



Hillsborough Area Regional Transit Authority

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**HILLSBOROUGH TRANSIT AUTHORITY  
BOARD OF DIRECTORS WORKSHOP**

**February 15, 2010**

**8: 30 AM to 11:30 AM**

**HART Ybor Administrative Office**

**1201 East 7<sup>th</sup> Avenue, 3<sup>rd</sup> Floor**

**Florida Conference Room**

*Information not viewable is available upon request:  
By phone 813-223-6831 or by e-mail: [petitl@gohart.org](mailto:petitl@gohart.org)*

**Agenda**

<b><u>TIME</u></b>	<b><u>Agenda Topic</u></b>	<b><u>Presenter</u></b>
8:30 AM	Welcome	<i>R Govin</i>
8:35 AM	The Day Ahead	<i>J Gobis</i>
8:40 AM	Alternative Analysis Process	<i>J Gobis, L Auger, G Walton</i>
8:50 AM	Description of the Screen 2 alternatives	<i>L Auger</i>
9:15 AM	Locally Preferred Alternative (LPA) Selection Process	<i>D Armijo, M Shavalier</i>
9:45 AM	Action Required Following Designation of the LPA	<i>M Shavalier</i>
10:30 AM	Capital Reserve Fund	<i>D Armijo, B Mowen</i>
11:00 AM	<b><i>Action Items:</i></b>	
	<b><i>1. Resolution #R2010-02-04 ~ Authorization For A Budget Amendment To Increase The FY2010 Budget ~ Brenda Mowen</i></b>	
	<b><i>2. Motion #M2010-02-05 ~ Authorize The Chief Executive Officer To Execute A Contract Modification For Contract C-109415 With PB Americas, Inc. To Extend The Alternative Analysis Northeast Corridor Study Area To The Vicinity Of Cross Creek, Contingent Upon Completion Of Successful Negotiations And A Not-To-Exceed Amount That Is Within The Contract Contingency ~ Mary Shavalier</i></b>	
	<b><i>3. Motion #M2010-02-06 ~ Authorization For Board Members Travel ~ David Armijo</i></b>	
11:20 AM	IIART's Next Steps	

*Celebrating 30 Years*

**SUBJECT**

*Resolution #R2010-02-04 ~ Authorization For A Budget Amendment To Increase The FY2010 Budget.*

**STAFF RECOMMENDATION**

Approval of resolution #R2010-02-04. Amend the FY2010 budget by moving \$4,968,430 in excess reserves for rapid transit and supporting initiatives, such as preliminary engineering and a maintenance/operating facility.

**SUMMARY**

The budget amendment will increase the FY2010 Capital Budget by \$4,968,430 million for Preliminary Engineering (PE) contract work to facilitate work for the new starts light rail project.

Prepared by: David Persaud, Director of Finance

Reviewed by: Brenda Mowen, Chief Administrative Officer

Approved by: David Armijo, Chief Executive Officer

**ACTION ITEM**

***Resolution #R2010-02-04 ~ Authorization For A Budget Amendment To Increase The FY2010 Budget.***

**ACTION SOUGHT**

Approval of Resolution #R2010-02-04.

**BACKGROUND**

HART's rapid transit Alternative Analysis study is well underway. It will be considered complete when a Locally Preferred Alternative (LPA) is selected and adopted by the MPO into its Long Range Transportation Plan (LRTP). Upon completion, the Authority may submit the LPA project justification and local financial commitment criteria and request the FTA's approval to enter into the Preliminary Engineering (PE) phase.

Current estimates for preliminary engineering range from \$30 million to \$50 million. While HART anticipates some federal assistance will be provided, local funds must also be made available for this, as well as, other rapid transit initiatives.

On June 3, 2002, HART established a reserve policy approved by the HART Board, Action Item No. M2002-06-17. The purpose of the reserve is to ensure that sufficient funds are always available in the event of either unanticipated revenue shortfalls, unavoidable expense needs and for positive cash flow thereby discontinuing borrowing in the form of short-term tax anticipation notes. The goal of the reserve is to set aside an unrestricted operating reserve in an amount equivalent to three months of operating expenses or 25% of the budget or 90 days. The below reflects the current status of HART's reserve fund.

Reserve Level at September 30, 2009	\$20,591,000
FY 2010 Operating Budget	\$62,490,300
FY 2010 Capital Budget	\$80,667,030
Total FY2010 Budget	\$143,157,330
FY2010 - 3 months of Operating Expense (25%)	\$15,622,570
FY2010 - Percent of Reserve to Operating Expense	33%
FYE 9/30/09 Excess Reserve	\$4,968,430

The fund is \$4,968,430 in excess of the goal reserve. To meet local objectives to fund preliminary engineering and other rapid transit studies and demonstrate the agency's commitment to its rapid transit program, the transfer of these funds to the FY2010 budget for use on rapid transit initiatives is requested.

