FINANCE AND AUDIT COMMITTEE WORKING SESSION
MONDAY JANUARY 13, 2020 4:30 P.M.
OR IMMEDIATELY FOLLOWING THE COMPLETION OF THE PLANNING, OPERATIONS AND MARKETING COMMITTEE MEETING
FINANCE & AUDIT COMMITTEE
WORKING SESSION
MONDAY JANUARY 13, 2020 4:30 P.M.
OR IMMEDIATELY FOLLOWING THE COMPLETION OF THE PLANNING, OPERATIONS & MARKETING COMMITTEE MEETING

Fort Worth Central Station
Downtown Fort Worth
1001 Jones Street, 2nd Floor Community Room
Fort Worth, Texas 76102

Committee Members:
Alan Hooks - Chairman
Sylvia Alcala
Teresa Ayala
Jon Michael Franks
Nick Genua
Ray Taylor

Staff Support:
Fred Crosley, Finance
Kelli Shields, Human Resources
Bruce Lewis, Information Technology
Carrie Weir, Facilities

A. CALL TO ORDER

B. UPDATE

1. Finance Update
2. Audit Report

C. ACTION ITEMS

1. FAC2020-08 Drug and Alcohol Testing and Physical Exams
2. FAC2020-09 Fort Worth Bike Sharing Loan Interlocal Agreement
3. FAC2020-10 ERP Managed System Provider (JD Edwards)
4. FAC2020-11 Interlocal Agreement (ILA) for GoPass Mobile Platform
5. FAC2020-12 High Pressure Natural Gas Line Connections
6. FAC2020-13 Landscape Maintenance Services

D. OTHER BUSINESS

E. NEXT MEETING

F. ADJOURN

This facility is wheelchair accessible.
For accommodations for hearing or sight interpretive services, please contact Kelli Shields 48 hours in advance at 817.215.8972.
Fred Crosley, Vice President/Chief Financial Officer will give an update on Finance.
## Fort Worth Transportation Authority

**Statement of Revenues and Expenses**

for the period ended November 30, 2019

(Unaudited)

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### Operating Revenue:

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fares</td>
<td>$1,433,001</td>
<td>$1,493,087</td>
<td>($60,086)</td>
</tr>
<tr>
<td>ACCESS Fares</td>
<td>211,200</td>
<td>193,042</td>
<td>18,158</td>
</tr>
<tr>
<td>Easy Ride</td>
<td>101,247</td>
<td>95,832</td>
<td>5,415</td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>13,187,001</td>
<td>13,187,001</td>
<td>0</td>
</tr>
<tr>
<td>Advertising</td>
<td>83,334</td>
<td>83,334</td>
<td>0</td>
</tr>
<tr>
<td>Rental Income</td>
<td>141,823</td>
<td>140,607</td>
<td>1,217</td>
</tr>
<tr>
<td>Other</td>
<td>153,542</td>
<td>157,942</td>
<td>(4,400)</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>15,311,148</td>
<td>15,350,845</td>
<td>(39,696)</td>
</tr>
</tbody>
</table>

### Federal/State/Local Income:

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Assistance Grants</td>
<td>139,886</td>
<td>139,886</td>
<td>0</td>
</tr>
<tr>
<td>Grapevine Contribution</td>
<td>1,644,114</td>
<td>1,644,114</td>
<td>0</td>
</tr>
<tr>
<td>Contributions from Partners</td>
<td>278,494</td>
<td>279,081</td>
<td>(587)</td>
</tr>
<tr>
<td><strong>Total Assistance Income</strong></td>
<td>2,062,494</td>
<td>2,063,081</td>
<td>(587)</td>
</tr>
</tbody>
</table>

