



**Committee Members**

Ron Govin, Chair

David Mechanik, Vice Chair

Kevin Beckner

John Byczek

Fran Davin

Mark Sharpe

HART Administrative Offices

1201 E. 7<sup>th</sup> Avenue, 3<sup>rd</sup> Floor,

Florida Conference Room

Tampa, Florida 33605

Monday, July 18, 2011, at 9:00 a.m.

*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](mailto:petitl@goHART.org)*

**TAB**

**CALL TO ORDER**

**1. APPROVAL OF MINUTES**

Minutes from the June 20, 2011, Finance, Governance, and Administration Committee meeting

**2. PUBLIC COMMENT (3 MINUTES PER SPEAKER)**

**3. PRESENTATIONS**

**Public Transportation Assists Those Seeking to Find Employment**

Ernest Coney, Chief Operations Officer, Corporation to Develop Communities of Tampa

Overview:

The Corporation to Develop Communities (CDC) of Tampa provides many services to our community, including job training and placement assistance. Access to safe, reliable, and efficient transportation is a vital component in job placement, especially for clients who are seeking employment or transitioning from public assistance to employment. CDC of Tampa partners with HART in developing strategies that help residents address transportation barriers and become economically self-sufficient. Reliable transportation connects clients to work, child care, education, health care, and other life activities.

**FY2012 and FY2013 Proposed Budgets Overview**

Katharine Eagan, Chief Operating Officer; and

Mary Shavaliier, Director of Grants Management and Planning

Overview:

HART staff prepared the FY2012 Operating and Capital Proposed Budgets, along with the Planned Budgets for FY2013. Modifications and recommendations identified during the previous Board meetings are incorporated in the revised budget documents that were made available the week of July 11, 2011, and will be presented at the July 18 Finance Committee meeting for review and discussion.

*Continued...*

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4. COMMITTEE ACTION ITEMS

a. **Authorization to Implement the Proposed November 2011 Schedule Change**

Katharine Eagan, Chief Operating Officer

*Overview:*

HART staff has conducted extensive public outreach on proposals for the November 2011 schedule change. These proposals, with public comments incorporated, are presented for review and discussion.

*Recommendation:*

That the Finance, Governance, and Administration Committee review the action item authorizing implementation of the November 2011 schedule changes as presented and advance this item to the full HART Board of Directors.

b. **Approval of FY2012 – FY2021 Transit Development Plan for Submittal to the Florida Department of Transportation**

Mary Shavaliere, Director of Grants Management and Planning

*Overview:*

In accordance with Section 341.052 F.S. and 14-73.001 F.A.C., a Transit Development Plan (TDP) must be established by eligible providers of public transportation and shall be adopted by a provider's governing body.

*Recommendation:*

That the Finance, Governance, and Administration Committee review the presented TDP update and advance this item to the full HART Board of Directors.

c. **Authorize the Chief Executive Officer to Execute Resolution #R2011-08-XX – Amendment No. 3 Rescinding the prior Amendment, and Execute Resolution #R2011-08-XX – Amendment No. 4 Adding Funds (\$231,995) to Existing Agreement between the Hillsborough Transit Authority and the Pinellas County Metropolitan Planning Organization for the Job Access Reverse Commute Program**

Kenneth J. Wagner, Director of Finance

*Overview:*

The Federal Transit Administration has advised the Pinellas County MPO and HART staff that it is necessary to execute Amendment No. 3 and Amendment No. 4 to reflect correction in the grant agreement that contains the \$231,995 in the Job Access Reverse Commute (JARC) Program funds. This grant will provide JARC funding in the amount of \$231,995 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.

*Recommendation:*

That the Finance, Governance, and Administration Committee review the action item authorizing the Chief Executive Officer to execute Amendment No. 3, which rescinds Amendment No. 2 and execute Amendment No. 4 updating the existing agreement between HART and the Pinellas County MPO for JARC program and advance this item to the full HART Board of Directors.



*Continued...*

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d. **Authorize the Chief Executive Officer to Dispose of Three (3) Revenue Vehicles in such a Manner to be Most Advantageous to HART**

Brenda Mowen, Chief Administrative Officer

Steve Taylor, Director of Fleet Maintenance

*Overview:*

Three revenue vehicles have met their useful life and are now ready for retirement in accordance with HART Fleet Plan.

*Recommendation:*

That the Finance, Governance, and Administration Committee review the action item authorizing the Chief Executive Officer to dispose of three (3) revenue vehicles through competitive sale, public auction, or disposal in such a manner to be most advantageous to HART and advance this item to the full HART Board of Directors.

5. **ADJOURNMENT**



*Hillsborough Transit Authority*  
**MINUTES**  
*Finance, Governance, and Administration Committee Meeting*  
*June 20, 2011*

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**Committee Members Present**

John Byczek  
Fran Davin  
Ron Govin  
David Mechanik

**Committee Members Absent**

Commissioner Kevin Beckner  
Commissioner Mark Sharpe

**Other Board Members Present**

Wallace Bowers  
Alison Hewitt  
Steven Polzin

**Staff Present**

Sylvia Berrien  
Katharine Eagan  
Olga Gonzalez  
Philip Hale  
Stephen Hendershott  
Rickey Kendall  
Marcia Mejia  
Brenda Mowen  
Lena Petit  
Gisela Rivera-Rios  
Mary Shavalier  
Deborah Tamargo  
Kenneth Wagner

**Others Present**

Charles Fletcher, Gray Robinson  
Elizabeth Kennedy, BayCare Behavioral Health  
Lauren Patton, BayCare Behavioral Health  
Keith Morelli, The Tampa Tribune

*Sign-in sheets are attached*

**CALL TO ORDER**

The June 18, 2011, Finance, Governance, and Administration Committee meeting was called to order by Committee Chair Ron Govin at 9:03 a.m.

