



FINAL BUDGET

FISCAL YEAR 2021

October 1, 2020 through September 30, 2021

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

From: James Holton, Chair

Date: August 21, 2020

Subject: Transmittal of the FY 2021 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 21 budget continues to support our mission.

FY 2020 included many accomplishments for TBARTA. Envision 2030, was completed and is Tampa Bay's first Regional Transit Development Plan. It is 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 preliminary design and environmental for the proposed 41-mile BRT is well under way and will be completed in FY 2021. An innovative technology study was conducted and completed in July 2020 with a legislative appropriation administered through the Florida Department of Transportation.

Viable – In order for TBARTA to be successful we need to be fiscally viable and responsible. The budget is balanced for FY 21 with the use of the CARES Act grant. The Authority's highest priority for the future is securing a dedicated recurring revenue source to support the operation of TBARTA and therefore it's mission.

Actionable – The cornerstone of TBARTA has been our commuter assistance programs. Despite the impact COVID 19 has had on the program with fewer vans on the road, the FY 21 budget includes a road to recovery of achieving 203 vans. This represents an increase over projected FY 2020 at 150 vehicles.

Leadership – TBARTA is not only working to address the regional transit needs of today but is leading the way for future generations. As noted above, in 2019, the Florida Legislature appropriated an additional \$1 million dollars to TBARTA specifically for the study and development of future transit technologies. To quote our Executive Director, David Green:

“It allows us not only to consider cutting-edge solutions for Tampa Bay's transit needs, but to do so with high priority on sustainable public transit. TBARTA is committed to efficient, affordable, and environmentally-friendly transit that keeps our economy vibrant and our community healthy.”

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 TBARTA's mission and related projects through developing relationships and public outreach and marketing.

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 January 26, 2018

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



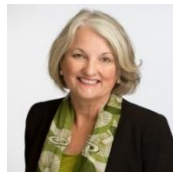
Jane Castor
Mayor City of Tampa



Rick Kriseman
Mayor
City of St. Petersburg



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



Pat Kemp
Commissioner
Hillsborough County



Richard McClain
Hillsborough Area Regional Transit Authority



John Mitten
Commissioner
Hernando County



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



Kathryn Starkey
Commissioner
Pasco County



Karen Seel
Commissioner Pinellas County

Vacant
Gubernatorial

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

Jim Holton
Cliff Manuel, Jr.
Vacant
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 third 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.

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 2021

OPERATING BUDGET SUMMARY

Revenues	Proposed FY 2021
Total Revenues	\$6,606,985
Total Expenses	\$6,416,828
Surplus(Deficit)	\$190,157
Transfer (To)From Reserves	(\$190,157)
Net Surplus (Deficit)	\$0

For FY 2021 Operating Revenues exceed Operating Expenses.

An estimated \$190,157 will be placed into the Operating Reserve.

FY 2021 BUDGET SUMMARY

Description	FY 2020 Adopted	FY 2020 Projected	FY 2021 Proposed	Variance FY 20 to FY 21 Amount	% Change % Change FY 2020-2021
Beginning Net Position available to budget - General Reserve (Estimate)	\$ 181,232	\$ (41,244)	\$ 175,999	\$ 217,243	N/A
Total Operation Revenues	7,546,227	5,821,122	6,606,985	785,863	13.50%
Capital Revenues	139,400	91,814	546,586	454,772	N/A
Total Sources	\$ 7,866,859	\$ 5,871,692	\$ 7,329,570	\$ 1,457,878	24.83%
Operating Budget	\$ 7,364,995	\$ 5,603,879	\$ 6,416,828	\$ 812,949	14.51%
Capital Improvements Budget	139,400	91,814	546,586	454,772	N/A
Total Uses	\$ 7,504,395	\$ 5,695,693	\$ 6,963,414	\$ 1,267,721	22.26%
Ending Net Position available to budget - General Reserve (Estimate)	362,464	175,999	366,156	190,157	N/A
Total Uses and Net Position Reserves	\$ 7,866,859	\$ 5,871,692	\$ 7,329,570	\$ 1,457,878	24.83%

The FY 21 Budget Summary breaks out sources (revenues) and uses (expenditures) by capital and operating. Based on the budget there is an estimated \$190,157 that will be able to be placed 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 CARES Act, the Florida Department of Transportation, the Florida State Legislature, the Metropolitan Planning Organization and local partnerships. Florida operating funding sources account for 61% of all operating revenue.

