AGENDA

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

WELCOME NEW BOARD MEMBERS
Commissioner Kimberly Overman
Commissioner Mariella Smith

1. APPROVAL OF MINUTES
Regular Board of Directors Meeting Minutes ~ November 5, 2018 ................................................ 1-1

PUBLIC INPUT ON AGENDA ITEMS (3 MINUTES PER SPEAKER)

CEO Recruitment Update
Gregg Moser, Krauthammer & Associates

Overview:
Mr. Moser will call in to provide an update on the CEO recruitment.

2. APPROVAL OF CONSENT AGENDA

Finance and Audit Committee met on November 19, 2018 and recommended approval of the following items to the full HART Board of Directors:

a. Resolution #R2018-12-60 ~ Authorize the Interim Chief Executive Officer to Award Multiple Contracts to Kimley-Horn & Associates, Inc. and Ayres Associates for Architectural and Engineering Services for a Minimum Contract Amount of $25,000 to Each Prime Contractor, and an Overall Maximum for All Contracts of $2,000,000 Subject to Need and Availability of Funding for a Three-Year Base Contract with Two One-Year Options, Not-to-Exceed a Total of Five Years ........................................................................................................................................ 2-1
Daniel Rodriguez, Project Manager III, PMO
Overview:
The purpose is to award multiple contracts to Kimley-Horn & Associates, Inc. and Ayres Associates for architectural and engineering services necessary for Bus Transit Infrastructure (BTI) improvements including support services for survey, materials testing and construction management.

b. Resolution #R2018-12-61 ~ Authorize the Interim Chief Executive Officer to Dispose of Three Vehicles in Such a Manner to be Most Advantageous to HART

Ruthie Reyes Burckard, Chief Operating Officer

Overview:
In accordance with the HART fleet plan, three revenue vehicles have met their useful life in accordance with guidelines issued by the Federal Transit Administration (FTA) and are ready for retirement.

c. Resolution #R2018-12-62 ~ Authorize the Interim Chief Executive Officer to Execute a Public Transportation Grant Agreement (PTGA) between Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) to Accept Transit Urban Corridor Funds to Assist with the Operating Cost of Route 20X – an Express Route Service Between Land O’Lakes in Pasco County and MacDill AFB via Downtown Tampa and to Assist with the Operating Cost of Route 275LX – a Limited Express Route Service Between Wesley Chapel in Pasco County and Tampa International Airport via University Area Transit Center and Downtown Tampa in the Amount of $252,407

Jeffrey Seward, Interim Chief Executive Officer

Overview:
This grant will assist with the operating costs of the express service into Pasco County. The Route 20X operates as a traditional express route with two commuter hour trips in the morning and afternoon with service between Land O’ Lakes and MacDill AFB via Downtown Tampa. Morning trips operate southbound from Land O’ Lakes to MacDill AFB only, whereas, the afternoon trips operate in the opposite direction northbound only to Land O’ Lakes. The Route 275LX operates daily on hourly headways, with limited stops between Wesley Chapel and Tampa International Airport via the University Area Transit Center and Downtown Tampa. The route operates bi-directionally.

d. Resolution #R2018-12-63 ~ Authorize the Interim Chief Executive Officer to Execute a Public Transportation Grant Agreement (PTGA) between Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) to Accept Transit Urban Corridor Funds to Assist with the Operating Cost of Route 275LX – a Limited Express Route Service Between Wesley Chapel in Pasco County and Tampa International Airport via University Area Transit Center and Downtown Tampa in the Amount of $435,040

Jeffrey Seward, Interim Chief Executive Officer

Overview:
This grant will assist with the operating costs of the limited express route into Pasco County. The Route 275LX operates daily on hourly headways, with limited stops between Wesley Chapel and Tampa International Airport via the University Area Transit Center and Downtown Tampa. The route operates bi-directionally.
e. Resolution #R2018-12-64 ~ Authorization to Ratify the Labor Contract with International Brotherhood of Teamsters, Union Local #79 (“Teamsters”), and Authorizing the Chairperson of the Hillsborough Transit Authority (HART) Board of Directors and the Interim Chief Executive Officer to Execute the Contract with Teamsters, Union Local #79 upon Ratification for the Period from October 1, 2018 to September 30, 2021

Brooke Basquit, Director of Human Resources & EEO Officer

Overview:
HART and the International Brotherhood of Teamsters follow a collective bargaining agreement, which provides the terms, and conditions under which both will operate. The current International Brotherhood of Teamsters’ contract expired on September 30, 2018. A successor labor contract is required to govern the terms and conditions of employment for members of the Teamsters bargaining unit, beginning October 1, 2018.

f. Resolution #R2018-12-65 ~ Approval of Proposed HART Title VI Program Update for Submittal to the Federal Transit Administration

Brooke Basquit, Director of Human Resources & EEO Officer

Overview:
The current HART Title VI program expires January 31, 2019. In accordance with Federal Transit Administration (FTA) requirements, the Title VI Program update includes General Requirements and Service Standards, Service Policies, Demographic Data Collection, Monitoring of Service Standards, Disparate Impact, Disproportionate Burden and Major Service Change Policies, and Service and Fare Equity Analysis. The FTA’s revised 2012 Circular on Title VI requires that the Title VI program be approved by the grantee’s Board of Directors.

PRESENTATION

Streetcar Extension Update
Steve Schukraft, AICP, HDR, Inc.

Overview:
An update on the InVision: Tampa Streetcar project, highlighting recent progress on the study, the preferred extension alternative, preliminary costs, and next steps. The next phase the project will result in decisions regarding modernization of the existing system and the final alignment for the extension.

DISCUSSION ITEM

Sales Tax Revenue
Jeffrey C Seward, Interim Chief Executive Officer

Overview:
Staff will discuss with the Board its proposal to expedite out-year TDP service in light of recently passed Charter amendment sales tax revenue. General Counsel will also provide an overview of the parameters, use restrictions, Oversight Committee authority, etc. on the Charter Amendment and new revenue.
1. Overview of the Charter Amendment and sale tax revenue use ~ HART General Counsel;
2. Staff discussion on preparation for receipt of sales tax revenue;
3. Staff recommendation for expediting out-year Transit Development Plan (TDP) service in FY2019:
   a. Required action: Board approval of public outreach for expanded service recommendations;
   b. Required action: Approval of 30 bus purchases from Gillig;
      c. Required action: Approval of 6 bus purchase from SunTrust Equipment & Leasing;
      d. Required action: Approval of 20 van purchase from Florida Transportation Systems Inc.
4. BOCC action concerning the High Speed Ferry project;
5. Staff recommendation for re-opening the out-year unfunded TDP for public input.

3. APPROVAL OF ACTION ITEMS:

   a. Resolution #R2018-12-66 ~ Authorize the Interim Chief Executive Officer to Negotiate and Purchase up to Six Used 2014 Forty-Foot Diesel-Powered Heavy-Duty Transit Buses from SunTrust Equipment & Leasing, in an Amount Not-to-Exceed $480,000.......................... 3-1
   Ruthie Reyes Burckard, Chief Operating Officer
      
      Overview:
      These vehicles are needed to support fixed route service expansion.

   b. Resolution #R2018-12-67 ~ Authorize the Interim Chief Executive Officer to Purchase Four Flex and 16 Paratransit 23-foot Small Cutaway Type Vans with Mobility Lifts from Florida Transportation Systems Inc., in a Not-To-Exceed Amount of $1,523,220 ......................... 3-3
   Ruthie Reyes Burckard, Chief Operating Officer
      
      Overview:
      The replacements of the vehicles are necessary to support paratransit service and to provide a reliable fleet.

   c. Resolution #R2018-12-68 ~ Authorize the Interim Chief Executive Officer to Purchase up to 30 Forty-Foot Compressed Natural Gas (CNG)-Powered Heavy-Duty Transit Buses From Gillig LLC, in an Amount Not-To-Exceed $16,517,040 ......................................................... 3-5
   Ruthie Reyes Burckard, Chief Operating Officer
      
      Overview:
      The replacements are necessary to support fixed route service and to provide a reliable fleet.

INTERIM CHIEF EXECUTIVE OFFICER’S REPORT

a. FDOT letter of support for reconstruction of the I-275/SR 60 (Westshore Area) Interchange in the Westshore Area of Tampa.
b. Extension of MOU between HART and PSTA.

CHAIR’S REPORT .............................................................. verbal

4. GENERAL COUNSEL’S REPORT
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5. HART BOARD COMMITTEE REPORTS
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6. REPORTS FROM HART BOARD REPRESENTATIVES
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b. Ridership and Productivity ...................................................................................... 7-4

PUBLIC INPUT REGARDING GENERAL CONCERNS (3 MINUTES PER SPEAKER)

OLD BUSINESS

NEW BUSINESS

8. MONTHLY INFORMATION REPORTS
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ADJOURNMENT

THE HART BOARD PACKET IS AVAILABLE ONLINE AT WWW.GOHA RT.ORG
<table>
<thead>
<tr>
<th>Board Members Present</th>
<th>Staff Present</th>
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<tbody>
<tr>
<td>Councilmember Cheri S. Donohue</td>
<td>Brian Allan</td>
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<tr>
<td>Adam Harden</td>
<td>Danielle Arthur</td>
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<td>Commissioner Pat Kemp</td>
<td>Brooke Basquit</td>
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<td>Richard A. McClain</td>
<td>Greg Brackin</td>
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<td>David Mechanik</td>
<td>Vanessa Brooks</td>
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<td>C. John Melendez III</td>
<td>Joan Brown</td>
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<td>Commissioner Sandra Murman</td>
<td>Ilia Bruns</td>
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<td>Councilman Mike Suarez</td>
<td>LaDonna Bryant</td>
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<td>Commissioner Stacy White</td>
<td>Joanne Caceres</td>
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<tr>
<td>Board Members Absent (4)</td>
<td>Linda Crescentini</td>
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<td>Marvin Knight</td>
<td>Yolanda Jennings</td>
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<td>Commissioner Lesley “Les” Miller</td>
<td>Kenyatta Lee</td>
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<tr>
<td>Kathleen Shanahan</td>
<td>Ivan Maldonado</td>
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<td>Melanie Williams</td>
<td>Kirk Mieczkowski</td>
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<td>Others Present (4)</td>
<td>Yolanda Moreno</td>
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<td>David Smith, GrayRobinson</td>
<td>Donny Murray</td>
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<td>Janice Butler</td>
<td>Lena Petit</td>
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<tr>
<td>Gary Cloyd</td>
<td>Dan Rodriguez</td>
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<td>Denny Crisostomo, ATU 1593</td>
<td>Tyler Rowland</td>
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<td>Mark Delegal, Holland and Knight</td>
<td>Lillybeth Salas</td>
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<td>Judy England-Joseph, Consultant CPSHR</td>
<td>Jeff Seward</td>
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<tr>
<td>Steven Frich, First Group</td>
<td>Phillip St. Pierre</td>
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<td>Latisha Jones, ATU 1593</td>
<td>Jimmy Suarez</td>
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<td>Tunisha Jordan, ATU 1593</td>
<td>Carla Williams</td>
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<td>Katina Kavouklis, FDOT</td>
<td>Frank Wyszynski</td>
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<td>Arlington Kelly</td>
<td>Cyndy Zambella</td>
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<td>Chris Leffert, FDOT</td>
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<td>Charles Loeb</td>
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<td>Bob Martinez, Holland and Knight</td>
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<td>Dave Newell, FDOT</td>
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<td>Monique Peterson</td>
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<td>Patrick Pylypuik, NAVYA</td>
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<td>Tim Schock, NAVYA</td>
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CALL TO ORDER

Vice Chair Richard McClain called the meeting to order at 9:05 a.m.

Vice Chair McClain read Chair Miller’s absentee memo into the record and reported the absences of Directors Shanahan and Williams.

Director Suarez arrived at 9:06 a.m.

APPROVAL OF MINUTES

Director Kemp moved and Director Harden seconded approval of the minutes from the September 24, 2018 Regular Board of Directors meeting and second and final public hearing on FY2019 Millage Rate and Annual Budget. All Board members present voted aye. The motion carried unanimously.

PUBLIC COMMENT ON AGENDA ITEMS (3 MINUTES PER SPEAKER)

No one signed up to speak.

RECOGNITION

Jeff Seward, Interim Chief Executive Officer, recognized the following members of the HART Team:

Operator Jimmy Suarez
Operator Jimmy Suarez was recognized as the third place winner of the 2018 State of Florida Operator of the Year by the Florida Public Transit Administration (FPTA). Mr. Seward stated that during his 15-year tenure at HART, Operator Suarez has been an exemplary employee whose dedication and level of professionalism has made him a role model to all bus operators. He noted that Operator Suarez is also a recipient of the Million Mile Safe Driving award.

Director Murman arrived at 9:09 a.m.

Kenyatta Lee
Kenyatta Lee, Chief Administrative Officer and Interim Chief of Staff, was honored as the 2018 Tampa Bay Business Journal's Businesswoman of the Year. Ms. Lee was recognized for her business success and passion to improve the public transit industry as a results oriented leader with a track record for strengthening organizations through process improvement and implementing innovative methods to achieve organizational strategic goals and objectives.

Ms. Lee thanked the Board and Mr. Seward for their support and noted the award would not have been possible without the outstanding HART Team.
Marketing Awards
Mr. Seward announced that HART received two Marketing awards at the FPTA Annual Conference, first place award of excellence in the category of Communication Collateral for the Hurricane Irma case study and second place award of merit earned in the Interior/Exterior and Signage category for the route 275LX bus wrap campaign.

Streetcar Ribbon Cutting Event
Mr. Seward stated that the TECO Line Streetcar System launched its free fares and expanded service on October 7 and to commemorate this significant step toward a viable transportation network, the community was invited to the "Free. Fun. Frequent. Totally Tampa!" Ribbon-Cutting event at Dick Greco Streetcar Station. He stated that the event was well-attended by the community leaders and partners and many commended HART for the event’s tasteful and elegant set up, excellent choice of musical accompaniment and well-thought program flow, all which created a memorable experience for those who attended. Mr. Seward thanked Directors McClain, Murman, Harden, and Suarez for attending.

APPROVAL OF CONSENT AGENDA

a. Resolution #R2018-11-53 ~ Authorize the Interim Chief Executive Officer to Execute a Joint Participation Agreement (JPA) Between the Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) to Accept State Block Grant Funding Assistance for Fiscal Year 2019 in the Amount of $5,029,449

Director Kemp moved and Director Suarez seconded a motion to approve Resolution #R2018-11-53 ~ Authorize the Interim Chief Executive Officer to Execute a Joint Participation Agreement (JPA) Between the Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) to Accept State Block Grant Funding Assistance for Fiscal Year 2019 in the Amount of $5,029,449. All Board Members present voted aye. The motion passed unanimously.

Director Suarez moved and Director Murman seconded a motion to approve the following action items:

b. Resolution #R2018-11-54 ~ Authorization to Delegate Contracting Officer Authority to the Named Employee in the Procurement Department

c. Resolution #R2018-11-55 ~ Authorize the Interim Chief Executive Officer to Award a Contract for Program Management Services in Support of Regional Inter-Jurisdictional Mobility Project, a/k/a Flamingo Fares Project, to Clevor Consulting Group for $323,602 plus a Contingency of $32,360 for a Total Not-to-Exceed Amount of $355,962 for a Sixteen-Month Period

d. Resolution #R2018-11-56~ Authorization to Conduct a Public Hearing; to Submit the Grant Applications and Supporting Documents for the Florida Department of Transportation Funding under the Section 5310: $500,000 for Operating Funds to continue to operate the HARTPlus Taxi Voucher Program and $400,000 Capital Funds to Purchase Paratransit Vehicles; and to Accept the Grant Award
e. **Resolution #R2018-11-57~ Approval of HART FY2019 Legislative Priorities and Policy Statements**

All Board Members present voted aye. The motion passed unanimously.

**APPROVAL OF ACTION ITEMS NOT REVIEWED BY HART BOARD COMMITTEES**

a. **Resolution #R2018-11-58 ~ Approval of Revisions to HART Board Policies**

David Smith, HART General Counsel, stated that the Finance and Audit Committee previously reviewed the policies and they are now presented for review and approval by the full Board of Directors. He referred the Board members to page six under the section “Representation” and reviewed all the proposed changes. He pointed out two options for clarification of the current language, with the difference of including Plant City or to excluding it as Plant City has not opted in as a municipality. Mr. Smith stated that the Committee can make a recommendation or leave the decision for the full Board of Directors.

Director Suarez stated that, in his opinion, Plant City should be excluded because they do not participant in terms of tax contributions. He added that he would love to see Plant City become a participant and signatory of the agency.

Director Kemp agreed with Director Suarez. She remarked that Plant City would have representation without contribution. Director Kemp stated that she welcomed them to join the agency, but until they do it would be inappropriate to include them.

Director White noted that Plant City is in his District. He stated his opinion that the area should be allowed to have representation on the HART Board. He explained that a lot of residents in Plant City commute to downtown Tampa and other county areas.

Director Murman agreed with Director White and stated that including Plant City for representation might be a great incentive for them to join the agency.

Director Melendez echoed the comments of Directors White and Murman.

**Director White moved and Director Murman seconded a motion to amend the policy language to be inclusive of Plant City.**

Director Suarez recalled a previous Board member appointed by the Governor who resided in Plant City. He suggested as a compromise a change in the language to any gubernatorial appointment could be allowed as a Plant City resident as opposed to a county appointed representative. Director Suarez noted that it is an unfair advantage to have a resident from Plant City on the HART Board of Directors, when the municipality does not contribute to the Agency funding. He noted that giving them a seat is not an incentive as they will already be making decisions without paying. Director Suarez stated that he will make a second motion dependent upon the outcome of the motion currently on the floor. He clarified that the current motion is to include Plant City and his motion would be that appointments of Plant City residents be exclusive to gubernatorial appointees.
Director White expressed his opinion that the residents from Plant City should be allowed for appointment by any member jurisdiction.

Director Kemp stated that there is no incentive for Plant City to start funding contributions if they are already on the Board making decisions for the Agency. She also noted that allowing Plant City to be represented without contributing could set a precedent for other municipalities.

Director Mechanik spoke in favor of the motion stating that residents of Plant City pay taxes to Hillsborough County so there does not appear to be a basis for exclusion.

Director Melendez stated that he likes the idea of including all residents of Hillsborough County and echoed Director Mechanik’s comments. He clarified that the motion is for inclusion of Plant City, but not the requirement of an appointee from that municipality.

Director White requested that the votes on the motion be counted with a show of hands.

Director Donohue clarified that the Board is not adding a Plant City appointee, but rather allowing a County appointee to reside in Plant City. She indicated that she was in favor for the motion.

Mr. Smith clarified that the current policy is silent on the issue and this came as a result of a previous Board member claiming it was a violation of the Policy. He noted that during the review of the policies he thought it appropriate to clarify.

Director Kemp stated that she found the comments made by Directors Melendez and Donohue compelling and she will be changing her vote to be in favor of the motion. She also noted that Plant City becoming a participant would be more beneficial for them instead of the Agency as a whole.

Director Suarez asked to read the specific language of the proposed amendment.

Mr. Smith stated that the language would read as follows: “All Board Members must be resident in Greater Hillsborough County, i.e. inclusive of all municipalities. A Board member shall not be obligated to be resident in the jurisdiction appointing said Board member”.

Director Suarez asked if the Governor can appoint from anywhere in the State of Florida including other counties.

Mr. Smith stated that the policy does not clarify that and the statute will have to be reviewed.

Director Mechanik noted that the Governor cannot act contrary to the Charter in his appointments.

Mr. Smith agreed that as long at the charter is enacted consistent with the statute which it has been.

Vice Chair McClain restated the motion:

*A motion to use policy language that is inclusive of the whole county including Plant City. All Board Members present voted aye. The motion passed unanimously.*
Mr. Smith reviewed the change on page seven referencing the occurrence of vacancies. He explained the definition for what constitutes a vacancy and the fulfillment of the statutory requirement of reappointment by the Board. Mr. Smith specified that the time period to reappoint will run from the date of notification and if there is no reappointment by a member jurisdiction, the HART Board must act. He pointed out the change at the bottom of the page that allows the Chair to appoint interim or replace members to standing and Ad Hoc Committees for purposes of quorum.

Director Suarez inquired if the occurrence of vacancy applies to all appointing bodies.

Mr. Smith answered affirmatively.

Director Suarez asked if HART was to appoint interim members until permanent appointments are made.

Mr. Smith clarified that the Board can appoint a member to serve the full three year term, or appoint a member on an interim basis until the appointment is made by the appointing body.

Director Suarez asked what should be done in situations where a member’s term is up and no reappointment is made.

Mr. Smith noted that this happens frequently and the statute contemplates that a member doesn't lose his/her position, but continues to serve until an appointment is made.

Director Murman noted the suggested changes to the travel policy and inquired if the policy was moved to another location in the manual.

Mr. Smith answered that the travel policy is addressed in other sections and the predominant controlling factor is Florida statutes Chapter 112 which the Agency is subjected to.

*Director Murman moved and Director White seconded approval of Resolution #R2018-11-58 ~ Approval of Revisions to HART Board Policies. All Board Members present voted aye. The motion passed unanimously.*

b.  **Resolution #R2018-11-59 ~ Authorization for the Interim Chief Executive Officer to Award a Contract for Autonomous Mobility Service to First Transit, Inc. in the Amount Not-to-Exceed $1,859,684 (One-Year Base with Two One-Year Options)**

Mr. Seward reported that this item first came before the August 20 Finance and Audit Committee meeting where it was discussed but deferred to the Board for final decision. He explained that in the interim, staff has sent communications explaining the current climate surrounding autonomous vehicles rules and policies at the federal level. Mr. Seward stated that HART federal representatives have advised staff that a waiver cannot be granted or denied until it is requested, which requires a vehicle and a corridor. He stated his recommendation is to enter into the contract with the vendor, making the receipt of a waiver a condition of the contract. He stated that all internal and external parties agree with this stipulation moving forward.
Director Murman moved and Director Suarez seconded a motion to Resolution #R2018-11-59 ~ Authorization for the Interim Chief Executive Officer to Award a Contract for Autonomous Mobility Service to First Transit, Inc. in the Amount Not-to-Exceed $1,859,684 (One-Year Base with Two One-Year Options). All Board Members present voted aye. The motion passed unanimously.

PRESENTATIONS

Voice of the Employee

Judy England-Joseph, CPS HR Consulting, presented the results of the Voice of the Employee survey that assessed employee engagement levels. She noted that on-site Focus Groups were conducted to further gain information on employee engagement and develop an Action Plan for FY2019. A full copy of the presentation is available upon request from the Clerk of the Board at petitl@gohart.org.

Director Kemp stated that she is incredibly impressed by the informative presentation that did not just show the Agency’s perfection. Director Kemp highlighted the comments about employees feeling a positive change under new leadership.

Ms. England-Joseph noted that the results showed a change for the better in the organization which starts at the top.

Director Kemp commented that HART is gaining a better organizational culture. She stated her interest in having this survey done again at a later date to see the progress of the Organization. Director Kemp stated that she appreciated the employee comments about the route designs and concerns about the decision to go exclusively to natural gas because of maintenance issues. She noted that she is a huge advocate for electric buses for a number of reasons.

Director Melendez noted that the presentation was extremely informative and stated the importance of follow through after such a survey. He commented that he is excited to use this as a kick-off point and keep moving forward.

Director Suarez stated his appreciation for the detailed presentation. He noted that 265 employees took the written survey but only about 70 employees participated in the focus groups. He asked if the 70 employees who participated in the focus groups were required to fill out survey.

Director Melendez left at 10:15 a.m.

Ms. England-Joseph noted that participants in the focus groups were not necessarily the employees who took the written survey, although there were some employees who did both. She explained that the written surveys were anonymous. Ms. England-Joseph also commented that the focus groups were limited to allow for participants to feel comfortable speaking freely.

Director Suarez asked if the 36% response rate is above or below the average one would see for an Agency of HART’s size.

