

Committee Members*Ron Govin, Chair**David Mechanik, Vice Chair**Kevin Beckner**John Byczek**Karen Jaroch**Dr. Steven Polzin**HART Administrative Offices**1201 E. 7th Avenue, 3rd Floor**Florida Conference Room**Tampa, Florida 33605**Monday, January 23, 2012, 9:00 AM***AMENDED AGENDA**

*Information not viewable is available upon request through the Clerk of the Board
phone: 813-223-6831, fax: 813-223-7976, or e-mail: petitl@goHART.org*

TAB**CALL TO ORDER AND PLEDGE OF ALLEGIANCE****1. APPROVAL OF MINUTES**

Minutes from the December 19, 2011, Finance, Governance, and Administration Committee meeting

2. PRESENTATIONS**Legal Costs**

Michael Stephens, Director of HR, Risk and Legal Services

Overview:

This presentation will provide a brief overview of current legal services costs. Staff will provide recommendations on how to contain and reduce legal services costs.

HART Strategic Plan

Brenda Mowen, Chief Administrative Officer and

Jeffrey Seward, Chief Financial Officer

Overview:

The HART five-year strategic plan documents the approach HART will take to meet its mission today and accomplish its vision for the future. This presentation will cover the proposed vision (new), mission (revised), core values (revised), and goals (new) for HART and lay out the anticipated schedule for fully implementing the strategic plan at every level of the agency, concurrent with the development of the FY2013 budget.

3. COMMITTEE ACTION ITEMS

- a. **Authorize the Chief Executive Officer to Execute Amendment (No. 2) Adding FY2011 Funds (\$800,000) to the Existing Agreement Between Hillsborough Transit Authority (HART) and the Pinellas County Metropolitan Planning Organization for the Job Access Reverse Commute (JARC) Program**

Mary Shavalier, Director of Grants Management and Planning

Continued...

Overview:

On January 9, 2012, the HART Board approved an action item authorizing the Chief Executive Officer to execute amendment (No.2) adding \$800,000 to the existing agreement with Pinellas County Metropolitan Planning Organization for federal Job Access and Reverse Commute (JARC) program funding. The funding will reimburse late night and weekend operating costs on several local routes. To secure the funding, a resolution approved by the HART Board is required.

Recommendation:

That the Finance, Governance, and Administration Committee review and advance this action item to the full HART Board of Directors at the February 6, 2012 regular meeting.

- b. Authorize the Chief Executive Officer to Execute an Order for Six (6) Dodge Caravan, Extended Lowered Floor Mini Vans, with Mobility Ramps from Florida Transportation Systems, Inc., in an Amount Not-to-Exceed \$256,000

Katharine Eagan, Chief Operating Officer

Overview:

This item approves the purchase of six (6), Dodge Caravan, Extended Lowered Floor Mini Vans, with Mobility Ramps, which will support the HART Plus fleet plan. This expansion is necessary to keep up with a continued growth of 18% in ridership.

Recommendation:

That the Finance, Governance, and Administration Committee review and advance this action item to the full HART Board of Directors at the February 6, 2012 regular meeting.

- c. Authorize the Chief Executive Officer to Award a Contract for the HART fleet maintenance Facility Remediation Required by the Hillsborough County Environmental Protection Commission to KMR Consultant, LLC, In the Fixed-Amount of \$348,887 Plus a Contingency of 10% or \$34,888 for a Total Not-to-Exceed Amount of \$383,775

Michael A. Stephens, Director of HR, Risk and Legal Services

Overview:

The purpose of this project is to remediate the leaching of transmission fluid in the maintenance facility. The remediation will ensure that there is no residual contamination that resulted from a fuel spill that occurred in 1988. The remediation will also make the Authority compliant with the Hillsborough County Environmental Protection Commission's environmental requirements.

Recommendation:

That the Finance, Governance, and Administration Committee review and advance this action item to the full HART Board of Directors at the February 6, 2012 regular meeting.

