

# Fiscal Year 2017

## Proposed Operating and Capital Budget



**Pinellas Suncoast Transit Authority**

## 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.**

### Visionary Service Design: Increase Public Transit Access

- Update the Community Bus Plan as needed to address and embrace changes within the community.
- Make incremental progress towards the planned county-wide high frequency grid.
- Examine a variety of new revenues and delivery alternatives, always with a focus on strategic cost control.



### Sustainable Capital Program

- Prioritize bus replacements.
- Use reserves to purchase buses.
- Seek future year partners to prioritize transit capital funding.
- Advocate for strong federal, state, and local capital funding.



### Customer-Oriented Service Redesign

- Focus resources where transit works best.
- Identify transportation alternatives for affected customers.
- Use a data-driven and customer sensitive approach.



### Incremental Expansion

- Seek funding for incremental expansion projects.
- Support pilot projects that fit within the community and PSTA plans.
- Leverage partnership with MPO/Others.



### Provide Effective, Financially Viable Public Transportation that Supports Our Community

- Examine all possible financing options including strategic cost control measures.
- Appropriately maximize revenue sources already available to PSTA.
- Remain committed to sustainable decision-making (financial, environmental, social).
- Proactively seek new external partnership opportunities.



### Develop a Strong Governance Model for Effective Pinellas Transportation Leadership

- The Executive Committee will assist the Board in developing high-level policy consensus.
- Strengthen existing PSTA Board committees' roles in assisting the full Board.
- Fully participate in collaborative transportation policy and priority setting with other federal, state, and regional partners.
- Policy decisions will support community development, transportation, and land use objectives.



### Focus on Customer-Oriented Public Transit Services

- Continuous improvement of PSTA bus services for both riders and our community.
- Engage the broader community with ongoing communication and outreach.
- Build an inspired workforce that is empowered and accountable for ever-improving customer service.





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## BOARD OF DIRECTORS

### Chairperson



**Darden Rice**  
Councilmember  
City of St. Petersburg

### Vice-Chairperson



**Julie Ward Bujalski**  
Mayor  
City of Dunedin

### Secretary/Treasurer



**Janet Long**  
Commissioner  
Pinellas County



**Joseph Barkley**  
Vice-Mayor  
City of Belleair Bluffs



**Doug Bevis**  
Mayor  
City of Oldsmar



**Mark Deighton**  
Commissioner  
Town of Redington Beach



**Ben Diamond**  
Citizen  
City of St. Petersburg



**Dave Eggers**  
Commissioner  
Pinellas County



**Samantha Fenger**  
City of Largo



**Pat Gerard**  
Commissioner  
Pinellas County



**Patricia F. Johnson**  
Vice-Mayor  
City of Pinellas Park



**Bill Jonson**  
Councilmember  
City of Clearwater



**Brian Scott**  
Citizen  
Pinellas County



**Kenneth T. Welch**  
Commissioner  
Pinellas County



**Lisa Wheeler-Brown**  
City of St. Petersburg



**PINELLAS SUNCOAST TRANSIT AUTHORITY**  
**Board of Directors**  
**Officers**

Darden Rice, Chairperson  
Julie Ward Bujalski, Vice-Chairperson  
Janet Long, Secretary/Treasurer

**City of Belleair Bluffs**

Joseph Barkley

**City of Clearwater**

Bill Jonson

**City of Dunedin**

Julie Ward Bujalski

**City of Largo**

Samantha Fenger

**City of Oldsmar**

Doug Bevis

**City of Pinellas Park**

Patricia F. Johnson

**City of St. Petersburg**

Ben Diamond  
Darden Rice  
Lisa Wheeler-Brown

**Pinellas County**

Dave Eggers  
Pat Gerard  
Janet Long  
Brian Scott  
Kenneth T. Welch

**Town of Reddington Beach**

Mark Deighton

**Chief Executive Officer**

Brad Miller

**General Counsel**

Bryant Miller Olive



## About the PSTA Board of Directors & Committees

### **Board of Directors Meetings**

PSTA Board of Directors meetings are held in the Board Room at PSTA Headquarters, 3201 Scherer Drive, St. Petersburg on the fourth Wednesday of each month, unless otherwise posted. Eight of the fifteen Board members must be present in order to hold a meeting. All meetings are open to the public. The Chief Executive Officer, Division Chiefs and Directors, designated staff members, and PSTA's General Counsel also attend Board meetings.

### **Executive Committee**

The purpose of this committee generally is to deliberate and provide direction to staff on operational matters, including but not limited to significant operational issues and major service changes. The Board's intent is that the Executive Committee will provide direction to staff on emergency items and items that eventually will come before the entire Board. It is not intended that the Executive Committee will make decisions on items that are to be decided by the Board as a whole, except as specifically authorized by the Board.

### **Finance and Performance Management Committee**

The duties of the Finance and Performance Management Committee are as follows: select audit firm, review audit report, review financial and operating reports, review and make recommendations on investment strategy, review and make recommendations on insurance policies, review proposed labor settlements and negotiations, review and make recommendations regarding major contracts and procurements, and oversee and monitor performance goals and measures.

### **Planning Committee**

The duties of the Planning Committee are as follows: strategic planning process oversight; review future business objectives and incentives; develop long-term funding strategies and develop annual budget goals/parameters. These meetings are held in the Administration Auditorium.

### **Legislative Committee**

The mission of the PSTA Legislative Committee is to advise the full PSTA Board of Directors of the official positions of the local, state, and federal entities concerning legislative matters pertaining to the operations, development, and funding of PSTA; and to facilitate advancement of the Pinellas County Alternatives Analysis (AA) Locally Preferred Alternative (LPA). The Committee will also review resolutions and legislation in order to advise and recommend positions to the members and leadership of the PSTA Board; and work with the regional entities in the development and implementation of transportation for the Tampa Bay region.

### **Transit Riders Advisory Committee (TRAC).**

This is a committee of volunteers who ride the bus at least two times per week. The purpose of the Committee is to provide insight and recommendations to the PSTA Board of Directors and its committees (as appropriate) on operational and transit service issues. The Committee is comprised of members from the public, representing diversity and geographic distribution of people in Pinellas County.





## FY 2017 BUDGET SUMMARY

| Description                 | Actual               | Adopted              | Projected            | Proposed             | Change               | % Change        |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------|
|                             | FY 2015              | FY 2016              | FY 2016              | FY 2017              | Amount               | FY 2016/FY 2017 |
| Operating Budget            | \$ 62,483,205        | \$ 65,246,845        | \$ 62,718,342        | \$ 69,400,407        | \$ 6,682,065         | 10.65%          |
| Capital Improvements Budget | 16,825,429           | 12,616,954           | 7,842,336            | 17,420,294           | 9,577,958            | 122.13%         |
| <b>Totals</b>               | <b>\$ 79,308,634</b> | <b>\$ 77,863,799</b> | <b>\$ 70,560,678</b> | <b>\$ 86,820,701</b> | <b>\$ 16,260,023</b> | <b>23.04%</b>   |

### FY 2017 PROPOSED OPERATING BUDGET SUMMARY

The PSTA proposed operating budget for FY 2017 is increasing by \$6.7 million or 10.65% over FY 2016.

### FY 2017 PROPOSED REVENUE SUMMARY

- Passenger Fares are budgeted to be 0.22% more than the projected FY 2016 year-end due to increased U-Pass revenue.
- Auxiliary revenue is budgeted to be 10.93% more than the projected FY 2016 year-end. This is due to an increase in revenue to be received from outsourcing advertising.
- Non-transportation revenue is budgeted to be 8.90% more the projected FY 2016 year-end.
- Property Tax is budgeted to be 7.66% higher than the projected FY 2016 year-end due to an increase in taxable property values.
- Local Beach Trolley revenue is budgeted to be 24.14% higher than the projected FY 2016 year-end. This is due to a 7% increase in Trolley revenue from the City of St. Pete

Beach and Treasure Island and partner service costs for the Jolley Trolley Beach Route passing through PSTA.

- State Grant revenue is budgeted to be 3.56% higher than the projected FY 2016 year-end. This is mostly due to an increase in State Reimbursement for the Transportation Disadvantaged Program.

### FY 2017 PROPOSED EXPENSE SUMMARY

- Salaries (\$28.6 million projected year-end in FY 2016) are budgeted at \$30.8 million and include:
  - Step increases for union employees.
  - An Innovative performance-based bonus program for all union employees. Up to \$500 for strong performance by our unionized employees.
  - A 3% merit based increase for administrative employees.
  - Total headcount increased by 2 positions.



## FY 2017 BUDGET SUMMARY

- Fringe Benefits are budgeted to increase 11.99% over the FY 2016 projected year-end due to increased benefits costs related to reduced vacant positions and an increase in health insurance premiums and pension rates.
- Services are budgeted to increase 8.01% over the FY 2016 projected year-end primarily due to increased computer software maintenance.
- Diesel Fuel is budgeted to increase 12.54% over the FY 2016 projected year-end due to an increase in diesel fuel prices. The adopted budget assumes an average price per gallon of \$1.75 while the FY 2016 average price is \$1.64.
- Supplies are budgeted to increase 10.19% over the FY 2016 projected year-end due to an increase in repair parts expenses necessary to extend the useful life of the buses to 15 years.
- Insurance is budgeted to increase 100.55% over the FY 2016 projected year-end due to an exceptional year of insurance related recoveries in FY 2016. This trend is not anticipated to continue at such a high rate in FY 2017.
- Utilities are budgeted to increase 4.00% over the FY 2016 projected year-end due to rate increases, upgraded telephone utilities and an increase in text messaging expenses related to the real-time bus system.
- Purchased Transportation – DART is budgeted to increase 10.00% over the FY 2016 projected year-end. The services are currently being procured and the increase or decrease is not yet known.
- Purchased Transportation – Trolleys is budgeted to increase 26.02% over the FY 2016 projected year-end due to funding partner service costs passing for the Jolley Trolley Beach Route passing through PSTA.
- Miscellaneous expenses are budgeted to increase 36.90% over the FY 2016 projected year-end due to costs associated with onboard customer surveys, drug and alcohol compliance audit services and investment in our employees through training.

### **FY 2017 PROPOSED CAPITAL IMPROVEMENT BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

- The FY 2017 proposed capital budget is focused on the sustainable bus replacement plan. The plan maintains emphasis on customer service through implementation of customer amenities such as new bus shelters. In addition, funding is included for technology enhancements.





PSTA Board Committee Assignment Roster  
& Other PSTA Related Committee Appointments as of January 27, 2016

| PSTA COMMITTEES |                           |                    |             |          |                         |             |           |           |            | OTHER COMMITTEES |        |           |                     |
|-----------------|---------------------------|--------------------|-------------|----------|-------------------------|-------------|-----------|-----------|------------|------------------|--------|-----------|---------------------|
| Position        | Name                      | Representing       | Appointment | Planning | Finance & Perform Mgmt. | Legislative | Executive | Personnel | Nominating | MPO              | TBARTA | MPO's LCB | MPO's School Safety |
| 1               | Darden Rice, Chair        | St. Petersburg     | 1/2014      | X        |                         |             | XXX       | XXX       |            |                  |        |           |                     |
| 2               | Julie Bujalski, V-Chair   | Dunedin            | 4/2008      |          |                         |             | X         | X         |            | X                |        |           | Y                   |
| 3               | Janet Long, Sec/Treasurer | Pinellas County    | 12/2012     |          |                         | X           | X         | X         | X          |                  |        |           |                     |
| 4               | Ken Welch                 | Pinellas County    | 10/2007     | XXX      |                         |             |           |           | X          |                  |        |           |                     |
| 5               | Bill Jonson               | Clearwater         | 4/2010      |          | X                       |             | X         |           | X          |                  |        |           |                     |
| 6               | Mark Deighton             | Beach Cities       | 10/2011     | X        | X                       |             |           |           |            |                  |        |           | X                   |
| 7               | Patricia Johnson          | Pinellas Park      | 3/2012      | Alt.     |                         | X           |           |           | X          |                  |        | X         |                     |
| 8               | Brian Scott               | County Non-Elect   | 10/2012     |          | X                       |             |           |           |            |                  |        | Y         |                     |
| 9               | Joseph Barkley            | South Cities       | 11/2012     |          | XXX                     |             | X         | X         |            |                  |        |           |                     |
| 10              | Ben Diamond               | St. Pete Non-Elect | 2/2014      |          |                         | XXX         |           |           | XXX        |                  |        |           |                     |
| 11              | Doug Bevis                | North Cities       | 10/2014     |          |                         | X           |           |           |            |                  |        |           |                     |
| 12              | Pat Gerard                | Pinellas County    | 12/2014     | X        |                         |             |           | X         |            |                  |        |           |                     |
| 13              | Dave Eggers               | Pinellas County    | 12/2014     |          | X                       |             |           |           |            |                  |        |           |                     |
| 14              | Samantha Fenger           | Largo              | 10/2015     | X        |                         |             |           |           |            |                  |        |           |                     |
| 15              | Lisa Wheeler-Brown        | St. Petersburg     | 1/2016      |          | Alt.                    | X           |           |           |            |                  |        |           |                     |

X – Member Appointed by PSTA  
 XXX – Chair of Committee  
 Y – Member Appointed by other Body-



# **FY 2017 OPERATING BUDGET**



## FY 2017 OPERATING BUDGET SUMMARY

| <u>Proposed FY 2017 Budget</u> |              |
|--------------------------------|--------------|
| <b>Operating Revenues</b>      | \$12,784,190 |
| <b>Non-Operating Revenues</b>  | \$56,694,712 |
| <b>Total Revenues</b>          | \$69,478,902 |
| <b>Total Expenses</b>          | \$69,400,407 |
| <b>Surplus (Deficit)</b>       | \$78,495     |
| <b>Transfer To Reserves</b>    | (\$78,495)   |
| <b>Net Surplus (Deficit)</b>   | \$0          |



## FY 2017 OPERATING BUDGET OVERVIEW

| <u>Revenues</u>                     |                                 |                                  |                                    |                                   |                                  | <u>% Change</u> |
|-------------------------------------|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|----------------------------------|-----------------|
|                                     | <u>Actual</u><br><u>FY 2015</u> | <u>Adopted</u><br><u>FY 2016</u> | <u>Projected</u><br><u>FY 2016</u> | <u>Proposed</u><br><u>FY 2017</u> | <u>FY2016 -</u><br><u>FY2017</u> |                 |
| Operating Revenues                  | \$ 13,338,796                   | \$ 14,817,650                    | \$ 12,755,780                      | \$ 12,784,190                     | 0.22%                            |                 |
| Non-Operating Revenues              | 50,675,706                      | 53,057,641                       | 53,358,929                         | 56,694,712                        | 6.25%                            |                 |
| <b>Total Revenues</b>               | <b>\$ 64,014,502</b>            | <b>\$ 67,875,291</b>             | <b>\$ 66,114,709</b>               | <b>\$ 69,478,902</b>              | <b>5.09%</b>                     |                 |
| Transfer (To) From Reserves         | (1,531,297)                     | (2,628,446)                      | (3,396,367)                        | (78,495)                          | -97.69%                          |                 |
| <b>Total Revenues and Reserves</b>  | <b>\$ 62,483,205</b>            | <b>\$ 65,246,845</b>             | <b>\$ 62,718,342</b>               | <b>\$ 69,400,407</b>              | <b>10.65%</b>                    |                 |
| Salaries                            | 28,020,748                      | 29,306,960                       | 28,616,210                         | 30,782,660                        | 7.57%                            |                 |
| Fringe Benefits                     | 9,279,134                       | 11,142,638                       | 10,549,975                         | 11,815,044                        | 11.99%                           |                 |
| Services                            | 2,942,705                       | 3,715,565                        | 3,617,820                          | 3,907,455                         | 8.01%                            |                 |
| Diesel Fuel                         | 7,306,136                       | 4,531,370                        | 3,946,405                          | 4,441,430                         | 12.54%                           |                 |
| Supplies                            | 4,610,913                       | 4,529,002                        | 4,954,940                          | 5,459,858                         | 10.19%                           |                 |
| Insurance                           | 623,108                         | 1,709,200                        | 789,405                            | 1,583,175                         | 100.55%                          |                 |
| Utilities                           | 960,085                         | 1,168,600                        | 1,087,000                          | 1,130,480                         | 4.00%                            |                 |
| Taxes & Licenses                    | 827,715                         | 843,590                          | 828,360                            | 872,080                           | 5.28%                            |                 |
| Purchased Transportation - DART     | 6,051,065                       | 6,246,500                        | 6,309,800                          | 6,940,780                         | 10.00%                           |                 |
| Purchased Transportation - TD       | 746,910                         | 748,570                          | 732,070                            | 779,110                           | 6.43%                            |                 |
| Purchased Transportation - Trolleys | 646,598                         | 668,395                          | 668,395                            | 842,320                           | 26.02%                           |                 |
| Miscellaneous                       | 468,088                         | 636,455                          | 617,962                            | 846,015                           | 36.90%                           |                 |
| Route Service Changes               | -                               | -                                | -                                  | (200,000)                         |                                  |                 |
| New Service Initiatives             | -                               | -                                | -                                  | 200,000                           |                                  |                 |
| <b>Total Expenses</b>               | <b>\$ 62,483,205</b>            | <b>\$ 65,246,845</b>             | <b>\$ 62,718,342</b>               | <b>\$ 69,400,407</b>              | <b>10.65%</b>                    |                 |

