



**Franklin Transit Authority
Regular Meeting Agenda ♦ Thursday, November 17, 2016, 3:30 P.M.,
Transit Center, Franklin TN**

1. Call to Order
 - 10 Year Service Award Recognition

2. Roll Call/Confirm Quorum

3. Public Comments

This portion of the agenda is for members of the public to directly address the Authority on any items not on the agenda and within the jurisdiction of the Authority. Comments are limited to three minutes per speaker. The Authority will hear all communication but will not take any action on items that are not on the Agenda.

CONSENT CALENDAR

4. Minutes of September 15, 2016 Regular Meeting Minutes (ITEM #4)

OLD BUSINESS

5. Year-to-Date Financial Statement and Summary (ITEM #5)
6. Transit Report (ITEM #6)
7. Vanpool Report (ITEM #7)
8. Update on Transit Services Planning
9. Update on ADA Transition Plan Services

NEW BUSINESS

10. Acknowledgement of Transit Public Comment Sessions for Franklin Transit BAI 11-17-2016A
 Route Revisions
11. Driver Pay Rate Discussion

OTHER BUSINESS

12. Executive Director's Report
13. 2017 Meeting Schedule
14. Adjourn – Next Meeting: January 19, 2017

**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Thursday, September 15, 2016 - 3:30 pm**

The Franklin Transit Authority met on Thursday, September 15, 2016 at 3:30 pm
708 Columbia Avenue, Franklin, TN

Members present

Preston Elliott, Chairman
Dale Thomas, Vice Chairman
Kerry Perkinson
Ramon Cisneros
Hays Waldrop

Others Present

Debbie Henry, The TMA Group
Kristin Corn, City of Franklin
Kelly Bair, The TMA Group
Stanton Higgs, The TMA Group
Laing McCullough, The TMA Group
Abby Gambill, City of Franklin

1. Call to Order

Chairman Preston Elliott called the meeting to order.

2. Roll Call/Confirm Quorum

Chairman Preston Elliott confirmed a quorum was present.

3. Public Comments

Chairman Preston Elliott called for Public Comments. There were none.

CONSENT CALENDAR

4. Minutes of May 19, 2016 Regular Meeting Minutes

Chairman Preston Elliott called to approve the minutes of the May 19, 2016 regular meeting. Mr. Dale Thomas motioned, Mr. Kerry Perkinson seconded the motion. Motion carried unanimously.

OLD BUSINESS

5. Year-to-Date Financial Statement and Summary

Ms. Kelly Bair presented the year end June 30, 2016 financial statements to the Authority, in addition to the July 31, 2016 financial statements. Ms. Bair the year end funds from the City's general fund were less than budgeted. *Chairman Preston Elliott called for acceptance of the financial report. Mr. Kerry Perkinson motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

6. Transit Report

Mr. Stanton Higgs discussed transit ridership. On time performance rate of 80% is continually exceeded, as are phone performance times. Ridership numbers are trending down due to low fuel prices. 2 expansion vehicles have been ordered, and 2 replacement vehicles will be ordered this fiscal year. *Preston Elliott called for acceptance of the transit report. Mr. Kerry Perkinson*

motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.

7. Vanpool Report

Mr. Stanton Higgs presented the vanpool reports, noting vanpools have been added through the first quarter of the fiscal year. *Preston Elliott called for acceptance of the vanpool report Mr. Kerry Perkinson motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

8. Update on Federal Transit Administration's Fiscal Year 2016 Triennial Review

Triennial Review concluded in June. Only three findings that were considered housekeeping. Closeout and final report expected by the end of the year.

New Business

9. Consideration of Amended Franklin Transit Authority Drug Free Workplace and Drug and Alcohol Policy BAI9-15-2016A

Ms. Henry presented the updated Drug Free Workplace policy. The updates are due to changes in federal regulations.

Chairman Preston Elliott called for acceptance of the Drug and Alcohol Policy. Mr. Hays Waldrop motioned. Mr. Kerry Perkinson seconded the motion. Motion carried unanimously.

