1. Call to Order
2. Approval of May 18, 2017 Minutes
3. Public Comments*
4. Operations & Finance Committee Report – Walter Searcy, Chair
   a. MTA/RTA Contract Renewal for Regional Transit Services A-17-010
   b. FY2018 State EasyRide Contract Renewal A-17-011
   c. MTA/RTA Contract Renewal for State EasyRide Services A-17-012
   d. StriDe Memorandum of Understanding Program Year 2017-2018 A-17-013
   e. Liability Insurance Renewal A-17-014
   f. Nashville MTA/Metro Public Works Memorandum of Understanding A-17-015
   g. 2017 Public Records Request Policy A-17-016
   h. Code of Conduct Amendment A-17-017
5. New Initiatives and Community Engagement Committee Report – Janet Miller, Chair
   a. FY2018 Budget Adoption A-17-018
   b. Shared Mobility & Mobility on Demand Pilot A-17-019
   c. DBE 2018-2020 Program Goals A-17-020
6. Margaret Behm, MTA Board Counsel
   a. Extension of CEO’s Employment Agreement A-17-021
   b. Election of Officers & Annual Ethics Review
7. Chair’s Report
8. Chief Executive Officer’s Report
9. Adjourn

Please keep all public comments to the Board within three minutes. Thank you
I. CALL TO ORDER: The regular meeting of the Nashville Metropolitan Transit Authority (Nashville MTA) Board of Directors was held in the Music City Central Meeting Room, 400 Charlotte Avenue, Nashville, Tennessee on May 18, 2017. Present were: Lewis Lavine, Vice Chair; Janet Miller, Member; Walter Searcy, Member; Secretary Margaret Behm; and CEO Stephen G. Bland. A quorum was established and Vice Chair Lavine called the meeting to order at 2:30 p.m.

II. APPROVAL OF MINUTES: Proper motion was made to approve the minutes of the April 27, 2017 Board of Directors meeting. There were no additions and one grammatical correction. With the correction, the vote of approval was unanimous.

III. PUBLIC COMMENTS: Vice Chair Lavine opened the floor for public comments. The public was reminded that comments are limited to three minutes. The following members of the public had these comments:

Patrick Green, a Nashville-Davidson County resident and also a member of the Amalgamated Transit Union (ATU) Local #1235 who represent the drivers and maintenance personnel of the Nashville MTA:
- Safety is something that ATU takes very seriously, and they know that the Nashville MTA does as well. With that in mind, and in light of the passage of House Bill 508, the ATU is concerned for the safety of their operators who drive on the streets in Nashville. They ask that the Board and the Mayor seriously think about safety shields for their operators.

John Bull, Nashville frequent rider:
- Applauds the skill level of the bus operators
- The budget process that has included extended hours and extended frequency is noted and appreciated

Ann Pope, AccessRide rider:
- Most all of the Nashville MTA AccessRide drivers are nice, but the AccessRide overflow drivers (cab) have horrible attitudes. She noted one specific incident in detail.
- Some drivers on the buses will not make passengers get up and give their seat to the elderly or disabled.

There were no other public comments, and the time for public comments closed.
IV. **Operations & Finance Committee Report:** Chair Searcy presented the following action items for the Board’s consideration:

a. **AccessRide No-Show Policy (A-17-007):** The current AccessRide No-Show Policy was adopted by the Nashville MTA Board in January 2011 and revised in January 2014.

FTA circular 4710.1 section 9.12.2 dated November 5, 2015 states penalties can be imposed for a “pattern or practice” of No-Shows, where “pattern or practice” means both substantial number and above average frequency. Upon review, the current AccessRide No-Show policy did not meet this criterion with regards to penalties. Specifically, the percentage of No-Shows in comparison to the total number of trips was not considered under the old policy. The new policy adds percentage thresholds so that customers who take multiple trips are permitted a proportionate number of No-Shows before being assessed a penalty.

The revised No-Show policy has been reviewed by the AccessRide Policy Advisory Committee (APAC), which recommended it be submitted to the full Nashville MTA board for adoption. Upon adoption, the revised policy will take effect July 1, 2017.

This policy was discussed in committee, and its approval is now recommended. The vote of approval was unanimous.

b. **AccessRide Secondary Mobility Device Policy (A-17-008):** This policy allows an individual who might otherwise not be completely mobile to have both assistance in a chair and additional mobility devices such as canes, crutches, walkers, etc. on a particular trip.

The committee recommends the adoption of this policy with one change. “Operators may assist….” shall read “Operators shall assist….” The vote of approval was unanimous.

V. **New Initiatives & Community Engagement Committee:** Chair Janet Miller presented the following action item for the Board’s consideration:

a. **Public Engagement for Proposed System & Fare Changes (A-17-009):** The proposed fare changes would essentially eliminate transfer fees and drop rider cost. We are required to go the public and get public input on that which we plan to do in June. At this time, staff recommends that we also put out the four major service changes that will go along in those discussions.

Nashville MTA staff plans to hold two public meetings in mid-June at Music City Central (MCC) prior to the June Board Meeting. Staff will present the proposed service and fare changes to the public at these meetings; answer questions, and receive comments for the record. The public will have further opportunity to comment on the proposed changes directly to the Board during the formal comment period of the June Board Meeting.

All meetings will be advertised in local newspapers and on the Nashville MTA website and Facebook page. A copy of the PowerPoint presentation will be posted on the Nashville MTA and Regional Transportation Authority of Middle Tennessee (RTA) websites. Nashville MTA staff will engage with riders at MCC and on affected
routes prior to the public meetings to provide notice of meetings and to receive comments in person. The public will also be encouraged to email, call, fax or mail their comments to the Nashville MTA.

The committee recommends to the Board the approval of the Public Engagement Plan about the proposed system and fare changes. There were no questions or comments and the vote of approval was unanimous.

VI. **Vice Chair’s Comment:** For more than a decade we have talked about having dedicated funding and have known that transit is not going to progress to the level that we want it to without that. Now, the Tennessee Legislature has passed a bill that gives us the ability to do that; and, we have a Mayor and her team who are prepared to go to the public next year with a referendum.

It will take a lot of work by this team here, both in terms of deciding what projects ought to be included and also determining what kind of revenue it will take to ask the voters to increase in order to make that happen. It is a once in a generation opportunity and it is a wonderful thing that we have to do. At the same time, we have to make sure that Nashville MTA operates to its highest level because that will make the difference in the referendum if people feel good about Nashville MTA and that they can implement what they promise.

VII. **CEO’s Report:** CEO Bland reported the following:

- **Comprehensive Operational Analysis** – Work has begun on the Comprehensive Operational Analysis that you awarded a couple months ago. The consultant is currently focused on getting baseline operating and financial data.
- **Building our Team** – We are currently interviewing candidates for Director of Marketing and Director of Operations positions.
- **Guns Bill** – Our current code of conduct prohibits firearms on Nashville MTA property and services. Recent legislation precludes local government entities from prohibiting firearms unless there is full metal detection and trained security personnel at every entrance to a facility, which is not practical for public transportation. We are currently working with Counsel to assess impacts so that we can maintain the safety and security of our passengers.
- **Kiosk at MCC** – The installation of a bill payment kiosk at MCC is in the hands of the vendor, as all necessary agreements and Nashville MTA prep are complete. We expect activation in June.
- **Murfreesboro Road Project** – The invitation for bids for construction of the Murfreesboro Road project have been let. We expect to award at the July Board meeting.
- **nMotion Plan Implementation:**
  - We are finalizing agreements with CDM Smith and HDR for overall program management.
  - The Mayor’s Capital Budget included $4 million toward the program management activities covered by these contracts.
  - We are working closely with the Mayor’s Office, Public Works, and Metro Planning on implementation strategy. At this point, we envision a scenario where Public Works takes lead on corridor development activities (like light rail programming and downtown transit priority) and Nashville MTA
takes lead on programmatic activities like service development, support systems, and related improvements; all closely coordinated.

- We also expect MDHA (Metropolitan Development and Housing Agency) to be entering the process, as recent legislation passed by the State allow public housing authorities to acquire land in high capacity transit corridors and apply tax increment financing techniques to support funding of the transit improvements.
- **Council Budget Hearing** – We have our council budget hearing this afternoon at 5:15 p.m. Anyone who is interested and can attend is welcome.

**RTA Activities:**

- **Hamilton Springs** – We held a groundbreaking ceremony for the Hamilton Springs Station in Lebanon on May 10. It was very well attended, and the station is officially under construction. We expect opening within one year.

- **Northwest Corridor Study** – We wrapped up the Northwest Corridor study and delivered a final report to the RTA Board. Commuter Rail is the preferred local option, but is a very long-term project. In the meantime, the Mayors are prioritizing corridor preservation, and we are examining the feasibility of a transfer of this right of way from CCRA (Cheatham County Rail Authority) to RTA.

