



# PSTA BOARD POLICIES

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**RULES AND REGULATIONS  
PINELLAS SUNCOAST TRANSIT AUTHORITY**

**ARTICLE I. MISSION STATEMENT**

Section 1.01      Mission Statement – PSTA provides safe, convenient, accessible and affordable public transportation services for Pinellas County residents and visitors, and supports economic vitality, thriving communities, and an enhanced quality of life.

**ARTICLE II. BOARD OF DIRECTORS**

Section 2.01      Board of Directors

A. Powers – All powers of PSTA as set forth in Chapter 2000-424, Laws of Florida, as amended, shall be vested in the Board of Directors, except as otherwise provided by law or in these Rules and Regulations.

B. Duties – It shall be the duty of the Board of Directors to discharge the obligations and responsibilities imposed upon the Board by state law, federal law and these Rules and Regulations. The Board shall have the following duties:

1. The Board shall be responsible for evaluating the job performance of all employees that the Board has the direct authority to hire and fire. The evaluation process shall be determined by the Board as a whole, by a committee of the Board, by an independent management consultant, or any combination thereof.
2. The Board shall provide for an annual independent audit by a firm of certified public accountants of all PSTA accounts and may provide for more frequent audits if the Board deems it necessary. All audits shall be according to the procedures and requirements provided by law. The contract for audit services shall be the subject of competitive bidding at least every 5 years or as otherwise required by federal or state laws or regulations.
3. Except for the purpose of inquiries and investigations, the Board of Directors or its members individually shall deal with PSTA officers and employees who are subject to the direction and supervision of the Chief Executive Officer/Executive Director (“CEO/ED”) solely through the CEO/ED, and neither the Board nor its members shall give



orders to any such officer or employee either publicly or privately. It is the express intent of these Rules and Regulations that recommendations for improvement in PSTA operations by individual Board members be made to and through the CEO/ED. Nothing in this paragraph shall be construed to prohibit individual members of the Board from closely scrutinizing by questions and personal observations all aspects of PSTA operations so as to obtain independent information to assist the Board members in formulation of sound policy.

Section 2.02      Election and Terms – There shall be as officers of the Board of Directors, a Chairperson, Vice-Chairperson, and Secretary/Treasurer. Nomination of officers shall be made by a nominating committee of at least three board members appointed by the Board of Directors. The nominating committee shall submit all nominations no later than the December Board meeting each year, and the election shall be held immediately thereafter. The Board also shall accept nominations from individual Board members. A candidate receiving a majority vote of those Board members present and voting shall be declared elected. The term of office of each officer elected shall commence on January 1st of each year and last for one year or until their successors are elected. Vacancies in any office shall be filled by regular election procedure for the remaining term of the vacated office. An officer filling a partial term may be re-nominated for a full term in the same office.

Section 2.03      Compensation and Expenses – The members of the Board of Directors shall serve voluntarily and without compensation. Board members are entitled to receive their travel and other necessary expenses incurred in connection with PSTA business as provided in Chapter 2000-424, as amended, and Section 112.061, Fla. Stats.

Section 2.04      Duties of Officers

A.      Chairperson – The Chairperson shall preside at all meetings and public hearings of the Board and shall have the duties normally conferred by parliamentary rules for such officers. The Chair shall have the authority to decide all points of order subject to the right of any Board member to appeal to the entire Board. However, the Chairperson shall have no voting power greater than any other Board member. The Chairperson shall be the official representative of PSTA and shall be authorized to sign contracts, deeds and other documents on behalf of PSTA, after approval of the Board of Directors.

B. Vice-Chairperson – The Vice-Chairperson shall act in the absence of the Chairperson.

C. Secretary/Treasurer – The Secretary/Treasurer shall attest all contracts, resolutions and other official PSTA documents. The secretary/treasurer is authorized to sign checks and other bank and financial documents on behalf of PSTA. In the absence of the Chairperson and Vice-Chairperson, the Secretary/Treasurer shall assume the duties of the Chairperson.

## Section 2.05

### Rules of Procedure of Board of Directors

A. Meetings – The Board of Directors shall normally meet regularly on the fourth Wednesday of each month at PSTA's Board Meeting Room or at any other location selected by the Board. The regular meetings normally will be held at 9:00 AM, except that one of the Board's regular meetings during each calendar year shall start at 6:00 PM. Special meetings and work sessions may be held on call of the Chairperson, the CEO/ED or any two Board members through the CEO/ED or General Counsel and, whenever possible, upon no less than twenty-four hours public notice. Work sessions are primarily designed for information gathering and guidance, and no formal Board decision approving or disapproving an item may be made. Only staff members, PSTA consultants or contractors, or representatives from other governmental agencies shall be included in the work session discussion unless prior arrangements are made through the CEO/ED, General Counsel or Chairperson. The Board, by majority vote, may allow comment from persons other than staff members on a specific work session item.

B. Agenda – The agenda at all regular meetings of the Board may include (except that public comment and Board member comment shall be included on all regular meeting agendas):

1. Call to Order and Pledge of Allegiance
2. Public Hearings
3. Awards and Recognition
4. Public Comment
5. Consent Agenda
6. Special Presentations
7. Action Items
8. Reports/Correspondence
9. Discussion Items
10. Board Member Comments



## 11. Adjournment

The Chairperson may deviate from the agenda upon request of any affected citizen, a public official, the CEO/ED or a Board member.

C. Agenda Preparation – The CEO/ED is responsible for preparing the agenda. The CEO/ED, General Counsel, Chairperson or any Board member may place an item on the regular agenda for action or discussion. The CEO/ED shall coordinate the agenda and shall attempt to have the agenda set and all materials mailed to or available electronically for the Board members, the Thursday prior to the meeting.

D. Consent Agenda – The consent agenda shall include items deemed by the CEO/ED to be non-controversial. The consent agenda shall not include the purchase of any item or the award of a bid for the purchase of any item where the item is not included in the present fiscal year budget. Prior to the approval of the items on the consent agenda, any item thereon may be withdrawn at the request of the Chairperson, any Board member, the CEO/ED or the General Counsel and moved to the regular agenda for discussion and disposition. The consent agenda items may be adopted individually or together in a single motion.

E. Public Comment

1. Public Comment. Public comment will be accepted on all Action Items and any other items on which the Board takes action, excluding ceremonial and ministerial items. The Chairperson will ask for public comment after PSTA staff has concluded its presentation. After public comment, the Chairperson shall receive comments, direction, or a motion from the Board of Directors. Public comment on items on the consent agenda, other than ceremonial and ministerial items, such as the approval of the Board's minutes, will be accepted under the Public Comment portion of the agenda.

2. Members of the public shall have the opportunity to comment on items relating to PSTA and which do not appear on the Agenda under the Public Comment section of the Agenda.

3. Each speaker who wishes to speak under Public Comment or in a Public Hearing under Section 2.10.E shall complete and present a public comment card to PSTA staff. The card will include the individual's name and address.

PSTA staff shall give the public comment cards to the Chairperson and speakers will be recognized in the order the comment cards are received by PSTA staff. The public comment cards may be presented to PSTA staff before or during the item. Speakers should wait to be recognized by the Chairperson. If speaking on an item referenced in Paragraph E.1 above, comments must be limited to the agenda item.

4. Each member of the public who addresses the Board under Public Comment, in a Public Hearing under Section 2.10.E, or on an agenda item shall be limited to three (3) minutes. A spokesperson may speak on behalf of a group; however, before presenting any item to the Board, the group shall first designate the spokesperson by completing the appropriate documentation. A spokesperson for a group may address the Board for three (3) minutes. However, for each member of the group present in the audience who waives their right to speak, the spokesperson will be given an additional three (3) minutes up to a maximum of ten (10) minutes. Each person addressing the Board shall approach the podium and give his/her name in an audible tone of voice. Each person shall not comment more than once on the same agenda item, at the same meeting, unless the Board grants an exception. All remarks should be addressed to the Board as a body, and not to any member thereof. All speakers, including Board members shall be recognized by the Chairperson. Any questions or comments of Board members in response to public comment shall be directed to the Chairperson or CEO. No questions shall be asked to individual Board members except through the Chairperson. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Board may be requested to leave the meeting and may be barred from further attendance at that meeting. The Chairperson shall preserve order at all meetings.

F. Motions and Voting

1. All motions shall be set forth in the affirmative. No motion shall be considered which states that the Board "not take action." Motions to "deny" or "table" an action are permitted. A motion to table an item, if passed, shall serve to defer the item indefinitely until the Board decides to reconsider the item. All motions shall require a second.



Motions and seconds may be withdrawn or amended with the approval of the proponents thereof.

2. Voting will typically be conducted by voice vote and recorded by individual "Aye" or "Nay." The Chairperson, in his/her discretion, may request a vote by roll call or show of hands. The results of every vote shall be reflected in the minutes, specifically identifying the Board members who are present at the time of the vote and those that vote "nay." In the event that there is a tie vote, the matter shall be considered an equipoise and shall be placed on the next regular meeting for reconsideration. The chairperson may not make a motion or second any motion.

3. Reconsideration – Any member of the Board who voted with the prevailing side may move to reconsider any action of the whole Board; provided that the motion be made at the same meeting at which the action was taken. A motion to reconsider shall be in order at any time during the meeting at which the action was taken, except when a motion on some other subject is pending. However, no motion to reconsider a vote on a public hearing item shall be entertained after the public hearing has been closed. No motion to reconsider shall be made more than once on any subject or matter at the same meeting. Board action may be rescinded by a majority vote.

4. Post-adoption Procedures – In the event a resolution is passed, such resolution will be signed by the Chairperson or presiding officer, attested to by the Secretary/Treasurer and approved as to form by the General Counsel.

Section 2.06 Minutes – The CEO/ED shall provide a secretary to the Board who shall prepare the minutes of all meetings for approval at the following regular session, whenever possible. The secretary shall note the attendance of the Board members in the minutes. The minutes shall not be read in full, but shall be approved in their entirety subject to corrections made by the Board. In the preparation of the minutes of any meeting, the secretary may, in the secretary's discretion, state the general topic of discussion rather than a summary of the comments of each speaker and each Board member. The minutes shall fully and thoroughly set forth the precise action taken by the Board, including the vote of each member of the Board. The CEO/ED is authorized to clarify the intent of any particular motion if such was reasonably contemplated.

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Section 2.07      Attendance

A. Members of the Board shall notify the CEO/ED prior to the day of a scheduled meeting or at the time of polling by the staff's secretary if they are unable to attend. All other absences, excluding emergencies, will be counted as being unexcused.

B. If a regular Board member misses three regular Board meetings without being excused during a calendar year, he or she should be removed by the appointing authority. The chairperson shall contact the appointing authority recommending that such a member be removed and requesting that the vacancy be filled.

C. If a quorum of the Board of Directors or any committee is physically present at a meeting of the Board or committee, respectively, the Board or committee may allow an absent Board or committee member to participate by telephone or other interactive electronic technology, if circumstances are determined by the Board or committee, respectively, to be extraordinary. The telephone or other interactive electronic technology must be sufficient to allow the absent member to participate in discussions, to be heard by other Board or committee members and the public, and to hear discussions taking place during the meeting.

Section 2.08      Individual Opinions – Individual members of the Board must not represent their own views or recommendations as those of the Board unless the majority of the Board members have officially voted to approve such action. Board members making recommendations or expressing views not approved by a majority of the board shall indicate that such opinion is expressed as a private citizen.

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Section 2.09      Committees

A. There is hereby established the Executive Committee of the Board of Directors. The Committee shall be composed of the Board's executive officers (Chairperson, Vice-Chairperson and Secretary/Treasurer), the immediate past Board Chairperson, and a Board member appointed by the Board. If a vacancy is created because the immediate past Board Chairperson is no longer a member of the Board, another Board member appointed by the Board shall fill the remainder of the term of the vacated position. The Executive Committee shall consist of five (5) members. The purpose of this committee generally is to deliberate and provide



direction on significant policy-level issues to the Board and CEO. The Executive Committee will support the decisions of the Board and will oversee and make recommendations on the Board Committees, and overall governance of the PSTA organization. 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.

B. A Personnel Committee, made up of the Board Officers and two (2) additional Board members appointed by the Board, will conduct a performance review of the Agency's CEO/ED at the time provided for in the contract with the CEO/ED. Each Board member shall be provided an opportunity to offer their evaluation of the CEO/ED. All evaluations completed by Board members shall be considered by the Personnel Committee in conducting the CEO/ED's annual performance review and in making its recommendation to the Board for any salary adjustment. The Personnel Committee will also establish with the CEO/ED a set of mutually acceptable strategic plans for the next year. The Personnel Committee will develop an annual performance review and evaluation process based on the implementation of the Agency's agreed upon strategic direction, demonstrated evidence of leadership skills and attitude, and any other areas of performance as designated by the Personnel Committee.

C. There is hereby established the Finance and Performance Management Committee. The Finance and Performance Management Committee shall consist of five Board members, who shall be appointed as stated below. 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.

D. There is hereby established the Legislative Committee. The Legislative Committee shall consist of five Board members. The duties of the Legislative Committee are as follows: recommend annual state and federal legislative agendas for Board approval, make recommendations regarding the selection of a lobbyist, interact with the lobbyist, and advise the full Board of the official positions of the local, state, and federal entities concerning

legislative matters pertaining to the operations, development, and funding of PSTA, including long-range capital and operating projects. The Legislative Committee will be given limited authority to establish PSTA positions on legislation and make positions known to state and federal elected officials as may be required by the schedule of legislative action and/or approvals, but any position must be confirmed with the full Board as soon as practical. All Legislative Committee correspondence or other communications with officials prior to full Board approval must be identified as on behalf of the Legislative Committee.

