



PINELLAS SUNCOAST TRANSIT AUTHORITY
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716
WWW.PSTA.NET 727.540.1800 FAX 727.540.1913

FINANCE & PERFORMANCE MANAGEMENT
COMMITTEE MEETING
AGENDA – NOVEMBER 19, 2014; 9:00 AM
PSTA AUDITORIUM

			<u>TIME</u>	<u>PAGE</u>
1.	CALL TO ORDER		9:00	
2.	PUBLIC COMMENT		9:00	
3.	ACTION ITEMS		9:05	
	A. October 15, 2014 Meeting Minutes	5 min	CHAIR JONSON	2
	B. Remanufacture of Bus Parts and Components	10 min	HENRY LUKASIK	7
	C. Trolley Services Letters of Intent	10 min	CASSANDRA BORCHERS	10
4.	INFORMATION		9:30	
	A. Grant & Project Mgmt. Compliance	20 min	DEBBIE LEOUS/BRAD MILLER	14
	B. Post Greenlight Next Steps	10 min	CASSANDRA BORCHERS	15
5.	REPORTS		10:00	
	A. PSTA Investments/Reserves	10 min	DEBBIE LEOUS	16
	B. Financial Statement	10 min	DEBBIE LEOUS	20
	C. Ridership/Performance	10 min	DEBBIE LEOUS	26
6.	FUTURE MEETING SUBJECTS		10:30	
	• St. Pete Park-n-Ride			
7.	OTHER BUSINESS		10:30	
8.	ADJOURNMENT		10:30	

THE NEXT MEETING IS JANUARY 21, 2015 AT 9:00 AM



ACTION ITEM

3A: October 15, 2014 Meeting Minutes

Action: Approve Meeting Minutes

Staff Resource: Clarissa Keresztes, Administrative Asst.

**FINANCE & PERFORMANCE
MANAGEMENT**

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

Attachments:

1. Minutes



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FINANCE & PERFORMANCE MANAGEMENT
 COMMITTEE MEETING
 MINUTES – OCTOBER 15, 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 September 17, 2014 meeting minutes, the 2015 meeting schedule, the bus advertising graphics agreement, the Yellow Cab letter of assignment, and the Title VI Report. The following members were present:

Bill Jonson, Committee Chair
 Joseph Barkley
 Brian Scott
 Michael Smith

Absent
 Mark Deighton

Present:
 Brad Miller, CEO
 PSTA Staff Members
 Members of the Public

CALL TO ORDER

Committee Chair Jonson opened the meeting at 8:40 AM.

PUBLIC COMMENT

There were no public comments.

PRESENTATION FROM PSTA AUDITORS – Laura Brock from Mayer Hoffman McCann P.C., congratulated PSTA for receiving the Certificate of Achievement in Finance Reporting (CAFR) award, which will be included in the 2014 Audit. Ms. Brock submitted the required letter to the Board outlining the responsibilities of Mayer Hoffman McCann P.C. as part of the audit, and presented the results of the interim work and planning that has been performed in preparation for the upcoming 2014 Audit. She said that

Mayer Hoffman McCann is scheduled to come back to do the year-end field work on December 1st. She added that they are targeting to have a draft of the financial statements from Management by December 15th, and issue the audit by the end of January.

ACTION ITEMS

Approval of Minutes – Mr. Smith made a motion, seconded by Mr. Barkley to approve the September 17, 2014 minutes. There were no public comments. Motion passed unanimously.

2015 Meeting Schedule – The Committee approved the 2015 Finance & Performance Management Committee meeting schedule and changed the start time from 8:30 AM to 9:00 AM.

Bus Advertising Graphics – Cyndi Raskin-Schmitt, Manager of Communications, explained the bus advertising graphics. She said PSTA Marketing staff sells bus advertising to local and national business accounts, and purchases the printing and installation/removal of the vinyl ad graphics on behalf of the client. PSTA then bills the client to recover those costs. Ms. Raskin-Schmitt explained that a Request For Proposal (RFP) was issued on August 25, 2014 and 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. She added that they are a Disadvantaged Business Enterprise (DBE)-certified woman owned business. Ms. Raskin-Schmitt said that staff is recommending approval of a five-year agreement with Road Signs, Inc. of Sarasota for the production, installation, and removal of bus advertising graphics. There was discussion among the Committee, and Mr. Scott made a motion, seconded by Mr. Smith to recommend approval of a five-year agreement with Road Signs, Inc. of Sarasota for the five-year total amount not to exceed \$250,000. There were no public comments. Motion passed unanimously.

Yellow Cab Ownership Change – Ross Silvers, Mobility Manager, explained that Yellow Cab's ownership changed to an international transportation company, TransDev, Inc., who also owns the local SuperShuttle franchise at Tampa International Airport (TIA). He reported that PSTA is in year number four of the five-year contract with Yellow Cab, and TransDev, Inc. has agreed to take on the existing contract in full with no changes to the costs or provisions of the original agreement. TransDev submitted a Letter of Assignment to PSTA keeping the terms of the contract, and is now being reviewed by Alan Zimmet, General Counsel. Committee Chair Jonson requested that Mr. Silvers review the requirements for insurance and background checks for the drivers. Mr. Silvers said the new owners have submitted a Performance Bond as well as their Certificate of Insurance, which PSTA's Risk Management department has approved. Mr. Miller noted that the contract states that the drivers also agree to random drug testing. Mr. Silvers reviewed the

service standards, and Committee Chair Jonson requested that a copy of the Demand Response (DART) "Quick Start Guide" be given to the Committee. Mr. Scott made a motion, seconded by Mr. Barkley to recommend approval of a Letter of Assignment confirming the new ownership of Clearwater Yellow Cab subject upon approval of PSTA's General Counsel. There were no public comments. Motion passed unanimously.

