



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 – MARCH 16, 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. February 17, 2016 Meeting Minutes	CHAIR BARKLEY		3
	B. Support Vehicle Maintenance Contract	5 min HENRY LUKASIK		9
	C. Motorola Radio Maintenance	5 min HENRY LUKASIK		11
	D. Giro HASTUS Software Upgrade	10 min CHRISTINE MCFADDEN		13
	E. Largo Transit Center Agreement	15 min ALAN ZIMMET		14
4.	INFORMATION ITEMS		9:40	
	A. Status of Audit Financial Statements	10 min DEBBIE LEOUS		17
5.	REPORTS		9:50	
	A. Monthly Financial Statement	DEBBIE LEOUS		18
	B. Ridership/Performance	BRAD MILLER		24
6.	FUTURE MEETING SUBJECTS		10:10	
	• Marketing & Advertising Services			
	• Safety & Security Training Services			
	• Remanufactured Alternators			
	• Program of Projects Public Hearing			
	• PSTA Contracts			
	• Sustainability Plan			
	• Electric Bus Considerations			

- 7. **OTHER BUSINESS** **10:10**
- 8. **PRESENTATIONS/ACTION** (along with Planning Committee) **10:15**
 - A. SEIU Labor Agreement 15 min JAMES BRADFORD
 - B. DART Contract 15 min ROSS SILVERS
- 9. **ADJOURNMENT** **10:45**

THE NEXT MEETING IS APRIL 20, 2016 AT 9:00 AM



ACTION ITEM

3A: February 17, 2016 Meeting Minutes



Action: Approve Meeting Minutes

Staff Resource: Clarissa Keresztes, Admin Assistant

**FINANCE & PERFORMANCE
MANAGEMENT**

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

Attachments:

1. Minutes



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FINANCE & PERFORMANCE MANAGEMENT
COMMITTEE MEETING
MINUTES – FEBRUARY 17, 2016

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 January 15, 2016 meeting minutes, recommend approval of the Central Avenue Bus Rapid Transit (BRT) consultant scope, the lawn maintenance and related services contract, and the remanufactured engines and transmissions contracts and to receive two presentations. The following members were present:

Joe Barkley, Committee Chair
Brian Scott, Committee Vice-Chair
Mark Deighton
Dave Eggers
Bill Jonson
Lisa Wheeler-Brown, Alternate

Also Present:

Brad Miller, CEO
PSTA Staff Members
Members of the Public

CALL TO ORDER

Committee Chair Barkley opened the meeting at 9:00 AM.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

Approval of Minutes – Mr. Scott made a motion, seconded by Mr. Deighton to approve the minutes of the January 15, 2016 meeting. There were no public comments. The motion passed unanimously.

Central Avenue BRT Consultant Scope – Mr. Miller provided an introduction and said that staff is asking for the Committee to recommend Board approval of the project development design task order with Parsons Brinckerhoff at a cost not to exceed \$700,000. Heather Sobush, Planning Manager, delivered a presentation on the accomplishments to date on the BRT project and also described the project development scope of services, the schedule/timeline, and the project development budget. She indicated that the Florida Department of Transportation (FDOT) will be providing \$500,000 with PSTA contributing the remaining \$200,000.

The Committee had questions relating to cost comparisons between different technologies, the 30% for conceptual design, and specific deliverables such as the workshops which staff responded to. Mr. Eggers had a question about speaking with St. Pete Beach and Treasure Island who do not contribute ad valorem. It was noted that those two cities would have to have a referendum in order to participate in PSTA.

Mr. Eggers made a motion, seconded by Mr. Scott to recommend Board approval of the project development design task order. There were no public comments. Motion passed unanimously.

Committee Chair Barkley welcomed Ms. Wheeler-Brown to the Finance Committee.

Lawn Maintenance & Related Services – Henry Lukasik, Director of Maintenance, explained that a Request for Proposal (RFP) was issued in November 2015 with five responses. A selection committee evaluated each and Duval Landscape Maintenance was selected as the highest ranked, lowest cost supplier. He indicated that staff is recommending Board approval of a three-year contract with two one-year renewals with Duval for a cost not to exceed \$200,000 over the maximum five-year period, which would be funded by the Maintenance Department's operating budget. Mr. Lukasik noted that this cost represents a three-year \$9,000 savings over the previous contract and a \$15,000 savings over the maximum five years. He responded to the Committee's questions relating to performance standards, the current vendor, and experience/reference checks. Mr. Eggers made a motion, seconded by Ms. Wheeler-Brown to recommend approval of the contract with Duval. There were no public comments. Motion passed unanimously.

In response to Mr. Deighton's question regarding the projected costs for the hybrid bus major components, Mr. Lukasik delivered a brief overview on the budgeted forecast versus actual. He indicated that the current projected cost is \$1,350,000 for FY2016 versus the budgeted amount of \$745,000 for major component replacement. Mr. Lukasik stated that the difference will be made up in other areas such as Maintenance personnel/overtime and fuel savings. There were a few questions from

the Committee which Mr. Lukasik responded to and Mr. Scott reiterated his ongoing concern regarding the lifecycle costs of maintaining the hybrid buses.

Remanufactured Engines & Transmissions – Mr. Lukasik stated that two RFP’s were issued in December 2015; one for remanufactured Cummins diesel engines and the other for Voith transmissions. He indicated that one supplier responded to the RFP for the Cummins engines and two suppliers responded to the RFP for the Voith transmissions. Mr. Lukasik said the selection committee evaluated each of the proposals and determined that Cummins was the only qualified supplier for Cummins remanufactured engines. Gillig was selected as the highest ranked, lowest cost supplier of Voith remanufactured transmissions. He noted that this procurement resulted in an anticipated savings over the previous contract of \$445,662 for engines and \$155,070 for transmissions. There was a question regarding the savings and Debbie Leous, Chief Financial Officer, responded by explaining the use of federal versus non-federal funds.

Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of a five-year contract with Cummins for remanufactured engines for \$1,100,000 over the maximum five-year period, and a five-year contract with Gillig for Voith transmissions for \$650,000 over the maximum five-year period. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Bus Technology Options & Timeline for Decision Making - Mr. Miller indicated that the Board will vote on August 24, 2016 on the replacement of ten diesel buses and seven cutaway shuttle buses. He provided a brief presentation noting emissions, financial, and operational comparisons of different bus types. Mr. Miller also provided a six-month schedule/timeline leading up to the August vote including a possible half-day informational workshop in May. He said that staff is also investigating securing a third party technical consultant to develop a more detailed comparative analysis of the bus technology options to assist the Board in making their decision.

There were questions about the cutaway buses and Mr. Miller answered that those buses will be used on other routes other than just the Connector in East Lake, and these will be a heavier-duty model. Mr. Deighton questioned whether the consultant would perform a more in-depth financial comparison than what has already been completed and Mr. Miller responded yes. Mr. Eggers indicated that he would like to see the environmental impact between diesel buses and the hybrid buses as well as the costs for electric buses. Mr. Jonson said that he would like to know the costs for electric bus charging stations. He also pointed out the political aspect of how this sets PSTA up for the No-Lo grant versus purchasing diesel buses which might send the wrong message.

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 December 31, 2015. There were several questions about the decrease in passenger fare revenue which Ms. Leous and Mr. Miller explained.

Quarterly Reports: Capital Projects, Fuel, Investments, Reserves - The Committee received the Quarterly Reports in their agenda packet.

Ridership/Performance – This report 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.

PRESENTATIONS (along with the Planning Committee)

Benchmarking Presentation - Mr. Miller stated that PSTA is a member of the American Bus Benchmarking Group (ABBG). He presented some highlights from the 2016 report, indicating that the benchmarking program is a systematic process of continuous measuring, comparing, and understanding performance. The ABBG is administered by the Imperial College of London and includes 19 members from across the United States.

Mr. Miller presented several charts comparing PSTA to other transit systems in areas such as bus route length, fleet fuel types, shelters and benches, base fares, as well as annual passenger boardings. Mr. Deighton requested a copy of the full report.

Customer Satisfaction Survey – Tamika White, Workforce Engagement Program Manager, provided background information on the customer satisfaction survey which was conducted by the TransPro Company. She indicated that over 400 PSTA employees participated in coaching and development training classes. Ms. White said that upon completion of the customer service training session, TransPro performed a series of onboard surveys which included in-depth analysis to gauge PSTA customers' demographics, riding habits and trends, and to determine additional customer demands and needs.

Mr. Miller presented the results of the customer satisfaction survey and provided charts explaining the findings in such areas as the timeliness, frequency, fare price, customer service, comfort, cleanliness, and overall satisfaction. He also described areas of improvement that were identified in the survey and the recommended follow-up actions for those areas. Mr. Miller explained PSTA's net promoter score which assesses customer loyalty and allows for performance comparisons between organizations across different business sectors. The Committee had many comments and questions to which Mr. Miller responded.

ADJOURNMENT

The meeting was adjourned at 11:12 AM. The next meeting will be held on March 16th at 9:00 AM.

ACTION ITEM



3B: Support Vehicle Maintenance Contract



Action: Recommend Approval of a Three Year Contract with Two One-Year Renewals with AutoNation Ford St. Petersburg for a Cost Not to Exceed \$268,250 Over the Maximum Five Year Period

CONSENT OR ACTION ITEM

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



Background:

- In addition to PSTA’s fleet of 210 transit buses, it also maintains a fleet of 52 support vehicles which are used for transportation, maintenance, and administrative service functions.
- In 2015, PSTA began to outsource all support vehicle preventative maintenance and repairs so that the Fleet Maintenance Division may dedicate its resources to maintaining the bus fleet.
- In December 2015, PSTA released a Request for Proposal (RFP) soliciting competitive proposals from experienced, qualified, and capable vendors for maintenance of the support vehicle fleet.
- The RFP was sent to 38 suppliers directly and was posted on PSTA’s Procurement website and DemandStar.
- As a result of this solicitation, seven suppliers responded to the RFP:

AutoNation Ford St. Petersburg	Platinum Wrench Auto Repair, Inc.
Eco Auto Garage	Rapido Oil Change, LLC
Midas Auto Service Experts	Suncoast Chrysler, Jeep, Dodge, RAM
New Hope Auto	

- A Selection Committee comprised of PSTA management staff evaluated each of the proposals submitted. As a result, AutoNation Ford St. Petersburg was selected as the highest ranked supplier and is the recommendation for contract award.

AutoNation Ford St. Petersburg offers a “One Stop” approach for maintenance and repairs as well has the ability to expeditiously handle routine preventative maintenance for multiple cars.

Fiscal Impact:

- \$ 268,250 maximum over five years which is funded by the Maintenance Department’s operating budget.

Recommendation:

- Approve a three year contract with two one-year renewals with AutoNation Ford St. Petersburg for a cost not to exceed \$268,250 over the maximum five year period.
-

Attachments:

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

ACTION ITEM



3C: Motorola Radio Maintenance



Action: Recommend Approval for a Five Year Contract with Suncoast Communications & Electronics, Inc. for a Cost Not to Exceed \$178,113 Over the Maximum Five Year Period.

