



Finance Committee Meeting
Friday, January 17, 2019 – 9:00 am
Manatee County Administrative Building
1112 Manatee Avenue West
Manatee, FL 34205

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. November 15, 2019 Finance Committee Meeting Minutes

4. INFORMATION ITEMS

A. Line of Credit (Debbie Leous, PSTA)

5. DISCUSSION AND/OR ACTION ITEMS

A. November and December 2019 Financials (Melonie Williams)

6. OTHER BUSINESS

7. FUTURE MEETING SUBJECTS

8. 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****

February 21, 2020 – 9:00 am

Pinellas Suncoast Transit Authority (PSTA)
3201 Scherer Drive
St. Petersburg, FL 33716

FINANCE COMMITTEE MEETING MINUTES

November 15, 2019 | Tampa International Airport 4160 George J. Bean Pkwy, Tampa, FL 33607

Commissioner Janet Long called the meeting to order at 9:08 am.

FINANCE COMMITTEE MEMBERS PRESENT:

Commissioner Janet Long, Pinellas Suncoast Transit Authority (PSTA) - Chair; Commissioner Reggie Bellamy, Manatee County - Vice Chair; Jim Holton, Gubernatorial; Cliff Manuel, Jr., Gubernatorial; Commissioner John Mitten, Hernando County; Commissioner Kathryn Starkey, Pasco County

FINANCE COMMITTEE MEMBERS NOT PRESENT:

n/a

MEETING ATTENDEES:

David Green, Executive Director; TBARTA staff members; Alan Zimmet, BMO; Debbie Leous, PSTA; members of the public

PUBLIC COMMENT:

No public comments were presented.

CONSENT AGENDA ITEMS:

Approval of October 25, 2019 Finance Committee meeting minutes.

➤ **Jim Holton motioned to approve; Cliff Manuel seconded. Motion passes 6-0.**

ACTION ITEMS:

Procurement/Grants Officer

The organization is preparing an application to become an FTA grantee and will now have a need for a Procurement/Grants officer. This position will be funded by the state operational grant and has been included in the FY2020 budget. Staff will put together a job description, post the position and start the interview process.

➤ **Chair Holton motioned to approve; Cliff Manuel seconded. Motion passes 6-0.**

Executive Director Compensation

Board Officers completed an annual evaluation for the Executive Director for the year ending October 25, 2019. The recommended salary increase was 3% and is included in the FY2020 operating budget. This will go to the December Board for full approval. Committee members believe his performance was very favorable.

➤ **Cliff Manuel motioned to approve; Commissioner Mitten seconded. Motion passes 6-0.**

INFORMATION ITEMS:

- Due to processing end of year reports there were no October financial updates. However, Melonie Williams updated the Committee that at the end of FY2019 we had \$176,878 in the bank. This was a huge improvement from last year's \$1.
- David Green informed the Committee that FDOT and Secretary Gwynn have graciously offered TBARTA space in their Centerpointe office building for a two-year period. There will be no monthly rent incurred. A draft lease agreement is ready to be signed. This will leave an extra \$100k a year in the operating budget.

Adjournment 9:26 am

INFORMATION: LINE OF CREDIT

Update: A LINE OF CREDIT WITH PILOT BANK IN AN AMOUNT NOT TO EXCEED \$300,000 FOR A TERM OF TWO YEARS

Staff Resource: Deborah Leous, CFO PSTA
Melonie Williams, Senior Accountant

Details:

- TBARTA needs a line of credit to ensure timely payment of expenses while grant invoices are being processed.
- Twice during the last 6 months, TBARTA released solicitations for a line of credit and received no responses.
- On November 18, 2019 TBARTA received a proposal for a line of credit of \$300,000 from Pilot Bank.
- Pilot Bank is a full-service bank in the greater Tampa Bay and Lakeland Florida areas. Chartered by the state of Florida in 1987, it has more than \$300,000 million in assets and is a Qualified Public Depository (QPD).
- Under Florida Statute Chapter 280, all public deposits shall be with a QPD. Public deposits with a QPD have collateral pledged to the Florida Chief Financial Officer.

