

LYNX Finance & Audit Committee Agenda

Meeting Date: 8/17/2023
Meeting Time: 1:30 PM

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

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

1. Call to Order

2. Approval of Committee Minutes

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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) for Architectural and Engineering Services to Support Existing Contracts Pg 6

B. Extension of Contracts

i.  Authorization to Exercise the First Option Year and Increase the Not to Exceed of Contract #20-C74 with Aramark Uniform & Career Apparel, LLC for Uniform Rental and Laundering Services Pg 8

C. Miscellaneous


i.  Authorization to Submit the Fiscal Year 2024 Transit Development Plan Annual Progress Report to the Florida Department of Transportation Pg 10

6. Action Items

A.  Approval of the FY2024 Proposed Operating Budget Pg 12

B.  Approval of the FY2024 Proposed Capital Budget Pg 16

7. Discussion Items

- A.  Review of the FY2023 3rd Quarter Operating Results

Pg 19

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 20, 2023

TIME: 1:30 p.m.

Members in Attendance:

Jamie Ledgerwood, FDOT, 5th District
Nanette Melo, Orange County
Michelle McCrimmon, City of Orlando
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

Vice Chair McCrimmon called the meeting to order at 1:32 p.m.

2. Approval of Minutes

Vice Chair McCrimmon requested a motion for approval of the May 18, 2023 Finance & Audit Committee meeting minutes. Motion to approve the May 18, 2023 minutes was made by Tim Jecks, second by Jamie Ledgerwood. The minutes were unanimously approved as presented. The June 15 meeting was cancelled.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Vice Chair McCrimmon recognized Lenny Antmann, Chief Financial Officer.
Mr. Antmann provided the following updates:

- No Finance & Audit and Oversight committee meetings held in June 2023 due to very light agendas.
- At the June 2023 meeting, the Board of Directors approved authorization to negotiate and Award a Contract to Denovo Ventures, LLC for a new Enterprise Resource Planning

(ERP) and Human Capital Management System. We are in contract negotiations and hope to begin the eleven-month implementation within the next month or two.

- NeighborLink transitioned to in-house service on May 28, 2023 with no issues. All NeighborLink drivers, supervisors and mechanics are now LYNX employees.
- The Paratransit contract vendor transitioned from MV to Transdev on June 1, 2023. Everything has been transparent to the public and on-time performance has increased to 90% vs 70% range with the prior vendor.
- Ridership continues to hold steady.
- The LYNX team completed the county budget presentations. In August we will request the Finance & Audit Committee to approve the proposed FY2024 Budget to Oversight Committee and Oversight's approval to present to the Board of Directors during a work Session the FY2024 proposed Annual Operating and Capital plans in August.
- We will bring the FY2023 Third Quarter Operating Results to the August Finance & Audit and Oversight committee meetings.
- Draft funding agreements will be sent to the municipalities next week for review and comments. Final agreements will be sent out for execution in September after Board approval.
- Three items were added to the Oversight/Board agendas after we published:
 - Authorization to Negotiate and Award a Contract to RSC Insurance Brokerage, Inc. for Health Benefits Consultant
 - Authorization to Purchase Support Vehicles
 - Authorization to Extend the Contract with Frank Martin, Interim COO

5. Consent Agenda

Vice Chair McCrimmon asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 5.A.i through 5.C.iii. Mr. Antmann stated that he recommends the entire Consent Agenda for approval. Ms. Ledgerwood stated that she will abstain from voting on items 5.B.i and 5.B.ii.

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for the Design of the LYNX Orlando International Airport Intermodal Bus Transfer Station
- ii. Authorization to Release a Request for Proposal (RFP) for Purchase and Installation of a New Bus Wash System at LB McLeod Paratransit Operations Center

B. Miscellaneous

- i. Authorization to Submit a Public Transit Grant Agreement (PTGA) With the Florida Department of Transportation (FDOT) for FY2024 Block Grant Funding and Adoption of Resolution # 23-006
- ii. Authorization to Submit a Grant Application to the U.S. Department of Transportation (DOT), and Federal Highway Administration (FHWA) for the FY 2022-2023

Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Competitive Grant Program in the Total Amount of Approximately \$7,252,000

- iii. Authorization to Auction Surplus Capital Items
- iv. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
- v. Authorization to Implement August 20, 2023 Service Changes
- vi. Authorization to Enter into a Bus Service Agreement with the School Board of Osceola County

Tim Jecks made a motion to approve Consent Agenda items 5.A.i & ii and 5.B.iii through 5.B.vi. Second by Nanette Melo. Motion passed unanimously.

