

LYNX Finance & Audit Committee Agenda

Meeting Date: 08/15/2024

Meeting Time: 1:30 PM

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

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

1. Call to Order

2. Approval of Committee Minutes

-  Finance Committee Minutes - July 18, 2024 Pg 3



3. Public Comments

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



4. Chief Financial Officer's Report

5. Consent Agenda





A. Request for Proposal (RFP)

-  Authorization to Release a Request for Proposal (RFP) for a Fare Study and Equity Analysis Pg 6
-  Authorization to Release a Request for Proposal (RFP) for Audit Services Pg 8



B. Award Contracts


-  Authorization to Negotiate a Contract to Helman Hurley Chavart Peacock Architects, Inc. for Architecture and Engineering Services for Window Replacement at LYNX Central Station and Bus Passenger Terminal Pg 10
-  Authorization to Negotiate and Award a Contract to American Janitorial Inc. for Trash Removal & Lawn Maintenance Services for LYNX Bus Stops/Shelters for a Not to Exceed Amount of \$2,088,139 Pg 12

C. Extension of Contracts



-  Authorization to Exercise the First Option Year of Contract 22-C92 with Precision Transmission, Inc. Pg 14
-  Authorization to Exercise the First Option Year of Contract 22-C35 with Spencer Fabrications, Inc. for the Manufacturing of LYNX Transit Shelters Pg 15
-  Authorization to Exercise the First Option Year of Contract 21-C46 with Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for Shelters, Transfer Centers, and LYMMO Pg 16
-  Authorization to Exercise the First Option Year of Contract 21-C45 with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities Pg 18

D. Miscellaneous

-  Authorization to Increase the Not to Exceed Amount for Contract 21-C48 with WSP USA, Inc. for Engineering and CEI Services for the Pine Hills Bus Transfer Center to \$850,000 Pg 20
-  Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2025 Block Grant Funding and Adoption of Resolution 24-008 Pg 22

-Attachments 

6. Action Agenda

- A.  Approval of the FY2025 Proposed Operating Budget Pg 26
- B.  Approval of the FY2025 Proposed Capital Budget Pg 29

7. Discussion

- A.  Review of the FY2024 3rd Quarter Operating Results 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, 2nd Floor, Board Room
Orlando, FL 32801

DATE: July 18, 2024

TIME: 1:30 p.m.

Members in Attendance:

Amanda Clavijo, Osceola County
Jose Fernandez, City of Orlando
Tim Jecks, Seminole County
Kurt Petersen, Orange County
Jamie Ledgerwood, FDOT, 5th District
James Goldsmith, LYNX Attorney

Staff in Attendance:

Leonard Antmann, Chief Financial Officer
Michelle Daley, Director of Finance
David Vance, Manager of Financial Planning & Analysis
Doug Jamison, Program Administrator Innovation
Myles O’Keefe, Manager of Strategic Planning

1. Call to Order

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

2. Approval of Minutes

Tim Jecks moved to approve the May 16, 2024 Finance and Audit Committee meeting minutes. Seconded by Jamie Ledgerwood. 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

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

- Fixed Route ridership is a little lower than previous months averaging 56,000-58,000 passengers per day and Paratransit trips have remained consistent averaging 54,000-56,000 per month.
- We will have two presentations today on Fare Policy Background and Realtime Signage.
- Staff presented the proposed FY2025 budgets to Seminole and Orange Counties.
- Interim audit fieldwork for the year ending 9/30/24 will begin at the end of August.
- The transition to JPMorgan Chase bank is complete.
- ERP implementation continues to be on target for a Phase 1 operational modules (Grants, Procurement, AP/AR, General Ledger, Payroll, HR) go live October 1st. Phase 2 will be non-operational modules (Learning management, Contract Management, and Budget).
- A new transit-oriented statute will impact our advertising revenue and the level of detail required for publishing. We are waiting for the rules to be developed.
- Preliminary FY2025 funding agreements will go out for partner review by the end of this week (7/19).