Terms of the Line of Credit:

- A line of working capital credit is for an amount not to exceed \$300,000.
 - Accounts Receivable is not being pledged as collateral, however, borrowing availability will be based on 50% of Accounts Receivable.
- The term is for two years and may be closed, at TBARTA's request, at any time during the two-year period. At the end of the two years there is an option to renew.
- The interest rate will be floating at the Wall Street Journal Prime plus .50%. Currently that would be equal to 5.25%.
- Minimum monthly payments of interest only are required.
- TBARTA can go in and out of the line as often as needed.
- Loan Fees include an origination fee of .50%, a documentation fee of \$250 and an annual reaffirmation fee of \$250 that is used to review the line of credit status and TBARTA financial information. The origination fee and documentation fee will be approximately \$1,875.

- TBARTA is responsible for payments of ordinary pre-closing and closing costs to third party vendors regardless of whether the loan closing occurs. This may include business credit reports and county filing fees estimated at \$200.
- TBARTA will open and maintain a deposit account with Pilot Bank with a minimum \$50,000 balance at all times. The Bank indicated that the account may go below \$50,000, however, it may have an influence on the Bank's decision to renew the line of credit at the end of the term.
- TBARTA is to maintain a debt service coverage ratio of 1.20x or greater, tested annually. This is determined by what the interest payments would be if the line was fully advanced plus 20%. Based on today's rate that would be equivalent to \$15,750.00. Net Revenues would have to cover that amount plus 20% or approximately \$19,000.
- TBARTA will provide an Accounts Receivable (A/R) Aging report on a quarterly basis. A/R is not being pledged as collateral, however borrowing availability will be governed by 50% of Accounts Receivable.
 - If the outstanding line is greater than the 50% of Accounts Receivable at the end of each quarter, TBARTA will need to make payment to bring the line to the 50%.

Fiscal Impact:

Estimated \$2,325 in pre-closing and closing costs and an annual reaffirmation fee of \$250. Based on a discussion with FDOT, these may be funded from the state operating grant.

Recommendation:

Once the loan documentation is received and approved by General Counsel, A recommendation of approval of the working line of credit not to exceed \$300,000 with Pilot Bank for a term of two years will be made.

Attachments:

Term Sheet



PILOT BANK

December 20, 2019

Mr. David Green
Tampa Bay Area Regional Transit Authority
Executive Director
3201 Scherer Dr N.,
St. Petersburg, FL 33716

Dear Mr. Green,

Pilot Bank is pleased to provide the following proposal, the terms of which are set forth in the following term sheet. **This term sheet is for discussion purposes only and should not be considered a commitment to lend. This letter supersedes any previous correspondence.**

Purpose:	Working capital line of credit
Amount:	\$300,000
Borrower:	Tampa Bay Area Regional Transit Authority
Guarantors:	N/A
Term:	Two Years
Interest Rate:	WSJP + 0.50% floating (currently 5.25%)
Amortization:	Monthly payments of interest only
Collateral:	Unsecured
Loan Fees:	Origination fee of 0.50%, documentation fee of \$250, and annual reaffirmation fee of \$250. Ordinary Pre-Closing and Closing Costs due to Third Party Vendors will be paid by the Borrower regardless of whether the loan closing occurs.

Other Conditions:	<ol style="list-style-type: none">1. Borrower to maintain deposit account with Pilot Bank with a minimum \$50,000 balance at all times2. Borrower to maintain a debt service coverage ratio of 1.20x or greater, tested annually3. Borrowing Base Certificate and Accounts Receivable Aging report to be submitted quarterly. A/R will not be pledged as collateral for the subject loan, however borrowing availability will be governed based on 50% of eligible A/R
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Pilot Bank appreciates the opportunity to work with you on your financing needs. If these terms are agreeable to you, please indicate within 10 days by signature below.