Ms. England-Joseph answered that it was below the average by about 10%. She noted that the Agency should strive for as high as possible participation.
Director Suarez inquired how the process can be designed to get better participation. He stated his opinion that focus groups allow the employees share their true ideas and thoughts. Director Suarez pointed out that HART has a fairly large diverse employee base and every group should be represented.

Ms. England-Joseph commented that there are multiple methods to encourage better participation, including delivering the information through monitors/TVs, availability of hard copies of the surveys, as not all employees check their HART emails.

Director Suarez asked how much of the “water cooler” talk was present at the focus groups and if the focus groups were all scheduled at the same time or staggered.

Ms. England-Joseph stated that the “water cooler” talk was kept to a minimum, but encouraged other employees to come to later sessions. She explained that the eight focus groups were done over three days.

Director Suarez inquired about the benchmark sought for a focus group participation and written surveys.

Ms. England-Joseph stated that a desired number would be between 25%-30%, but noted the level of consensus in the focus groups which indicated a good sampling of employees.

Director Donohue asked about the most immediate change that can be made as a next step after the survey and if another survey will be conducted in a certain time period.

Ms. England-Joseph noted that while most organizations do annual surveys, HART has elected to do them biannually. She stated that the Human Resources team has been working on a set of priorities and an action plan to create the synergy needed to fix the issues.

Brooke Basquit, Director of Human Resources and EEO Officer, stated that while there was a lower than desired turnout, there was a higher response rate this year than previous years, which is a good indicator. She explained that employee engagement is a culture, so changing that culture takes time. Ms. Basquit stated that communication is getting better and more frequent. She noted that staff would like to have follow-up focus groups in six months to determine progress. Ms. Basquit said that this is a long-term project for HART to enhance employee engagement and it was one of the goals of the success plan.

Director Donohue noted the positives from the survey were rather high, which is important as it shows that employees do not feel that they are in toxic environment.

Ms. Basquit commented that the Agency does need better communication. She noted that HART employees are great and do a lot for the community. Ms. Basquit added that it is up to leadership to take good care of the employees and keep moving forward in this positive direction.

Mr. Seward stated that the way to get better participation is to listen, and build action plans. He pointed out that HART has gone through tremendous change over the past ten months and will continue to go through changes so it is important to know how to successfully mitigate that change.
Director Mechanik noted the comparison of the high percentage of employees who like their jobs versus the low percentage who do not feel engaged. He inquired how that can be explained.

Ms. England-Joseph explained that when people are engaged, meaning they care about what they do and understand the mission, they will keep doing their jobs. She noted that in the focus group conversations, the employees’ concerns were not about themselves on a personal level, but about how the organization could be better. Ms. England-Joseph stated that it is very powerful to recognize that the workforce is not just badmouthing because they're not treated the way they want to be treated, but instead it is about improvement.

Director Murman stated her concern about the low percentage of responses and the high fear of retaliation. She asked if another level of anonymity can be added, because the 60% of employees who did not respond also could have provided their input.

Ms. England-Joseph explained that the surveys were done online and sent straight to her company so there was no connection between the submission of the survey and HART. She noted that many employees were not aware or did not trust this process, and it was typical for the organizations that conduct such surveys for the first time.

Director Murman commented that an action plan will need to be implemented to get more responses.

Ms. England-Joseph explained that confidentiality and the question of action were the barriers that prevented a higher response rate. She noted that if the employees find out that their comments are heard by the Board, they will participate more in the future.

Director Murman inquired about the comparison between administration staff and operators.

Ms. England-Joseph stated that she did not have the numbers in her presentation, but she will report the number back to the Board at a later date.

Director Kemp stated that the best way is to get more participation is to ensure the Board implements the action plan.

**December 2, 2018 Service Change**

Phillip St. Pierre, Manager of Scheduling Services, outlined the service changes affecting the routes that serve the Westfield Brandon Mall. He explained that, as of December 2, 2018, routes 60LX and 360LX will no longer serve the Brandon Mall, however, new routes will enable users to use the Culbreath and J.C. Hanley park-and-ride locations, where customers may also access other routes that transport them to the Brandon Mall. A full copy of the presentation is available upon request from the Clerk of the Board at petitl@gohart.org.

Mr. Seward stated that staff has forged a great relationship with management at the Brandon Mall. He added that staff is working with them to ensure that future changes to the mall will encompass HART service. Mr. Seward explained that these changes are an advantage to the patrons and communities and open additional opportunities for ridership growth.
Director Murman inquired about service available to Brandon Regional Hospital.

Mr. St. Pierre stated that the Brandon Flex serves the hospital and that route will not change.

Director Murman stated her approval of moving more south into the county where there is huge density in the area. She asked how these changes will affect the paratransit service.

Mr. St. Pierre stated that these are express routes and do not affect the paratransit service.

Director White requested that staff ensures that all communication about the changes stresses that these changes were driven by the private business sector on their private property. He stated his opinion that things will get better with the implemented changes.

**INTERIM CHIEF EXECUTIVE OFFICER’S REPORT**

**Temple Terrace Infrastructure Improvements**

Mr. Seward stated that he has an obligation to report any emergency or sole source procurements to the Board. He reported about a safety issue with the bus stop at 56th Street and Fowler Avenue. Mr. Seward explained that the stop is in front of a McDonalds and causes the bus to block traffic in and out of the venue. He stated that he will inform the City of Temple Terrace City Manager and City Council about the infrastructure changes.

Director Donohue commented that many people in Temple Terrace will welcome the changes.

**MVP Express Update**

Ms. Lee reported that the shuttle service will starts on November 11 and run through the remaining home games of the Tampa Bay Buccaneers with a round trip fare of $10. She thanked Director Murman for her support in connecting HART staff with the Tampa Sports Authority.

Director Suarez stated his support for the service.

**Free Rides to the Polls**

Mr. Seward reported that HART would be offering free rides to the polls on November 6, 2018, for those patrons that show their voter ID card. He noted that this is not a new initiative and HART offered free rides to voters in the past.

**CEO Recruitment**

Mr. Seward reminded the Board members that recruitment for a new CEO would begin the following day.

He reviewed the following timeline:

- November 6, 2018 to January 6, 2019 – recruitment will be open
- January 9, 2019 Ad Hoc committee immediately following the Board meeting- the recruiter will present ten resumes to the Committee members
- January 14, 2019 Ad Hoc committee –will discuss the video interviews of the candidates
- February 4, 2019 Board meeting - final in-person interviews will be held with the full Board of Directors.
He stated that a calendar of events is available to any who are interested or have questions.

**VICE CHAIR’S REPORT**

Vice Chair McClain had no report.

**GENERAL COUNSEL’S REPORT**

Mr. Smith reported that a presentation overview on the Sunshine Law and public records is currently in the works and can be expected in January or February.

**HART BOARD COMMITTEE REPORTS**

Vice Chair McClain referred the Board members to the materials in the packet.

**REPORTS FROM HART BOARD REPRESENTATIVES**

Vice Chair McClain referred the Board members to the materials in the packet.

**STATUS REPORTS**

Vice Chair McClain referred the Board members to the materials in the packet.

**PUBLIC INPUT**

Charles Loeb, 4912 E. Linebaugh Ave, Tampa, stated his concerns with intercounty transit issues and noted that he voted against the sale tax referendum for roads and transit. He challenged the leaders on the Board and in the community to ride the buses because that is how to gain support. Mr. Loeb stated that he is happy to see the Agency working on partnerships with the Tampa Bay Buccaneers, but cautioned that collaborating with the Rays will require crossing Howard Franklin Bridge which can be problematic. He complemented the more frequent service on the MetroRapid and suggested improvements to rush hour and weekend service and having select routes run 24 hours a day.

Gary Cloyd, transit advocate, commented that the MVP Express is a maximum exposure event. He thanked HART staff, Commissioner Murman, and Hillsborough County Public Schools for all the hard work. Mr. Cloyd reflected that this service can bring additional riders to HART, and this is a great way to prepare for the Super Bowl in 2021. He noted that this premium service along with the TECO Line Streetcar running more frequently and the Cross Bay Ferry allows the county to have better transportation options.

Janice Butler thanked the Board for the opportunity to speak and noted the informative nature of the meeting. She commented that she called for Yellow Cab service recently and they arrived very quickly which she appreciated. Ms. Butler stated her appreciation for the HARTPlus service as well. However, she said she was late twice recently due to lack of vans to transport patrons. She stated that this is not acceptable and hopes that HART can find a solution.

Mr. Seward agreed with Ms. Butler that the shortage of vans is not acceptable. He stated that HART does have a plan and 15 vans will be delivered in December. Mr. Seward explained that the demand for Paratransit service has skyrocketed and even with the cab service assisting, HART has come to the point that there are not enough vans to provide service. He commented that staff
is in the process of leasing vans utilizing the state contract. Mr. Seward stated that staff is also looking for additional funds to buy more vans to help support the growing demand.

Monique Peterson said she was legally blind and new to the Tampa Bay area. She reported her bad experience with the Yellow Cab service that left her stranded on three different occasions. Ms. Peterson added that the cab service is not eager to pick up patrons going short distances. She noted that the HARTPlus service has provided a good experience, but it does not make sense to send two vans to the same place for passengers with the same destination.

OLD BUSINESS
There was no old business.

NEW BUSINESS
Director Murman stated there was a request from a different Commissioner who asked for a covering at the bus stop located at Stall Road and Orange Grove Drive as it is a major transfer point and there is a lot of development in the area. She commented that she received another request from the Hillsborough County Sheriff's office to bring back the bus stop at Orient Road Jail, especially in front of the center where they do a lot of probation services.

Mr. Seward stated that staff will look into the issues.

ADJOURNMENT
The meeting adjourned at 11:09 a.m.

ATTEST

Commissioner Lesley “Les” Miller, Chairperson
HART Board of Directors

Councilmember Mike Suarez, Secretary
HART Board of Directors

David L. Smith, Esquire
HART Board General Counsel
PUBLIC COMMENT
WHEN ADDRESSING THE BOARD, please state your name clearly into the microphone. Each citizen will have three minutes to comment.

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<thead>
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<th>NAME</th>
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<th>GENERAL COMMENT</th>
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<td>charles loeb</td>
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<td>Denny Crisostomo</td>
<td>ATU 1593</td>
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<td>Latisha Jones</td>
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TO:       MEMBERS OF THE HART BOARD
FROM:     LENA PETIT, CLERK OF THE BOARD
DATE:     NOVEMBER 19, 2018

RE:       Resolution #R2018-12-60 ~ Authorize the Interim Chief Executive Officer to Award Multiple Contracts to Kimley-Horn & Associates, Inc. and Ayres Associates for Architectural and Engineering Services for a Minimum Contract Amount of $25,000 to Each Prime Contractor, and an Overall Maximum for All Contracts of $2,000,000 Subject to Need and Availability of Funding for a Three-Year Base Contract with Two One-Year Options, Not-to-Exceed a Total of Five Years

Finance and Audit Committee Meeting of November 19, 2018

Committee Members Present:  Vice Chair Rich McClain, Directors Mechanik, Harden, Knight, Williams, and Commissioner Kemp

Committee Member Absent:  Chair C. John Melendez, Councilmember Donohue, and Commissioner White

Committee Recommendation:
The Committee reviewed this action item and voted unanimously to advance it to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

Attachments:
I.    Resolution #R2018-12-60
II.   Committee Agenda Report
AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO AWARD MULTIPLE CONTRACTS TO KIMLEY-HORN & ASSOCIATES, INC. AND AYRES ASSOCIATES FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR A MINIMUM CONTRACT AMOUNT OF $25,000 TO EACH PRIME CONTRACTOR, AND AN OVERALL MAXIMUM FOR ALL CONTRACTS OF $2,000,000 SUBJECT TO NEED AND AVAILABILITY OF FUNDING FOR A THREE-YEAR BASE CONTRACT WITH TWO ONE-YEAR OPTIONS, NOT-TO-EXCEED A TOTAL OF FIVE YEARS

WHEREAS, Hillsborough Transit Authority (HART) has a need for architectural and design services for Bus Transit Infrastructure (BTI) improvements including support services for survey, materials testing and construction management; and

WHEREAS, a Request for Proposals (RFP) was issued in accordance with HART procurement policies, State of Florida Statutes; and

WHEREAS, the proposals submitted by two proposers named above were rated highest technically overall and prices submitted were determined to be fair and reasonable, and

WHEREAS, funding for the first year of these contracts is provided for by Federal grants and HART general funds;

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

Section 1. The Interim Chief Executive Officer is authorized to award multiple contracts to Kimley-Horn & Associates, Inc. and Ayres Associates for architectural and engineering services for a minimum contract amount of $25,000 to each prime contractor, and an overall maximum for all contracts of $2,000,000 subject to need and availability of funding for a three-year base contract with two one-year options, not-to-exceed a total of five years, not-to-exceed a total of five years.

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

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


ATTEST: Commissioner Lesley “Les” Miller, Chairperson
HART Board of Directors

Councilmember Mike Suarez, Secretary
HART Board of Directors

David L. Smith, Esquire
HART Board General Counsel
COMMITTEE ACTION ITEM

Authorize the Interim Chief Executive Officer to Award Multiple Contracts to Kimley-Horn & Associates, Inc. and Ayres Associates for Architectural and Engineering Services for a Minimum Contract Amount of $25,000 to Each Prime Contractor, and an Overall Maximum for All Contracts of $2,000,000 Subject to Need and Availability of Funding for a Three-Year Base Contract with Two One-Year Options, Not-to-Exceed a Total of Five Years

OVERVIEW

The purpose is to award multiple contracts to Kimley-Horn & Associates, Inc. and Ayres Associates for architectural and engineering services necessary for Bus Transit Infrastructure (BTI) improvements including support services for survey, materials testing and construction management.

RECOMMENDATION

That the Finance and Audit Committee review and authorize the Interim Chief Executive Officer to award multiple contracts to Kimley-Horn & Associates, Inc. and Ayres Associates for architectural and engineering services for a minimum contract amount of $25,000 to each prime contractor, and an overall maximum for all contracts of $2,000,000 subject to need and availability of funding for a three-year base contract with two one-year options, not-to-exceed a total of five years; and advance this item to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

FINANCIAL IMPACT

Funding for the first year of these contracts is currently appropriated in the FY19 HART Capital Improvement Program Budget, and is provided for by Federal grants and HART general funds.

BACKGROUND

The last multiple contract award for this undertaking was authorized by the Resolution #R2014-09-41, which was approved by the Board on September 8, 2014, to award contracts with a cumulative not-to-exceed amount of $500,000. Under the last award, the architectural and engineering contract utilized twenty six task orders valued at $414,000 during its four-year term. This contract will provide professional design services and assistance for various types and sizes of projects. These projects range from transit infrastructure at bus stops to new transit facilities, including existing facility upgrades and expansions, including drainage, roadway, signage and signalization necessary to complete assigned transit projects.

PROCUREMENT CONSIDERATIONS

On June 11, 2018, HART issued a Request for Proposals (RFP) for architectural and engineering services for Bus Transit Infrastructure Projects. HART posted the solicitation on HART’s website and on Demand Star and sent 169 direct notices to vendors that could possibly provide the prime services. The solicitation was accessed from HART’s website by twenty six (26) firms and/or individuals and from Demand Star by 17 firms and/or individuals.
Four proposals were received by the July 10, 2018 deadline. The proposals were found to be responsive to the solicitation requirements. An evaluation team consisting of three members from the Project Management Department evaluated technical merits of each proposal.

Technical criteria and associated points were as follows:

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<td>Introduction of Firm and Submittals (Forms and Exhibits)</td>
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<td>Section 2</td>
<td>Qualifications of the Firm, Staff, and/or Team</td>
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<td>Section 7</td>
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Final technical scoring was as follows:

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<td>Kimley-Horn &amp; Associates</td>
<td>958.00</td>
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<td>Ayres Associates</td>
<td>905.67</td>
<td>2</td>
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<td>Johnson, Mirmiran and Thompson</td>
<td>855.33</td>
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<td>GLE</td>
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This was a professional services procurement, conducted in accordance with Section 287.055 of the Florida State Statutes, which requires the evaluation of “technical” proposals demonstrating qualifications without pricing consideration. The two firms that were most highly ranked technically submitted price proposals. Price proposals were subsequently evaluated, and after negotiations, were determined to be fair and reasonable. Further, Kimley-Horn & Associates, Inc. and Ayres Associates each have adequately demonstrated that they have the capacity to perform the work.

HART will award two contracts under this solicitation. The terms of these contract are up to five years - a three year base with two one-year options. The contracts include all of HART’s standard contract provisions.

**NEXT STEPS**

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

Prepared by: Dan Rodriguez, Project Manager III

Reviewed by: Lynda Crescentini, Director of Enterprise Project Management

Approved by: Jeffery Seward, Interim Chief Executive Officer
TO: MEMBERS OF THE HART BOARD

FROM: LENA PETIT, CLERK OF THE BOARD

DATE: NOVEMBER 19, 2018

RE: Resolution #R2018-12-61 ~ Authorize the Interim Chief Executive Officer to Dispose of Three Vehicles in Such a Manner to be Most Advantageous to HART

Finance and Audit Committee Meeting of November 19, 2018

Committee Members Present: Vice Chair Rich McClain, Directors Mechanik, Harden, Knight, Williams, and Commissioner Kemp

Committee Member Absent: Chair C. John Melendez, Councilmember Donohue, and Commissioner White

Committee Recommendation:
The Committee reviewed this action item and voted unanimously to advance it to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

Attachments:
I. Resolution #R2018-12-61
II. Committee Agenda Report
RESOLUTION NO. #R2018-12-61

A RESOLUTION TO AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO DISPOSE OF THREE VEHICLES IN SUCH A MANNER TO BE MOST ADVANTAGEOUS TO HART

WHEREAS, three revenue vehicles have met their useful life in accordance with guidelines issued by the Federal Transit Administration (FTA) and are ready for retirement;

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<tbody>
<tr>
<td>2011</td>
<td>22-Foot Chevrolet Express Champion</td>
<td>257,522</td>
<td>8486/1932</td>
<td>1GB6G2A61A1107823</td>
</tr>
<tr>
<td>2011</td>
<td>22-Foot Chevrolet Express Champion</td>
<td>174,167</td>
<td>8488/1934</td>
<td>1GB3G2BL0B1143284</td>
</tr>
<tr>
<td>2011</td>
<td>22-Foot Chevrolet Express Champion</td>
<td>171,544</td>
<td>8490/1936</td>
<td>1GB3G2BL7B1143590</td>
</tr>
</tbody>
</table>

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

Section 1. The Interim Chief Executive Officer is authorized to dispose of three vehicles through competitive sale, public auction, insurance requirements, 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.


ATTEST: Commissioner Lesley “Les” Miller, Chairperson HART Board of Directors

Councilmember Mike Suarez, Secretary HART Board of Directors

David L. Smith, Esquire HART Board General Counsel
COMMITTEE ACTION ITEM

Authorize the Interim Chief Executive Officer to Dispose of Three Vehicles in Such a Manner to be Most Advantageous to HART

OVERVIEW

In accordance with the HART fleet plan, three revenue vehicles have met their useful life in accordance with guidelines issued by the Federal Transit Administration (FTA) and are ready for retirement.

RECOMMENDATION

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to dispose of three vehicles in such a manner to be most advantageous to HART; and advance this item to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

FINANCIAL IMPACT

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

BACKGROUND

The Authority has identified three revenue vehicles that have met their useful life in accordance with guidelines issued by the Federal Transit Administration (FTA). Medium-size 22-foot, light-duty transit buses at least 5 years or 150,000 miles.

<table>
<thead>
<tr>
<th>Vehicle Year</th>
<th>Vehicle Type</th>
<th>Mileage</th>
<th>Asset/Vehicle #</th>
<th>Vin #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>22-Foot Chevrolet Express Champion</td>
<td>257,522</td>
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<td>1GB3G2BL7B1143590</td>
</tr>
</tbody>
</table>

NEXT STEPS

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the November 5, 2018, regular meeting.

Prepared by: Ralph Garcia, Interim Director of Maintenance
Reviewed by: Ruthie Reyes Burckard, Chief Operating Officer
Approved by: Jeffery Seward, Interim Chief Executive Officer
BOARD COMMITTEE TRANSMITTAL

TO: MEMBERS OF THE HART BOARD
FROM: LENA PETIT, CLERK OF THE BOARD
DATE: NOVEMBER 19, 2018

RE: Resolution #R2018-12-62 ~ Authorize the Interim Chief Executive Officer to Execute a Public Transportation Grant Agreement (PTGA) between Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) to Accept Transit Urban Corridor Funds to Assist with the Operating Cost of Route 20X – an Express Route Service Between Land O’Lakes in Pasco County and MacDill AFB via Downtown Tampa and to Assist with the Operating Cost of Route 275LX – a Limited Express Route Service Between Wesley Chapel in Pasco County and Tampa International Airport via University Area Transit Center and Downtown Tampa in the Amount of $252,407

Finance and Audit Committee Meeting of November 19, 2018
Committee Members Present: Vice Chair Rich McClain, Directors Mechanik, Harden, Knight, Williams, and Commissioner Kemp
Committee Member Absent: Chair C. John Melendez, Councilmember Donohue, and Commissioner White

Committee Recommendation:
The Committee reviewed this action item and voted unanimously to advance it to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

Note:
Since the Committee’s approval, FDOT notified HART about the change in the amount of the Transit Urban Corridor Funds from $241,000 to $252,407 and the possibility to use the remaining amount, if needed to assist with the operating cost of Route 275LX – a limited express route service between Wesley Chapel in Pasco County and Tampa International Airport via University Area Transit Center and Downtown Tampa. The Resolution #R2018-12-62 was amended to reflect the change.

Attachments:
I. Resolution #R2018-12-62
II. Committee Agenda Report
RESOLUTION NO. #R2018-12-62

A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE A PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) BETWEEN THE HILLSBOROUGH TRANSIT AUTHORITY (HART) AND THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TO ACCEPT TRANSIT URBAN CORRIDOR FUNDS TO ASSIST WITH THE OPERATING COST OF ROUTE 20X – AN EXPRESS ROUTE SERVICE BETWEEN LAND O’LAKES IN PASCO COUNTY AND MACDILL AFB VIA DOWNTOWN TAMPA AND TO ASSIST WITH THE OPERATING COST OF ROUTE 275LX – A LIMITED EXPRESS ROUTE SERVICE BETWEEN WESLEY CHAPEL IN PASCO COUNTY AND TAMPA INTERNATIONAL AIRPORT VIA UNIVERSITY AREA TRANSIT CENTER AND DOWNTOWN TAMPA IN THE AMOUNT OF $252,407

WHEREAS, FDOT provides operating assistance to HART for cross-bay express bus service; and

WHEREAS, HART wishes to continue to provide the service; and

WHEREAS, FDOT has identified funds in the amount of $252,407 to assist with this service;

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

Section 1. The Interim Chief Executive Officer is authorized to execute a PGTA between HART and the FDOT to accept Transit Urban Corridor funds to assist with the operating cost of Route 20X – an express route service between Land O’Lakes in Pasco County and MacDill AFB via Downtown Tampa and to Assist with the Operating Cost of Route 275LX – a Limited Express Route Service between Wesley Chapel in Pasco County and Tampa International Airport via University Area Transit Center and Downtown Tampa in the Amount of $252,407.

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.


ATTEST:

Commissioner Lesley “Les” Miller, Chairperson
HART Board of Directors

Councilmember Mike Suarez, Secretary
HART Board of Directors

David L. Smith, Esquire
HART Board General Counsel
COMMITTEE ACTION ITEM

Authorize the Interim Chief Executive Officer to Execute a Public Transportation Grant Agreement (PTGA) between Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) to Accept Transit Urban Corridor Funds to Assist with the Operating Cost of Route 20X – an Express Route Service Between Land O’Lakes in Pasco County and MacDill AFB via Downtown Tampa in the Amount of $241,000

OVERVIEW

This grant will assist with the operating costs of the express service into Pasco County. The Route 20X operates as a traditional express route with two commuter hour trips in the morning and afternoon with service between Land O’ Lakes and MacDill AFB via Downtown Tampa. Morning trips operate southbound from Land O’ Lakes to MacDill AFB only, whereas, the afternoon trips operate in the opposite direction northbound only to Land O’ Lakes.

