



FISCAL YEAR 2025

---

# Adopted Operating & Capital Budget





# TABLE OF CONTENTS

[Mission Statement/Strategic Plan](#)..... 1

[PSTA Performance Counts Scorecard](#) ..... 2

[Board of Directors](#).....3

[About the Board of Directors & Committees](#) .....7

[Letter From the CEO](#) .....9

[Budget Summary](#) .....13

[Operating Budget Summary and Overview](#) .....17

[PSTA Organizational Overview](#) .....27

[Position Changes by Division](#) .....31

[Budget Policies and Process](#) .....32

[Executive Division](#) .....42

Divisions:

[Finance](#).....47

[Planning](#) .....53

[Human Resources](#) .....59

[Marketing](#).....64

[Information Technology](#).....69

[Project Management](#) .....74

[Transportation](#) .....79

[Mobility](#).....87

[Maintenance](#) .....93

[General Function](#).....105

[Insurance](#) .....108

[Capital Budget](#).....111

[Statistical Section](#).....128

[Acronyms](#).....155

[Glossary](#) .....157



## **SUSTAINABILITY STRATEGIC PLAN EXECUTIVE SUMMARY**

Sustainability, through fiscal stewardship, being socially responsible and preserving the environment, with an overall contribution to quality of life, is integral to what we do and what we provide as the public transit agency in Pinellas County.

PSTA incorporates a holistic approach to sustainable strategic decision-making, using the triple bottom line: Healthy Community and Workforce, Environmental Resiliency, and Economic Vitality.

See the Executive Division section for more details on [page 41](#).



**PSTA MISSION STATEMENT: To safely connect people to places.**



## PSTA PERFORMANCE COUNTS SCORECARD

PSTA tracks performance by utilizing a Performance Counts Scorecard. You will see below a scorecard for the organization’s goals that are in line with Agency’s Sustainability Strategic Plan detailed on the previous page. You will find later in the sections detailing the organizations’ different divisions and their departmental goals that are also in line with the Agency’s Sustainability Strategic Plan.

Fiscal Year		FY25		Quarter		Sent to			
PSTA Performance Counts Scorecard ADOPTED FY25				Achievement Percentage					
				100%					
				90 - 99.99%					
				≤ 89.99%					
Strategy	Metric Code	Metric	Performance Goals	Goal Points	Q1 Earned Points	Q2 Earned Points	Q3 Earned Points	Q4 Earned Points	Year To Date
Healthy Community and Workforce	ORG1	Fixed Route Customer Satisfaction	TBD	7					
	ORG2	Paratransit Customer Satisfaction	TBD	7					
	ORG3	Ferry Customer Satisfaction	TBD	6					
	ORG4	Annual Voluntary Departures	TBD	6					
	ORG5	Employee Engagement Survey	TBD	6					
	ORG6	Collisions per 100,000 miles	TBD	7					
				29	0	0	0	0	0.0
Resiliency	ORG7	Improve APTA Environmental Metrics	TBD	6					
	ORG8	State of Good Repair Rating	TBD	7					
	ORG9	Fuel Reduction	TBD	6					
				19	0	0	0	0	0.0
Economic Vitality	ORG10	Annual Budget Variance	≤0%	7					
	ORG11	Ridership	TBD	7					
	ORG12	Clearwater Transit Center Project	Updated FY25 Milestones	7					
	ORG13	SunRunner Corridor Development Value Growth	TBD	7					
	ORG14	Operating Cost per Revenue Hour	TBD	7					
	ORG15	Fare and Equivalent Revenue	TBD	7					
				42	0	0	0	0	0.0
<b>Overall Performance Score</b>				<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



### BOARD OF DIRECTORS

#### Pinellas Suncoast Transit Authority Board of Directors, CEO, and General Counsel

	<b>BOARD MEMBER/ ELECTED OFFICES</b>	<b>APPOINTING BODIES</b>	<b>CONTACT INFORMATION</b>
	<b>Chairperson</b> Gina Driscoll St. Petersburg Council Member	St. Petersburg	P.O. Box 2842 St. Petersburg, FL 33731 Telephone: (727) 551-3306 E-mail: <a href="mailto:gina.driscoll@stpete.org">gina.driscoll@stpete.org</a>
	<b>Vice-Chair</b> Dan Saracki Oldsmar Mayor	Oldsmar Safety Harbor Tarpon Springs	100 State Street West Oldsmar, FL 34677 Telephone: (813) 749-1100 E-mail: <a href="mailto:dsaracki@myoldsmar.com">dsaracki@myoldsmar.com</a>
	<b>Secretary/Treasurer</b> Deborah Figgs-Sanders St. Petersburg Council Member	St. Petersburg	P.O. Box 2842 St. Petersburg, FL 33731 Telephone: (727) 551-3305 E-mail: <a href="mailto:Deborah.Figgs-Sanders@stpete.org">Deborah.Figgs-Sanders@stpete.org</a>
	David Allbritton Clearwater Councilmember	Clearwater	600 Cleveland Street Clearwater, FL 33756 Telephone: (727) 224-4000 E-mail: <a href="mailto:david.allbritton@myclearwater.com">david.allbritton@myclearwater.com</a>
	Vince Cocks Pinellas County Citizen	Pinellas County Commission	2950 63rd Ave. S St. Petersburg, FL 33712 Telephone: (727) 455-0944 E-mail: <a href="mailto:vincecocks@gmail.com">vincecocks@gmail.com</a>







	<b>BOARD MEMBER/ ELECTED OFFICES</b>	<b>APPOINTING BODIES</b>	<b>CONTACT INFORMATION</b>
	Dave Eggers Pinellas County Commissioner	Pinellas County Commission	315 Court Street Clearwater, FL 33756 Telephone: (727) 464-3276 E-mail: <a href="mailto:deggers@pinellas.gov">deggers@pinellas.gov</a>
	Chris Johnson City of Largo Commissioner	Largo	P.O. Box 296 Largo FL 33779 Telephone: (727) 587-6702 E-mail: <a href="mailto:chjohnson@largo.com">chjohnson@largo.com</a>
	Robert Walker Dunedin Commissioner	Dunedin	P.O. Box 1348 Dunedin, FL 34697-1348 Telephone: (727) 298-3010 E-mail: <a href="mailto:rwalker@dunedinfl.net">rwalker@dunedinfl.net</a>
	Chris Latvala Pinellas County Commissioner	Pinellas County Commission	315 Court Street Clearwater, FL 33756 Telephone: (727) 464-3278 E-mail: <a href="mailto:clatvala@pinellas.gov">clatvala@pinellas.gov</a>
	Kathleen Peters Pinellas County Commissioner	Pinellas County Commission	315 Court Street Clearwater, FL 33756 Telephone: (727) 464-3568 E-mail: <a href="mailto:kpeters@pinellas.gov">kpeters@pinellas.gov</a>



	<b>BOARD MEMBER/ ELECTED OFFICES</b>	<b>APPOINTING BODIES</b>	<b>CONTACT INFORMATION</b>
	Adrian Petrilă St. Pete Beach Mayor	Belleair Beach# Belleair Shore# Indian Rocks Beach Indian Shores Madeira Beach North Redington Beach Redington Beach Redington Shores St. Pete Beach# Treasure Island#	155 Corey Ave. St. Pete Beach, FL 33706 Telephone: (727)500-0713 E-mail: <a href="mailto:apetrila@stpetebeach.org">apetrila@stpetebeach.org</a>
	Patti Reed Pinellas Park Vice-Mayor	Pinellas Park	5141 78 <sup>th</sup> Avenue North Pinellas Park, FL 33781 Telephone: (727) 369-0618 E-mail: <a href="mailto:preed@pinellas-park.com">preed@pinellas-park.com</a>
	Tom Reid South Pasadena Commissioner	Belleair Belleair Bluffs Gulfport Kenneth City# Seminole South Pasadena	7047 Sunset Drive S S. Pasadena, FL 33707 Telephone: (727) 347-4171 E-mail: <a href="mailto:treid@mysouthpasadena.com">treid@mysouthpasadena.com</a>
	Brian Scott Pinellas County Com- missioner	Pinellas County Commission	315 Court Street Clearwater, FL 33756 Telephone: (727) 464-3360 E-mail: <a href="mailto:bscott@pinellas.gov">bscott@pinellas.gov</a>
	Joshua Shulman St. Petersburg Citizen	St. Petersburg	2450 Sunset Point Rd, Suite C Clearwater, FL 33765 Telephone: (727) 474-9922 E-mail: <a href="mailto:josh@sherpawealthpartners.com">josh@sherpawealthpartners.com</a>

# - These cities are not members of the Transit Authority (St. Pete Beach and Treasure Island receive service via contract)



	<b>CHIEF EXECUTIVE OFFICER</b>	<b>CONTACT INFORMATION</b>
	Brad Miller Pinellas Suncoast Transit Authority 3201 Scherer Drive St. Petersburg, FL 33716	Telephone: (727) 540-1800 Fax: (727) 540-1913 E-mail: <a href="mailto:bmiller@psta.net">bmiller@psta.net</a>
	<b>GENERAL COUNSEL</b>	<b>CONTACT INFORMATION</b>
	Alan Zimmet Bryant Miller Olive 400 N. Tampa St., Suite 1600 Tampa, FL 33602	Telephone: (813) 273-6677 Fax: (813) 223-2705 E-mail: <a href="mailto:azimmet@bمولaw.com">azimmet@bمولaw.com</a>





## About the PSTA Board of Directors & Committees

### Board of Directors Meetings

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

### Executive Committee

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

### Finance and Performance Management Committee

The duties of the Finance and

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

### Planning Committee

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

### Legislative Committee

The mission of the PSTA Legislative Committee is to advise the full PSTA Board of Directors of the official positions of the Local, State, and Federal entities concerning legislative matters pertaining to the operations, development, and funding of PSTA; and to facilitate advancement of the Pinellas County Alternatives Analysis (AA) Locally Preferred

Alternative (LPA). The Committee will also review resolutions and legislation in order to advise and recommend positions to the members and leadership of the PSTA Board; and work with the regional entities in the development and implementation of transportation for the Tampa Bay region.

### Nominating Committee

The Nominating Committee shall consist of five Board members. The duties of the Nominating Committee are to nominate an annual slate of officers and recommend members to committee vacancies. The Nominating Committee meets annually or as needed.

### Transit Riders Advisory Committee (TRAC)

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



### Board of Directors & Committees

PSTA COMMITTEES											
Pos	Name	Representing	Appointment	Planning	Finance	Legislative	Executive	Nominating		Forward Pinellas	MPO's School Safety
1	Josh Shulman	St. Pete Non-Elect	2/2017	X	Alt.			X			X
2	Vince Cocks	Pinellas County	10/2018	X	X						
3	David Allbritton	Clearwater	10/2018	XXX		X				Y	
4	Gina Driscoll	St. Petersburg	1/2019			X	XXX			X	
5	Dan Saracki	North County	5/2019			XXX	X				
6	Kathleen Peters	Pinellas County	12/2020					X			
7	Deborah Figgs-Sanders	St. Petersburg	1/2021	X		Alt.	X	X			
8	Patti Reed	Pinellas Park	3/24/22	X			X	X			
9	Chris Latvala	Pinellas County	1/2023			X					Y
10	Brian Scott	Pinellas County	1/2023								
11	Adrian Petrila	Multi Cities	10/2023								
12	Dave Eggers	Pinellas County	1/2024		X						
13	Tom Reid	Multi Cities	1/2024	Alt.	X						
14	Chris Johnson	Largo	3/2024								
15	Robert Walker	Dunedin	6/2024								
		Vacant			X	X	X	X			

X – Member Appointed by PSTA      XXX – Chair of Committee      Y – Member appointed by another Body

*Alternates are expected to attend each meeting and can vote if a full member is absent.*



**TO: Members of the PSTA Board of Directors and Citizens of Pinellas County**

**FROM: Brad Miller, Chief Executive Officer**

**DATE: September 18<sup>th</sup>, 2024**

**SUBJECT: Transmittal of the FY 2025 Adopted Budget**

The FY 2025 budget is balanced with a slight surplus and there is a projected surplus for FY 2024. This reflects the full PSTA budget to operate over 300 total vehicles and pay 800+ transit employees, including our own and more and more private contracted employees.

Input from the board, at a strategic level, has truly helped shape this initial budget. The FY 2025 budget includes a new ferry tourist service, new limited stop “Spark” service along 34<sup>th</sup> Street, and on demand service from the St. Pete-Clearwater International Airport (PIE) to the beaches, increasing ridership and revenues. We continue to grow our community and grant partnerships for revenue enhancement and/or cost avoidance. Cost savings are included in several areas with a highlight on what I am calling the “e-dividend”, for the replacement of life expired diesel buses with new electric buses. This saves on diesel fuel, maintenance and even with the cost of electricity, there are significant savings. Those savings will continue to grow in years to come, enhancing our financial resiliency.

PSTA is moving forward with the completion of designing the Clearwater Multimodal Transit Center, using USDOT Rebuilding America Infrastructure with Sustainability and Equity (RAISE) grant program funds of \$20,000,000. That along with other PSTA grants and funding partners will allow for the project’s construction to begin in FY 2025. This will replace our old life expired Park Street Terminal.

The FY 2025 capital budget also includes receipt of additional electric buses and solar panels for the PSTA campus to reduce costs, dependency on the grid and enhance resiliency. Another rider focused project is to assist in simplifying riding with PSTA, we will be implementing the ability to register a contactless credit card on-line to qualify for discounts, such as the senior discount.



***Pinellas Suncoast Transit Authority***

***ADOPTED FY 2025 BUDGET***

I look forward to new partnerships, new services, new innovations in the FY 2025 Budget and the Five - Year Capital Improvement Program that reflects PSTA's mission, the Strategic Sustainability Plan, and goals.







**Pinellas Suncoast Transit Authority**

**ADOPTED FY 2025 BUDGET**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Pinellas Suncoast Transit Authority  
Florida**

For the Fiscal Year Beginning

**October 1, 2023**

*Christopher P. Morill*

Executive Director





### FY 2025 BUDGET SUMMARY

Description	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	Change Amount	% Change FY 2024 FY 2025
Beginning Net Position available to budget - General Reserve (Estimate)	\$ 56,042,559	\$ 44,729,837	\$ 44,729,837	\$ 45,374,813	\$ 644,976	1.44%
Total Operation Revenues	113,780,387	114,539,670	113,541,541	123,740,420	10,198,879	8.98%
Capital Revenues	16,272,337	67,388,133	95,932,147	45,262,039	-50,670,108	-52.82%
<b>Total Sources</b>	<b>\$ 186,095,283</b>	<b>\$ 226,657,640</b>	<b>\$ 254,203,525</b>	<b>\$ 214,377,272</b>	<b>\$ (39,826,253)</b>	<b>-15.67%</b>
Operating Expenses	\$ 122,958,680	\$ 114,511,920	\$ 110,734,194	\$ 123,552,500	\$ 12,818,306	11.58%
Capital Improvement Budget	18,406,766	73,531,077	98,094,518	46,098,202	(51,996,317)	-53.01%
<b>Total Uses</b>	<b>\$ 141,365,446</b>	<b>\$ 188,042,997</b>	<b>\$ 208,828,712</b>	<b>\$ 169,650,702</b>	<b>\$ (39,178,010)</b>	<b>-18.76%</b>
Ending Net Position available to budget - General Reserve (Estimate)	44,729,837	38,614,643	45,374,813	44,726,570	(648,243)	-1.43%
<b>Total Uses and Net Position Reserves</b>	<b>\$ 186,095,283</b>	<b>\$ 226,657,640</b>	<b>\$ 254,203,525</b>	<b>\$ 214,377,272</b>	<b>\$ (39,826,253)</b>	<b>-15.67%</b>

### FY 2025 RESERVE SUMMARY

Description	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	Change Amount	% Change FY 2024 FY 2025
Contractually Restricted	\$ 1,567,850	\$ 1,567,850	\$ 1,567,850	\$ 732,493	(835,357)	-53.28%
Restricted Grantor Resources Pending Approval	239,035	239,035	\$ 239,035	\$ 1,859,845	1,620,810	678.06%
Operating Reserve - 2 Months Minimum	19,085,320	19,085,320	18,455,699	20,592,083	2,136,384	11.58%
Estimated Self-Insurance Reserves	7,044,433	7,044,433	\$ 7,044,433	\$ 7,044,433	-	0.00%
Capital Reserves	15,948,058	15,948,058	\$ 13,785,687	12,949,524	(836,163)	-6.07%
Unrestricted	845,141	(5,270,053)	4,282,109	1,548,192	(2,733,917)	-63.85%
Ending Net Position available to budget - General Reserve (Estimate)	\$ 44,729,837	\$ 38,614,643	\$ 45,374,813	\$ 44,726,570	\$ (648,243)	-1.43%



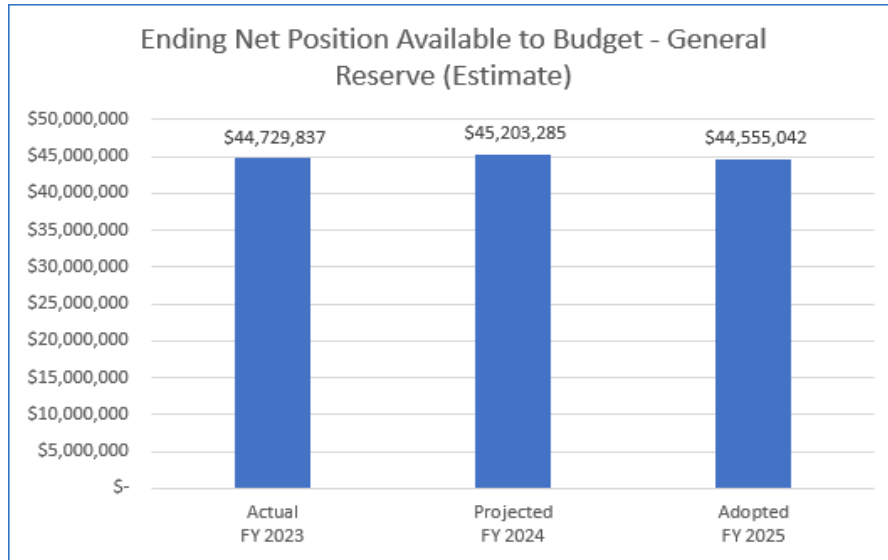
**Pinellas Suncoast Transit Authority**

**ADOPTED FY 2025 BUDGET**

Description	Original FY 2025 Proposed Budget	FY 2025 Adopted Budget	Current Less Original	Explanation
<b>Operating Revenues</b>				
Passenger Fares	\$ 8,076,010	\$ 8,107,060	\$ 31,050	Increased projections in the Access MOD fares.
Auxiliary	257,390	576,850	319,460	Transferred Lamar advertising revenue from non-transportation revenue
Non-Transportation	3,220,000	2,710,000	(510,000)	Transferred Lamar advertising revenue from auxiliary revenue
Taxes	82,141,760	83,365,070	1,223,310	Adjusted property taxes to their updated levy amount.
Local Assistance	1,816,860	1,846,860	30,000	PTSA anticipates additional local revenue sources
State Reimbursement - Fuel Tax	739,950	739,950	-	
State Grants	15,149,170	15,589,170	440,000	Adjusted for increased State Transit Disadvantaged grant revenue.
Federal Grants	10,802,610	10,733,460	(69,150)	PTSA anticipates less grant funding in FTA Cares Fund
Federal Grants MPO Pass-Thru	72,000	72,000	-	
<b>Total Operating Revenues</b>	<b>\$ 122,275,750</b>	<b>\$ 123,740,420</b>	<b>\$ 1,464,670</b>	
<b>Total Capital Revenues</b>	<b>\$ 73,791,875</b>	<b>\$ 45,262,039</b>	<b>\$ (28,529,836)</b>	
<b>Beginning Net Position Available to Budget</b>	<b>\$ 45,203,285</b>	<b>\$ 45,203,285</b>	<b>\$ -</b>	
<b>Total Sources</b>	<b>\$ 241,270,910</b>	<b>\$ 214,205,744</b>	<b>\$ (27,065,166)</b>	
<b>Operating Expenses</b>				
Salaries	\$ 49,249,694	\$ 49,233,750	\$ (15,944)	Adjusted placeholder to actual headcount for Spark 34th Street service.
Fringe Benefits	22,137,400	22,783,120	645,720	Adjusted placeholder to actual headcount for Spark 34th Street service.
Services	8,330,030	10,108,100	1,778,070	Clearwater Airport (PIE) to the beaches service estimates included.
Diesel Fuel	5,618,590	5,618,590	-	
Supplies	5,825,716	6,205,720	380,004	Increased repair parts budget to current trends.
Insurance	3,703,510	3,703,510	-	
Utilities	1,776,730	1,726,730	(50,000)	Adjusted Telephone Utility.
Taxes & Licenses	970,430	970,430	-	
Privatized Transportation - Paratransit	9,261,160	9,429,590	168,430	Projected higher expenses in Paratransit.
Privatized Transportation - TD	1,227,890	1,227,890	-	
Privatized Transportation - Trolleys	4,163,010	4,163,010	-	
Privatized Transportation - Mobility on Demand	6,717,380	6,717,380	-	
Privatized Transportation - Ferry Service	436,670	436,670	-	
Miscellaneous	1,240,645	1,228,010	(12,635)	Various small reductions.
<b>Total Operating Expenses</b>	<b>\$ 120,658,855</b>	<b>\$ 123,552,500</b>	<b>\$ 2,893,645</b>	
<b>Total Capital Expenses</b>	<b>\$ 76,759,285</b>	<b>\$ 46,098,202</b>	<b>\$ (30,661,083)</b>	This reflects shifts in timelines on projects like the purchasing of electric vehicles.
<b>Total Uses</b>	<b>\$ 197,418,140</b>	<b>\$ 169,650,702</b>	<b>\$ (27,767,438)</b>	
<b>Ending Net Position Available to Budget</b>	<b>\$ 43,852,770</b>	<b>\$ 44,555,042</b>	<b>\$ 702,272</b>	
<b>Total Uses and Net Position Reserves</b>	<b>\$ 241,270,910</b>	<b>\$ 214,205,744</b>	<b>\$ (27,065,166)</b>	



### FY 2025 BUDGET SUMMARY



#### FY 2025 ADOPTED OPERATING BUDGET SUMMARY

The adopted operating budget for FY 2025 is increasing by \$13 million or 11.58% over FY 2024 projected expenses.

#### FY 2025 ADOPTED REVENUE SUMMARY

- Passenger Fares are budgeted to increase from the projected FY 2024 year-end of \$7.4 million to \$8.1 million. This is primarily due to the introduction of 34<sup>th</sup> Street South Spark Service and increased commission for Transportation Disadvantaged monthly fare supplement.
- Auxiliary revenue is budgeted to increase 12.89% from the FY 2024 year-end projection. This increase is due to consolidating advertising revenue into this category from Non-Transportation.
- Non-transportation revenue is budgeted to decrease from the projected FY 2024 year-end of \$3.21 million to \$2.7 million. This is

due to consolidating advertising revenue into the Auxiliary category.

- Property Tax is projected to increase by 7.13% from the FY 2024 year-end projection. Increased Pinellas County property values are the main contributing factor to higher property taxes.
- Clearwater Ferry service is a new waterborne service with funding from the Cities of Clearwater and Dunedin to match a State grant.
- State Grant revenue is projected to increase at 67%. This is primarily caused by projected increases of State Operating Assistance, and funding assistance for the Ferry Service and the new 34th Street South Spark Service route.
- Federal Grant revenue is budgeted to be 17% less than the FY 2024 year-end projection. This reflects PSTA’s decreasing use of one-time COVID-19 relief funds.



**FY 2025 ADOPTED EXPENSE SUMMARY**

- Salaries (\$45.6 million projected year-end in FY 2024) are budgeted at \$49.2 million and include:
  - Salary rate increases are included for union employees.
  - Step increases for union employees adjusted to reflect their additional year of tenure.
  - Administrative employees to receive a 3.0% increase.
  - Adopted salaries are assuming current vacancies will be filled during the new Fiscal Year.
- Fringe Benefits are budgeted to increase 17.64% over the FY 2024 projected year-end mainly due to revised projections for vehicle operators required for the new 34<sup>th</sup> Street South Spark Service. There are also increases to health insurance and retirement costs and with the assumption of no vacant positions.
- Services are budgeted to increase 36.3% over the FY 2024 projected year-end primarily due to the St. Pete-Clearwater International Airport (PIE) Service.
- Diesel Fuel is expected to see a 3.92% decrease in operating costs. Implementation of electric buses have resulted in savings compared to FY 2024 year-end projections.
- Supplies are budgeted to increase 8% due to anticipated facilities and fleet items as well as marketing supplies in FY 2025.
- Insurance is budgeted to increase 11.82% over the FY 2024 projected year-end due to anticipated market increases.

- Utilities are budgeted to increase 6.48% over the FY 2024 projected year-end due to additional electric buses in service.
- Privatized Transportation – Access PSTA Paratransit is budgeted to increase 10.33% over the FY 2024 projected year-end due to increases in contractual rates and ridership.
- Privatized Transportation – Transportation Disadvantaged (TD) is budgeted to increase 1.35% over the FY 2024 projected year-end due to increases in contractual rates and ridership.
- Privatized Transportation – Trolleys are budgeted to increase 10.24% compared to FY 2024 year-end projections due to contractual rate increases.
- Privatized Transportation – Access PSTA Mobility on Demand is budgeted to increase 16.17% over the FY 2024 projected year-end due to increases in contractual rates and ridership.
- Miscellaneous expenses are projected to decrease by 19.88% from the FY 2024 year-end projection due to an agency wide effort to reduce non-personnel budget requests

**FY 2025 ADOPTED CAPITAL IMPROVEMENT BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

- The FY 2025 adopted capital budget is focused on the sustainable bus replacement plan. The plan maintains emphasis on customer service through implementation of customer amenities such as new bus shelters, and the construction for the Clearwater Multimodal Transit Center.



# **FY 2025 OPERATING BUDGET**



### FY 2025 OPERATING BUDGET SUMMARY

ADOPTED FY 2025 OPERATING BUDGET	
Operating Revenues	\$13,980,720
Non-Operating Revenues	\$109,759,700
Total Revenues	\$123,740,420
Total Expenses	\$123,552,500
Surplus (Deficit)	\$187,920
Transfer (To) From Reserves	(\$187,920)
Net Surplus (Deficit)	\$0





### FY 2025 OPERATING BUDGET OVERVIEW

Description	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Operating Revenues	\$ 8,347,644	\$ 8,486,910	\$ 13,307,096	\$ 13,980,720	5.06%
Non-Operating Revenues	105,432,743	130,131,073	100,234,444	109,759,700	9.50%
<b>Total Revenues</b>	<b>\$ 113,780,387</b>	<b>\$ 138,617,983</b>	<b>\$ 113,541,541</b>	<b>\$ 123,740,420</b>	<b>8.98%</b>
Salaries	44,427,402	46,388,760	45,592,828	49,233,750	7.99%
Fringe Benefits	20,375,590	21,383,390	19,366,807	22,783,120	17.64%
Services	6,662,583	7,795,340	7,416,309	10,108,100	36.30%
Diesel Fuel	7,536,440	5,769,810	5,847,545	5,618,590	-3.92%
Supplies	6,470,204	5,900,910	5,742,184	6,205,720	8.07%
Insurance	3,483,266	3,495,700	3,312,074	3,703,510	11.82%
Utilities	1,254,209	1,690,510	1,621,590	1,726,730	6.48%
Taxes & Licenses	987,958	1,014,270	985,174	970,430	-1.50%
Privatized Transportation – Paratransit	8,513,475	8,592,810	8,547,000	9,429,590	10.33%
Privatized Transportation – TD	868,773	1,373,800	1,211,529	1,227,890	1.35%
Privatized Transportation – Trolleys	3,614,790	3,904,680	3,776,180	4,163,010	10.24%
Privatized Transportation – Mobility on Demand	5,120,359	6,177,480	5,782,279	6,717,380	16.17%
Privatized Transportation – Ferry Service	-	-	-	436,670	0.00%
Miscellaneous	872,939	1,024,460	1,532,694	1,228,010	-19.88%
<b>Total Expenses</b>	<b>\$ 110,187,989</b>	<b>\$ 114,511,920</b>	<b>\$ 110,734,194</b>	<b>\$ 123,552,500</b>	<b>11.58%</b>

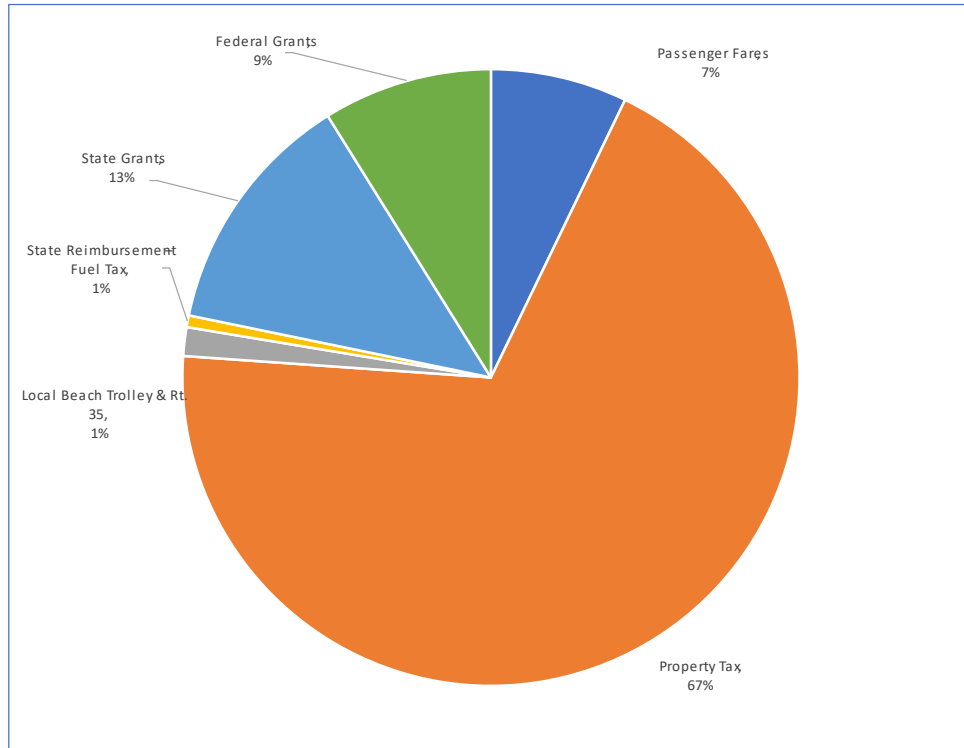


## FY 2025 OPERATING BUDGET OVERVIEW REVENUE

Description	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Passenger Fares	\$ 7,927,542	\$ 7,352,200	\$ 7,367,587	\$ 8,107,060	10.04%
Auxiliary	\$ 420,102	\$ 560,960	\$ 510,976	\$ 576,850	12.89%
Non-Transportation	\$ 2,667,939	\$ 1,255,000	\$ 3,211,000	\$ 2,710,000	-15.60%
Property Tax	\$ 69,583,333	\$ 77,816,710	\$ 77,816,710	\$ 83,365,070	7.13%
Local Beach Trolley & Rt. 35	\$ 1,642,233	\$ 1,671,690	\$ 1,552,697	\$ 1,846,860	18.95%
State Reimbursement – Fuel Tax	\$ 718,992	\$ 757,030	\$ 664,836	\$ 739,950	11.30%
State Grants	\$ 9,633,584	\$ 11,950,690	\$ 9,331,621	\$ 15,589,170	67.06%
Federal Grants	\$ 21,114,036	\$ 13,103,390	\$ 12,974,263	\$ 10,733,460	-17.27%
Federal Grants MPO Pass-Thru	\$ 72,625	\$ 72,000	\$ 111,850	\$ 72,000	-35.63%
<b>Total Revenues</b>	<b>\$ 113,780,387</b>	<b>\$ 114,539,670</b>	<b>\$ 113,541,541</b>	<b>\$ 123,740,420</b>	<b>8.98%</b>



## FY 2025 OPERATING BUDGET OVERVIEW REVENUE AND TRANSFERS



### Revenue Assumptions:

- Passenger Fares are budgeted to increase from the projected FY 2024 year-end of \$7.4 million to \$8.1 million. This is primarily due to the addition of the 34<sup>th</sup> Street South Spark Service.
- Auxiliary revenue is budgeted to increase 12.89% from the FY 2024 year-end projection. This is due to budgeting for the guaranteed amount of Advertising Revenue per contracted agreements.
- Non-transportation revenue is expected to decrease from the projected FY 2024 year-end of \$3.21 million to \$2.7 million. This is due to consolidating some advertising revenue into the Auxiliary category.
- Property Tax is projected to increase by 7.13% from the FY 2024 year-end projection. Increased Pinellas County property values are the main contributing factor to higher property taxes.
- Clearwater Ferry service is a new waterborne service with funding from the Cities of Clearwater and Dunedin to match a State grant.
- State Grant revenue is projected to increase at 67%. This is due to additional utilization of the Block Grant and funds appropriated for 34<sup>th</sup> Street South Spark Service and the Ferry Service.
- Federal Grant revenue is budgeted to be 17% less than the FY 2024 year-end



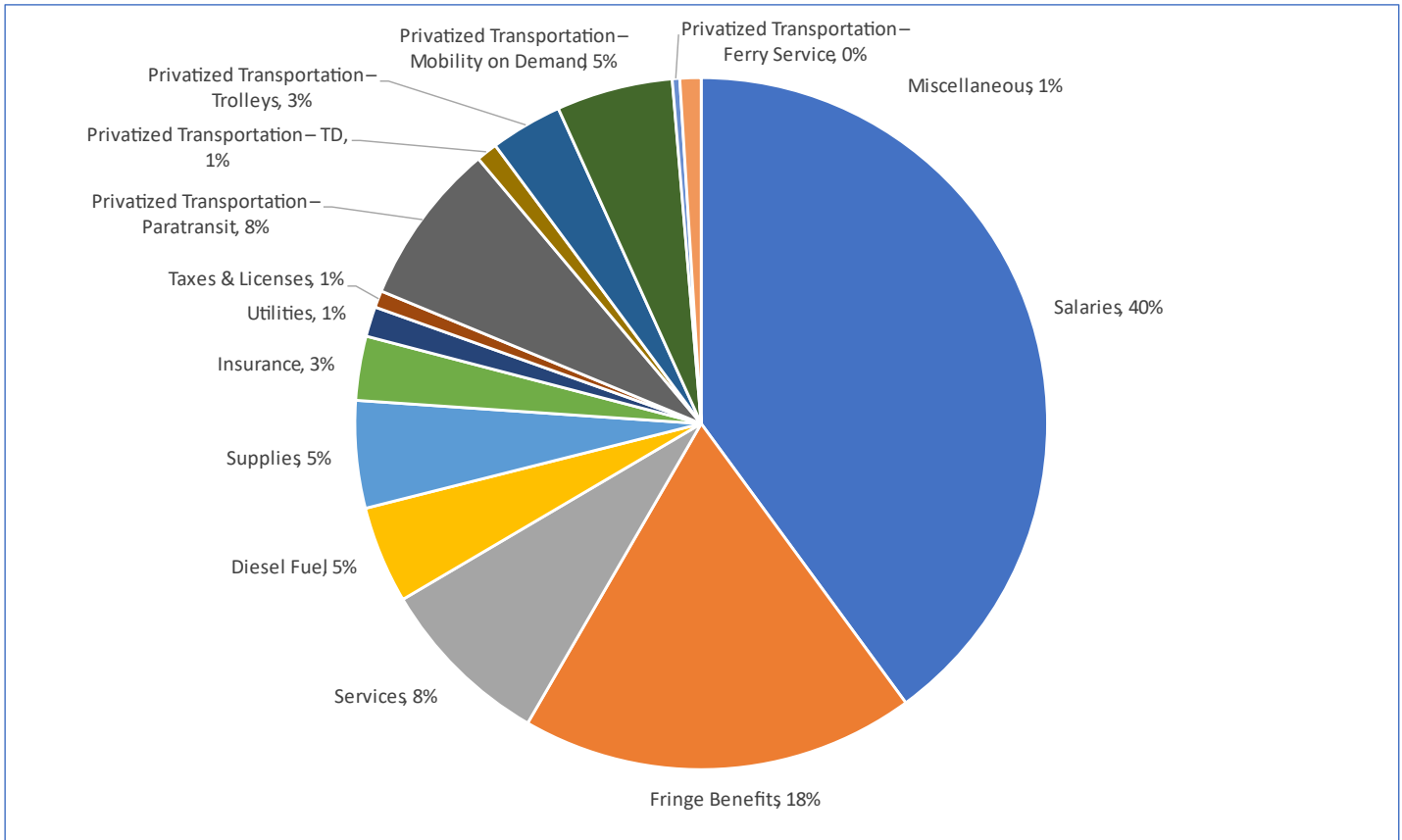
projection. This reflects PSTA’s strategic use of one-time COVID-19 relief funds.

