



Operations & Finance Committee Meeting Agenda

Nashville MTA Committee Meetings
Music City Central Meeting Room
400 Charlotte Ave., Nashville, TN 37219

Thursday, January 26, 2017

The Operations & Finance Committee will begin at 1:30 p.m.

Operations & Finance Committee

Walter Searcy, Chair
Colleen Hoy

1. Call to Order
 2. Discussion Items
 - a. Monthly Operating Statistics – India Birdsong, Chief Operating Officer OF-D-17-001
 - b. Monthly Financial Report Compared to Budget – Ed Oliphant, Chief Financial Officer OF-D-17-002
 3. Action Items
 4. Other Business
 5. Adjourn
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NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE DISCUSSION ITEM

Item Number: OF-D-17-001

Meeting Date: 01/26/17

Item Title: MONTHLY OPERATING STATISTICS

BACKGROUND

Attached are monthly operating statistics through November 2016.

CURRENT STATUS

Chief Operating Officer India Birdsong will review the statistics at the meeting.

Approved:



Chief Operating Officer

January 20, 2017

Date

MTA Operations Dashboard Report

	November 2016	November 2015	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	785,223	792,198	-0.88%	
AccessRide (MTA)	24,320	22,150	9.80%	
AccessRide (Overflow/Taxi)	13,251	11,604	14.19%	
AccessRide Total	37,571	33,754	11.31%	
Total	822,794	825,952	-0.38%	850,000
Passengers per Revenue Hour				
Bus	19.04	21.17	-10.06%	20
AccessRide	2.01	1.99	1.01%	2.15
Total Scheduled Revenue Hours	53,355	48,558	9.88%	
Total Cost Per Scheduled Revenue Hour of Service	\$110.54	\$117.10	-5.60%	
Safety				
Miles Between Total Accidents	47,280	45,586	3.72%	40,000
Miles Between Preventable Accidents	425,520	774,962	-45.09%	325,000
Preventable Accidents	2	0	N/A	
Non-Preventable Accidents	16	17	-5.88%	
Internal Accidents	1	0	N/A	
External Accidents	17	17	0.00%	
Service Quality				
Bus Trip Completion Percentage	99.75%	99.69%	0.06%	99.90%
AccessRide Trip Denials	0	0	0.00%	0.00%
Miles Between Road Calls	7,092	4,305	64.74%	7,000
On-Time Performance				
Bus	84.61%	83.41%	1.21%	90.0%
Customer Care				
Passengers Carried Per Complaint				
Bus	7,339	7,404	-0.88%	8,000
AccessRide	835	865	-3.47%	950
Total Calls Received	24,937	24,785	0.61%	
Percent of Calls Answered	96.30%	95.40%	0.94%	95.0%

MTA Operations Dashboard Report

	FY 2017	FY 2016	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	4,040,654	4,182,496	-3.39%	
AccessRide (MTA)	125,005	127,614	-2.04%	
AccessRide (Overflow/Taxi)	66,513	58,894	12.94%	
AccessRide Total	191,518	186,508	2.69%	
Total	4,232,172	4,369,004	-3.13%	4,250,000
Passengers per Revenue Hour				
Bus	19.31	21.43	-9.89%	20
AccessRide	2.05	2.15	-4.65%	2.15
Total Scheduled Revenue Hours	270,154	254,456	6.17%	
Total Cost Per Scheduled Revenue Hour of Service	\$106.35	\$112.68	-5.62%	
Safety				
Miles Between Total Accidents	38,479	45,760	-15.91%	40,000
Miles Between Preventable Accidents	346,315	343,199	0.91%	325,000
Preventable Accidents	12	12	0.00%	
Non-Preventable Accidents	96	78	23.08%	
Internal Accidents	5	15	-66.67%	
External Accidents	103	75	37.33%	
Service Quality				
Bus Trip Completion Percentage	99.69%	99.72%	-0.04%	99.90%
AccessRide Trip Denials	0	0	0.00%	0.00%
Miles Between Road Calls	6,493	5,078	27.87%	7,000
On-Time Performance				
Bus	83.37%	82.20%	1.17%	90.00%
Customer Care				
Passengers Carried Per Complaint				
Bus	7,861	6,948	13.14%	8,000
AccessRide	805	701	14.84%	950
Total Calls Received	131,444	132,257	-0.61%	
Percent of Calls Answered	95.40%	95.30%	0.10%	95.00%

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE DISCUSSION ITEM

Item Number: OF-D-17-002

Meeting Date: 01/26/17

Item Title: MONTHLY FINANCIAL REPORT COMPARED TO BUDGET

BACKGROUND

Included is the Statement of Operations Compared to Budget for the month of November 2016 and the Comparative Balance Sheets as of November 30, 2016.

