

**TRANSPORTATION ADVISORY COMMITTEE
MINUTES
December 4, 2015**

The Transportation Advisory Committee met on December 4, 2015 at 12:00 pm in the airport's Southside Conference Room. The following were present:

Attendees:

Wade Key, Chairman	Judy Keesee
Alexis Ehrhardt	Ken Larking, Interim City Manager
Ralph Price	Marc Adelman, Transportation Services Director
John Moody	Lisa Bivens, Administrative Assistant
Larry Campbell, City Council Member	

Approval of Minutes

Larry Campbell moved that the minutes of the September 29, 2015 meeting be accepted as presented and Wade Key seconded the motion. All were in favor and the motion passed.

Public Comment

There were no public comments.

Review of Financial and Monthly Ridership Reports

Marc Adelman reviewed the monthly ridership and financial status reports with the Committee. During the review of the financial data Adelman identified specific factors that are contributing to increased overtime expenses which are over budget year-to-date for this fiscal year. He indicated that since January 2015 the transit system has lost ten (full and part-time) drivers and as a result other drivers were required to work extended hours. Another issue impacting overtime this fiscal year is the lack of flexibility with drivers to work different shifts when a driver shortage occurs since eleven of the thirty-four drivers also work for a school bus system. Adelman pointed out that overtime expenses have also exceeded budget limitations for the past two years. He discussed with the Committee different strategies to hopefully reduce overtime. Strategies identified by Adelman included the following; 1) consider applicants for employment who do not have a CDL passenger endorsement, 2) cross-train all full time employees for both fixed-route and demand response service, 3) continue to interview applicants after all vacant positions are filled and 4) consider opportunities to reduce the current six-day work week to a five-day work week for as many employees as possible. Discussion continued.

Update on the purchase of propane buses

The first propane bus is scheduled to be delivered in January 2016 and should be in service by the end of February. Adelman mentioned that as the buses are placed in service the transit system will compare the fuel cost of propane buses to diesel vehicles. However, he also stated that fuel cost is not the only issue to consider. Maintenance expense and vehicle downtime will also be evaluated for both types of vehicles since the transit system has encountered repeated problems associated with diesel exhaust systems that generate major repairs and vehicle reliability issues. Discussion continued.

Update on planned transit facility improvements project

Solex Inc. is under contract with the city to complete architectural and engineering services to construct a new office building for Danville Transit. Adelman clarified that the primary objective for this project is to reduce overcrowding issues with drivers and administrative staff that currently exist due to limited office space. A secondary objective of the project is to increase flexibility for multiple applications by including a meeting room as part of the floor plan that would allow Transportation Advisory Committee meetings and other meetings to take place at the facility. In addition, the planned project would include the installation of a backup generator to support reliable operations for the transit system when power outages occur. The estimated cost for the building which includes a 10% contingency amount is \$950,000. This estimate does not include parking lot improvements for the transit facility. Discussion continued.

The Public Works Engineering Office is in the process of preparing a cost estimate to construct an additional parking lot that would be located on the west side of the facility to offset the loss of parking spaces that would occur due to the construction of the new building and to also rehabilitate the parking lot access road located on the east side of the building. The state will not provide funding to rehabilitate the areas where school buses are parked. A ballpark cost estimate for parking lot improvements was identified at \$300,000. However this figure will be updated if needed before the grant application is submitted.

Proposed FY16-17 Capital Project Budget

Marc Adelman provided cost information regarding other planned capital projects that could be considered for the city's FY16-17 Capital budget. The grant application for these projects is due to the state by February 1, 2016. In addition to the transit facility project previously discussed, the grant request would also include bidding services and construction administration fees estimated at \$20,000. It was also proposed to include as part of the grant application a funding request to purchase additional furniture for the new building and a new token roller and safe for the vault room.

Another capital project proposed for the Committee's consideration involved the possible acquisition of a Ford 750 dump truck and snow plow equipment that would be used by transit staff to remove snow from transit routes that are located in residential areas. This work is typically completed by Public Works after they clear snow from primary and secondary roads. Last year Marc Adelman worked with an outside contractor to push snow from transit routes which allowed buses to come off of snow routes much faster than usual. If approved by the state this purchase would cost the city approximately \$4,000.

Adelman informed the Committee that the system's trolley buses will be refurbished this fiscal year. Proposals for this work are due to the Purchasing Office today. The wood interior of trolleys have been damaged in recent years due to leaky roofs and as a result Adelman said he would also like to include in next year's capital grant application funds to purchase a carport to support both trolleys and prevent future damage. The total cost estimate for the proposed capital projects is \$1,412,600 with the city's cost estimated at \$56,504. For FY16-17, no buses are eligible for replacement. Discussion continued. On the following page the recommended capital program of projects is identified.