This concluded his report and Mr. Bland asked the Board if they had any questions. Vice Chair Lavine asked if there was anything new on the downtown mobility study. Mr. Bland reported that the steering committee met again and is moving in a good direction. The direction from the Mayor is for us to focus on examining multiple alternatives so that we have a clear path to where we end up. A lot of what came out of this past meeting is setting specific evaluation criteria with which to evaluate the alternatives.

**VIII. OTHER BUSINESS:** There was no other business to come before the Board.

**IX. ADJOURNMENT:** The meeting was adjourned at 3:01 p.m.
BACKGROUND

The Nashville Metropolitan Transit Authority (Nashville MTA) and the Regional Transportation Authority of Middle Tennessee (RTA) have established a positive and equitable working relationship over the years on regional transit programs.

Each year, the RTA contracts with the Nashville MTA for regional transit services for Davidson/Rutherford County Relax & Ride services to Murfreesboro, Tennessee, as well as connecting bus services to support the Music City Star commuter train service in Nashville, Tennessee. The RTA desires to renew these contracts for the period of July 1, 2017 through June 30, 2018. Since there are different funding sources for the regional bus services and the connecting bus services, two separate contracts are required.

Contract 1 – Under the first contract, which is for the regional bus service between Davidson and Rutherford Counties Routes 84X, 86X and 96X, the RTA will pay the Nashville MTA for up to 58.2 hours of daily service at a rate of $106.28 per hour, or an amount not to exceed $1,571,116, covering 254 days of weekday transit service contained in the contract. This represents a 3% increase in the contract price compared to the prior year as a result of Nashville MTA's proposed increase in the hourly rate from $103.18 to $106.28 per hour.

Contract 2 – Under the new contract for connecting bus services for the Davidson County service, the RTA will pay the MTA up to 6.23 hours of daily service at a rate of $106.28 per hour, or $168,180, covering the 254 days of weekday transit service contained in the contract. This represents a 3.7% net decrease in the overall contract compared to the prior year. This primarily is a result of a reduction in the hours of operation due to a reconfiguration of the route to improve the consistency getting passengers to the departing trains in the afternoons. This decrease was partially offset by a proposed increase in the hourly rate by Nashville MTA from $103.18 to $106.28.

A fuel escalator clause will again be included in all the new contracts to protect the Nashville MTA should the average fuel prices escalate above $1.65 per gallon. The clause stipulates that for every 25-cent increase in the monthly average per gallon cost of fuel, the hourly rate will increase $1.50 per hour for that month going forward. This will cover the Nashville MTA’s increase in operating cost due to increased fuel costs. This escalator is above and beyond the contracted amounts mentioned above. This will likely not be a factor for RTA since the Nashville MTA has hedged approximately 69% of projected diesel fuel consumption at a contract price of around $1.64 per gallon.
COMMITTEE RECOMMENDATION

The Operation and Finance Committee recommend to the Board the renewal of Contract 1 for regional bus services and Contract 2 for connecting bus services supporting commuter rail. Both of these contracts are for a period of one year beginning July 1, 2017 through June 30, 2018 for the following base amounts:

- Contract 1 for a not-to-exceed amount of $1,571,116 for regional bus service; and
- Contract 2 for $168,180 for connecting buses supporting commuter rail.

Approved:

__________________________________________  ____________________________
Secretary  June 22, 2017

Date
BACKGROUND

In 2006, the Nashville Metropolitan Transit Authority (Nashville MTA) and the State of Tennessee began a relationship in which the State would pay the work commute transportation cost for all their employees who utilize public transportation. While we have seen some decline in ridership over the past two years, the program continues to work well in helping the State with their employee parking issues and supplying MTA and RTA with fairly consistent ridership. The current $1.75 million contract managed by the Tennessee Department of Transportation (TDOT) is scheduled to expire June 30, 2017.

We have successfully negotiated with the State to continue the contract for FY2018 at the same rate per ride of $2.50 based upon all regional transportation services including both the Nashville MTA and the Regional Transportation Authority of Middle Tennessee (RTA). AccessRide trips will be billed at $3.40 per ride. The contract will be between the Nashville MTA and TDOT with the RTA receiving its proportional share for rides provided under the program as defined in a separate sub-agreement between the Nashville MTA and RTA. The total contract amount will remain $1.75 million. The contract term is for 12 months beginning July 1, 2017 with an expiration of June 30, 2018.

COMMITTEE RECOMMENDATION

The Operations & Finance Committee recommend to the Board the approval for the Nashville MTA to enter into a contract with TDOT for the EasyRide program at $2.50 per ride and $3.40 for AccessRide with a contract amount of $1.75 million and a contract term of July 1, 2017 through June 30, 2018.

Approved:

__________________________  _________________________
Secretary  Date

June 22, 2017
BACKGROUND

For several years, the Nashville Metropolitan Transit Authority (Nashville MTA) along with the Regional Transportation Authority of Middle Tennessee (RTA) have participated in the EasyRide program with the State of Tennessee where both agencies provide transit rides to State employees and the State reimburses both the Nashville MTA and RTA on a cost-per-ride basis. The Nashville MTA has been the principle in this contract with the State of Tennessee and RTA’s portion of the rides provided is passed through via a separate agreement with RTA. The State has agreed to a new contract with the Nashville MTA for the EasyRide Program for July 1, 2017 through June 30, 2018 at a cost per ride set at a weighted average of $2.50 per ride and a total contract not to exceed $1.75 million.

An analysis of State employee ridership for both the Nashville MTA and RTA services was performed, and it affirmed an effective rate of $3.15 per ride should be passed through to RTA from the Nashville MTA since RTA’s fares for regional bus service and train service are proportionately higher than the Nashville MTA’s fare. This is the same rate that was used in FY2017.

COMMITTEE RECOMMENDATION

The Operations and Finance Committee recommend to the Board the approval for the Nashville MTA to enter into a contract with RTA that calls for the Nashville MTA to reimburse RTA for EasyRide trips provided to State employees participating in the EasyRide program at a rate of $3.15 per ride for a period of one year, beginning July 1, 2017 through June 30, 2018.

Approved:

______________________________
Secretary

______________________________
Date

June 22, 2017
Item Number: A-17-013  Meeting Date: 06/22/17

Item Title: StrIDe MEMORANDUM OF UNDERSTANDING PROGRAM YEAR 2017-2018

BACKGROUND

The StrIDe program has been a successful partnership since it was formed in fall 2014 between Metropolitan Nashville Public Schools (MNPS) and the Nashville Metropolitan Transit Authority (Nashville) MTA with the support of the Nashville Mayor's Office, Metropolitan Council, and the Mayor's Youth Council. It was created to offer and expand year-round transit to all MNPS high school students traveling to and from school as well as provide opportunities for participating in after-school activities, accessing employment, or exploring other events perhaps not possible in the past due to either unreliable or affordable mobility options. In the 2015-16 school year, the program added MNPS middle school students in grades five through eight who attend an out-of-zone school not served by a yellow school bus and have been given permission by a parent or guardian to participate in the program.

This year-round program provides access to transit to more than 23,000 registered high school-age student riders and nearly 1,400 middle school enrollees. For the period of July 2016 through May 2017, we provided 1,303,362 rides in the program, an increase of approximately 13% compared to last year. Total youth ridership increased 2.8% over the same period.

The FY2017 budget for the program was funded at $750,000 through the MNPS budget, which was estimated to be approximately $325,000 less than the revenues anticipated in the Nashville MTA's FY17 budget. This shortfall has been accounted for in the current budget reforecast for FY2017, as we have not been successful in identifying any supplemental revenues to cover the shortfall. The FY2018 budget request is also $750,000 through the MNPS budget, but the implementation of the Nashville MTA’s free transfer policy will adjust the effective cost per ride in the new contract from 90 cents per ride to 60 cents per ride. This adjustment should allow the Nashville MTA to come closer to staying whole in the FY2018 budget based upon the estimated ridership under the program.

COMMITTEE RECOMMENDATION

The Operations and Finance Committee recommend to the Board approval of a Memorandum of Understanding between the Nashville MTA and the Metropolitan Board of Public Education for the purposes of transportation of services for registered MNPS high school students in grades nine through 12, and MNPS middle school students in grades five through eight who qualify. Cost of StrIDe card cardstock will be covered by MNPS. The contract will remain in effect through June 30, 2018 at a reimbursement rate of 60 cents per trip to the Nashville MTA.

Approved:

__________________________________________  June 22, 2017
Secretary                      Date
BACKGROUND

Every year, the Nashville Metropolitan Transit Authority’s (Nashville MTA) insurance broker shops the insurance market for renewal of the Nashville MTA’s $3 million liability policy with a $100,000 deductible per occurrence. Inquiries were made of several different insurance companies for the upcoming policy year effective July 1, 2017 – June 30, 2018.

