

Adopted Operating Budget

Fiscal Year 2011

PINELLAS SUNCOAST TRANSIT AUTHORITY

**PINELLAS SUNCOAST TRANSIT
AUTHORITY**

ADOPTED OPERATING BUDGET

FISCAL YEAR 2011

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Operating Budget Assumptions FY 2011

Revenues

- **Passenger Fares** – Passenger fares reflect a 2% increase from the current years' projected year end, adjusted for service and fare modifications.
- **Auxiliary Revenue** – Auxiliary revenue, made up mostly of bus advertising is assumed to remain stable at \$184,800.
- **Non-Transportation Revenue** – This item includes interest earned on investments and interest paid to PSTA by the County Tax Collector. A 2% rate of return was assumed in the operating budget.
- **Taxes** – Tax revenue represents the ad valorem taxes estimated to be collected. The operating budget assumes the millage rate to remain the same as it was the previous year at 0.5601 mills. Due to a decrease in assessed values, we anticipate a decrease in property tax revenue by 10.8%. 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 and urban corridor grants for the routes 100x and 300x.
- **Federal Grants** – This item includes \$5,490,741 in federal grant funds to be received to perform preventative maintenance on our revenue vehicles and buildings, \$1,800,000 for purchasing bus parts, \$425,800 for leasing tires for our revenue vehicles, \$155,700 for security services, \$180,000 for administration, \$125,000 for a mobility manager and related costs, \$96,000 for a Department of Homeland Security public awareness campaign and \$263,362 of ARRA funds to be used for operating.
- **Pass-Thru Grant** – This item includes \$80,000 in federal planning funds passed thru the MPO.

Operating Budget Assumptions FY 2011

Expenses

- **Labor** – Labor costs are based on 559 positions, which are 17 less than FY 2010. The 17 positions eliminated from the operating budget include 1 Accounting Specialist, 1 Administrative Assistant, 9 Bus Operators, 2 Clerks, 1 Inventory Control Clerk, 1 Maintenance Supervisor, 1 Mechanic, and 1 Secretary.
- **Fringe Benefits** - Fringe benefit costs include employee insurance, Florida Retirement System (FRS) contributions, Social Security and Medicare costs, other labor contract required benefits, and workers' compensation claims cost.
- **Services** – This item includes the cost of services purchased from the private sector and other government agencies.
- **Diesel Fuel** – Diesel fuel has been budgeted at \$2.30 a gallon. It is estimated that the authority will use approximately 2.24 million gallons of diesel fuel. Total diesel fuel expense is budgeted to decrease from a projected year-end of \$5,273,300 in FY 2010 to \$5,158,460 in FY 2011. This decrease of \$114,840 is due to reduced mileage as a result of the service adjustment and improved fuel efficiency.
- **Supplies** – This item includes the cost of repair parts, tires, and other miscellaneous supplies. Total supplies expense is budgeted to increase by 14.2% this fiscal year.
- **Insurance** – This item includes the cost of premiums and claims cost for property, vehicle, general liability and workers' compensation. These items are expected to remain flat. Self insurance claims are expected to increase by 7.3% due to changes in legislation.
- **Utilities** – This item includes the cost of water, sewer, electric, garbage collection, communications, and natural gas. All utilities except communications include a budgeted 4% increase. Whereas, communications increased by 70% due to expanded bandwidth and inclusion of internet charges.
- **Taxes & Licenses** – This includes state and local fuel taxes and licenses for new vehicles. PSTA pays 32 cents of fuel taxes for each gallon of diesel fuel purchased. A refund in the amount of 24.6 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), funding for the Looper Service in St. Petersburg of \$318,000, and funding for the Clearwater Jolley Trolley in the amount of \$134,500. The DART operating budget cost per trip was increased by the change in the consumer price index for FY 2010 or 2.4%.
- **Miscellaneous** – This line item includes expenses such as advertising, drug screening, physicals, bank analysis fees, and freight. The budget for this line item has been increased by 13.7% this fiscal year.

PINELLAS SUNCOAST TRANSIT AUTHORITY
Summary of Adopted Operating Budget
FY 2011

Description	FY 2010 Projected Year-End	FY 2011 Adopted Budget	Increase / Decrease Dollars	Increase / Decrease Percent
Operating Revenues				
Passenger Fares	\$ 10,884,620	\$ 11,766,968	\$ 882,348	8.1%
Auxiliary Revenue	184,800	184,800	0	0.0%
Non-Transportation Revenue	202,820	664,880	462,060	227.8%
Taxes	29,734,820	26,520,330	-3,214,490	-10.8%
Local Beach Trolley	600,000	600,000	0	0.0%
State Reimbursement-Fuel Taxes	591,980	551,190	-40,790	-6.9%
State Grants	3,886,850	3,988,391	101,541	2.6%
Federal Grants	7,903,840	8,536,603	632,763	8.0%
Pass-thru Grant	80,000	80,000	0	0.0%
Transfer From Reserves	350,000	2,018,749	1,668,749	476.8%
Total Operating Revenue	<u>54,419,730</u>	<u>54,911,911</u>	<u>492,181</u>	0.9%
Operating Expenses				
Salaries	\$ 24,525,902	\$ 24,715,640	\$ 189,738	0.8%
Fringe Benefits	10,494,758	10,606,491	111,733	1.1%
Services	2,907,329	2,495,710	-411,619	-14.2%
Diesel Fuel	5,273,300	5,158,460	-114,840	-2.2%
Supplies	2,783,100	3,178,870	395,770	14.2%
Insurance	1,461,460	1,514,200	52,740	3.6%
Utilities	826,500	892,560	66,060	8.0%
Taxes & Licenses	782,260	728,270	-53,990	-6.9%
Purchased Transportation	4,942,616	5,189,200	246,584	5.0%
Miscellaneous	380,350	432,510	52,160	13.7%
Total Operating Expenses	<u>\$ 54,377,575</u>	<u>\$ 54,911,911</u>	<u>534,336</u>	1.0%
Balance	<u>\$ 42,155</u>	<u>0</u>		

