

**PINELLAS SUNCOAST TRANSIT  
AUTHORITY**

**ADOPTED OPERATING BUDGET**

**FISCAL YEAR 2010**

## TABLE OF CONTENTS

<b>REVENUE AND EXPENSE ASSUMPTIONS.....</b>	<b>1</b>
<b>SUMMARY OF ADOPTED BUDGET .....</b>	<b>3</b>
<b>DETAIL BUDGET EXPENSES .....</b>	<b>4</b>
<b>GENERAL RESERVE ESTIMATES .....</b>	<b>8</b>
<b>STAFF LEVEL REPORT .....</b>	<b>9</b>
<b>PSTA ORGANIZATIONAL CHART.....</b>	<b>12</b>
<b>EXECUTIVE DIRECTOR’S OFFICE .....</b>	<b>13</b>
<b>FINANCE DEPARTMENT.....</b>	<b>15</b>
<b>PLANNING DEPARTMENT .....</b>	<b>18</b>
<b>HUMAN RESOURCES DEPARTMENT .....</b>	<b>21</b>
<b>MARKETING DEPARTMENT .....</b>	<b>23</b>
<b>INFORMATION TECHNOLOGY DEPARTMENT .....</b>	<b>26</b>
<b>TRANSPORTATION DEPARTMENT .....</b>	<b>29</b>
<b>MAINTENANCE DEPARTMENT .....</b>	<b>32</b>
<b>GENERAL FUNCTION DIVISION .....</b>	<b>35</b>
<b>INSURANCE DIVISION.....</b>	<b>36</b>

## Operating Budget Assumptions FY 2010

### Revenues

- **Passenger Fares** – Passenger fares reflect an approximate 1% increase from the current years' projected year end.
- **Auxiliary Revenue** – Auxiliary revenue, made up mostly of bus advertising is assumed to grow at a rate of 5% to \$186,000.
- **Non-Transportation Revenue** – This item includes interest earned on investments and interest paid to PSTA by the County Tax Collector. A 2% rate of return was assumed in the operating budget.
- **Taxes** – Tax revenue represents the ad valorem taxes estimated to be collected. The operating budget assumes the millage rate to remain the same as it was the previous year at 0.5601 mills. Due to a decrease in assessed values, we anticipate a decrease in property tax revenue of 12.4%. The millage cap is 0.75 mills.
- **Local Beach Trolley** – This item includes revenue paid to us from the cities of St. Pete Beach and Treasure Island for the service to their communities by the Suncoast Beach Trolley<sup>SM</sup>.
- **State Reimbursement of Fuel Taxes** – This item contains the amount of taxes rebated to PSTA for diesel fuel used in revenue vehicles.
- **State Grants** – This item includes Florida Department of Transportation Block Grant funds which will be slightly increased and urban corridor grants for the routes 100x and 300x. This item is decreasing as a whole due to the fact that two service development grants, one for the route 18, and one for the routes 59 and 74 were completed.
- **Federal Grants** – This item includes \$3,127,520 in federal grant funds to be received to perform preventative maintenance on our revenue vehicles and buildings, \$1,955,280 for purchasing bus parts, \$550,000 for leasing tires for our revenue vehicles, \$293,200 for security services, and \$64,240 for administration.
- **Pass-Thru Grant** – This item includes \$80,000 in federal planning funds passed thru the MPO.

## **Operating Budget Assumptions FY 2010**

### **Expenses**

- **Labor** – Labor costs are based on 576 positions, which are 8 less than FY 2009. While 11 positions were cut from the operating budget, 3 new positions were added. The 11 positions eliminated from the operating budget include 5 Bus Operators, 4 Mechanics, and 2 Service Attendants. The 3 new positions requested are a Program Manager, Programmer, and Demand Response Manager. The Program Manager is a temporary position 100% funded by grant funds to implement real-time bus information.
- **Fringe Benefits** - Fringe benefit costs include employee insurance, Florida Retirement System contributions, Social Security and Medicare costs, other labor contract required benefits, and workers' compensation claims cost. Total fringe benefits are expected to remain fairly flat compared to the FY 2009 operating budget.
- **Services** – This item includes the cost of services purchased from the private sector and other government agencies.
- **Diesel Fuel** – Diesel fuel has been budgeted at \$1.91 a gallon. It is estimated that the authority will use approximately 2.42 million gallons of diesel fuel. Total diesel fuel expense is budgeted to decrease by \$3.62 million dollars or 43.9% from the FY 2009 operating budget.
- **Supplies** – This item includes the cost of repair parts, tires, and other miscellaneous supplies. Total supplies expense will increase by 17.5% this fiscal year, mostly due to an increase in the bus repair parts budget.
- **Insurance** – This item includes the cost of premiums and claims cost for property, vehicle, and general liability. Workers' compensation premiums are also included. Due to the anticipated increase in some insurance rates, this line item is expected to increase by 1.2%.
- **Utilities** – This item includes the cost of water, sewer, electric, garbage collection, communications, and natural gas. Total utilities expense is expected to remain fairly flat compared to the FY 2009 operating budget.
- **Taxes & Licenses** – This includes state and local fuel taxes and licenses for new vehicles. PSTA pays 32.2 cents of fuel taxes for each gallon of diesel fuel purchased. A refund in the amount of 24.8 cents per gallon used is collected on a quarterly basis.
- **Purchased Transportation** – This expense includes the cost of the Americans with Disabilities Act demand response service (DART), demand response service to East Lake (non ADA), funding for the Looper Service in St. Petersburg at an increased rate of \$240,000 in order to support a proposed service expansion, and the introduction of funding for the Clearwater Jolley Trolley in the amount of \$122,000 (\$61,000 of new funding and \$61,000 reallocated from PSTA's operating budget). The DART operating budget expense is based on an estimate of 228,800 trips to be taken this fiscal year.
- **Miscellaneous** – This line item includes expenses such as advertising, drug screening, physicals, bank analysis fees, and freight. This line item has been decreased by 2.9% this fiscal year.

**PINELLAS SUNCOAST TRANSIT AUTHORITY**  
**Summary of Adopted Budget**  
**FY 2010**

Description	FY 2009 Adopted Budget	FY 2010 Adopted Budget	Increase/Decrease Percentage
<b>Operating Revenues</b>			
Passenger Fares	\$13,736,400	\$12,829,390	-6.6%
Auxiliary Revenue	1,006,200	186,000	-81.5%
Non-Transportation Revenue	990,000	643,200	-35.0%
Taxes	33,962,000	29,734,820	-12.4%
Local Beach Trolley	600,000	600,000	0.0%
State Reimbursement-Fuel Taxes	589,850	599,980	1.7%
State Grants	4,239,200	3,859,010	-9.0%
Federal Grants	1,335,700	5,990,240	348.5%
Pass-thru Grant	80,000	80,000	0.0%
Transfer From Reserves	0	350,000	0.0%
<b>Total Operating Revenue</b>	<b><u>\$56,539,350</u></b>	<b><u>\$54,872,640</u></b>	<b>-2.9%</b>
<b>Operating Expenses</b>			
Salaries	\$24,605,093	\$24,839,110	1.0%
Fringe Benefits	\$10,643,793	10,633,730	-0.1%
Services	2,830,450	3,268,410	15.5%
Diesel Fuel	8,248,570	4,629,600	-43.9%
Supplies	2,953,440	3,470,770	17.5%
Insurance	1,576,100	1,595,560	1.2%
Utilities	837,000	836,690	0.0%
Taxes & Licenses	782,700	790,260	1.0%
Purchased Transportation	3,670,544	4,428,160	20.6%
Miscellaneous	391,660	380,350	-2.9%
<b>Total Operating Expenses</b>	<b><u>\$56,539,350</u></b>	<b><u>\$54,872,640</u></b>	<b>-2.9%</b>

**DETAIL BUDGET EXPENSES**  
**Adopted Budget FY 2009 and FY 2010**

<b><u>SALARIES</u></b>	<b>Adopted Budget FY 2009</b>	<b>Adopted Budget FY 2010</b>	<b>Increase / Decrease Percentage</b>
Executive	\$227,706	\$277,450	21.8%
Finance	1,351,426	1,329,160	-1.6%
Planning	377,936	241,270	-36.2%
Human Resources	232,469	182,960	-21.3%
Marketing	1,029,344	1,035,640	0.6%
Information Technology	318,270	432,890	36.0%
Transportation	17,293,983	17,763,690	2.7%
Facilities Maintenance	417,263	459,410	10.1%
Fleet Maintenance	3,356,696	3,116,640	-7.2%
<b>TOTAL SALARIES:</b>	<b>\$24,605,093</b>	<b>\$24,839,110</b>	<b>1.0%</b>
<b><u>FRINGE BENEFITS</u></b>			
Dental Insurance	\$92,893	\$98,900	6.5%
Disability Insurance	500	500	0.0%
Health Insurance	4,826,700	4,760,460	-1.4%
Life Insurance	79,800	80,480	0.9%
Vision Insurance	36,200	35,750	-1.2%
Total:	5,036,093	4,976,090	-1.2%
Florida Retirement System (FRS)	2,448,000	2,462,890	0.6%
Uniforms, Tools, School Tuition	168,600	172,880	2.5%
Social Security / Medicare	1,882,300	1,900,200	1.0%
Sick Time Fund / Vacation Payoffs	78,400	91,070	16.2%
Unemployment	30,400	30,600	0.7%
Workers' Compensation claims	1,000,000	1,000,000	0.0%
<b>TOTAL FRINGE BENEFITS:</b>	<b>\$10,643,793</b>	<b>\$10,633,730</b>	<b>-0.1%</b>
<b>TOTAL SALARIES AND FRINGE BENEFITS:</b>	<b>\$35,248,886</b>	<b>\$35,472,840</b>	<b>0.6%</b>

