

**TRANSPORTATION ADVISORY COMMITTEE
MINUTES
April 19, 2017**

The Transportation Advisory Committee met on April 19, 2017 at 12:00 pm in the airport's Eastern Conference Room. The following were present:

Attendees:

Alexis Ehrhardt, Chairperson	Wade Key
Ralph Price, Vice-Chairperson	Marc Adelman, Transportation Services Director
Councilman Larry Campbell	Lisa Bivens, Administrative Assistant
Judy Keesee	

Approval of Minutes

Judy Keesee moved that the minutes of the December 6, 2016 meeting be accepted as presented and Larry Campbell 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 completed a PowerPoint presentation which involved a review of monthly ridership and financial status report data for the period July 2016 through March 2017. Of significance, passenger fare revenue is slightly under budget for the period. Adelman explained that realized revenue is under budget due in part to reduced gas prices that have contributed to an 8% reduction in fixed route ridership and a significant increase in discounted token sales. He further clarified that the increase in token sales is directly related to Reserve A Ride ridership activity which increased 37% year to date.

Adelman stated that overtime expense has decreased significantly during the third quarter of FY2018 but is still over budget by 59%. He commented that the strategies that were previously discussed with the Committee to reduce overtime and that were implemented during the fall have been effective. It is also anticipated that overtime will continue to decrease during the last few months of the fiscal year.

Update on Operating and Capital Projects

Adelman provided the following information concerning a variety of projects that are currently underway;

- Construction activities for the new, 4400 square foot building are on schedule and the project is anticipated to be completed this summer.
- Furniture for the new building has been ordered and the related cost is within budget.
- Installation of the camera system and security improvements for the new building will begin next month.

Update on Operating and Capital Projects (continued)

- The second trolley has been rehabilitated and the carport for the trolleys has been erected.
- The new Ford 750 diesel engine dump truck that will be used to push snow along fixed routes was delivered this month.
- The new propane buses to support the Averett service are scheduled to be delivered in May 2017.
- A meeting will be held with Averett on April 25th to finalize the route path for the service.
- The new bus shelter for Averett's north campus was bid this month.
- In January a proposal was received to install a propane fueling station.
- A meeting was held with the Mainline Trolley subcommittee in March to discuss marketing activities for the new service that will operate in the River District.

Images of the different projects were reviewed and discussed with the Committee.

Propane fueling station update

Adelman stated that the propane refueling station project was bid in January and at that time the bid specifications called for a 1,000 gallon above ground propane tank. He also mentioned that only one bid was received for \$120,000. Public Works estimated this project would cost approximately \$67,000. Since the bid for the refueling station was received before the grant application deadline the \$120,000 figure identified by the vendor was included as the cost estimate for the application.

Adelman also mentioned that information from other vendors was solicited regarding the scope of the project because a purchase order for the refueling station cannot be issued until July 2017 and Public Works has encountered reliability issues with their propane dispensing unit. Based on additional information received from interested vendors the scope of the project was revised and plans were submitted to the River District Design Commission to obtain a larger 2,000-gallon underground tank for the Spring Street location. An underground tank offers less opportunity for vandalism and exposure to fire or a lightning strike. The larger 2,000-gallon tank may also facilitate the flow of the fuel and should help to reduce expense since a larger quantity of fuel will be purchased and should cost less per gallon. Discussion continued. This project will be re-bid in the spring.

Mainline Trolley bus service

Adelman indicated that approval must be obtained from the River District Design Commission for bus stop signage that is necessary to support the Mainline Trolley bus service. In July, a bus driver will be hired and trained to complete the service. In addition, purchase orders should be issued to complete the Mainline Trolley signs and the new route and schedule guides. Public information meetings will also be scheduled in July to discuss the new trolley service, the Averett University bus operation and the planned service extension to the Danville Centra Medical Facility. Marketing materials should be available for distribution by the end of July.

Mainline Trolley bus service (continued)

Signage examples were shown to the Committee. Other possible marketing activities discussed by the Mainline Trolley sub-committee are listed below;

- Community Market Weekly Newsletter – 800 recipients (if schedule is relevant)
- River District Association - online marketing
- Danville Science Center – online marketing and signage
- River City TV station bulletin board – 10,000 subscribers
- Operations budget – flyer - \$2,000 available for advertising
- Public Service Announcements – radio and print
- Danville Transit website – www.danvilletransit.com
- City of Danville website – homepage /announcements section
- City of Danville website – city spotlight (bottom of homepage)
- City of Danville social media (Twitter and Facebook) 6,000 followers

FY18 Budget Update

Adelman informed members that some significant budget changes have occurred since the Committee met last to discuss the FY2018 budget. These changes are outlined in the table below.

Description of Budget Item	Original Budget Estimate	FY18 Updated Budget	Local Difference
Propane Refueling Station Project	\$66,270	\$120,000 Proposal received in January 2017	Increase of \$2149 due to 96% federal and state subsidy
Evening Operations Assistant Position	\$32,000	\$56,000 - CMO interest to create a Division Director Position	Increase of \$8000 due to federal operating aid subsidy
Anticipated State Operating Aid for base budget and Senior Transportation	\$451,951 Based on FY17 allocation	\$396,980	-\$54,971
General Fund Requirement	\$183,160	\$230,660	\$47,500

FY18 Budget Update (continued)

In summary, the budget amount for the propane fueling station was increased to \$120,000 to acquire a larger 2,000-gallon below ground tank. Per the suggestion of the City Manager's office, the Evening Operations Assistant position was changed to a Division Director's position to support to the Department Director's position. In addition, revenue estimates were modified since the state has eliminated state operating aid for the New Freedom grant and reduced operating assistance for the transit system's base operation because surplus funding is not available for FY18. Discussion continued.

The meeting was adjourned at 12:55 pm.