



## Finance Committee Meeting

Friday, June 21, 2019 – 8:30 am

HART Board Room

1201 East 7<sup>th</sup> Avenue

Tampa, FL 33605

### NOTICE OF PUBLIC MEETING

### AGENDA

#### 1. CALL TO ORDER

#### 2. 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.*

#### 3. CONSENT AGENDA ITEMS

A. May 17, 2019 Finance Committee Meeting Minutes

#### 4. PRESENTATIONS AND/OR ACTION ITEMS

A. May 2019 Financials (Debbie Leous, PSTA)

B. FY2018 Audit Results (Clifton Larson Allen)

C. Proposal to increase FKQ website budget (Chris Jadick)

#### 5. OTHER BUSINESS

#### 6. FUTURE MEETING SUBJECTS

#### 7. 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 Finance Committee Meeting\*\***

**July 19, 2019 – 11:00 am**

**PSTA Auditorium  
3201 Scherer Drive  
St. Petersburg, FL 33716**

**Finance Committee Meeting**  
**Friday, May 17, 2019 –10:00 am**  
**Pinellas Suncoast Transit Authority Auditorium**  
**3201 Scherer Drive, St. Petersburg, FL 33716**

**Meeting Minutes**

- ❖ **Items in red indicate a vote by the Committee.**
- ❖ **Items in blue indicate staff action item.**

***Finance Committee Members Present:***

Melanie Griffin, Chair Gubernatorial (via phone)  
Commissioner Janet Long, Pinellas Suncoast Transit Authority (PSTA)  
Jim Holton, Gubernatorial  
Commissioner John Mitten, Hernando County  
Commissioner Reggie Bellamy, Manatee County

***Policy Committee Members not present:***

Cliff Manuel, Jr., Gubernatorial

***Meeting Attendees:***

Michael Case (via phone), David Green, Cyndi Raskin, Chris Jadick, Chris DeAnnuntis, Melonie Williams, Jennifer Mendez, Debbie Leous, Alan Zimmet, Bill Saunders (Bradenton City council – via phone)

***Call to Order***

- Janet Long called the meeting to order at 8:53 am

***Public Comments***

- No public comments

***Consent Agenda Item***

- ❖ **Janet Long moved to approve Finance Committee meeting minutes for April 19, 2019.**

***Presentations and/or Action Items***

- ***April 2019 Financials – Debbie Leous, PSTA***
  - We are doing well with revenues and expenses under budget and currently have \$55,909 in the operating account.
  - TBARTA is currently in the process of completing the yearly audit. The findings should be released at next month's meeting.
    - Janet Long informed the Committee that Pinellas County has allocated next year's TBARTA dollar amount based on the new contribution amount.

***Other Business***

- ***Policy Updates on Reimbursements & Meeting Attendance***
  - The Policy Committee will be presenting the new Travel and Expense Reimbursements Policies at today's Board meeting for approval. Employees/Board members will have 30 days to seek reimbursement going forward.
  - Due to Legislation not passing a bill including language on meeting attendance, the Policy

Committee will be once again looking at TBARTA attendance policies.

***Adjournment 9:04 am***

**FYE 2019 FINANCIAL PERFORMANCE REPORT**  
**Year to Date through May 2019**

Description	May			
	Actual	Budget	% Variance	\$ Variance
Revenues	\$1,470,306	\$1,937,973	(24.13%)	(\$467,666)
Expenses	\$1,463,102	\$1,822,259	19.71%	\$359,157
Surplus / (Deficit)	\$7,204	\$115,713	(93.77%)	(\$108,509)

Year to date through the month of May, the net surplus of \$7,204 is \$108,509 below the budget of \$115,713.