**SERVICES**

**Advertising**

Marketing	Advertising Fees	\$60,000	\$70,000	16.7%
	Total:	60,000	70,000	16.7%

**DETAIL BUDGET EXPENSES**  
**Adopted Budget FY 2009 and FY 2010**

<b><u>SERVICES - continued</u></b>		<b><u>Adopted Budget FY 2009</u></b>	<b><u>Adopted Budget FY 2010</u></b>	<b><u>Increase / Decrease Percentage</u></b>
<b><u>Professional &amp; Technical</u></b>				
Insurance	Administrative Fees / Risk Management	\$77,800	\$119,000	53.0%
Finance	Audit	115,000	160,000	39.1%
Human Resources	Employee Assistance Program	7,500	7,500	0.0%
Transportation	Environmental Testing	0	3,000	0.0%
Information Technology	Internet Service	9,200	9,000	-2.2%
General Function	Legal Services	300,000	600,000	100.0%
General Function	Lobbyist	0	0	0.0%
Finance	Other Prof & Tech Services	25,000	19,000	-24.0%
General Function	Property Appraisal	0	8,000	0.0%
Marketing	Tech Serv - Video of Transit Meeting	14,000	8,310	-40.6%
Human Resources	Training Services	2,000	400	-80.0%
General Function	Tax Collection	680,000	594,700	-12.5%
General Function	Tax Assessor	295,200	265,600	-10.0%
	Total:	<u>1,525,700</u>	<u>1,794,510</u>	<u>17.6%</u>
<b><u>Temporary Help</u></b>				
All Departments	Temporary Help	0	0	0.0%
	Total:	<u>0</u>	<u>0</u>	<u>0.0%</u>
<b><u>Custodial Services</u></b>				
Facilities Maintenance	Custodial Service	31,550	24,000	-23.9%
Facilities Maintenance	Custodial Service - Central Plaza	38,000	38,000	0.0%
Facilities Maintenance	Custodial Service - Park Street	33,000	33,000	0.0%
Facilities Maintenance	Custodial Service - Bus Shelters	353,000	353,000	0.0%
	Total:	<u>455,550</u>	<u>448,000</u>	<u>-1.7%</u>
<b><u>Security</u></b>				
Transportation	Security	160,000	293,200	83.3%
	Total:	<u>160,000</u>	<u>293,200</u>	<u>83.3%</u>
<b><u>Contract Maintenance Services</u></b>				
Facilities Maintenance	Building Repair & Grounds Maintenance	58,900	58,900	0.0%
Facilities Maintenance	Bus Washer Maintenance Service	5,000	6,000	0.0%
Information Technology	Computer Hardware & Software Service	331,500	364,000	9.8%
Information Technology	Copier Maintenance	12,000	12,000	0.0%
Facilities Maintenance	Drain & Sludge & Paint Removal Service	20,000	18,000	-10.0%
Finance	Money Pick-Up Services	12,500	19,500	56.0%
All Departments	Office Equipment Repair	13,100	17,000	29.8%
All Departments	Other Miscellaneous Services	18,000	18,600	3.3%
Fleet Maintenance	Outside Vehicle Repairs	14,000	10,000	-28.6%
Fleet Maintenance	Radio Maintenance	50,000	46,500	-7.0%
Fleet Maint / Facilities Maint	Repair Shop Equipment & Tools Service	10,300	10,300	0.0%
Facilities Maintenance	Elevator, Building A/C System	43,900	41,900	-4.6%
Information Technology	Phone System Maintenance	25,000	25,000	0.0%
Fleet Maintenance	Towing Services	15,000	15,000	0.0%
	Total:	<u>629,200</u>	<u>662,700</u>	<u>5.3%</u>
<b>TOTAL SERVICES:</b>		<b><u>\$2,830,450</u></b>	<b><u>\$3,268,410</u></b>	<b><u>15.5%</u></b>

**DETAIL BUDGET EXPENSES**  
**Adopted Budget FY 2009 and FY 2010**

		<u>Adopted Budget FY 2009</u>	<u>Adopted Budget FY 2010</u>	<u>Increase / Decrease Percentage</u>
<b><u>DIESEL FUEL</u></b>				
<u>Diesel Fuel</u>				
Transportation	Diesel Fuel - Revenue Vehicles	\$8,248,570	\$4,620,910	-44.0%
Fleet Maintenance	Diesel Fuel - Service Vehicles	0	8,690	0.0%
<b>TOTAL DIESEL FUEL:</b>		<b>\$8,248,570</b>	<b>\$4,629,600</b>	<b>-43.9%</b>

**SUPPLIES**

Fuel & Lubricants

Transportation	Lubricants	\$132,500	\$112,500	-15.1%
Transportation	Compressed Natural Gas	54,440	44,910	-17.5%
Fleet Maintenance	Unleaded Gas & Lubricants	130,700	84,000	-35.7%
Total:		317,640	241,410	-24.0%

Tires & Tubes

Fleet Maintenance	Tires and Tubes	405,500	555,500	37.0%
Total:		405,500	555,500	37.0%

Repair Parts & Supplies

Fleet Maintenance	Repair Parts	876,500	148,500	-83.1%
Fleet Maintenance	Repair Parts - Grant Parts	800,000	1,955,280	144.4%
Facilities Maintenance	Building & Grounds Supplies	85,000	95,000	11.8%
Fleet Maintenance	Shop Supplies	140,000	140,000	0.0%
Facilities Maintenance	Bus Shelter / Stop/Bench Parts & Supplies	30,000	30,000	0.0%
Finance	Cash Over/Short	0	0	0.0%
Information Technology	Computer Supplies	26,000	20,000	-23.1%
All Departments	Office Supplies / Equipment Rep Supplies	54,800	45,700	-16.6%
Transportation	Osha Compliance Specialized Supplies	0	24,000	0.0%
Transportation	Other Miscellaneous Supplies	4,500	6,950	54.4%
Finance	Postage	24,000	26,400	10.0%
Transportation	Safety & Training Supplies	10,500	11,330	7.9%
Marketing	Schedules & System Map Supplies	121,500	121,500	0.0%
Marketing	Special Marketing Supplies	22,500	11,000	-51.1%
Marketing	Tickets & Passes Supplies	35,000	35,000	0.0%
General Function	Wellness Center Supplies	0	3,200	0.0%
Total:		2,230,300	2,673,860	19.9%

<b>TOTAL SUPPLIES:</b>		<b>\$2,953,440</b>	<b>\$3,470,770</b>	<b>17.5%</b>
------------------------	--	--------------------	--------------------	--------------

**INSURANCE**

Premiums

Insurance	Property Coverage	\$90,200	\$94,700	5.0%
Insurance	Auto & General Liability	295,800	310,600	5.0%
Insurance	Workers' Compensation	287,200	287,200	0.0%
Insurance	State Assessment Fee Workers' Comp.	100,000	100,000	0.0%
Insurance	Fuel Storage Facility	2,900	3,060	5.5%
Total:		776,100	795,560	2.5%