CURRENT STATUS

Chief Financial Officer Ed Oliphant will review the statements at the meeting.

Approved:



Chief Financial Officer

January 20, 2017

Date

Metropolitan Transit Authority
Statement of Operations Compared to Budget
For the Period Ending November 30, 2016

UNAUDITED

	Actual Month	Month Budget	Month Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Annual Budget
Revenue from Operations:										
Passenger Fares	\$884,909	\$923,950	(\$39,041)	U	\$4,188,538	\$4,258,304	\$4,402,525	(\$144,221)	U	\$10,736,615
Access Ride	77,744	82,425	(4,681)	U	379,235	361,063	372,650	(11,587)	U	940,950
Contract Revenues	206,491	195,190	11,301	F	1,026,623	1,038,850	1,039,010	(160)	U	2,491,185
Advertising	92,550	57,500	35,050	F	384,658	485,577	290,000	195,577	F	700,000
Other Non-Trans Revenue	96,184	84,350	11,834	F	451,346	503,924	414,900	89,024	F	1,041,300
Total Operating Revenue	1,357,878	1,343,415	14,463	F	6,430,400	6,647,718	6,519,085	128,633	F	15,910,050
Federal/State/Local Income:										
Local Assistance	6,000,000	4,763,600	1,236,400	F	23,000,000	28,250,000	26,263,600	1,986,400	F	42,013,600
State Assistance	0	0	0	F	4,585,000	0	0	0	F	4,653,700
Federal Assistance - CMAQ	159,108	142,200	16,908	F	855,735	796,065	786,960	9,105	F	1,900,000
Federal Assistance - JARC/New Free	32,977	74,420	(41,443)	U	320,657	166,312	394,100	(227,788)	U	994,800
Total Assistance Income	6,192,085	4,980,220	1,211,865	F	28,761,392	29,212,377	27,444,660	1,767,717	F	49,562,100
Capital Revenue:										
Capital Operating Reimbursement	0	0	0	F	0	0	0	0	F	8,693,940
Capital ADA Reimbursement	0	0	0	F	0	0	0	0	F	2,500,000
Total Capital Income	0	0	0	F	0	0	0	0	F	11,193,940
Total Revenue	\$7,549,963	\$6,323,635	\$1,226,328	F	\$35,191,792	\$35,860,095	\$33,963,745	\$1,896,350	F	\$76,666,090
Expenses from Operations:										
Labor and Fringes	\$4,489,010	\$4,651,985	\$162,975	F	\$20,628,780	\$22,238,496	\$22,788,886	\$550,390	F	\$55,330,740
Services	665,409	558,213	(107,196)	U	3,572,509	3,036,328	2,781,442	(254,886)	U	6,861,150
Fuel	334,048	353,836	19,788	F	2,237,794	1,549,954	1,781,174	231,220	F	4,246,005
Parts, Materials and Supplies	495,477	495,545	68	F	2,362,597	2,348,433	2,477,732	129,299	F	5,946,500
Utilities	105,574	114,730	9,156	F	440,370	513,187	570,620	57,433	F	1,386,000
Casualty and Liability	193,554	171,665	(21,889)	U	767,053	928,720	858,330	(70,390)	U	2,060,000
Other	35,840	58,323	22,483	F	308,961	294,917	427,490	132,573	F	835,695
Total Operating Expenses	6,318,912	6,404,297	85,385	F	30,318,064	30,910,035	31,685,674	775,639	F	76,666,090
Surplus / (Deficit) before GASB 33	\$1,231,051	(\$80,662)	\$1,311,713	F	\$4,873,728	\$4,950,060	\$2,278,071	\$2,671,989	F	\$0
Capital Grant Revenue	415,772		415,772	F	1,714,647	1,432,533		1,432,533	F	0
Rental income - MCC Amortization	49,167		49,167	F	245,835	245,835		245,835	F	0
Depreciation	(1,294,569)		(1,294,569)	U	(6,541,779)	(6,893,406)		(6,893,406)	U	0
Surplus / (Deficit)	\$401,421	(\$80,662)	\$482,083	F	\$292,431	(\$264,978)	\$2,278,071	(\$2,543,049)	U	\$0

