

Knoxville Transportation Authority

Meeting Date: Thursday, March 25, 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, March 25, 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 – February 25, 2021
- III. Reports
 - A. KTA Chair
 - B. Commissioner’s Comments
 - C. Staff
 - i. City of Knoxville Director of Transit
 - ii. TPO Transit Planner
- IV. New Business
 - Update to KAT’s Substance Abuse Policy
- V. Old Business
- VI. Public Comments
- VII. Set Next Meeting for April 22, 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, February 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 Osborne
Commissioner Parker
Commissioner Watkins

II. Approval of Minutes- January 28, 2021

Chair Crouch requested approval of the January 28, 2021 minutes. Commissioner Lawyer made a motion to approve the minutes and Commissioner Booher seconded that motion. The minutes were approved unanimously.

III. Reports

A. KTA Chair

Chair Crouch thanked Commissioner Lawyer for his service as Chair. He also reminded everyone that throughout the KTA Board Meetings, the Board's primary responsibility relates to fares and routes and that everyone should stay on those topics with discussions and comments.

B. Commissioner's Comments

There were no Commissioner comments.

C. Staff

i. City of Knoxville Director of Transit

Director Isaac Thorne stated that over the next few weeks, KAT would be installing new bus stop signage. It is going to be very beneficial for passengers and will improve their experience when using KAT. It is to his understanding that KAT presented the new bus stop signage to the KTA Board last February. Passengers and Operators shared input during the designing of these new signs. Mr. Thorne asked that Ms. Woodiel-Brill give her input on the new signage.

Belinda Woodiel-Brill stated that the new signage is dramatically different from KAT's current signage. The signs are big, bright and green half circles. The route numbers will be more dramatically visible from either direction someone is looking. She added that KAT is confident that these will really enhance the transit experience for everyone. Ms. Woodiel-Brill also added that someone very special to KAT created the signage and asked Melissa Roberson to give remarks as well.

Ms. Roberson stated that Tim Adams was KAT's Special Projects Coordinator and he passed away in September. These designs were his babies and everyone at KAT is very excited to start seeing them on the streets. His memory will live on through these signs.

Chair Crouch asked Mr. Thorne for an update on how things were going with bringing back reduced fares for the month of February. He responded that the process has gone very well. He added that the Youth Freedom Pass implementation is also doing very well during its first month. For February, KAT saw 600 trips taken using the pass. It has all gone smoothly and with minimal issues.

Melissa Roberson begins with the information for February's Financial Report. Seven months of the fiscal year has passed. This equates to 58.3%, which is the benchmark. Total revenues are at \$12,113,462. This is 52%, which is below the benchmark. The month of January had low fuel prices, but prices are starting to climb. Ms. Roberson added

that though they are rising, gas prices should not have an impact on the rest of the fiscal year for KAT.

ii. TPO Transit Planner

Doug Burton stated that his Transportation Planning Organization is wrapping up its mobility plan. This is a long-range plan that looks out 20-25 years in the future. He added that this should be complete by mid to late March and he will send out an email to everyone once it is complete. Mr. Burton could possibly have a presentation to give at the March meeting and he will let Chair Crouch know if this is going to happen.

IV. New Business

No new business

V. Old Business

There was no old business

VI. Public Comment

There were no public comments.

VII. Set Next Meeting and Adjourn

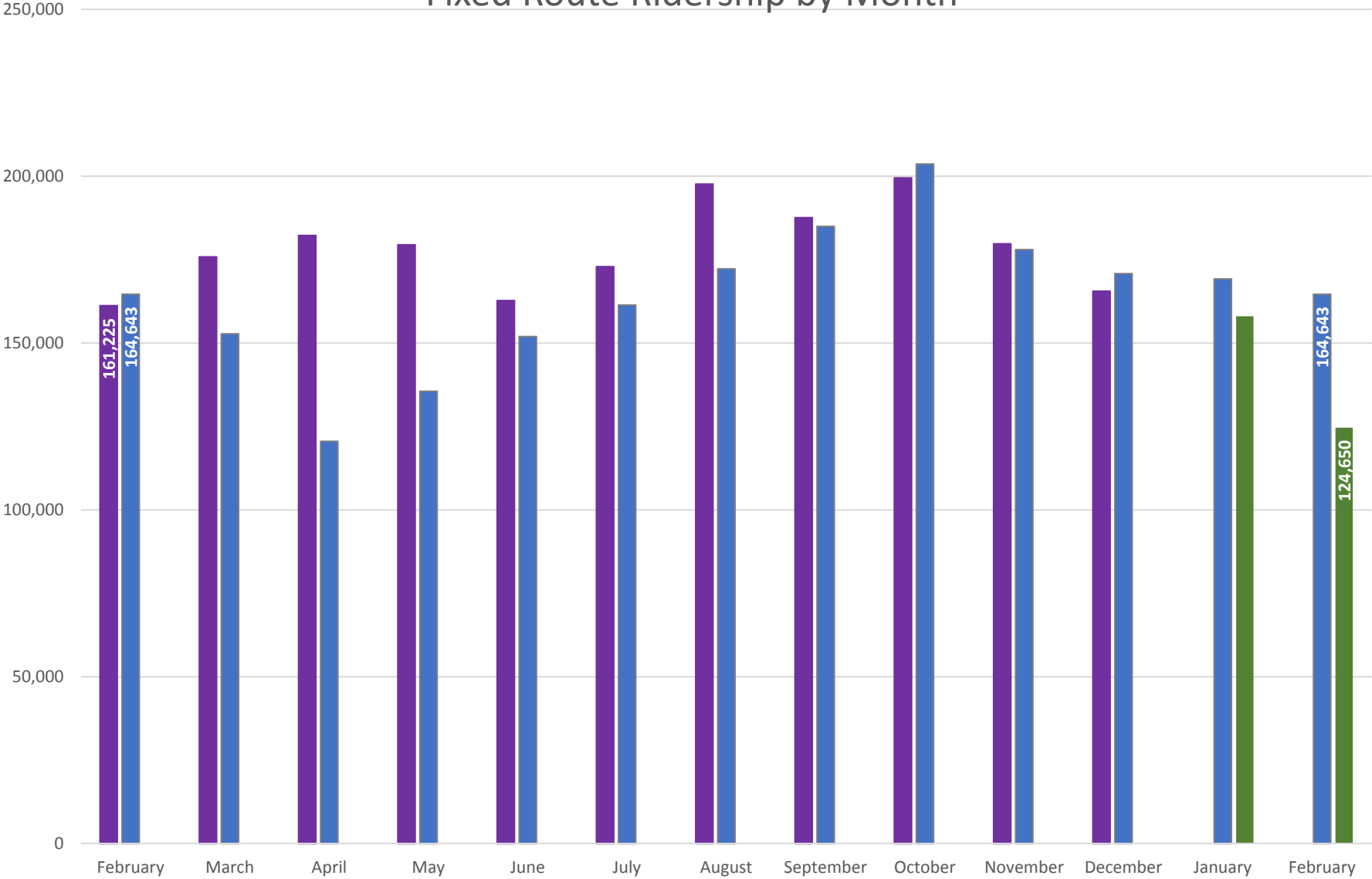
The next meeting was set for March 25, 2021 at 3:00 p.m. via Zoom.

Respectfully submitted,

A handwritten signature in black ink that reads "Rhonda Thompson". The signature is written in a cursive style and is placed on a light gray rectangular background.