**DETAIL BUDGET EXPENSES**  
**Adopted Budget FY 2009 and FY 2010**

		<b>Adopted Budget FY 2009</b>	<b>Adopted Budget FY 2010</b>	<b>Increase / Decrease Percentage</b>
<b><u>INSURANCE - continued</u></b>				
<u>Self-Insurance Claims</u>				
Insurance	Liability, Property & Other	\$800,000	\$800,000	0.0%
	Total:	800,000	800,000	0.0%
<b>TOTAL INSURANCE:</b>		<b>\$1,576,100</b>	<b>\$1,595,560</b>	<b>1.2%</b>
<b><u>UTILITIES</u></b>				
General Function	Water	\$39,000	\$29,100	-25.4%
General Function	Sewer	50,000	46,800	-6.4%
General Function	Electric	565,000	570,500	1.0%
General Function	Garbage Collection	38,000	29,600	-22.1%
Information Technology	Communications	75,000	79,000	5.3%
General Function	Natural Gas	70,000	81,690	16.7%
<b>TOTAL UTILITIES:</b>		<b>\$837,000</b>	<b>\$836,690</b>	<b>0.0%</b>
<b><u>TAXES &amp; LICENSES</u></b>				
General Function	Vehicle Licensing	\$500	\$500	0.0%
General Function	Fuel Taxes - Revenue Vehicle	769,060	778,090	1.2%
General Function	Fuel Taxes - Service Vehicle	13,140	11,670	-11.2%
<b>TOTAL TAXES &amp; LICENSES:</b>		<b>\$782,700</b>	<b>\$790,260</b>	<b>1.0%</b>
<b><u>PURCHASED TRANSPORTATION</u></b>				
General Function	Purchased Transportation	\$3,530,544	\$4,066,160	15.2%
General Function	Looper	140,000	240,000	71.4%
General Function	Jolley Trolley	0	122,000	0.0%
<b>TOTAL PURCHASED TRANSPORTATION:</b>		<b>\$3,670,544</b>	<b>\$4,428,160</b>	<b>20.6%</b>
<b><u>MISCELLANEOUS</u></b>				
Marketing / Planning	Advertising & Promotion Media	\$127,500	\$126,000	-1.2%
All Departments	Classified Advertising - Legal / Employment	13,000	13,000	0.0%
Human Resources	Drug Screening	25,000	25,000	0.0%
All Departments	Dues & Subscriptions	61,100	62,740	2.7%
Human Resources	Physicals	10,000	10,000	0.0%
All Departments	Training & Seminars	10,450	12,160	16.4%
All Departments	Travel & Meetings	11,350	9,650	-15.0%
Finance	Bad Debt Expense	10,000	10,000	0.0%
Finance	Bank Analysis / Fines & Penalties	62,500	71,500	14.4%
Transportation	Bridge & Highway Tolls	16,700	17,000	1.8%
Human Resources	Employee Functions	17,000	10,000	-41.2%
Fleet Maintenance	Freight	17,000	10,000	-41.2%
Human Resources	Pre-employment Testing	5,000	1,500	-70.0%
Marketing / General Function	Rent / Leasing	5,060	1,800	-64.4%
<b>TOTAL MISCELLANEOUS:</b>		<b>\$391,660</b>	<b>\$380,350</b>	<b>-2.9%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$56,539,350</b>	<b>\$54,872,640</b>	<b>-2.9%</b>

PINELLAS SUNCOAST TRANSIT AUTHORITY  
GENERAL RESERVE ESTIMATES

	<u>9/30/2008</u>	Estimate <u>9/30/2009</u>	Estimate <u>10/1/2009</u>
Cash and Receivables Less Payables	\$ <u>29,782,500</u>	\$ <u>29,782,500</u>	\$ <u>29,782,500</u>
Less:			
Excess Insurance Coverage (Note 1)	(2,000,000)	(2,000,000)	(2,000,000)
Operating Reserve (Note 2)	(14,061,325)	(14,134,838)	(13,718,160)
Contingencies			
Concrete Replacement	<u>(5,500,000)</u>	<u>(5,200,000)</u>	<u>(4,850,000)</u>
	<u>(21,561,325)</u>	<u>(21,334,838)</u>	<u>(20,568,160)</u>
Undesignated	\$ <u><u>8,221,175</u></u>	\$ <u><u>8,447,662</u></u>	\$ <u><u>9,214,340</u></u>

Notes:

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

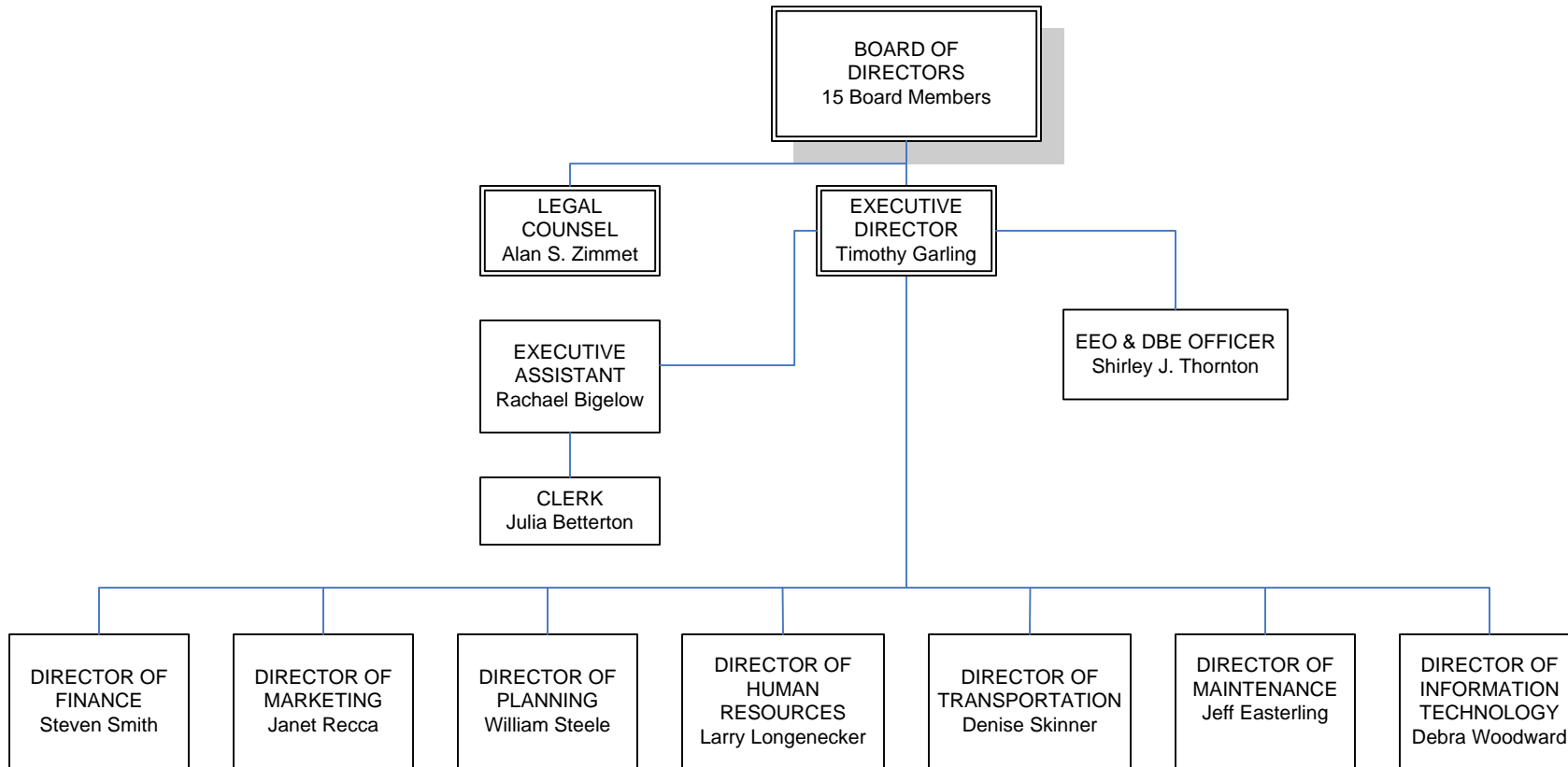
## STAFF LEVEL REPORT

Position	FY 2009 Adopted	FY 2010 Adopted
<b>EXECUTIVE DEPARTMENT</b>		
Executive Director	1	1
EEO/DBE Program Manager (Reassigned from the HR Department)	0	1
Executive Assistant	1	1
Clerk	1	1
<b>TOTAL:</b>	<b>3</b>	<b>4</b>
<b>FINANCE DEPARTMENT</b>		
Director of Finance	1	1
Controller	1	1
Risk Manager	1	1
Budget Manager	1	1
Purchasing Manager	1	1
Statistical Data Manager	1	1
Risk Management Supervisor	1	1
General Liability Claims Adjuster	1	1
Senior Accountant (Partially Grant Funded Position)	3	3
Accountant	1	1
Purchasing Buyer	3	3
Risk Coordinator	1	1
Risk Specialist	1	1
Administrative Assistant	1	1
Payroll Specialist	2	2
Accounting Specialist	3	3
Secretary	1	1
Clerk	3	3
<b>TOTAL:</b>	<b>27</b>	<b>27</b>
<b>PLANNING DEPARTMENT</b>		
Director of Planning	1	1
Planning Manager	1	1
Demand Response Coordinator (Reassigned to the Transportation Department)	1	0
Planning Analyst (Reassigned to the Transportation Department)	3	1
Administrative Assistant	1	1
<b>TOTAL:</b>	<b>7</b>	<b>4</b>
<b>HUMAN RESOURCES DEPARTMENT</b>		
Director of Human Resources	1	1
HR/EEO Coordinator (Reassigned to the Executive Department)	1	0
HR Associate - Benefits	1	1
HR Associate - Staffing & HRIS	1	1
HR Associate - Administration	1	1
<b>TOTAL:</b>	<b>5</b>	<b>4</b>