Metropolitan Transit Authority

Comparative Balance Sheets

	Month Ended November 30, 2016	Month Ended June 30, 2016
	<u>(unaudited)</u>	<u>(audited)</u>
CURRENT ASSETS		
Cash and cash equivalents	\$5,654,084	\$5,059,804
Receivables from federal, state and local government	3,763,435	4,543,177
Accounts receivable	1,683,488	1,304,145
Materials and supplies	2,746,591	2,557,325
Prepaid expense and other	782,601	734,269
Pension Deferred Outflow	6,255,597	6,255,597
Total Current Assets	<u>20,885,796</u>	<u>20,454,317</u>
PROPERTY AND EQUIPMENT		
Land	15,155,267	15,155,267
Building, shelter and benches	98,247,192	98,162,187
Revenue equipment and parts	120,103,456	119,985,539
Office furniture and equipment	3,912,190	3,805,885
Other	5,398,153	4,003,974
	<u>242,816,258</u>	<u>241,112,852</u>
Less: Accumulated Depreciation	<u>(111,039,915)</u>	<u>(104,211,653)</u>
Total Property and equipment, net	131,776,343	136,901,199
OTHER ASSETS		
Cash and investments for self-insurance and other	<u>6,309,361</u>	<u>4,772,596</u>
TOTAL ASSETS	<u>\$158,971,500</u>	<u>\$162,128,112</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$2,501,250	\$2,881,475
Accrued expenses	6,470,396	5,517,064
Deferred revenue	45,704	44,296
Note Payable	0	4,500,000
Total Current Liabilities	<u>9,017,350</u>	<u>12,942,835</u>
NON-CURRENT LIABILITIES		
Deferred Revenue	9,491,634	9,737,469
Refundable Grants	5,242,416	3,750,231
Net Pension Liability	14,496,565	14,496,565
Pension Deferred Inflow	2,485,237	2,485,237
Net other postemployment benefits obligations	37,174,406	37,174,406
NET ASSETS		
Invested in capital assets	122,284,709	124,676,314
Reserve for capital purchases	737,747	737,747
Unrestricted	(41,693,586)	(32,422,980)
Current Year Surplus / (deficit)	<u>(264,978)</u>	<u>(11,449,712)</u>
Total Net Assets	<u>81,063,892</u>	<u>81,541,369</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$158,971,500</u>	<u>\$162,128,112</u>
Current Ratio	2.32	1.58
Quick Ratio	1.23	0.84
Working Capital	11,868,446	7,511,482



New Initiatives & Community Engagement Committee Meeting Agenda

Nashville MTA Committee Meetings
Music City Central Meeting Room
400 Charlotte Ave., Nashville, TN 37219

Thursday, January 26, 2017

Committees begin meeting at 1:30 p.m.

The NICE Committee will immediately follow the Operations & Finance Committee

NICE

Committee

Janet Miller,
Chair
Lewis Lavine

1. Call to Order
 2. Discussion Items
 - a. Spring 2017 Service Changes Public Meetings NICE-D-17-001
– Julie Navarrete, Chief Development Officer
 - b. FY2018 Baseline Budget with nMotion & Other NICE-D-17-002
Recommendations – Ed Oliphant, Chief Financial Officer
 3. Action Items
 - a. System-wide Origin-Destination Survey – Julie Navarrete, NICE-A-17-001
Chief Development Officer
 4. Other Business
 5. Adjourn
-

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE DISCUSSION ITEM

Item Number: NICE-D-17-001

Meeting Date: 01/26/17

Item Title: SPRING 2017 SERVICE CHANGES PUBLIC MEETINGS

BACKGROUND

The Nashville Metropolitan Transit Authority (MTA) and the Regional Transportation Authority of Middle Tennessee (RTA) will hold public meetings on February 7, 8 and 9 regarding proposed improvements and adjustments to MTA and RTA routes for Spring 2017. Proposed changes to MTA and RTA routes will be presented together based on the nMotion Initiative to provide for a more seamless presentation of services.

MTA will present proposed improvements and adjustments for the following:

- **77 Thompson Connector***: New service between the 100 Oaks area and Murfreesboro Pike;
- **56 Gallatin BRT lite***: Service added on Sundays (same service level as Saturdays);
- **26 Gallatin Pike**: Minor adjustments to Sunday service due to the addition of Sunday BRT lite service on Gallatin Pike;
- **22 Bordeaux**: Frequency improvements in the evening on weekdays; buses will operate every 30 minutes between 6:15 p.m. and 9:15 p.m. Minor timing adjustments;
- **19 Herman**: Change routing from Batavia Street to Clifton Avenue to and from downtown to address operational issues at 28th Avenue North and Batavia Street;
- **Minor timing adjustments**: Improve on-time performance and facilitate transfers for routes **42 St. Cecilia/Cumberland** and **76 Madison Connector**;
- **Early dismissal trips**: Adjustment of times and service levels for school early dismissal days to better match current school early dismissal times; and,
- **Afternoon express trips**: Move several 3:40 p.m. departures to 3:45 p.m. to better accommodate school transfers. Minor timing changes to some trips on the following routes in the afternoon: **14 Whites Creek**, **24X Bellevue Express**, **33X Hickory Hollow/Lenox Village Express**, **35X Rivergate Express**, **37X Tusculum McMurray Express**, and **38X Antioch Express**.