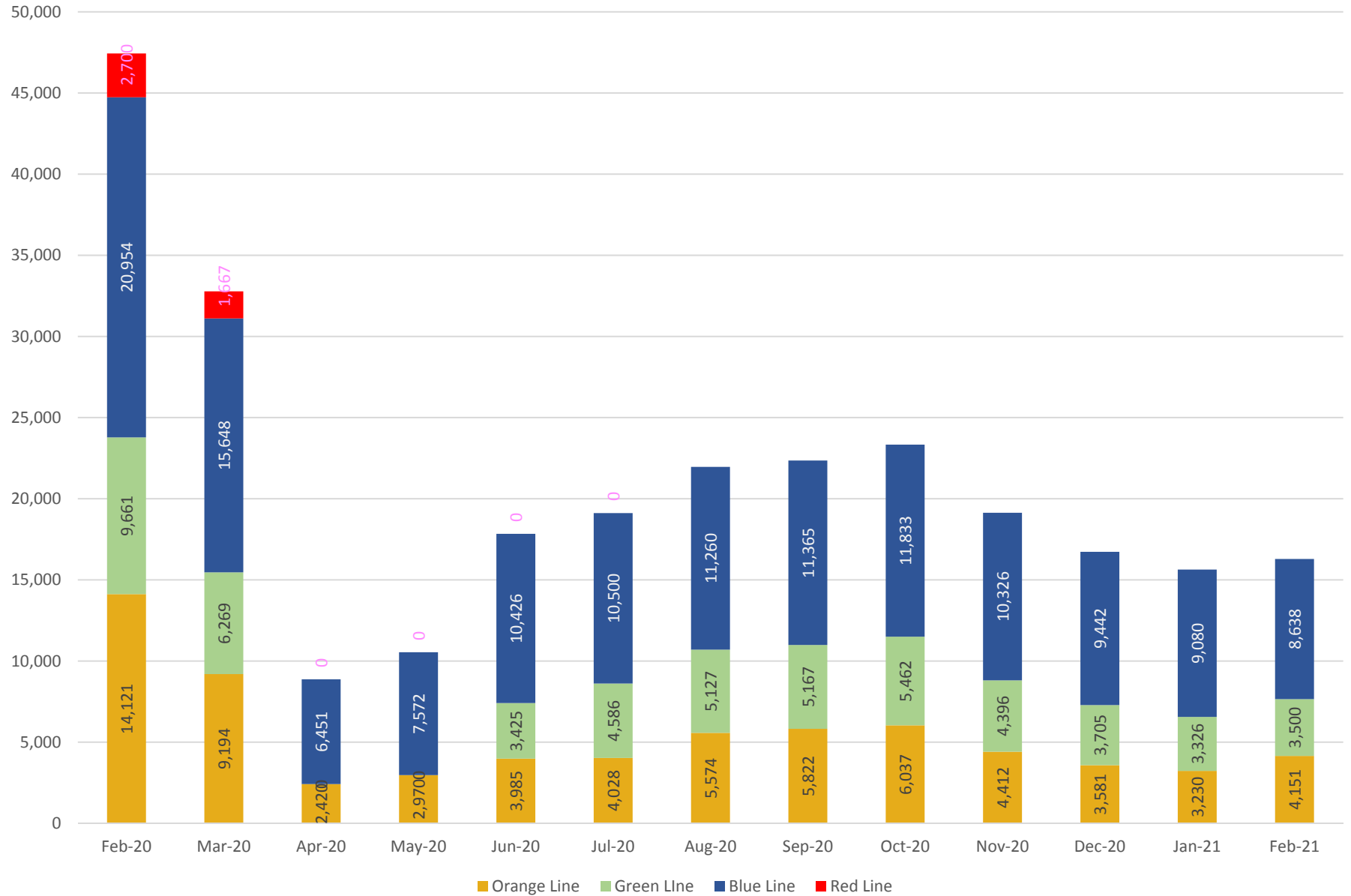
Rhonda Thompson
KTA Recording Secretary

Fixed Route Ridership by Month

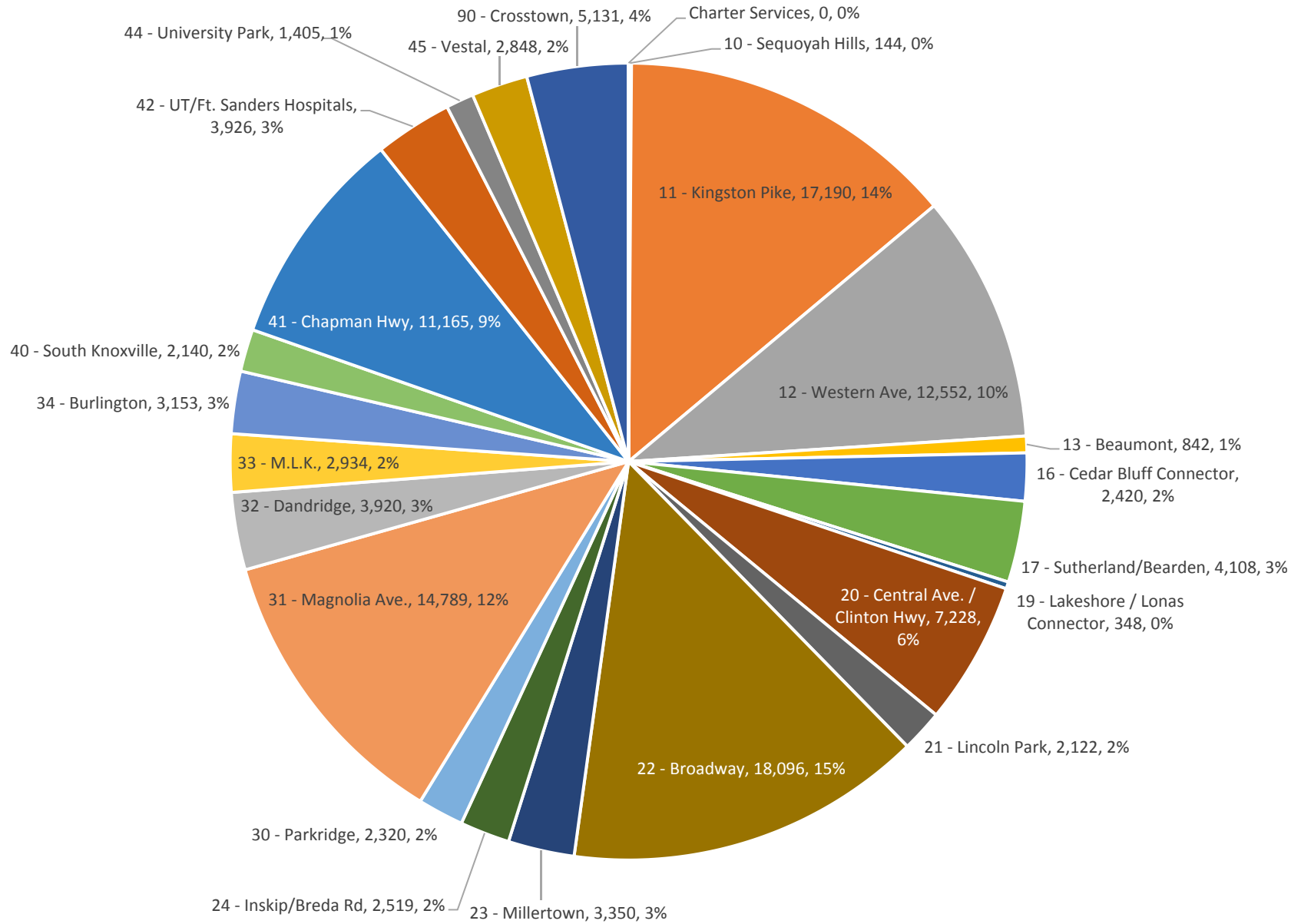


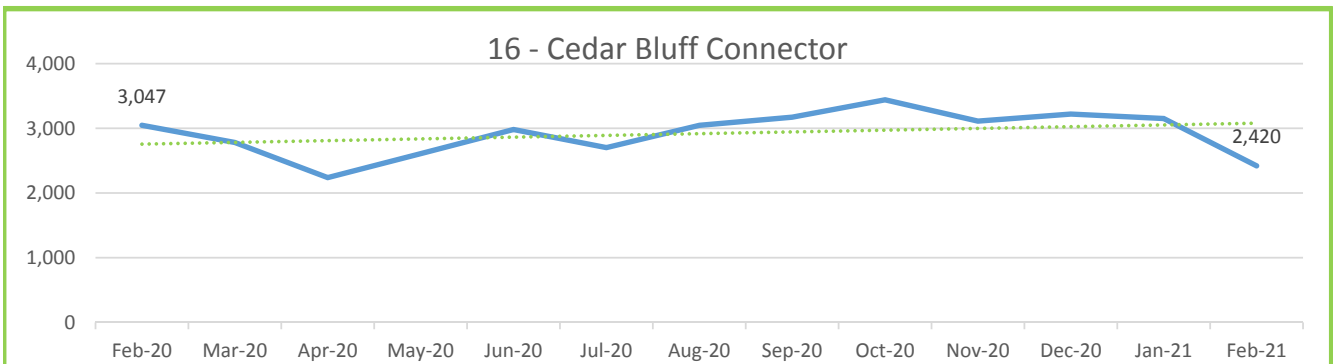