<b>STAFF LEVEL REPORT</b>		
Position	FY 2009 Adopted	FY 2010 Adopted
<b>MARKETING DEPARTMENT</b>		
Director of Marketing	1	1
Community Relations Manager	1	1
Customer Relations Manager	1	1
Lead Supervisor Customer Service	1	1
Graphics Coordinator	2	2
Marketing & Sales Coordinator	1	1
Marketing Communications Coordinator	1	1
Marketing Specialist	1	1
Marketing Clerk	1	1
Customer Service Representative	15	15
<b>TOTAL:</b>	<b>25</b>	<b>25</b>
<b>INFORMATION TECHNOLOGY DEPARTMENT</b>		
Director of Information Technology	1	1
Systems Manager	1	1
Transit Project Manager (Temporary - New Fully Grant Funded Position)	0	1
IT Programmer (New Position)	0	1
Systems Analyst	3	3
<b>TOTAL:</b>	<b>5</b>	<b>7</b>
<b>TRANSPORTATION DEPARTMENT TRANSPORTATION ADMINISTRATION</b>		
Director of Transportation	1	1
Manager of Schedules	1	1
Transportation Manager	1	1
Safety & Security Manager	1	1
DART Paratransit Manager (New Position)	0	1
Lead Supervisor	1	1
Safety & Training Supervisor	3	3
Demand Response Coordinator (Reassigned from the Planning Department)	0	1
Transit Analyst	3	3
Demand Response Analyst (Reassigned from the Planning Department)	0	2
Administrative Assistant (Reclassified from Secretary)	1	2
Secretary (Reclassified to Administrative Assistant)	1	0
Transportation Supervisor	21	21
<b>TOTAL:</b>	<b>34</b>	<b>38</b>
<b>TRANSPORTATION OPERATIONS</b>		
Bus Operator	374	369
<b>TOTAL:</b>	<b>374</b>	<b>369</b>
<b>TRANSPORTATION TOTAL:</b>	<b>408</b>	<b>407</b>

<b>STAFF LEVEL REPORT</b>		
<b>Position</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Adopted</b>
<b>FACILITIES MAINTENANCE</b>		
Facilities Superintendent	1	1
Transit Facilities Supervisor (Partially Grant Funded Position)	0	1
Transit Analyst	1	0
Facility & Equipment Mechanic	4	4
Clerk (Reassigned from the Fleet Maintenance Department)	0	1
Building & Grounds Worker II	6	6
<b>TOTAL:</b>	<b>12</b>	<b>13</b>
<b>FLEET MAINTENANCE DEPARTMENT FLEET MAINTENANCE ADMINISTRATION</b>		
Director of Maintenance	1	1
Maintenance Superintendent	1	1
Lead Supervisor	1	1
Lead Supervisor Maintenance - Storeroom	1	1
Maintenance Safety & Training Supervisor	1	1
Maintenance Buyer	1	1
Clerk (Reassigned to the Facilities Maintenance Department)	1	0
Maintenance Supervisor	6	6
Inventory Control Clerk	6	6
<b>TOTAL:</b>	<b>19</b>	<b>18</b>
<b>FLEET MAINTENANCE OPERATIONS</b>		
Master Mechanic	10	10
Journeyman Mechanic	27	27
Mechanic	14	10
Service Attendant	20	18
Building & Grounds Worker I	2	2
<b>TOTAL:</b>	<b>73</b>	<b>67</b>
<b>FLEET MAINTENANCE TOTAL:</b>	<b>92</b>	<b>85</b>
<b>GRAND TOTAL:</b>	<b>584</b>	<b>576</b>

# PINELLAS SUNCOAST TRANSIT AUTHORITY ORGANIZATIONAL CHART



## EXECUTIVE DIRECTOR'S OFFICE

---

### FUNCTIONS AND RESPONSIBILITIES

---

The Office of the Executive Director is responsible for the total bus system performance, including the identification and implementation of programs to minimize operating costs, enhance service quality, and increase revenues and ridership. Other specific responsibilities include: the planning, identification and review of capital facility and equipment requirements, contract administration monitoring, the review of capital and operating budgets; the development and monitoring of both short and long range plans, the administration of PSTA's Equal Employment Opportunity policy and programs, and administration of the central mailroom. All Board of Directors functions are managed by the Executive Director's Office, including the preparation and distribution of all meeting minutes and meeting coordination.

---

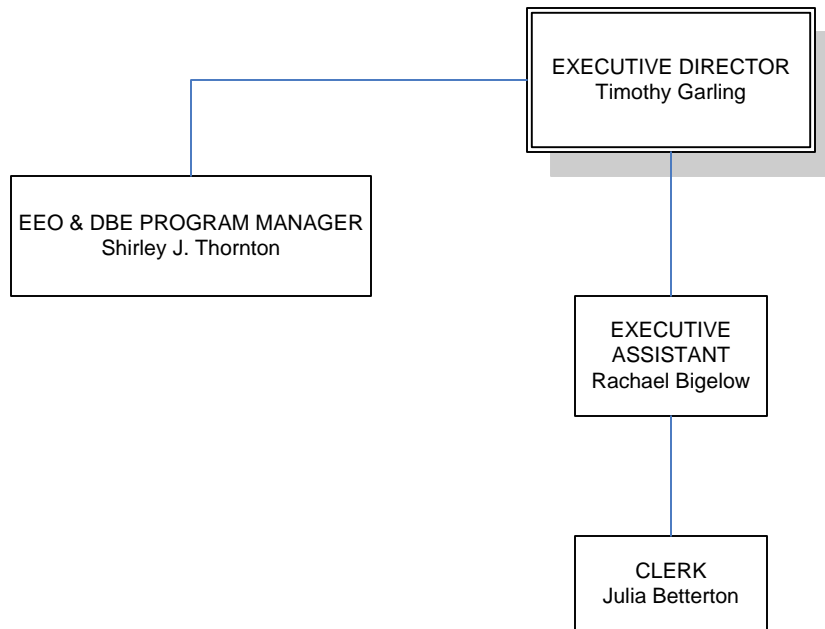
<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Executive Director	1	1
EEO/DBE Program Manager	0	1
Executive Assistant	1	1
Clerk	1	1
<b>TOTAL FULL-TIME</b>	<b>3</b>	<b>4</b>

<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Salaries & Wages	\$227,706	\$277,450
Fringe Benefits	86,692	101,678
Contractual Services	4,500	4,500
Materials & Supplies	3,000	3,000
Other Expenses	3,100	3,600
<b>TOTALS</b>	<b>\$324,998</b>	<b>\$390,228</b>

---

# PSTA EXECUTIVE OFFICE





# FINANCE DEPARTMENT

---

## FUNCTIONS AND RESPONSIBILITIES

---

The Finance Department serves as the primary source of financial information for the management of the Authority. The five (5) divisions in the Finance Department are Accounting, Budget, Purchasing, Risk Management, and Statistical Data.

The Accounting Division is responsible for the financial books and records of the Authority. It prepares all financial reports including the audited Pinellas Suncoast Transit Authority's annual financial statement and schedules. The Division tracks all revenue and expenditures, prepares reports to grantor agencies, and administers investments.

The Budget Division prepares the Authority's annual budget and monitors expenditures against the adopted budget. It prepares management organizational reports and long-range financial reports for budget planning. This division is also responsible for the Records Management of the Authority, ensuring the appropriate recording and disposal of public documents in compliance with Florida Statutes.

The Purchasing Division is responsible for the development, maintenance, and implementation of Authority wide purchasing, consultant selection and contracting procedures. Specific responsibilities include purchasing bus parts, materials, and services required for transit operations as well as office supplies, furniture, equipment, and miscellaneous services for all areas of the Authority. The division maintains all official contract files, bidders' lists, vendor files, vendor directories, and contract lists. In addition, Purchasing provides records related to all purchasing functions and transactions that are retained and available for audit and periodic review in accordance with federal, state, and local retention requirements. The purchasing Division is also responsible for coordinating large capital projects. In conjunction with the Controller and HR/EO Coordinator, the Purchasing Manager develops the annual PSTA DBE goal.

