

City of Jefferson
Transit Development Plan
STEERING COMMITTEE MEETING SUMMARIES AND NOTES

City of Jefferson
Transit Development Plan

Steering Committee Meeting Summary
Stakeholders Focus Group
May 10, 2005

In Attendance

Committee Members:

Councilman Ken Ferguson, City of Jefferson City Council
Councilman Dean Martin, City of Jefferson City Council
Councilman Brian Crane, City of Jefferson City Council
Steve Billings, Missouri Dept. of Transportation – Multi-modal Operations
Jim Casey, Cole County Residential Services
Brian Wekamp, Jefferson City Chapter, National Federation of the Blind
Roger Schroeder, Jefferson City Chief of Police/Jefftran Rider
Bonnie Schroder, Jefftran Rider/City of Jefferson Admin

City Staff and Study Team:

Charles Lansford, Assistant to the Director
Richard Turner, Transit Division Director
Alan Morrison, Long Range Transportation Planner
Anne Stratman, Administrative Assistant, Planning & Transportation Services
John Dobies, TranSystems Corporation
Cody Christensen, TranSystems Corporation
Margaret Fitzgerald, TranSystems Corporation
Chris Tatham, ETC Institute
Karen Falk, ETC Institute

Meeting Purpose:

Briefing on the Transit Development Plan Project
Review Project Scope & Schedule
Interactive Discussion on Transit in Jefferson City

I. Project Overview

A. Study Purpose

Dobies said the study's purpose is to evaluate transit services and identify possible improvements to service and facilities. This will include an evaluation of the routes and an evaluation of financing and funding.

B. Project Scope

C. Project Goals & Objectives

Christensen provided a packet to each attendee containing a list of goals and objectives.

D. Public Involvement Program

Fitzgerald said that the public involvement program will provide an opportunity for input, an opportunity to generate consensus, and provide an element of accountability so that decisions are not made in a vacuum.

E. Project Schedule

Dobies said the study will conclude in the fall with a report completed in October.

Interim reports will be submitted throughout the study.

The TranSystems Team

City of Jefferson

Transit Development Plan

II. Background Material

The packet provided to each attendee included two sample charts from the on/off count, the executive summary and charts and graphs from the passenger survey, and a peer comparison table.

A. Transit Service Levels

B. Results of On/Off Count

C. Results of the Passenger Survey

Dobies said that noteworthy items from the survey include: 1. higher percentage of people who ride by choice versus dependent riders (25%) and 2. most people surveyed are satisfied or more than satisfied (42% - excellent and 40% - good) with transit service in Jefferson City.

Dobies said this is something to be proud of and it is certainly something to build on.

D. Peer Comparison

III. Interactive Discussion

The summary of comments from the stakeholder focus group is attached on the following pages.

A. Perception of JEFFTRAN, its service and its value to the community

B. What would the group would like to see from the TDP study

C. What type of service changes does the group think are likely for JEFFTRAN

D. Ideas for service changes

- E. Service expansion into parts of the metro area outside the city's boundaries
 - F. Possible change in location of the transfer center to the Greyhound site
 - G. Funding for Transit in Jefferson City
- The Steering Committee will meet two other times during the study. The next meeting will be in mid-July. The other meeting will be at the end of the study.

The TranSystems Team

City of Jefferson
Transit Development Plan

Steering Committee Meeting Agenda
July 19, 2005

In Attendance

Committee Members:

Councilman Ken Ferguson, City of Jefferson City Council
Councilman Dean Martin, City of Jefferson City Council
Councilman Brian Crane, City of Jefferson City Council
Steve Billings, Missouri Dept. of Transportation – Multi-modal Operations
Bill Robinett, Missouri Dept. of Transportation - Transit Section
Carrie Carroll, Downtown Jefferson City, Inc.
Paula Hartsfield, Jefferson City School District
Brian Wekamp, Jefferson City Chapter, National Federation of the Blind
Bonnie Schroder, Jefftran Rider/City of Jefferson Admin
Dan Massie, City Citizen

City Staff and Study Team:

Janice McMillan, Deputy Director of Planning and Transportation
Alan Morrison, Long Range Transportation Planner
Richard Turner, Transit Division Director
Anne Stratman, Administrative Assistant, Planning & Transportation Services
John Dobies, TranSystems Corporation

Meeting Purpose:

Briefing on the Transit Development Plan Project
Review Project Scope & Schedule
Interactive Discussion on Transit in Jefferson City

Meeting Purpose:

Status Report on the Transit Development Plan Project
Review Public Input

Review Findings to Date and Preliminary Conclusions Discussion of Next Steps

I. Project Status Report

Dobies provided an overview of the project's status to date. He noted that the project is on schedule and has been going smoothly. No problems have been encountered.