Nanette Melo made a motion to approve Consent Agenda items 5.B.i and 5.B.ii. Second by Tim Jecks. Motion passed unanimously with Jamie Ledgerwood abstaining.

6. Other Business

None

7. Adjourned

The meeting adjourned at 1:41 p.m.

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Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

From: **Leonard Antmann**
Chief Financial Officer
Jeffrey Reine
(Technical Contact)
Lismar Matos Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release a Request for Proposal (RFP) for Architectural and Engineering Services to Support Existing Contracts

Date: 8/17/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the CEO or designee to issue a Request for Proposal (RFP) for Architectural and Engineering Services (A & E) to support existing A & E contracts.

BACKGROUND:

On August 26, 2021, the LYNX Board of Directors granted permission to award contracts to both AECOM Technical Services, Inc. and Kimley-Horn, Inc. for Architecture and Engineering Services. The awards were such that AECOM provides these services for facilities and Kimley-Horn for shelters, amenities and transfer centers. The contracts were awarded for a period of three (3) years with two (2) one (1) year options.

The need for a third company has arisen due to additional funding sources becoming available for projects and the associated rules that go along with this. When these contracts were awarded, the primary source of funding was through the Federal Transit Administration (FTA). Generally, the FTA allows the grant recipient to make the determination if the risk of having the designer and the construction engineering and inspection (CEI) services being the same company represents a conflict or not. LYNX has typically determined that the conflict is de minimus given the significant permitting projects are subjected to. In addition, when the same engineering firm has performed these tasks, it has typically been either two entirely separate divisions of the company or a subcontractor performing these services.

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Recently, LYNX has had the ability to use Florida Department of Transportation (FDOT) grant dollars to fund projects. FDOT grant rules (with the exception of bus shelters and amenities) is very specific that the designer and CEI must be completely separate companies. The way the current contracts are written in terms does not allow for either to oversee the others work. This has necessitated the need for a third party to perform these activities.

In addition to the RFP covering CEI activities as described above, LYNX project management staff will also include in the scope for general on-call services and non-design or non-engineering assessments that would minimize the existing firms from being conflicted out from performing full project design services.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain the participation of certified DBEs and other small businesses in the completion of this contract.

FISCAL IMPACT:

The FY2023 Amended Capital Budget includes \$190,000 for Architectural and Engineering Services (A&E) which includes CEI related expenses. The FY2024 Proposed Capital Budget includes \$500,000 for these services.

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Consent Agenda Item #5.B. i

To: LYNX Finance & Audit Committee

From: Elvis Dovalles
Director Of Maintenance
Elvis Dovalles
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year and Increase the Not to Exceed of Contract #20-C74 with Aramark Uniform & Career Apparel, LLC for Uniform Rental and Laundering Services

Date: 8/17/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first-year option of Contract #20-C74 with Aramark Uniform & Career Apparel, LLC, for uniform rental and laundering services and increase the Not to Exceed (NTE) to \$276,000.

BACKGROUND:

On September 24, 2020 the LYNX Board of Directors approved the award of Contract # 20-C74 to Aramark Uniform & Career Apparel, LLC, to provide LYNX with uniform rental and laundering services with an initial term ending September 30, 2023 and two (2) one-year options.

This contract to provides LYNX the following services and supplies on an on-going basis:

- Vehicle Maintenance – Mechanics Uniforms, Shop Rags, Floor Mats
- Finance – Material Control Clerk and Supervisor Uniforms, Revenue Clerk Smocks
- FDOT Highway Assistance Program (Road Ranger) – Road Ranger Uniforms

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

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FISCAL IMPACT:

The FY2023 Amended Operating Budget includes \$83,591 for Uniform Rental and Laundering Services. The FY2024 Proposed Operating Budget includes \$86,739 for these services.

