



CITY OF EMPORIA

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, NOVEMBER 1, 2016 - 6:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

October 18, 2016 ~ Regular Meeting

APPROVAL OF AGENDA

AWARDS AND RECOGNITIONS

NEW BUSINESS

- 16-68. East Atlantic Street Neighborhood Improvement Project – Request to Adopt Required Documents
- 16-69. Greensville County Courthouse Addition – Request to Approve
- 16-70. Greensville County Sheriff’s Office Addition – Request to Approve
- 16-71. Public Transportation Agreement – Request to Approve
- 16-72. Log Trucks – Request by Council Member Harris

PUBLIC COMMENT

CLOSED SESSION

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
October 18, 2016**

Note to Reader: Although the printed agenda document for this City Council meeting is not part of these minutes, the agenda document provides background information on the items discussed by City Council during the meeting. A copy of the agenda document for this meeting may be obtained by contacting the Office of the City Clerk.

Emporia City Council held a regular meeting on Tuesday, June 21, 2016 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with Carolyn Carey, Council Member offering the invocation.

ROLL CALL

The following City Council members were present:

Councilman F. Woodrow Harris
Councilman James E. Ewing, III
Councilwoman Carolyn S. Carey
Councilwoman L. Dale Temple
Councilwoman Carol Mercer
Councilwoman Doris T. White
Councilwoman Deborah D. Lynch

Others present:

Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Dr. Edwin C. Daley, Assistant City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Ken Ryals, Emergency Service Coordinator
Linwood Pope, Director of Utilities
Ricky Pinksaw, Chief of Police
Tom Delbridge, Water Treatment Plant

Absent:

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, September 06 & 20, 2016 Regular meeting as presented, seconded by Councilwoman Mercer, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

APPROVAL OF BILLS

A listing of the October 18, 2016 bills was presented to City Council members.

General Fund	\$	1,077,403.98
Utility Fund	\$	185,757.61

Councilwoman Carey moved to approve the October 18, 2016 bills as presented, seconded by Councilwoman Lynch, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

FINANCIAL AND TAX REPORTS

Honorable W. S. Harris, Jr., City Treasurer provided his report to City Council members. There were no questions regarding his report.

COMMISSIONER OF THE REVENUE REPORT

Honorable Joyce E. Prince, Commissioner of the Revenue provided her report to City Council members. There were no questions regarding her report.

PERMIT AND INSPECTION REPORT

Randy C. Pearce, Building/Fire Official provided his report to City Council members. There were no questions concerning his report.

POLICE REPORT

Ricky Pinksaw, Chief of Police provided his report to City Council members. There were no questions concerning his report.

CITY SHERIFF REPORT

Sam C. Brown, Sheriff provided his report to City Council members. There were no questions concerning his report.

CITY ATTORNEY REPORT

C. Butler Barrett, City Attorney had no matters to report to City Council members.

AGENDA APPROVAL

Councilwoman Temple moved to approve the agenda as presented, seconded by Councilwoman Mercer, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

AWARDS AND RECOGNITIONS

Mayor Person stated that there were no awards and recognitions.

NEW BUSINESS

16-61. East Atlantic Street Neighborhood Improvement Project – Request to Adopt Resolution Authorizing Submittal of VDEM Grant Application

Mr. Thrower stated that the City has been working with DHCD, VDEM, VDOT, VGIF and Community Planning Partners on a community improvement program for the East Atlantic Street neighborhood. He also stated that the City had been awarded \$1,000,000.00 in CDBG funds from DHCD to address dilapidated housing conditions and an inadequate drainage system on Reese Street. He further stated that this was part of Phase 1 of the project.

Mr. Thrower reported that the matching funds included:

VDOT street paving funds	\$170,000
VDOT MAP-21 funds application	350,000
City drainage improvement funds	200,000
City street lighting funds	15,000
City street signage funds	5,000
City administrative funds	6,000
City police and code enforcement	73,636
City building fees waived	3,434
VDEM flooding mitigation funds	501,300
Property owner investments	10,500
VGIF trail development funds	1,400

Total project matching funds \$1,336,270

Mr. Thrower stated that the City is preparing to submit an application for VDEM funding to acquire or elevate flood zone properties where owners desire to participate. He also stated that the dollar amount of the requested amount will not be known until all interested property owners have been identified, and the properties have been appraised.

He recommended that Council approve the resolution authorizing him to submit an application to VDEM for the aforementioned improvements.

Councilwoman Temple made a motion to adopt **Resolution No. 16-10** authorizing the City Manager to submit an application to VDEM for the aforementioned improvements, seconded by Councilwoman Mercer, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

16-62. East Atlantic Street Neighborhood Improvement Project – Request to Adopt Resolution Authorizing Submittal of VDOT Grant Application

Mr. Thrower stated that the City has been awarded \$1,000,000 in CDBG funds from DHCD for housing rehabilitation and storm drainage improvements in the East Atlantic Street neighborhood. He also stated that this part of the project is new and replacement of the sidewalks is included. He further stated that the City Administration was requesting authorization to apply for \$350,000 from VDOT in order to provide sidewalks on Center Street, on Lee Street from Center Street to the Hicksford Street Bridge, and on Hicksford Street from the bridge to existing sidewalks.

Mr. Thrower stated that a twenty percent local match was estimated at \$70,000. He also stated that this will be included in the FY18 budget if the application is funded.

He recommended that Council approve the resolution authorizing him to submit an application to VDOT for the aforementioned improvements.

Councilman Ewing made a motion to adopt **Resolution No. 16-11** authoring the City Manager to submit an application to VDOT for the aforementioned improvements, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Doris T. White	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

16-63. Joint Economic Development Authority – Request to Appoint Members

Mr. Thrower stated that in order to move forward with the construction of the new Social Services building that will be located at the Greenville County Government Center campus, Council needed to appoint two individuals to the joint Economic Development Authority, per the recently adopted agreement with Greenville County.

Councilwoman Temple nominated Councilwoman Carey.

Councilman Harris nominated Brian Thrower, City Manager.

Councilwoman Mercer made a motion to appoint Councilwoman Carey and Brian Thrower to serve on the joint Economic Development Authority, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	abstained
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

16-64. Greenville County Public Schools – Request to Participate in Focus Group to Discuss Future of School Construction

Mr. Thrower reported that a letter sent from Dr. Angela Wilson, Superintendent of Greenville County Public Schools, requesting two members of the City Council to participate in a focus group to discuss the future of school construction. He also stated that the meeting would be held on Tuesday, October 25, 2016 in the Library/Media Center at E.W. Wyatt Middle School from 4:00 – 6:00 p.m.

He recommended that Council select two Council Members to attend this meeting.

Councilwoman Carey nominated Councilman Harris.

Councilwoman Temple nominated Councilwoman Mercer.

Councilwoman Temple made a motion to appoint Councilwoman Mercer and Councilman Harris to participate in a focus group to discuss the future of school construction, seconded by Councilman Ewing, which passed as follows:

Councilman F. Woodrow Harris	abstained
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Carol Mercer	abstained
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

16-65. Fire Program Funds – Appropriation Ordinance

Mr. Thrower reported that the City received \$18,000.00 in grant funds from the Virginia Department of Fire Programs. He also reported that in order for the Greenville County Fire Department to utilize this award, Council would need to appropriate that sum into the current-year operating budget via ordinance so that City may transfer these funds to Greenville County.

He recommended that Council adopt the ordinance.

Councilwoman Temple made a motion to adopt **Ordinance No. 16-27** to appropriate the sum of \$18,000.00 in grant funds from the Virginia Department of Fire Programs, seconded by Councilman Harris, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

16-66. Department of Environmental Quality Grant Funds – Appropriation Ordinance

Mr. Thrower reported that the City received notification that the City has been awarded a grant from the Department of Environmental Quality in the amount of \$6,192 for Litter Prevention and Recycling Program activities for FY17. He also reported that Council would need to appropriate these funds into the current operating budget via ordinance in order for the City to utilize the award.

He recommended that Council adopt ordinance.

Councilwoman Temple made a motion to adopt **Ordinance No. 16-28** to appropriate the sum of \$6,192.00 in grant funds from the Department of Environmental Quality for Litter Prevention and Recycling, seconded by Councilwoman Lynch, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

16-67. City School Board/Greenville County School Board – Term Expirations

Mr. Thrower stated that on December 31, 2016, Ms. Janey Bush's (4) four-year term on the Greenville County and City School Boards will expire. He also stated that a notice would be published in the local newspaper indicating that a public hearing will be conducted on November 15, 2016 concerning this matter. He further stated that Ms. Bush had indicated that she does wish to be considered for reappointment.

Mr. Thrower reported that this was for information only, and no action is required at this time.

PUBLIC COMMENT

Mayor Person asked if anyone wished to bring a matter before City Council members adhering to the three-minute time limitation.

With there being no comments to come before City Council, Mayor Person closed the public comment portion of the meeting.

*****CLOSED SESSION*****

Councilman Ewing moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (7) Legal matter requiring the advice of counsel and briefings by staff pertaining to City/County contractual issues, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

*****Regular Session*****

Councilwoman Mercer moved that the meeting be returned to Regular Session. Councilwoman Temple seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

CERTIFICATION

Councilwoman Mercer moved to certify the following:

1. only public business matters are lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the Closed Session to which this certification applies, and
2. only such public business matter as were identified in the motion by which the Closed Session was convened were heard, discussed, or considered by City Council.