RECOMMENDATIONS

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to execute a PTGA between HART and FDOT to accept transit urban corridor funds to assist with the operating cost of Route 20X – an express route service between Land O’Lakes in Pasco County and MacDill AFB via Downtown Tampa in the amount of $241,000; and advance this item to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

FINANCIAL IMPACT

The Transit Urban Corridor grant award is for $241,000 in FDOT funding and will be used to reimburse for operating costs. These are fiscal year 2019 funds, 100% FDOT and renew annually. No local matching funds are required.

BACKGROUND

The Transit Urban Corridor Program provides funding for projects aimed at relieving congestion and improving capacity within high volume corridors. To qualify for funding, the service must be inter-county. FDOT’s five-year work program contains funding for this route through fiscal year 2023. To execute the PTGA with FDOT, a resolution must be adopted by the HART Board of Directors.

NEXT STEPS

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the December 3, 2018 Board Meeting.

Prepared by: Joanne Caceres, Budget and Grants Analyst
Reviewed by: Cynthia Zambella, Director of Budget and Grants
Approved by: Jeffery Seward, Interim Chief Executive Officer
RESOLUTION #R2018-12-63 ~ Authorize the Interim Chief Executive Officer to Execute a Public Transportation Grant Agreement (PTGA) between Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) to Accept Transit Urban Corridor Funds to Assist with the Operating Cost of Route 275LX – a Limited Express Route Service Between Wesley Chapel in Pasco County and Tampa International Airport via University Area Transit Center and Downtown Tampa in the Amount of $435,040
RESOLUTION NO. #R2018-12-63

A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE A PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) BETWEEN THE HILLSBOROUGH TRANSIT AUTHORITY (HART) AND THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TO ACCEPT TRANSIT URBAN CORRIDOR FUNDS TO ASSIST WITH THE OPERATING COST OF ROUTE 275LX – A LIMITED EXPRESS ROUTE SERVICE BETWEEN WESLEY CHAPEL IN PASCO COUNTY AND TAMPA INTERNATIONAL AIRPORT VIA UNIVERSITY AREA TRANSIT CENTER AND DOWNTOWN TAMPA IN THE AMOUNT OF $435,040

WHEREAS, FDOT provides operating assistance to HART for cross-bay express bus service; and

WHEREAS, HART wishes to continue to provide the service; and

WHEREAS, FDOT has identified funds in the amount of $435,040 to assist with this service;

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

Section 1. The Interim Chief Executive Officer is authorized to execute a PGTA between HART and the FDOT to accept Transit Urban Corridor funds to assist with the operating cost of Route 275LX – a limited express service route between Wesley Chapel in Pasco County and Tampa International Airport via University Area Transit Center and Downtown Tampa in the amount of $435,040.

Section 2. Proper officers of the Hillsborough Transit Authority 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.


ATTEST: Commissioner Lesley “Les” Miller, Chairperson
HART Board of Directors

Councilmember Mike Suarez, Secretary
HART Board of Directors

David L. Smith, Esquire
HART Board General Counsel
COMMITTEE ACTION ITEM

Authorize the Interim Chief Executive Officer to Execute a Public Transportation Grant Agreement (PTGA) between Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) to Accept Transit Urban Corridor Funds to Assist with the Operating Cost of Route 275LX – a Limited Express Route Service Between Wesley Chapel in Pasco County and Tampa International Airport via University Area Transit Center and Downtown Tampa in the Amount of $412,225

OVERVIEW

This grant will assist with the operating costs of the limited express route into Pasco County. The Route 275LX operates daily on hourly headways, with limited stops between Wesley Chapel and Tampa International Airport via the University Area Transit Center and Downtown Tampa. The route operates bi-directionally.

RECOMMENDATIONS

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to execute a PTGA between HART and FDOT to accept Transit Urban corridor funds to assist with the operating cost of Route 275LX – a Limited Express Route Service between Wesley Chapel in Pasco County and Tampa International Airport via University Area Transit Center and Downtown Tampa, in the amount of $412,225; and advance this item to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

FINANCIAL IMPACT

The Transit Urban Corridor grant award is for $412,225 in FDOT funding and will be used to reimburse for operating costs. These are fiscal year 2019 funds, 100% FDOT and renew annually. No local matching funds are required.

BACKGROUND

The Transit Urban Corridor Program provides funding for projects aimed at relieving congestion and improving capacity within high volume corridors. To qualify for funding, the service must be inter-county. The FDOT five-year work program through fiscal year 2023 contains funding for route 51LX (New Tampa Limited Express) which was replaced with this route 275LX (Wesley Chapel/UATC/Downtown Tampa/TIA). To execute the PTGA with FDOT, a resolution must be adopted by the HART Board of Directors.

NEXT STEPS

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the December 3, 2018 Board meeting.

Prepared by: Joanne Caceres, Budget and Grants Analyst
Reviewed by: Cynthia Zambella, Director of Budget and Grants
Approved by: Jeffery Seward, Interim Chief Executive Officer
BOARD COMMITTEE TRANSMITTAL

TO: MEMBERS OF THE HART BOARD

FROM: LENA PETIT, CLERK OF THE BOARD

DATE: NOVEMBER 19, 2018

RE: Resolution #R2018-12-64 ~ Authorization to Ratify the Labor Contract with International Brotherhood of Teamsters, Union Local #79 (“Teamsters”), and Authorizing the Chairperson of the Hillsborough Transit Authority (HART) Board of Directors and the Interim Chief Executive Officer to Execute the Contract with Teamsters, Union Local #79 upon Ratification for the Period from October 1, 2018 to September 30, 2021

Finance and Audit Committee Meeting of November 19, 2018

Committee Members Present: Vice Chair Rich McClain, Directors Mechanik, Harden, Knight, Williams, and Commissioner Kemp

Committee Member Absent: Chair C. John Melendez, Councilmember Donohue, and Commissioner White

Committee Recommendation:
The Committee reviewed this action item and voted unanimously to advance it to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

Attachments:
I. Resolution #R2018-12-64
II. Committee Agenda Report
ATTACHMENT I

RESOLUTION NO. #R2018-12-64

A RESOLUTION AUTHORIZING TO RATIFY THE LABOR CONTRACT WITH INTERNATIONAL BROTHERHOOD OF TEAMSTERS, UNION LOCAL #79 (“TEAMSTERS”), AND AUTHORIZING THE CHAIRPERSON OF THE HILLSBOROUGH TRANSIT AUTHORITY (HART) BOARD OF DIRECTORS AND THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE THE CONTRACT WITH TEAMSTERS, UNION LOCAL #79 UPON RATIFICATION FOR THE PERIOD FROM OCTOBER 1, 2018 TO SEPTEMBER 30, 2021

WHEREAS, HART and Teamsters have negotiated and mutually agreed upon a successor labor contract, and

WHEREAS, the collective bargaining unit represented by Teamsters has ratified the contract setting forth the terms and conditions of employment on October 8, 2018;

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

Section 1. The Board of Directors ratifies the labor contract between HART and Teamsters that will become effective on October 1, 2018, for the period through September 30, 2021.

Section 2. The Board of Directors authorizes the Board Chairperson and the Interim Chief Executive Officer of HART to execute the contract.

Section 3. Proper Officers of the Hillsborough Transit Authority are authorized to do all things necessary and required in order to implement the terms of the aforementioned contract agreement.

Section 5. This resolution shall take effect immediately upon its adoption.


ATTEST: Commissioner Lesley “Les” Miller, Chairperson
HART Board of Directors

Councilmember Mike Suarez, Secretary
HART Board of Directors

David L. Smith, Esquire
HART Board General Counsel
COMMITTEE ACTION ITEM

Authorization to Ratify the Labor Contract with International Brotherhood of Teamsters, Union Local #79 (“Teamsters”) and Authorizing the Chairperson of the Hillsborough Transit Authority (HART) Board of Directors and the Interim Chief Executive Officer to Execute the Contract with Teamsters upon Ratification for the Period from October 1, 2018 to September 30, 2021

OVERVIEW

HART and the International Brotherhood of Teamsters follow a collective bargaining agreement, which provides the terms, and conditions under which both will operate. The current International Brotherhood of Teamsters’ contract expired on September 30, 2018. A successor labor contract is required to govern the terms and conditions of employment for members of the Teamsters bargaining unit, beginning October 1, 2018.

RECOMMENDATION

That the Finance and Audit Committee review the action item authorizing to ratify the labor contract with International Brotherhood of Teamsters and authorizing the Chairperson of the HART Board of Directors and the Interim Chief Executive Officer to execute the contract with Teamsters upon ratification for the period from October 1, 2018 to September 30, 2021; and advance this item to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

FINANCIAL IMPACT

The economic impact of this three-year contract is approximated at $827,915 (wages: FY2018 = $215,518; FY2019 = $249,890; and FY2020 = $304,816, and annual leave increase $57,690). The wage adjustment increases, the largest single economic impact, were due to raising the entry-level pay in year one to better align them with HART’s pay plan at a supervisory level.

BACKGROUND

The International Brotherhood of Teamsters represents the supervisory employees in the Transportation and Maintenance Departments. Currently, there are 48 full time equivalent (FTE) employees employed in Teamsters represented positions, plus four vacancies. These positions include transit dispatchers, road supervisors, maintenance, fleet, facility and inventory supervisors. HART and the Teamsters are parties to a collective bargaining agreement which sets forth the terms and conditions of employment for Teamsters represented positions. The existing three-year contract expired on September 30, 2018.

In June 2018, the HART Bargaining Team commenced negotiations with the Teamsters towards a successor collective bargaining agreement. HART staff and the Teamsters’ contract Bargaining Committee met multiple times over a four-month period. The parties tentatively agreed to a successor contract on September 27, 2018.

On October 8, 2018, the Teamsters bargaining unit voted 32-2 to ratify the contract.
### SUMMARY OF NEGOTIATED CHANGES FOR 2018 – 2020 CONTRACT

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Changes</th>
<th>Economic Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preamble and Recognition</td>
<td>Date of Agreement</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>2</td>
<td>Annual Leave</td>
<td>Increased annual leave accumulation for employees with 20 years or more</td>
<td>Economic Impact 12 Teamsters with 20 years or more. 8-25 or more years; 4 – 20 – 25 years; Total hours to accumulate 2,132; Total salaries $57,690.36</td>
</tr>
<tr>
<td>2.4</td>
<td>Annual Leave</td>
<td>Changed language to include exact language from Employee Handbook.</td>
<td>Economic Impact – the impact of this change will vary year to year as it depends upon the use of sick time by the employee.</td>
</tr>
<tr>
<td>3</td>
<td>Attendance Control Procedures</td>
<td>Language Clean-up and minor changes.</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>5</td>
<td>Credit Union/Banking Benefits</td>
<td>Language Clean-up.</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>6</td>
<td>Civil &amp; Natural Disorder Operating Procedures</td>
<td>Language Clean-up and minor procedural changes.</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>7</td>
<td>Disciplinary Action and Discharge</td>
<td>Change in disciplinary action exceeding 12 months when involved in preventable in-service accidents. Now 36 months.</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>11</td>
<td>Tuition Reimbursement</td>
<td>Language Clean-up</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>12</td>
<td>Employee Responsibilities: Addresses, Telephone, Driver’s License</td>
<td>Language Clean-up</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>13</td>
<td>Floater Policy and Procedure</td>
<td>Language Clean-up to identify the number of floaters.</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>17</td>
<td>Health Plan</td>
<td>Teamsters opted to seek their own Health Plan. If Teamsters move off the health plan, HART would not pay</td>
<td>No Economic Impact. If Teamsters stay on the HART</td>
</tr>
<tr>
<td>Article</td>
<td>Title</td>
<td>Changes</td>
<td>Economic Impact</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Health plan, HART will no longer pay 100% of the Employee Only plan.</td>
<td>their claims and would see a savings.</td>
</tr>
<tr>
<td>21</td>
<td>Late Report</td>
<td>Language Clean-up</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>23</td>
<td>Leave of Absence</td>
<td>Language Clean-up to identify specific language to the term of the leave of absence.</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>30</td>
<td>Payroll</td>
<td>Language Clean-up to identify electronic deposits and wage adjustment</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>32</td>
<td>Physical Examinations</td>
<td>Language Clean-up to include physical notifications</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>34</td>
<td>Promotion to vacancy</td>
<td>Language Clean-up to include retreat rights</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>38</td>
<td>Sick Leave</td>
<td>Language Clean-up to include identifying Catastrophic Illness parameters</td>
<td>No Economic Impact</td>
</tr>
<tr>
<td>39</td>
<td>Temporary Positions</td>
<td>Language Clean-up to identify temporary positions and increased the temporary pay from $1.50 to $2.00/hour.</td>
<td>Minimal Economic Impact. This is only used when there is no “Floater” available.</td>
</tr>
<tr>
<td>40</td>
<td>Uniforms/Appearance</td>
<td>Switched to the voucher program.</td>
<td>No Economic Impact – No change in the current amount received just moving from cash to voucher</td>
</tr>
<tr>
<td>44</td>
<td>Wages</td>
<td>The wage adjustment increases, the largest single economic impact, were due to raising the entry-level pay with a 5% yearly wage increase for the first year and 1% yearly wage throughout the life of the contract. This</td>
<td>Economic Impact 1st year wage increased by 5% to $2,836,241.38 a difference of $215,518.13. 2nd and 3rd year increased by 1% to $2,870,614.09 the 2nd year and $2,925,539.72 the 3rd year, a difference of $249,890.84 and $304,816.47 respectively. Total</td>
</tr>
</tbody>
</table>
### NEXT STEPS

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

Upon the Board’s approval,
- Execute the successor labor contract for the period October 1, 2018 to September 30, 2021.
- Implement the provisions of the successor labor contract.

Prepared by: Brooke Basquit, Director of HR and EEO Officer
Reviewed by: Kenyatta Lee, Chief Administrative Officer and Interim Chief of Staff
Approved by: Jeffery Seward, Interim Chief Executive Officer
BOARD COMMITTEE TRANSMITTAL

TO:        MEMBERS OF THE HART BOARD
FROM:      LENA PETIT, CLERK OF THE BOARD
DATE:      NOVEMBER 19, 2018

RE:        Resolution #R2018-12-65 ~ Approval of Proposed HART Title VI Program Update for Submittal to the Federal Transit Administration

Finance and Audit Committee Meeting of November 19, 2018

Committee Members Present:  Vice Chair Rich McClain, Directors Mechanik, Harden, Knight, Williams, and Commissioner Kemp

Committee Member Absent:  Chair C. John Melendez, Councilmember Donohue, and Commissioner White

Committee Recommendation:
The Committee reviewed this action item and voted unanimously to advance it to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

Attachments:
I.  Resolution #R2018-12-65
II.  Committee Agenda Report
RESOLUTION NO. #R2018-12-65

A RESOLUTION APPROVING APPROVAL OF PROPOSED HART TITLE VI PROGRAM UPDATE FOR SUBMITTAL TO THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, HART is a recipient of federal funding and subject to regulations issued by the U.S. Department of Transportation and the Federal Transit Administration (FTA); and

WHEREAS, the current HART Title VI program expires January 31, 2019; and

WHEREAS, the Title VI Program update includes general requirements and Service Standards, Service Policies, Demographic Data Collection, Monitoring of Service Standards, Disparate Impact, Disproportionate Burden and Major Service Change Policies, and Service and Fare Equity Analysis; and

WHEREAS, the Finance and Audit Committee held a meeting on November 19, 2018, reviewed, and recommended the proposed HART Title VI Program update;

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

Section 1. The proposed HART Title VI Program update for submittal to the Federal Transit Administration is hereby approved.

Section 2. Proper officers of the Hillsborough Transit Authority are authorized to do all things necessary and required in order to accomplish this requirement.

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


ATTEST: Commissioner Lesley “Les” Miller, Chairperson HART Board of Directors

Councilmember Mike Suarez, Secretary HART Board of Directors

David L. Smith, Esquire HART Board General Counsel
COMMITTEE ACTION ITEM

Approval of Proposed HART Title VI Program Update for Submittal to the Federal Transit Administration

OVERVIEW
The current HART Title VI program expires January 31, 2019. In accordance with Federal Transit Administration (FTA) requirements, the Title VI Program update includes General Requirements and Service Standards, Service Policies, Demographic Data Collection, Monitoring of Service Standards, Disparate Impact, Disproportionate Burden and Major Service Change Policies, and Service and Fare Equity Analysis. The FTA’s revised 2012 Circular on Title VI requires that the Title VI program be approved by the grantee’s Board of Directors.

RECOMMENDATION
That the Finance and Audit Committee review the action item approving the proposed HART Title VI program update for submittal to the Federal Transit Administration; and advance this item to the full HART Board of Directors at the December 3, 2018 regular Board meeting.

FINANCIAL IMPACT
None.

BACKGROUND
Title VI of the Civil Rights Act of 1964 provides that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The FTA requires that the Title VI program be updated every three years.

NEXT STEPS
Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the December 3, 2018 regular Board meeting for approval and subsequent submittal to the FTA by January 31, 2019.

Prepared by: Brooke Basquit, Director of Human Resources
Reviewed by: Kenyatta Lee, Chief Administrative Officer & Interim Chief of Staff
Approved by: Jeffery Seward, Interim Chief Executive Officer
BOARD ACTION ITEM

Resolution #R2018-12-66 ~ Authorize the Interim Chief Executive Officer to Negotiate and Purchase up to Six Used 2014 Forty-Foot Diesel-Powered Heavy-Duty Transit Buses from SunTrust Equipment & Leasing, in an Amount Not-to-Exceed $480,000

OVERVIEW
These vehicles are needed to support fixed route service expansion.

FINANCIAL IMPACT
Funding for this purchase will be provided from HART general funds.

BACKGROUND
In order to expand the HART Fleet, up to six buses are requested in accordance with the HART fleet plan. The six 2014 models still have eight years of useful life. HART has conducted both visual and maintenance inspection of each vehicle. The vehicles were utilized in Orlando by a private contractor. Through the bankruptcy process, SunTrust Equipment & Leasing has taken ownership and is actively marketing the sale of these buses.

PROCUREMENT CONSIDERATIONS
In November 2018, HART was made aware of the availability of six 2014 forty-foot diesel Gillig buses through a bankruptcy filing. The buses are owned by SunTrust Equipment & Leasing, but located in Orlando, Florida. This procurement will be an all cash offer and prices were determined fair and reasonable with the appropriate annual depreciation values calculated into this purchase agreement. There are no outstanding local or federal obligations to these vehicles.

NEXT STEPS
The Interim Chief Executive Officer will negotiate and purchase up to six forty-foot diesel powered heavy-duty transit buses in an amount not-to-exceed the total of $480,000.

Prepared by: Ralph Garcia, Interim Director of Maintenance
Reviewed by: Ruthie Reyes Burckard, Chief Operating Officer
Approved by: Jeffery Seward, Interim Chief Executive Officer

Attachment: Resolution #R2018-12-66
RESOLUTION NO. #R2018-12-66

AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND PURCHASE UP TO SIX USED 2014 FORTY-FOOT DIESEL-POWERED HEAVY-DUTY TRANSIT BUSES FROM SUNTRUST EQUIPMENT & LEASING, IN AN AMOUNT NOT-TO-EXCEED $480,000

WHEREAS, HART requires up to six forty-foot diesel-powered heavy-duty transit buses to support fixed route service that are necessary to provide a reliable fleet; and

WHEREAS, through the bankruptcy process SunTrust Equipment & Leasing has taken ownership and is actively marketing the sale of these buses; and

WHEREAS, the six 2014 models still have eight years of useful life and HART has conducted both a visual and a maintenance inspection of each of the vehicles; and

WHEREAS, HART will utilize funding from the general fund for reimbursement to SunTrust Equipment & Leasing in the amount not-to-exceed $480,000; and

WHEREAS, prices were determined fair and reasonable with the appropriate annual depreciation values calculated into this purchase agreement;

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

Section 1. The Interim Chief Executive Officer is authorized to negotiate and purchase up to six used 2014 forty-foot diesel-powered heavy-duty transit buses from SunTrust Equipment & Leasing, in an amount not-to-exceed $480,000.

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

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


ATTEST: Commissioner Lesley “Les” Miller, Chairperson HART Board of Directors

Councilmember Mike Suarez, Secretary
HART Board of Directors

David L. Smith, Esquire
HART Board General Counsel
BOARD ACTION ITEM

Resolution #R2018-12-67 ~ Authorize the Interim Chief Executive Officer to Purchase Four Flex and 16 Paratransit 23-foot Small Cutaway Type Vans with Mobility Lifts from Florida Transportation Systems Inc., in a Not-To-Exceed Amount of $1,523,220

OVERVIEW

The replacements of the vehicles are necessary to support paratransit service and to provide a reliable fleet.

FINANCIAL IMPACT

Funding for this purchase will be provided from HART general funds.

BACKGROUND

The Florida Department of Transportation (FDOT) Transit Research Inspection and Procurement Services (TRIPS), conducted a procurement to establish a statewide purchasing agreement for transit agencies in Florida, including HART, in accordance with public procurement policies and procedures. In order to support HART operations, 20 23-foot small cutaway type vans with mobility lifts are required to replace vehicles that have outlived their useful life. The replacements are necessary to support Paratransit and Flex service and to provide a reliable fleet.

NEXT STEPS

Purchase four FLEX and sixteen Paratransit 23-foot small cutaway type vans with mobility lifts from Florida Transportation Systems Inc., in a not-to exceed amount of $1,523,220.

Prepared by: Ralph Garcia, Interim Director of Maintenance
Reviewed by: Ruthie Reyes Burckard, Chief Operating Officer
Approved by: Jeffrey Seward, Interim Chief Executive Officer

Attachment: Proposed Resolution #R2018-12-67
RESOLUTION NO. #R2018-12-67

AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO PURCHASE FOUR FLEX AND 16 PARATRANSIT 23-FOOT SMALL CUTAWAY TYPE VANS WITH MOBILITY LIFTS FROM FLORIDA TRANSPORTATION SYSTEMS INC., IN A NOT-TO-EXCEED AMOUNT OF $1,523,220

WHEREAS, HART requires up to twenty 23-foot small cutaway type vans with mobility lifts to support Paratransit and FLEX service that are necessary to provide a reliable fleet; and

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

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

WHEREAS, prices were determined fair and reasonable and and a contract was awarded by TRIPS on March 21, 2017, to Florida Transportation Systems Inc.; and

WHEREAS, the vans will be purchased using HART general fund;

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

Section 1. The Interim Chief Executive Officer is authorized to purchase four Flex and 16 paratransit 23-foot small cutaway type vans with mobility lifts from Florida Transportation Systems Inc., in a not-to-exceed amount of $1,523,220

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

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


ATTEST: Commissioner Lesley “Les” Miller, Chairperson
HART Board of Directors

Councilmember Mike Suarez, Secretary
HART Board of Directors

David L. Smith, Esquire
HART Board General Counsel
BOARD ACTION ITEM

Resolution #R2018-12-68 ~ Authorize the Interim Chief Executive Officer to Purchase up to 30 Forty-Foot Compressed Natural Gas (CNG)-Powered Heavy-Duty Transit Buses From Gillig LLC, in an Amount Not-To-Exceed $16,517,040

OVERVIEW
The replacements are necessary to support fixed route service and to provide a reliable fleet.

FINANCIAL IMPACT
Funding for this purchase will be provided from HART general funds.

BACKGROUND
In order to support HART operations, 20 forty-foot CNG powered heavy-duty transit buses are required to replace vehicles that have outlived their useful life. The replacements are necessary to support fixed route service and to provide a reliable fleet. The Central Florida Regional Transportation Authority (LYNX) conducted a procurement to purchase buses for a consortium of transit agencies in Florida, including HART, in accordance with public procurement policies and procedures.

NEXT STEPS
Purchase 20 forty-foot compressed natural gas powered heavy-duty transit buses from Gillig, LLC in an amount not to exceed $16,517,040.