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Consent Agenda Item #5.C. i

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Submit the Fiscal Year 2024 Transit Development Plan Annual Progress Report to the Florida Department of Transportation

Date: 8/17/2023

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to submit the 2024 Transit Development Plan (TDP) Annual Progress Report to the Florida Department of Transportation (FDOT) for approval to meet Block Grant funding requirements.

BACKGROUND:

The LYNX TDP Annual Progress Report is completed as a self-evaluation tool to review progress towards meeting the goals and implementation plans set within the Major Update that is completed every five years. The TDP Annual Progress Report assesses LYNX's past year accomplishments, identifies steps to mitigate any discrepancies between the plan and its implementation for the past year and facilitates any necessary changes to the goals, objectives, and strategies, and the implementation plan for the coming year.

The Annual Progress Report also includes a new 10th year (2033) and associated new recommendations as well as an updated financial plan identifying operating and capital improvements for LYNX over a ten-year planning horizon, covering the year for which funding is sought, and the nine subsequent years.

Some of the accomplishments highlighted in the LYNX FY2024 TDP Annual Progress Report, include:

- Implementation of minor service changes to improve system-wide efficiency and improve connections to SunRail service in December 2022 and April 2023.

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- Continuation of the planning and construction of facility projects to include: 1.) Pine Hills Transfer Center; 2.) Florida Mall SuperStop; and 4.) Southern Operations and Maintenance Facility.
- Completion of the Transportation Disadvantaged Service Plan Major Update and Title VI Program.
- Reimagining NeighborLink services and transitioning the NeighborLink operations from contracted to directly operated by LYNX.
- Completing an onboard origin and destination survey of LYNX routes.

The TDP is a needs-based assessment and is not financially constrained.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Amended Operating Budget includes \$25,000 for Transit Development Plan (TDP) updates and support services.

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Action Agenda Item #6.A.

To: LYNX Finance & Audit Committee

From: Michelle Daley
Director Of Finance
Tony Deguzman
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Approval of the FY2024 Proposed Operating Budget

Date: 8/17/2023

ACTION REQUESTED:

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2024 Proposed Operating Budget to the Oversight Committee.

BACKGROUND:

On March 9, 2023, staff presented a Preliminary Operating budget to LYNX Finance and Audit Committee for discussion and input. On April 20, 2023 LYNX staff presented a revised FY2023 Preliminary Operating Budget to the Finance and Audit Committee for approval to present to the oversight committee in April. LYNX staff presented the Preliminary Operating budget to the LYNX Oversight Committee on April 27, 2023.

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

- Maintain 2023 level of service.
- Federal Preventative Maintenance revenue budgeted at board approved level of \$6.8 million.
- Budgeted for COVID protocols based on recent trends.
- Funding Partners contributions based on the approved Regional Funding Model.

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OVERVIEW:

The FY2024 Proposed Operating Budget totals \$192,403,670 in revenues and expenses. The Proposed Operating Budget is funded by a combination of LYNX - generated revenue and federal, state and local dollars. These funds are used to fund personnel expenses, services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased transportation expenses, leases and miscellaneous expenses. Specifically, this budget includes funds from the following sources:

	PROPOSED	
		FY2024
REVENUES		
Customer fares	\$	18,367,662
Contract services		4,410,950
Advertising		2,605,000
Interest & Other income		1,480,000
Federal Revenue		12,703,583
State Revenue		14,572,756
Local Revenue		13,342,544
Local Revenue Funding Partner		91,991,691
Use of Budget Stabilization Funds		32,929,484
TOTAL REVENUE	\$	<u>192,403,670</u>

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

	PROPOSED	
	<u>FY2024</u>	
EXPENSE		
Salaries, Wages & Fringe Benefits	\$	112,799,502
Other services		13,637,483
Fuel		14,087,408
Materials and supplies		10,196,129
Utilities		2,133,621
Casualty & Liability		4,618,716
Taxes and licenses		633,738
Purchased transportation services		30,686,488
Leases & Miscellaneous		3,177,386
GASB 87 Lease Expense		388,512
Interest Expense		44,687
TOTAL EXPENSE	\$	<u>192,403,670</u>

LYNX will utilize the regional funding model to allocate each jurisdiction’s share of the costs of operations in FY2024.