Regards,



Craig Simon
Vice President / Commercial Lender
Pilot Bank

Acceptance:

Borrower
Tampa Bay Area Regional Transit Authority

FYE 2020 FINANCIAL PERFORMANCE REPORT
Year to Date through November 2019

November				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$1,060,298	\$1,798,438	(41.04%)	(\$738,140)
Expenses	\$540,119	\$1,304,181	58.59%	\$764,062
Surplus / (Deficit)	\$520,179	\$494,257	5.24%	\$25,922

Year to date through the month of November, the net surplus of \$520,179 is \$25,922 above the budget of \$494,257.

Revenues

Federal Funding - over budget due to the increase use of STP and FTA 5307 funds	21,685
State Funding - under budget due to the timing of the PD&E and Technology Projects	(759,825)
	<u><u>(\$738,140)</u></u>

Expenses

Salaries and Fringe Benefits under budget due to vacant position & timing of payroll cycle	(\$71,045)
Software- over budget due to timing of the expenditures	7,110
Professional Services under budget due to consultants in PD&E and Technology study	(608,851)
Advertising/Marketing/Outreach	(29,233)
Commuter Assistance Programs - under budget due to Van Pool and Pik My Kids	(64,130)
All other expenses	2,087
	<u><u>(\$764,062)</u></u>

Tampa Bay Area Regional Transit Authority

BALANCE SHEET

As of November 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and Cash Equivalents	281,365.00
Total Bank Accounts	\$281,365.00
Accounts Receivable	
1120 Accounts Receivable (A/R)	1,458,436.74
Total Accounts Receivable	\$1,458,436.74
Other Current Assets	
1140 Prepaid Expense	15,092.51
1241 Employee Receivables	8,167.69
Total Other Current Assets	\$23,260.20
Total Current Assets	\$1,763,061.94
Fixed Assets	
1200 Non-current Assets	8,870.61
Total Fixed Assets	\$8,870.61
TOTAL ASSETS	\$1,771,932.55
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable	664,700.43
Total Accounts Payable	\$664,700.43
Credit Cards	
2115 SunTrust Visa CC-1983	3,796.13
Total Credit Cards	\$3,796.13
Other Current Liabilities	
2130 Accrued Liabilities	117,811.74
2190 Other Current Liabilities	19,708.00
2293 Deferred Revenue	34,234.59
Total Other Current Liabilities	\$171,754.33
Total Current Liabilities	\$840,250.89
Long-Term Liabilities	
2291 G1445 RTDP Advance	75,493.26
2292 G1C04 OPS Advance	375,000.00
Total Long-Term Liabilities	\$450,493.26
Total Liabilities	\$1,290,744.15
Equity	
3003 Net Assets	-40,543.03
3004 Investment in Capital Assets	1,552.32
Net Income	520,179.11

