



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 – SEPTEMBER 16, 2015; 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. August 19, 2015 Meeting Minutes			3
	B. PSTA FY 2016 Insurance Premiums	10 min	DEBBIE LEOUS	10
	C. Bus Passenger Wi-Fi Service	5 min	DEBBIE WOODWARD	13
	D. PSTA Headquarters Wi-Fi Replacement	5 min	DEBBIE WOODWARD	14
	E. Transit Shelter Cleaning Service/Supplies	5 min	LOU EMMA CROMITY	16
4.	INFORMATION ITEMS		9:30	
	A. PSTA Bus Replacement Plans	30 min	BRAD MILLER	18
5.	REPORTS		10:00	
	A. Monthly Financial Statement		DEBBIE LEOUS	19
	B. Ridership/Performance		BRAD MILLER	25
	C. Capital Projects Update		DEBBIE LEOUS	26
6.	FUTURE MEETING SUBJECTS		10:30	
	• 2016 Meeting Schedule-October			
	• PSTA Contracts-October			
	• Phase II Service Redesign-October			
	• Engines & Transmissions-October			
	• Mobile Column Lifts-October			
	• Bus Shelters Installation-October			

- Facility Maintenance Repair Parts-October
- Collective Bargaining Unit-October
- Automatic Vehicle Monitoring (AMV-3)-November

7.	OTHER BUSINESS	10:30
8.	ADJOURNMENT	10:30

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



ACTION ITEM

3A: April 15, 2015 Meeting Minutes

Action: Approve Meeting Minutes

Staff Resource: Clarissa Keresztes, Administrative Assistant

**FINANCE & PERFORMANCE
MANAGEMENT**

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

Attachments:

1. Minutes



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
MINUTES – AUGUST 19, 2015**

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 9:00 AM on this date. The purpose of the meeting was to approve the July 15, 2015 meeting minutes, and to recommend approval of the annual Florida Department of Transportation (FDOT) Grant approvals, the auditing services, Trolley agreements, Gillig bus purchase, and the Riders Code of Conduct/appeals process. The following members were present:

Joe Barkley, Committee Chair
Brian Scott, Committee Vice-Chair
Mark Deighton
Bill Jonson

Absent

Dave Eggers
Curtis Holmes (Alternate)

Also Present:

Brad Miller, CEO
PSTA Staff Members
Members of the Public

CALL TO ORDER

Committee Chair Barkley opened the meeting at 9:01 AM.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

Approval of Minutes – Mr. Jonson made a motion, seconded by Mr. Deighton to approve the July 15, 2015 minutes. There were no public comments. Motion passed unanimously.

Annual FDOT Grant Approvals – Debbie Leous, Chief Financial Officer, explained that this is a continuation of PSTA's agreements with FDOT for the Block Grant, the Urban Corridor Program funding, and the Service Development Program funding. She reported that FDOT has offered a total of six grants: 1) Block Grant, 2) Express Route 100X, 3) Express Route 300X, 4) East Lake Flex, 5) Curlew Road Flex, and 6) Express Route 60X. Ms. Leous indicated that these grants for FY 2016 total \$5.9 million which represents an increase of \$786,945 over FY 2015. Mr. Miller stated that FDOT is aware of possible service changes to some of these routes and has indicated that PSTA should submit the applications as is and can be amended at a later date to move funds to another route. He further explained that the funds for the Express Route 60X (\$980,000) can only be spent if PSTA starts a Clearwater Beach to Tampa International Airport (TIA) Express Service, and the Agency can hold onto the money until additional funds are acquired for this route. Mr. Miller indicated that if PSTA is successful in obtaining additional funds, a Request for Proposal (RFP) could be issued in the spring or summer after the Legislative session is over. Mr. Deighton made a motion, seconded by Mr. Scott to recommend approval of the FY 2016 FDOT Joint Participation Agreements (JPA's). There were no public comments. Motion passed unanimously.

Auditing Services – Ms. Leous indicated that in accordance with PSTA's Rules and Regulations, a competitive solicitation is released at least every five years. She reported that in June 2015, the Agency released an RFP for financial audits and related services and six suppliers responded: 1) Carr Riggs & Ingram, 2) Clifton Larson Allen LLP, 3) HCT Certified Public Accountants & Consultants, LLC, 4) Cherry Bekaert, 5) Crowe Horwath, and 6) Moore Stephens Lovelace CPA's & Advisors. She added that Mayer Hoffman McCann (incumbent) is no longer in the government audit services business. Ms. Leous said that based on evaluations, supplier's presentations, and considerations, the PSTA Selection Evaluation Committee is recommending a contract award to Clifton Larson Allen LLP, which has a very strong transit background and are offering the most dedicated hours per year (675) to PSTA for an audit. Mr. Miller indicated that the Rules and Regulations call for the Finance Committee to approve the auditor and recommend approval of the contract to the full Board. Ms. Leous added that the auditor reports directly to the Finance Committee.

Andrew Laflin, of Clifton Larson Allen, provided a background on the firm and the professional services that they can provide to PSTA. Mr. Laflin answered questions about

conflict of interest from the Committee, adding his opinion that there will be no conflict. Mr. Deighton indicated that his city has worked with Clifton Larson Allen for five years and have found them to be very helpful and very responsive to their needs. Mr. Jonson asked Ms. Leous to comment on the two lower-cost firms and Committee Chair Barkley suggested that Ms. Leous also expound on this at the Board meeting.

