



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 – JANUARY 15, 2016; 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. November 18, 2015 Meeting Minutes	CHAIR BARKLEY	3
	B. Hybrid Battery Parts & Equipment	15 min HENRY LUKASIK	7
	C. SMS Texting Service	5 min DEBBIE WOODWARD	10
	D. Strategic Communication Plan	20 min CYNDI RASKIN-SCHMITT	13
4.	INFORMATION ITEMS	9:50	
	A. Central Ave BRT Action Plan	15 min HEATHER SOBUSH	33
	B. Bus & Bus Stop Cleanliness	15 min HENRY LUKASIK	34
5.	REPORTS	10:20	
	A. Quarterly Reports	DEBBIE LEOUS	47
	B. Ridership/Performance	BRAD MILLER	53
	C. PSTA Contracts	DEBBIE LEOUS	57
	D. Fuel Report	DEBBIE LEOUS	62
6.	FUTURE MEETING SUBJECTS	10:30	
	• Approve Central Ave BRT Consultant Scope		
	• Sustainability Plan		
	• Benchmarking Presentation		
	• Largo Commons Settlement		
	• SEIU Labor Agreement		

- Bus Technology Options
- Audit Financial Statements

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

THE NEXT MEETING IS FEBRUARY 17, 2016 AT 9:00 AM



ACTION ITEM

3A: November 18, 2015 Meeting Minutes



Action: Approve Meeting Minutes

Staff Resource: Clarissa Affeld, Administrative Asst

**FINANCE & PERFORMANCE
MANAGEMENT**

-
- Staff recommends approval of the minutes of the November 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 – NOVEMBER 18, 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 October 21, 2015 meeting minutes, discuss contracts and contract renewals, to receive a presentation on PSTA reserves, and review performance reports. The following members were present:

Brian Scott, Committee Vice-Chair
Mark Deighton
Bill Jonson

Absent

Joe Barkley, Committee Chair
Dave Eggers

Also Present:

Brad Miller, CEO
PSTA Staff Members
Members of the Public

CALL TO ORDER

Committee Vice-Chair Scott opened the meeting at 9:02 AM.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

Approval of Minutes – Mr. Deighton made a motion, seconded by Mr. Jonson to approve the minutes of the October 21, 2015 meeting. The motion passed unanimously.

Outsourced Bus Shelter Installation – Henry Lukasik, Director of Maintenance, presented information regarding outsourcing bus shelter installations. He said staff is recommending a contract with Certus Builders to augment staff for bus shelter installation and related services at a cost not to exceed \$375,000. After a few questions from the Committee members, Mr. Jonson made a motion, seconded by Mr. Deighton to recommend the Board approve this contract with Certus Builders. Motion passed unanimously.

Clever Devices Software/Support – Debbie Woodward, Director of Information Technology (IT), talked about the one-year annual support agreement from Clever Devices. She indicated that staff is recommending the approval of the software support agreement with Clever Devices for one year at a not to exceed cost of \$245,517. It was noted that this cost is less than last year. Mr. Deighton made a motion, seconded by Mr. Jonson to recommend the Board approve this contract with Clever Devices. Motion passed unanimously.

Automatic Vehicle Monitoring – Walt Lenz, Senior Project Director-Technology, provided the Committee with detailed information relating to Automatic Vehicle Monitoring (AVM). This software purchase will upgrade the current AVM Version 2 system to a Version 3. He said that staff is recommending the approval of this software at a not to exceed cost of \$240,363. Committee members asked a few questions about preventative maintenance and road calls, to which Mr. Lenz answered. Mr. Jonson made a motion, seconded by Mr. Deighton to recommend the Board approve upgrading the AVM system to Version 3. Motion passed unanimously.

Audio Visual (AV) Equipment (PSTA Meeting Rooms) – Ms. Woodward mentioned that the current AV equipment was purchased in 2005 and needs to be replaced. This equipment is located in the Administrative Building conference areas; Board Room, Auditorium, and conference rooms. She stated that staff is also requesting the purchase of an electronic board agenda management system, which includes Votecast and iLegislate. Mr. Jonson made a motion, seconded by Mr. Deighton to recommend the Board approve the AV upgrades, as well as the agenda management system with Votecast and iLegislate. Motion passed unanimously.

INFORMATION ITEMS

Reserve Analysis – Debbie Leous, Chief Financial Officer, gave a presentation on PSTA’s reserves. She provided information on the impact different bus replacement scenarios would have on the Authority’s reserves. No action took place.

REPORTS

Monthly Financial Statement – The financial statements were included in the packet. Ms. Leous gave a brief summary of the reports for the month ending September 30th.

Quarterly Investment Report – The investment report was included in the packet.

Quarterly Reserves Report – This was discussed earlier in the meeting.

Ridership/Performance – This report was included in the packet. There were a few questions raised regarding passenger fares, Demand Response Service (DART), and passenger complaints.

Capital Projects Update – The capital projects list was included in the packet.

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 10:28 AM. The next meeting will be held on January 15th at 9:00 AM.

ACTION ITEM



3B: Hybrid Battery Parts & Equipment



Action: Approve a One Year Agreement with Two One-Year Options to Purchase Hybrid Battery, Parts, and Equipment From Florida Detroit Diesel-Allison

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

FINANCE & PERFORMANCE
MANAGEMENT

Background:

- PSTA's current hybrid bus fleet consists of 61 vehicles which range from model years 2009-2015.
- The hybrid system of a bus consists of three main components:
 - 1) **Energy Storage System (ESS):** NiMH batteries which provide high voltage energy and storage for the electric drive.
 - 2) **Dual Power Inverter Module (DPIM):** Provides AC/DC conversion and motor control for the electric drive.
 - 3) **EV Drive Unit:** The electric motor which provides for vehicle propulsion (aka the transmission).
- As the hybrid fleet ages, the components listed above will require replacement once their expected life cycles are met.
- Typically, the ESS & DPIM unit lifecycles are defined in terms of amp hours while the EV Drive Unit lifecycle is defined in terms of miles, amp hours, or both dependent upon application.

Procurement

- In order to save money through competitive procurement pricing, PSTA released an Invitation For Bid (IFB) for the purchase of these ESS, DPIM, and EV Drive Unit components, as well as related parts and labor rates, should outsourcing be needed. The IFB was sent to various suppliers directly, posted on PSTA's Procurement webpage, and the Demand Star website.

- Two suppliers responded to the IFB with a bid:

	Florida Detroit Diesel - Allison	ICT Power, LLC
Hybrid Energy Storage System (Batteries)	\$54,242.79	\$66,854.86
	Florida Detroit Diesel - Allison	ICT Power, LLC
Dual Power Inverter	\$52,088.00	No Bid
EV40 Transmission	\$139,902.56	No Bid
Percentage Off List for additional parts and equipment	15%	No Bid
Standard Labor Rates/Per Hour	\$115.00	\$110.00
Overtime and Holiday Labor Rates/Per Hour	\$172.50	\$165.00

- Florida Detroit Diesel-Allison is the sole distributor in Florida for Allison products, parts, and service, as well as the only Allison Hybrid distributor. ICT Power, LLC purchases from Florida Detroit Diesel Allison.
- Currently PSTA uses its own labor, but contracted labor rates were secured should the need arise.

Fiscal Impact:

- Replacement parts purchased off this contract are accounted for in PSTA’s Adopted Operating Budget.
- Purchases will be conducted on an as needed basis within the operating budget.

Recommendation:

- Approve a one year agreement with Two One-Year Options to Purchase Hybrid Batter, Parts, and Equipment from Florida Detroit Diesel-Allison.

Attachments:

- Hybrid Component Lifecycle Analysis ([CLICK TO VIEW/PRINT ANALYSIS](#))
- Contract ([CLICK TO VIEW/PRINT CONTRACT](#))

ACTION ITEM

3C: SMS Texting Service



Action: Approve a One Year Service Agreement with the Option for Two One-Year Renewals with TextMarks, Inc., for a Total Three Year Agreement Not to Exceed \$150,000.

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

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- In September 2012, PSTA entered into an agreement with Clever Devices to provide a Real-Time Bus Information System.
- The Real-Time System has been highly successful utilizing SMS Texting Service to provide bus information messages for real time bus arrival to customers.
- The cost of the service is per message with estimated usages paid per month.

Fiscal Impact:

- Approximately \$50,000 per fiscal year, which is funded under the IT annual operating budget.

Recommendation:

- Approve the SMS Texting Services agreement with TextMarks, Inc., at a cost of not to exceed \$150,000 for all three years.

Attachments:

1. Clever Devices Sole Source Letter
1. TextMarks Sole Source Letter
2. Contract (**CLICK TO VIEW/PRINT CONTRACT**)

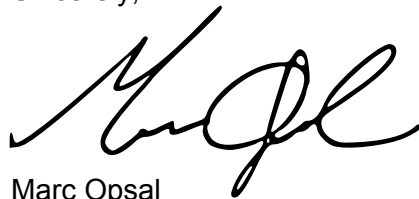
To Whom It May Concern,

This letter is to acknowledge the existing partnership between TextMarks and Clever Devices. At present, Clever Devices utilizes TextMarks' open API to provide SMS message functionality to riders who use a variety of transit systems throughout the United States.

Clever Devices utilizes TextMarks' service in conjunction with their BusTime product currently. As far as we know, ours is the only SMS service that Clever Devices uses to add SMS functionality to their BusTime product. That said, we do not have an exclusivity contract in place with Clever Devices, nor does Clever Devices with TextMarks.

Clever Devices has chosen to utilize TextMarks over other SMS functionality providers for reasons that are known only to them. For more information on why Clever Devices has chosen to utilize TextMarks' service for rider SMS functionality, please contact their office.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Opsal', written in a cursive style.

Marc Opsal
Transit Account Manager
TextMarks
415.692.0015



300 Crossways Park Drive
Woodbury, NY 11797
Phone: 516-433-6100

November 5, 2015

Mr. John Samarkas
Purchasing Agent II
Pinellas Suncoast Transit Authority (PSTA)
Via email: jsamarkas@psta.net

Re : Justification for Sole Source Procurement of TextMarks

Dear Mr. Samarkas,

Clever Devices is the designer, manufacturer and provider of your current BusTime® RTPI system supporting PSTA's bus RTPI service/equipment, including text service. Clever Devices' BusTime includes heavy integration with the TextMarks gateway service API, which supports user SMS subscription requests, query responses, alert notifications, and more. To utilize another text messaging service would require significant Clever Devices development effort to duplicate this integration, which would result in a significantly higher overall cost to PSTA. As a result Clever Devices only supports TextMarks.

Please contact me directly at (516) 967-3498 if I can be of further assistance to you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Walter Weichselbaumer", with a stylized flourish at the end.

Walter Weichselbaumer
Strategic Account Manager
Clever Devices Ltd.

ACTION ITEM



3D: Strategic Communication Plan



Action: Recommend Approval of the Implementation of the Strategic Communications Plan

Staff Resource: Cyndi Raskin-Schmitt, Dir. of Communications

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- As an important part of PSTA's Path Forward Strategic Plan, staff has developed a strategic communications, marketing, and public relations plan.
- This comprehensive plan will outline the situation and goals, identify target audiences and key messaging, outline tools and techniques for communicating our messaging with the public, and describe new and ongoing initiatives and activities.

Recommendation:

- Recommend approval of the implementation of the PSTA Strategic Communications Plan.

