

LYNX Finance & Audit Committee Agenda

Meeting Date: 3/10/2022
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 - February 17, 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. Consent Agenda




A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) to Procure Legal Services for Risk Management Pg 10


B. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to Tolar Manufacturing Company, Inc. for the Manufacturing of Commercial Shelters Pg 12
- ii.  Authorization to Negotiate and Award a Contract to Kimley-Horn and Associates for the Transit Development Plan (TDP) Major Update Pg 14



C. Miscellaneous

- i.  Authorization to Implement April 24, 2022 Service Changes Pg 16
- ii.  Authorization to Dispose of Items Accumulated Through the Lost and Found Process Pg 19
- iii.  Authorization to Write Off Assets Pursuant to the September 30, 2021 Physical Inventory Count and Reconciliation Pg 21

6. Action Items

- A.  Recommendation to Authorize Approval of FY2021 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program Pg 23

7. Discussion Items

- A.  Review of Consent Agenda Pg 24
- B.  Discussion Regarding Preliminary FY2023 Operating Budget Pg 25

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: February 17, 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 January 20, 2022 Finance & Audit Committee meeting minutes. Motion to approve the January 20, 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:

- We recommend to go forward with all Consent Agenda items. One item was added after publishing: "Authorization to Enter into a Memorandum of Understanding

with Orange County for Transit Planning in Support of the International Drive Transit Feasibility and Alternative Technology Assessment”.

- FY2021 Audit is proceeding on schedule, no issues. On target to complete and have the Comprehensive Annual Financial Report ready for presentation at the March meeting.
- LYNX staff is engaging with a consultant to assist with evaluating the current ERP system and development of the scope of work for a future RFP.
- Today’s agenda includes a presentation and discussion on the FY2023 Operating Budget Assumptions that we discussed in a work session last month. At the March meeting we will present the preliminary FY2023 Operating Budget and discuss the level of partner funding options.
- We have been advised by the State that the TD (Transportation Disadvantaged) grant next year is going to be reduced an estimated \$500K.

Mr. Antmann concluded his report.

5. Consent Agenda

- A. Request for Proposal (RFP)
 - i. Authorization to Release a Request for Proposal (RFP) for a Transit Simulator System
- B. Invitation for Bid (IFB)
 - i. Authorization to Release an Invitation for Bid (IFB) for Transit Bus Tire Leasing Services
- C. Award Contracts
 - i. Authorization to Negotiate and Award a Contract to Elliott & Company Turf and Landscaping Services, Inc. for Landscaping Services
 - ii. Authorization to Negotiate and Award a Contract to Barracuda Building Contractors for the Installation, Repair and Removal of LYNX Transit Shelters and Associated Amenities
 - iii. Authorization to Negotiate and Award a Contract to AT&T Corp. for Cloud-Based Universal Communications as a Service (UCaaS)
 - iv. Authorization to Negotiate and Award a Contract to AT&T Corp. for Internet Cloud Based Contact Center as a Service (CC)
- D. Miscellaneous
 - i. Authorization to Transfer Two (2) Ticket Vending Machines to Southeastern Pennsylvania Transportation Authority

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

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

6. Discussion Items

A. FY2021 Preliminary Financial Results

The financial results for FY2021 are essentially the same as we presented last month. We had two adjustments since we last presented. On the revenue side – some vehicles sold for \$26K, these funds are actually due back to FTA based on their rule that vehicles sold for more than \$5K must be paid back. We originally recognized it as revenue so we had a reduction of \$26K in Interest and Other Income. On the expense side, we had a \$16K payment for a totaled vehicle that was not fully depreciated so those funds are due back to FTA. In total, \$42K change (\$26K less in revenue, and \$16K more in expense) from what we reported last month. Mr. Antmann did a quick review for the committee of the remaining financials which were the same as presented last month.

B. FY2021 Preliminary Reserve Analysis

Mr. Antmann presented the FY2021 Preliminary Reserve analysis. A couple years ago, the Authority agreed that we would look at net position adjusted for long term liabilities. At the end of FY2021 we had \$102.2M unrestricted net position versus FY2020 at \$61.8M, which coincides with the financial statements which show a net position change of \$40M. Adjusting for the inflows and outflows and long-term liabilities, our unrestricted net position net of long-term liabilities comes to \$121.9M. This is preliminary until the auditor presents the final statements.

