



NOTICE OF PUBLIC MEETING

AGENDA

Change of meeting location from in-person to a meeting by means of communications media technology pursuant to the Governor’s Executive Order Number 20-69, issued on March 20, 2020, and section 120.54, Florida Statutes, due to the COVID-19 emergency. The meeting can be observed at <https://zoom.us/j/453153811> or by calling 929-205-6099, meeting code 453-153-811.

If you have questions regarding this meeting, please contact Jennifer Mendez at 813-639-7722 or by email, Jennifer.Mendez@TBARTA.com

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Persons wishing to address the Committee can do so in either of two ways:

A. Email your comments to publiccomment@tbarta.com no later than 30 minutes prior to the meeting start time and your comments will be read into the record.

B. To speak during the meeting, phone 1-267-866-0999 with access code 1234 35 1876 between 8:00 – 8:30 am. You will first speak to a staff member, then be able to provide public comment for a maximum of three (3) minutes when recognized by the chairman. This public comment period will be extended for up to 30 minutes.

4. CONSENT AGENDA ITEMS

5. INFORMATION ITEMS

- A. Line of Credit Update (Debbie Leous, PSTA)
- B. CARES Act (David Green)
- C. Commuter Assistance Program (CAP) Grant Resolution (Cyndi Raskin)
- D. FY2019 Audit (Melonie Williams)

6. DISCUSSION ITEM

- A. March 2020 Financials (Melonie Williams)

7. OTHER BUSINESS

8. FUTURE MEETING SUBJECTS

9. ADJOURNMENT



Finance Committee Meeting

Friday, April 17, 2020 – 9:00 am

Electronic Online Meeting

<https://zoom.us/j/453153811>

NOTICE OF PUBLIC MEETING

AGENDA

Tampa Bay Area Regional Transit Authority meetings are open to the public. If a decision made at a meeting is appealable, any person who decides to appeal will need a record of the proceedings and may need to ensure a verbatim record of the proceedings is made, including testimony and evidence upon which the appeal is based. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in a Tampa Bay Area Regional Transit Authority meeting is asked to advise the agency at least 2 business days before the meeting by calling 1(800) 998-7433. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY

RESOLUTION NO. 2020-03

**A RESOLUTION AUTHORIZING EXECUTION OF A
PUBLIC TRANSIT GRANT AGREEMENT AND RECEIPT OF FUNDING FROM
THE FLORIDA DEPARTMENT OF TRANSPORTATION, DISTRICT SEVEN
TO THE TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY,
COMMUTER ASSISTANCE PROGRAM FUNDS IN THE AMOUNT OF \$870,000.00**

WHEREAS, the Tampa Bay Area Regional Transit Authority (“TBARTA”) is an agency of the State of Florida created to improve mobility and to plan, develop, finance, construct, own, purchase, operate, maintain, relocate, equip, repair, manage, and expand multimodal transportation systems and options for passengers and freight in its defined region; and

WHEREAS, the TBARTA currently operates a regional commuter assistance program and receives project funding through contracts with the Florida Department of Transportation, District Seven, for the areas including Citrus, Hernando, Hillsborough, Pasco and Pinellas counties; and

WHEREAS, the Florida Department of Transportation awarded a grant to TBARTA in the amount of \$870,000.00, which is intended to operate the regional commuter assistance services and support for commuters in the FDOT District Seven region.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of TBARTA that:

1. The Tampa Bay Area Regional Transit Authority (TBARTA) agrees to enter into a Public Transit Grant Agreement (PTGA) with the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION for operation of regional commuter assistance services beginning in FY 2020-21 (Project FPN 412534-2-84-20, Contract G1H89) in the amount of \$870,000.00.

2. The Executive Director, or the Chairman of the Board is authorized to sign this PTGA, any amendments thereto, and all other documents on behalf of TBARTA to receive Commuter Assistance Program funds.

APPROVED AND ADOPTED by the Governing Board of TBARTA on this 20th day of March 2020.

FOR THE BOARD

ATTEST:

JAMES W. HOLTON, Chairman

JANET LONG, Secretary-Treasurer

FYE 2020 FINANCIAL PERFORMANCE REPORT
Year to Date through March 2020

Description	March			
	Actual	Budget	% Variance	\$ Variance
Revenues	\$1,775,897	\$4,175,314	(57.47%)	(\$2,399,417)
Expenses	\$1,594,581	\$3,775,135	57.76%	\$2,180,554
Surplus / (Deficit)	\$181,316	\$400,179	(54.69%)	(\$218,863)

Year to date through the month of March, the net surplus of \$181,316 is \$218,863 under the budget of \$400,179.

