

TBARTA

Tampa Bay Area Regional Transit Authority

FINAL BUDGET

FISCAL YEAR 2020

October 1, 2019 through September 30, 2020

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To: The TBARTA Governing Board and Citizens of the Tampa Bay Region

From: James Holton, Chair

Date:

Subject: Transmittal of the FY 2020 Budget



I am pleased to present the balanced Operating Budget with a small surplus, that will be used towards an operating reserve, and a Five-Year Capital Improvement Plan for TBARTA. In 2017 the Florida Legislature installed TBARTA as Tampa Bay's regional transit facilitating arm. The FY 20 budget supports our exciting new mission.

FY 2019 included many accomplishments that TBARTA is building on in FY 2020. David Green was hired to be our Executive Director. Since his start in early in FY 2019, the Regional Transit Development Plan is well under way with an estimated completion next year; the preliminary design and environmental for the proposed 41-mile BRT called Envision 2030 has begun; and staff has been added to meet the needs of TBARTA's vision for the future. TBARTA is dedicated to being a VALUED transit authority and resource for the Tampa Bay Region.

Viable – In order for TBARTA to be successful we need to be fiscally viable and responsible. The budget is balanced for FY 20 and will need to grow in the future in order to support the implementation of regional transit improvements. TBARTA was successful in obtaining funding from the Florida legislature for operating funds and for innovative mobility and technology studies. Seeking recurring operating funds will continue to be an agenda item for the upcoming legislative session to assist in the achievement of our mission.

Actionable – The cornerstone of TBARTA has been our commuter assistance programs. The budget includes growth of the Vanpool Program to 220 vans, representing an increase of 47% over projected FY 2019. As noted above, through the State Legislature, TBARTA has received \$1,000,000 to do innovative mobility and technology studies. Transportation is changing faster now than it has in the previous 100 plus years, and TBARTA will be at the cutting edge of this. Through FDOT funding, TBARTA has launched an innovative program called PikMyKid that was developed by a local Tampa resident. PikMyKid is the first and only dismissal and student safety app that helps to keep children safe while managing the school dismissal process, automatically sequencing cars, displaying the status of students and instantly handling chores such as updating lists for delegated pickup duties when a parent can't make it. Last, but certainly not least, the budget includes funding from the Florida Legislature for the development and completion of a Regional Transit Development Plan that is in support of the "new TBARTA".

Leadership – TBARTA has undergone a change in leadership, and with the new Executive Director, David Green put together Commuter Assistance, Planning, Communication and Administration departments in support of TBARTA's mission. Not only are we developing internal leadership, TBARTA is the authority that will lead to more efficient ways to move people and goods within the region.

United – In order to achieve optimum transit improvement, the region needs to unite around a vision for enhanced, effective and efficient mobility. The TBARTA Board is made up of strong community and government leaders that are committed to our mission.

Effective – In order to be effective, we must be accountable. With timely information both financially and through project milestone reporting, we are committed to staying on task to achieve effective change in the region and be good stewards of the investments from our funding partners.

Dedicated - TBARTA is dedicated to the new mission. The budget supports improving our communication of the new mission and mission related projects through public outreach, public relations, marketing, and our newly upgraded TBARTA website.

TBARTA PURPOSE, VISION, GOALS AND GUIDING PRINCIPLES

Purpose

Plan, develop, fund, implement, and operate a regional transit system in the Tampa Bay region

Vision

A world class transit system that connects and moves the Tampa Bay region

Goals

- Develop and maintain a regional transit development plan
- Develop, implement, and operate a sustainable and efficient regional transit system
- Identify and secure sustainable funding sources to support a regional transit system