Attachments:

1. PowerPoint



Path Forward

Strategic Communications & Public Relations Plan

#PSTAMOVINGFORWARD

Transit Riders Advisory Committee 1/12/16
Finance & Performance Management Committee 1/15/16
Planning Committee 1/15/16
Board of Directors 1/27/16

Pinellas Suncoast Transit Authority (PSTA)
St. Petersburg, Florida



Why create a communications plan?

- Consider the situation and goals
- Identify target audiences and key messaging
- Outline tools and techniques for communicating our messaging with the public
- Describe new and ongoing initiatives and activities



#PSTAMOVINGFORWARD



Situation

- PSTA is **Moving Forward** and we must show the public that our agency is **delivering value**.
- We transport people to work and school, allow youth and seniors a measure of **independence**, and give tourists transportation **options**.
- We must make service changes while still maintaining, and expanding our **customer-oriented** focus.
- We must reassure the public that PSTA has **strong leadership** in place that is making sound decisions.

#PSTAMOVINGFORWARD



Target Audience

- The strategic communications plan will raise awareness about the outstanding **value** PSTA delivers to:
 - Customers
 - Pinellas County Taxpayers
 - Community Leaders and Stakeholders

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Key Message

- PSTA **delivers value** to our customers, our taxpayers, and our community.

#PSTAMOVINGFORWARD



CUSTOMER



GOVERNANCE



FINANCIALLY
SUSTAINABLE



CAPITAL



SERVICE



EXPANSION



VISIONARY

Key Initiatives: Delivering Value to Customers

- “Town Hall” Meetings at Transit Centers
- Customer Satisfaction Performance Reporting
- Operation Customer Service
- Williams Park Transfer Hub Re-Routing
- Incremental Service Expansion
- Fall North County Service Changes

#PSTAMOVINGFORWARD



Key Initiatives: Delivering Value to Taxpayers

- Central Avenue BRT Project Advisory Team
- Benchmarking Results
- Partnerships with Alternate Transportation Providers

#PSTAMOVINGFORWARD



Key Initiative:

Delivering Value to Community Stakeholders

- Job Fair
- Corporate UPASS Program
- Coordination with MPO Priorities
- Bus Stop Amenity Partnership Program

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Techniques and Strategies

- Market Research
- Brand Audit and Plan
- Content Development
- Digital Media
- Pro-active News Media
- Events
- New Programs
- Stakeholder Engagement



#PSTAMOVINGFORWARD



Technique #1: Market Research

- Conduct market research of non-riders in Pinellas County to gauge PSTA's public image
- Conduct internal market research of employees to measure employee morale and satisfaction



Target Audiences: Taxpayers, Community Stakeholders



#2: Brand Audit and Plan

- Conduct a “brand audit” to ensure our brand is effective and uniformly applied throughout PSTA services and communications
- Develop a comprehensive brand identity plan



Target Audiences: Taxpayers, Community Stakeholders



#3: Content Development

- Use strong storytelling to make transit more interesting, appealing, and personal to the public by finding riders who embody the personal transit story message and are interested in sharing their stories

“Stories have to be told or they die, and when they die, we can't remember who we are or why we're here.”

— Sue Monk Kidd, *The Secret Life of Bees*

Target Audiences: All



#4: Digital Media

- Maximize use of digital media to reach and engage with our target markets
- Strong cross-platform social media effort that improves connections and relationships
- Redesign PSTA.net to improve content delivery
- Theme-based, digital content calendar



Target Audiences: All



#5: Pro-Active News Media

- Approach media with highly developed stories
- Create and implement a formal media policy
- Develop partnerships with public information officers, USF St. Pete School of Communications, and others
- Expand joint-releases with other transit systems (HART)



Target Audiences: All



#6: Community Event Cross Promotion

- Partner with event organizers to promote public transit to those events
- Work with event planners to identify parking needs, and potential parking lot locations
- Identify services to the events, and where additional buses may be need to be added to an existing route to handle increased traffic
- Coordinate social marketing efforts



Target audiences: Riders, Community Stakeholders



#7: Corporate U-Pass Program

- Expand public transit image and use value by developing a corporate U-Pass program
- Develop standard pricing model
- Design printed and online promotional materials
- Partner with Chambers of Commerce to promote to members
- Meet with local businesses to promote the U-Pass program



Target Audiences: Riders, Community Stakeholders



#8: Stakeholder Engagement

- Employees
 - Improve communications with employees
 - Introduce new quarterly employee newsletter
 - Develop graphics and materials
- Board/Community Leaders
 - Weekly updates from the CEO
 - Bi-weekly news clips from the Media Liaison
 - National news



Target audiences: Community Stakeholders



#9: Passenger & Public Information

- Develop and produce creative, high quality marketing and communications materials
 - Brochures
 - Maps
 - Bus Schedules
 - Posters
 - Flyers



Target Audiences: All



#PSTAMOVINGFORWARD



CUSTOMER



GOVERNANCE



FINANCIALLY
SUSTAINABLE



CAPITAL



SERVICE



EXPANSION



VISIONARY

INFORMATION ITEMS



4A: Central Ave BRT Action Plan



Action: Information Item

Staff Resource: Cassandra Borchers, CDO
Heather Sobush, Planning Manager

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- In December, the PSTA Board approved the Central Avenue Bus Rapid Transit (BRT) project to apply for entry into Project Development under the Federal Transit Administration (FTA) Small Starts Program.
- The Project Development phase including environmental clearance and design engineering will be approximately \$700,000 to complete with assistance from one of PSTA's General Services Contractors. Florida Department of Transportation (FDOT) will be providing \$500,000 and PSTA will contribute the remaining \$200,000 as planned in the FY 2016 adopted budget.

Summary:

- PSTA staff has drafted an Action Plan for the project including entry into project development, public outreach, and project development phase requirements.
- A draft scope is being developed by the consultant team including Jacobs Engineering and Parsons Brinkerhoff. The scope will be reviewed by PSTA and City of St. Petersburg staff with recommendations from that review to be incorporated as appropriate.
- Staff is also preparing for a meeting with FTA Region IV in early February to review the documentation required to formally ask permission to enter into the Project Development phase.

Fiscal Impact:

- Local capital commitments required for this project (estimated at a total cost of \$16.5 million) are approved in the FY 2016 budget under the capital reserve (\$4 million).

Attachments:

1. PowerPoint (to follow)

INFORMATION ITEMS



4B: Bus & Bus Stop Cleanliness



Action: Information Item

Staff Resource: Henry Lukasik, Dir. of Maintenance

**FINANCE & PERFORMANCE
MANAGEMENT**

-
- Staff will give a presentation on Bus & Bus Stop Cleanliness.
-

Attachments:

1. PowerPoint



BUS & BUS STOP CLEANLINESS

Finance & Performance Management Committee
January 15, 2016

Pinellas Suncoast Transit Authority (PSTA)
St. Petersburg, Florida

BUS CLEANINESS

- PSTA's fleet consists of 210 revenue transit buses and 53 non-revenue service vehicles.

- The Service Lane & Motor Pool Division ensures each revenue vehicle is "crewed" nightly which includes:
 - Checking and filling of critical vehicle fluids.
 - Exterior washing.
 - Interior cleaning (i.e. trash removal, sweeping, mopping, handrail cleaning, disinfecting).
 - Posting/removal of passengers notices.
 - Fare box vault pulling and fare media replenishment.

- Approximately 210 revenue vehicles are "crewed" 7/365.

ONGOING EFFORTS

MAJOR CLEANS

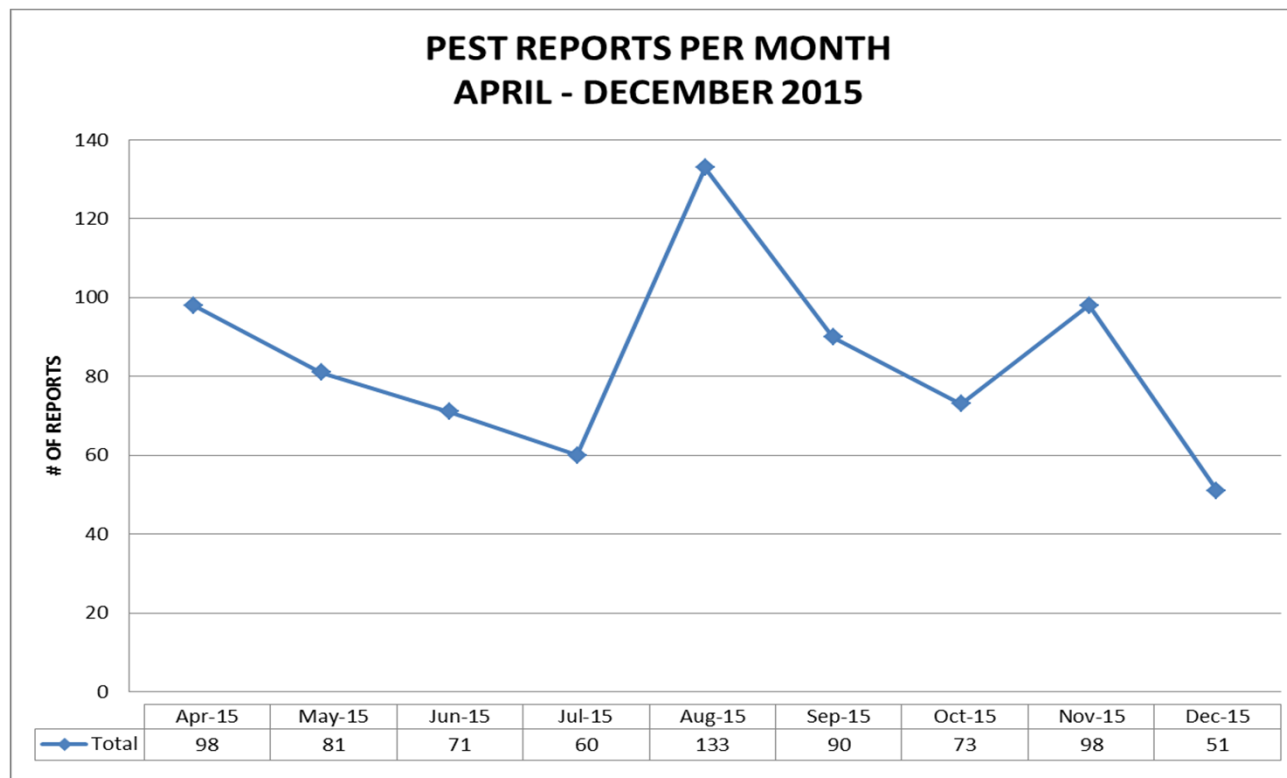
- With the FY2016 Budget approving additional cleaning staff, each bus now receives a complete detailed interior & exterior cleaning every 2-3 months rather than every 6 months.
- Areas of concentration include floors, seats, windows, HVAC vents, handrails, and glass surfaces.



ONGOING EFFORTS

PEST CONTROL

- All buses are treated with approved pesticides by PSTA’s licensed and certified pest control contractor.
- Presently, all buses are treated either once per month or more frequently as problems are identified and/or reported.



BUS STOP CLEANLINESS

- PSTA's fixed route system consists of 5,157 bus stops, 740 bus shelters, 500 benches, 4 passenger terminals, & 2 park & ride lots.
- The Facilities Maintenance Division is responsible for the upkeep of all passenger amenities which includes:
 - Installation, maintenance, and repair of amenity infrastructure.
 - Ongoing rehabilitation of PSTA terminals and shelters.
 - Trash removal, landscaping, cleaning, power washing, for all locations.
 - Replacement/upkeep of fixed route system maps at shelters and terminals.