DETAIL BUDGET EXPENSES

<u>SALARIES</u>	FY 2010 Projected Year-End	FY 2011 Adopted Budget	Increase / Decrease Dollars	Increase / Decrease Percentage
Executive	\$261,277	\$258,070	(\$3,207)	-1.2%
Finance	1,327,912	1,265,700	(62,212)	-4.7%
Planning	218,420	206,390	(12,030)	-5.5%
Human Resources	182,116	182,640	524	0.3%
Marketing	1,054,687	1,035,790	(18,897)	-1.8%
Information Technology	426,664	453,800	27,136	6.4%
Transportation	17,593,958	17,661,920	67,962	0.4%
Facilities Maintenance	460,111	443,980	(16,131)	-3.5%
Fleet Maintenance	3,000,757	3,207,350	206,593	6.9%
TOTAL SALARIES:	\$24,525,902	\$24,715,640	\$189,738	0.8%
<u>FRINGE BENEFITS</u>				
Dental Insurance	\$93,103	\$95,992	\$2,889	3.1%
Disability Insurance	341	350	9	2.6%
Health Insurance	4,744,669	4,620,104	(124,565)	-2.6%
Life Insurance	68,116	80,078	11,962	17.6%
Vision Insurance	34,195	34,694	499	1.5%
Total:	4,940,424	4,831,218	(109,206)	-2.2%
Florida Retirement System (FRS)	2,437,585	2,704,533	266,948	11.0%
Uniforms, Tools, School Tuition	142,208	148,480	6,272	4.4%
Social Security / Medicare	1,850,419	1,890,746	40,327	2.2%
Sick Time Fund / Vacation Payoffs	93,522	100,814	7,292	7.8%
Unemployment	30,600	30,700	100	0.3%
Workers' Compensation claims	1,000,000	900,000	(100,000)	-10.0%
TOTAL FRINGE BENEFITS:	\$10,494,758	\$10,606,491	\$111,733	1.1%
TOTAL SALARIES AND FRINGE BENEFITS:	\$35,020,660	\$35,322,131	\$301,471	0.9%

DETAIL BUDGET EXPENSES

<u>SERVICES</u>		<u>FY 2010 Projected Year-End</u>	<u>FY 2011 Adopted Budget</u>	<u>Increase / Decrease Dollars</u>	<u>Increase / Decrease Percentage</u>
<u>Advertising</u>					
Marketing	Advertising Fees	\$60,000	\$60,000	\$0	0.0%
	Total:	60,000	60,000	0	0.0%
<u>Professional & Technical</u>					
Insurance	Administrative Fees / Risk Management	82,800	79,800	(3,000)	-3.6%
Finance	Audit	100,000	65,000	(35,000)	-35.0%
Human Resources	Employee Assistance Program	7,500	7,500	0	0.0%
Transportation	Environmental Testing	3,000	0	(3,000)	-100.0%
Information Technology	Internet Service	7,000	0	(7,000)	-100.0%
General Function	Legal Services	600,000	350,000	(250,000)	-41.7%
General Function	Lobbyist	0	0	0	0.0%
Finance	Other Prof & Tech Services	42,519	14,000	(28,519)	-67.1%
General Function	Property Appraisal	8,000	1,000	(7,000)	-87.5%
Marketing	Tech Serv - Video of Transit Meeting	8,310	8,310	0	0.0%
Human Resources	Training Services	450	0	(450)	-100.0%
General Function	Tax Collection	456,850	456,000	(850)	-0.2%
General Function	Tax Assessor	265,600	252,100	(13,500)	-5.1%
	Total:	1,582,029	1,233,710	(348,319)	-22.0%
<u>Temporary Help</u>					
All Departments	Temporary Help	0	0	0	0.0%
	Total:	0	0	0	0.0%
<u>Custodial Services</u>					
Facilities Maintenance	Custodial Service	24,000	24,000	0	0.0%
Facilities Maintenance	Custodial Service - Central Plaza	38,000	38,000	0	0.0%
Facilities Maintenance	Custodial Service - Park Street	33,000	33,000	0	0.0%
Facilities Maintenance	Custodial Service - Bus Shelters	353,000	285,000	(68,000)	-19.3%
	Total:	448,000	380,000	(68,000)	-15.2%
<u>Security</u>					
Transportation	Security	\$147,800	\$155,700	\$7,900	5.3%
	Total:	147,800	155,700	7,900	5.3%
<u>Contract Maintenance Services</u>					
Facilities Maintenance	Building Repair & Grounds Maintenance	57,000	57,000	0	0.0%
Facilities Maintenance	Bus Washer Maintenance Service	6,000	6,000	0	0.0%
Information Technology	Computer Hardware & Software Service	390,000	407,500	17,500	4.5%
Information Technology	Copier Maintenance	12,000	12,000	0	0.0%
Facilities Maintenance	Drain & Sludge & Paint Removal Service	22,000	20,000	(2,000)	-9.1%
Finance	Money Pick-Up Services	19,500	17,000	(2,500)	-12.8%
All Departments	Office Equipment Repair	15,500	15,300	(200)	-1.3%
All Departments	Other Miscellaneous Services	300	300	0	0.0%
Fleet Maintenance	Outside Vehicle Repairs	2,500	6,000	3,500	140.0%
Fleet Maintenance	Radio Maintenance	55,500	0	(55,500)	-100.0%
Fleet Maint / Facilities Maint	Repair Shop Equipment & Tools Service	7,300	7,300	0	0.0%
Facilities Maintenance	Elevator, Building A/C System	41,900	77,900	36,000	85.9%
Information Technology	Phone System Maintenance	25,000	25,000	0	0.0%
Fleet Maintenance	Towing Services	15,000	15,000	0	0.0%
	Total:	669,500	666,300	(3,200)	-0.5%
TOTAL SERVICES:		\$2,907,329	\$2,495,710	(\$411,619)	-14.2%

DETAIL BUDGET EXPENSES

		FY 2010 Projected Year-End	FY 2011 Adopted Budget	Increase / Decrease Dollars	Increase / Decrease Percentage
<u>DIESEL FUEL</u>					
<u>Diesel Fuel</u>					
Transportation	Diesel Fuel - Revenue Vehicles	\$5,269,000	\$5,153,460	(\$115,540)	-2.2%
Fleet Maintenance	Diesel Fuel - Service Vehicles	4,300	5,000	700	16.3%
TOTAL DIESEL FUEL:		\$5,273,300	\$5,158,460	(\$114,840)	-2.2%

SUPPLIES

Fuel & Lubricants

Transportation	Lubricants	\$83,600	\$106,050	\$22,450	26.9%
Transportation	Compressed Natural Gas	11,500	0	(11,500)	-100.0%
Fleet Maintenance	Unleaded Gas & Lubricants	83,700	84,000	300	0.4%
Total:		178,800	190,050	11,250	6.3%

Tires & Tubes

Fleet Maintenance	Tires and Tubes	482,800	427,300	(55,500)	-11.5%
Total:		482,800	427,300	(55,500)	-11.5%

Repair Parts & Supplies

Fleet Maintenance	Repair Parts	228,500	278,500	50,000	21.9%
Fleet Maintenance	Repair Parts - Grant Parts	1,325,000	1,800,000	475,000	35.8%
Facilities Maintenance	Building & Grounds Supplies	95,000	85,000	(10,000)	-10.5%
Fleet Maintenance	Shop Supplies	160,000	140,000	(20,000)	-12.5%
Facilities Maintenance	Bus Shelter / Stop / Bench Parts & Supplies	26,000	20,000	(6,000)	-23.1%
Finance	Cash Over/Short	2,100	0	(2,100)	-100.0%
Information Technology	Computer Supplies	20,000	13,000	(7,000)	-35.0%
All Departments	Office Supplies / Equipment Rep Supplies	43,900	36,350	(7,550)	-17.2%
Transportation	Osha Compliance Specialized Supplies	19,200	28,370	9,170	47.8%
Transportation	Other Miscellaneous Supplies	6,000	2,800	(3,200)	-53.3%
Finance	Postage	24,000	20,000	(4,000)	-16.7%
Transportation	Safety & Training Supplies	9,500	5,500	(4,000)	-42.1%
Marketing	Schedules & System Map Supplies	113,000	80,000	(33,000)	-29.2%
Marketing	Special Marketing Supplies	11,000	11,000	0	0.0%
Marketing	Tickets & Passes Supplies	35,000	35,000	0	0.0%
General Function	Wellness Center Supplies	3,300	6,000	2,700	81.8%
Total:		2,121,500	2,561,520	440,020	20.7%