E. There is hereby established the Planning Committee. The Planning Committee shall consist of five Board members. 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.

F. The Board may establish other committees from time to time as it deems proper.

G. Nominations for positions or vacancies on any committee shall be made by the Nominating Committee, which will be submitted at the next Board meeting after the vacancy occurs. The Board also shall accept nominations from individual Board members. A candidate receiving a majority vote of those Board members present and voting shall be declared elected to the committee.

H. All appointments to the committees, excluding the Executive Committee, except for the initial appointments after the adoption of these Rules and Regulations, shall be for a term of two (2) years. The initial appointments after the adoption of these Rules and Regulations shall consist of two (2) appointments to each committee for a one (1) year term and three (3) appointments for a two (2) year term.

#### Section 2.10 Public Hearings.

A. Agenda – In all public hearings the following order may be followed, unless otherwise required by federal or state law or regulation:

1. Presentation by PSTA staff.
2. Questions by Board members.
3. Public comment.
4. Further comment by PSTA staff.
5. Comment and voting, when appropriate, by Board.



B. Notices – When a public hearing is scheduled, at least fifteen (15) days notice shall be provided, unless a different requirement is established by applicable state or federal law or regulation. The following notices may be provided:

1. Interior signs on all PSTA buses
2. Posters at Williams Park Transit Center, Park Street Transit Center, Grand Central Plaza, Pinellas Park Transit Center, and PSTA's Headquarters
3. On PSTA's website
4. Paid newspaper advertisement
5. Social Media

C. Number of Public Hearings

1. Fare increases and system-wide service changes shall require at least one public hearing that is easily accessible by bus, and includes adequate parking at a time that maximizes public attendance.
2. The Program of Projects and non-system-wide service changes that result in a 25% or more decrease of the transit route miles, transit revenue vehicle miles or estimated ridership of a transit route shall require at least one public hearing. If the non-system-wide service changes are such that a public hearing would be better held at a location central to the area affected by the changes, then this "central" hearing location may replace the PSTA headquarters hearing.
3. Budgets shall require at least two public hearings to be held in accordance with state statute. The locations for these hearings should be easily accessible by car and/or bus, where adequate parking exists, and at times as required by state statutes. There also shall be held two budget workshops which shall be held at dates, times, and locations approved by the Board of Directors.

D. Notice of Service Changes

Prior to implementation, the Board of Directors and passengers will be given adequate notice of any service change.

E. Conduct of Hearing.

1. Presentations will be limited to only the subject for which the public hearing is being held.

2. The public hearing will not be closed until all individuals, so desiring, have had an opportunity to make a presentation.

3. The regulations regarding public comment provided in Paragraphs 2.05 E.3 and 4 shall govern public comment in public hearings.

F. Public Hearings Conducted By PSTA Administration – On occasions, PSTA administration will hold public hearings on subjects that are not required Board public hearing subjects. These hearings will follow the same agenda and conduct as specified in Sections A and E.

#### Section 2.11 Use of Robert's Rules

The newest edition of Robert's Rules shall be used as a guideline for the meetings of the Board to the extent that Robert's Rules are not inconsistent with these Rules and Regulations.

### **ARTICLE III. CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR**

Section 3.01 CEO/ED – There shall be a CEO/ED to serve as the chief administrative officer and chief executive officer of PSTA. The CEO/ED shall be appointed by and serve at the pleasure of the Board of Directors.

Section 3.02 Powers and Duties of CEO/ED –The powers and duties of the CEO/ED shall include the following:

A. The CEO/ED may employ such employees as may be necessary for the proper administration of the duties and functions of PSTA, and may determine the qualifications of such persons; however, the Board must approve the number of such positions and fix the budget for the compensation for employees. When he/she deems it necessary for the good of PSTA, he/she may demote, suspend or remove any PSTA employee or appointed administrative officer under the CEO/ED's jurisdiction, except as otherwise provided by law. Such action shall be in compliance with all applicable rules and regulations of PSTA.

B. Direct and supervise the administration of all departments, offices and agencies of PSTA except as otherwise provided for herein.



- C. Attend Board meetings and shall have the right to take part in discussion but may not vote. See that all laws, rules and regulations and acts of the Board which are subject to enforcement by the CEO/ED are faithfully executed.
- D. Prepare and submit the annual operating budget and capital improvement budget to the Board of Directors.
- E. Prepare and submit an annual capital program and all applications for federal and state grants.
- F. Recommend changes to the fare structure and recommend changes to PSTA's service.
- G. Sign contracts, deeds and other documents on behalf of PSTA pursuant to the provisions of these Rules and Regulations or as authorized by the Board of Directors.
- H. Develop and keep current a policy manual which shall set forth the policies adopted by the Board of Directors.
- I. Provide such administrative assistance to the Board in connection with their official duties, and perform such other duties as are specified in these Rules and Regulations or may be required by the Board.
- J. The CEO/ED shall designate a department director or other managerial employee who shall exercise the powers and perform the duties of the CEO/ED during the CEO/ED's temporary absence or disability. The CEO/ED shall notify the Board, electronically, who he/she has designated.
- K. At any time during the fiscal year the CEO/ED may transfer part or all of any unencumbered appropriation balance within a department to any other department. For any transfer that exceeds one-hundred thousand (\$100,000.00) dollars, such transfer must first be approved by the Board of Directors.

#### **ARTICLE IV. GENERAL COUNSEL**

Section 4.01 General Counsel – The General Counsel shall be appointed by and serve under the direct supervision of the Board of Directors. The General Counsel shall act as the legal advisor to the Board of Directors, the CEO/ED and all PSTA offices and agencies. The General Counsel shall defend on behalf of PSTA all complaints, suits and controversies in which PSTA is a party. The General Counsel shall prosecute on behalf of PSTA all complaints, suits and controversies when authorized by the CEO/ED. The General Counsel shall prepare or review and approve as to form all

contracts, grant applications and other instruments to which PSTA is a party, as requested by the CEO/ED. The General Counsel shall perform such other duties as may be directed by the Board of Directors.

## ARTICLE V. PURCHASING

### Section 5.01      Competitive Bidding

A. Procurement of Commodities and/or Services – Except as otherwise provided in these Rules and Regulations, the procurement of commodities and/or services of an estimated value in excess of \$100,000.00 shall be by written contract or Purchase Order with the most responsible and responsive bidder/proposer, whose bid has been solicited, received, and approved by the Board of Directors. All competitive bidding shall be conducted in accordance with PSTA's procurement procedures and all federal or state rules or regulations that apply to the respective procurement, which shall be prepared and approved by the CEO/ED or his/her designee. The procurements of commodities and/or services of an estimated value below \$100,000.00 shall be approved by the CEO/ED or designee and shall be made in accordance with the procurement procedures. The CEO/ED shall include in his/her report that is part of each Board's agenda a list of all procurements with an estimated value greater than \$25,000 and less than \$100,000 that the CEO/ED has approved. The CEO/ED shall have authority to settle legal claims, including workers' compensation claims, whether the settlement is reached pre-litigation or during litigation, where the amount paid or received by PSTA is less than \$25,000.00. If any purchase over \$100,000 is approved by the CEO/ED because an emergency situation prevents the ability to follow the provisions of these Rules, the Board of Directors shall be promptly notified of such purchase and the basis for such purchase. For purposes of this section, "emergency situation" means a situation which threatens the overall operations of PSTA.

B. Lobbying – Lobbying of any PSTA Board member, officer, evaluation committee member, employee, agent or attorney by a bidder, any member of the bidder's staff, any agent or representative of the bidder, whether compensated or not, or any person employed by any legal entity affiliated with or representing the bidder shall be prohibited on all competitive selection processes and contract awards, including but not limited to requests for proposals, requests for quotations, requests for qualification, invitation for bids, bids or the award of purchasing contracts of any type. Lobbying is strictly prohibited from the date of the



advertisement or on a date otherwise established by the Pinellas Suncoast Transit Authority Board of Directors, until either an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. The purposes of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, a protest is resolved, or the competitive selection process is otherwise concluded. Nothing herein shall prohibit a bidder from contacting the purchasing division or PSTA's general counsel to address situations such as clarification and/or questions related to the procurement process or protest. The Pinellas Suncoast Transit Authority Board of Directors, when the award of the bid is within the Board of Directors' authority, shall deem any bidder who violates the provisions of this Paragraph non-responsible and non-responsive, and the bidder's proposal or bid shall not be considered by the evaluation committee or the Board of Directors. When an award of bid is within the CEO/ED's authority, the CEO/ED shall deem any bidder who violates the provisions of this Paragraph non-responsible and non-responsive and the bidder's proposal or bid shall not be considered by the CEO/ED.

For the purposes of this Paragraph, lobbying shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with the bidding process through direct or indirect oral or written communication. Lobbying includes such actions whether performed by the bidder itself, any employee of the bidder, the bidder's attorney, agent or other paid or non-paid representative, or any person who performs such actions on behalf or at the behest of the bidder. Further, lobbying includes the attempt to influence Board members while they are performing their functions for other governmental entities (e.g. a city or Pinellas County). The final award of the contract shall be the effective date of the contract.

#### Section 5.02

A. Procurement through other government contracts – PSTA shall be permitted to procure commodities and/or services from Pinellas County contracts, State of Florida contracts, or other governmental contracts that are competitively bid in compliance with applicable state or federal regulations and/or PSTA's procurement procedures. The Board of Directors will approve any such procurement in excess of \$100,000.00.

B. Fuel Procurement –

1. Because of the volatility of fuel markets, the procurement of fuel may be conducted without following the requirements of Section 5.01. If the CEO/ED chooses to purchase fuel without following the requirements of Section 5.01, the CEO/ED shall request authority from the Board of Directors each year to enter into agreements to purchase and deliver fuel through NYMEX futures contracts and/or fuel daily OPIS contracts in an amount not to exceed the total amount budgeted for fuel.
2. The CEO/ED may enter into agreements to purchase diesel fuel for the ensuing fiscal year up to six months prior to the final adoption of the budget for the ensuing fiscal year on the following conditions:
  - a. the CEO/ED does not obligate PSTA to the purchase of more than ten million dollars (\$10,000,000) of diesel fuel before the final adoption of the budget for the ensuing fiscal year; and
  - b. there shall be no actual expenditures for diesel fuel until PSTA receives delivery of the fuel after the final adoption of the budget.

Section 5.03 Bid Protest Procedures – Non-Federal Transit Administration Grant

A. Right to Protest – Any Interested Party, defined as a party that is an actual or prospective bidder or offer or whose direct economic interest would be affected by the award or failure to award the contract at issue. (does not include subcontractors), who has submitted a timely bid or proposal in response to a PSTA procurement solicitation and has a material interest in the decision being protested, who wishes to protest a PSTA decision or intended decision concerning a contract award, shall submit a written Notice of Protest with PSTA's CEO/ED. The Notice of Protest must be signed by the person who signed the bidder's or proposer's response to PSTA's procurement solicitation and be submitted within seventy-two (72) hours after the issuance of the notice of PSTA's decision or intended decision. The Notice of Protest shall state with particularity the name and address of the protesting party and its relationship to the procurement sufficient to establish that the



protest is being filed by an Interested Party. If the Notice of Protest is submitted electronically, the protester must submit a hard copy to PSTA's CEO/ED within twenty-four (24) hours of submitting the electronic copy. The protester shall file a formal written protest within ten (10) days after the date of the submittal of the Notice of Protest. The formal written protest shall state with particularity the identity of the contact person for the protester, including name, title, address, telephone, fax, and email address; identification of the procurement; the basis of the protest, including the facts and law upon which the protest is based; a statement of the specific relief requested; and a notarized affirmation by the protester (if an individual) or by an owner or officer of the protester (if not an individual) as to the truth and accuracy of the statements made in the protest submittal; and providing any supporting documentation. If the formal written protest is submitted electronically, the protester must submit a hard copy of the executed formal written protest to PSTA's CEO/ED within twenty-four (24) hours of submitting the electronic copy unless the CEO/ED waives such requirement. Failure to file a Notice of Protest or failure to file a formal written protest within the time periods set forth above shall constitute a waiver of protest.

B. Providing a Bond – Any firm or person who files a protest shall file with PSTA, at the time of filing the formal written protest, a bond payable to PSTA in an amount equal to one percent of the estimate of the total value of the contract or \$5,000, whichever is less. Such bond shall be conditioned upon payment of all costs which may be adjusted against the protestor upon the conclusion of the protest proceedings. If the protest determination is not in favor of the protester, PSTA shall recover all costs, damages and charges incurred by it during the protest, excluding attorneys' fees. Upon payment of such costs and charges by the person or firm protesting the decision or intended decision, the bond shall be returned.

