



PINELLAS SUNCOAST TRANSIT AUTHORITY  
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716  
[WWW.PSTA.NET](http://WWW.PSTA.NET) 727.540.1800 FAX 727.540.1913

FINANCE & PERFORMANCE MANAGEMENT  
COMMITTEE MEETING  
AGENDA – OCTOBER 15, 2014; 8:30 AM  
PSTA AUDITORIUM

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			<u>TIME</u>	<u>PAGE</u>
1.	<b>CALL TO ORDER</b>		8:30	
2.	<b>PUBLIC COMMENT</b>		8:30	
3.	<b>PRESENTATION FROM PSTA AUDITORS</b>		8:35	
4.	<b>ACTION ITEMS</b>		8:50	
	A. September 17, 2014 Meeting Minutes	2 min	CHAIR JONSON	3
	B. 2015 Meeting Schedule	3 min	CHAIR JONSON	7
	C. Bus Advertising Graphics	10 min	CYNDI RASKIN-SCHMITT	9
	D. Yellow Cab Ownership Change	5 min	ROSS SILVERS	12
	E. Title VI Report	10 min	CHRIS COCHRAN	13
5.	<b>INFORMATION ITEMS</b>		9:20	
	A. Pinellas Park Transit Center Update	10 min	HENRY LUKASIK	26
	B. Union Activities	10 min	JEFF THOMPSON	41
6.	<b>REPORTS</b>		9:40	
	A. Capital Projects Update	10 min	PAM REITZ	42
	B. Financial Statement	10 min	DEBBIE LEOUS	44
	C. Ridership/Performance	10 min	DEBBIE LEOUS	50
7.	<b>FUTURE MEETING SUBJECTS</b>		10:10	
8.	<b>OTHER BUSINESS</b>		10:10	
9.	<b>ADJOURNMENT</b>		10:15	

THE NEXT MEETING IS NOVEMBER 19, 2014 AT 8:30 AM



## PRESENTATION

**3: Audit Presentation**

**Action: Information Item**

**Staff Resource:** Marnie Maxwell, Accounting Manager

**FINANCE & PERFORMANCE  
MANAGEMENT**

- 
- PSTA's auditors will speak about the Interim Audit and the upcoming Annual Audit.
- 

**Attachments: None**



**ACTION ITEM**

**4A: September 17, 2014 Meeting Minutes**

**Action: Approve Meeting Minutes**

**Staff Resource:** Clarissa Keresztes, Administrative Asst

**FINANCE & PERFORMANCE  
MANAGEMENT**

- 
- Staff recommends approval of the minutes of the September Finance & Performance Management Committee meeting.
- 

**Attachments:**

1. Minutes



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[WWW.PSTA.NET](http://WWW.PSTA.NET) 727.540.1800 FAX 727.540.1913

FINANCE & PERFORMANCE MANAGEMENT  
 COMMITTEE MEETING  
 MINUTES – SEPTEMBER 17, 2014

The Finance & Performance Management Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 8:30 AM on this date. The purpose of the meeting was to approve the August 20, 2014 meeting minutes and the Workers' Compensation Third Party Administer (TPA). The following members were present:

Bill Jonson, Committee Chair  
 Mark Deighton  
 Brian Scott  
 Michael Smith

Absent

Joseph Barkley

Also Present:

Brad Miller, CEO  
 PSTA Staff Members  
 Members of the Public

**CALL TO ORDER**

Mr. Deighton opened the meeting at 8:45 AM.

**PUBLIC COMMENT**

There were no public comments.

**ACTION ITEMS**

Approval of Minutes – Mr. Smith made a motion, seconded by Mr. Scott to approve the August 20, 2014 minutes. There were no public comments. Motion passed unanimously.

**[Committee Chair Jonson entered the meeting at 8:52 AM.]**

Workers' Compensation Third Party Administer (TPA) – Debbie Leous, Chief Financial Officer, indicated that staff is recommending the approval of Commercial Risk Management (CRM) as PSTA's Workers' Compensation TPA for a total five-year cost not to exceed \$247,953. She explained that Johns Eastern has been the TPA services provider for the past 15 years, with their current contract expiring on September 30, 2014. The Agency issued a Request for Proposal (RFP) with four respondents: AS&G Administration (AS&G), PMA Management Corporation (PMAMC), CRM, and Johns Eastern Company. She reported that CRM was chosen because the staff evaluation team determined them to be the most economical and beneficial to PSTA. The contract would be effective October 1, 2014 through October 1, 2019. Ms. Leous explained that the five-year cost of \$247,953 is a decrease from the current provider by 5%. Mr. Scott made a motion, seconded by Mr. Smith to recommend approval of CRM as PSTA's Workers' Compensation TPA for a total five-year cost not to exceed \$247,953. There were no public comments. Motion passed unanimously.

## **REPORTS**

Preventative Maintenance – Henry Lukasik, Director of Maintenance gave a presentation on improvements to the preventative maintenance program. He reported that historically, PSTA's bus maintenance is one of the lowest cost operations in benchmarking. He explained some improvements that were initiated in 2013-2014, such as: air filter replacement based on mileage, higher capacity battery replacement, loose lugnut indicator program, tighter preventative maintenance intervals, higher quality parts, and improved shop equipment. Mr. Lukasik also explained the oil analysis program. There was discussion among the Committee, and Mr. Deighton suggested adding the "Miles Between Road Calls" chart to Mr. Miller's summary at the Board meeting.

Financial Statement – Ms. Leous presented the financial status report for the month ending July 31, 2014. She reported that for the month of July, there was an actual deficit of \$3.6 million as compared to a budgeted deficit of \$2.7 million. She said that revenues were down \$950,000 primarily due to taxes being below budget by \$530,000 and federal preventative maintenance labor and grant parts reimbursement as compared to the budget allocation. She reported that expenses of \$5.2 million were \$54,900 or 1% under the budget of \$5.2 million with almost every line favorable to the budget. Ms. Leous reported that YTD July 2014 had a net surplus of \$8.6 million as compared to the budget of \$5.1 million with a favorable variance of \$3.5 million. She stated that the variance will dwindle during the balance of the year because of the grants money. She reported that expenses were under budget in every category except for supplies. Ms. Leous presented the year-to-year comparison and YTD actuals as of July 31st, and reported revenues were up .36% and expenses were up 3.33%.

Ridership/Performance – Mr. Miller reported that the regular ridership and performance reports were not available for the meeting.

### **FUTURE MEETING SUBJECTS**

- Capital Projects Update - October

### **OTHER BUSINESS**

Mr. Miller reminded the Committee that the next Board meeting will be held on September 24th at 6:00 PM. He also informed the Committee that there will be a Tampa Bay Transportation Forum that same morning at 7:30 AM at the Hilton Carillon.

Committee Chair Jonson thanked staff and the other Committee members for all their work.

### **ADJOURNMENT**

The meeting was adjourned at 9:42 AM. The next meeting will be held on October 15, 2014 at 8:30 AM.



