



**Franklin Transit Authority
Regular Meeting Agenda ♦ Thursday, August 15, 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 May 16, 2013 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 Design of Girl Scout Franklin Transit Transportation Patch (BAI 08-15-13-7)
8. Acknowledgement of Contractors and 5307 Subrecipients (BAI 08-15-13-8)
9. Consideration of Compliance Review of 5307 Subrecipient Documents (BAI 08-15-13-9)
10. Consideration of Amendment to Lease Agreement for Equipment Between Franklin Transit Authority and the City of Franklin (BAI 08-15-13-10)
11. Consideration of Development of Updated Purchasing Policies and Procedures Manual (BAI 08-15-13-11)
12. Consideration of Established Goal for Existing Vehicle Maintenance Program (BAI 08-15-13-12)

OTHER BUSINESS

13. Executive Director's Report
14. Next Meeting: September 19 @ 3:30 p.m.; Adjourn

**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Thursday, May 16, 2013 – 3:30 PM**

The Franklin Transit Authority met on Thursday, May 16, 2013 at 3:30 pm
708 Columbia Ave. Franklin, TN

Members present

Preston Elliott, Chair
Pearl Bransford
Bob Horner
Dale Thomas
Hays Waldrop

Others Present

Debbie Henry, The TMA Group
Kelly Bair, The TMA Group
Kristen Corn, City of Franklin
Deb Varallo, Varallo Public Relations

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 March 14, 2013 Regular Meeting Minutes (ITEM #4)
Chairman Elliott called to approve the minutes of the March 14, 2013 regular meeting; Mr. Dale Thomas motioned, Ms. Pearl Bransford 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 April 30, 2013 financial statements to the Authority, noting that numbers are tracking well; 84% revenues, 84% expenses, with 83% of the year elapsed. Ms. Henry pointed out the increase revenues in transit fares and contracts. She also reminded the Authority that the increase in service equated increased expenses. There were also unexpected expenses that could not be budgeted such as the increase in audit fees, and a server replacement. Chairman Preston Elliott called for acceptance of the financial report. *Mr. Dale Thomas motioned, Mr. Bob Horner seconded the motion. Motion carried unanimously.*

6. Transit Report (ITEM #6)

Ms. Henry reported the ridership. Ridership and Fare Box continues to rise succulently. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Dale Thomas motioned, Mr. Bob Horner seconded the motion. Motion carried unanimously.*

7. Communications-Outreach Report

Deborah Varallo (Varallo Public Relations) shared with the Authority update about the successful Share-the-Ride event on April 17, where area Mayors and governmental leaders rode Franklin Transit TODD, RTA 91X, and VanStar regional commuter vanpool program to April's monthly regional meetings held in Nashville.

NEW BUSINESS

8. Consideration of Updated Disadvantaged Business Enterprise (DBE) (BAI 05-16-13-7)

Ms. Henry refreshed the Authority about the February BAI regarding the updated DBE goal for FFY 13-15. At that time, it was the Authority's direction, after the required 45-day public comment period, the Authority would review any comments. Ms. Henry shared that no public comments were received. Therefore, staff recommended that the Franklin Transit Authority accepted the updated DBE goal for FFY 2013-15 of 1%. *Ms. Pearl Bransford motioned, Mr. Bob Horner seconded the motion. Motion carried unanimously.*

9. Ethics Refresher Training, Kristen Corn – City of Franklin Staff Attorney

Ms. Corn led Authority members through a thorough presentation regarding ethics compliance.

OTHER BUSINESS

10. Report of Executive Director

Ms. Henry stated that the transit budget has been absorbed into the COF total budget and that the entire budget will begin the process of three readings at May 28th BOMA meeting. Alderman Bransford thanked TMA staff for a professional and well-done presentation to the BOMA Finance and Budget Committee of the Franklin Transit budget.

Ms. Henry shared that Franklin Transit has two items in the new TIP (Transportation Improvement Plan) being developed by MPO.

Ms. Henry introduced Mike Johnston – TMA's new employee: Transport Operations Representative

Tweens and Teens will begin May 28,

11. Adjourn

Preston Elliott, Chairman

Statement of Activities
Franklin Transit Service
Month Ending July 31, 2013

	Month Actual	YTD Actual	Total Budget	
Revenues				
Revenue Grant - Transit COF	111,036.22	111,036.22	1,447,150.00	
Revenue - Transit Fares	5,137.74	5,137.74	65,000.00	
Revenue - Transit Fares; HT	0.00	0.00	13,000.00	
Revenue - Contracts	1,425.00	1,425.00	10,000.00	
Revenue - Transit-Interest	0.00	0.00	8,400.00	
Total Revenues	117,598.96	117,598.96	1,543,550.00	8%
Direct Cost of Program				
Salaries	35,624.15	35,624.15	554,800.00	
Employer Taxes and Benefits	19,225.11	19,225.11	245,580.00	
Meetings	90.00	90.00	3,000.00	
Postage	15.56	15.56	750.00	
Supplies	44.12	44.12	6,500.00	
Communications	42.99	42.99	10,000.00	
Bank Credit Card Charges	0.00	0.00	0.00	
Misc. Expenditures	0.00	0.00	0.00	
Memberships & Dues	559.00	559.00	8,650.00	
Subscriptions	0.00	0.00	200.00	
Transit Maint. Facility-Rent	3,354.67	3,354.67	40,500.00	
Transit Maint. Fac - Utilities	3,935.64	3,935.64	15,000.00	
Transit Bldg/Oper. Maintenance	98.00	98.00	6,500.00	
Transit Center Cleaning	305.00	305.00	4,000.00	
Transit Maintenance	5,592.24	5,592.24	90,000.00	
Travel & Training	0.00	0.00	7,000.00	
Vehicle Maintenance & Repairs	0.00	0.00	0.00	
Trolley Cleaning Supplies	0.00	0.00	1,000.00	
Transit Fuel	21,293.64	21,293.64	150,000.00	
Transit-DAM Compliance	211.00	211.00	3,500.00	
Uniforms	727.76	727.76	11,000.00	
Equipment - Transit	57.50	57.50	125,000.00	
Transit General Liability	3,055.29	3,055.29	35,000.00	
Errors & Omissions Liability	0.00	0.00	5,000.00	
Automobile/Trolley Insurance	5,218.79	5,218.79	50,000.00	
Education, Promotion, Communit	0.00	0.00	10,000.00	
Marketing & Advertising	688.00	688.00	26,600.00	
Printed Brochures & Pieces	0.00	0.00	7,000.00	
Professional Services	0.00	0.00	0.00	
Legal Fees	0.00	0.00	2,500.00	
Planning/Transit	0.00	0.00	64,000.00	
Total Direct Cost of Program	100,138.46	100,138.46	1,483,080.00	7%
Percentage Year Elapsed				8%

CITY OF FRANKLIN TRANSIT FARES

BY MONTH COLLECTED IN EACH FISCAL YEAR

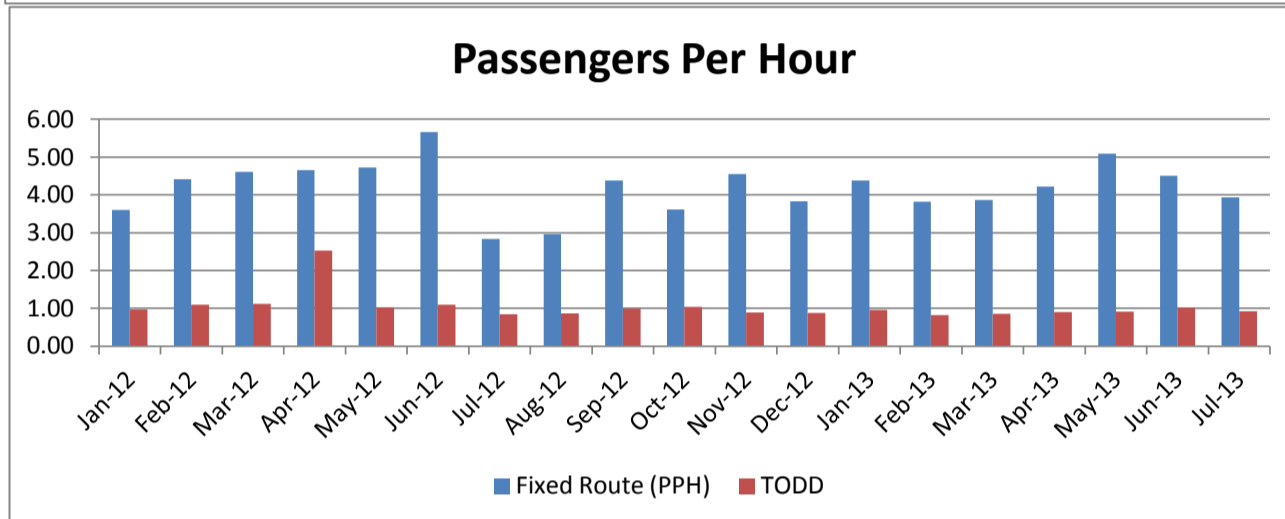
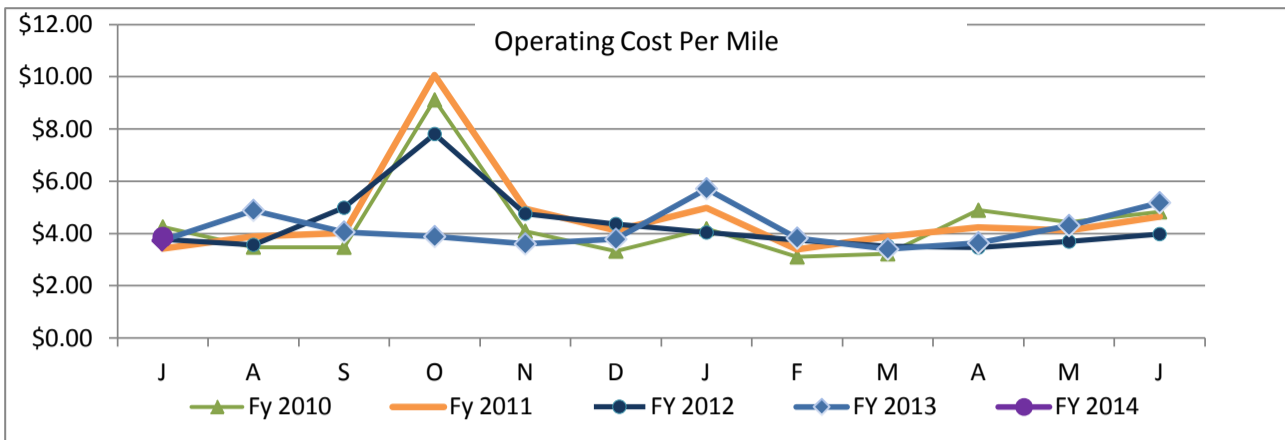
Month	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013		2013-2014		
July	\$2,414	\$3,573	\$3,789	\$3,858	\$3,784	\$3,807	\$4,115			\$5,771	
August	\$2,236	\$3,434	\$6,086	\$3,933	\$4,078	\$4,355	\$5,371				
September	\$2,427	\$3,506	\$3,869	\$3,451	\$4,423	\$5,420	\$5,410				
October	\$4,106	\$11,146	\$4,474	\$5,240	\$6,834	\$4,249	\$7,986	Fares FastPass Other	\$6,120.75 \$365.55 \$1,500.00		Fares FastPass Other
November	\$10,991	\$13,846	\$9,503	\$18,273	\$10,638	\$18,909	\$17,384	Fares Holly Trolley	\$5,290.80 \$12,093.68		Fares Holly Trolley
December	\$2,848	\$4,878	\$11,182	\$6,100	\$12,833	\$8,538	\$6,825	Fares Holly Trolley	\$4,752.10 \$2,073.14		Fares Holly Trolley
December					-\$1,200	\$0		-			-
January	\$2,771	\$3,784	\$3,925	\$2,983	\$3,556	\$3,562	\$7,080	Fares FastPass Holly Trolley	\$6,153.75 \$438.60 \$487.17		Fares FastPass Holly Trolley
January							-\$63	Refund			Refund
February	\$2,332	\$4,684	\$3,470	\$3,084	\$3,542	\$5,145	\$5,099	Fares FastPass Other	\$4,786.75 \$292.50 \$20		Fares FastPass Other
February							-\$30	Returned Ck			Returned Ck
March	\$3,471	\$3,231	\$4,009	\$4,434	\$4,589	\$8,946	\$6,476	Fares FastPass Brewfest	\$4,631.55 \$914.47 \$930		Fares FastPass Brewfest
April	\$2,442	\$5,053	\$3,979	\$3,255	\$3,900	\$6,585	\$7,396	Fares Main Street Festival FastPass	\$6,163.28 \$489 \$743.32		Fares Main Street Festival FastPass
May	\$3,390	\$3,364	\$5,081	\$2,850	\$2,965	\$4,658	\$6,256	Fares FastPass	\$5,269.21 \$986.91		Fares FastPass
June	\$3,130	\$4,930	\$5,305	\$4,339	\$3,453	\$4,688	\$6,815	Fares FastPass	\$5,961.50 \$853.35		Fares FastPass
June							-\$5	Returned Ck			Returned Ck
Total	\$42,558	\$65,429	\$64,672	\$61,799	\$63,394	\$78,861	\$86,115			\$5,771	

Ridership

Ridership by Route for July 2013

Eastbound	Westbound	Southbound	TODD	OTHER	TOTAL	Sr./Dis
1253	1241	1002	1817	52	5,365	1,722

Total service hours for the month: 2028 Total vehicle miles for the month: 25,858 Operating cost for the month: \$99,850



Service Delivery

Operating Cost per vehicle Mile

	Local	State	Federal	Farebox	Other	Total
Jul-13	\$ 2.03	\$ 0.95	\$ 0.53	\$ 0.20	\$ 0.15	\$ 3.86
FY 2014	\$ 2.03	\$ 0.95	\$ 0.53	\$ 0.20	\$ 0.15	\$ 3.86
FY 2013	\$ 2.13	\$ 1.00	\$ 0.55	\$ 0.24	\$ 0.16	\$ 4.05

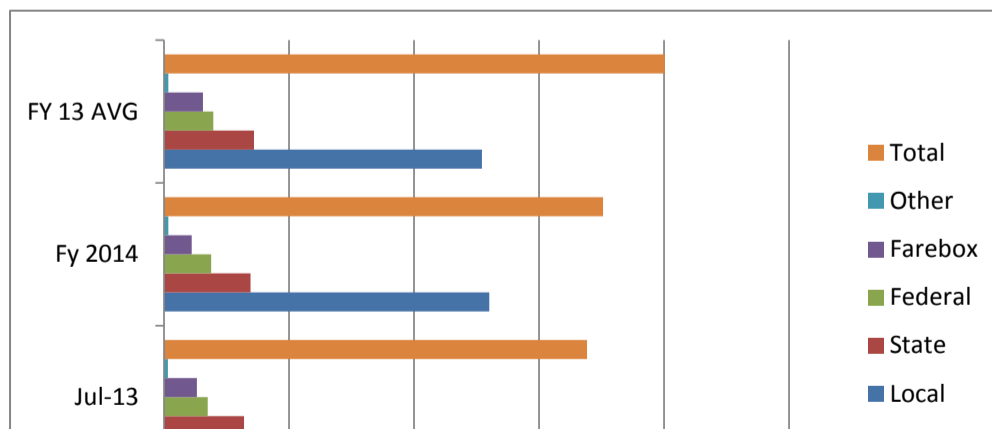
Average passengers per service hour 7.20. Miles since last incident: 251,255

Funding Diversification

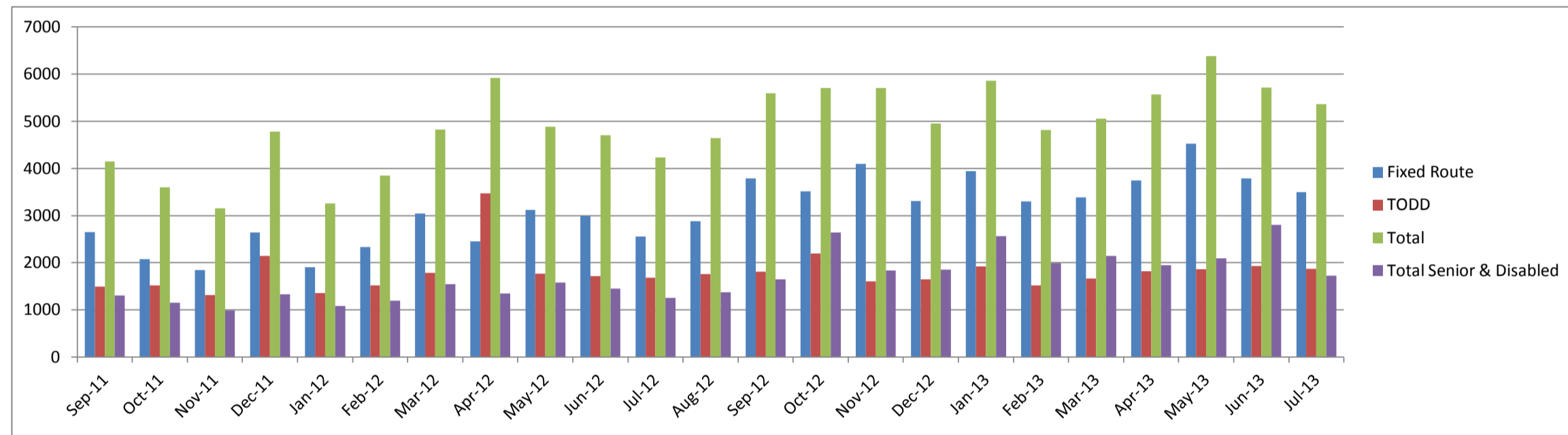
Local	State	Federal	Farebox	Other	Total
\$66,233	\$17,844	\$9,735	\$5,138	\$900	\$99,850
66%	18%	10%	5%	1%	100%

*Operating Cost per passenger:

	Jul-13	Fy 2014	FY 13 AVG
Local	\$12.35	\$ 12.35	\$ 12.66
State	\$3.33	\$ 3.33	\$ 3.37
Federal	\$1.81	\$ 1.81	\$ 1.84
Farebox	\$0.96	\$ 0.96	\$ 1.11
Other	\$0.17	\$ 0.17	\$ 0.17
Total	\$18.61	\$ 18.61	\$ 19.16



	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	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13
Fixed Route	2654	2080	1842	2642	1904	2329	3043	2455	3118	2989	2555	2879	3786	3511	4098	3308	3940	3298	3389	3747	4524	3789	3496
TODD	1491	1520	1312	2142	1355	1520	1784	3469	1768	1717	1682	1762	1811	2194	1608	1649	1919	1520	1667	1823	1862	1930	1869
Total	4145	3600	3154	4784	3259	3849	4827	5924	4886	4706	4237	4641	5597	5705	5706	4957	5859	4818	5056	5570	6386	5719	5365
Total Senior &	1310	1151	991	1335	1087	1196	1547	1350	1582	1449	1258	1372	1648	2643	1837	1855	2562	1991	2149	1944	2092	2804	1722



FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM

Item Number: 08-15-13-7

Meeting Date: 08-15-13

Item Title: Consideration of Design of Girl Scout Franklin Transit Transportation Patch – Girl Scouts Council of Middle Tennessee

BACKGROUND

To broaden the education today's local youth about alternative transportation – what it is – the basics, the benefits, and how to use it - at the November 15, 2012 the Franklin Transit Authority unanimously voted for the approval of the development and implementation of a Transportation Patch in partnership with the Girl Scouts Council of Middle Tennessee. The Transportation Patch will include levels of tasks paralleled to the different scout levels.

The Girls Scouts of Middle Tennessee Council has approved the implementation and inclusion, starting in September 2013, of the Franklin Transit Transportation Patch. The design standards set forth by the Council reflect the message about green trips featuring the Franklin Transit logo and highlighting the alternative modes of transit, walking, and biking.

STAFF RECOMMENDATION

Staff recommends the approval of the design of the Girl Scout Franklin Transportation Patch for immediate inclusion of the patch in the badge and patch curriculum by the Girl Scouts Council of Middle Tennessee in partnership with the Franklin Transit Authority.

Approved _____
Board Officer

Date

Franklin Transit Authority / Transportation Girl Scout Patch program

Draft: 8.7.2013

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=LE3iNQNP6tg>

Contact: Dawn Johnson Ext. 200

Job Name: Franklin T.A. Job # J01-003263-2 Size: 3"

Colors: 6



**FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM**

Item Number: 08-15-13-8

Meeting Date: 08-15-13

Item Title: Acknowledgement of Contractors and 5307 Subrecipients

BACKGROUND

The Federal Transit Administration is conducting the second Triennial Review of the Franklin Transit Authority. The review determines whether a grantee is administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions.

One of the documents required for the 2013 Triennial Review is an acknowledgement by the Franklin Transit Authority of 5307 subrecipients, leasees or contractors who maintain FTA-funded assets.

STAFF RECOMMENDATION

Staff recommends the acknowledgement, as required by the Federal Transit Administration, of: The TMA Group as contractor for all transit services and Williamson County as a subrecipient of 5307 funds through the Franklin Transit Authority.

Approved _____
Board Officer

Date



August 15, 2013

Franklin Transit Authority acknowledges:

1. The TMA Group as contractor for all transit services for Franklin Transit Authority.
2. Williamson County as a subrecipient of Federal Transit Administration 5307 funds through the Franklin Transit Authority.

Preston Elliott
Chairman, Franklin Transit Authority

Date

FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM

Item Number: 08-15-13-9

Meeting Date: 08-15-13

Item Title: Consideration of Compliance Review of 5307 Subrecipient Documents

BACKGROUND

The Federal Transit Administration is conducting the second Triennial Review of the Franklin Transit Authority. The review determines whether a grantee is administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions.

To ensure compliance with Federal Transit Administration requirements the Franklin Transit Authority needs to request, from The TMA Group as Williamson County's contractor, an Annual Compliance Review of 5307 documents. The main objective for review of documents is to ensure:

- + Compliance of 5307 requirements
- + Capacity to manage the 5307 funds
- + Utilization of the 5307 funds effectively and efficiently

Documentation for review, relative to 5307 funds, will be:

- + Evidence of non-profit status
- + Business license
- + Certification regarding debarment and suspension
- + Contractual agreements with subcontractors
- + Financial statements for the period of July 1, 2012 – June 30, 2013
- + List of the current Board members
- + Most recent audit report
- + Organization chart
- + List of employees affiliated with this grant
- + Cost allocation plans (if grant funds were allocated)
- + Drug Free Workplace & Substance Abuse Policy
- + Title VI/Certification for Civil Rights Policy
- + ADA Policy

Access to the following information:

- + Bank statements and bank reconciliation report for the grant period of July 1, 2012 – June 30, 2013
- + Board minutes for the period of July 1, 2012 – June 30, 2013
- + Cash disbursements and cash receipts journal
- + General Ledger July 1, 2012 – June 30, 2013
- + Payroll journal (if grant funds were used for payroll) July 1, 2012 – June 30, 2013
- + Property and equipment records (if grant funds were used for purchase)
- + Written accounting policies and procedures
- + Written procurement policies
- + General Liability Insurance policy
- + Programmatic and fiscal reports and invoices for grant program
- + Supporting documentation for grant funds received for the grant period of July 1, 2012 – June 30, 2013
- + Documentation to support the program outcomes reported within both the interim program report and the final program report
- + Documentation to support MATCH requirements, cash and/or in-kind
- + Other information or documents necessary to support program operations.

STAFF RECOMMENDATION

Staff recommends, to ensure compliance with Federal Transit Administration requirements, the Franklin Transit Authority request, from The TMA Group as Williamson County's contractor, a Compliance Review of 5307 documents.

Approved _____
Board Officer

Date

**FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM**

Item Number: 08-15-13-10

Meeting Date: 08-15-13

Item Title: Consideration of Amendment to Lease Agreement for Equipment
Between Franklin Transit Authority and the City of Franklin

BACKGROUND

The Federal Transit Administration is conducting the second Triennial Review of the Franklin Transit Authority. The review determines whether a grantee is administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions.

In October 2006, the Franklin Transit Authority and the City of Franklin entered into a equipment lease agreement in the annual amount of \$100 for vehicle lease.

The agreement needs to be amended to update the existing list of leased vehicles and to extend the terms of the Lease.

STAFF RECOMMENDATION

Staff recommends to ensure compliance with Federal Transit Administration requirements the Franklin Transit Authority approve amendment of the Lease Agreement for Equipment between Franklin Transit Authority and the City of Franklin.

Approved _____

Board Officer

Date

AMENDMENT TO
LEASE AGREEMENT FOR
EQUIPMENT
COF Contract No. 2013-0123

This Amendment is the First Amendment to the Lease Agreement for Equipment effective October 1, 2010 (“Lease Agreement”), by the Franklin Transit Authority of the City of Franklin, Tennessee, (“the Authority”) and the City of Franklin, a municipal corporation created and existing under the laws of the state of Tennessee (“the City”).

WHEREAS, the Authority presently provides trolley service within the City and fully manages the existing assets and assuming the operations of the trolley system with financial support from the City; and

WHEREAS, the Authority has leased from the City the vehicles for the Authority’s fleet since 2006, and both parties desire to continue this arrangement, and the parties desire to amend the Lease Agreement to update the existing list of leased vehicles and to extend the term of the Lease for an additional five (5) years from the date of execution of this Amendment.

NOW THEREFORE, the parties hereby agree as follows:

1. Paragraph 1, “Equipment and Rent,”

The City hereby leases to the Authority and the Authority hereby leases from the City the vehicles (“trolleys” or “equipment”) listed in the attached Exhibit A, as amended, that includes trolleys and a wheelchair-accessible van. The Authority will pay the City of Franklin a lump sum of \$100.00 annually to the City of Franklin as a total rental fee for all equipment listed in Exhibit A, as amended. A financial statement shall continue to be submitted by the 15th of the month for the previous month’s period for the duration of this agreement to the City Finance Department. The Authority shall provide a complete inventory of all equipment annually to the City on or before June 30th. Exhibit A may be amended as necessary as agreed to by both parties in writing.

2. Paragraph 2, “Term,” shall be revised by extending the term of the Lease Agreement for an additional five (5) years from the date of execution of this Amendment, unless terminated earlier by either party with ninety (90) days notice.

3. All other terms of the Lease Agreement not expressly modified in this Amendment remain in full force and effect.

In WITNESS WHEREOF, the parties hereto have caused this Amendment to be made, effective and executed as of the ___ day of _____, 20__, by their respective authorized officials.

CITY OF FRANKLIN, TENNESSEE

FRANKLIN TRANSIT AUTHORITY

Eric S. Stuckey, City Administrator

Preston Elliott, Chairman

Agency Name

Franklin Transit Authority

to be auctioned - out of service
 auctioned - no longer an asset

mileage updated 06/30/13

ITEM	FTA no	MNFG.	EQUIPMENT INFORMATION				TAG NO.	CONDITION NEW, GOOD, POOR	Length / Vehicle		LOCATION	Useful Life	PROJECT & GRANT INFORMATION			FUNDING			PROGRAM 3037 - 5310 5311 - 5309
			SERIAL NO.	PURCHASE DATE	PURCHASE PRICE				Mileage	F&A NO			TDOT NO	FED NO	FED	STATE	LOCAL		
Trolley 303	303	Molly Corp.	4UZAUBV93CL88474	05/02/03	123,820.00	GV7458	Poor	35 ft.	344,489	1556 Columbia Ave.	N/A	GG-02-09469	94-900-9605-04		80	20			
Trolley 403	403	Molly Corp.	4UZAUBV03CL88475	05/02/03	123,820.00	GV7463	Poor	35 ft.	316,673	1556 Columbia Ave.	N/A	GG-02-09469	94-900-9605-04		80	20			
Terra Transport 207	207	TurtleTop/ Chevrolet	1GBJG312571109841	12/15/06	\$67,619.00	GY2976	Fair	20 ft.	201,344	1556 Columbia Ave.	5 yr / 150k	GG-06-12975-00	26-5309-S3-002	TN 03-0098-00	85	7.5	7.5		
TurtleTop GMC Odyssey 108	108	TurtleTop/ GMC	1GBJG3120711426	01/11/08	\$81,027.00	GY3041	Good	23 ft.	144,199	1556 Columbia Ave.	5 yr / 150k	GG-06-12975-00	26-5309-S3-002	TN 03-0098-00	85	7.5	7.5	5309	
Heavy Duty Hybrid Electric Trolley Bus 107	107	Gillig/ Cable Car Classics	15GGB301571077799	09/25/07	\$604,437.00	GY7477	New	35 ft.	22,532	1556 Columbia Ave.	12 yr / 500K	GG-09-27124-00		TN-90-X224-00	85	7.5	7.5	5307	
Ford/Supreme - SN1122 - E450 Gas 308	308	Star Trans	1FD4E45S38DB05491	06/24/08	\$48,952.00	GZ4827	Fair	20 ft.	151,389	1556 Columbia Ave.	5 yr / 150k	GG-09-27112-00		TN-90-X-281-00	85	7.5	7.5	5307	
Ford/Supreme - CPII - E350 Gas 208	208	Star Trans	1FD3E35SX8DB17871	06/24/08	\$44,180.00	GZ4826	Fair	20 ft.	147,895	1556 Columbia Ave.	5 yr / 150k	GG-09-27112-00		TN-90-X-281-00	85	7.5	7.5	5307	
Goshen Coach GC II	110	Goshen	1FD4E4FS3ADA42289	03/11/10	\$55,585.00	GZ5005	New	23 ft.	146,231	1556 Columbia Ave.	5 yr / 150k	GG-09-2757-00		TN-90-X288-00	80	10	10	5307	
Ford/StarTrans 210	210	Startrans	1FD4E4FL6ADA38266	04/01/10	\$48,300.00	GZ-5010	New	20 ft.	96,812	1556 Columbia Ave.	5 yr / 150k			TN-90-X288-00 / TN-04-0031	80	10	10		
Ford/StarTrans 310	310	StarTrans	1FD4E4FL8ADA38267	04/01/10	\$48,300.00	GZ-5011	New	20 ft.	92,086	1556 Columbia Ave.	5 yr / 150k	GG-09-27588-00		TN-90-X288-00 / TN-04-0031	80	10	10		
Dodge Grand Caravan	410	Dodge	2D4N4DE1AR498600	10/01/10	\$19,856.00	GZ-5087	New	car	16,924	1556 Columbia Ave.	5 yr / 100k	GG11-18-10	945309-S3-005	TN-04-0038-00	80	10	10		
Ford Escape Hybrid	111	Ford	1FMCU5K39BKA34074	09/15/10	\$35,634.00	GZ5071	New	car	32,660	1556 Columbia Ave.	5 yr / 100k		945309-S3-005	TN-04-0038-00	80	10	10		
Ford/StarTrans-311	311	Ford	1FD4E4FL5BDB12391	Sept. 2011	\$54,970.00	8207GA	New	20 ft.	70,054	1556 Columbia Ave.	5yr/100K			TN-90-X288	80	10	10	5307	
Ford/StarTrans	211	Ford	1FD4E4FS6BDB22767	Sept. 2011	\$47,984.00	8221GA	New	23 ft.	49,447	1556 Columbia Ave.	5 yr / 100k	GG-11-33742	945307-S3-007	TN-90-X328-00	80	10	10	5307	
Ford/Starcraft	613	Ford	1FD4E4FL5DDA89336	06/25/13	\$55,415.00		New	23 ft.	500	1556 Columbia Ave.	5yr/ 150,000				80		20		

FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM

Item Number: 08-15-13-11

Meeting Date: 08-15-13

Item Title: Consideration of Development of Updated Purchasing Policies and Procedures Manual

BACKGROUND

The Federal Transit Administration is conducting the second Triennial Review of the Franklin Transit Authority. The review determines whether a grantee is administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions.

In 2010, the Franklin Transit Authority approved the Purchasing Policies and Procedures manual.

In keeping with the updates and revisions of policies and procedures issued by Federal Transit Administration, which affect a third of the manual, an updated Purchasing Policies and Procedures Manual is required.

STAFF RECOMMENDATION

Staff recommends, to ensure compliance with Federal Transit Administration requirements, the Franklin Transit Authority approve the development of an updated Purchasing Policies and Procedures Manual.

Approved _____
Board Officer

Date

FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM

Item Number: 08-15-13-12

Meeting Date: 08-15-13

Item Title: Consideration of Additional Goal Wording to Existing Vehicle Maintenance Program

BACKGROUND

The Federal Transit Administration is conducting the second Triennial Review of the Franklin Transit Authority. The review determines whether a grantee is administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions.

In 2003, the Franklin Transit Authority approved the Operating Plan for Franklin Transit, with revisions in 2006 and 2010.

In keeping with the updates and revisions of policies and procedures issued by Federal Transit Administration, the addition of a Goal for the Vehicle Maintenance Program (Chapter 5) of Operating Plan is required. Language to be added states: "Goal: To provide the maintenance to vehicles in a proactive and cost effective way, maintaining an "In Service" bench mark rate exceeding the industry standard of 80%.

STAFF RECOMMENDATION

Staff recommends, to ensure compliance with Federal Transit Administration requirements, the Franklin Transit Authority approve the addition language to the Vehicle Maintenance Program portion of existing Operating Plan.

Approved _____
Board Officer

Date