## FY 2025 OPERATING BUDGET OVERVIEW EXPENSES

Expenses	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	44,427,402	46,388,760	45,592,828	49,233,750	7.99%
Fringe Benefits	20,375,590	21,383,390	19,366,807	22,783,120	17.64%
Services	6,662,583	7,795,340	7,416,309	10,108,100	36.30%
Diesel Fuel	7,536,440	5,769,810	5,847,545	5,618,590	-3.92%
Supplies	6,470,204	5,900,910	5,742,184	6,205,720	8.07%
Insurance	3,483,266	3,495,700	3,312,074	3,703,510	11.82%
Utilities	1,254,209	1,690,510	1,621,590	1,726,730	6.48%
Taxes & Licenses	987,958	1,014,270	985,174	970,430	-1.50%
Privatized Transportation – Paratransit	8,513,475	8,592,810	8,547,000	9,429,590	10.33%
Privatized Transportation – TD	868,773	1,373,800	1,211,529	1,227,890	1.35%
Privatized Transportation – Trolleys	3,614,790	3,904,680	3,776,180	4,163,010	10.24%
Privatized Transportation – Mobility on Demand	5,120,359	6,177,480	5,782,279	6,717,380	16.17%
Privatized Transportation – Ferry Service	-	-	-	436,670	0.00%
Miscellaneous	872,939	1,024,460	1,532,694	1,228,010	-19.88%
<b>Total Operating Expenses</b>	<b>\$ 110,187,989</b>	<b>\$ 114,511,920</b>	<b>\$ 110,734,194</b>	<b>123,552,500</b>	<b>11.58%</b>



## FY 2025 OPERATING BUDGET OVERVIEW EXPENSES



### Expense Assumptions:

- Salaries (\$45.5 million projected year-end in FY 2024) are budgeted at \$49.2 million and include:
  - Salary rate increases are included for union supervisors.
  - Step increases for union employees adjusted to reflect their additional year of tenure.
  - Administrative employees to receive a 3.0% increase.
  - Adopted salaries are assuming current vacancies will be filled during the new Fiscal Year.
- Fringe Benefits are budgeted to increase 17.64% over the FY 2024 projected year-end mainly due to revised projections for vehicle operators required for the new 34<sup>th</sup> Street South Spark Service. There are also increases to health insurance and retirement costs and with the assumption of no vacant positions.
- Services are budgeted to increase 36.3% over the FY 2024 projected year-end primarily due to the St. Pete-Clearwater International Airport (PIE) Service.
- Diesel Fuel is expected to see a 3.92% decrease in operating costs. Implementation



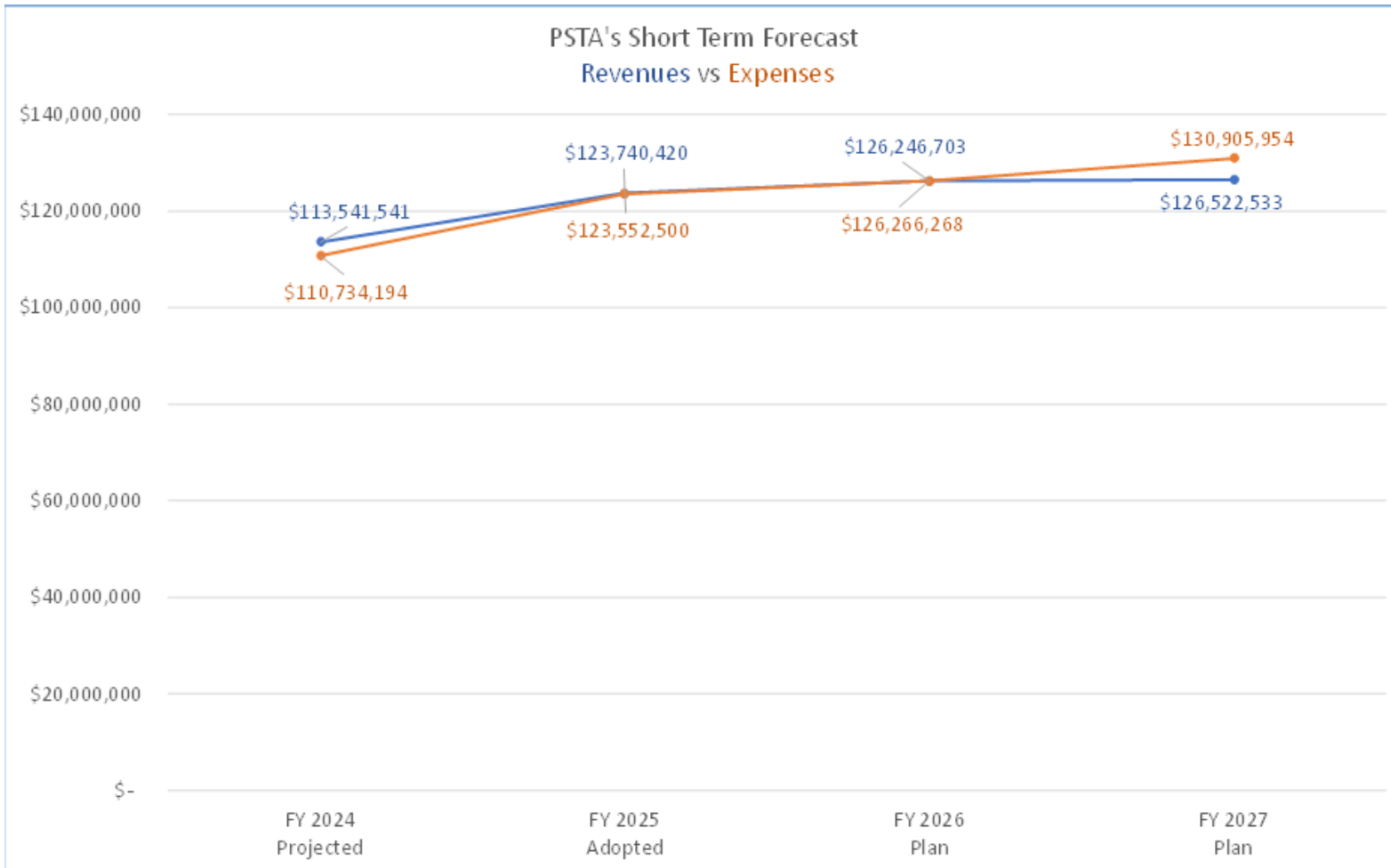
- of electric buses have resulted in savings compared to FY 2024 year-end projections.
- Supplies are budgeted to increase 8.07% due to anticipated facilities and fleet items as well as Marketing supplies in FY 2025.
- Insurance is budgeted to increase 11.82% over the FY 2024 project-ed year-end due to anticipated market increases.
- Utilities are budgeted to increase 6.48% over the FY 2024 projected year-end due implementation of electric buses.
- Privatized Transportation – Access PSTA Paratransit is budgeted to increase 10.33% over the FY 2024 projected year-end due to increases in contractual rates and ridership.
- Privatized Transportation – Transportation Disadvantaged (TD) is budgeted to increase 1.35% over the FY 2024 projected year-end due to increases in contractual rates and ridership.
- Privatized Transportation – Trolleys are budgeted to increase 10.24% compared to FY 2024 year-end projections due to contractual rate increases and increases in service hours.
- Privatized Transportation – Mobility on Demand is budgeted to increase 16.17% over the FY 2024 projected year-end due to continued increases in ridership based on current year trends.
- Miscellaneous expenses are projected to decrease by 19.88% from the FY 2024 year-end projection due to an agency-wide effort to reduce non-personnel budget requests.





## FINANCIAL OPERATING FORECAST

PSTA's Short Term Forecast							
Revenue / Expenses Line	FY 2024 Projected	Escalation	FY 2025 Adopted	Escalation	FY 2026 Plan	Escalation	FY 2027 Plan
Passenger Fares	\$ 7,367,587	10.04%	\$ 8,107,060	4.81%	8,496,752	0.00%	8,496,752
Auxiliary	510,976	12.89%	576,850	2.23%	525,000	2.98%	\$ 540,645
Non-Transportation	3,211,000	-15.60%	2,710,000	2.23%	2,770,433	2.98%	\$ 2,852,992
Taxes	77,816,710	7.13%	83,365,070	6.70%	88,950,536	6.30%	\$ 94,554,420
Local Assistance	1,552,697	18.95%	1,846,860	3.00%	1,902,266	3.00%	1,959,334
State Reimbursement - Fuel Tax	664,836	11.30%	739,950	2.23%	756,451	2.98%	\$ 778,993
State Grants	9,331,621	67.06%	15,589,170	-14.13%	9,485,265	-14.10%	\$ 8,147,843
Federal Grants	12,974,264	-17.27%	10,733,460	1.83%	13,288,000	-31.37%	\$ 9,119,554
Federal Grants MPO Pass-Thru	111,850	-35.63%	72,000	0.00%	72,000	0.00%	72,000
<b>Total Operating Revenues</b>	<b>\$ 113,541,541</b>	<b>8.98%</b>	<b>\$ 123,740,420</b>	<b>2.03%</b>	<b>\$ 126,246,703</b>	<b>0.22%</b>	<b>\$ 126,522,533</b>
Salaries	\$ 45,592,829	7.99%	\$ 49,233,750	3.00%	\$ 50,710,763	3.00%	\$ 52,232,085
Fringe Benefits	19,366,808	17.64%	22,783,120	7.00%	24,377,938	7.00%	\$ 26,084,394
Services	7,416,309	36.30%	10,108,100	3.00%	10,411,343	3.00%	\$ 10,723,683
Diesel Fuel	5,685,210	-3.18%	5,504,300	-14.68%	4,696,097	-5.82%	\$ 4,422,748
Supplies	5,677,184	7.88%	6,124,560	3.00%	6,308,297	3.00%	\$ 6,497,546
Insurance	3,312,074	11.82%	3,703,510	3.00%	3,814,615	3.00%	\$ 3,929,054
Utilities	1,621,590	6.48%	1,726,730	-15.30%	1,462,538	1.27%	\$ 1,481,114
Taxes & Licenses	985,174	-1.50%	970,430	3.00%	999,543	3.00%	\$ 1,029,529
Privatized Transportation - Paratransit	8,547,000	10.33%	9,429,590	3.13%	8,880,949	3.12%	\$ 9,158,035
Privatized Transportation - Diesel Fuel	162,335	-29.60%	114,290	3.00%	117,719	3.00%	\$ 121,250
Privatized Transportation - TD	1,211,529	1.35%	1,227,890	3.10%	1,265,955	3.05%	\$ 1,304,566
Privatized Transportation - Trolleys	3,776,180	10.24%	4,163,010	8.90%	4,533,518	10.46%	\$ 5,007,724
Privatized Transportation - Mobility on Demand	5,782,279	16.17%	6,717,380	3.10%	6,925,619	3.05%	\$ 7,136,850
Privatized Transportation - Unleaded Fuel	64,999	24.86%	81,160	3.00%	83,595	3.00%	\$ 86,103
Privatized Transportation - Ferry Services	-	0.00%	436,670	3.00%	449,770	3.00%	\$ 463,263
Miscellaneous	1,532,694	-19.88%	1,228,010	0.00%	1,228,010	0.00%	\$ 1,228,010
<b>Total Operating Expenses</b>	<b>\$ 110,734,194</b>	<b>11.58%</b>	<b>\$ 123,552,500</b>	<b>2.20%</b>	<b>\$ 126,266,268</b>	<b>3.67%</b>	<b>\$ 130,905,954</b>





## PSTA ORGANIZATION

### Profile of the Authority

The Pinellas Suncoast Transit Authority (The Authority) was created in 1984 via a merger of the St. Petersburg Municipal Transit System and the Central Pinellas Transit Authority to provide Pinellas County with a cohesive public transit system. A fleet of 193 buses and 20 trolleys serve 46 fixed routes including two express routes to Hillsborough County. Pinellas County is 280 square miles with approximately 978,777 residents. Pinellas County is located along the west coast of Florida and includes a corridor of smaller beach communities along the Gulf of Mexico. Pinellas County is the second smallest county in the state of Florida; however, it is the most densely populated county in Florida.

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

### Officials

A Board of Directors comprised of thirteen elected officials, and two non-elected officials, one of which is appointed by the Pinellas County Board of Commissioners and the other by the St. Petersburg City Council, governs the Authority.

### Services and Service Delivery

The Authority provides virtually all public transportation services in this area. These services include fixed route, demand response, and specialized services. The Authority maintains over 4,447 bus stops, 655 shelters, 14 transfer hubs, 4 customer service centers, and a fleet of 213 fixed route vehicles. During fiscal year 2023,

Authority vehicles traveled a total of 9.4 million revenue miles, providing approximately 662,000 hours of service, and 9.6 million total passenger trips.



two, (2) convenient Park-N-Ride lots are provided for intermodal connections to local and commuter express bus routes. PSTA has an agreement with the City of St. Petersburg and The Looper Group for circulator service in downtown St. Petersburg. PSTA has an agreement with Jolley Trolley, Inc. to provide circulator service from Clearwater Beach to downtown Clearwater and north to Tarpon Springs as well as a Clearwater North Beach route .

The Authority offers a host of programs and services to make using public transit an easy and attractive alternative to driving. Printable route schedules and maps are available at <http://www.psta.net>. The Transit App now contains integrated PSTA route and real-time information. The website also offers details regarding how to ride, fares and reduced fare programs, Bikes on Buses, employment opportunities, and much more. These materials are also all available by mail. Trip planning assistance is available by



calling the Customer Service InfoLine, visiting a Customer Service Center, or Google trip planner and the Transit App. In addition, real-time bus arrival information is available through the PSTA website, by calling the Customer Service InfoLine, through text messaging, Transit App and displayed on message display signs at the terminals and at laybys throughout the County. Information is now available to the public at <http://ridepsta.net> or by downloading the real-time bus information app.

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

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

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

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

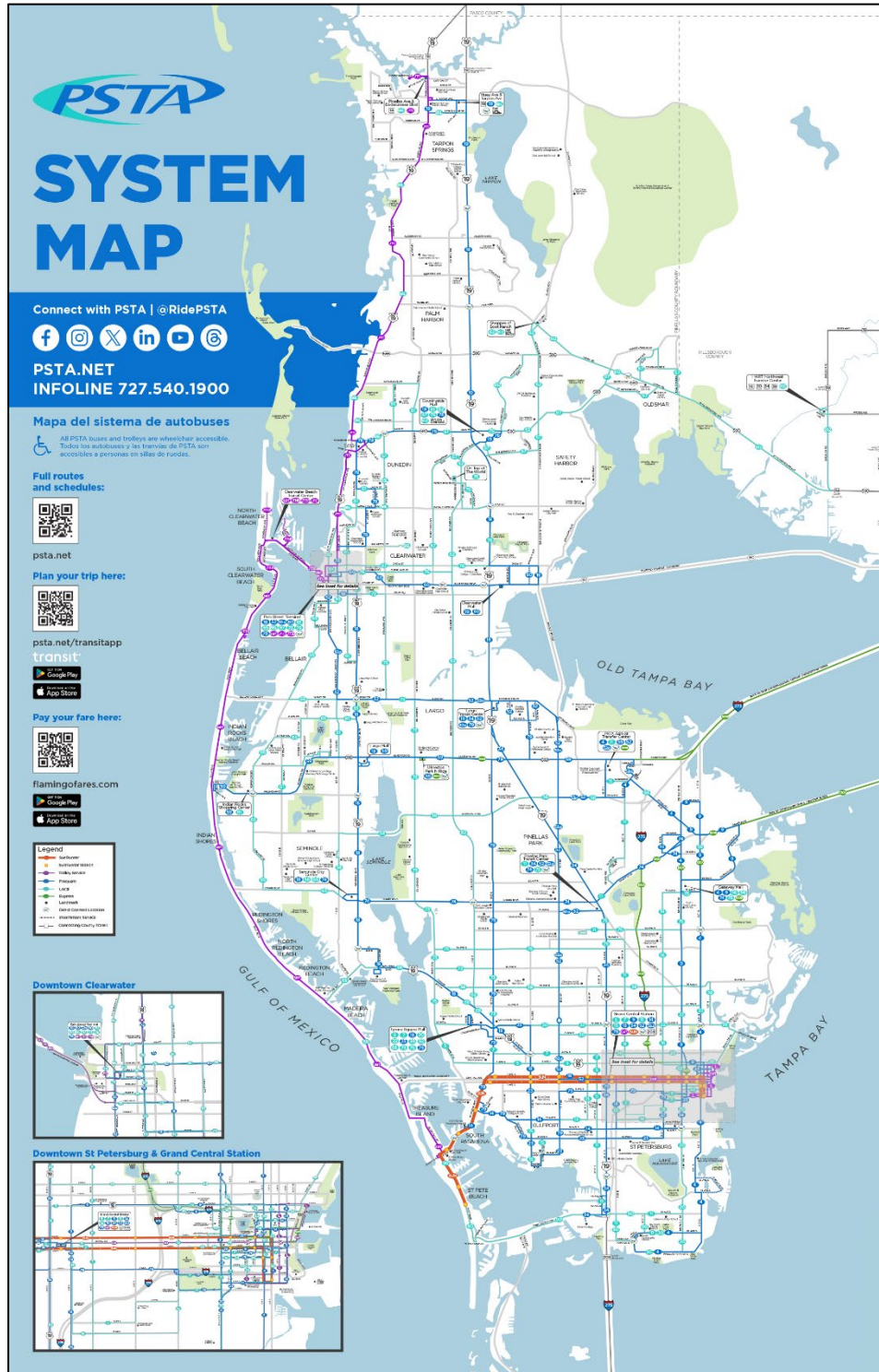
Since paratransit offers vehicles that are equipped with wheelchair lifts they are accessible to passengers in wheelchairs and scooters. Paratransit service is a complement to the Authority's fixed routes, with service available to certified customers during the same days and hours as the fixed route bus service. Paratransit traveled 3.6 million miles, provided 217 thousand hours of service and 489 thousand passenger rides.

### **Management**

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



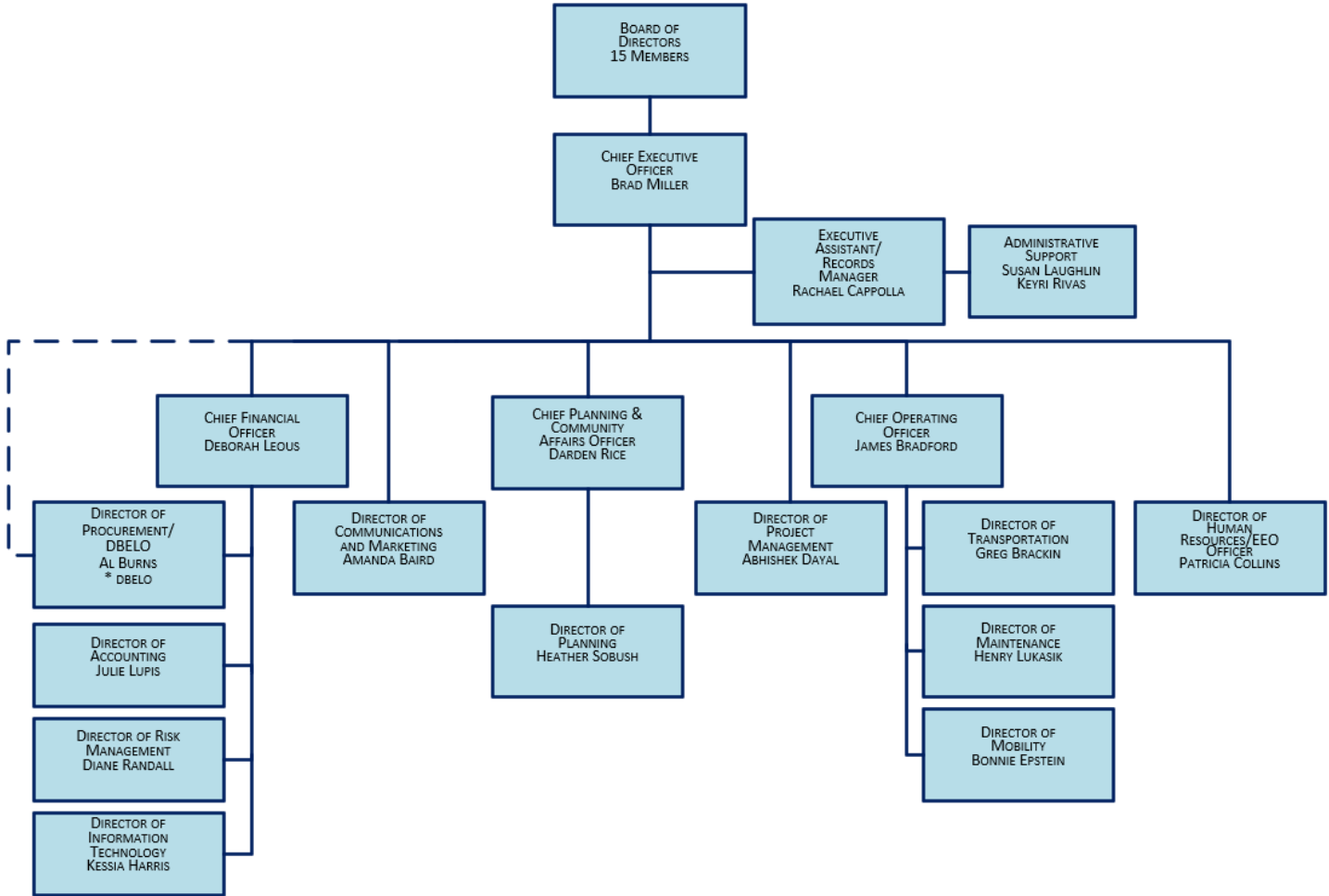
# PSTA ORGANIZATION







### PSTA ORGANIZATION



**\*DBELO (Disadvantaged Business Enterprise Liaison Officer) reports directly to Chief Executive Officer**



## PSTA ORGANIZATION

POSITION CHANGES BY DIVISION Current and Anticipated					
DIVISION	FY 2023	FY 2024	FY 2025	FY 2024 VS FY 2025	
Executive Division	5	5	4	-1	b
Finance Division	29	29	28	-1	b
Planning Division	14	10	11	1	
Human Resources Division	8	8	8	0	
Marketing Division	10	13	12	-1	b
Information Technology Division	8	10	10	0	
Project Management Division	8	7	7	0	
Transportation Division	458	446	457	11	
Mobility Division	24	24	24	0	
Maintenance Division	107	107	107	0	
General Function Division	0	0	0	0	
Insurance Division	0	0	0	0	
<b>Total</b>	<b>671</b>	<b>659</b>	<b>669</b>	<b>10</b>	

a – Added Positions

b – Position Removed

c – Position Transferred

**Executive Division decreased by one (1).** One (1) position was removed for a Government Affairs Specialist.

**Finance Division decreased by one (1).** Two (2) positions were removed, one was added for a Senior Accountant.

**Planning Division increased by one (1).** One (1) position was added for a Chief Planning & Sustainability Officer.

**Marketing Division decreased by one (1).** One (1) position was removed for a Communications and Marketing Assistant.

**Transportation Division increased by eleven (11).** Eleven (11) positions were added for Bus Operators to support the new 34<sup>th</sup> Street South Spark Service.



## BUDGET POLICIES AND PROCESS

### Summary of Budget and Accounting Policies

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

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

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

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

### Basis of Accounting

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

### Basis of Budgeting

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

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

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

The acquisition of capital assets is budgeted, and depreciation is not budgeted. The fiscal year required pension contributions during the fourth quarter of the fiscal year, are appropriated in the





## BUDGET POLICIES AND PROCESS

budget, but are reported in the annual financial statements as deferred outflow of resources. The accounting for PSTA's proportionate share of the Florida Retirement System net pension liability is not part of the budget. Accounting for other postemployment benefits is not part of the budget.

Accordingly, the Net Position Available to Budget consists of cash and cash equivalents, accounts receivable, and grants receivable less accounts payable, accrued expenses, compensated absences, claims and judgements, and unearned revenue.

### Definition of a Balanced Budget

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

### Budget Adjustments and Transfers

Budget adjustments are designed to give PSTA limited flexibility in its budgetary proceedings. They may generally be approved for one of three reasons. First, a mistake may have been made in the original approved budget. Because the budget cycle begins so early in the year, it is very easy to overlook certain items that should have been included, or to over or underestimate the expenses or need for other items. A second reason for which transfers may be approved is emergency purchases. In many instances,

equipment, supply, or maintenance costs must be incurred at a higher level than could have been anticipated due to a breakdown of equipment, the assumption of a new service, or unusually large contract prices. A third justification for an adjustment is an avoidance of future cost increases. Such opportunities often arise when products or services can be purchased at a certain time rather than putting off the purchase until a later date.

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

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

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



## BUDGET POLICIES AND PROCESS

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

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

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

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

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

### Amendments

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

### General Fiscal / Budget Policies

The annual operating budget of PSTA shall balance the public transit service needs of the community with the fiscal capabilities of PSTA. It is intended to achieve the goals and objectives established by the PSTA Board for the following fiscal year. PSTA programs will represent public transportation needs in compliance with various State and Federal regulations. A balance between personnel and other classes of expenditures will also be achieved.

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

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

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

PSTA shall maintain its accounting records in accordance with generally accepted accounting principles (GAAP), applied to governmental units



## BUDGET POLICIES AND PROCESS

as promulgated by the Governmental Accounting Standards Board (GASB).

PSTA shall provide funding for public services on a fair and equitable basis and shall not discriminate in providing such services on the base of race, sex, color, religion, national origin, or physical handicap.

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

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

### FISCAL POLICIES FOR INVESTMENTS AND DEBT

#### Investments

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

#### Debt

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

Directors to consider changing economic and regulatory environments.

### FISCAL POLICY FOR ANNUAL OPERATING REVENUE AND EXPENSES

#### Revenue

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

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

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

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

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

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

Fees should be collected on all PSTA provided services for which specific users may be readily identified and use may be reasonably quantified. The amount of the fee should be based on actual



## BUDGET POLICIES AND PROCESS

costs incurred in providing the services (or facility) and shall be reviewed at least biannually. The degree to which fees shall recover full costs shall be a policy determination of the board, but in no instance should it exceed that total cost.

### Requirements

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

Contractual obligations and compensation plans for employees will be provided.

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

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

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

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

### Net Position

The net position will be maintained by using a conservative approach in estimating revenues

and by ensuring that expenditure does not exceed appropriations.

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

### BUDGET PROCESS AND CALENDAR

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

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

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

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

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

### The Planning Phase



## BUDGET POLICIES AND PROCESS

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

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

### The Preparation Phase

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

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

The staff of the Budget Department reviews the submitted requests with each of the divisions and their respective departments; changes to the requests are made at this time. Once all changes have been completed, the Chief Executive Officer reviews the final product. After the review, work sessions are scheduled with the divisions, Budget Department staff, and the Chief Executive Officer for any final changes. These reviews begin in April and continue until the proposed budget is submitted to the PSTA Board. A proposed balanced budget is presented to the PSTA Board at a regularly scheduled Board meeting in June.

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

### The Review and Adoption Phase

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

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

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

The purpose of the final public hearing is to give the public a second opportunity to speak for or against the millage rate and budget. At this meeting, the PSTA Board adopts the final millage rate and budget. Within the next three days the Property Appraiser, Tax Collector and State Department of Revenue must be notified of the adopted millage rate. The Tax Collector mails



## BUDGET POLICIES AND PROCESS

final tax invoices to property owners at the beginning of November.

### Amendments after Adoption

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

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

Appropriations from the Reserve for contingencies may be made to increase the appropriation for any particular expense in the same fund, or to create an appropriation in the fund for any

lawful purpose, but expenses may not be charged directly to the reserve.

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

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

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





**BUDGET PROCESS CALENDAR**

February	Priority decisions are made on bus types and needs for the Capital Improvement Program. Initial meetings to strategize the FY 2025 Capital Budget with directors begins.
March	Distribution of FY 2025 budget package for personnel. Operating budget request meeting is held for Budget Calendar and Key Assumptions. Meetings held to discuss Capital Budget requests and initiatives with Directors.
April	Divisions submit all operating budget requests for financial review. Second meeting held for Personnel Assumptions to be reviewed. Meetings with PSTA Chiefs and Directors begin for senior level discussion on operating budget.
May	Senior level discussion on operating budget requests. Meetings with the CEO, Chiefs, and Directors begin for senior level discussion on operating budget requests. Meetings held to discuss Service Initiatives.
June	Receipt of Estimate of Taxable Values from the office of the Pinellas County Property Appraiser. Third discussion regarding Capital Improvement Project held with Directors. First Draft of FY 2025 operating and capital budget and FY 2025 to FY 2029 capital improvement plan is submitted to Board of Directors.
July	Property Appraiser delivers certification of taxable value. Revision of Adopted Budget and recommendation of Adopted Millage. Final meetings regarding Capital Improvement Project requests held with CEO and Directors. The Board of Directors approves proposed millage rate per state statute.
August	PSTA advises the Property Appraiser of the proposed millage rate, the rolled back millage rate and date, time and place of a public hearing to consider the proposed millage rate and proposed budget. Planning Committee reviews second draft of proposed FY 2025 budget. Updated proposed FY 2025 operating and capital budget and FY 2025 to FY 2029 capital improvement plan is submitted to the Board of Directors.
September	The first public hearing to be held on the proposed budget and millage rate. Final public hearing date, intent to adopt final millage rate and budget are advertised in the local newspaper. Final public hearing is held adopting resolutions for both the final millage rate and budget.
October	Beginning of FY 2025. Within thirty (30) days following adoption of final millage and budget resolution, PSTA must certify that it has complied with the provisions of Chapter 200, Florida Statutes, to the Ad Valorem Tax, Department of Revenue.



**Local Government TRIM Timetable**  
**(State Guidelines)**

<u>Day #</u>	<u>"Typical" Date</u>	<u>Agency</u>	<u>Activity</u>
1	July 1 or Date of Certification, whichever is Later	Property Appraiser	Property Appraiser delivers certification of taxable value (DR-420) to taxing authority.
Within 15 Days	July 15	Taxing Authority	Budget Office submits tentative budget to taxing authority.
Within 35 days	August 2	Taxing Authority	Taxing authority advises Property Appraiser of proposed millage rate, and date, time and place of the 1 <sup>st</sup> public hearing to consider proposed millage rate and tentative budget.
55 days	August 21	Property Appraiser	Property Appraiser mails notice of proposed property taxes (DR-474, TRIM Notice).
Between 65/80 days after certification	September 3 – Sept 19 (Monday thru Friday after 5:00PM or Saturday)	Taxing Authority	1 <sup>st</sup> public hearing is held to adopt tentative millage rate and budget. This hearing cannot be held sooner than 10 days following the mailed TRIM notice.
Within 15 days after 1 <sup>st</sup> public hearing	Sept. 20 – October 4	Taxing Authority	Advertisement of final millage rate and budget and final public hearing schedule within 15 days after the tentative millage rate and budget are adopted.
Between 2-5 days after ads	Sept. 18 – October 3	Taxing Authority	Final millage rate and budget hearing. The final millage rate and budget are adopted at this hearing. This hearing CANNOT be held sooner than 2 days nor later than 5 days after it is advertised in the newspaper.





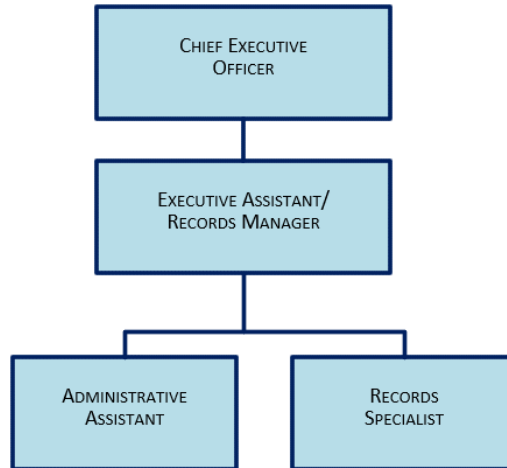
Within 3 days after final adoption	Sept. 23 – October 11	Taxing Authority	Taxing authority certifies adopted millage to Property Appraiser, Tax Collector, and the Department of Revenue.
	Typically, After the Value Adjustment Board (VAB) hearings	Property Appraiser	Certify final tax roll to taxing authorities, form DR-422
	No Later Than 3 Days After Receipt of the Notice of Final Taxable Value	Taxing Authority	Taxing authority completes and certifies DR-422 to Property Appraiser. This shall be completed and returned no later than 3 days after receipt.
	Within 30 Days of Final Millage Taxable Value	Taxing Authority	Taxing authority certifies compliance with Sections 200.065 and 200.068, F.S., to the Dept. of Revenue.



# EXECUTIVE DIVISION



## EXECUTIVE DIVISION OVERVIEW



### EXECUTIVE DIVISION

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




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

PSTA’s Chief Executive Officer (CEO) leads a senior management team in carrying out all the duties of the Authority. The focus of the CEO is to develop a fiscal, environmentally resilient, and socially sustainable public transit system by striving to provide services and facilities that customers want and need, prioritize customer satisfaction and to encourage the support development of our more than 600 employees. All these efforts must only be accomplished while ensuring financial accountability and stewardship of the system and improving our environmental footprint. In addition, the Executive Office is responsible for PSTA’s records management, including public records requests and records retention, in accordance with Federal, State, and Local requirements.



## EXECUTIVE DIVISION OVERVIEW

### Current Key Initiatives

 <p><b>Healthy Communities &amp; Workforce</b></p>	<p>PSTA believes in addressing community and workforce opportunities. These opportunities include implementing resilience strategies to support continuity of transit service and promoting safety and security for riders and employees, developing partnerships and sponsorships, expanding community engagement, improving customer service, expanding workforce training opportunities, and enhancing the wellbeing of the community and employees.</p>
 <p><b>Resiliency</b></p>	<p>Resiliency for PSTA includes expanding the electric bus fleet that will not only have a positive environmental impact for the community but will also reduce costs of diesel fuel which has proven to be volatile in price. From a resiliency standpoint, PSTA is looking to add solar infrastructure alongside our electric vehicles to reduce costs and ultimately be independently more sustainable through energy storage.</p>
 <p><b>Economic Vitality</b></p>	<p>PSTA’s approach toward economic vitality for riders, employees, and the agency itself includes improving ridership and mobility, improving operating expense performance, establishing sustainable procurement policies, and increasing revenues. PSTA’s primary goal is to maintain service and to fully participate in collaborative transportation policy and priority setting as well as financial partnerships with other federal, state, regional, and local partners to ensure that PSTA has financial stability for both capital projects and operations in the long term.</p>



### EXECUTIVE DIVISION OVERVIEW EXECUTIVE DIVISION BUDGET

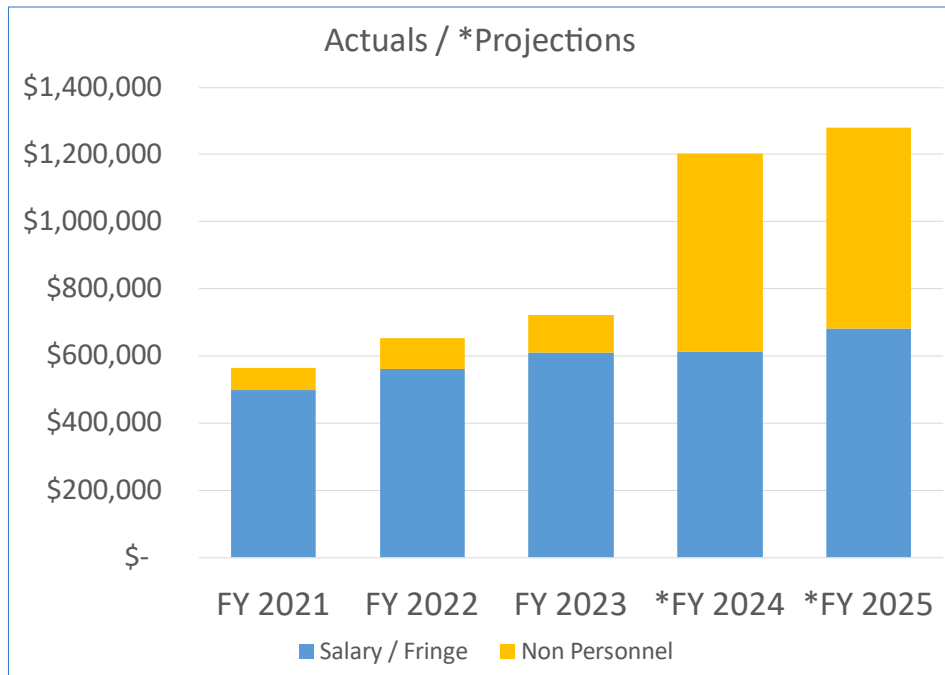
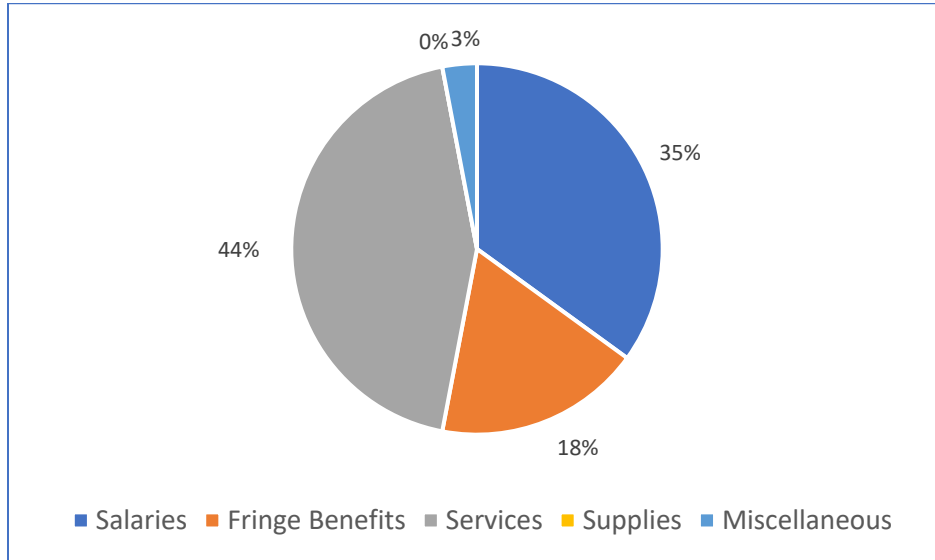
Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 438,700	\$ 481,940	\$ 425,588	\$ 454,520	6.80%
Fringe Benefits	\$ 171,680	\$ 244,600	\$ 188,237	\$ 227,180	20.69%
Services	\$ 79,610	\$ 519,300	\$ 549,000	\$ 558,000	1.64%
Supplies	\$ 1,130	\$ 4,450	\$ 1,900	\$ 1,950	2.63%
Miscellaneous	\$ 31,640	\$ 34,220	\$ 38,130	\$ 39,230	2.88%
<b>Total Operating Expenses</b>	<b>722,760</b>	<b>1,284,510</b>	<b>\$ 1,202,854</b>	<b>\$ 1,280,880</b>	<b>6.49%</b>

- Salaries and fringe benefits expenses are increasing due to normal increases, health insurance escalations and a filled vacancy.
- Services increased marginally due to Legal Services.
- Supply expenses increased marginally due to cost increases.
- Miscellaneous expenses increased marginally due to normal increased anticipated costs for travel, meetings, and training.

Cost increase from FY 2023 to FY 2024 represents the transfer of legal and lobbying services from the General Division to Executive.



### EXECUTIVE DIVISION OVERVIEW



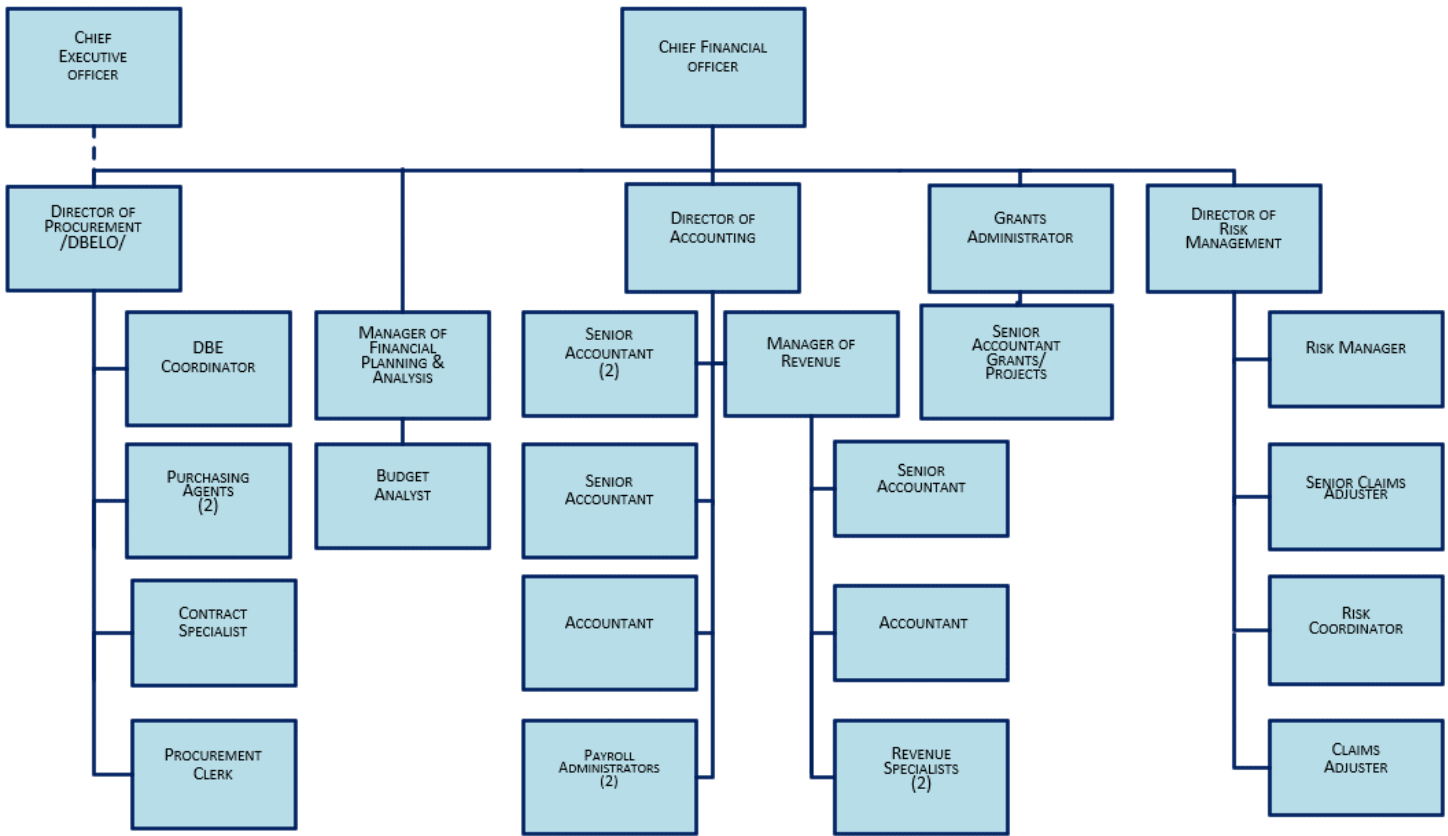
Cost increase from FY 2023 to FY 2024 represents the transfer of legal and lobbying services from the General Division to Executive.