RTA will present proposed improvements and adjustments to add a stop at Bicentennial Mall for the following routes:

- **88X Dickson Express**: Formal addition of stop at Bicentennial Mall prior to the Music City Central (MCC) stop in the afternoon. Departure time from MCC will remain the same.
- **95X Spring Hill Express**: Formal addition of stop at Bicentennial Mall prior to the MCC stop in the afternoon. Departure time from MCC will remain the same.

* Only the proposed addition of the Route 77 Thompson Connector and Route 56 Gallatin BRT lite Sunday service are Major Service Changes as defined by the MTA Title VI Policy and require public meetings under that policy. The Title VI Equity Analysis will be presented to the MTA Committee and Board in February after the public meetings have been completed for final approval of these proposed Major Service Changes.

CURRENT STATUS

Public meetings will occur as follows:

- **Tuesday February 7, 2017** at the Music City Central Community Meeting Room, 400 Charlotte Ave, Nashville, TN 37219, 4:30 p.m. to 6 p.m.
Served by all MTA bus routes except routes 21, 72 & 76
- **Wednesday February 8, 2017** at the Music City Central Community Meeting Room, 400 Charlotte Ave, Nashville, TN 37219, 11 a.m. to 12:30 p.m.
Served by all MTA bus routes except routes 21, 72 & 76
- **Thursday, February 9, 2017** at the Kroger Training Center Conference Room, Willowbrook Commons, 55 E Thompson Lane, Suite 100, Nashville, TN 37211, 5:30 p.m. to 7 p.m.

Attendance at these meetings is not required for comments. The public may also mail comments to MTA/RTA Planning Department, attn.: Public Meeting Comments, 430 Myatt Drive, Nashville, TN 37115; fax comments to (615) 862-6208; call Customer Care at (615) 862-5950; or email comments to mta.publicmeetings@nashville.gov through February 13, 2017. For ADA accessibility information, the public may contact: ADA Coordinator, 430 Myatt Drive, Nashville, TN 37115, 615-862-5950.

Approved:



Chief Development Officer

January 20, 2017

Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY
OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE
COMMITTEE DISCUSSION ITEM

Item Number: NICE-D-17-002

Meeting Date: 01/26/17

Item Title: FY2018 BASELINE BUDGET WITH nMOTION AND OTHER RECOMMENDATIONS

BACKGROUND

In December 2016, we discussed with the Committee how our proposed baseline operating budget for FY2018 would be impacted assuming we continue with existing services. The purpose of the baseline budget is to examine financial impacts of conditions impacting current operations. From that baseline budget, new initiatives can be advanced – either through the generation of new resources, or through a reallocation from an existing program.

The highlights of the changes in the budget include:

- Decreased fares related to ridership – \$845,665
- Increase in fuel costs due to higher fuel hedging contracts – \$743,500
- Wage increases including contractually agreed step increases – \$1,101,280
- Increase in medical expense – \$614,260
- Increased taxi overflow expenses – \$362,700
- Increased contract maintenance (mostly for the CAD/AVL system) – \$438,570
- Savings in pension expense – \$939,880

These impacts total to a net increase of \$3,166,095 on an overall budget of \$76,666,090; or 4.13%.

Beyond the baseline budget, there are three other areas for consideration and discussion prior to the preparation and submission of our FY2017-18 Budget Request to Metro Finance, with Capital Budget submissions due February 3 and Operating Budget submissions due February 10:

1. **Operational Improvement Initiatives** – These would not fundamentally alter our service mix, but would be designed to achieve measurable improvement in key areas of existing operations such as safety, reliability or efficiency.
2. **nMotion Initiatives** – These are services, projects or programs identified in the nMotion Strategic Plan to advance the Nashville Metropolitan Transit Authority (MTA) toward the long-term vision outlined in the plan.
3. **Other Initiatives** – These describe specific proposals advanced by partners (such as the City of Nashville) that would add to our budget/program mix, not directly related to nMotion. Strictly as an informational item, we are also including significant Regional Transportation Authority of Middle Tennessee (RTA) items here.

The baseline budget, before implementation of any operational initiatives, reflects an increased ask from Metro Government of approximately \$2 million for a total subsidy request of \$44 million (an increase of 4.7%). The Operational Improvement Initiatives amount to a total increase of

approximately \$1.2 million that would need to be added to Metro Government's subsidy for a total request of just over \$45.2 million, an increase of 7.6%. The initiatives have been costed out separately for discussion and consideration by the Committee.