ONGOING EFFORTS

STOP CLEANING

- New sub-contractor brought on October 2015.
- Goals are to improve the appearance of all bus stops.
- Aggressive shelter pressure washing and trash removal schedules.
- Mowing, edging, and trimming of landscaping where required.
- Increased data tracking to create most efficient service schedule possible.

Before...



After...



ONGOING EFFORTS

TRASH REMOVAL



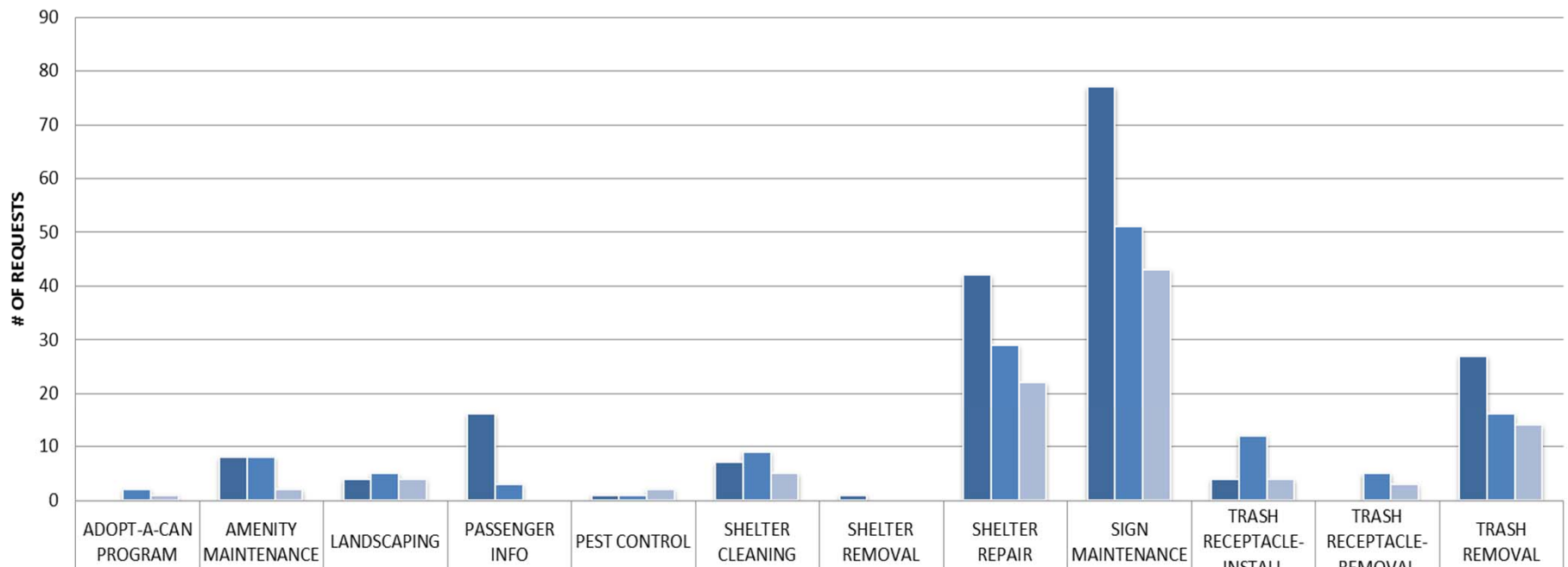
ONGOING EFFORTS

NEW TYPES OF TRASH CANS



ONGOING EFFORTS

**AMENITIES MAINTENANCE REQUESTS
OCTOBER - DECEMBER 2015**



■ OCT	0	8	4	16	1	7	1	42	77	4	0	27
■ NOV	2	8	5	3	1	9	0	29	51	12	5	16
■ DEC	1	2	4	0	2	5	0	22	43	4	3	14

ONGOING EFFORTS

NEW SHELTER INSTALLATIONS

- Installation of modern design bus shelters with solar lighting options at high ridership stops (new & replacements) as part of the Shelter Deployment Plan.
- Continuing installation of new concrete passenger landing pads to support ADA accessibility.



ONGOING EFFORTS

TERMINAL MAINTENANCE

- Cleaning of restrooms and exterior grounds three times daily.
- Semi-annual pressure washing of terminal platforms.
- Repainting of Grand Central Station in 2015.
- Ongoing maintenance at Clearwater Park Street Terminal.

PUBLIC INVOLVEMENT

- Usage of Pinellas County's New "See, Click, Fix" online mobile reporting of issues by passengers to PSTA to assist with ongoing maintenance in 2016.

QUESTIONS?



REPORTS

5A: Quarterly Reports



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 October 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 October 31, 2015**

Month to Date as of October 2015

October				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$2,065,870	\$2,281,775	(9.46%)	(\$215,905)
Expenses	\$5,199,254	\$5,391,141	(3.56%)	(\$191,887)
Surplus / (Deficit)	(\$3,133,384)	(\$3,109,366)	0.77%	(\$24,018)

For the month of October, the net deficit of -\$3.13 million was -\$0.02 million unfavorable to the budgeted deficit of -\$3.11 million.

Revenues

Passenger Fares revenue is -19.3% under budget.	(\$257,311)
Auxiliary revenue is 7.2% over budget.	3,088
Non-Transportation revenue is 140.4% over budget due to increased interest income.	11,640
State Grants revenue is 20.5% over budget due to timing.	40,189
All other revenues within 5.0% of budget.	(13,511)
	<u>(\$215,905)</u>

Expenses

Fringe Benefits expense is -6.2% under budget.	(57,369)
Services expense is -23.6% under budget.	(61,212)
Supplies expense is 6.7% over budget.	24,778
Insurance expense is 5.8% over budget.	8,417
Utilities expense is -17.5% under budget.	(16,345)
Taxes & Licenses expense is -18.8% under budget.	(13,401)
Purchased Transportation - DART expense is 7.8% over budget.	40,494
Purchased Transportation - TD expense is -7.8% under budget.	(4,856)
Miscellaneous expense is -9.1% under budget.	(4,884)
All other expenses within 5.0% of budget.	(107,509)
	<u>(\$191,887)</u>

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

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All other expenses within 5.0% of budget.	(107,509)
	<u>(\$191,887)</u>

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

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

October				
Description	FY 2015	FY 2014	% Variance	\$ Variance
Revenues	\$2,065,870	\$3,221,920	(35.88%)	(\$1,156,050)
Expenses	\$5,199,254	\$5,338,851	(2.61%)	(\$139,597)
Surplus / (Deficit)	-\$3,133,384	-\$2,116,931	48.02%	(\$1,016,453)

Year to year through October, the net deficit of -\$3.13 million for FY 2016 was -\$1.02 million unfavorable to the FY 2015 deficit of -\$2.12 million.

Revenues

Auxiliary revenue for FY 2016 is 11.5% over FY 2015 due to increased advertising.	4,761
Non-Transportation revenue for FY 2016 is -54.5% under FY 2015.	(23,864)
Local Beach Trolley & Rt.35 revenue for FY 2016 is 5.5% over FY 2015.	4,069
State Grants revenue for FY 2016 is -79.6% under FY 2015 due to timing.	(918,173)
Federal Grants revenue for FY 2016 is -28.0% under FY 2015 due to timing.	(208,300)
All other revenues within 5.0% of budget.	(14,543)
	<u><u>(\$1,156,050)</u></u>

Expenses

Services expense for FY 2016 is 15.2% over FY 2015.	26,160
Diesel Fuel expense for FY 2016 is -37.2% under FY 2015.	(241,174)
Insurance expense for FY 2016 is 12.7% over FY 2015.	17,195
Taxes & Licenses expense for FY 2016 is -17.5% under FY 2015.	(12,254)
Purchased Transportation - DART expense for FY 2016 is 25.1% over FY 2015 due mostly to a change in accounting treatment of DART fares received by DART providers.	112,406
Purchased Transportation - TD expense for FY 2016 is -8.1% under FY 2015.	(5,088)
Miscellaneous expense for FY 2016 is -40.7% under FY 2015.	(33,312)
All other expenses within 5.0% of budget.	(3,530)
	<u><u>(\$139,597)</u></u>

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

	Month				Year to Date				Annual
	Actual	Budget	Variance		Actual	Budget	Variance		Budget
			Percent	Dollar			Percent	Dollar	
Revenue									
Passenger Fares	\$ 1,079,040	\$ 1,336,351	(19.25%)	\$ (257,311)	\$ 1,079,040	\$ 1,336,351	(19.25%)	\$ (257,311)	\$ 14,817,650
Auxiliary	46,225	43,137	7.16%	3,088	46,225	43,137	7.16%	3,088	517,600
Non-Transportation	19,932	8,292	140.38%	11,640	19,932	8,292	140.38%	11,640	173,050
Taxes	0	0	0.00%	0	0	0	0.00%	0	37,808,440
Local Beach Trolley & Rt.35	78,393	77,187	1.56%	1,206	78,393	77,187	1.56%	1,206	926,156
State Reimbursement-Fuel Tax	58,067	60,625	(4.22%)	(2,558)	58,067	60,625	(4.22%)	(2,558)	652,620
State Grants	236,005	195,816	20.52%	40,189	236,005	195,816	20.52%	40,189	7,418,284
Federal Grants	534,875	547,032	(2.22%)	(12,157)	534,875	547,032	(2.22%)	(12,157)	5,481,491
Federal Grants MPO Pass -Thru	13,333	13,335	0.00%	(2)	13,333	13,335	(0.01%)	(2)	80,000
Total	<u>2,065,870</u>	<u>2,281,775</u>	<u>(9.46%)</u>	<u>(215,905)</u>	<u>2,065,870</u>	<u>2,281,775</u>	<u>(9.46%)</u>	<u>(215,905)</u>	<u>67,875,291</u>
Expenditures									
Salaries	2,321,040	2,430,911	(4.52%)	(109,871)	2,321,040	2,430,911	(4.52%)	(109,871)	29,598,460
Fringe Benefits	870,735	928,104	(6.18%)	(57,369)	870,735	928,104	(6.18%)	(57,369)	11,142,638
Services	198,038	259,250	(23.61%)	(61,212)	198,038	259,250	(23.61%)	(61,212)	3,715,565
Diesel Fuel	406,676	403,292	0.84%	3,384	406,676	403,292	0.84%	3,384	4,531,370
Supplies	393,017	368,239	6.73%	24,778	393,017	368,239	6.73%	24,778	4,529,002
Insurance	152,957	144,540	5.82%	8,417	152,957	144,540	5.82%	8,417	1,709,200
Utilities	77,085	93,430	(17.49%)	(16,345)	77,085	93,430	(17.49%)	(16,345)	1,168,600
Taxes & Licenses	57,969	71,370	(18.78%)	(13,401)	57,969	71,370	(18.78%)	(13,401)	843,590
Purchased Transportation - DART	561,043	520,549	7.78%	40,494	561,043	520,549	7.78%	40,494	6,246,500
Purchased Transportation - TD	57,523	62,379	(7.78%)	(4,856)	57,523	62,379	(7.78%)	(4,856)	748,570
Purchased Transportation - Trolleys	54,673	55,695	(1.83%)	(1,022)	54,673	55,695	(1.83%)	(1,022)	668,395
Miscellaneous	48,498	53,382	(9.15%)	(4,884)	48,498	53,382	(9.15%)	(4,884)	344,955
Total	<u>5,199,254</u>	<u>5,391,141</u>	<u>(3.56%)</u>	<u>(191,887)</u>	<u>5,199,254</u>	<u>5,391,141</u>	<u>(3.56%)</u>	<u>(191,887)</u>	<u>65,246,845</u>
Revenue Over / (Under) Expenditures	<u>\$ (3,133,384)</u>	<u>\$ (3,109,366)</u>	<u>0.77%</u>	<u>\$ (24,018)</u>	<u>\$ (3,133,384)</u>	<u>\$ (3,109,366)</u>	<u>0.77%</u>	<u>\$ (24,018)</u>	<u>\$ 2,628,446</u>
Transfer (To) / From Reserve									<u>\$ (2,628,446)</u>