	TOTAL
Total Equity	\$481,188.40
TOTAL LIABILITIES AND EQUITY	\$1,771,932.55

Tampa Bay Area Regional Transit Authority

PROFIT AND LOSS

October - November, 2019

	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	8,850.00
4410 Commuter Assistance Program (CAP)	60,317.39
4415 Regional Transit Develop. Plan	136,398.97
4425 Operating Grant (OPS)	170,983.95
4430 TRIP	30,485.35
Total 4400 State Funds	407,035.66
4500 Federal Funds	
4505 Federal Transit Administration	8,943.81
4510 Surface Transportation Program	94,307.56
Total 4500 Federal Funds	103,251.37
4600 Miscellaneous income	
4620 Interest income	10.61
Total 4600 Miscellaneous income	10.61
Total Income	\$1,060,297.64
GROSS PROFIT	\$1,060,297.64
Expenses	
5010 Salaries & Benefits	
5013 Salaries and Wages	143,937.21
5015 Fringe Benefits	
5016 Workman's Comp Insurance	466.66
5017 Medical, Dental & Supplemental Benefits	30,451.24
5018 Employment Taxes	8,520.01
5019 Retirement Program	15,186.43
8484 Transit Subsidy Program	60.00
Total 5015 Fringe Benefits	54,684.34
Total 5010 Salaries & Benefits	198,621.55
5020 Professional/Contracted Services	
5021 Commuter Assistance Programs	
8980 Emergency Ride Home Program	460.65
9021 Pik My Kids Expense	8,850.00
Total 5021 Commuter Assistance Programs	9,310.65
5022 IT Support and Maint	764.50
5023 Legal Expense	2,375.00
5024 Lobbyist	26,000.00
5025 Consultant/Contractor Services	89,071.51
5027 PSTA	2,712.50
5028 Payroll Processing	566.92

	TOTAL
Total 5020 Professional/Contracted Services	130,801.08
5039 Supplies & Materials	
5035 Office Supplies	354.05
5036 Computer Software	19,914.36
5037 Office Equipment	891.42
5038 Postage	166.25
Total 5039 Supplies & Materials	21,326.08
5040 General Utilities	
5041 Telephone	1,745.08
5042 Web Hosting	498.00
Total 5040 General Utilities	2,243.08
5050 Casualty & Liability Cost	2,987.83
5090 Misc/Office Expense	
5091 Printing, Advertising, & Marketing	25,193.28
5092 Public Relations/Outreach	99.00
5093 Dues, Publications & Membership	2,663.00
5094 Meetings Expense	2,855.41
5095 Staff Training	1,335.41
5096 Rent	25,475.76
5097 Bank Fees & Licenses	180.69
5098 Travel & Auto Mileage	2,681.19
5099 Employee Functions	96.03
Total 5090 Misc/Office Expense	60,579.77
9000 Projects & Programs	
5115 Vanpool-Agency Subsidy	123,559.14
Total 9000 Projects & Programs	123,559.14
Total Expenses	\$540,118.53
NET OPERATING INCOME	\$520,179.11
NET INCOME	\$520,179.11

FYE 2020 FINANCIAL PERFORMANCE REPORT
Year to Date through December 2019

December				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$1,299,738	\$2,422,657	(46.35%)	(\$1,122,919)
Expenses	\$789,406	\$1,936,862	59.24%	\$1,147,456
Surplus / (Deficit)	\$510,332	\$485,795	5.05%	\$24,537

Year to date through the month of December, the net surplus of \$510,332 is \$24,537 above the budget of \$485,795.

Revenues

Federal Funding - under budget due to use of STP and FTA 5307 funds	(15,393)
State Funding - under budget due to the timing of the PD&E and Technology Projects	(1,107,525)
	<u><u>(\$1,122,918)</u></u>

Expenses

Salaries and Fringe Benefits under budget due to vacant position & timing of payroll cycle	(\$79,906)
Software- over budget due to timing of the expenditures	970
Professional Services under budget due to consultants in PD&E and Technology study	(921,889)
Advertising/Marketing/Outreach	(54,911)
Commuter Assistance Programs - under budget due to Van Pool and Pik My Kids	(87,553)
All other expenses	(4,167)
	<u><u>(\$1,147,455)</u></u>

