

Knoxville Transportation Authority

Meeting Date: Thursday, April 22, 2021
Held virtually via Zoom



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INDYA KINCANNON
MAYOR
(865)215-2040



CITY OF KNOXVILLE
KNOXVILLE TRANSPORTATION AUTHORITY

AGENDA
KNOXVILLE TRANSPORTATION AUTHORITY
Held virtually via Zoom
Thursday, April 22, 2021 at 3:00 pm

CHRIS CROUCH
CHAIR
JIM RICHARDS
VICE-CHAIR
RHONDA THOMPSON
RECORDING SECRETARY
SANDY BOOHER
LILIANA BURBANO BONILLA
MARK HAIRR
DOUGLAS LAWYER
ASHLEY OSBORNE
AMELIA PARKER
KIMBERLY WATKINS
JOHN LAWHORN
ATTORNEY TO K.T.A.

- I. Determination of Quorum
- II. Approval of Minutes – March 25, 2021
- III. Reports
 - A. KTA Chair
 - B. Commissioner's Comments
 - C. Staff
 - i. City of Knoxville Director of Transit
 - ii. TPO Transit Planner
- Update on 2045 Mobility Plan
- IV. New Business
- V. Old Business
- VI. Public Comments
- VII. Set Next Meeting for May 27, 2021 and Adjourn

This meeting and all communications between members is subject to the provisions of the Tennessee Open Meetings Act, TENN. CODE ANN. § 8-44-101, et seq.

Minutes
KNOXVILLE TRANSPORTATION AUTHORITY
Meeting held via Zoom
Thursday, March 25, 2021 at 3:00 pm

I. Determination of Quorum

Chair Crouch called the meeting to order and acknowledged there was a quorum. Other Commissioners in attendance were as follows:

Vice Chair Richards
Commissioner Booher
Commissioner Burbano-Bonilla
Commissioner Hairr
Commissioner Lawyer
Commissioner Parker
Commissioner Watkins

II. Approval of Minutes- February 25, 2021

Chair Crouch requested approval of the February 25, 2021 minutes. Commissioner Parker made a motion to approve the minutes and Commissioner Richards seconded that motion. The minutes were approved unanimously.

III. Reports

A. KTA Chair

Chair Crouch read a resolution recognizing Melissa Roberson's enormous contribution to public transit in Knoxville over the past 30 years, as follows:

RESOLUTION
Knoxville Transportation Authority

**A Resolution of the Knoxville Transportation Authority
recognizing Melissa Roberson's enormous contribution to
public transit in Knoxville**

WHEREAS, the Knoxville Transportation Authority (KTA) has enjoyed the benefit of Melissa Roberson's transit expertise, financial and otherwise; and

WHEREAS, this expertise has resulted in exceptional financial management of the transit system, creating trust in an organization which has allowed it to grow and expand to meet the needs of thousands in Knoxville; and

WHEREAS, this expertise was essential in the successful construction of the Knoxville Station Transit Center, the City of Knoxville's first LEED-certified government building; and

WHEREAS, under her financial management, KAT received "Outstanding Transit System of the Year" awards twice from the American Public Transportation Association, in 2004 and 2017; and

WHEREAS, in times of transition, it has always been Mrs. Roberson who has been asked to take the leadership role at the organization, most recently during a global pandemic; and

WHEREAS, during that global pandemic, she led the organization by focusing on problem solving and involving her entire team in decision making; and

WHEREAS, her service to the City of Knoxville and the city's transit system has spanned 39 years; and

WHEREAS, this is her last official day as Chief Financial Officer for KAT;

BE IT THEREFORE RESOLVED THAT

The Knoxville Transportation Authority wishes to recognize Melissa Roberson for her numerous years of service to transit, and express enormous appreciation for her steady, wise, and levelheaded leadership within Knoxville Area Transit.

He congratulated her on this well-deserved accolade and wished her well in her retirement. The resolution was approved unanimously.

B. Commissioner's Comments

There were no Commissioner comments.

C. Staff

i. City of Knoxville Director of Transit

Director Isaac Thorne stated that as of Monday, all KAT employees are eligible for the COVID-19 vaccine. He added that he was able to speak with many KAT employees about this and all are showing great enthusiasm in now being eligible. All employees are encouraged to get this vaccination and all needed information to do so has been provided. Additionally, Mr. Thorne stated that they are exploring options for someone to come administer the vaccinations at KAT facilities in an effort to make it as easy as possible for everyone.

Mr. Thorne stated that last month, Commissioners were informed about new bus stop signs being installed on all routes. Installations are nearly complete on routes 20 and 31 and all installations should be complete by fall of this year.

Ms. Melissa Roberson began the financial update by stating that as of the end of February, 66.67% of the fiscal year has passed. Ms. Roberson added that total revenue comes in at 58.35%. She stated that February is the first month since the pandemic hit that fare box and pass revenue are coming in. She says it would be a shorter fiscal year to collect revenues, so the numbers will not be the same as usual, but the numbers are slowly increasing. Ms. Roberson added that fuel prices have gone up somewhat, but they are still below what the city had budgeted. She sees no red flags on the budget and believes KAT will come in under budget for the year.

ii. TPO Transit Planner

Doug Burton stated that he would like to make a 10-minute presentation about the 2045 Mobility Plan during next month's meeting. He stated that there have been a series of public meetings about this. Mr. Burton said there have been many positive comments about KAT during these meetings.

Additionally, he stated that the TPO Executive Board did also recognize Melissa Roberson with a resolution. They stated their great appreciation for her contributions to transit and transportation in Knoxville over the past 30 years and they will miss her greatly.

IV. New Business

There is an update to Knoxville Area Transit's Drug and Alcohol Policy. Mr. Isaac Thorne stated that the KTA Board last approved an update to this policy in December of 2017. KAT is now updating this policy in order to remain compliant with federal regulations and that is to include semi-synthetic opioids. Mr. Thorne added that per policy, all safety system employees are required to take pre-employment drug tests and these employees are included in the random drug-testing program. He then asked the Commissioners to approve the Drug and Alcohol Policy.

Chair Crouch stated that Commissioners received a copy of changes made to this policy ahead of time and opened the floor for comments or questions.

Commissioner Parker asked Attorney Lawhorn if there are any abilities to control what the drug-testing process looks like. Attorney Lawhorn stated that the same basic standards in drug testing are used and it is a federally mandated process. He added that there is some discretion as to where one might direct their employees to go for testing. He also stated that there has to be a licensed medical doctor reviewing the results and a licensed individual must take the samples as well. Commissioner Parker asked if it is a mandated policy for someone to be watching the person giving the sample. Mr. Lawhorn responded that most places are not required to have someone present while giving the sample. He also added that if someone has suspicions of tampering during the process, there are provisions in place. Mr. Thorne added that there is not a requirement for someone to be in the room during KAT employees' testing.

Commissioner Hairr made a motion to approve this new policy and Commissioner Lawyer seconded that motion. KAT's new Drug and Alcohol Policy was approved unanimously.

V. Old Business

There was no old business

VI. Public Comment

There were no public comments.

