REGULAR BOARD OF DIRECTORS MEETING

Monday, February 3, 2020, 9:00 AM
Florida Conference Room, HART Administrative Office, 1201 East 7th Avenue, Tampa FL 33605
Information not viewable is available upon request through the Clerk of the Board phone: 813-384-6552 or e-mail: petitl@goHART.org

AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. RECOGNITIONS

   a. Heroic Actions by HART Operations Department ~ Ted Harris, Chief Customer Experience Officer
      Operator Katryna Owens
      Transit Supervisor Hugues Mathe
      Senior Operations Controller Jeff Skeldon

   b. Employee Recognitions
      Operator of the Month - October 2019 ~ Kenneth McDonald
      Operator of the Month - November 2019 ~ Desmond Coulson
      Operator of the Month – December 2019 ~ Joseph Williams, Jr.
      Teamster Employee of the Quarter for 4th Quarter 2019 ~ Operations Controller Michael Szemeredy
      Maintenance Employee of the Month – October 2019 ~ Antonio Leslie
      Maintenance Employee of the Month – November 2019 ~ Kirk Boccabello
      Maintenance Employee of the Month – December 2019 ~ Dariel Ochoa
      Non-Bargaining Employee of the Quarter for 4th Quarter 2019 ~ Christine Mieczkowski

3. APPROVAL OF MINUTES

   Regular Board of Directors Meeting ~ January 6, 2020
   Regular Board of Directors Meeting Minutes ~ January 6, 2020
   Sign-in - Public Comments - January 6, 2020 Board Of Directors
   Sign-in - Media, Staff, and General Public - January 6, 2020 Board Of Directors

4. PUBLIC INPUT ON AGENDA ITEMS (3 MINUTES PER SPEAKER)
5. **GENERAL COUNSEL’S REPORT**
   
a. Whistleblower Investigation Report  
   Report is not included in this packet.

b. Election of HART Officers and Vote on HART Board Appointments to Other Boards and HART Board Committees  
   **Summary of Election and Appointment Surveys**  
   **HART Committee Structure**

6. **PRESENTATION**
   
   Agency Safety Update ~ Colin Mulloy, Director of Safety

   **OVERVIEW**
   Staff will provide an update of accidents and incidents over the last fiscal year and safety initiatives for the future.

   **Presentation Cover Sheet - Agency Safety Update**
   **Agency Safety Update Presentation**

7. **APPROVAL OF ACTION ITEMS**
   
a. Strategic Planning and External Relations Committee met on January 27, 2020 and advanced the following item to the full HART Board of Directors with the Committee’s objections to continuing.

   Resolution #R2020-02-03 ~ Authorize the Interim Chief Executive Officer to Execute a Memorandum of Understanding (MOU) Between Hillsborough Transit Authority (HART) and Tampa Downtown Partnership to Assist with Operating the Tampa Downtown On-Demand Transportation Service through June 30, 2020 in a Not-to-Exceed Amount of $192,000, with Additional Months Optional on a Month-to-Month Basis at $64,000 Per Month Until September 30, 2020, Contingent Upon the Availability of Funding

   Justin Willits, Senior Planner

   **OVERVIEW**
   HART is currently preparing a solicitation for a Multi-Area circulator service which will include the assumption/replacement of the current Tampa Downtown On-Demand Transportation Service (the “Downtowner”), as well as new service in the USF/Innovation District, Westshore areas and potential new service areas. To ensure that there is no gap in this highly utilized downtown service during the procurement process, HART will provide funding to the Downtown Partnership to support its contract for these services on a month-to-month basis while selecting a new vendor that will then operate the service.

   **Action Item - Resolution #R2020-02-03 ~ Authorize the ICEO to Execute a MOU Between HART and Tampa Downtown Partnership to Assist with Operating the Tampa Downtown**
On-Demand Transportation Service
Action Item Attachment - Resolution #R2020-02-03 ~ MOU Between HART and Tampa Downtown Partnership to Assist with Operating the Tampa Downtown On-Demand Transportation Service

The following presentation is in support of the Action Item - Resolution #R2020-02-03.

Downtown Circulation 2020 Update ~ Justin Willits, Senior Planner

*Requested by Director Mechanik*

Overview:
HART Service Development Staff, at the direction of the HART Board, have developed a proposal to extend the existing service while soliciting a new provider for mobility services in Downtown and other service areas. Staff will present a variety of options and the recommendations.

Presentation Cover - Downtown Circulation 2020 Update
Downtown Circulation 2020 Update Presentation

b.
Strategic Planning and External Relations Committee met on January 27, 2020 and did not form a recommendation on the following item due to lack of quorum.

Resolution #R2020-02-04 ~ Authorize the Interim Chief Executive Officer to Award a Contract for the Execution of a Network Evaluation and Short-Term Service Plan to Connetics Transportation Group, Inc. in a Not-to-Exceed Amount of $405,155
Chis Cochran, Director of Service Development

OVERVIEW:
This project is to develop a short-term (years 2020-2022) bus operations plan to feed into a Major 30-year Transit Development Plan solicited in the future. Both of these efforts will be coordinated through a separate public outreach contract with various other studies ongoing that include the HART Transit Oriented Development (TOD) Study and Arterial Bus Rapid Transit (BRT) Study.

Action Item - Resolution #R2020-02-04 ~ Authorize the Interim Chief Executive Officer to Award a Contract for the Execution of a Network Evaluation and Short-Term Service Plan to Connetics Transportation Group, Inc. in a Not-to-Exceed Amount of $405,155

Resolution #R2020-02-05 ~ Authorize the Interim Chief Executive Officer to Award a Contract for the Execution of Public Outreach Services to The Valerin Group, in a Not-to-Exceed Amount of $300,000
Chis Cochran, Director of Service Development
OVERVIEW:
The primary goal of this solicitation will be to complete and facilitate the outreach and engagement necessary to complete a Network Evaluation and Short-term Service Plan, and a 10-year Transit Development Plan (TDP) Major Update and 30-year Vision Plan.
Action Item - Resolution #R2020-02-05 ~ Authorize the Interim Chief Executive Officer to Award a Contract for the Execution of Public Outreach Services to The Valerin Group, in a Not-to-Exceed Amount of $300,000

8. INTERIM CHIEF EXECUTIVE OFFICER’S REPORT
   a. Monthly Agency Activities
      Monthly Agency Activities
   b. Response to Citizen's Public Comment
      Response to Citizen's Public Comment

9. CHAIR’S REPORT
   March 2, 2020 Regular Board of Directors Meeting Start Time – 8:30 a.m.

10. REPORTS FROM HART BOARD REPRESENTATIVES
    a. Tampa Historic Streetcar Board of Directors
       Summary of December 15, 2019 THS Board meeting
    b. Hillsborough County Metropolitan Planning Organization Board of Directors
       The attachment summarizes activities of the Metropolitan Planning Organization (MPO) during their December 3, 2019 Board of Directors meeting.
       Summary of December 3, 2019 MPO Board meeting
    c. Tampa Bay Area Regional Transit Authority Board of Directors
       The attachment summarizes activities of the Tampa Bay Area Regional Transit Authority (TBARTA) during their December 6, 2019 Board meeting.
       Summary of December 6, 2019 TBARTA Board meeting

11. STATUS REPORTS
    a. Financial Highlights
       Period Ending December 31, 2019
       Financial Report For Period Ending December 31, 2019
    b. Ridership and Productivity
       December 2019
12. PUBLIC INPUT REGARDING GENERAL CONCERNS (3 MINUTES PER SPEAKER)

13. OLD BUSINESS

14. NEW BUSINESS

15. MONTHLY INFORMATION REPORTS
   a. Capital Development Division
      Capital Development Division Report for December 2019
   b. Communication and Marketing Division
      Communications and Marketing Report for December 2019
   c. Customer Experience Division
      Customer Experience Report for December 2019
   d. Human Resources Division
      Human Resources Report for December 2019
   e. Procurement and Contracts Administration
      Procurement and Contracts Department Report for December 2019

16. ADJOURNMENT

17. CLOSED SESSION - CANCELLED
Closed attorney-client session to discuss settlement negotiations or strategy related to litigation expenditures in the Transit Surtax litigation.
CALL TO ORDER AND PLEDGE OF ALLEGIANCE

HART Board Chair Commissioner Lesley “Les” Miller called the meeting to order at 9:04 a.m. Pledge of Allegiance followed.

Chair Miller announced that Director Smith requested participation in the meeting telephonically due to being late as a result of delay in commute.

Chair Miller turned the meeting over to David Smith, HART General Counsel.

ELECTION OF HART OFFICERS AND VOTE ON HART BOARD APPOINTMENTS TO OTHER BOARDS AND HART BOARD COMMITTEES

Mr. Smith introduced the subject of possibly deferring the Board elections from January to February based on conversations with several people. He explained that the reason for the deferral would be that staff anticipates getting the whistle blower report in January in time for the February regular Board meeting, and it would be to HART’s advantage to have an experienced Chairperson
handle that meeting. Mr. Smith mentioned that the current Chairperson is term-limited and cannot serve as Chair for another year, but it is not mandatory that elections are held in January and they can be postponed a month. He asked the Board to consider whether they would like to defer the election until the February meeting, after the whistle blower complaint report has been discussed.

Director Shanahan moved and Director Schisler seconded a motion to defer the HART Board elections to the February 3, 2020 Board of Directors meeting to be held after the discussion and any possible actions of the whistle blower report. Directors Castor, Harden, Kemp, Knight, McClain, Mechanik, Miller, Overman, Schisler, Shanahan, Smith and Williams voted aye. No Board members voted nay. The motion carried unanimously.

APPROVAL OF MINUTES

Director Shanahan moved and Director Schisler seconded approval of the meeting minutes from the December 2, 2019 Regular Board of Directors Meeting Minutes. Directors Castor, Harden, Kemp, Knight, McClain, Mechanik, Miller, Overman, Schisler, Shanahan, Smith and Williams voted aye. No Board members voted nay. The motion carried unanimously.

PUBLIC COMMENT ON AGENDA ITEMS (3 MINUTES PER SPEAKER)

Gary Cloyd, Transit Advocate, spoke on agenda item 9a, Resolution #R2020-01-01 for the rebuild of four TECO Line streetcars. He commented that these enhancements would be beneficial and bring in new riders. Mr. Cloyd added that this project will bring good favor while working with the FTA on the streetcar extension.

INTERIM CHIEF EXECUTIVE OFFICER’S REPORT

Ms. Stewart reminded the Board that her report will be aligned with the key areas of focus – Customer Experience, Community Value; Employee Success and Financial Performance. She noted that the month of December was filled with celebratory events, community and business organizations annual meetings, and internal performance with the standard of excellence.

Focus Area: Customer Experience

Winter Village Express

Ms. Stewart stated that Sundays from November 24 through December 22, 2019, the TECO Line Streetcar participated in the Winter Village Express. She explained that the Winter Village Express featured a festively themed-streetcar with holiday sing-a-longs, holiday trivia, milk and cookies, and more onboard.

HART Tampa Arterial Bus Rapid Transit (BRT) Study

Ms. Stewart presented that HART conducted a public meeting on Monday, December 9, 2019; 5:30 P.M. - 7:30 P.M. to discuss the HART Tampa Arterial Bus Rapid Transit (BRT) Study at the Seminole Heights Garden Center. She outlined the study’s objectives and the purpose of the study. Ms. Stewart thanked Directors Kemp and Overman for attending the public workshop. She noted that staff will present a report on the project.
Focus Area: Community Value

CNG Info Session and HART Fueling Facility Tour

Ms. Stewart announced that on Monday, December 9, 2019, from 8:30 am though 12:00 pm, at the Operations Facility, Tampa Bay Clean Cities Coalition, HART, and People’s Gas held a free half-day information session and behind-the-scenes tour of the HART compressed natural gas (CNG) fueling facility. She noted that the 34 attendees learned about tools and resources available to help prepare proposals for alternative fuel fleet projects as part of the Volkswagen Environmental Mitigation funds, to hear first-hand from HART representatives about transitioning to CNG, and to see the CNG fueling facility where operations and maintenance are conducted to service HART’s robust fleet of CNG transit vehicles.

Luncheons and Events

Ms. Stewart recapped that staff and Board members attended the Westshore Alliance Luncheon on December 4, 2019; the Tampa Bay Chamber of Commerce Luncheon on December 5, 2019; and the USF Women in Leadership and Philanthropy Annual Meeting and Luncheon on December 5, 2019 where the HART CEO was recognized for leadership with the Tiffany Crystal Bowl.

Parades

Ms. Stewart presented that staff participated in the Santa Fest Parade on Saturday December 7, 2019 held downtown Tampa, and Snow on 7th on Saturday, December 14, 2019 in Ybor City. She mentioned that in both parades many employees along with their families walked in front of a decorated trolley throwing beads and candy to the attendees along the parade route.

Joy of Giving

Ms. Stewart stated that for the third consecutive year, HART collaborated with WWE wrestler Titus O’Neil and the Bullard Family Foundation to provide free rides all day in participation of the Joy of Giving event on Saturday, December 21, 2019. She commented that over 23,000 trips were taken on bus and van services throughout the day.

Martin Luther King Jr. Day

Ms. Stewart spoke of HART intentions to participate in two MLK Day celebrations this year in keeping with the past practices. She explained that staff will attend the Tampa Organization of Black Affairs (TOBA) celebrating their 40th Annual TOBA Dr. Martin Luther King, Jr., Leadership Breakfast (6:45AM) on Monday, January 20, 2020; and the Dr. Martin Luther King, Jr. Parade where HART will have an entry in the 31st Annual Dr. Martin Luther King, Jr. Parade in Tampa, FL Monday, January 20, 2020.

The Tampa Bay Black Heritage Festival

Ms. Stewart announced that HART is a Mahogany sponsor of the Tampa Bay Black Heritage Festival, Inc. which is one of the largest annual cultural and art festivals of rich African-American culture in the Tampa Bay area. The sponsorship will include branding in the events during the ten days of the festival.
New Year’s Eve

Ms. Stewart stated that on New Year’s Eve HART supported the City of Tampa with free fares from 7PM to the end of the scheduled service routes to support the Mayor’s Family Fireworks event, New Year’s Eve “Booty Drop”.

Update on Downtowner

Ms. Stewart informed the Board that staff has been working diligently to develop several alternatives to the Downtowner as directed by the Board with the aim to be able to bring those alternatives for review before the Strategic Planning and External Relations Committee on January 27, 2020, as well as the February 3, 2020, Board Meeting. She mentioned that staff is working in close partnership with the Tampa Downtown Partnership, City of Tampa, FDOT, Strategic Property Partners, the Downtowner, and multiple CRAs to ensure that all potential solutions have been evaluated from the expiration of the current MOU for participation on March 31, 2020.

Light installation at Wiregrass Park and Ride

Ms. Stewart presented that the Parking lot light installation funded through the 275LX FDOT service grant at Wiregrass Park-N-Ride is complete and shows a huge improvement.

Focus Area: Employee Success

HART’s Annual Employee Holiday luncheon

Ms. Stewart commented that HART’s Annual Employee Holiday luncheon was held on December 13, 2019 with two shifts to accommodate employees working various shifts. She thanked Director Kemp for attending the evening shift to celebrate the holidays with the HART Team.

MTC – Camera Installation

Ms. Stewart reported that one of the metrics in the FY2020 HART Success Plan under the focus area of Employee Success is to enhance Security Surveillance Systems in our Facilities including camera installation throughout Marion Transit Center (MTC) and University Area Transit Center (UATC). She announced that the first quarter milestone has been achieved ahead of the deadline, and installations of security surveillance system are complete at MTC. Ms. Stewart noted that the next step is to complete the security installation and surveillance at UATC.

Conversations with TPD on camera access

Ms. Stewart announced that as part of the agency’s continued coordination with law enforcement, HART is in conversations with the Tampa Police Department to provide live access to HART facility cameras. She explained that this new initiative will allow the Tampa Police Department’s Real Time Information Center to more quickly respond to emergency situations occurring on HART properties such as the Marion Transit Center, University Area Transit Center and Ybor. Ms. Stewart noted that a Memorandum of Understanding will be drafted to formalize the discussions and presented to the HART Board of Directors for approval.

Update on Operators Safety Barriers

Ms. Stewart presented that 148 buses of the HART fixed route fleet were equipped with the operator safety barriers (shields), with 31 remaining. She commented that the last shipment of the barriers is on property and Coach Crafters will be returning on Monday, January 6, 2020 with the
plan is to install five shields daily. Ms. Stewart said that the next step will be that ArowGlobal design a model of the shields for installation on HARTFlex vans.

Northwest Transfer Center Breakroom

Ms. Stewart recalled that another metric in the FY2020 HART Success Plan under the focus area of Employee Success was to renovate the Northwest Transfer Center Operator Breakroom. She explained that all upgrades were completed on time, in accordance with the set schedule, and an Open House for the Employees and Board Members will be scheduled in January.

APTA Transit Initiatives and Communities Workshop

Ms. Stewart reported that since the last Board meeting, staff successfully negotiated three free registrations for HART Board members to attend. She stated that the Community Engagement Team hosted the registration tables and welcomed participants to Tampa. Ms. Stewart gave an overview of the presentations from the HART Board members and thanked Commissioners Overman and Kemp, Mayor Castor, Director McClain and the HART staff for their participation at the APTA Transit Initiatives and Communities Workshop

Bargaining with ATU

Ms. Stewart stated that negotiations with ATU Trustees on labor agreement continued throughout December with meetings on December 18-20, 2019, and more recently January 2, 3 and 4, 2020. She noted that there are negotiations scheduled for January 9-11, 2020.

Focus Area: Financial Performance

Award of FTA Section 5310 Grant

Ms. Stewart announced that HART applied for the FY20 FTA Section 5310 Seniors and Individuals with Disabilities Capital Assistance grant through FDOT in January 2019 and received the Notice of Grant award on December 9, 2019 for the award of $270,000 for the purchase of paratransit vehicles.

Triennial Review

Ms. Stewart reminded the Board of the report received in December regarding the draft Triannual review by the FDOT. She reported that the final report has been issued, and the compliance letter indicates that HART does not have any identified findings, deficiencies or concerns regarding the management of that grant.

Whistle Blower Report

Ms. Stewart updated the Board that HART has cooperated as requested and have been informed that a report will be completed later this month. She added that it will be distributed to General Counsel who will distribute the findings to the Board for action.

Director Castor thanked HART for participation in the community events, especially the ones in the City of Tampa offering fare free rides. She referred to the feedback she received from the July 4, when HART was also offering free rides, and recounted that some of the passengers had indicated that they would not be able to participate in this community event if free transportation to the event was not offered. Director Castor stated her appreciation for the partnership that HART
has with so many of these events that affect the community as transportation is often a roadblock to keep citizens from participation.

Ms. Stewart stated that on January 25, for the annual Gasparilla parade, the streetcar service will be increased to ten-minute frequency rather than the fifteen-minute frequency and supplemented by buses and van shuttles. She added that staff will provide information at select locations along the streetcar and shuttle routes.

Director Kemp asked for clarification that the whistle blower's report will come during January before the next meeting in the form of a written report.

Ms. Stewart clarified that the Board will get a written report within the month of January although the exact date is currently unknown.

Director Kemp referred to the closed session on the agenda related to pending litigation including the transit surtax litigation and asked if it will cover the whistle blower report as well. She further asked about the protocol of requesting a closed session for the report.

Mr. Smith stated that there will not be a closed session associated with the report because the closed sessions are limited by statute to pending and filed litigation, and this report does not have any litigation associated with it. He explained that the handling of this report will be done all in a public forum. Mr. Smith stated that he will transmit the report to the Board with as much time as possible for review so the Board can come to the meeting that Monday having digested exactly what the report says ahead of time. He added that all members of the Board have his cell phone number and they are free to call with any questions.

Director Kemp inquired if the report is a public record.

Mr. Smith answered that the report will be a public record when it is issued.

Director Kemp asked if the press will call the Board members about it when it is issued.

Mr. Smith commented that it is highly likely that the press will call and suggested that the appropriate way to handle the report would be for the HART custodian of public records to make the deliveries associated with the request at the time they are made and within the time frames associated with that process. He explained that this way, the Board will not feel obligated to deliver the report, the Agency will handle that.

Director Schisler inquired, with regards to the safety shields, how many have been installed by now and how many still have to be put in. He further inquired if all normal rolling stock was covered.

Mr. Stewart answered that there are 148 installed with a fleet of 179. She reported that 133 buses are needed for a pull out so all the active buses are covered.

Director Overman stated that she liked the ICEO report; however, it is not included in the Board packet. She also referenced the other presentations in the meeting agenda that will contain great information, but are not included in the Board packet. Director Overman stated that she would
like to take the information back to her office or the public to advocate on behalf of HART. She noted that having it available as a reference would be a great tool.

Mr. Stewart stated that she will transmit the report to the full Board.

Director Overman explained that she loves celebrating the great work that HART does and having it in the ICEO report format would be very helpful. She commented that having the presentations in advance of the meetings will allow the Board members to be best prepared to ask questions at the meetings. Director Overman requested that in the future, information be provided to the Board in advance of the meeting so there can be knowledgeable, productive conversation about the presentations that are being made at the meetings.

Mr. Stewart explained that with the ICEO report, staff tries to give as much real time information as possible so the report may contain outdated information by the time of the Board meeting.

Director Kemp spoke about her concerns for the financial state of the Agency noting that the reported balances are very low. She asked for clarifications that the ad valorem funding has been received even though it is not reflected in the report. Director Kemp also stated her concern that last year, the money was received before November 18, 2018; and this year it was received after that date.

Cyndy Stiglich, Interim Chief Financial Officer, reported that HART received the largest injection which was approximately $30 million of ad valorem in the early part of December. She also commented that it is typically received in December, with the largest injection usually towards the end of December.

Chair Miller stated his appreciation that the Interim CEO keeps him informed.

**CHAIR’S REPORT**

Chair Miller had no report.

**GENERAL COUNSEL’S REPORT**

Mr. Smith echoed Chair Miller’s comment and stated that he has never worked with a more communicative Interim CEO.

**SB1302 – Change in the Immunity Cap Amount**

Mr. Smith reported that Senator Flores has filed a bill to change the sovereign immunity cap. He explained that the current cap is $200,000 per claim, $300,000 per incident; but this bill will make it $1 million although it is unclear whether it is $1 million per claim or $1 million per incident. Mr. Smith added that it has also indexed to the cost of living and will change every first of July, and included a requirement that says it is the amount that is in force at the time of the judgment, not at the time the case is filed. He noted that this information was shared for the Board’s awareness.

Chair Miller inquired if the bill has a House companion.

Mr. Smith answered that he has not seen a House companion. He noted that it is a very early draft stage and he is unaware of the support it has garnered.
Emergency/Disaster Policy

Mr. Smith stated that there is suggestion that the Board create a policy dealing with the CEO authority during emergency/disaster situations. He mentioned that the state, city, and county all have a policy on the emergency/disaster situations; however, HART does not have a policy that addresses specifically emergency reactions through the CEO or otherwise. Mr. Smith suggested that the Board make a motion to direct General Counsel to draft a policy for their revision and adoption. He added that one of the things that might simplify this process relates to the participation telephonically which may be overlaid with respect to the emergency policy. Mr. Smith stated that he will report back with a summary and some of the options before hurricane season starts, if the motion is successful.

Director Shanahan moved and Director McClain seconded a motion directing the general counsel to read requirements of Chapter 252, the city, county and state emergency plans and rules and regulations associated with that and come back with the proposed policy with options for this Board to rely on.

Director Kemp commented that she would like the HART policy to mirror some of the policies in many other jurisdictions in Florida.

