



Board Meeting
Friday, July 26, 2019 – 10:00 am
PSTA Board Room
3201 Scherer Drive
St. Petersburg, FL 33716

NOTICE OF PUBLIC MEETING

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIENCE AND ROLL CALL

3. PUBLIC COMMENT

Persons wishing to address the Board are requested to complete a "Comment Card" and will be limited to three (3) minutes. Please see staff prior to the meeting. This public comment period will be extended for up to 30 minutes.

4. CONSENT AGENDA ITEMS

A. June 21, 2019 Board Meeting Minutes

5. DISCUSSION AND/OR ACTION ITEMS

A. PRESENTATIONS

1. Virgin Trains USA (Bob O'Malley)
2. Commute with Enterprise (Cyndi Raskin and Arlinda Karuli)

B. ACTION ITEMS

C. POLICY COMMITTEE REPORT – MELANIE GRIFFIN, CHAIR

1. Procurement Card Policy (Melonie Williams)

D. FINANCE COMMITTEE REPORT – COMMISSIONER JANET LONG, CHAIR

1. Resolutions to accept \$1m & \$1.5m Legislative Appropriations (David Green)

E. LEGISLATIVE SUBCOMMITTEE REPORT – COMMISSIONER JANET LONG, CHAIR

F. CITIZENS ADVISORY COMMITTEE REPORT – NO MEETING

G. TRANSIT MANAGEMENT COMMITTEE REPORT – NO MEETING

6. CHAIRMAN'S REPORT – CHAIR JIM HOLTON

7. EXECUTIVE DIRECTOR REPORT

8. OLD & NEW BUSINESS

9. FUTURE MEETING SUBJECTS

- A.** Congestion Management Lanes/South Florida Express Bus Service
- B.** Regional BRT PD&E

- C. Envision 2030
- D. Existing Express Routes vs Local Routes
- E. Intermodal Centers
- F. State Funded Transit Service

10. ADJOURNMENT

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).

****[Next Board Meeting](#)****

August 23, 2019 – 10:00 am

**PSTA Board Room
3201 Scherer Drive
St. Petersburg, FL 33716**

Board Members Present:

Jim Holton, Chair, Gubernatorial
Commissioner John Mitten, Hernando County
Commissioner Reggie Bellamy, Manatee County
Cliff Manuel, Gubernatorial
Rich McClain, Hillsborough Area Regional Transit (HART)
Commissioner Pat Kemp, Hillsborough County
Commissioner Janet Long, Pinellas Suncoast Transit Authority (PSTA)
Secretary David Gwynn, Florida Department of Transportation (FDOT) District 7

Board Members Absent:

Mayor Jane Castor, City of Tampa (excused)
Mayor Rick Kriseman, City of St. Petersburg (excused)
Melanie Griffin, Gubernatorial (excused)
Commissioner Karen Seel, Pinellas County (excused)
Secretary L.K. Nandam, Florida Department of Transportation (FDOT) District 1 (excused)

Call to Order

- Chair Jim Holton called the meeting to order at 10:04 am.

Public Comments

- Ron Weaver – Spoke regarding the November 6th ballot 1 cent sales tax. He wants to make sure that the destination of these funds are the priorities that were voted on by the taxpayers.
- Tom Nocera – SkyTran is in the process of erecting a demonstration track in San Antonio. Expecting official word on when the demonstrations will begin sometime in July. This track will be built on private property donated from one of the investors.

Consent Agenda Item

Approve May 17, 2019 Board Meeting minutes.

❖ **Janet Long moved to approve. Motion Seconded. PASSED 7-0.**

Presentation and Action Items

Cross Bay Ferry – Ed Turanchick

- The Cross Bay Ferry project is poised to provide Tampa Bay with its first, congestion proof regional transit system within three years. HMS will assume operating risk of over \$100 million for 20-year term. This would be the only local or regional transit system in the SE United States that doesn't require a local operating subsidy. County and other governments

would be responsible for funding \$36.5 million in capital infrastructure costs.