10. Authorization to Contract for Transit Service Planning Services BAI9-15-2016B

Franklin Transit Authority, to be in compliance with the Americans with Disabilities Act, and continue to receive funding, must ensure the system is compliant. A transition plan is due by December 31, 2016. An RFQ was sent out, and responses are due by September 16, 2016. A contract will be issued to the most responsive firm. *Chairman Preston Elliott called for authorization of a contract not to exceed \$55,000. Mr. Hays Waldrop motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

11. Authorization to Contract for Transit Service Planning BAI9-15-2016B

An RFQ was issued for plans to improve and expand existing service, and reduce headways to 30 minutes. Responses are due by Friday, September 16, 2016. A contract will be issued to the most responsive firm. *Chairman Preston Elliott called for acknowledgment of the checklist and establishing a committee. Mr. Ramon Cisneros motioned, Mr. Hays Waldrop seconded the motion. Motion carried unanimously.*

OTHER BUSINESS

12. Williamson Inc. Mobility Week

Mobility week was last week, a 5 day spotlight on transportation in Williamson County. VanStar announced a dedicated fleet of vehicles for Williamson County.

13. Executive Director's Report.

Moving forward with a presence in Cool Springs coming soon. Holly Trolley tickets will go on sale in early November, and will run the first three weekends in December.

14. The meeting adjourned at 5:00 p.m.

The next meeting will be January 19, 2017, 3:30 p.m.

Preston Elliott, Chairman

The TMA Group
Statement of Activities
Franklin Transit Service
For the Three Months Ending September 30, 2016

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Revenues					
COF Transit Operating	153,025.44	71,788.00	474,284.71	215,364.00	861,456.00
Revenue - Contracts	300.00	833.33	460.00	2,499.99	10,000.00
Transit Fares	4,978.00	7,083.33	15,261.00	21,249.99	97,500.00
Revenue - Building & EquipRent	800.00	800.00	2,400.00	2,500.00	9,700.00
Revenue - Transit-Interest	585.09	266.67	1,578.67	800.01	3,200.00
Revenue - Sale of Surplis Asset	0.00	0.00	0.00	0.00	0.00
Revenue - Operating Assistance	0.00	20,833.33	0.00	62,499.99	250,000.00
State New Freedoms	0.00	1,250.00	0.00	3,750.00	15,000.00
State 5307 Routematch	0.00	208.33	0.00	624.99	2,500.00
State 5307 Cap. Cost. Contract	0.00	0.00	0.00	0.00	0.00
State 5309 Bus Surveillance	0.00	0.00	0.00	0.00	0.00
State 5309 Rent Assistance	7,856.00	337.50	7,856.00	1,012.50	4,050.00
Federal New Freedoms	0.00	2,500.00	0.00	7,500.00	30,000.00
Feder 5307 Preventative Mainte	0.00	7,501.33	0.00	22,503.99	90,016.00
Federal 5307 Routematch	0.00	1,666.67	0.00	5,000.01	20,000.00
Feder 5307 Cap. Cost. Contract	0.00	42,994.42	0.00	128,983.26	515,933.00
Federal 5309 Bus Surveillance	0.00	0.00	0.00	0.00	0.00
Federal 5309 Rent Assistance	0.00	2,700.00	0.00	8,100.00	32,400.00
Total Revenues	167,544.53	160,762.91	501,840.38	482,388.73	1,941,755.00
Direct Cost of Program					
Salaries	48,389.53	55,566.67	141,208.01	166,700.01	666,800.00
Employer Taxes and Benefits	16,179.76	19,945.42	48,039.12	59,836.26	239,345.00
Professional Services	3,718.67	7,083.33	10,657.05	21,249.99	85,000.00
Transit Building Maintenance	245.00	500.00	1,932.07	1,500.00	6,000.00
Transit Maintenance	11,297.39	7,250.00	32,735.30	21,750.00	87,000.00
Transit Center Cleaning	422.00	425.00	1,266.00	1,275.00	5,100.00
Transit Security	0.00	41.67	0.00	125.01	500.00
Education/Community Outreach	0.00	83.33	0.00	249.99	1,000.00
Education/Community Outrch HT	0.00	0.00	0.00	0.00	0.00
Marketing/Web (G&A)	0.00	0.00	0.00	0.00	0.00
Promotional Products	0.00	166.67	0.00	500.01	2,000.00
Recruitment	0.00	0.00	162.15	0.00	0.00
Print Advertising	275.00	916.67	1,401.50	2,750.01	11,000.00
Print Advertising HT	0.00	166.67	0.00	500.01	2,000.00
Radio Advertising/Web	366.38	550.00	924.39	1,650.00	6,600.00
Radio Advertising/Web HT	0.00	0.00	0.00	0.00	0.00
TV Advertising/PR	0.00	0.00	0.00	0.00	0.00
Printed Brochures & Pieces	0.00	500.00	0.00	1,500.00	6,000.00
Legal Fees	0.00	208.33	0.00	624.99	2,500.00
Transit-DAM Compliance	0.00	250.00	558.00	750.00	3,000.00
Transit Fuel	6,192.72	10,000.00	17,895.83	30,000.00	120,000.00
Supplies	434.22	416.67	1,273.42	1,250.01	5,600.00
Transit Maint. Fac - Utilities	1,717.60	2,500.00	5,010.85	7,500.00	30,000.00
Radio Communications	357.56	0.00	1,256.37	0.00	0.00
Trolley Insurance	6,146.67	8,000.00	19,184.01	24,000.00	96,000.00
Transit General Liability	1,913.26	1,500.00	5,583.19	4,500.00	18,000.00
Payouts for Insured Liab Damag	0.00	0.00	0.00	0.00	0.00
Recov. for Liab. & Dmge Settle	0.00	0.00	0.00	0.00	0.00
Errors & Omissions Liability	606.68	625.00	1,820.04	1,875.00	7,500.00
Vehicle Licensing & Registrati	0.00	8.33	0.00	24.99	100.00
Dues, Subs, Tuition	589.42	750.00	2,306.93	2,250.00	9,000.00
Meetings	21.25	166.67	21.25	500.01	2,000.00
Postage	7.35	0.00	17.55	0.00	0.00
Travel and Training	600.00	1,000.00	600.00	3,000.00	12,000.00
Trolley Cleaning Supplies	378.00	762.50	1,126.00	2,287.50	9,150.00
Equipment - Other	0.00	41.67	100.00	125.01	500.00