Directors Castor, Harden, Kemp, Knight, McClain, Mechanik, Miller, Overman, Schisler, Shanahan, Smith and Williams voted aye. No Board members voted nay. The motion carried unanimously.

Operations and Safety Committee Membership

Mr. Smith summarized that there are only five members on the Operations and Safety Committee, and at the last meeting there were three that were able to attend which reached the quorum requirements, but left two of the five members determining the recommendations to come back to the Board. He noted that when recommendations come to the Board, the Board has the opportunity to review, revise, refine and correct anything. He stated that this instance alerted him that there is no telephonic participation process for committees and he recommended a motion to amend the policy.

Director Mechanik moved and Director Castor seconded a motion to direct General Counsel to come back with a policy that addresses telephonic participation in committee meetings that will parallel the policy for the full Board.

Director Kemp asked for clarification about the policy for the regular Board of Directors meeting.

Mr. Smith stated that a Board member can have one missed meeting and a true emergency circumstance.

Director Kemp stated the importance of having limits on telephonic participation and having face to face participation.

Mr. Smith mentioned that a quorum cannot be created without face to face numbers.
Directors Castor, Harden, Kemp, Knight, McClain, Mechanik, Miller, Overman, Schisler, Shanahan, Smith and Williams voted aye. No Board members voted nay. The motion carried unanimously.

PRESENTATION

Tampa Arterial Bus Rapid Transit (BRT) Study Update

Justin Willits, Senior Planner, outlined the progression of the study and how the preferred alignment was identified. A full copy of the presentation is available upon request from the Clerk of the Board at petitl@gohart.org.

Director Mechanik inquired if, while the MetroRapid service is not considered a true BRT, duplicative services will be adjusted to take into account the new BRT once it is in place.

Mr. Willits answered that he does not think it will be duplicative, but it will slightly overlap. He noted that the existing Route 1 on Florida avenue overlaps on Fletcher Avenue currently with the MetroRapid. Mr. Willits explained that the BRTs would still serve mostly different markets. He added that the Comprehensive Operational Analysis (COA) later in the year will get into how service should evolve generally on both of those corridors and whether or not the routes should be brought back in some form.

Director Mechanik referred to the roadway alignments on slide seven that showed a bike lane between regular vehicular lanes. He asked if that was a safe place to have a bike lane and how the lane would operate at intersections.

Mr. Willits explained that in the presented formation, the bicyclist merges across traffic to turn right which is not a favorable condition. He noted that the only conflict with the bus service would be in the right turn lane in which the bicyclist would utilize the shoulder for crossing. Mr. Willits said he would not think that kind of design would be used when the project moves into a more developed concept.

Director Schisler asked if the service will require a dedicated bus lane for the entire route.

Mr. Willits stated that the service will not require a dedicated lane the whole route; and as of right now, the preliminary alignment is around the 60% threshold, which is considered a conservative estimate for how much of this alignment will be fully dedicated. He explained that there are some constrained sections, particularly from Hillsborough Avenue to Waters Avenue where there will be operation in mixed traffic. Mr. Willits added that the component will be worked on in the engineering side in later phases. He commented that staff feels comfortable in meeting the 75% threshold dictated in the surtax funding, so that funding could be applied.

Director Schisler inquired about the Linebaugh Avenue cutover.

Mr. Willits explained that the Linebaugh Avenue section would probably be in mixed traffic with some signal prioritization because there is not a lot of right of way there.

Director Overman stated that when she compares Florida Avenue to Nebraska Avenue, it appears as though Nebraska Avenue has a lot less of constrained lane potentials, a lot more opportunity for
a protected bus lanes, and a direct route into downtown. She commented that despite the unfavorable bias against it, Nebraska is a much broader road, and it does offer a significant opportunity for redevelopment and affordable housing. Director Overman asked if Nebraska Avenue was considered equally to Florida Avenue and what were the decisions, recommendations or constraints that suggested Florida Avenue as an alternative. She noted that areas with the largest number of businesses will not allow for right-of-way, because the buildings were designed to be very close to the sidewalk. Director Overman further asked if right of way issues will be examined as well as Transit Oriented Development (TOD) opportunities.

Mr. Willits explained that the primary consideration for that, while there is a good amount of right of way, there would be a lot of curb moving to develop a bus lane on Nebraska Avenue so the cost of construction was extremely elevated compared to where a lane on Florida Avenue could be repurposed.

Damian Miller, Tindale Oliver, explained that the different alignments were explored in different east/west opportunities to get from one side to the other. He further explained that there are a couple of the reasons that the recommended alignment focuses on Florida Avenue and that has to do with the opportunity for higher running speeds along Florida Avenue. Mr. Miller commented that the first reason is at the south end, in conjunction with the Heights Mobility Study, there would be more opportunity for a dedicated lane on the southern part of Florida Avenue than on Nebraska Avenue. He mentioned that the second opportunity on Florida Avenue occurs north of Waters Avenue, where there is a six lane typical section from Waters Avenue all way to Linebaugh Avenue, and looking at some of the preliminary analysis from traffic, there may be an opportunity to potentially put the final guideway, which is the most premium type of transit treatment affordable. Mr. Miller noted that while Nebraska Avenue has more right of way, there is still doubt about getting a dedicated lane in each direction through reconstruction because of the constraints in terms of existing conditions and traffic volumes. He added that the delay on Florida Avenue is really due to Hillsborough Avenue dominating the amount of signal time on the east/west but the traffic flows pretty well after that signal. Mr. Miller stated that from a preliminary perspective, there are a couple of pretty inventive strategies to both change the typical section through Florida Avenue and Hillsborough Avenue to benefit the sidewalk environment and the overall safety and connectivity of the area, while also creating some preferential treatments for the buses in that corridor. He mentioned that some of the existing ridership particularly the four lane area on the side of Florida Avenue is compelling and part of the mission of the project is to not only create this higher speed connectivity between the two economic areas but to provide better area for our riders. Mr. Miller stated that the housing authority is looking the Robles Park area for a potential site and a very large piece of property came in to the calculations about interaction and coordination with the streetcar extension, and then also the opportunity to create a dedicated guideway for transit.

Director Overman stated her recognition that the big parcels can create an opportunity for a major transportation center connecting not only roads, the highway, buses, as well as rail some day in the future; but she still believes that the opportunity to have FDOT help us in redesigning Florida Avenue and the sidewalks is a concern to her. She noted that the sidewalks along Florida Avenue are dangerous and do not meet ADA compliance. Director Overman commented that having people board buses in areas that are already as compromised and increase the service just because the speed is better is the opposite in terms of promoting ideas of safety, vision zero, and connected communities. She expressed that as long as HART is able to hold FDOT accountable to vision zero standards, then this project makes sense. Director Overman explained that she was asking
about Nebraska Avenue because there is much more room to allow protected guideways to go through and still not compromise the pedestrians walking up and down the streets.

Mr. Miller stated that one thing he likes about this study is it not only focuses on that transit connection, but also on continuing to enhance and also create new ideas about how to enhance pedestrian and nonmotorized user safety because it is understood that without walkability, transit doesn't work. He noted that that is really of primary importance and big parts of this study are how are we going to make the bus go fast, looking at all the right of ways and figuring out the best way to optimize the outcome for all the modes. Mr. Miller expressed that it is part of the mandate to look at ways to improve operations and safety on Nebraska Avenue on the parallel corridor and some of the connections between the east/west corridor.

Director Shanahan inquired how much public participation was at the December meeting and how staff is planning to build more participation at future meetings.

Mr. Willits stated that approximately 40 people attended. He added that he did a walk through presentation that got several hundred views on social media; and there was a lot of feedback online about it.

Director Shanahan asked that HART track and publicize that to speak about the committee and Board meetings.

Mr. Willits stated that staff will get the numbers.

Ms. Stewart noted that the next meeting will be held in the University area.

Director Kemp expressed her excitement about the project. She stated that she does not see Florida Avenue and Nebraska Avenue as an either/or option because they are both two of the busiest corridors in the entire region so both of them need to have robust transit. Director Kemp commented that Florida Avenue is empty most of the day and north just south of the intersection of Hillsborough Avenue is where there is congestion for a couple hours a day. She noted that the same congestion happens on Nebraska Avenue, there is just more breathing room with the larger lanes. Director Kemp echoed Director Overman’s comments about the condition of the sidewalks, but noted that having robust transit is one of the biggest indicators of vision zero and protection for pedestrians. She asked if the signal prioritization is currently installed and if it can be activated for transit purposes.

Mr. Willits stated that he is unaware if there is signal prioritization at the Florida Avenue and Hillsborough Avenue intersection, but there is signal periodization on Nebraska Avenue. He added that it is utilized only when the service is behind schedule more than five minutes, which the service usually is not, so it is not activated.

Mr. Miller explained that a part of the study is where there is mixed traffic, using signal prioritization. He added that a lot of the infrastructure that the city has in place will accommodate that and the city controllers that need to be updated will be part of the recommendation. Mr. Miller stated that novel strategies are being explored specifically for Hillsborough Avenue, but none have been vetted enough to present.
Director Kemp commented that Hillsborough Avenue at Florida Avenue is a huge barrier for the project. She noted that the second barrier is Fowler Avenue at Florida Avenue and asked about signal prioritization at that intersection even though it has five lanes across.

Mr. Miller stated that Fowler Avenue at Florida Avenue has been explored and the lane widths are very significant, allowing for substantial right of way. He outlined the strategy being investigated in which the traffic lanes would be made narrower to allow for better bike lanes and a possible transit dedicated lane while allowing access to businesses.

Director Castor thanked Mr. Willits and Mr. Miller for the work on this service. She pointed out that slide nine shows where the dedicated lanes are anticipated, but stated that she understands Director Overman’s concerns about Nebraska Avenue and Florida Avenue. Director Castor expressed her long-term plan that when Tampa gets the exceptional bus service, the hundreds of car lots along Florida Avenue can be repurposed into TOD projects. She noted that the sidewalks in the Seminole Heights neighborhood are very narrow and tight. Director Castor commented that cyclist take the path of least resistance and usually do not ride on Florida Avenue, but along the side streets so alternative paths can be found that will allow individuals to use bicycles as a form of transportation, which is something that the vision zero encourages, as well as safe pedestrian pathways. She expressed that this is an incredible project and she wished it could be done more quickly because it is something that has been needed for a long time, and it will really help in a number of ways. Director Castor stated that Florida Avenue and Nebraska Avenue are both ripe for TOD. She spoke about the very robust plan that is in effect right now through a lot of grant funding for traffic signals throughout the City of Tampa. Director Castor commented that once the All for Transportation surtax funding is approved for usage, the traffic congestion will dramatically improve.

Director Smith referred to slide 11, discussing the project committee. She passed out a listing of the committees and asked about the roles and responsibilities of the committee.

Mr. Willits explained that the technical committee is a small group of different agency staff that is vetting the project specifics to make sure that there are no red flags or anything that they are uncomfortable with from their agency’s perspective. He further explained that the stakeholder committee is comprised of the members of the technical committee plus additional stakeholders including the Downtown Partnership, USF, FDOT, City of Tampa, Hillsborough County, MPO, Innovation District, Greater Tampa Chamber of Commerce and the neighborhood appointees. Mr. Willits outlined the neighborhood appointment process including the application posted online and the selection of one appointment from the southern portion of the corridor and one from the northern portion of the corridor. He noted that the Tampa Housing Authority was contacted, but did not send a representative. Mr. Willits stated that public workshop was taken to the shareholder committee first for review in which they helped to clarify things before the full workshop.

Director Smith noted her participation in several stakeholder committees as a citizen, and stated that she wished that the makeup of the committee had come to the Board for some good insight on how to get citizen organizations that are concerned involved in those early stages. She commented that the citizen groups are important in securing the buy-in so that a project does not appear to be coming from the top down at the public meetings when the project is revealed to the citizen groups feeling that they are not involved in the process. Director Smith mentioned that the more citizen groups you can involve for representation and input, the better. She stated that HART did a great
Chair Miller asked who appointed the MPO person.

Mr. Willits stated that the Director of MPO appointed the staff member to the Stakeholder Committee.

Director Smith clarified that the MPO was only invited to appoint somebody only to the Stakeholder Committee, not the Technical Committee and she is suggesting that MPO staff would be more appropriate on the Technical Committee allowing for an appointee from the MPO CAC on the Stakeholders Committee.

Mr. Willits stated that he will take the suggestion back to the group for discussion.

Director Smith expressed her opinion that the FDOT representative would be more appropriate for the Technical Committee than the Stakeholders Committee.

Mr. Willits clarified that FDOT is on both the Technical and Stakeholder Committees. He added that staff can revise how the project committee was selected, what can be done in the future, and come back with a process the Board is more comfortable with.

Director Smith stated that an updated process would be great. She further suggested that staff reach out to additional neighborhood and community associations. Director Smith commented that the participation should be by users of the system, the neighborhood groups that are going to be served and impacted by the system, and taxpayers who are going to be funding the system. She requested that, while completing the outreach, reaching out to the Heights Civic Association, Seminole Heights Neighborhood Association, East Tampa CRA, and the Forest Hills Neighborhood Association to have an actual seat on the stakeholder committee. Director Smith added that other great members could be the Sunshine Citizens that has been intimately involved with all discussion of transit and transportation on this corridor, the Transportation Independent Oversight Committee which has really knowledgeable people appointed, and Ybor City representative from any of the Ybor City neighborhood organizations.

Mr. Willits commented that staff did not want to deviate too far from the corridor which is why Ybor and East Tampa were not specifically identified. He mentioned that there was an applicant from the Tampa Heights Civic Association, but staff heard some concern that transportation in general has been a little too Tampa Heights focused so somebody from a little further north was pulled to create a good balance by taking somebody from the Seminole Heights area and also from the Forest Hills area, as they will be impacted by the outcome of this project. Mr. Willits stated that the Stakeholder Committee can grow and staff can invite a few more participants in to help us complete the project.
Director Smith mentioned that the list shows that the committees are very heavy in government and agency with only two citizens. She commented that the East Tampa CRA had some very well-informed comments to the MPO in the last round of discussions with FDOT.

Chair Miller asked when the committees meet.

Mr. Willits stated that the next technical and stakeholder committees are in the middle of January and commented that he thinks staff can satisfy those concerns without expanding the committees to unreasonable size.

Chair Miller commented that when a committee gets to an unreasonable size, there will be unreasonable results.

Director Smith expressed that since the Technical Committee is included in the Stakeholder’s Committee, if the Stakeholder Committee grows too big because of a lot of enthusiastic responses from these community organizations to be included, then staff can consider making the technical appointees be ex officio nonvoting members to the Stakeholder Committee and that would have fewer votes if that was your concern. She added that this would allow for a technical committee and a stakeholders committee without having them vote twice.

Mr. Willits stated that there is no voting, it is just informal engaging with agency staff and trying to get information from community members.

Director Overman recommended including the Heights Urban Core Chamber of Commerce which will include business owners impacted by transit. She added that they are a small group of mighty people, but they probably would be very interested in being invited if they are able to find a representative of one of the chambers which has done a great deal of work in that area and would be very interested in participating.

Director Castor suggested publicizes the future meetings on the buses, maybe by means of a flyer, to get more participation. She noted that the 40 individuals that showed up to the Seminole Heights meeting probably are not those that actually ride the bus every single day.

Mr. Willits stated that notifications were put up at the transit centers, boarding positions, and the routes that travel along the corridor.

Director Kemp thanked Director Smith for bringing the issue up in the meeting and commented that the public outreach in Seminole Heights was one of the more robust meetings that was well attended with a lot of people curious about it. She stated her opinion that HART has gotten away from involving community enough, and has become government top heavy.

b. **Preparation for Legislative Visits**

Lorena Hardwick, Director of Government Relations, presented guidelines for the Board members to use when advocating for HART and reviewed staff’s Tallahassee visit from November 2019. A full copy of the presentation is available upon request from the Clerk of the Board at petitl@gohart.org.
Director Overman stated that she will be attending to the Hillsborough Day in Tallahassee on January 15, 2020. She referred to the last slide and commented that she attended a previous conference with Director Kemp and she highly recommends going because it was an excellent conference and Board members can learn a great deal like who to talk to in other cities that are doing great stuff. Director Overman noted that last year, HART asked for half a million dollars for a stormwater project in order to repair the maintenance facility. She inquired if the money was received or if the priority was just dropped off the legislative ask list.

Ms. Hardwick indicated that HART did not receive that grant.

Director Overman asked why it is not on the legislative ask list if the money was not received, but we still need it.

Ms. Stiglich stated that HART received a resiliency grant through FDOT for $1 million for the stormwater initiative at the HART Operations Facility. She noted that staff did not want to compromise that award with an ask this year.

Director Overman referred to the language on the Public Transit Workers Protection Act, and stated her perception that transit workers are like first responders meaning that they are out in the field talking to the public all the time and having to stand on their own many times. She inquired if the protections or penalties within this bill are comparable to a first responder. She defined a first responders as transit workers, firefighters, police officers, and medical providers.

Ms. Hardwick stated that all interested parties are covered.

Director Kemp mentioned Hillsborough Day and stated her opinion that it is one of the days where participants have the least amount of time to spend with local legislators. She asked what other days that a HART representative will be in Tallahassee and the coordination efforts with Board members.

Mr. Hardwick stated that there will definitely be opportunities to coordinate with the Board members and it is something that staff will be coordinating. She added that Hillsborough Day is just one of the many advocacy days that are going to be coming up and she wanted to make the Board aware of it.

Chair Miller commented that he spent 14 years in the legislature, and explained that there are times when a Representative or Senator is unavailable, but you can meet with a senior staff person. He stressed and encouraged the Board members to meet with the senior staff, take the opportunity, because it won't happen. Chair Miller commented that talking to a legislator face to face before session when they are in the district is the best time.

Ms. Shanahan inquired if HART presented when the county delegation met to hear potential requests for funding.

Ms. Hardwick indicated that she was not yet onboard with HART so she is unsure if there was representation; however, she had an opportunity to go to Tallahassee and meet with all delegation members in November. She added that in her previous role, she had worked with many of them and has continuing relationships with all of the legislators.
Director Shanahan commented that it would be helpful to get a one pager of the legislative asks similar to what was done in the past as she has a lot of interaction with a lot of the different members over the phone and e-mail, and she could share a one-pager with them. She further mentioned that if there is somebody staff thinks she should talk, to let her know, whether it is a staff or a committee member. Director Shanahan suggested looking at past one-pagers, updating and circulating it to give a way for the Board members to interact with the legislators.

Chair Miller and Director McClain concurred with the request.

Director Overman asked for an elaboration on HART Procurement Dollars by Legislative Overlay info sheet.

Ms. Hardwick stated that the sheet is showing how much money is spent within each of these districts.

John Edmonton, Director of Procurement, explained that the sheet provides a breakdown of contract awards by zip code throughout the entire state of Florida and that information was then further refined to be broken down by legislator.

Director Overman clarified that with that information, Board members know how much resources involved in transit are being spent in the legislator's communities, and the dollars that are passing through a particular zip code. She commented that it represents a powerful message because that is what flows through their district and that is one of the most important messages to bring to the legislators in terms of how transit really helps facilitate a growing economy in each of the legislative districts.

**CONSENT AGENDA**

Director Mechanik moved and Director Schisler seconded a motion to approve the following items:

Operations and Safety Committee met on December 12, 2019 and advanced the following items to the full HART Board of Directors for their review and approval.

a. **Resolution #R2020-01-01 ~ Authorize the Interim Chief Executive Officer to Award a Contract for the Rebuild of Four TECO Line Streetcars to the Gomaco Corporation in the Amount Not-to-Exceed $2,774,000**

b. **Resolution #R2020-01-02 ~ Authorize the Interim Chief Executive Officer to Approve an Agreement Between Hillsborough Transit Authority (HART) and Hillsborough County Board of County Commissioners (BOCC) to Give the Local Emergency Management Agency Access to Local HART Transportation Assets and Personnel During Emergencies**

Directors Castor, Harden, McClain, Mechanik, Miller, Overman, Schisler, Shanahan, Smith and Williams voted aye. No Board members voted nay. The motion carried unanimously.

**HART BOARD COMMITTEE REPORTS**

Chair Miller referred the Board members to the materials in the packet.
REPORTS FROM HART BOARD REPRESENTATIVES
Chair Miller referred the Board members to the materials in the packet.

STATUS REPORTS
Chair Miller referred the Board members to the materials in the packet.

PUBLIC INPUT REGARDING GENERAL CONCERNS
Gary Cloyd, Transit Advocate, commented that as the Authority is trying to advance objectives this year, some of the objectives make sense, such as performance measures, the investment into people, technology, and equipment, how HART comprising the entire county getting people to get on buses, paratransit, streetcar. He noted that all of those things play into part of the HART objectives. Mr. Cloyd pointed to the Arterial BRT study and stated that HART is laying the foundation for future BRT projects.

Paul Mykins, commented that some of the system has a lot of flaws in it. He stated that he rides the bus almost between five and seven days a week and one of the problems that he notices is that the date on the monthly passes fades too quickly causing the driver to question the validity of the pass if the magnetic strip becomes ineffective. Mr. Mykins suggested that the fare boxes need to be updated or fixed so the patrons are not confronted. He stated that another problem is that bus stops are closed down and no sign is posted. Mr. Mykins requested that when a stop is closed for a certain length of time, there should be a posting depicting the stop as closed and the nearest stop to board the bus. He commented that a lot of people do not like riding the bus because it is late which he has complained about to Ivan Maldonado about six months ago with nothing done to fix the issue. Mr. Mykins stated that these are simple fixes and he would like to talk to someone about it.

OLD BUSINESS
There was no old business.

NEW BUSINESS
There was no new business

Director Schisler suggested that the Board needs to consider increasing the size of the Operations and Safety Committee because at the last meeting while it commonly has five individuals, only three people that were able to attend and several important topics were covered that were forwarded to the Board. He noted that the telephonic opportunity will improve it, but he thinks that the Board needs to consider actually increasing the membership of the committee to have better representation in covering the significant issues. Director Schisler said that the initial setup of the Operations and Safety Committee was to deal specifically with safety issues but it seems to have morphed with more operations topics. He explained that these topics were previously handled in the Finance and Audit Committee and that committee should be realigned so that the Finance and Audit committee handles budgets and the audit at the end of the year and the Operation and Safety committee handles the month-to-month transactional situations that come across. Director Schisler stated that the Board should think about the structure of the committee as they are set for the next year.
Mr. Smith indicated that the Chairperson appoints committees and can add more members.

Chair Miller stated that he will let the next Chairperson decide the committee make-up.

Director Overman referred to language in Action Item Resolution #R2020-01-02 and asked for a definition of eligible expenses in the MOU that was approved.

Ruthie Reyes Burckard, Deputy Chief of Transportation, stated that the language refers to cost that are outside of being FEMA reimbursable such as cold weather shelters. She explained that there are times that HART receives requests from the county or the city to do some transportation for special conditions so this language was added to respect HART and the cost associated with those requests.

HART MONTHLY INFORMATION REPORTS
Chair Miller referred the Board members to the materials in the packet.

CLOSED SESSION
Mr. Smith stated that a closed attorney-client session was not necessary for this meeting, but requested a motion to hold a closed session for the February 3, 2020 regular Board of Directors meeting.

*Director Mechanik moved and Director Harden seconded a motion to hold a closed session related to litigation expenditures, generally or in the surtax litigation. Directors Castor, Harden, Mechanik, Miller, Overman, Schisler, Smith and Williams voted aye. No Board members voted nay. The motion carried unanimously.*

ADJOURNMENT
The meeting adjourned at 10:50 a.m.