VII. Set Next Meeting and Adjourn

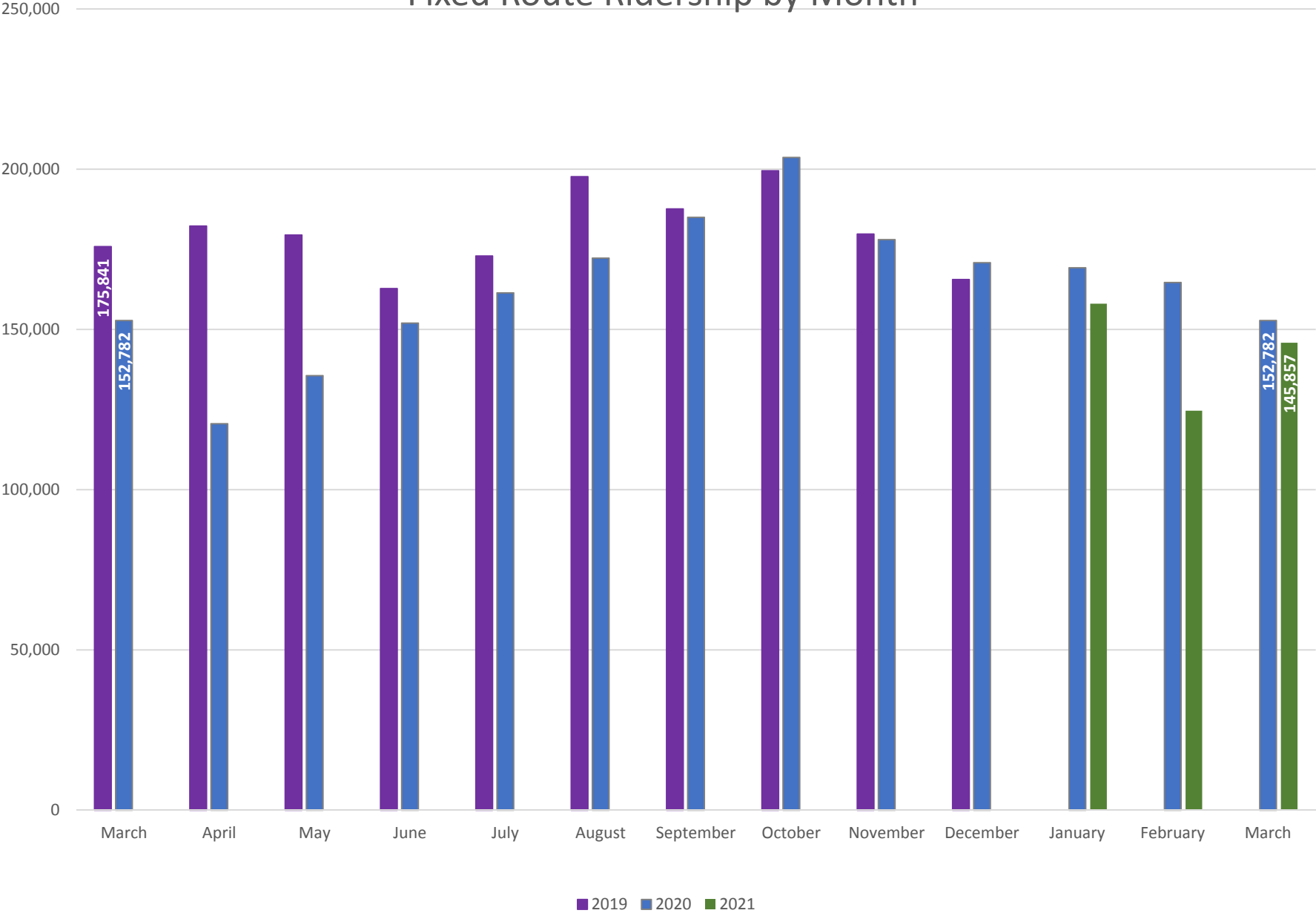
The next meeting was set for April 22, 2021 at 3:00 p.m. via Zoom.

Respectfully submitted,

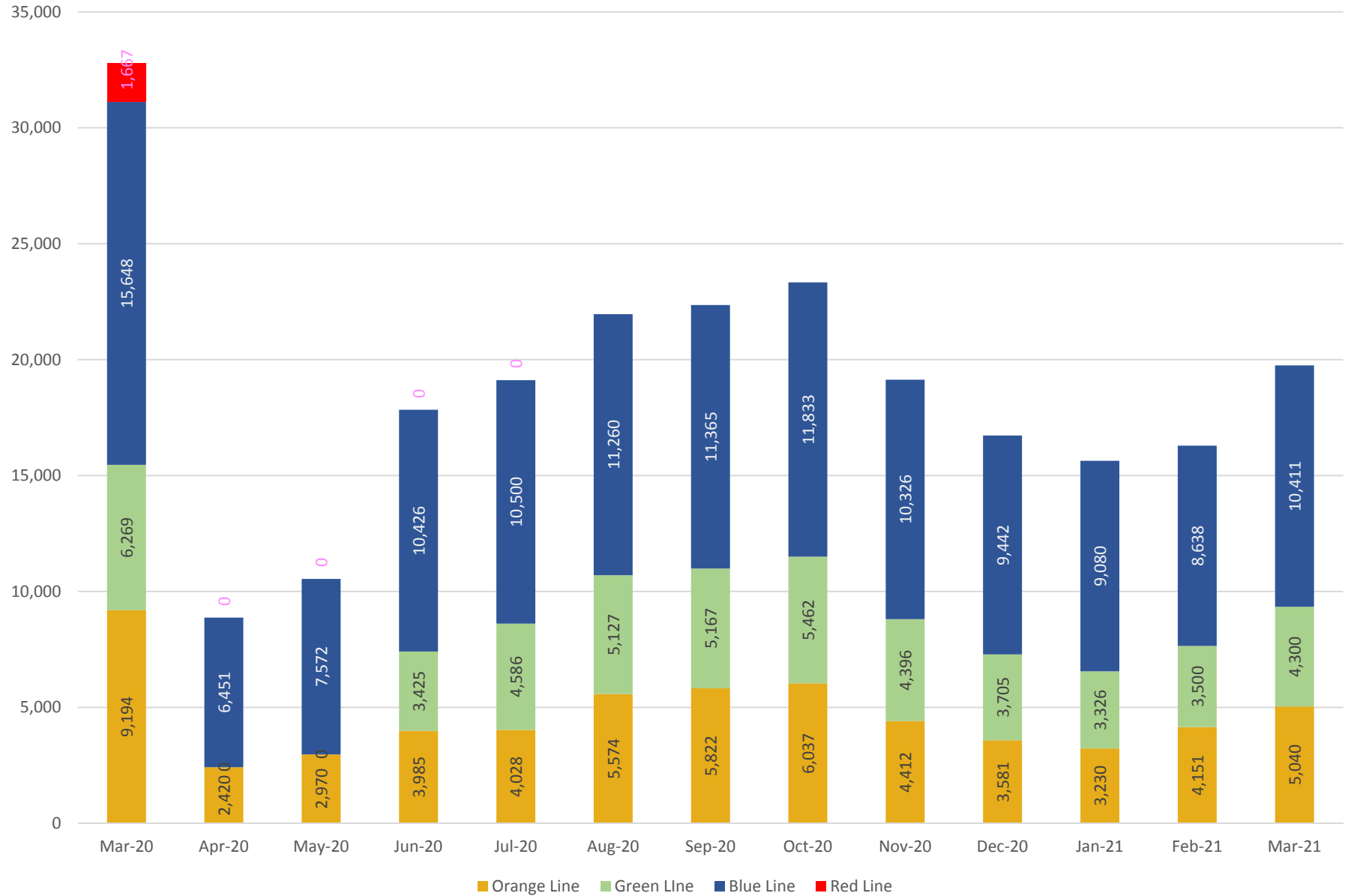
A handwritten signature in black ink that reads "Rhonda Thompson". The signature is written in a cursive style with a large initial "R".

