

**PINELLAS SUNCOAST TRANSIT  
AUTHORITY**

**ADOPTED OPERATING BUDGET**

**FISCAL YEAR 2007-2008**

**FY 2007 – 2008 BUDGET  
ASSUMPTIONS**

REVENUES

1. Passenger fares reflect no changes to the fare structure. It is assumed that the FY 08 budget will be 6.3% higher than the FY 07 budget.
2. Auxiliary Revenue for FY 08 assumes a significant reduction in bus advertising revenue due to the increased number of buses with the new paint scheme. A slight increase in revenues from advertising in passenger shelters is also assumed.
3. Non-Transportation Revenue includes interest earned on investments and interest paid to PSTA by the County Tax Collector. The interest paid to PSTA by the County Tax Collector should remain constant. The earnings from investments in the State Pool should increase due to the Board adopted policy extending the average maturity of the investments.
4. Tax Revenue represents the ad valorem taxes estimated based on recently passed legislation. The current millage rate is 0.6074 and the millage cap is 0.75 mills. The budget assumes a millage rate of 0.5601.
5. Local Beach Trolley revenue is derived from the cities of St. Pete Beach and Treasure Island for the service to their communities by the Suncoast Beach Trolley<sup>SM</sup>. The increase in their contributions is based on a contractual agreement, which expires in December of 2008.
6. State Reimbursement-Fuel Taxes is the amount of taxes rebated to PSTA for diesel fuel used in revenue vehicles. The increase in revenue is attributed to the increased mileage that resulted from service improvements made late in FY 07.
7. State Grants revenue includes Florida Department of Transportation (FDOT) Block Grant funds which will be slightly reduced, service development grants for the routes 18, 19, 59, 74 and 78, and corridor grants for the routes 100x and 300x. The service development grant revenue is less than FY 07 due to several grants being totally used up during FY 07. The corridor grant revenue, however, is 5% greater than FY 07.
8. Federal Grants includes \$80,000 in federal planning funds passed through the MPO which is the same amount as FY 07. Also included is \$1,200,000 in federal funds for parts and tires which is the same amount as FY 07. Added to the budget is federal funding for security amounting to \$160,000 which was not included in the FY 07 budget. Lastly, a federal grant for special service oriented for job access has been used up and no other funding is available to replace that grant.

## EXPENSES

1. Labor costs are based on 609 positions, which is 8 less than FY 07. There were 9 positions eliminated in the budget. These positions include 7 Mechanics, one Maintenance Supervisor, and a Deputy Executive Director. These 9 positions are currently vacant. One position, a General Liability Claims Adjuster, was added to the budget this year. Annual salary and wage rate adjustments for most employees will be 4%. Employees with less than five years service and covered by the TBATWU collective bargaining agreement will receive rate increases greater than 4%.
2. Fringe Benefits include employee insurance, Florida Retirement System (FRS) contributions, Social Security and Medicare payments, other labor contract required benefits and workers' compensation claims cost. The employee insurances are based on approved contract rates for these benefits. Fringe benefits increased in all areas except workers' compensation which enjoyed a decrease due to the settlement of several large claims in FY 07.
3. Services expense is the cost of services PSTA purchases from the private sector and other government agencies. Legal expenses are increased due to major litigation expected during FY 08. The reduction in Computer Hardware and Software expense is due to a reduction in license fees associated with the change in the main software package.
4. Supplies include the cost of fuel, tires, parts and supplies. Fuel costs are budgeted to decline from budgeted levels in FY 07, although they are greater than actual costs for the same period. This is partially due to increased mileage in FY 08 compared to FY 07 and higher fuel prices.
5. Insurance expense consists of premiums and claims cost for property, vehicle, general liability, and workers' compensation. Claims expense for FY 07 is higher than the current budget due to the settlement of several claims.
6. Utility expense includes water, sewer, electricity, garbage collection, communications and natural gas. Budget levels for FY 08 are anticipated to decline 5.3% from FY 07 levels.
7. Taxes and Licenses include state and local fuel taxes and licenses for new vehicles. PSTA pays the State Tax (15.3 cents per gallon), Florida County Diesel Tax (13.2 cents per gallon), the Florida Coastal Pollution Tax (2.072 cents per gallon), and the Federal Diesel Tax (0.220 cent per gallon). The total tax is 30.792 cents per gallon of which 23.5 cents per gallon used is refunded on a quarterly basis. The increase in fuel taxes is attributed to increased fuel consumption due to increased service mileage.
8. Purchased Transportation expense is the cost of the Americans with Disabilities Act demand response service, demand response service to East Lake (non ADA), and funding for the Looper Service in St. Petersburg. The ADA service usage and cost, which has increased more than \$300,000 in the current year, will continue to grow.
9. Miscellaneous expense includes PSTA's marketing efforts, employee recruitment costs and employee training costs. The Marketing Departments' ads and promotion budget has been reduced 9.3%. Pre-employment costs have also been reduced due to reduced hiring levels compared to FY 07.
10. General Reserve Fund represents funds placed into Reserves. The ending FY 07 surplus will go into reserves of which \$116,800 will be applied to the dedicated three month expense reserve requirement.

**PINELLAS SUNCOAST TRANSIT AUTHORITY**  
**Summaries of Adopted Budgets**  
**FY 2007 and 2008**

Description	FY 06-07 Adopted Budget	FY 07-08 Requested Budget
<b>Operating Revenues</b>		
Passenger Fares	\$10,108,210	\$10,890,000
Auxiliary Revenue	130,100	85,800
Non-Transportation Revenue	1,046,010	1,460,000
Taxes	37,746,300	37,076,200
Local Beach Trolley	502,000	564,000
State Reimbursement-Fuel Taxes	563,010	546,000
State Grants	4,224,200	4,183,300
Federal Grants	1,475,000	1,440,000
General Reserve Fund	0	0
<b>Total Operating Revenue</b>	<b>\$55,794,830</b>	<b>\$56,245,300</b>
<b>Operating Expenses</b>		
Labor	\$24,167,200	\$24,715,000
Fringe Benefits	\$9,951,090	10,382,600
Services	3,485,750	3,156,960
Supplies	9,951,400	9,280,930
Insurance	1,638,320	1,645,850
Utilities	672,000	636,500
Taxes & Licenses	755,330	816,360
Purchased Transportation	4,555,000	4,972,300
Miscellaneous	618,740	638,800
General Reserve Fund	0	0
<b>Total Operating Expenses</b>	<b>\$55,794,830</b>	<b>\$56,245,300</b>

**DETAIL BUDGET EXPENSES**

**October 1, 2006 and 2007**

<b><u>SALARIES</u></b>	<b>Adopted Budget FY 06-07</b>	<b>Adopted Budget FY 07-08</b>
<b>TOTAL SALARIES:</b>	<b>\$24,167,200</b>	<b>\$24,715,000</b>

**FRINGE BENEFITS**

Dental Insurance	\$97,300	\$101,300
Health Insurance	4,140,300	4,726,400
Life Insurance	78,320	80,600
Vision Insurance	37,700	37,700
Total:	4,353,620	4,946,000
Florida Retirement System (FRS)	2,404,010	2,463,300
Uniforms, Tools, School Tuition	154,800	167,600
Social Security/Medicare	1,848,760	1,890,700
Sick Time Fund/Vacation Payoffs	130,300	130,000
Unemployment	25,600	25,000
Workers' Compensation claims	1,034,000	760,000
<b>TOTAL FRINGE BENEFITS:</b>	<b>\$9,951,090</b>	<b>\$10,382,600</b>