**FINANCIAL IMPACT**

Amendment to the capital budget will increase spending for Preliminary Engineering (PE) work with funding from the reserve account.

**STAFF RECOMMENDATIONS**

Approval of Resolution #R2010-02-04 and Budget Amendment.

**NEXT STEPS**

Implement staff recommendations upon HART Board approval to expend these funds consistent with funding for preliminary engineering work.

Prepared by: David Persaud, Director of Finance

Reviewed by: Brenda Mowen, Chief Administrative Officer

Approved by: David Armijo, Chief Executive Officer

**ATTACHMENT -- EXHIBIT "A"**  
**HILLSBOROUGH TRANSIT AUTHORITY**  
**BUDGET AMENDMENT FY2010 – FEBRUARY 15, 2010**

	<b>Bus Operations</b>	<b>Paratransit Operations</b>	<b>Streetcar Operations</b>	<b>Bus/Other Capital</b>	<b>Total</b>
<b>Total Adopted Revenues</b>	\$56,564,300	\$3,851,340	\$2,074,660	\$80,667,030	\$143,157,330
<b>Increase Use of Reserve</b>	0	0	0	\$4,968,430	\$4,968,430
<b>Total Amended Revenues FY2010</b>	\$56,564,300	\$3,851,340	\$2,074,660	\$85,635,460	\$148,125,760
<b>Total Adopted Expenses</b>	\$56,564,300	\$3,851,340	\$2,074,660	\$80,667,030	\$143,157,330
<b>Bus Capital New Starts Program – P.E.</b>	0	0	0	\$4,968,430	\$4,968,430
<b>Total Amended Expenses</b>	\$56,564,300	\$3,851,340	\$2,074,660	\$85,635,460	\$148,125,760

**RESOLUTION NO. #R2010-02-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY (HART) APPROVING FISCAL YEAR 2010 BUDGET AMENDMENT ATTACHED HERETO AS EXHIBIT "A", AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, HART budget is a well calculated estimate as to what will be needed for expenses in the fiscal year, and

**WHEREAS**, budget estimates are often prepared months in advance of the actual expenses and the possibility that the actual amount of the expenses will be known in exact terms at the time of the budget preparation is unlikely, and

**WHEREAS**, during the fiscal year, it may become necessary to reforecast the annual expenses and modify the budget by amendment, and

**WHEREAS**, local funding is required to fund rapid transit and supporting initiatives, such as preliminary engineering and a maintenance/operating facility, and

**WHEREAS**, the reserve fund exceeds the Board's reserve goal by \$4,968,430, and

**WHEREAS**, The HART Board of Directors desires to amend the fiscal year 2010 budget as set forth in Exhibit "A", now therefore;

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:**

**Section 1.** The Budget Amendment attached hereto as Exhibit "A" is hereby adopted; and shall amend the original budget adopted September 28, 2009, from and after the effective date of this resolution.

**Section 2.** That all provisions of the resolutions of the HART Board of Directors, in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

**Section 3.** This resolution shall become effective immediately upon its passage and approval.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON FEBRUARY 1, 2010.**

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**Councilmember Ron Govin, Chairperson  
HART Board of Directors**

**ATTEST:**

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**Councilmember John Dingfelder, Secretary  
HART Board of Directors**

**SUBJECT**

*Motion #M2010-02-05~ Authorize The Chief Executive Officer To Execute A Contract Modification For Contract C-109415 With PB Americas, Inc. To Extend The Alternative Analysis Northeast Corridor Study Area To The Vicinity Of Cross Creek, Contingent Upon Completion Of Successful Negotiations And A Not-To-Exceed Amount That Is Within The Contract Contingency*

**STAFF RECOMMENDATION**

Approval of a motion authorizing the Chief Executive Officer to execute a contract modification for Contract C-109415 with PB Americas, Inc. to extend the Alternative Analysis Northeast Corridor Study Area to the vicinity of Cross Creek, contingent upon completion of successful negotiations and a not-to-exceed amount that is within the contract contingency.

**SUMMARY**

The work effort would include additional modeling work, conceptual design, cost estimation and service design, and modification of the Purpose and Need to include the demand north of USF. Staff would negotiate with PB Americas Inc. on the specific study limits, work effort, cost and schedule for undertaking this work. Pending a successful outcome of the negotiations, and provided the cost could be covered within the remaining project contingency, a contract modification would be executed and the work would be undertaken.

