



**Franklin Transit Authority
Regular Meeting Agenda ♦ Thursday, November 19, 2015**

1. Call to Order
2. Roll Call/Confirm Quorum
3. Public Comments

This portion of the agenda is for members of the public to directly address the FTA 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 17, 2015 Regular Meeting Minutes (ITEM #4)

OLD BUSINESS

5. Year-to-Date Financial Statement and Summary (ITEM #5)
6. Transit Report (ITEM #6)

NEW BUSINESS

7. Consideration of Disadvantaged Business Enterprise (DBE) FFY 2016-18 BAI 11-19-2015A
8. Special Event and Seasonal Service BAI 11-19-2015B

OTHER BUSINESS

9. Cool Springs Transportation Study Update
10. Executive Director's Report
11. Meeting Schedule for 2016 - next Meeting: January 21, 2016
12. Adjourn

**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Thursday, September 17, 2015 - 3:30 pm**

The Franklin Transit Authority met on Thursday, September 17, 2015 at 3:30 pm
708 Columbia Ave. Franklin, TN

Members present

Preston Elliott, Chairman
Dale Thomas, Vice Chairman
Pearl Bransford
Bob Horner
Hays Waldrop

Others Present

Debbie Henry, The TMA Group
Kelly Bair, The TMA Group
Diane Thorne, The TMA Group
Kristin Corn, City of Franklin
Abby Gambill, City of Franklin
Deb Varallo, Varallo Public Relations

1. Call to Order

Chairman Preston Elliott called the meeting to order.

2. Roll Call/Confirm Quorum

Chairman Preston Elliott confirmed that there was a quorum.

3. Public Comments

This portion of the agenda is for members of the public to directly address the FTA 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 May 21, 2015 Regular Meeting Minutes (ITEM #4)

Chairman Preston Elliott called to approve the minutes of the July 16, 2015 regular meeting. Mr. Hays Waldrop motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.

OLD BUSINESS

5. Year-to-Date Financial Statement and Summary (ITEM #5)

Ms. Henry presented the year to date July 31, 2015 financial statements to the Authority, noting continued savings in fuel costs. Discussion occurred on the potential ability to track fixed route versus TODD ridership costs and Paypal bank card charges Chairman Preston Elliott called for acceptance of the financial report. *Mr. Dale Thomas motioned, Mr. Bob Horner seconded the motion. Motion carried unanimously.*

6. Transit Report

Ms. Henry reported the ridership and discussion ensued about the upcoming Pilgrimage festival and traffic issues related to that event. Ms. Thorne noted a change in calculation from service hours to revenue hours on TODD. Chairman Preston Elliott called for acceptance of the transit report. *Vice Chairman Dale Thomas motioned, Mr. Bob Horner seconded the motion. Motion carried unanimously.* (ITEM #6)

NEW BUSINESS

7. TMA Group Consideration of Contract Amendment #2 between Franklin Transit Authority and Varallo Public Relations BAI9-17-2015B

Ms. Henry noted that the original contract was entered into in August 2011 with two one-year amendments and the contract was extended last year for one year. Recommendation is to extend the contract for the final one year that starts November 1, 2015. It was noted that the contract extension was for the time period only and not additional dollars.

Chairman Preston Elliott called for acceptance contract renewal. *Ms. Pearl Bransford motioned, Vice Chairman Dale Thomas seconded the motion. Motion carried unanimously.*

8. TMA Group Consideration of Disposition of Three Transit Vehicles BAI9-17-2015B

Ms. Henry noted that we have three transit vehicles that need to be disposed. Brian Wilcox and the City Office will put the vehicles on egov auction and the funds will come back to Transit. Discussion occurred on replacements. Ms. Thorne noted that two vehicles had already been replaced and the third is in the budget for this fiscal year. Chairman Preston Elliott called for acceptance contract renewal. *Mr. Bob Horner motioned, Vice Chairman Dale Thomas seconded the motion. Motion carried unanimously.*

OTHER BUSINESS

9. Cool Springs Transportation Study Update (ITEM #9)

Ms. Thorne presented the next steps which will include the formation of a Cool Springs Transportation Task Force to develop an implementation plan for the Cool Spring area.

