



MINUTES OF 8/24/15 ITEM I

Memphis Area Transit Authority

MATA'S MISSION: To provide a reliable, safe, accessible, clean and customer-friendly Public Transportation System that meets the needs of the community.

Ronald L. Garrison
President/General Manager

Board of Commissioners

Chairman – Sean Healy
Vice Chairman – Andre Gibson

Commissioners

Charles “Chooch” Pickard
John C. Vergos
Martin Lipinski
Roquita Coleman

Shelia Williams
Kristen Bland
Lauren Taylor

Board of Commissioners Meeting

August 24, 2015

3:30 p.m.

1370 Levee Road

- | | | |
|------|---|----------------|
| I. | CALL TO ORDER | Sean Healy |
| II. | BOARD ROLL CALL & OBSERVATIONS | Linda Eskridge |
| III. | APPROVAL JULY 27, 2015 BOARD MINUTES | |
| IV. | GENERAL MANAGER'S REPORT | Ron Garrison |
| V. | ACTION ITEMS: | Sean Healy |
| A. | <u>FINANCE COMMITTEE</u> | |
| 1. | Resolution to Approve Capital Budget for
Fiscal Year 2016 – Res. No. 15-26 | Ron Garrison |
| 2. | Resolution to Approve Operating Budget for
Fiscal Year 2016 – Res. No. 15-27 | Ron Garrison |

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B. SERVICE AND DEVELOPMENT

1. Resolution to Purchase Five-Year Supply of Fleet Shampoo – Res. No. 15-28 Ron Garrison
2. Resolution to Purchase Three-Year Supply of New Transit Tires – Res. No. 15-29 Ron Garrison
3. Resolution to Authorize a Lease with Agricenter International for a Park-and-Ride lot at Agricenter – Res. No. 15-30 Ron Garrison

VI. FINANCIAL REPORT Gilbert Noble

VII. SPEAKERS Sean Healy
(Please fill out a Speakers' card)

VIII. OLD/NEW BUSINESS Sean Healy

**MINUTES OF BOARD MEETING
MEMPHIS AREA TRANSIT AUTHORITY
July 27, 2015**

CALL TO ORDER: A regular meeting of the MATA Board of Commissioners was called to order by Chairman Sean Healy at 3:30 p.m. on Monday July 27, 2015 at the 1370 Levee Road Board Room.

BOARD ROLL CALL:

Present: Chairman Sean Healy
Commissioners: Charles Pickard; Andre Gibson; Lauren Taylor; Shelia Williams; John Vergos; Martin Lipinski; Roquita Coleman

Absent: Kristen Bland

Quorum: Yes

Staff: Lawson Albritton, Executive Administrative Officer; Alison Burton, Director Marketing/Customer Relations; Linda Eskridge, Administrative Asst.; Tom Fox, Deputy General Manager; Ron Garrison, President/General Manager; John Lancaster, Manager of Planning; Gilbert Noble, Chief Financial Officer; Alvin Pearson, Asst. General Manager; Carl Robinson, Director of Trolley Maintenance & Operations.

Guests: MCIL/STAC Attendees: None present
Memphis Bus Riders Union: Betty Robinson; James Robinson

Others: Betty Anderson, Transportation Advocate; Tom Bailey, The Commercial Appeal; Janice Banks, SPW; Juanita Bratcher; Tommy Evans; Kenya Hooks, City of Memphis; James Johnson, SPW; Sara Lewis; Ray McClanahan; Johnnie Mosley, Citizens for Better Service; Dan Oppenheimer; Nicholas Oyler, MPO; Gilda Williams; Henry Wilson, Retiree;

Linda Eskridge, Board Secretary, welcomed all guests that were present. Ms. Eskridge also made some Board Meeting observations.

APPROVAL OF MINUTES: Mr. Pickard moved for approval of the June 22, 2015 Board Minutes. Mr. Gibson seconded the motion. Chairman Healy called for comments before final approval of the minutes. Mr. Vergos expressed his displeasure with the \$1MM planning grant that MATA received several months ago, \$200,000 of which the city funded. He stated the grant was extended at the last Board Meeting by \$80,000 and it did pass, over his objection. He also stated his displeasure with the article in the Daily News regarding BRT.

He stated that a SRTP was presented to the MATA Board in 2011, which was a good plan. However, he has not seen any efforts to implement that Plan in total. He would like the records to reflect his views and would love for MATA to reconsider the rest of the contract with HDR. Mr. Vergos stated that he wants the public to know that we has never sat down, as a Board, and approved the type of policy that HDR has been discussing. He stated that we are trying to run a bus system, we have facilities that are crumbling, we have trolleys and we don't have money. That should be the Board's focus. Chairman Healy called for the vote to approve the minutes. **The June minutes were approved by a majority vote. Mr. Vergos voted nay.**

GENERAL MANAGER'S REPORT

Mr. Ronald Garrison

Mr. Garrison stated that the PA system in the Board Room should be working at the next Board Meeting.

Mr. Garrison went over the handouts that were in the Board binders to include: Media Policy; MBRU and MATA's Agreement Letter regarding the HTC improvements, which will be emailed to the Board; A draft written report on the seven priorities to include a review of the things that have been accomplished on the seven priorities since the last Board Meeting, as well as the seven priorities individually which gives a full scope on what has been accomplished for MATA. This will be emailed to the Board as well. There was also a Key Performance Indicator (KPI) report included and will be discussed later in the general manager's report.

Mr. Garrison gave an updated on the action items from the last Board Meeting. There will be more updates on the security body cameras as we move forward. Mr. Pickard stated that he received a message that the cameras are only being turned on when something happens. Lawson Albritton will follow up on this immediately after the Board Meeting.

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Regarding the customer service tracking software, funds are not available to buy what we need, and we are working with the Memphis IT department, as well as the University of Memphis, who may have a graduate student that could assist, and also possibly a grant. We are working on moving forward with this.

On the promotion of the curb ramps, the notice to proceed on construction will be September 1, 2015, and we are working on a News Release as well as working with the City on this project.

Benjamin Hooks Library is not available in August or September for the Board Meetings. Alison Burton will check on availability for October and November as a trial run to see if it could possibly work. We will also consider moving the meetings to Tuesdays instead of Mondays as well.

Mr. Andre Gibson is being considered for at-large seat on the APTA Committee. That is some good news.

Great progress has been made on the Central Station Development Project. An agreement has been executed for the ground lease and should be signed within the next two weeks at the latest. We have a HUD meeting, relating to the \$30MM grant that the City is going for as part of this whole project, and have asked MATA to participate.

The CMAQ applications are looking very good, and we should know something very soon.