The only quote that was received is from our current insurance company, RLI Insurance (RLI), offering coverage with a $3 million limit and a $100,000 deductible per occurrence. The per vehicle type annual rates for liability coverage compared to our current policy are as follows:

<table>
<thead>
<tr>
<th>Liability Coverage</th>
<th>Current (2016-17)</th>
<th>RLI (2017-18)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Bus</td>
<td>$2,759</td>
<td>$2,882</td>
</tr>
<tr>
<td>Transit Van</td>
<td>$1,931</td>
<td>$2,017</td>
</tr>
<tr>
<td>Service Vehicle</td>
<td>$1,261</td>
<td>$1,317</td>
</tr>
</tbody>
</table>

The comparison below of total costs incurred is based on the number of vehicles expected to be on hand at July 1, 2017 by type of vehicle as quoted above:

<table>
<thead>
<tr>
<th>Liability Coverage</th>
<th>Current (2016-17)</th>
<th>Proposed RLI (2016-17)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premiums</td>
<td>$686,054</td>
<td>$702,798</td>
</tr>
</tbody>
</table>

This represents an increase of approximately 2.4% compared to last year. The premium will vary slightly depending on the number of vehicles and vehicle types MTA may have in the fleet at any given time.

COMMITTEE RECOMMENDATION

The Operations and Finance Committee recommend the Board authorize the Chief Executive Officer to enter into a contract with RLI Insurance for our liability coverage for the period effective July 1, 2017 to June 30, 2018 for $3 million in coverage with a $100,000 deductible for a premium of approximately $702,798.
BACKGROUND

In September 2016, the Nashville Metropolitan Transit Authority (Nashville MTA) Board adopted the nMotion strategic plan which provides a roadmap for improving public transit within the Middle Tennessee region over the next 25 years.

Recently, Nashville Mayor Megan Barry also announced an action agenda, “Moving the Music City.” Moving the Music City lays out specific projects and programs for transforming Nashville’s streets into people-friendly public spaces and aims to help bring the nMotion Plan to fruition by committing to objectives such as increased access to frequent bus service, safer pedestrian connections to stops, prioritized space for transit on city streets, and the advancement of larger, longer-term projects (such as rail service) by embracing quality growth and initiating design work.

In furtherance of both initiatives, the Nashville Metropolitan Department of Public Works (MPW) is implementing its “Strategic Plan for Sidewalks and Bikeways” to promote complete streets principles that accommodate all modes of transportation.

Through a joint procurement process, the Nashville MTA and MPW have each engaged in separate contracts with the engineering and consulting firms HDR, Inc. and CDM Smith. We believe a Memorandum of Understanding (MOU) will allow all participating agencies to work cooperatively to deliver complex transit projects related to the nMotion and Moving the Music City plans.

Joint responsibilities under the MOU include:

- Implementation of a Technical Advisory Committee (TAC) or other joint consultation and planning meetings;
- Development of a process to account for and approve task orders and other work or services as well as a process for payment; and,
- Coordination of partnerships with other entities and agencies.

Pursuant to the MOU, the Nashville MTA agrees to the following responsibilities:

- Manage and oversee agreed-upon projects;
- Invoice MPW for project costs such as consulting work;
- Oversee and direct overall design and engineering for certain projects, including infrastructure improvements, except when both the Nashville MTA and MPW agree that MPW is best suited to perform that work;
- Implement and maintain transit information systems and coordinate sharing of necessary information with MPW;
- Fund, operate, and maintain all Nashville MTA property related to the projects; and,
- Coordinate TAC meetings as needed.
Pursuant to the MOU, MPW agrees to the following responsibilities:

- Furnish corridor development and program management services as needed to assist the Nashville MTA;
- Review all design concepts, implementation plans, and infrastructure improvement plans for the projects;
- Provide construction management when applicable; and,
- Identify opportunities for sharing of communications systems and equipment with the Nashville MTA to provide cost-effective communications.

COMMITTEE RECOMMENDATION

The Operations and Finance Committee recommend the Nashville MTA Board give Chief Executive Officer Steve Bland the authority to enter into the attached MOU with MPW for the reasons herein outlined.

Approved:

______________________________  _________________________
Secretary                        Date

June 22, 2017
MEMORANDUM OF UNDERSTANDING
BETWEEN
NASHVILLE METROPOLITAN TRANSIT AUTHORITY
AND
NASHVILLE METROPOLITAN DEPARTMENT OF PUBLIC WORKS

Whereas, the Nashville Metropolitan Transit Authority (“MTA”) and the Regional Transportation Authority of Middle Tennessee (“RTA”) have, through their respective Boards of Directors, approved a strategic plan for the transportation needs of Middle Tennessee (“nMotion” or the “nMotion Plan”); and

Whereas, the nMotion Plan provides a roadmap for improving public transit within the Middle Tennessee region over the next twenty-five years; and

Whereas, the Metropolitan Government of Nashville and Davidson County (“Metro”), through Mayor Megan Barry, has announced an action agenda, “Moving the Music City;” and

Whereas, Moving the Music City lays out specific projects and programs for transforming Nashville’s streets into people-friendly public spaces by targeting improvements for transit mobility, safety, walking and bicycling, smart-city technology, maintenance, and organizational capacity; and

Whereas, Moving the Music City aims to help bring the nMotion Plan to fruition by committing to objectives such as increased access to frequent bus service, safer pedestrian connections to stops, prioritized space for transit on city streets, and the advancement of larger, longer-term projects (such as rail service) by embracing quality growth and initiating design work; and

Whereas, the Nashville Metropolitan Department of Public Works (“Metro Public Works”) is implementing its “Strategic Plan for Sidewalks and Bikeways” to promote complete streets principles that accommodate all modes of transportation; and

Whereas, the aforementioned persons and entities are engaged in discussions contemplating the exploration of creating a Division of Transportation within Metro Public Works; and

Whereas, MTA and Metro Public Works desire to support and encourage a transportation system that is safe and convenient for all users regardless of age, ability, or mode of transportation and accommodates the transportation needs of all users regardless of age or ability, including pedestrians and those traveling by private vehicle, mass transit, or bicycle; and

Whereas, MTA and Metro Public Works have, through a joint procurement process, each engaged in separate contracts with the engineering and consulting firms HDR, Inc. and CDM Smith; and
Whereas, MTA and Metro Public Works share a spirit of cooperation as it pertains to delivering complex transit projects related to nMotion and Moving the Music City.

Now, therefore, MTA and Metro Public Works AGREE AS FOLLOWS:

I. OVERALL RESPONSIBILITIES OF THE PARTIES.

1. The purpose of this MOU is to acknowledge the agreement of all participating agencies to work cooperatively to deliver complex transit projects related to the nMotion and Moving the Music City. No party to this MOU intends for this MOU to be a binding contract or for there to be any party who could be deemed a third-party beneficiary of this MOU. All parties agree that this MOU constitutes solely a guide to the intentions and policies of the participating agencies.

2. This MOU sets forth the roles and responsibilities of the participating agencies in the development and implementation of various transit projects contemplated or envisioned by nMotion, Moving the City, and the Strategic Plan for Sidewalks and Bikeways, including those in cooperation with engineering and consulting firms HDR, Inc. and CDM Smith (“Consultants”) as well as other potential transportation-related partnerships and projects by, between, and among the entities executing this MOU.

3. The parties will organize and participate in a Technical Advisory Committee (“TAC”) or other joint consultation and planning meetings. The TAC shall consist of staff members from MTA and Metro Public Works as well as the Consultants. The TAC will provide advice on planning, design, implementation, and operation of intelligent transportation systems in the Metro area and the area served by the RTA. Members of TAC shall be appropriate staff persons and other advisors who can address the specific issues on the agenda and regularly attend meetings. The TAC will meet on an as-needed basis to fulfill responsibilities.

4. The parties agree to follow all applicable federal, state, and local laws.

5. The parties will develop a process to account for and approve task orders and other work or services that may arise under the auspices of this MOU, including, without limitation, any work or services to be charged against MTA’s capital budget or for which MTA otherwise will bear the cost. Regardless of the work or services to be undertaken, no signatory to this MOU shall obligate or otherwise promise the payments of funds or other consideration to the Consultants or to any other persons or entities for which it shall seek reimbursement from a signatory to this MOU (a “Reimbursing Party”) without the prior written consent of the Reimbursing Party(ies). Such written consent shall specify the scope or work or services, as determined by the sole discretion of the Reimbursing Party(ies) and shall contain a maximum allowable expense to be borne by the Reimbursing Party.