# **FINANCE DIVISION**



### FINANCE DIVISION OVERVIEW



### FINANCE DIVISION

The Finance Division reports to the Chief Financial Officer. The Chief Financial Officer is responsible for the PSTA strategic financial plan. The Division serves as the chief administrator and advisor on all financial matters and is the primary source of financial information for the management of the Authority. The five (5) departments in the Finance Division are: Financial Planning and Analysis, Accounting, Procurement, Risk Management, and Grants Administration.

The Accounting Department is responsible for the financial books and records of the Authority; the Payroll functions; and reconciliation of all general ledger accounts. In addition, the Accounting Department is responsible for the

preparation of all financial reports including the audited Pinellas Suncoast Transit Authority’s Annual Comprehensive Financial Report. The Accounting Department administers the treasury management function, including security of all revenue received, management of accounts receivable, management of fare media, placement and management of all investments, and supervision of the revenue center, as well as preparation of projected cash flows.

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





## **FINANCE DIVISION OVERVIEW**

accordance with PSTA Procurement Policies and Procedures, and appropriate grant requirements. The department maintains bidders' lists, vendor files, vendor directories and procurement contracts. In addition, the Department is responsible for the Disadvantaged Business Enterprise (DBE) program and reports directly to the Chief Executive Office regarding this function. The DBE Liaison Officer assists DBE's, MBE's, WBE's, and other small businesses to maximize opportunities in their participation in PSTA procurements and is responsible for DBE reporting. In addition, the responsibility of the operating and capital budget falls under the direction of the Director of Procurement, with the Financial Planning and Analysis team reporting to that position.

The Financial Planning and Analysis responsibilities include preparation of the Authority's annual budget and monitoring of expenditures against the adopted budget. They are also responsible for the preparation of long-range financial reports for budget planning. In addition, the department assists in the preparation of the five-year capital plan, and monitoring and reporting on all capital projects, as well as a variety of financial analyses for PSTA.




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

The Grants and Contracts Department has the primary responsibility for applying for grants at the Federal, State and Local level; monitoring and reporting on all grant-related activities; and for grant compliance with State and Federal Authorities. The department is also responsible for all non-procurement contract files and timely preparation of grant reimbursements.



## FINANCE DIVISION OVERVIEW

### Current Key Initiatives

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Resilience</b> Support agency efforts to integrate resilience into operations and planning decisions and the prioritization of related capital projects that focus on improving PSTA’s resilience to natural events, and incorporation of resilience into the Continuity of Operations Plan.</p> <p><b>Disadvantaged Business Enterprise (DBE)</b> As the department responsible for DBE reporting, assist DBE’s, MBE’s, WBE’s, and other small businesses to maximize opportunities in their participation in PSTA procurements. The procurement team promotes DBE participation and continuously monitors the program’s progress by identifying areas which may present issues to small companies; providing support and information on upcoming projects; and aiding prime contractors in achieving their goal commitment.</p>
 <p><b>Resiliency</b></p>	<p><b>Energy</b> Support and assist the agency with funding and procurement opportunities that prioritize energy reduction.</p>
 <p><b>Economic Vitality</b></p>	<p><b>Ridership &amp; Mobility</b> Support and assist the agency with ridership &amp; mobility initiatives including management of e-fare media and open payment options that make riding PSTA easy.</p> <p><b>Operating Expenses</b> Improve efficient operations and cost reductions.</p> <p><b>Procurement</b> Incorporate financial sustainability into procurements to maximize efficiency without sacrificing effectiveness.</p> <p><b>Capital Projects</b> Support and assist the agency with funding for capital projects.</p>



## FINANCE DIVISION OVERVIEW

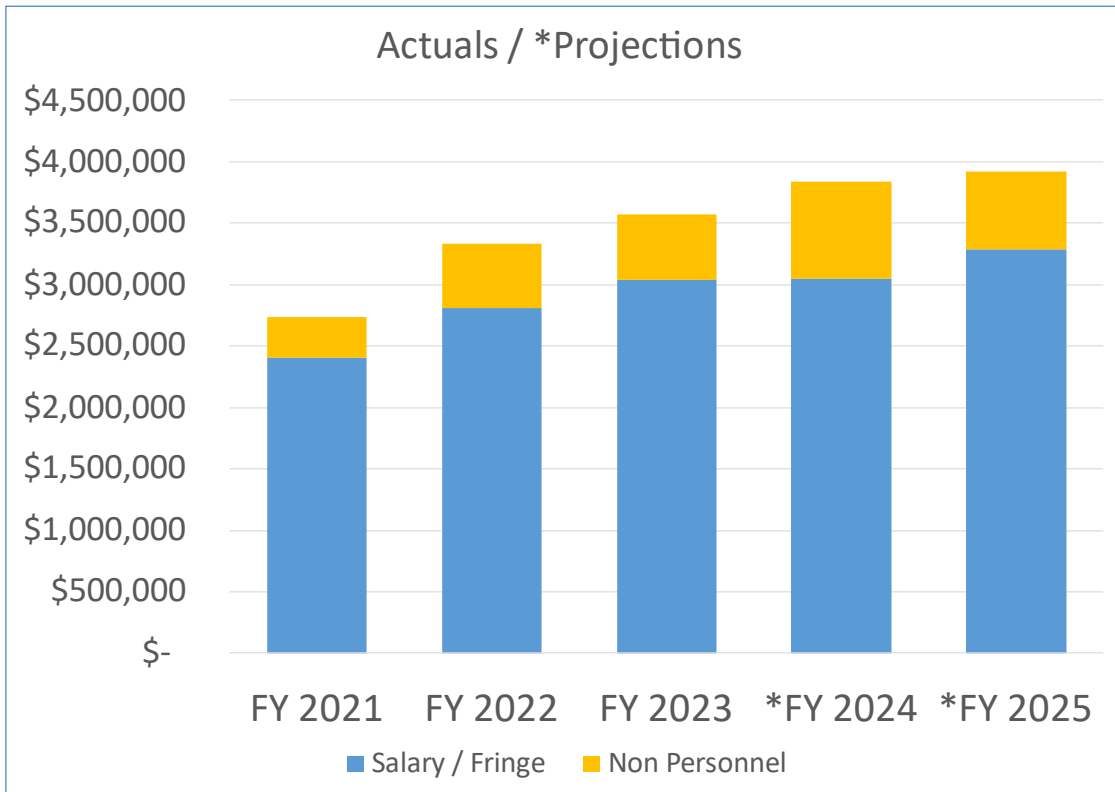
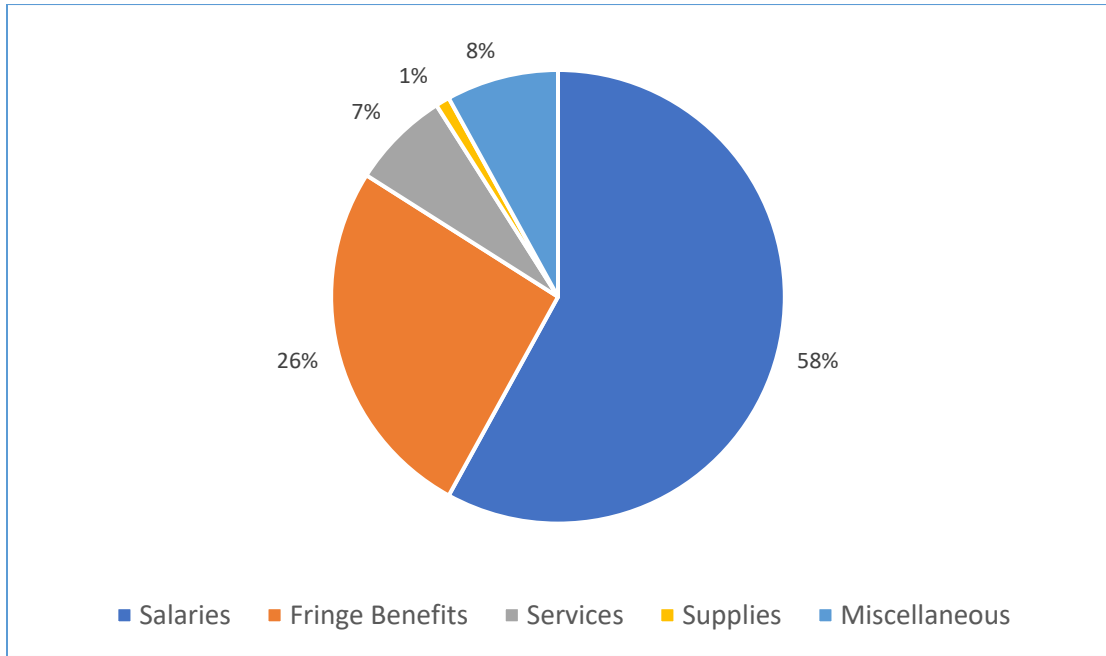
### FINANCE DIVISION BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 2,138,250	\$ 2,232,060	\$ 2,157,905	\$ 2,260,580	4.76%
Fringe Benefits	\$ 896,270	\$ 975,120	\$ 886,213	\$ 1,024,990	15.66%
Services	\$ 152,440	\$ 141,980	\$ 139,020	\$ 275,860	98.43%
Supplies	\$ 216,110	\$ 39,800	\$ 76,390	\$ 27,250	-64.33%
Miscellaneous	\$ 166,380	\$ 127,930	\$ 580,156	\$ 330,790	-42.98%
<b>Total Operating Expenses</b>	<b>\$ 3,569,450</b>	<b>\$ 3,516,890</b>	<b>\$ 3,839,683</b>	<b>\$ 3,919,470</b>	<b>2.08%</b>

- Salaries and fringe benefits expenses are increasing due to normal increases and anticipated health insurance escalations.
- Service expenses increased due to the increased potential scope of work for Money Pickup Service.
- Supply expenses are projected to decrease due to an existing stock of Tickets & Passes which will be used through the next fiscal year.
- Miscellaneous expenses decreased due to fiscal year 2024 having the expense of the write off of vendor returned obsolete mag stripe cards. That was a one-time expense.



### FINANCE DIVISION OVERVIEW

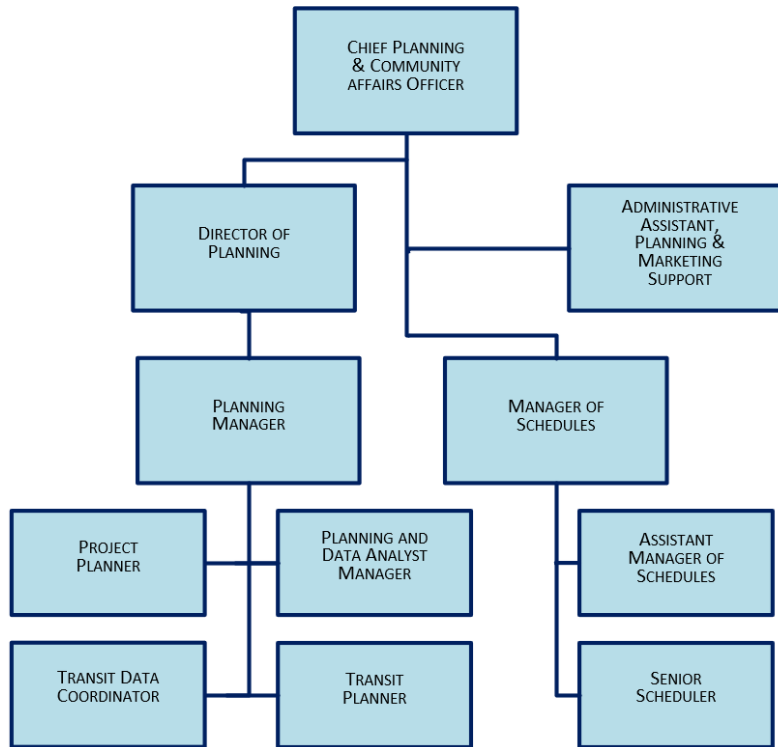




# PLANNING DIVISION



## PLANNING DIVISION OVERVIEW



### PLANNING DIVISION

The Planning Division works with all divisions of PSTA and various project stakeholders in the development and update of the PSTA vision for public transportation, related policies, implementation strategies, and funding opportunities, including the PSTA Sustainable Strategic Plan (“sustainability plan”). This is accomplished through:

- Close coordination with partner agencies on the integration of the PSTA’s Transit Development Plan and PSTA’s sustainability plan into county and regional plans as appropriate.
- Prioritization and programming of transit projects within agency and partner plans and work programs.
- Management of corridor studies, environmental analyses, and conceptual engineering to incrementally include new facilities and rapid bus services in the PSTA system.
- Continued ongoing collaboration with transportation partners such as FDOT, FTA, Forward Pinellas (County MPO), HART, and Pinellas County, as well as local municipalities.



## PLANNING DIVISION OVERVIEW

- Creation of grant applications to federal, state, and local partner agencies and organizations.
- Monitoring of and engagement in industry innovation trends and new technology availability.
- Development and execution of schedule improvements and innovative mobility concepts within available resources.

In addition to spearheading the overall agency service vision and sustainability plan, the Planning Division prepares and develops key plans for the agency such as the 10-year Transit Development Plan and Annual Progress Reports, Title VI Reports, and participates in agency wide efforts such as the FTA Triennial Review. In addition, the staff creates the foundation for the transit element in the Long-Range Transportation Plan (LRTP) and Transportation Improvement Program in cooperation with Forward Pinellas (MPO). The Division is also the primary liaison to the cities and county on planning and visioning issues and new development proposals.

The Planning Division is responsible for coordinating plans and policy changes with the public and agency partners at the staff level including Forward Pinellas (MPO), FDOT, Pinellas County, and the local municipalities of Pinellas County. Planning staff regularly participate in planning efforts conducted by Forward Pinellas (MPO and local jurisdictions and routinely represents PSTA at a multitude of ad hoc and regular committees including, but not limited to:

- PSTA Transit Riders Advisory Committee (TRAC).
- FDOT Regional Transportation information exchange (R/TIES).
- Forward Pinellas (MPO):
  - Bicycle Pedestrian Advisory Committee (BPAC)
  - Citizens Advisory Committee (CAC)
  - Technical Coordinating Committee (TCC)

- Planners Advisory Committee (PAC)

- Tampa Bay Transportation Management Area (TMA) Leadership Team.
- City of St. Petersburg Complete Streets and Bicycle and Pedestrian Committees.
- Tampa Bay Regional Planning Council (TBRPC) Regional Resiliency Coalition.




In addition to the close coordination with partner agencies and the development of grant and funding agreements with these partners, the Planning Team within the Planning Division is responsible for innovative program development and project execution that leads to building the value of public transportation in the community. Innovation and new mobility projects include partnerships with transportation network companies, joint research with local universities on new technologies, demonstration projects using driverless vehicles, and new modal services such as waterborne transportation system integration.

The Scheduling Team within the Planning Division creates and administers the Operations work schedules, route maps and schedules, and monitors route schedule on-time performance (OTP). This department also manages PSTA's bus stop amenity database and manages many aspects of the Real Time Bus Information (RTBI) System. Statistical data management is jointly housed within the Planning and Scheduling Teams and includes collecting, recording, and reporting ridership and other non-financial operating information. In addition, this department completes statistical reports and surveys required by Federal, State and Local agencies, including reporting to the National Transit Database (NTD). This department also analyses and transmits data related to PSTA's participation in the American Bus Benchmarking Group (ABBG). Daily reports used by administration for management and control are also completed.



## PLANNING DIVISION OVERVIEW

### Current Key Initiatives

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Resilience</b></p> <p>Integrate financial sustainability and resiliency into planning decisions and reports, represent PSTA in regional resiliency efforts, and support prioritizing capital projects that focus on sustainable energy sources and improving PSTA’s resilience to natural events.</p> <p><b>Community Engagement</b></p> <p>Engage the public through meaningful activities that listen to community needs. Support marketing efforts with impactful events and improving community sentiment. Continue online public engagement efforts for major PSTA projects.</p> <p><b>Customer Service</b></p> <p>Support customer service initiatives that improve the rider’s experience.</p>
 <p><b>Resiliency</b></p>	<p><b>Energy</b></p> <p>Support and assist the agency with grants and other funding opportunities that prioritize sustainable energy sources including renewable energy projects. Explore innovative solutions to improve efficiency.</p>
 <p><b>Economic Vitality</b></p>	<p><b>Ridership &amp; Mobility</b></p> <p>Support the agency with ridership &amp; mobility initiatives including the expansion of UPASS programs, fare policies, and funding for capital projects for facilities. Provide monitoring and evaluation of programs and services to improve the customer experience and increase ridership. Develop plans to increase ridership. Develop concepts and advance innovative mobility projects.</p> <p><b>Operating Expenses</b></p> <p>Support the agency to improve efficient operations and reduce costs.</p>

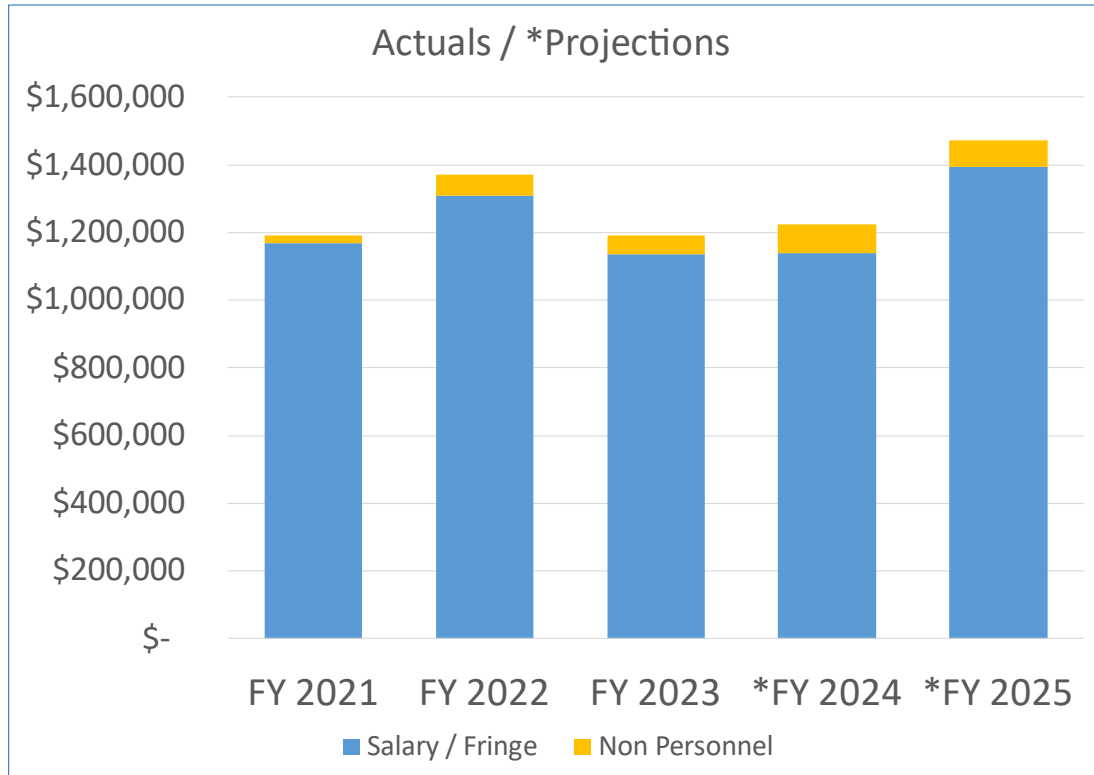




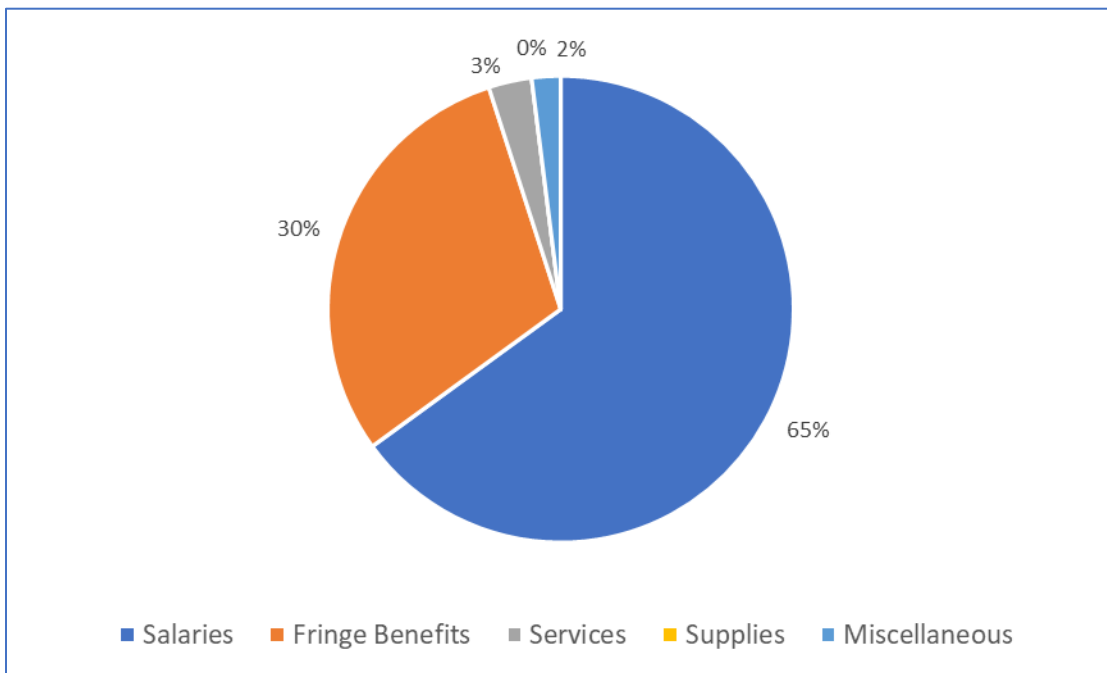
## PLANNING DIVISION OVERVIEW PLANNING DIVISION BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 761,110	\$ 784,580	\$ 760,352	\$ 959,780	26.23%
Fringe Benefits	\$ 374,630	\$ 418,410	\$ 378,492	\$ 434,960	14.92%
Services	\$ 5,000	\$ 36,000	\$ 36,000	\$ 50,000	38.89%
Supplies	\$ 7,900	\$ 4,000	\$ 12,049	\$ 1,800	-85.06%
Miscellaneous	\$ 41,790	\$ 35,620	\$ 35,620	\$ 25,700	-27.85%
<b>Total Operating Expenses</b>	<b>\$ 1,190,430</b>	<b>\$ 1,278,610</b>	<b>\$ 1,222,514</b>	<b>\$ 1,472,240</b>	<b>20.43%</b>

- Salaries and Fringes are expected to increase due to the addition of one Chief position that occurred during the previous fiscal year.
- Service expenses increased due to additional professional technical services.
- Supply expenses decreased due to consolidating Computer Supplies into the IT division.
- Miscellaneous expenses decreased due to less projected travel and meetings.



### PLANNING DIVISION OVERVIEW

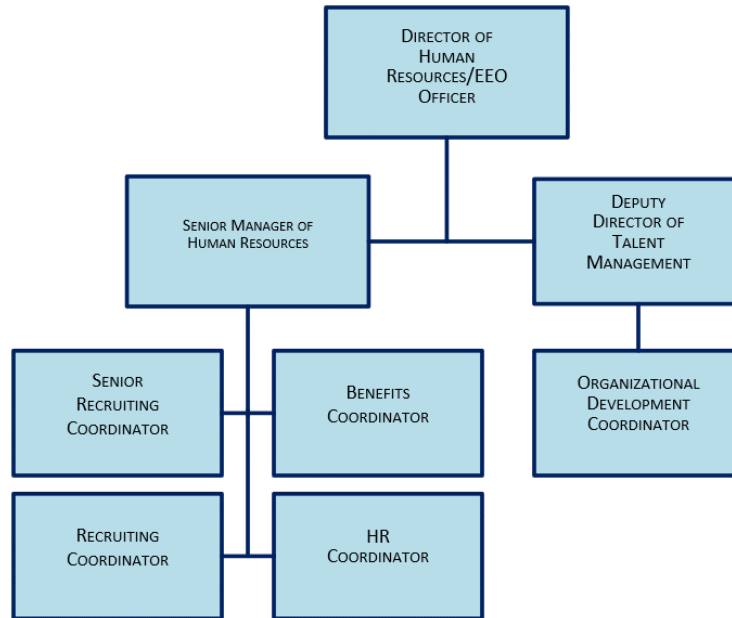




# **HUMAN RESOURCES DIVISION**



## HUMAN RESOURCES DIVISION OVERVIEW



### HUMAN RESOURCES DIVISION

The Human Resources Division is responsible for supporting the organization’s workforce needs through talent acquisition and development, employee engagement, performance management, leadership development, and competitive compensation and benefits management. This is accomplished through the following:



- Promote an organizational culture aligned with PSTA’s Guiding Principles centered on communication, diversity, equity, and inclusion, customer-focus, innovation, and professional development.
- Fulfill PSTA’s workforce needs through innovative talent acquisition, talent development, and compensation and benefits strategies.
- Direct PSTA University’s array of innovative, diverse learning programs to create, promote, and foster high performing teams, and individual and organizational effectiveness.
- Promote employee performance and organizational goals through the management of PSTA’s Performance Counts balanced scorecard and PSTA’s employee performance management system.
- Partner with senior leaders, managers, and front-line employees on employee relations issues, career counseling, organizational development, and other workforce solutions.
- Develop and implement internal policies that enhance organizational effectiveness.



## HUMAN RESOURCES DIVISION OVERVIEW

- Ensure compliance with all applicable regulations and policies, including the Authority’s Drug and Alcohol Program.
- Ensure equal opportunity, without discrimination, for all employment actions through a robust Equal Employment Opportunity Program (EEO). Uphold and promote PSTA EEO policies and practices.

### Current Key Initiatives

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Workforce Training &amp; Well-being</b></p> <p>Maintain online learning management system and promote training and professional development for staff. Design and implement a competitive, cost effective, and comprehensive benefits program to promote wellness. Create a Wellness Committee to expand the employee well-being programs and implement wellness challenges and educational opportunities for all staff.</p>
 <p><b>Economic Vitality</b></p>	<p><b>Operating Expenses</b></p> <p>Maintain a low level of staff vacancies by attending and hosting job fairs. Implement market-based pay research to ensure competitive pay.</p>



## HUMAN RESOURCES DIVISION OVERVIEW

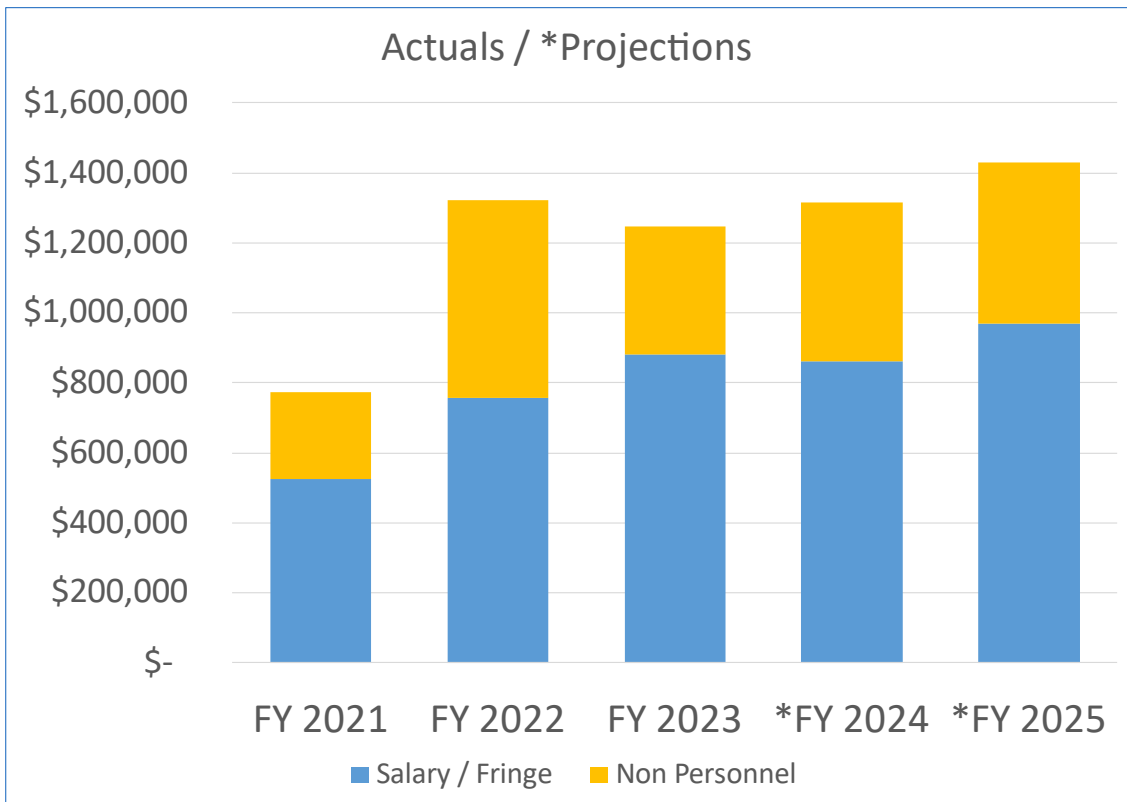
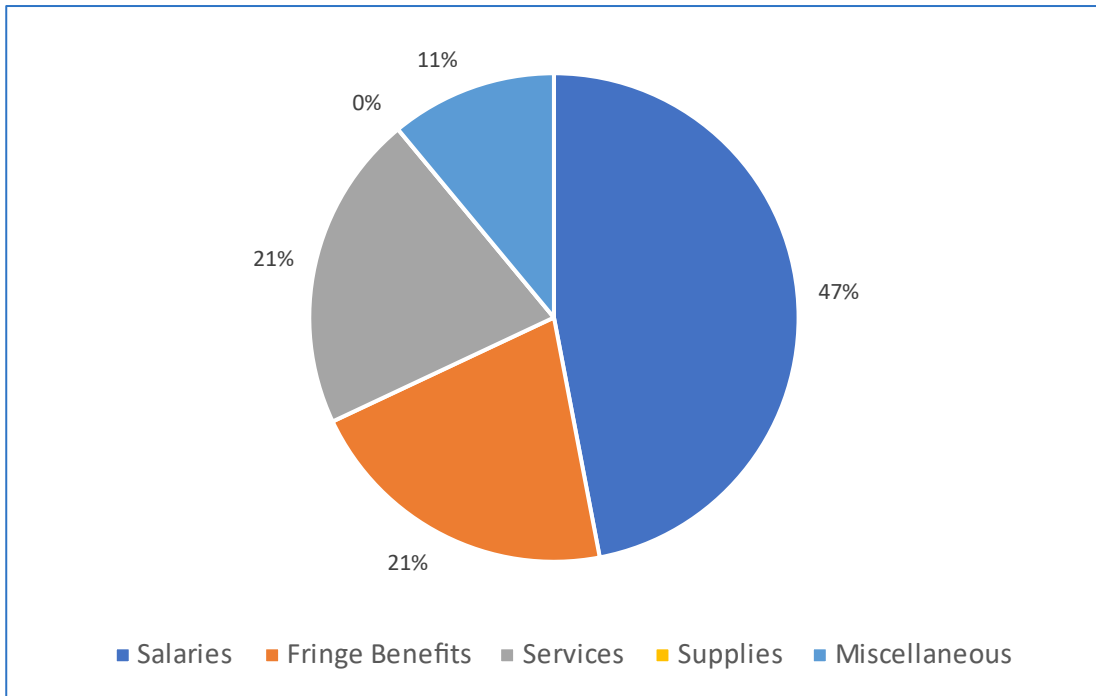
### HUMAN RESOURCES DIVISION BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 624,990	\$ 651,560	\$ 599,794	\$ 669,610	11.64%
Fringe Benefits	\$ 257,370	\$ 335,860	\$ 239,442	\$ 304,900	27.34%
Services	\$ 238,370	\$ 258,040	\$ 317,639	\$ 295,550	-6.95%
Supplies	\$ 1,160	\$ 1,750	\$ 1,800	\$ 1,000	-44.44%
Miscellaneous	\$ 124,800	\$ 147,350	\$ 134,840	\$ 163,490	21.25%
<b>Total Operating Expenses</b>	<b>\$ 1,246,690</b>	<b>\$ 1,394,560</b>	<b>\$ 1,293,516</b>	<b>\$ 1,434,550</b>	<b>10.90%</b>

- Salaries and fringe benefits expenses increased due to filled vacancies, normal salary increases and anticipated health insurance escalations.
- Service expenses are decreasing in FY 2025 due to less anticipated recruiting services.
- Supply expenses decreased due to consolidating Computer Supplies into the IT department.
- Miscellaneous expenses increased due to Employee Functions that were previously spread across other divisions.



### HUMAN RESOURCES DIVISION OVERVIEW



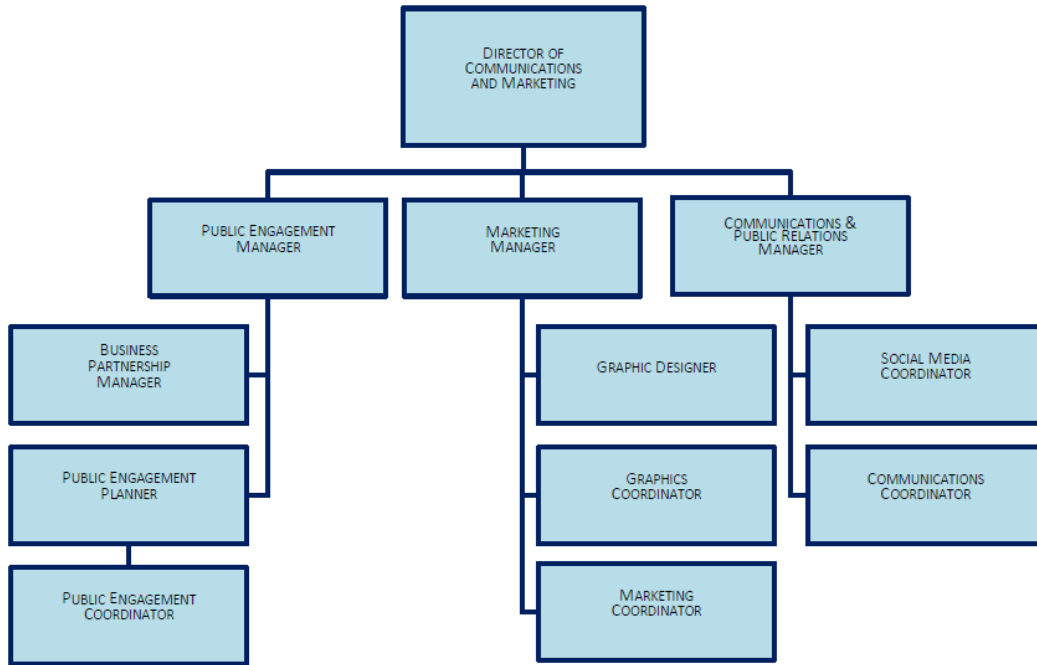


# MARKETING DIVISION





## MARKETING DIVISION OVERVIEW



### MARKETING DIVISION

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

The Marketing Division oversees such programs as:

- The development and implementation of advertising, public relations, communications, and marketing activities.
- The development and maintenance of relationships with regional, national and international news and trade media organizations as well as strategic messaging and story pitches based on previous articles written and beats covered.




- The preparation and organization of media tours, press events, briefings, and press releases.
- The development and management of PSTA’s website and social media including Facebook, Twitter, and Instagram.
- Graphic development and production of timetables, interior and exterior bus posters banners, signs, brochures, etc.
- Production and distribution of photos and video.
- Management of agreements with outside vendors for the revenue generating bus and trolley advertisement
- Management of agreements with outside vendors for the revenue generating bus and trolley advertisement.



The Public Engagement Team within the Marketing Division gathers stakeholder and public comments and suggestions for incorporation into the technical work and plans developed by the Division. Additionally, they seek creative and innovative ways to engage the public in a meaningful dialogue and present innovative

concepts to the Division designed to solve rider issues and enhance public support. This group regularly participates with community and business organizations such as local chambers, civic organizations, and nonprofits to ensure PSTA builds community relationships and transit is integrated into the community vision and plans.

**Current Key Initiatives**

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Community Engagement</b></p> <p>Promote PSTA’s programs and services to the community online, in the media and at events that are impactful and provide meaningful engagement. Maintain community sentiment survey scores and develop a brand refresh to improve community perception.</p> <p><b>Customer Service</b></p> <p>Support customer service efforts to improve communication to riders.</p>
 <p><b>Resiliency</b></p>	<p><b>Increase Ridership</b></p> <p>By focusing on increasing ridership, promoting PSTA initiatives and achievements to riders, the community, stakeholders, and elected officials, the Pinellas County environment benefits.</p>
 <p><b>Economic Vitality</b></p>	<p><b>Ridership &amp; Mobility</b></p> <p>Develop partnerships and sponsorships within the community. Support the agency’s post-pandemic ridership recovery by promoting PSTA’s programs and services. Assist with the promotion of new initiatives and projects, including capital projects such as Flamingo Fares and the Clearwater Multimodal Center.</p>



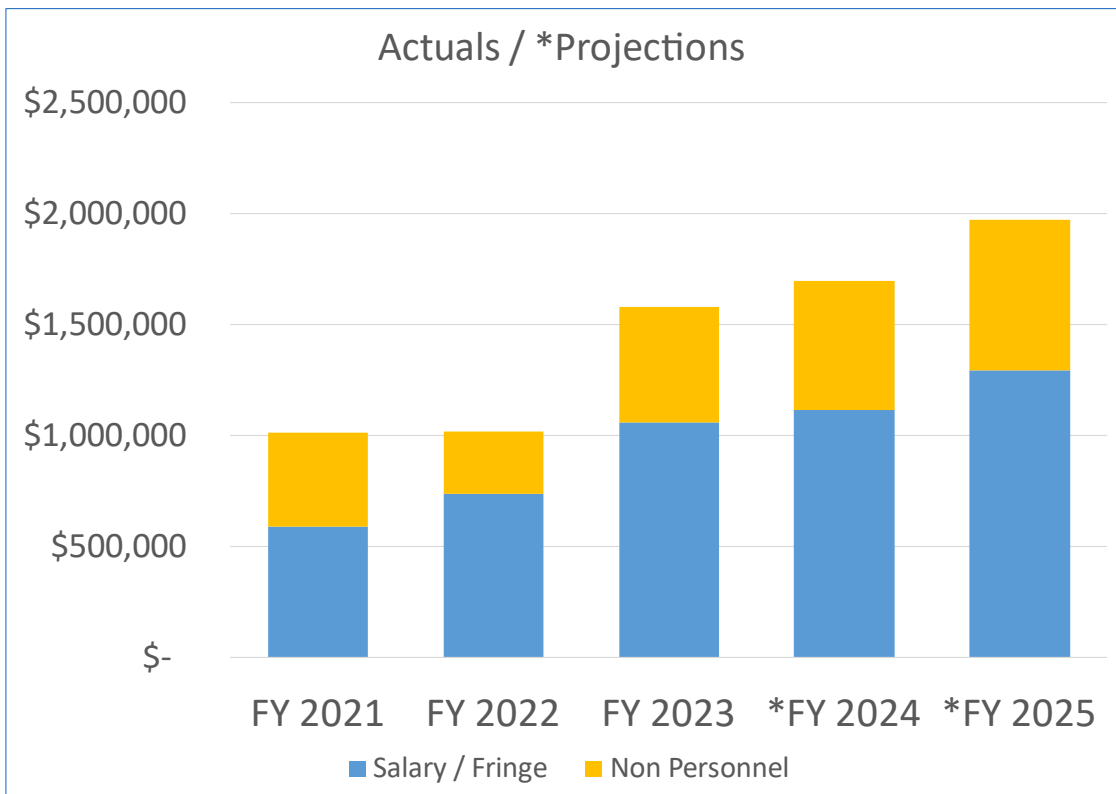
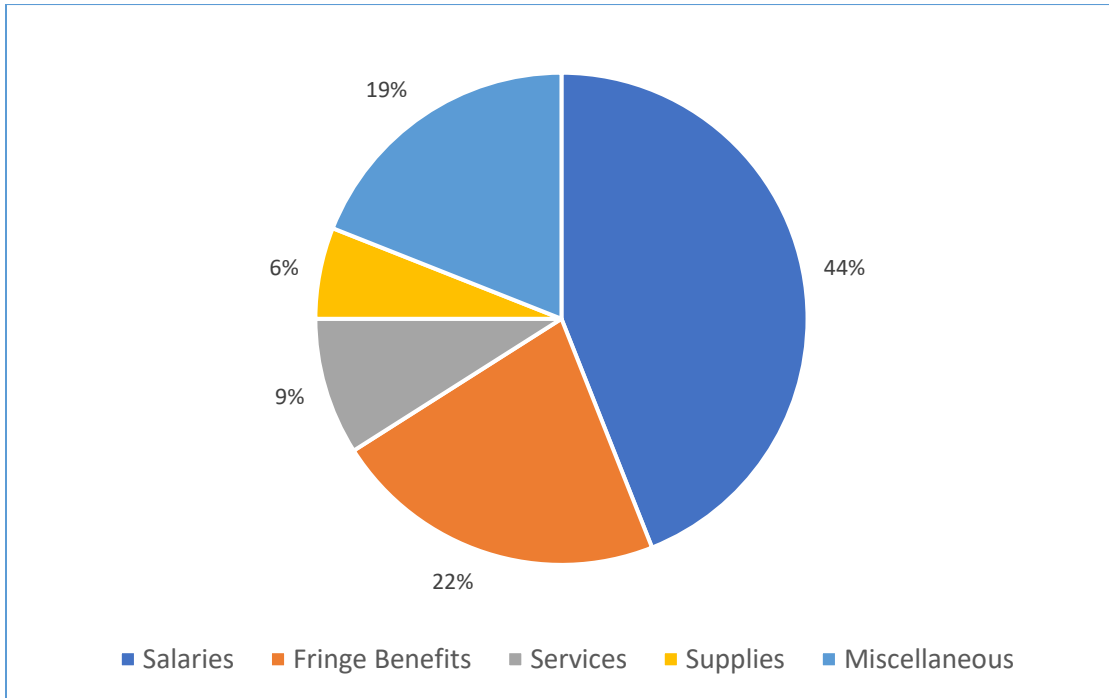
### MARKETING DIVISION OVERVIEW MARKETING DIVISION BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 771,720	\$ 946,700	\$ 819,856	\$ 861,680	5.10%
Fringe Benefits	\$ 287,380	\$ 371,010	\$ 295,824	\$ 432,520	46.21%
Services	\$ 242,040	\$ 220,000	\$ 120,000	\$ 187,200	56.00%
Supplies	\$ 59,970	\$ 95,700	\$ 85,775	\$ 118,000	37.57%
Miscellaneous	\$ 222,270	\$ 345,220	\$ 376,853	\$ 375,740	-0.30%
<b>Total Operating Expenses</b>	<b>\$ 1,583,380</b>	<b>\$ 1,978,630</b>	<b>\$ 1,698,308</b>	<b>\$ 1,975,140</b>	<b>16.30%</b>

- Salaries expenses increased due to normal salary increases and decreased vacancies. Also includes the elimination of a position compared to the FY 2024 budget.
- Fringe Benefit expenses increased due to anticipated health insurance escalations.
- Service expenses increased due to Technical Services that are no longer funded through a project.
- Supply expenses for FY 2024 are higher than normal due to a reconfiguration of office spaces. Supplies will go back to normal in FY 2025.