Proposed FY16-17 Capital Project Budget (Continued)

CAPITAL PROJECT DESCRIPTION	ESTIMATED COST
Construction of new building and backup generator	\$945,000
Construction of parking lot on east side of new building and rehabilitate existing lot on west side of the transit garage	\$300,000
Architectural fees – bidding and construction admin.	\$20,000
F-750 single axle dump truck with snow plow	\$110,000
Trolleybus Carport (14' clearance, 30' wide, 40' long)	\$9,000
Furniture for new building, new safe, token roller	\$25,000
Computers for new building	\$3600
TOTAL COST ESTIMATE	\$1,412,600
<i>Estimated local cost due to federal and state funds</i>	\$56,504

Adelman asked the Committee for input and permission to move forward to submit the proposed capital projects for City Council's consideration as part of the city's FY16-17 budget and for funding consideration by the state. Discussion continued. If approved, plans call for the parking lot portion of the transit facility improvement project to be completed in August 2016. If the parking lot work is completed in a timely manner building construction could begin in October 2016 and the building could be potentially completed by March 2017. *A motion was made by Ralph Price and seconded by Larry Campbell to submit the capital budget discussed. All were in favor and the motion passed.*

Proposed FY16-17 Operating Budget

In an effort to submit a realistic operating budget for FY16-17, Adelman said he would like to propose moving budgeted funds from certain line items such as diesel fuel and gas that show existing savings to other line items that require additional funds such as overtime. He added that the estimated adjustments would allow for submitting a reduced budget for FY16-17 by \$11,534 compared to the FY15-16 budget figure. Of significance, the proposed budget would call for increasing full time wages by \$28,450 to hire an account clerk. The account clerk position is being requested to provide better service to our customers. This position would allow the transit system additional staff to answer phone lines and reduce clerical workload requirements for supervisors so they can better oversee operations. Discussion continued. Adelman indicated that the proposed budget adjustments are possible due to anticipated lower fuel prices that have been projected for the next two years by the Public Works Department, which is responsible for entering into fuel contracts with companies. *A motion was made by Wade Key and seconded by Judy Keesee to submit the proposed operating budget for FY2017 to the city's Budget office for consideration. All were in favor and the motion passed.*

Title VI Plan Update

The Title VI Update for Danville Transit was provided to the members of the Transportation Advisory Committee in advance of the meeting. Adelman informed the Committee that the state has approved the Title VI Plan Update that was previously submitted for their review and is currently seeking approval from the Transportation Advisory Committee.

Title VI Plan Update (Continued)

Adelman identified as part of his PowerPoint presentation that the Title VI Plan Update involves developing a plan that addresses issues to ensure that the transit system is not acting in a discriminatory manner per Title VI of the Civil Rights Act of 1964. Most recently in the last six years the emphasis of the Title VI Plan Updates has addressed providing meaningful access to persons with limited English proficiency. Recipients of public transportation funding are required to develop policies, programs and practices that ensure federal and state aid is used in a manner that is nondiscriminatory.

The Public Outreach Plan included in Danville Transit's document covers the following areas;

- Schedule meetings at times and at locations which are convenient and accessible
- Coordinate with community and faith based organizations, educational institutions and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities
- Consider radio, television or newspaper ads in publications that serve LEP populations
- Provide opportunities for public participation
- Provide a translator for public meetings upon request from LEP individuals

Danville's Public Outreach Plan is accomplished through a variety of strategies. One strategy identified by Adelman involves publishing all public meeting notices in Spanish as well as English. For example, he stated that these notices have been advertised for fare increases in the past and most recently for the Reserve A Ride student fare discount. Transit staff are also trained how to communicate with passengers who maintain limited English proficiency. Furthermore, he added that a person who works for Danville Public Schools and who is fluent in Spanish provides assistance with translating documents. An employee of Danville Transit is also fluent in Spanish and is available if needed to provide assistance.

Adelman showed through his presentation information concerning Danville Transit's Language Assistance Plan for Person's with Limited English Proficiency. Related slides about the Plan identified the following;

- An assessment of needs based on demographic data, input from transit staff, community organizations, importance of transit services, resources available and cost is completed
- 1.8% of Danville's population (758 persons) were identified with Limited English Proficiency

The assessment of needs generated the following recommendations for language assistance that are feasible;

- Translate vital documents including public notices and fare information
- Attempt to hire bilingual staff with competency in spoken and written Spanish
- Provide Language Line Translation Services for telephone contacts
- Provide In-person translation for ADA eligibility assessments

After discussion a motion was made by Larry Campbell and seconded by Ralph Price to approve the Title VI Plan Update. All were in favor and the motion passed.

The meeting was adjourned at 1:15 pm.