



Proposed Operating and Capital Budget Fiscal Year 2016

Pinellas Suncoast Transit Authority

VISION STATEMENT

“Quick, affordable transportation from where you are to where you want to go.”

MISSION STATEMENT

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

GUIDING PRINCIPLES

1. Provide safe and secure public transit environment for customers, PSTA team members, and the general public.
2. Focus on continuous customer improvement.
3. Improve public transit through communicating, partnering and collaborating with our entire community.
4. Integrate public transit with land use and economic development goals to enhance the community's livability.
5. Provide good stewardship of public funding.
6. Value the ideas and contributions of all PSTA team members and foster a spirit of teamwork throughout the entire organization.
7. Increase PSTA diversity by attracting, training, and retaining employees who reflect our community.
8. Conduct business and activities with transparency, integrity, and high ethical standards.
9. Demonstrate environmental leadership.
10. Maximize accessibility for customers.
11. Lead the public transit industry with innovative projects and operating practices.



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BOARD OF DIRECTORS

Chairperson



Bill Jonson
Councilmember
City of Clearwater

Vice-Chairperson



Julie Ward Bujalski
Mayor
City of Dunedin

Secretary/Treasurer



Janet Long
Commissioner
Pinellas County



Joseph Barkley
Vice-Mayor
City of Belleair Bluffs



Doug Bevis
Mayor
City of Oldsmar



Mark Deighton
Commissioner
Town of Redington
Beach



Ben Diamond
Citizen
City of St. Petersburg



Dave Eggers
Commissioner
Pinellas County



Pat Gerard
Commissioner
Pinellas County



Curtis Holmes
Commissioner
City of Largo



Patricia F. Johnson
Vice-Mayor
City of Pinellas Park



**Wengay "Newt"
Newton**
Councilmember
City of St. Petersburg



Darden Rice
Councilmember
City of St. Petersburg



Brian Scott
Citizen
Pinellas County



Kenneth T. Welch
Commissioner
Pinellas County



PINELLAS SUNCOAST TRANSIT AUTHORITY

Board of Directors

Officers

Bill Jonson, Chairperson
Julie Ward Bujalski, Vice-Chairperson
Janet Long, Secretary/Treasurer

City of Belleair Bluffs

Joseph Barkley

City of Clearwater

Bill Jonson

City of Dunedin

Julie Ward Bujalski

City of Largo

Curtis Holmes

City of Oldsmar

Doug Bevis

City of Pinellas Park

Patricia F. Johnson

City of St. Petersburg

Ben Diamond
Wengay "Newt" Newton
Darden Rice

Pinellas County

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

**Town of Reddington
Beach**

Mark Deighton

Chief Executive Officer

Brad Miller

General Counsel

Bryant Miller Olive



TO: PSTA Board of Directors

FROM: Brad Miller, Chief Executive Officer

DATE: September 23, 2015

SUBJECT: Transmittal of FY 2016 Proposed Budget



I am pleased to present the FY 2016 Proposed Budget and the 5 Year Capital Improvement Program that reflects PSTA's new **Path Forward**. Without the additional funding from a sales tax referendum that did not pass the ballot in November 2014, PSTA took the time to evaluate where the organization needs to be in order to ensure that the Authority meets its mission of providing safe, affordable public transit to our community. With the **Path Forward**, PSTA will have financial stability in the short term, with a sustainable operating and capital plan, and an emphasis on PSTA's role in the community and its impact on economic development.



FOCUS ON CUSTOMER-ORIENTED TRANSIT SERVICES

The customer is our foundation for building our Path Forward. The operating budget includes investment in customer service training for our operators along with benchmarking of the training impact on PSTA's performance based on customer surveys.

The capital budget includes customer amenities, such as enhanced Wi-Fi service, bus shelters, passenger benches, bike racks and improved ADA accessibility at targeted locations.

Two additional maintenance positions have been created to enhance the bus cleaning staff.



DEVELOP A STRONG GOVERNANCE MODEL FOR EFFECTIVE PINELLAS TRANSPORTATION LEADERSHIP

State and federal lobbyists are budgeted to assist in obtaining funding to for our legislative priorities that are in support of the Path Forward. The State initiatives include a Bus rapid Transit Pilot for the St. Petersburg Central Avenue route, which is the highest demand transit corridor in the Tampa Bay region, and support of the Tampa Bay Regional Transit Fare Collection project that will provide new technology for advanced smartphone and proximity card payment making it easier to ride transit within the region. PSTA's federal priority is implementing a successful new regional express service from Clearwater Beach to Tampa International Airport (TIA). This route will connect Pinellas County's award-winning

beaches with the TIA that is essential for our region's economic development and job growth.

In addition, during our workshops the PSTA Board identified Board Governance training as a continuous improvement initiative that is included in the operating budget at \$50,000.



PROVIDE EFFECTIVE, FINANCIALLY VIABLE PUBLIC TRANSPORTATION THAT SUPPORTS OUR COMMUNITY

The budget looks to increase revenue sources already available to PSTA with increased fares and a highly simplified fare structure. Increased revenues along with strategic cost control measures is allowing for a surplus in FY 2016 that will be set aside for capital projects, with PSTA's top priority project being our bus replacement program.



SUSTAINABLE CAPITAL PROGRAM

For the bus replacement program, staff will be working with federal, state and community partners to advocate for capital funding. In the five-year capital plan, PSTA will be dedicating, for the first time, local funds to purchase buses.



CUSTOMER ORIENTED SERVICE REDESIGN

Focusing resources where transit works best, the budget includes route changes and service improvements based on a data-driven and customer sensitive approach. While there will be improved service in higher frequency routes, other changes will affect customers through route elimination. During the budget process and in the coming year we will engage the customers and the business community, both in public forums and on an individual basis to hear their concerns and suggestions.



INCREMENTAL EXPANSION

The budget includes \$200,000 for route enhancements to help achieve increased ridership.



VISIONARY SERVICE DESIGN: INCREASED PUBLIC TRANSIT ACCESS

Planning grant funds will support updating the Community Bus Plan as needed to address and embrace changes within the community. Developing new transit alternative partners will assist in making incremental progress towards the planned countywide high frequency grid.



FY 2016 BUDGET SUMMARY

<u>Description</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2016 Proposed Budget</u>	<u>Change</u>	
			<u>Amount</u>	<u>Percent</u>
Operating Budget	\$66,663,074	\$65,246,845	(\$1,416,229)	(2.12%)
Capital Improvements Budget	\$20,115,224	\$12,616,954	(\$7,498,270)	(37.28%)
Totals	\$86,778,298	\$77,863,799	(\$8,914,499)	(10.27%)

FY 2016 PROPOSED OPERATING BUDGET SUMMARY

The PSTA proposed operating budget for FY 2016 is decreasing by \$1.4 million or 2.12% under FY 2015.

FY 2016 PROPOSED REVENUE SUMMARY

- Passenger Fares are budgeted to be 15.57% more than the projected FY 2015 year-end due to anticipated fare adjustments and a change in the accounting treatment of DART fares received by DART providers. Previously, fares received by DART providers were netted against the expenses.
- Auxiliary revenue is budgeted to be 44.18% more than the projected FY 2015 year-end. This is due to an increase in anticipated revenue to be received from outsourcing advertising.
- Non-transportation revenue is budgeted to be the same as the projected FY 2015 year-end.



FY 2016 BUDGET SUMMARY

- Taxes are budgeted to be 6.94% higher than the projected FY 2015 year-end due to an increase in taxable property values.
- Local Beach Trolley revenue is budgeted to be 5.61% higher than the projected FY 2015 year-end. This is mostly due to a 7% increase in Trolley revenue from the City of St. Pete Beach and Treasure Island.
- State Grant revenue is budgeted to be 0.69% higher than the projected FY 2015 year-end. This is mostly due to an increase in State Operating Assistance.

FY 2016 PROPOSED EXPENSE SUMMARY

- Salaries (\$27.8 million projected year-end in FY 2015) are budgeted at \$29.6 million and include:
 - Step increases for union employees.
 - An Innovative performance-based bonus program for all union employees. Up to \$750 for strong performance by our unionized employees.
 - A 3% merit based increase for administrative employees.
 - Total headcount reduced by 4.5 positions.
 - New employees – Two Maintenance Service Attendants.



FY 2016 BUDGET SUMMARY

- Fringe Benefits are budgeted to increase 7.53% over the FY 2015 projected year-end due to increased benefits costs related to reduced vacant positions and an increase in health insurance premiums.
- Services are budgeted to increase 22.08% over the FY 2015 projected year-end due to decreased insurance recoveries, increased consultant services, a new consultant for federal lobbying services, board governance training and customer service training.
- Diesel Fuel is budgeted to decrease 37.20% under the FY 2015 projected year-end due to a decrease in diesel fuel prices. The proposed budget assumes an average price per gallon of \$1.88.
- Supplies are budgeted to increase 10.61% over the FY 2015 projected year-end due to an increase in repair parts expenses necessary to extend the useful life of the buses to 15 years.
- Insurance is budgeted to increase 24.08% over the FY 2015 projected year-end due to an exceptional year of insurance related recoveries in FY 2015. This trend is not anticipated to continue at such a high rate in FY 2016.
- Utilities are budgeted to increase 16.74% over the FY 2015 projected year-end due to rate increases, upgraded telephone utilities and an increase in text messaging expenses related to the real-time bus system.
- Purchased Transportation – DART is budgeted to increase 24.78% over the FY 2015 projected year-end due to increased costs for services and increased ridership and a change in the accounting treatment of DART fares received by DART providers. Previously, fares received by DART providers were netted against the expenses.
- Purchased Transportation – Trolleys is budgeted to increase 2.45% over the FY 2015 projected year-end due to an increase in funding for the Jolley Trolley.
- Miscellaneous expenses are budgeted to increase 17.64% over the FY 2015 projected year-end due to costs associated with onboard customer surveys post customer service training, drug and alcohol compliance audit services and investment in our employees through training.
- Service route adjustments based on the community bus plan are reducing expenses by \$518,000.



FY 2016 BUDGET SUMMARY

FY 2016 PROPOSED CAPITAL IMPROVEMENT BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

- The FY 2016 proposed capital budget is focused on the sustainable bus replacement plan. The plan maintains emphasis on customer service through implementation of customer amenities such as new bus shelters. In addition, funding is included for technology enhancements.

BUDGET ASSUMPTIONS

- Outsourcing advertising to increase revenue by \$300,000.
- Implementing fare adjustments of approximately \$1,000,000 in additional revenue.
- Route restructuring.



PSTA Board Committee Assignment Roster & Other PSTA Related Committee Appointments as of April 22, 2015

PSTA COMMITTEES											OTHER COMMITTEES			
Pos.	Name	Representing	Appointment	Planning	Finance & Performance Management	Legislative	Executive	Personnel	Nominating		MPO	TBARTA	MPO's LCB	MPO's School Safety
1	Bill Jonson, Chair	Clearwater	04/2010		X		XXX	XXX						
2	Julie Bujalski, Vice-Chair	Dunedin	04/2008	XXX			X	X		X				Y
3	Janet Long, Sec/Treas.	Pinellas County	12/2012	X			X	X	X					
4	Ken Welch	Pinellas County	10/2007	X			X		X					
5	Mark Deighton	Beach Cities	10/2011	X	X									X
6	Wengay Newton	St. Petersburg	01/2012			X		X	XXX					
7	Patricia Johnson	Pinellas Park	03/2012	Alt.					X			X		
8	Darden Rice	St. Petersburg	01/2014	X		XXX	X							
9	Brian Scott	County Non-Elect	10/2012		X							Y		
10	Joseph Barkley	South Cities	11/2012		XXX			X						
11	Ben Diamond	St. Pete Non-Elect	02/2014			X			X					
12	Doug Bevis	North Cities	10/2014			X								
13	Pat Gerard	Pinellas County	12/2014			X								
14	Dave Eggers	Pinellas County	12/2014		X									
15	Curtis Holmes	Largo	12/2014		Alt.									