The operating reserves include several assumptions before moving the remainder to the budget stabilization fund. Our policy allows for 30-60 days of operating expenses, we have traditionally targeted 45 days, which is \$20.2M. Additionally, the operating reserves calls for up to a 5% contingency totaling slightly over \$8M; Short-term General Liability Worker's Compensation reserve of \$2.6M; Medical claims IBNR of \$678K; Catastrophic Medical Claims reserve \$600K; 60-day medical insurance claims reserve is \$1.845M and the fuel stabilization reserve of \$1M. This brings the total required operating reserve to \$35M. As opposed to the unrestricted net position adjusted for long term liabilities of \$121.9M, leaving us a budget stabilization fund balance of \$86.8M. Last year we ended with \$34M budget stabilization fund. As we go into next month we will discuss the best scenarios for utilizing those funds.

The FY2021 restricted funds are mostly capital related. At the end of FY2021, we ended with a \$49K balance from the funding partner's \$2 capital. We have reserve of almost \$2M for the Pine Hills Transfer Center from the sale of the South Street property. We anticipate using those funds later this year and next year as we begin construction on the Pine Hills Transfer Center. Several small items for shelters, bus matches, and the State required Medical Self Insurance Surplus reserve of \$1.7M, bringing the total restricted reserve to just under \$4.2M.

Last month when we talked about this, Chair Clavijo asked how we have used the Partner funded \$2 capital and how we'd like to use it in the future. At the end of FY2018 going into FY2019, we had a local capital reserve balance of \$2M. The prior year we received \$2.2-2.3M. In FY2018, we tried to spend very little of the \$2 Capital because we had been

informed that FDOT was providing a \$5M grant for LOC Expansion which required a \$2.5M local capital match. Additionally, FDOT provided another \$2.5M grant for fare box replacement that required a \$1.25M local capital match. We started FY2019 with \$2M and the additional \$2.2M partner contribution. We spent just short of \$1M a year on a capital bus lease in FY2019, FY2020, FY2021. The lease is now done and we now own the 10 vehicles. There are paratransit vehicles purchased through FDOT that require a 20% match. We had a grant for 60' bus that had a local match in FY2019. The fare boxes required \$1.25M local funds and the LOC Expansion required \$2.5M in local funds. We were able to fund those matches over the years, but at the end of FY2021 the balance of local capital is \$49K.

In FY2020 and FY2021, there were several grant opportunities that we were not able to take advantage of due to the lack of available local match. During the last year and current year, we applied for the Low-No grant to buy the electric buses for the City of Orlando LYMMO program. The first seven vehicles through the program, there was a \$850K local match provided by City of Orlando and \$900K by OUC for a total local match of \$1.75M. We anticipate trying to go out for a grant to purchase electric vehicles for fixed route, this will require local match estimating \$2M for 10 buses. That would require the entire local capital that we receive and leave nothing for Paratransit or other opportunities. A lot of the newer FTA grants are competitive requiring a cash match. There are several competitive grants that we would like to take advantage of if we have sufficient local capital. The traditional 5307 can use toll credits for our match.

Chair Clavijo asked if there is a priority list of grants we would like to go after. Lenny responded that we would like to go after electric buses and infrastructure. The infrastructure we put in for LYMMO electric bus program was sufficient for 14 buses. With the six buses being acquired this year, we will be at capacity. Any additional buses will require additional infrastructure to be installed.

We are recommending to include the NeighborLink service hours in the calculation for capital contributions since it is an extension of fixed route and to increase the capital contribution from \$2 to \$3 per service hour.

C. FY2022 1st Quarter Results

Total budgeted revenue was \$43.7M, we came in at \$43.6M. Expenses were favorable by \$4.9M. The stimulus funds were almost \$2.2M favorable. Federal ARPA grant reimburses for operating expenses less the revenues received.

Total revenue was \$700K unfavorable on customer fares. We had budgeted fixed route fare revenue at 75% of pre-COVID level trips and are currently running at approximately 60%. We budgeted paratransit at 95% of pre-COVID levels and are currently running at about 70%.

Contract services overall were close to the budget but there was a break between the lines of business. Paratransit was \$127K unfavorable due to TD grants not collected due to lower trips. The shortfall was primarily made up by a new contract with Orange County for extended service in the I-Drive area. The significant amount of additional service provided

for the I-Drive area will require about 10 additional positions which we will recognize in the budget amendment.

