

Fiscal Year 2018

Proposed Operating and Capital Budget



Pinellas Suncoast Transit Authority



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BOARD OF DIRECTORS

Chairperson



Darden Rice
Councilmember
City of St. Petersburg

Vice-Chairperson



Janet Long
Commissioner
Pinellas County

Secretary/Treasurer



Joseph Barkley
Commissioner
City of Belleair Bluffs



Richard Bennet
Commissioner
North Reddington Beach



Doug Bevis
Mayor
City of Oldsmar



Dave Eggers
Commissioner
Pinellas County



Samantha Fenger
Commissioner
City of Largo



Pat Gerard
Commissioner
Pinellas County



Patricia F. Johnson
Councilmember
City of Pinellas Park



Bill Jonson
Councilmember
City of Clearwater



Charlie Justice
Commissioner
Pinellas County



Brian Scott
Citizen
Pinellas County



Joshua Shulman
Citizen
City of St. Petersburg



John Tornga
Commissioner
City of Dunedin



Lisa Wheeler-Bowman
Councilmember
City of St. Petersburg



PINELLAS SUNCOAST TRANSIT AUTHORITY
Board of Directors
Officers

Darden Rice, Chairperson
Janet Long, Vice-Chairperson
Joseph Barkley, Secretary/Treasurer

City of Belleair Bluffs

Joseph Barkley

City of Clearwater

Bill Jonson

City of Dunedin

John Tornnga

City of Largo

Samantha Fenger

City of Oldsmar

Doug Bevis

City of Pinellas Park

Patricia F. Johnson

City of St. Petersburg

Darden Rice
Joshua Shulman
Lisa Wheeler-Bowman

Pinellas County

Dave Eggers
Pat Gerard
Charlie Justice
Janet Long
Brian Scott

North Redington Beach

Richard Bennett

Chief Executive Officer

Brad Miller

General Counsel

Bryant Miller Olive



About the PSTA Board of Directors & Committees

Board of Directors Meetings

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

Executive Committee

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

Finance and Performance Management Committee

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

Planning Committee

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

Legislative Committee

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

Transit Riders Advisory Committee (TRAC).

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



About the PSTA Board of Directors & Committees

PSTA Board Committee Assignment Roster & Other PSTA Related Committee Appointments as of May 8, 2017

PSTA COMMITTEES										OTHER COMMITTEES			
Position	Name	Representing	Appointment	Planning	Finance & Performance Management	Legislative	Executive	Personnel	Nominating	MPO	TBARTA	MPO's LCB	MPO's School Safety
1	Darden Rice, Chairperson	St. Petersburg	01/2014	X			XXX	XXX		Y			
2	Janet Long, Vice-Chairperson	Pinellas County	12/2012			XXX	X	X	X				
3	Joseph Barkley, Secretary/Treasurer	South Cities	11/2012	X	XXX		X	X	XXX				
4	Bill Jonson	Clearwater	04/2010	X	X		X			X			
5	Patricia Johnson	Pinellas Park	03/2012	X		X			X		X		
6	Brian Scott	County Non-Elect	10/2012		X						Y		
7	Doug Bevis	North Cities	10/2014			X		X		Y			
8	Pat Gerard	Pinellas County	12/2014	XXX			X	X	X				
9	Dave Eggers	Pinellas County	12/2014		X					Y			
10	Samantha Fenger	Largo	10/2015			X							
11	Lisa Wheeler-Bowman	St. Petersburg	01/2016			X			X				
12	Charlie Justice	Pinellas County	10/2016			Alt							
13	John Tornga	Dunedin	01/2017	Alt						Y			
14	Joshua Shulman	St. Petersburg Non-Elect	02/2017		X								X
15	Richard Bennett	Beach Cities	04/2017		Alt.								

XXX – Chair of Committee

X – Member Appointed by PSTA

Y – Member Appointed by other Body



GOVERNMENT FINANCE OFFICERS ASSOCIATION

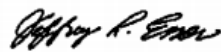
*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Pinellas Suncoast Transit Authority
Florida**

For the Fiscal Year Beginning

October 1, 2016

A handwritten signature in blue ink, appearing to read "Jeffrey R. Egan".

Executive Director

TRANSMITTAL

TO: Members of the PSTA Board of Directors
And Citizens of Pinellas County

FROM: Brad Miller, Chief Executive Officer

DATE: June 21, 2017

SUBJECT: Transmittal of FY 2018 Proposed Budget



I am pleased to present the FY 2018 Proposed Budget and the Five Year Capital Improvement Program that reflects PSTA's strategic Path Forward plan. With the foundation of the Path Forward, PSTA has financial stability in the short term, with a sustainable operating and capital plan, and an emphasis on PSTA's role in the community. As outlined below, staff is committed to continually build on our successes and on continuous improvement as we move forward:



FOCUS ON CUSTOMER-ORIENTED TRANSIT SERVICES - The customer is our foundation for continuing to build on our Path Forward. The operating budget includes benchmarking of our customer service, and continued emphasis on community outreach. In support of that, the budget has funding for surveys on customer service, community support and PSTA's Net Promoter Score.

We are also very excited to be offering our customers in 2018 the full robust Mobile Application fare payment option (Flamingo Fares Tampa Bay). This electronic fare payment system will be deployed region-wide in Pinellas, Hillsborough, Sarasota, Pasco, and Hernando counties. It will use third-party produced and distributed prepaid cards and contactless devices such as smart cards, Mobile Applications, credit and debits cards that will make it easier to ride transit within the region.

PSTA has led the nation in offering innovative options to our customers such as the Transit Disadvantaged (TD) Late Shift Program that provides up to 23 free on-demand trips per month to/from work when bus service is not available. PSTA also has implemented Direct Connect where to help meet the "first mile/last mile" challenge. 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 bus system.

As a key innovative initiative in 2018, PSTA was recently awarded, in a competitive Federal Transit Administration Sandbox grant process, \$500,000 to demonstrate the use of on-demand transportation for paratransit services. The funds will be used to develop and implement an internal customer service facing software platform that would allow PSTA staff to select the most efficient transportation service for a given paratransit customer based on response time and cost to PSTA.

The capital budget includes approximately \$1,332,000 in customer amenities for FY 2018 including a new Clearwater Beach Transfer Facility, bus shelters, passenger benches, bike racks, and improved ADA acces-

TRANSMITTAL

sibility at targeted locations. In addition, design work will continue on the Central Avenue Bus Rapid Transit Project.



DEVELOP A STRONG GOVERNANCE MODEL FOR EFFECTIVE PINELLAS TRANSPORTATION LEADERSHIP – Our State and federal lobbyists are assisting in obtaining funding for our legislative priorities that are in support of the Path Forward. Initiatives include development of a bus rapid transit corridor for the St. Petersburg Central Avenue route which is the highest demand transit corridor in the Tampa Bay region; construction of a Clearwater Beach Causeway Bus Lane; and support of implementing a successful new regional express service from Clearwater Beach to Tampa International Airport (TIA). This route will connect Pinellas County’s award-winning beaches with the TIA that is essential for our region’s economic development and job growth. In addition, PSTA is seeking to increase the Florida Urban Transportation Disadvantaged Funds.



PROVIDE EFFECTIVE, FINANCIALLY VIABLE PUBLIC TRANSPORTATION THAT SUPPORTS OUR COMMUNITY - The 2018 financially sustainable budget includes funding from non-traditional sources such as the City of Clearwater, and Pinellas County, with other similar funding sources budgeted in the five-year capital plan. This not only helps to diversify our funding sources but also is a measure of the community’s support of PSTA.



SUSTAINABLE CAPITAL PROGRAM – For the bus replacement program, staff will be working with federal, state, private and community partners to advocate for capital funding. In the five-year capital plan, PSTA will be dedicating, for the first time, local PSTA capital reserve funds to help meet the need to replace buses over the next five years. This, along with the purchase of electric, as well as hybrid-electric buses, demonstrates our continued commitment to our environmental sustainability.



CUSTOMER ORIENTED SERVICE REDESIGN – Focusing resources where transit works best, the budget includes route efficiencies based on a data-driven and customer sensitive approach. These efficiencies will not only help the customers but save costs as well. During the coming year we will continue to engage the customers and the business community, both in public forums and on an individual basis to hear their concerns and suggestions so that we can work to better serve them.



INCREMENTAL EXPANSION - There is improved service on higher frequency routes, with an emphasis on weekend and evening service that our customers have been requesting.

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

Our team continues to make a difference, leading the transit industry in so many ways. I look forward to seeing what the future holds for PSTA. On behalf of the entire PSTA team, I am pleased to present the FY 2018 Operating budget and Five Year Capital Plan.



FY 2018 BUDGET SUMMARY

<u>Description</u>	<u>Actual</u> <u>FY 2016</u>	<u>Adopted</u> <u>FY 2017</u>	<u>Projected</u> <u>FY 2017</u>	<u>Proposed</u> <u>FY 2018</u>	<u>Change</u> <u>Amount</u>	<u>% Change</u> <u>FY2017 -</u> <u>FY2018</u>
Beginning Net Position available to budget - General Reserve (Estimate)	\$ 35,391,040	\$ 38,042,330	\$ 37,456,966	\$ 36,669,390	\$ (787,576)	-2.10%
Total Operation Revenues	66,230,326	70,775,758	69,174,433	74,664,146	5,489,713	7.94%
Capital Revenues	2,276,725	19,857,681	14,740,458	21,087,308	6,346,850	43.06%
Total Sources	\$ 103,898,091	\$ 128,675,769	\$ 121,371,857	\$ 132,420,844	\$ 11,048,987	9.10%
Operating Budget	\$ 62,822,476	\$ 70,175,913	\$ 69,337,534	\$ 73,816,144	\$ 4,478,610	6.46%
Capital Improvements Budget	3,618,649	20,064,748	15,364,933	22,873,577	7,508,645	48.87%
Total Uses	\$ 66,441,125	\$ 90,240,661	\$ 84,702,467	\$ 96,689,721	\$ 11,987,255	14.15%
Ending Net Position available to budget - General Reserve (Estimate)	37,456,966	38,435,108	36,669,390	35,731,123	(938,267)	-2.56%
Total Uses and Net Position Reserves	\$ 103,898,091	\$ 128,675,769	\$ 121,371,857	\$ 132,420,844	\$ 11,048,987	9.10%

<u>Description</u>	<u>Actual</u> <u>FY 2016</u>	<u>Adopted</u> <u>FY 2017</u>	<u>Projected</u> <u>FY 2017</u>	<u>Proposed</u> <u>FY 2018</u>	<u>Change</u> <u>Amount</u>	<u>% Change</u> <u>FY2017 -</u> <u>FY2018</u>
Restricted Grantor Resources Pending Approval	\$ 326,500	\$ 326,500	\$ 345,800	\$ -	(345,800)	-100.00%
Designation of General Reserve:						
Operating Reserve - 2 Months Minimum	10,470,413	11,695,986	11,695,986	12,302,691	606,705	5.19%
Capital Reserve	26,660,053	26,412,622	24,627,604	23,428,432	(1,199,172)	-4.87%
Ending Net Position available to budget - General Reserve (Estimate)	\$ 37,456,966	\$ 38,435,108	\$ 36,669,390	\$ 35,731,123	\$ (938,267)	-2.56%



FY 2018 BUDGET SUMMARY

FY 2018 PROPOSED OPERATING BUDGET SUMMARY

The PSTA proposed operating budget for FY 2018 is increasing by \$4.5 million or 6.46% over FY 2017.

FY 2018 PROPOSED REVENUE SUMMARY

- Passenger Fares are budgeted to be 0.63% more than the projected FY 2017 year-end due to increased U-Pass revenue.
- Auxiliary revenue is budgeted to be 4.77% more than the projected FY 2017 year-end. This is due to an increase in revenue to be received from outsourcing advertising.
- Non-transportation revenue is budgeted to be 24.62% more than the projected FY 2017 year-end due to increased interest income.
- Property Tax is budgeted to be 9.51% higher than the projected FY 2017 year-end due to an increase in taxable property values.
- Local Beach Trolley revenue is budgeted to be 8.12% higher than the projected FY 2017 year-end. This is due to a 7% increase in Trolley revenue from the City of St. Pete Beach and Treasure Island and 100% of contract service costs for the Jolley Trolley Beach Route passing through PSTA.
- State Grant revenue is budgeted to be 13.11% higher than the projected FY 2017 year-end. This is mostly due to an increase in State Reimbursement for the Transportation Disadvantaged Program.

FY 2018 PROPOSED EXPENSE SUMMARY

- Salaries (\$30.2 million projected year-end in FY 2017) are budgeted at \$31.7 million and include:
 - Step increases for union employees.
 - An innovative performance-based bonus program for all union employees. Up to \$500 for strong performance by our unionized employees.
 - A 3.0% merit based increase for administrative employees.
 - Total headcount increased by three positions.
- Fringe Benefits are budgeted to increase 16.31% over the FY 2017 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 14.40% over the FY 2017 projected year-end due to service contracting in Human Resources, IT, and Maintenance.
- Diesel Fuel is budgeted to decrease 1.36% over the FY 2017 projected year-end primarily due to a decrease in consumption.
- Supplies are budgeted to decrease 2.84% over the FY 2017 projected year-end due to a decrease in repair parts expense.

BUDGET SUMMARY

- Insurance is budgeted to increase 2.01% over the FY 2017 projected year-end due increased insurance premiums.
- Utilities are budgeted to increase 2.83% over the FY 2017 projected year-end.
- Purchased Transportation – DART is budgeted to increase 2.41% over the FY 2017 projected year-end.
- Purchased Transportation – Transportation Disadvantaged (TD) is increasing 0.80% due to a contract price increase and a projected ridership increase.
- Purchased Transportation – Trolleys are budgeted to increase 22.15% over the FY 2017 projected year-end due to bidding a new trolley service contract.
- Purchased Transportation – Alternate is budgeted to increase 18.13% over the FY 2017 projected year-end due to adding another program using Uber, Lyft, and taxi's to transport riders from where they are to the nearest fixed route bus service.

- Miscellaneous expenses are budgeted to increase 23.78% over the FY 2017 projected year-end due to costs associated with onboard customer surveys, drug and alcohol compliance audit services and investment in our employees through training.

