



**Franklin Transit Authority
Regular Meeting Agenda**

Thursday, July 22, 2010, 3:30 pm
Transit Center
708 Columbia Avenue

1. Call to Order
2. Roll Call/Confirm Quorum
4. 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

5. Minutes of May 27, 2010 Regular Meeting Minutes (ITEM # 5)

OLD BUSINESS

6. Year-to-Date Financial Statement and Summary (ITEM #6)
7. Transit Report (ITEM #7)
8. Capital Projects Reports (ITEM #8)

NEW BUSINESS

9. Franklin Transit Authority Public Transportation Program Policies
and Procedures Manual (BAI 10-7-22-9)

OTHER BUSINESS

10. Report of Executive Director
11. Adjourn

**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
THURSDAY, May 27, 2010– 3:30 PM**

The Franklin Transit Authority met on Thursday, May 27, 2010 at 3:30 pm in the
Transit Center Conference Room.

Members present

Preston Elliott, Chair
Bob Horner
Dale Thomas
Nancy Fletcher Blume

Others Present

Debbie Henry, TMA Executive Director
Allyson Shumate, TMA Staff
Kristen L. Corn, City of Franklin Legal
Erin Reinders, City of Franklin Long Range
Planning Department

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 Comment

Chairman Preston Elliott asked for public comments; none given.

CONSENT CALENDAR**5. Minutes March 18, 2010 Regular Meeting**

*Dale Thomas motioned to approve the minutes of the March 18, 2010 regular meeting.
Nancy Fletcher Blume seconded the motion. Motion carried unanimously.*

OLD BUSINESS**6. Year – to – Date Financial Statement**

Ms. Henry presented the year to date financial statements to the Authority, and commented the Authority is on track for the fiscal year, with 83% of budget year having elapsed and we are tracking 75% of the budget expended. It was noted that expenses were higher than normal because of three payrolls during the month of April. Chairman Preston Elliott called for the acceptance of the financial report. *Bob Horner motioned, Dale Thomas seconded and the motion passed unanimously.*

7. Transit Ridership Report

Ms. Debbie Henry reported the ridership for the months of March and April 2010. The positive response to the new routes was discussed as well as the new 30 minute Cool Spring service. *Chairman Preston Elliott called for the acceptance of the ridership report. Bob Horner motioned, Dale Thomas seconded and the motion passed unanimously.*

8. Capital Projects Reports

Ms. Debbie Henry reviewed the capital project report and milestone status for major projects. The AVL / Dispatching project will complete in August.

NEW BUSINESS**9. Approval of Fare and Service Change Policy**

Mrs. Allyson Shumate briefed the Board on the Process/Policy for Fare and Service Changes. She explained the policy is not new, but documents what has been in practice by the Franklin Transit Authority and incorporates requirements from the Federal Transit Administration. Bob Horner motioned to approve the policy. Dale Thomas seconded. Chairman Preston Elliot requested that the policy incorporate a time frame for the public comment period as well as the compliance with the Limited English Proficiency requirements. *A motion to approve as amended was made by Bob Horner, seconded by*

Nancy Blume and passed unanimously.

10. Consideration of Changes to Revenues for the FY 2011 Budget.

Ms. Henry briefed the Authority budget process so far. She stated the City of Franklin was requesting a 6% cut from all departments and non-profits. She briefed the Authority on the re-distribution of the revenues and how the revenues can be covered with federal funding if the TMA Group takes back the maintenance of the vehicles. *Mr. Bob Horner motioned to approve the redistribution of revenues in the FY 2011 budget. Nancy Blume seconded and the motion passed unanimously.*

OTHER BUSINESS

11. Report of Executive Director.

Ms. Debbie Henry briefed the Authority on the latest news from the Niche Marketing and the Twilight TODD; in addition to the COF Budget Reading time line. Mr. Dale Thomas asked if there was any news on the extended service beyond Franklin. TMA staff briefed the Authority on a meeting held with the Council on Aging and the Brentwood Task Force to get service started in the area focusing on seniors. Staff met and made suggestions to the task force. Staff is going to prepare an estimate for costs. Ms. Debbie Henry and Chairman Preston Elliott will then set up meetings with City of Brentwood officials to discuss details.

12. Adjourn

The meeting was adjourned at approximately 4:30 pm.