Continued...

d. Approving the Vision, Mission, Core Values and Goals for the Hillsborough Transit Authority and Directing the Chief Executive Officer to Develop a Five-Year Strategic Plan

*Philip R. Hale, Chief Executive Officer and
Brenda Mowen, Chief Administrative Officer*

Overview:

The five-year strategic plan documents the approach HART will take to meet its mission today and accomplish its vision for the future. The strategic plan aligns the HART vision, mission and core values and centers on six goals: *Exceed Customer Expectations, Ensure Safety and Security, Maximize Financial Condition, Foster a Thriving Internal Environment, Connect the County & Region, and Adopt Innovative Practices and Systems*. The plan is based on the Board approved Transit Development Plan (TDP) and information collected during the August 2011 Board Workshop and a review of strategic planning models. The strategic plan will be fully developed and implemented in sync with the development of the FY2013-2014 operating and capital budgets and reviewed annually.

Recommendation:

That the Finance, Governance, and Administration Committee review and advance this action item to the full HART Board of Directors at the February 6, 2012 regular meeting.

ADJOURNMENT



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Committee Members Present

Ron Govin
David Mechanik
Fran Davin
John Byczek

Committee Members Absent

Kevin Beckner
Mark Sharpe

Other Board Members Present

Alison Hewitt
Steven Polzin
Karen Jaroch
Wallace Bowers

Staff Present

Michael Bartholomew
Sylvia Berrien
Katharine Eagan
Rick Fitz-Gordon
Philip Hale
Marcia Mejia
Martha Milligan
Brenda Mowen
Lena Petit
Marco Sandusky
Jeff Seward
Mary Shavalier
Randy Stribling

Others Present

Charles Fletcher, Gray Robinson

CALL TO ORDER

The meeting was called to order at 10:16 a.m.

Sign-in sheets are attached

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Director Jaroch moved and Director Byczek seconded approval of the November 21, 2011 Finance, Governance, and Administration Committee meeting minutes. All Committee members present voted aye. The motion carried unanimously.

PUBLIC COMMENT

No one signed up to speak.

PRESENTATION

The IS Story – Chapter III

Mr. Rick Fitz-Gordon, HART Manager of Information Systems, introduced the third, final presentation providing an overview of the functionality and technologies deployed at HART. A full copy of the presentation is on file and can be obtained from the Clerk of the Board at petitl@gohart.org.

Director Jaroch commended staff and the IS Department for the work on upgrades while keeping the system up and running even during the rehabilitation project. She said it was enlightening to see the budget numbers and how much overtime staff puts into having things done.



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Mr. Fitz-Gordon said the departmental overtime is prevented and minimized, when possible. He commented that with a start up of the MetroRapid project, additional effort would be required to support maintenance of ticket vending machines.

Director Jaroch asked if HART keeps records of passenger counts at all bus stops.

Ms. Katharine Eagan, HART Chief Operating Officer, explained the process in place for HART to record passengers, manage passenger loads using automated passenger counters (APC) along with collecting data by real checkers.

Mr. Philip Hale, HART Chief Executive Officer, added that HART uses APCs to help make decisions about placing shelters, add or remove stops.

Director Davin said she took a tour of the 21st Avenue facility and found this experience very helpful and enlightening. She recommended that all Board members take this opportunity if they have not done so.

ACTION ITEMS

Authorize the Chief Executive Officer to Apply for FY2012 Federal Competitive Funding for Bus and Bus Facility Projects

and

Authorize the Chief Executive Officer to Execute Amendment (No. 2) Adding FY2011 Funds (\$800,000) to the Existing Agreement Between Hillsborough Transit Authority (HART) and the Pinellas County Metropolitan Planning Organization for the Job Access Reverse Commute (JARC) Program

Ms. Mary Shavaliar, HART Director of Grants Management and Planning, presented the action items, both concerning federal revenue for HART.

Director Hewitt asked whether it is projected that the newly-acquired buses will be CNG-type to start the transfer of the fleet.

Mr. Hale confirmed it would be.