TOTAL SUPPLIES:		\$2,783,100	\$3,178,870	\$395,770	14.2%
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INSURANCE

Premiums

Insurance	Property Coverage	\$196,900	\$147,000	(\$49,900)	-25.3%
Insurance	Auto & General Liability	289,000	337,000	48,000	16.6%
Insurance	Workers' Compensation	127,100	127,100	0	0.0%
Insurance	State Assessment Fee Workers' Comp.	100,000	100,000	0	0.0%
Insurance	Fuel Storage Facility	3,060	3,100	40	1.3%
Total:		716,060	714,200	(1,860)	-0.3%

Self-Insurance Claims

Insurance	Liability, Property & Other	745,400	800,000	54,600	7.3%
Total:		745,400	800,000	54,600	7.3%

TOTAL INSURANCE:		\$1,461,460	\$1,514,200	\$52,740	3.6%
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DETAIL BUDGET EXPENSES

		FY 2010 Projected Year-End	FY 2011 Adopted Budget	Increase / Decrease Dollars	Increase / Decrease Percentage
<u>UTILITIES</u>					
General Function	Water	\$31,100	\$32,340	\$1,240	4.0%
General Function	Sewer	50,100	52,100	2,000	4.0%
General Function	Electric	524,900	545,900	21,000	4.0%
General Function	Garbage Collection	32,400	33,700	1,300	4.0%
Information Technology	Communications	50,000	85,000	35,000	70.0%
General Function	Natural Gas	138,000	143,520	5,520	4.0%
TOTAL UTILITIES:		\$826,500	\$892,560	\$66,060	8.0%
<u>TAXES & LICENSES</u>					
General Function	Vehicle Licensing	\$500	\$500	\$0	0.0%
General Function	Fuel Taxes - Revenue Vehicle	770,090	716,140	(\$53,950)	-7.0%
General Function	Fuel Taxes - Service Vehicle	11,670	11,630	(40)	-0.3%
TOTAL TAXES & LICENSES:		\$782,260	\$728,270	(\$53,990)	-6.9%
<u>PURCHASED TRANSPORTATION</u>					
General Function	Purchased Transportation	\$4,580,616	\$4,736,700	\$156,084	3.4%
General Function	Looper	240,000	318,000	78,000	32.5%
General Function	Jolley Trolley	122,000	134,500	12,500	10.2%
TOTAL PURCHASED TRANSPORTATION:		\$4,942,616	\$5,189,200	\$246,584	5.0%
<u>MISCELLANEOUS</u>					
Marketing / Planning	Advertising & Promotion Media	\$140,040	\$196,600	\$56,560	40.4%
Finance	Bad Debt Expense	10,000	10,000	0	0.0%
Finance	Bank Analysis / Fines & Penalties	64,700	66,700	2,000	3.1%
Transportation	Bridge & Highway Tolls	17,000	17,000	0	0.0%
All Departments	Classified Advertising - Legal / Employment	11,500	11,500	0	0.0%
Human Resources	Drug Screening	15,000	17,000	2,000	13.3%
All Departments	Dues & Subscriptions	66,825	67,630	805	1.2%
Human Resources	Employee Functions	10,000	13,000	3,000	30.0%
Fleet Maintenance	Freight	10,000	6,000	(4,000)	-40.0%
All Departments	Other Miscellaneous Expense	0	0	0	0.0%
Human Resources	Physicals	10,000	11,000	1,000	10.0%
Human Resources	Pre-employment Testing	1,000	1,000	0	0.0%
Marketing / General Function	Rent / Leasing	1,800	1,800	0	0.0%
All Departments	Training & Seminars	11,235	7,840	(3,395)	-30.2%
All Departments	Travel & Meetings	11,250	5,440	(5,810)	-51.6%
TOTAL MISCELLANEOUS:		\$380,350	\$432,510	\$52,160	13.7%
TOTAL OPERATING EXPENSES		\$54,377,575	\$54,911,911	\$534,336	1.0%

PINELLAS SUNCOAST TRANSIT AUTHORITY
GENERAL RESERVE ESTIMATES

	<u>Estimate</u> <u>9/30/2010</u>	<u>Estimate</u> <u>9/30/2011</u>
Cash and Receivables Less Payables	\$ <u>28,510,429</u>	\$ <u>31,177,665</u>
Less:		
Excess Insurance Coverage (Note 1)	(2,000,000)	(2,000,000)
Operating Reserve (Note 2)	(13,718,160)	(9,151,985)
Budget Deficit	42,155	(2,018,749)
Contingencies		
Alternatives Analysis	(2,000,000)	(666,667)
Capital Asset Acquisition	(1,257,894)	(10,842,523)
Future Operating Budget Contingency	0	(2,557,244)
Concrete Replacement	(9,226,530)	(3,940,497)
Transfer to Operations	<u>(350,000)</u>	<u>0</u>
	<u>(28,510,429)</u>	<u>(31,177,665)</u>
Balance	\$ <u>0</u>	\$ <u>0</u>

Notes:

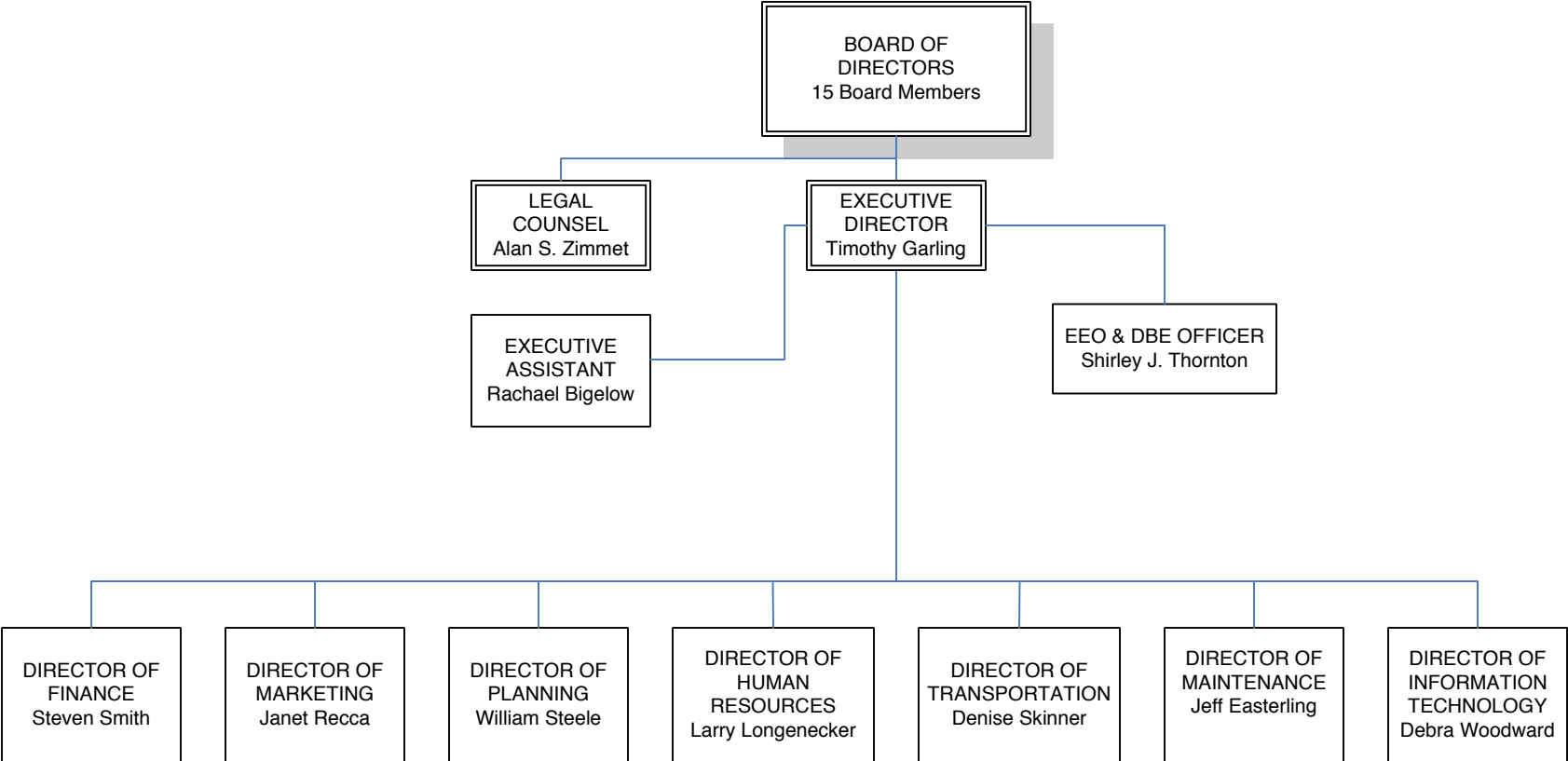
1. Per Board of Directors Resolution
2. For FY 2010 - 3 month operating reserve, FY 2011 - propose 2 month operating reserve
3. Assumes \$7,746,530 of revenue from the resolution of the concrete case

STAFFING LEVELS		
Position	FY 2010 Adopted	FY 2011 Adopted
EXECUTIVE DEPARTMENT		
Executive Director	1	1
EEO/DBE Program Manager	1	1
Executive Assistant	1	1
Clerk	1	0
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 (Partially Grant Funded Position)	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	2
Secretary	1	0
Clerk	3	3
TOTAL:	27	25
PLANNING DEPARTMENT		
Director of Planning	1	1
Planning Manager	1	1
Planning Analyst	1	1
Administrative Assistant	1	0
TOTAL:	4	3
HUMAN RESOURCES DEPARTMENT		
Director of Human Resources	1	1
HR Associate - Benefits	1	1
HR Associate - Staffing & HRIS	1	1
HR Associate - Administration	1	1
TOTAL:	4	4

STAFFING LEVELS		
Position	FY 2010 Adopted	FY 2011 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	15	15
TOTAL:	25	25
INFORMATION TECHNOLOGY DEPARTMENT		
Director of Information Technology	1	1
Systems Manager	1	1
Transit Project Manager (Temporary - Fully Grant Funded Position)	1	1
IT Programmer	1	1
Systems Analyst	3	3
TOTAL:	7	7
TRANSPORTATION DEPARTMENT TRANSPORTATION ADMINISTRATION		
Director of Transportation	1	1
Manager of Schedules	1	1
Transportation Manager	1	1
Safety & Security Manager	1	1
Mobility Manager	1	1
Lead Supervisor	1	1
Safety & Training Supervisor	3	3
Demand Response Coordinator	1	1
Transit Analyst	3	3
Demand Response Analyst	2	2
Administrative Assistant	2	2
Transportation Supervisor	21	21
TOTAL:	38	38
TRANSPORTATION OPERATIONS		
Bus Operator	369	360
TOTAL:	369	360
TRANSPORTATION TOTAL:	407	398

STAFFING LEVELS		
Position	FY 2010 Adopted	FY 2011 Adopted
FACILITIES MAINTENANCE		
Facilities Superintendent	1	1
Transit Facilities Supervisor (Partially Grant Funded Position)	1	1
Facility & Equipment Mechanic	4	4
Clerk	1	0
Building & Grounds Worker II	6	6
TOTAL:	13	12
FLEET MAINTENANCE DEPARTMENT FLEET MAINTENANCE ADMINISTRATION		
Director of Maintenance	1	1
Maintenance Superintendent	1	1
Lead Supervisor	1	1
Lead Supervisor Maintenance - Storeroom	1	1
Maintenance Safety & Training Supervisor	1	1
Maintenance Buyer	1	1
Maintenance Supervisor	6	5
Inventory Control Clerk	6	5
TOTAL:	18	16
FLEET MAINTENANCE OPERATIONS		
Master Mechanic	10	10
Journeyman Mechanic	27	29
Mechanic	10	7
Service Attendant	18	18
Building & Grounds Worker I	2	2
TOTAL:	67	66
FLEET MAINTENANCE TOTAL:	85	82
GRAND TOTAL:	576	559

PINELLAS SUNCOAST TRANSIT AUTHORITY ORGANIZATIONAL CHART



EXECUTIVE DIRECTOR'S OFFICE

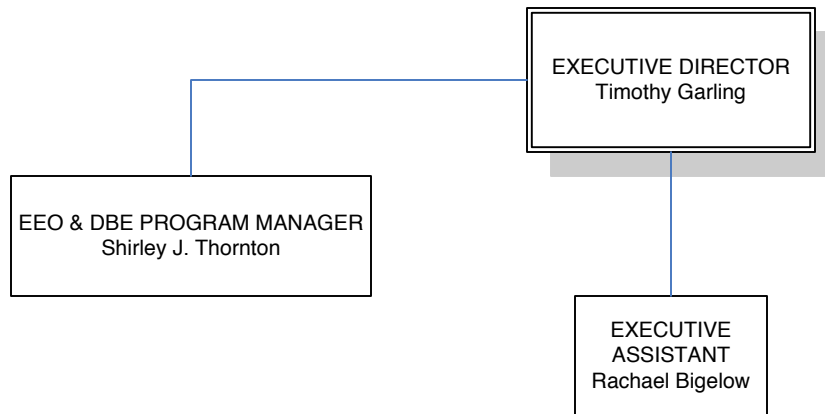
FUNCTIONS AND RESPONSIBILITIES

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 2010	ADOPTED BUDGET FY 2011
Executive Director	1	1
EEO/DBE Program Manager	1	1
Executive Assistant	1	1
Clerk	1	0
TOTAL FULL-TIME	4	3

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Salaries & Wages	\$277,450	\$258,070
Fringe Benefits	101,678	92,089
Contractual Services	4,500	3,000
Materials & Supplies	3,000	2,800
Other Expenses	3,600	3,700
TOTALS	\$390,228	\$359,659

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.