Preston Elliott, Chairman

Franklin Transit Authority
For The Month Ending June 30, 2010

ITEM 6

	<u>Month</u> <u>Actual</u>	<u>YTD Actual</u>	<u>Total Yr.</u> <u>Budget</u>	
REVENUES:				
Revenue Grant - Transit	38,455.32	875,629.31	902,963.76	
Revenue - Contracts	1,680.00	8,880.00	35,000.00	
Revenue - Transit Fares	4,339.10	61,798.74	73,000.00	85%
Revenue - Transit Net/Other	0.00	0.00	0.00	
<hr/>				
Total Revenues	44,474.42	946,308.05	1,010,963.76	94%

TRANSIT OPERATIONS COST:

Salaries - Transit Admin.	10,538.22	99,140.37	98,000.00
Salaries - Transit Drivers	18,715.16	246,120.90	247,353.03
Salaries - Contracts	363.23	2,164.01	15,000.00
Salaries - Transit Operations	5,248.88	67,687.73	69,000.00
Salaries - Cleaning	137.06	4,473.84	7,000.00
Salaries - Holly Trolley	0.00	4,931.77	0.00
Employer PR Tax	2,677.09	33,345.94	35,518.73
Empl'ers WC/UC	1,912.89	25,659.90	32,600.00
Empl'ee Benefits-Transit Admin	4,473.06	26,600.21	24,820.00
Empl'ee Benefits-Transit Drivr	7,943.84	62,697.34	71,231.00
Employee Benefits - Contracts	154.18	564.32	4,320.00
Empl'ee Benefits-Transit Oper.	2,227.94	17,208.25	19,870.00
Employee Benefits - Cleaning	58.18	1,030.96	2,010.00
Meetings	75.67	604.90	900.00
Memberships/Dues	0.00	5,226.00	2,500.00
Subscriptions	7.83	420.33	50.00
Education	0.00	2,603.74	4,800.00
Print Advertising	579.50	6,353.90	14,356.00
TV Advertising	0.00	0.00	1,500.00
Radio Advertising	2,000.00	6,675.00	2,500.00
Printed Brochures & Pieces	2,880.00	8,118.61	7,000.00
Promotional Products	30.00	60.00	0.00
Transit Maintenance	826.92	31,135.96	50,000.00
Transit Bldg/Oper. Maintenance	2,820.25	38,574.42	17,500.00
Transit Maint. Facility-Rent	3,754.67	11,264.01	0.00
Transit Maint. Fac - Utilities	1,923.94	2,265.68	0.00
Trolley Cleaning & Supplies	0.00	0.00	800.00
Transit Center Cleaning	210.00	2,915.22	3,600.00
Equipment - Transit	0.00	19,939.40	5,000.00
Postage	(4.41)	700.33	1,100.00
Supplies	1,216.90	11,146.80	8,000.00
Uniforms	552.70	7,334.68	10,000.00
Radio Communications	475.64	5,464.07	6,500.00
Travel & Training	201.48	2,955.84	3,000.00
Transit Fuel	11,010.73	54,703.39	92,500.00
Automobile/Trolley Insurance	0.00	52,282.00	61,000.00
Legal Fees	1,200.00	3,085.00	2,000.00
Transit General Liability	0.00	31,314.98	32,775.00
Errors & Omissions Liability	0.00	7,854.31	8,635.00
Transit-DAM Compliance	0.00	1,220.00	2,870.00
Planning/Transit	144.00	294.00	1,000.00
Ind Chgs Reassign-Transit	6,117.87	39,454.41	44,355.00
Ind Chgs Reassign-Contracts	64.15	715.53	0.00

Franklin Transit Authority
For The Month Ending June 30, 2010

ITEM 6

	<u>Month</u> <u>Actual</u>	<u>YTD Actual</u>	<u>Total Yr.</u> <u>Budget</u>	
Total Operations Cost	90,537.57	946,308.05	1,010,963.76	94%