ATTEST

Commissioner Lesley “Les” Miller, Chairperson
HART Board of Directors

Councilman Gil Schisler, Secretary
HART Board of Directors

David L. Smith, Esquire
HART Board General Counsel
 WHEN ADDRESSING THE BOARD, please state your name clearly into the microphone. Each citizen will have three minutes to comment.

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT INFORMATION</th>
<th>GENERAL COMMENT</th>
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<td>Lena Petit</td>
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<td>Scott Drainville</td>
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<td>Ruthie Reyes Burckard</td>
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<td>Lynda Crescentini</td>
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REGULAR BOARD OF DIRECTORS ELECTIONS

Monday, February 3, 2020, 9:00 AM
Florida Conference Room
HART Administrative Office
1201 East 7th Avenue, Tampa FL 33605

Information not viewable is available upon request - phone: 813-384-6552
or e-mail: petitl@goHART.org

1. OFFICER ELECTIONS
   Moderator: David L Smith, General Counsel
   a. Nominations for Officer Positions to be made from the floor

   HART Board Officers positions are to be filled by at least one County elected representative, with
   the exception of the requirement that at least one County elected representative, any Board
   Member may be elected to serve as an officer.

   Current Officers
   a. Chair – Commissioner Lesley “Les” Miller (Hillsborough County representative)
   b. Vice Chair – Melanie Williams (City of Tampa representative)
   c. Secretary – Councilmember Gil Schisler (City of Temple Terrace Representative)

2. HART COMMITTEES WITH HART BOARD MEMBER PARTICIPATION
   a. Claims & Litigation Committee

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<th>Current Member</th>
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<td>David Mechanik</td>
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   b. HART ADA Accessibility Committee

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3. **EXTERNAL BOARD APPOINTMENTS**  
*Moderator: Chairperson of the HART Board of Directors - 2020*

### a. Tampa Historic Streetcar, Inc. Board

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<td>David Mechanik</td>
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<td>Commissioner Kemp</td>
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### b. Metropolitan Planning Organization Board

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### c. Transportation Disadvantaged Coordinating Board

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### d. TBARTA Board

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### e. Affordable Housing Board

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<td>Mayor Jane Castor</td>
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4. OTHER HART COMMITTEES

a. Finance and Audit Committee

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<td>Melanie Williams</td>
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<td>Vacant (John Melendez resigned)</td>
<td>Commissioner Kimberly Overman</td>
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b. Strategic Planning and External Affairs Committee (formerly known as Legislative and Strategic planning Committee; will also include TOD Ad Hoc Committee)

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<td>Commissioner Kimberly Overman</td>
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<tr>
<td>Kathleen Shanahan</td>
<td>Commissioner Lesley “Les” Miller</td>
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<tr>
<td>Vacant (John Melendez resigned)</td>
<td>Commissioner Kimberly Overman</td>
</tr>
</tbody>
</table>

c. Operations and Safety Committee

<table>
<thead>
<tr>
<th>Current Members:</th>
<th>Expressed Interest:</th>
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</thead>
<tbody>
<tr>
<td>Commissioner Kimberly Overman</td>
<td>Mayor Jane Castor</td>
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<tr>
<td>David Mechanik</td>
<td>David Mechanik</td>
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<tr>
<td>Councilmember Gil Schisler</td>
<td>Councilmember Gil Schisler</td>
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<tr>
<td>Commissioner Mariella Smith</td>
<td>Commissioner Pat Kemp</td>
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<tr>
<td>Melanie Williams</td>
<td>Melanie Williams</td>
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</tbody>
</table>
HILLSBOROUGH TRANSIT AUTHORITY (HART) BOARD
COMMITTEES STRUCTURE

Created on _____________
Amended on _____________
MISSION STATEMENT
HART takes people to the places that enhance their lives.

VISION STATEMENT
HART invites, inspires and implements sustainable and innovative transportation.

PURPOSE
HART was created by its member governments pursuant to the Regional Transportation Authority Law, Chapter 163.565, et seq., Florida Statutes, to plan, finance, acquire, construct, operate, and maintain public transit facilities, together with such supplementary transportation assistance as may be necessary or advisable to service the public transit needs of its member jurisdictions and of such areas with which HART may contract for service.
HART COMMITTEES STRUCTURE

- Board of Directors
  - Executive Committee
    - Committees with membership voted by the full Board of Directors
      - Claims and Litigation Committee
      - ADA Accessibility Committee
      - Customer Advisory Committee
    - HART Board Committees appointed by the Chair
      - Operations and Safety Committee
      - Finance and Audit Committee
      - Strategic Planning and External Relations Committee
EXECUTIVE COMMITTEE

HART Board Policy 120.4 (c) states:

(c) HART Executive committee shall be comprised of HART Board Officers and Chairs of committees. The Executive committee will be responsible for governance of HART in the absence of Board meetings. Specifically, the Executive committee provides direction, management, and decision-making in an emergency capacity on behalf of the Board of Directors to determine matters that do not warrant convening a special meeting of the Board, or in which the convening of such a meeting is impractical and which matter should not be postponed until the next scheduled meeting of the Board. Actions of the Executive committee shall be reported to the full Board of Directors at its next regular meeting. The Executive committee also shall be responsible for recommending changes to improve effective policymaking, oversight, communications, and outcomes, by developing revisions and enhancements to Board policies.

Subject Areas:

a. The Executive Committee provides direction, management, and decision-making in an emergency capacity on behalf of the Board of Directors to determine matters that do not warrant convening a special meeting of the Board, or in which the convening of such a meeting is impractical and which matter should not be postponed until the next scheduled meeting of the Board. Actions of the Executive committee shall be reported to the full Board of Directors at its next regular meeting.

b. The Executive Committee recommends changes to improve effective policymaking, oversight, communications, and outcomes, by developing revisions and enhancements to the HART Board policies.

Appointments:
Membership in the Executive committee will consist of the Chair, Vice Chair, and Secretary of the Regular Board of Directors, as well as the Chairs of committees. The Committee may be constituted as a committee of the whole at the preference of the Chairperson of the HART Board.

Meeting frequency:

This Committee meets on as needed basis.

HART COMMITTEES WITH BOARD MEMBERS APPOINTEE

There are two Committees which membership has been historically voted on by the full Board as opposed to appointed at the discretion of the Chair.
HART CLAIMS AND LITIGATION COMMITTEE

HART Board Policy 720.02 1(c) states:

“The Litigation and Claims Committee, composed of the CEO and/or the CEO's designee; the CFO; the General Counsel; the Risk Manager; the Chair of the Board of Directors, or the Chair’s designee, and/or other member appointed by the Chair of the Board is delegated the express authority to settle such workers’ compensation claims for amounts greater than $50,000 and less than $100,000.”

**Subject Areas:**

a) Settle workers’ compensation and bodily injury, property damage, and all other such claims for amounts greater than $50,000 and less than $100,000.

b) Settle Bodily Injury, Property Damage, and all other such claims for amounts greater than $50,000 and less than $100,000.

**Appointments:**

The Claims and Litigation Committee will be composed of the CEO and/or CEO’s designee, the Chief Financial Officer, the General Counsel, Director of Risk and Legal Services, the Chair of the Board or designee, and/or other member appointed by the Chair of the Board. It is recommended that HART Board members with litigation background and expertise in claims settlement be considered for this appointment. *One member and one alternate.*

**Meeting Frequency:**

This Committee meets on as needed basis.

HART ADA ACCESSIBILITY COMMITTEE

The HART ADA Committee serves in an advisory role to HART. The Committee assists HART in serving persons with disabilities in Hillsborough County in an effort to ensure compliance with the Americans with Disabilities Act.

**Subject Areas:**

a. Reviews HART priorities and projects; provides advice to HART regarding disability issues arising thereof.

b. Serves as liaison between HART and the public for persons with disabilities, when a concern or accessibility complaint is made regarding HART services or facilities. The Committee will work with HART to resolve situations.

c. Advises and informs HART on disability issues.

d. Advocate for accessibility for persons with disabilities using HART services.
**Appointments:**

The Committee shall consist of nine members approved by the Committee. Members may be selected from the city and county ADA Coordinators, and the Community Transportation Coordinator. The Committee shall also be made up of a cross-section of persons with various types of disabilities. The HART Board has one appointee to this Committee, which meets as needed. It is recommended that HART Board members with accessibility improvement backgrounds, expertise, or interests be considered for these appointments. *One member and an alternate.*

**Meeting frequency:**

This Committee meets on a quarterly basis.

---

**NEW COMMITTEE**

**HART CUSTOMER ADVISORY COMMITTEE**

The Consumer Advisory Committee (CAC) is formed for the purpose of providing advice, input, and guidance to HART and the HART Board of Directors from customers of HART who reside in Hillsborough County.

**Subject Areas:**

a. Provides advice, input, and guidance on issues affecting HART and its customers.

b. Reviews proposals to be considered before the HART Board of Directors concerning fare increases, expansion and revisions of services; and provide feedback to the Board concerning those items.

**Appointments:**

Members are appointed for two-year terms from among HART regular customers, and the public representing diversity and geographic distribution of people in Hillsborough County.

**Meeting frequency:**

This Committee meets on a quarterly basis.

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**HART BOARD COMMITTEES**

The HART Board Chair has the discretion to establish new committees, to dissolve existing committees, and to convene committee meetings on an as-needed basis.

The current HART Board Committees meet every third Monday of the month on a rotating basis depending on demand and issues under discussion.
OPERATIONS AND SAFETY COMMITTEE

The role of the Operation and Safety Committee is to review and make recommendations to the full Board of Directors on policies related to the efficient, safe, and reliable operation of HART. The Operations and Safety Committee also provides oversight and strategic direction on safety, security, and emergency management.

**Subject Areas:**

a. The Operations and Safety Committee reviews and monitors performance indicators for service and operations, including ridership, customer service and satisfaction, customer and employee safety and security standards, practices and procedures, and facility and vehicle maintenance.

b. Ensures that HART’s vehicle purchase, disposition, and fleet management strategies are aligned with the overall organizational vision and goals.

c. Ensure compliance with Title VI and ADA requirements.

d. Ensure compliance with federal as well as state safety and security requirements including but not limited to Safety Management Systems and Transit Asset Management.

e. Review and make recommendations to the full Board of Directors on route and service standards and productivity;

f. Review and recommends adjustments to fare and service structures.

**Membership:**
The Committee shall be comprised of five members.

**Meeting Frequency:**
The Operation and Safety Committee meets on a monthly basis.

STRATEGIC PLANNING AND EXTERNAL RELATIONS COMMITTEE

The Strategic Planning & External Relations Committee advises on developing specific objectives, strategies, and tactics to implement the Agency’s operations and service development strategic plan, along with measurements that ensure the success of the plan. This Committee reviews the plans pertaining to expansion of HART services and facilities.

The Strategic Planning & External Relations Committee develops HART's Legislative Policies and Government Relations Priorities; advises the 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 the Authority. The Strategic Planning & External Relations Committee reviews HART’s goals for external brand image as well as the marketing and community engagement strategies.

**Subject Areas:**

a. Recommend annual state and federal legislative agendas for the Board’s approval.
b. Make recommendations regarding the selection of a lobbyist, interact with the lobbyist, and advise the HART Board of Directors of the official position of the local, state, and federal entities concerning legislative matters pertaining to the operations, development, and funding of the Authority, including long-range capital and operating projects.

c. Review and recommend to the full Board of Directors the Transit Development Plan (TDP), the Metropolitan Planning Organization’s (MPO) Long Range Transportation Plan and Transportation Improvement Plan, as well as other system and corridor level plans with transit elements.

d. Review requests for proposals for planning, engineering, architectural, design and other project-related consultant services.

e. Review and recommend project studies, plans, and designs; comprehensive operations analyses, Capital Improvement Plan, system reviews, and service delivery strategies; acquisition, use, lease, sale or disposal of real property belonging to HART.

f. Review and recommend interlocal agreements and amendments to such agreements that are necessary to implement projects.

g. Review and make recommendations to the Board of Directors on land use related to the Agency and property acquisition and disposal.

h. Oversees Transit Oriented Development strategies.

Meeting Frequency:
The Strategic Planning & External Relations Committee shall meet on a monthly basis.

Membership:
The SP&ER Committee shall be comprised of five members.

FINANCE AND AUDIT COMMITTEE

The Finance and Audit (F&A) Committee shall monitor the financial integrity and viability of the Authority and its program and services; develop budget preparation guidance; recommend capital and operating budget approval that support the mission, values and strategic goals of the Authority to the HART Board of Directors; evaluate existing and identify future funding sources, fares, grants, bond issues, tax anticipation borrowing, and other forms of indebtedness.

The F&A Committee shall assist the HART Board of Directors in the oversight of the integrity of the financial statements of the Authority. This Committee shall oversee auditor selection in accordance with Florida Statutes, Section 218.391; the performance of the internal audit function and the independent auditors; the compliance with legal and regulatory requirements; and policies and practices with respect to major financial risk exposures. The F&A Committee shall review and monitor progress of audits and audit-related reviews of HART; to review responses to audits issues and recommendations; to monitor the implementation of audit recommendations and to ensure the proper handling of complaints related to financial and accounting matters.
Subject Areas

a. Guidance for the development of Annual budget which is prepared and submitted by the Chief Executive Officer.

b. Routine review and monitoring of the budget with recommendations to the full HART Board of Directors for amendments or adjustments as needed and as proposed by the Chief Executive Officer.

c. Guidance on major contracts for service and leases and review of solicitations for banking entities and financial advisors.

d. Review and make recommendation of accounting, budgeting, and recordkeeping policies that may be proposed by the Chief Executive Officer, prior to adoption by the HART Board of Directors.

e. Review and make recommendation concerning HART’s existing and future funding sources, fares, grants, bond issues, tax anticipation borrowing, other forms of indebtedness, and any other matter related to HART’s finances.

f. Review investment strategies as may be proposed by the Chief Executive Officer prior to action by the HART Board of Directors.

g. Establish schedule and agenda of audits, factors to use for the evaluation of audit services, including a provision requiring the periodic rotation of auditors; recommend schedule for procuring audit services.

h. Review with management and the independent auditors:
   - annual financial statements
   - findings
   - HART’s accounting principles
   - the audit plan and significant changes to it
   - course of action for audit follow up
   - progress on corrective actions

i. Review the procedures for receipt, retention, and treatment of complaints received by HART concerning accounting, internal controls or auditing matters by external and internal parties.

j. Ensure that proper steps are taken to investigate and to resolve them in a timely manner.

Meeting Frequency

The Finance and Audit Committee meets generally during the budget preparation process and as needed for internal and external audits.

Membership

The Committee shall be comprised of five members.
PRESENTATION

Agency Safety Update

This presentation provides the HART Board of Directors an agency safety update.

The presentation reports on accidents including verbal/physical altercations from 2019 as well as recent trends within the organization. Further, the presentation discusses completed safety activities and increases communication to enhance safety of HART passengers, employees and the surrounding Hillsborough County community.

The update will summarize and highlight progress in 2019 and other relevant safety actions.

Prepared by: Colin Mulloy, Director of Safety and Security
Approved by: Carolyn House Stewart, Interim Chief Executive Officer
Agency Safety Update

Board of Directors Meeting

February 3, 2020
Agenda

• 2019 Success Plan
• National Transit Database
• HART Safety Events
• Accident Analysis
• Physical/ Verbal Altercations
• Action Items
• Reporting Schedule
• Questions
HART experiences 5% reduction in safety events across the system.
What is the NTD?

- Online reporting system for transit providers
- Title 49 U.S.C. 5335(a) establishes the National Transit Database:

“The Secretary shall... maintain a reporting system, using uniform categories to accumulate public transportation financial, operating, and asset condition information... using a uniform system of accounts”
Safety Events Per 100,000 Passenger Revenue Miles

**Status**

- 20% decrease, compared to FY 2018
- Primary types are POV related collisions and slip/trips/falls
- Primary casual factors are hard braking events, bus being rear ended/sideswiped and falling while bus is in motion

HART Target: .55  
HART Actual: .45
2019 Accident Type Analysis

Accident Type

- Fixed Object/Mirror Contact: 6%
- POV Strikes HART: 10%
- POV Rear Ends HART: 10%
- HART Hits POV: 28%
- HART Rear End POV: 41%
- Miscellaneous: 5%
October – December Accident Type Analysis

Accident Type

- 50% HART Rear End POV
- 25% HART Hits POV
- 10% Fixed Object/Mirror Contact
- 8% POV Rear Ends HART
- 5% Miscellaneous
- 2% pov Strikes HART
- 2% Miscellaneous

- HART Rear End POV
- HART Hits POV
- pov Rear Ends HART
- pov Strikes HART
- Fixed Object/Mirror Contact
- Miscellaneous
2019 Physical / Verbal Altercations

Physical Altercations

- Spitting: 11%
- Physical Contact: 19%
- Thrown Object: 26%
- Knife: 44%

Verbal Altercation

- Offensive Language/ Cursing: 25%
- Threatening Language/Harm: 75%
Physical Altercations (October - December)
- Operator hit on the head breaking up fight between teenage patrons
- Patron threw water at bus operator while exiting
- November 19 Attack
- Patron threw hot chocolate at bus shield/operator hit

Verbal Altercations (October - December)
- 60% related to offensive language/cursing at the operator
- 40% related to threatening to harm or kill operator
Completed Activities (2019)
- Quarterly Safety Trainings
- Certified Operation Instructor Academy
- Safety Day Of Action
- S.A.F.E Campaign
- Security Surveillance System
- Armed Security Guard Services
- HCSO Security Training
- Ride With Respect Campaign
- Enhanced Signage on Buses

- Safety Shields Installed on Fixed Route Fleet
- TPD Presence at Targeted Locations (Pilot)
- Contracted Security Guards Aboard Specific Bus Routes (Pilot)
- Transit Worker Assault Legislation
- Trespass Notification Update
- Revised Fare Collection SOP

Upcoming Activities (2020)
- Quarterly Safety Trainings By Mode
- Safety Blitz/ Awareness Programs
- Safe Driving Observations by Management
- Cross Department Route Review Team
- Operator/Staff Coaching
- Software Implementation
- Mental Health Education
## 2020 Reporting Schedule

<table>
<thead>
<tr>
<th>Meeting</th>
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<tbody>
<tr>
<td>February Board of Directors</td>
<td>Agency Safety Update</td>
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<tr>
<td>March Operations and Safety Committee</td>
<td>Monthly Safety &amp; Security Report</td>
</tr>
<tr>
<td>April Operations and Safety Committee</td>
<td>Monthly Safety &amp; Security Report</td>
</tr>
<tr>
<td>May Board of Directors</td>
<td>Agency Safety Update</td>
</tr>
<tr>
<td>June Operations and Safety Committee</td>
<td>Monthly Safety and Security Report</td>
</tr>
<tr>
<td>July Operations and Safety Committee</td>
<td>Monthly Safety and Security Report</td>
</tr>
<tr>
<td>August Board of Directors</td>
<td>Agency Safety Update</td>
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<tr>
<td>September Operations and Safety Committee</td>
<td>Monthly Safety and Security Report</td>
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<tr>
<td>October Operations and Safety Committee</td>
<td>Monthly Safety and Security Report</td>
</tr>
<tr>
<td>November Board of Directors</td>
<td>Agency Safety Update</td>
</tr>
<tr>
<td>December Operations and Safety Committee</td>
<td>Monthly Safety and Security Report</td>
</tr>
</tbody>
</table>
COMMENTS/QUESTIONS

Colin Mulloy
Director of Safety & Security

Hillsborough Area Regional Transit Authority
1201 East 7th Avenue | Tampa, Florida 33605
813 384 6322 | mulloyc@gohart.org
TO: MEMBERS OF THE HART BOARD
FROM: LENA PETIT, CLERK OF THE BOARD
DATE: JANUARY 27, 2020

RE: Resolution #R2020-02-03 ~ Authorize the Interim Chief Executive Officer to Execute a Memorandum of Understanding (MOU) Between Hillsborough Transit Authority (HART) and Tampa Downtown Partnership to Assist with Operating the Tampa Downtown On-Demand Transportation Service through June 30, 2020 in a Not-to-Exceed Amount of $192,000, with Additional Months Optional on a Month-to-Month Basis at $64,000 Per Month Until September 30, 2020, Contingent Upon the Availability of Funding

Strategic Planning and External Relations Committee Meeting of January 27, 2020

Committee Members Present: Commissioner Kemp, Director McClain (via phone), Commissioner Overman (via phone), and Director Shanahan

Committee Member Absent: Director Knight

Temporarily Appointed Committee Members: Director Mechanik, Councilmember Schisler, and Director Williams

Committee Recommendation:
Operations and Safety Committee met on January 27, 2020 and advanced the following item to the full HART Board of Directors with the Committee’s objections to continuing.

Attachment:
I. Committee Agenda Report with attachments
COMMITTEE ACTION ITEM

Authorize the Interim Chief Executive Officer to Execute a Memorandum of Understanding (MOU) Between Hillsborough Transit Authority (HART) and Tampa Downtown Partnership to Assist with Operating the Tampa Downtown On-Demand Transportation Service through June 30, 2020 in a Not-to-Exceed Amount of $192,000, with Additional Months Optional on a Month-to-Month Basis at $64,000 Per Month Until September 30, 2020, Contingent Upon the Availability of Funding

OVERVIEW

HART is currently preparing a solicitation for a Multi-Area circulator service which will include the assumption/replacement of the current Tampa Downtown On-Demand Transportation Service (the “Downtowner”), as well as new service in the USF/Innovation District, Westshore areas and potential new service areas. To ensure that there is no gap in this highly utilized downtown service during the procurement process, HART will provide funding to the Downtown Partnership to support its contract for these services on a month-to-month basis, contingent upon the availability of funding, while selecting a new vendor that will then operate the service.

RECOMMENDATION

That the Strategic Planning and External Relations Committee review the action item authorizing the Interim Chief Executive Officer to execute a MOU between HART and the Tampa Downtown Partnership to assist with operating the Tampa Downtown On-Demand Transportation Service through June 30, 2020 in a not-to-exceed amount of $192,000 with additional months optional on a month-to-month basis at $64,000 per month until September 30, 2020, contingent upon the availability of funding; and advance this item to the full HART Board of Directors at the February 3, 2020 regular Board meeting.

FINANCIAL IMPACT

The funding for this project will consist of an FDOT grant of $96,000 for the first three months, and $32,000 for each additional month. There is a required grant match of $96,000 for the first three months, and $32,000 for each additional month. This local match is not budgeted in the HART FY20 operating budget and will be contingent upon the availability of funding. HART staff is still exploring local funds to contribute to this share.

BACKGROUND

The Downtowner is a transportation solution that leverages the latest mobile application technology to provide on-demand and point-to-point service. Rides are hailed through a mobile app that connect riders with the closest available vehicle, while at the same time, matching their ride with others moving along similar corridors creating a true ride share service that maximizes the efficiency of the service.

Currently the fleet consists of six all-electric vehicles and two Chevy Bolts. Since its inception in October, 2016, total ridership is over 560,854 passengers. In December, the Downtower provided an average of 401 rides per day.
NEXT STEPS
Present recommendation to the HART Board of Directors at the February 3, 2020 Board meeting.