The TMA Group
Statement of Activities
Franklin Transit Service
For the Three Months Ending September 30, 2016

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Bank Credit Card Charges	14.95	66.67	45.14	200.01	800.00
Transit Maint. Facility-Rent	3,354.67	3,375.00	10,064.01	10,125.00	40,500.00
Depreciation - Transit Off Equ	165.50	166.67	496.50	500.01	2,000.00
Total Direct Cost of Program	103,393.58	123,032.94	305,684.68	369,098.82	1,476,995.00
Indirect Expenditures	12,645.25	38,730.00	77,126.36	116,190.00	464,760.00
Net Difference - Operations	\$ 51,505.70 (\$	1,000.03) \$	119,029.34 (\$	2,900.09)	0.00
Planning					
Federal 5307 Planning	\$ 0.00	\$ 5,000.00	\$ 283.00	15,000.00	60,000.00
State 5307 Planning	0.00	625.00	35.35	1,875.00	7,500.00
COF Planning Cost Share	0.00	625.00	35.15	1,875.00	7,500.00
Total Planning Revenues	0.00	6,250.00	353.50	18,750.00	75,000.00
Planning Costs					
Planning/Transit	0.00	6,250.00	353.50	18,750.00	75,000.00
Net Difference - Planning	\$ 0.00 \$	0.00 \$	0.00 \$	0.00	0.00
Equipment					
Federal 5307 Capital Expenditu	\$ 0.00	\$ 15,333.33	\$ 0.00	45,999.99	184,000.00
State 5307 Capital Expenditure	0.00	1,916.67	0.00	5,750.01	23,000.00
COF Capital Cost Share	0.00	1,916.67	0.00	5,750.01	23,000.00
Total Equipment Revenues	0.00	19,166.67	0.00	57,500.01	230,000.00
Equipment Costs					
Equipment - Transit	0.00	19,166.67	0.00	57,500.01	230,000.00
Net Difference - Equipment	\$ 0.00 \$	0.00 \$	0.00 \$	0.00	0.00