The Swipe and Ride Program has been renewed, which is annual revenue to MATA of \$150,000.

There is a lot going on in HR regarding staffing. A consultant is working with that department at present. We are interviewing for a Human Resource Director. There is several trolley positions that are forthcoming, which some of them came from the Project Management Oversight Consultants from FTA, as a plan for starting the trolley up again. DATA Facts is the new vendor for background checks, because with no notice we lost the vendor that was previously doing the background checks. DATA Facts is local, they cost less, and we receive better information.

Mr. Vergos asked as we go through key performance indicators, if it would be possible to have staff, as of January 1, 2015, report how many of these are being hired because of attrition, are we being revenue neutral, or are we starting to stack the deck with additional employees. Mr. Garrison stated that this is a longer conversation and plans to address it during the budget committee meeting as a broader discussion.

Even though progress has been made, we are still struggling in the maintenance area. Mr. Garrison also mentioned the good things that have been done in maintenance for little or no money. We are also having problems in MATApplus keeping our schedule because of so many paratransit vehicles being down, and have impacted us severely. We are able to find a vendor and are renting or leasing vans for 90 days to get us back on track. We are working through these challenges. Of the 15 vans that the Board approved for purchase, four are in service and 11 more are scheduled to be on the property tomorrow (7/28/15).

IT/ITS - This project is now completed, and is a \$10MM project. We will be coming back to the Board on recommendations to improving the assessment of the IT Network perhaps at the next Board Meeting.

Dr. Fox has been working on a Pilot project and we signed an agreement with SRVS. Paratransit customers that participate in this project will receive specialized training. If this works out, it could create a cost savings of \$50,000 to \$70,000 a year for MATA. We have a second Pilot with SRVS and they were able to get 10 vehicles from the Hyde Foundation and the Assisi Foundation, and will use these vehicles for customers to get back and forth to their destinations. MATA's responsibility is to supply 10 parking spaces for these 10 vehicles. This has the potential to save MATA almost \$18,000 per month or over \$15,000 per year. Ms. Sandy Stanko, is still working with MATApplus as a consultant but does want to become full time with MATA and hopefully by September or October this could possibly happen.

Work is still being done on the Levee Road facility. Pictures were shown of the drivers' entrance improvements, but there is still more work to be done in that area, as well as other areas of the facility. Mr. Vergos asked the approximate figure that had been spent on improvements thus far. Mr. Garrison stated that within the past 12 months, about \$1.6MM has been spent on the Levee Road facility.

A handout was included in the Board booklet on customer information on the Riverfront Trolley Bus, effective August 2, 2015. Mr. Pickard has been working with staff on the trolley bus routes and ways we can better service our community. We think this is better and we wanted to make the Board aware of this. Dr. Lipinski asked when will the trolley buses that MATA is purchasing be on the grounds. Mr. Garrison stated we feel that we could possibly get four in service by August, with another four coming as well. Mr. Carl Robinson, Director of Trolley Maintenance and Operations have been working very hard with FTA and TDOT on pushing this project forward.

This ended the general manager's report.

ACTION ITEMS:**FINANCE COMMITTEE****1. Resolution Authorizing Insurance Coverage Res. No. 15-23**

Discussion: Dr. Tom Fox presented this resolution to the Board. This resolution is to renew our insurance coverages. We are proposing that we have 10 different types of insurance coverage this year, which is one additional over the previous years. The added one we are proposing is Cyber. At the suggestion of our insurance consultant, Gallagher, we are proposing to add that coverage at a level of \$8,139.00. Overall, Premiums are down about 2% from last year at a total of about \$564,891. Another part of this resolution is a third party administrator. For several years we have had a third party administrator to handle Workers Comp Claims, to handle the administration, and this has worked on well with PMA Companies. This year PMA approached us with a proposal to add a third party administrator for our Liabilities Claims Program. Staff is recommending that we add this, and in a long run it should help us as the insurers are used to getting this information in a certain format, and this third party administrator will be able to do that. It will also help us because MATA's in-house claims manager is retiring this year, and it would be nice to have some of these backup services to assist in getting this new person on board and up to speed. The third party administrator cost would be up significantly because of the addition of the liabilities claims from \$23,950.00 last year to \$104,970.00. The overall package is up a little over 12% from last year, the insurance is down, and the workers comp. third party administrator is up slightly. Staff recommends Board's approval of this resolution and it would cover us from August 1, 2015 for a 12-month period. Chairman Healy called for a motion to put Resolution 15-23 on the floor for discussion. *Dr. Lipinski made the motion and Ms. Taylor seconded the motion.* Mr. Gibson asked if Gallagher is strictly responsible for assuring that these are adequate coverages. Dr. Fox stated that is correct, and they do not get any commission off of this. They only advised us on what package they recommend. Resolution No. 15-23 was unanimously approved by the Board.

2. Resolution to Award a Contract to Gales Creek Enterprises for Rehabilitation of up to 18 General Electric Type K-35JJ Controllers -Res. No. 15-24

Discussion: Mr. Carl Robinson, Director of Trolley Operations and Maintenance, presented this resolution to the Board. This is one of the certifiable sub systems that MATA had to go through with FTA to have specific prior tests to have specifications and testing requirements. One of the criteria were they be sent out at this time. We originally procured for 18 controllers; however, we are looking at about six to get us started through this first phase of the rehab efforts. Mr. Gord McQuart, is our on-site vendor and hopefully we can bring some of the rehab efforts in-house. We received three bids and all three rated about the same; however Gales Creek came in at a lower cost, and they were awarded the contract. Chairman Healy called for a motion to put Resolution 15-24 on the floor for discussion. *Mr. Pickard made the motion and Mr. Vergos seconded the motion.* Dr. Lipinski had a concern about the big difference between the wide ranges of the bidders. Mr. Robinson suggested that perhaps it had something to do with the start-up cost, and Gales Creek is a small business and would not have the actual overhead as the other two bidders. Resolution No. 15-24 was unanimously approved by the Board.