C. Consideration of Protest – PSTA's CEO/ED will consider all protests of a PSTA decision or intended decision concerning a bid solicitation or a contract award where the protestor has complied with the requirements of subsections A and B of this Section. When the CEO/ED is a member of the committee that makes a recommendation or intended decision, the CEO/ED shall designate a Department Director to consider the protest. The CEO/ED or his/her designee shall not consider any protest presented orally, not



presented in a manner complying with section 5.03.A., or not presented within the time limits set forth in section 5.03.A. The CEO/ED or his/her designee shall ordinarily provide the protestor and all other bidders with a written determination of the protest within fifteen (15) days of receiving a formal written protest that meets all of the requirements of section 5.03. The CEO/ED may gather additional information, including but not limited to, information from witnesses, or may request additional information from the protestor if he/she deems it necessary or appropriate in rendering a decision on the protest. The CEO/ED may extend the determination period if additional time is required to gather and evaluate information necessary for the decision or for other good cause. The CEO/ED's or his/her designee's decision is final. The CEO/ED or his/her designee may provide an opportunity to resolve the protest by mutual agreement between the parties within seven days, excluding Saturdays, Sundays and legal holidays, of PSTA's receipt of the formal written protest.

D. Stay of Procurement During Protests – There shall be no stay of the bid process or the procurement during protests.

E. Notice to Bidders – Bid tabulations with recommendations will be posted on a bulletin board maintained at PSTA's principal place of business for purposes of posting bid tabulations. Upon receipt of a formal written protest, PSTA will give notice of the protest to all bidders, or if the bid already was awarded at the time the protest was filed with PSTA, only to the successful bidder. When a protest results in a delay of an award of the contract pending the disposition of the protest, the bidder or bidders whose bids might become eligible for award will be requested, before expiration of the time for acceptance of their bids (with consent of sureties, if any) to extend the time for acceptance so as to avoid the need for re-advertisement and re-bidding.

F. Reconsideration of Determination – Any protestor may submit a request for reconsideration within seven (7) days of the written determination only if data or information becomes available that was not previously known or available to the protestor prior to the written determination of the protest, or there has been an error of law. Such request must specify the newly available data, information or the error. The CEO/ED may then reconsider his/her determination and have another five (5) days to issue a determination on the request for reconsideration.



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Section 5.04 Bid Protest Procedures – Federal Transit Administration Grant

A. Right to Protest – Any Interested Party, as defined in Section 5.03.A., who wishes to protest a PSTA decision or intended decision concerning a bid or a contract award for a procurement funded in full or part by the FTA, shall sign and submit a written Notice of Protest with the CEO/ED of PSTA within seventy-two (72) hours after the issuance of the notice of PSTA's decision or intended decision. Protests shall not be allowed until PSTA's notice of decision, or intended decision, is posted. The Notice of Protest shall state with particularity the name and address of the protesting party and its relationship to the procurement sufficient to establish that the protest is being filed by an Interested Party. If the Notice of Protest is submitted electronically, the protester must submit a hard copy to PSTA's CEO/ED within twenty-four (24) hours of submitting the electronic copy. The protester shall file a formal written protest within ten days after the date of the submittal of the Notice of Protest. The formal written protest shall state with particularity the identity of the contact person for the protester, including name, title, address, telephone, fax, and email address; identification of the procurement; the basis of the protest, including the facts and law upon which the protest is based; a statement of the specific relief requested; and a notarized affirmation by the protester (if an individual) or by an owner or officer of the protester (if not an individual) as to the truth and accuracy of the statements made in the protest submittal; and providing any supporting documentation. If the formal written protest is submitted electronically, the protester must submit a hard copy of the executed formal written protest to PSTA's CEO/ED within twenty-four (24) hours of submitting the electronic copy. Failure to file a Notice of Protest or failure to file a formal written protest within the time periods set forth above shall constitute a waiver of protest.

B. Providing a Bond – Any firm or person who files a protest shall file with PSTA, at the time of filing the formal written protest, a bond payable to PSTA in an amount equal to one percent of the estimate of the total value of the contract or \$5,000, whichever is less. Such bond shall be conditioned upon payment of all costs which may be adjusted against the protestor upon the conclusion of the protest proceedings. If the protest determination is not in favor of the protester, PSTA shall recover all costs, damages and charges

incurred by it during the protest, excluding attorneys' fees. Upon payment of such costs and charges by the person or firm protesting the decision or intended decision, the bond shall be returned.

C. Consideration of Protest – PSTA's CEO/ED will consider all protests of a PSTA decision or intended decision concerning a bid solicitation or a contract award where the protestor has complied with the requirements of subsections A and B of this Article. When the CEO/ED is a member of the committee that makes a recommendation or intended decision, the CEO/ED shall designate a Department Director to consider the protest. The CEO/ED or his/her designee shall not consider any protest presented orally or not presented within the time limits set forth in subsection A. The CEO/ED or his/her designee shall provide the protestor and all other bidders with a written determination of the protest within fifteen (15) days of receiving the formal written protest. The CEO/ED or his/her designee may provide an opportunity to resolve the protest by mutual agreement between the parties within seven days, excluding Saturdays, Sundays and legal holidays, of PSTA's receipt of the formal written protest.

D. Protest to FTA – Protest to FTA – Any Interested Party to a procurement funded by the FTA may file a protest with FTA only if the protest concerns a matter that is primarily a Federal concern. Examples of Federal concerns include but are not limited to situations where a special Federal interest is declared because of program management concerns, possible mismanagement, impropriety, waste, or fraud. PSTA's CEO/ED or his/her designee shall submit any reports or documents requested by FTA in its consideration of the protest.

E. Stay of Procurement During Protest – When a protest has been timely filed prior to an award by PSTA, whether with PSTA or with FTA, during the pendency of that protest, PSTA shall not make an award of a contract. If PSTA does not make an award while a protest is pending with PSTA, after five (5) days from the date the CEO/ED or his/her designee shall confirm with FTA that FTA has not received a protest on the contract in question before PSTA proceeds with making an award or with the procurement if an award already had been made.



F. Notice to Bidders – Bid with recommendations will be posted on a bulletin board maintained at PSTA’s principal place of business for purposes of posting bid tabulations. Upon receipt of a formal written protest, PSTA will give notice of the protest to all bidders, or if the bid already was awarded at the time the protest was filed with PSTA, only to the successful bidder. When a protest results in a delay of an award of the contract pending the disposition of the protest, the bidder or bidders whose bids might become eligible for award will be requested, before expiration of the time for acceptance of their bids (with consent of sureties, if any) to extend the time for acceptance so as to avoid the need for re-advertisement and re-bidding.

G. Reconsideration of Determination – Any protestor may submit a request for reconsideration to PSTA’s CEO/ED within seven (7) days if data or information becomes available after the submittal of the formal written protest that was not previously known to the protester, or there has been an error of law. Such request must specify the newly available data, information or the error. The CEO/ED may then reconsider his/her determination and ordinarily will have five (5) days to issue a determination on the request for reconsideration.

Section 5.05

The CEO/ED shall develop and implement a Disadvantaged Business Enterprise program and should take affirmative action through advertising and using any other means to encourage disadvantaged business enterprises within and outside of Pinellas County to participate fully in DBE programs and in all aspects of procurement.

**ARTICLE VI. CODE OF ETHICS**

Section 6.01

It is hereby declared to be the policy of PSTA that no officer or employee of this agency shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his duties in the public interest. To implement this policy and to comply with the terms and conditions of contractual requirements with FTA, a Code of Ethics is adopted as follows:

A. No employee, officer, agent or board member, or his or her immediate family member, partner or organization that employs or is about to employ any of the foregoing may participate in the selection, award or administration of a contract supported with FTA assistance if a conflict, real or apparent, would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:

1. The employee, officer or agent;
2. Any member of his or her immediate family;
3. His or her partner; or
4. An organization that employs, or is to employ, any of the above.

B. No employee, officer agent or board members of PSTA shall either solicit or accept gifts, gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to any sub-agreement.

C. Violation of any of the above provisions shall, pursuant to applicable constitutional or statutory procedures, constitute grounds for, and may be punished by, one or more of the following:

1. In the case of a Board member:
  - a. Removal from office.
  - b. Suspension from office.
  - c. Public censure and reprimand.
  - d. Restitution of any pecuniary benefits received because of the violation committed.
2. In the case of an employee or agent:
  - a. Dismissal from employment.
  - b. Suspension from employment for not more than ninety days without pay.
  - c. Demotion.
  - d. Reduction in salary level.
  - e. Restitution of any pecuniary benefits received because of the violation committed.
3. In the case of a contractor or their agents:
  - a. Contract can be voided by PSTA.



## ARTICLE VII. INDEMNIFICATION

### Section 7.01

Except as otherwise provided herein, any member of the Board, any appointive officer, or any employee of PSTA, who is sued and/or suffers or sustains damage by any judgment obtained against him or her in a court of proper jurisdiction, or suffers or sustains pecuniary expense or damages against him or her personally as the result of litigation involving any action or omission done or omitted to be done by him or her as such public official, Board member or employee of PSTA, PSTA will do or cause to be done the following things:

A. Defend such person in the lawsuit by an attorney or attorneys selected by the Board or its insurer for this purpose, obtain and present such available evidence as would be necessary or proper and reasonably procurable under the circumstances for the proper defense of such person in such action, and pay the necessary court costs in and incident to such lawsuit.

B. Pay or settle any judgment or damages against such person obtained as the proximate result of such lawsuit.

C. Reimburse such person for any personal expense he has reasonably and necessarily sustained in such litigation and judgment.

D. Do whatever else is necessary or proper, in the sole discretion of the Board, to protect the Board member, officer, or employee under the facts and circumstances of the particular case.

### Section 7.02

This protection and reimbursement only shall cover situations where the Board member, officer or employee of PSTA has been determined to have been failing to act or to have acted negligently or carelessly as the Board member, officer, or employee of PSTA within the scope of duties or responsibilities of his particular office or employment.

### Section 7.03

There shall be no protection, indemnification or reimbursement in the following situations:

A. If the Board member, officer, or employee of PSTA has been guilty of intentional misconduct or of intentional omission of duty or where it is determined that he acted in bad faith, with malicious purpose, in a manner exhibiting wanton and willful disregard of human or civil rights, safety, or property, or disregarded clearly established constitutional or statutory rights.

B. For any such Board member, officer, or employee of PSTA for criminal charges where there is a finding of guilt.

C. For any such Board member, officer, or employee of PSTA for punitive or exemplary damage awards.

D. For any act or omission that was taken outside the scope of employment or duties of the office of the Board member, officer, or employee.

Section 7.04

The provisions of this Article shall apply to all actions and proceedings pending upon or instituted after the effective date of these provisions. As used herein, an action shall be construed to be pending where the action has not been tried, or if tried where the judgment has not become final by reason of the completion of any appellate proceedings.

Section 7.05

The duty to defend or indemnify as prescribed by these articles shall be conditioned upon (1) delivery to the CEO/ED of PSTA by the Board member, officer, or employee the original or a copy of any summons, complaint, process, notice, demand or pleading within five (5) days after the Board member, officer, or employee is served with same; and (2) the full cooperation of the Board member, officer, or employee in the defense of such action or proceeding and in defense of any action or proceeding against PSTA based upon the same act or omission and in the prosecution of any appeal.

Section 7.06

Unless the context otherwise requires, the term "employee" shall mean any person holding or that did hold a position by election, appointment or employment in the service of PSTA, or a volunteer appointed to a PSTA-sponsored board, but shall not include an independent contractor or volunteer. The term "employee" shall include a former employee or his estate or judicially appointed personal representative.

Section 7.07

PSTA may undertake the defense of its Board members, officers and employees as indicated in this Article, but reserves its right to seek indemnification and/or recovery for any judgment or settlement paid, all court costs incurred and all attorney's fees incurred in the defense of the Board member, officer, or employee where it is determined that said Board member, officer, or employee acted or failed to act because of fraud, corruption,



malice; where it is determined that said Board member, officer, or employee acted in bad faith, with malicious purpose, in a manner exhibiting wanton and willful disregard of human or civil rights, safety or property or disregarded clearly established constitutional or statutory rights; or where the Board member, officer, or employee fails to cooperate in good faith in the defense of the claim.

Section 7.08 All Board members, officers, and employees shall be represented by PSTA's general counsel or an attorney selected by PSTA's insurer, if any, provided, however, any such Board member, officer, or employee may be represented by private counsel selected by PSTA where PSTA determines that representation by PSTA's general counsel would be inappropriate or that a conflict of interest exists requiring private counsel. Reasonable attorney's fees and litigation expenses shall be paid by PSTA to such private counsel from time to time during the pendency of the civil action or proceeding.

Section 7.09 The provisions of this Article shall not be construed to impair, alter, limit or modify the rights and obligations of any insurer or insured under any policy of insurance.

Section 7.10 Nothing herein shall be construed as a waiver by PSTA of its authority to settle any claim by or against PSTA at any time. PSTA retains the right to settle any claim against any Board member, officer, or employee for which PSTA will defend and indemnify the Board member, officer, or employee under this Article, at any time.

Section 7.11 Nothing herein shall be construed as a waiver by PSTA or any Board member, officer or employee of any claim of immunity, including sovereign immunity, applicable to any action.

#### **ARTICLE VIII. AMENDMENTS TO RULES AND REGULATIONS**

Section 8.01 These rules and regulations may be amended from time to time by resolution adopted by the Board of Directors.

#### **ARTICLE IX. BOARD OF DIRECTORS RECOGNITION PROGRAM**

Members of the PSTA Board of Directors will be presented with an award upon leaving the Board of Directors in accordance with the following policy:

1. An award will be presented to any Board member who has completed at least one year of his/her term of office, and is in good standing according to the rules set by the Board of Directors in regard to attendance at regular Board meetings.

2. A plaque will be awarded. The plaque is to be purchased at a cost not to exceed \$50.00.
3. A lifetime pass allowing the member to use public transit services operated directly by PSTA for free will be awarded.

