

**PINELLAS SUNCOAST TRANSIT
AUTHORITY**

ADOPTED OPERATING BUDGET

FISCAL YEAR 2008-2009

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Budget Assumptions FY 2008 – 2009

Revenues

- **Passenger Fares** – Passenger fares reflect approved changes to the fare structure. Due to these changes, and an increase in ridership through FY 08, passenger fares are expected to increase by 26.1% over the FY 08 budget. The budget assumes the MPO will spend the same amount money purchasing passes that they spent in FY 08.
- **Auxiliary Revenue** – Auxiliary revenue assumes a significant increase of \$920,000 in bus advertising revenue.
- **Non-Transportation Revenue** – This item includes interest earned on investments and interest paid to PSTA by the County Tax Collector. A 3% rate of return was assumed in the budget.
- **Taxes** – Tax revenue represents the ad valorem taxes estimated to be collected. The budget assumes the millage rate to remain the same as it was the previous year. The current millage rate is 0.5601 mills. The millage cap is 0.75 mills.
- **Local Beach Trolley** – This item includes revenue paid to us from the cities of St. Pete Beach and Treasure Island for the service to their communities by the Suncoast Beach TrolleySM.
- **State Reimbursement of Fuel Taxes** – This item contains the amount of taxes rebated to PSTA for diesel fuel used in revenue vehicles.
- **State Grants** – This item includes Florida Department of Transportation Block Grant funds which will be slightly increased, service development grants for the routes 18, 59, and 74, and corridor grants for the routes 100x and 300x.
- **Federal Grants** – This item includes \$80,000 in federal planning funds passed through the MPO. This amount has remained constant from the previous fiscal year. Also included in this line item is \$1,200,000 in federal grant funds to be received to purchase maintenance repair parts and lease tires for the revenue vehicles. This amount has also remained constant from the previous fiscal year. Lastly, federal funding in the amount of \$135,700 to pay for security services has also been included. This amount has slightly decreased since last fiscal year.

Budget Assumptions FY 2008 – 2009

Expenses

- **Labor and Fringe Benefits** – Labor costs are based on 584 positions, which are 25 less than FY 08. The 25 positions eliminated from the budget include 20 Bus Operators, 3 Mechanics, 1 Transportation Supervisor, and 1 Secretary. Fringe benefit costs include employee insurance, Florida Retirement System contributions, Social Security and Medicare costs, other labor contract required benefits, and workers' compensation claims cost. Total fringe benefits are expected to increase by 1.5% this fiscal year.
- **Services** – This item includes the cost of services purchased from the private sector and other government agencies. Some services, such as field observers, architect & engineering services, and lobbyist services have been completely eliminated from the budget. Total custodial services have been cut 29.7%, mainly due to a \$192,000 decrease in the bus shelter cleaning budget.
- **Diesel Fuel** – Diesel fuel has been budgeted at \$3.45 a gallon. It is estimated that the authority will use approximately 2.46 million gallons of diesel fuel. Total diesel fuel expense is budgeted to increase by \$2.26 million dollars or 37.8% over the FY 08 budget.
- **Supplies** – This item includes the cost of repair parts, tires, and other miscellaneous supplies. Total supplies expense will decrease by 10.4% this fiscal year.
- **Insurance** – This item includes the cost of premiums and claims cost for property, vehicle, and general liability. Workers' compensation premiums are also included. Due to the decrease in some insurance rates, this line item is expected to decrease by 4.2%.
- **Utilities** – Total utilities are expected to increase by 31.5% this fiscal year. The majority of this increase is due to the fact that the main meter at the Scherer Drive facility was not being read correctly during previous years. Due to this incorrect reading, our budgets in past years have been understated.
- **Taxes & Licenses** – This includes state and local fuel taxes and licenses for new vehicles. PSTA pays 31.3 cents of fuel taxes for each gallon of diesel fuel purchased. A refund in the amount of 24 cents per gallon used is collected on a quarterly basis.
- **Purchased Transportation** – This expense includes the cost of the Americans with Disabilities Act demand response service (DART), demand response service to East Lake (non ADA), and funding for the Looper Service in St. Petersburg. The DART budget expense is based on an estimate of 256,000 trips to be taken this fiscal year.
- **Miscellaneous** – This line item includes expenses such as advertising, drug screening, physicals, bank analysis fees, and freight. This line item has been decreased by 38.7% this fiscal year. The majority of this decrease was in the advertising & promotion media budget, which was decreased this year by \$200,000.

PINELLAS SUNCOAST TRANSIT AUTHORITY
Summary of Adopted Budget
FY 2008 - 2009

Description	FY 07-08 Adopted Budget	FY 08-09 Adopted Budget	Increase/Decrease Percentage
Operating Revenues			
Passenger Fares	\$10,890,000	\$13,736,400	26.1%
Auxiliary Revenue	85,800	1,006,200	1072.7%
Non-Transportation Revenue	1,460,000	990,000	-32.2%
Taxes	37,076,200	33,962,000	-8.4%
Local Beach Trolley	564,000	600,000	6.4%
State Reimbursement-Fuel Taxes	546,000	589,850	8.0%
State Grants	4,183,300	4,239,200	1.3%
Federal Grants	1,440,000	1,415,700	-1.7%
Total Operating Revenue	<u>\$56,245,300</u>	<u>\$56,539,350</u>	0.5%
Operating Expenses			
Labor and Fringe Benefits	\$35,097,600	\$35,248,886	0.4%
Services	3,156,960	2,830,450	-10.3%
Diesel Fuel	5,984,580	8,248,570	37.8%
Supplies	3,296,350	2,953,440	-10.4%
Insurance	1,645,850	1,576,100	-4.2%
Utilities	636,500	837,000	31.5%
Taxes & Licenses	816,360	782,700	-4.1%
Purchased Transportation	4,972,300	3,670,544	-26.2%
Miscellaneous	638,800	391,660	-38.7%
Total Operating Expenses	<u>\$56,245,300</u>	<u>\$56,539,350</u>	0.5%