### Total Revenue

|$17,373,643| $17,413,926| ($40,283) |

### Operating Expenses

#### Fixed Route Operations

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>$4,202,757</td>
<td>$4,020,534</td>
<td>($182,223)</td>
</tr>
<tr>
<td>Services</td>
<td>277,316</td>
<td>390,128</td>
<td>112,812</td>
</tr>
<tr>
<td>Fuels &amp; Lubricants</td>
<td>161,211</td>
<td>273,654</td>
<td>112,444</td>
</tr>
<tr>
<td>Tires &amp; Tubes, Materials and Supplies</td>
<td>353,863</td>
<td>322,595</td>
<td>(31,268)</td>
</tr>
<tr>
<td>Utilities</td>
<td>3,188</td>
<td>3,466</td>
<td>278</td>
</tr>
<tr>
<td>Other</td>
<td>5,112</td>
<td>3,871</td>
<td>(1,241)</td>
</tr>
<tr>
<td><strong>Total Fixed Route Operations</strong></td>
<td>5,003,448</td>
<td>5,014,248</td>
<td>10,800</td>
</tr>
</tbody>
</table>

#### ACCESS Operations

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>895,208</td>
<td>972,992</td>
<td>77,783</td>
</tr>
<tr>
<td>Services</td>
<td>808,255</td>
<td>674,746</td>
<td>(133,509)</td>
</tr>
<tr>
<td>Fuels &amp; Lubricants</td>
<td>45,662</td>
<td>82,049</td>
<td>36,387</td>
</tr>
<tr>
<td>Tires &amp; Tubes, Materials and Supplies</td>
<td>80,306</td>
<td>96,396</td>
<td>16,090</td>
</tr>
<tr>
<td>Utilities</td>
<td>3,557</td>
<td>7,950</td>
<td>4,393</td>
</tr>
<tr>
<td><strong>Total ACCESS Operations</strong></td>
<td>1,832,987</td>
<td>1,834,332</td>
<td>1,345</td>
</tr>
</tbody>
</table>

#### TRE Operations

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>5,694</td>
<td>22,025</td>
<td>16,331</td>
</tr>
<tr>
<td>Services</td>
<td>2,323,637</td>
<td>2,475,250</td>
<td>151,613</td>
</tr>
<tr>
<td>Other</td>
<td>414</td>
<td>240</td>
<td>(174)</td>
</tr>
<tr>
<td><strong>Total TRE Operations</strong></td>
<td>2,329,745</td>
<td>2,497,515</td>
<td>167,769</td>
</tr>
</tbody>
</table>

#### TEXRail Operations

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>77,562</td>
<td>81,194</td>
<td>3,631</td>
</tr>
<tr>
<td>Services</td>
<td>1,191,673</td>
<td>1,162,202</td>
<td>(29,471)</td>
</tr>
<tr>
<td>Utilities</td>
<td>695</td>
<td>920</td>
<td>225</td>
</tr>
<tr>
<td>Insurance</td>
<td>827,041</td>
<td>827,118</td>
<td>77</td>
</tr>
<tr>
<td>Interest</td>
<td>697,797</td>
<td>697,797</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>1,969</td>
<td>1,200</td>
<td>(769)</td>
</tr>
<tr>
<td><strong>Total TEXRail Operations</strong></td>
<td>2,796,736</td>
<td>2,770,430</td>
<td>(26,306)</td>
</tr>
</tbody>
</table>