SERVICE AND DEVELOPMENT

1. Resolution to Approve Service Changes -Res. No. 15-25

Discussion: Mr. Garrison introduced Mr. Garry Dupper, Senior Manager of Scheduling, who presented this resolution to the Board. Mr. Dupper stated that the Goodlett Farms route was implemented in April, 2014, as a test pilot route, but unfortunately is averaging only 3 riders per trip, total of nine riders per day. It was designed to transport people to the Call Center, which unfortunately laid off 600 people. There were maps attached showing where the Goodlett Farms route does run now, as well as the surrounding area without Goodlett Farms included. Mr. Dupper talked about the Nonconnah Corporate Center, which is located west of the Airport. Staff has worked hard with companies trying to get them to buy into a Pass Program to cooperate with some funds received from the City, and this will be another test pilot, but hopefully it will take off better than the Goodlett Farms route. These are the two service changes that are being proposed in this resolution. *Mr. Gibson made the motion and Mr. Vergos seconded the motion.* Mr. Pickard asked if the Goodlett Farms route was funded through the CMAQ funds. Dr. Fox stated that it was funded through our Section 5307 grant as a JARC project at 50%, and HCD matched at 50%. Mr. Garrison stated that this is a bad thing that it did not work out, but it does save MATA some money. **Resolution No. 15-25 was unanimously approved.**

VII. FINANCIAL REPORT

June, 2015

Gilbert Noble, CFO

Mr. Noble stated that this is a preliminary report for the fiscal year, due to the fact that we will soon be audited and there may be some audit adjustments that may change the numbers. However, this report is where we stand today.

Overall revenues for the year of \$52.4MM, were within \$600,000 of budget. P&L Expenses of \$57.9MM were \$800,000 favorable to budget. Within that variance were both negative and positive line-items, but overall variance was slightly positive. The report showed month-by-month charts for revenue and operating expenses covering the entire fiscal year. A chart of the passenger fares shows each month in this year was less than the previous year, and which was less than the year before that. The trolley line fares were down significantly which played a part in the passenger fares being down.

It has been a difficult year for us cash-flow wise. We needed to borrow funds from the city in April, as we did last year in 2014, and the loan was soon repaid. But this year part of the federal funds we expected to receive in May were delayed past June, which put us in a position to have to go to the City again for a second loan. Repayment of the second loan would be after FY2015 fiscal year end. We are working on a draft operating and capital budget for 2016. Mr. Garrison wanted some more changes made which delayed us from presenting it to the Board in July.

There are some objectives that we are trying to achieve with that budget with very slim funds to achieve it - and we are trying to resolve it right now. There were no questions from the Board. This ended the financial report.

VIII. SPEAKERS

Ms. Betty Anderson – Ms. Eskridge distributed a handout from Ms. Anderson to the MATA Board on problems she stated is not seen by MATA staff or board members who does not use public transportation. Most of the issues were highlighted in yellow. Ms. Anderson stated that MATA's focus should be on *safety, accessibility, customer service, and fixing the numerous ADA violations*. Ms. Anderson elaborated on each one of these issues that she stated MATA should be focusing on. Lifts on the new buses are an issue as well. There are numerous issues and concerns listed in the handout presented by Ms. Anderson. Ms. Anderson stated that MATA is still violating the Americans with Disabilities Act. Chairman Healy thanked Ms. Anderson for the information. He also suggested that the ADA Committee take all this information in and create some output for handling the issues and concerns brought forth by Ms. Anderson based on the handout that was presented to the Board.

Mr. Ray McClanahan – Mr. McClanahan's concern was with the overcrowding of the #50 and how the driver continues to allow riders to get on the bus even during the overcrowding. Mr. McClanahan would like to know what MATA plans to do about the disrespectful bus drivers. Chairman Healy stated that Mr. Lawson Albritton will follow up with Mr. McClanahan after the meeting to get more specific details on this matter, and after investigation, will follow up with McClanahan on MATA's findings and plans to rectify the problem.

IX. OLD/NEW BUSINESS

Three Board Members, (Andre Gibson, Roquita Coleman-Williams, and Shelia Williams), attended the Transit Board Member's Seminar held in Denver, CO on July 18-21. Each of them gave a brief synopsis of the conference.

Ms. Roquita Coleman-Williams - This was Ms. Coleman-Williams first time attending this seminar and she stated not knowing what to expect, she was pleasantly surprised at some of the shared information. Having this engagement with other Board members was very helpful in knowing and understanding the role of the Board as well as helping her to understand the legacy that she would like to leave as a member of the MATA Board. She stated that there was a lot of discussion regarding best practices, and recognizes that everyone is having some issues at their systems. She stated overall, it was a great experience as well as a great use of her time.

Ms. Shelia Williams - This was Ms. Williams first time attending the conference as well. She stated that the conference was truly educational, and feels that the Board should take advantage of this opportunity. She stated that it was a lot to digest, and that she looks forward to attending again, as well as encouraging other Board Members to take advantage of this National model.

Mr. Andre Gibson - Has attended many of these conferences and stated this one was very well attended. He stated they talked a lot about working with the schools, as was brought up by Mr. Vergos in previous Board Meetings. There are a lot of systems that have formed great beneficial partnerships with the Universities in there town to the point where they are building infrastructure together going forward. Mr. Gibson stated that he feels that whatever our vision is for the future, being as informed as possible in the industry would be beneficial as a whole going forward. Mr. Gibson also brought back some printed materials for any Board Member that is interested.

Media Policy - This information is regarding internal media requests. Mr. Garrison stated that we are asking everyone to contact Alison Burton if they have questions regarding media requests. Also if the media requests to interview the Board, they should contact Ms. Burton and she would in turn, contact the Board.

In regards to Board notifications, which were expressed by Mr. Pickard, we do not always know when things are going to be put on social media, and the Board may not be notified as quickly as they would like to be. This is something that staff will have to work on.

Ms. Coleman-Williams stated that she received an invitation to represent MATA for an event to speak at Tuskegee and she would like to know what the policy is on accepting that engagement. Mr. Garrison stated he feels that if a Board Member would like to do this, it could be a very positive thing for MATA. Chairman Healy also agreed with Mr. Garrison, and stated that for the sake of awareness, it would be good to work it through Mr. Garrison's office or through Alison Burton to make sure we are all coordinated.

SRTP Comments

Mr. Vergos stated that we have a plan and a study that was done in 2011. Along the lines of what Mr. Gibson mentioned regarding the schools and the universities, it is included in that plan, but MATA has shown no desire to implement the plan we are guided by. Mr. Vergos mentioned that he and MATA staff met with the schools recently, but has never heard back from staff on that visit. Mr. Vergos stated that we are supposed to run buses in the streets of Memphis and do it pleasantly.

We are supposed to fix up the workplace to make it nicer for our employees, these should be the priorities. We need to look at all these avenues for revenue and begin to implement the plan that was brought to the Board in 2011.

Dr. Lipinski asked is the SRTP still viable, do we still plan to implement it or will we just put it on the shelf. Dr. Lipinski voiced some of the same sentiments as expressed by Mr. Vergos. How are we going to get more people on the system. He would also like to hear some discussion on where the implementation of the plan could fit in among the seven priorities.

Mr. Pickard stated that he agrees to some degree and stated that he has been a little disappointed that we have not seen any low cost things being done. He also stated that he believes that the BRT was supposed to be a part of the 2011 plan.