X – Member Appointed by PSTA
XXX – Chair of Committee

Y – Member Appointed by Other Body



FY 2016 OPERATING BUDGET



FY 2016 OPERATING BUDGET SUMMARY

<u>Proposed FY 2016 Budget</u>	
Operating Revenues	\$14,817,650
Non-Operating Revenues	\$53,057,641
Total Revenues	\$67,875,291
Total Expenses	\$65,246,845
Surplus (Deficit)	\$2,628,446
Transfer To Reserves	(\$2,628,446)
Net Surplus (Deficit)	\$0



FY 2016 OPERATING BUDGET OVERVIEW

<u>Revenues</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Operating Revenues	\$13,879,840	\$12,821,532	\$14,817,650	15.57%
Non-Operating Revenues	\$50,588,244	\$50,362,902	\$53,057,641	5.35%
Total Revenues	\$64,468,084	\$63,184,434	\$67,875,291	7.42%
Transfer (To) From Reserves	\$2,194,990	(\$486,860)	(\$2,628,446)	439.88%
Total Revenues and Reserves	\$66,663,074	\$62,697,574	\$65,246,845	4.07%
Salaries	\$28,856,370	\$27,793,030	\$29,598,460	6.50%
Fringe Benefits	\$11,199,615	\$10,361,925	\$11,142,638	7.53%
Services	\$3,474,995	\$3,043,555	\$3,715,565	22.08%
Diesel Fuel	\$7,517,170	\$7,215,000	\$4,531,370	(37.20%)
Supplies	\$4,172,040	\$4,094,705	\$4,529,002	10.61%
Insurance	\$1,423,000	\$1,377,525	\$1,709,200	24.08%
Utilities	\$1,123,200	\$1,001,035	\$1,168,600	16.74%
Taxes & Licenses	\$848,840	\$848,840	\$843,590	(0.62%)
Purchased Transportation – DART	\$4,923,900	\$5,006,000	\$6,246,500	24.78%
Purchased Transportation – TD	\$768,380	\$740,000	\$748,570	1.16%
Purchased Transportation – Trolleys	\$652,409	\$652,409	\$668,395	2.45%
Miscellaneous	\$1,703,155	\$563,550	\$662,955	17.64%
Route Service Changes	\$0	\$0	(\$518,000)	N/A
New Service Initiatives	\$0	\$0	\$200,000	N/A
Total Expenses	\$66,663,074	\$62,697,574	\$65,246,845	4.07%

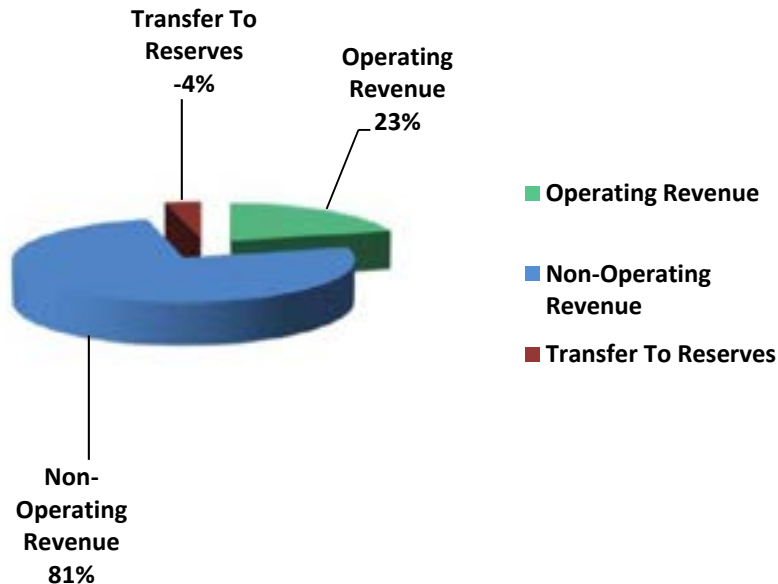


FY 2016 OPERATING BUDGET OVERVIEW REVENUE AND RESERVES

<u>Revenues</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Passenger Fares	\$13,879,840	\$12,821,532	\$14,817,650	15.57%
Auxiliary	\$267,600	\$359,000	\$517,600	44.18%
Non-Transportation	\$438,140	\$173,050	\$173,050	0.00%
Taxes	\$35,355,160	\$35,355,160	\$37,808,440	6.94%
Local Beach Trolley & Rt. 35	\$876,962	\$876,962	\$926,156	5.61%
State Reimbursement – Fuel Tax	\$657,320	\$657,320	\$652,620	(0.72%)
State Grants	\$7,466,477	\$7,367,460	\$7,418,284	0.69%
Federal Grants	\$5,446,585	\$5,493,950	\$5,481,491	(0.23%)
Federal Grants MPO Pass-Thru	\$80,000	\$80,000	\$80,000	0.00%
Total Revenues	\$64,468,084	\$63,184,434	\$67,875,991	7.42%
Transfer (To) From Reserves	\$2,194,990	(\$486,860)	(\$2,628,446)	439.88%
Total Revenues and Reserves	\$66,663,074	\$62,697,574	\$65,246,845	4.07%

FY 2016 OPERATING BUDGET OVERVIEW REVENUE AND RESERVES

FY 2016 Operating Revenues and Reserves



Revenue Assumptions:

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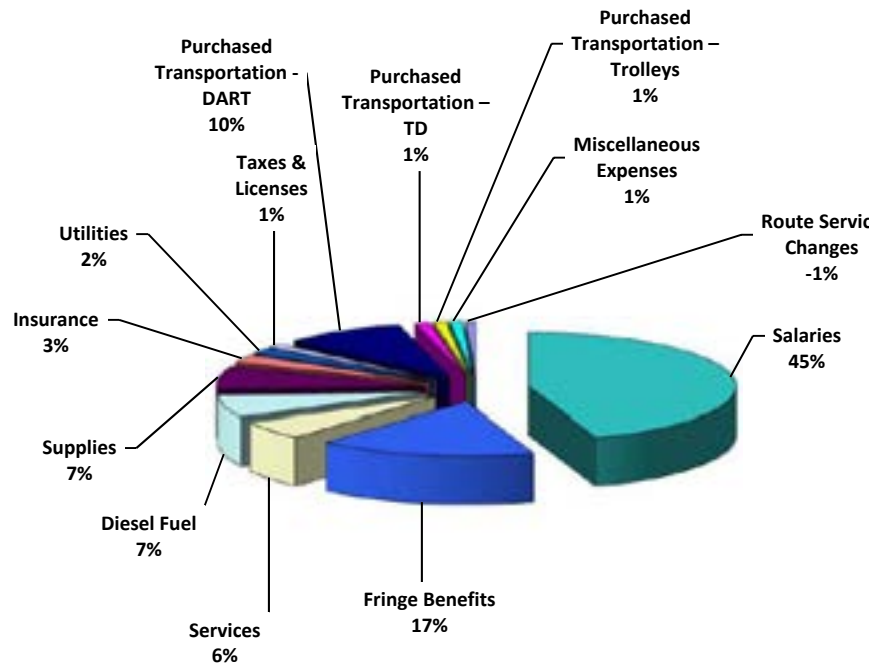


FY 2016 OPERATING BUDGET OVERVIEW EXPENSES

<u>Expenses</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY2015/FY2016</u>
Salaries	\$28,856,370	\$27,793,030	\$29,598,460	6.50%
Fringe Benefits	\$11,199,615	\$10,361,925	\$11,142,638	7.53%
Services	\$3,474,995	\$3,043,555	\$3,715,565	22.08%
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Route Service Changes	\$0	\$0	(\$518,000)	N/A
New Service Initiatives	\$0	\$0	\$200,000	N/A
Total Operating Expenses	\$66,663,074	\$62,697,574	\$65,246,845	4.07%

FY 2016 OPERATING BUDGET OVERVIEW EXPENSES

FY 2016 Operating Expenses



Expense Assumptions:

- Salaries (\$27.8 million projected year-end in FY 2015) are budgeted at \$29.6 million and include:
 - Step increases for union employees.
 - An innovative performance-based bonus program for union employees (up to \$750 per employee).
 - A 3% merit based increase for administrative employees.
 - New employees – Two Maintenance Service Attendants.
- Fringe Benefits are budgeted to increase 7.53% over the FY 2015 projected year-end due to increased benefit costs related to reduced vacant positions and an increase in health insurance premiums.
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PSTA ORGANIZATIONAL OVERVIEW

Profile of the Authority

The Pinellas Suncoast Transit Authority (The Authority) was created in 1984 via a merger of the St. Petersburg Municipal Transit System and the Central Pinellas Transit Authority to provide Pinellas County with a cohesive public transit system. A fleet of 188 buses and 16 trolleys serve 37 fixed routes and 3 on-demand deviation routes. Pinellas County is 280 square miles with approximately 916,542 residents (2010 Census). Pinellas County is located along the west coast of Florida and includes a corridor of smaller beach communities along the Gulf of Mexico. Pinellas County is the second smallest county in the state of Florida; however, it is the most densely populated county in Florida.

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

During fiscal year 2014, Authority vehicles traveled a total of 8.8 million revenue miles, providing approximately 613,000 hours of service, and 14.5 million total passenger trips.

Officials

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



PSTA ORGANIZATIONAL OVERVIEW

Services and Service Delivery

The Authority provides virtually all public transportation services in this area. These services include fixed route, demand response, and specialized services. The Authority maintains over 5,157 bus stops, 740 shelters, 14 transfer hubs, 4 customer service centers, and a fleet of 204 fixed route vehicles. For 2014, the total passenger trips were 14.5 million. This represents the highest transit ridership in the history of Pinellas County dating back to 1903, and a four-year trend of increased ridership.

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

The Authority offers a host of programs and services to make using public transit an easy and attractive alternative to driving. Printable route schedules and maps are available on www.psta.net, making bus information more accessible than ever. The website also offers details regarding how to ride, fares and reduced fare programs, Bikes on Buses, employment opportunities, and much more. These materials are also all available by mail. Trip planning assistance is available by calling the Customer Service Info Line, visiting a Customer Service Center, or through the online trip planner. In addition, real-time bus arrival information is available through the PSTA website by calling the Customer Service Info-Line, through text messaging, and displayed on message display signs at the terminals and at laybys throughout the County. Soon this information will be available to the public by downloading the real-time bus information app.