FY 2018 PROPOSED CAPITAL IMPROVEMENT BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

- The FY 2018 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 completion of the Clearwater bus transfer facility and new bus shelters. In addition, funding is included for technology enhancements.



FY 2018 OPERATING BUDGET



FY 2018 OPERATING BUDGET SUMMARY

<u>Proposed FY 2018 Operating Budget</u>	
Operating Revenues	\$11,100,717
Non-Operating Revenues	\$63,563,429
Total Revenues	\$74,664,146
Total Expenses	\$73,816,144
Surplus (Deficit)	\$848,002
Transfer To Reserves	(\$848,002)
Net Surplus (Deficit)	\$0



FY 2018 OPERATING BUDGET OVERVIEW

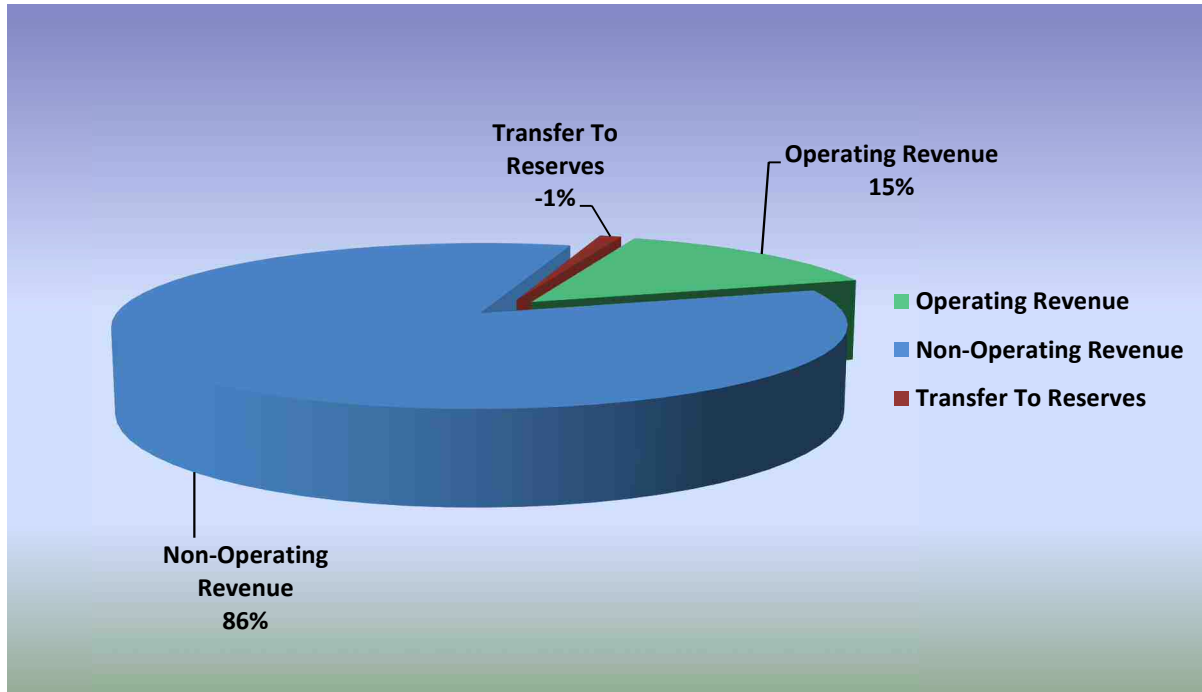
<u>Revenues</u>	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Proposed</u>	<u>% Change</u>
	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY2017 - FY2018</u>
Operating Revenues	\$ 11,989,862	\$ 12,561,835	\$ 11,031,217	\$ 11,100,717	0.63%
Non-Operating Revenues	54,240,464	58,213,923	58,143,216	63,563,429	9.32%
Total Revenues	\$ 66,230,326	\$ 70,775,758	\$ 69,174,433	\$ 74,664,146	7.94%
Transfer (To) From Reserves	(3,407,850)	(599,845)	163,101	(848,002)	-619.92%
Total Revenues and Transfers	\$ 62,822,476	\$ 70,175,913	\$ 69,337,534	\$ 73,816,144	6.46%
Salaries	28,617,528	31,141,755	30,195,550	31,695,520	4.97%
Fringe Benefits	11,152,667	11,683,303	11,331,694	13,179,349	16.31%
Services	3,438,158	3,974,819	3,920,105	4,484,405	14.40%
Diesel Fuel	4,178,798	4,392,830	4,392,830	4,333,075	-1.36%
Supplies	4,779,397	5,563,905	5,677,145	5,515,955	-2.84%
Insurance	627,733	1,559,328	1,628,410	1,661,100	2.01%
Utilities	860,647	1,080,480	1,024,480	1,053,425	2.83%
Taxes & Licenses	855,403	886,948	886,950	866,440	-2.31%
Purchased Transportation – DART	6,236,410	6,484,100	6,766,250	6,929,170	2.41%
Purchased Transportation – TD	768,847	789,000	877,130	884,180	0.80%
Purchased Transportation – Trolleys	693,170	1,365,930	1,431,930	1,749,040	22.15%
Purchased Transportation – Alternate	40,002	400,000	480,500	567,600	18.13%
Miscellaneous	573,717	853,515	724,560	896,885	23.78%
Total Expenses	\$ 62,822,476	\$ 70,175,913	\$ 69,337,534	\$ 73,816,144	6.46%



FY 2018 OPERATING BUDGET OVERVIEW REVENUE AND TRANSFERS

<u>Revenues</u>	<u>Actual FY 2016</u>	<u>Adopted FY 2017</u>	<u>Projected FY 2017</u>	<u>Proposed FY 2018</u>	<u>% Change FY2017 - FY2018</u>
Passenger Fares	\$ 11,989,862	\$ 12,561,835	\$ 11,031,217	\$ 11,100,717	0.63%
Auxiliary	577,046	576,540	562,335	589,165	4.77%
Non-Transportation	564,460	319,800	513,870	640,380	24.62%
Property Tax	38,166,312	42,025,520	41,500,000	45,444,770	9.51%
Local Beach Trolley & Rt. 35	922,275	1,128,540	1,178,540	1,274,275	8.12%
State Reimbursement – Fuel Tax	641,838	676,410	608,470	667,490	9.70%
State Grants	7,686,028	7,873,464	8,066,352	9,123,672	13.11%
Federal Grants	5,602,505	5,533,649	5,633,649	5,743,677	1.95%
Federal Grants MPO Pass-Thru	80,000	80,000	80,000	80,000	0.00%
Total Revenues	\$ 66,230,326	\$ 70,775,758	\$ 69,174,433	\$ 74,664,146	7.94%
Transfer (To) From Reserves	(3,407,850)	(599,845)	163,101	(848,002)	619.92%
Total Revenues and Transfers	\$ 62,822,476	\$ 70,175,913	\$ 69,337,534	\$ 73,816,144	6.46%

FY 2018 OPERATING BUDGET OVERVIEW REVENUE AND TRANSFERS



Revenue Assumptions:

- Passenger Fares are budgeted to be 0.63% more than the projected FY 2017 year-end due to increased U-Pass revenue.
- Auxiliary revenue is budgeted to be 4.77% more than the projected FY 2017 year-end. This is due to an increase in revenue to be received from outsourcing advertising.
- Non-transportation revenue is budgeted to be 24.62% more than the projected FY 2017 year-end due to increased interest income.
- Property Tax is budgeted to be 9.51% higher than the projected FY 2017 year-end due to an increase in taxable property values.
- Local Beach Trolley revenue is budgeted to be 8.12% higher than the projected FY 2017 year-end. This is due to a 7% increase in Trolley revenue from the City of St. Pete Beach and Treasure Island and partner service costs for the Jolley Trolley Beach Route passing through PSTA.
- State Grant revenue is budgeted to be 13.11% higher than the projected FY 2017 year-end. This is mostly due to an increase in State Reimbursement for the Transportation Disadvantaged Program.

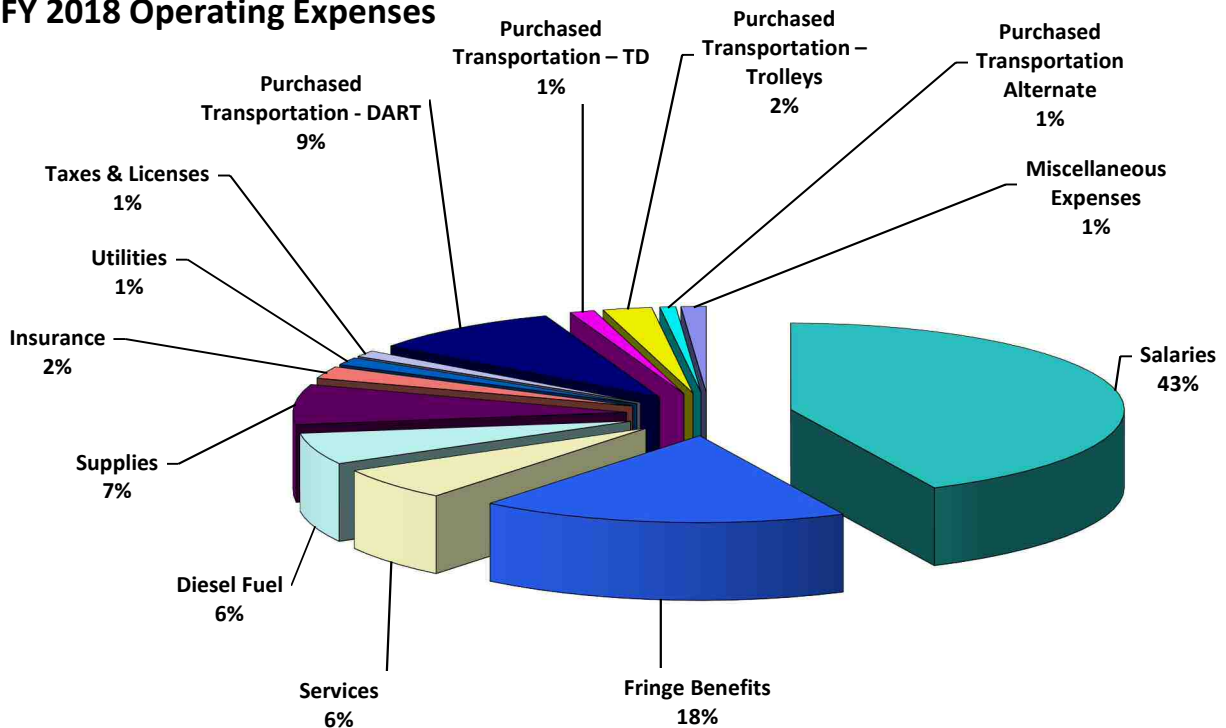


FY 2018 OPERATING BUDGET OVERVIEW EXPENSES

<u>Expense Item</u>	<u>Actual</u> <u>FY 2016</u>	<u>Adopted</u> <u>FY 2017</u>	<u>Projected</u> <u>FY 2017</u>	<u>Proposed</u> <u>FY 2018</u>	<u>% Change</u> <u>FY2017 -</u> <u>FY2018</u>
Salaries	\$ 28,617,528	\$ 31,141,755	30,195,550	\$ 31,695,520	4.97%
Fringe Benefits	11,152,667	11,683,303	11,331,694	13,179,349	16.31%
Services	3,438,158	3,974,819	3,920,105	4,484,405	14.40%
Diesel Fuel	4,178,798	4,392,830	4,392,830	4,333,075	-1.36%
Supplies	4,779,397	5,563,905	5,677,145	5,515,955	-2.84%
Insurance	627,733	1,559,328	1,628,410	1,661,100	2.01%
Utilities	860,647	1,080,480	1,024,480	1,053,425	2.83%
Taxes & Licenses	855,403	886,948	886,950	866,440	-2.31%
Purchased Transportation - DART	6,236,410	6,484,100	6,766,250	6,929,170	2.41%
Purchased Transportation - TD	768,847	789,000	877,130	884,180	0.80%
Purchased Transportation - Trolleys	693,170	1,365,930	1,431,930	1,749,040	22.15%
Purchased Transportation - Alternate	40,002	400,000	480,500	567,600	18.13%
Miscellaneous	573,717	853,515	724,560	896,885	23.78%
Total Operating Expenses	\$ 62,822,476	\$ 70,175,913	\$ 69,337,534	\$ 73,816,144	6.46%

FY 2018 OPERATING BUDGET OVERVIEW EXPENSES

FY 2018 Operating Expenses



Expense Assumptions:

- Salaries (\$30.2 million projected year-end in FY 2017) are budgeted at \$31.7 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 16.31% over the FY 2017 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 14.40% over the FY 2017 projected year-end due to service contracting in Human Resources, IT, and Maintenance.
- Diesel Fuel is budgeted to decrease 1.36% over the FY 2017 projected year-end due to a decrease in fuel consumption.
- Utilities are budgeted to increase 2.83% under the FY 2017 projected year-end.



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 Belle air 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 4,900 bus stops, 531 shelters, 14 transfer hubs, 4 customer service centers, and a fleet of 210 fixed route vehicles. During fiscal year 2016, Authority vehicles traveled a total of 9.1 million revenue miles, providing approximately 611,000 hours of service, and 12.4 million total passenger trips.