The following chart shows the local funding breakdown:

	<u>Orange</u> <u>County</u>	<u>Osceola</u> <u>County</u>	<u>Seminole</u> <u>County</u>	<u>TOTAL</u>
Operating	\$ 69,041,652	\$ 11,533,044	\$ 11,416,995	\$ 91,991,691
Capital	<u>2,849,632</u>	<u>464,018</u>	<u>377,425</u>	<u>3,691,075</u>
Total	<u>\$ 71,891,284</u>	<u>\$ 11,997,062</u>	<u>\$ 11,794,420</u>	<u>\$ 95,682,766</u>

CONCLUSION:

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2024 Operating Budget during the budget work session at the August 24, 2023 board meeting. Based on the Board’s direction, the FY2024 budget will be updated as necessary.

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In accordance with the FY2024 budget calendar, the proposed FY2024 budget has been presented to the funding partners.

The FY2024 budget will be presented to the Board of Directors for final consideration and adoption at the September 28, 2023 board meeting.

LYNX Finance & Audit Committee Agenda

Action Agenda Item #6.B.

To: LYNX Finance & Audit Committee

From: Michelle Daley
Director Of Finance
Tony Deguzman
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Approval of the FY2024 Proposed Capital Budget

Date: 8/17/2023

ACTION REQUESTED:

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) or designee to present the FY2024 Proposed Capital Budget to the Oversight Committee.

BACKGROUND:

At the May 18, 2023 Finance and Audit Committee meeting, staff presented the FY2024 Preliminary Capital Budget in the total amount of \$134,100,650. Staff presented to the Oversight Committee meeting on May 25, 2023.

The FY2024 Capital Budget, will be presented to the Board of Directors for final consideration and approval at the September 28, 2023 board meeting.

OVERVIEW:

The proposed Capital Budget for FY2024 is 134,100,650.

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

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The table below identifies capital expenditures by program:

	FY2024
	PROPOSED
Vehicles	\$ 61,182,931
Facilities	35,433,577
Passenger Amenities	26,815,508
Support	4,560,322
Technology	2,070,517
Security	2,037,733
LYMMO SGR	2,000,062
TOTAL	\$ 134,100,650

The following are the details of each category:

- 1) Vehicles: include expansion and replacement vehicles for fixed-route, vanpool, paratransit services and support vehicles.
 - 1) (50) 40 Ft CNG Buses (25 - Carryover from FY23)
 - 2) (6) 35 Ft Electric Buses (6 - Carryover from FY23)
 - 3) (70) Paratransit Vehicles
 - 4) (2) 60 Ft Articulated Vehicles (2 - Carryover from FY23)
 - 5) Sub-recipient 5310 Vehicles
 - 6) Road Ranger, Vanpool and Support vehicles
- 2) Support equipment: includes maintenance equipment, road ranger equipment, marketing equipment and other equipment.
- 3) Passenger amenities: includes shelter installations, and Pine Hills Transfer Center construction.
- 4) Facilities: include funds to complete the LOC/LCS improvements. Site selection for the southern operations facility.
- 5) Technology: includes items to improve communication and information delivery, network improvements, server replacements, software upgrades, and hardware upgrades.
- 6) Security: includes access control and cameras to enhance security and surveillance at LYNX facilities

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CONCLUSION:

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2024 Capital Budget during the budget work session at the August 24, 2023 meeting. Based on the Board's direction, the FY2024 budget will be updated as necessary.

In accordance with the FY2024 budget calendar, the proposed FY2024 budget has been presented to the funding partners.

The FY2024 budget will be presented to the Board of Directors for final consideration and adoption at the September 28, 2023 board meeting.

LYNX Finance & Audit Committee Agenda

Discussion Item #7.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Review of the FY2023 3rd Quarter Operating Results

Date: 8/17/2023

LYNX Staff will present a summary of the FY2023 3rd Quarter Operating results.