Councilwoman White seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Doris T. White	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye

ADJOURNMENT

With no further business to come before City Council, Mayor Person adjourned the meeting.

Mary L. Person, Mayor

Tessie S. Wilkins, CMC
City Clerk



CITY OF EMPORIA

Memorandum

October 28, 2016

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager *BST*

SUBJECT: East Atlantic Street Neighborhood Improvement Project – Request to Adopt Required Documents

ITEM #: 16-68

As you are aware, the City has been awarded \$1,000,000 in CDBG funds from DHCD for our East Atlantic Street Neighborhood Improvement Project. In order to proceed, DHCD requires Council approval of the following documents:

1. Grant Approval and Execution Authorization Resolution
2. Fair Housing Certification
3. Local Business and Employment Plan
4. Non-Discrimination Policy
5. Residential Anti-Displacement and Relocation Assistance Plan
6. Section 504 Grievance Procedure

Recommendation

I recommend you approve the attached documents.

Attachments

Documents

RESOLUTION

**APPROVING THE GOVERNING DOCUMENTS AND AUTHORIZING
THE EXECUTION OF ALL NECESSARY CONTRACT DOCUMENTS
FOR THE EAST ATLANTIC STREET NEIGHBORHOOD REVITALIZATION
PROJECT**

WHEREAS, the City applied for and has been awarded a FY 2016 Community Development Block Grant-funded Community Improvement Grant in the amount of \$1,000,000 from the Virginia Department of Housing and Community Development (VDHCD) to undertake a neighborhood revitalization project in the East Atlantic Street Neighborhood Project Area as defined by the grant application;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Emporia, Virginia that:

1. The City of Emporia hereby approves the following documents that will govern the East Atlantic Street Neighborhood Revitalization Project:
 - a. Members and Bylaws of the Housing Rehabilitation Advisory Board, East Atlantic Street Neighborhood Revitalization Project, including the appointment of the members indicated therein.
 - b. Housing Rehabilitation Program Design, East Atlantic Street Neighborhood Revitalization Project.
 - c. Program Income Plan, East Atlantic Street Neighborhood Revitalization Project.
2. The City hereby authorizes the City Manager, the City's chief administrative official, to execute all contracts and other documents necessary for the implementation of the East Atlantic Street Neighborhood Revitalization Project including the separate contracts with the previously procured Grant Management Consulting firm, Community Planning Partners, an Engineering Firm being currently procured, and a Housing Rehabilitation Specialist being currently procured, each contract to be in the amount included in the previously approved East Atlantic Street Neighborhood Revitalization Project budget.

DATE:

CITY OF EMPORIA

Mary Person, Mayor

ATTEST:

Tessie S. Wilkins, Clerk of Council

**FAIR HOUSING CERTIFICATION
EAST ATLANTIC STREET NEIGHBORHOOD REVITALIZATION PROJECT
FY 2016 CDBG FUNDED COMMUNITY IMPROVEMENT GRANT
CITY OF EMPORIA, VIRGINIA**

Compliance with Title VIII of the Civil Rights Act of 1968

WHEREAS, the City of Emporia has applied for and intends to accept federal funds authorized under the Housing and Community Development Act of 1974, as amended, and

WHEREAS, recipients of funding under the Act are required to take action to affirmatively further fair housing;

NOW THEREFORE, the City of Emporia agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

DATE:

CITY OF EMPORIA

Mary Person, Mayor

ATTEST:

Tessie S. Wilkins, Clerk of Council

**LOCAL (SECTION 3) BUSINESS AND EMPLOYMENT PLAN
EAST ATLANTIC STREET NEIGHBORHOOD REVITALIZATION PROJECT
FY 2016 CDBG FUNDED COMMUNITY IMPROVEMENT GRANT
CITY OF EMPORIA, VIRGINIA**

1. The City of Emporia designates as its Section 3 Business and Employment Project Area the City of Emporia.
 2. The City of Emporia, its contractors, and designated third parties shall in utilizing Community Development Block Grant (CDBG) funds, utilize businesses and low-income residents of the Section 3 Area in carrying out all activities, to the greatest extent feasible. The Grantee will request all contractors and subcontractors both construction and non-construction to verify their eligibility as a Section 3 Business. The Grantee will monitor for Section 3 compliance all contracts in excess of \$100,000 relative to new hires with a goal of 30% low income representation and subcontracting with a goal of 10% low income representation.
 3. In awarding contracts for construction and non-construction the City of Emporia, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the Section 3 Area:
 - (a) The City of Emporia has identified the following contracts as necessary to complete the CDBG activities:
 - A contract or contracts for the replacement of existing stormwater drainage pipes and drop inlets including associated utility relocations and roadway paving.
 - Contracts for the rehabilitation of existing homes.
 - Subcontracts under the supervision of the procured contractors.
 - (b) The City of Emporia shall identify through various and appropriate sources including *The Emporia Independent Messenger* the Section 3 Business concerns within the Section 3 Area which are likely to provide construction contracts and non-construction contracts for services which will be utilized in the activities funded through CDBG assistance.
 - (c) The identified Section 3 Business concerns within the Section 3 Area shall be included on bid lists used to obtain bids, quotes or proposals for work which will utilize CDBG funds.
 - (d) To the greatest extent feasible the identified Section 3 Business concerns and any other project area business concerns shall be utilized in activities which are funded with CDBG assistance.
 4. The City of Emporia and its covered contractors (those awarded a contract for \$100,000 or more) shall take the following steps to encourage the hiring of low-income persons residing in the Section 3 Area:
 - (a) The City of Emporia in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both trainees and employees which are likely to be used to conduct CDBG funded activities.
-

- (b) The City of Emporia shall advertise through the *The Emporia Independent Messenger* the availability of such positions with the information on how to apply.
 - (c) The City of Emporia, its covered contractors, and subcontractors shall be required to maintain a record of inquiries and applications by project area residents who respond to advertisements, and shall maintain a record of the status of such inquires and applications.
 - (d) To the greatest extent feasible, the City of Emporia, its covered contractors, and subcontractors shall hire low-income project area residents (Section 3 Residents) in filling, training and employment positions necessary for implementing activities funded by CDBG funds.
5. In order to document compliance with the above affirmative actions and Section 3 of the *Housing and Community Development Act of 1972, as amended*, the City of Emporia shall obtain from its covered contractors and subcontractors, *Registers of Contractors, Subcontractors, and Suppliers* and *Registers of Assigned Employees* for all activities funded by CDBG funds. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.
 6. The City of Emporia, its covered contractors, and subcontractors shall designate a Section 3 Coordinator to ensure compliance with this regulation. The Section 3 Coordinator for the City of Emporia shall be Brian Thrower, City Manager, through the course of this active CDBG agreement.
 7. The City of Emporia, its covered contractors, and subcontractors shall create and maintain a Section 3 Directory of all Section 3 Business concerns within the geographic area that perform the work needed to complete this community development agreement.
 8. The City of Emporia shall report annually to the Department of Housing and Community Development on the numerical goals and dollar amounts awarded to Section 3 residents and Section 3 Business concerns using HUD form 60002.

DATE:

CITY OF EMPORIA

Mary Person, Mayor

ATTEST:

Tessie S. Wilkins, Clerk of Council

**NON-DISCRIMINATION POLICY
CITY OF EMPORIA, VIRGINIA**

The City of Emporia or any employee thereof will not discriminate against an employee or applicant for employment because of race, age, handicap, creed, religion, color, sex, or national origin. Administrative and Personnel officials will take affirmative action to insure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

DATE:

CITY OF EMPORIA

Mary Person, Mayor

ATTEST:

Tessie S. Wilkins, Clerk of Council

**RESIDENTIAL ANTI-DISPLACEMENT AND
RELOCATION ASSISTANCE PLAN
EAST ATLANTIC STREET NEIGHBORHOOD REVITALIZATION PROJECT
A POTENTIAL CDBG-FUNDED COMMUNITY IMPROVEMENT GRANT
CITY OF EMPORIA, VIRGINIA**

The City of Emporia will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate income dwelling units as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the City of Emporia will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

- (1) a description of the proposed assisted activity;
- (2) the general location on map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- (3) a time schedule for the commencement and completion of the demolition or conversion;
- (4) the general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- (5) the source of funding and a time schedule for the provision of replacement dwelling units;
- (6) the basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
- (7) information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low/moderate-income households in the jurisdiction.

The City of Emporia will provide relocation assistance to each low/moderate-income household displaced by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the Housing and Community Development Act of 1974, as amended, or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The East Atlantic Street Neighborhood Revitalization Plan includes the following activities:

- Acquisition and clearance of residential structures located within a 100-year floodplain utilizing FEMA Hazard Mitigation Grant Program (HMGP) funds.
- Rehabilitation of 2 LMI owner-occupied dwellings.
- Rehabilitation of 16 LMI investor-owned dwellings.
- Repair/replacement of existing storm drainage infrastructure.
- Repaving of all Project Area streets.
- Addition of sidewalks and curb and gutter where necessary utilizing VDOT Transportation Alternatives Program (TAP) funds.
- Replacement/addition of street lighting and new street name signs and stop signs.

