



PINELLAS SUNCOAST TRANSIT AUTHORITY  
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716  
[WWW.PSTA.NET](http://WWW.PSTA.NET) 727.540.1800 FAX 727.540.1913

PLANNING COMMITTEE MEETING  
AGENDA – JUNE 15, 2016; 10:15 AM  
PSTA AUDITORIUM

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		<u>TIME</u>	<u>PAGE</u>
1.	CALL TO ORDER	10:15	
2.	ACTION/PRESENTATION (with Finance)	10:15	
	A. FY 2017 Capital Improvement Program & Bus Purchase	40 min HEATHER SOBUSH	2
3.	PUBLIC COMMENT	10:55	
4.	ACTION ITEMS	11:00	
	A. May 18, 2016 Meeting Minutes	CHAIR WELCH	9
	B. October 2016 Service Improvements	15 min CASSANDRA BORCHERS	13
	C. FDOT Central Ave BRT Funding	10 min CASSANDRA BORCHERS	
5.	INFORMATION ITEMS	11:25	
	A. Draft 2017 Budget	25 min DEBBIE LEOUS	31
6.	FUTURE MEETING SUBJECTS	11:50	
	• Approve Tentative Millage Rate		
	• TDP Progress Report		
	• I-275 Shoulder Running Options Study		
7.	OTHER BUSINESS	11:55	
8.	ADJOURNMENT	12:00	

THE NEXT MEETING IS JULY 20, 2016 AT 10:30 AM

## ACTION/PRESENTATION ITEM



### 2A: FY2017 Capital Improvement Program & Bus Purchase



- Action:**
- A. Recommend Approval of PSTA's FY2017 Capital Improvement Program (CIP) Including the Purchase of up to Five Replacement Buses for a Sustainable PSTA Bus Fleet.**
  - B. Recommend PSTA Improve Upon its Estimated Fleetwide Fuel Economy 4.6 Miles Per Gallon with the Purchase of Replacement Buses and Provide the Board with Updates on How this Objective is Met.**
  - C. Recommend Authorizing the PSTA CEO to Execute all Necessary Documents to Order from Gillig, LLC, and/or Proterra Bus, Inc. up to a Total of Five Replacement Buses, Subject to the Availability of Funds in the Approved FY 2017 CIP and any Federal Grants.**

**Staff Resource:** Debbie Leous, CFO  
Heather Sobush, Planning Manager



### Background:

- The PSTA Board has had more than 10 hours of discussion about the types of buses PSTA should purchase over the past year.
- PSTA has developed a 5-year CIP that includes the bus purchases but also includes other capital purchases, funded primarily by its federal formula grant funds.
- Rather than hold multiple several votes on the CIP and bus purchases over several months, Board members suggested setting a higher level-fuel economy goal and ensuring PSTA was always improving its fuel economy with every future purchase rather than set a specific bus technology goal which may change.
- PSTA staff analyzed diesel, CNG, hybrid-electric, electric, and small bus technology initial capital costs, environmental emissions, and life cycle costs and determined that the most environmental and financial solution for the current year is to use its available PSTA funding to purchase diesel replacement buses.

### **Potential County BP Oil Spill Funding**

- The Pinellas County Commission has agreed to consider using some of their BP oil spill settlement funds for the purchase and installation of an electric no-emission bus

charging station in St. Petersburg so that PSTA could implement a pilot program using no-emission electric buses. PSTA has similarly applied for a federal grant to fund this same type of program.

- If either the County or the Federal Transit Administration (FTA) agree to provide PSTA with funding to support the buses or charging station, PSTA will replace two of the recommended diesel replacement buses with electric buses for the order in FY 2017.
- If neither the County or FTA provide funding, then PSTA will purchase five diesel buses.

### **Smaller Buses**

- PSTA will purchase 35-diesel (or electric) buses to replace the five oldest 40' diesels in its fleet.

### **Fuel Economy Goal**

- This needed purchase of replacement buses will increase PSTA's fleet-wide fuel economy at least to an estimated 4.68 miles per gallon and reduce overall emissions and greenhouse gases of PSTA's fleet.

### **Fiscal Impact:**

- PSTA's 5-Year CIP is a balanced program of \$90 million with \$15.8 million planned for FY 2017. Almost all of the planned FY 2017 expenses are funded by PSTA's FTA 5307 Formula funds.

### **Recommendation:**

- In order to consolidate and coordinate PSTA Board decision making into one annual vote, three related recommendations are proposed:
  - A. Recommend approval of the entire CIP and specifically purchase of up to five replacement buses.
  - B. Recommend PSTA improve upon its fleet-wide MPG of 4.6 mpg.
  - C. Authorize the CEO to make the bus purchases off of existing, Board-approved contracts, rather than have separate votes for these purchases.

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### **Attachments:**

1. PSTA's FY2017-2021 Capital Improvement Program (to follow)
2. PowerPoint (to Follow)



**ACTION ITEM**

**4A: May 18, 2016 Meeting Minutes**



**Action: Approve Meeting Minutes**

**Staff Resource:** Clarissa Affeld, Admin Assistant



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- Staff recommends approval of the minutes of the May Planning Committee meeting.
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**Attachments:**

1. Minutes



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## PLANNING COMMITTEE MEETING MINUTES – MAY 18, 2016

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The Planning Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Maintenance Training Room at PSTA Headquarters at 10:40 AM on this date. The purpose of the meeting was to approve the April 20, 2016 meeting minutes and receive information on the sustainable Capital Improvement Program (CIP), the 2017 budget personnel assumptions, and the June/October service improvements. The following members were present:

Ken Welch, Committee Chair  
Mark Deighton, Committee Vice-Chair  
Patricia Johnson, Alternate

### Absent

Samantha Fenger  
Pat Gerard  
Darden Rice

### Also Present:

Brad Miller, CEO  
Bill Jonson, PSTA Board Member  
Dave Eggers, PSTA Board Member  
Whit Blanton, Forward Pinellas (Metropolitan Planning Organization - MPO)  
PSTA Staff Members  
Members of the Public

## CALL TO ORDER

Committee Chair Welch opened the meeting at 10:40 AM.

## PUBLIC COMMENT

Matthew Kramp, Seminole resident, stated that he owns, operates, and has built electric vehicles. He said that electric vehicles have an initial high cost, but over time, there is a savings.

Phil Compton, Sierra Club (also speaking for Howard Johnston), stated his belief that PSTA's sustainability analysis is skewed against electric buses. He talked about the cost of the Proterra buses and asked PSTA to do its due diligence.

## ACTION ITEMS

Approval of Minutes – Ms. Johnson made a motion, seconded by Mr. Deighton to approve the minutes of the April 20, 2016 meeting. The motion passed unanimously.

## INFORMATION ITEMS

Sustainable Capital Improvement Program – Mr. Miller delivered a presentation on sustainability as it relates to bus purchases. He explained that his recommendation is to focus on a fleet-wide fuel economy average and not only on the technology of the vehicles. He pointed out that if fuel economy goes up, then emissions go down. Mr. Miller noted that PSTA must be both environmentally sustainable as well as financially sustainable and cannot afford to commit to a single vehicle technology. Mr. Miller presented a life cycle analysis of each bus type including fuel costs and maintenance costs.

Mr. Miller said staff is recommending Board approval to adopt a goal of improving the fuel economy of PSTA's fleet every year to maximize the net emissions savings, approve buying diesel buses and maintain the BAE and other buses in the fleet, and continue to apply for every possible grant available. He also suggested a comprehensive annual CIP vote rather than separate bus purchases each year. The Committee had many questions and a lengthy discussion relating to costs, emission levels, and the comparisons of all the bus types. This item was informational and no action took place.

