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For information contact: 508-555-1234



# PROPOSED OPERATING AND CAPITAL BUDGET FISCAL YEAR 2019

Pinellas Suncoast Transit Authority  
*St. Petersburg, Florida*





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## **PATH FORWARD**

### **PSTA Mission Statement: To safely connect people to places.**

#### **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.



## BOARD OF DIRECTORS

As of April 4, 2018

### Chairperson



**Janet Long**  
Commissioner  
Pinellas County

### Vice-Chairperson



**Joseph Barkley**  
Commissioner  
City of Belleair Bluffs

### Secretary/Treasurer



**Pat Gerard**  
Commissioner  
Pinellas County



**David Banther**  
Tarpon Springs  
Vice-Mayor



**Richard Bennett**  
Commissioner  
North Redington Beach



**Doreen Caudell**  
City of Clearwater  
Vice-Mayor



**Dave Eggers**  
Commissioner  
Pinellas County



**Samantha Fenger**  
Commissioner  
City of Largo



**Patricia F. Johnson**  
Councilmember  
City of Pinellas Park



**Charlie Justice**  
Commissioner  
Pinellas County



**Darden Rice**  
Councilmember  
City of St. Petersburg



**Brian Scott**  
Citizen  
Pinellas County



**Joshua Shulman**  
Citizen  
City of St. Petersburg



**John Tornga**  
Vice-Mayor  
City of Dunedin



**Lisa Wheeler-Bowman**  
Council Chair  
City of St. Petersburg





**PINELLAS SUNCOAST TRANSIT AUTHORITY**  
**Board of Directors**  
**Officers**

Janet Long, Chairperson  
Joseph Barkley, Vice-Chairperson  
Pat Gerard, Secretary/Treasurer

**City of Belleair Bluffs**

Joseph Barkley

**City of Clearwater**

Doreen Caudell

**City of Dunedin**

John Tornga

**City of Largo**

Samantha Fenger

**City of Pinellas Park**

Patricia F. Johnson

**City of St. Petersburg**

Darden Rice  
Joshua Shulman  
Lisa Wheeler-Bowman

**North Redington Beach**

Richard Bennett

**Pinellas County**

Dave Eggers  
Pat Gerard  
Charlie Justice  
Janet Long  
Brian Scott

**Tarpon Springs**

David Banther

**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 facili-

tate 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.

#### PINELLAS SUNCOAST TRANSIT AUTHORITY

##### 2017 Data

- Service Population:
  - 980,147
- Traveled Miles:
  - 8.6 Million Revenue Miles
- Provided hrs. of Service:
  - 630,733
- Total Passenger Trips:
  - 11.6 Million

## About the PSTA Board of Directors & Committees

### PSTA Board Committee Assignment Roster & Other PSTA Related Committee Appointments as of May 23, 2018

PSTA COMMITTEES										OTHER COMMITTEES			
Position	Name	Representing	Appointment	Planning	Finance & Performance Management	Legislative	Executive	Personnel	Nominating	Forward Pinellas	TBARTA	MPO's LCB	MPO's School Safety
1	Janet Long, Chairperson	Pinellas County	12/2012			XXX	XXX	XXX	X	X	X		
2	Joseph Barkley, Vice-Chairperson	South Cities	11/2012	X	XXX	X	X	X	XXX				
3	Pat Gerard, Secretary/Treasurer	Pinellas County	12/2014	XXX			X	X	X				
4	Darden Rice	St. Petersburg	01/2014				X	X		Y			
5	Patricia Johnson	Pinellas Park	03/2012			X			X			Y	
6	Brian Scott	County Non-Elect	10/2012		X							Y	
7	Dave Eggers	Pinellas County	12/2014		X					Y			Y
8	Samantha Fenger	Largo	10/2015	Alt.									
9	Lisa Wheeler-Bowman	St. Petersburg	01/2016			X			X				
10	Charlie Justice	Pinellas County	10/2016	X		X				Y			
11	John Tornga	Dunedin	01/2017	X		Alt	X			Y			
12	Joshua Shulman	St. Petersburg Non-Elect	02/2017	X	X								X
13	Richard Bennett	Beach Cities	04/2017		X								
14	David Banther	Tarpon Springs	10/2017		Alt.			X					
15	Doreen Caudell	Clearwater	4/2018							Y			

XXX – Chair of Committee

X – Member Appointed by PSTA

Y – Member Appointed by other Body



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Pinellas Suncoast Transit Authority  
Florida**

For the Fiscal Year Beginning

**October 1, 2017**

*Christopher P. Morrill*

Executive Director





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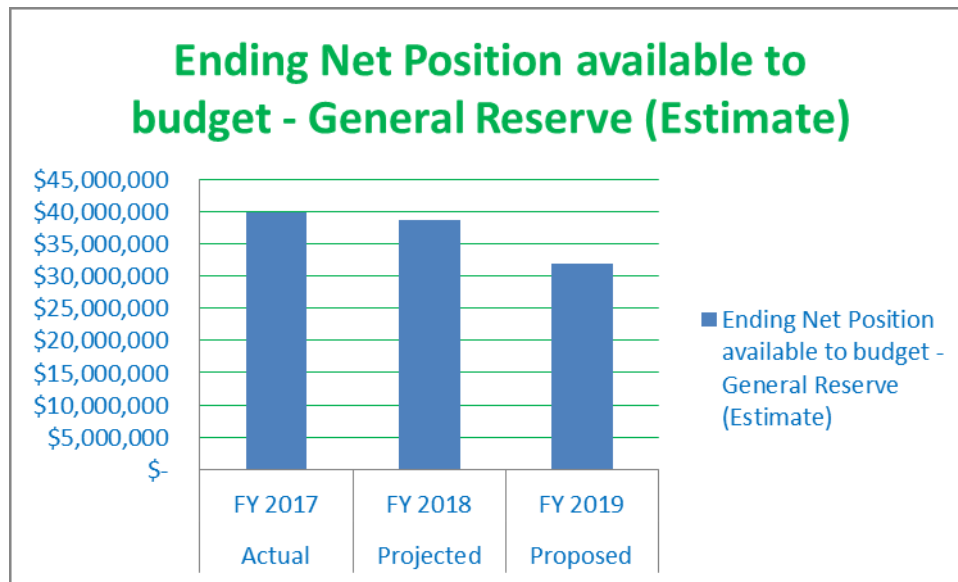


## FY 2019 BUDGET SUMMARY

<u>Description</u>	<u>Actual</u> <u>FY 2017</u>	<u>Adopted</u> <u>FY 2018</u>	<u>Projected</u> <u>FY 2018</u>	<u>Proposed</u> <u>FY 2019</u>	<u>Change</u> <u>Amount</u>	<u>% Change</u> <u>FY2018 -</u> <u>FY2019</u>
Beginning Net Position available to budget - General Reserve (Estimate)	\$ 39,465,204	\$ 36,744,241	\$ 39,850,618	\$ 38,670,392	\$ (1,180,226)	-2.96%
Total Operation Revenues	69,065,179	74,691,686	74,614,985	79,047,587	4,432,602	5.94%
Capital Revenues	14,218,273	22,281,788	20,470,256	43,069,679	22,599,423	110.40%
<b>Total Sources</b>	<b>\$ 122,748,656</b>	<b>\$ 133,717,715</b>	<b>\$ 134,935,859</b>	<b>\$ 160,787,658</b>	<b>\$ 25,851,799</b>	<b>19.16%</b>
Operating Budget	\$ 68,884,173	\$ 74,181,177	\$ 73,822,364	\$ 80,838,053	\$ 7,015,689	9.50%
Capital Improvements Budget	14,013,865	25,640,390	22,443,103	48,116,516	25,673,413	114.39%
<b>Total Uses</b>	<b>\$ 82,898,038</b>	<b>\$ 99,821,567</b>	<b>\$ 96,265,467</b>	<b>\$ 128,954,569</b>	<b>\$ 32,689,102</b>	<b>33.96%</b>
Ending Net Position available to budget - General Reserve (Estimate)	39,850,618	33,896,148	38,670,392	31,833,089	(6,837,303)	-17.68%
<b>Total Uses and Net Position Reserves</b>	<b>\$ 122,748,656</b>	<b>\$ 133,717,715</b>	<b>\$ 134,935,859</b>	<b>\$ 160,787,658</b>	<b>\$ 25,851,799</b>	<b>19.16%</b>

<u>Description</u>	<u>Actual</u> <u>FY 2017</u>	<u>Adopted</u> <u>FY 2018</u>	<u>Projected</u> <u>FY 2018</u>	<u>Proposed</u> <u>FY 2019</u>	<u>Change</u> <u>Amount</u>	<u>% Change</u> <u>FY2018 -</u> <u>FY2019</u>
Restricted Grantor Resources Pending Approval	\$ 381,789	\$ 350,864	\$ 381,789	\$ 381,789	-	0.00%
<b>Designation of General Reserve:</b>						
Operating Reserve - 2 Months Minimum	11,695,986	12,363,530	12,363,530	13,473,009	1,109,479	8.97%
Capital Reserve	27,772,843	21,181,754	25,925,073	17,978,291	(7,946,782)	-30.65%
<b>Ending Net Position available to budget - General Reserve (Estimate)</b>	<b>\$ 39,850,618</b>	<b>\$ 33,896,148</b>	<b>\$ 38,670,392</b>	<b>\$ 31,833,089</b>	<b>\$ (6,837,303)</b>	<b>-17.68%</b>

## FY 2019 BUDGET SUMMARY



### FY 2019 PROPOSED OPERATING BUDGET SUMMARY

The PSTA Proposed operating budget for FY 2019 is increasing by \$7.0 million or 9.50% over FY 2018 Projected expenses.

### FY 2019 PROPOSED REVENUE SUMMARY

- Passenger Fares are budgeted to be 3.79% less than the projected FY 2018 year-end due to fare capping with the implementation of the Regional Fare Project.
- Auxiliary revenue is budgeted to be 8.55% more than the projected FY 2018 year-end. This is due to an increase in revenue to be received from outsourcing advertising.
- Non-transportation revenue is budgeted to be 22.63% more than the projected FY 2018 year-end due to increasing interest income.

- Property Tax is budgeted to be 8.24% higher than the projected FY 2018 year-end due to an increase in taxable property values.
- Beach Trolley revenue is budgeted to be 30.34% higher than the projected FY 2018 year-end. This is due to a 7% increase in Trolley revenue from the City of St. Pete Beach, Treasure Island, partner service costs, and the Downtown Circulator.
- State Grant revenue is budgeted to be 5.40% higher than the projected FY 2018 year-end. This is mostly due to an increase in State Reimbursement for the Transportation Disadvantaged Program.

### FY 2019 PROPOSED EXPENSE SUMMARY

- Salaries (\$31.4 million projected year-end in FY 2018) are budgeted at \$33.1 million and include:
  - Step increases for union employees.

## BUDGET SUMMARY

- An innovative performance-based bonus program for all union employees. Up to \$500 for strong performance by our unionized employees.
- A 3.0% merit based increase for administrative employees.
- Total headcount increases by ten (10) positions.
- Fringe Benefits are budgeted to increase 10.73% over the FY 2018 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 4.43% over the FY 2018 projected year-end primarily due to software services in IT.
- Diesel Fuel is budgeted to increase 36.53% over the FY 2018 projected year-end primarily due to increasing fuel prices.
- Supplies are budgeted to increase 3.26% over the FY 2018 projected year-end due to a increase in repair parts expense.
- Insurance is budgeted to increase 40.33% over the FY 2018 projected year-end based on actuarial assumptions.
- Utilities are budgeted to increase 14.97% over the FY 2018 projected year-end due to rate increases and the Regional Fare System implementation.
- Purchased Transportation – DART is budgeted to increase 12.15% over the FY 2018 projected year-end due to contractual and ridership increases.
- Purchased Transportation – Transportation Disadvantaged (TD) is increasing 12.35% due to a contract price increase and a projected ridership increase.
- Purchased Transportation – Jolley Trolley expenses is no longer being budgeted net of passenger fare revenue.
- Purchased Transportation – Alternate is budgeted to decrease 11.36% over the FY 2018 projected year-end due to decreases in grant funding.
- Miscellaneous expenses are budgeted to increase 0.81% over the FY 2018 projected year-end due to costs.

### **FY 2019 PROPOSED CAPITAL IMPROVEMENT BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

- The FY 2019 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, and the design and the start of the Central Avenue Bus Rapid Transit Project.







# **FY 2019 OPERATING BUDGET**



## FY 2019 OPERATING BUDGET SUMMARY

<u>PROPOSED FY 2019 Operating Budget</u>	
Operating Revenues	\$10,400,000
Non-Operating Revenues	\$68,647,587
Total Revenues	\$79,047,587
Total Expenses	\$80,838,053
Surplus (Deficit)	(\$1,790,466)
Transfer (To) From Reserves	\$1,790,466
Net Surplus (Deficit)	\$0

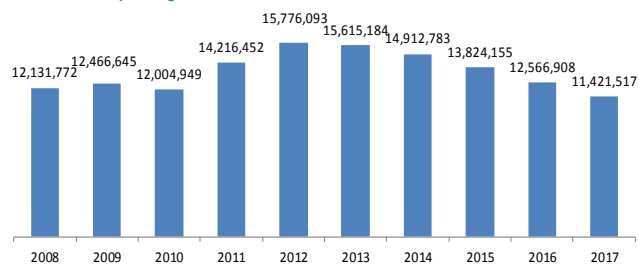
## FY 2019 OPERATING BUDGET SUMMARY

### Historical Data on Revenue Drivers

#### Operating Revenues

Passenger Fares  
Demand Response  
Advertising Revenue

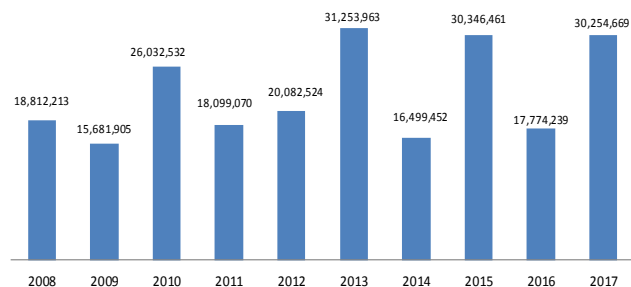
#### Total Operating Revenues



#### Non Operating Revenues

Federal Maint. & Special Projects Assistance  
State Operating & Special Projects Assistance  
Special Projects Local Grants  
Investment Income  
Fuel Tax Refund  
Other Federal Grants  
Other, Net

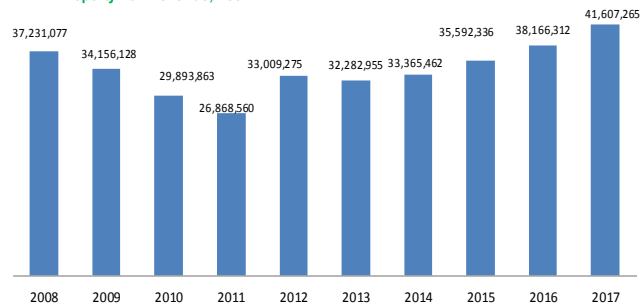
#### Total Non Operating Revenues, Capital Grants & Local Government



#### Property Tax Revenue

Property Tax, Net

#### Property Tax Revenue, Net





## FY 2019 OPERATING BUDGET OVERVIEW

<u>Revenues</u>	<u>Actual</u> <u>FY 2017</u>	<u>Adopted</u> <u>FY 2018</u>	<u>Projected</u> <u>FY 2018</u>	<u>Proposed</u> <u>FY 2019</u>	<u>% Change</u> <u>FY2018 -</u> <u>FY2019</u>
Operating Revenues	\$ 11,421,517	\$ 11,100,717	\$ 10,810,000	\$ 10,400,000	-3.79%
Non-Operating Revenues	57,643,662	63,590,969	63,804,985	68,647,587	7.59%
<b>Total Revenues</b>	<b>\$ 69,065,179</b>	<b>\$ 74,691,686</b>	<b>\$ 74,614,985</b>	<b>\$ 79,047,587</b>	<b>5.94%</b>
Transfer (To) From Reserves	(181,006)	(510,509)	(792,621)	1,790,466	-325.89%
<b>Total Revenues and Transfers</b>	<b>\$ 68,884,173</b>	<b>\$ 74,181,177</b>	<b>\$ 73,822,364</b>	<b>\$ 80,838,053</b>	<b>9.50%</b>
Salaries	30,541,518	31,600,400	31,369,667	33,053,645	5.37%
Fringe Benefits	11,713,661	13,411,194	12,898,343	14,281,853	10.73%
Services	3,539,165	4,591,205	4,379,849	4,574,030	4.43%
Diesel Fuel	3,937,069	4,333,075	4,108,070	5,608,630	36.53%
Supplies	5,847,291	5,419,955	5,521,333	5,701,510	3.26%
Insurance	1,274,543	1,661,100	1,494,755	2,097,640	40.33%
Utilities	853,579	980,370	840,420	966,260	14.97%
Taxes & Licenses	814,304	866,440	866,440	851,370	-1.74%
Purchased Transportation – DART	6,834,116	7,020,810	7,673,118	8,605,610	12.15%
Purchased Transportation – TD	826,248	884,180	848,970	953,850	12.35%
Purchased Transportation – Trolleys	1,481,472	1,749,040	2,058,849	2,452,490	19.12%
Purchased Transportation – Alternate	495,860	623,933	704,000	624,000	-11.36%
Miscellaneous	725,347	1,039,475	1,058,550	1,067,165	0.81%
<b>Total Expenses</b>	<b>\$ 68,884,173</b>	<b>\$ 74,181,177</b>	<b>\$ 73,822,364</b>	<b>\$ 80,838,053</b>	<b>9.50%</b>

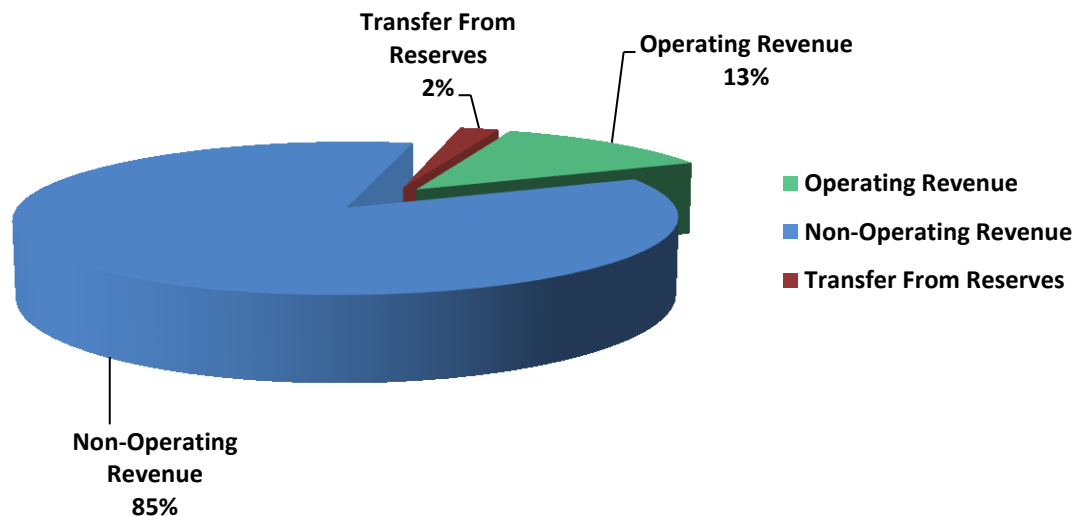


## FY 2019 OPERATING BUDGET OVERVIEW REVENUE AND TRANSFERS

<u>Revenues</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Passenger Fares	\$ 10,838,756	\$ 11,100,717	\$ 10,810,000	\$ 10,400,000	-3.79%
Auxiliary	582,761	589,165	607,590	659,550	8.55%
Non-Transportation	330,121	726,020	951,415	1,166,720	22.63%
Property Tax	41,607,265	45,374,410	45,374,410	49,113,740	8.24%
Local Beach Trolley & Rt. 35	1,174,823	1,270,197	1,270,200	1,655,550	30.34%
State Reimbursement – Fuel Tax	630,827	667,490	667,500	662,050	-0.82%
State Grants	8,246,523	9,140,010	9,332,150	9,836,211	5.40%
Federal Grants	5,574,103	5,743,677	5,521,720	5,473,766	-0.87%
Federal Grants MPO Pass-Thru	80,000	80,000	80,000	80,000	0.00%
<b>Total Revenues</b>	<b>\$ 69,065,179</b>	<b>\$ 74,691,686</b>	<b>\$ 74,614,985</b>	<b>\$ 79,047,587</b>	<b>5.94%</b>
Transfer (To) From Reserves	(181,006)	(510,509)	(792,621)	1,790,466	-325.89%
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## FY 2019 OPERATING BUDGET OVERVIEW REVENUE AND TRANSFERS



### Revenue Assumptions:

- Passenger Fares are budgeted to be 3.79% less than the projected FY 2018 year-end due to fare capping with the implementation of the Regional Fare Project.
- Auxiliary revenue is budgeted to be 8.55% more than the projected FY 2018 year-end. This is due to an increase in revenue to be received from outsourcing advertising.
- Non-transportation revenue is budgeted to be 22.63% more than the projected FY 2018 year-end due to increased interest income.
- Property Tax is budgeted to be 8.24% higher than the projected FY 2018 year-end due to an increase in taxable property values.
- Local Beach Trolley revenue is budgeted to be 30.34% higher than the projected FY 2018 year-end. This is due to a 7% increase in Trolley revenue from the City of St. Pete Beach and Treasure Island, partner service costs, and the Downtown Circulator.
- State Grant revenue is budgeted to be 5.40% higher than the projected FY 2018 year-end. This is mostly due to an increase in State reimbursement for the Transportation Disadvantaged Program.

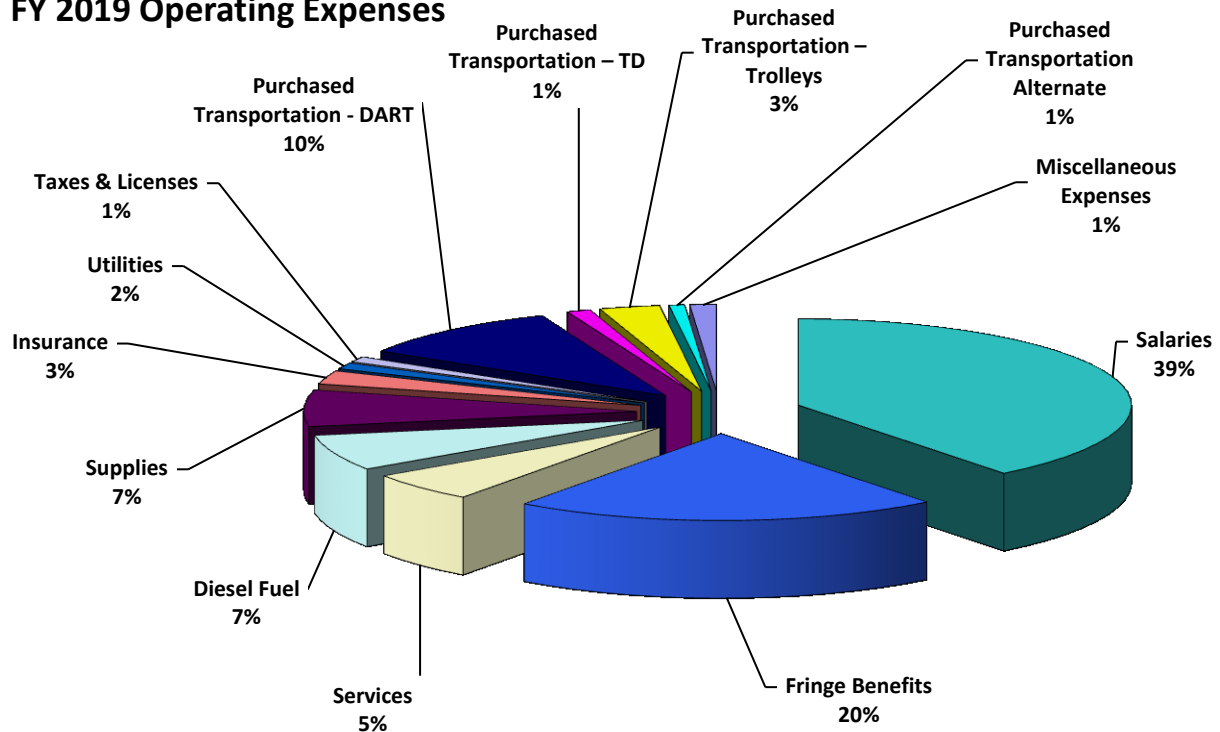


## FY 2019 OPERATING BUDGET OVERVIEW EXPENSES

<u>Expense Item</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Salaries	\$ 30,541,518	\$ 31,600,400	31,369,667	\$ 33,053,645	5.37%
Fringe Benefits	11,713,661	13,411,194	12,898,343	14,281,853	10.73%
Services	3,539,165	4,591,205	4,379,849	4,574,030	4.43%
Diesel Fuel	3,937,069	4,333,075	4,108,070	5,608,630	36.53%
Supplies	5,847,291	5,419,955	5,521,333	5,701,510	3.26%
Insurance	1,274,543	1,661,100	1,494,755	2,097,640	40.33%
Utilities	853,579	980,370	840,420	966,260	14.97%
Taxes & Licenses	814,304	866,440	866,440	851,370	-1.74%
Purchased Transportation - DART	6,834,116	7,020,810	7,673,118	8,605,610	12.15%
Purchased Transportation – TD	826,248	884,180	848,970	953,850	12.35%
Purchased Transportation – Trolleys	1,481,472	1,749,040	2,058,849	2,452,490	19.12%
Purchased Transportation – Alternate	495,860	623,933	704,000	624,000	-11.36%
Miscellaneous	725,347	1,039,475	1,058,550	1,067,165	0.81%
<b>Total Operating Expenses</b>	<b>\$ 68,884,173</b>	<b>\$ 74,181,177</b>	<b>\$ 73,822,364</b>	<b>\$ 80,838,053</b>	<b>9.50%</b>

## FY 2019 OPERATING BUDGET OVERVIEW EXPENSES

### FY 2019 Operating Expenses



### Expense Assumptions:

- Salaries (\$31.4 million projected year-end in FY 2018) are budgeted at \$33.0 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.
- Fringe Benefits are budgeted to increase 10.73% over the FY 2018 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 4.43% over the FY 2018 projected year-end primarily due to software services in IT.
- Diesel Fuel is budgeted to increase 36.53% over the FY 2018 projected year-end due to increasing fuel prices.
- Utilities are budgeted to increase 14.97% over the FY 2018 projected year-end due to increases in rates and the Regional Fare System implementation.



## **PSTA ORGANIZATION**

### **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 Belleair Shores are not members of the Authority; however, St. Pete Beach and Treasure Island do contract for trolley service.

### **Officials**

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, governs the Authority. 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 spe-

cialized services. The Authority maintains over 4,729 bus stops, 529 shelters, 14 transfer hubs, 4 customer service centers, and a fleet of 210 fixed route vehicles. During fiscal year 2017, Authority vehicles traveled a total of 8.6 million revenue miles, providing approximately 630,734 hours of service, and 11.6 million total passenger trips.



Two, (2) 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 re-design and improve current 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.

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 at <http://www.psta.net>. The website also offers details regarding how to ride, fares and reduced

## PSTA ORGANIZATION

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 InfoLine, visiting a Customer Service Center, or Google 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. Information is now available to the public at <http://ridepsta.net> or by downloading the real-time bus information app.

Passengers enjoy the convenience of loading a bicycle onto special racks on the front of every bus and trolley. A special video 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.

PSTA launched "Direct Connect" in February of 2016. Direct Connect allows riders to use Uber or United Taxi to travel within a specific geographic zone to or from a series of designated stops. From there, riders can connect with the regular PSTA public transit system.

PSTA, Uber and United Taxi join together to celebrate the success of this first-ever public-private partnership.

Persons with disabilities who are unable to use regular bus service may be eligible for an ADA Paratransit service called Demand Response Transportation (DART). Paratransit services provide people with disabilities, including veterans, with rides to doctors' appointments, work, school, and other critical destinations. This curb-to-curb service is tailored for those who, because of their disability, are unable to independently use PSTA's regular, accessible buses.

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.