- There were several changes after we published:
Consent items removed:
 - Misc D. xiii – Reassignment of Contingency on Pine Hills Bus Transfer Center
 - Misc D. xv –Authorization to Submit the Fiscal Year 2025 Transit Development Plan Annual Update to the Florida Department of Transportation
- Consent items added to Oversight and Board agendas:
 - Authorization to Ratify Executing a Contract with Baker & Hostetler, LLP for Legal Services Related to Proposed Changes to the LYNX Defined Contribution Plan for BU Employees for a Term of Six Months in the Not to Exceed Amount of \$10,000
 - Authorization to Negotiate and Award a Contract for the Painting of Exterior Building and Interior Terminal Areas at LYNX Central Station (LCS) to Quick Painting Group Corp. for a Not to Exceed Amount of \$340,494
 - Authorization to Execute Amendment 1 with Transdev Services, Inc., for LYNX Paratransit Services. Chair Clajivo requested a copy of the amendment preliminary impact evaluation for the Finance Committee. Mr. Antmann did clarify that the overall contract value is not increasing.

Kurt Peterson asked about the Lost & Found auction process. Mr. Antmann shared that hundreds of bicycles, phones, and other items are received by Lost & Found yearly. By state statute, we are required to retain the items for 90 days. After that point, we can auction them off or donate to non-profit organizations.

5. Consent Agenda

A. Invitation for Bid (IFB)

- i. Authorization to Issue an Invitation for Bid (IFB) for the LYNX Facilities Climate Control/HVAC
- ii. Authorization to Issue an Invitation for Bid (IFB) for Hose Reel and Lubricant Line Replacement in the Maintenance Shop and Fuel Service Island Located at the LYNX Operations Center (LOC A/C)

B. Award Contracts

- i. Authorization to Purchase One (1) Battery Electric Bus to Pilot in Fixed Route Service for a Not Pg 14 to Exceed Amount of \$1,160,000

C. Extension of Contracts

- i. Authorization to Exercise the Second Option Year of Contract 20-C80 for Audit Services with MSL, PA
- ii. Authorization to Ratify Exercising the First Option Year of Contract 21-C38 with Akerman, LLP for Federal Lobbying Services and Increase the Not to Exceed (NTE) to \$460,000
- iii. Authorization to Exercise the First Option Year of Contract 22-C86 with Gillig, LLC for the Provision of Voith Transmissions and Increase the Not to Exceed (NTE) to \$475,000
- iv. Authorization to Exercise the First Option Year of Contract 22-C85 with Stewart & Stevenson FDDA, LLC and Increase the Not to Exceed (NTE) to \$280,000

D. Miscellaneous

- i. Authorization to Increase the Not to Exceed (NTE) for Contract 23-C51 with Towlando Towing & Recovery, Inc. for Heavy Duty Bus Towing Services to \$345,000
- ii. Authorization to Transfer Forty-One (41) Retired Computers to The Christian Tech Center Ministries, Inc.
- iii. Authorization to Transfer One (1) Retired 35' Low Floor Diesel Bus to the Central Florida Disaster Medical Coalition

- iv. Authorization to Execute MetroPlan Orlando's FY2024-2025 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement in the Amount of \$533,250
- v. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
- vi. Authorization to Adopt Resolution 24-005 Approving a Change to the LYNX Money Purchase Plan
- vii. Authorization to Adopt Resolution 24-006 Approving a Change to the LYNX Defined Contribution Plan for BU Employees
- viii. Authorization to Adopt Resolution 24-007 Approving a Change to the LYNX Deferred Compensation Plan
- ix. 2024 Minor Update to the Transportation Disadvantaged Service Plan (TDSP)
- x. Authorization to Execute Change Order No. 3 in the Amount of \$229,202 to McCree Design Builders, Inc. and Notification of Utilization of Project Contingency
- xi. Authorization to Enter into a Sole Source for the Procurement of Real Time and Digital Signage to Trapeze Software Group, Inc./TripSpark for the LYNX Central Station Departure Board for a Total Cost Not to Exceed of \$343,000
- xii. Authorization to Enter into a Sole Source for the Procurement of Real Time and Digital Signage to Trapeze Software Group, Inc./TripSpark for the Pine Hills Bus Transfer Center for a Total Cost Not to Exceed of \$235,000
- xiii. Reassignment of Contingency for Pine Hills Bus Transfer Center
- xiv. Authorization to Implement August 25, 2024 Service Changes
- xv. Authorization to Submit the Fiscal Year 2025 Transit Development Plan Annual Update to the Florida Department of Transportation

Chair Clajivo stated that items D. xiii. and xv. are removed. Kurt Petersen made a motion to approve Consent Agenda items A.i. - D.xii. and D.xiv. Second by Jose Fernandez. Motion passed unanimously.