**SERVICES**

**Advertising**

Marketing	Advertising Fees	\$53,500	\$60,000
	Total:	53,500	60,000

**Professional & Technical**

Insurance	Administrative Fees/Risk Management	141,600	87,610
Planning	Architect & Engineering Services	186,170	10,000
Finance	Audit	95,000	105,000
Human Resources	Employee Assistance Program	7,500	7,500
Transportation	Field Observers	3,500	3,500
Information Technology	Internet Service	6,000	6,000
General Function	Legal Services	250,000	270,100
General Function	Lobbyist	70,000	72,000
Planning	Other Prof & Tech Services	17,000	18,000
General Function	Property Appraisal	25,000	0
Marketing	Tech Serv - Video of Transit Meeting	16,000	14,000
Human Resources	Training Services	15,100	17,000
General Function	Tax Collection	792,600	741,900
General Function	Tax Assessor	327,450	325,400
General Function	Arbitration Legal Fees	500	500
	Total:	1,953,420	1,678,510

**Temporary Help**

All Departments	Temporary Help	0	9,500
	Total:	0	9,500

**DETAIL BUDGET EXPENSES**

**October 1, 2006 and 2007**

<b><u>SERVICES - continued</u></b>		<b>Adopted Budget FY 06-07</b>	<b>Adopted Budget FY 07-08</b>
<u>Custodial Services</u>			
Facility Maintenance	Custodial Service	\$27,000	\$33,000
Facility Maintenance	Custodial Service - Central Plaza	36,740	37,350
Facility Maintenance	Custodial Service - Park Street	31,800	32,800
Facility Maintenance	Custodial Service - Bus Shelters	535,000	545,000
	Total:	<u>630,540</u>	<u>648,150</u>
<u>Security</u>			
Facility Maintenance	Security	160,800	160,000
	Total:	<u>160,800</u>	<u>160,000</u>
<u>Contract Maintenance Services</u>			
Facility Maintenance	Building Repair & Grounds Maintenance	61,800	75,100
Facility Maintenance	Bus Washer Maintenance Service	0	1,000
Information Technology	Computer Hardware & Software Service	335,000	210,000
Finance	Copier Maintenance	15,000	15,000
Facility Maintenance	Drain & Sludge & Paint Removal Service	30,000	25,000
Finance	Money Pick-Up Services	12,000	12,500
All Departments	Office Equipment Repair	15,630	19,850
All Departments	Other Miscellaneous Services	9,000	30,750
Maintenance	Outside Vehicle Repairs	69,000	51,700
Maintenance	Radio Maintenance	50,500	58,000
Maintenance/Facility Maint	Repair Shop Equipment & Tools Service	11,000	11,000
Facility Maintenance	Elevator, Building A/C System	45,560	43,900
Information Technology	Telephone	13,500	22,000
Maintenance	Towing Services	19,500	20,000
	Total:	<u>687,490</u>	<u>600,800</u>
<b><u>TOTAL SERVICES:</u></b>		<b><u>\$3,485,750</u></b>	<b><u>\$3,156,960</u></b>

**SUPPLIES**

Fuel & Lubricants

Transportation	Diesel & Lubricants	\$6,844,890	\$6,157,040
Transportation	Compressed Natural Gas	190,860	142,490
Maintenance	Unleaded Gas & Lubricants	100,100	100,200
	Total:	<u>7,135,850</u>	<u>6,399,730</u>

Tires & Tubes

Maintenance	Tires and Tubes	407,500	409,000
	Total:	<u>407,500</u>	<u>409,000</u>

**DETAIL BUDGET EXPENSES**

**October 1, 2006 and 2007**

<b><u>SUPPLIES - continued</u></b>		<b>Adopted Budget FY 06-07</b>	<b>Adopted Budget FY 07-08</b>
<u>Repair Parts &amp; Supplies</u>			
Maintenance	Repair Parts	\$989,000	\$1,027,000
Maintenance	Repair Parts - Grant Parts	800,000	800,000
Maintenance/Facility Maint	Building & Grounds Supplies	122,500	129,000
Maintenance	Shop Supplies	135,000	140,000
Facility Maintenance	Bus Shelter/Stop/Bench Parts & Supplies	18,000	19,000
Information Technology	Computer Supplies	22,000	13,000
Maintenance	Obsolete Parts Inventory	12,000	0
All Departments	Office Supplies/Equipment Rep Supplies	64,850	94,050
Transportation	Other Miscellaneous Supplies	8,000	9,150
All Departments	Postage	27,700	28,000
Transportation	Safety & Training Supplies	14,000	18,000
Marketing	Schedules & System Map Supplies	135,000	135,000
Marketing	Special Marketing Supplies	25,000	25,000
Marketing	Tickets & Passes Supplies	35,000	35,000
	Total:	<u>2,408,050</u>	<u>2,472,200</u>
<b>TOTAL SUPPLIES:</b>		<b><u>\$9,951,400</u></b>	<b><u>\$9,280,930</u></b>
 <b><u>INSURANCE</u></b>			
<u>Premiums</u>			
Insurance	Property Coverage	\$82,100	\$74,700
Insurance	Auto & General Liability	419,940	334,600
Insurance	Workers' Compensation	249,180	331,450
Insurance	State Assessment Fee Workers' Comp.	93,100	102,400
Insurance	Fuel Storage Facility	4,000	2,700
	Total:	<u>848,320</u>	<u>845,850</u>
 <u>Self-Insurance Claims</u>			
Insurance	Liability, Property & Other	790,000	800,000
	Total:	<u>790,000</u>	<u>800,000</u>
<b>TOTAL INSURANCE:</b>		<b><u>\$1,638,320</u></b>	<b><u>\$1,645,850</u></b>
 <b><u>UTILITIES</u></b>			
General Function	Water	\$40,000	\$38,000
General Function	Sewer	45,000	45,000
General Function	Electric	285,000	262,500
General Function	Garbage Collection	39,000	39,000
Information Technology	Communications	95,000	100,000
General Function	Natural Gas	168,000	152,000
<b>TOTAL UTILITIES:</b>		<b><u>\$672,000</u></b>	<b><u>\$636,500</u></b>
 <b><u>TAXES &amp; LICENSES</u></b>			
General Function	Vehicle Licensing	\$500	\$500
General Function	Fuel Taxes - Revenue Vehicle	742,570	803,430
General Function	Fuel Taxes - Service Vehicle	12,260	12,430
<b>TOTAL TAXES &amp; LICENSES:</b>		<b><u>\$755,330</u></b>	<b><u>\$816,360</u></b>

**DETAIL BUDGET EXPENSES**

**October 1, 2006 and 2007**

		<b>Adopted Budget FY 06-07</b>	<b>Adopted Budget FY 07-08</b>
<b><u>PURCHASED TRANSPORTATION</u></b>			
General Function	Purchased Transportation	\$4,415,000	\$4,832,300
General Function	Looper	140,000	140,000
<b>TOTAL PURCHASED TRANSPORTATION:</b>		<b>\$4,555,000</b>	<b>\$4,972,300</b>
<b><u>MISCELLANEOUS</u></b>			
Marketing	Advertising & Promotion Media	\$361,050	\$327,500
All Departments	Classified Advertising - Legal/Employer	28,500	28,500
Human Resources	Drug Screening	22,000	25,000
All Departments	Dues & Subscriptions	44,940	40,790
Human Resources	Physicals	9,000	12,000
All Departments	Training & Seminars	36,950	34,190
All Departments	Travel & Meetings	30,500	28,090
Finance	Bad Debt Expense	8,400	10,000
Finance	Bank Analysis/Fines & Penalties	5,000	60,000
Transportation/Maintenance	Bridge & Highway Tolls	13,100	13,650
Human Resources	Employee Functions	20,000	20,000
Maintenance	Freight	9,600	12,200
Human Resources	Pre-employment Testing	11,500	9,820
Marketing/Transportation	Rent/Leasing	18,200	17,060
<b>TOTAL MISCELLANEOUS:</b>		<b>\$618,740</b>	<b>\$638,800</b>
<b>GENERAL RESERVE FUND:</b>		<b>\$0</b>	<b>\$0</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$55,794,830</b>	<b>\$56,245,300</b>



