

**POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING**

County Administrative Building - County Commission Chambers
330 West Church Street, Bartow, FL

Tuesday, August 25, 2015, 8:30am

	<u>Action Required</u>
Call to Order	
• Roll Call	
1. Approval of Minutes	Approval
2. Public Comments (20 minute limit at 3 minutes per individual)	None
3. Financial Matters / David Persaud	
• July Financials	None
• FY 2015-2016 Proposed Budget	Approval
4. Executive Report / Tom Phillips	
• Service Reduction 416 & 427	Approval
4. Public Comments (20 minute limit at 3 minutes per individual)	None
5. Other Business	TBD
6. Board Members Comments	TBD
Adjournment	

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 25, 2015
AGENDA ITEM #1

Agenda Item: **Public Comments**

Presenter: TBD

Recommended

Action: The Board Chair applies Board Policy of a 3 minute limit for each speaker with the Chair having the latitude to permit a time extension on a case by case basis.

Summary: Open forum for the public to address any comments, questions, or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 25, 2015
AGENDA ITEM #2 (a)

Agenda Item: July Financial Report

Presenter: David Persaud, CFO

Recommended
Action: None

Summary: Oral Presentation

Attachments: None



FY 2015
MONTHLY FINANCIAL STATEMENT
MONTH OF Jul 2015

	Month				Year to date				Adopted Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
REVENUES (BY SOURCE):									
Reserve Audited (9-30-13)	\$ -	\$ 5,429	\$ (5,429)	-100%	\$ -	\$ 54,292	\$ (54,292)	-100%	\$ 65,150
Reserve Projected (9-30-14)	\$ -	\$ 4,854	\$ (4,854)	-100%	\$ -	\$ 48,542	\$ (48,542)	-100%	\$ 58,250
	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL REVENUES	\$ -	\$ 10,283	\$ 10,283		\$ -	\$ 102,833	\$ (102,833)	0.0%	\$ 123,400
ELIGIBLE EXPENSES:									
Operating Costs - Contracted Service	\$ -	\$ 750	\$ (750)	-100%	\$ -	\$ 7,500	\$ (7,500)	-100%	\$ 9,000
Salaries	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Employee Benefits	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Professional & Technical Services	\$ -	\$ 417	\$ (417)	-100%	\$ 8,550	\$ 4,167	\$ 4,383	105%	\$ 5,000
Materials & Supplies	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Utilities/Telephone	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Dues & Subscriptions	\$ -	\$ 17	\$ (17)	-100%	\$ 175	\$ 167	\$ 8	5%	\$ 200
Education/Training/Meeting/Travel	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Office Expense	\$ -	\$ -	\$ -	0%	\$ 921	\$ -	\$ 921	0%	\$ -
Advertising & Promotion	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Leases & Rentals	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Contingency	\$ -	\$ 9,100	\$ (9,100)	-100%	\$ -	\$ 91,000	\$ (91,000)	-100%	\$ 109,200
TOTAL ELIGIBLE EXPENSES:	\$ -	\$ 10,283	\$ (10,283)	-100%	\$ 9,646	\$ 102,833	\$ (93,188)	-90.6%	\$ 123,400
Ending Cash Balance C/F									\$ -

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 25, 2015
AGENDA ITEM #2(b)

Agenda Item: FY 2015-2016 Proposed Budget

Presenter: Tom Phillips, Executive Director
David Persaud, CFO

Recommended
Action: None

Summary: Proposed Budget

Attachments: Proposed Budget Revenue & Expenses Summary and Narrative
FY 2015-2016

POLK TRANSIT AUTHORITY FY 2015-16 PROPOSED BUDGET

Revenue and Expense Summary

The proposed budget for Revenues consists of Reserves, \$10,100. The reserve balance is estimated at \$44,310 at 9/30/2016.

The proposed budget for expenses for FY 2016 consists of \$10,100 basically for the auditing fees \$8,900, planning expenses totaling \$1,000 and special service district dues \$200.