Prepared by: Justin Willits, Senior Planner
Approved by: Carolyn House Stewart, Interim Chief Executive Officer

Attachments:
I. Proposed Resolution #R2020-02-03
II. Proposed Memorandum of Understanding of Hillsborough Transit Authority and the Tampa Downtown Partnership, Inc
A RESOLUTION TO AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN HILLSBOROUGH TRANSIT AUTHORITY (HART) AND TAMPA DOWNTOWN PARTNERSHIP TO ASSIST WITH OPERATING THE TAMPA DOWNTOWN ON-DEMAND TRANSPORTATION SERVICE THROUGH JUNE 30, 2020 IN A NOT-TO-EXCEED AMOUNT OF $192,000, WITH ADDITIONAL MONTHS OPTIONAL ON A MONTH-TO-MONTH BASIS AT $64,000 PER MONTH UNTIL SEPTEMBER 30, 2020, CONTINGENT UPON THE AVAILABILITY OF FUNDING

WHEREAS, HART will be partnering with public and private entities in the continued operation and enhancement of the Tampa downtown on-demand transportation service through an upcoming procurement process, and

WHEREAS, The Tampa Downtown Partnership has a current contract to provide downtown on-demand transportation service; and

WHEREAS, FDOT and HART have identified $192,000 with additional months optional on a month-to-month basis at $64,000 per month until September 30, 2020, to assist with the operation of the Tampa downtown on-demand transportation service until HART has a new contract in place contingent upon the availability of funding;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:

Section 1. The Chief Executive Officer is authorized to execute a MOU between HART and the Tampa Downtown Partnership to assist with operating the Tampa Downtown On-Demand Transportation Service through June 30, 2020 in a not-to-exceed amount of $192,000 with additional months optional on a month-to-month basis, contingent upon the availability of funding.

Section 2. Proper officers of the Hillsborough Transit Authority are authorized to do all things necessary and required in order to implement the terms of the aforementioned agreement.

Section 3. This resolution shall take effect immediately upon its adoption.


Attest:
Chairperson, HART Board of Directors

Secretary, HART Board of Directors

David L. Smith, Esquire
HART Board General Counsel
MEMORANDUM OF UNDERSTANDING
HILLSBOROUGH TRANSIT AUTHORITY
AND
THE TAMPA DOWNTOWN PARTNERSHIP, INC.

This Memorandum of Understanding (“MOU”) is entered into between the Hillsborough Transit Authority, d/b/a Hillsborough Area Regional Transportation Authority (“HART”) and the Tampa Downtown Partnership Inc., a Florida corporation (“TDP”) effective the 1st day of April, 2020 (“Effective Date”). HART and TDP may hereinafter also be referred to collectively as “Parties” and individually as “Party.”

RECITALS

A. HART operates a public transportation system within Hillsborough County, Florida.

B. HART and TDP wish to enter into this MOU in order to describe the terms associated with payments to be provided by HART to TDP (“HART Payments”) for TDP to use in funding the Downtowner Group operations.

NOW THEREFORE, the Parties hereto based upon the premises and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, mutually agree and express their understanding on the following:

1. Term. The term of this MOU is from April, 1 2020 through June, 30 2020, with the option to continue on a month-to-month basis until September 30, 2020, or at any date therein when HART awards a new contract to a vendor through a HART procurement at which point this MOU may be terminated unless otherwise terminated by mutual written agreement of both Parties.

2. Invoices. TDP will provide invoices to HART for HART Payments for the following cost:

   A. Cost of service over the Term, including existing level of service, shall not exceed Sixty-four Thousand Dollars ($64,000.00) per month, with actual documented costs to be invoiced monthly.
3. **Payment Terms.** The first invoice will be provided to HART by TDP on or shortly after April 1, 2020, with payment due fifteen (15) days after receipt of the invoice and adequate documentation.

4. **Operations Responsibility.** HART shall have no responsibility, obligations or control over the operations of the Transportation Service provided to the public as described in the April MOU, all of which responsibilities shall be the sole obligation of TDP and the Downtowner Group. Transportation Services are defined as all operations performed by the Downtowner Group and TDP necessary to carryout services to the public.

5. **Indemnification.** **HOLD HARMLESS, INDEMNIFICATION & PAY ON BEHALF OF:** It is expressly agreed that the first five dollars of the amount to be paid the TDP and the Downtowner Group pursuant to this Agreement and the operation of the Transportation Services is given as separate consideration for the following covenant of indemnification: TDP agrees to be responsible for, and assume the defense of and indemnify and hold harmless HART, its officers, employees, representatives, and agents except for the sole negligence of HART, from any and all claims without limitation including, but not limited to claims for bodily injury, sickness, disease, death or personal injury, damage to property or loss of use resulting therefrom, demands, judgments, liability, loss, damages, including attorney’s fees or injuries of every kind, and patent infringements arising out of this MOU resulting directly or indirectly from the performance of, or the failure to perform, any and all acts and omissions, the work by the TDP or by any person, firm, or corporation to whom any portion of the work is subcontracted by the TDP including the Downtowner Group, or resulting from the use of any tools, machinery, or other property of HART. TDP agrees to pay on behalf of HART and to pay the cost of HART’s legal defense, as may be selected by HART, for all claims described in this paragraph. Such payment on behalf of HART shall be in addition to any and all other legal remedies available to HART and shall not be considered to be HART’s exclusive remedy.
For purposes of this provision, notwithstanding anything contained herein to the contrary, with respect to any claims made against HART, this indemnification provision shall not be construed as a waiver of any immunity from or limitation of liability to which HART is entitled to pursuant to the doctrine of sovereign immunity or Section 768.28, Florida Statutes. This provision shall survive termination.

6. Payment Responsibility Only. HART’s sole responsibility under this MOU is to make the HART Payments described above pursuant to the terms of this MOU. Nothing herein creates a partnership or other relationship between HART, TDP, and Downtowner Group hereunder.

7. Authorization. Both HART and TDP are authorized to enter into this MOU to make it fully binding on both HART and TDP pursuant to the terms, provisions, covenants and conditions hereof.

IN WITNESS WHEREOF, the Parties hereto have affixed their sign and seal the year and day first above written.

HART

By: ____________________________  By: ____________________________
Carolyn House Stewart  Lynda Remund SHRM-CP
Interim Chief Executive Officer  Chair, President and CEO

Date: ____________________________  Date: ____________________________

Approved as to Form:

David L. Smith, HART Board General Counsel
PRESENTATION ~ In support of Resolution #R2020-02-03

Downtown Circulation 2020 Update

In July of 2019, HART entered into an agreement with the Tampa Downtown Partnership and FDOT to fund operations of the existing Downtowner service that was previously financed by various stakeholders and managed by the Tampa Downtown Partnership. When HART assumed responsibility for this service the only two funding partners were HART and FDOT District 7 through a grant. The HART Board directed staff to come back with “fixed-route circulator” options upon approval of the extension of the Downtowner service as it existing at the time. HART Service Development Staff have developed a proposal to extend the existing service while soliciting a new provider for mobility services in Downtown and other service areas.

A representative of HART Service Development Department will present a variety of options and the recommendations.

Prepared by: Christopher Cochran, Director of Service Development
Approved by: Carolyn House Stewart, Interim Chief Executive Officer
Downtown Proposal

• Background
• March Funding Scenario
  • March – July Proposal
• Fixed-route Options
  • Funding Required
• Update: RFP and FDOT Grant
  • Vendor Requirements
  • July Service Modifications
• Questions?
Background

- A public-private partnership launched in October 2016 between FDOT, City of Tampa, local businesses, and the Tampa Downtown Partnership
- The Downtowner provides innovative on-demand services throughout the Downtown, Channel District, and Tampa Heights areas
- Program has carried over 560,854 passengers

Hours of Service:
- M-Th: 7am-9pm
- Fri: 7am-10pm
- Sat: Noon-10pm
- Sun: Noon-8pm

December Totals
- 12,040 (448 per day)
- Rides: 9,100
- Average wait: 15.5 min.
- Rides shared: 4,639 (46%)
HART’s average fixed route cost/passenger is $6.08
Hyperlink was $10/ride

401 Passengers Per Day

~$5.64 per passenger (local match)

47% of trips are shared
1.7 people per trip

December Top 5 Drop Locations
- Publix - Bayshore
- Vaughn Center
- Amalie Arena
- Marion Transit Center
- TECO Energy

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~$5.64 per passenger (local match)

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1.7 people per trip

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Hyperlink was $10/ride

401 Passengers Per Day

~$5.64 per passenger (local match)

47% of trips are shared
1.7 people per trip

December Top 5 Drop Locations
- Publix - Bayshore
- Vaughn Center
- Amalie Arena
- Marion Transit Center
- TECO Energy

HART’s average fixed route cost/passenger is $6.08
Hyperlink was $10/ride
Background

Pickup Location by Zone

- Top Single Pickup Locations
  1) Bayshore Publix
  2) Madison St & Pour House
  3) Vaughn Center
  4) Tampa Theatre
  5) Udale

Drop-off Location by Zone

- Top Single Drop-off Locations
  1) Publix on Bayshore
  2) Vaughn Center
  3) Amalie Arena
  4) Marion Transit Center
  5) TECO Energy
March Funding Scenario

• The Tampa Downtown Partnership and HART entered into an agreement to provide extended funding through March 31, 2020 not to exceed $568,000
  • Extended FDOT funding approved at the August 5, 2019 Board meeting through Resolution #R2019-08-36
Service Development Update on suite of options including:

- Circulators Operated by HART
  - Funding Required
  - Board Requested Options
- RFP to replace Downtowner with new vendor off of a HART Procurement
  - Would provide flexibility to operate
    - Flex Circulators
    - Point-to-Point with Fare
- Multiple Service Areas Covered
  - Downtown, Westshore, USF Area
  - New Areas - Optional
2020 Downtown – option 1

- Fixed-route HART-operated In-town Trolley Vehicles
- Can not be operated with FDOT Downtowner grant
- $52,000 per month to operate
  - 1 Vehicle
  - Mon – Thurs: 7am – 11pm
  - Friday: 7am – 12am
  - Saturday: 9am – 12am
  - Sunday: 9am – 11pm
- Explore CRA Funding

Note: Need to identify layover location for operators
2020 Downtown – option 2

- Fixed Route
- Exploring Fall implementation with funding partner
- Option being explored with CRA/private funding partners
- $52,000 per month to operate with 1 vehicle

Note: Need to identify layover location for operators and vet with safety and operations
Benefits of utilization of FDOT Grant

- Allow HART to test concepts at a reduced cost
- Allow HART to build upon what has been learned to date by Downtowner Operation
- Can help point people to our existing transit services
  - Example: Currently points people to streetcar for matched trips
- Provide the same level of service as Downtowner with expanded transportation options and reduce wait times
HART to issue RFP that will include

- **Expansion of service**: Downtown, Westshore, University

- **A replacement of the Downtowner Point-to-Point Service**
  - With Fare Consider certain Origins and Destinations exempt from fare

- **Flex-Circulators**
  - Limited deviations, respond to demand

- **Point customers to Streetcar and Fixed-route**
  - When trips match our other services

The above options have been tentatively approved for use with the FDOT funding that has a 50% match requirement
HART RFP draft requirements

RFP proposers shall:

- Demonstrate ability to procure/lease vehicles for service implementation
- Provide electric for Point-to-point, ADA accessible transit vehicles for flex-circulators
- Demonstrate ability to have single application for all services
  - Point-to-point with Fare
  - *Integrate with Flamingo Fares and One Bus Away
- Point customers use of Streetcar and Fixed-route when trips match our other services
Downtown Flex-Circulator

Operate a flex-circulator with on-demand attributes

- Deviate to specific zones a limited number of times
- Modified for special events
- Model to follow for other service areas

Note: Preference is to operate this as fixed-route circulator. This is a back-up option.

FUNDING MATCH REQUIRED
Downtown Flex-Circulator

Preferred to operate as Fixed-route (long-term)
- Pre-COA
- Modified Old Route 3
- Need to identify layover

Operate a flex-circulator with on-demand attributes
- Can deviate to specific zones a limited number of times
- Can be modified for special events
- Can be a model to follow for other service areas

FUNDING MATCH REQUIRED
Downtown Flex-Circulator

Operate a flex-circulator with on-demand attributes
• Can deviate to specific zones a limited number of times
• Can be modified for special events
• Can be a model to follow for other service areas
Downtown Mobility 2.0

Overall Goals moving forward:

• Enhance mobility downtown and point people to HART’s existing service

• Provide more predictable circulation

• Consider service options that can be operated by HART or a selected vendor

• Utilize Funding opportunities through FDOT

• Explore Private Partnerships and CRA funding
  • RFP is still dependent on AFT Surtax to operate
Details on the MOU and Action Item:

- Agreement for **minimum 3 months** at $64,000 per month
  - $32,000 HART or Local Funding
    - Currently not in HART FY 2020 Budget
    - Requesting CRA or City funds for this extension
  - $32,000 FDOT Match

- Additional months **optional** at same costs until new RFP is issued and vendor selected
  - Could be same or new vendor
Resolution #R2020-02-03 ~ Authorize the Interim Chief Executive Officer to Execute a Memorandum of Understanding (MOU) Between Hillsborough Transit Authority (HART) and Tampa Downtown Partnership to Assist with Operating the Tampa Downtown On-Demand Transportation Service Through June 30, 2020 in a Not-to-Exceed Amount of $192,000, with Additional Months Optional on a Month-to-Month Basis at $64,000 Per Month Until September 30, 2020, Contingent upon the Availability of Funding

Strategic Planning and External Relations Committee met on January 27, 2020 and advanced the item to the full HART Board of Directors with the Committee’s objections to continuing.
Comments/Questions
TO: MEMBERS OF THE HART BOARD
FROM: LENA PETIT, CLERK OF THE BOARD
DATE: JANUARY 27, 2020
RE: Resolution #R2020-02-04 ~ Authorize the Interim Chief Executive Officer to Award a Contract for the Execution of a Network Evaluation and Short-Term Service Plan to Connetics Transportation Group, Inc. in a Not-to-Exceed Amount of $405,155

Strategic Planning and External Relations Committee Meeting of January 27, 2020

Committee Members Present: Commissioner Kemp, Director McClain (via phone), Commissioner Overman (via phone), and Director Shanahan

Committee Member Absent: Director Knight

Temporarily Appointed Committee Members: Director Mechanik, Councilmember Schisler, and Director Williams

Committee Recommendation:
Strategic Planning and External Relations Committee met on January 27, 2020 and did not form a recommendation on this item due to lack of quorum.

Attachment:
Committee Agenda Report with attachments
COMMITTEE ACTION ITEM

Authorize the Interim Chief Executive Officer to Award a Contract for the Execution of a Network Evaluation and Short-Term Service Plan to Connetics Transportation Group, Inc. in a Not-to-Exceed Amount of $405,155

OVERVIEW
This project is to develop a short-term (years 2020-2022) bus operations plan to feed into a Major 30-year Transit Development Plan solicited in the future. Both of these efforts will be coordinated through a separate public outreach contract with various other studies ongoing that include the HART Transit Oriented Development (TOD) Study and Arterial Bus Rapid Transit (BRT) Study.

RECOMMENDATION
That the Strategic Planning and External Relations Committee review the action item authorizing the Interim Chief Executive Officer to award a contract for the execution of a network evaluation and short-term plan to Connetics Transportation Group, Inc., in a not-to-exceed amount of $405,155; and advance this item to the full HART Board of Directors at the February 3, 2020 regular Board meeting.

FINANCIAL IMPACT
Funding for this contract, in the amount of $405,155, is provided by FTA FY20 Section 5307 Urbanized Area Formula Grant. The grant does not require a match from HART.

BACKGROUND
On November 6, 2018, Hillsborough County voters passed a one-cent sales tax (Transportation Surtax) to fund transportation projects throughout Hillsborough County. Forty-five percent of the one-cent sales tax revenue is designated to HART for improving services countywide. Only 13 months prior to the passage of the Transportation Surtax, HART implemented Mission MAX, aimed at not only creating more efficient routes and improving customer satisfaction, but also to address a nearly $6 million deficit in operating funding. As part of Mission MAX, a COA was used as the foundation for HART’s 10-year TDP Major Update. With the new sales tax revenue, the recommendations and projections used in developing this TDP need to be adjusted to reflect newly projected revenues and a short-term service plan more that will feed into a Major 30-year Transit Develop Plan for the life cycle of the new Surtax.

PROCUREMENT CONSIDERATION
On September 13, 2019, a Request for Proposals (RFP-37516) for Network Evaluation / Short-Term Service Plan was issued in compliance with HART procurement policies. The solicitation was posted on the HART BonFire site and website, as well as DemandStar’s website, with direct notices sent 20 firms. The solicitation was downloaded from the HART BonFire site by 28 firms and/or individuals.

On October 11, 2019, two Technical Proposals were received and reviewed by Procurement for responsiveness. Both bid submissions were determined to conform to essential requirements. The proposals were then forwarded to an Evaluation Committee consisting of two members of HART
staff (Ivan Maldonado, Director of Bus Operations and Christopher Cochran, Director of Service Development) and one planner from each of the City of Tampa (Stephen Benson), City of Temple Terrace (Celeste Lau), City of Plant City (Julie Ham), and Hillsborough Metropolitan Planning Organization (MPO) for Transportation (Sarah McKinley).

The evaluation was based on 1000 points for technical factors as follows:

- Qualifications of the Firm and/or Team 350
- Work Plan 500
- Relevant Projects 150

The Evaluation Committee met on October 23, 2019 to discuss its evaluation findings and was provided an opportunity for rescoring of proposals based upon discussion of findings by the group. After the meeting, the scoring was finalized as follows:

<table>
<thead>
<tr>
<th>RFP-37516 Network Evaluation and Short-Term Service Plan</th>
<th>SCORING SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL TECH SCORE (Max Score 1000 Points)</td>
<td>Technically Evaluated</td>
</tr>
<tr>
<td>Connetics Transportation Group.</td>
<td>950</td>
</tr>
<tr>
<td>Foursquare ITP</td>
<td>1</td>
</tr>
</tbody>
</table>

Procurement staff, in consultation with Service Development team, negotiated a price that is determined to be fair and reasonable, is in line with the Independent Cost Estimate, and resulted in a cost savings of $66,574 or 14%.

The term of the contract is six to nine months from date of award and includes all of HART’s standard contract provisions.

**NEXT STEPS**

Present recommendation to the HART Board of Directors at the February 3, 2020 Board meeting.

Prepared by: Christopher Cochran, Director of Service Development
Approved by: Carolyn House Stewart, Interim Chief Executive Officer

Attachment: Proposed Resolution #R2020-02-04
RESOLUTION NO. # R2020-02-04

A RESOLUTION TO AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO AWARD A CONTRACT FOR THE EXECUTION OF A NETWORK EVALUATION AND SHORT-TERM SERVICE PLAN TO CONNETICS TRANSPORTATION GROUP, INC. IN A NOT-TO-EXCEED AMOUNT OF $405,155

WHEREAS, HART has procured services for a Network Reevaluation and Short-Term Service Plan; and

WHEREAS, the project will deliver a short-term (years 2020-2022) bus operations plan to feed into a major 30-year Transit Development Plan solicited in the future; and

WHEREAS, this project is not to exceed $405,155 and is funded 100% by FTA FY20 Section 5307 Urbanized Area Formula Grant funding with no required match;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:

Section 1. The Interim Chief Executive Officer is authorized to award a contract for the execution of a network evaluation and short-term plan to Connetics Transportation Group, Inc., in a not-to-exceed amount of $405,155.

Section 2. Proper officers of the Hillsborough Transit Authority are authorized to do all things necessary and required in order to implement the terms of the aforementioned agreement.

Section 3. This resolution shall take effect immediately upon its adoption.


Chairperson, HART Board of Directors

ATTEST:

Secretary, HART Board of Directors

______________________________
David L. Smith, Esquire
HART Board General Counsel
TO: MEMBERS OF THE HART BOARD
FROM: LENA PETIT, CLERK OF THE BOARD
DATE: JANUARY 27, 2020
RE: Resolution #R2020-02-05 ~ Authorize the Interim Chief Executive Officer to Award a Contract for the Execution of Public Outreach Services to The Valerin Group, in a Not-to-Exceed Amount of $300,000

Strategic Planning and External Relations Committee Meeting of January 27, 2020

Committee Members Present: Commissioner Kemp, Director McClain (via phone), Commissioner Overman (via phone), and Director Shanahan

Committee Member Absent: Director Knight

Temporarily Appointed Committee Members: Director Mechanik, Councilmember Schisler, and Director Williams

Committee Recommendation:
Strategic Planning and External Relations Committee met on January 27, 2020 and did not form a recommendation on this item due to lack of quorum.

Attachment:
Committee Agenda Report with attachments
COMMITTEE ACTION ITEM

Authorize the Interim Chief Executive Officer to Award a Contract for the Execution of Public Outreach Services to The Valerin Group, in a Not-to-Exceed Amount of $300,000

OVERVIEW

The primary goal of this solicitation will be to complete and facilitate the outreach and engagement necessary to complete a Network Evaluation and Short-term Service Plan, and a 10-year Transit Development Plan (TDP) Major Update and 30-year Vision Plan.

RECOMMENDATION

That the Strategic Planning and External Relations Committee review the action item authorizing the Interim Chief Executive Officer to award a contract for the execution of public outreach services to The Valerin Group, in a not-to-exceed amount of $300,000; and advance this item to the full HART Board of Directors at the February 3, 2020 regular Board meeting.

FINANCIAL IMPACT

Funding for this contract, in the amount of $300,000, is provided by FTA FY20 Section 5307 Urbanized Area Formula Grant. The grant does not require a match from HART.

BACKGROUND

On November 6, 2018, Hillsborough County voters passed a one-cent sales tax (Transportation Surtax) to fund transportation projects throughout Hillsborough County. Forty-five percent of the one-cent sales tax revenue is designated to HART for improving services countywide. Only 13 months prior to the passage of the Transportation Surtax, HART procured consultation services for the development of its 2018 through 2027 10-year TDP Major Update and Comprehensive Operations Analysis (COA) and implemented Mission MAX, aimed at not only creating more efficient routes and improving customer satisfaction, but also to address a nearly $6 million deficit in operating funding. This solicitation will provide the wide reaching and comprehensive outreach necessary to complete a new COA that addresses the additional Surtax funding.

PROCUREMENT CONSIDERATION

On September 16, 2019, a Request for Proposals (RFP-37517) for an Outreach Contractor to coordinate with the Network Evaluation/Short-term Service Plan (SSP) Contractor was issued in compliance with HART procurement policies. The solicitation was posted on the HART website and distributed directly to 20 vendors. 23 interested parties downloaded solicitation materials directly from the HART solicitation portal (BonFire).

All received proposals were deemed responsive and reviewed on the following weighted criteria:

- Qualifications of the Firm and/or Team: 45
- Experience and References: 30
- Project Approach and Methodology to Services: 15
- Current and Projected Workload of Firm: 10
The Selection Committee reviewed each proposal submission using the criteria above. The final score for each vendor is reflected below:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Valerin Group, Inc.</td>
<td>85</td>
</tr>
<tr>
<td>Pritchett Steinbeck Group</td>
<td>76.33</td>
</tr>
</tbody>
</table>

Procurement staff, in consultation with Service Development team, negotiated a price that is determined to be fair and reasonable

Prepared by: Christopher Cochran, Director of Service Development
Approved by: Carolyn House Stewart, Interim Chief Executive Officer

Attachment: Proposed Resolution #R2020-02-04
AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO AWARD A CONTRACT FOR THE EXECUTION OF PUBLIC OUTREACH SERVICES TO THE VALERIN GROUP, IN THE AMOUNT NOT-TO-EXCEED $300,000

WHEREAS, HART has procured services to complete and facilitate the outreach and engagement necessary to complete a Network Evaluation and Short-term Service Plan; and

WHEREAS, these services are a critical component of reaching the people of Hillsborough County and the Region to better understand both the short-term and long-term transportation needs of our communities; and

WHEREAS, funding for these services associated with the Network Reevaluation and Short-Term Service Plan is not to exceed $300,000 and is funded 100% by FTA FY20 Section 5307 Urbanized Area Formula Grant funding with no required match;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:

Section 1. The Interim Chief Executive Officer is authorized to award a contract for the execution of public outreach services to The Valerin Group, in a not-to-exceed amount of $300,000.