- In January 2018, BOCC reinstated this as a turnkey public private partnership project. County retained AECOM in April 2018 to provide oversight. Between June 2018 and Sept. 2018 reviewed over a dozen sites and selected three. Conducted CCNA solicitation and Kimley-Horn/Moffatt Nichols/Steer was brought on as professional consultants to project. Between Sept 2018 and Feb. 2019 three sites (Williams Park, Schultz Preserve, Kracker Road) were evaluated for environmental, design, transportation, ridership projections and related issues for each. Project Developer submitted Business Plan on April 15, 2019.
- The proposed MAFB commuter service would operate every 10-15 minutes during peak periods on all nonfederal holiday workdays using four, 149 passenger, fast catamaran ferries. MAFB commuters would board at Williams Park, take a fast 14-minute ride across Tampa Bay instead of making the 45-minute commute around the top of Tampa Bay, then board a tram system that would connect to most MAFB destinations. The cost of this service for federal employees would be covered by current federal transit vouchers (\$260). The roundtrip cost for those without vouchers would be about \$15 per day and would cover parking, the ferry and tram service.
- HMS would also work closely with TBARTA to provide vanpool service from various Brandon and South County communities to connect to Williams Park. Fares would be seamless, with MAFB employees being able to apply their federal transit voucher to cover parking/ferry/tram, bus/ferry/tram, or van pool/ferry/tram service options.
- Weeknight intercity service would commence after the MAFB service was over and operate between 6 p.m. and 10:30 p.m. At least two ferries would circulate between South County and each downtown. Additional ferries would likely operate on evenings when events are scheduled at Amalie Arena or Tropicana Field. Weekend intercity service also would connect St. Petersburg, Tampa and South County using at least two vessels operating in a counter-circular fashion, operating from late morning to late evening. The pricing structure is proposed as follows; \$8 per trip for adults, \$5 per trip for seniors, military, and college students, \$3 for children ages 4-17 (must be accompanied by an adult) and free for children under age 3.
- The project developer schedule is as follows; CCNA professional procurement is underway. Second Interim Agreement to be negotiated and presented to BOCC by Mid-August (as per BOCC direction). This includes environmental assessments, preliminary design and engineering and environmental permitting at approximately \$2 million and 18 months. The second phase readies project for construction with a TBD budget and 6-month time frame. Comprehensive Public Private Operating Partnership and construction set to take place summer 2021 with permanent Ferry Service Commencing in Fall 2022.
- Some key issues going forward will be capital funding, property acquisition, environmental permitting and operating costs.
 - Cliff Manuel asked what the projected capacity of this service will be daily? Ed Turanchick replied that the MacDill service can move around 1800 passengers per peak period (90 minutes).
 - Rich McClain asked how revenues will benefit the rest of the system, what is the breakeven number? Ed informed Rich that it would be at 800 daily round trip

- passengers. Rich asked as far as logistics are concerned how would it work with 4 different moves (car, vanpool, ferry, tram), how much time would this take? Ed was not able to give a definite answer. Rich then asked if the \$36 million infrastructure cost would be absorbed by both Hillsborough and Pinellas? Ed replied that most of the costs are going to be in Hillsborough County due to most of the service happening in Hillsborough, however some pro rata portion of the vessels cost could be shared.
- Pat Kemp stated that this is such a unique opportunity here. She has worked on this project for many years. The time it takes to go from Williams Park to MacDill is only 13 minutes via ferry. The enthusiasm at the base is very strong for this project. Ed Turanchik agreed stating that this is one of the officially adopted community partnership projects from the Department of Defense.
 - David Gwynn wanted to point out that FDOT is putting a lot of money into the Tampa Bay Region. He felt like one of the reasons the ferry was so successful was due to the streetcar being free. He also asked if the vendor would be covering upkeep costs and what the future Federal and State funding be used for? Ed Turanchick replied Federal and State funding would cover expansion, HMS is taking on maintenance and major repairs as covered under their operating commitment.

Website Redesign Update – Chris Jadick

- We were given a preview of the new website. It has been streamlined to provide a modern web experience that best represents a world-class transit organization. We are removing outdated content and making features easy to find, understand and use. The new website will launch in August.
- The weekly newsletter ON THE GO! has also been updated to better convey what TBARTA is working on. This should further our message even more.

Policy Committee Report

FTA NTD Reporting Procedure/Document Retention Policy – Michael Case

- TBARTA recently completed its NTD Annual Report and an Independent Auditors Statement of Federal Funding Allocations (IAS-FFA) for its vanpool program for Fiscal Year 2018. The NTD Annual Report covers operational and financial statistics for the program each fiscal year and the IAS-FFA certifies that the reporting agency is following procedures for reporting established by FTA, and where appropriate, has policies in place that support proper management of data documentation.
 - TBARTA was found to not have a written procedure for preparing, maintaining and reporting NTD data; as well as the absence of a formal policy for retaining source documents that contain data reported to NTD.
 - A new formal procedure and policy have been created and submitted today for approval.
- ❖ **Jim Holton motioned to approve. John Mitten seconded. PASSED 7-0.**

***Finance Committee Report
FY 2018 Audit Report - CLA***

- The audit report was discussed in length at the Finance Committee meeting. Several recommendations were addressed for compliance, but the report was clean.

❖ **Rich McClain motioned to accept the report. Reggie Bellamy seconded. PASSED 7-0.**

Proposal solicit a CLA Risk Assessment

- A recommendation was made to solicit a risk assessment proposal stemming from the Audit report that CLA presented in the Finance Committee meeting. The idea being that this would be beneficial with TBARTA being grant dependent and having certain inherent risks to the sustainability of the organization. As we bring on new grants & opportunities there should be a formal thought process that goes into the documentation.