Title VI Report – Chris Cochran, Senior Planner, stated that staff is recommending resolution and submittal of PSTA's Title VI Report to the Federal Transit Administration (FTA) by the December 1, 2014 deadline. He explained that 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 and submit a Title VI Report every three years. Mr. Cochran noted that the report provides an identification of all service amenities which are 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. He added that PSTA has taken steps to ensure that Limited English Proficiency (LEP) riders have meaningful access to the programs, services, and information including extensive public outreach which was undertaken as part of the Greenlight Pinellas Plan effort. Mr. Barkley made a motion, seconded by Mr. Scott to recommend submittal of PSTA's Title VI Report to the FTA by the December 1, 2014 deadline. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Pinellas Park Transit Center Update – Henry Lukasik, Director of Maintenance, presented some background information on the Pinellas Park Transit Center and a progress update. He reported that due to ongoing weather interruptions as well as design changes by both the contractor and PSTA, the estimated completion date is November 2014. He added that, to date, the project remains within the approved budget.

Union Activities – Jeff Thompson, Director of Transportation, introduced Oakie O'Hara, President of the Tampa Bay Area Transit Workers Union (TBATWU). Mr. O'Hara was there at the request of a Committee member to give an update and overview on the Union's activities.

Capital Projects Update – Pam Reitz, Grants Manager, presented the quarterly status update. Ms. Reitz reported that some revisions have been made on the report such as adding the following: DBE information, milestones to the projects, continuous status by month, and a recovery schedule.

REPORTS

Financial Statement – Ms. Leous presented the financial status report for the month ending August 31, 2014. She reported that for the month of August, there was a net deficit of \$3.2 million which was 2.5% (\$79,800) off the budgeted deficit of \$3.1 million. She said that passenger revenues were below budget \$125,000, which included \$12,000 for the discounts that PSTA pays to Amscot and CVS, and she noted that the Auxiliary Revenue was above budget by 10.2%. She reported that expenses of \$4.8 million were under budget 8.46% (\$439,000) with almost every line favorable to the budget except for advertising and promotion media. Ms. Leous reported that YTD August 2014 had a net surplus of \$5.3 million which is a positive variance of almost \$3.4 million to the budget of \$1.9 million. She reported that PSTA is doing extremely well with revenues and on target to what was anticipated. She explained that the grants will be on target by the end of the year, and reported that expenses were under budget in every category except for supplies. Ms. Leous stated that overall, there is a \$3.3 million positive variance. She presented the year-to-year comparison and YTD actuals as of August 31st, and reported revenues on target and expenses up 2.90%.

Ridership/Performance – Mr. Miller reported that ridership for FY2014 was once again at an all-time high, and September ridership was boosted by the U-Pass program. Mr. Miller noted that the accidents per 100,000 miles dropped to 2.89 from 5.00. He reported that DART had a record ridership in FY2014. In response to Mr. Smith's question about the complaints per 100,000 passenger trips, Mr. Miller responded that PSTA is now tracking that data differently than in years past, and tracking total complaints whether they are valid or not.

FUTURE MEETING SUBJECTS

Mr. Barkley suggested having more regular updates on where PSTA stands in the Benchmarking Association as far as performance.

OTHER BUSINESS

Mr. Scott asked if procurement opportunities are advertised on PSTA's website. Ms. Leous responded yes and added that PSTA has already redesigned and simplified the RFP process.

ADJOURNMENT

The meeting was adjourned at 10:15 AM. The next meeting will be held on November 19, 2014 at 9:00 AM.



ACTION ITEM

3B: Remanufacture of Bus Parts & Components

Action: Recommend Approval of Four (4) Separate Three (3)-Year Contracts not to Exceed \$800,000 in Total to Various Vendors Listed Below to Supply Specific Remanufactured Bus Parts and Components

Staff Resource: Henry Lukasik, Director of Maintenance

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- For years, PSTA has followed a cumbersome purchasing process seeking competitive quotes often weekly for many different kinds of bus parts.
- In order to streamline the procurement process, ensure low prices through bulk purchases, and improve the quality of the replacement parts, PSTA issued a four-part Invitation to Bid for some of its highest quantity items:
 - Remanufactured fuel pumps
 - Radiators
 - Starters
 - Turbochargers
 - Actuators
 - Air compressors
 - Air conditioning compressors
 - Air conditioning clutch kits.
- The bid also requested pricing for the cleaning of Diesel Particulate Filters (DPF) and Diesel Oxidation Catalysts (DOC).
- The bid was based upon an estimated projected yearly usage quantity for each part thereby securing the best possible price cost.
- IFB# 14-015B, Remanufacture of Bus Parts & Components was originally issued on September 11, 2014 and was opened on October 21, 2014 with several companies responding to the various parts requests. The lowest responsive and responsible bidders for each part are listed below, with their 3-year, Not-to-Exceed contract values.

BID TABULATION SUMMARY

Award	Three Year Total	Parts
Southeast Power	\$74,740.00	Turbochargers
Austin & Sons	\$195,840.00	DPF Filters, DOC Filters, Radiators, Starters
Dukane Radiator	\$135,075.00	Radiators
Cummins Power South	\$371,090.28	Turbochargers, Air Compressors, Fuel Pumps, Actuators

- A bid tabulation is attached with further details for the award.

Recommendation:

- Recommend approval of the award to four separate companies for one twelve month year contract, with two twelve month renewals for a total three year contract to the following companies: Southeast Power, Austin & Sons, Dukane Radiator, and Cummins Power South, in the total amount not to exceed of \$776,746.

Fiscal Impact:

- Estimated cost depending on quantity ordered each year is \$776,746 for a total Not-to-Exceed authorization of \$800,000 which will be partially federally funded by the Federal Transit Administration (FTA) and Operating monies.