CURRENT STATUS

Ed Oliphant and Steve Bland will discuss the baseline budget, operational improvement initiatives, nMotion initiatives and other initiatives with the Committee and Board to get input and direction as to what our final FY2018 budget submission will look like and what amount will be asked of Metro Government in the form of a subsidy request.

Broadly, we will discuss information relative to the following:

1. Baseline budget changes as described above.
2. Operational Improvement Initiatives Totaling Approximately \$1.2 million:
 - a. Zero Defect Initiative (Operating Budget) to improve the operational reliability and appearance of the MTA bus fleet through the addition of fleet technicians, body repair staff, and parts room technicians.
 - b. Service Reliability Initiative (Operating Budget) to improve on-time performance, missed trip performance and service interruption restoration through AVL-driven service restoration intervention, advanced analytics of recurring delay information, and field coordination techniques.
 - c. Safety Improvement Program (Operating Budget) to reduce the frequency of vehicular, passenger and workplace accidents through implementation of a safety audit process and more detailed analytics of accident causes and mitigation strategies.
 - d. AccessRide Improvement Efforts (Operating Budget) to expand after-hours AccessRide dispatch coverage, active service intervention strategies consistent with those outlined in item 2b above, and a more deliberate passenger recertification process.
3. nMotion Initiatives Resulting from the Short-Term Recommendations in nMotion. As these recommendations are extensive, funding could total into the tens of millions of dollars.
 - a. Comprehensive Operations Analysis (Capital Budget) – This would entail a detailed route/service review of existing routes for market improvements, operational efficiencies, and services to support long-term High Capacity Corridor improvements.
 - b. Rebranding Initiative (Capital and Operating Budget) – Development and implementation of a coordinated MTA/RTA rebranding initiative.
 - c. Continuation of Fare System Replacement (Capital Budget) – In last year's capital budget, Metro provided one-third of the necessary funds to replace our fare collection system with current, state of the practice equipment enabling advanced features like smart cards and mobile payments. The request would be to complete funding for this project.

- d. Frequent Transit Network
 - i. Extend Service Hours on Key Routes (Operating Budget) – This initiative would extend the service day on up to 14 key routes from 4:30 a.m. to 1:30 a.m.
 - ii. Improve Frequency on Key Routes (Capital and Operating Budget) – This initiative would improve service frequency on up to 14 key routes to (no worse than) 15 minutes during peak hours and 20 minutes in off-peak hours.
 - e. Access-Ride Improvements
 - i. Provide Real-Time Information for AccessRide Users (Capital Budget) – This system would enable users to sign up for “advance notification” via telephone, text message, etc. when an AccessRide vehicle is on its way to the user.
 - ii. Continue System Expansion to Address Increased Demand (Capital and Operating Budget) – Continued expansion of the AccessRide fleet and service levels to address ongoing demand increases.
 - f. Initiate Crosstown Routes and Strategic Route Extensions (Capital and Operating Budget) – Begin implementation of crosstown service in the nine corridors identified in nMotion, as well as extensions of existing routes to serve ongoing and emerging development.
 - g. Software Integration with Other Transportation Providers (Capital Budget) – This involves the software enhancements to provide seamless connections between MTA/RTA services and users of third party rideshare/taxi services. It DOES NOT include any type of direct or user-side subsidy to these services.
 - h. Continuation of Bus Stop Improvement Program (Capital and Operating Budget)
 - i. Additional shelters in key locations
 - ii. Additional shelter amenities, including upgraded signage and wayfinding
 - iii. Coordinating trash removal with Public Works
 - iv. Expanded shelter site maintenance
 - i. Neighborhood Mobility Centers (Capital Budget) – Begin development of neighborhood mobility centers/hubs identified in nMotion.
 - j. Program Management and Development for Long-Term High Capacity Corridor Projects (Capital and Operating Budget) – Support for two engineering positions and professional services to advance long-term high capacity projects in cooperation with Metro Public Works, Metro Planning and other related entities.
4. Other Initiatives:
- a. Fare Restructuring to Eliminate Transfer Penalty (Operating Budget) – These funds would be required to offset the revenue loss associated with restoring a “free-transfer” policy.
 - b. Provide Local Match to Metro Planning Travel Demand Management Grant (Capital Budget) – Metro Planning has received a Federal Congestion Management Grant to administer expanded Travel Demand Management programs. They have requested that we provide the Local Match for these funds.

- c. Support for Joint/Transit Oriented Development at Donelson Station (RTA) – The RTA is currently soliciting proposals for joint development partners at Donelson Station on the Music City Star line. This project would support the development of infrastructure in the vicinity of the station to advance this project.
- d. Acquisition of Cheatham County Rail Authority Right-of-Way for Northwest Corridor (RTA) – A recommendation of the Northwest Corridor study will be to preserve the existing right-of-way of the Nashville & Western Railroad for future commuter service use. Although the property transfer will be of minimal cash value, the right-of-way will require a level of ongoing capital maintenance.

Approved:

Edward W. Olyphant

Chief Financial Officer

January 20, 2017

Date

Metropolitan Transit Authority
Proposed Budget for FY2018
 1/10/2017

Account Number	Account Description	FY 2018 PROPOSED	FY 2017 FINAL BUDGET	FY18 vs FY17 Budget Variance	% Var	FY 16 A U D I T E D	12 MONTH TREND ~ Oct-16
401010	FULL ADULT FARES	6,781,300	7,715,700	(934,400)	-12.1%	6,698,667	6,583,452
401020	SENIOR CITIZEN FARE	1,444,200	1,313,515	130,685	9.9%	1,392,441	1,415,859
401030	STUDENT FARE	1,741,500	1,707,400	34,100	2.0%	1,470,420	1,565,613
	Passenger Fares	9,967,000	10,736,615	(769,615)	-7.2%	9,561,528	9,564,924
401050	ACCESSRIDE FARES	864,900	940,950	(76,050)	-8.1%	879,159	847,951
	Access Ride	864,900	940,950	(76,050)	-8.1%	879,159	847,951
402040	CONTRACT SERVICES - TRANSPORTATION	1,750,400	1,687,785	62,615	3.7%	1,690,649	1,682,605
405010	CONTRACT SERVICES- MANAGEMENT RTA	803,400	803,400	-	0.0%	780,000	787,800
	Contract Revenue	2,553,800	2,491,185	62,615	2.5%	2,470,649	2,470,405
406030	ADVERTISING SALES REVENUE	1,100,000	700,000	400,000	57.1%	1,140,722	1,225,662
	Advertising	1,100,000	700,000	400,000	57.1%	1,140,722	1,225,662
407010	MISC INCOME: NON-TRANSPORTATION	103,850	104,000	(150)	-0.1%	272,227	312,583
407030	RENTAL OF BUILDING & PROPERTY	912,300	891,000	21,300	2.4%	993,346	992,246
40799-408	OTHER RECEIPTS	46,300	46,300	-	0.0%	39,670	39,670
	Other Non-Transportation Revenue	1,062,450	1,041,300	21,150	2.0%	1,305,243	1,344,499
409010	LOCAL ASSISTANCE	44,020,360	42,013,600	2,006,760	4.8%	40,013,600	43,263,600
411010	STATE ASSISTANCE	4,653,700	4,653,700	-	0.0%	4,585,000	4,585,000
	CMAQ	1,900,000	1,900,000	-	0.0%	1,902,980	1,855,347
	JARC & NEW FREEDOM	1,209,800	994,800	215,000	21.6%	767,024	642,316
	Operating Assistance	51,783,860	49,562,100	2,221,760	4.5%	47,268,604	50,346,263
413020	UPWP	-	-	-	#DIV/0!	-	-
422223	CAPITAL OPERATING REIMBURSEMENT	9,563,300	8,693,940	869,360	10.0%	8,600,000	8,600,000
422224	CAPITAL ADA REIMBURSEMENT	2,750,000	2,500,000	250,000	10.0%	2,500,000	2,500,000
	Capital Revenue	12,313,300	11,193,940	1,119,360	10.0%	11,100,000	11,100,000
	TOTAL REVENUE	79,645,310	76,666,090	2,979,220	3.9%	73,725,905	76,899,704

Metropolitan Transit Authority
Proposed Budget for FY2018

1/10/2017

Account Number	Account Description	FY 2018 PROPOSED	FY 2017 FINAL BUDGET	FY18 vs FY17 Budget Variance	% Var	FY 16 A U D I T E D	12 MONTH TREND ~ Oct-16
501-ALL	SALARIES & WAGES	32,938,490	31,909,790	1,028,700	3.2%	28,677,031	29,349,537
502-PTO	PTO BENEFITS	3,663,930	3,591,350	72,580	2.0%	3,613,561	4,022,746
502010	EMPLOYER F.I.C.A.	2,792,400	2,715,840	76,560	2.8%	2,435,773	2,639,255
502020	PENSION	3,054,000	3,993,880	(939,880)	-23.5%	1,414,426	1,296,969
502030-40	HOSP, MEDICAL & SURGICAL PLAN	12,056,300	11,442,040	614,260	5.4%	11,068,544	11,322,496
502071	STATE UNEMPLOYMENT INS.	15,450	15,450	-	0.0%	26,378	20,439
502080	WORKERS COMP	1,100,100	1,078,500	21,600	2.0%	1,015,713	1,049,315
502-FF	OTHER FRINGE BENEFITS	636,900	583,890	53,010	9.1%	632,487	492,236
	Labor & Fringes	56,257,570	55,330,740	926,830	1.7%	48,883,913	50,192,993