6. Discussion

A. LYNX Fare Analysis Background Presentation

Chair Clajivo recognized Myles O'Keefe, Manager of Strategic Planning to provide an overview of LYNX Fare Analysis Background including fare history, current fare structure, FTA requirements, fare analysis process, potential review scenarios, peer agency recent studies and next steps. The current \$2 fare was set in 2009 and the most recent 2017 study recommended no change.

The committee suggested including peer agency's ridership and if they had a dedicated funding source to the Oversight and Board presentations.

B. Update on the Status of the Real-time Bus Information Program

Chair Clajivo recognized Doug Jamison, Program Administrator Innovation. Mr. Jamison provided a brief overview of LYNX Real-time Transit Information history as well as current and planned projects.

7. Other Business

None

8. Adjourned

The meeting adjourned at 2:12 p.m.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

From: James Boyle
Interim Chief Planning And Development Officer
Myles O'Keefe
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Release a Request for Proposal (RFP) for a Fare Study and Equity Analysis

Date: 08/15/2024

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 a fare study and equity analysis.

BACKGROUND:

This fare study will examine LYNX's current fare structures and policies and develop potential scenarios for new fare options, with guidance provided by the LYNX Board of Directors. The study will also include trend analysis, a peer review, a Title VI analysis, an elasticity assessment, and public outreach. The fare equity analysis component of the study will be conducted in accordance with the Federal Transit Administration (FTA) Title VI requirements, as written in the Title VI Circular 4702.1B.

At the direction of the LYNX Board of Directors, LYNX staff will engage professional services to explore the existing fare structures and policies for the agency's family of services. The last fare study was completed in 2017, with the direction being to make no changes to the fare structure. Fare studies were also completed in 2014 and 2009; the latter of which is when the last fare increase was introduced.

LYNX Finance & Audit Committee Agenda

DISADVANTAGED 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 Proposed FY2025 Operating Budget does not include a planning project for the Fare Study and Equity Analysis. Funding for this project is expected to be approximately \$250,000 which will come from savings or transfers from other budgeted line items and will be funded 100% with Federal 5307 Grant funds.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. ii

To: LYNX Finance & Audit Committee

From: Michelle Daley
Director Of Finance
Christopher Plummer
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Release a Request for Proposal (RFP) for Audit Services

Date: 08/15/2024

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 audit services. The contract term will be for an initial three (3) year term with two (2) one (1) year options.

BACKGROUND:

Contract 20-C80 with MSL, PA expires June 30, 2025. The existing contract includes the FY2024 Single Audit and Financial Report testing, as well as submission of the Annual Comprehensive Financial Report (ACFR) and any other agreed upon testing procedures required by federal or state external auditors or other regulatory agencies. The requested RFP will pertain to future audit service periods beyond FY2024; beginning in FY2025 for an initial three (3) year period with two (2) one (1) year options through FY2029.

The Single Audit Act Amendment of 2014 require special districts, state or local governments expending \$750,000 or more per year in Federal Financial Assistance to have an audit conducted in accordance with the Office of Management and Budget (OMB) Circular A-133. In addition, the State of Florida enacted similar legislation, the Florida Single Audit Act, related to the audit of State Financial Assistance. Pursuant to these Acts, LYNX requests a statement of qualification, documentation indicating current or prior external audit experience performed for transit related organizations, and a fee proposal from firms interested in and capable of providing audit services for the Authority.

LYNX Finance & Audit Cmmittee Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Amended Operating Budget includes \$118,000 for audit 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 a Contract to Helman Hurley Chavart Peacock Architects, Inc. for Architecture and Engineering Services for Window Replacement at LYNX Central Station and Bus Passenger Terminal

Date: 08/15/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate a contract with the top ranked firm Helman Hurley Chavart Peacock Architects, Inc. for Architecture and Engineering Services for window replacement at the LYNX Central Station building and Bus Passenger Terminal. In the event negotiations are not successful LYNX would move to the next ranked firm.

BACKGROUND:

At the April 27, 2023, Board of Directors meeting, LYNX was authorized to issue a Request for Proposal (RFP) for Architecture and Engineering Services for replacement of the windows at the LYNX Central Station (LCS) Building and Bus Passenger Terminal.