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

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



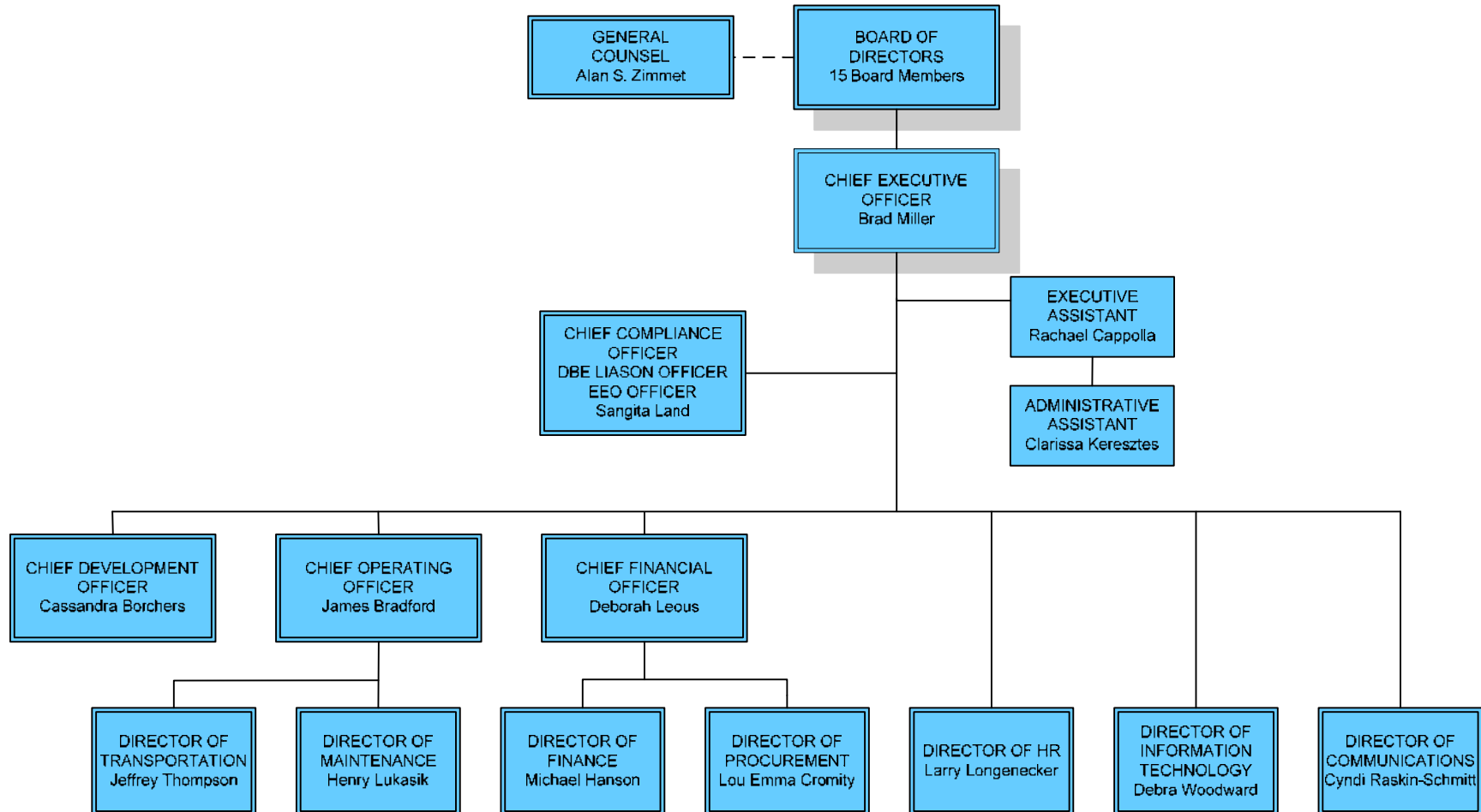
PSTA ORGANIZATIONAL OVERVIEW

Management

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



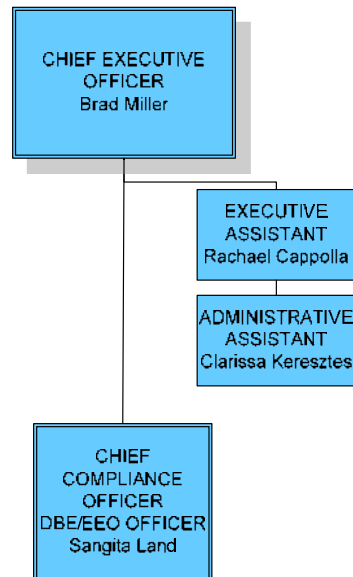
PSTA ORGANIZATION





CHIEF EXECUTIVE OFFICE

CHIEF EXECUTIVE OFFICE ORGANIZATION & OVERVIEW



- Cultivation of leadership capacity through all levels of the organization.
- Design and execution of accountability structures, and
- Communication of our vision and accomplishments to a broad audience throughout Pinellas County and the Tampa Bay Region.

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

Current Key Initiatives:

- **PSTA's Path Forward – setting the strategic direction for the Authority in support of the Authority's mission. The Path Forward consists of seven key initiatives that will be addressed starting customer oriented transit services.**

CHIEF EXECUTIVE OFFICE

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

- The development of financial resources.
- Relationships with community leaders.



CHIEF EXECUTIVE OFFICE OVERVIEW

- The basis of the Path Forward is **focus on customer oriented transit services** with continuous improvement of PSTA bus services for both riders and our community; engaging the broader community with on-going communications and outreach; and building an inspired workforce that is empowered and accountable for ever improving customer service.
- **Development of a strong governance model for effective Pinellas Transportation Services** through the Executive Committee assisting the Board in developing high-level policy consensus; strengthening of existing PSTA Board committees' roles in assisting the full Board; fully participating in collaborative transportation policy and priority setting with other federal, state and regional partners; and making policy decisions that will support community development, transportation and land use objectives.
- **Provision of effective, financially viable public transportation** that supports our community by examining all possible financing options including strategic cost control measures; appropriately maximizing revenue sources already available to PSTA; remaining committed to sustainable decision making (financial, environmental, social); and proactively seeking new external partnership opportunities.
- **Development of a Sustainable Capital Program**, prioritizing bus replacements; using reserves to purchase buses; seeking future year partners to prioritize transit capital funding; and advocating for strong federal, state and local funding.
- **Development of a customer oriented service redesign** that focuses resources where transit works best; identification of transportation alternatives for affected customers; and use of a data-driven and customer sensitive approach.
- **Incremental expansion** through seeking funding for such projects; support of pilot projects that fit within the community and PSTA plans; and leveraging partnerships with MPO/others.
- These steps are the basis for **future visionary service design for an increase of public transit access**. The community bus plan will be updated as needed to address and embrace changes within the community; making incremental progress towards the planned county-wide high frequency grid, and examination of a variety of new revenues and alternative always with a focus on strategic cost control.



CHIEF EXECUTIVE OFFICE BUDGET

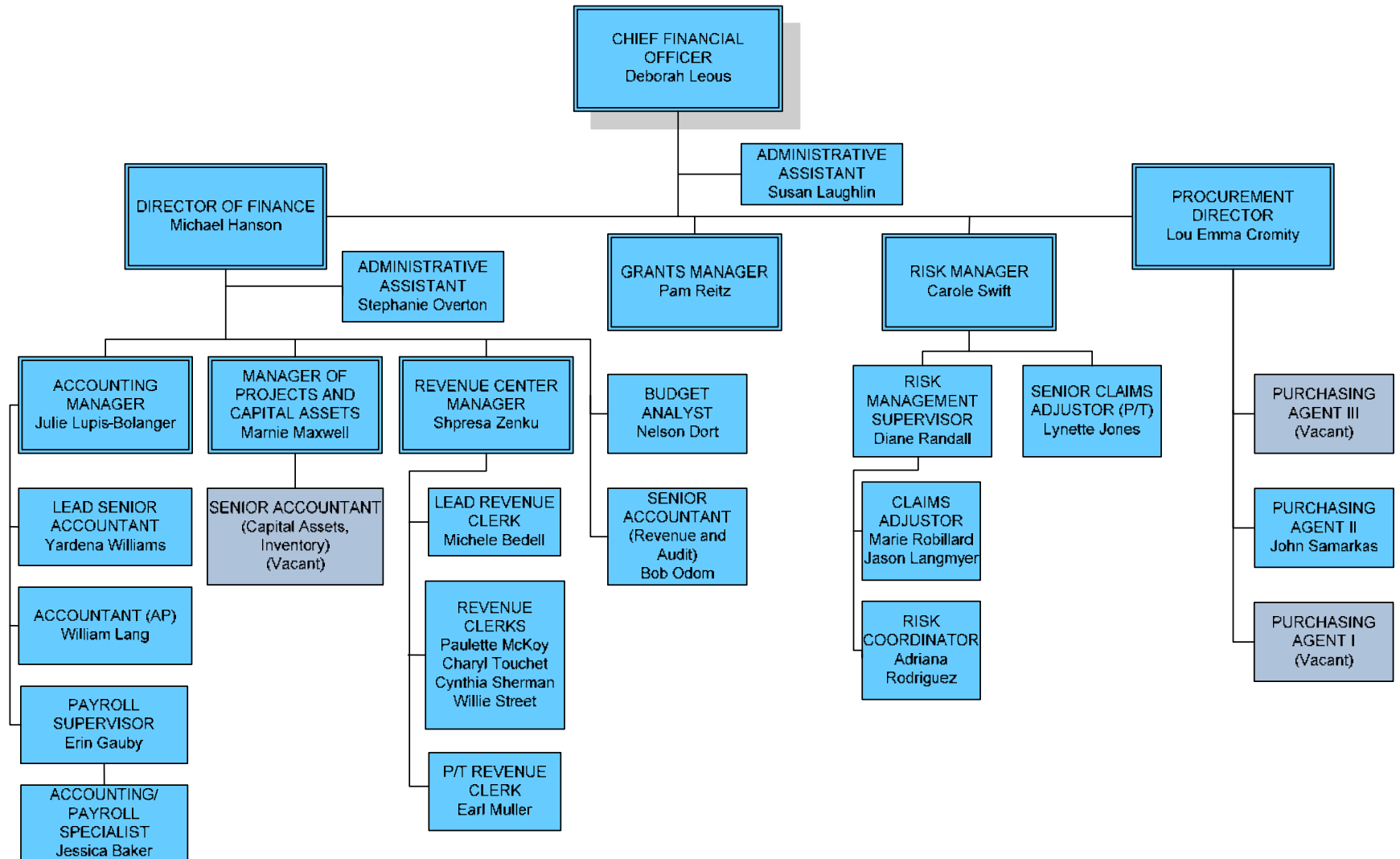
<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY2015/FY2016</u>
Salaries	\$368,720	\$370,640	\$373,620	0.80%
Fringe Benefits	\$112,536	\$85,030	\$116,009	36.43%
Services	\$15,000	\$29,700	\$52,500	76.77%
Supplies	\$2,500	\$1,500	\$2,500	66.67%
Miscellaneous	\$19,090	\$19,090	\$23,090	20.95%
Total Operating Expenses	\$517,846	\$505,960	\$567,719	12.21%

- Salaries and Fringe Benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services expense increased due to increased consultant services.
- Supplies increased due to an increase in office supply expenses.
- Miscellaneous expense increased due to an increase in travel and training expenses.



FINANCE DIVISION

FINANCE DIVISION ORGANIZATION





FINANCE DIVISION OVERVIEW

FINANCE DIVISION

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

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

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

accordance with PSTA Procurement Policies and Procedures. The department maintains all official contract files, bidders' lists, vendor files, vendor directories and contract lists.