Director Hewitt asked about the price difference between the diesel versus CNG buses.

Mr. Hale responded that the CNG buses are approximately \$50,000 more expensive. Director Hewitt asked if staff plans to submit any requests for state funding.

Ms. Shavaliar responded that most of the state competitive money is now for transportation regional enhancements. She noted the state critical revenue shortage and indicated that the Florida Department of Transportation are not putting forward applications for such capital improvements grants.



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Director Polzin asked about the local match HART will use for these grant applications.

Ms. Shavalier responded that HART plans to use toll credits as a local match. She noted that HART is working with FDOT to make sure they can match all these requests.

Director Byczek moved and Director Polzin seconded approval of the action items:

3a) Authorize the Chief Executive Officer to Apply for FY2012 Federal Competitive Funding for Bus and Bus Facility Projects

And

3b) Authorize the Chief Executive Officer to Execute Amendment (No. 2) Adding FY2011 Funds (\$800,000) to the Existing Agreement Between Hillsborough Transit Authority (HART) and the Pinellas County Metropolitan Planning Organization for the Job Access Reverse Commute (JARC) Program and their advancement to the full HART Board of Directors on January 9, 2012. All Committee members present voted aye. The motion carried unanimously.

Director Davin remarked that the final design and construction of the MetroRapid East-West project would require a match that HART does not have a source for. She expressed concern about planning for a project without funding projections.

Ms. Shavalier responded that staff is hopeful that the planning work will take a year and a half and the agency will be able to position the project for the future funding.

NEW BUSINESS

Director Hewitt distributed a proposed agenda for the Joint meeting of the HART/PSTA Boards. She reported that Mr. Hale and she met with the PSTA Board Chair and CEO, who indicated that they have recently met with Florida Senator Jack Latvala and said he would have documents available for both Boards' review and discussion prior to the joint meeting. She then walked the Committee members through the proposed agenda items.

Director Jaroch asked if the agenda was shared with HART's state legislative consultants.

Mr. Charles "Chip" Fletcher, HART General Counsel, said it will be provided to the legislative support team.

Director Davin thanked Director Hewitt for the update and putting the agenda together. She suggested an additional item to improve the flow of the discussion. After Director Polzin's presentation, Mr. Fletcher could present an informational item related to the HART Board's legislative position statement. Director Davin stated that, in her opinion, it is important to get HART's official position on the record.

Director Jaroch said she would suggest another agenda item, an overview of PSTA Paratransit program.



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Director Polzin requested that staff explore the merit of any service enhancements in the Westshore area, all issues associated with a facility in this area and what makes sense for a service plan.

Director Hewitt reported that she attended the HART employee holiday luncheon, both morning and evening shifts. She noted that this event occurred shortly after the Board's decision at the impasse hearing. Director Hewitt complimented the consistent communications updates from HART management to staff, which provides employees an opportunity to clear any issues so there are less misunderstandings about the state of affairs at HART.

ADJOURNMENT

The meeting adjourned at 11:13 a.m.



BOARD COMMITTEE TRANSMITTAL

TO: MEMBERS OF THE FINANCE, GOVERNANCE AND
ADMINISTRATION COMMITTEE

FROM: LENA PETIT, CLERK OF THE BOARD

DATE: JANUARY 9, 2012

RE: *Resolution #R2012-02-01 ~ Authorizing the Chief Executive Officer to Execute
Amendment (No. 2) Adding FY2011 Funds (\$800,000) to the Existing
Agreement Between Hillsborough Transit Authority (HART) and the Pinellas
County Metropolitan Planning Organization for the Job Access Reverse
Commute (JARC) Program*

On January 9, 2012, the HART Board approved an action item authorizing the Chief Executive Officer to execute amendment (No.2) adding \$800,000 to the existing agreement with Pinellas County Metropolitan Planning Organization for federal Job Access and Reverse Commute (JARC) program funding. The funding will reimburse late night and weekend operating costs on several local routes. To secure the funding, a resolution approved by the HART Board is required.