CONSENT OR ACTION ITEM

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

FINANCE & PERFORMANCE
MANAGEMENT

Background:

- PSTA's entire fleet of transit buses and road response vehicles are equipped with mobile two-way radio communication equipment. In addition, PSTA's Radio Communications Center (RCC) utilizes a dispatch radio console along with hand-held radio units which are carried by supervisory staff.
- Pinellas County owns, as part of the countywide radio system, the frequencies, transmitting and receiving tower sites, the 800 MHz trunk system, as well its own inventory of mobile radio equipment.
- In January 2016, Pinellas County Government released an Invitation for Bid (IFB) soliciting competitive proposals from experienced, qualified, and capable vendors for the ongoing maintenance and repair of Motorola radio communication equipment.
- PSTA participated in a joint procurement with Pinellas County Government in the solicitation of radio maintenance and repair services for Motorola communication equipment. Because of the Pinellas County and PSTA partnership, the cost of the system could be shared and efficiently managed by both agencies
- The IFB was sent directly to six vendors and was posted on the Pinellas County Procurement website, and Demand Star.
- As a result of this solicitation, one supplier responded to the IFB, which was Suncoast Communications & Electronics, Inc.
- PSTA, along with Pinellas County Purchasing staff, reviewed the sole submittal from Suncoast Communications & Electronics, Inc.

- As a result, Suncoast Communications & Electronics, Inc. was selected as the only qualified vendor to service Motorola radio equipment and therefore is recommended by both Agencies for the contract award. The Motorola radio system is a proprietary system, with no other radio systems able to communicate with them.

Fiscal Impact:

- \$178,113 maximum over five years which is funded by the Maintenance Department's operating budget.
- This procurement has resulted in anticipated savings over the previous contract of \$78,288 over the total five year contract.

Recommendation:

- Approve a five year agreement to purchase ongoing radio maintenance and repair service from Suncoast Communications and Electronics for a cost not to exceed \$178,113 over the maximum five year period.
-

Attachments: None

ACTION ITEM



3D: Giro HASTUS Software Upgrade



Action: Recommend Approval of an Upgrade to the 2016 Version for the Core Product – Scheduling and Dispatching modules – With a Cost Not to Exceed \$477,018.

CONSENT OR ACTION ITEM

Staff Resource: Christine McFadden, Manager of Scheduling
Charles Thomas, Principal Real Time Scheduler

FINANCE & PERFORMANCE
MANAGEMENT

Background:

- The HASTUS suite of products is a robust of scheduling and timekeeping software used for schedule building, operator run cutting, operator bidding, and daily scheduling within PSTA's Planning and Transportation Departments.
- HASTUS helps manage data for customer information and comfort including connecting data between scheduled and Real-Time information. It is also used to track bus stop amenity placement and on-street inventory.
- PSTA last upgraded its HASTUS suite of products as part of the PSTA Real-Time procurement in 2010.
- The 2016 HASTUS upgrade is required as an integral component of the installation for PSTA's new Real-Time data management software, Clever Works®.

Fiscal Impact:

- \$477,018 for the complete installation and training of necessary staff in Transportation and Scheduling/Planning.
- The expenditure is budgeted in the adopted Capital Improvement Program (CIP).

Recommendation:

- Recommend approval of the purchase of an upgrade to the HASTUS software at a cost not to exceed \$477,018.

Attachments:

1. HASTUS upgrade proposal ([CLICK TO VIEW/PRINT](#))

ACTION ITEM



3E: Largo Transit Center Agreement



Action: Recommend Approval of the Settlement Agreement and Mutual Release Between PSTA, Walmart, KB Crossroads and Wells Fargo.

CONSENT OR ACTION ITEM

Staff Resource: Brad Miller, CEO
Alan Zimmet, General Counsel

FINANCE & PERFORMANCE
MANAGEMENT

Background:

- On October 2, 2012, PSTA, the City of Largo, and KB Crossroads entered into an agreement for the construction, operation and maintenance of a bus transfer facility on property being developed by KB Crossroads.
- That property is located near the southeast corner of US 19 and Roosevelt Boulevard and is the site of the former outlet mall. It is now occupied mostly by a Walmart and an apartment complex.
- Under the Agreement, KB agreed to construct, at its own cost, a transit center for PSTA and a roadway from Roosevelt Boulevard to the transfer station and then to the marginal road adjacent to US 19, for use by PSTA's buses as well as other vehicles going to the Walmart and apartment complex.
- The transit center site is to be conveyed to PSTA. Once the site is conveyed to PSTA, PSTA will be responsible for operating and maintaining the transit center site and for 85% of the cost of maintaining the roadway leading to the transit center and to the marginal road along US 19.
- The other 15% is shared by the Walmart (10%) and the apartment complex (5%). PSTA accepted the majority of responsibility for maintenance of the road because the buses will cause the most stress on the concrete road.
- When PSTA was notified by KB that the road was complete, PSTA's consulting engineers inspected the concrete road and determined that the road was not constructed in accordance with the design that PSTA's engineers had approved.
- The consulting engineers identified defects in the concrete, some of which were minor and some of which were of more concern.