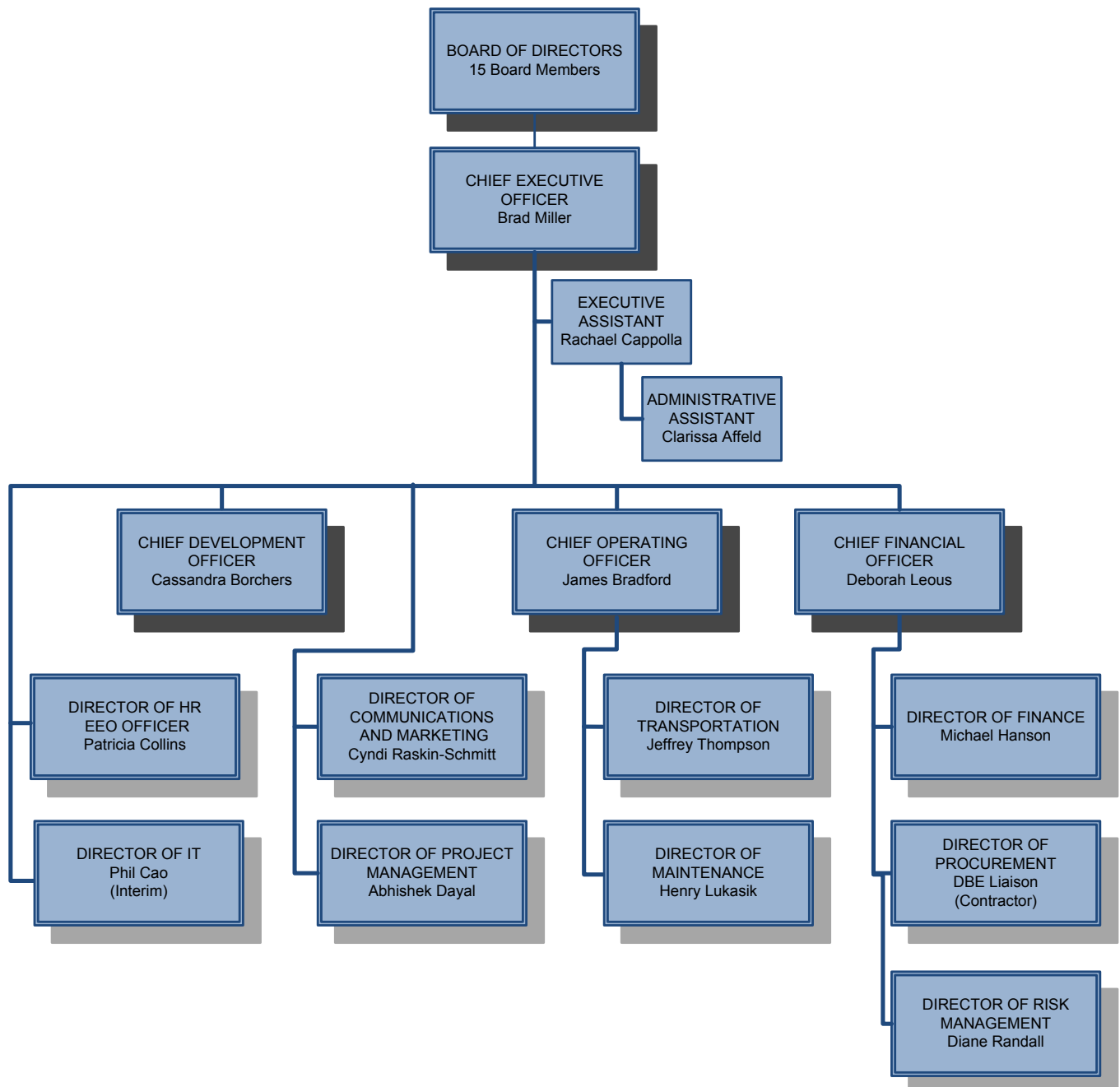
### Management

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



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## PSTA ORGANIZATION



## PSTA ORGANIZATION

POSITION CHANGES BY DIVISION				
<u>DIVISION</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2019 VS FY 2018</u>
Chief Executive Office	4	3	3	0
Finance Division	31	29	31	2
Planning Division	13	13	13	0
Human Resources Division	4	4	5	1
Marketing Division	7	7	8	1
Information Technology Division	8	7	7	0
Project Management	0	4	4	0
Operations Division	438	440	445	5
Maintenance Division	103	101	102	1
Total	608	608	618	10

a – Added positions

b – Reduced positions

**Finance Division increased by net (2).** In order to backup and cross train in the Accounting Department two (2) positions were added and one (1) was transferred to Marketing.

**Human Resources Division increased by one (1).** To enhance the support to all divisions one (1) position was added based on a transfer from Transportation.

**Marketing Division Increased by one (1).** In order to provide administrative support to the director and six (6) other staff, one (1) position was added as a transfer from Finance.



**Operations Division increased positions by five (5).** In order to reduce overtime, the Operations Division increased bus operator positions by four (4) and a data analyst position was added.

**Maintenance Division increased by one (1).** In order to reduce overtime, the facilities maintenance staff was increased by one (1) position.

## **BUDGET POLICIES AND PROCESS**

### **Summary of Budget and Accounting Policies**

Pursuant to the Special Act which created the Authority and Florida Statutes Chapter [F.S. 189.016](#), the annual operating and capital budget authorizing expenditure of funds shall be proposed annually by the Board of Directors and is the statutory spending authority.

Government resources are accounted for based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The Pinellas Suncoast Transit Authority is accounted for as a Business Type Activity (Enterprise Fund), as defined by Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements – Management's Discussion and Analysis – for State and Local Governments and its budget and financial statements are presented on the accrual basis of accounting.

Enterprise funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with the fund's principal ongoing operational activities. Charges to customers represent the Authority's principal operating revenues and include passenger fees, and revenues from use of its capital assets for advertising, and right-of-way activities. Operating expenses include the cost of operating, maintaining, and supporting transit services and related capital assets, administrative expenses, and depreciation. All revenues and expenses not meeting this definition are reported as non-operating or other revenues and expenses.

### **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. PSTA uses accrual accounting for the Enterprise Fund. Under this method, revenues are recognized when they are earned, and expenses are recognized when they are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenues in the year for which they are levied, and grants are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met, including that the eligible expenses have been incurred. Grants received in advance of revenue recognition by the Authority are shown as unearned grants revenue.

### **Basis of Budgeting**

The preparation, approval, adoption and execution of PSTA's budget comply with Florida Statute, Chapter [F.S. 189.016](#).

Budgets for Proprietary Funds (Enterprise) use the accrual basis of accounting. Revenues are recognized in the period in which they are earned and expenditures are recognized in the period in which the liability is incurred.

The Annual Financial Statements show the status of PSTA's finances on the basis of generally accepted accounting principles. Generally, this is the way the budget is prepared, with two exceptions.

The first exception is depreciation, which is not budgeted. The second exception being required pension contributions during the fourth quarter of the fiscal year, are appropriated in the budget, but are reported in the annual fi-

## BUDGET POLICIES AND PROCESS

financial statements as deferred outflow of resources.

### Definition of a Balanced Budget

The Board of Directors of the Authority shall adopt a budget by resolution each fiscal year. The total amount available from taxation and other sources, including balances brought forward from prior fiscal years, must equal the total of appropriations for expenditures and reserves. At a minimum, the adopted budget must show for each fund, as required by law and sound financial practices, budget revenues and expenditures and organizational unit, which are at least at the level of detail required by the annual financial report under [F.S. 218.32 \(1\)](#).

### Budget Adjustments and Transfers

Budget adjustments are designed to give PSTA limited flexibility in its budgetary proceedings. They may generally be approved for one of three reasons. First, a mistake may have been made in the original approved budget. Because the budget cycle begins so early in the year, it is very easy to overlook certain items that should have been included, or to over or under estimate the expenses or need for other items. A second reason for which transfers may be approved is emergency purchases. In many instances, equipment, supply, or maintenance costs must be incurred at a higher level than could have been anticipated due to a breakdown of equipment, the assumption of a new service, or unusually large contract prices. A third justification for an adjustment is an avoidance of future cost increases. Such opportunities often arise when products or services can be purchased at a certain time rather than putting off the purchase until a later date.

Budget adjustments exist for very specific reasons as noted above. They should not be used to balance an organization's budget each month. Operating within one's available budgetary resources is a managerial responsibility, and one, which should be taken very seriously. The approved budget is only a plan and can be adjusted as circumstances change; however, it should be adhered to as closely as possible.

When needs are less than originally anticipated or prices come in lower than budgeted, excess funds should accrue as savings to PSTA. They should not be considered as available dollars for additional expenditures. These accrued savings become cash forward in the next year's budget, which is very valuable resource in maintaining service levels and avoiding tax rate increases.

Any budgetary division may request a transfer. To do so, a completed Budget Transfer Request Form must be submitted to the Budget Department. The submitted form must contain all information requested including cost center information, justification for the transfer, the amount of the transfer, the origin and destination of funds, and signed approval of the appropriate Chief, Director or designee. Should there be insufficient space on the form to provide adequate justification; an additional page may be attached. Incomplete forms will be returned to the requesting Division.

Upon receipt of a completed Budget Transfer Request Form, the Budget Department reviews the information provided for accuracy and evaluates the merits of the request. Once all necessary information requirements have been satisfied, the office processes a journal voucher to document the proposed transfer for auditing purposes.



## **BUDGET POLICIES AND PROCESS**

The request for transfer of funds requires the Division Chief or Department Director's signature. The term "Division" shall, in this instance, refer to any of the Divisions into which PSTA's budget is divided. "Department" shall mean all designated subdivisions of these Divisions.

Transfers that require the expenditure from contingencies may only be made with the approval of the PSTA Chief Executive Officer. All transfers by the Chief Executive Officer will be recorded as approved.

Transfers that require the transfer of monies from one Division to another shall require approval of the Chief Executive Officer or the Chief Financial Officer.

Once the appropriate authority has approved a transfer request, it shall be the responsibility of the Budget Department to ensure that an accurate report is forwarded to the Budget staff in the form of a journal voucher, complete with all necessary supporting information and approval of the Director of Finance and the Chief Financial Officer.

### **Amendments**

Request for appropriations of funds not previously budgeted will be processed as budget amendments as required by Florida Statutes, Chapter [F.S. 189.016](#). All budget amendments that increase the annual budget require the approval of the PSTA Board of Directors.

### **General Fiscal / Budget Policies**

The annual operating budget of PSTA shall balance the public transit service needs of the community with the fiscal capabilities of PSTA. It is intended to achieve the goals and objectives established by the PSTA Board for the following fiscal year. PSTA programs will

represent public transportation needs in compliance with various State and Federal regulations. A balance between personnel and other classes of expenditures will also be achieved.

PSTA recognizes that its citizens deserve a commitment from PSTA to be fiscally responsible, and that a balanced operating budget is the cornerstone of fiscal responsibility. Annual operating expenses will be fiscally balanced with revenues or income estimates that can reasonably and normally be planned to be received during the fiscal year. New programs or changes in policies, which would require the expenses of additional operating funds, will be funded either through reductions in existing programs of lower priority or through adjustments to fees, service charges, or taxes. Requests for new or changes to programs or policies will be accompanied by an analysis of the short and long-term impact on the operating budget caused by such changed or new program or policy.

New programs, services, or facilities shall be based on general citizen demand or need.

PSTA shall prepare and implement a Capital Improvement Budget that shall schedule the funding and construction of projects for a five-year period. The CIP Program shall balance the needs for improved public facilities, as identified in PSTA's comprehensive plan, within the fiscal capabilities and limitations for PSTA.

PSTA shall maintain its accounting records in accordance with generally accepted accounting principles (GAAP), applied to governmental units as promulgated by the Governmental Accounting Standards Board (GASB).

PSTA shall provide funding for public services on a fair and equitable basis, and shall not discriminate in providing such services on the base of

## BUDGET POLICIES AND PROCESS

race, sex, color, religion, national origin, or physical handicap.

Budgets for all PSTA Divisions and all other PSTA expenses shall be under PSTA Board appropriation control.

Preparation of PSTA's budget shall be in such a format as to allow correlation with the costs reported in PSTA's Annual Financial Statements.

### FISCAL POLICIES FOR INVESTMENTS AND DEBT

#### Investments

The PSTA investment policy is to invest public funds in a manner which will maximize safety, while still meeting the daily cash flow demand and earning a fair yield relative to the risk assumed. The investment policy conforms to all states statutes and local ordinances governing the investment of public funds. The objectives are safety of principal, liquidity to meet all operating requirements, which can be anticipated, and yield. This policy is required to be revised annually by the Board of Directors to consider changing economic, market and regulatory environments.

#### Debt

Currently PSTA has no debt issued. However, the PSTA debt policy is designed to guide the process to determine when and for which purpose incurring debt is prudent financial strategy. In addition, it provides the guidance for issuing, managing and accounting for any debt prudently issued in the future. This policy is required to be revised annually by the Board of Directors to consider changing economic and regulatory environments.

### FISCAL POLICY FOR ANNUAL OPERATING REVENUE AND EXPENSES

#### Revenue

Revenue projections will be based on an analysis of historical trends and reasonable assumptions of future conditions.

Revenue estimates will be made on a reasonable conservative basis to ensure that estimates are realized.

The operating budget will be prepared based on 96.5% of the certified taxable value of the property tax roll.

PSTA will not use long-term debt to finance expenses required for operations.

The operating budget will be balanced using current year revenues to finance current year expenses. Net position reserves shall not normally be budgeted as a resource to support routine annual operating expenses. Net position reserves may be budgeted as a resource to support capital, debt, or extraordinary major maintenance needs on a non-recurring basis, or as reserves to be carried forward.

As early as practical in each annual budgeting cycle, the PSTA Board shall give direction to administration as to the circumstances under which an ad valorem tax millage increase would be considered. Normally, such direction should be given in January of each year in conjunction with the setting of a tentative budget calendar.

Fees should be collected on all PSTA provided services for which specific users may be readily identified and use may be reasonably quantified. The amount of the fee should be based on actual costs incurred in providing the services (or facility), and shall be reviewed at least biannually.

## BUDGET POLICIES AND PROCESS

nually. The degree to which fees shall recover full costs shall be a policy determination of the board, but in no instance should it exceed that total cost.

### Requirements

Normal maintenance requirements necessary to sustain the basic asset value will be included in the budget of the proper operating fund.

Contractual obligations and compensation plans for employees will be provided.

As early as practical in the budget process, the PSTA Board shall discuss with Administration, PSTA staffing for both current and planned years.

Capital will be provided for major improvements and automation of services based on multiple-year planning and appropriate cost benefit analysis. Each year, as early as practical, the PSTA Board shall discuss specific capital replacement requirements and policies for the upcoming year.

Future capital improvement requirements and replacement will be included in operating plans requiring such reserves as may be necessary. The annual amount set aside to provide reserves for future capital requirements should be consistent with individual fund needs.

Along with all other required budget material submitted by Division Chiefs and Directors in March and April of each year, the Director of Risk Management shall prepare an estimate of amounts to be budgeted for workers' compensation, self-insured, and other related claims.

### Net Position

The net position will be maintained by using a conservative approach in estimating revenues and by ensuring that expenditures do not exceed appropriations.

Any anticipated deficit at year-end will be provided for in the current year's transfers from net position.

### BUDGET PROCESS AND CALENDAR

The budget process for special districts in Florida is in large part statutorily driven as outlined in the following timetable. (For further detail, please refer to the Florida Statutes Chapter [F.S. 189.016](#).)

Every employee of PSTA has a role in preparing the budget. The budget needs to be formulated, prepared, implemented, and evaluated. Each Chief and Director is accountable to the Chief Executive Officer for the performance of their respective personnel and whether or not their Division meets their objectives within the allocated resources.

PSTA uses an annual budget format in which the first year establishes the appropriated budget and is used for financial planning to assist with projecting a multi-year budget strategy. Enabling strategic as well as tactical thinking, the multi-year format provides for improved decision making with a longer-term focus on goal achievement and infrastructure maintenance.

The budget relies on the identification of essential transportation needs of Pinellas County residents, and budget and financial priorities including the identification and ranking of critical transit services.

## **BUDGET POLICIES AND PROCESS**

The following outlines the various stages of budget development and administration and identifies the roles and responsibilities of the key participants in the process:

### **The Planning Phase**

Budget development begins in February each year when plans are set forth for next year's budget process. The Budget Department reviews areas of continuous improvement from the previous year's process. Objectives for the next year's process are designed, and plans are made to overcome any prior challenges.

Multi-year projections are prepared. In addition, instructions and examples are reviewed, training classes are arranged, and the budget calendar dates are set. At the beginning of April, the tentative calendar is distributed to all divisions along with a reminder of the dates for the budget process.

### **The Preparation Phase**

The Budget kick-off sets the pace for the preparation of the budget and is presented in a meeting. Provided is the financial status of PSTA, economic growth, and issues that need to be addressed during future budget work sessions.

Divisions are directed to return a status quo program budget and requests for service improvements (if any) for consideration.

The staff of the Budget Department reviews the submitted requests with each of the divisions and their respective departments; changes to the requests are made at this time. Once all changes have been completed, the Chief Executive Officer reviews the final product. After the review, work sessions are scheduled with the divisions, Budget Department staff, and the Chief Executive Officer for any final changes.

These reviews begin in April and continue until the proposed budget is submitted to the PSTA Board. A proposed balanced budget is presented to the PSTA Board at a regularly scheduled Board meeting in June.

Leading up to the Board presentation in June, specific budget topics are presented and discussed each month starting in March. Topics include key budget assumptions, the capital improvement program, personnel assumptions, service adjustments, and other key topics as needed.

### **The Review and Adoption Phase**

Board and Planning Committee work sessions, held in a public setting, are scheduled for the remainder of July and August. In these sessions, the PSTA Board reviews budget issues and recommends funding of said issues.

During this period, the Notice of Proposed Property Taxes, otherwise known as TRIM (Truth in Millage) notices, are prepared and mailed by the Property Appraiser. Published on the TRIM notice is the date of the first public hearing to adopt the tentative millage rate and the tentative budget.

The purpose of the public hearing is to give the public an opportunity to speak for or against the proposed millage rate and budget. At the end of the first public hearing, a date and time is set for the final public hearing. An advertisement for the hearing is placed in a local newspaper. This ad contains summary budget information along with the tentative millage rate and the tentative approved budget based on the first hearing. Also noted are the time, date and location for the final hearing.

The purpose of the final public hearing is to give the public a second opportunity to speak for or

## BUDGET POLICIES AND PROCESS

against the millage rate and budget. At this meeting, the PSTA Board adopts the final millage rate and budget. Within the next three days the Property Appraiser, Tax Collector and State Department of Revenue must be notified of the adopted millage rate. The Tax Collector mails final tax invoices to property owners at the beginning of November.

### Amendments after Adoption

As provided in Florida Statute, [F.S. 189.016](#), once the budget is adopted it may be amended by the PSTA Board at any time within a fiscal year and 60 days following, in the following manner:

Appropriations for expenses in the fund may be decreased and other appropriations in the same fund correspondingly increased, if the total of the appropriations of the fund are not changed.

Appropriations from the Reserve for contingencies may be made to increase the appropriation for any particular expense in the same fund, or to create an appropriation in the fund for any lawful purpose, but expenses may not be charged directly to the reserve.

Revenue of a nature or source not anticipated in the budget and received for a specific purpose such as grants, donations, gifts, or reimbursement for damages may, by resolution of the Board, be appropriated and expended for that purpose.

Increased receipts for enterprise or proprietary fund received for a particular purpose may, by resolution of the Board, be appropriated and expended for that purpose.

Any amendment to the budget not specified above may be authorized by resolution of the Board following a public hearing.



## **BUDGET POLICIES AND PROCESS**

### **BUDGET PROCESS CALENDAR**

February	Priority decisions are made on bus types, and needs for the Capital Improvement Program.
March	Distribution of FY 2019 budget instruction package for personnel. Operating budget request meeting is held for Budget Calendar and Key Assumptions.
April	Divisions submit all operating budget requests for financial review. Second meeting held for Personnel Assumptions to be reviewed. Meetings with PSTA Chiefs and Directors begin for senior level discussion on operating budget requests.
May	Senior level discussion on operating budget requests. Meetings with the CEO, Chiefs, and Directors begin for senior level discussion on operating budget requests. Meeting to discuss Capital Improvement Program Draft & Service Initiatives.
June	Receipt of Estimate of Taxable Values from the office of the Pinellas County Property Appraiser. First Draft of FY 2019 operating and FY 2019 to FY 2023 capital draft budgets submitted to Board of Directors.
July	Property Appraiser delivers certification of taxable value. Revision of Proposed Budget and recommendation of Proposed Millage. Board of Directors approves proposed millage rate per state statute.
August	PSTA advises Property Appraiser of proposed millage rate, the rolled back millage rate and date, time and place of a public hearing to consider proposed millage rate and tentative budget. Planning Committee reviews Second Draft of Proposed FY 2019 budget. Updated Proposed FY 2019 operating and FY 2019 to FY 2023 capital draft budgets are submitted to Board of Directors.
September	First public hearing to be held on the proposed budget and millage rate. Final public hearing date, intent to adopt final millage rate and budget are advertised in the local newspaper. Final public hearing is held adopting resolutions for both the final millage rate and budget.
October	Beginning of FY 2019. Within thirty (30) days following adoption of final millage and budget resolution, PSTA must certify that it has complied with the provisions of Chapter 200, Florida Statutes, to the Ad Valorem Tax, Department of Revenue.



## BUDGET POLICIES AND PROCESS

### Local Government TRIM Timetable (State Guidelines)

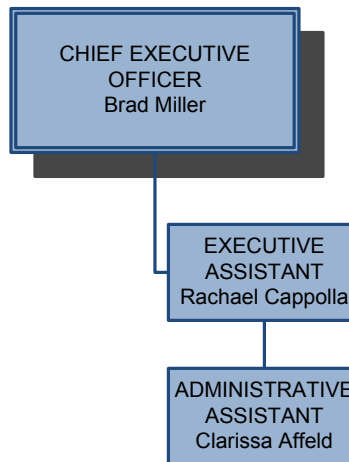
<u>Day #</u>	<u>"Typical" Date</u>	<u>Agency</u>	<u>Activity</u>
1	July 1 or Date of Certification, Whichever is Later	Property Appraiser	Property Appraiser delivers certification of taxable value (DR-420) to taxing authority.
Within 15 Days	July 15	Taxing Authority	Budget Office submits tentative budget to taxing authority.
Within 35 days	August 4	Taxing Authority	Taxing authority advises Property Appraiser of proposed millage rate, and date, time and place of the 1 <sup>st</sup> public hearing to consider proposed millage rate and tentative budget.
55 days	August 24	Property Appraiser	Property Appraiser mails notice of proposed property taxes (DR-474, TRIM Notice).
Between 65/80 days after certification	September 3 – Sept 19 (Monday thru Friday after 5:00PM or Saturday)	Taxing Authority	1 <sup>st</sup> public hearing is held to adopt tentative millage rate and budget. This hearing cannot be held sooner than 10 days following the mailed TRIM notice.
Within 15 days after 1 <sup>st</sup> public hearing	Sept. 20 – October 4	Taxing Authority	Advertisement of final millage rate and budget and final public hearing schedule within 15 days after the tentative millage rate and budget are adopted.
Between 2-5 days after ads	Sept. 18 – October 3	Taxing Authority	Final millage rate and budget hearing. The final millage rate and budget are adopted at this hearing. This hearing CANNOT be held sooner than 2 days nor later than 5 days after it is advertised in the newspaper.
Within 3 days after final adoption	Sept. 23 – October 11	Taxing Authority	Taxing authority certifies adopted millage to Property Appraiser, Tax Collector, and the Department of Revenue.
	Typically, After the Value Adjustment Board (VAB) hearings	Property Appraiser	Certify final tax roll to taxing authorities, form DR-422
	No Later Than 3 Days After Receipt of the Notice of Final Taxable Value	Taxing Authority	Taxing authority completes and certifies DR-422 to Property Appraiser. This shall be completed and returned no later than 3 days after receipt.
	Within 30 Days of Final Millage Taxable Value	Taxing Authority	Taxing authority certifies compliance with Sections 200.065 and 200.068, F.S., to the Dept. of Revenue.



# 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 600 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

### Current Key Initiatives:

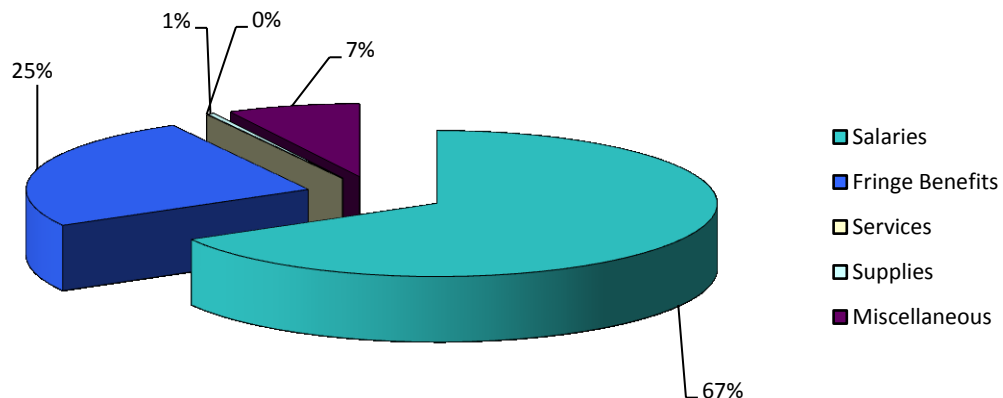
 <b>Customer oriented public transit services</b>	<p>The focus in this year will be on additional community outreach and communications with a continued emphasis on customer service.</p>
 <b>These steps are the basis for future visionary service design for an increase of public transit access</b>	<p>The 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 alternatives, always with a focus on strategic control.</p>
 <b>Development of a sustainable Capital Program</b>	<p>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.</p>
 <b>Customer Oriented Service Redesign</b>	<p>Evaluation based on the Community Bus Plan to increase frequency and span to drive ridership, and use marketing campaigns for specific routes.</p>
 <b>Incremental expansion</b>	<p>Through seeking funding for such projects; support of pilot projects that fit within the community and PSTA plans; and leveraging partnerships with MPO/others.</p>
 <b>Provide effective, financially viable public transportation that supports our community</b>	<p>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.</p>
 <b>Development of a strong governance model for effective Pinellas transportation services</b>	<p>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.</p>

## CHIEF EXECUTIVE OFFICE OVERVIEW

### CHIEF EXECUTIVE OFFICE BUDGET

<u>Expense Item</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Salaries	307,000.00	\$ 283,250	\$ 304,932	\$ 303,680	-0.41%
Fringe Benefits	102,485.00	104,977	81,450	114,814	40.96%
Services	14,730.00	45,000	-	-	0.00%
Supplies	861.00	1,250	1,250	1,800	44.00%
Miscellaneous	19,930.00	28,595	26,400	34,420	30.38%
<b>Total Operating Expenses</b>	<b>445,006.00</b>	<b>\$ 463,072</b>	<b>\$ 414,032</b>	<b>\$ 454,714</b>	<b>9.83%</b>

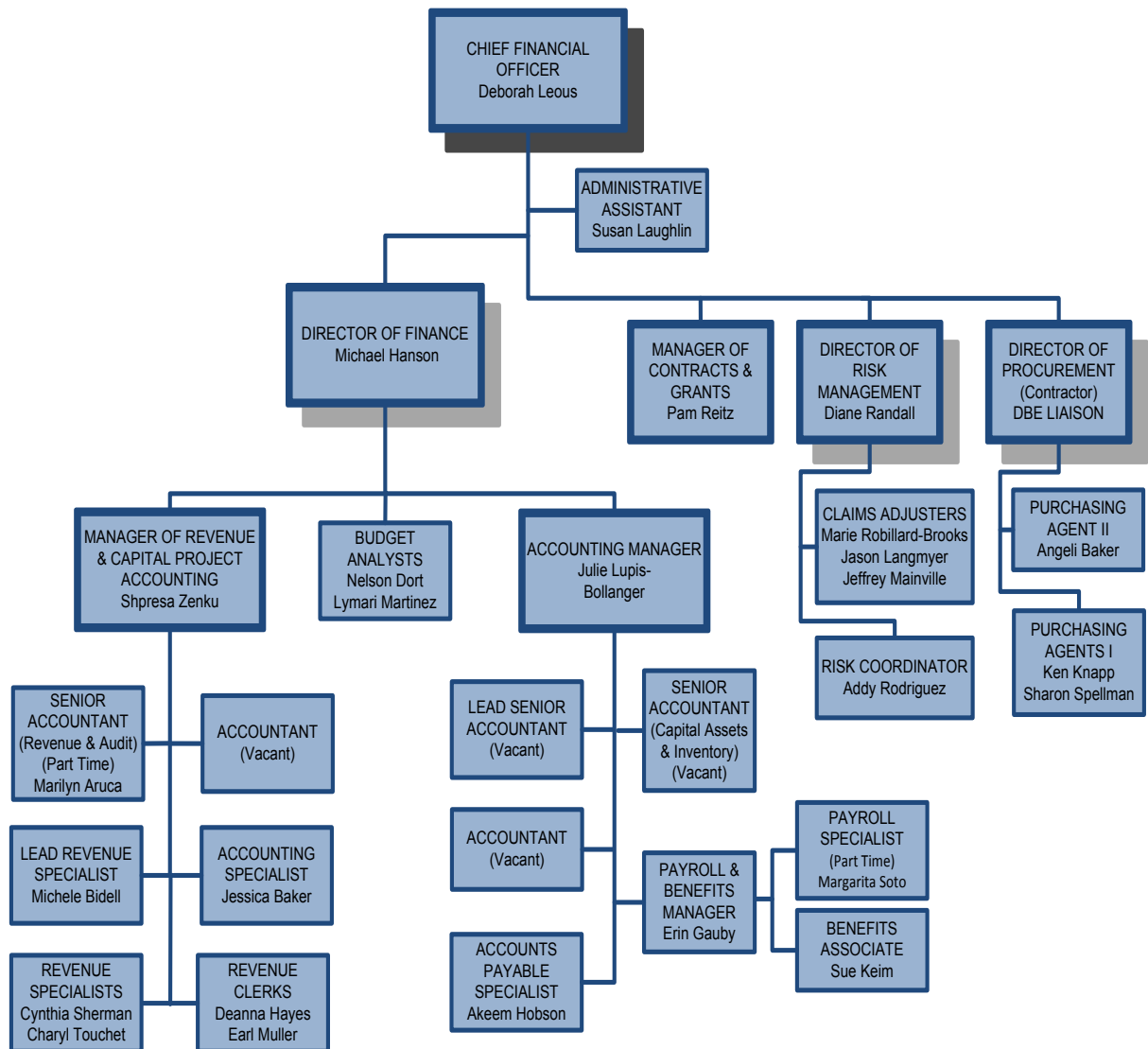
- Fringe Benefits increased mainly due to an increase in health insurance premiums.
- Supplies increased due to cost increases and postage supplies, no longer covered by the contract.
- Miscellaneous expense increased due to an increase in training and travel expenses.