2017 Budget Personnel Assumptions – Debbie Leous, Chief Financial Officer, said that personnel costs are 62% of PSTA's total costs which include salaries and fringe benefits. She spoke about the new SEIU labor agreement and the 2017 budget assumptions. Ms. Leous also talked about fringe benefits and indicated that the largest components of the fringe benefit costs are the employer contribution to the Florida pension system and health insurance. She noted that fringe benefits are forecast to increase 7% in FY 2017 primarily due to health insurance. In summary, she indicated that staff expects to be within the budget assumptions.

June/October Service Improvements – Cassandra Borchers, Chief Development Officer, said that some minor service changes would occur in June and followed by more extensive changes in October. Christine McFadden, Manager of Scheduling, presented

the June service changes for Routes 11, 444, and 52. Bob Lasher, External Affairs Officer, spoke about the public outreach for these service changes. Ms. Borchers presented the October system-wide service changes. Mr. Lasher spoke about the early public engagement for these changes and also the feedback received coming out of the public workshops to date. In addition, he outlined the final public outreach planned for July through October 4th leading up to the service changes.

## **REPORTS**

Projects and Partner Updates – Ms. Borchers gave a brief report on the advancement of partner projects of interest to the Board and smaller PSTA projects. She spoke about the meetings with each of the local jurisdictions that contribute funding to the Jolley Trolley services to discuss new Memorandum of Understandings (MOUs) and revised service plans for FY 2017. Ms. Borchers also spoke about discussions with the City of Clearwater about improving beach connections and bus stop locations on Clearwater Beach.

Mr. Blanton said that PSTA, the MPO, and the Florida Department of Transportation (FDOT) staff meet monthly to ensure ongoing coordination. He indicated that the scoping will begin on July 1st for the SR 60 Multimodal Study. There was also discussion about a new express bus route from downtown St. Petersburg to downtown Tampa. Mr. Blanton announced that the MPO will be hiring a Communications Specialist.

## **FUTURE MEETING SUBJECTS**

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

## **OTHER BUSINESS**

No other business was discussed.

## **ADJOURNMENT**

The meeting was adjourned at 12:49 PM. The next meeting will be held on June 15th at 10:30 AM.

## ACTION ITEM

**4B: October 2016 Service Improvements**



**Action: Recommend approval of October 2016 Service Improvements for final approval at PSTA Board meeting in June**

**Staff Resource:** Cassandra Borchers, CDO  
Bob Lasher, External Affairs Officer  
Christine McFadden, Manager of Schedules  
Juan Luvian, Marketing and Sales Coordinator



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### **Background:**

- In early 2015, PSTA embarked on a customer focused redesign of services in concert with the tenets of the Community Bus Plan and in light of fiscal constraints.
- Staff developed a multi-phase plan approach to systematically examine every route in the entire PSTA network to improve efficiencies and delivery of service to customers. This became the “Customer Oriented System Redesign” element of the Path Forward Strategic Plan:
  - Focus resources where transit works best
  - Identify transportation alternatives for affected customers (if needed)
  - Use a data-driven and customer sensitive approach
- PSTA’s ongoing effort is to enhance service to our customers while maintaining or improving overall system efficiency.
- In Phase 1 of the System Redesign, PSTA examined underperforming routes and recommended service adjustments.
- Phase 2 compromised the transformation of bus services in Downtown St. Petersburg from a hub to grid system and service increases on select routes.

### **October Service Improvement Summary:**

- Phase 3 will examine and make recommendations for the remainder of the PSTA network. Work for this phase includes:
  - Technical review of Community Bus Plan recommendations
  - Update of data used in performance analysis, as well as new data collection as needed



- Extensive public outreach including engagement and information phases
- Two Phase Implementation (October 2016 and February 2017)

The results of this phase (to be implemented by 2017) will achieve many of the goals of the community bus plan within the existing resources of PSTA.

- The changes proposed for October are focused on North County with route improvement proposals for Safety Harbor, Palm Harbor, and the institution of seven day a week Jolley Trolley service for the first time from Clearwater through Dunedin to Tarpon Springs.
- Additional changes are focused on Mid-County including shortening routes to improve on-time performance and allow for targeted frequency improvements.
- Staff has met with the union and local jurisdictions to review proposed changes.
- Public meetings will be held May 10 -16, 2016 in Oldsmar, Dunedin, Tarpon Springs, St. Petersburg, and Clearwater. Public hearings are scheduled for June 7th in Clearwater and June 18th in St. Petersburg.
- Staff will report on the proposed changes and comments received from the public.
- After the October service changes are approved (at the June Board Meeting) staff will turn our attention to South County and finishing Mid-County changes for a February service change.

**Fiscal Impact:**

- Overall, service improvements for October 2016 are expected to be budget-neutral.
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**Attachments:**

1. PowerPoint
2. Route Change Descriptions
3. Public Comments (to follow)



# October 2016 Service Improvements

System Redesign

Transit Riders Advisory Committee

Planning Committee

June 14 & 15, 2016

Pinellas Suncoast Transit Authority (PSTA)

St. Petersburg, Florida



# Goals of the 2013 Bus Plan

- Wide scale community engagement “Tell us what do you want”
- Mold the bus network to better serve the economy and needs of our community
- Create a thoughtful, phased plan to suit a variety of funding scenarios
- Comprehensive plan development designed to maximize previous efforts



**Pinellas**  
community  
*bus plan*

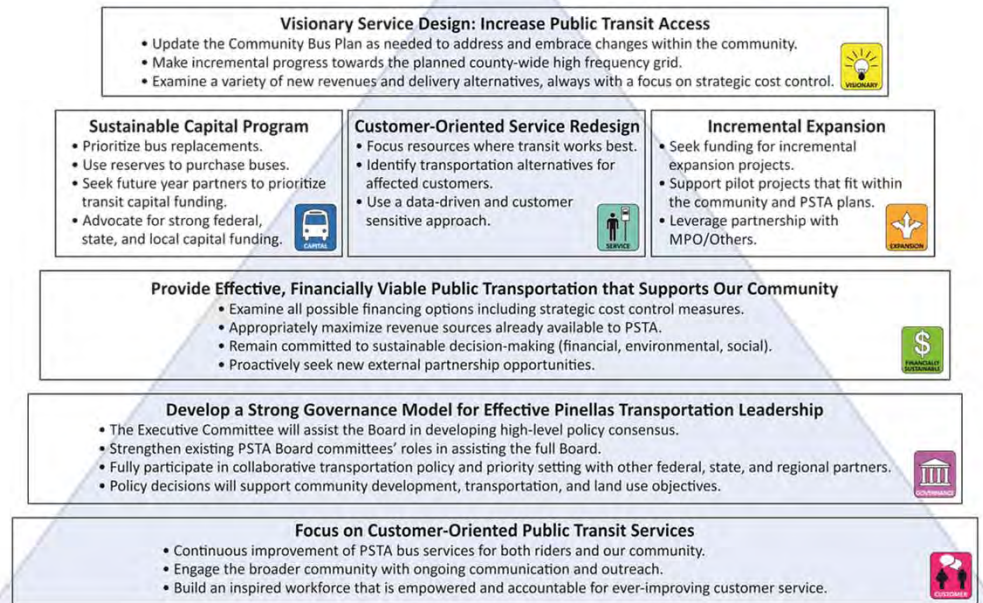


# May 2015 Strategic Direction

- Financial Stewardship
  - 5-year Balanced Budget Process
  - Increased Revenues
  - Decreased Expenses
- Sustainable Capital Program
- Service Redesign
- Incremental Expansion

## PATH FORWARD

**Mission: PSTA provides safe, convenient, accessible and affordable public transportation services for Pinellas County residents and visitors, and supports economic vitality, thriving communities, and an enhanced quality of life.**