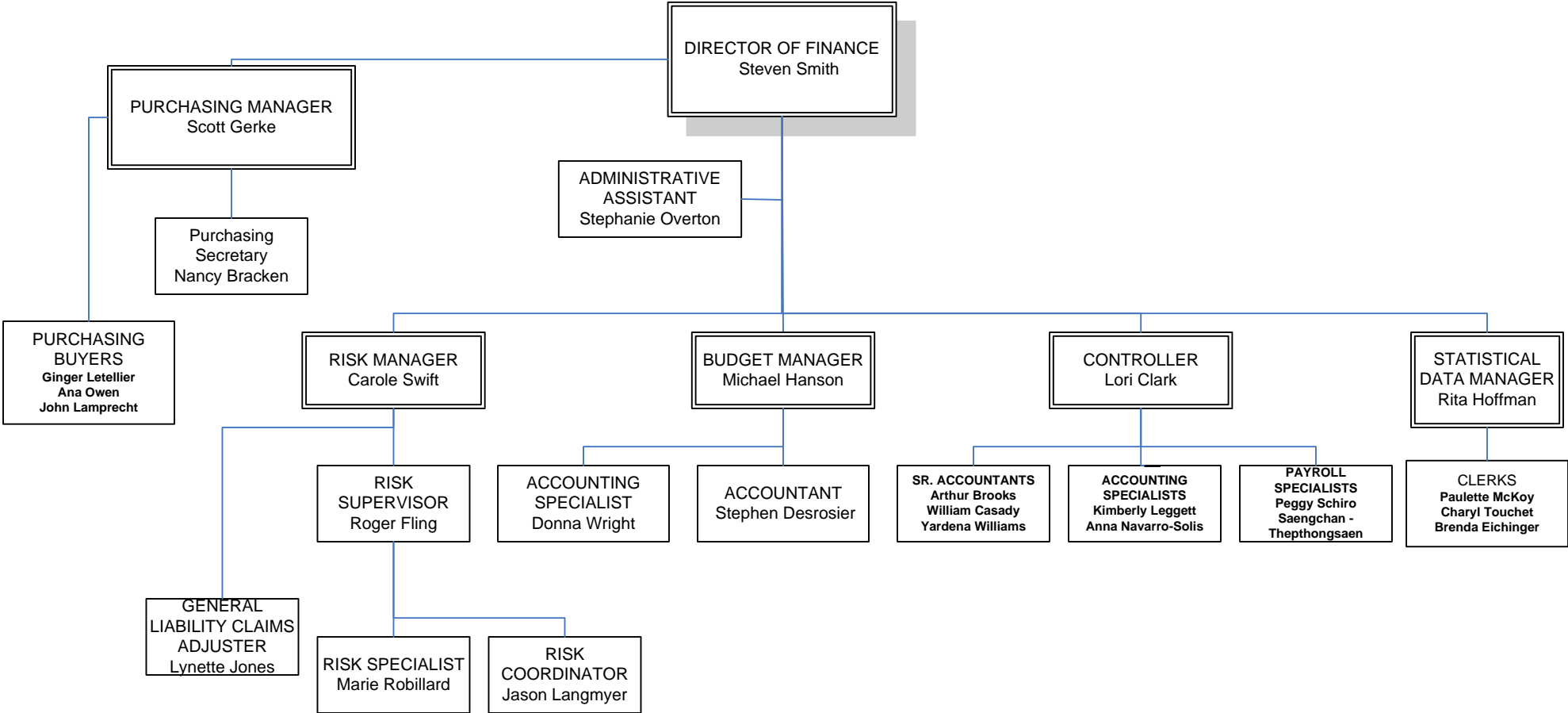
The Risk Management Division is responsible for protecting the Authority's assets through field evaluations and inspections of PSTA property to identify, appraise, and correct risk hazards and/or determine loss potential. This division coordinates and monitors the claims function for general liability, vehicle liability, and property insurance programs. This division works with a third party administrator for the workers compensation program from notice of injury, medical treatment, light duty potential and scheduling through the conclusion of claims. This division is responsible for developing accident prevention and loss control methods and procedures. In addition, the Risk Management Division ensures that subrogation opportunities are fully developed. The Digital Video Recorder (DVR) program, which includes cameras on the buses, is the primary responsibility of Risk Management. It is used to reduce general vehicle liability claims.

The Statistical Data Division is responsible for collecting, recording, and reporting revenue and ridership information. In addition, statistical reports and surveys required by federal, state and local agencies, and daily reports used by administration for management and control are completed by this division.

**FINANCE DEPARTMENT (CONTINUED)**

<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Director of Finance	1	1
Controller	1	1
Risk Manager	1	1
Budget Manager	1	1
Purchasing Manager	1	1
Statistical Data Manager	1	1
Risk Management Supervisor	1	1
General Liability Claims Adjuster	1	1
Senior Accountant	3	3
Accountant	1	1
Purchasing Buyer	3	3
Risk Coordinator	1	1
Risk Specialist	1	1
Administrative Assistant	1	1
Payroll Specialist	2	2
Accounting Specialist	3	3
Secretary	1	1
Clerk	3	3
<b>TOTAL FULL-TIME</b>	<b>27</b>	<b>27</b>
<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Salaries & Wages	\$1,351,426	\$1,329,160
Fringe Benefits	497,111	496,643
Contractual Services	175,100	207,500
Materials & Supplies	45,800	40,400
Other Expenses	93,100	98,090
<b>TOTALS</b>	<b>\$2,162,537</b>	<b>\$2,171,793</b>

# PSTA FINANCE DEPARTMENT



# PLANNING DEPARTMENT

---

## FUNCTIONS AND RESPONSIBILITIES

---

The Planning Department is responsible for the overall focusing of PSTA's resources in the areas of operational planning, performance monitoring, and conducting special short, intermediate and long-range analytical studies related to the bus system. The resulting actions are then coordinated within the Authority as well as with local governments. The department acts as the project manager for PSTA's travel training program, consultant studies, and triennial reviews (i.e., compliance reviews conducted every three years per federal implementing regulations).

Additional responsibilities will include planning staff support activities listed below, as time permits.

The Planning Department has the primary responsibility of applying for grants at the local, state, and federal level (i.e., MPO, FDOT, FTA). Once grants are obtained, Planning is responsible for monitoring and reporting on grant related activities. The Planning Department is the primary liaison to the County Government, MPO, FDOT, and the FTA. Planning staff routinely represents PSTA at a multitude of ad hoc and ongoing functions including: Transit Advisory Committee (PSTA), Citizens Advisory Committee (MPO), Technical Coordinating Committee (MPO), Metropolitan Planning Organization, Transit Advisory Group (FDOT), Local Coordinating Board (MPO), Bicycle Advisory Committee (MPO), Pedestrian Transportation Advisory Committee (MPO), Community Traffic Safety Team, West Central Florida Air Quality Coordinating Committee and others.

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

**PLANNING DEPARTMENT (CONTINUED)**

---

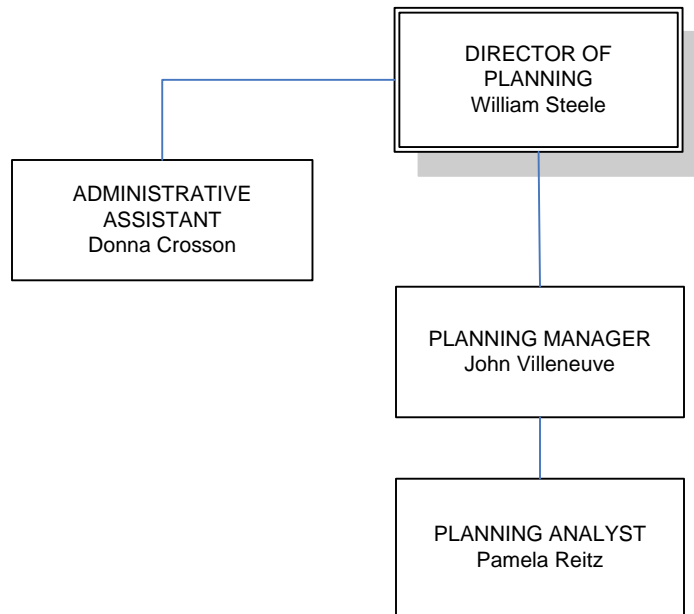
<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Director of Planning	1	1
Planning Manager	1	1
Demand Response Coordinator	1	0
Planning Analyst	3	1
Administrative Assistant	1	1
<b>TOTAL FULL-TIME</b>	<b>7</b>	<b>4</b>

---

<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Salaries & Wages	\$377,936	\$241,270
Fringe Benefits	137,939	87,889
Contractual Services	0	0
Materials & Supplies	4,000	2,000
Other Expenses	3,050	50
<b>TOTALS</b>	<b>\$522,925</b>	<b>\$331,209</b>

---

# PSTA PLANNING DEPARTMENT



## HUMAN RESOURCES DEPARTMENT

---

### FUNCTIONS AND RESPONSIBILITIES

---

The Human Resources Department provides services in order to manage and develop the Authority's workforce. These services include: recruit, hire and retain qualified employees to meet the Authority's staffing needs; ensure a balanced, equitable employee compensation system; prepare and design competitive, cost effective, and comprehensive benefits programs; administer retirement programs including deferred compensation; coordinate labor relations activities; provide effective employee assistance and wellness programs; manage substance abuse and prevention and drug & alcohol testing requirements; compliance with Family and Medical Leave Act (FMLA) laws and regulations; manage employee and dependent insurance plans; handle disability programs; provide management information reports concerning staffing; and uphold PSTA Affirmative Action and Equal Employment Opportunity practices.