## FINANCE DIVISION

## 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 (5) departments in the Finance Division are: Financial Planning and Analysis, Accounting, Procurement, Risk Management, and Grants Administration. In addition, the Finance Division is responsible for PSTA's records manage-

## **FINANCE DIVISION OVERVIEW**

ment 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 revenue center, as well as preparation of projected cash flows. In addition, the department assists in the preparation of the five-year capital plan; timely preparation of grant draw downs, monitoring and reporting on all capital projects.















The Procurement 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 procurement contracts.

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 responsible for all non-procurement contract files.

## FINANCE DIVISION OVERVIEW

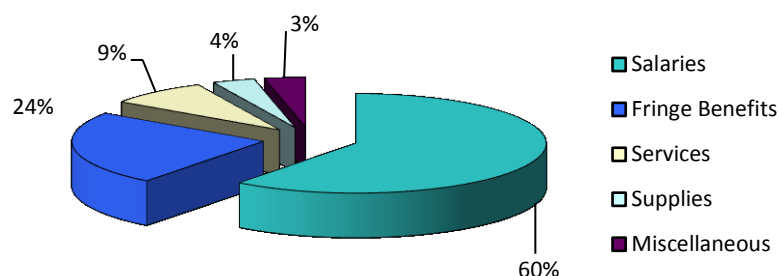
<b><u>Current Key Initiatives:</u></b>	
 <b>Annual and Five-Year Budgets</b>	Timely development and completion of the annual and five-year operating and capital budgets.
 <b>Monitor and Evaluate Budgets</b>	Implement, monitor and analyze adopted budgets throughout the fiscal year.
 <b>Timely Reporting at all Levels of Organization</b>	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.
 <b>Accurate, Reliable Financial System Information</b>	Ensure that PSTA's financial system, policies and procedures produce financial information that is accurate, reliable and user friendly.
 <b>Timely General Ledger Reconciliation</b>	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.
 <b>Accurate Annual Financial Reporting</b>	Prepare interim, annual and comprehensive financial statements for PSTA, Federal, State and Local governmental and other funding agencies as required.
 <b>Risk Management Efficiency</b>	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.
 <b>Procurement Process Accountability</b>	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.
 <b>Procurement DBE Utilization</b>	Assist DBE's, MBE's, WBE's and other small businesses to maximize opportunities in their participation in PSTA procurements, and is responsible for DBE reporting.
  <b>Grant Management</b>	Submit grant applications, assure project management compliance with grantor rules, regulations and grant closeout requirements, and timely drawdown of funds.
 <b>Internal Controls</b>	Review internal controls, policies and procedures, overall revenue and fare media and make recommendations for improvements.
  <b>Employee Benefits</b>	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 OVERVIEW

### FINANCE DIVISION BUDGET

Expense Item	Actual FY 2017	Adopted FY 2018	Projected FY 2018	Proposed FY 2019	% Change FY2018 - FY2019
Salaries	\$ 1,565,697	\$ 1,717,811	\$ 1,532,368	\$ 1,852,270	20.88%
Fringe Benefits	522,676	669,291	571,958	740,671	29.50%
Services	119,537	189,700	221,227	259,700	17.39%
Supplies	46,786	45,200	54,200	108,700	100.55%
Miscellaneous	169,336	95,420	136,410	105,520	-22.64%
<b>Total Operating Expenses</b>	<b>\$ 2,424,032</b>	<b>\$ 2,717,422</b>	<b>\$ 2,516,163</b>	<b>\$ 3,066,861</b>	<b>21.89%</b>

- Salaries and fringe benefits expenses increased due to salary increases, vacancies being filled, and an increase in health insurance premiums and adding two (2) net positions.
- Services expense increased due to the health insurance broker and FSA contracts being transferred from the Human Resources Division.
- Supplies increased due to the regional fare project implementation during FY 2019.
- Miscellaneous expense decreased due to a projected decrease in bad debt expense.

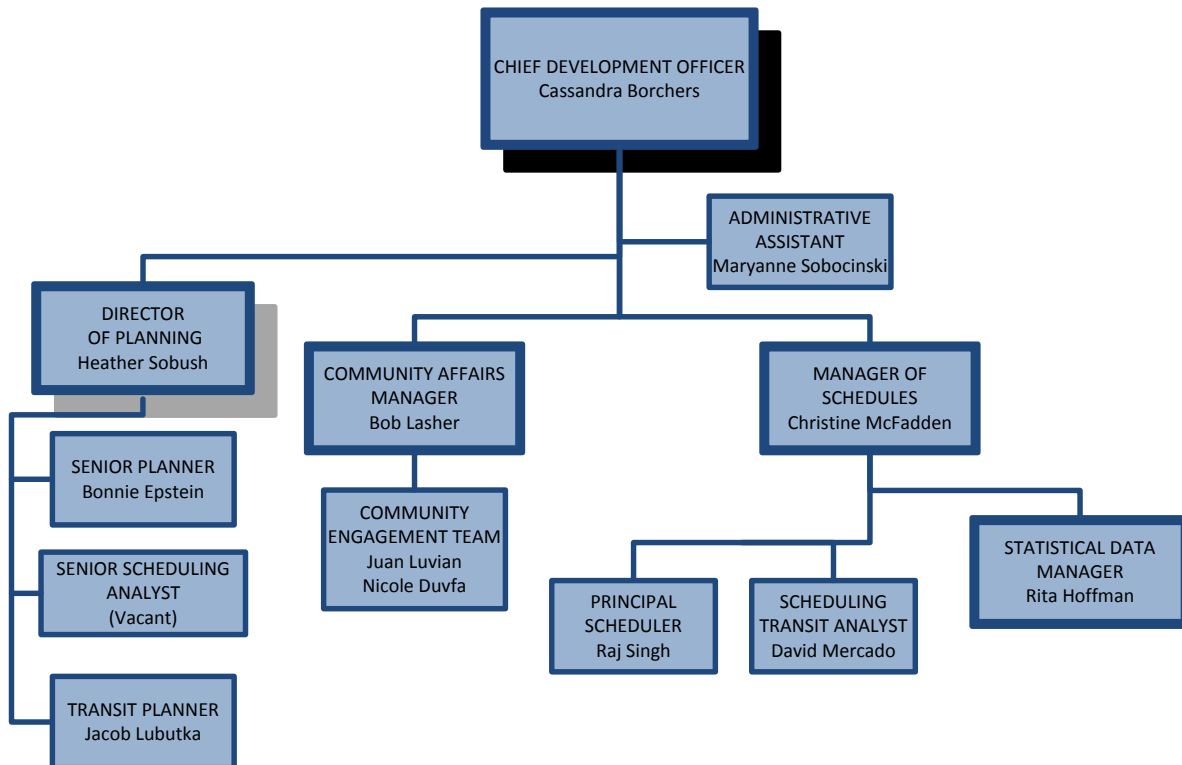






## PLANNING DIVISION

## 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, creation of new services, the Programming of capital facilities and development of mobility innovations. The Division leads service performance monitoring, ridership analysis and forecasting, feasibility studies, public engagement, partner coordination, and capital development plans and is responsible for:

- Routing and schedules.
- Strategic planning.
- Vision plans.

- Major capital investment studies.
- Data analytics and reporting.
- Grant applications and associated technical documents.
- Partnership development.
- Public Outreach and engagement.
- Innovation Research and Development.
- Peer Agency Research.

The Planning Division works with all divisions of PSTA and various project stakeholders in the

## PLANNING DIVISION OVERVIEW

development of the PSTA Transit Vision, related policies, implementation strategies, and public engagement and funding opportunities. This is accomplished through:

- Close coordination with partner agencies on the integration of the PSTA Vision Plan into county and regional plans.
- Prioritization and programming of transit projects within agency and partner plans and work programs.
- 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, Forward Pinellas (County MPO), HART, Pinellas County, and TBARTA as well as local municipalities.
- Creation and submission of grant applications to federal, state, and local partner agencies and organizations.

In addition to spearheading the PSTA Vision Plan, the Planning Division prepares and develops key plans for the agency such as the 10 year Transit Development Plan and Annual Progress Reports, Sustainability Plan, Title VI Reports, and participates in agency wide efforts such as the FTA Triennial Review. In addition, staff creates the transit element in the Long Range Transportation Plan (LRTP) and Transportation Improvement Program in cooperation with Forward Pinellas (MPO). The Division

is also the primary liaison to the cities and county on planning and visioning issues and new development proposals.

The Planning Division is responsible for coordinating plans and policy changes with the public and agency partners at the staff level including 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 regular 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 (MPO) Planners Advisory Committee (PAC).
- TBARTA Transit Management Committee (TMC).
- Tampa Bay Transportation Management Area (TMA) Leadership Team.

The Scheduling Department within the Planning Division creates and administers the Operations work schedules, route maps, and schedules, and also monitor 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 (RTBI) System.

Statistical data management is housed within the Scheduling Department and includes collecting, recording, and reporting ridership and










## PLANNING DIVISION OVERVIEW

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 (ABBG). Daily reports used by administration for management and control are also 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 with 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.

### Current Key Initiatives



 <b>Internal Coordination</b>	Engage Union (Operators, Customer Service) in dialogue about service changes, improvements and enhancements (prior to and during public engagement).
 <b>Community Engagement</b>	Continue open dialogue with the public and partners regarding PSTA service changes, improvements, and vision planning efforts.
 <b>Community Engagement</b>	Represent PSTA with key public leaders in the civic and business community.
 <b>Inter-Governmental Coordination</b>	Ensure the prioritization of major transit projects and 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.
 <b>Policy Development</b>	Develop and expand key community initiatives for policy changes and funding partnerships.
 <b>Inter-Governmental Coordination</b>	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.
 <b>Inter-Governmental Partnerships</b>	Create financially beneficial partnerships that allow for the cost-sharing of new projects either through funding matches or in-kind cost-sharing.
 <b>Policy Development</b>	Review and revise the PSTA fare policy to coordinate with initiatives such as the Regional Fare Collection Project.
 <b>Coordinate with Partner Agency</b>	Participate and provide guidance to a variety of FDOT and MPO led projects such as the Long Range

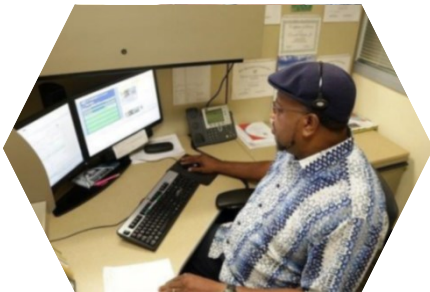
## PLANNING DIVISION OVERVIEW

<b><u>Current Key Initiatives</u></b>	
<b>Projects</b>	Transportation Plan, BRT in Express Lanes (TBNext), FDOT Bus on Shoulders Pilot Project, complete streets, corridor studies, pedestrian studies, and safety studies.
 <b>Passenger Amenity Programs</b>	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.
 <b>Grant Development</b>	Coordinate development of grant applications with other divisions.
 <b>Grant Development</b>	Manage requests for Service Development and Urban Corridor funding with FDOT.
 <b>Sustainable Capital Program</b>	Develop a sustainable capital plan in coordination with other departments.
 <b>Sustainability Plan</b>	Coordinate with other departments on the development of a sustainability plan and process for identifying and developing sustainable initiatives throughout the agency.
 <b>System Monitoring</b>	Develop performance measures and evaluate existing and new services, including purchased transportation.
 <b>System Monitoring</b>	Participate in the American Bus Benchmarking Group.
 <b>System Redesign</b>	Develop systematic route restructuring program to streamline and improve performance/budget adherence.
 <b>Expand Services</b>	Develop incremental expansion plans that can be ready to be implemented as new funding becomes available or through service efficiencies such as the extension and expansion of Regional Services to Tampa International Airport and Downtown Tampa.
 <b>Capital Project Development</b>	Advance capital investments that improve operations such as the Clearwater Beach Transit Center, Clearwater Memorial Bridge Bus Way, and I-275 Bus on Shoulder (BOS) lanes.
 <b>Capital Project Development</b>	Advance development of the City of Clearwater Intermodal Facility including coordination with city staff.
 <b>Innovate New Services: First Mile/Last Mile</b>	Develop new concepts for service delivery through partnerships with Transportation Network Companies (TNCs) such as UBER and LYFT; Improve first mile/last mile and other innovative services

## PLANNING DIVISION OVERVIEW

### Current Key Initiatives

	projects that complement fixed routes services and improve the rider experience
 <b>Innovate New Services: Autonomous Vehicles</b>	Monitor the advancement of, and develop pilot projects using, new technologies such as autonomous vehicles.
 <b>Innovate New Services: Riding Enhancement Technology</b>	Develop creative technology solutions to address regional connectivity, such as Flamingo Fares, and app integration with trip planning and real time software such as Transit App.

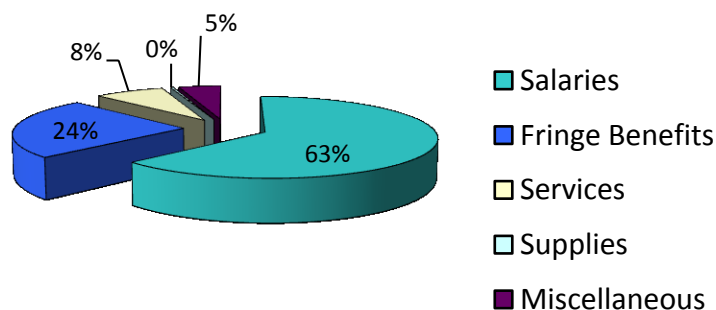


## PLANNING DIVISION OVERVIEW

### PLANNING DIVISION BUDGET

<u>Expense Item</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Salaries	\$ 802,866	\$ 906,520	\$ 705,530	\$ 828,460	17.42%
Fringe Benefits	226,395	317,860	270,040	322,387	19.38%
Services	11,701	100,000	60,000	100,000	66.67%
Supplies	2,226	8,000	4,620	4,000	-13.42%
Miscellaneous	47,303	61,650	60,950	59,850	-1.80%
<b>Total Operating Expenses</b>	<b>\$ 1,090,491</b>	<b>\$ 1,394,030</b>	<b>\$ 1,101,140</b>	<b>\$ 1,314,697</b>	<b>19.39%</b>

- Salaries and fringe benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services expense increased due to commitments to contracted planning projects and specialty services.
- Supplies expense decreased due to an decrease in printing supply expenses.
- Miscellaneous expense decreased due to a projected decrease in dues and travel expenses.

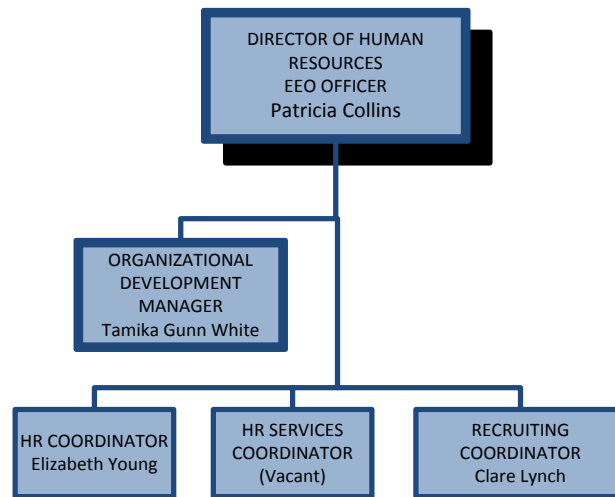




# HUMAN RESOURCES DIVISION



## HUMAN RESOURCES DIVISION OVERVIEW



### HUMAN RESOURCES DIVISION

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

- Manage the recruiting, selection, onboarding, and retention of qualified employees.
- Develop and implement innovative training, leadership development, and succession planning programs through PSTA University and Leadership PSTA.
- Conduct workforce analysis to ensure efficient use of Authority staff. Consult with divisions on job descriptions, organizational structure and compensation change.
- Perform compensation analysis to create and maintain an equitable employee compensation program.
- Manage the employee performance management cycle.
- Partner with senior leaders, managers, and front-line employees on employee relations issues, career counseling, and other workforce needs.
- Manage the Authority's Drug and Alcohol Program to maintain compliance with all applicable regulations and policies.
- 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

## HUMAN RESOURCES DIVISION OVERVIEW




emergency contact system, process all I-9's with E-Verify on-line.

- Ensure a balanced and fair opportunity, without discrimination, for any employment consideration (EEO Program). Uphold and

promote PSTA Affirmative Action and Equal Employment Opportunity policies and practices.

- Coordinate PSTA's performance management scorecard.

### Current Key Initiatives:

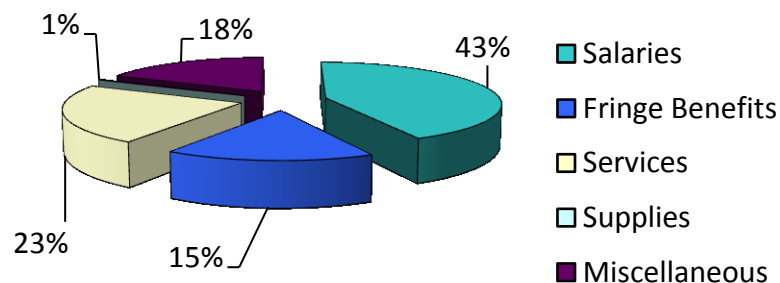
 <b>Compensation</b>	Maintain a sustainable and competitive compensation strategy.
 <b>Performance Management</b>	Coordinate reporting of quarterly performance metrics and lead development of FY 2019 scorecard.
 <b>Workforce Development</b>	Implement innovative succession planning, training programs and career development opportunities for all PSTA employees to build an inspired workforce that is empowered and accountable for ever improving customer service.
 <b>Knowledge Management</b>	Develop and execute methods to capture, share, and retain institutional knowledge and enhance current work performance and prepare for future workforce changes.
 <b>Best Practices in Workforce Management</b>	Participate on State and Federal committees to identify trends and best practices related to knowledge, management and workforce sustainability.

## HUMAN RESOURCES DIVISION OVERVIEW

### HUMAN RESOURCES DIVISION BUDGET

<u>Expense Item</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Salaries	\$ 233,816	\$ 244,860	\$ 248,090	\$ 303,700	22.42%
Fringe Benefits	84,052	91,258	98,710	117,086	18.62%
Services	178,876	240,500	255,632	163,000	-36.24%
Supplies	929	1,200	1,000	1,500	50.00%
Miscellaneous	50,575	67,460	71,000	126,400	78.03%
<b>Total Operating Expenses</b>	<b>\$ 548,248</b>	<b>\$ 645,278</b>	<b>\$ 674,432</b>	<b>\$ 711,686</b>	<b>5.52%</b>

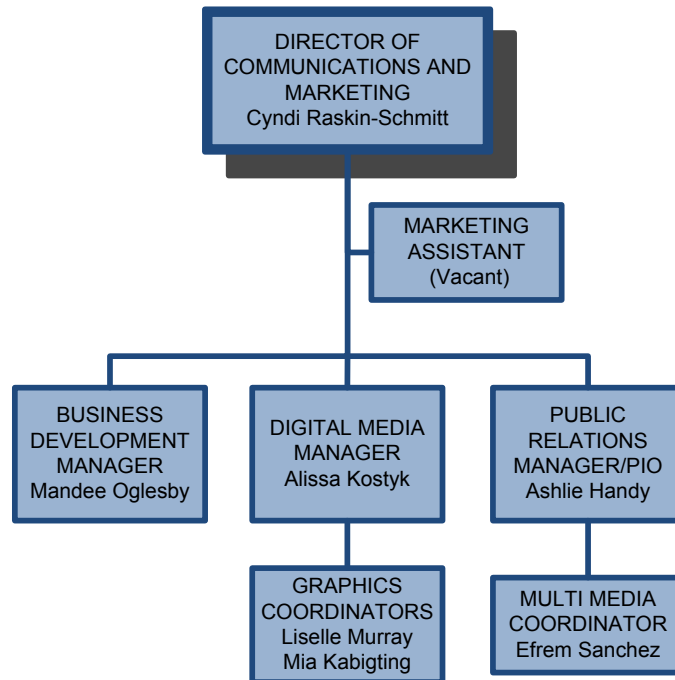
- Salaries and fringe benefits expenses increased due to the transfer of a position from Transportation, salary increases and an increase in health insurance premiums.
- Services expense decreased due to transferring insurance and FSA contracts to the Finance Division.
- Supplies increased due to cyclical forms replacement.
- Miscellaneous expense increased due to increases in travel, training, medical exams, new employee investigations, drug testing expenses and work force engagement functions.





# 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 Instagram.
- Graphic development and production of timetables, interior and exterior bus posters banners, signs, brochures, etc.
- Production and distribution of photos and video.
- 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 community event service partnerships.
- Management of revenue generating education and corporate bus pass programs.

## MARKETING DIVISION OVERVIEW

### Current Key Initiatives:

 <b>Customer Oriented Service</b>	Personalizing the transit experience for the public by identifying riders who can help connect and share their stories.
 <b>Communication</b>	Continually seeking out new ways to communicate effectively with riders, tax payers, and the community.
 <b>Customer Oriented Service</b>	Working with local communities, businesses, and special event planners to identify opportunities for cross-promotion.
 <b>Customer Oriented Public Transit</b>	Continual review of <a href="http://psta.net">psta.net</a> to focus on content delivery and ease of use.
 <b>Bus Pass Program</b>	Working with local businesses to promote corporate and employer bus pass programs.

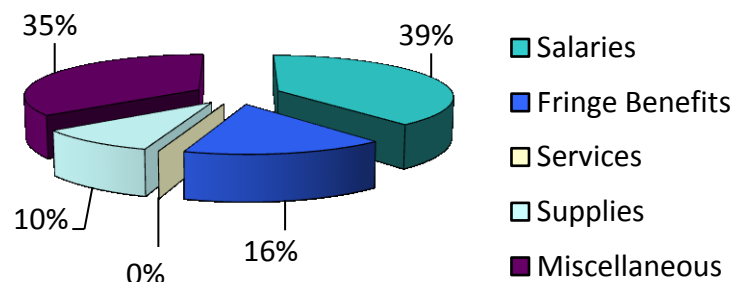


## MARKETING DIVISION OVERVIEW

### MARKETING DIVISION BUDGET

<u>Expense Item</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Salaries	\$ 345,938	\$ 369,140	\$ 374,640	\$ 451,320	20.47%
Fringe Benefits	120,338	147,788	149,460	184,937	23.74%
Services	-	92,000	-	-	0.00%
Supplies	73,160	95,000	95,000	113,000	18.95%
Miscellaneous	260,525	391,850	382,350	408,530	6.85%
<b>Total Operating Expenses</b>	<b>\$ 799,961</b>	<b>\$ 1,095,778</b>	<b>\$ 1,001,450</b>	<b>\$ 1,157,787</b>	<b>15.61%</b>

- Salaries and fringe benefits expenses increased due to salary increases and an increase in health insurance premiums and adding one position that was transferred from Finance.
- Supplies expense increased due to bi-annual specialty supplies scheduled for FY 2019.
- Miscellaneous expense increased due to an increase travel, and advertising and promotion media expenses.

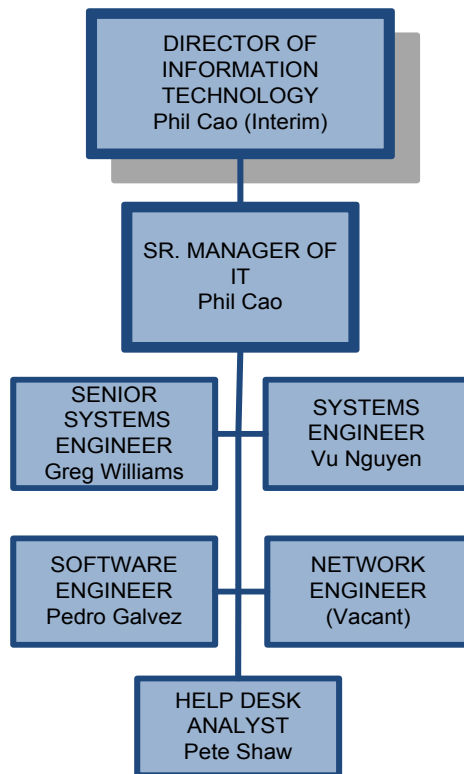






# INFORMATION TECHNOLOGY DIVISION

## 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 department has been instrumental in leading and coordination of the Regional Fare Collection system along with HART. 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 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

### Current Key Initiatives:

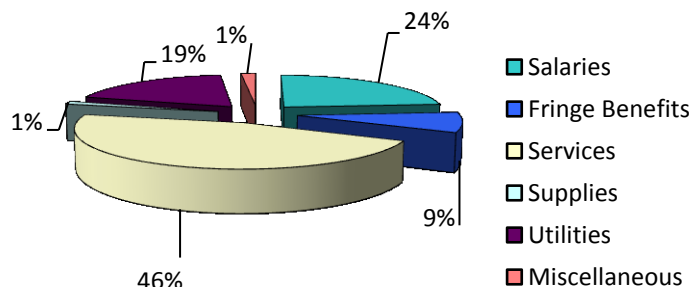
 <b>Part Of The Bus Technologies</b>	INIT ticketing and fare management.
 <b>Using Visionary Technology And Cost Control</b>	Implementing ticketing, asset, and license management systems.
 <b>Supporting Data Driven Approaches</b>	Upgrade Virtual environment to 6.5.
 <b>Selecting Agency Leaders</b>	Assisted with the Construction Management programs.
 <b>Providing New Revenue Sources</b>	Continue providing Regional Fare Collection System project implementation.
 <b>Expansion Of The Customer Communication</b>	Upgrade of the phone system.
 <b>Continues Improvement For Internal And External Users</b>	Real Time Bus Information System.
 <b>Support The Bus Technologies</b>	Upgrade existing wireless bridge to complete 1 gig connections.
 <b>Part Of The Bus Technologies</b>	Implementation of Clever Works and Hastus upgrades.
 <b>Customer Orientated Technology</b>	Migrate Exchange and upgrade Office to Microsoft 365.
 <b>Supporting Community Communication Services</b>	Upgrading the radio dispatch system to radio wave.
 <b>Committed To Substability Technology</b>	Build disaster recovery system.

## INFORMATION TECHNOLOGY DIVISION OVERVIEW

### INFORMATION TECHNOLOGY DIVISION BUDGET

<u>Expense Items</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Salaries	\$ 547,348	\$ 490,271	\$ 375,300	\$ 518,000	38.02%
Fringe Benefits	139,136	171,661	145,940	181,529	24.39%
Services	730,147	879,800	799,750	1,011,690	26.50%
Supplies	16,594	23,450	23,450	25,450	8.53%
Utilities	283,755	455,000	320,000	411,410	28.57%
Miscellaneous	7,859	19,170	20,200	35,480	75.64%
<b>Total Operating Expenses</b>	<b>\$ 1,724,839</b>	<b>\$ 2,039,352</b>	<b>\$ 1,684,640</b>	<b>\$ 2,183,559</b>	<b>29.62%</b>

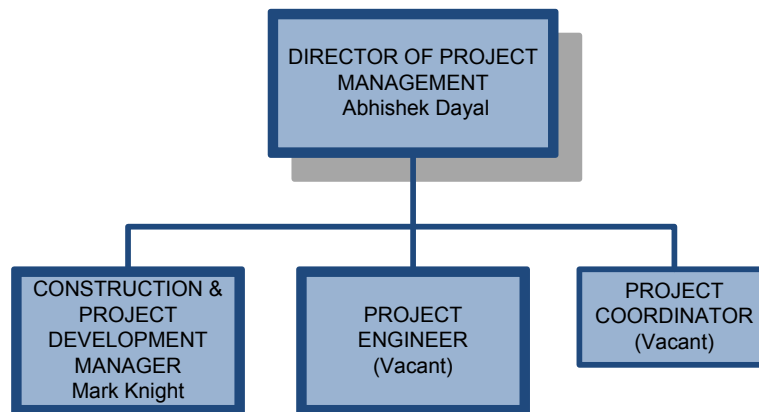
- Salaries and fringe benefits expenses increased due to salary increases, filled vacancy, and an increase in health insurance premiums.
- Services expense increased due to increases in computer hardware, software and phone system maintenance services.
- Supplies expense increased due to an increase in computer supply expenses.
- Utilities expense increased due to upgraded telephone utilities with an increase in text messaging expenses related to the Real-Time Bus System and implementation of the regional fare system in FY 2019.
- Miscellaneous expense decreased due to a decrease in training expenses.





# PROJECT MANAGEMENT DIVISION

## PROJECT MANAGEMENT DIVISION OVERVIEW



### PROJECT MANAGEMENT DIVISION

The Project Management Division is a new division that will be responsible for PSTA's overall project management function including the active management of implementing all of the agency's innovative public transit initiatives. The Division will manage a diverse portfolio of capital and technology projects from original concept through final implementation and is responsible for the following:

- Establish a prioritization process in coordination with business stakeholders for project implementation.
- Oversee all design and construction activities for major capital infrastructure projects.
- Develop processes to ensure the various activities are coordinated, critical path activities are achieved, and projects are successfully completed on time and within budget.
- Coordinate activities and tasks among other internal departments, and external organizations as needed to meet project goals and ensure project completion is on schedule.
- Ensure appropriate communications with all internal and external stakeholders regarding impacts to scope, status, budget, risk, and resources of the work effort being managed.

## PROJECT MANAGEMENT DIVISION OVERVIEW

### Current Key Initiatives:

 <b>Capital Expansion</b>	Advance the Central Avenue BRT project through FTA's Capital Investment Grant (CIG) program by completing final design.
 <b>Capital Expansion</b>	Initiate design of the Clearwater Downtown Intermodal Terminal.
 <b>Customer Amenities</b>	Complete the implementation of a bus shelter at the end of Clearwater Beach Transit Center.
 <b>Customer Amenities</b>	Complete the installation of ADA landing pads and bus shelters.