Board authorization of the contract modification in advance of the negotiations would reduce the amount of time that it would take to get the additional work underway. Staff will report back to the Board with the final negotiated price following the negotiations.

**FINANCIAL IMPACT**

The additional cost would be covered within the \$388,707.00 project contingency.

Prepared by: Mary Shavalier, Chief of Strategic Planning and Program Development

Reviewed by: Brenda Mowen, Chief Administrative Officer

Approved by: David Armijo, Chief Executive Officer

## **ACTION ITEM**

*Motion #M2010-02-05~ Authorize The Chief Executive Officer To Execute A Contract Modification For Contract C-109415 With PB Americas, Inc. To Extend The Alternative Analysis Northeast Corridor Study Area To The Vicinity Of Cross Creek, Contingent Upon Completion Of Successful Negotiations And A Not-To-Exceed Amount That Is Within The Contract Contingency*

## **ACTION SOUGHT**

Approval of Motion #M2010-02-05.

## **BACKGROUND**

On June 29, 2009 under Resolution #R2009-06-24, the HART Board awarded a contract for an Alternatives Analysis (AA) study on the Northeast and West Corridors to PB Americas, Inc. in the not to exceed amount of \$1,554,830, plus a contingency of twenty five percent (25%), for a total authorized not to exceed amount of \$1,943,537.50. The contingency had been recommended to account for uncertainty in the work effort for two critical tasks: the travel demand forecasting modeling and the alternatives identification and evaluation. The Board motion specified that usage of the contingency money be brought back to the Board for approval.

At the January 4, 2010 meeting, the Board approved a contract modification with PB Americas, Inc. to expend \$125,282.91 from the project contingency for additional travel demand modeling. Federal Transit Administration (FTA), the federal agency overseeing the AA effort, requested several revisions to the model proposed for the effort, the West Central Florida Regional Planning Model (WCFRPM) which necessitated additional modeling work. Following the award of the first modification, the remaining contingency balance is \$263,424.59.

As part of the detailed AA technical work and coordination, considerable transportation demand has been identified northeast of the University of South Florida (USF) area, in terms of the Interstate 75 intercept and the New Tampa area. Initial travel demand sensitivity analysis shows a boost in ridership by extending the alignment northeast from Skipper Road, the current study area limit. Inclusion of this segment in the initial project could address a greater share of the community's transportation needs and markets served as well as make the project more attractive for a federal New Starts investment. Additionally, this would allow better coordination with the ongoing I-75/Bruce B Downs Boulevard interchange design. There is ongoing coordination on the transit alignment and bridge clearance allowances.

In addition, HART is participating in the effort currently underway by Hillsborough County to evaluate lane configurations and transit strategies on the section of Bruce B. Downs Boulevard north of Bearss Avenue to the vicinity of the Interstate 75 interchange. That Scope of Work provides for a feasibility level evaluation of integrating enhanced transit, either MetroRapid Bus Rapid Transit (BRT) or Light Rail Transit (LRT), into the proposed six or eight lane Bruce B. Downs Boulevard alignment and typical section. The focus is to evaluate and understand how the number of lanes implemented now will affect long term transit alternatives. This strengthens the case for inclusion of this segment in the current AA study.

Staff is recommending that the current project scope for the AA be revised to include the extension from Skipper Road to just north of Interstate 75 (vicinity of Cross Creek). The work effort would include additional modeling work, conceptual design, cost estimation and service design, and modification of the Purpose and Need to include the demand north of USF. Staff would negotiate with PB Americas Inc. on the specific study limits, work effort, cost and schedule for undertaking this work. Pending a successful outcome of the negotiations, and provided the cost could be covered within the remaining project contingency, a contract modification would be executed and the work would be undertaken.

Board authorization of the contract modification in advance of the negotiations would reduce the amount of time that it would take to get the additional work underway. Staff will report back to the Board with the final negotiated price following the negotiations.

### **FINANCIAL IMPACT**

The additional cost would be covered within the \$388,707.00 project contingency.

### **STAFF RECOMMENDATION**

Approval of a motion authorizing the Chief Executive Officer to execute a contract modification for Contract C-109415 with PB Americas, Inc. to extend the Alternative Analysis Northeast Corridor Study Area to the vicinity of Cross Creek, contingent upon completion of successful negotiations and a not-to-exceed amount that is within the contract contingency.