Rhonda Thompson
KTA Recording Secretary

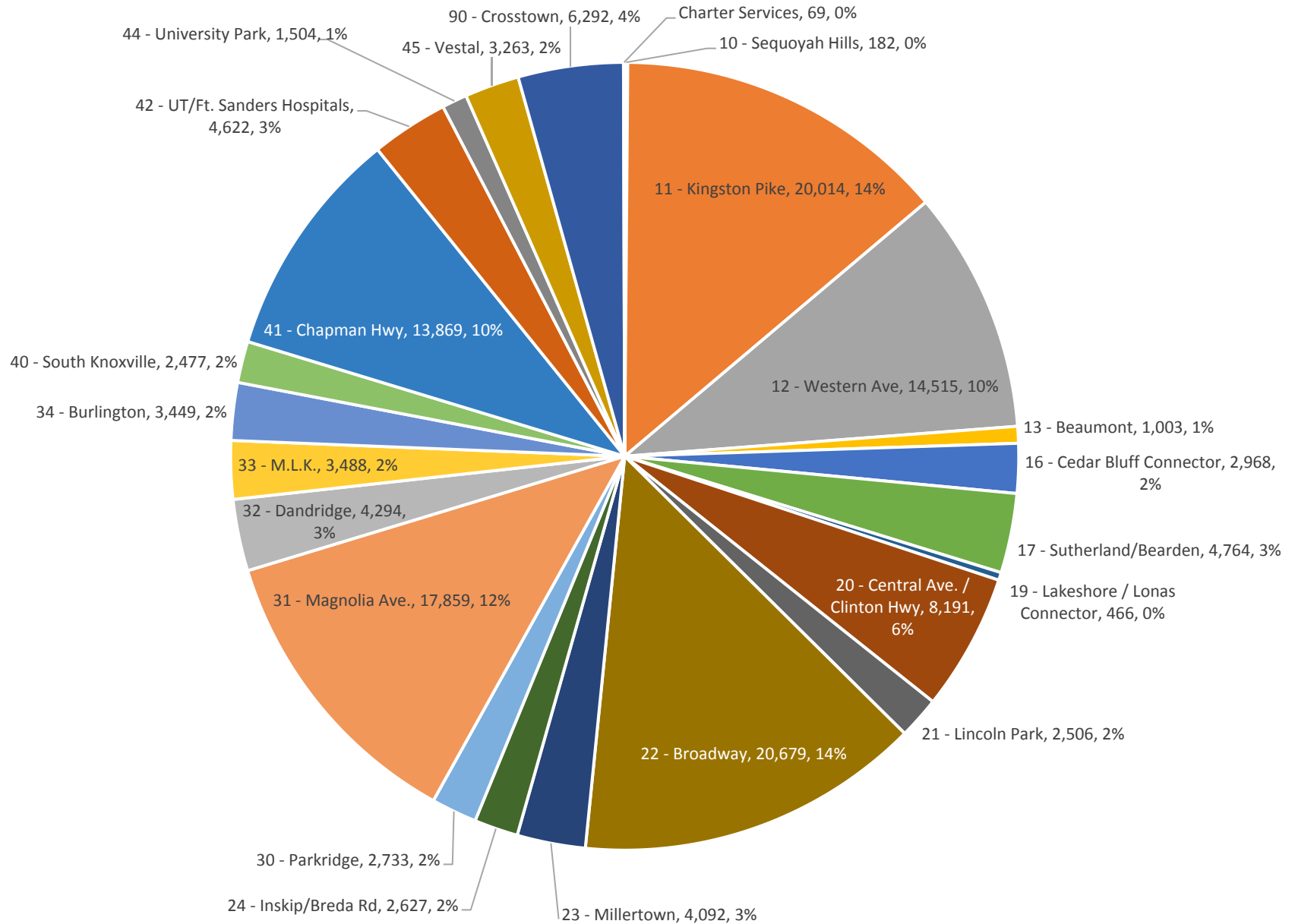
Fixed Route Ridership by Month

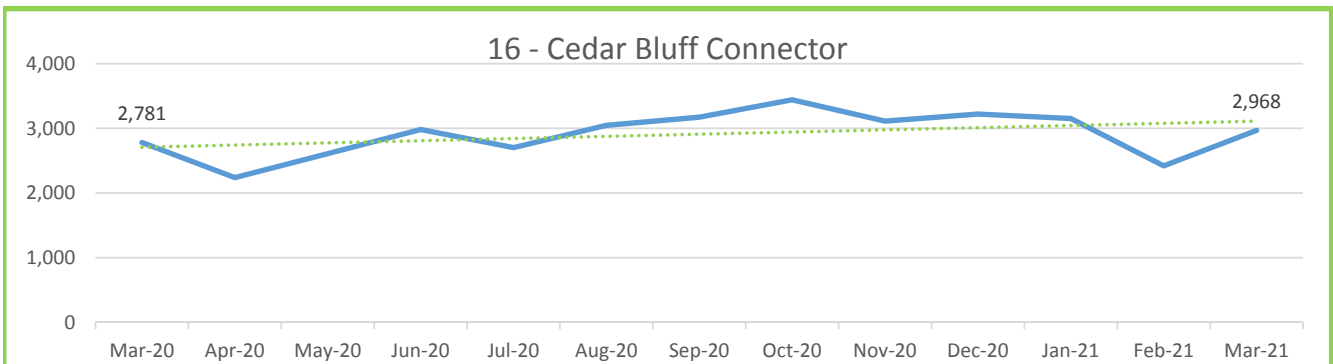
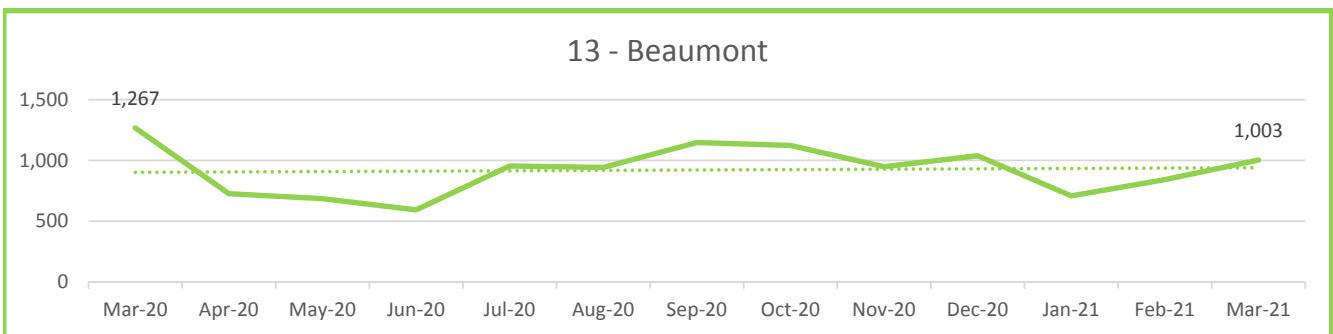
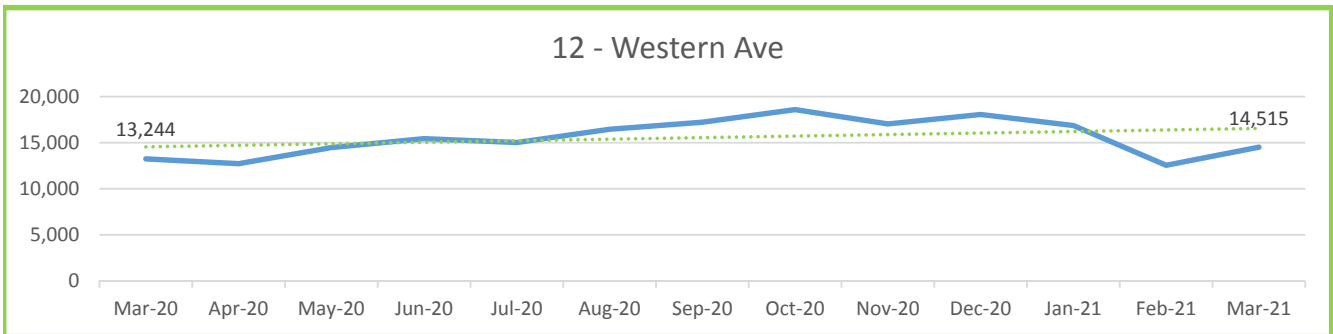
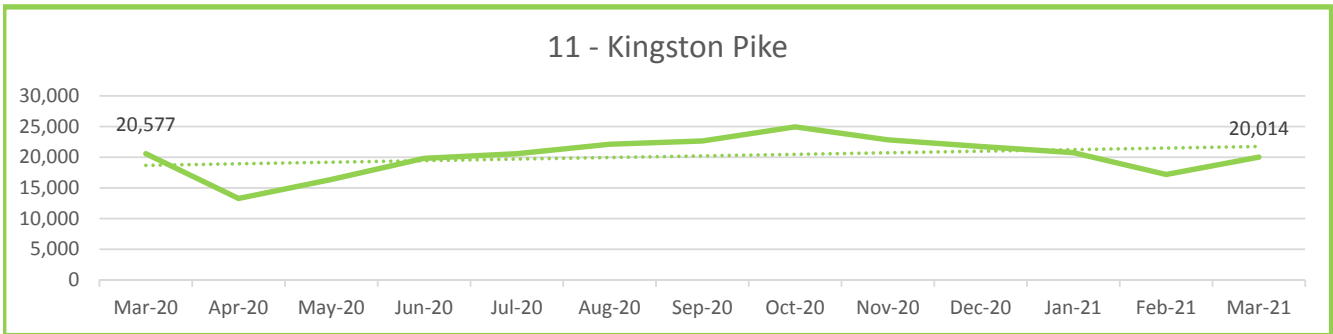
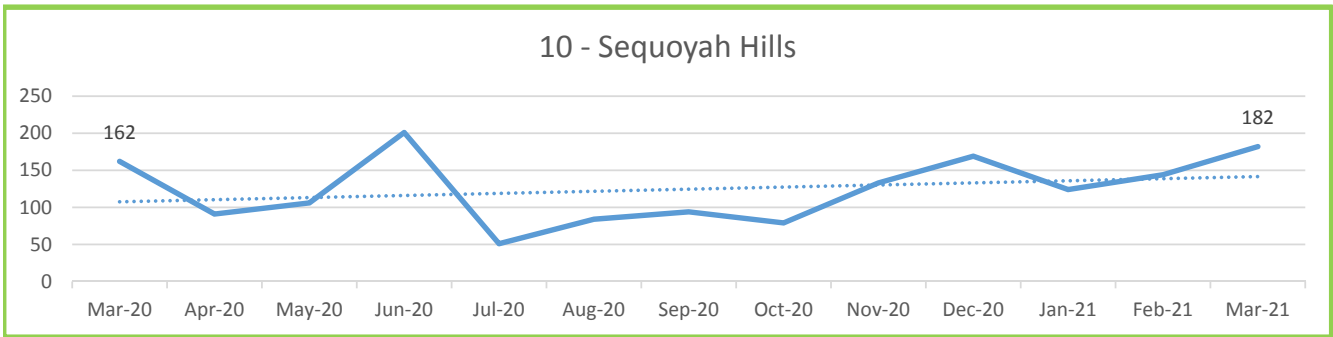