**1. APPROVAL OF MINUTES**

*Director Davin moved and Director Byczek seconded approval of the May 16, 2011 Finance, Governance and Administration Committee meeting minutes. All Committee members present voted aye. The motion carried unanimously.*

Chair Govin announced that Director Sharpe was unable to attend the meeting due to a scheduling conflict.

## 2. PRESENTATIONS

### a) *Role of Public Transportation in Healthcare*

Ms. Elizabeth Kennedy, Program Coordinator of Transportation Awareness Program, BayCare Behavioral Health, spoke about the New Freedom funding grant her organization received to train persons with disabilities to access public transportation, obtain bus passes, and use public transportation to get to their appointments and jobs. She spoke about reaching out to the community leaders in light of the recent Legislative Transportation Awareness Program days hosted by her organization. She said BayCare Behavioral Health was looking forward to its continued partnership with HART and referred to packets of information that were provided to the Committee members. A copy of an information packet is on file and can be obtained from the Clerk of the Board at [petitl@gohart.org](mailto:petitl@gohart.org).

Director Davin noted differences in the Hillsborough County process to access Medicaid Transportation compared to Pinellas and Pasco Counties specifically the duration of the bus passes and asked which agency determines the duration of the bus passes issued in Hillsborough County.

Ms. Kennedy reported that the Hillsborough County process, which is under the discretion of the Transportation Disadvantaged Coordinating Board, limits the duration of the transportation pass to one day, whereas other counties distribute monthly passes.

### b) *FY2012-FY2013 Transit Development Plan Update*

Ms. Mary Shavalier, Chief of Strategic Planning and Program Development, presented an outline of the Transit Development Plan (TDP) update that is required by the Florida Department of Transportation. A full copy of the presentation is on file and can be obtained from the Clerk of the Board at [petitl@gohart.org](mailto:petitl@gohart.org).

Director John Byczek arrived at 9:12 a.m.

Director Davin asked how much of the paratransit operational costs are offset by federal support.

Ms. Shavalier responded HART uses the maximum allowed 10 percent of the federal formula grant for paratransit operations along with reimbursement of maintenance paratransit costs.

Director Davin inquired about the fare for paratransit service paid by customers.

Ms. Shavalier said it is \$3.50 per trip which is a little over 10 percent of the operating cost.

Chair Govin asked if this fare standard is set by HART or federally-mandated.

Ms. Shavalier said that under federal requirements a transit agency can set a paratransit fare at no more than twice the local bus fare.

Director Polzin inquired about the net cost for paratransit service.

Ms. Shavalier did not have this figure and said staff would provide this information at a later date.

Director Hewitt asked if staff is exploring funding alternatives for paratransit services operation.

Ms. Shavalier noted that staff has been exploring various strategies making paratransit operations more cost effective, one of them is outsourcing.

Director Davin asked for an explanation of the paratransit qualification requirements.

Mr. Stephen Hendershott, Chief of Operations, pointed out that in order to qualify for paratransit service a customer is required to go through a certification process, which includes a medical evaluation. He noted that only those customers unable to ride fixed route service are eligible for paratransit service.

Director Hewitt commented on a potential overlap of the TDP update and the Board strategic plan.

Ms. Shavalier indicated that the TDP update outlines challenges and needs of the organization, and has action strategies that may serve as a starting point for the Board's strategic plan. She stated HART is required to submit this update to FDOT by September 1, 2011. Ms. Shavalier added that some information required by State to be a part of the TDP might not be included in the strategic plan.

Director Polzin said creation of a strategic plan is challenging, particularly as it relates to the current agency standing and redeveloping the agency's long-term vision. He noted that staff is presenting a 10-year plan update with a heavy focus on the first five years, which allows the state to trace the resources needed to support the agencies. Director Polzin stated staff will have an opportunity to update the TDP annually if other issues arise or organizational priorities shift, and redefine scenarios. He pointed out that the TDP needs to paint a clear picture to this community of what could be available with the revenues at the current or declining level. Director Polzin proposed that the plan include different potential scenarios at various revenues levels. He added that, in his opinion, the September deadline was unfortunate because it is important for the Board to create a future vision that might have multiple scenarios.

Director Davin expressed concern related to recent criticisms by the media suggesting that the HART Board does not know its path and vision which, she stated, is not an accurate depiction. She indicated it would be difficult to explain two parallel plans to the public, the TDP and the Board strategic plan. Director Davin noted it is critical to communicate the agency's plan to the people who stand as critics.

Director Mechanik confirmed that this plan is to be submitted to FDOT and answers certain technical requirements and the Board will have a broader plan, of a more philosophical nature.

Ms. Shavalier reiterated that the TDP update scenario is an underinvestment scenario depicting the current state of affairs.

Director Polzin said that the HART Board will be required to adopt the TDP update before it is submitted to FDOT. He said it is not realistic to have a well-crafted implementable vision in these times of uncertainty on all levels, local, state and federal. Director Polzin added that staff needs to develop this plan to be inspirational but not overpromising.