Recommendation:

Authorize the Chief Executive Officer to Execute Amendment (No. 2) Adding FY2011 Funds (\$800,000) to the Existing Agreement Between Hillsborough Transit Authority (HART) and the Pinellas County Metropolitan Planning Organization for the Job Access Reverse Commute (JARC) Program

Attachment:

- I. Proposed Resolution #R2012-02-01
- II. Committee Agenda Report

ATTACHMENT I

RESOLUTION NO #R2012-02-01

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE AMENDMENT (NO.2) ADDING FY2011 FUNDING (\$800,000) TO THE EXISTING AGREEMENT BETWEEN HILLSBOROUGH TRANSIT AUTHORITY (HART) AND THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION FOR JOB ACCESS REVERSE COMMUTE (JARC) PROGRAM

WHEREAS, under applicable Federal Transit Administration grant requirements, only an eligible recipient may serve as the direct recipient of the aforementioned federal funds and enter into a formal grant contract with the Federal Transit Administration for these funds; and

WHEREAS, the Governor of the State of Florida designated the Pinellas Metropolitan Planning Organization as the recipient of Jobs Access Reverse Commute program funds for Hillsborough, Pinellas and Pasco counties; and

WHEREAS, the Pinellas Metropolitan Planning Organization and the Hillsborough Transit Authority desire to enter into an amendment (No. 2) to the existing contract in which the aforementioned grant funds will be administered through the Pinellas Metropolitan Planning Organization to the Hillsborough Transit Authority; and

WHEREAS, the Hillsborough Transit Authority desires to conduct late night weekday, weekend transit service on JARC eligible bus routes;

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 an amendment to the existing contract with the Pinellas Metropolitan Planning Organization to pass funds to the Hillsborough Transit Authority to implement the aforementioned projects pursuant to the grant application.

Section 2. Proper officers of HART are authorized to do all things necessary and required in order to implement the terms of the aforementioned contract.

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

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON FEBRUARY 6, 2012.

ATTEST:

**Fran Davin, Chairperson
HART Board of Directors**

**Councilmember Mike Suarez, Secretary
HART Board of Directors**



COMMITTEE ACTION ITEM

Authorize the Chief Executive Officer to Execute Amendment (No. 2) Adding FY2011 Funds (\$800,000) to the Existing Agreement Between Hillsborough Transit Authority and the Pinellas County Metropolitan Planning Organization for the Job Access Reverse Commute Program.

OVERVIEW

This grant will provide the Job Access Reverse Commute (JARC) funding in the amount of \$800,000 to assist with the operating costs of existing late night transit service on eight bus routes, Saturday service on six routes and Sunday service on five routes. This project helps achieve the organizational strategic initiative of "Improve Financial Management." Amendment No. 2 includes Appendix E, which affirms that Hillsborough Transit Authority (HART) will comply with the requirements of E-Verify.

RECOMMENDATION

That the Finance, Governance, and Administration Committee review the action item authorizing the Chief Executive Officer to execute Amendment No. 2 adding FY2011 funds (\$800,000) and including Appendix E (E-Verify) to the existing agreement between HART and the Pinellas County Metropolitan Planning Organization (MPO) for the Job Access Reverse Commute (JARC) program and advance this item to the full Board of Directors.

FINANCIAL IMPACT

The JARC funding in this agreement reimburses operating expenses of existing fixed route service. The funds require a local match of \$800,000 (50%), which will be provided by using existing funds with no additional obligations. Because this is existing service, the local match will not require additional financial obligations from HART. The funds will provide additional revenue in FY2012 and FY2013 that is not reflected in the budget.

BACKGROUND

The Job Access and Reverse Commute (JARC) program provides federal funding for public transit improvements that benefit low-income and unemployed populations. Projects funded under this program must be derived from a regional coordinated human service transportation plan. HART has been receiving JARC funds since 2001 to assist with the operating costs of eligible routes.