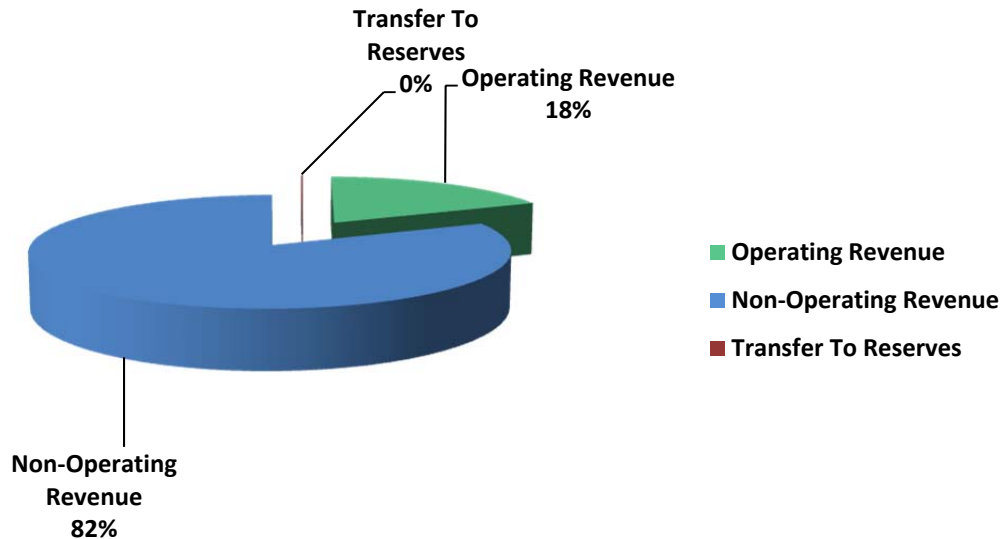


## FY 2017 OPERATING BUDGET OVERVIEW REVENUE AND RESERVES

| <u>Revenues</u>                        | <u>Actual<br/>FY 2015</u> | <u>Adopted<br/>FY 2016</u> | <u>Projected<br/>FY 2016</u> | <u>Proposed<br/>FY 2017</u> | <u>% Change<br/>FY2016 -<br/>FY2017</u> |
|--|---------------------------|----------------------------|------------------------------|-----------------------------|---|
| Passenger Fares                        | \$ 13,338,796             | \$ 14,817,650              | \$ 12,755,780                | \$ 12,784,190               | 0.22%                                   |
| Auxiliary                              | 485,359                   | 517,600                    | 519,750                      | 576,540                     | 10.93%                                  |
| Non-Transportation                     | 144,114                   | 173,050                    | 293,665                      | 319,800                     | 8.90%                                   |
| Property Tax                           | 35,592,336                | 37,808,440                 | 37,808,440                   | 40,706,180                  | 7.66%                                   |
| Local Beach Trolley & Rt.<br>35        | 873,441                   | 926,156                    | 924,119                      | 1,147,174                   | 24.14%                                  |
| State Reimbursement –<br>Fuel Tax      | 649,202                   | 652,620                    | 653,130                      | 676,410                     | 3.56%                                   |
| State Grants                           | 7,255,717                 | 7,418,284                  | 7,395,284                    | 7,611,956                   | 2.93%                                   |
| Federal Grants                         | 5,595,537                 | 5,481,491                  | 5,684,541                    | 5,576,652                   | -1.90%                                  |
| Federal Grants MPO Pass-<br>Thru       | 80,000                    | 80,000                     | 80,000                       | 80,000                      | 0.00%                                   |
| <b>Total Revenues</b>                  | <b>\$ 64,014,502</b>      | <b>\$ 67,875,291</b>       | <b>\$ 66,114,709</b>         | <b>\$ 69,478,902</b>        | <b>5.09%</b>                            |
| Transfer (To) From<br>Reserves         | (1,531,297)               | (2,628,446)                | (3,396,367)                  | (78,495)                    | -97.69%                                 |
| <b>Total Revenues and<br/>Reserves</b> | <b>\$ 62,483,205</b>      | <b>\$ 65,246,845</b>       | <b>\$ 62,718,342</b>         | <b>\$ 69,400,407</b>        | <b>10.65%</b>                           |

## FY 2017 OPERATING BUDGET OVERVIEW REVENUE AND RESERVES

### FY 2017 Operating Revenues and Reserves



#### Revenue Assumptions:

- Passenger Fares are budgeted to be 0.22% more than the projected FY 2016 year-end due to increased U-Pass revenue.
- Auxiliary revenue is budgeted to be 10.93% more than the projected FY 2016 year-end. This is due to an increase in revenue to be received from outsourcing advertising.
- Non-transportation revenue is budgeted to be 8.90% more than the projected FY 2016 year-end.
- Property Tax is budgeted to be 7.66% higher than the projected FY 2016 year-end due to an increase in taxable property values.
- Local Beach Trolley revenue is budgeted to be 24.14% higher than the projected FY 2016 year-end. This is due to a 7% increase in Trolley revenue from the City of St. Pete Beach and Treasure Island and partner service costs for the Jolley Trolley Beach Route passing through PSTA.
- State Grant revenue is budgeted to be 3.56% higher than the projected FY 2016 year-end. This is mostly due to an increase in State Reimbursement for the Transportation Disadvantaged Program.



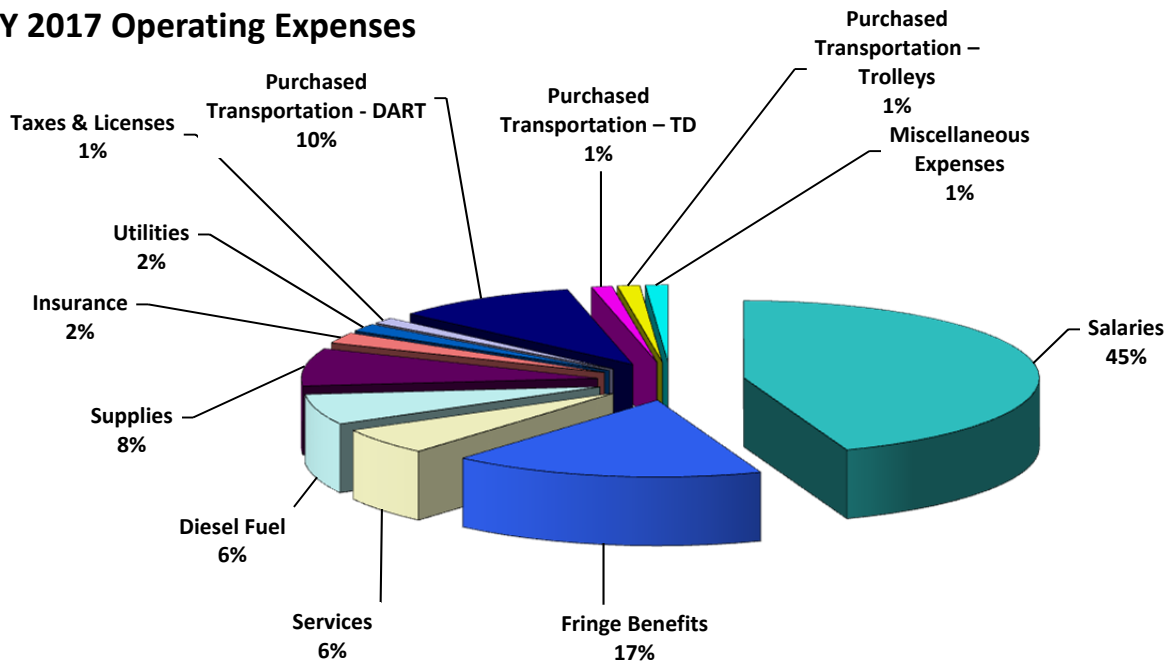


## FY 2017 OPERATING BUDGET OVERVIEW EXPENSES

| <u>Expense Item</u>                 | <u>Actual</u>        | <u>Adopted</u>       | <u>Projected</u>     | <u>Proposed</u>      | <u>% Change</u>        |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
|                                     | <u>FY 2015</u>       | <u>FY 2016</u>       | <u>FY 2016</u>       | <u>FY 2017</u>       | <u>FY2016 - FY2017</u> |
| Salaries                            | \$ 28,020,748        | \$ 29,306,960        | \$ 28,616,210        | \$ 30,782,660        | 7.57%                  |
| Fringe Benefits                     | 9,279,134            | 11,142,638           | 10,549,975           | 11,815,044           | 11.99%                 |
| Services                            | 2,942,705            | 3,715,565            | 3,617,820            | 3,907,455            | 8.01%                  |
| Diesel Fuel                         | 7,306,136            | 4,531,370            | 3,946,405            | 4,441,430            | 12.54%                 |
| Supplies                            | 4,610,913            | 4,529,002            | 4,954,940            | 5,459,858            | 10.19%                 |
| Insurance                           | 623,108              | 1,709,200            | 789,405              | 1,583,175            | 100.55%                |
| Utilities                           | 960,085              | 1,168,600            | 1,087,000            | 1,130,480            | 4.00%                  |
| Taxes & Licenses                    | 827,715              | 843,590              | 828,360              | 872,080              | 5.28%                  |
| Purchased Transportation - DART     | 6,051,065            | 6,246,500            | 6,309,800            | 6,940,780            | 10.00%                 |
| Purchased Transportation - TD       | 746,910              | 748,570              | 732,070              | 779,110              | 6.43%                  |
| Purchased Transportation - Trolleys | 646,598              | 668,395              | 668,395              | 842,320              | 26.02%                 |
| Miscellaneous                       | 468,088              | 636,455              | 617,962              | 846,015              | 36.90%                 |
| Route Service Changes               | -                    | -                    | -                    | -                    | N/A                    |
| New Service Initiatives             | -                    | -                    | -                    | -                    | N/A                    |
| <b>Total Operating Expenses</b>     | <b>\$ 62,483,205</b> | <b>\$ 65,246,845</b> | <b>\$ 62,718,342</b> | <b>\$ 69,400,407</b> | <b>10.65%</b>          |

## FY 2017 OPERATING BUDGET OVERVIEW EXPENSES

### FY 2017 Operating Expenses



### Expense Assumptions:

- Salaries (\$278.6 million projected year-end in FY 2016) are budgeted at \$30.8 million and include:
  - Step increases for union employees.
  - An innovative performance-based bonus program for union employees (up to \$500 per employee).
  - A 3.0% merit based increase for administrative employees.
  - New employees – Two positions. One position in Planning and one position in Marketing.
- Fringe Benefits are budgeted to increase 11.99% over the FY 2016 projected year-end due to increased benefit costs related to reduced vacant positions and an increase in health insurance premiums.
- Services are budgeted to increase 8.01% over the FY 2016 projected year-end primarily due to increased computer software maintenance.
- Diesel Fuel is budgeted to increase 12.54% over the FY 2016 projected year-end due to a increase in fuel prices.
- Utilities are budgeted to increase 4.00% over the FY 2016 projected year-end due to rate increases, upgraded telephone utilities and an increase in text messaging expense related to the real-time bus system.



## PSTA ORGANIZATIONAL OVERVIEW

### Profile of the Authority

The Pinellas Suncoast Transit Authority (The Authority) was created in 1984 via a merger of the St. Petersburg Municipal Transit System and the Central Pinellas Transit Authority to provide Pinellas County with a cohesive public transit system. A fleet of 194 buses and 16 trolleys serve 37 fixed routes and 3 on-demand deviation routes. Pinellas County is 280 square miles with approximately 916,542 residents (2010 Census). Pinellas County is located along the west coast of Florida and includes a corridor of smaller beach communities along the Gulf of Mexico. Pinellas County is the second smallest county in the state of Florida; however, it is the most densely populated county in Florida.

The Authority serves most of the unincorporated area and 21 of the County's 24 municipalities. This accounts for 98% of the county's population and 97% of its land area. The cities of St. Pete Beach, Treasure Island, Kenneth City, Belle air Beach, and Belle air Shores are not members of the Authority; however, St. Pete Beach and Treasure Island do contract for trolley service.

During fiscal year 2015, Authority vehicles traveled a total of 8.8 million revenue miles, providing approximately 613,000 hours of service, and 14.5 million total passenger trips.

### Officials

The Authority is governed by a board of directors comprised of thirteen elected officials, and two non-elected officials, one of which is appointed by the Pinellas County Board of Commissioners and the other by the St. Petersburg City Council. Operating expenses are covered through state and federal funds, passenger fares, and ad valorem taxes.

### Services and Service Delivery

The Authority provides virtually all public transportation services in this area. These services include fixed route, demand response, and specialized services. The Authority maintains over 5,157 bus stops, 740 shelters, 14 transfer hubs, 4 customer service centers, and a fleet of 204 fixed route vehicles. For 2015, the total passenger trips were 14.5 million. This represents the highest transit ridership in the history of Pinellas County dating back to 1903.

Two convenient Park-N-Ride lots are provided for intermodal connections to local and commuter express bus routes. PSTA entered into an agreement with the City of St. Petersburg and St. Petersburg Trolley to provide circulator service in downtown St. Petersburg. PSTA has also entered into an agreement with Jolley Trolley, Inc. to provide circulator service from Clearwater Beach to downtown Clearwater and north to Tarpon Springs and Safety Harbor.

The Authority offers a host of programs and services to make using public transit an easy and attractive alternative to driving. Printable route schedules and maps are available on [www.psta.net](http://www.psta.net), making bus information more accessible than ever. The website also offers details regarding how to ride, fares and reduced fare programs, Bikes on Buses, employment opportunities, and much more. These materials are also all available by mail. Trip planning assistance is available by calling the Customer Service Info Line, visiting a Customer Service Center, or through the online trip planner. In addition, real-time bus arrival information is available through the PSTA website by calling



## PSTA ORGANIZATIONAL OVERVIEW

the Customer Service Info-Line, through text messaging, and displayed on message display signs at the terminals and at laybys throughout the County. Soon this information will be available to the public by downloading the real-time bus information app.

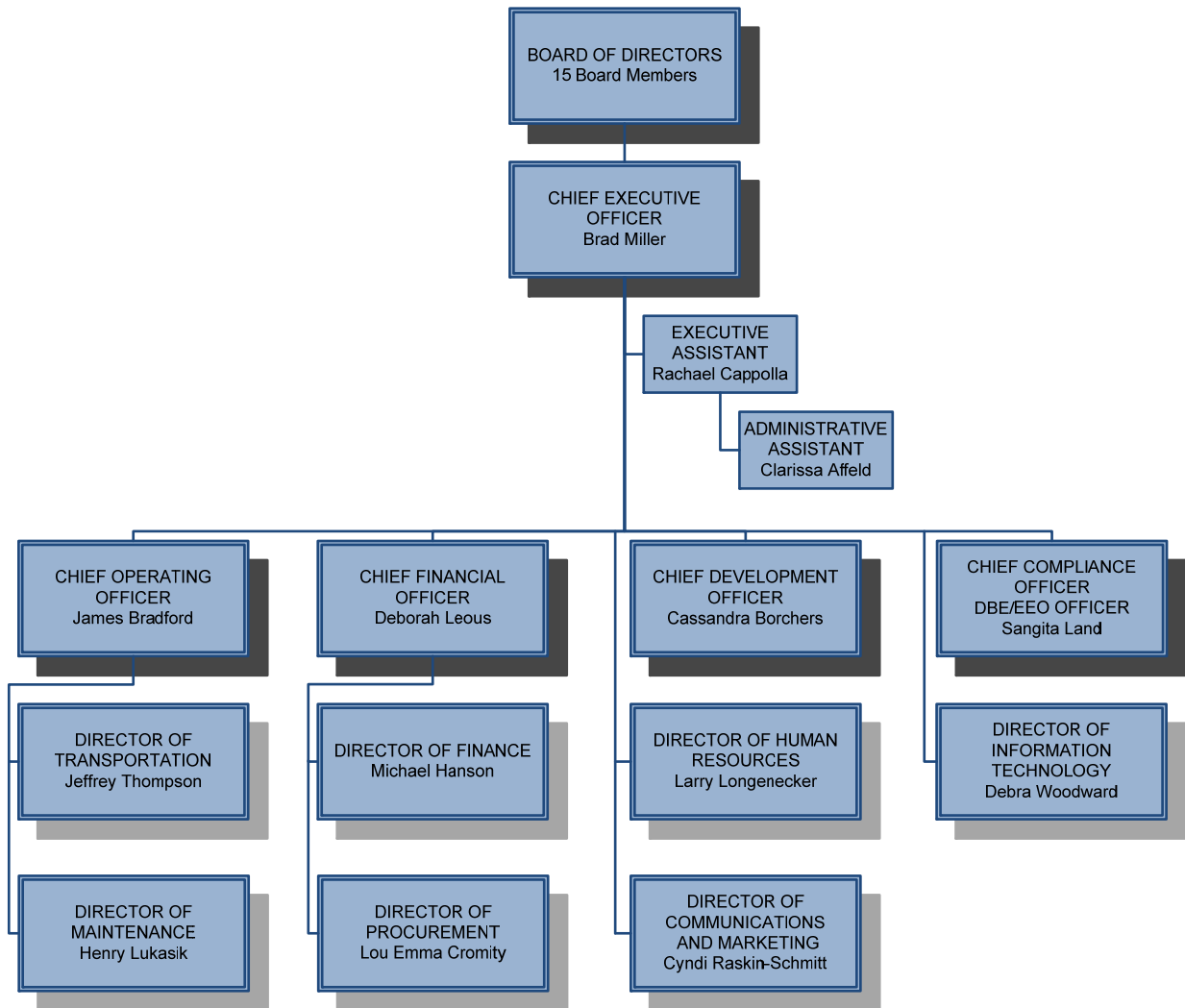
The Authority strives to assist companies with special corporate needs and employee transportation problems. The Employer's Choice Program allows companies to offer their employees a transit benefit that can be deducted as a business expense. Passengers enjoy the convenience of loading a bicycle onto special racks on the front of every bus and trolley. A special slide presentation is available on the Authority's website to teach riders how to use the rack. Organizations interested in the role of public transportation in Pinellas County are invited to call and request a speaker for meetings and/or events. First-time riders can use the "Show Me" Program to get schedules, route maps, fare information, and more brought right to their door by an Authority representative who will train them in the basics of transit and take them on the first bus trip.

