



**Franklin Transit Authority  
Regular Meeting Agenda**

**Thursday, November 18, 2010, 3:30 pm**  
708 Columbia Avenue

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 16, 2010 Regular Meeting Minutes (ITEM # 4)

**OLD BUSINESS**

5. Year-to-Date Financial Statement and Summary (ITEM #5)
6. Transit Report (ITEM #6)
7. Capital Projects Reports (ITEM #7)

**NEW BUSINESS**

8. Triennial Review Update (ITEM #8)
9. Approve contract for TDOT annual Operating Assistance (BAI 10-11-18-9)

**OTHER BUSINESS**

10. Report of Executive Director
11. Adjourn

**FRANKLIN TRANSIT AUTHORITY  
MINUTES OF BOARD MEETING  
THURSDAY, September 16, 2010– 3:30 PM**

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The Franklin Transit Authority met on Thursday, September 22, 2010 at 3:30 pm at 708  
Columbia Ave., Franklin, TN.

**Members present**

Preston Elliott, Chair  
Pearl Bransford  
Hays Waldrop  
Dale Thomas  
Nancy Fletcher Blume  
Bob Horner

**Others Present**

Debbie Henry, TMA Executive Director  
Allyson Shumate, TMA Staff  
Sue Conner, TMA Staff  
Erin Reinders, City of Franklin Long Range  
Planning Department  
John Saxton – Franklin Sustainability  
Commission

**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 July 22, 2010 Regular Meeting**

*Alderman Pearl Bransford motioned to approve the minutes of the July 22, 2010 regular meeting. Bob Horner seconded the motion. Motion carried unanimously.*

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

Ms. Henry presented the year to date July 2010 financial statements to the Authority, and commented this being the first month of the fiscal year all expenses and revenues were on track. Chairman Preston Elliott called for the acceptance of the financial report. *Pearl Bransford motioned, Dale Thomas seconded and the motion passed unanimously.*

**7. Transit Ridership Report**

Ms. Debbie Henry reported the ridership for the months of July 2010. The implementation of the new RouteMatch software provided insight on the trip purposes for the TODD service. Chair Preston Elliott questioned if passengers per hour was an appropriate measure for the Franklin Transit service, due to the nature of the on demand. It was determined the Authority would re-evaluate and determine if that particular measure should be changed.

**8. Capital Projects Reports**

Ms. Debbie Henry reviewed the capital project report and milestone status for major projects. The AVL / Dispatching project is nearing completion. Ms. Henry reviewed the final activity for this project which is the next bus signs.

**9. Update on Brentwood Rides**

Mrs. Debbie Henry briefed the Authority on the latest news with Brentwood Rides. A teleconference was held with TDOT and TDOT suggested that 5310 funds be applied for capital equipment for the project. A meeting is being schedule to help the Brentwood Rides develop a list of what is needed to move the effort forward.

## **NEW BUSINESS**

### **10. Triennial Review**

Ms. Debbie Henry briefed the Authority on the Triennial Review which was held on August 11<sup>th</sup> and 12<sup>th</sup>. This review covered 18 areas of compliance, and was the first for the Franklin Transit Authority. The actions were reviewed and the status provided. All actions are on track to be closed within the specified time frame.

- 11. Acknowledgement / Adopt Amendment 2 for contract between TMA Group and Franklin Transit Authority** – Debbie Henry explained the need for the amendment being the triennial review found there were missing required Federal Transit Administration clauses in this contract. The amendment will correct the finding and not change scope or price of the contract. Chair Preston Elliot called for a motion to approve the amendment. *Pearl Bransford motioned, Nancy Fletcher-Blume seconded and the motion passed unanimously.*

## **OTHER BUSINESS**

### **12. Report of the Executive Director**

Ms. Henry updated the Authority on the activities over the last two months including the Senior September special as well as niche marketing activities. Ms. Henry also briefed the Authority on the status of the ridership for the Franklin, Spring Hill and Brentwood express service into Nashville.