Prepared by: Ralph Garcia, Interim Director of Maintenance
Reviewed by: Ruthie Reyes Burckard, Chief Operating Officer
Approved by: Jeffrey Seward, Interim Chief Executive Officer

Attachment: Proposed Resolution #R2018-12-68
RESOLUTION NO. #R2018-12-68

A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO PURCHASE UP TO 30 FORTY-FOOT COMPRESSED NATURAL GAS (CNG)-POWERED HEAVY-DUTY TRANSIT BUSES FROM GILLIG LLC, IN AN AMOUNT NOT-TO-EXCEED $16,517,040

WHEREAS, HART requires up to twenty forty-foot CNG-powered heavy-duty transit buses to support fixed route service that are necessary to provide a reliable fleet; and

WHEREAS, the Central Florida Regional Transportation Authority (LYNX) conducted a procurement to purchase buses for a consortium of transit agencies in Florida, including HART, in accordance with public procurement policies and procedures; and

WHEREAS, prices were determined fair and reasonable and a contract was awarded by LYNX on December 12, 2013, to Gillig LLC.; and

WHEREAS, funding for this purchase will be provided from HART general funds;

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

Section 1. The Interim Chief Executive Officer is authorized to purchase up to 30 forty-foot compressed natural gas (cng)-powered heavy-duty transit buses from Gillig LLC, in an amount not-to-exceed $16,517,040.

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

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


ATTEST:  
Commissioner Lesley “Les” Miller, Chairperson  
HART Board of Directors

Councilmember Mike Suarez, Secretary  
HART Board of Directors

David L. Smith, Esquire  
HART Board General Counsel
GENERAL COUNSEL’S REPORT

HART Board Election Process and Committees Assignments Reorganization

Each December, the office of Board Relations surveys the Board members on their preferences for the HART Board Committees and other Boards appointments. A copy of the survey is provided as Attachment IV, and will also be made available electronically after the meeting for the Board members’ convenience. The information gathered will be summarized and presented at the January regular Board meeting. To facilitate completion of the survey, the Committees structures and roles are outlined in the attached charters (Attachments I-III).

January Election Process

Election of HART Officers and voting on HART Board appointments to other Boards and HART Board Committees is scheduled to be held at the January 7, 2019 HART Board regular meeting. HART General Counsel will chair the election process as a neutral party.

Board Officers are elected through an open process, and nominations are accepted from the floor. In accordance with the revised HART Board Policy 120 – General Organization of HART; Section 120.03- Officers:

(1) There shall be elected by the Board, from among the members of the Board, a Chair, a Vice Chair, and a Secretary at the first January meeting each year through an open process, with nominations accepted from the floor. General Counsel is to chair the election process as a neutral party. HART Board Officers positions are to be filled by at least one County elected representative, one elected representative from municipalities, and one non-elected representative, to the extend such representatives are available and willing to serve. If such representatives are not available or willing to serve, any Board Member may be elected to serve as an officer.

(2) All officers shall be elected for a term of one year, or until the officer's successor is duly qualified, and shall serve at the pleasure of the Board.

(3) A Board member may serve the Board in consecutive terms as an officer in various capacities; however, no Board member shall serve in the same capacity for more than three consecutive terms as an officer.

Committee Appointments

130 – Duties of Officers; 130.1- Chair

(1) All HART committee appointments are to be made by the HART Board Chair, but committee leadership will be elected by the committees’ members at their first scheduled meeting.

Prepared by: Lena Petit, Director of Board Relations
Approved by: David Smith, HART General Counsel

Attachments:
I Executive Committee Charter
II LSP Committee Charter
III F&A Committee Charter
IV HART Board Appointment Preference Survey
Mission Statement
The Executive Committee provides oversight and strategic direction on safety, security, and emergency management. The Committee is additionally responsible for sound Board processes, acting as liaison to the Board-established advisory bodies, serving as the Board’s ethics Committee, and additional responsibilities assigned by the Chair.

Meeting Frequency
The Executive Committee shall meet as needed.

Membership
Membership in the Executive committee will consist of the Chair, Vice Chair, and Secretary of the Regular Board of Directors, as well as the Chairs from the Governance, Administration, and Operations Committee, Finance and Audit Committee, and Legislative and Strategic Planning Committee. The Committee will have no less than six members and may be constituted as a committee of the whole at the preference of the Chairperson of the HART Board.

Quorum
A majority of the members of the Executive Committee shall constitute a quorum for the purpose of conducting its business and exercising its power. Actions are recommendations to the Board of Directors to be placed on a Board agenda for consideration.

If a quorum is not present, the Executive Committee members may meet, discuss issues, and receive information, but no official action can be taken. The Board Chair may appoint other Board members to serve as an alternate members of the Executive Committee for the purposes of making a quorum. Any Board member may attend and participate in Executive Committee Meetings. Only Executive Committee members can vote.

Responsibilities
a. The Executive Committee provides direction, management, and decision-making in an emergency capacity on behalf of the Board of Directors to determine matters that do not warrant convening a special meeting of the Board, or in which the convening of such a meeting is impractical and which matter should not be postponed until the next scheduled meeting of the Board. Actions of the Executive committee shall be reported to the full Board of Directors at its next regular meeting.

b. The executive Committee recommends changes to improve effective policymaking, oversight, communications, and outcomes, by developing revisions and enhancements to Board policies. all Board governing documents in order to improve effective policymaking, oversight, communications, and outcomes.
Mission Statement
The Finance and Audit (F&A) Committee shall monitor the financial integrity and viability of the Authority and its program and services; develop budget preparation guidance; recommend capital and operating budget approval that support the mission, values and strategic goals of the Authority to the HART Board of Directors; evaluate existing and identify future funding sources, fares, grants, bond issues, tax anticipation borrowing, and other forms of indebtedness.

The F&A Committee shall assist the HART Board of Directors in the oversight of the integrity of the financial statements of the Authority. This Committee shall oversee auditor selection in accordance with Florida Statutes, Section 218.391; the performance of the internal audit function and the independent auditors; the compliance with legal and regulatory requirements; and policies and practices with respect to major financial risk exposures.

Membership
The Committee shall be comprised of a minimum of five members.

Meeting Frequency
The Finance and Audit Committee meets as needed.

Quorum
A majority of the members of the Committee shall constitute a quorum for the purpose of conducting its business and exercising its power. Actions are recommendations to the Board of Directors to be placed on a Board agenda for consideration.

If a quorum is not present, the Committee members may meet, discuss issues, and receive information, but no official action can be taken. The Board Chair may appoint other Board members to serve as an alternate members of the Committee for the purposes of making a quorum. Any Board member may attend and participate in Committee Meetings. Only Committee members can vote.

Responsibilities
a. Guidance for the development of Annual budget which is prepared and submitted by the Chief Executive Officer.
b. Routine review and monitoring of the budget with recommendations to the full HART Board of Directors for amendments or adjustments as needed and as proposed by the Chief Executive Officer.
c. Review and make recommendation of accounting, budgeting, and recordkeeping policies that may be proposed by the Chief Executive Officer, prior to adoption by the HART Board of Directors.
d. Review and make recommendation concerning HART’s existing and future funding sources, fares, grants, bond issues, tax anticipation borrowing, other forms of indebtedness, and any other matter related to HART’s finances.
e. Review investment strategies as may be proposed by the Chief Executive Officer prior to action by the HART Board of Directors.

f. Establish schedule and agenda of audits, factors to use for the evaluation of audit services, including a provision requiring the periodic rotation of auditors; recommend schedule for procuring audit services.

g. Review with management and the independent auditors:
   • annual financial statements
   • findings
   • HART’s accounting principles
   • the audit plan and significant changes to it
   • course of action for audit follow up
   • progress on corrective actions

h. Review the procedures for receipt, retention, and treatment of complaints received by HART concerning accounting, internal controls or auditing matters by external and internal parties.

i. Ensure that proper steps are taken to investigate and to resolve them in a timely manner.
Mission Statement
The Legislative and Strategic Planning (LSP) Committee advises the Board of Directors of the official positions of the local, state, and federal entities concerning legislative matters pertaining to the operations, development, and funding of the Authority. The LSP Committee will also review the five-year strategic plan and advise on developing specific objectives, strategies, and tactics to implement the plan, along with measurements that ensure the success of the plan. The strategic plan shall include the Board-established mission, vision, core values and broad goals.

Meeting Frequency
The LSP Committee shall meet at least three times a year or on an as needed basis during the budget preparation process and TDP adoption cycle. Two of these meetings will be allocated for the updates from state and federal legislative support teams.

Membership
The LSP Committee shall be comprised of a minimum of five members.

Quorum
A majority of the members of the LSP Committee shall constitute a quorum for the purpose of conducting its business and exercising its power. Actions are recommendations to the Board of Directors to be placed on a Board agenda for consideration.

If a quorum is not present, the LSP Committee members may meet, discuss issues, and receive information, but no official action can be taken. The Board Chair may appoint other Board members to serve as an alternate members of the LSP Committee for the purposes of making a quorum. Any Board member may attend and participate in LSP Committee meetings. Only LSP Committee members can vote.

Responsibilities
a. Recommend annual state and federal legislative agendas for the Board’s approval.

b. Make recommendations regarding the selection of a lobbyist, interact with the lobbyist, and advise the HART Board of Directors of the official position of the local, state, and federal entities concerning legislative matters pertaining to the operations, development, and funding of the Authority, including long-range capital and operating projects.

c. Review and recommend to the full Board of Directors the Transit Development Plan (TDP) as well as other system and corridor level plans with transit elements.

d. Review and recommend project studies, plans, and designs; comprehensive operations analyses, system reviews, and service delivery strategies; acquisition, use, lease, sale or disposal of real property belonging to HART.

e. Review and recommend interlocal agreements and amendments to such agreements that are necessary to implement projects.

f. Recommend approval of Capital Improvement Plan.
HART BOARD APPOINTMENT PREFERENCE SURVEY

Please select the appointments you are interested in for the upcoming calendar year and return this form to Ms. Lena Petit by no later than December 17, 2018 via e-mail to petitl@gohart.org.

HART Board member name: __________________________________________

HART COMMITTEES WITH A HART BOARD MEMBER APPOINTEE
If interested, please check the respective boxes:

HART CLAIMS AND LITIGATION COMMITTEE
one position and one alternate
Member ☐ Yes ☐ No
Alternate ☐ Yes ☐ No

HART ADA TASK FORCE
one position and one alternate
Member ☐ Yes ☐ No
Alternate ☐ Yes ☐ No

EXTERNAL ORGANIZATIONS WITH HART BOARD MEMBER APPOINTEES
If interested, please check the respective boxes:

TAMPA HISTORIC STREETCAR, INC. - three positions and three alternates
Member ☐ Yes ☐ No
Alternate ☐ Yes ☐ No

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION - one position and one alternate
Member ☐ Yes ☐ No
Alternate ☐ Yes ☐ No
HART BOARD APPOINTMENT PREFERENCE SURVEY

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HILLSBOROUGH TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
one position and one alternate (staff appointment acceptable)

Member □ Yes □ No
Alternate □ Yes □ No

HART BOARD COMMITTEES

HART Board Chair will appoint members to the Committees listed below. If interested, please check the respective boxes:

Governance, Administration, and Operations Committee □ Yes □ No
Finance and Audit Committee □ Yes □ No
Legislative and Strategic Planning Committee □ Yes □ No
Committee Members Present (6)
Commissioner Pat Kemp
Rich McClain
John Melendez
Commissioner Sandra Murman
Councilmember Mike Suarez
Marvin Knight

Committee Members Absent (1)
Kathleen Shanahan

Staff Present
Danielle Arthur
Sylvia Berrien
Greg Brackin
Chris Cochan
Shannon Haney
Kenyatta Lee
Ivan Maldonado
Lena Petit
Ruthie Reyes Burckard
Dan Rodriguez
Lillybeth Salas
Jeff Seward

Others Present
Julia Mandel, GrayRobinson
Mark Delegal, Holland & Knight
Bob Martinez, Holland & Knight

Sign-in sheets are attached.

CALL TO ORDER
The meeting was called to order at 9:03 a.m. by Committee Chair Rich McClain.

PLEDGE OF ALLEGIANCE
Pledge of Allegiance followed.

PUBLIC COMMENT ON AGENDA ITEMS (3 MINUTES PER SPEAKER)
No one signed up for comment.

APPROVAL OF MINUTES
Committee Vice Chair Kemp moved and Committee member Melendez seconded the approval of the minutes from the January 29, 2018 Legislative and Strategic Planning Committee meeting. All Committee members present voted aye. The motion carried unanimously.

Chair McClain suggested treating this meeting as a working group session. He said the goal is to form a list of legislative priorities and recommend them for the Board’s approval.

Mr. Jeff Seward, Interim Chief Executive Officer, laid out the format of that morning’s meeting, which intended to be a workshop style.
PRESENTATIONS

2018 State Legislative Session Look Ahead

Governor Martinez and Mr. Mark Delagal with Holland & Knight provided an overview of the 2019 Legislative Session. Topics covered included: how the outcome of the elections will impact the Session, expected make-up of the House and Senate, positioning of our local legislative delegation/relationships, navigating the appropriations process, expected priorities of incoming House and Senate leadership, and anticipated issues impacting HART. A full copy of the presentation is available upon request from the Clerk of the Board at petitl@gohart.org.

Committee member Suarez indicated that many legislators put their requests to serve on certain committees of their interest and inquired if there is any indication of a potential makeup of the Committees at this point. He explained that it would help HART to start reaching out to those members who will be serving on Appropriation and Transportation Committees to discuss HART legislative priorities.

Governor Martinez said that some legislators have years of experience, such as Mr. Jeff Brandes and Mr. Tom Lee. He stated that he believed that there will be leaders on the Senate side from the Tampa Bay area; however, it is speculation only at this point. Governor Martinez remarked that it is hard to predict Committee assignments from the House side since there are more members.

Committee Vice Chair Kemp stated that, in her opinion, HART’s new operations facility should be the number one priority.

Mr. Seward said HART has secured some FDOT and federal funding for the project, and more details will be provided later during the meeting.

Committee Vice Chair Kemp pointed out that earlier this year, HART submitted an application for electric buses, but did not receive any funding subsidy. She added that it was explained that HART would need to make the first investment in the electric fleet to be eligible for funding in the future. Committee Vice Chair Kemp indicated she would like to hear staff’s proposal.

Mr. Seward said staff will address later in the meeting.

Committee member Melendez remarked that there is an interesting development in the public-private partnership (P3) industry, and suggested considering a creative approach and existing non-transit funding opportunities to support HART projects in the future.

DISCUSSION ITEM

a. 2019 State Legislative Priorities and Agenda

Mr. Jerry Presley, Senior Manager of Government & Business Relations, provided an overview of the 2019 Legislative Agenda process and presented a list of potential policy statements and funding priorities for the Committee’s consideration and discussion. A full copy of the presentation is available upon request from the Clerk of the Board at petitl@gohart.org.
Mr. Seward reported that HART typically has a well-defined federal legislative agenda; however, there was no such agenda with the state priorities. He indicated that in the past, HART has not taken a stance on transportation policy issues that may come up during the legislative sessions, and could impact HART’s ability to provide transportation services.

Committee member Suarez requested a clarification on the amount of the legislative ask for the heavy maintenance facility rehabilitation project. He pointed out that the backup material and the presentation have different dollar amount.

Mr. Presley explained that the correct amount is $17.4 million, and the amount noted in the back-up materials is incorrect.

Committee member Suarez inquired how the outcome of the referendum could potentially affect this project.

Mr. Seward reported that HART has received $5 million in federal funding and anticipates to receive $5 million in state funding for this project. He added that $17.4 million ask equates to $3.48 million, 20% of the match that HART could support. Mr. Seward indicated that the design of the new facility in the current location was approved by the HART Board of Directors based on the current service level. He said that if the referendum passes, the project will be put on hold because a satellite facility would need to be found to accommodate additional fleet.

Committee member Suarez inquired if HART would refurbish the current facility.

Committee Vice Chair Kemp remarked that if HART were to expand its fleet, the Agency would need more than one operations facility to serve such a big county.

Mr. Seward said that HART has an obligation before the federal government to maintain the facility for another 30-40 years. He added that HART may be looking at two different facilities or at contract services to avoid having a responsibility of capital infrastructure.

Committee Vice Chair Kemp pointed out the obligation to maintain the facility as a major challenge with federal investments. She inquired about the amount of federal commitment HART would need to repay for the CNG station if it shuts down.

Mr. Seward said staff will provide this information at a later date. He noted that the full Board of Directors will be voting on the list of priorities the day before the referendum; however, the HART ask would not be changing notwithstanding the outcome of the referendum, but the depth of the ask will.

Committee member Murman inquired if the funding plan was to ask for $22 million from the state. She indicated that HART has to be really specific. Committee member Murman recommended not to ask for such a large amount. She added that HART needs to use this year for building relationships.

Mr. Seward indicated that staff received guidance from the previous legislative support team to ask for the whole amount. He remarked that the total amount could be broken down in phase components, for example, a storm water component could be a separate ask of $5 million.
Committee member Murman asked if HART was working towards P3 funding and had a match for the ask.

Mr. Seward stated that this ask is predicated on the amount HART will have available as a match.

Committee member Murman said that HART needs to be realistic and go for what can be achieved.

Mr. Presley indicated that the purpose of the workshop was to define a legislative agenda as a whole and to create a strategy for the state and federal legislative asks.

Committee member Murman said she was expecting to see a strategy presented to the Committee members. She added that HART has to have a one-pager that distinctly describes a plan and a strategy.

Committee member Melendez noted that staff is presenting a “dream” number, a big ask, which needs to be split down. He agreed that HART needs to be specific and strategic. Committee member Melendez said he appreciated the glimpse of how it works and would be able to provide staff with more guidance.

Committee member Murman recommended to select one project and have one major ask.

Committee Chair McClain explained that the goal is to create a priority list to allow for options and not be tied to a single project.

Committee member Murman said that HART would need to approach a member to sponsor an ask, after which HART would need to educate the Delegation about the ask, to get their support. She stated that she would ask for $5 million for the storm water project and then ask DOT for $5 million for the facility rehabilitation. Committee member Murman remarked that the legislators need to know the total cost and a breakdown to various components with an amount assigned.

Mr. Seward indicated that staff will work with Holland & Knight on creating a one-pager for a large legislative ask split in phases and years.

Committee Vice Chair Kemp spoke in support of the proposed priorities. She expressed her concerns about the condition of the current operations center. Committee Vice Chair Kemp said, to her, it is the top regional priority. She remarked that she appreciated the outline and a big picture of the needs and having a discussion about what could be achieved. Committee Vice Chair Kemp indicated that there may be a shift in power, depending on the outcome of the November Elections.

Committee member Suarez suggested to revisit the storm water issue with the City of Tampa staff, talking to them how to alleviate this situation.

Mr. Seward stated that the City has been a part of this effort. He pointed out that many flooding issues have been reduced and mitigated based on the relationship with the City. Mr. Seward said it is now the internal infrastructure under the paved parking lot.

Committee member Murman inquired if HART was trying to do P3 funding with this project.

Committee member Melendez agreed that HART needs to keep an eye on P3 funding opportunities.
Mr. Seward reported that if the referendum does not pass, HART will be moving forward with the current plan, and there will be an ability to have a financing plan to move the project forward. He added that the facility rehabilitation project has to be completed before another hurricane seasons starts.

Committee member Murman made a motion to put forward the three proposed priorities, Committee Vice Chair Kemp seconded. All Committee members present voted aye. The motion carried unanimously.

Policy Priorities

Mr. Presley presented the proposed policy priorities - Automated Vehicle (AV) Technology and Electric Vehicle (EV) Technology.

Committee member Melendez supported both priorities and, based on the funding restraints, the order of AV as primary and EV as the secondary priority.

Mr. Seward reported that staff will request the Board’s approval of the AV contract at the November Board meeting. He explained that HART would not be able to apply for a waiver until the contract is awarded which shows the importance of this statement as our legislative priority.

Committee Vice Chair Kemp recommended EV as the first priority. She indicated that many fleets are moving towards electric. Committee Vice Chair Kemp stated that she had discomfort with AVs, since there is an opinion that there is no way to make an automated vehicle safe. She referenced her experience riding a pilot ride on an AV. Committee Vice Chair Kemp said that safety and how AVs interact with a walkable world are the most important issues.

Committee member Melendez pointed out that there may be an opportunity to do more research about electric buses. He noted that transit in Tallahassee utilizes electric buses so it might benefit HART to reach out and ask for operation details.

Committee Vice Chair Kemp responded that Tallahassee has two electric buses, and as does St. Petersburg. She noted that there is still a limited number of electric vehicles made in the country.

Mr. Seward said that the recommended AV policy statement is for HART to support legislation policies, rules, and regulations in creation of incentives for transit systems to purchase AVs.

Committee member Melendez pointed out that there has been a lot of support among the state legislators, including Senator Brandes, for AV technology. He cautioned that a more expensive legislative ask for electric vehicles could waiver support of the legislators.

Committee member Knight left at 10:37 a.m.

Committee member Murman made a recommendation to change the names from priorities to “policy recommendations”.
**Regulatory Compliance & Unfunded Mandates**

Mr. Presley introduced a recommended policy statement that HART will actively support legislative action that provides funding for local government agencies to meet state and federal mandated regulatory compliance. HART will also actively educate federal and state elected officials regarding the challenges created by state and federal policies, rules, regulations, and/or laws that create a financial burden on local agencies without offering a financial program that assists such local agencies with compliance.

Committee Vice Chair Kemp said she was not comfortable with the way the statement is phrased. She suggested policy language to support HART in securing funding to meet the criteria of the mandates.

Committee Chair McClain did not support the language “educate federal and state elected officials”.

Committee member Murman remarked that it is more “advocacy” than education. She suggested modifying the language to state that HART “would like to have financial assistance to comply with the mandates”.

**Prohibitions on Passing Stopped Transit Vehicles**

Mr. Presley introduced the proposed policy statement that HART will support legislation that prohibits motor vehicles from passing a stopped transit bus in unsafe areas and/or limits the ability of vehicles from going around buses in areas where there are no bus pullouts, when it may be unsafe for vulnerable road users.

Mr. Ivan Maldonado, Director of Transportation, explained that this statement was proposed by Polk Transit and will be recommended by the FPTA as one of their policy statements for the next year. He said it will not affect urbanized areas, but mainly narrow roads with no pullouts.

Committee member Murman said that as the policy moves forward, there will be more clarity provided.

Mr. Colin Mulloy, Director of Safety, added that currently, there is a “yield to bus” law, and this policy will give a tool to law enforcement officers to cite someone with a stronger penalty, based on a unique situation.

Committee Chair McClain remarked that he thought it would be resource-intensive, but agrees with Committee member Murman that this will be heavily debated as it goes through the session.

Committee member Murman moved and Committee member Suarez seconded the motion accepting the policy statements with amendments. All Committee members present voted aye. The motion carried unanimously.

Committee member Murman inquired if there will be any joint initiatives with Pinellas Suncoast Transit Authority (PSTA). She pointed out that Mr. Chris Sprowls from St Petersburg will be an incoming Speaker for the next two years; and a partnership with PSTA would be beneficial to HART.

Mr. Seward referred to PSTA legislative priorities adopted by the Authority last week. He indicated that they do not align with HART priorities, but some of them are close and he will discuss with the PSTA CEO potential opportunities.
Committee member Murman encouraged creativity and the creation of joint priorities. She said that at the last LSP Committee meeting, it was discussed that there is need to create a strategy to bring more money to HART. Committee member Murman added that it was important to analyze if there are opportunities for additional funding.

Committee Vice Chair Kemp noted that, in her opinion, the Westshore area could benefit from a circulator service.

Committee member Murman supported the idea of circulators, including Hyde Park to Tampa Heights and Ybor. She encouraged staff to get creative and collaborate with the County staff who can assist with research.

Committee member Suarez stated that a few years ago, HART did a study of the Westshore area circulator services, and did not receive any support from the hotels in the area. He added that an important component for successful partnerships is that businesses are willing participants.