Revised: 6/28/17



## POLICY #2 INVESTMENTS

### 1.0 POLICY:

It is the policy of Pinellas Suncoast Transit Authority (PSTA) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of PSTA and conforming to all state statutes and local ordinances governing the investment of public funds. This policy statement supersedes all other policies previously governing the investment of PSTA funds.

### 2.0 SCOPE:

This policy is applicable to all cash available for investments including operating funds and reserves. The General Reserve Fund must maintain a balance that will ensure daily operating cash flow. Any investment that becomes non-compliant due to market conditions shall be exempted from the requirements of this policy. At maturity or liquidation, all money invested in non-compliant investments shall be reinvested in compliance with this policy.

### 3.0 PRUDENCE:

The "prudent person" and/or "prudent investor" standard that shall be applied in managing the overall portfolio states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment."

The third party investor or staff performing the investment function, acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### 4.0 OBJECTIVES:

The prime objectives, in priority order, of PSTA investment activities shall be:

- 4.1 **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, PSTA will diversify its investments by investing funds among a variety of securities offering independent return and financial institutions.
- 4.2 **Liquidity:** The investment portfolio will remain sufficiently liquid to enable PSTA to meet all operating requirements which might be reasonably anticipated. Since all possible cash demands cannot be anticipated, the portfolio should consist of investments with maturities concurrent with cash needs and/or State of Florida local government investment pool or money markets, or time deposits with same-day liquidity.
- 4.3 **Yield:** PSTA's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

## 5.0 **DELEGATION OF AUTHORITY:**

Authority to manage PSTA's investment program is granted to the Director of Finance who shall act in accordance with established written procedures and internal controls for the operation of the investment program. The Chief Financial Officer shall annually review and approve the policies, procedures and internal controls. Any significant changes will require Board Approval. The Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of others designated to act in his/her absence. No person shall engage in an investment transaction not authorized by this policy and the procedures established by the Director of Finance. The Chief Financial Officer shall review and approve all investment transactions of the Director of Finance or his/her designee.

5.1 **Investment Procedures:** The Director of Finance shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment



transactions. The Chief Financial Officer shall annually review and approve the policies, procedures and internal controls. Any changes to this investment policy will require PSTA Board approval. Updated polices shall also be sent to the County Board of Commissioners.

#### **6.0 ETHICS AND CONFLICTS OF INTEREST:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Director of Finance and any delegated designees shall disclose to the Chief Financial Officer any material financial interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of PSTA's investment portfolio.

#### **7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:**

The Director of Finance shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained for approved or security broker/dealers selected by credit worthiness that are authorized to provide investment services in the State of Florida. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule).

No public deposit, as defined in Section 8 (D), shall be made except in a qualified public depository as established by the Chief Financial Officer of the State of Florida.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the Director of Finance with the following:

- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) registration
- Proof of State registration
- Certification of having read and understood the PSTA investment policy.

#### **8.0 AUTHORIZED AND SUITABLE INVESTMENTS:**

PSTA will invest in the following eligible and suitable investments in conformity with all State of Florida and local laws governing the investment of public funds:

- A. State of Florida Board of Administration Local Government Surplus Funds Trust Fund (Florida PRIME).**
- B. State of Florida Board of Administration Commingled Asset Management Program, Money Market Funds (CAMP MM).** A portion of PSTA's investments are included in this fund as a restricted investment and no additional deposits are to be made in the restricted portion of this fund. New deposits to this fund would not be restricted and are permissible.
- C. Direct Obligations of the United States Treasury and any instrument backed by the full faith and credit of the U.S. Federal Government.** Authorized types of securities include, but are not limited to:
- a. Treasury Bills
  - b. Treasury Notes
  - c. Treasury Bonds
  - d. Treasury STRIPS
- D. Interest Bearing Savings Accounts, Demand Deposit Accounts, Negotiable Order of Withdrawal Accounts, or Certificates of Deposit.**
- a. Authorized types of securities: interest bearing time certificates of deposit, demand deposit accounts, savings accounts, or negotiable order of withdrawal accounts in banks organized under the laws of this State and in national banks organized under the laws of the United State and doing business and situated in this State.
  - b. Additional conditions:
    - i. Deposits must be in a Qualified Public Depository secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes, and
    - ii. Bank is not listed with any recognized credit watch information service.
- E. Repurchase Agreements**
- a. Authorized types of securities:
    - i. Those investments whose underlying purchased securities consist of United States Treasury, United State Federal Agency and/or United States Government Sponsored Enterprise securities, and based on the requirements set forth by the Master Repurchase Agreement. All firms with whom PSTA



enters into repurchase agreements will have in place an executed Master Repurchase Agreement with PSTA.

- ii. A third party custodian shall hold collateral for all repurchase agreements.
- iii. Securities authorized for collateral shall have maturities under five (5) years and a mark to market value of 102 percent during the term of the repurchase agreement. Immaterial short-term deviations from the 102 percent requirement are permissible only upon the approval of the Chief Financial Officer.

#### **F. Commercial Paper**

- a. Ratings: "Prime-1" by Moody's and "A-1" by Standard & Poor's (Prime commercial paper)
  - i. If backed by a letter of credit, (LOC), the long term debt of the provider must be rated at least "A" by at least two nationally recognized rating agencies.
  - ii. The LOC provider must be ranked in the top fifty (50) domestically chartered insured commercial banks that have consolidated assets of \$300 million or more as compiled and reported quarterly by the Federal Reserve Board in its Large Commercial Banks release.

#### **G. Asset-Backed Corporate Notes**

- a. Rating: Securities longer than 13 months shall be "Aaa by Moody's and "AAA by Standard & Poor's. Securities shorter than 14 months shall be "P-1" by Moody's and "A-1+" by Standard & Poor's.
- b. Asset-backed corporate notes must be issued by corporations organized and operating within the United States or by depository institutions licensed by the United States.
- c. Investment will be directly with companies and non-derivative in nature.

#### **H. Securities and Exchange Commission (SEC) registered Money Market Funds**

- a. Ratings: "AAAm" or "AAAg" by Standard & Poor's

- b. Registered under the Federal Investment Company Act of 1940 and operate in accordance with 17 C.F.R. 270.2a-7.
- c. Share Value must equal \$1.00.
- d. Underlying securities are only obligations of the United States Treasury, United States Federal Agencies, GSE's or repurchase agreements with these underlying securities.
- e. Investments in Collateralized Mortgage Obligations, Real Estate Mortgage Investment Conduits or other derivative instruments are prohibited.

#### **I. Investment Pools/Mutual Funds**

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer, at minimum, the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often securities are priced and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- A fee schedule, and when and how is it assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

#### **9.0 SAFEKEEPING AND CUSTODY:**

All security transactions, including collateral for repurchase agreements, entered into by PSTA shall be conducted on a delivery-versus-payment (DVP) basis.



Securities will be held by a third party custodian designated by the Director of Finance and evidenced by safekeeping receipts.

- J. The Director of Finance will execute a Third-Party Custodial Safekeeping Agreement with a depository chartered by the authorized PSTA staff member. All securities purchased and/or collateral obtained by the Director of Finance shall be properly designated as an asset of PSTA and held in an account separate and apart from other assets held by the depository and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by authorized PSTA staff.

The Third-Party Custodial safekeeping Agreement shall include letters of authority from the Director of Finance, details as to responsibilities of each party, notification of security purchase, sales, delivery, repurchase agreements, wire transfers, safekeeping and transaction costs, procedures in case of wire failure or other unforeseen mishaps including liability of each party.

#### **10.0 DIVERSIFICATION:**

The Director of Finance will diversify PSTA's investments by security type and institution.

The investments shall be diversified by:

- Limiting investment to avoid over-concentration in securities from a specific issuer or business sector.
- Limiting investment in securities that have higher credit risk.
- Limiting the amount purchased from any one bank, broker, or dealer.
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

To allow efficient placement of bond sales, the limit on repurchase agreements and depository accounts may be exceeded for a maximum of five (5) business days following the receipt of bond proceeds, on the direction of the Director of Finance.

Money market funds may be used by Trustees, Paying Agents, Safekeeping Agents, etc., as a temporary investment for bond proceeds or payouts. Diversification strategies shall be determined and revised periodically by the investment committee.

**Diversification guidelines are as follows:**

	<b>Investment</b>	<b>Portfolio Maximum</b>	<b>Issuer Limitation</b>	<b>Maximum Maturity</b>
A.	State of Florida Board of Administration Local Government Surplus Funds Trust Fund (Florida Prime)	30%	N/A	N/A
B.	State of Florida Board of Administration Commingled Asset Management Program Money Market Funds (CAMP MM)	20%	N/A	N/A
C.	Direct Obligations of the US Treasury and instruments backed by the full faith and credit of the U.S. Federal Government	75%	N/A	5 years
D.	Interest Bearing Savings Accounts, Demand Deposit Accounts, Negotiable Order of Withdrawal Accounts, or Certificates of Deposit	100%	N/A	2 yrs. for CDs
E.	Repurchase Agreements	20%(See note 1)	10%	60 days
F.	Commercial Paper	10%	5%	5 years
G.	Asset-Backed Corporate Notes	10%	3%	5 years (note 2)
H.	SEC-Registered Money Market Mutual Funds	10%	10%	90 days (note 3)
I.	Investment Pools/Mutual Funds	10%	10%	N/A

Note 1: With the exception of one (1) business day agreements and overnight sweep agreements.

Note 2: Total Asset-Backed Corporate Notes shall have a weighted average duration up to 2 years.

Note 3: The maximum length to maturity (average weighted) shall be 90 days.



## 11.0 MAXIMUM MATURITIES:

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in ready available funds such as various overnight bank agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

## 12.0 INTERNAL CONTROLS:

The Director of Finance shall establish a system of internal controls which shall be in writing and made part of PSTA's operational procedures, designed to ensure PSTA's assets are protected from loss, theft, or misuse. The internal control structure shall be designed, established and maintained to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Internal controls deemed most important shall include (but not limited to):

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Clear delegation of authority
- Written or electronic confirmation of telephone and wire transactions
- Monitoring of results
- Development of wire transfer agreements with the lead bank and third-party custodian, if appropriate.

PSTA's independent external auditors shall review internal controls of this investment policy and its related operating procedures on an annual basis. This review will provide internal control by assuring compliance with policies and procedures.

### 13.0 PERFORMANCE STANDARDS:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with safety and liquidity needs.

Suggested benchmarks are the 3 month Treasury bill for the short-term portfolio and the 2-Year Treasury constant maturities (monthly) for the long-term portfolio. Since the benchmarks should have a similar weighted average maturity as the portfolio, benchmarks may be modified at the discretion of the Director of Finance with concurrence from the Chief Financial Officer due to planned changes in investment horizons.

### 14.0 REPORTING:

The Director of Finance shall provide the Finance & Performance Management Committee of the Board of Directors quarterly investment reports, which provided a clear picture of the status of the current investment portfolio. The report will include comments on the fixed income markets and economic conditions, discussions regarding compliance with restriction on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies. Schedules in the quarterly report will include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category.
- Average life and final maturity of all investments listed.
- Coupons, discount or earnings rate.
- Par value, amortized book value and market value.
- Percentage of the portfolio represented by each investment category.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- A quarterly comparison of returns for the last five quarters.
- Areas of policy concern and suggested or planned revisions of investment strategies.



Annual reporting: Within 60 days of the end of the fiscal year, the Director of Finance shall present an annual report on the investment program and investment activity. In addition to the items listed above, the annual report shall suggest policies and improvements, if deemed necessary that might be made to the investment program.

External Reporting: Copies of the quarterly and annual investment report shall be made available to the public.

#### 15.0 CONTINUING EDUCATION:

The Chief Finance Officer and Director of Finance shall annually complete eight (8) hours of continuing education in subjects of courses of study related to investment practices and products.

#### 16.0 INVESTMENT POLICY ADOPTION:

PSTA's Investment policy may be adopted only by resolution of PSTA Board of Directors.

### ATTACHMENT A

#### Glossary:

**ACCRUED INTEREST:** The accumulated interest due on a bond as of the last interest payment made by the issuer.

**AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.

**AMORTIZATION:** The systematic reduction of the amount owed on a debt issue through periodic payments of principal.

**ASKED:** The price at which securities are offered.

**ASSET-BACKED SECURITY (ABS):** A security backed by notes or receivables against assets other than real estate. Some examples are autos, credit cards, and royalties.

**BANKERS' ACCEPTANCE (BA):** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BASIS POINT:** A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid). *See "Offer."*

**BOOK VALUE:** The value at which a security is carried on the inventory listed or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CALLABLE BOND:** a bond issue in which all or parts of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

**CALL PRICE:** The price at which an issuer may redeem a bond prior to maturity. The price is usually at the slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

**CALL RISK:** The risk to a bondholder that a bond may be redeemed prior to maturity.

**CASH MANAGEMENT BILL:** A short-term money market instrument issued by the US Treasury to pay for its short-term financial obligations.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMMERCIAL PAPER (CP):** An unsecured short-term promissory note issued by corporations primarily used to finance receivables, with maturities from 2 to 270 days.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** The official annual report for Pinellas Suncoast Transit Authority. It is prepared in conformity with generally accepted accounting principles (GAAP) in the United States of America for finance-related legal and contractual provisions, extensive introductory material, and detailed Statistical Section.