Advertising is \$1M unfavorable to budget; \$140K on paratransit and \$856K on fixed route. The bulk of the revenue was forecast in the first quarter based on last year's trend. We do not expect the shortfall to repeat in following quarters.

Federal Revenue was \$182K unfavorable in total. \$536K federal grant revenue not collected due to fixed route planning studies and offset by unanticipated revenue from rural area 5310 and 5311 money provided after the operating budget was completed.

We are almost \$2.2M favorable on the draw down of stimulus funds. \$900K on paratransit and \$1.26M on fixed route.

Expenses:

Salaries and Wages are \$411K over budget. We budgeted for a 3% increase but we had an additional unanticipated \$1 per hour market adjustment. Favorableness on pension and workers comp was offset by a continued increase in medical expense.

Other Services \$2M favorable due to; federal revenue \$550K on planning studies, contract maintenance was about \$600K favorable which is a result of timing differences that will come back before the end of the year, temporary help is \$370K favorable.

Fuel is \$1.3M favorable, all associated with the fuel hedging program.

Materials and Supplies is \$660K favorable, almost all on fixed route. \$140K associated with vehicle maintenance and the balance is largely due to COVID related expenses that are running favorable to budget projections.

Casualty & Liability favorable by \$114K. Favorable on professional services, legal and TPA fees by \$178K and \$64K unfavorable on settlements, resulting in a net favorable.

Purchase transportation \$1M favorable entirely on paratransit due to lower trip levels.

Leases & Miscellaneous \$190K favorable on fixed route. Dues and subscriptions are budgeted in a linear format which creates some timing differences with the remainder in travel & training that we have not been able to do yet due to COVID.

D. FY2023 Budget Assumptions

The Budget Assumptions are based off the workshop held last month.

Key Assumptions:

- Maintain FY2022 level of service.
- Continue Paratransit cost containment strategies.
- Federal funding of preventative maintenance budgeted at board approved level of \$6.8M.
- Lines of business to be presented separately.
- Maintain conservative budgeting for COVID protocols as provided by the CDC for enhanced cleaning and PPE.
- Funding partner contributions based on the approved Regional Funding Model.

- Local capital contributions increase from \$2 to \$3 per service hour and will include NeighborLink Service Hours in the calculation of the contribution.

We will provide several scenarios of partner funding based on the model for consideration and adoption. The budget will be developed assuming business as we know it today with any changes from the Orange County sales tax initiative, if passed, will be updated through the budget amendment process.

Revenue Budget Assumptions:

- No fare increases.
- Ridership at 75% and 95% of pre-COVID levels for Fixed Route and Paratransit respectively.
- Federal funding of preventative maintenance funding level at Board Approved \$6.8 million.
- Monitor the Infrastructure Bill and implications on funding opportunities for LYNX.
- State Operating Assistance projections based on FY2022 Award.
- Advertising revenue projected in line with current trends.

Expense Budget Assumptions:

- Wages & Benefits
 - Project Wage Wages & Benefits increases consistent with Funding Partners and Board approved Union labor Agreements.
 - Increase costs for medical expenses based on current trends.
 - Continue use of prescription drug rebate program to control costs.
- Fuel Costs
 - Continue the Fuel Hedging program to stabilize the costs of diesel and unleaded fuel.
 - Continued investment in low, no emission vehicles to include electric and CNG. It is projected only 1/3 of the fleet will be diesel in FY2023.
- Fixed Route, Paratransit and NeighborLink Services:
 - Continue CDC enhanced cleaning protocols.
 - Continue right sizing operational staff through service planning.
 - Continue focus on improving customer service through new technology.
 - Control paratransit trip growth focusing on eligibility and travel training for fixed route.
- Organizational Development:
 - Enhance training and staff development programs.
 - Focus on Diversity Equity & Inclusion training.
- Other Initiatives:
 - Pine Hills Transfer Station – design 100% complete, expect RFP release February 2022, completion expected in FY2023.
 - Facilities – Southern Operation base plan design and construction underway, evaluation options for Northern Operations base location.
 - Alternatives to Traditional Fuels – continue focus towards electric services and infrastructure, evaluate hydrogen options.