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

	Year to Date			Variance	
	Budget	October 2015 Actual	October 2014 Actual	Percent	Dollar
Revenue					
Passenger Fares	\$ 1,336,351	\$ 1,079,040	\$ 1,092,045	(1.19%)	\$ (13,005)
Auxiliary	43,137	46,225	41,464	11.48%	4,761
Non-Transportation	8,292	19,932	43,796	(54.49%)	(23,864)
Taxes	0	0	0	0	0
Local Beach Trolley & Rt.35	77,187	78,393	74,324	5.47%	4,069
State Reimbursement-Fuel Tax	60,625	58,067	59,603	(2.58%)	(1,536)
State Grants	195,816	236,005	1,154,178	(79.55%)	(918,173)
Federal Grants	547,032	534,875	743,175	(28.03%)	(208,300)
Federal Grant MPO Pass-Thru	13,335	13,333	13,335	(0.01%)	(2)
Total	<u>2,281,775</u>	<u>2,065,870</u>	<u>3,221,920</u>	<u>(35.88%)</u>	<u>(1,156,050)</u>
Expenditures					
Salaries	2,430,911	2,321,040	2,317,803	0.14%	3,237
Fringe Benefits	928,104	870,735	871,624	(0.10%)	(889)
Services	259,250	198,038	171,878	15.22%	26,160
Diesel Fuel	403,292	406,676	647,850	(37.23%)	(241,174)
Supplies	368,239	393,017	403,034	(2.49%)	(10,017)
Insurance	144,540	152,957	135,762	12.67%	17,195
Utilities	93,430	77,085	74,416	3.59%	2,669
Taxes & Licenses	71,370	57,969	70,223	(17.45%)	(12,254)
Purchased Transportation - DART	520,549	561,043	448,637	25.05%	112,406
Purchased Transportation - TD	62,379	57,523	62,611	(8.13%)	(5,088)
Purchased Transportation - Trolleys	55,695	54,673	53,203	2.76%	1,470
Miscellaneous	53,382	48,498	81,810	(40.72%)	(33,312)
Total	<u>5,391,141</u>	<u>5,199,254</u>	<u>5,338,851</u>	<u>(2.61%)</u>	<u>(139,597)</u>
Revenue Over / (Under) Expenditures	\$ <u>(3,109,366)</u>	\$ <u>(3,133,384)</u>	\$ <u>(2,116,931)</u>	<u>48.02%</u>	\$ <u>(1,016,453)</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 November, 2015.
-

Attachments:

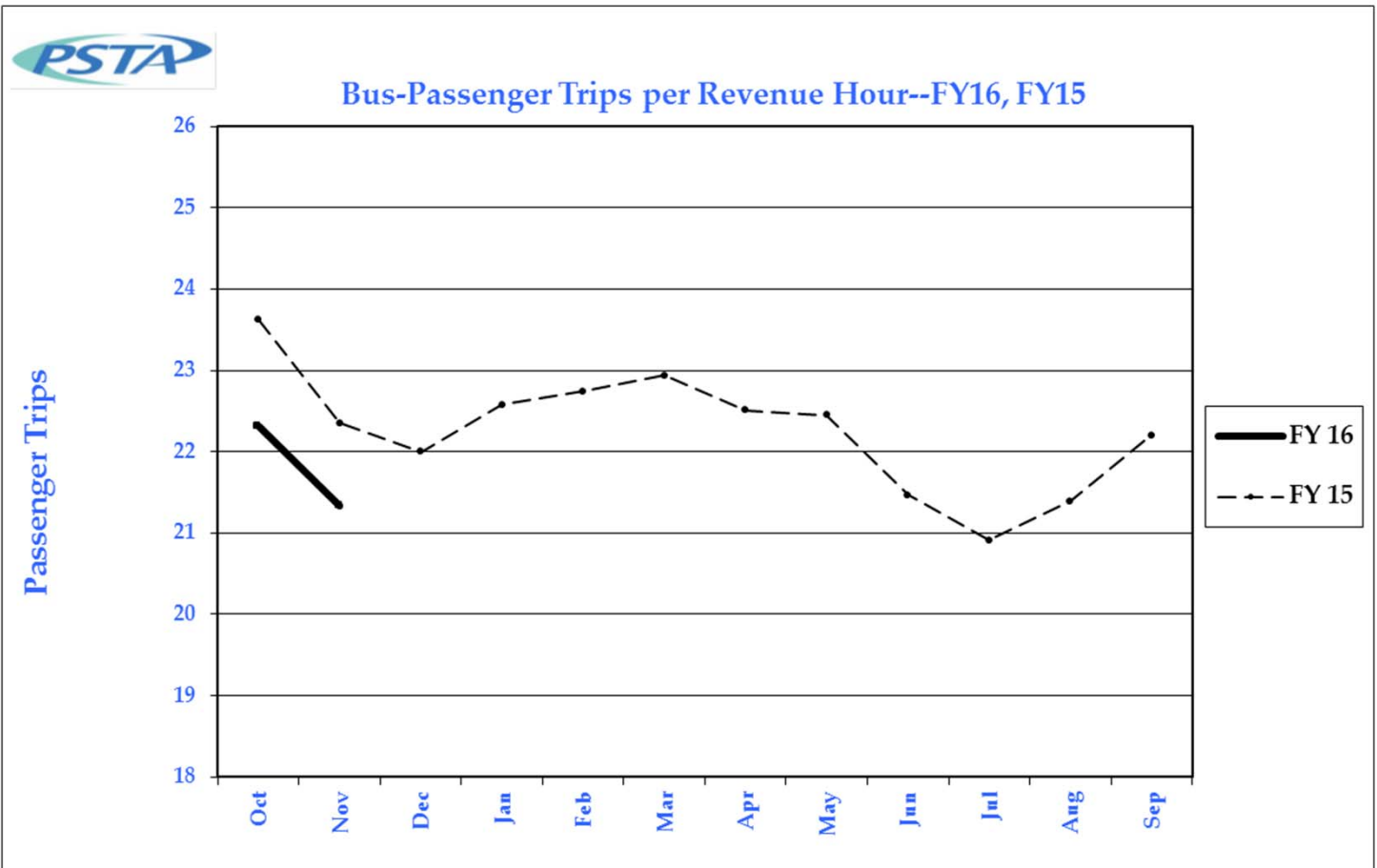
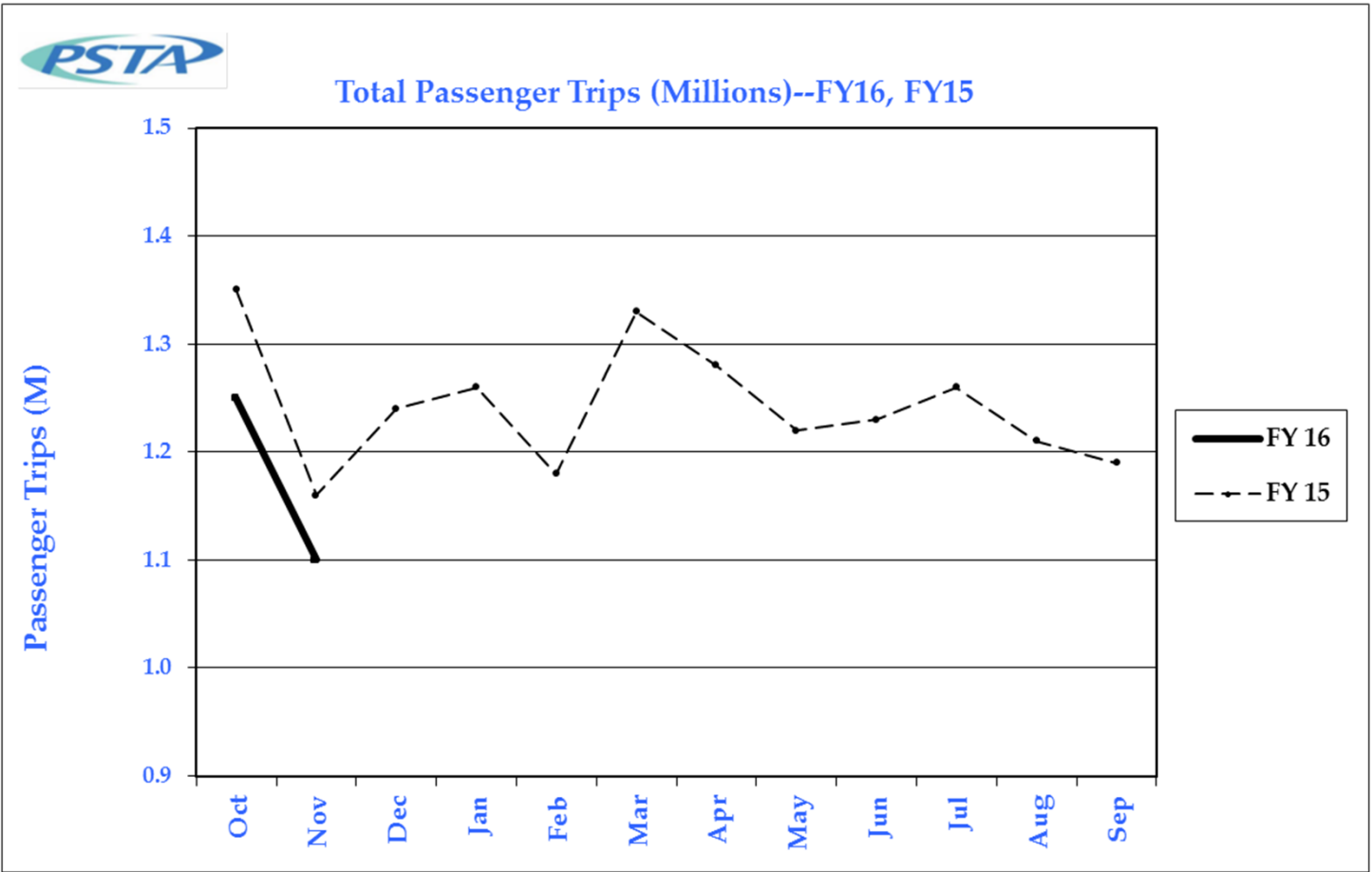
1. Ridership and Operations Reports