#### General & Administrative

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, Wages &amp; Fringe Benefits</td>
<td>1,842,137</td>
<td>2,364,036</td>
<td>521,899</td>
</tr>
<tr>
<td>Advertising, Printing &amp; Promotions</td>
<td>133,488</td>
<td>377,130</td>
<td>243,643</td>
</tr>
<tr>
<td>Legal Services</td>
<td>164,870</td>
<td>74,291</td>
<td>(90,579)</td>
</tr>
<tr>
<td>Software &amp; Systems Maintenance</td>
<td>390,243</td>
<td>660,617</td>
<td>270,374</td>
</tr>
<tr>
<td>Security Services</td>
<td>332,048</td>
<td>415,012</td>
<td>82,964</td>
</tr>
<tr>
<td>Other Professional Services</td>
<td>513,917</td>
<td>940,420</td>
<td>426,504</td>
</tr>
<tr>
<td>Vehicle &amp; Facilities Maintenance</td>
<td>363,595</td>
<td>478,077</td>
<td>114,482</td>
</tr>
<tr>
<td>Office Supplies &amp; Equipment</td>
<td>23,194</td>
<td>36,334</td>
<td>13,140</td>
</tr>
<tr>
<td>Utilities</td>
<td>214,755</td>
<td>236,310</td>
<td>21,556</td>
</tr>
<tr>
<td>Training, Memberships &amp; Dues</td>
<td>42,861</td>
<td>76,141</td>
<td>33,280</td>
</tr>
<tr>
<td>Other General &amp; Administrative</td>
<td>98,544</td>
<td>239,211</td>
<td>140,667</td>
</tr>
<tr>
<td>AP Suspense</td>
<td>27,981</td>
<td>0</td>
<td>(27,981)</td>
</tr>
<tr>
<td><strong>Total General &amp; Administrative</strong></td>
<td>4,147,631</td>
<td>5,897,580</td>
<td>1,749,949</td>
</tr>
</tbody>
</table>

### Total Operating Expenses:

|$16,110,548| $18,014,106| $1,903,558|

### Operating Income / (Deficit)

|$1,263,095| ($600,180)| $1,863,275|

#### Capital Grants

<table>
<thead>
<tr>
<th>Amount</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,257,960</td>
<td>7,257,960</td>
<td>0</td>
<td>(4,416)</td>
</tr>
</tbody>
</table>

#### Investment Income

<table>
<thead>
<tr>
<th>Amount</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>249,109</td>
<td>413,525</td>
<td>(164,416)</td>
<td>(0)</td>
</tr>
</tbody>
</table>

#### Depreciation

<table>
<thead>
<tr>
<th>Amount</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(7,471,389)</td>
<td>(7,603,170)</td>
<td>(131,781)</td>
<td>(0)</td>
</tr>
</tbody>
</table>

### Net Income / (Deficit)

|$1,286,722| ($543,917)| $1,830,639|
## CURRENT ASSETS
- Cash reserved for Operations and Insurance Claims $11,788,367
- Cash reserved for Capital Projects / Rail Expansion 41,358,353
- Cash restricted for Rail Vehicles 788,367
- Investments 10,000,000
- Receivables 33,708,461
- Inventory 1,771,810
- Prepaid 1,183,443

Total Current Assets 100,598,802

## FIXED ASSETS
- Work in Progress 942,860,044
- Land 45,089,215
- Buildings 126,583,578
- Building Improvements 2,152,658
- Machinery and Equipment 135,750,968
- Improvements other than Buildings 150,356,505
- Intangible Assets 18,897,291

Total Fixed Assets 1,152,761,626

## TOTAL ASSETS
$1,253,360,428

## LIABILITIES AND NET ASSETS

### CURRENT LIABILITIES
- Accounts Payable and Accrued Liabilities $34,877,822
- Payroll Liabilities 222,179
- Uninsured Loss Liability 461,358
- Accrued Vacation 1,052,612
- Accrued Workers Comp 10,599
- Unearned Revenue 1,359,327
- Unearned Grant Revenue 788,367
- Cash Held for FWTA Scholarship Fund 72,582
- Current portion of LT Payable to State 521,633
- Current portion of LT TEXRail Loan 60,000,000
- Current portion of LT Due Grapevine 15,156,382

Total Current Liabilities 114,522,862

### LONG TERM LIABILITIES
- Long Term Payable to State 2,297,174
- Long Term Payable to City of Grapevine 3,588,341
- TEX Rail Loan 60,000,000

Total Long Term Liabilities 65,885,515

### NET ASSETS

#### RESTRICTED
- Insurance Reserve 1,000,000
- Operating Reserve 10,000,000
- Escrow Reserve 2,000,000
- TEX Rail Vehicle 788,367

#### UNRESTRICTED
- 1,059,163,684

Total Net Assets 1,072,952,051

## TOTAL LIABILITIES AND NET ASSETS
$1,253,360,428
ACTION ITEMS
FINANCE AND AUDIT COMMITTEE

ACTION ITEM

Item Number: FAC2020-08  Meeting Date: January 13, 2020
Item Title: Drug and Alcohol Testing and Physical Exams

BACKGROUND

Trinity Metro, along with the U.S. Department of Transportation (DOT), requires physical examinations and drug/alcohol testing for all new employees, employees returning to work after an illness or injury, DOT medical re-certifications, randoms, post-accident, and reasonable suspicion.