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

The Grants and Project Reporting Department has the primary responsibility for preparation of the five-year capital plan; applying for grants at the Federal, State and Local level; timely preparation of grant drawdowns, monitoring and reporting on all grant related activities; and for grant compliance with State and Federal Authorities. The Fixed Asset accounting is also part of this Department and thus the Department is accountable for grants and fixed assets from conception to completion, and final disposition.



FINANCE DIVISION OVERVIEW

Current Key Initiatives:

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



FINANCE DIVISION BUDGET

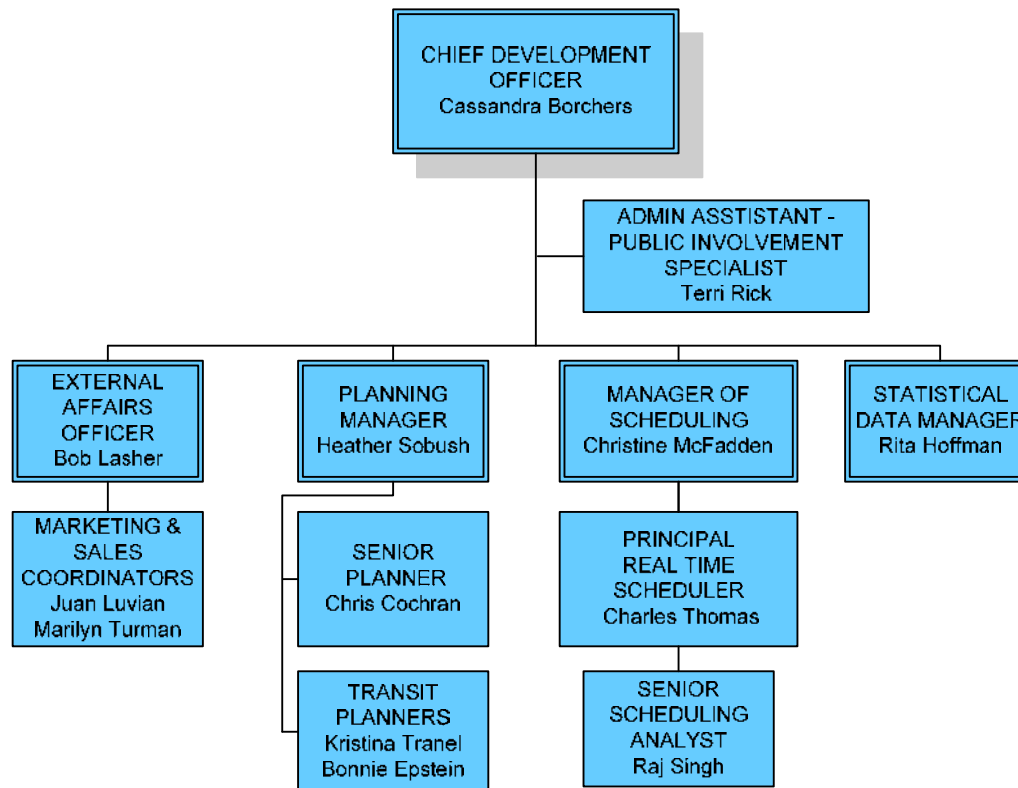
<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Salaries	\$1,644,640	\$1,587,990	1,609,930	1.38%
Fringe Benefits	\$547,513	\$494,870	\$551,718	11.49%
Services	\$142,250	\$65,000	\$133,100	104.77%
Supplies	\$12,100	\$11,895	\$67,700	469.15%
Miscellaneous	\$96,705	\$95,910	\$86,645	(9.66%)
Total Operating Expenses	\$2,443,208	\$2,255,665	\$2,449,093	8.58%

- Salaries and Fringe Benefits expense increased due to salary increases and an increase in health insurance premiums.
- Services expense increased due to an increase in audit services expenses.
- Supplies expense increased due to the tickets and passes supplies budget moving from the Marketing Division to the Finance Division.
- Miscellaneous expense decreased due to an anticipated decrease in bad debt expenses.



PLANNING DIVISION

PLANNING DIVISION ORGANIZATION



PLANNING DIVISION OVERVIEW

PLANNING DIVISION

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

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

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

- Close coordination with partner agencies on the integration of the PSTA Vision Plan into all county and regional plans.
- Adherence to Board direction on the maintenance and improvement of service to our customers.
- Management of corridor studies, environmental analyses and engineering to incrementally include new facilities and rapid bus services in the PSTA system.

- Continued ongoing collaboration with transportation partners such as FDOT, FTA, HART, Pinellas County MPO, Pinellas County, and TBARTA.

In addition to spearheading the PSTA Vision Plan, the Planning Division prepares and develops key plans for the agency such as the Transit Development Plan and Progress Reports, Sustainability Plan, Title VI Triennial Report (FTA), and extensive participation in the FY 15 Triennial Review. In addition, staff assists in the development of the transit element in the Long Range Transportation Plan (LRTP) and Transportation Improvement Program with the MPO. The Division is also the primary liaison to the cities and county on planning and visioning issues and new development proposals.

Since the last budget, the Scheduling Department moved from Operations to Planning. This improved connection will promote the integration of the agency vision into short-term schedule changes. The Scheduling Department creates and administers the Operations work schedules, route maps and schedules, as well as schedules and monitors route schedule on-time performance (OTP). This Department also manages PSTA's bus stop amenity database and manages many aspects of the Real Time Bus Information System (RTBI)

Additionally, the Statistical Data Department moved to the Planning Division to closely integrate a data-driven approach into planning and visioning. The Statistical Data Department is responsible for collecting, recording, and reporting ridership and other non-financial operating information. In addition, this department completes statistical reports and surveys required by Federal, State and local agencies, including the National Transit Database (NTD) Daily



PLANNING DIVISION OVERVIEW

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

Statistical Data also analyses and transmits data related to PSTA's participation in the American Bus Benchmarking Group.

Staff will continue to provide technical support and represent PSTA at a multitude of ongoing functions and committees including:

- Transit Riders Advisory Committee (TRAC).
- MPO Technical Coordinating Committee (TCC).
- TBARTA Transit Management Committee (TMC).

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

- Transit Riders Advisory Committee (TRAC).
- Citizens Advisory Committee (MPO).
- Technical Coordinating committee (MPO), R/TIES (FDOT).
- Transit Management Committee (TBARTA).
- Bicycle and Pedestrian Advisory Committee (MPO).

- Community Traffic Safety Team and others.

The Division has also expanded and is responsible for maintaining the Agency's relationships with other government staff, business leaders, local chambers and civic organizations.

Current Key Initiatives

- Continue open dialogue with the public and partners regarding PSTA vision planning efforts.
- Refine Performance Measures to evaluate existing and new services.
- Develop systematic route restructuring program to streamline and improve performance/budget adherence.
- Engage Union in dialogue about service changes, improvements and enhancements.
- Create implementation plan for the Regional Fare Collection Project and related technology throughout the PSTA system including regional coordination.
- Review and revise the PSTA fare policy to coordinate with Regional Fare Collection Project and add key partnership initiatives such as UPASS.
- Participate and provide guidance to a variety of FDOT and MPO led projects such as the U.S. 19 Pilot Project, BRT in Express Lanes (TBX), pedestrian studies, and safety studies.



PLANNING DIVISION OVERVIEW

- Ensure the integration of premium transit amenities/facilities/services in roadway projects such as ITS, shoulder running buses, BRT features like bypass lanes and premium stops/stations, and maximizing future opportunities.
- Represent PSTA with key public leaders in the civic and business community.
- Coordinate on-going projects and service delivery efforts with other transit providers such as HART and PCPT.
- Facilitate coordination and information sharing among agency partners with creation of communication channels such as the Pinellas County eGIS Users Group.
- Support Central Avenue BRT corridor enhancement project and other Amenity Program applications.
- Development of ongoing capital projects; including Park-N-Ride options in St. Petersburg, Ulmerton Road, and Pasco County.
- Advance development of the City of Clearwater Intermodal Facility including coordination with city staff.
- Draft grant applications and manage requests for Service Development and Urban Corridor funding with FDOT.
- Participation in American Bus Benchmarking Group.



PLANNING DIVISION BUDGET

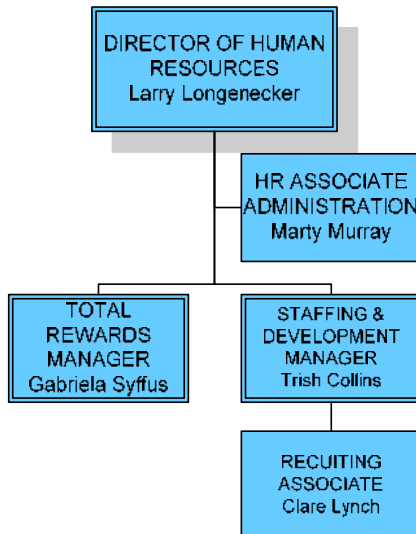
<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Salaries	\$675,580	\$597,310	\$835,000	39.79%
Fringe Benefits	\$199,380	\$208,120	\$255,271	22.66%
Services	\$22,000	\$35,000	\$100,000	185.71%
Supplies	\$3,250	\$3,500	\$4,000	14.29%
Miscellaneous	\$24,000	\$18,000	\$46,665	159.25%
Total Operating Expenses	\$924,210	\$861,930	\$1,240,936	43.97%

- Salaries and Fringe Benefits expenses increased due to salary increases, an increase in health insurance premiums and a transfer of staff from the Marketing Division.
- Services expense increased due to commitments to contracted planning projects and specialty services.
- Supplies expense increased due to an increase in printing supply expenses.
- Miscellaneous expense increased due to increases in dues, subscriptions, travel and training expenses.



HUMAN RESOURCES DIVISION

HUMAN RESOURCES DIVISION ORGANIZATION & OVERVIEW



HUMAN RESOURCES DIVISION

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

- Recruiting, selection, training and retention of qualified employees.
- Conduct workforce analysis to ensure efficient use of Authority staff.
- Ensure a balanced and fair opportunity, without discrimination, for any employment consideration (EEO Program).
- Maintain an equitable employee compensation program.
- Design and implement a competitive, cost-effective, and comprehensive benefits program to promote wellness.
- Administer a retirement program through the State of Florida (FRS); including a deferred compensation 457 plan (IRS codes).
- Coordinates labor relations and contracts with both unions: SEIU and TBATW.



HUMAN RESOURCES DIVISION OVERVIEW

- Provide an effective Employee Assistance Program (EAP) to promote mental, physical and emotional well-being.

The Human Resources Division is also responsible for the development, oversight and reporting systems for the following programs:

- Manages the Drug & Alcohol Program in compliance with the U.S. Department of Transportation and the Federal Transit Administration regulations and standards.
 - Promotes a Drug-Free Workplace for all employees, and maintains an on-going drug-free awareness program.
 - Coordinates the Drug and Alcohol Testing program (as required by FTA) for all safety-sensitive employees; and directs the required Department of Transportation (DOT) physical testing of safety-sensitive employees.
 - Maintains compliance with the Family and Medical Leave Act (FMLA) laws and regulations.
 - Provides staffing and HR survey reports, maintains and updates a Company-wide emergency contact system, processes all I-9's with E-Verify on-line.
 - Upholds and promotes PSTA Affirmative Action and Equal Employment Opportunity policies and practices.
- Continue to work with our Insurance Brokers, the Gehring Group, to ensure that all plans remain in compliance with the Affordable Healthcare Act.
 - Improving the current performance review process to clearly communicate performance feedback and identify areas for development.
 - Reviewing the actuarial data for the market analysis of healthcare and compensation costs.