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

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

The Authority strives to assist companies with special corporate needs and employee trans-



PSTA ORGANIZATION

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

Persons with disabilities who are unable to use regular bus service may be eligible for an ADA

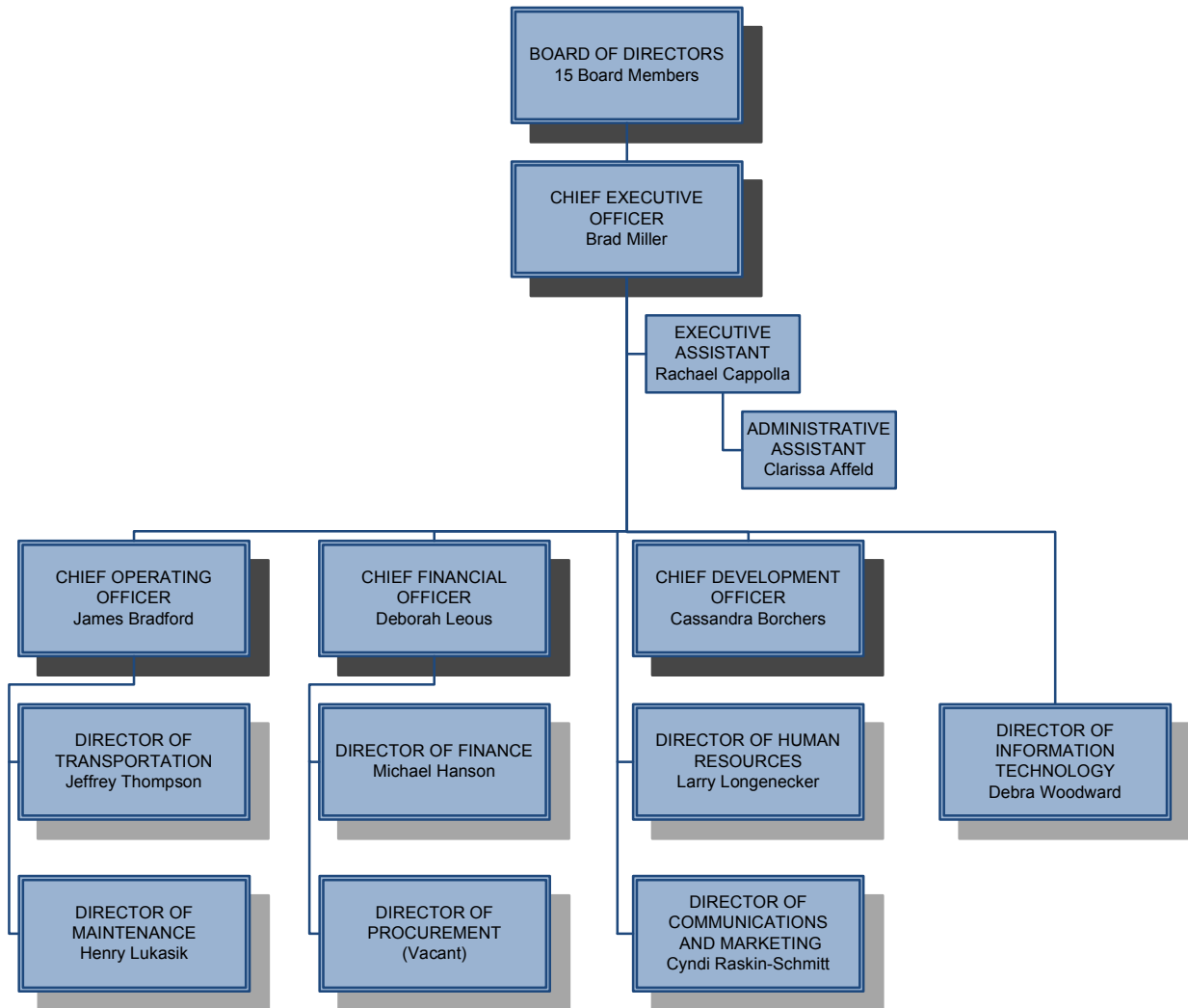
Paratransit service called Demand Response Transportation (DART). Since DART offers vehicles that are equipped with wheelchair lifts they are accessible to passengers in wheelchairs and scooters. DART service is a complement to the Authority's fixed routes, with service available to certified customers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

Management

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



PSTA ORGANIZATION





PSTA ORGANIZATION

<u>POSITION CHANGES BY DIVISION</u>					
<u>DIVISION</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2018 VS FY 2017</u>	
Executive	4	4	3	-1	c
Finance	30	31	30	-1	c
Planning	13	13	13	0	
Human Resources	5	4	4	0	
Marketing	5	7	7	0	
Information Technology	8	8	8	0	
Operations	438	438	440	2	b
Maintenance	102	103	103	0	
Total	605	608	608	0	

a – Transfer position

b – Added positions

c – Reduced positions

Note: Part-time position = .5

BUDGET POLICIES AND PROCESS

Summary of Budget and Accounting Policies

Pursuant to the Special Act which created the Authority and Florida Statutes (F.S.) Chapter 189, the annual operating and capital budget authorizing expenditure of funds shall be adopted 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 189).

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 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 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 bian-



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 Risk Manager 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 Section 189.418).

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 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

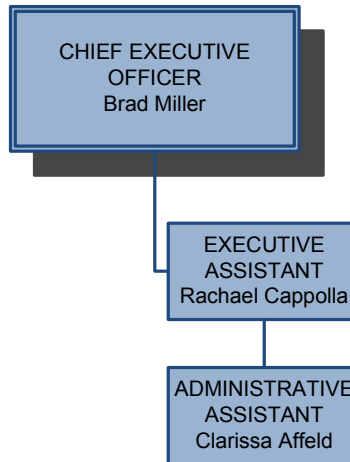
Local Government TRIM Timetable (State Guidelines)

<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 st public hearing to consider proposed millage rate and tentative budget.
55 days	August 22	Property Appraiser	Property Appraiser mails notice of proposed property taxes (DR-474, TRIM Notice).
Between 65/80 days after certification	September 3 – Sept 18 (Monday thru Friday after 5:00PM or Saturday)	Taxing Authority	1 st 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 st public hearing	Sept. 18 – October 3	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. 20 – October 8	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 adoption	Sept. 20 – 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)	Property Appraiser	Property Appraiser notifies taxing authority of final adjusted tax roll (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

<u>Current Key Initiatives:</u>	
 Customer oriented public transit services	The focus in this year will be on additional community outreach and communications with a continued emphasis on customer service.
 These steps are the basis for future visionary service design for an increase of public transit access	The Authority's bus plan will be updated as needed to address and embrace changes within the community; making incremental progress towards the planned county-wide high frequency grid, and examination of a variety of new revenues and alternatives, always with a focus on strategic control.
 Development of a sustainable Capital Program	Prioritizing bus replacements; using reserves to purchase buses; seeking future year partners to prioritize transit capital funding; and advocating for strong federal, state and local funding.
 Customer Oriented Service Redesign	Evaluation based on the Community Bus Plan to increase frequency and span to drive ridership, and use marketing campaigns for specific routes.
 Incremental expansion	Through seeking funding for such projects; support of pilot projects that fit within the community and PSTA plans; and leveraging partnerships with MPO/others.
 Provide effective, financially viable public transportation that supports our community	Through the development of revenue sources and implementing cost control measures, provide for a fiscally viable transportation system that supports both the capital and operating budgets.
 Development of a strong governance model for effective Pinellas transportation services	Through the Executive Committee assisting the Board in developing high-level policy consensus; strengthening of existing PSTA Board committees' roles in assisting the full Board; fully participating in collaborative transportation policy and priority setting with other federal, state and regional partners; and making policy decisions that will support community development, transportation and land use objectives.



CHIEF EXECUTIVE OFFICE OVERVIEW

CHIEF EXECUTIVE OFFICE BUDGET

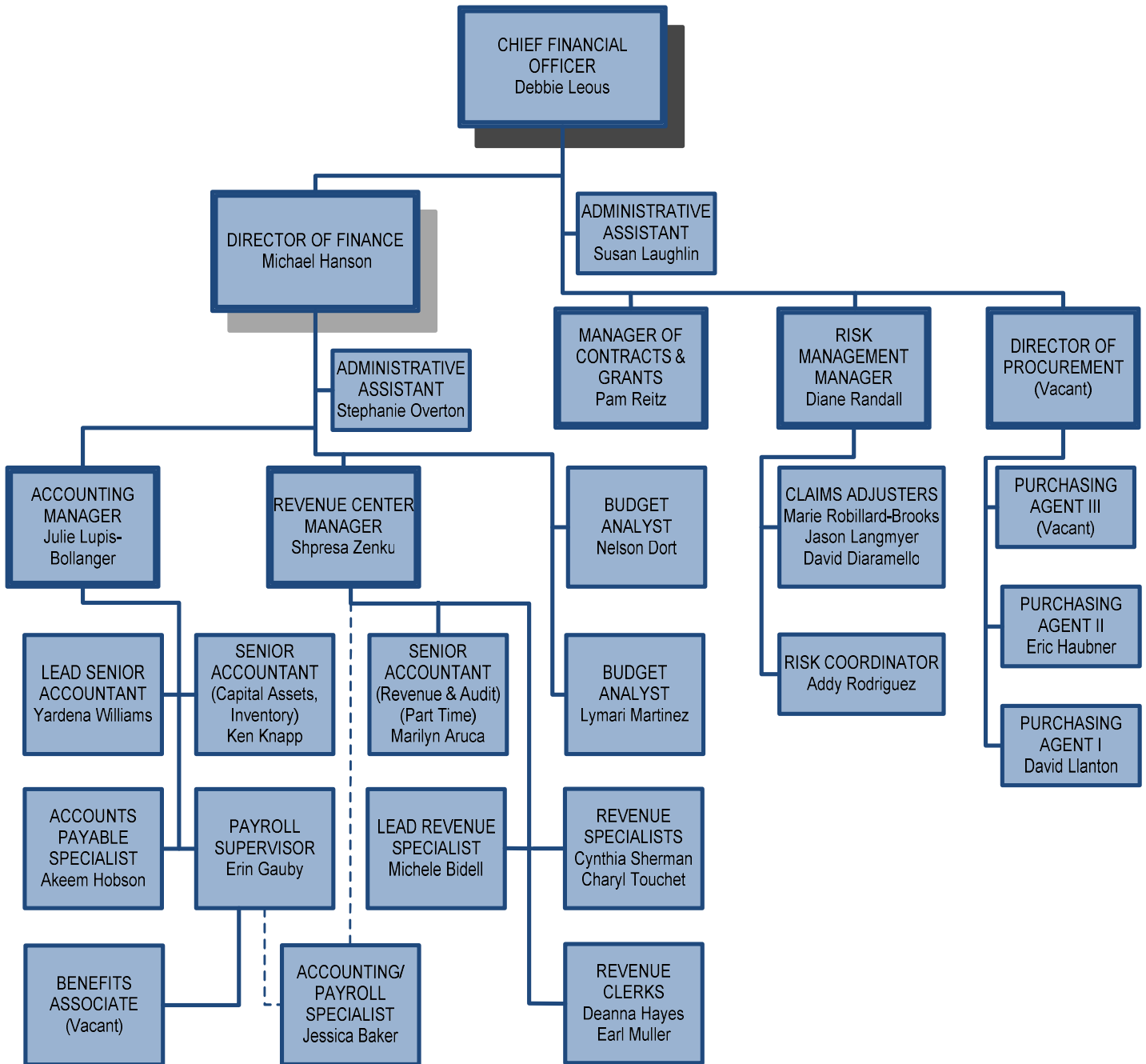
<u>Expense Item</u>	<u>Actual FY 2016</u>	<u>Adopted FY 2017</u>	<u>Projected FY 2017</u>	<u>Proposed FY 2018</u>	<u>% Change FY2017 - FY2018</u>
Salaries	\$ 377,074	\$ 392,650	\$ 322,500	\$ 283,250	-12.17%
Fringe Benefits	107,741	123,592	98,860	103,684	4.88%
Services	20,933	52,500	22,800	45,000	97.37%
Supplies	2,199	2,500	1,000	1,250	25.00%
Miscellaneous	20,461	23,790	23,780	28,595	20.25%
Total Operating Expenses	\$ 528,408	\$ 595,032	\$ 468,940	\$ 461,779	-1.53%

- Salaries decreased due to the deletion of the Chief Compliance Officer Position.
- Fringe Benefits increased mainly due to an increase in health insurance premiums.
- Miscellaneous expense increased due to an increase in training and travel expenses.



FINANCE DIVISION

FINANCE DIVISION OVERVIEW



FINANCE DIVISION OVERVIEW

FINANCE DIVISION

The Finance Division reports to the Chief Financial Officer. The Chief Financial Officer is responsible for the strategic financial plan of PSTA and the Division serves as the chief administrator and advisor on all financial matters, and is the primary source of financial information for the management of the Authority. The four 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 management in accordance with Federal, State, and Local retention requirements.

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

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

The Grants and Contracts Department has the primary responsibility for applying for grants at the Federal, State and Local level; monitoring and reporting on all grant related activities; and for grant compliance with State and Federal Authorities. The department is responsible for all contract files in concert with the Procurement Department. The department is also accountable for capital assets from conception to completion and final disposition.

FINANCE DIVISION OVERVIEW

Current Key Initiatives:

	Annual and Five-Year Budgets	Timely development and completion of the annual and five-year operating and capital budgets.
	Monitor and Evaluate Budgets	Implement, monitor and analyze adopted budgets throughout the fiscal year.
	Timely Reporting at all Levels of Organization	Provide external customers such as PSTA’s funding agencies and internal customers such as the PSTA Board, Chief Executive Officer, and Directors with accurate and timely financial and budget performance data, special reports on fiscal issues and assist in recommending appropriate action.
	Accurate, Reliable Financial System Information	Ensure that PSTA’s financial system, policies and procedures produce financial information that is accurate, reliable and user friendly.
	Timely General Ledger Reconciliation	Process and account for all financial transactions through reconciliation of the general ledger accounts and assure such transactions are in accordance with Generally Accepted Accounting Principles.
	Accurate Annual Financial Reporting	Prepare interim, annual and comprehensive financial statements for PSTA, Federal, State and Local governmental and other funding agencies as required.
	Risk Management Efficiency	Ensure that Risk Management maintains continuous protection of PSTA assets through self-insurance or risk transfer via insurance policies. Emphasize more loss control and coordinate with corporate safety to decrease the frequency and severity of losses, and control and direct the Worker’s Compensation Third Party Administrator, as well as the internal claim process.
	Procurement Process Accountability	Ensure the PSTA Procurement Department is fostering full and open competition in the business community, promoting integrity, public confidence and accountability of PSTA procurement and contracting system.
	Procurement Process Accountability	Assist DBE’s, MBE’s, WBE’s and other small businesses to maximize opportunities in their participation in PSTA procurements.
	Grant Management	Submit grant applications, assure project management compliance with grantor rules, regulations and grant closeout requirements, and timely drawdown of funds.
	Internal Controls	Review internal controls, policies and procedures, overall revenue and fare media and make recommendations for improvements.
	Employee Benefits	Design and implement a competitive, cost effective, and comprehensive benefits program to promote wellness. Administer a retirement program through the State of Florida Retirement System (FRS) including a tax deferred compensation 457 plan (IRS codes).