Mr. Deighton made a motion, seconded by Mr. Jonson to approve Clifton Larson Allen LLP. There were no public comments. Motion passed unanimously. Mr. Jonson made a motion, seconded by Mr. Deighton to recommend approval of a three-year contract with the option for two one-year renewals with Clifton Larson Allen LLP for a total five-year cost of \$359,000. There were no public comments. Motion passed unanimously.

Trolley Agreements – Sangita Land, Chief Compliance Officer, stated that staff is recommending approval of the extension of six trolley agreements for FY 2016. She gave a brief background on each route including the cost to PSTA, noting that all these agreements have been accounted for in the FY 2016 budget. Mr. Jonson suggested showing the partner contributions for each route and how much PSTA is contributing toward the total cost of the route. Mr. Miller said that information could be provided. This item was left open until later in the meeting when Ms. Borchers would provide the Committee with the splits for each route.

Gillig Bus Purchase – Henry Lukasik, Director of Maintenance, reported that the 2015 Gillig buses arrived in July and will be deployed next week. He indicated that the turnaround time for getting the buses on the street has greatly decreased because of the turnkey program with Gillig. Mr. Lukasik indicated that representatives from the various vendors came to PSTA to help with testing the buses, and there is a one-year bumper-to-bumper factory warranty. He stated that staff is recommending approval of the purchase of seven replacement 2016 40-foot diesel low floor buses, technical training, and tooling from Gillig Corporation at a total cost not to exceed \$3,600,000.

Mr. Lukasik reported that PSTA is part of a consortium bus-buy program and in 2013, Orlando's LYNX was the lead agency in conducting the procurement solicitation process which led to another five-year contract with the Gillig Corporation. He explained that the Agency is maintaining a strong hybrid-electric component within its overall fleet including 61 hybrid buses or 31% of the entire fleet, and no hybrids will be eliminated for the next decade according to the new Fleet Plan. Mr. Lukasik informed the Committee that next week staff will be in Sanford, Florida to view the brand new 2017 emission-compliant diesel engine.

Mr. Lukasik indicated that this bus purchase will be 100% federally funded by the Federal Transit Administration (FTA) grant funding and is included in the approved Capital Improvement Program (CIP).

Mr. Scott asked if these new buses will have any new technologies compared to what has been purchased in the past, and Mr. Lukasik responded no, but added that disc brakes were installed on the 2015 buses, which is where the industry is moving toward. Mr. Deighton had a question about the difference between the 2001 emission levels compared to these buses and Mr. Lukasik stated that the emissions are very low and federally compliant, adding that he will provide more detailed information to the Committee. Mr. Deighton also suggested that information be provided to the Board. Committee Chair Barkley voiced his concern about the possible appearance that PSTA is not being environmentally sensitive, and stated that he is against going back to diesel buses. Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of the purchase of seven replacement 2016 40-foot diesel low floor buses. There were no public comments. Motion passed (3:1) with Committee Chair Barkley dissenting.

Riders Code of Conduct/Appeals Process – Jeff Thompson, Director of Transportation, stated that the Transit Riders Advisory Committee (TRAC) had recommended Board approval of the Code of Conduct at their August 18th meeting. He presented a list of 20 Codes of Conduct and also the appeals process. Mr. Thompson introduced Alissa Kostyk, Social Media Coordinator, who delivered a marketing presentation on how PSTA is going to convey the Code of Conduct message to the community to help them understand and be more aware of PSTA's Code of Conduct. Mr. Scott asked if this Code of Conduct is consistent with other agencies and if it is FTA compliant, and Mr. Thompson replied that staff reviewed Codes of Conduct from several cities and it consistent. Mr. Jonson made a motion, seconded by Mr. Scott to recommend the Board approve the Code of Conduct and the appeals process. There were no public comments. Motion passed unanimously.

Bus Advertising Contract/Policy – Mr. Miller reminded the Committee that this item had previously come before the Board and it was postponed. He reported that an RFP was re-issued and a recommended contractor had been selected. Mr. Miller also point out that there was a modification to PSTA's advertising policy, which governs the types of ads allowed on the buses. He explained that the bidders were asked how much more guaranteed revenue would alcohol and governmental advertising generate. Since the revenue was quoted as \$25,000 per year for alcohol ads, staff is recommending that PSTA not allow alcohol ads. However, staff is recommending the amendment of the policy to allow for governmental ads, which would generate \$50,000 annually.

Mr. Miller indicated that the procurement process is complete and the recommended company is Direct Media USA. He added that when this RFP was first issued in June, Advertising Vehicles was the vendor selected, who came in second place in this second RFP process. Mr. Miller said that Advertising Vehicles filed a protest. He noted that according to PSTA's Regulations, the Authority does not have to suspend the awarding of the contract due to the protest. Staff will have to respond to Advertising Vehicles by the Board meeting on August 26th. Committee Chair Barkley suggested that Alan Zimmet, General Counsel, be well prepared to answer the Board's questions regarding the protest. Louemma Cromity, Director of Procurement, answered Committee Chair Barkley's question about the higher guaranteed amounts in this RFP.