6. The parties will develop a process for paying interagency charges against the capital budget.

7. The parties will coordinate partnerships with other entities and agencies as needed and reasonably cooperate to pursue joint and individual funding sources for future implementation of nMotion and Moving the Music City.
II. RESPONSIBILITIES OF MTA

1. MTA will manage and oversee the agreed-upon projects (including, without limitation projects relating to nMotion, Moving the Music City, and the Strategic Plan for Sidewalks and Bikeways) and including the delivery of capital projects (any such project referred to as a “Project”).

2. MTA will invoice Metro for Project costs such as consulting work. For work performed or requested by Metro Public Works, MTA will submit those invoices for payment against its capital budget if, in MTA’s sole discretion and in accordance with applicable laws, it determines Metro Public Works is best suited to perform that work.

3. MTA will oversee and direct overall design and engineering for certain Projects, including infrastructure improvements, except when both MTA and Metro Public Works agree that Metro Public Works is best suited to perform that work.

4. MTA will implement and maintain transit information systems and coordinate sharing of necessary information with Metro Public Works.

5. MTA will fund, operate, and maintain all MTA property related to the Projects.

6. MTA will coordinate TAC meetings as needed.

RESPONSIBILITIES OF METRO PUBLIC WORKS

1. Metro Public Works will furnish corridor development and program management services as needed to assist MTA. When, in the sole discretion of MTA, the design of transit-related infrastructure will have a material impact on transit operations, Metro Public Works will obtain MTA’s express written consent before finalizing, approving, or moving forward with such design.

2. Metro Public Works will review all design concepts and implementation plans for the Projects.

3. Metro Public Works will review all infrastructure improvement plans for the Projects.

4. Metro Public Works will provide construction management for the Projects when applicable, as determined by MTA and Metro Public Works.

5. Metro Public Works will identify opportunities for sharing of communications systems and equipment with MTA to provide cost-effective communications.
IN WITNESS WHEREOF, we have made and executed this MOU this ____ day of ________, 2017.

METRO PUBLIC WORKS: METROPOLITAN TRANSIT AUTHORITY:

____________________________  ______________________________________
Mark Sturtevant, Director       Stephen G. Bland, Chief Executive Officer

____________________________  ______________________________________
Talia Lomax-O’dneal             Approved as to Form and Legality
Director of Finance             MTA Attorney

____________________________  ______________________________________
Metropolitan Clerk
BACKGROUND

Pursuant to state law, the governing authority of a governmental entity shall adopt a written public records policy no later than July 1, 2017, which includes:

1) The process for making requests to inspect public records or receive copies of public records and a copy of any required request form (Section II);
2) The process for responding to requests, including redaction practices (Section III);
3) A statement of any fees charged for copies of public records and the procedures for billing and payment (Sections V and VI); and
4) The name or title and the contact information of the individual or individuals within such governmental entity designated as the public records request coordinator (Section III).

In drafting this policy, legal counsel has reviewed the January 30, 2017, model policy of the Comptroller and most recent 2017 legislative amendments to the public records laws. In addition, this proposed policy includes a Public Records Request-Exemptions list of examples of materials which may be confidential and preclude the release of records.

COMMITTEE AND LEGAL COUNSEL RECOMMENDATION

The Operations and Finance Committee and legal counsel recommend that the MTA Board adopt the attached public records policy in compliance with state law.
PUBLIC RECORDS
POLICY FOR
NASHVILLE METROPOLITAN
TRANSIT AUTHORITY

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the
Nashville Metropolitan Transit Authority (herein after “MTA”) is hereby adopted by MTA to
provide economical and efficient access to public records as provided under the Tennessee

The TPRA provides that all state, county and municipal records shall, at all times
during business hours, which for public hospitals shall be during the business hours of their
administrative offices, be open for personal inspection by any citizen of this state, and those
in charge of the records shall not refuse such right of inspection to any citizen, unless
otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the
public records of MTA are presumed to be open for inspection unless otherwise provided by
law.

Personnel of MTA shall timely and efficiently provide access and assistance to
persons requesting to view or receive copies of public records. No provisions of this Policy
shall be used to hinder access to open public records. However, the integrity and
organization of public records, as well as the efficient and safe operation of MTA, shall be
protected as provided by current law. Concerns about this Policy should be addressed to
the Public Records Request Coordinator for the MTA or to the Tennessee Office of Open
Records Counsel (“OORC”).

This Policy is available for inspection and duplication in the office of the Chief
Administrative Officer of MTA. This Policy is also posted online at nasvhillemta.org.

This Policy shall be applied consistently throughout the various offices, departments,
and/or divisions of MTA.

Definitions:

A. Records Custodian: The office, official, or employee lawfully responsible for the
direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or
receiver of the record.

B. Public Records: All documents, papers, letters, maps, books, photographs,
microfilms, electronic data processing files and output, films, sound recordings,
or other material, regardless of physical form or characteristics, made or
received pursuant to law or ordinance or in connection with the transaction of

C. Public Records Request Coordinator: The individual, or individuals, designated in
Section III, A.3 of this Policy who has, or have, the responsibility to ensure public
record requests are routed to the appropriate records custodian and are fulfilled
in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.
D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.

B. Requests for inspection, but not copies, may be made orally at 430 Myatt Drive, Nashville, Tennessee 37115, may be made via phone call to 615-862-5969; may be made via email to MTA.PublicRecords@nashville.gov; or, may be made in writing using the attached Form.

C. Requests for copies, or requests for inspection and copies, shall be made in writing using the attached Form, which provides additional instructions.

D. Proof of Tennessee citizenship by presentation of a valid Tennessee driver’s license (or alternative acceptable form of ID) is required as a condition to inspect or receive copies of public records.

E. As a general practice, the following records are routinely posted online:
   - MTA Board Meeting Notices
   - MTA Board Minutes
   - Requests for Proposals

III. Responding to Public Records Requests

A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:
   a. If the requestor provided evidence of Tennessee citizenship;
   b. If the records requested are described with sufficient specificity to identify them; and
   c. If MTA is the custodian of the records.

2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
   a. Advise the requestor of this Policy and the elections made regarding:
      i. Proof of Tennessee citizenship;
      ii. Form(s) required for copies;
      iii. Fees (and labor threshold and waivers, if applicable); and
iv. Aggregation of multiple or frequent requests.

b. If appropriate, deny the request in writing, providing the appropriate
   ground such as one of the following:

   i. The requestor is not, or has not presented evidence of being, a
      Tennessee citizen.

   ii. The request lacks specificity.

   iii. If any exemption makes the record not subject to disclosure
        under the TPRA. See attached list for examples of records that
        are exempt.

   iv. MTA is not the custodian of the requested records.

   v. The records do not exist.

c. If appropriate, contact the requestor to see if the request can be
   narrowed or clarified.

3. The designated PRRC is:

   a. Name or title: MTA Public Information Officer

   b. Contact information:
      430 Myatt Drive, Nashville, Tennessee 37115
      Phone: 615-862-5969
      Fax: 615-880-3945
      Email: MTA.PublicRecords@nashville.gov

B. Records Custodian

1. Upon receiving a public records request forwarded by the PRRC, a records
   custodian shall promptly make requested public records available in
   accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is
   uncertain that an applicable exemption applies, the custodian may consult
   with the PRRC, counsel, or the OORC.

2. If not practicable to promptly provide requested records because additional
   time is necessary to determine whether the requested records exist; to search
   for, retrieve, or otherwise gain access to records; to determine whether the
   records are open; to redact records; or for other similar reasons, then the
   records custodian shall consult with the PRRC or counsel.

3. If a records custodian reasonably determines production of records should be
   segmented because the records request is for a large volume of records, or
   additional time is necessary to prepare the records for access, the PRRC
   shall use the Public Records Request Response Form to notify the requestor
   that production of the record will be in segments and that a records
   production schedule will be provided as expeditiously as practicable. If
   appropriate, the PRRC should contact the requestor to see if the request can
   be narrowed.
4. If the PRRC determines that records are exempt from disclosure, he or she shall deny the request in writing using the Public Records Request Response Form.

5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should notify the PRRC who shall contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC.

2. Whenever a redacted record is provided, the PRRC should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

A. There shall be no charge for inspection of public records, unless the law allows for such charge.

B. The location for inspection of records within the offices of MTA should be determined by the PRRC.

C. The PRRC or a records custodian may require an appointment for inspection or may require inspection of records at an alternate location.

V. Copies of Records

A. The PRRC shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.

B. Copies will be available for pickup at a location specified by the records custodian.

C. Upon payment for postage when required, copies will be delivered to the requestor’s home address by the United States Postal Service. Copies may also be made available by email upon request if the PRRC determines it to be a feasible option.

D. A requestor will NOT be allowed to make copies of records with personal equipment.
VI. Fees and Charges and Procedures for Billing and Payment

A. Fees and charges for copies of public records should not be used to hinder access to public records.

B. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.