Persons with disabilities who are unable to use regular bus service may be eligible for an ADA Paratransit service called Demand Response Transportation (DART). Since DART offers vehicles that are equipped with wheelchair lifts they are accessible to passengers in wheelchairs and scooters. DART service is a complement to the Authority's fixed routes, with service available to certified customers during the same days and hours as the fixed route bus service, at a fare of not more than twice the regular bus fare.

### Management

The Chief Executive Officer is responsible for the Authority's daily operations and directly supervises the core personnel who lead the organization: Finance, Planning, Operations, Maintenance, Administration, and Marketing. Additionally, there are departments that support these functions.

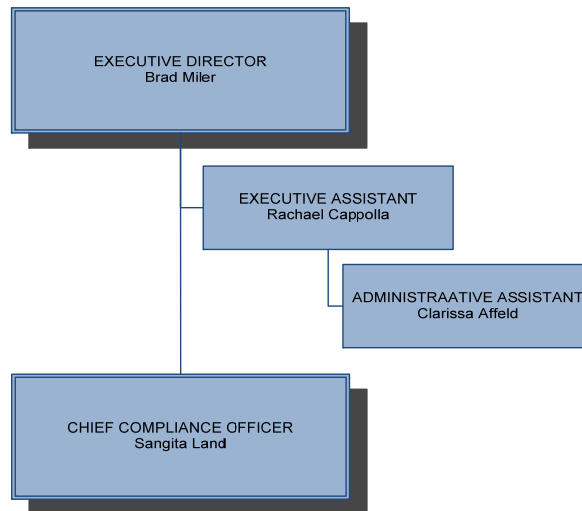
## PSTA ORGANIZATION



# CHIEF EXECUTIVE OFFICE



## CHIEF EXECUTIVE OFFICE OVERVIEW



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### CHIEF EXECUTIVE OFFICE

The Executive Office of PSTA works with the PSTA Board of Directors to build organizational capacity and ensure long-term organizational success. This is accomplished through:

- The development of financial resources.
- Relationships with community leaders.
- Cultivation of leadership capacity through all levels of the organization.
- Design and execution of accountability structures, and
- Communication of our vision and accomplishments to a broad audience throughout Pinellas County and the Tampa Bay Region.

PSTA's Chief Executive Officer (CEO) leads a senior management team in carrying out all the duties of the Authority. The focus of the CEO is to develop a fiscal, environmental and socially sustainable public transit system by striving to provide services and facilities that customers want and need, prioritize customer satisfaction and to encourage the support development of our more than 500 employees. All these efforts must only be accomplished while ensuring financial accountability and stewardship of the system and improving our environmental footprint.

## CHIEF EXECUTIVE OFFICE OVERVIEW

| <b>Current Key Initiatives:</b>   |  |
|---|--|
|  <b>Customer oriented public transit services</b>  | The focus in this year will be on additional community outreach and communications with a continued emphasis on customer service.  |
|  <b>These steps are the basis for future visionary service design for an increase of public transit access</b> | The Authority's bus plan will be updated as needed to address and embrace changes within the community; making incremental progress towards the planned county-wide high frequency grid, and examination of a variety of new revenues and alternative, always with a focus on strategic control.   |
|  <b>Development of a sustainable Capital Program</b>   | Prioritizing bus replacements; using reserves to purchase buses; seeking future year partners to prioritize transit capital funding; and advocating for strong federal, state and local funding.   |
|  <b>Customer Oriented Service Redesign</b>   | Evaluation based on the Community Bus Plan to increase frequency and span to drive ridership, and use marketing campaigns for specific routes.   |
|  <b>Incremental expansion</b>  | Through seeking funding for such projects; support of pilot projects that fit within the community and PSTA plans; and leveraging partnerships with MPO/others.  |
|  <b>Provide effective, financially viable public transportation that supports our community</b>              | Through the development of revenue sources and implementing cost control measures, provide for a fiscally viable transportation system that supports both the capital and operating budgets.   |
|  <b>Development of a strong governance model for effective Pinellas transportation services</b>              | Through the Executive Committee assisting the Board in developing high-level policy consensus; strengthening of existing PSTA Board committees' roles in assisting the full Board; fully participating in collaborative transportation policy and priority setting with other federal, state and regional partners; and making policy decisions that will support community development, transportation and land use objectives. |



## CHIEF EXECUTIVE OFFICE OVERVIEW

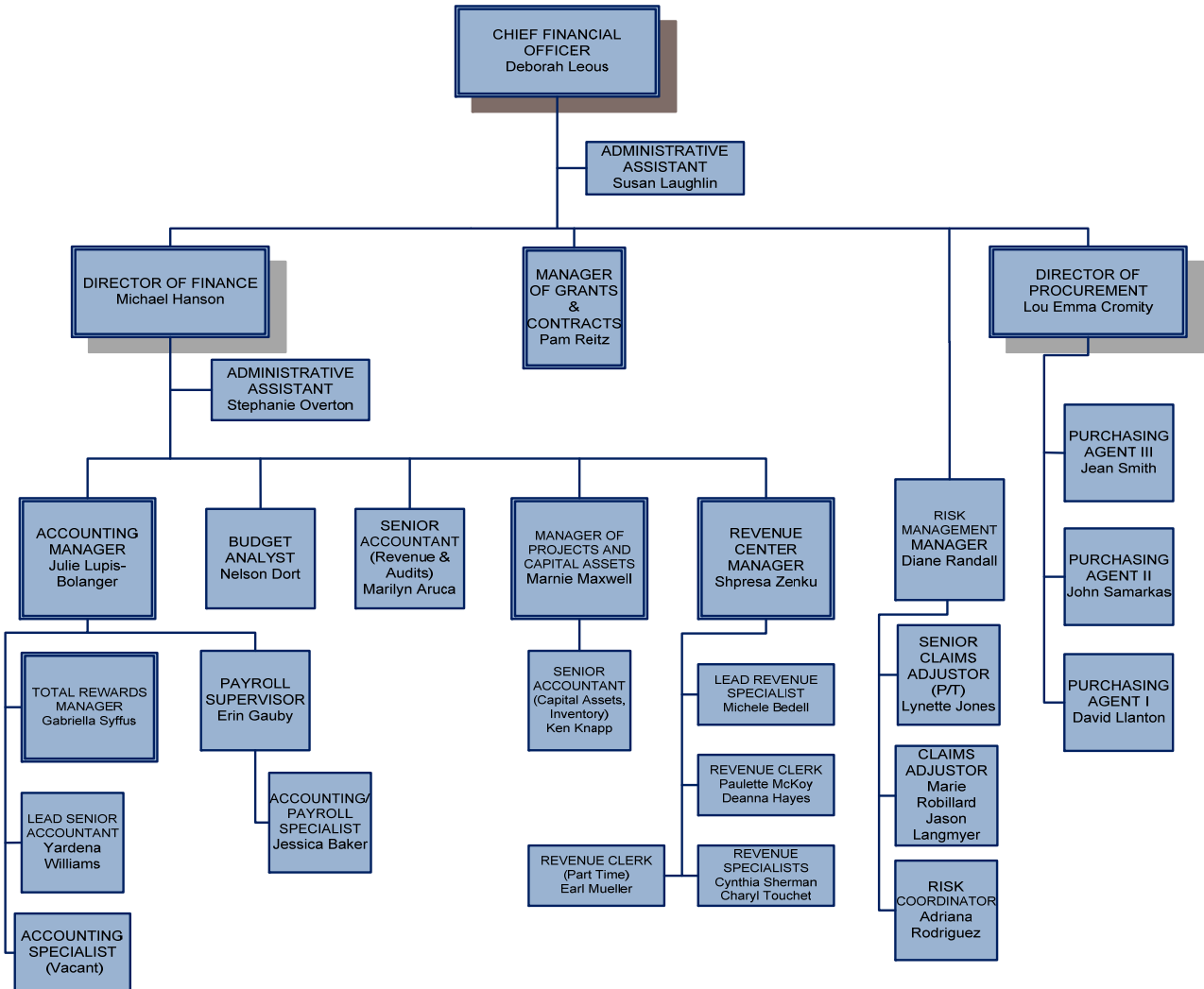
| <u>Expense Item</u>             | <u>Actual<br/>FY 2015</u> | <u>Adopted<br/>FY 2016</u> | <u>Projected<br/>FY 2016</u> | <u>Proposed<br/>FY 2017</u> | <u>% Change<br/>FY2016 -<br/>FY2017</u> |
|---------------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|---|
| Salaries                        | \$ 366,961                | \$ 373,620                 | \$ 377,180                   | \$ 393,330                  | 4.28%                                   |
| Fringe Benefits                 | 96,854                    | 116,009                    | 115,640                      | 123,658                     | 6.93%                                   |
| Services                        | 27,621                    | 52,500                     | 52,500                       | 52,500                      | 0.00%                                   |
| Supplies                        | 2,496                     | 2,500                      | 2,500                        | 2,500                       | 0.00%                                   |
| Miscellaneous                   | 14,605                    | 23,090                     | 23,090                       | 23,790                      | 3.03%                                   |
| <b>Total Operating Expenses</b> | <b>\$ 508,537</b>         | <b>\$ 567,719</b>          | <b>\$ 570,910</b>            | <b>\$ 595,778</b>           | <b>4.36%</b>                            |

- Salaries and Fringe Benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Miscellaneous expense increased due to an increase in training expenses.



# FINANCE DIVISION

## FINANCE DIVISION OVERVIEW



## FINANCE DIVISION OVERVIEW

### FINANCE DIVISION

The Finance Division reports to the Chief Financial Officer. The Chief Financial Officer is responsible for the strategic financial plan of PSTA and the Division serves as the chief administrator and advisor on all financial matters, and is the primary source of financial information for the management of the Authority. The five departments in the Finance Division are Financial Planning and Analysis, Accounting, Purchasing, Risk Management, Grants Administration, and Project and Capital Asset Management. In addition, the Finance Division is responsible for PSTA's records management in accordance with Federal, State, and Local retention requirements.

The Financial Planning and Analysis and Accounting Departments are responsible for the financial books and records of the Authority. Responsibilities include preparation of the Authority's annual budget and monitoring of expenditures against the adopted budget; preparation of long-range financial reports for budget planning; and preparation of all financial reports including the audited Pinellas Suncoast Transit Authority's Comprehensive Annual Financial Report. The Accounting Department is also responsible for the Payroll and Benefits functions of the Authority. The Financial Planning and Analysis Department administers the treasury management function, including security of all revenue received, management of accounts receivable, management of fare media, placement and management of all investments, reconciliation of all bank and investment accounts, and supervision of the money center, as well as preparation of projected cash flows.

The Purchasing Department is responsible for supporting the operations and capital improvements of PSTA by procuring materials, parts, supplies, equipment, fuel, utilities and services in accordance with PSTA Procurement

Policies and Procedures, and appropriate grant requirements. The department maintains bidders' lists, vendor files, vendor directories and contract lists.

The Risk Management Department coordinates and monitors the claims function for general liability, vehicle liability and property insurance programs. This department works with a third party administrator for the workers compensation program from notice of injury, medical treatment, light duty potential and scheduling through the conclusion of claims. This department is responsible for developing accident prevention and loss control methods and procedures. The Risk Management Department ensures that subrogation opportunities are fully developed and the recovery funds from PSTA's insurers have been received to reduce our liabilities with our self-insured program. The Digital Video Recorder (DVR) Program, which includes cameras on the buses, is the primary responsibility of Risk Management. It is used to reduce general and vehicle liability claims.

The Grants and Contracts Department has the primary responsibility for applying for grants at the Federal, State and Local level; monitoring and reporting on all grant related activities; and for grant compliance with State and Federal Authorities. The department is also responsible for all official contract files in concert with the Procurement Department.

The Projects and Capital Assets Department is responsible for the preparation of the five-year capital plan; timely preparation of grant draw-downs, monitoring and reporting on all capital projects. The department is accountable for capital assets from conception to completion and final disposition.



## FINANCE DIVISION OVERVIEW

| <b>Current Key Initiatives:</b>  |  |
|--|--|
|  <b>Annual and Five-Year Budgets</b>                    | Timely development and completion of the annual and five-year operating and capital budgets.   |
|  <b>Monitor and Evaluate Budgets</b>                    | Implement, monitor and analyze adopted budgets throughout the fiscal year.   |
|  <b>Timely Reporting at all Levels of Organization</b>  | Provide external customers such as PSTA's funding agencies and internal customers such as the PSTA Board, Chief Executive Officer, and Directors with accurate and timely financial and budget performance data, special reports on fiscal issues and assist in recommending appropriate action.   |
|  <b>Accurate, Reliable Financial System Information</b> | Ensure that PSTA's financial system, policies and procedures produce financial information that is accurate, reliable and user friendly.   |
|  <b>Timely General Ledger Reconciliation</b>            | Process and account for all financial transactions through reconciliation of the general ledger accounts and assure such transactions are in accordance with Generally Accepted Accounting Principles.   |
|  <b>Accurate Annual Financial Reporting</b>           | Prepare interim, annual and comprehensive financial statements for PSTA, Federal, State and Local governmental and other funding agencies as required.   |
|  <b>Risk Management Efficiency</b>                    | Ensure that Risk Management maintains continuous protection of PSTA assets through self-insurance or risk transfer via insurance policies. Emphasize more loss control and coordinate with corporate safety to decrease the frequency and severity of losses, and control and direct the Worker's Compensation Third Party Administrator, as well as the internal claim process. |
|  <b>Procurement Process Accountability</b>            | Ensure the PSTA Procurement Department is fostering full and open competition in the business community, promoting integrity, public confidence and accountability of PSTA procurement and contracting system.   |
|  <b>Procurement Process Accountability</b>            | Assist DBE's, MBE's, WBE's and other small businesses to maximize opportunities in their participation in PSTA procurements.   |
|  <b>Grant Management</b>                              | Submit grant applications, assure project management compliance with grantor rules, regulations and grant closeout requirements, and timely drawdown of funds.   |
|  <b>Internal Controls</b>                             | Review internal controls, policies and procedures, overall revenue and fare media and make recommendations for improvements.   |

## FINANCE DIVISION OVERVIEW

### Current Key Initiatives:



#### Employee Benefits

Design and implement a competitive, cost effective, and comprehensive benefits program to promote wellness. Administer a retirement program through the State of Florida Retirement System (FRS) including a tax deferred compensation 457 plan (IRS codes).