PINELLAS SUNCOAST TRANSIT AUTHORITY  
GENERAL RESERVE ESTIMATES

	Estimate 9/30/06	Estimate 9/30/07	Estimate 10/01/07
Cash and Receivables	\$ 28,021,750	\$ 25,938,000	\$ 25,938,000
Less:			
Excess Insurance Coverage (Note 1)	(2,000,000)	(2,000,000)	(2,000,000)
Operating Reserve (Note 2)	(12,086,458)	(13,948,708)	(14,061,325)
Contingencies			
URS	(17,400)	0	0
Art Work	(25,000)	(25,000)	(25,000)
Concrete Replacement	(9,250,000)	(5,500,000)	(5,500,000)
C&T Outstanding Issues			
Paint Booth and Gas Detection	(40,000)	(40,000)	(40,000)
Contract Balance	(3,592,812)	(1,515,000)	(1,515,000)
Mincom Exposure	0	(2,200,000)	(2,200,000)
Litigation	0	(129,900)	(129,900)
	(27,011,670)	(25,358,608)	(25,471,225)
	\$ 1,010,080	\$ 579,392	\$ 466,775

Notes:

1. Per Board of Directors Resolution.
2. Three month operating reserve.

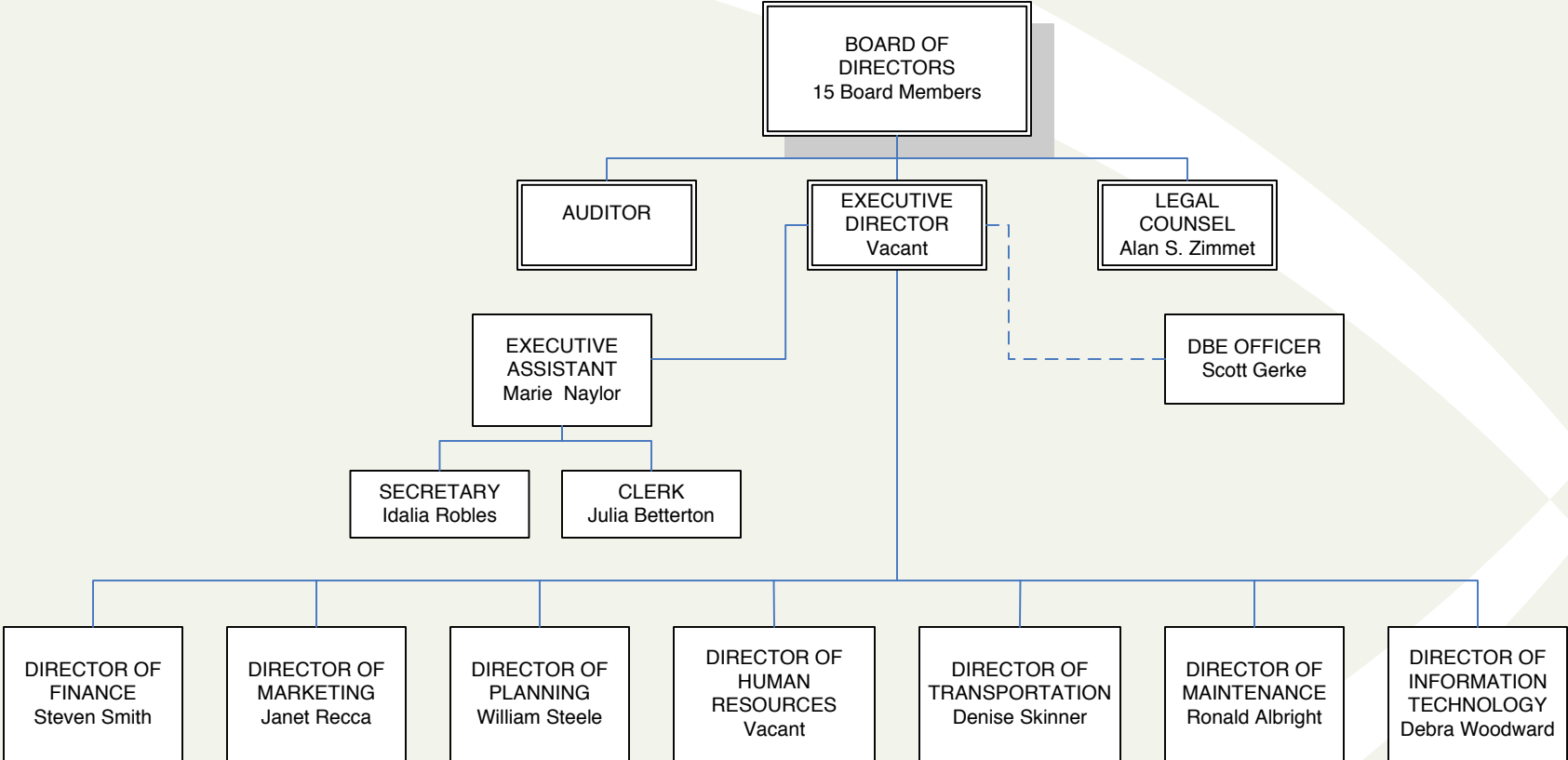
## STAFF LEVEL REPORT

Position	FY 2006-2007 Adopted	FY 2007-2008 Adopted
<b>EXECUTIVE DIRECTOR'S OFFICE</b>		
Executive Director	1	1
Deputy Executive Director	1	0
Executive Assistant	1	1
Secretary	1	1
Receptionist	1	0
Clerk	1	1
<b>TOTAL:</b>	<b>6</b>	<b>4</b>
<b>FINANCE DEPARTMENT</b>		
Director of Finance	1	1
Purchasing Manager	1	1
Controller	1	1
Risk Manager	1	1
Budget Manager	1	1
Statistical Data Manager	1	1
Risk Supervisor	1	1
General Liability Claims Adjuster	0	1
Senior Accountant	4	3
Accountant	0	1
Risk Coordinator	1	1
Administrative Assistant	1	1
Purchasing Buyer	3	3
Secretary	2	2
Accounting Specialist	3	3
Payroll Specialist	2	2
Risk Specialist	1	1
Clerk	3	3
<b>TOTAL:</b>	<b>27</b>	<b>28</b>
<b>HUMAN RESOURCES DEPARTMENT</b>		
Director of Human Resources	1	1
HR/EO Coordinator	1	1
Benefits Coordinator	1	1
Recruiting Specialist	1	1
HR Assistant	1	1
<b>TOTAL:</b>	<b>5</b>	<b>5</b>

<b>STAFF LEVEL REPORT</b>		
<b>Position</b>	<b>FY 2006-2007 Adopted</b>	<b>FY 2007-2008 Adopted</b>
<b>MARKETING DEPARTMENT</b>		
Director of Marketing	1	1
Customer Relations Manager	1	1
Community Relations Manager	1	1
Lead Supervisor	1	1
Marketing Communications Coordinator	1	1
Marketing & Sales Coordinator	1	1
Graphics Coordinator	2	2
Marketing Specialist	1	1
Receptionist	0	1
Customer Service Representative (CSR)	14	14
<b>TOTAL:</b>	<b>23</b>	<b>24</b>
<b>INFORMATION TECHNOLOGY DEPARTMENT</b>		
Director of Information Technology	1	1
Systems Manager	1	1
Systems Analyst	3	3
<b>TOTAL:</b>	<b>5</b>	<b>5</b>
<b>PLANNING DEPARTMENT</b>		
Director of Planning	1	1
Transit Planner	1	1
Demand Response Coordinator	1	1
Planning Analyst	2	3
Administrative Assistant	1	1
Clerk	1	0
<b>TOTAL:</b>	<b>7</b>	<b>7</b>
<b>TRANSPORTATION DEPARTMENT TRANSPORTATION ADMINISTRATION</b>		
Director of Transportation	1	1
Manager of Schedules	1	1
Division Manager	1	1
Safety & Security Manager	1	1
Lead Supervisor	1	1
Safety & Training Supervisor	3	3
Transportation Supervisor	22	22
Administrative Assistant	1	1
Secretary	1	1
Transit Analyst	3	3
<b>TOTAL:</b>	<b>35</b>	<b>35</b>
<b>TRANSPORTATION OPERATIONS</b>		
Bus Operator	394	394
<b>TOTAL:</b>	<b>394</b>	<b>394</b>
<b>TRANSPORTATION TOTAL:</b>	<b>429</b>	<b>429</b>