Current Key Initiatives:

- Clarifying and updating FMLA tracking system.



HUMAN RESOURCES DIVISION BUDGET

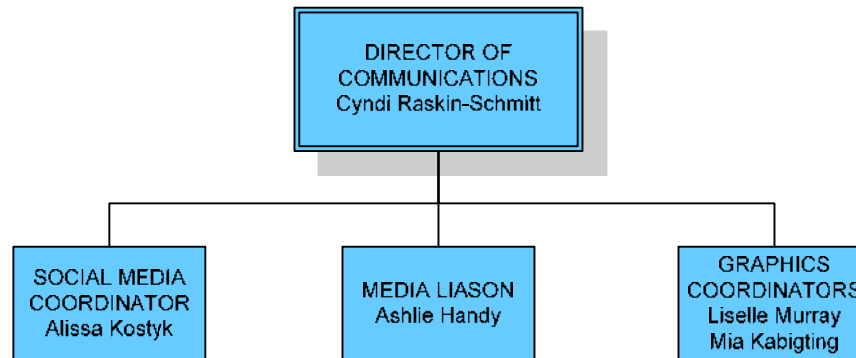
<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Salaries	\$249,280	\$225,410	\$248,770	10.36%
Fringe Benefits	\$97,847	\$88,810	\$97,204	9.45%
Services	\$330,420	\$230,320	\$316,850	37.57%
Supplies	\$1,300	\$1,200	\$1,200	0.00%
Miscellaneous	\$78,070	\$68,830	\$99,005	43.84%
Total Operating Expenses	\$756,917	\$614,570	\$763,029	24.16%

- Salaries and Fringe Benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services expense increased due to an increase in training related to a new customer service training initiative and Board Governance.
- Miscellaneous expense increased due to increases in dues, subscriptions, travel, training, medical exams, new employee investigations and drug testing expenses.



MARKETING DIVISION

MARKETING DIVISION ORGANIZATION





MARKETING DIVISION OVERVIEW

MARKETING DIVISION

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

The Marketing Division oversees such programs as:

- Development, distribution and sale of PSTA GO Cards from more than 100 sales outlets located throughout Pinellas County.
- Distribution of schedules and system maps through approximately 300 locations in the county as well as in Tampa.
- The development and implementation of advertising, public relations and marketing activities.
- PSTA's web site and social media including Facebook, Twitter and the Ride PSTA blog.

- Graphic development and production of timetables, interior and exterior bus posters and various promotional brochures.
- Sale of the revenue generating bus and trolley advertisements, as well as bus shelter advertising via Signal Outdoor.

Current Key Initiatives:

- Personalizing the transit experience for the public by identifying riders who can help connect and share their stories.
- Conducting a listening tour among stakeholders to broaden our network of contributors for future planning efforts, and to strengthen ties in the business community.
- Working with local communities, businesses, and special event planners to identify opportunities for cross-promotion.
- Redesigning PSTA.net to focus on content delivery.
- Spearhead the PSTA Sustainability Plan



MARKETING DIVISION BUDGET

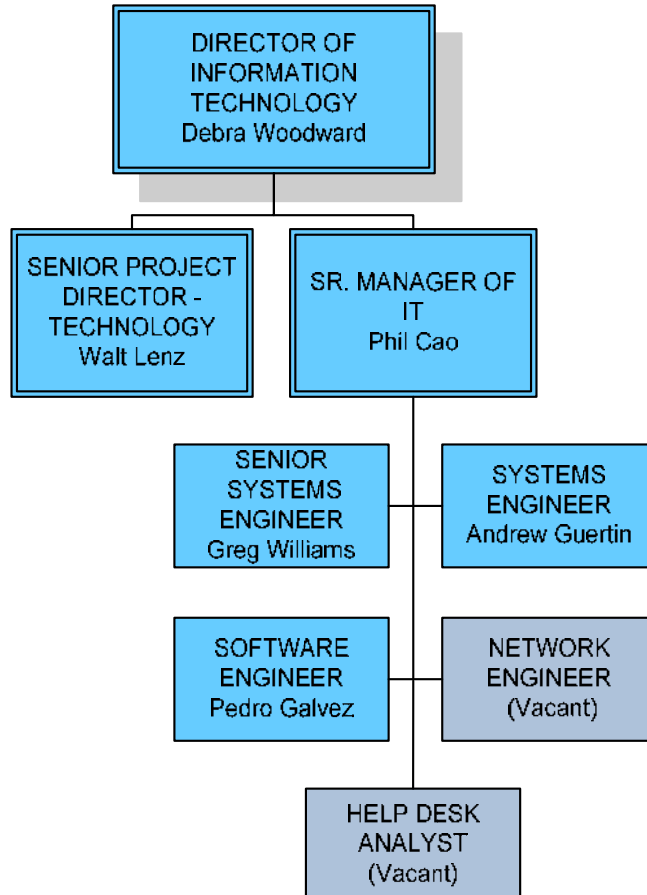
<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Salaries	\$409,470	\$442,650	\$244,480	(44.77%)
Fringe Benefits	\$137,381	\$44,420	\$88,923	100.19%
Services	\$105,800	\$55,100	\$4,000	(92.74%)
Supplies	\$180,000	\$121,750	\$75,750	(37.78%)
Miscellaneous	\$213,100	\$162,800	\$197,000	21.01%
Total Operating Expenses	\$1,045,751	\$826,720	\$610,153	(26.20%)

- Salaries expenses decreased due to a transfer of staff to the Planning Division.
- Services expense decreased due to the elimination of advertising fees related to affixing and removing bus advertising.
- Supplies expense decreased due to the tickets and passes supplies budget moving from the Marketing Division to the Finance Division.
- Miscellaneous expense increased due to an increase in advertising and promotion media expenses.



INFORMATION TECHNOLOGY DIVISION

INFORMATION TECHNOLOGY DIVISION ORGANIZATION & OVERVIEW



INFORMATION TECHNOLOGY DIVISION

The Information Technology (IT) Division leads, researches, purchases, and manages all Authority technology through recommendations and participation of the divisions. Technology decisions are reviewed and approved based on the strategic direction of the Authority leadership and guiding principles. The IT Division has developed partnerships with other agencies in the sharing of technology knowledge to develop and facilitate technology programs and projects. The division is responsible to manage cost effective solutions to meet the needs of the Authority in the implementation of new applications and systems, and to provide the ongoing support of those systems. The division is responsible for the phone system, all software systems, workstations, fax machines, projection systems, database management, server environment, data protection and security, website assistance, Wi-Fi systems, security camera and card key system software, cell phone plans, printers, Boardroom technology, and real-time bus information (RTBI) system. The division also manages all telephony contracts and agreements. The telephony costs are annually budgeted and managed by the division.

This is accomplished through:

- Researching innovative and tested technology opportunities.



INFORMATION TECHNOLOGY DIVISION OVERVIEW

- Relationships and partnerships with other agencies including USF/CUTR and Transit Agencies.
- Participation in the ITS County Committee and other organizations.
- Working closely with all levels of the organization.
- Listening and working with project stakeholders.
- Participation in the annual Program of Projects and budget process.
- Participation in the Authority's Long Range Transit Plan.
- Assisted with the Online HR Application and Benefit Programs.
- Regional Fare Collection System RFP process.
- Upgrade of the phone recording system.
- Campus Wi-Fi upgrade.
- Upgrade existing network to complete 10 gig connections.
- Implementation of Clever Works software system.
- Re-design and upgrade the Board Room audio/video system.

The Information Technology Division's Director is responsible for the development and managing of the Authority's technology direction and Information Technology assets. The Director leads the staff of seven in researching, developing, and managing the technology for the current environment, and to move the Authority into the next generation of technology. This also includes the security and protection of the network data/voice, system software upgrades and fixes, voice and video recordings, and backup and disaster recovery systems.

Current Key Initiatives:

- RouteMatch project finalization.
- Continued an upgraded data backup solutions.
- Upgrade Virtual environment to 5.5.



INFORMATION TECHNOLOGY DIVISION BUDGET

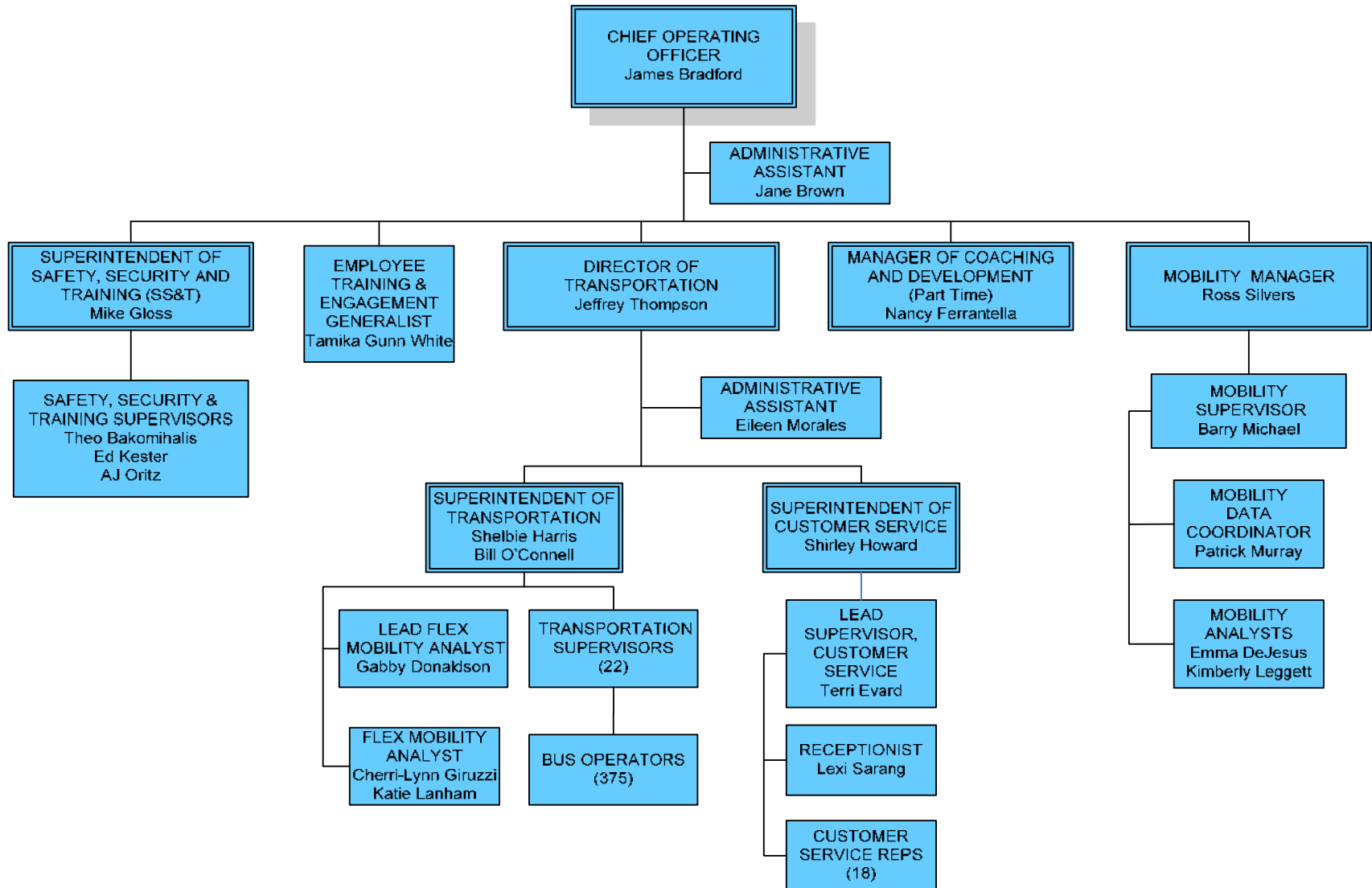
<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Salaries	\$503,730	\$463,130	\$552,990	19.40%
Fringe Benefits	\$151,199	\$133,980	\$166,374	24.18%
Services	\$650,100	\$608,000	\$654,000	7.57%
Supplies	\$61,350	\$20,350	\$14,200	(30.22%)
Utilities	\$337,000	\$337,000	\$467,600	38.75%
Miscellaneous	\$19,550	\$11,000	\$20,050	82.27%
Total Operating Expenses	\$1,722,929	\$1,573,460	\$1,875,214	19.18%

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



OPERATIONS DIVISION

OPERATIONS DIVISION ORGANIZATION





OPERATIONS DIVISION OVERVIEW

OPERATIONS DIVISION

The Operations Division is made up of four departments: Transportation, Maintenance, Mobility (i.e., DART/Transportation Disadvantaged), Safety, Security and Training, and two specialists, Employee Training and Engagement Generalist, and Manager of Coaching and Development.