When LCS was constructed in 2004, all 6 floors of LCS and the passenger terminal area were installed with single pane windows. However, they lack effective sound dampening and are not energy efficient. In addition, multiple windows have developed water leaks around window seals.

LYNX desires to replace current windows within the LCS building and the passenger terminal to meet the latest Florida Building Code hurricane mitigation requirements. In addition, the new windows will address the sound and energy efficiency issues.

LYNX Finance & Audit Committee Agenda

The Request for Proposal (RFP) for this project included an assessment to determine structural conditions, assess any additional resiliency requirements and provide recommendations for this project. The administrative tower and passenger lobby will both be designed at the same time. Depending on projected construction costs, phasing of the construction, based on available funding, may need to occur. Priority will be given to the tower as it serves as an Emergency Operations Center (EOC) during major events such as hurricanes.

The RFP was released on January 2, 2024. All bids were due back on April 12, 2024. A Source Evaluation Committee (SEC) was held on July 18, 2024, to rank the firms. The SEC was instructed to choose three (3) firms, with the top ranked firm being selected to negotiate a contract with. The following four (4) submissions were returned:

Vendors
CPH Consulting, LLC
Helman Hurley Chavart Peacock Architects, Inc.
Ritacco and Chan Architecture, LLC
The Tamara Peacock Company Architects

The three (3) top ranked firms from first to third are:

Vendors
Helman Hurley Chavart Peacock Architects, Inc.
CPH Consulting, LLC
The Tamara Peacock Company Architects

LYNX staff recommends negotiation of the contract to Helman Hurley Chavart Peacock Architects Inc. Upon successful negotiation LYNX staff will bring back the contract for board approval.

DISADVANTAGED 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 FY2025 Proposed Capital budget includes \$6,574,000 for Window Replacement at LYNX Central Station Building and Passenger Terminal. This project is 100% funded through the Federal Resiliency Grant and the Federal Protect Grant.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. ii

To: LYNX Finance & Audit Committee

From: Elvis Dovalos
Director Of Maintenance
Ricky Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to American Janitorial Inc. for Trash Removal & Lawn Maintenance Services for LYNX Bus Stops/Shelters for a Not to Exceed Amount of \$2,088,139

Date: 08/15/2024

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 American Janitorial Inc., for Trash Removal and Lawn Maintenance Services at LYNX Bus Stops/Shelters. The not to exceed amount is \$2,088,139 for an initial two (2) year term.

BACKGROUND:

LYNX operates a public transportation system that serves approximately 2,500 square miles located within the boundaries of Orange, Osceola, and Seminole Counties. Bus stops are the primary point of customer access to LYNX fixed route bus service. Shelters provide an enhanced experience for customers by providing shelter from the elements. These stops and shelters are highly visible to the community and provide a clean, safe area for customers to wait, to board, and to alight LYNX buses.

On February 21, 2024, the LYNX Board of Directors authorized the release of a Request for Proposal (RFP) for this service. The Request for Proposal (RFP) was released, posted on DemandStar, and sent directly to interested Vendors on May 8, 2024.

The deadline for submission of proposals was June 27, 2024, and the following is a list of Vendors considered responsive and responsible and their Total Ordinal Rankings as determined by the Source Evaluation Committee (SEC):

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Proposer	Total Ordinal Ranking
Aero Groundtek, LLC	7
Allied Universal Janitorial Services	12
American Janitorial Incorporated	4
Seasonal Effects, LLC.	7

The responsive and responsible proposer with the lowest ordinal ranking was American Janitorial Inc.

DISADVANTAGED 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 Proposed FY2025 Operating Budget includes \$606,000 for Trash Removal and Lawn Maintenance Services at LYNX Bus Stops/Shelters, the additional funds will come from savings or transfers from other budgeted line items.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. i

To: LYNX Finance & Audit Committee

From: Elvis Dovalles
Director Of Maintenance
Kenneth Nath
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract 22-C92 with Precision Transmission, Inc.

Date: 08/15/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 22-C92 with Precision Transmission, Inc. for the provision of remanufactured ZF transmissions.