❖ **Jim Holton solicited a motion to approve. Cliff Manuel seconded. PASSED 7-0.**

Proposal to increase FKQ website budget – Chris Jadick

- The website SOW did not originally have an option for Spanish translation in the contract. It was not provided due to our original \$60,000 budget constraint. FKQ quoted an additional \$2150 to add a Spanish translation option.
- Debbie Leous spoke with FDOT regarding funding. It was decided that this will have to be paid out of local funds with the caveat that Debbie and FDOT will sit down to find funding if applicable.
- Cliff Manuel asked why this was not included in the new website considering that it is in our current website. Chris Jadick inherited this project and the SOW had already been approved without this feature in order to get the project to our \$60,000 budget.

❖ **John Mitten motioned to approve using local funding. Cliff Manuel seconded with the provision that we will check into an additional funding source from FDOT. PASSED 7-0.**

Legislative Subcommittee Report

Federal Legislative Updates – Van Scoyoc

- There are certain challenges going on with a divided Federal government. Democrats are trying to advance their agenda and Republicans are focused on judicial appointments.
- Passing major legislation has been difficult due to partisan divide, infrastructure initiatives have been bipartisan and there are concerns about the budget deficit.
- The infrastructure bill is likely a victim. It had initial support for \$2 trillion bill (over 10 years). There has been no consensus on what would be included or revenue sources. Not dead, but moving on to other initiatives
- FY 2020 Appropriation Bills are moving ahead, and work has begun on next year's budget. No budget agreements have been made nor agreements on spending caps.
- The House Appropriations Committee has a package on the floor that includes the Transportation Appropriations bill. This provides increased funding for DOT/FTA with strong support for public transit bus systems. Overall, \$13.5 billion for FTA, fully funds FAST Act authorized levels. Provides strong support for bus rapid transit with \$2.3 billion for Capital Investment Grants. It also adds an additional \$750 million from the general fund along with increases for bus and bus facility and Low/No grant programs.
- Looking ahead the FAST Act expires in September 2020. The Highway Trust Fund is

essentially broke. Congress avoided raising the gas tax in last transportation bill. Options under consideration include raising the federal gas tax, transition to vehicle miles traveled, increase tolling and private sector investment and the Federal government spends less. Highway/transit programs expire 5 weeks before the election. An extension into 2021 is likely.

- We have some great opportunities with the FTA supporting investing in bus rapid transit, Florida being a battleground state and TBARTA having the ability to draw on the political strength of five counties.
- A challenge we might face is the need to define TBARTA and its mission to Federal officials as we do not have a track record for building or running a transit system.

Citizens Advisory Committee Report – Bill Johnson

- The CAC met at June 9th at HART, no action items were on the agenda to pass on to the Board. The Committee received a report on the Envision 2030 RTDP, a presentation on the TBARTA Commuter services program, and an update on the Catalyst PD&E project planned upcoming activities. The CAC reaffirmed that they are still offering their services to assist the Board on TBARTA legislative advocacy efforts. The next meeting CAC will be August 21st at PSTA.

Chairman’s Report-Jim Holton, Chair

- All things look good for our bill to be signed by the Governor. We should find out the outcome in the next few days.

Executive Director Report - David Green

- David Green thanked all the Board members for meeting with Scott Pringle from WSP to discuss the PD&E of the Regional BRT project. We received many great comments. Next steps will involve meetings about the number of stations, station locations and discussions about stakeholder coordination and scheduling public outreach. We are planning to give an update at the August Board meeting
- We are also making great progress with Envision 2030. Five outreach events have been completed with one more scheduled in Manatee. We’ve compiled preliminary results of the online survey including zip code analysis of where the surveys were taken. The survey will remain open through the July 4th weekend. We are also doing one more push with media buys to blanket the 5-county area with a special emphasis to reach the areas that have been underrepresented. Next steps involve an evaluation of existing services throughout the 5-county area, a peer review of other regional transit agencies and identification of alternatives for improving existing regional transit services. Next update to the Board will be in September.
- The RidePro interface (van pool search platform) has been updated for better functionality,
- We are finalizing a Commuter services workplan that recommends improvement to commuter assistance programs and services which includes an outreach plan, restructuring our emergency ride home program and provides some marketing tools/tactics.
- We are making great progress on our FY2020 operating budget. A proposed budget will be

presented at the August Board meeting.

- Due to Board agreement, we will reschedule Committee/Board meetings for the same days through the rest of the year.

❖ **Items in red indicate a vote by the Committee.**

Adjournment 12:00 p.m.