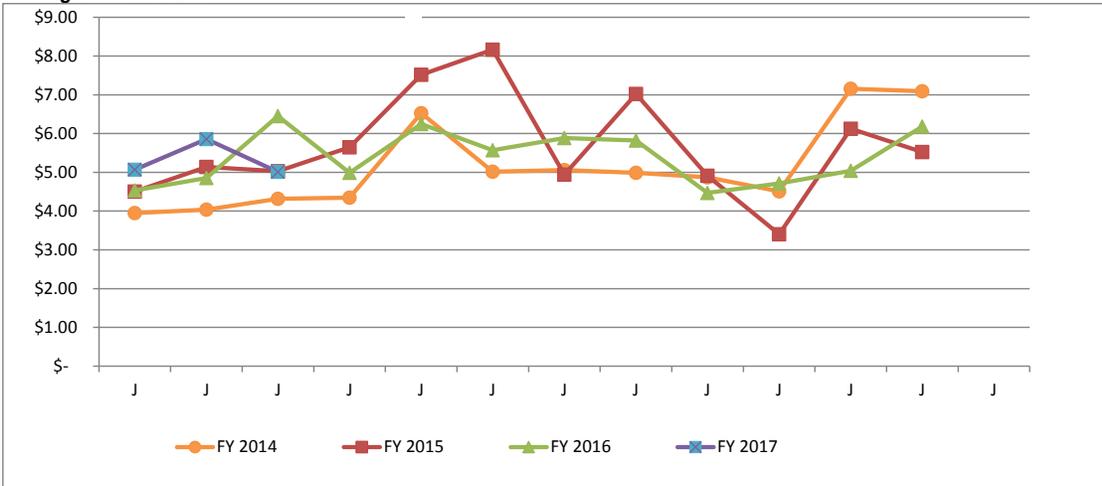
Ridership

Ridership by Route for September 2016

Eastbound	Westbound	Southbound	TODD	OTHER	TOTAL	Sr./Dis
1391	1513	400	3581	60	6,945	2,010

Total revenue hours for the month: 1794 Total vehicle miles for the month: 24,163 Operating cost for the month: \$116,039