Kurt Petersen, Orange County Committee member provided brief status update on Orange county's Sales Tax Initiative. Orange County Board will decide in April if they will officially put the Sales Tax Initiative on the November 8, 2022 ballot. If it passes, Orange County will then need to come back to LYNX to amend the budget. Collections would not begin until January 2023.

7. Action Items

A. Election of the 2022 Finance and Audit Committee Officers

Chair Clavijo recognized James Goldsmith, LYNX General Counsel, to provide guidance on the election of officers.

- Tim Jecks and Kurt Petersen nominated Amanda Clavijo as Chair.
- Amanda Clavijo nominated Michelle McCrimmon as Vice Chair.
- Mr. Goldsmith called for a vote on the nominated slate. Motion passed unanimously.

8. Other Business

No other business.

9. Adjourned

The meeting adjourned at 2:58 p.m.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Tamara Enders
(Technical Contact)

Phone: 407.841.2279 ext: 6125

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

Date: 3/10/2022

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 Legal Services for Risk Management that would provide LYNX with Tort and General Liability Legal Services.

BACKGROUND:

The award for Tort and General Liability legal services is currently split between two firms.

The award of Contract #20-C31 to Hilyard, Bogan & Palmer, P.A. became effective on December 5, 2019. The contract was awarded for a two (2) year term with three (3) renewal terms of one (1) year each. This contract was renewed for one (1) year on October 28, 2021. The Contract is set to end on December 5, 2022.

The award of Contract #20-C30 to Dean, Ringers, Morgan & Lawton, P.A. became effective on January 29, 2020. The contract was awarded for a two (2) year term with three (3) renewal terms of (1) year each. This contract was modified for one (1) year on term on October 28, 2021. The Contract is set to end on January 29, 2023.

The aggregate not to exceed (NTE) amount was increased from \$1,350,000 to \$2,150,000 to share between both firms.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

This contract is to be funded with operational dollars, therefore no specific DBE goal is applicable.

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FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$650,000 for Legal Fees related to General Liability legal services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. i

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate and Award a Contract to Tolar Manufacturing Company, Inc. for the Manufacturing of Commercial Shelters

Date: 3/10/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract with Tolar Manufacturing Company, Inc. for the manufacturing of commercial shelters. The contract will be for a total of three (3) years with two (2) one (1) year options. The total cost not to exceed for the first three (3) years is \$2,468,550.

BACKGROUND:

The LYNX Board of Directors granted permission to proceed with a Request for Proposal for manufacturing of commercial shelters.

LYNX has previously awarded a contract for this to Tolar Manufacturing Company, Inc. for a term of five (5) years.

LYNX has approximately 1200 bus shelters installed to date. Based on the annual budget, LYNX strives to install approximately 30 bus shelters per year.

The contract supports the purchase of a specific designed shelter that has been typically installed in Orange County and the City of Orlando. It will allow for the purchase of the shelters, benches, trash cans, and associated amenities. LYNX has another shelter vendor that manufactures the shelters and associated amenities typically used in Seminole and Osceola Counties.

LYNX received permission to release the Request for Proposal (RFP) at the August 26, 2021 Board of Directors Meeting. RFP 22-R05 was released on November 12, 2021. Responses were due on January 14, 2022.

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A total of two bids were received:

Tolar Manufacturing Company, Inc. Decamil

The Source Evaluation Committee (SEC) met on February 15, 2022 to discuss the two (2) proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

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

- **Qualification of the Proposer and Staff (45)**
- **Methodology / Approach (25)**
- **Pricing Proposal (30)**

Scoring of the proposals submitted was based on a total possible score of 100 and the lowest ordinal ranking will be recommended for contract approval:

Proposer	Score	Ordinal Ranking
Tolar Manufacturing Company, Inc.	291	4
Decamil	288	5

After discussions on the proposals received from the two (2) firms, the SEC ranked the proposals received. The SEC moved to recommend to the LYNX Board of Directors to award this contract to Tolar Manufacturing Company, Inc.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 6% is accessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$4,320,696 for the installation of new shelters which are 100% Federal Funded.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. ii

To: LYNX Finance & Audit Committee

From: **Bruce Detweiler**
Interim Director Of Planning And Development
Myles O'Keefe
(Technical Contact)
Patricia Whitton
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Authorization to Negotiate and Award a Contract to Kimley-Horn and Associates for the Transit Development Plan (TDP) Major Update

Date: 3/10/2022

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract with Kimley-Horn and Associates for the FY2023-2032 Transit Development Plan (TDP) major update. The total not to exceed cost is \$314,700.