Mr. Scott made a motion, seconded by Mr. Jonson to recommend Board approval of awarding the Bus Advertising Contract to Direct Media USA subject to resolution of the protest, and also recommend approval of the new bus advertising policy including governmental ads. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Fare Structure Recommendations – Mr. Miller highlighted why PSTA is recommending a fare increase and service adjustments to the routes. He explained that the FY 2016 Proposed Operating Budget has a surplus of \$2.9 million which will be used for bus replacements. Mr. Miller noted that PSTA has locked in diesel fuel prices for next year for \$1.1 million savings compared to the proposed budget. He indicated that the Board will now have the option of putting \$4 million into the reserve fund for bus replacements, or approve his recommendation to proceed with the fare adjustment and reduce the low-performing routes, but hold off adjusting the ad valorem tax rate for this coming fiscal year in light of the additional \$1.1 million savings in diesel fuel.

Ms. Borchers delivered a presentation on the fare adjustments and indicated that there are two decisions to be made - the structure of the fares and the price. She said that streamlining the fare policy and fare tables is an industry standard now, especially for agencies using the Smart Card technology. She presented the proposed changes adding that PSTA is planning to make both changes at the same time. Ms. Borchers said that this topic was included in the recent route changes workshops with three more workshops planned as well. She said there also will be a public hearing on September 9th along with the budget/millage public hearing. Mr. Miller indicated that the Metropolitan Planning Organization's (MPO) Local Coordinating Board (LCB) recommended the changes for the Transportation Disadvantaged (TD) program. Mr. Jonson asked whether HART was going to increase their fares. Ms. Borchers said she would look into it and provide the information at the Board meeting.

REPORTS

Due to time constraints, Committee Chair Barkley stated that the reports were included in the packet for the Committee's review.

Trolley Agreements – Ms. Borchers provided the Committee with the requested information about the Trolley Agreements. She stated that for the Clearwater Beach Jolley Trolley, PSTA pays 30% of the gross cost and 54% of the net cost; on the North Coastal Trolley, 36% of the gross cost and 52% of the net cost; on the Safety Harbor Trolley, 22% of the gross cost and 50% of the net cost; and on the Looper Trolley, 26% of the gross cost and 42% of the net cost. Mr. Miller indicated that each of the agreements has been separately negotiated over the years and the plan is to competitively procure these agreements in two years to make the agreements consistent. Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of the Trolley Agreements. Rosemary Windsor, Clearwater Beach Jolley Trolley Executive Director, commented that the 5.8% increase is the first increase that they have received in two years adding that the 5.8% is spread over two years not annually. Bob Clifford, Clearwater Beach Jolley Trolley Chairman of the Board, added that the increase in ridership experienced by the Jolley Trolley benefits PSTA in their ability to attract federal dollars.

FUTURE MEETING SUBJECTS

The Committee was provided with a list of upcoming meeting subjects.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 10:45 AM. The next meeting will be held on September 16, 2015 at 9:00 AM.



ACTION ITEM

3C: PSTA FY 2016 Insurance Premiums



Action: Recommend Approval of PSTA's Multi-Line Premiums for FY 2016 at a Total Cost Not to Exceed \$650,000 through the Preferred Governmental Insurance Trust (PGIT). Additionally Approve PGIT-Supplied Lines of Insurance for FY2017 at FY2016 Constant Premium Rates.

Staff Resource: Debbie Leous, CFO
Carole Swift, Risk Manager

FINANCE & PERFORMANCE
MANAGEMENT

Background:

- PSTA has completed a Multi-Line Insurance review for our 2016 Multi-Line Insurance Program. Public Risk Insurance Agency (PRIA) serves as the Insurance Brokers for the Preferred Governmental Insurance Trust (PGIT).
- Self-Insured Retention of \$100,000 for General Liability Exposures.
- Self-Insured Retention of \$250,000 for Workers' Compensation Exposures.

Fiscal Impact:

- The total premiums for the insurances in the proposal will be \$645,961, a \$31,457 increase over the FY 2015 and this is within the budget limits in the proposed FY 2016 budget.
- PGIT is offering a Two Year Fixed Policy Option for the Preferred Insurance Program that will fix the costs at the 2016 rates for FY 2017.
- An Additional New Cyber Liability Policy Option: Preferred has provided an Excess Cyber Liability Policy with a limit of \$1,000,000 for no additional premium.

Recommendation:

- Staff Recommends the Approval of PGIT Insurance Policies for the FY 2016 and for renewal of the 2017 PGIT policies at the fixed rates for 2016.