The activities as planned will result in permanent displacement of LMI households occupying properties to be acquired/demolished using HMPG funds. This is a voluntary program; therefore, homeowners are ineligible to receive relocation assistance. However, all tenant households displaced by this project will be provided relocation assistance and moving expenses to mitigate any potential difficulties associated with their moving. The City of Emporia will work with the grant management staff, project area residents, FEMA, the Virginia Department of Emergency Management, and the Department of Housing and Community Development to ensure that any changes in project activities do not cause additional displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

DATE:

CITY OF EMPORIA

Mary L. Person, Mayor

ATTEST:

Tessie S. Wilkins, Clerk of Council

**SECTION 504
GRIEVANCE PROCEDURE
CITY OF EMPORIA, VIRGINIA**

The City of Emporia has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) 24 CFR 8.53(b) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual...shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance..."

Complaints should be addressed to: Mr. Brian Thrower, City Manager, 201 South Main Street, Emporia, VA 23847, 434-634-3332, who has been designated to coordinate Section 504 compliance efforts.

1. A complaint should be filed in writing or verbally containing the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis).
3. An investigation, as may be appropriate, shall follow a filing of a complaint. Mr. Brian Thrower, City Manager, will conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53 (b), the City of Emporia need not process complaints from applicants for employment or from applicants for admission to housing.
4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Mr. Brian Thrower, City Manager, and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Section 504 coordinator shall maintain the files and records of the City of Emporia relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to Mr. Brian Thrower, City Manager.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban

Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the City of Emporia complies with Section 504 and the HUD regulations.

DATE:

CITY OF EMPORIA

Mary Person, Mayor

ATTEST:

Tessie S. Wilkins, Clerk of Council



CITY OF EMPORIA

Memorandum

October 28, 2016

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager *BST*

SUBJECT: Greensville County Courthouse Addition – Request to Approve

ITEM #: 16-69

Greensville County has requested approval from the City to move forward with the Courthouse Addition Project. The expansion of the Courthouse includes a significant modification/enhancement to the Courthouse including the construction of a new structure and connection to the existing structure.

The estimated budget for the project is \$1,325,000. Greensville County is seeking to fund the project through Rural Development. Greensville County estimates the City's portion of debt service on this project to be \$17,000 annually. Payments are estimated to begin October 2018.

The Shared Services Agreement between the City of Emporia and Greensville County states that both localities "have identified the expected need for Courthouse entrance improvements and improvements at the Sheriff's Office for an evidence room and additional office and operations space... The specific scope and estimated cost of the projects is not yet known... The County and the City acknowledge, in principle that they both intend to and expect to approve these projects and that the County and the City will pay their respective shares of the Total Project Costs for these two Projects."

Recommendation

I recommend you approve this request from Greensville County.

Attachments

Project Budget
Project Schedule

PROJECT BUDGET/ PRE - DESIGN

DATE: 12/30/2014 Revised 10/15/2016

OPTION 1 – North Wing Addition

New Additions: 2,759 s.f. +/-;

Construction Costs:

Sitework

Paving/ C&G/ Grading/ Utilities:

Use: 2,759 s.f. @ 26.00 p.s.f. = \$71,734

\$ 71,734 +/-

Demolition:

Removal of Old Office Building @ 3,500 s.f.

Removal of Old Bank Building @ 3,490 s.f.

Use: 6,490 s.f. @ 9.00 p.s.f. = \$58,410

\$ 58,410 +/-

Asbestos Removal:

See Report/Brief in Exhibit 7

\$ 15,750 +/-

Building Construction

New Additions/ Connecting Existing:

Use: 2,759 s.f. @ \$270.00 p.s.f. = \$744,930

\$744,930 +/-

Total Construction Costs

\$890,824 +/-

Other Costs:

Land

\$ 25,000 +/-

Interest (\$890,000 x 6% ÷ 2)

\$ 26,700 +/-

Arch./ Eng./ Survey/ Test (Factor 10.5%)

\$ 85,700 +/-

Legal

\$ 6,600 +/-

Clerk of Works

\$ 10,000 +/-

Security Equipment

See Exhibit 3/Gaston Security Est.

\$100,800 +/-

Equipment (By Owner) (t.b.d.)

Communications/ I.T./ Sound System

\$ 45,000 +/-

Landscaping Allowance

\$ 30,000 +/-

Environmental Study (t.b.d.)

\$ 5,000 +/-

Design Contingencies (Use 10% / \$890,000)

\$ 89,000 +/-

Total/ Other Costs

\$423,800 +/-

TOTAL PROJECT COSTS :

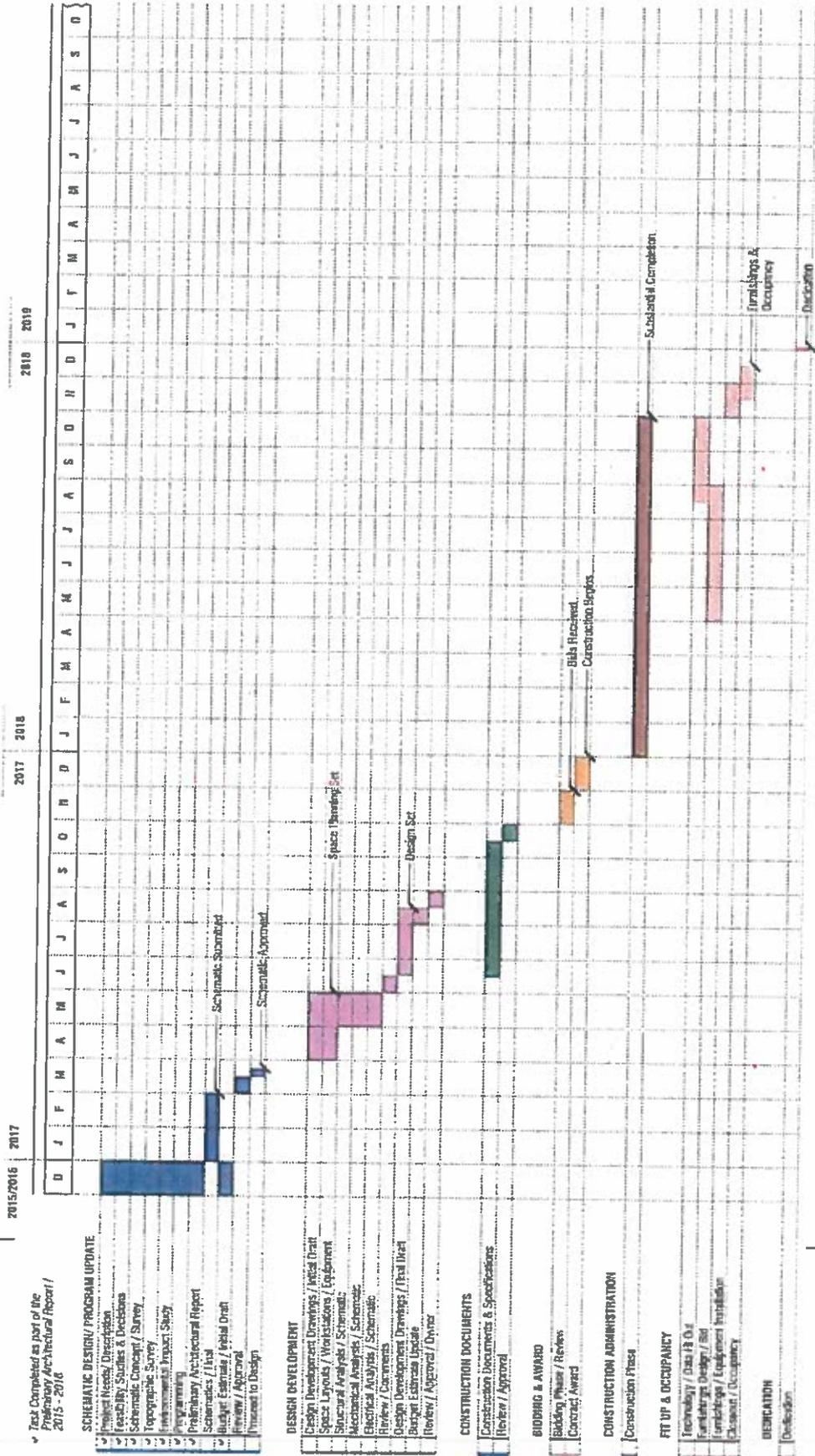
\$1,314,624 +/-

SUGGESTED BUDGET :

\$ 1,325,000 +/-

Project Schedule

Greenville County Courthouse SECURITY ENHANCEMENT PROJECT





CITY OF EMPORIA

Memorandum

October 28, 2016

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager *BST*

SUBJECT: Greensville County Sheriff's Office Addition – Request to Approve

ITEM #: 16-70

Greensville County has requested approval from the City to move forward with the Sheriff's Office Addition Project. The expansion of the Sheriff's Office includes an expanded dispatching center, additional office space for deputies and other law enforcement officials, a holding cell area, a briefing room, adequate space for housing information technology systems, expanded records and evidence rooms, and site improvements.

The estimated budget for the project is \$1,445,000. Greensville County is seeking to fund the project through Rural Development. Greensville County estimates the City's portion of debt service on this project to be \$18,256 annually. Payments are estimated to begin October 2018.

The Shared Services Agreement between the City of Emporia and Greensville County states that both localities "have identified the expected need for Courthouse entrance improvements and improvements at the Sheriff's Office for an evidence room and additional office and operations space... The specific scope and estimated cost of the projects is not yet known... The County and the City acknowledge, in principle that they both intend to and expect to approve these projects and that the County and the City will pay their respective shares of the Total Project Costs for these two Projects."