BACKGROUND:

At the August 26, 2021, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for Consulting Services for LYNX's Ten-Year TDP Major Update (FY2023-2032). The RFP for this project, 22-R07, was released on December 21, 2021, with proposals due January 28, 2022.

LYNX's most recent TDP major update was completed for the period of FY2018-2027. This FY2023-2032 TDP major update will include an extensive outreach process focusing on the community needs as the region emerges from the global pandemic and LYNX continues the ridership recovery process. A situation appraisal will be conducted to assess the current operating environment and emerging trends. Taking into consideration LYNX's current priorities and regional initiatives, this major update provides an opportunity for the agency to update the plan goals, objectives, and strategies through which all other plans and projects will be oriented over the ten-year horizon.

The TDP is due to the Florida Department of Transportation by September 1, 2022.

LYNX Finance & Audit Committee Agenda

The Source Evaluation Committee (SEC) public meeting was held on February 14, 2022, with the following results:

Proposer	Total Score	Ordinal Ranking
Alfred Benesch & Company	425	10
Kimley-Horn and Associates	467	5

The SEC recommends that LYNX proceed with contracting with Kimley-Horn and Associates to complete the TDP major update.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable for this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget for Professional Services is \$2,065,000, of which, \$500,000 has been allocated for the Transit Development Plan (TDP) Major Update project.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. i

To: LYNX Finance & Audit Committee

From: **Bruce Detweiler**
Interim Director Of Planning And Development
Bruce Detweiler
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Authorization to Implement April 24, 2022 Service Changes

Date: 3/10/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective April 24, 2022.

BACKGROUND:

On September 23, 2021, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect December 21, 2021. One in-person only and one in-person/virtual hearing/workshop was held. LYNX customers and the public provided input on the service changes at the following workshops/public hearings:

Date/Time: Tuesday, March 1, 4-6 PM
Location: LYNX Central Station, Orlando, FL

Date/Time: Wednesday, March 2, 5-7 PM
Location: Virtual

Details of these events and the service change proposals are published on our website at www.golynx.com

The public comment period for the proposed service changes ran from February 18, through March 21, 2022. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays; at SuperStops throughout the service areas; on www.golynx.com, and on LYNX social media sites including Facebook and Twitter.

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April 24 Service Proposal*

ROUTE and/or SCHEDULE IMPROVEMENTS

- **Link 37** – Pine Hills/Florida Mall (Orange County) – Changing route to operate via International Drive, Grand National Drive, and Vanguard Street.
- **Link 38** – International Drive (Orange County) – Change routing to operate between LYNX Central Station and Universal Orlando via Hughey Avenue, I-4 express lanes, Grand National Drive, Major Boulevard and Universal Boulevard. Inbound route will exit I-4 express lanes at South Street and use Garland Avenue to LYNX Central Station.
- **Link 104** – East Colonial Drive (Orange County) – Extend route into Colonial Plaza SuperStop.
- **Link 300** – Disney Express (Orange County) – Change inbound routing to operate between Disney Springs and LYNX Central Station via I-4 express lanes. Route will exit I-4 express lanes at South St. and use Garland Ave. to LYNX Central Station. Minor schedule adjustments.
- **Link 319** – Richmond Heights (Orange County) – Discontinue service on Kirkland Boulevard, Ivey Lane, King Cole Boulevard, Ravenall Avenue and Messina Avenue. Route will use Willie Mays Parkway in the Richmond Heights area. Renumber as Link 19. Bus stop changes along entire route.
- **Link 350** – Destination Parkway/SeaWorld/Disney Express (Orange County) – Change inbound routing to operate between Destination Parkway Superstop and LYNX Central Station via I-4 express lanes. Route will exit I-4 express lanes at South St. and use Garland Ave. to LYNX Central Station. Minor schedule adjustments.
- **NeighborLink 631** – Buena Ventura Lakes (Osceola County) – Combining route with NeighborLink 632. Renumber as NeighborLink 831.
- **NeighborLink 632** – North Kissimmee (Osceola County) – Combining route with NeighborLink 631. Renumber as NeighborLink 831.

MINOR SCHEDULE ADJUSTMENTS

- **Link 6** – Bumby Avenue/Dixie Belle Drive (Orange County)
- **Link 21** – Raleigh Street/Kirkman Road/Universal Orlando (Orange County)
- **Link 42** – International Drive/OIA (Orange County)
- **Link 55** – West U.S. 192/Magic Kingdom (Orange County/Osceola County)
- **Link 125** – Silver Star Road (Orange County)
- **Link 301** – Disney Direct/Pine Hills (Orange County)
- **Link 302** – Disney Direct/Rosemont (Orange County)
- **Link 303** – Disney Direct/Washington Shores (Orange County)
- **Link 304** – Disney Direct/Rio Grande/Vistana (Orange County)
- **Link 306** – Disney Direct/Poinciana (Orange County/Osceola County)
- **Link 312** – Disney Direct/Ocoee (Orange County)
- **FastLink 407** – Kissimmee/OIA/Medical Center (Orange County/Osceola County)

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- **FastLink 418** – Florida Mall/Meadow Woods/Lake Nona (Orange County)

BAY ASSIGNMENT CHANGES:

- **Apopka SuperStop** – Link 405 - Bay B (northbound), Bay F (southbound); Link 44 - Bay C (northbound), Bay E (southbound); Link 436N - Bay D
- **Colonial Plaza SuperStop** – Link 6 - Bay C (northbound), Bay D (southbound); Link 13 - Bay B (westbound), Bay E (eastbound); Link 51 - Bay C (northbound), Bay D (southbound), Link 104 - Bay A (westbound), Bay F (eastbound)
- **Disney Springs Transfer Center** – Link 300 - Bay 7 (westbound), Bay 11 (eastbound); Link 301 - Bay 11; Link 302 - Bay 10; Link 303 - Bay 9; Link 304 - Bay 8; Link 350 - Bay 6; Link 312 - Bay 5; Link 306 - Bay 4
- **LYNX Central Station** – Link 38 - Bay B; Link 21/441 - Bay C, Links 20/25 - Bay G; Links 36/40 - Bay H; Links 28/29 - Bay L; Links 48/49 - Bay N

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

LYNX Staff anticipates the changes proposed to be budget neutral.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.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: 6125

Item Name: Authorization to Dispose of Items Accumulated Through the Lost and Found Process

Date: 3/10/2022

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**

Article	Count of Article
Apron	1
Backpack	111
Bag	161
Bible	13
Bike	156
Books	22
Bus Pass	4
Cane	21
Case	22
CD, DVD, Tape	3
Cellphone	289
Clothing	28
Electronic Device	117
Envelope	9
Folder/Binder	9
Footwear	15
Glasses	121
Gloves	2
Hat	52
Jacket/Hoodie	27
Jewelry	16
Laptop/Tablet	2
Luggage	13
Lunch Bag	37
Other (See Description)	96
Purse	15
Sweater/Sweatshirt	10
Thermos/Mug	19
Tools	7
Toy	10
Umbrella	88
Watch	8
Total	1504

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. iii

To: LYNX Finance & Audit Committee

From: **Michelle Daley**
Director Of Finance
Christopher Plummer
(Technical Contact)
Nancy Navarro
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Write Off Assets Pursuant to the September 30, 2021
Physical Inventory Count and Reconciliation

Date: 3/10/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to write-off tangible fixed assets pursuant to the September 30, 2021 physical inventory count and reconciliation with a net book value in the amount of \$0.

BACKGROUND

In accordance with Federal Transit Administration (FTA) Circular 5010.1D Chapter II, 3.e., LYNX performs a physical inventory of its equipment and reconciles the results to the financial records at least once every two years. As instructed by the LYNX Board, LYNX performs an annual physical inventory at the end of each fiscal year. According to current financial records, the following is the description, acquisition value, and net book value of the assets requested to be written off:

Fixed Assets	Acquisition Value	Net Book Value
Computer Equipment	\$199,460	\$0
Furniture and Fixtures	\$122,573	\$0
Total	\$322,033	\$0

LYNX Finance & Audit Committee Agenda

The results of the September 30, 2021 physical inventory count are summarized in the table above. An itemized list is included below.

LYNX ASSETS FY2021 Physical Inventory Recommended Disposals

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
17807	12595	2/28/2014	CE	INTERFACE LICENSE BETWEEN DR600 AND MDT	5	\$98,366	\$0	\$0
13050	9213	10/1/2008	CE	Active Network Project	5	\$67,019	\$0	\$0
13046	9212	1/13/2009	CE	Active Customer Response Online	5	\$10,000	\$0	\$0
17312	12153	3/31/2014	CE	MS OFFICE PROFESSIONALPLUS 2013	5	\$8,924	\$0	\$0
17192	12122	1/31/2014	CE	MS OFFICE PRO PLUS 15 LICENSES	7	\$4,462	\$0	\$0
17193	12123	1/31/2014	CE	MS OFFICE PRO PLUS 15 LICENSES	7	\$4,462	\$0	\$0
17933	12655	9/29/2014	CE	MICROSOFT SHARE POINT 2013	5	\$3,847	\$0	\$0
17334	12156	3/31/2014	CE	MS PROFESSIONAL 2013	5	\$2,380	\$0	\$0
				Subtotal Computer Equipment		\$199,460		
12158	8719	9/30/2007	FE	Lynx Operations Center - Security System	5	\$100,000	\$0	\$0
19267	13924	3/15/2016	FE	Cisco Firewall Appliance Licenses ASA 5525	5	\$9,367	\$0	\$0
15554	10843	5/2/2013	FE	Solar winds NetFlow Traffic Analyzer	5	\$6,995	\$0	\$0
810	2493A	4/30/1993	FE	DOUBLE TIER LOCKERS	5	\$1,001	\$0	\$0
19192	13892	1/14/2016	FE	Cisco Firesight Mgt Center Virtual Licenses	5	\$988	\$0	\$0
8187	3975	7/21/2004	FE	Mesh Security Truck	5	\$775	\$0	\$0
14418	10009	2/1/2012	FE	Washing Machine	5	\$630	\$0	\$0
8717	4342	1/7/2005	FE	CHAIR-CALI MID BACK-PINBALL/OCEAN	5	\$530	\$0	\$0
6804	3252	7/25/2002	FE	Microwave Oven	5	\$517	\$0	\$0
6820	3508	8/22/2002	FE	Microwave Oven	5	\$453	\$0	\$0
4173	1156	4/9/1998	FE	CREDENZA, MED OAK W/KYBD TRAY & PANEL	5	\$358	\$0	\$0
4339	1095	8/26/1998	FE	CREDENZA-OPEN-OAK 21 X 72 FLEETWOOD	5	\$325	\$0	\$0
4521	2356	9/30/1998	FE	CHAIR	5	\$317	\$0	\$0
4567	2391	9/30/1998	FE	CHAIR	5	\$317	\$0	\$0
				Subtotal Furniture and Fixtures		\$122,573	\$0	\$0
				Grand Total		\$322,033		

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The fiscal impact is \$0. The net book value of the assets written-off and the amount due to FTA is also \$0.

LYNX Finance & Audit Committee Agenda

Action Agenda Item #6.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Recommendation to Authorize Approval of FY2021 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Date: 3/10/2022

ACTION REQUESTED:

Recommendation to Authorize Approval of FY2021 Comprehensive Annual Financial Report (CAFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program.

BACKGROUND:

In accordance with Chapter 218.39, Florida Statutes, LYNX is required to have an annual financial audit performed by an independent certified public accountant.

The Single Audit Act Amendments of 1996 require state or local governments that receive at least \$750,000 in Federal financial assistance in a year to have an independent audit conducted for that year in accordance with the Office of Management and Budget (OMB) Circular A-133. The State of Florida recently enacted similar legislation, the Florida single Audit Act, related to audits of State financial assistance. Pursuant to these Acts, LYNX's independent certified public accountants, MSL, PA CPAs & Advisors, have conducted the audit for the fiscal year ended September 30, 2021.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Finance & Audit Committee Agenda

Discussion Item #7.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Review of Consent Agenda

Date: 3/10/2022

LYNX staff will provide an overview of the Board of Director's Consent Agenda.

LYNX Finance & Audit Committee Agenda

Discussion Item #7.B.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Discussion Regarding Preliminary FY2023 Operating Budget

Date: 3/10/2022

LYNX staff will provide a presentation regarding the Preliminary FY2023 Operating Budget.