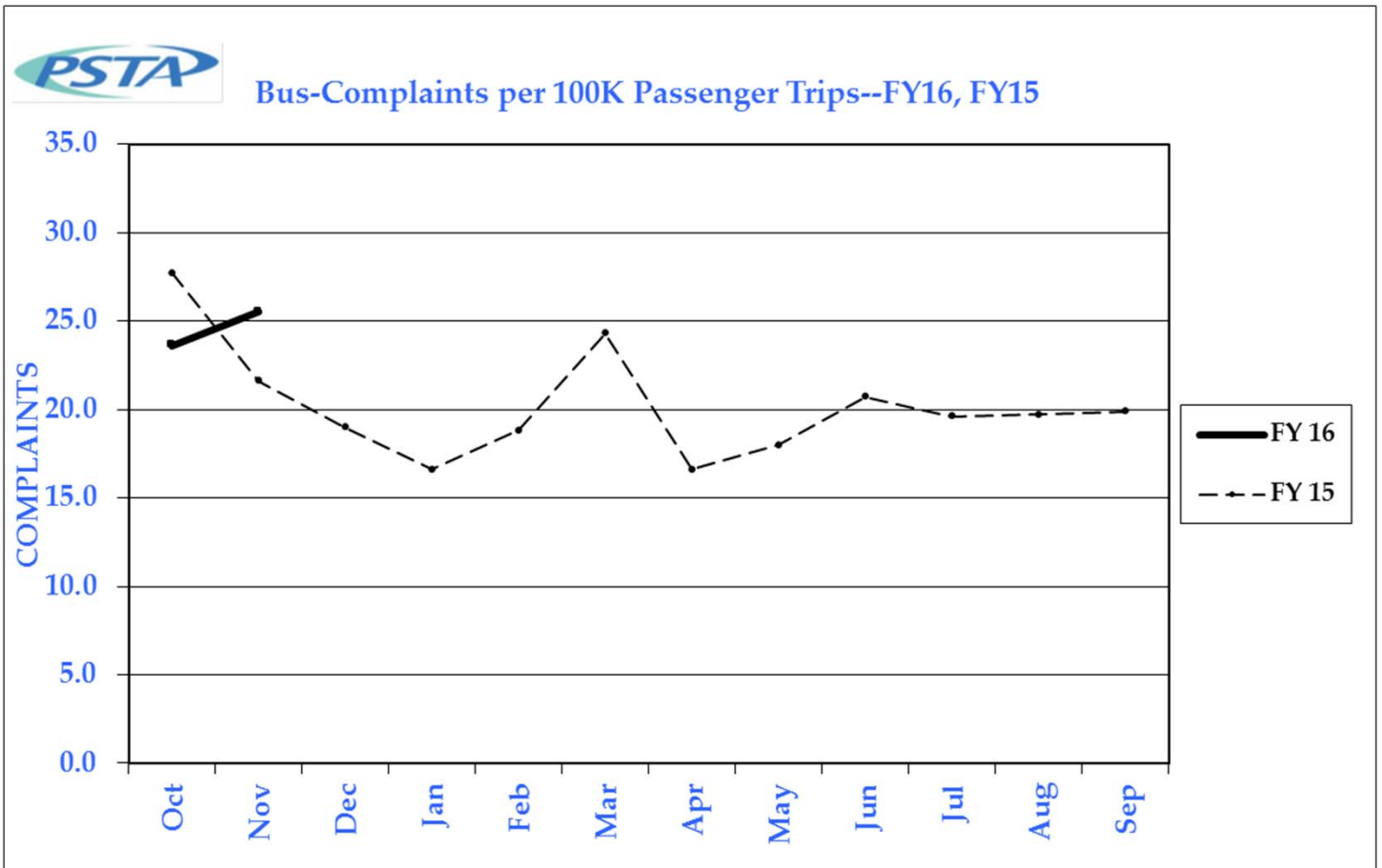
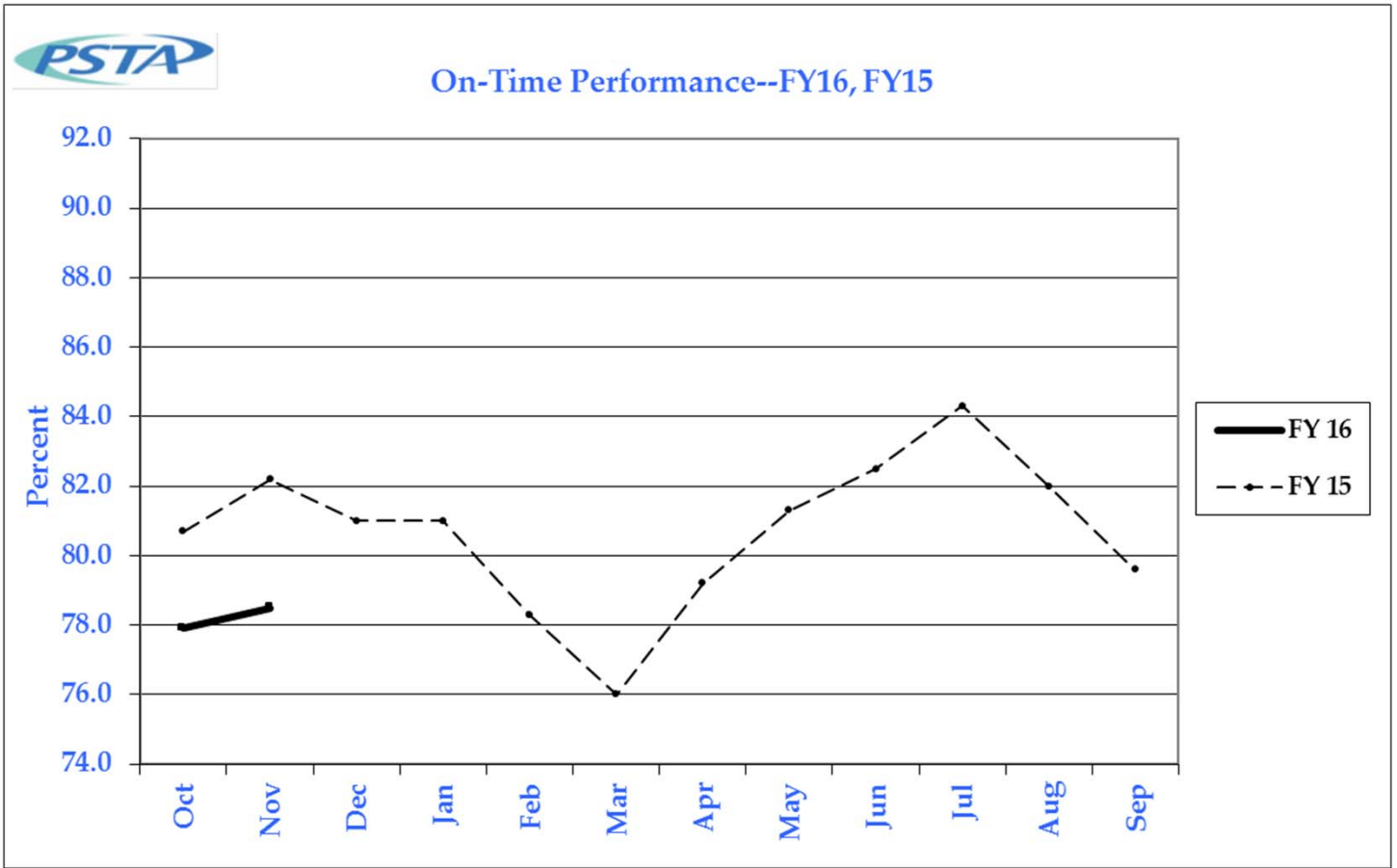
OPERATING STATISTICS
Board Report
NOVEMBER 2015

CURRENT MONTH			RIDERSHIP STATISTICS	FISCAL YEAR-TO-DATE		
THIS MONTH	THIS MONTH LAST YEAR	% CHANGE		THIS YEAR	PRIOR YEAR	% CHANGE
1,001,304	1,028,114	-2.6%	Total Bus Revenue Passenger Trips ⁽¹⁾	2,135,867	2,250,909	-5.1%
36,816	56,999	-35.4%	Other Bus Passenger Trips (includes East Lake) ⁽²⁾	79,257	106,451	-25.5%
3,750	3,608	3.9%	Looper Trolley Passenger Trips ⁽³⁾	8,092	7,120	13.7%
37,042	41,691	-11.2%	Jolley Trolley Passenger Trips ⁽⁴⁾	77,011	87,033	-11.5%
1,078,912	1,130,412	-4.6%	Total Fixed Route Passenger Trips ⁽¹⁻⁴⁾	2,300,227	2,451,513	-6.2%
21,871	21,308	2.6%	DART Client Trips ⁽⁵⁾	46,288	45,961	0.7%
313	428	-26.9%	DART TD Trips ⁽⁶⁾	676	914	-26.0%
3,054	3,035	0.6%	DART PCA Trips ⁽⁷⁾	6,493	6,444	0.8%
25,238	24,771	1.9%	Total DART Passenger Trips ⁽⁵⁻⁷⁾	53,457	53,319	0.3%
1,104,150	1,155,183	-4.4%	Total Passenger Trips ⁽¹⁻⁷⁾	2,353,684	2,504,832	-6.0%
5,479	5,315	3.1%	Wheelchairs	11,901	11,600	2.6%
32,633	32,548	0.3%	Bikes on Buses	69,282	70,566	-1.8%
43,975	47,585	-7.6%	Average Weekday Passenger Trips			
28,756	31,906	-9.9%	Average Saturday Passenger Trips			
14,231	16,124	-11.7%	Average Sunday Passenger Trips			
OPERATING STATISTICS						
604	607	-0.5%	Employees-Budgeted-Full-Time			
695,974	695,392	0.1%	Total Revenue Miles	1,450,107	1,466,213	-1.1%
48,657	48,539	0.2%	Total Revenue Hours	101,413	102,408	-1.0%
78.5	82.2	-4.5%	On-Time Performance	78.2	81.5	-4.1%
25.5	21.6	18.2%	Complaints/100,000 Passenger Trips-PSTA Bus	24.5	24.9	-1.5%
221.9	N/A	N/A	Complaints/100,000 Passenger Trips-DART (less E	194.5	N/A	N/A
4.76	4.01	18.8%	Accidents--Total-Per 100,000 Miles	4.27	3.86	10.6%
1.50	1.25	20.3%	Accidents--Preventable-Per 100,000 Miles	1.08	0.95	13.9%
9,852	8,391	17.4%	Miles Per Roadcall	9,901	9,455	4.7%
8,188	10,865	-24.6%	Miles Per Service Interruption	8,581	9,646	-11.0%
1.49	1.56	-4.4%	Bus-Total Passenger Trips / Revenue Mile	1.53	1.61	-5.1%
21.33	22.35	-4.5%	Bus-Total Passenger Trips / Revenue Hour	21.84	23.02	-5.1%

PSTA Performance Measures



PSTA Performance Measures





REPORTS

5C: PSTA Contracts



Action: Information Item

Staff Resource: Lou Emma Cromity, Dir. of Procurement

**FINANCE & PERFORMANCE
MANAGEMENT**

-
- Attached is a list of PSTA Contracts.
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Attachments:

1. PSTA Contracts

	A	B	C	D	E	F	G	H	I
1	Annual Or Total Contract Value	SUPPLIER	DESCRIPTION	CONTRACT/ RENEWAL	CONTRACT NUMBER	DEPT.	EXPIRATION DATE	BOARD APPROVAL DATE	FUNDING SOURCE
2	\$6,200,000.00	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Insurance - Group Health	1 Year Plus 3 Renewal Options	RFP 13-018P	HR	9/30/2016	7/22/2015	General Funds
3	\$5,765,580.00	JAMES RIVER SOLUTIONS	ULS Diesel for NYMEX Futures - PSTA/Hart	1 Year Plus 4 Renewal Options	IFB 14602	MAINT	9/30/2016	9/23/2015	General Funds
4	\$4,517,190.00	CARE RIDE LLC	Paratransit Services - Wheelchair; Eastlake	No renewals remaining	RFP 11-022P	TRANS	9/30/2016	9/28/2011	General Funds
5	\$2,700,000.00	Direct Media, Inc.	Transit Advertising Services	3 Years Plus 2 Renewal Options	RFP15-017P	MKT	8/31/2018	8/26/2015	Revenue Generating
6	\$2,309,676.00	Florida Commission for the Transportation Disadvantaged	Transportation Disadvantaged Service and Bus Pass Sales	1 Year	G0183	TRANS	6/30/2016	7/22/2015	Revenue Generating
7	\$2,200,000.00	American Janitorial, Inc.	Janitorial Services	3 Years Plus 2 Renewal Options	RFP15-015P	FAC	9/30/2018	9/30/2015	General Funds
8	\$2,200,000.00	Michelin North America, Inc.	Bus Tire Lease	3 Years Plus 2 Renewal Options	15-007B	MAINT	5/26/2018	5/27/2015	Grant
9	\$1,965,825.00	CUMMINS POWER SOUTH LLC	Engines/Trans-Reman(Cummins/Voith)	1 Year	IFB #4605CG	MAINT	12/30/2015		General Funds
10	\$1,823,810.00	GULF COAST YELLOW CAB/ CLW YELLOW CAB	TD Program - Paratransit Ambulatory; Sedan; Ambulatory	1 Year Plus 1 Renewal Options	RFP 11-023P	TRANS	9/30/2016	EXEMPT	General Funds
11	\$1,500,000.00	HNTB CORPORATION	General Services Consultant for General Technical Support Services	1 Year Plus 2 Renewal Options	RFP 13-015P	PLNG	8/12/2016	6/26/2013	Grant
12	\$1,500,000.00	Parsons Brinckerhoff, Inc.	General Services Consultant	3 Years Plus 2 Renewal Options	15-005P	PLNG	2/25/2018	2/25/2015	Grant
13	\$1,500,000.00	TINDALE-OLIVER & ASSOC.	General Services Consultant	1 Year Plus 2 Renewal Options	RFP 13-015P	PLNG	8/12/2016	EXEMPT	Grant
14	\$1,148,000.00	Brasco International	Bus Shelters & Amenities	3 Years Plus 2 Renewal Options	15-004P	MAINT	3/24/2018	3/25/2015	Grant
15	\$925,000.00	AMERICAN CONSTRUCTION SERVICES INC.	ADA Landing Pads	3 Years Plus 2 Renewal Options	IFB 14-002B	MAINT	1/31/2018	1/22/2014	Grant
16	\$650,000.00	PUBLIC RISK INSURANCE AGENCY/PRIA	Insurance - Multiline; Flood	1 Year Plus 4 Renewal Options	RFP 14-006P	FIN	9/30/2016	7/23/2014	General Funds
17	\$512,471.30	Jolley Trolley	Transportation services(North County Coastal Rte; Clearwater Beach to Dunedin; Palm Harbor & Tarpon Springs; Island Estates; Sand Key; Safety Harbor)	1 Year		TRANS	9/30/2017	8/20/2014	General/Grant Funds
18	\$468,912.00	City of St. Pete Beach	Beach Trolley	1 Year		TRANS	9/30/2016	8/26/2015	Revenue Generating
19	\$450,000.00	Palmdale Oil	Bulk Fluids (Motor & Gear Oil, Grease, Diesel Exhaust)	3 Years	C-15-MT-028	MAINT	7/21/2018	7/22/2015	General Funds
20	\$443,320.00	NAFECO	Uniform Purchase	3 Years Plus 2 Renewal Options		TRANS	7/2/2020	7/22/2015	General Funds
21	\$420,000.00	Van Scoyoc Associates, Inc.	Federal Lobbyist Consultant Services	3 Years Plus 2 Renewal Options	RFP15-010P	CEO	6/23/2018	2/24/2016	General Funds
22	\$381,485.00	NEIGHBORLY CARE NETWORK	TD Funded Agencies	1 Year		TRANS	6/30/2016	7/22/2015	Grant
23	\$375,000.00	Certus Builders	Outsource Bus Shelter Installation	3 Year Plus 2 Renewal Options		MAINT	12/9/2018	12/9/2018	Grant Funds
24	\$351,000.00	CliftonLarsonAllen	Financial Audit And Related Services	3 Years Plus 2 Renewal Options	RFP15-014P	FIN	8/26/2018	8/26/2015	General Funds
25	\$350,000.00	BRYANT MILLER OLIVE	Legal Services Contract	5 Years		CEO	3/31/2020	3/19/2014	General Funds
26	\$350,000.00	Goodyear Tire and Rubber Company	Bus Tire Run Out Program	3 Years		MAINT	7/21/2018	7/22/2015	Grant
27	\$350,000.00	UNICE SALZMAN, P.A.	Legal Services	5 Years		FIN	3/31/2019	3/19/2014	General Funds
28	\$315,000.00	AT&T MOBILITY	BUS - WI-FI SERVICE	3 Years		IT	9/30/2018	8/26/2015	General Funds
29	\$300,000.00	FASTENAL	Facility Maintenance Repair/MPO	3 Years Plus 2 Renewal Options	112-0077PB(PF)	MAINT	2/1/2017	10/29/2015	General Funds
30	\$300,000.00	Seaboard Neumann	Bulk Fluids (Coolant, Motor Oil, Trans, Fluid)	3 Years	C-15-MT-027	MAINT	7/21/2018	7/22/2015	General Funds
31	\$284,382.96	ICMA Retirement Trust - 457	Retirement	Continuous		HR		EXEMPT	General Funds
32	\$260,901.00	CLEVER DEVICES, LTD.	REAL TIME BUS INFORMATION - SUPPORT	1 Year		IT	12/30/2016	1/28/2015	General Funds
33	\$250,782.48	ALLIEDBARTON SECURITY SERVICES	Security	1 Year Plus 2 Renewal Options	RFP 12-012P	TRANS	11/1/2017	9/25/2013	General Funds
34	\$248,653.41	MYcroShool Pinellas	Bus Pass	1 Year Plus 4 Renewal Options		MKT	8/31/2016	EXEMPT	Revenue Generating
35	\$237,028.00	City of Treasure Island	Beach Trolley	1 Year		TRANS	9/30/2016	8/26/2015	Revenue Generating
36	\$200,000.00	Collaboration Solutions, Inc.	AV Equipment for Board and Conference Spances	1 Year Plus 2 Renewal Options		IT	12/9/2018	12/2/2015	Grant/General Funds
37	\$200,000.00	GENERATOR GROUP, LLC	Professional Recruiting Services for PSTA	3 Years	RFP 14-014P	HR	9/30/2016	8/2/2014	General Funds
38	\$200,000.00	J.H.. WILLIAMS OIL CO. INC	Unleaded Gas Only for PSTA/Hart	1 Year Plus 4 Renewal Options	IFB 14602	MAINT	9/30/2016	9/23/2015	General Funds
39	\$200,000.00	THE MERCER GROUP, INC. - ATLANTA	Professional Recruiting Services for PSTA	3 Years	RFP 14-014P	HR	9/10/2017	8/20/2014	General Funds
40	\$190,000.00	MINNESOTA LIFE	Insurance - Group Life	1 Year Plus 3 Renewal Options	RFP 13-018P	HR	9/30/2016	8/27/2014	General Funds
41	\$175,000.00	Batteries-By-Fisher	Batteries - Transit Vehicles	1 Year Plus 2 Renewal Options	15-006B	MAINT	7/21/2016	7/22/2015	General Funds
42	\$166,901.30	CS STARS	Risk Management Software Support SOW #3;Support	3 Years		IT	2/16/2018	8/27/2014	General Funds
43	\$140,000.00	LOOPER GROUP, INC.	Transportation Services Downtown St. Petersburg	1 Year		TRANS	9/30/2016	8/26/2015	General Funds
44	\$135,000.00	TechnologEase, Inc.	Campus Wi-Fi Replacement	3 Years		IT	9/30/2018	9/30/2015	Grant/General Funds
45	\$134,000.00	PARC INC	TD Funded Agencies	1 Year		TRANS	6/30/2016	7/22/2015	Grant

