

Fiscal Year 2017

Proposed Operating and Capital Budget



Pinellas Suncoast Transit Authority

PATH FORWARD

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

Visionary Service Design: Increase Public Transit Access

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



Sustainable Capital Program

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



Customer-Oriented Service Redesign

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



Incremental Expansion

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



Provide Effective, Financially Viable Public Transportation that Supports Our Community

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



Develop a Strong Governance Model for Effective Pinellas Transportation Leadership

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



Focus on Customer-Oriented Public Transit Services

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





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BOARD OF DIRECTORS

Chairperson



Darden Rice
Councilmember
City of St. Petersburg

Vice-Chairperson



Julie Ward Bujalski
Mayor
City of Dunedin

Secretary/Treasurer



Janet Long
Commissioner
Pinellas County



Joseph Barkley
Vice-Mayor
City of Belleair Bluffs



Doug Bevis
Mayor
City of Oldsmar



Mark Deighton
Commissioner
Town of Redington Beach



Ben Diamond
Citizen
City of St. Petersburg



Dave Eggers
Commissioner
Pinellas County



Samantha Fenger
City of Largo



Pat Gerard
Commissioner
Pinellas County



Patricia F. Johnson
Vice-Mayor
City of Pinellas Park



Bill Jonson
Councilmember
City of Clearwater



Brian Scott
Citizen
Pinellas County



Kenneth T. Welch
Commissioner
Pinellas County



Lisa Wheeler-Brown
City of St. Petersburg



PINELLAS SUNCOAST TRANSIT AUTHORITY
Board of Directors
Officers

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

City of Belleair Bluffs

Joseph Barkley

City of Clearwater

Bill Jonson

City of Dunedin

Julie Ward Bujalski

City of Largo

Samantha Fenger

City of Oldsmar

Doug Bevis

City of Pinellas Park

Patricia F. Johnson

City of St. Petersburg

Ben Diamond
Darden Rice
Lisa Wheeler-Brown

Pinellas County

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

Town of Reddington Beach

Mark Deighton

Chief Executive Officer

Brad Miller

General Counsel

Bryant Miller Olive



About the PSTA Board of Directors & Committees

Board of Directors Meetings

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

Executive Committee

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

Finance and Performance Management Committee

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

Planning Committee

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

Legislative Committee

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

Transit Riders Advisory Committee (TRAC).

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



FY 2017 BUDGET SUMMARY

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

FY 2017 PROPOSED OPERATING BUDGET SUMMARY

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

FY 2017 PROPOSED REVENUE SUMMARY

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

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

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

FY 2017 PROPOSED EXPENSE SUMMARY

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



FY 2017 BUDGET SUMMARY

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

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

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



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

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

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



FY 2017 OPERATING BUDGET



FY 2017 OPERATING BUDGET SUMMARY

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



FY 2017 OPERATING BUDGET OVERVIEW

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

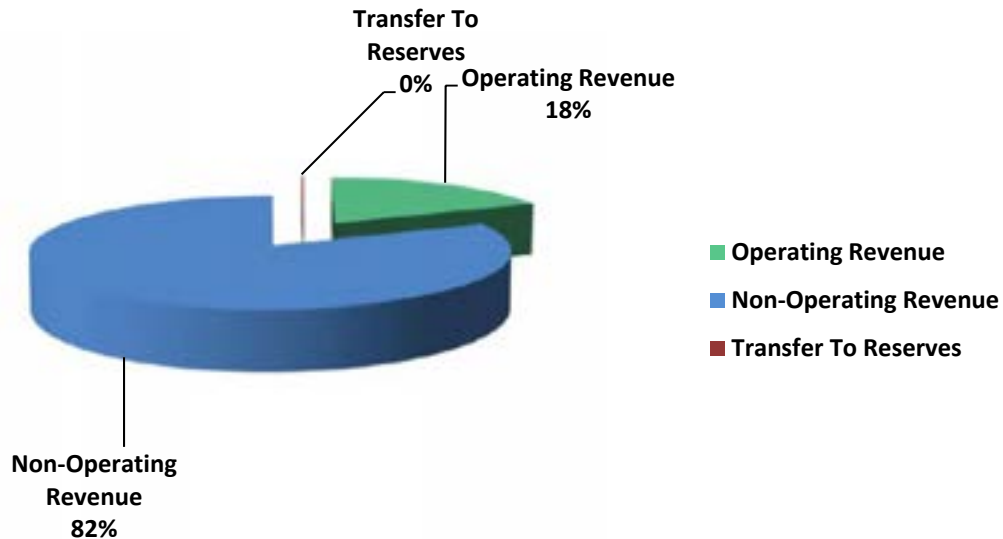


FY 2017 OPERATING BUDGET OVERVIEW REVENUE AND RESERVES

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

FY 2017 OPERATING BUDGET OVERVIEW REVENUE AND RESERVES

FY 2017 Operating Revenues and Reserves



Revenue Assumptions:

- Passenger Fares are budgeted to be 0.22% more than the projected FY 2016 year-end due to increased U-Pass revenue.
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- State Grant revenue is budgeted to be 3.56% higher than the projected FY 2016 year-end. This is mostly due to an increase in State Reimbursement for the Transportation Disadvantaged Program.