### FINANCE DIVISION BUDGET

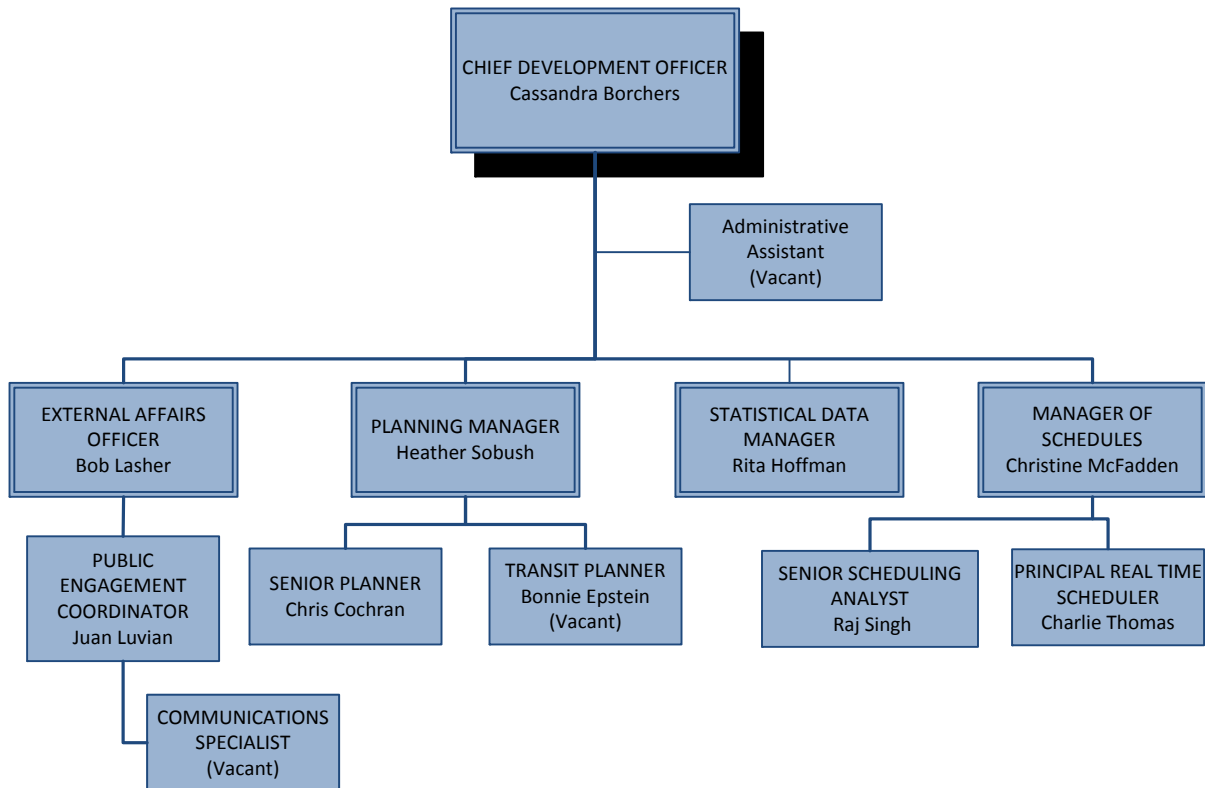
| Expense Item                    | Actual              | Adopted             | Projected           | Proposed            | %Change         |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
|                                 | FY 2015             | FY 2016             | FY 2016             | FY 2017             | FY2016 - FY2017 |
| Salaries                        | \$ 1,588,079        | \$ 1,609,930        | \$ 1,609,240        | \$ 1,824,200        | 13.36%          |
| Fringe Benefits                 | 460,967             | 551,718             | 471,960             | 632,218             | 33.96%          |
| Services                        | 33,228              | 133,100             | 132,310             | 118,290             | -10.60%         |
| Supplies                        | 10,049              | 67,700              | 53,650              | 51,800              | -3.45%          |
| Miscellaneous                   | 85,967              | 86,645              | 85,507              | 94,380              | 10.38%          |
| <b>Total Operating Expenses</b> | <b>\$ 2,178,290</b> | <b>\$ 2,449,093</b> | <b>\$ 2,352,667</b> | <b>\$ 2,720,888</b> | <b>15.65%</b>   |

- Salaries and Fringe Benefits expense increased due to salary increases, an increase in health insurance premiums and a transfer of staff from the Human Resources Division.
- Services expense decreased due to a decrease in temporary help.
- Miscellaneous expense increased due to an increase in travel and training expenses.



# PLANNING DIVISION

## PLANNING DIVISION OVERVIEW



### PLANNING DIVISION

The Planning Division leads the development of strategic initiatives and key research projects related to the efficiency of current services, development of new services, the implementation of new equipment or the development of capital facilities by leading service performance monitoring, feasibility studies, public engagement program development, partner coordination, and capital development plans. Staff members in this division are responsible for the development of routing and schedules, vision plans, major capital investment studies, and associated technical documents.

The Planning Division works with all divisions of PSTA and various project stakeholders in the development of the PSTA Transit Vision, related policies, implementation strategies, and public engagement. This will be accomplished through:

- Close coordination with partner agencies on the integration of the PSTA Vision Plan into all county and regional plans.
- Adherence to Board direction on the maintenance and improvement of service to our customers.

## PLANNING DIVISION OVERVIEW

- Management of corridor studies, environmental analyses and engineering to incrementally include new facilities and rapid bus services in the PSTA system.
- Continued ongoing collaboration with transportation partners such as FDOT, FTA, Forward Pinellas (County MPO), HART, Pinellas County, and TBARTA as well as local cities and other municipalities.

In addition to spearheading the PSTA Vision Plan, the Planning Division prepares and develops key plans for the agency such as the Transit Development Plan and Progress Reports, Sustainability Plan, Title VI Triennial Report (FTA), and participates in agency wide efforts such as the Triennial Review. In addition, staff assists in the development of the transit element in the Long Range Transportation Plan (LRTP) and Transportation Improvement Program with the MPO. The Division is also the primary liaison to the cities and county on planning and visioning issues and new development proposals.

The Scheduling Department creates and administers the Operations work schedules, route maps and schedules, as well as schedules and monitors route schedule on time performance (OTP). This department also manages PSTA's bus stop amenity database and manages many aspects of the Real Time Passenger Information (RTBI) System.

The Statistical Data Department is responsible for collecting, recording, and reporting ridership and other non-financial operating information. In addition, this department completes statistical reports and surveys required by Federal, State and local agencies, including reporting to the National Transit Database (NTD). This department also analyses and transmits data related to PSTA's participation in the American Bus Benchmarking Group.

Daily reports used by administration for management and control are completed by this department.










The Public Engagement Group within the Planning Division gathers stakeholder and public comments and suggestions for incorporation into the technical work and plans developed by the Division. Additionally, this group regularly participates in business organizations such as local chambers and civic organizations to ensure PSTA builds community relationships and transit is integrated into the community vision and plans.

The Planning Division is responsible for coordinating plans and policy changes with the public and agency partners at the staff level including the Forward Pinellas (MPO), FDOT, TBARTA, Pinellas County and the local municipalities of Pinellas County. Planning staff routinely represents PSTA at a multitude of ad hoc and ongoing functions and committees including:

- PSTA Transit Riders Advisory Committee (TRAC).
- FDOT Community Traffic Safety Team.
- FDOT Regional Transportation Information Exchange (R/TIES).
- Forward Pinellas (MPO) Bicycle Pedestrian Advisory Committee (BPAC).
- Forward Pinellas (MPO) Citizens Advisory Committee (CAC).
- Forward Pinellas (MPO) Technical Coordinating Committee (TCC).
- Forward Pinellas (PPC) Planners Advisory Committee (PAC).













## PLANNING DIVISION OVERVIEW

- TBARTA Transit Management Committee (TMC).
- Tampa Bay Transportation Management Area (TMA) Leadership Team.

| <b><u>Current Key Initiatives</u></b>  |   |
|--|---|
|  <b>Internal Coordination</b>                     | Engage Union (operators, customer service) in dialogue about service changes, improvements and enhancements (prior to and during public engagement).  |
|  <b>Community Engagement</b>                      | Continue open dialogue with the public and partners regarding PSTA service changes, improvements, and vision planning efforts.  |
|  <b>Community Engagement</b>                      | Represent PSTA with key public leaders in the civic and business community  |
|  <b>Inter-governmental Coordination</b>         | Ensure the integration of premium transit amenities/facilities/services in roadway projects such as ITS, shoulder running buses, BRT features like bypass lanes and premium stops/stations, and maximizing future opportunities.  |
|  <b>Policy Development</b>                      | Develop and expand key community partnership initiatives such as UPASS.   |
|  <b>Inter-governmental Coordination</b>         | Facilitate coordination and information sharing among agency partners with creation of communication channels such as the Pinellas County eGIS Users Group technology throughout the PSTA system including regional coordination. |
|  <b>Regional Coordination</b>                   | Coordinate on-going projects and service delivery efforts with other transit providers such as HART and PCPT.   |
|  <b>Policy Development</b>                      | Review and revise the PSTA fare policy to coordinate with initiatives such as the Regional Fare Collection Project.   |
|  <b>Coordinate with Partner Agency Projects</b> | Participate and provide guidance to a variety of FDOT and MPO led projects such as the SR60 Multi-modal Study, BRT in Express Lanes (TBX), FDOT Bus on Shoulders Pilot Project, pedestrian studies, and safety studies.           |



## PLANNING DIVISION OVERVIEW

| <b><u>Current Key Initiatives</u></b>  |   |
|--|---|
|  <b>Passenger Amenity Programs</b>    | Pre-construction planning and development of ongoing capital projects including placement and cost-sharing of passenger amenities (benches, shelters, park and ride locations, rest rooms, etc.) as coordinated with local communities. |
|  <b>Grant Development</b>             | Coordination development of grant applications with other divisions.  |
|  <b>Grant Development</b>             | Manage requests for Service Development and Urban Corridor funding with FDOT.   |
|  <b>Sustainable Capital Program</b>   | Develop a sustainable capital plan in coordination with other departments.  |
|  <b>System Monitoring</b>             | Develop performance measures and evaluate existing and new services, including purchased transportation through Jolley Trolley of Clearwater and the Looper, Inc.   |
|  <b>System Monitoring</b>           | Participate in the American Bus Benchmarking Group.   |
|  <b>System Redesign</b>             | Develop systematic route restructuring program to streamline and improve performance/budget adherence.  |
|  <b>Expand Services</b>             | Incrementally expand services through efficiencies  |
|  <b>Capital Project Development</b> | Advance St. Petersburg to Beach (fka Central Ave) BRT through FTA Small Starts.   |
|  <b>Capital Project Development</b> | Advance development of the City of Clearwater Intermodal Facility including coordination with city staff.   |
|  <b>Innovate New Services</b>       | Develop new concepts for service delivery through partnerships with Transportation Network Companies such as UBER and LYFT.   |
|  <b>Innovate New Services</b>       | Monitor the advancement of, and develop pilot projects using, new technologies such as autonomous vehicles.   |



## PLANNING DIVISION OVERVIEW

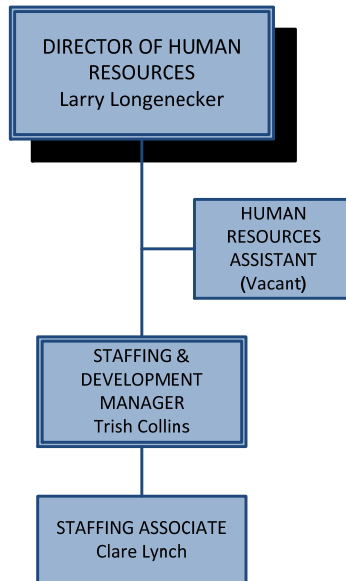
| <u>Expense Item</u>             | <u>Actual<br/>FY 2015</u> | <u>Adopted<br/>FY 2016</u> | <u>Projected<br/>FY 2016</u> | <u>Proposed<br/>FY 2017</u> | <u>% Change<br/>FY2016 -<br/>FY2017</u> |
|---------------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|---|
| Salaries                        | \$ 652,902                | \$ 798,571                 | \$ 803,450                   | \$ 891,990                  | 11.02%                                  |
| Fringe Benefits                 | 212,870                   | 243,847                    | 225,690                      | 279,606                     | 23.89%                                  |
| Services                        | 40,695                    | 100,000                    | 75,000                       | 100,000                     | 33.33%                                  |
| Supplies                        | 2,294                     | 4,000                      | 3,000                        | 4,000                       | 33.33%                                  |
| Miscellaneous                   | 16,919                    | 46,665                     | 46,665                       | 61,120                      | 30.98%                                  |
| <b>Total Operating Expenses</b> | <b>\$ 925,680</b>         | <b>\$ 1,193,083</b>        | <b>\$ 1,153,805</b>          | <b>\$ 1,336,716</b>         | <b>15.85%</b>                           |

- Salaries and Fringe Benefits expenses increased due to salary increases, an increase in health insurance premiums and a new Communications Specialist position.
- Services expense increased due to commitments to contracted planning projects and specialty services.
- Supplies expense increased due to an increase in printing supply expenses.
- Miscellaneous expense increased due to increases in travel and training expenses.



# HUMAN RESOURCES DIVISION

## HUMAN RESOURCES DIVISION OVERVIEW





- Maintain an up-to-date interim succession plan.
- Maintain an equitable employee compensation program.
- Provide an effective Employee Assistance Program (EAP) to promote mental, physical and emotional well-being.
- Provide staffing and HR survey reports, maintain and update a Company-wide emergency contact system, process all I-9's with E-Verify on-line.
- Uphold and promote PSTA Affirmative Action and Equal Employment Opportunity policies and practices.

### HUMAN RESOURCES DIVISION

The Human Resource Division is responsible for the workforce planning of the Authority by aligning the workforce (human capital) needs with the strategic goals of the Authority. This is accomplished through the following:

- Recruiting, selection, and retention of qualified employees.
- Conduct workforce analysis to ensure efficient use of Authority staff.
- Ensure a balanced and fair opportunity, without discrimination, for any employment consideration (EEO Program).
- Direct innovative and effective training programs for all employees through PSTA University and Leadership PSTA.

## HUMAN RESOURCES DIVISION OVERVIEW

| <b><u>Current Key Initiatives:</u></b>   |  |
|--|--|
|  <b>FMLA Tracking</b>                 | Clarify and update FMLA tracking system.   |
|  <b>Employee Benefits</b>             | Continue to work with our Insurance Brokers, the Gehring Group, to ensure that all plans remain in compliance with the Affordable Healthcare Act.  |
|  <b>Healthcare &amp; Compensation</b> | Reviewing the actuarial data for the market analysis of healthcare and compensation costs, and making associated recommendations.  |
|  <b>Performance Review</b>            | Improving the current performance review process to clearly communicate performance feedback, enhance a goal-oriented focus, and identify areas for development.   |
|  <b>Workforce Development</b>       | Develop and roll out a Succession Plan, Leadership Development Program, and enhanced training programs to build an inspired workforce that is empowered and accountable for ever improving customer service. |
|  <b>Knowledge Management</b>        | Develop and execute methods to capture, share, and retain institutional knowledge as long-time PSTA employees prepare for retirement   |



## HUMAN RESOURCES DIVISION OVERVIEW

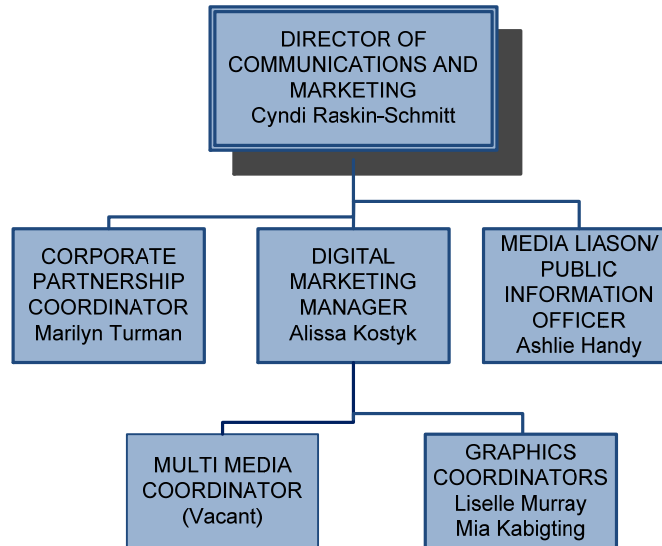
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|---------------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|---|
| Salaries                        | \$ 232,376                | \$ 248,770                 | \$ 247,340                   | \$ 243,400                  | -1.59%                                  |
| Fringe Benefits                 | 80,993                    | 97,204                     | 101,040                      | 82,825                      | -18.03%                                 |
| Services                        | 251,320                   | 316,850                    | 223,200                      | 259,000                     | 16.04%                                  |
| Supplies                        | 617                       | 1,200                      | 1,000                        | 1,200                       | 20.00%                                  |
| Miscellaneous                   | 55,463                    | 99,005                     | 66,750                       | 75,875                      | 13.67%                                  |
| <b>Total Operating Expenses</b> | <b>\$ 620,769</b>         | <b>\$ 763,029</b>          | <b>\$ 639,330</b>            | <b>\$ 662,300</b>           | <b>3.59%</b>                            |

- Salaries and Fringe Benefits expenses decreased due a transfer of staff to the Finance Division.
- Services expense increased due to an increase in employee training and recruiting services.
- Miscellaneous expense increased due to increases in travel, training, medical exams, new employee investigations and drug testing expenses.



# MARKETING DIVISION

## MARKETING DIVISION OVERVIEW



### MARKETING DIVISION






The Marketing Division is responsible for the development and implementation of major marketing programs to stimulate use of PSTA services, increase ridership and develop goodwill within the Pinellas County community among government, business, and community leaders, and PSTA employees.

The Marketing Division oversees such programs as:

- The development and implementation of advertising, public relations, communications, and marketing activities.
- Develop and manage PSTA's web site and social media including Facebook, Twitter and the Ride PSTA blog.
- Graphic development and production of timetables, interior and exterior bus posters and various promotional brochures.
- Production and distribution of photos and video.
- Manage the agreements with outside vendors for the sale of PSTA GO Cards from more than 100 sales outlets located throughout Pinellas County.
- Distribution of schedules and system maps through approximately 300 locations in the county as well as in Tampa.
- Management of agreements with outside vendors for the revenue generating bus and trolley advertisements, as well as bus shelter advertising via Signal Outdoor.
- Management of event and corporate partnership programs including U-Pass and employer pass programs.