Mr. Presley concluded that next steps would be to start thinking about the short-term legislative agenda for the upcoming two to three years.

Committee Chair McClain thanked everyone for their participation and valuable input.

**ADJOURNMENT**

The meeting adjourned at 10:56 a.m.
WHEN ADDRESSING THE BOARD, please state your name clearly into the microphone. Each citizen will have three minutes to comment.

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Committee Members Present (6)  
Adam Harden  
Commissioner Pat Kemp  
Marvin Knight  
Rich McClain, Vice Chair  
David Mechanik  
Melanie Williams  

Staff Present  
Danielle Arthur  
Brooke Basquit  
Greg Brackin  
Vanessa Brooks  
Joan Brown  
Ruthie Reyes Burckard  
Joanne Caceres  
Chris Cochran  
Lynda Crescentini  
Cheri Leporatti  
Kenyatta Lee  
Ivan Maldonado  
Lena Petit  
Dan Rodriguez  
Lillybeth Salas  
Jeff Seward  
Frank Wyszynski  

Committee Members Absent (3)  
Councilwoman Cheri Donohue  
C John Melendez, Chair  
Commissioner Stacy White  

Others Present  
Gary Cloyd, Transit Advocate  
Doug Draper  
Chris O’Donnell  
John Sholtes, Teamsters Local 79  

Sign-in sheets are attached.

CALL TO ORDER  
Finance and Audit Committee Vice Chair Richard McClain called the meeting to order at 9:07 a.m.

PLEDGE OF ALLEGIANCE  
Pledge of Allegiance followed.

APPROVAL OF MINUTES  
Committee member Kemp moved and Committee member Harden seconded approval of the minutes from the October 15, 2018 Finance and Audit Committee meeting. All Committee members present voted aye. The motion passed unanimously.

PUBLIC COMMENT ON AGENDA ITEMS (3 MINUTES PER SPEAKER)  
No one signed up to speak.
PRESENTATION

Small Business Enterprise (SBE) Program

Cherie Leporatti, Compliance Officer & DBE Liaison Officer, provided an overview of the SBE Program implemented in 2011, an element of the Disadvantaged Business Entity (DBE) Program as part of its Race Neutral Goal in accordance with 49 Code of Federal Regulations (CFR) Part 26. A full copy of the presentation is available upon request from the Clerk of the Board at petitl@gohart.org.

Committee member Knight arrived at 9:12 a.m.

Committee member Williams referenced the line item of participating subcontractors and inquired who would be held responsible for the work done, the contractor or subcontractor.

Ms. Leporatti explained that the purpose of the program is to offer the prime contractors a way to see what SBEs are available to work with HART.

Committee member Kemp asked if HART is the host of the vendor open house.

Ms. Leporatti answered affirmatively stating that the last open house was in September and staff plans to make it an annual event.

Committee member Kemp asked for an example of some opportunities HART has.

Ms. Leporatti stated that the list is extensive; and gave examples of videography, photographers, uniforms, painters, landscaping services and others. She added that the Agency is looking to expand those opportunities.

Committee member Mechanik inquired if HART has a Minority Business Enterprise (MBE) program, and if SBE program integrates with it.

Ms. Leporatti stated that HART does have a MBE, but the SBE was written into the race neutral program. She noted that this program is needed because while all DBEs are small businesses, not every small business qualifies as a DBE. Ms. Leporatti noted that DBEs are only tracked and used for federal opportunities, but SBEs can be used for all contracts. She noted that an added benefit would be a more formalized program helping with the accounts payable process.

Committee member Williams asked if HART has set a goal for SBE participation.

Ms. Leporatti answered that currently, there is no goal for SBEs, but internally staff looks for growth every year.

Committee member Knight asked about the certification process and the qualifications for eligibility.
Ms. Leporatti stated that HART is a non-certifying agency and, therefore, relies on an outside certification agency. She commented that the qualifications are based on the industry but the major factors for certification are employee base size and revenue.

Committee member Kemp referenced the strong integration of the program, but noted that many small businesses do not know how to get involved. She asked if HART reaches out to Chambers of Commerce to give directions on how to become certified.

Ms. Leporatti stated that implementation of SBE program will allow to simplify the process. She said that currently, businesses have to contact HART for opportunities, and the new software will identify all businesses in the area that can do certain type of work, and will send automated messages to them. She noted that the Community Relations department will be able to encourage opportunities in the community through outreach.

Committee Vice Chair McClain asked if a business will have to be registered in the portal to attend the HART open house.

Ms. Leporatti answered that businesses would be encouraged to register.

Kenyatta Lee, Chief Administrative Officer and Interim Chief of Staff, stated that the intent of this program is to formalized work done with small businesses and create an interactive experience with continuous contact. She noted that a goal will be established after a baseline is established in the initial year.

Committee member Williams thanked staff for the clarification and stated that she understands that the formalization will assist with reporting and participation.

Ms. Lee stated that the other advantage of the program is to have dedicated resources and being proactive in communication with vendors about opportunities at HART.

Jeff Seward, Interim Chief Executive Officer, stated that this is an opportunity to reestablish a commitment to the small business community. He noted that the additional money that HART will start collecting will not require a DBE goal so the SBE program was established to embrace the small business community. Mr. Seward reiterated that this is the first year of the formalized process and that no one can predict how procurement will change with the additional monetary flow, but this will give staff time to advertise and educate the business community. He stated that the goal of this presentation was to reemphasize the importance of the program for HART and let the small business community know that HART is welcoming their business.

Committee member Mechanik noticed that the City of St. Petersburg had a cap of $2,500 on SBE contracts and asked if HART will have a cap.

Mr. Seward stated that HART does not have a cap and he typically does not support caps, unless they are mandated statutorily.

Committee member Kemp commented that this is an excellent and important jumpstart and thanked staff for initiating this program.
COMMITTEE ACTION ITEMS

a. Authorize the Interim Chief Executive Officer to Award Multiple Contracts to Kimley-Horn & Associates, Inc. and Ayres Associates for Architectural and Engineering Services for a Minimum Contract Amount of $25,000 to Each Prime Contractor, and an Overall Maximum for All Contracts of $2,000,000 Subject to Need and Availability of Funding for a Three-Year Base Contract with Two One-Year Options, Not-to-Exceed a Total of Five Years

Mr. Seward noted that typically, the not-to-exceed amount would not be this high but staff will be engaging in many projects in the next five years, from construction of facilities to bus stops and many more.

Committee member Kemp moved and Committee member Mechanik seconded advancement of this item to the December 3, 2018 regular Board of Directors meeting. All Finance and Audit Committee members present voted aye. The motion passed unanimously.

b. Authorize the Interim Chief Executive Officer to Dispose of Three Vehicles in Such a Manner to be Most Advantageous to HART

Committee member Kemp moved and Committee member Harden seconded advancement of this item to the December 3, 2018 regular Board of Directors meeting. All Finance and Audit Committee members present voted aye. The motion passed unanimously.

c. Authorize the Interim Chief Executive Officer to Execute a Public Transportation Grant Agreement (PTGA) between Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) to Accept Transit Urban Corridor Funds to Assist with the Operating Cost of Route 20X – an Express Route Service Between Land O’Lakes in Pasco County and MacDill AFB via Downtown Tampa in the Amount of $241,000

Mr. Seward stated that items c and d are the routine annual acceptance of FDOT funding for route support.

Committee member Kemp moved and Committee member Williams seconded advancement of the action items c and d to the December 3, 2018 regular Board of Directors meeting.

Committee member Mechanik noted that the Route 275LX would run parallel to the BRT route recently approved by TBARTA. He asked for details on the project.
Mr. Seward stated that the TBARTA Board approved the BRT option as the region’s priority project. He explained that TBARTA will be moving forward with the PD&E study analysis of that project.

Committee member Mechanik asked if HART would be looking at eliminating redundancy if the BRT project ever comes to fruition.

Mr. Seward answered affirmatively.

Committee member Mechanik asked about the timing and funding for the project.

Committee member Kemp spoke as a TBARTA Board representative stating that TBARTA will receive $5 million to perform the PD&E study for the Regional Transit Strategic Plan. She stated that she disagreed with the overall concept of the plan and voted against it. Committee member Kemp commented that the project should be funded by the state as other intercountry types of transit should be financed. She noted that the funding should not come from HART as the focus of this Agency is on Hillsborough County. Committee member Kemp stated that the project has a five-year timeline; however, the bridge to be utilized will not be completed until 2024. She concluded that, in her opinion, an enhanced express bus service is needed more.

All Finance and Audit Committee members present voted aye. The motion passed unanimously.

e. Authorization to Ratify the Labor Contract with International Brotherhood of Teamsters, Union Local #79 (“Teamsters”), and Authorizing the Chairperson of the Hillsborough Transit Authority (HART) Board of Directors and the Interim Chief Executive Officer to Execute the Contract with Teamsters, Union Local #79 upon Ratification for the Period from October 1, 2018 to September 30, 2021

Brooke Basquit, Director of Human Resources & EEO Officer, gave a presentation on the changes made to the International Brotherhood of Teamsters’ contract that expired on September 30, 2018. A successful labor contract is required to govern the terms and conditions of employment for members of the Teamsters bargaining unit, beginning October 1, 2018. A full copy of the presentation is available upon request from the Clerk of the Board at petitl@gohart.org.

Committee member Kemp thanked staff for the presentation and noted that a lot has changed since the start of the negotiations. She remarked on the low wages of HART transit workers and asked if wages will be reconsidered after the first year of the contract, taking into consideration availability of the new revenue.

Ms. Basquit stated that the topic was discussed during the negotiations; however, it was important to both sides to have a contract in place to avoid turmoil in the employee base. She stated that the contract, or parts of the contract, can be reopened and discussed at a later date.

Committee member Williams thanked staff for the overview and the quick timeline for negotiations. She inquired if only supervisors were affected by this contract and if that was typical within the industry.
Ms. Basquit answered that usually supervisors who a part of the Teamsters contract. She explained that supervisors have a different contract because they have to discipline the workforce governed by the Amalgamated Transit Union (ATU).

Committee member Knight asked when the ATU contract approval will be presented to the Board.

Ms. Basquit stated that the ATU contract ended September 30, 2018, and negotiations on the new contract have started on November 6. She anticipated the contract coming before the Board in the beginning of the next year.

Committee member Knight stated his concerns about the workforce of Operators and Mechanics.

Ms. Basquit commented that she is available to discuss the contracts at any time. She noted that staff is going through it in detail to ensure an effective contract moving forward.

Mr. Seward thanked staff and Teamsters leadership for an expeditious resolution. He reminded the Board that once either or both contracts are approved and ratified, staff will bring a budget amendment for the Board’s approval.

Committee member Mechanik moved and Committee member Kemp seconded advancement of this item to the December 3, 2018 regular Board of Directors meeting. All Finance and Audit Committee members present voted aye. The motion passed unanimously.

f. Approval of Proposed HART Title VI Program Update for Submittal to the Federal Transit Administration

Committee member Kemp moved and Committee member Knight seconded advancement of this item to the December 3, 2018 regular Board of Directors meeting. All Finance and Audit Committee members present voted aye. The motion passed unanimously.

g. Authorize the Interim Chief Executive Officer to Modify the Contract with Jones Worley Design, Inc. for Marketing Services Strategic Development to Increase the Total Not-to-Exceed Amount from $400,000 to $550,000 for the Term of 12 Months

Vanessa Brooks, Director of Communications and Marketing, gave a historic background of the contract and listed the future anticipated projects that would require additional assistance from the marketing support team and hence the contract extension. A full copy of the presentation is available upon request from the Clerk of the Board at petitl@gohart.org

Committee member Williams inquired if all proposed projects for the initial amount of $400,000 were completed. She further asked for clarification on what projects have been completed and what projects are anticipated in the future. Committee member Williams commented that she supports the item as marketing is a necessary function, but she wants more insight into the financial aspect of the contract.

Ms. Brooks stated that she was hired after the start of the contract and to her knowledge all task orders were fulfilled. She stated that there is still money on the contract; however, based on her
experience and what she has heard from peers, more marketing, community relations and communications exposure will be needed to be visible in the community.

Committee member Kemp shared Committee member Williams’ comments about the importance of marketing, especially with addition of new resources. She stated her appreciation for the freshness and creativity that staff has recently presented. Committee member Kemp stated that she has felt that this contract has not been executed with the level of presence that she would like to see. She commented that she would not be supporting this action item and recommended taking the marketing support contract for procurement, taking into account the new resources now available to HART.

Committee member Kemp moved and Committee member Harden seconded deferral of this item to the December 3, 2018 regular Board of Directors meeting.

Vice Chair McClain referred to slide 5, and asked if the items listed are projects from the current contract, or proposed projects for the extension.

Ms. Brooks stated that the list represents the proposed projects that would be completed during the contract extension; however, some listed projects, such as annual report, will be executed with the currently available resources. She noted that she brought forward “Taking Transit to the Community” initiative, while the HART Board has requested a Ridership Development Campaign. Ms. Brooks indicated that she has previously worked with JonesWorley to implement a successful ridership campaign.

Committee member Williams stated that she would like to see the finished products for the previously spent $400,000 compared to the proposed projects for the monetary extension. She noted that she would like to make a more informed decision on how to move forward effectively.

Vice Chair McClain stated that more details are needed moving forward and asked when the contract is scheduled to end and how much money is left on the contract.

Ms. Brooks stated that the contract is scheduled to expire in April of 2020 and has $71,471 remaining.

Committee member Kemp said that the proposed projects need to be completed with the remainder of the current contract and suggested opening a second contract for other upcoming projects.

Committee member Knight stated that he would like to defer the decision until more details become available.

Committee member Harden agreed with Committee members Williams and Knight that HART needs a marketing plan. He suggested that since a contract is in place, the vendor should come and present on the strategy of marketing plan.

Committee member Mechanik pointed out that the Committee action today is a recommendation to the full Board. He stated that he will support the item, but suggested a more comprehensive discussion on the pros and cons of continuing with this vendor versus a new procurement.
Vice Chair McClain stated that he is uncomfortable sending the item to the full Board as currently presented and suggested JonesWorley make a presentation with more information.

Mr. Seward stated that based on the comments by the Committee members, his recommendation is not to advance this item to the full Board and instead bring it back to a future Finance & Audit Committee with more details.

Committee member Kemp withdrew her previous motion.

Committee member Kemp moved and Committee member Harden seconded deferring advancement of this item to the full Board and directing staff to take the item to a future Finance & Audit Committee meeting with more details. All Finance and Audit Committee members present voted aye. The motion passed unanimously.

Vice Chair McClain requested that JonesWorley presentation contain information about the projected initiatives and projects for the extension of the contract.

INTERIM CHIEF EXECUTIVE OFFICER’S REPORT

Sales Tax Revenue Planning

Mr. Seward stated that his report at this meeting will be a high level overview with a detailed plan coming to the December 3, 2018 regular Board of Directors meeting.

Financial Infrastructure

Mr. Seward commented that Public Resources Advisory Group (PRAG) is a consultant firm on a Hillsborough County contract that HART will be able to utilize. He stated that their services are required to model the financial impact of the new revenue. Mr. Seward further explained that PRAG will be performing cash flow and debt capacity modeling in anticipation of investing those dollars to receive capital gains and investment revenue. He noted that debt capacity will have to be explored based on cash flows and statutory requirements.

Mr. Seward reported that CliftonLarsonAllen (CLA) has been contracted to rebuild the accounting structure. He noted that currently HART has only one fund, but will need to move to a fund accounting system that mirrors many local governments because of the new restricted revenues. He stated that there will be financial reporting specific to the sale tax revenue. Mr. Seward stated that the federal, non-federal, sales tax, and interest revenue will all have to be in separate accounts. Mr. Seward stated that he is finalizing proposals from both firms to start work in the upcoming weeks.

Operations

Mr. Seward stated that the long range unfunded plan will have to be reviewed again by the Board, staff, and the community. He noted that the funded plan was based on the revenues HART would have received over the next ten years; therefore, he is proposing advancement of the next three years of the Transit Development Plan (TDP) at the start of calendar year 2019 with service starting between March and June. This service would entail addition of five routes, increasing frequency
and adding about 902,000 miles to the service profile; the detailed plan will be presented at the December Board meeting. Mr. Seward explained that this service will require additional buses which is why there will be an action item for the purchase of 30 buses at the December Board meeting. He further explained that 18 of those buses will be for additional service and the remaining will be to replace the aging fleet. Mr. Seward commented that it typically takes a year to receive a new bus; however, staff is working with Gillig to have half of the buses by May. He commented that the Agency has received two out of the six buses purchased from Sarasota County, with the remaining fleet projected to be received within the next 30-60 days. Mr. Seward stressed that while the amount of the new revenue is $124 million, only $80.6 million will be available for a new bus service. He explained that the rest of the money will be banked away for fixed guideway when a plan is designed in the future.

Mr. Seward stated that the additional service will create a need for HART to have an intense hiring plan in place for operators and pointed out that the hiring will be going on as negotiations are underway with the ATU. Mr. Seward stated that a budget amendment will need to be brought back for the Teamsters and ATU contracts for the wage increases.

He commented that the day after the referendum, senior staff met and have planned weekly meeting to discuss the plan for the new revenue. He added that a significant change will not happen overnight; and it is important to manage those expectations.

Vice Chair McClain stated that this revenue will double the usual operating budget. He explained that the Finance & Audit Committee will be now required to assume a bigger role. Vice Chair McClain expressed his excitement for HART and the community.

Committee member Harden inquired if all additional 30 buses will be CNG.

Mr. Seward answered affirmatively and stated his commitment that HART will start exploring acquisition of electric buses, noting that the Agency will require infrastructure for such fleet conversion.

Committee member Harden observed that the influx of hiring will be a huge task to take on.

Committee member Mechanik stated that he welcomes the discussion and opportunities that HART is now being presented with, but the Board needs to be fully informed about the short term plans, the parameters of use of the sales tax money, and the opportunities the additional funding presents. Committee member Mechanik suggested a light agenda for the December 3, 2018 Board meeting to allow for an ample discussion of this subject matter.

Mr. Seward stated that the December 3, 2018 Board meeting will be centered on this topic. He stated that he asked Mr. Smith for a report of the parameters regarding the additional funding.

Committee member Mechanik left at 10:22 a.m.

Committee member Kemp expressed her excitement about such an incredible opportunity from the voters of Hillsborough County that will allow to have a high quality transit. She thanked staff for already taking the first steps in preparing for the additional funding. Committee member Kemp
agreed with staff that the first step is increasing bus service, which will require additional buses. She spoke about her support for electric buses and her hope for a fully electric fleet in the future. Committee member Kemp suggested that the Agency not rely on the state or any other support and just move expeditiously through the TDP. She noted that the first challenge in moving forward will be acquisition of buses and operators. Committee member Kemp commented on the revenue set aside for fixed guideway, there are studies being performed on arterial or street level BRT service. She noted that the County has two immediate fixed guideway opportunities: ferry service and utilization of the CSX tracks to the areas for highest transit needs. Committee member Kemp stated that Jared Walker is a consultant known internationally for transit planning and suggested a sole source procurement to acquire his services. She noted his accomplishments in Seattle, Portland, and Toronto.

Committee member Knight stated his support for electric fleet. He applauded the Board for looking at all presented information and making fiscally-educated decisions. Committee member Knight noted that taxpayers want confirmation that the system is running well.

Mr. Seward said that staff appreciates the revenue but that does not mean that HART will stop being good stewards of taxpayer money. He noted that this is not a spending spree; the Agency is simply moving forward with a Board-adopted plan. Mr. Seward explained that he has enacted a new mandate that staff vehicles purchased in the future will be all electric; this includes vehicles utilized by the Supervisors.

Committee member Kemp commented that the Operations facility is in a bad shape and asked for an update on the plan.

Committee member Harden left at 10:30 a.m.

Mr. Seward stated that the construction firm procured for the design of the Operations facility has been given the direction to create a plan that totally utilizes the entire facility. He noted that in the future, a satellite location will be sought for the vans, which requires a much smaller, economical footprint. Mr. Seward stated that the Agency needs to utilize the property already owned which will be cheaper than purchasing new land and building a new facility.

Committee member Kemp agreed with staff’s recommendation of having the vans at a satellite location. She noted that with the large size of Hillsborough County, it would be beneficial to have satellite locations instead of one location.

**VICE CHAIR’S REPORT**

Committee Vice Chair McClain echoed Committee member Knight’s comments about importance of HART remaining a good steward of taxpayer money. He stated that HART is in position to greatly improve service to the community and it will be on the Board to make those decisions.

**ADJOURNMENT**

The meeting adjourned at 10:35 a.m.
WHEN ADDRESSING THE BOARD, please state your name clearly into the microphone. Each citizen will have three minutes to comment.

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PUBLIC COMMENT
FINANCE AND AUDIT COMMITTEE MEETING
NOVEMBER 19, 2018

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REPORT FROM HART BOARD REPRESENTATIVES

_Tampa Historic Streetcar, Inc. ~ November 2018_

The Tampa Historic Streetcar, Inc. (THS) Board of Directors held its regular meeting on November 21, 2018. The Board approved the minutes from the September 19, 2018 regular Board meeting.

The following is a recap of the key items that were discussed:

Brian Allan, Director of Streetcar Operations, reported that ridership for October 2018, the first month of the free enhanced service, was 53,185 which is almost double the same month of the previous year.

Jeff Seward, HART Interim Chief Executive Officer, provided details on the community connection to the morning ridership of the enhanced streetcar service that began on October 7, 2018.

Clay Matthews, THS General Counsel, reported that the Vector Media Contract will expire January 1, 2019 and stated that the Board will need to decide to continue the contract or seek other options.

Laurie Gage, Vector Media, announced that all active cars have advertising sold into 2019.

The Board discussed the results of the enacted tax referendum and the next steps of the streetcar extension study.

The following resolution was approved:

**Resolution #R2018-11-09 ~ Ratification of THS Board President’s Authorization to Offer Winter Village Express Service on Sundays from November 18 to December 23, 2018**

The Board members received the monthly compliance and performance reports.

If you wish to view the Board packet for the THS Board of Directors Meetings in their entirety, please visit [http://www.tecolinestreetcar.org/board/ths_board_packet.pdf](http://www.tecolinestreetcar.org/board/ths_board_packet.pdf)

Prepared by: Danielle Arthur, HART Administrative Assistant
Approved by: Michael English, THS Board President
REPORT FROM HART BOARD REPRESENTATIVES

*Tampa Bay Area Regional Transit Authority ~ October 2018*

The attachment summarizes activities of the Tampa Bay Area Regional Transit Authority (TBARTA) during their October 26, 2018 Board of Directors meeting.

Attachment: Summary of October 26, 2018 TBARTA Board meeting
Board Members Present:
Jim Holton, Chair Gubernatorial
Melanie Griffin Gubernatorial
Cliff Manuel, Jr. Gubernatorial
Commissioner Pat Kemp Hillsborough County
Commissioner Betsy Benac Manatee County
Commissioner Kathryn Starkey Pasco County
Commissioner Karen Seel Pinellas County
Commissioner Janet Long Pinellas Suncoast Transit Authority (PSTA)
Mayor Bob Buckhorn City of Tampa
Secretary David Gwynn Florida Department of Transportation (FDOT) District 7
Secretary L.K. Nandam Florida Department of Transportation (FDOT) District 1

Board Members Absent:
Michael Millet Gubernatorial (excused)
Commissioner John Mitten Hernando County (excused)
Kathleen Shanahan Hillsborough Area Regional Transit Authority (HART) (excused)
Mayor Rick Kriseman City of St. Petersburg (excused)

Call to Order
o Chair Jim Holton called the meeting to order at 9:30 am.