Attachments:

1. Bid Tabulation
2. Invitation for Bid (IFB) No. 14-015B (**CLICK TO VIEW/PRINT**)



BID TABULATION SHEET
IFB #14-015B
Remanufacture of Bus Parts & Components
Bid Opening Oct 21, 2014 2PM

Company Name	Qty	Southeast Power				Austin & Sons				Dukane Radiator				Cummins Power South				
		Y1	Y2	Y3	1-3 Ttl	Y1	Y2	Y3	1-3 Ttl	Y1	Y2	Y3	1-3 Ttl	Y1	Y2	Y3	1-3 Ttl	
A/C COMP / CLUTCH KITS																		
1. Thermo King #102-520	#																	
2. A/C Clutch Kit	#																	
Total Column Costs:																		
DPF & DOC FILTERS CLEANING		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		
1. DPF Filter - 1000000NY	#	\$ 385.00	\$ 385.00	\$ 425.00	\$ 35,850.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 31,500.00					\$ 2,900.00	\$ 3,045.00	\$ 3,197.25	\$ 274,267.50	
2. DPF Filter - 1000000NY	#	\$ 385.00	\$ 385.00	\$ 425.00	\$ 11,950.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 10,500.00					\$ 1,681.92	\$ 1,766.02	\$ 1,854.32	\$ 53,022.60	
3. DOC Filter - 1000000NY	#	\$ 385.00	\$ 385.00	\$ 425.00	\$ 11,950.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 10,500.00					\$ 1,956.05	\$ 2,053.85	\$ 2,156.55	\$ 61,664.50	
4. DOC Filter - 1000000NY	#	\$ 385.00	\$ 385.00	\$ 425.00	\$ 11,950.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 10,500.00					\$ 1,956.05	\$ 2,053.85	\$ 2,156.55	\$ 61,661.00	
5. DPF Filter - 1000000NY	#	\$ 385.00	\$ 385.00	\$ 425.00	\$ 35,850.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 31,500.00					\$ 837.39	\$ 879.26	\$ 923.22	\$ 79,196.10	
6. DOC Filter - 1000000NY	#	NA	NA	NA	NA	\$ 175.00	\$ 175.00	\$ 175.00	\$ 5,250.00					\$ 2,610.00	\$ 2,740.50	\$ 2,877.53	\$ 82,280.30	
7. DOC Filter - 1000000NY	#	NA	NA	NA	NA	\$ 350.00	\$ 350.00	\$ 350.00	\$ 21,000.00					\$ 2,030.00	\$ 2,131.50	\$ 2,238.08	\$ 127,991.60	
8. DOC Filter - 1000000NY	#	NA	NA	NA	NA	\$ 350.00	\$ 350.00	\$ 350.00	\$ 10,500.00					\$ 2,101.05	\$ 2,206.10	\$ 2,316.41	\$ 66,235.60	
Total Costs:		\$ 34,650.00	\$ 34,650.00	\$ 38,250.00	\$ 107,550.00	\$ 43,750.00	\$ 43,750.00	\$ 43,750.00	\$ 131,250.00					\$ 255,772.40	\$ 268,557.50	\$ 281,989.30	\$ 806,319.20	
FUEL PUMPS		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		
1. Cummins 4076443RX	2													\$ 3,217.60	\$ 3,378.48	\$ 3,547.40	\$ 20,286.96	
2. Cummins 4954200RX	19													\$ 1,196.25	\$ 1,256.06	\$ 1,318.80	\$ 71,651.09	
3. Cummins 4954315RX	7													\$ 1,232.50	\$ 1,294.13	\$ 1,358.84	\$ 27,198.29	
4. Cummins 5264250NX	2													\$ 1,157.10	\$ 1,214.96	\$ 1,275.71	\$ 7,295.54	
5. Cummins 4983416NX	2													\$ 1,229.60	\$ 1,291.08	\$ 1,355.63	\$ 7,752.62	
Total Column Costs:														\$ -	\$ -	\$ -	\$ 134,184.50	
TURBOCHARGERS		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		
1. Cummins 3595808RS	4	\$ 970.00	\$ 990.00	\$ 1,050.00	\$ 12,040.00									\$ 1,421.55	\$ 1,492.63	\$ 1,567.26	\$ 17,925.76	
2. Detroit R23534776	2																\$ -	
3. Cummins 4089825RX	22	\$ 925.00	\$ 950.00	\$ 975.00	\$ 62,700.00									\$ 993.25	\$ 1,042.91	\$ 1,095.06	\$ 68,896.84	
4. Cummins 2881856RX	4													\$ 1,666.05	\$ 1,749.35	\$ 1,836.82	\$ 21,008.88	
5. Cummins 4955487RX	6													\$ 1,957.50	\$ 2,055.38	\$ 2,158.15	\$ 37,026.18	
6. Cummins 2881699NX	4													\$ 1,840.05	\$ 1,932.05	\$ 2,028.65	\$ 23,203.00	
Total Column Costs:		\$ 24,230.00	\$ 24,860.00	\$ 25,650.00	\$ 74,740.00									\$ 53,307.10	\$ 55,972.42	\$ 58,771.14	\$ 168,050.66	
ACTUATORS		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		
1. Cummins 4032767RX	3													\$ 645.25	\$ 677.51	\$ 711.39	\$ 6,102.45	
2. Cummins 4032772NX	6													\$ 657.50	\$ 685.13	\$ 719.38	\$ 12,372.06	
3. Cummins 4032805NX	3													\$ 804.75	\$ 844.99	\$ 887.24	\$ 7,610.94	
Total Column Costs:														\$ 8,295.00	\$ 8,678.28	\$ 9,112.17	\$ 26,085.45	
AIR COMPRESSORS		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		
1. Cummins 5286679RX	17													\$ 948.24	\$ 995.65	\$ 1,045.43	\$ 50,818.44	
2. Cummins 5301098	3													\$ 1,242.00	\$ 1,304.10	\$ 1,369.31	\$ 11,746.23	
3. Cummins 5286960RX	2													\$ 797.50	\$ 837.38	\$ 879.25	\$ 5,028.26	
4. Cummins 5286962	7													\$ 2,809.08	\$ 2,949.53	\$ 3,097.01	\$ 61,989.34	
Total Column Costs:														\$ 41,104.64	\$ 43,159.82	\$ 45,317.81	\$ 129,582.27	
STARTERS		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3		
1. Delco 42MT	60					\$ 275.00	\$ 275.00	\$ 275.00	\$ 49,500.00									\$ -
2. Delco 50MT	6					\$ 225.00	\$ 225.00	\$ 225.00	\$ 4,050.00									\$ -
Total Costs:						\$ 17,850.00	\$ 17,850.00	\$ 17,850.00	\$ 53,550.00									\$ -
RADIATORS		Y1	Y2	Y3		Y1	Y2	Y3		Y1	Y2	Y3	Y1 - Y3	Y1	Y2	Y3		
1. Gillig 82-17447-000	7					\$ 1,325.00	\$ 1,325.00	\$ 1,325.00	\$ 27,825.00	\$ 1,175.00	\$ 1,325.00	\$ 1,475.00	\$ 27,825.00					\$ -
2. Gillig 82-39343-010	13					\$ 1,625.00	\$ 1,625.00	\$ 1,625.00	\$ 63,375.00	\$ 1,290.00	\$ 1,425.00	\$ 1,575.00	\$ 55,770.00					\$ -
3. Gillig 82-47819-000	12					\$ 1,625.00	\$ 1,625.00	\$ 1,625.00	\$ 58,500.00	\$ 1,290.00	\$ 1,425.00	\$ 1,575.00	\$ 51,480.00					\$ -
4. MCI 6L-1-306	2					\$ 1,840.00	\$ 1,840.00	\$ 1,840.00	\$ 11,040.00	\$ 3,250.00	\$ 3,400.00	\$ 3,550.00	\$ 20,400.00					\$ -
Total Costs:						\$ 53,580.00	\$ 53,580.00	\$ 53,580.00	\$ 160,740.00	\$ 46,975.00	\$ 51,700.00	\$ 56,800.00	\$ 155,475.00					\$ -
Hourly Rate (\$/Hour)						\$ 25.00	\$ 25.00	\$ 25.00		\$ 95.00	\$ 115.00	\$ 135.00						\$ -