10. Executive Director's Report (ITEM #10)

Ms. Henry presented a report and shared that the TMA Group had been invited to join the City in Chattanooga to be part of a joint presentation and present the Cool Springs Study. Ms. Henry also shared that we are gearing up for Holly Trolley and tickets will go on sale at the end of October.

11. Adjourn

Preston Elliott, Chairman

The TMA Group
Statement of Activities
Grant 20, Franklin Transit Service
For the Three Months Ending September 30, 2015

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Revenues					
Revenue - Contracts	\$ 300.00	\$ 833.33	\$ 5,200.00	2,499.99	10,000.00
COF Transit Operating	132,984.16	132,984.16	398,952.48	398,952.48	1,595,809.92
Reimbursed to COF Transit Oper	(12,343.83)	(8,150.00)	(29,026.57)	(24,450.00)	(1,079,115.92)
Revenue - Fares Fixed Route	894.00	2,125.00	3,809.56	6,375.00	25,500.00
Revenue - Fares TODD	4,411.00	4,958.33	12,884.00	14,874.99	59,500.00
Revenue - Transit Fares; HT	0.00	0.00	0.00	0.00	16,000.00
Revenue - Building & EquipRent	800.00	800.00	2,400.00	2,400.00	9,700.00
Revenue - Transit-Interest	276.78	266.67	914.06	800.01	3,200.00
Revenue - Operating Assistance	0.00	0.00	0.00	0.00	250,000.00
State New Freedoms	0.00	0.00	0.00	0.00	13,500.00
State 5307 IT	0.00	0.00	0.00	0.00	2,800.00
State 5307 Cap. Cost. Contract	0.00	0.00	0.00	0.00	50,288.00
State 5309 Rent Assistance	0.00	0.00	0.00	0.00	4,050.00
Federal New Freedoms	0.00	0.00	0.00	0.00	27,000.00
Federal 5307 IT	0.00	0.00	0.00	0.00	22,400.00
Feder 5307 Preventative Mainte	0.00	0.00	0.00	0.00	85,008.00
Feder 5307 Cap. Cost. Contract	0.00	0.00	0.00	0.00	411,520.00
Federal 5309 Rent Assistance	0.00	0.00	0.00	0.00	32,400.00
Total Revenues	127,322.11	133,817.49	395,133.53	401,452.47	1,539,560.00
Direct Cost of Program					
Salaries	68,215.26	42,499.99	150,488.09	127,499.97	531,500.00
Employer Taxes and Benefits	20,852.55	16,796.67	51,147.99	50,390.01	202,860.00
Professional Services	3,037.75	2,375.00	9,279.25	7,125.00	28,500.00
Transit Bldg/Oper. Maintenance	272.00	833.33	2,300.93	2,499.99	10,000.00
Transit Maintenance	7,556.10	6,750.00	22,880.23	20,250.00	81,000.00
Transit Center Cleaning	422.00	416.67	1,266.00	1,250.01	5,000.00
Transit Security	175.00	0.00	175.00	0.00	0.00
Education/Community Outreach	0.00	83.33	0.00	249.99	1,000.00
Promotional Products	0.00	333.33	0.00	999.99	4,000.00
Print Advertising	1,050.00	666.67	2,455.00	2,000.01	8,000.00

The TMA Group
Statement of Activities
Grant 20, Franklin Transit Service
For the Three Months Ending September 30, 2015