BACKGROUND:

On August 25, 2022, the LYNX Board of Directors approved the award of Contract 22-C92 to Precision Transmission, Inc., for the provision of ZF remanufactured transmissions used on transit buses for two (2) years with three (3) one (1) year options with a not to exceed of \$247,000. The initial term of Contract 22-C92 expires on September 30, 2024.

DISADVANTAGED 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 FY2024 Approved Amended Operating Budget and the FY2025 Operating Budget includes \$189,000 for transmissions for transit buses.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. ii

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 Exercise the First Option Year of Contract 22-C35 with Spencer Fabrications, Inc. for the Manufacturing of LYNX Transit Shelters

Date: 08/15/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 22-C35 with Spencer Fabrications, Inc. for the manufacturing of LYNX Transit Shelters with no increase in the not to exceed.

BACKGROUND:

On December 9, 2021, the LYNX Board of Directors approved the award of Contract 22-C35 to Spencer Fabrications, Inc., for the manufacturing of LYNX transit shelters for three (3) years with two (2) one (1) year options. The initial term of Contract 22-C35 expires on December 19, 2024.

DISADVANTAGED 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 Proposed FY2025 Capital Budget includes \$13,452,855 for various shelter projects of which a portion of this would be for fabrication of the passenger shelters. These projects are funded with Local Orange County ATSP funding and with FTA Grants.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. iii

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 Exercise the First Option Year of Contract 21-C46 with Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for Shelters, Transfer Centers, and LYMMO

Date: 08/15/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 21-C46 with Kimley Horn and Associates, Inc. for Architecture and Engineering Services for Shelters, Transfer Centers, and LYMMO with no increase in the total cost not to exceed.

BACKGROUND:

On September 23, 2021, the LYNX Board of Directors approved the award of Contract 21-C46 to Kimley Horn and Associates, Inc. for the provision of Architectural and Engineering Services for shelters, transfer centers, and LYMMO for three (3) years with two (2) one (1) year options. The initial term of Contract 21-C46 expires on October 13, 2024.

DISADVANTAGED 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.

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

The FY2025 Proposed Capital Budget includes \$17,427,257 in projects for shelters, transfer centers and LYMMO. Each project will be evaluated for A&E Services as needed. These projects are funded with Local Orange County ATSP funds and Federal grants.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. 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 Exercise the First Option Year of Contract 21-C45 with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities

Date: 08/15/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 21-C45 with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities with no increase in the total cost not exceed.

BACKGROUND:

On September 23, 2021, the LYNX Board of Directors approved the award of Contract 21-C45 to AECOM Technical Services, Inc. for the provision of Architectural and Engineering Services for Facilities for three (3) years with two (2) one (1) year options with a not to exceed of \$3,200,000. The initial term of Contract 21-C45 expires on October 26, 2024. This contract covers the following facilities: LYNX Central Station, LYNX Operations Center, LYNX Expansion, Osceola South Facility and LB McLeod.

DISADVANTAGED 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.

LYNX Finance & Audit mmittee Agenda

FISCAL IMPACT:

The FY2025 Proposed Capital Budget includes \$8,250,000 in facility related projects. Each project will be evaluated if A&E Services would be needed. These projects are funded with 100% Federal grants.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. 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 Increase the Not to Exceed Amount for Contract 21-C48 with WSP USA, Inc. for Engineering and CEI Services for the Pine Hills Bus Transfer Center to \$850,000

Date: 08/15/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the not to exceed (NTE) for Contract 21-C48 with WSP USA, Inc. for engineering and CEI services for the Pine Hills Transfer Center to \$850,000.

BACKGROUND:

LYNX entered into a contract with WSP USA, Inc. for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Center, on December 6, 2021, for a term of 3 years in the amount of \$750,000. Since the time of the original issuance of the contract and initial purchase order, it has been determined that additional hours of inspection will be needed to complete the engineering oversight of the project. The additional hours for inspection are a result of several project activities that occurred since construction started at the end of October 2023 and are summarized below:

- a. Orange County Approval of Sewer By-Pass Plan: There was an extended duration and increased coordination for the Contractor to satisfy all the requirements of Orange County to achieve approval of their sewer by-pass plan. During this review time, Orange County presented several preferences and requirements to incorporate into the sanitary sewer replacement design plans as well and a revision to the approved plans was submitted.