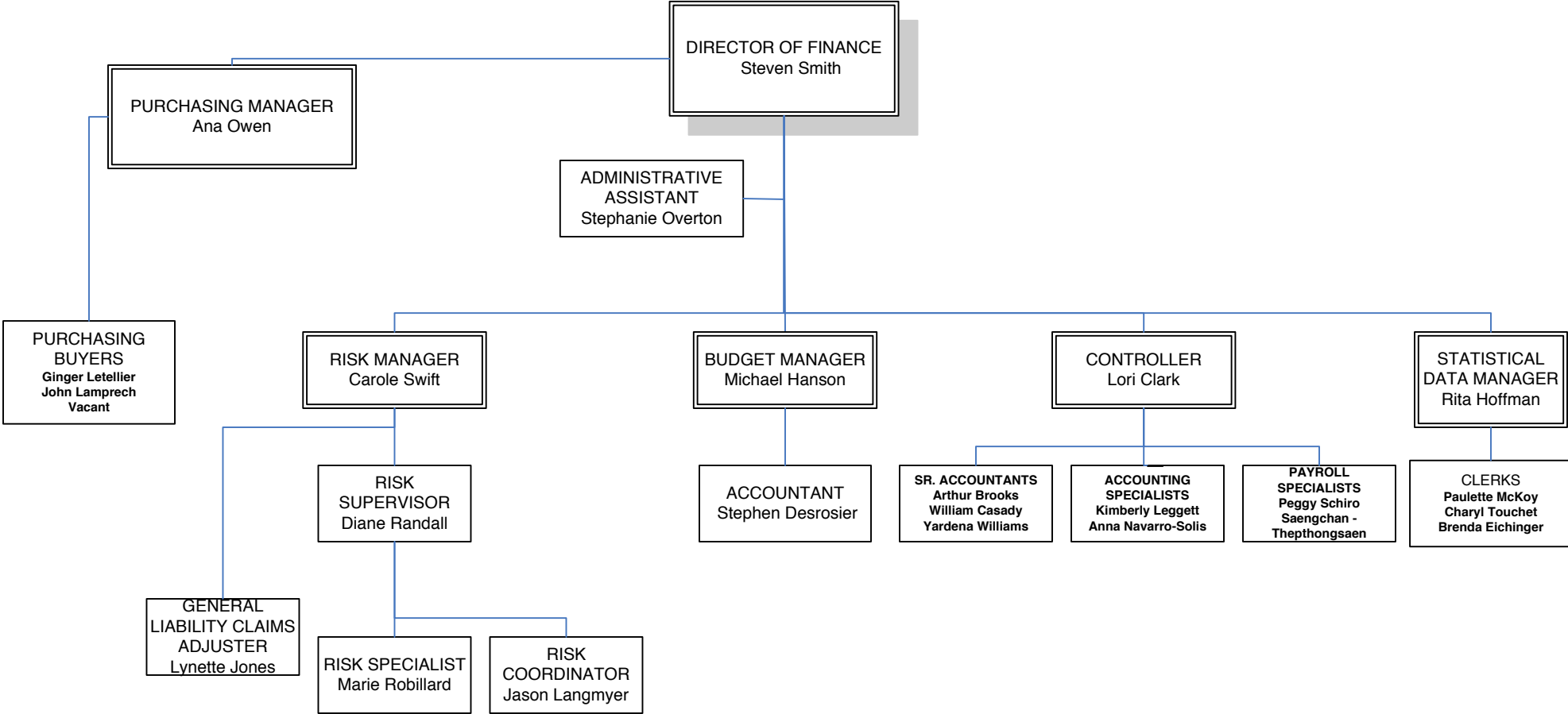
The Risk Management Division coordinates and monitors the claims function for general liability, vehicle liability, and property insurance programs. This division works with a third party administrator for the workers compensation program from notice of injury, medical treatment, light duty potential 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 2010	ADOPTED BUDGET FY 2011
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	2
Secretary	1	0
Clerk	3	3
TOTAL FULL-TIME	27	25
SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Salaries & Wages	\$1,329,160	\$1,265,700
Fringe Benefits	496,643	480,475
Contractual Services	207,500	103,300
Materials & Supplies	40,400	34,000
Other Expenses	98,090	89,610
TOTALS	\$2,171,793	\$1,973,085

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. The department acts as the project manager for PSTA's travel training program, consultant studies, and triennial reviews (i.e., compliance reviews conducted every three years per federal 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), Community Traffic Safety Team, West Central Florida Air Quality Coordinating Committee and others.

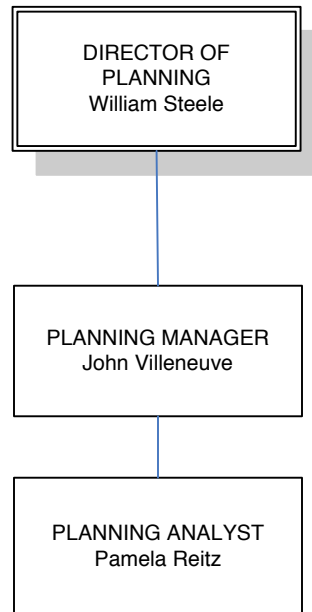
The Planning Department is also responsible for the development and reporting of program specific plans including the transit element of the Transportation Improvement Program (MPO), 10-year Transit Development Plan (FDOT), and Title VI Program (FTA). All Florida Department of Transportation (FDOT) and Federal Transit Administration (FTA) grants are coordinated by the Planning Department. Security grants, discretionary grants and special appropriations are within the purview of Planning, with respect to application submittals, periodic reporting, and ongoing eligibility requirements.