- The consulting engineers advised PSTA that some of the defects they identified could cause portions of the road to fail sooner than expected (the design was for a 20 year life). As a result, PSTA refused to accept the road or the transfer facility, and attempted to work with KB to resolve the concerns raised by PSTA's consulting engineers.
- When PSTA was not able to resolve the matter, PSTA declared KB in breach of the Agreement.
- At that point, Walmart took over the efforts to resolve this matter with PSTA. After many months of attempting to come to an amicable resolution, Mr. Miller met with Walmart's representatives and was able to reach a resolution.
- Therefore, staff is seeking approval of the Settlement Agreement and Mutual Release between PSTA, Walmart, KB Crossroads and Wells Fargo that will allow PSTA to accept the conveyance of the transit center, the maintenance responsibility for the road, and to commence using the transfer facility in place of having passengers transfer buses on the marginal road.
- The essential terms of the Settlement Agreement and Mutual Release that relate to PSTA are as follows:
 - Walmart will pay to PSTA \$250,000.
 - PSTA will approve the transit center site and the road.
 - PSTA will pay Walmart's 10% share of the maintenance costs of the road for 20 years or when PSTA has replaced 35% of the slabs in the road, whichever occurs first.
 - KB will convey the transit center site to PSTA within 30 days.
 - All parties release each other from any and all claims arising out of the alleged defective construction of the concrete.
- PSTA staff consulted with PSTA's consulting engineers who believe that the settlement amount is a fair amount and will likely be sufficient to cover maintenance costs caused by the defective construction.
- The total estimated cost to replace the entire road today is approximately \$800,000-\$1,000,000.
- Under the settlement, PSTA is responsible for Walmart's agreed upon portion of maintenance costs only until 35% of the slabs are replaced.
- Furthermore, if Walmart's engineers turn out to be correct and the road does not suffer any failures in the next 20 years, PSTA will have received \$250,000.

Recommendation:

- Recommend approval of the Settlement Agreement and Mutual Release between PSTA, Walmart, KB Crossroads, and Wells Fargo.
-

Attachments:

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

INFORMATION ITEMS



4A: Status of Audit Financial Statements



Action: Information Item

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

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- The Government Accounting Standards Board (GASB) issued new accounting pronouncements #68 and #71 on Pension Standards that are being implemented with our fiscal year ending 2015 financial statements.
- GASB 68 requires Government entities to record the Net Pension Liability which is defined as the Total Pension Liability minus the Plan Net Position (Funding).
- GASBS 71 deals with contributions to the Plan subsequent to the measurement date.
- The State of Florida Retirement System has to provide each entity with the information based on actuarial reports they have conducted.
- The latest projected turnaround time from FRS is now the end of March. This is holding up the issuance of all Florida Government financial statements.

Fiscal Impact:

- There will be a financial impact when the liability is recorded but we do not know what it will be yet.

Attachments: None



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 January, 2016.
-

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 January 31, 2016**

Month to Date as of January 2016

January				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$9,560,359	\$10,110,946	(5.45%)	(\$550,587)
Expenses	\$5,235,343	\$5,546,974	(5.62%)	(\$311,631)
Surplus / (Deficit)	\$4,325,016	\$4,563,972	(5.24%)	(\$238,956)

For the month of January, the net surplus of \$4.33 million was $-.24$ million unfavorable to the budgeted surplus of \$4.56 million.

Revenues

Passenger Fares revenue is -7.6% under budget.	(\$85,608)
Auxiliary revenue is 19.6% over budget due to increased advertising.	8,446
Non-Transportation revenue is 73.1% over budget due to increased interest income.	10,386
Taxes revenue is -8.2% under budget due to timing.	(577,487)
State Reimbursement-Fuel Tax revenue is -23.3% under budget due to timing.	(14,117)
State Grants revenue is -5.7% under budget due to timing.	(67,361)
Federal Grants revenue is 32.6% over budget due to timing.	178,184
Federal Grants MPO Pass -Thru revenue is -31.8% under budget due to timing.	(4,244)
All other revenues within 5.0% of budget.	1,214
	<u><u>(\$550,587)</u></u>

Expenses

Fringe Benefits expense is -14.8% under budget.	(137,162)
Diesel Fuel expense is -13.2% under budget.	(46,668)
Supplies expense is 5.4% over budget.	21,074
Insurance expense is 6.4% over budget.	9,251
Utilities expense is -24.6% under budget.	(22,502)
Taxes & Licenses expense is -15.8% under budget.	(10,301)
Purchased Transportation - DART expense is -6.6% under budget.	(34,106)
Purchased Transportation - TD expense is 29.5% over budget.	18,380
Purchased Transportation - Trolleys expense is -5.5% under budget.	(3,074)
Miscellaneous expense is -61.3% under budget due to an accounting correction.	(28,741)
All other expenses within 5.0% of budget.	(77,782)
	<u><u>(\$311,631)</u></u>

**MONTHLY FINANCIAL PERFORMANCE REPORT
for the Period Ending January 31, 2016**

Year to Date as of January 2016

January				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$42,499,171	\$43,162,459	(1.54%)	(\$663,288)
Expenses	\$21,470,674	\$22,080,657	(2.76%)	(\$609,983)
Surplus / (Deficit)	\$21,028,497	\$21,081,802	(0.25%)	(\$53,305)

Year to date through January, the net surplus of \$21.03 million was $-\$.05$ million unfavorable to the budgeted surplus of \$21.08 million.

Revenues

Passenger Fares revenue is -15.2% under budget.	(\$755,914)
Auxiliary revenue is 24.9% over budget due to increased advertising.	43,016
Non-Transportation revenue is 82.3% over budget due to increased interest income.	38,311
Taxes revenue is 1.5% over budget due to timing.	461,818
State Reimbursement-Fuel Tax revenue is -6.7% under budget.	(15,828)
State Grants revenue is -15.9% under budget due to timing.	(589,553)
Federal Grants revenue is 7.9% over budget due to timing.	171,601
Federal Grants MPO Pass -Thru revenue is -31.8% under budget due to timing.	(16,977)
All other revenues within 5.0% of budget.	238
	<u><u>(\$663,288)</u></u>

Expenses

Fringe Benefits expense is -9.5% under budget.	(352,865)
Services expense is 5.4% over budget.	81,343
Diesel Fuel expense is -8.0% under budget.	(118,670)
Supplies expense is 15.8% over budget due to bus overhaul parts.	236,810
Insurance expense is 7.7% over budget.	44,469
Utilities expense is -22.8% under budget.	(88,846)
Taxes & Licenses expense is -6.9% under budget.	(18,788)
Purchased Transportation - Trolleys expense is -5.8% under budget.	(13,004)
Miscellaneous expense is -20.0% under budget.	(40,655)
All other expenses within 5.0% of budget (Salaries are \$364,931 under budget).	(339,777)
	<u><u>(\$609,983)</u></u>