Earlier this year, following a competitive process, HART was awarded \$800,000 in JARC funding to reimburse operating cost for existing late night transit service on eight bus routes, Saturday service on six routes and Sunday service on five routes.

HART must amend the current agreement with the Pinellas County MPO in order to receive the fiscal year 2011 funds.

ATTACHMENT II



Hillsborough Transit Authority
Finance, Governance, and Administration Committee Meeting
December 19, 2011

NEXT STEPS

Present the recommendation of the Finance, Governance, and Administrative Committee to the full HART Board of Directors at the January 9, 2012 regular meeting.

Prepared by: Jeanie Satchel, Manager of Grants & Documentation

Review by: Mary Shavalier, Director of Grants Management and Planning
Jeffrey C. Seward, Chief Financial Officer

Approved by: Philip R. Hale, Chief Executive Officer



COMMITTEE ACTION ITEM

Authorize the Chief Executive Officer to Execute an Order for Six (6) Dodge Caravan, Extended Lowered Floor Mini Vans, with Mobility Ramps from Florida Transportation Systems, Inc., in an Amount Not-to-Exceed \$256,000.

OVERVIEW

This item approves the purchase of six (6), Dodge Caravan, Extended Lowered Floor Mini Vans, with Mobility Ramps, which will support the HART Plus fleet plan. This expansion is necessary to keep up with a continued growth of 18% in ridership.

RECOMMENDATION

That the Finance, Governance, and Administration Committee review the action item authorizing the Chief Executive Officer to execute an order for six (6) Dodge Caravan, extended lowered floor mini vans type vehicles from Florida Transportation Systems, Inc., in an amount not to exceed \$42,667 per vehicle and advance this item to the full Board of Directors.

FINANCIAL IMPACT

This purchase is fully funded by Federal Grant FL-95-X031. Federal Transit Administration has extended pre-award authority to use FY2010 STP funds in the amount of \$270,000.

BACKGROUND

Between FY2010 and 2011 paratransit ridership increased 18% from 104,378 to 123,077 with increased trips taken to medical destinations. In FY2012 HART is anticipating estimated 250-275 new trips per week with the addition of Sunshine Line customers. This will put an additional strain on existing vehicle and staff resources. Since the average number of passengers per trip was 1.5 people in FY2011, and almost 80% of HARTPlus trips are taken by customers who are ambulatory, purchasing smaller vans is a wise investment of public funds.

PROCUREMENT CONSIDERATIONS

In August 2007, the Florida Department of Transportation (FDOT), Transit Research Inspection and Procurement Services (TRIPS), formerly known as Florida Vehicle Procurement Program (FVPP), issued a Request for Proposals to procure a consortium of transit agencies in Florida. The solicitation was issued in accordance with public procurement policies and procedures. It included all federally-required clauses.

On February 14, 2008, the Florida Department of Transportation (FDOT), Transit Research Inspection and Procurement Services (TRIPS), formerly known as Florida Vehicle Procurement Program (FVPP) awarded a contract to Florida Transportation Systems, Inc. Prices were determined to be fair and reasonable.



NEXT STEPS

Present the recommendation by the Finance, Governance, and Administration Committee to the full HART Board of Directors at the February 6, 2012 regular Board meeting.

Prepared by: Steven Taylor, Director of Maintenance

Reviewed by: Katharine Eagan, AICP, Chief Operating Officer
Brenda Mowen, Chief Administrative Officer

Approved by: Philip R. Hale, Chief Executive Officer

Attachment: Proposed Resolution #R2012-02-XX

ATTACHMENT

RESOLUTION NO #R2012-02-XX

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO PURCHASE SIX (6), DODGE CARAVAN, EXTENDED LOWERED FLOOR MINI VANS, WITH MOBILITY RAMPS FROM FLORIDA TRANSPORTATION SYSTEMS, INC., IN AN AMOUNT NOT TO EXCEED \$256,000

WHEREAS, HART requires six (6), Dodge Caravan, Extended Lowered Floor Mini Vans, with Mobility Ramps, in accordance with HART's fleet plan to support HART's paratransit service, requiring six (6) expansion vehicles; and