FINANCE DIVISION OVERVIEW

FINANCE DIVISION BUDGET

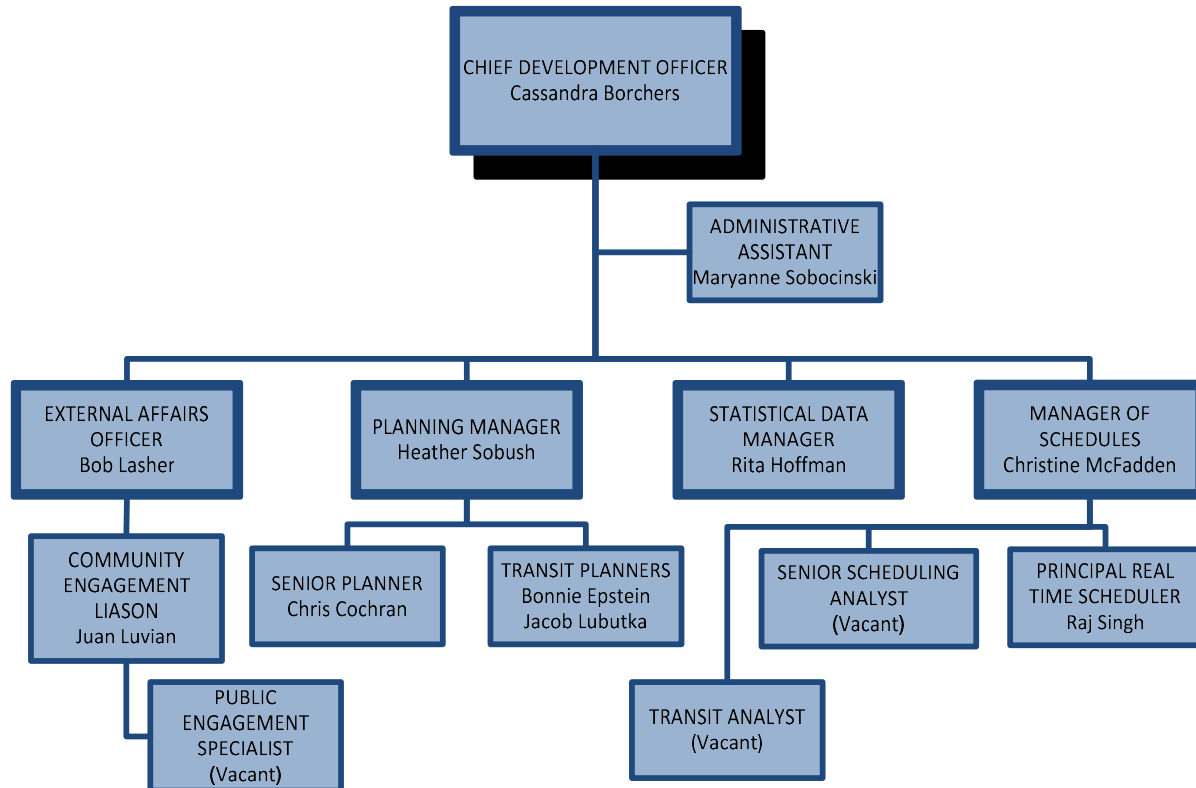
<u>Expense Item</u>	<u>Actual FY 2016</u>	<u>Adopted FY 2017</u>	<u>Projected FY 2017</u>	<u>Proposed FY 2018</u>	<u>% Change FY2017 - FY2018</u>
Salaries	\$ 1,612,814	\$ 1,816,670	\$ 1,588,150	\$ 1,788,490	12.61%
Fringe Benefits	524,634	630,659	522,030	680,108	30.28%
Services	151,298	118,290	131,880	126,900	-3.78%
Supplies	43,357	47,800	46,450	45,200	-2.69%
Miscellaneous	119,301	98,380	138,600	92,830	-33.02%
Total Operating Expenses	\$ 2,451,404	\$ 2,711,799	\$ 2,427,110	\$ 2,733,528	12.62%

- Salaries and fringe benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services expense decreased due to a decrease in temporary help.
- Miscellaneous expense decreased due to a decrease in travel and training expenses.



PLANNING DIVISION

PLANNING DIVISION OVERVIEW



PLANNING DIVISION

The Planning Division leads the development of strategic initiatives and key research projects related to the efficiency of current services, creation of new services, the development of capital facilities and implementation of mobility innovations. The Division leads service performance monitoring, feasibility studies, public engagement, partner coordination, and capital development plans and is responsible for:

- The development of routing and schedules.
- Vision plans.
- Major capital investment studies.

- Data analytics and reporting.
- Grant applications and associated technical documents.
- Partnership development.
- Public Outreach.

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

PLANNING DIVISION OVERVIEW

- Close coordination with partner agencies on the integration of the PSTA Vision Plan into county and regional plans.
- Adherence to Board direction on the maintenance and improvement of service to our customers.
- Management of corridor studies, environmental analyses and engineering to incrementally include new facilities and rapid bus services in the PSTA system.
- Continued ongoing collaboration with transportation partners such as FDOT, FTA, 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 Triennial Report (FTA), and participates in agency wide efforts such as the FTA Triennial Review. In addition, staff assists in the development of the transit element in the Long Range Transportation Plan (LRTP) and Transportation Improvement Program with 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 Scheduling Department creates and administers the Operations work schedules, route maps, and schedules, and also monitor route schedule on time performance (OTP). This de-

partment also manages PSTA's bus stop amenity database and manages many aspects of the Real Time Passenger Information (RTBI) System.

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








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).






PLANNING DIVISION OVERVIEW

- Forward Pinellas (MPO) Bicycle Pedestrian Advisory Committee (BPAC).
- Forward Pinellas (MPO) Citizens Advisory Committee (CAC).
- Forward Pinellas (MPO) Technical Coordinating Committee (TCC).
- Tampa Bay Regional Planning Council – One Bay Working Group.
- Forward Pinellas (PPC) Planners Advisory Committee (PAC).
- TBARTA Transit Management Committee (TMC).
- Tampa Bay Transportation Management Area (TMA) Leadership Team.






Current Key Initiatives

 Internal Coordination	Engage Union (operators, customer service) in dialogue about service changes, improvements and enhancements (prior to and during public engagement).
 Community Engagement	Continue open dialogue with the public and partners regarding PSTA service changes, improvements, and vision planning efforts.
 Community Engagement	Represent PSTA with key public leaders in the civic and business community
 Inter-governmental Coordination	Ensure the integration of premium transit amenities/facilities/services in roadway projects such as ITS, shoulder running buses, BRT features like bypass lanes and premium stops/stations, and maximizing future opportunities.
 Policy Development	Develop and expand key community initiatives for policy changes and funding partnerships.
 Inter-governmental Coordination	Facilitate coordination and information sharing among agency partners with creation of communication channels, such as the Pinellas County eGIS Users Group technology throughout the PSTA system including regional coordination.
 Regional Coordination	Coordinate on-going projects and service delivery efforts with other transit providers such as HART and PCPT.

PLANNING DIVISION OVERVIEW

<u>Current Key Initiatives</u>	
 Policy Development	Review and revise the PSTA fare policy to coordinate with initiatives such as the Regional Fare Collection Project.
 Coordinate with Partner Agency Projects	Participate and provide guidance to a variety of FDOT and MPO led projects such as the SR60 Multi-modal Study, BRT in Express Lanes (TBX), FDOT Bus on Shoulders Pilot Project, pedestrian studies, and safety studies.
 Passenger Amenity Programs	Pre-construction planning and development of ongoing capital projects including placement and cost-sharing of passenger amenities (benches, shelters, park and ride locations, rest rooms, etc.) as coordinated with local communities.
 Grant Development	Coordinate development of grant applications with other divisions.
 Grant Development	Manage requests for Service Development and Urban Corridor funding with FDOT.
 Sustainable Capital Program	Develop a sustainable capital plan in coordination with other departments.
 Sustainability Plan	Coordinate with other departments on the development of a sustainability plan and process for identifying and developing sustainable initiatives throughout the agency.
 System Monitoring	Develop performance measures and evaluate existing and new services, including purchased transportation.
 System Monitoring	Participate in the American Bus Benchmarking Group.
 System Redesign	Develop systematic route restructuring program to streamline and improve performance/budget adherence.
 Expand Services	Develop incremental expansion plans that can be ready to be implemented as new funding becomes available or through service efficiencies.

PLANNING DIVISION OVERVIEW

<u>Current Key Initiatives</u>	
 Capital Project Development	Advance capital investments that improve operations such as the Clearwater Beach Transit Center and Clearwater Memorial Bridge Bus Way.
 Capital Project Development	Advance development of the City of Clearwater Intermodal Facility including coordination with city staff.
  Innovate New Services	Develop new concepts for service delivery through partnerships with Transportation Network Companies such as UBER and LYFT.
  Innovate New Services	Monitor the advancement of, and develop pilot projects using, new technologies such as autonomous vehicles.



PLANNING DIVISION OVERVIEW

PLANNING DIVISION BUDGET

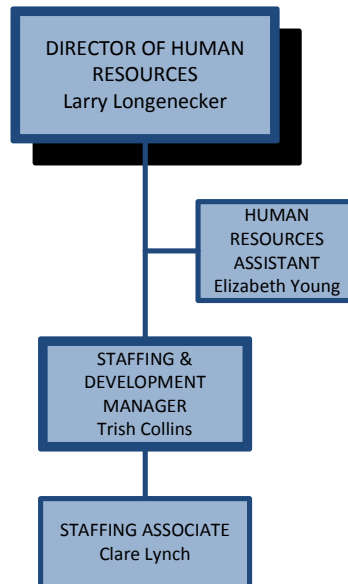
<u>Expense Item</u>	<u>Actual</u> <u>FY 2016</u>	<u>Adopted</u> <u>FY 2017</u>	<u>Projected</u> <u>FY 2017</u>	<u>Proposed</u> <u>FY 2018</u>	<u>% Change</u> <u>FY2017 -</u> <u>FY2018</u>
Salaries	\$ 776,860	\$ 887,920	\$ 832,790	\$ 901,280	8.22%
Fringe Benefits	232,226	278,875	226,070	311,435	37.76%
Services	76,960	100,000	50,000	100,000	100.00%
Supplies	1,584	4,000	1,500	4,000	166.67%
Miscellaneous	40,706	61,120	43,020	61,650	43.31%
Total Operating Expenses	\$ 1,128,335	\$ 1,331,915	\$ 1,153,380	\$ 1,378,365	19.51%

- 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 increased due to an increase in printing supply expenses.
- Miscellaneous expense increased due to increases in travel and training expenses.



HUMAN RESOURCES DIVISION

HUMAN RESOURCES DIVISION OVERVIEW



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.

<u>Current Key Initiatives:</u>	
 Employee Benefits	Continue to work with the Finance Department and our Insurance Brokers, the Gehring Group, to ensure that all plans remain in compliance with the Affordable Healthcare Act.
 Compensation	Maintain a sustainable and competitive compensation strategy.
 Performance Management	Coordinate the successful roll out and implementation of the Organizational Scorecard Performance Management System, in conjunction with TransPro Consulting.
 Workforce Development	Successful delivery of the inaugural Leadership PSTA class, and enhanced training programs to build an inspired workforce that is empowered and accountable for ever improving customer service.
 Knowledge Management	Develop and execute methods to capture, share, and retain institutional knowledge as long-time PSTA employees prepare for retirement.
 Best Practices in Workforce Management	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

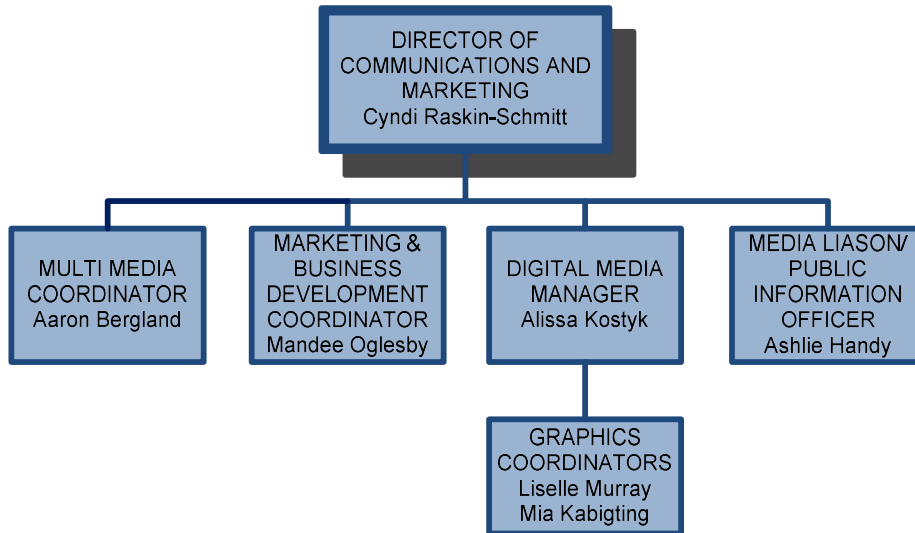
<u>Expense Item</u>	<u>Actual</u> <u>FY 2016</u>	<u>Adopted</u> <u>FY 2017</u>	<u>Projected</u> <u>FY 2017</u>	<u>Proposed</u> <u>FY 2018</u>	<u>% Change</u> <u>FY2017 -</u> <u>FY2018</u>
Salaries	\$ 230,353	\$ 239,640	\$ 227,470	\$ 244,860	7.64%
Fringe Benefits	92,067	82,229	87,710	89,584	2.14%
Services	226,488	259,000	188,280	226,500	20.30%
Supplies	744	1,200	1,200	1,200	0.00%
Miscellaneous	52,306	75,875	58,265	67,460	15.78%
Total Operating Expenses	\$ 601,958	\$ 657,944	\$ 562,925	\$ 629,604	11.85%

- Salaries and fringe benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services expense increased due to an increase in employee training and recruiting services.
- Miscellaneous expense increased due to increases in travel, training, medical exams, new employee investigations and drug testing expenses.