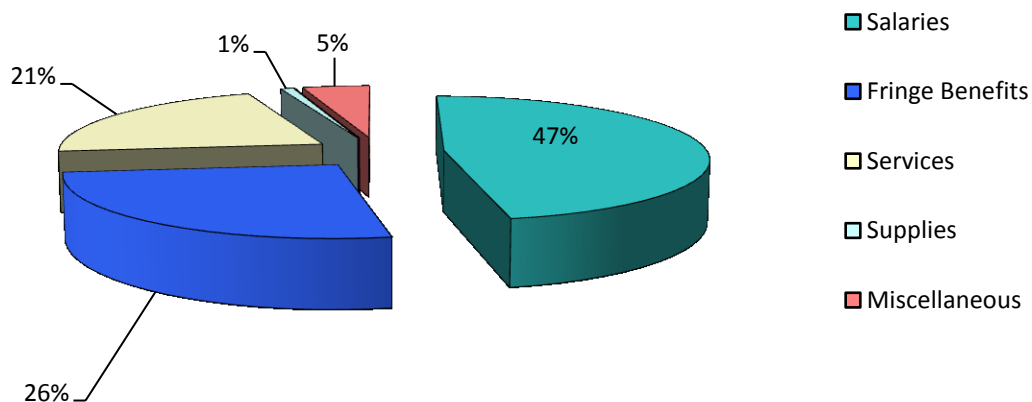


## PROJECT MANAGEMENT DIVISION OVERVIEW

### PROJECT MANAGEMENT DIVISION BUDGET

<u>Expense Item</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Salaries	\$ -	\$ 175,572	\$ 42,567	\$ 137,285	222.51%
Fringe Benefits	-	57,289	17,117	76,715	348.19%
Services	-	-	50,000	62,400	24.80%
Supplies	-	-	2,500	2,500	0.00%
Miscellaneous	-	-	-	13,645	0.00%
<b>Total Operating Expenses</b>	<b>\$ -</b>	<b>\$ 232,861</b>	<b>\$ 112,184</b>	<b>\$ 292,545</b>	<b>160.77%</b>

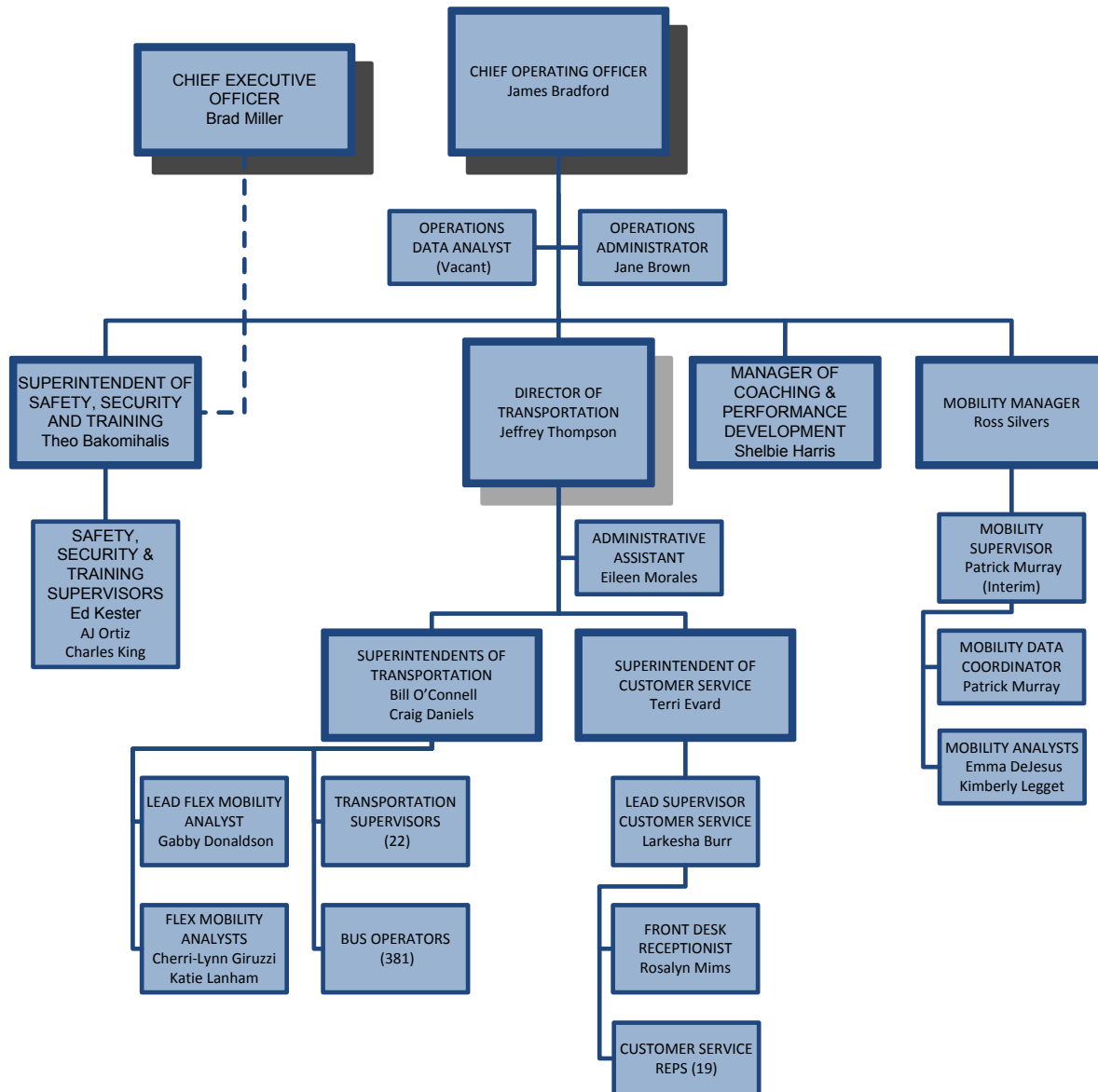
- Salaries and fringe benefits expenses increased from five months to twelve months being fully staffed and increases in salaries and health insurance.
- Services expense increased for specialty services.
- Miscellaneous expense increased due to planned training and travel.





# OPERATIONS DIVISION

## OPERATIONS DIVISION OVERVIEW



### OPERATIONS DIVISION

The Operations Division is made up of five (5) departments: Transportation, Maintenance, DART/Mobility, Safety & Training, Customer Service and

also includes two (2) specialty positions, one being the Workforce Engagement Program Manager, and the other, Manager of Coaching and Performance Development.

## **OPERATIONS DIVISION OVERVIEW**

### **Transportation**

The Transportation Department is responsible for the operation of over forty (40) routes. This department manages the dispatch, fleet communication, daily scheduling and street supervision functions which combine to support upwards of forty thousand (40K) daily rides in Pinellas County. It is PSTA's largest department with over 381 Bus Operators, 22 Transportation Supervisors, 2 Transportation Superintendents, and 1 Director.

### **Customer Service**

Customer Service manages PSTA's Info-Line, which collectively answers twelve-hundred (1,200) daily telephone calls providing information about routes, schedule times, fares, PSTA's modern transit programs, and records customer comments. PSTA's Customer Service Representatives (CSR's) operate and manage PSTA's four (4) Customer Service Centers seven (7) days a week.

### **Safety, Security, and Training**

The Safety, Security and Training (SS&T) Department performs training for all new-hire or bus trainees, to include ongoing, refresher training for veteran operators. SS&T's curriculum includes, but is not limited to defensive driving, customer relations, fatigue awareness, ADA/Sensitivity training, and accident investigation courses for supervisors. SS&T will perform on-demand targeted training to meet current needs by the Transportation Department.

SS&T also monitors the Mobility Department's paratransit contractor, Care Ride to ensure driver and ADA compliance.

Security details include oversight of the ID card key security system, main building and bus/terminal surveillance systems, and the ongoing maintenance of PSTA's System Safety Program Plan (SSPP) and System Security Plans (SSP).

### **DART/Mobility**

The Mobility Department, also known as DART (Demand Response), administers the ADA Paratransit service for those unable to access the fixed-route bus system.

DART service is a form of public transportation which meets PSTA's obligations to provide door-to-door service which parallels or "compliments" local bus service in accordance with the Americans with Disabilities Act (ADA). Passengers are required to share a ride whenever possible, as is done on the regular bus system.










DART also manages the Transportation Disadvantaged (TD) Program for low-income residents who have little or no access for transportation options. DART also serves as the Community Transportation Coordinator (CTC) for Pinellas County.

### **Maintenance**

The Maintenance Department operates two (2) divisions of maintenance – Fleet and Facilities. The Fleet division ensures routine preventative maintenance and repair for over two-hundred (200) buses as well as all other support vehicles. The Facilities division provides repair and maintenance services for all other PSTA campuses and remote asset needs such as building repair and terminal/bus-stop amenity management for the system's nearly five-thousand (5,000) bus stops and over seven hundred (700) shelters.

## OPERATIONS DIVISION OVERVIEW

### Current Key Initiatives:

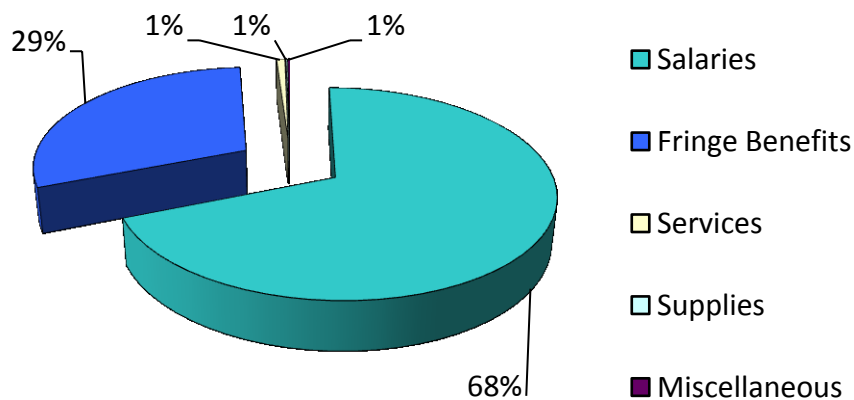
 <b>Service Improvements</b>	Implementing service and route changes to better serve PSTA's customer needs as well as accommodate increasing ridership demands.
 <b>Smart Card Fare Solutions</b>	Implementing new smart card technology aboard all buses to improve cross-region travel.
 <b>Customer Amenities</b>	Replacing bus stops with new-look shelters, adding extra benches and trash-cans and unveiling smoking zones at terminals to help non-smoking customers breathe easier.
 <b>Customer Amenities</b>	Implementing upgraded software programs to improve tracking, monitoring, and the administration of PSTA's daily operations.
 <b>Human Services Support</b>	As the CTC Coordinator, continuing to provide support to over twenty human service agencies' needs for transportation services.
 <b>Workforce Engagement</b>	Collaborating with the SEIU Union to effect change, optimize working conditions, and improve performance.
 <b>Service Reliability</b>	Adjusting schedules to improve on-time performance for PSTA bus routes with heavy passenger loads along congested traffic corridors.
 <b>Onboarding &amp; Employee Development</b>	Remaining fully staffed while working to further advance the training and expertise of PSTA's current employees and retain talent.
 <b>Safety &amp; Security</b>	Upgrading surveillance and key-card systems for PSTA's main building and terminals.

## OPERATIONS DIVISION OVERVIEW

### OPERATIONS DIVISION BUDGET

<u>Expense Items</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Salaries	\$ 21,899,824	\$ 22,362,990	\$ 22,938,190	\$ 23,392,360	1.98%
Fringe Benefits	8,504,990	9,552,280	9,395,542	10,164,389	8.18%
Services	229,110	334,900	220,000	248,500	12.95%
Supplies	25,512	44,970	43,550	43,700	0.34%
Miscellaneous	42,676	66,090	58,000	62,505	7.77%
<b>Total Operating Expenses</b>	<b>\$ 30,702,112</b>	<b>\$ 32,361,230</b>	<b>\$ 32,655,282</b>	<b>\$ 33,911,454</b>	<b>3.85%</b>

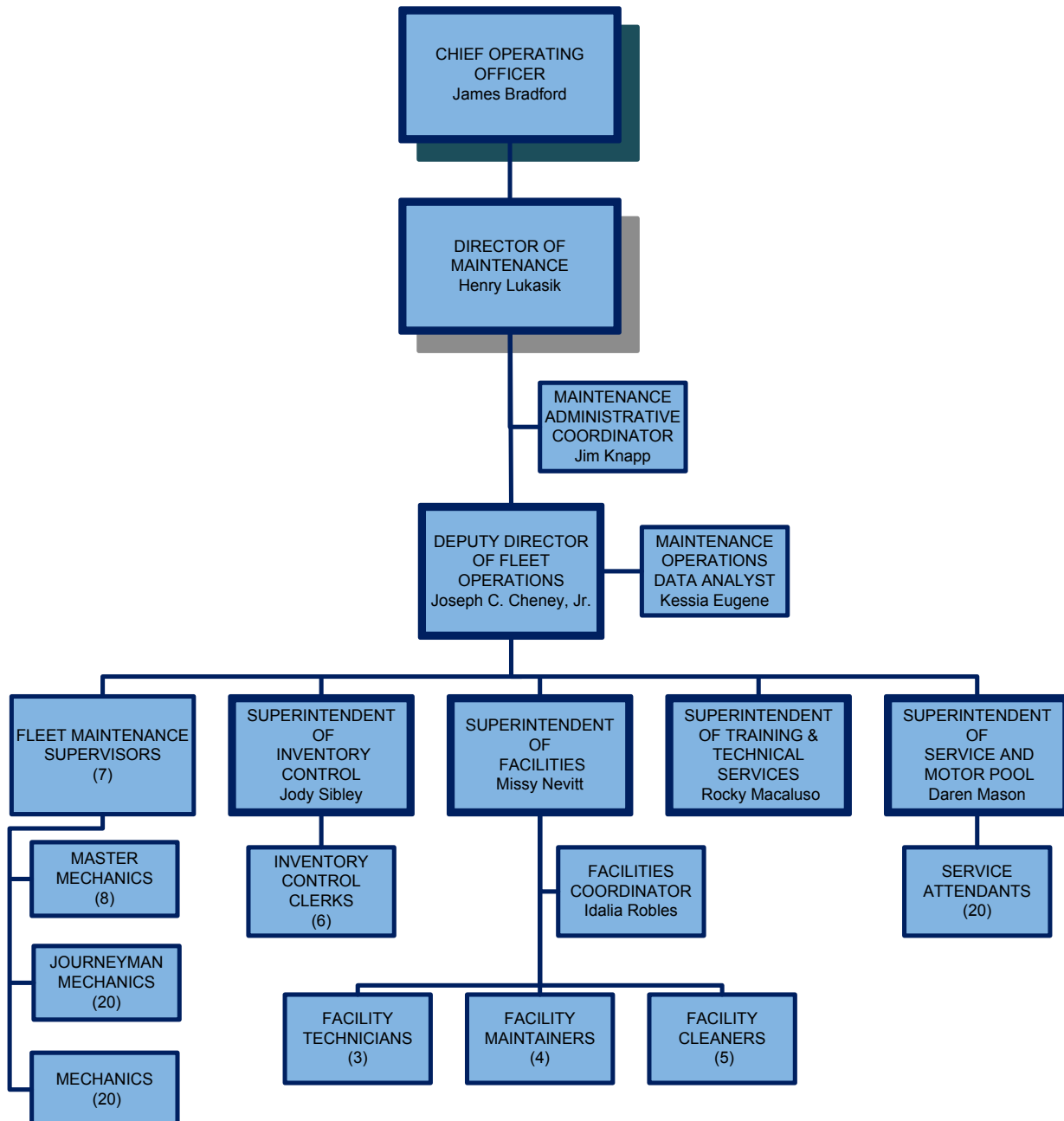
- Salaries and fringe benefits expenses increased due to salary increases and an increase in health insurance premiums and adding four (4) bus operators and one (1) data analyst.
- Services expense increased primarily due to an increase in professional and technical services, customer service surveys.
- Miscellaneous expense increased due to increases in training expenses and tolls.





# MAINTENANCE DIVISION

## MAINTENANCE DIVISION OVERVIEW





## **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 primary goal of the PSTA Maintenance Program is to provide a cost-effective, systematic interruption free pattern of transit operation. 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.
- 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. In January 2018, PSTA's revenue service vehicle fleet was comprised of seventy-one (71) hybrid electric buses or 33% of the entire fleet. In June of 2018, PSTA takes delivery of its first two (2) all-electric, 35 ft. heavy-duty low floor transit buses and battery charging equipment, with approval to purchase an additional two (2) scheduled for delivery in mid-2019. In addition, PSTA expects to take delivery of eight (8) Freightliner Turtle Top, 12 passenger Cut-Aways in June 2018 along with another (18) Gillig BAE hybrid-electric buses late 2018 and early 2019.

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

## MAINTENANCE DIVISION OVERVIEW

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 are not limited to:

- Preventative Maintenance Inspections.
- Vehicle Diagnosis and Repair.
- Engine, Transmission, Driveline Repair and Overhaul.
- Collision Repair and Bodywork.
- Radio Communication, Surveillance, Smart Technology, Wi-Fi Installation & Maintenance.
- Brakes, Tires, Steering, & Suspension.
- Vehicle Onboard Americans with Disabilities Act (ADA) Equipment.

- 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, pest control, posting and removal of advertisements/notices on buses, farebox vault pulling and fare media replenishment, etc.

Additionally, the Service and Motor Pool Department oversees the contracted service to maintain all non-revenue support vehicles for PSTA to ensure all vehicles are properly serviced, repaired, and readily available for use. Service is provided to fifty-two (52) service vehicles, which are comprised of pool cars, service trucks, and miscellaneous support equipment. In total, the Service & Motor Pool Department maintains approximately two hundred sixty two (262) vehicles.



## MAINTENANCE DIVISION OVERVIEW

### Current Key Initiatives (Fleet Maintenance):

 <b>Certified Transit Technicians Program</b>	<p>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).</p> <p>In addition, the PSTA Maintenance Department has also created an internal eighteen (18) month Fleet Technician Training Program which combines textbook, online, and classroom based resources to ensure more Fleet Maintenance employees are able to learn the latest procedures and practices of repairing today's highly advanced transit vehicles.</p>
 <b>Expanded Training</b>	<p>Superintendent of Training &amp; Technical Services continues 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.</p> <p>Specialized training has been rolled-out to key Fleet Technicians in the areas of advanced hybrid electric system diagnostics, overhaul and repair of high voltage battery systems, hybrid electric motor repair, dual power inverter diagnostics, OEM warranty repair certification status on Voith transmissions, and BAE warranty certification on the latest hybrid series electric systems.</p>
 <b>Bus Interior Improvement</b>	<p>Fleet Maintenance will begin a three (3) year project to replace worn and faded interior seat inserts and bus flooring. The two projects combined will dramatically improve the passenger riding experience on PSTA vehicles.</p>
 <b>Capital Replacement</b>	<p>In June of 2018, PSTA takes delivery of its first two (2) all-electric, 35 ft. heavy-duty low floor transit buses and battery charging equipment, with approval to purchase an additional two (2) scheduled for delivery in mid-2019. Also, PSTA expects to take delivery of eight (8) Freightliner Turtle Top, twelve (12) passenger Cut-Aways in June 2018 along with another eighteen (18) Gillig BAE hybrid-electric buses late 2018 and early 2019.</p>

## MAINTENANCE DIVISION OVERVIEW

### Current Key Initiatives (Fleet Maintenance):

 <b>Customer Oriented Service</b>	<p>Additional Service Attendants have increased the number of buses major cleaned/detailed each month. Specific areas targeted are floors, handrails, seat inserts, HVAC air ducts, etc. On average, each bus is major cleaned three (3) times per year or once per quarter. This is up significantly than the frequency of once per year.</p>
 <b>Continuous Improvement</b>	<p>The Fleet Maintenance Department continues to improve the revenue fleet Mean Distance Before Failure (MDBF) rating though it's strict preventative maintenance program, ongoing bus powertrain overhauls, Quality Assurance/Quality Control (QA/QC) programs, and intensive data tracking efforts.</p>

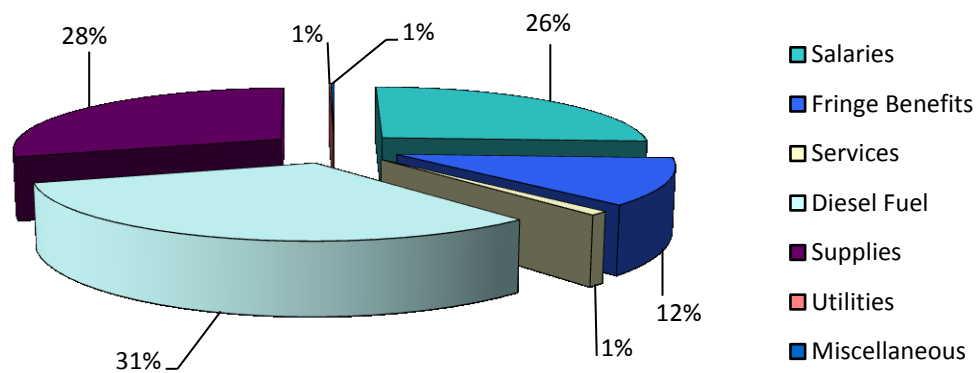
### FLEET MAINTENANCE DEPARTMENT BUDGET

<u>Expense Items</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Salaries	4,176,087	\$ 4,405,930	\$ 4,249,540	\$ 4,592,020	8.06%
Fringe Benefits	1,746,750	2,012,156	1,924,065	2,092,548	8.76%
Services	79,881	273,630	358,110	176,000	-50.85%
Diesel Fuel	3,937,069	4,333,075	4,108,070	5,608,630	36.53%
Supplies	5,452,195	5,015,135	5,073,340	5,211,360	2.72%
Utilities	-	1,855	1,860	21,500	1055.91%
Miscellaneous	18,390	33,500	27,000	34,015	25.98%
<b>Total Operating Expenses</b>	<b>\$ 15,410,372</b>	<b>\$ 16,075,281</b>	<b>\$ 15,741,985</b>	<b>\$ 17,736,073</b>	<b>12.67%</b>

- Salaries and fringe benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Service expenses decreased due to decreases in professional services expense.
- Diesel Fuel expense increased primarily due to an increase in fuel prices.

## MAINTENANCE DIVISION OVERVIEW

- Supplies increased due to increases in repair parts expenses.
- Utilities – due to propulsion of electric buses arriving in late FY 2018 and in full service for FY 2019.
- Miscellaneous expense increased due to increases in travel expenses.



## MAINTENANCE DIVISION OVERVIEW

### FACILITIES MAINTENANCE DEPARTMENT

The Facilities Maintenance 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. In addition, five (5) high ridership transfer locations are also maintained by the Department. To augment the staff of the Facilities Maintenance Department outside contractors and vendors support building and property related maintenance functions are also utilized.

The Facilities Maintenance Department also oversees capital asset facilities related acquisitions, installations, and rehabilitations.

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

- Over 4,729 bus stops, 529 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.





The ongoing goals of the Facilities Maintenance Department are follows:

- Facilitate from traditional reactive and breakdown maintenance practices to a proactive maintenance program.
- Facilitate the adoption of a data collection system that allows discreet local management based on standardized data.
- Minimize interval or cycle based maintenance where appropriate and cost effective.
- Develop and coordinate standardized facilities assessment policies and guidance.
- Develop and coordinate facilities maintenance self-assessments.

## MAINTENANCE DIVISION OVERVIEW

- Develop and advocate proper facilities maintenance resource strategies and rules-of-thumb.
- Maintain a clear facilities maintenance strategic plan.
- Develop benchmarks with best practices of like agencies to identify opportunities for improvement.

### Current Key Initiatives (Facilities Maintenance):

 <b>Facility Availability</b>	Ensure facilities, including stations, support buildings, maintenance shops, office and parking facilities are operational and available to customers and employees.
 <b>Equipment Availability</b>	Ensure that facility equipment including elevators, station and shop equipment is maintained for maximum availability.
 <b>Facility Appearance</b>	Ensure that all facilities, including stations support facilities office and parking facilities, are clean and present a safe and comfortable environment for customers and employees.
 <b>Facility Improvements</b>	Modify or change existing facilities in support of on-going operations within engineering and building code requirements.

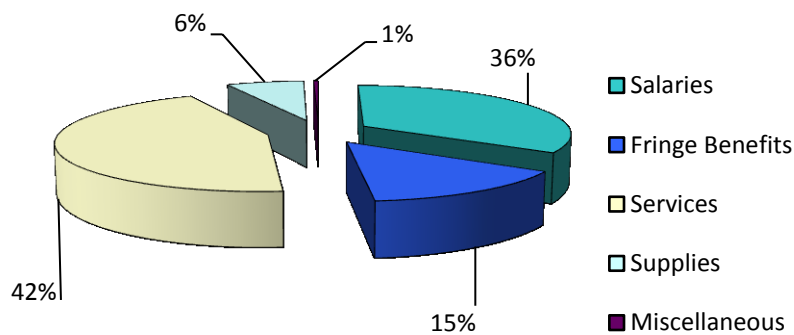


## MAINTENANCE DIVISION OVERVIEW

### FACILITIES MAINTENANCE DEPARTMENT BUDGET

<u>Expense Items</u>	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Proposed</u>	<u>% Change</u>
	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY2018 - FY2019</u>
Salaries	\$ 662,942	\$ 644,056	\$ 598,510	\$ 674,550	12.70%
Fringe Benefits	266,839	286,634	244,061	286,777	17.50%
Services	731,387	859,585	866,040	876,040	1.15%
Supplies	125,502	137,500	137,500	137,500	0.00%
Miscellaneous	2,749	7,300	7,800	7,800	0.00%
<b>Total Operating Expenses</b>	<b>\$ 1,789,419</b>	<b>\$ 1,935,075</b>	<b>\$ 1,853,911</b>	<b>\$ 1,982,667</b>	<b>6.95%</b>

- Salaries and fringe benefits expenses increased due to salary increases and an increase in health insurance premiums and adding one position.
- Services expense increased due to professional services being increased.





## MAINTENANCE DIVISION OVERVIEW

### INVENTORY CONTROL DEPARTMENT

The Inventory Control Division is overseen by the Superintendent of Inventory Control assisted by one (1) Lead Inventory Control Clerk and six (6) Inventory Control Clerks. The Inventory Control Division is staffed seven (7) days per week and twenty-four (24) hours per day (24/7).

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 five-thousand (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.
- Tracking and handling of all vehicle warranty recovery claims and reimbursements.
- Tracking and management of uniforms for one-hundred (100) Maintenance employees.



## GENERAL FUNCTION

## GENERAL FUNCTION DIVISION OVERVIEW

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

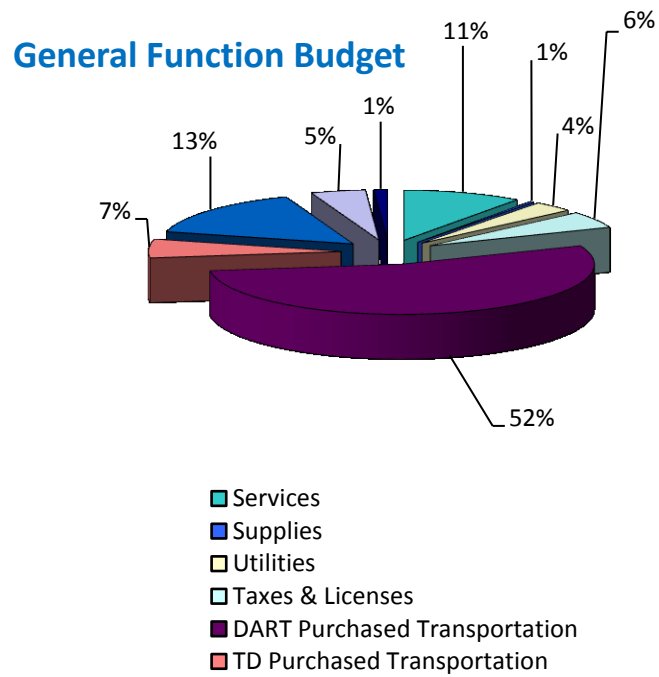
for doing business. There are no employees assigned to this division. Expenses that pertain to the entire Authority rather than an individual division, i.e., legal costs, utilities, purchased transportation, etc., are charged to the General Function Division.

### GENERAL FUNCTION BUDGET

<u>Expense Items</u>	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Proposed</u>	<u>% Change</u>
	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY2018 - FY2019</u>
Services	\$ 1,382,479	\$ 1,502,060	\$ 1,502,060	\$ 1,584,400	5.48%
Supplies	103,526	48,250	84,923	\$ 52,000	-38.77%
Utilities	569,824	523,515	518,560	\$ 533,350	2.85%
Taxes & Licenses	814,304	866,440	866,440	\$ 851,370	-1.74%
Purchased Transportation – DART	6,834,116	7,020,810	7,673,118	\$ 8,605,610	12.15%
Purchased Transportation – TD	826,248	884,180	848,970	953,850	12.35%
Purchased Transportation – Trolleys	1,481,472	1,749,040	2,058,849	2,452,490	19.12%
Purchased Transportation – Alternate	495,860	623,933	704,000	624,000	-11.36%
Miscellaneous	106,004	268,440	268,440	179,000	-33.32%
<b>Total Operating Expenses</b>	<b>\$ 12,613,833</b>	<b>\$ 13,486,668</b>	<b>\$ 14,525,360</b>	<b>\$ 15,836,070</b>	<b>9.02%</b>

- Services expense increased due to increases in tax collection and tax assessor expenses.
- Supplies expense decreased 38.77% due to FEMA disaster supplies costs in FY 2018 not planned for replacement in FY 2019.
- Utilities expense increased due to rate increases.
- Purchased Transportation - DART is budgeted to increase 12.15% over the FY 2018 projected year-end due to contract and ridership increases.
- Purchased Transportation – Jolley Trolley expense is no longer being budgeted net of passenger fare revenue.
- Miscellaneous expenses decreased 33.32% due to sponsoring the 2018 International Bus Roadeo in May 2018.