Section 2. Proper officers of the Hillsborough Transit Authority are authorized to do all things necessary and required in order to implement the terms of the aforementioned agreement.

Section 3. This resolution shall take effect immediately upon its adoption.


_______________________________
Chairperson, HART Board of Directors

ATTEST:

_______________________________
Secretary, HART Board of Directors

_______________________________
David L. Smith, Esquire
HART Board General Counsel
INTERIM CHIEF EXECUTIVE OFFICER’S REPORT

Monthly Agency Activities

This Interim CEO report is aligned with the key areas of focus – Customer Experience, Community Value; Employee Success and Financial Performance.

Focus Area: Customer Experience

Flamingo Overview Training for Beta testing
HART hosted an informational training session on January 21, 2020 for an overview of FLAMINGO’s functionality and outlined impact on participating agencies. Representatives attending the session for a presentation by Chris Tucker, Clevor Consulting, were from: Hernando, Pasco, Pinellas, Sarasota, and Hillsborough Counties. The Beta Launch is scheduled to begin Feb 5, 2020. We need 1,000 participants for all rider classes.

MTC Construction Update
MTC Concrete Rehab Project began on November 4, 2019 and is on schedule to be completed by May 2020. This is the third major roadway/busway resurface work since the Transit center was opened in 2003. Phase 1 – Morgan Street was 98% complete on January 27, 2020. Upon opening Morgan Street the contractor will close off Fortune Street from all traffic and will begin the demolition of the existing concrete and asphalt along Fortune Street (phase 2).

Focus Area: Community Value

HART will host a Small Business Education Forum on Saturday, February 8, 2020, at 21st Ave at 9am-1pm to educate and assist DBEs and SBEs to register as vendors with HART. This gives small/disadvantaged/minority businesses an opportunity for real time registration and information regarding future HART projects anticipated with dollars from the All for Transportation referendum. State Representative Diane Hart will be a collaborative sponsor. There will be two training sessions - one at 9am, and one at 11am.

HART was Represented at the Following Events:
HART participated in the Martin Luther King, Jr. Day celebrations this year in keeping with the past practices. The TOBA Leadership Breakfast and the Martin Luther King, Jr. Parade.

Black History Month Educational Tours Connecting our Schools while Driving Education - visiting schools with specially-wrapped bus and educational program “Connecting Our Schools While Driving Education” which features some African Americans with a Hillsborough County school named after them; supported by Hillsborough County School Board and coordinating with local public schools including STEM, Magnet, and Leadership Academies.

American Heart Association GO RED campaign
HART will participate with the American Heart Association GO RED campaign to raise awareness of heart disease, the leading killer of women, by encouraging employees to wear red on Feb 7,
2020 to raise awareness of heart disease and encourage active live styles to promote a health heart. Women are 36% of the workforce at HART (303 out of 838 active employees).

**Gasparilla Parade and HART Service**

On January 25, 2020, HART launched an extensive Gasparilla game plan for coverage of the Streetcar system with increased 10-minute frequency supported by bus and van shuttles. Street Team members provided support at various locations along the streetcar line and the shuttle stops. We thank the many employee volunteers who served as HART team players who supported the community-wide event and provided excellent service to our residents and visitors during Gasparilla.

**Focus Area: Employee Success**

The HART Wellness Program hosted a **Wellness Fair** on January 17, 2020 where HART employees were encouraged to attend informational sessions on nutrition, health and wellness. Employees were able to get flu shots and other immunizations as well as courtesy blood pressure checks. Employees were able to ride the smoothie bike as part of Wishing Well Works Smooth MOVE program. Employees selected from Almond Milk, OJ, Acai juice as well as mango, berries, bananas, and spinach and created their personal smoothies by pedaling to blend the ingredients. They were provided smoothie recipe cards with nutrition information as well. Various fruits and healthy snacks were provided to encourage healthier snack options.

**Tallahassee Press Conference**


Sen. Perry and Rep. Beltran are spearheading the legislation which would require all Florida transit agencies and the State itself to make specific changes to enhance public safety and further protect uniformed public servants.

The legislation proposes four changes:

- may require the installation of protective barriers on public transit;
- require the posting of the maximum penalty for assaulting a transit worker;
- require mandatory training for drivers to defuse and de-escalate potentially violent situations;
- increase the current enhancement for assault against a uniformed public servant (transit workers, law enforcement and other first responders) from a 1st degree misdemeanor to a 3rd degree felony.

HART is leading the way already implementing three of these changes and advocating for a fourth to protect transit employees.
Annual Roadeo
An agreement with Manatee County Area Transit to host the annual Roadeo has been finalized. Participants for the event will include Hillsborough, Pasco, Sarasota, and Pinellas transit agencies. The event will be held on Sunday, March 8, 2020. This will be followed by the State Roadeo, to be held April 4, 2020 in Orlando.

Northwest Transfer Center Breakroom Renovation
Another metric in the FY2020 HART Success Plan under the focus area of Employee Success is to renovate the Northwest Transfer Center Operator Breakroom. We are happy to announce that the renovation has been completed and we held a ribbon cutting for the employees on Thursday, January 16, 2020.

Feeding Tampa Bay
As a continuing support of Feeding Tampa Bay, HART employees volunteered to feed the homeless at Trinity Café on January 10, 2020.

Focus Area: Financial Performance

Sun Rail Tour
As a follow up to the request from the HART Board members, Florida Department of Transportation, Sun Rail, and LYNX identified Thursday, March 5, 2020, for a HART/MPO Boards trip on Sun Rail followed by a presentation by LYNX and Sun Rail staff.

The preliminary schedule will be:

8:00am - Departure from the HART Operations Facility
9:00am - Board Sun Rail at a station
10:00am - Presentation by LYNX and Sun Rail staff at LYNX Administrative Office
12:00pm - Departure from LYNX Administrative Office
1:00pm - Approximate arrival to HART Operations Facility

Please let staff (arthurd@gohart.org or petitl@gohart.org) know if you plan to attend so we can secure a headcount.

Low or No Emissions Grant
On January 17, 2019, the Federal Transit Administration (FTA) announced the availability of $130 million Fiscal Year 2020 funds for the purchase or lease of low or no emission vehicles as well as related equipment or facilities. The main purpose of the Low-No Program is to support the transition of the nation’s transit fleet to the lowest polluting and most energy efficient transit vehicles. The Low-No Program provides funding to State and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities. In the last two years, HART submitted applications for electric buses. Staff is evaluating the projects and will apply again this year.

The whistle blower investigation findings will be presented under the general counsel's report with Carlton Fields attorneys are present at the February 3, 2020 Board meeting.
INTERIM CHIEF EXECUTIVE OFFICER’S REPORT

RESPONSE TO CITIZEN’S PUBLIC COMMENT

Provided below is an update regarding follow up conversations with Mr. Paul Mikins, who shared concerns during the public comments section at the Board of Director’s meeting on January 6, 2020.

The concerns by Mr. Paul Milkins were investigated and addressed. A delayed service was due to an operator’s personal emergency, unanticipated route detour was an isolated incident, and IT issue was related to One Bus Away application.

1) Mr. Mikins related that on January 2, 2020, he boarded a bus at the Marion Transit Center (MTC) and experienced delays because the bus departed MTC seven minutes after the posted schedule.

Response:
The validity of his concern was confirmed and management has addressed the incident with the Operator. The delay in departure occurred because the Operator had a personal physical emergency and had to leave the bus.

2) He also complained of an instance where he waited at a bus stop that was missing route detour information.

Response:
Upon our investigation, it was concluded that this may have been an isolated incident, where either someone had removed the bus covering that provided customer information, or an instance where a route detour may have occurred due to an unanticipated incident where law enforcement may have redirected traffic.

HART service personnel have consistently been dispatched to areas affected by detours, where bus stops not served are covered by an orange colored covering that displays HART’s customer service and website information. Route detour information is also updated in the One Bus Away application, where customers are able to identify stops that may be affected while routes are on detour. Similar information is posted on the HART website.

3) Mr. Mikins also mentioned having experienced technical difficulties with the One Bus Away application.

Response:
This information has been forwarded to the Information Technology team for further review with the appropriate vendor.
CHAIR’S REPORT

MARCH 2, 2020 REGULAR BOARD OF DIRECTORS MEETING START TIME

The Florida Strawberry Festival is an 11-day community event celebrating the strawberry harvest of Eastern Hillsborough County. The festivities associated with the Festival commence with a Strawberry Festival Parade that is held on March 2, 2020.

Members of the Hillsborough County Board of County Commissioners participate in the parade, which creates a conflict with the regular monthly HART Board meeting that is scheduled for that morning.

In the past, with the Board’s direction, staff would adjust the meeting start time, to begin earlier, at 8:00 a.m. or 8:30 a.m. and have a relatively light agenda.

Staff proposes the same change for this year, to accommodate the Board members’ schedules.
REPORT FROM HART BOARD REPRESENTATIVES

Tampa Historic Streetcar, Inc. ~ January 2020

The Tampa Historic Streetcar, Inc. (THS) Board of Directors held its regular meeting on January 15, 2020. The Board approved the minutes from the November 20, 2020 regular Board meeting.

The following is a recap of the key items that were discussed:

Calvin “Cal” Hardie, P.E., was introduced as the newest City of Tampa appointment and welcomed to the Board. He serves as the City of Tampa’s Transportation Chief Design Engineer and Capital Projects Manager, where he has worked to improve the safety and efficiency of the City’s transportation network for all users.

The Board received the draft audited financials for fiscal year 2019. City of Tampa staff was present to answer any questions and notify the Board the final audited financials will be presented at the February 19, 2020 meeting.

Mr. Brian Allan, HART Director of Streetcar Operations, presented the Streetcar Performance Report for December 2019. He stated that the December ridership reached 89,930. Mr. Allan reported that the service performed 99.32% of the contracted trips with on-time performance at 99.63%. He indicated that the service provided 67 hours of extra service. Mr. Allan added that, for the first time, there was service on Christmas day with 1,472 rides which was comparable to Thanksgiving Day earlier in the year.

President English announced the unfortunate passing of Joan Jennewein, an important member of the community who had a passion for the revival of the streetcar service in Tampa. She was an original member on the Board and the driving force behind the Tampa and Ybor City Street Railway Society that restored the Birney.

Ms. Carolyn House Stewart, HART Interim CEO, reported on The Winter Village Express, and the Streetcar Tie Replacement Project.

The Board members received the Vector Media Sales Activity update and monthly Marketing report for December 2019.

Prepared by: Danielle Arthur, HART Board Administrator
Approved by: Michael English, THS Board President
CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

The MPO Chairman, Commissioner Les Miller, called the meeting to order at 9:00 a.m., led the pledge of allegiance and gave the invocation. The regular monthly meeting was held at the County Center Building on the 26th Floor Conference Rooms A & B.

The following members were present:

Commissioner Les Miller, Commissioner Pat Kemp, Commissioner Ken Hagan, Charles Klug, Councilman Guido Maniscalco, Mayor Rick Lott, Mayor Mel Jurado, David Mechanik, Michael Maurino, Commissioner Kimberly Overman, Janet Scherberger, Commissioner Mariella Smith and Joe Waggoner.

The following members were absent: Councilman Joseph Citro and Councilman Luis Viera

A quorum was met.

APPROVAL OF MINUTES – November 5, 2019

Chairman Miller sought a motion to approve the November 5, 2019 minutes. Councilman Maniscalco so moved; it was seconded by Commissioner Overman and adopted.

Commissioner Miller welcomed aboard new member Michael Maurino. Michael Maurino introduced himself as the Planning Commission appointee to the MPO and he is the City of Tampa appointee to the Planning Commission. He is the Director of Transportation and Planning for the Westshore Alliance and also serves on the Port Tampa Civic Association neighborhood board.

SPECIAL PRESENTATION: FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

Michele Ogilvie, MPO Staff, stated that each year the Florida Commission for the Transportation Disadvantaged recognizes individuals and organizations within the community that have exhibited exceptional service, personal excellence and dedication towards serving persons who are transportation disadvantaged. This year, the Hillsborough MPO was recognized as the Designated Official Planning Agency that went beyond the scope of its work to implement coordinated transportation. Highlighted in this award is the MPO’s practice of connecting the work of the TD board with the MPO board and the MPO’s other committees. The Commission for the Transportation Disadvantaged staff could not attend the celebration today but sent a message. Also this year, Ms. Gloria Mills, the vice chair of the TD board, was recognized for her 23 years of service to this organization. And in addition, a Hillsborough County Sunshine Line driver received the driver of the year award for the State of Florida, so Scott Clark is present to celebrate with us.

Beth Alden invited the guests up to take a photo with the board.
There were no public comments.

COMMITTEE REPORTS, ONLINE COMMENTS

Gena Torres, MPO Staff, gave a brief report on the action items of the other committees. The CAC met at the Expressway Authority and visited the traffic management center; many thanks to THEA for rolling out the red carpet and to City of Tampa Traffic engineer Brandon Campbell for a great overview; committee members were thoroughly engaged. Following the tour, the CAC reviewed and recommended approval of the amendments to the Transportation Improvement Program and Unified Planning Work Program, one of today’s Action Items; these reflect Federal Transit Administration actual grant funding amounts, as well as an allocation from the Board of County Commissioners for safety feasibility studies on eight high-crash corridors in the county; the amendments were also supported by the TAC and BPAC. All committees approved the 2020 calendar of meetings, which is on today’s Consent Agenda. HART briefed the CAC and your other committees on their Flamingo fare and One Bus Away app. The CAC and TAC will meet jointly for their next meeting on December 16th at 1:30PM in this same room. The Transportation Management Area Leadership Group held a lengthy discussion at their last meeting on regional priorities; the summary is in your packet; a motion passed unanimously to support HART as it begins to negotiate with CSX for joint use or purchase of rail lines from Downtown to USF for passenger service, and support for the 41-mile TBARTA Regional Rapid Transit, as a priorities on the TMA regional priority list.

We received no Facebook posts and 4 emails. Roc King congratulated Beth and staff for the hard work leading to the adoption of the 2045 LRTP. Secretary Gwynn responded to a woman who lost a family member to a traffic crash; he also clarified the reason behind the bi-weekly fatality reports. On behalf of FHWA, Richard Retting with Sam Schwartz thanked our team for hosting the Safety Performance Target Workshop. Lena Young Green thanked us for being powerful partners with the Tampa Heights Junior Civic Association and bringing folks from the FHWA Peer Exchange for Vision Zero MPO’s to view the intersection mural and take a tour of the community.

There were no questions following the committee reports and online comments.

CONSENT AGENDA

A. Committee Appointments

B. 2020 MPO Board & Committees Meeting Calendar

Commissioner Miller requested a motion to approve the consent agenda. Commissioner Overman noticed after reviewing the calendar that there is an MPO meeting on November 4 which is the same day as the BOCC meeting, and there may be a conflict with the June public hearing. Ms. Alden stated we are working from a draft so we may not have the final meeting calendar from the BOCC, but we'll coordinate and adjust.

A motion was made by Commissioner Kemp and was seconded by Councilman Maniscalco. It was approved unanimously.

ACTION ITEMS

A. 2020 MPO Board Officers & Committee Representatives
Cameron Clark, MPO Attorney, listed the officer positions and committee appointments. He asked for nominations for MPO Chair. Commissioner Smith nominated Commissioner Kemp. Mr. Waggoner nominated Commissioner Miller. There were no other nominations. In order of nominations, Mr. Clark asked for a show of hands for Commissioner Kemp. There were five votes out of thirteen members present. He asked for a show of hands for Commissioner Miller. There were eight votes out of thirteen members present. Commissioner Miller was elected chair. Mr. Clark asked for nominations for vice chair. Commissioner Smith nominated Commissioner Kemp. There were no other nominations, therefore Commissioner Kemp will serve as vice chair.

Next is the MPO Policy Committee, which is a five-member committee with two alternates. Presently, the members are Commissioner Kemp, Commissioner Smith, Councilman Maniscalco, School Board member Cindy Stuart, THEA Director Joe Waggoner, and the alternates are Port Director Paul Anderson and Commissioner Overman. He asked if they would like to continue membership or if there were any changes. Mr. Clark confirmed that current membership is maintained. TMA Leadership Group members currently are Commissioner Overman, Commissioner Kemp, Councilman Viera and alternates are Paul Anderson and Joe Lopano. No changes were desired, so they maintained current membership. Transportation Disadvantaged Coordinating Board (TDCB) current chair is Councilman Viera. Ms. Alden conveyed that Councilman Viera was not present due to illness but he expressed interest to continue as TDCB chair. Livable Roadways Committee Chair was Mr. Green, who is no longer the Planning Commission’s representative on the MPO board, so this will require a new appointment. With Mr. Maurino’s consent, Commissioner Miller appointed Michael Maurino. Finally, the representative on the Florida MPO Advisory Council, per the by-laws, is the MPO Chair; the person currently serving as the alternate is Mr. Anderson. There were no changes.

B. Roll-Call Vote for UPWP and TIP Amendments Approved by Committees

Vishaka Raman, MPO staff, presented an amendment to the FY 2019-20 Unified Planning Work Program (UPWP). This is a two-year work program effective July 1, 2018 – June 30, 2020. It outlines major planning tasks, complies with federal and state rules, documents federal and state funding and coordinates federally funded planning tasks performed by the MPO, HART and FDOT. The amendment also appears in the FY 2019-20 Transportation Improvement Program (TIP). The TIP is an annual work program effective October 1, 2019 to September 30, 2020 that identifies, prioritizes and allocates anticipated local, state and federal funding to transportation projects by phase and year, over the next five years. The amendment adjusts the FY20 Federal Transit Administration (FTA) grant budget and contract to match the actual grant award; and adds $500,000 in County funds to Task 2 of the UPWP to perform safety retrofit feasibility studies on eight high-crash corridors identified in the Vision Zero Action Plan.

Mr. Mechanik moved for approval and was seconded by Mr. Maurino. Upon roll-call vote, the motion was approved thirteen to zero.

C. Process for Updating TIP Priorities and Letter to Local Agencies

Sarah McKinley, MPO Staff, presented an overview of the TIP priority-setting process and the development of the TIP. The TIP can be confusing because there are always three, and sometimes four, transportation improvement programs that are in existence or being developed. In June, we adopt a new TIP, but the TIP from the previous year is still in effect through September 30th. The new TIP goes into effect October 1. It includes five years of funding, and priorities for what to fund next. Simultaneously, the TIP to be adopted next June is also being developed, and the MPO staff is working on updating the priority list for projects to be funded in the following year’s TIP. Ms. McKinley briefly explained how the projects on the priority list get funded. FDOT administers many categories of funding, as described in the FDOT Office of Policy Planning Revenue Forecast for MPO 2045 Plans.
There was discussion about whether the local government/agency’s governing board would need to take action prior to the transmittal of priority requests to the MPO; and also if the Policy Committee and MPO board should hold a workshop to discuss the priority requests that are received from local governments/agencies. There was a question if there should be a stand-alone list of MPO priorities for FDOT SIS, FDOT Other Arterials and FL New Starts funding, to highlight the importance of the major capacity projects that are typically funded through these programs.

Commissioner Miller asked whether Ms. McKinley is stating that the MPO will approve the priorities before they are given to the jurisdictions. Commissioner Overman had questions about the process of the priority-setting. Commissioner Smith clarified, we are here to approve the letter that states they will ensure the projects brought to the TIP meeting will go through the local government’s legislative body or staff. Commissioner Miller does not think we should be intruding on the local government, asking the cities’ staff, legislative body or even the mayor to do it. Mayor Jurado commended the joint workshop with the jurisdictions. Mayor Jurado is a firm supporter of home rule. Cameron Clark clarified that the MPO staff does not mandate how the member agencies submit projects. Mr. Waggoner clarified the bullet points and agreed this was a good process. Mayor Lott stated his staff is already following this process and this is not a policy change. Commissioner Kemp appreciated the clarification of the process. Commissioner Overman stated these are only discussion questions and this is a process that will provide value before we end up in a public hearing. She recommends a pre-TIP workshop to discuss the projects and what is important to them. Mr. Klug proposed the wording of the letter be changed, to “suggest” not mandate. Mayor Lott agreed there should be a lot more discussion from the board before the TIP priority approval process, so there are no surprises at the hearing. Councilman Maniscalco pointed out they are becoming more efficient. Mr. Waggoner stated that the order of the bullets is the order in which they prepare things for a group discussion, and it should be the whole board not just the policy committee holding a workshop on the proposed priorities. Commissioner Overman asked if she should make a motion to propose a workshop. Ms. Alden confirmed there is a workshop proposed on the 2020 calendar for March 24, 2020.

Commissioner Miller sought a motion to approve the letter. Commissioner Kemp moved to approve the letter with the Mr. Klug’s wording change, “to suggest” that the projects be submitted instead of “to ask” that the projects be submitted. The motion was seconded by Commissioner Smith.

Mr. Maurino questioned if the letter only goes to the Cities; it does not, it is to be sent to all the governments and agencies which request TIP priorities. Ms. Scherberger does not support the letter because they are asking for another layer of discussion and decision-making at the local governments/agencies.

Mr. Waggoner suggested to change the wording of “legislative body” to “governing body.”

Commissioner Miller sought an Amendment to the Motion to change the wording from “legislative body” to “governing body”. Mr. Waggoner so moved, seconded by Commissioner Overman. The Amendment to the Motion was unanimously adopted.

Commissioner Miller returned to the original motion, now as amended. The motion carried twelve to one. Ms. Scherberger opposed the motion.

STATUS REPORT

A. Managed Lanes: Five Case Studies

Anna Quinones, THEA, introduced Rick Gobeille who works for Stantec and will be giving the overview regarding Managed Lanes. Ms. Quinones suggested to have a workshop on managed lanes since this will be a short overview. Mr. Gobeille explained managed lanes are designed to promote mobility and access and to be used as a pricing tool. The goal of a managed lane can be to maximize mobility, to optimize
revenue, or somewhere in between. The characteristics of mobility maximization are travel time reliability, publicly operated, and mobility is the primary goal; whereas lanes with the goal of revenue optimization are usually privately operated and revenue focused yet do improve travel time reliability. Somewhere in between these two goals, you have managed lanes with a balance of mobility and revenue and reasonable tolls.

Commissioner Overman recognizes that managed lanes do have value in some circumstances but would like to know where in our process can we find the best modality for the expressway, and if it is the managed lane process. Mr. Waggoner responded it is typically in the PD&E process. FDOT District Secretary Gwynn stated the FDOT policy is no longer to require that all new expressway lanes be tolled; instead, FDOT will put the appropriate lanes in the appropriate environment. Commissioner Kemp commented that it would be valuable to hear case studies. Mr. Waggoner expressed there are great opportunities with managed lanes and a workshop would be beneficial. Commissioner Smith expressed that not everyone can afford to pay the toll for managed lanes, and there is not necessarily much of a difference in speed. Secretary Gwynn clarified FDOT would not build a managed lane unless it was beneficial. There was agreement to schedule a longer workshop on the topic of managed lanes, to learn more.

B. MPO Chairs’ Coordinating Committee (CCC) Interlocal Agreement: Updates

Beth Alden, MPO Director, stated this agreement is between six MPO’s in West Central Florida for regional transportation planning and coordination. The proposal is to make two major changes to the agreement. The first one is to incorporate the Tri-county Tampa Bay TMA Leadership Group under the auspices of the six MPO’s, so this formalizes the status of the TMA Leadership Group and makes it a part of the overall regional transportation planning and coordination agreement. The other major change has to do with the MPO’s relationship with TBARTA. The legislature has changed the role and geographic area of TBARTA. TBARTA has narrowed in its geographic area, and now focuses only on public transit, so the proposal is that we come back to this agreement among the six MPO’s to take the lead on multimodal transportation planning in West Central Florida, and re-establish that role. Any expenses for the CCC will be shared among the MPOs, and approved by the MPO Boards in their Unified Planning Work Programs. The proposed changes to the agreement will be brought to the CCC for review at its December 13 meeting, and after that, will be brought back to this board for approval. There were no questions or comments from the board members to be brought to the December 13th CCC meeting.