## Where Are We Going?

- Original 10-Phase Plan Now 3-Phase Plan:
  1. October 2015 – Inefficient Routes Eliminated
  2. February 2016 – Downtown St. Pete Grid Network
  3. Efficiency Improvements throughout County
    - a. October 2016 – North and Mid-County
    - b. February 2017 – South and Mid- County
- Budget/System Efficiencies Allow for Small **Increases** in services over time.
- Additional Improvements to Follow:
  - Central Avenue BRT/ Downtown St. Pete Circulation
  - Clearwater Beach-TIA Express



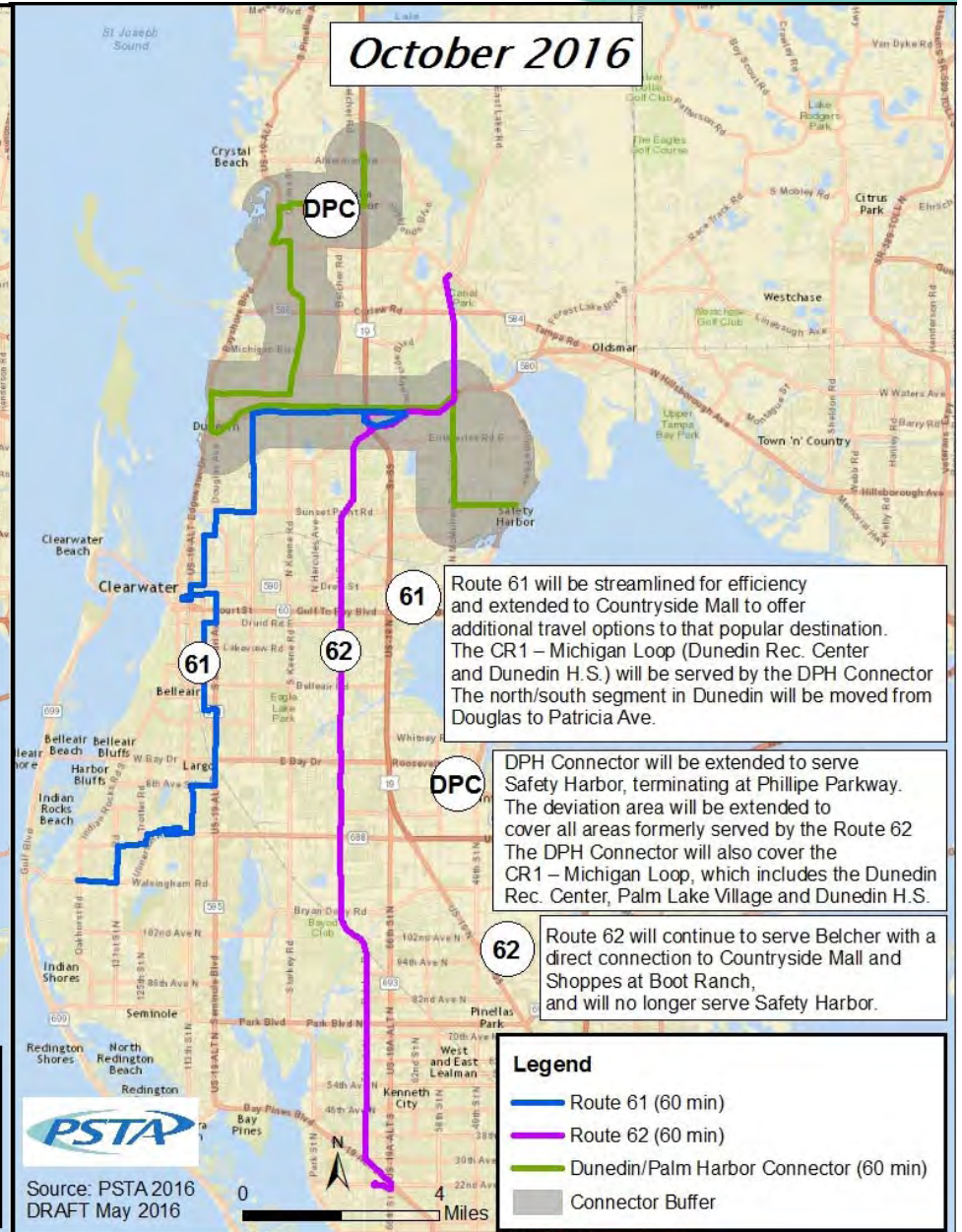
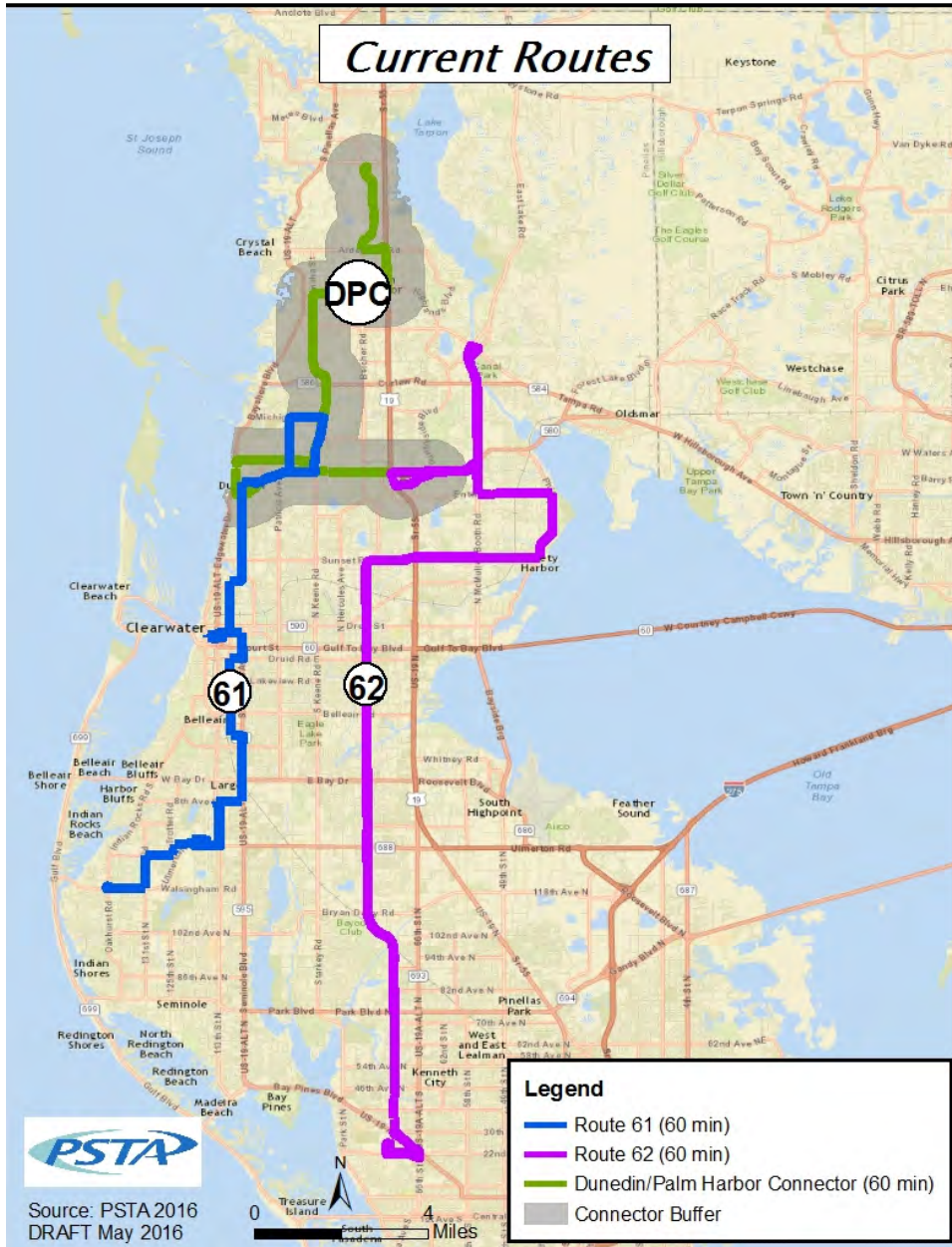
# Where Are We Going?