**Revenues**

Local Funds - below budget due to timing Hillsborough County MPO funds	(\$5,000)
Federal Funding - Timing of the use of STP and FTA 5307 funds	(69,035)
State Funding - all sources below budget but primarily due to the timing of the Regional Transit Development Plan Funding	(393,631)
	<hr/> <hr/> <b>(\$467,666)</b>

**Expenses**

Salaries and Fringe Benefits over budget due to timing of payroll cycle	\$19,607
Office Expenses over budget due to temporary help & MPO Regional workshop	20,399
Equipment- due to time of software expenditure offset by lower computer repairs	1,296
Professional Services under budget in all areas	(113,318)
Advertising and Promotions	(62,863)
Projects and Programs - under budget primarily due to Van Pool and Pik My Kid	(220,137)
All other expenses	(4,141)
	<hr/> <hr/> <b>(\$359,157)</b>

# Tampa Bay Area Regional Transit Authority

## BALANCE SHEET

As of May 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1070 Operating - SunTrust	80,120.67
1073 SunTrust Local/Advance	0.00
1074 SunTrust - RTDP	56,836.60
<b>Total Bank Accounts</b>	<b>\$136,957.27</b>
Accounts Receivable	
1125 Due from Commuter	64.70
1200 Grant Receivable	330,716.56
1219 Local Funds & Other A/R	0.00
<b>Total Accounts Receivable</b>	<b>\$330,781.26</b>
Other Current Assets	
1240 Other Receivables	0.00
1241 Employee Receivables	-66.37
1242 Supplemental Insurances	2,057.85
1245 457 Deferred Compensation	2,189.98
1246 Dental Employee Receivables	158.05
1247 Supplemental Insurances A	-848.06
1248 Health Insurance- EE Portion	-1,002.42
1249 Life Insurance	-9,488.83
1250 Cobra Receivable	0.00
1285 Additional Life Insurance	-743.98
1286 Dental, LTD and Employee Elected Life	1,651.86
1287 Health Insurance- Major Medical	15,916.49
1289 Vision Insurance	-845.64
1290 Inter-Agency Receivable -TBARTA	0.00
1291 Transit Deduction	-805.00
<b>Total 1241 Employee Receivables</b>	<b>8,173.93</b>
1259 Former BACS Employee Receivabl	0.00
1499 Undeposited Funds	0.00
1650 Prepaid Expense	0.00
<b>Total Other Current Assets</b>	<b>\$8,173.93</b>
<b>Total Current Assets</b>	<b>\$475,912.46</b>
Fixed Assets	
1206 Furniture and fixtures	61,496.12
1207 Office Equipment	33,983.89
1210 Computer Equipment	116,741.40
1211 Leasehold Improvements	5,823.04
1216 Accumulated Depr.	-216,492.13
<b>Total Fixed Assets</b>	<b>\$1,552.32</b>
Other Assets	

	TOTAL
1251 Deposits	7,318.29
135 Employee advances	0.00
2700 Non-Current Receivables	0.00
<b>Total Other Assets</b>	<b>\$7,318.29</b>
<b>TOTAL ASSETS</b>	<b>\$484,783.07</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	244,115.74
<b>Total Accounts Payable</b>	<b>\$244,115.74</b>
Credit Cards	
2115 SunTrust Visa CC-1983	1,340.69
<b>Total Credit Cards</b>	<b>\$1,340.69</b>
Other Current Liabilities	
2001 Vacation & Sick Accrual	21,522.16
2130 Accrued Liabilities	
2133 Accrued Taxes-Payroll	0.00
2135 Accrued Benefits Liabilities	12,224.03
<b>Total 2130 Accrued Liabilities</b>	<b>12,224.03</b>
2305 Accrued Wages	8,396.14
2306 Accrued Expenses other	19,708.00
2340 Deferred Revenue	34,234.59
2401 Advances from FDOT	0.00
2402 Advance Grant #2	0.00
3350 Event / Program Funds	
3351 Commuter Choice Summit Fund	0.00
3352 Tampa Baycycle Fund	0.00
<b>Total 3350 Event / Program Funds</b>	<b>0.00</b>
G1445 RTDP Advance	100,000.00
<b>Total Other Current Liabilities</b>	<b>\$196,084.92</b>
<b>Total Current Liabilities</b>	<b>\$441,541.35</b>
<b>Total Liabilities</b>	<b>\$441,541.35</b>
Equity	
3000 Opening Bal Equity	-129.93
3211 Investment in Capital Assets	1,552.32
3399 Net Assets	34,615.20
Net Income	7,204.13
<b>Total Equity</b>	<b>\$43,241.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$484,783.07</b>

