



# ***Operations & Finance Committee Meeting Agenda***

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

Thursday, October 26, 2017

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

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## **Operations & Finance Committee**

Walter Searcy,  
Chair  
Hannah Paramore  
Breen

1. Call to Order
  2. Discussion Items
    - a. Monthly Financial Report Compared to Budget OF-D-17-026  
– Ed Oliphant, CFO
    - b. Monthly Operating Statistics – India Birdsong, COO OF-D-17-027
  3. Other Business
  4. Adjourn
-

# NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

## COMMITTEE DISCUSSION ITEM

Item Number: OF-D-17-026

Meeting Date: 10/26/17

Item Title: MONTHLY FINANCIAL REPORT COMPARED TO BUDGET

### BACKGROUND

Attached is a statement of operations for the month of August compared to the budget and a balance sheet as of August 31, 2017.

### CURRENT STATUS

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

Approved:



Chief Financial Officer

October 20, 2017

Date

**Metropolitan Transit Authority**  
**Statement of Operations Compared to Budget**

For the Period Ending August 31, 2017

UNAUDITED

	Actual Month	Month Budget	Month End Variance	F/ U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F/ U	Original Budget
<b>Revenue from Operations:</b>										
Passenger Fares	\$721,818	\$708,600	\$13,218	F	\$1,659,693	\$1,377,048	\$1,270,600	\$106,448	F	\$7,217,000
Access Ride	68,438	80,000	(11,562)	U	138,171	144,055	143,300	755	F	864,900
Contract Revenues	219,780	212,820	6,960	F	415,479	419,626	425,635	(6,009)	U	2,553,800
Advertising	96,437	89,000	7,437	F	220,780	185,051	171,000	14,051	F	1,100,000
Other Non-Trans Revenue	101,447	84,679	16,768	F	219,636	176,808	169,358	7,450	F	1,062,450
<b>Total Operating Revenue</b>	<b>1,207,920</b>	<b>1,175,099</b>	<b>32,821</b>	<b>F</b>	<b>2,653,759</b>	<b>2,302,588</b>	<b>2,179,893</b>	<b>122,695</b>	<b>F</b>	<b>12,798,150</b>
<b>Federal/State/Local Income:</b>										
Local Assistance	4,750,000	4,750,000	0	F	12,250,000	12,250,000	12,250,000	0	F	48,635,900
State Assistance	0	0	0	F	0	0	0	0	F	4,723,500
Federal Assistance - CMAQ	161,642	158,500	3,142	F	318,743	319,483	316,500	2,983	F	1,900,000
Federal Assistance - JARC/New Free	109,871	107,610	2,261	F	84,225	214,819	215,220	(401)	U	1,291,320
<b>Total Assistance Income</b>	<b>5,021,513</b>	<b>5,016,110</b>	<b>5,403</b>	<b>F</b>	<b>12,652,968</b>	<b>12,784,302</b>	<b>12,781,720</b>	<b>2,582</b>	<b>F</b>	<b>56,550,720</b>
<b>Capital Revenue:</b>										
Capital Operating Reimbursement	0	0	0	F	0	0	0	0	F	9,563,300
Capital ADA Reimbursement	0	0	0	F	0	0	0	0	F	2,750,000
<b>Total Capital Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>	<b>12,313,300</b>
<b>Total Revenue</b>	<b>\$6,229,433</b>	<b>\$6,191,209</b>	<b>\$38,224</b>	<b>F</b>	<b>\$15,306,727</b>	<b>\$15,086,890</b>	<b>\$14,961,613</b>	<b>\$125,277</b>	<b>F</b>	<b>\$81,662,170</b>
<b>Expenses from Operations:</b>										
Labor and Fringes	\$4,866,202	\$4,983,678	\$117,476	F	\$8,737,494	\$9,515,270	\$9,938,048	\$422,778	F	\$57,850,140
Services	600,316	660,603	60,287	F	998,276	1,243,011	1,322,761	79,750	F	7,970,200
Fuel	389,793	428,564	38,771	F	612,645	755,205	857,133	101,928	F	5,142,785
Parts, Materials and Supplies	514,873	520,796	5,923	F	816,424	1,050,140	1,041,126	(9,014)	U	6,357,220
Utilities	96,245	124,415	28,170	F	208,236	190,443	238,375	47,932	F	1,430,850
Casualty and Liability	189,623	176,817	(12,806)	U	379,605	362,543	353,634	(8,909)	U	2,121,800
Other	78,491	65,822	(12,669)	U	127,989	141,173	201,628	60,455	F	789,175
<b>Total Operating Expenses</b>	<b>6,735,543</b>	<b>6,960,695</b>	<b>225,152</b>	<b>F</b>	<b>11,880,669</b>	<b>13,257,785</b>	<b>13,952,705</b>	<b>694,920</b>	<b>F</b>	<b>81,662,170</b>
<b>Surplus / (Deficit) before GASB 33</b>	<b>(\$506,110)</b>	<b>(\$769,486)</b>	<b>\$263,376</b>	<b>F</b>	<b>\$3,426,058</b>	<b>\$1,829,105</b>	<b>\$1,008,908</b>	<b>\$820,197</b>	<b>F</b>	<b>\$0</b>
Capital Grant Revenue	0		0	F	240,927	0		0	F	0
Rental income - MCC Amortization	49,167		49,167	F	98,334	98,334		98,334	F	
Gain on Sale of Property	0		0	F	0	0		0	F	
Comprehensive Operational Analysis	0		0	F	0	0		0	F	
GASB OPEB Expense	0		0	F	0	0		0	F	
GASB 68 Pension Disclosure	0		0	F	0	0		0	F	
Depreciation	(1,275,460)		(1,275,460)	U	(2,885,688)	(2,405,173)		(2,405,173)	U	0
<b>Surplus / (Deficit)</b>	<b>(\$1,732,403)</b>	<b>(\$769,486)</b>	<b>(\$962,917)</b>	<b>U</b>	<b>\$879,631</b>	<b>(\$477,734)</b>	<b>\$1,008,908</b>	<b>(\$1,486,642)</b>	<b>U</b>	<b>\$0</b>

