



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 – MAY 18, 2016; 9:00 AM
PSTA MAINTENANCE TRAINING ROOM

		<u>TIME</u>	<u>PAGE</u>
1.	CALL TO ORDER	9:00	
2.	PUBLIC COMMENT	9:00	
3.	ACTION ITEMS	9:05	
	A. April 20, 2016 Meeting Minutes	CHAIR BARKLEY	2
	B. FY 2015 Annual Audit	20 min DEBBIE LEOUS/CLIFTON LARSEN ALLEN LLP	7
	C. Security Training Services	10 min MIKE GLOSS/DEBBIE LEOUS	26
	D. Ulmerton Road Park & Ride	10 min HENRY LUKASIK	28
	E. Transportation Disadvantaged Contracts	10 min ROSS SILVERS	37
	F. AV Equipment	10 min DEBBIE WOODWARD	43
4.	REPORTS	10:05	
	A. Quarterly Reports	DEBBIE LEOUS	45
	B. Monthly Financial Statement	DEBBIE LEOUS	55
	C. Ridership/Performance	BRAD MILLER	61
5.	FUTURE MEETING SUBJECTS	10:25	
	• Printing Services		
	• Wheelchair Restraint System		
	• Waste Oil Removal & Environmental Services		
	• Non-Traditional Bus Shelter Design/Build		
	• Stock & Non-Stock Parts/Supplies/Equipment		
6.	OTHER BUSINESS	10:30	
7.	ADJOURNMENT	10:30	

Note: The Capital Projects Public Hearing will begin at 10:30. You're welcome to attend.



ACTION ITEM

3A: April 20, 2016 Meeting Minutes



Action: Approve Meeting Minutes

Staff Resource: Clarissa Affeld, Admin Assistant

**FINANCE & PERFORMANCE
MANAGEMENT**

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

Attachments:

1. Minutes



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FINANCE & PERFORMANCE MANAGEMENT
COMMITTEE MEETING
MINUTES – APRIL 20, 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 March 16, 2016 meeting minutes, recommend approval of the safety & security training services contract, the remanufactured alternators contract, and the marketing and advertising services contract. 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. Eggers made a motion, seconded by Mr. Jonson to approve the amended minutes of the March 16, 2016 meeting. The motion passed unanimously.

Safety & Security Training Services – Mike Gloss, Superintendent of Safety, Security & Training, said staff is asking the Committee to recommend approval of a three-year contract with two additional one-year renewals with K & J Safety and Security Consultants, Inc. and Elert & Associates Technology Consultants, Inc. for a total cost not to exceed \$435,000 over the maximum five-year period. Mr. Gloss indicated that in 2015, PSTA received a Transit Security Grant Program (TSGP) grant in the amount of \$435,000 for security training and drill exercises. He noted that in addition, the Agency will utilize safety, security, and training consultants on an as-needed basis for future projects when additional grant funding is received.

Mr. Gloss stated that in January 2016, a Request for Proposal (RFP) was released with two suppliers responding – K & J Safety and Security Consultants, Inc. and Elert & Associates Technology Consultants, Inc. After review by the Selection Committee, it was determined that both suppliers were qualified; however, each offered unique services that would benefit PSTA. Mr. Gloss noted that work will be assigned to the consultants on a task order basis with specific work tasks, deliverables, and a defined budget.

After questions were raised about the specifics of the training and consulting, the cost, and how many events per year, Mr. Scott made a motion, seconded by Mr. Deighton to approve the contract. There were no public comments. The motion passed (5:1) with Mr. Eggers dissenting, stating that he would like more details and specifics to justify how the grant money will be spent.

Remanufactured Alternators – Henry Lukasik, Director of Maintenance, stated that this was a joint procurement with the Hillsborough Area Regional Transit Authority (HART) who issued the solicitation. He said that as a result of the solicitation, seven suppliers responded to the Invitation to Bid (IFB). Mr. Lukasik indicated that PSTA and HART Procurement staff evaluated the submittals and selected Electric Sales & Services, Inc. as the most responsive, responsible, and lowest cost supplier.

Mr. Lukasik said staff is asking the Committee to recommend approval of a one-year contract with a one-year renewal with Electric Sales & Services, Inc. for a cost not to exceed \$171,204 over the maximum two-year period. He noted that this amount is funded by the Maintenance Department's operating budget and represents an anticipated savings over the previous contract of \$12,200 for the two-year contract period. Mr. Scott asked about the quality of Electric Sales & Service and Mr. Lukasik responded that HART is pleased with them. Committee Chair Barkley questioned which components would be remanufactured, which Mr. Lukasik answered. Mr. Jonson made a motion, seconded by Mr. Scott to recommend approval of the contract. There were no public comments. Motion passed unanimously.

Marketing and Advertising Services – Cyndi Raskin-Schmitt, Director of Communications, delivered a presentation on marketing and advertising services indicating that the Board approved the Path Forward Strategic Communications and Public Relations Plan in January 2016. Ms. Raskin-Schmitt said an RFP was released in January with 14 suppliers responding. She indicated that a Selection Committee of PSTA staff, a representative from the Pinellas County Communications Department, as well as a representative from Tampa International Airport (TIA) selected FKQ Advertising + Marketing as the highest ranked supplier. Ms. Raskin-Schmitt introduced four FKQ staff members which were present at the meeting, and presented background information on the company. She stated that staff is recommending approval of a three-year contract with two additional one-year renewals with FKQ Advertising + Marketing for a total cost not to exceed \$2,500,000 over the maximum five-year period.

Mr. Jonson reiterated his concern that the Strategic Communication Plan is selling PSTA instead of selling the services provided by PSTA. Ms. Raskin-Schmitt responded that one of the first tasks will be a market research and brand audit project which is 99.9% public engagement. Mr. Deighton expressed his concern about the research findings and what PSTA will do with those findings. Ms. Raskin-Schmitt said FKQ will put together a strong plan to move ahead on the findings. Mr. Scott asked how success is measured and what the year-one anticipated spending will be. Ms. Raskin-Schmitt said FKQ will be working on a task order basis, but the pricing for the market research and brand audit project is about \$150,000. Mr. Miller added that PSTA has \$300,000 for marketing in the current budget.

Mr. Scott would like to receive more clarification on how PSTA is going to measure success. Mr. Eggers stated that he would like periodic updates even on smaller projects. Committee Chair Barkley said perhaps these surveys and marketing tools can be used to demonstrate to the public how the environment and congestion can be improved through public transportation. Mr. Deighton made a motion, seconded by Ms. Wheeler-Brown to recommend approval of the Marketing and Advertising contract. There were no public comments. The motion passed unanimously.

REPORTS

Monthly Financial Statement – The financial statements were included in the packet. Debbie Leous, Chief Financial Officer, provided a brief summary of the reports for the month ending February 29, 2016.

Ridership/Performance – A draft of the ridership/performance reports were included in the packet. The Committee had questions relating to the passenger fare revenue and ridership decline. Mr. Miller spoke about the current trend in the industry regarding ridership. Mr. Eggers requested a breakout of the U-Pass usage numbers/ridership.

PSTA Contracts – The quarterly report was included in the packet. Mr. Miller informed the Committee that the procurement has been issued for the Demand Response (DART) paratransit services, which is PSTA’s biggest value contract.

FUTURE MEETING SUBJECTS

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

OTHER BUSINESS

No other business was discussed.

[Mr. Eggers left the meeting at 10:05 AM and did not return.]

PRESENTATION (along with the Planning Committee)

Sustainability Plan – Heather Sobush, Planning Manager, explained that PSTA has, for the first time ever, submitted its sustainability achievements to the American Public Transportation Association (APTA) for recognition as part of their sustainability program. She, and Kristina Tranel, Transit Planner, provided a presentation on sustainability including a brief history and PSTA’s sustainability planning approach. Ms. Sobush spoke about the environmental, financial, and social sustainability of the Agency’s fleet and the sustainability goals.

Mr. Scott said he would like to see the fuel economy for each type of bus PSTA currently has as well as the average fuel economy for the proposed replacement buses. Mr. Barkley added that he would like the ecological numbers associated with emissions for each bus. The Committee also discussed community sustainability, new technologies, and the social aspect of sustainability.

ADJOURNMENT

The meeting was adjourned at 10:38 AM. The next meeting will be held on May 18th at 9:00 AM.

ACTION ITEM



3B: FY 2015 Annual Audit



Action: Accept FY 2015 Audit Report

CONSENT OR ACTION ITEM

Staff Resource: Deborah Leous, Chief Financial Officer
Michael Hanson, Director of Finance

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- The PSTA Independent Audit firm, CliftonLarsonAllen has completed the September 30, 2015 annual audit.
- PSTA received an unmodified opinion that states the financial statements were fairly presented.
- There were no material weaknesses or significant deficiencies in internal controls over financial reporting and compliance and no questioned costs over major federal programs and state projects.
- PSTA will be submitting the FY 2015 Comprehensive Annual Finance Report (CAFR) to the Government Finance Officers Association (GFOA) for consideration of the GFOA's Certificate of Achievement for Excellence in Financial Reporting Program.

Recommendation:

- Staff recommends acceptance of the FY 2015 Audit Report.

Attachments:

1. PowerPoint
2. Draft FY 2015 Comprehensive Annual Financial Report (to follow)

Pinellas Suncoast Transit Authority (PSTA)

Finance Committee Meeting
May 18, 2016



CliftonLarsonAllen

CLAAconnect.com



CLA Engagement Team

- **Overall Engagement Responsibility**
 - Andrew Laflin, Principal

- **Financial Statement & Single Audit Team**
 - Sue Pagan, Engagement Director
 - Kim Poblete, Senior
 - Stephen Smith, Associate

- **IT Audit Team**
 - Jim Barton, Manager

- **NTD AUP Team**
 - Andrew Laflin, Principal
 - Stephen Smith, Associate

Audit and Attestation Services Performed

Financial Statements

- Financial statement audit for the year ended September 30, 2015, in accordance with *Government Audit Standards*
- Limited procedures applied to RSI (MD&A)

Federal Compliance

- Federal Single Audit in accordance with OMB Circular A-133

State Compliance

- State Single Audit in accordance with *Section 215.97, Florida Statutes* and *Chapter 10.550, Rules of the Auditor General*
- Examination of compliance with investment provisions in accordance with requirements of *Section 218.415, Florida Statutes*

Reports to be Delivered

- 1 Independent Auditors' Report
- 2 Report on Internal Control Over Financial Reporting and On Compliance And Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* (Yellow Book Report)
- 3 Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Federal Program and State Project and on Internal Control Over Compliance in Accordance With OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General (Single Audit Report)
- 4 Management letter as required by Chapter 10.550 Rules of the Auditor General
- 5 Communication to Governance
- 6 Independent Accountants' Report (Examination)