**MONTHLY FINANCIAL PERFORMANCE REPORT
for the Period Ending January 31, 2016**

Year to Year Comparison Based on YTD Actuals as of January 2016

January				
Description	FY 2016	FY 2015	% Variance	\$ Variance
Revenues	\$42,499,171	\$41,946,080	1.32%	\$553,091
Expenses	\$21,470,674	\$21,333,508	0.64%	\$137,166
Surplus / (Deficit)	\$21,028,497	\$20,612,572	2.02%	\$415,925

Year to year through January, the net surplus of \$21.03 million for FY 2016 was \$.42 million favorable to the FY 2015 surplus of \$20.61 million.

Revenues

Auxiliary revenue for FY 2016 is 44.9% over FY 2015 due to increased advertising.	66,809
Non-Transportation revenue for FY 2016 is 66.1% over FY 2015 due to increased interest income.	33,770
Taxes revenue for FY 2016 is 8.5% over FY 2015.	2,504,003
State Reimbursement-Fuel Tax revenue for FY 2016 is -5.1% under FY 2015.	(11,840)
State Grants revenue for FY 2016 is -32.3% under FY 2015 due to timing.	(1,491,043)
Federal Grants revenue for FY 2016 is -19.4% under FY 2015 due to timing.	(565,758)
Federal Grant MPO Pass-Thru revenue for FY 2016 is -31.2% under FY 2015 due to timing.	(16,457)
All other revenues within 5.0% of budget.	33,607
	<u>\$553,091</u>

Expenses

Fringe Benefits expense for FY 2016 is -6.3% under FY 2015.	(227,524)
Services expense for FY 2016 is 28.6% over FY 2015.	353,837
Diesel Fuel expense for FY 2016 is -40.9% under FY 2015.	(938,814)
Supplies expense for FY 2016 is 24.1% over FY 2015.	337,307
Insurance expense for FY 2016 is 54.4% over FY 2015.	219,288
Taxes & Licenses expense for FY 2016 is -5.6% under FY 2015.	(14,864)
Purchased Transportation - DART expense for FY 2016 is 23.6% over FY 2015 due mostly to a change in accounting treatment of DART fares received by DART providers.	403,372
Miscellaneous expense for FY 2016 is 8.5% over FY 2015.	12,693
All other expenses within 5.0% of budget.	(8,129)
	<u>\$137,166</u>

Pinellas Suncoast Transit Authority
Statement of Revenues and Expenditures
Actual vs. Budget
Month Ended January 2016

	Month				Year to Date				Annual
	Actual	Budget	Variance		Actual	Budget	Variance		Budget
			Percent	Dollar			Percent	Dollar	
Revenue									
Passenger Fares	\$ 1,040,922	\$ 1,126,530	(7.60%)	\$ (85,608)	\$ 4,226,597	\$ 4,982,511	(15.17%)	\$ (755,914)	\$ 14,817,650
Auxiliary	51,579	43,133	19.58%	8,446	215,552	172,536	24.93%	43,016	517,600
Non-Transportation	24,591	14,205	73.12%	10,386	84,882	46,571	82.26%	38,311	173,050
Taxes	6,479,406	7,056,893	(8.18%)	(577,487)	31,924,604	31,462,786	1.47%	461,818	37,808,440
Local Beach Trolley & Rt.35	78,393	77,179	1.57%	1,214	308,962	308,724	0.08%	238	926,156
State Reimbursement-Fuel Tax	46,510	60,627	(23.29%)	(14,117)	220,711	236,539	(6.69%)	(15,828)	652,620
State Grants	1,105,786	1,173,147	(5.74%)	(67,361)	3,125,704	3,715,257	(15.87%)	(589,553)	7,418,284
Federal Grants	724,083	545,899	32.64%	178,184	2,355,802	2,184,201	7.86%	171,601	5,481,491
Federal Grants MPO Pass -Thru	9,089	13,333	(31.83%)	(4,244)	36,357	53,334	(31.83%)	(16,977)	80,000
Total	9,560,359	10,110,946	(5.45%)	(550,587)	42,499,171	43,162,459	(1.54%)	(663,288)	67,875,291
Expenditures									
Salaries	2,422,337	2,497,848	(3.02%)	(75,511)	9,517,584	9,882,515	(3.69%)	(364,931)	29,306,960
Fringe Benefits	790,978	928,140	(14.78%)	(137,162)	3,362,129	3,714,994	(9.50%)	(352,865)	11,142,638
Services	388,661	390,932	(0.58%)	(2,271)	1,591,326	1,509,983	5.39%	81,343	3,715,565
Diesel Fuel	306,779	353,447	(13.20%)	(46,668)	1,358,557	1,477,227	(8.03%)	(118,670)	4,531,370
Supplies	410,770	389,696	5.41%	21,074	1,734,818	1,498,008	15.81%	236,810	4,529,002
Insurance	153,811	144,560	6.40%	9,251	622,689	578,220	7.69%	44,469	1,709,200
Utilities	68,991	91,493	(24.59%)	(22,502)	301,455	390,301	(22.76%)	(88,846)	1,168,600
Taxes & Licenses	55,077	65,378	(15.76%)	(10,301)	252,681	271,469	(6.92%)	(18,788)	843,590
Purchased Transportation - DART	486,435	520,541	(6.55%)	(34,106)	2,113,097	2,082,172	1.49%	30,925	6,246,500
Purchased Transportation - TD	80,761	62,381	29.46%	18,380	243,751	249,522	(2.31%)	(5,771)	748,570
Purchased Transportation - Trolleys	52,626	55,700	(5.52%)	(3,074)	209,791	222,795	(5.84%)	(13,004)	668,395
Miscellaneous	18,117	46,858	(61.34%)	(28,741)	162,796	203,451	(19.98%)	(40,655)	636,455
Total	5,235,343	5,546,974	(5.62%)	(311,631)	21,470,674	22,080,657	(2.76%)	(609,983)	65,246,845
Revenue Over / (Under) Expenditures	\$ 4,325,016	\$ 4,563,972	(5.24%)	\$ (238,956)	\$ 21,028,497	\$ 21,081,802	(0.25%)	\$ (53,305)	\$ 2,628,446
Transfer (To) / From Reserve									\$ (2,628,446)

