

MONTHLY REPORT TO THE BOARD OF DIRECTORS
HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY

By

CLIFF HAYDEN, JR. - EXECUTIVE DIRECTOR

I. AGENDA ITEMS:

Item #1 - Roll Call:

At minimum, a quorum of five Directors is anticipated

Item #2 - Approval of Minutes:

The minutes of the April 25, 1985, Regular Board Meeting and the May 10, 1985, Special Board Meeting are included in the agenda package.

Item #3 - Driver of the Month - April, 1985:

Operator Peggy Dahl has been selected to receive the Driver of the Month award for April, 1985. She has been employed with HARTline since April, 1982. Before coming to work with HART she was a tractor-trailer operator. She currently operates on Hillsborough Avenue, one of our more difficult routes.

Peggy is well known as the operator with the warmest smile. She is often complimented for her excellent passenger relation skills. Because of her consistent fine performance, she is regularly utilized as one of our driver instructor for trainees.

Item #4 - Resolution #P-85-17:

Pursuant to an agreement between Tampa Island Transit Company, Inc. and HART, Island Transit is seeking HART's approval of a fare structure and hours of operation for the Harbour Island People Mover. The proposed fare is 25¢ per ride with service hours from 7:30 AM to 10:30 PM, Monday through Saturday, and 9:30 AM to 8:30 PM on Sunday. It is recommended that these be approved as a maximum fare structure and minimum service hours, with the Board reserving the right to revisit them if demand for service and local operating conditions so warrants it.

Item #5 - Resolution #P-85-18:

This resolution transfers surplus HART matching funds for the 27-Bus Capital Grant to the Capital Reserve. The scope of the grant was reduced from the time the budget was approved to the time the grant was requested.

Item #6 - Resolution #P-85-19:

This resolution provides additional funds for the following needs:

Utilities - Our rate of consumption for each of the utilities has been higher than anticipated.

Contractual Services - This increase was caused by the leak in the gasoline fuel line. This amount is anticipated to be required to locate and repair the leak and to remove the spilled fuel from the ground to satisfy the E.P.A.

Liability Insurance - This item was discussed at length at last month's Board Meeting. The additional \$100,000 reflects five month's impact of the 86% increase in our basic fleet liability policy. After consultation with Chairman Banks and Otto Henderson, our insurance consultant, it was decided not to rewrite our umbrella coverage. The increase for the umbrella coverage would have been from \$35,250 to \$250,000. The decision was to take our chances in October.

Worker's Compensation Insurance - Since our budget was prepared and adopted last year the rates that the State assigns to the job classifications which exist at HART have been adjusted twice and increased sharply. The rate charged for drivers has increased 32%, mechanics and garage employees 21%, road supervisors and other employees 23% to 28%. The insurance companies pass these rates through to the employer. Compounding these increases was a change in our experience modification from a 1% discount to a 4% premium.

One third of the \$65,000 is actually a result of the premium audit of last year's policy and the effect of the increased State controlled rates applied at policy-end rather than mid-term.

Item #7 - Resolution #P-85-20:

The Hillsborough Area Regional Transit Authority recognizes the need to familiarize the young people of our area with their transit system. Also, HART realizes the limitations placed on these young people in gaining access to transportation. The institution of a Student Summer Pass Program addresses both of these concerns, and provides an incentive to the young people of Hillsborough County to investigate a legitimate alternative mode of transportation.

Item #8 - Resolution #P-85-21:

The FDOT is constructing a park-n-ride facility on the Pinellas County side of the Gandy Bridge, and has agreed to provide 50% of the funds necessary for operating, marketing, and administering express service from downtown Tampa to the park-n-ride. There exists a potential express transit market of work trips originating in Pinellas County destined for downtown Tampa, and HART and PSTA have been working together to develop inter-county express service. It is recommended that a JPA with FDOT for provision of this service by HART be authorized.

Item #9 - Transit Board Development Conference:

On May 1-3, 1985, Councilman John King represented the Board at a conference for Board Members in Jacksonville. The meeting was sponsored by UMTA. Councilman King has requested time at the meeting to present to the Board the information gained at this conference.

