

**TRANSPORTATION ADVISORY COMMITTEE  
MINUTES  
January 29, 2015**

The Transportation Advisory Committee met on January 29, 2015 at 12:00 pm in the airport's Eastern Conference Room. The following were present:

**Attendees:**

Wade Key, Chairman	Ralph Price
John Moody, Vice-Chairman	Ken Larking, Deputy City Manager
Alexis Ehrhardt	Marc Adelman, Transportation Services Director
Judy Keesee	Lisa Bivens, Administrative Assistant

**Approval of Minutes**

Judy Keesee moved that the minutes of the October 29, 2014 meeting be accepted as presented and Ralph Price seconded the motion. All were in favor and the motion passed.

**Transit Development Plan Update 2015**

Jason Quan of the KFH Group was present for the meeting and completed a PowerPoint presentation regarding the status of the Transit Development Plan (TDP) Update. He indicated that his firm has finished about half of the update and mentioned that a TDP is a short range transit plan that gives transit providers a way to look at what they are currently providing and identifies options for potentially improving service delivery. This plan also looks at the capital needs for a six year period. More importantly, the State may not fund any or all of the recommendations made in the TDP Update, however they are less likely to fund something that is not identified in the plan. The last TDP Update was completed in 2009.

Quan identified that the next part of the study will involve the preparation of a set of draft goals, objectives and standards that should guide the transit system for the next six years. In November 2014 KFH Group staff spent time in Danville speaking to passengers, employees and stakeholders to gain information about the service. Surveys were completed by the riders on the fixed-route and demand response service. From this information a draft set of goals was developed. Discussion continued.

TDP Goals developed:

Goal 1 – Provide reliable fixed-route and demand response service that meets the transportation needs for Danville residents

Goal 2 – Market existing Transit services

Goal 3 – Deliver fixed-route and demand response services in a cost-effective manner

Goal 4 – Deliver reliable fixed-route and demand response services in a safe manner

Goal 5 – Provide transit services that are accessible to citizens

**Review and Consideration of FY2016 Grant Applications**

Marc Adelman completed a PowerPoint presentation to update the Committee on the proposed FY2016 operating, capital and New Freedom grant applications. An estimated net increase of \$87,860 in operating expenses is expected for next fiscal year.

### **Review and Consideration of FY2016 Grant Applications (continued)**

Some issues driving the operating budget increase include a planned pay for performance increases at \$31,370 and an increase in maintenance labor repair charges of \$17,300 to accommodate an additional part-time mechanic to reduce vehicle downtime. In addition, general liability insurance is expected to increase due to claims for the city as a whole. Other budget line items that are anticipated to increase include the administrative expense allocation and maintenance service contracts. For FY2016, the proposed budget also calls for shifting part time wages to full time wages so additional full time drivers can be hired to improve driver availability and reduce overtime expense. With this shift the base operating budget will provide for three and a half additional full time positions and the New Freedom grant could provide for one and a half positions.

During FY2016 there is expected to be an increase in federal operating aid received of \$44,030, however state aid is expected to decrease. The state informed transit systems to anticipate a ten percent decrease. Discussion continued.

The program of projects for the capital grant application was reviewed. The capital budget for FY2016 is primarily based on vehicle replacement as identified in the Capital Replacement Plan. In addition, fareboxes will be purchased for seven buses and bike racks and concrete pads would be purchased and installed in several city locations. Also, funds are being requested to complete architectural services to expand the administrative office area at the garage. The total estimated budget for capital projects is \$1,018,100. The local share estimate is \$62,305, which is about \$13,400 more than last year for capital projects.

An exhibit was circulated showing the plans to expand the administrative maintenance area at the Mass Transit garage. The FY2016 capital grant request for this project is for architectural services only. Subject to further approval, the FY2017 capital grant application would include a funding request to complete a facility expansion based on the cost estimate generated by the architectural firm. This request is primarily due to the crowded supervisor's office where drivers report to work and two different staff persons are communicating simultaneously with customers via the phone and drivers via the radio. In addition, the need for additional space would support the ability to review camera surveillance footage in private and to meet privately with staff. Currently, the mass transit administrative facility does not offer office space for this purpose. Discussion continued.

The FY2016 New Freedom grant information was reviewed by the Committee. The FY2015 New Freedom grant application requested federal and state operating aid to subsidize \$170,000 in total operating expenses. However, the state rejected a request for that amount because of existing funding constraints and directed the City to work with a budget of \$153,860. ***A motion was made by Ralph Price and seconded by Alexis Ehrhardt to move forward in seeking funds as described in the Operating, Capital and New Freedom grant applications. All were in favor and the motion passed.***

## **Proposed Recommendations for Operating Policy and Procedures**

Adelman mentioned that since the last Committee meeting input has been received from the City Attorney's office regarding the interest to formalize policy and procedures regarding passenger issues as identified below.

- Emitting grossly offensive body odor
- Carrying hazardous materials such as automobile batteries and flammable liquids
- Use of rude disruptive or threatening behavior, including profanity
- Sagging pants in which underwear is exposed

Marc Adelman stated that other cities have made it unlawful for a person to appear in public or in a public place wearing pants, skirts and other clothing below the waist which exposes skin or undergarments. Wade Key asked about specific actions that drivers would follow to address persons wearing sagging pants. Adelman commented that specific procedures would have to be established for the drivers to follow such as informing the passenger that it is not acceptable due to policy and ask them to adjust their pants before boarding the bus. If they refuse the driver would pull over, radio base that the passenger is not complying with policy and the police would be called if they refuse to get off of the bus. The city attorney referred to this as violation of trespassing.

Lynchburg Transit's policy on body odor is the following; the driver must document that a certain passenger has body odor issues then similar documentation is obtained from other passengers. After those two requirements are met the supervisor would meet with the individual and verify the complaint and inform the person that they cannot ride or use the transit system. If the passenger complies then the person is provided a refund for the trip, however if the passenger refuses to comply with the request then the police would be called. Adelman suggested that in following Lynchburg's policy regarding offensive body odor refunds should also be made if a passenger is wearing sagging pants. Alexis Ehrhardt commented that if the procedures are the same for both offenses and a passenger complains then the procedure for refunds should be the same as well.

John Moody asked if the city attorney's office has looked at other cases and prior court decisions regarding these issues. Mr. Moody commented that Danville Social Services does serve individuals wearing sagging pants. He also referenced a passenger that may have a baby with them that needs a diaper change and that this policy could potentially cause serious issues. Judy Keese commented that the language which identified that it was unlawful if a person wears sagging pants is referring to below the waist; however it would be possible for someone to wear something that exposes skin above the waist.

Ralph Price asked about the ability to enforce a policy that addresses sagging pants and how it would impact overall bus operations regarding timing issues and buses being able to stay on schedule. Adelman said that he anticipates that when drivers are behind in their schedule that they would not consistently enforce related guidelines. Alexis Ehrhardt commented that if such a policy is not enforced, then don't do it. Ralph Price also commented that it was important to be able to enforce such a policy consistently. Discussion continued.

**Proposed Recommendations for Operating Policy and Procedures (continued)**

Adelman said he would like to meet with all fixed-route bus drivers and get their input on related issues and report back to the Committee. This proposal was supported by the Committee.

The meeting was adjourned at 1:35 pm.