	Month	Month	YTD	YTD	Total
	Actual	Budget	Actual	Budget	Budget
Radio Advertising/Web	350.00	500.00	1,050.00	1,500.00	6,000.00
Printed Brochures & Pieces	0.00	500.00	0.00	1,500.00	6,000.00
Legal Fees	0.00	208.33	100.00	624.99	2,500.00
Transit-DAM Compliance	200.00	166.67	756.00	500.01	2,000.00
Transit Fuel	6,189.68	10,833.34	21,641.88	32,500.02	130,500.00
Supplies	469.22	0.00	1,494.73	0.00	0.00
Transit Maint. Fac - Utilities	1,611.64	1,875.00	5,228.65	5,625.00	22,500.00
Radio Communications	386.92	0.00	1,146.90	0.00	0.00
Trolley Insurance	6,335.69	5,583.33	18,948.95	16,749.99	67,000.00
Transit General Liability	391.59	500.00	1,153.02	1,500.00	6,000.00
Errors & Omissions Liability	572.38	541.67	1,717.14	1,625.01	6,500.00
Vehicle Licensing & Registrati	0.00	0.00	17.50	0.00	0.00
Dues, Subs, Tuition	585.67	583.33	2,230.38	1,749.99	7,000.00
Meetings	0.00	41.67	90.00	125.01	500.00
Travel and Training	524.01	833.33	1,011.91	2,499.99	10,000.00
Trolley Cleaning Supplies	91.00	708.33	673.95	2,124.99	8,500.00
Equipment - Other	0.00	0.00	400.00	0.00	0.00
Bank Credit Card Charges	1.95	33.33	13.65	99.99	500.00
Transit Maint. Facility-Rent	3,354.67	3,375.00	10,064.01	10,125.00	40,500.00
Depreciation - Transit Off Equ	152.22	8.33	398.72	24.99	100.00
Total Direct Cost of Program	122,797.30	97,046.65	308,129.88	291,139.95	1,187,960.00
Indirect Expenditures	38,814.96	29,300.00	102,043.10	87,900.00	351,600.00
Net Difference - Operations	(\$ 34,290.15)	\$ 7,470.84	(\$ 15,039.45)	\$ 22,412.52	0.00

The TMA Group
Statement of Activities
Grant 20, Franklin Transit Service
For the Three Months Ending September 30, 2015

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Planning					
Federal 5307 Planning	\$ 4,771.20	\$ 4,775.00	\$ 7,226.08	7,691.67	35,000.00
State 5307 Planning	596.40	600.00	903.26	964.58	4,375.00
COF Planning Cost Share	596.40	600.00	903.26	964.58	4,375.00
Total Planning Revenues	5,964.00	5,975.00	9,032.60	9,620.83	43,750.00
Planning Costs					
Planning/Transit	5,964.00	5,975.00	9,032.60	9,620.83	43,750.00
Net Difference - Planning	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00
Equipment					
Federal 5307 Capital Expenditu	\$ 46,980.00	\$ 47,640.00	\$ 46,980.00	47,640.00	180,000.00
State 5307 Capital Expenditure	5,873.00	5,955.00	5,873.00	5,955.00	22,500.00
COF Capital Cost Share	5,872.00	5,955.00	5,872.00	5,955.00	22,500.00
Total Equipment Revenues	58,725.00	59,550.00	58,725.00	59,550.00	225,000.00
Equipment Costs					
Equipment - Transit	58,725.00	59,550.00	58,725.00	59,550.00	225,000.00
Net Difference - Equipment	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

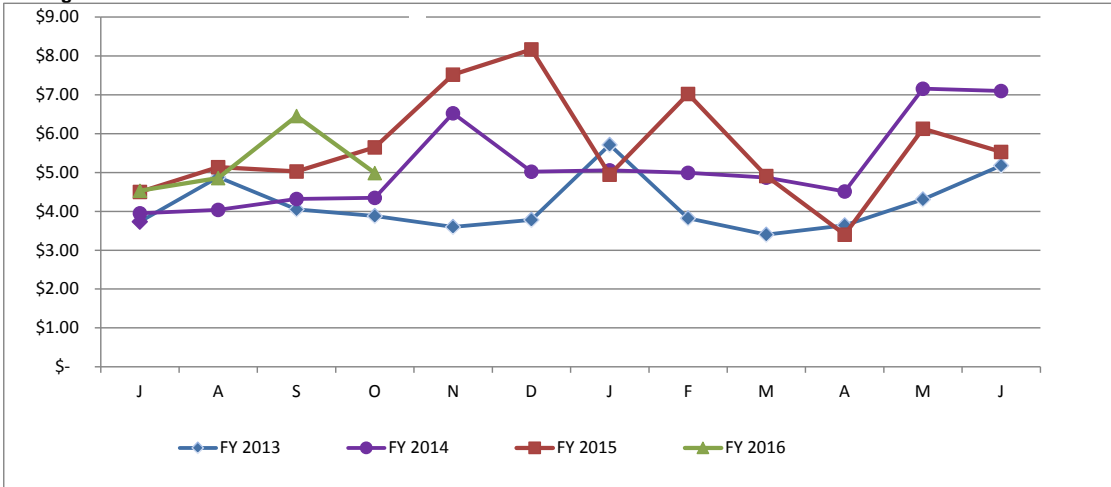
Ridership

Ridership by Route for October 2015

Eastbound	Westbound	Southbound	TODD	OTHER	TOTAL	Sr./Dis
1538	1543	551	2583	835	7,050	2,003