Recommendation

I recommend you approve this request from Greensville County.

Attachments

Project Budget
Project Schedule

PROJECT BUDGET/ PRE-DESIGN

Original: 04/04/14

*Revised 10/05/16

ADDITIONS & RENOVATIONS/ OPTION 1

New Additions: 3,825 s.f. / Renovation: 4,556 s.f./ Basement: 1,440 s.f.

□ **Construction Costs:**

Sitework

Paving/ C&G/ Grading: <i>Use: 3,825 s.f. @ 25.00 p.s.f.</i>	\$ 95,625 +/-
Utility Modifications/ Enhancements: <i>Use: 3,825 s.f. @ 15.00 p.s.f.</i>	\$ 57,375 +/-
Subtotal / Sitework	\$ 153,000 +/-

Building

New Additions/ First Floor: <i>Use: 3,825 s.f. @ \$175.00 p.s.f.</i>	\$ 669,375 +/-
Renovations: <i>Use: 4,556 s.f. @ 35.00 p.s.f.</i>	\$ 159,460 +/-
Basement/ Optional <i>Use: 1,440 s.f. @ 65.00 p.s.f.</i>	\$ 93,600 +/-
Subtotal / Building	\$ 922,435 +/-

Total Construction **\$1,075,435 +/-**

□ **Other Costs:**

Land	\$ 25,000 +/-
Interest (\$1,007,000 x 6% + 2)	\$ 32,300 +/-
Arch./ Eng./ Survey/ Test (Factor 9%)	\$ 96,860 +/-
Legal	\$ 6,000 +/-
Clerk of Works	\$ 10,000 +/-
Equipment (By Owner)	\$ 30,000 +/-
Telephone/ Communications @ \$10,000	
Computer/ I.T. @ \$10,000	
Security Equipment @ \$10,000	
New 911/Dispatch System	TBD
Landscaping Allowance	\$ 25,000 +/-
Environmental Study	\$ 5,000 +/-
Furnishings (3,825 s.f. @ \$7.00 psf)	\$ 26,775 +/-
Design Contingencies (Use 10% / \$1,075,430)	\$ 107,543* +/-

Total/ Other Costs **\$ 364,478 +/-**

TOTAL PROJECT COSTS : **\$ 1,439,913 +/-**
SUGGESTED BUDGET : **\$ 1,445,000 +/-**

Project Schedule

Greensville County
SHERIFFS OFFICE EXPANSION

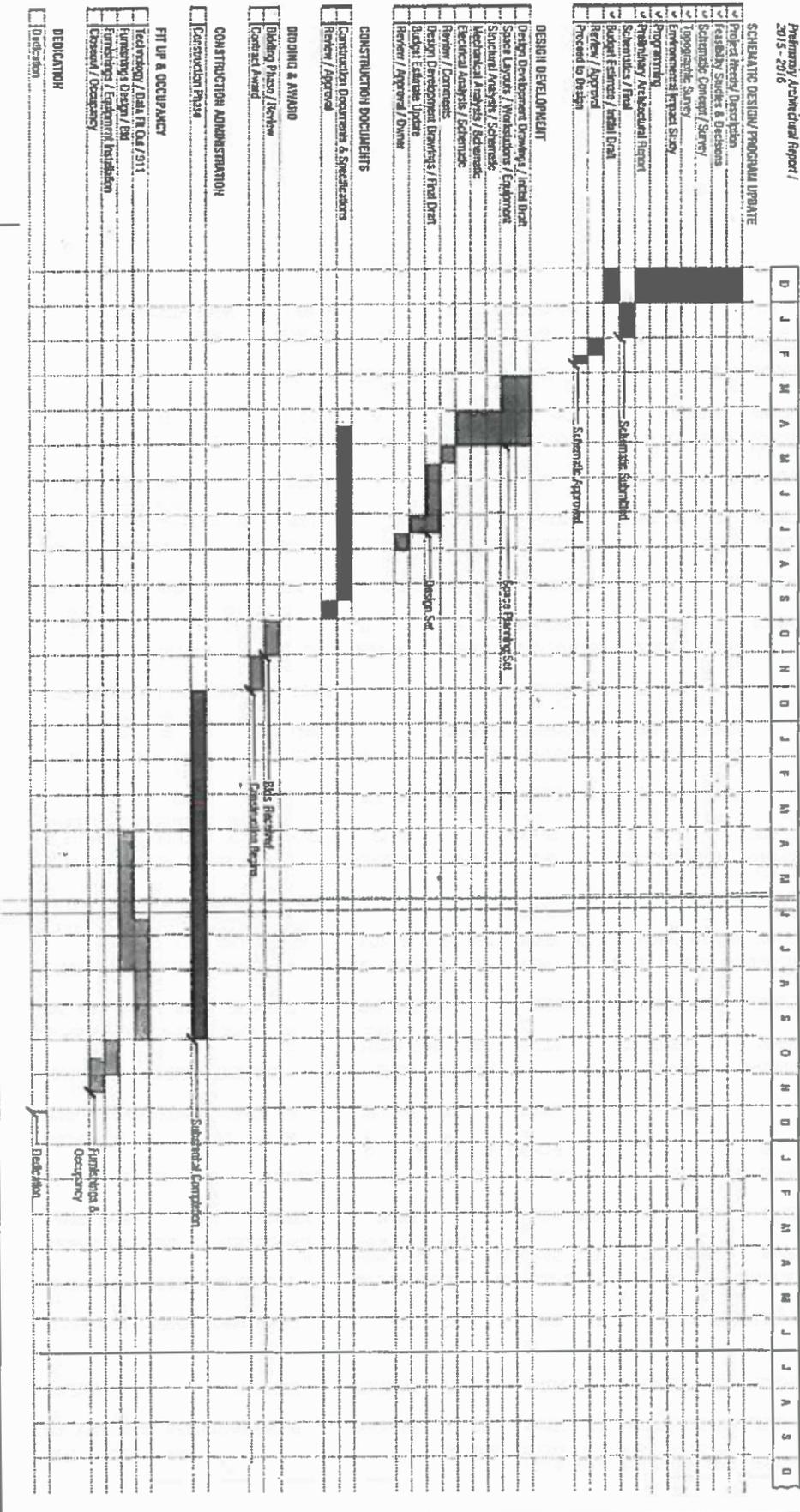
Greensville County Government Center Campus

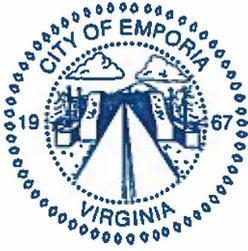
2015/2016 2017

2018

2016 2019

* Task Completed as part of the Preliminary Architectural Report / 2015 - 2016





CITY OF EMPORIA

Memorandum

October 28, 2016

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager *BST*

SUBJECT: Public Transportation Agreement – Request to Approve

ITEM #: 16-71

An advisory committee comprised of numerous stakeholders has been discussing public transportation options for some time now. KFH Group was asked to conduct a feasibility study to identify the issues, determine the level of need for transit, and recommend a transit plan. The final report was completed in February 2016 (see attached).

As a result of that study, a proposed Public Transportation Agreement between Greensville County and the City of Emporia has been prepared. The key components of the agreement include:

- 1) The public transportation system shall be operated as a department of the County.
- 2) An advisory board shall be created to make recommendations to the County regarding the public transportation system.
- 3) Net Local Costs will be determined on an annual basis and shall be based on the consideration of all funding sources, revenue sources, all administrative, capital and operating costs, and all requirements for local matching funds in the grant programs.
- 4) For the first three (3) years of operation, the City and County shall each pay fifty percent (50%) of the Net Local Cost.
- 5) During the initial three (3) year period and each year thereafter, the County shall collect statistics regarding the Origin or Ridership. Origin of Ridership shall be the jurisdiction in which a rider first enters a vehicle operated pursuant to the agreement.
- 6) The Origin of Ridership will become the basis of sharing the Net Local Cost between the City and County.

- 7) Beginning in year four (4) and continuing thereafter each year, the City and County will each pay Net Local Costs based on the rolling three (3) year average of Origin of Ridership. For example, in the event the three (3) year average shows the Origin of Ridership is 60% from the County and 40% from the City, then the County shall pay 60% of the Net Local Cost and the City shall pay 40% of Net Local Cost.
- 8) Either party may terminate the agreement with a minimum of twelve months' written notice. Upon approval of both parties, the agreement may also be terminated due to the unavailability of sufficient grant funding to support the system.

Recommendation

I recommend you approve the agreement for the following reasons:

- 1) The study found a relatively high need for public transportation in our community. The study states, "The transit needs analysis showed that there is a relatively high need for transit services in the City of Emporia and nearby Greensville County, both quantitatively (i.e., demographic analysis), and qualitatively (i.e. stakeholder input)."
- 2) The City is projected to contribute a relatively low amount of funding (\$2,800) for this service at this point in time. \$3,000 has already been included and approved in the FY17 budget for this service. The service is primarily being funded by state and federal grants. Should the financial requirements of the system increase in the future, the City has the ability to terminate the agreement via twelve months' written notice to the County. Upon approval of both parties, the agreement may also be terminated due to the unavailability of sufficient grant funding to support the system.
- 3) One of the City's transportation objectives identified in the approved 2015-2035 Comprehensive Plan states, "Promote the creation of a City-wide or regional public transportation system, if adequate demand exists and is deemed economically feasible."
- 4) Residents will have increased access to educational programs, employment centers, medical facilities, governmental facilities, and retail shopping centers.
- 5) Other cities and towns in Southern Virginia support both public transportation and taxicab operations including, but not limited to, South Hill, South Boston, and Farmville. The study states "While the implementation of the Greensville-Emporia Circulator will have some impact on local taxicab companies, there are a number of possible scenarios to consider. There are numerous examples of cities and towns in Southern Virginia that support both public transportation and taxicab operations." The study references additional opportunities that could be implemented that would help offset some of the impacts to taxicab companies. Furthermore, the study also references instances where "public transportation services and taxicab services provide a number of complementary services..."