	A	B	C	D	E	F	G	H	I
1	Annual Or Total Contract Value	SUPPLIER	DESCRIPTION	CONTRACT/ RENEWAL	CONTRACT NUMBER	DEPT.	EXPIRATION DATE	BOARD APPROVAL DATE	FUNDING SOURCE
46	\$134,000.00	The ARC Tampa bay	TD Funded Agencies	1 Year		TRANS	6/30/2016	7/22/2015	Grant
47	\$120,000.00	GEHRING GROUP	Employee Benefits Broker	5 Years	RFP 13-008P	HR	4/30/2018	4/24/2013	General Funds
48	\$117,733.89	CUMMINS POWER SOUTH LLC	BUS PARTS - REMANUFACTURED	1 Year	IFB 14-015B	MAINT	12/30/2016	12/10/2014	General Funds
49	\$113,613.00	GROSVENOR BUILDING SERV.	Janitorial	1 Year Plus 4 Renewal Options	RFP 11-001P	SS	12/31/2015	12/1/2010	General Funds
50	\$109,828.00	UniFirst Corporation	Uniform Rental	3 Years Plus 2 Renewal Options		MAINT	7/22/2020	7/22/2015	General Funds
51	\$99,416.10	Vehicle Service Group, LLC	Heavy Duty Mobile Column Lifts and Related Services/Products	1 Year Plus 2 Renewal Options		MAINT	11/25/2018	EXEMPT	Grant Funds
52	\$92,880.00	BRIGHT HOUSE NETWORKS	Telecommunication Services	1 Year Plus 3 Renewal Options	IFB 14-011B	IT	7/7/2016	EXEMPT	General Funds
53	\$90,322.00	Thompson Electric Services	Niehoff Generator (Hart/PSTA)	1 Year	IFB 1372C/VC 000297	MAINT	4/7/2016	EXEMPT	General Funds
54	\$90,000.00	Gray Robinson, P.A.	State Lobbyist	10 Months	FRP11-020P	CEO	5/31/2016	7/22/2015	General Funds
55	\$80,355.00	YOHO'S AUTOMOTIVE & TOWING	Bus and Vehicle Towing Services	1 Year Plus 4 Renewal Options	IFB #13-012B	MAINT	6/28/2016	EXEMPT	General Funds
56	\$75,859.00	GIRO INC.	Hastus Maintenance & Support Software	1 Year		IT	7/17/2016	EXEMPT	General Funds
57	\$75,000.00	LOOPER GROUP, INC.	Central Avenue Trolley-Free Zone Boarding	1 Year		TRANS	9/30/2016	8/26/2015	Revenue Generating
58	\$71,030.00	MOTOROLA SOLUTIONS, INC.	Usage Charge - Pinellas County (S1014418)	1 Year		IT	9/30/2016	EXEMPT	General Funds
59	\$70,000.00	Granicus, Inc.	Agenda Management/VoteCase Solutions	1 Year Plus 4 Renewal Options		IT	12/9/2018	12/9/2015	Grant/General Funds
60	\$69,500.00	TransPro Consulting	Customer Services Training	1 Year	15-003P	TRANS	2/28/2016	3/25/2015	General Funds
61	\$63,530.00	AUSTIN AND SON AUTO ELECTRIC, INC.	BUS PARTS - REMANUFACTURED	1 Year	IFB 14-015B	MAINT	12/30/2016	EXEMPT	General Funds
62	\$60,000.00	ELECTRONIC DATA MAGNETICS	Magnetic Card Printing	1 Year Plus 1 Renewal Option	IFB #12-002B	MKT	12/31/2016	EXEMPT	General Funds
63	\$51,151.40	MOTOROLA SOLUTIONS, INC.	Radio System, Maint Agmt.	Yearly	S00001010376	MAINT	12/31/2016	EXEMPT	General Funds
64	\$50,000.00	ROAD SIGNS, INC.	Bus Graphics	1 Year Plus 4 Renewal Options	RFP 14-010P	MKT	9/30/2016	EXEMPT	General Funds
65	\$50,000.00	TransPro Consulting	Customer Service Education & Training Seminars	6 Months		MKT	5/2/2016	EXEMPT	General Funds
66	\$47,800.00	COMMERCIAL RISK MANAGEMENT, INC.	Insurance - Workers Compensation	1 Year Plus 4 Renewal Options	RFP 14-009P	FIN	9/30/2016	EXEMPT	General Funds
67	\$45,357.15	SOFTWARE HOUSE INT'L	Software - Microsoft Licenses; Symantec Back-Up Exec	1 Year		IT	12/31/2016	EXEMPT	Grant
68	\$45,000.00	TEXT MARKS INC.	SMS Texting Service	1 Year		MKT	11/30/2016	EXEMPT	General Funds
69	\$41,461.00	ACUATIVE CORPORATION	Cisco SmartNet, UCSS; Software	1 Year		IT	11/23/2016	EXEMPT	General Funds
70	\$40,773.00	BLUME MECHANICAL, LLC	A/C & Heating Services - Routine & Non Routine	1 Year	RFP 13-003B	SS	3/1/2016	EXEMPT	General Funds
71	\$40,475.00	DUKANE RADIATOR	BUS PARTS - REMANUFACTURED	1 Year	IFB 14-015B	MAINT	12/31/2016	EXEMPT	General Funds
72	\$40,000.00	ADVANTICA ADMINISTRATIVE SERVICES, INC.	Insurance - Group Vision	1 Year Plus 3 Renewal Options	RFP 13-018P	HR	9/30/2016	EXEMPT	General Funds
73	\$36,000.00	LAKESIDE OCCUPATIONAL MEDICAL CENT	Medical Services Employee Physicals & Substance Abuse Screenings	1 Year Plus 3 Renewal Options	RFP 13-005P	HR	9/30/2016	EXEMPT	General Funds
74	\$35,599.92	BUCCANEER LANDSCAPE MANAGEMENT	LANDSCAPE/MOWING ALL PSTA	1 Year	Agmt	SS	3/30/2016	EXEMPT	General Funds
75	\$34,041.24	VERIZON WIRELESS	Cell Phone Service	1 Year	WSCA 1907	IT	11/16/2016	EXEMPT	General Funds
76	\$30,000.00	PRIDE ENTERPRISES	Bus-Schedule Printing	1 Year Plus 4 Renewal Options	RFP 14-007P	MKT	8/31/2016	EXEMPT	General Funds
77	\$26,905.55	DOUGLASS SCREEN PRINTERS	Departure Boards & Shelter System Maps	1 Year Plus 2 Renewal Options	IFB 12-009B	MKT	6/30/2016	EXEMPT	General Funds
78	\$25,117.86	PRESIDIO NETWORKED SOLUTIONS INC.	Software Support - Zoom Call; UC Support; Spam & Antivirus	3 Year		IT	11/30/2017 12/31/2015 10/20/2017	EXEMPT	General Funds
79	\$24,514.57	Audio Fidelity Communication Corporation	AV Systems Support	1 Year		IT	5/22/2016	EXEMPT	General Funds
80	\$24,396.00	CONVERGENT TECHNOLOGIES	Security System Maintenance; Monitoring (8 Locations); Badge Readers	1 Year	IFB 11-003P	SS	10/1/2016	EXEMPT	General Funds
81	\$24,230.00	SOUTHEAST POWER SYSTEMS	BUS PARTS - REMANUFACTURED	1 Year	IFB 14-015B	MAINT	12/30/2016	EXEMPT	General Funds
82	\$23,848.00	DUNBAR ARMORED INC.	Armored Car	1 Year Plus 4 Renewal Options	RFP 14-008P	FIN	8/31/2016	EXEMPT	General Funds
83	\$21,327.72	ROBERT BOWEN	Demand Response Assessment	1 Year Plus 4 Renewal Options		TRANS	10/30/2016	EXEMPT	Grant
84	\$20,000.00	OFFICE DEPOT	OFFICE PRODUCTS	1 Year		FIN	9/30/2016	EXEMPT	General Funds
85	\$20,000.00	SIVER INSURANCE CONSULTANTS	Consulting Services for Three Projects	1 Year Plus 1 Renewal Option	RFQ #14-017Q	FIN	6/30/2016	EXEMPT	General Funds
86	\$18,762.61	CARASOFT TECHNOLOGY CORP	Nimble Storage - Service & Support	3 years		IT	5/19/2016	EXEMPT	General Funds
87	\$18,540.00	TRANSIT RESOURCE CENTER	Bus Inspections	5 Years		MAINT	9/30/2019	EXEMPT	General Funds
88	\$16,362.84	IMAGE NET CONSULTING OF TAMPA, LLC.	Copier Maintenance & Leasing	1 Year		IT	10/13/2017	EXEMPT	General Funds
89	\$16,176.80	SUNTRUST BANK	Banking Services (P-Card/Credit/Debit Cards for Terminals)	1 Year Plus 2 Renewal Options	RFP 12-001P	FIN	3/30/2016	EXEMPT	General Funds
90	\$16,010.00	AQUA CLEAN ENVIRONMENTAL	LIQUID WASTE DISPOSAL	1 Year	RFQ 14-016Q	SS	10/31/2016	EXEMPT	General Funds
91	\$15,875.20	AT&T WIRELINE	T-1 Services	1 Year		IT	3/23/2016	EXEMPT	General Funds

	A	B	C	D	E	F	G	H	I
1	Annual Or Total Contract Value	SUPPLIER	DESCRIPTION	CONTRACT/ RENEWAL	CONTRACT NUMBER	DEPT.	EXPIRATION DATE	BOARD APPROVAL DATE	FUNDING SOURCE
92	\$15,000.00	Glicksman Consulting, LLC	Actuarial Services - Risk Management	3 Year Plus 2 Renewal Options		RISK	10/23/2018	EXEMPT	General Funds
93	\$15,000.00	Right Management	Outplacement Consulting Services	3 Years		HR	7/25/2018	EXEMPT	General Funds
94	\$14,000.00	Safe-Start	Batteries - Transit Vehicles	1 Year Plus 2 Renewal Options	15-006B	MAINT	7/21/2016	7/22/2015	General Funds
95	\$13,968.90	FLORIDA PEST CONTROL	Pest Control Services for PSTA Buses and Vehicles	1 Year Plus 1 Renewal Option	RFQ 15-002Q	MAINT	1/11/2016	EXEMPT	General Funds
96	\$13,730.00	INTEGRATED SYSTEMS OF FLORIDA	BOSCH CAMERA SERVICE - MAINTENANCE	1 Year Plus 1 Renewal Option	RFP 14-001P	IT	1/9/2016	EXEMPT	General Funds
97	\$12,000.00	ICIMS	Software, Applicant Tracking Software Subscription Fee	1 Year		HR	2/1/2016	EXEMPT	Grant
98	\$11,000.00	BENSINGER, DUPONT & ASSOCIATES	Employee Assistance Program	1 Year Plus 1 Renewal Option	RFP 11-010P	HR	4/30/2016	EXEMPT	General Funds
99	\$10,324.00	CLEVER DEVICES, LTD.	Software Support - Spanish to English to Text	1 Year		IT	4/27/2016	EXEMPT	General Funds
100	\$10,000.00	SUN GRAPHIC TECHNOLOGIES, INC.	Printing of Interior Bus Posters	1 Year Plus 1 Renewal Option	IFB 12-006B	MKT	1/14/2016	EXEMPT	General Funds
101	\$8,000.00	Justifacts Credential Verification, Inc.	Background Checking Services	1 Year	15-013Q	HR	4/30/2016	EXEMPT	General Funds
102	\$7,890.00	COIN CURRENCY & DOCUMENT SYSTEMS/CC&D	Currency Sorter, Counters, Scale	1 Year		FIN	12/15/2015	EXEMPT	Grant
103	\$7,709.00	S & A SYSTEMS, INC.	Software Support - Fleetwatch	1 Year		IT	2/13/2016	EXEMPT	General Funds
104	\$7,588.00	Jefferson Solutions, Inc.	Actuarial Services - OPEB	3 Year Plus 2 Renewal Options		FIN	10/23/2018	EXEMPT	General Funds
105	\$7,500.00	MIDWAY SERVICES	Plumbing Services	1 Year		MAINT	9/30/2016	EXEMPT	General Funds
106	\$7,280.00	PRODUCTIVE SOLUTIONS	Maintenance Contract for POS System Support	1 Year		FIN	3/12/2016	EXEMPT	General Funds
107	\$7,186.20	MCCS GROUP	Pond Maintenance; Through Macy's Easement Contract	1 Year		SS	10/31/2016	EXEMPT	General Funds
108	\$7,150.00	SOUTH PRODUCTIONS	Video Taping	1 Year		MKT	9/30/2016	EXEMPT	General Funds
109	\$6,777.00	PROSYS INFORMATION SYSTEMS, INC.	Support - Nimble Storage	2 Years		IT	4/30/2016	EXEMPT	Grant
110	\$6,325.80	SCHINDLER ELEVATOR CORPORATION	Elevator & Phone Maintenance	1 Year		SS	6/30/2016	EXEMPT	General Funds
111	\$5,452.00	VSC FIRE & SECURITY, INC.	Fire Inspection for Scherer Drive	1 Year		SS	6/30/2016	EXEMPT	General Funds
112	\$4,584.00	LIGHTHOUSE OF PINELLAS INC	TD Funded Agencies	1 Year		TRANS	6/30/2016	7/22/2015	Grant
113	\$4,279.80	INTERNATIONAL BUSINESS MACHINES	Software - IBM Software & Licenses	1 Year		IT	11/30/2016	EXEMPT	General Funds
114	\$4,255.00	QUESTICA INC	Budget Software Support	1 Year Plus 4 Renewal Options	RFQ 12-010P	FIN	5/30/2016	EXEMPT	General Funds
115	\$3,666.00	IMAGE FIRST	Towel Service	1 Year		TRANS	11/30/2016	EXEMPT	General Funds
116	\$3,591.09	POLICY MANAGERS	Tank Storage	1 Year		RISK	9/30/2016	EXEMPT	General Funds
117	\$3,582.00	TAMPA ARMATURE WORKS INC.	Emergency Generator Inspections	1 Year		MAINT	10/31/2016	EXEMPT	General Funds
118	\$3,250.00	BLACKBOARD CONNECT INC.	Service Message Fee	1 Year		IT	1/31/2016	EXEMPT	General Funds
119	\$3,000.00	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE	Software Support ArcGIS	1 Year		IT	12/31/2016	EXEMPT	General Funds
120	\$2,400.00	KENAIR, INC.	REP-REFRIGERATORS			SS	4/20/2016	EXEMPT	General Funds
121	\$2,396.16	ARCHIVE CORPORATION	Off-Site Storage	1 Year		IT	12/31/2016	EXEMPT	General Funds
122	\$1,829.52	EVOLVTEC	Dell Laptop Support (7)	1 Year		IT	9/14/2016	EXEMPT	General Funds
123	\$1,557.31	CUMMINS POWER SOUTH LLC	Cummins Insight Lite registration;QSOL Subscription	1 Year		IT	5/27/2016	EXEMPT	General Funds
124	\$1,500.00	ALLDATA LLC	ALL MAKES DATA - SUBSCRIPTION	1 Year		IT	10/15/2016	EXEMPT	General Funds
125	\$1,475.00	REMSON AQUATICS, LLC.	Weed Removal - Mitigation Area	1 Year		MAINT	2/29/2016	EXEMPT	General Funds
126	\$1,460.00	AQUATECH OF FLORIDA INC.	Clean Boiler Loops	1 Year		SS	9/30/2016	EXEMPT	General Funds
127	\$1,263.39	OUTFITTERS SATELLITE INC.	Satellite Phone Support	1 Year		IT	1/16/2016	EXEMPT	General Funds
128	\$1,200.00	JANTECH SERVICES, INC.	UPS Maintenance Agreement	1 Year		IT	6/30/2016	EXEMPT	General Funds
129	\$1,193.10	PRESSTEK	Formax Folder / Sealer Maintenance	1 Year		FIN	1/31/2016	EXEMPT	General Funds
130	\$1,150.00	COLOR ID, LLC	Photo ID System	1 Year		IT	1/3/2016	EXEMPT	General Funds
131	\$899.00	SAGEMCOM CANADA INC	Fax Support for Lightning Fax/Xmedius Fax	1 Year		IT	6/13/2016	EXEMPT	General Funds
132	\$480.00	LAPURE WATER COOLERS	Water Coolers for Bus Terminals	1 Year		HR	3/31/2016	EXEMPT	General Funds
133	\$426.00	HEWLETT-PACKARD COMPANY	HP Hardware Maintenance & Support	1 Year		IT	8/31/2016	EXEMPT	General Funds
134	\$350.00	SPATIAL NETWORKS, INC	Data Collection Software	As needed		TRANS	10/12/2016	EXEMPT	General Funds
135	\$138.00	SOLARWINDS INC	Dameware	1 Year		IT	12/10/2016	EXEMPT	General Funds
136	\$0.00	Agency for Community Treatment Services, Inc. (ACTS)	TD Coordination Agreement	1 Year		TRANS	6/30/2016	7/22/2015	No Funding
137	\$0.00	Boley Center	TD Coordination Agreement	1 Year		TRANS	6/30/2016	7/22/2015	No Funding