Total service hours for the month: 2036 Total vehicle miles for the month: 26,698 Operating cost for the month: \$133,104

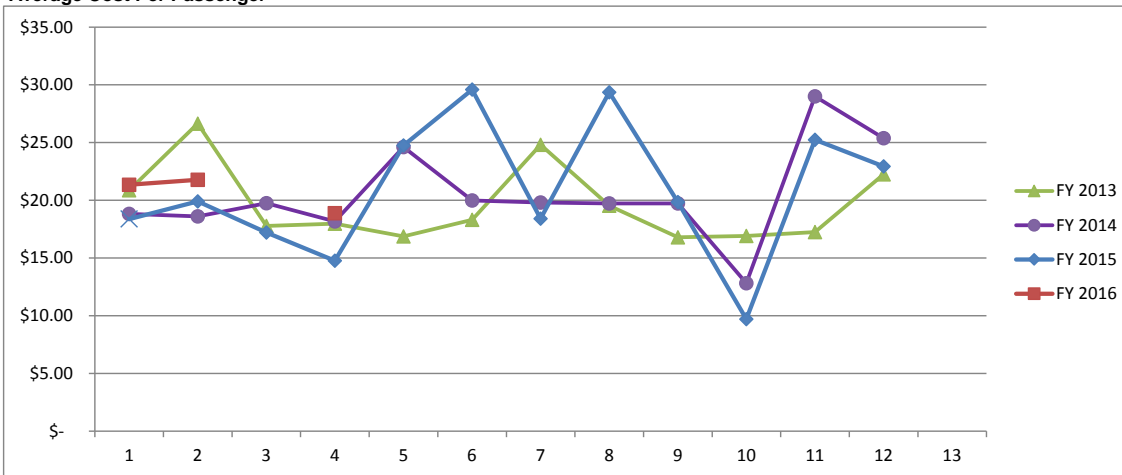
Average Cost Per Mile



FY Averages

FY 2016	5.21
FY 2015	\$ 5.67
FY 2014	\$ 4.98
FY 2013	\$ 4.17
FY 2012	\$ 4.31

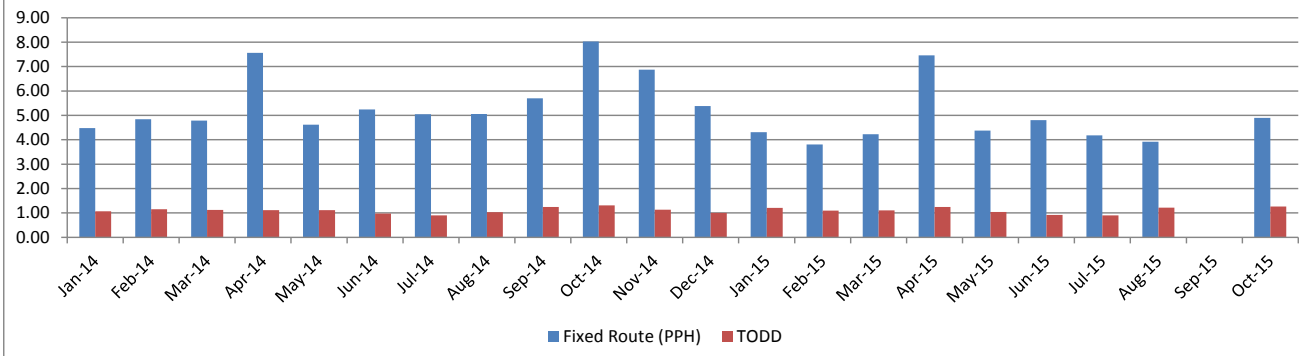
Average Cost Per Passenger



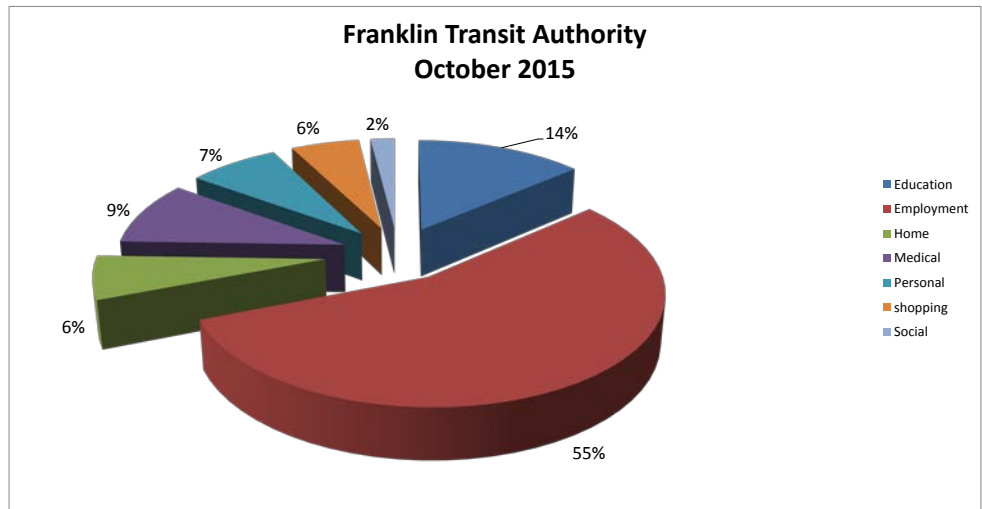
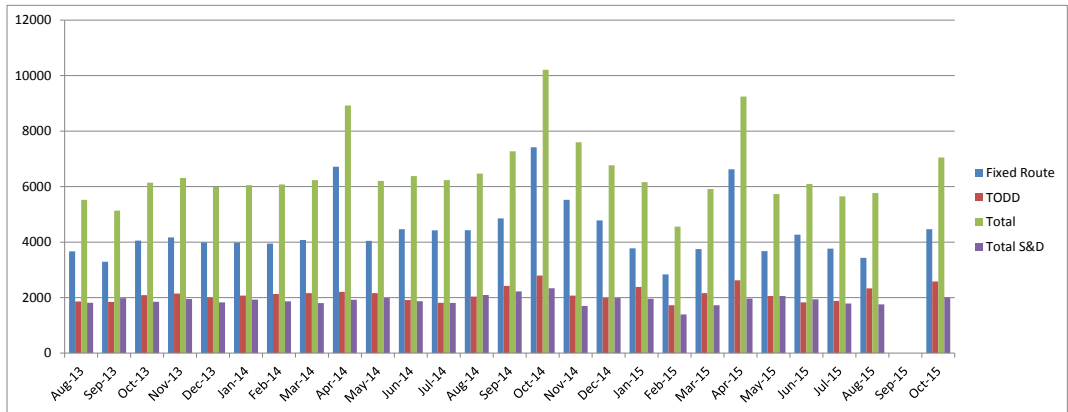
FY Averages

FY 2016	20.67
FY 2015	\$ 20.65
FY 2014	\$ 20.09
FY 2013	\$ 19.67
FY 2012	\$ 23.31

Passengers Per Hour



	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	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
Fixed Route	3664	3293	4056	4168	3989	3981	3948	4075	6716	4046	4466	4423	4430	4856	7416	5525	4783	3776	2835	3751	6624	3674	4267	3765	3433	4467	
TODD	1857	1842	2087	2144	2001	2074	2131	2161	2205	2159	1913	1811	2036	2418	2796	2074	1984	2385	1725	2161	2623	2056	1826	1881	2333	2583	
Total	5521	5135	6143	6312	5990	6055	6079	6236	8921	6205	6379	6234	6466	7274	10212	7599	6767	6161	4560	5912	9247	5730	6093	5646	5766	7050	
Total S&D	1812	1979	1850	1948	1829	1926	1866	1800	1921	1985	1870	1805	2094	2223	2339	1697	1985	1956	1390	1725	1962	2056	1936	1785	1753	2003	