<b>STAFF LEVEL REPORT</b>		
<b>Position</b>	<b>FY 2006-2007 Adopted</b>	<b>FY 2007-2008 Adopted</b>
<b>MAINTENANCE DEPARTMENT MAINTENANCE ADMINISTRATION</b>		
Director of Maintenance	1	1
Maintenance Safety & Training Supervisor	1	1
Vehicle Maintenance Superintendent	1	1
Lead Supervisor	1	1
Lead Supervisor - Storeroom	0	1
Inventory Control Clerk	7	6
Maintenance Buyer	1	1
Maintenance Supervisor	7	6
Clerk	1	1
Administrative Assistant	1	1
<b>TOTAL:</b>	<b>21</b>	<b>20</b>
<b>MAINTENANCE OPERATIONS</b>		
Building & Grounds Worker	2	2
Service Attendant	20	20
Master Mechanic	15	10
Journeyman Mechanic	29	27
Mechanic	17	17
<b>TOTAL:</b>	<b>83</b>	<b>76</b>
<b>FACILITY MAINTENANCE</b>		
Facility Maintenance Superintendent	1	1
Facility & Equipment Mechanic	6	6
Building & Grounds Worker	4	4
<b>TOTAL:</b>	<b>11</b>	<b>11</b>
<b>MAINTENANCE TOTAL:</b>	<b>115</b>	<b>107</b>
<b>GRAND TOTAL:</b>	<b>617</b>	<b>609</b>

# PINELLAS SUNCOAST TRANSIT AUTHORITY ORGANIZATIONAL CHART



## EXECUTIVE DIRECTOR'S OFFICE

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### FUNCTIONS AND RESPONSIBILITIES

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The Office of the Executive Director is responsible for the total bus system performance, including the identification and implementation of programs to minimize operating costs, enhance service quality, and increase revenues and ridership. Other specific responsibilities include: the planning, identification and review of capital facility and equipment requirements, contract administration monitoring, the review of capital and operating budgets; the development and monitoring of both short and long range plans, the administration of PSTA's Equal Employment Opportunity policy and programs, and administration of the central mailroom. All Board of Directors functions are managed by the Executive Director's Office, including the preparation and distribution of all meeting minutes and meeting coordination.

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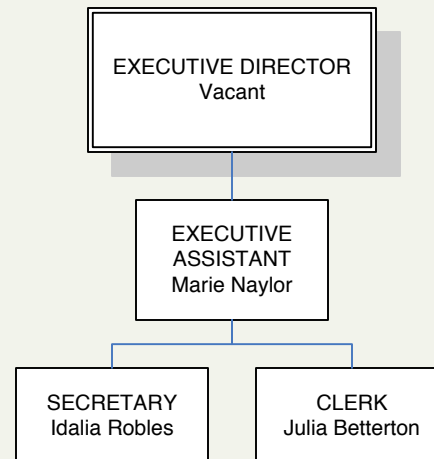
<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Executive Director	1	1
Deputy Executive Director	1	0
Executive Assistant	1	1
Receptionist	1	0
Clerk	1	1
Secretary	1	1
<b>TOTAL FULL-TIME</b>	<b>6</b>	<b>4</b>

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<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Salaries & Wages	\$378,100	\$273,500
Fringe Benefits	138,930	134,530
Contractual Services	2,100	3,750
Materials & Supplies	3,200	3,500
Other Expenses	4,700	9,400
<b>TOTALS</b>	<b>\$527,030</b>	<b>\$424,680</b>

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# PSTA EXECUTIVE OFFICE



## **FINANCE DEPARTMENT**

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### **FUNCTIONS AND RESPONSIBILITIES**

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The Finance Department serves as the primary source of financial information for the management of the Authority. The five (5) divisions in the Finance Department are Accounting, Budget, Purchasing, Risk Management, and Statistical Data.

The Accounting Division is responsible for the financial books and records of the Authority. It prepares all financial reports including the audited Pinellas Suncoast Transit Authority's annual financial statement and schedules. The Division tracks all revenue and expenditures, prepares reports to grantor agencies, and administers investments.

The Budget Division prepares the Authority's annual budget and monitors expenditures against the adopted budget. It prepares management organizational reports and long-range financial reports for budget planning. This division is also responsible for the Records Management of the Authority, ensuring the appropriate recording and disposal of public documents in compliance with Florida Statutes.

The Purchasing Division is responsible for the development, maintenance, and implementation of Authority wide purchasing, consultant selection and contracting procedures. Specific responsibilities include purchasing bus parts, materials, and services required for transit operations as well as office supplies, furniture, equipment, and miscellaneous services for all areas of the Authority. The division maintains all official contract files, bidders' lists, vendor files, vendor directories, and contract lists. In addition, Purchasing provides records related to all purchasing functions and transactions that are retained and available for audit and periodic review in accordance with federal, state, and local retention requirements. The purchasing Division is also responsible for coordinating large capital projects. In conjunction with the Controller and HR/EO Coordinator, the Purchasing Manager develops the annual PSTA DBE goal.

The Risk Management Division is responsible for protecting the Authority's assets through field evaluations and inspections of PSTA property to identify, appraise, and correct risk hazards and/or determine loss potential. This division coordinates and monitors the claims function for general liability, vehicle liability, and property insurance programs. This division 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 division is responsible for developing accident prevention and loss control methods and procedures. In addition, the Risk Management Division ensures that subrogation opportunities are fully developed. 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 vehicle liability claims.

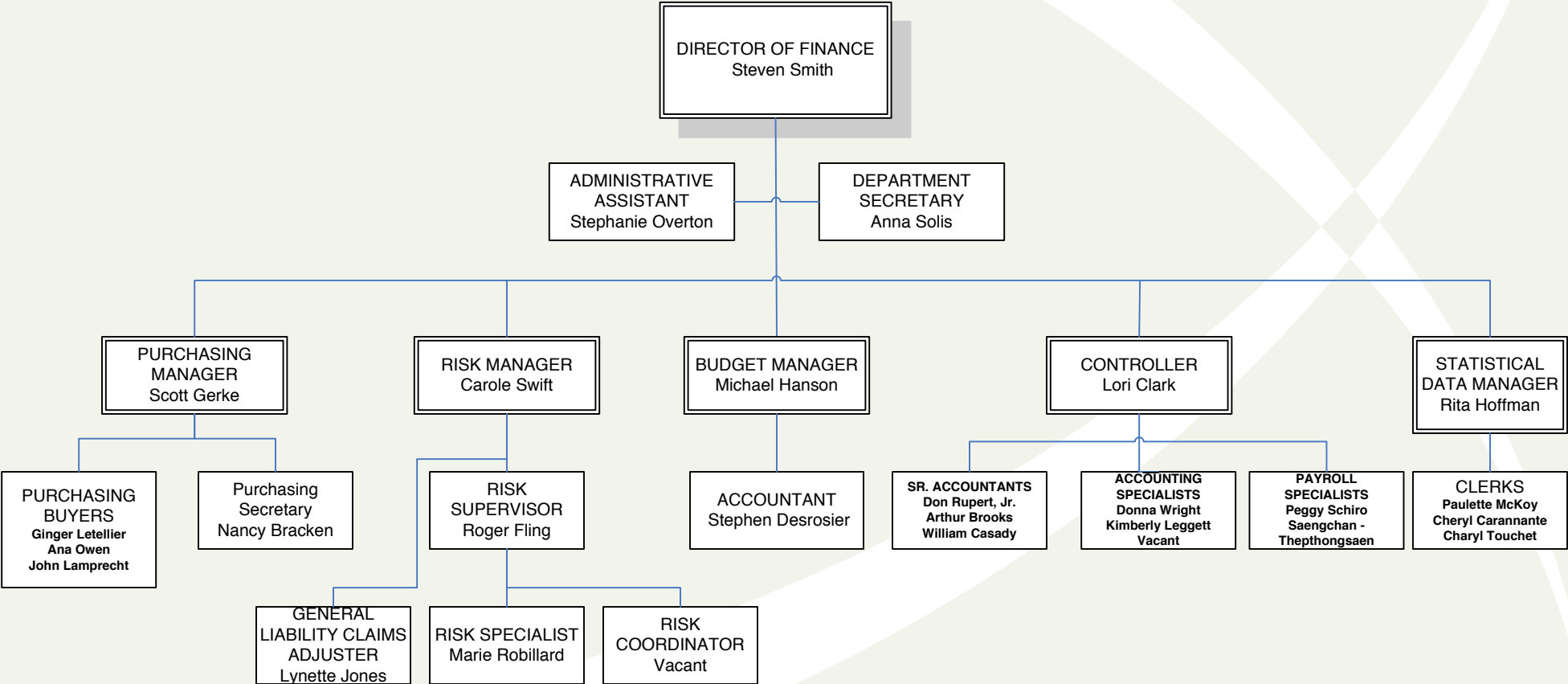
The Statistical Data Division is responsible for collecting, recording, and reporting revenue and ridership information. In addition, statistical reports and surveys required by federal, state and local agencies, and daily reports used by administration for management and control are completed by this division.