### **13. Adjourn**

The meeting was adjourned at approximately 4:30 pm.

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Preston Elliott, Chairman

## GRANT RECEIPTS-DISBURSEMENTS/BUDGETS

Item 5

## Franklin Transit Service

October 31, 2010

	<u>Month</u>		<u>Total Yr.</u>	
	<u>Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	
<b>REVENUES:</b>				
Revenue Grant - Transit	\$ 81,803.78	\$ 335,433.93	1,000,000.00	
Revenue - Contracts	600.00	3,415.00	0.00	
Revenue - Transit Fares	6,834.30	19,118.39	63,657.00	
Revenue - Transit Net/Other	0.00	0.00	0.00	
	<hr/>			
Total Revenues	89,238.08	357,967.32	1,063,657.00	34%
	<hr/>			
<b>TRANSIT OPERATIONS COST:</b>				
Salaries - Transit Admin.	12,172.65	34,422.15	102,057.00	34%
Salaries - Transit Drivers	31,656.35	89,217.26	257,247.00	35%
Salaries - Contracts	322.72	724.88	2,350.00	31%
Salaries - Transit Operations	8,597.45	24,676.99	99,760.00	25%
Salaries - Cleaning	0.00	94.18	7,280.00	1%
Salaries - Holly Trolley	59.18	59.18	9,035.00	1%
Employer PR Tax	3,807.76	11,405.32	40,212.00	28%
Empl'ers WC/UC	3,015.64	11,196.19	36,168.00	31%
Empl'ee Benefits-Transit Admin	2,720.64	9,787.46	27,873.00	35%
Empl'ee Benefits-Transit Drivr	7,041.11	25,487.07	79,980.00	32%
Employee Benefits - Contracts	71.78	195.30	700.00	28%
Empl'ee Benefits-Transit Oper.	1,912.27	7,075.54	20,665.00	34%
Employee Benefits - Cleaning	0.00	31.85	2,090.00	2%
Meetings	40.00	127.74	200.00	64%
Memberships/Dues	0.00	3,406.00	7,500.00	45%
Subscriptions	53.83	117.27	600.00	20%
Education	57.50	703.50	4,800.00	15%
Print Advertising	1,792.50	3,707.66	8,000.00	46%
TV Advertising	0.00	0.00	0.00	
Radio Advertising	950.00	2,700.00	9,000.00	30%
Printed Brochures & Pieces	0.00	797.00	7,000.00	11%
Promotional Products	349.60	1,843.98	1,000.00	184%
Transit Maintenance	3,954.24	15,831.35	50,000.00	32%
Transit Bldg/Oper. Maintenance	2,027.00	7,285.87	17,500.00	42%
Transit Maint. Facility-Rent	3,754.67	15,018.68	0.00	
Transit Maint. Fac - Utilities	1,995.17	6,190.46	0.00	
Trolley Cleaning & Supplies	0.00	0.00	800.00	0%
Transit Center Cleaning	400.00	1,315.00	4,000.00	33%
Equipment - Transit	0.00	114.73	18,000.00	1%
Postage	18.00	278.70	1,100.00	25%
Supplies	694.48	2,373.67	10,000.00	24%
Uniforms	1,821.69	4,884.32	9,000.00	54%
Radio Communications	608.28	2,473.99	6,500.00	38%
Travel & Training	476.63	1,167.65	3,500.00	33%
Transit Fuel	5,730.48	18,093.36	65,000.00	28%
Automobile/Trolley Insurance	80,762.00	80,762.00	61,000.00	132% *
Legal Fees	1,000.00	1,000.00	2,500.00	40%
Transit General Liability	34,230.82	35,404.20	32,775.00	108% *
Errors & Omissions Liability	6,367.00	6,367.00	8,635.00	74% *
Transit-DAM Compliance	332.00	901.00	2,000.00	45%
Planning/Transit	0.00	0.00	1,000.00	0%
Ind Chgs Reassign-Transit	4,428.08	13,259.92	44,355.00	30%
Ind Chgs Reassign-Contracts	27.24	62.86	2,475.00	3%
	<hr/>			
Total Operations Cost	223,248.76	440,561.28	1,063,657.00	41%
	<hr/>			
% of Budget Elapsed				33%