ACTION ITEM: Procurement Card Policy

Action: Recommend the TBARTA Governing Board approve the Procurement Card Policy

Staff Resource: Melonie Williams, Senior Accountant

Details:

- Background:
 - TBARTA operates under its Procurement Policy and Procedures for the purchase of all goods and services. The Procurement Card Policy was developed in accordance with the Procurement Policy and Procedures. The Procurement Card (herein referred to as P-Card) is a TBARTA credit card provided to TBARTA employees upon approval by the Executive Director and P-Card Administrator to establish a more efficient and cost-effective method for the purchase and payment of approved expenses made on behalf of TBARTA.
 - The P-Card is designed to eliminate petty cash, enhance productivity, improve controls, and reduce paperwork and the overall cost associated with purchases and payments. P-Card use allows simplification of day-to-day procurement activities while enhancing cost effectiveness. The P-Card streamlines payment and procurement procedures, reduces administrative burden traditionally associated with small dollar value purchases, and allows for quicker receipt of goods and services, and payment to suppliers. The P-Card also offers more accountability through consistent and timely reconciliation processes and electronic management controls. P-Cards are honored by all suppliers who accept Master Card and there are no annual fees, transaction fees, or reporting fees.
 - This policy will apply to all departments and board members of TBARTA and is intended to provide an efficient and convenient method of procurement and paying for goods and services not exceeding pre-authorized purchase dollar limits.
 - The Executive Director or their designee will be responsible for implementing this policy. The Senior Accountant will be the P-Card administrator under the direction of the Executive Director. Compliance with this policy is the responsibility of each employee who is issued a P-Card as well as their respective directors, managers and supervisors.

Fiscal Impact:

None

Recommendation:

Recommend the Governing Board approve the Procurement Card Policy.

Attachments:

Procurement Card Policy



Procurement Card Policy

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I. INTRODUCTION

Tampa Bay Area Regional Transit Agency (herein referred to as TBARTA) operates under TBARTA's Procurement Policy and Procedures for the purchase of all goods and services. The Procurement Card Policy has been established in accordance with the Procurement Policy and Procedures. The Procurement Card (herein referred to as the P-Card) is a TBARTA credit card provided to TBARTA employees (herein referred to as Employees), upon approval by the Executive Director and the P-Card Administrator, to establish a more efficient and cost-effective method for the purchase and payment of approved expenses made on behalf of TBARTA. P-Card use allows simplification of day-to-day procurement activities while enhancing cost effectiveness. The P-Card streamlines payment and procurement procedures, reduces administrative burden traditionally associated with small dollar value purchases, and allows for quicker receipt of goods and services, and payment to suppliers. The P-Card also offers more accountability through consistent and timely reconciliation processes and electronic management controls. P-Cards are honored by all suppliers who accept Master Card and there are no annual fees, transaction fees, or reporting fees.

II. PURPOSE

The P-Card is designed to eliminate petty cash, enhance processes including check requests and purchase orders, and improve efficiency in ordering and payment of purchases from any supplier that accepts Master Card. The purpose of these policies and procedures is to accomplish the following:

- Provide an efficient method of procurement and paying for goods and services
- Provide a convenient method of procurement for goods and services not exceeding pre-authorized purchase dollar limits
- Enhance productivity, improve controls, and reduce paperwork and the overall cost associated with purchases and payments
- Ensure P-Card purchases are in accordance with TBARTA's Procurement Policies and Procedures

III. SCOPE

This policy applies to all departments and boards of TBARTA.

IV. RESPONSIBILITY

The Executive Director or their designee is responsible for implementing this policy. Compliance with this policy is the responsibility of each employee who is issued a P-Card as well as their respective directors, managers and supervisors. Directors and managers must control the proper use of his or her department(s) cards. Each employee is responsible for safeguarding public funds. The stewardship of resources and the public trust are first and foremost when an employee is involved in any purchase made on behalf of TBARTA. The purchase card is embossed with the employee's name and the word "TBARTA". It has TBARTA's name on the face of it and has been specifically designed to avoid confusion with personal credit cards. All employees are required to complete P-Card training before a card will be issued.

A. P-Card Administrator

The P-Card will be administered by TBARTA's Senior Accountant (herein referred to as the P-Card Administrator) under the direction of the Executive Director. The respective Director will delegate authority, with concurrence from the Senior Accountant, to select employees that authorize spending using the P-Card.

B. Employees

Employees are required to reconcile **all** statements, maintain legible receipts, and obtain their approving supervisor, manager, or director's approval on a monthly basis or more frequently, if requested. In order to ensure TBARTA submits timely and accurate payments, the employee is responsible for the following tasks:

1. Retain backup documentation (receipts) for all transactions regardless of amount
2. Review statements once they are received
3. Verify charges for accuracy against receipts
4. Provide details of the purchase
5. Submit original documents to Accounts Payable within five (5) days of receipt of monthly statement

C. Reviewer/Approver (Supervisor/Manager/Director/Executive Assistant):

The Reviewer is responsible for reviewing and approving an employee's P-Card transactions and monitoring card activity to ensure that all purchases are for legitimate TBARTA business use. This individual may be a supervisor, manager, or director. The following outlines the responsibility that is required to safeguard TBARTA funds:

1. Monitor P-Card use of each employee to ensure adherence to policies and procedures
2. Review employee's monthly P-Card statements along with reconciliation comments
3. Review receipts against statements to ensure all documents have been submitted
4. Identify any questionable or ambiguous charges and follow-up with employee accordingly
5. Approve all monthly transactions within **five days** of the end of the monthly billing cycle
6. Report all fraudulent use of P-Card