STAFF REPORTS:

a) Status of Post Office Bus Shelters:

As instructed by the Board at the special meeting on May 10, 1985, HART has attempted to meet with Judge Hodges and GSA. On Wednesday, May 15, 1985, after meeting with our attorneys on the title search report, I called Bob Hester of the GSA and asked if we could meet and discuss one or more alternatives which require GSA approval. He indicated that he did not wish to meet unless instructed by Judge Hodges. On Thursday, May 16, 1985, Larry Stagg informed me that he had reached Judge Hodges and the Judge was to call Bob Hester. If GSA and HART could agree on some alternative which did not block the sidewalk the Judge might re-consider. No date for a meeting with the Judge was made. Bob Hester indicated the Judge had not contacted him. He agreed to try and contact the Judge and would call me later. Having heard nothing, I again contacted Bob Hester on Friday afternoon. He stated he still had not heard anything and would attempt to contact the Judge.

b) Policy on Board/Employee Statements to the Press:

At the request of Chairman Banks, I have drafted a policy on official statements to the public and press. The policy simply states that statements representing the Authority's official position shall be made only by:

- 1) The Chairman, or his designee, on matters of policy.
- 2) The Executive Director, or his designee, on matters of administration.

A copy of the proposed policy is enclosed in the Board package. Staff requests approval of this policy by motion and vote of the Board.

c) Fuel Tank Leak:

During a maintenance check, a small puddle of fuel was noticed at the pump location above the unleaded tank. Investigation resulted in the required notification of the Department of Environmental Regulation and responsible contractors. The pipeline and tank were inspected by the appropriate manufacturer/installers and pursuant to DER instructions, the testing firm of Seaburn and Robertson, Inc. was hired (Board action on May 10, 1985).

Results of the efforts, to date, confirm that the tank is sound and the line leak is very minor. It is hoped that this information coupled with a confirmed gallonage loss of less than 80 gallons will convince DER to drop or drastically scale down their proposed testing and monitoring requirements. At this time we still have yet to isolate and repair the minor leak but are continuing our efforts.

d) Lakeview Park-n-Ride:

After several months of effort concerning re-zoning and County review, we finally began construction of this facility during the week of May 7th. We anticipate an approximate 75-day construction period and hopefully can begin service in August of this year. This facility is part of the FDOT financed Dale Mabry Express Bus Program.

e) UMTA Grants:

FY85 Operating and 20 Bus Replacement:

Section 9 - FY85 Program of Projects includes FY85 operating assistance and the replacement of twenty of our 1973-1974 coaches. Our grant was submitted in January of this year and has been released from Atlanta to Washington for official release.

Downtown Terminal:

Section 3 - Downtown Tampa Transitway and Terminals was submitted in February of 1985 and has recently completed review by UMTA in Atlanta and the Department of Labor. The grant is being sent to Washington for approval.

f) Status of Downtown Terminal/Transitway:

With probable approval of our UMTA grant for this project eminent, as previously reported, staff is moving forward with a variety of activities in regard to this project.

We are currently writing the Request for Proposal (RFP) to select an architect to do the design, engineering, and specifications for construction of the Marion Street Transitway. Hopefully we will be able to advertise late next week and hopefully the selection process can be near completion upon final approval of our grant.

Soil Boring and other data has been gathered for the southern terminal and staff is currently negotiating with Barton-Aschman to develop the RFP for selection of a developer to undertake the proposed joint development project. HART should be in a position within 4-6 weeks to produce the RFP and advertise for potential developers.

HART has engaged the services of Bobby Davis to locate and appraise a site for the northern terminal. Mr. Davis will be reporting back on at least three potential sites.

g) Report on Personnel Committee Meeting:

On May 16, 1985, at my request, a meeting of the Personnel Committee was held. Attending were Larry O'Neil, Dick Maurer, and Charles Banks. Purpose of the meeting was to discuss and receive endorsement on a new position as well as receive guidance on several organizational changes contemplated. As a result of the meeting, I am requesting the establishment of a new position entitled Director of Research and Development. This position will be temporary in nature and should be needed for about one year. This position will report directly to me and its primary purpose will be three fold:

- 1) Develop the detailed plans for bus routing and bus stops during construction of the Marion Street Transitway as well as the detailed plan for routing once the mall is completed. This detailed plan for the re-routing/re-scheduling of approximately 700 buses currently operating in downtown will require a substantial amount of uninterrupted work.
- 2) Provide the detail work required to implement routes being recommended by our Barton-Aschman five year plan.
- 3) Advise me directly on new and/or innovative ideas being utilized by other systems to improve ridership and productivity.

This position will require no new budget funds. At the same time, this position is created, I plan to eliminate the temporary position of Deputy Director of Operations. The Deputy's position was created approximately two years ago to train an individual to take over the Director of Operations' position upon his retirement. I intend, upon Board approval of the Director of Research and Development position to promote Frank Ahedo (currently the Director of Operations) into this position. Jerry Harris (Deputy Director of Operations) will be promoted to Director of Operations.