**ACTION ITEM**

**4B: 2015 Meeting Schedule**

**Action: Approve 2015 Meeting Schedule**

**Staff Resource:** Rachael Garofalo, Executive Assistant

**FINANCE & PERFORMANCE  
MANAGEMENT**

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- Attached is a draft 2015 meeting schedule for your approval
- 

**Attachments:**

1. 2015 Meeting Schedule



***FINANCE & PERFORMANCE MANAGEMENT  
COMMITTEE MEETING SCHEDULE FOR 2015***

**JANUARY 21**

**FEBRUARY 18**

**MARCH 18**

**APRIL 15**

**MAY 20**

**JUNE 17**

**JULY 15**

**AUGUST 19**

**SEPTEMBER 16**

**OCTOBER 21**

**NOVEMBER 18**

**DECEMBER 16**

**Meetings begin at 8:30 AM and are held at PSTA  
Headquarters, 3201 Scherer Drive,  
St. Petersburg, FL 33716**

*\*Note: meetings are subject to change*

Finance Committee 10-15-14



## ACTION ITEM



### **4C: Bus Advertising Graphics**

**Action: Recommend Approval of a Five-Year Agreement with Road Signs, Inc. of Sarasota for the Five-Year Total Amount Not to Exceed \$250,000.**

**Staff Resource:** Cyndi Raskin-Schmitt, Manager of Communications

FINANCE & PERFORMANCE  
MANAGEMENT

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### **Background:**

- PSTA marketing staff sells bus advertising to local and national business accounts.
- In the effort to make the sales process easy and turn-key, PSTA purchases the printing and installation/removal of the vinyl ad graphics on behalf of the client. PSTA then bills the client to recover these costs.
- PSTA also posts ads to promote our own services such as Real Time, the aquarium shuttle, pass programs, new services, etc.

### **Procurement:**

- RFP 14-010P was issued on August 25, 2014. Three proposals were received, of which, one was determined to be non-responsive.
- Road Signs, Inc. of Sarasota, PSTA's incumbent vehicle graphics provider, was the highest scoring proposer. They are a Disadvantaged Business Enterprise (DBE)-certified woman owned business.
- Road Signs, Inc. provides vehicle graphics for HART, Gaineville RTS, hotel chains, etc. and is one of the largest vehicle graphics providers on the west coast of Florida.
- Their proposal offered the best pricing in all categories, a comprehensive management and work plan, and PSTA staff has had a good working relationship with their team for many years.

### **Fiscal Impact:**

- \$250,000 over five years, most is recovered from the advertising clients.

### **Staff Recommendation:**

- Approve five-year agreement with Road Signs for the production, installation, and removal of bus advertising graphics.

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**Attachments:**

1. Tabulation Sheet
2. Request for Proposal ([CLICK TO VIEW/PRINT](#))



**Evaluation Score Sheet Prod, Install & Removal of Graphics on Buses  
RFP No. 14-010P**

<b>Company</b>	<b>ARC Documents</b>	<b>Road Signs Inc.</b>
<b>Evaluation Criteria</b>		
<b>1. Firm and Staff Qualifications (30 Percent)</b>	<b>0.90</b>	<b>1.30</b>
<b>2. Technical Approach (20 Percent)</b>	<b>0.60</b>	<b>0.87</b>
<b>3. Management Plan &amp; Schedule (20 Percent)</b>	<b>0.60</b>	<b>0.87</b>
<b>4. Price Structure and DBE (30 Percent)</b>	<b>0.90</b>	<b>1.20</b>
<b>TOTAL SCORE</b>	<b>3.00</b>	<b>4.23</b>

**Date Evaluated: Wednesday, October 8, 2014 at 9:00 am**

**Company recommended for Board Approval on 10/22/14**

**Tabulation Sheet Prepared By: Ginger Letellier, Purchasing Buyer**

## ACTION ITEM



**5C: Yellow Cab Ownership Change**

**Action: Recommend Approval of a Letter of Assignment Confirming the New Ownership of Clearwater Yellow Cab Subject Upon Approval of PSTA's General Counsel.**

**Staff Resource:** Ross Silvers, Mobility Manager

**FINANCE & PERFORMANCE  
MANAGEMENT**

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### **Background:**

- PSTA is beginning Year #4 of a five-year DART contract with Clearwater Yellow Cab.
- Effective earlier this month, Clearwater Yellow Cab's ownership changed to international transportation contractor TransDev, Inc. who also owns the local SuperShuttle franchise at Tampa International Airport.
- PSTA's contract remains in full force with no changes to the costs or provisions of the original agreement.
- In accordance with the assignment clause of this contract, the company which purchased Clearwater Yellow Cab requested and received from PSTA pre-approval to have the contract assigned to them.
- The new owners are committed to providing safe and reliable service in compliance with the terms of the existing contract.
- The new owners provide this and other types of passenger transportation effectively throughout the United States.

### **Recommendation:**

- Approve a Letter of Assignment confirming new owner of Clearwater Yellow Cab upon approval of PSTA's General Counsel.

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**Attachments: None**

## ACTION ITEM



**5D: Title VI Report**

**Action: Recommend Submittal of PSTA's Title VI Report to the Federal Transit Administration by the December 1, 2014 Deadline.**

**Staff Resource:** Chris Cochran, Senior Planner

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MANAGEMENT

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### **Title VI Report:**

- As a condition to receiving federal assistance from the Department of Transportation (DOT), PSTA is required to comply with Title VI of the Civil Rights Act of 1964 which states that no person in the United States shall, on the grounds of race, color, or natural origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient receives federal assistance from the DOT.
- PSTA is required to submit to the Federal Transit Administration (FTA), a Title VI update which documents the level and quality of transit service provided for minority and low-income areas demonstrating that there is no discrimination in the provision of transit service, as well as transit related amenities.
- The current report provides an identification of all service amenities which are currently provided on all PSTA routes in all low income and minority census tract areas and has determined that there are no disproportionately high and adverse effects of its policies, programs, and activities on low income or minority populations.
- In addition, PSTA has taken reasonable steps to ensure that Limited English Proficiency persons have meaningful access to the programs, services, and information PSTA provides including extensive public outreach which was undertaken as part of the Greenlight Pinellas Plan effort.

### **Recommendation:**

- Recommend to the Board that they authorize the CEO to submit the report by December 1, 2014 and maintain its commitment to all Title VI Program Requirements.

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### **Attachments:**

1. PowerPoint



**Title VI Triennial Report  
PSTA Finance Committee  
October 15, 2014**

# AGENDA

- Title VI Requirement
- Title VI Programs and Compliance
  - Limited English Proficiency (LEP)
  - Minority Outreach
  - Amenity and Service Distribution
  - Fare Equity Analysis
- Board Resolution Approving Title VI Program and Policies

# Requirement

Title VI of the Civil Rights Act of 1964 states that no person in the United States shall, on the grounds of race, color, or natural origin, be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination under any program or activity for which the recipient receives funding from the Department of Transportation.

## DEFINITIONS

- **Minority Population:**  
% within a Census Tract are greater than the Countywide Average.
- **Low Income:**  
% within a Census Tract is greater than Countywide Average.