MARKETING DIVISION

MARKETING DIVISION OVERVIEW



MARKETING DIVISION

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

The Marketing Division oversees such programs as:






- The development and implementation of advertising, public relations, communications, and marketing activities.
- Develop and manage PSTA's web site and social media including Facebook, Twitter and the Ride PSTA blog.
- Graphic development and production of timetables, interior and exterior bus

posters and various promotional brochures.

- Production and distribution of photos and video.
- Manage the agreements with outside vendors for the sale of PSTA GO Cards located throughout Pinellas County.
- Management of agreements with outside vendors for the revenue generating bus and trolley advertisements, as well as bus shelter advertising via Signal Outdoor.
- Management of event and corporate partnership programs including U-Pass and employer pass programs.

MARKETING DIVISION OVERVIEW

Current Key Initiatives:

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



MARKETING DIVISION OVERVIEW

MARKETING DIVISION BUDGET

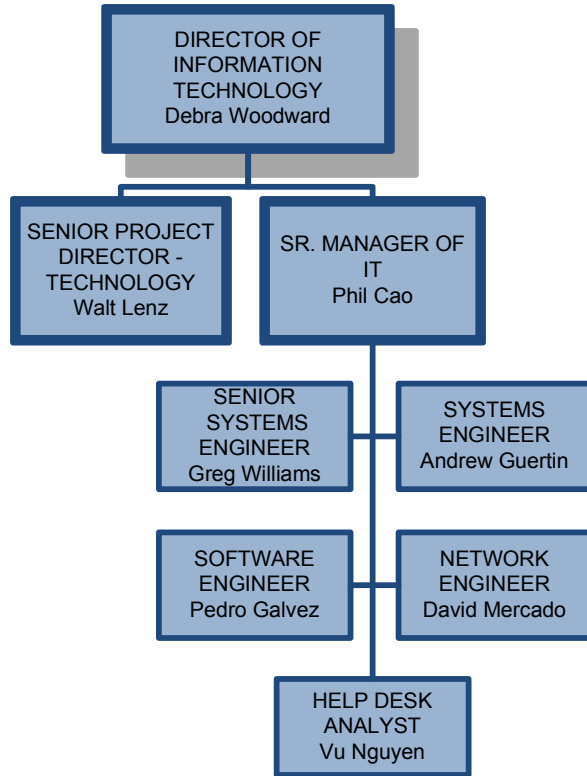
<u>Expense Item</u>	<u>Actual FY 2016</u>	<u>Adopted FY 2017</u>	<u>Projected FY 2017</u>	<u>Proposed FY 2018</u>	<u>% Change FY2017 - FY2018</u>
Salaries	\$ 291,742	\$ 372,160	\$ 333,020	\$ 369,140	10.85%
Fringe Benefits	103,322	128,809	110,620	142,800	29.09%
Services	-	-	12,000	92,000	666.67%
Supplies	91,391	81,500	92,000	95,000	3.26%
Miscellaneous	158,181	372,950	239,600	391,850	63.54%
Total Operating Expenses	\$ 644,636	\$ 955,419	\$ 787,240	\$ 1,090,790	38.56%

- Salaries and fringe benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Services increased due to increased marketing efforts.
- Supplies expense increased due to an increase in schedule and system map supplies expense.
- Miscellaneous expense increased due to an increase travel, training and advertising and promotion media expenses.



INFORMATION TECHNOLOGY DIVISION

INFORMATION TECHNOLOGY DIVISION OVERVIEW



INFORMATION TECHNOLOGY DIVISION

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

systems, database management, server environment, data protection and security, website assistance, Wi-Fi systems, security camera and card key system software, cell phone plans, printers, Boardroom technology, and real-time bus information (RTBI) system. The 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 of seven in researching, developing, and managing the technology for the current environment, and to move the Authority into the next generation of technology. This also includes the security and protection of the network data/voice, system software up grades and fixes, voice and video recordings, and backup and disaster recovery systems.

INFORMATION TECHNOLOGY DIVISION OVERVIEW

Current Key Initiatives:

 Part of the bus technologies	Clever Devices AVM3 Maintenance system.
 Using visionary technology and cost control	Continued an upgraded data backup solutions.
 Supporting data driven approaches	Upgrade Virtual environment to 5.5.
 Selecting agency leaders	Assisted with the Online HR Application and Benefit Programs.
 Providing new revenue sources	Regional Fare Collection System project implementation.
 Expansion of the customer communication	Upgrade of the phone recording system, including the IVR system.
 Continues improvement for internal and external users	Real Time Bus Information system
 Support the bus technologies	Upgrade existing network to complete 10 gig connections.
 Part of the bus technologies	Implementation of Clever Works and Hastus upgrades.
 Customer orientated technology	Live Streaming Video of Board and Committee Meetings.
 Supporting community communication services	Upgrading the Radio Dispatch system with Pinellas County.
 Committed to substability technology	Continuation of innovative technologies through the development of an App.



INFORMATION TECHNOLOGY DIVISION OVERVIEW

INFORMATION TECHNOLOGY DIVISION BUDGET

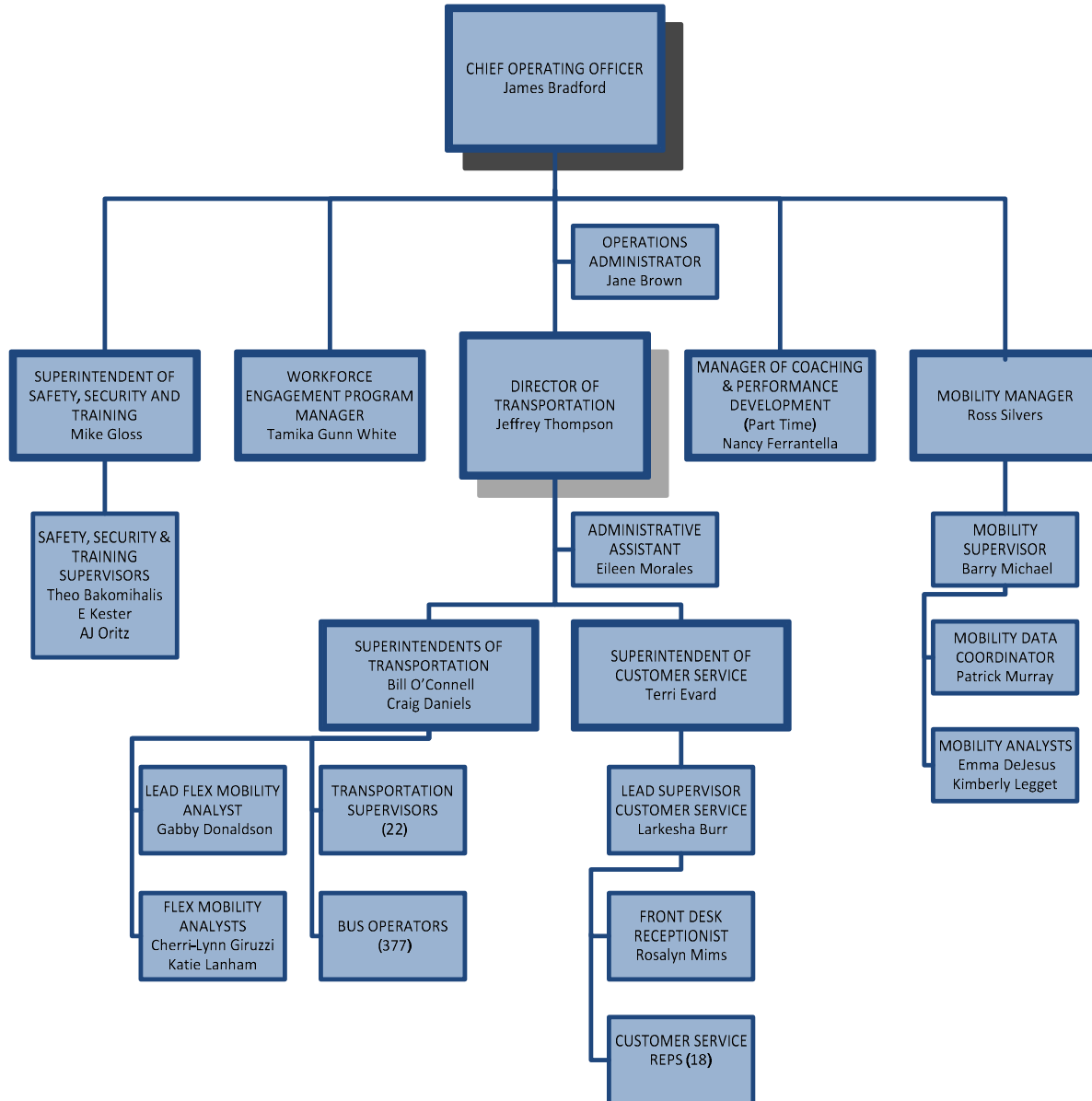
<u>Expense Items</u>	<u>Actual FY 2016</u>	<u>Adopted FY 2017</u>	<u>Projected FY 2017</u>	<u>Proposed FY 2018</u>	<u>% Change FY2017 - FY2018</u>
Salaries	\$ 541,909	\$ 593,470	\$ 568,270	\$ 597,500	5.14%
Fringe Benefits	185,601	176,696	187,180	195,435	4.41%
Services	763,918	818,280	825,500	879,800	6.58%
Supplies	6,715	19,300	19,300	23,450	21.50%
Utilities	311,181	497,000	450,000	455,000	1.11%
Miscellaneous	18,068	22,215	26,045	19,170	-26.40%
Total Operating Expenses	\$ 1,827,392	\$ 2,126,961	\$ 2,076,295	\$ 2,170,355	4.53%

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



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 thirty-four thousand (34K) daily rides in Pinellas County. It is PSTA's largest department with over 375 bus operators, 22 transportation supervisors, 2 transportation superintendents, and 1 director.

Customer Service

Customer Service manages PSTA's Info-Line, which answers more than four-hundred and sixty thousand (460K) telephone calls annually providing information about routes, schedule times, and fares. The Customer Service Representatives also 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 all new-hire, refresher, defensive driving and ADA/Sensitivity training, accident investigation, the development of Safety & Security initiatives, as well as monitors DART Contractors' driver compli

ance. SS&T oversees the ID card key security system, main building and bus/terminal surveillance systems. SS&T also maintains the System Safety Program (SSPP) and System Security (SSP) plans.










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 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 campus 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 plus (700) shelters.

OPERATIONS DIVISION OVERVIEW

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



OPERATIONS DIVISION OVERVIEW

OPERATIONS DIVISION BUDGET

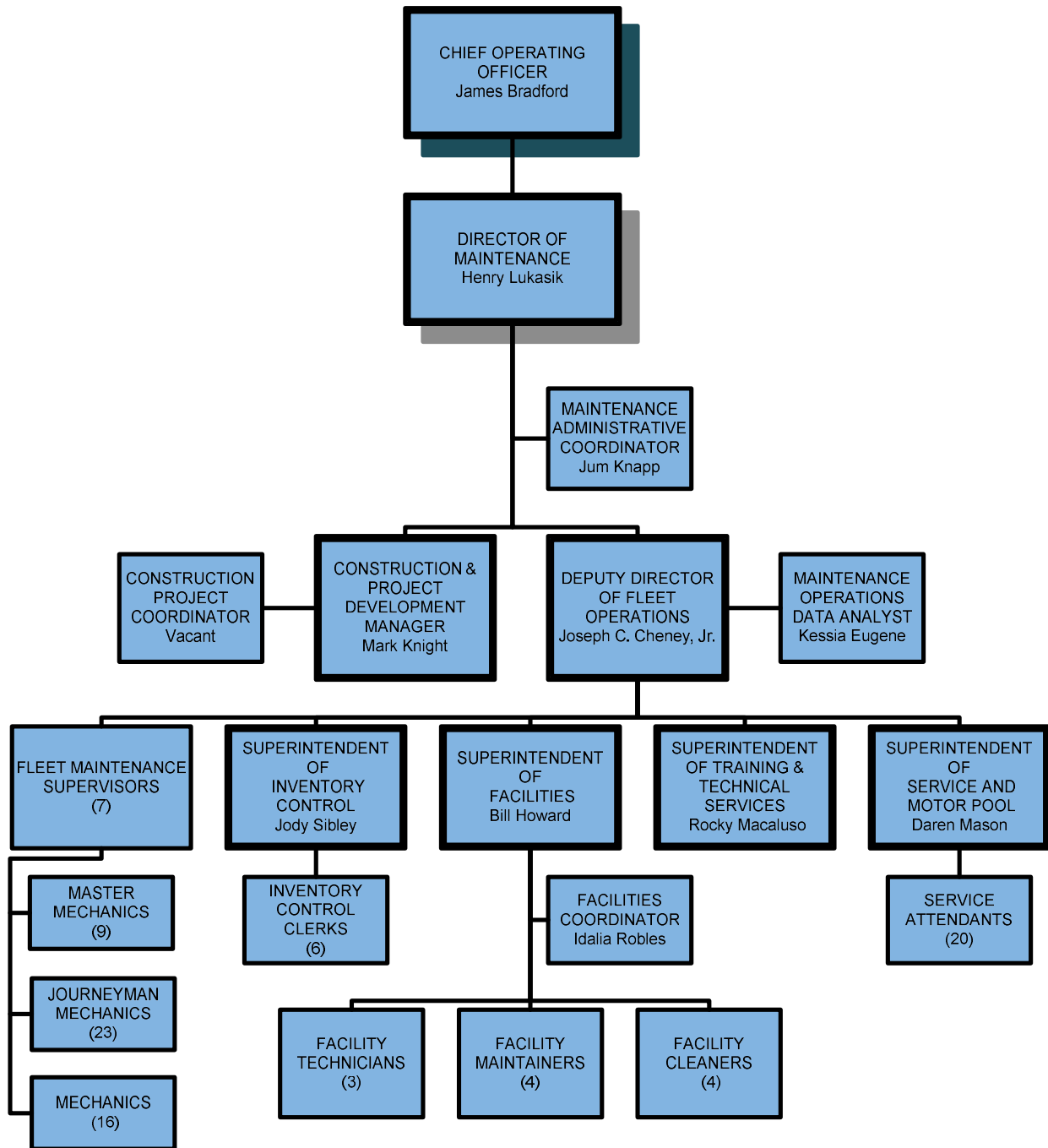
<u>Expense Items</u>	<u>Actual</u> <u>FY 2016</u>	<u>Adopted</u> <u>FY 2017</u>	<u>Projected</u> <u>FY 2017</u>	<u>Proposed</u> <u>FY 2018</u>	<u>% Change</u> <u>FY2017 -</u> <u>FY2018</u>
Salaries	\$ 20,257,393	\$ 21,840,497	\$ 21,550,940	\$ 22,362,990	3.77%
Fringe Benefits	7,998,781	8,221,062	8,165,599	9,365,757	14.70%
Services	249,519	316,575	254,000	304,900	20.04%
Supplies	18,011	43,995	38,050	44,970	18.19%
Miscellaneous	52,052	63,485	53,000	66,090	24.70%
Total Operating Expenses	\$ 28,575,756	\$ 30,485,614	\$ 30,061,589	\$ 32,144,707	6.93%

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



MAINTENANCE DIVISION

MAINTENANCE DIVISION OVERVIEW



MAINTENANCE DIVISION 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, MCI Commuter Coaches, and Cut-Away Buses. By January 2017, PSTA's revenue service vehicle fleet is comprised of sixty-eight (68) hybrid electric buses or 32% of the entire fleet. In May of 2018, PSTA will take delivery of two (2) all-electric, heavy-duty low floor transit buses and battery charging equipment.