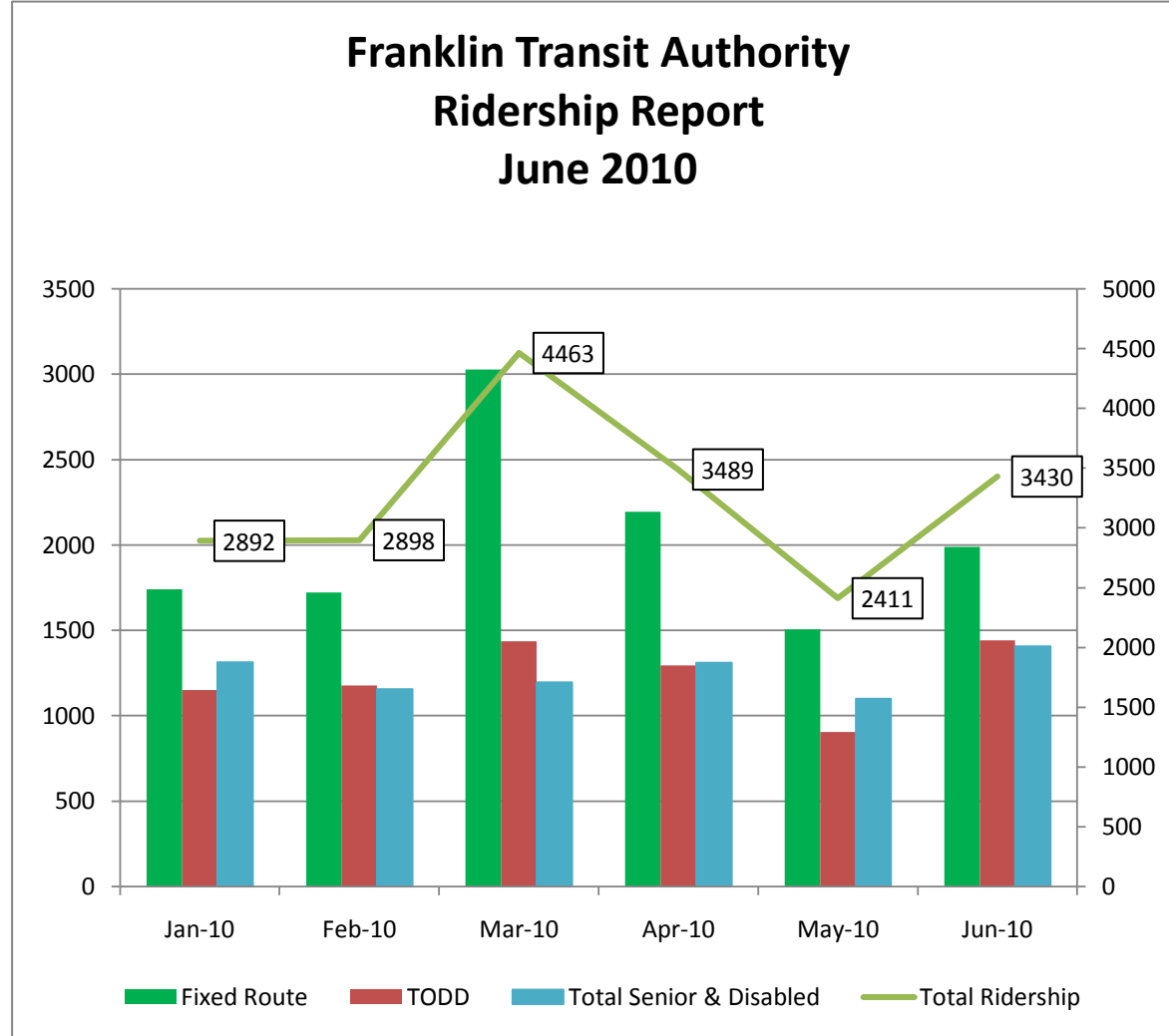
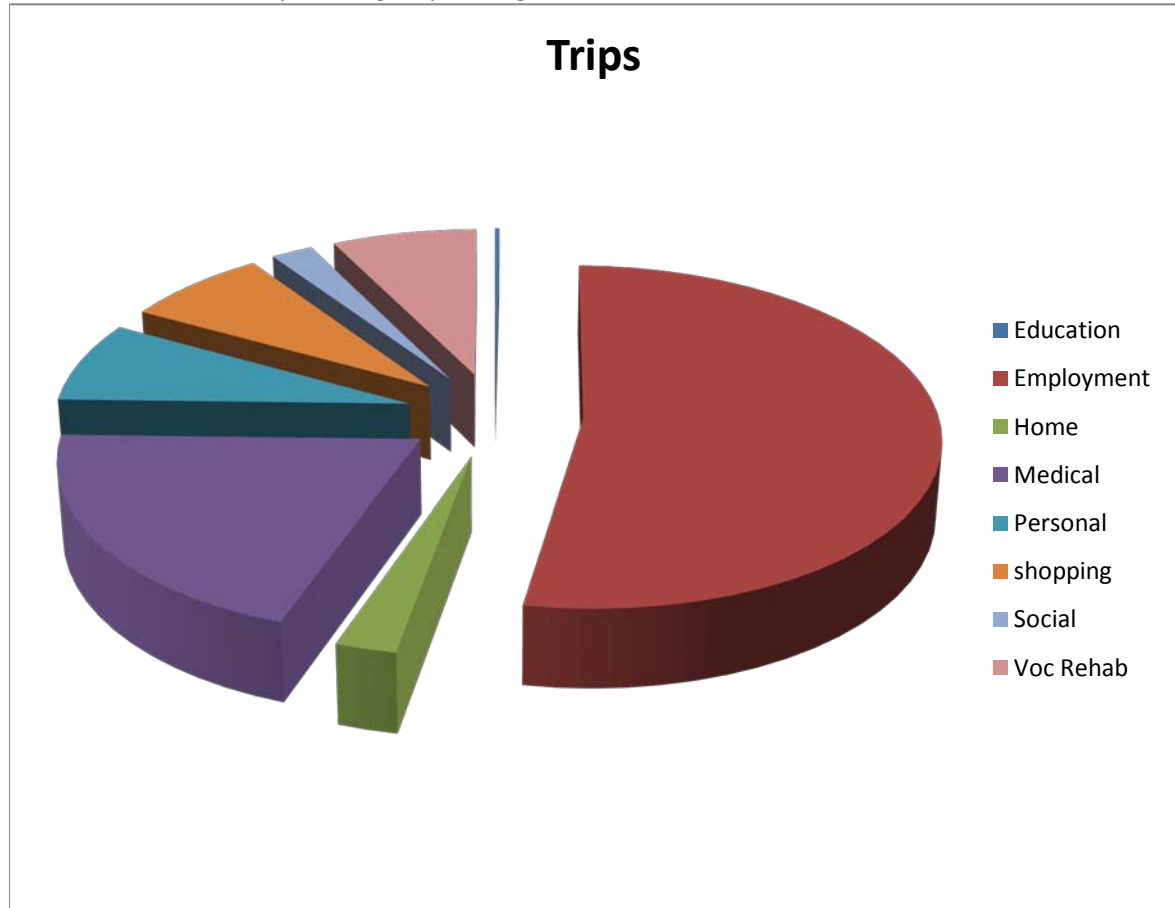
Month	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	FY 2009	FY 2010
July		\$2,057	\$2,676	\$1,962	\$2,414	\$3,573	\$3,789	\$3,857.75
August		\$1,387	\$2,361	\$2,384	\$2,236	\$3,434	\$6,086	\$3,933.05
September		\$1,096	\$1,969	\$1,957	\$2,427	\$3,506	\$3,869	\$3,450.80
October		\$1,330	\$2,220	\$2,266	\$4,106	\$11,146	\$4,474	\$5,240.40
November		\$1,242	\$4,475	\$10,099	\$10,991	\$13,846	\$9,503	\$18,272.50
December		\$1,527	\$2,199	\$3,686	\$2,848	\$4,878	\$11,182	\$6,099.00
January		\$1,022	\$2,105	\$2,670	\$2,771	\$3,784	\$3,924	\$2,982.75
February		\$1,224	\$1,680	\$1,805	\$2,332	\$4,684	\$3,470	\$3,083.75
March		\$1,926	\$1,734	\$3,117	\$3,471	\$3,231	\$4,009	\$4,433.50
April		\$1,752	\$1,910	\$2,356	\$2,442	\$5,053	\$3,979	\$3,255.00
May	\$351	\$1,597	\$2,068	\$2,394	\$3,390	\$3,364	\$5,081	\$2,850.20
June	\$2,344	\$2,570	\$2,466	\$2,719	\$3,130	\$4,930	\$5,305	\$6,019.10
Total	\$2,695	\$18,730	\$27,864	\$37,414	\$42,558	\$65,429	\$64,671	\$63,478