Results of Procedures

- **Independent Auditors' Report**
 - Unmodified Opinion

- **Independent Auditors' Report on Internal Control (*GAS - Yellow Book*)**
 - No Material Weaknesses reported

- **Single Audit Report, Federal (OMB A-133) and State Projects (S.215.97 F.S.)**
 - Unmodified Opinion on Compliance
 - No Material Weaknesses reported
 - No Findings or Questioned Costs
 - One major federal program tested; three major state projects tested
 - Status of Prior Year Findings and Questioned Costs
 - ❖ 2014-01 – Purchased advertisements with Department of Homeland Security federal grant funds: corrective action has been taken

Results of Procedures

➤ **Management Letter (*Florida Auditor General*)**

- No findings to report

➤ **Independent Accountants' Report (*Examination – Investment Compliance*)**

- Unmodified attestation opinion on investment compliance

Audit Procedures Performed - Highlights

Internal Control & Compliance Testing

- Evaluation of key internal controls over cash & investments, inventories, revenues & receipts, payroll, A/P disbursements, capital assets, self insured claims, financial closing & reporting process
- Single audit compliance & IC over compliance testing

Non-Traditional Audit Procedures Performed

- IT security assessment
 - External penetration testing (in progress)
 - PCI readiness assessment, internal network penetration testing & vulnerability assessment (planned for future)
- Telecom cost savings assessment (in progress)

New Accounting Standards

- GASB Statement 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27*, was issued in June 2012, and was effective for the Authority in fiscal year 2015. Under this standard, the Authority was required to report a net pension liability, pension expense, and pension-related deferred inflows and outflows of resources based on its proportionate share of the collective amounts for all the governments in the Florida Retirement System plan. The impact on the Authority's financial statements is recognition of a \$17,872,765 net pension liability at September 30, 2015.

Financial Statement Analysis: Assets

Asset Account	2015	2014	2013	2012
Cash, Cash Equivalents & Investments	\$44,449,602	\$43,362,300	\$43,770,179	\$40,918,895
Parts & Supplies Inventory	\$1,250,000	\$1,140,996	\$1,042,399	\$1,175,155
Capital Assets, Net	\$83,810,020	\$79,199,247	\$86,156,611	\$76,411,608
Capital Asset Additions	\$15,137,067	\$2,779,079	\$18,294,475	\$5,935,994

Financial Statement Analysis: Liabilities

Liability Account	2015	2014	2013	2012
Accounts Payable & Accrued Expenses	\$5,281,676	\$6,096,240	\$10,619,706	\$5,532,637
Claims & Judgments	\$4,458,473	\$4,996,101	\$3,749,688	\$3,591,975
Other Post Employment Benefits	\$1,621,001	\$1,312,772	\$1,003,289	\$853,415
Net Pension Liability	\$17,872,765	\$12,297,812	\$0	\$0

Financial Statement Analysis: Revenues

Revenue Account	2015	2014	2013	2012
Passenger Fares	\$12,194,799	\$13,585,399	\$13,839,658	\$14,088,340
Ad Valorem Taxes	\$35,592,336	\$33,365,462	\$32,282,955	\$33,009,275
Federal, State & Local Grant Revenue	\$14,523,974	\$14,609,291	\$14,924,613	\$14,775,702

Financial Statement Analysis: Expenses

Expense Account	2015	2014	2013	2012
Operations	\$34,879,734	\$33,663,536	\$33,907,097	\$32,524,451
Purchased Transportation	\$7,444,573	\$6,846,800	\$5,711,448	\$5,043,284
Maintenance	\$8,902,528	\$8,374,708	\$8,172,956	\$7,256,709
Administrative & Finance	\$11,465,894	\$10,767,137	\$9,762,130	\$9,333,777
Marketing	\$708,839	\$2,591,069	\$2,202,059	\$1,702,420

Financial Statement Analysis: Net Position

Net Position Account	2015	2014	2013	2012
Unrestricted Net Position	\$19,865,822	\$18,489,859	\$37,862,802	\$37,554,309



BE ON THE LOOKOUT!

Future Audit Considerations...

Uniform Grant Guidance

- The objectives of the Uniform Guidance include eliminating duplicating and conflicting guidance, consistent and transparent treatment of costs, and strengthening oversight
- Key changes include the following:
 - Increased competition in grants
 - New administrative requirements
 - Reforms to cost principles
 - Audit changes (effective 9/30/16)
 - ◇ Raising audit threshold and Type A threshold
 - ◇ Lowering percentage of coverage rule
 - ◇ Increase threshold to report known or likely questioned costs

Required Communication to Governance

- **No difficulties encountered in dealing with management**
- **No uncorrected misstatements**
- **No disagreements with management**



Conclusion

We appreciate everyone's cooperation throughout the audit.



Andrew Laflin, CPA

Principal

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Engagement Director

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ACTION ITEM



3C: Security Training Services



Action: Recommend Approval of a Three Year Contract with K & J Safety and Security Consultants, Inc. and Elert & Associates Technology Consultants, Inc. for a Total Cost Not to Exceed \$305,000 Over the Maximum Three Year Period

CONSENT OR ACTION ITEM

Staff Resource: Mike Gloss, Supt. of Security & Training
Debbie Leous, CFO



Background:

- In 2011 & 2014 PSTA received the Gold Standard designation awarded by the Federal Transportation Security Administration (TSA) for being one of the nation’s best transit systems for its safety and security practices. PSTA was one of only three transit systems in the United States to be named twice for this recognition.
- In 2015, PSTA received a TSA Transit Security Grant Program (TSGP) grant in the amount of \$435,000 for design, plan, and execution of security training and drill exercises.
- The funding includes \$305,000 for a consultant to design specific employee training and drill exercises, \$125,000 for reimbursement of employee time spent in training and \$5,000 for related administrative costs.
- In January 2016, PSTA released a Request for Proposal (RFP) soliciting competitive proposals from experienced, qualified, and capable vendors for Security Training and Consultant services.
- A selection committee reviewed and determined that two suppliers were uniquely qualified offering services that would benefit PSTA.

K & J Safety and Security Consultants, Inc.	Elert & Associates Technology Consultants, Inc.
--	--

- PSTA will utilize the security consultants to complete the tasks associated with the 2015 TSGP grant that is anticipated to be completed in two years.

Fiscal Impact:

- \$305,000 funded by the TSGP Grant.

Recommendation:

- Recommend approval of a three year contract with K & J Safety and Security Consultants, Inc. and Elert & Associates Technology Consultants, Inc. for a cost not to exceed \$305,000 over the maximum three year period.
 - Even though the grant programs will be completed in the next two years, it is recommended to award these contracts as three-year contracts so that with additional Board approval, these consultants may be used for other non-grant funded security related services.
-

Attachments:

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

ACTION ITEM



3D: Ulmerton Road Park & Ride



Action: Recommend Approval of a One-Time Contract with Jam 5:20 Construction, Inc. for the Ulmerton Park-n- Ride Improvements for a Not to Exceed Cost of \$200,000.

CONSENT OR ACTION ITEM

Staff Resource: Henry Lukasik, Director of Maintenance
Lou Emma Cromity, Dir. of Procurement
Mark Knight, PSTA Construction Manager

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- In 1984, PSTA purchased the Kentucky Fried Chicken building located at 8780 Ulmerton Road in Largo and converted the property into an indoor park and-ride terminal.
- Over the next 30 years, age, instances of trespassing, vandalism, and break-ins have taken their toll on the condition of the facility.
- In May of 2015, PSTA closed the interior of the building in the interest of safety to the public, while continuing to utilize the outdoor spaces for passenger park and ride purposes.
- As of result of the building's current state of disrepair, PSTA, in conjunction with support from Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT), have decided the Ulmerton Park-n-Ride facility should be demolished.
- In addition to demolishing the building, repairs to the pavement, curbing, and construction of an open, green/park public space in the general footprint of the existing building, and installation of PSTA's newly designed bus shelters will return this site to a useful and safe waiting area for the public.
- An Invitation for Bid (IFB) was released to secure the services of a general contractor/construction supplier to perform the demolition and renovation requirements.

- The following six suppliers responded to the IFB:

Certus Builders, Inc.	Jam 5:20 Inc.	Matcon Construction Services
R. Kruger Construction Inc.	Stripe A lot of American	Trias Construction

- PSTA management staff reviewed all submitted bids and as a result, Jam 5:20 Inc., was selected as the most responsive, responsible and lowest cost supplier and therefore, is recommended for contract award.

Fiscal Impact:

- \$100,000 which is funded by FDOT.
- \$100,000 which will be funding by PSTA.

Recommendation:

- Recommend approval of a one-time contract with Jam 5:20 Construction for the Ulmerton Park–n- Ride improvement with a not to exceed cost of \$200,000.

Attachments:

1. PowerPoint
2. Contract (**CLICK TO VIEW/PRINT**)



ULMERTON PARK N' RIDE IMPROVEMENTS

TRAC and Finance Committee
May, 2016

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



HISTORY

- 1984--Facility was built as a Kentucky Fried Chicken.
- 2003--PSTA purchases the property for \$750,000 and converts to a park and ride lot.