Guiding Principles

- **Implementation Focus** – Give primary focus to developing actionable plans and advancing transit concepts into operation.
- **Regional Partnerships** – Work with statewide, regional, and local partners to develop and implement regional transit solutions.
- **Integrated Planning** – Coordinate across counties and communities to implement and operate a regional transit system; coordinate transit planning with land use, economic development, and environmental stewardship decisions to ensure transit solutions address broader regional goals.
- **Sustainable Funding** - Develop sustainable funding options that reflect public support and leverage multiple financing opportunities.
- **Community Engagement** - Communicate and coordinate with all local jurisdictions and the diverse public to develop and implement a regional a transit system that reflects the diverse needs of the region’s residents, visitors, and communities.
- **Innovative Solutions** – Leverage emerging technologies and systems to provide mobility choices for residents and visitors.
- **Safe and Efficient System** – Develop and implement regional transit systems that are safe, efficient, and reliable.
- **Environmental Stewardship** – Develop and implement regional transit systems that protect and, where possible, enhance the quality of the natural and built environment in the region.
- **Economic Development** – Develop and implement regional transit systems that enhance the competitiveness of the region’s economy.
- **Socioeconomic Mobility** - Develop and implement regional transit systems that increase access to jobs, services, and economic opportunity for all residents, particularly traditionally underserved groups.

Adopted October 25, 2019

GOVERNING BOARD

Chairperson



Jim Holton
Gubernatorial

Vice-Chairperson



Cliff Manuel, Jr.
Gubernatorial

Secretary/Treasurer



Janet C. Long
Commissioner/ Pinellas Suncoast
Transit Authority (PSTA) Pinellas



Reggie Bellamy
Commissioner
Manatee County



Jane Castor
Mayor City of Tampa



Melanie Griffin
Gubernatorial Appointee



David Gwynn
Secretary – Florida Department of
Transportation, District 7
(Advisor – non-voting)



Pat Kemp
Commissioner
Hillsborough County



Rick Kriseman
Mayor
City of St. Petersburg



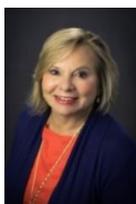
John Mitten
Councilmember
Hernando County



L. K. Nandam
Secretary – Florida Department of
Transportation, District 1
(Advisor – non-voting)



Richard McClain
Hillsborough Area Regional Transit Authority



Kathryn Starkey
Commissioner Pasco County



Karen Seel
Commissioner Pinellas County

Vacant
Gubernatorial

TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY

Governing Board

Officers

Jim Holton, Chairperson
Cliff Manuel, Jr., Vice-Chairperson
Janet Long/Treasurer

**Florida Department of
Transportation**

District 1 - L. K. Nandam
District 7 - David Gwynn

Gubernatorial

Melanie S. Griffin
Jim Holton
Cliff Manuel, Jr.
Vacant

Hernando County

John Mitten

Hillsborough County

Pat Kemp

**Hillsborough Area Regional
Transit Authority (HART)**

Richard McClain

Manatee County

Reggie Bellamy

Pasco County

Kathryn Starkey

Pinellas County

Karen Seel

**Pinellas Suncoast Transit
Authority (PSTA)**

Janet C. Long

City of St. Petersburg

Rick Kriseman

City of Tampa

Jane Castor

Executive Director

David Green

General Counsel

Bryant Miller Olive

TBARTA BOARD AND COMMITTEES

BOARD MEETINGS

The Governing Board meetings are held monthly in various locations in the counties served by TBARTA. They will be held the fourth Friday of every month unless otherwise posted. The Executive Director, key staff and the TBARTA General Counsel also attend Board meetings.

CITIZENS ADVISORY COMMITTEE

The Citizens Advisory Committee (CAC) is made up of residents and business persons from around the region. Members are appointed by the TBARTA Board members and the six Metropolitan Planning Organizations that have membership in the TBARTA MPOs Chairs Coordinating Committee (CCC) and volunteer their time to advise the Board on a range of issues that affect TBARTA and the region. Each appointee to the CAC shall serve at the pleasure of their appointing Board member or other appointing authority.

The role of the CAC includes:

- Providing region-oriented advice to the Authority regarding the development and implementation of a multimodal transportation master plan
- Representing a wide range of stakeholder interests and community organizations
- Evaluating proposals and proposed solutions from a citizen's perspective
- Promoting public awareness and participation in the planning and implementation of the Master Plan and help disseminate information to local citizen groups

FINANCE COMMITTEE

The duties of the Finance Committee are to select the audit firm, review audit reports, review financial and operating reports, review and make recommendations on investment strategy, insurance policies, and major contracts and procurements as well as oversee and monitor performance goals and measures.