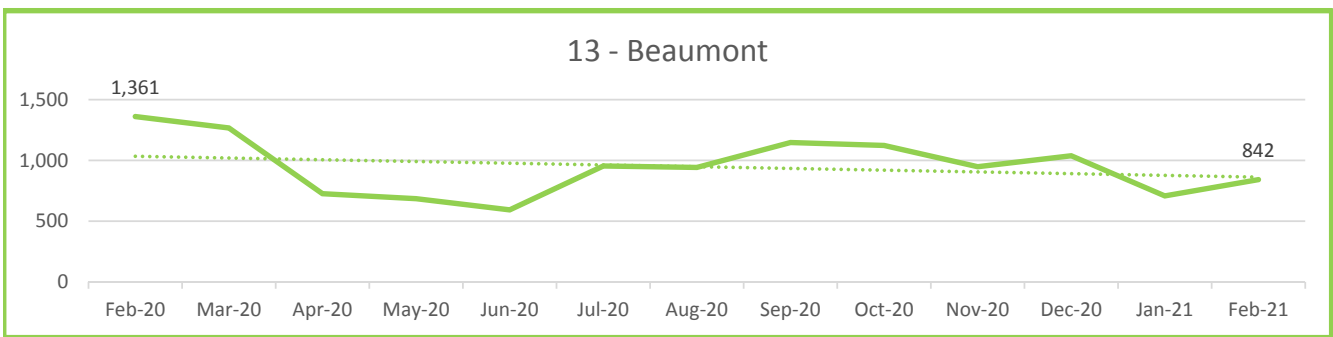
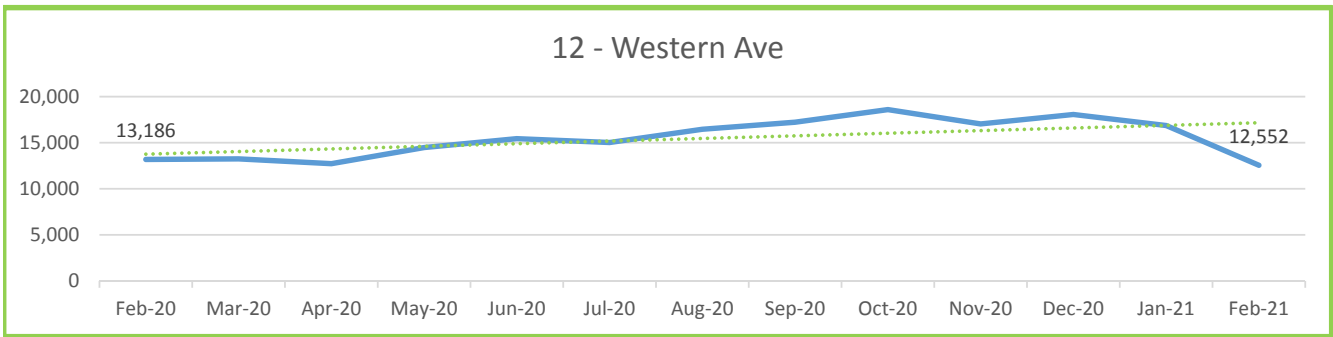
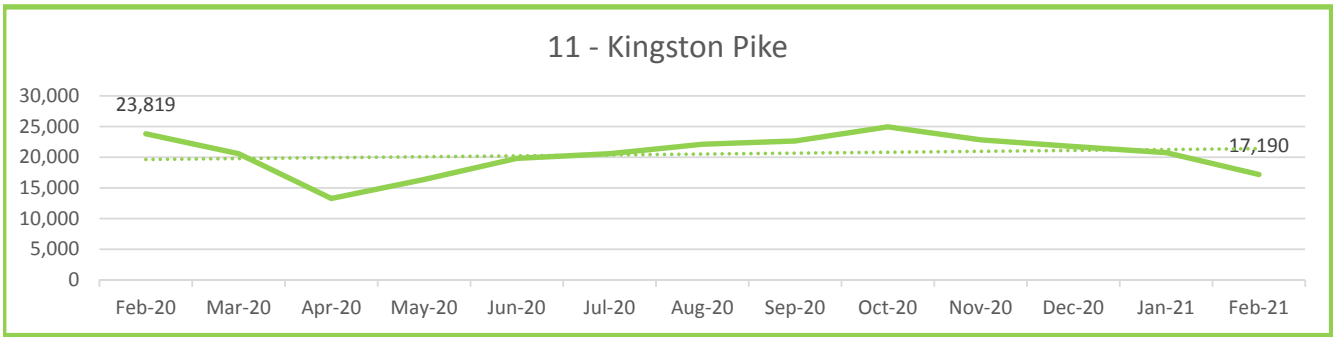
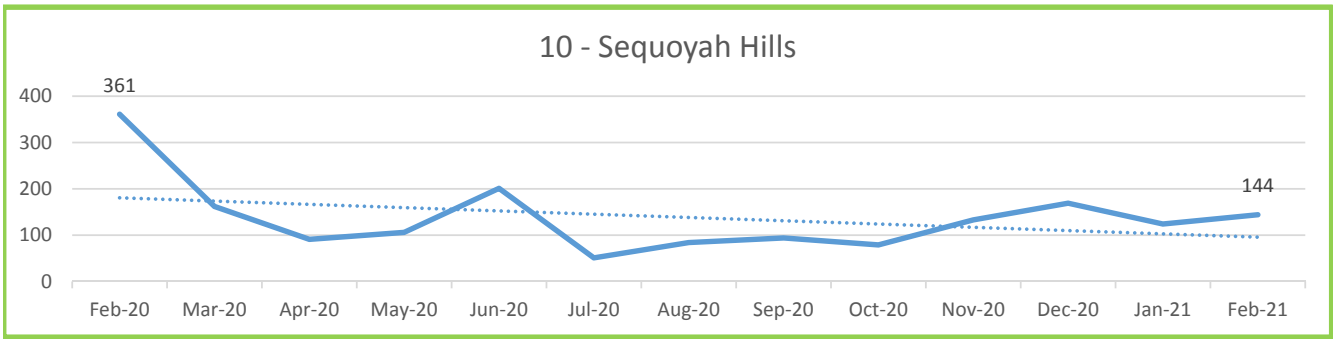
■ 2019 ■ 2020 ■ 2021