Attachments

Proposed Public Transportation Agreement
Comprehensive Plan - Transportation
KHF Group Public Transportation Feasibility Study

**PUBLIC TRANSPORTATION SERVICE AGREEMENT BY AND BETWEEN
GREENSVILLE COUNTY, VIRGINIA AND CITY OF EMPORIA, VIRGINIA**

THIS PUBLIC TRANSPORTATION SERVICE AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 2016, by and between **GREENSVILLE COUNTY, VIRGINIA** (the "County") and **CITY OF EMPORIA, VIRGINIA** (the "City") (collectively the "Parties" and individually a "Party").

WITNESSETH:

WHEREAS, the County and the City formed a Public Transportation Committee for the purposes of evaluating, planning and implementing a public transportation system within the County and the City;

WHEREAS, the Public Transportation Committee consisted of representatives of the County, City, the Greenville/Emporia Department of Social Services, the District 19 Community Services Board, the Emporia/Greenville Chamber of Commerce, the YMCA, the Southside Virginia Community College and the Virginia Employment Commission;

WHEREAS, the County and the City desire to establish and operate a public transportation system as a department of County government pursuant to Va. Code §15.2-947;

WHEREAS, the County, with the approval of the City, has applied for and received grant funding for fiscal year 2017 from the Virginia Department of Rail and Public Transportation (DRPT) in the amounts of \$63,816 for operating expenses and \$145,500 for capital expenses to support the establishment and operation of a public transportation system;

WHEREAS, the County and the City wish to memorialize their respective obligations regarding the future operation of the public transportation system; and

AGREEMENT

NOW, THEREFORE, for and in consideration of the above recitals and the mutual understandings hereinafter set forth the Parties agree as follows:

Section 1. Department of the County.

A. Administration. The public transportation system contemplated by this Agreement shall be operated as a department of the County subject to County management, budget and financial management, administration, personnel and procurement requirements. The County will appoint an individual to serve as a "Department Head" to manage and administer the public transportation system. The Department Head will work at the direction of the County Administrator to coordinate the following: (i) administrative work in supervising and directing the activities and personnel involved with the public transportation system; (ii) preparation of budget estimates of anticipated expenditures and needs; (iii) assignment of personnel and equipment to such duties and uses as the public transportation system requires; (iv) evaluation of

the need for, and requisitions of, new personnel, equipment and materials; and (vi) related work and duties as specified by the County Administrator.

B. Employees. The County may employ individuals as County employees to work and to operate the public transportation system. Any paid personnel shall report to the Department Head.

Section 2. Advisory Board.

A. Creation and Administration. The County and the City shall establish an advisory board to be known as the Greenville/Emporia Public Transportation Advisory Board ("GEPTAB"). There shall initially be eight (8) members of GEPTAB, consisting of the following: one representative of the County, one representative of the City, one representative of the Greenville/Emporia Department of Social Services, one representative of District 19 Community Services Board, one representative of the Emporia/Greenville Chamber of Commerce, one representative of the YMCA, one representative of the Southside Virginia Community College and one representative of the Virginia Employment Commission. The members shall be appointed by the County upon the recommendations of the County Administrator and City Manager. GEPTAB may: (i) elect to nominate and appoint a member to serve as chairperson and (ii) establish reasonable policies concerning the operation and function of the advisory board.

B. Duties and Responsibilities. GEPTAB shall:

- i. make recommendations regarding the level and type of public transportation service to be provided within the City and County;
- ii. evaluate the operation of the public transportation system;
- iii. coordinate public engagement and participation;
- iv. perform other duties as may be assigned by the County and the City.

Section 3. Funding.

A. Anticipated Sources of Funding.

i. **Federal Funds.** Federal funds are those funds provided for capital, operating or administrative assistance which originate from appropriations of the federal government and are provided to Commonwealth of Virginia or directly to the County or City for support of the public transportation system.

ii. **Virginia Funds.** Virginia funds are those funds provided to the County or the City for capital, operating or administrative assistance by the Commonwealth of Virginia or an agency thereof for support of the public transportation system.

iii. **Local Funds.** Local funds are those funds provided by the County or City and/or from a dedicated local tax source for support of the public transportation system.

B. **Cooperation.** The County and the City shall cooperate in applying for all available future grants funding to support the public transportation system.

C. **Grant Requirements.** The County and the City agree that this Agreement shall be subject to any restrictions or obligations of any federal, state or local grant funding.

Section 4. Costs.

A. Anticipated Costs:

i. **Administrative Costs.** Administrative costs are those costs associated with the personnel who directly support the public transportation system, including, but not limited to: (i) wages and fringe benefits, (ii) expenses related to their positions, (iii) legal and audit professional services directly related to the operation of the public transportation system, (iv) expenses associated with the annual budget, appropriation, and reconciliation processes, (v) an overhead factor for administration of the grant requests, and (vi) any other general expense which the County reasonably designates as an administrative cost.

ii. **Capital Costs.** Capital costs are all costs including, but not limited to: (i) the acquisition of items such as real estate, facilities, vehicles and equipment with an anticipated useful life of over one (1) year, (ii) major planning and engineering studies which may result in large capital expenditures, construction of new facilities or improvements of existing facilities and (iii) any other items which qualify for federal and/or Virginia financial capital grant assistance.

iii. **Operating Costs.** Operating costs are those costs associated with operation of the public transportation system, including but not limited to: (i) direct costs which can be identified with a particular transportation mode such as operator wages and benefits, fuel and maintenance materials, and insurance, (ii) costs of services shared by multiple forms of transportation such as maintenance employee wages and fringes, facility upkeep, utilities, insurance, marketing, communications, accounting and training, and (iii) other incidental costs related to the performance of the public transportation service which do not fall into the categories of administrative or capital costs.

B. **Net Local Cost.** The "Net Local Cost" will be determined on an annual basis and shall be based on the consideration of all funding sources, revenue sources, all administrative, capital and operating costs, and all requirements for local matching funds in the grant programs.

C. Allocation of Costs.

i. For the first three (3) years of operation of the public transportation system, the County and the City shall each pay fifty percent (50%) of the Net Local Cost.

ii. The County shall maintain the finances of the public transit system within a separate fund designated as "Fund 8."

iii. The County shall provide a report to the City by February 1 of each year estimating the total revenues, administrative, capital and operating costs, and Net Local Cost for the next fiscal year. The County and the City will cooperate in resolving any budgeting issues.

iv. The County shall submit an invoice to the City for the City's share of the Net Local Cost on or before July 15 of each year. The City shall remit payment to the County within thirty (30) days of receipt of the invoice.

v. During the initial three (3) year period and each year thereafter during this Agreement, the County shall collect statistics regarding the Origin of Ridership. For purposes of this Agreement, Origin of Ridership shall be the jurisdiction in which a rider first enters a vehicle operated pursuant to this Agreement.

vi. The Origin of Ridership (County or City) will become the basis of sharing the Net Local Cost between the City and the County.

vii. Beginning in year four (4) and continuing thereafter each year during this Agreement, the City and County will each pay Net Local Costs based on the rolling three (3) year average of Origin of Ridership.

viii. By way of example only and not as a limitation, in the event that the three (3) year average yields statistics that the Origin of Ridership is 60% from the County and 40% from the City, then the County shall be responsible for paying 60% of the Net Local Cost for year 4 and the City shall be responsible for paying 40% of the Net Local Cost for year 4.

Section 5. Revenues.

A. Anticipated Operations Revenues:

i. Operations revenues shall include grant funding from the Virginia Department of Rail and Public Transportation and all other available grant sources.

ii. **Passenger Revenue.** "Passenger Revenue" is any money received directly or indirectly as a fare for the transportation of a person or persons on regularly scheduled routes.

iii. **Charter Revenue.** "Charter Revenue" is any money received for the purpose of providing transportation services to the purchaser for the purchaser's exclusive use and at the purchaser's direction.

iv. **Non-Transportation Revenues.** "Non-Transportation Revenues" are those monies received which do not relate directly to operating the public transportation system (e.g. advertising).

B. Allocation of Revenues. All revenues generated by the operation of the public transportation system shall be collected by the County and used to offset all costs.

Section 6. Ability to Contract. The County and the City may contract with a third party provider for the provision of the public transportation services contemplated under this Agreement. Such contract shall require such terms and requirements as deemed reasonably necessary by the County.

Section 7. Duration and Termination.

A. This Agreement shall continue until (i) terminated by either Party as set forth herein, or (ii) the unavailability of sufficient grant funding to support the public transportation system as determined by the County and the City.

B. A termination of this Agreement by either Party will require a minimum of twelve (12) months' written notice from the terminating Party to the nonterminating Party.