TODD WEEKLY TRIP SUMMARY

11/11/2015

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
6-7 am	10	10	10	10	10	3	53
7-8 am	8	6	9	7	8	1	39
8-9 am	8	11	10	8	7	4	48
9-10 am	7	7	6	7	6	4	37
10-11 am	8	10	10	7	10	2	47
11-12 pm	5	7	6	6	5	3	32
12-1 pm	6	6	5	5	7	2	31
1-2 pm	5	8	12	10	5	2	42
2-3 pm	9	10	10	9	9	3	50
3-4 pm	12	8	12	9	11	5	57
4-5 pm	10	9	12	6	8	1	46
5-6 pm	5	5	5	5	5	1	26
TOTALS	93	97	107	89	91	31	508

Average trip time -- 15 minutes, add an extra 15 minutes for wheelchair transfers.

Average trip distance -- 6 - 8 miles

4 Vehicles are in service Monday-Friday (add 1-2 vehicles when school is in session on any given day).

2 Vehicles are in service on Saturday

Lunch breaks are from 11 AM - 1 PM.

TODD Vehicle Comparison -- November 2015	Mini Bus 8 + 2 WC passengers	Small Medium Cutaway - 13 passengers (narrow body)	Medium Duty Cutaway 12 + 2 WC passengers	Medium Duty Mini 10 + 2 WC passengers	Medium Duty Mini Bus 16 + 2 WC passengers	Ford Transit Van 5 + 1 WC passengers
Federal Useful Life - Revenue Miles	100,000	100,000	150,000	150,000	150,000	100,000
Federal Useful Life - Revenue Years	4	4	5	5	5	4

FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM

Item Number: 11-19-15A

Meeting Date: 11/19/2015

Item Title: Disadvantaged Business Enterprise (DBE) FFY 2016-18 Goal

BACKGROUND

In 2004, the Franklin Transit Authority became eligible for Federal transportation assistance authorized by 49 U.S.C. Chapter 53, title 23 United States Code, and other Federal statutes administered by the Federal Transit Administration.

Department of Transportation Disadvantaged Business Enterprise (DBE) regulations require local transportation agencies that receive Federal financial assistance to maintain a Disadvantaged Business Enterprise (DBE) Program.

Part of the program requires that goals for Disadvantaged Business Participation be set every three years. State and local governments set their goals based on the number of certified disadvantaged businesses in local markets.

STAFF RECOMMENDATION

Staff is recommending approval maintain the one percent (1%) goal for the DBE participation for FFY 2016-18.

Approved _____
Board Officer

Date

Addendum 1

FYs 16-18

DBE Program Goal & Methodology

Franklin Transit has established its Disadvantaged Business Enterprise (DBE) goal for Federal Fiscal Years 2016-2018 to be one percent (1%) of the Federal financial assistance Franklin Transit will expend in DOT-assisted contracts, exclusive of Federal Transit Administration funds to be used for the purchase of transit vehicles. This goal will be race neutral. The goal was determined by reviewing the percentage of the revenue spent in fiscal year 2015, the percentage charged to FTA dollars, the availability of DBEs in each purchasing category, the tentative three year budget, and finally, the prorated consideration of the anticipated purchases for fiscal years 2016-2018.

An email was sent on July 2, 2015 inviting local area businesses, organizations, and individuals who may have information concerning the availability of disadvantaged and non-disadvantaged businesses to a meeting to be held on July 21, 2015 at the Franklin Transit Authority. A reminder email was sent on July 20, 2015. One individual, Ramon Cisneros with Millennium Marketing, a registered DBE, attended. We discussed holding local job fairs aimed at DBE businesses. Attached, you will find the initial email, follow-up email, and sign-in sheet. Further discussions on how to coordinate local job fairs will be conducted; however, there was no impact to our DBE goal from this meeting.

Method:

The goal was established as follows:

Step 1

According to the 2013 United States Census data, there are 116,974 firms in the statistical area of Nashville-Davidson County, Maury County, Williamson County and Rutherford County, Tennessee in which DOT funding could be spent by Franklin Transit. 45,690 of these firms are listed as a minority or female owned.