The Fleet Maintenance Department provides around the clock service for both preventative and demand-response needs of the entire fleet to ensure that 100% pullout is made each and every day, and that minimal service is delayed or disrupted due to mechanical failures.

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

MAINTENANCE DIVISION OVERVIEW

Department ensures all vehicles are in compliance with Regional, State, and Federal entities.

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

- Preventative Maintenance Inspections.
- Vehicle Diagnosis and Repair.
- Engine, Transmission, Driveline Repair and Overhaul.
- Collision Repair and Bodywork.
- 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 262 vehicles.

Current Key Initiatives (Fleet Maintenance):



Certified Transit Technicians Program

Continued joint collaboration with USF/CUTR/FDOT (University of South Florida/ Center for Urban Transportation Research, Florida Department of Transportation) supporting at host property of the CTT Program (Certified Transit Technicians Program).

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.

MAINTENANCE DIVISION OVERVIEW

Current Key Initiatives (Fleet Maintenance):

 <p>Expanded Training</p>	<p>Superintendent of Training & 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>
 <p>Bus Interior Improvement</p>	<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>
 <p>Capital Replacement</p>	<p>Purchased seven (7) 2016 Gillig 40' LF BAE Series Hybrid Buses which were placed into active revenue service in February 2017. Another three (3) 2016 Gillig 35' LF BAE Series Hybrid Buses are expected to be delivered August of 2017. In May of 2018, PSTA is anticipated to take delivery of two (2) BYD, 35' LF, all-electric heavy-duty transit buses and necessary charging equipment.</p>
  <p>Customer Oriented Service</p>	<p>Additional Service Attendants are increasing 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>
 <p>Continuous Improvement</p>	<p>The Fleet Maintenance Department continues to improve the revenue fleet Mean Distance Before Fail-</p>



MAINTENANCE DIVISION OVERVIEW

Current Key Initiatives (Fleet Maintenance):

ure (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.

FLEET MAINTENANCE DEPARTMENT BUDGET

<u>Expense Items</u>	<u>Actual FY 2016</u>	<u>Adopted FY 2017</u>	<u>Projected FY 2017</u>	<u>Proposed FY 2018</u>	<u>% Change FY2017 - FY2018</u>
Salaries	3,871,895	\$ 4,262,668	\$ 4,121,150	\$ 4,405,930	6.91%
Fringe Benefits	1,642,966	1,763,571	1,671,070	1,975,088	18.19%
Services	(23,982)	186,600	199,230	273,630	37.34%
Diesel Fuel	4,178,798	4,392,830	4,392,830	4,333,075	-1.36%
Supplies	4,468,736	5,179,090	5,293,625	5,115,135	-3.37%
Miscellaneous	19,419	17,500	23,650	33,500	41.65%
Total Operating Expenses	\$ 14,157,832	\$ 15,802,259	\$ 15,701,555	\$ 16,136,358	2.77%

- Salaries and fringe benefits expenses increased due to salary increases and an increase in health insurance premiums.
- Service expenses increased due to increases in professional services expense.
- Diesel Fuel expense decreased primarily due to a decrease in consumption
- Supplies decreased due to decreases in repair parts and shop supplies 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 five (5) 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 comprises of the Construction and Major Projects Unit, which plans, prepares, and oversees capital asset facilities related acquisitions, installations, and rehabilitations.

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

- Over 4,906 bus stops, 531 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.
- Develop and advocate proper facilities maintenance resource strategies and rules-of-thumb.

MAINTENANCE DIVISION OVERVIEW

- 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):

 ADA Landing Pads	<p>An ongoing, multi-year project, centering on the installation of new concrete passenger landing pads to support ADA accessibility across PSTA’s fixed route bus system.</p>
 New Shelter Deployment	<p>An ongoing, multi-year, project to install PSTA’s newly designed bus shelters and passenger amenities across Pinellas County in accordance with the adopted PSTA Shelter Deployment Plan.</p>
 Facility Investment	<p>Begin project to replace the HVAC system at PSTA’s Headquarters with new chillers, pumping systems, and controls. Completion of the project will yield a highly efficient, cost effective, air conditioning and climate control system.</p>
 New Access to Transit	<p>Anticipate construction on PSTA’s newest transfer facility located in Clearwater in summer of 2017. The Clearwater Beach Transfer Center will be able to accommodate several vehicles as a converging point for many of PSTA’s modes of transportation to assist passengers travelling to their destinations.</p>



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 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY2017 - FY2018</u>
Salaries	\$ 657,488	\$ 736,080	\$ 651,260	\$ 742,080	13.95%
Fringe Benefits	265,329	277,810	262,555	315,458	20.15%
Services	662,712	681,595	740,535	859,585	16.08%
Supplies	108,852	133,000	135,000	137,500	1.85%
Miscellaneous	1,519	3,300	3,300	7,300	121.21%
Total Operating Expenses	\$ 1,695,900	\$ 1,831,785	\$ 1,792,650	\$ 2,061,923	15.02%

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

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 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 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

Expense Items	Actual	Adopted	Projected	Proposed	% Change
	FY 2016	FY 2017	FY 2017	FY 2018	FY2017 - FY2018
Services	\$ 1,249,735	\$ 1,379,179	\$ 1,442,280	\$ 1,502,060	4.14%
Supplies	37,808	51,520	49,020	48,250	-1.57%
Utilities	549,466	583,480	574,480	598,425	4.17%
Taxes & Licenses	855,403	886,948	886,950	866,440	-2.31%
Purchased Transportation – DART	6,236,410	6,484,100	6,766,250	6,929,170	2.41%
Purchased Transportation – TD	768,847	789,000	877,130	884,180	0.80%
Purchased Transportation – Trolleys	693,170	1,365,930	1,431,930	1,749,040	22.15%
Purchased Transportation – Alternate	40,002	400,000	480,500	567,600	0.00%
Miscellaneous	91,702	114,900	115,300	128,440	11.40%
Total Operating Expenses	\$ 10,522,543	\$ 12,055,057	\$ 12,623,840	\$ 13,273,605	5.15%

- Services expense increased due to increases in tax collection and tax assessor expenses.
- Utilities expense increased due to rate increases.
- Purchased Transportation - DART is budgeted to increase 2.41% over the FY 2017 projected year-end due to cost increases in the new procurement.
- Purchased Transportation – Trolley service is budgeted to increase 22.15% over the FY 2017 projected year end, due to cost increases in the new procurement of trolley services.



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 Risk Manager. It was established as a separate general ledger division for monitoring and controlling expenses related to PSTA's property and casualty insurance programs and oversight of the workers' compensation program. There are no employees assigned

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

INSURANCE BUDGET

<u>Expense Items</u>	<u>Actual FY 2016</u>	<u>Adopted FY 2017</u>	<u>Projected FY 2017</u>	<u>Proposed FY 2018</u>	<u>% Change FY2017 - FY2018</u>
Services	\$ 60,577	\$ 62,800	\$ 53,600	\$ 74,030	38.12%
Insurance	627,733	1,559,328	1,628,410	1,661,100	2.01%
Total Operating Expenses	\$ 688,310	\$ 1,622,128	\$ 1,682,010	\$ 1,735,130	3.16%

- Services expense increased due to an expected decrease in subrogation.
- Casualty & Liability expense increased due to an increase in insurance premiums.



CAPITAL BUDGET



CAPITAL BUDGET

CAPITAL BUDGET SUMMARY

Presented above is the Capital Budget for fiscal years 2018 – 2022. 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 \$22,873,577 in capital expenditures for 2018.

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 years. In the case of the FY 2018 capital budget, the staff was asked to project the forecast for the current FY 2017 and FY 2018 – 2022 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 public hearings in September.

CAPITAL BUDGET FUNDING

Funding

The total Capital budget for fiscal year 2018 is \$22,873,577. The funding for capital budget is listed below:

Funding Agencies	2018 Funding Amount
Federal Transit Administration (FTA)	\$19,437,684
Restricted Reserves For FTA Projects	326,499
Florida Department of Transportation	136,000
Federal Transit Administration/Florida Department of Transportation	288,000
City of Clearwater	250,000
Pinellas County	649,125
PSTA Capital Reserves	1,786,269
Toal Funding -FY 2018 Capital Budget	\$22,873,577

The Federal Transit Administration is responsible for 85% of the funding for the FY 2018 capital budget, with Sections 5307, 5309, 5337 and 5339 grant funds.

Section 5307, 5337 and 5339 – Urbanized Formula Grants are \$18,501,284. 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



CAPITAL BUDGET

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, 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 preventive maintenance and some Americans with Disabilities Act complementary paratransit service costs are considered capital costs.

PSTA is the recipient of a Section 5309 Earmark for \$1,250,000 of which \$936,400 is programmed for FY 2018. 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 2018	FY 2019	FY 2020	FY 2021	FY 2022
Federal Transit Administration (FTA)	\$19,437,684	\$11,188,722	\$10,390,273	\$8,456,264	\$6,189,264
FTA New Starts Funding	0	0	10,000,000	0	0
Restricted Reserves For FTA Projects	326,499	0	0	0	0
Florida Department of Transportation (FDOT)	136,000	500,000	0	0	0
FDOT New Starts Funding	0	0	5,000,000	0	0
Federal Transit Administration/Florida Department of Transportation	288,000	0	0	0	0
City of Clearwater	250,000	0	0	0	0
City of St. Petersburg	0	500,000	0	0	0
Pinellas County	649,125	0	0	0	0
Future Funding to Be Determined	0	0	12,000,000	0	0
PSTA Capital Reserves	1,786,269	719,000	6,839,819	2,565,128	2,761,340
Total Funding -FY 2018 Capital Budget	\$22,873,577	\$12,907,722	\$44,230,092	\$11,021,392	\$8,950,604



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 2018	FY 2019	FY 2020	FY 2021	FY 2022
5307 Urbanized Formula Grants	\$14,247,171	\$9,577,458	\$9,079,009	\$7,145,000	\$4,878,000
5309 Capital Investments Grants - New Starts	0	0	10,000,000	0	0
5309 Earmark	936,400	300,000	0	0	0
5337 Urbanized Formula Grants	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
5339 Urbanized Formula Grants	\$4,248,113	\$1,305,264	\$1,305,264	\$1,305,264	\$1,305,264
Total FTA Funding- FY 2018 Capital Budget	\$19,437,684	\$11,188,722	\$20,390,273	\$8,456,264	\$6,189,264

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 2018 for future years projects is \$13,935,329. All of this funding is formula funds and is allocated each year to the ur-

banized 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.

Federal Transit Administration Funding	FY 2018
5307 Urbanized Formula Grants	\$12,624,188
5337 - State of Good Repair	5,877
5339- Bus and Bus Facilities Grant Program	1,305,264
Total FTA Funding- FY 2018 Capital Budget	\$13,935,329



CAPITAL BUDGET

EXPENDITURES

Vehicles – Vehicles are budgeted at \$14,920,831 or 65% of the total capital budget. \$14,298,831 of this budget is allocated to the purchase of replacement buses and related components.

Passenger Amenities – Passenger Amenities are budgeted at \$1,332,052 or 6% of the total capital budget. The major projects included are Pedestrian Access and Walkways, Passenger Shelters, completion of the Clearwater Beach Transfer Facility, and partial funding for design of the Central Avenue Bus Rapid Transit project.

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.

The Central Ave Bus Rapid Transit (BRT) will provide premium, limited stop service between downtown St. Petersburg and St. Pete Beach. The Project Development phase began in 2016 and will be finalized by fall 2017. Construction is anticipated to occur in Fiscal Year 2019, with service expected to begin in FY 2020.

Training and Third Party Contracts – Training and third party contracts are budgeted at \$1,680,956 or 7% of the total capital budget. The Regional Fare Media Project will be substantially complete in 2018 with the deployment of a fully robust application that has been piloted in Fiscal Year 2017. 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. Preliminary stages of the project began in May 2013 and are due for final completion in fiscal year 2019. The project will bring together the extended Tampa Bay area for smart card technology that can be utilized across the counties.

Another key project is the Mobility on Demand Project funded through a discretionary FTA “Sandbox” grant that will demonstrate the use of on-demand transportation for paratransit services. The outcome of the project will be to develop and implement an internal customer service facing software platform that would allow PSTA staff to select the most efficient transportation service for a given paratransit customer based on response time and cost to PSTA.

Facilities – Facilities is budgeted at \$1,889,995 or 8% of the total capital budget. The largest projects are the design of the Clearwater Downtown Intermodal Terminal, the start of replacing the security key card system, completion of the A/C chiller and building control system, and service lane infrastructure improvements.

