



**Franklin Transit Authority
Regular Meeting Agenda
Thursday, November 15, 2012 3:30 pm**

1. Call to Order
2. Roll Call/Confirm Quorum
3. Public Comments

This portion of the agenda is for members of the public to directly address the FTA on any items not on the agenda and within the jurisdiction of the Authority. Comments are limited to three minutes per speaker. The Authority will hear all communication but will not take any action on items that are not on the Agenda.

CONSENT CALENDAR

4. Minutes of September 20, 2012 Regular Meeting Minutes (ITEM #4)

OLD BUSINESS

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

NEW BUSINESS

7. Consideration of Development of Transportation Girl Scout Patch BAI11-15-12-7
8. Acknowledgement of Mobility Concept Plan Development – Carothers Parkway & McEwen Drive BAI11-15-12-8
9. Holly Trolley

OTHER BUSINESS

10. Report of Executive Director
11. Adjourn

**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Thursday, September 20, 2012 – 3:30 PM**

The Franklin Transit Authority met on Thursday, September 20, 2012 at 3:30 pm
708 Columbia Ave. Franklin, TN

Members present

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

Others Present

Debbie Henry, The TMA Group
Kristen Corn, City of Franklin
Laing McCullough, The TMA Group
Calveta Burger, The TMA Group
Stanton Higgs, The TMA Group
Kevin Comstock, City of Franklin
Deb Varallo, Varallo Public Relations
Ken Moore, Mayor, City of Franklin

1. Call to Order

Chairman Elliott called the meeting to order.

2. Roll Call/Confirm Quorum

Chairman Elliott confirmed that there was a quorum.

3. Public Comments

This portion of the agenda is for members of the public to directly address the FTA on any items not on the agenda and within the jurisdiction of the Authority. Comments are limited to three minutes per speaker. The Authority will hear all communication but will not take any action on items that are not on the Agenda.

CONSENT CALENDAR

4. Minutes of July 19, 2012 Regular Meeting Minutes (ITEM #4)
Chairman Elliott called to approve the minutes of the July 19, 2012 regular meeting; Mr. Hays Waldrop motioned, Ms. Nancy Fletcher-Blume seconded the motion. Motion carried unanimously.

OLD BUSINESS

5. Year-to-Date Financial Statement and Summary (ITEM #5)

Ms. Henry presented the year to date August 31, 2012 financial statements to the Authority, noting that numbers are tracking well; 17% revenues, 18% expenses, with 17% of the year elapsed. Ms. Henry noted the increase in expenses for August was an additional payroll in the month. Transit fares are tracking well as are ridership numbers. Chairman Preston Elliott called for acceptance of the financial report. *Mr. Dale Thomas motioned, Ms. Nancy Williams seconded and the motion passed unanimously.*

Mayor Ken Moore spoke to the Authority on the expected upcoming growth for Williamson County and the City of Franklin. Tremendous new development is coming, and already started, with Columbia State Community College and Vanderbilt University Medical Center. There will be a parking challenge with this expansion, and The TMA Group and especially the Franklin Transit Authority will be integral with moving people in and around Franklin.

6. Transit Report

(ITEM #6)

Ms. Henry reported the ridership. As was previously discussed the new goal is: 4,000 a month. August 2012 total: 4,641. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Dale Thomas motioned, Ms. Nancy Williams seconded and the motion passed unanimously.*

7. Community Outreach and Marketing Updates

Ms. Deb Varallo spoke on the success of Dump the Pump Day and Adopt-A-Stop Celebration, noting our current special is for Seniors.

NEW BUSINESS

8. Consideration of Approval of Consolidated Human Services Transportation (BAI 9-20-12-8)

Between Franklin Transit Authority and Nashville MTA for FY 2013.