503023-28	PROMOTIONAL SERVICES & PROJECTS	171,000	171,575	(575)	-0.3%	128,633	126,727
503031	MTA SECRETARY	5,000	4,635	365	7.9%	6,015	7,368
503032	ATTORNEY'S FEES	250,000	250,000	-	0.0%	1,242,946	685,079
503033	OUTSIDE AUDITING EXPENSE	146,800	97,850	48,950	50.0%	110,245	114,301
503034	WEB MANAGEMENT	66,950	65,000	1,950	3.0%	44,863	43,995
503035	SECURITY SERVICES	1,326,500	1,228,500	98,000	8.0%	1,151,802	1,178,666
503036	INTEREST ON LINE OF CREDIT	77,250	77,250	-	0.0%	39,927	37,719
503037	BANK SERVICE CHARGES	107,635	107,635	-	0.0%	89,077	80,674
503038	PARATRANSIT OVERFLOW	2,825,000	2,462,300	362,700	14.7%	3,541,577	3,656,410
503039	OTHER SERVICES	1,530,275	1,513,975	16,300	1.1%	1,742,761	1,834,285
503040	TEMPORARY PERSONNEL	51,500	51,500	-	0.0%	40,997	34,958
503050	CONTRACT MAINT - SERVICE	1,269,500	830,930	438,570	52.8%	633,972	480,053
	Services	7,827,410	6,861,150	966,260	14.1%	8,772,815	8,280,235

504011	DIESEL FUEL	3,660,800	3,035,200	625,600	20.6%	3,803,574	3,312,679
504012	GASOLINE	975,800	857,900	117,900	13.7%	758,963	745,154
504013	LUBRICANTS	341,575	341,575	-	0.0%	323,826	309,563
504014	PROPANE GAS	11,330	11,330	-	0.0%	3,598	4,644
	Fuel	4,989,505	4,246,005	743,500	17.5%	4,889,961	4,372,040

504022	TIRES & TUBES	658,900	658,900	-	0.0%	496,444	420,792
504990	PARTS	3,969,900	3,781,300	188,600	5.0%	3,822,251	3,456,013
504991	M & S GENERAL	734,050	727,100	6,950	1.0%	668,759	687,743
504995	PRINTING SERVICES	290,000	281,000	9,000	3.2%	195,110	154,785
504997	OFFICE SUPPLIES	86,000	85,400	600	0.7%	38,995	49,174
504998	JANITORIAL SUPPLIES	391,000	351,000	40,000	11.4%	417,035	355,672
504999	DATA PROCESS SUPPLIES /GENERAL	75,000	61,800	13,200	21.4%	69,519	67,626
	Parts, Materials & Supplies	6,204,850	5,946,500	258,350	4.3%	5,708,113	5,191,805

Metropolitan Transit Authority
Proposed Budget for FY2018
 1/10/2017

Account Number	Account Description	FY 2018 PROPOSED	FY 2017 FINAL BUDGET	FY18 vs FY17 Budget Variance	% Var	FY 16 AUDITED	12 MONTH TREND ~ Oct-16
505021	ELECTRIC	836,000	836,000	-	0.0%	772,554	817,687
505022	NATURAL GAS	179,000	190,000	(11,000)	-5.8%	96,074	100,666
505024	WATER & SEWER	85,000	85,000	-	0.0%	60,759	63,855
505025/6	OFFICE TELEPHONES	325,000	275,000	50,000	18.2%	208,235	212,332
	Utilities	1,425,000	1,386,000	39,000	2.8%	1,137,622	1,194,540
506030	LIABILITY & PHYSICAL DAMAGE	2,121,800	2,060,000	61,800	3.0%	2,211,041	2,319,950
	Casualty and Liability	2,121,800	2,060,000	61,800	3.0%	2,211,041	2,319,950
507040	LICENSING TRANS VEHICLES	900	1,545	(645)	-41.7%	120	25
509011	DUES & SUBSCRIPTIONS	130,500	116,000	14,500	12.5%	104,449	136,114
509021-3	TRAVEL & TRAINING	290,250	241,450	48,800	20.2%	174,327	195,616
509071	BAD DEBT EXPENSE - GENERAL	1,500	3,000	(1,500)	-50.0%	-	-
509081-991	MISCELLANEOUS-GENERAL	210,300	232,800	(22,500)	-9.7%	158,408	121,547
509994	POSTAGE	16,225	16,225	-	0.0%	1,911	1,351
509995	FREIGHT - PARTS	35,000	30,550	4,450	14.6%	35,489	37,613
509996	BUS ROADEO EXPENSES	40,000	37,125	2,875	7.7%	32,206	42,155
512121	LEASE/RENT - STORAGE/EQUIPMT	94,500	157,000	(62,500)	-39.8%	62,100	57,048
	Other	819,175	835,695	(16,520)	-2.0%	569,010	591,469
	TOTAL EXPENSES	79,645,310	76,666,090	2,979,220	3.9%	72,172,475	72,143,032
	SURPLUS/(DEFICIT)	-	-	-		1,553,430	4,756,672