**FINANCE DEPARTMENT (CONTINUED)**

<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Director of Finance	1	1
Purchasing Manager	1	1
Budget Manager	1	1
Controller	1	1
Risk Manager	1	1
Statistical Data Manager	1	1
Risk Supervisor	1	1
General Liability Claims Adjuster	0	1
Risk Coordinator	1	1
Risk Specialist	1	1
Administrative Assistant	1	1
Secretary	2	2
Senior Accountant	4	3
Accountant	0	1
Accounting Specialist	3	3
Payroll Specialist	2	2
Purchasing Buyer	3	3
Clerk	3	3
<b>TOTAL FULL-TIME</b>	<b>27</b>	<b>28</b>
<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Salaries & Wages	\$1,267,500	\$1,372,100
Fringe Benefits	455,050	499,640
Contractual Services	139,000	156,000
Materials & Supplies	49,800	50,800
Other Expenses	45,200	101,990
<b>TOTALS</b>	<b>\$1,956,550</b>	<b>\$2,180,530</b>

# PSTA FINANCE DEPARTMENT



# PLANNING DEPARTMENT

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## FUNCTIONS AND RESPONSIBILITIES

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The Planning Department is responsible for the overall focusing of PSTA's resources in the areas of operational planning, performance monitoring, and conducting special short, intermediate and long-range analytical studies related to the bus system. The resulting actions are then coordinated within the Authority as well as with local governments. Americans with Disabilities Act (ADA) Demand Response Transportation (DART) services eligibility is administered, coordinated and monitored by this department. The department acts as the project manager for PSTA's travel training program, and consultant studies.

This department has responsibility for the implementation and monitoring of PSTA's contracted DART services. This program is carefully administered to provide the most service at the least possible cost, but even more importantly, to assure that eligibility and service levels are compliant with ADA implementing regulations.

Additional responsibilities will include planning staff support activities listed below, as time permits.

The Planning Department has the primary responsibility of applying for grants at the local, state, and federal level (i.e., MPO, FDOT, FTA). Once grants are obtained, Planning is responsible for monitoring and reporting on grant related activities. The Planning Department is the primary liaison to the County Government, MPO, FDOT, and the FTA. Planning staff routinely represents PSTA at a multitude of ad hoc and ongoing functions including: Transit Advisory Committee (PSTA), Citizens Advisory Committee (MPO), Technical Coordinating Committee (MPO), Metropolitan Planning Organization, Transit Advisory Group (FDOT), Local Coordinating Board (MPO), Bicycle Advisory Committee (MPO), Pedestrian Transportation Advisory Committee (MPO), Pinellas Mobility Initiative (MPO), Community Traffic Safety Team, West Central Florida Air Quality Coordinating Committee and others.

The Planning Department is also responsible for the development and reporting of program specific plans including the transit element of the Transportation Improvement Program (MPO), Transit Development Plan (FDOT), and Title VI Program (FTA).

**PLANNING DEPARTMENT (CONTINUED)**

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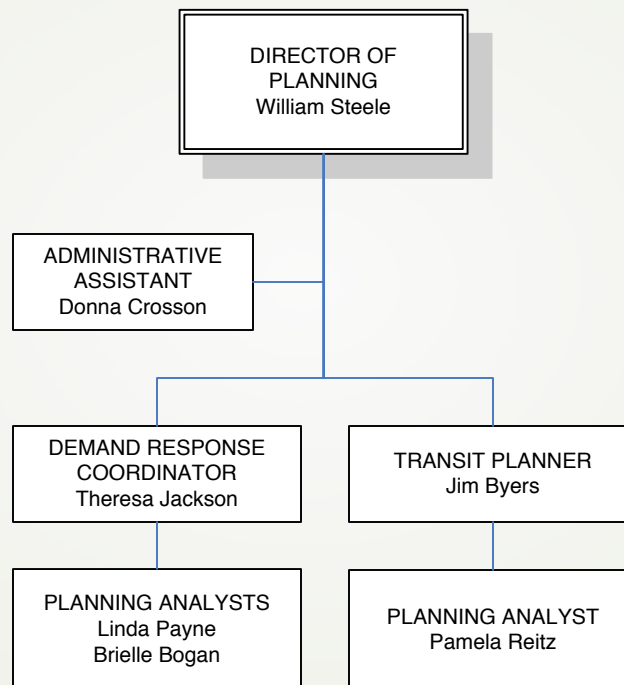
<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Director of Planning	1	1
Administrative Assistant	1	1
Transit Planner	1	1
Demand Response Coordinator	1	1
Planning Analyst	2	3
Clerk	1	0
<b>TOTAL FULL-TIME</b>	<b>7</b>	<b>7</b>

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<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Salaries & Wages	\$311,900	\$345,300
Fringe Benefits	116,330	124,750
Contractual Services	206,170	30,500
Materials & Supplies	6,000	6,000
Other Expenses	2,400	3,300
<b>TOTALS</b>	<b>\$642,800</b>	<b>\$509,850</b>

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# PSTA PLANNING DEPARTMENT



## HUMAN RESOURCES DEPARTMENT

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### FUNCTIONS AND RESPONSIBILITIES

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The Human Resources Department provides services in order to manage and develop the Authority's workforce. These services include: recruit, hire and retain qualified employees to meet the Authority's staffing needs; ensure a balanced, equitable employee compensation system; prepare and design competitive, cost effective, and comprehensive benefits programs; administer retirement programs including deferred compensation; coordinate labor relations activities; provide effective employee assistance and wellness programs; manage substance abuse and prevention and drug & alcohol testing requirements; compliance with Family and Medical Leave Act (FMLA) laws and regulations; manage employee and dependent insurance plans; handle disability programs; provide management information reports concerning staffing; and uphold PSTA Affirmative Action and Equal Employment Opportunity practices.