LEGISLATIVE COMMITTEE

The mission of the Legislative Committee is to advise the full TBARTA Board of the official positions of the Local, State and Federal entities concerning legislative matters pertaining to the funding of TBARTA. The Committee will also review resolutions and legislation in order to advise and recommend positions to the members and leadership of the TBARTA Board; and work with the regional entities in the development and implementation of transit for the Tampa Bay Region.

POLICY COMMITTEE

The TBARTA Policy Committee is made of members of the TBARTA Board, with the purpose of advising the full Board on matters involving the actions of other transportation agencies which may have an effect on the Authority, the development of administrative policies, rules, and operating procedures, and to perform other duties as assigned by the Board.

REGIONAL PUBLIC PARTICIPATION PROGRAM (RP3) ADVISORY GROUP

The Mission and Purpose of the group is to provide input into the consolidation of the public participation plans of the Chairs Coordinating Committee (CCC) and TBARTA into one regional public participation plan, tentatively titled the TBARTA MPOs CCC Public Involvement Plan; advise staff and the consultant on board, Pascoe Planning Services LLC, on public participation strategies, issues, and trends in the development of a Best Practices Guide for inclusion in the recommendations of the bi-annual Regional Public Participation Plan (RP3) Measures of Effectiveness Report (MOE), and; provide assistance with access to required data for evaluating the measures of effectiveness of past regional public participation efforts.

The roles of the RP3 Advisory Group include:

- Providing region-oriented advice to the Authority on effective public engagement strategies, best practices, and performance measures/targets
- Assisting with coordination and resources required in the development and implementation of a single regional public participation plan for the eight-county West Central Florida region, as well as the bi-annual Public Participation Measures of Effectiveness Report
- Evaluating proposed goals and recommendations for the next two-year public participation period
- Promoting public awareness and participation in the planning and implementation of the Regional Transportation Master Plan and help disseminate information to local citizen groups

TBARTA MPOs Chairs Coordinating Committee (CCC)

The TBARTA Transit Management Committee (TMC) and Citizens Advisory Committee (CAC), along with the TBARTA MPOs CCC Committees, provide the framework and forum for regional transportation planning and coordination.

The goal of the TBARTA MPOs CCC is to prioritize and find ways to address the transportation needs of West Central Florida. These goals are achieved through the support and cooperation of its member agencies, partner entities and advisory committees. The TBARTA MPOs CCC develops regional solutions to transportation problems and ensures a consistent regional planning approach among the six member agencies. In that context, the TBARTA MPOs CCC is responsible for the following activities:

- Cost Affordable Regional Long-Range Transportation Plan
- Regional Congestion Management System
- Air Quality Management System
- Regional Multi-Use Trails Element
- Major Investment Studies Coordination
- Regional Data Sharing and Mapping
- Regional Public Involvement Program

The TBARTA MPOs CCC is responsible for planning documents and regional priorities, including the Transportation Regional Incentive Program (TRIP) and West Central Florida Regional Roadway Network. Starting in FY 2020 the CCC will no longer be contracting with TBARTA to provide organization and administrative services for the functions of the TBARTA MPOs CCC.

TRANSIT MANAGEMENT COMMITTEE (TMC)

The TMC is made up of the region’s transit agency directors, who advise the Board on implementation of the Regional Transit Development Plan.

The mission of the Transit Management Committee is to:

- Serve as an advisory body to the Tampa Bay Area Regional Transportation Authority
- Establish a liaison between the Authority Board and local transit agencies
- Provide technical assistance regarding the development and implementation of a multimodal transportation plan

FY 2020
Operating Budget SUMMARY

Revenues	Adopted FY 2020
Total Revenues	\$7,685,627
Total Expenses	\$7,504,395
Surplus(Deficit)	\$181,232
Transfer (To)From Reserves	(\$181,232)
Net Surplus (Deficit)	\$0

For FY 2020 Operating Revenues exceed Operating Expenses.