## By 2017 Some New Revenue Bus Plan Principles Will Be Achieved:

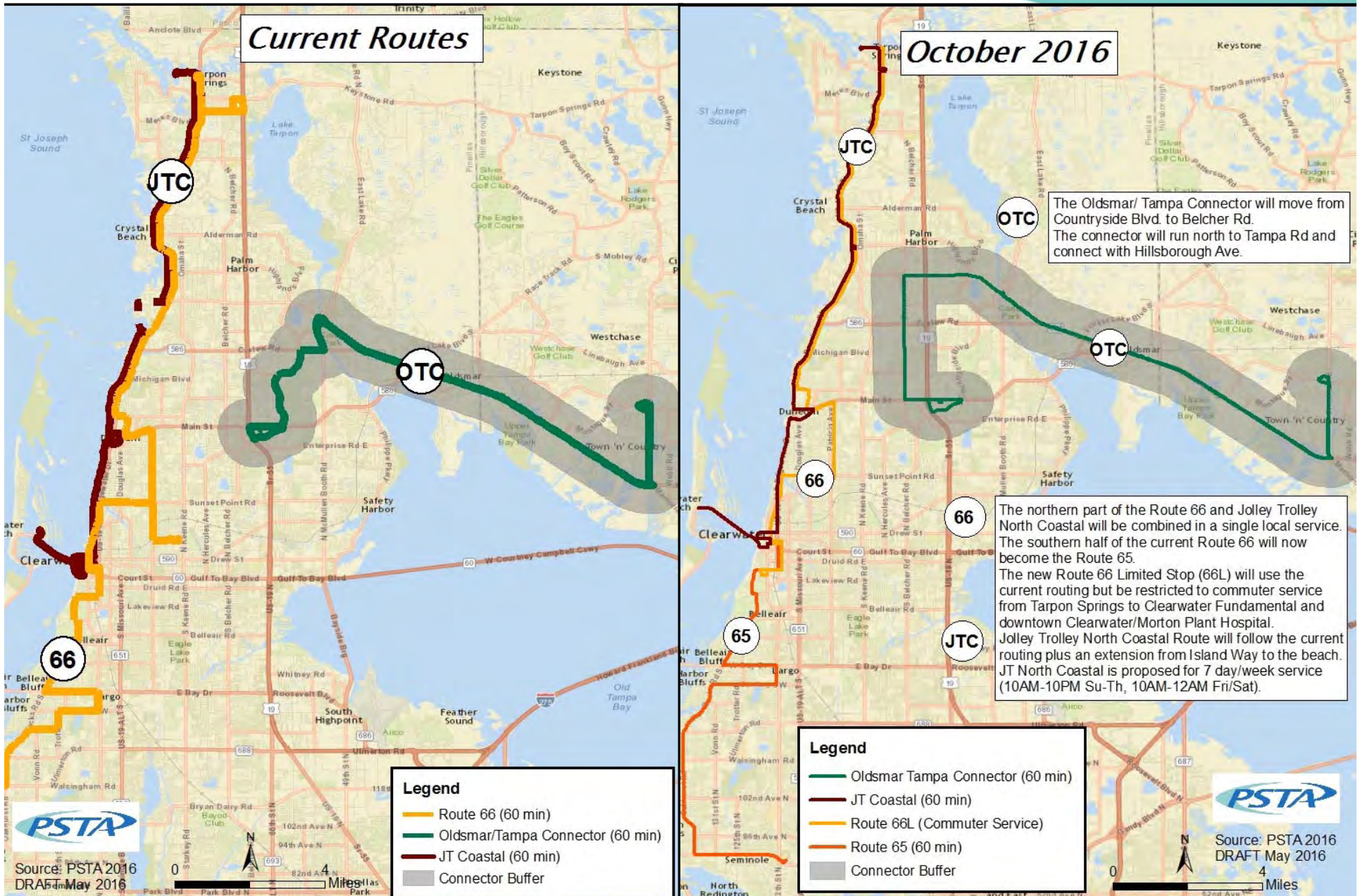
-  Increase frequencies to 15 minutes or better on Core and Frequent Local routes
-  Create efficient grid network that maximizes resources and service delivery
-  Improve overall span of service
-  Improve weekend service coverage