**CONVEXITY:** A measure of a bond's price sensitivity to change interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate.

**CORPORATE NOTE:** Debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value, (b) A certificate attached to a bond evidencing interest due on a payment date.



**CREDIT QUALITY:** The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

**CREDIT RISK:** The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DELIVERY VERSUS PAYMENT (DVP):** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of an exchange of a signed receipt for the securities.

**DERIVATIVES:** (1) Financial instruments whose return profile is linked to, or derived from the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are at a discount and redeemed at maturity for full face value (e.g., U.S. Treasury Bills).

**DIVERSIFICATION:** Dividing investment fund among a variety of securities offering independent returns.

**DURATION:** A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**FAIR VALUE:** The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, up to \$250,000 per deposit.

**FEDERAL FINANCING BANK:** A government-owned bank created to reduce the cost of federal agencies through government-guaranteed obligations.



**FEDERAL FUNDS (FED FUNDS):** Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirement. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

**FEDERAL FUNDS RATE:** the rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The president of New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**FINANCIAL INDUSTRY REGULATORY AUTHORITY (FINRA):** A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandates includes authority over firms that distribute mutual funds shares as well as other securities.

**FLORIDA LOCAL GOVERNMENT SURPLUS FUNDS TRUST FUND (SBA):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Board of Administration for investment and reinvestment.

**FLORIDA SECURITY FOR PUBLIC DEPOSITS ACT:** Chapter 280, Florida Statutes establishes a statewide "pool" program ensuring the protection from financial institution failure of public deposits of the state and its political subdivisions not covered by federal deposit insurance. All qualified public depositories are required to meet certain collateral requirements established by the Chief Financial Officer of the State of Florida.

**INTEREST RATE:** *See "Coupon Rate."*

**INTEREST RATE RISK:** The risk associated with deadlines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**INVESTED YIELD CURVE:** A chart formation that illustrates having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and restrictive monetary policy.



**INVESTMENT COMPANY ACT OF 1940:** Federal legislation which sets the standards by which investment companies, such as mutual funds, are regulated in the area of advertising, promotion, performance reporting requirements, and securities valuations.

**INVESTMENT-GRADE OBLIGATIONS:** An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

**ISSUER LIMITATION:** The issuer limitation percent shown in the "summary of key limitations on authorized investments" table is based on the total portfolio balance.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bids and asked prices is narrow and reasonable size can be done at those quotes.

**LIQUIDITY RISK:** The risk that a liquid asset cannot be converted without a substantial loss of value or earnings.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** An investment by local government that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARK-TO-MARKET:** The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

**MARKET RISK:** The risk that the value of a security will rise or decline as a result of changes in market conditions.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreement that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**MATURITY:** The date upon which the principal or stated value of an investment become due and payable.

**MONEY MARKET:** The Market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, repos and federal funds) are issued and traded.

**MONEY MARKET MUTUAL FUND:** Mutual funds that invest solely in money market instruments.

**MUTIAL FUND:** An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of



1940 and must abide by the following Securities and Exchanges Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolio on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the Financial Industry Regulatory Authority (FINRA).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

**NO LOAD FUND:** A mutual fund which does not levy a sales charge on the purchase of its shares.

**NOMINAL YIELD:** The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

**OFFER:** Price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**PAR:** Face value or principal value of a bond, typically \$1,000 per bond.

**PASSIVE INVESTMENT STRATEGY:** Passive investment management is an investment strategy in which securities are bought with intention of holding them to maturity or investing in benchmark products designed to yield a market rate of return.

**PORTFOLIO:** Collection of securities held by an investor.

**POSITIVE YIELD CURVE:** A chart formation that illustrates short-term securities having lower yields than long-term securities.

**PREMIUM:** The Amount by which the price paid for a security exceeds the security's par value.

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements



to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchanges Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

**PRIME RATE:** A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

**PRINCIPAL:** The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

**PRUDENT PERSON RULE:** An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

**QUALIFIED PUBLIC DEPOSITORY:** Any bank, saving bank, or saving association that is organized under the laws of the United States or the State of Florida; has its principal place of business or a branch office to receive deposits in Florida; has deposit insurance under the provisions of the Federal Deposit Insurance Act; meets the requirements of Chapter 280, Florida Statutes (Florida Security for Public Deposits Act); and has been designated by the Chief Financial Officer of the State of Florida as a qualified public depository.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**REINVESTMENT RISK:** The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by the holding.

**REPURCHASE AGREEMENT (REPO or RP):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

**REVERSE REPURCHASE AGREEMENT (REVERSE REPO):** An agreement of one party to purchase securities at a specified price from a second party and a simultaneous by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

**RULE 2a-7 OF THE INVESTMENT COMPANY ACT:** Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13 month maturity limit and a 90 day average maturity on investments, to help maintain a constant net asset value of one dollar (\$1.00).

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.



**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION (SEC):** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SEC RULE 15C3- 1:** See Uniform Net Capital Rule.

**SERIAL BOND:** A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

**SINKING FUND:** Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

**SLUGS:** Nonmarketable US Treasury securities sold to states and municipalities. These parties then deposit the securities into escrow accounts until they use them to pay off their own bonds at maturity.

**SPREAD:** (1) The yield or price difference between the bid and offer on an issue. (2) The yield or price difference between different issues.

**TERM BOND:** Bonds comprising a large part or all of a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

**TREASURY BILLS:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY STRIPS:** Zero-coupon Treasury bonds that mature in three months to 29 years and are backed by the full faith and credit of the US government.

**TREASURY BONDS:** Long-term coupon bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. government and having initial maturities from two to 10 years.

**UNIFORM NET CAPITAL RULE:** Securities and exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, on reason new public issues are spread among members of underwriting syndicated. Liquid capital includes cash and assets easily converted into cash.

**WEIGHTED AVERAGE MATURITY:** The average remaining term to maturity of the portfolio proportionate to the size of each investment.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar



income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current yield minus ant premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

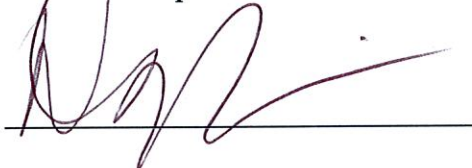
**YIELD-TO-CALL (YTC):** The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its normal maturity date.

**YIELD CURVE:** A graphic representation that depicts the relationship at a given point in time between yield and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

**YIELD-TO-MATURITY:** The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

**ZERO-COUPON SECURITIES:** Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

Name: DARDEN RICE  
Title: Board Chairperson

Signature: 

Date: AUG 24, 2016

Adopted: 6-22-05

Revised: 6-24-09

6-25-14

5-27-15

8-24-16

## POLICY #3 RESTROOMS

### **PSTA Facility Design Criteria:**

PSTA is currently updating its 2009 Passenger Amenity Plan so that it can be approved by the PSTA Board and compatible with the revised Fiscally Constrained Multi-Year Capital Improvement Program. The 2009 Passenger Amenity Plan currently focuses primarily on the placement of bus shelters.

### **PSTA's Responsibility to Support Its Services and Customers**

While PSTA's primary goal is to build an efficient transportation system for Pinellas County, PSTA maintains a strong responsibility to provide transportation and associated passenger amenities for its riding customers.

Pinellas County taxpayers have designated specific dollar amounts to build the best transportation system practicable. To do that, difficult choices are required to keep our costs intact and our focus on transportation. The topic of whether or not to provide public restrooms for our patrons is one of those difficult decisions. We must balance the obvious cost concerns, both short and long term, with the potential comfort of customers. There are added issues of security, potential vandalism, and long-term durability of these facilities. In weighing the issues, staff has determined that public restrooms should be provided where they will be most warranted; have the greatest security; where regular, effective maintenance can be provided with on-site staff; and where costs are shared with all agencies using that facility.

Staff conducted research and gathered information from local and national operators to develop background information and specific recommendations on public restrooms. Staff has recommended that public restrooms be included in some of the facilities in our region based on the type of facility, level of patronage, and criteria outlined below. In addition, staff recommends working with partnering agencies to determine the need and ability to incorporate public restrooms in additional future multi-modal facilities.

### **Provision of Public Restroom Facilities**

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PSTA shall:

- A. Provide public restrooms where all or most of the following criteria are met:
  1. **On-Site Staff** - Where facility maintenance staffing is present and where effective maintenance can be provided, and costs are shared with all agencies using that facility.
  2. **Other Staff** - Where staffing is already provided for activities such as concessions, customer service, service supervision, or security.



3. **Security Priority** - Where they have the greatest security. All restrooms shall include video surveillance technology in the entrance area.
4. **Concessions** - Where concessions are in place and concession revenue covers the ongoing operating and maintenance expense for public restrooms.
5. **Sustainable Construction** – Where the restroom can be constructed with durable, easily cleanable, and vandal-resistant materials, including lighting.
6. **Reasonable Capital Costs** - Where capital costs are not excessive and prohibitive to construct these facilities. Restroom design should not conflict with facility operations or the general flow of traffic.
7. **Replacement Terminals or Facilities with Existing Public Restrooms** – (e.g. as of 2012 there are planning activities associated with replacement of both the existing Park Street and Williams Park Terminals).

B. Restroom Provision: Provide public restrooms, initially, with the following major investments, and work with partnering agencies to determine the need and ability to design, construct and maintain public restrooms in additional high-use stations or multi-modal facilities:

1. Grand Central Terminal, St. Petersburg FL
2. Park Street Terminal, Clearwater, FL
3. Williams Park Terminal, St. Petersburg FL – provided and maintained by the City of St. Petersburg.
4. PSTA Headquarters (Scherer Drive, St. Petersburg)

C. Future Facilities:

In addition, PSTA shall:

1. Evaluate Light Rail, Multi-modal Stations and/or future Transit Centers to determine appropriate areas to make provisions of space for self-contained or permanent future restrooms.
2. Implement restroom facilities when funding, staffing, and maintenance arrangements can be made that do not affect PSTA's goal to meet budgets and schedules approved as a result of any future successful funding referendum. These arrangements may include partnerships with other agencies, funding by advertising, or other revenue sources.
3. Consider self-contained restrooms in conjunction with other agencies, including providing space at PSTA facilities for these units.
4. Predicate joint use development agreements on the need for public restrooms to be built and maintained by the developer.

5. Strongly encourage any transit-oriented development to also provide public restrooms.

**Drinking Fountains:**

PSTA shall provide drinking fountains at facilities where water and sewer utilities will be provided for other uses.

Name:

DARSEN RICE

Title:

Board Chairperson

Signature:

\_\_\_\_\_

Date:

3/30/16

Adopted: 3/21/12



## POLICY #4 VEHICLE DONATION

Purpose: To establish procedures for the donation of surplus vehicles to non-profit agencies.

Scope: PSTA's policy is to send all surplus vehicles to auction that have exceeded their useful life and have been replaced. However, occasionally it may be practical to donate the vehicle rather than sending it to auction.

Procedures:

- 1) Surplus vehicles that have exceeded their useful life and have been replaced or retired will be placed on an Auction/Donation list.
- 2) The Maintenance Department will complete a Fixed Asset Disposition form and submit to the Finance Department.
- 3) If items were purchased with grant funds, the Director of Finance/Grant Supervisor will review the disposition form to determine Federal Transit Administration (FTA) share (FTA regulations shall be followed if assets were purchased with FTA funds).
- 4) **>\$5,000 Fair Market Value** – FTA requires vehicle to be sold at auction and revenues returned to FTA.
- 5) **\$2,000 - \$5,000 Fair Market Value** – PSTA shall notify all Pinellas municipalities and non-profits expressing interest in the type of vehicle(s) to be disposed and allow them to submit offers prior to putting the vehicle(s) up for auction. If there is no interest from the list, then the vehicle will be sent to auction for disposal (auction procedures shall be followed).
- 6) **<\$2,000 Fair Market Value** - Then the vehicle may be donated to a Pinellas municipality or Pinellas County based, non-profit agency.
- 7) PSTA will maintain a list of contacts at interested Pinellas municipalities and non-profit agencies who have contacted PSTA with an interest in a donated vehicle for use in their operation.
  - a) A request should be sent to purchasing with the specifics including:

1. Make, model and age of the asset
2. Description of any components included
3. Book value of item in the fixed asset system
4. An assessment of the condition of the asset
5. Any other pertinent information

b) Include specific information on the donee:

1. Name of organization's executive director
  2. Organization's name, address, telephone number and website, if any
  3. Official non-profit status (example: 501(c) 3) if applicable
  4. Organization's official mission statement
  5. If Non-profit then their FEIN (federal employer identification number)
- 8) Once the donation of the asset is approved and transferred to the donee, the Finance department must get a signed acknowledgment on the government or city's non-profit's letterhead or stationary.
- 9) Purchasing shall keep all documentation of the donation on file (for auditing purposes) and a copy should be kept in the grant files.

Name: Darden Rice

Title: Board Chairperson

Signature: 

Date: 4/27/16

Adopted: 10/24/12





## **POLICY #5 SUSTAINABILITY**

### **OVERVIEW**

In an effort to remain a strong and vibrant community, Pinellas County must continue to be environmentally, economically, and socially sustainable. As a key component of sustainability, a well utilized, reliable and safe transit system can reduce greenhouse emissions, spur economic development and improve mobility to its residents, employees and visitors. The purpose of the Plan is to focus all policies under three core themes: Financial, Environmental and Social. Each policy will consist of goals, resource needs, responsible departments, and timeframe and emissions benefits.