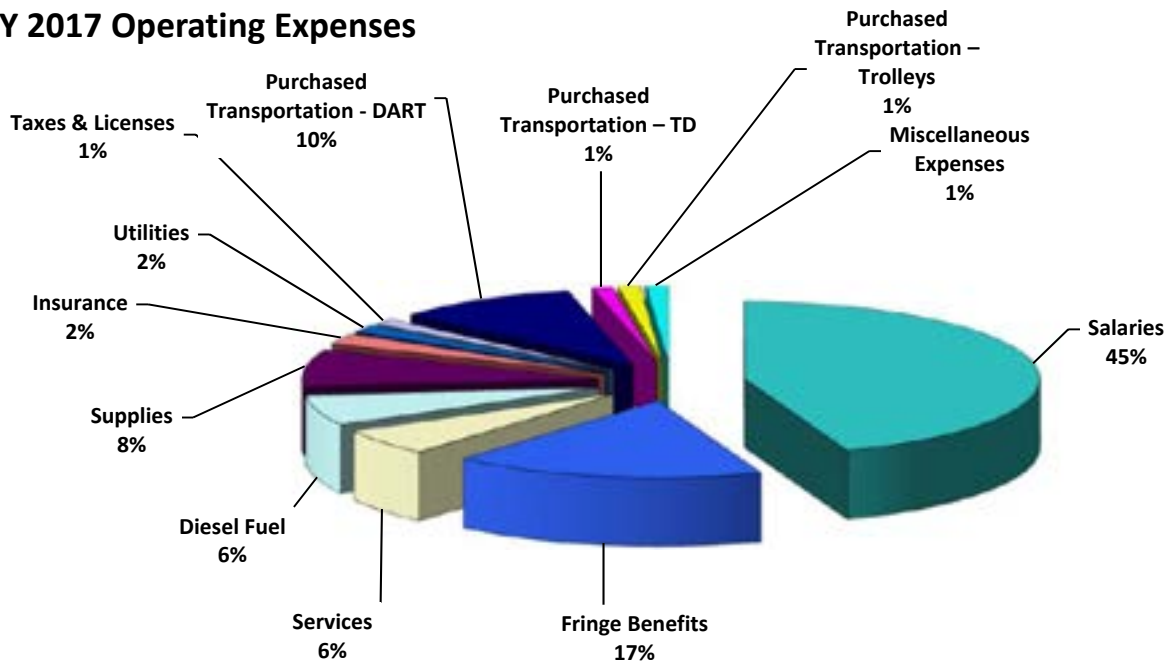


FY 2017 OPERATING BUDGET OVERVIEW EXPENSES

<u>Expense Item</u>	<u>Actual</u> <u>FY 2015</u>	<u>Adopted</u> <u>FY 2016</u>	<u>Projected</u> <u>FY 2016</u>	<u>Proposed</u> <u>FY 2017</u>	<u>% Change</u> <u>FY2016 -</u> <u>FY2017</u>
Salaries	\$ 28,020,748	\$ 29,306,960	\$ 28,616,210	\$ 30,782,660	7.57%
Fringe Benefits	9,279,134	11,142,638	10,549,975	11,815,044	11.99%
Services	2,942,705	3,715,565	3,617,820	3,907,455	8.01%
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Miscellaneous	468,088	636,455	617,962	846,015	36.90%
Route Service Changes	-	-	-	-	N/A
New Service Initiatives	-	-	-	-	N/A
Total Operating Expenses	\$ 62,483,205	\$ 65,246,845	\$ 62,718,342	\$ 69,400,407	10.65%

FY 2017 OPERATING BUDGET OVERVIEW EXPENSES

FY 2017 Operating Expenses



Expense Assumptions:

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



PSTA ORGANIZATIONAL OVERVIEW

Profile of the Authority

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

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

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

Officials

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

Services and Service Delivery

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

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

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



PSTA ORGANIZATIONAL OVERVIEW

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

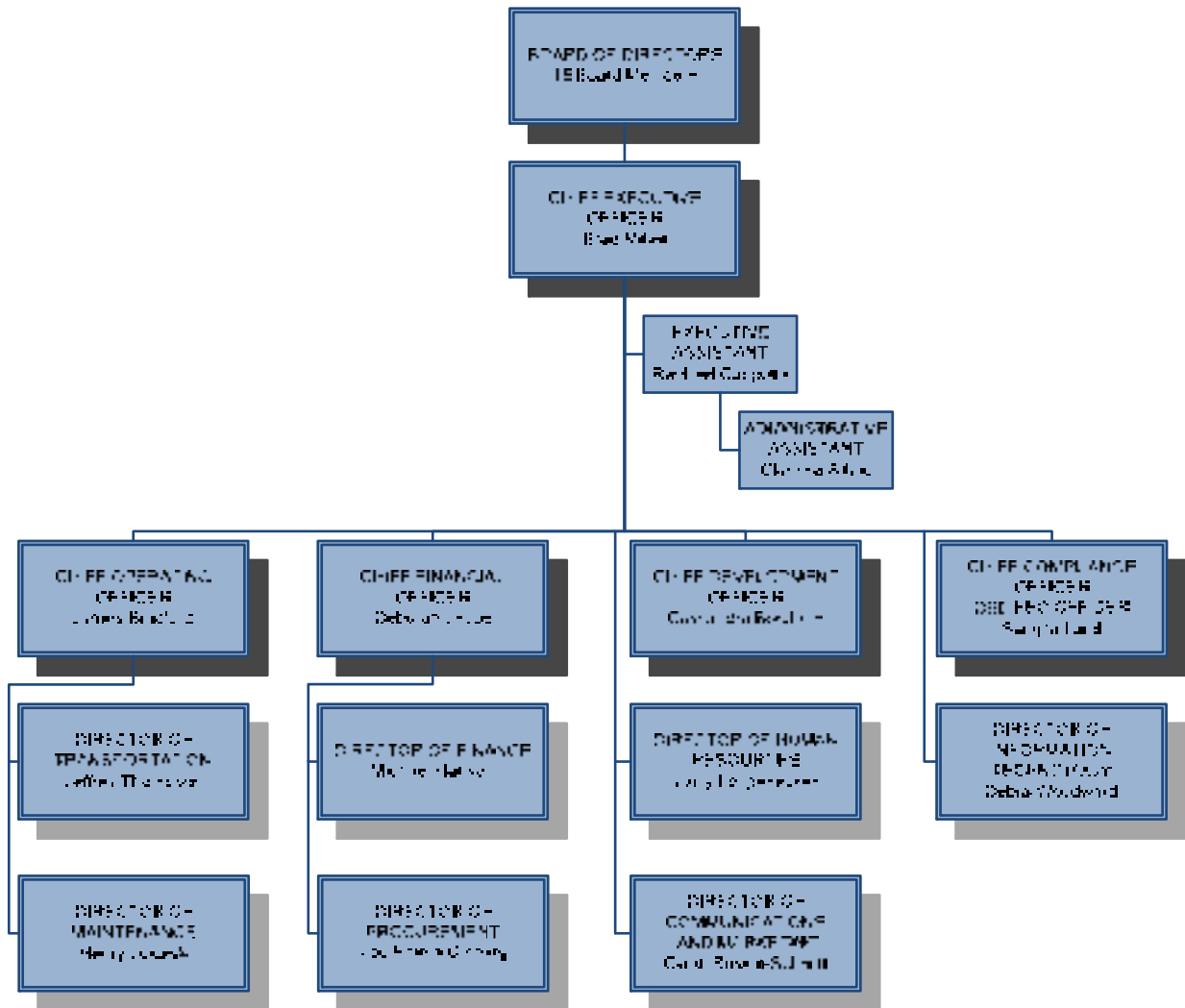
The Authority strives to assist companies with special corporate needs and employee transportation problems. The Employer's Choice Program allows companies to offer their employees a transit benefit that can be deducted as a business expense. Passengers enjoy the convenience of loading a bicycle onto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

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

Management

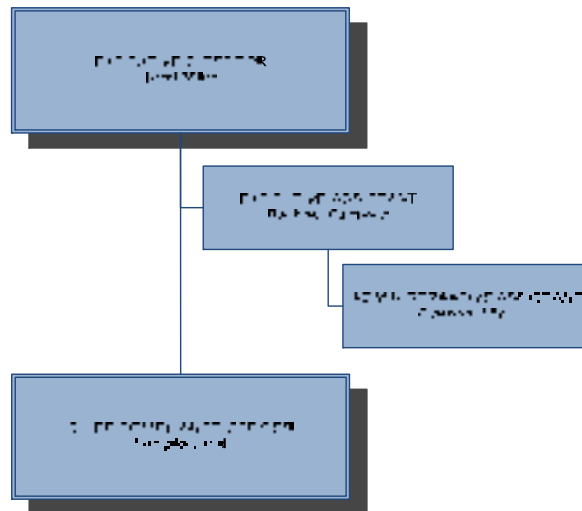
The Chief Executive Officer is responsible for the Authority's daily operations and directly supervises the core personnel who lead the organization: Finance, Planning, Operations, Maintenance, Administration, and Marketing. Additionally, there are departments that support these functions.

PSTA ORGANIZATION



CHIEF EXECUTIVE OFFICE

CHIEF EXECUTIVE OFFICE OVERVIEW










CHIEF EXECUTIVE OFFICE

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

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

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

CHIEF EXECUTIVE OFFICE OVERVIEW

<u>Current Key Initiatives:</u>	
 Customer oriented public transit services	The focus in this year will be on additional community outreach and communications with a continued emphasis on customer service.
 These steps are the basis for future visionary service design for an increase of public transit access	The Authority's bus plan will be updated as needed to address and embrace changes within the community; making incremental progress towards the planned county-wide high frequency grid, and examination of a variety of new revenues and alternative, always with a focus on strategic control.
 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.
 Customer Oriented Service Redesign	Evaluation based on the Community Bus Plan to increase frequency and span to drive ridership, and use marketing campaigns for specific routes.
 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.
 Provide effective, financially viable public transportation that supports our community	Through the development of revenue sources and implementing cost control measures, provide for a fiscally viable transportation system that supports both the capital and operating budgets.
 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.



CHIEF EXECUTIVE OFFICE OVERVIEW

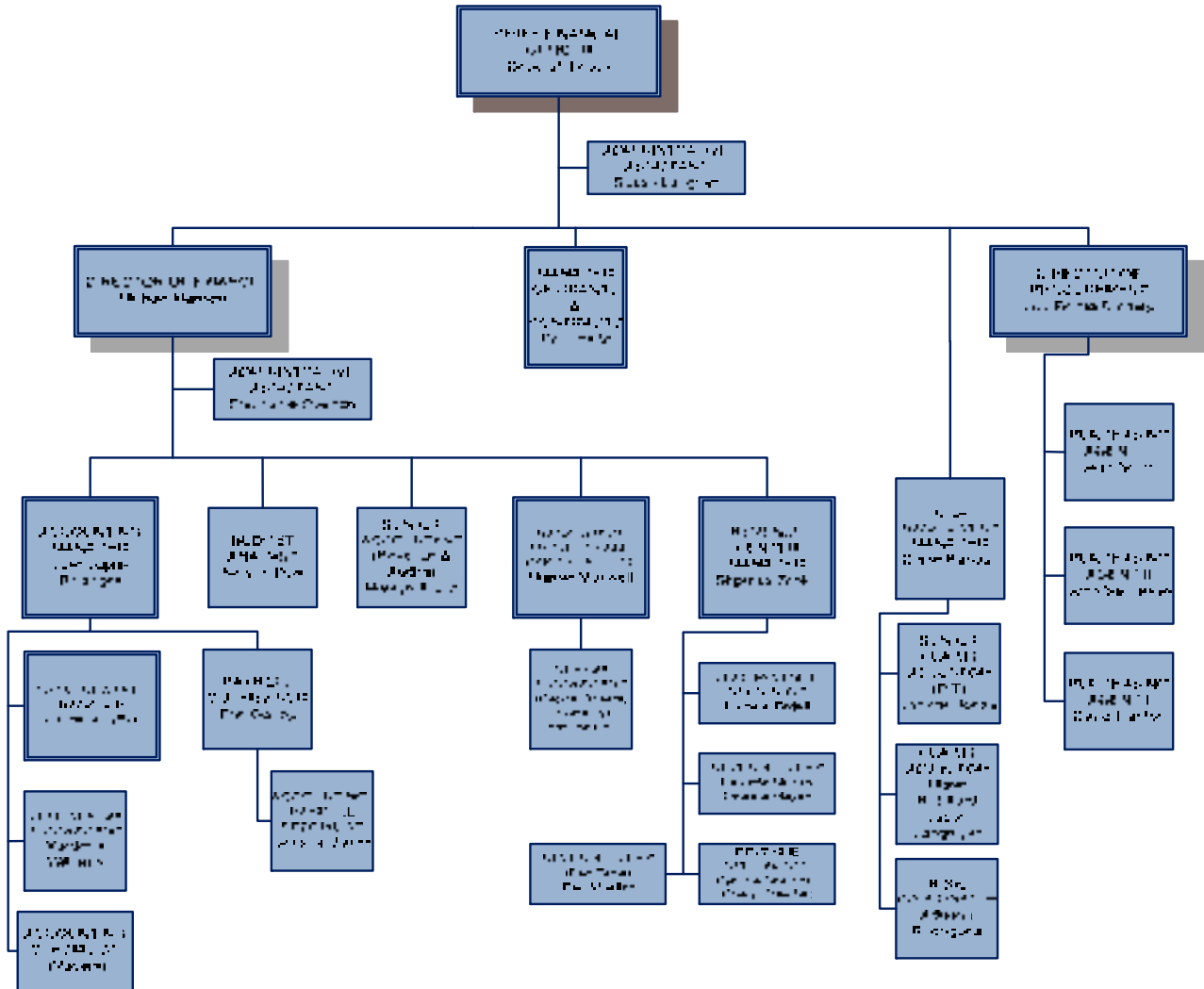
<u>Expense Item</u>	<u>Actual FY 2015</u>	<u>Adopted FY 2016</u>	<u>Projected FY 2016</u>	<u>Proposed FY 2017</u>	<u>% Change FY2016 - FY2017</u>
Salaries	\$ 366,961	\$ 373,620	\$ 377,180	\$ 393,330	4.28%
Fringe Benefits	96,854	116,009	115,640	123,658	6.93%
Services	27,621	52,500	52,500	52,500	0.00%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

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



FINANCE DIVISION

FINANCE DIVISION OVERVIEW





FINANCE DIVISION OVERVIEW

FINANCE DIVISION

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

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

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

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

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

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

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

FINANCE DIVISION OVERVIEW

Current Key Initiatives:	
 Annual and Five-Year Budgets	Timely development and completion of the annual and five-year operating and capital budgets.
 Monitor and Evaluate Budgets	Implement, monitor and analyze adopted budgets throughout the fiscal year.
 Timely Reporting at all Levels of Organization	Provide external customers such as PSTA's funding agencies and internal customers such as the PSTA Board, Chief Executive Officer, and Directors with accurate and timely financial and budget performance data, special reports on fiscal issues and assist in recommending appropriate action.
 Accurate, Reliable Financial System Information	Ensure that PSTA's financial system, policies and procedures produce financial information that is accurate, reliable and user friendly.
 Timely General Ledger Reconciliation	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.
 Accurate Annual Financial Reporting	Prepare interim, annual and comprehensive financial statements for PSTA, Federal, State and Local governmental and other funding agencies as required.
 Risk Management Efficiency	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.
 Procurement Process Accountability	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.
 Procurement Process Accountability	Assist DBE's, MBE's, WBE's and other small businesses to maximize opportunities in their participation in PSTA procurements.
 Grant Management	Submit grant applications, assure project management compliance with grantor rules, regulations and grant closeout requirements, and timely drawdown of funds.
 Internal Controls	Review internal controls, policies and procedures, overall revenue and fare media and make recommendations for improvements.

FINANCE DIVISION OVERVIEW

Current Key Initiatives:



Employee Benefits

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

FINANCE DIVISION BUDGET

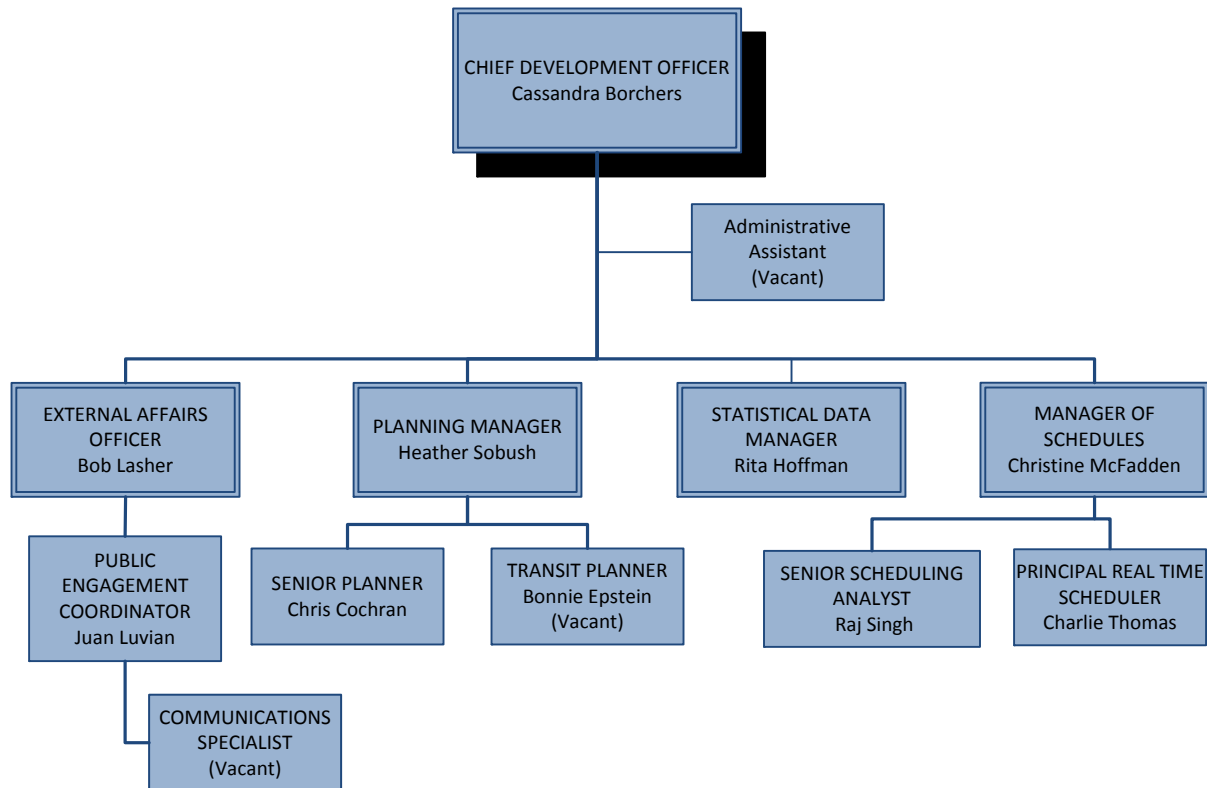
Expense Item	Actual	Adopted	Projected	Proposed	%Change
	FY 2015	FY 2016	FY 2016	FY 2017	FY2016 - FY2017
Salaries	\$ 1,588,079	\$ 1,609,930	\$ 1,609,240	\$ 1,824,200	13.36%
Fringe Benefits	460,967	551,718	471,960	632,218	33.96%
Services	33,228	133,100	132,310	118,290	-10.60%
Supplies	10,049	67,700	53,650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

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



PLANNING DIVISION

PLANNING DIVISION OVERVIEW



PLANNING DIVISION

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

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

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

PLANNING DIVISION OVERVIEW

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

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

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

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

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










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

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













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

PLANNING DIVISION OVERVIEW

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

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

PLANNING DIVISION OVERVIEW

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



PLANNING DIVISION OVERVIEW

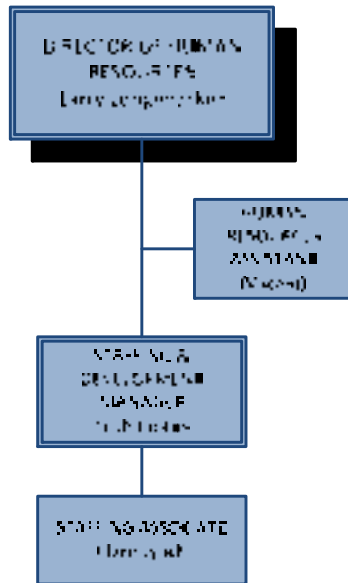
<u>Expense Item</u>	<u>Actual FY 2015</u>	<u>Adopted FY 2016</u>	<u>Projected FY 2016</u>	<u>Proposed FY 2017</u>	<u>% Change FY2016 - FY2017</u>
Salaries	\$ 652,902	\$ 798,571	\$ 803,450	\$ 891,990	11.02%
Fringe Benefits	212,870	243,847	225,690	279,606	23.89%
Services	40,695	100,000	75,000	100,000	33.33%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

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



HUMAN RESOURCES DIVISION

HUMAN RESOURCES DIVISION OVERVIEW




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

HUMAN RESOURCES DIVISION

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

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

HUMAN RESOURCES DIVISION OVERVIEW

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



HUMAN RESOURCES DIVISION OVERVIEW

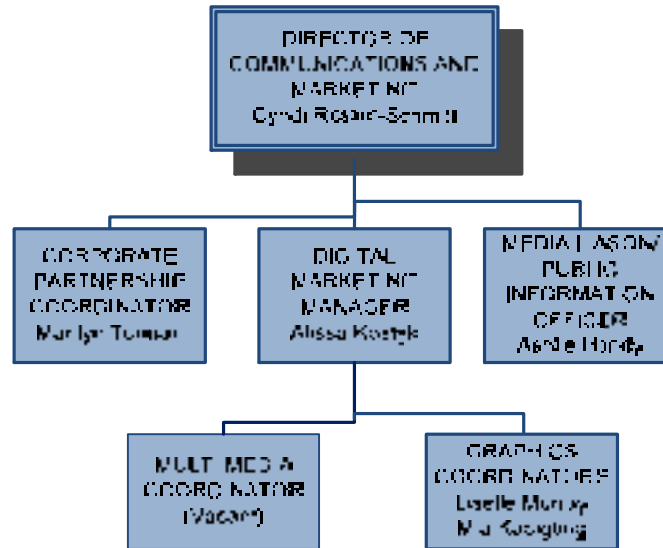
<u>Expense Item</u>	<u>Actual</u> <u>FY 2015</u>	<u>Adopted</u> <u>FY 2016</u>	<u>Projected</u> <u>FY 2016</u>	<u>Proposed</u> <u>FY 2017</u>	<u>% Change</u> <u>FY2016 -</u> <u>FY2017</u>
Salaries	\$ 232,376	\$ 248,770	\$ 247,340	\$ 243,400	-1.59%
Fringe Benefits	80,993	97,204	101,040	82,825	-18.03%
Services	251,320	316,850	223,200	259,000	16.04%
Supplies	617	1,200	1,000	1,200	20.00%
Miscellaneous	55,463	99,005	66,750	75,875	13.67%
Total Operating Expenses	\$ 620,769	\$ 763,029	\$ 639,330	\$ 662,300	3.59%

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



MARKETING DIVISION

MARKETING DIVISION OVERVIEW



MARKETING DIVISION






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

The Marketing Division oversees such programs as:

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

MARKETING DIVISION OVERVIEW

Current Key Initiatives:

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



MARKETING DIVISION OVERVIEW

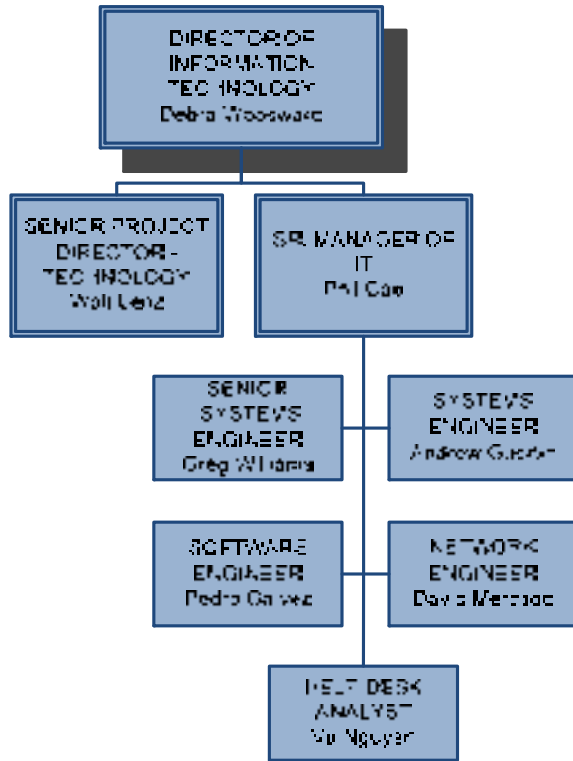
<u>Expense Item</u>	<u>Actual FY 2015</u>	<u>Adopted FY 2016</u>	<u>Projected FY 2016</u>	<u>Proposed FY 2017</u>	<u>% Change FY2016 - FY2017</u>
Salaries	\$ 363,710	\$ 280,909	\$ 272,180	\$ 375,290	37.88%
Fringe Benefits	48,629	100,347	93,320	129,258	38.51%
Services	53,288	4,000	-	-	N/A
Supplies	98,523	75,750	90,750	81,500	-10.19%
Miscellaneous	140,315	197,000	191,000	372,950	95.26%
Total Operating Expenses	\$ 704,465	\$ 658,006	\$ 647,250	\$ 958,998	48.17%

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



INFORMATION TECHNOLOGY DIVISION

INFORMATION TECHNOLOGY DIVISION OVERVIEW



INFORMATION TECHNOLOGY DIVISION

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

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













This is accomplished through:

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

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

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

INFORMATION TECHNOLOGY DIVISION OVERVIEW

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



INFORMATION TECHNOLOGY DIVISION OVERVIEW

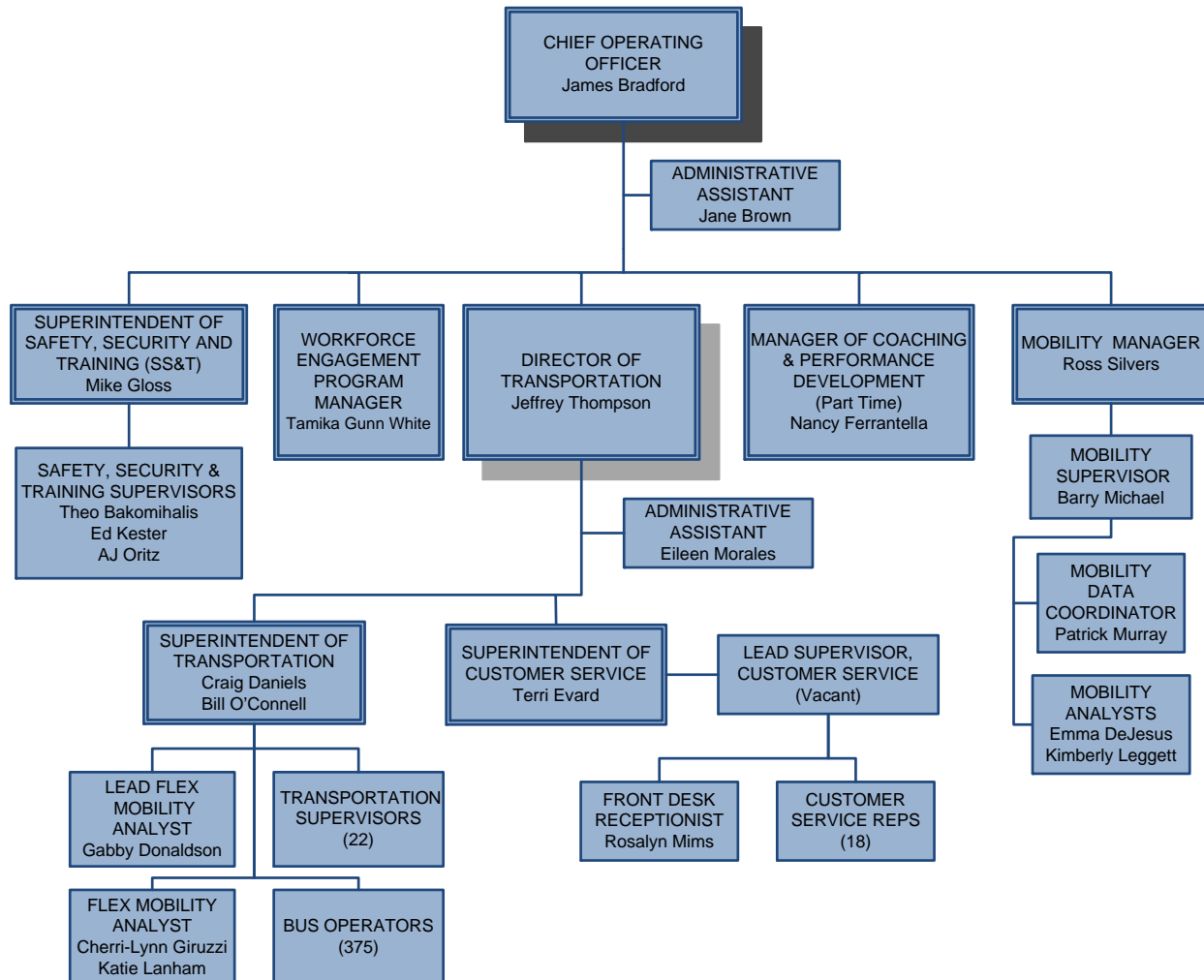
<u>Expense Items</u>	<u>Actual FY 2015</u>	<u>Adopted FY 2016</u>	<u>Projected FY 2016</u>	<u>Proposed FY 2017</u>	<u>% Change FY2016 - FY2017</u>
Salaries	\$ 457,952	\$ 552,990	\$ 540,800	\$ 597,610	10.50%
Fringe Benefits	131,226	166,374	170,810	177,383	3.85%
Services	520,457	654,000	642,500	778,280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

