

TRANSPORTATION ADVISORY COMMITTEE
MINUTES
October 29, 2020

The Transportation Advisory Committee met on October 29, 2020 at 12:00 pm in the Mass Transit Training Facility. The following were present:

Attendees:

City Councilman James Buckner	Earl Reynolds, Deputy City Manager
Anna Kautzman	Marc Adelman, Transportation Services Director
Judy Keesee	Lisa Bivens, Senior Administrative Assistant
John Moody, Vice-Chairperson	
Ralph Price	

Public Comment

No public comments were received.

Approval of Minutes

City Councilman James Buckner moved that the minutes of the August 18, 2020 meeting be accepted as presented. Judy Keesee seconded the motion, all members present were in favor and the motion passed.

Review of Financial Status Report

Marc Adelman reviewed the financial status report for the first quarter of FY2021 with the Committee. He indicated that total passenger revenue for the period was under budget by 22%. A total of \$66,325 in passenger revenue was realized during the first quarter of FY21 however, the budget amount is \$85,000. Token sales for the first quarter decreased by 20% compared to tokens purchased by organizations and passengers last fiscal year through September 2019. Salary and wages were 12% under budget for the first quarter of FY21. He added that fixed route ridership is down by 30% so far this fiscal year and senior ridership is also down; however, Reserve a Ride ridership increased significantly during the first quarter.

Job vacancies related to the Division Director's position and full time driving positions contributed to reduced salary and wage expense for the first quarter of FY21. In addition, the pay for performance increase was delayed until September 2020, which further contributed to decreased salary and wages for the period. Fuel charges for the first quarter are 20% under budget and 9% less than the first quarter of FY2020. Total operating expenses for the first quarter are under budget by 8.4% or \$65,719.

Marc Adelman updated the Committee on the current employment status for transit drivers. Since July 2020, five part time drivers and seven full time drivers were hired. However, six employment separations occurred during this quarter involving one part-time driver and five full-time drivers. Presently, twenty-seven of the thirty full-time drivers' positions are filled and twenty-six full-time drivers are active.

Review of Financial Status Report (continued)

Marc Adelman indicated the current employment situation is a significant improvement compared to the spring when only twenty full-time drivers were active due to health issues and other reasons. He said the employment situation with drivers continues to be extremely volatile and he does not expect the situation to change in the near future.

Marc Adelman provided annualized financial projections for this fiscal year based on actual financial data for the first quarter of FY2021 and recent input concerning state and federal operating funding levels provided by the Virginia Department of Rail and Public Transportation as identified below:

DESCRIPTION	BUDGET AMOUNT	ANTICIPATED AMOUNT	PROJECTED DIFFERENCE
CASH FARES	\$342,000	\$266,500	(\$75,500)
TOTAL OPERATING EXPENSE	\$3,135,770	\$2,872,894	\$262,876 – <i>UNDER BUDGET</i>
FEDERAL OPERATING AID	\$1,394,890	\$2,349,640	\$954,750
STATE OPERATING AID REPLACED WITH CARES ACT FUNDS	\$563,840	\$531,940	(\$31,900)
ADDITIONAL FEDERAL OPERATING AID RECEIVED FOR FY19	-	\$18,966	\$18,966

Approval of Black History Bus Wrap Recommendations

The list of names generated by the sub-committee (John Moody and James Buckner) for the 2021 Black History bus wrap was provided to the Committee for their review and consideration. Marc Adelman also provided biographical information to the Committee to assist with the evaluation process to select persons for the next bus wrap. John Moody indicated that the recommendations included persons that made significant contributions. The Committee considered the following persons for the 2021 Black History Bus wrap:

Barack Obama (on current bus wrap)
Dr. Martin Luther King Jr. (on current bus wrap)
John Lewis
Thurgood Marshall (on current bus wrap)
Nat Turner
James Baldwin
Maggie Lena Walker
Carter G. Woodson
Ralph Bunche
Frederick Douglas

Dorothy Height
Fannie Lou Hamer
Booker T. Washington
W.E.B. Du Bois
Charles Drew
Harriet Tubman (on current bus wrap)
Bishop Lawrence Campbell, Sr.
Gloria Campbell, Bishop Campbell’s wife
Dr. William Sweezer
The Edmunds Brothers

Approval of Black History Bus Wrap Recommendations (continued)

A motion was made by Ralph Price to eliminate the names of persons that were on the first bus wrap if there are enough names of persons that made significant contributions to use. Judy Keesee seconded the motion. Four members were in favor of the motion and two members opposed the motion. Motion passed.

A motion was made by Judy Keesee and seconded by James Buckner to add Ferrell Edmonds (father) with the three Edmonds brothers. Three were in favor of the motion and three opposed. Motion failed.

After significant discussion and several votes, the following persons were approved for the bus wrap: John Lewis, Maggie Lena Walker, Carter G. Woodson, Ralph Bunche, Fannie Lou Hamer, Booker T. Washington, W.E.B DuBois, Bishop Lawrence Campbell, Sr., Gloria Campbell, and the Edmunds Brothers (3).

Virginia Chapter American Planning Association Conference draft presentation

Marc Adelman completed a presentation with the Committee that he recently gave to the Virginia Chapter of the American Planning Association that concerned the resiliency of the transit system. The Virginia Chapter invited him to speak due to a January 2021 **Greater Greater Washington** article about the Danville Transit System. The presentation reviewed the actions taken by Danville Transit since 1992 to implement strategies to accommodate and recover quickly from difficult conditions.

Same-Day Reservation Policy and Procedures to begin December 2020

Marc Adelman said on December 1, 2020, the transit system plans to initiate same day reservations for the Handivan, Reserve A Ride and Senior Transportation operations. A primary objective of this service change is to improve service efficiency levels and flexibility for customers to receive service. He indicated that same day reservation requests could only be submitted online. Transit staff expressed interest to offer same-day service at times when it can be provided reliably relative to work trip activity and medical trip activity involving dialysis treatment. Same-day service hours will be from 9:00 am until 11:00 am and from 1:00 pm until 7:00 pm., Danville Transit staff will process the service requests from 6:00 am until 6:00 pm, Monday through Saturday. Plans call for transit staff to notify passengers concerning the scheduled boarding time for their same-day trip request based on the phone number identified on the online reservation form.

The meeting was adjourned at 1:17 pm.