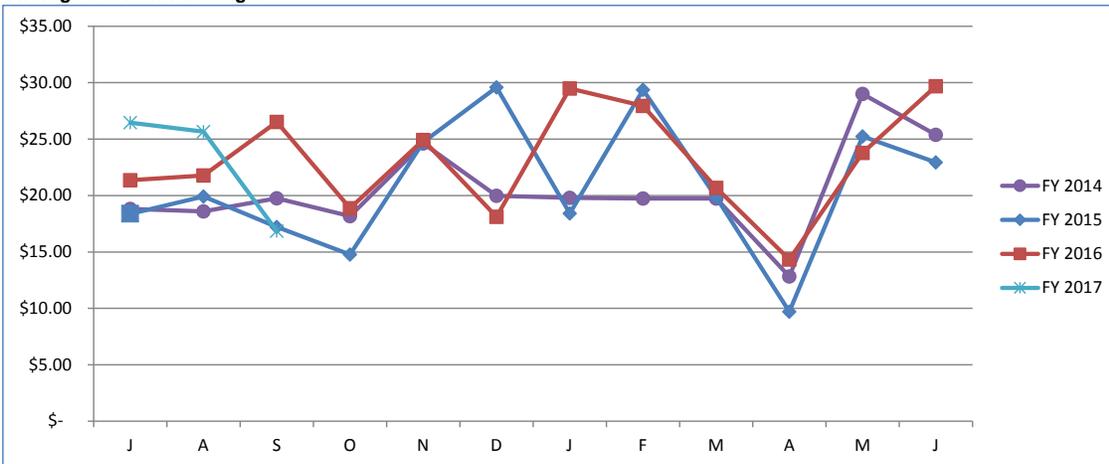
Average Cost Per Mile



FY Averages

FY 2017	\$ 5.31
FY 2016	\$ 5.40
FY 2015	\$ 5.67
FY 2014	\$ 4.98

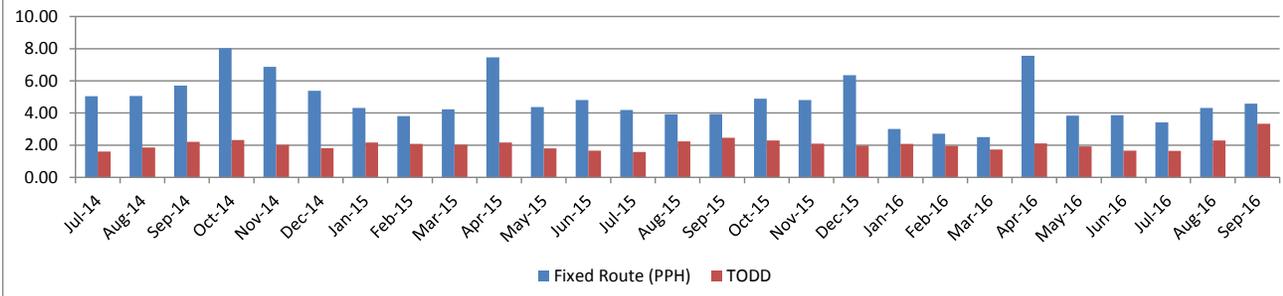
Average Cost Per Passenger



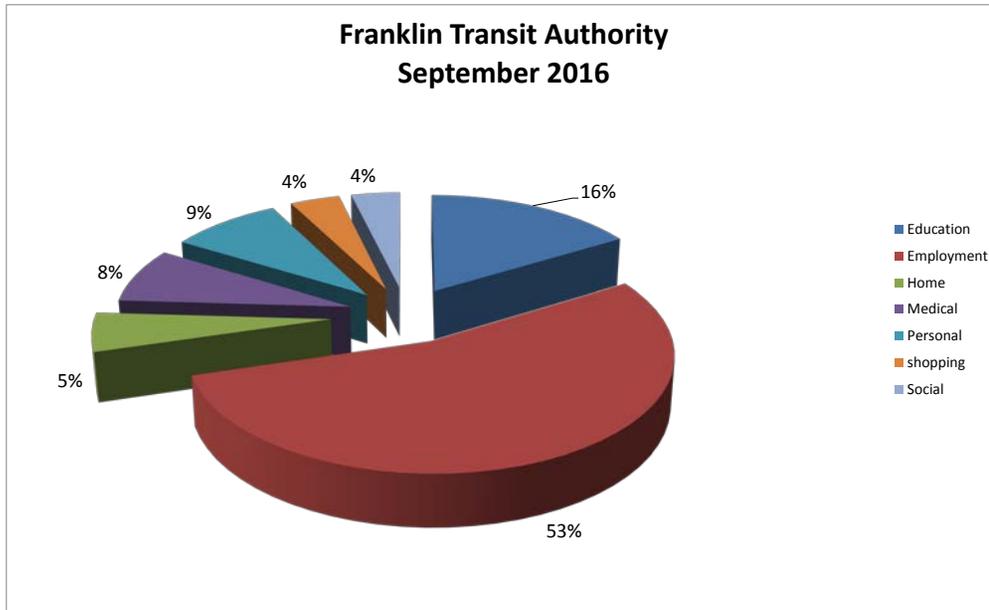
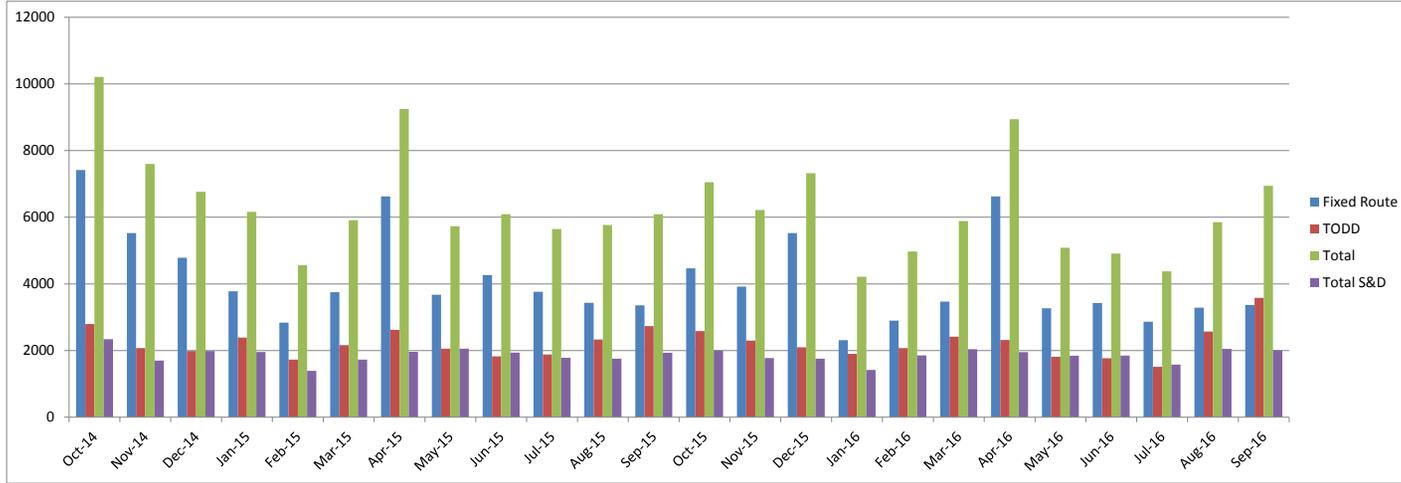
FY Averages