---

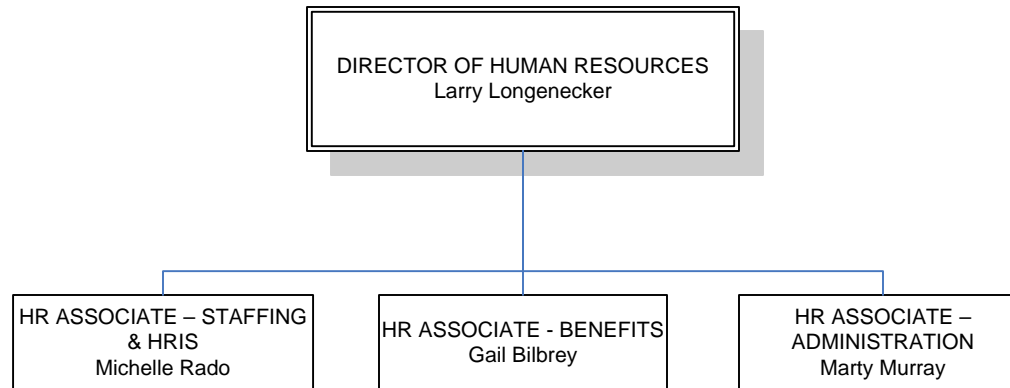
<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Director of Human Resources	1	1
HR/EEO Coordinator	1	0
HR Associate – Benefits	1	1
HR Associate – Staffing & HRIS	1	1
HR Associate – Administration	1	1
<b>TOTAL FULL-TIME</b>	<b>5</b>	<b>4</b>

<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Salaries & Wages	\$232,469	\$182,960
Fringe Benefits	87,144	69,445
Contractual Services	24,500	24,700
Materials & Supplies	2,000	1,800
Other Expenses	59,200	49,100
<b>TOTALS</b>	<b>\$405,313</b>	<b>\$328,005</b>

---

# PSTA HUMAN RESOURCES DEPARTMENT





## **MARKETING DEPARTMENT**

---

### **FUNCTIONS AND RESPONSIBILITIES**

---

The Marketing Department is responsible for the development and implementation of major marketing programs to stimulate use of PSTA services, increase ridership, and develop goodwill within the Pinellas County community among the government, business, and community leaders, and PSTA employees. Within the Marketing Department are two divisions: the Administrative Staff and the Customer Service Division.

Administrative staff oversees such programs as: the development, distribution, and sale of PSTA GO Cards from 21 sales outlets located throughout Pinellas County and via the Tickets by Mail program; the distribution and maintenance of approximately 325 locations in Pinellas County that serve as distribution outlets for passenger timetables, the system map, and other pertinent PSTA literature; the development and implementation of advertising, public relations, and other marketing activities including corporate sponsorships; creative graphics development for passenger information (i.e. timetables, shelter signage, brochures, etc.) and internal communications; management of the comment program for compliments and complaints received from the public; development and maintenance of the company Internet web site; customer service training for Bus Operators; community outreach and transit training programs; administration of the revenue generating bus advertising program; and media and community relations.

The Customer Service Division provides information service and staffs the three PSTA Customer Service Centers and the front desk at PSTA's Administrative offices. The InfoLine, which offers trip planning and general information services by telephone and TDD, is staffed by Customer Service Representatives (CSRs) for 14 hours on weekdays, 13 hours on Saturdays, and 7 ½ hours on Sundays and holidays. The CSRs also provide information and GO Card sales service from the Customer Service Centers, seven days a week. The front desk is staffed by a clerk who greets visitors, operates the main switchboard, and coordinates the Lost & Found process.

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

## MARKETING DEPARTMENT (CONTINUED)

---

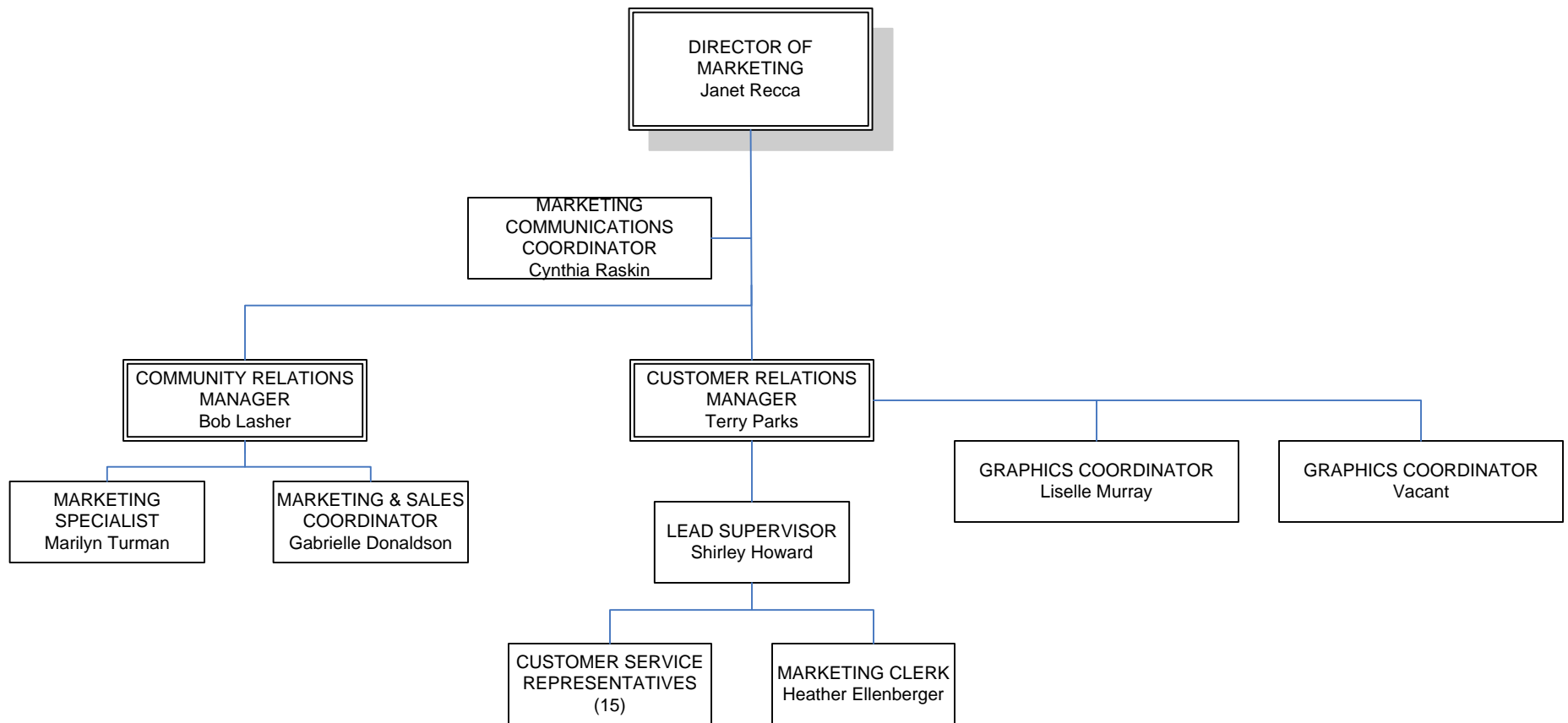
<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Director of Marketing	1	1
Community Relations Manager	1	1
Customer Relations Manager	1	1
Lead Supervisor Customer Service	1	1
Graphics Coordinator	2	2
Marketing & Sales Coordinator	1	1
Marketing Communications Coordinator	1	1
Marketing Specialist	1	1
Marketing Clerk	1	1
Customer Service Representative	15	15
<b>TOTAL FULL-TIME</b>	<b>25</b>	<b>25</b>

---

<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Salaries & Wages	\$1,029,344	\$1,035,640
Fringe Benefits	418,804	424,966
Contractual Services	75,000	83,310
Materials & Supplies	180,500	169,000
Other Expenses	129,610	129,250
<b>TOTALS</b>	<b>\$1,833,258</b>	<b>\$1,842,166</b>

---

# PSTA MARKETING DEPARTMENT



# INFORMATION TECHNOLOGY DEPARTMENT

---

## FUNCTIONS AND RESPONSIBILITIES

---

The Information Technology (IT) Department serves as the primary source of telephony and computer software and hardware technology management for the Authority. The IT Department develops and maintains the telephone system and computer business application systems within the Authority. This department also develops and provides computer training and generates resource developmental plans. This department works in partnership with all the other departments and divisions to develop requirements, determine cost effective options in meeting the users needs such as implementing new application systems, providing on-going support to existing systems, programming, report development and management, website assistance, research innovative technology solutions for the Authority, provide hardware diagnostics and system troubleshooting. This department assists in the development of the Authority's Long-Range Transit Plan, Annual Program of Projects, standards and practices for information systems, and technology solutions appropriate to the Authority's strategic direction and guiding principles. This department is responsible in the project management and project coordination of all IT related projects. In addition, the IT Department is responsible for coordinating and directing activities required to protect and recover information technology assets in the event of a disaster, and is responsible for the on-going maintenance, support, and upgrades of the voice, video, security, and data systems. This department develops and manages the IT budget working with other departments to identify their IT needs. This department develops and manages the voice and data network, including the selection and procurement of IT maintenance support vendors and the hardware and software for the network.