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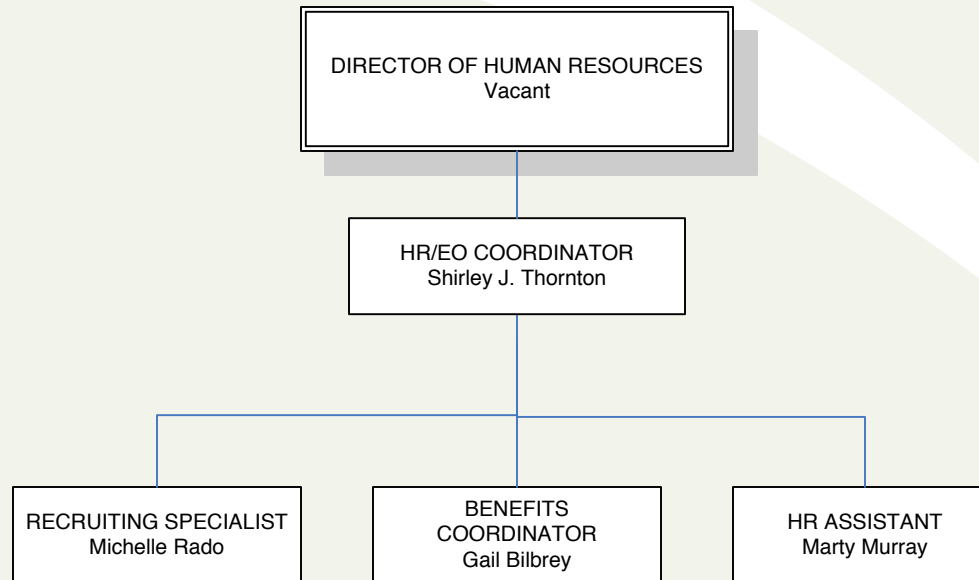
<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Director of Human Resources	1	1
HR/EO Coordinator	1	1
Recruiting Specialist	1	1
Benefits Coordinator	1	1
HR Assistant	1	1
<b>TOTAL FULL-TIME</b>	<b>5</b>	<b>5</b>

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<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Salaries & Wages	\$221,600	\$237,500
Fringe Benefits	80,560	88,140
Contractual Services	22,500	44,500
Materials & Supplies	2,000	2,000
Other Expenses	85,200	88,670
<b>TOTALS</b>	<b>\$411,860</b>	<b>\$460,810</b>

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# PSTA HUMAN RESOURCES DEPARTMENT



## **MARKETING DEPARTMENT**

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### **FUNCTIONS AND RESPONSIBILITIES**

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The Marketing Department 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 the government, business, and community leaders, and PSTA employees. Within the Marketing Department are two divisions: the Administrative Staff and the Customer Service Division.

Administrative staff oversees such programs as: the development, distribution, and sale of PSTA GO Cards from 21 sales outlets located throughout Pinellas County and via the Tickets by Mail program; the distribution and maintenance of approximately 325 locations in Pinellas County that serve as distribution outlets for passenger timetables, the system map, and other pertinent PSTA literature; the development and implementation of advertising, public relations, and other marketing activities including corporate sponsorships; creative graphics development for passenger information (i.e. timetables, shelter signage, brochures, etc.) and internal communications; management of the comment program for compliments and complaints received from the public; development and maintenance of the company Internet web site; customer service training for Bus Operators; community outreach and transit training programs; administration of the revenue generating bus advertising program; and media and community relations.

The Customer Service Division provides information service and staffs the three PSTA Customer Service Centers and the front desk at PSTA's Administrative offices. The InfoLine, which offers trip planning and general information services by telephone and TDD, is staffed by Customer Service Representatives (CSRs) for 14 hours on weekdays, 13 hours on Saturdays, and 7 ½ hours on Sundays and holidays. The CSRs also provide information and GO Card sales service from the Customer Service Centers, seven days a week. The front desk is staffed by a clerk who greets visitors, operates the main switchboard, and coordinates the Lost & Found process.

Additional responsibilities include overall support to other departments within the Authority where activities and decisions impact customer service, ridership (both existing and potential), employee relations, and agency image.



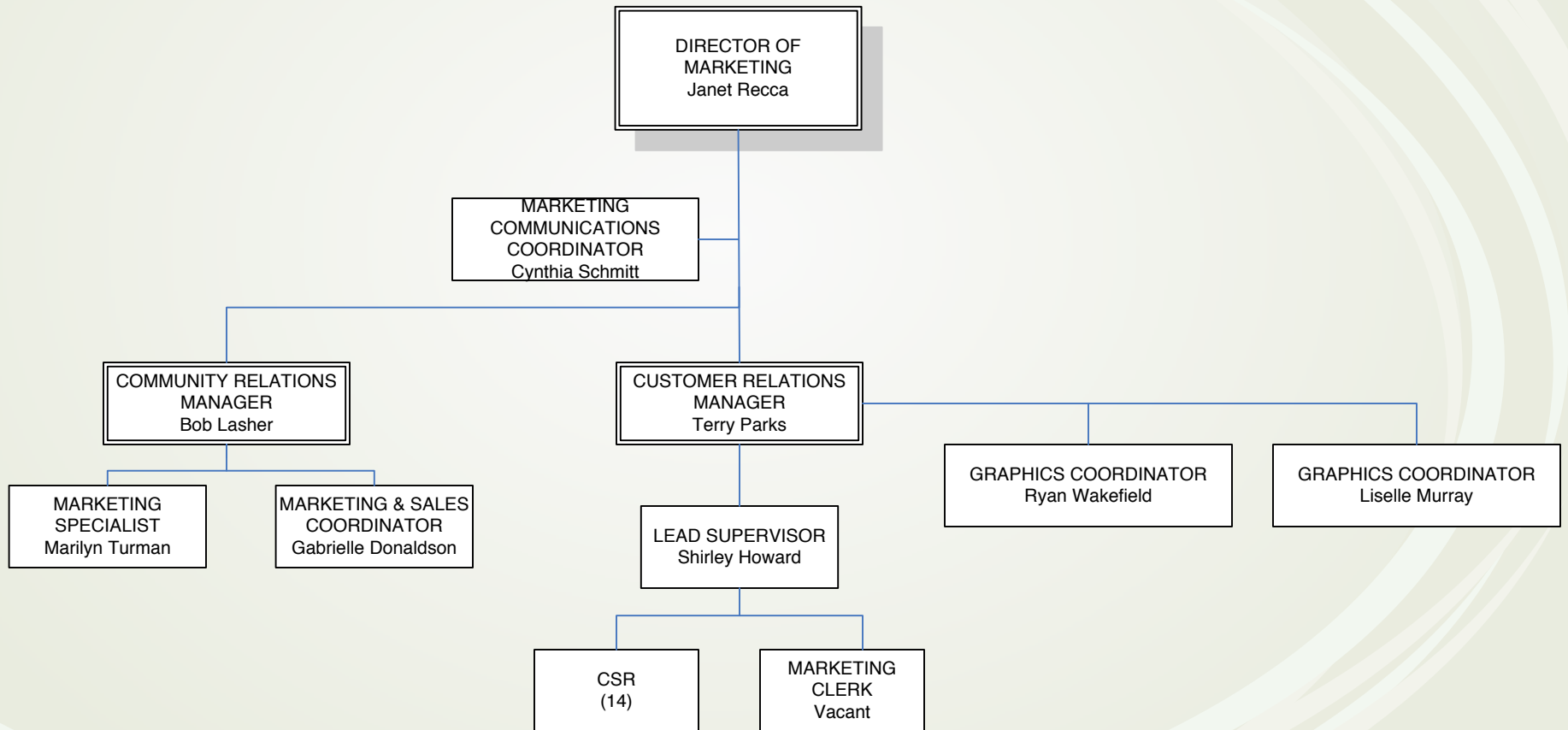
## MARKETING DEPARTMENT (CONTINUED)