WHEREAS, the Florida Department of Transportation (FDOT), Transit Research Inspection and Procurement Services (TRIPS), conducted a procurement to establish a statewide purchasing agreement for transit agencies in Florida, including HART, in accordance with public procurement policies and procedures; and

WHEREAS, the procurement included all federally-required clauses; and

WHEREAS, prices were determined fair and reasonable and a contract was awarded on February 14, 2008 and revised in March 2009 to Florida Transportation Systems, Inc., representing the Braun Corporation; and

WHEREAS, federal funding has been awarded for the purchase in the amount of \$256,000;

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

Section 1. The Board of Directors authorizes the Chief Executive Officer to purchase six (6), Dodge Caravan, Extended Lowered Floor Mini Vans, with Mobility Ramps from Florida Transportation Systems, Inc. in an amount not-to-exceed \$256,000.

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

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

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON FEBRUARY 6, 2012.

**Fran Davin, Chairperson
HART Board of Directors**

ATTEST:

**Councilmember Mike Suarez, Secretary
HART Board of Directors**



COMMITTEE ACTION ITEM

Authorize the Chief Executive Officer to Award a Three-year Contract for the HART Fleet Maintenance Facility Remediation Required by the Hillsborough County Environmental Protection Commission to KMR Consultant, LLC, in the Fixed-Amount of \$348,887 Plus a Contingency of 10% or \$34,888 for a Total Not-to-Exceed Amount of \$383,775

OVERVIEW

The purpose of this project is to remediate the leaching of transmission fluid in the maintenance facility. The remediation will ensure that there is no residual contamination that resulted from a fuel spill that occurred in 1988. The remediation will also make the Authority compliant with the Hillsborough County Environmental Protection Commission's environmental requirements.

RECOMMENDATION

That the Finance, Governance, and Administration Committee review the action item authorizing the Chief Executive Officer to award a contract for the HART fleet maintenance facility remediation required by the Hillsborough County Environmental Protection Commission to KMR Consultant, LLC, in the fixed-amount of \$348,887 plus a contingency of 10% or \$34,888 for a total not-to-exceed amount of \$383,775 and advance this item to the full Board of Directors.

FINANCIAL IMPACT

These services are budgeted in FY2012. The funding for these services comes from general revenues.

BACKGROUND

The HART Fleet Maintenance Facility Main Shop has addressed needs of environmental compliance remediation on ongoing basis as required by the Hillsborough County Environmental Protection Commission (HCEPC). The environmental remediation project addresses leakages, discharges, and soil contamination compliance concerns dating back from 1985 to the present.

HART Fleet Maintenance Facility management has successfully worked with KMR Consultants, LLC to develop a Fleet Maintenance Facility remediation plan and environmental rehabilitation services that have received favorable review by HCEPC. The proposed vendor KMR Consultants, LLC., would provide necessary soil, surface water, and groundwater environmental remediation, services required by HCEPC. HART's compliance is necessary to avoid environmental regulatory compliance citations and fines. The HART Fleet Maintenance Facility required compliance services will be completed over a period of three years.

PROCUREMENT CONSIDERATIONS

In March 2006, the State of Florida Department of Management Services conducted a Request for Proposals 973-001-06-1 to procure Management Consulting Services. The solicitation was issued in accordance with public procurement policies and procedures.



On April 14, 2006 one hundred twelve (112) proposals were received and evaluated by an evaluation committee and ninety eight (98) contracts were awarded for numerous categories.

Four (4) contracts were awarded for environmental compliance services category three.

KMR Consultant, LLC, was selected by HART because they have had a successful prior work history with the agency and have also demonstrated in their proposal that they have done similar work with other governmental agencies.

Prices were determined to be fair and reasonable. The period of performance will be 36 months.

NEXT STEPS

Present the recommendation by the Finance, Governance, and Administration Committee to the full HART Board of directors at the February 6, 2012 regular Board meeting.