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, a Request for Proposal (RFP 20-T005) for Drug and Alcohol Testing was issued and advertised on Trinity Metro’s website on September 3, 2019.

Four firms submitted proposals that were responsive, responsible and in compliance with the proposal requirements. Firms submitting proposals were Arcpoint Labs, Primary Health Inc. dba CareNow, Concentra and Premise Health.

Company | DOT Drug Test | Non-DOT Drug Test
---|---|---
ArcPoint | $55 each | $48 each
CareNow | $60 each | $40 each
Concentra | $45 each | $40 each
Premise Health Care | | $40 each

Concentra was rated as the proposer with the most advantageous, responsive and responsible proposal. Trinity Metro has a current contract with Concentra and has been working with the company for the required exams.

Premise Health Care is also being considered for a portion of the non-DOT and associated tests that can be provided to employees on-site through the Health Clinic Contract that Premise Health manages for Trinity Metro. This will be provided through a Change Order to be executed to the Premise Health Solutions Contract 18-011, which was approved by the Board on June 25, 2018 (BA 2018-55) and will be billed to the contract as needed.

Trinity Metro’s Procurement Department has followed procurement policy with the Request for Proposal and is compliant with all applicable federal, state and Trinity Metro procurement requirements.

DBE UTILIZATION

A DBE goal of 5% was established for this solicitation. However, due to the nature of this work (drug testing and physical examinations), both Concentra and Premise Health will be self-performing this work.
FINANCING

Funds are available in Trinity Metro’s FY2020 Operation Budget. Funds for future years will be included in each annual proposed budget.

RECOMMENDATION

We request that the Finance and Audit Committee recommend to Trinity Metro Board of Directors to authorize the President/Chief Executive Officer to enter into a five-year contract with Occupational Health Centers of the Southwest, P.A. dba Concentra Medical Centers for an annual amount of $112,000 per year, for a five-year contract total estimated amount of $560,000, and authorize the President/Chief Executive Officer to modify Premise Health Solutions Contract 18-011 to include Non-DOT Drug Testing and Recertification Physicals for 300 employees at $40 per test for an annual estimated amount of $12,000 and a total five-year amount estimated at $60,000.

Approved by:

Kelli Shields, Vice President
Human Resources

1/16/2020

Wayne Gensler, VP/Chief
Operating Officer Bus & Paratransit
FINANCE AND AUDIT COMMITTEE
ACTION ITEM

Item Number: FAC2020-09
Item Title: Fort Worth Bike Sharing Loan Interlocal Agreement

Meeting Date: January 13, 2020

BACKGROUND

Trinity Metro partners closely with Fort Worth Bike Sharing (FWBS), a nonprofit organization in charge of operating Fort Worth B-Cycle. On April 22, 2019 FWBS entered into an agreement with B-Cycle, LLC to purchase fifty (50) electric bikes and accessories for a total sum of $116,450 bearing interest at 8.5%.

Trinity Metro would like to advance funds to FWBS to be used to pay the balance due to B-Cycle, LLC of $92,078.80. FWBS would agree to pay back Trinity Metro in equal monthly installments and bearing no interest.

Per Trinity Metro’s legal counsel, advancing these funds to FWBS is not prohibited by the Public Funds Investment Act (PFIA).

RECOMMENDATION

We request that the Finance and Audit Committee recommend to Trinity Metro Board of Directors to authorize the President/Chief Executive Officer to enter into a Interlocal Agreement with Fort Worth Bike Sharing for advance funds and a repayment plan for the outstanding balance of $92,078.80.