D. Accounts Payable/Accounting

In order to ensure proper payments are made for credit card transactions, Accounts Payable will perform the following tasks:

1. Receive approved monthly billing statements and supporting documentation from all departments

2. Receive consolidated monthly billing statement from issuing bank
3. Confirm that all charges are approved
4. Notify department head when approved monthly billing statements are not received in a timely manner
5. Pay all charges from consolidated monthly billing statement
6. Download bank P-Card information from website into Excel at the end of month cycle
7. Confirm data is correct and balance matches paper statement
8. Tie individual approved backup and statements to main statement, and process payment by due date
9. Post journal entry into QuickBooks
10. File and store statements, documents and receipts on TBARTA's shared drive
11. Generate reports as needed

E. Manager/Director

The Director has the following responsibilities:

1. Request P-Card for select employees using the P-Card Application Form
2. Establish pre-authorized limits for use of P-Card in consultation with P-Card Administrator
3. Review employees' monthly card usage
4. Verify and revise, if necessary, account coding and vendor number, and approve authorized charges for payment
5. Approve P-Card Change Request Form for any status changes and forward to P-Card Administrator
6. Require the employee to reimburse TBARTA for any purchases deemed not for official TBARTA use
7. Notify the P-Card Administrator when an employee resigns, transfers, or is terminated from employment
8. Collect cards from terminated employees and return to P-Card Administrator

V. POLICY

TBARTA can access contracts with many suppliers that contain preferred pricing for goods and services. Using these suppliers will ensure the best value is obtained. Under no circumstances should the employee request the supplier to establish a credit card system in order to allow the employee to use his/her credit card for purchases. For purchases where the P-Card is not appropriate or cannot be used, the purchase will be made using the requisitioning system.

All charges on the P-Card are billed directly to and paid directly by TBARTA. Personal purchases using TBARTA's P-Card are prohibited and considered to be a misuse of the P-Card. The issuing bank will not accept any personal payments directly from the employee.

Credit limits for each employee will be assigned by the Executive Director and approved by the P-Card Administrator at the time the card is issued based upon on spending need and associated levels of authority.

The employee is required to comply with audit procedures designed to protect the assets of TBARTA. All P-Card documentation is subject to audit by the issuing bank administration, TBARTA's Finance Department, as well as TBARTA's external auditors, in order to ensure compliance with P-Card guidelines and this policy.

Misuse of the P-Card may be considered misappropriation of TBARTA funds which will be subject to disciplinary action, up to and including termination of employment.

The use of auction websites and third-party credit card service providers (i.e., PayPal) is strictly prohibited due to the increased risk of credit card fraud and/or misappropriation of TBARTA funds.

Original receipts or invoices with the description of the purchased goods or services are required for all transactions. If a clear description of the item is not included, then a notation must be added to describe the purchased item. If unable to provide the original receipt or invoice, the employee must complete the Procurement Card Lost Receipt/Invoice Form.

The employee will receive a monthly bank statement which will report all activity during the statement period. The employee is responsible for all charges on the P-Card and will resolve any discrepancies by both contacting the supplier or the issuing bank and notifying TBARTA's P-Card Administrator.

The following are TBARTA's operational policies governing P-Cards.

A. P-Card Training

1. Initial Training: Each employee is required to participate in initial training prior to issuance of a P-Card. The training will cover the proper use, reporting, and restrictions of the P-Card.
2. Annual Training: Training will be provided at least once per year at the discretion of the P-Card Administrator. Annual training will be mandatory for all P-Card employees and all approving officials. Employees missing the scheduled annual training will be given an opportunity to take makeup training. Failure to attend scheduled annual training will result in loss of P-Card privileges.

B. P-Card Use

1. The P-Card is to be used for TBARTA purchases only. The P-Card may be used for legitimate TBARTA purchases unless specifically prohibited in the Procurement Policy or P-Card Manual. The P-Card can be used for travel expenses, training, membership dues, and subscriptions, if authorized by the employee's Director.
2. The P-Card will have the employee's name along with TBARTA's name, and it is only to be used by the employee to whom the card was issued. No other employee is authorized to use the card.