248 businesses in Region III of Tennessee are certified as DBEs with the Tennessee Department of Transportation Small Business Development Office. Of these 248 firms registered under Tennessee's Uniform Certification Program, only 70 of the firms do business in an NAICS Code and region that Franklin Transit will expend funds for operation or construction.

These 70 businesses will be used to estimate the DBE goal.

$$70 \text{ DBE firms} / 116,974 \text{ DBE and non-DBE firms} = 0.05\%$$

The TMA staff works with several female owned and minority owned businesses. Staff has encouraged these businesses to register as DBEs and will continue to work with these businesses and seek the services of DBE firms registered with Tennessee's Uniform Certification Program.

In looking at contracting opportunities for Franklin Transit Authority, there are very few over the next three years that is anticipated. Most capital funds are expended on bus purchases, which are a state contract, preventive maintenance, and capital cost of 3rd party contracting. As of FY2016, potential project include expanding service, which will necessitate the purchase of vehicles. There are no further large projects planned currently. However, Franklin Transit Authority can potentially utilize DBEs depicted in the chart below (and included in attachments) based on the search for registered DBEs by NAICS codes in the Tennessee Uniform Certification Program for daily or ongoing needs.

NAICS Codes Utilized in DBE Search		Count
238220	Plumbing, Heating, Air-Conditioning Contractors	2
323115	Digital Printing	1
423840	Industrial Supplies Merchant Wholesalers	13
424120	Stationary and Office Supplies, merchant wholesalers	7
424990	Other Miscellaneous Nondurable Goods Merchant Wholesalers	5
524210	Insurance Agencies and Brokerages	7
541211	Offices of Certified Public Accountants	3
541213	Tax Preparation Services	3
541519	Other Computer Related Services	3
541840	Media Representatives	3
561720	Janitorial Services	15
561740	Carpet and Upholstery Cleaning Services	6
722110	Full Service Restaurants	2
Total		70

Step 2

Expected contracting opportunities in the upcoming three years are substantially similar to the previous three years. Previous participation included all prime contractors; no subcontractors were used. The historical median DBE participation over the previous three years is .8%. This number averaged with our step 1 base figure of .05% would make our DBE goal .425%. Therefore, the DBE goal for Franklin Transit for FYs 16-18 is 1%. This goal will be reached using race neutral means of facilitating DBE participation.

Attachments that support the above methodology include:

1. Printout by NAICS Codes
2. Census Data
3. Email communications to Stakeholders
4. Sign-in Sheet from goal setting discussion
5. Screen shot of DBE goal setting discussion from TMA Group website
6. Screen shot of DBE goal & methodology on TMA Group website

FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM

Item Number: 11-19-15B

Meeting Date: 11/19/2015

Item Title: Special Event and Seasonal Services

BACKGROUND

Traffic congestion in and around Downtown Franklin and the Cool Springs areas continues to be a challenge, especially during the holidays and special events. To meet the mobility needs of the general public during these times, the Franklin Transit Authority has been asked by the City of Franklin and the Downtown Franklin Association to consider increasing service during these periods. Current examples of this type of limited service are: Stop Hop and Shop, Pumpkinfest, Main Street Festival, Art Crawl, Wine Down Main Street, Main Street Brew Fest, etc. These services will be offered on a pre-determined limited basis at established fares to the general public.

The event and seasonal service will be well-publicized on websites, social media, ads, and dated print materials.

STAFF RECOMMENDATION

Staff is requesting the Authority authorize The TMA Group on its behalf to determine the route, schedule, and type of equipment to be used for these seasonal and special events. Fares will be consistent with existing fixed route fares as approved by the Authority.

Approved _____
Board Officer

Date



Franklin Transit Authority Board 2016 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 21, 2016	Transit Center Conference Room	3:30 p.m.
March 17, 2016	Transit Center Conference Room	3:30 p.m.
May 19, 2016	Transit Center Conference Room	3:30 p.m.
July 21, 2016	Transit Center Conference Room	3:30 p.m.
September 15, 2016	Transit Center Conference Room	3:30 p.m.
November 17, 2016	Transit Center Conference Room	3:30 p.m.