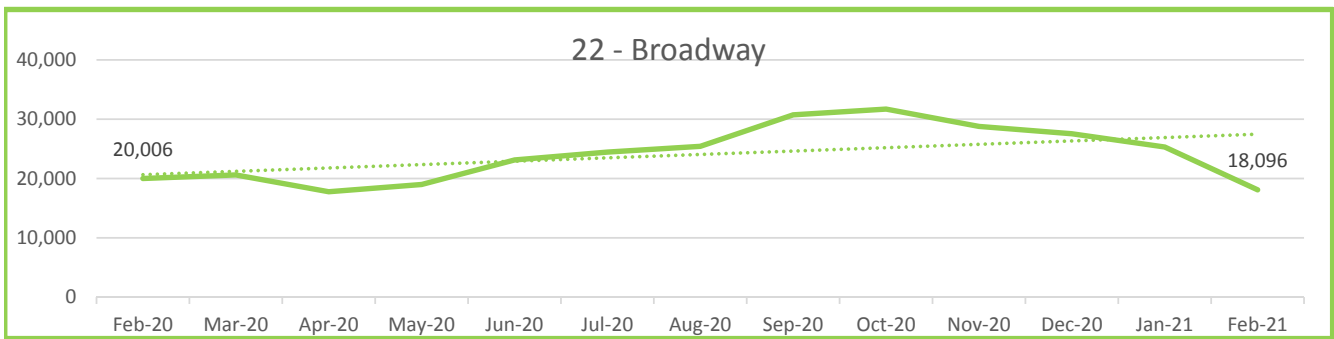
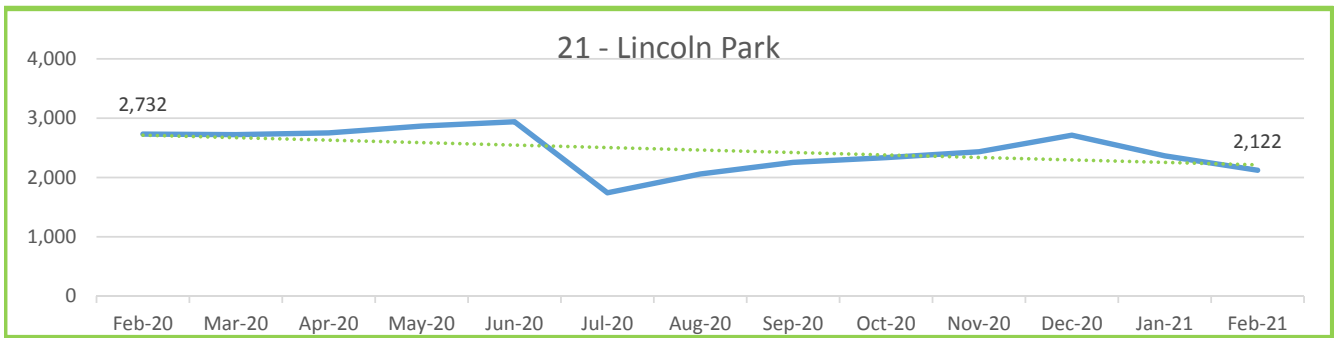
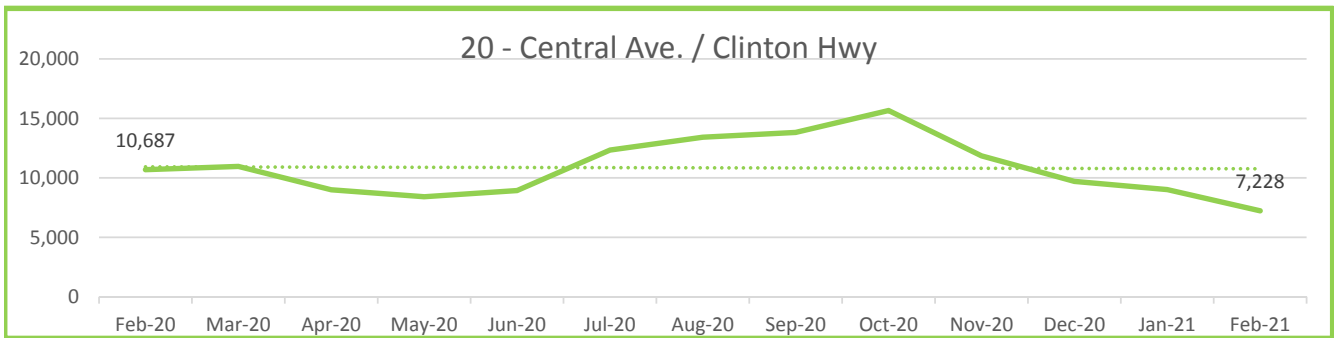
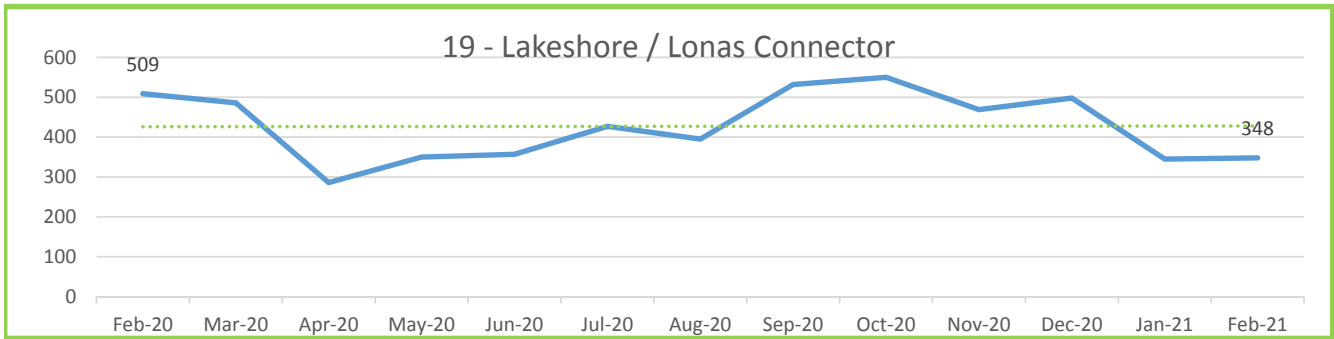
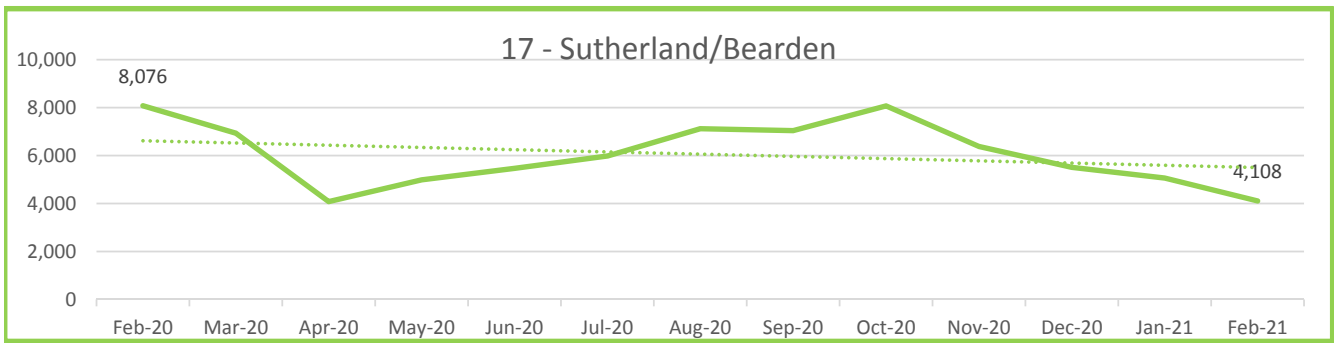
Trolley Ridership