Approved by:

Kelli Shields, Vice President Human Resources

Wayne Gensler, VP/Chief Operating Officer Bus & Paratransit

TRINITY METRO™
FINANCE AND AUDIT COMMITTEE
ACTION ITEM

Item Number: FAC2020-10  Meeting Date: January 13, 2020
Item Title: ERP Managed System Provider (JD Edwards)

BACKGROUND

In 2015, the Trinity Metro Board of Directors approved Board Action BA2015-38 to enter into an IT Consulting Services Agreement with nMomentum to select a vendor and implement an ERP System. As part of that agreement, Denovo was selected to implement JD Edwards. Denovo has been providing technical and functional support to Trinity Metro throughout this project. In 2018, the Trinity Metro Board of Directors approved Board Action BA2019-19 to contract with Denovo to continue to provide technical and functional support for one year.

Trinity Metro will continue to outsource the advanced administrative operations necessary to support the ERP system.

FINANCING

Funds are available in Trinity Metro’s FY2020 Operating Budget.

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, a Request for Proposal (RFP 20-T014) for ERP Managed Systems Provider was issued and advertised on Trinity Metro’s website on November 6, 2019.

Two firms submitted proposals that were responsive, responsible and in compliance with the proposal requirements. Firms submitting proposals were Denovo and KS2 Technologies.

An evaluation committee of Trinity Metro staff reviewed and evaluated the proposals and determined that KS2 Technologies provided the best value.

Trinity Metro’s Procurement Department has followed procurement policy with the Request for Proposal and is compliant with all applicable federal, state and Trinity Metro procurement requirements.

DBE UTILIZATION

A DBE goal of 5% was established for this solicitation. KS2 Technologies has committed to meet and/or exceed this goal.
RECOMMENDATION

We request that the Finance and Audit Committee recommend to Trinity Metro Board of Directors to authorize the President/Chief Executive Officer to enter into a three-year contract with KS2 Technologies to be the ERP Managed Systems Provider for an estimated three year cost of $1,180,000, plus an 18% contingency of $212,400 for a total estimated amount not to exceed $1,392,400.
FINANCE AND AUDIT COMMITTEE
ACTION ITEM

Item Number: FAC2020-11
Item Title: Interlocal Agreement (ILA) for GoPass Mobile Platform

Meeting Date: January 13, 2020

BACKGROUND

Trinity Metro has been working with Dallas Area Rapid Transit (DART) on the development of a mobile ticketing application and platform specific to Trinity Metro. This platform provides for the purchase, payment and delivery of tickets for transit and other fare products, as well as providing other transit features such as travel planning, status information about buses and trains, requesting on-demand service, availability of bicycles at Fort Worth Bike Sharing locations and other transit enhancements.

INTERLOCAL AGREEMENT

Signing an Interlocal Agreement (ILA) with DART for the Trinity Metro GoPass will solidify bringing the complete GoPass package to the Fort Worth market by September 2020.

DBE UTILIZATION

No DBE goal was established due to the nature of this Board Action (Interlocal Agreement).

FINANCING

Funds are available in Trinity Metro’s FY2020 Operating Budget to finance the cost of this ILA. Funds for future ILA contract years will be included in the proposed budgets for those years.

RECOMMENDATION

We request that the Finance and Audit Committee recommend to Trinity Metro Board of Directors to authorize the President/Chief Executive Officer to enter into a three-year contract with DART for an estimated three year cost of $397,000, plus an 18% contingency of $71,460 for a total estimated amount not to exceed $468,460.