3. All requests for initial issue of a P-Card must be justified in writing and approved by the employee's Director and the P-Card Administrator.
4. Each transaction may be comprised of multiple items, but each item(s) cannot exceed the single or monthly established dollar limit. Purchases will be denied if the authorized monthly purchase limit, the single purchase limit, or the daily transaction limit, if applicable, is exceeded. Purchases are not to be split in order to stay within the single or monthly transaction limit.
5. All items purchased over the counter must be immediately available. Back-ordering is not permitted.
6. All items purchased by telephone order or from the Internet that will not be confirmed by a written order must be delivered in a single delivery. No backordering is allowed.
7. The P-Card MAY NOT be used to purchase fuel, oil, personal items, or telephone calls.
8. The P-Card MAY NOT be used to make cash advances or to write Master Card checks.
9. Purchases may be made by telephone or the Internet when the goods or services can be described in sufficient detail so that those who are party to the transaction have a clear understanding of what is being acquired.
10. When a purchase is made using the P-Card, whether over the counter, over the internet or by telephone, a document must be retained as proof of purchase. These documents will later be used to verify the purchases shown on the employee's monthly statement.
11. For all return purchases or cancellations of service, the supplier shall only issue a credit to the employee's card. The employee shall not accept any gift cards, cash, checks, or any other purchase or service in exchange for the original return.
12. All requests for travel must be in accordance with TBARTA's guidelines.

C. Employee Spending Limits

1. The delegation of purchasing authority the P-Card provides to each employee is established at the maximum credit limit per month. Each time an employee makes a purchase with the card, the limit will be checked and the authorization request will be declined should the purchase amount exceed the available credit amount. Each employee's credit limit is established by the Executive Director and approved by the P-Card Administrator on the Procurement Card Application. Requests for a credit limit change must be in writing and approved

by the Executive Director prior to submission to the P-Card Administrator. The P-Card Administrator or designee is responsible for executing the requested change and documenting the date it was completed in the area provided at the bottom of the form. For temporary credit limit changes, the P-Card Administrator or designee will use the date the credit limit was returned to its original limit as the date the request was completed.

2. The single and monthly transaction purchase(s) limit is defined as the maximum dollar limit per card and is pre-established.
3. The daily transaction limit, if applicable, is defined as the number of credit card transactions allowed in a twenty-four (24) hour period.

D. Procurement Card Internal Controls

The P-Card Administrator must establish an internal control structure that ensures compliance with TBARTA's Procurement Policies. Internal controls must include:

1. Appropriate segregation of duties between making transactions (employees), review and approval of transactions for payment (approving officials), and payment of the monthly billing statement (Finance Department).
2. A review of all card activities from randomly selected departments as appropriate. The Senior Accountant will report all findings to reviewed employees with a copy to the department Director.
3. Appropriate hierarchical review and approval of purchases by those with supervisory authority over the employee and/or with the authority to question purchases if needed.
4. Ensure that employees cannot provide approval payment for their transactions or monthly billing statement. Final review and approval responsibilities of the P-Card charges will remain with the P-Card Administrator and the Director or the Director's designee.
5. Ensure that the P-Card Administrator cannot approve payment for their transactions or monthly billing statement.
6. Provision for a periodic audit or review of the P-Card activity by the P-Card Administrator, or other departmental participation. Reviews must address:
 - a) Adequacy of internal policies and procedures;
 - b) Appropriateness of employee spending limits;
 - c) Adequacy of review, reconciliation, and payment procedures; and
 - d) Adequacy of documentation for transactions.

E. Account Management Responsibilities

1. The P-Card Administrator will establish automated card restrictions as allowed by the issuing bank's software. Restrictions will comply with this policy.
2. TBARTA's Director will review each statement and the supporting documentation. The Director or designee will contact the employee directly and attempt to resolve any discrepancy that is found.
3. The Director will require employees to confirm the legitimacy of monthly charges through the monthly reconciliation process.
4. Finance will process one monthly payment to the bank. The P-Card payment will be made using a pre-determined payment term and method established with the issuing bank.
5. The P-Card Administrator and Directors will review and approve monthly summary billings. The signed approved summary statement is forwarded to the appropriate Finance employee for payment to the issuing bank. Finance will file and maintain a copy of the summary statements for reference.

F. Internal Audit Requirements

Finance may, on a monthly basis, select various departments and their employees to be audited, randomly, for policy compliance. A random sampling may also occur at the end of each fiscal year. If a department is selected for a random audit, the P-Card Administrator will provide detailed instructions.

G. Disputed Charges

If an employee questions a charge on their statement, the employee shall contact the supplier directly and attempt to reach a resolution. If the employee reaches an agreement with the supplier, there is no dispute. If the supplier refuses to acknowledge the error or will not issue a credit, the employee must fill out the Disputed Charge Form and send it to the issuing bank with a copy to the P-Card Administrator. The bank will adjudicate the disputed charge.

H. Security

1. Authorized use of the P-Card is limited to the person in whose name the card is issued. The card shall not be loaned to another person. If the employee will be away from TBARTA for an extended period, a card may be issued to another person for the duration of the absence using the procedures above.
2. The P-Card must be kept in a secure location. The account number shall not be posted or left in a conspicuous place. The complete account number must never be faxed, mailed or e-mailed. If the card is lost or stolen, the employee must immediately notify the P-Card Administrator and the issuing bank.

3. Employees may purchase over the Internet, provided the company's website has a Secured Socket Layer (SSL) Version 2.0 or greater at the point of order entry. A website that has this level of security has <https://> in the Address Window.