Pinellas Suncoast Transit Authority
Statement of Revenues and Expenditures
Actual vs. Actual
Month Ended January 2016

	Year to Date			Variance	
	Budget	January 2016 Actual	January 2015 Actual	Percent	Dollar
Revenue					
Passenger Fares	\$ 4,982,511	\$ 4,226,597	\$ 4,206,963	0.47%	\$ 19,634
Auxiliary	172,536	215,552	148,743	44.92%	66,809
Non-Transportation	46,571	84,882	51,112	66.07%	33,770
Taxes	31,462,786	31,924,604	29,420,601	8.51%	2,504,003
Local Beach Trolley & Rt.35	308,724	308,962	294,989	4.74%	13,973
State Reimbursement-Fuel Tax	236,539	220,711	232,551	(5.09%)	(11,840)
State Grants	3,715,257	3,125,704	4,616,747	(32.30%)	(1,491,043)
Federal Grants	2,184,201	2,355,802	2,921,560	(19.36%)	(565,758)
Federal Grant MPO Pass-Thru	53,334	36,357	52,814	(31.16%)	(16,457)
Total	<u>43,162,459</u>	<u>42,499,171</u>	<u>41,946,080</u>	<u>1.32%</u>	<u>553,091</u>
Expenditures					
Salaries	9,882,515	9,517,584	9,504,381	0.14%	13,203
Fringe Benefits	3,714,994	3,362,129	3,589,653	(6.34%)	(227,524)
Services	1,509,983	1,591,326	1,237,489	28.59%	353,837
Diesel Fuel	1,477,227	1,358,557	2,297,371	(40.86%)	(938,814)
Supplies	1,498,008	1,734,818	1,397,511	24.14%	337,307
Insurance	578,220	622,689	403,401	54.36%	219,288
Utilities	390,301	301,455	315,099	(4.33%)	(13,644)
Taxes & Licenses	271,469	252,681	267,545	(5.56%)	(14,864)
Purchased Transportation - DART	2,082,172	2,113,097	1,709,725	23.59%	403,372
Purchased Transportation - TD	249,522	243,751	244,986	(0.50%)	(1,235)
Purchased Transportation - Trolleys	222,795	209,791	216,244	(2.98%)	(6,453)
Miscellaneous	203,451	162,796	150,103	8.46%	12,693
Total	<u>22,080,657</u>	<u>21,470,674</u>	<u>21,333,508</u>	<u>0.64%</u>	<u>137,166</u>
Revenue Over / (Under) Expenditures	\$ <u>21,081,802</u>	\$ <u>21,028,497</u>	\$ <u>20,612,572</u>	<u>2.02%</u>	\$ <u>415,925</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 February, 2016.
-

Attachments:

1. Ridership and Operations Reports (provided at meeting)

PRESENTATION/ACTION ITEM



8A: SEIU Labor Agreement



Action: Recommend Approval of a Three Year Labor Agreement with PSTA's Florida Public Service Union (SEIU)

CONSENT OR ACTION ITEM

Staff Resource: James A. Bradford, Jr., COO
Henry Lukasik, Dir. of Maintenance
Jeff Thompson, Dir. of Transportation

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- The Labor Agreement between PSTA and SEIU expired on September 30, 2015.
- The Labor Agreement covers nearly 500 collective bargaining employees: Bus Operators, Maintenance personnel, and Customer Service Representatives (CSRs).
- PSTA began collective bargaining sessions with SEIU on November 3rd and reached a tentative settlement agreement for a new three year term on February 29th after negotiating in 11 different bargaining sessions.
- The SEIU Union held a vote on the proposed contract on March 7th. Results yielded an overwhelming majority in support: 274 votes in favor to 56 votes opposed.
- The new Labor Agreement will be in effect through September 30, 2018.

Contract Highlights:

- Increased starting pay-rates for new hires and first year employees.
- Reduction in length of time (from 60 to 54 months) needed to reach maximum pay-rates through step progression.
- Stronger language requiring increased accountability for PSTA's attendance & safety policies.
- Creation of Union and Management Committees requiring partnerships in addressing such important issues as health & wellness, medication management, scheduling & routing matters, accident & collision management, and implementing new customer service initiatives.
- Tightening of the general rules impacting employee performance.
- Incentives for decreasing high absenteeism thereby lowering overtime percentages.

- Much improved employee benefits to include pay provisions, vacation leave, and paid time-off opportunities.

Fiscal Impact:

- \$300 (one-time) stored balance for employee Health Insurance Contributions
- \$500 Annual Performance Bonus based upon Attendance
- Pay Increase to the Top Steps:
 - FY 2016 – 2.5%
 - FY 2017 – 3%
 - FY 2018 – 3%
- The three year labor agreement with SEIU is within PSTA's FY 2016 approved \$29.6 million dollar salary budget as well as stays within ½ percent of PSTA's projected budget presented to the Board for a three year period.