Regarding the project schedule, Dobies asked the committee whether a steering committee meeting prior to Sept. 20th would be useful. He explained that the schedule calls for the next meeting to be Sept. 20th on the same day as the final public meeting.

Towards the end of the meeting it was concluded that it would be helpful for the committee to have another steering committee meeting in approximately six weeks (towards the end of August) to review conclusions and preliminary recommendations prior to the public meeting in September.

II. Public Involvement Program

Dobies provided an overview of input received through the public involvement program to date. He referred the group to the brief report that includes a matrix showing comments received from each of the public involvement activities. He stated that input received from the public would be an important consideration in the development of conclusions and recommendations in each of the areas, such as transfer center location, service levels, etc.

Dobies concluded that the input received from the public has been very useful.

Dobies explained that the last significant public involvement activity is the home interview survey which will be conducted during the next several weeks. He stated that the survey results will be compiled and a report will be available in approximately 4-5 weeks. The summary report will be made available to the committee.

III. Review of TDP Work Tasks

A. Transit Operating Facilities Evaluation

Dobies stated that one of the tasks in the project is to inspect and evaluate the transit operating facilities such as the maintenance shops, storage buildings, etc. He explained that the initial inspection has been completed and compiled in a technical report but the evaluation cannot be completed until later in the study when it is determined whether JEFFTRAN services will be expanded, and if so how much.

Dobies stated that the inspection found the operating facilities to be in good condition, well maintained, and functional. He went on to say that it does appear that the facilities have limited capacity. He said that capital cost estimates for improving or expanding the facilities will be included in the capital program that will be developed as part of the project.

B. Transit Center Evaluation

Dobies stated that the question regarding the location of the central transit center was very important to the other study tasks and it would be most helpful if the committee would provide some direction on the preference. He went on to say that JEFFTRAN has outgrown the transfer center at Jefferson and High streets and there are essentially 4 alternatives:

1. Stay at Jefferson & High but make as many improvements as possible to mitigate operating problems.
2. Move to another on street location in the downtown area.
3. Move to an off street location in the downtown area (site undetermined)
4. Move to the Greyhound site.

In discussion it was concluded that moving from the current location was preferable due to the constraints and conflicts. It was noted that a move to the Greyhound station would resolve the current operating problems, but would represent only a fair solution for the transfer center relocation. As such, it was suggested that the city should pursue a different location for the ultimate solution.

Janice McMillan pointed out that there are funding and timing issues associated with creating a new transit center. A new transit center would require about an acre or 1.5 acres of land, cost in the range of \$700,000 to one million dollars to develop and require at least 4-5 years for total project development. This amount of time was needed to secure funding, select a site design, etc.

In discussion it was concluded that the preferred approach was to move to the Greyhound location as soon as practical as an interim measure. The city will concurrently begin the initial work on developing a transfer center at a different location in the downtown area.

TranSystems will perform the following in support of this approach:

- Verify the space program for a transit center, provide a design concept at a generic site and provide photo examples of transit centers developed in other communities.
- TranSystems will review the measures required to make the Greyhound station a functional transit center and develop a “least cost solution” cost estimate for achieving these improvements.
- TranSystems will prepare a route and service plan for the relocated transit center.

It was concluded that all service plans developed as part of the project will assume that the transfer center is located at the Greyhound station.

C. Transit Service Improvement Plans

There was a discussion on the matter of 30 minute service intervals versus 40 minute service intervals related to the tight running times the routes currently have. Dobies explained that something has to be done because the tight running times lead to late operation and interfere with the timed transfers. He explained that there are essentially three ways to address the problem:

- Add a bus to each of the routes to cover the expanded running time and possibly reduce the service frequency to 20 minutes. This would result in a near doubling of costs and is considered impractical.
- Maintain the 30 minute service interval but trim back the routes as necessary to reduce the required running time. Target should be having buses able to complete the cycle in 25 minutes.
- Increase the service interval to 40 minutes which would allow a cycle time up to 35 minutes.

In discussion, it was clear that there was a trade-off between the 30 minute and 40 minute service intervals. While maintaining the 30 minute frequency would require some portions of the routes to be discontinued, expanding the interval to 40 minutes would complicate schedules.

Committee member Billings stated that he thought maintaining the 30 minute interval was preferable because going to 40 minutes would be a discernable reduction in service. Moreover, he was of the opinion that portions of the existing routes with no ridership or light ridership could be discontinued with a small negative effect on current riders.

Committee member Massie stated that he felt the complication to the schedules would be significant if the 30 minute frequency were not maintained. He asserted that it was important to be able to express the scheduling terms of 2 departures per hour at the same clock time.