I. Changing Card Profile or Status

1. Employees are responsible for notifying the P-Card Administrator of any required changes to their personal detail or account (e.g., name, manager, address, cancellation, or credit limit) by submitting the Procurement Card Maintenance Form to the P-Card Administrator.
2. Department Directors are responsible for obtaining the employee P-Card upon resignation, termination, and/or cancellation of the card and provide notification to the P-Card Administrator. When the card is cancelled, the employee must return the P-Card to their Director. The Director is responsible for collecting and destroying all credit cards upon termination, resignation, and/or cancellation.

J. Lost, Stolen, and Fraud

1. The employee must report card loss or theft immediately to the issuing bank by calling the number which is located on the back of their credit card. The employee is responsible for notifying the bank, their immediate supervisor/manager/director, and the P-Card Administrator immediately upon discovery that their card has been lost or stolen.
2. Employees should never lend cards or give card information to anyone. Employees are responsible for protecting their credit card at all times.

K. Disciplinary Action Guidelines

Actions to be taken for improper or unauthorized use of the P-Card.

1. P-Card Administrator responsibility:
 - a) Any incident of improper or unauthorized use of the P-Card shall be immediately reported to the Executive Director.
 - b) The P-Card Administrator may suspend or terminate the employee's privileges for improper or unauthorized use.
 - c) Failure to submit monthly statements, receipts, and reports related to employee's activity within the time periods specified in the P-Card Manual may result in the following:
 - i. First Offense: Suspension of employee's privileges for a minimum of seven (7) days.
 - ii. Second Offense: Suspension of employee's privileges for a minimum of thirty (30) days.

iii. Third Offense: Immediate termination of employee's privileges and a written documentation from the P-Card Administrator to be maintained in the employee's personnel file.

d) The P-Card Administrator will notify the Executive Director of the violation above and any action that was taken.

2. P-Card Suspension or Revocation:

An employee's card privileges may be suspended or permanently revoked on the basis of any of the following infractions:

- a) Failure to maintain appropriate documentation.
- b) Card sharing (knowingly allowing another person to use your card).
- c) Failure to reconcile statements timely or obtain appropriate signatures.
- d) Inappropriate use of the card.
- e) Faxing, mailing, and emailing complete card number.
- f) Failure to respond to compliance/audit requests.
- g) Splitting a transaction to meet P-Card credit limits

3. Executive Director responsibility:

- a) Appropriate disciplinary action will be dispensed by the Executive Director based on consultation with the individual employee, the employee's manager/director, and the P-Card Administrator. Depending upon the circumstances and severity of the infraction, the Executive Director may delegate this responsibility to the employee's manager.
- b) Improper or unauthorized use of the card may result in any or all of the following:
 - i. Written reprimand placed in the employee's personnel file.
 - ii. Three days suspension without pay during which the employee may not use their accrued time.
 - iii. Termination of employment.
 - iv. In addition to any administrative and disciplinary action that may be taken, the employee may be required to reimburse TBARTA for the total amount of the improper charges through payroll deduction or direct payment.

4. Procurement Card Procedures during an Emergency Disaster

The following procedures are to augment normal P-Card procedures prior to and during an emergency event declared by the Executive Director.

- a) All emergency P-Card transactions related to the disaster must be documented using designated project codes and must be forwarded to

the Finance Department. Note: This requirement is critical for FEMA reimbursement.

- b) Any anticipated transaction exceeding the mandatory transaction limit must be pre-approved by the P-Card Administrator. Under normal conditions, P-Card transactions are prohibited over the mandatory limit; therefore you must receive approval prior to conducting a purchase. The P-Card Administrator will review the request to ensure that the prices are fair and reasonable, to determine possible TBARTA-wide consolidation of the requirement for volume pricing, and to determine sources available for the procurement such as contracts with other government entities (i.e., GSA, state contracts). Once this review is completed, the P-Card Administrator will provide feedback to authorize or deny the purchase.
- c) All requests to temporarily change the single and/or monthly allowance for employees must be submitted via the Procurement Card Maintenance form and forwarded to the P-Card Administrator. The P-Card Administrator will increase the limits on these cards and the change will be effective immediately. Once the emergency is over, the P-Card limit will be returned to the original limit.
- d) Requirements cannot be split during the event to avoid the threshold dollar amounts in the Procurement procedures. The Senior Accountant has an emergency P-Card that is not restrictive and can be used to augment normal Procurement procedures. Only directors can request expenditures be placed on the P-Card for goods and services.

L. P-Card Manual

The P-Card Manual provides a complete description of the requirements including approval of P-Card uses and responsibilities of the employee.

This P-Card Policy will be reviewed and revised as needed to reflect business needs. Please note this policy document is internal to TBARTA and does not replace or supersede the employee's and TBARTA's Purchase Card Agreement with the issuing bank.

Directive

Under direction of the Executive Director, the Senior Accountant shall have the responsibility of executing the above policy requirements.