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<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Director of Marketing	1	1
Marketing Communications Coordinator	1	1
Customer Relations Manager	1	1
Community Relations Manager	1	1
Lead Supervisor	1	1
Marketing and Sales Coordinator	1	1
Graphics Coordinator	2	2
Marketing Specialist	1	1
Clerk	0	1
Customer Service Representative	14	14
<hr/>		
<b>TOTAL FULL TIME</b>	<b>23</b>	<b>24</b>
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<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Salaries & Wages	\$944,400	\$1,033,700
Fringe Benefits	348,620	392,690
Contractual Services	75,130	79,850
Materials & Supplies	200,700	203,250
Other Expenses	370,390	334,750
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<b>TOTALS</b>	<b>\$1,939,240</b>	<b>\$2,044,240</b>

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# PSTA MARKETING DEPARTMENT



# INFORMATION TECHNOLOGY DEPARTMENT

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## FUNCTIONS AND RESPONSIBILITIES

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The Information Technology (IT) Department serves as the primary source of telephony and computer software technology information for the authority. The IT Department develops and maintains the telephone system and computer application systems within the authority. This department also develops and provides computer training and generates resource developmental plans. This department works in partnership with all the other departments and divisions to develop requirements, determine cost effective options in meeting the users needs such as implementing new application systems, providing on-going support to existing systems, researching new applications for the Authority, and providing hardware diagnostics and troubleshooting. This department assists in the development of the Authority's Long-Range Information Technology Plan, Annual Program of Projects, standards and practices for information systems, and technology appropriate to the Authority's plans, goals and objectives. In addition, the IT Department is responsible for coordinating and directing activities required to protect and recover information technology assets in the event of a disaster, and is responsible for the on-going maintenance, support, and upgrades of the telephone system. This department develops and manages the IT budget while working with other departments to identify their IT needs. This department develops and manages the computer network, including the selection of maintenance support vendors and the selection and procurement of hardware and software for the network.

## INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

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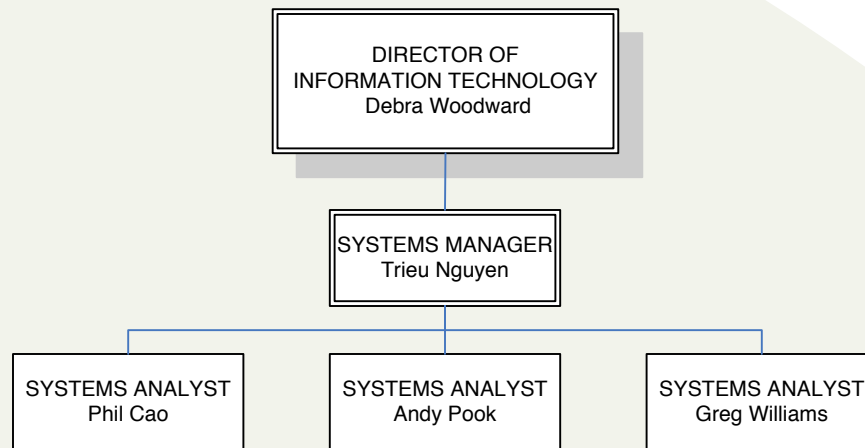
<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Director of Information Technology	1	1
Systems Manager	0	1
Systems Analyst	4	3
<b>TOTAL FULL-TIME</b>	<b>5</b>	<b>5</b>

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<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Salaries & Wages	\$279,900	\$322,400
Fringe Benefits	87,470	101,320
Contractual Services	354,500	241,000
Materials & Supplies	23,500	14,500
Total Utilities	95,000	100,000
Other Expenses	12,910	11,600
<b>TOTALS</b>	<b>\$853,280</b>	<b>\$790,820</b>

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# PSTA INFORMATION TECHNOLOGY DEPARTMENT



# TRANSPORTATION DEPARTMENT

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## FUNCTIONS AND RESPONSIBILITIES

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The Transportation Department is responsible for the operation of PSTA's 208 buses and trolleys that operate 35 fixed routes, 5 commuter routes and 2 Community Circulators. Transportation Department staffing includes 394 Bus Operators, 13 Administrative Staff and 22 Transportation Supervisors responsible for dispatching/fleet communications from PSTA's operating facility, scheduling the extraboard, all street operations, monitoring quality of service to our customers, and system performance. All safety and training functions for the bus operators are performed within the department including new hire training, refresher and defensive driving training, ADA/sensitivity training for PSTA employees, accident investigation and accident grading. The Safety and Training Division is also responsible for many transit security initiatives and training.

The Scheduling Division is responsible for creating and administering the operator general run bids, which includes all run cutting and scheduling activities, vehicle blocking, data analysis, creating schedules and route maps for public timetables and terminal/on-street information displays and the administration of the actual bidding process. Other duties of the division are monitoring route/service performance, developing/analyzing on-time performance data, administering the operators' vacation and holiday bids and PSTA's bus-stop amenity program.

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<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Director of Transportation	1	1
Division Manager	1	1
Manager of Schedules	1	1
Safety & Security Manager	1	1
Administrative Assistant	1	1
Secretary	1	1
Lead Supervisor	1	1
Transportation Supervisor	22	22
Safety and Training Supervisor	3	3
Transit Analyst	3	3
Bus Operator	394	394
<b>TOTAL FULL TIME</b>	<b>429</b>	<b>429</b>

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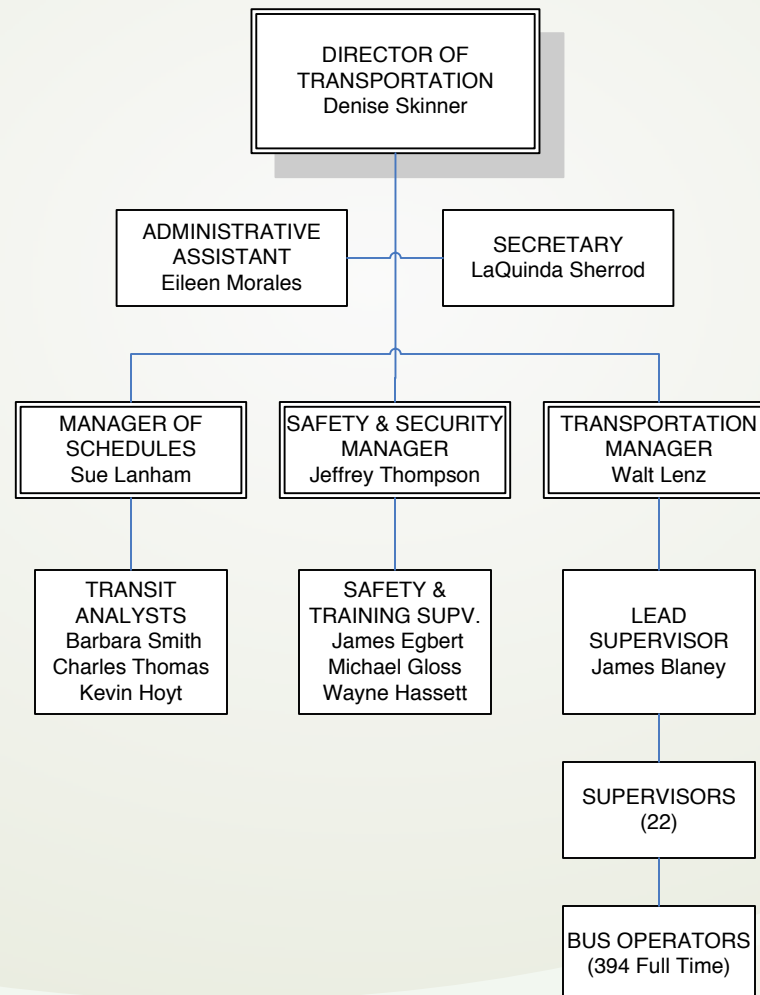
## TRANSPORTATION DEPARTMENT (CONTINUED)

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<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Salaries & Wages	\$16,501,300	\$16,964,700
Fringe Benefits	6,725,210	7,089,120
Contractual Services	3,500	3,500
Materials & Supplies	7,064,250	6,333,180
Other Expenses	39,900	36,200
<b>TOTALS</b>	<b>\$30,334,160</b>	<b>\$30,426,700</b>