Technology – Technology is budgeted at \$1,941,974 or 9% of the total capital budget. The largest project is the additional modules for the HASTUS software program. HASTUS is a transportation scheduling software package which allows a transit agency to design bus routes, create bus stops, and schedule bus routes, combine individual bus trips into blocks, cut blocks into pieces that individual drivers will operate, assign individual drivers into runs on a daily basis, and provide customer information about the network. The automation allows for schedulers and transit planners to quickly develop many different scheduling scenarios. The additional modules will increase efficiencies for the revenue operators viewing



CAPITAL BUDGET

their schedules, automating the bid process for vacation for the revenue operators.

Miscellaneous and Contingency – Miscellaneous and contingency is budgeted at \$1,107,769 or 5% of the total capital budget. The largest portion is the contingency budget of \$1,092,769. This amount is utilized throughout the year for smaller projects as needed.

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	Funding	Total Project Budget	Work in Progress 9/30/2016	FY 2017 Project Projected	FY 2018 Project Budget	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget
Vehicles									
Bus Training - Gillig	FL 90-X841	6,700	-	6,700	-	-	-	-	-
Heavy Duty Vehicle Lift	FTA	2,000,000	-	-	-	-	2,000,000	-	-
Bridge Crane	FL 90-X689	154,000	-	154,000	-	-	-	-	-
Portable Brake Dynamometer	FL-2017-024	150,000	-	150,000	-	-	-	-	-
Wheel Alignment Machine	FTA	300,000	-	-	300,000	-	-	-	-
Parallelogram Lift	FTA	250,000	-	-	250,000	-	-	-	-
Total Equipment for Buses		\$ 2,860,700	\$ -	\$ 310,700	\$ 550,000	\$ -	\$ 2,000,000	\$ -	\$ -
Radio Replacement/Upgrade - Buses	FTA	1,700,000	-	-	-	-	1,700,000	-	-
Total Radios		\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	\$ -	\$ -
Farebox Rebuild	FL 90-X873	500,000	-	500,000	-	-	-	-	-
Farebox Rebuild	FL-2017-024	177,060	-	177,060	-	-	-	-	-
Total Farebox Rebuild		\$ 677,060	\$ -	\$ 677,060	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Connector Buses (6)	FL-2017-024	1,168,000	-	-	1,168,000	-	-	-	-
Replacement Connector Vehicles	Restricted Funds - FL-2017-024	248,143	-	-	248,143	-	-	-	-
Replacement Connector Vehicles (2)	Section 5310	288,000	-	-	288,000	-	-	-	-
Replacement Connector Vehicles	FDOT	36,000	-	-	36,000	-	-	-	-
Replacement Connector Vehicles	Capital Reserve Funds	36,000	-	-	36,000	-	-	-	-
Total Connector Vehicles		\$ 1,776,143	\$ -	\$ -	\$ 1,776,143	\$ -	\$ -	\$ -	\$ -
Replacement Buses with Tooling and Training (FY 2016)	FL 90-X873	5,423,116	19,127	5,403,989	-	-	-	-	-
Replacement Buses (FY 2017)	FL 90-X841	788,432	-	-	788,432	-	-	-	-
Replacement Buses with tooling and training (FY 2017)	FL-2017-024	1,515,700	-	1,500	1,514,200	-	-	-	-
Replacement Buses with tooling and training (FY 2017)	Restricted Funds - FL-2017-024	78,356	-	-	78,356	-	-	-	-
Replacement Buses with tooling and training	FTA Carry Forward Funds	3,261,300	-	-	927,564	1,885,727	448,009	-	-
Replacement Buses with tooling and training	FTA	18,354,713	-	-	5,732,436	4,974,073	2,752,568	2,475,268	2,420,368
Replacement Buses	Capital Reserve Funds	6,176,287	-	-	-	-	1,509,819	2,235,128	2,431,340
Hybrid Component Replacement Program	Capital Reserve Funds	2,530,000	-	-	1,045,000	495,000	330,000	330,000	330,000
Total Buses		\$ 38,127,904	\$ 19,127	\$ 5,405,489	\$ 10,085,988	\$ 7,354,800	\$ 5,040,396	\$ 5,040,396	\$ 5,181,708
Pilot Electric Buses with tooling and training	FL-2017-024	1,695,700	-	-	1,695,700	-	-	-	-
Electric Bus Charging Stations - Install	Pinellas County	173,000	-	-	173,000	-	-	-	-
Electric Bus Charging Stations	Pinellas County	416,000	-	-	416,000	-	-	-	-
Facilities Electrical Upgrades (Equip & Charging)	FL-2017-024	150,000	-	75,000	75,000	-	-	-	-
Electric Charging Station Install	FTA	577,000	-	-	77,000	500,000	-	-	-
Replacement Electric Buses	FTA	5,523,588	-	-	-	-	1,808,696	1,829,996	1,884,896
Total Electric Buses		\$ 8,535,288	\$ -	\$ 75,000	\$ 2,436,700	\$ 500,000	\$ 1,808,696	\$ 1,829,996	\$ 1,884,896
Support Vehicles - Vans	Capital Reserve Funds	17,500	-	7,500	10,000	-	-	-	-
Support Vehicles - Shop Trucks	Capital Reserve Funds	62,000	-	-	62,000	-	-	-	-
Support Vehicles - Road Supervisors	Capital Reserve Funds	224,000	-	-	-	224,000	-	-	-
Total Support Vehicles		\$ 303,500	\$ -	\$ 7,500	\$ 72,000	\$ 224,000	\$ -	\$ -	\$ -
Wheelchair Securement Equipment	Section 5310	274,451	-	274,451	-	-	-	-	-
Wheelchair Securement Equipment	FDOT	34,306	-	34,306	-	-	-	-	-
Wheelchair Securement Equipment	Capital Reserve Funds	34,306	-	-	34,306	-	-	-	-
Total Wheelchair Securement Equipment		\$ 343,063	\$ -	\$ 343,063	\$ -	\$ -	\$ -	\$ -	\$ -
Wheelchair Ramp Equipment	Section 5310	40,000	-	40,000	-	-	-	-	-
Wheelchair Ramp Equipment	FDOT	5,000	-	5,000	-	-	-	-	-
Wheelchair Ramp Equipment	Capital Reserve Funds	5,000	-	5,000	-	-	-	-	-
Total Wheelchair Ramp Equipment		\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Vehicles		\$ 54,373,658	\$ 19,127	\$ 6,868,812	\$ 14,920,831	\$ 8,078,800	\$ 10,549,092	\$ 6,870,392	\$ 7,066,604



CAPITAL BUDGET

Project Title	Funding	Total Project Budget	Work in Progress 9/30/2016	FY 2017 Project Projected	FY 2018 Project Budget	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget
Passenger Amenities									
Passenger Benches (2017)	FL-2017-024	31,250	-	31,250	-	-	-	-	-
Passenger Benches (future)	FTA	57,500	-	-	32,500	25,000	-	-	-
Bus Stop Poles/Hardware	FTA	15,000	-	-	15,000	-	-	-	-
Bus Stop Trash Cans	FTA	18,900	-	-	18,900	-	-	-	-
Purchase Simme Seats	FTA	31,000	-	-	31,000	-	-	-	-
Total Other Passenger Amenities		\$ 153,650	\$ -	\$ 31,250	\$ 97,400	\$ 25,000	\$ -	\$ -	\$ -
Pedestrian Access/Walkways (FY 2016-2017)									
Pedestrian Access/Walkways (FY 2016-2017)	FL 90-0723	556,988	460,142	96,846	-	-	-	-	-
Pedestrian Access/Walkways (FY 2017)	FL 90-0758	500,000	-	500,000	-	-	-	-	-
Pedestrian Access/Walkways (FY 2017)	FL 90-0811	76,109	-	76,109	-	-	-	-	-
Pedestrian Access/Walkways (FY 2018)	FL 90-0841	200,000	-	-	200,000	-	-	-	-
Pedestrian Access/Walkways (FY 2018)	FL-2017-024	200,000	-	-	200,000	-	-	-	-
Pedestrian Access/Walkways	FTA	800,000	-	-	-	200,000	200,000	200,000	200,000
Total Pedestrian Access/Walkways		\$ 2,333,097	\$ 460,142	\$ 672,955	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Passenger Shelters									
Passenger Shelters	FL 90-X689	717,247	669,973	47,274	-	-	-	-	-
Passenger Shelters	FL 90-X783	200,000	26,225	173,775	-	-	-	-	-
Passenger Shelters-Design	FL 90-X783	22,500	12,487	10,013	-	-	-	-	-
Passenger Shelters	FL 90-X841	400,000	-	400,000	-	-	-	-	-
Passenger Shelters	FL 90-X873	53,526	-	-	53,526	-	-	-	-
Passenger Shelters	FL-2017-024	165,688	-	-	165,688	-	-	-	-
Passenger Shelters	FTA	1,232,500	-	-	-	170,000	425,000	212,500	425,000
Total Passenger Shelters		\$ 2,791,461	\$ 708,685	\$ 631,062	\$ 219,214	\$ 170,000	\$ 425,000	\$ 212,500	\$ 425,000
CDBG Shelter Project									
CDBG Shelter Project	FL 90-X873	28,404	-	-	28,404	-	-	-	-
CDBG Shelter Project	CDBG Grant - Pinellas County	60,125	-	-	60,125	-	-	-	-
Total CDBG Shelter Program		\$ 88,529	\$ -	\$ -	\$ 88,529	\$ -	\$ -	\$ -	\$ -
Skyway Marina District Shelter Project									
Skyway Marina District Shelter Project	Skyway Marina District	71,325	-	71,325	-	-	-	-	-
Total Skyway Marina District Shelter Program		\$ 71,325	\$ -	\$ 71,325	\$ -	\$ -	\$ -	\$ -	\$ -
Passenger Shelters Match Program (FY 2017)									
Passenger Shelters Match Program (FY 2017)	FL 90-X873	45,688	-	45,688	-	-	-	-	-
Passenger Shelters Match Program (FY 2017)	City of Madeira Beach	1,930	-	1,930	-	-	-	-	-
Passenger Shelters Match Program (FY 2017)	Capital Reserve Funds	4,670	-	4,670	-	-	-	-	-
Passenger Shelters Match Program (FY 2017)	Skyway Marina District	38,513	-	38,513	-	-	-	-	-
Passenger Shelters Match Program (FY 2018)	FL-2017-024	34,312	-	34,312	-	-	-	-	-
Passenger Shelters Match Program (FY 2018)	FTA	247,500	-	-	30,000	30,000	75,000	37,500	75,000
Total Passenger Shelters Match Program		\$ 372,612	\$ -	\$ 125,112	\$ 30,000	\$ 30,000	\$ 75,000	\$ 37,500	\$ 75,000
Central Avenue BRT									
Central Avenue BRT	FDOT	500,000	-	400,000	100,000	-	-	-	-
Central Avenue BRT	Capital Reserve Funds	200,000	-	200,000	-	-	-	-	-
Central Avenue BRT	FL 90-X841	38,575	-	38,575	-	-	-	-	-
Central Avenue BRT	Capital Reserve Funds	5,000,000	-	-	-	-	5,000,000	-	-
Central Avenue BRT	FDOT-New Starts	5,000,000	-	-	-	-	5,000,000	-	-
Central Avenue BRT	FTA-New Starts	10,000,000	-	-	-	-	10,000,000	-	-
Maintenance Facility Upgrade - BRT	Future Funding TBD	12,000,000	-	-	-	-	12,000,000	-	-
Total Central Avenue BRT		\$ 32,738,575	\$ -	\$ 638,575	\$ 100,000	\$ -	\$ 32,000,000	\$ -	\$ -
Enterprise/US 19 Shelters and Passenger Amenities									
Enterprise/US 19 Shelters and Passenger Amenities	FL-2017-047	166,215	-	166,215	-	-	-	-	-
Total Passenger Amenities-Enterprise/US 19		\$ 166,215	\$ -	\$ 166,215	\$ -	\$ -	\$ -	\$ -	\$ -
Clearwater Beach Transit Center -Design									
Clearwater Beach Transit Center -Design	FL 90-0723	86,540	\$ -	86,540	-	-	-	-	-
Clearwater Beach Transit Center -Design	FL 90-0841	16,551	\$ -	16,551	-	-	-	-	-
Clearwater Beach Transit Center	Capital Reserve Funds	146,909	\$ -	-	146,909	-	-	-	-
Clearwater Beach Transit Center	City of Clearwater	250,000	\$ -	-	250,000	-	-	-	-
Total Clearwater Beach Transit Center		\$ 500,000	\$ -	\$ 103,091	\$ 396,909	\$ -	\$ -	\$ -	\$ -
Total Passenger Amenities		\$ 39,215,464	\$ 1,168,826	\$ 2,439,586	\$ 1,332,052	\$ 425,000	\$ 32,700,000	\$ 450,000	\$ 700,000