C. Safe Routes National Conference Highlights

Lisa Silva, MPO Staff, presented the highlights for the Safe Routes National Conference. The MPO hosted the three-day conference that was nearly sold out with 425 attendees. There were 184 proposals for 26 sessions and 4 were from our MPO. There were 110 Gulf Coast Safe Streets Summit attendees, for the regional summit that occurred directly after the national conference. In addition, the MPO hosted the State Safety Engineers Meeting on November 12, a FHWA Safety Target Setting Workshop November 13-14, the 2019 Vision Zero Walk of Silence on November 15, and the FHWA National Vision Zero MPOs Peer Exchange November 20-21.

Commissioner Overman commented on the slide from Jeff Speck that asks, why are we building schools on major arterials? Ms. Overman stated until our local jurisdictions incorporate in our land use specifications that building local schools on major arterials is bad idea due to safety of our children this problem will never change.

Executive Director’s Report

A. Independent Oversight Committee (IOC)
On November 21st the IOC for the transportation sales tax did certify that all of the project plans for the local governments’ use of sales tax funding in the upcoming calendar year are in compliance with applicable law. Therefore once the supreme court makes their decision we can get going, without any further delay, with the much-needed transportation improvements.

B. I-275 North Alternatives Study Next Steps

This is the feasibility study that was included in the MPO Unified Planning Work Program this past year to look at the feasibility and concept of the Boulevard north of Downtown Tampa in the I-275 corridor. There is a snag in the scope from the current consultant, with the cost of the study being more than we have in our budget this fiscal year. We would potentially like to talk to other consultants that do this type of work. Ms. Alden proposed that the MPO postpone the I-275 North Alternatives Study into the next fiscal year to give the opportunity to speak to other consultants. There was no objection.

C. Process for 2020 Procurement of MPO General Planning Consultants

The MPO’s General Planning Consultant contracts generally last for five years. The MPO typically goes through a procurement process immediately after adopting our Long Range Transportation Plan. An advertisement will be run in January, and there will be a multi-agency interview panel for the consultant selection. This team will make a recommendation back to the board in May. In the summer, staff will negotiate the contracts for approval by the board in August.

D. Vision Zero Quarterly Report

The Vision Zero Quarterly Report is in the agenda packet for review.

OLD & NEW BUSINESS

There was no old or new business.

ADJOURNMENT

The meeting adjourned at 10:45 a.m.
BOARD MEETING MINUTES

December 6, 2019 | Pinellas Suncoast Transit Authority (PSTA) 3201 Scherer Drive, St. Petersburg, FL 33716

Cliff Manuel called the meeting to order at 10:05 am.

BOARD MEMBERS PRESENT:
Cliff Manuel, Jr., Gubernatorial; Commissioner Janet Long, Pinellas Suncoast Transit Authority (PSTA); Commissioner Karen Seel, Pinellas County; Commissioner Pat Kemp, Hillsborough County; Commissioner Kathryn Starkey, Pasco County; Rich McClain, Gubernatorial; Commissioner John Mitten, Hernando County; Mayor Rick Kriseman, City of St. Petersburg; Secretary David Gwynn, FDOT D7 (alternate-Ming Gao), Secretary L.K. Nandam, FDOT D1 (Paul Simmons)

BOARD MEMBERS NOT PRESENT:
Mayor Jane Castor, City of Tampa; Jim Holton, Gubernatorial; Commissioner Reggie Bellamy, Manatee County

MEETING ATTENDEES:
David Green, Executive Director; TBARTA staff members; Alan Zimmet, BMO; Ron Pierce, RSA and members of the public

PUBLIC COMMENT:
None heard

CONSENT AGENDA ITEM:
Approval of November 15, 2019 Board meeting minutes.

➢ Commissioner Long motioned to approve; Rich McClain seconded. Motion passes 8-0.

ACTION ITEMS:
Executive Director Compensation
Board Officers completed an annual evaluation for the Executive Director for the year ending October 25, 2019. The rating summary and categories were provided, and it was recommended that the Board approve a 3% salary increase. This would bring the yearly compensation from $198,200 to $204,146. The increase is included in the FY2020 operating budget and would be effective October 26, 2019.

➢ Commissioner Long motioned to approve; Mayor Kriseman seconded. Motion passes 8-0.

2020 Meeting Frequency
Commissioner Starkey proposed that the Board change the meeting frequency from monthly to bi-monthly (6 meetings a year). It would give David time during the off months to visit Commissioners in other regions. A motion was made to have staff update the calendar accordingly and then advertise the meetings through the required public notice. There was some concern that this limited schedule would hamper the work that needs to be accomplished. After some discussion the Board directed the Executive Director to work with staff to come up with a meeting schedule that will work for everyone and then advertise it.
Meeting Technology Update
The Board requested an update in November regarding live streaming and phone capabilities during our meetings. PSTA and HART have these capabilities, however issues may arise when we travel further throughout the region. Chris Jadick gave three recommendations going forward; conference phone capability must be determined prior to each meeting, when Board members are calling in to a meeting make sure that they are using a land line, and finally staff will access and ascertain all technology capabilities along with the on-site staff available to run them ahead of time. We do have the option to contract with an outside firm when locations do not have this technology present. Questions were raised on the cost to outsource these services; the pricing can range in upwards of $3k depending on the location. The Board took a vote to only host our meetings at locations that have these required technological capabilities and to not incur additional debt on our budget.

INFORMATION ITEMS:
Financial Update
Melanie Williams gave an updated that we had $171,000 in the bank through October 2019. She also gave an update that we are making progress on the outstanding FDOT account receivables.

Legislative Update
Ron Pierce from RSA updated the Board on member bills, HB 503 and SB 368. HB 503 was filed by Representative Diamond and referred to the Transportation & Infrastructure Subcommittee. SB 368 was filed by Senator Rouson and has been referred to the Infrastructure and Security Committee.

Commuter Services Program Branding
Chris Jadick informed the Board that TBARTA Commuter Services is being rebranded as “Commute Tampa Bay.” This new brand will help us better promote commute options available throughout the region and will launch in February. We are trying to better reach our target audience, which are people in Tampa Bay who commute to/from work in single occupant vehicles. Next steps include updating program printed materials and program webpage, coordinating with partners to update the name and logo, and get new branding included with Agile Mile Ridematch platform development. One item to note was that Ming Gao from FDOT wanted to make sure that TBARTA staff is coordinating these efforts with them going forward. The presentation is available here: https://bit.ly/2s9OMAV.

PikMyKid Presentation
Pat Bhava educated the Board on the PikMyKid app. This school dismissal program supports safety and efficiency and is primarily used as a carline app. The program is supported through TBARTA with FDOT grant funds. This year alone over 176 applications were received and 16 schools were approved. The Board was very impressed and supportive of this program and looks forward to seeing it implemented across new locations. The presentation is available here: https://bit.ly/2s9OMAV.

EXECUTIVE DIRECTOR’S REPORT:
- Two weeks ago, David attended the Florida Automated Vehicle Summit. There is a thought that mobility will change more in the next 20 years then it has in the last 100. The conference was about all of those changes. He made a lot of great contacts at the summit and plans to set up presentations for the Board to hear more.
- Staff has been preparing our Federal grantee packet and information is being completed to submit by Christmas.
- We will be transitioning to an electronic agenda management system. The plan is to have a soft roll out in January (paper copies will still be available) and then a full transition in February. Four iPads were purchased in case Board members need to utilize them.

Adjournment 11:20 am
STATUS REPORT ~ FINANCIAL HIGHLIGHTS

Period Ending December 31, 2019

Key Information Points:

- We are 25% through the Fiscal Year with our target to trend as closely to that as possible with expenditures;
- Operating expenses are at 30% of the annual budget but when normalized for upfront contract services (mostly software licenses) and insurance premiums they are at 29%; tax collector commissions have not been normalized and the higher expenses correlates with the timing of the Ad Valorem revenue receipts;
- The Transportation Improvement Surtax (TIS) distributions are being held in a separate account that is restricted for use until authorization to utilize the funds is made available. The amounts received are reflected in the Cash on Hand table in this report. Total receipts and interest through December are $93,510,206

Key Takeaways:

- Total operating revenue is ahead of target which is customary with the Ad Valorem receipts timing;
- Total expenses are slightly above target:
  - Salaries & Fringe Benefits are ahead of target which is partially attributed to annual performance payouts;
  - Operational Contract Services is over target due to upfront timing of invoice payments
  - Insurance Costs are over target due to upfront timing of premium payments for the year
  - Other Administrative Expenses are ahead of target due to the majority of tax collector commissions expense being recorded in December (which corresponds to the Ad Valorem revenue timing)
## Hillsborough Transit Authority Board of Directors Meeting
February 3, 2020

### All Mode Major Revenues

<table>
<thead>
<tr>
<th>Operating Revenues:</th>
<th>Fiscal Year 2020</th>
<th>% of Budget collected to date</th>
<th>Fiscal Year 2019</th>
<th>% of Budget collected to date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Budget</td>
<td>YTD Actual</td>
<td>Budget Actual</td>
<td></td>
</tr>
<tr>
<td>Total Fare (Cash) Revenues</td>
<td>$3,009,468</td>
<td>$757,079</td>
<td>($2,252,389)</td>
<td>25%</td>
</tr>
<tr>
<td>Total Pass Revenues</td>
<td>9,412,746</td>
<td>2,293,488</td>
<td>(7,119,258)</td>
<td>24%</td>
</tr>
<tr>
<td>Advertising Income</td>
<td>1,124,677</td>
<td>188,503</td>
<td>(936,174)</td>
<td>17%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>200,000</td>
<td>42,801</td>
<td>(157,199)</td>
<td>21%</td>
</tr>
<tr>
<td>Other Income</td>
<td>467,225</td>
<td>122,498</td>
<td>(344,727)</td>
<td>26%</td>
</tr>
<tr>
<td>Ad Valorem</td>
<td>48,255,324</td>
<td>41,456,979</td>
<td>(6,778,627)</td>
<td>86%</td>
</tr>
<tr>
<td>Federal Operating Grants</td>
<td>12,700,415</td>
<td>146,395</td>
<td>(12,554,020)</td>
<td>1%</td>
</tr>
<tr>
<td>State Operating Grants</td>
<td>6,919,948</td>
<td>1,424,391</td>
<td>(5,495,557)</td>
<td>21%</td>
</tr>
<tr>
<td>Local Operating Contributions</td>
<td>676,000</td>
<td>169,000</td>
<td>(507,000)</td>
<td>25%</td>
</tr>
<tr>
<td>Tampa Historic Streetcar, Inc.</td>
<td>745,955</td>
<td>89,325</td>
<td>(656,630)</td>
<td>12%</td>
</tr>
<tr>
<td>Fund Balance - Operating</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>$83,491,758</strong></td>
<td><strong>$46,690,376</strong></td>
<td>(<strong>$36,801,381</strong>)</td>
<td><strong>56%</strong></td>
</tr>
</tbody>
</table>

### All Mode Major Expenses

<table>
<thead>
<tr>
<th>Operating Expenses:</th>
<th>Fiscal Year 2020</th>
<th>% of Budget expended to date</th>
<th>Fiscal Year 2019</th>
<th>% of Budget expended to date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Budget</td>
<td>YTD Actual</td>
<td>Budget Actual</td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$42,454,701</td>
<td>$12,019,363</td>
<td>($30,435,338)</td>
<td>28%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>15,766,571</td>
<td>4,530,450</td>
<td>(11,236,121)</td>
<td>29%</td>
</tr>
<tr>
<td>Fuel and Oil</td>
<td>4,279,803</td>
<td>1,073,787</td>
<td>(3,204,016)</td>
<td>25%</td>
</tr>
<tr>
<td>Parts and Supplies</td>
<td>4,934,747</td>
<td>1,395,257</td>
<td>(3,539,490)</td>
<td>28%</td>
</tr>
<tr>
<td>Operational Contract Services</td>
<td>6,781,583</td>
<td>2,823,708</td>
<td>(3,957,875)</td>
<td>42%</td>
</tr>
<tr>
<td>Administrative Contract Services</td>
<td>1,188,050</td>
<td>380,326</td>
<td>(807,724)</td>
<td>32%</td>
</tr>
<tr>
<td>Legal Services</td>
<td>608,430</td>
<td>240,166</td>
<td>(368,264)</td>
<td>39%</td>
</tr>
<tr>
<td>Marketing and Printing</td>
<td>622,039</td>
<td>170,014</td>
<td>(452,025)</td>
<td>27%</td>
</tr>
<tr>
<td>Insurance Costs</td>
<td>3,775,029</td>
<td>1,340,631</td>
<td>(2,434,398)</td>
<td>36%</td>
</tr>
<tr>
<td>Utilities</td>
<td>852,967</td>
<td>207,253</td>
<td>(645,714)</td>
<td>24%</td>
</tr>
<tr>
<td>Taxes and Fees</td>
<td>126,730</td>
<td>52,440</td>
<td>(74,290)</td>
<td>41%</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>2,101,108</td>
<td>1,097,210</td>
<td>(1,003,898)</td>
<td>52%</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$83,491,758</strong></td>
<td><strong>$25,332,605</strong></td>
<td>(<strong>$58,159,153</strong>)</td>
<td><strong>30%</strong></td>
</tr>
</tbody>
</table>
Cash in the Bank Overview

HART’s cash is managed in two accounts; for the primary account HART utilizes the State of Florida’s local government investment pool, Florida PRIME, as its primary source of cash holdings. Considered low-risk and conservative in its investment strategy, Florida PRIME allows HART to attain a higher yield compared to that of a typical bank cash-flow concentration account. The second account is a concentration account at Synovus for receiving deposits and managing Payroll and Accounts Payable disbursements. The graphic below depicts the cash on hand as of the day listed, as it is fluid and changes day to day.

CASH ON HAND (as of 12/31/19)

<table>
<thead>
<tr>
<th>Operating Accounts:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synovus Bank</td>
<td>$1,638,690.49</td>
</tr>
<tr>
<td>SBOA (w/o Transp Surtax)</td>
<td>$26,539,460.75</td>
</tr>
<tr>
<td>Total without Transp Surtax</td>
<td>$28,178,151.24</td>
</tr>
<tr>
<td>SBOA - Transp Surtax</td>
<td>$93,510,205.80</td>
</tr>
<tr>
<td>Total in Bank/SBOA</td>
<td>$121,688,357.04</td>
</tr>
</tbody>
</table>

HART Monthly Cash Flow (does not include Surtax Receipts)

Prepared by:  Joan Brown, Director of Financial Operations
Reviewed by:  Cyndy Stiglich, Interim Chief Financial Officer
Approved by:  Carolyn House Stewart, Interim Chief Executive Officer
STATUS REPORT

Ridership and Productivity ~ December 2019

December 2019 Ridership

Fixed route only ridership shows a slight decrease in YTD with a slight increase in the month-to-month comparison. In the attachment, we can see that Weekday Local and Weekday Express had increases from last year in both monthly and YTD comparisons while both Saturday and Sunday ridership decreased.

<table>
<thead>
<tr>
<th>Mode</th>
<th>Total Year to Date FY 2019</th>
<th>Total Year to Date FY 2020</th>
<th>Percentage Change</th>
<th>December FY 2019</th>
<th>December FY 2020</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route Total</td>
<td>3,046,590</td>
<td>3,033,057</td>
<td>-0.44%</td>
<td>949,443</td>
<td>957,758</td>
<td>0.88%</td>
</tr>
<tr>
<td>Weekday Express</td>
<td>110,857</td>
<td>122,411</td>
<td>10.4%</td>
<td>30,675</td>
<td>36,056</td>
<td>17.5%</td>
</tr>
<tr>
<td>Streetcar</td>
<td>203,266</td>
<td>255,900</td>
<td>25.9%</td>
<td>81,983</td>
<td>89,930</td>
<td>9.7%</td>
</tr>
<tr>
<td>Paratransit</td>
<td>48,231</td>
<td>50,770</td>
<td>5.3%</td>
<td>14,474</td>
<td>15,708</td>
<td>8.5%</td>
</tr>
<tr>
<td>Taxi Voucher</td>
<td>20,561</td>
<td>22,183</td>
<td>7.9%</td>
<td>7,015</td>
<td>7,705</td>
<td>9.8%</td>
</tr>
<tr>
<td>Flex</td>
<td>20,484</td>
<td>19,787</td>
<td>-3.4%</td>
<td>5,941</td>
<td>5,976</td>
<td>0.6%</td>
</tr>
<tr>
<td>Total All Modes</td>
<td>3,339,132</td>
<td>3,381,697</td>
<td>1.3%</td>
<td>1,058,856</td>
<td>1,077,077</td>
<td>1.7%</td>
</tr>
</tbody>
</table>

Highlights

- FY20 monthly ridership for all modes has exceeded FY19 by 1.7%.
FY20 monthly ridership for Fixed Route has exceeded FY19 by 0.88%.

Six routes are responsible for 50% of fixed route ridership as seen in the chart below.
Paratransit Reports

### Paratransit Riders – December

<table>
<thead>
<tr>
<th>FY</th>
<th>Clients</th>
<th>Attendants</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2019</td>
<td>12,851</td>
<td>1,423</td>
<td>200</td>
<td>14,474</td>
</tr>
<tr>
<td>FY2020</td>
<td>13,951</td>
<td>1,524</td>
<td>233</td>
<td>15,708</td>
</tr>
<tr>
<td>% Change</td>
<td>9%</td>
<td>7%</td>
<td>17%</td>
<td>9%</td>
</tr>
</tbody>
</table>

### Trip Cancellations – December

<table>
<thead>
<tr>
<th>FY</th>
<th>Tot. Req.</th>
<th>No Show</th>
<th>% No Show</th>
<th>Cancellations</th>
<th>% Cancellations</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2019</td>
<td>16,993</td>
<td>386</td>
<td>2.27%</td>
<td>3,714</td>
<td>21.86%</td>
</tr>
<tr>
<td>FY2020</td>
<td>18,462</td>
<td>628</td>
<td>3.40%</td>
<td>3,824</td>
<td>20.71%</td>
</tr>
<tr>
<td>% Change</td>
<td>9%</td>
<td>63%</td>
<td>49.75%</td>
<td>3%</td>
<td>-5.23%</td>
</tr>
</tbody>
</table>

### Trip Purpose – December

<table>
<thead>
<tr>
<th>FY</th>
<th>Employment</th>
<th>Education</th>
<th>Medical/Hospital/Adult Day Care</th>
<th>Recreation</th>
<th>Shopping</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2019</td>
<td>1,892</td>
<td>2,238</td>
<td>5,468</td>
<td>1,569</td>
<td>734</td>
<td>951</td>
</tr>
<tr>
<td>FY2020</td>
<td>2,313</td>
<td>2,211</td>
<td>5,600</td>
<td>1,636</td>
<td>952</td>
<td>1,218</td>
</tr>
<tr>
<td>% Change</td>
<td>22%</td>
<td>-1%</td>
<td>2%</td>
<td>4%</td>
<td>30%</td>
<td>28%</td>
</tr>
</tbody>
</table>

### HARTPlus Certifications – December

<table>
<thead>
<tr>
<th>FY</th>
<th>Certified</th>
<th>Total Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2019</td>
<td>79</td>
<td>3,600</td>
</tr>
<tr>
<td>FY2020</td>
<td>84</td>
<td>3,875</td>
</tr>
<tr>
<td>% Change</td>
<td>6%</td>
<td>8%</td>
</tr>
</tbody>
</table>

### On-Time Performance – December

<table>
<thead>
<tr>
<th>FY</th>
<th>Scheduled</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month</td>
<td>Year-to-Date</td>
</tr>
<tr>
<td>FY2019</td>
<td>83.4%</td>
<td>82.3%</td>
</tr>
<tr>
<td>FY2020</td>
<td>78.6%</td>
<td>74.8%</td>
</tr>
<tr>
<td>% Change</td>
<td>-5.8%</td>
<td>-9.1%</td>
</tr>
</tbody>
</table>

Prepared by: Christina Buchanan, Scheduler II
Reviewed by: Ruthie Reyes Burckard, Deputy Chief of Transportation
Edward Harris, Chief Customer Experience Officer
Approved by: Carolyn House Stewart, Interim Chief Executive Officer
## HART Service FY 2019 vs FY 2020

<table>
<thead>
<tr>
<th>HART Service</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>December</td>
<td>December</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ridership</td>
<td>Ridership</td>
<td></td>
<td></td>
<td>Ridership</td>
<td>Ridership</td>
</tr>
<tr>
<td>Fixed Route Bus</td>
<td>3,046,590</td>
<td>3,033,057</td>
<td>-0.44%</td>
<td>949,443</td>
<td>957,758</td>
<td>0.88%</td>
</tr>
<tr>
<td>TECO Streetcar</td>
<td>203,266</td>
<td>255,900</td>
<td>25.9%</td>
<td>81,983</td>
<td>89,930</td>
<td>9.7%</td>
</tr>
<tr>
<td>ADA Paratransit</td>
<td>48,231</td>
<td>50,770</td>
<td>5.3%</td>
<td>14,474</td>
<td>15,708</td>
<td>8.5%</td>
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<td>20,561</td>
<td>22,183</td>
<td>7.9%</td>
<td>7,015</td>
<td>7,705</td>
<td>9.8%</td>
</tr>
<tr>
<td>HART Flex</td>
<td>20,484</td>
<td>19,787</td>
<td>-3.4%</td>
<td>5,941</td>
<td>5,976</td>
<td>0.6%</td>
</tr>
<tr>
<td><strong>All Mode Total</strong></td>
<td>3,339,132</td>
<td>3,381,697</td>
<td>1.3%</td>
<td>1,058,856</td>
<td>1,077,077</td>
<td>1.7%</td>
</tr>
<tr>
<td>Wheelchairs on Fixed Route</td>
<td>11,115</td>
<td>11,126</td>
<td>0.1%</td>
<td>3,439</td>
<td>3,787</td>
<td>10.1%</td>
</tr>
<tr>
<td>Bikes on Buses</td>
<td>51,284</td>
<td>52,502</td>
<td>2.4%</td>
<td>15,380</td>
<td>16,917</td>
<td>10.0%</td>
</tr>
<tr>
<td>U-Pass Program</td>
<td>77,323</td>
<td>71,266</td>
<td>-7.8%</td>
<td>21,643</td>
<td>20,118</td>
<td>-7.0%</td>
</tr>
</tbody>
</table>

### Monthly Ridership Comparison

<table>
<thead>
<tr>
<th></th>
<th>December FY 2019</th>
<th>December FY 2020</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ridership</td>
<td>949,443</td>
<td>957,758</td>
<td>0.88%</td>
</tr>
<tr>
<td>Ridership</td>
<td>81,983</td>
<td>89,930</td>
<td>9.7%</td>
</tr>
<tr>
<td>Ridership</td>
<td>14,474</td>
<td>15,708</td>
<td>8.5%</td>
</tr>
<tr>
<td>Ridership</td>
<td>7,015</td>
<td>7,705</td>
<td>9.8%</td>
</tr>
<tr>
<td>Ridership</td>
<td>5,941</td>
<td>5,976</td>
<td>0.6%</td>
</tr>
<tr>
<td>Ridership</td>
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<td>1,077,077</td>
<td>1.7%</td>
</tr>
<tr>
<td>Ridership</td>
<td>3,439</td>
<td>3,787</td>
<td>10.1%</td>
</tr>
<tr>
<td>Ridership</td>
<td>15,380</td>
<td>16,917</td>
<td>10.0%</td>
</tr>
<tr>
<td>Ridership</td>
<td>21,643</td>
<td>20,118</td>
<td>-7.0%</td>
</tr>
</tbody>
</table>