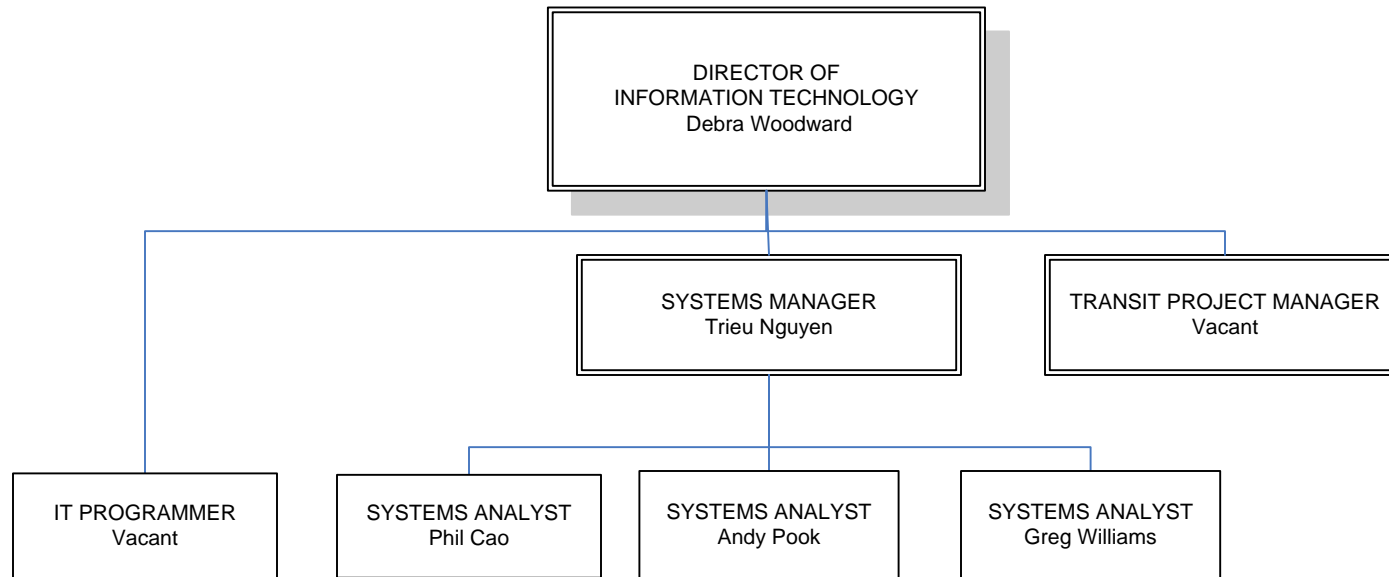
## INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Director of Information Technology	1	1
Systems Manager	1	1
Transit Project Manager	0	1
IT Programmer	0	1
Systems Analyst	3	3
<b>TOTAL FULL-TIME</b>	<b>5</b>	<b>7</b>

<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Salaries & Wages	\$318,270	\$432,890
Fringe Benefits	103,013	141,441
Contractual Services	365,700	410,000
Materials & Supplies	26,500	20,300
Total Utilities	75,000	79,000
Other Expenses	100	100
<b>TOTALS</b>	<b>\$888,583</b>	<b>\$1,083,731</b>

# PSTA INFORMATION TECHNOLOGY DEPARTMENT



# TRANSPORTATION DEPARTMENT

---

## FUNCTIONS AND RESPONSIBILITIES

---

The Transportation Department is responsible for the operation of PSTA's 205 buses and trolleys that operate 30 fixed routes, 4 commuter routes, 2 community circulators and 2 express routes to Hillsborough County. Transportation Department staffing includes 369 Bus Operators, 17 Administrative Staff and 21 Transportation Supervisors responsible for dispatching/fleet communications from PSTA's operating facility, scheduling the extraboard, all street operations, monitoring quality of service to our customers, and system performance. The Safety, Security and Training Division is responsible for all safety and training functions performed within the department including new hire training, refresher and defensive driving training, ADA/sensitivity training for PSTA employees, accident investigation and accident grading. The Safety, Security and Training Division is also responsible for many transit security initiatives and training.

The Scheduling Division is responsible for creating and administering the operator general run bids, which includes all run cutting and scheduling activities, vehicle blocking, data analysis, creating schedules and route maps for public timetables and terminal/on-street information displays and the administration of the actual bidding process. Other duties of the division are monitoring route/service performance, developing/analyzing on-time performance data, administering the operators' vacation and holiday bids and PSTA's bus-stop amenity database.

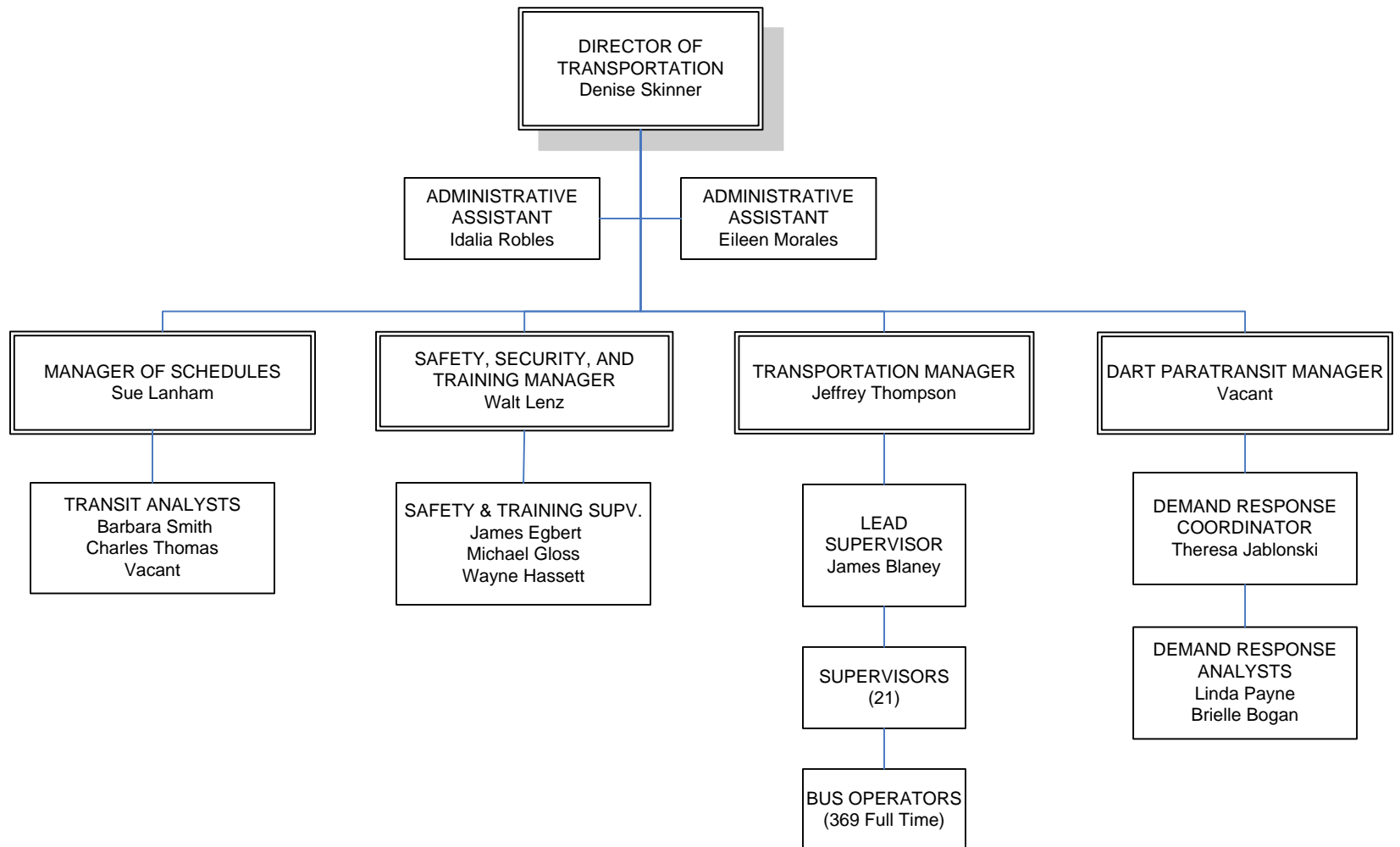
The Demand Response Transportation (DART) program is administered, coordinated and monitored by this department. Staff is responsible for assuring that eligibility and service are compliant with all Americans with Disabilities (ADA) implementing regulations.