## COUNTY STATISTICS

- **Minority Population:** 17.4%
- **Low Income:** 24.2%
- **Non-English Speaking:** 5.5%
- **Spanish Speaking:** 2.6%

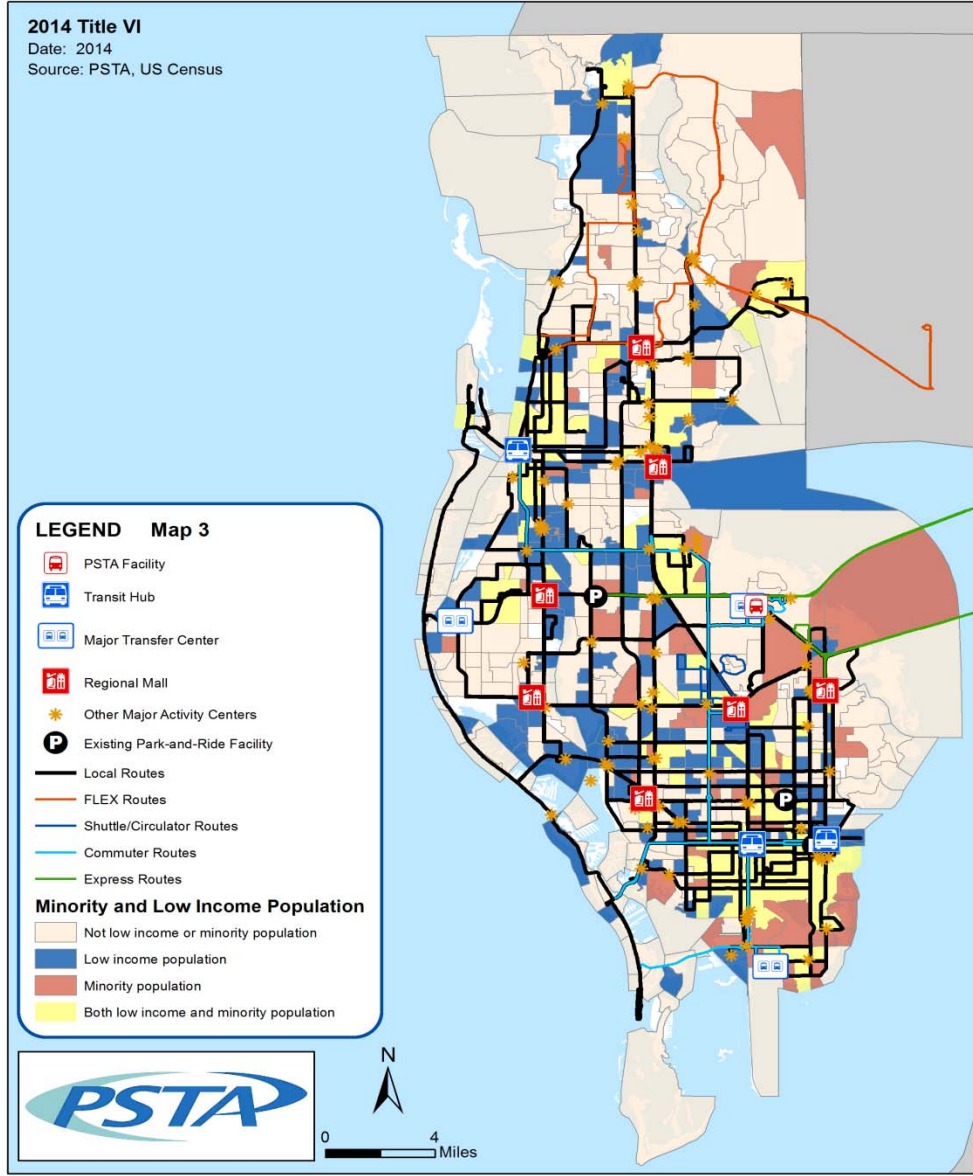


# Minority and Low Income Distribution

Low Income

Minority

Both



# Limited English Proficiency (LEP)

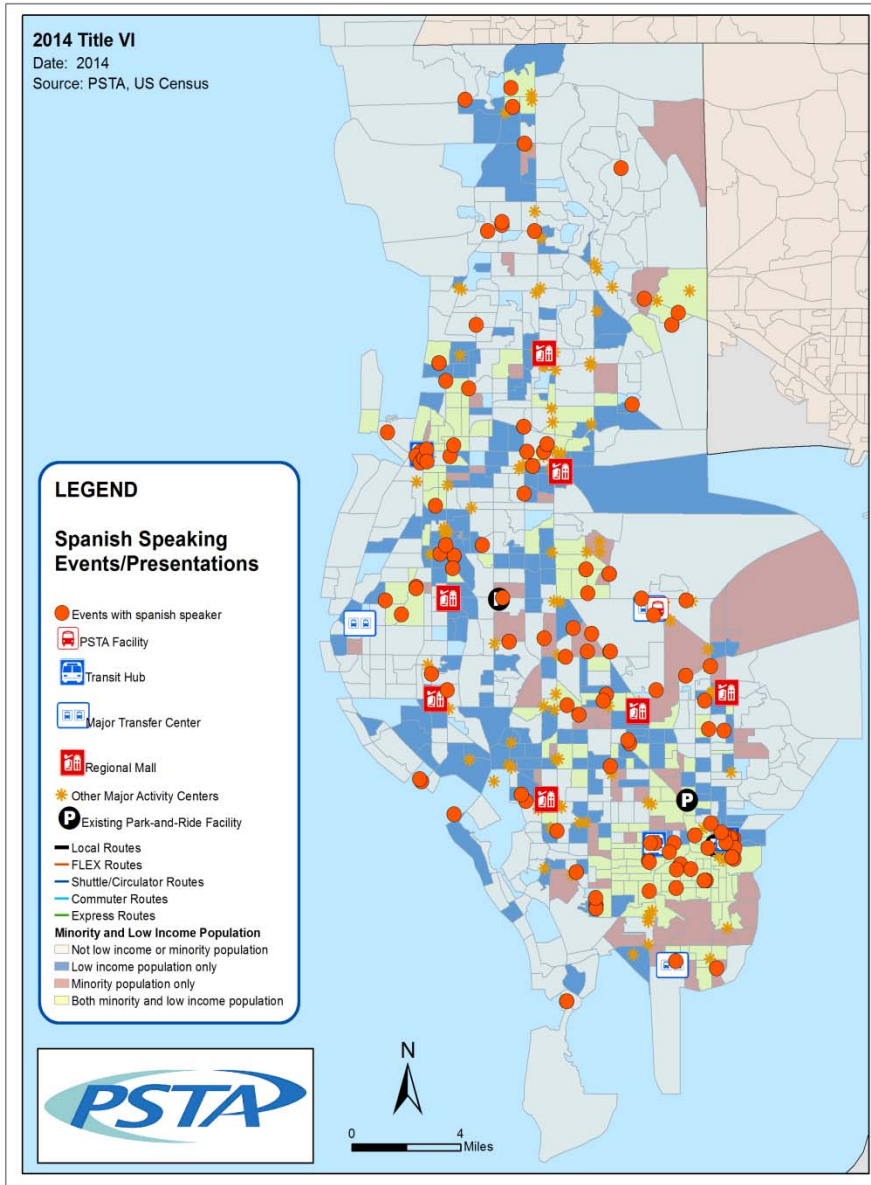
**PSTA Goal:** Provide meaningful access to LEP persons by way of key agency materials, information, and system wide services:

- Actively reach out to the Spanish speaking community through events and training
- Provide one-click translation capability on PSTA.net website
- Offer Customer Service Representatives which speak Spanish fluently

## COUNTYWIDE LEP Statistics

- Non-English Speaking: 5.5%
- Spanish Speaking: 2.6%

# Limited English Proficiency (LEP)



騎馬PSTA 即時 DART 招聘 商業機會 董事會和公開會議 關於 媒體 聯繫我們

**PSTA PINELLAS SUNCOAST TRANSIT AUTHORITY**

Search on PSTA.net 搜索

Facebook 微博 LinkedIn 博客 YouTube 電子郵件

歡迎至PSTA

在皮內拉斯陽光海岸交通管理局 (PSTA) 的公共交通提供者在皮內拉斯縣, 佛羅里達州, 提供了2013年203公交通過1450萬人次, 成為在皮內拉斯縣40路線包括兩名快速路線是在坦帕5,115巴士站。查看PSTA的網頁或存在這裡。