The Consolidated Human Services Transportation Plan contract between Nashville MTA and Franklin Transit Authority was presented for approval. These are regular operating funds to expand service to disabled and seniors in Franklin. Franklin Transit Authority applied for, and was selected to receive \$136,026.00 total in New Freedom Funds. Chairman Preston Elliott called for the approval of the funds. *Mr. Dale Thomas motioned, Mr. Hays Waldrop seconded and the motion passed unanimously.*

9. Contract for Consideration- State Matching Contract for FY 2013 5307 Funds (BAI 9-20-12-9)

Ms. Henry informed the Board this is the state match for 5307 operating funds. This is the 6th year Franklin Transit has received these funds. This year's amount is \$214,524.00. Chairman Preston Elliott called for the approval of the funds. *Mr. Hays Waldrop motioned, Ms. Nancy Fletcher-Blume seconded and the motion passed unanimously.*

10. Approve TDOT Matching Contract

(BAI 9-20-12-10)

Ms. Henry informed the Board this is the state match for FY 2011 5307 capital allocation. State match is \$82,939, with total federal, state, and local funds being \$829,394. Chairman Preston Elliott called for the approval of the funds. *Ms. Nancy Williams motioned, Mr. Dale Thomas seconded and the motion passed unanimously.*

OTHER BUSINESS

10. Report of Executive Director

Ms. Henry informed the Authority of one change in TMA staff, a promotion for Stanton Higgs, the new Business Development and Operations Director. Mr. Higgs will have greater responsibilities in VanStar and Transit, especially in the day to day operations. Ms. Henry also noted that Franklin Fast Passes are being sold online through The TMA Group website.

11. Adjourn

Preston Elliott, Chairman

The TMA Group
For The Month Ending October 31, 2012

	<u>Month</u>		<u>YTD Actual</u>	<u>Annual</u>	
	<u>Actual</u>			<u>Budget</u>	
REVENUES:					
Revenue Grant - Transit	\$ 92,223.28	\$	377,956.51	1,135,515.00	
Revenue - Contracts	1,800.00		5,460.00	7,500.00	
Revenue - Transit Fares	7,986.30		22,881.81	55,000.00	
Revenue - Transit Net/Other	0.00		0.00	0.00	
Revenue - Transit Fares; HT	0.00		0.00	12,000.00	
Revenue - Transit-Other	0.00		0.00	0.00	
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Total Revenues	102,009.58		406,298.32	1,210,015.00	34%
TRANSIT OPERATIONS COST:					
Salaries - Transit Admin.	6,220.49		25,827.96	80,000.00	
Salaries - Transit Drivers	29,088.04		119,378.51	277,000.00	
Salaries - Contracts	336.11		1,738.56	5,500.00	
Salaries - Transit Operations	7,074.69		31,678.11	77,862.00	
Salaries - Cleaning	154.32		607.55	1,000.00	
Salaries - Holly Trolley	0.00		0.00	10,000.00	
Employer PR Tax	0.00		11,364.51	36,000.00	
Empl'ers WC/UC	1,658.98		7,280.29	18,210.00	
Empl'ee Benefits-Transit Admin	0.00		5,189.06	29,600.00	
Empl'ee Benefits-Transit Drivr	0.00		23,601.26	90,000.00	
Employee Benefits - Contracts	0.00		356.80	2,000.00	
Empl'ee Benefits-Transit Oper.	0.00		6,435.12	30,366.00	
Employee Benefits - Cleaning	0.00		109.26	40.00	
Bank/Credit Card Charges	0.00		0.00	0.00	
Meetings	150.22		266.29	2,000.00	
Memberships/Dues	0.00		5,409.00	8,650.00	
Subscriptions	0.00		0.00	200.00	
Education/Community Outreach	0.00		0.00	10,000.00	
Print Advertising	805.00		2,410.94	10,200.00	
TV Advertising	0.00		49.00	2,400.00	
Radio Advertising	600.00		1,733.33	9,000.00	
Printed Brochures & Pieces	0.00		0.00	7,000.00	
Promotional Products	38.24		826.24	5,000.00	
Transit Maintenance	3,654.96		23,032.74	75,000.00	
Transit Bldg/Oper. Maintenance	1,457.52		1,957.02	12,000.00	
Transit Maint. Facility-Rent	3,354.67		13,418.68	40,500.00	
Transit Maint. Fac - Utilities	1,055.70		3,561.44	24,000.00	
Trolley Cleaning & Supplies	0.00		0.00	1,000.00	
Transit Center Cleaning	305.00		1,315.00	4,800.00	
Equipment - Transit	0.00		203.78	5,000.00	
Postage	(13.00)		91.00	1,065.00	
Professional Services	0.00		0.00	5,100.00	
Supplies	795.84		1,789.22	9,800.00	
Uniforms	539.58		3,201.91	8,500.00	
Radio Communications	809.07		2,815.46	9,000.00	
Travel & Training	2,241.28		2,388.75	4,500.00	
Transit Fuel	11,149.90		43,176.73	100,000.00	
Automobile/Trolley Insurance	6,269.55		12,539.10	72,000.00	
Legal Fees	0.00		0.00	2,500.00	
Transit General Liability	3,658.66		7,432.70	42,000.00	
Errors & Omissions Liability	0.00		0.00	6,562.00	
Transit-DAM Compliance	192.00		910.50	2,500.00	
Planning/Transit	0.00		17,000.00	32,410.00	
Ind Chgs Reassign-Transit	0.00		16,062.63	39,000.00	
Ind Chgs Reassign-Contracts	0.00		207.75	750.00	
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Total Operations Cost	81,596.82		395,366.20	1,210,015.00	33%
Budget Year Elapsed					33%