Since there are no fares or grant revenues, the budgetary activities for FY 2016 has been reduced significantly with no operational activity.

In November 2014 the My Ride referendum failed resulting in no transportation activities in FY 2014-15.

PTA FINANCIAL TREND

- 2009- Initial funding of \$425,000
- 2010- Advertising for the November 2010 referendum
- 2011- JARC grant received , route operations started
- 2013- Last year for JARC grant funding

PTA EXPENSE TRENDS

- 2009- Initial funding received
- 2010- Preparation for November 2010 referendum
- 2010- Creation of master strategic plan and public communications plan later replaced with the 'My Ride' transit development plan.
- 2011- JARC grant received, route operations started in August 2011
- 2012- First full year of route operations under JARC grant

FINAL BUDGET

The final Budget will be presented to the PTA Board for approval on September 3, 2015 at 8:30am.



Proposed Budget

Fiscal Year 2015-16

	<u>FY 2013 Actual</u>	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted</u>	<u>FY 2016 Proposed</u>
REVENUES (BY SOURCE):				
Polk County BoCC		50,000	0	
LAMTD	6,145	0	0	
FTA - JARC	229,006		0	
FAREBOX		0	0	
Reserve Audited(9-30-13)			123,400	10,100
Reserve Projected(9-30-14)				
TOTAL SERVICES	235,151	50,000	123,400	10,100
ELIGIBLE EXPENSES:				
Salaries		0	0	
Employee Benefits		0	0	
Advertising		0	0	
Professional & Technical Services		42,001	5,000	1,000
Other Services - Operational Contract Costs	272,571		9,000	8,900
Materials & Supplies				
Utilities/Telephone		0	0	
Dues & Subscriptions		175		200
Education/Training/Meeting/Travel		140	200	
Office Expense	2,395	4,231		
Advertising & Promotion		0	0	
Leases & Rentals		0	0	
TOTAL ELIGIBLE EXPENSES:	274,966	46,547	14,200	10,100
Change in NET Position	-39,815	3,453	109,200	0
Reserve Beginning Year	104,967	65,152	68,605	54,410
Reserve End of Year	65,152	68,605	177,805	44,310
Adjustment to Reserve			(123,400)	
Ending Reserve	65,152	68,605	54,405	44,310

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 25, 2015
AGENDA ITEM #3

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action:

The Board Chair applies Board Policy of a 3 minute limit for each speaker with the Chair having the latitude to permit a time extension on a case by case basis.

Summary: Open forum for the public to address any comments, questions, or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 25, 2015
AGENDA ITEM #4

Agenda Item: Service Reductions 416 & 427

Presenter: Tom Phillips, Executive Director

Recommended
Action: None

Summary: Oral Presentation

Attachments: None

SERVICE REDUCTIONS

HAINES CITY TO POINCIANA ROUTE 416
AND NORTH RIDGE AREA ROUTE 427

Polk Transit Authority Board Meeting
August 25, 2015

POLK
COUNTY

 CitrusConnection

HAINES CITY TO POINCIANA ROUTE 416



- Route 416 Federal funding expires Jan. 23, 2016.
- Route 416 provides service between Haines City and Poinciana.
- Full yearly funding is \$275,405.
- Recommend reducing service by 50 percent weekdays and discontinuing Saturday service thus reducing yearly cost to \$106,000.
- Partial year funding for eight months in FY 15/16 is \$71,000.



NORTH RIDGE AREA ROUTE 427



- Route 427 provides one-hour service via one northbound and one southbound bus starting from Haines City and Legacy Boulevard.
- Reduction calls for the elimination of one bus weekdays making it a two-hour route.
- Also included in the route 427 reduction is the elimination of Saturday service.
- Route 427 Service reduction is effective Oct. 1.



QUESTIONS?



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AGENDA ITEM #5

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD

Attachments: None

POLK TRANSIT AUTHORITY
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AGENDA ITEM #6

Agenda Item: **Board Members Comments**

Presenter: TBD

Recommended
Action: None

Summary: Oral Presentation

Attachments: None