Tampa Bay Area Regional Transit Authority

BALANCE SHEET

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and Cash Equivalents	210,221.28
Total Bank Accounts	\$210,221.28
Accounts Receivable	
1120 Accounts Receivable (A/R)	1,491,559.32
Total Accounts Receivable	\$1,491,559.32
Other Current Assets	
1140 Prepaid Expense	13,905.27
1241 Employee Receivables	8,167.69
Total Other Current Assets	\$22,072.96
Total Current Assets	\$1,723,853.56
Fixed Assets	
1200 Non-current Assets	8,870.61
Total Fixed Assets	\$8,870.61
TOTAL ASSETS	\$1,732,724.17
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable	600,746.12
Total Accounts Payable	\$600,746.12
Credit Cards	
2115 SunTrust Visa CC-1983	3,148.60
Total Credit Cards	\$3,148.60
Other Current Liabilities	
2130 Accrued Liabilities	153,052.08
2190 Other Current Liabilities	19,708.00
2293 Deferred Revenue	34,234.59
Total Other Current Liabilities	\$206,994.67
Total Current Liabilities	\$810,889.39
Long-Term Liabilities	
2291 G1445 RTDP Advance	75,493.26
2292 G1C04 OPS Advance	375,000.00
Total Long-Term Liabilities	\$450,493.26
Total Liabilities	\$1,261,382.65
Equity	
3003 Net Assets	-40,543.03
3004 Investment in Capital Assets	1,552.32
Net Income	510,332.23

	TOTAL
Total Equity	\$471,341.52
TOTAL LIABILITIES AND EQUITY	\$1,732,724.17

Tampa Bay Area Regional Transit Authority

PROFIT AND LOSS

October - December, 2019

	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	20,650.00
4410 Commuter Assistance Program (CAP)	144,528.36
4415 Regional Transit Develop. Plan	180,600.75
4425 Operating Grant (OPS)	266,501.00
4430 TRIP	30,485.35
Total 4400 State Funds	642,765.46
4500 Federal Funds	
4505 Federal Transit Administration	11,313.71
4510 Surface Transportation Program	95,643.40
Total 4500 Federal Funds	106,957.11
4600 Miscellaneous income	
4620 Interest income	15.58
Total 4600 Miscellaneous income	15.58
Total Income	\$1,299,738.15
GROSS PROFIT	\$1,299,738.15
Expenses	
5010 Salaries & Benefits	
5013 Salaries and Wages	224,939.38
5015 Fringe Benefits	
5016 Workman's Comp Insurance	619.99
5017 Medical, Dental & Supplemental Benefits	44,170.16
5018 Employment Taxes	13,360.41
5019 Retirement Program	22,004.97
8484 Transit Subsidy Program	90.00
Total 5015 Fringe Benefits	80,245.53
Total 5010 Salaries & Benefits	305,184.91
5020 Professional/Contracted Services	
5021 Commuter Assistance Programs	
8980 Emergency Ride Home Program	697.95
9021 Pik My Kids Expense	20,650.00
Total 5021 Commuter Assistance Programs	21,347.95
5022 IT Support and Maint	1,189.50
5023 Legal Expense	4,004.00
5024 Lobbyist	34,000.00
5025 Consultant/Contractor Services	128,376.01
5027 PSTA	5,254.50
5028 Payroll Processing	798.92

	TOTAL
Total 5020 Professional/Contracted Services	194,970.88
5039 Supplies & Materials	
5035 Office Supplies	648.29
5036 Computer Software	20,176.32
5037 Office Equipment	1,337.30
5038 Postage	166.25
Total 5039 Supplies & Materials	22,328.16
5040 General Utilities	
5041 Telephone	2,499.70
5042 Web Hosting	512.00
Total 5040 General Utilities	3,011.70
5050 Casualty & Liability Cost	4,481.74
5090 Misc/Office Expense	
5091 Printing, Advertising, & Marketing	26,249.52
5092 Public Relations/Outreach	627.32
5093 Dues, Publications & Membership	2,670.75
5094 Meetings Expense	2,910.90
5095 Staff Training	2,581.13
5096 Rent	33,967.68
5097 Bank Fees & Licenses	190.09
5098 Travel & Auto Mileage	3,202.31
5099 Employee Functions	429.69
Total 5090 Misc/Office Expense	72,829.39
9000 Projects & Programs	
5115 Vanpool-Agency Subsidy	186,599.14
Total 9000 Projects & Programs	186,599.14
Total Expenses	\$789,405.92
NET OPERATING INCOME	\$510,332.23
NET INCOME	\$510,332.23