### MARKETING DIVISION OVERVIEW

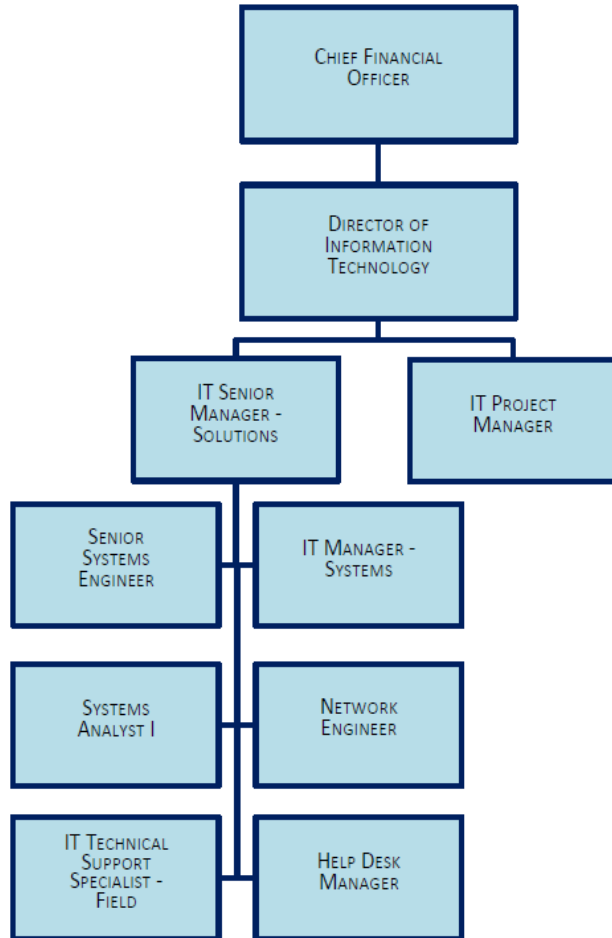




# **INFORMATION TECHNOLOGY DIVISION**



## INFORMATION TECHNOLOGY DIVISION OVERVIEW



### INFORMATION TECHNOLOGY DIVISION

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

solutions to meet the needs of the Authority in the implementation of new applications and systems, and to provide the ongoing support of those systems. The division is responsible for the all software systems, hardware systems, copier machines, projection systems, database management, server environment, data protection and security, website assistance, Wi-Fi systems, security camera and card key system software, cell phone plans, printers, audio visual technology, and the Real-Time Bus Information (RTBI) system. The division also manages all telephony systems, contracts and agreements.

This is accomplished through:



- Researching innovative and tested technology opportunities. Participation in the annual Program of Projects and budget process.
- Participation in the ITS County Committee and other organizations.
- Working closely with all levels of the organization.
- Working with project stakeholders.

The Information Technology Division’s Director is responsible for the development and managing of the Authority’s technology direction and Information Technology assets. The Director leads the staff in researching, developing, and managing the technology for the current environment, and to move the Authority into the next generation of technology. This also includes the security and protection of the network data/voice, system software upgrades, voice and video recordings, and backup and disaster recovery systems.



## INFORMATION TECHNOLOGY DIVISION OVERVIEW

### Current Key Initiatives

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Resilience</b></p> <p>Support agency operations and maintenance during emergency events. Provide support to develop a mobile command center and other resilience initiatives to maintain continuity of operations in case of emergency.</p> <p><b>Customer Service</b></p> <p>Seek out technology solutions to customer service issues such as improved communication options and improving wi-fi for passengers. Support agency initiatives that address technological efficiency.</p>
 <p><b>Economic Vitality</b></p>	<p><b>Ridership &amp; Mobility</b></p> <p>Improve software applications that increase ridership and mobility of passengers. Support agency’s transition to electronic fare payment and other technological solutions that address program or service challenges.</p> <p><b>Operating Expenses</b></p> <p>Evaluate connected vehicle technology and other technologies that could reduce operating expenses.</p> <p><b>Capital Projects</b></p> <p>Provide support for IT components to capital projects such as Flamingo Fares and vehicle equipment upgrades.</p>



## INFORMATION TECHNOLOGY DIVISION OVERVIEW

### INFORMATION TECHNOLOGY DIVISION BUDGET

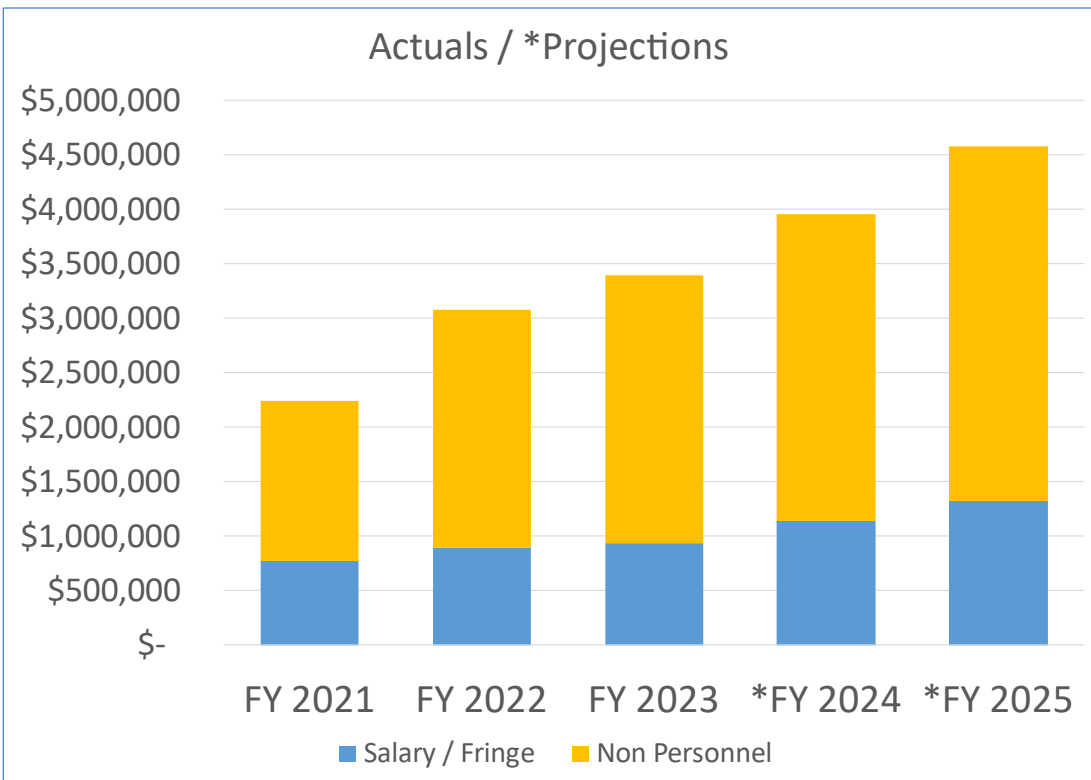
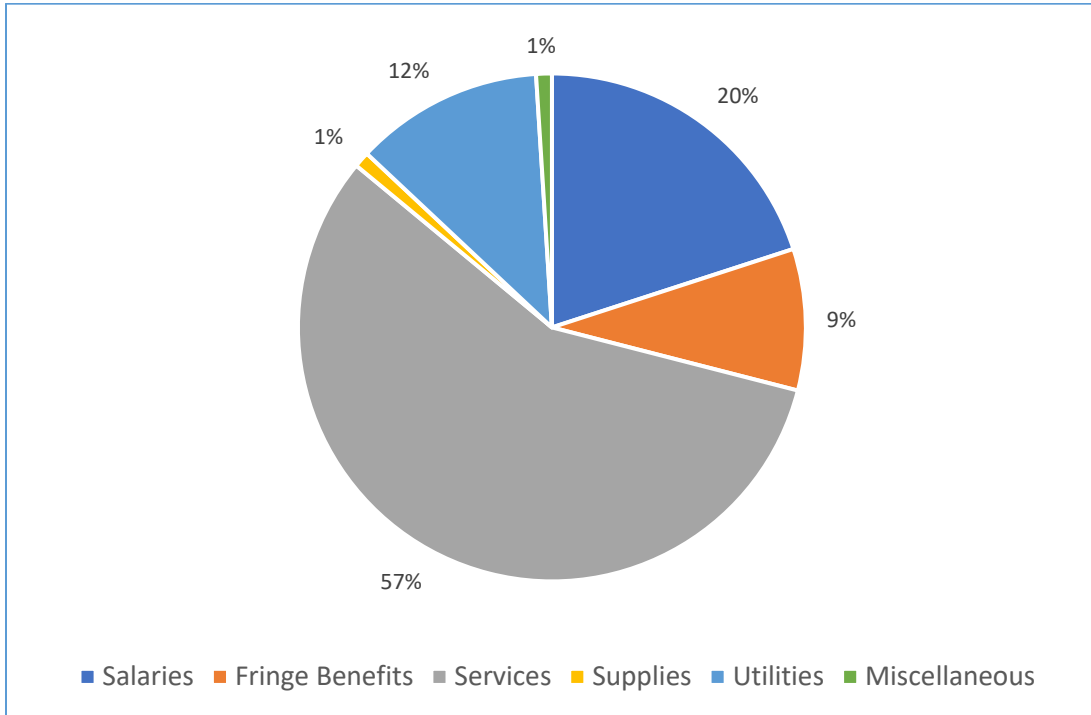
Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 683,060	\$ 905,850	\$ 842,986	\$ 898,850	6.63%
Fringe Benefits	\$ 253,300	\$ 371,150	\$ 298,044	\$ 422,070	41.61%
Services	\$ 1,959,920	\$ 2,331,350	\$ 2,129,459	\$ 2,614,400	22.77%
Supplies	\$ 19,370	\$ 32,300	\$ 35,008	\$ 55,800	59.39%
Utilities	\$ 460,230	\$ 609,990	\$ 609,990	\$ 559,990	-8.20%
Miscellaneous	\$ 20,540	\$ 42,395	\$ 42,395	\$ 27,290	-35.63%
<b>Total Operating Expenses</b>	<b>\$ 3,396,420</b>	<b>\$ 4,293,035</b>	<b>\$ 3,957,882</b>	<b>\$ 4,578,400</b>	<b>15.68%</b>

- Salaries and fringe benefits expenses increased due to a filled project manager vacancy and increases to Health Insurance.
- Supplies increased due to an agency-wide relocation of Computer Supplies to IT.
- Services increasing due to increase in Computer Hardware and Software Services, Cyber Security monitoring and Regional Fares Network costs due to increased use of the Flamingo System.
- Telephone budget decreased based on anticipated expenditures.
- Miscellaneous expenses decreased due to revisions to less anticipated Training events.





### INFORMATION TECHNOLOGY DIVISION OVERVIEW

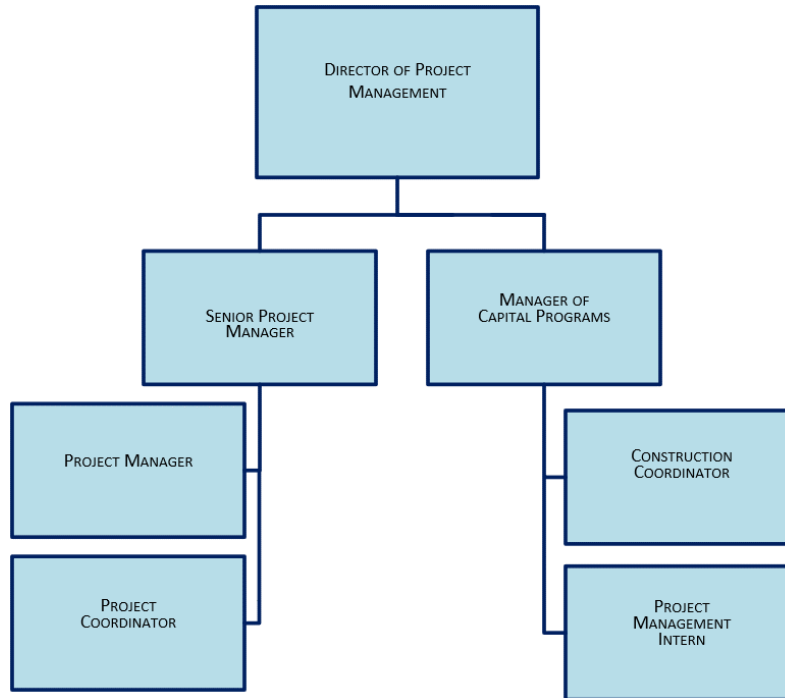




# **PROJECT MANAGEMENT DIVISION**



## PROJECT MANAGEMENT DIVISION OVERVIEW



### PROJECT MANAGEMENT DIVISION


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

- Establish a prioritization process in coordination with business stakeholders for project implementation.
- Oversee all design and construction activities for major capital infrastructure projects.
- Coordinate activities and tasks among other internal departments, and external organizations as needed to meet project goals and ensure project completion is on schedule.
- Ensure appropriate communications with all internal and external stakeholders regarding impacts to scope, status, budget, risk, and resources of the work effort being managed.
- Manage high priority agency projects such as the SunRunner Bus Rapid Transit project and Clearwater Multimodal Transit Center.



## PROJECT MANAGEMENT DIVISION OVERVIEW

### Current Key Initiatives

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Resilience</b></p> <p>Support efforts to establish resiliency screening tools for capital projects. Lead or support resiliency project development such as a satellite operations facility for future emergency events and alternative energy solutions. Support planning and agency participation in resilience initiatives.</p>
 <p><b>Resiliency</b></p>	<p><b>Energy</b></p> <p>Consider innovative technologies to improve energy efficiency and increase renewable energy consumption from solar PV. Support Maintenance department in the exploration of solar PV integration with electric bus fleet.</p>
 <p><b>Economic Vitality</b></p>	<p><b>Ridership &amp; Mobility</b></p> <p>Lead the agency’s proposal to construct the new Clearwater Multimodal Center. Manage bus stop construction and coordinate with developers and public partners. Support other ridership and mobility project initiatives as needed.</p> <p><b>Operating Expenses</b></p> <p>Evaluate and implement innovative technologies that reduce operating expenses such as transit signal priority and ramp metering.</p> <p><b>Capital Projects</b></p> <p>Lead agency capital projects for new service, proposed facilities, and other facility upgrades, including a new SunRunner BRT station near the St. Petersburg Pier, the Clearwater Multimodal Center, and solar panels.</p>



## PROJECT MANAGEMENT DIVISION OVERVIEW

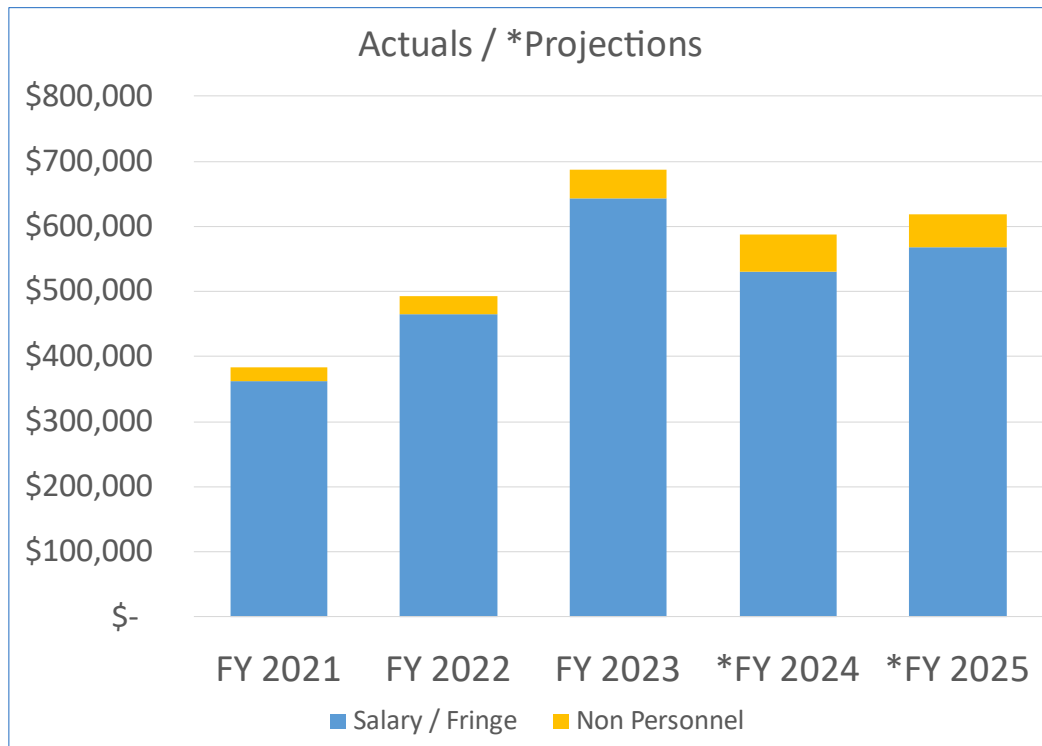
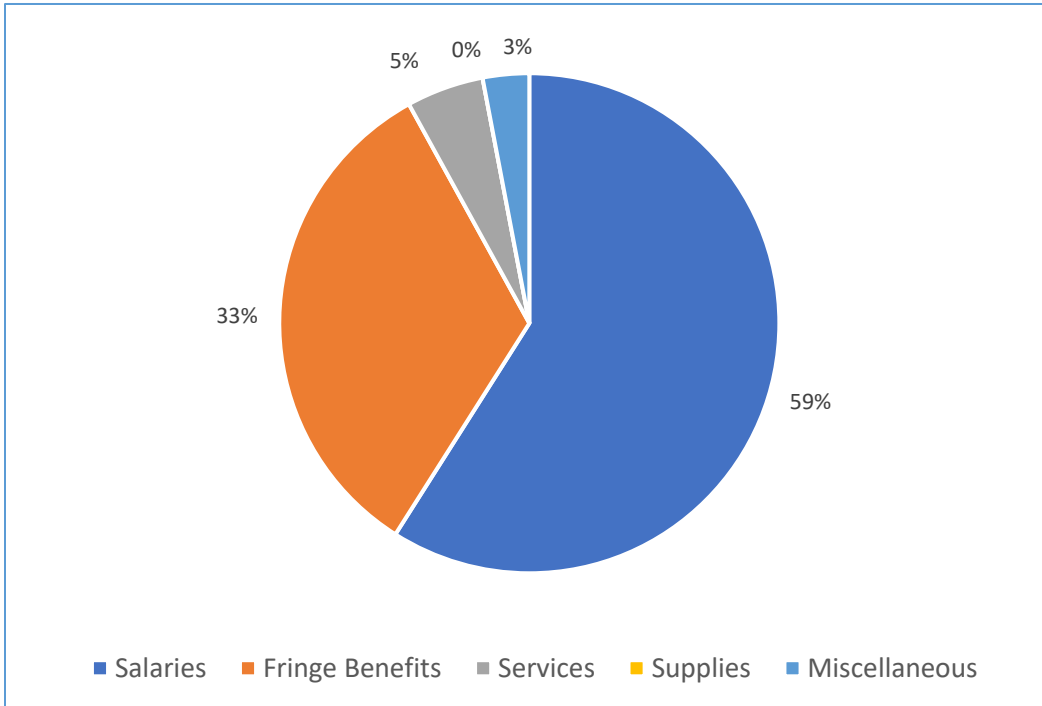
### PROJECT MANAGEMENT DIVISION BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 434,450	\$ 422,970	\$ 338,503	\$ 364,690	7.74%
Fringe Benefits	\$ 208,950	\$ 189,740	\$ 195,663	\$ 208,250	6.43%
Services	\$ 14,160	\$ 30,000	\$ 30,000	\$ 30,000	0.00%
Supplies	\$ 1,470	\$ 2,500	\$ 2,000	\$ 1,000	-50.00%
Miscellaneous	\$ 28,080	\$ 23,905	\$ 25,759	\$ 19,410	-24.65%
<b>Total Operating Expenses</b>	<b>\$ 687,110</b>	<b>\$ 669,115</b>	<b>\$ 591,925</b>	<b>\$ 623,350</b>	<b>5.31%</b>

- Salary expenses increased due to normal salary increases and the assumption that all vacancies will be filled.
- Fringe Benefits increased primarily due to increased Health Insurance rates.
- Supply expenses decreased due to consolidation of Computer Supplies into the IT department.
- Miscellaneous expenses decreased due to reduced Travel and Training costs.



### PROJECT MANAGEMENT DIVISION OVERVIEW

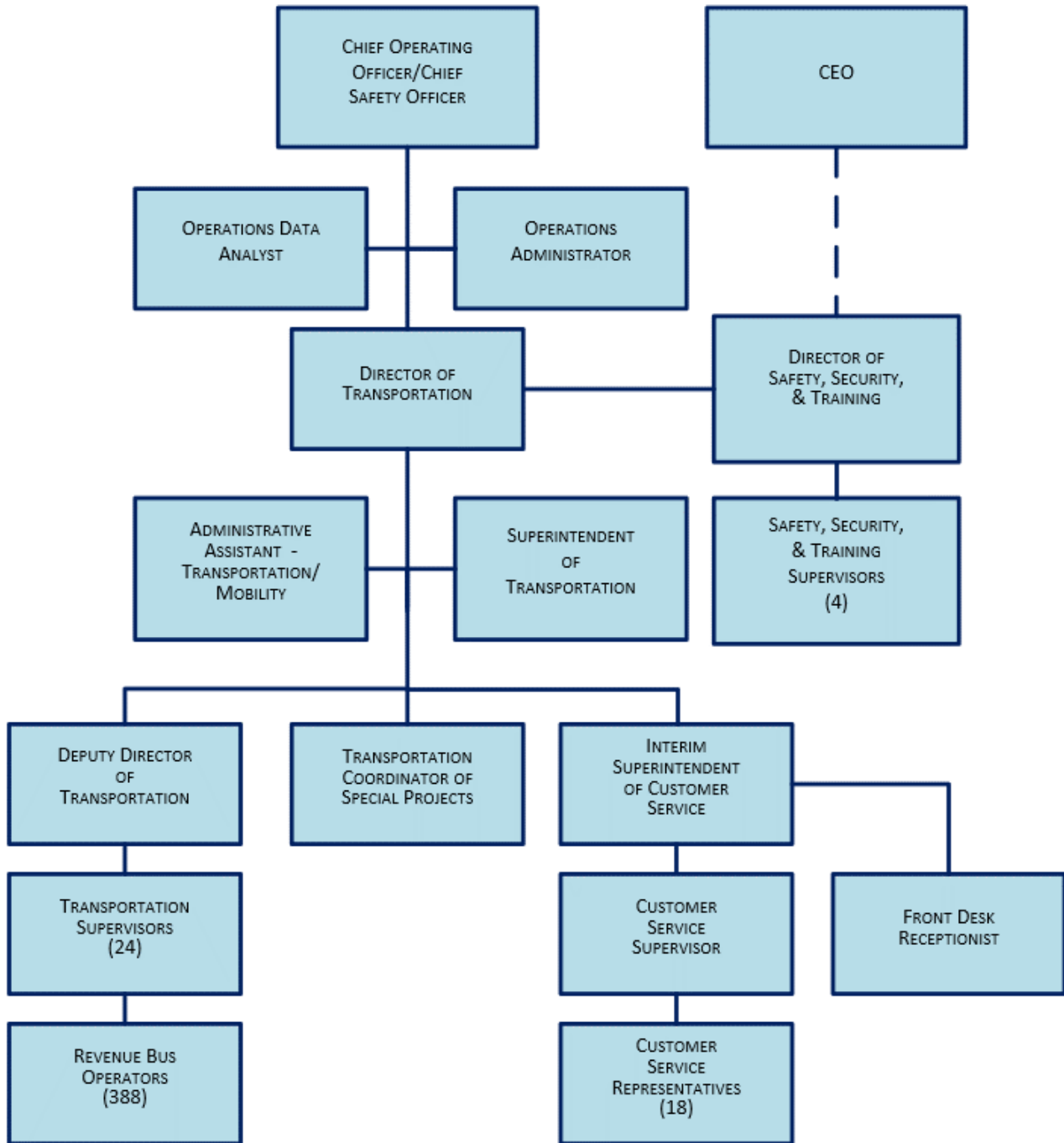




# **TRANSPORTATION DIVISION**



### TRANSPORTATION DIVISION OVERVIEW







## TRANSPORTATION DIVISION OVERVIEW

### TRANSPORTATION DIVISION

The Transportation Division is made up of three departments: (1) Bus Operations; (2) Customer Service; and (3) Safety, Security, and Training (or SST).

This division is responsible for the core of PSTA’s mission statement to Safely Carry People to Places. Transportation endeavors to serve its riders with excellence while providing safe, reliable public transportation to deliver quality transport for PSTA’s customers.

### BUS OPERATIONS

The Bus Operations department employs the largest group of men and women at PSTA. Every day, over one hundred and eighty (180) buses pull out from PSTA’s bus garage, servicing over forty (40) routes around Pinellas County and across Tampa Bay.

The Bus Operations department contains approximately three hundred and eighty-eight (388) bus operators who work seven (7) days a week and provide year-round bus service, including all holidays. All bus operators are professionally licensed with CDL class “B” and air-brake endorsements and are trained to be well-versed in safety and security measures, heavy-duty vehicle navigation, and fare-box handling. Operators receive over four hundred (400) hours of combined classroom and behind-the-wheel instruction before being released into live-action, revenue bus operations servicing the public.

PSTA bus operators are also trained in ADA (Americans with Disabilities) protocols, defensive driving techniques, and incident management. They are cross-trained to drive every route offered within the PSTA fixed-route system.

The Bus Operations department also employs twenty-four (24) transportation supervisors and three (3) transportation managers who oversee PSTA’s daily fixed-route service offerings.

Transportation supervisors work in several capacities as read below.

1) **DISPATCH** – Dispatch supervisors work behind the dispatch window to ensure proper operator check-in and oversee the daily work administration amongst the bus operators, ensuring no gaps in service.

(2) **RADIO**—Radio supervisors operate two heavy-duty radio control centers (RCC). There are three (3) radio supervisors on any given shift. One of three radio supervisors monitor bus service and radio traffic in northern Pinellas County; the next radio supervisor monitors service and radio traffic in southern Pinellas County, and the third radio supervisor monitors on-time performance and service delivery for PSTA’s premier, flagship bus rapid transit service on the SunRunner line. They also monitor and help instruct real-time traffic conditions, unforeseen detours, passenger disputes, on-time performance, and incident or accident recovery when needed for all PSTA buses on the roads across the county.

(3) **SCHEDULING**—Scheduling supervisors are responsible for administering the day-to-day scheduling functions of work distribution, taking care to adhere to all work rules per the most updated union labor agreement, administering timekeeping functions and special pay provisions while filling open shifts to ensure uninterrupted service. Scheduling presides over bus operator bump-downs, hold-downs, work-shift changes, and vacation bids to grant day-off requests.

(4) **ROAD**—Road supervisors work road shifts in PSTA-marked cars traversing county roads while surveilling PSTA’s bus routes and rendering aid or support to bus operators in the event of extended road detours, vehicle collisions, mechanical issues, customer disputes, and any other unforeseen event that may occur while operators are in the middle of their scheduled bus service.



## TRANSPORTATION DIVISION OVERVIEW

### CUSTOMER SERVICE

The Customer Service department is made up of eighteen (18) customer service representatives (or CSRs) are either stationed at PSTA headquarters in the “CSR Phone Room” or singularly maybe stationed in one of four (4) customer service centers: (1) Park Street Service Center (Fort Harrison Ave & Park St) located in downtown Clearwater; (2) Williams Park Service Center (2<sup>nd</sup> Ave & 4<sup>th</sup> St) located in downtown St. Petersburg; (3) Grand Central Service Center (Central Ave and 31<sup>st</sup> St N) located in downtown Saint Petersburg in the Grand Central District and; (4) the Pinellas Park Service Center (70<sup>th</sup> Ave and 34<sup>th</sup> St N) located behind the Shoppes at Park Place in Pinellas Park.

The Customer Service department is often among the first PSTA employees within the Authority to interact with customer inquiries. They give out scheduling and fare information, sell passes, record complaints, take commendations, report asset management requests, and generally keep riders updated with the latest PSTA news and information. CSRs also update riders with any changes or delays to bus service via the PSTA website, Twitter “Service Alerts,” and the PSTA customer phone system (727-540-1900).

The Customer Service department logs over twelve hundred (1,200) customer interactions daily through phone calls and responds to customer comment cards sent via the PSTA website.

### SAFETY, SECURITY, AND TRAINING (SST)

The Safety, Security, and Training Department (or SST for short) consists of five (5) people, including the Director and four (4) Safety, Security, and Training Supervisors.

The SST department is responsible for maintaining the driver pool to ensure PSTA is fully staffed to

maintain scheduled bus service without interruption. SST trains between fifty (50) and seventy-five (75) new operators each year in the safe and secure operation of PSTA’s fleet of over 220 hybrid-fueled buses, streetcar-style low-floor trolleys, and all-electric buses across forty (40) different fixed routes. SST also offers refresher training for over five hundred (500) combined bus operators, maintenance personnel, and supervisory personnel on updated safety and security instructions, accident procedures, or the latest PSTA policy changes as they affect safe and secure bus and rider operation.

All four (4) staffers in SST are certified in FL third (3<sup>rd</sup>) party CDL testing, TSI safety training & driving techniques, TSA security measures, FTA compliance and policy measures, FTA drug + alcohol + reasonable suspicion testing, and the Americans with Disabilities Act (ADA) compliance among other certifications this team uses to ensure the safety and wellbeing of PSTA employees and its customers. SST also ensures that PSTA and its contractors remain compliant with Florida’s DOT 14-90 rule, which regulates equipment and operational safety compliance among motor vehicle operators in Florida.

SST also oversees PSTA’s security contractor at its terminals while reviewing surveillance footage from buses and PSTA buildings to investigate complaints and incidents.


Lastly, SST is also responsible for overseeing the management and coordinating responses for on-the-scene incidents, accidents, or other collisions.

Regarding SST’s involvement in state or federal audits, SST helps coordinate the safety components of triennial reviews and other bus audits to ensure proper state and federal compliance for all state and federally required safety and security measures.




## TRANSPORTATION DIVISION OVERVIEW

### Current Key Initiatives

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Resilience</b></p> <p>Participate in agency efforts to promote resilience, including developing a mobile command center. Incorporate resilience into the Continuity of Operations Plan. By supporting increased ridership, the environment of Pinellas County benefits.</p> <p><b>Safety</b></p> <p>Lead the agency’s safety initiatives by developing the Public Transportation Action Safety Plan and creating a comprehensive Safety Management System and agency safety committee.</p> <p><b>Customer Service</b></p> <p>Provide quality customer service to passengers by minimizing the turnaround time for customer complaints, developing a rider response committee to coordinate customer messaging, and assisting with improving customer communication options.</p> <p><b>Workforce Training &amp; Well-being</b></p> <p>Establish an annual operator refresher training program to ensure bus operators participate in refresher training at least once every two years.</p>
---	---



 <p><b>Economic Vitality</b></p>	<p><b>Ridership &amp; Mobility</b></p> <p>Monitor innovative mobility programs and other options and implement technology solutions to improve services. Evaluate programs for customer satisfaction, improvement, and efficiency as needed. Assist the agency with the transition to electronic fare payment.</p> <p><b>Operating Expenses</b></p> <p>Improve efficient operations and cost reductions while maintaining a reserve. Continue testing the electric bus fleet on different routes. Work with IT and Maintenance departments to test connected vehicle technology.</p> <p><b>Capital Projects</b></p> <p>Support the agency’s expansion and transition of new technology such as autonomous vehicles into revenue service in the long term.</p>
---	---



## TRANSPORTATION DIVISION OVERVIEW

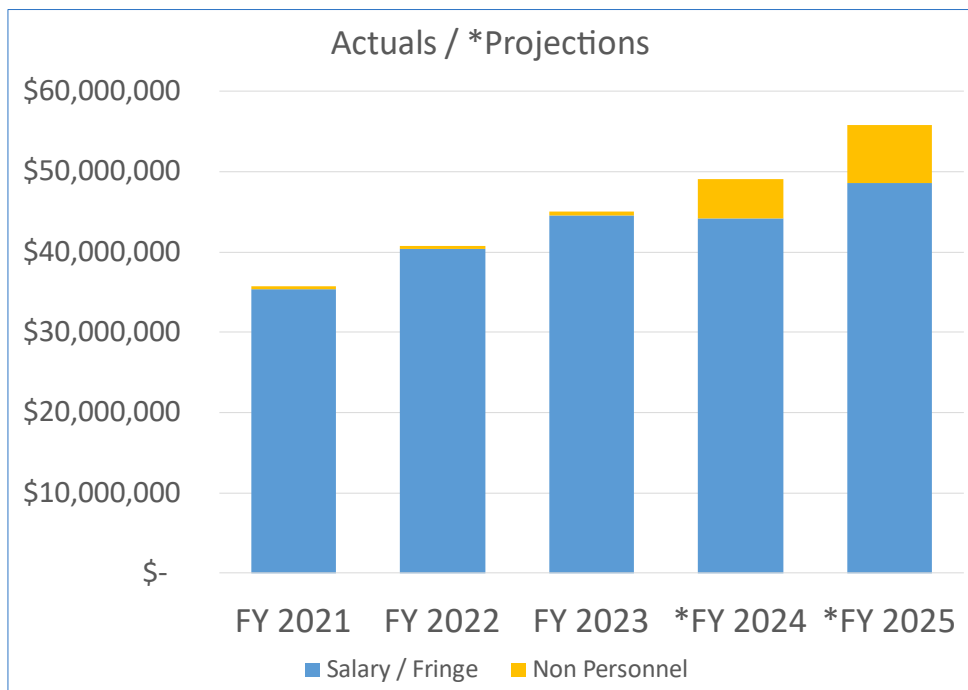
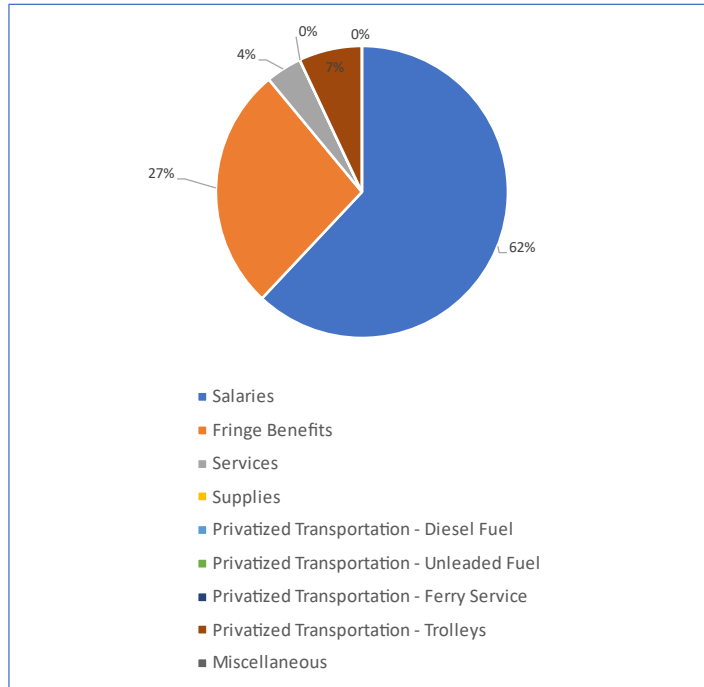
### TRANSPORTATION DIVISION BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 30,490,040	\$ 31,256,010	\$ 31,475,054	\$ 33,485,470	6.39%
Fringe Benefits	\$ 14,039,620	\$ 14,174,250	\$ 13,037,239	\$ 15,167,440	16.34%
Services	\$ 437,100	\$ 680,000	\$ 686,680	\$ 2,258,000	228.83%
Supplies	\$ 34,770	\$ 141,550	\$ 40,037	\$ 44,500	11.15%
Privatized Transportation - Diesel Fuel	\$ -	\$ 84,600	\$ 162,335	\$ 114,290	-29.60%
Privatized Transportation - Unleaded Fuel	\$ -	\$ 86,250	\$ 64,999	\$ 81,160	24.86%
Privatized Transportation - Ferry Service	\$ -	\$ -	\$ -	\$ 436,670	0.00%
Privatized Transportation - Trolleys	\$ -	\$ 3,904,680	\$ 3,776,180	\$ 4,163,010	10.24%
Miscellaneous	\$ 56,620	\$ 74,020	\$ 69,191	\$ 59,560	-13.92%
<b>Total Operating Expenses</b>	<b>\$ 45,058,150</b>	<b>\$ 50,401,360</b>	<b>\$ 49,311,714</b>	<b>\$ 55,810,100</b>	<b>13.18%</b>

- Salaries and fringe benefits expenses are increasing due to normal increases and for the new 34 Street South Spark Service starting in June.
- Service expenses have increased due to the addition of the St. Pete-Clearwater International Airport (PIE) service.
- Supply expenses increased primarily due to additional printing costs related to union negotiations as well as other minor increases.
- Privatized Transportation Trolleys are increasing based on contracts.
- Miscellaneous expenses are decreasing in FY 2025 due decreased travel and training.