Dick Maurer, Chairman of the Personnel Committee, will report to the Board on this matter.

h) April Ridership:

Ridership this year continues to display significant increases over the previous year. Revenue passengers carried in April, 1985 were 684,169. This is an increase of 9.6% over April, 1984, or 60,000 more patrons.

i) April Financial Statement:

The standard financial report is included in the Board package. The month of April was an expensive one. Overall, though, the budget is in good shape. We continually monitor the budget and the operation for cost saving opportunities. Any funds which can be saved this year will help next year's budget.

II. **OTHER STAFF ACTIVITIES :**

APTA Eastern Conference:

Due to the controversy surrounding the bus shelter situation, I felt compelled to cancel my planned trip to the APTA Eastern Conference in Norfolk, VA. The registration fee of \$250.00 was not recoverable.

FY86 Operating and Capital Budget:

Preparation continues on the FY86 Budget. It will undoubtedly be a very tight year with the still uncertain level of Federal funding the major concern. In all likelihood, the FY86 Budget will require the full .5 mill of ad valorem tax revenue. The budget will be distributed at the June Board meeting.

UMTA Funding Outlook:

Since the last Board meeting the Senate has passed a budget resolution which includes a 20% cut of UMTA funding for operating assistance in FY86. At time of writing of this report, the full House had yet to vote. However, the House Budget Committee sent to the floor a budget package which would freeze UMTA funding at FY85 levels. Undoubtedly, a compromise will be required and I remain optimistic that the FY86 UMTA Budget will not be impacted more than 10-15%. As the Board will recall, I have requested staff to plan on a 15% reduction in available UMTA funds for HART's FY86 Budget which will be presented in June.

Florida Transit Association (FTA) Proposed Legislation:

At the request of FTA, I traveled to Tallahassee on May 1, and again on May 6, 1985, to appear before the House Transportation Committee on the FTA Legislation. The Legislation, as the Board will recall, provides for State operating assistance amounting to about two million dollars in HART's case. Under the Legislation, the State is authorized to fund up to 1/3 of the non labor related operating costs. The Legislation also provides for certain performance standards which must be met in order to continue receiving State

funds. The performance measures would be developed by the State, but the level of attainment would be set annually by our Board. John King traveled with me on May 1, and Chuck Smith on May 6. On May 6, the Bill passed the Committee by an 11 to 5 vote. The Bill now moves to the House and Senate Appropriations Committees where another hard fight is expected. FTA is currently trying to set up a meeting with the Governor to ensure his support when and if the Bill gets to the floor of the House and Senate. While we remain optimistic, passage this year is doubtful, but the broad support we are gaining should make passage next year a very real likelihood.

County Impact Fee Ordinance:

Final public hearings were held on the proposed transportation fee Ordinance on May 13, and May 16. HART was represented at both of these public hearings. The County Commission is expected to take up approval of this Ordinance during the week of May 20, 1985. Under the revised ordinance, a trust fund is established for mass transit. Three percent (3%) of the fees collected in the urban area and one percent (1%) of the fees collected in rural areas will be set aside for use by HART for capital acquisition necessary due to the impact of growth. This trust fund should yield between three and four hundred thousand dollars during FY86. Staff has provided for this potential income in our FY86 Budget.

Marketing Report for May 19, 1985 Mark-Up:

The HART Marketing Department implemented the changes necessary to thirteen (13) route schedules; six (6) routing changes; and seven (7) minor schedule adjustments. Minor corrections on two (2) other schedules were made and 5,000 copies of each route schedule were printed for distribution the week of May 13 to be available at the government buildings, area malls, HART offices, and by the bus drivers for public information. Three thousand notices were posted on HARTline buses and distributed to the ridership during the week of May 13.

Three thousand door hangers for Routes 12 and 13 were printed and distributed in apartment complexes and housing developments receiving new service on these routes.

A half page (black & white) advertisement was placed in the Sunday, May 19, 1985, Tampa Tribune (Metro Section) to announce these changes to the citizens of Hillsborough County.

During the past eight months, the marketing Department has been developing the first HARTline system map. We are pleased to report that the system map has been reviewed by HART staff for accuracy and that the final proofs were released to the printer on May 16, 1985. Delivery of 5,000 system maps is expected during the week

of May 20 for sale to the public (50¢ each) and posting in the new information displays around Tampa.

A press release announcing the changes to these route schedules was written and mailed to all newspapers in Hillsborough County the week of May 13.