DETAIL BUDGET EXPENSES
Adopted Budget FY 07-08 and FY 08-09

<u>SALARIES AND FRINGE BENEFITS</u>	<u>Adopted Budget FY 07-08</u>	<u>Adopted Budget FY 08-09</u>	<u>Increase / Decrease Percentage</u>	
Executive	\$378,100	\$227,706	-39.8%	
Finance	1,267,500	1,351,426	6.6%	
Planning	311,900	377,936	21.2%	
Human Resources	221,600	232,469	4.9%	
Marketing	944,400	1,029,344	9.0%	
Information Technology	279,900	318,270	13.7%	
Transportation	16,501,300	17,293,983	4.8%	
Facility Maintenance	426,000	417,263	-2.1%	
Maintenance	3,836,500	3,356,696	-12.5%	
<u>TOTAL SALARIES:</u>	<u>\$24,715,000</u>	<u>\$24,605,093</u>	<u>-0.4%</u>	
<u>FRINGE BENEFITS</u>				
Dental Insurance	\$101,300	\$92,893	-8.3%	
Disability Insurance	0	500		
Health Insurance	4,726,400	4,826,700	2.1%	
Life Insurance	80,600	79,800	-1.0%	
Vision Insurance	37,700	36,200	-4.0%	
Total:	4,946,000	5,036,093	1.8%	
Florida Retirement System (FRS)	2,463,300	2,448,000	-0.6%	
Uniforms, Tools, School Tuition	167,600	168,600	0.6%	
Social Security/Medicare	1,890,700	1,882,300	-0.4%	
Sick Time Fund/Vacation Payoffs	130,000	78,400	-39.7%	
Unemployment	25,000	30,400	21.6%	
Workers' Compensation claims	760,000	1,000,000	31.6%	
<u>TOTAL FRINGE BENEFITS:</u>	<u>\$10,382,600</u>	<u>\$10,643,793</u>	<u>2.5%</u>	
<u>TOTAL SALARIES AND FRINGE BENEFITS:</u>	<u>\$35,097,600</u>	<u>\$35,248,886</u>	<u>0.4%</u>	
<u>SERVICES</u>				
<u>Advertising</u>				
Marketing	Advertising Fees	\$60,000	\$60,000	0.0%
	Total:	60,000	60,000	0.0%

DETAIL BUDGET EXPENSES
Adopted Budget FY 07-08 and FY 08-09

<u>SERVICES - continued</u>		<u>Adopted Budget FY 07-08</u>	<u>Adopted Budget FY 08-09</u>	<u>Increase / Decrease Percentage</u>
<u>Professional & Technical</u>				
Insurance	Administrative Fees/Risk Management	\$87,610	\$77,800	-11.2%
Planning	Architect & Engineering Services	10,000	0	-100.0%
Finance	Audit	105,000	115,000	9.5%
Human Resources	Employee Assistance Program	7,500	7,500	0.0%
Transportation	Field Observers	3,500	0	-100.0%
Information Technology	Internet Service	6,000	9,200	53.3%
General Function	Legal Services	270,100	300,000	11.1%
General Function	Lobbyist	72,000	0	-100.0%
Finance	Other Prof & Tech Services	18,000	25,000	38.9%
Marketing	Tech Serv - Video of Transit Meeting	14,000	14,000	0.0%
Human Resources	Training Services	17,000	2,000	-88.2%
General Function	Tax Collection	741,900	680,000	-8.3%
General Function	Tax Assessor	325,400	295,200	-9.3%
General Function	Arbitration Legal Fees	500	0	-100.0%
	Total:	<u>1,678,510</u>	<u>1,525,700</u>	<u>-9.1%</u>
<u>Temporary Help</u>				
All Departments	Temporary Help	9,500	0	0.0%
	Total:	<u>9,500</u>	<u>0</u>	<u>0.0%</u>
<u>Custodial Services</u>				
Facility Maintenance	Custodial Service	33,000	31,550	-4.4%
Facility Maintenance	Custodial Service - Central Plaza	37,350	38,000	1.7%
Facility Maintenance	Custodial Service - Park Street	32,800	33,000	0.6%
Facility Maintenance	Custodial Service - Bus Shelters	545,000	353,000	-35.2%
	Total:	<u>648,150</u>	<u>455,550</u>	<u>-29.7%</u>
<u>Security</u>				
Facility Maintenance	Security	160,000	160,000	0.0%
	Total:	<u>160,000</u>	<u>160,000</u>	<u>0.0%</u>
<u>Contract Maintenance Services</u>				
Facility Maintenance	Building Repair & Grounds Maintenance	75,100	58,900	-21.6%
Facility Maintenance	Bus Washer Maintenance Service	1,000	5,000	0.0%
Information Technology	Computer Hardware & Software Service	210,000	331,500	57.9%
Finance	Copier Maintenance	15,000	12,000	-20.0%
Facility Maintenance	Drain & Sludge & Paint Removal Service	25,000	20,000	-20.0%
Finance	Money Pick-Up Services	12,500	12,500	0.0%
All Departments	Office Equipment Repair	19,850	13,100	-34.0%
All Departments	Other Miscellaneous Services	30,750	18,000	-41.5%
Maintenance	Outside Vehicle Repairs	51,700	14,000	-72.9%
Maintenance	Radio Maintenance	58,000	50,000	-13.8%
Maintenance/Facility Maint	Repair Shop Equipment & Tools Service	11,000	10,300	-6.4%
Facility Maintenance	Elevator, Building A/C System	43,900	43,900	0.0%
Information Technology	Phone System Maintenance	25,000	25,000	0.0%
Maintenance	Towing Services	22,000	15,000	-31.8%
	Total:	<u>600,800</u>	<u>629,200</u>	<u>4.7%</u>
<u>TOTAL SERVICES:</u>		<u>\$3,156,960</u>	<u>\$2,830,450</u>	<u>-10.3%</u>

DETAIL BUDGET EXPENSES
Adopted Budget FY 07-08 and FY 08-09

		<u>Adopted Budget FY 07-08</u>	<u>Adopted Budget FY 08-09</u>	<u>Increase / Decrease Percentage</u>
<u>DIESEL FUEL</u>				
<u>Diesel Fuel</u>				
Transportation	Diesel Fuel	\$5,984,580	\$8,248,570	37.8%
TOTAL DIESEL FUEL:		\$5,984,580	\$8,248,570	37.8%

SUPPLIES

Fuel & Lubricants

Transportation	Lubricants	\$172,460	\$132,500	-23.2%
Transportation	Compressed Natural Gas	142,490	54,440	-61.8%
Maintenance	Unleaded Gas & Lubricants	100,200	130,700	30.4%
Total:		415,150	317,640	-23.5%

Tires & Tubes

Maintenance	Tires and Tubes	409,000	405,500	-0.9%
Total:		409,000	405,500	-0.9%

Repair Parts & Supplies

Maintenance	Repair Parts	1,027,000	876,500	-14.7%
Maintenance	Repair Parts - Grant Parts	800,000	800,000	0.0%
Facility Maint	Building & Grounds Supplies	129,000	85,000	-34.1%
Maintenance	Shop Supplies	140,000	140,000	0.0%
Facility Maintenance	Bus Shelter/Stop/Bench Parts & Supplies	19,000	30,000	57.9%
Information Technology	Computer Supplies	13,000	26,000	100.0%
Maintenance	Obsolete Parts Inventory	0	0	
All Departments	Office Supplies/Equipment Rep Supplies	94,050	54,800	-41.7%
Transportation	Other Miscellaneous Supplies	9,150	4,500	-50.8%
Finance	Postage	28,000	24,000	-14.3%
Transportation	Safety & Training Supplies	18,000	10,500	-41.7%
Marketing	Schedules & System Map Supplies	135,000	121,500	-10.0%
Marketing	Special Marketing Supplies	25,000	22,500	-10.0%
Marketing	Tickets & Passes Supplies	35,000	35,000	0.0%
Total:		2,472,200	2,230,300	-9.8%