\* - Annual Insurance Premiums Paid October 1, 2010

Franklin Transit  
Fare Revenues

ITEM 5

Month	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
July		\$2,057	\$2,676	\$1,962	\$2,414	\$3,573	\$3,789	\$3,858	\$3,784
August		\$1,387	\$2,361	\$2,384	\$2,236	\$3,434	\$6,086	\$3,933	\$4,078
September		\$1,096	\$1,969	\$1,957	\$2,427	\$3,506	\$3,869	\$3,451	\$4,423
October		\$1,330	\$2,220	\$2,266	\$4,106	\$11,146	\$4,474	\$5,240	\$6,834
November		\$1,242	\$4,475	\$10,099	\$10,991	\$13,846	\$9,503	\$18,273	
December		\$1,527	\$2,199	\$3,686	\$2,848	\$4,878	\$11,182	\$6,099	
January		\$1,022	\$2,105	\$2,670	\$2,771	\$3,784	\$3,924	\$2,983	
February		\$1,224	\$1,680	\$1,805	\$2,332	\$4,684	\$3,470	\$3,084	
March		\$1,926	\$1,734	\$3,117	\$3,471	\$3,231	\$4,009	\$4,434	
April		\$1,752	\$1,910	\$2,356	\$2,442	\$5,053	\$3,979	\$3,255	
May	\$351	\$1,597	\$2,068	\$2,394	\$3,390	\$3,364	\$5,081	\$2,850	
June	\$2,344	\$2,570	\$2,466	\$2,719	\$3,130	\$4,930	\$5,305	\$6,019	
<b>Total</b>	<b>\$2,695</b>	<b>\$18,730</b>	<b>\$27,864</b>	<b>\$37,414</b>	<b>\$42,558</b>	<b>\$65,429</b>	<b>\$64,671</b>	<b>\$63,478</b>	<b>\$19,118</b>

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

# Franklin Transit Authority Monthly Report October 2010

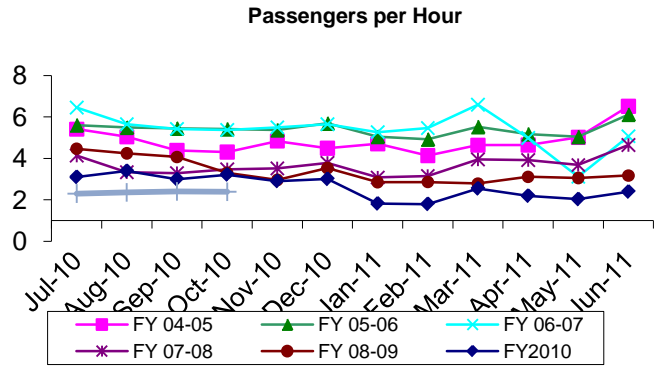
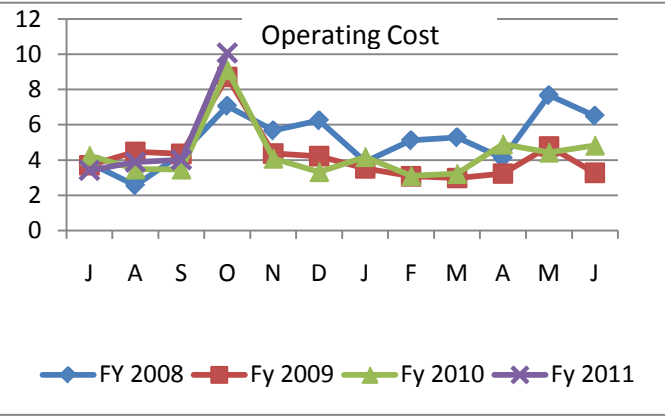
ITEM 6