# Metropolitan Transit Authority

## Comparative Balance Sheets

	Month Ended August 31, 2017	Month Ended June 30, 2017
	(unaudited)	(unaudited)
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$6,894,698	\$2,254,719
Receivables from federal, state and local government	3,353,637	5,028,295
Accounts receivable	1,377,828	1,744,529
Materials and supplies	3,212,791	3,096,646
Prepaid expense and other	930,583	754,835
Pension Deferred Outflow	6,412,991	6,412,991
Total Current Assets	22,182,528	19,292,015
<b>PROPERTY AND EQUIPMENT</b>		
Land	14,733,025	14,733,025
Building, shelter and benches	93,878,816	93,878,816
Revenue equipment and parts	121,291,561	121,291,561
Office furniture and equipment	4,100,798	4,098,720
Other	8,407,814	8,540,355
	242,412,014	242,542,477
Less: Accumulated Depreciation	(118,332,872)	(115,814,900)
Total Property and equipment, net	124,079,142	126,727,577
<b>OTHER ASSETS</b>		
Cash and investments for self-insurance and other	11,037,959	13,664,028
<b>TOTAL ASSETS</b>	<b>\$157,299,629</b>	<b>\$159,683,620</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$1,636,735	\$3,277,698
Accrued expenses	9,946,966	6,089,065
Deferred revenue	47,787	46,466
Note Payable	850,000	2,850,000
Total Current Liabilities	12,481,488	12,263,229
<b>NON-CURRENT LIABILITIES</b>		
Deferred Revenue	9,049,131	9,147,465
Refundable Grants	2,559,769	5,185,951
Net Pension Liability	16,972,784	16,972,784
Pension Deferred Inflow	1,262,057	1,262,057
Net other postemployment benefits obligations	42,936,147	42,936,147
<b>NET ASSETS</b>		
Invested in capital assets	114,180,011	114,730,112
Reserve for capital purchases	510,717	510,717
Unrestricted	(42,174,741)	(33,699,461)
Current Year Surplus / (deficit)	(477,734)	(9,625,381)
Total Net Assets	72,038,253	71,915,987
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$157,299,629</b>	<b>\$159,683,620</b>
Current Ratio	1.78	1.57
Quick Ratio	0.93	0.74
Working Capital	3,288,049	615,795

# NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

## COMMITTEE DISCUSSION ITEM

Item Number: OF-D-17-027

Meeting Date: 10/26/17

Item Title: MONTHLY OPERATING STATISTICS

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### BACKGROUND

Attached are monthly operating statistics through August 2017.

### CURRENT STATUS

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

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Approved:

  
\_\_\_\_\_  
Chief Operating Officer

October 20, 2017

\_\_\_\_\_  
Date

# MTA Operations Dashboard Report

	August 2017	August 2016	Pct. Change	Average Monthly Goals
<b>Ridership</b>				
<b>Total Passengers</b>				
Bus	849,897	872,279	-2.6%	
AccessRide (MTA)	28,064	26,265	6.8%	
AccessRide (Overflow/Taxi)	11,928	13,729	-13.1%	
AccessRide Total	39,992	39,994	0.0%	
<b>Total</b>	<b>889,889</b>	<b>912,273</b>	<b>-2.5%</b>	<b>850,000</b>
<b>Passengers per Revenue Hour</b>				
Bus	18.99	19.95	-4.8%	20
AccessRide	2.03	2.06	-1.5%	2.15
Total Scheduled Revenue Hours	58,564	56,441	3.8%	
Total Cost Per Scheduled Revenue Hour of Service	\$108.28	\$98.55	9.9%	
<b>Safety</b>				
Miles Between Total Accidents	44,041	29,724	48.2%	40,000
Miles Between Preventable Accidents	748,700	371,544	101.5%	325,000
Preventable Accidents	1	2	-50.0%	
Non-Preventable Accidents	16	23	-30.4%	
Internal Accidents	0	1	-100.0%	
External Accidents	17	24	-29.2%	
<b>Service Quality</b>				
Bus Trip Completion Percentage	99.62%	99.66%	0.0%	99.9%
AccessRide Trip Denials	0	0	0.0%	0.0%
Miles Between Road Calls	2,415	5,851	-58.7%	7,000
<b>On-Time Performance</b>				
Bus	82.88%	82.09%	0.8%	90.0%
<b>Customer Care</b>				
<b>Passengers Carried Per Complaint</b>				
Bus	7,726	7,930	-2.6%	8,000
AccessRide	606	952	-36.4%	950
Total Calls Received	29,398	27,449	7.1%	
Percent of Calls Answered	93.97%	96.32%	-2.4%	95.0%

# MTA Operations Dashboard Report

	FY 2018	FY 2017	Pct. Change	Average Monthly Goals
<b>Ridership</b>				
<b>Total Passengers</b>				
Bus	1,509,363	1,567,641	-3.7%	
AccessRide (MTA)	52,948	49,946	6.0%	
AccessRide (Overflow/Taxi)	22,983	25,604	-10.2%	
AccessRide Total	75,931	75,550	0.5%	
<b>Total</b>	<b>1,585,294</b>	<b>1,643,191</b>	<b>-3.5%</b>	<b>1,700,000</b>
<b>Passengers per Revenue Hour</b>				
Bus	17.41	18.52	-6.0%	20
AccessRide	2.01	2.05	-2.0%	2.15
Total Scheduled Revenue Hours	113,072	109,010	3.7%	
Total Cost Per Scheduled Revenue Hour of Service	\$110.33	\$103.30	6.8%	
<b>Safety</b>				
Miles Between Total Accidents	46,696	31,865	46.5%	40,000
Miles Between Preventable Accidents	289,513	477,975	-39.4%	325,000
Preventable Accidents	5	3	66.7%	
Non-Preventable Accidents	26	42	-38.1%	
Internal Accidents	1	2	-50.0%	
External Accidents	30	43	-30.2%	
<b>Service Quality</b>				
Bus Trip Completion Percentage	99.57%	99.71%	-0.1%	99.9%
AccessRide Trip Denials	0	0	0.0%	0.0%
Miles Between Road Calls	2,251	5,331	-57.8%	7,000
<b>On-Time Performance</b>				
Bus	85.47%	83.89%	1.6%	90.0%
<b>Customer Care</b>				
<b>Passengers Carried Per Complaint</b>				
Bus	6,738	6,998	-3.7%	8,000
AccessRide	660	859	-23.1%	950
Total Calls Received	54,942	52,843	4.0%	
Percent of Calls Answered	90.21%	96.26%	-6.1%	95.0%