Director Mechanik said this agency has enhanced its credibility over the course of past years. He stated HART needs to focus is on bus service and continue to do the best with what it can afford to do at the present time.

Director Polzin said that the vision of a bus-oriented plan might not be exciting to the community, however at this point it is a prudent strategy.

Chair Govin said the presented plan is the status quo plan. He agreed that the Board needs to strategically discuss its vision at its workshop on August 26. Chair Govin noted additional revenue shortfalls in 2014, and there should be awareness in the community that without additional subsidy from the community on either level, local, state and federal, HART is not going too far forward. He added that this plan needs to be perceived as a technical document that HART puts together as a component of the broader projections further used by the State of Florida. Chair Govin said the HART Board would still be able to develop a supplemental vision, its strategic plan.

Mr. Hale stated that at the HART Board workshop staff plans to provide the Board with tools to use in shaping a strategic plan, one of the starting points is the TDP.

Director Polzin also encouraged staff to include in the TDP update a reference to the past 10 years. He noted that some changes in ridership are very dramatic if you look back 10 years.

Director Hewitt commented that one of the cost-lowering service strategies listed in the action program in the TDP is alternative fuel. She asked if HART will have to purchase different types of buses or will retrofit the existing fleet.

Mr. Hale responded that HART would not retrofit the fleet.

Director Byczek asked if the TDP includes the streetcar system projections.

Ms. Shavalier responded that the streetcar system is historically left out of the TDP due to the nature of the funding of the system which is not solely HART costs.

### 3. COMMITTEE ACTION ITEMS

#### a) Authorize the Chief Executive Officer to Dispose of Nineteen (19) Revenue Vehicles in such a Manner to be Most Advantageous to HART

Ms. Mowen presented the request for authorization to dispose of revenue vehicles that have met their useful life and are now ready for retirement.

*Director Davin moved action items 3a, Authorization for the Chief Executive Officer to dispose of 19 revenue vehicles in such manner to be most advantageous to HART and 3b, Authorization for the Chief Executive Officer to Award a Contract for Bus Shelters and Accessories to Tolar Manufacturing Company, Inc., in an Amount Not to Exceed \$846,220. Director Byczek seconded. All Committee members present voted aye. The motion carried unanimously.*

Director Hewitt reminded the Committee that a few years ago HART had created a donation program to allow donation of vehicles to non-profit organizations.

Ms. Mowen explained that some of these vehicles have value of four to five digits and some money is expected to be recovered at their disposal.

### 4. INFORMATION ITEM

#### a. Park and Ride Lot Guidelines

Ms. Eagan, Chief of Service Development, reported that the final report on the study of the HART park and ride network recommended that HART pursue a centralized park and ride network. She also noted that one of the study recommendations was to discontinue the park and ride location in the New Tampa area at a Lowe's store parking area; however taking into consideration frequent use of the site, staff recommends continued use of the location as a park and ride lot.

#### b. Airport Transfer Center Update

Ms. Shavalier presented a report on the implications of suspending work on the TPA transfer center.

Director Mechanik remarked it did not appear that HART has a choice to continue with design work without knowing that the site will be available.

Ms. Shavalier indicated it is challenging to keep moving forward with the current project located on the Aviation Authority property without their consent to review the land design.

Director Davin asked about the time limitation on the state grant money for this project and if it was possible to put the funding on hold until the Aviation Authority plan is completed.

Ms. Shavalier stated the project cost was approximately \$3.6 million; with the funding program including federal funding (\$1.4 million), state funding (\$1.6 million) and ad valorem funding (\$0.6 million). She explained staff is working with FDOT to determine repayment requirements for the extended state funding.

Director Polzin asked about access to the potential site located closer to the terminal. He asked if the new proposed location would work for HART.

Ms. Shavalier responded that as of yet there is no exact location, however, there are two ways to access the terminal from both north and south directions.

Director Polzin asked if it is planned to provide transportation from the terminal to the new intermodal center. He stated HART needs to make sure that it has a presence at the new intermodal facility and that it will be built to meet HART needs. Director Polzin asked if the timeframe for the intermodal center construction is known at this point.

Ms. Shavalier responded that the Aviation Authority intends to accelerate and complete the part of the master plan that would clarify the intermodal center site location. She noted that the implementation timeline would be tied to funding. Ms. Shavalier indicated staff will be coming back to the HART Board with updates on the outcome of discussions with FDOT on repayment of funds and the Aviation Authority's position and interest in assisting HART to repay the state funds expended so far on the transfer center project.

Director Mechanik suggested that staff seek assistance from HART General Counsel.

Mr. Charles Fletcher, HART General Counsel, stated that HART is operating under the existing lease agreement with the airport. He indicated he would be examining this agreement and a termination or amendment to this agreement which could potentially affect the strategy and how the payment at termination of this process could be shared.

#### **4. ADJOURNMENT**

The meeting adjourned at 10:29 a.m.



## **COMMITTEE ACTION ITEM**

### ***Authorization to Implement the Proposed November 2011 Schedule Change***

#### **OVERVIEW**

HART staff has conducted extensive public outreach on proposals for the November 2011 schedule change. These proposals, with public comments incorporated, are presented for review and discussion.