Revenues

Federal Funding - under budget due to use of STP and FTA 5307 funds	(57,873)
State Funding - under budget due to the timing of the PD&E and Technology Projects	(2,341,544)
	<u>(\$2,399,417)</u>

Expenses

Salaries and Fringe Benefits under budget due to vacant positions	(\$151,174)
Professional Services under budget due to consultants in PD&E and Technology study	(1,770,121)
Advertising/Marketing/Outreach	(112,166)
Commuter Assistance Programs - under budget due to Van Pool and Pik My Kids	(112,077)
All other expenses	(35,016)
	<u>(\$2,180,554)</u>

Tampa Bay Area Regional Transit Authority

BALANCE SHEET

As of March 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and Cash Equivalents	310,514.89
Total Bank Accounts	\$310,514.89
Accounts Receivable	
1120 Accounts Receivable (A/R)	935,057.76
Total Accounts Receivable	\$935,057.76
Other Current Assets	
1140 Prepaid Expense	21,300.73
1240 Other Receivables	0.00
1241 Employee Receivables	8,167.69
1259 Former BACS Employee Receivabl	0.00
1499 Undeposited Funds	0.00
Total Other Current Assets	\$29,468.42
Total Current Assets	\$1,275,041.07
Fixed Assets	
1200 Non-current Assets	14,646.10
Total Fixed Assets	\$14,646.10
TOTAL ASSETS	\$1,289,687.17
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable	539,544.35
Total Accounts Payable	\$539,544.35
Credit Cards	
2115 SunTrust Visa CC-1983	2,272.03
Total Credit Cards	\$2,272.03
Other Current Liabilities	
2130 Accrued Liabilities	162,023.98
2190 Other Current Liabilities	19,708.00
2293 Deferred Revenue	34,234.59
2401 Advances from FDOT	0.00
2402 Advance Grant #2	0.00
3350 Event / Program Funds	0.00
Total Other Current Liabilities	\$215,966.57
Total Current Liabilities	\$757,782.95

Tampa Bay Area Regional Transit Authority

BALANCE SHEET

As of March 31, 2020

	TOTAL
Long-Term Liabilities	
2291 G1445 RTDP Advance	60,168.63
2292 G1C04 OPS Advance	370,516.28
Total Long-Term Liabilities	\$430,684.91
Total Liabilities	\$1,188,467.86
Equity	
3000 Opening Bal Equity	0.00
3003 Net Assets	-81,648.58
3004 Investment in Capital Assets	1,552.32
Net Income	181,315.57
Total Equity	\$101,219.31
TOTAL LIABILITIES AND EQUITY	\$1,289,687.17

Tampa Bay Area Regional Transit Authority

PROFIT AND LOSS

October 2019 - March 2020

	TOTAL
Income	
4300 Local Funds	
4305 Partner County Contributions	550,000.00
Total 4300 Local Funds	550,000.00
4400 State Funds	
4405 Trans Mgmt Orgz Coord Grant	29,500.00
4410 Commuter Assistance Program (CAP)	409,141.85
4415 Regional Transit Develop. Plan	228,077.35
4425 Operating Grant (OPS)	341,840.46
4430 TRIP	30,485.35
Total 4400 State Funds	1,039,045.01
4500 Federal Funds	
4505 Federal Transit Administration	88,353.95
4510 Surface Transportation Program	98,473.32
Total 4500 Federal Funds	186,827.27
4600 Miscellaneous income	
4620 Interest income	24.34
Total 4600 Miscellaneous income	24.34
Total Income	\$1,775,896.62
GROSS PROFIT	\$1,775,896.62
Expenses	
5010 Salaries & Benefits	
5013 Salaries and Wages	426,826.20
5015 Fringe Benefits	
5016 Workman's Comp Insurance	1,079.99
5017 Medical, Dental & Supplemental Benefits	85,131.03
5018 Employment Taxes	28,284.91
5019 Retirement Program	38,977.75
8484 Transit Subsidy Program	120.00
Total 5015 Fringe Benefits	153,593.68
Total 5010 Salaries & Benefits	580,419.88

Tampa Bay Area Regional Transit Authority

PROFIT AND LOSS

October 2019 - March 2020

	TOTAL
5020 Professional/Contracted Services	
5021 Commuter Assistance Programs	
8980 Emergency Ride Home Program	1,663.42
9021 Pik My Kids Expense	29,500.00
Total 5021 Commuter Assistance Programs	31,163.42
5022 IT Support and Maint	4,384.50
5023 Legal Expense	17,984.00
5024 Lobbyist	73,000.00
5025 Consultant/Contractor Services	306,903.15
5026 Auditors	5,800.00
5027 PSTA	11,166.20
5028 Payroll Processing	1,664.22
Total 5020 Professional/Contracted Services	452,065.49
5039 Supplies & Materials	
5035 Office Supplies	1,330.69
5036 Computer Software	34,315.46
5037 Office Equipment	2,621.32
5038 Postage	385.05
Total 5039 Supplies & Materials	38,652.52
5040 General Utilities	
5041 Telephone	4,690.78
5042 Web Hosting	554.00
Total 5040 General Utilities	5,244.78
5050 Casualty & Liability Cost	8,963.47
5090 Misc/Office Expense	
5091 Printing, Advertising, & Marketing	50,782.09
5092 Public Relations/Outreach	627.32
5093 Dues, Publications & Membership	2,694.00
5094 Meetings Expense	3,205.61
5095 Staff Training	6,055.10
5096 Rent	51,443.56
5097 Bank Fees & Licenses	185.39
5098 Travel & Auto Mileage	6,001.01
5099 Employee Functions	481.06
8115 Interest Expense	0.30
Total 5090 Misc/Office Expense	121,475.44

Tampa Bay Area Regional Transit Authority

PROFIT AND LOSS

October 2019 - March 2020

	TOTAL
9000 Projects & Programs	
5115 Vanpool-Agency Subsidy	387,759.47
Total 9000 Projects & Programs	387,759.47
Total Expenses	\$1,594,581.05
NET OPERATING INCOME	\$181,315.57
NET INCOME	\$181,315.57