The Transportation Department is responsible for the operation of 40 routes. This department manages the dispatch, fleet communication, daily scheduling and street supervision functions. Customer Service manages PSTA's Info-Line, which answers more than 456,347 telephone calls per year providing information about routes, schedule times, and fares. The Customer Service Representatives also operate and manage PSTA's four customer service centers seven (7) days a week.

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

The Mobility Department manages the DART (ADA Paratransit) service for those unable to access the bus system, the Transportation Disadvantaged (TD) Program for low-income residents lacking their own transportation, and serving as the Community Transportation Coordinator (CTC) for Pinellas County.

Current Key Initiatives:

- Increasing Connector Route demand in Northern Pinellas County.
- Implementing new smart card technology on board buses.
- Transitioning from Frontage Road & US 19 to new Largo Commons Transfer Station.
- Completing the New Route-Match Software for DART/TD/Connector development and overall paratransit management.
- Continuing CTC Site visits and contract renewals with twenty human service agencies' transportation services, as well as annual update of TD Service Plan and responsibilities.
- Working as a team with various other PSTA departments, the Transportation Department is developing a Customer Service training initiative to improve the experience for both internal and external customers.
- Adjusting schedules on routes with overcrowding of customers to handle loads and traffic.
- Filling all vacant and new positions to keep fully staffed.
- Upgrading the security card key system for PSTA's main building and terminals.



OPERATIONS DIVISION BUDGET

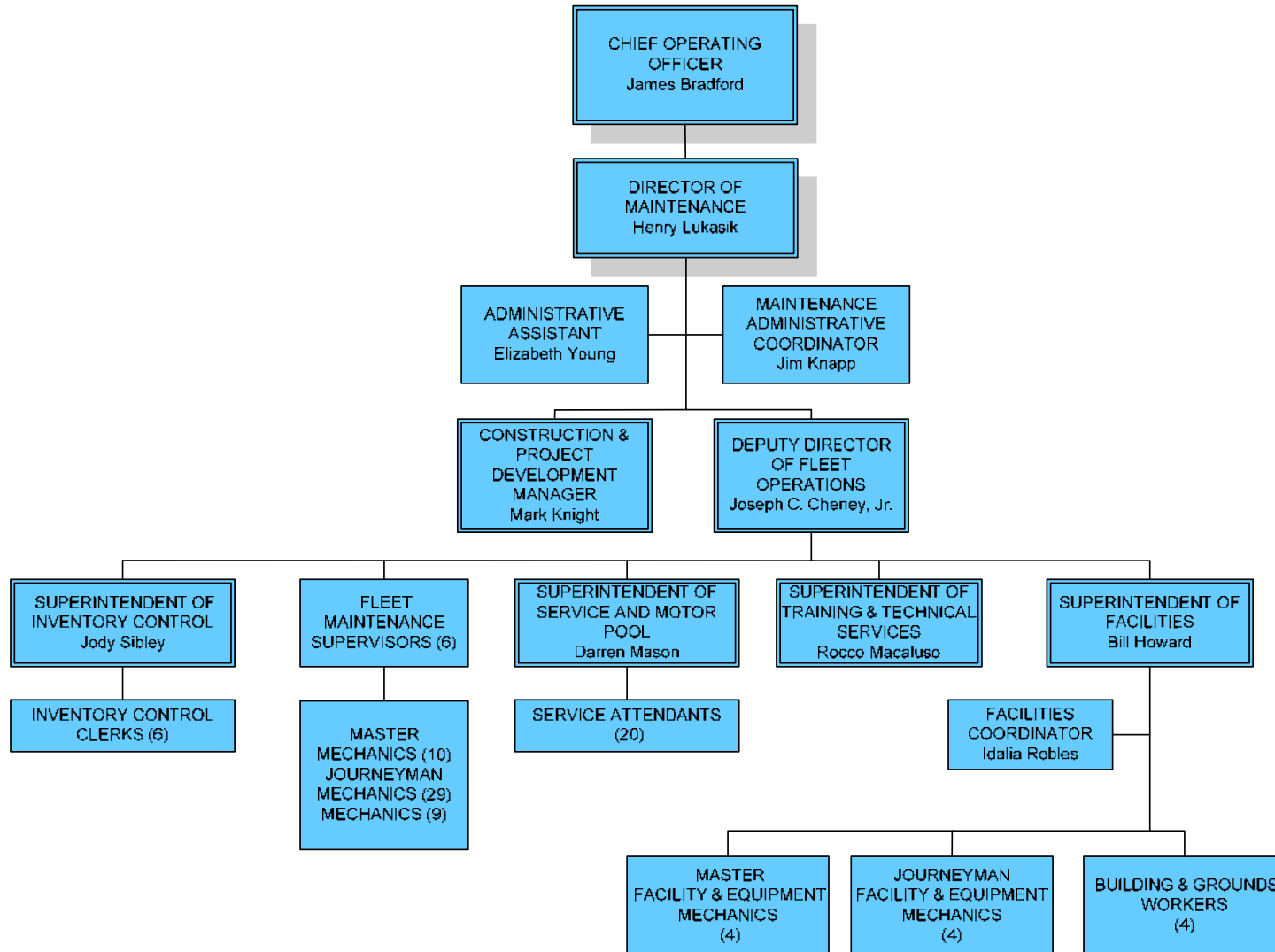
<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Salaries	\$20,756,890	\$20,120,950	\$21,271,190	5.72%
Fringe Benefits	\$8,095,798	\$7,619,000	\$8,001,654	5.02%
Services	\$292,390	\$251,610	\$284,985	13.26%
Supplies	\$24,860	\$27,230	\$29,665	8.94%
Miscellaneous	\$47,190	\$53,370	\$64,110	20.12%
Service Route Changes	\$1,000,000	\$0	(\$518,000)	N/A
New Service Initiatives	\$0	\$0	\$200,000	N/A
Total Operating Expenses	\$30,217,128	\$28,072,160	\$29,333,604	4.49%

- Salaries and Fringe Benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services expense increased primarily due to an increase in security service expenses.
- Supplies expense increased due to increases in safety and training supplies, other miscellaneous supplies, office supplies, and printing supplies.
- Miscellaneous expense increased due to increases in dues, subscriptions, travel, training, tolls, and employee functions expenses.
- Service Route Changes are reducing expenses due to adjustments based on the community bus plan.



MAINTENANCE DIVISION

MAINTENANCE DIVISION ORGANIZATION





MAINTENANCE DIVISION OVERVIEW

MAINTENANCE DIVISION

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

FLEET MAINTENANCE DEPARTMENT

The Fleet Maintenance Department is responsible for 204 revenue service vehicles, which are comprised of Gilligs, (both clean Diesel and hybrid electric), Trolleys, MCIs, and E-450 Super Duty Cut-Aways. By the end of 2015, nearly 30% of the PSTA revenue service vehicle fleet will be hybrid electric buses. Fleet Maintenance provides around the clock service for both preventative and demand-response needs of the entire fleet to ensure that 100% pullout is made each and every day, and that minimal service is delayed or disrupted due to mechanical failures.

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

Fleet Departments' oversight includes and is not limited to:

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

The Service and Motor Pool Department ensures all revenue service vehicles are properly crewed nightly, which includes the fueling of all buses and support vehicles, checking and filling of critical vehicle fluids, interior cleaning including; trash removal, sweeping, mopping and disinfecting, exterior washing, major cleaning details, posting and removal of advertisements/notices on buses, farebox vault pulling and fare media replenishment, etc.



MAINTENANCE DIVISION OVERVIEW

Additionally, service is provided to 53 non-revenue service vehicles, which are comprised of pool cars, service trucks, and miscellaneous support equipment. In total, the Service & Motor Pool Department maintains approximately 260 vehicles.

Current Key Initiatives:

- Continued joint collaboration with USF/CUTR/FDOT (University of South Florida/ Center for Urban Transportation Research, Florida Department of Transportation) supporting at host property of the CTT Program (Certified Transit Technicians Program).
- Maintenance Training Department revised its' new hire training program. We've added more training modules to the class, and updated the older modules. It will now be an eight, (8) week class, and includes more in-depth training on:
 - Shop safety.
 - Blood borne pathogen awareness.
 - Proper personal protective equipment use.
 - Fleet overview.
 - Bus overview.
 - Safe and proper tool use.
 - Bus maneuvers and safety.
 - Backing and lift setup.
 - Using the wash rack procedures.
 - Finding and repairing minor defects.
 - Service lane procedures.
 - Tire shop, how to mount and properly torque lug nuts.
 - Overview of the bus air brake system and components.
 - How to properly complete a brake reline.
 - Proper preventative maintenance techniques and procedures.
- Ongoing fleet wide vehicle image improvement project with repairs ranging from replacing the graphics on the back of the bus to touch-up paint jobs on doors and panels.

FACILITIES DEPARTMENT

The Facilities Department is responsible for the ongoing up-keep and general maintenance of all PSTA properties, buildings, grounds and other projects. The Facilities Department supports all the other departments within PSTA by method of demand-responsive service, state-of-good repair, capital planning, and 24/7 on-call service from both employees and the public alike. This includes requests for

MAINTENANCE DIVISION OVERVIEW

new benches and shelters, installation of new equipment, building repair (both interior and exterior), carpentry/electrical/plumbing/and HVAC demands, maintenance support for PSTA's external real-time hardware components, and the general upkeep of PSTA's main Administrative Headquarters as well as four (4) passenger terminals, and two (2) Park-N-Ride lots located in Pinellas County. The Facilities Department also utilizes and oversees outside contractors and vendors in which support building and property related PSTA functions.

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

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

- Over 5,157 bus stops, 740 bus shelters and 500 benches, using a staff of 13 people plus sub-contractors.
- Installation, maintenance and repair of PSTA amenities including; bus stops, benches and landing pads.
- Landscaping at PSTA base, customer service centers, and other areas.
- General Repair and routine maintenance for all locations.
- Support and maintenance of real-time hardware at the service centers.