FACILITY CONDITION

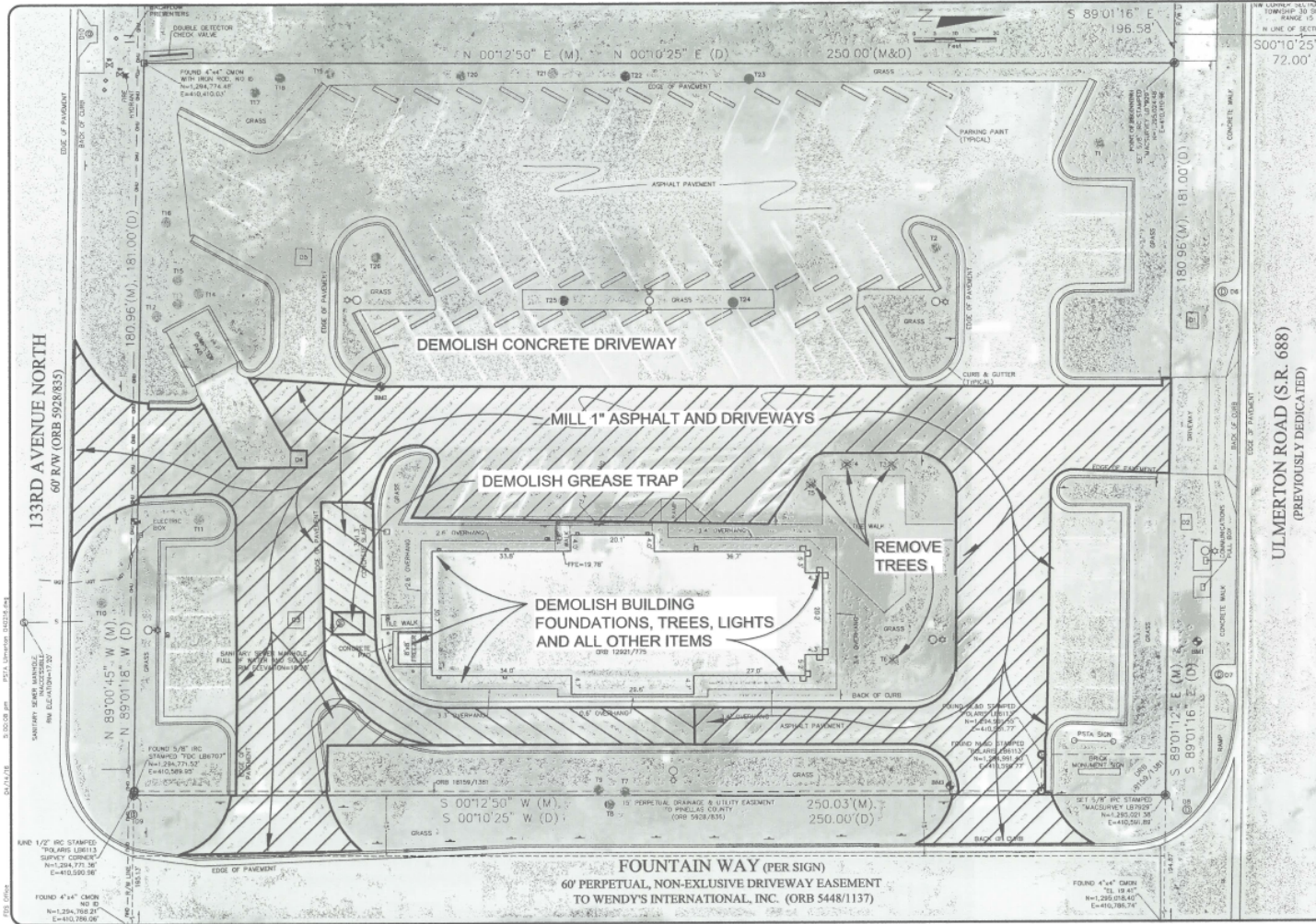
- 2015—PSTA closes indoor facility due to age, trespassing, vandalism, and for the presence of mold/mildew.



FACILITY CONDITION



DEMOLITION PLAN



Project: **INDALE OLIVER AND ASSOCIATES**
 400 NORTH ASHLEY DRIVE - SUITE 400
 TAMPA, FLORIDA 33602
 CA 5249

Professional Engineer Seal: **DAVID RUSSELL**, License No. 5157, State of Florida.

Issue Date:	Revision:

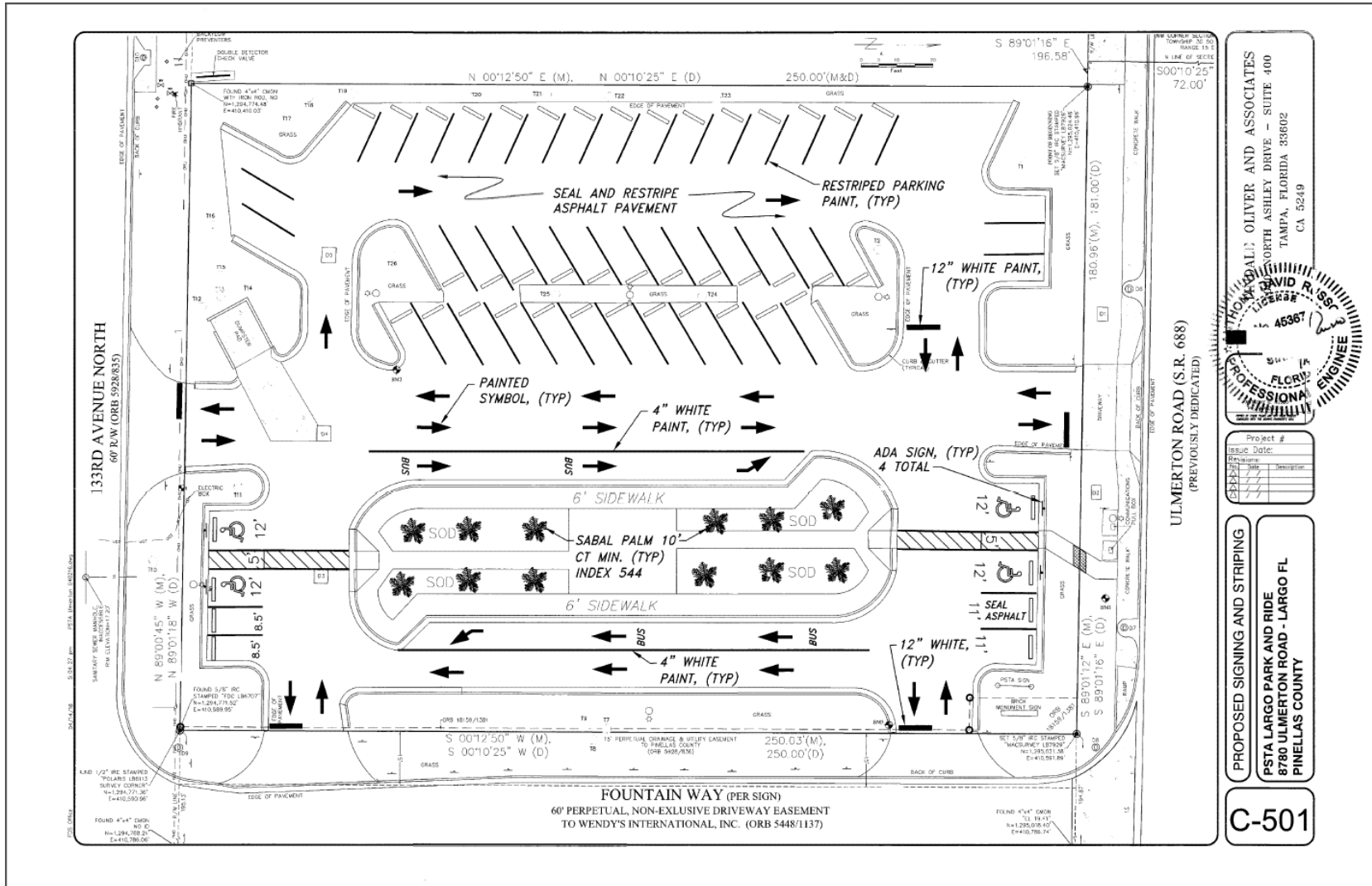
DEMOLITION PLAN

PSTA LARGO PARK AND RIDE
 8780 ULMERTON ROAD - LARGO FL
 PINELLAS COUNTY

C-400



SITE PLAN RENOVATIONS



ULMERTON ROAD (S.R. 688)
(PREVIOUSLY DEDICATED)

PROPOSED SIGNING AND STRIPING
PSTA LARGO PARK AND RIDE
8780 ULMERTON ROAD - LARGO FL
PINELLAS COUNTY

C-501

Project #
Issue Date:
Revision:
Scale:
Date:

PROFESSIONAL ENGINEER
DAVID R. OLIVER
FLORIDA LICENSE # 45367



QUESTIONS?



CUSTOMER



GOVERNANCE



FINANCIALLY
SUSTAINABLE



CAPITAL



SERVICE



EXPANSION



VISIONARY

ACTION ITEM



3E: Transportation Disadvantaged Resolutions & Contracts



- Action:**
- A. Recommend Acceptance of the Annual Trip & Equipment Grant from the Florida Commission for the Transportation Disadvantaged (CTD) for \$2.8 million and Resolution Authorizing the CEO to Sign Related Documents.**
 - B. Recommend Approval of Four Coordination Agreements with Local Non-Profit Transportation Providers at a Total Cost Not to Exceed \$693,300.**
 - C. Recommend Authorizing CEO to Submit Application for CTC Mobility Enhancement Grant and Sign Related Documents.**

CONSENT OR ACTION ITEM

Staff Resource: Ross Silvers, Mobility Manager

FINANCE & PERFORMANCE
MANAGEMENT

Background:

- As the Community Transportation Coordinator (CTC) for Pinellas County, PSTA is responsible for all Transportation Disadvantaged (TD) services in Pinellas County. This includes the administration of TD bus passes, paratransit, and non-profit trips.
- PSTA has now completed its fourth year as the CTC, receiving a positive evaluation from the Metropolitan Planning Organization (MPO) staff and Board, based upon the recommendation of the Local Coordinating Board (LCB).

A. Annual State TD Grant

- Resolution 16-03 authorizes PSTA's CEO to accept the Trip & Equipment Grant from the Florida Commission for the Transportation Disadvantaged (TD) effective July 1, 2016 – June 30, 2017, in which the funding has increased to \$2,861,361.

B. Non-Profit Trips

- TD services include TD funding for four non-profit agencies so they can provide transportation to their own TD-eligible clients.
- The annual contract for these agencies is up for renewal with three of them being greater than \$100,000. Therefore, they are being presented to the Board for approval.

- The agencies are as follows:
 - Neighborly Care Network \$404,375
 - PARC \$142,040
 - ARC Tampa Bay (formerly UPARC) \$142,040
 - Lighthouse \$4,845
- The dollar amounts listed above represent a 6% increase over current year. These are the maximum amount of TD funds the agency can receive during the term of the contract, which is July 1, 2016 – June 30, 2017.
- PSTA will monitor each agency's compliance with regulatory, safety, financial and other requirements, and serves as a pass-thru for reimbursement of TD costs from the Florida CTD.

C. New State Grant

- The 2016 Florida State Legislature specified how previously returned CTD Funds should be reallocated now, including a new grant to provide innovative model for serving TD customer trip needs.
- Resolution 16-04 Authorizes PSTA's CEO to Apply for the Mobility Enhancement Grant from the Florida Commission for the Transportation Disadvantaged (TD) effective July 1, 2016 – June 30, 2017.

Fiscal Impact:

- The higher number of TD bus pass trips is the primary reason why PSTA's grant allocation increased by over \$500,000 this year.

Recommendation:

- Recommend acceptance of the Annual Trip & Equipment Grant from the Florida CTD and Resolution 16-03 authorizing the CEO to sign related documents.
- Recommend approval of four coordination agreements with local non-profit transportation providers at a total cost not to exceed \$693,300.
- Recommend approval of Resolution 16-04 authorizing CEO to file and execute the TD Mobility Enhancement Grant and Sign Related Documents.

Attachments:

1. Resolutions #16-03 and 16-04
2. TD Grant Agreement (**CLICK TO VIEW/PRINT**)

RESOLUTION #16-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PINELLAS SUNCOAST TRANSIT AUTHORITY
AUTHORIZING THE EXECUTION OF A TRANSPORTATION
DISADVANTAGED TRUST FUND GRANT AGREEMENT
FOR 2016/2017 WITH THE FLORIDA COMMISSION FOR THE
TRANSPORTATION DISADVANTAGED**

WHEREAS, PSTA's Board of Directors has the authority to enter into the Transportation Disadvantaged Trust Fund Grant agreement and to undertake a transportation disadvantaged service project, as authorized by Section 427.0159, Florida Statutes, Rule 41-2, F.A.C, and Chapter 00-424, Laws of Florida, as amended.