C. In the event this Agreement is terminated for any reason, the County may, in the County's sole discretion, continue to operate a public transportation system serving locations in the City.

Section 8. Distribution of Property Upon Termination. Upon the termination of this Agreement, unless the entire operation is transferred to another operator, the property acquired by the County and the City for the operation of the public transportation system shall be distributed proportionately to the County and the City. If necessary, the value of all property will be determined by an independent appraisal for the ultimate distribution of property. Any revenues collected by the County and on deposit in at the time of termination and after the payment of all outstanding expenses, shall be distributed proportionately to the City and the County.

Section 9. Entire Agreement. This Agreement represents the final agreement of the Parties regarding the matters addressed herein, and any preexisting agreements to the contrary are superseded by the terms and conditions hereof.

Section 10. Notices. All requests, notices and other communications required or permitted to be given under this Agreement shall be in writing and delivered personally or sent by electronic means, by nationally recognized express-type courier service requiring delivery receipts, or postage prepaid by U. S. Mail, return receipt requested, as follows:

If to County: 1781 Greensville County Circle
Emporia, Virginia 23847
Attention: County Administrator

With a copy to: Greensville County
1781 Greensville County Circle
Emporia, Virginia 23847
Attention: County Attorney

If to City: 201 S. Main Street
P.O. Box 511
Emporia, Virginia 23847
Attention: City Manager

With a copy to: 201 S. Main Street
P.O. Box 511
Emporia, Virginia 23847
Attention: City Attorney

Notices shall be deemed received by the addressee on the day of actual receipt unless such day is not a business day (i.e., Monday through Friday, excluding holidays recognized by the Commonwealth of Virginia or the government of the United States), in which case such notice shall be deemed to have been received on the next business day. However, if such notice is received after 5:00 pm on a business day it shall be deemed delivered the next business day. Changes of address or addressees for notice shall comply with this Section.

Section 11. Enforcement. Each Party is entitled to enforcement of this Agreement against every other Party. The Parties agree that certain breaches of the Agreement will cause irreparable harm, not remediable by the award of monetary damages. The obligations of any and all Parties may be enforced by injunction or by a suit for specific performance, so long as the Party seeking to enforce such obligations has (i) substantially completed the performance of his, her, or its obligations under this Agreement or (ii) has begun performance of the same such that failure to enforce the obligations of the other Party would work a hardship on the Party seeking enforcement that is not wholly remediable by monetary damages.

Section 12. No Waiver. The waiver by any Party of any failure on the part of any other Party to perform any of its obligations under this Agreement shall not be construed as a waiver of any future or continuing failure or failures, whether similar or dissimilar thereto.

Section 13. Dispute Resolution. In the event of any dispute between or among the Parties arising out of or in connection with this Agreement, the Parties shall attempt, promptly and in good faith, to resolve any such dispute. If the Parties are unable to resolve such dispute within a reasonable time (not to exceed ninety (90) days), then any Party may submit such dispute to non-binding mediation. Each Party shall bear its own expenses in connection with the

mediation and share equally the fees and expenses of the mediator. If the dispute cannot be resolved through mediation within a reasonable time, then the parties shall be free to pursue any right or remedy available to them under applicable law.

Section 14. Governing Law. This Agreement, and all amendments and modifications hereof, and all documents and instruments executed and delivered pursuant hereto or in connection herewith, shall be governed by and construed and enforced in accordance with the internal laws and codes of the Commonwealth of Virginia, without regard to its principles of conflict of laws.

Section 15. Limitation of Liability. Notwithstanding anything to the contrary in this Agreement, whether as a result of breach of agreement or tort, including negligence, strict liability or otherwise, neither Party hereto shall be liable for indirect, special, incidental, punitive, consequential, or exemplary damages, including loss of profits or revenue, loss of use, cost of capital, down time costs, loss of opportunity, loss of goodwill and/or claims of customers of the other Party for such damages, and each Party hereby waives any right to the same and releases the other Party for such damages.

Section 16. Rules of Construction. Each Party has reviewed and discussed this Agreement with counsel and agrees that this Agreement shall not be construed by applying any rule of construction providing for interpretation against the drafting Party.

Section 17. Severability. In the event that any provision of this Agreement or the documents and instruments contemplated hereby is held by a court of competent jurisdiction to be invalid, prohibited or unenforceable for any reason, the Parties shall negotiate in good faith and agree to such amendments, modifications or supplements of or to this Agreement to give effect to the intentions of the Parties to the maximum extent practicable. The other terms of this Agreement shall remain in full force and effect.

Section 18. Recitals. The recitals are hereby incorporated in this Agreement by reference.

Section 19. Counterparts. The Parties may sign this Agreement in counterparts with the same effect as if all signing Parties signed the same document. All counterparts shall be construed together and constitute one and the same Agreement.

[signature page follows]

WITNESS the following signatures and seals:

GREENSVILLE COUNTY, VIRGINIA

By: _____

Name: Peggy R. Wiley

Title: Chairman, Board of Supervisors

Approved as to form:

By: _____
Counsel

CITY OF EMPORIA, VIRGINIA

By: _____

Name: Mary Person

Title: Mayor

Approved as to form:

By: _____
Counsel

Transportation

Goal: Provide for a system of streets, sidewalks, parking areas, traffic controls, and other related facilities which will provide for safe, convenient, and reliable movement of people and goods.

Objectives:

1. Provide for an adequate street network which will facilitate the flow of traffic to and from the residential, commercial, and industrial areas while minimizing non-local traffic flow through residential neighborhoods.
2. Require all new streets to be constructed in conformance with VDOT and City standards.
3. Promote the creation of a City-wide or regional public transportation system, if adequate demand exists and is deemed economically feasible.

Implementation Strategies:

- a) Coordinate with VDOT in establishing the City's priorities in the annual VDOT 6-Year Plan.
- b) Encourage the City to seek state and federal funds to maintain roads, improve pedestrian facilities, and other traffic and pedestrian-related projects.
- c) Promote the orderly development of the U.S. 58 corridor by encouraging design standards and enhancement strategies.
- d) Maintain adequate off-street parking spaces to meet the emerging needs of Emporia's downtowns.

- e) Support long-range programs designed to provide curb and gutter, and sidewalks on all qualified streets in the City.
- f) Review the Zoning Ordinance parking provisions periodically to ensure that they meet traffic and parking needs. Establish design guidelines that serve to improve the appearance of both existing and newly developing commercial strips, with special attention to landscaping, setbacks, lighting, signage, and parking lot design.
- g) Promote the creation of a comprehensive bicycle circulation plan for the City in collaboration with Greensville County.
- h) Explore the demand for and economic feasibility of creating a City-wide or regional public transportation system.
- i) Work with VDOT to establish a transportation project improving access to U.S. 58 at Davis Street for westbound industrial traffic.

Public Transportation Feasibility Study Emporia – Greenville – Sussex

*Final Report
February 2016*



Greenville County



Prepared for:
Virginia Department of Rail
and Public Transportation



Prepared by:
KFH Group
Bethesda, MD

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Chapter 1: Introduction

INTRODUCTION

The Counties of Greensville and Sussex and the City of Emporia are located in Southern Virginia, adjacent to the I-95 corridor. The area is rural, with relatively low population densities. Public transportation is currently not provided in the region, though there are services provided in neighboring localities. Figure 1-1 provides a general map of the region.