Attachments:

1. Multi-Line Insurance Summaries

Multi-Line Insurance Summary

Coverage with PGIT	Limits	Fiscal Year	Deductible	Annual Premium 2015	%	Annual Premium 2016	Annual Premium 2017
Property: Real & Personal including;	\$45,569,410	2016	\$ 25,000	\$ 180,882	1%	\$ 182,652	\$ 182,652
Equipment Breakdown/Replacement	\$45,130,360	2015					
Inland Marine: including	\$8,003,976	2016	\$ 1,000	\$ 37,151	-47%	\$ 19,873	\$ 19,873
Communication, Mobile & Electronic Data Processing Equipment	\$7,768,546	2015					
General Liability:	\$ 2,000,000		\$ 100,000	\$ 39,224	9%	\$ 42,917	\$ 42,917
Employers' Benefits:	\$ 2,000,000						
Vehicle Liability	\$ 2,000,000		\$ 100,000	\$ 160,705	6%	\$ 171,121	\$ 171,121
Worker's Compensation	Statutory		\$ 250,000	\$ 103,235	24%	\$ 128,203	\$ 128,203
Employers Liability:			\$ 250,000				
Each Accident	\$1m						
Per Disease Each Employee	\$1m						
Per Disease/Policy Limit	\$1m						
Public Officials/Employment	\$ 2,000,000		\$ 100,000	\$ 45,163	5%	\$ 47,479	\$ 47,479
Practices Liability (combined)	\$ 2,000,000		\$ 100,000				
Crime	\$ 250,000		\$ 1,000	\$ 2,350	0%	\$ 2,350	\$ 2,350
***New Cyber Liability Coverage from PGIT	\$ 1,000,000		\$ 100,000	\$0		\$0	\$0
Subtotal				\$ 568,710	5%	\$ 594,595	\$ 594,595

Multi-Line Insurance Summary

Coverage With: Surplus Lines & Federal Govt	Limits	Deductible	Annual Premium 2015	%	Annual Premium 2016	Annual Premium 2017
Cyber Liability/ACE: Privacy/ Network Security/Internet Media	\$1,000,000 \$1,000,000	\$ 25,000	\$ 10,623	6%	\$ 11,257	*Subject to Annual Renewal
Pollution Liability/AIG	\$ 2,000,000	\$ 50,000	\$ 17,171	4%	\$ 17,908	*Subject to Annual Renewal
National Flood Insurance Program (NFIP) FEMA	Required		\$ 18,000	25%	\$ 22,201 Pending	*Subject to Annual Renewal
Subtotal			\$ 45,794	12%	\$ 51,366	
TOTAL PREMIUM			\$614,504	5%	\$645,961	TBD

* New Program from PGIT: Cyber Liability coverage that provides \$1,000,000 coverage over PSTA's ACE Cyber Liability Program as of 10/1/2015. Privacy/Network/Internet Media Liability/Network Extortion/Data Breach Fund/Crisis Management & Business Income.

ACTION ITEM

3D: Bus Passenger WiFi Service



Action: Recommend a One Year Agreement, with Two Additional Option Years with AT&T Service for the Bus Passenger On-Board WiFi Service in the Amount Not to Exceed \$315,000 for the Three Year Period.

Staff Resource: Debbie Woodward, Director of IT
Lou Emma Cromity, Dir. of Procurement

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- PSTA was the first bus system in Florida to provide free WiFi on-board its entire fleet for its customers when it started this service a year ago. It has been a major success.
- At the time of the project implementation PSTA did a cost comparison and performance evaluation of two cellular providers, AT&T and Verizon. Based on cost and performance, AT&T was selected as the service provider. Equipment specific to AT&T was purchased and installed as part of the project.
- PSTA accessed the AT&T service through a “piggyback” arrangement off an existing National Association of State Procurement Officials (NAPSCO) agreement. The NAPSCO agreement guarantees government pricing with AT&T for this service through June 30, 2019.

Fiscal Impact:

- The fixed price per year for this AT&T service on all PSTA buses will not exceed \$105,000 per year, with a total 3-year cost of \$315,000. This cost has been included in the Operating Budget for 2015-2016.

Recommendation:

- Approve an AT&T Service Contract in the amount not to exceed an annual cost of \$105,000 starting on October 1, 2015, with the option to extend for two additional one year renewals for a total contractual commitment of not to exceed \$315,000.

Attachments: None

ACTION ITEM



3E: PSTA Headquarters WiFi Replacement



Action: Recommend a Contract with TechnologEase to Provide Wi-Fi Equipment, Installation, Licenses and Three Years Warranty/Licenses for the PSTA Headquarters in an Amount Not to Exceed \$135,000.00.

Staff Resource: Debbie Woodward, Director of IT
Lou Emma Cromity, Dir. of Procurement

FINANCE & PERFORMANCE
MANAGEMENT

Background:

- In an effort to provide ubiquitous, reliable and higher capacity Wi-Fi service for the PSTA Headquarters, which consists of the Administration and Transportation buildings for staff members, guests and visitors, the Authority is in need of replacing our current Wi-Fi network system portions of which are nearly a decade old.
- This replacement will allow us to maximize our 1000Mbps fiber connection to its fullest functionality.
- PSTA's operational bus yard exterior access points have limited coverage, limited bandwidth capabilities, and outdated security protocols. The upgrade will provide full outdoor coverage, increased bandwidth, speed, and provide better security for PSTA's network.
- Additionally, the upgraded Wi-Fi system will provide our guests better access to the internet for meetings, presentations and PSTA's public website. In addition, it will enable our customers and visitors the ability to stream audio and video of our public meetings.

Procurement

- PSTA released a Request for Proposal (RFP) and five suppliers responded:

Advanced Cable Connections	Mission Critical Solutions (MCS)
TechnologEase, Odessa, FL	United Data Technologies (UDT)
Windstream	

- As a result of supplier presentations and final ranking, TechnologEase, Inc., was selected as the highest ranked supplier to provide the requested services.