CITY OF FRANKLIN TRANSIT FARES

BY MONTH COLLECTED IN EACH FISCAL YEAR

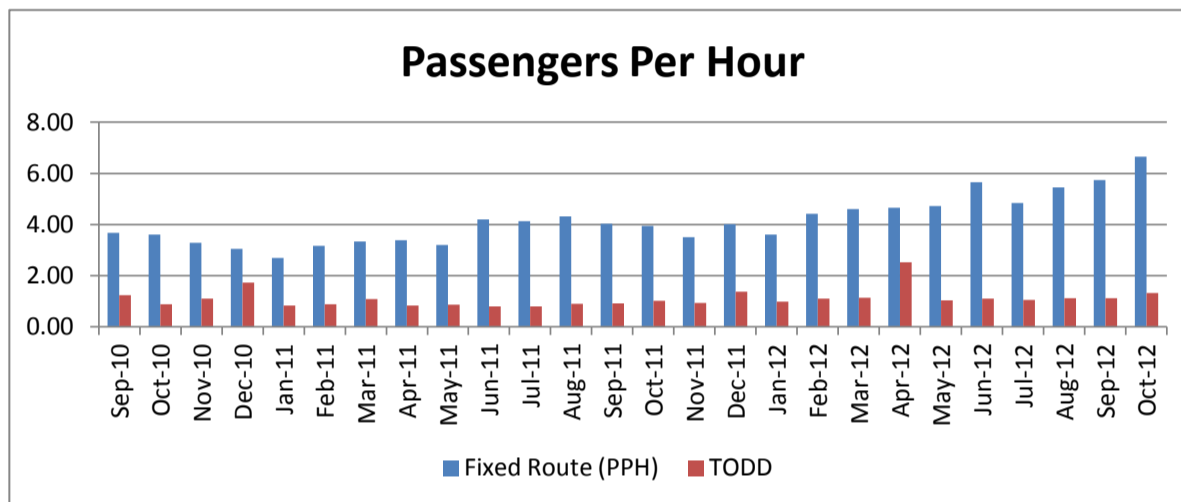
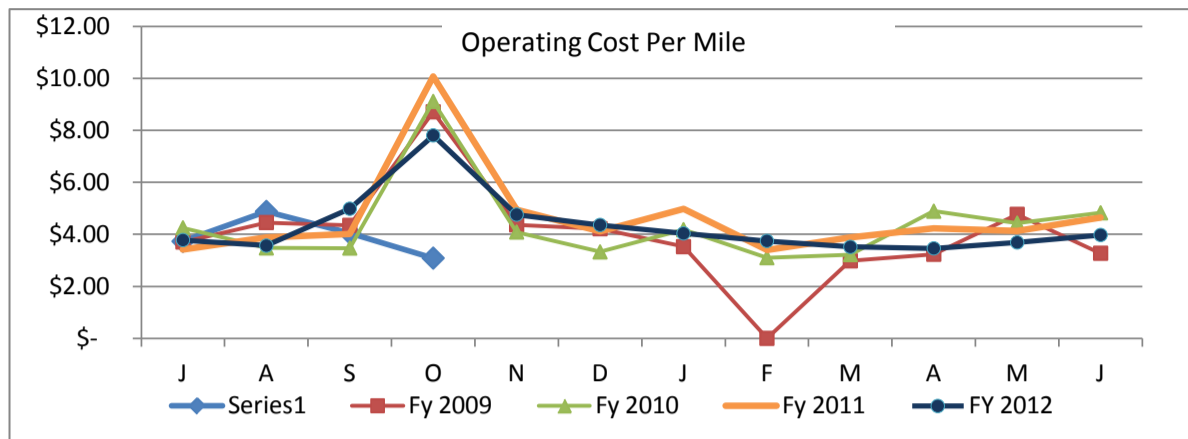
Month	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011		2011-2012			2012-2013			
July	\$2,414	\$3,573	\$3,789	\$3,858	\$3,784			\$3,807			\$4,115		
August	\$2,236	\$3,434	\$6,086	\$3,933	\$4,078			\$4,355			\$5,371		
September	\$2,427	\$3,506	\$3,869	\$3,451	\$4,423			\$5,420			\$5,410		
October	\$4,106	\$11,146	\$4,474	\$5,240	\$6,834	Fares Holly Trolley	\$5574.30 \$1260.00	\$4,249			\$7,986	Fares FastPass Other	\$6,120.75 \$365.55 \$1,500.00
November	\$10,991	\$13,846	\$9,503	\$18,273	\$10,638	Fares Holly Trolley	\$4128.25 \$6510.00	\$18,909	Fares Holly Trolley	\$11,577.00 \$7,332.37		Fares Holly Trolley	
December	\$2,848	\$4,878	\$11,182	\$6,100	\$12,833	Fares Holly Trolley	\$4008.20 \$8825.00	\$8,538	Fares Holly Trolley	\$4,208.85 \$4,328.73		Fares Holly Trolley	
December					-\$1,200	Holly Trolley Refunds paid direct from TMA		\$0	-	-		-	
January	\$2,771	\$3,784	\$3,925	\$2,983	\$3,556			\$3,562					
February	\$2,332	\$4,684	\$3,470	\$3,084	\$3,542			\$5,145					