快速鏈接

- Bus Schedules
- Online Tickets
- Bus Fares
- Connecting to WiFi
- System Map
- Real Time
- Upcoming Meetings
- Transportation Disadvantaged Program
- Public Record

近期新聞/活動/報告

關注醫療客戶: 單單另行通知, 所有醫療通車由的客戶需要撥打電話 (727) 532-6269, 要求他們通車由郵寄給他們, 因為在人的回丹尼不可能在這種時候。

巴士服務的改革  
有效2014年10月5日

! 新的新路線: "週五10月3日, PSTA新創最長的線光皮內拉斯城區市政廳"

新路線: "週四10/2, PSTA新創最長的下一期三線光皮內拉斯城區市政廳"

日期: 10/10/2014 時間: 7:33 上午

計劃通過: Departure Time 獲取路線

**RIDER警告**  
警告-路由-服務-建築

路線19 查看頻道

English	Catalan	Finnish	Hmong	Korean	Nepali	Somali	Welsh
Afrikaans	Cebuano	French	Hungarian	Lao	Norwegian	Spanish	Yiddish
Albanian	Chinese (Simplified)	Galician	Icelandic	Latin	Persian	Swahili	Yoruba
Arabic	Chinese (Traditional)	Georgian	Igbo	Latvian	Polish	Swedish	Zulu
Armenian	Croatian	German	Indonesian	Lithuanian	Portuguese	Tamil	
Azerbaijani	Czech	Greek	Irish	Macedonian	Punjabi	Telugu	
Basque	Danish	Gujarati	Italian	Malay	Romanian	Thai	
Belarusian	Dutch	Haitian Creole	Japanese	Maltese	Russian	Turkish	
Bengali	Esperanto	Hausa	Javanese	Maori	Serbian	Ukrainian	
Bosnian	Estonian	Hebrew	Kannada	Marathi	Slovak	Urdu	
Bulgarian	Filipino	Hindi	Khmer	Mongolian	Slovenian	Vietnamese	

首頁 | 公共汽車時刻表 | 系統地圖 | 公交票價 | 聯繫我們 | 網站地圖 | 第六頁 | ©2014皮內拉斯陽光海岸交通管理局

Chinese (Traditional)

# Minority Outreach

## **PSTA Goal:** Provide Inclusive Public Participation:

- Promote and maintain targeted public outreach initiatives
- Ensure meaningful access to all PSTA activities
- Promote and maintain adequate minority representation in all Committees

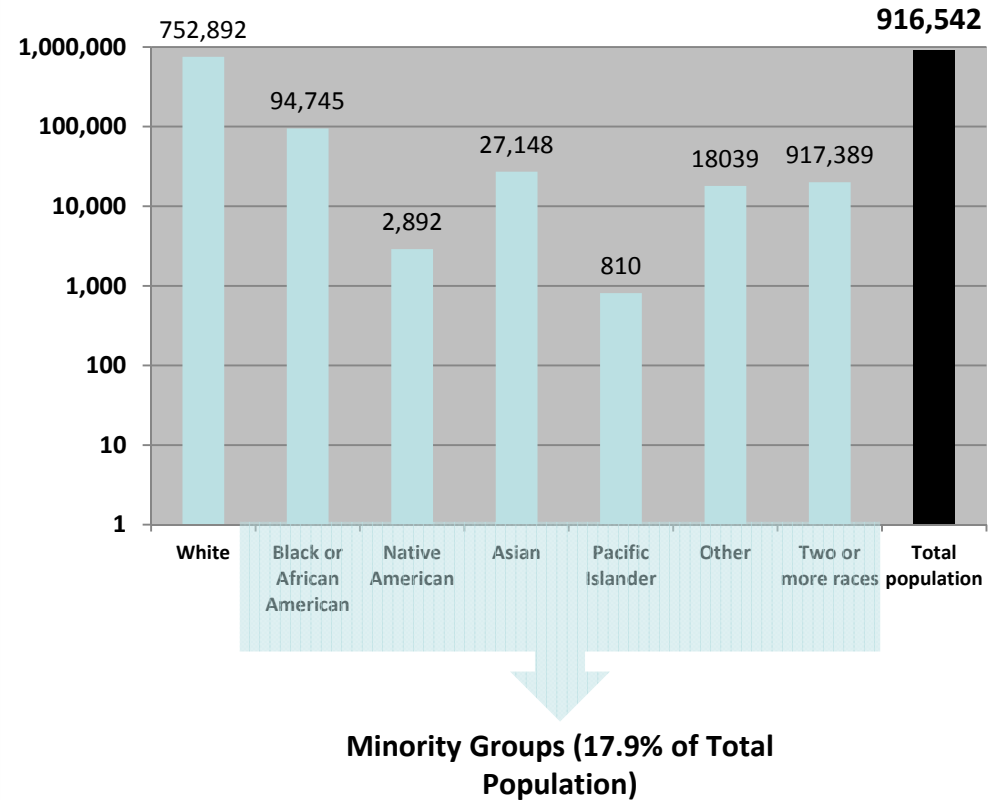
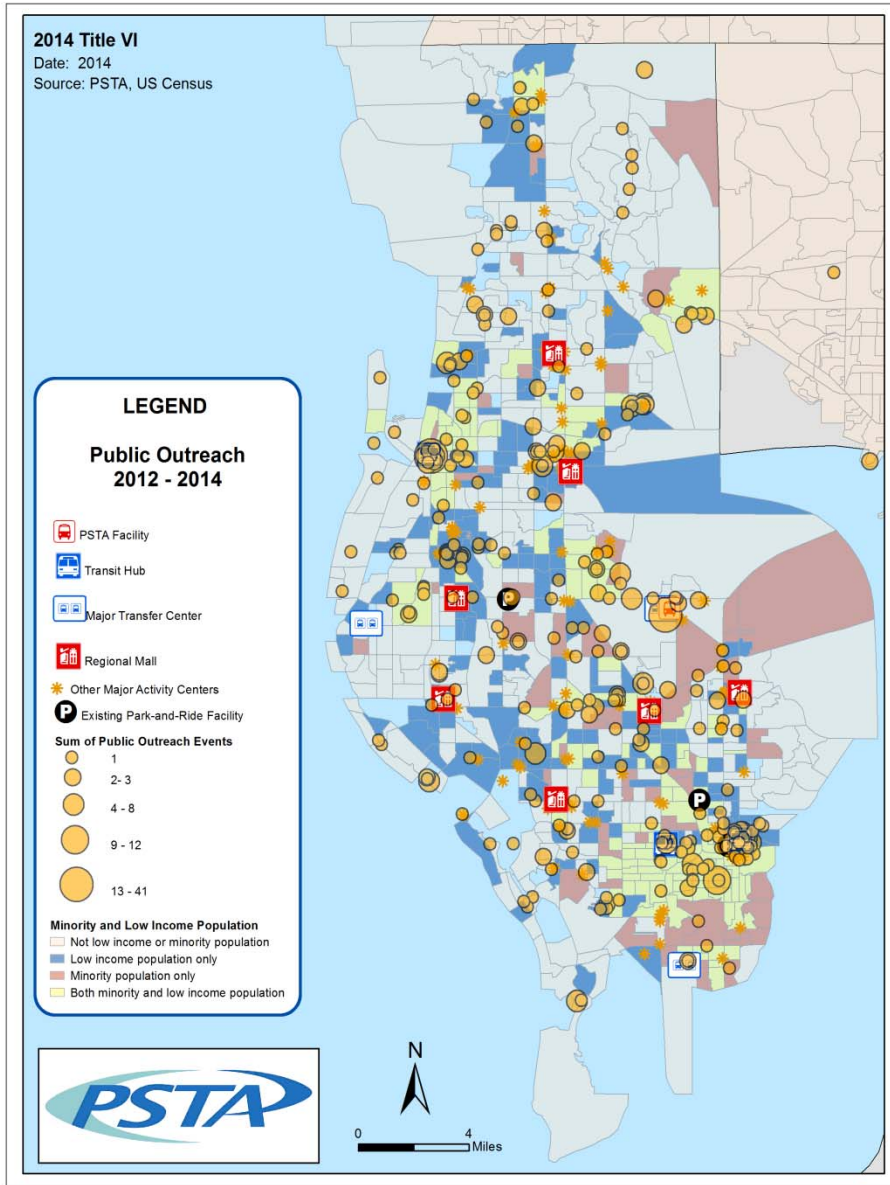
### **Examples of Minority Outreach:**