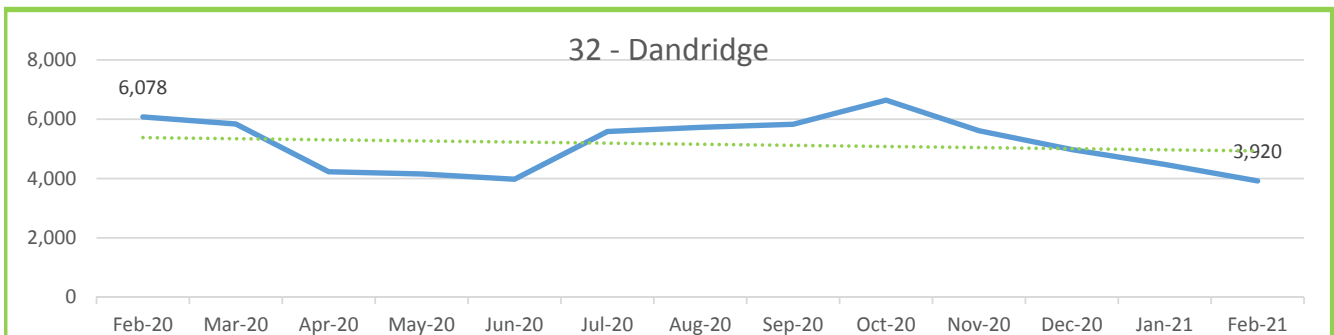
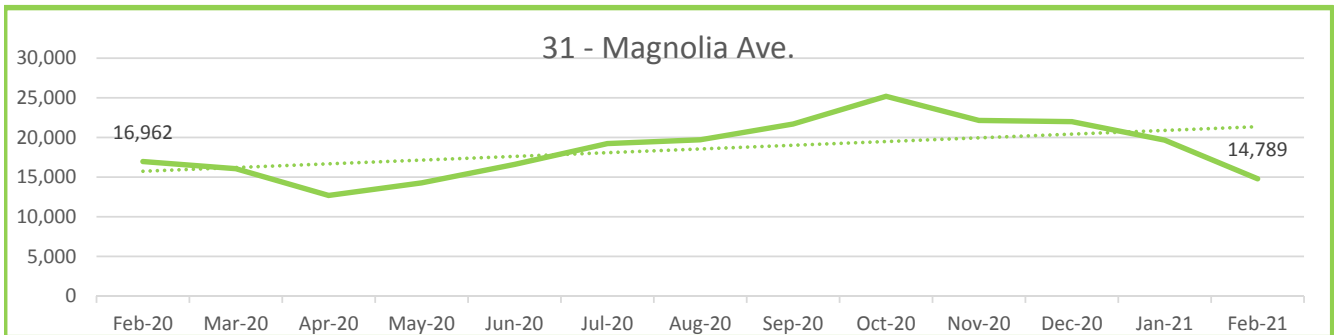
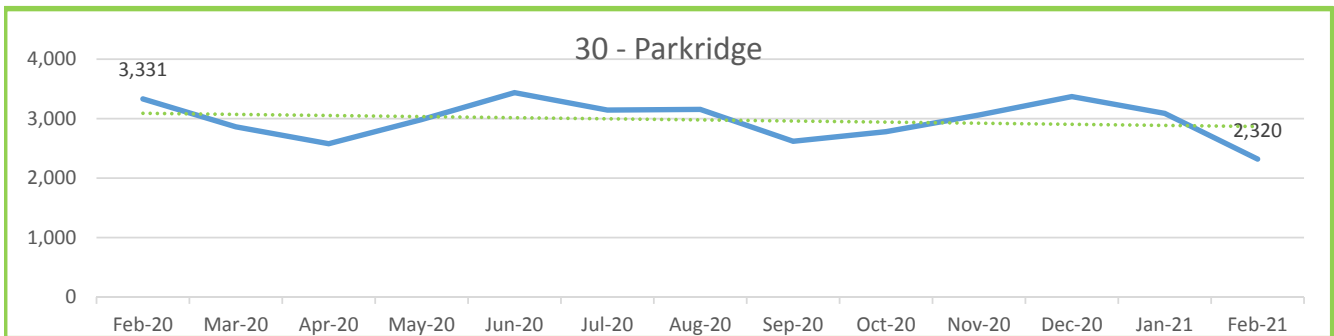
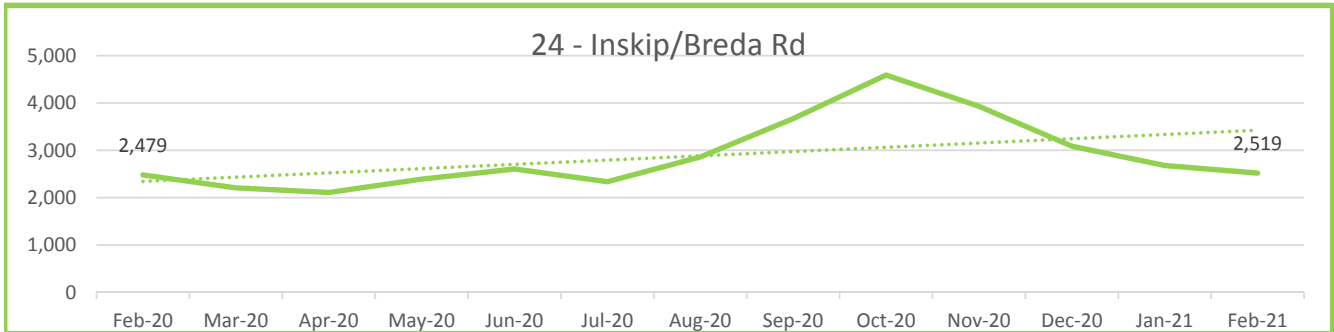
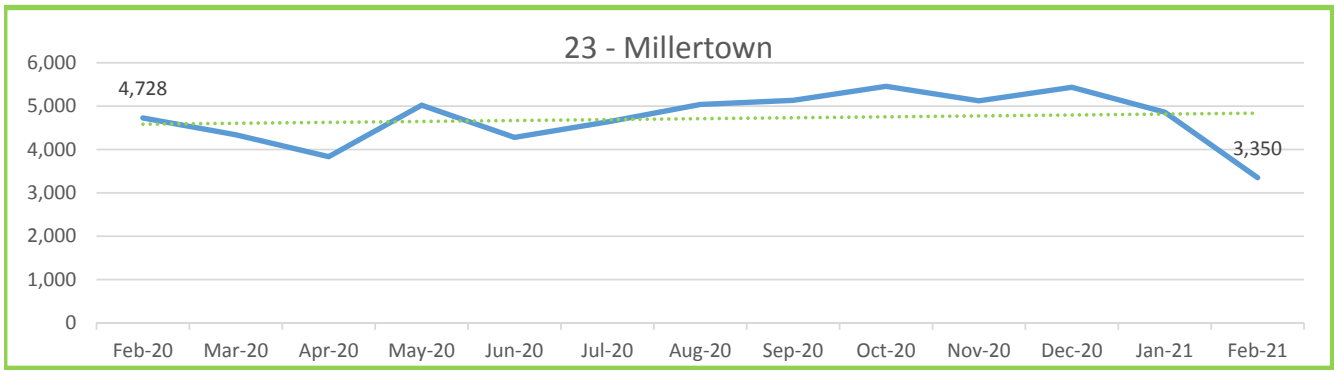