NOW, THEREFORE, BE IT RESOLVED BY PSTA'S BOARD OF DIRECTORS THAT:

- 1 That PSTA has the authority to enter into the Transportation Disadvantaged Trust Fund Grant agreement for 2016/2017.
- 2 Brad Miller, Chief Executive Officer, is hereby authorized to execute the grant agreement on behalf of the Pinellas Suncoast Transit Authority with the Florida Transportation Disadvantaged Commission for Transportation Disadvantaged Trust Funds.
- 3 Brad Miller, Chief Executive Officer, and other PSTA officials and officers are hereby authorized to sign any and all agreements, assurances, reimbursement invoices, warranties, certifications, and any other documents that may be required in connection with the grant or subsequent, related agreements.

ATTEST:
AUTHORITY

PINELLAS SUNCOAST TRANSIT
PINELLAS COUNTY, FLORIDA

Janet C. Long
Secretary/Treasurer

Darden Rice
Chairperson

DATE: May 25, 2016

APPROVED AS TO FORM

Alan S. Zimmet
General Counsel



RESOLUTION #16-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PINELLAS SUNCOAST TRANSIT AUTHORITY AUTHORIZING THE FILING AND EXECUTION OF A TRANSPORTATION DISADVANTAGED MOBILITY ENHANCEMENT GRANT APPLICATION WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, PSTA's Board of Directors has the authority to file the Transportation Disadvantaged Mobility Enhancement grant application and to undertake a Transportation Disadvantaged service project, as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, F.A.C. and Chapter 00-424, Laws of Florida, as amended.

NOW, THEREFORE, BE IT RESOLVED BY PSTA'S BOARD OF DIRECTORS THAT:

1. That PSTA has the authority to file the Transportation Disadvantaged Mobility Enhancement grant application.
2. Brad Miller, Chief Executive Officer, is hereby authorized to file and execute the Mobility Enhancement grant application on behalf of the Pinellas Suncoast Transit Authority with the Florida Transportation Disadvantaged Commission for Transportation Disadvantaged.
3. Brad Miller, Chief Executive Officer, and other PSTA officials and officers are hereby authorized to sign any and all agreements, assurances, reimbursement invoices, warranties, certifications, and any other documents that may be required in connection with the grant application.

ATTEST:
AUTHORITY

PINELLAS SUNCOAST TRANSIT
PINELLAS COUNTY, FLORIDA

Janet C. Long

Darden Rice

Secretary/Treasurer

Chairperson

DATE: May 25, 2016

APPROVED AS TO FORM

Alan S. Zimmet
General Counsel

ACTION ITEM



3F: AV Equipment



Action:

- 1) Recommend Rescinding the Purchase and Installation Contract Award to Collaboration Solutions, Inc. for Audio/Visual Technology Upgrades**
- 2) Recommend Approval of the Purchase and Installation Contract Plus Five One-Year Service Agreement Options with CCS Southeast for Audio/Visual Technology Upgrades Not To Exceed \$200,000**

CONSENT OR ACTION ITEM

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

**FINANCE & PERFORMANCE
MANAGEMENT**

Background:

- The Audio and Visual equipment in the PSTA Board Room was purchased in 2005 and is at end of life. Other AV equipment in the remainder of the Administration Building conference areas is outdated analog technology and also at end-of-life.
- Replacing the AV equipment will allow PSTA to take advantage of enhanced technology available in the market today. It will also allow PSTA to address our current concerns with the quality of the delivery of our cameras and microphones.
- Below is a list of the equipment that will be upgraded:
 - Camera and Controls
 - Displays
 - Switching Equipment
 - Microphones
 - Recording System
- PSTA will participate in the St. Johns County School District contract as a local government purchasing schedule for the purchases through Classroom/Office Equipment and Supplies for the AV Equipment upgrades.
- In December 2015, PSTA Board of Directors awarded a contract to Collaboration Solutions for the Purchase and Installation of Audio/Visual Technology Upgrades. Prior to contract execution, Collaboration Solutions, Inc. informed PSTA their regional office in Florida was dissolved and Collaboration Solutions, Inc. would not

be able to fulfill the commitment in their quote for the requested technology upgrade.

- PSTA contacted the St. Johns County School District who provided alternative contractors on their competitively procured contract. PSTA received multiple quotes from approved vendors and recommends CCS Southeast, Inc.

Fiscal Impact:

- \$200,000 for the audio and visual equipment technology upgrades which is 100% Federal Transit Administration (FTA) funded. There is no cost change since the previous Board approval for this contract.

Recommendation:

- Rescind the contract award to Collaboration Solutions, Inc. and;
 - Award a one-year contract with the option for four one-year renewals with CCS Southeast, Inc. to upgrade the PSTA's technology for the Administrative Building for a cost not to exceed \$200,000.
-

Attachments:

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



REPORTS

4A: Quarterly Reports



Action: Information Item

Staff Resource: Debbie Leous, CFO



Capital Projects:

- Attached is a list of PSTA’s major capital projects as of March 31, 2016.

Fuel:

- Attached is a fuel report as of March 31, 2016.

Investments:

- The quarterly investment report is provided as required by the investment policy. This report covers the second quarter of the fiscal year 2016. (March 31, 2016).
- At March 31, 2016, there are \$56.9 million in investments with the following allocations:

Investment Category	Balance	% of Total
Investment Category A: SBA Local Government Surplus Funds Trust Fund (Florida PRIME) and SBA Fund B	\$1.1 Thousand	0%
Investment Category D: Interest Bearing Savings Accounts, Demand Deposit Accounts, Negotiable Order of Withdrawal Accounts or Certificate of Deposits	\$56.9 Million	100%

Reserves:

- The quarterly reserves report is provided as required by the reserve policy. This report covers the second quarter of the fiscal year 2016. (March 31, 2016).
- At March 31, 2016, there are \$56.9 million in investments with the following reserve allocations:

Reserve Category	Balance	% of Total
Reserve Category A: Unrestricted (Board discussions indicate PSTA may transfer to Category C.)	\$0	0%
Reserve Category B: Legally Restricted	\$0	0%
Reserve Category C: Restricted at the Board's Discretion (Operating, Self-Insurance, OPEB, and Capital)	\$41.2 Million	72%
Reserve Category D: For payment of liabilities and anticipated FY 2016 expenses	\$15.7 Million	28%
Total Investments	\$56.9 Million	100%

Attachments:

1. Quarterly Capital Budget vs. Actual as of March 31, 2016.
2. Capital Projects Front Cover
3. Capital Projects Full Report ([CLICK TO VIEW/PRINT](#))
4. Quarterly Fuel Report
5. Quarterly Investment Report
6. GFOA Treasury Management Report
7. Quarterly Reserves Report

**Quarterly Capital Budget vs. Actual
for the Period Ending March 31, 2016**

Quarter to Date as of March 2016

Description	Actual	Budget	% Variance	\$ Variance	Annual Budget
Vehicles	\$ 8,993	\$ -	100.00%	\$ 8,993	\$ 5,334,497
Passenger Amenities	228,734	260,368	(12.15%)	(31,634)	868,774
Training & Third Party Contracts	10,642	163,442	(93.49%)	(152,800)	1,870,640
Facilities	28,230	331,510	(91.48%)	(303,280)	1,164,260
Technology	64,338	30,456	111.25%	33,882	1,489,054
Miscellaneous	21,895	37,152	(41.07%)	(15,257)	148,613
Contingency	-	372,779	(100.00%)	(372,779)	1,741,116
Over (Under) Budget	\$ 362,833	\$ 1,195,707	(69.66%)	\$ (832,874)	\$ 12,616,954

Capital Budget Projects

Vehicles

Are over budget by \$8,993 or 100% due to consortium fees of \$3,500 for the 2016 bus buy and \$5,493 remaining expenditures for the support vehicles. The support vehicles were programmed in the grants in prior fiscal years. The expenditures for the 2016 Bus Buy are budgeted to be realized in September 2016.

All FY 2016 capital budget items are due to be received in the third and fourth quarters for FY 2016.

Passenger Amenities

Are under budget by \$31,634 or 12.15% due to the timing of the landing pad and Largo Commons expenses to be realized in the third quarter of 2016.

Training & Third Party Contracts

Are under budget by \$152,800 or 93.49% due to the timing of actual expense in short range planning, in person assessments per month, and employee training.

Facilities

Are under budget by \$303,280 or 91.48% due to the budgeted expenditures related to the Audio Visual Equipment for the Board Room projected to be in the third quarter.

Technology

Are over budget by \$33,882 or 111.25% due to receipt of the final invoice for the Campus Wi-Fi project that was completed in December, which was budgeted in the first quarter.

Miscellaneous

Are under budget by \$15,257 or 41.07% due to the timing of the expenditures. The budget is spread evenly throughout the year.

Contingency

No change in contingency occurred in the second quarter.

**Quarterly Capital Budget vs. Actual
for the Period Ending March 31, 2016**

Year to Date as of March 2016

Description	Actual	Budget	% Variance	\$ Variance	Annual Budget
Vehicles	\$ 107,686	\$ -	100.00%	\$ 107,686	\$ 5,334,497
Passenger Amenities	321,784	463,167	(30.53%)	(141,383)	868,774
Training & Third Party Contracts	21,655	276,884	(92.18%)	(255,229)	1,870,640
Facilities	28,230	354,010	(92.03%)	(325,780)	1,164,260
Technology	158,892	234,015	(32.10%)	(75,123)	1,489,054
Miscellaneous	23,251	74,304	(68.71%)	(51,053)	148,613
Contingency	-	745,558	(100.00%)	(745,558)	1,741,116
Over (Under) Budget	\$ 661,498	\$ 2,147,938	(69.20%)	\$ (1,486,440)	\$ 12,616,954

Capital Budget Projects

Vehicles

Are over budget by \$107,686 or 100% due to the final payment made on the FY 2015 bus buy for training; the payment for the three (3) cargo vans and related expenses and the consortium fee for the 2016 Bus Buy. Both the 2015 Bus Buy and Support Vehicles projects were programmed in their respective grants in prior fiscal year. Expenditures for the 2016 Bus Buy are budgeted in the fourth quarter.

All FY 2016 capital budget items are due to be received in the third and fourth quarters for FY 2016.

Passenger Amenities

Are under budget by \$141,383 or 30.53% due to the timing of the landing pad and Largo Commons expenses to be realized in the third quarter of 2016.

Training & Third Party Contracts

Are under budget by \$255,229 or 92.18% due to the timing of actual expense in short range planning, in person assessment per month, and employee training.