TOTAL SUPPLIES:		\$3,296,350	\$2,953,440	-10.4%
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INSURANCE

Premiums

Insurance	Property Coverage	\$74,700	\$90,200	20.7%
Insurance	Auto & General Liability	334,600	295,800	-11.6%
Insurance	Workers' Compensation	331,450	287,200	-13.4%
Insurance	State Assessment Fee Workers' Comp.	102,400	100,000	-2.3%
Insurance	Fuel Storage Facility	2,700	2,900	7.4%
Total:		845,850	776,100	-8.2%

Adopted	Adopted	Increase /
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DETAIL BUDGET EXPENSES
Adopted Budget FY 07-08 and FY 08-09

<u>INSURANCE - continued</u>		Budget FY 07-08	Budget FY 08-09	Decrease Percentage
<u>Self-Insurance Claims</u>				
Insurance	Liability, Property & Other	\$800,000	\$800,000	0.0%
	Total:	800,000	800,000	0.0%
TOTAL INSURANCE:		\$1,645,850	\$1,576,100	-4.2%
<u>UTILITIES</u>				
General Function	Water	\$38,000	\$39,000	2.6%
General Function	Sewer	45,000	50,000	11.1%
General Function	Electric	262,500	565,000	115.2%
General Function	Garbage Collection	39,000	38,000	-2.6%
Information Technology	Communications	100,000	75,000	-25.0%
General Function	Natural Gas	152,000	70,000	-53.9%
TOTAL UTILITIES:		\$636,500	\$837,000	31.5%
<u>TAXES & LICENSES</u>				
General Function	Vehicle Licensing	\$500	\$500	0.0%
General Function	Fuel Taxes - Revenue Vehicle	803,430	769,060	-4.3%
General Function	Fuel Taxes - Service Vehicle	12,430	13,140	5.7%
TOTAL TAXES & LICENSES:		\$816,360	\$782,700	-4.1%
<u>PURCHASED TRANSPORTATION</u>				
General Function	Purchased Transportation	\$4,832,300	\$3,530,544	-26.9%
General Function	Looper	140,000	140,000	0.0%
TOTAL PURCHASED TRANSPORTATION:		\$4,972,300	\$3,670,544	-26.2%
<u>MISCELLANEOUS</u>				
Marketing/Planning	Advertising & Promotion Media	\$327,500	\$127,500	-61.1%
All Departments	Classified Advertising - Legal/Employment	28,500	13,000	-54.4%
Human Resources	Drug Screening	25,000	25,000	0.0%
All Departments	Dues & Subscriptions	40,790	61,100	49.8%
Human Resources	Physicals	12,000	10,000	-16.7%
All Departments	Training & Seminars	34,190	10,450	-69.4%
All Departments	Travel & Meetings	28,090	11,350	-59.6%
Finance	Bad Debt Expense	10,000	10,000	0.0%
Finance	Bank Analysis/Fines & Penalties	60,000	62,500	4.2%
Transportation/Maintenance	Bridge & Highway Tolls	13,650	16,700	22.3%
Human Resources	Employee Functions	20,000	17,000	-15.0%
Maintenance	Freight	12,200	17,000	39.3%
Human Resources	Pre-employment Testing	9,820	5,000	-49.1%
Marketing/Transportation	Rent/Leasing	17,060	5,060	-70.3%
TOTAL MISCELLANEOUS:		\$638,800	\$391,660	-38.7%
TOTAL OPERATING EXPENSES		\$56,245,300	\$56,539,350	0.5%

PINELLAS SUNCOAST TRANSIT AUTHORITY
GENERAL RESERVE ESTIMATES

	Estimate <u>9/30/07</u>	Estimate <u>9/30/08</u>	Estimate <u>10/01/08</u>
Cash and Receivables Less Payables	\$ 28,865,000	\$ 30,085,000	\$ 30,085,000
Less:			
Excess Insurance Coverage (Note 1)	(2,000,000)	(2,000,000)	(2,000,000)
Operating Reserve (Note 2)	(13,948,708)	(14,061,325)	(14,134,838)
Contingencies			
Concrete Replacement	(5,500,000)	(5,500,000)	(5,500,000)
Mincom Exposure	(2,200,000)	(2,200,000)	(2,200,000)
	<u>(23,648,708)</u>	<u>(23,761,325)</u>	<u>(23,834,838)</u>
Undesignated	\$ <u>5,216,292</u>	\$ <u>6,323,675</u>	\$ <u>6,250,162</u>

Notes:

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

STAFF LEVEL REPORT

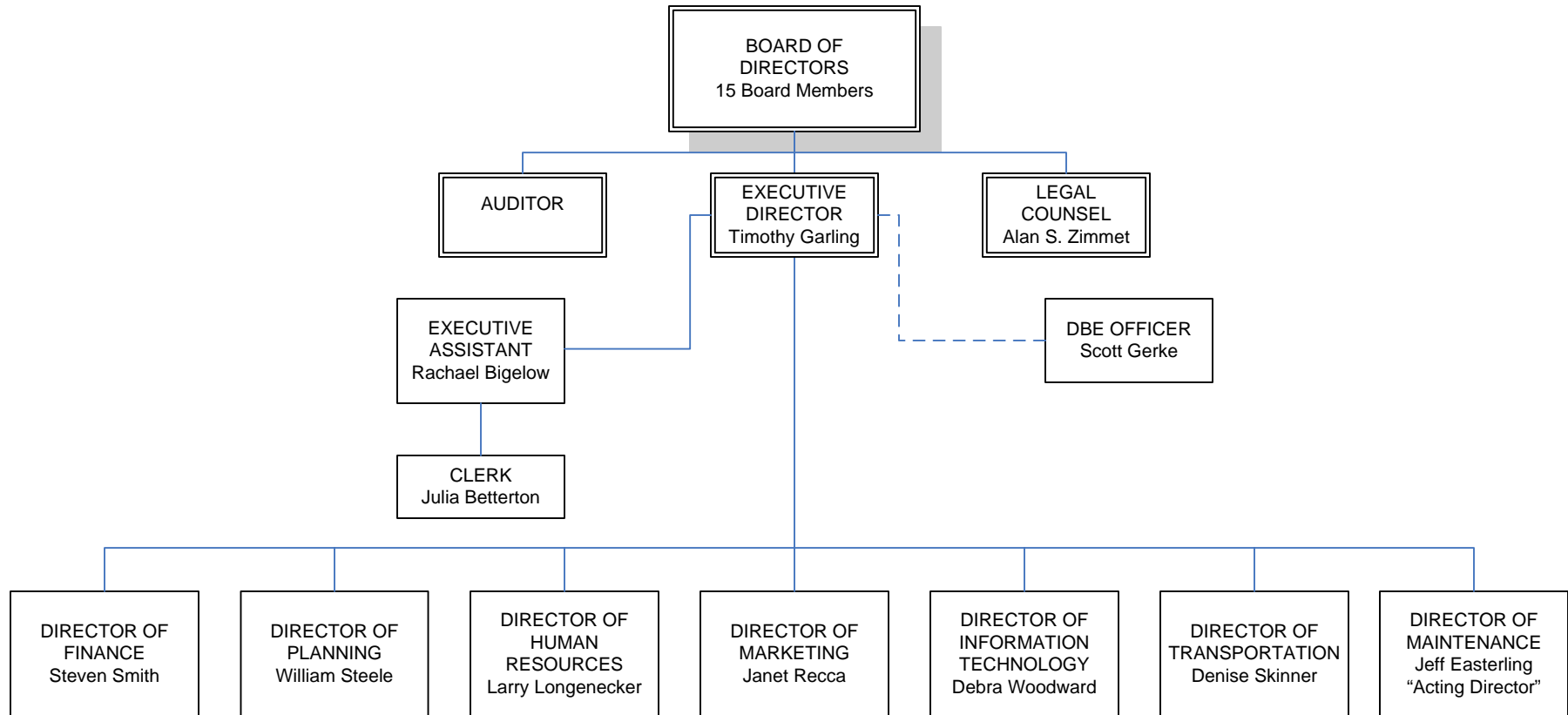
Position	FY 2007-2008 Adopted	FY 2008-2009 Adopted
EXECUTIVE DEPARTMENT		
Executive Director	1	1
Executive Assistant	1	1
Secretary	1	0
Clerk	1	1
TOTAL:	4	3
FINANCE DEPARTMENT		
Director of Finance	1	1
Controller	1	1
Risk Manager	1	1
Budget Manager	1	1
Purchasing Manager	1	1
Statistical Data Manager	1	1
Risk Management Supervisor	1	1
General Liability Claims Adjuster	1	1
Senior Accountant	3	3
Accountant	1	1
Purchasing Buyer	3	3
Risk Coordinator	1	1
Risk Specialist	1	1
Administrative Assistant	1	1
Payroll Specialist	2	2
Accounting Specialist	3	3
Secretary	2	1
Clerk	3	3
TOTAL:	28	27
PLANNING DEPARTMENT		
Director of Planning	1	1
Planning Manager	0	1
Transit Planner	1	0
Demand Response Coordinator	1	1
Planning Analyst	3	3
Administrative Assistant	1	1
TOTAL:	7	7
HUMAN RESOURCES DEPARTMENT		
Director of Human Resources	1	1
HR/EO Coordinator	1	1
Benefits Coordinator	1	1
Recruiting Specialist	1	1
Human Resources Assistant	1	1
TOTAL:	5	5

STAFF LEVEL REPORT		
Position	FY 2007-2008 Adopted	FY 2008-2009 Adopted
MARKETING DEPARTMENT		
Director of Marketing	1	1
Community Relations Manager	1	1
Customer Relations Manager	1	1
Lead Supervisor Customer Service	1	1
Graphics Coordinator	2	2
Marketing & Sales Coordinator	1	1
Marketing Communications Coordinator	1	1
Marketing Specialist	1	1
Marketing Clerk	1	1
Customer Service Representative	14	15
TOTAL:	24	25
INFORMATION TECHNOLOGY DEPARTMENT		
Director of Information Technology	1	1
Systems Manager	1	1
Systems Analyst	3	3
TOTAL:	5	5
TRANSPORTATION DEPARTMENT TRANSPORTATION ADMINISTRATION		
Director of Transportation	1	1
Manager of Schedules	1	1
Transportation Manager	1	1
Safety & Security Manager	1	1
Lead Supervisor	1	1
Safety & Training Supervisor	3	3
Transit Analyst	3	3
Administrative Assistant	1	1
Secretary	1	1
Transportation Supervisor	22	21
TOTAL:	35	34
TRANSPORTATION OPERATIONS		
Bus Operator	394	374
TOTAL:	394	374
TRANSPORTATION TOTAL:	429	408

STAFF LEVEL REPORT

Position	FY 2007-2008 Adopted	FY 2008-2009 Adopted
FACILITY MAINTENANCE		
Facilities Superintendent	1	1
Facility & Equipment Mechanic	6	4
Transit Analyst	0	1
Building & Grounds Worker II	4	6
TOTAL:	11	12
MAINTENANCE DEPARTMENT MAINTENANCE ADMINISTRATION		
Director of Maintenance	1	1
Maintenance Superintendent	1	1
Lead Supervisor Maintenance	1	1
Lead Supervisor Maintenance - Storeroom	1	1
Maintenance Safety & Training Supervisor	1	1
Maintenance Buyer	1	1
Administrative Assistant	1	0
Clerk	1	1
Maintenance Supervisor	6	6
Inventory Control Clerk	6	6
TOTAL:	20	19
MAINTENANCE OPERATIONS		
Master Mechanic	10	10
Journeyman Mechanic	27	27
Mechanic	17	14
Service Attendant	20	20
Building & Grounds Worker I	2	2
TOTAL:	76	73
MAINTENANCE TOTAL:	107	104
GRAND TOTAL:	609	584

PINELLAS SUNCOAST TRANSIT AUTHORITY ORGANIZATIONAL CHART



EXECUTIVE DIRECTOR'S OFFICE

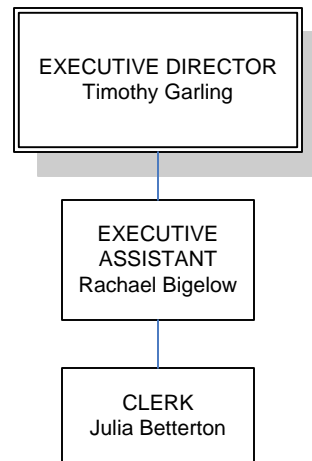
FUNCTIONS AND RESPONSIBILITIES

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.

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Executive Director	1	1
Executive Assistant	1	1
Secretary	1	0
Clerk	1	1
TOTAL FULL-TIME	4	3

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Salaries & Wages	\$273,500	\$227,706
Fringe Benefits	134,530	86,692
Contractual Services	3,750	4,500
Materials & Supplies	3,500	3,000
Other Expenses	9,400	3,100
TOTALS	\$424,680	\$324,998

PSTA EXECUTIVE OFFICE



FINANCE DEPARTMENT

FUNCTIONS AND RESPONSIBILITIES

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.