# Tampa Bay Area Regional Transit Authority

## PROFIT AND LOSS

October 2018 - May 2019

	TOTAL
Income	
40001 Local Funds	
4045 Partner County Contributions	300,000.00
4046 Hills County MPO	0.00
4616 Chairs Coordinating Committee	15,000.00
<b>Total 40001 Local Funds</b>	<b>315,000.00</b>
40002 Federal Funding	
4044 Federal Transit Administration	198,778.09
4510 Surface Transportation Program	54,699.86
<b>Total 40002 Federal Funding</b>	<b>253,477.95</b>
40003 State Funding	
4612 Trans Mgmt Orgz Coord Grant	21,712.65
4618 Operating/CAP grant	585,098.55
4697 Regional Transit Develop. Plan	142,574.23
4699 MPO State	152,439.41
<b>Total 40003 State Funding</b>	<b>901,824.84</b>
40004 Miscellaneous income	
4620 Interest income	3.67
<b>Total 40004 Miscellaneous income</b>	<b>3.67</b>
<b>Total Income</b>	<b>\$1,470,306.46</b>
<b>GROSS PROFIT</b>	<b>\$1,470,306.46</b>
Expenses	
8430 Liability Insurance	11,176.00
8440 Salaries	336,986.40
8450 Payroll Taxes	25,976.58
8451 Unemployment	264.91
8480 Employee Benefits / Insurance	
8130 ED Auto Expense	500.00
8479 Vision	88.49
8481 Health Insurance	29,083.71
8482 Dental Insurance	1,635.29
8483 Life & AD/D Insurance	613.46
8484 Transit Subsidy Program	115.00
8486 Long Term Disability	1,677.07
8487 Retirement Program	3,839.02
8489 Workman's Comp Insurance	1,540.00
<b>Total 8480 Employee Benefits / Insurance</b>	<b>39,092.04</b>
8510 Office Expense	
8114 Bank Charges	398.59
8115 Interest Expense	121.36
8116 Late Fees	1,157.92
8240 Meetings Expense	17,225.85
8310 Dues, Publications & Membership	1,014.59

	TOTAL
8512 Fees and Licences	274.50
8513 Miscellaneous	1,247.60
8520 Office Supplies	1,807.24
8580 Postage	-152.55
8650 Rent	66,784.08
8690 Moving Expense	9,633.97
897 Temporary Expense	2,000.00
<b>Total 8510 Office Expense</b>	<b>101,513.15</b>
8600 Equipment	
8661 Computer - Repair & Maint.	-4,449.50
8662 Copier - Repairs & Maintenance	-59.28
8670 Office Equipment Lease & Rental	3,960.53
8800 Computer Hardware & Software	58,177.86
<b>Total 8600 Equipment</b>	<b>57,629.61</b>
8620 Professional Services	21,562.50
8490 Contract Services	284,353.47
8534 Payroll Processing	1,864.17
8621 IT	378.00
8626 Accounting Expense	6,162.25
8627 Audit	18,373.00
8630 Legal Expense	42,035.78
8635 Lobbyist	53,951.61
8636 PSTA	12,129.50
Pre-employment Costs	264.00
<b>Total 8620 Professional Services</b>	<b>441,074.28</b>
8809 Advertising/Promotional	
8010 Advertising	-569.26
8020 Marketing	31,247.00
8601 Printing	459.00
<b>Total 8809 Advertising/Promotional</b>	<b>31,136.74</b>
8820 Communications	209.00
8840 Telephone	4,606.11
<b>Total 8820 Communications</b>	<b>4,815.11</b>
8850 Travel	7,867.09
9000 Projects & Programs	
8980 Emergency Ride Home Program	1,854.01
9057 Vanpool-Capital Cost of Leasing	386,154.97
9059 Pik My Kids Expense	14,750.00
9150 Commuter Assistance Programs	2,646.00
9050 Vanpool Program / Coordinator	
9054 VPSI - Local Travel & Supplies	165.44
<b>Total 9050 Vanpool Program / Coordinator</b>	<b>165.44</b>
<b>Total 9150 Commuter Assistance Programs</b>	<b>2,811.44</b>
<b>Total 9000 Projects &amp; Programs</b>	<b>405,570.42</b>
<b>Total Expenses</b>	<b>\$1,463,102.33</b>
<b>NET OPERATING INCOME</b>	<b>\$7,204.13</b>