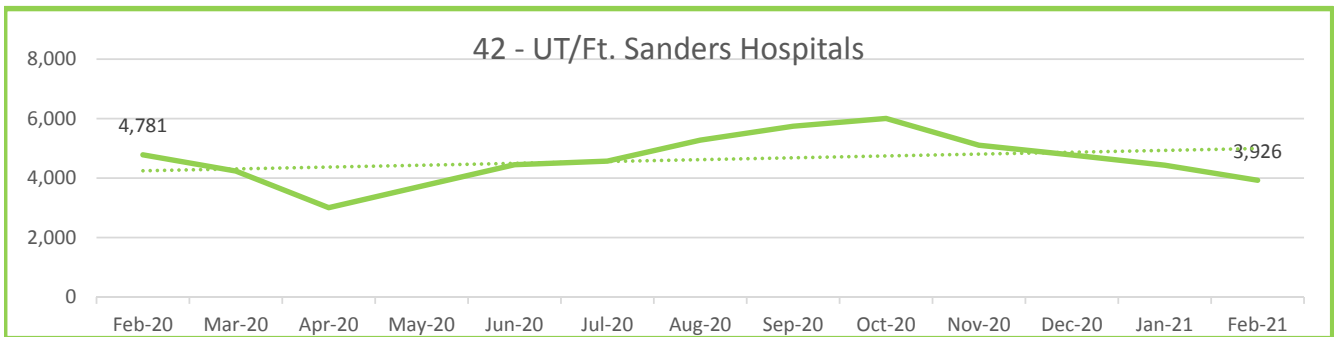
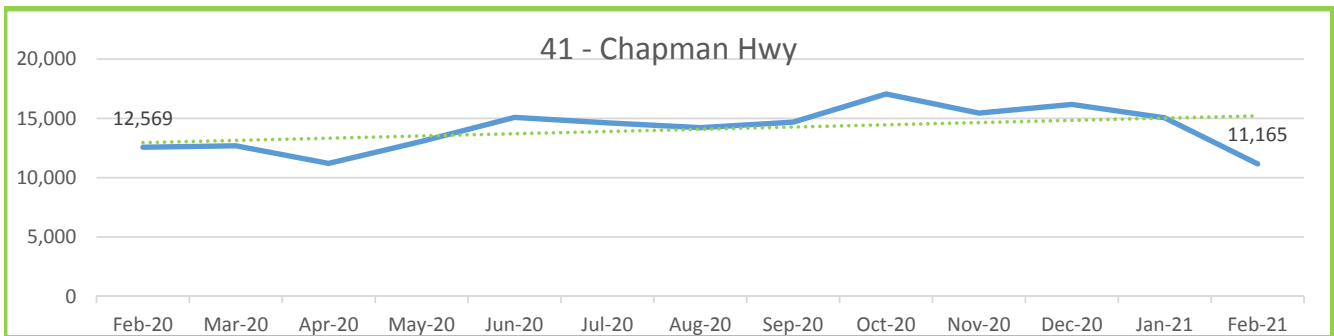
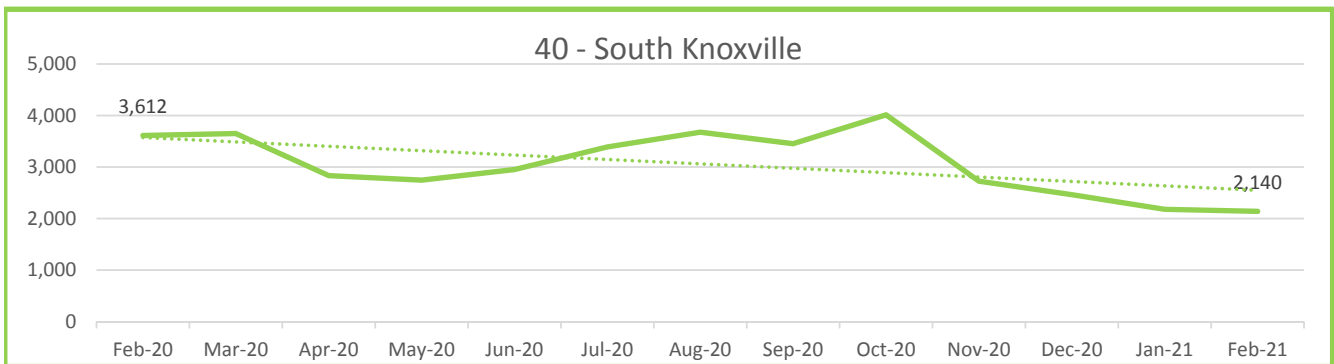
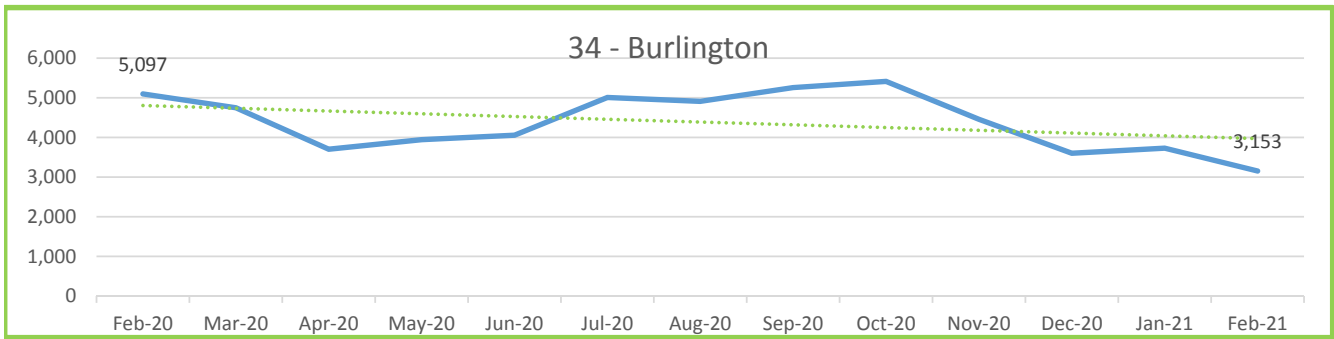
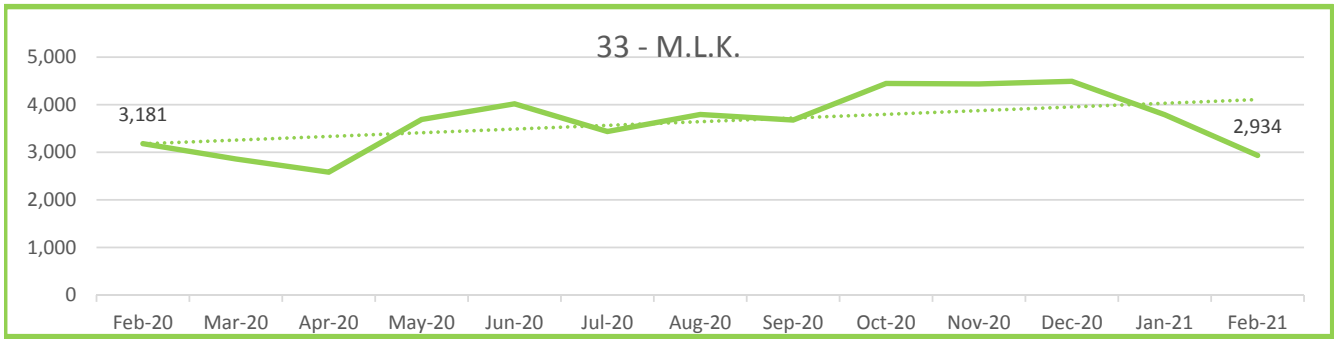
February 2021 System Ridership by Route