- New construction of buildings, facilities, and fixed asset infrastructure to support the on-going operations.
- Rehabilitation of existing PSTA structures and equipment.

Current Key Initiatives

- Installation of new concrete passenger landing pads to support ADA accessibility.
- Begin planning stages for installation of new PSTA bus shelters.
- Repainting of PSTA's Grand Central Station Passenger Terminal.
- Complete building plans for rehabilitation of PSTA's Main Service Lane Facility.
- On-going replacement and upkeep of fixed route system maps at passenger bus shelters throughout Pinellas County.
- Continue to upgrade and repair the A.C. controls and equipment at PSTA Headquarters to provide a better, energy saving system.
- Remodel PSTA's wellness center with new paint, trim, and gym equipment.



MAINTENANCE DIVISION OVERVIEW

- Provide assistance with moving customer service representatives from Administration Building to the Operations Building.
- Constructed three (3) additional offices out of previously unused space in the Administration and Operations Buildings
- Deploy portable water-cooling fans throughout the Maintenance Building to provide relief for staff from summer temperatures.
- Overhaul PSTA's four (4) lane vehicle washers with new electric motors and brush assemblies.

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

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

INVENTORY CONTROL DEPARTMENT

The primary objective of the PSTA's Inventory Control Department is to ensure that parts and supplies are available for use in sufficient quantities all the while working towards reducing costs and controlling the number of non-moveable or slow moving parts (those parts in stock over two (2) years or more).

Regular review of inventory is conducted to monitor the flow of parts and supplies. This information is used to establish a minimum and maximum estimate of the total parts and supplies needed. A physical count of inventory is conducted throughout the fiscal year with an entire physical audit of the inventory conducted each year. Presently, the inventory control staff manages over 5,000 different parts at a value of approximately one (1) million dollars.



FACILITIES MAINTENANCE DEPARTMENT BUDGET

<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Salaries	\$647,290	\$615,520	\$691,890	12.41%
Fringe Benefits	\$252,973	\$248,535	\$268,056	7.85%
Services	\$666,235	\$654,100	\$669,520	2.36%
Supplies	\$90,000	\$116,435	\$102,000	(12.40%)
Miscellaneous	\$1,000	\$1,110	\$3,300	197.30%
Total Operating Expenses	\$1,657,498	\$1,635,700	\$1,734,766	6.06%

- Salaries and Fringe Benefits expense increased due to salary increases as well as an increase in health insurance premiums.
- Services expense increased due to increases in lawn maintenance and custodial service expenses.
- Supplies expense decreased due to a reduction in building and grounds supplies.
- Miscellaneous expense increased due to an increase in travel expenses and the budget for rent expense moving from the Marketing Division to the Facilities Department.



FLEET MAINTENANCE DEPARTMENT BUDGET

<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY2015/FY2016</u>
Salaries	\$3,600,770	\$3,369,430	\$3,770,590	11.91%
Fringe Benefits	\$1,604,988	\$1,439,160	\$1,597,429	11.00%
Services	\$13,900	\$635	\$183,140	28,740.94%
Diesel Fuel	\$7,517,170	\$7,215,000	\$4,531,370	(37.20%)
Supplies	\$3,755,380	\$3,749,545	\$4,187,967	11.69%
Miscellaneous	\$114,050	\$16,900	\$19,000	12.43%
Total Operating Expenses	\$16,606,258	\$15,790,670	\$14,289,496	(9.51%)

- Salaries and Fringe Benefits expenses increased due to salary increases, an increase in health insurance premiums and two new Service Attendant positions.
- Services expense increased due to increases in outside repair of revenue and service vehicles, radio system maintenance, pest control, and an expected decrease in subrogation.
- Diesel Fuel expense decreased due to a decrease in the price of diesel fuel. The budget assumes an average price per gallon of \$1.88.
- Supplies increased due to increases in repair parts and shop supplies expenses.



GENERAL FUNCTION DIVISION OVERVIEW AND BUDGET

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

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

<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Services	\$1,174,900	\$1,094,900	\$1,247,930	13.98%
Supplies	\$41,300	\$41,300	\$44,020	6.59%
Utilities	\$786,200	\$664,035	\$701,000	5.57%
Taxes & Licenses	\$848,840	\$848,840	\$843,590	(0.62%)
Purchased Transportation – DART	\$4,923,900	\$5,006,000	\$6,246,500	24.78%
Purchased Transportation – TD	\$768,380	\$740,000	\$748,570	1.16%
Purchased Transportation – Trolleys	\$652,409	\$652,409	\$668,395	2.45%
Miscellaneous	\$90,400	\$116,540	\$104,090	(10.68%)
Total Operating Expenses	\$9,286,329	\$9,164,024	\$10,604,095	15.71%

- Services expense increased due to increases in tax collection, assessor and lobbyist expenses.
- Utilities expense increased due to rate increases.
- DART is budgeted to increase 24.78% over the FY 2015 projected year-end due to increased costs for services and increased ridership and a change in the accounting treatment of DART fares received by DART providers.



INSURANCE DIVISION OVERVIEW AND BUDGET

Functions and Responsibilities

The Insurance Division is maintained under the control of the Chief Financial Officer with direct oversight by the Risk Manager. It was established as a separate general ledger division for monitoring and controlling expenses related to PSTA's property and casualty insurance programs and oversight of the workers' compensation program. There are no employees assigned to this division. All expenses involving the administration of PSTA's insurance programs are recorded in the Insurance Division. Since PSTA made the decision to go to a self-insured retention, (SIR) and excess insurance coverage several years ago, this division provides the tool for monitoring the programs' cost effectiveness.

<u>Expense Item</u>	<u>Adopted FY 2015</u>	<u>Projected FY 2015</u>	<u>Proposed FY 2016</u>	<u>% Change FY 2015/FY 2016</u>
Services	\$62,000	\$19,190	\$69,540	262.38%
Supplies	\$0	\$0	\$0	N/A
Insurance	\$1,423,000	\$1,377,525	\$1,709,200	24.08%
Total Operating Expenses	\$1,485,000	\$1,396,715	\$1,778,740	27.35%

- Services expense increased due to an expected decrease in subrogation.
- Casualty & Liability expense increased due to an increase in insurance premiums as well as an exceptional year of insurance related recoveries in FY 2015.



CAPITAL BUDGET



CAPITAL BUDGET

Project Title	Funding	Total Project Budget	FY 2015 Project Forecast	FY 2016 Project Budget	FY 2017 Project Budget	FY 2018 Project Budget	FY 2019 Project Budget	FY 2020 Project Budget
Vehicles								
APC Equipment	FTA	\$128,650				\$128,650		
Bus Security upgrades (DVRs & Cameras)	FTA	\$1,800,000						\$1,800,000
Farebox Rebuild	FTA	\$952,000		\$500,000	\$452,000			
GFI Vault Replacement	FTA	\$50,000		\$50,000				
Replacement Support Facilities Trailers	FL 90-X811	\$10,000	\$10,000					
Radio Replacement/Upgrade	FTA	\$1,200,000					\$1,200,000	
WiFi	FL 90-X783	\$206,024	\$206,024					
Replacement Connector Buses	FTA	\$1,168,000			\$1,168,000			
Standard Cutaway Bus Qty.		7			7			
Replacement Buses	FTA	\$25,832,978		\$3,619,497	\$2,662,915	\$8,445,272	\$7,449,294	\$3,656,000
Standard Diesel Bus Quantity		46		7	5	15	13	6
Replacement Buses	General Reserve	\$6,949,704					\$1,130,034	\$5,819,670
Standard Diesel Bus Quantity		12					2	10
Total		\$32,782,682		\$3,619,497	\$2,662,915	\$8,445,272	\$8,579,328	\$9,475,670
Replacement Buses	FL 04-0162	\$19,843	\$19,843					
Replacement Buses	FL 34-0003	\$2,780,228	\$2,780,228					
Replacement Buses	FL 90-X783	\$1,390,114	\$1,390,114					
Replacement Buses	FL 90-X811	\$5,529,379	\$5,529,379					
Replacement Buses	FL 90-X841	\$5,457,203	\$5,457,203					
Hybrid Bus Quantity		21	21					
Total		\$15,176,767	\$15,176,767					



CAPITAL BUDGET

<u>Project Title</u>	<u>Funding</u>	<u>Total Pro- ject Budget</u>	<u>FY 2015 Project Forecast</u>	<u>FY 2016 Project Budget</u>	<u>FY 2017 Project Budget</u>	<u>FY 2018 Project Budget</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>
Vehicles								
Support Vehicles	FTA	\$415,021			\$415,021			
Support Vehicles	FL 90-X689	\$4,780	\$4,780					
Support Vehicles	FL 90-X811	\$50,825	\$50,825					
Support Vehicles	FL 90-X841	\$28,411	\$28,411					
	Restricted Funds	\$13,020	\$13,020					
Total		\$512,057	\$97,036		\$415,021			
Expansion Connector Vehicles	Section 5310	\$288,000		\$288,000				
	FDOT	\$36,000		\$36,000				
	General Reserve	\$36,000		\$36,000				
Total		\$360,000		\$360,000				
Wheelchair Securement Equipment	Section 5310	\$644,000		\$644,000				
	FDOT	\$80,500		\$80,500				
	General Reserve	\$80,500		\$80,500				
Total		\$805,000		\$805,000				



CAPITAL BUDGET

<u>Project Title</u>	<u>Funding</u>	<u>Total Project Budget</u>	<u>FY 2015 Project Forecast</u>	<u>FY 2016 Project Budget</u>	<u>FY 2017 Project Budget</u>	<u>FY 2018 Project Budget</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>
Passenger Amenities								
Big Belly Trash Compactors	FTA 811 & 841	\$109,383	\$109,383					
Bus Stop Poles/Hardware	FTA	\$15,000				\$15,000		
Bus Stop Trash Cans	FTA	\$18,900				\$18,900		
Bus Stop Trash Cans	FTA 648 & 689	\$25,101	\$25,101					
Largo Commons Shelters and Passenger Amenities	FL 90-X689	\$57,569		\$57,569				
Passenger Benches	FTA	\$88,750			\$31,250	\$32,500	\$25,000	
Purchase Simme-seats	FTA	\$31,000				\$31,000		
Pedestrian Access/Walkways	FTA	\$600,000		\$200,000	\$200,000	\$200,000		
Pedestrian Access/Walkways	FTA 723 & 758	\$925,000	\$700,000	\$225,000				
Total		\$1,525,000	\$700,000	\$425,000	\$200,000	\$200,000		
Passenger Shelters	FTA	\$530,000			\$130,000	\$200,000	\$200,000	
Passenger Shelters	FL 90-X689	\$636,205	\$636,205					
Passenger Shelters	FL 90-X783	\$200,000	\$113,795	\$86,205				
Passenger Shelters	FL 90-X811	\$200,000		\$200,000				
Passenger Shelters	FL 90-X841	\$200,000		\$100,000	\$100,000			
Total		\$1,766,205	\$750,000	\$386,205	\$230,000	\$200,000	\$200,000	