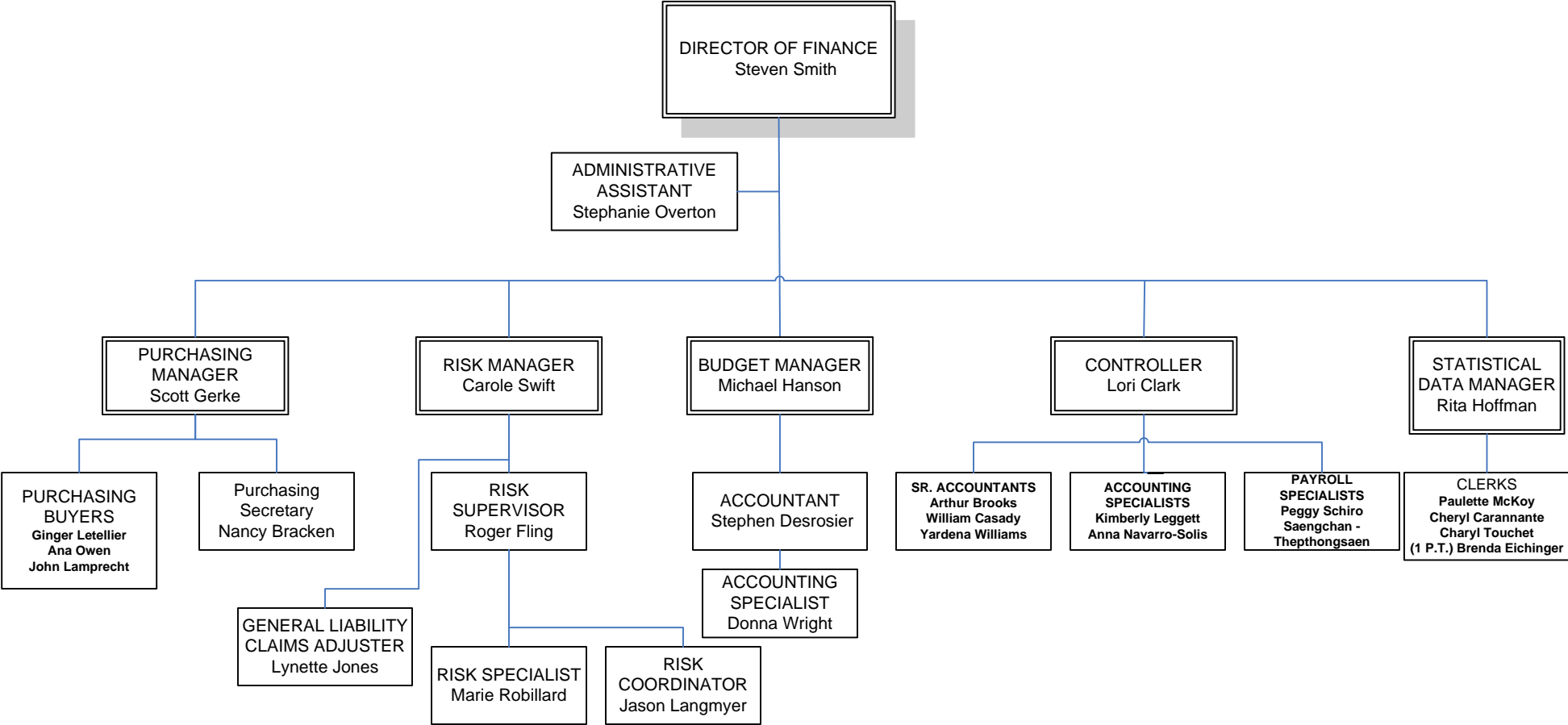
The Risk Management Division is responsible for protecting the Authority's assets through field evaluations and inspections of PSTA property to identify, appraise, and correct risk hazards and/or determine loss potential. This division coordinates and monitors the claims function for general liability, 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)

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Director of Finance	1	1
Controller	1	1
Risk Manager	1	1
Budget Manager	1	1
Purchasing Manager	1	1
Statistical Data Manager	1	1
Risk Management Supervisor	1	1
General Liability Claims Adjuster	1	1
Senior Accountant	3	3
Accountant	1	1
Purchasing Buyer	3	3
Risk Coordinator	1	1
Risk Specialist	1	1
Administrative Assistant	1	1
Payroll Specialist	2	2
Accounting Specialist	3	3
Secretary	2	2
Clerk	3	3
TOTAL FULL-TIME	28	27
SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Salaries & Wages	\$1,372,100	\$1,351,426
Fringe Benefits	499,640	497,111
Contractual Services	156,000	175,100
Materials & Supplies	50,800	45,800
Other Expenses	101,990	93,100
TOTALS	\$2,180,530	\$2,162,537

PSTA FINANCE DEPARTMENT



PLANNING DEPARTMENT

FUNCTIONS AND RESPONSIBILITIES

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.

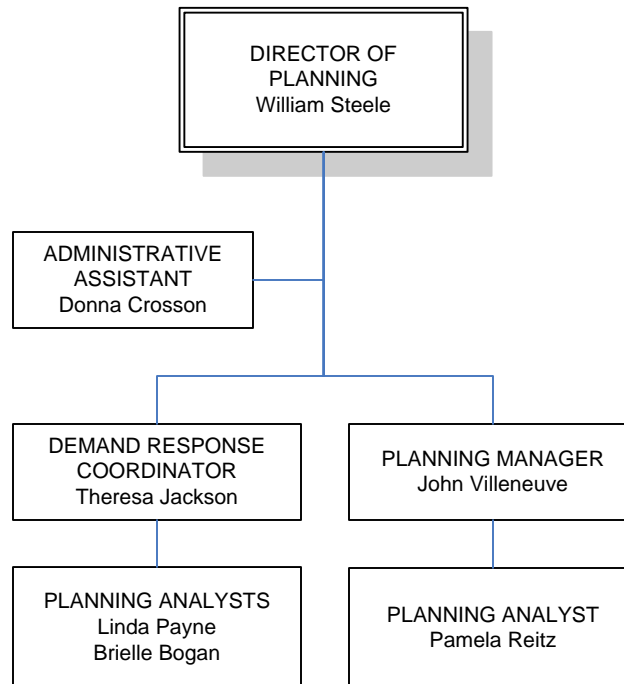
The Planning Department is also responsible for the development and reporting of program specific plans including the transit element of the Transportation Improvement Program (MPO), Transit Development Plan (FDOT), and Title VI Program (FTA).