## Fixed Route Detail FY 2019 vs FY 2020

<table>
<thead>
<tr>
<th></th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Weekdays</td>
<td>64</td>
<td>64</td>
<td></td>
<td>20</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Number of Saturdays</td>
<td>14</td>
<td>15</td>
<td></td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Number of Sundays</td>
<td>14</td>
<td>13</td>
<td></td>
<td>5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>No Service or Emergency Closure Days</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Service Days</td>
<td>92</td>
<td>92</td>
<td></td>
<td>31</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

### Monthly Ridership Comparison

<table>
<thead>
<tr>
<th></th>
<th>December FY 2019</th>
<th>December FY 2020</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ridership</td>
<td>703,034</td>
<td>734,679</td>
<td>4.5%</td>
</tr>
<tr>
<td>Ridership</td>
<td>30,675</td>
<td>36,056</td>
<td>17.5%</td>
</tr>
<tr>
<td>Ridership</td>
<td>118,571</td>
<td>90,109</td>
<td>-24.0%</td>
</tr>
<tr>
<td>Ridership</td>
<td>97,163</td>
<td>96,914</td>
<td>-0.3%</td>
</tr>
<tr>
<td>Ridership</td>
<td>35,152</td>
<td>34,985</td>
<td>-0.5%</td>
</tr>
<tr>
<td>Ridership</td>
<td>1,534</td>
<td>1,717</td>
<td>11.9%</td>
</tr>
</tbody>
</table>

### Complete Fiscal Year

<table>
<thead>
<tr>
<th></th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday Local Ridership</td>
<td>2,357,215</td>
<td>2,375,583</td>
<td>0.8%</td>
<td>703,034</td>
<td>734,679</td>
<td>4.5%</td>
</tr>
<tr>
<td>Express Ridership (Weekday Only)</td>
<td>110,857</td>
<td>122,411</td>
<td>10.4%</td>
<td>30,675</td>
<td>36,056</td>
<td>17.5%</td>
</tr>
<tr>
<td>Saturday Ridership (Local and Express)</td>
<td>301,474</td>
<td>288,670</td>
<td>-4.2%</td>
<td>118,571</td>
<td>90,109</td>
<td>-24.0%</td>
</tr>
<tr>
<td>Sunday Ridership (Local and Express)</td>
<td>277,044</td>
<td>246,393</td>
<td>-11.1%</td>
<td>97,163</td>
<td>96,914</td>
<td>-0.3%</td>
</tr>
<tr>
<td>Weekday Average Ridership</td>
<td>36,831</td>
<td>37,118</td>
<td>0.8%</td>
<td>35,152</td>
<td>34,985</td>
<td>-0.5%</td>
</tr>
<tr>
<td>Weekday Average Express Ridership</td>
<td>1,732.1</td>
<td>1,912.7</td>
<td>10.4%</td>
<td>1,534</td>
<td>1,717</td>
<td>11.9%</td>
</tr>
<tr>
<td>Combined Weekday Average Ridership</td>
<td>38,564</td>
<td>39,031</td>
<td>1.2%</td>
<td>36,685</td>
<td>36,702</td>
<td>0.0%</td>
</tr>
<tr>
<td>Saturday Average Ridership</td>
<td>21,534</td>
<td>19,245</td>
<td>-10.6%</td>
<td>19,762</td>
<td>15,018</td>
<td>-24.0%</td>
</tr>
<tr>
<td>Sunday Average Ridership</td>
<td>19,789</td>
<td>18,953</td>
<td>-4.2%</td>
<td>19,433</td>
<td>24,229</td>
<td>24.7%</td>
</tr>
</tbody>
</table>

Calculations are subject to monthly adjustment/restatement

Source: HART Ridership Reports and Trapeze Scheduled Service Revenue Hour Report
<table>
<thead>
<tr>
<th></th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
<th>Dec FY 19</th>
<th>Dec FY 20</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Vehicle Hours</td>
<td>164,623</td>
<td>169,993</td>
<td>3.26%</td>
<td>52,957</td>
<td>56,638</td>
<td>6.95%</td>
</tr>
<tr>
<td>Bus Revenue Hours</td>
<td>154,043</td>
<td>162,883</td>
<td>5.74%</td>
<td>50,818</td>
<td>54,278</td>
<td>6.81%</td>
</tr>
<tr>
<td>Bus Vehicle Miles</td>
<td>2,114,865</td>
<td>2,234,466</td>
<td>5.66%</td>
<td>680,225</td>
<td>745,521</td>
<td>9.60%</td>
</tr>
<tr>
<td>Bus Revenue Miles</td>
<td>1,924,948</td>
<td>2,028,557</td>
<td>5.38%</td>
<td>614,445</td>
<td>675,386</td>
<td>9.92%</td>
</tr>
<tr>
<td>Flex Vehicle Hours</td>
<td>5,361</td>
<td>5,455</td>
<td>1.75%</td>
<td>1,750</td>
<td>1,789</td>
<td>2.23%</td>
</tr>
<tr>
<td>Flex Revenue Hours</td>
<td>4,616</td>
<td>4,712</td>
<td>2.08%</td>
<td>1,506</td>
<td>1,553</td>
<td>3.12%</td>
</tr>
<tr>
<td>Flex Vehicle Miles</td>
<td>81,786</td>
<td>80,914</td>
<td>-1.07%</td>
<td>26,536</td>
<td>26,715</td>
<td>0.67%</td>
</tr>
<tr>
<td>Flex Revenue Miles</td>
<td>61,548</td>
<td>64,076</td>
<td>4.11%</td>
<td>19,740</td>
<td>21,215</td>
<td>7.47%</td>
</tr>
<tr>
<td>Paratransit Vehicle Hours</td>
<td>34,452</td>
<td>34,523</td>
<td>0.21%</td>
<td>10,545</td>
<td>11,133</td>
<td>5.58%</td>
</tr>
<tr>
<td>Paratransit Revenue Hours</td>
<td>29,961</td>
<td>30,314</td>
<td>1.18%</td>
<td>9,115</td>
<td>9,728</td>
<td>6.72%</td>
</tr>
<tr>
<td>Paratransit Vehicle Miles</td>
<td>500,514</td>
<td>529,477</td>
<td>5.79%</td>
<td>150,318</td>
<td>165,820</td>
<td>10.31%</td>
</tr>
<tr>
<td>Paratransit Revenue Miles</td>
<td>437,993</td>
<td>467,448</td>
<td>6.72%</td>
<td>131,893</td>
<td>145,682</td>
<td>10.45%</td>
</tr>
<tr>
<td>Taxi Revenue Miles*</td>
<td>86,134</td>
<td>92,732</td>
<td>7.66%</td>
<td>29,872</td>
<td>33,185</td>
<td>11.09%</td>
</tr>
<tr>
<td>Streetcar Vehicle Hours</td>
<td>4,965</td>
<td>5,745</td>
<td>15.72%</td>
<td>1,674</td>
<td>1,660</td>
<td>-0.84%</td>
</tr>
<tr>
<td>Streetcar Revenue Hours</td>
<td>3,622</td>
<td>5,496</td>
<td>51.75%</td>
<td>1,221</td>
<td>1,493</td>
<td>22.24%</td>
</tr>
<tr>
<td>Streetcar Vehicle Miles</td>
<td>26,649</td>
<td>30,593</td>
<td>14.80%</td>
<td>9,014</td>
<td>8,833</td>
<td>-2.01%</td>
</tr>
<tr>
<td>Streetcar Revenue Miles</td>
<td>25,991</td>
<td>29,893</td>
<td>15.01%</td>
<td>8,794</td>
<td>8,618</td>
<td>-2.00%</td>
</tr>
<tr>
<td>HART System Vehicle Hours</td>
<td>209,401</td>
<td>215,716</td>
<td>3.02%</td>
<td>66,926</td>
<td>71,220</td>
<td>6.42%</td>
</tr>
<tr>
<td>HART System Revenue Hours</td>
<td>278,376</td>
<td>296,136</td>
<td>6.38%</td>
<td>92,532</td>
<td>100,236</td>
<td>8.33%</td>
</tr>
<tr>
<td>HART System Vehicle Miles</td>
<td>2,723,815</td>
<td>2,875,450</td>
<td>5.57%</td>
<td>866,093</td>
<td>946,889</td>
<td>9.33%</td>
</tr>
<tr>
<td>HART System Revenue Miles</td>
<td>2,455,445</td>
<td>2,595,719</td>
<td>5.71%</td>
<td>776,546</td>
<td>852,561</td>
<td>9.79%</td>
</tr>
</tbody>
</table>

*Vehicle and Revenue hours/miles for Taxi Voucher are equal
Calculations are subject to monthly adjustment/restatement

Source: HART Ridership Reports and Trapeze Scheduled Service Revenue Hour Report
## Route productivity, Passengers per Revenue Hour & Mile (YTD)

<table>
<thead>
<tr>
<th>Local Routes</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Florida Avenue</td>
<td>83,948</td>
<td>86,127</td>
<td>2.6%</td>
<td>256,555</td>
<td>262,554</td>
<td>2.3%</td>
<td>26.63</td>
<td>26.54</td>
<td>2.43%</td>
</tr>
<tr>
<td>42 - Fowler Ave.</td>
<td>29,074</td>
<td>26,578</td>
<td>-8.6%</td>
<td>99,476</td>
<td>91,680</td>
<td>-7.8%</td>
<td>28.79</td>
<td>25.96</td>
<td>2.438</td>
</tr>
<tr>
<td>400 - Nebraska-Fletcher MetroRapid</td>
<td>94,003</td>
<td>83,352</td>
<td>-11.3%</td>
<td>289,890</td>
<td>263,983</td>
<td>-8.9%</td>
<td>25.99</td>
<td>24.95</td>
<td>2.29%</td>
</tr>
<tr>
<td>38 - Mango - Netpark</td>
<td>9,906</td>
<td>11,943</td>
<td>20.6%</td>
<td>101,871</td>
<td>95,514</td>
<td>-6.2%</td>
<td>21.03</td>
<td>25.33</td>
<td>1.414</td>
</tr>
<tr>
<td>12 - 22nd Street</td>
<td>29,074</td>
<td>26,578</td>
<td>-8.6%</td>
<td>99,476</td>
<td>91,680</td>
<td>-7.8%</td>
<td>25.99</td>
<td>24.95</td>
<td>2.29%</td>
</tr>
<tr>
<td>6 - 56th Street</td>
<td>101,871</td>
<td>95,514</td>
<td>-6.2%</td>
<td>330,274</td>
<td>311,509</td>
<td>-5.7%</td>
<td>26.97</td>
<td>24.81</td>
<td>2.24%</td>
</tr>
<tr>
<td>39 - Busch Boulevard</td>
<td>50,525</td>
<td>52,249</td>
<td>3.4%</td>
<td>101,871</td>
<td>95,514</td>
<td>-6.2%</td>
<td>26.97</td>
<td>24.81</td>
<td>2.24%</td>
</tr>
<tr>
<td>37 - West Brandon/Netpark</td>
<td>29,724</td>
<td>28,569</td>
<td>-3.9%</td>
<td>94,522</td>
<td>91,662</td>
<td>-3.0%</td>
<td>22.53</td>
<td>22.79</td>
<td>1.63%</td>
</tr>
<tr>
<td>34 - Hillsborough Avenue</td>
<td>79,235</td>
<td>83,778</td>
<td>5.7%</td>
<td>289,890</td>
<td>263,983</td>
<td>-8.9%</td>
<td>25.99</td>
<td>24.81</td>
<td>2.24%</td>
</tr>
<tr>
<td>16 - Waters - Roswell</td>
<td>25,594</td>
<td>30,595</td>
<td>19.5%</td>
<td>99,476</td>
<td>91,680</td>
<td>-7.8%</td>
<td>25.99</td>
<td>24.95</td>
<td>2.29%</td>
</tr>
<tr>
<td>5 - 40th Street</td>
<td>32,529</td>
<td>34,567</td>
<td>6.3%</td>
<td>109,253</td>
<td>108,852</td>
<td>-0.4%</td>
<td>20.32</td>
<td>19.80</td>
<td>1.72%</td>
</tr>
<tr>
<td>15 - Columbus Drive</td>
<td>28,366</td>
<td>28,882</td>
<td>1.7%</td>
<td>85,918</td>
<td>88,094</td>
<td>2.4%</td>
<td>18.07</td>
<td>18.17</td>
<td>1.58%</td>
</tr>
<tr>
<td>17 - Port Tampa - Britton Plaza</td>
<td>7,571</td>
<td>8,701</td>
<td>14.9%</td>
<td>25,326</td>
<td>25,191</td>
<td>-0.5%</td>
<td>16.72</td>
<td>16.71</td>
<td>1.58%</td>
</tr>
<tr>
<td>32 - Dr. Martin Luther King Jr. Boulevard</td>
<td>25,712</td>
<td>26,566</td>
<td>3.3%</td>
<td>82,539</td>
<td>84,422</td>
<td>2.3%</td>
<td>16.72</td>
<td>16.71</td>
<td>1.58%</td>
</tr>
<tr>
<td>19 - Downtown - TGH - South Tampa</td>
<td>22,306</td>
<td>23,557</td>
<td>1.1%</td>
<td>70,010</td>
<td>69,306</td>
<td>-1.0%</td>
<td>17.06</td>
<td>16.57</td>
<td>1.58%</td>
</tr>
<tr>
<td>14 - Armenia -- Howard</td>
<td>22,576</td>
<td>24,719</td>
<td>9.5%</td>
<td>72,133</td>
<td>76,054</td>
<td>5.4%</td>
<td>15.50</td>
<td>16.42</td>
<td>1.26%</td>
</tr>
<tr>
<td>9 - 15th Street</td>
<td>29,877</td>
<td>27,817</td>
<td>-6.9%</td>
<td>93,193</td>
<td>87,508</td>
<td>-6.1%</td>
<td>17.78</td>
<td>16.34</td>
<td>1.42%</td>
</tr>
<tr>
<td>30 - Town 'N Country/Airport</td>
<td>29,691</td>
<td>26,717</td>
<td>-10.0%</td>
<td>92,968</td>
<td>82,275</td>
<td>-11.5%</td>
<td>17.78</td>
<td>16.59</td>
<td>1.42%</td>
</tr>
<tr>
<td>7 - West Tampa/HCC</td>
<td>11,265</td>
<td>16,426</td>
<td>45.8%</td>
<td>42,526</td>
<td>47,672</td>
<td>12.1%</td>
<td>12.78</td>
<td>14.89</td>
<td>1.35%</td>
</tr>
<tr>
<td>36 - Dale Mabry Hwy./Himes Avenue</td>
<td>26,601</td>
<td>28,223</td>
<td>6.1%</td>
<td>90,403</td>
<td>94,108</td>
<td>4.1%</td>
<td>14.47</td>
<td>14.73</td>
<td>1.35%</td>
</tr>
<tr>
<td>45 - Yukon - Westshore</td>
<td>15,947</td>
<td>22,489</td>
<td>41.0%</td>
<td>55,040</td>
<td>61,460</td>
<td>11.7%</td>
<td>12.95</td>
<td>14.12</td>
<td>1.05%</td>
</tr>
<tr>
<td>48 - Temple Terrace*</td>
<td>8,905</td>
<td>13,473</td>
<td>53.0%</td>
<td>29,859</td>
<td>43,063</td>
<td>44.2%</td>
<td>9.79</td>
<td>14.11</td>
<td>0.81%</td>
</tr>
<tr>
<td>8 - Progress Village/Brandon</td>
<td>31,902</td>
<td>27,971</td>
<td>-12.3%</td>
<td>102,938</td>
<td>91,436</td>
<td>-11.2%</td>
<td>15.21</td>
<td>12.89</td>
<td>1.11%</td>
</tr>
<tr>
<td>35 - NWTC - TIA*</td>
<td>13,519</td>
<td>11,110</td>
<td>-17.8%</td>
<td>42,797</td>
<td>38,348</td>
<td>-10.4%</td>
<td>13.00</td>
<td>12.65</td>
<td>0.35%</td>
</tr>
<tr>
<td>33 - Fletcher Avenue</td>
<td>17,442</td>
<td>16,176</td>
<td>-7.3%</td>
<td>54,756</td>
<td>55,388</td>
<td>1.2%</td>
<td>11.78</td>
<td>11.54</td>
<td>1.19%</td>
</tr>
<tr>
<td>46 - Brandon Blvd.</td>
<td>8,336</td>
<td>8,276</td>
<td>-0.7%</td>
<td>27,449</td>
<td>27,511</td>
<td>0.2%</td>
<td>10.89</td>
<td>10.75</td>
<td>0.77%</td>
</tr>
<tr>
<td>31 - South Hillsborough County</td>
<td>4,921</td>
<td>4,366</td>
<td>-11.3%</td>
<td>17,342</td>
<td>15,184</td>
<td>-12.4%</td>
<td>9.41</td>
<td>7.80</td>
<td>0.46%</td>
</tr>
</tbody>
</table>

System Total: 912,016 915,225 0.4% 2,917,182 2,890,892 -0.9% 20.24 19.68 0.698 1.624

Blue = Routes performing 75% or higher above the local system average
Red = Routes performing 60% or lower than the local system average
* - Route begun February 2018
** - Reported as applicable
Calculations are subject to monthly adjustment/restatement

Source: HART Ridership Reports and Trapeze Scheduled Service Revenue Hour Report
<table>
<thead>
<tr>
<th>FLEX Routes</th>
<th>Ridership, FY 2019 vs. FY 2020</th>
<th>Ridership, FY 2019 vs. FY 2020</th>
<th>Route productivity, Passengers per Revenue Hour &amp; Mile (YTD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northdale FLEX</td>
<td>2,418 2,618 8.3%</td>
<td>8,164 8,279 1.4%</td>
<td>7.33 7.24 0.640 0.629</td>
</tr>
<tr>
<td>Brandon FLEX</td>
<td>1,280 1,300 1.6%</td>
<td>4,433 4,284 -3.4%</td>
<td>4.26 4.19 0.357 0.343</td>
</tr>
<tr>
<td>South Tampa FLEX</td>
<td>1,353 782 -42.2%</td>
<td>4,595 2,872 -37.5%</td>
<td>5.83 3.49 0.440 0.256</td>
</tr>
<tr>
<td>Town N’ Country FLEX</td>
<td>516 782 51.6%</td>
<td>1,887 2,589 37.2%</td>
<td>2.27 3.01 0.158 0.215</td>
</tr>
<tr>
<td>South County FLEX</td>
<td>374 494 32.1%</td>
<td>1,405 1,763 25.5%</td>
<td>1.67 2.04 0.100 0.116</td>
</tr>
<tr>
<td>System Total</td>
<td>5,941 5,976 0.6%</td>
<td>20,484 19,787 -3.4%</td>
<td>1.10 4.20 0.333 0.309</td>
</tr>
</tbody>
</table>

Blue = Routes performing 75% or higher above the FLEX system average

Red = Routes performing 60% or lower than the FLEX system average

Calculations are subject to monthly adjustment/restatement

Source: HART Ridership Reports and Trapeze Scheduled Service Revenue Hour Report
## Route Productivity, Passengers per Revenue Hour & Mile (YTD)

<table>
<thead>
<tr>
<th>FLEX Routes</th>
<th>FY 2019 Passengers</th>
<th>FY 2020 Passengers</th>
<th>% Change</th>
<th>FY 2019 Revenue</th>
<th>FY 2020 Revenue</th>
<th>% Change</th>
<th>FY 2019 Revenue Mile</th>
<th>FY 2020 Revenue Mile</th>
<th>% Change</th>
<th>Blue: Routes performing 75% or higher above the express system average</th>
<th>Red: Routes performing 30% or lower than the express system average</th>
</tr>
</thead>
<tbody>
<tr>
<td>25LX - South Brandon/MacDill AFB Limited Express</td>
<td>2,551</td>
<td>2,912</td>
<td>14.2%</td>
<td>8,776</td>
<td>9,460</td>
<td>7.8%</td>
<td>17.03</td>
<td>17.53</td>
<td>0.790</td>
<td>0.790 - 0.813</td>
<td>0.790 - 0.813</td>
</tr>
<tr>
<td>24LX - FishHawk/Riverview/MacDill AFB Express</td>
<td>3,771</td>
<td>3,936</td>
<td>4.4%</td>
<td>13,423</td>
<td>13,544</td>
<td>0.9%</td>
<td>17.90</td>
<td>17.43</td>
<td>0.642</td>
<td>0.617 - 0.642</td>
<td>0.617 - 0.642</td>
</tr>
<tr>
<td>360LX - Brandon-Tampa-MacDill AFB*</td>
<td>14,843</td>
<td>13,619</td>
<td>-8.2%</td>
<td>50,980</td>
<td>46,973</td>
<td>-7.9%</td>
<td>13.15</td>
<td>12.03</td>
<td>0.834</td>
<td>0.703 - 0.744</td>
<td>0.703 - 0.744</td>
</tr>
<tr>
<td>20X - Lutz Express</td>
<td>796</td>
<td>1,026</td>
<td>28.9%</td>
<td>2,973</td>
<td>3,324</td>
<td>11.8%</td>
<td>8.48</td>
<td>9.03</td>
<td>0.428</td>
<td>0.455 - 0.495</td>
<td>0.455 - 0.495</td>
</tr>
<tr>
<td>275LX - Wesley Chapel - TIA**</td>
<td>10,627</td>
<td>14,001</td>
<td>31.7%</td>
<td>32,934</td>
<td>46,990</td>
<td>42.7%</td>
<td>5.45</td>
<td>7.78</td>
<td>0.455</td>
<td>0.455 - 0.495</td>
<td>0.455 - 0.495</td>
</tr>
<tr>
<td>60LX - Brandon-Tampa-TIA-NWTC*</td>
<td>4,561</td>
<td>6,621</td>
<td>45.2%</td>
<td>19,426</td>
<td>20,608</td>
<td>6.1%</td>
<td>6.35</td>
<td>5.28</td>
<td>0.359</td>
<td>0.313 - 0.359</td>
<td>0.313 - 0.359</td>
</tr>
<tr>
<td>75LX - S. County Shopper Tues. &amp; Thurs.*</td>
<td>233</td>
<td>418</td>
<td>79.4%</td>
<td>827</td>
<td>1,266</td>
<td>53.1%</td>
<td>1.47</td>
<td>2.05</td>
<td>0.057</td>
<td>0.083 - 0.101</td>
<td>0.083 - 0.101</td>
</tr>
<tr>
<td><strong>System Total</strong></td>
<td><strong>37,382</strong></td>
<td><strong>42,533</strong></td>
<td><strong>13.8%</strong></td>
<td><strong>129,339</strong></td>
<td><strong>142,165</strong></td>
<td><strong>9.9%</strong></td>
<td><strong>8.54</strong></td>
<td><strong>8.81</strong></td>
<td><strong>0.566</strong></td>
<td><strong>0.566 - 0.564</strong></td>
<td><strong>0.566 - 0.564</strong></td>
</tr>
</tbody>
</table>

Blue = Routes performing 75% or higher above the express system average

Red = Routes performing 30% or lower than the express system average

Calculations are subject to monthly adjustment/restatement

* - Route begun October 8, 2017
** - Route began July 2018

Source: HART Ridership Reports and Trapeze Scheduled Service Revenue Hour Report
Passengers per Revenue Hour per Route
FY 2020 (10/1/2019 - 10/31/2020)
Cost per Passenger by Frequency

Cost Per Passenger

System Average

15 Minute
30 Minute
60 Minute
Express
MONTHLY INFORMATION REPORT

Capital Development Division – December 2019

Project Management Office (PMO Project Management Office (PMO))

The Northwest Transfer Center Breakroom: Construction broke ground September 16, 2019 and the project wrapped in December 2019 with the breakroom being utilized starting January 2020.