# Routes 61, 62 & DPC

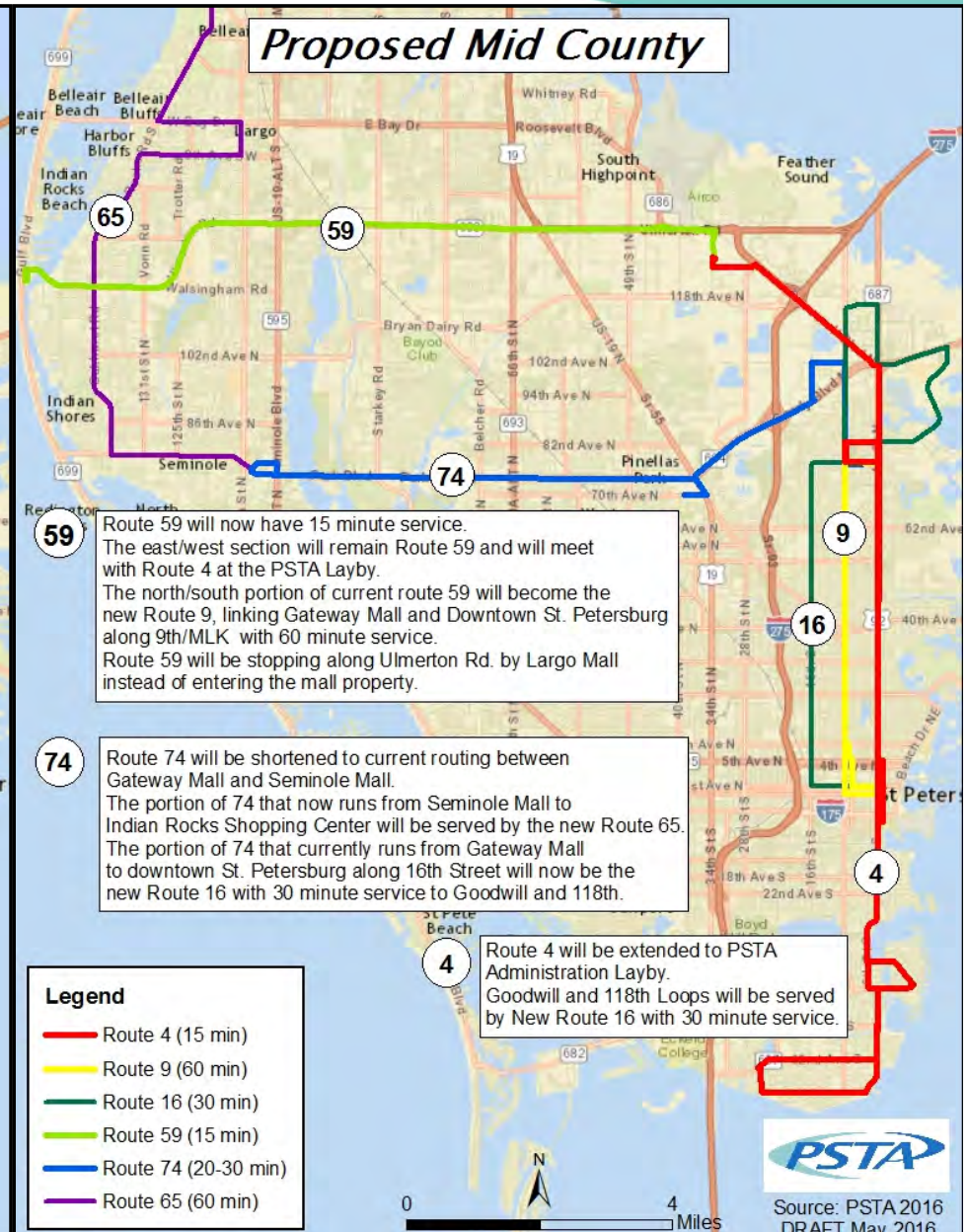


# Routes 66, JT & OTC

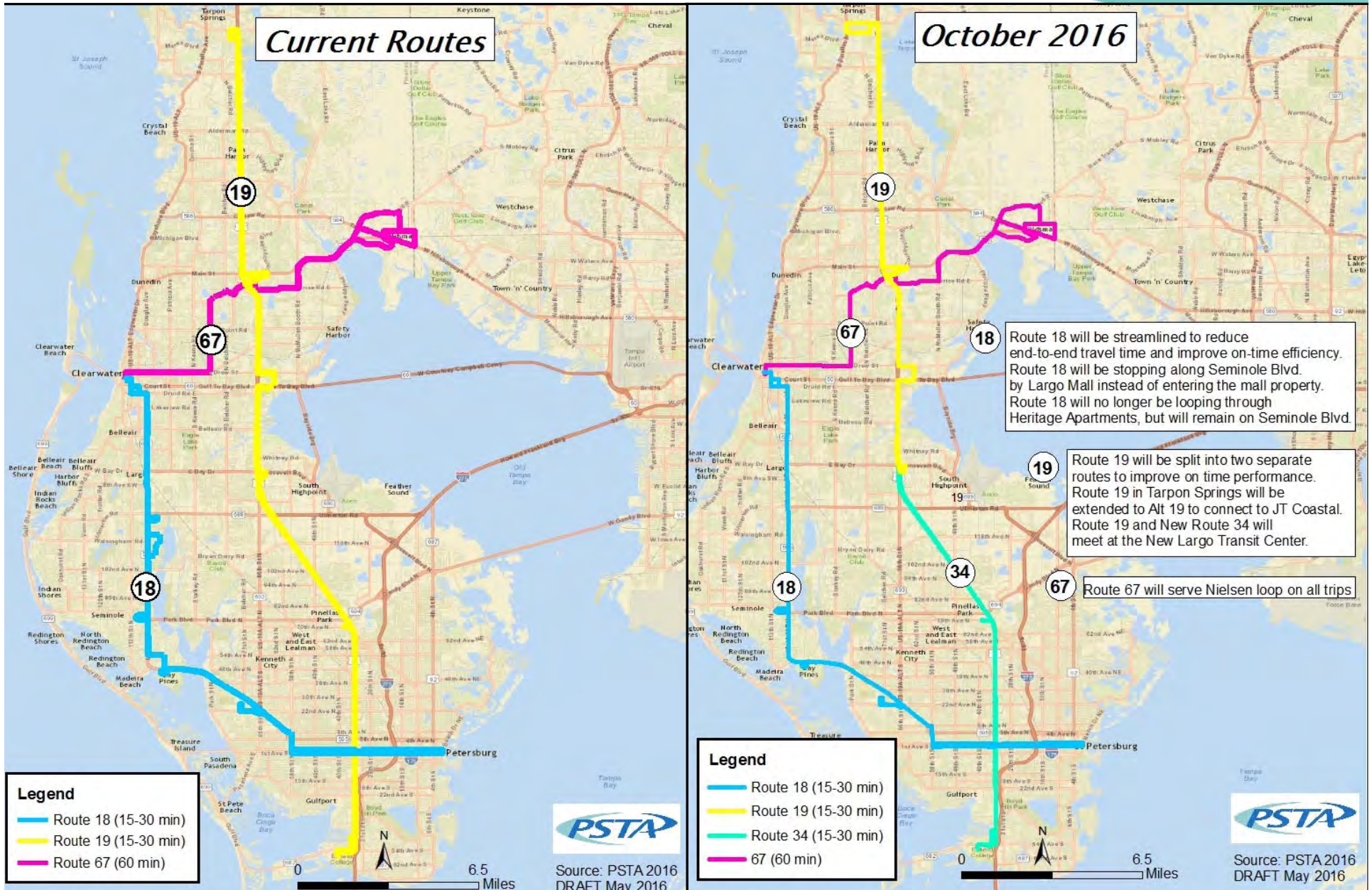




# Mid-County



# Routes 18, 19 & 67



# Early Engagement and Public Workshops

- Internal Coordination
- City/County Staff to Staff Coordination
- Workshops:
  - 5/10/16, 5:30 - 7:00 PM      Oldsmar Library, TECO Hall
  - 5/11/16, 6:00 - 7:30 PM      Dunedin, Hale Senior Center
  - 5/12/16, 6:00 - 7:30 PM      Tarpon Springs Rec. Center
  - 5/14/16 9:30 - 11:00 AM      PSTA Auditorium
  - 5/16/16 5:00 – 6:30 PM      North Greenwood Rec. Center

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- 6/7/16\* 5:30-7:30 PM      Clearwater East Library
- 6/18/16\* 11:30 AM – 12:30 pm      North Community Library

\*Workshop and Public Hearing



## Comments Received to Date

- #1 COMMENT: Keep 18 & 59 in Largo Mall
- Like new Route 61 routing in downtown Dunedin & to Countryside Mall
- Don't move service from Douglas Ave, need connection to Jays Stadium and Hale Center – Have JT Coastal do it
- Requested N/S Connection on Patricia between 580/Main and Gulf-to-Bay
- Later service on Route 78
- Keep 18 in Heritage Village
- Extend new Route 9 to PSTA Layby
- New Route 16, 60 minute service not enough
- Bring Back East Lake Connector



# Final Outreach – Public Information

## July – September

- Development of training and public engagement materials
- Internal training for Operators, Customer Service and Ambassadors