- LA VOZ Radio 1520AM – weekly
- NAACP Freedom Fund Banquet
- Pinellas Opportunity Council Breakfast
- S.W.A.N.S. Women’s Conference

### **Outreach Statistics:**

- 600+ Events and Presentations
- 55% in Minority and Low Income areas

# Minority Outreach



# Service and Amenity Distribution

**PSTA Goal:** Provide equitable distribution of services and amenities throughout the service area to minority and low income communities.

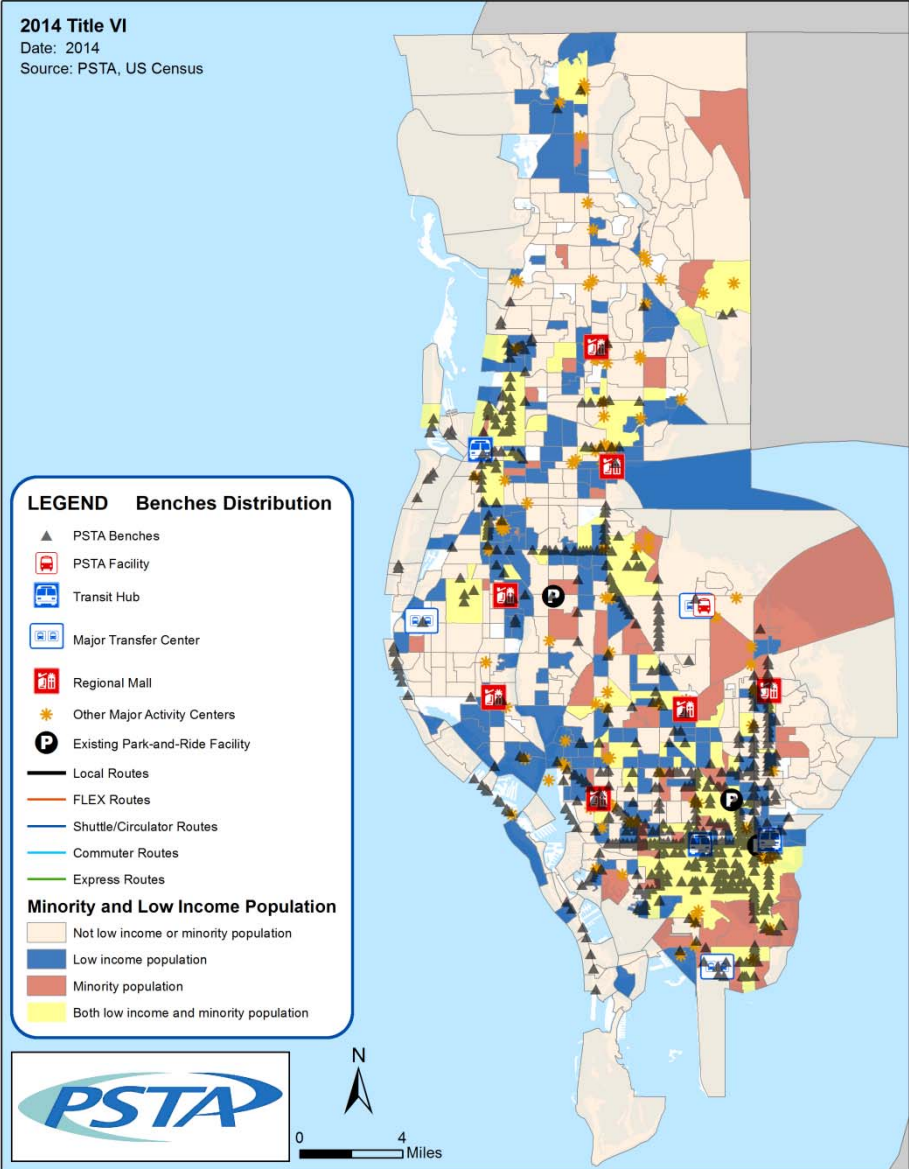
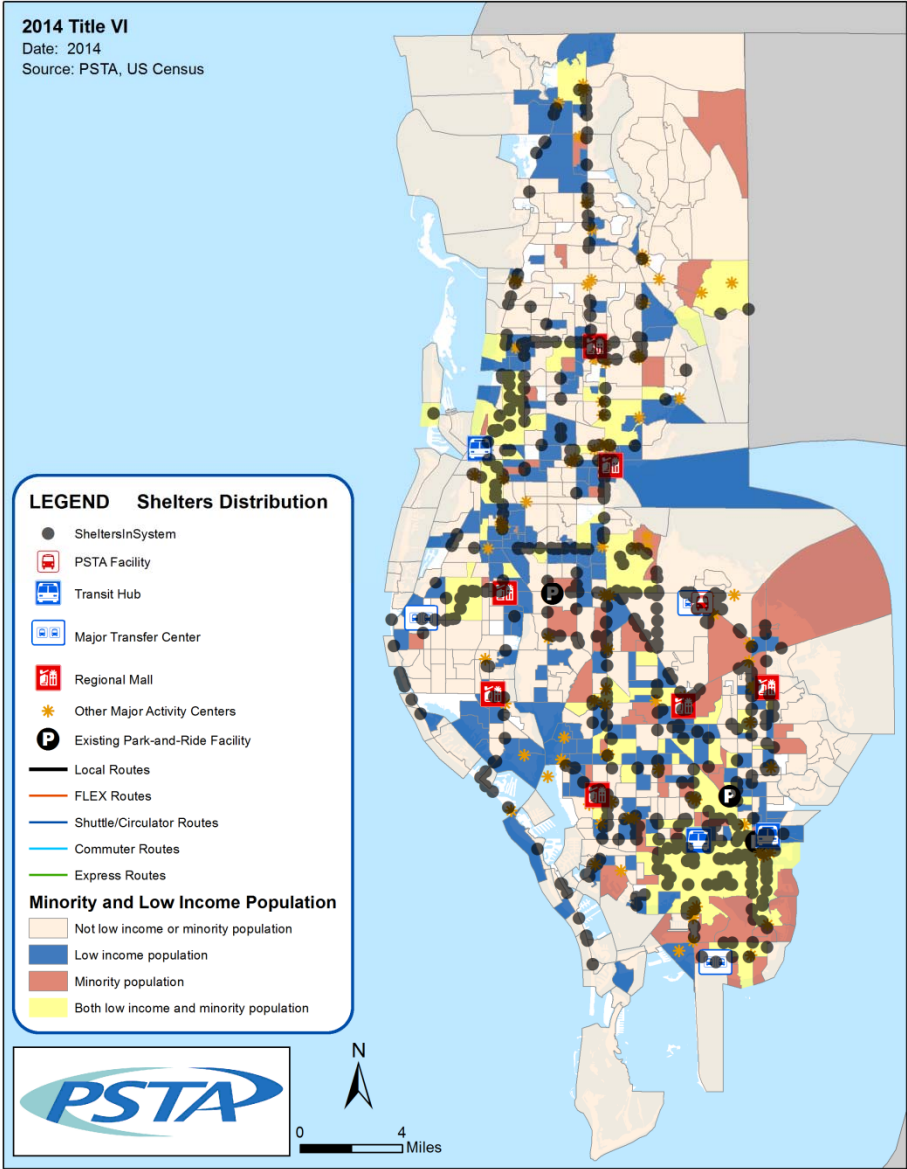
**System-wide Amenity Statistics:**