## TRANSPORTATION DIVISION OVERVIEW

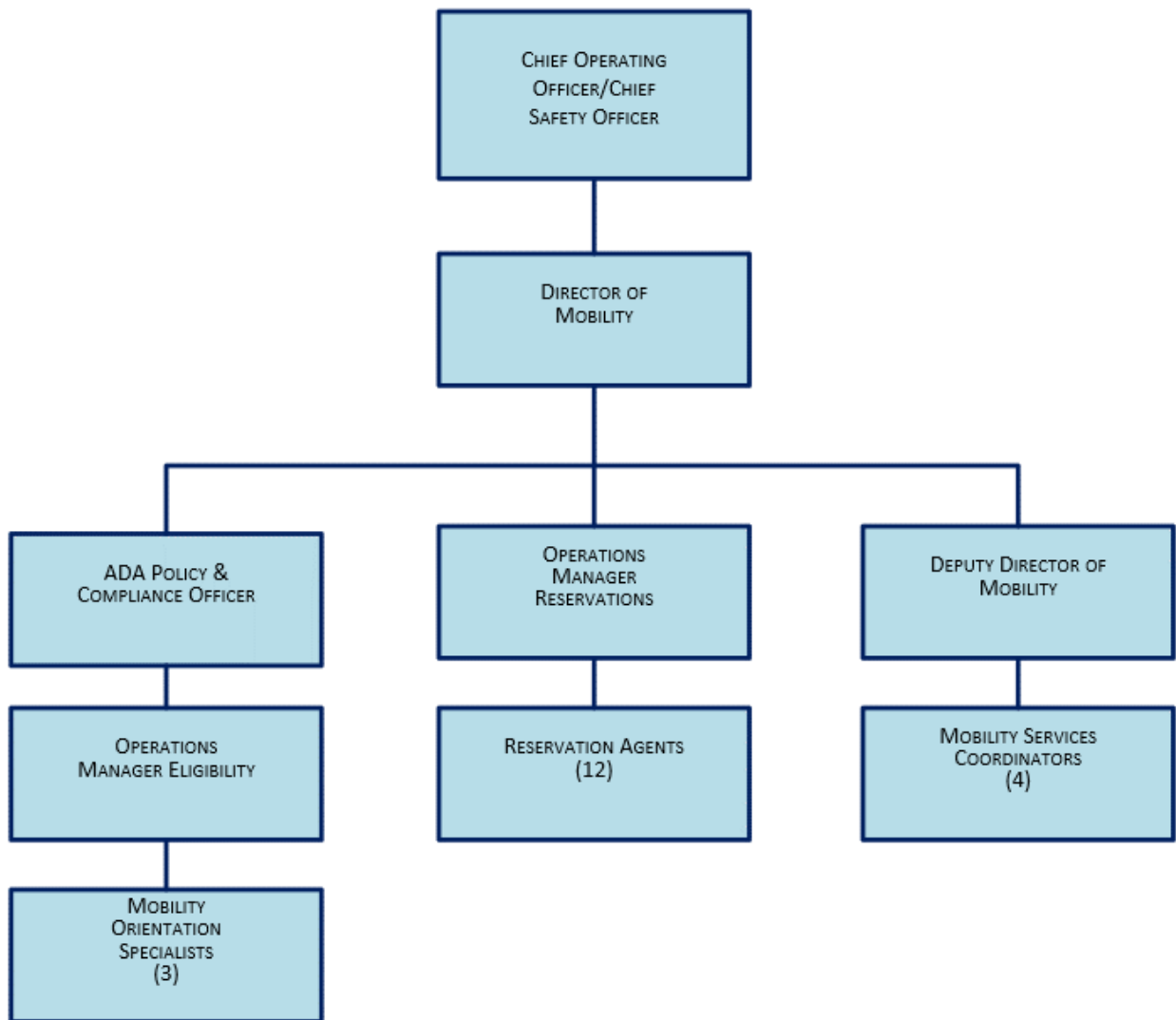




# **MOBILITY DIVISION**



### MOBILITY DIVISION OVERVIEW







## **MOBILITY DIVISION OVERVIEW**

### **MOBILITY DIVISION**

The Mobility Division provides, ADA Paratransit (Access Paratransit), an on-demand program for ADA riders (Mobility on Demand), Transportation Disadvantaged services for Pinellas County, and first mile/last mile transportation solutions (Direct Connect) to PSTA's customers. The Mobility team strives to innovate new ride share programs that more closely align with riders' needs within the community and seeks to serve other rider demands for transformative transportation models which extend beyond the traditional transportation offerings.

Currently, the Mobility Division staffs a team of over twenty transportation professionals who oversee PSTA's paratransit service (including eligibility and contract oversight) which provides over one thousand (1,000) daily customer trips, Mobility on Demand, Direct Connect, and the

Transportation Disadvantaged (TD) program which enables thousands of county residents to make their essential trips for life sustaining needs each and every day.



As new mobility models continue to evolve and impact how we deliver service to our customers, we are challenged to keep up with the ever-changing paradigm shifts of how and where trips are taken as the travel needs of our customers continues to change.

The Mobility Division endeavors to stay at the forefront of these frequently shape-shifting trip demands from riders, by continuing to innovate and create smart, accessible, and effective transportation programs like Direct Connect, TD Late Shift, TD Urgent Day, Mobility On-Demand (MOD), and the Healthy Hop program among other new transit initiatives that are on the horizon at PSTA.



## MOBILITY DIVISION OVERVIEW

### Current Key Initiatives

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Resilience</b></p> <p>Participate in agency efforts to promote resilience including the development of a mobile command center. Incorporate resilience into the Continuity of Operations Plan.</p> <p><b>Community Engagement</b></p> <p>Support planning and marketing team efforts in public engagement related to service.</p> <p><b>Customer Service</b></p> <p>Provide quality customer service to passengers by minimizing turnaround time of customer complaints, developing a rider response committee to coordinate customer messaging, and assist with improving customer communication options.</p> <p><b>Workforce Training &amp; Well-being</b></p> <p>Establish annual operator refresher training program to ensure bus operators participate in refresher training at least once every 2 years.</p>
 <p><b>Resiliency</b></p>	<p><b>Ridership &amp; Mobility</b></p> <p>Support agency efforts by leveraging technology to multiload to reduce the amount of single occupancy trips and implementing and enforcing idling restrictions on fleet.</p>
 <p><b>Economic Vitality</b></p>	<p><b>Operating Expenses</b></p> <p>Monitor innovative mobility programs and other mobility options and implement technology solutions to improve services. Evaluate programs for customer satisfaction, improvement, and efficiency as needed. Assist the agency with transition to electronic fare payment.</p>



## MOBILITY DIVISION OVERVIEW

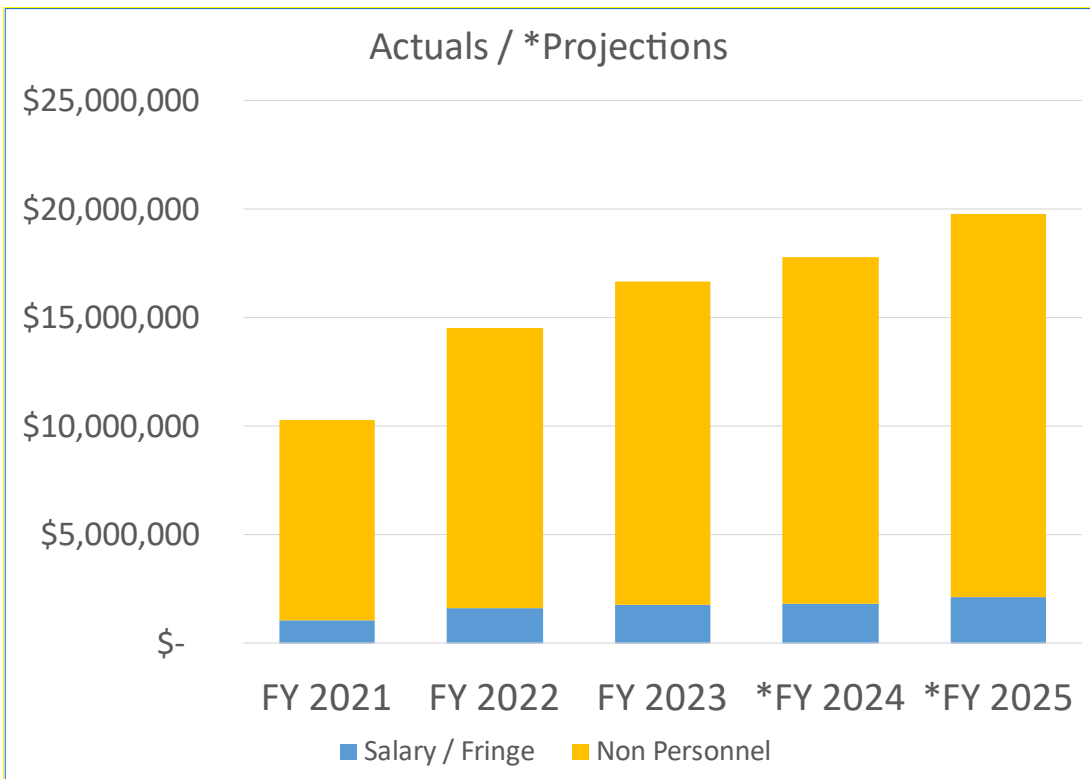
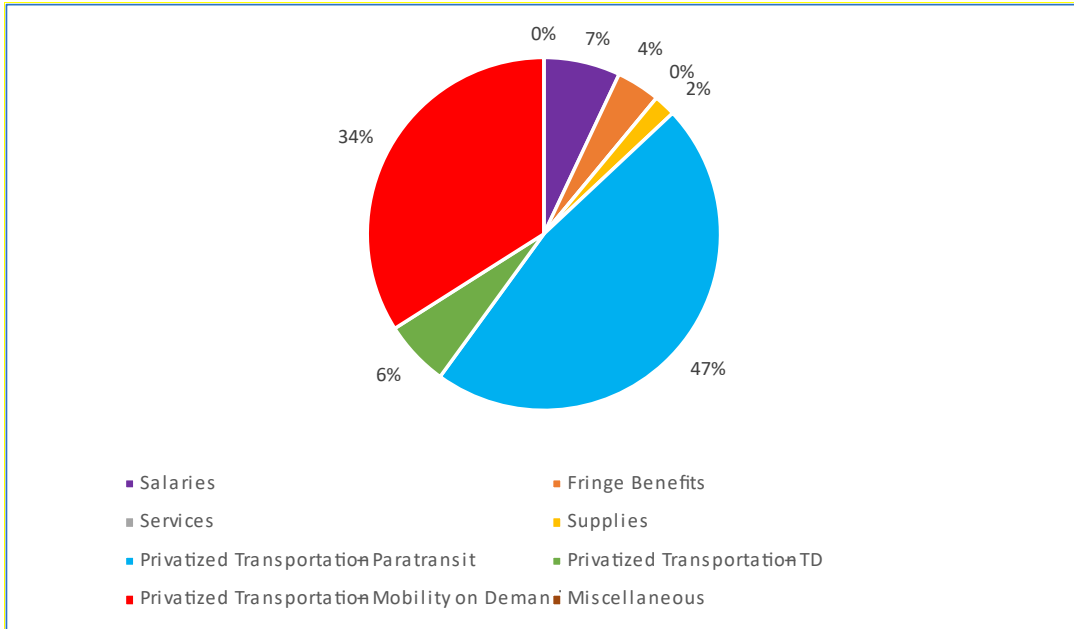
### MOBILITY DIVISION BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 1,226,930	\$ 1,340,970	\$ 1,259,428	\$ 1,413,460	12.23%
Fringe Benefits	\$ 577,680	\$ 663,370	\$ 596,182	\$ 723,430	21.34%
Services	\$ (2,460)	\$ 7,330	\$ 7,330	\$ 5,000	-31.79%
Supplies	\$ 342,250	\$ 410,610	\$ 401,583	\$ 408,780	1.79%
Privatized Transportation – Paratransit	\$ 8,513,480	\$ 8,592,810	\$ 8,547,000	\$ 9,429,590	10.33%
Privatized Transportation – TD	\$ 868,780	\$ 1,373,800	\$ 1,211,529	\$ 1,227,890	1.35%
Privatized Transportation – Mobility on Demand	\$ 5,120,360	\$ 6,177,480	\$ 5,782,279	\$ 6,717,380	16.17%
Miscellaneous	\$ 11,230	\$ 18,940	\$ 20,230	\$ 17,000	-15.97%
<b>Total Operating Expenses</b>	<b>\$ 16,658,250</b>	<b>\$ 18,585,310</b>	<b>\$ 17,825,561</b>	<b>\$ 19,942,530</b>	<b>11.88%</b>

- Salaries and fringe benefits expenses are increasing due to filled vacancies, normal increases and an increase in health benefits.
- Service expenses decreased primarily due to less anticipated need for consulting services.
- Supplies saw marginal increases due to our Paratransit Access privatized provider’s fuel that PSTA pays for.
- Paratransit services are anticipated to increase in FY 2025 based on ridership and contractual rates.
- Transportation Disadvantaged services are anticipated to increase in FY 2025 based on ridership and contractual rates.
- Mobility on Demand services are anticipated to increase in FY 2025 based on ridership and contractual rates.
- Miscellaneous expenses decreased due to decreases in travel and training costs.



### MOBILITY DIVISION OVERVIEW

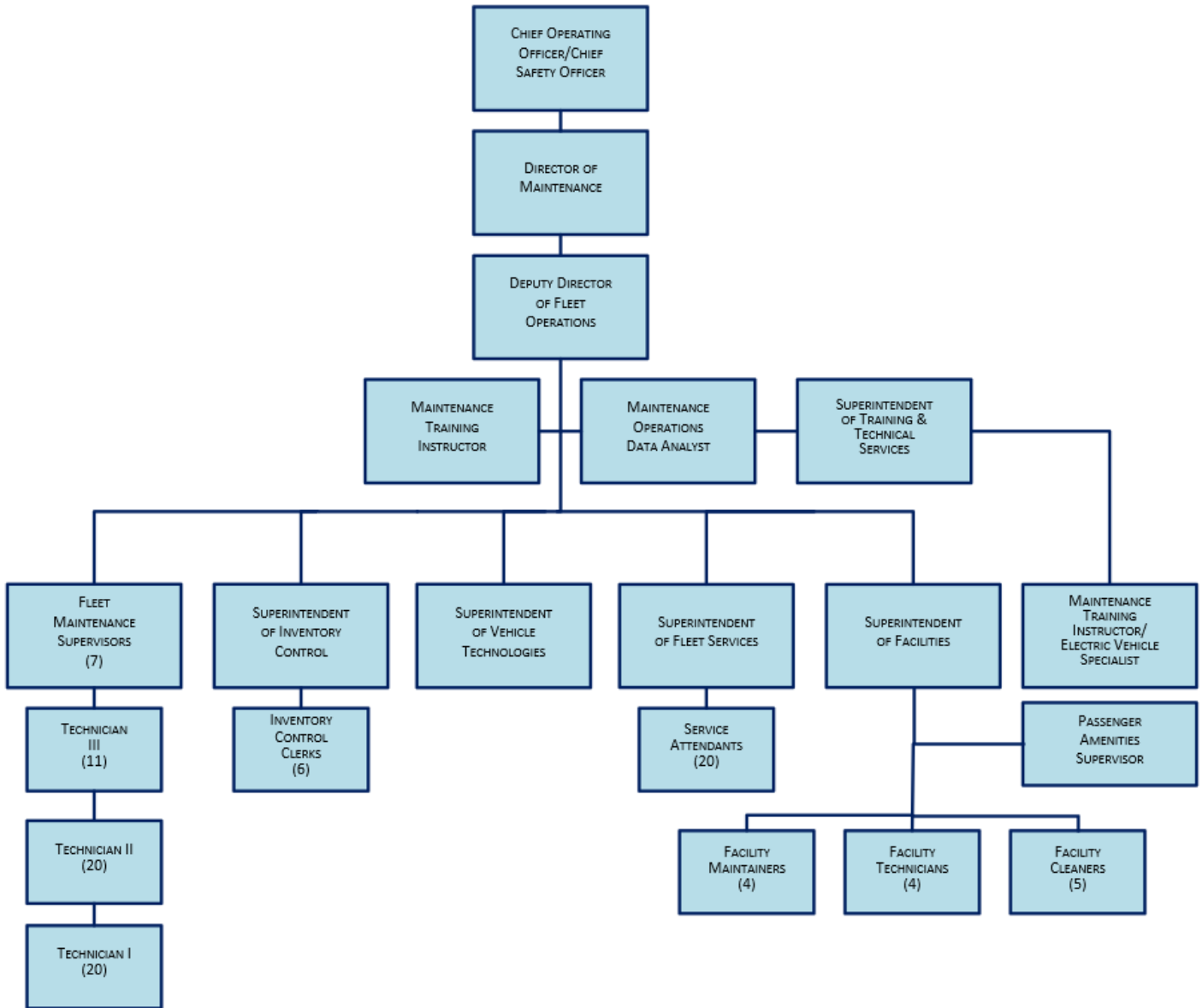




# **MAINTENANCE DIVISIONS**



## MAINTENANCE DIVISIONS OVERVIEW





## **MAINTENANCE DIVISIONS OVERVIEW**

### **MAINTENANCE DIVISIONS**

The Maintenance Divisions are comprised of four departments: Fleet Maintenance, Fleet Services, Facilities Maintenance, and Inventory Control.

The primary goal of the PSTA Maintenance Program is to provide a cost-effective, systematic interruption free pattern of transit operation.

This is accomplished by:

- Ensure all vehicles, facilities and equipment are operating at peak efficiency.
- Ensure all vehicles, facilities and equipment are safe.
- Maximize the life of all vehicles, facilities, and equipment.
- Minimize loss of accessibility due to equipment failure.
- Meet or exceed original equipment manufacturers' maintenance requirements.
- Maintain exterior and interior appearance for vehicles and facilities.
- Maintain a system of permanent vehicle, facility, and equipment maintenance records.
- Administer an aggressive equipment warranty recovery program.

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

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



## FLEET MAINTENANCE DIVISION OVERVIEW

### FLEET MAINTENANCE DEPARTMENT

The Fleet Maintenance Department is responsible for 193 buses and 20 trolleys that service 46 fixed routes including Tampa Bay's first Bus Rapid Transit line and two express routes to Hillsborough County. The revenue fleet consists of primarily electric and hybrid electric buses with the heavy-duty diesel buses being replaced with electric as they are received in.

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

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

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

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

- Preventative Maintenance Inspections.

- Vehicle Diagnosis and Repair.
- Engine, Transmission, Driveline Repair and Overhaul.
- Collision Repair and Bodywork.
- Radio Communication, Surveillance, Smart Technology, Wi-Fi Installation & Maintenance.
- Brakes, Tires, Steering, & Suspension.
- Vehicle Onboard Americans with Disabilities Act (ADA) Equipment.
- Road-Call Support and Towing When Necessary.
- Fueling, Cleaning, & Detailing.
- Farebox & Vault Pulling.

Additionally, the Fleet Maintenance Department is responsible for maintaining all non-revenue support vehicles for PSTA to ensure all vehicles are properly serviced, repaired, and readily available for use. Service is provided to fifty-two (52) service vehicles, which are comprised of pool cars, service trucks, and miscellaneous support equipment. In total, the Fleet Maintenance Department maintains approximately two hundred seventy-two (262) vehicles.




The Fleet Services Department ensures all revenue service vehicles are properly crewed nightly, which includes the fueling of all buses and support vehicles, checking and filling of critical vehicle fluids, interior cleaning including trash removal, sweeping, mopping and disinfecting, exterior washing, major cleaning details, pest control, posting and removal of advertisements/notices on buses, farebox vault pulling and fare media replenishment, etc.





## FLEET MAINTENANCE DIVISION OVERVIEW

### Current Key Initiatives

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Resilience</b></p> <p>Lead agency initiatives, with the support of Finance, to implement projects that improve resilience such as a mobile command center, battery export power supply research and feasibility, and other related capital projects. Incorporate resilience into the TAMS.</p> <p><b>Workforce Training &amp; Well-being</b></p> <p>Participate in agency initiative to track and streamline workforce training. Maintain and Enhance Maintenance Certification Program.</p>
 <p><b>Resiliency</b></p>	<p><b>Energy</b></p> <p>Lead agency initiatives to reduce energy consumption and increase energy efficiency through projects such as sub-metering program, energy auditing, lighting upgrades, and the installation of renewable charging for the growing electric fleet. Support effort to track fuel use of contracted fleet.</p> <p><b>Water</b></p> <p>Lead agency initiatives to reduce water consumption and increase water use efficiency through projects such as sub-metering program, water use auditing, fixture upgrades, expanding leak detection programs, and replacing the aging bus washing facility.</p>
 <p><b>Economic Vitality</b></p>	<p><b>Operating Expenses</b></p> <p>Support the agency’s effort to test connected vehicle technology and determine the right size vehicles for different routes and services.</p> <p><b>Capital Projects</b></p> <p>Support capital project development with revenue fleet replacements and replacing or upgrading vehicle technology and aging facilities.</p>



## FLEET MAINTENANCE DIVISION OVERVIEW

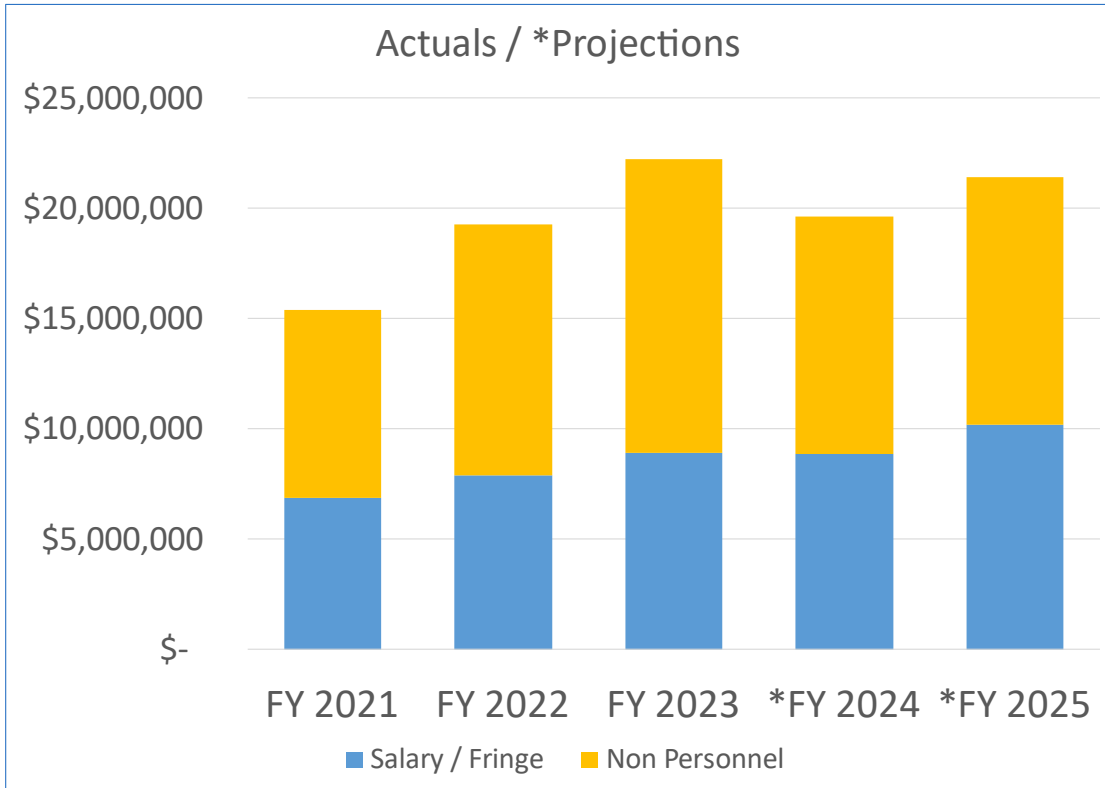
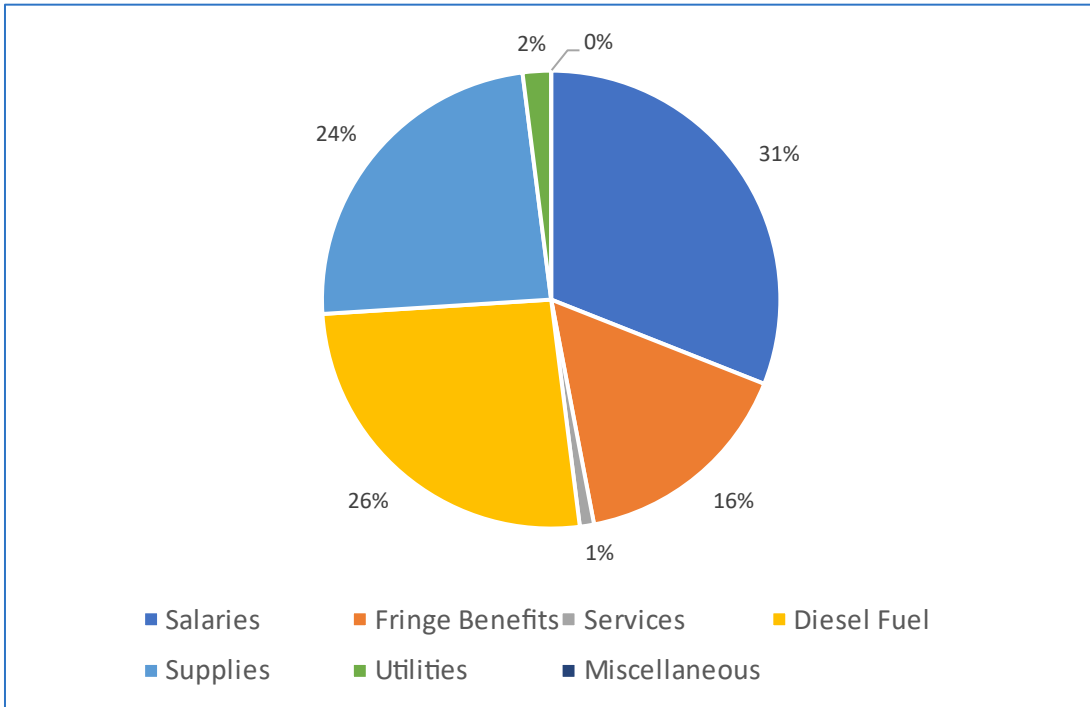
### FLEET MAINTENANCE DEPARTMENT BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 5,986,520	\$ 6,384,630	\$ 6,026,206	\$ 6,846,430	13.61%
Fringe Benefits	\$ 2,913,230	\$ 3,152,200	\$ 2,841,484	\$ 3,336,430	17.42%
Services	\$ 206,840	\$ 237,300	\$ 152,289	\$ 234,000	53.66%
Diesel Fuel	\$ 7,536,450	\$ 5,685,210	\$ 5,685,210	\$ 5,504,300	-3.18%
Supplies	\$ 5,502,060	\$ 4,766,000	\$ 4,718,000	\$ 5,135,000	8.84%
Utilities	\$ 30,790	\$ 242,130	\$ 160,000	\$ 330,240	106.40%
Miscellaneous	\$ 55,450	\$ 42,960	\$ 76,280	\$ 54,400	-28.68%
<b>Total Operating Expenses</b>	<b>\$ 22,231,340</b>	<b>\$ 20,510,430</b>	<b>\$ 19,659,468</b>	<b>\$ 21,440,800</b>	<b>9.06%</b>

- Salaries and fringe benefits expenses increased due to normal salary increases, contractual union increases and increased health insurance costs.
- Service expenses decreased due to incurring credits to Subrogation in FY 2024 that are not anticipated in FY 2025.
- Diesel Fuel expense decreased primarily due to the increased implementation of electric buses.
- Supply expenses increased due to bus repair parts.
- Utility expenses increased due to additional electric buses in the fleet.
- Miscellaneous expenses decreased due to less expenses related to freight shipping.



### FLEET MAINTENANCE DIVISION OVERVIEW





## FACILITIES MAINTENANCE DIVISION OVERVIEW

### FACILITIES MAINTENANCE DEPARTMENT

The Facilities Maintenance Department is responsible for the ongoing upkeep and general maintenance of all PSTA properties, buildings, grounds, and other projects. The Facilities Department supports all the other departments within PSTA by method of demand-responsive service, state-of-good repair, capital planning, and 24/7 on-call service from both employees and the public alike. This includes requests for new benches and shelters, installation of new equipment, building repair (both interior and exterior), carpentry/electrical/plumbing/ and HVAC demands, maintenance support for PSTA's external real-time hardware components, and the general upkeep of PSTA's main Administrative Headquarters as well as four (4) passenger terminals, and two (2) Park-N-Ride lots located in Pinellas County. In addition, five (5) high ridership transfer locations are also maintained by the Department. To augment the staff of the Facilities Maintenance Department outside contractors and vendors support building and property related maintenance functions are also utilized.

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

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

- Over 4,400 bus stops, 527 bus shelters and 740 benches, using a staff of 15 people plus sub-contractors.
- Installation, maintenance and repair of PSTA amenities including;
- Bus stops, benches and landing pads.

- Landscaping at PSTA Headquarters, customer service centers, and other areas.
- General repair and routine maintenance for all locations.
- Support and maintenance of real-time hardware at the service centers.
- New construction of buildings, facilities, and capital asset infrastructure to support the on-going operations.
- Rehabilitation of existing PSTA structures and equipment.




The ongoing goals of the Facilities Maintenance Department are follows:

- Facilitate from traditional reactive and breakdown maintenance practices to a proactive maintenance program.
- Facilitate the adoption of a data collection system that allows discreet local management based on standardized data.
- Minimize interval or cycle-based maintenance where appropriate and cost effective.
- Develop and coordinate standardized facilities assessment policies and guidance.
- Develop and coordinate facilities maintenance self-assessments.
- Develop and advocate proper facilities maintenance resource strategies and rules-of-thumb.
- Maintain a clear facilities maintenance strategic plan. Develop benchmarks with best practices of like agencies to identify opportunities for improvement.



## FACILITIES MAINTENANCE DIVISION OVERVIEW

### Current Key Initiatives

 <p><b>Healthy Communities and Workforce</b></p>	<p><b>Resilience</b></p> <p>Lead agency initiatives, with the support of Finance, to implement projects that improve resilience such as a mobile command center, battery export power supply research and feasibility, and other related capital projects. Incorporate resilience into the TAMS.</p> <p><b>Workforce Training &amp; Well-being</b></p> <p>Participate in agency initiative to track and streamline workforce training. Maintain and Enhance Maintenance Certification Program.</p>
 <p><b>Resiliency</b></p>	<p><b>Energy</b></p> <p>Lead agency initiatives to reduce energy consumption and increase energy efficiency through projects such as sub-metering program, energy auditing, lighting upgrades, and the installation of renewable charging for the growing electric fleet.</p> <p><b>Water</b></p> <p>Lead agency initiatives to reduce water consumption and increase water use efficiency through projects such as sub-metering program, water use auditing, fixture upgrades, expanding leak detection programs, and replacing the aging bus washing facility.</p> <p><b>Waste &amp; Recycling</b></p> <p>Support agency initiatives to promote recycling to employees and passengers as well as leading waste auditing for improved waste reduction.</p>
 <p><b>Economic Vitality</b></p>	<p><b>Operating Expenses</b></p> <p>Work to find ways of improving efficiencies leading to cost reduction.</p> <p><b>Capital Projects</b></p> <p>Support capital project development and replacing or upgrading aging facilities.</p>



## FACILITIES MAINTENANCE DIVISION OVERVIEW

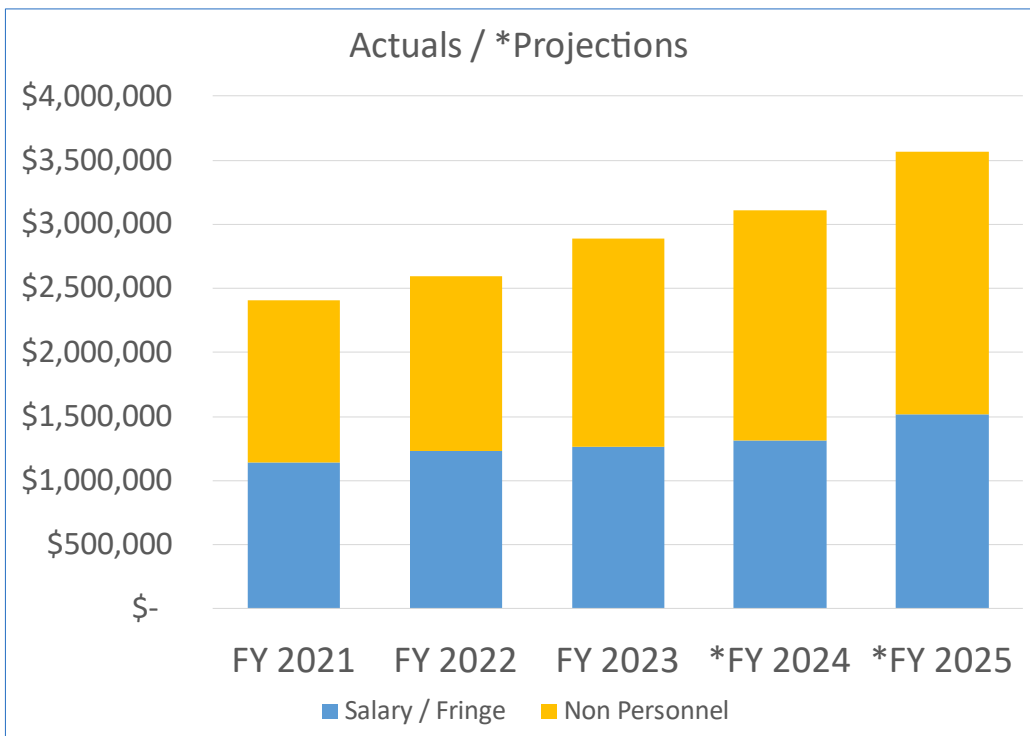
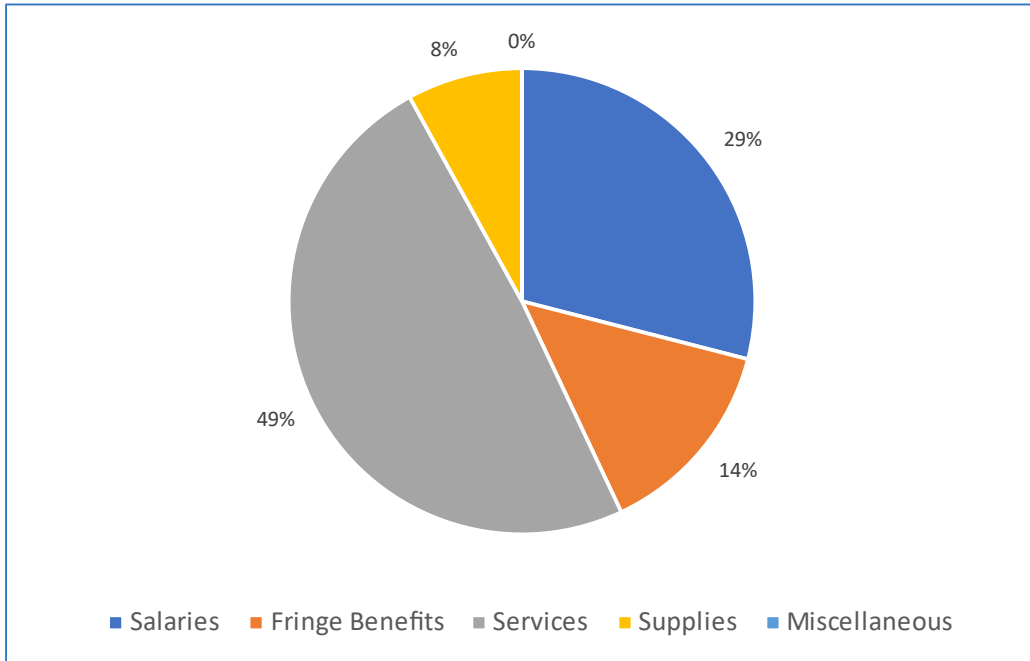
### FACILITIES MAINTENANCE DEPARTMENT BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Salaries	\$ 871,680	\$ 981,490	\$ 887,158	\$ 1,018,680	14.83%
Fringe Benefits	\$ 395,550	\$ 487,680	\$ 409,987	\$ 500,950	22.19%
Services	\$ 1,362,530	\$ 1,570,500	\$ 1,526,000	\$ 1,755,500	15.04%
Supplies	\$ 257,010	\$ 273,500	\$ 263,000	\$ 288,500	9.70%
Miscellaneous	\$ 4,900	\$ 6,400	\$ 6,400	\$ 6,400	0.00%
<b>Total Operating Expenses</b>	<b>\$ 2,891,670</b>	<b>\$ 3,319,570</b>	<b>\$ 3,092,545</b>	<b>\$ 3,570,030</b>	<b>15.44%</b>

- Salaries and fringe benefits expenses are increasing due to normal increases and increased health insurance costs.
- Service expenses increased due to maintenance services.
- Supply expenses increased due to increased janitorial supplies.



## FACILITIES MAINTENANCE DIVISION OVERVIEW





## **MAINTENANCE DIVISION OVERVIEW**

### **INVENTORY CONTROL DEPARTMENT**

The Inventory Control Division is overseen by the Superintendent of Inventory Control assisted by two (2) Lead Inventory Control Clerk and six (6) Inventory Control Clerks. The Inventory Control Division is staffed seven (7) days per week and twenty-four (24) hours per day (24/7).

The primary objective of the PSTA's Inventory Control Department is to ensure that parts and supplies are available for use in sufficient quantities all the while working towards reducing costs and controlling the number of non-moveable or slow-moving parts (those parts in stock over two (2) years or more).

Regular review of inventory is conducted to monitor the flow of parts and supplies. This information is used to establish a minimum and maximum estimate of the total parts and supplies needed. A physical count of inventory is

conducted throughout the fiscal year with an entire physical audit of the inventory conducted each year. Presently, the inventory control staff manages over ten thousand (10,000) different parts at a value of approximately four (4) million dollars.

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

- Shipping & Receiving for the entire organization.
- Management of all vehicle fluids, gases, and supplies.
- Tracking and handling of all vehicle warranty recovery claims and reimbursements.
- Tracking and management of uniforms for one hundred (100) Maintenance employees.





# GENERAL FUNCTION



## GENERAL FUNCTION DIVISION OVERVIEW

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

no employees assigned to this division. Expenses that pertain to the entire Authority rather than an individual division, i.e., legal services, utilities, tax collection fees, etc., are charged to the General Function Division.