C. When fees for copies, labor, and postage do not exceed $5.00, the fees may be waived in the discretion of the PRRC. Fees associated with aggregated records requests will not be waived.

D. Fees and charges for copies are as follows:
   1. $0.15 per page for letter- and legal-size black and white copies.
   2. $0.50 per page for letter- and legal-size color copies.
   3. Other: ____________________________________________________.
   4. Labor, as determined by the OORC schedule of reasonable charges
   5. If an outside vendor is used, the actual costs assessed by the vendor.

E. Payment is to be made in cash or cashier’s check payable to Nashville MTA.

F. Payment in advance will be required when costs are estimated to exceed $5.

G. Aggregation of Frequent and Multiple Requests

   1. MTA will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than four requests are received within a calendar month.

   2. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.

   3. Once the aggregation threshold is met, the records custodian is no longer required to deduct the labor threshold set forth in the Schedule of Reasonable Charges or any other minimum charge per request threshold that would ordinarily be waived.

   4. MTA will also enforce laws regarding public records access for persons who make requests for inspection but fail to review the records or for persons who fail to pay the costs for producing copies.
**PUBLIC RECORDS REQUEST FORM**

*The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.*

**To:**  
Nashville MTA Public Records Request Coordinator  
430 Myatt Drive, Nashville TN  37115  
MTA.PublicRecords@nashville.gov

You may return this form via email, mail, or in-person delivery.

**From:**  
__________________________  
Name  
__________________________  
Address  
__________________________  
Phone Number

**Is the requestor a Tennessee citizen?**  
☐ Yes  ☐ No

**Request:**  
☐ Inspection (The TPRA does not permit fees or require a written request for inspection only.)  
☐ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed $__________? If so, initial here: ____________.

**Delivery preference:**  
☐ On-Site Pick-Up  ☐ USPS First-Class Mail  
☐ Electronic to this email address __________________________  
☐ Other: __________________________

*MTA will attempt to honor your preference but cannot in all cases guarantee delivery by a particular method.*

**Records Requested:**

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

__________________________  
__________________________  
__________________________  
__________________________  
__________________________  
__________________________  
__________________________  
__________________________

Signature of Requestor & Date Submitted  
Signature of Public Records Request Coordinator & Date Received
PUBLIC RECORD REQUEST RESPONSE FORM
Nashville MTA
430 Myatt Drive
Nashville, TN 37115
Phone: (615) 862-5950

[Date]

[Requestor’s Name and Contact Information]:

In response to your records request received on [Date Request Received], our office is taking the action(s) indicated below:

☐ The public record(s) responsive to your request will be made available for inspection:
   Location: ________________________________
   Date & Time: ________________________________

☐ Copies of public record(s) responsive to your request are:
   □ Attached;
   □ Available for pickup at the following location:
   ________________________________; Or
   □ Being delivered via: □ USPS First-Class Mail □ Electronically □ Other: ________________________________

☐ Your request is denied on the following grounds:
   □ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
   □ No such record(s) exists or this office does not maintain record(s) responsive to your request.
   □ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
   □ You are not a Tennessee citizen.
   □ You have not paid the estimated copying/production fees.
   □ The following state, federal, or other applicable law prohibits disclosure of the requested records:
   ____________________________________________________________

☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
   □ It has not yet been determined that records responsive to your request exist; or
   □ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

   The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: ________________________________

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].

Sincerely,

[Records Custodian or Public Record Request Coordinator]
[Name, Title, and Contact Information]
Public Records Requests—Exemptions

Some state and federal laws protect certain information as confidential. Because of the complexities of Tennessee’s code provisions and other laws, there is no single location where all possible exemptions are located. Below are some examples of materials that are generally exempt from public records requests:

(a) Records related to officers, employees, or agents that contain confidential personal information including, but not limited to, telephone numbers, Social Security numbers, driver license information, and credit card account numbers as set forth in state and federal law.

(b) Personal identifying information of any citizen of the state including but not limited to Social Security numbers, drivers’ license numbers, and tax id numbers.

(c) Trade secrets, commercial secrets, or other confidential business or financial information.

(d) Information required by the FTA or other federal law to be treated confidentially.

(e) Information directly related to the security of a governmental building or information that would allow a person to obtain unauthorized access to confidential information or to government property.

(f) Information concerning a person who is under a protection order.

(g) Any reports, memoranda, or other documents made by the district attorney general, other state agents, or law enforcement officers in connection with a criminal investigation or prosecution.

(h) Any other records exempt from disclosure found in Section 10-7-504 of the Tennessee Public Records Act or as identified by any other state law.
BACKGROUND
The Tennessee General Assembly recently passed 2017 Tennessee Laws Pub. Ch. 246 (HB 508), effective July 1, 2017 regarding firearms. In order for the Nashville Metropolitan Transit Authority (MTA) to remain in compliance with this legislation, the Code of Conduct should be amended.

The present policy states:

Individuals may not possess any weapon, flammable liquid, explosive material, or other dangerous substance on MTA Property.

Adding the word “unauthorized” before “weapon” will bring the policy into compliance.

COMMITTEE RECOMMENDATION
The Operations and Finance Committee recommend to the Board the Code of Conduct be amended to state:

Individuals may not possess any unauthorized weapon, flammable liquid, explosive material, or other dangerous substance on MTA Property.

Approved:

______________________________
Secretary

______________________________
Date

June 22, 2017
Metro Council is scheduled to adopt a FY2018 budget (July 1, 2017 – June 30, 2018) next week which would include a $49 million subsidy for the Nashville Metropolitan Transit Authority (Nashville MTA). This represents an increase of $7 million, or 16.7%, over last year’s subsidy of $42 million. The subsidy increase primarily represents dollars for continuing normal status quo operations, implementation of a new free transfer policy, an expansion of our AccessRide program, the implementation of a new Mobility on Demand program to enable us to operate more flexible efficient services, extension of our downtown circuit service out to a new Tennessee State University (TSU) transfer facility, add service improvements to several of our routes, and expansion of our EasyRide Program by providing local match dollars to a joint project with Metro Planning related to travel demand management. The overall operating budget as compared to last year is projected to increase approximately $5.2 million, or 6.8%, to $81.9 million in FY2018 from $76.7 million in the FY2017 budget.

The following summary highlights the increases and decreases in revenues for this proposed budget compared to FY2017:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease in Fare and Contract Revenue</td>
<td>($783,000)</td>
</tr>
<tr>
<td>Decrease in Fares due to Free Transfers</td>
<td>($2,750,000)</td>
</tr>
<tr>
<td>Increase in Non-Transportation Revenue</td>
<td>$421,000</td>
</tr>
<tr>
<td>Increase in JARC and New Freedoms</td>
<td>$215,000</td>
</tr>
<tr>
<td>Additional Federal Reimbursements</td>
<td>$1,119,000</td>
</tr>
<tr>
<td>Increased Metro Subsidy</td>
<td>$7,000,000</td>
</tr>
<tr>
<td>Total Revenue Increase</td>
<td>$5,222,000</td>
</tr>
</tbody>
</table>

- The decrease in fare and contract revenues is primarily due to ridership declines experienced in FY2017 as a result of a number of factors including lower fuel prices and the impact of other transportation choices such as Uber and Lyft. While there is a decrease from last year’s budget, we anticipate ridership to level out with slight increases when compared to actual FY2017 ridership.

- This decrease in fares represents a decrease in our annual expected fare collections due to the implementation of free transfers between buses and reduced fare prices for multi-ride passes and tickets accordingly to retain an incentive to purchase non-cash media.

- The increase in non-transportation revenues is primarily related to increases in advertising revenues as well as increases in parking revenues from our third-party contractors.

- The increase in Job Access and Reverse Commute (JARC) and New Freedom grant funding is primarily the result of an increase in grant dollars that will be awarded and eligible for use on specific Nashville MTA bus services during FY2018.
The anticipated increase in federal operating reimbursements is based upon an estimate of preventive maintenance and paratransit operating expenses eligible for reimbursement. Federal capital grant dollars are eligible to be converted into operating revenue dollars to reimburse preventive maintenance expenses. With a new emphasis on preventive maintenance, we have additional expenses eligible to be reimbursed through our capital grant funding. The balance of the remaining federal 5307 capital formula funds after the operating reimbursement will be utilized for capital purposes.

The Local Metro operating assistance should be approved next week by the Metro Council.