At the suggestion of Committee member Martin, it was concluded that the committee should review a route and schedule plan for each option. Dobies agreed that this was a reasonable way to address the question. TranSystems will prepare two service concepts, one with 30 minute intervals and another with 40 minute intervals.

The TranSystems Team

Meeting Notes – August 30, 2005

Transit Development Plan
Steering Committee Meeting

Tuesday, August 30, 2005
11:00 a.m. to 1:30 p.m.
Boone/Bancroft Room #200
John G. Christy Municipal Building
320 E. McCarty Street, Jefferson City, Missouri

Steven Billings *
Dr. Paula Kindrick Hartsfield *

Missy Bonnot
Councilman Dean Martin *
Carrie Carroll *
Bonnie Schroder
Jim Casey *
Chief Roger Schroeder
Councilman Brian Crane *
Brian Wekamp *
Councilman Ken Ferguson

STAFF MEMBERS PRESENT

Janice McMillan
Richard Turner
Alan Morrison
Anne Stratman

CONSULTANT TEAM

John Dobies, TranSystems Corporation
Cody Christensen, TranSystems Corporation

GUESTS PRESENT

Bill Robinett, Missouri Department of Transportation
Kris Hilgedick, News Tribune

Project Status Report

A. Project Schedule

Mr. Dobies stated that the Community Survey was completed in August, 2005 and the summary results were included in your meeting packet. He explained that completion of the study is still on schedule for the latter part of October, 2005.

B. Household Survey Results

Mr. Dobies stated that more than half of those surveyed were not familiar with JEFFTRAN and that fewer than half would not use JEFFTRAN if the bus stop were more than two (2) blocks away. He stated that most people would pay more than the current fare and over 90 percent indicate that supporting transit is important.

Transit Center Evaluation

C. Improvements to Greyhound Station

Mr. Dobies reiterated that the transfer center at the intersection of Jefferson and High Streets will be relocated to the former Greyhound Bus Station on West McCarty Street. He explained that improvements will be necessary for the parking lot and building.

Ms. McMillan discussed the possibility of cultivating a relationship with Columbia for regional service.

D. Downtown Transfer Center Concept

Mr. Dobies showed a conceptual transfer site that is approximately one (1) acre and accommodates eight (8) buses. He discussed a conceptual timeline for securing funding, conducting an environmental analysis and construction.

Financial Projections

Mr. Dobies explained that he has received new legislation on the transportation bill for federal operating assistance and will need to recalculate the projections before reporting to Committee members.

Fares and Revenue

Mr. Dobies stated that a fare increase is recommended for inclusion in the Transit Development Plan. He suggested establishing a policy for periodic fare review and adjustments, plus establishing an unlimited monthly ride pass. Mr. Dobies discussed ways to mitigate adverse effects when increasing fares.

Transit Service Evaluation

Mr. Dobies stated that since service is fundamentally sound, he is hesitant to make changes. He discussed alternatives for service modifications, as well as, suggestions for expansion and stated that a 30 minute service is preferable.

Preparation for September 20, 2005 Public Meeting

Mr. Dobies invited Committee members to attend the public meeting scheduled for September 20, 2005 from 4:00 to 6:00 p.m. in the Council Chambers.

Adjournment. With no other business the meeting adjourned at 1:30 p.m.

Meeting Notes – September 20, 2005

Transit Development Plan Steering Committee Meeting

Tuesday, September 20, 2005
11:30 a.m. to 1:30 p.m.
Boone/Bancroft Room #200
John G. Christy Municipal Building
320 E. McCarty Street, Jefferson City, Missouri

Steven Billings *
Dr. Paula Kindrick Hartsfield *
Missy Bonnot
Councilman Dean Martin *
Carrie Carroll *

Bonnie Schroder *
Jim Casey *

Chief Roger Schroeder *
Brian Wekamp *
Councilman Brian Crane
Councilman Ken Ferguson

STAFF MEMBERS PRESENT

Janice McMillan
Richard Turner
Alan Morrison
Anne Stratman

CONSULTANT TEAM

John Dobies, TranSystems Corporation
Cody Christensen, TranSystems Corporation

GUESTS PRESENT

Bill Robinett, Missouri Department of Transportation

Project Status Report

Mr. Dobies invited Committee members to attend the public meeting scheduled for September 20, 2005 from 4:00 to 6:00 p.m. in the City Council Chambers. He stated that the study is on schedule to be completed in late October, 2005. Mr. Dobies explained that the final Transit Development Plan will include information collected, as well as, recommendations and an implementation plan.

Preview of Public Meeting

Meeting Purpose

Mr. Dobies explained that the purpose of today's meeting is to review preliminary recommendations with the public and project stakeholders and to solicit input to verify and modify recommendations for the Transit Development Plan.