Prepared by: Rickey Kendall, Manager of Risk & Environmental Safety

Reviewed by: Michael A. Stephens, Director of HR, Risk and Legal Services
Brenda Mowen, Chief Administrative Officer

Approved by: Philip R. Hale, Chief Executive Officer

Attachment: Proposed Resolution #R2011-02-XX

ATTACHMENT

RESOLUTION NO. #R2012-02-XX

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO AWARD A THREE-YEAR CONTRACT FOR THE HART FLEET MAINTENANCE FACILITY REMEDIATION REQUIRED BY THE HILLSBOROUGH COUNTY ENVIRONMENTAL PROTECTION COMMISSION TO KMR CONSULTANT, LLC, IN THE FIXED-AMOUNT OF \$348,887 PLUS A CONTINGENCY OF 10% OR \$34,888 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$383,775

WHEREAS, HART requires environmental remediation, soil, surface water and groundwater rehabilitation services to ensure compliance with Hillsborough County Environmental Protection Commission regulations (HCEPC); and

WHEREAS, the State of Florida Department of Management Services conducted a Request for Proposals for Management Consulting Services, in accordance with public procurement policies and procedures; and

WHEREAS, prices were determined to be fair and reasonable and a six (6) year contract was awarded to KMR Consultant, LLC; and

WHEREAS, this contract is available to public entities such as HART for statewide use; and

WHEREAS, funding for these services is budgeted from general revenues;

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

Section 1. The Board of Directors authorizes the Chief Executive Officer to award a contract for the HART Fleet Maintenance Facility Remediation required by the Hillsborough County Environmental Protection Commission to KMR Consultant, LLC, in an amount not-to-exceed \$383,775.

Section 2. Proper officers of HART are authorized to do all things necessary and required in order to implement the purchase of the aforementioned remediation services.

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

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON FEBRUARY 6, 2012.

**Fran Davin, Chairperson
HART Board of Directors**

ATTEST:

**Councilmember Mike Suarez
HART Board of Directors**



COMMITTEE ACTION ITEM

Approval of the Vision, Mission, Core Values, and Goals for the Hillsborough Transit Authority and Directing the Chief Executive Officer to Develop a Five-Year Strategic Plan

OVERVIEW

The five-year strategic plan documents the approach HART will take to meet its mission today and accomplish its vision for the future. The strategic plan aligns the HART vision, mission and core values and centers on six goals: *Exceed Customer Expectations, Ensure Safety and Security, Maximize Financial Condition, Foster a Thriving Internal Environment, Connect the County & Region, and Adopt Innovative Practices and Systems*. The plan is based on the Board approved Transit Development Plan (TDP) and information collected during the August 2011 Board Workshop and a review of strategic planning models. The strategic plan will be fully developed and implemented in sync with the development of the FY2013-2014 operating and capital budgets and reviewed annually.

RECOMMENDATION

That the Finance, Governance, and Administration Committee review the action item approving the vision, mission, core values and goals for the Hillsborough Transit Authority and directing the Chief Executive Officer to develop a five-year strategic plan and advance this action item to full HART Board of Directors.

FINANCIAL IMPACT

The five-year strategic plan will align with the agency's budget and financial planning activities.

BACKGROUND

In August 2011, the HART Board approved the update of the ten-year Transit Development Plan (TDP) and held a Board Workshop to discuss its strategic direction. Following these activities, the Executive Leadership Team conducted a review of HART's existing strategic tools, including its mission, core values, prior strategic initiatives and performance measures to determine if they were aligned with the Board's August 2011 direction. From that, recommendations are being made to the Board to update the agency's mission and core values, and add a vision statement and six strategically aligned goals. These are presented in ATTACHMENT I. If approved, the Executive Leadership Team will build in associated objectives, strategies, and tactics that are aligned and timed to coincide with the agency's budgetary and financial planning activities.

NEXT STEPS

Present the recommendation by the Finance, Governance, and Administration Committee to the full HART Board of Directors at the February 6, 2012 Regular Board meeting.