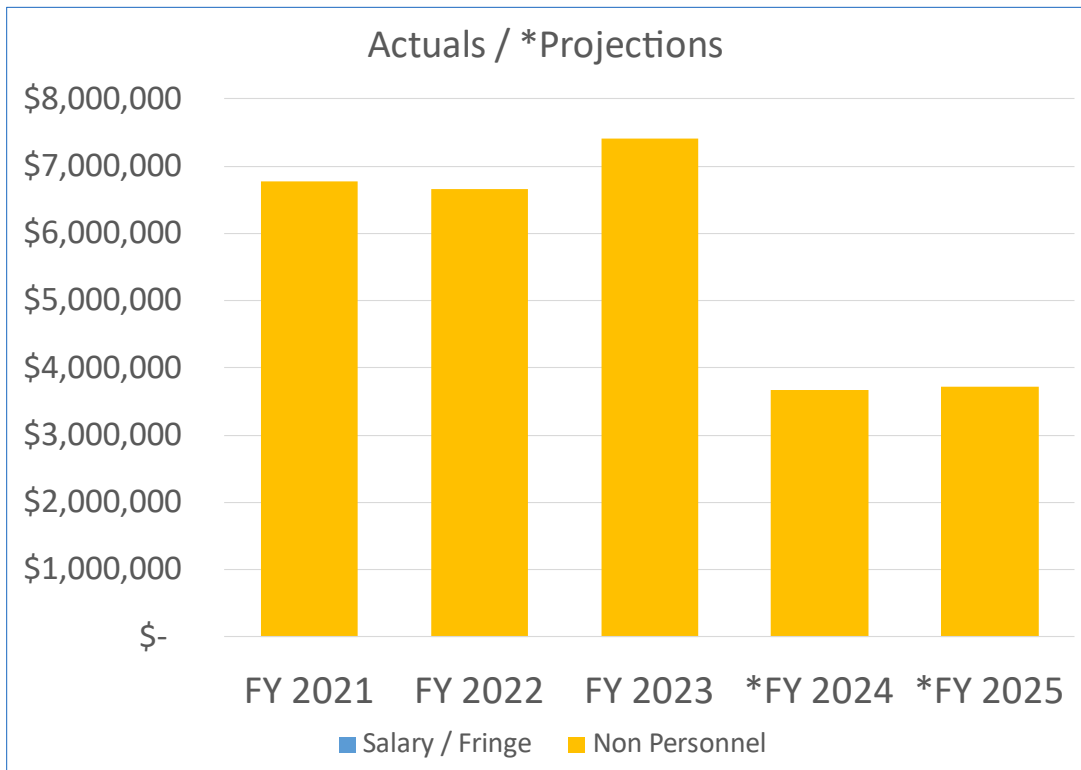
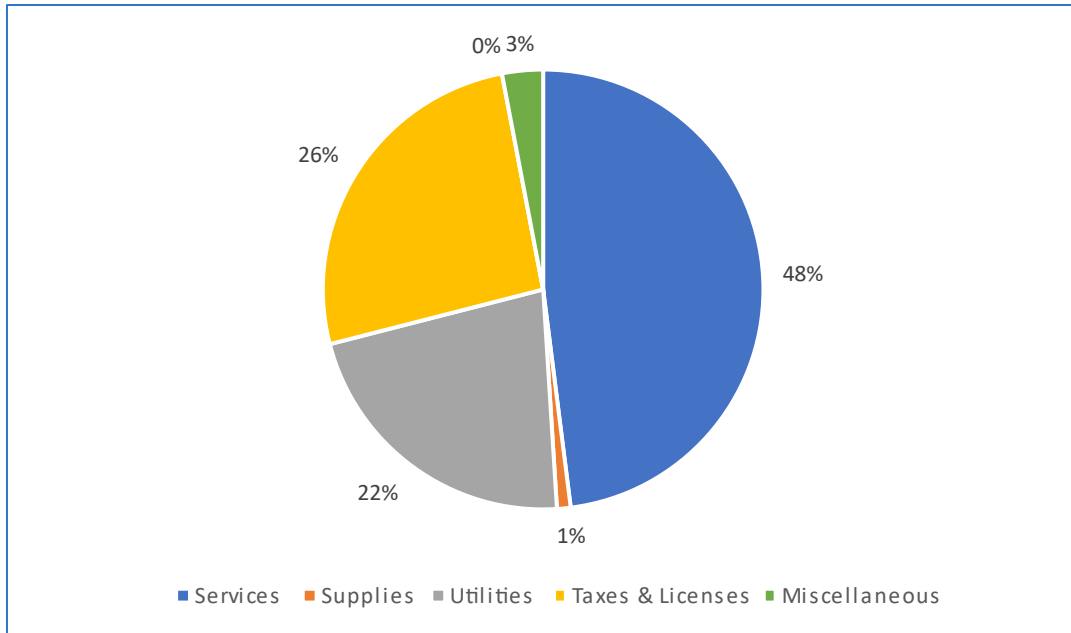
### GENERAL FUNCTION DIVISION BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Services	\$ 1,909,450	\$ 1,697,600	\$ 1,667,068	\$ 1,786,480	7.16%
Supplies	\$ 27,060	\$ 42,500	\$ 39,643	\$ 40,980	3.37%
Utilities	\$ 763,210	\$ 838,390	\$ 851,600	\$ 836,500	-1.77%
Taxes & Licenses	\$ 987,960	\$ 1,014,270	\$ 985,174	\$ 970,430	-1.50%
Privatized Transportation – Trolleys	\$ 3,614,800	\$ -	\$ -	\$ -	0.00%
Miscellaneous	\$ 109,310	\$ 125,500	\$ 126,840	\$ 109,000	-14.06%
<b>Total Operating Expenses</b>	<b>\$ 7,411,790</b>	<b>\$ 3,718,260</b>	<b>\$ 3,670,324</b>	<b>\$ 3,743,390</b>	<b>1.99%</b>

- Service expenses are increasing mainly due to costs associated with tax collection.
- Miscellaneous expenses decreased due to less expenditure anticipated for agency subscriptions.



### GENERAL FUNCTION DIVISION OVERVIEW





# **INSURANCE DIVISION**



### INSURANCE DIVISION OVERVIEW

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

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

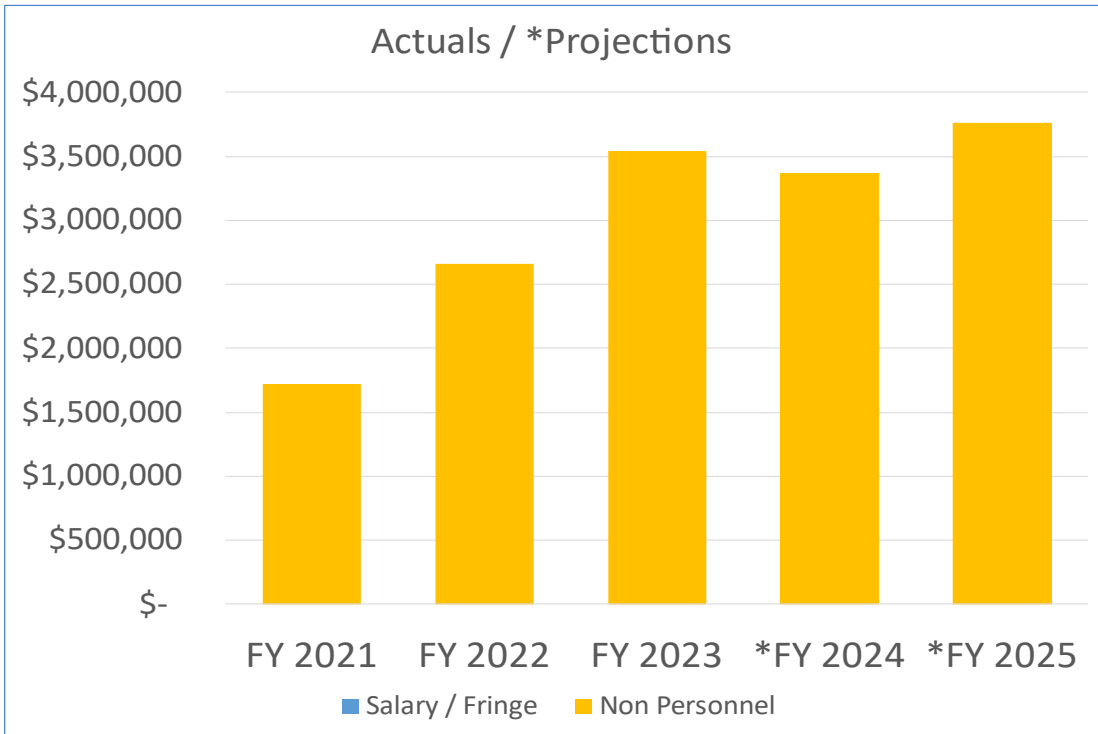
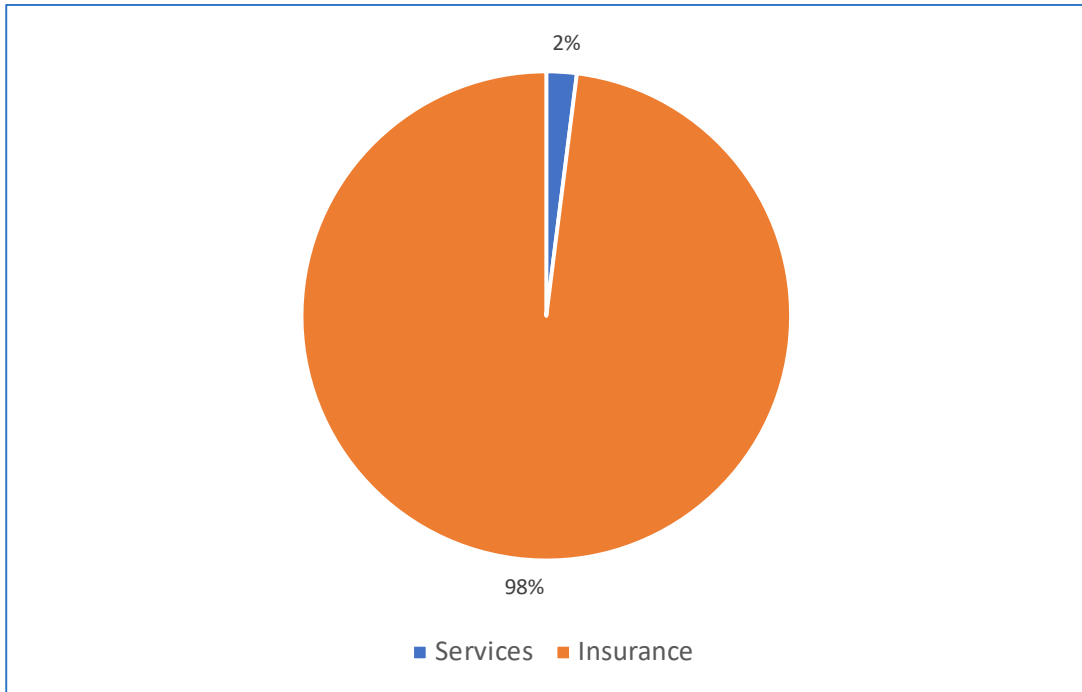
### INSURANCE DIVISION BUDGET

Expense Item	Actual FY 2023	Adopted FY 2024	Projected FY 2024	Adopted FY 2025	% Change FY 2024 FY 2025
Services	\$ 57,630	\$ 65,940	\$ 55,825	\$ 58,110	4.09%
Insurance	\$ 3,483,270	\$ 3,495,700	\$ 3,312,074	\$ 3,703,510	11.82%
<b>Total Operating Expenses</b>	<b>\$ 3,540,900</b>	<b>\$ 3,561,640</b>	<b>\$ 3,367,899</b>	<b>\$ 3,761,620</b>	<b>11.69%</b>

- Service expenses increased marginally.
- Insurance expenses increased due to anticipated market increases.



### INSURANCE DIVISION OVERVIEW





# CAPITAL BUDGET



## CAPITAL BUDGET OVERVIEW

### CAPITAL BUDGET SUMMARY

Presented below is the Capital Improvement Plan for fiscal years 2025 – 2029. Included in this plan are the capital expenditures necessary to sustain and improve the equipment, facilities, and technology of the Pinellas Suncoast Transit Authority. Capital expenditures create future benefits and are incurred when capital finances are used to purchase capital assets with a useful life of at least one year or to add value to an existing capital asset (as is the case in associated capital). The capital asset capitalization threshold is \$5,000 with a useful life of at least one year. PSTA has budgeted \$46,098,202 in capital expenditures for FY 2025.

### CAPITAL BUDGET PROCESS

As part of The Authority’s budgeting process, the Finance Division meets annually with project managers, Directors, and Chiefs for their respective areas. The management staff is asked to project needs for future expenditures in the current year and the next five years which supports the Sustainability Strategic Plan. In the case of the FY 2025 capital budget, the staff was asked to project the forecast for the current FY 2024 and FY 2025 – 2029 expected project expenditures. After the meetings, the Finance Division develops the FY 2025 budget and the FY 2026 – 2029 capital improvement plan and then is presented to the Chief Executive Officer. The capital budget and plan are then presented to the Finance and Planning committees and then to the PSTA Board of Directors for final approval. The PSTA Board of Directors approves the capital budget during a series of two public hearings in September.

### CAPITAL BUDGET FUNDING

The total capital budget for the fiscal year 2025 is \$46,098,202. The funding for the capital budget is listed below:

Funding Agencies	2025 Funding Amount
Capital Reserve	\$ 836,163
City of St. Petersburg	\$ 161,754
FDOT	\$ 438,015
FTA Current Grants	\$ 36,876,566
FTA Future - Discretionary	\$ 2,000,000
FTA Future - Formula	\$ 5,350,038
Ferry Local Contributions	\$ 218,333
In-Kind Local	\$ 217,333
<b>Total Funding - FY 2025 Capital Budget</b>	<b>\$ 46,098,202</b>

The Federal Transit Administration is responsible for 66% of the funding for the FY 2025 capital budget, with Sections 5307, 5309, 5310, 5312, 5337, 5339, and other miscellaneous grant funds.

Section 5307, 5337, and 5339 – Urbanized Formula Grants that have been awarded and being used are \$56.1 million. Transit agencies are eligible for these funds based upon legislative formulas. For areas of 50,000 to 199,999 in population, the formula is based on population and population density. For areas with populations of 200,000 and more, the formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, fixed guideway revenue vehicle miles, and fixed guideway route miles as well as population and population density. For matching, the





**Pinellas Suncoast Transit Authority**      **ADOPTED FY 2025 BUDGET**

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

The eligible activities, that relate to PSTA, are planning, engineering, design and evaluation of transit projects and other technical transportation-related studies, capital investments in bus and bus-related activities such as replacement, overhaul and rebuilding of buses, crime prevention, security equipment, construction and maintenance of passenger facilities, and computer hardware and software.

In addition, associated transit improvements and certain expenses associated with mobility management programs are eligible under the program. All preventive maintenance and some Americans with Disabilities Act complementary paratransit service costs are considered capital costs.

For the five-year capital plan, the following funding sources are identified.

Funding Sources	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Capital Reserve	\$ 836,163	\$ 843,600	\$ 1,393,600	\$ 1,543,600	\$ -
City of St. Petersburg	\$ 161,754	\$ -	\$ -	\$ -	\$ -
FDOT	\$ 438,015	\$ 2,543,333	\$ 218,333	\$ -	\$ -
Ferry Local Contributions	\$ 218,333	\$ 218,333	\$ 218,333	\$ -	\$ -
Forward Pinellas	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -
FTA Current Grants	\$ 36,876,566	\$ 14,223,230	\$ 2,050,000	\$ 550,000	\$ 800,000
FTA Future - Discretionary	\$ 2,000,000	\$ 21,350,000	\$ -	\$ -	\$ -
FTA Future - Formula	\$ 5,350,038	\$ 2,781,950	\$ 3,915,950	\$ 24,236,520	\$ 2,753,000
FY 2025 FTA	\$ -	\$ 850,000	\$ -	\$ -	\$ -
In-Kind Local	\$ 217,333	\$ -	\$ -	\$ -	\$ -
Pinellas County	\$ -	\$ -	\$ 8,000,000	\$ -	\$ -
VW Settlement	\$ -	\$ 18,000,000	\$ -	\$ -	\$ -
<b>Total Funding FY 2005-2029 Capital Plan</b>	<b>\$ 46,098,202</b>	<b>\$ 60,810,447</b>	<b>\$ 17,796,217</b>	<b>\$ 26,330,120</b>	<b>\$ 3,553,000</b>



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

Federal Transit Administration Funding	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
5307 Urbanized Formula Grants	\$ 16,509,939	\$ 11,799,516	\$ 5,958,950	\$ 24,779,520	\$ 3,546,000
5309 FTA	-	850,000	-	-	-
5312 Innovation and Development Grant	24,000	14,000	-	-	-
5337 Urbanized Formula Grants	7,000	7,000	7,000	7,000	7,000
5339 Urbanized Formula Grants	25,685,664	7,684,664	-	-	-
5339 Discretionary Grants	-	-	-	-	-
Rebuilding American Infrastructure with Sustainability & Equity (RAISE)	2,000,000	18,000,000	-	-	-
<b>Total Federal Transit Administration Funding FY 2025-2029</b>	<b>\$ 44,226,603</b>	<b>\$ 38,355,180</b>	<b>\$ 5,965,950</b>	<b>\$ 24,786,520</b>	<b>\$ 3,553,000</b>

As each year progresses, the grants department makes applications to various funding sources to secure the necessary monies to pay for the various projects in the capital plan. The grant applications completed in FY 2024 for future years projects is \$25,287,705. All of these funds are formula funds and are allocated each year to the urbanized area. These funds are dedicated for the continued sustainability plan of serving Pinellas

County with more efficient modes of transportation such as hybrid and electric buses that have low to no emissions and other normal asset replacements. Out of this funding PSTA will use \$5,638,677 toward administrative, preventive maintenance labor, and short-range planning costs, leaving \$19,649,028 for capital projects.



## EXPENDITURES

**Vehicles** – Vehicles are budgeted at \$27,185,664 or 58% of the total capital budget. This budget includes the purchase of electric buses and related replacement components.

**Passenger Amenities** – Passenger Amenities are budgeted at \$3,564,448 or 8% of the total capital budget. This budget includes the purchase of replacement shelters, and additional SunRunner communications.

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

**Training and Third-Party Contracts** – Training and third-party contracts are budgeted at \$2,091,088 or 5% of the total capital budget. This budget includes a community bus plan update and PSTA's South St. Pete Study project.

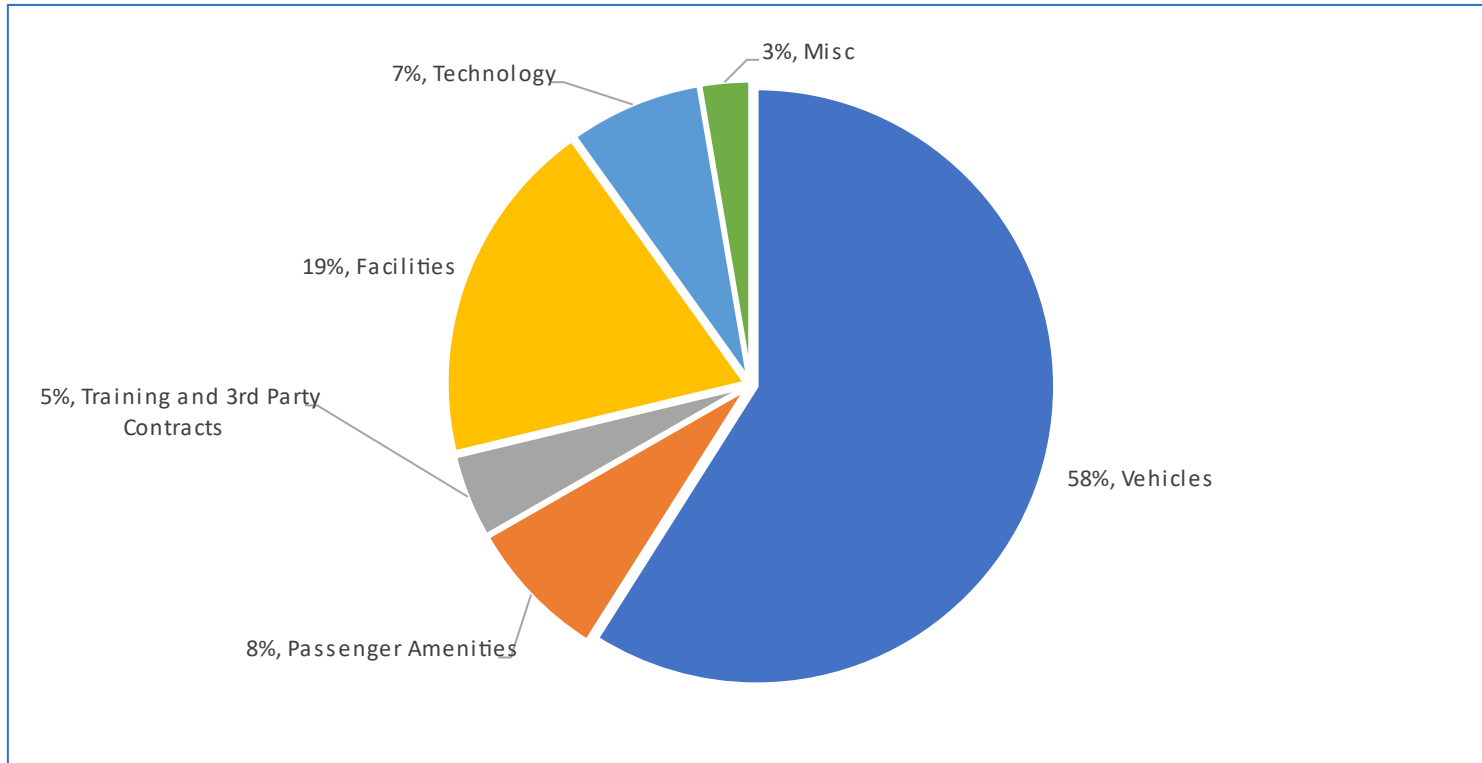
**Facilities** – Facilities are budgeted at \$8,702,600 or 19% of the total capital budget. The largest projects are the Clearwater Multimodal Transit Center construction project and the Solar Panels project.

**Technology** – Technology is budgeted at \$3,315,569 or 7% of the total capital budget. Key projects include bus modems, the Hastus Upgrade project, and Main Campus Switch Replacement Phase 2.

**Miscellaneous and Contingency** – Miscellaneous and contingency is budgeted at \$1,238,834 or 3% of the total capital budget. The largest portion is the contingency budget of \$250,000. This amount is utilized throughout the year for unanticipated needs.

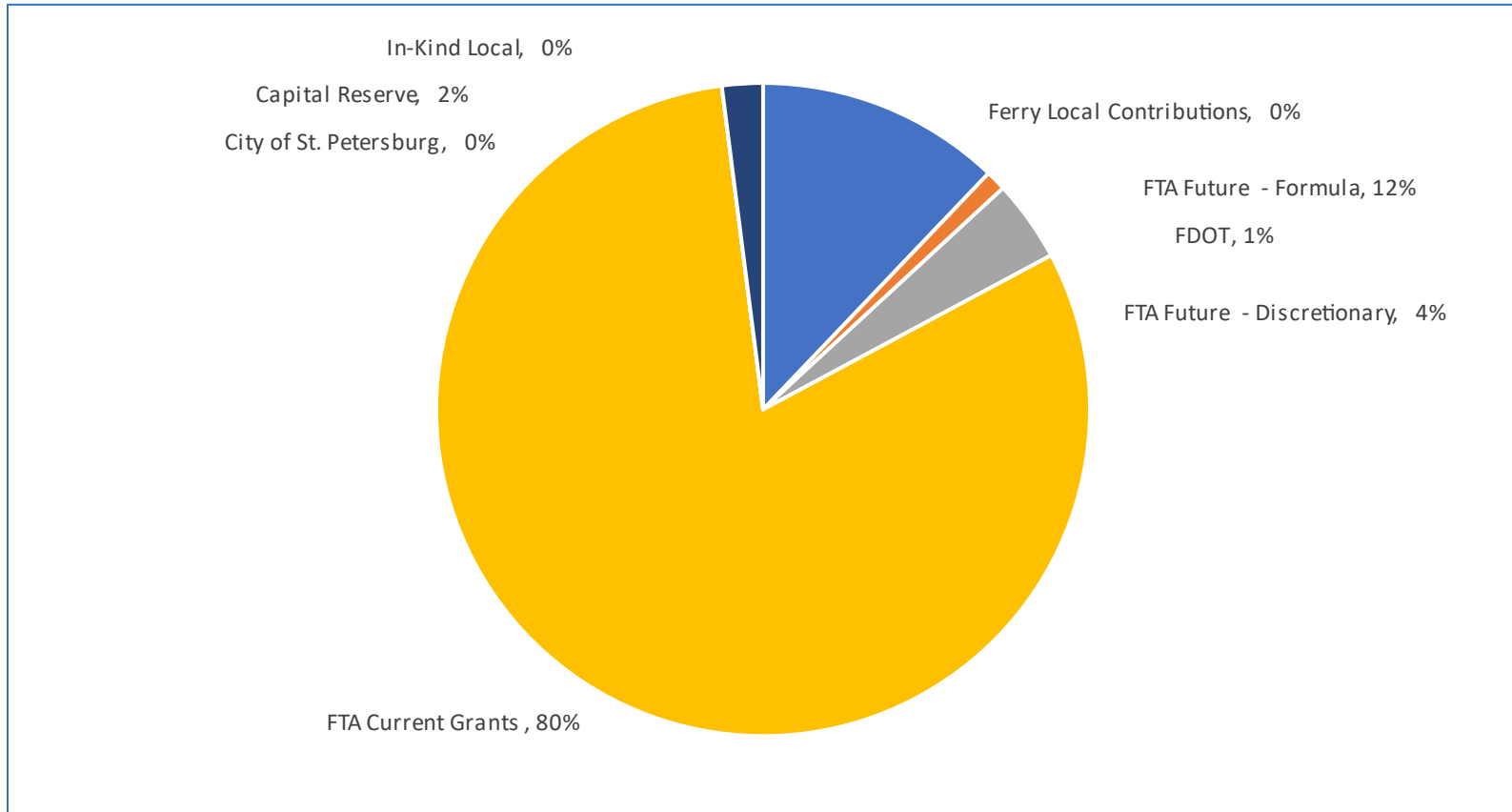


### FY 2025 Capital Budget by Category





### FY 2025 Capital Projects Funding Sources



The five-year capital plan represents the collaborative and thoughtful approach that Pinellas Suncoast Transit Authority has taken to achieve the Sustainability Strategic Plan goals for the future. It is

important to note that this approach is done with the assistance of the PSTA staff, the PSTA Board of Directors and most importantly the citizens and visitors of Pinellas County.



## **Capital Projects Effects on Future Operating Budgets**

The purchase of sixty electric vehicles over the next year or two, dependent on manufacturer delivery schedules, will cumulatively save the Agency in fuel costs and maintenance. The agency is also preparing to have increased operating costs in the form of propulsion power. Additional projects are included to ensure charging equipment is available and can connect to the local electrical grid.

When construction for the Clearwater Multimodal Transit Center is complete in a few years, the Facilities Maintenance division will have increased costs. Additionally, usage of utilities will increase.

The Solar project is a significant and phased project. With each phase completion PSTA will immediately see savings in electricity costs.





### PASSENGER AMENITIES PROJECTS

Project Type	Project Title	Funding	FY 2024 Adopted Budget	Total Project Est Budget	FY 2025 Project Plan	FY 2026 Project Plan	FY 2027 Project Plan	FY 2028 Project Plan	FY 2029 Project Plan
Passenger Amenities	ADA Landing Pads FY20	FL-2017-024	-	88,250	-	-	-	-	-
	ADA Landing Pads FY20	FL-2017-109	-	316,487	-	-	-	-	-
	ADA Landing Pads FY20	FL-90-X841	-	30,825	-	-	-	-	-
	ADA Landing Pads FY20	FL-2021-001	50,000	309,474	-	-	-	-	-
	ADA Landing Pads FY20	Capital Reserve	-	19,900	-	-	-	-	-
	ADA Landing Pads FY20	See Above	50,000	764,936	-	-	-	-	-
	Shelters Current	FL-2017-109	-	7,448	-	-	-	-	-
	Shelters Current	FL-2018-080	-	49,051	-	-	-	-	-
	Shelters Current	FL-2019-085	50,000	234,842	-	-	-	-	-
	Shelters Current	FL-2021-001	150,000	158,615	-	-	-	-	-
	Shelters Current	FL-2021-075	-	149,095	-	-	-	-	-
	Shelters Current	Capital Reserve	-	50,000	-	-	-	-	-
	Shelters Current	See Above	200,000	649,051	-	-	-	-	-
	Shelters Future	FL-2021-075	-	150,905	150,905	-	-	-	-
	Shelters Future	FL-2022-049	-	300,000	-	150,000	150,000	-	-
	Shelters Future	FTA Future - Formula	350,000	150,000	-	-	-	-	150,000
	Shelters Future	FL-2022-069	-	150,000	-	-	-	150,000	-
	Shelters Future	See Above	350,000	750,905	150,905	150,000	150,000	150,000	150,000
	ADA and Bus Shelter Pads	FTA Future - Formula	-	750,000	150,000	150,000	150,000	150,000	150,000
	ADA and Bus Shelter Pads	Capital Reserve	150,000	-	-	-	-	-	-
	ADA and Bus Shelter Pads	See Above	150,000	750,000	150,000	150,000	150,000	150,000	150,000
	SunRunner BRT Design	FDOT	-	1,000,000	-	-	-	-	-
	SunRunner BRT Design	Capital Reserve	-	1,000,000	-	-	-	-	-
	SunRunner BRT Construction, and Buses	Capital Reserve	-	5,732,071	-	-	-	-	-
	SunRunner BRT Construction, and Buses	FDOT	-	8,397,073	-	-	-	-	-
	SunRunner BRT Construction, and Buses	FL-2020-071	-	20,516,000	-	-	-	-	-
	SunRunner BRT Construction, and Buses	ARP	-	1,589,328	-	-	-	-	-
	SunRunner BRT Construction, and Buses	City of St. Petersburg	-	2,915,000	-	-	-	-	-
	<b>Total SunRunner BRT</b>	<b>See Above</b>		<b>41,149,472</b>					
	SunRunner Improvements	FL-2022-037	1,126,000	1,546,000	343,480	-	-	-	-
	SunRunner Improvements Force Account	FL-2022-037	141,209	141,209	70,000	56,628	-	-	-
	SunRunner Improvements	Capital Reserve	727,000	727,000	27,000	-	-	-	-
	SunRunner Improvements	City of St. Petersburg	385,000	385,000	106,754	-	-	-	-
	SunRunner Improvements	FDOT	962,000	962,000	162,182	-	-	-	-
	SunRunner Improvements	FL-2020-071	1,320,000	1,320,000	251,181	-	-	-	-
	SunRunner Improvements	See Above	4,661,209	5,081,209	960,597	56,628	-	-	-
	Bus Stop Inventory Updates	FL-2019-085	-	420,000	-	-	-	-	-
	Ferry Boat Repairs	Capital Reserve	-	100,000	100,000	-	-	-	-
	SunRunner Communications & Public Education	Capital Reserve	-	1,245,288	-	-	-	-	-
	Park Street Roof	Capital Reserve	-	250,000	-	-	-	-	-
ADA Landing Pads FY22	Capital Reserve	-	299,113	-	-	-	-	-	
St. Pete Pier Tram & PSTA En-Route Chargers	FL 24 Earmark	-	1,116,279	1,116,279	-	-	-	-	
St. Pete Pier Tram & PSTA En-Route Chargers	FL-2023-044	-	600,000	600,000	-	-	-	-	
St. Pete Pier Tram	City of St. Petersburg	-	50,000	50,000	-	-	-	-	
St. Pete Pier Tram & PSTA En-Route Chargers	See Above	-	1,766,279	1,766,279	-	-	-	-	





### PASSENGER AMENITIES PROJECTS

Project Type	Project Title	Funding	FY 2024 Adopted Budget	Total Project Est Budget	FY 2025 Project Plan	FY 2026 Project Plan	FY 2027 Project Plan	FY 2028 Project Plan	FY 2029 Project Plan
Passenger Amenities	34th Street Spark	Forward Pinellas SU Funds - Prospective		1,500,000	-	-	1,500,000	-	-
	34th Street Spark	FY 2025 Earmark	-	850,000	-	850,000	-	-	-
	34th Street Spark	See Above		2,350,000	-	850,000	1,500,000	-	-
	Clearwater-Duned in-Clearwater Beach Ferry Service	FDOT	-	655,000	218,333	218,333	218,333	-	-
	Clearwater-Duned in-Clearwater Beach Ferry Service	Ferry Local Contributions	-	655,000	218,333	218,333	218,333	-	-
	Clearwater-Duned in-Clearwater Beach Ferry Service	See Above	-	1,310,000	436,667	436,667	436,667	-	-
<b>Total Passenger Amenities</b>			<b>5,411,209</b>	<b>56,886,253</b>	<b>3,564,448</b>	<b>1,643,295</b>	<b>2,236,667</b>	<b>300,000</b>	<b>300,000</b>



### TRAINING AND THIRD-PARTY PROJECTS

Project Type	Project Title	Funding	FY 2024 Adopted Budget	Total Project Est Budget	FY 2025 Project Plan	FY 2026 Project Plan	FY 2027 Project Plan	FY 2028 Project Plan	FY 2029 Project Plan
Training and 3rd Party Contracts	ADA Travel Training / In-Person Assessments Program	FL-2019-085	-	125,000	-	-	-	-	-
	ADA Travel Training / In-Person Assessments Program	FL-2021-001	25,000	25,000	-	-	-	-	-
	ADA Travel Training / In-Person Assessments Program	FL-2021-075	25,000	25,000	-	-	-	-	-
	ADA Travel Training / In-Person Assessments Program	FTA Future - Formula	25,000	134,750	66,088	64,000	16,000	-	-
	ADA Travel Training / In-Person Assessments Program	Capital Reserve	-	33,688	-	-	-	-	-
	ADA Travel Training / In-Person Assessments Program	See Above	75,000	343,438	66,088	64,000	16,000	-	-
	Employee Education	FL-2017-109	-	17,500	-	-	-	-	-
	Employee Education	FL-2017-080	-	20,000	-	-	-	-	-
	Employee Education	FL-2019-085	-	20,000	-	-	-	-	-
	Employee Education	FTA Future - Formula	20,000	100,000	20,000	20,000	20,000	20,000	-
	Employee Education	See Above	20,000	157,500	20,000	20,000	20,000	20,000	-
	Employee Training	FL-2018-080	-	618	-	-	-	-	-
	Employee Training	FL-2019-085	-	19,382	-	-	-	-	-
	Employee Training	FL-2021-001	-	20,000	-	-	-	-	-
	Employee Training	FL-2021-075	-	20,000	-	-	-	-	-
	Employee Training	See Above	-	60,000	-	-	-	-	-
	Community Bus Plan Update	FL-2018-080	-	183,425	18,343	-	-	-	-
	Community Bus Plan Update	FL-2019-085	-	239,388	23,939	-	-	-	-
	Community Bus Plan Update	FL-2021-001	300,000	377,187	37,719	-	-	-	-
	Community Bus Plan Update	See Above	300,000	800,000	80,000	-	-	-	-
	Transit Oriented Development (TOD) Study	FL-2019-039	-	1,200,000	-	-	-	-	-
	Transit Oriented Development (TOD) Study	Capital Reserve	-	111,788	-	-	-	-	-
	Transit Oriented Development (TOD) Study	City of St. Petersburg	-	167,201	-	-	-	-	-
	Transit Oriented Development (TOD) Study	Forward Pinellas	-	21,011	-	-	-	-	-
	Transit Oriented Development (TOD) Study	See Above	-	1,500,000	-	-	-	-	-
	AOPP - South St. Pete CRA Mobility Study	FL-2023-017	337,500	360,000	180,000	-	-	-	-
	AOPP - South St. Pete CRA Mobility Study	FDOT	18,750	20,000	10,000	-	-	-	-
	AOPP - South St. Pete CRA Mobility Study	Capital Reserve	9,375	10,000	5,000	-	-	-	-
	AOPP - South St. Pete CRA Mobility Study	City of St. Petersburg	9,375	10,000	5,000	-	-	-	-
	AOPP - South St. Pete CRA Mobility Study	See Above	375,000	400,000	200,000	-	-	-	-
	PSTA Mobility Management Implementation Plan	FL-2021-075	25,000	25,000	-	-	-	-	-
	Bus Stop Site Evaluations	FL-2019-085	60,000	600,000	200,000	200,000	-	-	-
	Van Pool	FDOT	1,014,000	-	-	-	-	-	-
	Van Pool	FL-2019-015	-	1,500,000	1,500,000	-	-	-	-
	Van Pool	See Above	1,014,000	2,100,000	1,500,000	-	-	-	-
	MPO Planning Grant	FDOT	-	216,000	-	-	-	-	-
	Clearwater Communication Plan	Capital Reserve	-	50,000	12,500	25,000	-	-	-
	Clearwater Communication Plan	FDOT	-	50,000	12,500	25,000	-	-	-
	Clearwater Communication Plan	See Above	-	100,000	25,000	50,000	-	-	-
	TAM Plan Update	FTA Future - Formula	-	100,000	-	100,000	-	-	-
ADA Travel Training / In-Person Assessments Program Placeholder	FTA Future - Formula	-	288,000	-	-	96,000	96,000	96,000	
<b>Total Training and Third Party Contracts</b>			<b>1,869,000</b>	<b>6,089,938</b>	<b>2,091,088</b>	<b>434,000</b>	<b>132,000</b>	<b>116,000</b>	<b>96,000</b>



### FACILITIES PROJECTS

Project Type	Project Title	Funding	FY 2024 Adopted Budget	Total Project Est Budget	FY 2025 Project Plan	FY 2026 Project Plan	FY 2027 Project Plan	FY 2028 Project Plan	FY 2029 Project Plan
Facilities	Clearwater Multimodal Transit Center Construction	See Above	9,907,087	42,842,310	-	-	-	-	-
	Chargers - Electric Buses Y2	See Above	3,661,712	3,661,712	-	-	-	-	-
	Chargers - Electric Buses Y3	FL-2021-075	3,661,712	3,661,712	-	-	-	-	-
	Park Street - State of Good Repair	Capital Reserve	153,000	-	-	-	-	-	-
	Park Street Terminal - Retrofit	Capital Reserve	250,000	250,000	-	-	-	-	-
	Security and Safety Systems	FL-2017-109	-	750,000	-	-	-	-	-
	Security and Safety Systems	Capital Reserve	-	105,767	-	-	-	-	-
	Audio Visual Equipment - Replacement	FL-2021-075	275,000	275,000	275,000	-	-	-	-
	Solar Panels	Capital Reserve	20,000	20,000	-	-	-	-	-
	Solar Panels	FL-2021-075	1,157,332	1,184,571	-	-	-	-	-
	Solar Panels	FTA Future - Formula	2,995,865	2,750,000	2,750,000	-	-	-	-
	Solar Panels	FL-2023-069	-	345,895	-	-	-	-	-
	Solar Panels Allocation	FTA Future - Discretionary	-	3,350,000	-	3,350,000	-	-	-
	Solar Panels	See Above	4,173,197	7,650,466	2,750,000	3,350,000	-	-	-
	Electric Infrastructure Phase I	Capital Reserve	543,600	5,592,158	543,600	543,600	543,600	543,600	-
	Electric Infrastructure Phase II	FL-2023-069	5,789,472	6,875,000	-	-	-	-	-
	Electric Infrastructure Phase II	FL-2023-061	4,210,528	3,125,000	-	-	-	-	-
	Electric Infrastructure Phase II	See Above	10,000,000	10,000,000	-	-	-	-	-
	Garage Rollup Doors	FL-2019-085	400,000	400,000	400,000	-	-	-	-
	Fire Monitoring & Alarm System Replacement	FL-2021-001	200,000	200,000	-	-	-	-	-
	Charging Area Design Services	FL-2018-080	60,000	86,635	-	-	-	-	-
	Grand Central Expansion	Capital Reserve	1,000,000	-	-	-	-	-	-
	Grand Central Expansion	FTA Future - Formula	1,100,000	-	-	-	-	-	-
	Grand Central Expansion	See Above	2,100,000	-	-	-	-	-	-
	HQ Roof Repairs	Capital Reserve	1,050,000	1,050,000	-	-	-	-	-
	Clearwater Multimodal Transit Center Preliminary Studies	FL-04-0135	-	249,936	-	-	-	-	-
	Clearwater Multimodal Transit Center	FL-04-0135	-	1,000,064	-	-	-	-	-
	Clearwater Multimodal Transit Center Design	FL-2018-080	-	1,616,143	-	300,000	-	-	-
	Clearwater Multimodal Transit Center Design	FL-2021-001	-	391,938	-	391,938	-	-	-
	Clearwater Multimodal Transit Center Design	FL-2017-024	-	88,696	84,000	-	-	-	-
	Clearwater Multimodal Transit Center Construction	FTA Future - Discretionary	-	20,000,000	2,000,000	18,000,000	-	-	-
	Clearwater Multimodal Transit Center Construction	FL-2023-069	-	4,150,000	2,650,000	700,000	800,000	-	-
	Clearwater Multimodal Transit Center Construction	FL-2022-049	-	4,000,000	-	4,000,000	-	-	-
	Clearwater Multimodal Transit Center Construction	FTA Future - Formula	-	1,352,310	-	109,000	1,200,000	-	-
	Clearwater Multimodal Transit Center Construction	FDOT	-	2,300,000	-	2,300,000	-	-	-
	Clearwater Multimodal Transit Center Construction	Forward Pinellas	-	2,000,000	-	-	2,000,000	-	-
	Clearwater Multimodal Transit Center Construction	Pinellas County	-	8,000,000	-	-	8,000,000	-	-
	Clearwater Multimodal Transit Center Construction	FL-2023-044	-	600,000	-	-	600,000	-	-
	Clearwater Multimodal Transit Center Construction	City of Clearwater (Land)	-	3,900,000	-	-	-	-	-
	Clearwater Multimodal Transit Center Construction	Capital Reserve	-	1,000,000	-	100,000	850,000	-	-
	Clearwater Multimodal Transit Center	See Above	-	50,399,151	4,734,000	25,900,938	13,450,000	-	-
	Facilities Major Emergency Repairs/Replacements	Capital Reserve	-	-	-	-	-	-	-
	Transcore Equipment Upgrade	FL-2017-109	-	22,093	-	-	-	-	-
	Parts Room Windshield Shelving	Capital Reserve	-	18,533	-	-	-	-	-
	Replacement Fuel Lane Charger	Capital Reserve	-	73,100	-	-	-	-	-
<b>Total Facilities</b>			<b>37,878,697</b>	<b>130,895,004</b>	<b>8,702,600</b>	<b>29,794,538</b>	<b>13,993,600</b>	<b>543,600</b>	<b>-</b>