Recommendation:

- Recommend approval of a three year union contract to include pay-rate increases of 2.5%, 3%, and 3% in respective Fiscal Years 2016, 2017, and 2018 --- to also include:
 - \$500 Annual Lump-Sum Performance Compensation
 - \$300 toward Employee Health Insurance Premium Payroll Contributions.
-

Attachments:

1. SEIU Summary
2. SEIU Draft Agreement (**CLICK TO VIEW/PRINT**)



MISSION ACCOMPLISHED! 83% OF UNION MEMBERS VOTE YES!
New three (3) year contract is within PSTA's three (3) year projected budget.

On Monday, March 7th, PSTA's largest group of represented employees of nearly 500 bus operators, bus maintenance personnel and customer service representatives voted **274 to 56** in favor of a labor agreement that will carry PSTA through FY 2018!

- ✓ **Starting wages and wage graduation steps are dramatically increased** making PSTA a very competitive "first-choice" employer in Pinellas County and Tampa Bay.
- ✓ **PSTA Bus Operators** will have the highest bus operator wages compared to other public transit operators in Central and North Florida.



SEIU/PSTA KEY CONTRACT POINTS!

Fiscal Impacts

- ✓ Increased pay rates for all positions under top rate with reduced time to reach max pay.
- ✓ Starting Bus Operator rate is now \$12.50.
- ✓ Annual wage increases for top Steps of 2.5%, 3% and 3% in FY'16, FY '17, and FY '18.
- ✓ \$300 (one-time) stored balance for Health Insurance Contributions.
- ✓ \$500 Annual Lump Sum Compensation based on Attendance.

Health and Wellness Impacts

- ✓ Health & Wellness Committee shall be created jointly between Union and Management reps for identifying areas of improvement in regards to health awareness and prevention!

PRESENTATION



8B: DART Contract



Action: Information Item

Staff Resource: Ross Silvers, Mobility Manager

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- PSTA's Mobility Department (DART) currently contracts with Care Ride and Clearwater Yellow Cab to provide paratransit transportation services. Both service contracts are due to expire this coming September 30, 2016.
- Two distinct paratransit contracts were awarded in 2011 following separate procurements; one for ambulatory services, and the other for wheelchair services.
 - Care Ride provides mainly single rides for wheelchair passengers, utilizing lift-equipped vans.
 - Yellow Cab provides mainly shared-ride service for passengers who do not require a lift through the use of taxicabs and passenger vans.
 - All trips are door-to-door.
- In FY 2015, Care Ride and Yellow Cab provided a total of more than 275,000 annual trips within Pinellas County for individuals who, due to a disability, were unable to independently safely navigate PSTA's accessible bus system.

Procurement:

- PSTA is issuing one Request for Proposal (RFP) for the next paratransit contract to encompass all DART required transportation services (both ambulatory and wheelchair) currently provided by Care Ride and Yellow Cab.
- The RFP will offer up to a five-year contract broken into an initial three-year period with two one-year renewal options.
- The ultimate goal and desire for the upcoming Paratransit RFP is to procure one or more qualified and responsive proposers who will provide unsurpassed levels of paratransit service while also demonstrating a high propensity to deliver on the following:
 - Excellent on-time performance
 - Consistent and reliably good customer service and trip performance

- Safe trips in clean, comfortable vehicles
- Efficient operating practices
- Cost effective services responsive to PSTA’s needs
- The new contract will look to shore up any and all performance deficiencies in PSTA’s current operation of paratransit services.
- PSTA has begun the procurement process and will look to issue an official RFP both locally and nationally to all interested proposers by the end of the month, with a plan to award and present to the Board by June 2016.

Fiscal Impact:

- Paratransit operational costs include the following services in the FY 2016 budget as indicated below:

Demand Response Transportation (DART)	\$6, 238,000
Transportation Disadvantaged (TD) Door-to-Door	\$95,500
East Lake Shuttle	\$8,500

- PSTA’s next contract award for Paratransit services is valued at \$6.3 million annually making it the largest PSTA contract – more than PSTA’s Insurance (\$6.2 million) and fuel (\$5.7 million).

Attachments:

1. PowerPoint



DART Contract



Finance Committee Meeting
March 16, 2016
PSTA Auditorium



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



About DART

Demand Response Transportation (DART)

- Provides ADA complementary origin-to-destination service;
- Mirrors local bus service;
- Over 1,000 trips per day for DART customers whose disability prohibits safe bus access.
- HART Comparison: 500 trips per day.



About DART

PSTA's Mobility Staff (aka DART Staff)

- Manages and monitors Care Ride and Yellow Cab;
- Ensures paratransit service and contract compliance;
- Determines rider eligibility;
- Facilitates complaint resolution;
- Ensures compliance and reconciles billing.



Expiring Paratransit Contracts

- Current contracts with Care Ride and Clearwater Yellow Cab are set to expire on September 30, 2016.
- Paratransit operational costs include the following services in the FY '16 budget as indicated below:
- Largest PSTA Contracts: \$6.3M annually – more than PSTA's Health Insurance (\$6.2M) and Fuel (\$5.7M) contracts.
- 2011 Procurement very competitive.