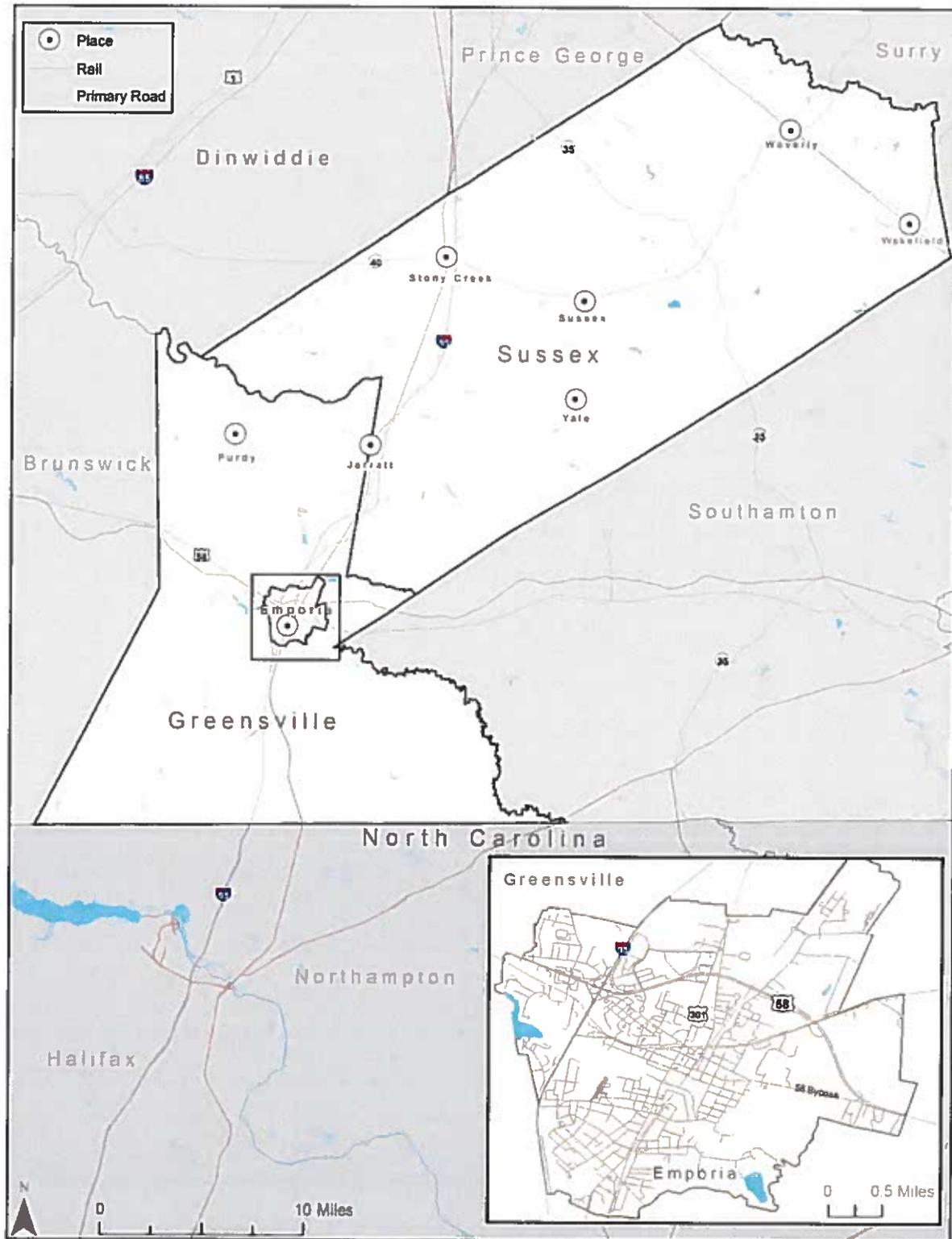
Recognizing that there may be a need for public transportation in the region, Greensville County and the City of Emporia partnered with the Virginia Department of Rail and Public Transportation (DRPT) to conduct a Public Transportation Feasibility Study (Study) to encompass the Counties of Greensville and Sussex, and the City of Emporia. A Public Transportation Management Team (Team) was formed to offer guidance in the development of a transit service plan to provide the localities with a plan to implement an efficient and effective “starter transit system” to connect residents with employment, education, healthcare, essential governmental services, shopping and recreation.

The following key stakeholder agencies/jurisdictions were represented on the Team:

- The County of Greensville
- The City of Emporia
- The County of Sussex
- Southside Virginia Community College
- Department of Social Services
- Virginia Employment Commission
- Chamber of Commerce
- DRPT

These Team members have recognized through their work with citizens and customers that the lack of transportation is a barrier to access numerous essential services, as well as employment.

Figure 1-1: The Counties of Greenville and Sussex and the City of Emporia



STUDY PROCESS

On behalf of the Team, the County of Greenville requested consultant assistance to conduct the feasibility study to assist local decision-makers in identifying the issues, determining the level of need for transit, and recommending a transit plan. Through a procurement process, KFH Group was chosen to provide the technical assistance to conduct the study.

This report documents the study process that has resulted in the Greenville Emporia Transit Service Plan. The planning process indicated that there is a need for public transportation in the region, and Greenville County is willing to provide oversight and guidance for the implementation of public transportation in the local region.

The Greenville Emporia Transit Service Plan examined existing and future land use patterns, population densities, and trip generators that typically support public transportation services. Local stakeholders were contacted to solicit qualitative information concerning the need for transit in the region. A public meeting was held to discuss the plan.

An inventory of existing transportation services in the region was developed and examples from peer transit programs were documented. Based on the data and information collected for the needs analysis and inventory, a series of service alternatives were developed. These alternatives were presented to the Team in December, 2015. Two primary organizational alternatives were also developed. Greenville County, with guidance from the Team, has chosen to move forward with the implementation of the Greenville Emporia Transit Circulator alternative and is in the process of seeking grant funding for implementation.

IMPLEMENTATION

Greenville County will use this plan as a basis to apply for funding assistance through the Virginia Department of Rail and Public Transportation to implement the Greenville Emporia Transit Circulator. The grant application is due to DRPT in early February, 2016. If the county is awarded funding, service can be implemented sometime during FY17, depending upon the logistics involved with implementation activities.

If awarded funding, Greenville County, on behalf of the county and the City of Emporia, plans to issue a request for proposals (RFP) to solicit service proposals for the operation of the Circulator. Once the proposals are received and evaluated by the Team, a decision will be made whether the service will be operated by a private company/organization, or by Greenville County using county staff. The RFP evaluation criteria will include cost parameters as well as service quality parameters.

Under either scenario the county will serve as the grant recipient, will own the vehicles, and will need to provide some level of compliance oversight – either over a contractor or over a county-run operation.

The Team will continue to meet on a periodic basis to provide feedback concerning the new transit service. It is envisioned that the Team will transition into a Transit Advisory Committee, continuing to providing input as transit services are implemented in the region.

PLAN ORGANIZATION

This plan fully documents the data collection, analysis, and decision-making activities that have occurred throughout the study process. Implementation activities are also discussed in Chapter 5. The plan is organized into the following five chapters:

Chapter 1: Introduction

Chapter 2: Transit Needs Analysis

Chapter 3: Transportation Services in the Region

Chapter 4: Service and Organizational Alternatives

Chapter 5: Recommended Transit Service Plan

Chapter 2: Transit Needs in the Region

INTRODUCTION

This chapter documents the need for public transportation in the Counties of Greenville and Sussex and the City of Emporia by studying demographic and land use data, reviewing previous plans and studies, and reaching out to local community stakeholders. Data ranging from major trip generators to underserved and unserved population subgroups are documented and analyzed. Data sources included the 2010 Census and American Community Survey (ACS) 2008-2012 5-year estimates, supplemented by Internet research and stakeholder guidance regarding important transit origins and destinations.

POPULATION PROFILE

This section provides a general population profile for the Counties of Greenville and Sussex, and for the City of Emporia. It identifies and evaluates underserved population subgroups and reviews the demographic characteristics pertinent to a Title VI analysis.

As of the 2010 Census, Greenville County's population was 12,243, Sussex County's was 12,087, and Emporia's population was 5,927 (Table 2-1). This represents an increase from both 1990 and 2000 for the region, though growth during the last decade has been significantly slower and Sussex County lost population between 2000 and 2010. The Greenville County population count includes 3,000 inmates that are being held at the Greenville County Correctional Center and the population of Sussex County includes 2,000 inmates that are being held at Sussex 1 and Sussex 2 in Waverly.

Table 2-1: Historical Populations for Study Area

Place	1990 Pop.	2000 Pop.	2010 Pop.	1990-2000 % Change	2000-2010 % Change	1990-2010 % Change
Greenville County	8,853	11,560	12,243	30.6%	5.9%	36.3%
Sussex County	10,248	12,507	12,087	22%	-3.4%	17.9%
City of Emporia	5,306	5,665	5,927	6.8%	4.6%	11.7%

Source: U.S. Census, American Factfinder

Projections developed by the Weldon Cooper Center for Public Service, shown in Table 2-2, estimate that Greenville County's population will increase slowly, with a 3.5% increase in

population expected between 2010 and 2040. During this time frame, the population of Sussex County is expected to grow slowly, and Emporia's population is expected to increase at a more moderate rate (17.4%). The population of different age groups is expected to change over the course of the projections. In Greensville County, the senior population (65+) is expected to increase more than any other age group (0-19 and 20-64). In Sussex County the same trend is expected with the senior population steadily increasing. In Emporia, the senior population is projected to increase overall, but will experience a slight decrease, between 2030-2040.

Table 2-2: Future Population Projections for the Study Area

Place	2020 Pop. Projection		2030 Pop. Projection		2040 Pop. Projection	
Greensville	12,473		12,589		12,672	
0-19 years	2,030	16.3%	1,953	15.5%	1,817	14.3%
20-64 years	8,660	69.4%	8,557	68%	8,639	68.2%
65+ years	1,783	14.3%	2,079	16.5%	2,216	17.5%
Sussex	12,121		12,249		12,386	
0-19 years	2,072	17.1%	2,068	16.9%	1,950	15.8%
20-64 years	8,042	66.3%	7,829	63.9%	7,988	64.4%
65+ years	2,006	16.6%	2,352	19.2%	2,448	19.8%
Emporia	6,490		7,075		7,622	
0-19 years	1,861	28.7%	1,980	28%	2,158	28.3%
20-64 years	3,475	53.5%	3,681	52%	4,001	52.5%
65+ years	1,154	17.8%	7,075	20%	1,463	19.2%

Source: Published on November 13, 2012 by the Weldon Cooper Center for Public Service, Demographics & Workforce Group, www.coopercenter.org/demographics/