The summary below details where the approximately $5.2 million of increases impact expenses:

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages Fringes</td>
<td>$1,101,300</td>
</tr>
<tr>
<td>Other Fringes, FICA, Workers’ Comp</td>
<td>$151,200</td>
</tr>
<tr>
<td>Mobility on Demand</td>
<td>$685,300</td>
</tr>
<tr>
<td>Expansion of AccessRide</td>
<td>$700,000</td>
</tr>
<tr>
<td>Homeless Initiative</td>
<td>$225,000</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$614,300</td>
</tr>
<tr>
<td>Pension Expense</td>
<td>$(939,900)</td>
</tr>
<tr>
<td>Fuel</td>
<td>$743,500</td>
</tr>
<tr>
<td>Other Services</td>
<td>$966,300</td>
</tr>
<tr>
<td>Parts, Materials and Supplies</td>
<td>$258,400</td>
</tr>
<tr>
<td>Extending Circuit to TSU</td>
<td>$542,700</td>
</tr>
<tr>
<td>Travel Demand Management</td>
<td>$90,200</td>
</tr>
<tr>
<td>Other</td>
<td>$83,700</td>
</tr>
<tr>
<td><strong>Total Expense Increase</strong></td>
<td><strong>$5,222,000</strong></td>
</tr>
</tbody>
</table>

Labor and fringe related costs are increasing primarily as a result of contractually scheduled step wage increases contained in our labor union contract as well as a negotiated 2.5% increase in Union and administrative wages.

The increases in other fringe benefits, FICA and Workers’ Comp relate to increased labor wage costs as well as an increase in anticipated workers’ compensation expenses due to recent trends and being self-funded for workers’ comp claims.

The Mobility on Demand Program will provide a technology platform that will enable the Nashville MTA to operate more flexible services that combine characteristics of fixed-route service and demand-response service. The program will also enable the Nashville MTA to operate demand-response zones with automated dispatching. Customers will be able to book trips in real-time via a smartphone, online, or call-in number, and trips will be automatically assigned and sent to the nearest vehicle assigned to the service area.

The expansion of our AccessRide capacity is needed for the increasing demand, as well as to improve service reliability. Manpower for this increased service would require 10 Drivers, three Mechanics, one Eligibility Specialist and an additional AccessRide Dispatcher.

The homeless initiative involves the Nashville MTA providing bus passes to the Homeless Commission in support of a new program being implemented by the Commission providing transportation to the homeless community.
An increase in health care coverage is anticipated due to increased medical claim costs, administrative costs and actuarial results.

Decreased Pension cost relates to more favorable actuarial results and better market investment performance causing the required company percentage contribution to decrease as a percent of labor cost.

Increases in fuel costs are primarily as a result of incremental increases in our new diesel and gasoline fuel hedge contracts. We hedge approximately 66% of our diesel and 62% of our gasoline consumption. Diesel contract prices are increasing from an average of $1.23 per gallon last year to a new contractual diesel hedge price of $1.64 per gallon. Unleaded fuel hedge prices are also increasing from an average of $1.30 last year to an average contracted price of $1.59 per gallon.

The increase in other services is primarily due to an increase in our taxi overflow services related to our traditional AccessRide paratransit services as well as an increase in contract maintenance related to our recently implemented automatic vehicle location software system (AVL). There is also an increase in security services around our Music City Central transfer facility.

Anticipated increases in parts maintenance related to overall increases in our bus and paratransit fleet as well as implementation of new preventive maintenance practices.

This program would expand our Music City Circuit services in conjunction with the future development of TSU’s transit center. The Circuit would be extended to North Nashville to a new endpoint at the proposed TSU transit center providing enhanced connectivity to North Nashville and the historic Jefferson Street corridor.

The Travel Demand Management Program will support the expansion of our EasyRide Program, and provide local matching funds for a Congestion Mitigation and Air Quality (CMAQ) grant awarded to Metro Planning for travel demand management activities.

The increase in other expense is due to increases in liability insurance, utilities and dues as well as increased employee training related to maintenance.

**COMMITTEE RECOMMENDATION**

The New Initiatives and Community Engagement Committee recommends the Board the adoption of the FY2018 budget as presented here. The adoption of the budget would be subject to approval of our $49 million subsidy by Metro Council.
## Metropolitan Transit Authority
### Proposed Budget for FY2018

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Description</th>
<th>FY 2018 Proposed</th>
<th>FY 2017 Final Budget</th>
<th>FY18 vs FY17 Budget Variance</th>
<th>% Var</th>
<th>FY 16 Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>401010</td>
<td>FULL ADULT FARES</td>
<td>4,910,300</td>
<td>7,715,700</td>
<td>(2,805,400)</td>
<td>-36.4%</td>
<td>6,698,667</td>
</tr>
<tr>
<td>401020</td>
<td>SENIOR CITIZEN FARE</td>
<td>1,045,700</td>
<td>1,313,515</td>
<td>(267,815)</td>
<td>-20.4%</td>
<td>1,392,441</td>
</tr>
<tr>
<td>401030</td>
<td>STUDENT FARE</td>
<td>1,261,000</td>
<td>1,707,400</td>
<td>(446,400)</td>
<td>-26.1%</td>
<td>1,470,420</td>
</tr>
<tr>
<td></td>
<td>Passenger Fares</td>
<td>7,217,000</td>
<td>10,736,155</td>
<td>(3,519,155)</td>
<td>-32.8%</td>
<td>9,561,528</td>
</tr>
<tr>
<td>401050</td>
<td>ACCESSRIDE FARES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access Ride</td>
<td>864,900</td>
<td>940,950</td>
<td>(76,050)</td>
<td>-8.1%</td>
<td>879,159</td>
</tr>
<tr>
<td>402040</td>
<td>CONTRACT SERVICES - TRANSPORTATION</td>
<td>1,750,400</td>
<td>1,687,785</td>
<td>62,615</td>
<td>3.7%</td>
<td>1,690,649</td>
</tr>
<tr>
<td>405010</td>
<td>CONTRACT SERVICES- MANAGEMENT RTA</td>
<td>803,400</td>
<td>803,400</td>
<td>-</td>
<td>0.0%</td>
<td>780,000</td>
</tr>
<tr>
<td></td>
<td>Contract Revenue</td>
<td>2,553,800</td>
<td>2,491,185</td>
<td>62,615</td>
<td>2.5%</td>
<td>2,470,649</td>
</tr>
<tr>
<td>406030</td>
<td>ADVERTISING SALES REVENUE</td>
<td>1,100,000</td>
<td>700,000</td>
<td>400,000</td>
<td>57.1%</td>
<td>1,140,722</td>
</tr>
<tr>
<td></td>
<td>Advertising</td>
<td>1,100,000</td>
<td>700,000</td>
<td>400,000</td>
<td>57.1%</td>
<td>1,140,722</td>
</tr>
<tr>
<td>407010</td>
<td>MISC INCOME: NON-TRANSPORTATION</td>
<td>103,850</td>
<td>104,000</td>
<td>(150)</td>
<td>-0.1%</td>
<td>272,227</td>
</tr>
<tr>
<td>407030</td>
<td>RENTAL OF BUILDING &amp; PROPERTY</td>
<td>912,300</td>
<td>891,000</td>
<td>21,300</td>
<td>2.4%</td>
<td>993,346</td>
</tr>
<tr>
<td>40799-408</td>
<td>OTHER RECEIPTS</td>
<td>46,300</td>
<td>46,300</td>
<td></td>
<td>0.0%</td>
<td>39,670</td>
</tr>
<tr>
<td></td>
<td>Other Non-Transportation Revenue</td>
<td>1,062,450</td>
<td>1,041,300</td>
<td>21,150</td>
<td>2.0%</td>
<td>1,305,243</td>
</tr>
<tr>
<td>409010</td>
<td>LOCAL ASSISTANCE</td>
<td>49,013,600</td>
<td>42,013,600</td>
<td>7,000,000</td>
<td>16.7%</td>
<td>40,013,600</td>
</tr>
<tr>
<td>411010</td>
<td>STATE ASSISTANCE</td>
<td>4,653,700</td>
<td>4,653,700</td>
<td></td>
<td>0.0%</td>
<td>4,585,000</td>
</tr>
<tr>
<td></td>
<td>CMAQ</td>
<td>1,900,000</td>
<td>1,900,000</td>
<td></td>
<td>0.0%</td>
<td>1,902,980</td>
</tr>
<tr>
<td></td>
<td>JARC &amp; NEW FREEDOM</td>
<td>1,209,800</td>
<td>994,800</td>
<td>215,000</td>
<td>21.6%</td>
<td>767,024</td>
</tr>
<tr>
<td></td>
<td>Operating Assistance</td>
<td>56,777,100</td>
<td>49,562,100</td>
<td>7,215,000</td>
<td>14.6%</td>
<td>47,268,604</td>
</tr>
<tr>
<td>422223</td>
<td>CAPITAL OPERATING REIMBURSMENT</td>
<td>9,563,300</td>
<td>8,693,940</td>
<td>869,360</td>
<td>10.0%</td>
<td>8,600,000</td>
</tr>
<tr>
<td>422224</td>
<td>CAPITAL ADA REIMBURSEMENT</td>
<td>2,750,000</td>
<td>2,500,000</td>
<td>250,000</td>
<td>10.0%</td>
<td>2,500,000</td>
</tr>
<tr>
<td></td>
<td>Capital Revenue</td>
<td>12,313,300</td>
<td>11,193,940</td>
<td>1,119,360</td>
<td>10.0%</td>
<td>11,100,000</td>
</tr>
</tbody>
</table>