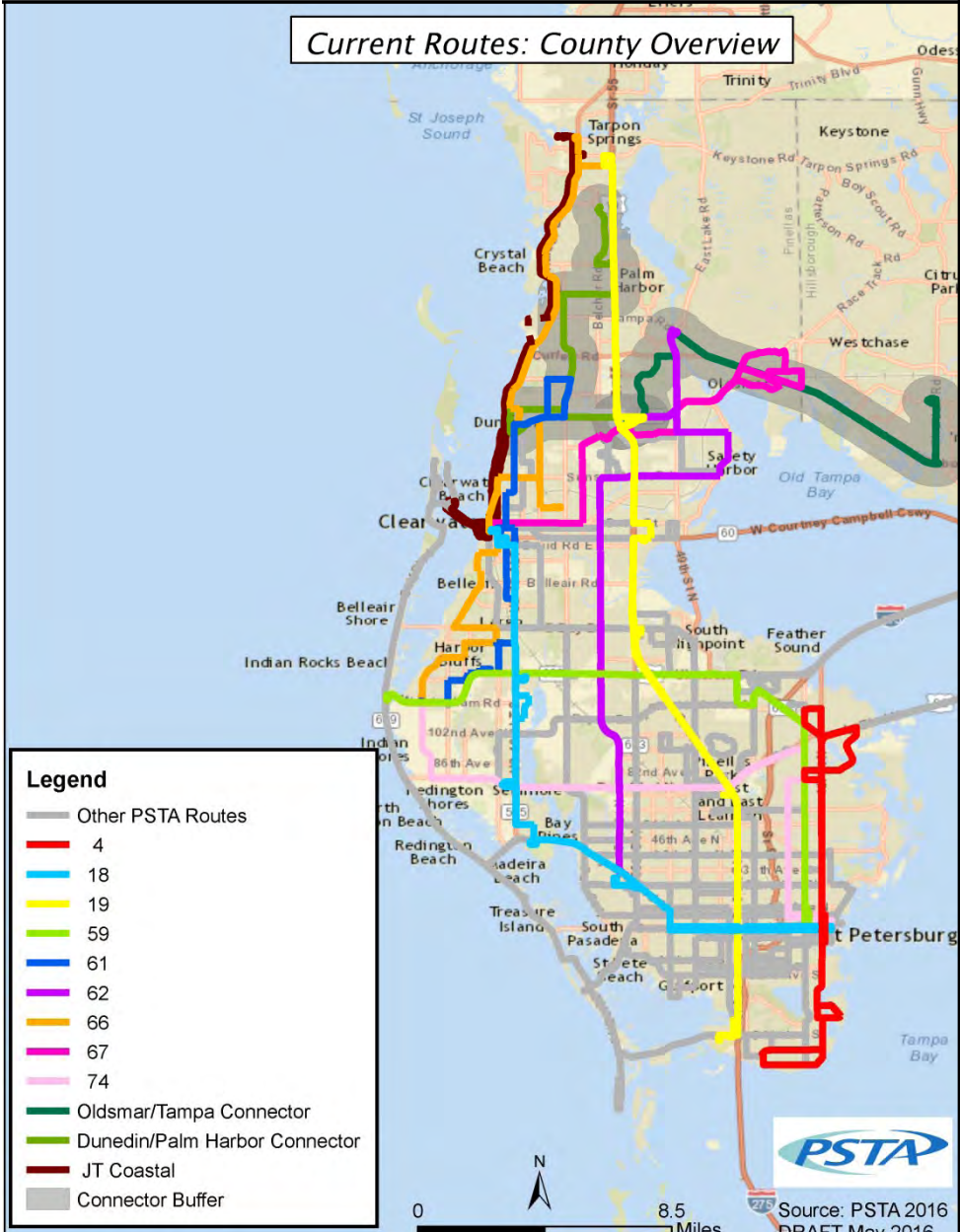
## Week prior to service change: September 25<sup>th</sup>- October 4<sup>th</sup>, 2016:

- Staff outreach to riders with booklets at major transfer facilities (34th Layby, Clearwater [Park St.], Countryside Mall, Gateway Mall)
- Outreach will include three-hour ambassador shifts, which will be staggered throughout the day and week to ensure maximum exposure to majority of riders
- On-board Ambassadors, if needed

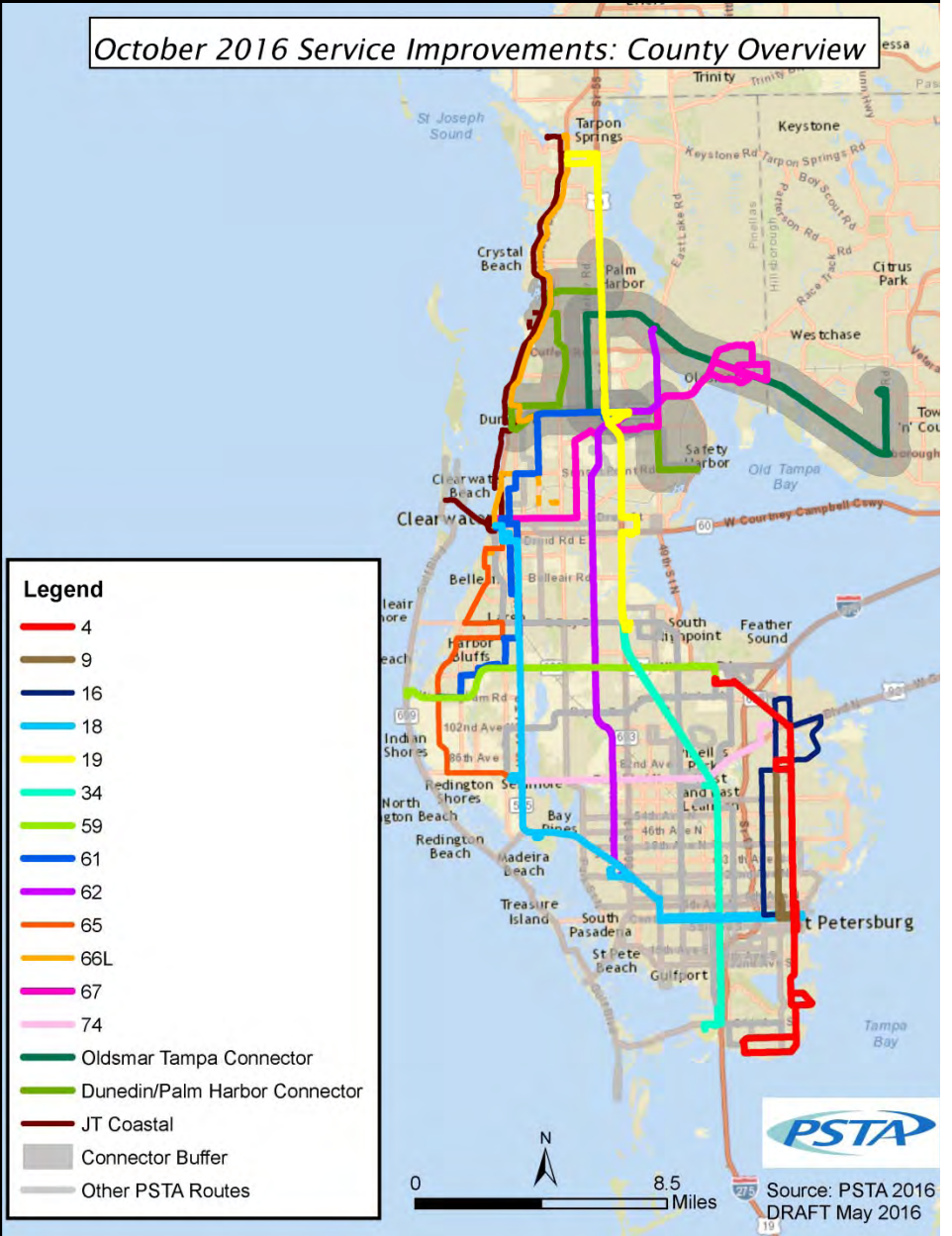


# Overview

Current Routes: County Overview



October 2016 Service Improvements: County Overview



## October 2016 Service Change Route Descriptions

- **Route 4**

*Streamlined to reduce travel time and better connection with Route 59*

- Extended to PSTA Administration Layby
- Goodwill and 118<sup>th</sup> Loops now served by New Route 16 with 30 minute service

- **New Route 9**

*New name for southern end of current Route 59*

- Replaces North/South Section of Route 59 traveling on MLK
- Will run 60 minute service between Gateway Mall and Downtown St. Petersburg

- **New Route 16**

*New name for southern end of current Route 74*

- Replaces North/South Section of Route 74 traveling on 16<sup>th</sup> Street North
- Will serve Goodwill and 116<sup>th</sup> Ave North Loop – previously on the Route 4
- Will run 30 minute service between Gateway Mall and downtown St. Petersburg

- **Route 18**

*Streamlined to reduce end-to-end travel time and improve on-time efficiency*

- Will be stopping along Seminole Blvd. by Largo Mall instead of entering the mall property
- Will no longer be looping through Heritage Apartments, but will remain on Seminole Blvd.

