2022 Finance and Audit Committee meeting, LYNX staff presented the FY2023 Preliminary Capital Budget in the total amount of \$102,398,400. Staff presented to the Oversight Committee meeting on May 26, 2022. Since then, we held a capital meeting with all departments to review the status of projects programmed for FY2022.

LYNX staff will present the FY2023 Capital Budget in the amount of \$102,398,400.

### **OVERVIEW:**

The proposed Capital Budget for FY2023 is 102,398,400.

The capital budget is funded from a combination of federal, state and local sources, and includes items such as the planned purchase of replacement buses and vans, bus shelters, and the use of technology to assist in service delivery and improvements. The majority of the capital budget is funded through federal grants, the remainder comes from state and local sources.



# LYNX Finance & Audit Committee Agenda

The table below identifies capital expenditures by program:

Category	PROPOSED FY2023 Budget
Facilities	\$27,490,099
LYMMO	\$ 1,240,099
Passenger Amenities	\$18,374,551
Security	\$ 1,564,000
Support	\$ 2,797,949
Technology	\$ 1,908,660
Vehicles	\$49,023,042
<b>Grand Total</b>	<b>\$102,398,400</b>

The following are the details of each category:

- 1) Vehicles: include expansion and replacement vehicles for fixed-route, vanpool, paratransit services and support vehicles.
  - 1) (50) 40 Ft CNG Buses (25 - Carryover from FY2022)
  - 2) (9) 35 Ft Electric Buses (6 - Carryover from FY2022)
  - 3) (25) Paratransit Vehicles
  - 4) (3) 60 Ft Articulated Vehicles
  - 5) Sub-recipient 5310 Vehicles
  - 6) Road Ranger, Vanpool and Support vehicles
  
- 2) Support equipment: includes maintenance equipment, road ranger equipment, marketing equipment and other equipment.
  
- 3) Passenger amenities: includes shelter installations, and Transfer Center construction.
  - 1) Pine Hills Transfer Center
  - 2) Florida Mall Transfer Center
  - 3) New and Rehab Shelters in the system
  
- 4) Facilities: include funds to complete the LOC/LCS improvements. Site selection for the southern operations facility.
  
- 5) Technology: includes items to improve communication and information delivery, software enhancement for paratransit, network improvements, server replacements, software upgrades, and hardware upgrades.
  
- 6) Security: includes access control and cameras to enhance security and surveillance at LYNX, and the Kissimmee Multi-Functional Kiosk.

# LYNX Finance & Audit mmittee Agenda

## CONCLUSION:

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2023 Capital Budget during the budget work session at the August 25, 2022 meeting. Based on the Board's direction, the FY2023 budget will be updated as necessary.

In accordance with the FY2023 budget calendar, the proposed FY2023 budget has been presented to the funding partners.

The FY2023 budget will be presented to the Board of Directors for final consideration and adoption at the September 22, 2022 meeting.