#### **RECOMMENDATION**

That the Finance, Governance, and Administration Committee review the action item authorizing implementation of the November 2011 schedule changes as presented and advance this item to the full HART Board of Directors.

#### **FINANCIAL IMPACT**

Savings from fixed route bus is projected to be approximately \$850,000 annually.

#### **BACKGROUND**

HART constantly monitors service and public comment in order to adjust fixed route service and enhance overall service productivity. Trimming lower ridership services and expanding higher ridership services raises overall productivity and delivers service where needed. The challenges of the current economic climate highlight the need to provide service that is effective and serves the maximum number of people.

In developing the proposed FY2012 and FY2013 budgets, staff built on successful route planning tools from previous fiscal years, and identified routes with low ridership during certain times or on certain route segments. Staff recommends the following route and schedule modifications to eliminate unproductive service, establish a sustainable transit network, and balance the FY2012 and FY2013 operating budgets. A map of proposed modifications is attached.

In June 2011, the Board of Directors approved public outreach for proposed schedule modifications to be implemented in November 2011. Outreach included:

- Legal notices and meeting notices in six regional newspapers;
- Informational packets distributed on buses and at transit and transfer centers;
- Flyers posted on all bus, detailing routes to be modified and providing contacts for more information;
- A feature on goHART.org;
- Four pre-public hearing community meetings in June and July 2011; and
- A public hearing on July 14, 2011.



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Based on staff research and feedback received, staff recommends the following:

- Route 30: Operate every thirty minutes between Tampa International Airport and downtown Tampa. The route currently operates every 15 minutes between downtown and the airport.
- Route 39: Eliminate the Temple Heights deviation.
- Route 96: the original proposal, to eliminate Route 96 and preserve Route 97, has been modified to eliminating Route 97 and using its funding to operate Route 96. The City of Tampa provides \$170,000 annually in funding for Route 97, and has indicated that it prefers to use its funding to operate Route 96. This will result in a slightly shorter schedule for Route 96. With committee approval of this proposal, staff will call a public hearing for the elimination of Route 97 and present final recommendations at the August 1, 2011 Board meeting.

#### **NEXT STEPS**

- Present the recommendation by the Finance, Governance, and Administrative Committee to the full HART Board at the August 1, 2011 Regular Board meeting.
- Pending Board approval, the proposed changes will go into effect November 13, 2011.

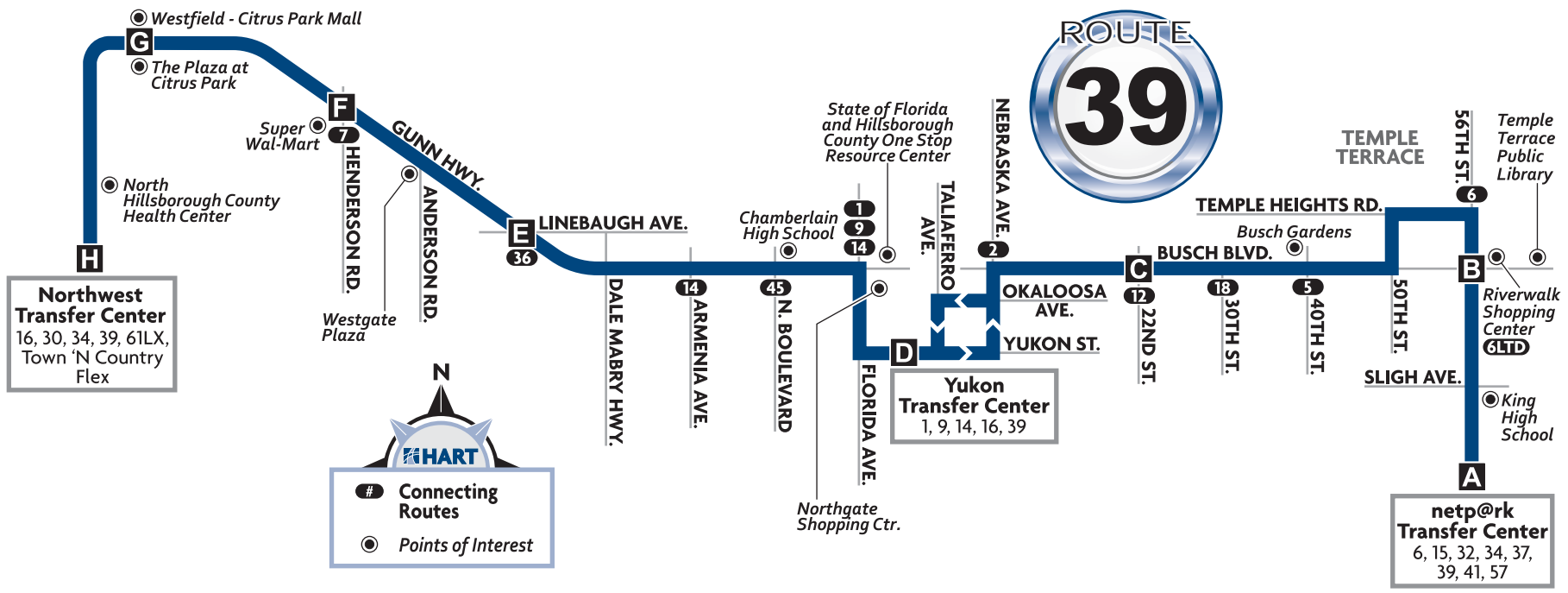
Prepared by: Katharine Eagan, AICP, Chief Operating Officer