PLANNING DEPARTMENT (CONTINUED)

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Director of Planning	1	1
Planning Manager	0	1
Transit Planner	1	0
Demand Response Coordinator	1	1
Planning Analyst	3	3
Administrative Assistant	1	1
TOTAL FULL-TIME	7	7

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Salaries & Wages	\$345,300	\$377,936
Fringe Benefits	124,750	137,939
Contractual Services	30,500	0
Materials & Supplies	6,000	4,000
Other Expenses	3,300	3,050
TOTALS	\$509,850	\$522,925

PSTA PLANNING DEPARTMENT



HUMAN RESOURCES DEPARTMENT

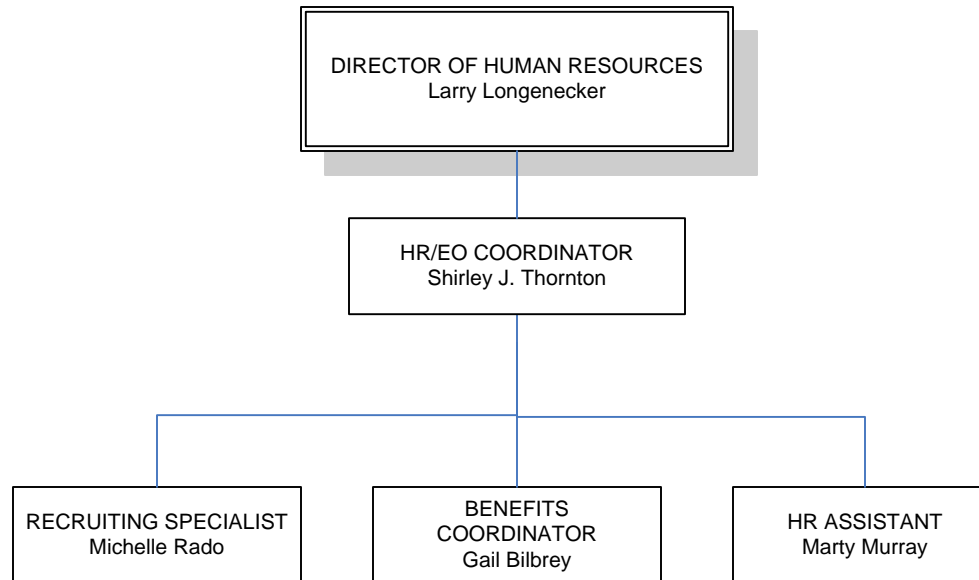
FUNCTIONS AND RESPONSIBILITIES

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.

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Director of Human Resources	1	1
HR/EO Coordinator	1	1
Benefits Coordinator	1	1
Recruiting Specialist	1	1
Human Resources Assistant	1	1
TOTAL FULL-TIME	5	5

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Salaries & Wages	\$237,500	\$232,469
Fringe Benefits	88,140	87,144
Contractual Services	44,500	24,500
Materials & Supplies	2,000	2,000
Other Expenses	88,670	59,200
TOTALS	\$460,810	\$405,313

PSTA HUMAN RESOURCES DEPARTMENT



MARKETING DEPARTMENT

FUNCTIONS AND RESPONSIBILITIES

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.

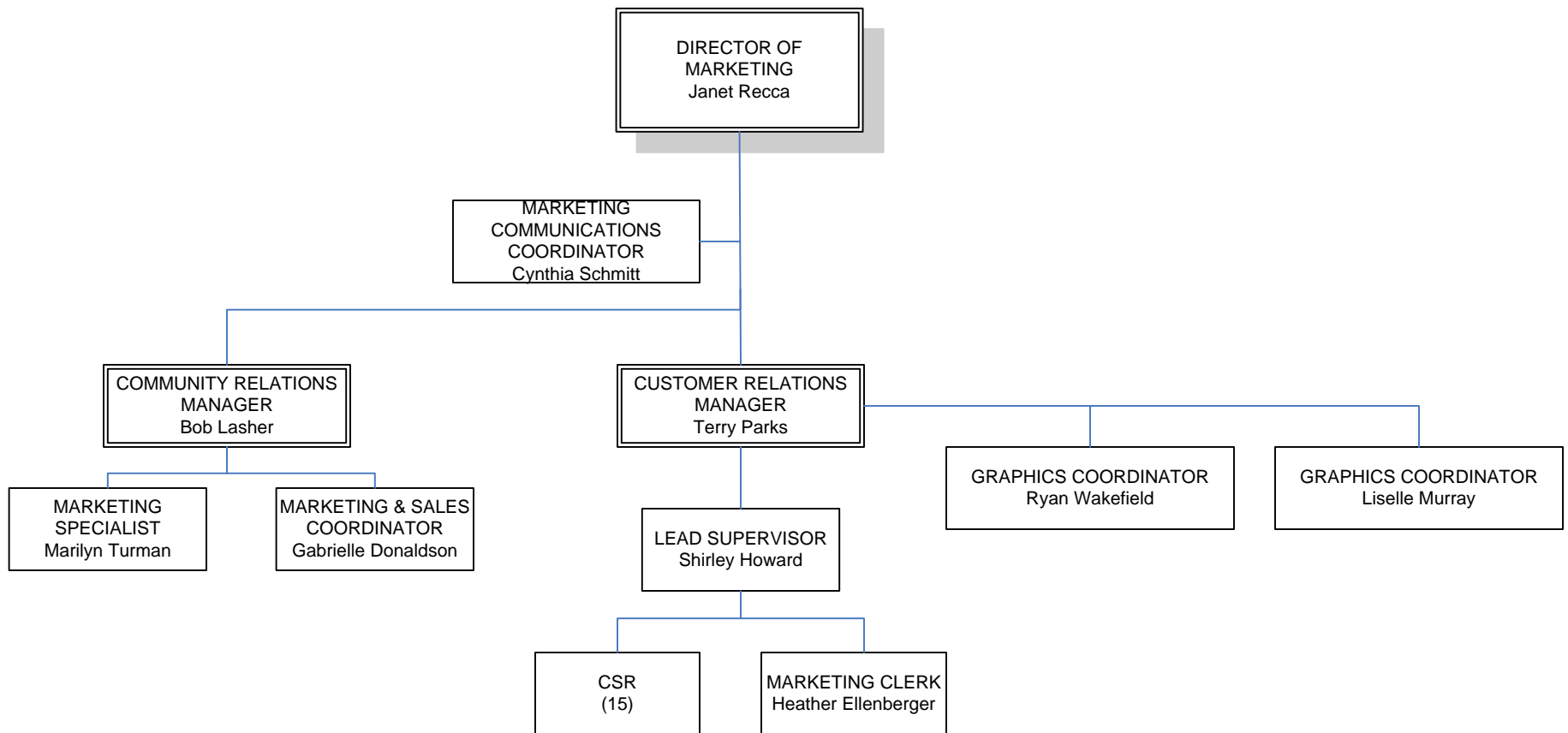
Additional responsibilities include overall support to other departments within the Authority where activities and decisions impact customer service, ridership (both existing and potential), employee relations, and agency image.

