

**TRANSPORTATION ADVISORY COMMITTEE  
MINUTES  
January 28, 2014**

The Transportation Advisory Committee met on January 28, 2014 at 12:00 p.m. in the airport's Eastern Conference Room. The following were present:

**Attendees:**

|                    |  |
|--------------------|--|
| Wade Key, Chairman | Larry Campbell                                 |
| Ralph Price        | Joe King, City Manager                         |
| Judy Keesee        | Ken Larking, Deputy City Manager               |
| John Moody         | Marc Adelman, Transportation Services Director |
| James Buckner      | Lisa Bivens, Administrative Assistant          |

**Approval of Minutes**

Joe King moved that the minutes of the November 19, 2013 meeting be accepted as presented and Judy Keesee seconded the motion. All were in favor and the motion passed.

**Middle Border Forward Group / Route and Schedule Guide**

Joe King commented that he and Larry Campbell are advisors to the Middle Border Forward Group and that they recently attended a meeting with this organization. He said that some of the members commented favorably at this meeting about the transit system; however they did express concern regarding the user-friendliness of the current route and schedule guide. Marc Adelman commented that he will work on improving the guide and that a key interest of his is to develop a means to identify transfer options to passengers so the guide will be easier to use. He also mentioned that improvements to the guide would be coordinated with implementing route and schedule changes that are planned for this summer. Discussion continued.

**Review of Financial and Monthly Ridership Reports**

Marc Adelman reviewed the monthly ridership and financial status report highlights for all transit operations with the Committee.

**FY15 Federal and State Grant Applications**

Marc Adelman reviewed a program of capital projects for funding consideration for next fiscal year. Federal and state operating and capital grant applications are due to the state in February. He recommended applying for funding to replace two (2), twenty-eight passenger diesel engine buses at an estimated cost of \$141,000 per unit and acquire two (2), twenty-passenger diesel engine replacement buses at an estimated cost of \$96,000 per unit. The city's estimated cost to replace all buses would be approximately \$37,488.

In addition, Adelman recommended replacing a bus shelter located at West Main and Edgewood Drive and another shelter located at Nor-Dan Drive with shelters that would look similar to the shelter located adjacent to the Piney Forest Shopping Center. He also recommended removing a third shelter located at Patton and Craghead Streets and replacing it with a bench due to limited ridership activity. The new bench would be consistent with River District guidelines.

### **FY15 Federal and State Grant Applications (continued)**

The total project cost to remove existing shelters and acquire two new shelters and one bench is anticipated to be \$28,400. The local contribution for these projects is expected to be \$1,704.

Other projects identified for funding consideration included the following; additional software program modules for the RouteMatch automated scheduling software system, tablets for the small buses used in demand response service, modem units that would be installed in the large fixed-route buses, four monitors that would be used by office staff to track vehicles and the replacement of five (5) bay doors at the Mass Transit garage.

Adelman passed out information concerning the software modules for the Committee's review. He explained that the modules will help with navigational issues and provide real time information concerning the driver's schedule. This software will also provide notification of scheduled boarding times to customers who use the Reserve A Ride, Handivan and Senior Transportation operations. These passengers will be contacted every night by phone to inform them of their scheduled boarding time and will also allow the passenger to cancel the scheduled trip if they wish to do so. These enhancements are expected to reduce the number of same day cancellations and no shows, which should assist with improving service efficiency levels and decreasing operating costs.

It was identified that the tablets would be installed in all the small buses used in reservation based operations. Currently, all data related to passenger trips completed is entered into the RouteMatch database by the morning operations supervisor and other administrative staff. The use of tablets will allow the driver to enter mileage, fare and time information into the database as trips are completed. This application will reduce the amount of time administrative staff is spending on completing data verifications each day. In addition, the tablets will provide navigational information to drivers so persons not familiar with the city streets can provide door to door service with less training. Modem units would be installed in all the fixed route buses to track the location of buses and alert supervisors whether the bus drivers are on schedule. Adelman said that annual service fees associated with use of the modules will not be incurred during the first year. During the second year of service and moving forward associated fees will be approximately \$6,000 annually. This cost will be incurred as part of the mass transit operating budget. Federal and state operating aid will subsidize this expense. The estimated local contribution for the software program modules, tablets, modem units, monitors and bay doors is estimated at \$9,660.

*A motion was made by Larry Campbell and seconded by James Buckner to support the FY 2015 capital projects discussed. All were in favor and the motion passed.*

### **Service Planning Update**

In November 2012 on time performance information was collected for each bus run arriving at the Hub located at Spring and Union Streets. After this information was analyzed route and schedule modifications were made this past summer to rectify the high number of late bus arrivals. Findings showed that in November 2012 twenty-one percent (21%) of all bus runs arrived late at the main Transfer Center. In November 2013 the same information was collected for late arrivals and the findings showed that because of the service schedule changes made earlier in the year only eleven percent (11%) of the bus runs arrived late.

**Service Planning Update (continued)**

The vast majority of the late arrivals occur during the afternoon. Adelman said he was pleased that there was a significant improvement with this activity. Discussion continued.

The meeting was adjourned at 1:05 pm.