Award	\$74,740.00	\$195,840.00	\$135,075.00	\$371,090.28
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Award	Totals
Southeast Power	\$74,740.00
Austin & Sons	\$195,840.00
Dukane Radiator	\$135,075.00
Cummins	\$371,090.28



ACTION ITEM

3C: Trolley Services Letters of Intent

Action: Recommend Approvals of PSTA Letters of Intent to Jolley Trolley Transportation of Clearwater and the Looper Group, Memorializing the Intent and Timeline for Competitively Bidding all Trolley Services and Consulting with City Staff on These Plans.

Staff Resource: Cassandra Borchers, CDO
Sangita Land, CCO

FINANCE & PERFORMANCE
MANAGEMENT

Summary:

- As a partnership with local cities, PSTA is the major funder of privately-operated trolley services for the cities of Clearwater, Dunedin, Palm Harbor, Tarpon Springs, Safety Harbor, and St. Petersburg. These agreements are negotiated every two years.
- In order to ensure PSTA is operating the best service at the optimal cost to the taxpayers, PSTA recommends that these service contracts be competitively procured from time to time like all other its 3rd-party contract services.
- After PSTA staff notified Jolley Trolley and Looper staff of this intent, they requested PSTA provide written notification of this intent with a defined timeline for the procurement so they could move forward with their planned capital purchasing and other financing needs.
- PSTA negotiated a delayed procurement schedule to not occur until FY2018 thereby giving our longtime successful trolley partners three-years to plan and prepare.
- While PSTA may be the majority funding partner, PSTA will not be the only partner with City budgets partly funding these services as well. PSTA is notifying all the City partners of this future intent to competitively procure the services and will devise a procurement process where all funding partners participate in the selection process.

Fiscal Impact:

- None. Will ensure competitive pricing in the future.

Attachments:

1. Draft Letters of Intent

LETTER OF INTENT

November ____, 2014

Rosemary Longenecker, Executive Director
Jolley Trolley Transportation of Clearwater, Inc.
483 Mandalay Avenue, Suite 213
Clearwater, FL 33767

Re: Letter of Intent for Request for Proposal

Dear Rosemary:

Presently, PSTA has agreements with Jolley Trolley Transportation of Clearwater, Inc. (“Jolley Trolley”) for the provision of trolley service on three routes, which are generally referred to as the:

1. “North Coastal Trolley Agreement”
2. “Clearwater Jolley Trolley Agreement”
3. “Safety Harbor Trolley Agreement”

(the “Routes”). As we have discussed, PSTA intends to competitively procure these services, through a request for proposals (RFP) or other form, commencing with Fiscal Year 2018 (October 1, 2017). Thus, sometime in FY17, PSTA will issue the RFP or other bid document seeking proposals for the provision of services on the Routes commencing on October 1, 2017. At that time, PSTA will not renew PSTA’s existing agreements with Jolley Trolley that will expire on September 30, 2017. At the same time, PSTA intends to procure the provision of services on the routes operated by The Looper Group, Inc. in St. Petersburg pursuant to agreements with PSTA.

This letter further confirms our mutual intentions and commitment to extend the three existing Jolley Trolley Agreements through FY17 (Fiscal Year ending September 30, 2017). All of the terms and conditions shall be set forth in written contracts with terms to be mutually agreed upon by PSTA, Jolley Trolley, and any other applicable partners.

It is understood by the undersigned, that this Letter of Intent is not binding on PSTA’s Board of Directors, which will approve the renewal of any agreements with Jolley Trolley and award any agreements after any competitive procurement process undertaken by PSTA.

PSTA highly values its partnership with Jolley Trolley and is grateful for your continued strong commitment to great public service to our “joint” customers. We look forward to continuing this relationship in the coming years.

Sincerely,

Brad Miller, Chief Executive Officer
For: PINELLAS SUNCOAST TRANSIT AUTHORITY

ACCEPTED AND AGREED

JOLLEY TROLLEY TRANSPORTATION OF CLEARWATER, INC.

By: _____
Rosemary Longenecker, Executive Director

Date: _____

LETTER OF INTENT

November ____, 2014

Karl Johansson, President
Looper Group, Inc.
244 2nd Avenue N, Suite 201
St. Petersburg, Florida 33701

Re: Letter of Intent for Request for Proposal

Dear Karl:

Presently, PSTA has an agreement with Looper Group, Inc. (“Looper”) pursuant to which PSTA contributes to the funding for Looper’s provision of trolley services to St. Petersburg.

PSTA intends to competitively procure all trolley services, through a request for proposals (RFP) or other form, commencing with Fiscal Year 2018 (October 1, 2017). Thus, sometime in FY17, PSTA will issue the RFP or other bid document seeking proposals for the provision of all trolley services, including the trolley services currently provided by Jolley Trolley Transportation of Clearwater, Inc., on October 1, 2017.