### **NEXT STEPS**

- Completion of successful negotiations with PB Americas on the contract modification;
- Execution of contract modification by the Chief Executive Officer; and
- Report back to HART Board on the outcome of the negotiations.

Prepared by: Mary Shavalier, Chief of Strategic Planning and Program Development

Reviewed by: Brenda Mowen, Chief Administrative Officer

Approved by: David Armijo, Chief Executive Officer

**SUBJECT**

*Motion #M2009-02-06 ~ Authorization For Board Member Travel*

**STAFF RECOMMENDATION**

Authorization for the Board member Alison Hewitt to travel to COMTO Board of Directors Meeting and Council of Presidents Business Meeting and 2010 APTA Legislative Conference.

**SUMMARY**

The Conference of Minority Transportation Officials (COMTO) will be holding its Board of Directors Meeting and Council of Presidents Business Meeting on March 10-12, 2010, and American Public Transportation Association (APTA) will be holding its 2010 Legislative Conference meeting on March 13-16, 2010. Both conferences will be held in Washington, DC.

HART's cost for travel expenses is estimated to be \$2,482.83.

Prepared by: David Armijo, Chief Executive Officer

**ACTION ITEM**

*Motion #M2010-02-06 ~ Authorization For Board Members Travel*

**ACTION SOUGHT**

Approval of Motion #M2010-02-06

**BACKGROUND**

The Conference of Minority Transportation Officials (COMTO) will be holding its Board of Directors Meeting and Council of Presidents Business Meeting on March 10-12, 2010, in Washington, DC. Ms. Hewitt serves as President of the local Central Florida Chapter of COMTO.

American Public Transportation Association (APTA) will be holding its 2010 APTA Legislative Conference on March 13-16, 2010, in Washington, DC. APTA's Annual Legislative Conference is an opportunity for the transit industry to make its presence felt in Washington. The conference features numerous high-level representatives from Congress and the Administration discussing policy and funding issues that have a direct impact on HART. Attendees will have an opportunity to listen to key modal administrators of the U.S. Department of Transportation. Important program updates and initiatives will be discussed along with discussion of a long-term authorization bill. Sessions are scheduled throughout the conference focusing on the recent events impacting the development of high-speed intercity passenger and commuter rail systems. Ms. Hewitt is a member of the Transit Board Members Committee that will be meeting during the conference as a committee of the whole as well as Transit Board Member Operation Legislative Subcommittee.

Board Member Ms. Alison Hewitt expressed her interest in attending both conferences.

**FINANCIAL IMPACT**

HART's cost for travel expenses is estimated to be \$2,482.83.

**STAFF RECOMMENDATIONS**

Authorization for the Board member Alison Hewitt to travel to COMTO Board of Directors Meeting and Council of Presidents Business Meeting, and 2010 APTA Legislative Conference.

**NEXT STEPS**

Registration and travel arrangements.

**HILLSBOROUGH TRANSIT AUTHORITY  
TRAVEL ADVANCE REQUEST FORM  
FOR CLASS "A" AND "B" TRAVEL ONLY**  
(F.S. §112.061 (3k))

Employee Name:  Payroll No.:

Department Name:  Dept. #:

Department Location:

Travel Dates/Times: From:  To:

Purpose of Travel:

Destination:

G.L. Account No.:

**\*\*PLEASE ATTACH ALL SUPPORTING DOCUMENTATION\*\***

No.	Expense	Expense Estimate	Actual Expense	
			Credit Card Payment	Request for Payment (A/P)
1.	Registration Fee:	\$675.00	\$	\$
2a.	Hotel 3 Days X \$174 per night +14.5% tax	\$597.69		
2b.	Hotel: 2 Days X \$266.00 per night + 14.5%	\$609.14	\$	\$
3.	Air Fare:	\$246.00	\$	
4.	Per Diem: (first day (3-10 to 3-14) of travel \$71.00 per day	\$355.00		\$
5.	Personal Auto: _____ miles x \$.55 per mile	\$		\$
6.	HART Approved Vehicle Usage (Gas)	\$		\$
7.	Auto Rental (Use Purchase Requisition)	\$		
8.	Taxi Costs:	\$		\$
9.	Parking: _____ Days x _____ (Rate)	\$		\$
10.	Other/Incidental Expenses: (explain)	\$		\$
	<b>Total</b>	<b>\$2,482.83</b>	<b>\$</b>	<b>\$</b>

**APPROVALS (BASED ON ESTIMATES COLUMN)**

Board Member Signature:		Date:
Board Chairperson Signature:		Date:
Budget Approval:		Date:
C.F.O. Approval:		Date:
C.E.O. Signature:		Date: