

# LYNX Finance & Audit Committee Agenda

Meeting Date: 1/21/2021  
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 - November 19, 2020




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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.  Discussion Regarding the Potential Funding Changes from the Commission for Transportation Disadvantaged and Impact on Mobility Services Pg 8
- B.  Discussion Regarding the Preliminary FY2020 Financial Statements Pg 9
- C.  Discussion Regarding the FY2022 Budget Assumptions Pg 10

## 6. Consent Agenda

### A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) to Procure Insurance Brokerage Services for Risk Management Pg 11
- ii.  Authorization to Release a Request for Proposal (RFP) for Federal Lobbying Services Pg 12
- iii.  Authorization to Release a Request for Proposal (RFP) for Waste Disposal Services Pg 14
- iv.  Authorization to Release a Request for Proposal (RFP) for the Construction of the Pine Hills Transfer Center Pg 16

## B. Miscellaneous

- i.  Authorization to Submit a Grant Application to the Federal Transit Administration for Funding Under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021, (CRRSAA) in the Amount of \$8,078,863 and to Sub-Allocate to Lake County Transit Services and the Florida Department of Transportation Pg 18
- ii.  Authorization to Sign a Lease Agreement with the Florida Department of Transportation (FDOT) for the Use of FDOT's Vacant Property at the Intersection of Amelia Street and Garland Avenue Pg 21
- iii.  Authorization to Extend the Employment Benefits Provided for Under the Families First Coronavirus Response Act (FFCRA) Related to Emergency Paid Sick Leave (EPSL) Pg 23

## 7. Other Business

## 8. 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:** November 19, 2020

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

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**Members in Attendance:**

Amanda Clavijo, Osceola County  
Kurt Petersen, Orange County  
Jo Santiago, FDOT, 5<sup>th</sup> District

**Staff in Attendance:**

James Harrison, Chief Executive Officer  
Tiffany Homler-Hawkins, Chief Administrative Officer  
Leonard Antmann, Director of Finance  
James Goldsmith, LYNX Attorney

**Member not in attendance:**

Tim Jecks, Seminole County  
Michelle McCrimmon, City of Orlando

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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 Finance & Audit Committee minutes from the October 15, 2020 Finance & Audit Committee meeting. Motion to approve the October 15, 2020 minutes was made by Kurt Petersen, seconded by Jo Santiago and unanimously adopted. The minutes were 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, Director of Finance.

Mr. Antmann provided several updates:

- Audit Status – MSL, our new auditors, were on-site 2 weeks in late August with no issues. They will return late December or early January to complete remaining portions of the year-end audit by the end of January. Working on financial statement generation, partner review to present CAFR and year-end financial statements at March meeting.
- CARES ACT – total amount included in Cares Act was \$77.8 million. To date through the end FY20, we drew down \$60.7 million, leaving \$17.2 million to be drawn during FY21.
- Ridership – a key assumption in our annual plan.
  - Ridership on fixed route is averaging 50-55% of the pre-covid range. For FY2021 we anticipated 60% over the course of the year so we are not concerned about that at this point.
  - Paratransit has not rebounded as we expected at this point they are fluctuating at 60% of the pre-covid trip level. Since this is funded through purchase transportation, our purchased transportation costs are also reduced.
- Financials for FY20 – Mr. Antmann provided a quick review of the status for the year end financials. The staff is still working to close the year, there are still a number of year-end accruals to be completed in addition to receiving the actuary studies. Preliminarily we expect the actuals to be favorable to the budgeted expectations. Mr. Antmann concluded that he would provide an update in January and expects to have the final P&L by February.
- Mr. Antmann requested to add a discussion item to today's agenda regarding Stop Loss Insurance issue that just came up the day before the meeting. Chairperson Clavijo approved the agenda Action Item addition.

Mr. Antmann concluded his update and introduced Jim Harrison, CEO, to address the committee.

Mr. Harrison welcomed the committee back to the building Mr. Harrison spoke briefly about the FY22 budget process. He asked the committee to think about how the agency can return to the funding model. He reminded the Committee that the FY21 budget kept local government partner funding at the same rate with no increase as FY20.