- 893 unduplicated miles of service
- 574 Shelters
- 762 Benches (PSTA and City owned)
- 5141 bus stop locations

**Service to Title VI Population:**

- 61% of stops
- 53% of service miles
- 60% of shelters
- 72% of benches

# Amenity Distribution



# Service and Fare Equity Analysis

**PSTA Responsibility**: An equity analysis is required for major service changes (25%) or any fare increase to determine disproportionate adverse impacts to minority or low income populations:

- No fare increases (2012 – 2014)
- No major reductions in Minority or Low Income communities (2012 – 2014)
- Future Changes will require equity analyses as appropriate



# Recommendations

Recommended improvements to serve Minority and Low Income Communities:

- Improved Bilingual customer service representation
- Maintain current high level of minority outreach

## **Recommended Action:**

- Approval to the Board of the Title VI Triennial Report for submittal to the FTA by December 1, 2014.
- Recommend the Board provide written assurances to the FTA that PSTA will continue to comply with Title VI requirements.



## INFORMATION ITEM

**5A: Pinellas Park Transit Center--Update**

**Action: Information Item**

**Staff Resource:** Henry Lukasik, Director of Maintenance

FINANCE & PERFORMANCE  
MANAGEMENT

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### **Background:**

- In August 2013, PSTA released an Invitation for Bid (IFB #13-020B) and received seven qualified responses on September 26, 2013.
- The lowest bidder, CHTRS Development, LLC provided a bid amount of \$359,000 and was recommended for the project
- On October 23, 2013 the Board approved project budget of \$430,000 for construction and \$78,000 for other expenses such as security, cameras, furniture, and computer equipment.
- CHTRS Development, LLC was issued a Notice to Proceed on November 12, 2013.
- The facility will include a customer service booth, staff/operator restrooms, Information Technology (IT) storage, janitor room, and public restrooms.
- Also, a new bus drive access way, traffic tables, crosswalks, sidewalks, ATM machine, and other amenities will be constructed.
- Due to ongoing weather interruptions as well as design changes by both contractor and PSTA the estimated completion date is November 2014.
- To date, the project remains within the approved budget.

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### **Attachments:**

1. PowerPoint



# **Pinellas Park Transit Center**

## **PROJECT UPDATE**

**Finance and Performance Management Committee**

**OCTOBER 2014**



# BUS DRIVEWAY



# BUILDING PAD



# EXTERIOR



# EXTERIOR





# EXTERIOR



# INTERIOR



# INTERIOR



# INTERIOR



# INTERIOR



# PROJECT BUDGET

- Budget: \$ 518,000
- Cost to Date: \$ 263,773
- Remaining Balance: \$ 254,226
- Project is Within Project

# PROJECT SCHEDULE

- Rain Delays
- Design Changes
- PSTA Anticipated Final Completion Date: November 14, 2014

# QUESTIONS/COMMENTS





**INFORMATION ITEM**

**5B: Union Activities**

**Action: Information Item**

**Staff Resource:** Jeff Thompson, Director of Transportation  
Oakie O'Hara, Union President

**FINANCE & PERFORMANCE  
MANAGEMENT**

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- Per Committee member Mark Deighton's request at the last PSTA Board meeting, Mr. Thompson and Mr. O'Hara will give an update on PSTA's Tampa Bay Area Transit Workers Union (TBATWU) activities.
- 

**Attachments: None**

## REPORTS/CORRESPONDENCE



**6A: Capital Projects Update**

**Action: Information Item**

**Staff Resource:** Pam Reitz, Grants Manager

**FINANCE & PERFORMANCE  
MANAGEMENT**

- 
- Attached is an updated list of PSTA's capital projects
- 

### **Attachments:**

1. Capital Projects Cover Page
2. Capital Projects Packet (**CLICK TO VIEW/PRINT**)



**PSTA Major Capital/Planning Projects**  
**Quarterly Status Update**  
**September 2014**

Project	Capital Project Name	Budget	Invoices Paid (as of 9/15/14)	% Complete (Based on Invoices Paid)	Project Stage	% of Project Complete	Project Manager	Current Status
1	Pinellas Park Transit Center	\$518,000	\$252,064	49%	In Process	78%	Mark Knight	Behind Schedule
2	Largo Commons Transfer Center	\$600,000	\$22,940	4%	Development	10%	Mark Knight	Hold
3	ADA Landing Pad Project	\$1,331,034	\$206,034	15%	In Progress	20%	Mark Knight	On Schedule
4	Shelter Project	\$1,282,650	\$46,446	4%	Development	10%	Mark Knight	On Schedule
5	Farebox Replacement Projects	\$1,133,636	\$39,337	3%	Development	5%	Walt Lenz	Behind Schedule
6	IT Server Room A/C Upgrade	\$88,588	\$60,879	69%	In Progress	80%	Walt Lenz	On Schedule
7	Safety & Security Equipment	\$237,839	\$0	0%	In Progress	20%	Walt Lenz	On Schedule
8	Bus Wi-Fi Project	\$235,000	\$28,976	12%	In Progress	25%	Walt Lenz	On Schedule
9	FDOT Park & Ride Lot	\$200,000	\$0	0%	Development	85%	Chris Cochran	Delayed
10	Big Belly Trash Compactors	\$112,000	\$48,451	43%	Development	25%	Henry Lukasik	On Schedule
11	Purchase Replacement Revenue Vehicles	\$20,313,130	\$5,142,167	25%	PO Issued	75%	Henry Lukasik	On Schedule
12	Purchase Support Vehicles	\$92,256	\$0	0%	Development	10%	Henry Lukasik	On Schedule
13	Tire Lease	\$1,290,000	\$412,004	32%	Continuous	32%	Henry Lukasik	Continuous
14	Service Lane Infrastructure	\$245,000	\$0	0%	Development	10%	Henry Lukasik	Hold
15	Fleet Management System (Fleetwatch)	\$195,000	\$170,352	87%	Complete	100%	Henry Lukasik	Complete
16	Grand Central Station Repainting	\$35,000	\$0	0%	Development	0%	Henry Lukasik	On Schedule
17	Rehab/Renovate Maintenance Forklifts	\$16,000	\$0	0%	Development	0%	Henry Lukasik	On Schedule
18	Hastus Scheduling Software Updates	\$209,400	\$0	0%	Funding	0%	Charlie Thomas	Hold
19	Audio Equipment (Board Room)	\$300,000	\$0	0%	Development	0%	Debbie Woodward	Hold
20	Audio Equipment (Auditorium)	\$35,000	\$0	0%	In Progress	98%	Debbie Woodward	On Schedule
21	Purchase Servers	\$200,000	\$0	0%	Development	0%	Trieu Nguyen	On Schedule
22	Server Room UPS Upgrades	\$65,000	\$0	0%	Development	0%	Trieu Nguyen	On Schedule
23	FleetNet Software Updates	\$91,625	\$62,825	69%	In Progress	69%	Trieu Nguyen	On Schedule
24	Virtual Desktop Server Hardware	\$46,281	\$0	0%	Development	0%	Trieu Nguyen	On Schedule
25	PSTA Campus 10-GIG Ethernet Fiber Upgrade	\$60,000	\$0	0%	Development	0%	Trieu Nguyen	On Schedule
26	Route Match Software	\$125,000	\$80,191	64%	In Progress	64%	Ross Silvers	On Schedule
27	In - Person Assessment - Travel Training	\$41,452	\$16,770	40%	Continuous	40%	Ross Silvers	Continuous
28	Miscellaneous Projects	\$2,739,298	\$0	0%	Continuous	0%	Various	Continuous
<b>Capital Project Total (Excluding Miscellaneous Projects)</b>		<b>\$31,838,189</b>	<b>\$6,589,436</b>	<b>21%</b>				
Project	Planning Project Name	Budget	Invoices Paid (as of 9/15/14)	% Complete (Based on Invoices Paid)	Project Stage	% of Project Complete	Project Manager	Current Status
1	Long Range Planning-Consultants (2014)	\$200,000	\$0	0%	Development	0%	Cassandra Borchers	Hold
2	AA/Howard Frankland Bridge Study	\$2,191,740	\$1,691,945	77%	In Progress	90%	Heather Sobush	Hold
3	Clearwater Downtown Intermodal Terminal	\$1,250,000	\$9,083	1%	Development	15%	Chris Cochran	On Schedule
<b>Planning Project Total</b>		<b>\$3,641,740</b>	<b>\$1,701,028</b>	<b>47%</b>				
<b>Grand Total - Open Projects</b>		<b>\$35,479,929</b>	<b>\$8,290,464</b>	<b>23%</b>				