MARKETING DEPARTMENT (CONTINUED)

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Director of Marketing	1	1
Community Relations Manager	1	1
Customer Relations Manager	1	1
Lead Supervisor Customer Service	1	1
Graphics Coordinator	2	2
Marketing & Sales Coordinator	1	1
Marketing Communications Coordinator	1	1
Marketing Specialist	1	1
Marketing Clerk	1	1
Customer Service Representative	14	15
TOTAL FULL TIME	24	25

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Salaries & Wages	\$1,033,700	\$1,029,344
Fringe Benefits	392,690	418,804
Contractual Services	79,850	75,000
Materials & Supplies	203,250	180,500
Other Expenses	334,750	129,610
TOTALS	\$2,044,240	\$1,833,258

PSTA MARKETING DEPARTMENT



INFORMATION TECHNOLOGY DEPARTMENT

FUNCTIONS AND RESPONSIBILITIES

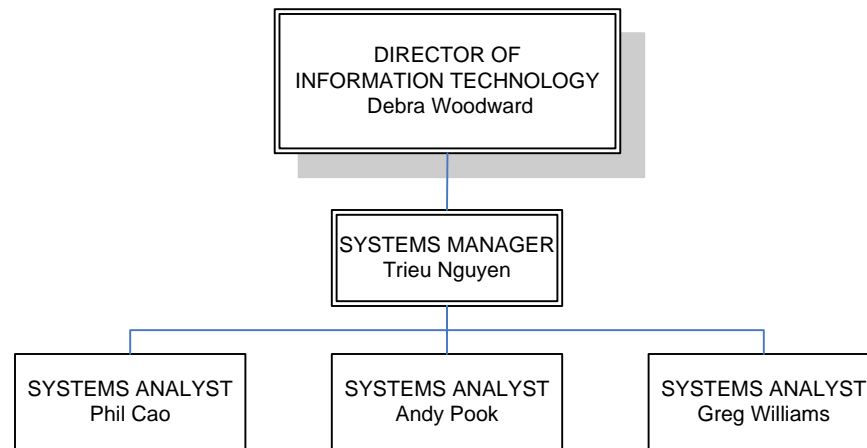
The Information Technology (IT) Department serves as the primary source of telephony and computer software and hardware technology management for the Authority. The IT Department develops and maintains the telephone system and computer business application systems within the Authority. This department 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, research innovative technology solutions for the Authority, provide hardware diagnostics and system troubleshooting. This department assists in the development of the Authority's Long-Range Transit Plan, Annual Program of Projects, standards and practices for information systems, and technology solutions appropriate to the Authority's strategic direction and guiding principles. 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 voice, video, security, and data systems. This department develops and manages the IT budget working with other departments to identify their IT needs. This department develops and manages the voice and data network, including the selection and procurement of IT maintenance support vendors and the hardware and software for the network.

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Director of Information Technology	1	1
Systems Manager	1	1
Systems Analyst	3	3
TOTAL FULL-TIME	5	5

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Salaries & Wages	\$322,400	\$318,270
Fringe Benefits	101,320	103,013
Contractual Services	241,000	365,700
Materials & Supplies	14,500	26,500
Total Utilities	100,000	75,000
Other Expenses	11,600	100
TOTALS	\$790,820	\$888,583

PSTA INFORMATION TECHNOLOGY DEPARTMENT



TRANSPORTATION DEPARTMENT

FUNCTIONS AND RESPONSIBILITIES

The Transportation Department is responsible for the operation of PSTA's 208 buses and trolleys that operate 30 fixed routes, 4 commuter routes, 2 community circulators and 2 express routes to Hillsborough County. Transportation Department staffing includes 374 Bus Operators, 13 Administrative Staff and 21 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.

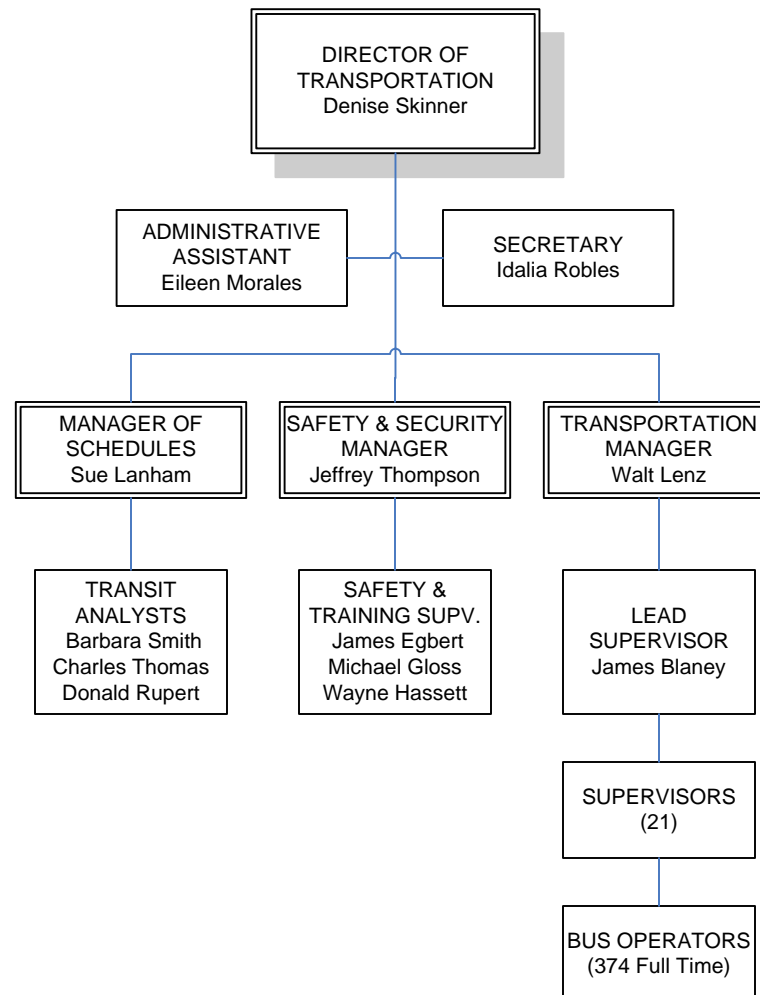
The Scheduling Division is responsible for creating and administering the operator general run bids, which includes all run cutting and scheduling activities, vehicle blocking, data analysis, creating schedules and route maps for public timetables and terminal/on-street information displays and the administration 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.

