

TRANSPORTATION ADVISORY COMMITTEE
MINUTES
October 5, 2023

The Transportation Advisory Committee met on October 5, 2023 at 12:00 pm in the airport's Eastern Conference room. The following were present:

Members:

Chris Franks, Vice-Chairperson
Debra Hairston
Anna Kautzman, Chairperson
Tyrell Payne
Earl Reynolds, Deputy City Manager

Staff and Other Participants:

Amanda Paez, Chief Equity Officer, Assistant to the City Manager
Marc Adelman, Transportation Services Director
Lisa Bivens, Senior Administrative Asst.

The Transportation Advisory Committee meeting, held on October 5, 2023, was called to order at 12:14 pm by Chairperson, Anna Kautzman.

Public Comment

No public comments were received.

Approval of Minutes

Debra Hairston made a motion that the minutes be amended to include all members of the Transportation Advisory Committee under the members heading. Tyrell Payne seconded the motion. All members in attendance were in favor of the of approving minutes of the August 10, 2023, Transportation Committee meeting as amended and the motion passed.

Financial, Ridership and Employee Status update

Marc Adelman updated the Transportation Advisory Committee concerning financial data, ridership, and the transit system's employment status. He indicated that total operating costs for the first two months of the fiscal year are under budget by \$84,955 (12.2%). Salary and wage expense is under budget by 14.3% for the period, primarily due to job vacancies related to driver positions.

Fuel charges are under budget by 9% year to date due to lower fuel prices through contract pricing. Workers Compensation charges are under budget for the period by 68%. The General Liability Insurance line item is at budget for expense related to the insurance premium. However, charges related to actual claims would be posted at the end of the fiscal year. Vehicle maintenance charges are also under budget by \$10,444 year to date.

Passenger revenue realized for the first two months of the fiscal year, exceeded the budget target by 4.2% or \$2,371 primarily due to the contract revenue received from the Institute for Advanced Learning and Research and Averett University.

Financial, Ridership and Employee Status update (*Continued*)

A conservative estimate for bus advertising revenue was identified for the current operating budget, however due to the sales efforts of the current advertising company, realized bus advertising revenue to date has greatly exceeded budget targets. Due to additional realized operating revenue and reduced operating expense for the period the anticipated operating deficit was reduced. As a result, the operating deficit is less than budgeted, and the transit system is eligible to receive less federal operating aid than budgeted in the amount of \$14,401 for the period. Likewise, the local match requirement is currently under budget by \$76,470.

Marc Adelman reviewed information concerning ridership for different service modes with the Transportation Advisory Committee. Of significance, ridership activity for all service modes have increased this fiscal year compared to FY2023, however ridership has not rebounded for certain service modes compared to levels that occurred prior to the pandemic. For example, currently fixed-route ridership is 28% less on average compared to fixed-route ridership that occurred prior to the pandemic. Also, Senior Transportation ridership activity is still significantly lower compared to prior to the pandemic. However, ridership activity related to the Reserve A Ride service has increased 22.5% since the pandemic. Marc Adelman indicated that the Reserve A Ride service continues to be the most stable, resilient operation that Danville Transit provides.

Marc Adelman updated the Transportation Advisory Committee concerning the employment status for bus drivers as identified below.

- Twenty-two (23) full-time drivers are currently active compared to twenty-two (22) full-time drivers in August 2023.
- There are currently no full-time drivers unavailable to work due to medical leave.
- A total of thirty-six (36) full-time and part-time drivers are currently employed compared to thirty-four drivers in August 2023.
- Twelve (12) drivers currently employed have been with the transit system for less than a year.

Of significance, of the drivers who are currently employed, fifteen persons do not maintain a commercial driver's license. This situation restricts flexibility for staff to use larger buses in fixed route service, which can challenge the transit system's ability to provide reliable service especially when employees are on sick or annual leave or if workforce retention challenges exist.

FY2024 Capital Budget Items

Marc Adelman updated the Transportation Advisory Committee concerning the status of the FY2024 capital program of projects and discussed the projects in detail. Related information is identified on the following page.

FY2024 CAPITAL PROJECTS	STATUS
REPLACE SIX (6), 14-PASSENGER BUSES	BUSES WERE ORDERED
<p data-bbox="188 342 1073 405">PURCHASE ONE (1) 28-PASSENGER BUS TO REPLACE TROLLEY BUS WHEN ITS USED IN FIXED ROUTE SERVICE</p> <p data-bbox="188 449 1089 548">The 28-passenger bus that was ordered in FY23 was delivered this summer, but the camera system and destination sign system did not work properly so parts had to be ordered.</p>	BUS WAS ORDERED
PURCHASE AND INSTALL ONE BUS SHELTER AND TRASH CAN FOR HARDEES BUS STOP LOCATION ON RIVERSIDE DRIVE – THE BUS SHELTER IS EXPECTED TO BE DELIVERED BY EARLY MAY 2024	ONE BID RECEIVED FOR THE BUS SHELTER - \$13,975. Price does not include installation.
PURCHASE SECOND MOBILE COLUMN LIFT	TO BE DELIVERED
PURCHASE MAJOR COMPONENTS (I.E. ENGINES/TRANSMISSIONS FOR THREE EXISTING, 28 PASSENGER BUSES AND THREE EXISTING 14 PASSENGER BUSES	COMPONENTS ORDERED
CONCRETE INSTALLATION AT TRANSFER CENTER TO REPLACE BRICK CHIPS AND INSTALL CONCRETE PAD FOR BUS SHELTER AT HARDEES ON RIVERSIDE DRIVE	PROPOSALS OPEN ON OCTOBER 5 AT 4:00 PM

Discussion concerning the new Black History Bus Wrap

Marc Adelman introduced Amanda Paez, Chief Equity Officer and Assistant to the City Manager, to the Committee. Mr. Adelman mentioned that Ms. Paez has been extremely helpful in the past with obtaining the high-resolution images needed for the bus wraps. Marc Adelman provided a list of persons for the Committee’s consideration that could be identified on a new bus wrap. He identified that up to 12 persons could be included on the wrap and that permission from individuals selected must be obtained in advance. A high-resolution image is required for the wrap. After further discussion it was the consensus of the Transportation Advisory Committee for the bus wrap to include persons from Danville.

Persons recommended to be represented on the bus wrap are identified below.

1. Zach Hairston
2. Judy Fallen
3. Charles Harris
4. Kirby Wright
5. Xelia Hickson
6. Bishop AR Linder
7. Shelby Irving
8. Harry Johnson
9. CG Hairston
10. Carrie Ashe
11. Doris Wilson
12. Gregory Hayes Swanson

Discussion concerning the new Black History Bus Wrap *(Continued)*

Amanda Paez said she will begin to work to obtain high-resolution images for persons who will be identified in the new bus wrap. She also mentioned that some persons who were selected by the Transportation Advisory Committee may decline the opportunity. Other potential names mentioned were Ralph Price and Cunningham and Hughes. Norma Brower and Claudius B. Claiborne were recommended after the meeting by email from Transportation Advisory Committee members.

The meeting was adjourned at 1:12 pm.