Preliminary Recommendations

Mr. Dobies stated that it is an accepted action to relocate the transfer center from Jefferson and High Streets to the former Greyhound Bus Station on West McCarty Street.

Mr. Dobies recommended that the City increase regular fares either to \$.75 or \$1.00 and establish a monthly unlimited ride pass to mitigate the adverse effects of a fare increase. Reduced fares would continue to be one half of the regular fare and Handi Wheels fares would continue to be twice the amount of the regular fare.

Mr. Dobies stated that expansion of service hours is the most requested service modification. He stated that flexible service hours and new routes and services need to be examined more closely. Mr. Dobies explained that service improvements are most likely to be funded by the City and would need to find ways to utilize available federal funding.

Adjournment. With no other business the meeting adjourned at 1:30 p.m.

Meeting Notes -- December 19, 2005

Transit Development Plan
Steering Committee Meeting

Monday, December 19, 2005
11:30 a.m. to 1:30 p.m.
Boone/Bancroft Room #200
John G. Christy Municipal Building
320 E. McCarty Street, Jefferson City, Missouri

Steven Billings *
Dr. Paula Kindrick Hartsfield *
Missy Bonnot
Councilman Dean Martin *
Carrie Carroll
Bonnie Schroder
Jim Casey *
Chief Roger Schroeder
Councilman Brian Crane *
Brian Wekamp *
Councilman Ken Ferguson

STAFF MEMBERS PRESENT

Janice McMillan
Richard Turner
Alan Morrison
Anne Stratman
Steve MacIntyre

CONSULTANT TEAM

John Dobies, TranSystems Corporation
Cody Christensen, TranSystems Corporation

GUESTS PRESENT

Kris Hilgedick, News Tribune

Project Status Report

Mr. Dobies stated that a presentation of the final plan has been tentatively scheduled for the January 19, 2006 meeting of the Public Works and Planning Committee. He explained that the Steering Committee, CAMPO Technical Committee and Board of Directors will be invited to attend.

Review of TDP Recommendations

A. Fixed Route Service

Mr. Dobies reviewed the following recommendations for fixed route service:

1. Reconfigure routes to the hub at the bus station on West McCarty;
2. Extend service 30 minutes earlier in the morning and one hour longer in the evening;
3. Establish evening service, Saturday service, new Capital Mall route, downtown circulator, express routes and transit service beyond the Jefferson City corporate limits.

B. Paratransit Service

Mr. Dobies explained that the new Federal Transportation Bill contains a new category of funding called New Freedom, specifically for paratransit services. He stated that before a metropolitan area is eligible for those funds, they must have a coordinated human services plan in place.

C. Capital Improvements

Mr. Dobies stated that the vehicle replacement program is on schedule and recommends heavy duty transit busses, such as the new Gillig Busses, for their durability and low maintenance.

D. Fare Structure

Mr. Dobies explained that the City has not increased fares since 1982 and is recommending an increase of either \$.75 or \$1.00. He stated that the public has indicated acceptance of a fare increase to \$.75 rather than \$1.00. Mr. Dobies clarified that reduced fares will increase, as well. He recommended implementing a fare increase when relocating to the bus station on West McCarty and making service improvements because the public is more receptive to a fare increase when improvements or service modifications are implemented. Mr. Dobies stated that a periodic review of fare increases will be part of their recommendation.

Mr. Dobies distributed a draft of the Transit Service Deployment Guidelines which provides guidance for the development and modification of transit services as part of the Jefferson City Transit Development Plan. He explained that the purpose of the guidelines are to create an objective basis for designing transit service; achieve a degree of

consistency in the deployment of service across the City and metro area; and reflect policy and financial considerations in transit service design in a structured manner.

Mr. Dobies explained that the Steering Committee will be asked to assist with developing priorities for the transit service modifications and fare structure modifications included in the draft Transit Development Plan. He distributed questionnaires requesting committee members to rank each potential service modification and indicated preference for each fare structure modification options using attached forms. Mr. Dobies stated that the implementation period for the transit service modifications and fare structure modifications is six (6) years from 2006 through 2011. He explained that the rankings and input will be compiled and summarized and included as input to the Transit Development Plan. Mr. Dobies requested that staff distribute the questionnaires to those members who are absent and once those results are received they will be compiled and returned to staff for distribution.

Financial Analysis

Mr. Dobies explained that the Financial Analysis shows that an increase in City funding of about 33 percent by 2011 is necessary to maintain the current level of service. He distributed a table outlining five year total operating and capital funding requirements.

Adjournment. With no other business the meeting adjourned at 1:25 p.m.