Fiscal Impact:

- Equipment Purchase and Project Implementation: \$99,995.00
- Software Licenses and Support, Year Two: \$10,392.00
- Software Licenses and Support, Year Three: \$10,392.00

Recommendation:

- Approve a PSTA Campus Wi-Fi Replacement Services contract with TechnologEase including 3-Years of Warranty/Licences in an amount not-to-exceed \$135,000.00.
-

Attachments:

1. Contract ([CLICK TO VIEW/PRINT](#))

ACTION ITEM



3F: Transit Shelter Cleaning Services/Supplies



Action: Recommend Approval of a Three Year Contract with Two One-Year Optional Renewals with American Janitorial, Inc. for a Total Five Year Contract of Not to Exceed \$2,200,000.

Staff Resource: Henry Lukasik, Dir. of Maintenance
LouEmma Cromity, Dir. of Procurement

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- PSTA outsources bus shelter and transit center cleaning and janitorial services at its four transit centers and several hundred bus shelters. PSTA also contracts for floor maintenance services and provides the necessary janitorial supplies from an inefficient five different suppliers.
- PSTA released a single Request for Proposal (RFP) for Janitorial Services, Supplies, Floor Maintenance, and Related Services, allowing for firms to submit proposals on any or all components of the RFP. The RFP was sent to over 25 suppliers directly and was posted on PSTA's Procurement website, and Demandstar.
- 10 suppliers responded to at least one component of the combination RFP with 7 determined to be responsive. Below is their three-year total cost proposals. The two additional option years were also evaluated:

PROPOSAL SUMMARY

Supplier	Five Years Janitorial Terminals	Five Years Janitorial Bus Shelters/Stops	Five Years Floor Maintenance	Five Years Estimated Annual Janitorial Supplies
Admire Cleaning Services	\$576,200			
American Janitorial, Inc.	\$550,976.60	\$1,360,000.05	\$177,515.90	\$18,521.35
ASK Solutions, Inc.	\$616,112.00		\$212,342.82	
Bay Janitorial	\$1,141,823.56	\$926,618.06	\$516,698.56	
Grosvenor	\$1,050,360			
Gulfstar Supply		\$1,417,480.00		\$15,318.35
Hands-On-Florida		\$1,053,789.78		

- A Selection Committee comprised of PSTA management staff evaluated each of the proposals. As a result of supplier presentations and final ranking of the proposals, American Janitorial, Inc. was selected to provide all the services: Janitorial Services, Supplies, Floor Maintenance, and Related Services.

Fiscal Impact:

- A total five year cost of \$2,360,492.56 and the allocated Year 1 cost is within the approved FY2016 Operating Budget for these services.

Recommendation:

- Approve the three year Janitorial Services, Supplies, Floor Maintenance, and Related Services contract with American Janitorial, Inc. with the option to extend two one-year renewals.

Attachments:

1. Contract (**[CLICK TO VIEW/PRINT](#)**)

INFORMATION ITEMS



4A: PSTA Bus Replacement Plans



Action: Information Item

Staff Resource: Brad Miller, CEO

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- The Finance & Performance Management Committee requested additional information regarding the emission and cost comparisons between different bus propulsion technologies at their August 19, 2015 meeting. The PSTA Board continued the discussion of the types of replacement buses to purchase at their August 26, meeting.
- Staff plans to request continuing the action item another month until October so the Finance Committee can have two discussions on the environmental, financial, and social impacts to the different bus options available to PSTA.
- A presentation and discussion will be held at the committee.

Attachments:

1. PowerPoint (to follow)



REPORTS

5A: Monthly Financial Statement



Action: Information Item

Staff Resource: Debbie Leous, CFO
Michael Hanson, Dir. of Finance

**FINANCE & PERFORMANCE
MANAGEMENT**

-
- Staff will present the financial status report for the month ending July 31, 2015.
-

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
for the Period Ending July 31, 2015**

Month to Date as of July 2015

July				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$1,360,645	\$1,743,426	(21.96%)	(\$382,781)
Expenses	\$5,752,816	\$5,585,568	2.99%	\$167,248
Surplus / (Deficit)	(\$4,392,171)	(\$3,842,142)	14.32%	(\$550,029)

For the month of July, the net deficit of -\$4.39 million was -\$0.55 million unfavorable to the budgeted deficit of -\$3.84 million.

Revenues

Passenger Fares revenue is -16.3% under budget.	(\$190,734)
Auxiliary revenue is 79.3% over budget due to increased advertising.	17,679
Non-Transportation revenue is -749.0% under budget due to a loss on disposal of assets.	(79,976)
Taxes revenue is -53.9% under budget due to the timing of receipts.	(9,803)
State Reimbursement-Fuel Tax revenue is 22.6% over budget.	13,404
State Grants revenue is -59.6% under budget due to the timing of the start of the TD grant.	(145,451)
Federal Grants revenue is 7.5% over budget.	10,857
All other revenues within 5.0% of budget.	1,243
	<u><u>(\$382,781)</u></u>