Prepared by: Philip R. Hale, Chief Executive Officer

Attachments:

- I. Draft Vision, Mission, Core Values, and Goals
- II. Proposed Resolution #R2012-02-XX

ATTACHMENT I

DRAFT VISION, MISSION, CORE VALUES, AND GOALS

NEW VISION STATEMENT

To make transit a relevant and viable travel option for all residents of Hillsborough County.

REVISED MISSION

The mission of the Hillsborough Transit Authority (HART) is to provide safe, innovative and cost-effective public transportation services, ~~which are safe, dependable, and cost effective~~ thereby that enhancing the quality of life in our community.

REVISED CORE VALUES

- Open & Effective Communication
- Teamwork & Diversity
- Leadership & Accountability
- Integrity, Trust & Professionalism Honesty
- Cost Effective Fiscal Responsibility
- Excellence, Innovation & Development
- Promote Safety at All Levels
- Customer Community Driven

NEW STRATEGIC GOALS

Goal #1	Exceed Customer Expectations
Goal #2	Ensure Safety & Security
Goal #3	Maximize Financial Condition
Goal #4	Foster a Thriving Internal Environment
Goal #5	Connect the County and Region
Goal #6	Embrace Innovative Practices and Systems

ATTACHMENT II

RESOLUTION NO. #R2012-02-XX

A RESOLUTION APPROVING THE VISION, MISSION, CORE VALUES, AND GOALS FOR THE HILLSBOROUGH TRANSIT AUTHORITY AND DIRECTING THE CHIEF EXECUTIVE OFFICER TO DEVELOP A FIVE-YEAR STRATEGIC PLAN

WHEREAS, the Hillsborough Transit Authority (HART) seeks to meet its mission today and accomplish its vision for the future; and

WHEREAS, HART has done strategic planning in the past; and

WHEREAS, the HART Board of Directors approved the updated ten-year Transit Development Plan (TDP) in August 2011; and

WHEREAS, the HART Board of Directors assessed the agency's state and discussed its strategic direction during a Board workshop in August 2011; and

WHEREAS, the HART Executive Leadership Team has met several times to begin drafting a strategic plan for the agency that incorporates the Board's direction and elements of the TDP; and

WHEREAS, the framework for the Strategic Plan draws upon a review of strategic planning models;

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

Section 1. The HART vision, mission statement, core values, and goals in Attachment A to the Committee Action Item, are hereby adopted.

Section 2. The Chief Executive Officer shall develop a five-year strategic plan that may include objectives, strategies, tactics and metrics to support the accomplishment of the HART goals.

Section 3. The Strategic Plan shall be presented to the Board in its final form concurrent with the development and implementation of the Fiscal Year 2013-2014 budget.

Section 4. The Strategic Plan shall be reviewed each year, in sync with the HART budget cycle and updated as necessary.

Section 5. The Chief Executive Officer shall work diligently to effectively execute the plan and shall be evaluated, in part, against his/her ability to so.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON FEBRUARY 6, 2012.

ATTEST:

Councilmember Mike Suarez, Secretary
HART Board of Directors

Fran Davin, Chairperson
HART Board of Directors

ATTACHMENT A

Vision:

“Our vision is to make transit a relevant and viable travel option for all residents of Hillsborough County.”

Mission:

“The mission of the Hillsborough Transit Authority (HART) is to provide safe, innovative and cost-effective public transportation services that enhance the quality of life in our community.”

Core Values:

- Open & Effective Communication
- Teamwork & Diversity
- Leadership & Accountability
- Integrity, Trust & Professionalism
- Fiscal Responsibility
- Excellence, Innovation & Development
- Promote Safety at All Levels
- Community Driven

Goals:

Goal #1	Exceed Customer Expectations
Goal #2	Ensure Safety & Security
Goal #3	Maximize Financial Condition
Goal #4	Foster a Thriving Internal Environment
Goal #5	Connect the County and Region
Goal #6	Embrace Innovative Practices and Systems