## GENERAL FUNCTION DIVISION OVERVIEW





# INSURANCE DIVISION

## INSURANCE DIVISION OVERVIEW

### Functions and Responsibilities

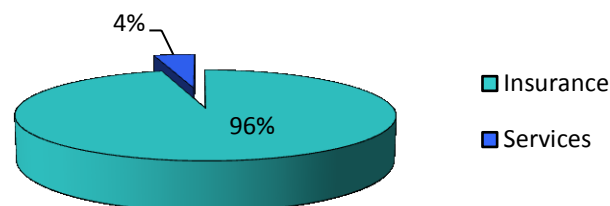
The Insurance Division is maintained under the control of the Chief Financial Officer with direct oversight by the Director of Risk Management. It was established as a separate general ledger division for monitoring and controlling expenses related to PSTA's property and casualty insurance programs and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

ees 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.

### INSURANCE BUDGET

<u>Expense Items</u>	<u>Actual FY 2017</u>	<u>Adopted FY 2018</u>	<u>Projected FY 2018</u>	<u>Proposed FY 2019</u>	<u>% Change FY2018 - FY2019</u>
Services	\$ 61,317	\$ 74,030	\$ 47,030	\$ 92,300	96.26%
Insurance	1,274,543	\$ 1,661,100	\$ 1,494,755	2,097,640	40.33%
<b>Total Operating Expenses</b>	<b>\$ 1,335,860</b>	<b>\$ 1,735,130</b>	<b>\$ 1,541,785</b>	<b>\$ 2,189,940</b>	<b>42.04%</b>

- Services expense increased due to an expected decrease in subrogation and procuring a risk management consulting services contract in FY 2019.
- Casualty & Liability expense increased due to an increase in actuarial assumptions and a decrease in claims recoveries.





# CAPITAL BUDGET



## CAPITAL BUDGET

### CAPITAL BUDGET SUMMARY

Presented above is the Capital Budget for fiscal years 2019 – 2023. Included in this plan are the capital expenditures necessary to sustain and improve the equipment, facilities and technology of the Pinellas Suncoast Transit Authority. Capital expenditures create future benefits and are incurred when capital finances are used to purchase capital assets with a useful life of at least one year or to add value to an existing capital asset (as is the case in associated capital). The capital asset capitalization threshold is \$5,000 with a useful life of at least one year. PSTA has budgeted \$48,116,516 in capital expenditures for 2019.

### CAPITAL BUDGET PROCESS

As part of The Authority's budgeting process, the Finance Division meets annually with Project Managers, Directors and Chiefs for their respective areas. The management staff is asked to project needs for future expenditures in the current year and the next five (5) years. In the case of the FY 2019 capital budget, the staff was asked to project the forecast for the current FY 2018 and FY 2019 – 2023 expected expenditures and projects. After the meetings, the Finance Division develops a Capital Budget based on the input of management staff and presents the Capital Budget to the Chief Executive Officer. The Capital Budget is then presented to the Finance & Performance Management and Planning committees and then to the PSTA Board of Directors for final approval. The PSTA Board of Directors approves the Capital Budget during a series of two (2) public hearings in September.

### CAPITAL BUDGET FUNDING

#### Funding

The total Capital Budget for fiscal year 2019 is \$48,116,516. The funding for Capital Budget is listed below:

Funding Agencies	2019 Funding Amount
Federal Transit Administration (FTA)	\$32,065,315
Restricted Reserves For FTA Projects	24,364
Florida Department of Transportation	5,970,000
Federal Transit Administration/Florida Department of Transportation	160,000
City of St. Petersburg	2,000,000
City of St. Pete Beach and Hotels	750,000
Funding To Be Determined	2,100,000
PSTA Capital Reserves	5,046,837
<b>Total Funding -FY 2019 Capital Budget</b>	<b>\$48,116,516</b>

The Federal Transit Administration is responsible for 67% of the funding for the FY 2019 capital budget, with Sections 5307, 5309, 5337 and 5339 and the potential \$10.18 million in New Starts grant funds.

Section 5307, 5337 and 5339 – Urbanized Formula Grants are \$19,985,315. Transit agencies are eligible for these funds based upon legislative formulas. For areas of 50,000 to 199,999 in population, the formula is based on population and population density. For areas with populations of 200,000 and more, the formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, and fixed guideway route miles as well as population and population density. For matching,





## CAPITAL BUDGET

the federal share is not to exceed 80 percent of the net project cost for capital expenditures.

The eligible activities, that relate to PSTA, are planning, engineering, design and evaluation of transit projects and other technical transportation-related studies, capital investments in bus and bus-related activities such as replacement, overhaul and rebuilding of buses, crime prevention, security equipment, construction of maintenance and passenger facilities, and computer hardware and software. In addition, associated transit improvements and certain expenses associated with mobility management programs are eligible under the program. All preventative maintenance and some

Americans with Disabilities Act (ADA) complementary paratransit service costs are considered capital costs.

PSTA is the recipient of a Section 5309 Earmark for \$1,250,000 of which \$900,000 is programmed for FY 2019. This Earmark is for the Clearwater Intermodal Terminal pre-construction expenditures.

For the five-year Capital Budget plan, the following funding sources are identified:

Funding Agencies	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Federal Transit Administration (FTA)	\$21,885,315	\$11,829,900	\$9,906,700	\$7,968,117	\$12,705,860
FTA New Starts Funding	10,180,000	10,180,000	0	0	0
Restricted Reserves For FTA Projects	24,364	0	0	0	0
Florida Department of Transportation (FDOT)	1,220,000	200,000	0	0	0
FDOT New Starts Funding	4,750,000	4,750,000	0	0	0
Federal Transit Administration/Florida Department of Transportation	160,000		0	0	0
City of St. Petersburg	2,000,000	2,000,000	0	0	0
City of St. Pete Beach and Hotels	750,000	750,000	0	0	0
Funding To Be Determined	2,100,000		3,000,000	0	0
PSTA Capital Reserves	5,046,837	2,830,000	330,000	2,336,084	2,822,604
Total Funding FY 2019-2023 Capital Budget	\$48,116,516	\$32,539,900	\$13,236,700	\$10,304,201	\$15,528,464



## CAPITAL BUDGET

The Federal Transit Administration is the primary funding agency for the five-year plan. Several different types of FTA funding has been secured and applied. For the detail of the FTA funding, please see below:

Federal Transit Administration Funding	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
5307 Urbanized Formula Grants	\$15,848,719	\$10,034,056	\$8,200,700	\$6,262,117	\$10,999,860
5309 Capital Investments Grants - New Starts	10,180,000	10,180,000	0	0	0
5309 Earmark	900,000		0	0	0
5339 Low No Grant	1,000,000				
5337 Urbanized Formula Grants	7,276	6,000	6,000	6,000	6,000
5339 Urbanized Formula Grants	4,129,320	1,789,844	1,700,000	1,700,000	1,700,000
<b>Total Funding FY 2019-2023 Capital Budget</b>	<b>\$32,065,315</b>	<b>\$22,009,900</b>	<b>\$9,906,700</b>	<b>\$7,968,117</b>	<b>\$12,705,860</b>

As each year progresses, the grants department makes applications to various funding sources to secure the necessary monies to pay for the various projects in the capital budget. The grant applications completed in FY 2019 for future years projects is \$14,959,711. All of this funding is formula funds and is allocated each year to the urbanized area. These funds are dedicated for the continued sustainability plan of serving Pinellas County with more efficient modes of

transportation such as hybrid and electric buses that have low to no emissions and providing rapid transit in areas of Pinellas County where the population would benefit from the availability. Out of this funding PSTA will use \$5,063,677 toward preventative maintenance, tire leasing, administrative and short range planning costs, leaving \$9,986,034 for capital projects.

Federal Transit Administration Funding	FY 2019
5307 Urbanized Formula Grants	\$13,155,859
5337 Urbanized Formula Grants	7,276
5339 Urbanized Formula Grants	1,796,576
<b>Total Funding FY 2019-2023 Capital Budget</b>	<b>\$14,959,711</b>

## CAPITAL BUDGET

### EXPENDITURES

**Vehicles** – Vehicles are budgeted at \$16,861,000 or 35% of the total capital budget. \$15,320,000 of this budget is allocated to the purchase of replacement buses and related components. In FY 2019 the first two electric buses purchased in 2018 will be put into service and two more will be purchased under the FTA Low-No discretionary grant award.

**Passenger Amenities** – Passenger Amenities are budgeted at \$22,467,715 or 47% of the total capital budget. The major project is the design completion and the construction start of the Central Avenue Bus Rapid Transit (BRT) project. The BRT will provide premium limited stop service between downtown St. Petersburg and St. Pete Beach. The construction will be predicated on a FTA New Starts grant award.

Other projects include Pedestrian Access and Walkways, Passenger Shelters, and a proposed Clearwater Beach Transfer Center – Southside to compliment the recently completed on the Northside.

Passenger shelters are deployed based upon the needs of the community, either to replace old or damaged shelters or to accommodate increased utilization of stops. To accompany the shelters, pedestrian access/walkways are built for new stops, rebuild, expand current walkways or to provide foundation for new shelters.

**Training and Third Party Contracts** – Training and third party contracts are budgeted at \$1,777,686 or 4% of the total capital budget. The Regional Fare Media Project will be substantially complete in 2018 with the deployment in FY 2019 of a fully robust application. This project is a collaborative effort with Hillsborough Area Regional

Transit (HART), Sarasota County Area Transit (SCAT), Pasco County Public Transportation (PCPT), and Hernando County Transit (The Bus). Spearheading the group is HART working in close collaboration with the other transit agencies. The project will bring together the extended Tampa Bay area with smart card technology.

Another key project is the update to the Community Bus Plan that will identify the public transportation needs of Pinellas County.

**Facilities** – Facilities is budgeted at \$3,248,837 or 7% of the total capital budget. The largest projects are the design of the Clearwater Downtown Intermodal Terminal, the replacement of the security key card system, and should funding be identified, the potential land acquisition next to Central Park Plaza Transit Center.

**Technology** – Technology is budgeted at \$1,891,648 or 4% of the total capital budget. Key projects include the purchase of Automatic Passenger Counters that will improve the accuracy of the ridership data collection, data analytic software, and establishing a remote location for technology operations during events such as a hurricane.

**Miscellaneous and Contingency** – Miscellaneous and contingency is budgeted at \$1,869,629 or 3% of the total capital budget. The largest portion is the contingency budget of \$1,726,353. This amount is utilized throughout the year for unanticipated needs.

## CAPITAL BUDGET

**Conclusion** – The five-year capital plan represents the collaborative and thoughtful approach that Pinellas Suncoast Transit Authority has taken to achieve the strategic Path Forward goals for the future. It is important to note that this approach is done with the assistance of the PSTA staff, the PSTA Board of Directors and most importantly the citizens and visitors of Pinellas County.





## CAPITAL BUDGET

Project Title	Project #	Funding	Total Project Budget	Actuals and Forecast Through September 30, 2018	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget	FY 2023 Project Budget
<b>Vehicles</b>									
1 Heavy Duty Vehicle Lift	TBD	FTA	2,000,000	-	-	2,000,000	-	-	-
2 Bridge Crane	996017001	FL 90-X689	154,000	154,000	-	-	-	-	-
3 Portable Brake Dynamometer	996018006	FL-2017-024	150,000	150,000	-	-	-	-	-
4 Wheel Alignment Machine	TBD	FL-2017-109	300,000	-	300,000	-	-	-	-
5 Parallelogram Lift	TBD	FL-2017-109	250,000	-	250,000	-	-	-	-
6 Bus Washers (2)	TBD	FTA	4,000,000	-	-	-	-	-	4,000,000
<b>Total Equipment for Buses</b>			<b>\$ 6,854,000</b>	<b>\$ 304,000</b>	<b>\$ 550,000</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000,000</b>
7 <b>Radio Replacement/Upgrade - Buses</b>	TBD	FTA	\$1,700,000	\$0	\$0	\$1,700,000	\$0	\$0	\$0
8 Replacement (8) Connector Vehicles	996017005	FL-2017-024	1,168,000	1,168,000	-	-	-	-	-
9 Replacement (8) Connector Vehicles	996017005	Restricted Funds - FL-2017-024	253,157	253,157	-	-	-	-	-
10 Replacement (8) Connector Vehicles	996017005	Section 5310	288,000	288,000	-	-	-	-	-
11 Replacement (8) Connector Vehicles	996017005	FDOT	36,000	36,000	-	-	-	-	-
12 Replacement (8) Connector Vehicles	996017005	Capital Reserve Funds	36,000	36,000	-	-	-	-	-
<b>Total Connector Vehicles</b>			<b>\$ 1,781,157</b>	<b>\$ 1,781,157</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
13 2017 Replace 3 Buses with tooling and training - Hybrid	996016007	FL 90-X841	788,432	788,432	-	-	-	-	-
14 2017 Replace 3 Buses with tooling and training - Hybrid	996016007	FL-2017-024	1,267,648	1,267,648	-	-	-	-	-
15 2017 Replace 3 Buses with tooling and training - Hybrid	996016007	Restricted Funds - FL-2017-024	78,356	78,356	-	-	-	-	-
<b>Total 2017 Bus Replacement</b>			<b>\$ 2,134,436</b>	<b>\$ 2,134,436</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
16 2018 Replace 9 Buses with tooling and training	996018002	Restricted-FL-2017-109	24,364	-	24,364	-	-	-	-
17 2018 Replace 9 Buses with tooling and training		FL 90-X873	356,229	-	356,229	-	-	-	-
18 2018 Replace 9 Buses with tooling and training		FL-2017-024	104,077	-	104,077	-	-	-	-
19 2018 Replace 9 Buses with tooling and training		FL-2017-015	4,129,320	-	4,129,320	-	-	-	-
20 2018 Replace 9 Buses with tooling and training		FL-2017-109	2,046,010	-	2,046,010	-	-	-	-
<b>Total 2018 Bus Replacement</b>			<b>6,660,000</b>	<b>\$0</b>	<b>\$6,660,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
21 2019 Replace 9 Buses with tooling and training	986018003	FL - 2017-109	2,854,026	-	2,854,026	-	-	-	-
22 2019 Replace 9 Buses with tooling and training		FY 2018 Grant Application	3,805,974	-	3,805,974	-	-	-	-
<b>Total 2019 Bus Replacement</b>			<b>6,660,000</b>	<b>\$0</b>	<b>\$6,660,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
23 Future Bus Buy & Tooling	TBD	FTA	21,502,417	-	-	5,180,000	6,738,700	4,883,717	4,700,000
24 Future Bus Buy & Tooling	TBD	Capital Reserve Funds	4,379,919	-	-	-	-	2,006,084	2,373,835
<b>Total Future Bus Buy and Tooling</b>			<b>\$ 25,882,336</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,180,000.00</b>	<b>\$ 6,738,700.00</b>	<b>\$ 6,889,801.00</b>	<b>\$ 7,073,835</b>



## CAPITAL BUDGET

	<u>Project Title</u>	<u>Project #</u>	<u>Funding</u>	<u>Total Project Budget</u>	<u>Actuals and Forecast Through September 30, 2018</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>	<u>FY 2021 Project Budget</u>	<u>FY 2022 Project Budget</u>	<u>FY 2023 Project Budget</u>
25	Hybrid Component Replacement Program	996018004	Capital Reserve Funds	1,045,000	1,045,000					-
26	Hybrid Component Replacement Program		Capital Reserve Funds	1,815,000	-	495,000	330,000	330,000	330,000	330,000
	<b>Total Hybrid Component Replacement Program</b>			<b>\$2,860,000</b>	<b>\$1,045,000</b>	<b>\$495,000</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$330,000</b>
27	Electric Bus Charging Stations - Install	996017003	Pinellas County	173,000	173,000		-	-	-	-
28	Electric Bus Charging Stations	996017003	Pinellas County	416,000	416,000		-	-	-	-
29	Facilities Electrical Upgrades (Equip & Charging)	995817002	FL-2017-024	150,000	150,000		-	-	-	-
30	Electric Charging Station Install	995817002	FL-2017-109	200,000	200,000		-	-	-	-
31	Electric Charging Station Install	995817002	FY 2018 Grant Application	377,000	377,000					
	<b>Total Electric Charging Installation</b>			<b>727,000</b>	<b>727,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
32	Pilot Electric Buses with tooling and training	996017003	FL-2017-024	\$1,711,625	1,711,625		-	-	-	-
33	2 Electric Low- No Buses Project		FTA	1,000,000	-	1,000,000				
34	2 Electric Low- No Buses Project		Capital Reserve Funds	1,000,000	-	1,000,000				
	<b>Total Electric Low-No Bus Project</b>			<b>\$2,000,000</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
35	<b>Replacement Electric Buses</b>	TBD	FTA	5,214,706	-	-		1,702,000	1,730,400	1,782,306
	<b>Total Electric Buses</b>			<b>\$8,926,331</b>	<b>\$1,711,625</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$1,702,000</b>	<b>\$1,730,400</b>	<b>\$1,782,306</b>
36	Support Vehicles - Vans	TBD	Capital Reserve Funds	10,000	-	10,000	-	-	-	-
37	Support Vehicles - Shop Trucks	996018007	Capital Reserve Funds	62,000	-	62,000	-	-	-	-
38	Support Vehicles - Road Supervisors	TBD	Capital Reserve Funds	224,000	-	224,000	-	-	-	-
	<b>Total Support Vehicles</b>			<b>\$ 296,000</b>	<b>\$ -</b>	<b>\$ 296,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
39	Wheelchair Ramp Equipment	996018005	Section 5310	160,000	-	160,000				
40	Wheelchair Ramp Equipment	996018005	FDOT	20,000	-	20,000				
41	Wheelchair Ramp Equipment	996018005	Capital Reserve Funds	20,000	-	20,000				
	<b>Total Wheelchair Ramp Equipment</b>			<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Vehicles</b>			<b>\$65,270,260</b>	<b>\$8,292,218</b>	<b>16,861,000</b>	<b>9,210,000</b>	<b>8,770,700</b>	<b>8,950,201</b>	<b>13,186,141</b>
	<b>Passenger Amenities</b>									



## CAPITAL BUDGET

Project Title	Project #	Funding	Total Project Budget	Actuals and Forecast Through September 30, 2018	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget	FY 2023 Project Budget
<b>Passenger Amenities</b>									
42 Passenger Benches	TBD	FY 2018 Grant Application	25,000	-	25,000	-	-	-	-
43 Bus Stop Trash Cans	985818002	FL-2017-109	18,900	18,900	-	-	-	-	-
44 Purchase Simme Seats	995818001	FL-2017-109	31,000	31,000	-	-	-	-	-
<b>Total Other Passenger Amenities</b>			<b>\$ 74,900</b>	<b>\$ 49,900</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
45 ADA Landing Pads Through FY 2018	995814001	FL 90-X723	553,946	553,946	-	-	-	-	-
46 ADA Landing Pads Through FY 2018	995814001	FL 90-X758	423,965	423,965	-	-	-	-	-
47 ADA Landing Pads Through FY 2018	995814001	FL 90-X811	76,109	76,109	-	-	-	-	-
48 ADA Landing Pads Through FY 2018	995814001	FL 90-X841	138,174	138,174	-	-	-	-	-
<b>Total ADA Landing Pads Through FY 2018</b>			<b>1,192,194</b>	<b>1,192,194</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
49 ADA Landing Pads (FY 2019)		FL 90-X841	137,862	-	137,862	-	-	-	-
50 ADA Landing Pads (FY 2020)	TBD	FL-2017-024	200,000	-	-	200,000	-	-	-
51 ADA Landing Pads (FY 2021-2023)	TBD	FTA	450,000	-	-	-	150,000	150,000	150,000
<b>Total ADA Landing Pads</b>			<b>\$787,862</b>	<b>\$0</b>	<b>\$137,862</b>	<b>\$200,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>
52 Passenger Shelters (Through FY 2018)	995815001	FL 90-X689	850,713	850,713	-	-	-	-	-
53 Passenger Shelters (Through FY 2018)	995815001	FL 90-X783	199,980	199,980	-	-	-	-	-
54 Passenger Shelters-Design	995815001	FL 90-X783	12,487	12,487	-	-	-	-	-
<b>Total Shelters Through FY 2018</b>			<b>1,063,180</b>	<b>\$1,063,180</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
55 Passenger Shelters (FY 2019)	995815001	FL-2017-109	10,013	-	10,013	-	-	-	-
56 Passenger Shelters (FY 2019)	995815001	FL 90-X841	400,000	115,160	284,840	-	-	-	-
<b>Total Shelters (FY 2019)</b>			<b>410,013</b>	<b>\$115,160</b>	<b>\$294,853</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
57 Passenger Shelters (FY 2020)	TBD	FL 90-X873	138,900	-	-	138,900	-	-	-
58 Passenger Shelters (FY 2021)	TBD	FL-2017-109	470,000	-	-	-	470,000	-	-
59 Passenger Shelters (FY 2022-2023)	TBD	FTA	210,000	-	-	-	-	105,000	105,000
<b>Total Passenger Shelters</b>			<b>818,900</b>	<b>-</b>	<b>\$0</b>	<b>138,900</b>	<b>470,000</b>	<b>105,000</b>	<b>105,000</b>
60 CDBG Shelter Project	995817005	FL 90-X873	28,404	28,404	-	-	-	-	-
61 CDBG Shelter Project	995817005	CDBG Grant - Pinellas County	68,310	68,310	-	-	-	-	-
<b>Total CDBG Shelter Program</b>			<b>\$ 96,714</b>	<b>\$ 96,714</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
62 Skyway Marina District Shelter Project	995817004	Skyway Marina District	<b>\$71,325</b>	<b>\$71,325</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
63 Passenger Shelters Match Program (FY 2017)	995816007	FL 90-X873	45,688	45,688	-	-	-	-	-
64 Passenger Shelters Match Program (FY 2017)	995816007	City of Madeira Beach	1,930	1,930	-	-	-	-	-
65 Passenger Shelters Match Program (FY 2017)	995816007	Capital Reserve Funds	4,670	4,670	-	-	-	-	-
66 Passenger Shelters Match Program (FY 2017)	995816007	Skyway Marina District	38,513	38,513	-	-	-	-	-
<b>Total Passenger Shelters Match Program (FY 2017)</b>			<b>90,801</b>	<b>90,801</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## CAPITAL BUDGET

	Project Title	Project #	Funding	Total Project Budget	Actuals and Forecast Through September 30, 2018	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget	FY 2023 Project Budget
67	Passenger Shelters Match Program (FY 2018)	995817003	FL-2017-024	31,100	31,100	-	-	-	-	-
68	Passenger Shelters Match Program (FY 2019)	TBD	FL-2017-109	30,000	-	30,000	-	-	-	-
69	Passenger Shelters Match Program (FY 2020)	TBD	FTA	30,000	-	-	30,000	-	-	-
70	Passenger Shelters Match Program (FY 2021)	TBD	FTA	30,000	-	-	-	30,000	-	-
71	Passenger Shelters Match Program (FY 2022-2023)	TBD	FTA	90,000	-	-	-	-	45,000	45,000
	<b>Total Passenger Shelters Match Program</b>			<b>\$ 211,100</b>	<b>\$ 31,100</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
72	Central Avenue BRT	992616004	Capital Reserve Funds	214,611	214,611	-	-	-	-	-
73	Central Avenue BRT	992616004	FL 90-X841	38,575	38,575	-	-	-	-	-
74	Central Avenue BRT	992616004	FDOT	500,000	500,000	-	-	-	-	-
75	Central Avenue BRT	992616004	FL-2017-109	28,448	28,448	-	-	-	-	-
76	Central Avenue BRT	TBD	FDOT	1,000,000	-	1,000,000	-	-	-	-
77	Central Avenue BRT Design Phase 2 of 3	993618002	Capital Reserve Funds	1,000,000	-	500,000	500,000	-	-	-
78	Central Avenue BRT Construction Phase 3 of 3	TBD	Capital Reserve Funds	4,000,000	-	2,000,000	2,000,000	-	-	-
79	Central Avenue BRT	TBD	FDOT-New Starts	9,500,000	-	4,750,000	4,750,000	-	-	-
80	Central Avenue BRT	TBD	FTA-New Starts	20,360,000	-	10,180,000	10,180,000	-	-	-
81	Central Avenue BRT	TBD	City of St. Petersburg	4,000,000	-	2,000,000	2,000,000	-	-	-
82	Central Avenue BRT	TBD	St. Pete Beach & Hotels	1,500,000	-	750,000	750,000	-	-	-
	<b>Total Central Avenue BRT</b>			<b>\$ 42,141,634</b>	<b>\$ 781,634</b>	<b>\$ 21,180,000</b>	<b>\$ 20,180,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
83	Enterprise/US 19 Shelters and Passenger Amenities	995816003	FL-2017-047	166,215	166,215	-	-	-	-	-
	<b>Total Passenger Amenities-Enterprise/US 19</b>			<b>\$ 166,215</b>	<b>\$ 166,215</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
84	Clearwater Beach Transit Center Southside - Design	TBD	TBD	200,000	-	200,000	-	-	-	-
85	Clearwater Beach Transit Center Southside - Construction	TBD	TBD	600,000	-	600,000	-	-	-	-
	<b>Total Clearwater Beach Transit Center Southside</b>			<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
86	Clearwater Beach Transit Center -Design	992616003	FL 90-X723	86,541	86,541	-	-	-	-	-
87	Clearwater Beach Transit Center -Design	992616003	FL 90-X841	39,340	39,340	-	-	-	-	-
88	Clearwater Beach Transit Center -Design	992616003	FL-2017-109	15,308	15,308	-	-	-	-	-
89	Clearwater Beach Transit Center	992616003	Capital Reserve Funds	513,403	513,403	-	-	-	-	-
90	Clearwater Beach Transit Center	992616003	City of Clearwater	250,000	250,000	-	-	-	-	-
	<b>Total Clearwater Beach Transit Center</b>			<b>\$ 904,592</b>	<b>\$ 904,592</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Passenger Amenities</b>			<b>\$ 48,829,429</b>	<b>\$ 4,562,814</b>	<b>\$ 22,467,715</b>	<b>\$ 20,548,900</b>	<b>\$ 650,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>





## CAPITAL BUDGET

Project Title	Project #	Funding	Total Project Budget	Actuals and Forecast Through September 30, 2018	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget	FY 2023 Project Budget
<b>Training &amp; Third Party Contracts</b>									
91 Security Training and Drill	984017001	DHS EMW-2015-RA-00027	435,000	435,000	-	-	-	-	-
92 SS&T Documentation Updates - TVA-SSPP-SSP	984018007	FL90-X758	53,750	53,750	-	-	-	-	-
<b>Total Security Consultant Services</b>			<b>\$ 488,750</b>	<b>\$ 488,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
93 ADA Travel Training Program	TBD	FL-2017-024	100,000	-	100,000	-	-	-	-
94 ADA Travel Training Program	TBD	FTA	100,000	-	-	25,000	25,000	25,000	25,000
<b>Total In-Person Assessments</b>			<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
95 Employee Education	982417003	FL 90-X873	20,000	20,000	-	-	-	-	-
96 Employee Education	TBD	FL-2017-024	20,000	-	20,000	-	-	-	-
97 Employee Education	TBD	FL-2017-109	20,000	-	-	20,000	-	-	-
98 Employee Education	TBD	FTA	60,000	-	-	-	20,000	20,000	20,000
<b>Total Employee Education</b>			<b>\$ 120,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
99 Short Range Planning	TBD	FL-2017-109	233,108	-	233,108	-	-	-	-
100 Short Range Planning	TBD	FY 2018 Grant Application	500,000	-	500,000	-	-	-	-
101 Short Range Planning	TBD	FTA	2,100,000	-	-	400,000	500,000	400,000	800,000
<b>Total Short Range Planning</b>			<b>\$ 2,833,108</b>	<b>\$ -</b>	<b>\$ 733,108</b>	<b>\$ 400,000</b>	<b>\$ 500,000</b>	<b>\$ 400,000</b>	<b>\$ 800,000</b>
102 Downtown St. Petersburg Circulation Study	982616006	FL 90-X723	59,330	59,330	-	-	-	-	-
103 Downtown St. Petersburg Circulation Study	982616006	FL 90-X841	38,856	38,856	-	-	-	-	-
<b>Total St. Petersburg Downtown Circulation Study</b>			<b>\$ 98,186</b>	<b>\$ 98,186</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
104 Mobility On Demand (MOD) Sandbox	992617002	FL-2017-031	500,000	500,000	-	-	-	-	-
105 Mobility On Demand (MOD) Sandbox	992617002	Capital Reserve Funds	125,000	125,000	-	-	-	-	-
<b>Total MOD Sandbox</b>			<b>\$ 625,000</b>	<b>\$ 625,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
106 Transit Asset Management Consultant	986018002	FL 90-X689	20,218	20,218	-	-	-	-	-
107 Transit Asset Management Consultant	986018002	FL 90-X758	189,346	189,346	-	-	-	-	-
<b>Total TAM</b>			<b>\$ 209,564</b>	<b>\$ 209,564</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
108 Survey Support	982618001	FL 90-X873	50,000	50,000	-	-	-	-	-
<b>Total Survey Support</b>			<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
109 Community Bus Plan	982618003	FL-2017-024	100,000	22,793	77,207	-	-	-	-
110 Community Bus Plan		FL-2017-109	323,137	-	323,137	-	-	-	-
111 Community Bus Plan		FL 90-X841	7,427	7,427	-	-	-	-	-
112 Community Bus Plan		FL 90-X873	10,000	10,000	-	-	-	-	-
<b>Total Community Bus Plan</b>			<b>\$ 440,564</b>	<b>\$ 40,220</b>	<b>\$ 400,343</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## CAPITAL BUDGET

	Project Title	Project #	Funding	Total Project Budget	Actuals and Forecast Through September 30, 2018	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget	FY 2023 Project Budget
113	Regional Fare Media Project	993413003	FL 90-X689	28,149	28,149	-	-	-	-	-
114	Regional Fare Media Project	993413003	FL 90-X723	979,208	979,208	-	-	-	-	-
115	Regional Fare Media Project	993413003	FL 90-X758	1,109,549	801,627	307,922	-	-	-	-
116	Regional Fare Media Project	993413003	FL 90-X783	449,610	449,610	-	-	-	-	-
117	Regional Fare Media Project	993413003	FL 90-X811	668,639	668,639	-	-	-	-	-
118	Regional Fare Media Project	993413003	FL 90-X841	155,579	91,266	64,313	-	-	-	-
119	Regional Fare Media Project	993413003	FL-2017-109	498,500	498,500	-	-	-	-	-
120	Regional Fare Media Project	993413003	FDOT	832,580	832,580	-	-	-	-	-
121	Regional Fare Media Project	993413003	Capital Reserve Funds	8,000	8,000	-	-	-	-	-
	<b>Total Regional Fare Media Project</b>			<b>\$ 4,729,814</b>	<b>\$ 4,357,579</b>	<b>\$ 372,235</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
122	Autonomous Vehicles Feasibility Assessment-North County	982618005	Capital Reserve Funds	50,000		50,000				
123	Autonomous Vehicles Pilot Demonstration-Downtown St Petersburg	982618006	Capital Reserve Funds	102,000		102,000				
	<b>Total Autonomous Vehicles Study</b>			<b>\$ 152,000</b>	<b>\$ -</b>	<b>\$ 152,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Training and Third Party Contracts</b>			<b>\$ 9,946,986</b>	<b>\$ 5,889,300</b>	<b>\$ 1,777,686</b>	<b>\$ 445,000</b>	<b>\$ 545,000</b>	<b>\$ 445,000</b>	<b>\$ 845,000</b>
	<b>Facilities</b>									
124	Clearwater Downtown Intermodal Terminal	992612001	FL 04-0135	1,250,000	350,000	900,000	-	-	-	-
126	Charging Area - Electric Buses	TBD	TBD	3,000,000	-	-	-	3,000,000	-	-
127	Park Street Terminal - Retrofit	992617004	Capital Reserve Funds	250,000	26,163	223,837	-	-	-	-
	<b>Total Other Facilities</b>			<b>\$ 4,500,000</b>	<b>\$ 376,163</b>	<b>\$ 1,123,837</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>
128	Security and Safety Systems	TBD	FL-2017-109	375,000	-	375,000	-	-	-	-
129	Security and Safety Systems	TBD	FY 2018 Grant Application	375,000	-	375,000	-	-	-	-
	<b>Total Security and Safety Systems</b>			<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
130	A/C Chiller and Building Control System	995816001	FL 90-X689	803,295	803,295	-	-	-	-	-
131	A/C Chiller and Building Control System	995816001	FL-2017-024	500,000	500,000	-	-	-	-	-
	<b>Total A/C Chiller and Building Control System</b>			<b>\$ 1,303,295</b>	<b>\$ 1,303,295</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
132	Audio Visual Equipment - Replacement	TBD	FTA	213,000	-	-	-	-	213,000	-
	<b>Total Audio Visual Equipment - Boardroom/Auditorium</b>			<b>\$ 213,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 213,000</b>	<b>\$ -</b>
133	Service Lane Equipment	986017004	FL 90-X723	130,000	130,000	-	-	-	-	-
134	Service Lane Infrastructure	995818001	FL 90-X841	109,000	109,000	-	-	-	-	-
	<b>Total Service Lane Infrastructure</b>			<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
135	Purchase of Land by Central Park Plaza	TBD	TBD	1,300,000	-	1,300,000	-	-	-	-
136	Lobby Security Improvements	TBD	Capital Reserve Funds	75,000		75,000	-	-	-	-
	<b>Total Facilities</b>			<b>\$ 8,380,295</b>	<b>\$ 1,918,458</b>	<b>\$ 3,248,837</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ 213,000</b>	<b>\$ -</b>



## CAPITAL BUDGET

	<u>Project Title</u>	<u>Project #</u>	<u>Funding</u>	<u>Total Project Budget</u>	<u>Actuals and Forecast Through September 30, 2018</u>	<u>FY 2019 Project Budget</u>	<u>FY 2020 Project Budget</u>	<u>FY 2021 Project Budget</u>	<u>FY 2022 Project Budget</u>
	<b>Technology</b>								
	<b>COMPUTER HARDWARE</b>								
137	Replace/Upgrade Phone System and Phones	993417002	FL 90-X873	222,410	21,137	201,273	-	-	-
138	Clever Devices Retrofit (IVANS)- Purchase Transportation	TBD	Capital Reserve Funds	235,000	-	235,000	-	-	-
139	Printers under \$5,000	TBD	Capital Reserve Funds	118,769	-	-	-	-	-
140	Bus Wi-Fi	TBD	FTA	600,000	-	-	600,000	-	-
141	Data Center Upgrade-EOC Move	TBD	FY 2018 Grant Application	300,000	-	300,000	-	-	-
142	Cisco 3750 POE Switch	983418003	FL-2017-024	30,000	-	-	-	-	-
	<b>Total Other Computer Hardware</b>			<b>\$ 1,506,179</b>	<b>\$ 21,137</b>	<b>\$ 736,273</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>
143	APC Units	TBD	FY 2018 Grant Application	310,000	-	310,000	-	-	-
144	APC Units	TBD	FTA	310,000	-	-	310,000	-	-
	<b>Total APC Units</b>			<b>\$ 620,000</b>	<b>\$ -</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>	<b>\$ -</b>	<b>\$ -</b>
145	Computer Refresh Project - Hardware	993418001	FL-2017-024	146,000	146,000	-	-	-	-
146	Computer Refresh Project - Hardware	993418001	FL 90-X723	159,473	159,473	-	-	-	-
147	Computer Refresh Project - Hardware	TBD	FTA	362,806	-	-	-	-	-
148	Computer Refresh Project - Software	993418001	FL 90-X783	160,583	160,583	-	-	-	-
149	Computer Refresh Project - Software	TBD	FTA	\$ 190,722	-	-	-	-	-
	<b>Total Computer Refresh Project</b>			<b>\$ 1,019,584</b>	<b>\$ 466,056</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
150	Purchase Servers	993415003	FL 90-X723	64,946	64,946	-	-	-	-
151	Purchase Servers	TBD	FTA	369,026	-	-	175,000	-	-
	<b>Total Purchase Servers</b>			<b>\$ 433,972</b>	<b>\$ 64,946</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>COMPUTER SOFTWARE</b>								
152	APC Software Upgrade	992617001	FL 90-X723	27,705	27,705	-	-	-	-
153	APC Software Upgrade	TBD	FTA	60,000	0	-	30,000	-	-
154	Clever Works	994015001	FL 90-X758	299,826	214,451	85,375	-	-	-
155	Hastus Upgrade - Core	992616002	FL 90-X873	477,018	477,018	-	-	-	-
156	Hastus Upgrade - Additional Modules	993618001	FL-2017-024	500,000	500,000	-	-	-	-
157	Document Image Software	TBD	FTA	50,000	-	-	50,000	-	-
158	DART Software	TBD	FY 2018 Grant Application	125,000	-	125,000	-	-	-
159	DART Software	TBD	FTA	125,000	-	-	-	-	125,000
160	Clever Works - New Module (Turn by Turn)	TBD	FY 2018 Grant Application	500,000	-	-	500,000	-	-
161	Business Intelligence System (Data Analysis)	TBD	FY 2018 Grant Application	400,000	-	400,000	-	-	-
162	DBE Software	TBD	FY 2018 Grant Application	35,000	-	35,000	-	-	-
163	Application Integration	TBD	FDOT	400,000	-	200,000	200,000	-	-
	<b>Total Computer Software</b>			<b>\$ 2,999,549</b>	<b>\$ 1,219,174</b>	<b>\$ 845,375</b>	<b>\$ 780,000</b>	<b>\$ -</b>	<b>\$ 125,000</b>
	<b>Total Technology</b>			<b>\$ 6,579,284</b>	<b>\$ 1,771,313</b>	<b>\$ 1,891,648</b>	<b>\$ 1,865,000</b>	<b>\$ -</b>	<b>\$ 125,000</b>



## CAPITAL BUDGET

Project Title	Project #	Funding	Total Project Budget	Actuals and Forecast Through September 30, 2018	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget	FY 2023 Project Budget
<b>Miscellaneous</b>									
164 Revenue Room Equipment	TBD	FL 90-X841	9,000	9,000	-	-	-	-	-
125 Air Compressors	TBD	FY 2018 Grant Application	100,000	-	100,000	-	-	-	-
165 Miscellaneous Maintenance Tools/Equipment	TBD	FTA	30,000	-	6,000	6,000	6,000	6,000	6,000
166 Portable Radios	TBD	FY 2018 Grant Application	7,276	-	7,276	-	-	-	-
167 Grant Administration		FTA	90,000	-	30,000	15,000	15,000	15,000	15,000
168 Forklift Replacement	TBD	FTA	200,000	-	-	200,000	-	-	-
<b>Total Other Miscellaneous Expenditures</b>			<b>\$ 436,276</b>	<b>\$ 9,000</b>	<b>\$ 143,276</b>	<b>\$ 221,000</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>
169 Remaining Contingency (as of XXXXX)	N/A	FL 90-X841	147,596	-	147,596	-	-	-	-
170 Remaining Contingency (as of XXXXX)	N/A	FL 90-X873	183,741	-	183,741	-	-	-	-
171 Remaining Contingency (as of XXXXX)	N/A	FL-2017-024	683,420	-	683,420	-	-	-	-
171 Remaining Contingency (as of XXXXX)	N/A	FL-2017-109	416,596	-	416,596	-	-	-	-
172 Remaining Contingency (as of XXXXX)	N/A	FY 2018 Grant Application	245,000	-	245,000	-	-	-	-
173 Remaining Contingency (as of XXXXX)	N/A	FTA	1,000,000	-	-	250,000	250,000	250,000	250,000
174 Capital Reserve Contingency	N/A	Capital Reserve Funds	50,000	-	50,000	-	-	-	-
<b>Total Contingency</b>			<b>\$ 2,726,353</b>	<b>\$ -</b>	<b>\$ 1,726,353</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>Total Miscellaneous and Contingency</b>			<b>\$ 3,162,629</b>	<b>\$ 9,000</b>	<b>\$ 1,869,629</b>	<b>\$ 471,000</b>	<b>\$ 271,000</b>	<b>\$ 271,000</b>	<b>\$ 271,000</b>
<b>Total Capital Expenses</b>			<b>\$142,168,883</b>	<b>\$22,443,103</b>	<b>\$ 48,116,516</b>	<b>\$ 32,539,900</b>	<b>\$ 13,236,700</b>	<b>\$ 10,304,201</b>	<b>\$ 15,528,464</b>

FTA Funding Under Grant	32,131,049	16,651,085	14,621,065	358,900	470,000	-	30,000
FTA Future Funding	49,192,927	377,000	7,264,250	11,471,000	9,436,700	7,968,117	12,675,860
FTA New Starts Funding	20,360,000	-	10,180,000	10,180,000	-	-	-
DHS Funding	435,000	435,000	-	-	-	-	-
FDOT Funding	2,788,580	1,368,580	1,220,000	200,000	-	-	-
FDOT New Starts Funding	9,500,000	-	4,750,000	4,750,000	-	-	-
Section 5310	448,000	288,000	160,000	-	-	-	-
City of Clearwater	250,000	250,000	-	-	-	-	-
City of St. Petersburg	4,000,000	-	2,000,000	2,000,000	-	-	-
City of Madeira Beach	1,930	1,930	-	-	-	-	-
CDBG Grant - Pinellas County	68,310	68,310	-	-	-	-	-
Skyway Marina District	109,838	109,838	-	-	-	-	-
Pinellas County	589,000	589,000	-	-	-	-	-
Restricted Funds for FTA Projects	355,877	331,513	24,364	-	-	-	-
St. Pete Beach & Hotels	1,500,000	-	750,000	750,000	-	-	-
TBD	5,100,000	-	2,100,000	-	3,000,000	-	-
PSTA Capital Reserve Funds	15,338,372	1,972,847	5,046,837	2,830,000	330,000	2,336,084	2,822,604

<b>TOTAL CAPITAL PROGRAM</b>	<b>\$ 142,168,883</b>	<b>\$ 22,443,103</b>	<b>\$ 48,116,516</b>	<b>\$ 32,539,900</b>	<b>\$ 13,236,700</b>	<b>\$ 10,304,201</b>	<b>\$ 15,528,464</b>
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# STATISTICAL SECTION



## STATISTICAL SECTION

(UNAUDITED)

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**Financial Trends..... 104**

These schedules contain trend information to help the reader understand how the Authority's financial performance and well-being have changed over time.

**Revenue Capacity..... 114**

These schedules contain information to help the reader assess the Authority's sources of revenue, especially the most significant local revenue source, the property tax.

**Demographic and Economic Information. .... 121**

These schedules offer demographic and economic indicators to help the reader understand the environment within which the Authority's financial activities take place.

**Operating Information. .... 124**

These schedules contain service and infrastructure data to help the reader understand how the information in the Authority's financial report relates to the services the Authority provides the activities it performs.



## **STATISTICAL SECTION**

**(UNAUDITED)**

### **Financial Trends**

- Net Position by Components (FY 2008 – FY 2017)
- Changes in Net Position (FY 2008 – FY 2017)
- Revenues by Function/Program (FY 2008 – FY 2017)
- Expenses by Function (FY 2008 – FY 2017)
- Property Tax Revenue by Year (FY 2008 – FY 2017)

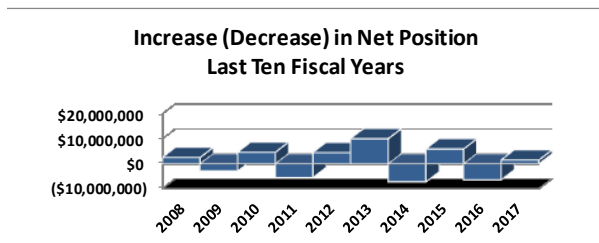
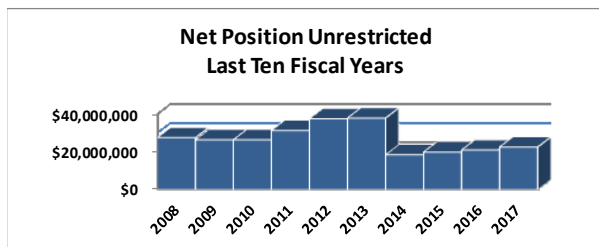
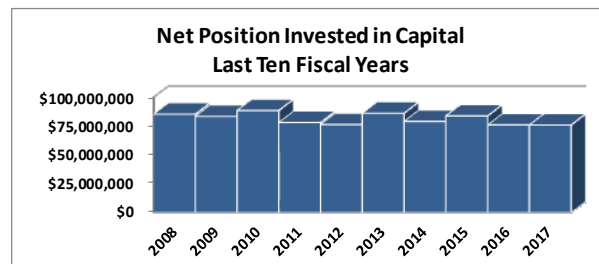


Net Position By Components  
Last Ten Fiscal Years

Fiscal Years 2008 - 2017

	Fiscal Year				
	2008	2009	2010	2011	2012
<b>Business Type Activities</b>					
Net investment in capital assets	\$ 85,356,072	\$ 83,476,413	\$ 88,538,927	\$ 78,170,420	\$ 76,411,608
Restricted	226,249	-	-	26,619	51,229
Unrestricted	27,549,762	26,833,931	26,396,501	31,318,850	37,554,309
Total net position	<u>\$ 113,132,083</u>	<u>\$ 110,310,344</u>	<u>\$ 114,935,428</u>	<u>\$ 109,515,889</u>	<u>\$ 114,017,146</u>

	Fiscal Year				
	2013	2014	2015	2016	2017
<b>Business Type Activities</b>					
Net investment in capital assets	\$ 86,156,611	\$ 79,199,247	\$ 83,810,021	\$ 76,019,269	\$ 75,914,243
Restricted	61,972	74,992	13,020	350,630	381,789
Unrestricted	37,862,802	18,489,859	19,865,822	20,993,888	22,555,168
Total net position	<u>\$ 124,081,385</u>	<u>\$ 97,764,098</u>	<u>\$ 103,688,863</u>	<u>\$ 97,363,787</u>	<u>\$ 98,851,200</u>



Note: The statistical Section Contains "Unaudited" data.





**2**

**Changes in Net Position  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

	Fiscal Year				
	2008	2009	2010	2011	2012
Operating revenues:					
Passenger fares	\$ 11,298,758	\$ 11,500,513	\$ 10,850,676 (1)	\$ 12,788,411 (1)	\$ 14,279,728 (1)
Demand response	700,380 (1)	802,546 (1)	906,548 (1)	1,032,194 (1)	1,056,808 (1)
Advertising revenue	132,634 (1)	163,586 (1)	247,725 (1)	395,847 (1)	439,557 (1)
Total operating revenues	<u>12,131,772</u>	<u>12,466,645</u>	<u>12,004,949</u>	<u>14,216,452</u>	<u>15,776,093</u>
Operating expenses:					
Operations	30,562,932	32,628,559	30,500,001	30,351,762	32,524,451
Purchased Transportation	5,039,226 (1)	4,969,031 (1)	5,917,169 (1)	6,421,346 (1)	5,854,472 (1)
Maintenance	7,011,017	6,817,534	6,791,680	7,604,823	7,256,709
Administration and finance	11,283,296	10,248,034	10,980,462	10,243,021	9,333,777
Marketing	2,123,776	1,796,891	1,750,723	1,826,406	1,702,420
Total operating expenses , before depreciation	<u>56,020,247</u>	<u>56,460,049</u>	<u>55,940,035</u>	<u>56,447,358</u>	<u>56,671,829</u>
Operating loss before depreciation	(43,888,475)	(43,993,404)	(43,935,086)	(42,230,906)	(40,895,736)
Depreciation	<u>9,630,848</u>	<u>8,666,368</u>	<u>7,366,225</u>	<u>8,156,263</u>	<u>7,694,806</u>
Operating loss	<u>(53,519,323)</u>	<u>(52,659,772)</u>	<u>(51,301,311)</u>	<u>(50,387,169)</u>	<u>(48,590,542)</u>
Nonoperating revenues:					
Federal maintenance assistance	1,067,390	1,414,206	2,033,508	2,453,338	7,213,949 (1)
State operating assistance	3,320,386	3,340,209	3,521,850	3,567,209	3,847,388
Other federal grants	80,000	1,423,661	5,835,531	5,898,891	1,916,693 (1)
Special project assistance - state grants	994,792	912,185	469,226	777,813	1,124,795
Special project assistance - local grants	559,288	533,329	631,817	638,668	672,877
Property tax revenues, net	37,231,077	34,156,128	29,893,863	26,868,560	33,009,275
Investment income	1,059,625	419,287	271,233	127,470	221,905
Fuel tax refunds	600,775	595,739	580,860	560,059	610,910
Other, net	262,767	52,950	104,946	155,824	130,357
Total nonoperating revenues	<u>45,176,100</u>	<u>42,847,694</u>	<u>43,342,834</u>	<u>41,047,832</u>	<u>48,748,149</u>
(Loss) income before capital grants and special item	(8,343,223)	(9,812,078)	(7,958,477)	(9,339,337)	157,607
Capital grants and other related revenues	10,867,190	6,990,339	12,583,561	3,919,798	4,343,650
Contributed capital - local government	-	-	-	-	-
Increase (decrease) in net position	2,523,967	(2,821,739)	4,625,084	(5,419,539)	4,501,257
Net position, beginning of year	<u>110,608,116</u>	<u>113,132,083</u>	<u>110,310,344</u>	<u>114,935,428</u>	<u>109,515,889</u>
Net position, end of year	<u>\$ 113,132,083</u>	<u>\$ 110,310,344</u>	<u>\$ 114,935,428</u>	<u>\$ 109,515,889</u>	<u>\$ 114,017,146</u>

(1) This has been reclassified to conform to current year's classifications.

**Note: The statistical section contains "Unaudited" data.**



**Changes in Net Position  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

	Fiscal Year				
	2013	2014	2015	2016	2017
Operating revenues:					
Passenger fares	\$ 14,098,511 (1)	\$ 13,585,399	\$ 12,194,799	\$ 10,791,925	\$ 9,535,246
Demand response	1,098,822 (1)	1,079,160 (1)	1,143,997	1,197,937	1,303,510
Advertising revenue	417,851 (1)	248,224	485,359	577,046	582,761
Total operating revenues	15,615,184	14,912,783	13,824,155	12,566,908	11,421,517
Operating expenses:					
Operations	33,907,097	33,663,536	34,879,734	33,815,879	36,724,633
Purchased Transportation	6,556,558 (1)	6,846,800 (1)	7,444,573	7,738,429	9,637,695
Maintenance	8,172,956	8,374,708	8,902,528	10,178,517	11,623,044
Administration and finance	9,762,130	10,767,137	11,465,894	12,192,055	13,007,098
Marketing	2,202,059	2,591,069	708,839	657,700	826,805
Total operating expenses , before depreciation	60,600,800	62,243,250	63,401,568	64,582,580	71,819,275
Operating loss before depreciation	(44,985,616)	(47,330,467)	(49,577,413)	(52,015,672)	(60,397,758)
Depreciation	8,487,063	9,723,423	10,436,619	10,249,547	9,976,763
Operating loss	(53,472,679)	(57,053,890)	(60,014,032)	(62,265,219)	(70,374,521)
Nonoperating revenues (expenses):					
Federal maintenance assistance	6,045,338 (1)	4,819,162 (1)	5,016,216 (1)	4,979,539	5,009,268
State operating assistance	3,917,007	4,015,888	4,086,490	4,181,314	4,155,670
Other federal grants	1,189,876 (1)	1,946,552 (1)	1,378,600 (1)	935,330	967,084
Special project assistance - state grants	3,004,543	2,994,467	3,169,227	3,621,648	4,090,853
Special project assistance - local grants	767,849	833,222	873,441	922,275	1,174,823
Property tax revenues, net	32,282,955	33,365,462	35,592,336	38,166,312	41,607,265
Investment income	146,824	55,618	193,039	250,882	435,080
Fuel tax refunds	610,172	613,721	649,202	641,838	630,827
Other, net	16,544	67,955	(14,055)	313,578	(104,959)
Total nonoperating revenues	47,981,108	48,712,047	50,944,496	54,012,716	57,965,911
(Loss) income before capital grants and special item	(5,491,571)	(8,341,843)	(9,069,536)	(8,252,503)	(12,408,610)
Capital grants and other related revenues	15,555,810	1,052,867	14,994,301	1,918,427	13,863,703
Contributed capital - local government	-	100,000	-	9,000	32,320
Increase (decrease) in net position	10,064,239	(7,188,976)	5,924,765	(6,325,076)	1,487,413
Net position, beginning of year	114,017,146	104,953,074 (2)	97,764,098	103,688,863	97,363,787
Net position, end of year	\$ 124,081,385	\$ 97,764,098	\$ 103,688,863	\$ 97,363,787	\$ 98,851,200

(1) This has been reclassified to conform to current year's presentation.

(2) This has been restated to conform to GASB Statements 68 and 71

**Note: The statistical section contains "Unaudited" data.**



**Revenues By Function/Program  
Last Ten Fiscal Years**

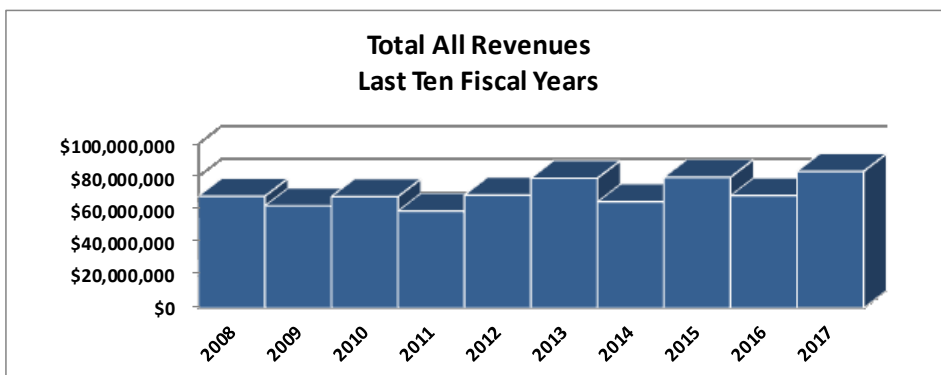
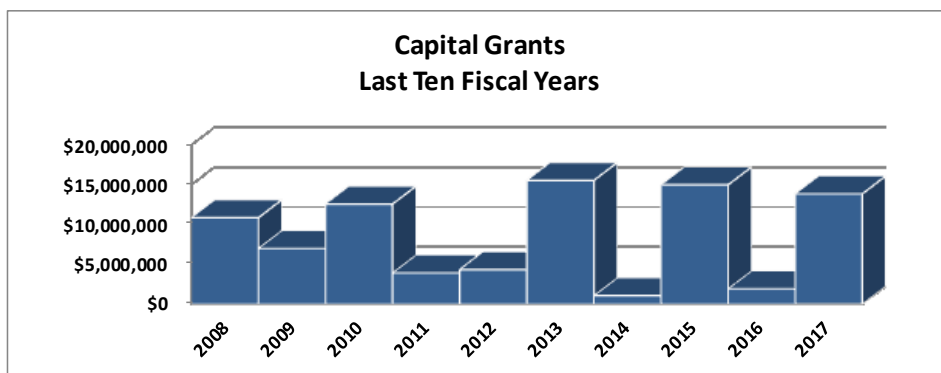
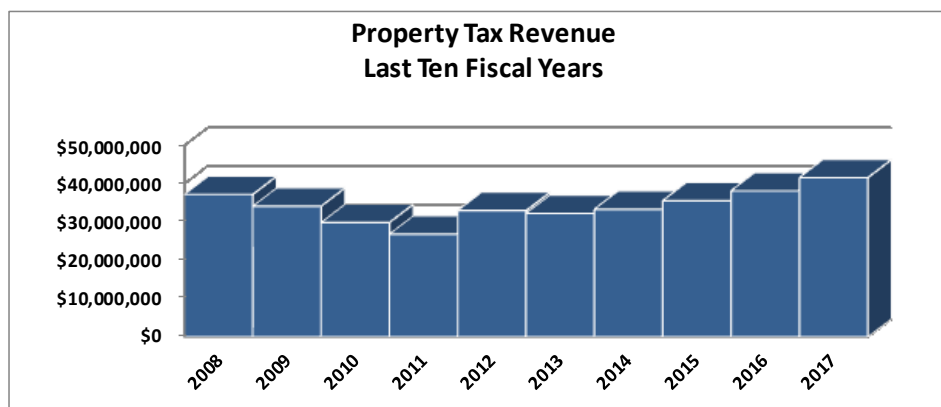
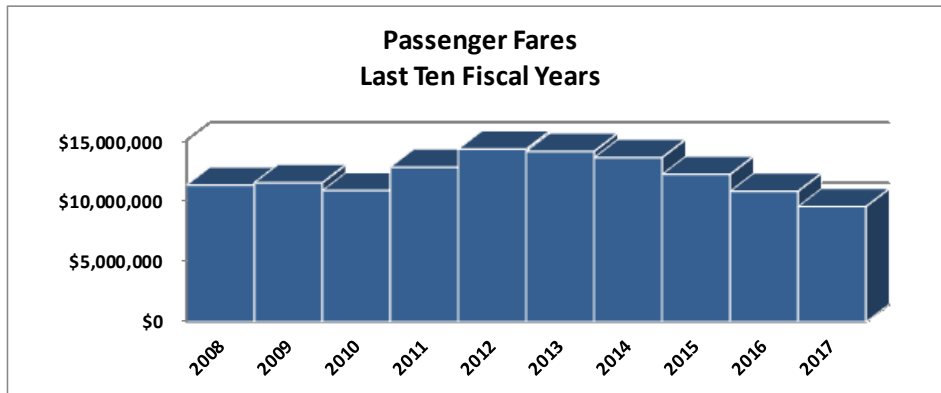
**Fiscal Years 2008 - 2017**

	Fiscal Year				
	2008	2009	2010	2011	2012
Operating revenues:					
Passenger fares	\$ 11,298,758	\$ 11,500,513	\$ 10,850,676	\$ 12,788,411	\$ 14,279,728
Demand response	700,380 (1)	802,546 (1)	906,548 (1)	1,032,194 (1)	1,056,808 (1)
Advertising revenue	132,634	163,586	247,725	395,847	439,557
Total operating revenues	12,131,772	12,466,645	12,004,949	14,216,452	15,776,093
Nonoperating revenues:					
Federal maintenance assistance	1,067,390	1,414,206	2,033,508	2,453,338	7,213,949
State operating assistance	3,320,386	3,340,209	3,521,850	3,567,209	3,847,388
Other federal grants	80,000	1,423,661	5,835,531	5,898,891	1,916,693
Special project assistance - state grants	994,792	912,185	469,226	777,813	1,124,795
Special project assistance - local grants	559,288	533,329	631,817	638,668	672,877
Property tax revenues, net	37,231,077	34,156,128	29,893,863	26,868,560	33,009,275
Investment income	1,059,625	419,287	271,233	127,470	221,905
Fuel tax refunds	600,775	595,739	580,860	560,059	610,910
Other, net	262,767	52,950	104,946	155,824	130,357
Total nonoperating revenues	45,176,100	42,847,694	43,342,834	41,047,832	48,748,149
Capital grants	10,867,190	6,990,339	12,583,561	3,919,798	4,343,650
Contributed capital - local government	-	-	-	-	-
Total all revenues	\$ 68,175,062	\$ 62,304,678	\$ 67,931,344	\$ 59,184,082	\$ 68,867,892

	Fiscal Year				
	2013	2014	2015	2016	2017
Operating revenues:					
Passenger fares	\$ 14,098,511	\$ 13,585,399	\$ 12,194,799	\$ 10,791,925	\$ 9,535,246
Demand response	1,098,822 (1)	1,079,160 (1)	1,143,997	1,197,937	1,303,510
Advertising revenue	417,851	248,224	485,359	577,046	582,761
Total operating revenues	15,615,184	14,912,783	13,824,155	12,566,908	11,421,517
Nonoperating revenues:					
Federal maintenance assistance	6,045,338	4,819,162	5,016,216	4,979,539	5,009,268
State operating assistance	3,917,007	4,015,888	4,086,490	4,181,314	4,155,670
Other federal grants	1,189,876	1,946,552	1,378,600	935,330	887,136
Special project assistance - state grants	3,004,543	2,994,467	3,169,227	3,621,648	4,090,853
Special project assistance - local grants	767,849	833,222	873,441	922,275	1,174,823
Property tax revenues, net	32,282,955	33,365,462	35,592,336	38,166,312	41,607,265
Investment income	146,824	55,618	193,039	250,882	435,080
Fuel tax refunds	610,172	613,721	649,202	641,838	630,827
Other, net	16,544	67,955	(14,055)	313,578	(104,959)
Total nonoperating revenues	47,981,108	48,712,047	50,944,496	54,012,716	57,885,963
Capital grants	15,555,810	1,052,867	14,994,301	1,918,427	13,943,652
Contributed capital - local government	-	100,000	-	9,000	32,320
Total all revenues	\$ 79,152,102	\$ 64,777,697	\$ 79,762,952	\$ 68,507,051	\$ 83,283,452

(1) This has been reclassified to conform to current year's classifications.