## MARKETING DIVISION OVERVIEW

| <b>Current Key Initiatives:</b>   |   |
|---|---|
|  <b>Customer Oriented Service</b>        | Personalizing the transit experience for the public by identifying riders who can help connect and share their stories. |
|  <b>Communication</b>                    | Continually seeking out new ways to communicate effectively with riders, tax payers, and the community.                 |
|  <b>Customer Oriented Service</b>        | Working with local communities, businesses, and special event planners to identify opportunities for cross-promotion.   |
|  <b>Customer Oriented Public Transit</b> | Redesigning PSTA.net to focus on content delivery and ease of use   |
|  <b>Bus Pass Program</b>                 | Working with local businesses to promote employer bus pass programs including U-Pass.                                   |



## MARKETING DIVISION OVERVIEW

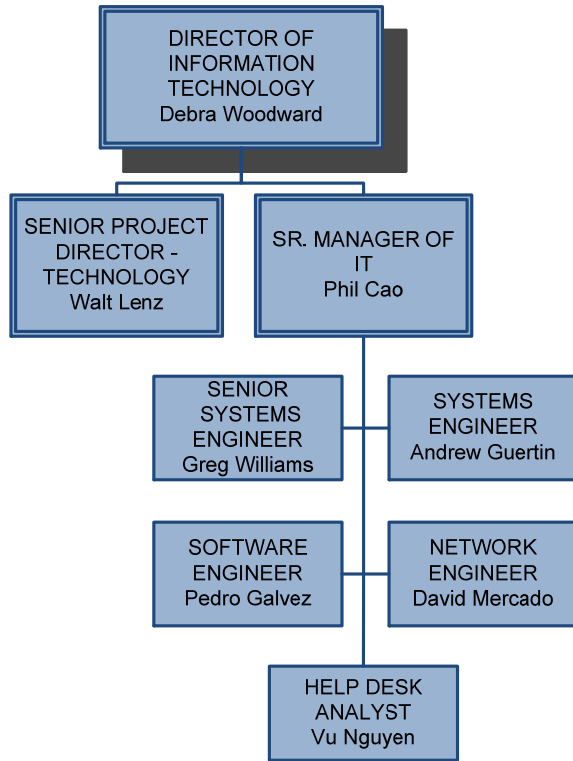
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|---------------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|---|
| Salaries                        | \$ 363,710                | \$ 280,909                 | \$ 272,180                   | \$ 375,290                  | 37.88%                                  |
| Fringe Benefits                 | 48,629                    | 100,347                    | 93,320                       | 129,258                     | 38.51%                                  |
| Services                        | 53,288                    | 4,000                      | -                            | -                           | N/A                                     |
| Supplies                        | 98,523                    | 75,750                     | 90,750                       | 81,500                      | -10.19%                                 |
| Miscellaneous                   | 140,315                   | 197,000                    | 191,000                      | 372,950                     | 95.26%                                  |
| <b>Total Operating Expenses</b> | <b>\$ 704,465</b>         | <b>\$ 658,006</b>          | <b>\$ 647,250</b>            | <b>\$ 958,998</b>           | <b>48.17%</b>                           |

- Salaries and Fringe Benefits expenses increased due to salary increases, an increase in health insurance premiums and a new Multi Media Coordinator position.
- Supplies expense decreased due to a decrease in Schedule and System Map Supplies expense.
- Miscellaneous expense increased due to an increase travel, training and advertising and promotion media expenses.



# **INFORMATION TECHNOLOGY DIVISION**

## INFORMATION TECHNOLOGY DIVISION OVERVIEW



### INFORMATION TECHNOLOGY DIVISION

The Information Technology (IT) Division leads, researches, purchases, and manages all Authority technology through recommendations and participation of the divisions. Technology decisions are reviewed and approved based on the strategic direction of the Authority leadership and guiding principles. The IT Division has developed partnerships with other agencies in the sharing of technology knowledge to develop and facilitate technology programs and projects. The division is responsible to manage cost effective solutions to meet the needs of the Authority in the implementation of new applications and systems, and to provide the ongoing support of those systems. The division is

responsible for the phone system, all software systems, workstations, fax machines, projection systems, database management, server environment, data protection and security, website assistance, Wi-Fi systems, security camera and card key system software, cell phone plans, printers, Boardroom technology, and real-time bus information (RTBI) system. The division also manages all telephony contracts and agreements. The telephony costs are annually budgeted and managed by the division.













This is accomplished through:

- Researching innovative and tested technology opportunities. Participation in the annual Program of Projects and budget process.
- Participation in the Authority's Long Range Transit Plan.
- Participation in the ITS County Committee and other organizations.
- Working closely with all levels of the organization.
- Listening and working with project stakeholders.

The Information Technology Division's Director is responsible for the development and managing of the Authority's technology direction and Information Technology assets. The Director leads the staff of seven in researching, developing, and managing the technology for the current environment, and to move the Authority into the next generation of technology.

This also includes the security and protection of the network data/voice, system software upgrades and fixes, voice and video recordings, and backup and disaster recovery systems.

## INFORMATION TECHNOLOGY DIVISION OVERVIEW

| <b><u>Current Key Initiatives:</u></b>   |   |
|--|---|
|  <b>Part of the bus technologies</b>                            | RouteMatch project finalization.                              |
|  <b>Using visionary technology and cost control</b>             | Continued an upgraded data backup solutions.                  |
|  <b>Supporting data driven approaches</b>                       | Upgrade Virtual environment to 5.5.                           |
|  <b>Selecting agency leaders</b>                                | Assisted with the Online HR Application and Benefit Programs. |
|  <b>Providing new revenue sources</b>                           | Regional Fare Collection System project implementation.       |
|  <b>Expansion of the customer communication</b>                | Upgrade of the phone recording system.                        |
|  <b>Continues improvement for internal and external users</b> | Campus Wi-Fi upgrade.   |
|  <b>Support the bus technologies</b>                          | Upgrade existing network to complete 10 gig connections.      |
|  <b>Part of the bus technologies</b>                          | Implementation of Clever Works and AMV3 software system.      |
|  <b>Customer orientated technology</b>                        | Re-design and upgrade the Board Room audio/video system.      |
|  <b>Supporting community communication services</b>           | Upgraded the Call Manager system.                             |
|  <b>Committed to substability technology</b>                  | Continuation of innovative technologies for cost savings      |



## INFORMATION TECHNOLOGY DIVISION OVERVIEW

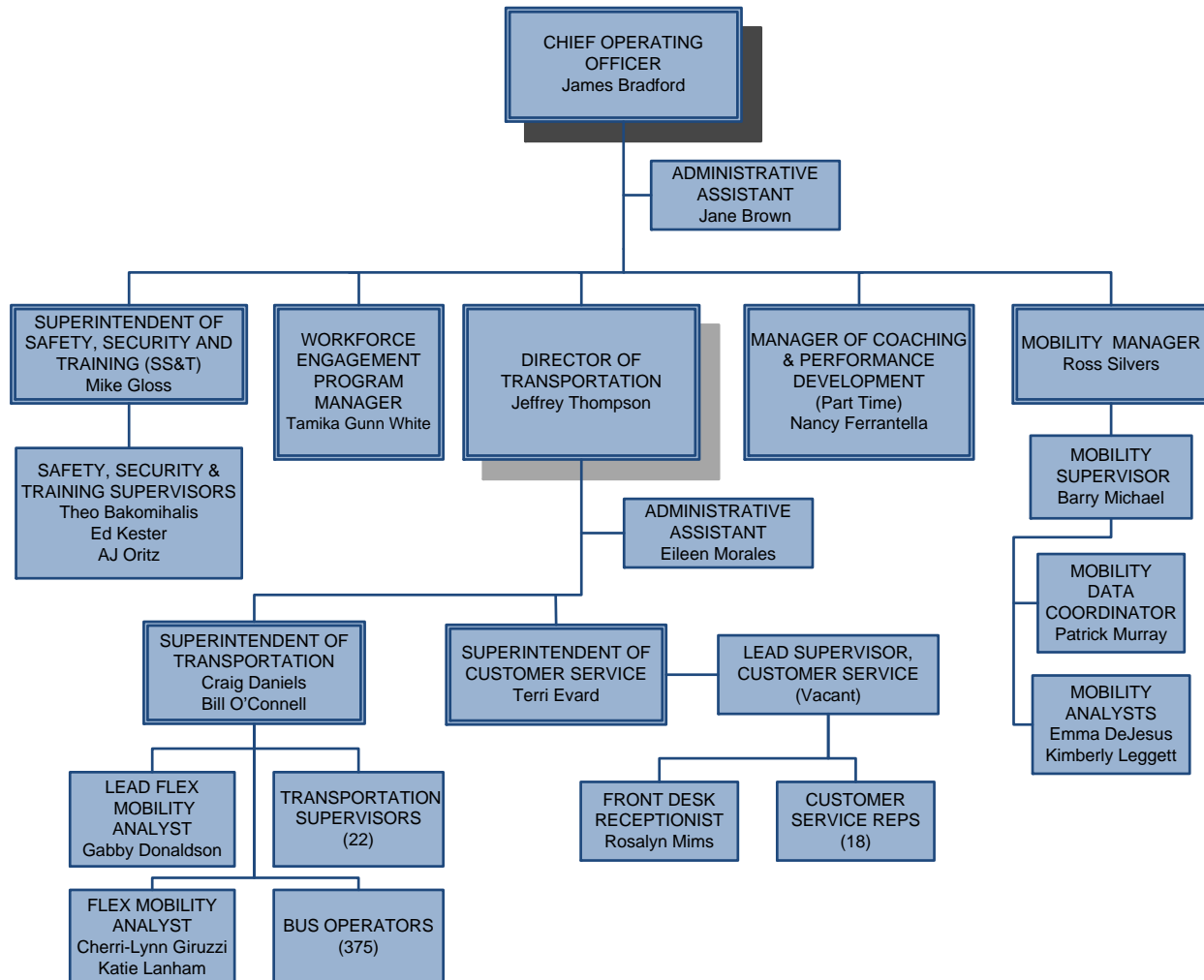
| <u>Expense Items</u>            | <u>Actual<br/>FY 2015</u> | <u>Adopted<br/>FY 2016</u> | <u>Projected<br/>FY 2016</u> | <u>Proposed<br/>FY 2017</u> | <u>% Change<br/>FY2016 -<br/>FY2017</u> |
|---------------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|---|
| Salaries                        | \$ 457,952                | \$ 552,990                 | \$ 540,800                   | \$ 597,610                  | 10.50%                                  |
| Fringe Benefits                 | 131,226                   | 166,374                    | 170,810                      | 177,383                     | 3.85%                                   |
| Services                        | 520,457                   | 654,000                    | 642,500                      | 778,280                     | 21.13%                                  |
| Supplies                        | 33,591                    | 14,200                     | 10,450                       | 14,300                      | 36.84%                                  |
| Utilities                       | 328,571                   | 467,600                    | 467,000                      | 497,000                     | 6.42%                                   |
| Miscellaneous                   | 12,696                    | 20,050                     | 19,075                       | 22,215                      | 16.46%                                  |
| <b>Total Operating Expenses</b> | <b>\$ 1,484,493</b>       | <b>\$ 1,875,214</b>        | <b>\$ 1,850,635</b>          | <b>\$ 2,086,788</b>         | <b>12.76%</b>                           |

- Salaries and Fringe Benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services expense increased due to increases in computer hardware, software, copier maintenance and phone system maintenance services.
- Supplies expense increased due to an increase in computer supply expenses.
- Utilities expense increased due to upgraded telephone utilities and an increase in text messaging expenses related to the real-time bus system.
- Miscellaneous expense increased due to an increase in training expenses.



# OPERATIONS DIVISION

## OPERATIONS DIVISION OVERVIEW



### OPERATIONS DIVISION

The Operations Division is made up of five (5) departments: Transportation, Maintenance, Mobility (i.e., DART/Transportation Disadvantaged), Safety, Security and Training, Customer Service and also includes two (2) specialty positions, one being the Workforce Engagement Program Manager, and the other is Manager of Coaching and Performance Development.

The Transportation Department is responsible for the operation of forty (40) routes. This department manages the dispatch, fleet communication,

daily scheduling and street supervision functions which combine to support over forty-thousand (40K) daily rides in Pinellas County. It is PSTA's largest department with over 370 bus operators, 22 transportation supervisors, 2 transportation superintendents and one director.

Customer Service manages PSTA's Info-Line, which answers more than four-hundred and sixty thousand (460K) telephone calls annually providing information about routes, schedule times, and fares. The Customer Service Representatives also



## OPERATIONS DIVISION OVERVIEW







operate and manage PSTA's four (4) customer service centers seven (7) days a week.

The Safety, Security and Training (SS&T) Department performs all new hire, refresher, defensive driving and ADA/Sensitivity training, accident investigation, the development of Safety & Security initiatives, as well as monitors DART Contractors' driver compliance. SS&T oversees the ID card key security system, main building and terminal camera system, and the bus video system. They also maintain the System Safety Program (SSPP) and System Security (SSP) plans.





The Mobility Department manages the DART (ADA Paratransit) service for those unable to access the bus system. The Mobility department also manages the Transportation Disadvantaged

(TD) Program for low-income residents lacking their own transportation, and serves as the Community Transportation Coordinator (CTC) for Pinellas County.

The Maintenance Department operates two (2) divisions of maintenance – one division being Fleet Maintenance which ensures routine preventative maintenance and repair for over two-hundred (200) buses as well as all other support vehicles, and the other division of Facilities Maintenance, which provides repair and maintenance services for all other PSTA campus and asset needs such as building repair and terminal/bus-stop amenity management for the system's five-thousand plus (5,000+) bus stops and eight-hundred plus (800+) shelters.

| Current Key Initiatives:   |  |
|--|--|
|  <b>Service Improvements</b>  | Implementing service and route changes to better serve PSTA's customer needs as well as accommodate increasing ridership demands.  |
|  <b>Smart Card Fare Solutions</b>                                       | Implementing new smart card technology aboard all buses to include a regional fare utility and application to improve cross region travel, accessibility, and an expansion of end-destination possibilities for all Tampa Bay area public transit customers. |
|  <b>Customer Amenities</b>  | Transitioning to a new Park 'N' Ride lot on Ulmerton Road, reconfiguring major downtown service corridors, and overhauling the system's heaviest ridership routes in order to improve efficiencies in route service.   |
|  <b>Customer Amenities</b>  | Implementing HASTUS upgraded software programs to improve tracking, monitoring, and administration of PSTA's daily operations.   |
|  <b>Efficient Operations Through Technology &amp; Software Advances</b> | Continuing CTC Site visits and contract renewals with twenty human service agencies' transportation services, as well as annual update of TD Service Plan and responsibilities.  |
|  <b>Human Services Support</b>  | Working with the SEIU Union to efficiently implement PSTA's new labor agreement. to include the rollout of newly established Union/Management committees for Accident Review, Scheduling & Routing, Quality Public   |

## OPERATIONS DIVISION OVERVIEW

|  |  |
|--|--|
|  | Service Councils and Employee Wellness.  |
|  <b>Workforce Engagement</b>                  | Adjusting schedules to improve on-time performance for PSTA bus routes with heavy passenger loads along congested traffic corridors.   |
|  <b>Service Reliability</b>                   | Continuing to recruit, hire, train and onboard for all vacant and new positions in order to remain fully staffed while working to further advance the training and expertise of PSTA's current employees while retaining talent. |
|  <b>Onboarding &amp; Employee Development</b> | Upgrading the security card key system for PSTA's main building and terminals.   |
|  <b>Safety &amp; Security</b>                 | Upgrading the Security Card key system for PSTA's main building and terminals.   |



## OPERATIONS DIVISION OVERVIEW

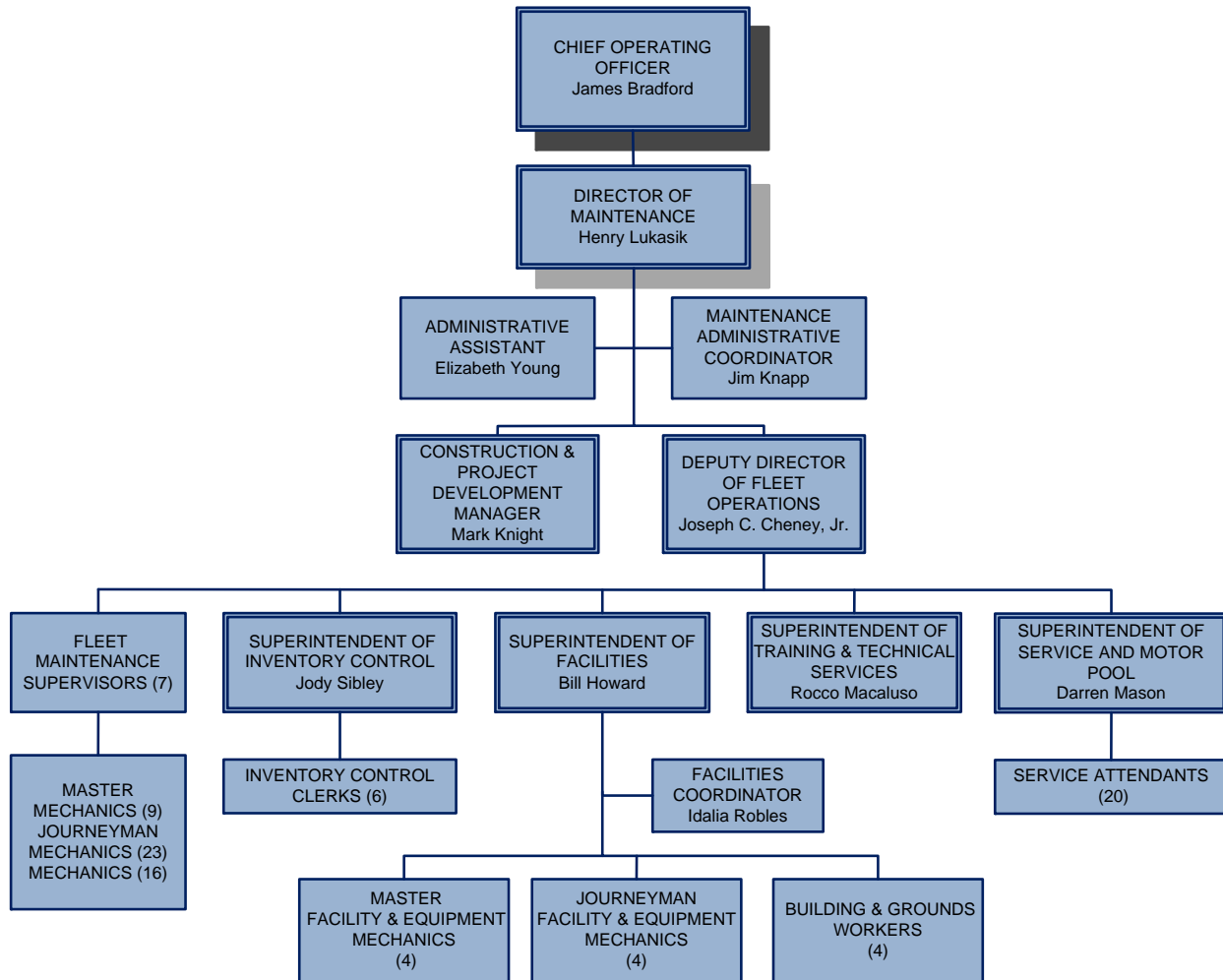
| <u>Expense Items</u>            | <u>Actual<br/>FY 2015</u> | <u>Adopted<br/>FY 2016</u> | <u>Projected<br/>FY 2016</u> | <u>Proposed<br/>FY 2017</u> | <u>% Change<br/>FY2016 -<br/>FY2017</u> |
|---------------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|---|
| Salaries                        | \$ 20,254,013             | \$ 20,979,690              | \$ 20,238,680                | \$ 21,539,300               | 6.43%                                   |
| Fringe Benefits                 | 6,751,758                 | 8,001,654                  | 7,586,480                    | 8,367,847                   | 10.30%                                  |
| Services                        | 241,072                   | 284,985                    | 256,000                      | 316,575                     | 23.66%                                  |
| Supplies                        | 28,459                    | 29,665                     | 28,450                       | 48,995                      | 72.21%                                  |
| Miscellaneous                   | 36,387                    | 64,110                     | 58,475                       | 65,985                      | 12.84%                                  |
| Service Route Changes           | -                         | (26,500)                   | -                            | -                           | N/A                                     |
| New Service Initiatives         | -                         | -                          | -                            | -                           | N/A                                     |
| <b>Total Operating Expenses</b> | <b>\$ 27,311,689</b>      | <b>\$ 29,333,604</b>       | <b>\$ 28,168,085</b>         | <b>\$ 30,338,702</b>        | <b>7.71%</b>                            |