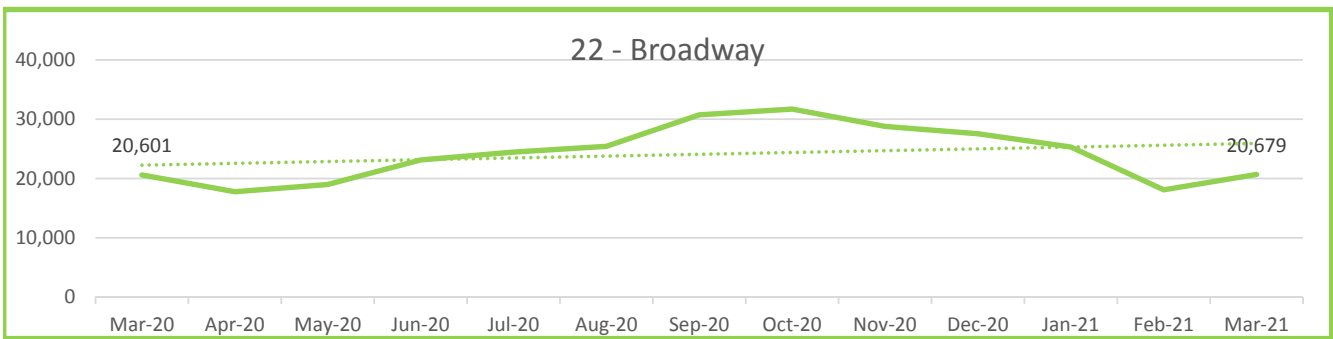
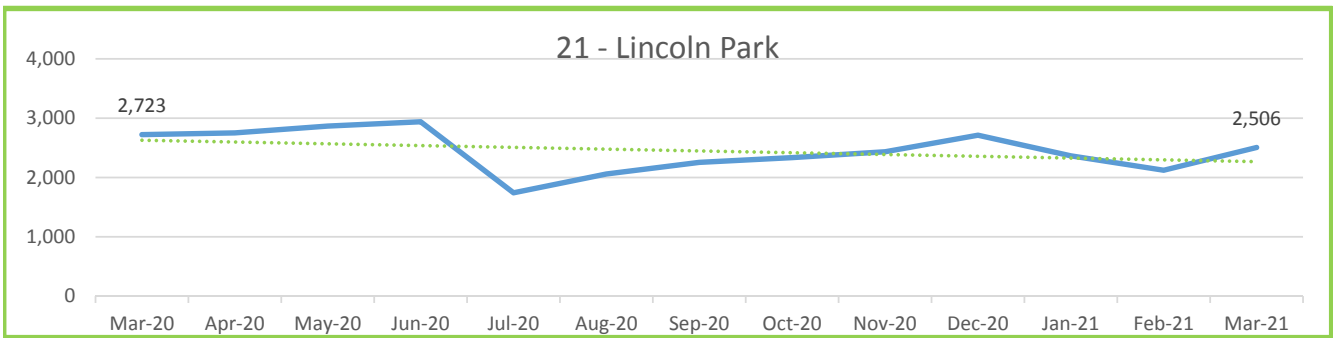
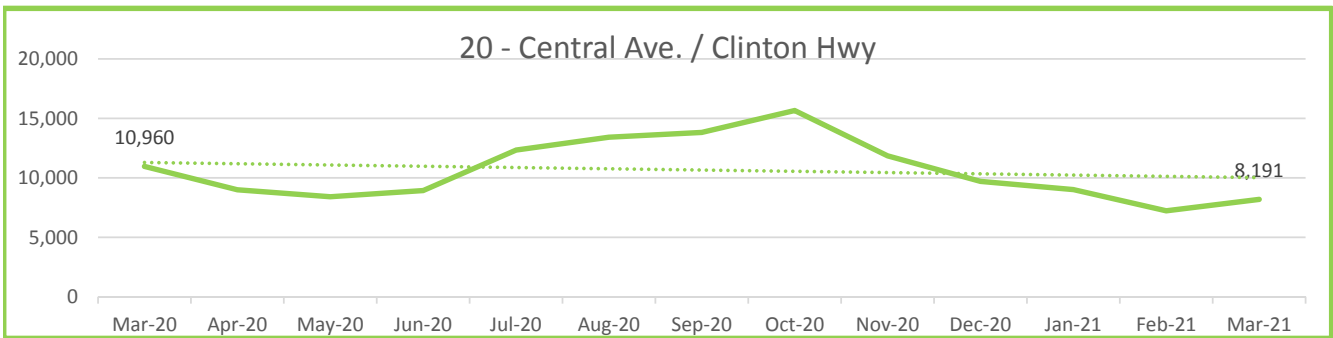
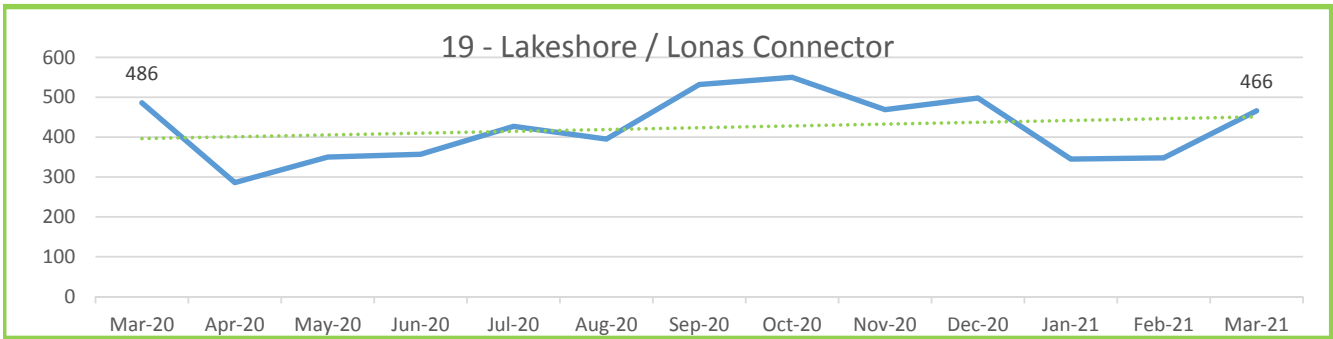
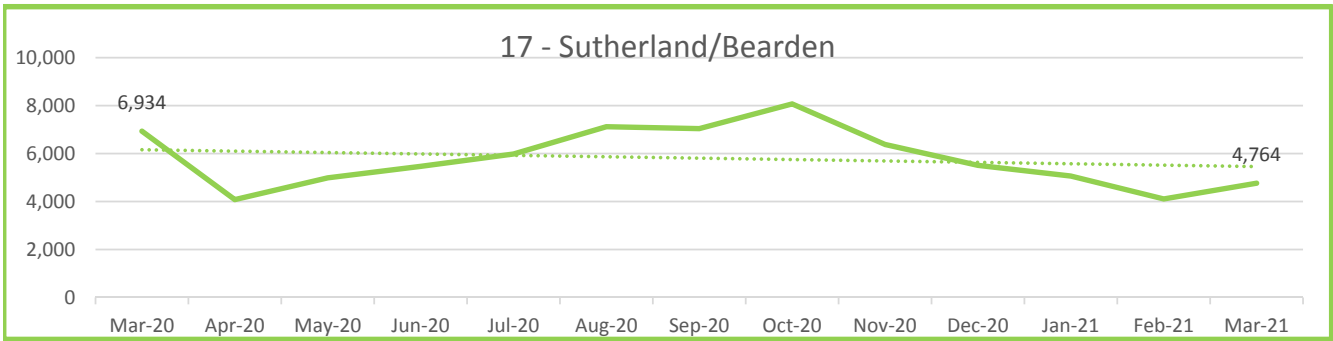
Trolley Ridership