FY 2017	\$ 22.99
FY 2016	\$ 23.12
FY 2015	\$ 20.65
FY 2014	\$ 20.09

Passengers Per Hour



	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Fixed Route	7416	5525	4783	3776	2835	3751	6624	3674	4267	3765	3433	3355	4467	3919	5526	2314	2897	3470	6626	3269	3427	2866	3284	3364
TODD	2796	2074	1984	2385	1725	2161	2623	2056	1826	1881	2333	2736	2583	2299	2098	1900	2075	2414	2318	1813	1769	1511	2568	3581
Total	10212	7599	6767	6161	4560	5912	9247	5730	6093	5646	5766	6091	7050	6218	7324	4214	4972	5884	8944	5082	4911	4377	5852	6945
Total S&D	2339	1697	1985	1956	1390	1725	1962	2056	1936	1785	1753	1931	2003	1775	1756	1416	1853	2039	1951	1846	1851	1575	2048	2010



The TMA Group Board of Directors												11/10/2016
VANSTAR RIDERSHIP REPORT			May 2016			June 2016			July 2016			
<i>*Based on Actual Reported Data</i>	Wmsn	RTA	May 2016 Total	Wmsn	RTA	June 2016 Total	Wmsn	<i>% Change over Prev. Month</i>	RTA	<i>% Change over Prev. Month</i>	July 2016 Total	<i>% Change over Prev. Month</i>
Unlinked Passenger Trips/Month	7,886	11,316	19,202	7,950	11,540	19,490	7,220	-9.18%	11,049	-4.25%	18,269	-6.26%
Vehicle Revenue Hours/Month	942	1,166	2,108	948	1,177	2,125	875	-7.70%	1,174	-0.25%	2,049	-3.58%
Vehicle Revenue Miles/Month	40,255	51,500	91,755	40,835	51,747	92,582	37,762	-7.53%	51,962	0.42%	89,724	-3.09%
Service Days (average)	21	21		22	22		20		20			
Unlinked Passenger Trips/Day	376	539	914	361	525	886	361	-0.10%	552	5.32%	913	3.11%
Vehicle Revenue Hours/Day	45	56	100	43	54	97	44	1.53%	59	9.72%	102	6.07%
Vehicle Revenue Miles/Day	1,917	2,452	4,369	1,856	2,352	4,208	1,888	1.72%	2,598	10.46%	4,486	6.60%
Vehicles Operating in Maximum Service	21	31	52	21	30	51	21		31			
Fuel												
Cost	\$ 4,466	\$ 5,684	\$ 10,150	\$ 4,494	\$ 6,485	\$ 10,979	\$ 3,922		\$ 4,826		\$ 8,748	
Gallons	2,706	3,420	6,126	2,581	3,829	6,410	2,498		3,246		5,744	
Per Gallon Cost	\$ 1.65	\$ 1.66		\$ 1.74	\$ 1.69		\$ 1.57		\$ 1.49			
Fuel Saved by VanStar Vanpoolers (based on 8 persons/van)	18,942	23,940	42,882	18,067	26,803	44,870	17,486		22,720		40,206	gallons
	\$31,262	\$39,788	\$ 71,050	\$31,458	\$45,395	\$ 76,853	\$ 27,452		\$ 33,784		\$ 61,236	savings

12337	5296	17633	12644	5462	18106	13337	5.5%	5364	-2%	18701	3%
1435	742	2177	1480.25	776.75	2257	1560	5.4%	742.5	-4%	2302.5	2%
69177	32657	101834	71881	35185	107066	75074	4.4%	33658	-4%	108732	2%
18	18		18	19		20		19	0%		
685	294	980	702	287	990	667	-5.1%	282	-2%	949	-4%
80	41	121	82	41	123	78	-5.2%	39	-4%	117	-5%