Chairman Healy stated that perhaps Mr. Garry Dupper could give an update within the next month or two, on a couple of options for implementing the next 70% of the plan. Chairman Healy feels it is time for more discussion on the steps to take in getting this implemented to include the monies it would take to get that done as well.

Board Meeting Venue

Mr. Garrison recognized Ms. Sara Lewis, who was present at the meeting, and has offered to work with MATA in getting a space in the School Board Room as a possible Board Meeting venue. It was suggested that Ms. Eskridge poll the Board on changing the meetings to Tuesdays, and Ms. Burton will work with the Library on availability to get meetings scheduled for Tuesdays for the Library. However, the next Board Meeting is scheduled for Monday, August 24, 2015, 3:30p.m., at 1370 Levee Road Board Room.

Mr. Sean Healy
Chairman of the Board

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION 15-26

RESOLUTION TO APPROVE CAPITAL BUDGET FOR FISCAL YEAR 2016

WHEREAS, MATA has rolling stock, buildings, equipment, facilities, and systems that are in need of replacement or improvements from time to time in order for MATA to continue to provide a reliable, safe, accessible, clean, and customer-friendly public transportation system; and

WHEREAS, Capital projects are typically funded by federal/FTA grants, along with state/TDOT, and City of Memphis matching funds; and

WHEREAS, Major capital projects have been programmed along with various smaller projects for a total Capital Budget of \$10,495,891; and

WHEREAS, Preventive Maintenance and ADA Paratransit Service will be funded with capital grants and are included in the Operating Budget; and

WHEREAS, Fiscal Year 2016 and prior year grant funds and matching funds are expected to be adequate to fund the Capital Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Fiscal Year 2016 Capital Budget is approved at a level of \$10,495,891.

BE IT FURTHER RESOLVED That the President/General Manager or designee is authorized to execute contracts and file grant applications for the funds to fulfill the capital program.

BE IT FURTHER RESOLVED That Staff is authorized to manage line items as appropriate and make reports to the MATA Board at monthly Board meetings and other times as appropriate.

Motion Made By: John Vergos SECONDED: Roquita Coleman

YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Andre Gibson; Roquita Coleman

NAY: None

Approved: August 24, 2015

Absent at Time: Kristen Bland; Sean Healy

FY2016 Budget Proposal

August 24, 2015

**FY16 Capital Budget
projected at \$10.5 million for the year**

\$ Thousands

\$ 10,495.9 All PROJECTS

3,450.2 Vehicles

1,951.1 Trolley Rehabilitation and operations infrastructure

109.0 Bus Shelters

3,000.0 Central Station

357.5 WHTC

75.0 American Way

75.0 Airways

600.0 Facilities

63.0 ITS

815.2 Other Projects

FY16 proposed Capital Projects

\$ 000s

August 24, 2015

\$ 10,495.9		PROJECTS	\$ 10,495.9	Department
3,450.2	Vehicles	Buses	800.0	Fixed Route Bus Operations
		MATAplus Vans (10)	600.0	MATAplus Operations
		MATAplus Cutaway Vehicles (8)	850.2	MATAplus Operations
		Trolley	1,200.0	Maintenance - Trolley
109.0	Bus Shelters		109.0	Marketing & Customer Service/Transit Advertising
3,000.0	Central Station			
		Multimodal Center	3,000.0	Maintenance - Trolley
357.5	WHTC	Restroom Refurbishment - WHTC	175.0	Maintenance - Fixed Route/MATAplus/Bldg & Grds
		Upgrade Camera System - WHTC	100.0	Risk Management
		Various agreed-upon improvements	82.5	Maintenance - Fixed Route/MATAplus/Bldg & Grds
75.0	American Way			
		Roof Replacement - American Way Transit Ctr	75.0	Maintenance - Fixed Route/MATAplus/Bldg & Grds
75.0	Airways			
		Trench Drain Repair at Airways Transit Center	75.0	Maintenance - Fixed Route/MATAplus/Bldg & Grds
1,951.1	Trolley Rehabilitation and operations infrastructure			
		Motors for Melbourne Trolleys	116.1	Maintenance - Trolley
		Trolley Car Wiring	160.0	Maintenance - Trolley
		North Main Elastomeric Grout Repair	500.0	Maintenance - Trolley
		Butler Station Relocation to Vance	175.0	Maintenance - Trolley
		Trolley Tracks, Switches & Frogs	500.0	Maintenance - Trolley
		Trolley Traction Power Substations	150.0	Maintenance - Trolley
		Trolley Roadbed	100.0	Maintenance - Trolley
		Main Street Trolley Poles	50.0	Maintenance - Trolley
		Trolley Lifts	50.0	Maintenance - Trolley
		Overhead Catenary System	100.0	Maintenance - Trolley
		Trolley Signals	50.0	Maintenance - Trolley
900.0	Facilities			
		Trolley Maintenance Facility Roof	100.0	Maintenance - Fixed Route/MATAplus/Bldg & Grds
		Drainage Improvements/ E&W Ditch in Easement	85.0	Maintenance - Fixed Route/MATAplus/Bldg & Grds
		Restroom Refurbishment - Levee Road	100.0	Maintenance - Fixed Route/MATAplus/Bldg & Grds
		Bus Wash System Upgrade	100.0	Maintenance - Fixed Route/MATAplus/Bldg & Grds
		Pressure Washers	60.0	Maintenance - Fixed Route/MATAplus
		Bus Lifts	105.0	Maintenance - Fixed Route/MATAplus
		Park-and-Ride Lot Leases (2)	50.0	Fixed Route Bus Operations
63.0	ITS	Laptop Upgrades for Supervisor Vehicles	63.0	Information Technology
815.2	Smaller Projects		815.2	



TO: MATA Board of Commissioners

FROM: Ron Garrison, President/General Manager

SUBJECT: Fiscal Year 2016 Capital Budget

DATE: August 18, 2015

MATA's Capital Budget for Fiscal Year (FY) 2016 includes major projects, each valued at over \$50,000, and various smaller projects of lesser value. The total budget is \$10,495,891.

A comparison of the amount of funds programmed by type of grant (Bus, Rail, Elderly & Disabled, and CMAQ) is shown in Table 1.

Capital funds allocated to the various departments within MATA are shown in Table 2.

This capital budget is expected to be financially feasible with FY 2015 and prior year grant funds from FTA and matching funds. Staff recommends approval of the FY 2016 Capital Budget at an amount of \$10,495,891.