Approved by:

Bruce Lewis 01/06/2020
BRUCE LEWIS, SENIOR DIRECTOR OF INFORMATION TECHNOLOGY

KELLI SHIELDS, VICE PRESIDENT HUMAN RESOURCES

TRINITY METRO
FINANCE AND AUDIT COMMITTEE
ACTION ITEM

Item Number: FAC2020-12  
Meeting Date: January 13, 2020

Item Title: High Pressure Natural Gas Line Connections

BACKGROUND

Trinity Metro desired a more efficient, cost effective fueling system for our transit fleet and moved forward with the high-pressure gas line installation. Due to the minimum usage arrangement in the contract, Trinity Metro authorized SiEnergy and Terra Transmission to install a high-pressure gas line to the Hershel R. Payne (HRP) operations complex as part of the CNG Fueling Station Upgrades. Costs associated with connecting the CNG station and the administration building to the meter station were not included in the agreement, but necessary to complete the project. This action item is to fund the construction costs incurred to connect the high-pressure gas line to the administration building and the meter, and other associated costs for the house gas connection to the meter station. The total cost for these services was $151,532.32.

FINANCING

The cost for this work was not originally in the FY2020 Capital Budget. There are adequate funds to complete the project in the FY2020 Capital Budget.

RECOMMENDATION

We request that the Finance & Audit Committee recommend to Trinity Metro Board of Directors to authorize the President/Chief Executive Officer to approve the payment with SiEnergy L.P., for the work associated with connections to the meter stations and the administration building for an amount not to exceed $151,532.32.

Approved by:
CARRIE WEIR, DIRECTOR OF FACILITIES

DATE
WAYNE GENSLER, VP/CHIEF OPERATING OFFICER OF BUS AND PARATRANSIT
FINANCE AND AUDIT COMMITTEE
ACTION ITEM

Item Number: FAC2020-13  
Meeting Date: January 13, 2020

Item Title: Landscape Maintenance Services

BACKGROUND

To ensure that Trinity Metro’s properties are manicured and maintained properly, landscaping firms are contracted to provide services at various locations. The contractor is responsible for the cleaning and maintenance of planted areas, buildings, trees, fence lines, pathways, sidewalks, the outside perimeter of the sidewalks and fence surrounding each property, including mowing, edging, watering, and maintaining a clean and attractive appearance for property locations.

Current Properties:  
- Granbury Park and Ride  
- Berry Street Transfer Center  
- T&P Station, Vickery Parking Lot  
- Richland Hills Station  
- Bell Station  
- CentrePort Station  
- LaGran Plaza Transfer Center

Properties Added with TEXRail:  
- 1300 E 4th Street  
- North Richland Hills Smithfield Station  
- North Richland Hills Iron Horse Station  
- Beach Street Mercantile Station  
- TEXRail Equipment Maintenance Facility  
- Northside Station and overflow lot  
- DFW Airport Station  
- 2417 E. Long Avenue

In October, 2016, the Board of Directors authorized the Chief Executive Officer to execute a contract for maintenance of the current properties listed above and allowing a change order to be issued to add TEXRail properties via BA2016-82.

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, Invitation for Bid (IFB 16-T050) for Landscape Maintenance Services was advertised on Trinity Metro’s web site. A pre-bid meeting was conducted for the solicitation. Five (5) bid packages were downloaded from the web site. Two (2) firms responded to the solicitation and both complied with the bid requirements. The IFB was based on a five-year contract term.

Lawn Patrol Services bid was the lowest, responsive and responsible compliant bid and is considered fair and reasonable in cost comparison.
FINANCING

The additional cost added by this change order for the remainder of the five-year contract is $158,000 annually, beginning at the time Archer Western/Herzog turned over the stations to Trinity Metro in June 2019, plus a 10% ($35,560) contingency for a total contract amount of $427,560. Funds are available in Trinity Metro’s FY2020 Operating Budget. Funds for future years will be included in each annual proposed budget.

RECOMMENDATION

We request that the Finance & Audit Committee recommend to Trinity Metro Board of Directors to authorize the President/Chief Executive Officer to execute a change order with Lawn Patrol Services for lawn maintenance services at the above listed TEXRail properties for an annual cost of $158,000, plus a 10% ($35,560) contingency to cover any unforeseen services for a change order total of $427,560.

Approved by: 
CARRIE WEIR, DIRECTOR OF FACILITIES 

DATE 
1/6/2020 

WAYNE GENSLER, VP/CHIEF OPERATING OFFICER OF BUS AND PARATRANSIT