This letter further confirms our mutual intentions and commitment to extend the PSTA contribution to Looper for the St. Petersburg route services through FY17 (Fiscal Year ending September 30, 2017). All of the terms and conditions shall be set forth in a written contract with terms to be mutually agreed upon by PSTA and Looper.

It is understood by the undersigned, that this Letter of Intent is not binding on PSTA’s Board of Directors, which will approve the renewal of any agreements with Looper and award any agreements after any competitive procurement process undertaken by PSTA.

PSTA highly values its partnership with Looper and is grateful for your continued strong commitment to great public service to our “joint” customers. We look forward to continuing this relationship in the coming years.

Sincerely,

Brad Miller, Chief Executive Officer



INFORMATION ITEM

4A: Grant & Project Management Compliance

Action: Information Item

Staff Resource: Brad Miller, CEO
Debbie Leous, CFO

FINANCE & PERFORMANCE
MANAGEMENT

Summary

- Following the return of US Department of Homeland Security grant funds in July, PSTA acknowledged the mistakes and began a comprehensive review of what happened as well as what measures could be implemented to ensure all grants and capital projects are managed in a compliant and efficient way.

PowerPoint Presentation

- While the review of all PSTA project management and financial oversight functions continues, PSTA staff will present its initial findings and recommendations to the Committee as an information item with the plan to seek action on recommended policy changes in the future.

Attachments:

1. PowerPoint (to follow)



INFORMATION ITEM

4B: Post Greenlight Next Steps

Action: Information Item

Staff Resource: Cassandra Borchers, Chief Development Officer

**FINANCE & PERFORMANCE
MANAGEMENT**

Summary:

- With the results of the transit referendum held on November 4, 2014, the Planning Department staff is revising technical documents to reflect the decision.
 - The Transit Development Plan (TDP) will be revised to document the results and default to the No-New Revenue funding scenario.
 - Staff is working with the Pinellas Metropolitan Planning Organization (MPO) to revise the transit element of the Long Range Transportation Plan (LRTP) from the Greenlight Pinellas Plan to the No-New Revenue Scenario.
 - Moving forward, staff will examine how the recommendations of the Community Bus Plan No-New Revenue Scenario Core and Coverage options could be implemented.
 - The technical work will be advised by a Board Workshop to be held January 28, 2015.
-

Attachments: None



REPORTS

5A: PSTA Investments/Reserves

Action: Information Item

Staff Resource: Debbie Leous, CFO
Michael Hansen, Director of Finance



- The quarterly investment report is provided as required by the investment policy. This report covers the fourth quarter of the fiscal year 2014 (September 30, 2014).
- On September 30th, there was \$43.6 million in investments with the following allocations:

Investment Category	Balance	% of Total
Investment Category A: SBA Local Government Surplus Funds Trust Fund (Florida PRIME)	\$24.5 million	56%
Investment Category B: SBA Commingled Asset Management Program Money Market Funds	\$0	0%
Investment Category D: Interest Bearing Savings Accounts, Demand Deposit Accounts, Negotiable Order of Withdrawal Accounts or Certificate of Deposits	\$19.1 million	44%

- As required by the investment policy, an annual report is attached. No policy changes are recommended at this time.

Attachments:

1. Quarterly Investment Report
2. Annual Investment Report
3. GFOA Treasury Management Report

PSTA Investments
For the Quarter Ended September 30, 2014

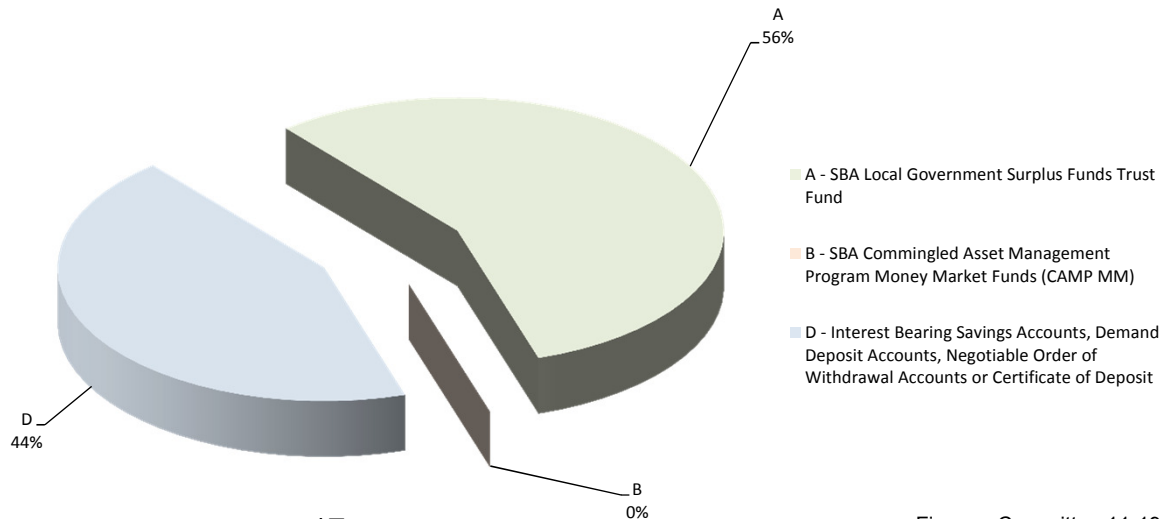
Investment Category	Balance as of 6/30/2014	Balance as of 9/30/2014	% of Total Investments 9/30/2014	Interest Rate as of 9/30/2014	Quarterly Comparison of Returns				
					6/30/2014	3/31/2014	12/31/2013	9/30/2013	6/30/2013
A - SBA Local Government Surplus Funds Trust Fund									
SBA - Florida PRIME	\$47,953,623.64	\$24,516,233.56		0.16%	0.16%	0.15%	0.16%	0.18%	0.20%
SBA - Fund B (Restricted) *	77,433.99	0.00		N/A	N/A	N/A	N/A	N/A	N/A
Total	48,031,057.63	24,516,233.56	56%	N/A	N/A	N/A	N/A	N/A	N/A
B - SBA Commingled Asset Management Program Money									
SBA - CAMP MM (Restricted) **	4,658.32	0.00		N/A	N/A	N/A	N/A	N/A	N/A
Total	4,658.32	0.00	0%						
D - Interest Bearing Savings Accounts, Demand Deposit Accounts, Negotiable Order of Withdrawal Accounts or Certificate of Deposit									
BankUnited - Public Funds Money Market Savings	N/A	5,000,124.72		0.40%					
BankUnited - Public Funds Certificate of Deposit	N/A	3,000,000.00		0.65%					
Citibank - FSA	1,544.96	1,940.00		0.00%	0.00%	0.00%	N/A	N/A	N/A
SunTrust - Auto & General Liability	0.00	0.00		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
SunTrust - Depository	5,204,080.97	11,028,852.02		0.20%	0.07%	0.07%	0.07%	0.07%	0.07%
SunTrust - Grants General	0.00	0.00		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
SunTrust - Operating	0.00	0.00		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
SunTrust - Payroll	0.00	0.00		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
SunTrust - Workers' Compensation	68,596.24	73,451.74		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	5,274,222.17	19,104,368.48	44%						
Total Investments	\$53,309,938.12	\$43,620,602.04	100%						