**Note: The statistical section contains "Unaudited" data.**



Note: The statistical section contains "Unaudited" data.



**Expenses by Function/Program  
Last Ten Fiscal Years**

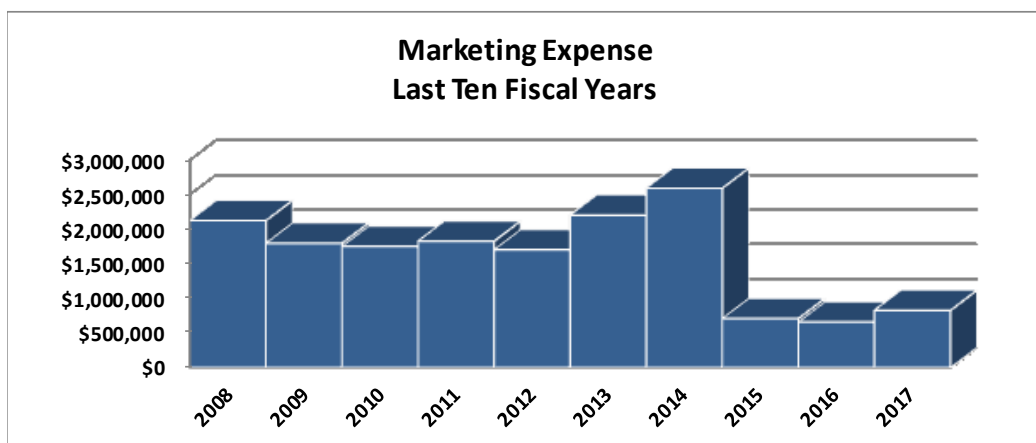
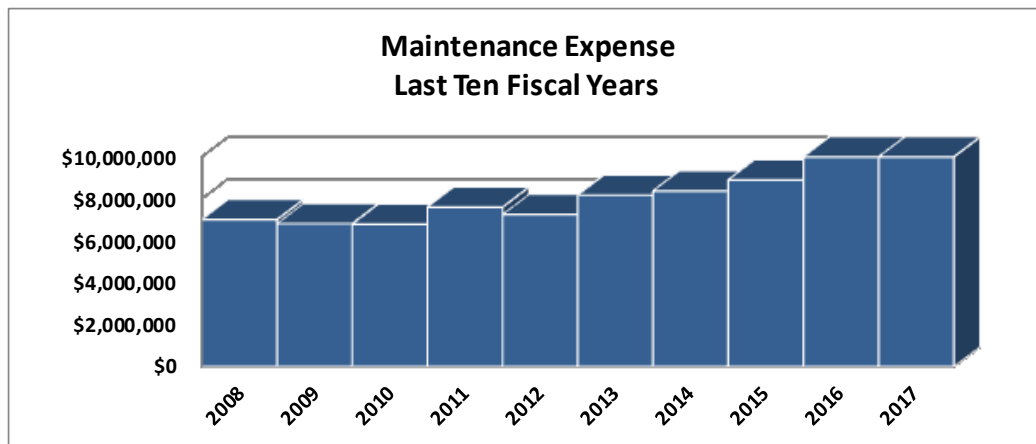
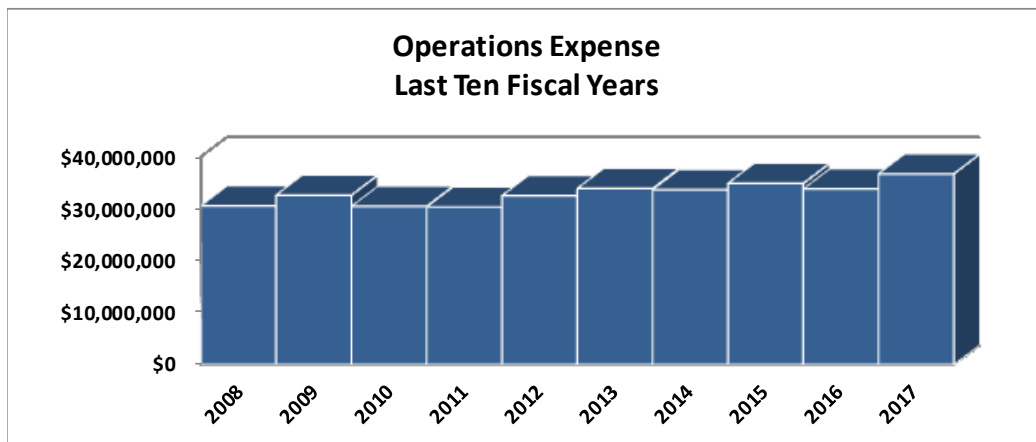
**Fiscal Years 2008 - 2017**

	Fiscal Year				
	2008	2009	2010	2011	2012
Operating expenses:					
Operations	\$ 30,562,932	\$ 32,628,559	\$ 30,500,001	\$ 30,351,762	\$ 32,524,451
Purchased Transportation	5,039,226 (1)	4,969,031 (1)	5,917,169 (1)	6,421,346 (1)	5,854,472 (1)
Maintenance	7,011,017	6,817,534	6,791,680	7,604,823	7,256,709
Administration and finance	11,283,296	10,248,034	10,980,462	10,243,021	9,333,777
Marketing	2,123,776	1,796,891	1,750,723	1,826,406	1,702,420
Total operating expenses, before depreciation	56,020,247	56,460,049	55,940,035	56,447,358	56,671,829
Depreciation	9,630,848	8,666,368	7,366,225	8,156,263	7,694,806
Total all expenses	\$ 65,651,095	\$ 65,126,417	\$ 63,306,260	\$ 64,603,621	\$ 64,366,635

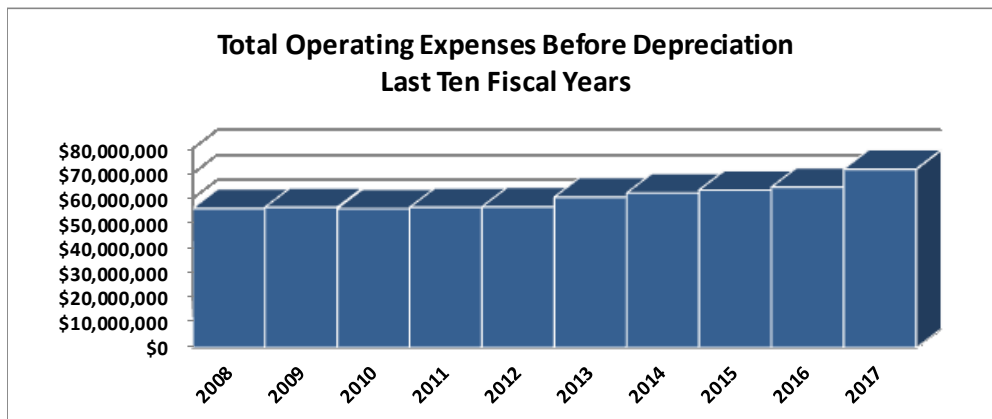
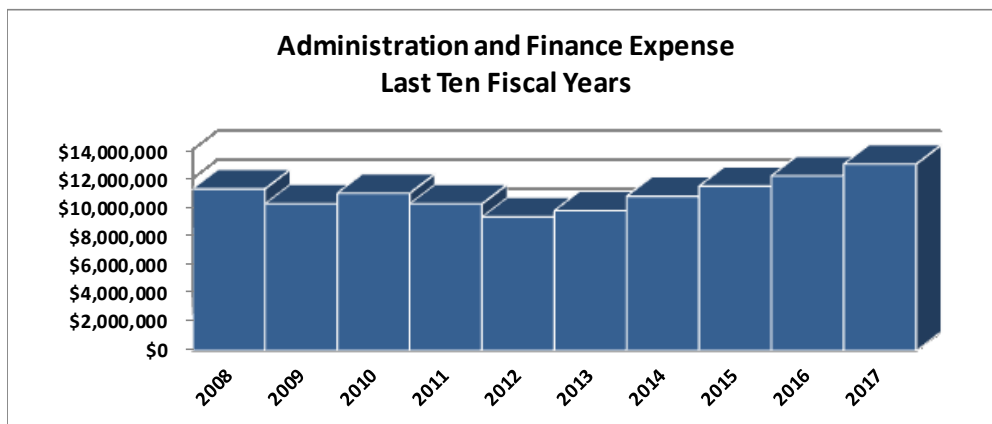
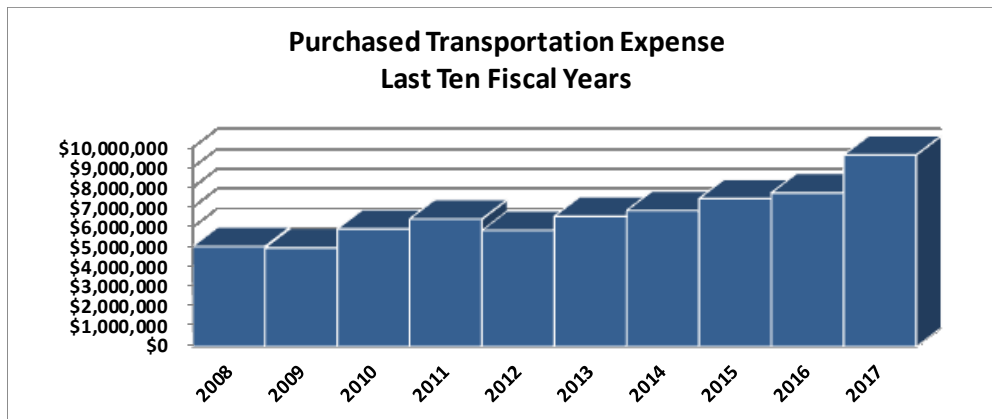
	Fiscal Year				
	2013	2014	2015	2016	2017
Operating expenses:					
Operations	\$ 33,907,097	\$ 33,663,536	\$ 34,879,734	\$ 33,815,879	\$ 36,724,633
Purchased Transportation	6,556,558 (1)	6,846,800 (1)	7,444,573	7,738,429	9,637,695
Maintenance	8,172,956	8,374,708	8,902,528	10,178,517	11,623,044
Administration and finance	9,762,130	10,767,137	11,465,894	12,192,055	13,007,098
Marketing	2,202,059	2,591,069	708,839	657,700	826,805
Total operating expenses, before depreciation	60,600,800	62,243,250	63,401,568	64,582,580	71,819,275
Depreciation	8,487,063	9,723,423	10,436,619	10,249,547	9,976,763
Total all expenses	\$ 69,087,863	\$ 71,966,673	\$ 73,838,187	\$ 74,832,127	\$ 81,796,038

(1) This has been reclassified to conform to current year's classifications.

**Note: The statistical section contains "Unaudited" data.**



Note: The statistical section contains "Unaudited" data.



Note: The statistical section contains "Unaudited" data.



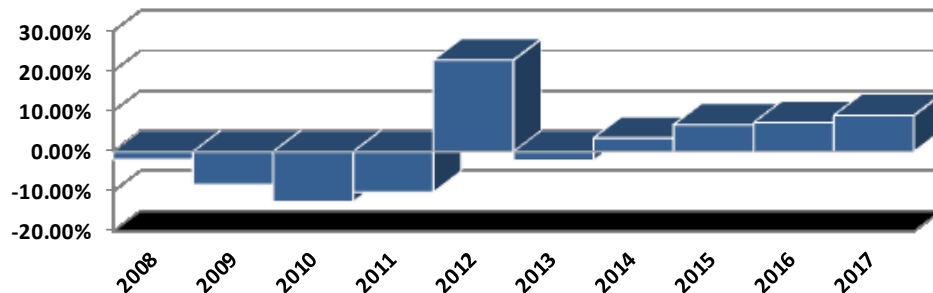
**Property Tax Revenue By Year  
Last Ten Fiscal Years**

Fiscal Years 2008 - 2017

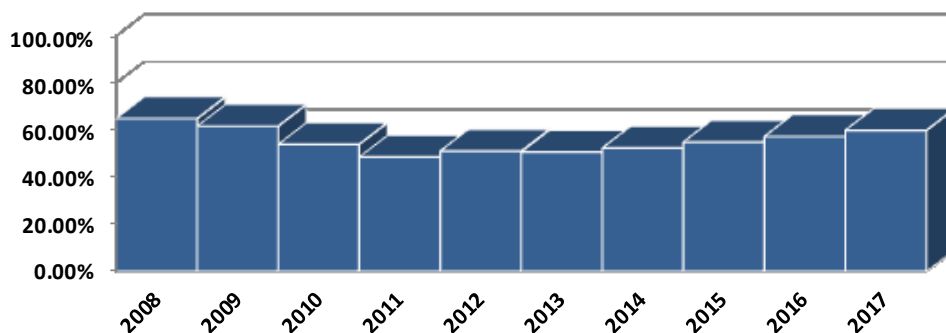
Fiscal Year	Property Tax Dollars	Percent Change	Total Revenues *	Percent of Total	Millage Rate
2008	\$ 37,231,077	-1.95%	\$ 57,307,872	64.97%	0.5601
2009	34,156,128	-8.26%	55,314,339	61.75%	0.5601
2010	29,893,863	-12.48%	55,347,783	54.01%	0.5601
2011	26,868,560	-10.12%	55,264,284	48.62%	0.5601
2012	33,009,275	22.85%	64,524,242	51.16%	0.7305
2013	32,282,955	-2.20%	63,596,292	50.76%	0.7305
2014	33,365,462	3.35%	63,624,830	52.44%	0.7305
2015	35,592,336	6.67%	64,768,651	54.95%	0.7305
2016	38,166,312	7.23%	66,579,624	57.32%	0.7305
2017	41,607,265	9.02%	69,387,428	59.96%	0.7500

\* excludes capital grants and contributed capital.

**Percent Change in Property Tax Revenue by Year  
Last Ten Fiscal Years**



**Property Tax Revenue as a Percent of Total Revenues  
Last Ten Fiscal Years**



Note: The statistical section contains "Unaudited" data.





## **STATISTICAL SECTION**

**(UNAUDITED)**

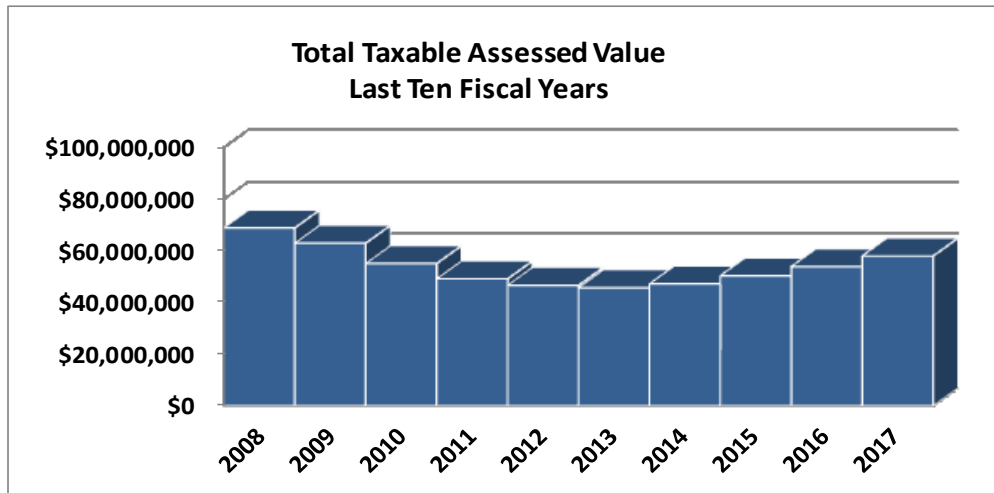
### **Revenue Capacity**

- Taxable Assessed Value and Estimated Actual Value of Taxable Property (FY 2008 – FY 2017)
- Direct and Overlapping Property Tax Rates (FY 2008 – FY 2017)
- Principal Property Tax Payers (FY 2008 – FY 2017)
- Property Tax Levies and Collections (FY 2008 – FY 2017)
- Farebox Recovery Percentage (FY 2008 – FY 2017)

**Taxable Assessed Value and Estimated Actual Value of Taxable Property  
Last Ten Fiscal Years  
(Dollars in thousands)**

Fiscal Years 2008 - 2017

Fiscal Year	Estimated Actual Value (a)			Total Taxable Assessed Value	Total Direct Tax Rate (d)
	Real Property	Centrally Assessed Property (b)	Exemptions (c)		
2008	\$ 105,695,883	10,858	\$ 36,836,404	\$ 68,870,337	0.5601
2009	95,175,252	5,564	32,217,853	62,962,963	0.5601
2010	82,584,246	5,928	27,504,794	55,085,380	0.5601
2011	71,085,388	5,421	21,948,052	49,142,757	0.5601
2012	67,013,602	6,100	20,353,324	46,666,378	0.7305
2013	64,892,654	6,150	19,197,776	45,701,028	0.7305
2014	67,950,230	6,263	20,785,617	47,170,876	0.7305
2015	75,375,232	6,506	25,059,878	50,321,860	0.7305
2016	82,866,812	6,957	29,015,580	53,858,189	0.7305
2017	75,953,105	7,171	17,975,184	57,977,920	0.7500



Source: Pinellas County Property Appraiser's Forms DR-403CC, DR-403V, DR 403-AM and DR-403AC.

- (a) Section 192(2), Florida Statutes defines assessed value of property as "an annual determination of the just or fair market of item or property...." Therefore, grossed assed value is "Estimated Actual Value". Assessed value is estimated and adjusted annually with a physical inspection every third year.
- (b) Centrally assessed property that is assessed by the State of Florida rather than by the Property Appraiser since the property is located in more than one county. Real Property only included.
- (c) Exemptions are provided for agricultural, government, institutional and historic preservation property. Exemptions available solely to residential property include, but are not limited to; widows/widowers, disabled, blind, \$50,000 homestead and homestead differential (capped).
- (d) Total Direct Rate is the average of the direct rates levied (taxes levied to taxable value). PSTA levies taxes only on real property within the Authority's geographic area.

**Note: The Statistical section contains "Unaudited" data.**



**Direct and Overlapping Property Tax Rates (a)**  
**Last Ten Fiscal Years**  
**In Mills, Per \$1,000 of Assessed Value**

**Fiscal Years 2008 - 2017**

Direct Rates				Overlapping Rates (b)				Municipalities	
Fiscal Year	Basic Rate	Total Direct Rate	PSTA Maximum Allowed Rate	County Board Rate	School Board Rate	Emergency Medical Service	Others District Rate (c)	Lowest	Highest
2008	0.5601	0.5601	0.7500	4.8730	7.7310	0.5832	1.5121	0.7511	5.9125
2009	0.5601	0.5601	0.7500	4.8730	8.0610	0.5832	1.5551	0.7511	5.9125
2010	0.5601	0.5601	0.7500	4.8730	8.3460	0.5832	1.5106	0.7511	5.9125
2011	0.5601	0.5601	0.7500	4.8730	8.3400	0.5832	1.4410	0.7511	5.9125
2012	0.7305	0.7305	0.7500	4.8730	8.3850	0.8506	1.2390	0.7511	5.9125
2013	0.7305	0.7305	0.7500	5.0727	8.3020	0.9158	1.3034	0.7511	6.7742
2014	0.7305	0.7305	0.7500	5.2755	8.0600	0.9158	1.2959	0.7511	6.7700
2015	0.7305	0.7305	0.7500	5.2755	7.8410	0.9158	1.2799	0.7511	6.7700
2016	0.7305	0.7305	0.7500	5.2755	7.7700	0.9158	1.2629	0.7283	6.7700
2017	0.7500	0.7500	0.7500	5.3377	7.3180	0.9158	1.2448	0.7294	6.7550

Source: Pinellas County Tax Collector

**(a)** Direct Rates support the ad valorem base recognized by PSTA.

**(b)** Overlapping rates are those rates levied by other local governments who overlap PSTA's geographic area.

**(c)** Other districts include Pinellas County Planning Council 0.016; Juvenile Welfare Board 0.8981; SW Florida Water Management District 0.3488.

**Note: The Statistical section contains "Unaudited" data.**



Principal Property Tax Payers  
Fiscal Year 2017 and Nine Years Ago

Taxpayer	Business	2017		2008	
		Taxable Assessed Value	Percentage of Total PSTA Taxable Assessed Value	Taxable Assessed Value	Percentage of Total PSTA Taxable Assessed Value
Bellwether Properties, Inc.	Real Estate	\$ 159,285,000	0.30%	\$ 123,725,000	0.15%
De Bartolo Capital PTNSHP	Retail Mall	125,000,000	0.23%	117,800,000	0.15%
Publix Super Markets, Inc.	Grocery	114,689,063	0.21%		
Wal-Mart Stores East, Inc.	Retail Stores	109,531,424	0.20%		
Duke Energy Florida Inc.	Electric Utility	86,708,359	0.16%	708,843,000	0.89%
Raymond James & Associates, Inc.	Financial Services	85,012,537	0.16%	144,698,000	0.18%
Beacon430 G E N1814 LLC	Real Estate	71,000,000	0.13%		
Bayfront HMA Medical Center LLC	Medical Facilities	67,513,464	0.13%		
B W C W Hospitality LLC	Hospitality	66,714,688	0.12%		
T G M Bay Isle LLC	Real Estate	64,987,010	0.12%		
Verizon Florida Inc	Phone Utility			371,490,000	0.46%
Bright House Networks LLC	Communications			154,649,000	0.19%
Prospect-Marathon Coquina LLC	Real Estate			91,798,000	0.11%
Mc Rae & Stolz St. Petersburg LLC	Real Estate			78,189,000	0.10%
Franklin/Templeton Investor	Financial Services			70,305,000	0.09%
MT (2002) Statutory Trust	Real Estate			66,401,000	0.08%
		<u>\$ 950,441,545</u>	<u>1.76%</u>	<u>\$ 1,927,898,000</u>	<u>2.41%</u>
Total Taxable Assessed Value		<u>\$ 53,858,189,453</u>		<u>\$ 80,093,652,000</u>	

Source: Pinellas County Property Appraiser

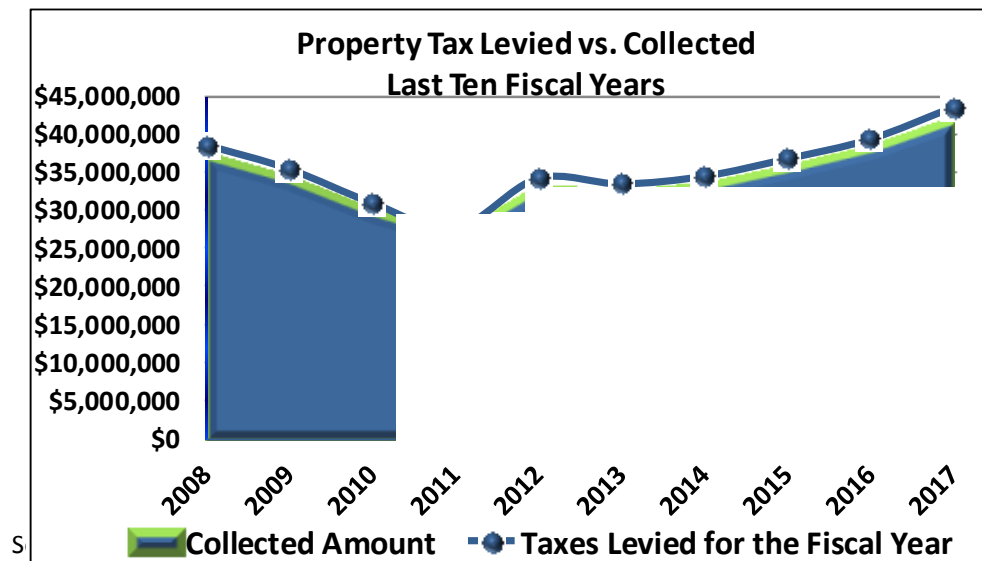
Methodology: Top ten taxpayers identified for Real Property only.

**Note: The statistical section contains "Unaudited" data.**

Property Tax Levies and Collections  
Last Ten Fiscal Years

Fiscal Years 2008 - 2017

Fiscal Year	Taxes Levied for the Fiscal Year (b)	Collected Within the Fiscal		Collections in Subsequent Years (c)		Percentage of Levy
		Collected Amount	Percentage of Levy	Amount	Amount	
2008	\$ 38,595,686	\$ 37,174,203	96.32%	\$ 100,533	\$ 37,274,736	96.58%
2009	35,427,486	34,055,595	96.13%	58,657	34,114,252	96.29%
2010	30,966,619	29,835,206	96.35%	285,698	30,120,904	97.27%
2011	27,609,711	26,582,862	96.28%	84,751	26,667,613	96.59%
2012	34,182,509	32,924,524	96.32%	64,634	32,989,158	96.51%
2013	33,455,349	32,218,321	96.30%	52,495	32,270,816	96.46%
2014	34,458,263	33,312,967	96.68%	33,011	33,345,978	96.77%
2015	36,760,049	35,559,325	96.73%	88,692	35,648,017	96.97%
2016	39,343,407	38,077,620	96.78%	148,565	38,226,184	97.16%
2017	43,549,763	41,954,890	96.34%	-	41,954,890	96.34%



Source: Pinellas County Tax Collector's Form DR-502

- (a) Section 197.162, Florida Statutes, provide a 1% per month discount up to 4% for payments between November and February. Taxes collected after July 1 are categorized as delinquent.
- (b) All delinquent tax revenue to be generated based on PSTA's direct rates; see page 104.
- (c) All delinquent tax collections received during the year are applied to collections amount the year prior to collection, regardless of the year in which the taxes were originally levied. Therefore, this may result in the percentage of Levy in Total Collections to be greater than 100%.

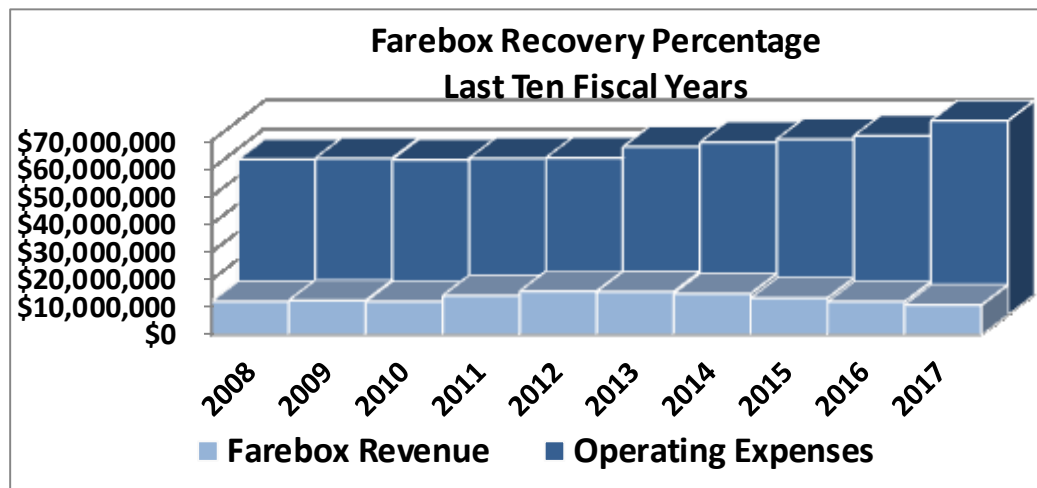
Delinquent taxes by levy year are not available.