- Salaries and Fringe Benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services expense increased primarily due to an increase in professional and technical services, customer service surveys, and security service expenses.
- Supplies expense increased due to increases in OSHA compliance supplies, other miscellaneous supplies, office supplies, and printing supplies.
- Miscellaneous expense increased due to increases in training expenses.



# **MAINTENANCE DIVISION**

## MAINTENANCE DIVISION OVERVIEW



### MAINTENANCE DIVISION

The Maintenance Division is comprised of four departments: Fleet Maintenance, Service and Motor Pool, Facilities Maintenance, and Inventory Control.

The PSTA Maintenance Program centers upon optimizing the value of the funded dollar in addition to protecting stakeholder investment. This is accomplished by:

- Ensure all vehicles, facilities and equipment is operating at peak efficiency.
- Ensure all vehicles, facilities and equipment are safe.
- Maximize the life of all vehicles, facilities and equipment.
- Minimize loss of accessibility due to equipment failure.

## MAINTENANCE DIVISION OVERVIEW

- Meet or exceed manufacturers' maintenance requirements.
- Maintain exterior and interior appearance for vehicles and facilities.
- Maintain a system of permanent vehicle, facility, and equipment maintenance records.
- Administer an aggressive equipment warranty recovery program.

To meet these goals and objectives PSTA has implemented a systematic maintenance program designed primarily to:

- Reduce costs.
- Provide effective scheduling of shop work.
- Be proactive with ongoing maintenance of vehicles, facilities, and equipment.
- Maximize the amount of operable vehicles, facilities, and equipment at any time.

### FLEET MAINTENANCE DEPARTMENT

The Fleet Maintenance Department is responsible for 210 revenue service vehicles, which are comprised of Gillig Transit Coaches, (both clean Diesel and Hybrid Electric), Trolley Replica Transit Buses, MCI Commuter Coaches, and Cut-Away Buses. By January 2017, PSTA's revenue service vehicle fleet will be comprised of sixty-eight (68) hybrid electric buses or 32% of the entire fleet. The Fleet Maintenance Department provides around the clock service for both preventative and demand-response needs of the entire fleet to ensure that 100% pullout is made each and every day, and that minimal service is delayed or disrupted due to mechanical failures.

The Fleet Maintenance Department provides a full line of service and repairs for all PSTA vehicles. Services include major/minor engine repairs, routine oil and other fluid changes, transmission service, tire replacement/repair, tire rotation and balance, tune-ups and general inspections, preventative maintenance (PM), and all points' safety and emergency inspection checks. Safety is paramount in the public transportation industry, and just as PSTA expects its bus operators to be safety minded and safety conscientious when behind the wheel at all times, so too, are the expectations that vehicles must be maintained to support safe operation as well. The Fleet Maintenance Department ensures all vehicles are in compliance with Regional, State, and Federal entities.

The Fleet Maintenance Department's oversight responsibilities include but is not limited to:

- Preventative Maintenance Inspections.
- Vehicle Diagnosis and Repair.
- Engine, Transmission, Driveline Repair and Overhaul.
- Collision Repair and Bodywork.
- Surveillance, Smart Technology, Wi-Fi Installation & Maintenance.
- Brakes, Tires, Steering, & Suspension.
- Road-Call Support and Towing When Necessary.
- Fueling, Cleaning, & Detailing.
- Farebox & Vault Pulling.

The Service and Motor Pool Department ensures all revenue service vehicles are properly crewed nightly, which includes the fueling of all

## MAINTENANCE DIVISION OVERVIEW





buses and support vehicles, checking and filling of critical vehicle fluids, interior cleaning including; trash removal, sweeping, mopping and disinfecting, exterior washing, major cleaning details, posting and removal of advertisements/notices on buses, farebox vault pulling and fare media replenishment, etc.

Additionally, service is provided to 52 non-revenue service vehicles, which are comprised of pool cars, service trucks, and miscellaneous support equipment. In total, the Service & Mo-




tor Pool Department maintains approximately 262 vehicles. Preventive maintenance inspections and scheduled services;

- Provisions for accessible equipment;
- Management of maintenance resources;
- Warranty compliance and recovery;

### Current Key Initiatives (Fleet Maintenance):

|  |   |
|--|---|
|  <b>Certified Transit Technicians Program</b> | Continued joint collaboration with USF/CUTR/FDOT (University of South Florida/ Center for Urban Transportation Research, Florida Department of Transportation) supporting at host property of the CTT Program (Certified Transit Technicians Program).  |
|  <b>Expanded Training</b>                     | Hired new Superintendent of Training & Technical Services to administer and evaluate training programs as needed, monitoring activities, scheduling classes and training employees in technical and non-technical aspects of maintenance, developing and organizing training manuals, lesson plans, schedules, procedures and certification programs, maintaining records and monitoring and evaluating trainees; |
|  <b>Street Image Improvement</b>              | Ongoing fleet wide vehicle image improvement project with repairs ranging from replacing the graphics on the back of the bus to touch-up paint jobs on doors and panels.  |
|  <b>Capital Replacement</b>                   | Purchase seven (7) 2016 Gillig 40' LF BAE Series Hybrid Buses to be delivered first quarter of 2017. PSTA will be the first transit authority in Florida to operate buses which utilize the series electric platform with STOP/START engine capability.   |

## MAINTENANCE DIVISION OVERVIEW

| <b>Current Key Initiatives (Fleet Maintenance):</b>  |  |
|--|--|
|  <b>Customer Oriented Service</b>       | <p>Additional Service Attendants are increasing the number buses major cleaned/detailed each month. Specific areas targeted are floors, handrails, seat inserts, HVAC air ducts, etc.</p>  |
|  <b>Transit Policy &amp; Procedures</b> | <p>The Fleet Maintenance Department is assisting the Florida Department of Transportation (FDOT) with updating and revising the FAC 14-90 which governs all transit systems in the State. Input from the Fleet Maintenance Department will be used to specifically address the laws pertaining to fleet maintenance standards.</p> |
|  <b>Continuous Improvement</b>        | <p>The Deputy Director of Fleet Operations whose position is responsible for supervising the maintenance and repair operation of PSTA's bus fleet so that the fleet will be kept in a state of operating excellence and vehicles present no problems or interruptions to the riding public.</p>                                    |

### FACILITIES DEPARTMENT

The Facilities Department is responsible for the ongoing upkeep and general maintenance of all PSTA properties, buildings, grounds and other projects. The Facilities Department supports all the other departments within PSTA by method of demand-responsive service, state-of-good repair, capital planning, and 24/7 on-call service from both employees and the public alike. This includes requests for new benches and shelters, installation of new equipment, building repair (both interior and exterior), carpentry/electrical/plumbing/ and HVAC demands, maintenance support for PSTA's external real-time hardware components, and the general upkeep of PSTA's main Administrative Headquarters as well as four (4) passenger

terminals, and two (2) Park-N-Ride lots located in Pinellas County. The Facilities Department also utilizes and oversees outside contractors and vendors in which support building and property related PSTA functions.

The Facilities Department also comprises of the Construction and Major Projects Unit, which plans, prepares, and oversees capital asset facilities related acquisitions, installations, and rehabilitations.









The Facilities Department oversight includes, but is not limited to the maintenance of:



## MAINTENANCE DIVISION OVERVIEW

- Over 5,157 bus stops, 740 bus shelters and 500 benches, using a staff of 13 people plus sub-contractors.
- Installation, maintenance and repair of PSTA amenities including;
  - Bus stops, benches and landing pads.
  - Landscaping at PSTA Headquarters, customer service centers, and other areas.
  - General Repair and routine maintenance for all locations.
- Support and maintenance of real-time hardware at the service centers.
- New construction of buildings, facilities, and capital asset infrastructure to support the on-going operations.
- Rehabilitation of existing PSTA structures and equipment.

### Current Key Initiatives (Facilities Maintenance):

|   |  |
|---|--|
|  <b>ADA Landing Pads</b>        | Installation of new concrete passenger landing pads to support ADA accessibility.  |
|  <b>New Shelter Deployment</b> | Begin planning stages for installation of new PSTA bus shelters.   |
|  <b>Facility Investment</b>    | Complete building plans for rehabilitation of PSTA's Main Service Lane Facility.   |
|  <b>Passenger Information</b>  | On-going replacement and upkeep of fixed route system maps at passenger bus shelters throughout Pinellas County.             |
|  <b>Continuous Improvement</b> | Plan/Design/Install two (2) new main HVAC chiller units at PSTA Headquarters.  |
|  <b>New Access to Transit</b>  | Maintenance of Largo Transit Center with four (4) newly designed bus shelters along with other standard passenger amenities. |
|  <b>Continuous Improvement</b> | Renovation of Ulmerton Park-N-Ride lot.  |
|  <b>Passenger Focus</b>        | Secure new contractor for ongoing trash removal, shelter cleaning, and bus stop maintenance.                                 |

### INVENTORY CONTROL DEPARTMENT

The primary objective of the PSTA's Inventory Control Department is to ensure that parts and supplies are available for use in sufficient quantities all the while working towards reducing costs and controlling the number of non-

moveable or slow moving parts (those parts in stock over two (2) years or more).

Regular review of inventory is conducted to monitor the flow of parts and supplies. This information is used to establish a minimum and maximum estimate of the total parts and sup-



## MAINTENANCE DIVISION OVERVIEW

plies needed. A physical count of inventory is conducted throughout the fiscal year with an entire physical audit of the inventory conducted each year. Presently, the inventory control staff manages over 5,000 different parts at a value of approximately two (2) million dollars.

In addition to managing inventory and supply levels, the Department also handles the following:

- Shipping & receiving for the entire organization.
- Management of all vehicle fluids, gases, and supplies.
- Establishing and setting priorities for the Maintenance Component Rebuild Shop.
- Tracking and handling of all vehicle warranty recovery claims and reimbursements.
- Tracking and management of uniforms for 100 Maintenance employees.

### Facilities Maintenance Department Budget

| Expense Items                   | Actual              | Adopted             | Projected           | Proposed            | %Change         |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
|                                 | FY 2015             | FY 2016             | FY 2016             | FY 2017             | FY2016 - FY2017 |
| Salaries                        | \$ 628,174          | \$ 691,890          | \$ 653,740          | \$ 736,510          | 12.66%          |
| Fringe Benefits                 | 223,195             | 268,056             | 253,805             | 277,867             | 9.48%           |
| Services                        | 634,090             | 669,520             | 685,700             | 681,595             | -0.60%          |
| Supplies                        | 111,707             | 102,000             | 133,285             | 133,000             | -0.21%          |
| Miscellaneous                   | 389                 | 3,300               | 3,650               | 3,300               | -9.59%          |
| <b>Total Operating Expenses</b> | <b>\$ 1,597,555</b> | <b>\$ 1,734,766</b> | <b>\$ 1,730,180</b> | <b>\$ 1,832,272</b> | <b>5.90%</b>    |

- Salaries and Fringe Benefits expense increased due to salary increases as well as an increase in health insurance premiums.



## MAINTENANCE DIVISION OVERVIEW

### Fleet Maintenance Department Budget

| <u>Expense Items</u>            | <u>Actual</u><br><u>FY 2015</u> | <u>Adopted</u><br><u>FY 2016</u> | <u>Projected</u><br><u>FY 2016</u> | <u>Proposed</u><br><u>FY 2017</u> | <u>%Change</u><br><u>FY2016 -</u><br><u>FY2017</u> |
|---------------------------------|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|--|
| Salaries                        | \$ 3,476,581                    | \$ 3,770,590                     | \$ 3,873,600                       | \$ 4,181,030                      | 7.94%  |
| Fringe Benefits                 | 1,272,642                       | 1,597,429                        | 1,531,230                          | 1,744,382                         | 13.92%   |
| Services                        | (29,163)                        | 183,140                          | 194,000                            | 187,000                           | -3.61%   |
| Diesel Fuel                     | 7,306,136                       | 4,531,370                        | 3,946,405                          | 4,441,430                         | 12.54%   |
| Supplies                        | 4,281,157                       | 4,187,967                        | 4,587,835                          | 5,078,543                         | 10.70%   |
| Miscellaneous                   | 8,033                           | 19,000                           | 16,600                             | 17,500                            | 5.42%  |
| <b>Total Operating Expenses</b> | <b>\$ 16,315,386</b>            | <b>\$ 14,289,496</b>             | <b>\$ 14,149,670</b>               | <b>\$ 15,649,885</b>              | <b>10.60%</b>                                      |

- Salaries and Fringe Benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services expense decreased due to decreases in radio system maintenance expense.
- Diesel Fuel expense increased due to an increase in the price of diesel fuel. The budget assumes an average price per gallon of \$1.75.
- Supplies increased due to increases in repair parts and shop supplies expenses.



## GENERAL FUNCTION DIVISION OVERVIEW AND BUDGET

The General Function Division is maintained under the control of the Chief Financial Officer. This division was established as a separate general ledger division for the purpose of monitoring and controlling expenses that are considered part of the costs

for doing business. There are no employees assigned to this division. Expenses that pertain to the entire Authority rather than an individual division, i.e., legal costs, utilities purchased transportation, etc., are charged to the General Function Division.

| <u>Expense Items</u>                | <u>Actual</u>        | <u>Adopted</u>       | <u>Projected</u>     | <u>Proposed</u>      | <u>% Change</u>        |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
|                                     | <u>FY 2015</u>       | <u>FY 2016</u>       | <u>FY 2016</u>       | <u>FY 2017</u>       | <u>FY2016 - FY2017</u> |
| Services                            | \$ 1,097,587         | \$ 1,247,930         | \$ 1,333,630         | \$ 1,351,415         | 1.33%                  |
| Supplies                            | 42,020               | 44,020               | 44,020               | 44,020               | 0.00%                  |
| Utilities                           | 631,514              | 701,000              | 620,000              | 633,480              | 2.17%                  |
| Taxes & Licenses                    | 827,715              | 843,590              | 828,360              | 872,080              | 5.28%                  |
| Purchased Transportation – DART     | 6,051,065            | 6,246,500            | 6,309,800            | 6,940,780            | 10.00%                 |
| Purchased Transportation – TD       | 746,910              | 748,570              | 732,070              | 779,110              | 6.43%                  |
| Purchased Transportation – Trolleys | 646,598              | 668,395              | 668,395              | 842,320              | 26.02%                 |
| Miscellaneous                       | 97,314               | 104,090              | 107,150              | 108,900              | 1.63%                  |
| <b>Total Operating Expenses</b>     | <b>\$ 10,140,723</b> | <b>\$ 10,604,095</b> | <b>\$ 10,643,425</b> | <b>\$ 11,572,105</b> | <b>8.73%</b>           |

- Services expense increased due to increases in tax collection and tax assessor expenses.
- Utilities expense increased due to rate increases and recycling expense.
- Purchased Transportation - DART is budgeted to increase 10% over the FY 2016 projected year-end. DART services are currently being procured and the increase or decrease is not yet known.