Expenses

Fringe Benefits expense is 13.2% over budget.	123,060
Services expense is -5.5% under budget.	(13,444)
Supplies expense is 19.4% over budget due to bus overhaul parts.	68,172
Insurance expense is -14.7% under budget due to the timing of recoveries.	(16,756)
Utilities expense is -13.5% under budget.	(13,181)
Purchased Transportation - DART expense is 6.6% over budget.	27,150
Miscellaneous expense is -80.0% under budget due to the cancellation of new service.	(112,730)
All other expenses within 5.0% of budget.	104,977
	<u><u>\$167,248</u></u>

**MONTHLY FINANCIAL PERFORMANCE REPORT
for the Period Ending July 31, 2015**

Year to Date as of July 2015

	July			
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$59,514,563	\$61,434,371	(3.12%)	(\$1,919,808)
Expenses	\$52,730,856	\$55,559,961	(5.09%)	(\$2,829,105)
Surplus / (Deficit)	\$6,783,707	\$5,874,410	15.48%	\$909,297

Year to date through July, the net surplus of \$6.78 million was \$.91 million favorable to the budgeted surplus of \$5.87 million.

Revenues

Passenger Fares revenue is -13.4% under budget.	(\$1,608,781)
Auxiliary revenue is 67.6% over budget due to increased advertising.	150,654
Non-Transportation revenue is -8.1% under budget.	(8,623)
All other revenues within 5.0% of budget.	(453,058)
	<u>(\$1,919,808)</u>

Expenses

Fringe Benefits expense is -6.5% under budget.	(609,263)
Services expense is -9.1% under budget due to increased subrogation.	(269,511)
Insurance expense is -14.8% under budget due to increased recoveries.	(176,877)
Utilities expense is -13.8% under budget.	(128,858)
Miscellaneous expense is -72.7% under budget due to the cancellation of new service.	(1,038,182)
All other expenses within 5.0% of budget (Salaries are \$700,291 under budget).	(606,414)
	<u>(\$2,829,105)</u>

**MONTHLY FINANCIAL PERFORMANCE REPORT
for the Period Ending July 31, 2015**

Year to Year Comparison Based on YTD Actuals as of July 2015

	July			
Description	FY 2015	FY 2014	% Variance	\$ Variance
Revenues	\$59,514,563	\$58,133,789	2.38%	\$1,380,774
Expenses	\$52,730,856	\$49,559,478	6.40%	\$3,171,378
Surplus / (Deficit)	\$6,783,707	\$8,574,311	(20.88%)	(\$1,790,604)

Year to year through July, the net surplus of \$6.78 million for FY 2015 was -\$1.79 million unfavorable to the FY 2014 surplus of \$8.57 million.

Revenues

Passenger Fares revenue for FY 2015 is -8.5% under FY 2014.	(\$970,136)
Auxiliary revenue for FY 2015 is 85.3% over FY 2014 due to increased advertising.	172,010
Non-Transportation revenue for FY 2015 is -74.9% under FY 2014 due to a change in TD Co-pay classification from Non-Transportation Revenue to Passenger Fares	(292,222)
Taxes revenue for FY 2015 is 6.6% over FY 2014.	2,177,416
Local Beach Trolley & Rt.35 revenue for FY 2015 is 5.3% over FY 2014.	36,858
All other revenues within 5.0% of budget.	256,848
	<u>\$1,380,774</u>

Expenses

Fringe Benefits expense for FY 2015 is 6.2% over FY 2014.	512,814
Services expense for FY 2015 is 9.7% over FY 2014.	238,430
Supplies expense for FY 2015 is 11.7% over FY 2014.	377,183
Insurance expense for FY 2015 is 189.2% over FY 2014 due to recoveries.	665,608
Utilities expense for FY 2015 is 13.0% over FY 2014.	92,569
Purchased Transportation - DART expense for FY 2015 is 9.8% over FY 2014.	381,390
Purchased Transportation - Trolleys expense for FY 2015 is 9.5% over FY 2014.	46,633
Miscellaneous expense for FY 2015 is -15.6% under FY 2014.	(72,194)
All other expenses within 5.0% of budget.	928,945
	<u>\$3,171,378</u>

Pinellas Suncoast Transit Authority
Statement of Revenues and Expenditures
Actual vs. Budget
Month Ended July 2015