## Ridership

Ridership by Route for October 2011

Eastbound	Westbound	TODD	OTHER	TOTAL	Sr./Dis
1249	1131	1362		3,742	1,617

Total service hours for the month: 1566  
Total vehicle miles for the month: 22,168  
Operating cost for the month: \$223,249



## Service Delivery

Operating Cost per vehicle Mile

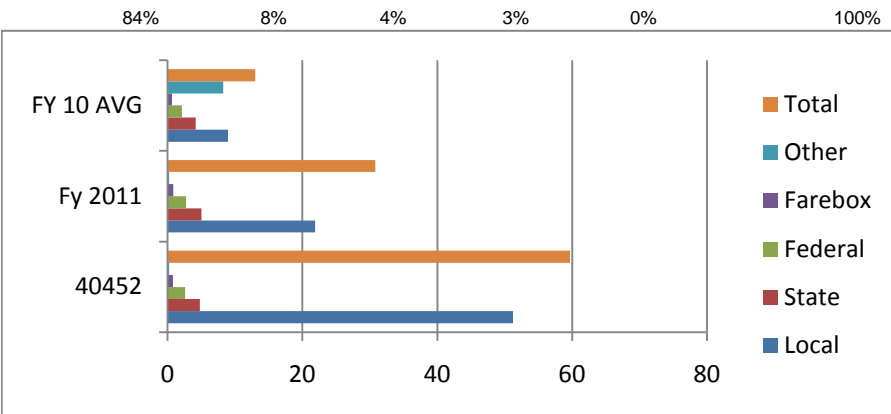
	Local	State	Federal	Farebox	Other	Total
Oct-10	\$ 5.29	\$ 2.48	\$ 1.38	\$ 0.14	\$ 0.39	\$ 10.07
Fy 2011	\$ 1.94	\$ 0.91	\$ 0.51	\$ 0.17	\$ 0.14	\$ 3.69
FY 2010	\$ 2.29	\$ 1.08	\$ 0.60	\$ 0.23	\$ 0.17	\$ 4.37

Passengers per service hour 2.39. Miles since last incident: 449,718

## Funding Diversification

Year to Date Farebox as compared to operating costs 1.33%

Local	State	Federal	Farebox	Other	Total
\$ 187,935.43	\$ 17,844.07	\$ 9,735.25	\$ 6,834.00	\$ 900.00	\$ 223,248.76



\*Operating Cost per passenger:

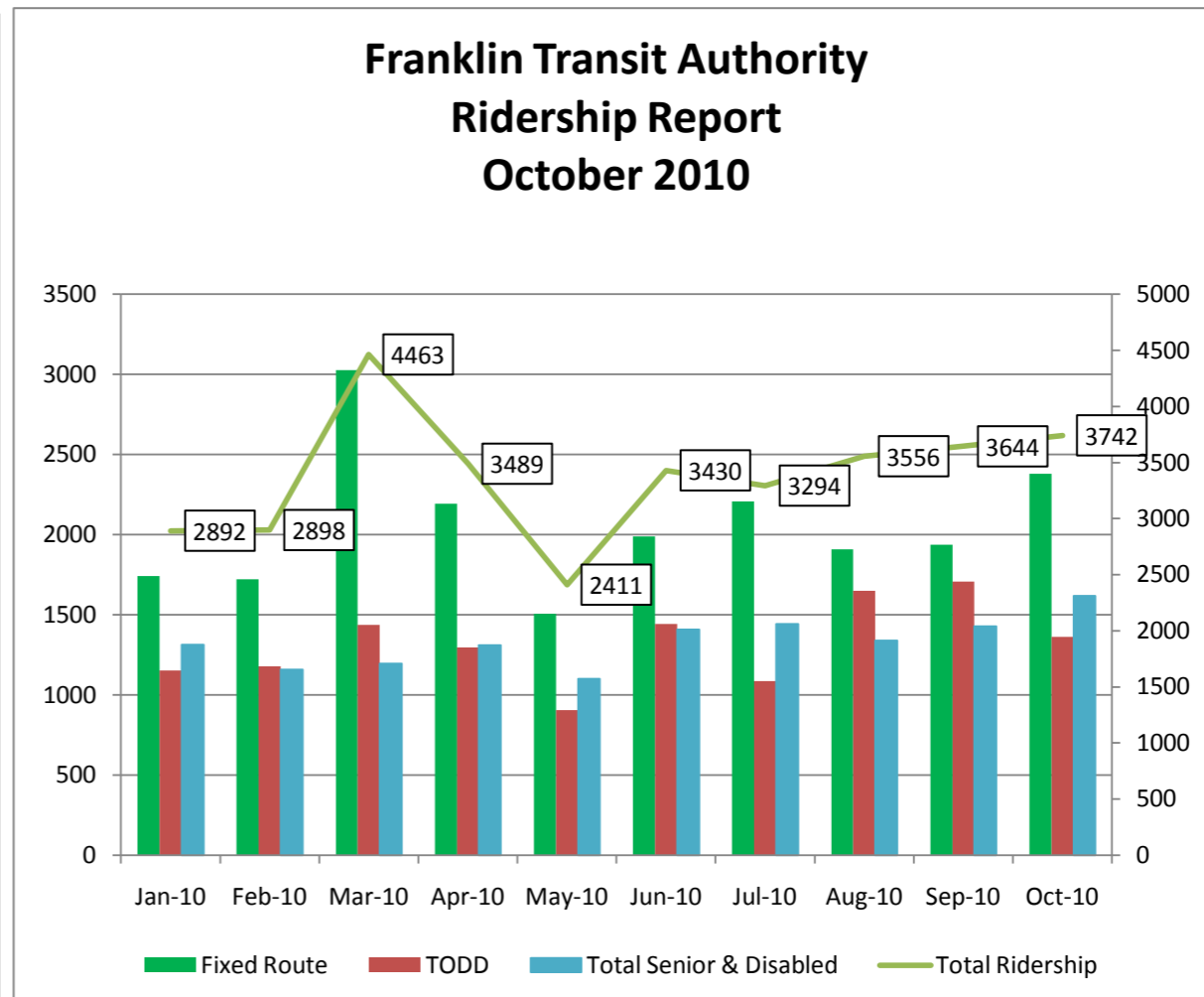
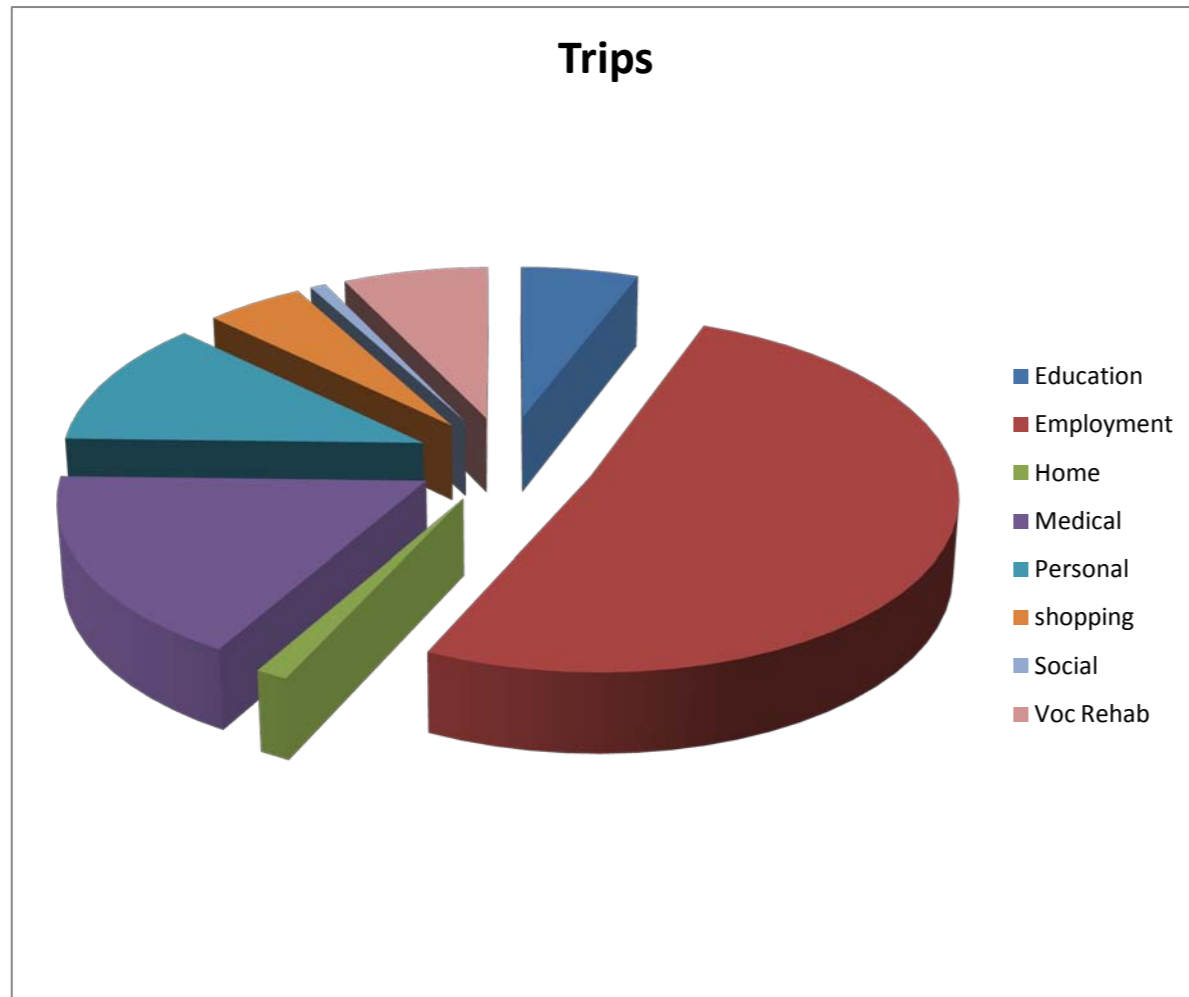
	Oct-10	Fy 2011	FY 10 AVG
Local	\$ 51.23	\$ 21.90	\$ 8.96
State	\$ 4.77	\$ 5.03	\$ 4.17
Federal	\$ 2.60	\$ 2.74	\$ 2.13
Farebox	\$ 0.82	\$ 0.87	\$ 0.66
Other	\$ 0.24	\$ 0.25	\$ 8.25
<b>Total</b>	<b>\$ 59.66</b>	<b>\$ 30.79</b>	<b>\$ 13.00</b>