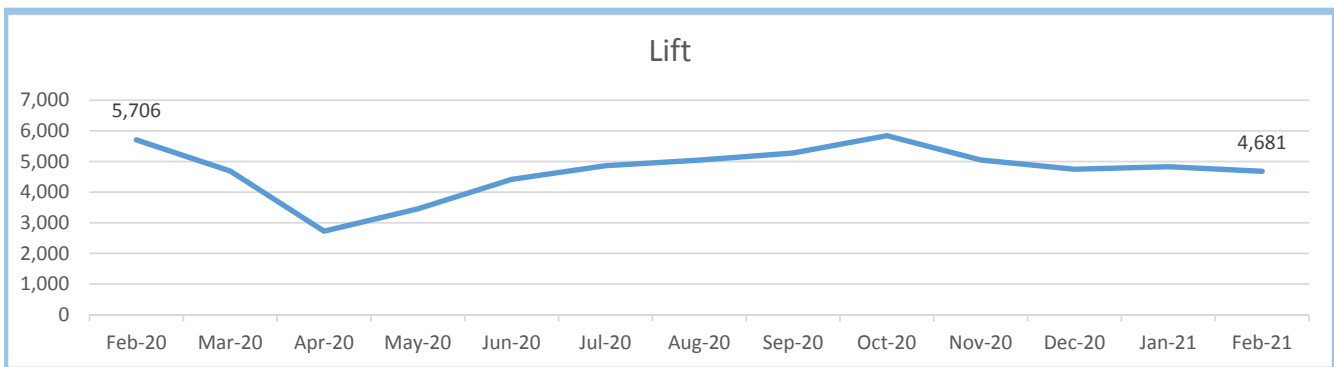
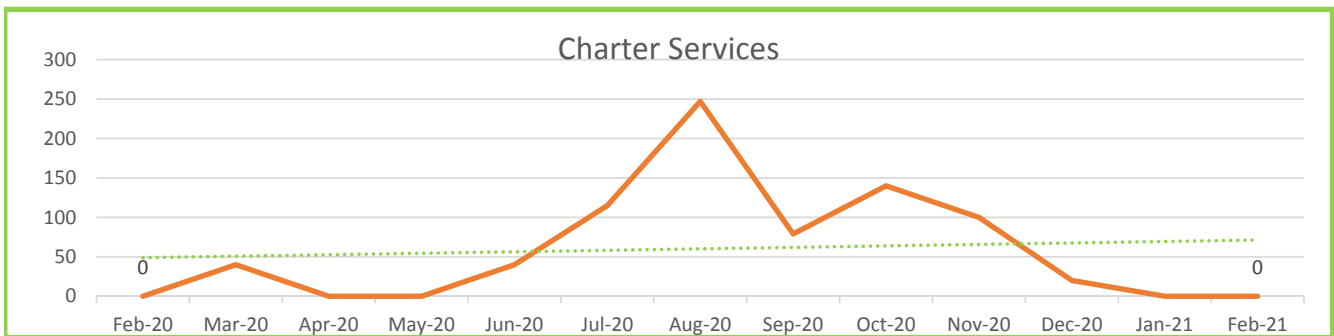
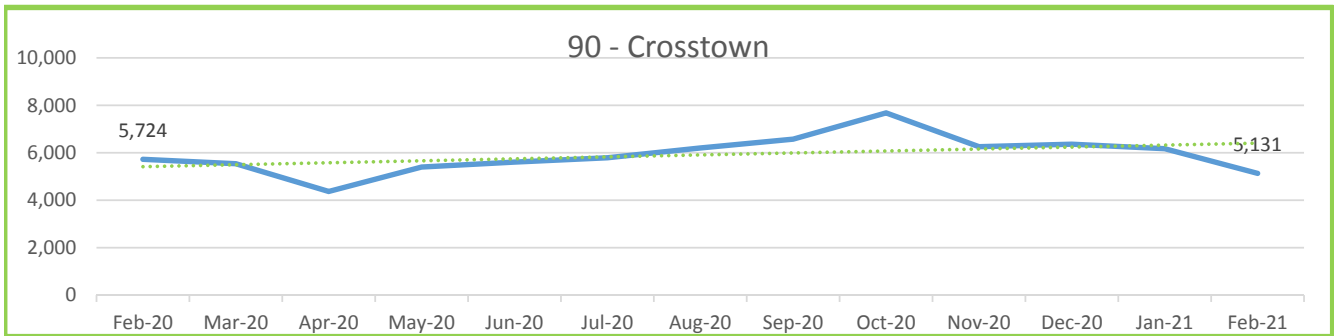
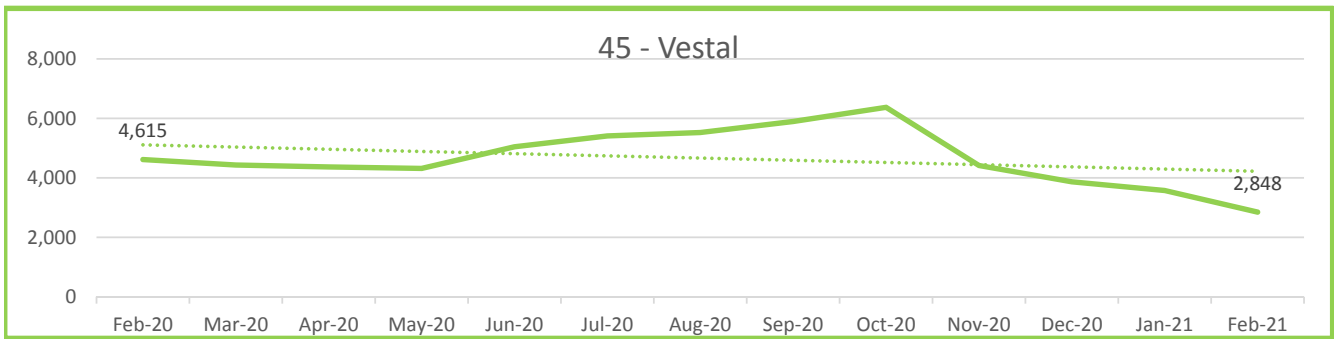
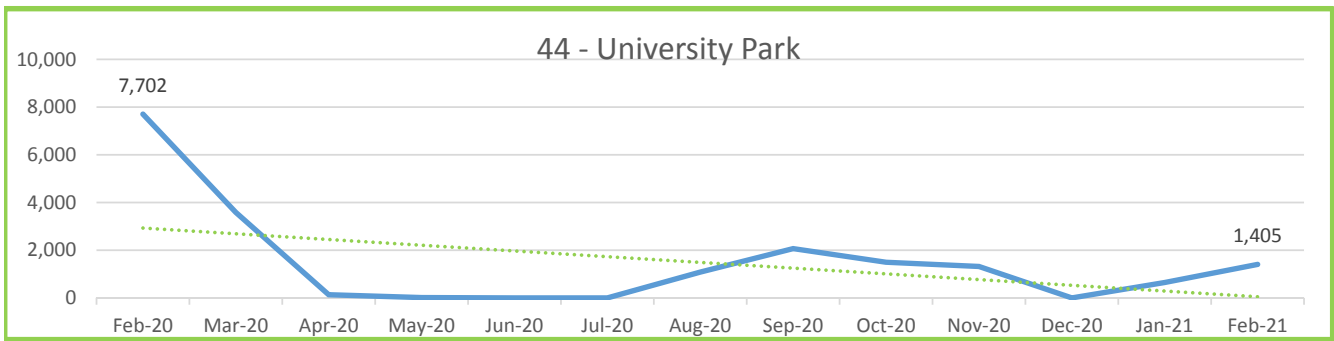














KNOXVILLE AREA TRANSIT

SYSTEM PERFORMANCE REPORT

February, 2021

	<u>THIS MONTH</u>			<u>FISCAL YEAR-TO-DATE</u>		
	<u>This Year</u>	<u>Last Year</u>	<u>Change</u>	<u>This Year</u>	<u>Last Year</u>	<u>Change</u>
FIXED ROUTE SERVICE						
Total Passengers	140,939	212,079	-34%	1,508,331	1,839,438	-18%
System Generated Revenue				\$178,725	\$1,224,950	-85%
Revenue Veh. Miles	182,855	237,949	-23%	1,741,208	1,947,591	-11%
Revenue Veh. Hours	14,774	19,467	-24%	140,127	156,120	-10%
Passengers/Mile	0.77	0.89	-14%	0.87	0.94	-8%
Passengers/Hour	9.54	10.89	-12%	10.76	11.78	-9%
Preventable Accidents	1	1	0%	10	5	100%
Mechanical Road Calls	10	18	-44%	155	206	-25%
Accidents/100,000 Miles	0.55	0.42	13%	0.57	0.26	124%
Miles/Road Failure	18,286	13,219	38%	11,234	9,454	19%
DEMAND RESPONSE						
				0		
Total Passengers	4,681	5,706	-18%	40,338	45,656	-12%
System Generated Revenue				\$7,705	\$111,771	-93%
Revenue Veh. Miles	33,409	38,819	-14%	285,442	299,271	-5%
Revenue Veh. Hours	2,582	2,862	-10%	21,367	22,927	-7%
Passengers/Mile	0.14	0.15	-5%	0.14	0.15	-7%
Passengers/Hour	1.81	1.99	-9%	1.89	1.99	-5%
Preventable Accidents	0	0	0%	1	0	0%
Mechanical Road Calls	2	1	100%	15	21	-29%
Accidents/100,000 Miles	0.00	0.00	0%	0.35	0.00	0%
Miles/Road Failure	16,705	38,819	-57%	19,029	14,251	34%
CHARTER SERVICE						
				0		
Charters	0	0	0%	701	1,932	-64%
Sports Charters	0	0	0%	0	34,690	-100%
Total Passengers	0	0	0%	701	36,622	-98%
Revenue						0%
Football Shuttle Charters				\$0	\$108,526	-100%
Trolley Charters				\$6,400	\$12,750	-50%
Total Miles	0	0	0%	427	10,196	-96%
Total Hours	0.0	0.0	0%	73	2,052	-96%