FY 2021
OPERATING BUDGET OVERVIEW-REVENUE & RESERVES

Revenues	Adopted FY 2020	Projected FY 2020	Proposed FY 2021	% Change FY 2020 to FY 2021
Surface Transportation Plan Hillsborough Cty Vanpool	\$ 350,000	\$ 264,028	\$ 750,713	184.33%
State Commuter Assistance	1,116,312	733,511	520,156	-29.09%
State TMOCG Pik My Kid	60,000	29,500	-	N/A
State TRIP Hillsborough County	60,000	30,485	-	N/A
State Legislative RTDP	536,932	367,833	20,825	-94.34%
State PD&E (BRT)	2,710,000	2,500,000	2,500,000	0.00%
State Legislative Operating	1,135,303	985,652	514,348	-47.82%
State Legislative Innovative Technology Studies	1,000,000	220,917	779,083	N/A
Partner Contributions	550,000	550,000	550,000	0.00%
FTA Funding	139,400	231,010	1,518,446	557.31%
Total Revenues	\$ 7,657,947	\$ 5,912,936	\$ 7,153,571	20.98%
Transfer (To) From Reserves	(183,552)	(217,243)	(190,157)	N/A
Total Revenues and Transfers	\$ 7,474,395	\$ 5,695,693	\$ 6,963,414	22.26%

OPERATING EXPENSES

Operating expenses have been budgeted consistent with the requirements of the various funding sources. They include \$856,059 of a \$2.2 million Federal CARES Act award and \$514,348 of a \$1,500,000 million Florida State Legislature award for operating expenses. This includes professional services, marketing, community outreach, personnel related to projects and administrative support expenses. Also included is \$2,500,000 award for Preliminary Design and Environmental for the 41-mile BRT Project, as well as \$779,083 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 to 203 vans. This represents a road to recovery from the impacts to the program from COVID 19.

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 and legal expenses for the General Counsel will be cross-charged to the Capital Budget, reducing the burden on Operating Revenues.

OPERATING EXPENSES
FY 2021
Operating Budget Summary - Expenses

Expense Item	Adopted FY 2020	Projected FY 2020	Proposed FY 2021	% Change FY 2020 to FY 2021
Office Administration	\$ 181,651	144,706	\$ 51,885	-64.14%
Communications	31,694	16,092	62,430	287.96%
Advertising and Media	310,900	75,000	340,529	354.04%
Equipment	96,420	88,800	104,916	18.15%
Insurances	20,000	19,927	22,500	12.91%
Travel and Meetings	26,372	6,113	10,456	71.05%
Personnel	1,031,742	919,941	947,119	2.95%
Fringe Benefits	433,571	312,521	365,795	17.05%
Professional Services	4,370,045	3,339,159	3,804,984	13.95%
Vanpool Program	924,000	741,691	895,200	20.70%
Emergency Ride Home	18,000	2,243	3,600	60.50%
Pik My Kid Subsidies	60,000	29,500	-	N/A
Total Operating Expenses	\$ 7,504,395	\$ 5,695,693	\$ 6,609,414	16.04%
Costs transferred to Capital	(139,400)	(91,814)	(192,586)	109.76%
Total Net Operating Expenses	\$7,364,995	\$5,603,879	\$6,416,828	14.51%

CAPITAL PLAN BUDGET

Presented below is the Capital Plan Budget for fiscal years 2020-2025. 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.

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, and 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 2020 Forecast	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget
1	Training	FTA	\$32,000	\$3,376	\$3,000	\$6,000	\$6,000	\$6,000	\$7,624
2	Van Pool Program	FTA	400,000	109,542	-	90,458	100,000	100,000	
3	Computer Hardware	FTA	30,000	16,400	-			13,600	
4	Computer Software	FTA	570,000	12,715	48,000	509,285			
5	Grant Administration	FTA	360,000	4,135	3,270	85,000	85,000	85,000	97,595
6	Short Range Planning	FTA	1,357,734	-	354,000	327,000	327,000	327,000	22,734
7	Force Account Work	FTA	1,300,391	33,828	189,316	264,662	242,602	280,780	289,203
8	Professional Services - Legal	FTA	460,000	135,200	64,800	65,000	65,000	65,000	65,000
9	Transit Office Space Rental	FTA	384,610	77,657	-		100,000	102,300	104,653
10	Contingency	FTA	225,000	-	45,000	45,000	45,000	45,000	45,000
Total Capital Expenses			\$5,119,735	\$392,853	\$707,386	\$1,392,405	\$970,602	\$1,024,680	\$631,809

David Green
Executive Director