March	\$3,471	\$3,231	\$4,009	\$4,434	\$4,589	Fares Beer Fest	\$3876.68 \$ 712.00	\$8,946	Fares FastPass Books Brewfest	\$4,021.00 \$3,625.00 \$1,299.50		Fares FastPass Books Brewfest	
April	\$2,442	\$5,053	\$3,979	\$3,255	\$3,900			\$6,585	Fares Leadership Franklin Main Street Festival	\$3,834.00 \$ 600.00 \$2,151.00		Leadership Franklin Main Street Festival	
May	\$3,390	\$3,364	\$5,081	\$2,850	\$2,965			\$4,658					
June	\$3,130	\$4,930	\$5,305	\$4,339	\$3,453			\$4,688					
Total	\$42,558	\$65,429	\$64,672	\$61,799	\$63,394			\$78,861			\$22,882		

Ridership

Ridership by Route for October 2012

Eastbound	Westbound	Southbound	TODD	OTHER	TOTAL	Sr./Dis
1307	1526	678	1968	226	5,705	2,643

Total service hours for the month: 1,157 Total vehicle miles for the month: 30,581 Operating cost for the month: \$81,597



Service Delivery

Operating Cost per vehicle Mile

	Local	State	Federal	Farebox	Other	Total
Oct-12	\$ 1.62	\$ 0.76	\$ 0.42	\$ 0.30	\$ 0.12	\$ 3.09
FY 2013	\$ 2.07	\$ 0.97	\$ 0.54	\$ 0.23	\$ 0.15	\$ 3.94
Fy 2012	\$ 1.17	\$ 0.55	\$ 0.31	\$ 0.22	\$ 0.09	\$ 2.23