Public Comments
o Tom Nocera from BeachTran said that their sister vendor SkyTran has made a profit of over tens of millions of dollars and is a transit system utilized over the entire nation. He commented that the Tampa Bay region has the opportunity to get on track with the system. He said there is a demo of the system in Charleston, South Carolina. Mr. Nocera also mentioned that there is a resolution of support from the Pasco County MPO and he hopes for a similar resolution from the TBARTA Board.

o Charlie Loeb commented regarding the lack of written bus schedules for stops along the route for the 300 X bus. He said the county short list does not have the written bus schedules but has the PSTA transportation map from Hillsborough County to Gateway Mall.

Consent Agenda Item
o Commissioner Janet Long moved to approve the TBARTA Board meeting minutes from September 21, 2018. Mayor Bob Buckhorn seconded. PASSED 9-0.

Presentation and/or Discussion Items
➢ Finance Committee Report, Commissioner Janet Long, Interim Chair
  ▶ TBARTA Procurement Policy and Guidelines Update, Deborah Leous, PSTA
    • Deborah Leous provided a review of the TBARTA Procurement Policy and Guidelines update. The update brings the TBARTA procurement policy in compliance with federal and state regulations. Commissioner Long stated that Finance Committee members went over the new Executive Director contract for David Green. She said there were amendments made to include the health insurance coverage as part of the executive director salary. She recommended the Board approve the amended contract.

➢ Chairman’s Report, Chair Jim Holton
  ▶ Leadership: Executive Director Contract with David Green, Chair Jim Holton
    • Alan Zimmet reviewed the highlights of the executive director contract, which includes a salary of
$198,200K per year, moving expenses capped at $10K, temporary living expenses of $2K per month for up to three months, and annual and sick leave consistent with previous executive director contracts. Performance will be reviewed annually by the Board.

- **Commissioner Janet Long moved to approve the executive director contract for David Green. Cliff Manuel seconded. PASSED 9-0.**
- **Commissioner Janet Long moved to approve the TBARTA Procurement Policy and Guidelines. Commissioner Kathryn Starkey seconded. PASSED 9-0.**
  - **TBARTA State Lobbyist Review, Alan Zimmet**
    - Mr. Zimmet stated he reviewed state lobbyist contracts from other agencies for the potential of piggybacking. The Legislative Subcommittee reviewed the three potential contracts and recommended piggybacking on PSTA’s contract with RSA Consulting Group. If the Board approves, he will draft an agreement for the lobbyist services of RSA.
    - Commissioner Benac confirmed that lobbyist fees will be paid from TBARTA local funds. Commissioner Long stated procurement of federal lobbying services is in process.
  - **Cliff Manuel moved to approve using RSA Consulting Group as the TBARTA state lobbyist through the PSTA contract. Commissioner Janet Long seconded. PASSED 9-0.**
- **Citizens Advisory Committee Report, Bill Jonson, Chair**
  - Bill Jonson gave a report on the TBARTA Citizens Advisory Committee meeting on October 17, 2018. Mr. Jonson stated that since the next CAC meeting will be in December, the CAC adopted a motion to accept the RTFP as presented and advance it to the PD&E phase. The vote was 10-1, with the dissenting vote stating the RTFP was a predetermined “desired project” and that other project choices would have been more appropriate. Mr. Jonson stated the CAC’s second recommendation dealt with the proposed resolution of Hyperloop technologies. The committee voted 7-4 in support of the resolution. Members voting against questioned the application of this technology at this time and the potential diversion of TBARTA resources from other projects.
- **TBARTA MPOs Chairs Coordinating Committee (CCC) Report, Dave Hutchinson, Sarasota/Manatee MPO**
  - Dave Hutchinson reported that the CCC Board meets twice a year, once in July and again in December. He said they met in July for a joint meeting with the Central Florida MPO Alliance to support the development of transit within the I-4 corridor supporting different modes other than focusing on one specific technology. He stated the next CCC Board meeting will be on December 14, 2018, at Benderson Park in Sarasota County. Mr. Hutchinson also expressed that he is excited about the full report for the MPO workshop and looks forward to seeing the research and new developments that will be conducted.
  - **Interlocal Agreement Between TBARTA and the Hillsborough County MPO for TBARTA MPOs CCC Staff Services, Michael Case**
    - Michael Case presented the Interlocal Agreement between TBARTA and the Hillsborough County MPO for TBARTA MPOs CCC staff services to the full Board. He said approval of the interlocal agreement provides funding to TBARTA for operational services to the CCC in the amount of $30K for the year.
    - Commissioner Long commented that the third MPO workshop taking place at Port Tampa Bay will postpone discussion on the issues surrounding the three MPO consolidation and focus on gathering input for enhanced regional coordination between the MPOs and does not affect the interlocal agreement.
  - **Commissioner Betsy Benac moved to approve the Interlocal agreement between TBARTA and the Hillsborough County MPO for TBARTA MPOs CCC staff services. Cliff Manuel seconded. PASSED 9-0.**
  - **MPO Regional Coordination and Best Practices Study Update Scott Lane, Stantec; Jeff Kramer, CUTR**
    - Scott Lane from Stantec and Jeff Kramer from CUTR provided an update on the MPO Regional Coordination and Best Practices Study. They showed how regional coordination is applied throughout the six MPOs that comprises the Tampa Bay region. Mr. Lane mentioned that all MPOs are organized differently under federal rule and that each one forms its own mechanisms for its metro areas and regions.
    - Commissioner Pat Kemp questioned the relevancy of the study in reference to the Tampa Bay region, particularly with Hillsborough County, and if possible MPO consolidation would be the solution to the issues the region faces regarding transportation. She suggested conducting a travel market study that would
differentiate between the needs of each county to help the public understand how commuter patterns work in the various counties that make up the Tampa Bay region. Mr. Lane replied that the maps used show regional ties and evacuation routes between all the counties. He explained that the merged MPO focuses separately on the issues each MPO has across the tri-county region.

- Commissioner Betsy Benac expressed the need for communication between the MPOs in order to work together efficiently to come up with solutions to fix congestion across the region. She said that in order to get to the implementation phase, TBARTA needs to be able to compete on a federal level to get some funding for the project while encouraging regional participation. David Green expressed that he looks forward to learning more about the region and that during his time serving on the Board for GRTC, they were a regional MPO that served 9 jurisdictions. Commissioner Starkey suggested finding the report Forward Pinellas did on commuter travel patterns and feels that regionally we are stronger with one voice. Mr. Kramer commented that he looks forward to hearing the input at the next workshop and that it would be the perfect opportunity for everyone that goes to the workshop to ask questions.

- Hyperloop Transportation Technologies, Cesar Hernandez, Omni Public
  - Cesar Hernandez provided a presentation on Hyperloop technology. The Hyperloop system is a vacuum tube that runs on high speed to connect people across cities long distance at rapid speeds.
  - The presentation is available online at: http://www.tbarta.com/images/Calendar/TBARTA/Board/2018_10-26%20HTTPresentationTBARTA.pdf.
  - Commissioner Kemp questioned the safety of the hi-speed vacuum tube technology that Hyperloop runs on. She referenced an article from Wired magazine that suggested that the elevation and temperature change in the tube can pose a possible safety hazard to passengers. Mr. Hernandez replied that the article did no account for the engineering that goes into the system. He said every year; Hyperloop games are held where engineering teams from top academic institutions showcase and compete to then get licensed with hyperloop systems. He mentioned that this year they exceeded 650 mph. Mr. Hernandez also mentioned that the tube is comprised of different compartments and if there is a fracture it would shut down. He said next year there would be full scale operational capsules for people to get on that would run at different speeds.
  - Commissioner Kemp asked for the length of the project. Mr. Hernandez said that the project is approximately 8 KM in length. Commissioner Kemp questioned if Hyperloop could compete with other modes of transit such as high-speed rail or plane travel rather than local bus travel. Mr. Hernandez replied that it would be considered another form of transportation that is to be used in a robust ecosystem and that the major strength of Hyperloop is long distance travel that would serve as a supplement to the region.
  - Commissioner Kemp asked what the cost was per mile and the speed of the tubes. Mr. Hernandez said that there are no current rates for the United States right now, because Hyperloop is conducting a feasibility study that once completed will determine cost. He said according to the implementation of the system in Europe and the Middle-east that it would be approximately 1/8-1/10 the cost of rail. He also mentioned that according to federal regulations it can go up to 760 mph. Commissioner Kemp asked how many years would be feasible to expect implementation of this project. Mr. Hernandez replied that in an ideal world it would be one year of feasibility study, one year of environmental impact study, and then once those studies are together a team of contractors, subcontractors, and operators would spend the next eight years building the system. Mr. Hernandez also mentioned that approval of the Hyperloop resolution is educational and exploratory to open the opportunity for new technology to be considered for transit in the future.
  - Cliff Manuel asked how the system functions on no friction and goes to high speeds. Mr. Hernandez replied that the vessel the system operates through is all magnetic technology and full electric and the elimination of friction allows it to go at higher speeds. Commissioner Benac questioned if the resolution binds TBARTA to any specific transit system and if a vote of approval is being taken. Mr. Holton recommended that the resolution be referred to the Policy Committee for action.

New Business
- Commissioner Kemp suggested that all TBARTA Board and Committee meetings be live streamed in order to promote transparency and an open government.
- Commissioner Starkey mentioned Pasco County will be hosting a Ground Breaking for the Starkey Gap Trail on October 30th. Cliff Manuel said Hernando County will also be hosting a Nature Trail Ground Breaking Ceremony in Hernando County.

Adjournment 11:15 am
REPORTS FROM HART BOARD REPRESENTATIVES

Metropolitan Planning Organization – October 30, 2018

The attachment summarizes activities of the Metropolitan Planning Organization (MPO) during their October 30, 2018 Board of Directors meeting.

Attachment: Summary of October 30, 2018 MPO Meeting
MPO Board Meeting of Tuesday, October 30, 2018

CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

The MPO Vice Chairman, Councilman Harry Cohen, called the meeting to order with one member short of a quorum at 9:06 a.m. Commissioner Stacy White led the pledge of allegiance and gave the invocation.

The following members attended:


The following members were absent:

Trent Green, Commissioner Ken Hagan, Mayor Mel Jurado, Mayor Rick Lott, David Mechanik, Commissioner Les Miller, and Cindy Stuart.

Vice Chair Cohen read into the record a memo from Chairman, Commissioner Les Miller, stating that he was unable to attend due to a medical procedure.

Some non-action agenda items were taken out of order until the quorum was established.

PUBLIC COMMENT

Mr. Jim Davison requested the following:

1. The value capture analysis report that backs up the response provided to the Citizens Advisory Committee that not enough funds would be raised with this strategy to be considered in any Long Range Transportation Plan.
2. Under what authority the MPO appropriated the entire amount of money remaining in the CIT tax for Plant City, Temple Terrace, and the City of Tampa of which 61% of it was given to the bus category (the transit category).
3. How the tax referendum is going to affect the MPO’s scenario planning, since representatives of All For Transportation and County Administration have stated that this plan will not end congestion and congestion will continue to increase.

Sharon Calvert commented on the five-page charter amendment, All for Transportation, and Ms. Alden’s presentation at the August 23rd Tampa City Council meeting. She feels that Ms. Alden presented wrong and misleading information. Ms. Calvert distributed an article titled “Sales Tax Initiative Would Mostly Fund Maintenance, Not New Mass Transit Options.” She expressed concerns regarding a $16 billion tax hike only funding basic services. She stated that the MPO Board should rein in the bureaucracy if they want to remain credible.

Tom Nocera representing St. Pete Tampa Aerial Transit, LLC and Beach Tran Clearwater, LLC requested the opportunity to go into detail on the plan for a regional solution for traffic congestion that is not tax payer
funded. He would need ten minutes to make the presentation. He presented the information at a Pasco MPO Board meeting and received a resolution for support. On November 6, he is presenting at the Sarasota/Manatee MPO Board. He suggested members view videos on skytram.com and on tampabaytransit.com. He hopes to hear back from the MPO Board regarding an available time to make a presentation.

Chris Vela expressed concerns about the Tampa Bay Next project and requested that his concerns be shared with future MPO Board members.

Following the public comment period, Commissioner White requested MPO staff work with Mr. Davison on the questions that he asked. He also requested Cameron Clark, MPO Attorney, assure that Mr. Davison receives records if his questions turn into a public records request.

**STATUS REPORT**

**A. Brightline Proposal for Rail to Orlando, Miami**

Mr. Bob O’Malley, Brightline’s Vice President of Government Affairs, presented information on the Brightline Proposal for connecting Orlando to Tampa with high-speed rail. Mr. O’Malley offered to make presentations to any group. He invited members to tour Brightline stations and for those who support Brightline to encourage the Florida Department of Transportation to move forward. Members can contact Mr. O’Malley if they have questions or suggestions.

Following the presentation, Councilman Maniscalco inquired about the ticket cost, route and the estimated travel time from Tampa to West Palm Beach.

Commissioner Murman invited Mr. O’Malley to present at a Board of County Commissioners meeting. She will have her staff contact Mr. O’Malley regarding scheduling and for a possible letter of support.

Ms. Janet Scherberger spoke on behalf of Tampa International Airport in support of the concept of having some type of connection between Orlando and Tampa.

Councilman Cohen stated if Mr. O’Malley is not already scheduled to make a presentation to Tampa City Council, he would like to request a presentation as well.

*A quorum was established at 9:32 a.m. upon Commissioner Kemp’s arrival.*

Commissioner Kemp arrived at the end of the presentation and thanked Mr. O’Malley. She is excited about the Brightline possibility.

**APPROVAL OF MINUTES – October 2, 2018**

A motion was made by Commissioner Murman to approve the minutes of October 2, 2018. The motion was seconded by Commissioner White and carried unanimously.

**COMMITTEE REPORTS, ONLINE COMMENTS**

Ms. Gena Torres, MPO Staff, presented the committee reports. Committees approved and forwarded to the MPO Board the Transportation Improvement Program (TIP) Amendment for the Bloomingdale Ave/US 301 Intersection and for the HART CAD/AVL bus equipment replacement. In addition, they approved the Autonomous Transit Feasibility Study for the USF Campus for acceptance as a concept. The Citizens Advisory Committee voted 10 to 2, and the nay votes were due to concerns about impacting bicycling and cost effectiveness versus Bull-Runner bus service.
The Policy Committee passed motions for the renewal of the interlocal agreement with TBARTA for organizational and administrative services for the MPO Chairs’ Coordinating Committee on the consent agenda. They also took a position on the federal performance measures, supporting the staff recommendation, with a request that HART send a letter or a representative to the board meeting.

The Bicycle/Pedestrian Advisory Committee approved a motion supporting the reconstruction of the Maydell Avenue Bridge as previously supported by the committee.

The Transportation Disadvantaged Coordinating Board approved the annual report for the countywide coordinated system.

The TBARTA MPO Chairs’ Coordinating Committee Staff Directors discussed making minor adjustments to the regional priority lists; the 2019 Gulf Coast Safe Streets Summit; the public workshop for the Regional Planning Best Practices Study; and confirmed support for renewal of the TBARTA Staff Services Agreement. The committee will meet on Friday, December 14, over lunch, near the I-75/University Pkwy interchange. The meeting is being arranged and hosted by the Sarasota/Manatee MPO.

There were no Facebook comments. Ms. Torres relayed electronic comments received from citizens. Copies of electronic comments were provided in full to board members in their meeting folders.

Commissioner Kemp inquired about the presentation that took place at the BPAC meeting regarding the reconstruction of the Maydell Avenue Bridge. At two County Commission budget meetings, they received significant pushback from several community members not to have the bridge rebuilt. She supports pedestrian access across the bridge and feels that it needs to be explored more. Staff will find out about the BPAC presentation and advise Commissioner Kemp.

CONSENT AGENDA

A. Committee Appointment
B. Renewal of Interlocal Agreement with TBARTA for Organizational & Administrative Services for MPO Chairs’ Coordinating Committee

A motion was made by Commissioner Murman to approve the Consent Agenda. The motion was seconded by Councilman Maniscalco and carried unanimously.

ROLL-CALL VOTES: TIP Amendments Approved by Committees

Commissioner Murman made a motion for approval of the TIP Amendment for the Bloomingdale Avenue and US 301 Intersection. Councilman Maniscalco seconded the motion. Upon a roll call vote, the motion carried nine to zero.

Commissioner Murman made a motion for approval of the TIP Amendment for the HART CAD/AVL Bus Equipment Replacement. Councilman Viera seconded the motion. Upon a roll call vote, the motion carried nine to zero.

ACTION ITEMS

A. MPO Autonomous Transit Feasibility Study for USF Campus

Mrs. Allison Yeh, MPO Staff, introduced the item, which is part of the MPO’s investigation into the potential of new automated-vehicle technologies, as required by a recent Florida law on MPO long-range plans. Mr. Brian Pessaro, Senior Research Associate with CUTR, presented the findings of a study to bring
autonomous shuttles to the USF Campus, which is a good location for a trial because of its controlled environment, low speeds, and parking constraints. Service concepts that would complement the Bull Runner and the new IP circulator, and respond to student preferences, include a night-time shuttle and/or a shuttle to a remote parking lot. USF will consider its next steps.

Following the presentation, Councilman Viera stated that modest ideas like this will yield big results in the future. USF is an area with a tremendous amount of growth potential. He wanted to know if the liability issue was covered under sovereign immunity? Mr. Pessaro was unable to provide an answer to Councilman Viera’s question; however, Commissioner Murman stated if the autonomous shuttle were operated by USF, it is covered.

Commissioner Kemp suggested consideration for the transportation needs of USF staff in addition to students. She also expressed concerns about safety in walkable communities with the operation of the autonomous shuttles. Mr. Pessaro stated these low-speed shuttles are capable of operating in mixed environments.

**A motion was made by Commissioner Murman to approve the USF Autonomous Transit Feasibility Study report. The motion was seconded by Councilman Viera and carried unanimously.**

**B. Board Positions on Federal Performance Measures**

Dr. Johnny Wong, MPO Staff, provided an update on the action item that was deferred at the October 2, 2018 meeting. At that meeting, following extensive discussion, board members still had numerous concerns. Staff emailed members and provided an opportunity for them to express concerns and ask additional questions. The comments and questions that members emailed were covered in Dr. Wong’s presentation. The Federal deadline to set the performance targets is November 14, 2018. Staff emailed board members and received responses back from members. Staff also had conversations with the Office of Policy and Planning to clarify concerns expressed by members.

The Florida Department of Transportation (FDOT) oversees collecting all data and reporting to the Federal Highway Administration. FDOT is the lead agency for the performance measures and targets. They set statewide targets for all national highway system roads. FDOT has been measuring mobility performance for over thirty years and does not anticipate that the new performance measures will change funding allocations. FDOT staff suggests that MPOs support the state targets.

The following are the suggested board actions:

- Support FDOT’s statewide performance targets for the NHS and accept transit asset outcomes emerging from the 2018 HART TAM Plan.
- Communicate, in a letter to FDOT:
  - Request NHS bridges continue to be maintained in good state of report.
  - Request funding for bottleneck near-term fixes to improve travel time reliability – ex. ICM, ATMS, ramp changes, and other TSM&O projects on the priority list.
- Communicate to the TMA Leadership Group:
  - HART Maintenance Facility should be a top regional priority.
  - TSM&O projects should also be prioritized at the regional level.

Following the presentation, Commissioner Kemp commented on travel time reliability. She expressed interest in having a future presentation on traffic signal timing to improve traffic flow, and reiterated her previous request for information on the effect on induced travel demand. Dr. Wong stated that he had been unable to find published papers that deal with induced demand resulting from operational improvements as opposed to induced demand resulting from capacity projects.
Mr. Waggoner brought up the impacts on performance reliability measures when improvements to the National Highway System that are in the Long Range Transportation Plan (LRTP) are delayed. Did the MPO look at what happens if the LRTP National Highway System program is not carried out? Ms. Alden showed congestion forecasts from the LRTP. She stated that the travel time reliability forecast, which Dr. Wong showed to illustrate the benefits of advanced traffic management systems (ATMS), assumes that many interstate express lane projects will be implemented by 2040. The MPO evaluated scenarios with and without the express lane projects, and found that the express lane scenario had the smallest increase in traffic congestion, even with outward growth and new office parks around interchanges. Mr. Waggoner wanted to know if the travel time reliability forecast will be updated, using the Strategic Highway Research Program (SHRP2) tool? Ms. Alden stated, if the board agrees, staff would like to complete a similar analysis and utilize the SHRP2 tool again for the update of the LRTP in the coming year. Mr. Waggoner agreed, if the tool can show how other moderate improvements can provide benefit, but the MPO must make sure that capacity is key to our transportation system remaining functional.

Commissioner Murman stated that the action item was discussed quite a bit at the Policy Committee. Road reliability and vulnerability is important to the region. As a Commissioner, she receives daily calls regarding the poor quality of roads.

A motion was made by Commissioner Murman to support FDOT’s statewide performance targets for the National Highway System and accept transit asset outcomes emerging from the 2018 HART Transit Asset Management Plan. In addition, support the Policy Committee’s recommendations for communication to FDOT and the TMA Leadership Group. The motion was seconded by Commissioner Kemp.

Prior to the vote, Mr. Waggoner commented again on travel time reliability, and suggested an amendment to the motion for general support of carrying out the National Highway System improvements in the LRTP. Commissioner Murman and Commissioner Kemp accepted the suggestion of the amendment to the motion.

The motion carried unanimously.

STATUS REPORT

B. Florida MPO Advisory Council Update

Mr. Carl Mikyska, Executive Director of Florida MPO Advisory Council, provided an overview of the MPOAC, transportation funding in Florida, MPOAC Legislative Priorities, and the MPOAC’s weekend institute for elected officials. The dates for the 2019 weekend institute for elected officials are: Orlando (March 29 – 31) and Tampa (May 31 – June 2).

Commissioner Kemp recommended members attend the weekend institute for elected officials if they have not attended. She wanted to know where the MPOAC legislative priorities come from. Mr. Mikyska stated they are determined by 27 members, one from each MPO Board in the state, who vote and adopt the priorities annually.

Mr. Waggoner commented on the SIS recommendation, maintaining capacity, and distracted driver information that was discussed in the presentation. He recommended considering distracting transportation not just distracted driving.

Councilman Cohen acknowledged that Karen Michalski wanted to provide comments during the public comment period regarding combining MPO’s, but she had to leave prior to being called. She stated that she would email her comments. (To date her comments have not been received)
EXECUTIVE DIRECTOR’S REPORT

Ms. Alden stated that yesterday’s workshop on the Regional Planning Best Practices study was very informative. The consulting team has put together three different sets of options for consideration, for strengthening the regional planning process. The information is also available on the TBARTA website. A copy of the information was provided to members in the board folders. She is scheduling a regional workshop tentatively for January 15th for an opportunity to have a discussion with the consulting team.

Later today, staff is meeting with the AETNA Foundation and the American Public Health Association because the Hillsborough MPO is one of the national finalists for a grant to potentially expand the Garden Steps Project.

The next board meeting will be held Tuesday, December 4th on the 26th floor of the County Center. The annual election of officers will take place.

The next Tampa Bay Transportation Management Area Leadership Group will take place on November 2nd and will be held at the Pinellas Suncoast Transit Authority. The process of a rotating chairperson will begin, and Commissioner Murman has agreed to be first chairperson.