	A	B	C	D	E	F	G	H	I
1	Annual Or Total Contract Value	SUPPLIER	DESCRIPTION	CONTRACT/ RENEWAL	CONTRACT NUMBER	DEPT.	EXPIRATION DATE	BOARD APPROVAL DATE	FUNDING SOURCE
138	\$0.00	Goodwill Industries - Suncoast	TD Coordination Agreement	1 Year		TRANS	6/30/2016	7/22/2015	No Funding
139	\$0.00	Gulf Coast Jewish Family and Community Services, Inc.	TD Coordination Agreement	1 Year		TRANS	6/30/2016	7/22/2015	No Funding
140	\$0.00	Homeless Emergency Project	TD Coordination Agreement	1 Year		TRANS	6/30/2016	7/22/2015	No Funding
141	\$0.00	Pinellas County	TD Bus Passes & Paratransit Trips	1 Year		TRANS	6/30/2016	7/22/2015	Revenue Generating
142	\$0.00	Pinellas County School Board	TD Bus Passes & Paratransit Trips	1 Year		TRANS	6/30/2016	7/22/2015	No Funding
143	\$0.00	SIGNAL OUTDOOR ADVERTISING	Bus Shelter Maintenance & Advertising Agreement	Continuous		MKT	5/31/2033	9/25/2013	General Funds
144	\$0.00	Suncoast Center, Inc.	TD Coordination Agreement	1 Year		TRANS	6/30/2016	7/22/2015	No Funding
145	\$0.00	Vicent House	TD Coordination Agreement	1 Year		TRANS	6/30/2016	7/22/2015	No Funding



REPORTS

5D: Fuel Report



Action: Information Item

Staff Resource: Debbie Leous, CFO

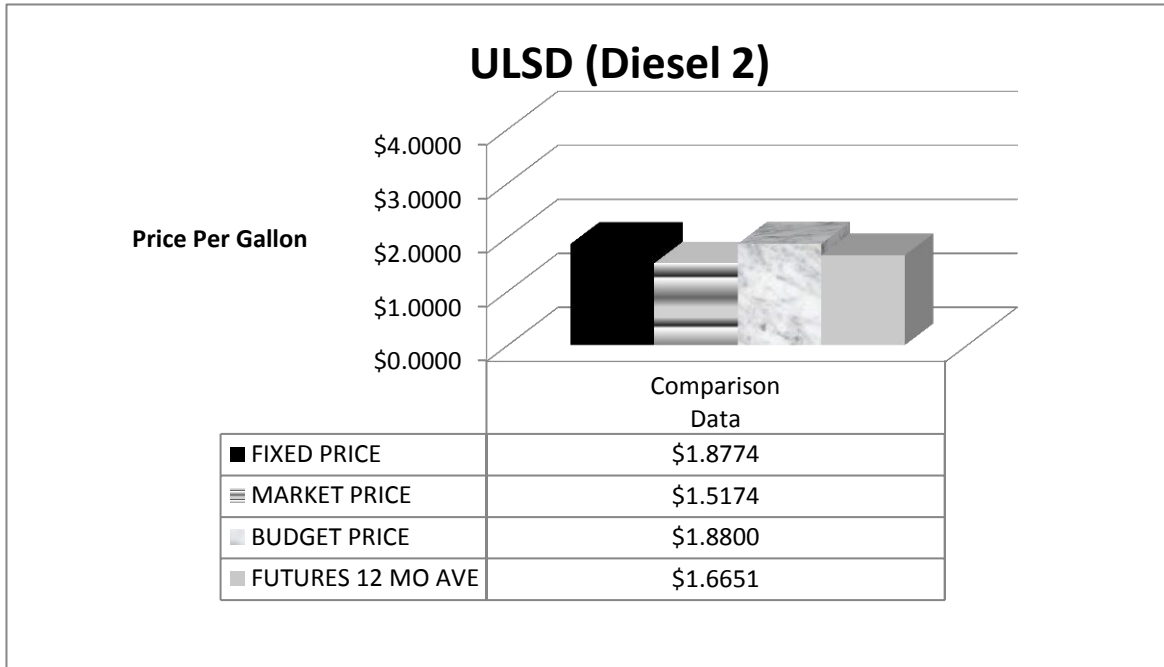
**FINANCE & PERFORMANCE
MANAGEMENT**

-
- Staff will present a fuel report as of November 30, 2015.
-

Attachments:

1. Fuel Report

FUEL REPORT AS OF NOVEMBER 30, 2015



FACTS:

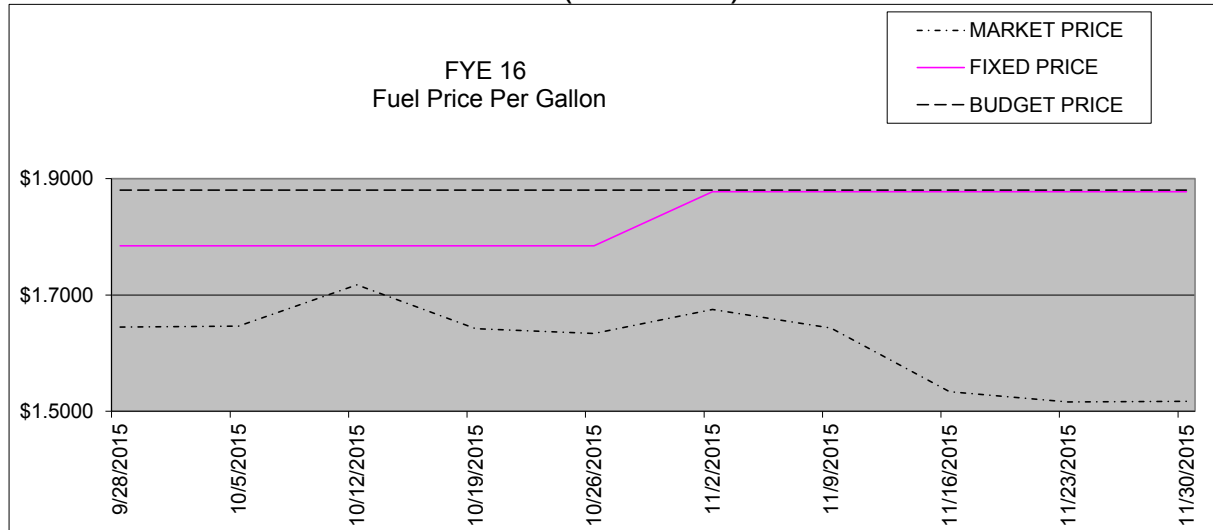
100% OF FUEL USAGE IS ULSD (DIESEL 2)

Average Paid	% of Total	Estimated Gallons Per Month
\$1.8774 Fixed	60%	126,000
\$1.4750 Market	40%	84,000
	<u>100%</u>	<u>210,000</u>

AVERAGE PRICE PER GALLON
BUDGET PER GALLON

\$1.7164
\$1.8800

FUEL REPORT AS OF NOVEMBER 30, 2015 ULSD (Diesel #2)



DATE	MARKET PRICE	FIXED PRICE	BUDGET PRICE	FUTURES 12 MO AVE
09/28/15	\$1.6448	\$1.7845	\$1.8800	\$1.8178
10/05/15	\$1.6465	\$1.7845	\$1.8800	\$1.9266
10/12/15	\$1.7176	\$1.7845	\$1.8800	\$1.8634
10/19/15	\$1.6421	\$1.7845	\$1.8800	\$1.8541
10/26/15	\$1.6339	\$1.7845	\$1.8800	\$1.8128
11/02/15	\$1.6750	\$1.8774	\$1.8800	\$1.8658
11/09/15	\$1.6431	\$1.8774	\$1.8800	\$1.8378
11/16/15	\$1.5339	\$1.8774	\$1.8800	\$1.7373
11/23/15	\$1.5164	\$1.8774	\$1.8800	\$1.7560
11/30/15	\$1.5174	\$1.8774	\$1.8800	\$1.6651

ULS FUTURES-BUY FROM JAMES RIVER SOLUTIONS, Vendor# 00012030

Darlene Harris, darlene@jrpetro.com or call (804)-712-3732; or 804-955-1148, Ext 318

S/C# For ULS = 000108373. GL# 00 1030100001 REMEMBER TO MAKE MONTHLY ORDER FOR FUEL (ULS)

Month	Contracts	QTY	NYMEX Lock	Markup	Total Price/gal	Who Won Bid	Monthly
Oct-15	4.0	168000	\$1.6355	\$0.1490	\$1.7845	James River Solutions	
Nov-15	3.0	126000	\$1.6634	\$0.1490	\$1.8774	James River Solutions	
Dec-15	3.5	147000	\$1.6900	\$0.1490	\$1.8390	James River Solutions	
Jan-16	3.5	147000	\$1.6900	\$0.1490	\$1.8390	James River Solutions	
Feb-16	3.0	126000	\$1.6895	\$0.1490	\$1.8385	James River Solutions	
Mar-16	3.5	147000	\$1.6990	\$0.1490	\$1.8480	James River Solutions	
Apr-16	3.5	147000	\$1.6895	\$0.1490	\$1.8385	James River Solutions	
May-16	4.0	168000	\$1.6895	\$0.1490	\$1.8385	James River Solutions	
Jun-16	4.0	168000	\$1.6899	\$0.1490	\$1.8389	James River Solutions	
Jul-16	4.0	168000	\$1.6890	\$0.1490	\$1.8380	James River Solutions	
Aug-16	4.0	168000	\$1.6899	\$0.1490	\$1.8389	James River Solutions	
Sep-16	4.0	168000	\$1.6900	\$0.1490	\$1.8390	James River Solutions	

44.0 1,848,000.00