## REPORTS

**6B: Monthly Financial Statement**

**Action: Information Item**

**Staff Resource:** Debbie Leous, CFO  
Michael Hanson, Director of Finance

**FINANCE & PERFORMANCE  
MANAGEMENT**

- 
- Staff will present the financial status report for the month ending August 31, 2014.
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### **Attachments:**

1. Monthly Financial Performance Report – Monthly
2. Monthly Financial Performance Report – Fiscal Year to Date
3. Monthly Financial Performance Report – Fiscal Year to Fiscal Year Comparison
4. Statement of Revenues and Expenditures – Actual vs. Budget
5. Statement of Revenues and Expenditures – Year to Year Actual vs. Actual

**MONTHLY FINANCIAL PERFORMANCE REPORT**

**Period Ending August 31, 2014**

**For the month of August 2014**

Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$1,502,320	\$2,021,421	-25.68%	(\$519,101)
Expenses	\$4,750,777	\$5,190,094	-8.46%	(\$439,317)
Surplus/(Deficit)	(\$3,248,457)	(\$3,168,673)	2.52%	(\$79,784)

**For the month of August, the net deficit of \$3.2 million was \$79.8 thousand unfavorable to the budgeted deficit of \$3.2 million.**

**Revenues**

Revenues of \$1.5 million were \$519.1 thousand or 25.7% under the budget of \$2.0 million primarily due to the timing Federal preventative maintenance labor and grant parts reimbursement as compared to the budget allocation accounting for \$411.6 thousand of the variance and Passenger Fares under budget \$125.7 thousand.

Passenger Revenue below budget 10.6%	(\$125,674)
Auxiliary Revenue is above budget 10.2%	\$3,267
Taxes are below budget 64.9%	(\$5,964)
State Grants are above budget 10%	\$18,335
Federal Grants are below budget by 90% due to budget allocation	(\$411,618)
All other revenues within 5% of budget	\$2,553
Total Variance:	<u>(\$519,101)</u>

**Expenses**

Expenses of \$4.8 million were \$439.3 thousand or 8.5% under the budget of \$5.2 million with almost every line favorable to budget.

Fringe Benefits are below budget 10.1%	(\$88,319)
Services are below budget 6.8%	(\$13,639)
Supplies are below budget 14.5%	(\$42,784)
Insurance is below budget 275.5% due to recoveries	(\$341,617)
Utilities are below budget 17%	(\$14,918)
Purchased Transportation - TD is above budget 9.2%	(\$4,741)
Miscellaneous is above budget 181.7% due to advertising and promotion media	\$99,014
All other expenses are within 5% of budget	(\$32,313)
Total Variance:	<u>(\$439,317)</u>

**Year to Date as of August 31, 2014**

Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$59,636,109	\$59,863,596	-0.38%	(\$227,487)
Expenses	\$54,310,254	\$57,906,460	-6.21%	(\$3,596,206)
Surplus/(Deficit)	\$5,325,855	\$1,957,136	172.12%	\$3,368,719

Revenues:

Auxiliary Revenues are unfavorable to budget as it relates to advertising	(\$114,723)
Non-Transportation Revenue is favorable to budget due to TD pass co-pays and gain on sale of assets	\$33,317
Federal Grants are favorable to budget due to the spread of the budget	\$324,254
All Other revenues within 5% of budget	(\$470,335)
Total Variance:	<u>(\$227,487)</u>

Expenses:

Salaries are favorable to budget due to vacancies	(\$1,009,339)
Fringe Benefits are favorable to budget	(\$593,513)
Diesel Fuel is favorable to budget due to locked in prices and lower usage	(\$702,865)
Supplies are unfavorable to budget due to increased maintenance	\$213,126
Insurance is favorable to budget due to recoveries	(\$1,229,769)
Utilities are favorable to budget	(\$176,048)
Taxes and Licenses are favorable to budget	(\$50,677)
All other expenses are within 5% of budget	(\$47,121)
	<u>(\$3,596,206)</u>

**Year to Year Comparison based on YTD Actuals as of August 31st**

Description	2014	2013	% Variance	\$ Variance
Revenues	\$59,636,109	\$59,725,367	-0.15%	(\$89,258)
Expenses	\$54,310,254	\$52,773,578	2.91%	\$1,536,676
Surplus/(Deficit)	\$5,325,855	\$6,951,789	-23.39%	(\$1,625,934)

Revenues:

Passenger Fares are below budget to last fiscal year with a 4% variance	(\$527,242)
Auxiliary Revenue is down from 2013 due to decreased advertising	(\$155,782)
Non- Transportation Revenue is greater than 2013	\$88,021
Taxes are up from 2013	\$1,066,344
Local Beach Trolley and Route 35 revenues are greater than 2013	\$56,717
All other revenues within 5% of the previous year	\$89,836
Federal Grants are below last year with funds being flexed to capital	(\$707,152)
Total Variance:	<u>(\$89,258)</u>

Expenses:

Services are greater than last year	\$232,263
Supplies are greater than last year	\$227,131
Insurance is down due to recoveries	(\$925,316)
Utilities are up over last year	\$91,498
Taxes and Licenses have decreased based on lower fuel usage	\$47,154
Purchased Transportation - DART is up over last year	\$184,896
Purchased Transportation - TD is greater than last year	\$52,314
Purchased Transportation - Trolleys	\$41,740
Miscellaneous	\$89,814
All other expenses are within 5% of the previous year with Salaries and fringe benefits up \$1,282,909	\$1,495,182
Total Variance:	<u>\$1,536,676</u>

Pinellas Suncoast Transit Authority  
Statement of Revenues and Expenditures  
Actual vs. Budget  
Month Ended August 2014

	Month				Year to Date				Annual
	Actual	Budget	Variance		Actual	Budget	Variance		Budget
			Percent	Dollar			Percent	Dollar	
<b>Revenue</b>									
Passenger Fares	\$ 1,056,652	\$ 1,182,326	(10.63%)	\$ (125,674)	\$ 12,419,231	\$ 13,005,544	(4.51%)	\$ (586,313)	\$ 14,187,870
Auxiliary	35,230	31,963	10.22%	3,267	236,874	351,597	(32.63%)	(114,723)	383,560
Non-Transportation	35,918	35,726	0.54%	192	426,301	392,984	8.48%	33,317	428,710
Taxes	3,233	9,197	(64.85%)	(5,964)	32,977,540	32,876,989	0.31%	100,551	33,145,900
Local Beach Trolley & Rt.35	70,338	69,731	0.87%	607	762,884	767,040	(0.54%)	(4,156)	836,771
State Reimbursement-Fuel Tax	52,851	51,097	3.43%	1,754	559,285	562,063	(0.49%)	(2,778)	613,160
State Grants	202,273	183,938	9.97%	18,335	6,817,882	6,795,521	0.33%	22,361	6,979,459
Federal Grants	45,825	457,443	(89.98%)	(411,618)	5,356,112	5,031,858	6.44%	324,254	5,489,301
Federal Grant MPO Pass-Thru	0	0	0.00%	0	80,000	80,000	0.00%	0	80,000
<b>Total</b>	<u>1,502,320</u>	<u>2,021,421</u>	<u>(25.68%)</u>	<u>(519,101)</u>	<u>59,636,109</u>	<u>59,863,596</u>	<u>(0.38%)</u>	<u>(227,487)</u>	<u>62,144,731</u>
<b>Expenditures</b>									
Salaries	2,295,324	2,307,671	(0.54%)	(12,347)	24,734,703	25,744,042	(3.92%)	(1,009,339)	28,096,270
Fringe Benefits	784,131	872,450	(10.12%)	(88,319)	9,000,917	9,594,430	(6.19%)	(593,513)	10,466,880
Services	185,921	199,560	(6.83%)	(13,639)	2,654,768	2,652,030	0.10%	2,738	2,855,210
Diesel Fuel	657,535	667,347	(1.47%)	(9,812)	6,637,948	7,340,813	(9.57%)	(702,865)	8,008,160
Supplies	253,308	296,092	(14.45%)	(42,784)	3,470,094	3,256,968	6.54%	213,126	3,553,060
Insurance	(217,617)	124,000	(275.50%)	(341,617)	134,231	1,364,000	(90.16%)	(1,229,769)	1,488,000
Utilities	72,645	87,563	(17.04%)	(14,918)	787,129	963,177	(18.28%)	(176,048)	1,050,740
Taxes & Licenses	74,203	71,894	3.21%	2,309	740,159	790,836	(6.41%)	(50,677)	862,730
Purchased Transportation - DART	382,607	391,917	(2.38%)	(9,310)	4,282,131	4,311,083	(0.67%)	(28,952)	4,703,000
Purchased Transportation - TD	62,680	65,833	(4.79%)	(3,153)	713,591	724,167	(1.46%)	(10,576)	790,000
Purchased Transportation - Trolleys	46,543	51,284	(9.24%)	(4,741)	538,641	564,117	(4.52%)	(25,476)	615,401
Miscellaneous	153,497	54,483	181.73%	99,014	615,942	600,797	2.52%	15,145	655,280
<b>Total</b>	<u>4,750,777</u>	<u>5,190,094</u>	<u>(8.46%)</u>	<u>(439,317)</u>	<u>54,310,254</u>	<u>57,906,460</u>	<u>(6.21%)</u>	<u>(3,596,206)</u>	<u>63,144,731</u>
<b>Revenue Over / (Under) Expenditures</b>	<u>\$ (3,248,457)</u>	<u>\$ (3,168,673)</u>	<u>2.52%</u>	<u>\$ (79,784)</u>	<u>\$ 5,325,855</u>	<u>\$ 1,957,136</u>	<u>172.12%</u>	<u>\$ 3,368,719</u>	<u>\$ (1,000,000)</u>
Transfer To / From Reserve				\$ 1,000,000					



Pinellas Suncoast Transit Authority  
Statement of Revenues and Expenditures  
Actual vs. Actual  
Month Ended August 2014

	Year to Date			Variance	
	Budget	August 2014 Actual	August 2013 Actual	Percent	Dollar
<b>Revenue</b>					
Passenger Fares	\$ 13,005,544	\$ 12,419,231	\$ 12,946,473	(4.07%)	\$ (527,242)
Auxiliary	351,597	236,874	392,656	(39.67%)	(155,782)
Non-Transportation	392,984	426,301	338,280	26.02%	88,021
Taxes	32,876,989	32,977,540	31,911,196	3.34%	1,066,344
Local Beach Trolley & Rt.35	767,040	762,884	706,167	8.03%	56,717
State Reimbursement-Fuel Tax	562,063	559,285	556,654	0.47%	2,631
State Grants	6,795,521	6,817,882	6,730,677	1.30%	87,205
Federal Grants	5,031,858	5,356,112	6,063,264	(11.66%)	(707,152)
Federal Grant MPO Pass-Thru	80,000	80,000	80,000	0.00%	0
Total	<u>59,863,596</u>	<u>59,636,109</u>	<u>59,725,367</u>	<u>(0.15%)</u>	<u>(89,258)</u>
<b>Expenditures</b>					
Salaries	25,744,042	24,734,703	23,803,636	3.91%	931,067
Fringe Benefits	9,594,430	9,000,917	8,649,075	4.07%	351,842
Services	2,652,030	2,654,768	2,422,505	9.59%	232,263
Diesel Fuel	7,340,813	6,637,948	6,425,675	3.30%	212,273
Supplies	3,256,968	3,470,094	3,242,963	7.00%	227,131
Insurance	1,364,000	134,231	1,059,547	(87.33%)	(925,316)
Utilities	963,177	787,129	695,631	13.15%	91,498
Taxes & Licenses	790,836	740,159	693,005	6.80%	47,154
Purchased Transportation - DART	4,311,083	4,282,131	4,097,235	4.51%	184,896
Purchased Transportation - TD	724,167	713,591	661,277	7.91%	52,314
Purchased Transportation - Trolleys	564,117	538,641	496,901	8.40%	41,740
Miscellaneous	600,797	615,942	526,128	17.07%	89,814
Total	<u>57,906,460</u>	<u>54,310,254</u>	<u>52,773,578</u>	<u>2.91%</u>	<u>1,536,676</u>
Revenue Over / (Under) Expenditures	\$ <u>1,957,136</u>	\$ <u>5,325,855</u>	\$ <u>6,951,789</u>	<u>(23.39%)</u>	\$ <u>(1,625,934)</u>

Transfer To / From Reserve



## REPORTS

**6C: Ridership & Operations Performance Report**

**Action: Information Item**

**Staff Resource:** Rita Hoffman, Statistical Data Manager

**FINANCE & PERFORMANCE  
MANAGEMENT**

- 
- Staff will present the ridership and operations report for the month ending September, 2014.
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### **Attachments:**

1. Ridership and Operations Reports (provided at meeting)