### **BACKGROUND**

In order to determine the best ways to reduce emissions, and to monitor progress in achieving reductions, PSTA has identified and quantified current sources and volume of air pollution emitted by PSTA operations. The PSTA Legislative Committee directed staff to develop a plan that will provide PSTA with a framework to conduct energy audits, evaluate utility conservation projects and to construct LEED compliant buildings and work towards PSTA "GREEN" sustainability goals.

### **RECOMMENDATION**

The Sustainability Plan will be used for all PSTA owned and leased assets. This plan will establish a variety of policies and practices including all operational controls under our purview and at a minimum, the plan will address the a variety of items that staff can participate in such as daily shutdown of equipment (computers, monitors, printers, copiers, coffee pots, etc.), area lighting and the efficient use of refrigerators, microwaves and portable space heaters.

### **PURPOSE**

- (1) The purpose of this plan is to establish an environmental policy for PSTA

### **POLICY**

- (1) Pinellas Suncoast Transit Authority (PSTA) believes that we have a responsibility to care for and protect the environment in which we operate. PSTA is fully

committed to protecting and improving our environmental performance across all of our business activities by establishing, integrating and implementing the environmental policy framework that will guide PSTA in promoting the use of sustainable transportation and reduce negative environmental impacts.

- (2) PSTA will empower its employees to integrate the actions necessary in their day-to-day work in order to meet our environmental responsibilities and continue to improve our environmental performance by
- a. Complying with, by meeting or exceeding all applicable and relevant, federal, state, local and other environmental and legal requirements;
  - b. Minimizing significant environmental impacts identified within the APTA's Guidelines for Sustainability Plans by environmental objectives and continually evaluating progress towards these goals;
  - c. Demonstrating through organizational leadership the commitment necessary to foster a culture of environmental responsibility and sustainability;
  - d. Striving to continuously improve environmental practices by providing mitigation and corrective action, and monitoring to ensure that environmental commitments are implemented;
  - e. Enabling each employee and those working on behalf of PSTA to fulfill this policy by providing ongoing training, and the necessary resources required to adhere to this policy;
  - f. Reaching out to the public to encourage citizen awareness and involvement in promoting environmental stewardship and sustainability.

(3) Environmental stewardship is and must be an integral part of PSTA's business practices. It is incumbent on each of PSTA's employees to help fulfill the commitments set forth in this statement. This environmental policy will be documented, and reviewed on an annual basis, and communicated to all employees. This policy will also be available to the public via PSTA's website.

This policy is approved by the PSTA Board of Directors and is effective on: February 26, 2014.

Name: Darden Rice

Title: Board Chairperson

Signature: 

Date: 4/27/16

Adopted: 2-26-14



## POLICY #6 RESERVES

### SCOPE

This Reserve Policy provides guidance on the establishment and reporting of reserve funds.

From time to time, it may be deemed either legally necessary or fiscally prudent to establish reserve funds.

Currently the following funds exist:

#### Discretionary Reserves:

- **Self- Insurance Reserves** – represents funding of the liability adjusted annually based on the actuarial report
- **Operating Reserves** – represents 2 months of expenses, adjusted annually based on the budget for the following fiscal year
- **Capital Reserves** – funding for capital projects and may be used to leverage new grant opportunities.
- **Debt Service Reserve Fund** – Required by lenders to provide assurance that debt service payments will be made in the event pledged revenues fail to meet debt service requirements established at the time of debt issuance.
- **Health Insurance Liability Reserve** – This is required under PSTA's Minimum Premium Health Insurance Contract with Cigna.

#### Legally Restricted Funds:

- **FTA Restricted Funds** – these represent FTA's interest in a disposed grant asset that PSTA has received permission for a like exchange in the future.

### REPORTING REQUIREMENTS:

All reserve fund balances will be reported to the board on a quarterly basis as part of the quarterly investment reports.

The report will indicate:

- Unrestricted funds
- Funds restricted at the Board's discretion, with each fund reported separately

- Funds legally restricted (i.e. Debt Service Reserve Fund), with each fund reported separately

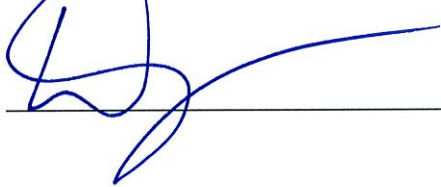
**AUTHORITY AND REVIEW OF THE POLICY**

PSTA Board establishes fiscal policies and guidelines.

This policy will be reviewed, by PSTA Board of Directors, at least annually and any amendments, deletions, additions, improvements or clarification will be made if deemed appropriate.

Name: DARDEN RICE

Title: Board Chairperson

Signature: 

Date: 8/23/17

Adopted: 4/23/14  
Revised: 5/27/15  
Revised: 8/23/17





## POLICY #7 LIABILITY/DEBT MANAGEMENT

### 1. Scope:

This Liability Management Policy applies to all present and future debt of the Pinellas Suncoast Transit Authority (PSTA).

All debt transactions or commitments will be subject to this policy and prior review and approval of the PSTA Board of Commissioners.

### 2. Liability Management Policy Objectives:

- Establish a basis for the PSTA's Liability Management Program based on sound financial principles.
- Set forth a liability management structure to facilitate the sound and efficient management of debt and cash flows.
- To define permissible debt instruments and limitations on their use.
- To comply with the due diligence requirements that prudent professionals utilize.
- To conform to all applicable federal, state, local and Authority legal requirements.
- To provide guidelines to control the overall process so that all liabilities are managed in accordance with the stated objectives.
- Develop formalized criteria to monitor, evaluate and establish the basis for comparing the performance results achieved by the liability management program, thereby establishing accountability.

### 3. Philosophy:

PSTA has historically assumed a "pay as you go" philosophy in the funding of infrastructure. However, there may be circumstances where this is not a viable approach and financing may be needed to generate additional capital.

PSTA takes an active role in managing exposures to fluctuations in project cash outflows. The active management of exposures involves an ongoing assessment

of the risks facing PSTA and the most efficient methods for eliminating, reducing or transferring these risks of cash flow fluctuations and other external influences.

PSTA, in its liability management, assesses risks and market conditions to determine:

- The most appropriate level of exposure to a particular cash flow or rate level, and
- The most effective vehicle for achieving that exposure.

PSTA recognizes that the costs and benefits of different debt instruments and the desirability of exposure to a particular cash flow or interest rate, or financial price, can vary over time depending on the market conditions and circumstances of PSTA. We further recognize that our target exposure to cash flows and interest rates and the instruments used to achieve the stated targets, will also vary with market conditions and PSTA's credit rating, as well as other items known and unknown at this time, that change on a periodic basis.

Therefore, to reduce exposure PSTA has determined that variable rate debt will be limited to 20% of outstanding debt and derivatives will not be permitted. A fixed interest rate on a long-term tax-exempt bank loan which adjusts to protect the after-tax yield to the bank does not constitute a variable rate.

#### **4. Authority:**

Pursuant to PSTA's enabling legislation, PSTA is authorized to borrow.

PSTA Board establishes liability management policies and guidelines. Based on those policies and guidelines, independent liability management consultants and financial advisor(s) with demonstrated expertise may be chosen to help manage the liabilities of PSTA.

In order to capitalize on fast-changing market conditions, the Chief Executive Officer and the Chief Financial Officer may enter into any transaction authorized by this policy, pursuant to **the prior approval** of the Board of a resolution setting the general parameters of the transaction.

The Chief Financial Officer, in consultation with the financial advisor as needed, shall have the authority to determine if transactions shall be on a negotiated, competitive or on a private placement basis.



## **5. Guidelines for the Use of Variable Rate Debt:**

Variable rate debt can be a valuable tool for PSTA to use in the management of its assets and liabilities. However, the use of variable rate debt, though historically allowing lower borrowing costs, presents some risks that PSTA must consider. The following guidelines shall be used in determining if variable rate debt is appropriate.

In general, PSTA should maintain its flexibility and continuously review new products and opportunities to allow the Authority to take advantage of changing interest rate environments and new products or approaches as they become available. In low interest rate environments, PSTA should lock in low fixed rates, through conversions, fixed rate debt issuance, and traditional refunding debt. In high interest rate environments, PSTA should increase variable rate debt issuance, defer borrowing and evaluate other alternatives that will allow the Authority to reduce its overall cost of capital when interest rates decrease.

Due to the historical spread between long-term rates and short-term rates, PSTA should consider maintaining a portion of its portfolio in variable rate debt. However, PSTA shall attempt to constrain its variable rate exposure to no more than 20% of the Authority's outstanding indebtedness. PSTA shall identify any short-term cash reserves or balances since the earnings from these funds will serve as a natural protection offsetting the impact of higher variable rate debt costs.

### ***Variable Rate Debt Alternatives***

Each mode of variable rate exposure has its unique advantages and disadvantages. Decisions about which mode PSTA should utilize at any point in time should be based on a number of factors including the relative cost benefit to the Authority. Variable Rate Demand Obligations (VRDOs) are the traditional means of achieving variable rate exposure and provide municipal issuers with access to a large, well-established liquid market.

PSTA should determine allocations to each class of variable rate debt within caps and floors and manage the precise allocation based on market constraints in advance of issuing bonds or other debt instruments. Factors impacting decisions will be the capacity of insurers to insure PSTA bonds, the cost of bond insurance, and the cost and availability of letters of credit, as well as any other related costs.

Variable rate debt is an important municipal finance tool. However, variable rate debt has certain risks and benefits that must be analyzed and understood by PSTA prior to entering into a variable rate transaction.

### ***Rationale***

PSTA may utilize financial instruments that:

- Optimize capital structure; including schedule of debt service payments and/or fixed vs. variable rate allocations
- Achieve appropriate asset/liability match
- Actively manage or reduce interest rate risk
- Provide greater financial flexibility
- Generate interest rate savings
- Enhance investment yields.

### ***Limitations***

PSTA may not use financial instruments that in PSTA's sole discretion:

- Are speculative or create extraordinary leverage or risk
- Lack adequate liquidity to terminate at market
- Provide insufficient price transparency to allow reasonable valuation

In connection with any transaction, the Chief Financial Officer, the Chief Executive Officer, the General Counsel and PSTA's Financial Advisor and Bond Counsel shall review the proposed transaction and outline any considerations associated with the transaction to the Board of Commissioners, or a designated committee of the Board. Such a review shall include the identification of the proposed benefit and potential risks, which shall include, but not necessarily be limited to, those risks outlined herein. As part of this analysis, PSTA shall present both the existing and any proposed transactions consistent with the Market Net Termination Exposure outlined herein.

### ***Understanding the Risks***

Among the items that PSTA shall examine in determining whether to enter into debt agreement, are the following:

#### ***Market or Interest Rate Risk***

- The possibility that your debt service costs associated with variable rate debt increase and negatively affects coverage ratios and cash flow margins.



***Tax Risk***

- The possibility that the transaction is subject to a future change in federal income tax policy.

***Liquidity Risk***

- The possibility that a VRDO remarketing may fail.

***Termination Risk***

- The possibility that the transaction be terminated by either party. There may be a cost involved in termination.

***Risk of Uncommitted Funding (Put Risk)***

- The transaction may create additional financing dependent upon third party participation.

***Legal Risk***

- The possibility that the transaction is not expressly authorized.

***Rating Agency Risk***

- The proposed transaction may not be consistent with current ratings.

***Tax Exemption Risk***

- The transaction puts PSTA's bonds at the risk of being deemed taxable.

***Accounting Risk***

- The transaction creates any unanticipated accounting issues from a financial statement perspective.

***Administrative Risk***

- The potential the transaction can not be readily administered and monitored consistent with the policies outlined herein.

***Subsequent Business Conditions***

- The transaction or its benefits depend upon the continuation, or realization, of specific industry or business conditions.

***Savings Thresholds***

Currently a common threshold in the municipal finance industry is that a refunding should generate 3% net present value debt services savings. This threshold will serve as a guideline and will be subject to amendment should the

transaction, in PSTA's sole judgment, help to meet any of the objectives outlined herein.

**6. Amount of Debt to be Issued:**

The amount of bond debt that may be issued is governed by the Trust Agreement.

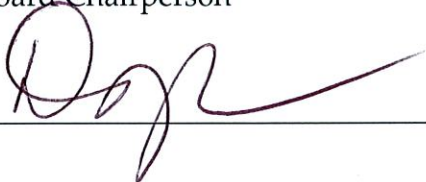
All debt must be reviewed and approved by the Finance and Performance Committee before full Board approval.

**7. Liability Management Policy Review:**

This policy will be reviewed, by PSTA Board of Directors, at least annually and any amendments, deletions, additions, improvements or clarification will be made if deemed appropriate. A copy will be supplied to the Pinellas County Board of County Commissioners.

Name: DARDEN RICE

Title: Board Chairperson

Signature: 

Date: 3/30/16

Adopted: 5-27-15



**POLICY #8  
BUS ADVERTISING**

A. PURPOSE

This Policy applies to the posting of all new advertisements on the exterior and interior of PSTA's transit vehicles on or after the effective date hereof.

1. The advertising space on PSTA's transit vehicles constitutes a non-public forum. PSTA's acceptance of transit advertising will not provide or create a general public forum for expressive activities. In keeping with its proprietary function as a provider of public transportation, PSTA does not intend its acceptance of transit advertising to permit its transit vehicles to be used as open public forums for public discourse and debate.
2. PSTA's fundamental purpose and intent is to accept advertising as an additional means of generating revenue to support its transit operations, while minimizing the chances of abuse and appearance of favoritism. In furtherance of that discreet and limited objective, PSTA will retain strict control over the nature of the advertisements accepted for posting on or in its transit vehicles and will maintain its advertising space as a nonpublic forum.