* Ending NAV Balance
 ** Market Value Base

- Note:**
- Fund B - Principal Balance is \$0.00
 - CAMP MM - Book Value is \$0.00

Weighted Average Interest rate is .22%

Investment Allocation



Investment Performance Benchmarks

	Date	Average Return
The Money Market Fund Index	October 1, 2014	0.01%
	Date	7-day yield
S&P Rated LGIP Index	September 26, 2014	0.02%

Cash Markets

	Rate	9/26/2014
Key Rates: Cash Markets	Federal funds	0.10%
	CDs: Three months	0.09%
	CDs: Six months	0.13%
	BAs: One month	0.15%
	T-bills: 91 day yield	0.02%
	T-bills: 52-week yield	0.11%
	Commercial paper, Dealer-Placed, 3 months	0.15%

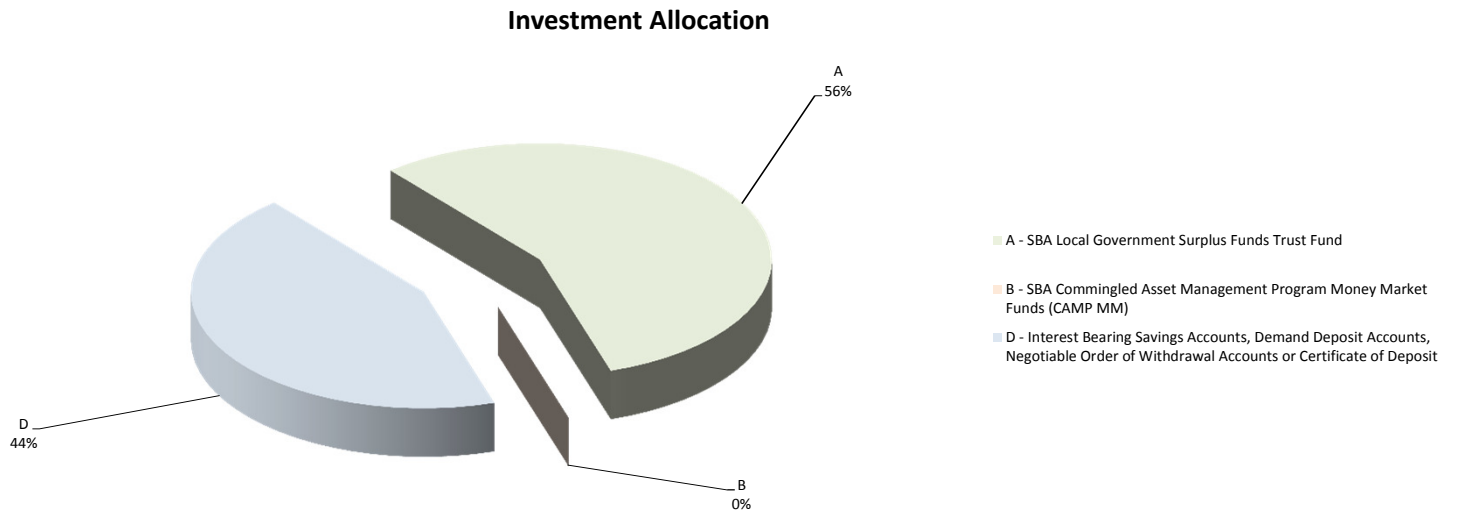
PSTA Investments
For the Year Ended September 30, 2014

Investment Category	Balance as of 9/30/2013	Balance as of 12/31/2013	Balance as of 3/31/2014	Balance as of 6/30/2014	Balance as of 9/30/2014	% of Total Investments 9/30/2014	Interest Rate as of 9/30/2014	Quarterly Comparison of Returns				
								6/30/2014	3/31/2014	12/31/2013	9/30/2013	6/30/2013
A - SBA Local Government Surplus Funds Trust Fund												
SBA - Florida PRIME	\$39,262,551.42	\$49,314,719.48	\$51,848,502.39	\$47,953,623.64	\$24,516,233.56		0.16%	0.16%	0.15%	0.16%	0.18%	0.20%
SBA - Fund B (Restricted) *		156,514.75	147,393.02	77,433.99	0.00		N/A	N/A	N/A	N/A	N/A	N/A
Total	39,262,551.42	49,471,234.23	51,995,895.41	48,031,057.63	24,516,233.56	56%	N/A	N/A	N/A	N/A	N/A	N/A
B - SBA Commingled Asset Management Program Money												
SBA - CAMP MM (Restricted) **	16,728.72	16,265.54	15,976.00	4,658.32	0.00		N/A	N/A	N/A	N/A	N/A	N/A
Total	16,728.72	16,265.54	15,976.00	4,658.32	0.00	0%						
D - Interest Bearing Savings Accounts, Demand Deposit Accounts, Negotiable Order of Withdrawal Accounts or Certificate of Deposit												
BankUnited - Public Funds Money Market Savings	N/A	N/A	N/A	N/A	5,000,124.72		0.40%	N/A	N/A	N/A	N/A	N/A
BankUnited - Public Funds Certificate of Deposit	N/A	N/A	N/A	N/A	3,000,000.00		0.65%	N/A	N/A	N/A	N/A	N/A
Citibank - FSA	N/A	N/A	530.20	1,544.96	1,940.00		0.00%	0.00%	0.00%	N/A	N/A	N/A
SunTrust - Auto & General Liability	0.00	0.00	0.00	0.00	0.00		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
SunTrust - Depository	4,353,791.29	5,371,406.24	3,212,173.76	5,204,080.97	11,028,852.02		0.20%	0.07%	0.07%	0.07%	0.07%	0.07%
SunTrust - Grants General	0.00	0.00	0.00	0.00	0.00		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
SunTrust - Operating	0.00	0.00	0.00	0.00	0.00		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
SunTrust - Payroll	0.00	0.00	0.00	0.00	0.00		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
SunTrust - Workers' Compensation	70,604.23	69,990.80	61,790.21	68,596.24	73,451.74		0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	4,424,395.52	5,441,397.04	3,274,494.17	5,274,222.17	19,104,368.48	44%						
Total Investments	\$43,703,675.66	\$54,928,896.81	\$55,286,365.58	\$53,309,938.12	\$43,620,602.04	100%						