PLANNING DEPARTMENT (CONTINUED)

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Director of Planning	1	1
Planning Manager	1	1
Planning Analyst	1	1
Administrative Assistant	1	0
TOTAL FULL-TIME	4	3

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Salaries & Wages	\$241,270	\$206,390
Fringe Benefits	87,889	74,563
Contractual Services	0	0
Materials & Supplies	2,000	250
Other Expenses	50	600
TOTALS	\$331,209	\$281,803

PSTA PLANNING DEPARTMENT



HUMAN RESOURCES DEPARTMENT

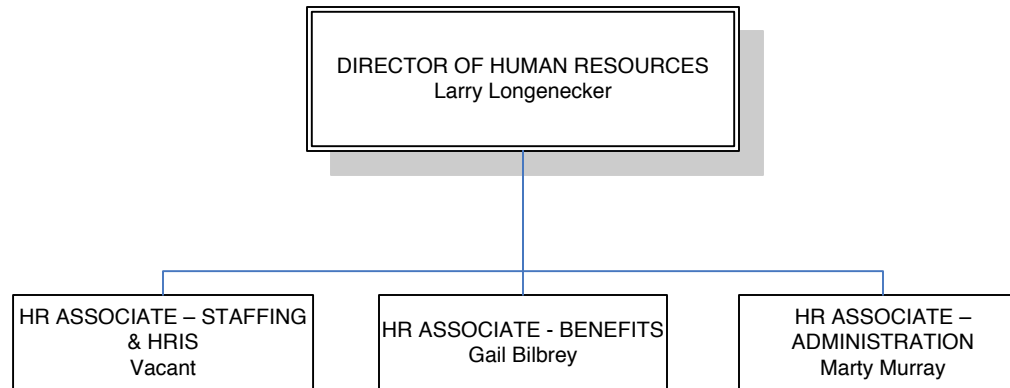
FUNCTIONS AND RESPONSIBILITIES

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 2010	ADOPTED BUDGET FY 2011
Director of Human Resources	1	1
HR Associate – Benefits	1	1
HR Associate – Staffing & HRIS	1	1
HR Associate – Administration	1	1
TOTAL FULL-TIME	4	4

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Salaries & Wages	\$182,960	\$182,640
Fringe Benefits	69,445	70,061
Contractual Services	24,700	7,500
Materials & Supplies	1,800	900
Other Expenses	49,100	42,900
TOTALS	\$328,005	\$304,001

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 24 sales outlets located throughout Pinellas County and via the online ticket stores; 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; management of the company's online social media presence; 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.

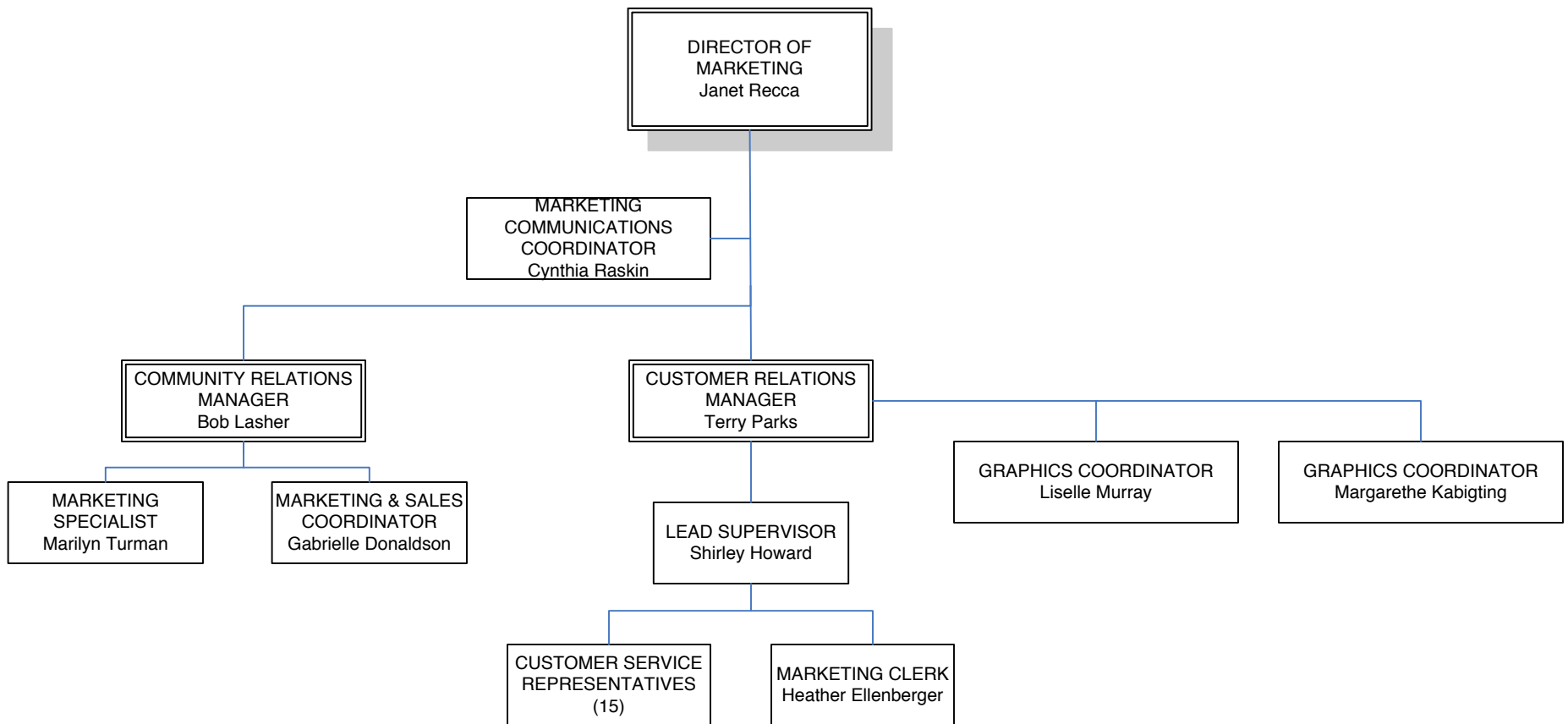
Additional responsibilities include overall support to other departments within the Authority where activities and decisions impact customer service, ridership (both existing and potential), employee relations, and agency image.

MARKETING DEPARTMENT (CONTINUED)

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
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	15	15
TOTAL FULL-TIME	25	25

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Salaries & Wages	\$1,035,640	\$1,035,790
Fringe Benefits	424,966	434,063
Contractual Services	83,310	73,310
Materials & Supplies	169,000	128,600
Other Expenses	129,250	202,800
TOTALS	\$1,842,166	\$1,874,563