Table 1 – Comparison of Programmed Funds vs. Available Funds by Type of Grant

Type of Grant	Proposed Projects' Funding Totals	Available Funds	Balance
Bus Grants	\$2,817,309	\$2,839,574	\$22,265
Rail Grants	\$3,709,772	\$5,066,626	\$1,356,854
Elderly & Disabled Grants	\$918,810	\$2,682,939	\$1,764,129
CMAQ Grants	\$3,050,000	\$3,050,000	\$0
TOTAL	\$10,495,891	\$13,639,139	\$3,143,248

Notes for Table 1:

Certain projects may qualify for more than one type of grant.

Table 2 – Capital Budget by Department

Department	Total
Fixed Route Operations	\$850,000
MATApplus Operations	\$1,450,160
Trolley Operations	\$0
Trolley Maintenance – Trolley Vehicles, Equipment, Facilities & Wayside	\$3,310,072
Trolley Maintenance – Central Station Multimodal Center	\$3,000,000
Bus Maintenance – Fixed Route/MATApplus	\$258,700
Bus Maintenance - Buildings & Grounds	\$992,000
Marketing & Customer Service	\$37,500
Transit Advertising	\$194,000
Scheduling	\$6,500
Risk Management	\$120,400
Human Resources	\$0
Planning	\$38,500
Purchasing	\$0
Information Technology	\$238,059
Finance/Coin Room/Pension	\$0
Executive	\$0
TOTAL	\$10,495,891

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION 15-27

RESOLUTION TO APPROVE OPERATING BUDGET FOR FISCAL YEAR 2016

WHEREAS, MATA operates Fixed Route Bus, MATAPlus and Rail Trolley service within its service area; and

WHEREAS, the cost of Salaries and Wages, Materials and Supplies, Utilities/Telephone, Insurance and other miscellaneous items comprise the Operating Expenses; and

WHEREAS, MATA's operating budget Fiscal Year (FY) 2016 totals \$ 58,437,502 – consisting of the following departments:

- Fixed Route Operations
- MATAPlus Operations
- Trolley Operations
- Maintenance – Fixed Route
- Maintenance – MATAPlus
- Maintenance – Trolley
- Maintenance – Building & Grounds
- Scheduling
- Risk Management
- Marketing & Customer Service
- Human Resources
- Purchasing
- Planning
- Executive
- Finance
- Coin Room Operations
- Information Technology

WHEREAS, Revenues from Operations, City of Memphis, State of Tennessee, and Federal government comprise the total Revenues for Operations; and

WHEREAS, The City of Memphis has approved an Operating Budget that includes its share of funds for this budget; and

WHEREAS, The Federal Transit Administration and Tennessee Department of Transportation will issue grants and/or contracts for their share of funds for this budget.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT

AUTHORITY BOARD OF COMMISSIONERS That the Fiscal Year 2016 Operating Budget is approved at a level of \$ 58,437,502.

BE IT FURTHER RESOLVED That the President/General Manager is authorized to execute contracts and file grant applications with federal, state and city agencies for the funds to fulfill the operating budget.

BE IT FURTHER RESOLVED, That Staff is authorized to manage line items as appropriate, and make reports to the MATA Board at monthly Board meetings and other times as appropriate.

* * * * *

Motion Made By: John Vergos SECONDED: Lauren Taylor

YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Andre Gibson; Roquita Coleman

NAY: None

Approved: August 24, 2015

Absent at Time: Kristen Bland; Sean Healy

Memphis Area Transit Authority

August 24, 2015

	FY2015	FY2016 Proposed Operating Budget	Variance fr FY15 Fav (Unfav)
Revenues:			
<u>Operating Revenue</u>			
Passenger Fares	8,301,401	8,203,931	(97.5)
Special Service Fares	6,148	6,148	
Charter Revenue	4,100	150	
Auxiliary Revenue	444,246	518,527	
Non-Transp. Revenue	568,825	493,245	
Operating Revenue	9,324,820	9,222,000	(102.8)
City of Memphis	23,182,973	23,635,415	
State of Tennessee	7,452,842	7,510,085	
Federal Government	12,421,670	12,747,637	
Subsidy Revenue	43,057,485	43,893,136	835.7
Revenues	52,382,305	53,115,136	732.8
Operating Expenses:			
<u>Salaries & Wages</u>			
Operators	12,134,743	12,907,052	
Other Salaries	7,302,516	8,068,725	
Salaries & Wages	19,437,259	20,975,778	(1,538.5)
Employee Leave	2,750,958	2,825,003	
Other Fringes, incl Pension	6,682,346	6,796,380	
HealthCare, incl OPEB	12,843,705	12,917,685	
Fringes - Total	22,277,010	22,539,068	(262.1)
Services	5,664,484	5,235,740	428.7
<u>Materials & Supplies</u>			
Fuel, Lubricants, Tires	5,592,004	4,632,744	959.3
Materials & Supplies	2,861,242	2,925,580	
Materials & Supplies	8,453,246	7,558,324	
Utilities/Telephone	1,095,817	1,092,350	
Insurance	785,426	845,030	
Misc & Taxes	217,484	188,897	
Lease/Rentals	7,152	2,316	
Operating Expenses	57,937,858	58,437,502	(499.6)
Operating Gain/(Loss)	(5,555,554)	(5,322,366)	233.2
Before Depreciation			
Depreciation	14,316,480	15,100,000	
Profit (Loss) after Depm	(19,872,034)	(20,422,366)	

Memphis Area Transit Authority

August 24, 2015

\$\$ Thousands

Departmental Expense Budgets	FY2015	FY2016 Proposed Budget	FY2016 Variance Favorable (Unfavorable)	
			\$\$	%
MATA - All Departments	\$ 57,937.9	\$ 58,437.5	(499.6)	- 0.9 %
Fixed Route Operations	21,560.5	20,928.5	632.1	2.9 %
MATAPlus Operations	5,692.7	5,919.9	(227.2)	- 4.0 %
Trolley Operations	1,826.0	1,976.3	(150.3)	- 8.2 %
Maintenance - Trolley	1,938.7	2,301.0	(362.3)	- 18.7 %
Maintenance - Fixed Route	8,512.0	7,214.5	1,297.4	15.2 %
Maintenance - MATAPlus	550.7	547.5	3.2	0.6 %
Building & Grounds		2,061.4	(2,061.4)	
Scheduling	353.4	372.1	(18.7)	- 5.3 %
Risk Management	1,421.6	1,579.1	(157.5)	- 11.1 %
Marketing & Cust Service	1,512.1	1,400.9	111.2	7.4 %
Human Resources	9,100.8	9,250.7	(149.8)	- 1.6 %
Purchasing	324.6	145.7	178.9	55.1 %
Planning	1,453.7	692.7	761.0	52.3 %
Executive	2,239.3	2,380.9	(141.5)	- 6.3 %
Information Technology	402.0	582.4	(180.4)	- 44.9 %
Finance	829.9	826.6	3.3	0.4 %
Coinroom	241.9	257.4	(15.5)	- 6.4 %