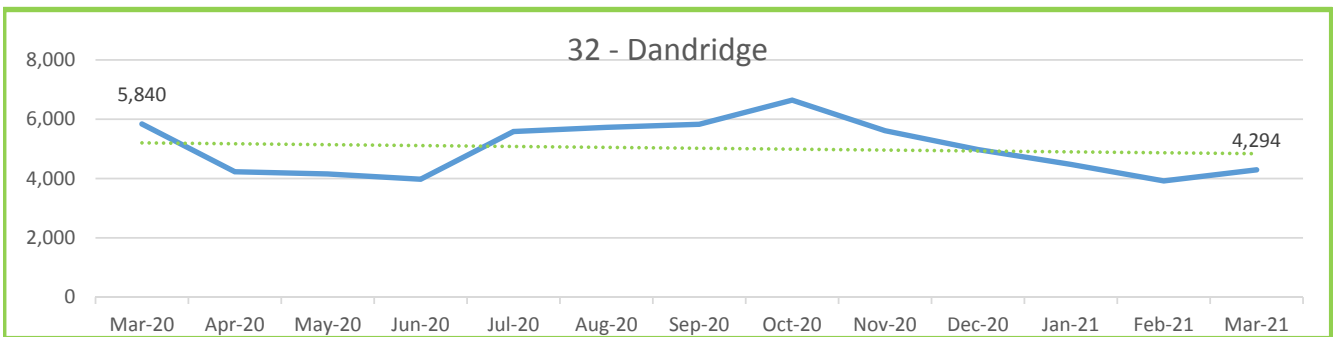
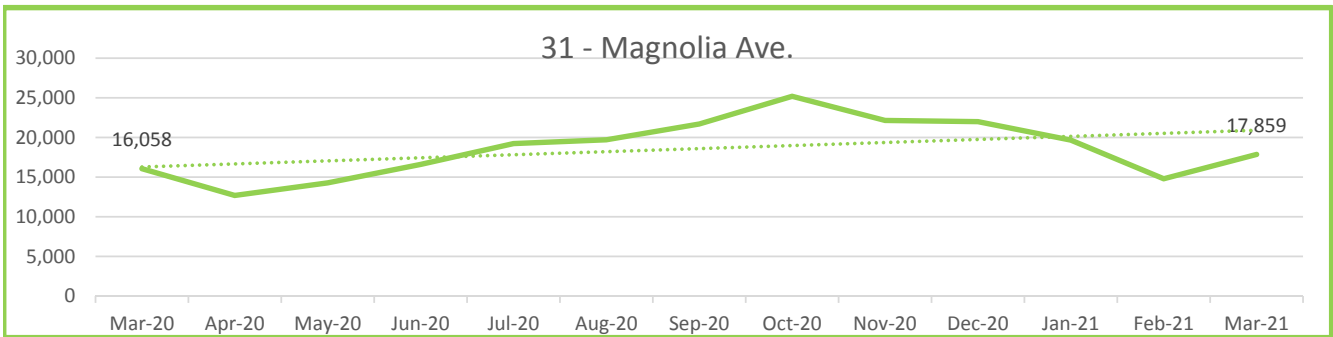
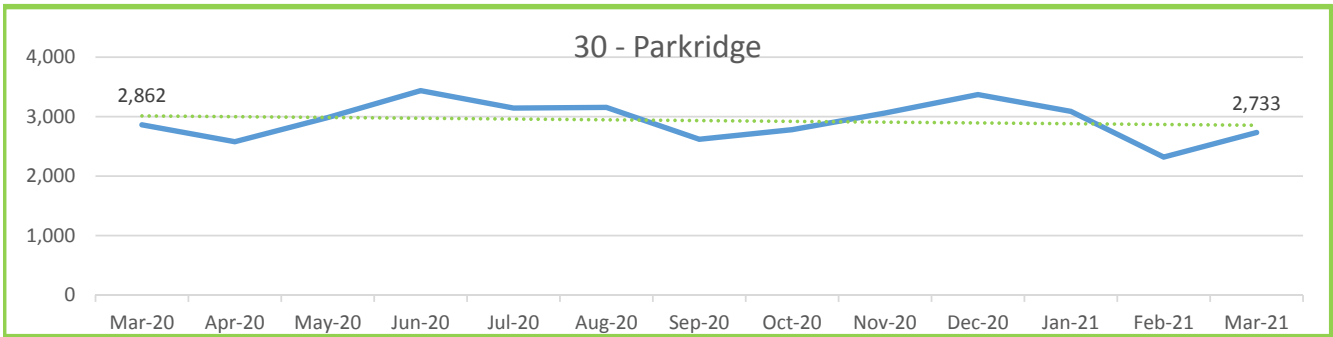
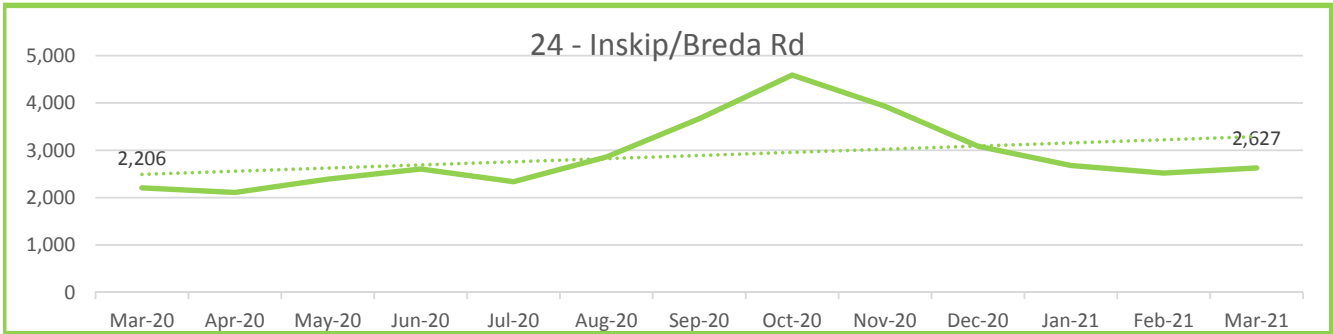
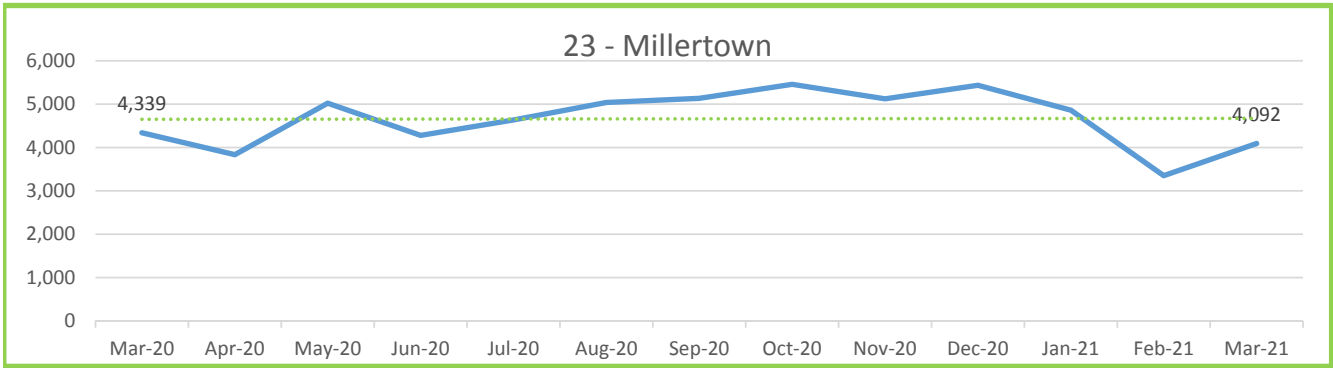