Previous years revenues included charters. The charter revenue is no longer an option for public transit agencies. Effective FY 2010

Franklin Transit Authority Ridership Report

	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11
Fixed Route	1740	1721	3027	2194	1507	1988											
TODD	1152	1177	1436	1295	904	1442											
Total Ridership	2892	2898	4463	3489	2411	3430											
Total Senior & Disabled	1313	1157	1195	1311	1101	1408											

**habitat for humanity / NHC group outing / tour of homes



Franklin Transit Authority Monthly Report June 2010

ITEM 7

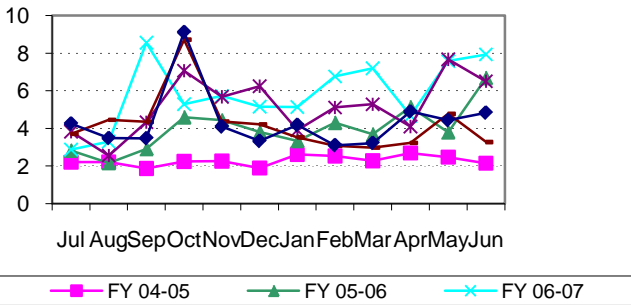
Ridership

Ridership by Route for June 2010

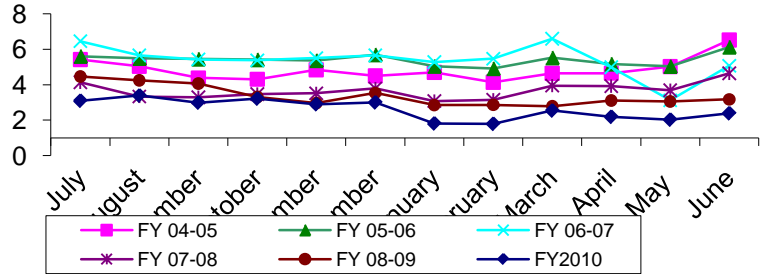
Eastbound	Westbound	TODD	OTHER	TOTAL	Sr./Dis
974	1014	1442		3,430	1,408

Total service hours for the month: 1436
Total vehicle miles for the month: 18,750
Operating cost for the month: \$90,538

Cost Per Vehicle Mile



Passengers per Hour



Service Delivery

Operating Cost per vehicle Mile

	Local	State	Federal	Farebox	Other	Total
Jun-10	\$ 2.54	\$ 1.19	\$ 0.66	\$ 0.16	\$ 0.19	\$ 4.83
FY 2010	\$ 2.29	\$ 1.08	\$ 0.60	\$ 0.23	\$ 0.17	\$ 4.37
FY 2009	\$ 2.27	\$ 0.99	\$ 0.60	\$ 0.26	\$ 0.17	\$ 4.29

Passengers per service hour 2.39. Miles since last incident: 310,982.

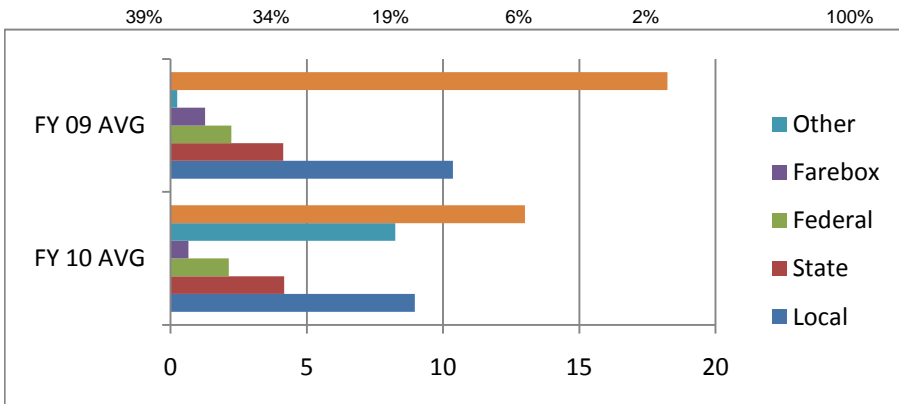
TODD SERVICE

The TODD service began in July 2007 with average trips by seniors and disabled at 703. Total seniors and disabled trips for FY 2010 is 16,523.

Funding Diversification

Year to Date Farebox as compared to operating costs 5.91%

Local	State	Federal	Farebox	Other	Total
\$ 58,974.24	\$ 17,844.07	\$ 9,735.25	\$ 3,084.00	\$ 900.00	\$ 90,537.57



Operating Cost per passenger:

	FY 10		FY 09 AVG
	Jun-10	AVG	
Local	\$ 17.19	\$ 8.96	\$ 10.36
State	\$ 5.20	\$ 4.17	\$ 4.13
Federal	\$ 2.84	\$ 2.13	\$ 2.24
Farebox	\$ 0.90	\$ 0.66	\$ 1.27
Other	\$ 0.26	\$ 8.25	\$ 0.24
Total	\$ 26.40	\$ 13.00	\$ 18.24

Costs include personnel (64%), Maintenance (10%), Insurance (10%), Fuel (9%), Educations (5%), Ciommunications, Uniforms and Supplies (3%)

**FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM**

Item Number: BAI 10-7-22-9

Meeting Date: 7/22/2010

Item Title: Franklin Transit Authority Public Transportation Program Policies
and Procedures Manual

BACKGROUND

The Franklin Transit Authority Public Transportation Program Policies and Procedures Manual, originally drafted in 2007 and recently updated, provides guidelines for the daily operations of the Franklin Transit service.

This manual is developed in compliance and accordance with program policies and procedures as set forth by the Tennessee Department of Transportation.

STAFF RECOMMENDATION

Staff recommends the Franklin Transit Authority accept the updated The Franklin Transit Authority Public Transportation Program Policies and Procedures Manual.

Approved _____
Board Officer

_____ *Date*