	TOTAL
NET INCOME	<b>\$7,204.13</b>

**ACTION ITEM: Proposal to increase “not to exceed” budget of website redesign by \$2150.**

**MEETING DATE: Board Meeting, June 21, 2019**

**Action: Recommend Approval of an increase in the “not to exceed” budget amount for TBARTA.com website redesign work with FKQ from \$60,000 to \$62,150.**

**Staff Resource:** Chris Jadick, Director of Communications

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**Details:**

- The TBARTA board approved website redesign with a “not to exceed” budget of \$60,000. TBARTA’s February 11, 2019 Statement of Work with FKQ specifies the tasks to be completed for a total project cost of \$60,000 while also noting several items which are outside the scope: “As necessary these items will be estimated separately, including: Translation of the site into a second language.”
- In April, Chris Jadick asked for information on including Spanish as a language alternative, as the current website provides. On May 15, FKQ quoted \$2150 to add a Spanish translation option.

**Attachments:**

- FKQ formal quote of \$2150 to add Spanish language option to redesign of TBARTA.com.

**Recommendation:**

Recommend Approval of an increase in the “not to exceed” budget amount for TBARTA.com website redesign work with FKQ from \$60,000 to \$62,150. Total dollar value of this action is \$2150.

## Client

Tampa Bay Area Regional Transit Authority (TBARTA)

## Date

June 6, 2019

## Program

- Change Order
- Website Redesign
  - Spanish Language Translation

## Change order details

- Spanish Language Translation – \$2,150
  - Translations occur manually by use of Google Translate browser plugin
  - We will utilize Umbraco translation to switch between languages on the front end
  - We utilize Umbraco's language dictionary to translate the page names (for navigation and language friendly URLs)
  - Translations will be manually placed on the page by the admin before page publish
  - The Spanish pages will exist at <https://tbarta.com/es/{page-url}>
  - The English will exist at <https://tbarta.com/en/{page-url}>

**COST: \$2,150.00**

## Terms

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**Term of engagement:** This Change Order is effective beginning 6/6/19 and falls under the current contract between PSTA and FKQ.

**Work orders:** Prior to the site's launch FKQ will review functionality and issue an additional work order to cover incremental work. The site will not launch without execution of this work order.

**Payment:** The total budget includes the estimated labor for all Services, which FKQ expects to be necessary for the completion of the project as outlined in this Change Order. 100% of the total Change Order will be due upon signing of the Change Order. The terms of the invoicing will be Due Net 30 Days.

**Deliverables:** All assets and files produced under this Change Order will become the sole property of the Client and these assets will fall under their sole control and discretion upon payment in full (initial SOW and an additional work order).

**Completion:** This Change Order will be considered fulfilled upon Client receipt of the deliverables as outlined in this document and any work orders that may fall under the governance of this document.

## Approval

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This Change Order reflects our understanding of the project as you have requested it. Additional analysis and definition may be performed as part of this project. Additional functionality may involve changes in pricing or timeline.

By signing this quote, you agree to engage FKQ to begin working on the project as it has been described.

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**TBARTA**

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**Date**

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**FKQ Advertising + Marketing**

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**Date**