## INSURANCE DIVISION OVERVIEW AND BUDGET

### Functions and Responsibilities

The Insurance Division is maintained under the control of the Chief Financial Officer with direct oversight by the Risk Manager. It was established as a separate general ledger division for monitoring and controlling expenses related to PSTA's property and casualty insurance programs and oversight of the workers' compensation program. There are no employees assigned

to this division. All expenses involving the administration of PSTA's insurance programs are recorded in the Insurance Division. Since PSTA made the decision to go to a self-insured retention, (SIR) and excess insurance coverage several years ago, this division provides the tool for monitoring the programs' cost effectiveness

| <u>Expense Items</u>            | <u>Actual</u><br>FY 2015 | <u>Adopted</u><br>FY 2016 | <u>Projected</u><br>FY 2016 | <u>Proposed</u><br>FY 2017 | <u>%Change</u><br>FY2016 -<br>FY2017 |
|---------------------------------|--------------------------|---------------------------|-----------------------------|----------------------------|--------------------------------------|
| Services                        | \$ 72,510                | \$ 69,540                 | \$ 22,980                   | \$ 62,800                  | 173.28%                              |
| Supplies                        | -                        | -                         | -                           | -                          | N/A                                  |
| Insurance                       | 623,108                  | 1,709,200                 | 789,405                     | 1,583,175                  | 100.55%                              |
| <b>Total Operating Expenses</b> | <b>\$ 695,618</b>        | <b>\$ 1,778,740</b>       | <b>\$ 812,385</b>           | <b>\$ 1,645,975</b>        | <b>102.61%</b>                       |

- Services expense increased due to an expected decrease in subrogation.
- Casualty & Liability expense increased due to an increase in insurance premiums as well as an exceptional year of insurance related recoveries in FY 2016.



# CAPITAL BUDGET



## CAPITAL BUDGET

| Project Title                                | Funding               | Total Project Budget | FY 2016 Project Forecast | FY 2017 Project Budget | FY 2018 Project Budget | FY 2019 Project Budget | FY 2020 Project Budget | FY 2021 Project Budget |
|--|-----------------------|----------------------|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Vehicles</b>                              |                       |                      |                          |                        |                        |                        |                        |                        |
| Specialty Bus Tooling (BAE)                  | FL 90-0841            | 156,801              | 156,801                  |                        |                        |                        |                        |                        |
| Hybrid Bus Training (BAE)                    | FL 90-0841            | 42,000               | 42,000                   |                        |                        |                        |                        |                        |
| GFI Vault Replacement                        | FL 90-0873            | 50,000               | 50,000                   |                        |                        |                        |                        |                        |
| Bus Security upgrades (DVRs & Cameras)       | FTA                   | 500,000              | -                        |                        |                        |                        | 500,000                |                        |
| Heavy Duty Vehicle Lift                      | FTA                   | 2,000,000            | -                        |                        |                        |                        | 2,000,000              |                        |
| Radio Replacement/Upgrade                    | FL 90-X689            | 120,000              | -                        | 120,000                |                        |                        |                        |                        |
| Radio Replacement/Upgrade                    | FTA                   | 1,200,000            | -                        |                        |                        | 1,200,000              |                        |                        |
|  |                       | 1,320,000            |                          | 120,000                | -                      | 1,200,000              |                        |                        |
| <b>Total Equipment for Buses</b>             |                       | <b>\$ 4,068,801</b>  | <b>\$ 248,801</b>        | <b>\$ 120,000</b>      | <b>\$ -</b>            | <b>\$ 1,200,000</b>    | <b>\$ 2,500,000</b>    | <b>\$ -</b>            |
| Farebox Rebuild                              | FL 90-0873            | 500,000              | 500,000                  |                        |                        |                        |                        |                        |
| Farebox Rebuild                              | FTA                   | 452,000              | -                        | 452,000                |                        |                        |                        |                        |
| <b>Total Farebox Rebuild</b>                 |                       | <b>\$ 952,000</b>    | <b>\$ 500,000</b>        | <b>\$ 452,000</b>      | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| Replacement Connector Buses (6)              | FTA                   | 1,168,000            | -                        | 1,168,000              |                        |                        |                        |                        |
| Replacement Connector Vehicles (2)           | Section 5310          | 288,000              | -                        | 288,000                |                        |                        |                        |                        |
| Replacement Connector Vehicles (2)           | FDOT                  | 36,000               | -                        | 36,000                 |                        |                        |                        |                        |
| Replacement Connector Vehicles (2)           | General Reserve       | 36,000               | -                        | 36,000                 |                        |                        |                        |                        |
| <b>Total Connector Vehicles</b>              |                       | <b>\$ 1,528,000</b>  | <b>\$ -</b>              | <b>\$ 1,528,000</b>    | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| Replacement Buses (FY 2016)                  | FL 90-X873/FL 90-X841 | 5,272,725            | -                        | 5,272,725              |                        |                        |                        |                        |
| Replacement Buses                            | FTA                   | 25,860,376           | -                        | 2,379,025              | 7,351,187              | 7,220,164              | 4,583,000              | 4,327,000              |
| Replacement Buses                            | General Reserve       | 9,935,314            | -                        |                        |                        | 351,566                | 3,735,807              | 5,847,941              |
| <b>Total Buses</b>                           |                       | <b>\$ 41,068,415</b> | <b>\$ -</b>              | <b>\$ 7,651,750</b>    | <b>\$ 7,351,187</b>    | <b>\$ 7,571,730</b>    | <b>\$ 8,318,807</b>    | <b>\$ 10,174,941</b>   |
| Support Vehicles                             | FL 90-X811            | 50,825               | 50,825                   |                        |                        |                        |                        |                        |
| Support Vehicles                             | FL 90-X841            | 41,819               | 28,426                   | 13,393                 |                        |                        |                        |                        |
| Support Vehicles                             | FTA                   | 50,000               | -                        | 50,000                 |                        |                        |                        |                        |
| Support Vehicles                             | Restricted Funds      | 13,020               | 13,020                   |                        |                        |                        |                        |                        |
| <b>Total Support Vehicles</b>                |                       | <b>\$ 155,664</b>    | <b>\$ 92,271</b>         | <b>\$ 63,393</b>       | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| Wheelchair Securement Equipment              | Section 5310          | 274,451              | 274,451                  |                        |                        |                        |                        |                        |
| Wheelchair Securement Equipment              | FDOT                  | 34,306               | 34,306                   |                        |                        |                        |                        |                        |
| Wheelchair Securement Equipment              | General Reserve       | 34,306               | 34,306                   |                        |                        |                        |                        |                        |
| <b>Total Wheelchair Securement Equipment</b> |                       | <b>\$ 343,063</b>    | <b>\$ 343,063</b>        | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| <b>Total Vehicles</b>                        |                       | <b>\$ 48,115,943</b> | <b>\$ 1,184,135</b>      | <b>\$ 9,815,143</b>    | <b>\$ 7,351,187</b>    | <b>\$ 8,771,730</b>    | <b>\$ 10,818,807</b>   | <b>\$ 10,174,941</b>   |



## CAPITAL BUDGET

| Project Title  | Funding                 | Total Project Budget | FY 2016 Project Forecast | FY 2017 Project Budget | FY 2018 Project Budget | FY 2019 Project Budget | FY 2020 Project Budget | FY 2021 Project Budget |
|--|-------------------------|----------------------|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Passenger Amenities</b>                               |                         |                      |                          |                        |                        |                        |                        |                        |
| Largo Commons Shelters and Passenger Amenities           | FL 90-X689              | 89,069               | 89,069                   |                        |                        |                        |                        |                        |
| Bus Stop Poles/Hardware                                  | FTA                     | 15,000               | -                        |                        | 15,000                 |                        |                        |                        |
| Bus Stop Trash Cans                                      | FTA                     | 18,900               | -                        |                        | 18,900                 |                        |                        |                        |
| Passenger Benches  | FTA                     | 88,750               | -                        | 31,250                 | 32,500                 | 25,000                 |                        |                        |
| Purchase SimmSeats                                       | FTA                     | 31,000               | -                        |                        | 31,000                 |                        |                        |                        |
| <b>Total Other Passenger Amenities</b>                   |                         | <b>\$ 242,719</b>    | <b>\$ 89,069</b>         | <b>\$ 31,250</b>       | <b>\$ 97,400</b>       | <b>\$ 25,000</b>       | <b>\$ -</b>            | <b>\$ -</b>            |
| <b>Pedestrian Access/Walkways</b>                        |                         |                      |                          |                        |                        |                        |                        |                        |
| Pedestrian Access/Walkways                               | FL 90-0723              | 425,000              | 425,000                  |                        |                        |                        |                        |                        |
| Pedestrian Access/Walkways                               | FL 90-0758              | 500,000              | 225,000                  | 275,000                |                        |                        |                        |                        |
| Pedestrian Access/Walkways                               | FL 90-0841              | 200,000              | -                        | 200,000                |                        |                        |                        |                        |
| Pedestrian Access/Walkways                               | FTA                     | 800,000              | -                        |                        | 200,000                | 200,000                | 200,000                | 200,000                |
| <b>Total Pedestrian Access/Walkways</b>                  |                         | <b>\$ 1,925,000</b>  | <b>\$ 650,000</b>        | <b>\$ 475,000</b>      | <b>\$ 200,000</b>      | <b>\$ 200,000</b>      | <b>\$ 200,000</b>      | <b>\$ 200,000</b>      |
| <b>Passenger Shelters</b>                                |                         |                      |                          |                        |                        |                        |                        |                        |
| Passenger Shelters                                       | FTA Funding Under Grant | 1,316,205            | 972,410                  | 343,795                |                        |                        |                        |                        |
| Passenger Shelters                                       | FTA                     | 977,500              | -                        |                        | 170,000                | 170,000                | 425,000                | 212,500                |
| <b>Total Passenger Shelters</b>                          |                         | <b>\$ 2,293,705</b>  | <b>\$ 972,410</b>        | <b>\$ 343,795</b>      | <b>\$ 170,000</b>      | <b>\$ 170,000</b>      | <b>\$ 425,000</b>      | <b>\$ 212,500</b>      |
| <b>Passenger Shelters Match Program</b>                  |                         |                      |                          |                        |                        |                        |                        |                        |
| Passenger Shelters Match Program                         | FTA Funding Under Grant | 50,000               | 50,000                   |                        |                        |                        |                        |                        |
| Passenger Shelters Match Program                         | FTA                     | 202,500              | -                        | 30,000                 | 30,000                 | 30,000                 | 75,000                 | 37,500                 |
| <b>Total Passenger Shelters Match Program</b>            |                         | <b>\$ 252,500</b>    | <b>\$ 50,000</b>         | <b>\$ 30,000</b>       | <b>\$ 30,000</b>       | <b>\$ 30,000</b>       | <b>\$ 75,000</b>       | <b>\$ 37,500</b>       |
| <b>Central Avenue BRT</b>                                |                         |                      |                          |                        |                        |                        |                        |                        |
| Central Avenue BRT                                       | FTA-New Starts          | 8,250,000            | -                        |                        |                        | 8,250,000              |                        |                        |
| Central Avenue BRT                                       | FDOT-New Starts         | 4,125,000            | -                        |                        |                        | 4,125,000              |                        |                        |
| Central Avenue BRT                                       | FDOT                    | 500,000              | 200,000                  | 300,000                |                        |                        |                        |                        |
| Central Avenue BRT                                       | General Reserve Funds   | 4,125,000            | -                        |                        |                        | 4,125,000              |                        |                        |
| Central Avenue BRT                                       | Operating Funds         | 200,000              | 200,000                  |                        |                        |                        |                        |                        |
| <b>Total Planning - BRT</b>                              |                         | <b>\$ 17,200,000</b> | <b>\$ 400,000</b>        | <b>\$ 300,000</b>      | <b>\$ -</b>            | <b>\$ 16,500,000</b>   | <b>\$ -</b>            | <b>\$ -</b>            |
| <b>Enterprise/US 19 Shelters and Passenger Amenities</b> |                         |                      |                          |                        |                        |                        |                        |                        |
| Enterprise/US 19 Shelters and Passenger Amenities        | FTA Flex Funds          | 151,215              | 151,215                  |                        |                        |                        |                        |                        |
| <b>Total Planning - BRT</b>                              |                         | <b>\$ 151,215</b>    | <b>\$ 151,215</b>        | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| <b>Total Passenger Amenities</b>                         |                         | <b>\$ 22,065,139</b> | <b>\$ 2,312,694</b>      | <b>\$ 1,180,045</b>    | <b>\$ 497,400</b>      | <b>\$ 16,925,000</b>   | <b>\$ 700,000</b>      | <b>\$ 450,000</b>      |





## CAPITAL BUDGET

| Project Title   | Funding               | Total Project Budget | FY 2016 Project Forecast | FY 2017 Project Budget | FY 2018 Project Budget | FY 2019 Project Budget | FY 2020 Project Budget | FY 2021 Project Budget |
|---|-----------------------|----------------------|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Training &amp; Third Party Contracts</b>             |                       |                      |                          |                        |                        |                        |                        |                        |
| Consultant Services                                     | FTA                   | 200,000              | -                        | -                      | 200,000                | -                      | -                      | -                      |
| Security Training and Drill                             | DHS EMW-2015-RA-00027 | 435,000              | 217,500                  | 217,500                | -                      | -                      | -                      | -                      |
| <b>Total Consultant Services</b>                        |                       | <b>\$ 635,000</b>    | <b>\$ 217,500</b>        | <b>\$ 217,500</b>      | <b>\$ 200,000</b>      | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| In-Person Assessments                                   | FL 90-0841            | 9,150                | 9,150                    | -                      | -                      | -                      | -                      | -                      |
| In-Person Assessments                                   | FL 90-0873            | 21,312               | 21,312                   | -                      | -                      | -                      | -                      | -                      |
| In-Person Assessments                                   | FTA                   | 125,000              | -                        | 25,000                 | 25,000                 | 25,000                 | 25,000                 | 25,000                 |
| <b>Total In-Person Assessments</b>                      |                       | <b>\$ 155,462</b>    | <b>\$ 30,462</b>         | <b>\$ 25,000</b>       | <b>\$ 25,000</b>       | <b>\$ 25,000</b>       | <b>\$ 25,000</b>       | <b>\$ 25,000</b>       |
| <b>Total Third Party Contracts</b>                      |                       | <b>\$ 790,462</b>    | <b>\$ 247,962</b>        | <b>\$ 242,500</b>      | <b>\$ 225,000</b>      | <b>\$ 25,000</b>       | <b>\$ 25,000</b>       | <b>\$ 25,000</b>       |
| <b>Training &amp; Third Party Contracts (continued)</b> |                       |                      |                          |                        |                        |                        |                        |                        |
| Employee Education                                      | FL 90-X811            | 10,000               | 10,000                   | -                      | -                      | -                      | -                      | -                      |
| Employee Education                                      | FL 90-X841            | 18,781               | 18,781                   | -                      | -                      | -                      | -                      | -                      |
| Employee Education                                      | FL 90-X873            | 20,000               | -                        | 20,000                 | -                      | -                      | -                      | -                      |
| Employee Education                                      | FTA                   | 80,000               | -                        | -                      | 20,000                 | 20,000                 | 20,000                 | 20,000                 |
| <b>Total Employee Education</b>                         |                       | <b>\$ 128,781</b>    | <b>\$ 28,781</b>         | <b>\$ 20,000</b>       | <b>\$ 20,000</b>       | <b>\$ 20,000</b>       | <b>\$ 20,000</b>       | <b>\$ 20,000</b>       |
| Short Range Planning                                    | FL 90-X723            | 167,737              | 167,737                  | -                      | -                      | -                      | -                      | -                      |
| Short Range Planning                                    | FL 90-X811            | 203,085              | 203,085                  | -                      | -                      | -                      | -                      | -                      |
| Short Range Planning                                    | FL 90-X841            | 90,000               | 90,000                   | -                      | -                      | -                      | -                      | -                      |
| Short Range Planning                                    | FL 90-X873            | 32,263               | -                        | 32,263                 | -                      | -                      | -                      | -                      |
| Short Range Planning                                    | FTA                   | 1,300,000            | -                        | 100,000                | 400,000                | 200,000                | 400,000                | 200,000                |
| <b>Total Short Range Planning</b>                       |                       | <b>\$ 1,793,085</b>  | <b>\$ 460,822</b>        | <b>\$ 132,263</b>      | <b>\$ 400,000</b>      | <b>\$ 200,000</b>      | <b>\$ 400,000</b>      | <b>\$ 200,000</b>      |
| Long Range Planning                                     | FTA                   | 300,000              | -                        | -                      | -                      | 100,000                | -                      | 200,000                |
| <b>Total Long Range Planning</b>                        |                       | <b>\$ 300,000</b>    | <b>\$ -</b>              | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ 100,000</b>      | <b>\$ -</b>            | <b>\$ 200,000</b>      |
| Regional Fare Media Project                             | FDOT                  | 832,580              | 832,580                  | -                      | -                      | -                      | -                      | -                      |
| Regional Fare Media Project Short Range Planning        | FL 90-X689            | 28,149               | 28,149                   | -                      | -                      | -                      | -                      | -                      |
| Regional Fare Media Project                             | FL 90-X723            | 903,098              | -                        | 903,098                | -                      | -                      | -                      | -                      |
| Regional Fare Media Project                             | FL 90-X758            | 1,150,943            | 74,709                   | 1,076,234              | -                      | -                      | -                      | -                      |
| Regional Fare Media Project                             | FL 90-X783            | 254,874              | -                        | 78,797                 | 176,077                | -                      | -                      | -                      |
| Regional Fare Media Project                             | FL 90-X811            | 402,089              | -                        | -                      | 140,558                | 261,531                | -                      | -                      |
| Regional Fare Media Project                             | FL 90-X841            | 355,579              | -                        | -                      | -                      | 355,579                | -                      | -                      |
| Regional Fare Media Project                             | FTA                   | 275,529              | -                        | -                      | -                      | 275,529                | -                      | -                      |
| <b>Total Regional Fare Media Project</b>                |                       | <b>\$ 4,202,841</b>  | <b>\$ 935,438</b>        | <b>\$ 2,058,129</b>    | <b>\$ 316,635</b>      | <b>\$ 892,639</b>      | <b>\$ -</b>            | <b>\$ -</b>            |
| <b>Total Training and Third Party Contracts</b>         |                       | <b>\$ 7,215,169</b>  | <b>\$ 1,673,003</b>      | <b>\$ 2,452,892</b>    | <b>\$ 961,635</b>      | <b>\$ 1,237,639</b>    | <b>\$ 445,000</b>      | <b>\$ 445,000</b>      |