* Ending NAV Balance
** Market Value Base

- Note:**
1. Fund B - Principal Balance is \$0.00
2. CAMP MM - Book Value is \$0.00

Weighted Average Interest rate is .23%





REPORTS

5B: 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 September 30, 2014.
-

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
PRELIMINARY REPORT for the Period Ending September 30, 2014

For the month of September 2014

Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$1,177,800	\$2,281,135	-48.37%	(\$1,103,335)
Expenses	\$4,948,495	\$5,238,271	-5.53%	(\$289,776)
Surplus/(Deficit)	(\$3,770,695)	(\$2,957,136)	27.51%	(\$813,559)

For the month of September, the net deficit of \$3.8 million was \$814 thousand unfavorable to the budgeted deficit of \$3.0 million.

REVENUES

Passenger Revenue below budget 6.5%	(\$77,044)
Auxiliary Revenue is below budget 10.8%	(\$3,453)
Taxes are below budget 94.1% due to budget allocation	(\$255,707)
State Tax Reimbursement - Fuel Tax is above budget 6.5 %	\$3,339
State Grants are above budget 4.5%	
Federal Grants are below budget by 171.4% due to budget allocation	(\$782,864)
All other revenues within 5% of budget	\$12,394
Total Variance:	(\$1,103,335)

EXPENSES

Fringe Benefits are below budget 6.3%	(\$54,570)
Services are below budget 15.6%	(\$31,774)
Supplies are below budget 18.4%	(\$54,608)
Insurance is below budget 10.4% due to recoveries	(\$12,877)
Utilities are below budget 20.2%	(\$2,898)
Purchased Transportation - DART is below budget 6.5%	(\$25,499)
Purchased Transportation - TD is below budget 36.6%	(\$24,082)
Miscellaneous is above budget 111.9% due to advertising and promotion media	\$60,986
All other expenses are within 5% of budget	(\$144,454)
Total Variance:	(\$289,776)

Year to Date as of September 30, 2014

Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$61,120,492	\$62,144,492	-1.65%	(\$1,024,239)
Expenses	\$59,329,218	\$63,144,731	-6.04%	(\$3,815,513)
Surplus/(Deficit)	\$1,791,274	(\$1,000,000)	-279.13%	\$2,791,274

Revenues:

Auxiliary Revenues are unfavorable to budget as it relates to advertising	(\$118,176)
Non-Transportation Revenue is favorable to budget due to TD pass co-pays and gain on sale of assets	\$37,337
Federal Grants are unfavorable to budget pending final accruals	(\$152,027)
All Other revenues within 5% of budget	(\$943,401)
Total Variance:	<u>(\$1,024,239)</u>

Expenses:

Fringe Benefits are favorable to budget	(\$648,083)
Diesel Fuel is favorable to budget due to locked in prices and lower usage	(\$729,916)
Supplies are unfavorable to budget due to increased maintenance	\$228,986
Insurance is favorable to budget due to recoveries	(\$1,242,646)
Utilities are favorable to budget	(\$193,740)
Taxes and Licenses are favorable to budget	(\$53,574)
Miscellaneous is above budget due to advertising and promotion media	\$76,131
All other expenses are within 5% of budget (Salaries are \$1.15M below)	(\$1,176,539)
	<u>(\$3,815,513)</u>

Year to Year Comparison based on YTD Actuals as of September 30th

Description	2014	2013	% Variance	\$ Variance
Revenues	\$61,120,492	\$61,767,884	-1.05%	(\$647,392)
Expenses	\$59,329,218	\$57,685,129	2.85%	\$1,644,089
Surplus/(Deficit)	\$1,791,274	\$4,082,755	-56.13%	(\$2,291,482)

Revenues:

Passenger Fares are below budget to last fiscal year with a 4% variance	(\$568,857)
Auxiliary Revenue is down from 2013 due to decreased advertising	(\$152,467)
Non-Transportation Revenue is greater than 2013	\$77,206
Taxes are up from 2013	\$707,789
Local Beach Trolley and Route 35 revenues are greater than 2013	\$64,604
All other revenues within 5% of the previous year	\$92,355
Federal Grants are below last year with funds being flexed to capital	(\$868,022)
Total Variance:	<u>(\$647,392)</u>

Expenses:

Services are greater than last year	\$442,718
Supplies are greater than last year	\$145,194
Insurance is down due to recoveries	(\$259,242)
Utilities are up over last year	\$41,471
Taxes and Licenses are up over last year	\$45,839
Purchased Transportation - DART is up over last year	\$182,206
Purchased Transportation - TD is greater than last year	\$52,287
Purchased Transportation – Trolleys is up	\$54,726
Miscellaneous	\$139,851
All other expenses are within 5% of the previous year with Salaries and fringe benefits up \$537,024	\$799,040
Total Variance:	<u>\$1,644,089</u>