# MTA Operations Dashboard Glossary

## Metric

## Definitions

### Ridership

#### Total Passengers

Bus

AccessRide (MTA)

AccessRide (Overflow/Taxi)

AccessRide Total

Total fixed route passenger boardings on all MTA operated services

Total paratransit passenger boardings on MTA vans

Total paratransit passenger boardings on 3rd party service providers

Total paratransit boardings (MTA vans and 3rd party service providers)

#### Passengers per Revenue Hour

Bus

AccessRide

Total Scheduled Revenue Hours

Total Cost Per Scheduled Revenue Hour of Service

Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours.

Total paratransit boardings on MTA vans divided by total scheduled paratransit revenue vehicle hours.

Total fixed route and paratransit scheduled revenue vehicle hours. Note: Revenue vehicle hours are total vehicle in-service hours excluding vehicle travel from the garage to the first timepoint (or pickup for paratransit) and from the last timepoint (or pickup) to the garage.

Total fully allocated cost to deliver service divided by the total scheduled revenue hours.

### Safety

Miles Between Total Accidents

Miles Between Preventable Accidents

Preventable Accidents

Non-Preventable Accidents

Internal Accidents

External Accidents

Total number of miles travelled by all MTA revenue vehicles (fixed route and paratransit) divided by the total number of accidents.

Total number of miles travelled by all MTA revenue vehicles (fixed route and paratransit) divided by the total number of preventable accidents.

A motor vehicle collision, in which the Operator did not do everything reasonable to avoid a collision, committed an error or failed to react to the errors of others.

A motor vehicle collision in which the Operator committed no driving error and reacted reasonably to the errors of others.

A motor vehicle collision that occurs on Nestor or Myatt yard.

A motor vehicle collision that occurs outside of Nestor or Myatt yard.

### Service Quality

Bus Trip Completion Percentage

Percentage of one-way fixed route revenue trips completed versus scheduled.



# MTA Operations Dashboard Glossary

Metric	Definitions
AccessRide Trip Denials	Total number of paratransit trips that cannot be scheduled within one hour before or after the customer's requested pick-up time.
Miles Between Road Calls	Any mechanical failure, excluding farebox and accidents. Bus and AccessRide metrics will be reported separately.
<b>On-Time Performance</b>	
Bus	Percentage of total scheduled fixed route timepoint departures occurring between 59 seconds early and 5 minutes 59 seconds late.
<b>Customer Care</b>	
<b>Passengers Carried Per Complaint</b>	
Bus	Total fixed route passengers divided by total fixed route customer complaints.
AccessRide	Total paratransit (MTA and 3rd Party service providers) passengers divided by total paratransit customer complaints.
<b>Total Calls Received</b>	
Percent of Calls Answered	Percentage of calls received that were answered. Unanswered calls are calls that are lost for any reason once in the customer call phone queue.