Approved by: Philip Hale, Interim Chief Executive Officer

Attachment: Map of proposed modifications



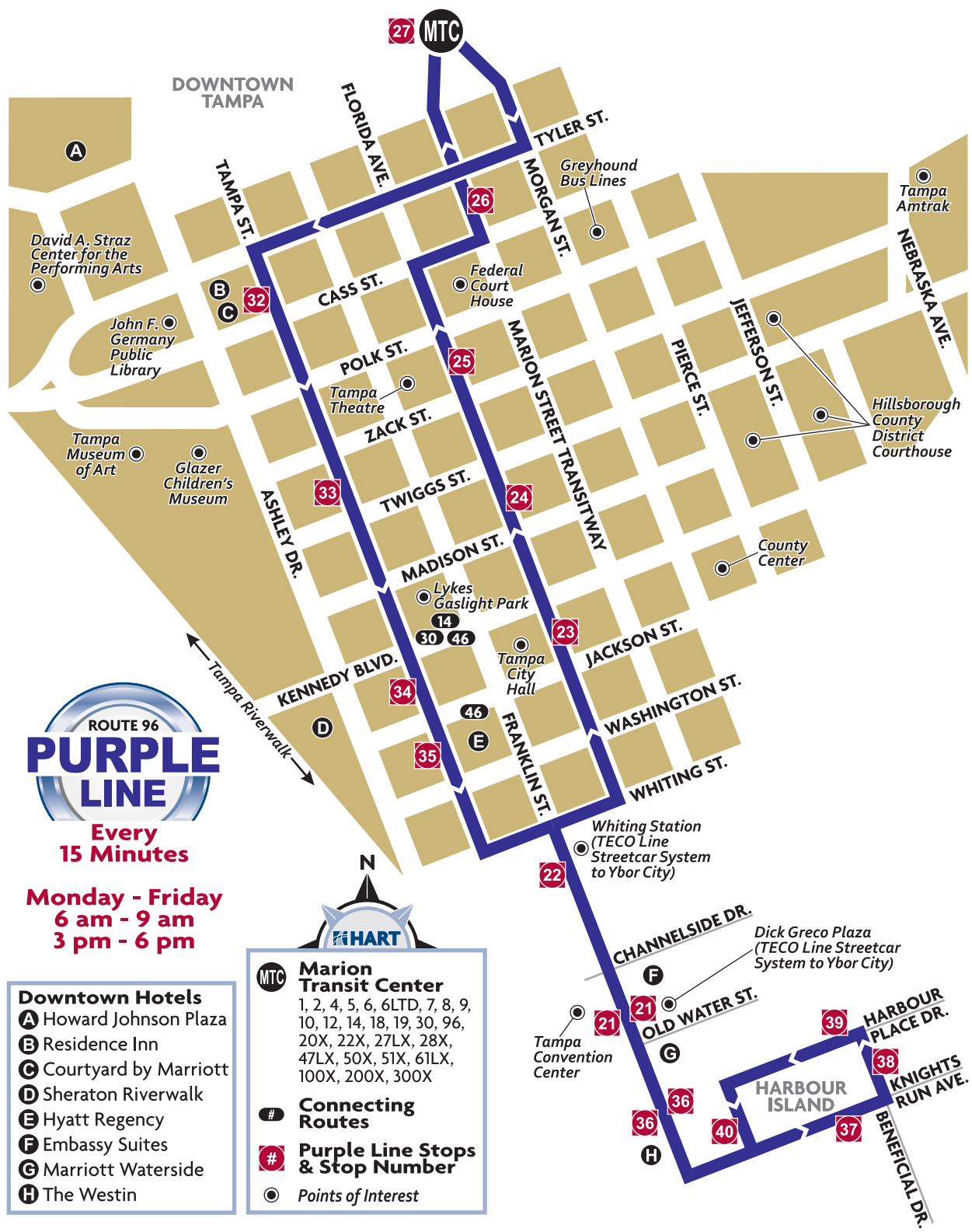
# ROUTE 39



**HART**

# Connecting Routes

● Points of Interest



ROUTE 96  
**PURPLE LINE**

Every  
**15 Minutes**

**Monday - Friday**  
**6 am - 9 am**  
**3 pm - 6 pm**

- Downtown Hotels**
- A** Howard Johnson Plaza
  - B** Residence Inn
  - C** Courtyard by Marriott
  - D** Sheraton Riverwalk
  - E** Hyatt Regency
  - F** Embassy Suites
  - G** Marriott Waterside
  - H** The Westin

- MTC** Marion Transit Center  
 1, 2, 4, 5, 6, 6LTD, 7, 8, 9, 10, 12, 14, 18, 19, 30, 96, 20X, 22X, 27LX, 28X, 47LX, 50X, 51X, 61LX, 100X, 200X, 300X
- #** Connecting Routes
- #** Purple Line Stops & Stop Number
- Points of Interest



**DOWNTOWN TAMPA**

FLORIDA AVE. TYLER ST. MORGAN ST. NEBRASKA AVE.