	Month				Year to Date				Annual
	Actual	Budget	Variance		Actual	Budget	Variance		Budget
			Percent	Dollar			Percent	Dollar	
Revenue									
Passenger Fares	\$ 981,112	\$ 1,171,846	(16.28%)	\$ (190,734)	\$ 10,392,443	12,001,224	(13.41%)	\$ (1,608,781)	\$ 14,189,840
Auxiliary	39,979	22,300	79.28%	17,679	373,654	223,000	67.56%	150,654	267,600
Non-Transportation	(69,298)	10,678	(748.98%)	(79,976)	98,161	106,784	(8.08%)	(8,623)	128,140
Taxes	8,395	18,198	(53.87%)	(9,803)	35,151,723	35,350,954	(0.56%)	(199,231)	35,355,160
Local Beach Trolley & Rt.35	74,324	73,081	1.70%	1,243	729,404	730,800	(0.19%)	(1,396)	876,962
State Reimbursement-Fuel Tax	72,760	59,356	22.58%	13,404	530,520	540,580	(1.86%)	(10,060)	657,320
State Grants	98,615	244,066	(59.59%)	(145,451)	6,776,518	7,058,345	(3.99%)	(281,827)	7,466,477
Federal Grants	154,758	143,901	7.54%	10,857	5,382,140	5,342,684	0.74%	39,456	5,446,585
Federal Grant MPO Pass-Thru	0	0	0.00%	0	80,000	80,000	0.00%	0	80,000
Total	1,360,645	1,743,426	(21.96%)	(382,781)	59,514,563	61,434,371	(3.12%)	(1,919,808)	64,468,084
Expenditures									
Salaries	2,530,054	2,415,782	4.73%	114,272	23,363,237	24,063,528	(2.91%)	(700,291)	28,847,972
Fringe Benefits	1,057,568	934,508	13.17%	123,060	8,729,600	9,338,863	(6.52%)	(609,263)	11,208,013
Services	229,909	243,353	(5.52%)	(13,444)	2,707,278	2,976,789	(9.05%)	(269,511)	3,474,995
Diesel Fuel	674,437	676,545	(0.31%)	(2,108)	5,990,424	6,186,631	(3.17%)	(196,207)	7,517,170
Supplies	419,418	351,246	19.41%	68,172	3,593,969	3,447,432	4.25%	146,537	4,172,040
Insurance	97,578	114,334	(14.66%)	(16,756)	1,017,455	1,194,332	(14.81%)	(176,877)	1,423,000
Utilities	84,405	97,586	(13.51%)	(13,181)	807,053	935,911	(13.77%)	(128,858)	1,123,200
Taxes & Licenses	79,382	82,592	(3.89%)	(3,210)	683,874	700,802	(2.42%)	(16,928)	848,840
Purchased Transportation - DART	437,475	410,325	6.62%	27,150	4,280,914	4,103,250	4.33%	177,664	4,923,900
Purchased Transportation - TD	61,220	64,032	(4.39%)	(2,812)	628,069	640,316	(1.91%)	(12,247)	768,380
Purchased Transportation - Trolleys	53,203	54,368	(2.14%)	(1,165)	538,731	543,673	(0.91%)	(4,942)	652,409
Miscellaneous	28,167	140,897	(80.01%)	(112,730)	390,252	1,428,434	(72.68%)	(1,038,182)	1,703,155
Total	5,752,816	5,585,568	2.99%	167,248	52,730,856	55,559,961	(5.09%)	(2,829,105)	66,663,074
Revenue Over / (Under) Expenditures	\$ (4,392,171)	\$ (3,842,142)	14.32%	\$ (550,029)	\$ 6,783,707	\$ 5,874,410	15.48%	\$ 909,297	\$ (2,194,990)
Transfer To / From Reserve									\$ 2,194,990

Pinellas Suncoast Transit Authority
Statement of Revenues and Expenditures
Actual vs. Actual
Month Ended July 2015

	Year to Date			Variance	
	Budget	Jul 2015 Actual	Jul 2014 Actual	Percent	Dollar
Revenue					
Passenger Fares	\$ 12,001,224	\$ 10,392,443	\$ 11,362,579	(8.54%)	\$ (970,136)
Auxiliary	223,000	373,654	201,644	85.30%	172,010
Non-Transportation	106,784	98,161	390,383	(74.86%)	(292,222)
Taxes	35,350,954	35,151,723	32,974,307	6.60%	2,177,416
Local Beach Trolley & Rt.35	730,800	729,404	692,546	5.32%	36,858
State Reimbursement-Fuel Tax	540,580	530,520	506,434	4.76%	24,086
State Grants	7,058,345	6,776,518	6,615,609	2.43%	160,909
Federal Grants	5,342,684	5,382,140	5,310,287	1.35%	71,853
Federal Grant MPO Pass-Thru	80,000	80,000	80,000	0.00%	0
Total	<u>61,434,371</u>	<u>59,514,563</u>	<u>58,133,789</u>	<u>2.38%</u>	<u>1,380,774</u>
Expenditures					
Salaries	24,063,528	23,363,237	22,439,379	4.12%	923,858
Fringe Benefits	9,338,863	8,729,600	8,216,786	6.24%	512,814
Services	2,976,789	2,707,278	2,468,848	9.66%	238,430
Diesel Fuel	6,186,631	5,990,424	5,980,413	0.17%	10,011
Supplies	3,447,432	3,593,969	3,216,786	11.73%	377,183
Insurance	1,194,332	1,017,455	351,847	189.18%	665,608
Utilities	935,911	807,053	714,484	12.96%	92,569
Taxes & Licenses	700,802	683,874	665,956	2.69%	17,918
Purchased Transportation - DART	4,103,250	4,280,914	3,899,524	9.78%	381,390
Purchased Transportation - TD	640,316	628,069	650,911	(3.51%)	(22,842)
Purchased Transportation - Trolleys	543,673	538,731	492,098	9.48%	46,633
Miscellaneous	1,428,434	390,252	462,446	(15.61%)	(72,194)
Total	<u>55,559,961</u>	<u>52,730,856</u>	<u>49,559,478</u>	<u>6.40%</u>	<u>3,171,378</u>
Revenue Over / (Under) Expenditures	<u>\$ 5,874,410</u>	<u>\$ 6,783,707</u>	<u>\$ 8,574,311</u>	<u>(20.88%)</u>	<u>\$ (1,790,604)</u>

Transfer To / From Reserve



REPORTS

5B: 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 August 31, 2015.
-

Attachments:

1. Ridership and Operations Reports (provided at meeting)



REPORTS

5C: Capital Projects Update

Action: Information Item

Staff Resource: Pam Reitz, Grants Manager

**FINANCE & PERFORMANCE
MANAGEMENT**

-
- Staff will provide a report on the major capital projects.
-

Attachments:

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



PSTA Major Capital/Planning Projects
Quarterly Status Update
July 2015

Project	Capital Project Name	Budget	Invoices Paid (as of 6/30/15)	% Complete (Based on Invoices Paid)	Project Stage	% of Project Complete	Project Manager	Current Status
1	Pinellas Park Transit Center	\$518,000	\$489,999	95%	Complete	100%	Mark Knight	Complete
2	ADA Landing Pad Project	\$1,331,424	\$268,873	20%	In Progress	20%	Mark Knight	On Schedule
3	Shelter Project	\$1,282,650	\$46,446	4%	In Progress	15%	Mark Knight	On Schedule
4	Service Lane Infrastructure	\$245,000	\$6,000	2%	Development	15%	Mark Knight	On Schedule
5	A/C Chillers Replacement	\$500,000	\$0	0%	Development	0%	Mark Knight	On Schedule
6	Reg Rev Coll & Inter-Jurisdictional Mobility Proj.	\$1,143,636	\$161,430	14%	RFP Issued	10%	Walt Lenz	-
7	Bus Wi-Fi Project	\$232,682	\$212,877	91%	Complete	100%	Walt Lenz	Complete
8	Clever Works	\$292,431	\$0	0%	Development	10%	Walt Lenz	On Schedule
9	FDOT Park & Ride Lot	\$200,000	\$0	0%	Development	85%	Chris Cochran	-
10	Purchase Replacement Revenue Vehicles	\$20,367,125	\$10,705,221	53%	PO Issued	95%	Henry Lukasik	On Schedule
11	Purchase Support Vehicles	\$772,867	\$667,203	86%	PO Issued	85%	Henry Lukasik	On Schedule
12	Tire Lease	\$865,000	\$385,084	45%	Continuous	45%	Henry Lukasik	On Schedule
13	Rehab/Renovate Maintenance Forklifts	\$25,000	\$0	0%	Development	25%	Henry Lukasik	On Schedule
14	Mobile Column Lifts	\$150,000	\$0	0%	Development	10%	Henry Lukasik	On Schedule
15	FleetNet Software Updates	\$106,375	\$103,575	97%	In Progress	97%	Debbie Woodward	On Schedule
16	Campus WiFi	\$75,000	\$0	0%	Continuous	0%	Andy Guertin	-
17	Route Match Software	\$130,390	\$80,191	62%	Complete	100%	Walt Lenz	On Schedule
18	PSTA Campus 10-GIG Ethernet Fiber Upgrade	\$60,000	\$0	0%	PO Issued	0%	Debbie Woodward	-
19	Miscellaneous Projects	\$4,778,266	\$580,272	12%	Continuous	12%	Pam Reitz	-
Capital Project Total		\$28,237,580	\$13,126,899	46%				
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	On Schedule
2	Short Range Planning - Consultant	\$1,237,761	\$844,338	68%	In Progress	68%	Cassandra Borchers	On Schedule
3	AA/Howard Frankland Bridge Study	\$2,191,740	\$1,898,241	87%	In Progress	90%	Heather Sobush	On Schedule
4	Clearwater Downtown Intermodal Terminal	\$1,250,000	\$11,007	1%	Development	15%	Chris Cochran	On Schedule
Planning Project Total		\$4,879,501	\$2,753,585	56%				
Grand Total - Open Projects		\$33,117,081	\$15,880,484	48%				

Project	Future Projects	Budget	Invoices Paid (as of 11/30/14)	% Complete (Based on Invoices Paid)	Project Stage	% of Project Complete	Project Manager	Current Status
1	Audio Equipment (Board Room)	\$309,010	\$0	0%	-	0%	Debbie Woodward	-
2	Server Room UPS Upgrades	\$65,000	\$0	0%	-	0%	Debbie Woodward	-
3	Virtual Desktop Server Hardware	\$46,281	\$0	0%	-	0%	Debbie Woodward	-
4	Largo Commons Transfer Center	\$89,069	\$25,290	28%	Development	10%	Mark Knight	-
Future Projects Total		\$101,232,727	\$0	0%				



PSTA Major Capital/Planning Projects
Quarterly Status Update
July 2015

Project Stage

Development - Project details are currently being reviewed in order to develop the scope of work and purchasing documents.

Out For Bid - Purchasing documents have been release and currently waiting to receive bids and award contract.

PO Issued - Purchase Order/contract has been issued for the project.

In Progress - Project work has started and is moving forward.

Final - All work on the project has been completed.

Continuous - Funding is received each year to continue project.

Current Status

On Schedule - Project is in progress and has met milestone dates.

Behind Schedule - Project is in progress, but has not met milestone dates.

Hold - Work on the project was started, however due to outside issues work on the project has been stopped.

Complete - All work on the project has been completed.

Canceled - Project canceled