Executive Director

Date

ACTION ITEM: RESOLUTION 2019-06: ACCEPTING A LEGISLATIVE APPROPRIATION FROM THE FLORIDA LEGISLATURE IN THE AMOUNT OF \$1,500,000; AND, RESOLUTION 2019-07: ACCEPTING A LEGISLATIVE APPROPRIATION FROM THE FLORIDA LEGISLATURE IN THE AMOUNT OF \$1,000,000

Action: RECOMMEND THE GOVERNING BOARD APPROVE RESOLUTION 2019-06: ACCEPTING A LEGISLATIVE APPROPRIATION FROM THE FLORIDA LEGISLATURE IN THE AMOUNT OF \$1,500,000; AND RESOLUTION 2019-07: ACCEPTING A LEGISLATIVE APPROPRIATION FROM THE FLORIDA LEGISLATURE IN THE AMOUNT OF \$1,000,000

Staff Resource: David Green, Executive Director

Details:

- Background:
 - In the 2019 Florida Legislative Session, TBARTA requested a legislative appropriation for a recurring sum of \$1.5 million from State general revenues to cover agency operations within its five-county region beginning July 1, 2019 (FY2020);
 - The request was sponsored by Representative Jackie Toledo and co-sponsored by Representative Adam Hattersley in HB 2211 - Tampa Bay Area Regional Transit Authority Operations;
 - The bill was amended to include an additional appropriation of \$1 million to identify, study and develop transit innovations within TBARTA's 5-county area;
 - The \$2.5 million total was approved by the legislature as a non-recurring appropriation from the Transportation Trust Fund and approved by Governor DeSantis in the state budget;
 - The funds will be administered by the Florida Department of Transportation, District Seven through two separate Public Transit Grant Agreements (PTGAs).

Fiscal Impact:

Total of \$2.5 million available as of July 1, 2019.

Recommendation:

Recommend the Governing Board approve Resolution 2019-06: Accepting a Legislative Appropriation from The Florida Legislature in the Amount of \$1,500,000; and, Resolution 2019-07: Accepting a Legislative Appropriation from The Florida Legislature in the Amount of \$1,000,000.

Attachments:

- Resolution 2019-06: Accepting a Legislative Appropriation from The Florida Legislature in the Amount of \$1,500,000
- Resolution 2019-07: Accepting a Legislative Appropriation from The Florida Legislature in the Amount of \$1,500,000

TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY

RESOLUTION NO. 2019-06

A RESOLUTION OF THE TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY; ACCEPTING A LEGISLATIVE APPROPRIATION FROM THE FLORIDA LEGISLATURE IN THE AMOUNT OF \$1,500,000 AND AUTHORIZING EXECUTION OF A PUBLIC TRANSIT GRANT AGREEMENT

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 five-county region, consisting of Hernando, Pasco, Pinellas, Hillsborough, and Manatee Counties; and

WHEREAS, TBARTA received a legislative appropriation in the amount of \$1,500,000 for agency operations and administration within its five-county region.

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

1. TBARTA hereby accepts the legislative appropriation of \$1,500,000 for agency operations through the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION;
2. TBARTA agrees to enter into a Public Transit Grant Agreement (PTGA) with the FLORIDA DEPARTMENT OF TRANSPORTATION, DISTRICT SEVEN for funding available as of July 1, 2019;
3. The Executive Director, or the Chairman of the Board, is authorized to sign this PTGA on behalf of TBARTA.

APPROVED AND ADOPTED by the Governing Board on this 26th day of July 2019.

FOR THE BOARD:

ATTEST:

JIM HOLTON, Chairman

Commissioner Janet Long, Secretary-Treasurer

TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY

RESOLUTION NO. 2019-07

A RESOLUTION OF THE TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY; ACCEPTING A LEGISLATIVE APPROPRIATION FROM THE FLORIDA LEGISLATURE IN THE AMOUNT OF \$1,000,000 AND AUTHORIZING EXECUTION OF A PUBLIC TRANSIT GRANT AGREEMENT

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 five-county region, consisting of Hernando, Pasco, Pinellas, Hillsborough, and Manatee Counties; and

WHEREAS, TBARTA received an appropriation in the amount of \$1,000,000 to study and develop innovative transit opportunities for investment that support regional transit service and/or infrastructure for the five-county region.

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

1. TBARTA hereby accepts the legislative appropriation of \$1,000,000 through the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION to study and develop innovative transit opportunities;

2. TBARTA agrees to enter into a Public Transit Grant Agreement (PTGA) with the FLORIDA DEPARTMENT OF TRANSPORTATION, DISTRICT SEVEN for funding available as of July 1, 2019;

3. The Executive Director, or the Chairman of the Board, is authorized to sign this PTGA on behalf of TBARTA.

APPROVED AND ADOPTED by the Governing Board on this 26th day of July 2019.

FOR THE BOARD:

ATTEST:

JIM HOLTON, Chairman

Commissioner Janet Long, Secretary-Treasurer