PSTA MARKETING DEPARTMENT



INFORMATION TECHNOLOGY DEPARTMENT

FUNCTIONS AND RESPONSIBILITIES

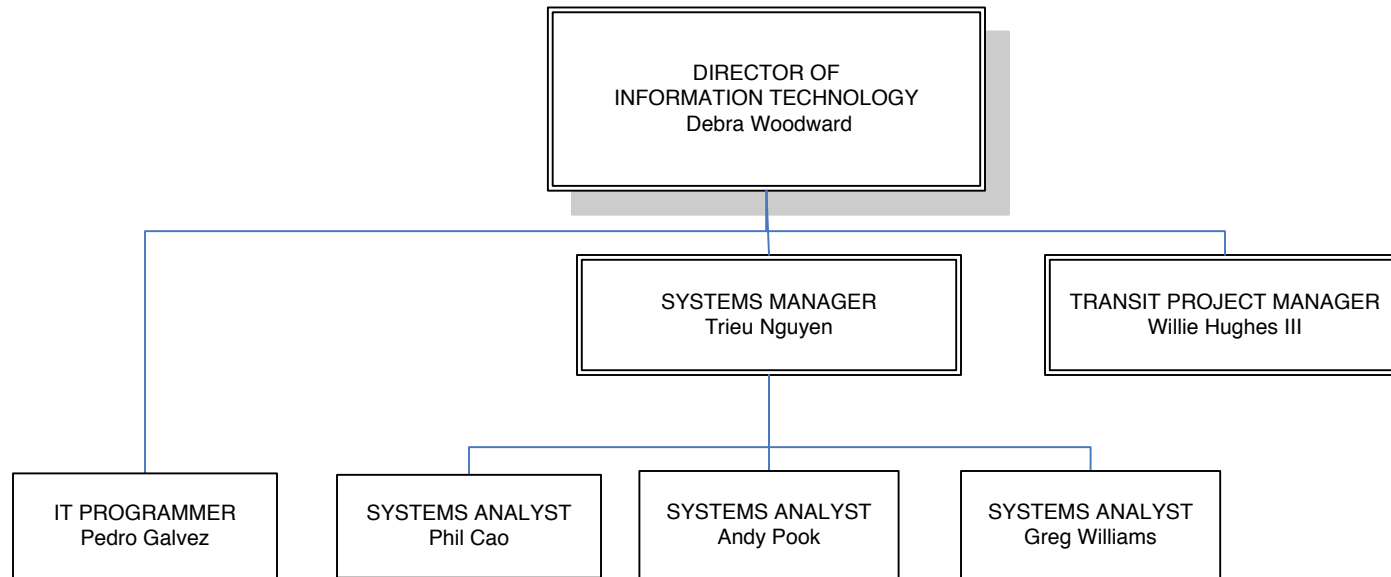
The Information Technology (IT) Department serves as the primary source of telephony management, computer programming, and computer software and hardware technology management for the Authority. The IT Department develops and maintains the telephone system and computer business application systems within the Authority. This department also develops and provides computer training and generates technology 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, programming, report development and management, website assistance, research innovative technology solutions and technical support with the digital radio system 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, participates in the procurement process and technology solutions appropriate to the Authority's strategic direction and guiding principles. This department is responsible in the project management and project coordination of all IT related projects. 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 support for the network.

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Director of Information Technology	1	1
Systems Manager	1	1
Transit Project Manager	1	1
IT Programmer	1	1
Systems Analyst	3	3
TOTAL FULL-TIME	7	7

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Salaries & Wages	\$432,890	\$453,800
Fringe Benefits	141,441	149,586
Contractual Services	410,000	444,500
Materials & Supplies	20,300	13,200
Total Utilities	79,000	85,000
Other Expenses	100	100
TOTALS	\$1,083,731	\$1,146,186

PSTA INFORMATION TECHNOLOGY DEPARTMENT



TRANSPORTATION DEPARTMENT

FUNCTIONS AND RESPONSIBILITIES

The Transportation Department is responsible for the operation of PSTA's 205 buses and trolleys that operate 30 fixed routes, 3 commuter routes, 2 community circulators and 2 express routes to Hillsborough County. Transportation Department staffing includes 360 Bus Operators, 17 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. The Safety, Security and Training Division is responsible for all safety and training functions 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, Security 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 database.

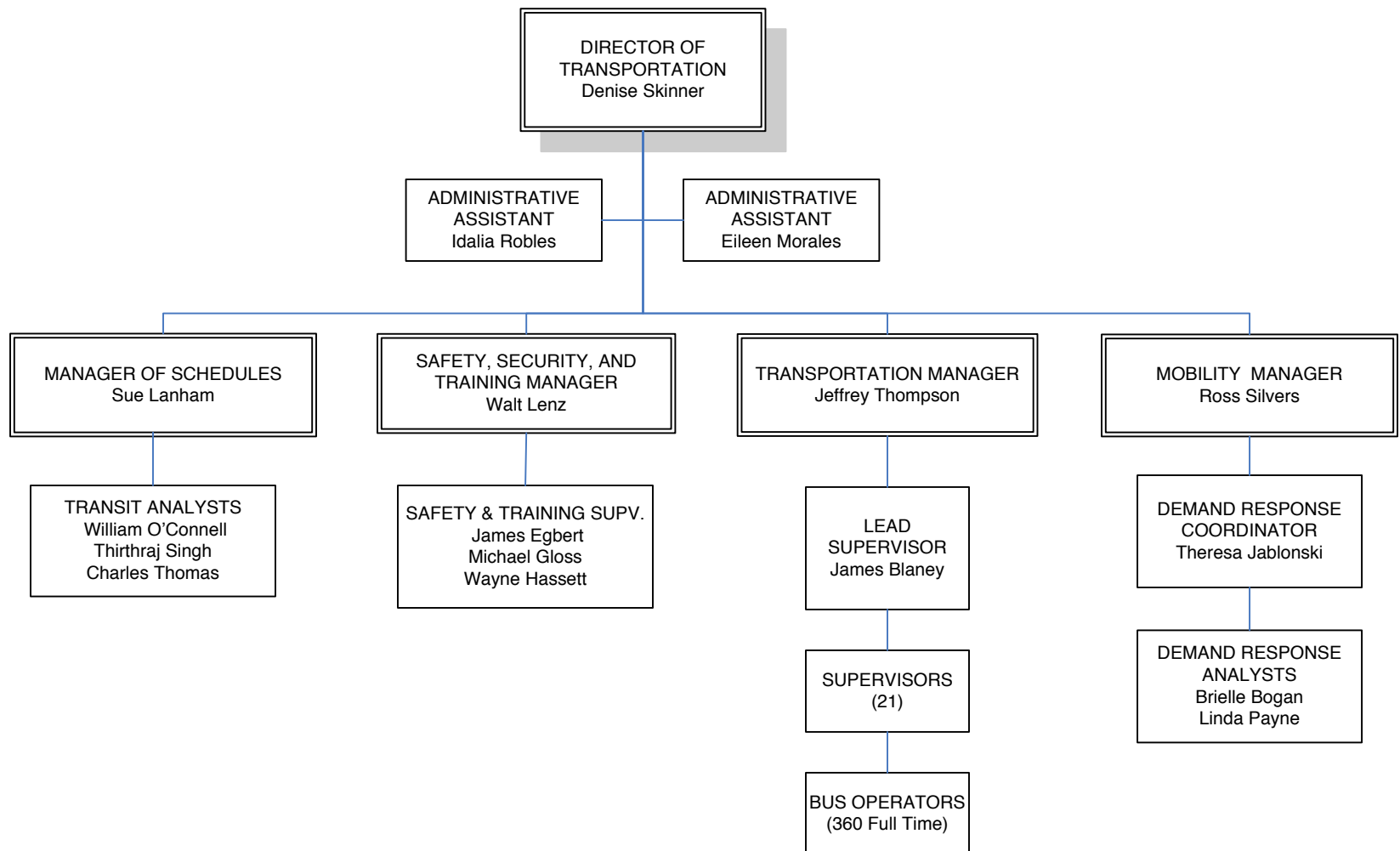
The Demand Response Transportation (DART) program is administered, coordinated and monitored by this department. Staff is responsible for assuring that eligibility and service are compliant with all Americans with Disabilities (ADA) implementing regulations.