**TOTAL REVENUE**

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Proposed</th>
<th>FY 2017 Final Budget</th>
<th>FY18 vs FY17 Budget Variance</th>
<th>% Var</th>
<th>FY 16 Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>81,888,550</td>
<td>76,666,090</td>
<td>5,222,460</td>
<td>6.8%</td>
<td>73,725,905</td>
</tr>
<tr>
<td>Account Number</td>
<td>Description</td>
<td>FY 2018 Proposed</td>
<td>FY 2017 Final Budget</td>
<td>FY 2018 vs FY 2017 Budget Variance</td>
<td>% Var</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------</td>
<td>------------------</td>
<td>----------------------</td>
<td>------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>501-ALL</td>
<td>SALARIES &amp; WAGES</td>
<td>33,726,690</td>
<td>31,909,790</td>
<td>1,816,900</td>
<td>5.7%</td>
</tr>
<tr>
<td>502-PTO</td>
<td>PTO BENEFITS</td>
<td>3,753,890</td>
<td>3,591,350</td>
<td>162,540</td>
<td>4.5%</td>
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<tr>
<td>502010</td>
<td>EMPLOYER F.I.C.A.</td>
<td>2,859,600</td>
<td>2,715,840</td>
<td>143,760</td>
<td>5.3%</td>
</tr>
<tr>
<td>502020</td>
<td>PENSION</td>
<td>3,129,600</td>
<td>3,993,880</td>
<td>(864,280)</td>
<td>-21.6%</td>
</tr>
<tr>
<td>502030-40</td>
<td>HOSP, MEDICAL &amp; SURGICAL PLAN</td>
<td>12,338,500</td>
<td>11,442,040</td>
<td>896,460</td>
<td>7.8%</td>
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<tr>
<td>502071</td>
<td>STATE UNEMPLOYMENT INS.</td>
<td>15,450</td>
<td>15,450</td>
<td>-</td>
<td>0.0%</td>
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<tr>
<td>502080</td>
<td>WORKERS COMP</td>
<td>1,118,680</td>
<td>1,078,500</td>
<td>40,180</td>
<td>3.7%</td>
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<tr>
<td>502-FF</td>
<td>OTHER FRINGE BENEFITS</td>
<td>646,710</td>
<td>583,890</td>
<td>62,820</td>
<td>10.8%</td>
</tr>
<tr>
<td></td>
<td><strong>Labor &amp; Fringes</strong></td>
<td><strong>57,589,120</strong></td>
<td><strong>55,330,740</strong></td>
<td><strong>2,258,380</strong></td>
<td><strong>4.1%</strong></td>
</tr>
<tr>
<td>503023-28</td>
<td>PROMOTIONAL SERVICES &amp; PROJECTS</td>
<td>171,000</td>
<td>171,575</td>
<td>(575)</td>
<td>-0.3%</td>
</tr>
<tr>
<td>503031</td>
<td>MTA SECRETARY</td>
<td>5,000</td>
<td>4,635</td>
<td>365</td>
<td>7.9%</td>
</tr>
<tr>
<td>503032</td>
<td>ATTORNEY’S FEES</td>
<td>250,000</td>
<td>250,000</td>
<td>-</td>
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</tr>
<tr>
<td>503033</td>
<td>OUTSIDE AUDITING EXPENSE</td>
<td>146,800</td>
<td>97,850</td>
<td>48,950</td>
<td>50.0%</td>
</tr>
<tr>
<td>503034</td>
<td>WEB MANAGEMENT</td>
<td>66,950</td>
<td>65,000</td>
<td>1,950</td>
<td>3.0%</td>
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<tr>
<td>503035</td>
<td>SECURITY SERVICES</td>
<td>1,384,300</td>
<td>1,228,500</td>
<td>155,800</td>
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<tr>
<td>503036</td>
<td>INTEREST ON LINE OF CREDIT</td>
<td>77,250</td>
<td>77,250</td>
<td>-</td>
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<tr>
<td>503037</td>
<td>BANK SERVICE CHARGES</td>
<td>107,635</td>
<td>107,635</td>
<td>-</td>
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<tr>
<td>503038</td>
<td>PARATRANSIT OVERFLOW</td>
<td>3,254,390</td>
<td>2,462,300</td>
<td>792,090</td>
<td>32.2%</td>
</tr>
<tr>
<td>503039</td>
<td>OTHER SERVICES</td>
<td>1,618,075</td>
<td>1,513,975</td>
<td>104,100</td>
<td>6.9%</td>
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<tr>
<td>503040</td>
<td>TEMPORARY PERSONNEL</td>
<td>51,500</td>
<td>51,500</td>
<td>-</td>
<td>0.0%</td>
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<tr>
<td>503050</td>
<td>CONTRACT MAINT - SERVICE</td>
<td>1,260,700</td>
<td>830,930</td>
<td>429,770</td>
<td>51.7%</td>
</tr>
<tr>
<td></td>
<td><strong>Services</strong></td>
<td><strong>8,393,600</strong></td>
<td><strong>6,861,150</strong></td>
<td><strong>1,532,450</strong></td>
<td><strong>22.3%</strong></td>
</tr>
<tr>
<td>504011</td>
<td>DIESEL FUEL</td>
<td>3,808,080</td>
<td>3,035,200</td>
<td>772,880</td>
<td>25.5%</td>
</tr>
<tr>
<td>504012</td>
<td>GASOLINE</td>
<td>975,800</td>
<td>857,900</td>
<td>117,900</td>
<td>13.7%</td>
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<tr>
<td>504013</td>
<td>LUBRICANTS</td>
<td>347,575</td>
<td>341,575</td>
<td>6,000</td>
<td>1.8%</td>
</tr>
<tr>
<td>504014</td>
<td>PROPANE GAS</td>
<td>11,330</td>
<td>11,330</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td><strong>Fuel</strong></td>
<td><strong>5,142,785</strong></td>
<td><strong>4,246,005</strong></td>
<td><strong>896,780</strong></td>
<td><strong>21.1%</strong></td>
</tr>
</tbody>
</table>

6/15/2017 9:05 AM
## Metropolitan Transit Authority
### Proposed Budget for FY2018