Facilities

Are under budget by \$325,780 or 92.03% due to the budgeted expenditures related to the Audio Visual Equipment for the Board Room projected to be in the third quarter.

Technology

Are under budget by \$75,123 or 32.10% due to the delayed start of the Clever Devices project which was budgeted to start in the first quarter and now has started late in the second quarter.

Miscellaneous

Are under budget by \$51,053 or 68.71% due to the timing of the expenditures. The budget is spread evenly throughout the year while the expenditures occur on an as needed, justified basis.

Contingency

Has increased by \$250,000 for the Above Ground Fuel Storage project approved in the fiscal year 2016 capital budget. Since project will not take place, funds will be allocated to approved future projects. This is the only allocation done in FY 2016 year to date.



**PSTA Major Capital/Planning Projects
Monthly Status Update
March 2016**

Project	Capital Project Name	Budget	Invoices Paid (as of 03/31/2016)	% Complete (Based on Invoices Paid)	Project Stage	% of Project Complete	Project Manager	Current Status
1	ADA Landing Pad Project	\$1,331,424	\$288,207	22%	In Progress	30%	Mark Knight	On Schedule
2	Shelter Project	\$1,482,650	\$347,996	23%	In Progress	30%	Mark Knight	On Schedule
3	A/C Chillers Replacement	\$700,000	\$31,100	4%	Development	10%	Mark Knight	On Schedule
4	Largo Commons Transfer Center	\$89,069	\$25,290	28%	In Progress	75%	Mark Knight	On Schedule
5	Ulmerton Rehabilitation	\$200,000	\$0	0%	In Progress	25%	Mark Knight	On Schedule
6	Reg Rev Coll & Inter-Jurisdictional Mobility Proj.	\$4,288,738	\$161,430	4%	In Progress	15%	Walt Lenz	On Schedule
7	Clever Works	\$292,431	\$0	0%	In Progress	20%	Walt Lenz	On Schedule
8	Automatic Vehicle Monitoring (AVM)	\$251,000	\$0	0%	In Progress	15%	Walt Lenz	On Schedule
9	Purchase Replacement Revenue Vehicles	\$4,900,000	\$0	0%	PO Issued	20%	Henry Lukasik	On Schedule
10	Purchase Support Vehicles	\$105,664	\$87,970	83%	Final	100%	Henry Lukasik	Complete
11	Tire Lease	\$440,000	\$259,809	59%	Continuous	59%	Henry Lukasik	On Schedule
12	Mobile Column Lifts	\$99,416	\$99,416	100%	Final	100%	Henry Lukasik	Complete
13	Board Room - Agenda Management System	\$22,000	\$0	0%	PO Issued	10%	Vu Nguyen	On Schedule
14	AV Equipment -Board and Conference Rooms	\$136,905	\$0	0%	Development	10%	Debbie Woodward	On Schedule
15	Miscellaneous Projects	\$1,647,536	\$649,113	39%	Continuous	39%	Pam Reitz	On Schedule
Capital Project Total		\$15,986,833	\$1,950,331	12%				
Project	Planning Project Name	Budget	Invoices Paid (as of 03/31/2016)	% Complete (Based on Invoices Paid)	Project Stage	% of Project Complete	Project Manager	Current Status
1	Short Range Planning - Consultant	\$1,097,458	\$586,801	53%	In Progress	53%	Cassandra Borchers	On Schedule
2	Central Avenue Bus Rapid Transit	\$700,000	\$0	0%	Development	0%	Heather Sobush	On Schedule
3	HASTUS Core Upgrade	\$477,018	\$0	0%	In Progress	0%	Christine McFadden	On Schedule
4	AA/Howard Frankland Bridge Study	\$2,191,740	\$1,956,630	89%	In Progress	89%	Heather Sobush	On Schedule
5	Clearwater Downtown Intermodal Terminal	\$1,250,000	\$11,438	1%	Development	15%	Chris Cochran	On Schedule
Planning Project Total		\$4,618,758	\$1,968,068	43%				
Grand Total - Open Projects		\$20,605,591	\$3,918,399	19%				

Project Stage

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

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

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

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

Final - All work on the project has been completed.

Continuous - Funding is received each year to continue project.

Current Status

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

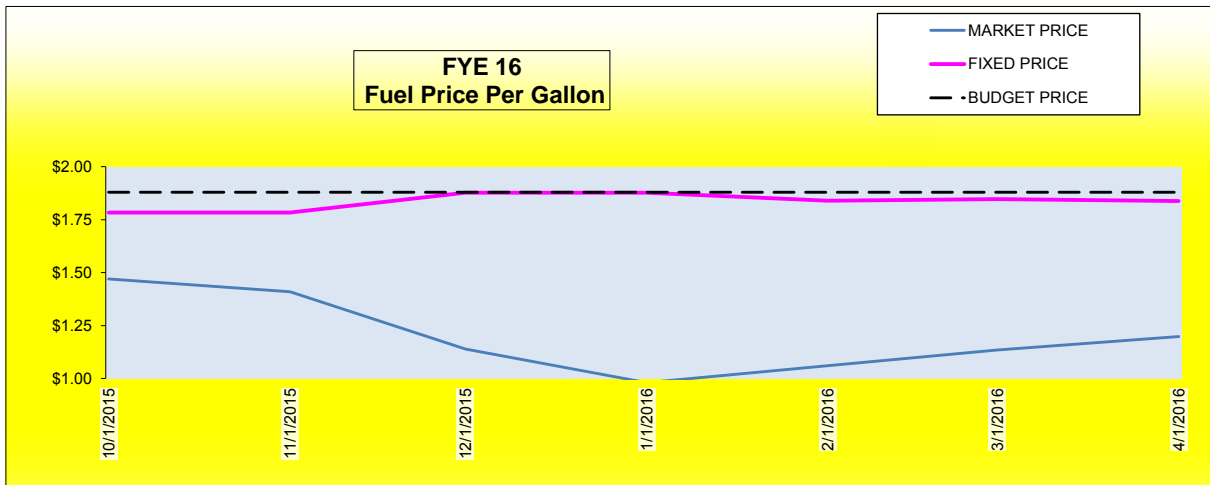
Behind Schedule - Project is in progress, but has not met milestone dates.

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

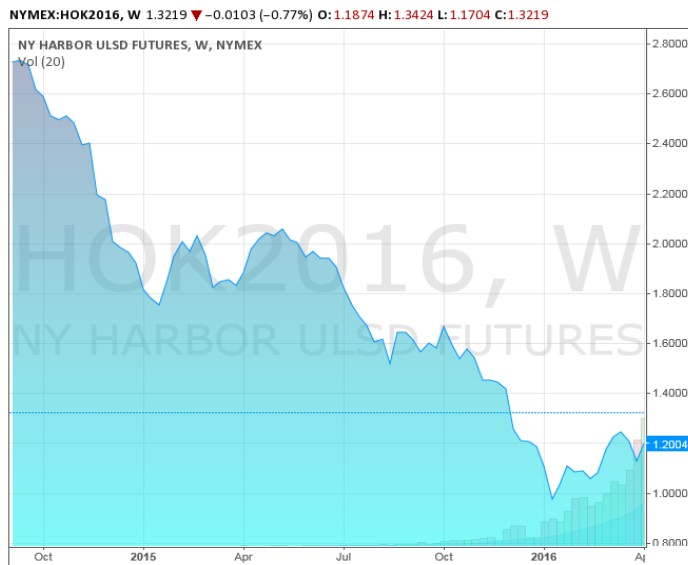
Complete - All work on the project has been completed.

Canceled - Project canceled

FUEL REPORT AS OF MARCH 31, 2016 ULSD (Diesel #2)

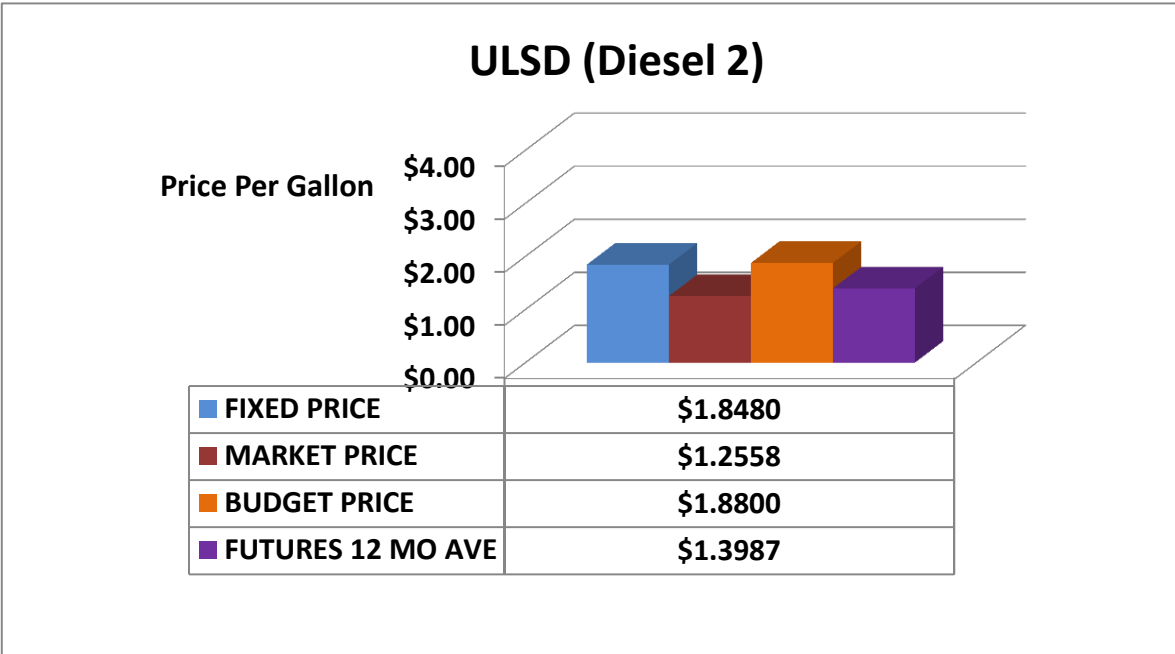


DATE	MARKET PRICE	FIXED PRICE	BUDGET PRICE	FUTURES 12 MO AVE
10/01/15	\$1.4700	\$1.7845	\$1.8800	\$1.6087
11/01/15	\$1.4100	\$1.7845	\$1.8800	\$1.5553
12/01/15	\$1.1400	\$1.8774	\$1.8800	\$1.4283
01/01/16	\$0.9800	\$1.8774	\$1.8800	\$1.2142
02/01/16	\$1.0600	\$1.8390	\$1.8800	\$1.2328
03/01/16	\$1.1342	\$1.8480	\$1.8800	\$1.3987
04/01/16	\$1.1982	\$1.8385	\$1.8800	\$1.4089




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FUEL REPORT AS OF MARCH 31, 2016