### TECHNOLOGY PROJECTS

Project Type	Project Title	Funding	FY 2024 Adopted Budget	Total Project Est Budget	FY 2025 Project Plan	FY 2026 Project Plan	FY 2027 Project Plan	FY 2028 Project Plan	FY 2029 Project Plan
Technology	Clever Devices Retrofit (IVN 5) / Bus Modems	FL-2022-049	2,323,115	2,617,500	-	-	-	-	-
	Clever Devices Retrofit (IVN 5) / Bus Modems	FL-2019-085	-	651,000	-	-	-	-	-
	Clever Devices Retrofit (IVN 5) / Bus Modems	See Above	2,323,115	3,268,500	-	-	-	-	-
	Data Center Upgrade - DRaS	FL-2018-080	-	-	-	-	-	-	-
	Data Center Upgrade - DRaS	FL-2019-085	-	250,000	-	-	-	-	-
	Data Center Upgrade - DRaS	See Above	-	250,000	-	-	-	-	-
	Main Campus Network Switch Replacement	Capital Reserve	120,293	120,294	-	-	-	-	-
	Main Campus Network Switch Replacement	FL-2017-109	35,157	35,157	-	-	-	-	-
	Main Campus Network Switch Replacement Ph 1	See Above	155,450	155,450	-	-	-	-	-
	Distribution Switch & Router Replacement	FL-2023-069	115,000	345,000	184,884	-	-	-	-
	APC Replacement	FTA Future - Formula	-	1,500,000	-	-	-	-	1,500,000
	Computer Refresh Project HW	FL-2023-069	35,000	500,000	500,000	-	-	-	-
	Computer Refresh Project SW	FL-2023-069	15,000	100,000	-	-	-	-	-
	Computer Refresh Project	See Above	50,000	600,000	500,000	-	-	-	-
	Purchase Servers / Phones	FL-90-X873	-	200,400	-	-	-	-	-
	Purchase Servers / Phones	FL-2019-085	-	175,000	-	-	-	-	-
	Purchase Servers / Phones	See Above	-	375,400	-	-	-	-	-
	Copier - Printer Replacement	FTA Future - Formula	-	130,000	65,000	65,000	-	-	-
	Purchase Servers - Future	FTA Future - Formula	-	250,000	-	-	250,000	-	-
	Fiber Expansion Project	FL-2022-037	120,000	385,000	150,000	150,000	-	-	-
	Hastus Upgrade - Core	FL-2022-049	750,000	750,000	211,317	-	-	-	-
	Hastus Upgrade - Core	FTA Future - Formula	-	750,000	-	-	-	-	750,000
	Hastus Upgrade - Core	See Above	750,000	1,500,000	211,317	-	-	-	750,000
	Document Image Software	FL-2019-085	-	50,000	-	50,000	-	-	-
	Mobility on Demand Software (Spare)	FL-2017-024	153,000	870,300	153,000	-	-	-	-
	Integrating Direct Connect Program Into Transit	FL-2021-013	24,000	120,000	24,000	14,000	-	-	-
	Integrating Direct Connect Program Into Transit	Transit App	-	30,000	-	-	-	-	-
	Integrating Direct Connect Program Into Transit Post-acceptance Module Modifications	See Above	24,000	150,000	24,000	14,000	-	-	-
		FL-2017-024	-	41,300	-	-	-	-	-
	Flamingo Fares Enhancement	FL-2017-109	118,800	118,800	-	-	-	-	-
	Flamingo Fares Enhancement	Capital Reserve	112,444	112,444	-	-	-	-	-
	Flamingo Fares Enhancement	See Above	231,244	231,244	-	-	-	-	-
	Flamingo Discount Verification Pilot	Capital Reserve	100,000	275,000	100,000	175,000	-	-	-
	Website Update	FL-2021-001	200,000	300,000	250,000	25,000	-	-	-
	Printer/Copier for Transportation	FL-2017-109	-	7,778	-	-	-	-	-
	Cleverworks	FTA Future - Formula	-	500,000	-	-	-	500,000	-
	APC Hardware & Software	FTA Current	-	90,000	70,000	-	-	-	-
	SunRunner Station Communication Improvement	FTA Future - Formula	-	500,000	250,000	250,000	-	-	-
	Cyber Security Incident Response Plan	FTA Future - Formula	-	25,000	25,000	-	-	-	-
	SunRunner Hardware Equipment Replacement	FTA Future - Formula	-	360,000	-	-	160,000	100,000	100,000
Core Switch 1 Replacement	FTA Future - Formula	-	100,000	-	-	100,000	-	-	
Core Switch 2 Replacement	FTA Future - Formula	-	100,000	-	-	-	100,000	-	
Access Point Equipment Replacement	FTA Future - Formula	-	200,000	100,000	100,000	-	-	-	
Real Time Information Improvement	FTA Future - Formula	-	100,000	-	-	100,000	-	-	
CashApp Option for Init	FTA Future - Formula	-	50,000	-	50,000	-	-	-	
RidePSTA Website Upgrade	FTA Future - Formula	-	78,500	-	-	-	-	-	
Spare Improvements	FTA Future - Formula	-	50,000	-	50,000	-	-	-	
TD Web Based Application	FTA Future - Formula	-	100,000	100,000	-	-	-	-	



### TECHNOLOGY PROJECTS

Project Type	Project Title	Funding	FY 2024 Adopted Budget	Total Project Est Budget	FY 2025 Project Plan	FY 2026 Project Plan	FY 2027 Project Plan	FY 2028 Project Plan	FY 2029 Project Plan
Technology	Bus Yard Automation Demonstrati	FL-2023-097	-	892,609	892,609	-	-	-	-
	Bus Yard Automation Demonstrati	In-Kind Local	-	217,333	217,333	-	-	-	-
	Bus Yard Automation Demonstrati	Capital Reserve	-	13,000	13,000	-	-	-	-
	Bus Yard Automation Demonstrati	See Above	-	1,122,942	1,122,942	-	-	-	-
	Portable Radios	FL-2023-069	-	9,363	9,363	-	-	-	-
	Portable Radios	Capital Reserve	-	63	63	-	-	-	-
	Portable Radios	See Above	-	9,426	9,426	-	-	-	-
	Downtown ATMS Fiber Connections	FL-90-X841	-	37,100	-	-	-	-	-
	Downtown ATMS Fiber Connections	Capital Reserve	74,286	130,000	-	-	-	-	-
	Downtown ATMS Fiber Connections	City of St. Petersburg	125,714	220,000	-	-	-	-	-
	Downtown ATMS Fiber Connections	See Above	200,000	387,100	-	-	-	-	-
	<b>Total Technology</b>			<b>4,421,809</b>	<b>14,457,940</b>	<b>3,315,569</b>	<b>929,000</b>	<b>610,000</b>	<b>700,000</b>



### MISCELLANEOUS AND CONTINGENCY PROJECTS

Project Type	Project Title	Funding	FY 2024 Adopted Budget	Total Project Est Budget	FY 2025 Project Plan	FY 2026 Project Plan	FY 2027 Project Plan	FY 2028 Project Plan	FY 2029 Project Plan	
Misc	Miscellaneous Maintenance Tools/Equipment (5337)	FTA Future - Formula	7,000	35,000	7,000	7,000	7,000	7,000	7,000	
	Miscellaneous Maintenance Tools/Equipment (5337)	See Above	7,000	35,000	7,000	7,000	7,000	7,000	7,000	
	Short Range Planning to Increase Ridership - Planners	FL-2017-109	26,440	193,651	-	-	-	-	-	
	Project Administration	FL-2022-TBD	-	66,950	-	-	-	-	-	
	Project Administration	FTA Future - Formula	66,950	267,800	66,950	66,950	66,950	66,950	-	
	Project Administration	See Above	66,950	334,750	66,950	66,950	66,950	66,950	-	
	Contingency	FTA Future - Formula	250,000	1,250,000	250,000	250,000	250,000	250,000	-	
	NEPA for New SunRunner Station	FL-2021-001	-	64,000	-	-	-	-	-	
	Short Range Planning	FTA Current	200,000	-	500,000	500,000	500,000	400,000	800,000	
	Project Administration	FTA Future - Formula	-	50,000	-	-	-	-	-	
	Project Administration	Capital Reserve	-	12,500	-	-	-	-	-	
	Project Administration	See Above	-	62,500	-	-	-	-	-	
	Neighborhood Outreach/Engagement Project	FL-2021-075	95,000	99,535	24,884	-	-	-	-	
	Portable Radios	FL-2022-049	-	9,202	-	-	-	-	-	
	STOPS Model Update	FL-2021-075	-	34,588	-	-	-	-	-	
	Alt 19 TCAR Study	FL-2019-085	-	42,336	42,336	-	-	-	-	
	Alt 19 TCAR Study	FL-2021-075	-	207,664	207,664	-	-	-	-	
	Alt 19 TCAR Study	See Above	-	250,000	250,000	-	-	-	-	
	TDP Major Update	FTA Current	-	70,000	70,000	-	-	-	-	
	Mobility Study Follow-On Work	Capital Reserve	-	35,000	35,000	-	-	-	-	
	Mobility Study Follow-On Work	FDOT	-	35,000	35,000	-	-	-	-	
	Mobility Study Follow-On Work	See Above	-	70,000	70,000	-	-	-	-	
	2024 PM Labor	FL-2023-069	-	5,088,677	-	-	-	-	-	
	Project Administration	FTA Future - Formula	-	50,000	-	-	-	-	-	
	Project Administration	Capital Reserve	-	12,500	-	-	-	-	-	
	Project Administration	See Above	-	62,500	-	-	-	-	-	
	<b>Total Miscellaneous and Contingency</b>			<b>645,390</b>	<b>7,624,403</b>	<b>1,238,834</b>	<b>823,950</b>	<b>823,950</b>	<b>723,950</b>	<b>807,000</b>



### REVENUE SOURCES

Funding	FY 2024 Adopted Budget	Total Project Est Budget	FY 2025 Project Plan	FY 2026 Project Plan	FY 2027 Project Plan	FY 2028 Project Plan	FY 2029 Project Plan
ARP	-	1,589,328	-	-	-	-	-
Capital Reserve	6,142,944	19,793,752	836,163	843,600	1,393,600	1,543,600	-
City of Clearwater (Land)	3,900,000	7,800,000	-	-	-	-	-
City of St. Petersburg	520,089	3,747,201	161,754	-	-	-	-
FDOT	2,569,750	15,935,073	438,015	2,543,333	218,333	-	-
Forward Pinellas	368,500	4,221,011	-	-	2,000,000	-	-
FTA Current Grants	50,151,392	131,558,997	36,876,566	14,223,230	2,050,000	550,000	800,000
FTA Future - Discretionary	3,750,000	43,350,000	2,000,000	21,350,000	-	-	-
FTA Future - Formula	6,128,402	47,360,240	5,350,038	2,781,950	3,915,950	24,236,520	2,753,000
Pinellas County	-	8,000,000	-	-	8,000,000	-	-
Ferry Local Contributions	-	655,000	218,333	218,333	218,333	-	-
FY 2025 Earmark	-	850,000	-	850,000	-	-	-
Forward Pinellas SU Funds - Prospective	-	1,500,000	-	-	1,500,000	-	-
Transit App	-	30,000	-	-	-	-	-
VW Settlement	-	18,000,000	-	18,000,000	-	-	-
In-Kind Local	-	217,333	217,333	-	-	-	-
<b>TOTAL CAPITAL PROGRAM</b>	<b>73,531,077</b>	<b>304,390,603</b>	<b>46,098,202</b>	<b>60,810,447</b>	<b>19,296,217</b>	<b>26,330,120</b>	<b>3,553,000</b>



# STATISTICAL SECTION





## STATISTICAL SECTION

(UNAUDITED)

### CONTENTS

Financial Trends..... 138

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

Revenue Capacity..... 149

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

Demographic and Economic Information..... 154

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

Operating Information..... 157

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



## **STATISTICAL SECTION**

**(UNAUDITED)**

### **Financial Trends**

Net Position by Components (FY 2014 - FY 2023)

Changes in Net Position (FY 2014 - FY 2023)

Revenues by Function/Program (FY 2014 - FY 2023)

Expenses by Function/Program (FY 2014 - FY 2023)

Property Tax Revenue by Year (FY 2014 - FY 2023)



**Net Position By Components  
Last Ten Fiscal Years**

**Fiscal Years 2014 - 2023**

	Fiscal Year				
	2014	2015	2016	2017	2018
<b>Business Type Activities</b>					
Net investment in capital assets	\$ 79,199,247	\$ 83,810,021	\$ 76,019,269	\$ 75,914,243	\$ 75,483,987
Restricted	74,992	13,020	350,630	381,789	55,289
Unrestricted	18,489,859 (1)	19,865,822	20,993,888	22,316,124 (2)	18,383,748
 Total net position	 \$ 97,764,098	 \$ 103,688,863	 \$ 97,363,787	 \$ 98,612,156	 \$ 93,923,024
	Fiscal Year				
	2019	2020	2021	2022	2023
<b>Business Type Activities</b>				<b>as restated</b>	
Net investment in capital assets	\$ 86,661,740	\$ 85,482,712	\$ 109,960,579	\$ 116,646,494	\$ 123,753,715
Restricted	30,925	159,449	165,935	165,935	239,035
Unrestricted	12,801,579	12,623,921	20,079,013 (3)	19,918,466 (4)	8,570,476
 Total net position	 \$ 99,494,244	 \$ 98,266,082	 \$ 130,205,525	 \$ 136,730,895	 \$ 132,563,226

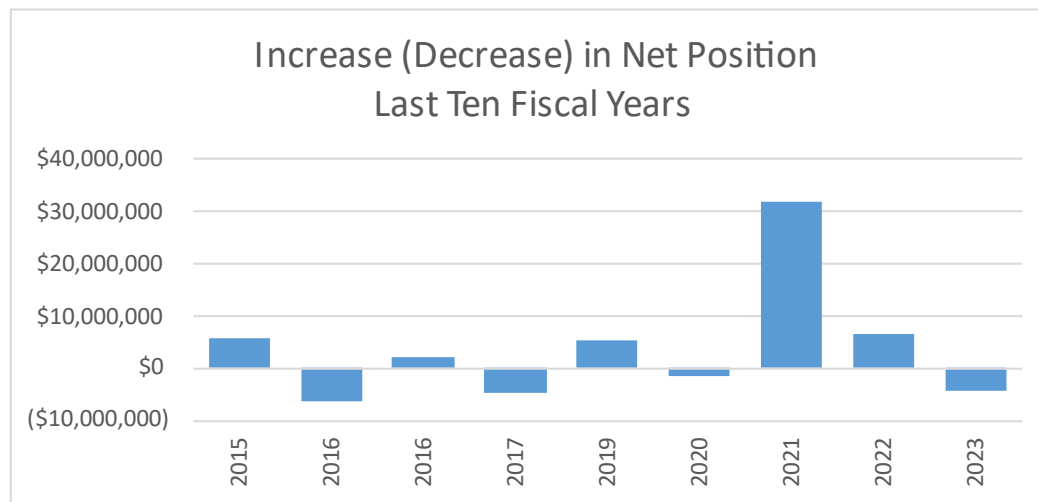
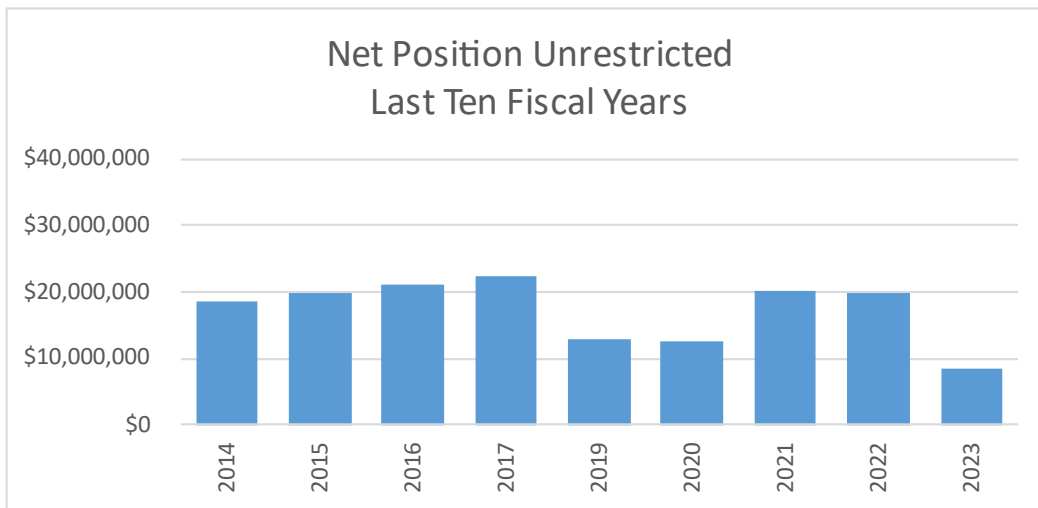
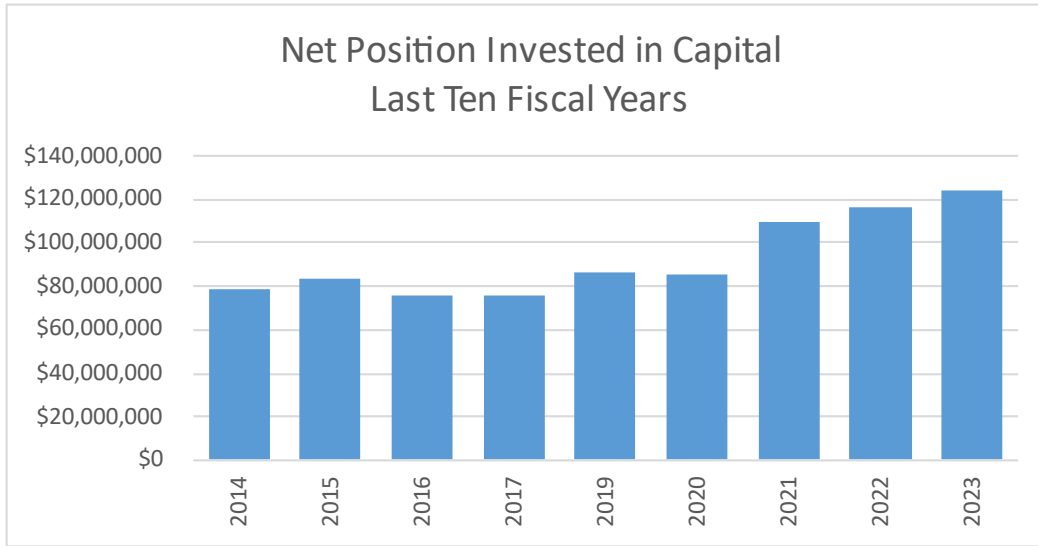
(1) Restated to conform to GASB Statement 68.

(2) Restated to conform to GASB Statement 75.

(3) Restated to conform to GASB Statement 87.

(4) Restated to conform to GASB Statement 96.

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





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

**Fiscal Years 2014 - 2023**

	Fiscal Year				
	2014	2015	2016	2017	2018
Operating revenues:					
Passenger fares	\$ 13,585,399	\$ 12,194,799	\$ 10,791,925	\$ 9,535,246	\$ 9,473,561
Demand response	1,079,160 (1)	1,143,997	1,197,937	1,303,510	1,501,156
Advertising revenue	248,224	485,359	577,046	582,761	615,234
Total operating revenues	<u>14,912,783</u>	<u>13,824,155</u>	<u>12,566,908</u>	<u>11,421,517</u>	<u>11,589,951</u>
Operating expenses:					
Transportation	33,663,536	34,879,734	33,815,879	36,266,463 (1)	38,570,917
Purchased Transportation	6,846,800 (1)	7,444,573	7,738,429	9,637,695	11,627,971
Maintenance	8,374,708	8,902,528	10,178,517	11,536,994 (1)	11,510,788
Administration and finance	10,767,137	11,465,894	12,192,055	12,921,156 (1)	13,898,829
Marketing	2,591,069	708,839	657,700	819,842 (1)	943,235
Total operating expenses , before depreciation	<u>62,243,250</u>	<u>63,401,568</u>	<u>64,582,580</u>	<u>71,182,150</u>	<u>76,551,740</u>
Operating loss before depreciation	(47,330,467)	(49,577,413)	(52,015,672)	(59,760,633)	(64,961,789)
Depreciation	9,723,423	10,436,619	10,249,547	9,976,763	8,372,047
Operating loss	<u>(57,053,890)</u>	<u>(60,014,032)</u>	<u>(62,265,219)</u>	<u>(69,737,396)</u>	<u>(73,333,836)</u>
Nonoperating revenues:					
Federal maintenance assistance	4,819,162 (1)	5,016,216 (1)	4,979,539 (1)	5,009,268	5,026,849
State operating assistance	4,015,888	4,086,490	4,181,314	4,155,670	4,303,778
Other federal grants	1,946,552 (1)	1,378,600 (1)	935,330 (1)	967,084	1,504,617
Special project assistance - state grants	2,994,467	3,169,227	3,621,648	4,090,853	5,022,559
Special project assistance - local grants	833,222	873,441	922,275	1,174,823	1,282,808
Property tax revenues, net	33,365,462	35,592,336	38,166,312	41,607,265	45,389,030
Investment income	55,618	193,039	250,882	435,080	809,788
Fuel tax refunds	613,721	649,202	641,838	630,827	636,416
Other, net	67,955	(14,055)	313,578	(104,959)	228,008
Total nonoperating revenues	<u>48,712,047</u>	<u>50,944,496</u>	<u>54,012,716</u>	<u>57,965,911</u>	<u>64,203,853</u>
(Loss) income before capital grants and special item	(8,341,843)	(9,069,536)	(8,252,503)	(11,771,485)	(9,129,983)
Capital grants and other related revenues	1,052,867	14,994,301	1,918,427	13,863,703	3,764,851
Contributed capital - local government	100,000	-	9,000	9,000	637,254
Contributed capital - private sources	-	-	-	23,320	38,746
Increase (decrease) in net position	(7,288,976)	5,924,765	(6,325,076)	2,124,538	(4,689,132)
Net position, beginning of year	104,953,074 (2)	97,764,098	103,688,863	96,487,618 (3)	98,612,156
Net position, end of year	<u>\$ 97,664,098</u>	<u>\$ 103,688,863</u>	<u>\$ 97,363,787</u>	<u>\$ 98,612,156</u>	<u>\$ 93,923,024</u>

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

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

(3) This has been restated to conform to GASB Statement 75.

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



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

**Fiscal Years 2014 - 2023**

	Fiscal Year				
	2019	2020	2021	2022	2023
<b>Operating revenues:</b>					
Passenger fares	\$ 9,129,892	\$ 4,165,445	\$ 626,777	\$ 6,321,793	\$ 6,593,371
Demand response	1,533,743	677,032	180,781	889,677	1,334,171
Advertising revenue	660,371	779,180	754,476 (4)	1,049,955	420,102
<b>Total operating revenues</b>	<b>11,324,006</b>	<b>5,621,657</b>	<b>1,562,034</b>	<b>8,261,425</b>	<b>8,347,644</b>
<b>Operating expenses:</b>					
Transportation	42,873,233	42,631,142	39,651,013	49,054,428	59,472,711
Purchased Transportation	12,123,292	10,538,164	13,628,375	17,898,938	20,734,458
Maintenance	12,203,763	12,759,510	11,807,092	12,531,630	15,863,349
Administration and finance	16,682,258	17,389,460	17,453,136	20,552,308 (5)	24,747,615
Marketing	852,508	1,120,625	1,132,349	1,693,871	2,140,547
<b>Total operating expenses , before depreciation</b>	<b>84,735,054</b>	<b>84,438,901</b>	<b>83,671,965</b>	<b>101,731,175</b>	<b>122,958,680</b>
<b>Operating loss before depreciation</b>	<b>(73,411,048)</b>	<b>(78,817,244)</b>	<b>(82,109,931)</b>	<b>(93,469,750)</b>	<b>(114,611,036)</b>
Depreciation	8,984,115	8,725,291	8,431,424	9,352,957	10,498,097
Amortization	-	-	-	366,570 (5)	763,616
<b>Total depreciation and amortization</b>	<b>8,984,115</b>	<b>8,725,291</b>	<b>8,431,424</b>	<b>9,719,527</b>	<b>11,261,713</b>
<b>Operating loss</b>	<b>(82,395,163)</b>	<b>(87,542,536)</b>	<b>(90,541,355)</b>	<b>(103,189,277)</b>	<b>(125,872,749)</b>
<b>Nonoperating revenues (expenses):</b>					
Federal maintenance assistance	4,975,583	4,571,923	-	-	721
State operating assistance	4,322,748	4,709,570	12,712	5,232,327	3,784,640
Other federal grants	2,618,763	12,515,684	32,124,814	24,233,383	21,185,941
Special project assistance - state grants	5,784,028	4,448,877	2,772,187	3,094,554	5,848,944
Special project assistance - local grants	1,715,148	1,412,272	1,496,558	1,621,921	1,642,233
Property tax revenues, net	49,113,559	53,031,249	57,112,617	61,276,418	69,583,333
Investment income	1,114,257	874,486	181,694	336,922	2,170,851
Fuel tax refunds	644,668	580,645	626,176	655,823 (5)	718,992
Other, net	(210,359)	90,453	349,866 (4)	111,833 (5)	497,088
<b>Total nonoperating revenues</b>	<b>70,078,395</b>	<b>82,235,159</b>	<b>94,676,624</b>	<b>96,563,181</b>	<b>105,432,743</b>
<b>(Loss) income before capital grants and special item</b>	<b>(12,316,768)</b>	<b>(5,307,377)</b>	<b>4,135,269</b>	<b>(6,626,096) (5)</b>	<b>(20,440,006)</b>
<b>Capital grants and other related revenues</b>	<b>17,263,244</b>	<b>3,379,540</b>	<b>25,929,002</b>	<b>11,415,708</b>	<b>16,089,019</b>
Contributed capital - local government	532,825	690,790	1,875,172	1,735,758	183,318
Contributed capital - private sources	91,919	8,884	-	-	-
<b>Increase (decrease) in net position</b>	<b>5,571,220</b>	<b>(1,228,162)</b>	<b>31,939,443</b>	<b>6,525,370 (5)</b>	<b>(4,167,669)</b>
<b>Net position, beginning of year</b>	<b>93,923,024</b>	<b>99,494,244</b>	<b>98,266,082</b>	<b>130,205,525</b>	<b>136,730,895</b>
<b>Net position, end of year</b>	<b>\$ 99,494,244</b>	<b>\$ 98,266,082</b>	<b>\$ 130,205,525</b>	<b>\$ 136,730,895</b>	<b>\$ 132,563,226</b>

(1) This has been reclassified to conform to current year's presentation.  
 (2) This has been restated to conform to GASB Statements 68 and 71.  
 (3) This has been restated to conform to GASB Statement 75.  
 (4) This has been restated to conform to GASB Statement 87.  
 (5) This has been restated to conform to GASB Statement 96.  
**Note: The statistical section contains "Unaudited" data.**



Revenues By Function/Program  
Last Ten Fiscal Years

Fiscal Years 2014 - 2023

	Fiscal Year				
	2014	2015	2016	2017	2018
<b>Operating revenues:</b>					
Passenger fares	\$ 13,585,399	\$ 12,194,799	\$ 10,791,925	\$ 9,535,246	\$ 9,473,561
Demand response	1,079,160 (1)	1,143,997	1,197,937	1,303,510	1,501,156
Advertising revenue	248,224	485,359	577,046	582,761	615,234
<b>Total operating revenues</b>	<b>14,912,783</b>	<b>13,824,155</b>	<b>12,566,908</b>	<b>11,421,517</b>	<b>11,589,951</b>
<b>Nonoperating revenues:</b>					
Federal maintenance assistance	4,819,162 (1)	5,016,216 (1)	4,979,539 (1)	5,009,268	5,026,849
State operating assistance	4,015,888	4,086,490	4,181,314	4,155,670	4,303,778
Other federal grants	1,946,552 (1)	1,378,600 (1)	935,330 (1)	967,084	1,504,617
Special project assistance - state grants	2,994,467	3,169,227	3,621,648	4,090,853	5,022,559
Special project assistance - local grants	833,222	873,441	922,275	1,174,823	1,282,808
Property tax revenues, net	33,365,462	35,592,336	38,166,312	41,607,265	45,389,030
Investment income	55,618	193,039	250,882	435,080	809,788
Fuel tax refunds	613,721	649,202	641,838	630,827	636,416
Other, net	67,955	(14,055)	313,578	(104,959)	228,008
<b>Total nonoperating revenues</b>	<b>48,712,047</b>	<b>50,944,496</b>	<b>54,012,716</b>	<b>57,965,911</b>	<b>64,203,853</b>
Capital grants and other related revenues	1,052,867	14,994,301	1,918,427	13,863,703	3,764,851
Contributed capital - local government	100,000	-	9,000	9,000	637,254
Contributed capital - private sources	-	-	-	23,320	38,746
<b>Total all revenues</b>	<b>\$ 64,777,697</b>	<b>\$ 79,762,952</b>	<b>\$ 68,507,051</b>	<b>\$ 83,283,451</b>	<b>\$ 80,234,655</b>

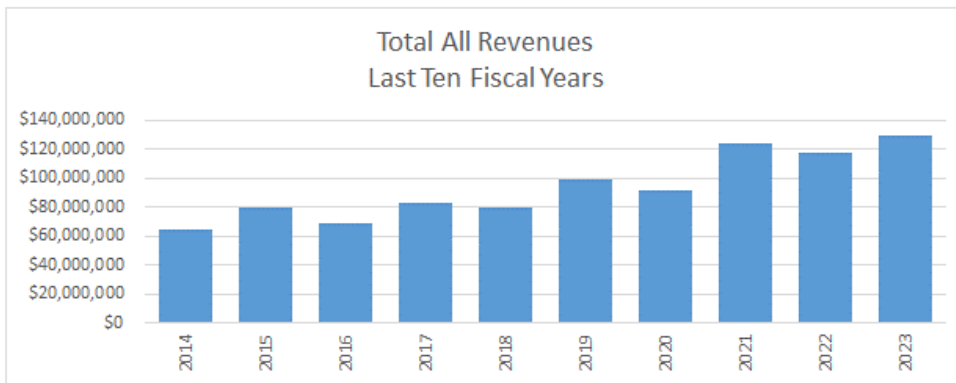
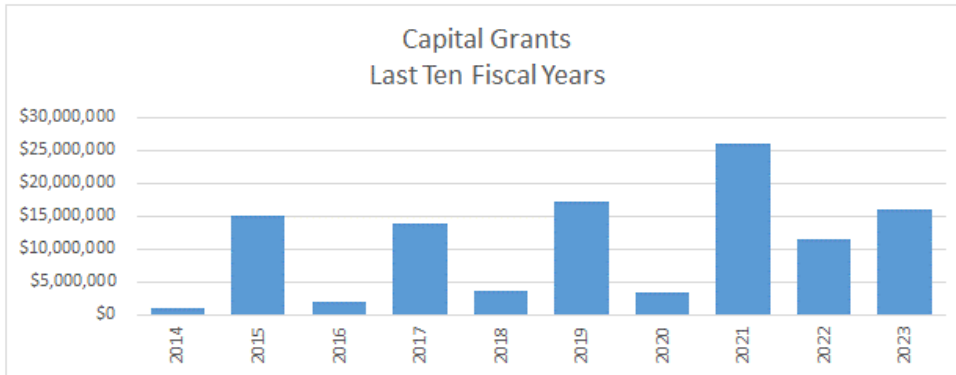
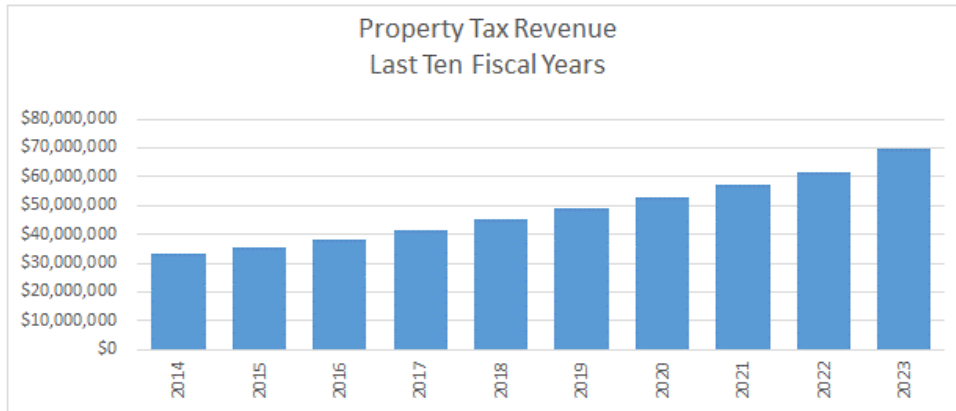
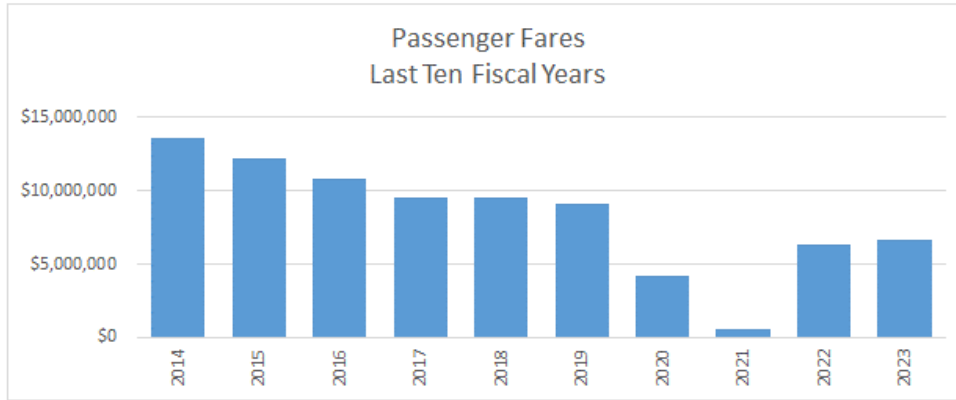
	Fiscal Year				
	2019	2020	2021	2022	2023
<b>Operating revenues:</b>					
Passenger fares	\$ 9,129,892	\$ 4,165,445	\$ 626,777	\$ 6,321,793	\$ 6,593,371
Demand response	1,533,743	677,032	180,781	\$ 889,677	\$ 1,334,171
Advertising revenue	660,371	779,180	754,476 (2)	\$ 1,049,955	\$ 420,102
<b>Total operating revenues</b>	<b>11,324,006</b>	<b>5,621,657</b>	<b>1,562,034</b>	<b>\$ 8,261,425</b>	<b>8,347,644</b>
<b>Nonoperating revenues (expenses):</b>					
Federal maintenance assistance	4,975,583	4,571,923	-	-	721
State operating assistance	4,322,748	4,709,570	12,712	\$ 5,232,327	3,784,640
Other federal grants	2,618,763	12,515,684	32,124,814	\$ 24,233,383	21,185,941
Special project assistance - state grants	5,784,028	4,448,877	2,772,187	\$ 3,094,554	5,848,944
Special project assistance - local grants	1,715,148	1,412,272	1,496,558	\$ 1,621,921	1,642,233
Property tax revenues, net	49,113,559	53,031,249	57,112,617	\$ 61,276,418	69,583,333
Investment income	1,114,257	874,486	181,694	\$ 336,922	2,170,851
Fuel tax refunds	644,668	580,645	626,176	\$ 655,823	718,992
Other, net	(210,359)	90,453	349,866 (2)	\$ 111,833 (3)	497,088
<b>Total nonoperating revenues</b>	<b>70,078,395</b>	<b>82,235,159</b>	<b>94,676,624</b>	<b>\$ 96,563,181</b>	<b>105,432,743</b>
Capital grants and other related revenues	17,263,244	3,379,540	25,929,002	11,415,708	16,089,019
Contributed capital - local government	532,825	690,790	1,875,172	1,735,758	183,318
Contributed capital - private sources	91,919	8,884	-	-	-
<b>Total all revenues</b>	<b>\$ 99,290,389</b>	<b>\$ 91,936,030</b>	<b>\$ 124,042,832</b>	<b>\$ 117,976,072</b>	<b>\$ 130,052,724</b>

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

(2) This has been restated to conform to GASB Statement 87.

(3) This has been restated to conform to GASB Statement 96.

Note: The statistical section contains "Unaudited" data.