**Note: The statistical section contains "Unaudited" data.**

**Farebox Recovery Percentage  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

<b>Fiscal Year</b>	<b>Farebox Revenue</b>	<b>Percent Change</b>	<b>Operating Expenses (a)</b>	<b>Percent Change</b>	<b>Farebox Recovery</b>
2007	\$ 11,603,026	17.75%	\$ 53,794,028	5.33%	21.57%
2008	\$ 12,131,772	4.56%	\$ 56,020,247	4.14%	21.66%
2009	12,466,645	2.76%	56,460,049	0.79%	22.08%
2010	12,004,949	-3.70%	55,940,035	-0.92%	21.46%
2011	14,216,452	18.42%	56,447,358	0.91%	25.19%
2012	15,776,093	10.97%	56,671,829	0.40%	27.84%
2013	15,615,184	-1.02%	60,600,800	6.93%	25.77%
2014	14,912,783	-4.50%	62,243,250	2.71%	23.96%
2015	13,338,796	-10.55%	63,401,568	1.86%	21.04%
2016	11,989,862	-10.11%	64,582,580	1.86%	18.57%
2017	10,838,756	-9.60%	71,819,275	11.21%	15.09%

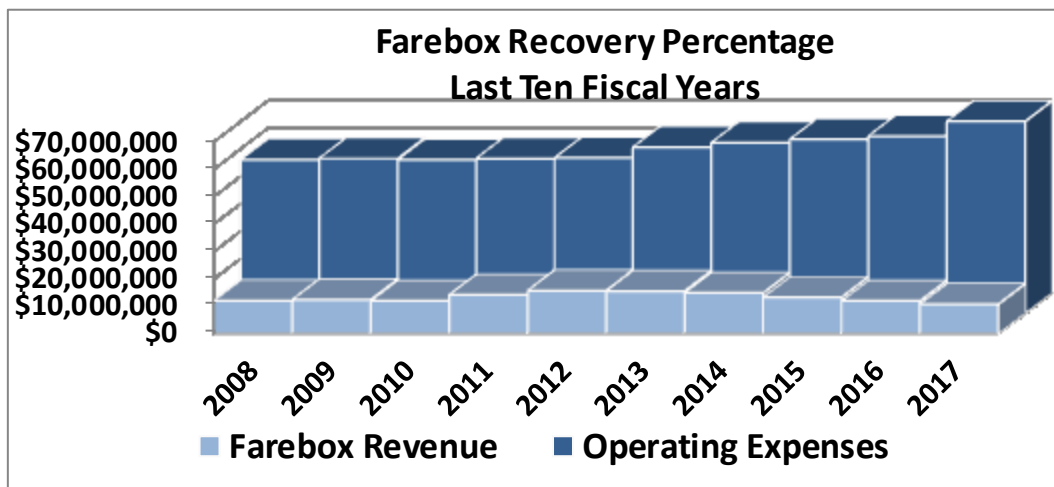


(a) Excludes depreciation.

**Note:** The statistical section contains "Unaudited" data.

Fiscal Years 2008 - 2017

Fiscal Year	Farebox Revenue	Percent Change	Operating Expenses (a)	Percent Change	Farebox Recovery
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(a) Excludes depreciation.

Note: The statistical section contains "Unaudited" data.



## **STATISTICAL SECTION**

**(UNAUDITED)**

### **Demographic and Economic Information**

- Demographics and Economic Statistics (FY 2007 – FY 2016)
- Principal Employers (FY 2007 – FY 2016)





**Demographics, Population and Economic Statistics  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

<b>Fiscal Year</b>	<b>Population (a)</b>	<b>Personal Income (dollars in thousands) (b)</b>	<b>Per Capita Personal Income (b)</b>	<b>School Enrollment (c)</b>	<b>Unemployment Rate (d)</b>
2017	962,003	N/A (e)	N/A (e)	102,181	3.1%
2016	954,569	\$ 47,254,865	\$ 49,186	103,242	4.4%
2015	944,971	45,336,665	47,731	103,779	4.7%
2014	933,258	43,082,259	45,925	104,104	6.2%
2013	926,610	42,340,365	45,574	102,672	6.7%
2012	915,680	43,784,138	47,523	122,012	8.5%
2011	918,496	41,677,239	45,428	136,396	10.3%
2010	927,994	39,598,328	43,211	130,396	11.5%
2009	931,113	37,447,664	40,912	138,167	10.6%
2008	938,461	39,951,966	43,594	129,091	6.4%

**(a)** Source: Bureau of Economic & Business Research, University of Florida 2008 – 2017. Data available at State of Florida Office of Economic and Demographic Research.

**(b)** Source: Bureau of Economic Analysis, U.S. Department of Commerce (2008 – 2016).

**(c)** Source: The School Board of Pinellas County.

**(d)** Source: U.S. Department of Labor, September annually (not seasonally adjusted).

**(e)** Information not available.

[http://edr.state.fl.us/Content/population-demographics/data/2014\\_Pop\\_Estimates.pdf](http://edr.state.fl.us/Content/population-demographics/data/2014_Pop_Estimates.pdf)

<http://www.bebr.ufl.edu/population>

**Note: The Statistical section contains “Unaudited” data.**



**Principal Employers**  
**Current Year and Nine Years Ago**

**Fiscal Years 2008 and 2017**

Employer	2017 (a)			2008 (a)		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
The Pinellas County School Board	15,905	1	3.45%	13,905	1	3.17%
U.S. Dept. of Veteran Affairs	4,600	2	1.00%	2,330	9	0.53%
City of St. Petersburg	3,412	3	0.74%	3,500	4	0.80%
St. Petersburg College	3,348	4	0.73%			
All Children's Hospital	3,300	5	0.72%			
Raymond James Financial Inc.	2,800	6	0.61%	3,022	6	0.69%
Pinellas County Sherriff Office	2,700	7	0.59%			
HSN Inc.	2,400	8	0.52%	4,000	3	0.91%
Morton Plant Hospital	2,400	9	0.52%	2,448	8	0.56%
Mease Hospital Inc Trustees	2,300	10	0.50%			
Pinellas County Government				6,792	2	1.55%
Nielsen Media Research				2,669	7	0.61%
Times Publishing Corporation				3,187	5	0.73%
Raytheon				2,200	10	0.50%
Total County Employment	460,833			438,807		

(a) Source: Florida Research and Economic Database and Pinellas County Department of Economic Development.

**Note: The Statistical section contains "Unaudited" data.**



## **STATISTICAL SECTION**

**(UNAUDITED)**

### **Operating Information**

- Bus Service Effort And Accomplishments Per Mile (FY 2008 – FY 2017)
- Bus Service Effort And Accomplishments Per Hour (FY 2008 – FY 2017)
- Unlinked Passenger Changes (FY 2008 – FY 2017)
- Vehicles Operated in Maximum Service (FY 2008 – FY 2017)
- Number of Employees (FY 2008 – FY 2017)
- Miscellaneous Statistical Data (FY 2008 – FY 2017)



**Bus Service Effort And Accomplishments Per Mile  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

<b>Fiscal Year</b>	<b>Revenue Vehicle Miles (a)</b>	<b>Percent of Change</b>	<b>Operating Expense (b) Per Revenue Mile</b>	<b>Operating Expense (b) Per Passenger Mile</b>	<b>Unlinked Passenger Trips Per Revenue Mile (c)</b>
2008	9,336,502	3.42%	\$ 5.87	\$ 0.83	1.35
2009	8,762,280	-6.15%	5.87	0.83	1.36
2010	9,000,501	2.72%	5.59	0.76	1.42
2011	8,796,952	-2.26%	5.76	0.71	1.45
2012	8,877,809	0.92%	5.78	0.72	1.54
2013	9,073,836	2.21%	6.21	0.78	1.56
2014	9,176,346	1.13%	6.23	0.83	1.55
2015	9,339,357	1.78%	6.17	0.85	1.56
2016 (d)	9,064,013	-2.95%	6.25	0.96	1.39
2017	8,635,597	-4.73%	N/A	N/A	1.34

Source: PSTA

All bus data includes directly operated and purchased bus service.

**(a)** Does not include demand response.

**(b)** Operating expense excludes depreciation.

**(c)** Unlinked passenger figures count passengers each time that person boards a transit vehicle from initial point of origin until he or she reaches a final destination.

**(d)** National Transportation Database revised reporting policy on two purchased bus service routes.

**N/A** – Information not available.

**Note: The Statistical section contains “Unaudited” data.**



**Bus Service Effort And Accomplishments Per Hour  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

<b>Fiscal Year</b>	<b>Revenue Vehicle Hours (a)</b>	<b>Percent of Change</b>	<b>Operating Expense (b) Per Revenue Hour</b>	<b>Operating Expense (b) Per Passenger Trip</b>	<b>Unlinked Passenger Trips Per Revenue Hour (c)</b>
2008	652,462	6.00%	\$ 77.42	\$ 4.00	19.33
2009	611,629	-6.26%	84.02	4.30	19.54
2010	628,430	2.75%	80.11	3.93	20.39
2011	614,318	-2.25%	82.45	3.96	20.83
2012	620,760	1.05%	82.65	3.74	22.09
2013	636,039	2.46%	85.83	3.86	22.25
2014	641,039	0.79%	89.20	4.03	22.13
2015	651,199	1.58%	88.50	3.95	22.39
2016 (d)	627,579	-3.63%	90.25	4.48	14.44
2017	630,734	0.50%	N/A	N/A	18.38

Source: PSTA

All bus data includes directly operated and purchased bus service.

**(a)** Does not include demand response.

**(b)** Operating expense excludes depreciation.

**(c)** Unlinked passenger figures count passengers each time that person boards a transit vehicle from initial point of origin until he or she reaches a final destination.

**(d)** National Transportation Database revised reporting policy on two purchased bus service routes.

**N/A** – Information not available

**Note: The Statistical section contains “Unaudited” data.**



**Unlinked Passenger Changes  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

<u>Fiscal Year</u>	<u>Bus (a)</u>	<u>Percent of Change</u>
2008	12,613,937	10.58%
2009	11,953,082	-5.24%
2010	12,811,835	7.18%
2011	12,798,221	-0.11%
2012	13,713,027	7.15%
2013	14,150,506	3.19%
2014	14,183,941	0.24%
2015	14,578,287	2.78%
2016	13,081,180	-10.27%
2017	12,078,879	-7.66%

Source: PSTA

All bus data includes directly operated and purchased bus service.

**(a)** Unlinked passenger figures count passengers each time that person boards a transit vehicle from initial point of origin until he or she reaches a final destination.

**Note: The Statistical section contains “Unaudited” data.**



**Vehicles Operated In Maximum Service  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

<u>Fiscal Year</u>	<u>Bus (a)</u>	<u>Percent of Change</u>
2008	173	-1.14%
2009	172	-0.58%
2010	167	-2.91%
2011	170	1.80%
2012	170	0.00%
2013	179	5.29%
2014	177	-1.12%
2015	185	4.52%
2016	178	-3.78%
2017	177	-0.56%

Source: PSTA

**(a)** Includes only buses in directly operated bus service

**Note: The Statistical section contains “Unaudited” data.**



**Number of Employees  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

<b>Fiscal Year</b>	<b>Full-Time</b>	<b>Part-Time</b>	<b>Total</b>	<b>Percent of Change</b>
2008	610	0	610	-1.13%
2009	584	0	584	-4.26%
2010	576	0	576	-1.37%
2011	559	0	559	-2.95%
2012	556	0	556	-0.54%
2013	574	17	591	6.29%
2014	589	6	595	0.68%
2015	607	1	608	2.18%
2016	603	2	605	-0.49%
2017	606	2	608	0.50%

Source: PSTA

Note: Budgeted authorized positions.

**Note: The Statistical section contains “Unaudited” data.**





**Miscellaneous Statistical Data  
Last Ten Fiscal Years**

**Fiscal Years 2008 - 2017**

	Fiscal Year				
	2008	2009	2010	2011	2012
Population served by Bus	863,796	883,631	871,480	922,616	922,616
Size of land area served by Bus (in square miles)	230	240	238	243	243
Number of Bus Routes	45	38	38	37	37
Annual PSTA Bus Passenger Miles (in millions) (Excludes Demand Response)	60,392	61,549	66,145	71,534	67,977
Miles of Bus Route - Directional Miles	1,011.0	912.9	892.1	898.8	907.2
Average Annual On Time Performance Percentage	86.9	89.4	91.2	90.5	90.4
Number of Bus Stop Locations	5,679	5,691	5,172	5,159	5,105
Number of Bus Park and Ride Facilities	3	3	3	3	2
Number of Transit Centers	3	3	3	3	3
Number of Transfer Hubs	N/A	N/A	N/A	14	14
Number of Passenger Shelters	671	639	712	742	707
No. of Buses in Active Fleet	205	195	191	191	186
Average Vehicle Age (in years)	4.40	4.49	4.40	5.40	6.40
Investment in Property and Equipment (in	\$85,356	\$83,476	\$88,539	\$78,170	\$76,412

	Fiscal Year				
	2013	2014	2015	2016	2017
Population served by Bus	922,616	933,258	944,971	954,569	962,003
Size of land area served by Bus (in square miles)	243	243	243	243	243
Number of Bus Routes	40	40	40	38	40
Annual PSTA Bus Passenger Miles (in millions) (Excludes Demand Response)	67,078	65,266	67,813	64,047	55,773
Miles of Bus Route - Directional Miles	907.2	885.18	929.1	1,016.3	N/A
Average Annual On Time Performance Percentage	82.3	83.4	80.5	78.6	82.2
Number of Bus Stop Locations	5,141	5157	4,929	4,906	4,752
Number of Bus Park and Ride Facilities	2	2	2	2	2
Number of Transit Centers	3	3	4	4	4
Number of Transfer Hubs	14	14	14	14	14
Number of Passenger Shelters	707	707	682	531	530
No. of Buses in Active Fleet	194	199	210	210	210
Average Vehicle Age (in years)	7.40	6.00	7.39	8.25	8.80
Investment in Property and Equipment (in	\$86,157	\$79,199	\$83,810	\$76,019	\$79,754

Source: PSTA

N/A: Information not available.

**Note: The Statistical section contains "Unaudited" data**

# ACRONYMS

## ACRONYMS

AA	Alternative Analysis
ABBG	American Bus Benchmarking Group
ADA	Americans with Disabilities Act
APTA	American Public Transit Association
AVL	Automatic Vehicle Location System
BEBR	Bureau of Economic and Business Research
BOCC	Board of County Commissioners
BRT	Bus Rapid Transit
CAFR	Comprehensive Annual Financial Report
CIP	Capital Improvement Program
CTC	Community Transportation Coordinator
CLASS	Client Assistance System
DART	Demand Response Transportation
DOR	Florida Department of Revenue
EDR	Florida Legislature's Office of Economic & Demographic
FDOT	Florida Department of Transportation
FPTA	Florida Public Transit Association
FTA	Federal Transit Administration
FTC	Florida Transportation Commission
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association of the United States and Canada
GIS	Geographic Information System
HART	Hillsborough Area Regional Transit Authority
IT	Information & Technology Division
LCB	Local Coordinating Board
LPA	Locally Preferred Alternative
LRTP	Long Range Transportation Plan
MBE	Minority Businesses Enterprise
MPO	Metropolitan Planning Organization
NTD	National Transportation Database
OEM	Original Equipment Manufacture
PCI	Payment Card Industries
PPM	Project Prioritization Model
PSTA	Pinellas Suncoast Transit Authority
TBARTA	Tampa Bay Area Regional Transportation Authority
TD	Transportation Disadvantaged
TIA	Tampa International Airport
TIP	Transportation Improvement Program
TRAC	Transit Riders Advisory Committee
TRIM	Truth-in-Millage
USDOT	United States Department of Transportation
UAS	Uniform Accounting Standards
VOIP	Voice Over Internet Protocol



# GLOSSARY

## GLOSSARY

**ACCESSIBLE** is defined by FTA, a site, building, facility, or portion thereof that complies with defined standards and that can be approached, entered, and used by persons with disabilities.

**ACCRUAL BASIS** is a method of accounting that recognizes revenue when earned and expenditures when incurred regardless of when cash is received or disbursed.

**ADA** is the Americans with Disabilities act of 1990. This Federal act requires many changes to ensure that people with disabilities have access to jobs, public accommodations, telecommunications, and public services, including public transit. Examples of these changes include mandating that all new buses and rail lines be wheelchair accessible and that alternative transportation be provided to customers unable to access the transit system.

**AD VALOREM TAX** is a tax levied on the assessed value of the property minus statutory exemptions on which it is levied. The rate of the tax is expressed in "mills." This tax is also called PROPERTY TAX. Also, see the definition of MILL.

**ADOPTED BUDGET** is the financial plan for a fiscal year beginning October 1. Florida Statutes require local governments to approve their budget at the second of two public hearings.

**AM Peak** is the period in the morning when additional services are provided to handle higher passenger volumes. The period begins when normal headways are reduced and ends when headways are returned to normal.

**AMENDED OR REVISED BUDGET** is the current year adopted budget adjusted to reflect all budget amendments approved by the Board of Directors through the date indicated.

**APPROPRIATION** is the legal authorization of funds granted by a legislative body such as Pinellas Suncoast Transit Authority Board of Directors to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to a time period within which it may be expended

**ASSESSED VALUE** is a value set upon real estate or other personal property by a government as a basis for levying taxes. The Property Appraiser determines the assessed value of property in Pinellas County.

**AUTOMATIC VEHICLE LOCATION** is a geographic position reporting system used to manage bus service.

**AVL** is an acronym for Automatic Vehicle Location. See the definition for AUTOMATIC VEHICLE LOCATION.

**BEGINNING NET POSITION** is the Ending Net Position of the previous period. (See ENDING NET POSITION definition.)

**BUDGET** is a plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of funding them.

**BUS RAPID TRANSIT (BRT)** is an innovative, high capacity, lower cost public transit solution that uses buses or specialized vehicles on roadways or dedicated lanes to quickly and efficiently transport passengers to their destinations, while offering the flexibility to meet transit demand.

**CAPITAL BUDGET** is a formal plan of action for a specified time period for purchases of capital assets using capital grants that is expressed in monetary terms.

**CAPITAL ASSET** is resources of a long-term character that are intended to continue to be held or

## GLOSSARY

used, such as land, buildings, machinery, equipment and improvements.

**CAPITAL BUDGET** is the financial plan of capital project expenditures for the fiscal year beginning October 1. It incorporates anticipated revenues and appropriations included in the first year of the five year Capital Improvements Program (CIP), and any anticipated unspent budget appropriation balances from the previous fiscal year. It is adopted as a part of the annual budget.

**CAPITAL EXPENSE** is the costs associated with the purchase of property, buildings, vehicles, and infrastructure improvements. It can also include the costs associated with the long-term maintenance of these assets such as bus overhaul programs, and preventative maintenance. It is also referred to as a capital improvement.

**CAPITAL GRANT** is monies received from grantor funding agencies used to acquire, construct, or rehabilitate capital assets.

**CAPITAL IMPROVEMENT PROGRAM (CIP)** is PSTA's financial plan of approved capital projects with their schedules and costs over a five-year period. The CIP is designed to meet capital asset needs in a responsive and efficient manner.

**CAPITAL PROJECT** is any improvement or acquisition of major capital assets with a useful life of at least five years such as equipment, buildings, or land.

**CIP** is an acronym for the CAPITAL IMPROVEMENT PROGRAM. See the definition for CAPITAL IMPROVEMENT PROGRAM.

**CORRIDOR** is a defined metropolitan area considered for significant transportation projects such as highway improvements, bus transit ways, rail lines, bikeways, etc.

**CONTINGENCY** is a budgetary reserve set aside for emergencies for unforeseen expenditures.

**CTC** is an acronym for Community Transportation Coordinator.

**DART** is an acronym for DEMAND RESPONSE TRANSPORTATION. See DEMAND RESPONSE TRANSPORTATION.

**DEMAND RESPONSE TRANSPORTATION** is a type of transit service where an individual passenger can request transportation from a specific location to another specific location at a certain time. PSTA's demand response service is provided through outside contractors.

**DEPRECIATION** is the allocation of the acquisition cost of a capital asset to each period benefited by the asset, based on a limited useful life of the capital asset.

**ENTERPRISE FUND** is a fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EXPRESS SERVICE** is the use of express service speeds up longer trips, especially in major metropolitan areas during heavily patronized peak commuting hours, by operating long distances without stopping. Examples include park-N-ride routes between suburban parking lots and the central business district that operate on freeways, and express buses on major streets that operate local service on the outlying portions of a route until a certain point and then operate non-stop to the central business district.

**FARE** is the amount charged to passengers for bus and Paratransit services.

**FAREBOX** is an electronic registering device used to collect and store fare media

## GLOSSARY

**FARE CARD** is electronic fare media used for payment of fares.

**FISCAL YEAR** is the Fiscal Year for PSTA (October 1st through September 30th). A twelve month period to which the annual operating budget applies, and at the end of which an entity determines its' financial position and the results of its operations.

**FIXED ROUTE SERVICE** is buses that operate according to fixed schedules and routes.

**FLEX SERVICE** is transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation. This service is also known as Deviated Fixed Route Service.

**FTA (Federal Transit Administration)** The FTA is PSTA's federal cognizant oversight agency. The FTA helps cities and communities provide mobility to their citizens. Through its grant programs, FTA provides financial and planning assistance to help plan, build, and operate rail, bus and Paratransit systems.

**FTE** is the acronym for Full-Time Equivalent. See the definition for FULL-TIME EQUIVALENT.

**FULL-TIME EQUIVALENT** is one position funded for a full year. For example, a permanent employee funded and paid for 40 hours/week and 52 weeks/year or 2 employees funded and paid for 20 hours/week and 52 weeks/year would be equal to one full-time equivalent.

**FUND** is an accounting entity used to record cash and other financial resources as well as an offsetting amount of liabilities and other uses. The resources and uses are segregated from other resources and uses for the purpose of carrying on specific activities or attaining specific objectives in accordance with special regulations, restrictions, or limitations.

**FUNDED POSITIONS** is a term referring to the number of authorized positions which funding is included in a given fiscal year's budget.

**FUNDING SOURCES** is a term referring to the type or origination of funds to finance recurring or non-recurring expenditures. Examples include revenues such as ad valorem taxes, user fees, and grants and non-revenues such as net position.

**FY (FISCAL YEAR) 2017 ADOPTED BUDGET** refers to the budget for the period beginning October 1, 2016 and ending September 30, 2017. **(FISCAL YEAR) 2018 PLANNED BUDGET** refers to the budget for the period beginning October 1, 2017 and ending September 30, 2018.

**GAAP** is the acronym for Generally Accepted Accounting Principles.

**GASB** is an acronym for Governmental Accounting Standards Board. See Governmental Accounting Standards Board.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)** is the independent, private-sector organization based in Norwalk, Connecticut, that establishes accounting and financial reporting standards for U.S. state and local governments that follow Generally Accepted Accounting Principles (GAAP).

**GRANTS AND AIDS** includes all grants, subsidies, and contributions from other government agencies or private organizations.

**HEADWAY** is the time span between service vehicles (bus or rail) on specified routes sometimes called frequency.

**INFRASTRUCTURE** is the basic installations and facilities on which the continuance and growth of a community depend. For PSTA, this means such facilities as terminals, transfer stations, Park-N-Ride lots, bus repair garage, fuel lane, etc.

## GLOSSARY

**INTELEAGENT TRANSPORTATION SYSTEM (ITS)** includes signal timing coordination, traffic monitoring devices, and dynamic message signs. Future planning includes communication between vehicles and the transportation infrastructure.

**INTERMODAL** is transportation by more than one mode (bus, train, etc.) during a single journey.

**METROPOLITAN PLANNING ORGANIZATION (MPO)** is an agency that provides long-range transportation planning in Pinellas County. The Pinellas County MPO operates in accordance with Federal Law (23 USC 134 and 135) and Chapter 339.175, Florida Statutes to address the mobility needs of people and freight while fostering economic growth and minimizing fuel consumption, air pollution, and greenhouse gas emissions. The MPO works hand-in-hand with the West Central Florida Chairs Coordinating Committee, an organization of area MPO's, to ensure that local and regional transportation priorities are coordinated with land use.

**MILL** is a monetary measure equating to one one-thousandth (0.001) of a dollar. When used in reference to the AD VALOREM TAX RATE, it means a 1-mill tax is one dollar of tax on \$1,000 of taxable value.

**MILLAGE RATE** is the rate per one thousand dollars of taxable property value which, when multiplied by the taxable value, yields the tax billing for a given parcel.

**MINIMUM SERVICE LEVEL (MSL)** is a term which defines the base outputs which are either legally mandated and/or considered the most important set of outputs of an organization. The minimum service level corresponds directly to the purpose or mission of the organization.

**MODE** is a system for carrying transit passengers described by a specific right-of-way, technology and operational features. PSTA utilizes the following modes: Bus and Demand Response.

**MSL** is the effort, expressed in terms of service and cost, below which it is not realistic or feasible to operate.

**MISCELLANEOUS (FUNDING SOURCE)** is revenue other than those received from standard sources such as taxes, grants and user fees.

**MPO** is an acronym for the Metropolitan Planning Organization. See the definition for METROPOLITAN PLANNING ORGANIZATION.

**OBJECTIVE** is a statement specifying achievements to be attained within a prescribed time frame. An objective is exchanged /superseded by another objective at the expiration of the time frame. An objective is directly connected to how the resources of an organization will be used. An objective statement begins with an action verb and includes the quantified statement of the results expected as an outcome of the action, such as PROVIDE (the action verb) WITH EXISTING MANPOWER, 24-HOUR SECURITY COVERAGE FOR TWO TERMINAL BUILDINGS AT DAILY COST NOT TO EXCEED \$15.60 (quantified results) DURING THE APPLICABLE FISCAL YEAR (explicit timeframe).

**OPERATING BUDGET** is the budget including appropriations for recurring and certain one-time expenditures that will be consumed in a fixed period of time to provide for day-to-day operations (e.g., salaries and related benefits, operating supplies, contractual and maintenance services, professional services, and operating equipment).

**NET POSITION** is the cumulative amount that has not been used by which total revenues (including Public Funding) exceed total expenses over a series of years. Annual budget surpluses (or deficits) generally add to (or subtract from) the Net Position. The non-capital asset portion of net position balance is available to fund current or future operating or capital needs.

**OFF PEAK** is Non-rush hour traffic periods.



## GLOSSARY

**OPERATING EXPENSES** are Costs associated with the operation of the transit agency. Examples of operating expenses include; fuel, maintenance supplies, labor, professional fees, and office supplies.

**OPERATING REVENUES** are Income generated from transit services and from other activities directly related to operations.

**PARATRANSIT SERVICE** is non-fixed route transit service, utilizing vans and sedans to provide pre-arranged trips to and from specific location within the service area to certified participants in the program. Paratransit represents demand response transportation services.

**PASS** is a discounted type of media for fare payment, which offers unlimited rides for a specified period of time. Examples include 31-day pass, 7-day pass, 1-day (daily) pass, etc.

**PASSENGER MILES** are the cumulative sum of the distances traveled by passengers.

**PASSENGER VEHICLE** is a vehicle used to carry passengers in transit service.

**PEAK** is rush hour periods, typically defined as 6:00AM through 9:00AM, and 3:00PM through 6:00PM, Monday through Friday.

**PM PEAK PERIOD** is the period in the afternoon or evening when additional services are provided to handle higher passenger volumes. The period begins when normal headways are reduced, and ends when headways are returned to normal.

**PROJECTED EXPENSE** is the estimated expense through the end of the current fiscal year for a respective budget line item.

**PROPERTY TAX** is another term for AD VALOREM TAX. See AD VALOREM TAX.

**PSTA** is an acronym for Pinellas Suncoast Transit Authority.

**RAPID TRANSIT CORRIDOR** is a rapid transit corridor represents a relatively wide linear area within which a potential rapid transit facility may be located.

**RECOVERY RATIO** is one of the key performance indicators, which measures the amount of operating expense that was recovered from fare revenues. The ratio is calculated as fare revenues divided by operating expenses excluding depreciation and other exempt expenses.

**RESERVES** are that portion of a fund's assets that are (1) set aside for a specific purpose and therefore, not available for general appropriation or (2) anticipated to be available for future re-appropriation by action of the Board of Directors.

**REVENUE SERVICE** is the time when a vehicle is available to the general public and there is an expectation of carrying passengers.

**REVENUE VEHICLE** is a vehicle in the fleet that is available to operate in revenue service, including spares and vehicles temporarily out of service for routine maintenance and minor repairs.

**RIDE** is a trip taken by passengers on the bus.

**ROLLED-BACK RATE** is that millage rate which, when applied to the total amount of taxable value of property (excluding new construction), produces the same amount of tax dollars as the previous year. Calculation of the "rolled-back rate" is governed by Florida Statutes.

**ROLLING STOCK** is revenue vehicles used in providing transit service for passengers.

**RUN** is a bus operator's assigned work for the day.

**SERVICE AREA** is a measure of access to transit service in terms of population serviced and area coverage (square miles).

**TAXABLE VALUE** is the assessed value of property minus any authorized exemptions (i.e., agricultur-

## GLOSSARY

al, homestead exemption). This value is used to determine the amount of ad valorem tax to be levied. The TAXABLE VALUE is calculated by the Property Appraiser's Office in compliance with State Law.

**TAXES** are compulsory charges levied by a government to finance services performed for the common benefit.

**TD** is an acronym for Transportation Disadvantaged.

**TRIP** by bus is a one-way bus trip from originating terminal to destination terminal.

**UNLINKED PASSENGER TRIP (UPT)** is each boarding of a passenger is defined as an unlinked passenger trip. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

**VEHICLE HOURS** are the hours a vehicle travels from the time it pulls out from its' garage to go

into revenue service to the time it pulls in from revenue service. It is often called platform time. For conventional scheduled services, it includes revenue time and deadhead time.

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**VEHICLE REVENUE MILES** are the miles that vehicles travel while in revenue service (i.e., the time when a vehicle is available to the public and there is an expectation of carrying passengers). Vehicle revenue miles exclude travel to and from storage facilities, training operators prior to revenue service, road tests and deadhead travel, as well as school bus and special services.



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