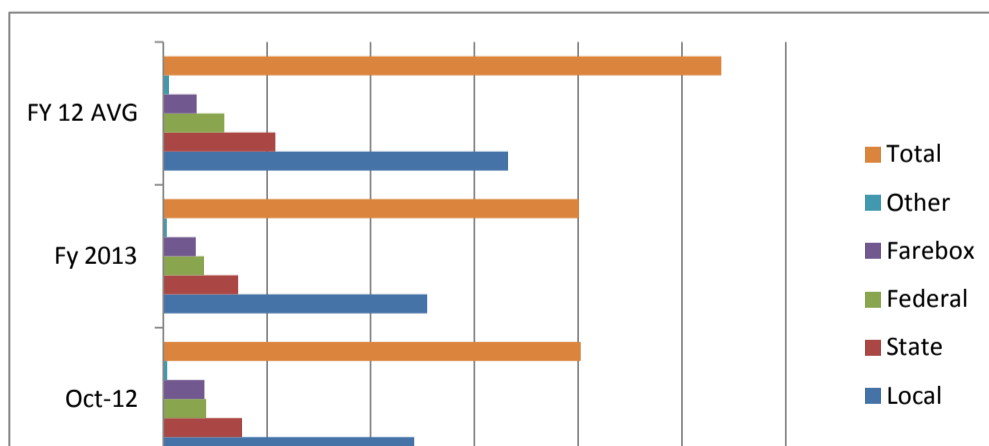
Average passengers per service hour 6.02. Miles since last incident: 99,552

Funding Diversification

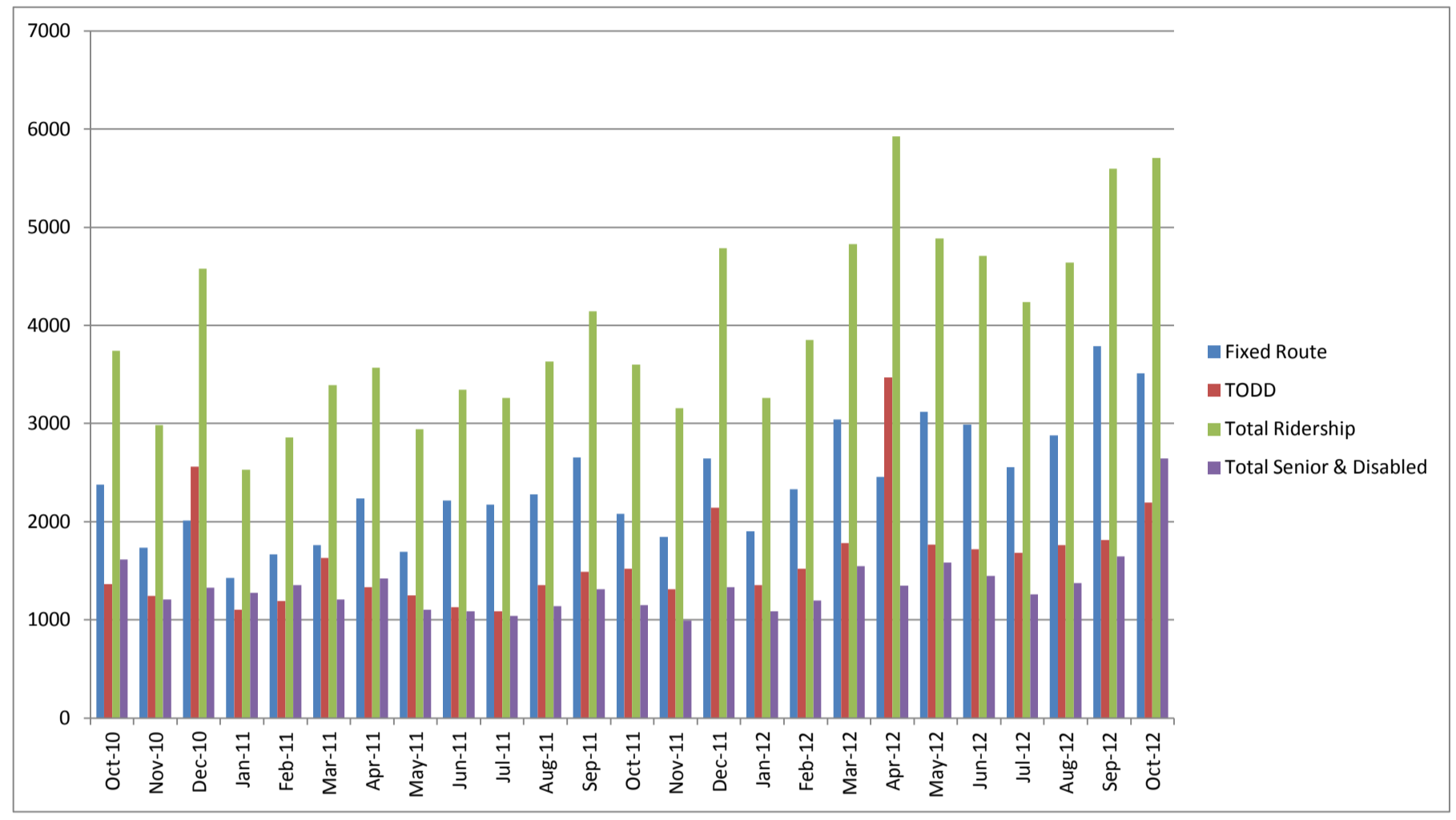
Local	State	Federal	Farebox	Other	Total
\$45,221	\$17,844	\$9,735	\$7,896	\$900	\$81,596
65%	20%	11%	4%	1%	100%

*Operating Cost per passenger:

	Oct-12	Fy 2013	FY 12 AVG
Local	\$7.93	\$ 13.05	\$ 12.71
State	\$3.13	\$ 3.59	\$ 3.61
Federal	\$1.71	\$ 1.96	\$ 1.97
Farebox	\$1.38	\$ 1.12	\$ 1.56
Other	\$0.16	\$ 0.18	\$ 0.18
Total	\$14.30	\$ 19.90	\$ 20.04



	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12
Fixed Route	2380	1737	2013	1424	1667	1759	2238	1692	2213	2176	2278	2654	2080	1842	2642	1904	2329	3043	2455	3118	2989	2555	2879	3786	3511
TODD	1362	1245	2562	1104	1191	1631	1330	1251	1131	1086	1354	1491	1520	1312	2142	1355	1520	1784	3469	1768	1717	1682	1762	1811	2194
Total Ridership	3742	2982	4575	2528	2858	3390	3568	2943	3344	3262	3632	4145	3600	3154	4784	3259	3849	4827	5924	4886	4706	4237	4641	5597	5705
Total Senior & Dis:	1617	1205	1327	1277	1351	1205	1422	1105	1088	1041	1138	1310	1151	991	1335	1087	1196	1547	1350	1582	1449	1258	1372	1648	2643



FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM

Item Number: 11-15-12-7

Meeting Date: 11-15-12

Item Title: Consideration of Development of Transportation Girl Scout Patch

BACKGROUND

To broaden the education today's local youth about alternative transportation – what it is – the basics, the benefits, and how to use it - the development of a Transportation Patch is proposed. The Transportation Patch will include levels of tasks paralleled to the different scout levels.

Through a partnership with the Girl Scouts of Middle Tennessee Council, upon approval by Girl Scout Council, development of Transportation Patch will be implemented.

STAFF RECOMMENDATION

Staff recommends the approval of the development process and implementation of a Transportation Patch in partnership with the Girl Scouts of Middle Tennessee Council.

Approved _____
Board Officer

_____ *Date*

Franklin Transit Authority / Transportation Girl Scout Patch program

Draft

Discover – Connect – Share! Discover the alternatives to automobile transportation. Learn how to ride public transit and how to stay safe when using alternate transportation. Complete the activity requirements and earn a patch!

Daisy: complete 4 activities – one from each category and one from any category you choose

Brownie: complete 5 activities – one from each category and two from any category you choose

Junior: complete 6 activities – two from each category

Cadette, Senior and Ambassador: complete 7 activities – two from each category and one from any category you choose.

Section I: **Discover** Transit Basics

1. What are the different forms of mass transit – nationally and in your community?
2. Learn about safety: when walking, bicycling, riding the bus, and when riding your bike around transit vehicles and when taking your bike on the bus.
3. Pick up or download a transit schedule from your local transit authority.
4. Learn about the benefits transit can have – for you, your family, and your community.
5. Learn how walking, biking, or using mass transit helps the environment.
6. Find out what your city, county and state government is doing to improve alternative transportation with regard to bus improvements, bike routes, pedestrian safety, etc.

Section II: **Connect**

1. Identify at least four different road signs and other safety measures that you may find near bus stops, pedestrian crossings, and rail crossings.
2. Figure out how to get to one of your daily activities (attending school, after-school activities, after-school job) – by using transit to get to and from those locations.
3. With a parent, ride a transit bus or trolley to one of your regular destinations (for example, school, the YMCA, the grocery store or your doctor's office).
4. With a parent, safely take your bike on a Franklin Transit vehicle.
5. Take a tour of the Franklin Transit Authority, the Music City Star station, or other mass-transit office.

Section III: **Share!**

1. For Daisy and Brownie: Draw a picture and write (or have an adult help you write) a few sentences about what you have learned about transportation. Which mode of transportation is your favorite? Share your drawing and ideas with your troop. For Junior, Cadette and Senior: Write a few paragraphs detailing what you learned about transportation; share it with your troop.
2. Get creative and organize a neighborhood event encouraging your neighbors to leave their cars at home and use alternative transportation for one day. Remember to share what you have learned about the benefits of transit!
3. Film or record a public service announcement for your community about pedestrian, bicycle, bus or rail safety.
4. Create a photo slideshow, scrapbook, or short video to share what you have learned about transportation in your community.
5. Distribute Franklin Transit schedules and (safety/other) materials at your school or church.
6. Create a poster encouraging your community to use transit. Display your poster at school, church, or a local business.
7. Create a “walking school bus” (see video link) or schedule a “Walk to School Day” with your school. *Hint: You may also combine other modes of transit (Franklin Transit bus, bicycle) to get to your destination.*

Resources:

Franklin Transit Authority: www.tmagroup.org

Clean Air Kids: <http://www.clean-air-kids.org.uk/airquality.html>

Carbon Calculator:

<http://www.transportdirect.info/Web2/JourneyPlanning/JourneyEmissionsCompare.aspx?&repeatingloop=Y>

Walking school bus video: <http://www.youtube.com/watch?v=LE3iNQN6tg>

**FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM**

Item Number: 11-15-12-8

Meeting Date: 11-15-12

Item Title: Acknowledgement of Mobility Concept Plan Development –
Carothers & McEwen

BACKGROUND

The intersection of Carothers Parkway and McEwen Drive is slated to be a central crossroads for future development growth within the City of Franklin. The growth in development and traffic need to be properly planned, implemented, and maintained for the Carothers Parkway and McEwen Drive corridors to function in an exemplary manner.

In June 2012, the City of Franklin entered into a Professional Service Agreement with Kimley Horn and Associates to assist the City in the review of multiple traffic impact studies submitted for development with the Carothers Parkway Corridor. Two of the four categories identified are: Transportation Management, and Transit.

The TMA Group staff on behalf of the Franklin Transit Authority have been asked to develop a Mobility Concept Plan – a plan that integrates a family of diverse technology-driven rideshare services including but not limited to transit, shuttle connections, carpooling, vanpool. All services should be accessible, safe, affordable, convenient, frequent, and connect employees, employers, citizens, and visitors to both local activity centers within the City of Franklin and important regional destinations.

STAFF RECOMMENDATION

Staff recommends the Franklin Transit Authority to authorize the development of a Mobility Concept Plan, subject to availability of funding, with the guidance and direction from the Authority.

Approved _____
Board Officer

_____ *Date*