- **\*Route 19/\*Route 34 (new)**

*Route 19 will be split into two separate routes to improve on time performance*

- Route 19 in Tarpon Springs will be extended to Alt 19 to connect to JT Coastal
- Route 19 and New Route 34 will meet at the New Largo Transit Center

- **New Route 34**

*New name for southern end of current Route 19 after split at Largo Transit Center*

- Will provide service along 34th Street including Grand Central Station and Eckerd College

- **\*Route 59/\*Route 9 (new)**

*Route 59 will be split to improve on time performance with headways boosted to 15 minutes and will be streamlined to reduce end-to-end travel time and improve on-time efficiency*

- East/West section will remain Route 59 and meet with Route 4 at the PSTA Layby (Improved E/W frequencies to match Route 4 – every 15 minutes)
- North/South portion of current route 59, will become the NEW Route 9 linking Gateway Mall and Downtown St. Petersburg along 9<sup>th</sup>/MLK with 60 minute headways
- Will be stopping along Ulmerton Rd. by Largo Mall instead of entering the mall property

Updated: May 24, 2016

- **Route 60 (no change)**
- **Route 61**  
*Streamlined for efficiency and extended to Countryside Mall to offer additional travel options to that popular destination*
  - CR1 – Michigan Loop (Dunedin Rec. Center and Dunedin H.S.) will be served by the DPH Connector
  - Moving north/south segment in Dunedin from Douglas to Patricia Ave.
- **Route 62/ \*Dunedin/PH Connector**  
*Route 62 will be streamlined to improve efficiency and shorten travel times*
  - Route 62 will continue to serve Belcher with a direct connection to Countryside Mall and Shoppes and Boot Ranch; will no longer serve Safety Harbor
  - DPH Connector will be extended to serve Safety Harbor, terminating at Phillipe Parkway. The deviation area will be extended to cover all areas formerly served by the Route 62
- **New Route 65**  
*Replaces southern half of current Route 66 and a portion of current Route 74*
  - Will operate from Park Street Terminal south to Indian Rocks Shopping Center (southern leg of current Route 66)
  - Continues from Indian Rocks Shopping Center to Seminole Mall (currently served by Route 74)
- **\*Route 66/\*Route 65 (new)/\*JT North Coastal**  
*Route 66 will be split into two routes to improve on time performance*
  - The northern part of the Route 66 and Jolley Trolley North Coastal will be combined in a single local service
  - The southern half of the current Route 66 will now become the Route 65
  - The new Route 66 Limited Stop (66L) will use the current routing but be restricted to commuter service from Tarpon Springs to Clearwater Fundamental and downtown Clearwater/Morton Plant Hospital
  - Jolley Trolley North Coastal Route will follow the current routing plus an extension from Island Way to the beach
  - JT North Coastal is proposed for 7 day/week service (10AM-10PM Su-Th, 10AM-12AM Fri/Sat)
- **Route 67**  
*Route 67 will serve Nielsen loop on all trips*
- **\*Route 74/\*Routes 16 & 65 (new)**  
*Will be shortened to current routing between Gateway Mall and Seminole Mall*
  - Portion of 74 that now runs from Seminole Mall to Indian Rocks Shopping Center will be served by the new Route 65
  - Portion of 74 that currently runs from Gateway Mall to downtown St. Petersburg along 16th Street will now be the new Route 16 with 30 minute service to Goodwill and 118th Loops

Updated: May 24, 2016



- **Route 76 (no change)**
- **Route 78 (no change)**
- **Dunedin/Palm Harbor Connector**  
*Extending service to cover areas in Safety Harbor and Dunedin that were formerly served by the Route 61 and Route 62*
  - DPH Connector will be extended to serve Safety Harbor, terminating at Phillipe Parkway
  - Will cover the CR1 – Michigan Loop, which includes the Dunedin Rec. Center, Palm Lake Village and Dunedin H.S.
- **\*Oldsmar/ Tampa Connector**  
*Slight route change to serve areas with higher demand*
  - Moving from Countryside Blvd. to Belcher Rd.
  - Will run north to Tampa Rd and connect with Hillsborough Ave.
- **JT North Coastal**  
*Combining with resources of the northern portion of Route 66*
  - 7 day service between Tarpon Springs Sponge Docks and Clearwater Beach (no longer ending at Island Estates)
  - Sunday thru Thursday service operating 10:00a.m. to 10:00p.m.
  - Friday and Saturday service operating 10:00a.m. to midnight
  - Friday night, all day Saturday and Sunday service to Ozona
- **JT Safety Harbor (no change)**

## ACTION ITEM



**4C: FY2017 FDOT Grant Approval for the Central Avenue Bus Rapid Transit (BRT)**



**Action: Recommend Approval of the FY 2017 Florida Department of Transportation (FDOT) Central Avenue BRT Joint Participation Agreement and Recommend Adoption of Resolution #16-06.**

**Staff Resource:** Cassandra Borchers, CDO  
Pam Reitz, Manager of Contracts/Grants



### **Background:**

- In December, the PSTA Board approved the Central Avenue BRT project to apply for entry into Project Development (PD) under the Federal Transit Administration (FTA) Small Starts Program. A formal letter requesting entry into PD was sent to the FTA in early March 2015.
- PD phase will be approximately \$700,000 to complete. FDOT will be providing \$500,000 and PSTA will contribute the remaining \$200,000, as planned in the FY 2016 adopted budget. The task work order expenditure has been reviewed and approved by the PSTA Board.

### **Summary:**

- After completing their review, the FTA sent a letter of concurrence (dated May 25, 2016) approving PSTA's request to advance the Central Avenue BRT project into the Small Starts project development phase of FTA's Capital Investment Grant (CIG) program.
- FDOT has provided PSTA Special Designated Funds (Inter-Modal funds) to be used for planning costs directly related to the Central Avenue BRT project.

### **Fiscal Impact:**

#### **FDOT FY 2017 Funding**

- FPN #437245-1-24-01, this agreement provides \$500,000 in FDOT-D7 Special Designated Funds that will be programmed under Inter-Modal funds that have been allocated to PSTA for FY 2017. These funds will be used for planning costs directly related to the Central Avenue BRT project.

**Recommendation:**

- Recommend approval of the FY 2017 FDOT Central Ave BRT Joint Participation Agreement and recommend adoption of Resolution #16-06.
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**Attachments:**

1. FTA Letter of Concurrence (dated May 25, 2016)
1. Resolution #16-06



U.S. Department  
Of Transportation  
**Federal Transit  
Administration**

Headquarters

1200 New Jersey Avenue S.E.  
Washington DC 20590

MAY 25 2016

Brad Miller  
Chief Executive Officer  
Pinellas Suncoast Transit Authority  
3201 Scherer Drive  
St. Petersburg, FL 33716

Re: Project Development Initiation – Central Avenue Bus Rapid Transit Project

Dear Mr. Miller:

Thank you for your letter, dated March 9, 2016, requesting entry into the Project Development (PD) phase under the Federal Transit Administration's (FTA) Small Starts program for Pinellas Suncoast Transit Authority's (PSTA) Central Avenue Bus Rapid Transit project. After reviewing your initial letter, FTA requested additional information on March 17 that was submitted on March 30, 2016. FTA determined on April 15, 2016, that the information provided was sufficient to enter the PD phase. Per the requirements of the Fixing America's Surface Transportation Act (FAST), the following activities must be completed during PD:

- Select a locally preferred alternative;
- Have the locally preferred alternative adopted into the fiscally constrained long range transportation plan;
- Complete the environmental review process; and
- Complete the activities required to develop sufficient information for evaluation and rating under the Section 5309 criteria.

FTA encourages you to familiarize yourself with the information found on the Capital Investment Grant program webpage at <https://www.fta.dot.gov/funding/grant-programs/capital-investments/capital-investment-program>. There you will find more details and information on the activities mentioned above including answers to frequently asked questions and the information that must be provided to FTA for eventual project evaluation and rating.