KNOXVILLE AREA TRANSIT
ROUTE PERFORMANCE REPORT
February, 2021

ROUTE NUMBER	ROUTE NAME	RIDERSHIP	Percentage of Ridership	MILES	Percentage of Miles	HOURS	Percentage of Hours	Passg/ Mile	Passg/ Hour
10	Sequoyah Hills	144	0.1%	910	0.5%	92	0.7%	0.16	1.57
11	Kingston Pike	17,190	13.8%	19,021	11.1%	1,593	12.2%	0.90	10.79
12	Western Ave	12,552	10.1%	16,595	9.7%	1,253	9.6%	0.76	10.02
13	Beaumont	842	0.7%	3,532	2.1%	258	2.0%	0.24	3.27
16	Cedar Bluff Connector	2,420	1.9%	4,426	2.6%	348	2.7%	0.55	6.95
17	Sutherland/Bearden	4,108	3.3%	5,292	3.1%	408	3.1%	0.78	10.07
19	Lakeshore/Lonas Connector	348	0.3%	4,441	2.6%	261	2.0%	0.08	1.33
20	Central Ave/Clinton Hwy	7,228	5.8%	8,204	4.8%	506	3.9%	0.88	14.28
21	Lincoln Park	2,122	1.7%	4,155	2.4%	326	2.5%	0.51	6.50
22	Broadway	18,096	14.5%	14,244	8.3%	1,063	8.1%	1.27	17.02
23	Millertown	3,350	2.7%	7,702	4.5%	675	5.2%	0.43	4.96
24	Inskip/Breda Rd	2,519	2.0%	5,883	3.4%	425	3.3%	0.43	5.92
30	Parkridge	2,320	1.9%	3,103	1.8%	244	1.9%	0.75	9.51
31	Magnolia Ave.	14,789	11.9%	9,004	5.2%	758	5.8%	1.64	19.52
32	Dandridge	3,920	3.1%	4,729	2.8%	303	2.3%	0.83	12.93
33	M.L.K.	2,934	2.4%	7,408	4.3%	601	4.6%	0.40	4.88
34	Burlington	3,153	2.5%	5,658	3.3%	387	3.0%	0.56	8.15
40	South Knoxville	2,140	1.7%	5,579	3.3%	397	3.0%	0.38	5.39
41	Chapman Hwy	11,165	9.0%	13,070	7.6%	800	6.1%	0.85	13.96
42	UT/Ft Sanders Hospitals	3,926	3.1%	5,947	3.5%	742	5.7%	0.66	5.29
43	University Heights	0	0.0%	0	0.0%	0	0.0%	0.00	0.00
44	University Park	1,405	1.1%	2,520	1.5%	290	2.2%	0.56	4.84
45	Vestal	2,848	2.3%	4,817	2.8%	336	2.6%	0.59	8.47
90	Crosstown	5,131	4.1%	15,338	8.9%	1,011	7.7%	0.33	5.07
	Other/ Unknown	0							
SUB TOTAL LINE SERVICE		124,650		171,577		13,077		0.73	9.53
82	Trolley (Orange Line)	4,151	25.5%	5,733	50.8%	913	53.8%	0.72	4.54
84	Trolley (Green Line)	3,500	21.5%	1,363	12.1%	233	13.7%	2.57	15.01
86	Trolley (Blue Line)	8,638	53.0%	4,181	37.1%	550	32.4%	2.07	15.71
SUB TOTAL TROLLEY SERVICES		16,289		11,278		1,697		1.44	9.60
TOTAL PASSENGERS WITH TROLLEYS		140,939		182,855		14,774		0.77	9.54
LIFT SERVICE		4,681		33,409		2,582		0.14	1.81
TOTAL SCHEDULED SERVICES		145,620		216,264		17,356		0.67	8.39
TOTAL CHARTER SERVICES		0		-		-		0.00	0.00
GRAND TOTAL ALL KAT SERVICES		145,620		216,264		17,356		0.67	8.39

City of Knoxville
Schedule of Revenues & Expenses Compared to Budget
February, 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	\$ 38,097	\$ (941,903)	3.89%	\$ 615,692	\$ (577,595)
Ticket Sales	761,000	761,000	38,934	(722,066)	5.12%	543,488	(504,554)
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	6,700	(20,700)	24.45%	12,750	(6,050)
UT Trolley Subsidy	88,150	88,150	44,075	(44,075)	50.00%	44,075	-
Miscellaneous Revenue	4,000	4,000	3,456	(544)	86.40%	8,452	(4,996)
Total Operating Revenue	<u>2,120,440</u>	<u>2,120,440</u>	<u>196,262</u>	<u>(1,924,178)</u>	9.26%	<u>1,464,873</u>	<u>(1,268,611)</u>
Non-Operating Revenues							
Federal Grants	-	-	4,379,104	4,379,104	-	-	4,379,104
State Contribution	3,330,800	3,330,800	2,232,284	(1,098,516)	67.02%	2,220,536	11,748
Transit Grant Revenues	4,931,160	4,931,160	2,639,625	(2,291,535)	53.53%	2,502,990	136,635
General Fund Transfer	12,978,720	12,978,720	4,184,324	(8,794,396)	32.24%	8,391,960	(4,207,636)
Total Non-Operating Revenues	<u>21,240,680</u>	<u>21,240,680</u>	<u>13,435,337</u>	<u>(7,805,343)</u>	63.25%	<u>13,115,486</u>	<u>319,851</u>
Total Revenue	<u>\$ 23,361,120</u>	<u>\$ 23,361,120</u>	<u>\$ 13,631,599</u>	<u>\$ (9,729,521)</u>	58.35%	<u>\$ 14,580,359</u>	<u>\$ (948,760)</u>
Expenditures							
Personal Services							
Wages, Taxes & Retirement Contributions	\$ 14,082,170	\$ 13,907,170	\$ 8,209,031	\$ 5,698,139	59.03%	\$ 8,041,431	\$ 167,600
Employee Group Insurance/Benefits	4,111,030	4,111,030	2,708,382	1,402,648	65.88%	3,863,820	(1,155,438)
Total Personal Services	<u>18,193,200</u>	<u>18,018,200</u>	<u>10,917,413</u>	<u>7,100,787</u>	60.59%	<u>11,905,251</u>	<u>(987,838)</u>
Administrative Expenses							
Supplies	373,660	591,648	384,842	206,806	65.05%	174,072	210,770
Services	2,150,240	2,141,891	1,487,796	654,095	69.46%	1,556,522	(68,726)
Total Administrative Expenses	<u>2,523,900</u>	<u>2,733,540</u>	<u>1,872,638</u>	<u>860,901</u>	68.51%	<u>1,730,594</u>	<u>142,044</u>
Fleet Expenses							
Fleet Supplies	500	500	-	500	0.00%	506	(506)
Parts	400,000	387,016	77,271	309,745	19.97%	369,248	(291,977)
Fuel/Oil/Fluids	2,243,520	2,247,317	764,277	1,483,040	34.01%	1,141,526	(377,249)
Total Administrative Expenses	<u>2,644,020</u>	<u>2,634,833</u>	<u>841,548</u>	<u>1,793,285</u>	31.94%	<u>1,511,280</u>	<u>(669,732)</u>
Total Expenditures	<u>\$ 23,361,120</u>	<u>\$ 23,386,573</u>	<u>\$ 13,631,599</u>	<u>\$ 9,754,973</u>	58.29%	<u>\$ 15,147,125</u>	<u>\$ (1,515,526)</u>
Excess (Deficiency) of Revenues Over Expenses			<u>\$ -</u>			<u>\$ (566,766)</u>	<u>\$ 566,766</u>

March 25, 2021

TO: KAT Commissioners
FROM: Isaac Thorne, Director of Transit
SUBJECT: Recommendation to Approve the KAT Drug and Alcohol Policy

RECOMMENDATION: That the amended KAT Drug and Alcohol Policy be approved to allow compliance with Department of Transportation 49 CFR Part 655. The Drug and Alcohol Policy will take effect on April 1, 2021.

DISCUSSION: The Department of Transportation has amended its drug testing program to add hydrocodone, hydromorphone, oxymorphone, and oxycodone to its drug-testing panel. To be compliant with the Department of Transportation requirement, KAT is adding these four semi-synthetic opioids to the drug testing requirements.

The KAT Drug and Alcohol Policy must comply with all applicable Federal regulations governing anti-drug and alcohol programs both in the workplace and in the transit industry per:

- Omnibus Transportation Employee Testing Act of 1991
- 49 CFR part 655
- Drug Free Workplace Act of 1988

The KAT Drug and Alcohol Policy was last amended and approved on December 21, 2017.