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-28

RESOLUTION TO PURCHASE FIVE-YEAR SUPPLY OF FLEET SHAMPOO

WHEREAS, The Memphis Area Transit Authority (MATA) is required to purchase fleet shampoo to ensure efficient and continued operation of its fleet and support vehicles; and

WHEREAS, MATA issued an Invitation for Bid (IFB) for companies to provide shampoo samples along with their bids; and

WHEREAS, Four offers were received; and

WHEREAS, Contract award is based on DBE participation and lowest responsive and responsible bid; and

WHEREAS, Vanguard, Inc. submitted the only responsive bid and has met the DBE goal at the prices shown in Exhibit A; and

WHEREAS, Staff has determined that the bid is responsible and recommends approval of a contract with Vanguard, Inc. at a cost of \$52,509.60 per year for a total cost of \$262,548.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded to Vanguard, Inc. for the purchase of a Five-Year Supply of Fleet Shampoo at a cost of \$52,509.60 per year for a total cost of \$262,548.

BE IT FURTHER RESOLVED That the President/General Manager, Deputy General Manager, Chairman, or Vice-Chairman be authorized to execute the contract.

*** * * * ***

Motion Made By: John Vergos SECONDED: Charles Pickard

YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Andre Gibson; Roquita Coleman

NAY: None

Approved: August 24, 2015

Absent at Time: Kristen Bland; Sean Healy

EXHIBIT A
FIVE YEAR SUPPLY OF FLEET SHAMPOO

COMPANY	QTY	YEAR ONE OCTOBER 1, 2015- SEPTEMBER 30, 2016		YEAR TWO OCTOBER 1, 2016- SEPTEMBER 30, 2017		YEAR THREE OCTOBER 1, 2017- SEPTEMBER 30, 2018		YEAR FOUR OCTOBER 1, 2018- SEPTEMBER 30, 2019		YEAR FIVE OCTOBER 1, 2019- SEPTEMBER 30, 2020		TOTAL BID
		Per Gal.	Total	Per Gal.	Total	Per Gal.	Total	Per Gal.	Total	Per Gal.	Total	
Enviro Chem. *	432 - 55 Gallon	\$ 2.25	\$53,460.00	\$ 2.25	\$53,460.00	\$ 2.25	\$53,460.00	\$ 2.25	\$53,460.00	\$ 2.25	\$53,460.00	\$ 267,300.00
Vanguard	432 - 55 Gallon	\$ 2.21	\$52,509.60	\$ 2.21	\$52,509.60	\$ 2.21	\$52,509.60	\$ 2.21	\$52,509.60	\$ 2.21	\$52,509.60	\$ 262,548.00
Cougar Chemical *	432 - 55 Gallon	\$ 5.00	\$118,800.00	\$ 5.15	\$122,364.00	\$ 5.30	\$125,928.00	\$ 5.46	\$129,729.60	\$ 5.63	\$133,768.80	\$ 630,590.40
Delta Foremost*	432 - 55 Gallon	\$ 2.19	\$52,034.40	\$ 2.19	\$52,034.40	\$ 2.19	\$52,034.40	\$ 2.19	\$52,034.40	\$ 2.19	\$52,034.40	\$ 260,172.00

*Deemed non-responsive due to lack of DBE participation no documentation of good faith efforts.

MINUTES OF 8/24/15 ITEM VB1



MEMO

TO: MATA Board of Commissioners
FROM: Ronald Garrison, President/General Manager
SUBJECT: RFP 15-15 Five-Year Supply of Fleet Shampoo
DATE: August 24, 2015

This memo summarizes the procurement and evaluation process for the purchase of a Five-Year Supply of Fleet Shampoo to maintain the efficient and continued operation of MATA's fleet and support vehicles.

The IFB was sent to 24 vendors, formally advertised and posted to MATA's website. The DBE goal was set at 3% for this solicitation. Four (4) bids were received; however, three of the bids were deemed non-responsive due to the lack of DBE participation and no documentation of good faith efforts.

MATA Staff has determined that Vanguard, Inc.'s price is fair and reasonable and recommends that the contract to be awarded to Vanguard at a cost of \$52,509.60 per year for a total cost of \$262,548. The value of the contract, as presented in the Board Resolution, is based on Vanguard's responsive and responsible bid and their meeting the DBE goal.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-29

RESOLUTION TO PURCHASE THREE-YEAR SUPPLY OF NEW TRANSIT TIRES

WHEREAS, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of new transit tires to ensure efficient and continued operation of its fleet and support vehicles; and

WHEREAS, Approximately 1,340 various tires are needed on an annual basis; and

WHEREAS, MATA issued an Invitation for Bid (IFB) for companies to provide new transit tires for a three (3) year period and five (5) offers were received; and

WHEREAS, Bridgestone America, Goodyear Tire, Rubber, Southern Tire Mart, and Quality Tire Mart submitted the lowest responsive and responsible bids at the prices show in Exhibit A.; and

WHEREAS, Staff has reviewed the bids received and recommends that the three-year contract be awarded to the following vendors Goodyear Tire & Rubber at a cost of \$181,600 and Southern Tire Mart, at a cost of \$1,149,193.00. Bridgestone America and Quality Tire Mart will be issued purchase orders on an as-needed basis since their contract amounts are below \$50,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That contracts be awarded to Goodyear Tire & Rubber at a cost of \$181,600 and Southern Tire Mart at a cost of \$1,149,193 for the purchase of a Three-Year Supply of New Transit Tires.

BE IT FURTHER RESOLVED That the or President/General Manager, Deputy General Manager, Chairman, or Vice-Chairman be authorized to execute the contracts.