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

\* Costs include annual insurance premiums due on October 1.

**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	2208	1907	1938	2380							
TODD	1152	1177	1436	1295	904	1442	1086	1649	1706	1362							
<b>Total Ridership</b>	<b>2892</b>	<b>2898</b>	<b>4463</b>	<b>3489</b>	<b>2411</b>	<b>3430</b>	<b>3294</b>	<b>3556</b>	<b>3644</b>	<b>3742</b>							
Total Senior & Disabled	1313	1157	1195	1311	1101	1408	1441	1339	1429	1617							



**Franklin Transit Grant Balances  
Capital Project Report**

ITEM 7

5307 TN-96-X006 ARRA	Federal Funds	\$ 310,000		
		<b>\$ 310,000</b>	<b>Remaining Balance</b>	
This grant includes			Estimate	Forecast / Actual
	\$ 60,000	ADA compliant shelters (3) purchase and installation		
	\$ 11,738	payment upon order	10/30/2009	3/1/2010
	\$ 12,558	payment upon delivery	12/31/2009	5/1/2010
	\$ 20,000	payment for installation	3/1/2010	6/1/2010
	\$ 250,000	AVL / Dispatching equipment and software purchase, installation and purchase		
			Estimate	Actual
		Proposals due	10/8/2009	10/8/2009
		Contract Award	11/1/2009	11/19/2009
		Notice to Proceed	12/1/2009	12/29/2009
		Assessment of operation	1/30/2010	2/9/2010
Pay schedule will be finalized in contract.		Level 1 training		2/24/2010
		Level 2 training		3/18/2010
		On Demand Go Live		5/10/2010
		Wireless FAT		6/15/2010
		Wireless Pilot		7/12/2010
		Fixed route Go live		8/30/2010
		contract Complete	12/31/2010	



**SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS – UPDATED SETPEMBER 16, 2010**

<b>Review Area</b>	<b>Finding</b>	<b>Deficiency</b>	<b>Corrective Action</b>	<b>Status</b>	<b>Response Date</b>	<b>Date Closed</b>
1. Legal	ND					
2. Financial	D-01	No existing financial plan	The Authority must submit to the FTA Regional Office a multi-year financial plan that projects operating and capital expenses and revenues over a three to five year time frame. In years when deficits are projected, the plan should identify steps the Authority will take to address these.	Completed and Accepted by Federal Transit	12/10/10	8/19/10
3. Technical	ND					
4. Satisfactory Continuing Control	ND					
5. Maintenance	D-04	Late vehicle preventive maintenance	The Authority must provide FTA a written description of how it intends to ensure that the TMA Group and its subcontractor, Carpenter Bus Sales, will meet the Authority's PMI schedule. The Authority must submit monthly reports of the PMIs completed until it has achieved an on-time performance for PMIs of 80 percent for three consecutive months.	This is in process. The first report was issued for the Month of September.  A description was emailed on 10/19/2010. Two reports have been submitted, should be closed with November PMI report.	12/10/10	
6. Procurement	D-13	No FTA clauses	The Authority will provide documentation showing that the contract with the TMA Group has been amended to include the missing clauses.	Amendment executed and sent to FTA on 10-12-2010.	12/10/10	

Review Area	Finding	Deficiency	Corrective Action	Status	Response Date	Date Closed
	D-21	Improper piggyback purchase	The Franklin Transit Authority must submit procurement procedures that include specific steps for conducting piggyback procurements according to FTA requirements.	Completed and accepted by Federal Transit Adm.	12/10/10	8/19/10
7. Disadvantaged Business Enterprise	D-07	Uniform reports not submitted semi-annually	The Franklin Transit Authority must submit procedures that will be followed in the future to ensure that the Uniform Report of DBE Awards or Commitments and Payments are submitted on-time. The Authority will also ensure that the report due December 1, 2010 will be submitted on-time.	This has been added to the staff calendar. Report submitted on 11/16/2010.	12/10/10	
8. Buy America	ND					
9. Debarment and Suspension	D-04	Certification clause not included in agreements/procurement solicitations	The Authority will submit to the FTA Regional Office procurement procedures that ensure the certification clause for debarment and suspension will be included in all future, applicable FTA-assisted third-party contracts. Furthermore, the Authority will provide documentation that shows the TMA Group's contract has been amended to include this clause.	Amendment Executed and sent to FTA on 10-12-2010.	12/10/10	