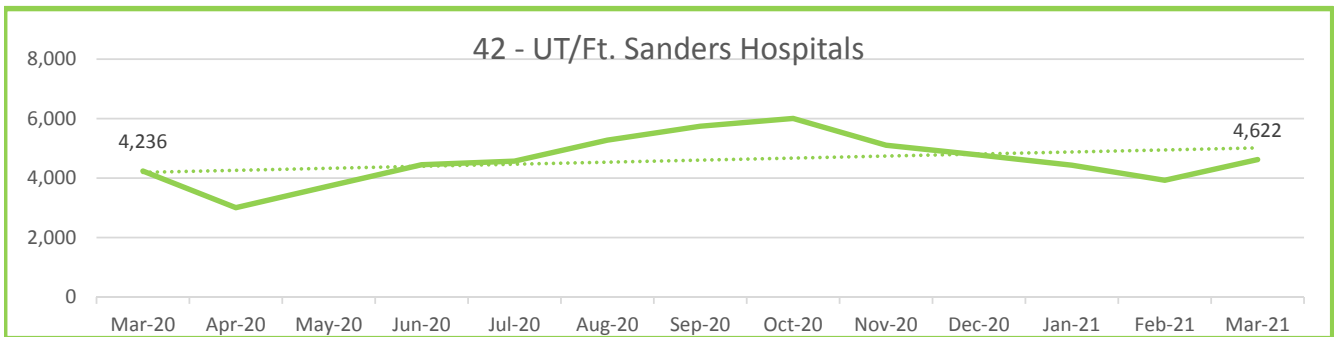
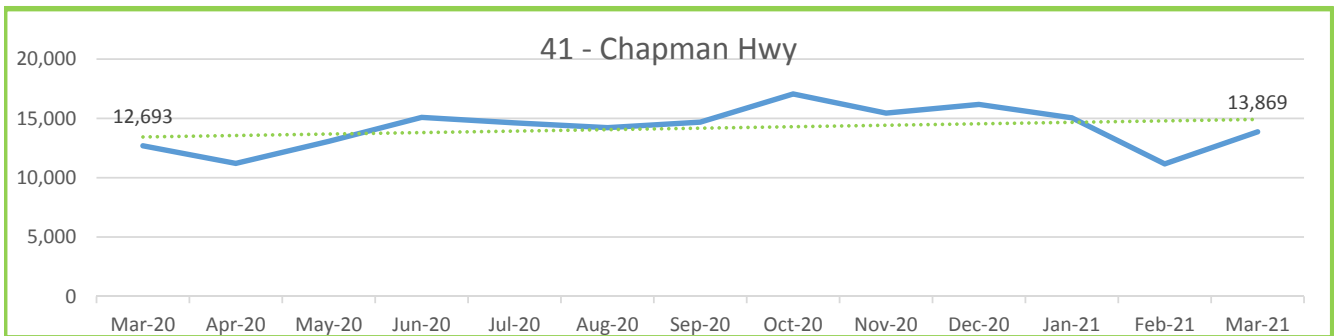
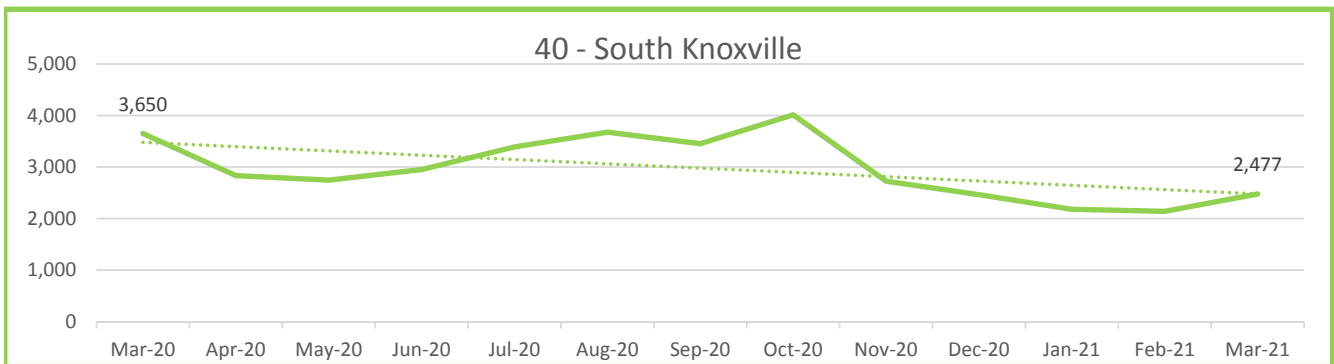
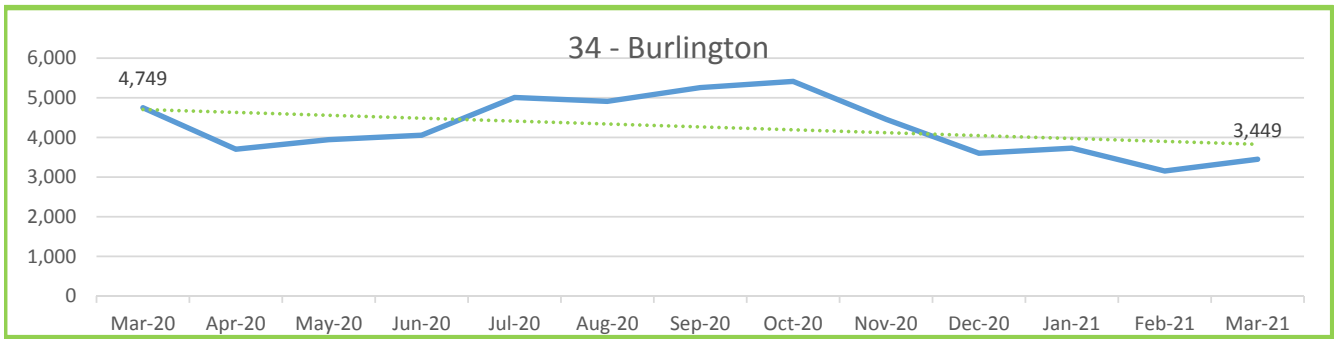
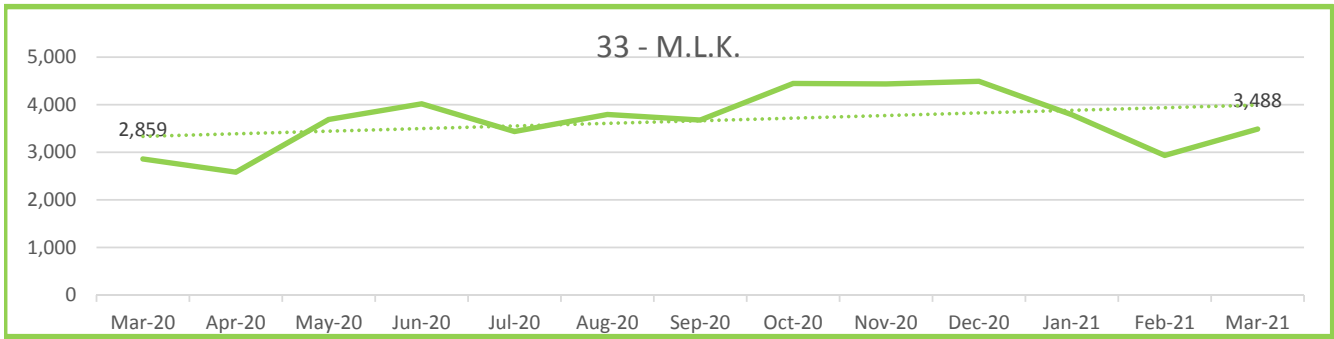
March 2021 System Ridership by Route