*** * * * ***

Motion Made By: John Vergos SECONDED: Charles Pickard

YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Andre Gibson; Roquita Coleman

NAY: None

Approved: August 24, 2015

Absent at Time: Kristen Bland; Sean Healy

**Exhibit A
New Transit Tires**

Year One September 1, 2015 - August 31, 2016

Company	265/70R19.5 LR G 200		305/70R22.5 LR H 500		275/70R22.5 LRH 200		245/75R16 LR E 100		12R22.5 LR H 300		LT225/75R16 LR E 40		Year One Total	Awarded Total
	UNIT	EXT	UNIT	EXT	UNIT	EXT	UNIT	EXT	UNIT	EXT	UNIT	EXT		
Southern Tire Mart	\$295.00	\$59,000.00	\$393.00	\$196,500.00	\$335.00	\$87,000.00	\$190.27	\$19,027.00	\$361.00	\$108,300.00	\$185.00	\$7,400.00	\$457,227.00	\$371,800.00
Quality Tire Mart	\$402.91	\$80,582.00	\$588.00	\$294,000.00	\$368.00	\$77,600.00	\$128.00	\$12,800.00	\$445.00	\$133,500.00	\$128.00	\$5,120.00	\$603,602.00	\$12,800.00
Bridgestone America	\$365.00	\$73,000.00	\$485.00	\$242,500.00	\$421.00	\$84,200.00	\$128.44	\$12,844.00	\$485.00	\$145,500.00	\$128.61	\$5,084.40	\$568,708.40	\$ 5,084.40
Landers Ford	\$475.00	\$95,000.00	\$696.00	\$348,000.00	\$525.00	\$105,000.00	\$369.00	\$36,900.00	\$640.00	\$182,000.00	\$345.00	\$13,800.00	\$780,700.00	\$ -
Goodyear Tire & Rubber	\$294.00	\$58,800.00	\$435.00	\$217,500.00	\$370.00	\$74,000.00	\$270.00	\$27,000.00	\$525.00	\$157,500.00	\$255.00	\$10,200.00	\$545,000.00	\$58,800.00
														\$448,464.40

Year Two September 1, 2016 - August 31, 2017

Company	265/70R19.5 LR G QTY 200		305/70R22.5 LR H QTY 500		275/70R22.5 LRH QTY 200		245/75R16 LR E QTY 100		12R22.5 LR H QTY 300		LT225/75R16 LR E QTY 40		Year Two Total	Awarded Total
	UNIT	EXT	UNIT	EXT	UNIT	EXT	UNIT	EXT	UNIT	EXT	UNIT	EXT		
Southern Tire Mart	\$303.85	\$60,770.00	\$404.79	\$202,395.00	\$345.05	\$ 69,010.00	\$189.78	\$19,978.00	\$371.63	\$111,549.00	\$184.34	\$7,773.60	\$471,475.60	\$382,954.00
Quality Tire	\$423.06	\$84,612.00	\$617.40	\$308,700.00	\$412.10	\$ 82,420.00	\$138.00	\$13,800.00	\$468.00	\$140,400.00	\$134.00	\$5,360.00	\$635,282.00	\$ -
Bridgestone America	\$372.30	\$74,460.00	\$484.70	\$242,350.00	\$429.42	\$ 85,884.00	\$132.29	\$13,228.00	\$494.70	\$148,410.00	\$130.41	\$5,216.40	\$574,549.40	\$18,445.40
Landers Ford	\$475.00	\$95,000.00	\$696.00	\$348,000.00	\$525.00	\$105,000.00	\$369.00	\$36,900.00	\$640.00	\$182,000.00	\$345.00	\$13,800.00	\$780,700.00	\$ -
Goodyear Tire & Rubber	\$302.00	\$60,400.00	\$448.00	\$224,000.00	\$380.00	\$ 76,000.00	\$275.00	\$27,800.00	\$540.00	\$162,000.00	\$282.00	\$10,480.00	\$560,880.00	\$60,400.00
														\$461,799.40

MINUTES OF 8/24/15 ITEM V.B

Exhibit A
New Transit Tires

Year Three September 1, 2017 - August 31, 2018

Company	265/70R19.5 LR G		305/70R22.5 LR H		275/70R22.5 LRH		245/75R16 LR E		12R22.5 LR H		LT225/75R16 LR E		Year Three		Awarded Total
	UNIT	EXT	UNIT	EXT	UNIT	EXT	UNIT	EXT	UNIT	EXT	UNIT	EXT	Year Three	Total	
Southern Tire Mart	\$ 312.97	\$62,594.00	\$ 416.93	\$ 208,465.00	\$ 355.40	\$ 71,080.00	\$ 209.77	\$ 20,977.00	\$ 382.98	\$ 114,894.00	\$ 204.06	\$ 8,162.40	\$486,172.40	\$394,439.00	
Quality	\$ 442.22	\$88,444.00	\$ 648.27	\$ 324,135.00	\$ 436.00	\$ 87,200.00	\$ 146.00	\$ 14,600.00	\$ 496.00	\$ 148,800.00	\$ 141.00	\$ 5,640.00	\$668,819.00	\$ -	
Bridgestone America	\$ 383.47	\$76,694.00	\$ 509.54	\$ 254,770.00	\$ 442.30	\$ 88,460.00	\$ 136.26	\$ 13,626.00	\$ 509.54	\$ 152,862.00	\$ 134.32	\$ 5,372.80	\$591,784.80	\$18,998.80	
Landers Ford	\$ 475.00	\$95,000.00	\$ 696.00	\$ 348,000.00	\$ 525.00	\$105,000.00	\$ 369.00	\$ 36,900.00	\$ 640.00	\$192,000.00	\$ 345.00	\$13,800.00	\$790,700.00	\$ -	
Goodyear Tire & Rubber	\$ 312.00	\$62,400.00	\$ 462.00	\$ 231,000.00	\$ 392.00	\$ 78,400.00	\$ 286.00	\$ 28,600.00	\$ 556.00	\$166,800.00	\$ 270.00	\$10,800.00	\$578,000.00	\$62,400.00	
															\$475,837.80

Bid Total Awarded Total

Southern Tire Mart	\$ 1,414,875.00	\$1,149,193.00
Quality Tire	\$ 1,907,713.00	\$ 12,800.00
Bridgestone America	\$ 1,735,042.60	\$ 42,508.60
Landers Ford	\$ 2,372,100.00	\$ -
Goodyear Tire & Rubber	\$ 1,683,680.00	\$ 181,600.00
Grand Award Total		\$1,386,101.60

MINUTES OF 8/24/15 ITEM 7B2



MEMO

TO: MATA Board of Commissioners
FROM: Ronald Garrison, President/General Manager
SUBJECT: RFP 15-13 Three-Year Supply of New Transit Tires
DATE: August 24, 2015

This memo summarizes the procurement process for the purchase of a Three-Year Supply of New Transit Tires to maintain the efficient and continued operation of MATA's fleet and support vehicles.

The IFB was sent to 14 vendors, formally advertised and posted to MATA's website. The DBE goal was set at 0% for this solicitation. Five (5) bids were received. MATA staff reviewed these bids on the criteria set forth in the IFB.