#### 5. Consent Agenda

##### A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for an Internet Cloud-Based Contact Center as a Service (CCaaS)
- ii. Authorization to Release a Request for Proposal (RFP) for an Internet Cloud-Based Universal Communications as a Service (UCaaS) Solution

## **B. Extension of Contracts**

- i. Authorization to Exercise Option Term 3 on Contract #15-C13 with DoubleMap, Inc.
- ii. Authorization to Extend Contract with Baker Hostetler, LLP for Legal Services – Labor/Employment

## **C. Miscellaneous**

- i. Authorization to Amend Interlocal Project Agreement No. 1 with the Orlando Utilities Commission
- ii. Authorization to Auction Surplus Capital Items
- iii. Authorization to Implement Service Reductions on Link 58 - Shingle Creek Circulator and Elimination of Link 320 - Avalon Park Schools Connector
- iv. Authorization to Purchase Five (5) Paratransit Replacement Vehicles
- v. Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses
- vi. Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of approximately \$8,200,000 for Revenue Vehicles and the Pine Hills Transfer Center
- vii. Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of Approximately \$3,330,000

Committee member Jo Santiago abstained due to conflict on item C Miscellaneous vii. She is a reviewer/approver of the proposed grant application Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT)

Motion to approve Consent Agenda, excluding C vii, by Kurt Petersen, seconded by Jo Santiago. Motion passed unanimously.

Chair Clavijo recommended moving item C vii on to Oversight without Finance committee vote due to lack of quorum. Agency attorney confirmed.

Mr. Goldsmith requested a readdress of item C vii. The quorum will not go away if Ms. Santiago does not vote on this item. Lynx staff has requested a vote to move the item forward.

Motion to approve C vii. Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total

Amount of Approximately \$3,330,000 by Kurt Petersen, seconded by Chair Clavijo. Motion passes. Ms. Santiago abstained.

## **6. Action Items**

### **A. Approval of the LYNX Finance and Audit Committee Meeting Dates for 2021**

Committee member Peterson has a conflict with original proposed July 15 date. Chair Clavijo suggested July 16, 2pm to accommodate the conflict.

The updated proposed dates for 2021 are:

- Thursday, January 21, 2021 – 2:00 p.m.
- Thursday, February 18, 2021 – 2:00 p.m.
- Thursday, March 11, 2021 – 2:00 p.m.  
(2<sup>nd</sup> Thursday due to school Spring Break the following week)
- Thursday, April 15, 2021 – 2:00 p.m.
- Thursday, May 20, 2021 – 2:00 p.m.
- Thursday, June 17, 2021 – 2:00 p.m.
- Friday, July 16, 2021 – 2:00 p.m. updated
- Thursday, August 19, 2021 – 2:00 p.m.
- Thursday, September 16, 2021 – 2:00 p.m.
- Thursday, October 21, 2021 – 2:00 p.m.
- Thursday, November 18, 2021 – 2:00 p.m.

Motion to approve Action Item A – 2021 Committee schedule as presented with the updated July 16 date by Kurt Petersen, seconded by Jo Santiago. Motion passed unanimously.

### **B. Stop-Loss Insurance Discussion**

Mr. Antmann provided a brief review of the agency's stop-loss policy stating that our current policy is \$200,000 stop-loss level. The agency would like to increase this to \$400,000 stop-loss level which would provide significant premium savings. There was discussion regarding the pros and cons.

Chair Clavijo asked if next step is to bring to Oversight or Board. Mr. Antmann stated that Lynx has never brought the stop-loss to Oversight or Board since it is part of the medical program approved by the Board, but he did want to discuss with the Finance Committee since it is a change in direction and has a financial impact.

Kurt Peterson made a motion to approve the change to \$400,000 for the Stop-Loss Policy, Ms. Santiago seconded and was passed unanimously.

## **7. Other Business**

Committee member Santiago asked about members being able to attend virtually. Other boards she has attended have a certain number of persons who need to attend in-person

and the rest can be virtual. Mr. Goldsmith stated that it is a Sunshine requirement. The rule is that you need enough in-person attendance for quorum; cannot have virtual quorums. A member can only participate virtually if there is a health issue. In this case with COVID, I do not think it is a stretch to have people attend virtually as long as there is a physical quorum. We have made that recommendation with respect to some of the benefit committees.