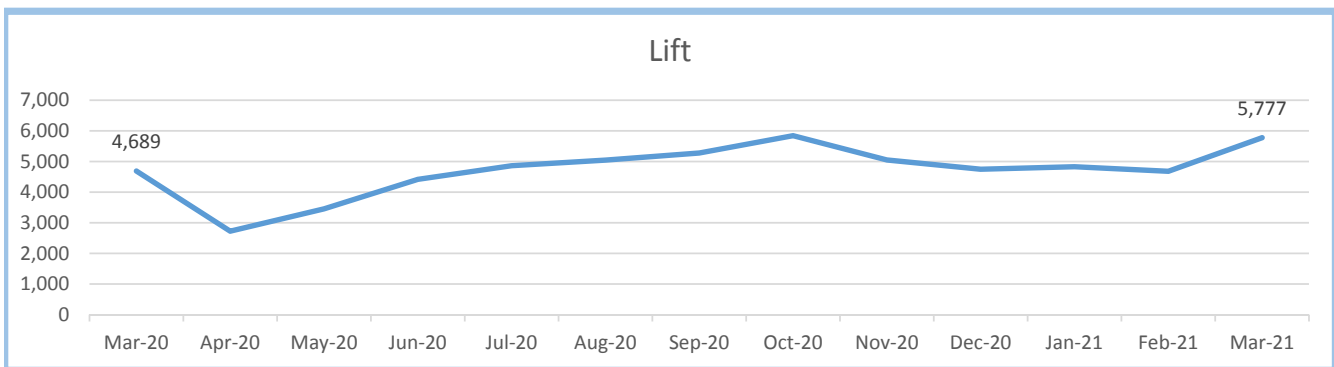
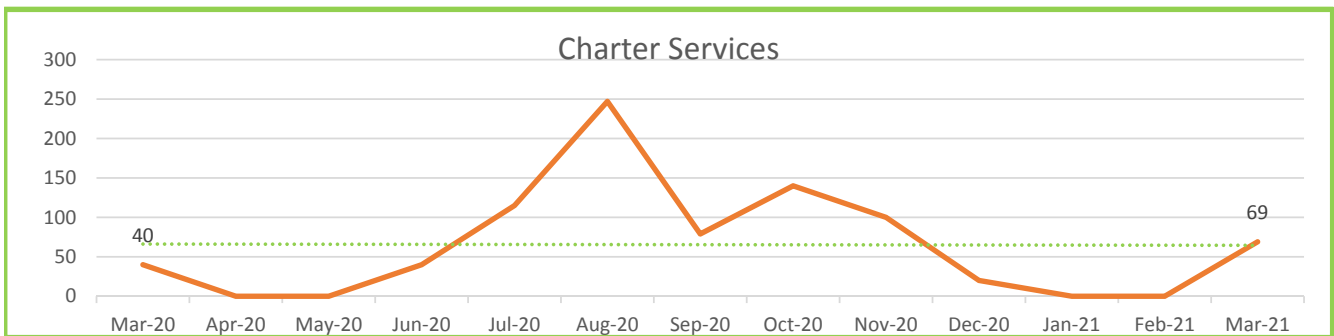
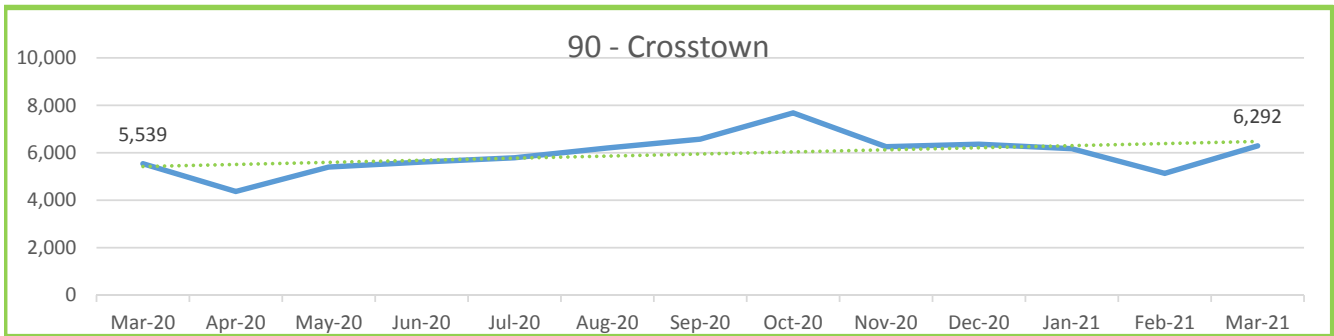
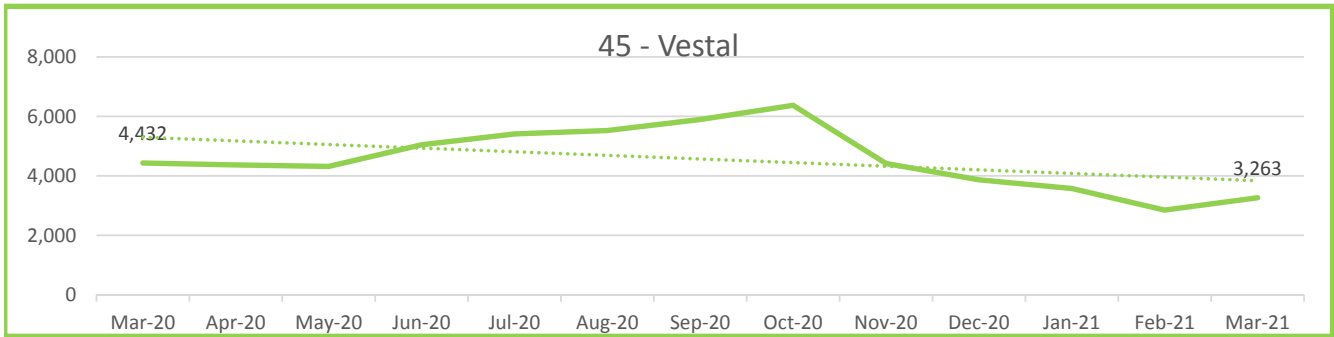
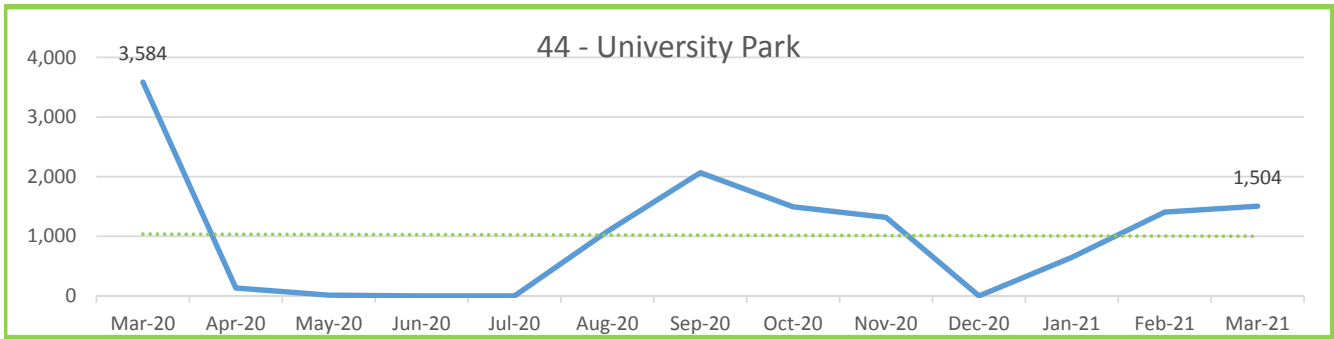














KNOXVILLE AREA TRANSIT

SYSTEM PERFORMANCE REPORT

March, 2021

	<u>THIS MONTH</u>			<u>FISCAL YEAR-TO-DATE</u>		
	This Year	Last Year	Change	This Year	Last Year	Change
FIXED ROUTE SERVICE						
Total Passengers	165,608	185,560	-11%	1,673,939	2,024,998	-17%
System Generated Revenue				\$248,295	\$1,327,964	-81%
Revenue Veh. Miles	205,537	249,978	-18%	1,946,745	2,197,569	-11%
Revenue Veh. Hours	16,655	20,259	-18%	156,782	176,379	-11%
Passengers/Mile	0.81	0.74	9%	0.86	0.92	-7%
Passengers/Hour	9.94	9.16	9%	10.68	11.48	-7%
Preventable Accidents	0	1	-100%	10	6	67%
Mechanical Road Calls	20	16	25%	175	222	-21%
Accidents/100,000 Miles	0.00	0.40	-40%	0.51	0.27	88%
Miles/Road Failure	10,277	15,624	-34%	11,124	9,899	12%
DEMAND RESPONSE						
0						
Total Passengers	5,777	4,689	23%	46,115	50,345	-8%
System Generated Revenue				\$16,886	\$123,230	-86%
Revenue Veh. Miles	39,582	32,367	22%	325,024	331,638	-2%
Revenue Veh. Hours	2,938	2,550	15%	24,305	25,477	-5%
Passengers/Mile	0.15	0.14	1%	0.14	0.15	-7%
Passengers/Hour	1.97	1.84	7%	1.90	1.98	-4%
Preventable Accidents	0	0	0%	1	0	0%
Mechanical Road Calls	0	0	0%	15	21	-29%
Accidents/100,000 Miles	0.00	0.00	0%	0.31	0.00	0%
Miles/Road Failure	0	32,367	-100%	21,668	15,792	37%
CHARTER SERVICE						
0						
Charters	69	40	73%	770	1,972	-61%
Sports Charters	0	0	0%	0	34,690	-100%
Total Passengers	69	40	73%	770	36,662	-98%
Revenue						0%
Football Shuttle Charters				\$0	\$108,526	-100%
Trolley Charters				\$7,500	\$10,750	-30%
Total Miles	53	8	563%	480	10,204	-95%
Total Hours	7.3	2.0	263%	81	2,054	-96%