## CAPITAL BUDGET

| Project Title  | Funding              | Total Project Budget | FY 2016 Project Forecast | FY 2017 Project Budget | FY 2018 Project Budget | FY 2019 Project Budget | FY 2020 Project Budget | FY 2021 Project Budget |
|--|----------------------|----------------------|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Facilities</b>                                    |                      |                      |                          |                        |                        |                        |                        |                        |
| Clearwater Downtown Intermodal Terminal              | FL 04-0135           | 1,250,000            | 550,000                  | 200,000                | 200,000                | 200,000                | 100,000                |                        |
| Replacement Office Furniture and Equipment           | FL 90-X841           | 100,000              | 50,000                   | 50,000                 |                        |                        |                        |                        |
| Rehab/Renovation Facilities - Scherer Drive          | FL 90-X841           | 80,000               | 9,965                    | 30,035                 | 40,000                 |                        |                        |                        |
| Air Compressor                                       | FTA                  | 100,000              | -                        |                        |                        | 100,000                |                        |                        |
| Generator Replacement                                | FTA                  | 750,000              | -                        | 750,000                |                        |                        |                        |                        |
| Key Card System                                      | FTA                  | 474,650              | -                        |                        | 474,650                |                        |                        |                        |
| <b>Total Other Facilities</b>                        |                      | <b>\$ 2,754,650</b>  | <b>\$ 609,965</b>        | <b>\$ 1,030,035</b>    | <b>\$ 714,650</b>      | <b>\$ 300,000</b>      | <b>\$ 100,000</b>      | <b>\$ -</b>            |
| A/C Chiller and Building Control System              | FL 90-X689           | 500,000              | 50,000                   | 450,000                |                        |                        |                        |                        |
| A/C Chiller and Building Control System              | FTA                  | 200,000              | -                        | 200,000                |                        |                        |                        |                        |
| <b>Total A/C Chiller and Building Control System</b> |                      | <b>\$ 700,000</b>    | <b>\$ 50,000</b>         | <b>\$ 650,000</b>      | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| Audio Visual Equipment - Boardroom                   | FL 90-X723           | 22,000               | 22,000                   |                        |                        |                        |                        |                        |
| Audio Visual Equipment - Boardroom                   | FL 90-X873           | 167,737              | 167,737                  |                        |                        |                        |                        |                        |
| <b>Total Audio Visual Equipment - Boardroom</b>      |                      | <b>\$ 189,737</b>    | <b>\$ 189,737</b>        | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| Service Lane Infrastructure                          | FL 90-X723           | 130,000              | -                        | 130,000                |                        |                        |                        |                        |
| Service Lane Infrastructure                          | FL 90-X841           | 115,000              | 6,000                    | 109,000                |                        |                        |                        |                        |
| <b>Total Service Lane Infrastructure</b>             |                      | <b>\$ 245,000</b>    | <b>\$ 6,000</b>          | <b>\$ 239,000</b>      | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| Ulmerton Road Park & Ride                            | FDOT                 | 100,000              | 100,000                  |                        |                        |                        |                        |                        |
| Ulmerton Road Park & Ride                            | General Reserve Fund | 100,000              | 100,000                  |                        |                        |                        |                        |                        |
| <b>Total Ulmerton Road Park &amp; Ride</b>           |                      | <b>\$ 200,000</b>    | <b>\$ 200,000</b>        | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |
| <b>Total Facilities</b>                              |                      | <b>\$ 4,089,387</b>  | <b>\$ 1,055,702</b>      | <b>\$ 1,919,035</b>    | <b>\$ 714,650</b>      | <b>\$ 300,000</b>      | <b>\$ 100,000</b>      | <b>\$ -</b>            |



## CAPITAL BUDGET

| Project Title   | Funding       | Total Project Budget | FY 2016 Project Forecast | FY 2017 Project Budget | FY 2018 Project Budget | FY 2019 Project Budget | FY 2020 Project Budget | FY 2021 Project Budget |
|---|---------------|----------------------|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Technology</b>                                     |               |                      |                          |                        |                        |                        |                        |                        |
| <b>COMPUTER HARDWARE</b>                              |               |                      |                          |                        |                        |                        |                        |                        |
| Fiber Upgrade   | FL 90-X723    | 60,000               | 20,000                   | 20,000                 | 20,000                 |                        |                        |                        |
| Replace/Upgrade Phone System and Phones               | FL 90-X783    | 250,000              | -                        | 250,000                |                        |                        |                        |                        |
| UPS Upgrades  | FL 90-X783    | 83,000               | 83,000                   |                        |                        |                        |                        |                        |
| Virtual Desktop Server Hardware                       | FL 90-X783    | 46,281               | -                        | 46,281                 |                        |                        |                        |                        |
| Campus Wi-Fi  | FL 90-X873    | 99,386               | 99,386                   |                        |                        |                        |                        |                        |
| Bus Wi-Fi   | FTA           | 600,000              | -                        |                        | 600,000                |                        |                        |                        |
| On-Board GIS Computers For Connector Services         | FTA           | 12,000               | -                        |                        | 12,000                 |                        |                        |                        |
| Data Center Upgrade                                   | FTA           | 300,000              | -                        |                        |                        | 300,000                |                        |                        |
| Photo ID System                                       | FTA           | 25,000               | -                        |                        | 25,000                 |                        |                        |                        |
| Polycom Conference Phones                             | FTA           | 3,600                | -                        | 3,600                  |                        |                        |                        |                        |
| Replacement Work Stations                             | FTA           | 146,000              | -                        | 146,000                |                        |                        |                        |                        |
| RTBI Hardware Replacement                             | FTA           | 500,000              | -                        |                        |                        | 500,000                |                        |                        |
| <b>Total Other Computer Hardware</b>                  |               | <b>\$ 2,125,267</b>  | <b>\$ 202,386</b>        | <b>\$ 465,881</b>      | <b>\$ 657,000</b>      | <b>\$ 800,000</b>      | <b>\$ -</b>            | <b>\$ -</b>            |
| Laptops   | FTA 689 & 783 | 13,724               | 13,724                   |                        |                        |                        |                        |                        |
| Laptops   | FTA           | 25,000               | -                        |                        |                        | 25,000                 |                        |                        |
| <b>Total Laptops</b>                                  |               | <b>\$ 38,724</b>     | <b>\$ 13,724</b>         | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ 25,000</b>       | <b>\$ -</b>            | <b>\$ -</b>            |
| Printers  | FL 90-X758    | 68,601               | 68,601                   |                        |                        |                        |                        |                        |
| Printers  | FTA           | 150,000              | -                        |                        |                        | 150,000                |                        |                        |
| <b>Total Printers</b>                                 |               | <b>\$ 218,601</b>    | <b>\$ 68,601</b>         | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ 150,000</b>      | <b>\$ -</b>            | <b>\$ -</b>            |
| Purchase Servers                                      | FL 90-X723    | 200,000              | 50,000                   | 100,000                | 50,000                 |                        |                        |                        |
| Purchase Servers                                      | FTA           | 175,000              | -                        |                        |                        | 175,000                |                        |                        |
| <b>Total Purchase Servers</b>                         |               | <b>\$ 375,000</b>    | <b>\$ 50,000</b>         | <b>\$ 100,000</b>      | <b>\$ 50,000</b>       | <b>\$ 175,000</b>      | <b>\$ -</b>            | <b>\$ -</b>            |
| <b>Total Computer Hardware</b>                        |               | <b>\$ 2,757,592</b>  | <b>\$ 334,711</b>        | <b>\$ 565,881</b>      | <b>\$ 707,000</b>      | <b>\$ 1,150,000</b>    | <b>\$ -</b>            | <b>\$ -</b>            |
| <b>COMPUTER SOFTWARE</b>                              |               |                      |                          |                        |                        |                        |                        |                        |
| Application tracking Software                         | FL 90-X689    | 12,000               | 12,000                   |                        |                        |                        |                        |                        |
| AVM 3 Project   | FL 90-X689    | 251,000              | 160,000                  | 91,000                 |                        |                        |                        |                        |
| Clever Works  | FL 90-X758    | 292,431              | 121,216                  | 171,215                |                        |                        |                        |                        |
| Microsoft Office Professional VL 20XX (Work Stations) | FL 90-X783    | 38,100               | -                        | 38,100                 |                        |                        |                        |                        |
| Hastus Upgrade - Core                                 | FL 90-X873    | 477,000              | 411,000                  | 66,000                 |                        |                        |                        |                        |
| Misc. Computer Software                               | FL 90-X758    | 113,539              | 113,539                  |                        |                        |                        |                        |                        |
| Cisco 3750 POE switch                                 | FTA           | 30,000               | -                        | 30,000                 |                        |                        |                        |                        |
| Document Image Software                               | FTA           | 50,000               | -                        |                        |                        |                        | 50,000                 |                        |
| DART Software   | FTA           | 125,000              | -                        |                        |                        | 125,000                |                        |                        |
| Hastus Upgrade - Additional Modules                   | FTA           | 500,000              | -                        | 500,000                |                        |                        |                        |                        |
| Microsoft Office 20XX Version (Servers)               | FTA           | 39,000               | -                        | 39,000                 |                        |                        |                        |                        |
| Virtual Desktop Upgrade- workstation software         | FTA           | 145,000              | -                        |                        |                        | 145,000                |                        |                        |
| <b>Total Computer Software</b>                        |               | <b>\$ 2,073,070</b>  | <b>\$ 817,755</b>        | <b>\$ 935,315</b>      | <b>\$ -</b>            | <b>\$ 270,000</b>      | <b>\$ 50,000</b>       | <b>\$ -</b>            |
| <b>Total Technology</b>                               |               | <b>\$ 4,830,662</b>  | <b>\$ 1,152,466</b>      | <b>\$ 1,501,196</b>    | <b>\$ 707,000</b>      | <b>\$ 1,420,000</b>    | <b>\$ 50,000</b>       | <b>\$ -</b>            |



## CAPITAL BUDGET

| Project Title                                 | Funding    | Total Project Budget | FY 2016 Project Forecast | FY 2017 Project Budget | FY 2018 Project Budget | FY 2019 Project Budget | FY 2020 Project Budget | FY 2021 Project Budget |
|---|------------|----------------------|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Miscellaneous</b>                          |            |                      |                          |                        |                        |                        |                        |                        |
| Check Sealer                                  | FL 90-X689 | 3,540                | 3,540                    |                        |                        |                        |                        |                        |
| Scaffolding                                   | FL 90-X689 | 140,000              | 140,000                  |                        |                        |                        |                        |                        |
| Bridge Crane                                  | FL 90-X689 | 60,000               | 60,000                   |                        |                        |                        |                        |                        |
| Portable Lift Equipment                       | FL 90-0811 | 99,416               | 99,416                   |                        |                        |                        |                        |                        |
| Forklift Replacement                          | FTA        | 200,000              | -                        |                        |                        |                        | 200,000                |                        |
| Miscellaneous Maintenance Tools/Equipment     | FTA        | 18,174               | -                        | 18,174                 |                        |                        |                        |                        |
| Portable Brake Dynamometer                    | FTA        | 150,000              | -                        | 150,000                |                        |                        |                        |                        |
| Portable Radios                               | FTA        | 8,308                | -                        | 8,308                  |                        |                        |                        |                        |
| Wheel Alignment Machine                       | FTA        | 300,000              | -                        |                        | 300,000                |                        |                        |                        |
| <b>Total Other Miscellaneous Expenditures</b> |            | <b>\$ 979,438</b>    | <b>\$ 302,956</b>        | <b>\$ 176,482</b>      | <b>\$ 300,000</b>      | <b>\$ -</b>            | <b>\$ 200,000</b>      | <b>\$ -</b>            |
| Misc. Support Equipment                       | FL 90-X689 | 4,474                | 4,474                    |                        |                        |                        |                        |                        |
| Misc. Support Equipment                       | FL 90-X723 | 40,205               | 40,205                   |                        |                        |                        |                        |                        |
| Misc. Support Equipment                       | FL 90-0811 | 81,702               | 81,702                   |                        |                        |                        |                        |                        |
| Misc. Support Equipment                       | FL 90-0841 | 35,000               | 35,000                   |                        |                        |                        |                        |                        |
|   |            | 161,381              | 161,381                  |                        |                        |                        |                        |                        |
| <b>Total Miscellaneous Expenditures</b>       |            | <b>\$ 1,140,819</b>  | <b>\$ 464,337</b>        | <b>\$ 176,482</b>      | <b>\$ 300,000</b>      | <b>\$ -</b>            | <b>\$ 200,000</b>      | <b>\$ -</b>            |
| Contingency                                   | FL 90-X689 | 25,984               | -                        | 25,984                 |                        |                        |                        |                        |
| Contingency                                   | FL 90-X783 | 2,291                | -                        | 2,291                  |                        |                        |                        |                        |
| Contingency                                   | FL 90-X811 | 86,936               | -                        | 86,936                 |                        |                        |                        |                        |
| Contingency                                   | FL 90-X841 | 127,572              | -                        |                        | 127,572                |                        |                        |                        |
| Contingency                                   | FL 90-X873 | 158,284              | -                        |                        | 158,284                |                        |                        |                        |
| Contingency                                   | FTA        | 1,259,790            | -                        | 260,290                | 249,500                | 250,000                | 250,000                | 250,000                |
| <b>Total Contingency</b>                      |            | <b>\$ 1,660,857</b>  | <b>\$ -</b>              | <b>\$ 375,501</b>      | <b>\$ 535,356</b>      | <b>\$ 250,000</b>      | <b>\$ 250,000</b>      | <b>\$ 250,000</b>      |
| <b>Total Miscellaneous and Contingency</b>    |            | <b>\$ 2,801,676</b>  | <b>\$ 464,337</b>        | <b>\$ 551,983</b>      | <b>\$ 835,356</b>      | <b>\$ 250,000</b>      | <b>\$ 450,000</b>      | <b>\$ 250,000</b>      |
| <b>Total Capital Expenses</b>                 |            | <b>\$ 89,117,975</b> | <b>\$ 7,842,336</b>      | <b>\$ 17,420,294</b>   | <b>\$ 11,067,228</b>   | <b>\$ 28,904,369</b>   | <b>\$ 12,563,807</b>   | <b>\$ 11,319,941</b>   |

|                                   |                      |                     |                      |                      |                      |                      |                      |
|-----------------------------------|----------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| FTA Funding Under Grant           | 17,716,706           | 5,684,958           | 10,202,147           | 912,491              | 817,110              | 100,000              | -                    |
| FTA Future Funding                | 42,082,292           | 151,215             | 6,340,647            | 10,154,737           | 11,235,693           | 8,728,000            | 5,472,000            |
| FTA New Starts Funding            | 8,250,000            | -                   | -                    | -                    | 8,250,000            | -                    | -                    |
| DHS Funding                       | 435,000              | 217,500             | 217,500              | -                    | -                    | -                    | -                    |
| FDOT Funding                      | 1,502,886            | 1,166,886           | 336,000              | -                    | -                    | -                    | -                    |
| FDOT New Starts Funding           | 4,125,000            | -                   | -                    | -                    | 4,125,000            | -                    | -                    |
| Section 5310                      | 562,451              | 274,451             | 288,000              | -                    | -                    | -                    | -                    |
| Restricted Funds for FTA Projects | 13,020               | 13,020              | -                    | -                    | -                    | -                    | -                    |
| PSTA General Reserves             | 14,230,620           | 134,306             | 36,000               | -                    | 4,476,566            | 3,735,807            | 5,847,941            |
| PSTA Operating Funds              | 200,000              | 200,000             | -                    | -                    | -                    | -                    | -                    |
| <b>TOTAL CAPITAL PROGRAM</b>      | <b>\$ 89,117,975</b> | <b>\$ 7,842,336</b> | <b>\$ 17,420,294</b> | <b>\$ 11,067,228</b> | <b>\$ 28,904,369</b> | <b>\$ 12,563,807</b> | <b>\$ 11,319,941</b> |

NR - Needs Replacement  
NI - New Initiative (expansion)  
M - Mandatory



Pinellas Suncoast Transit Authority

3201 Scherer Drive

St. Petersburg, Florida 33716

PSTA info line (727) 540-1900

TDD (727) 540-0603

[www.PSTA.net](http://www.PSTA.net)