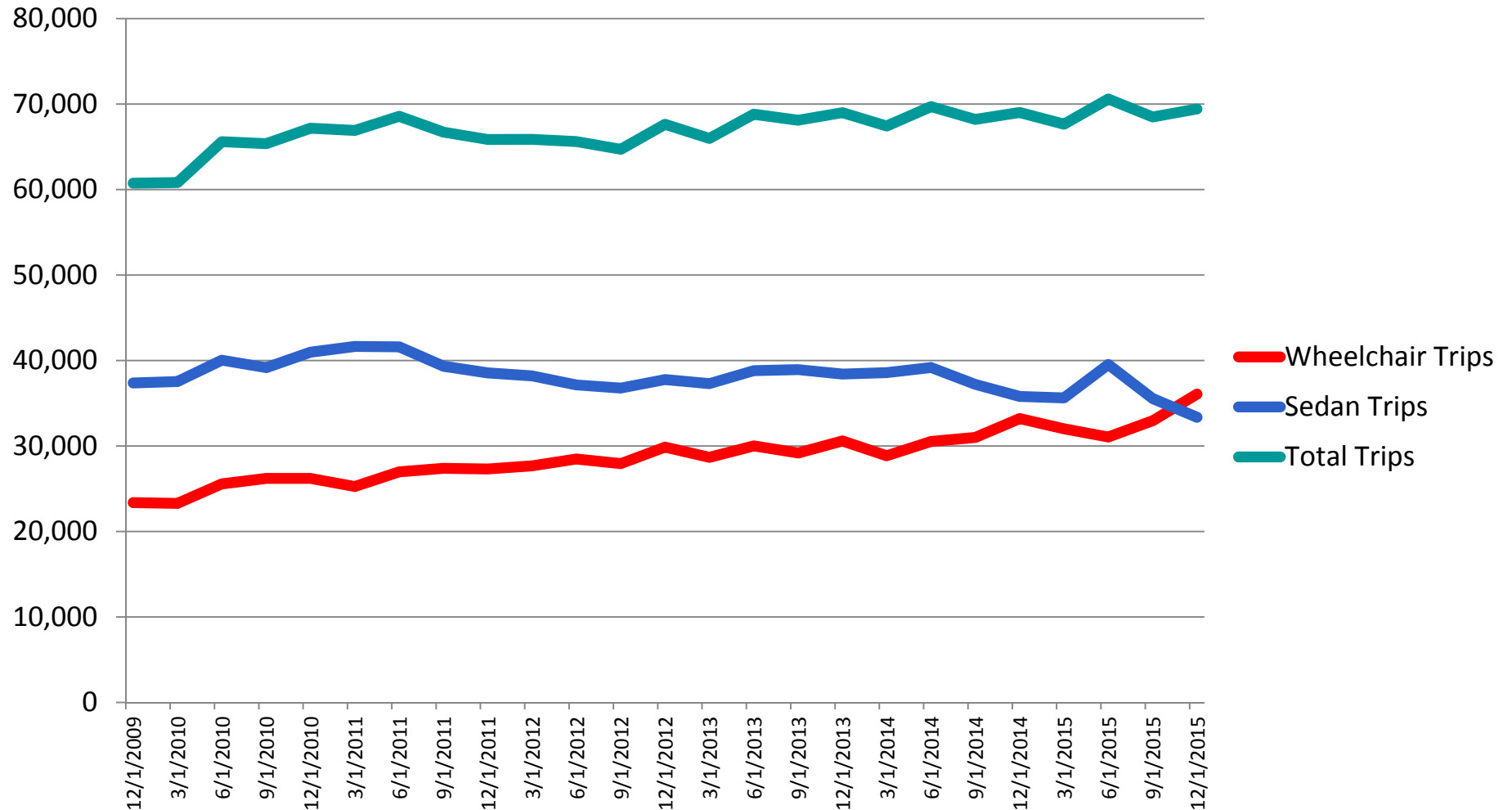
Contract History

- Two (2) distinct paratransit contracts were awarded to Care Ride and Yellow Cab in 2011 for door-to-door trips.
 - Care Ride provides single rides for wheelchair passengers utilizing lift-equipped vans (non-ambulatory).
 - Yellow Cab provides shared-ride service for passengers through the use of taxicabs and passenger vans (ambulatory).
- FY '15, Care Ride and Yellow Cab provided a total of more than 275,000 customer trips



DART Ridership History by Quarter

For first time, wheelchair trips now exceed ambulatory trips



About Care Ride



Care Ride™, LLC
Transportation Services

Current Traits

- Care Ride is a Bay Care Health company;
- Provides trips for customers unable to ride in a sedan;
- **Employee drivers;**
- Consistent & reliable service;
- Customer satisfaction is extremely high.



Performance

- Minimal call hold times;
- Low complaints at < 1 per month average;
- On-time performance 97% or better;
- Nearly all trips are unshared and/or non-stop trips.



About Yellow Cab



Current Traits

- Yellow Cab purchased by TransDev in Fall of '14;
- Uses independent contract drivers;
- Most trips shared with other passengers.



Trans Dev Improvements

- Increased staffing;
- New vehicles and improved vehicle maintenance;
- Upgraded phone systems with recorded customer calls;
- Decreased call hold-times (though peak times remain a challenge).

Performance

- Steady On-Time Performance at 95% or greater;
- History of very late trips;
- Yields most of DART's customer complaints.



Relative Costs to PSTA

DART Contractor	Cost Per Trip
Care Ride	
Yellow Cab	



Procurement Timeline

- April 1 – Issue RFP
- July 27, 2016 – Board Approval
- October 1 (or later) – New Contractors Begin Service



Goals of New Procurement

- Ultimate goal is to procure one or more qualified and responsive proposers to deliver on:
 1. Excellent on-time performance;
 2. Consistent and reliably good customer service and trip performance;
 3. Safe trips in clean, comfortable vehicles;
 4. Efficient operating practices, and;
 5. Cost-effective services responsive to PSTA's:



Performance Improvement Items in RFP

- ✓ Areas for improvement will be clearly identified;
- ✓ Performance standards will be set above and beyond the minimums established in present contracts.
- ✓ Performance Incentives, Performance Penalties, and “Earnback Programs” Expanded.



Parallel Program to Save Costs

- Distinct from DART Contract, DART Customers to be incentivized to use other, less-expensive options to lower Paratransit trip demand and improve customer service.
- Modeled after MBTA (Boston)
 - MBTA pilot rewards paratransit customers when they use lower-cost taxis.