TAMPA ST. CASS ST. Federal Court House

ASHLEY DR. POLK ST. Tampa Theatre

ZACK ST. TWIGGS ST. MARION STREET TRANSITWAY

MADISON ST. Lykes Gaslight Park

KENNEDY BLVD. TAMPA MUSEUM OF ART

FRANKLIN ST. JACKSON ST. TAMPA CITY HALL

WASHINGTON ST. WHITING ST. Whiting Station (TECO Line Streetcar System to Ybor City)

CHANNELSIDE DR. DICK GRECO PLAZA (TECO Line Streetcar System to Ybor City)

OLD WATER ST. HARBOUR ISLAND

HARBOUR PLACE DR. KNIGHTS RUN AVE.

BENEFICIAL DR.

Greyhound Bus Lines

Tampa Amtrak

Hillsborough County District Courthouse

County Center

Glazer Children's Museum

John F. Germany Public Library

David A. Straz Center for the Performing Arts

Tampa Riverwalk



**Friday and Saturday  
6 pm - 2am**



**Every  
15 Minutes**



## **COMMITTEE ACTION ITEM**

*Approval of FY2012 – FY2021 Transit Development Plan for Submittal to the Florida Department of Transportation*

## **OVERVIEW**

In accordance with Section 341.052 F.S. and 14-73.001 F.A.C., a Transit Development Plan (TDP) must be established by eligible providers of public transportation and shall be adopted by a provider's governing body.

## **RECOMMENDATION**

That the Finance, Governance, and Administration Committee review the action item authorizing the approval of the FY2012 – FY2021 Transit Development Plan and advance this item to the full HART Board of Directors.

## **FINANCIAL IMPACT**

The TDP is a requirement to retain State Block Grant funding. The estimated amount HART will receive in 2012 is \$3.8 million.

## **BACKGROUND**

The TDP is a multi-year business plan for a transit system. The Florida Department of Transportation (FDOT) requires transit systems to prepare a major update of the TDP every five years, with minor updates annually. This year's update is a major update and is scheduled to be submitted to FDOT by September 1.

The process to develop the TDP included public involvement and technical analysis. Key elements in the TDP include

- Situation Appraisal – identifies critical issues affecting HART over the next ten years
- Needs Plan - sets the goal for what HART aspires to achieve with its transit services over the next decade to meet Hillsborough's mobility needs if funding was not a constraining factor
- Status Quo Plan - presents a scenario for what HART service would be over the next ten years if no additional revenue sources are available
- Action Program - work program to address the financial and other challenges as well as accommodate a greater share of the community's mobility needs

Public input was obtained through website updates, attendance at community events and meetings, as well as information displays at transfer centers. Staff also coordinated with the Tampa Bay Workforce Alliance to obtain input on their clients' transit needs. In addition, staff provided regular updates on the plan development to the Hillsborough County Metropolitan Planning Organization (MPO) Committees, with presentations on the draft plan scheduled for the July Committee meetings and the August 2, 2011 MPO Board meeting.



**NEXT STEPS**

Present the recommendations by the Finance, Governance, and Administration Committee to the full HART Board of Directors at the August 1, 2011 regular meeting.

Prepared by: Mary Shavaliar, Director of Grants Management and Planning

Approved by: Philip Hale, Interim Chief Executive Officer

Attachment: Draft FY2012 – FY2021 Transit Development Plan



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## **COMMITTEE ACTION ITEM**

*Authorize the Chief Executive Officer to Execute Resolution #R2011-08-XX – Amendment No. 3 Rescinding the Prior Amendment, and Execute Resolution #R2011-08-XX – Amendment No. 4 Adding Funds (\$231,995) to Existing Agreement Between the Hillsborough Transit Authority (HART) and the Pinellas County Metropolitan Planning Organization (MPO) for the Job Access Reverse Commute (JARC) Program.*

## **OVERVIEW**

The Federal Transit Administration has advised the Pinellas County MPO and HART staff that it is necessary to execute Amendment No. 3 and Amendment No. 4 to reflect correction in the grant agreement that contains the \$231,995 in the Job Access Reverse Commute (JARC) Program funds. This grant will provide JARC funding in the amount of \$231,995 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.

## **RECOMMENDATION**

That the Finance, Governance, and Administration Committee review the action item authorizing the Chief Executive Officer to execute Amendment No. 3, which rescinds Amendment No. 2 and execute Amendment No. 4 updating the existing agreement between HART and the Pinellas County MPO for JARC program and advance this item to the full HART 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 \$231,995 (50%), which will be provided by ad valorem funds (using existing funds with no additional obligations) that will be reflected in the FY2012 expense budget.

## **BACKGROUND**

The 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 received JARC funds since 2001 to assist with the operating costs of eligible routes. The Pinellas MPO, the designated recipient of JARC funds in the three-county area, recently advised that \$231,995 in unallocated JARC funding was available to HART for transit service projects.

In order to execute Amendments No. 3 and No. 4 with the Pinellas County MPO, two resolutions must be adopted by the HART Board.

## **NEXT STEPS**

Present the recommendation of the Finance, Governance, and Administrative Committee to the full HART Board of Directors at the August 1, 2011 regular meeting.