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE ACTION ITEM

Item Number: NICE-A-17-001

Meeting Date: 01/26/17

Item Title: SYSTEM-WIDE ORIGIN-DESTINATION SURVEY

BACKGROUND

Under the Federal Transit Administration (FTA) Title VI Circular 4702.1B from October 1, 2012, the FTA requires that transit providers that operate 50 or more fixed-route vehicles in peak service in urbanized areas of more than 200,000 people complete a System-wide Origin Destination Survey that is consistent with current and FTA-approved on-board survey practices a minimum of every five years. This survey provides specific data pertaining to travel patterns, transit use, and socio-demographic information of transit riders, which is necessary to complete required Civil Rights Title VI Equity Analysis for proposed Major Service Changes and Fare Changes.

The survey will collect transit passenger information by route and geographical area for their complete trip including origin/destination locations, boarding/alighting locations, trip purpose, first mile/last mile travel modes, and demographic information. The survey provides essential information the Nashville Metropolitan Transit Authority (MTA) can use to implement service expansions and efficiencies as well as equitable placement of transit amenities. Optional tasks will allow MTA to survey non-riders regarding travel patterns and demographics using statistically valid methodologies.

The origin-destination survey will include all of MTA's fixed bus routes as well as RTA's commuter bus routes and rail line. RTA falls below the threshold for the FTA requirement; however, data from the RTA system is essential to MTA's full understanding of travel patterns in and out of Davidson County. The added expense of surveying the RTA routes would be a minor component of the contract cost, but the added data would be extremely valuable to MTA.

A Request for Proposals (RFP) was released on November 9, 2016 to solicit proposals from consulting firms to provide a System-wide Origin-Destination Survey. Three proposals were received as being responsive and responsible according to the RFP criteria set forth in the solicitation documentation. The following three firms submitted responses to the RFP:

<u>Proposals</u>	<u>Proposed Cost</u>	<u>Optional Tasks Cost</u>
1. ETC Institute	\$453,995.21	\$39,590
2. Moore & Associates	\$350,447.20	\$0
3. NuStats LLC	\$478,012.16	\$0

The Evaluation Committee determined that the proposal from Moore & Associates did not meet the full technical needs of the project scope for a system the size of MTA. ETC Institute and NuStats LLC proposals satisfactorily meet the technical needs of the scope, and the evaluation committee requested a Best and Final Offer (BAFO) from both firms.

<u>Proposals</u>	<u>Proposed Cost</u>	<u>Optional Tasks</u>
1. ETC Institute	\$399,485	\$39,590
2. NuStats LLC	\$454,195.30	\$0

Based on the results of the technical evaluation and the BAFO, the evaluation committee found ETC Institute's proposal to best meet the needs of MTA at the lowest cost to the Authority.

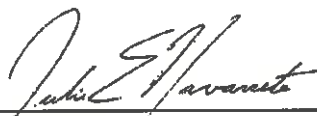
The proposed schedule for this project is very constrained and provides for limited survey windows to account for student use of the system (from middle school through university use). Should these windows be missed through no fault of the consultant, additional costs may be incurred through demobilization and remobilization of the survey team. Also, MTA staff is considering widening the scope of the optional tasks to reach a larger non-rider base to support future marketing efforts for new riders. As such, MTA believes a reasonable contract contingency of approximately 13 percent is warranted.

MTA's capital budget provides for up to \$500,000 from 5307 Federal Grant funding to support this need. This value is adequate to fund the base contract, optional tasks, and requested contingency.

STAFF RECOMMENDATION

Based upon the results of the comprehensive solicitation and evaluation processes, staff requests that the New Initiatives and Community Engagement Committee seek approval from the Board to provide the Chief Executive Officer authority to enter into an initial contract with ETC Institute in the amount of \$399,485 for Key Project Elements and \$39,590 for Optional Tasks. Further, staff requests approval for a contract contingency not to exceed \$60,925 to provide for a potential total contract value not to exceed \$500,000.

Approved:



Chief Development Officer

January 20, 2017

Date