OLD & NEW BUSINESS

There was no old or new business.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:51 a.m.
STATUS REPORT ~ FINANCIAL HIGHLIGHTS

Period Ending October 31, 2018

Key Information Points:

- We are 8% through the Fiscal Year with our target to trend as closely to that as possible with expenditures;
- Year to date operating expenses are at 8% of the annual budget

Key Takeaways:

- Total revenues below target which is customary for this period (no Ad Valorem receipts in Oct);
- Fare & Pass revenues, when combined, are on track with budget;
- Total expenses are at target;
- Operational Contract Services and Insurance Costs are ahead of target due certain payments made that apply to the full year.
### All Mode Major Revenues

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2019</th>
<th>Fiscal Year 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Budget</td>
<td>YTD Actual</td>
</tr>
<tr>
<td><strong>Operating Revenues:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fare (Cash) Revenues</td>
<td>$5,743,493</td>
<td>$253,729</td>
</tr>
<tr>
<td>Total Pass Revenues</td>
<td>6,621,777</td>
<td>820,730</td>
</tr>
<tr>
<td>Advertising Income</td>
<td>936,472</td>
<td>1,170</td>
</tr>
<tr>
<td>Interest Income</td>
<td>199,180</td>
<td>21,258</td>
</tr>
<tr>
<td>Other Income</td>
<td>301,468</td>
<td>47,390</td>
</tr>
<tr>
<td>Ad Valorem</td>
<td>44,264,946</td>
<td>(268,638)</td>
</tr>
<tr>
<td>Federal Operating Grants</td>
<td>12,582,352</td>
<td>0</td>
</tr>
<tr>
<td>State Operating Grants</td>
<td>7,694,318</td>
<td>263,437</td>
</tr>
<tr>
<td>Local Operating Contributions</td>
<td>2,976,000</td>
<td>37,500</td>
</tr>
<tr>
<td>Tampa Historic Streetcar, Inc.</td>
<td>618,578</td>
<td>173,570</td>
</tr>
<tr>
<td>Fund Balance - Operating</td>
<td>(3,010,842)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$78,927,742</td>
<td>$1,350,146</td>
</tr>
</tbody>
</table>

### All Mode Major Expenses

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2019</th>
<th>Fiscal Year 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Budget</td>
<td>YTD Actual</td>
</tr>
<tr>
<td><strong>Operating Expenses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$38,125,205</td>
<td>$3,453,045</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>15,523,756</td>
<td>1,031,563</td>
</tr>
<tr>
<td>Fuel and Oil</td>
<td>4,622,782</td>
<td>270,584</td>
</tr>
<tr>
<td>Parts and Supplies</td>
<td>4,401,503</td>
<td>216,881</td>
</tr>
<tr>
<td>Operational Contract Services</td>
<td>5,945,308</td>
<td>868,791</td>
</tr>
<tr>
<td>Administrative Contract Services</td>
<td>1,281,311</td>
<td>34,480</td>
</tr>
<tr>
<td>Legal Services</td>
<td>652,930</td>
<td>(25,918)</td>
</tr>
<tr>
<td>Marketing and Printing</td>
<td>753,441</td>
<td>49,744</td>
</tr>
<tr>
<td>Insurance Costs</td>
<td>3,756,387</td>
<td>464,567</td>
</tr>
<tr>
<td>Utilities</td>
<td>1,073,149</td>
<td>2,863</td>
</tr>
<tr>
<td>Taxes and Fees</td>
<td>129,187</td>
<td>1,297</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>2,662,783</td>
<td>197,199</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$78,927,742</td>
<td>$6,565,097</td>
</tr>
</tbody>
</table>
Cash in the Bank Overview

HART’s cash is managed in two accounts; for the primary account HART utilizes the State of Florida’s local government investment pool, Florida PRIME, as its primary source of cash holdings. Considered low-risk and conservative in its investment strategy, Florida PRIME allows HART to attain a higher yield compared to that of a typical bank cash-flow concentration account. The second account is a concentration account at Bank of America for receiving deposits and managing Payroll and Accounts Payable disbursements. The graphic below depicts the cash on hand as of the day listed, as it is fluid and changes day to day.

### CASH ON HAND (as of 10/31/18)

<table>
<thead>
<tr>
<th>Account</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Community Bank</td>
<td>$2,303,409.78</td>
</tr>
<tr>
<td>SBOA</td>
<td>$7,410,475.45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,713,885.23</strong></td>
</tr>
</tbody>
</table>

**CURRENT CASH BALANCE** $9,713,885.23

### HART Monthly Cash Flow

Prepared by: Joan Brown, Director of Financial Operations
Approved by: Jeffrey C. Seward, Interim Chief Executive Officer
STATUS REPORT

Ridership and Productivity ~ October 2018

October 2018 Ridership

All mode ridership increased 7.1% compared to October 2017.

<table>
<thead>
<tr>
<th>Mode</th>
<th>October FY 2017</th>
<th>October FY 2018</th>
<th>Percentage Change</th>
<th>Total Year FY 2017¹</th>
<th>Total Year FY 2018</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Ridership</td>
<td>1,045,186</td>
<td>1,093,793</td>
<td>4.7%</td>
<td>1,045,186</td>
<td>1,093,793</td>
<td>4.7%</td>
</tr>
<tr>
<td>Express Ridership</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streetcar</td>
<td>39,052</td>
<td>41,312</td>
<td>5.8%</td>
<td>39,052</td>
<td>41,312</td>
<td>5.8%</td>
</tr>
<tr>
<td>Paratransit²</td>
<td>26,861</td>
<td>53,185</td>
<td>98.0%</td>
<td>26,861</td>
<td>53,185</td>
<td>98.0%</td>
</tr>
<tr>
<td>Taxi Voucher⁴</td>
<td>14,989</td>
<td>17,998</td>
<td>20.1%</td>
<td>14,989</td>
<td>17,998</td>
<td>20.1%</td>
</tr>
<tr>
<td>Flex⁵</td>
<td>2,149</td>
<td>2,149</td>
<td>0.0%</td>
<td>2,149</td>
<td>2,149</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total All Modes</td>
<td>1,101,328</td>
<td>1,179,793</td>
<td>7.1%</td>
<td>1,101,328</td>
<td>1,179,793</td>
<td>7.1%</td>
</tr>
</tbody>
</table>

Highlights

- HART’s two new routes- Route 48 (Temple Terrace) and 275LX (Wesley Chapel/New Tampa/TIA) continue to show solid improvement since launching in July 1, 2018.
- It would appear from month over month data comparisons, that the decline in ridership is continuing to plateau.
- Since launching the free and extended Streetcar service, October 2018 streetcar ridership is up 98% compared to October 2017.
- October 2018 HARTPlus ridership is up 20.1% compared to October 2017 and Taxi voucher service increased 4.1% compared to October 2017.

Cost per Passenger

Cost per passenger is presented as non-audited numbers and subject to restatement. Cost per passenger can vary when presented as a single month because expenses encumbered will vary depending on items acquired and billing cycles. Year-to-date is more pertinent and the numbers will ‘smooth out’ as the year progresses and present a truer picture of actual cost.

The table below is the FY 2018 comparison to FY 2017 for October:

1 Fiscal Year runs October 1 through October 30.
2 HART Operations Department Trapeze reports.
3 Taxi invoice
4 HART Operations Trapeze reports
Ridership and Productivity Reports
On the following ridership and productivity report (Attachment), service is broken into three groups: local routes (green), express routes (red), and flex routes (blue). The chart is ranked ‘first to worst’ for the current fiscal year in passengers per revenue hour.
Paratransit Reports

Paratransit Riders – October

<table>
<thead>
<tr>
<th>October</th>
<th>Clients</th>
<th>Attendants</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>13,174</td>
<td>1,634</td>
<td>181</td>
<td>14,989</td>
</tr>
<tr>
<td>2018</td>
<td>16,217</td>
<td>1,593</td>
<td>188</td>
<td>17,998</td>
</tr>
<tr>
<td>%Change</td>
<td>23.1%</td>
<td>-2.5%</td>
<td>3.9%</td>
<td>20.1%</td>
</tr>
</tbody>
</table>

Trip Cancellations – October

<table>
<thead>
<tr>
<th>October</th>
<th>Tot. Req.</th>
<th>No Show</th>
<th>% No Show</th>
<th>Cancellations</th>
<th>% Cancellations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>16,293.0</td>
<td>300.0</td>
<td>1.8%</td>
<td>2,786.0</td>
<td>17.1%</td>
</tr>
<tr>
<td>2018</td>
<td>20,000.0</td>
<td>305.0</td>
<td>1.5%</td>
<td>2,072.0</td>
<td>10.4%</td>
</tr>
<tr>
<td>%Change</td>
<td>22.8%</td>
<td>1.7%</td>
<td>-17.2%</td>
<td>-25.6%</td>
<td>-39.4%</td>
</tr>
</tbody>
</table>

Trip Purpose – October

<table>
<thead>
<tr>
<th>October</th>
<th>Employment</th>
<th>Education</th>
<th>Medical/Hospital/Adult Day Care</th>
<th>Recreation</th>
<th>Shopping</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>2,029.0</td>
<td>2,956.0</td>
<td>5643</td>
<td>1301</td>
<td>365</td>
<td>879</td>
</tr>
<tr>
<td>2018</td>
<td>2,486.0</td>
<td>3,907.0</td>
<td>6526</td>
<td>1731</td>
<td>625</td>
<td>943</td>
</tr>
<tr>
<td>%Change</td>
<td>22.5%</td>
<td>32.2%</td>
<td>15.6%</td>
<td>33.1%</td>
<td>71.2%</td>
<td>7.3%</td>
</tr>
</tbody>
</table>

HARTPlus Certifications – October

<table>
<thead>
<tr>
<th>October</th>
<th>Certified</th>
<th>Total Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>116.0</td>
<td>3,395.0</td>
</tr>
<tr>
<td>2018</td>
<td>117.0</td>
<td>3,604.0</td>
</tr>
<tr>
<td>%Change</td>
<td>0.9%</td>
<td>6.2%</td>
</tr>
</tbody>
</table>

On-Time Performance – October

<table>
<thead>
<tr>
<th>October</th>
<th>Month</th>
<th>Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>97.1%</td>
<td>97.1%</td>
</tr>
<tr>
<td>2018</td>
<td>93.1%</td>
<td>93.1%</td>
</tr>
<tr>
<td>%Change</td>
<td>-4.1%</td>
<td>-4.1%</td>
</tr>
</tbody>
</table>

Prepared by: Christopher Cochran, Manager of Planning
Reviewed by: Ruthie Reyes Burckard, Chief Operating Officer
Approved by: Jeffery Seward, Interim Chief Executive Officer
## HART Services Ridership Summary
### October 2018
#### Attachment

<table>
<thead>
<tr>
<th>HART Service</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>% Change</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route Bus</td>
<td>1,045,186</td>
<td>1,093,793</td>
<td>4.7%</td>
<td>1,045,186</td>
<td>1,093,793</td>
<td>4.7%</td>
</tr>
<tr>
<td>TECO Streetcar</td>
<td>26,861</td>
<td>53,185</td>
<td>98.0%</td>
<td>26,861</td>
<td>53,185</td>
<td>98.0%</td>
</tr>
<tr>
<td>ADA Paratransit</td>
<td>14,989</td>
<td>17,998</td>
<td>20.1%</td>
<td>14,989</td>
<td>17,998</td>
<td>20.1%</td>
</tr>
<tr>
<td>Taxi Voucher</td>
<td>6,686</td>
<td>6,959</td>
<td>4.1%</td>
<td>6,686</td>
<td>6,959</td>
<td>4.1%</td>
</tr>
<tr>
<td>HART Flex</td>
<td>7,607</td>
<td>7,858</td>
<td>3.3%</td>
<td>7,607</td>
<td>7,858</td>
<td>3.3%</td>
</tr>
<tr>
<td><strong>All Mode Total</strong></td>
<td><strong>1,101,329</strong></td>
<td><strong>-100.0%</strong></td>
<td><strong>1,101,329</strong></td>
<td><strong>-100.0%</strong></td>
<td><strong>1,101,329</strong></td>
<td><strong>-100.0%</strong></td>
</tr>
<tr>
<td>Wheelchairs on Fixed Route</td>
<td>3,938</td>
<td>3,905</td>
<td>-0.8%</td>
<td>3,938</td>
<td>3,905</td>
<td>-0.8%</td>
</tr>
<tr>
<td>Bikes on Buses</td>
<td>18,084</td>
<td>19,073</td>
<td>5.5%</td>
<td>18,084</td>
<td>19,073</td>
<td>5.5%</td>
</tr>
<tr>
<td>U-Pass Program</td>
<td>28,126</td>
<td>29,833</td>
<td>6.1%</td>
<td>28,126</td>
<td>29,833</td>
<td>6.1%</td>
</tr>
</tbody>
</table>

### Monthly Ridership Comparison

<table>
<thead>
<tr>
<th></th>
<th>October FY 2018 Ridership</th>
<th>October FY 2019 Ridership</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route Bus</td>
<td>1,045,186</td>
<td>1,093,793</td>
<td>4.7%</td>
</tr>
<tr>
<td>TECO Streetcar</td>
<td>26,861</td>
<td>53,185</td>
<td>98.0%</td>
</tr>
<tr>
<td>ADA Paratransit</td>
<td>14,989</td>
<td>17,998</td>
<td>20.1%</td>
</tr>
<tr>
<td>Taxi Voucher</td>
<td>6,686</td>
<td>6,959</td>
<td>4.1%</td>
</tr>
<tr>
<td>HART Flex</td>
<td>7,607</td>
<td>7,858</td>
<td>3.3%</td>
</tr>
<tr>
<td><strong>All Mode Total</strong></td>
<td><strong>1,101,329</strong></td>
<td><strong>1,101,329</strong></td>
<td><strong>-100.0%</strong></td>
</tr>
</tbody>
</table>

Source: HART Ridership Reports and Trapeze Scheduled Service Revenue Hour Report
## HART Services Ridership Summary

**October 2018**

**Attachment**

<table>
<thead>
<tr>
<th>Fixed Route Detail</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>% Change</th>
<th>Monthly Ridership Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October</td>
<td>October</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Weekdays</td>
<td>22</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Saturdays</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Sundays</td>
<td>5</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Service or Emergency Closure Days</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Service Days</td>
<td>31</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekday Ridership (No Express/No MetroRapid)</td>
<td>850,396</td>
<td>1,093,793</td>
<td>28.6%</td>
<td>779,168</td>
</tr>
<tr>
<td>Weekday Express Ridership</td>
<td>35,170</td>
<td>42,322</td>
<td>20.3%</td>
<td>35,170</td>
</tr>
<tr>
<td>Saturday Ridership inc. MetroRapid and weekend express</td>
<td>85,097</td>
<td>90,573</td>
<td>6.4%</td>
<td>85,097</td>
</tr>
<tr>
<td>Sunday Ridership inc. MetroRapid and weekend express</td>
<td>74,523</td>
<td>66,958</td>
<td>-10.2%</td>
<td>74,523</td>
</tr>
<tr>
<td>Weekday Average Ridership</td>
<td>38,654</td>
<td>47,556</td>
<td>23.0%</td>
<td>35,417</td>
</tr>
<tr>
<td>Weekday Average Express Ridership</td>
<td>1,599</td>
<td>1,840</td>
<td>15.1%</td>
<td>1,599</td>
</tr>
<tr>
<td>Combined Weekday Average Ridership</td>
<td>40,253</td>
<td>49,396</td>
<td>22.7%</td>
<td>37,015</td>
</tr>
<tr>
<td>Saturday Average Ridership</td>
<td>21,274</td>
<td>22,643</td>
<td>6.4%</td>
<td>21,274</td>
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<tr>
<td>Sunday Average Ridership</td>
<td>14,905</td>
<td>16,740</td>
<td>12.3%</td>
<td>14,905</td>
</tr>
</tbody>
</table>

Calculations are subject to monthly adjustment/restatement
# HART Services Ridership Summary

October 2018

Attachment

## Hours and Miles by Mode

<table>
<thead>
<tr>
<th></th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>% Change</th>
<th>Oct. FY 18</th>
<th>Oct. FY 19</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Vehicle Hours</td>
<td>54,249</td>
<td>57,996</td>
<td>6.91%</td>
<td>54,249</td>
<td>57,996</td>
<td>6.91%</td>
</tr>
<tr>
<td>Bus Revenue Hours</td>
<td>51,882</td>
<td>51,767</td>
<td>-0.22%</td>
<td>51,882</td>
<td>51,767</td>
<td>-0.22%</td>
</tr>
<tr>
<td>Bus Vehicle Miles</td>
<td>683,874</td>
<td>744,729</td>
<td>8.90%</td>
<td>683,841</td>
<td>744,729</td>
<td>8.90%</td>
</tr>
<tr>
<td>Bus Revenue Miles</td>
<td>630,277</td>
<td>681,079</td>
<td>8.06%</td>
<td>630,244</td>
<td>681,079</td>
<td>8.07%</td>
</tr>
<tr>
<td>Flex Vehicle Hours (Est.)</td>
<td>1,902</td>
<td>1,778</td>
<td>-6.52%</td>
<td>1,902</td>
<td>1,778</td>
<td>-6.52%</td>
</tr>
<tr>
<td>Flex Revenue Hours (Est.)</td>
<td>1,640</td>
<td>1,123</td>
<td>-31.52%</td>
<td>1,640</td>
<td>1,123</td>
<td>-31.52%</td>
</tr>
<tr>
<td>Flex Vehicle Miles (Est.)</td>
<td>29,539</td>
<td>27,843</td>
<td>-5.74%</td>
<td>29,539</td>
<td>27,843</td>
<td>-5.74%</td>
</tr>
<tr>
<td>Flex Revenue Miles (Est.)</td>
<td>22,158</td>
<td>21,123</td>
<td>-4.67%</td>
<td>22,158</td>
<td>21,123</td>
<td>-4.67%</td>
</tr>
<tr>
<td>Paratransit Vehicle Hours</td>
<td>10,989</td>
<td>12,559</td>
<td>14.29%</td>
<td>10,989</td>
<td>12,559</td>
<td>14.29%</td>
</tr>
<tr>
<td>Paratransit Revenue Hours</td>
<td>9,330</td>
<td>10,955</td>
<td>17.42%</td>
<td>9,330</td>
<td>10,955</td>
<td>17.42%</td>
</tr>
<tr>
<td>Paratransit Vehicle Miles</td>
<td>162,945</td>
<td>185,928</td>
<td>14.10%</td>
<td>162,945</td>
<td>185,928</td>
<td>14.10%</td>
</tr>
<tr>
<td>Paratransit Revenue Miles</td>
<td>140,426</td>
<td>162,110</td>
<td>15.44%</td>
<td>140,426</td>
<td>162,110</td>
<td>15.44%</td>
</tr>
<tr>
<td>Taxi Revenue Miles*</td>
<td>28,416</td>
<td>29,166</td>
<td>NA</td>
<td>28,416</td>
<td>29,166</td>
<td>NA</td>
</tr>
<tr>
<td>Streetcar Vehicle Hours</td>
<td>1,045</td>
<td>1,642</td>
<td>57.17%</td>
<td>1,045</td>
<td>1,642</td>
<td>57.17%</td>
</tr>
<tr>
<td>Streetcar Revenue Hours</td>
<td>1,039</td>
<td>1,480</td>
<td>42.51%</td>
<td>1,039</td>
<td>1,480</td>
<td>42.51%</td>
</tr>
<tr>
<td>Streetcar Vehicle Miles</td>
<td>5,594</td>
<td>8,754</td>
<td>56.49%</td>
<td>5,594</td>
<td>8,754</td>
<td>56.49%</td>
</tr>
<tr>
<td>Streetcar Revenue Miles</td>
<td>5,592</td>
<td>8,532</td>
<td>52.58%</td>
<td>5,592</td>
<td>8,532</td>
<td>52.58%</td>
</tr>
<tr>
<td>HART System Vehicle Hours</td>
<td>68,184</td>
<td>73,976</td>
<td>8.49%</td>
<td>68,184</td>
<td>73,976</td>
<td>8.49%</td>
</tr>
<tr>
<td>HART System Revenue Hours</td>
<td>92,307</td>
<td>94,491</td>
<td>2.37%</td>
<td>92,307</td>
<td>94,491</td>
<td>2.37%</td>
</tr>
<tr>
<td>HART System Vehicle Miles</td>
<td>881,952</td>
<td>967,254</td>
<td>9.68%</td>
<td>881,919</td>
<td>967,254</td>
<td>9.68%</td>
</tr>
<tr>
<td>HART System Revenue Miles</td>
<td>799,498</td>
<td>874,486</td>
<td>9.38%</td>
<td>799,465</td>
<td>874,486</td>
<td>9.38%</td>
</tr>
</tbody>
</table>

*Vehicle and Revenue hours/miles for Taxi Voucher are equal

Calculations are subject to monthly adjustment/restatement
<table>
<thead>
<tr>
<th>Local Routes</th>
<th>Ridership, FY 2018 vs. FY 2019 Monthly</th>
<th>Ridership, FY 2018 vs. FY 2019 Year-to-Date</th>
<th>Route productivity, Passengers per Revenue Hour &amp; Mile (YTD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October FY 2018</td>
<td>FY 2019 % Change</td>
<td>October FY 2018</td>
</tr>
<tr>
<td>42 - Fowler Ave.</td>
<td>25,775</td>
<td>37,677 46.2%</td>
<td>25,775</td>
</tr>
<tr>
<td>400 - Nebraska-Fletcher MetroRapid</td>
<td>84,546</td>
<td>101,646 20.2%</td>
<td>84,546</td>
</tr>
<tr>
<td>6 - 56th Street</td>
<td>110,622</td>
<td>119,571 8.1%</td>
<td>110,622</td>
</tr>
<tr>
<td>12 - 22nd Street</td>
<td>76,942</td>
<td>76,978 0.0%</td>
<td>76,942</td>
</tr>
<tr>
<td>1 - Florida Avenue</td>
<td>89,577</td>
<td>89,240 -0.4%</td>
<td>89,577</td>
</tr>
<tr>
<td>37 - West Brandon/Netpark</td>
<td>30,792</td>
<td>32,780 6.5%</td>
<td>30,792</td>
</tr>
<tr>
<td>39 - Busch Boulevard</td>
<td>59,812</td>
<td>58,992 -1.4%</td>
<td>59,812</td>
</tr>
<tr>
<td>38 - Mango - Netpark</td>
<td>9,705</td>
<td>11,521 18.7%</td>
<td>9,705</td>
</tr>
<tr>
<td>34 - Hillsborough Avenue</td>
<td>75,177</td>
<td>90,832 20.8%</td>
<td>75,177</td>
</tr>
<tr>
<td>5 - 40th Street</td>
<td>40,161</td>
<td>40,736 1.4%</td>
<td>40,161</td>
</tr>
<tr>
<td>16 - Waters - Rowlett</td>
<td>26,976</td>
<td>29,428 9.1%</td>
<td>26,976</td>
</tr>
<tr>
<td>17 - Port Tampa - Britton Plaza</td>
<td>6,570</td>
<td>9,477 44.2%</td>
<td>6,570</td>
</tr>
<tr>
<td>30 - Town 'N Country/Airport</td>
<td>40,340</td>
<td>32,591 -19.2%</td>
<td>40,340</td>
</tr>
<tr>
<td>9 - 15th Street</td>
<td>35,835</td>
<td>33,072 -7.7%</td>
<td>35,835</td>
</tr>
<tr>
<td>15 - Columbus Drive</td>
<td>28,246</td>
<td>29,621 4.9%</td>
<td>28,246</td>
</tr>
<tr>
<td>19 - Downtown - TGH - South Tampa</td>
<td>27,717</td>
<td>24,864 -10.3%</td>
<td>27,717</td>
</tr>
<tr>
<td>32 - Dr. Martin Luther King Jr. Boulevard</td>
<td>31,072</td>
<td>29,607 -4.7%</td>
<td>31,072</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>14 - Armenia -- Howard</td>
<td>18,188</td>
<td>26,069</td>
<td>43.3%</td>
</tr>
<tr>
<td>8 - Progress Village/Brandon</td>
<td>38,487</td>
<td>38,138</td>
<td>-0.9%</td>
</tr>
<tr>
<td>36 - Dale Mabry Hwy./Himes Avenue</td>
<td>36,520</td>
<td>34,108</td>
<td>-6.6%</td>
</tr>
<tr>
<td>7 - West Tampa/HCC</td>
<td>19,687</td>
<td>15,878</td>
<td>-19.3%</td>
</tr>
<tr>
<td>33 - Fletcher Avenue</td>
<td>19,087</td>
<td>19,231</td>
<td>0.8%</td>
</tr>
<tr>
<td>48 - Temple Terrace*</td>
<td>-</td>
<td>11,162</td>
<td>-</td>
</tr>
<tr>
<td>46 - Brandon Blvd.</td>
<td>9,352</td>
<td>9,567</td>
<td>2.3%</td>
</tr>
<tr>
<td>31 - South Hillsborough County</td>
<td>5,736</td>
<td>6,577</td>
<td>14.7%</td>
</tr>
<tr>
<td>System Total</td>
<td>972,483</td>
<td>1,045,471</td>
<td>7.5%</td>
</tr>
</tbody>
</table>