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# ***New Initiatives & Community Engagement Committee Meeting Agenda***

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

Thursday, October 26, 2017

*Committees begin meeting at 1:30 p.m.*

*The NICE Committee will immediately follow the Operations & Finance Committee.*

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## **NICE Committee**

Janet Miller, Chair  
Glenn Farner

1. Call to Order
  2. Discussion Items
    - a. MCC and Nestor Facilities Rehab and Renovation  
– Julie Navarrete, CDO NICE-D-17-007
  3. Action Items
    - a. Kimley-Horn Amendment for Tiger V Engineering and Design – Julie Navarrete, CDO NICE-A-17-012
    - b. Parsons Brinckerhoff, Inc. (Currently WSP USA) Amendment for Tiger V Construction, Engineering, & Inspection Services – Julie Navarrete, CDO NICE-A-17-013
  4. Other Business
  5. Adjourn
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# NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

## COMMITTEE DISCUSSION ITEM

Item Number: NICE-D-17-007

Meeting Date: 10/26/17

Item Title: MUSIC CITY CENTRAL FACILITY REHAB AND RENOVATION

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### BACKGROUND

Per the approved capital budget, the Nashville Metropolitan Transit Authority (Nashville MTA) staff is advancing design and construction projects for the renovation and rehabilitation of Music City Central Transfer Facility. The Nashville MTA staff will present a review of facility history, current conditions, proposed repairs and improvements, including an estimated cost, for Committee consideration and comment, and proposed future actions.

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Approved:

  
\_\_\_\_\_  
Chief Development Officer

October 20, 2017

\_\_\_\_\_  
Date

# NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

## COMMITTEE ACTION ITEM

Item Number: NICE-A-17-012

Meeting Date: 10/26/17

Item Title: KIMLEY-HORN AMENDMENT FOR TIGER V ENGINEERING AND DESIGN

### **BACKGROUND**

The Nashville Metropolitan Transit Authority (Nashville MTA) was awarded a \$10 million Transportation Investment Generating Economic Recovery (TIGER) V Discretionary Grant from the United States Department of Transportation (USDOT) administered through the Federal Transit Administration (FTA) for the implementation of the Transit Signal Priority (TSP) project on Murfreesboro Pike in Davidson County. The TIGER V grant program enables the USDOT to invest in critical national objectives for transportation infrastructure. The program has five long-term outcomes: safety, economic competitiveness, state of good repair, livability, and environmental sustainability.

This project is being advanced in partnership with the Tennessee Department of Transportation (TDOT), Metro Public Works, Metro Planning, and Metro ITS.

On October 29, 2015, the Nashville MTA entered into a four-year contract agreement\* (Contract Number 2015538-C) with Kimley-Horn and Associates for project support, engineering design, and pre-construction services for the implementation of TSP on the Murfreesboro Pike corridor with a not to exceed \$1.7 million limit and with no project contingency.

*\* Board action item states four-year term; contract states three-year term with two additional one-year terms.*

### **CURRENT STATUS**

During the advance of the project's design phase, three additional services requiring an amendment to the Kimley-Horn & Associates contract were identified for the successful completion of the project. As the professional services contract was issued without a contingency for unforeseen conditions, Board approval is necessary to increase the contract NTE value to accommodate these project requirements.

Additionally, the Kimley-Horn & Associates contract needs to be extended for the duration of the construction schedule to include a contingency fund to accommodate unforeseeable design needs during that period.

Task A – Design for connection of the fiber communications cable from Murfreesboro Pike (Lafayette Street) to the host central software system located at the Howard Office Building via overhead and/or underground routing along adjacent public roadways.

Task B – Additional Utility Make Ready (UMR) design services are needed for portions of Murfreesboro Pike associated with Phase 1 of the Metro Nashville Countywide Intelligent Transportation System Project (UMR efforts consistent with Nashville Electric Service's current

requirements were not prepared for this segment of the project).

Task C – Field implementation efforts once the TSP technology and associated signal infrastructure is deemed operational and/or substantially complete. Utilizing signal timing data prepared under the original Contract, Kimley-Horn will develop databases for free and coordinated signal operations along with the approved TSP parameters for each of the 41 signalized intersections along the corridor along with associated activities.