FACTS:

100% OF FUEL USAGE IS ULSD (DIESEL 2)

Average Paid	% of Total	Actual Gallons Per Month
\$1.8480 Fixed	65%	141,589
\$1.2558 Market	35%	75,161
	100%	216,750

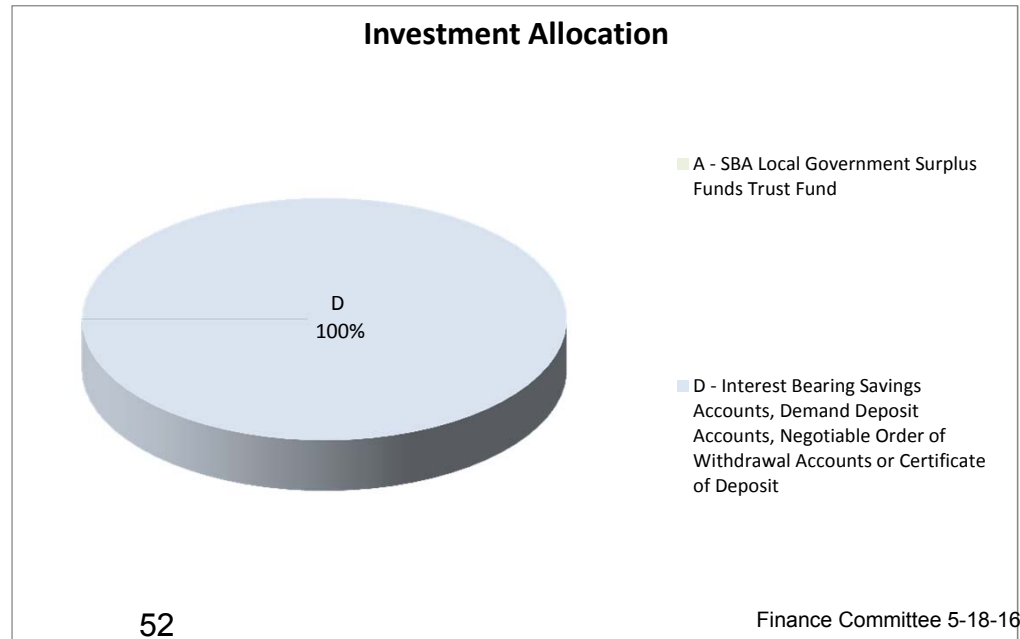
AVERAGE PRICE PER GALLON	\$1.643
BUDGET PER GALLON	\$1.880

PSTA Investments
For the Quarter Ended March 31, 2016

Investment Category	Balance as of 12/31/2015	Balance as of 3/31/2016	% of Total Investments 3/31/2016	Interest Rate as of 3/31/2016	Quarterly Comparison of Returns				
					12/31/2015	9/30/2015	6/30/2015	3/31/2015	12/31/2014
A - SBA Local Government Surplus Funds Trust Fund									
SBA - Florida PRIME	\$1,068.87	\$1,070.29		0.570%	0.350%	0.250%	0.220%	0.180%	0.160%
Total	1,068.87	1,070.29	0%	N/A	N/A	N/A	N/A	N/A	N/A
D - Interest Bearing Savings Accounts, Demand Deposit Accounts, Negotiable Order of Withdrawal Accounts or Certificate of Deposit									
BankUnited - Public Funds Money Market Savings	44,173,555.50	44,227,547.39		0.500%	0.450%	0.450%	0.400%	0.400%	0.400%
BankUnited - Public Funds Certificate of Deposit	N/A	N/A		N/A	N/A	0.650%	0.650%	0.650%	0.650%
BankUnited - Public Funds Certificate of Deposit II	5,008,861.78	5,017,524.70		0.695%	0.695%	0.695%	N/A	N/A	N/A
BankUnited - Public Funds Certificate of Deposit III	5,000,000.00	5,010,820.50		0.799%	0.799%	N/A	N/A	N/A	N/A
Citibank - FSA	1,052.82	-2,698.73		0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
Citibank - Health Insurance	76,155.63	81,092.15		0.000%	0.000%	0.000%	N/A	N/A	N/A
SunTrust - Auto & General Liability *	0.00	0.00		0.250%	0.250%	0.250%	0.250%	0.200%	0.200%
SunTrust - Depository *	3,842,045.52	2,496,900.63		0.250%	0.250%	0.250%	0.250%	0.200%	0.200%
SunTrust - Grants General *	0.00	0.00		0.250%	0.250%	0.250%	0.250%	0.200%	0.200%
SunTrust - Operating *	0.00	0.00		0.250%	0.250%	0.250%	0.250%	0.200%	0.200%
SunTrust - Payroll *	0.00	0.00		0.250%	0.250%	0.250%	0.250%	0.200%	0.200%
SunTrust - Workers' Compensation *	72,590.51	59,906.59		0.250%	0.250%	0.250%	0.250%	0.200%	0.200%
Total	58,174,261.76	56,891,093.23	100%						
Total Investments	\$58,175,330.63	\$56,892,163.52	100%						

* SunTrust accounts earn credits towards offsetting banking fees (0.250%)

Note: Weighted Average Interest rate is .53%



Investment Performance Benchmarks

	Date	Average Return
The Money Market Fund Index	April 1, 2016	0.11%
	Date	7-day yield
S&P Rated LGIP Index	04/08/2016	0.24%

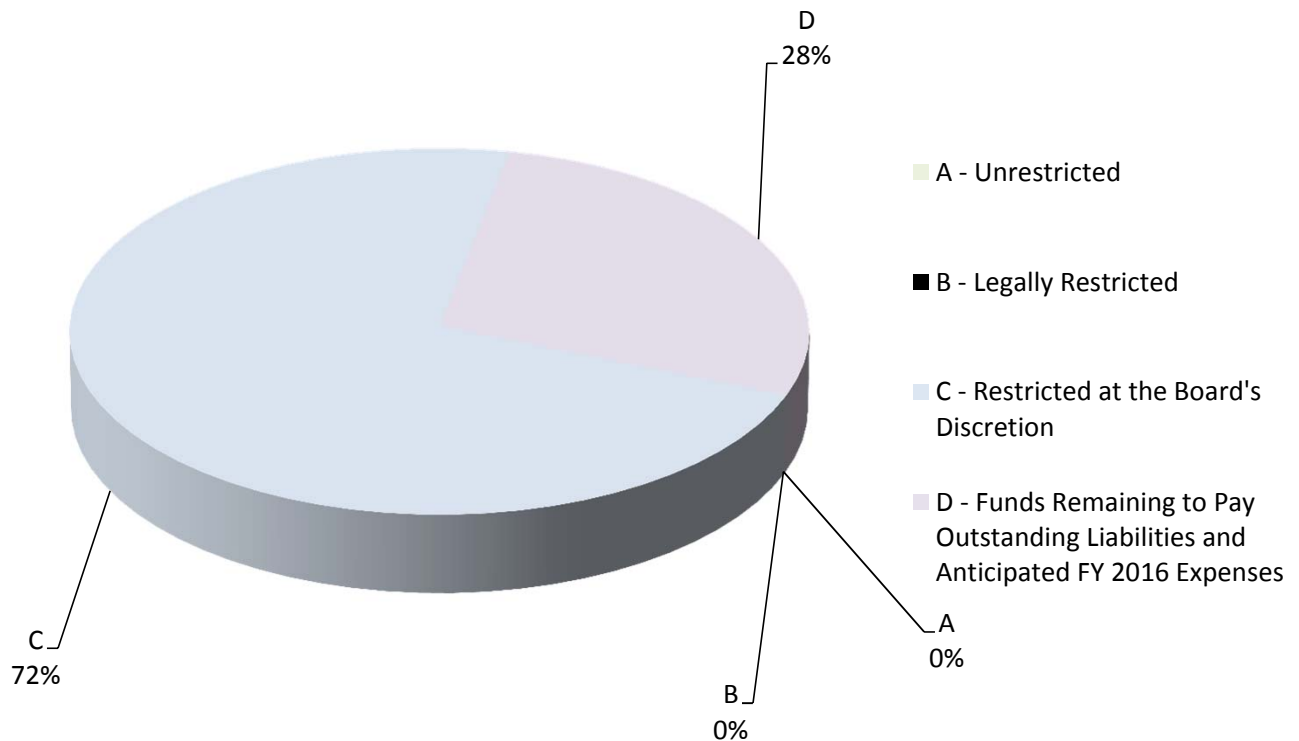
Cash Markets

	Rate	3/25/2016
Key Rates: Cash Markets	Federal funds	0.39%
	CDs: Three months	0.09%
	CDs: Six months	0.14%
	BAs: One month	0.40%
	T-bills: 91 day yield	0.22%
	T-bills: 52-week yield	N/A
	Commercial paper, Dealer-Placed, 3 months	0.32%

**PSTA Reserves
Restricted and Unrestricted
March 31, 2016**

Reserves Category	Balance as of 3/31/2016	% of Total Reserves 3/31/2016
A - Unrestricted	\$0	
Total	\$0	0%
B - Legally Restricted		
FTA Restricted Funds	\$0	
Total	\$0	0%
C - Restricted at the Board's Discretion		
Two Months of Operating Reserves	\$10,874,474	
Estimated Self-Insurance Reserves	4,458,473	
Estimated Other Postemployment Benefits (OPEB) Reserves	1,621,001	
Capital Reserves - CAT Project	4,000,000	
Capital Reserves (Primarily for Buses)	20,257,004	
Total	\$41,210,952	72%
D - Funds Remaining to Pay Outstanding Liabilities and Anticipated FY 2016 Expenses	\$15,681,212	28%
Total Investments	\$56,892,164	100%

Reserves Allocation





REPORTS

4B: 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 March 31, 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 March 31, 2016**

Month to Date as of March 2016

March				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$3,781,449	\$3,956,332	(4.42%)	(\$174,883)
Expenses	\$5,463,622	\$5,350,750	2.11%	\$112,872
Surplus / (Deficit)	(\$1,682,173)	(\$1,394,418)	20.64%	(\$287,755)

For the month of March, the net deficit of -\$1.68 million was -\$0.29 million unfavorable to the budgeted deficit of -\$1.39 million.