IT asked to be recognized. He stated that the current administrative rules are silent on call-ins. Lynx does not have any administrative rule precedent for call-ins. The board room was developed prior to digital audio, everything is analog. We are looking to see how we could do a hybrid meeting but we don't currently have a way to integrate ZOOM into the meeting. At this moment, we are not able to have a quality hybrid meeting due to technical limitations.

## **8. Adjourned**

The meeting adjourned at 2:42 p.m.

# LYNX Finance & Audit Committee Agenda

## Discussion Item #5.A.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Michelle Daley  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Discussion Regarding the Potential Funding Changes from the Commission for Transportation Disadvantaged and Impact on Mobility Services

**Date:** 1/21/2021

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Norman Hickling, Director of Mobility Services, will discuss the changes in Commission for Transportation Disadvantaged (CTD) grant funding regarding the Mobility Services' Paratransit operations.



# LYNX Finance & Audit Committee Agenda

## Discussion Item #5.B.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Michelle Daley  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Discussion Regarding the Preliminary FY2020 Financial Statements

**Date:** 1/21/2021

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LYNX Staff will review the “Preliminary” Operating results for FY2020.

# LYNX Finance & Audit Committee Agenda

## Discussion Item #5.C.

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Michelle Daley  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Discussion Regarding the FY2022 Budget Assumptions

**Date:** 1/21/2021

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LYNX staff will lead a discussion of the FY2022 Budget Assumptions.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Tamara Enders  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Release a Request for Proposal (RFP) to Procure Insurance Brokerage Services for Risk Management

**Date:** 1/21/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) to procure Brokerage Services for Risk Management that would provide LYNX with guidance and direction for the purchase of Property, Crime, and General Liability, Auto, Fiduciary, Pollution and Public Officials Liability insurance coverage.

### **BACKGROUND:**

The award of Contract #19-C52 to Arthur J. Gallagher Risk Management Services, Inc., became effective on December 6, 2018. The contract was awarded for a three (3) year term with no option for extension. The Contract is set to end on December 6, 2021.

LYNX will return to the market to examine new opportunities, methods, and procedures to procure services in effort to reduce and/or streamline cost and improve/enhance our insurance portfolio.

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

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The FY2021 Approved Operating Budget includes \$35,000 for Insurance Broker Services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. ii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6064

**Item Name:** **Authorization to Release a Request for Proposal (RFP) for Federal Lobbying Services**

**Date:** 1/21/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for federal lobbying services.

### **BACKGROUND:**

In January 2016, LYNX released an RFP for federal lobbying services. Akerman, LLP was the successful respondent and awarded a contract in April 2016. The contract was for an initial term of three (3) years with two (2) one-year options, subject to Board approval and annual funding availability.

Staff believes it is desirable to continue to contract for federal lobbying services to ensure that LYNX is assisted in efforts regarding transportation legislation and appropriations affecting Central Florida and LYNX directly and indirectly.

The proposal timeline for the RFP process is as follows:

- Release RFP January 2021
- Response due February/March 2021
- SEC Evaluation in May 2021
- Authorization to Award June 2021
- Effective date October 1, 2021

# LYNX Finance & Audit mmittee Agenda

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

This procurement is not funded with DOT assisted dollars, therefore, no goal for DBE participation was assessed on this contract. LYNX encourages prime contractors to provide contract opportunities to small businesses firms.

## **FISCAL IMPACT:**

The FY2021 Approved Operating Budget includes \$110,000 for Federal Lobbying Services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. iii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Waste Disposal Services

**Date:** 1/21/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Request for Proposal (RFP) for Waste Disposal Services.

### **BACKGROUND:**

LYNX is committed to complying with all Federal and local regulations with respect to the handling and disposal of hazardous waste and to protecting the natural environment of all the communities it serves and the Central Florida population at large from exposure to environmental hazards and contaminants. As such, LYNX is seeking a contractor to collect and dispose of regulated waste and hazardous waste produced throughout the normal course of fleet operations on LYNX owned or leased facilities. The types of waste collected include but are not limited to:

- Sludge collected from oil/water separators
- Waste oil
- Waste coolant (antifreeze)
- Waste grease
- Waste paints and solvents
- Fluorescent bulbs, used oil filters and other regulated solid waste

In addition, the services requested include emergency response to and remediation of, releases of hazardous fluids or materials directly caused by LYNX vehicles or equipment off LYNX property.