CAPITAL BUDGET

Project Title	Funding	Total Project Budget	Work in Progress 9/30/2016	FY 2017 Project Projected	FY 2018 Project Budget	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget
Training & Third Party Contracts									
Security Training and Drill	DHS EMW-2015-RA-00027	429,290	-	429,290	-	-	-	-	-
Security Grant Travel Expenses for Training	DHS EMW-2015-RA-00027	5,710	2,710	3,000	-	-	-	-	-
Total Security Consultant Services		\$ 435,000	\$ 2,710	\$ 432,290	\$ -	\$ -	\$ -	\$ -	\$ -
ADA Travel Training Program	FL 90-0873	14,941	10,723	4,218	-	-	-	-	-
ADA Travel Training Program	FL-2017-024	25,000	-	-	25,000	-	-	-	-
ADA Travel Training Program	FTA	100,000	-	-	-	25,000	25,000	25,000	25,000
Total In-Person Assessments		\$ 139,941	\$ 10,723	\$ 4,218	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Employee Education	FL 90-X811	19,997	19,542	455	-	-	-	-	-
Employee Education	FL 90-X841	20,458	1,219	19,239	-	-	-	-	-
Employee Education	FL 90-X873	20,000	-	-	20,000	-	-	-	-
Employee Education	FL-2017-024	20,000	-	-	-	20,000	-	-	-
Employee Education	FTA	100,000	-	-	20,000	20,000	20,000	20,000	20,000
Total Employee Education		\$ 180,456	\$ 20,762	\$ 19,694	\$ 40,000	\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000
Short Range Planning	FL 90-X841	67,772	-	67,772	-	-	-	-	-
Short Range Planning	FL 90-X873	60,000	-	-	60,000	-	-	-	-
Short Range Planning	FL-2017-024	100,000	-	-	100,000	-	-	-	-
Short Range Planning	FTA	1,600,000	-	-	400,000	200,000	400,000	200,000	400,000
Total Short Range Planning		\$ 1,827,772	\$ -	\$ 67,772	\$ 560,000	\$ 200,000	\$ 400,000	\$ 200,000	\$ 400,000
Downtown St. Petersburg Circulation Study	FL 90-X723	53,459	-	53,459	-	-	-	-	-
Downtown St. Petersburg Circulation Study	FL 90-X841	44,727	-	44,727	-	-	-	-	-
Total St. Petersburg Downtown Circulation Study		\$ 98,186	\$ -	\$ 98,186	\$ -	\$ -	\$ -	\$ -	\$ -
Mobility On Demand (MOD) Sandbox	FL-2017-031	500,000	-	-	500,000	-	-	-	-
Mobility On Demand (MOD) Sandbox	Capital Reserve Funds	125,000	-	2,492	122,508	-	-	-	-
Total MOD Sandbox		\$ 625,000	\$ -	\$ 2,492	\$ 622,508	\$ -	\$ -	\$ -	\$ -
Transit Asset Management Consultant	FL 90-X758	70,000	-	17,500	52,500	-	-	-	-
Total TAM Consultant		\$ 70,000	\$ -	\$ 17,500	\$ 52,500	\$ -	\$ -	\$ -	\$ -
SR 60 Multi Modal Study	FL 90-X841	47,137	-	47,137	-	-	-	-	-
Total SR 60 Multi Modal Study		\$ 47,137	\$ -	\$ 47,137	\$ -	\$ -	\$ -	\$ -	\$ -
Long Range Planning	FTA	300,000	-	-	-	100,000	-	200,000	-
Total Long Range Planning		\$ 300,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 200,000	\$ -
Regional Fare Media Project	FL 90-X723	979,208	-	979,208	-	-	-	-	-
Regional Fare Media Project	FL 90-X758	1,109,548	74,709	410,282	316,635	307,922	-	-	-
Regional Fare Media Project	FL 90-X783	346,269	-	346,269	-	-	-	-	-
Regional Fare Media Project	FL 90-X811	668,639	-	668,639	-	-	-	-	-
Regional Fare Media Project	FL 90-X841	155,579	2,835	88,431	64,313	-	-	-	-
Regional Fare Media Project	FTA	601,841	-	601,841	-	-	-	-	-
Regional Fare Media Project	FDOT	832,580	832,580	-	-	-	-	-	-
Total Regional Fare Media Project		\$ 4,693,664	\$ 910,124	\$ 3,094,670	\$ 380,948	\$ 307,922	\$ -	\$ -	\$ -
Total Training and Third Party Contracts		\$ 8,417,155	\$ 944,318	\$ 3,783,959	\$ 1,680,956	\$ 672,922	\$ 445,000	\$ 445,000	\$ 445,000



CAPITAL BUDGET

Project Title	Funding	Total Project Budget	Work in Progress 9/30/2016	FY 2017 Project Projected	FY 2018 Project Budget	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget
Facilities									
Clearwater Downtown Intermodal Terminal	FL 04-0135	1,250,000	12,587	1,013	936,400	300,000	-	-	-
Radio Communication Upgrade - Facilities	FL 90-X689	89,882	-	89,882	-	-	-	-	-
Chair Replacement Project	FL 90-X841	89,906	-	89,906	-	-	-	-	-
Rehab/Renovation Facilities - Scherer Drive	FL 90-X841	80,000	3,965	-	76,035	-	-	-	-
Air Compressors	FTA	100,000	-	-	-	100,000	-	-	-
Key Card System	FTA	750,000	-	-	375,000	375,000	-	-	-
Charging Area - Electric Buses	FTA	3,000,000	-	-	-	-	-	3,000,000	-
Park Street Terminal - Retrofit	Capital Reserve Funds	250,000	-	250,000	-	-	-	-	-
Total Other Facilities		\$ 5,609,788	\$ 16,552	\$ 430,801	\$ 1,387,435	\$ 775,000	\$ -	\$ 3,000,000	\$ -
St. Pete transit Center	FDOT	500,000	\$ -	-	-	500,000	-	-	-
St. Pete transit Center	City of St. Petersburg	500,000	\$ -	-	-	500,000	-	-	-
Total St. Pete Transit Center		\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
A/C Chiller and Building Control System	FL 90-X689	500,000	31,100	468,900	-	-	-	-	-
A/C Chiller and Building Control System	FL-2017-024	803,295	-	539,735	263,560	-	-	-	-
Total A/C Chiller and Building Control System		\$ 1,303,295	\$ 31,100	\$ 1,008,635	\$ 263,560	\$ -	\$ -	\$ -	\$ -
Granicus Agenda Management System	FL 90-X723	22,894	1,680	21,214	-	-	-	-	-
Audio Visual Equipment - Boardroom	FL 90-X873	145,312	-	145,312	-	-	-	-	-
Audio Visual Equipment - Auditorium	Capital Reserve Funds	44,022	-	44,022	-	-	-	-	-
Audio Visual Equipment - Replacement	FTA	213,000	-	-	-	-	-	-	213,000
Total Audio Visual Equipment - Boardroom/Auditorium		\$ 425,228	\$ 1,680	\$ 210,548	\$ -	\$ -	\$ -	\$ -	\$ 213,000
Service Lane Infrastructure	FL 90-X723	130,000	-	-	130,000	-	-	-	-
Service Lane Infrastructure	FL 90-X841	115,000	6,000	-	109,000	-	-	-	-
Total Service Lane Infrastructure		\$ 245,000	\$ 6,000	\$ -	\$ 239,000	\$ -	\$ -	\$ -	\$ -
Total Facilities		\$ 8,583,310	\$ 55,332	\$ 1,649,984	\$ 1,889,995	\$ 1,775,000	\$ -	\$ 3,000,000	\$ 213,000



CAPITAL BUDGET

Project Title	Funding	Total Project Budget	Work in Progress 9/30/2016	FY 2017 Project Projected	FY 2018 Project Budget	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget
Technology									
COMPUTER HARDWARE									
Fiber Upgrade	FL 90-X723	60,000	19,998	-	40,002	-	-	-	-
UPS Upgrade Project	FL 90-X783	40,950	-	40,950	-	-	-	-	-
Virtual Desktop Server Hardware	FL 90-X783	46,281	-	-	46,281	-	-	-	-
Replace/Upgrade Phone System and Phones	FL 90-X873	250,000	-	-	250,000	-	-	-	-
Polycom Conference Phones	FL-2017-024	3,600	-	-	3,600	-	-	-	-
Replacement Work Stations	FL-2017-024	146,000	-	-	146,000	-	-	-	-
Audio/Video Equipment	Capital Reserve Funds	13,852	-	-	13,852	-	-	-	-
Cleaver Devices Retrofit - Purchase Transportation	Capital Reserve Funds	350,000	-	-	350,000	-	-	-	-
Laptop - Marketing	Capital Reserve Funds	6,000	-	6,000	-	-	-	-	-
Printers	Capital Reserve Funds	70,000	-	70,000	-	-	-	-	-
Bus Wi-Fi	FTA	600,000	-	-	-	600,000	-	-	-
Data Center Upgrade-EOC Move	FTA	300,000	-	-	-	300,000	-	-	-
Photo ID System	FTA	25,000	-	-	25,000	-	-	-	-
Cleaver Works - New Module (Turn by Turn)	FTA	500,000	-	-	-	500,000	-	-	-
Total Other Computer Hardware		\$ 2,411,683	\$ 19,998	\$ 116,950	\$ 874,735	\$ 1,400,000	\$ -	\$ -	\$ -
Purchase Servers	FL 90-X723	200,000	64,946	-	135,054	-	-	-	-
Purchase Servers	FTA	175,000	-	-	-	175,000	-	-	-
Total Purchase Servers		\$ 375,000	\$ 64,946	\$ -	\$ 135,054	\$ 175,000	\$ -	\$ -	\$ -
COMPUTER SOFTWARE									
AVM 3 Project	FL 90-X689	240,363	180,272	60,091	-	-	-	-	-
APC Software Upgrade	FL 90-X723	27,705	-	27,705	-	-	-	-	-
APC Software Upgrade	FTA	30,000	-	-	-	-	30,000	-	-
Cleaver Works	FL 90-X758	299,826	196,618	103,208	-	-	-	-	-
Misc. Computer Software	FL 90-X758	159,418	10,519	97,671	51,228	-	-	-	-
Hastus Upgrade - Core	FL 90-X873	482,198	143,105	172,136	166,957	-	-	-	-
Cisco 3750 POE switch	FL-2017-024	30,000	-	-	30,000	-	-	-	-
Hastus Upgrade - Additional Modules	FL-2017-024	500,000	-	-	500,000	-	-	-	-
Microsoft Office 20XX Version (Servers)	FL-2017-024	39,000	-	-	39,000	-	-	-	-
Document Image Software	FTA	50,000	-	-	-	-	50,000	-	-
DART Software	FTA	250,000	-	-	-	125,000	-	-	125,000
Virtual Desktop Upgrade- workstation software	FL 90-X723	145,000	-	-	145,000	-	-	-	-
Virtual Desktop Upgrade- workstation SW Replacement	FTA	145,000	-	-	-	-	-	-	145,000
Total Computer Software		\$ 2,398,510	\$ 530,515	\$ 460,810	\$ 932,185	\$ 125,000	\$ 80,000	\$ -	\$ 270,000
Total Technology		\$ 5,185,193	\$ 615,459	\$ 577,760	\$ 1,941,974	\$ 1,700,000	\$ 80,000	\$ -	\$ 270,000



CAPITAL BUDGET

Project Title	Funding	Total Project Budget	Work in Progress 9/30/2016	FY 2017 Project Projected	FY 2018 Project Budget	FY 2019 Project Budget	FY 2020 Project Budget	FY 2021 Project Budget	FY 2022 Project Budget
Miscellaneous									
Revenue Room Equipment	FL 90-X841	9,000	-	-	9,000	-	-	-	-
Forklift Rebuild	FL 90-X841	30,618	21,129	9,489	-	-	-	-	-
Miscellaneous Maintenance Tools/Equipment	FL-2017-016	5,785	-	5,785	-	-	-	-	-
Miscellaneous Maintenance Tools/Equipment	FL-2017-016	13,291	-	13,291	-	-	-	-	-
Miscellaneous Maintenance Tools/Equipment	Capital Reserve Funds	485	-	485	-	-	-	-	-
Portable Radios	FL-2017-016	15,782	-	15,782	-	-	-	-	-
Miscellaneous Maintenance Tools/Equipment	FTA	30,000	-	-	6,000	6,000	6,000	6,000	6,000
Forklift Replacement	FTA	200,000	-	-	-	-	200,000	-	-
Total Other Miscellaneous Expenditures		\$ 304,961	\$ 21,129	\$ 44,832	\$ 15,000	\$ 6,000	\$ 206,000	\$ 6,000	\$ 6,000
Remaining Contingency (as of 3/31/17)	FL 90-X689	32,194	-	-	32,194	-	-	-	-
Remaining Contingency (as of 3/31/17)	FL 90-X841	120,581	-	-	120,581	-	-	-	-
Remaining Contingency (as of 3/31/17)	FL 90-X873	158,059	-	-	158,059	-	-	-	-
Remaining Contingency (as of 3/31/17)	FL-2017-024	531,935	-	-	531,935	-	-	-	-
Contingency	FTA	1,250,000	-	-	250,000	250,000	250,000	250,000	250,000
Total Contingency		\$ 2,092,769	\$ -	\$ -	\$ 1,092,769	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Total Miscellaneous and Contingency		\$ 2,397,730	\$ 21,129	\$ 44,832	\$ 1,107,769	\$ 256,000	\$ 456,000	\$ 256,000	\$ 256,000
Total Capital Expenses		\$ 118,172,511	\$ 2,824,191	\$ 15,364,933	\$ 22,873,577	\$ 12,907,722	\$ 44,230,092	\$ 11,021,392	\$ 8,950,604

FTA Funding Under Grant	29,666,209	1,988,901	12,840,802	11,874,848	2,513,649	448,009	-	-
FTA Future Funding	41,427,542	-	601,841	7,562,836	8,675,073	9,942,264	8,456,264	6,189,264
FTA New Starts Funding	10,000,000	-	-	-	-	10,000,000	-	-
DHS Funding	435,000	2,710	432,290	-	-	-	-	-
FDOT Funding	1,907,886	832,580	439,306	136,000	500,000	-	-	-
FDOT New Starts Funding	5,000,000	-	-	-	-	5,000,000	-	-
Section 5310	602,451	-	314,451	288,000	-	-	-	-
City of Clearwater	250,000	-	-	250,000	-	-	-	-
City of St. Petersburg	609,837	-	109,837	-	500,000	-	-	-
City of Madeira Beach	1,930	-	1,930	-	-	-	-	-
Pinellas County	649,125	-	-	649,125	-	-	-	-
Restricted Funds for FTA Projects	326,499	-	-	326,499	-	-	-	-
Future Funding TBD	12,000,000	-	-	-	-	12,000,000	-	-
PSTA Capital Reserve Funds	15,296,031	-	624,475	1,786,269	719,000	6,839,819	2,565,128	2,761,340
TOTAL CAPITAL PROGRAM	\$ 118,172,511	\$ 2,824,191	\$ 15,364,933	\$ 22,873,577	\$ 12,907,722	\$ 44,230,092	\$ 11,021,392	\$ 8,950,604



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
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
L RTP	Long Range Transportation Plan
MBE	Minority Businesses Enterprise
MPO	Metropolitan Planning Organization
NTD	National Transportation Database
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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Transit Authority

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