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# PSTA TRANSPORTATION DEPARTMENT





## MAINTENANCE DEPARTMENT

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### FUNCTIONS AND RESPONSIBILITIES

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The Maintenance Department is responsible for the maintenance of PSTA's 208 buses and 52 non-revenue vehicles for the transportation, support services, and maintenance vehicles utilized to provide service to customers. Maintenance includes all preventative maintenance, running repairs, component, and heavy rebuild. The department is also responsible for the preparation of technical specifications for buses, equipment, and capital improvement projects and the management of bus purchases and equipment/facility improvements. All new hire training, technical training, compliance training and equipment training is also performed for the department's 107 employees. Other responsibilities include administration of the Maintenance Department general bids; materials management, warranty processing/management, and quality assurances program administration. The Facility Maintenance Division is responsible for the maintenance and repair of all facilities and buildings and the maintenance of all grounds and bus stops. This includes all general maintenance functions for buildings, terminals, all facility equipment (HVAC, electrical, plumbing, security systems, etc.), landscaping at facilities/terminals, and maintenance of all bus stops, including bus shelters and signage.

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<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Director of Maintenance	1	1
Facility Maintenance Superintendent	1	1
Vehicle Maintenance Superintendent	1	1
Maintenance Safety & Training Supervisor	1	1
Lead Supervisor	1	1
Lead Supervisor - Storeroom	0	1
Maintenance Supervisor	7	6
Secretary	1	1
Building & Grounds Worker	6	6
Service Attendant	20	20
Maintenance Buyer	1	1
Inventory Control Clerk	7	6
Clerk	1	1
Master Mechanic	15	10
Journeyman Mechanic	29	27
Mechanic	17	17
Facility & Equipment Mechanic	6	6
<b>TOTAL FULL-TIME</b>	<b>115</b>	<b>107</b>

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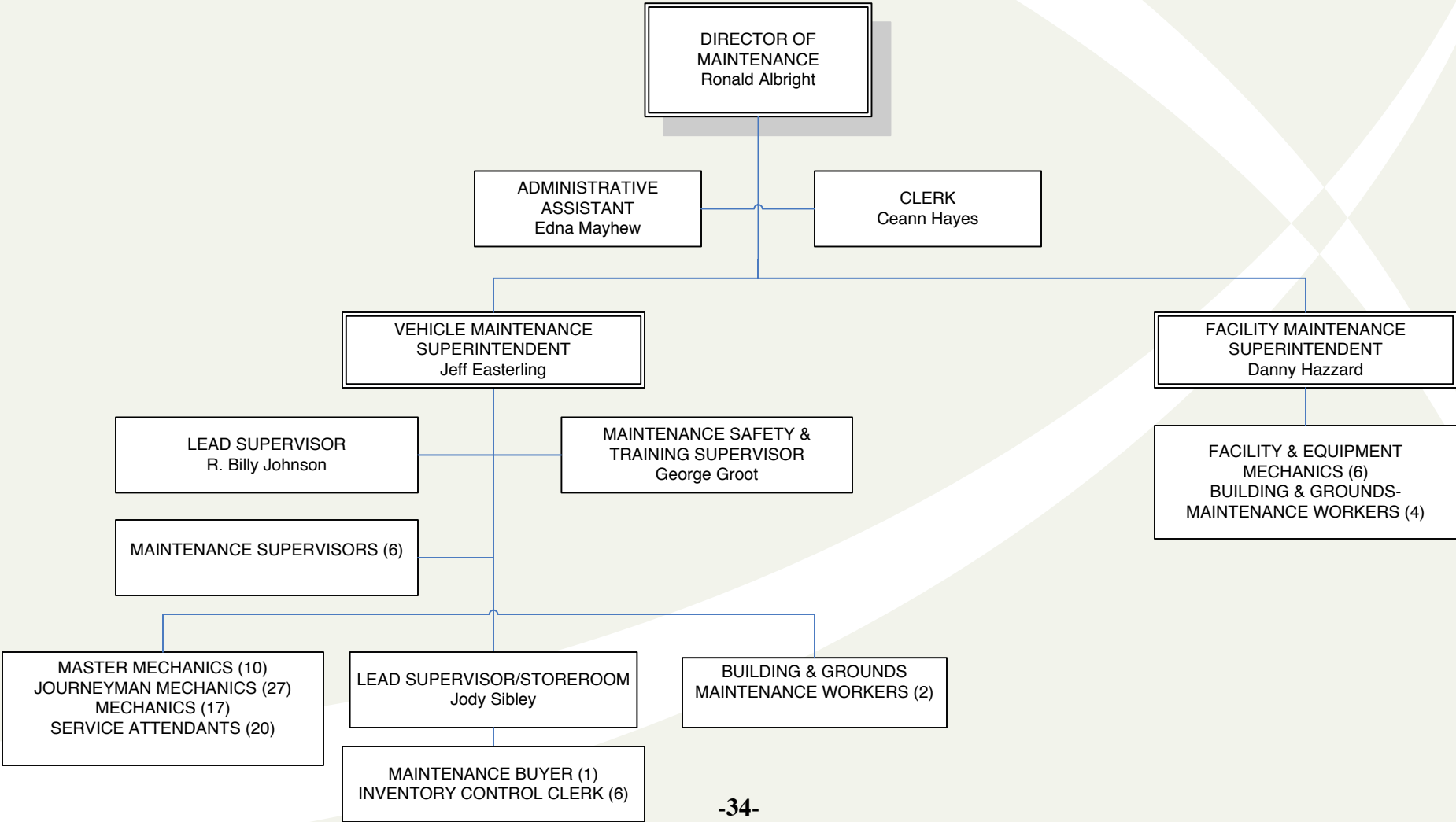
## MAINTENANCE DEPARTMENT (CONTINUED)

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<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Salaries & Wages	\$4,262,500	\$4,165,800
Fringe Benefits	1,998,920	1,952,410
Contractual Services	1,078,700	1,095,850
Materials & Supplies	2,587,950	2,627,700
Other Expenses	9,540	13,390
<b>TOTALS</b>	<b>\$9,937,610</b>	<b>\$9,855,150</b>

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# PSTA MAINTENANCE DEPARTMENT



## GENERAL FUNCTION DIVISION

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### FUNCTIONS AND RESPONSIBILITIES

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The General Function Division is maintained under the control of the Director of Finance. This Division was established as a separate general ledger division for the purpose of monitoring and controlling expenses that are considered part of the cost of doing business. There are no employees assigned to this division. Expenses that pertain to the entire Authority rather than an individual department, i.e., legal costs, utilities, purchased transportation, etc., are charged to the General Function.

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<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2006-2007</b>	<b>ADOPTED BUDGET FY 2007-2008</b>
Contractual Services	\$1,440,550	\$1,409,900
Materials & Supplies	14,000	40,000
Utilities	577,000	536,500
Taxes & Licenses	755,330	816,360
Purchased Transportation	4,555,000	4,972,300
Other Expenses	45,500	44,000
<b>TOTALS</b>	<b>\$7,387,380</b>	<b>\$7,819,060</b>

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## INSURANCE DIVISION

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### FUNCTIONS AND RESPONSIBILITIES

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The Insurance Division is maintained under the control of the Director of Finance with direct oversight by the Risk Manager. It was established as a separate general ledger division for the purpose of monitoring and controlling expenses related to PSTA's property and casualty insurance programs. 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 high self-insured retention (SIR) and excess insurance coverage several years ago, this division provides the tool for monitoring the program's cost effectiveness.

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SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2006-2007	ADOPTED BUDGET FY 2007-2008
Contractual Services	\$166,600	\$87,610
Insurance Premiums and Claims	1,638,320	1,645,850
<b>TOTALS</b>	<b>\$1,804,920</b>	<b>\$1,733,460</b>

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