Prepared by: Kenneth J. Wagner, Director of Finance  
Sylvia Berrien, HART Staff Attorney

Approved by: Philip Hale, Interim Chief Executive Officer

Attachments: I Proposed Resolutions  
II Amendments No 3 and 4 to the Agreement with the Pinellas County MPO

ATTACHMENT I

**RESOLUTION NO #R2011-08-XX**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE AMENDMENT (NO. 3) **RESCINDING** AMENDMENT (NO. 2) OF THE AGREEMENT BETWEEN HILLSBOROUGH TRANSIT AUTHORITY (HART) AND THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE 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 agreement with the Federal Transit Administration for these funds; and

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

**WHEREAS**, the Pinellas County Metropolitan Planning Organization and the Hillsborough Transit Authority desire to rescind Amendment No. 2 to the existing agreement in which the aforementioned grant funds will be administered through the Pinellas County 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 agreement with the Pinellas County 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 agreement.

**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 AUGUST 1, 2011.**

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**Alison A. Hewitt, Chairperson  
HART Board of Directors**

**ATTEST:**

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**Wallace Bowers, Secretary  
HART Board of Directors**

ATTACHMENT I

**RESOLUTION NO #R2011-08-XX**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE AMENDMENT (NO. 4) UPDATING THE AGREEMENT BETWEEN HILLSBOROUGH TRANSIT AUTHORITY (HART) AND THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE 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 agreement with the Federal Transit Administration for these funds; and

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

**WHEREAS**, the Pinellas County Metropolitan Planning Organization and the Hillsborough Transit Authority desire to execute an amendment (No. 4) to the existing agreement in which the aforementioned grant funds will be administered through the Pinellas County 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 agreement with the Pinellas County 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 agreement.

**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 AUGUST 1, 2011.**

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**Alison A. Hewitt, Chairperson  
HART Board of Directors**

**ATTEST:**

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**Wallace Bowers, Secretary  
HART Board of Directors**

**FY 2008 and FY 2009 AGREEMENT  
AMENDMENT NO. 3**

**Amendment No. 3 rescinding Amendment 2 of the Agreement between the Pinellas County Metropolitan Planning Organization and Hillsborough Area Regional Transit.**

Amendment No. 3, made and entered into this \_\_\_\_\_day of \_\_\_\_\_ 2011, by and between the PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, an agency of the State of Florida, hereafter called the MPO, and Hillsborough Area Regional Transit, 1201 East 7<sup>th</sup> Avenue, Tampa, FL 33605, hereafter called the SUBGRANTEE for the undertaking of:

FTA Section 5316 Job Access & Reverse Commute and FTA Section 5317 New Freedom Projects, hereinafter the "Project".

WITNESSETH:

**WHEREAS**, the MPO entered into an agreement on the 9th day of January, 2008, amended April 9, 2008, and May 11, 2011, with the Subgrantee, hereinafter "Agreement" whereby Subgrantee desires to conduct late night weekday and weekend transit service; and

**WHEREAS**, an amendment to the Agreement is needed to rescind Amendment No. 2; and

**NOW THEREFORE**, in consideration of the foregoing and the mutual covenants and promises contained here in, is mutually understood and agreed to as follows:

**Section 1.0** Amendment No. 2 is hereby rescinded.

**Section 2.0:** All other provisions of the Agreement shall remain in effect and unaltered.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written:

AS APPROVED TO FORM:

PINELLAS COUNTY  
METROPOLITANPLANNING ORGANIZATION

BY: \_\_\_\_\_  
David Sadowsky, MPO Attorney

BY: \_\_\_\_\_  
Dave Eggers, Chairman

ATTEST: \_\_\_\_\_  
Brian K. Smith, Executive Director

HILLSBOROUGH  
TRANSIT AUTHORITY, SUBGRANTEE

BY: \_\_\_\_\_  
HART Interim Chief Executive Officer

APPROVED AS TO FORM

BY: \_\_\_\_\_  
HART Attorney

ATTEST: \_\_\_\_\_

**FY 2006 and FY 2007 AGREEMENT  
AMENDMENT NO. 4**

**Amendment No. 4 updating the funding of the Agreement between the Pinellas County Metropolitan Planning Organization and Hillsborough Area Regional Transit and adding \$231,995 in additional FTA JARC funds.**

Amendment No. 4, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2011, by and between the PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, an agency of the State of Florida, hereafter called the MPO, and Hillsborough Area Regional Transit, 1201 East 7<sup>th</sup> Avenue, Tampa, FL 33605, hereafter called the SUBGRANTEE for the undertaking of:

FTA Section 5316 Job Access & Reverse Commute and FTA Section 5317 New Freedom Projects, hereinafter the "Project".

WITNESSETH:

**WHEREAS**, the MPO entered into an agreement on the 9th day of January, 2008, amended April 9, 2008, May 11, 2011, and \_\_\_\_\_, 2011, with the Subgrantee, hereinafter "Agreement" whereby Subgrantee desires to conduct late night weekday and weekend transit service; and

**WHEREAS**, the duration and FTA participation funds and local match funds of the Agreement are established in Terms and Conditions of the Agreement; and

**WHEREAS**, an amendment to the Agreement is necessary to extend the duration of the Agreement to September 30, 2013, and with final invoicing by October 14, 2013 and increase the total FTA participation to \$931,995 and the local match to \$931,995; and

**WHEREAS**, the project budget of the Agreement is established in Appendix C Project Budget of the Agreement; and

**NOW THEREFORE**, in consideration of the foregoing and the mutual covenants and promises contained here in, is mutually understood and agreed to as follows:

**Section 1.0**            **TERMS AND CONDITIONS** of the Agreement is amended to read as follows:

**TERMS AND CONDITIONS**

The Project shall be undertaken and accomplished in accordance with the terms and conditions specified herein or contained in Section 1 GENERAL

PROVISIONS and the Appendices named below, which are attached hereto and by reference incorporated herein. Section 1 contains general provisions applicable to this Agreement. Appendix A contains required federal clauses. Appendix B identifies the Project manager and describes the scope of work for the Project. Appendix C contains the Project Budget, by line item, and identifies the funding sources. Appendix D contains the CERTIFICATION REGARDING LOBBYING.