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- b. Subcontractor replacement: Several months following NTP, the Contractor replaced their subcontractor requiring a delay to make this transition.
- c. Unforeseen existing conditions: There were unforeseen site conditions discovered during construction requiring a revision and resubmittal to the plans.
- d. Contractor preference in base material required a revision to the plans for the use of recycled concrete aggregate on site in the asphalt pavement areas. Contractor then changed their preference after the replacement of their subcontractor and a revision was completed to utilize a lime rock base.
- e. There was a longer than anticipated duration to get the FDOT permit approved for the Silver Star signalization.
- f. There was greater than anticipated coordination on the approval of submittals and requests for information with several iterations and county required approvals.

DISADVANTAGED 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 Approved FY2024 Capital Budget includes \$16,989,315 for the Pine Hills Bus Transfer Station construction project, which includes \$723,990 for CEI services. Of the \$16,989,315 total, \$15,761,096 is encumbered. This project is funded with a mix of Federal, State, and local funds.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. ii

To: LYNX Finance & Audit Committee

From: James Boyle
Interim Chief Planning And Development Officer
Prahallad Vijayvargiya
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2025 Block Grant Funding and Adoption of Resolution 24-008

Date: 08/15/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute and submit a Public Transit Grant Agreement (PTGA) with FDOT District 5 for FY2025 State Block Grant for operating assistance in the amount of \$13,333,057 and Adoption of Resolution 24-008.

BACKGROUND:

The Florida Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transportation. The funds are awarded to eligible transit providers who are recipients of funding from the Federal Transit Administration's formula program for urbanized and non-urbanized areas.

FDOT included in its Work Program the FY2025 LYNX block grant funding. FDOT will obligate funds in the amount of \$13,333,057 under FM 442454-1-84-03. Resolution 24-008 is attached.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

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FISCAL IMPACT:

The FY2025 Proposed Operating Budget includes \$13,333,066 for the State Operating Assistance grant.

CFRTA RESOLUTION NO. 24-008

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2025 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$13,333,057.

WHEREAS, the Florida Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transportation; and

WHEREAS, these funds are awarded to eligible transit providers who are recipients of funding from the Federal Transit Administration's formula program for urbanized and non-urbanized areas; and

WHEREAS, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute this Grant Application, and all supporting documents, agreements and assurances which may be required in connection with the application as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2025.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit a Public Transportation Grant Agreement to the FDOT in the amount of \$13,333,057 dollars on behalf of the LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications and any other documents in connection with the Grant Application and acceptance.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds in connection with this grant as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CFRTA RESOLUTION NO. 24-008

RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2025 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$13,333,057 DOLLARS.

APPROVED AND ADOPTED this 22nd day of August 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Finance & Audit Committee Agenda

Action Item #6.A

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the FY2025 Proposed Operating Budget

Date: 08/15/2024

ACTION REQUESTED:

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2025 Proposed Operating Budget to the Oversight Committee.

BACKGROUND:

On March 25, 2024, staff presented a Preliminary FY2025 Operating budget to LYNX Finance and Audit Committee for discussion and input. On April 18, 2024, LYNX staff presented a revised FY2025 Preliminary Operating Budget to the Finance and Audit Committee for approval before presenting to the Oversight Committee on April 25, 2024.

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

- Maintain 2024 level of service, no fare increases.
- Preventative Maintenance funding at board approved level, \$6.8 million.
- Wage increases consistent with funding partners and board approved labor agreements.
- Funding Partners contributions based on the approved Regional Funding Model.

OVERVIEW:

The FY2025 Proposed Operating Budget totals \$208,132,943 in revenues and \$208,132,943 in expenses. The Proposed Operating Budget is funded by a combination of LYNX generated revenue, federal, state and local dollars. These funds are used to fund personnel expenses,

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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:

	PROPOSED FY2025 Budget
REVENUES	
Customer fares	\$ 21,271,417
Contract services	3,878,350
Advertising	2,705,000
Interest & Other income	1,280,000
Federal Revenue	14,618,873
State Revenue	15,475,742
Local Revenue	18,563,608
Local Revenue Funding Partner	106,250,401
Use of Budget Stabilization Funds	24,089,552
TOTAL REVENUE	\$ <u>208,132,943</u>

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

	PROPOSED FY2025 Budget
EXPENSE	
Salaries, Wages & Fringe Benefits	\$ 123,294,100
Other services	15,090,016
Fuel	14,087,408
Materials and supplies	10,535,051
Utilities	2,229,634
Casualty & Liability	4,927,301
Taxes and licenses	642,086
Purchased transportation services	34,166,500
Leases & Miscellaneous	2,706,857
GASB 87 Lease Expense	378,638
Interest	75,352
TOTAL EXPENSE	\$ <u>208,132,943</u>

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LYNX will utilize the regional funding model to allocate each jurisdiction’s share of the costs of operations in FY2025.