KNOXVILLE AREA TRANSIT
ROUTE PERFORMANCE REPORT
March, 2021

ROUTE NUMBER	ROUTE NAME	RIDERSHIP	Percentage of Ridership	MILES	Percentage of Miles	HOURS	Percentage of Hours	Passg/ Mile	Passg/ Hour
10	Sequoyah Hills	182	0.1%	1,046	0.5%	105	0.7%	0.17	1.73
11	Kingston Pike	20,014	13.7%	21,274	11.1%	1,781	12.1%	0.94	11.24
12	Western Ave	14,515	10.0%	18,545	9.6%	1,401	9.6%	0.78	10.36
13	Beaumont	1,003	0.7%	4,062	2.1%	296	2.0%	0.25	3.39
16	Cedar Bluff Connector	2,968	2.0%	4,990	2.6%	392	2.7%	0.59	7.56
17	Sutherland/Bearden	4,764	3.3%	5,878	3.1%	453	3.1%	0.81	10.51
19	Lakeshore/Lonas Connector	466	0.3%	5,012	2.6%	295	2.0%	0.09	1.58
20	Central Ave/Clinton Hwy	8,191	5.6%	9,117	4.7%	564	3.8%	0.90	14.52
21	Lincoln Park	2,506	1.7%	4,680	2.4%	368	2.5%	0.54	6.82
22	Broadway	20,679	14.2%	15,990	8.3%	1,199	8.2%	1.29	17.25
23	Millertown	4,092	2.8%	8,579	4.5%	751	5.1%	0.48	5.45
24	Inskip/Breda Rd	2,627	1.8%	6,630	3.4%	479	3.3%	0.40	5.48
30	Parkridge	2,733	1.9%	3,499	1.8%	275	1.9%	0.78	9.94
31	Magnolia Ave.	17,859	12.2%	10,055	5.2%	846	5.8%	1.78	21.11
32	Dandridge	4,294	2.9%	5,329	2.8%	341	2.3%	0.81	12.58
33	M.L.K.	3,488	2.4%	8,238	4.3%	667	4.5%	0.42	5.23
34	Burlington	3,449	2.4%	6,271	3.3%	429	2.9%	0.55	8.04
40	South Knoxville	2,477	1.7%	6,284	3.3%	448	3.1%	0.39	5.53
41	Chapman Hwy	13,869	9.5%	14,621	7.6%	895	6.1%	0.95	15.50
42	UT/Ft Sanders Hospitals	4,622	3.2%	6,709	3.5%	838	5.7%	0.69	5.52
43	University Heights	0	0.0%	0	0.0%	0	0.0%	0.00	0.00
44	University Park	1,504	1.0%	2,898	1.5%	334	2.3%	0.52	4.51
45	Vestal	3,263	2.2%	5,418	2.8%	378	2.6%	0.60	8.63
90	Crosstown	6,292	4.3%	17,263	9.0%	1,138	7.8%	0.36	5.53
	Other/ Unknown	0							

SUB TOTAL LINE SERVICE		145,857		192,389		14,673		0.76	9.94
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82	Trolley (Orange Line)	5,040	25.5%	6,466	49.2%	1,030	52.0%	0.78	4.89
84	Trolley (Green Line)	4,300	21.8%	1,905	14.5%	326	16.4%	2.26	13.20
86	Trolley (Blue Line)	10,411	52.7%	4,777	36.3%	626	31.6%	2.18	16.64

SUB TOTAL TROLLEY SERVICES		19,751		13,148		1,982		1.50	9.97
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TOTAL PASSENGERS WITH TROLLEYS		165,608		205,537		16,655		0.81	9.94
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LIFT SERVICE		5,777		39,582		2,938		0.15	1.97
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TOTAL SCHEDULED SERVICES		171,385		245,119		19,593		0.70	8.75
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TOTAL CHARTER SERVICES		69		53		7		1.30	9.52
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GRAND TOTAL ALL KAT SERVICES		171,454		245,172		19,600		0.70	8.75
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City of Knoxville
Schedule of Revenues & Expenses Compared to Budget
March, 2021

	Current Year:					Prior Year:	
	Original Budget	Current Budget	Actual	Variance		Actual - Prior Year	Variance
Revenue							
Charges for Service							
Farebox & Pass Revenue	\$ 980,000	\$ 980,000	\$ 90,935	\$ (889,065)	9.28%	\$ 674,848	\$ (583,913)
Ticket Sales	761,000	761,000	64,729	(696,271)	8.51%	598,703	(533,974)
Miscellaneous Subsidies - KAT	131,890	131,890	65,000	(66,890)	49.28%	131,890	(66,890)
Football Shuttle	128,000	128,000	-	(128,000)	0.00%	108,526	(108,526)
Charter Fees	27,400	27,400	7,800	(19,600)	28.47%	10,750	(2,950)
UT Trolley Subsidy	88,150	88,150	44,075	(44,075)	50.00%	44,075	-
Miscellaneous Revenue	4,000	4,000	3,600	(400)	90.00%	8,554	(4,954)
Total Operating Revenue	<u>2,120,440</u>	<u>2,120,440</u>	<u>276,139</u>	<u>(1,844,301)</u>	13.02%	<u>1,577,346</u>	<u>(1,301,207)</u>
Non-Operating Revenues							
Federal Grants	-	-	4,379,104	4,379,104	-	-	4,379,104
State Contribution	3,330,800	3,330,800	2,509,851	(820,949)	75.35%	2,498,103	11,748
Transit Grant Revenues	4,931,160	4,931,160	3,245,836	(1,685,324)	65.82%	3,472,347	(226,511)
General Fund Transfer	12,978,720	12,978,720	5,340,219	(7,638,501)	41.15%	9,302,314	(3,962,095)
Total Non-Operating Revenues	<u>21,240,680</u>	<u>21,240,680</u>	<u>15,475,010</u>	<u>(5,765,670)</u>	72.86%	<u>15,272,764</u>	<u>202,246</u>
Total Revenue	<u>\$ 23,361,120</u>	<u>\$ 23,361,120</u>	<u>\$ 15,751,149</u>	<u>\$ (7,609,971)</u>	67.42%	<u>\$ 16,850,110</u>	<u>\$ (1,098,961)</u>
Expenditures							
Personal Services							
Wages, Taxes & Retirement Contributions	\$ 14,082,170	\$ 13,892,170	\$ 9,613,474	\$ 4,278,696	69.20%	\$ 9,515,172	\$ 98,302
Employee Group Insurance/Benefits	4,111,030	4,111,030	3,165,927	945,103	77.01%	4,528,166	(1,362,239)
Total Personal Services	<u>18,193,200</u>	<u>18,003,200</u>	<u>12,779,401</u>	<u>5,223,799</u>	70.98%	<u>14,043,338</u>	<u>(1,263,937)</u>
Administrative Expenses							
Supplies	373,660	604,048	417,371	186,677	69.10%	184,348	233,023
Services	2,150,240	2,145,091	1,603,120	541,971	74.73%	1,644,356	(41,236)
Total Administrative Expenses	<u>2,523,900</u>	<u>2,749,140</u>	<u>2,020,491</u>	<u>728,648</u>	73.50%	<u>1,828,704</u>	<u>191,787</u>
Fleet Expenses							
Fleet Supplies	500	500	390	110	78.00%	506	(116)
Parts	400,000	376,416	75,502	300,914	20.06%	369,396	(293,894)
Fuel/Oil/Fluids	2,243,520	2,257,317	875,365	1,381,952	38.78%	1,251,081	(375,716)
Total Administrative Expenses	<u>2,644,020</u>	<u>2,634,233</u>	<u>951,257</u>	<u>1,682,976</u>	36.11%	<u>1,620,983</u>	<u>(669,726)</u>
Total Expenditures	<u>\$ 23,361,120</u>	<u>\$ 23,386,573</u>	<u>\$ 15,751,149</u>	<u>\$ 7,635,423</u>	67.35%	<u>\$ 17,493,025</u>	<u>\$ (1,741,876)</u>
Excess (Deficiency) of Revenues Over Expenses			<u>\$ -</u>			<u>\$ (642,915)</u>	<u>\$ 642,915</u>