(a) In FY 2020, due to the COVID-19 pandemic, PSTA stopped charging fares that were reinstated in July 2021.  
**Note: The statistical section contains "Unaudited" data.**





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

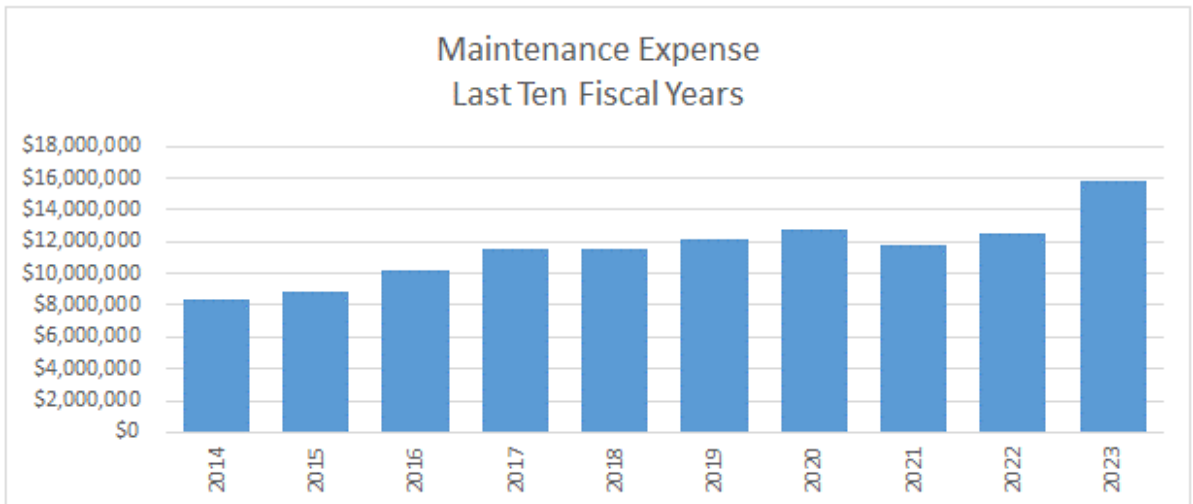
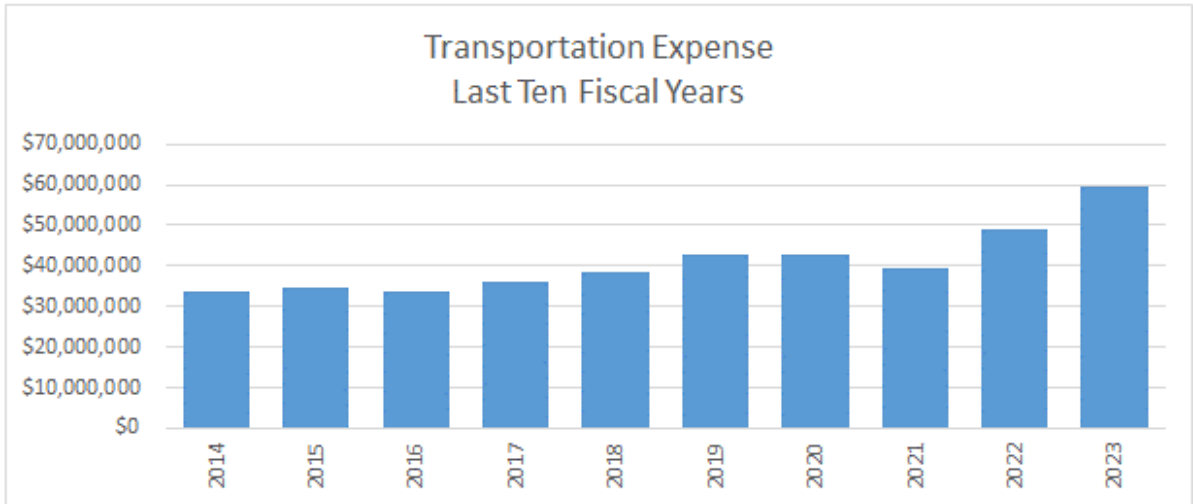
**Fiscal Years 2014 - 2023**

	Fiscal Year				
	2014	2015	2016	2017	2018
Operating expenses:					
Transportation	\$ 33,663,536	\$ 34,879,734	\$ 33,815,879	\$ 36,266,463 (1)	\$ 38,570,917 (1)
Purchased Transportation	6,846,800 (1)	7,444,573	7,738,429	9,637,695	11,627,971
Maintenance	8,374,708	8,902,528	10,178,517	11,536,994 (1)	11,510,788 (1)
Administration and finance	10,767,137	11,465,894	12,192,055	12,921,156 (1)	13,898,829 (1)
Marketing	2,591,069	708,839	657,700	819,842 (1)	943,235 (1)
Total operating expenses, before depreciation	62,243,250	63,401,568	64,582,580	71,182,150	76,551,740
Depreciation	9,723,423	10,436,619	10,249,547	9,976,763	8,372,047
Amortization	-	-	-	-	-
Total depreciation and amortization	9,723,423	10,436,619	10,249,547	9,976,763	8,372,047
Total all expenses	\$ 71,966,673	\$ 73,838,187	\$ 74,832,127	\$ 81,158,913	\$ 84,923,787

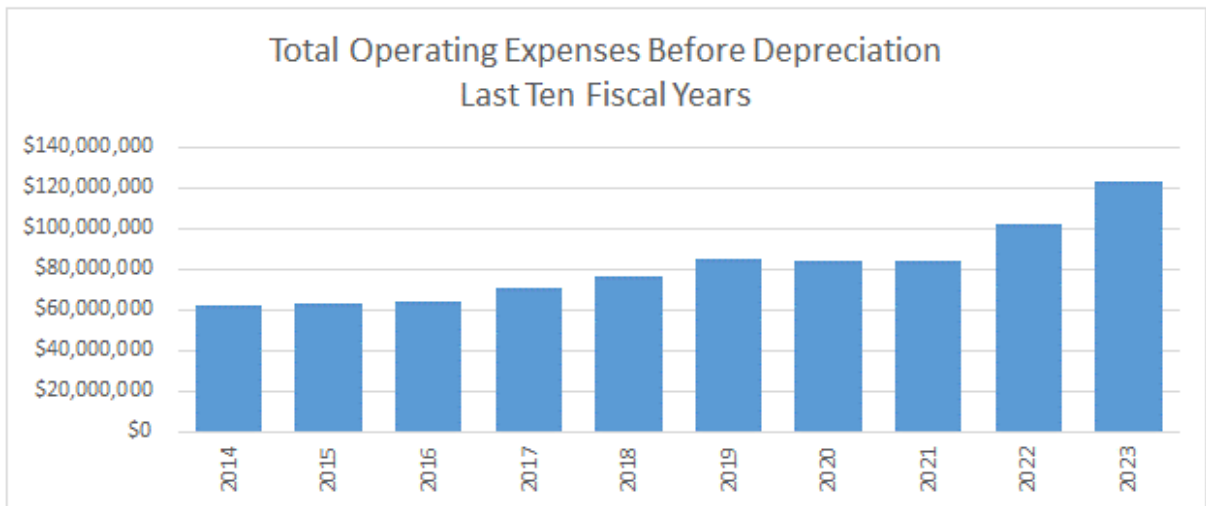
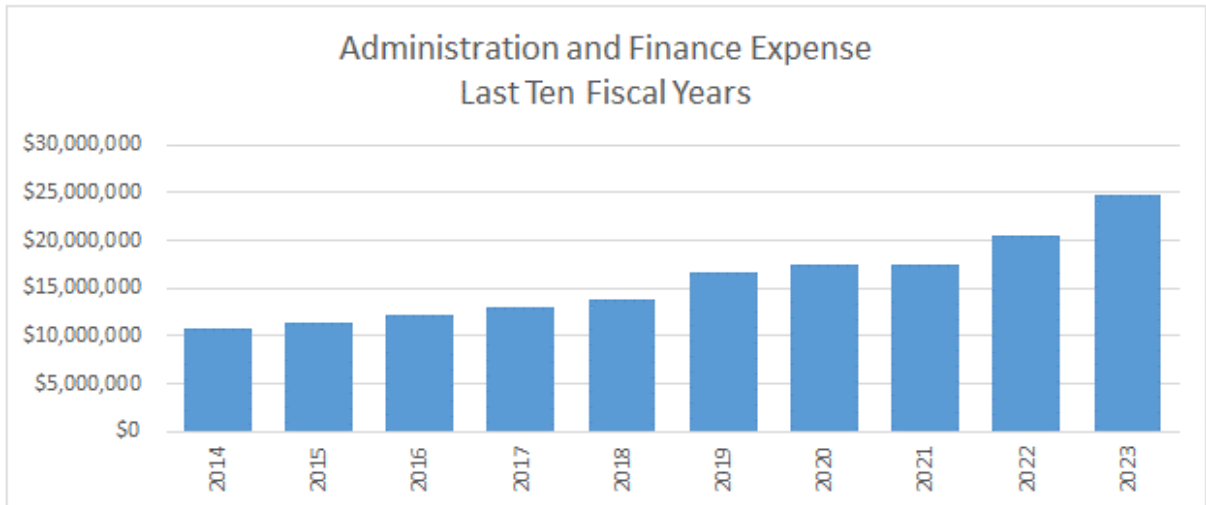
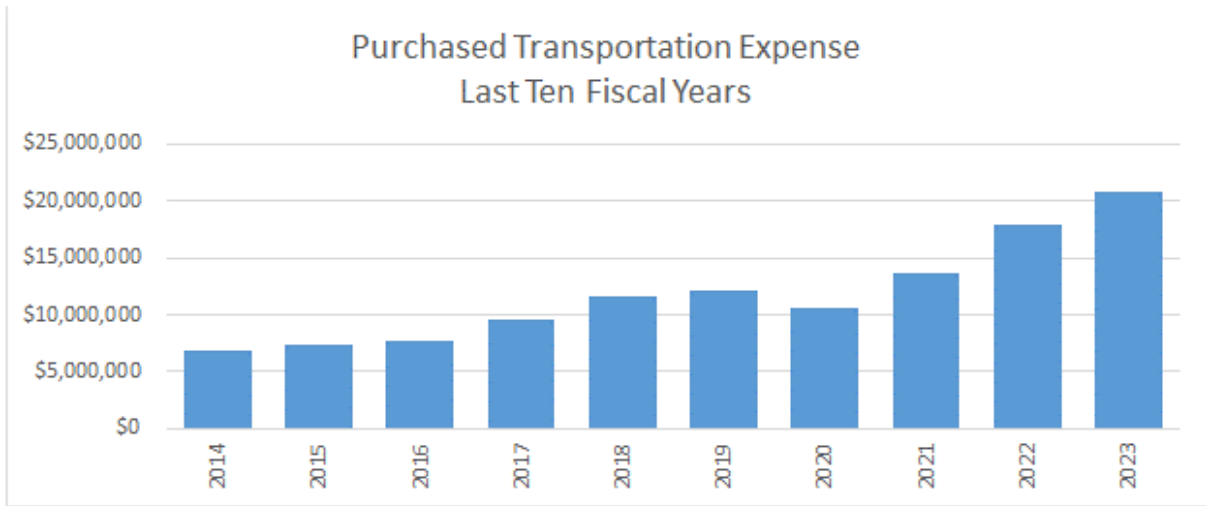
	Fiscal Year				
	2019	2020	2021	2022	2023
Operating expenses:					
Transportation	\$ 42,873,233	42,631,142	39,651,013	49,054,428	59,472,711
Purchased Transportation	12,123,292	10,538,164	13,628,375	17,898,938	20,734,458
Maintenance	12,203,763	12,759,510	11,807,092	12,531,630	15,863,349
Administration and finance	16,682,258	17,389,460	17,453,136	20,552,308	24,747,615
Marketing	852,508	1,120,625	1,132,349	1,693,871	2,140,547
Total operating expenses, before depreciation	84,735,054	84,438,901	83,671,965	101,731,175	122,958,680
Depreciation	8,984,115	8,725,291	8,431,424	9,352,957	10,498,097
Amortization	-	-	-	366,570	763,616
Total depreciation and amortization	8,984,115	8,725,291	8,431,424	9,719,527	11,261,713
Total all expenses	\$ 93,719,169	\$ 93,164,192	\$ 92,103,389	\$ 111,450,702	\$ 134,220,393

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

Note: The statistical section contains "Unaudited" data.



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



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

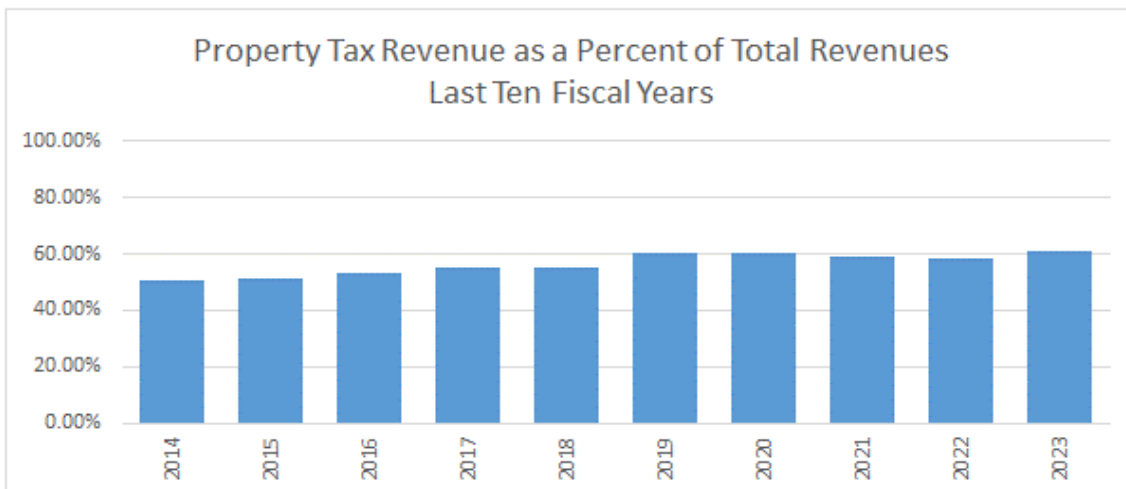
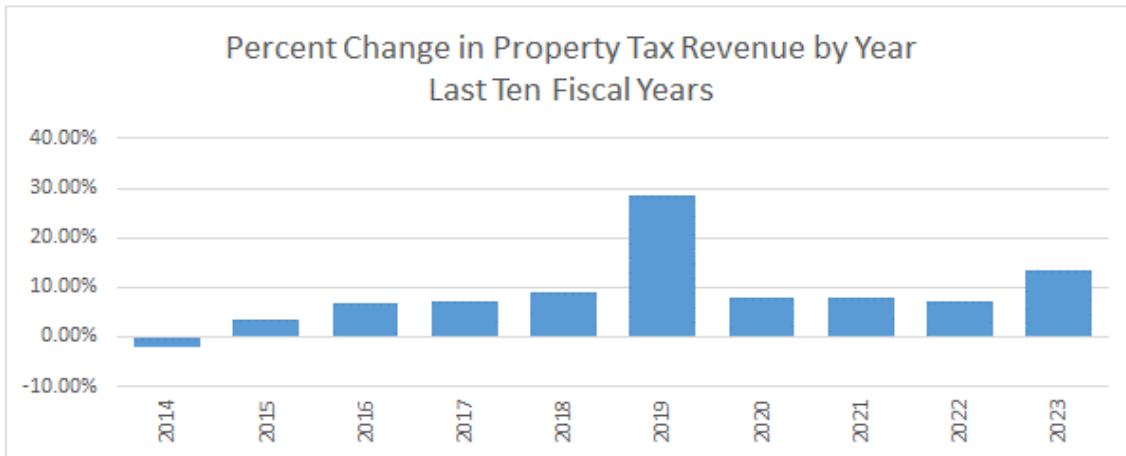


**Property Tax Revenue By Year  
Last Ten Fiscal Years**

Fiscal Years 2014 - 2023

Fiscal Year	Property Tax Dollars	Percent Change	Total Revenues *	Percent of Total	Millage Rate
2014	32,282,955	-2.20%	63,596,292	50.76%	0.7305
2015	33,365,462	3.35%	64,768,651	51.51%	0.7305
2016	35,592,336	6.67%	66,579,624	53.46%	0.7305
2017	38,166,312	7.23%	69,387,428	55.00%	0.7305
2018	41,607,265	9.02%	75,793,804	54.90%	0.7500
2019	49,113,559	28.68%	81,402,401	60.33%	0.7500
2020	53,031,249	7.98%	87,856,815	60.36%	0.7500
2021	57,112,617	7.70%	96,238,658	59.34%	0.7500
2022	61,276,418	7.29%	104,858,079	58.44%	0.7500
2023	69,583,333	13.56%	113,780,387	61.16%	0.7500

\* excludes capital grants and contributed capital.



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



## **STATISTICAL SECTION**

**(UNAUDITED)**

### **Revenue Capacity**

Taxable Assessed Value and Estimated Actual Value of Taxable Property (FY 2014 - FY 2023)

Direct and Overlapping Property Tax Rates (FY 2014 - FY 2023)

Principal Property Tax Payers (FY 2014 - FY 2023)

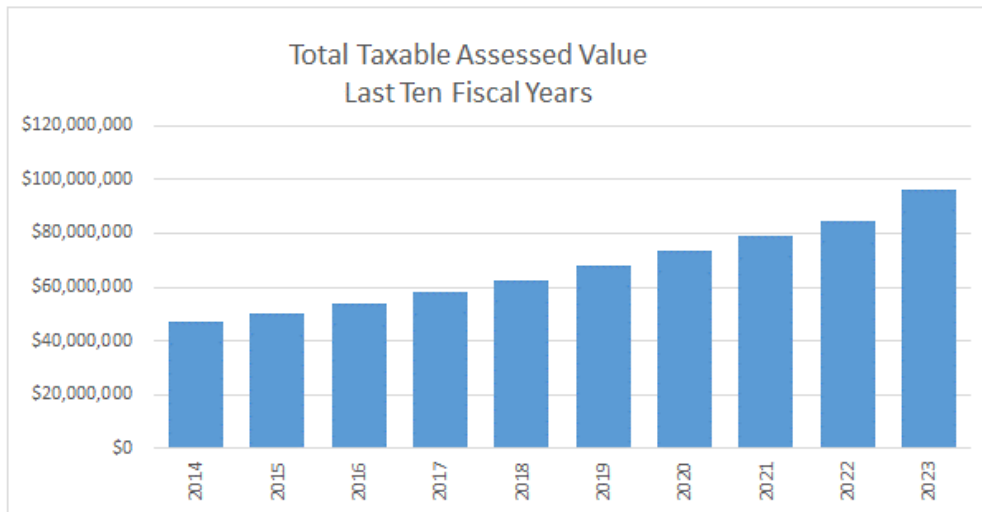
Property Tax Levies and Collections (FY 2014 - FY 2023)



Last Ten Fiscal Years  
(Dollars in thousands)

Fiscal Years 2014 - 2023

Fiscal Year	Estimated Actual Value (a)			Total Taxable Assessed Value	Total Direct Tax Rate (d)
	Real Property	Assessed Property (b)	Exemptions (c)		
2014	67,950,230	6,263	20,785,617	47,170,876	0.7305
2015	75,375,232	6,506	25,059,878	50,321,860	0.7305
2016	82,866,812	6,957	29,015,580	53,858,189	0.7305
2017	75,953,105	7,171	17,975,184	57,977,920	0.7500
2018	97,076,057	6,603	18,426,193	62,614,865	0.7500
2019	105,263,104	6,365	19,023,798	67,812,395	0.7500
2020	113,238,615	6,977	19,885,584	73,238,574	0.7500
2021	121,569,525	7,791	20,981,592	78,921,348	0.7500
2022	133,476,264	7,982	22,162,107	84,742,423	0.7500
2023	164,867,166	8,678	23,504,540	96,206,905	0.7500



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

(a) Section 192.001(2), Florida Statutes, defines assessed value of property as "an annual determination of the just or fair market of item or property...." Therefore, grossed assessed value is "Estimated Actual Value." Assessed value is estimated and adjusted annually with a physical inspection every third year.

(b) Centrally assessed property is property that is assessed by the State of Florida rather than by the Property Appraiser since the property is located in more than one county. Real Property only included.

(c) Exemptions are provided for agricultural, government, institutional and historic preservation property. Exemptions available solely to residential property include, but are not limited to, widows/widowers, disabled/blind, \$50,000 homestead and homestead differential (capped).

(d) Total Direct Rate is the average of the direct rates levied (taxes levied to total taxable value). PSTA levies taxes only on real property within the PSTA's geographic area.

Note: The statistical section contains "Unaudited" data.



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

**Fiscal Years 2014 - 2023**

Fiscal Year	Direct Rates (a)			Overlapping Rates (b)				Municipalities	
	Basic Rate	Total Direct Rate	PSTA Maximum Allowed Rate	County Board Rate	School Board Rate	Emergency Medical Service	Others District Rate (c)	Lowest	Highest
2014	0.7305	0.7305	0.7500	5.2755	8.0600	0.9158	1.2959	0.7511	6.7700
2015	0.7305	0.7305	0.7500	5.2755	7.8410	0.9158	1.2799	0.7511	6.7700
2016	0.7305	0.7305	0.7500	5.2755	7.7700	0.9158	1.2629	0.7283	6.7700
2017	0.7500	0.7500	0.7500	5.3377	7.3180	0.9158	1.2448	0.7294	6.7550
2018	0.7500	0.7500	0.7500	5.2755	7.0090	0.9158	1.2262	0.6594	6.7550
2019	0.7500	0.7500	0.7500	5.2755	6.7270	0.9158	1.2015	0.6737	6.7550
2020	0.7500	0.7500	0.7500	5.2755	6.5840	0.9158	1.1932	0.6350	6.7550
2021	0.7500	0.7500	0.7500	5.2755	6.4270	0.9158	1.1800	0.5823	6.7550
2022	0.7500	0.7500	0.7500	5.1302	6.3250	0.9158	1.1666	0.5450	6.6550
2023	0.7500	0.7500	0.7500	4.7398	5.9630	0.8775	1.0978	0.5959	6.6525

Source: Pinellas County Tax Collector

(a) Direct rates support the ad valorem revenue base recognized by PSTA.

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

(c) Other Districts includes Pinellas County Planning Council 0.0150; Juvenile Welfare Board 0.8981; SW Florida Water Management District 0.2669.

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



**Principal Property Tax Payers  
Fiscal Year 2023 and Nine Years Ago**

Taxpayer	Business	2023		2014	
		Taxable Assessed Value	Percentage of Total PSTA Taxable Assessed Value	Taxable Assessed Value	Percentage of Total PSTA Taxable Assessed Value
Publix Super Markets Inc.	Grocery	\$ 164,884,063	0.17%	\$ 92,205,763	0.20%
Wal-Mart Stores East LP	Retail Stores	141,534,036	0.15%	100,221,222	0.21%
Wyndham Vacation Resorts Inc.	Real Estate	127,200,000	0.13%		
Camden Central LLC	Real Estate	127,000,000	0.13%		
Camden Usa Inc	Real Estate	124,551,977	0.13%		
James, Raymond & Assoc Inc	Financial Services	121,441,981	0.13%	83,319,537	0.18%
Duke Energy Florida, Inc.	Electric Utility	118,256,030	0.12%	80,682,039	0.17%
Lansbrook Village Owner FL LLC	Real Estate	116,478,181	0.12%		
Lurin Real Estate Holdings XLII	Real Estate	106,240,000	0.11%		
4TH ST S RESIDENCES II LLC	Hospitality	103,873,387	0.11%		
Bellwether Properties FLA	Real Estate			142,630,438	0.30%
De Bartolo Capital PTNSHP	Retail Mall			121,950,000	0.26%
Bayfront HMA Medical Center	Healthcare			72,917,760	0.15%
USA Fed National Mtg Assoc.	Government			64,540,609	0.14%
301 South Gulfview LLC	Real Estate			62,540,609	0.13%
Pinellas County	Government			55,205,583	0.12%
		<u>\$ 1,251,459,655</u>	1.30%	<u>\$ 876,213,560</u>	1.86%
Total Taxable Assessed Value		<u>\$ 96,206,905,000</u>		<u>\$ 47,170,876,000</u>	

Source: Pinellas County Property Appraiser

Methodology: Top ten taxpayers identified for Real Property only.

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

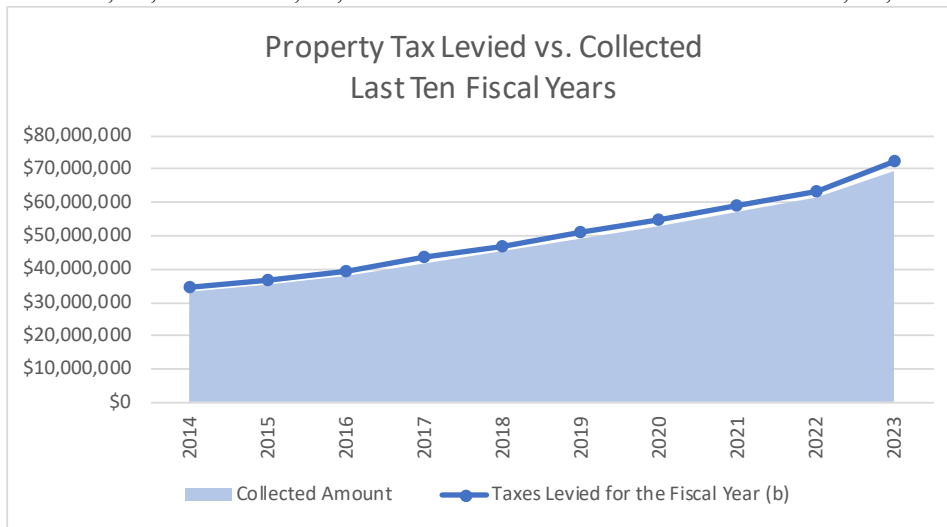




Property Tax Levies and Collections  
Last Ten Fiscal Years

Fiscal Years 2014 - 2023

Fiscal Year	Taxes Levied for the Fiscal Year (b)	Collected Within the Fiscal Year of Levy (a)		Collections in Subsequent Years (c)	Total Collections to Date	
		Collected Amount	Percentage of Levy		Amount	Percentage of Levy
2014	34,458,263	33,312,967	96.68%	33,011	33,345,978	96.77%
2015	36,760,049	35,559,325	96.73%	88,692	35,648,017	96.97%
2016	39,343,407	38,077,620	96.78%	148,565	38,226,184	97.16%
2017	43,549,763	41,954,890	96.34%	84,224	42,039,114	96.53%
2018	46,961,234	45,304,807	96.47%	41,325	45,346,132	96.56%
2019	50,950,610	49,072,233	96.31%	69,291	49,141,524	96.45%
2020	54,929,012	52,961,958	96.42%	31,147	52,993,105	96.48%
2021	59,191,099	57,081,470	96.44%	-	57,081,470	96.44%
2022	63,556,817	61,276,418	96.41%	-	61,276,418	96.41%
2023	72,155,179	69,583,333	96.44%	-	69,583,333	96.44%



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

(a) Section 197.162, Florida Statutes, provide a 1% per month discount up to 4% for payments between November and February. Taxes collected after July 1st are categorized as delinquent.

(b) This is the revenue to be generated based on PSTA's direct rates; see "Direct and Overlapping Property Tax Rates" chart of annual financial report.

(c) All delinquent tax collections received during the year are applied to Collections Amount the year prior to collection, regardless of the year in which the taxes were originally levied. Therefore this may result in the Percentage of Levy in Total Collections to be greater than 100%.

Delinquent taxes by levy year are not available.

Note: The statistical section contains "Unaudited" data.



## **STATISTICAL SECTION**

**(UNAUDITED)**

### **Demographic and Economic Information**

Demographics and Economic Statistics (FY 2014 - FY 2023)

Principal Employers (FY 2014 - FY 2023)



**Demographic and Economic Statistics  
Last Ten Fiscal Years**

**Fiscal Years 2014 - 2023**

<b>Fiscal Year</b>	<b>Population (a)</b>	<b>Personal Income (dollars in thousands) (b)</b>	<b>Per Capita Personal Income (b)</b>	<b>School Enrollment (c)</b>	<b>Unemployment Rate (d)</b>
2023	978,777	N/A (e)	N/A (e)	93,702	3.00%
2022	969,491	66,015,819	68,093	95,446	2.4%
2021	964,490	63,075,440	65,398	96,068	3.6%
2020	984,925	58,480,515	59,376	99,798	6.6%
2019	978,045	55,296,982	56,538	101,427	2.7%
2018	970,532	52,075,175	53,656	100,948	3.0%
2017	962,003	49,762,378	51,728	102,181	3.1%
2016	954,569	46,912,934	49,146	103,242	4.4%
2015	944,971	45,637,022	48,295	103,779	4.7%
2014	933,258	43,290,210	46,386	104,104	6.2%

(a) Source: Bureau of Economic & Business Research, University of Florida (2014-2023). Data available at

(b) Source: Bureau of Economic Analysis, U.S. Department of Commerce (2014-2023).

(c) Source: Florida Department of Education.

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

(e) Information not available.

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



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

**Fiscal Years 2014 - 2023**

Employer	2023 (a)			2014 (a)		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
BayCare	14,300	1	2.65%			
Pinellas County School Board	11,800	2	2.19%	15,928	1	4.01%
Publix	7,500	3	1.39%			
Pinellas County Government	6,000	4	1.11%			
U.S. Dept. of Veterans Administration	4,900	5	0.91%	4,406	2	1.11%
Walmart	4,800	6	0.89%	2,475		0.62%
Raymond James Financial	3,800	7	0.70%	3,112	8	0.78%
City of St. Petersburg	3,800	8	0.70%	2,950	3	0.74%
John Hopkins All Children's Hospital	3,600	9	0.67%		4	
HCA Florida Healthcare	3,500	10	0.65%	2,744		0.69%
St. Petersburg College				2,693	5	0.68%
Pinellas County Sheriff				2,525	6	0.64%
Morton Plant Hospital				2,150	7	0.54%
Home Shopping Network				2,050	9	0.52%
Mease Hospital	539,439				10	
				396,809		

(a) Source: Pinellas County Clerk of the Circuit Court and Comptroller

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



## **STATISTICAL SECTION**

**(UNAUDITED)**

### **Operating Information**

Service Effort and Accomplishments (FY 2014 - FY 2023)

Unlinked Passenger Changes (FY 2014 - FY 2023)

Vehicles Available for Annual Maximum Service (FY 2014 - FY 2023)

Budgeted Number of Employees (FY 2014 - FY 2023)

Miscellaneous Statistical Data (FY 2014 - FY 2023)



Service Effort And Accomplishments Per Mile  
Represents Total PSTA Service  
Last Ten Fiscal Years

Fiscal Years 2014 - 2023

Fiscal Year	Revenue Vehicle Miles	Percent of Change		Revenue Vehicle Hours	Percent of Change	
2014	12,039,102	0.55%		744,278	0.36%	
2015	12,308,272	2.24%		745,879	0.22%	
2016	11,793,761	-4.18%		725,525	-2.73%	
2017	14,045,889	19.10%	(b)	922,578	27.16%	(b)
2018	12,941,983	-7.86%		943,788	2.30%	
2019	13,725,641	6.06%		1,018,979	7.97%	
2020	12,183,561	-11.24%	(c)	874,319	-14.20%	(c)
2021	12,597,094	3.39%		893,772	2.22%	
2022	11,964,864	-5.02%	(d)	847,146	-5.22%	(d)
2023	(a) 13,369,707	11.74%		919,029	8.49%	

Source: PSTA

All data includes directly operated, SunRunner BRT, purchased bus service and demand response service.

(a) SunRunner Bus Rapid Transit (BRT) service started in October 2022.

(b) In Fiscal Year 2017 Privatized Paratransit Services increased significantly by 2.8 Million miles and related service hours.

(c) The decrease is due to the COVID-19 pandemic and reduced service.

(d) The decrease is due to resuming fares starting in July 2021.

Note: The statistical section contains "Unaudited" data.



Unlinked Passenger Changes  
Last Ten Fiscal Years  
Represents Total PSTA Service  
Fiscal Years 2014 - 2023

<u>Fiscal Year</u>	<u>Total Unlinked Passenger Trips (a)</u>	<u>Percent of Change</u>
2014	14,503,728	0.25%
2015	14,899,026	2.73%
2016	13,384,430	-10.17%
2017	12,451,908	-6.97%
2018	11,962,376	-3.93%
2019	13,668,937	14.27%
2020	10,985,210 (b)	-19.63%
2021	10,219,195	-6.97%
2022	8,830,758 (c)	-13.59%
2023	10,489,671 (d)	18.79%

Source: PSTA

All bus data includes directly operated including SunRunner BRT and purchased bus service.

(a) Unlinked Passenger Trips: Number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

(b) The decrease is due to resuming fares starting in July 2021.

(c) SunRunner Bus Rapid Transit (BRT) service started in October 2022. BRT service operated free fares for its first year of service.

(d) The decrease is due to the COVID-19 pandemic and reduced service.

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



Vehicles Available for  
Annual Maximum Service  
Last Ten Fiscal Years

Fiscal Years 2014 - 2023

<u>Fiscal Year</u>	<u>Fixed Route</u>		<u>Demand Response</u>	<u>SunRunner</u>	<u>Total</u>
2014	223		119	0	342
2015	243		128	0	371
2016	228		158	0	386
2017	236		133	0	369
2018	223		159	0	382
2019	247	(a)	166	0	413
2020	241		166	0	407
2021	238		200	0	438
2022	238		167	0	405
2023	220		200	9	429

Source: PSTA

(a) Twenty (20) replacement trolleys received.

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





Budgeted Number of Employees  
Last Ten Fiscal Years

Fiscal Years 2014 - 2023

<u>Fiscal Year</u>	<u>Transportation</u>	<u>Maintenance</u>	<u>Administration</u>	<u>Total</u>	
2014	434	94	65	593	
2015	442	98	67.5	608	
2016	436	100	69	605	
2017	436	100	71.5	608	
2018	437	99	69.5	606	
2019	443	100	76.5	620	(a)
2020	454	100	78.5	633	(b)
2021	456	102	79	637	
2022	473	102	84	659	(c)
2023	479	108	84	671	(d)

(a) The PMO office was created in 2018 and in 2019 we started to add structure to it in anticipation of major projects such as the SunRunner. Paratransit (Mobility On Demand) team added reservation agents.

(b) In order to reduce overtime Transportation added 9 operators. To reduce costs paratransit increased positions to address program eligibility.

(c) Ten (10) additional operators were hired in FY 22 to support the new SunRunner route as well as an additional position for Safety and Security. Paratransit became its own division called Mobility with new service providers, new software and reservation agents being brought in-house.

(d) Maintenance added additional fleet technicians to address the aging fleet while new buses are on order. In addition a maintenance training instructor was added to focus on the new technologies.

**Note: The 2007 PSTA Adopted Budget included 617 total employees.**

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



Miscellaneous Statistical Data  
Last Ten Fiscal Years

Fiscal Years 2014 - 2023

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Population served by PSTA	933,258	944,971	954,569	962,003	970,532	978,045	984,925	964,490	969,491	978,777
Service Area Square Miles	348	348	333	331	304	304	304	304	304	304
Number of Bus Routes	43	42	44	45	44	44	44	44	44	45
Annual PSTA Passenger Miles (in millions) (Inclusive of all services)	70,930	69,787	61,086	60,919	59,101	73,091	62,048	55,319	48,146	54,466
Directional Route Miles for all Services	967.9	928.0	912.9	899.3	899.3	902.3	906.5	878.4	875.4	875.7
Average PSTA Fixed Route Annual On Time Performance	83.4	80.5	78.6	64.8 (a)	65.2	69.2	71.3	71.2	67.2	70.4
Number of Bus Stop Locations	5,157	4,929	4,906	4,752	4,752	4,665	4,602	4,382	4,395	4,447
Number of Permanent Bus Park and Ride Locations	2	2	2	2	2	2	2	2	2	2
Number of Transit Centers	3	4	4	4	4	4	4	4	4	4
Number of Passenger Shelters	707	682	531	530	657	662	654	688	700	684
Vehicles Available for Annual Maximum Service	342	371	386	369	382	413	407	438	405	429
Average Vehicle Age in Years (PSTA Bus only)	6.00	7.39	8.25	8.80	8.80	8.80	10.80	10.80	10.41	10.00
Net Investment in Capital Assets (in thousands)	\$ 142,385	\$ 157,370	\$ 153,726	\$ 157,175	\$ 158,158	\$ 170,816	\$ 170,816	\$ 173,386	\$ 187,310	\$ 232,210

Source: PSTA

(a) Reporting of On Time Performance Due affected due to new Real Time Technology implemented in 2017.



# ACRONYMS



**Pinellas Suncoast Transit Authority**

**ADOPTED FY 2025 BUDGET**

AA	Alternative Analysis	GFOA	Government Finance Officers Association of the United States and Canada
ABBG	American Bus Benchmarking Group		
ADA	Americans with Disabilities Act		
APTA	American Public Transit Association	GIS	Geographic Information System
AVL	Automatic Vehicle Location System	HART	Hillsborough Area Regional Transit Authority
BEBR	Bureau of Economic and Business Research	IT	Information & Technology Division
BOCC	Board of County Commissioners	LCB	Local Coordinating Board
BRT	Bus Rapid Transit	LPA	Locally Preferred Alternative
CAFR	Comprehensive Annual Financial Report	L RTP	Long Range Transportation Plan
		MBE	Minority Businesses Enterprise
CIP	Capital Improvement Program	MPO	Metropolitan Planning Organization
CLASS	Client Assistance System		
CTC	Community Transportation Coordinator	NTD	National Transportation Database
		OEM	Original Equipment Manufacture
CTT	Certified Transit Technicians	PCPT	Pasco County Public Transit
CUTR	Center for Urban Transportation Research	PSTA	Pinellas Suncoast Transit Authority
		SCAT	Sarasota County Area Transit
DOR	Florida Department of Revenue	SSP	System Security Plan
EDR	Florida Legislature's Office of Economic & Demographic	SSPP	System Safety Program Plan
		TBARTA	Tampa Bay Area Regional Transit Authority
FDOT	Florida Department of Transportation		
		TD	Transportation Disadvantaged
FPTA	Florida Public Transit Association	TIA	Tampa International Airport
FTA	Federal Transit Administration	TIP	Transportation Improvement Program
FTC	Florida Transportation Commission		
FTE	Full-Time Equivalent	TRAC	Transit Riders Advisory Committee
FY	Fiscal Year	TRIM	Truth-in-Millage
GAAP	Generally Accepted Accounting Principles	USF	University of South Florida
		USDOT	United States Department of Transportation
GASB	Governmental Accounting Standards Board		



# **GLOSSARY**



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

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

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

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

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

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

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

**APPROPRIATION** is the legal authorization of funds granted by a legislative body such as Pinellas Suncoast Transit Authority Board of Directors to make expenditures and to incur obligations for specific

purposes. An appropriation is usually limited in amount and to a time period within which it may be expended

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

**AUDIT** is an official examination of an organization's accounts by an independent party.

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

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

**BALANCED BUDGET** is the total amount available from taxation and other sources, including balances brought forward from prior fiscal years, must equal the total of appropriations for expenditures and reserves.

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**FLAMINGO FARES TAMPA BAY** brings a new payment system to the region, simplifying transit use. It allows a rider to pay using a re-loadable smart card or smartphone app, which can be used across participating transit agencies. Counties currently



participating in Flamingo Fares: Hernando (The-Bus), Hillsborough (HART/TECO Line Streetcar System), Pasco (PCPT), and Pinellas (PSTA/Jolley Trolley). **FLEX SERVICE** is transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation. This service is also known as Deviated Fixed Route Service.

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

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

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

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

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

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

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

**BUDGET** refers to the budget for the period beginning October 1 and ending September 30.

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

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

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

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

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

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

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

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

**METROPOLITAN PLANNING ORGANIZATION (MPO)** is an agency that provides long-range transportation planning in Pinellas County. The Pinellas County MPO operates in accordance with Federal Law (23 USC 134 and 135) and Chapter 339.175, Florida Statutes to address the mobility needs of people and freight while fostering economic growth and minimizing fuel consumption, air pollution, and greenhouse gas emissions. The MPO





works hand-in-hand with the West Central Florida Chairs Coordinating Committee, an organization of area MPO's, to ensure that local and regional transportation priorities are coordinated with land use.

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

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

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

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

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

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

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

**OBJECTIVE** is a statement specifying achievements to be attained within a prescribed time frame. An objective is exchanged /superseded by another objective at the expiration of the time frame. An objective is directly connected to how the resources of an organization will be used. An objective statement begins with an action verb and includes the quantified statement of the results expected as an outcome of the action, such as PROVIDE (the action verb) WITH EXISTING MANPOWER, 24-HOUR

SECURITY COVERAGE FOR TWO TERMINAL BUILDINGS AT DAILY COST NOT TO EXCEED \$15.60 (quantified results) DURING THE APPLICABLE FISCAL YEAR (explicit timeframe).

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**TAXABLE VALUE** is the assessed value of property minus any authorized exemptions (i.e., agricultural, homestead exemption). This value is used to determine the amount of ad valorem tax to be levied. The TAXABLE VALUE is calculated by the Property Appraiser's Office in compliance with State Law.

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

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

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

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



**VEHICLE HOURS** are the hours a vehicle travels from the time it pulls out from its' garage to go into revenue service to the time it pulls in from revenue service. It is often called platform time. For conventional scheduled services, it includes revenue time and deadhead time.

**VEHICLE MILES** are the miles a vehicle travels from the time it pulls out from its' garage to go into revenue service to the time it pulls in from revenue service. It is often called platform miles. For conventional scheduled services, it includes revenue miles and deadhead miles.

**VEHICLE REVENUE HOURS** are the hours a revenue vehicle is available to pick up or discharge passengers.

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



Pinellas Suncoast  
Transit Authority

3201 Scherer Drive  
St. Petersburg, Florida 33716

PSTA InfoLine (727) 540-1900  
TDD (727) 540-0603

[www.PSTA.net](http://www.PSTA.net)