An estimated \$181,232 will be put into an Operating Reserve.

FY 2020 BUDGET SUMMARY

Description	FY 2019 Adopted	FY 2019 Projected	FY 2020 Proposed	Variance FY 19 to FY 20 Amount	% Change % Change FY 2019-2020
Beginning Net Position available to budget - General Reserve (Estimate)	\$ -	\$ -	\$ -	\$ -	N/A
Total Operation Revenues	2,617,407	2,992,509	7,546,227	4,553,718	152.17%
Capital Revenues	710,000	590,980	139,400	(451,580)	N/A
Total Sources	\$ 3,327,407	\$ 3,583,489	\$ 7,685,627	\$ 4,102,138	114.47%
Operating Budget	\$ 2,587,837	\$ 3,039,672	\$ 7,364,995	\$ 4,325,323	142.30%
Capital Improvements Budget	710,000	590,980	139,400	(451,580)	N/A
Total Uses	\$ 3,297,837	\$ 3,630,652	\$ 7,504,395	\$ 3,873,743	106.70%
Ending Net Position available to budget - General Reserve (Estimate)	29,570	(47,163)	181,232	228,395	N/A
Total Uses and Net Position Reserves	\$ 3,327,407	\$ 3,583,489	\$ 7,685,627	\$ 4,102,138	114.47%

The FY 20 Budget Summary breaks out sources (revenues) and uses (expenditures) by capital and operating. Based on the budget there is an estimated \$181,232 that will be able to be put into reserves. It is important that TBARTA continue to build a reserve in order to reduce reliance on our funding agencies for mechanisms to either advance fund or provide alternative payment methods.

OPERATING REVENUES

Operating revenues consist of funding from the Federal Government through the Surface Transportation Plan funds, the Florida Department of Transportation, the Florida State Legislature, the Metropolitan Planning Organization and local partnerships. Florida operating funding sources account for 93% of all operating revenue.

Operating Budget Overview - Revenue & Reserves

Revenues	Adopted FY 2019	Projected FY 2019	Proposed FY 2020	% Change FY 2019 to FY 2020
Surface Transportation Plan Hillsborough Cty Vanpool	\$ 344,217	\$ 52,107	\$ 350,000	571.70%
State Commuter Assistance	919,070	1,466,097	1,116,312	-23.86%
State TMOCG Pik My Kid	100,000	44,750	60,000	34.08%
State MPO Study	205,458	152,439	-	-100.00%
State TRIP Hillsborough County	80,000	-	60,000	N/A
State Legislative RTDP	638,661	462,233	536,932	16.16%
State PD&E (BRT)	-	250,000	2,710,000	984.00%
State Legislative Operating	-	-	1,135,303	N/A
State Legislative Innovative Technology Studies	-	-	1,000,000	N/A
Hillsborough Cty MPO Staff Administration	30,000	30,000	-	-100.00%
Partner Contributions	300,000	300,000	550,000	83.33%
FTA Funding	300,000	234,883	139,400	-40.65%
Total Revenues	\$ 2,917,406	\$ 2,992,509	\$ 7,657,947	155.90%
Transfer (To) From Reserves	(29,570)	47,163	(183,552)	N/A
Total Revenues and Transfers	\$ 2,887,836	\$ 3,039,672	\$ 7,474,395	145.89%

OPERATING EXPENSES

Operating expenses have been budgeted consistent with the requirements of the various funding sources. They include \$536,932 of a \$1,000,000 million Florida State Legislature award for expenses related to the Regional Transit Development Plan. This would include professional services, marketing, community outreach, personnel related to the project and administrative support expenses. Also included is \$2,710,000 award for Preliminary Design and Environmental for the 41 mile BRT Project, as well as \$1,000,000 for innovative mobility and technology studies.



***Envision 2030* is Tampa Bay's first Regional Transit Development Plan**

It's both a vision and a strategy to improve the quality of life in Tampa Bay through world-class regional transit service connecting Hernando, Hillsborough, Manatee, Pasco and Pinellas counties

The Vanpool Program, the cornerstone of TBARTA for many years is anticipated to grow 47% to 220 vans. Increases in the Vanpool participation will have a positive impact on the amount of Federal Grants allocated to TBARTA in the future.