# LYNX Finance & Audit Committee Agenda

The contractors seeking to respond to the RFP must hold State of Florida EPA certifications and must have an OSHA approved confined space safety program.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2021 Approved Operating Budget includes \$25,750 for Waste Disposal Services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. iv

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Release a Request for Proposal (RFP) for the Construction of the Pine Hills Transfer Center

**Date:** 1/21/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Request for Proposal (RFP) for the Construction of the Pine Hills Bus Transfer Center.

### **BACKGROUND:**

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

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

With all of these aforementioned tasks accomplished, the project is ready to bid out for construction. Once awarded, the construction is expected take approximately fourteen (14) months from an issued Notice to Proceed to complete.



# LYNX Finance & Audit Committee Agenda

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

It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts. The DBE goal for this project will be assessed upon the finalization of the scope of work. The contractor will be required to provide documentation and report the certified DBE's and small business firms participating on the project.

## **FISCAL IMPACT:**

The Approved FY2021 Capital Budget includes \$8,175,000 for the Pine Hills Superstop Project. Of this amount, \$8,033,259 is unencumbered. The funding sources for the project will be as follows:

Federal 5307	\$5,705,000
Ladders of Opportunity Grant	1,200,000
Orlando Parks & Recreation	340,000
MetroPlan	930,000
<b>TOTAL</b>	<b>\$8,175,000</b>

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Authorization to Submit a Grant Application to the Federal Transit Administration for Funding Under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021, (CRRSAA) in the Amount of \$8,078,863 and to Sub-Allocate to Lake County Transit Services and the Florida Department of Transportation

**Date:** 1/21/2021

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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 grant application to the Federal Transit Administration (FTA) in the amount of \$8,078,863 (\$7,848,387 urbanized area & \$230,476 Section 5310) for the funding provided through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), signed by President Donald J. Trump on December 27, 2020.

In addition, staff is requesting the Board of Directors' authorization for the sub-allocation of the CRRSAA Act 2021 funding to the Lake County Transit Services and the Florida Department of Transportation (FDOT) in the amounts of approximately \$169,060 and \$3,506,560 respectively.

### **BACKGROUND:**

On Friday, December 27, 2020, President Trump signed the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), into law. The CRRSAA Act 2021 provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic and provide supplemental appropriations to support Executive Branch agency operations during the COVID-19 pandemic.

FTA is allocating \$14 billion to recipients of urbanized area, rural area, and enhanced mobility of seniors and individuals with disabilities (section 5310) formula funds, with \$13.26 billion allocated to large and small urban areas, \$678.2 million allocated to rural areas, and \$50 million allocated to enhanced mobility of seniors and individuals with disabilities. Funding will be

# LYNX Finance & Audit Committee Agenda

provided at a 100 percent federal share, with no local match required, and will be available to support operating, capital and other expenses generally eligible under those programs, and incurred beginning on January 20, 2020, to prevent, prepare for, and respond to COVID-19.

Funding under the CRRSAA act of 2021, is as follows:

CRRSAA Act Funding Formula for Orlando	\$ 11,020,307
Less: Sub-Allocation to Lake County Approximately	( 169,060)
Less: Sub-Allocation to FDOT Approximately	<u>( 3,506,560)</u>
Net for Orlando (LYNX)	7,344,687
CRRSAA Act Funding Formula for Kissimmee	503,700
CRRSAA Act Funding Formula for Section 5310	<u>230,476</u>
Total	<b>\$ 8,078,863</b>

The sub-allocation to Lake County is in the amount of \$169,060. The sub-allocation for FDOT's SunRail is in the amount of \$ 3,506,560. These amounts are determined based on the CRRSAA Act FY 2020 FTA apportionments and each agency's share from the FY 2020 5307 urbanized areas formula apportionment.

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 CRRSAA Act 2021 grant recipients, eligible to receive and dispense FTA's CRRSAA Act 2021 sub-allocated funds.