The Transportation Management Association Group

AUTHORITY ACTION ITEM

Item Number: BAI 11-17-2016B

Meeting Date: 11-17-16

Item Title: Acknowledgement of Transit Public Comment Sessions for Franklin Transit Route Revisions

BACKGROUND

The approved FY 2017 budget for the Franklin Transit Authority includes funds to improve the fixed route coverage area with a goal of reducing headways from one hour to thirty minutes.

On August 26, 2016, The TMA Group issued a Request for Quotation – Transit Service Planning. After careful review of submissions, the contract was awarded to TranSystems, who began work on developing proposed route options. The proposed route options will be presented to the public on Monday, December 19th at two times: 11:30 am – 1:00 pm and 5:30 – 7:00 pm, at the Franklin Transit Center, 708 Columbia Avenue, Franklin, TN.

STAFF RECOMMENDATION

Staff requests acknowledgement of the dates and times for the Transit Public Comment Sessions for the Franklin Transit Route Revisions.

Approved _____
Authority Officer

Date

REQUEST FOR QUOTATION -- Transit Service Planning – Franklin, Tennessee August 26, 2016



The TMA Group in Franklin, Tennessee, is the operator and manager of the Franklin Transit Authority service in Franklin. Written quotations are being solicited from firms prequalified to do business with the Tennessee Department of Transportation for transit service planning.

Bidders shall submit a written quote with a timeline for the project and fees for Tasks 1, 2, and 3. The quote must include the estimate of hours by classification, the Consultant's associated hours billing rates by staff, overhead rate, and reimbursable expenses. Should travel be required, the Consultant will be reimbursed for actual travel expenses. Lodging and meals/incidental reimbursements will be based on GSA CONUS rates in effect at the time of travel. Mileage reimbursements will be based on State of Tennessee rates. Note that the same rates are to apply to any additional tasks assigned.

**Quotes should be signed and dated and attached to this email.
Quotes are due no later than 5:00 p.m. CDT, Friday, September 16, 2016.**

Franklin's small urban transit system currently operates three vehicles on three fixed routes. Two additional vehicles have been approved to increase the coverage area. The overall goal is to reduce headways from one hour to 30 minutes. The current fixed route system can be viewed at: <http://www.tmagroup.org/franklin-transit/fixed-routes/maps-schedules/>

TMA/Franklin Transit is seeking planning assistance as follows:

1. Update of the existing fixed route service to better serve the community. The routes studied will be the Westbound Route, Eastbound Route, and the Southbound Route. It is expected that this will include conducting a sampling of on-off counts; reviewing and recommending changes to routing based on non-performing route segments; establishing a new transfer location; reducing the existing number of and choosing new time points; and determining changes to the bus stop locations.
2. In addition to the review of existing routes, planning assistance is required for the expansion of the service coverage area. This includes a review of the conceptual routing for all routes; a development of time points, and a schedule and development of stop locations (all new stops must be ADA compliant).
3. Attendance and presentation at two public meetings to discuss proposed changes to the system. TMA/Franklin Transit Authority will be responsible for securing a meeting location and advertising the public meeting.
4. It is expected that Tasks 1-3 will be completed within four (4) months of notice to proceed.
5. TMA may add additional transit planning tasks, at their discretion. The selected Consultant will have the opportunity to propose a quote and fee to address each additional Task. The same rates are to apply to any additional tasks assigned.



Franklin Transit Authority Board 2017 Meeting Schedule

Note: Scheduled meetings are the 3rd Thursday of every other month at 3:30 p.m., unless otherwise notified.

<u>Month/Date</u>	<u>Location</u>	<u>Time</u>
January 19, 2017	Transit Center Conference Room	3:30 p.m.
March 16, 2017	Transit Center Conference Room	3:30 p.m.
May 18, 2017	Transit Center Conference Room	3:30 p.m.
July 20, 2017	Transit Center Conference Room	3:30 p.m.
September 21, 2017	Transit Center Conference Room	3:30 p.m.
November 16, 2017	Transit Center Conference Room	3:30 p.m.