Personnel expenditures include a full staff of twelve to be supplemented by the staff services agreement with the Pinellas Suncoast Transit Authority (PSTA). In addition, staff time spent on capital projects as well as legal expenses for the General Counsel will be cross-charged to the Capital Budget, reducing the burden on Operating Revenues.

OPERATING EXPENSES

Expense Item	Adopted FY 2019	Projected FY 2019	Proposed FY 2020	% Change FY 2019 to FY 2020
Office Administration	\$ 111,172	151,068	\$ 181,651	20.24%
Communications	18,000	8,491	31,694	273.25%
Advertising and Media	141,000	76,808	310,900	304.78%
Equipment	90,000	77,892	96,420	23.79%
Insurances	15,000	11,176	20,000	78.95%
Travel and Meetings	6,000	9,058	26,372	191.14%
Personnel	398,711	567,839	1,031,742	81.70%
Fringe Benefits	172,357	133,349	433,571	225.14%
Professional Services	831,588	1,349,661	4,370,045	223.79%
Vanpool Program	840,000	627,121	924,000	47.34%
Emergency Ride Home	25,000	3,609	18,000	398.81%
Pik My Kid Subsidies	73,561	23,600	60,000	154.24%
Total Operating Expenses	\$ 2,722,389	\$ 3,039,672	\$ 7,504,395	146.88%
Costs transferred to Capital	(139,552)	(226,883)	(139,400)	-38.56%
Total Net Operating Expenses	\$2,582,837	\$2,812,789	\$7,364,995	161.84%

CAPITAL PLAN BUDGET

Presented below is the Capital Plan Budget for fiscal years 2020-2024. Included in this plan are the expenditures to support the operations and vision of TBARTA. Capital expenditures create future benefits that are incurred when capital finances are used to purchase capital assets or add value to planning transit in the Tampa Bay Region.

The funding for the five year plan is 100% from the Federal Transit Administration (FTA), through a FTA 5307 grant award. The FTA 5307 funding is an Urbanized Formula Grant. Transit agencies are eligible for these funds based upon legislative formulas. For areas of 50,000 to 199,999 in population, the formula is based on population and population density. For areas with populations of 200,000 or more, the formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, and fixed guideway route miles as well as population and population density. For matching, the federal share is not to exceed 80 percent of the net project cost for capital expenditures. Florida toll revenue credits are used to match the Federal Funds.

The eligible activities that relate to TBARTA are planning, evaluation of transit projects and other technical transportation-related studies, capital investments in technology such as computer hardware and software. In addition, the funding may be used for such administrative costs as personnel as it relates to grant administration, time dedicated to specific projects (Force Account Work), training, legal expenditures and office space dedicated to transit, as well as the Vanpool Program.

	Project Title	Funding	Total Project Budget	FY 2019 Forecast	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget
1	Training	FTA	\$32,000	\$261	\$5,000	\$7,000	\$6,000	\$6,000	\$7,739
2	Van Pool Program	FTA	400,000	109,542	-	100,000	90,458	100,000	
3	Computer Hardware	FTA	30,000	-	10,000				20,000
4	Computer Software	FTA	570,000	-	48,000	522,000			
5	Grant Administration	FTA	360,000	2,500	17,500	85,000	85,000	85,000	85,000
6	Short Range Planning	FTA	1,357,734	327,000	327,000	327,000	376,734		
7	Force Account Work	FTA	400,000	20,000	100,000	100,000	100,000	80,000	
8	Professional Services - Legal	FTA	200,000	56,572	86,400	57,028			
9	Transit Office Space Rental	FTA	150,000	75,105	-	52,000	22,895		
10	Contingency	FTA	180,000	-	45,000	45,000	45,000	45,000	
Total Capital Expenses			\$3,679,734	\$590,980	\$638,900	\$1,295,028	\$726,087	\$316,000	\$112,739

David Green
TBARTA Executive Director