B. SCOPE

This policy applies to the posting of all new advertisements on PSTA's transit vehicles on or after the effective date hereof. PSTA shall maintain a position of neutrality on political, religious, and other non-commercial issues.

C. GUIDELINES

The Chief Executive Officer, or his designee, and PSTA's bus advertising contractor(s) shall reject advertising that does not comply with the standards set forth herein.

1. The subject matter of all on-bus advertising shall be limited to either: (1) Commercial Advertisements; or (2) Governmental Entity Public Service Announcements.
2. "Commercial Advertisement" shall mean an advertisement that solely proposes a commercial transaction related to the economic interest of the advertiser and his or her audience. Non-commercial advertisements that add an offer to purchase some item containing a non-commercial message are not permitted pursuant to this policy.
3. "Governmental Entity Public Service Announcements" are announcements or information provided by any governmental entity or governmental agency in furtherance of such governmental entities' or agencies' functions, objectives and/or public responsibilities. A governmental entity is a state, county or municipality or any agency, department, commission, authority, or board created for the purpose of carrying out any functions of the state, county or

municipality or any other entity statutorily created or created pursuant to a statutorily authorized process, such as special districts or the like to carryout, implement or monitor any governmental function whether it be proprietary, regulatory, administrative, educational or otherwise related to the public health, safety or welfare.

4. The following standards for advertising on the exterior or interior of PSTA's transit vehicles is hereby adopted and advertising copy may be not displayed which:
  - a) Is false, misleading, libelous, or deceptive;
  - b) Relates to an illegal activity;
  - c) Is explicit sexual material, or obscene material, or material harmful to minors as these terms are defined in Chapter 847, Florida Statutes;
  - d) Advertises alcohol or tobacco products;
  - e) Depicts violence;
  - f) Includes language which is obscene, vulgar, profane, or scatological;
  - g) Promotes a commercial transaction that is expressly prohibited by federal state, or local law or regulations;
  - h) Presents a clear and present danger of causing riot, disorder, or other immediate threat to public safety, peace, or order.
5. Any person, firm, or corporation who believes that he, she, or it is aggrieved by the failure or refusal of advertising material to be placed on any PSTA vehicles shall have the right to appeal such refusal to the Chief Executive Officer. Such decision shall be final and binding upon all parties. In determining whether the ads or proposed ads comply with this policy, the Chief Executive Officer shall make his determination based upon commonly used and understood English language definitions and inferences which can be drawn from the material in question.

D. POLICY ADMINISTRATION

The overall administration of this policy will rest with the Director of Communications.

Name: DARREN RICE

Title: Board Chairperson

Signature:  Date: 3/30/16

Adopted: 8-26-15





## POLICY #9 FARES

### FARE POLICY GUIDELINES

The goal of this Fare Policy is to support PSTA's mission of providing high-quality public transportation services for the benefit of the individuals and communities that it serves.

### FARE POLICY PURPOSE

The purpose of the Fare Policy is to establish guidelines for setting or restructuring PSTA fares. PSTA staff, Transit Riders Advisory Committee, and Board of Directors will refer to this policy when making decisions regarding PSTA's fare pricing and products. Such decisions will also be made in accordance with Federal Transit Administration (FTA), Americans with Disabilities Act (ADA), and State of Florida requirements in addition to PSTA's enabling legislation, which directs PSTA to adopt a fare policy that addresses:

- a fare structure, including fare media and passes;
- pricing levels, including discounts;
- a system for free or substantially price-reduced fares, and;
- fare equity.

PSTA will review its fare policy and pricing annually, with the expectation that fares may need to be adjusted more frequently due to increased Authority costs, changing market conditions, or other situations that will impact the Fare Policy Objectives.

### FARE POLICY OBJECTIVES

PSTA's fare policy objectives reflect the complexity of developing a fare structure which balances the desire to keep fares affordable for PSTA customers with the need to maximize fare revenue to help maintain and expand transit operations. When changes to the fare structure are considered, strategies for meeting the below objectives will be developed and evaluated. Any new fare structure will encompass the mix of strategies that are determined to best meet the Fare Policy Objectives, as described below, in the context of the conditions and needs at that time:

### **1. Promote Transit Utilization and Occupancy**

Because PSTA exists to provide transit services for the benefit of the public, the degree to which PSTA increases ridership is a direct indication of how successfully PSTA is achieving its mission. However, when an increase in ridership creates the need to add service, the resulting additional fare revenue is offset by new operating costs. It is therefore important to adopt fare strategies that will increase ridership on services that have underutilized passenger capacity. It is also important to adopt fare strategies that promote usage and make PSTA services attractive, simple, and convenient to use.

### **2. Establish Equitable Fares (Title VI)**

To be equitable, fares must take into account the needs of various populations of users and types of services. The fare structure should, therefore, support the travel patterns and requirements of transit riders throughout the service area and should reflect the level and quality of the service provided. The fare structure should be clear and equitable. PSTA recognizes the need to ensure that for any fare increase, the share of the burden placed on Title VI communities is not disproportionately greater than that borne by the system as a whole.

### **3. Optimize Fare Revenue Stream**

Because fare revenue is a critical component of PSTA's operating budget, any increase to, or restructuring of fares should ensure that the total fare revenue stream is maintained at an appropriate and predictable level within changing economic conditions. To accomplish this, PSTA will assess all transit services periodically.

Fares will also be reviewed annually considering inflation. Fare decisions will also be based on the annual budget assumptions, Board rules and regulations, and Board determination.

PSTA will also stay abreast of the latest developments in fare collection technologies to maximize and improve revenue collection as appropriate and feasible, including the elimination of fraudulent transactions and fare evasion

### **4. Improve Customer Satisfaction, Mobility & Access**

The fare structure should enhance the ability of riders to access the system and move through it with ease. This will ultimately include regional travel between Pinellas and the entire Tampa Bay Region including Hillsborough, Citrus, Hernando, Manatee, Pasco, Polk, and Sarasota counties. Fare options should also be convenient, easy to understand, and reward frequent usage.



## **5. Improve Operations**

PSTA's fare policy should strive to improve system performance. This will be accomplished by making fare payment simpler, easier, and faster, resulting in reduced boarding times.

## **6. Respect Customer Privacy**

As PSTA strives to implement fare collection technologies that are easy and convenient to use, the Authority recognizes the need to respect customers' privacy and ensure the security of personal information.

## **FARE POLICY CHANGES**

PSTA'S fare policy will be changed and amended as needed due to financial considerations and future developments in fare collection

## **PUBLIC ENGAGEMENT**

PSTA will ensure public engagement opportunities in the decision-making process for fare policy changes and development.

## **Rules and Regulations-Pinellas Suncoast Transit Authority with Regard to Fare Increases**

Public Hearings:

Fare increases shall require at least one public hearing. The location for the hearing should be easily accessible by bus and include adequate parking at a time that maximizes public attendance. This will be a minimum requirement. As appropriate, PSTA may hold additional public workshops to encourage public dialogue.

Notices:

When a public hearing is scheduled, at least fifteen (15) days' notice shall be provided, unless a different requirement is established by applicable state or federal law or regulation. The following notices may be provided: 1. Interior signs on all PSTA buses; 2. Posters at all transit centers and PSTA's Headquarters; 3. Notice on PSTA's website; 4. Paid newspaper advertisement; and 5. Postings on Social Media.

**FUTURE STRATEGIES**

PSTA is presently working on a regional upgrade for fare collection. This will provide for:

- Smart card technology
- Mobile ticketing
- Improved fareboxes; and
- Streamlined fare structure.

Advancements in fare collection systems will include the on-going development of fare products to meet customer needs.

**PSTA FARE PROGRAMS**

See the following attachments for PSTA fares and transportation programs:

- Attachment A: Passenger Fares-Summary
- Attachment B: Reduced Bus Fares
- Attachment C: East Lake Service
- Attachment D: Demand Response Program
- Attachment E: Transportation Disadvantaged (TD) Program
- Attachment F: Medicaid Program
- Attachment G: Bulk Ticket Sales
- Attachment H: Universal Pass Program (UPASS)
- Attachment I: Employee and Dependent Passes

PSTA FARES EFFECTIVE OCTOBER 11, 2015		Adopted September 9, 2015			
	CASH-1 Ride	1-DAY	3-DAY	7-DAY	31-DAY
CHILD (5 years and under)	FREE				
REGULAR	\$2.25	\$5.00	\$10.00	\$25.00	\$70.00
REDUCED	\$1.10	\$2.50	\$5.00	\$12.50	\$35.00
REGIONAL	\$3.00	\$6.00	\$18.00	\$30.00	\$85.00
REGIONAL REDUCED	\$1.50				
DART	\$4.50				



## **ATTACHMENT A: PASSENGER FARE SUMMARY**

A fare is required for each boarding. Exact change is required. Pennies are not accepted.

GO Cards are valid for unlimited travel for the stated number of days. Passes activate at time of insertion into the farebox (with the exception of the 31-Day Regional Passport), and expire at 11:59pm on the last day/last ride.

Up to three children, ages five and younger, can ride for free with a fare paying adult. Free Child Fare is NOT available on Regional Routes including Routes 100X and 300X.

Regular Fare cards may be used on the regular PSTA System and the Jolley Trolley. Regional Routes (such as 100X and 300X) require the purchase of a Regional Fare Card.

Reduced Fare may be purchased by seniors (65 and over), people with disabilities, Medicare cardholders, adult students, and youth (18 and younger). Proper ID must be shown prior to paying a reduced fare or using a reduced pass, except for elementary age school children. See attachment B for Reduced Fare ID requirements.

Regional Cash Fare, 1-Day, 3-Day, 7-Day entitle the user to use all PSTA Routes including the 100X and 300X.

The 31-day Passport is valid for unlimited travel during the month pre-printed on the pass on all PSTA and HART buses and trolleys.

### **OTHER FARES:**

St. Petersburg Free Zone-for the Central Avenue Trolley-from the Pier parking lot to Sundial-Free.

St. Petersburg \$.50 Zone-for the Central Avenue Trolley-from Sundial to Grand Central Station-\$.50.

One Ride Ticket-good for one boarding-\$2.25.

Haul Pass-Youth Summer pass (18 and younger); good from May 15<sup>th</sup> through August 31<sup>st</sup>-\$35.00.

Transportation Disadvantaged Passes- available through an application process to Pinellas County residents who meet eligibility requirements. PSTA receives a limited reimbursement from the Commission for Transportation Disadvantaged for TD passes. TD passes include:

The TD 10-Day pass is a non-consecutive day and available one per month per eligible resident- \$5.00.

TD 31-Day pass is available one per month per eligible resident-\$11.00.

TD Door-to-Door-must be deemed eligible through PSTA-cash only-\$3.00.

DART 1-Ride Ticket-good for one ride-\$4.50.

DART 10-Ride Ticket-good for 10 rides-\$45.00.

Door-to-Door East Lake Shuttle-cash only-\$2.25.

UPASS-Local agencies and organizations provide UPASS privileges to their employees/students through an annual contracted amount to PSTA.



**FARE CONVERSION TABLE:**

<b>PSTA FARE CATEGORIES PRIOR TO 10/11/15</b>	<b>NEW FARE STRUCTURE (all passes consecutive day)</b>	<b>TIME</b>	<b>FARE PRIOR TO 10/11/15</b>	<b>NEW FARE EFFECTIVE 10/11/15</b>
Child (5 years and under)	Child (5 years and under)	All	Free	Free
Full Cash Fare	Regular	1 Ride	\$2.00	\$2.25
Reduced Cash Fare	Reduced	1 Ride	\$1.00	\$1.10
Student Cash Fare	Reduced	1 Ride	\$1.25	\$1.10
One Ride Ticket	Regular	1 Ride	\$2.00	\$2.25
Daily Unlimited Pass-Full Fare	Regular	1 Day	\$4.50	\$5.00
Daily Unlimited Pass-Reduced Fare	Reduced	1 Day	\$2.25	\$2.50
7-Day Unlimited Pass	Regular	7-Day	\$20.00	\$25.00
7-Day Unlimited Youth Pass (Platinum Pass)	Reduced	7-Day	\$12.50	\$12.50
31-Day Unlimited Pass	Regular	31-Day	\$65.00	\$70.00
31-Day Unlimited Pass-Reduced	Reduced	31-Day	\$35.00	\$35.00
Passport (PSTA/HART)	Regional	31-Day	\$85.00	\$85.00
<b>PREMIUM/EXPRESS SERVICE (ROUTES 100X/300X ONLY)</b>				
Premium/Express Cash Fare	Regional	1 Ride	\$3.00	\$3.00

Reduced Premium/Express Cash Fare	Regional	1 Ride	\$1.50	\$1.50
20 Ride Premium/Express Pass		1 Ride	\$48.00	Discontinue
<b>SPECIAL PROGRAM PASSES</b>				
UPASS (contracted)	UPASS (contracted)	All	\$0.00	\$0.00
Haul Pass	Reduced		\$35.00/Summer	\$35.00/Summer
10-Day TD (non-consecutive)	TD	10-Day	\$5.00	\$5.00
31-Day TD	TD	31-Day	\$8.25	\$11.00
<b>DEMAND RESPONSE SERVICE</b>				
DART Cash Fare	DART	1 Ride	\$4.00	\$4.50
DART 1-Ride Ticket	DART	1 Ride	\$4.00	\$4.50
DART 10-Ride Ticket	DART	10 Ride	\$40.00	\$45.00
Door-to-Door TD (Cash Only)	Door-to-Door TD	1 Ride	\$3.00	\$3.00
Door-to-Door East Lake Shuttle (Cash Only)	Door-to-Door East Lake Shuttle	1 Ride	\$2.00	\$2.25



## **ATTACHMENT B: REDUCED FARES**

PSTA's reduced fare program is for seniors (65 and over), students, youth (18 and younger), passengers with disabilities, and Medicare card holders.