The following summarizes the CRRSAA Act 2021 Program Eligibility:

- CRRSAA Act 2021 provides funds to prevent, prepare for, and respond to COVID-19. Although the priority for the funding is payroll and operational need expenses, FTA will generally consider all expenses normally eligible under the Section 5307 and 5311 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19 and thus eligible under the CRRSAA Act 2021.
- In addition, CRRSAA Act 2021 funds are available for operating expenses for all FTA Section 5307 and 5311 recipients, including those in large urban areas, and including administrative leave for transit workers.
- Funds available under the CRRSAA Act 2021 are available for all operating activities (net fare revenues) that occur on or after January 20, 2020 are eligible.
- In general, operating expenses are those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year, including personal protective equipment and cleaning supplies. The CRRSAA Act 2021 funding can be used for administrative leave, such as leave for employees due to reductions in service or leave required for a quarantined worker.

# LYNX Finance & Audit mmittee Agenda

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

No DBE participation goal is applicable for this activity.

## **FISCAL IMPACT:**

Upon FTA approval of the LYNX grant application, staff will amend the FY2021 Adopted Operating Budget to include CRRSAA Act 2021 federal funds.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Leonard Antmann  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Sign a Lease Agreement with the Florida Department of Transportation (FDOT) for the Use of FDOT's Vacant Property at the Intersection of Amelia Street and Garland Avenue

**Date:** 1/21/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to sign a lease agreement with the Florida Department of Transportation (FDOT) to utilize a vacant lot owned by FDOT at the intersection of Amelia Street and Garland Avenue for the period from January 1<sup>st</sup>, 2021 through December 31, 2021.

### **BACKGROUND:**

At the July 2014 Board meeting, the Board of Directors gave their approval to renew the lease with the Florida Department of Transportation (FDOT) to continue to use the vacant property at the intersection of Amelia Street and Garland Avenue. The extension was effective July 1<sup>st</sup>, 2014 and expired on December 31, 2020. Securing the property will provide better parking for outside visitors making it more convenient to have meetings at the LYNX Central Station (LCS). LYNX will be required to maintain the property and any improvements that may be made must be first approved by FDOT. LYNX will be required to place the property under its standard property and liability insurance coverage.

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

No DBE participation goal is applicable for this activity.

### **FISCAL IMPACT:**

There is no immediate fiscal impact for the renewal of this lease agreement. FDOT will not charge LYNX for leasing the property. Any improvements to the property will be provided to the

# LYNX Finance & Audit mmittee Agenda

Board for approval and incorporated into the FY2021 Amended or FY2022 Adopted Operating or Capital Budgets, as appropriate.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.B. iii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Extend the Employment Benefits Provided for Under the Families First Coronavirus Response Act (FFCRA) Related to Emergency Paid Sick Leave (EPSL)

**Date:** 1/21/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend the employment benefits provided for under the Families First Coronavirus Response Act ("FFCRA") related to the Emergency Paid Sick Leave ("EPSL"), to March 31, 2021.

### **BACKGROUND:**

The FFCRA expired December 31, 2020 and previously contained several employment benefits, including the payment of up to 80 hours of paid sick time at the employee's regular rate of pay when the employee was ill or quarantined due to a personal exposure to COVID-19.

The December 2020 Pandemic Relief Package passed by Congress and signed into law provided a tax credit through March 31, 2021 for businesses that voluntarily extended this emergency leave to employees for the first quarter of 2021. Although these tax credits do not apply to public employers, LYNX could extend the EPSL provision through March 31, 2021 on a voluntary basis and at its expense.

Staff is only requesting authorization to extend one benefit of the FFCRA, from 1/1/2021 through 3/31/2021, consisting of emergency paid sick time (up to 80 hours) at an employee's regular rate of pay when a LYNX employee is quarantined or ill due to their personal exposure to COVID-19. The maximum of 80 hours would include any time already utilized under the FFCRA in 2020. Implementation of this extension will be subject to applicable forms and procedures developed by the Human Resources Department in consultation with Legal and

# LYNX Finance & Audit Committee Agenda

Finance Departments. This benefit would be available to all employees, including seasonal/temporary staff.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

During COVID-19 Pandemic, staff have not been taking as much vacation leave. As such there is sufficient staff to cover all routes. LYNX staff does not anticipate an additional fiscal impact from extending this provision as described above.