Review Area	Finding	Deficiency	Corrective Action	Status	Response Date	Date Closed
	D-05	No verification that excluded parties are not participating	The Authority will submit to the FTA Regional Office procurement procedures that describes the process it will use to verify that no excluded parties will participate in any future, applicable FTA-assisted third-party contracts. Furthermore, the Authority will provide documentation that such verification has been completed for the TMA Group.	Search performed and documentation from the EPLS sent to FTA on 10-14-2010.	12/10/10	
10. Lobbying	D-01	Certifications not included in agreements/procurement solicitations	The Authority will submit to the FTA Regional Office procurement procedures that ensure the Lobbying Certification will be included in all future, applicable FTA-assisted third-party contracts.	Procedures were submitted to FTA on 10-14-2010.	12/10/10	
11. Planning/POP	D-04	Public notice deficiencies	The Authority must submit documentation to the FTA Regional Office that demonstrates that its POP requirements will be met in the future, either directly by the Authority, or through the MPO's TIP process. The documentation provided must include the specific language that will be used in public notices.	D. Henry is working with MPO Executive Director to insure language is included for this upcoming TIP. A copy will need to be submitted to FTA to close this item.	12/10/10 – submitted on 11/9/2010	
12. Title VI	ND					
13. Fare Increases and Service Reductions	ND					

Review Area	Finding	Deficiency	Corrective Action	Status	Response Date	Date Closed
14. Half Fare	D-06	Information incomplete for Medicare card holders	The Authority must submit evidence that the half fare information on its website has been revised to include complete Medicare card half fare information. The Authority must also submit a plan and schedule for updating its printed system maps to include complete Medicare card half fare information.	Website completed – emailed to FTA on 9/16/2010. Brochures to be revised with next printing.	12/10/10	
15. ADA	ND					
16. Charter Bus	ND					
17. School Bus	ND					
18. National Transit Database	ND					
19. Safety and Security	ND					
	AC-27	Security information not provided to passengers	Distribute security awareness information to passengers	Completed 9-25-2010		
	AC-30	No intelligence sharing with other agencies	Participate in the Public Transit – Intelligence Sharing and Analysis Center (PT-ISAC)	Completed 9/16/2010		
	AC-31	Audit of security policies and procedure not performed	Conduct an audit of security procedures	D. Henry and S. Connor to schedule		
20. Drug-Free Workplace	ND					

Review Area	Finding	Deficiency	Corrective Action	Status	Response Date	Date Closed
21. Drug and Alcohol Program	D-02	Drug and alcohol policy lacking required elements	The Franklin Transit Authority must submit documentation demonstrating that the TMA Group's Substance Abuse Policy is revised to include the missing elements, that it has been approved by its governing board, and that it has been recommunicated to all affected employees.	Completed – TMA Board Adopted 9/14/2010 FTA cleared 10-5-2010.	11/10/10	
	D-08	Contractors, subrecipients and/or lessees not properly monitored	The Franklin Transit Authority must submit to FTA procedures that describe how it will routinely monitor the drug and alcohol program of its maintenance contractor in the future.	Sue Conner drafting. Sumbitted via email 10-19-2010	11/10/10	
22. Equal Employment Opportunity	ND					
23. ITS Architecture	ND					
24. ARRA	ND					

Findings: ND = No Deficiencies; D = Deficient; AC = Advisory Comment; NA = Not Applicable

**FRANKLIN TRANSIT AUTHORITY  
BOARD ACTION ITEM**

Item Number: 10-11-18-09

Meeting Date: 11/18/2010

Item Title: State Matching Contract for FY 2010 5307 Funds

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**BACKGROUND**

The TN Department of Transportation matches the federal funds allocated to the Franklin Transportation Authority for annual operating support. This year the amount for operating support is \$214,524.42. These funds are to match the annual 5307 allocation.

**STAFF RECOMMENDATION**

Staff recommends the approval of this contract for annual operating support for Franklin Transit Authority.

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*Approved* \_\_\_\_\_  
*Board Officer*

\_\_\_\_\_  
*Date*