TRANSPORTATION DEPARTMENT (CONTINUED)

PERSONNEL POSITION SUMMARY	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Director of Transportation	1	1
Manager of Schedules	1	1
Safety, Security & Training Manager	1	1
Transportation Manager	1	1
Mobility Manager	1	1
Lead Supervisor	1	1
Safety & Training Supervisor	3	3
Demand Response Coordinator	1	1
Transit Analyst	3	3
Demand Response Analyst	2	2
Administrative Assistant	2	2
Transportation Supervisor	21	21
Bus Operator	369	360
TOTAL FULL-TIME	407	398

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Salaries & Wages	\$17,763,690	\$17,661,920
Fringe Benefits	7,472,279	7,466,243
Contractual Services	296,200	155,700
Materials & Supplies	4,824,600	40,270
Other Expenses	20,560	17,000
TOTALS	\$30,377,329	\$25,341,133

PSTA TRANSPORTATION DEPARTMENT



MAINTENANCE DEPARTMENT

FUNCTIONS AND RESPONSIBILITIES

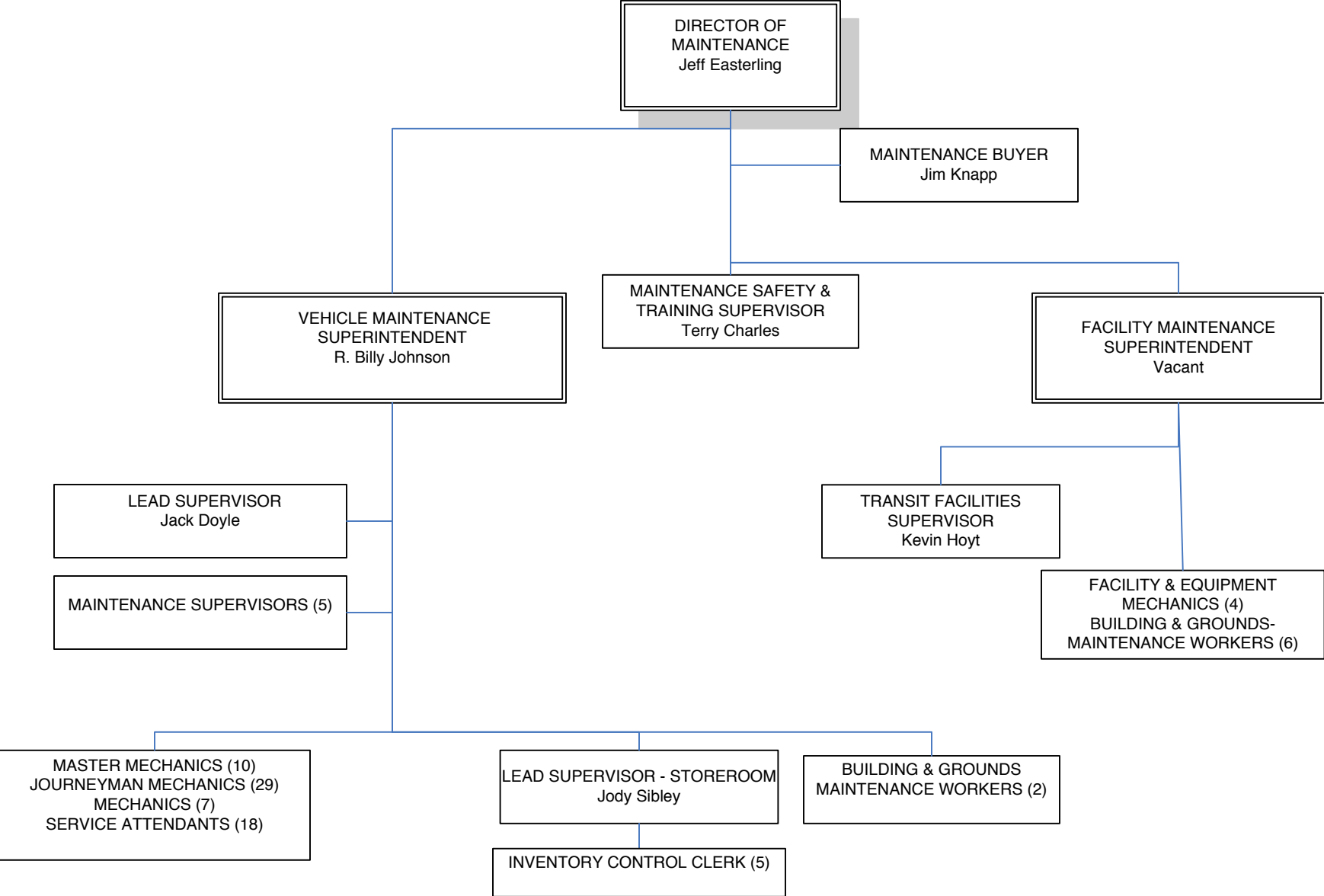
The Maintenance Department is responsible for the maintenance of PSTA's 205 buses and 54 non-revenue vehicles for the transportation, support services, and maintenance vehicles utilized to provide service to customers. Maintenance includes all preventative maintenance, running repairs, component, and 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 94 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 2010	ADOPTED BUDGET FY 2011
Director of Maintenance	1	1
Maintenance Superintendent	1	1
Facilities Superintendent	1	1
Lead Supervisor	1	1
Lead Supervisor Maintenance – Storeroom	1	1
Maintenance Safety & Training Supervisor	1	1
Transit Facilities Supervisor	1	1
Maintenance Buyer	1	1
Clerk	1	0
Maintenance Supervisor	6	5
Facility & Equipment Mechanic	4	4
Master Mechanic	10	10
Journeyman Mechanic	27	29
Mechanic	10	7
Inventory Control Clerk	6	5
Service Attendant	18	18
Building & Grounds Worker II	6	6
Building & Grounds Worker I	2	2
TOTAL FULL-TIME	98	94

MAINTENANCE DEPARTMENT (CONTINUED)

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2010	ADOPTED BUDGET FY 2011
Salaries & Wages	\$3,576,050	\$3,651,330
Fringe Benefits	1,839,389	1,839,411
Contractual Services	654,900	569,500
Materials & Supplies	3,019,470	8,101,310
Other Expenses	10,600	6,800
TOTALS	\$9,100,409	\$14,168,351

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 2010	ADOPTED BUDGET FY 2011
Contractual Services	\$1,460,300	\$1,058,100
Materials & Supplies	19,200	16,000
Utilities	757,690	807,560
Taxes & Licenses	790,260	728,270
Purchased Transportation	4,428,160	5,189,200
Other Expenses	69,000	69,000
TOTALS	\$7,524,610	\$7,868,130

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 2010	ADOPTED BUDGET FY 2011
Contractual Services	127,000	\$80,800
Materials & Supplies	600	0
Insurance Premiums and Claims	1,595,560	1,514,200
TOTALS	\$1,723,160	\$1,595,000