CAPITAL BUDGET

<u>Project Title</u>	<u>Funding</u>	<u>Total Project Budget</u>	<u>FY 2015 Project Forecast</u>	<u>FY 2016 Project Budget</u>	<u>FY 2017 Project Budget</u>	<u>FY 2018 Project Budget</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>
Training & Third Party Contracts								
Alternative Analysis /Howard Frankland Bridge (HFB)	General Reserve	\$462,979	\$240,000	\$222,979				
Consultant Services	FTA	\$200,000				\$200,000		
Consultant Services	FL 90-X811	\$25,891	\$25,891					
In-Person Assessments	FTA	\$125,000		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
In-Person Assessments	FTA 811 & 841	\$24,682	\$24,682					
Long Range Planning	FL 90-X841	\$200,000		\$200,000				
Public Outreach-Contractor	MPO	\$30,000	\$30,000					
Employee Education	FTA	\$100,000			\$30,000	\$30,000	\$20,000	\$20,000
Employee Education	FL 90-X783	\$9,644	\$9,644					
Employee Education	FL 90-X811	\$20,000	\$10,000	\$10,000				
Employee Education	FL 90-X841	\$20,000	\$1,219	\$18,781				
Total		\$149,644	\$20,863	\$28,781	\$30,000	\$30,000	\$20,000	\$20,000
Short Range Planning	FTA	\$1,100,000		\$200,000	\$100,000	\$400,000	\$200,000	\$200,000
Short Range Planning	FL 90-X689	\$14,459	\$14,459					
Short Range Planning	FL 90-X758	\$85,667	\$85,667					
Short Range Planning	FL 90-X783	\$50,442	\$50,442					
Short Range Planning	FL 90-X811	\$147,190	\$147,190					
Short Range Planning	FL 90-X841	\$290,000	\$90,000	\$200,000				
Total		\$1,687,758	\$387,758	\$400,000	\$100,000	\$400,000	\$200,000	\$200,000



CAPITAL BUDGET

<u>Project Title</u>	<u>Funding</u>	<u>Total Project Budget</u>	<u>FY 2015 Project Forecast</u>	<u>FY 2016 Project Budget</u>	<u>FY 2017 Project Budget</u>	<u>FY 2018 Project Budget</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>
Training & Third Party Contracts								
Regional Fare Media Project	FDOT	\$954,880		\$954,880				
Regional Fare Media Project	FL 90-X723	\$39,000		\$39,000				
Regional Fare Media Project Short Range Planning	FL 90-X758	\$74,710	\$74,710					
Total		\$1,068,590	\$74,710	\$993,880				

<u>Project Title</u>	<u>Funding</u>	<u>Total Project Budget</u>	<u>FY 2015 Project Forecast</u>	<u>FY 2016 Project Budget</u>	<u>FY 2017 Project Budget</u>	<u>FY 2018 Project Budget</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>
Facilities								
Above Ground Fuel Storage Tanks	FL 90-X758	\$500,000	\$250,000	\$250,000				
A/C Chiller and Building Control System	FL 90-X689	\$500,000	\$500,000					
Audio Visual Equipment - Auditorium	FL 90-X723	\$25,972	\$25,972					
Audio Visual Equipment - Boardroom	FL 90-X723	\$309,010		\$309,010				
Audio Visual Lectern for Training Classrooms (2)	FTA	\$1,500					\$1,500	
Clearwater Downtown Inter-modal Terminal	FL 04-0135	\$950,000		\$550,000	\$200,000	\$200,000		



CAPITAL BUDGET

<u>Project Title</u>	<u>Funding</u>	<u>Total Project Budget</u>	<u>FY 2015 Project Forecast</u>	<u>FY 2016 Project Budget</u>	<u>FY 2017 Project Budget</u>	<u>FY 2018 Project Budget</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>
Facilities								
Misc. Support Equip- Admin/Maintenance Facility	FTA	\$1,398,304			\$421,032	\$250,000	\$363,636	\$363,636
Park & Ride - FDOT	FDOT	\$200,000		\$200,000				
Replacement Office Furniture and Equipment	FTA 689 & 841	\$100,000	\$50,000	\$50,000				
Rehab/Renovation Facilities - Scherer Drive	FL 90-X841	\$80,000	\$40,000	\$40,000				
Rehab/Renovation Facilities - A/C for Server Room	FL 90-X723	\$37,580	\$37,580					
Rehab/Renovation Facilities - Service Lane Infrastructure	FL 90-X841	\$245,000	\$245,000					
Repaint Grand Central Station (exterior)	FL 90-X811	\$35,000	\$19,750	\$15,250				
Surveillance/Security Equipment	FTA	\$46,000			\$46,000			
Surveillance/Security Equipment	FTA 648 & 758	\$270,330	\$270,330					
Pinellas Park Transfer Center	FL 90-X689	\$117,264	\$117,264					
	General Reserve	\$229,218	\$229,218					
Total		\$346,482	\$346,482					
Central Avenue BRT	Future Project	\$16,500,000			\$8,250,000	\$8,250,000		



CAPITAL BUDGET

<u>Project Title</u>	<u>Funding</u>	<u>Total Project Budget</u>	<u>FY 2015 Project Forecast</u>	<u>FY 2016 Project Budget</u>	<u>FY 2017 Project Budget</u>	<u>FY 2018 Project Budget</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>
Technology								
Computer Hardware								
Campus WiFi	FL 90-X723	\$75,000		\$75,000				
Data Center Upgrade	FTA	\$300,000					\$300,000	
Fiber Upgrade	FL 90-X723	\$60,000		\$60,000				
Fuel Management System (Fleetwatch)	FL 90-X723	\$185	\$185					
Laminator	FL 90-X723	\$4,352	\$4,352					
Laptops	FTA	\$25,000					\$25,000	
Laptops	FTA 689 & 783	\$24,685	\$8,168	\$16,517				
Misc. Computer Hardware	FTA 648 & 689	\$22,488	\$22,488					
On-Board GIS Computers For Connector Services	FTA	\$12,000				\$12,000		
Photo ID System	FTA	\$25,000				\$25,000		
Plotter for mapping (Auto CAD)	FTA	\$30,000				\$30,000		
Polycom Conference Phones	FTA	\$3,600			\$3,600			
Printers	FTA	\$150,000					\$150,000	
Printers	FTA 689 & 758	\$68,601	\$34,300	\$34,301				
Purchase Servers	FTA	\$175,000					\$175,000	
Purchase Servers	FL 90-X723	\$200,000	\$50,000	\$150,000				
Replace/Upgrade Phone System and Phones	FTA	\$250,000		\$250,000				
Replacement Work Stations	FTA	\$146,000			\$146,000			
Replacement Work Stations	FTA 689 & 758	\$18,712	\$18,712					
UPS Upgrades	FL 90-X783	\$83,000		\$83,000				
Virtual Desktop Server Hardware	FL 90-X783	\$46,281			\$46,281			



CAPITAL BUDGET

<u>Project Title</u>	<u>Funding</u>	<u>Total Project Budget</u>	<u>FY 2015 Project Forecast</u>	<u>FY 2016 Project Budget</u>	<u>FY 2017 Project Budget</u>	<u>FY 2018 Project Budget</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>
Technology								
Computer Software								
Application tracking Software	FL 90-X689	\$12,000	\$12,000					
AVM 3 Project	FL 90-X758	\$160,000		\$160,000				
ArcView Software	FL 90-X811	\$6,000		\$6,000				
Clever Works	FL 90-X689	\$171,216	\$50,000	\$121,216				
Cisco 3750 POE switch	FTA	\$30,000			\$30,000			
Document Image Software	FL 90-X758	\$30,000		\$30,000				
DART Software Route Match	FTA	\$125,000					\$125,000	
DART Software Route Match	FL 90-X758	\$44,809	\$44,809					
FleetNet	FL 90-X689	\$45,950	\$45,950					
Flex Service Connection Service	FL 90-X723	\$7,500	\$7,500					
Hastus Upgrade	FTA	\$411,000		\$411,000				
Misc. Computer Software	FTA 723 & 758	\$142,040	\$71,020	\$71,020				
Microsoft Office Professional VL 20XX (Work Stations)	FL 90-X783	\$38,100			\$38,100			
Microsoft Office 20XX Version (Servers)	FTA	\$39,000			\$39,000			
Phone System Software	FL 90-X723	\$21,000		\$21,000				
RTBI Software Replacement	FTA	\$1,000,000				\$500,000	\$500,000	
Virtual Desktop Upgrade- work-station software	FTA	\$145,000					\$145,000	



CAPITAL BUDGET

Project Title	Funding	Total Project Budget	FY 2015 Project Forecast	FY 2016 Project Budget	FY 2017 Project Budget	FY 2018 Project Budget	FY 2019 Project Budget	FY 2020 Project Budget
Miscellaneous								
Air Compressor	FTA	\$100,000					\$100,000	
Check Sealer	FTA	\$7,500				\$7,500		
Forklift Replacement	FTA	\$200,000						\$200,000
Lease mailing equipment	FTA 648 & 841	\$2,425	\$2,425					
Lease Copiers	FL 90-X841	\$16,363	\$16,363					
Lift Station Pump	FL 90-X723	\$7,500	\$7,500					
Misc. Communication Equipment	FL 90-X689	\$4,476	\$4,476					
Misc. Support Equipment	FTA 689 & 723	\$297,226	\$148,613	\$148,613				
Rehab/Renovation Misc. Equipment	FL 90-X841	\$25,000	\$25,000					
Revenue Room Equipment	FL 90-X841	\$60,000	\$60,000					
Shop Hose Exhaust Replacement	FTA	\$8,000				\$8,000		
Shop Hose Exhaust Replacement	FL 90-X783	\$7,419	\$7,419					
Two ARI Portable Lifts	FL 90-X811	\$150,000	\$150,000					
Contingency	FTA	\$1,320,000		\$320,000	\$250,000	\$250,000	\$250,000	\$250,000
Contingency	FL 90-X689	\$29,424	\$14,712	\$14,712				
Contingency	FL 90-X723	\$286,223	\$143,112	\$143,112				
Contingency	FL 90-X758	\$932,474	\$466,237	\$466,237				
Contingency	FL 90-X783	\$260,252	\$130,126	\$130,126				
Contingency	FL 90-X811	\$374,078	\$187,039	\$187,039				
Contingency	FL 90-X841	\$459,781	\$229,891	\$229,891				
Total		\$3,662,232	\$1,171,116	\$1,491,116	\$250,000	\$250,000	\$250,000	\$250,000
Total Capital Expenses		\$93,004,470	\$21,625,725	\$12,616,954	\$14,784,199	\$19,258,822	\$12,384,464	\$12,334,306



CAPITAL BUDGET

<u>Project Title</u>	<u>Funding</u>	<u>Total Pro- ject Budget</u>	<u>FY 2015 Project Forecast</u>	<u>FY 2016 Project Budget</u>	<u>FY 2017 Project Budget</u>	<u>FY 2018 Project Budget</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>
	FTA Funding Under Grant	\$26,196,466	\$21,113,487	\$4,498,598	\$384,381	\$200,000		
	FTA Future Funding	\$40,303,203		\$5,575,497	\$6,149,818	\$10,808,822	\$11,254,430	\$6,514,636
	Future Project	\$16,500,000			\$8,250,000	\$8,250,000		
	MPO Funding	\$30,000	\$30,000					
	FDOT Funding	\$1,271,380		\$1,271,380				
	Section 5310	\$932,000		\$932,000				
	Restricted Funds for FTA Projects	\$13,020	\$13,020					
	PSTA General Reserves	\$7,758,401	\$469,218	\$339,479			\$1,130,034	\$5,819,670
TOTAL CAPITAL PROGRAM		\$93,004,470	\$21,625,725	\$12,616,954	\$14,784,199	\$19,258,822	\$12,384,464	\$12,334,306