Task A.	\$ 7,800
Task B.	\$ 15,700
Task C.	\$ 98,400
<u>Contingency</u>	<u>\$128,100</u>
Total	\$250,000

Funding Source: These funds are currently available under a Congestion Mitigation and Air Quality (CMAQ) Grant previously set aside for use on TSP implementation and is within the overall budget for the project.

These proposed changes align with but will not impact the required project completion date of December 31, 2019.

**STAFF RECOMMENDATION**

We request that the New Initiatives & Community Engagement Committee recommend the Board authorize the Chief Executive Officer to execute an amendment to contract 2105538-C between the Nashville MTA and Kimley-Horn & Associates, Inc. to increase the not-to-exceed to \$1.95 million.

Additionally, we request to extend the contract through December 31, 2019 to coincide with the complete project close out.

Approved:



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Chief Development Officer

October 20, 2017

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Date

# NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

## COMMITTEE ACTION ITEM

Item Number: NICE-A-17-013

Meeting Date: 10/26/17

Item Title: PARSONS BRINCKERHOFF, INC. (CURRENTLY WSP USA) AMENDMENT FOR  
TIGER V CONSTRUCTION, ENGINEERING AND INSPECTION SERVICES

### **BACKGROUND**

The Nashville Metropolitan Transit Authority (Nashville MTA) was awarded a \$10 million Transportation Investment Generating Economic Recovery (TIGER) V Discretionary Grant from the United States Department of Transportation (USDOT) administered through the Federal Transit Administration (FTA) for the implementation of the Transit Signal Priority (TSP) project on Murfreesboro Pike in Davidson County. The TIGER V grant program enables the USDOT to invest in critical national objectives for transportation infrastructure. The program has five long-term outcomes: safety, economic competitiveness, state of good repair, livability, and environmental sustainability.

This project is being advanced in partnership with the Tennessee Department of Transportation (TDOT) and Metro Public Works, Metro Planning, and Metro ITS.

On June 29, 2016, the Nashville MTA entered into a two-year contract agreement\* (Contract Number 2016652-C) with Parsons Brinckerhoff, Inc. (currently WSP USA) for pre-construction management support, construction engineering and inspection services for the implementation of TSP on the Murfreesboro Pike corridor with a not-to-exceed \$1.1 million limit.

*\* Two-year contract with an option to extend for six additional months.*

### **Current Status**

The Murfreesboro Pike TSP construction contract was awarded to Stansell Electric Company in early August and has a 22-month construction schedule with completion by May 31, 2019. Additional testing, burn in, and acceptance will run through the end of calendar year 2019. TDOT has also required that lane closures will only be permitted between 8 p.m. and 6 a.m. extending daily durations of construction activities. The Construction, Engineering and Inspection (CEI) services run concurrent with construction through project close out. A CEI inspector is intended to be present during all hours construction occurs.

The original construction estimate was 12-16 months based on schematic plans and the CEI estimate was aligned to match. The increased duration to 22 months and the TDOT requirement for off peak lane closures has led to the need to increase the estimate for the CEI services. The estimated cost of additional service to cover the extended construction duration and off peak hours is \$400,000. This includes contingency to cover unforeseeable conditions during construction.

Funding Source: These funds are currently available under a Congestion Mitigation and Air Quality (CMAQ) Grant previously set aside for use on TSP implementation and is within the overall budget for the project

These changes align with but will not impact the required project completion date of December 31, 2019.

**STAFF RECOMMENDATION**

We request that the New Initiatives & Community Engagement Committee recommend the Board to give the Chief Executive Officer authority to execute an Amendment to contract number 2016652 between the Nashville MTA and Parsons Brinckerhoff, Inc. (currently WSP USA) to increase the not to exceed to \$1,500,000.

Additionally, we request to extend the contract through December 31, 2019 to coincide with the complete project close out.



*Approved:*

  
\_\_\_\_\_  
Chief Development Officer

*October 20, 2017*

\_\_\_\_\_  
*Date*