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Description</th>
<th>FY 2018</th>
<th>FY 2017</th>
<th>FY18 vs FY17 Budget Variance</th>
<th>FY 16 AUDITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>504022</td>
<td>TIRES &amp; TUBES</td>
<td>658,900</td>
<td>658,900</td>
<td>0.0%</td>
<td>496,444</td>
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<tr>
<td>504990</td>
<td>PARTS</td>
<td>4,156,270</td>
<td>3,781,300</td>
<td>374,970 9.9%</td>
<td>3,822,251</td>
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<tr>
<td>504991</td>
<td>M &amp; S GENERAL</td>
<td>734,050</td>
<td>727,100</td>
<td>6,950 1.0%</td>
<td>668,759</td>
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<tr>
<td>504995</td>
<td>PRINTING SERVICES</td>
<td>290,000</td>
<td>281,000</td>
<td>9,000 3.2%</td>
<td>195,110</td>
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<tr>
<td>504997</td>
<td>OFFICE SUPPLIES</td>
<td>86,000</td>
<td>85,400</td>
<td>600 0.7%</td>
<td>38,995</td>
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<tr>
<td>504998</td>
<td>JANITORIAL SUPPLIES</td>
<td>391,000</td>
<td>351,000</td>
<td>40,000 11.4%</td>
<td>417,035</td>
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<tr>
<td>504999</td>
<td>DATA PROCESS SUPPLIES /GENERAL</td>
<td>75,000</td>
<td>61,800</td>
<td>13,200 21.4%</td>
<td>69,519</td>
</tr>
<tr>
<td></td>
<td><strong>Parts, Materials &amp; Supplies</strong></td>
<td><strong>6,391,220</strong></td>
<td><strong>5,946,500</strong></td>
<td><strong>444,720 7.5%</strong></td>
<td><strong>5,708,113</strong></td>
</tr>
<tr>
<td>505021</td>
<td>ELECTRIC</td>
<td>841,850</td>
<td>836,000</td>
<td>5,850 0.7%</td>
<td>772,554</td>
</tr>
<tr>
<td>505022</td>
<td>NATURAL GAS</td>
<td>179,000</td>
<td>190,000</td>
<td>(11,000) -5.8%</td>
<td>96,074</td>
</tr>
<tr>
<td>505024</td>
<td>WATER &amp; SEWER</td>
<td>85,000</td>
<td>85,000</td>
<td>- 0.0%</td>
<td>60,759</td>
</tr>
<tr>
<td>505025/6</td>
<td>OFFICE TELEPHONES</td>
<td>325,000</td>
<td>275,000</td>
<td>50,000 18.2%</td>
<td>208,235</td>
</tr>
<tr>
<td></td>
<td><strong>Utilities</strong></td>
<td><strong>1,430,850</strong></td>
<td><strong>1,386,000</strong></td>
<td><strong>44,850 3.2%</strong></td>
<td><strong>1,137,622</strong></td>
</tr>
<tr>
<td>506030</td>
<td>LIABILITY &amp; PHYSICAL DAMAGE</td>
<td>2,121,800</td>
<td>2,060,000</td>
<td>61,800 3.0%</td>
<td>2,211,041</td>
</tr>
<tr>
<td></td>
<td><strong>Casualty and Liability</strong></td>
<td><strong>2,121,800</strong></td>
<td><strong>2,060,000</strong></td>
<td><strong>61,800 3.0%</strong></td>
<td><strong>2,211,041</strong></td>
</tr>
<tr>
<td>507040</td>
<td>LICENSING TRANS VEHICLES</td>
<td>900</td>
<td>1,545</td>
<td>(645) -41.7%</td>
<td>120</td>
</tr>
<tr>
<td>509011</td>
<td>DUES &amp; SUBSCRIPTIONS</td>
<td>130,500</td>
<td>116,000</td>
<td>14,500 12.5%</td>
<td>104,449</td>
</tr>
<tr>
<td>509021-3</td>
<td>TRAVEL &amp; TRAINING</td>
<td>290,250</td>
<td>241,450</td>
<td>48,800 20.2%</td>
<td>174,327</td>
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<tr>
<td>509071</td>
<td>BAD DEBT EXPENSE - GENERAL</td>
<td>1,500</td>
<td>3,000</td>
<td>(1,500) -50.0%</td>
<td>-</td>
</tr>
<tr>
<td>509081-991</td>
<td>MISCELLANEOUS-GENERAL</td>
<td>210,300</td>
<td>232,800</td>
<td>(22,500) -9.7%</td>
<td>158,408</td>
</tr>
<tr>
<td>509994</td>
<td>POSTAGE</td>
<td>16,225</td>
<td>16,225</td>
<td>- 0.0%</td>
<td>1,911</td>
</tr>
<tr>
<td>509995</td>
<td>FREIGHT - PARTS</td>
<td>35,000</td>
<td>30,550</td>
<td>4,450 14.6%</td>
<td>35,489</td>
</tr>
<tr>
<td>509996</td>
<td>BUS ROADEO EXPENSES</td>
<td>40,000</td>
<td>37,125</td>
<td>2,875 7.7%</td>
<td>32,206</td>
</tr>
<tr>
<td>512121</td>
<td>LEASE/RENT - STORAGE/EQUIPMENT</td>
<td>94,500</td>
<td>157,000</td>
<td>(62,500) -39.8%</td>
<td>62,100</td>
</tr>
<tr>
<td></td>
<td><strong>Other</strong></td>
<td><strong>819,175</strong></td>
<td><strong>835,695</strong></td>
<td><strong>(16,520) -2.0%</strong></td>
<td><strong>569,010</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>81,888,550</strong></td>
<td><strong>76,666,090</strong></td>
<td><strong>5,222,460 6.8%</strong></td>
<td><strong>72,172,475</strong></td>
</tr>
</tbody>
</table>

| SURPLUS/(DEFICIT) |   |   |   | 1,553,430 |

### Summary
- **Cost per Hour**: $107.82 **RTA Mgmt Fee** ($803,400.00) ($803,400.00) ($780,000.00)
- **Taxi Overflow** ($3,254,390.00) ($2,462,300.00) ($3,541,577.00)
- **Net Operating Expenses**: $77,830,760.00 $73,400,390.00 $67,850,898.00
- **Service Hours Estimated**: 721,869 715,509 667,076
BACKGROUND

During the nMotion process, certain mobility challenges were presented that cannot always be effectively addressed with fixed-route services alone. Many current and potential customers highlighted difficulties accessing the existing public transportation network due to distance or lack of pedestrian infrastructure, often referred to as the first/last mile problem.

Acknowledging the limitations of service improvements that focus solely on fixed-route options, the Nashville Metropolitan Transit Authority (Nashville MTA) requested proposals for innovative, dynamic transportation solutions focusing on flexible, demand-responsive services, with a particular focus on the transportation challenges noted below:

- First and last mile connections between fixed-route stops and customer origins/destinations;
- Cross-town connections between major corridors;
- After-hours transportation (with a supporting fixed-route network); and,
- Additional mobility options for customers with disabilities.

A total of nine responsive proposals were received covering a variety of potential solutions that address one or more of the above issues. Following two rounds of evaluations, including in-person presentations from the top proposers, two firms were selected by the evaluation committee for a joint award:

- DemandTrans
- TransLoc

A summary of the products and services to be provided is included below.

- DemandTrans will provide a technology platform that will enable Nashville MTA to operate flexible services that combine characteristics of fixed-route service and demand-response service (examples to be provided at the meeting). In addition, they will provide planning expertise to develop and implement these flexible services as a cohesive part of the transportation network, including coordination with the ongoing Comprehensive Operational Analysis (COA) and integrated customer trip planning applications.

- DemandTrans will also work with Nashville MTA to establish partnerships with third-party demand-responsive transportation service providers (e.g. taxi, Uber, Lyft) and integrate these transportation options into a single customer platform along with public transit. Pending selection of a new fare collection system, they will coordinate with the selected vendor to integrate this “Mobility-as-a-Service” solution with the new system.
TransLoc will provide a technology platform that will enable Nashville MTA to operate demand-response zones with automated dispatching. Customers will be able to book trips in real-time via a smartphone, online, or call-in number, and trips will be automatically assigned and sent to the nearest vehicle assigned to the service area. In addition, TransLoc will deploy a smartphone-based customer trip planning application that integrates Uber with transit for first and last mile connections. Lyft integration is also expected to be completed in early 2018.

Additional details regarding the project and each firm’s services will be provided via a PowerPoint presentation at the committee meeting.

COMMITTEE RECOMMENDATION

The New Initiatives and Community Engagement Committee recommend to the Board awarding to both DemandTrans and TransLoc for Shared Mobility and Mobility-on-Demand services, systems integration, and pilot implementation at a cost not to exceed $575,000 for DemandTrans and $200,000 for TransLoc.

Capital funding is available through a combination of federal, state, and local sources.
BACKGROUND

In 1994, the Nashville Metropolitan Transit Authority (Nashville MTA) adopted a Disadvantaged Business Enterprise (DBE) policy to ensure that DBE firms have the maximum opportunity to participate in contracts funded in part or in whole by the Federal Transit Administration (FTA). In May 2011, Nashville MTA approved and adopted an amended policy which incorporated a new three-year FTA reporting requirement. Accordingly, Nashville MTA is required to submit three-year DBE goals to the FTA. The goals are established in part by reviewing anticipated public transit projects and census data for Tennessee businesses as well as meeting with current DBE partners, prime contractors, and various community groups. Through this analysis, the 2018 through 2020 DBE goal was determined to be 6%.

Per FTA regulations, the calculated goal was advertised on Nashville MTA's website and in the Nashville Scene newspaper for a 45-day public comment period. We have received no comments, questions, or objections.

COMMITTEE RECOMMENDATION

The New Initiatives and Community Engagement Committee recommend to the Board approval of the 6% DBE goal for 2018 through 2020.

Approved:

_________________________________  _________________________
Secretary                      June 22, 2017

Date
BACKGROUND


Extension: The Agreement may be extended at any time by mutual agreement. The Chair proposes that the Agreement be extended, so that beginning July 1, 2017, the term of the Agreement will be for five years, ending June 30, 2022. Mr. Bland is agreeable to this extension.

Additional Compensation: Mr. Bland has not received a raise since his hire date. The Chair proposes that Mr. Bland receive a bonus in the amount of $15,000.00 on July 1, 2017, which Mr. Bland, in his discretion, can apply towards his annual compensation in 2017 or deferred compensation. The Chair recommends that during the term of this Agreement, Mr. Bland’s Base Salary shall be increased two and one-half percent (2.5%) each year, beginning July 1, 2018, or in Mr. Bland’s discretion, said increase can be taken as deferred compensation or a bonus, with no increase in his Base Salary.

CHAIR’S RECOMMENDATION

The Chair requests approval and authorization from the Board to sign an Amendment to the Agreement to extend Mr. Bland’s Agreement and provide for additional compensation as set forth above.

Approved:

__________________________       ____________________________
Secretary                           Date

June 22, 2017