These reduced fares are available for all the following categories: Cash, 1-Day, 3-Day, 7-Day, and 31-Day passes. A Regional Fare must be purchased for use of Regional Routes including the 100X and 300X. Reduced Regional Fare is available for the Cash Fare only.

### **Reduced Fare ID Requirements**

ID must be presented before using a reduced fare pass or paying a reduced cash fare:

- Students and Youth (18 and younger): Need PSTA School Student Photo ID, Adult Student Photo ID, or Government-issued Photo ID showing age. Adult students must be currently enrolled in a Pinellas County college, university, or adult education facility. Reduced Fare ID also needed to use the Haul Pass.
- Seniors (65 and older): Need PSTA Special Citizen Photo ID, or Government-issued Photo ID showing age.
- Disabled (Qualifying disability verified via application process): Need PSTA Special Citizen Photo ID. Passengers wishing to take advantage of this program must fill out an application and have a doctor certify the disability. PSTA also accepts Photo ID cards from HART (Hillsborough Transit Authority) and PCPT (Pasco County Public Transportation).
- Medicare Cardholders (Card issued by Federal Government): Need original red/white/blue Medicare Card. See Attachment D for Demand Response (DART) program details and requirements.

## **ATTACHMENT C: EAST LAKE SHUTTLE**

The East Lake Shuttle serves a defined area in northern Pinellas between Tampa and Keystone Roads, and is designed to connect with the PSTA system at the Shoppes of Boot Ranch and transfer location at Tarpon and Huey Avenues. Reservations are required by 5 pm the day before service is needed, since same day service is not provided. Call 727-540-1897 (voice/TTY) for cab or 727-540-1960 for wheelchair van reservations, and ask for the East Lake Shuttle. Reservations can be made Monday through Friday, 8 am until 5 pm and Saturday, Sunday and holidays from 9 am until 5

pm. Although reservations can be made on the weekends and holidays, the East Lake Shuttle operates Monday through Saturday only.

The shuttle fare is the same as the regular PSTA Cash Fare; PSTA passes are not accepted on the shuttle. Shuttle passengers will be required to pay the appropriate fare when boarding a PSTA bus. The East Lake Shuttle is a shared ride service provided on a first-come, first-served basis. Pick-up times are negotiated to maximize multi-loading.

#### **ATTACHMENT D: DEMAND RESPONSE TRANSPORTATION (DART)**

The Pinellas Suncoast Transit Authority (PSTA) provides demand response transportation for people who, because of their disability, are unable to independently use the regular, accessible PSTA buses. Demand response service is a form of public transportation. Passengers will be required to share a ride whenever possible, as is done on the regular bus system. PSTA is not required to ensure that a passenger rides alone on a vehicle.

The Americans with Disabilities Act (ADA) makes it possible for people with disabilities to have better access to the community. Eligibility for DART service is based on how a person's disability under ADA affects daily life activities which would prevent the use of accessible fixed-route service.

The Federal Transit Act (Title 49 USC, Chapter 53, Section 5302) defines those who qualify as individuals who because of permanent illness, injury, congenital malfunction, or other incapacity (including an individual who is a wheelchair user or has semi ambulatory capability), are unable to utilize mass transportation service or a mass transportation facility without special facilities, planning, or design. Such limitations must present difficulty when waiting, boarding, riding, or exiting a public transit vehicle. Financial need is not considered for program eligibility.

Demand response transportation is provided wherever regular PSTA bus service is available. Areas not included are: Belleair Beach, Belleair Shores, Kenneth City, Mullet Key, Weedon Island and any area outside a three-quarter mile distance of a regular bus route. Service area is subject to change. Service is not available outside Pinellas County. Demand response transportation is available during the same days and hours as the corresponding regular bus service for any given trip request. Where architectural barriers such as lack of curb cuts or sidewalk are the only impediment to using accessible buses, an individual may be transported to a bus transfer point where an accessible bus can be boarded.



Trip Information:

- Reservations are required by 5 pm the day before service is needed, since same-day service is not provided.
- Call 727-540-1897 (voice/TTY) for cab or 727-540-1960 for wheelchair van reservations.
- The fare for demand response transportation is \$4.50 per one way trip, upon boarding the vehicle.
- Exact fare is encouraged; change will be made for a \$5.00 bill.
- Clients who reside more than 3/4 of a mile outside of PSTA's service area or are riding outside of PSTA's normal service hours will be charged an additional fee.
- No discounts are offered.
- Convenient frequent-rider tickets are available, but may need to be supplemented when a higher fare is necessary for a particular trip.
- Checks and credit cards are not accepted unless you are purchasing a multi-ride ticket from PSTA online or through the Tickets by Mail Program.

**ATTACHMENT E: TRANSPORTATION DISADVANTAGED PROGRAM**

The Pinellas County Transportation Disadvantaged (TD) Program is administered by the Pinellas Suncoast Transit Authority (PSTA). The TD program is a state-funded program that provides reduced cost transportation throughout the county to residents who qualify as "Transportation Disadvantaged."

In order to qualify for Transportation Disadvantaged services In Pinellas County, a person must:

- Live in Pinellas County
- Not be able to get a ride from household members or others for life-sustaining trips: medical, grocery, work, job-related training/education, and other vital services
- Have documented household income which does not exceed 150% of poverty (see chart below)

2015 Federal Poverty Guidelines (x150%) ( <a href="http://aspe.hhs.gov/2015-poverty-guidelines">http://aspe.hhs.gov/2015-poverty-guidelines</a> )	
Family Size	Gross Annual Income
1	\$17,655.0
2	\$23,895.0
3	\$30,135.0

4	\$36,375.0
5	\$42,615.0
6	\$48,855.0
7	\$55,095.0
8	\$61,335.0
Over 8	add +\$4,160 per additional family member

Individuals able to access and ride a bus can qualify for a 10-Day or 31-Day bus pass. These passes can be used for travel to any location served by the PSTA bus system, with the exception of Regional Routes such as the 100X and 300X express routes.

If approved for a TD bus pass, the individual will need to bring a government-issued photo ID to a PSTA Customer Service Center between the 1st and the 15th of each month to purchase the pass. Cash only accepted.

Individuals who DO NOT receive a bus pass will receive transportation via taxi or wheelchair van (door-to-door service). Cash payment for each one-way trip MUST be given to the driver at the time of pick-up. Reservations must be made 72 hours in advance.

If approved for door-to-door service, the individual will need to make trip reservations directly with the taxi or wheelchair van contractor for eligible trip purposes approved within Pinellas County. Cash payment for each one-way trip MUST be given to the driver at the time of pick-up.

Taxi or wheelchair van transportation is only provided when it is determined to be the most appropriate mode; for example, if a person is unable to use the bus system due to a verifiable physical or mental disability.

TD is an equal opportunity program which complies with Title VI of the Civil Rights Act, as amended.

#### **ATTACHMENT F: MEDICAID PROGRAM**

PSTA sells bus passes to Medicaid transportation brokers, who provide them at no cost for eligible Medicaid beneficiaries to get to and from their eligible Medicaid appointments. Medicaid transportation brokers pay the regular cost of passes and may receive a discount for a qualifying bulk purchase.



## **ATTACHMENT G: BULK TICKET PURCHASES**

### **501(C)(3) and Government Organization Purchases**

PSTA offers a bulk ticket purchase program for 501(C)(3) or governmental organizations. This program grants a discount on ticket purchases of 100 or more of the same type of ticket. An organization is required to submit a Consumer Certificate of Exemption for discounts. If an agency is not a 501 (C) (3) or governmental agency, there is no discount for the purchase of bulk tickets.

PSTA accepts checks, money orders or cash for bulk ticket purchases, and payment is due in advance or when tickets are picked up. There are certain restrictions/criteria regarding certain passes; please call PSTA for further information.

For TD or Medicaid pass bulk purchases, please contact PSTA's Mobility Manager for requirements.

### **Third-Party Outlets**

PSTA uses a number of merchants such as AMSCOT, CVS and a variety of others as third-party ticket outlets. Depending on the type of contract the merchant has with PSTA, it receives a commission or discount of 5% – 10% on orders. In general, outlets sell Regular and Reduced 1-Day, 7-Day and 31-Day passes. Photo IDs are not required to purchase these passes; however, Reduced Fare passes are restricted and an official ID must be shown when boarding the bus.

## **ATTACHMENT H: UNIVERSAL PASS PROGRAM (UPASS)**

PSTA provides a program whereby an organization can pay a contracted dollar amount for unlimited rides on the regular PSTA fixed route (bus) system for its employees or students. This includes the 100X and 300X express routes, the Jolley Trolley, and the St. Petersburg Trolley (Looper). The East Lake Shuttle is excluded. Riders must show a valid participating organization ID upon boarding. For further information, please contact PSTA.

Note: DART Services are exempt from this program.

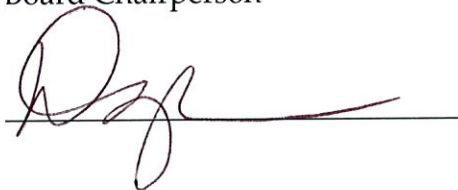
## **ATTACHMENT I: EMPLOYEE AND DEPENDENT PASSES**

PSTA allows employees in good standing to use their agency ID to board any PSTA bus without charge. PSTA employees may also obtain passes to allow family members

considered dependents, including a spouse, to board any PSTA bus without charge. PSTA may also engage in reciprocal free ride programs for employees of partner agencies, including, but not limited to, the Hillsborough Transit Authority (HART).

Name: DARDEN RICE

Title: Board Chairperson

Signature: 

Date: 3/30/16

Adopted: 9-9-15  
Effective: 10-11-15



## POLICY #10 SUCCESSION PLANNING

### PURPOSE:

It is the policy of PSTA to periodically assess the leadership needs of the agency and to develop a long and short term succession plan to ensure continuation of operations, develop strong leaders and contributors through the agency, and to build an inspired workforce that is empowered for ever-improving customer service.

### DESIRED RESULTS:

The desired results of the Succession Planning Policy are to:

- Identify Key Positions throughout PSTA, and follow a logical and thorough approach to develop a short and long term succession plan for each one.
- Conduct analyses of PSTA's current conditions including vacancy risks, emergency interim plans, long term replacement plans to handle vacancies and minimize disruptions.
- Identify High-Potential employees who demonstrate both interest and capacity to grow into positions of higher level and responsibility.
- Invest in development opportunities for a broad and diverse base of possible future candidates for leadership positions.
- Provide a continuous flow of talented people to meet PSTA's management needs and create a pool of strong candidates for future leadership vacancies.
- Ensure the PSTA Board is informed and prepared in the event of an emergency or long-term vacancy in the PSTA Chief Executive Officer (CEO) position.

### PROCEDURES:

The Succession Planning Policy will be carried out as follows:

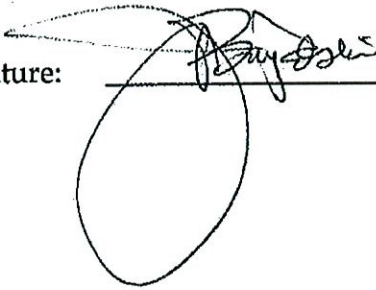
1. On an annual basis, PSTA's Human Resources Team shall identify Key Positions throughout PSTA for which short and long term succession planning is

necessary. This includes distributing forms and establishing due dates for management to complete and return to the Human Resources Team. By definition, the PSTA CEO position will always be identified as a Key Position.

2. On a biannual basis, PSTA's Human Resources Department shall analyze predictable turnover and potential vacancy risks.
3. On a biannual basis, PSTA's Human Resources Department shall review and update a succession plan strategy that identifies and develops high potential employees so that when a vacancy arises, the agency has a pool of qualified candidates ready to step forward for consideration.
4. On a biannual basis, PSTA's Human Resources Department shall provide a copy of such strategy to the Chief Executive Officer.
5. No less than annually, or whenever a staff recommendation on an Interim CEO or long-term succession plan for the CEO position changes, the PSTA Executive Committee will be immediately informed.
6. All PSTA Board Members will continuously be updated on the recommended succession plans (short and long-term) for the CEO position to ensure a smooth transition.
7. Throughout the year, PSTA's Human Resources Team shall obtain feedback from Managers to identify High-Potential employees and ensure their continued development through PSTA University and a Leadership PSTA Program.
8. The PSTA Human Resources Department will ensure that PSTA University continues to provide appropriate training in all departments.
9. The PSTA Human Resource Department shall develop and continue a Leadership PSTA program which will be PSTA's premier professional development program designed to develop and support high-potential employees.



Name: Julie Ward Bujaldin  
Title: Board Chairperson Vice Chair

Signature: 

Date: 5/25/16

Adopted: 5-25-16