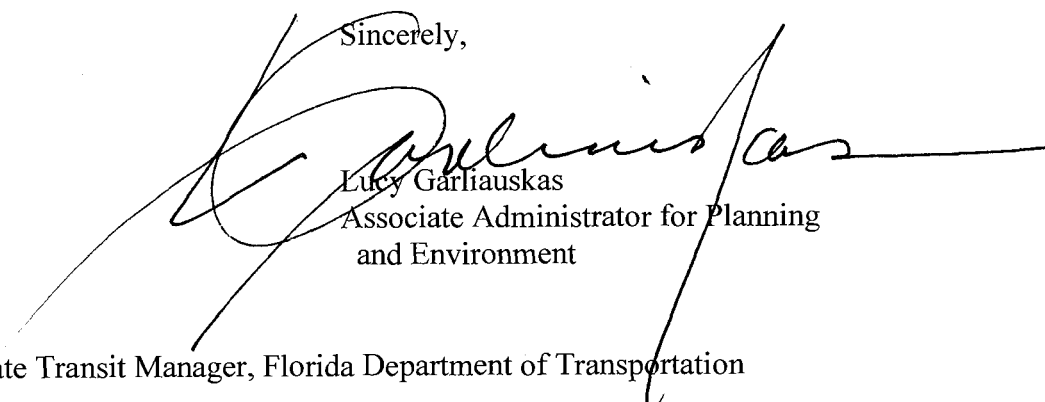
FTA will be in contact to discuss its technical assistance and project oversight plans as the project moves through PD. FTA would appreciate periodic updates from PSTA on the status of completion of PD activities.

With this entry into PD, PSTA has pre-award authority to incur costs for PD activities prior to grant approval and to retain eligibility of those activities for future FTA grant assistance. PD activities include the work necessary to complete the environmental review process and as much

engineering and design activities as PSTA believes are necessary to support the environmental review process. Upon completion of the environmental review process, FTA extends pre-award authority to project sponsors in PD to incur costs for as much engineering and design as necessary to develop a reasonable cost estimate and financial plan for the project, utility relocation, vehicle acquisition and real property acquisition and associated relocations. This pre-award authority does not constitute a commitment that future Federal funds will be approved for PD or any other project cost. As with all pre-award authority, relevant Federal requirements must be met prior to incurring costs in order to preserve eligibility of the costs for future FTA grant assistance.

If you have any questions or comments, please contact Brian Jackson at (202) 366-8520 or [brian.jackson@dot.gov](mailto:brian.jackson@dot.gov).

Sincerely,



Lucy Garliauskas  
Associate Administrator for Planning  
and Environment

cc: Ed Coven, State Transit Manager, Florida Department of Transportation



#16-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PINELLAS SUNCOAST TRANSIT AUTHORITY AUTHORIZING THE EXECUTION OF JOINT PARTICIPATION AGREEMENT FPN 437245-1-24-01 BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND THE PINELLAS SUNCOAST TRANSIT AUTHORITY FOR FDOT-D7 SPECIAL DESIGNATED FUNDS THAT WILL BE PROGRAMMED UNDER INTER-MODAL FUNDS FOR PREMIUM TRANSIT FEASIBILITY STUDY.**

**WHEREAS**, the State of Florida Department of Transportation and the Pinellas Suncoast Transit Authority are authorized to enter into Joint Participation Agreements for the joint exercise of power; and

**WHEREAS**, the State of Florida Department of Transportation is interested in assisting localities with their public transportation operations and facilities; and

**WHEREAS**, the State of Florida Department of Transportation has funding available through its Special Designated Funds that will be programmed under Inter-Modal Funds to assist the Pinellas Suncoast Transit Authority in the provision of public transit services; and

**WHEREAS**, the Florida Department of Transportation will provide \$500,000 in FDOT-D7 Special Designated Funds that will be programmed under Inter-Modal funds for FDOT Fiscal Year 2017.

**NOW, THEREFORE, BE IT RESOLVED BY THE PINELLAS SUNCOAST TRANSIT AUTHORITY BOARD OF DIRECTORS THAT:**

1. The Chief Executive Officer is authorized to execute Joint Participation Agreement, FPN 437245-1-24-01, with the Florida Department of Transportation (FDOT) and any instrument, including Supplemental Agreements, required as incident to the Agreement, on behalf of PSTA.
2. The Chief Executive Officer is authorized to furnish such additional information as the FDOT may require in connection with the Joint Participation Agreement.
3. The Chief Executive Officer is authorized to set forth and execute affirmative procurement policies in connection with the Joint Participation Agreement and budget.

ATTEST:

PINELLAS SUNCOAST TRANSIT AUTHORITY  
PINELLAS COUNTY, FLORIDA

\_\_\_\_\_  
Janet C. Long, Secretary-Treasurer

\_\_\_\_\_  
Darden Rice, Chairperson

DATE: June 22, 2016

APPROVED AS TO FORM

\_\_\_\_\_  
Alan S. Zimmet  
PSTA General Counsel

## INFORMATION ITEMS



**4A: Draft 2017 Budget**



**Action: Information Item**

**Staff Resource:** Debbie Leous, CFO  
Michael Hanson, Director of Finance



### Fiscal Year 17 Budget (FY 17):

- A first draft summary of the FY 2017 PSTA Operating Budget presentation reflects PSTA's mission and Strategic Path Forward plan.
- The focus will now be on a review of the draft budget over the summer months, in order to present a final draft budget to the PSTA Board at the August 24, 2016 PSTA meeting.

### PSTA Budget Highlights

#### **Fiscal Year 2016**

- The current FY 2016 budget assumes a transfer to reserves of \$2,628,466. The forecast indicates that PSTA will be able to make this transfer plus an estimated additional \$767,921 for a total increase to reserves of \$3,965,500.
- The FY 2016 total revenue forecast is less than 2.7% variance to budget.
  - Passenger Fares revenue is forecasted to be under budget \$2,061,870 or 14% due to the increased number of Transit Disadvantaged (TD) riders, declining ridership due to lower fuel costs and improved economy
  - Auxiliary revenue is forecasted to be on budget at \$519,750
  - Non-Transportation revenue is forecasted to be \$293,665 or 70% over budget primarily due to increased investment interest income.
  - All other revenue sources were within 5% of budget.

#### **Fiscal Year 2017**

The key highlights of the FY 2017 budget include:

- Passenger fare revenues will essentially remain flat to the forecast for FY 2016.
- With rising property values alone, the Ad Valorem tax is increasing \$2,897,740 or 7.7%



- Salaries are increasing \$2,166,450 or 7.6%
    - Union Step Increases are equal to a 1.1% increase
    - Budget includes \$500 merit bonuses for Union employees
    - 3% Merit bases increases for Administrative Staff
    - Two new positions including a Multi-Media Coordinator and a Communications Specialist will support our Path Forward Focus on Community Outreach
  - Fringe Benefits are increasing \$1,265,069 primarily due to an anticipated 7% increase in health insurance costs, which is shared with the employees.
  - Services are increasing \$289,635 or 8.0% primarily due to increased computer software maintenance services.
  - Repair parts are increasing \$500,000 to assist in extending the useful life of our fleet to 15 years.
  - Diesel Fuel is budgeted at \$1.75/gallon, increasing costs \$495,025.
  - Net Insurance Expense is increasing \$793,770 or 100.6% due to a significant \$500,000 workers' compensation recovery in FY 2016 and anticipated decreased recoveries from our insurance carriers in FY 2017 due to decreased qualifying claims
  - Purchased Transportation - DART costs are budgeted to increase by 10% as the services are being procured and the increase or decrease is not yet known. The solicitation is anticipated to go to the Board this summer.
  - Purchased Transportation - Trolleys costs are increasing \$173,925 due to funding partner service costs for the Jolley Trolley Beach Route passing through PSTA.
  - Employee Training is increasing \$39,930 as we invest in our employees through new programs such as PSTA University and Leadership PSTA.
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**Attachments:**

1. PowerPoint (to follow)