MATA staff recommends that contracts be awarded Goodyear Tire & Rubber for \$181,600 and Southern Tire Mart for \$1,149,193. The value of the contract, as presented in the Board Resolution is based on the lowest responsive and responsible bid. Two other bidders will be awarded purchase orders since their totals for certain tires are below \$50,000. Bridgestone America's total cost is \$42,508.60, and Quality Tire Mart's total cost is \$12,800.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-30

**RESOLUTION TO AUTHORIZE A LEASE WITH AGRICENTER INTERNATIONAL
FOR A PARK-AND-RIDE LOT AT THE AGRICENTER**

WHEREAS, The Short Range Transit Plan (SRTP) recommends that a park-and-ride lot be located near the intersection of Walnut Grove Road and Germantown Parkway in the vicinity of the Agricenter International; and

WHEREAS, MATA applied for and received CMAQ funding for the lease of property for a park-and-ride over a three-year period in the vicinity of the Agricenter; and

WHEREAS, Staff negotiated an agreement with Agricenter International for a three-year lease of approximately 100 parking spaces on the Agricenter property at a total cost of \$25,000; and

WHEREAS, The leased spaces will be available to customers riding the existing #82-Germantown Parkway, the planned Walnut Grove Express Route (currently funded on weekdays for three years by a CMAQ grant), and the planned Shelby Farms Shuttle Route (currently funded on weekends for three years by a CMAQ grant); and

WHEREAS, the lease provides for renewal options at the end of the three-year initial period on mutually agreeable terms.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY That a Lease Agreement be approved between Memphis Area Transit Authority and Agricenter International for approximately 100 parking spaces at the Agricenter for a period of three years at a cost of \$25,000.

BE IT FURTHER RESOLVED, That Staff is authorized to provide appropriate insurance coverage for the property.

BE IT FURTHER RESOLVED That the President/General Manager or Chairman of the MATA Board of Commissioners be authorized to execute the Lease.

*** * * * ***

- (1) *An amendment was made to Res. No. 15-30 to state that payments will be made to coincide with the initiation of service.***

Motion Made By: John Vergos SECONDED: Roquita Coleman

YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Andre Gibson; Roquita Coleman

NAY: None

Approved: August 24, 2015

Absent at Time: Kristen Bland; Sean Healy

- (2) *A motion was made to table the amended Res. No. 15-30 until staff revisits this with the Agricenter, and report back to the Board at the next regularly scheduled Board Meeting.***

Motion Made By: John Vergos SECONDED: Roquita Coleman

YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Andre Gibson; Roquita Coleman

NAY: None

Approved: August 24, 2015

Absent at Time: Kristen Bland; Sean Healy

LEASE AGREEMENT

1. **THIS AGREEMENT** entered into as of this ____ day of _____, _____, by and between _____ (hereinafter LESSOR) and the MEMPHIS AREA TRANSIT AUTHORITY (hereinafter LESSEE),

2. **WITNESSETH:** That LESSOR by these presents, has and does hereby grant, demise and lease unto the said LESSEE the following described premises situated in Shelby County, Tennessee (the "Premises"), to-wit:

See Exhibit "A" attached hereto and made a part hereof
3. **TERM.** To have and to hold the above-described Premises unto the LESSEE for a period of _____, commencing on _____, and ending on _____ (the "Initial Period"). LESSEE shall have the option to renew this Lease _____ for an additional term expiring _____, upon the same terms and conditions as the Initial Period (the "Option Period"). LESSEE shall provide written notice of its intent to exercise the renewal option no less than one (1) month prior to the expiration of the Initial Period as a condition to effectiveness of such exercise. If LESSEE holds over after the original term of this lease, the term of the lease shall become monthly with all rights and duties herein effect.

4. **RENT.** The LESSEE hereby covenants and agrees to pay in cash to the LESSOR as rent for the aforesaid Premises Twenty-five Thousand Dollars (\$25,000) for the Initial Period (the "Rent"). The rent payment shall be paid as lump sum within thirty (30) days of the execution of this lease agreement. LESSOR shall not be required to make demand for said rent which demand is hereby expressly waived by the LESSEE.

5. **QUIET POSSESSION.** The LESSOR hereby covenants that if LESSEE shall keep and perform all of the covenants in this lease on the part of the LESSEE to be performed, LESSOR will guarantee to LESSEE the quiet, peaceful, and uninterrupted possession of the said Premises.

6. **CONDITION OF THE PREMISES.** The LESSEE agrees to deliver up to LESSOR, or assigns, the said Premises at the expiration of this lease, in good order and condition and to pay for all damages to said Premises, except the usual wear and tear.

7. **SUBLETTING – ASSIGNMENT.** The LESSEE agrees not to sublet the whole or any part of the Premises without written consent of the LESSOR.

8. **DEFAULT – NOTICE.** The LESSEE hereby agrees that in the event of default of payment of the Rent, or breach of any covenant or condition contained in this lease, LESSOR shall have the option of declaring this lease null and void and re-enter and re-take possession of the Premises or take such legal action as LESSOR may deem appropriate. The preceding notwithstanding, LESSOR agrees that in the event of default by LESSEE of any provision herein, LESSEE shall have ten (10) days to cure said default. The ten (10) day cure period shall commence upon LESSEE's receipt of LESSOR's written notice of default and expire on the tenth (10th) day thereafter.
9. **REPAIRS.** The LESSEE agrees that no alteration or repairs shall be done to any or part of said Premises without the LESSOR's consent, in writing. LESSOR reserves the right to make such repairs, at any time, as are deemed necessary by LESSOR to the security and/or preservation of said Premises. LESSEE agrees to make all repairs necessary during the term of this lease and return the Premises in the same condition at time of this agreement except for normal wear and tear.
10. **COST OF COLLECTION - ATTORNEY FEES.** LESSEE agrees further that in the event of default necessitating LESSOR having to resort to collection or accrued rent and/or damages, LESSEE is, and will be liable for, the costs of collection, including reasonable attorney fees.
11. **USE.** LESSEE agrees that the Premises will be used solely by MATA, its agents, employees and contractors. The Premises will be used for parking. LESSOR retains the right for themselves and their designees to park on the Premises.
12. **COUNTERPART SIGNATURES.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been duly executed on the day and year first above written.

ADDRESS:

LESSOR:

By: _____

Print Name: _____

By: _____

Print Name: _____

By: _____

Print Name: _____

Ronald L. Garrison
Memphis Area Transit
Authority
1370 Levee Road
Memphis, TN 38108-1011
(901) 722-1111
(901) 722-7123 (fax)

LESSEE:

**MEMPHIS AREA TRANSIT
AUTHORITY**

By: _____

Ronald L. Garrison, President

MINUTES OF 3/24/15, ITEM VB3

Exhibit A
PREMISES DESCRIPTION

TO BE INSERTED BEFORE EXECUTION