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



OPERATIONS DIVISION

OPERATIONS DIVISION OVERVIEW



OPERATIONS DIVISION

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

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

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

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

OPERATIONS DIVISION OVERVIEW







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

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





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

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

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

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

OPERATIONS DIVISION OVERVIEW

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



OPERATIONS DIVISION OVERVIEW

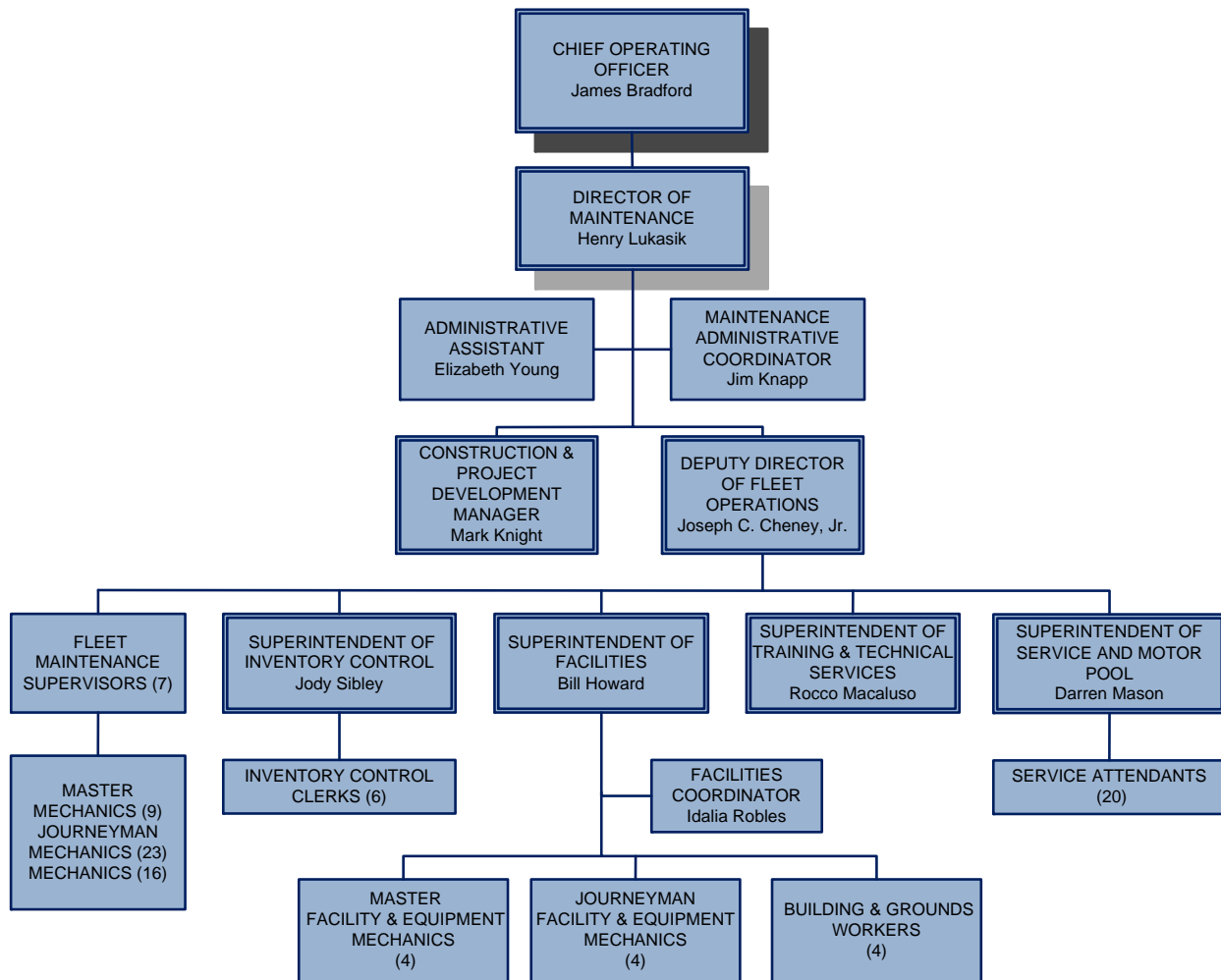
<u>Expense Items</u>	<u>Actual FY 2015</u>	<u>Adopted FY 2016</u>	<u>Projected FY 2016</u>	<u>Proposed FY 2017</u>	<u>% Change FY2016 - FY2017</u>
Salaries	\$ 20,254,013	\$ 20,979,690	\$ 20,238,680	\$ 21,539,300	6.43%
Fringe Benefits	6,751,758	8,001,654	7,586,480	8,367,847	10.30%
Services	241,072	284,985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

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



MAINTENANCE DIVISION

MAINTENANCE DIVISION OVERVIEW



MAINTENANCE DIVISION

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

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

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

MAINTENANCE DIVISION OVERVIEW

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

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

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

FLEET MAINTENANCE DEPARTMENT

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

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

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

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

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

MAINTENANCE DIVISION OVERVIEW





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

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




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

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

Current Key Initiatives (Fleet Maintenance):

 Certified Transit Technicians Program	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).
 Expanded Training	Hired new Superintendent of Training & Technical Services to administer and evaluate training programs as needed, monitoring activities, scheduling classes and training employees in technical and non-technical aspects of maintenance, developing and organizing training manuals, lesson plans, schedules, procedures and certification programs, maintaining records and monitoring and evaluating trainees;
 Street Image Improvement	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.
 Capital Replacement	Purchase seven (7) 2016 Gillig 40' LF BAE Series Hybrid Buses to be delivered first quarter of 2017. PSTA will be the first transit authority in Florida to operate buses which utilize the series electric platform with STOP/START engine capability.

MAINTENANCE DIVISION OVERVIEW

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

FACILITIES DEPARTMENT

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

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









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

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

MAINTENANCE DIVISION OVERVIEW

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

Current Key Initiatives (Facilities Maintenance):

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

INVENTORY CONTROL DEPARTMENT

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

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

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



MAINTENANCE DIVISION OVERVIEW

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

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

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

Facilities Maintenance Department Budget

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

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



MAINTENANCE DIVISION OVERVIEW

Fleet Maintenance Department Budget

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

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



GENERAL FUNCTION DIVISION OVERVIEW AND BUDGET

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

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

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

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



INSURANCE DIVISION OVERVIEW AND BUDGET

Functions and Responsibilities

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

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

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

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



CAPITAL BUDGET



CAPITAL BUDGET

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



CAPITAL BUDGET

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



CAPITAL BUDGET

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



CAPITAL BUDGET

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



CAPITAL BUDGET

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



CAPITAL BUDGET

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

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

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



Pinellas Suncoast Transit Authority

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