Revenues

Passenger Fares revenue is -11.7% under budget.	(\$144,424)
Auxiliary revenue is 5.1% over budget due to increased advertising.	2,188
Non-Transportation revenue is 58.8% over budget due to increased interest income.	10,401
State Reimbursement-Fuel Tax revenue is 51.6% over budget due to timing.	17,493
State Grants revenue is -9.1% under budget due to timing.	(102,370)
Federal Grants revenue is 9.1% over budget due to timing.	49,704
Federal Grants MPO Pass -Thru revenue is -23.5% under budget due to timing.	(3,139)
All other revenues within 5.0% of budget.	(4,736)
	<u><u>(\$174,883)</u></u>

Expenses

Services expense is 6.5% over budget.	17,945
Diesel Fuel expense is -10.4% under budget.	(37,853)
Supplies expense is 42.7% over budget due to bus overhaul parts.	157,001
Insurance expense is -33.1% under budget due to the timing of recoveries.	(47,786)
Utilities expense is -31.4% under budget.	(30,812)
Taxes & Licenses expense is 40.0% over budget due to timing.	27,477
Miscellaneous expense is 27.2% over budget.	15,957
All other expenses within 5.0% of budget.	10,943
	<u><u>\$112,872</u></u>

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

Year to Date as of March 2016

March				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$50,471,540	\$51,936,367	(2.82%)	(\$1,464,827)
Expenses	\$31,791,363	\$32,790,380	(3.05%)	(\$999,017)
Surplus / (Deficit)	\$18,680,177	\$19,145,987	(2.43%)	(\$465,810)

Year to date through March, the net surplus of \$18.68 million was **-\$.47 million unfavorable to the budgeted surplus of \$19.15 million.**

Revenues

Passenger Fares revenue is -16.3% under budget.	(\$1,232,687)
Auxiliary revenue is 20.1% over budget due to increased advertising.	51,999
Non-Transportation revenue is 86.5% over budget due to increased interest income.	66,933
Taxes revenue is .7% over budget.	241,325
State Grants revenue is -13.6% under budget due to timing.	(819,509)
Federal Grants revenue is 7.6% over budget due to timing.	248,075
Federal Grants MPO Pass -Thru revenue is -30.5% under budget due to timing.	(24,360)
All other revenues within 5.0% of budget.	3,397
	<u><u>(\$1,464,827)</u></u>

Expenses

Fringe Benefits expense is -7.7% under budget.	(431,677)
Diesel Fuel expense is -10.0% under budget.	(217,764)
Supplies expense is 18.6% over budget due to bus overthaul parts.	416,304
Insurance expense is -15.6% under budget due to the timing of recoveries.	(135,628)
Utilities expense is -23.3% under budget.	(136,005)
Taxes & Licenses expense is 5.7% over budget.	22,835
Miscellaneous expense is -19.6% under budget.	(62,952)
All other expenses within 5.0% of budget (Salaries are \$548,212 under budget).	(454,130)
	<u><u>(\$999,017)</u></u>

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

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

March				
Description	FY 2016	FY 2015	% Variance	\$ Variance
Revenues	\$50,471,540	\$49,812,487	1.32%	\$659,053
Expenses	\$31,791,363	\$31,243,111	1.75%	\$548,252
Surplus / (Deficit)	\$18,680,177	\$18,569,376	0.60%	\$110,801

Year to year through March, the net surplus of \$18.68 million for FY 2016 was \$.11 million favorable to the FY 2015 surplus of \$18.57 million.

Revenues

Auxiliary revenue for FY 2016 is 34.8% over FY 2015 due to increased advertising.	80,307
Non-Transportation revenue for FY 2016 is 54.3% over FY 2015 due to increased interest income.	50,762
Taxes revenue for FY 2016 is 7.7% over FY 2015.	2,441,793
Local Beach Trolley & Rt.35 revenue for FY 2016 is 5.0% over FY 2015.	22,112
State Grants revenue for FY 2016 is -14.0% under FY 2015 due to timing.	(844,909)
Federal Grants revenue for FY 2016 is -22.1% under FY 2015 due to timing.	(996,533)
Federal Grant MPO Pass-Thru revenue for FY 2016 is -30.0% under FY 2015 due to timing.	(23,840)
All other revenues within 5.0% of budget.	(70,639)
	<u>\$659,053</u>

Expenses

Services expense for FY 2016 is 32.0% over FY 2015.	523,845
Diesel Fuel expense for FY 2016 is -42.9% under FY 2015.	(1,468,018)
Supplies expense for FY 2016 is 23.9% over FY 2015.	512,313
Insurance expense for FY 2016 is 29.8% over FY 2015.	167,991
Utilities expense for FY 2016 is -8.2% under FY 2015.	(40,164)
Taxes & Licenses expense for FY 2016 is 8.9% over FY 2015.	34,813
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.	632,256
Miscellaneous expense for FY 2016 is 12.2% over FY 2015.	28,107
All other expenses within 5.0% of budget.	157,109
	<u>\$548,252</u>

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

	Month				Year to Date				Annual
	Actual	Budget	Variance		Actual	Budget	Variance		Budget
			Percent	Dollar			Percent	Dollar	
Revenue									
Passenger Fares	\$ 1,088,780	\$ 1,233,204	(11.71%)	\$ (144,424)	\$ 6,314,000	\$ 7,546,687	(16.33%)	\$ (1,232,687)	\$ 14,817,650
Auxiliary	45,321	43,133	5.07%	2,188	310,801	258,802	20.09%	51,999	517,600
Non-Transportation	28,080	17,679	58.83%	10,401	144,322	77,389	86.49%	66,933	173,050
Taxes	857,846	861,491	(0.42%)	(3,645)	34,142,697	33,901,372	0.71%	241,325	37,808,440
Local Beach Trolley & Rt.35	76,088	77,179	(1.41%)	(1,091)	461,138	463,082	(0.42%)	(1,944)	926,156
State Reimbursement-Fuel Tax	51,427	33,934	51.55%	17,493	323,565	318,224	1.68%	5,341	652,620
State Grants	1,028,576	1,130,946	(9.05%)	(102,370)	5,199,841	6,019,350	(13.61%)	(819,509)	7,418,284
Federal Grants	595,137	545,433	9.11%	49,704	3,519,536	3,271,461	7.58%	248,075	5,481,491
Federal Grants MPO Pass -Thru	10,194	13,333	(23.54%)	(3,139)	55,640	80,000	(30.45%)	(24,360)	80,000
Total	3,781,449	3,956,332	(4.42%)	(174,883)	50,471,540	51,936,367	(2.82%)	(1,464,827)	67,875,291
Expenditures									
Salaries	2,409,431	2,407,702	0.07%	1,729	14,176,046	14,724,258	(3.72%)	(548,212)	29,306,960
Fringe Benefits	917,575	928,143	(1.14%)	(10,568)	5,139,603	5,571,280	(7.75%)	(431,677)	11,142,638
Services	293,849	275,904	6.50%	17,945	2,162,213	2,083,286	3.79%	78,927	3,715,565
Diesel Fuel	324,657	362,510	(10.44%)	(37,853)	1,952,763	2,170,527	(10.03%)	(217,764)	4,531,370
Supplies	524,920	367,919	42.67%	157,001	2,652,927	2,236,623	18.61%	416,304	4,529,002
Insurance	96,774	144,560	(33.06%)	(47,786)	731,712	867,340	(15.64%)	(135,628)	1,709,200
Utilities	67,191	98,003	(31.44%)	(30,812)	446,831	582,836	(23.34%)	(136,005)	1,168,600
Taxes & Licenses	96,229	68,752	39.97%	27,477	424,469	401,634	5.69%	22,835	843,590
Purchased Transportation - DART	539,767	520,541	3.69%	19,226	3,154,524	3,123,254	1.00%	31,270	6,246,500
Purchased Transportation - TD	62,567	62,381	0.30%	186	373,464	374,284	(0.22%)	(820)	748,570
Purchased Transportation - Trolleys	56,070	55,700	0.66%	370	318,900	334,195	(4.58%)	(15,295)	668,395
Miscellaneous	74,592	58,635	27.21%	15,957	257,911	320,863	(19.62%)	(62,952)	636,455
Total	5,463,622	5,350,750	2.11%	112,872	31,791,363	32,790,380	(3.05%)	(999,017)	65,246,845
Revenue Over / (Under) Expenditures	\$ <u>(1,682,173)</u>	\$ <u>(1,394,418)</u>	<u>20.64%</u>	\$ <u>(287,755)</u>	\$ <u>18,680,177</u>	\$ <u>19,145,987</u>	<u>(2.43%)</u>	\$ <u>(465,810)</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 March 2016

	Year to Date			Variance	
	Budget	March 2016 Actual	March 2015 Actual	Percent	Dollar
Revenue					
Passenger Fares	\$ 7,546,687	\$ 6,314,000	\$ 6,395,345	(1.27%)	\$ (81,345)
Auxiliary	258,802	310,801	230,494	34.84%	80,307
Non-Transportation	77,389	144,322	93,560	54.26%	50,762
Taxes	33,901,372	34,142,697	31,700,904	7.70%	2,441,793
Local Beach Trolley & Rt.35	463,082	461,138	439,026	5.04%	22,112
State Reimbursement-Fuel Tax	318,224	323,565	312,859	3.42%	10,706
State Grants	6,019,350	5,199,841	6,044,750	(13.98%)	(844,909)
Federal Grants	3,271,461	3,519,536	4,516,069	(22.07%)	(996,533)
Federal Grant MPO Pass-Thru	80,000	55,640	79,480	(29.99%)	(23,840)
Total	<u>51,936,367</u>	<u>50,471,540</u>	<u>49,812,487</u>	<u>1.32%</u>	<u>659,053</u>
Expenditures					
Salaries	14,724,258	14,176,046	13,927,995	1.78%	248,051
Fringe Benefits	5,571,280	5,139,603	5,224,446	(1.62%)	(84,843)
Services	2,083,286	2,162,213	1,638,368	31.97%	523,845
Diesel Fuel	2,170,527	1,952,763	3,420,781	(42.91%)	(1,468,018)
Supplies	2,236,623	2,652,927	2,140,614	23.93%	512,313
Insurance	867,340	731,712	563,721	29.80%	167,991
Utilities	582,836	446,831	486,995	(8.25%)	(40,164)
Taxes & Licenses	401,634	424,469	389,656	8.93%	34,813
Purchased Transportation - DART	3,123,254	3,154,524	2,522,268	25.07%	632,256
Purchased Transportation - TD	374,284	373,464	374,389	(0.25%)	(925)
Purchased Transportation - Trolleys	334,195	318,900	324,074	(1.60%)	(5,174)
Miscellaneous	320,863	257,911	229,804	12.23%	28,107
Total	<u>32,790,380</u>	<u>31,791,363</u>	<u>31,243,111</u>	<u>1.75%</u>	<u>548,252</u>
Revenue Over / (Under) Expenditures	\$ <u>19,145,987</u>	\$ <u>18,680,177</u>	\$ <u>18,569,376</u>	<u>0.60%</u>	\$ <u>110,801</u>

Transfer To / From Reserve



REPORTS

4C: 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 March, 2016.
-

Attachments:

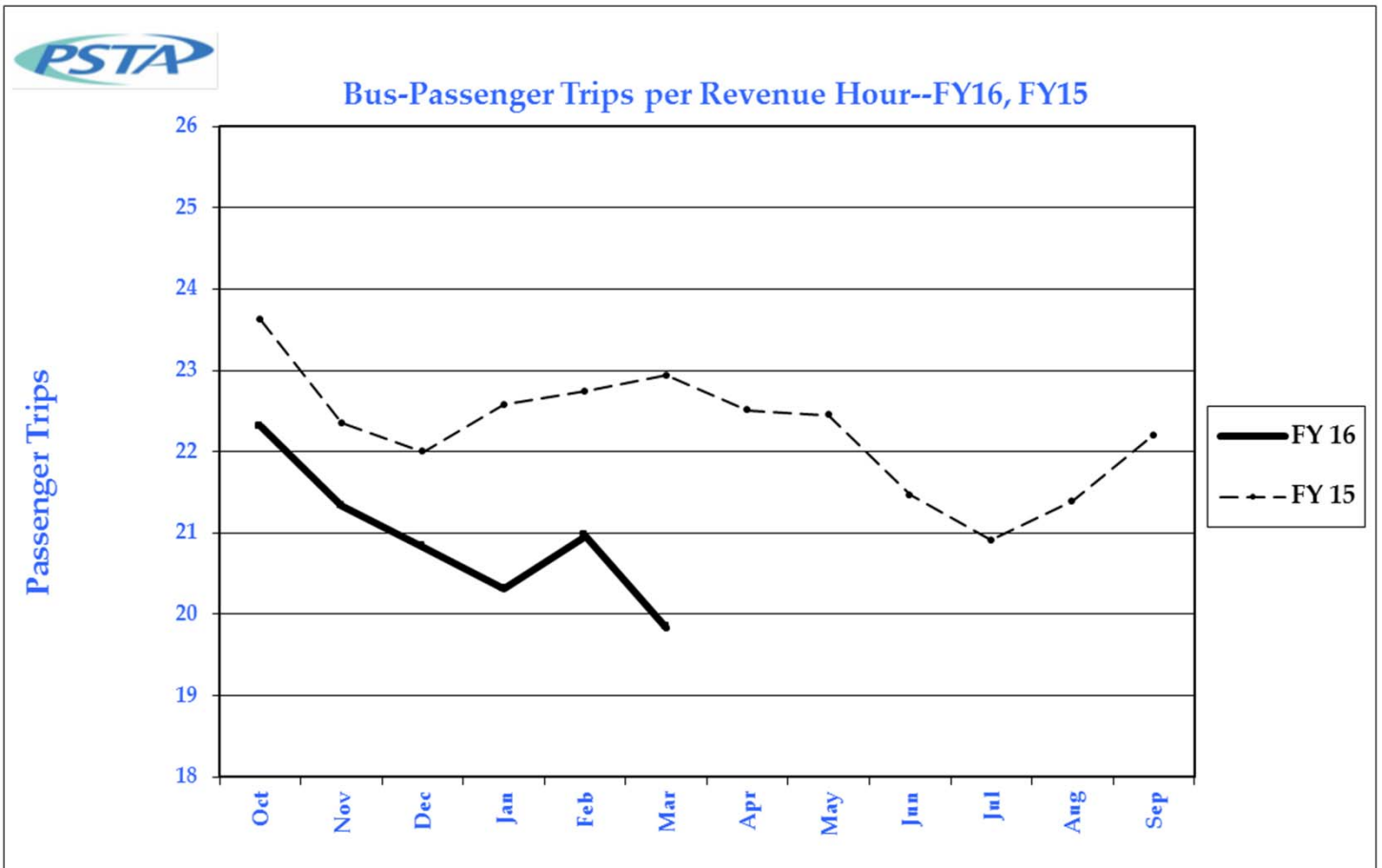
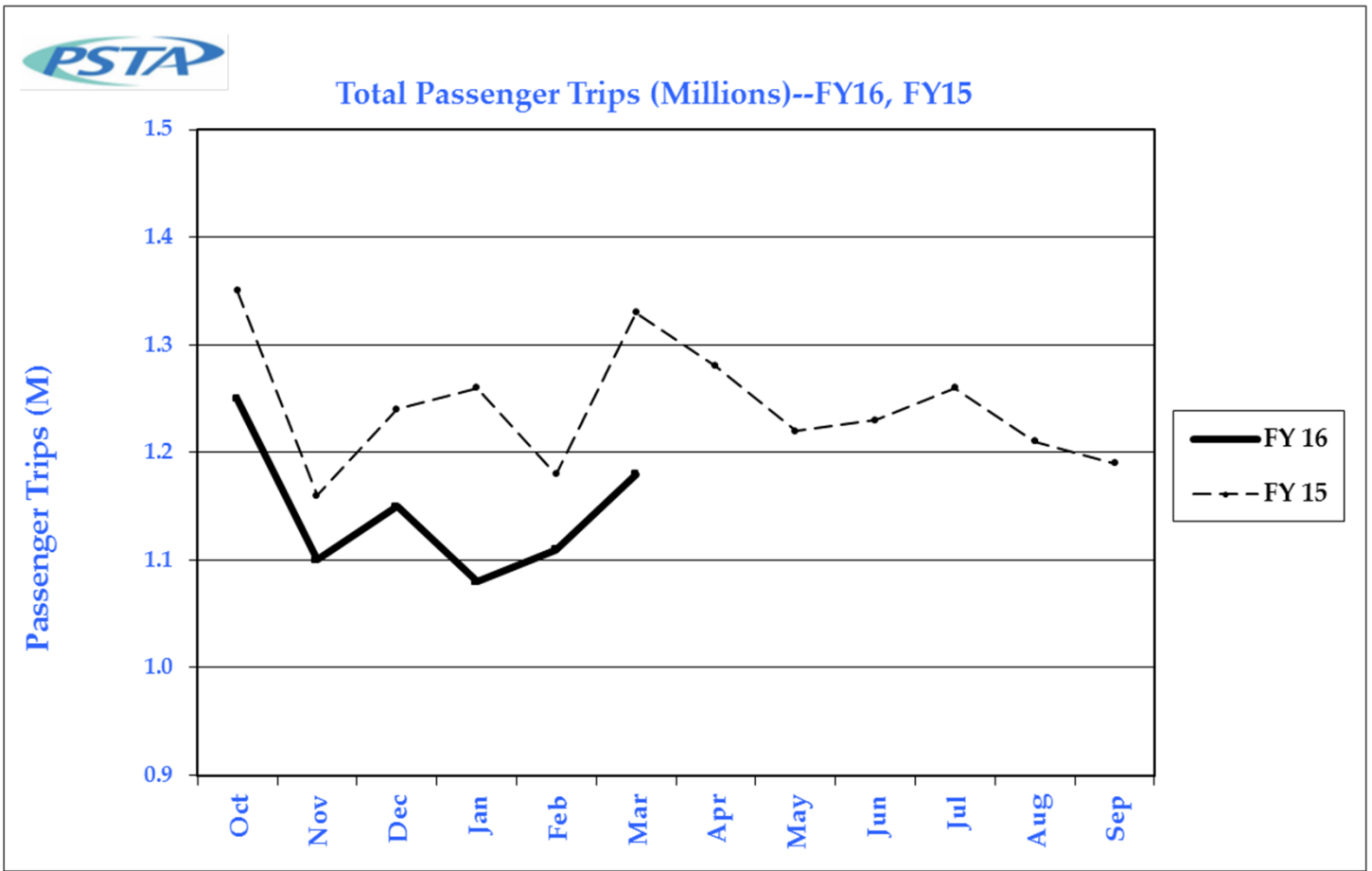
1. Ridership and Operations Reports



OPERATING STATISTICS
Board Report
MARCH 2016

CURRENT MONTH			RIDERSHIP STATISTICS	FISCAL YEAR-TO-DATE		
THIS MONTH	THIS MONTH LAST YEAR	% CHANGE		THIS YEAR	PRIOR YEAR	% CHANGE
1,032,699	1,166,897	-11.5%	Total Bus Revenue Passenger Trips ⁽¹⁾	6,191,787	6,707,098	-7.7%
33,952	42,116	-19.4%	Other Bus Passenger Trips (includes East Lake) ⁽²⁾	218,894	275,509	-20.5%
5,579	6,423	-13.1%	Looper Trolley Passenger Trips ⁽³⁾	26,448	29,427	-10.1%
79,045	89,764	-11.9%	Jolley Trolley Passenger Trips ⁽⁴⁾	279,003	348,684	-20.0%
1,151,275	1,305,200	-11.8%	Total Fixed Route Passenger Trips ⁽¹⁻⁴⁾	6,716,132	7,360,718	-8.8%
22,669	23,536	-3.7%	DART Client Trips ⁽⁵⁾	133,937	136,654	-2.0%
333	359	-7.2%	DART TD Trips ⁽⁶⁾	2,010	2,448	-17.9%
3,049	3,367	-9.4%	DART PCA Trips ⁽⁷⁾	18,377	18,900	-2.8%
26,051	27,262	-4.4%	Total DART Passenger Trips ⁽⁵⁻⁷⁾	154,324	158,002	-2.3%
1,177,326	1,332,462	-11.6%	Total Passenger Trips ⁽¹⁻⁷⁾	6,870,456	7,518,720	-8.6%
5,838	5,736	1.8%	Wheelchairs	33,432	33,513	-0.2%
32,635	35,423	-7.9%	Bikes on Buses	196,137	207,088	-5.3%
42,701	51,680	-17.4%	Average Weekday Passenger Trips			
27,626	36,346	-24.0%	Average Saturday Passenger Trips			
15,411	21,261	-27.5%	Average Sunday Passenger Trips			
OPERATING STATISTICS						
604	607	-0.5%	Employees-Budgeted-Full-Time			
770,130	753,782	2.2%	Total Revenue Miles	4,382,542	4,400,304	-0.4%
53,756	52,697	2.0%	Total Revenue Hours	306,311	307,422	-0.4%
76.7	76.0	0.9%	On-Time Performance	77.5	79.8	-2.9%
21.5	24.3	-11.6%	Complaints/100,000 Passenger Trips-PSTA Bus	23.9	21.5	11.2%
253.3	N/A	N/A	Complaints/100,000 Passenger Trips-DART ^(less EL)	168.5	N/A	N/A
5.21	3.81	36.8%	Accidents--Total-Per 100,000 Miles	4.66	3.98	17.0%
0.57	1.15	-50.7%	Accidents--Preventable-Per 100,000 Miles	0.98	1.03	-5.3%
13,369	11,103	20.4%	Miles Per Roadcall	11,683	10,352	12.9%
10,268	12,158	-15.5%	Miles Per Service Interruption	9,527	11,925	-20.1%
1.38	1.60	-13.4%	Bus-Total Passenger Trips / Revenue Mile	1.46	1.59	-8.0%
19.84	22.94	-13.5%	Bus-Total Passenger Trips / Revenue Hour	20.93	22.71	-7.8%

PSTA Performance Measures



PSTA Performance Measures