The effective date of this Agreement shall be February 13, 2007. Projects must be completed by September 30, 2013, and be invoiced by October 14, 2013. Total FTA participation shall not exceed the sum of \$931,995 of all expenses incurred in performance of this contract. Funds may not be expended until issuance of a Notice to Proceed by the MPO.

The availability of federal funds shall be a condition precedent to the requirement that Subgrantee provide the \$931,995 local match funds to complete the project. The Subgrantee is solely responsible for providing the local match to complete this Project. Subgrantee agrees to provide documentation of said local match prior to the MPO's issuance of a Notice to Proceed.

Section 2.0: **APPENDIX C PROJECT BUDGET** of the Agreement is amended to read as follows:

**APPENDIX C  
PROJECT BUDGET**

Budget Amount

Source of Funds

Federal Section 5316 \$931,995  
Local Match\* \$931,995  
Total \$1,863,990

\*ad valorem taxes will be used for local match

Federal Section 5317 \$300,000  
Local Match\* \$75,000  
Total \$375,000

\*impact fees will be used for local match source

Section 3.0: All other provisions of the Agreement shall remain in effect and unaltered.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written:

AS APPROVED TO FORM:

PINELLAS COUNTY  
METROPOLITAN PLANNING ORGANIZATION

BY: \_\_\_\_\_  
David Sadowsky, MPO Attorney

BY: \_\_\_\_\_  
Dave Eggers, Chairman

ATTEST: \_\_\_\_\_  
Brian K. Smith, Executive Director

HILLSBOROUGH  
TRANSIT AUTHORITY, SUBGRANTEE

BY: \_\_\_\_\_  
HART Interim Chief Executive Officer

APPROVED AS TO FORM

BY: \_\_\_\_\_  
HART Attorney

ATTEST: \_\_\_\_\_



**COMMITTEE ACTION ITEM**

*Authorize the Chief Executive Officer to Dispose of Three (3) Revenue Vehicles in such a Manner to be Most Advantageous to HART.*

**OVERVIEW**

Three revenue vehicles have met their useful life and are now ready for retirement in accordance with HART Fleet Plan.

**RECOMMENDATION**

That the Finance, Governance, and Administration Committee review the action item authorizing the Chief Executive Officer to dispose of three (3) revenue vehicles through competitive sale, public auction, or disposal in such a manner to be most advantageous to HART and advance this item to the full HART Board of Directors.

**FINANCIAL IMPACT**

Vehicles will be disposed of in a method to be most advantageous to HART.

**BACKGROUND**

Staff has identified three revenue vehicles that have met their useful life in accordance with guidelines issued by the Federal Transit Administration for small size, heavy-duty transit buses (approximately 30') of at least 10 years or an accumulation of at least 350,000 miles, and other light-duty vehicle with four years of service or 100,000 miles. They are:

<b>Heavy Duty Transit Buses</b>				
<b>Item</b>	<b>Vehicle</b>	<b>Year</b>	<b>Length / Make / Model</b>	<b>Mileage</b>
1	2005	2000	29' Gillig Low Floor	389,486
2	2015	2000	29' Gillig Low Floor	383,361

<b>Light Duty Vehicles</b>				
3	1221	2005	Dodge Caravan	99,801

Three (3) vehicles are ready for immediate disposal.

**NEXT STEPS**

Present the recommendation by the Finance, Governance, and Administrative Committee to the full HART Board of Directors at the August 1, 2011 regular meeting.

Prepared by: Brenda Mowen, Chief Administrative Officer  
 Steve Taylor, Director of Fleet Maintenance

Approved by: Philip Hale, Chief Executive Officer

Attachment: Proposed Resolution

ATTACHMENT

RESOLUTION NO #R2011-08-XX

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO DISPOSE OF THREE (3) REVENUE VEHICLES IN SUCH A MANNER TO BE MOST ADVANTAGEOUS TO HART.**

**WHEREAS**, the following three vehicles have reached the end of their useful life; and

<b>Heavy Duty Transit Buses</b>				
<b>Item</b>	<b>Vehicle</b>	<b>Year</b>	<b>Length / Make / Model</b>	<b>Mileage</b>
1	2005	2000	29' Gillig Low Floor	389,486
2	2015	2000	29' Gillig Low Floor	383,361

<b>Light Duty Vehicles</b>				
3	1221	2005	Dodge Caravan	99,801

**WHEREAS**, these three vehicles have met their useful life in accordance with guidelines issued by the Federal Transit Administration;

**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 dispose of three (3) vehicles through competitive sale, public auction, or disposal in such a manner to be most advantageous to HART.

**Section 2.** Proper officers of HART are authorized to do all things necessary and required in order to implement the disposal 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 AUGUST 1, 2011.**

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**Alison A. Hewitt, Chairperson  
HART Board of Directors**

**ATTEST:**

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**Wallace Bowers, Secretary  
HART Board of Directors**