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

	Month				Year to Date				Annual
	Actual	Budget	Variance		Actual	Budget	Variance		Budget
			Percent	Dollar			Percent	Dollar	
Revenue									
Passenger Fares	\$ 1,105,282	\$ 1,182,326	(6.52%)	\$ (77,044)	\$ 13,524,513	\$ 14,187,870	(4.68%)	\$ (663,357)	\$ 14,187,870
Auxiliary	28,510	31,963	(10.80%)	(3,453)	265,384	383,560	(30.81%)	(118,176)	383,560
Non-Transportation	39,747	35,726	11.25%	4,021	466,047	428,710	8.71%	37,337	428,710
Taxes	13,204	268,911	(95.09%)	(255,707)	32,990,744	33,145,900	(0.47%)	(155,156)	33,145,900
Local Beach Trolley & Rt.35	69,569	69,731	(0.23%)	(162)	832,453	836,771	(0.52%)	(4,318)	836,771
State Reimbursement-Fuel Tax	54,436	51,097	6.54%	3,339	613,721	613,160	0.09%	561	613,160
State Grants	192,473	183,938	4.64%	8,535	7,010,355	6,979,459	0.44%	30,896	6,979,459
Federal Grants	(325,421)	457,443	(171.14%)	(782,864)	5,337,274	5,489,301	(2.77%)	(152,027)	5,489,301
Federal Grant MPO Pass-Thru	0	0	0.00%	0	80,000	80,000	0.00%	0	80,000
Total	1,177,800	2,281,135	(48.37%)	(1,103,335)	61,120,492	62,144,731	(1.65%)	(1,024,239)	62,144,731
Expenditures									
Salaries	2,245,668	2,352,228	(4.53%)	(106,560)	26,980,370	28,096,270	(3.97%)	(1,115,900)	28,096,270
Fringe Benefits	817,880	872,450	(6.25%)	(54,570)	9,818,797	10,466,880	(6.19%)	(648,083)	10,466,880
Services	171,406	203,180	(15.64%)	(31,774)	2,826,175	2,855,210	(1.02%)	(29,035)	2,855,210
Diesel Fuel	640,296	667,347	(4.05%)	(27,051)	7,278,244	8,008,160	(9.11%)	(729,916)	8,008,160
Supplies	241,484	296,092	(18.44%)	(54,608)	3,782,046	3,553,060	6.44%	228,986	3,553,060
Insurance	111,123	124,000	(10.38%)	(12,877)	245,354	1,488,000	(83.51%)	(1,242,646)	1,488,000
Utilities	69,871	87,563	(20.21%)	(17,692)	857,000	1,050,740	(18.44%)	(193,740)	1,050,740
Taxes & Licenses	68,996	71,894	(4.03%)	(2,898)	809,156	862,730	(6.21%)	(53,574)	862,730
Purchased Transportation - DART	366,418	391,917	(6.51%)	(25,499)	4,648,549	4,703,000	(1.16%)	(54,451)	4,703,000
Purchased Transportation - TD	41,751	65,833	(36.58%)	(24,082)	755,341	790,000	(4.39%)	(34,659)	790,000
Purchased Transportation - Trolleys	58,134	51,284	13.36%	6,850	596,775	615,401	(3.03%)	(18,626)	615,401
Miscellaneous	115,469	54,483	111.94%	60,986	731,411	655,280	11.62%	76,131	655,280
Total	4,948,495	5,238,271	(5.53%)	(289,776)	59,329,218	63,144,731	(6.04%)	(3,815,513)	63,144,731
Revenue Over / (Under) Expenditures	\$ (3,770,695)	\$ (2,957,136)	27.51%	\$ (813,559)	\$ 1,791,274	\$ (1,000,000)	(279.13%)	\$ 2,791,274	\$ (1,000,000)
Transfer To / From Reserve									\$ 1,000,000

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

	Year to Date			Variance	
	Budget	September 2014 Actual	September 2013 Actual	Percent	Dollar
Revenue					
Passenger Fares	\$ 14,187,870	\$ 13,524,513	\$ 14,093,370	(4.04%)	\$ (568,857)
Auxiliary	383,560	265,384	417,851	(36.49%)	(152,467)
Non-Transportation	428,710	466,047	388,841	19.86%	77,206
Taxes	33,145,900	32,990,744	32,282,955	2.19%	707,789
Local Beach Trolley & Rt.35	836,771	832,453	767,849	8.41%	64,604
State Reimbursement-Fuel Tax	613,160	613,721	610,172	0.58%	3,550
State Grants	6,979,459	7,010,355	6,921,550	1.28%	88,805
Federal Grants	5,489,301	5,337,274	6,205,297	(13.99%)	(868,022)
Federal Grant MPO Pass-Thru	80,000	80,000	80,000	0.00%	0
Total	<u>62,144,731</u>	<u>61,120,492</u>	<u>61,767,884</u>	<u>(1.05%)</u>	<u>(647,392)</u>
Expenditures					
Salaries	28,096,270	26,980,370	25,889,355	4.21%	1,091,015
Fringe Benefits	10,466,880	9,818,797	10,372,788	(5.34%)	(553,991)
Services	2,855,210	2,826,175	2,383,457	18.57%	442,718
Diesel Fuel	8,008,160	7,278,244	7,016,227	3.73%	262,017
Supplies	3,553,060	3,782,046	3,636,852	3.99%	145,194
Insurance	1,488,000	245,354	504,596	(51.38%)	(259,242)
Utilities	1,050,740	857,000	815,529	5.09%	41,471
Taxes & Licenses	862,730	809,156	763,317	6.01%	45,839
Purchased Transportation - DART	4,703,000	4,648,549	4,466,343	4.08%	182,206
Purchased Transportation - TD	790,000	755,341	703,055	7.44%	52,287
Purchased Transportation - Trolleys	615,401	596,775	542,049	10.10%	54,726
Miscellaneous	655,280	731,411	591,561	23.64%	139,851
Total	<u>63,144,731</u>	<u>59,329,218</u>	<u>57,685,129</u>	<u>2.85%</u>	<u>1,644,089</u>
Revenue Over / (Under) Expenditures	\$ <u>(1,000,000)</u>	\$ <u>1,791,274</u>	\$ <u>4,082,755</u>	<u>(56.13%)</u>	\$ <u>(2,291,482)</u>

Transfer To / From Reserve



REPORTS

5C: 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 October 31, 2014.
-

Attachments:

1. Ridership and Operations Reports (provided at meeting)