Blue = Routes performing 75% or higher above the local system average

Red = Routes performing 60% or lower than the local system average

* - Route begun February 2018

Calculations are subject to monthly adjustment/restatement
# HART Services Ridership Summary
## October 2018
### Attachment

## Ridership, FY 2018 vs. FY 2019

<table>
<thead>
<tr>
<th>FLEX Routes</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>% Change</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>% Change</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northdale FLEX</td>
<td>3,550</td>
<td>3,031</td>
<td>-14.6%</td>
<td>3,550</td>
<td>3,031</td>
<td>-14.6%</td>
<td>9.24</td>
<td>7.85</td>
<td></td>
</tr>
<tr>
<td>South Tampa FLEX</td>
<td>1,201</td>
<td>1,753</td>
<td>46.0%</td>
<td>1,201</td>
<td>1,753</td>
<td>46.0%</td>
<td>4.35</td>
<td>6.31</td>
<td></td>
</tr>
<tr>
<td>Brandon FLEX</td>
<td>1,265</td>
<td>1,777</td>
<td>40.5%</td>
<td>1,265</td>
<td>1,777</td>
<td>40.5%</td>
<td>3.64</td>
<td>4.73</td>
<td></td>
</tr>
<tr>
<td>Town N’ Country FLEX</td>
<td>875</td>
<td>731</td>
<td>-16.5%</td>
<td>875</td>
<td>731</td>
<td>-16.5%</td>
<td>3.07</td>
<td>2.41</td>
<td></td>
</tr>
<tr>
<td>South County FLEX</td>
<td>618</td>
<td>566</td>
<td>-8.4%</td>
<td>618</td>
<td>566</td>
<td>-8.4%</td>
<td>2.12</td>
<td>1.86</td>
<td></td>
</tr>
<tr>
<td><strong>System Total</strong></td>
<td>7,509</td>
<td>7,858</td>
<td>4.6%</td>
<td>7,509</td>
<td>7,858</td>
<td>4.6%</td>
<td>4.74</td>
<td>4.63</td>
<td></td>
</tr>
</tbody>
</table>

**Blue** = Routes performing 75% or higher above the FLEX system average

**Red** = Routes performing 60% or lower than the FLEX system average

Calculations are subject to monthly adjustment/restatement
## HART Services Ridership Summary
### October 2018
### Attachment

**Ridership, FY 2018 vs. FY 2019**

<table>
<thead>
<tr>
<th>FLEX Routes</th>
<th>Monthly</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 2018</td>
<td>FY 2019</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>% Change</td>
</tr>
<tr>
<td></td>
<td>25LX - South Brandon/MacDill AFB Limited Express</td>
<td>3,253</td>
</tr>
<tr>
<td></td>
<td>24LX - FishHawk/Riverview/MacDill AFB Express</td>
<td>4,512</td>
</tr>
<tr>
<td></td>
<td>360LX - Brandon-Tampa-MacDill AFB*</td>
<td>11,430</td>
</tr>
<tr>
<td></td>
<td>60LX - Brandon-Tampa-TIA-NWTC*</td>
<td>14,278</td>
</tr>
<tr>
<td></td>
<td>20X - Lutz Express</td>
<td>2,419</td>
</tr>
<tr>
<td></td>
<td>275LX - Wesley Chapel - TIA**</td>
<td>10910</td>
</tr>
<tr>
<td></td>
<td>75LX - S. County Shopper Tues. &amp; Thurs.*</td>
<td>230</td>
</tr>
<tr>
<td></td>
<td>System Total</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers per Revenue Hour</td>
<td>Passengers per Revenue Hour</td>
<td>Passengers per Revenue Mile</td>
<td>Passengers per Revenue Mile</td>
</tr>
<tr>
<td>16.46</td>
<td>18.94</td>
<td>0.596</td>
<td>1.404</td>
</tr>
</tbody>
</table>

**Route productivity, Passengers per Revenue Hour & Mile (YTD)**

<table>
<thead>
<tr>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Hour</td>
<td>Revenue Hour</td>
<td>Revenue Mile</td>
<td>Revenue Mile</td>
</tr>
<tr>
<td>16.46</td>
<td>18.94</td>
<td>0.596</td>
<td>1.404</td>
</tr>
</tbody>
</table>

**Blue = Routes performing 75% or higher above the express system average**
**Red = Routes performing 60% or lower than the express system average**

Calculations are subject to monthly adjustment/restatement

* - Route begun October 8, 2017
** - Route began July 2018
HART Services Ridership Summary
October 2018
Attachment

Passengers per Revenue Hour per Route
FY 2019 (10/1/2018 - 10/31/2019)
## MONTHLY INFORMATION REPORT
### Procurement & Contracts Administration Activity Report ~ October 2018

#### A. Full & Open Acquisitions in Process

<table>
<thead>
<tr>
<th>Solicitation</th>
<th>Item/Service</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ-29477</td>
<td>PART# 1FY79UT#ABA HP ELITEDESK 800 35W G3 DESKTOP MINI PC</td>
<td>$42,111.85</td>
</tr>
<tr>
<td>RFP-30324</td>
<td>BTI GEC- A&amp;E Services for BTI Projects</td>
<td>$160,000</td>
</tr>
<tr>
<td>RFP-30775</td>
<td>RFP for FMLA Administration</td>
<td>$30,000</td>
</tr>
<tr>
<td>RFP-31038</td>
<td>Florida Nebraska Fowler BRT Study</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>RFQ-31508</td>
<td>Solar Lighting at Wiregrass PNR</td>
<td>$67,165.50</td>
</tr>
<tr>
<td>IFB-31954</td>
<td>FY-19 Bulk Fluids Contract</td>
<td>$232,679.22</td>
</tr>
<tr>
<td>RFP-31965</td>
<td>Autonomous Mobility Service - BASE</td>
<td>$645,217</td>
</tr>
<tr>
<td>TO-32210</td>
<td>BTI- Ruskin Tax Collector Bus Bay Construction</td>
<td>$58,700</td>
</tr>
<tr>
<td>TO-32211</td>
<td>BTI- Construction of ADA landing pad at Brandon WalMart</td>
<td>$9,180</td>
</tr>
<tr>
<td>RFP-32288</td>
<td>RFP - Post Employment Background Checks</td>
<td>$115,500</td>
</tr>
<tr>
<td>RFP-32335</td>
<td>Telecommunications Services</td>
<td>$204,000</td>
</tr>
<tr>
<td>RFQ-32580</td>
<td>Features: GPS Playback, OTP, Run Times, And Speed Maps</td>
<td>$12,000</td>
</tr>
<tr>
<td>RFP-32756</td>
<td>Safety - SMS Consultant</td>
<td>$30,000</td>
</tr>
<tr>
<td>PO Award-33026</td>
<td>FY2019 Physicals and Drug/Alcohol</td>
<td>$116,300</td>
</tr>
<tr>
<td>IFB-33201</td>
<td>HD Camera interior non-audio (5/ea)</td>
<td>$862,000</td>
</tr>
<tr>
<td>PO Award-33260</td>
<td>TID - FY19 - Microsoft Premier Support Plan - RK</td>
<td>$75,100</td>
</tr>
<tr>
<td>PO Award-33384</td>
<td>TID - EVERBRIDGE MASS NOTIFICATION - GB</td>
<td>$14,078</td>
</tr>
<tr>
<td>TO-33463</td>
<td>Emergency Procurement 56th street and Fowler Bus Bay</td>
<td>$221,807</td>
</tr>
<tr>
<td>RFP-33471</td>
<td>457(b) Deferred Comp Consultant</td>
<td>$35,000</td>
</tr>
<tr>
<td>RFP-33476</td>
<td>Tampa Arterial BRT Study Independent Review Consultation</td>
<td>$25,059</td>
</tr>
<tr>
<td>PO Award-33501</td>
<td>CPS HR Action Plan/Focus Group</td>
<td>$7,000</td>
</tr>
<tr>
<td>PO Award-33509</td>
<td>TID - PCS Support Services - DC</td>
<td>$9,990</td>
</tr>
<tr>
<td>RFQ-33537</td>
<td>Vinyl Fence Installation</td>
<td>$45,000</td>
</tr>
<tr>
<td>TO-33551</td>
<td>TRAPEZE Upgrade Training</td>
<td>$44,100</td>
</tr>
<tr>
<td>RFQ-33552</td>
<td>Catering Service for One HART Holiday Celebration</td>
<td>$7,000</td>
</tr>
<tr>
<td>PO Award-33562</td>
<td>TECO Line Streetcar Website Refresh</td>
<td>$37,929.30</td>
</tr>
<tr>
<td>PO Award-33566</td>
<td>Backup Circuits for Spectrum</td>
<td>$45,918.88</td>
</tr>
</tbody>
</table>
B. Open Contracts

Currently there are 110 open contracts under administration, including Task Orders with a current contract value in excess of $47 million.

C. Processed Purchase Orders Under $25,000 = $711,469

<table>
<thead>
<tr>
<th>PO Award</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>33608</td>
<td>Task Order 13 - Flamingo Fares Marketing Plan</td>
<td>$25,623.75</td>
</tr>
<tr>
<td>33667</td>
<td>CO#1 BTI A&amp;E TO#20 GIBSONTON DRIVE AT NEW EAST BAY RD BUS BAYS</td>
<td>$6,905.00</td>
</tr>
<tr>
<td>33676</td>
<td>FY-19 Bulk Fluids Contract- Re-compete Coolant</td>
<td>$21,632.63</td>
</tr>
<tr>
<td>33677</td>
<td>CADD Drawing for Bus Stop Improvements</td>
<td>$9,000</td>
</tr>
<tr>
<td>33678</td>
<td>MTC Drainage and Concrete Design</td>
<td>$27,000</td>
</tr>
<tr>
<td>33685</td>
<td>FY-19 Bulk Fluids - Gear Oil</td>
<td>$27,972.08</td>
</tr>
<tr>
<td>33689</td>
<td>Cisco Firewall Project Deployment And Closeout</td>
<td>$8,800</td>
</tr>
<tr>
<td>33697</td>
<td>Farecards</td>
<td>$14,560</td>
</tr>
</tbody>
</table>

D. Sole Source Procurements

<table>
<thead>
<tr>
<th>RFQ</th>
<th>Supplier/Service Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>33114</td>
<td>Precision Transmission, Inc. ZF parts for Unit 1206</td>
<td>$4,928.77</td>
</tr>
<tr>
<td>33105</td>
<td>Clifton Larson Allen Risk Audit</td>
<td>$6,000</td>
</tr>
<tr>
<td>32580</td>
<td>Swiftly Inc. APP for Streetcar</td>
<td>$12,000</td>
</tr>
<tr>
<td>32851</td>
<td>Trapeze Software Group Trapeze Software Renewals</td>
<td>$297,806</td>
</tr>
<tr>
<td>32871</td>
<td>Clevor Flamingo Consulting Services - IT</td>
<td>$33,810</td>
</tr>
<tr>
<td>32894</td>
<td>Presidio Cisco Cameras for SSS Project</td>
<td>$4,123.06</td>
</tr>
<tr>
<td>32961</td>
<td>Remix Software Inc. Remix Software License Renewal</td>
<td>$37,500</td>
</tr>
</tbody>
</table>

E. Unauthorized Procurements

There were no unauthorized procurements made in the month of October 2018.

Prepared by:  Darlene Lollie, Contract Specialist II
Reviewed by:  Cyndy Zambella, Interim Director of Procurement and Contracts Administration
Approved by:  Jeffrey C. Seward, Interim Chief Executive Officer
MONTHLY INFORMATION REPORT

Maintenance Activities ~ October 2018

**Fleet Maintenance**

<table>
<thead>
<tr>
<th></th>
<th>Fixed Route</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Miles</td>
<td>Preventative Maintenance Completed</td>
<td>Demand Work Orders Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fixed Route</strong></td>
<td>773,132</td>
<td>217</td>
<td>336</td>
</tr>
<tr>
<td></td>
<td>209,203</td>
<td>35</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>24,529</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

**Paratransit**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Miles</td>
<td>Preventative Maintenance Completed</td>
<td>Demand Work Orders Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Paratransit</strong></td>
<td>209,203</td>
<td>35</td>
<td>62</td>
</tr>
</tbody>
</table>

**Flex Service**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Miles</td>
<td>Preventative Maintenance Completed</td>
<td>Demand Work Orders Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Flex Service</strong></td>
<td>24,529</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

**Streetcar Maintenance**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Miles/Trips</td>
<td>Preventative Maintenance Completed</td>
<td>Demand Work Orders Completed</td>
</tr>
<tr>
<td></td>
<td>Miles – 8913</td>
<td>19</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Trips – 3301</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Facility Maintenance**

- Preventative Maintenance Tasks Completed – 63
- Demand Work Orders Completed – 138

**Scheduled Projects**

- Quarterly generator inspections for the HART Administrative Office and Streetcar Facility.
- Quarterly fire sprinkler inspections at the HART Operations Facility, Maintenance and PM Facility.
- The semi-annual fire alarm inspection for the HART Administrative Office and Streetcar Facility.
Completed Projects

- Piper Fire completed the annual fire sprinkler inspection for the Marion Transit Center.
- Johnson Controls completed the annual fire alarm inspection for the Marion Transit Center.
- United Fire completed the semi-annual fire suppression test for the HART Operations Facility, Maintenance and P.M. Facilities.

Passenger Amenities

- Preventative Maintenance Tasks Completed – 43
- Demand Work Orders Completed – 86

Scheduled Projects

- Casey Road Park n Ride weekly service checks.

Completed Projects

- Bus shelter solar light program: Repaired three solar light systems for the Route 275LX.
- Bus stop maintenance: Repaired 23 bus stops for various routes due to downed or damaged stops. Installed four new stops for Route 45 on North Boulevard. Adjusted two stops for Route 60/360LX and Route 15. Repaired 22 stops due to damaged or missing ID tags or hardware.
- Preventative maintenance shelter washing: Pressure washed and cleaned 31 HART shelters and 12 MetroRapid shelters.
- Benches and trash receptacles: Installed six new trash receptacles on various routes per customer requests and removed two trash receptacles. Repaired four trash receptacles due to corrosion control and minor maintenance. Installed one bench for Route 1 located at Tampa Street and Zack Street per patron request and repaired one bench due to vandalism and damage reports. Removed three benches for various routes.
- Shelter Installations: Installed four shelters at the following locations, Route 12 located at 22 Street and 109th Avenue, Route 60/360LX located at Causeway Boulevard and Ventura Avenue, Route 38 located at Hillsborough Avenue and Walton Way, and Route 9 located at 131st Avenue and the Veterans Administration. Removed graffiti at six shelter locations.
- Completed the changes for the October 7 markup.
- Repaired damaged signage for the Marion Street Transit Center.
- Adjusted the Bull runner stop for University of South Florida at the University Area Transit Center.

Prepared by: Ralph Garcia, Interim Director of Maintenance
Reviewed by: Ruthie Reyes Burckard, Chief Operating Officer
Approved by: Jeffrey Seward, Interim Chief Executive Officer
MONTHLY INFORMATION REPORT

Operations Activities ~ October 2018

Transportation Highlights

- Various staff from Operations and Safety met with members of Tampa Police Department to discuss traffic considerations near Raymond James Stadium as well as creation of shuttle service (MVP Express) to Tampa Buccaneer Games. Two MVP Express conference calls with members of the Raymond James Stadium, the Tampa Bay Buccaneers parking management team and Tampa Police were also held.

- Operations staff organized a bus familiarization event for members of the Eastern Hillsborough Guide Dogs.

- A class of eight new Operators graduated.

- Operations staff and FDOT met with Tampa developers to discuss the future development of a hotel that may affect transportation services near the HART Transitway.

Operations Support Highlights

- Staff recognized Customer Service Day by hosting a luncheon for our Customer Service Group. Each team member received a certificate and a gift card thanking them for their service to our patrons.

- Staff attended and hosted a HART information table at the YES! of America United – Families Abilities Information Rally event. The event was held at All Peoples Community Center. This event has continually grown and was a huge success again this year. HART provided a backpack filled with HART passes and various HART trinkets.

- Staff accompanied Director Suarez on a tour of VM Ybor neighborhood. The group toured the community and noted various sites that have been a safety concern for the citizens of that community. Staff had already taken steps to address those items that were related to HART and the representative of VM Ybor was very thankful for our efforts.

- Staff attended the Hillsborough County Transportation Disadvantaged Coordinating Board meeting on October 26, 2018. MPO made a presentation on the South Shore Transportation Study.

Customer Service/Paratransit Highlights

<table>
<thead>
<tr>
<th>Travel Training</th>
<th>Walter Duncan</th>
<th>Luis Rodriguez</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customers Who Completed Training*</td>
<td>8</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Travel Training Assessments Completed</td>
<td>8</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Customers Who Didn’t Complete Training</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Customers Part of a Group Travel Experience</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Number of Individual Bus Trips Performed</td>
<td>81</td>
<td>8</td>
<td>89</td>
</tr>
<tr>
<td>Number of Outreaches</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Trip Planning Over the Phone/Email</td>
<td>25</td>
<td>0</td>
<td>25</td>
</tr>
</tbody>
</table>
Hillsborough Transit Authority
Board of Directors Meeting
December 3, 2018

<table>
<thead>
<tr>
<th>Travel Trainers Meetings and Outreaches</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Spring of Tampa Bay</td>
</tr>
<tr>
<td>Elena Perez Group Travel Experience</td>
</tr>
<tr>
<td>Family Resource Center Central Tampa</td>
</tr>
<tr>
<td>The Patrician Arms I</td>
</tr>
<tr>
<td>The Patrician Arms II</td>
</tr>
<tr>
<td>Hillsborough County Public Schools 6th Annual Creating</td>
</tr>
<tr>
<td>Seniors in Service</td>
</tr>
</tbody>
</table>

**Service Development Highlights**

- Staff met with representatives from TBARTA Vanpool services and Ackerman LLP to discuss a survey that will be conducted as part of the proposed MacDill Ferry project.

- The Manager of Planning, the Director of Transportation/Interim Director of Service Development met via a conference call with representatives from Arriba to discuss the creation of an Interlocal Agreement for future services in the South County area.

**County and Municipal Land Use Activities**

HART staff reviewed 8 City of Tampa and 23 Hillsborough County proposed projects during October 2018. Four projects were determined to require bus stop improvements:

- **Kim Property East** - (Up to 327 residential units and/or some commercial uses) – The property is located on the northeast corner of Leisey Road and US Highway 41
- **Oakhurst** - (400 multi-family units, 30,000 sq. ft. office and 34,000 sq. ft. retail) – The property is located on North Boulevard bordered south by Cass Street and north by Arch Street.
- **The Heights** - (2,000 multi-family units and 820,000 sq. ft. Commercial and Office) – Borders: North Boulevard, Ross Avenue, Tampa Street, and the Hillsborough River.
- **Brandon Main Street** – (600 multi-family units and 75,000 sq. ft. retail) – The property is bordered between Lakewood Drive and Pauls Drive, north of Brandon Parkway.

**Planning Commission-Hillsborough County Comprehensive Plan Amendment**

Staff reviewed Comprehensive Plan Amendment (CPA18-16). The amendment proposes light industrial uses on 9.15+ acres on Dr. Martin Luther King Jr. Boulevard (MLK) within the East Lake Orient Park Community, approximately 324 yards away from Orient Road. HART comments concerned future pedestrian connectivity to Routes 37 and 38.

Prepared by: Ivan Maldonado, Director of Transportation/Interim Director of Service Planning
Gregory Brackin, Director of Operations Support – ADA Officer

Reviewed by: Ruthie Reyes Burckard, Chief Operating Officer

Approved by: Jeffrey Seward, Interim Chief Executive Officer
MONTHLY INFORMATION REPORT
Administration Activities ~ October 2018

**Human Resources**

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Bargaining</th>
<th>NB</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>3</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Rehire</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reinstated</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reduction in Force</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Voluntary Resignations</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Retirement</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Deceased</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Terminations</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Promotions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reclassification</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Status Change</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td><strong>7</strong></td>
<td><strong>4</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

As of **October 31, 2018** there were **782** active employees of which **125** are Non-Bargaining and **655** are Bargaining

**NOTE:** The reporting reflects a full calendar month.

### Turnover Report – October 2018

<table>
<thead>
<tr>
<th>Division</th>
<th># of Separations*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bargaining</td>
</tr>
<tr>
<td>Executive</td>
<td>0</td>
</tr>
<tr>
<td>Administration</td>
<td>0</td>
</tr>
<tr>
<td>Finance</td>
<td>0</td>
</tr>
<tr>
<td>Operations</td>
<td>4</td>
</tr>
<tr>
<td><strong>HART Monthly Turnover Total</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

*Includes: Voluntary Resignations, Retirement, Terminations, and Death
• The Human Resources Department held information sessions and open enrollment for the 2019 Benefits Program. Employees received information on the new wellness incentives and enhancements to short term disability and FMLA.

• The Human Resources Department successfully completed and closed out the FY18 performance evaluations for all non-bargaining employees using the new ADP system.

• One HART celebrated Customer Service Appreciation week by recognizing the outstanding efforts and contributions of the Customer Service team for the Agency and patrons. One HART recognized Breast Cancer Awareness month by wearing pink HART polo shirts each Friday during the month of October.

**Technology and Innovation**

• The Technology and Innovation (T&I) department processed 313 Service Desk tickets in October 2018. 215 in total were closed fast track, with 71 closed in less than 24 hours. As of October 31, 2018, there were 25 Service Desk pending tickets.

• T&I department deployed the new Employee Identification (ID) Badging System for all HART employees. The new badges are equipped with QR codes for future technological integrations.

• T&I department completed deployment of the Streetcar Automated Passenger Counting (APC) system. The APC allows to track the patrons entering and exiting the streetcars using smart technology.

**Safety and Security/Training**

• The Safety Department conducted MVP Express Training for bargaining and non-bargaining employees. Training included anticipated routes and safety and security concerns.

• The Safety Department initiated the procurement process for the Safety Management System and the Transit Vehicle Security Camera System. These two system enable HART to remain in compliance with FTA requirements.

• The Training Department conducted concurrent streetcar and bus operator classes in the month of October. Eight new bus operators and five new streetcar motormen graduated in October 2018.

• The Safety Department began a new security patrol along the Metro Rapid bus route based on findings from the recent pilot program that studied the safety and security concerns from HART operators and patrons.
Communications and Marketing

- The Marketing Department completed 58 projects in support of HART initiatives to include the development of the following collateral: Roll to the Polls for Free on Election Day - fleet patron notice, Twitter graphic, press release image, operator special key notice, transit centers posters, HART Honors All Who Served – internal wall clings, bus wrap, HART MVP Express web ads for TBBJ Business of Transportation Edition, HART MVP Express Tampa International Airport digital kiosks, email signature block, outreach rack cards, Signal outdoor kiosks, and digital billboards.

- The Community Engagement Department participated in 17 activities throughout Hillsborough County in October. 53% of the activities were outreach events, and the remaining of activities were attendance at meetings (18%), sponsorships (18%), and community partner networking (12%). October’s activities and audiences were evenly spread between Downtown/Ybor (29%), Heights/East Tampa (12%), University/Temple Terrace (12%), West Tampa (12%), County-wide (12%), and the Tampa Bay region (12%), with additional events in Brandon and for state-wide. The engagements reached 1,200 people through various communication channels, of which 381 communicated directly with HART Community Engagement staff.

Prepared by: Brooke Basquit, Director of Human Resources & EEO Officer
Colin Mulloy, Director of Safety
Vanessa Brooks, Director of Communications and Marketing
Dexter Corbin, Director of Technology and Innovation

Reviewed by: Kenyatta Lee, Chief Administrative Officer and Interim Chief of Staff

Approved by: Jeffrey C. Seward, Interim Chief Executive Officer