- Laydown area was gated off, bus shelter was dismantled, and relocated to 21st Avenue.
- Electrical conduit and plumbing pipes were run through the block wall to new vending area, breakroom, and ITS room.
- Building framework along with window, ceiling, flooring, cabinetry, countertops, and replacement door were installed, inspected, and approved.
- Outdoor/Indoor Double Fountain installed on the block wall.
- Drop ceiling in ITS was added to the scope of work for safety and ease of access for Maintenance to the attic.
- HVAC system was completely dismantled and replaced.

- TECO Streetcar Cross Tie Replacement project: Construction started on November 4, 2019. Work is progressing, although behind schedule. December work included North of Harbor street and the start of the western track between McKay Street and Kennedy Avenue along Channelside Drive. This western track work has allowed Streetcar service to occur each night after the track crew has vacated on the Eastern track from 6p.m. until end of service each weekday night and open service all day on weekends.
• **The Streetcar Rehabilitation project:** the contract has been awarded to Gomaco after the Board approved on January 6, 2020.

• **Marion Transit Center Construction Rehabilitation Project:** Work started on November 4, 2019. Operations staff is pushing updates to the front-line staff. Construction is on schedule with a new curb line poured and cured. The Southbound lane of Morgan Street has been milled and re-paved. The drainage system has been improved and the vault has been checked for operational soundness. December work focused on proper grading and placement of base material, finishing all curb improvements, setting the ADA ramp curbs and getting the main bus area ready for concrete.

• **Flamingo Project:**
  o Phase 1 Deployment Testing: Complete with condition.
  o Phase 1 Revenue Testing was continuing with remaining and ad hoc tests through the month of December; INIT is working on resolving issues.
  o Finalized contract mod 23 to implement INIT managed services.
  o Planning activities for final training started.

• **Bus Transit Infrastructure (BTI):**
  o **Gibson Drive @ New East Bay Road** – The project started the week of November 20, 2019, and is on schedule to be completed by mid-January 2020.

  o **Himes Avenue @ Busch Boulevard** – Flores Construction Company was awarded contract for construction on October 28, 2019. A kick-off meeting was held on December, 2019. Notice to proceed sent to Flores Construction on December 9, 2019. The project scheduled to start at the beginning January 2020 to be completed by the end of January).
Service Development Highlights

- Staff participated in a Mentoring day for USF Planning students.
- Staff participated in the monthly FDOT/MPO/HART coordination meeting.
- Staff presented an overview of the IOC program of projects to the Downtown Transportation Committee this month.

Technology and Innovation (T&I) Highlights

- T&I Department assisted Accounting with year-end close for the Finance Department.
- T&I Department is currently in the process of planning our Microsoft Great Plains upgrade. Microsoft GP is one of the key financial applications.
- T&I Department is currently in the deployment phase for security cameras at our UATC facility.
- T&I Department processed 276 Service Desk tickets in the month of December 2019. 200 in total were closed fast track with 59 closed in less than 24 hours. As of December 31, 2019, there were 17 Service Desk tickets pending.
MONTHLY INFORMATION REPORT
Communications and Marketing Division – December 2019

Communications and Marketing

HART’s Communications and Marketing Team partnered in the external and internal communications support of over 30 projects to support HART initiatives during the month of December. The Team’s work was diversified from graphic design, copy drafting and editing, community outreach and engagement as well as promotional efforts. This month’s report will cover several highlights.

Supporting the key area of focus for improving the Customer Experience; on December 9, HART Marketing and Communications partnered with HART Planning to promote an Arterial Bus Rapid Transit or BRT workshop for the public at the Seminole Heights Garden Center. HART Senior Planner Justin Willits walked through meeting materials in a short video afterwards which our team shared on social media for those who couldn’t be present. Several news outlets covered the public event aimed to educate taxpayers.


http://www.usforacle.com/2020/01/12/usf-to-downtown-bus-rapid-transit-in-the-works/

The team also helped educate operators, staff, patrons and the public about HART’s Christmas and New Year’s Service guidelines with a fleet notice, internal monitor announcement, HART web cube and social graphics. In support of HART’s New Year’s Eve after 7 ‘Free Rides’ campaign, we produced another wide range of marketing components including an Operator notice, internal employee announcement, HART web cube and social media graphics.


Supporting the key area of focus for Community Value; for the three remaining Tampa Bay Buccaneer home games, HART held tailgate promotions at West Tampa Transfer Center along with a live broadcast of the WTMP Martin Gramatica show. WTMP promoted that patrons could ride HART to Tampa Bay Buccaneer home football games for free by showing their valid game day ticket to the bus operator. The final home games and tailgates were on Sunday, December 8, 22, and 29, 2019.

HART partnered with the Bullard Family Foundation and its 2019 Joy of Giving event on Saturday December 22, 2019 by promoting free rides for all our customers: HART’s ‘Gift of Free Rides’
campaign included a fleet notice, an Operator notice, special fare key notice, internal monitor announcement, SharePoint graphics, HART web cube and social media graphics and videos.

In collaboration with ESPN, HART provided free rides to students who displayed football game passes on Monday, December 23, 2019.

Also during the holiday season, HART partnered and participated in several community activities. HART participated in two parades where maintenance staff decorated the rubber-wheeled trolley for the parade line-ups. Employees and their family members represented HART in the parades:

- **The Santa Fest Parade** on Saturday, December 7, 2019 in Downtown Tampa at 11am.
- **The Snow on 7th Parade** on Saturday, December 14, 2019 in Ybor City at 7pm.

In addition, the Marketing and Communications team staffed a Stuff-a-Bus drive at two locations (Citrus Park and Brandon Walmarts) to support the local Children’s Home Network non-profit. The team worked with Wild 94.1’s morning radio show host, Orlando, who promoted our drop-off locations on the air throughout the gift drive. Employees participated with personal funds and donated toys including two children’s bicycles which were dropped off at Orlando’s broadcast location on N. Himes Avenue in Tampa. HART’s marketing team also designed and created a large banner for each of our two buses where we collected unwrapped toys. The team employed social media updates sharing photos and a thank you to people who donated.

During December, Marketing supported HART’s ‘Vote for Art on HART’ Contest with poster displays, voting sheets and ballot box graphics. There will be more to come on the ‘ART on HART’ contest design winner with an unveiling the last week of January.

Supporting the key area of focus of Employee Engagement during the month of December, we provided artwork for the December Bus Operators Graduating Class Program and promoted several Holiday Season celebratory events.

**Community & Business Engagement Outreach Stats**

Community Engagement attended a total of 12 activities in December 2019. These activities reached a total of 6,117 people through various communication channels, of which 445 engaged directly with staff.

There were 20 new registered business vendors in December 2019, of which 9 were SBE and 3 were DBE.

<table>
<thead>
<tr>
<th>Additional December 2019 Activity Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>APTA Transit Initiatives Workshop</td>
</tr>
<tr>
<td>Tampa Bay Buccaneers Tailgates</td>
</tr>
<tr>
<td>Santa Fest Parade</td>
</tr>
<tr>
<td>Hillsborough County Schools SBE Kick-Off</td>
</tr>
<tr>
<td>Westshore Alliance Holiday Luncheon</td>
</tr>
</tbody>
</table>
Advertising Sales

December is the ninth month of the new contract year (three years with two one-year options) for Vector Media (Transit Advertising). Revenue is split 63% HART and 37% Vector Media with a guaranteed monthly amount of $59,055.

<table>
<thead>
<tr>
<th></th>
<th>Total Sales</th>
<th>HART 63%</th>
<th>Guarantee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current month sales</strong></td>
<td>100,161.84</td>
<td>63,101.96</td>
<td>59,055.42</td>
</tr>
<tr>
<td><strong>Year to date sales</strong></td>
<td>1,003,100.17</td>
<td>631,953.11</td>
<td>413,387.92</td>
</tr>
</tbody>
</table>

HART received revenue of $2410.58 for December from InSite Media – formerly Signal Outdoor (Shelter Advertising). There are 382 shelters in inventory with a total of 786 panels. Of those panels, 725 of them are sold. In addition, HART has 22 active benches with a minimum monthly guarantee of $275.
In December, a total of $1,925.01 in revenue was generated from Commuter Advertising (premier provider of GPS based short form audio and text scroll advertising on transit vehicles). YTD revenue for this contract period (excluding guaranteed payment shortfall payment) is $4,372.21.

Prepared by: Martha Ocasio, Administrative Assistant
Reviewed by: Jacqueline Halldow, Chief Communication and Marketing Officer
Approved by: Carolyn House Stewart, Interim Chief Executive Officer
MONTHLY INFORMATION REPORT

Customer Experience Activities ~ December 2019

Transportation Highlights

- Throughout the month, staff arranged for the holiday decorated trolley to participate in the Santa Fest, Snow on 7th, and Joy of Giving parades. HART staff and family members walked alongside the trolley on the parade routes for each of these events. HART also provided fare-free transportation in all modes for citizens to attend the Joy of Giving holiday gift event where thousands of low income families received holiday gifts and food for the holidays.

- Supervision, Control Center, and Safety staff hosted member of the Transportation Security Administration and conducted the second phase of a security exercise which included the daily pre-trip safety inspection, and the identification and reporting of suspicious items left on the bus, at stops and transit/transfer centers.

- Safety and Operations staff met to discuss current procedures regarding the response of Controllers, Transit Supervisors and requests for law enforcement assistance when verbal threats are made against Bus Operators and other personnel.

Operations Support Highlights

- Staff attended the University Area CDC monthly meeting. Several items were discussed that were related to safety in the community: replacement of streetlights that were non-functional as well as a program to provide maintenance help for those individuals who could not afford to have repairs done.

- Staff met with Self-Reliance, Inc., a group that promotes independence by empowering people with disabilities and improving the communities they live in. We discussed opportunities to better enhance paratransit services in the area. Staff recommended that they reach out to Sunshine Line who is the Community Transportation Coordinator for Hillsborough County.

- Customer Experience staff traveled to San Antonio, TX to participate in the American Public Transit Association (APTA) 2020 International Roadeo planning meeting/site visit. Representatives came together from across the country to start the official planning of the upcoming event scheduled for May 16, 2020.

- HART staff attended a celebratory event in honor of Fred Fallman, a long-time transit advocate for MacDill AFB, who was retiring in December. Mr. Fallman has been with the base for over 14 years and has been our go-to person for all things related to transportation on the base. His expertise will be missed. Best wishes from HART staff to Fred on his retirement.

- Staff met with ATU Local 1593 and their representatives on December 19 and 20, working towards a labor agreement. Several items were discussed and ideas passed across the table. The next scheduled meeting dates will be January 3-4.
### Customer Service and Paratransit Highlights

#### HARTPlus Report

<table>
<thead>
<tr>
<th>Activity</th>
<th>New</th>
<th>Recerts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Received</td>
<td>124</td>
<td>42</td>
<td>166</td>
</tr>
<tr>
<td>Applications Pending Total</td>
<td>34</td>
<td>9</td>
<td>43</td>
</tr>
<tr>
<td>Current Month Pending</td>
<td>31</td>
<td>9</td>
<td>40</td>
</tr>
<tr>
<td>Previous Months Pending</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Applications Processed</td>
<td>90</td>
<td>33</td>
<td>123</td>
</tr>
<tr>
<td>Conditional</td>
<td>27</td>
<td>15</td>
<td>42</td>
</tr>
<tr>
<td>Unconditional</td>
<td>26</td>
<td>14</td>
<td>40</td>
</tr>
<tr>
<td>Temporary</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Denied</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Incomplete (UTP)</td>
<td>26</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>Appeals Received</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Visitor Status</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Suspensions (waiting on suspension count)</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Certified:</td>
<td>84</td>
<td>YTD Certified: 3875</td>
<td></td>
</tr>
</tbody>
</table>

#### Travel Training Meetings and Outreaches

- Project Connect – 23 Participants: Children's Board Hillsborough County
- East Bay High School: Suncoast Community Health Centers
- Hosanna Christian Center: FASST Family and School Support Team
- Self-Reliance Inc.: Gracepoint Network Project
- Youth Build Tampa Housing Authority

#### Fleet Maintenance Highlights

##### Fixed Route

<table>
<thead>
<tr>
<th>Total Miles</th>
<th>Preventative Maintenance Completed</th>
<th>Demand Work Orders Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>802,629</td>
<td>127</td>
<td>594</td>
</tr>
</tbody>
</table>

##### Paratransit

<table>
<thead>
<tr>
<th>Total Miles</th>
<th>Preventative Maintenance Completed</th>
<th>Demand Work Orders Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>178,795</td>
<td>38</td>
<td>100</td>
</tr>
</tbody>
</table>
Flex Service

<table>
<thead>
<tr>
<th>Total Miles</th>
<th>Preventative Maintenance Completed</th>
<th>Demand Work Orders Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>30,561</td>
<td>6</td>
<td>13</td>
</tr>
</tbody>
</table>

Streetcar Maintenance

<table>
<thead>
<tr>
<th>Total Miles/Trips</th>
<th>Preventative Maintenance Completed</th>
<th>Demand Work Orders Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles – 10,918</td>
<td>23</td>
<td>31</td>
</tr>
<tr>
<td>Trips – 4044</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Facility Maintenance

- Preventative Maintenance Tasks Completed – 55
- Demand Work Orders Completed – 124

Scheduled Projects

- The annual fire alarm inspections for the alarm panels located at the HART Operations Facility, Heavy Maintenance and Preventative Maintenance Facilities.
- The quarterly inspections for the emergency power generators located at the HART Operations Facility, Heavy Maintenance and Preventative Maintenance Facilities.
- The bi-annual smoke detector sensitivity test 21st Avenue Server Room.

Completed Projects

- Capitol Environmental Services completed the pumping of the trench drain and oil water separators for the HART Operations Facility, Heavy Maintenance and Preventative Maintenance Facilities.
- Suncoast Elevator Inspections has completed the third party elevator inspections for the Marion Transit Center and the HART Administrative Office and Streetcar Facility.
- HART Facility Maintenance staff has completed the annual roof inspections for the HART Operations Facility, Heavy Maintenance and Preventative Maintenance Facilities.

Passenger Amenities

- Preventative Maintenance Tasks Completed – 49
- Demand Work Orders Completed – 27
Scheduled Projects

- Move the bus stop at Florida Avenue and Hillsborough Avenue back 130 feet to the north to improve the on time performance.

Completed Projects

- Bus Shelter Solar Light Program: Installed 1 new lighting system at stop 10507 Orient Road & the Fairgrounds. Checked 3 lighting systems at stop 8904, 11513 and 11274.
- Bus Stop Maintenance: Installed no new stops. Repaired two bus stops due to downed or damaged stop signage. Repaired eight stops due to damaged or missing stop ID tags or hardware.
- Preventative Maintenance Shelter Washing: Pressure washed and cleaned 38 HART shelters and 11 MetroRapid Shelters.
- Benches and Trash Receptacles: Installed no new benches. Repaired three benches due to vandalism at various stops. Installed one new trash receptacle at stop 10247. Repaired one trash receptacle due to damage or corrosion at various stops.
- Shelter Maintenance: Replaced a glass panel for the stop at Dick Greco Plaza.
- Shelter Removals: No shelters were removed this month.
- Shelter Installations: Installed two new shelters. Shelter ID 10507 located at Orient Road and the Fairgrounds and 10162 Harney Road and 78th Street.
- HART TECO Lighting Partnership: TECO retrofitted 15 streetlights with LED fixtures for our bus stops along McKinley Avenue and 40th Street servicing Route 5.
MONTHLY INFORMATION REPORT

Human Resources Activities ~ December 2019

December 2019 Activity

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Bargaining</th>
<th>NB</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>36</td>
<td>1</td>
<td>37</td>
</tr>
<tr>
<td>Rehire</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reinstated</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reduction in Force</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Voluntary Resignations</td>
<td>5</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Retirement</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Deceased</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Terminations</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Promotions</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Reclassification</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Status Change</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Grand Total:

As of December 31, 2019 there were 827 active (non-temporary) employees of which 139 are Non-Bargaining and 688 are Bargaining

NOTE: The reporting reflects a full calendar month.

Turnover Report – December 2019

<table>
<thead>
<tr>
<th>Division</th>
<th># of Separations*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bargaining</td>
</tr>
<tr>
<td>Executive</td>
<td>0</td>
</tr>
<tr>
<td>Administration</td>
<td>0</td>
</tr>
<tr>
<td>Finance</td>
<td>0</td>
</tr>
<tr>
<td>Operations</td>
<td>8</td>
</tr>
<tr>
<td>HART Monthly Turnover Total</td>
<td>8</td>
</tr>
</tbody>
</table>

*Includes: Voluntary Resignations, Retirement, Terminations, and Death

- The Training Department graduated a class of Bus Operators on December 12, 2019.

Prepared by: Kelli White, Human Resources Manager of Labor Relations
Reviewed by: Crystal Hundley, Interim Chief People Officer
Approved by: Carolyn House Stewart, Interim Chief Executive Officer
MONTHLY INFORMATION REPORT

Procurement & Contracts Administration Activity Report – December 2019

A. Purchase Requisitions Processed

The purchase requisition is the beginning of the process by which departments enter requests to purchase goods or services. Processing purchase requisitions involves several departments responsible for verifying need, ensuring adequate funding, and sourcing appropriate vendors. The table below represents the number of purchase requests generated during the reporting period.

<table>
<thead>
<tr>
<th>No. Reqs.</th>
<th>Micro (under $10k)</th>
<th>Small ($10k - $250k)</th>
<th>Large (over $250k)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION</td>
<td>27</td>
<td>$53,582</td>
<td>$303,016</td>
<td>-</td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td>116</td>
<td>$149,931</td>
<td>$27,122</td>
<td>-</td>
</tr>
<tr>
<td>OPERATIONS</td>
<td>30</td>
<td>$38,825</td>
<td>$134,891</td>
<td>$348,165</td>
</tr>
<tr>
<td>INVENTORY</td>
<td>229</td>
<td>$294,423</td>
<td>$56,679</td>
<td>-</td>
</tr>
<tr>
<td>CAPITAL</td>
<td>7</td>
<td>$12,490</td>
<td>$28,845</td>
<td>-</td>
</tr>
<tr>
<td>Grand Total</td>
<td>409</td>
<td>$549,252</td>
<td>$550,554</td>
<td>$348,165</td>
</tr>
</tbody>
</table>

Please note that not all purchase requisitions result in a purchase order or vendor contract.

B. Purchase Orders Processed

The purchase order is the document used to acquire goods or services from vendors. Once the purchase requisition has been approved and a vendor sourced, a purchase order is generated and provided to the vendor to begin the delivery process.

The table below represents the number of purchase orders processed during the reporting period.

<table>
<thead>
<tr>
<th>No. PO's</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION</td>
<td>$367,551</td>
</tr>
<tr>
<td>CAPITAL</td>
<td>$785,468</td>
</tr>
<tr>
<td>INVENTORY</td>
<td>$291,245</td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td>$384,166</td>
</tr>
<tr>
<td>OPERATIONS</td>
<td>$563,900</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$2,392,330</td>
</tr>
</tbody>
</table>

Please note that purchase orders processed during the reporting period may have resulted from related activities that occurred in previous reporting periods.
C. Open Contracts

HART currently holds 122 open contracts, including Task Orders, with a total contract award value in excess of $58 million.

<table>
<thead>
<tr>
<th>Active Contracts (by FY exp. Date)</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$</td>
<td></td>
<td></td>
<td>$</td>
<td>$5,009</td>
</tr>
<tr>
<td>EEO</td>
<td>$</td>
<td>$64,600</td>
<td></td>
<td>$</td>
<td>$64,600</td>
</tr>
<tr>
<td>Executive</td>
<td>$1,146,501</td>
<td></td>
<td>$26,332</td>
<td></td>
<td>$1,172,833</td>
</tr>
<tr>
<td>Facilities</td>
<td>$2,321,167</td>
<td>$1,460</td>
<td></td>
<td>$</td>
<td>$2,322,627</td>
</tr>
<tr>
<td>Finance</td>
<td>$1,195,165</td>
<td>$32,583</td>
<td></td>
<td>$</td>
<td>$1,227,748</td>
</tr>
<tr>
<td>HR</td>
<td>$2,443,010</td>
<td>$130,655</td>
<td>$413,835</td>
<td>$</td>
<td>$2,987,500</td>
</tr>
<tr>
<td>Inventory</td>
<td>$</td>
<td>$582,598</td>
<td></td>
<td>$</td>
<td>$582,598</td>
</tr>
<tr>
<td>Legal</td>
<td>$578,463</td>
<td>$901,250</td>
<td></td>
<td>$</td>
<td>$1,479,713</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$7,755,123</td>
<td>$682,287</td>
<td>$1,431,309</td>
<td>$913,124</td>
<td>$10,781,843</td>
</tr>
<tr>
<td>Marketing</td>
<td>$3,157,076</td>
<td>$162,460</td>
<td></td>
<td>$</td>
<td>$3,319,536</td>
</tr>
<tr>
<td>Operations</td>
<td>$3,218,097</td>
<td>$1,137,409</td>
<td></td>
<td>$</td>
<td>$4,355,506</td>
</tr>
<tr>
<td>Project Management</td>
<td>$351,682</td>
<td>$15,521,381</td>
<td>$2,000,000</td>
<td></td>
<td>$17,873,063</td>
</tr>
<tr>
<td>Risk</td>
<td>$1,052,760</td>
<td>$632,470</td>
<td>$134,875</td>
<td>$</td>
<td>$1,820,105</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>$596,009</td>
<td>$96,000</td>
<td></td>
<td>$</td>
<td>$692,009</td>
</tr>
<tr>
<td>Streetcar</td>
<td>$3,799,438</td>
<td>$1,110,600</td>
<td></td>
<td>$</td>
<td>$4,910,038</td>
</tr>
<tr>
<td>Tech &amp; Innovation</td>
<td>$2,359,182</td>
<td>$2,123,875</td>
<td>$53,382</td>
<td></td>
<td>$4,536,439</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$29,973,672</strong></td>
<td><strong>$23,179,629</strong></td>
<td><strong>$3,484,691</strong></td>
<td><strong>$1,493,174</strong></td>
<td><strong>$58,131,166</strong></td>
</tr>
</tbody>
</table>

D. Sole Source Procurements

The following sole source awards were executed during the reporting period:

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Award Date</th>
<th>Vendor</th>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ-38200</td>
<td>12/2/2019</td>
<td>Microsoft Corporation</td>
<td>Unified Premier Support Plan</td>
<td>$82,778.00</td>
</tr>
<tr>
<td>RFQ-38954</td>
<td>12/2/2019</td>
<td>Bonfire</td>
<td>Bonfire Renewal</td>
<td>$28,750.00</td>
</tr>
<tr>
<td>RFQ-38953</td>
<td>12/4/2019</td>
<td>Remix Software</td>
<td>Remix Software Renewal</td>
<td>$37,500.00</td>
</tr>
<tr>
<td>RFQ-39223</td>
<td>12/17/2019</td>
<td>Heavy Duty Lift &amp; Equipment</td>
<td>Stertil Koni Lifts Post</td>
<td>$11,047.04</td>
</tr>
</tbody>
</table>

E. Unauthorized Procurements

No unauthorized procurement activity occurred during the reporting period.