The following chart shows the local funding breakdown:

	Orange County	Osceola County	Seminole County	TOTAL
Operating	\$ 79,424,572	\$ 13,708,082	\$ 13,117,747	\$ 106,250,401
Capital	3,030,684	429,706	376,308	3,836,698
Total Partner Funding	82,455,256	14,137,788	13,494,055	110,087,099
SunRail Feeder Svc (Jan-Sept)	505,495	108,675	542,911	1,157,081
Total Partner Contribution	\$ 82,960,751	\$ 14,246,463	\$ 14,036,966	\$ 111,244,180

CONCLUSION:

In accordance with the FY2025 budget calendar, the proposed FY2025 budget has been presented to the funding partners during June and July.

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2025 Operating Budget during the budget work session at the August 22, 2024 board meeting. Based on the Board’s direction, the FY2025 budget will be updated as necessary.

The FY2025 budget will be presented to the Board of Directors for final consideration and adoption at the September 26, 2024, Board meeting.

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Action Item #6.B

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the FY2025 Proposed Capital Budget

Date: 08/15/2024

ACTION REQUESTED:

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2025 Proposed Capital Budget to the Oversight Committee.

BACKGROUND:

At the May 23, 2024, Finance and Audit Committee meeting, staff presented the FY2024 Preliminary Capital Budget in the total amount of \$145,174,812. Staff presented to the Oversight Committee meeting on May 25, 2024.

OVERVIEW:

The proposed Capital Budget for FY2025 is \$145,174,812.

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.

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The table below identifies capital expenditures by major category:

	FY2025
	PROPOSED
Vehicles	\$ 67,020,371
Facilities	40,383,034
Passenger Amenities	32,007,252
LYMMO SGR	2,897,345
Support	1,402,770
Security	818,040
Technology	646,000
TOTAL	\$ 145,174,812

The following are the details of each category:

- 1) Vehicles: includes replacement vehicles for fixed-route, vanpool, paratransit services and support vehicles.
 - 1) (50) 40 Ft CNG Buses (25 - Carryover from FY24)
 - 2) (1) 35 Ft Electric Buses (Carryover from FY24)
 - 3) (130) Paratransit Vehicles (70 - Carryover from FY24)
 - 4) (7) NeighborLink Vehicles (4 - Carryover from FY24)
 - 5) (66) Vanpool Vehicles
 - 6) Sub-recipient 5310 Vehicles
 - 7) Road Ranger and Support vehicles

- 2) Facilities: includes funds to complete the LOC/LCS improvements including upgrade of the HVAC systems, Window replacement at the LCS, LCS Bus Bays Improvements and site selection and land acquisition for the southern operations facility.

- 3) Passenger amenities: includes shelter installations, and Transfer Center construction.
 - 1) Pine Hills Transfer Center Construction completion
 - 2) Orange County ATSP Shelter program
 - 3) Traditional partner New and Rehab Shelters within the system

- 4) Support equipment: includes maintenance, technology, road ranger, and other support equipment.

- 5) Security: includes access control and cameras to enhance security at all LYNX facilities.

- 6) Technology: includes items to improve communication and information delivery including software enhancements/upgrades and lifecycle replacements.

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CONCLUSION:

In accordance with the FY2025 budget calendar, the proposed FY2025 budget has been presented to the funding partners during June and July.

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2025 Capital Budget during the budget work session at the August 22, 2024, meeting. Based on the Board's direction, the FY2025 budget will be updated as necessary.

The FY2025 budget will be presented to the Board of Directors for final consideration and adoption at the September 26, 2023, board meeting.

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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 the FY2024 3rd Quarter Operating Results

Date: 08/15/2024

LYNX Staff will present a summary of the FY2024 3rd Quarter Operating results.