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Director of Transportation	1	1
Manager of Schedules	1	1
Transportation Manager	1	1
Safety & Security Manager	1	1
Lead Supervisor	1	1
Safety & Training Supervisor	3	3
Transit Analyst	3	3
Administrative Assistant	1	1
Secretary	1	1
Transportation Supervisor	22	21
Bus Operator	394	374
TOTAL FULL TIME	429	408

TRANSPORTATION DEPARTMENT (CONTINUED)

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Salaries & Wages	\$16,964,700	\$17,293,983
Fringe Benefits	7,089,120	7,364,840
Contractual Services	3,500	0
Materials & Supplies	6,333,180	8,446,320
Other Expenses	36,200	17,500
TOTALS	\$30,426,700	\$33,122,643

PSTA TRANSPORTATION DEPARTMENT



MAINTENANCE DEPARTMENT

FUNCTIONS AND RESPONSIBILITIES

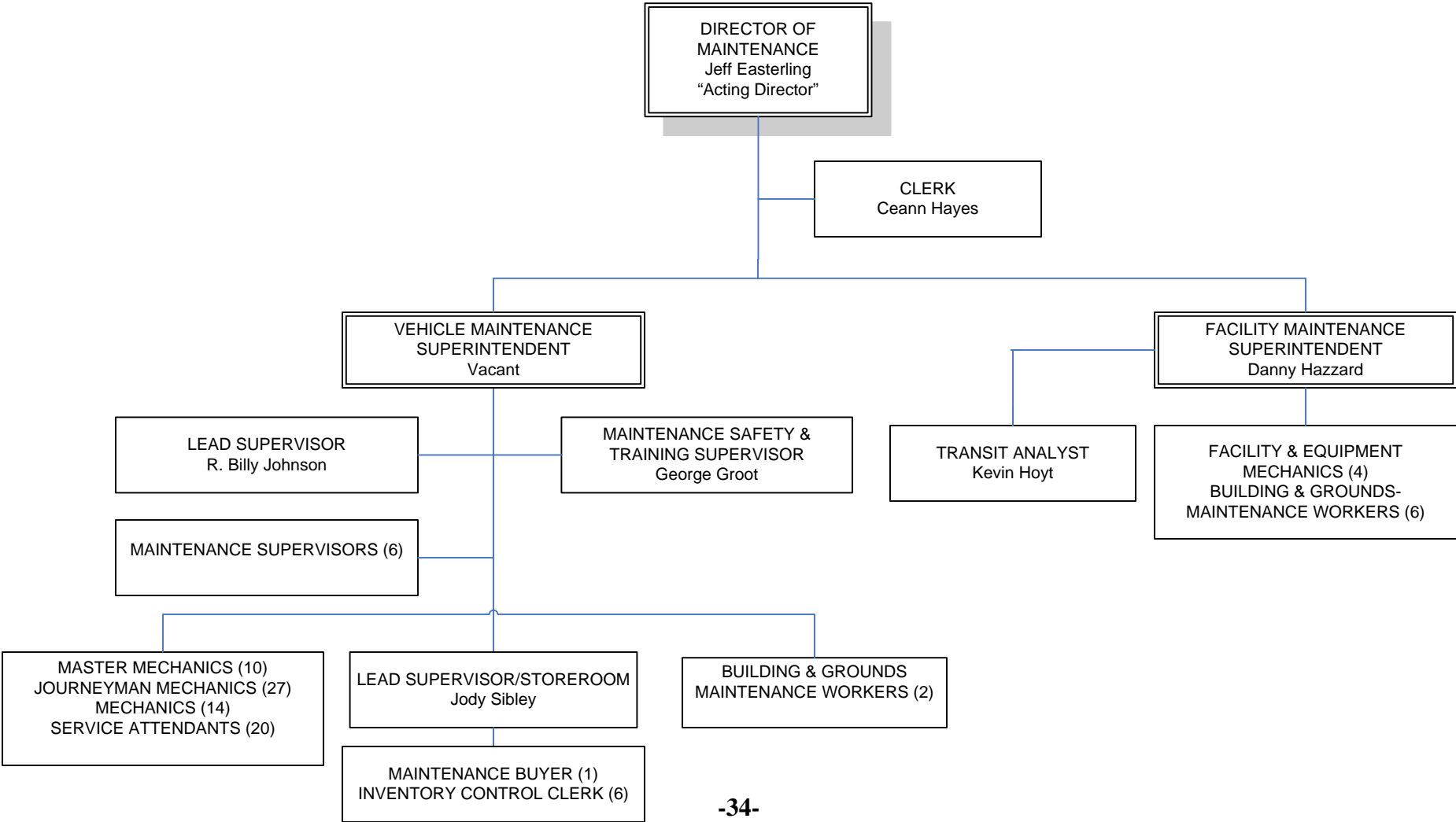
The Maintenance Department is responsible for the maintenance of PSTA's 208 buses and 52 non-revenue vehicles for the transportation, support services, and maintenance vehicles utilized to provide service to customers. Maintenance includes all preventative maintenance, running repairs, component, and 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 104 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 the maintenance of all grounds and bus stops. This includes all general maintenance functions for 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.

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Director of Maintenance	1	1
Maintenance Superintendent	1	1
Facilities Superintendent	1	1
Lead Supervisor Maintenance	1	1
Lead Supervisor Maintenance – Storeroom	1	1
Maintenance Safety & Training Supervisor	1	1
Transit Analyst	0	1
Maintenance Buyer	1	1
Administrative Assistant	1	0
Clerk	1	1
Maintenance Supervisor	6	6
Facility & Equipment Mechanic	6	4
Master Mechanic	10	10
Journeyman Mechanic	27	27
Mechanic	17	14
Inventory Control Clerk	6	6
Service Attendant	20	20
Building & Grounds Worker II	4	6
Building & Grounds Worker I	2	2
TOTAL FULL-TIME	107	104

MAINTENANCE DEPARTMENT (CONTINUED)

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Salaries & Wages	\$4,165,800	\$3,773,959
Fringe Benefits	1,952,410	1,948,250
Contractual Services	1,095,850	832,650
Materials & Supplies	2,627,700	2,478,890
Other Expenses	13,390	17,500
TOTALS	\$9,855,150	\$9,051,249

PSTA MAINTENANCE DEPARTMENT



GENERAL FUNCTION DIVISION

FUNCTIONS AND RESPONSIBILITIES

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.

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Contractual Services	\$1,409,900	\$1,275,200
Materials & Supplies	40,000	15,000
Utilities	536,500	762,000
Taxes & Licenses	816,360	782,700
Purchased Transportation	4,972,300	3,670,544
Other Expenses	44,000	68,500
TOTALS	\$7,819,060	\$6,573,944

INSURANCE DIVISION

FUNCTIONS AND RESPONSIBILITIES

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.

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2007-2008	ADOPTED BUDGET FY 2008-2009
Contractual Services	\$87,610	\$77,800
Insurance Premiums and Claims	1,645,850	1,576,100
TOTALS	\$1,733,460	\$1,653,900