**TRANSPORTATION DEPARTMENT (CONTINUED)**

<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Director of Transportation	1	1
Manager of Schedules	1	1
Safety, Security & Training Manager	1	1
Transportation Manager	1	1
DART Paratransit Manager	0	1
Lead Supervisor	1	1
Safety & Training Supervisor	3	3
Demand Response Coordinator	0	1
Transit Analyst	3	3
Demand Response Analyst	0	2
Administrative Assistant	1	2
Secretary	1	0
Transportation Supervisor	21	21
Bus Operator	374	369
<b>TOTAL FULL-TIME</b>	<b>408</b>	<b>407</b>
<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Salaries & Wages	\$17,293,983	\$17,763,690
Fringe Benefits	7,364,840	7,472,279
Contractual Services	0	296,200
Materials & Supplies	8,446,320	4,824,600
Other Expenses	17,500	20,560
<b>TOTALS</b>	<b>\$33,122,643</b>	<b>\$30,377,329</b>



# PSTA TRANSPORTATION DEPARTMENT



## MAINTENANCE DEPARTMENT

---

### FUNCTIONS AND RESPONSIBILITIES

---

The Maintenance Department is responsible for the maintenance of PSTA's 205 buses and 52 non-revenue vehicles for the transportation, support services, and maintenance vehicles utilized to provide service to customers. Maintenance includes all preventative maintenance, running repairs, component, and heavy rebuild. The department is also responsible for the preparation of technical specifications for buses, equipment, and capital improvement projects and the management of bus purchases and equipment/facility improvements. All new hire training, technical training, compliance training and equipment training is also performed for the department's 98 employees. Other responsibilities include administration of the Maintenance Department general bids; materials management, warranty processing/management, and quality assurances program administration. The Facility Maintenance Division is responsible for the maintenance and repair of all facilities and the maintenance of all grounds and bus stops. This includes all general maintenance functions for terminals, all facility equipment (HVAC, electrical, plumbing, security systems, etc.), landscaping at facilities/terminals, and maintenance of all bus stops, including bus shelters and signage.

<b>PERSONNEL POSITION SUMMARY</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Director of Maintenance	1	1
Maintenance Superintendent	1	1
Facilities Superintendent	1	1
Lead Supervisor	1	1
Lead Supervisor Maintenance – Storeroom	1	1
Maintenance Safety & Training Supervisor	1	1
Transit Facilities Supervisor	0	1
Transit Analyst	1	0
Maintenance Buyer	1	1
Clerk	1	1
Maintenance Supervisor	6	6
Facility & Equipment Mechanic	4	4
Master Mechanic	10	10
Journeyman Mechanic	27	27
Mechanic	14	10
Inventory Control Clerk	6	6
Service Attendant	20	18
Building & Grounds Worker II	6	6
Building & Grounds Worker I	2	2
<b>TOTAL FULL-TIME</b>	<b>104</b>	<b>98</b>

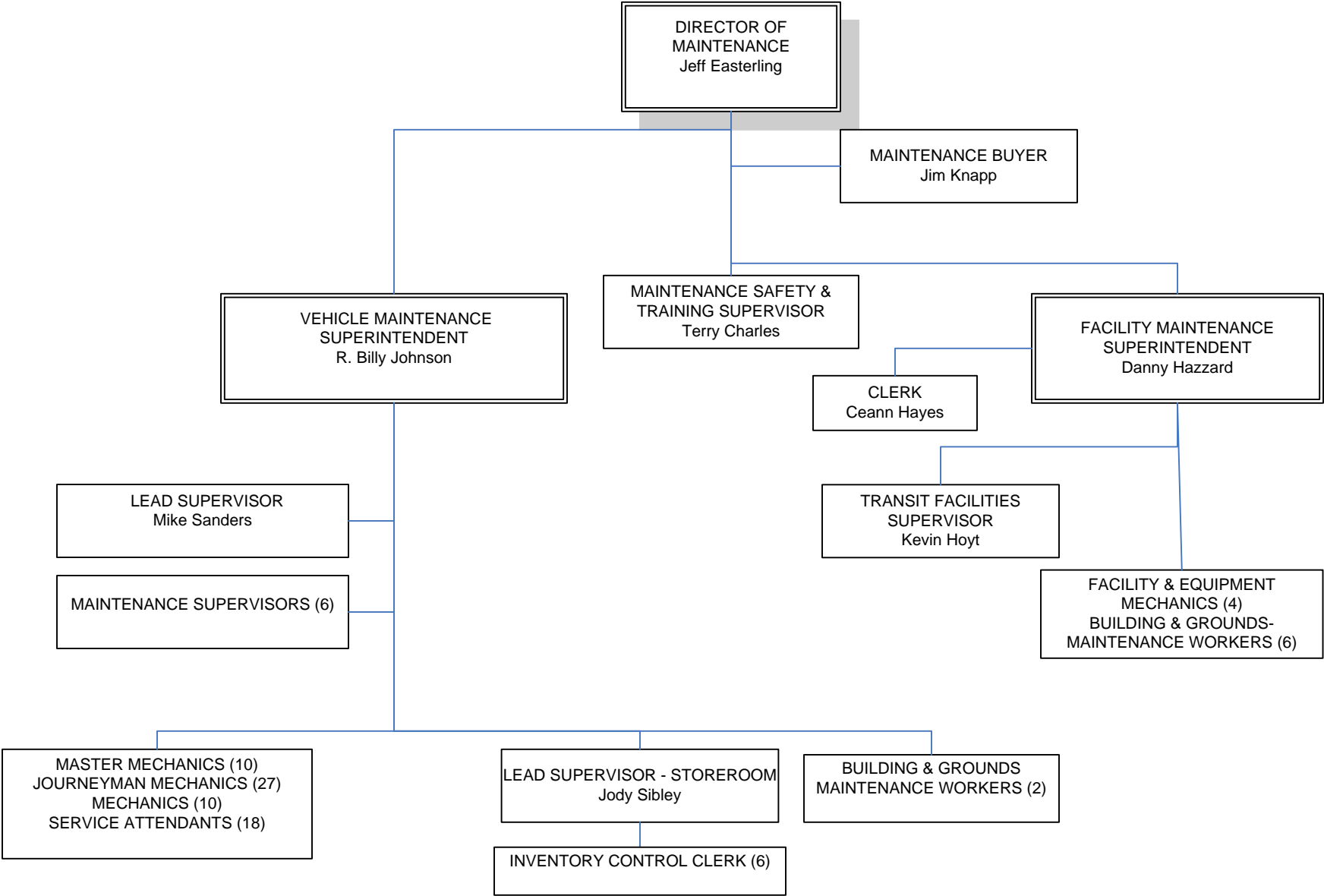
## MAINTENANCE DEPARTMENT (CONTINUED)

---

<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Salaries & Wages	\$3,773,959	\$3,576,050
Fringe Benefits	1,948,250	1,839,389
Contractual Services	832,650	654,900
Materials & Supplies	2,478,890	3,019,470
Other Expenses	17,500	10,600
<b>TOTALS</b>	<b>\$9,051,249</b>	<b>\$9,100,409</b>

---

# PSTA MAINTENANCE DEPARTMENT



## GENERAL FUNCTION DIVISION

---

### FUNCTIONS AND RESPONSIBILITIES

---

The General Function Division is maintained under the control of the Director of Finance. This Division was established as a separate general ledger division for the purpose of monitoring and controlling expenses that are considered part of the cost of doing business. There are no employees assigned to this division. Expenses that pertain to the entire Authority rather than an individual department, i.e., legal costs, utilities, purchased transportation, etc., are charged to the General Function.

---

<b>SUMMARY OF EXPENSES</b>	<b>ADOPTED BUDGET FY 2009</b>	<b>ADOPTED BUDGET FY 2010</b>
Contractual Services	\$1,275,200	\$1,460,300
Materials & Supplies	15,000	19,200
Utilities	762,000	757,690
Taxes & Licenses	782,700	790,260
Purchased Transportation	3,670,544	4,428,160
Other Expenses	68,500	69,000
<b>TOTALS</b>	<b>\$6,573,944</b>	<b>\$7,524,610</b>

---

## INSURANCE DIVISION

---

### FUNCTIONS AND RESPONSIBILITIES

---

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

---

SUMMARY OF EXPENSES	ADOPTED BUDGET FY 2009	ADOPTED BUDGET FY 2010
Contractual Services	77,800	\$127,000
Materials & Supplies	0	600
Insurance Premiums and Claims	1,576,100	1,595,560
<b>TOTALS</b>	<b>\$1,653,900</b>	<b>\$1,723,160</b>

---