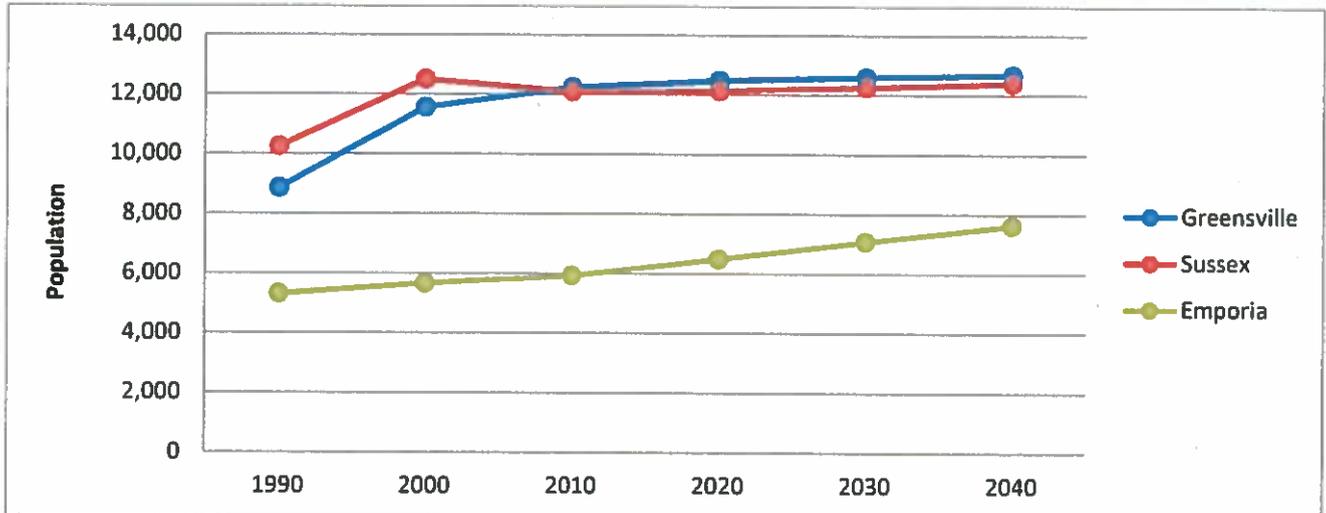
Figure 2-1 provides a visualization of population growth from historical and projected population numbers for the Counties of Greensville and Sussex, and the City of Emporia. If currently estimated 2040 population projections are correct, the populations of Greensville and Sussex Counties will grow at a much slower rate than the population of Emporia.

Population Density

Population density is typically a good indicator of the types of public transit services that are feasible within a geographic area. While exceptions exist, an area with a density of 2,000 persons per square mile will generally be able to sustain frequent, daily fixed route transit service.

Conversely, an area with a population density below this threshold but above 1,000 persons per square mile may be better suited for deviated fixed route, while areas with populations of fewer than 1,000 persons per square mile are typically best suited for demand response services.

Figure 2-1: Counties of Greenville, Sussex, and the City of Emporia – Historic and Projected Population Trends



Source: Published on November 13, 2012 by the Weldon Cooper Center for Public Service, Demographics & Workforce Group, www.coopercenter.org/demographics/

Figure 2-2 portrays the population density of the study area at the census block group level. The census block groups with the highest population density (greater than 1,500 persons per square mile) are predominantly located in Emporia. Generally Greenville and Sussex Counties exhibit relatively low population density.

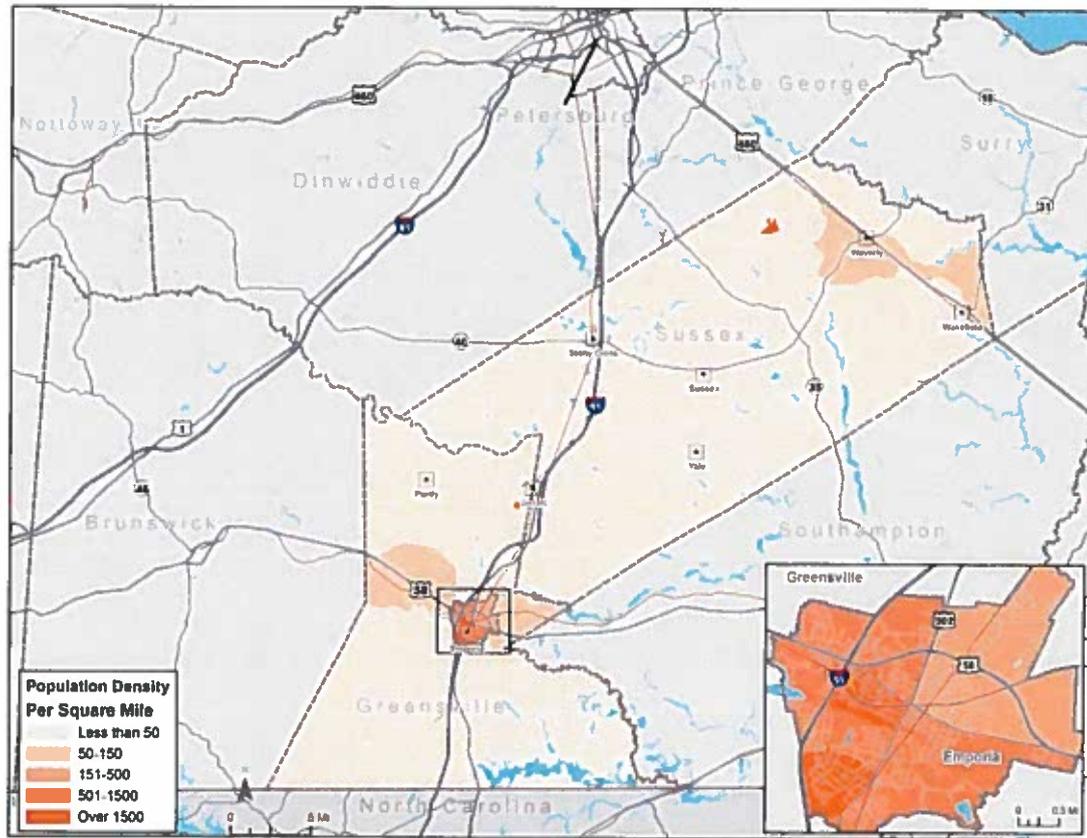
Transit Dependent Populations

A major component in determining public transportation needs is to identify the relative size and location of segments of the general population that are more likely to be dependent on public transit services. Transit dependent populations include individuals who may not have access to a personal vehicle or are unable to drive themselves due to age or disability. Determining the location of these populations assists in the prioritization of where transit services may be the most used.

The Transit Dependence Index (TDI) is an aggregate measure displaying relative concentrations of transit dependent populations. Five factors influence the TDI calculation; including population density, autoless households, elderly populations (age 65 and over), youth populations (ages 10-17), and below poverty populations.

In addition to population density, the factors above represent specific socioeconomic characteristics of residents within the study area. For each factor, individual block groups were classified according to the prevalence of the vulnerable population relative to the county average. The factors were then put into the TDI equation to determine the relative transit dependence of each block group.

Figure 2-2: Counties of Greenville, Sussex, and the City of Emporia - 2010 Census Population Density



Source: 2010 Census

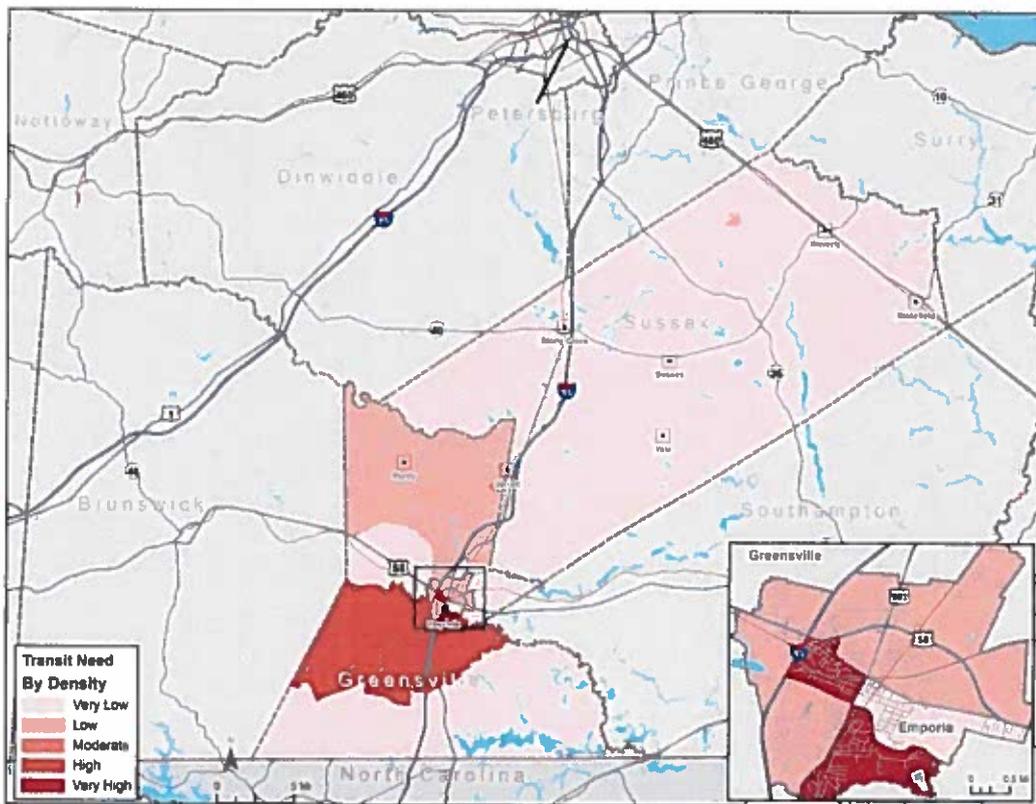
The relative classification system utilizes averages in ranking populations. For example, areas with less than the average transit dependent population fall into the “very low” classification, where areas that are more than twice the average will be classified as “Very High.” The classifications “Low, Moderate, and High” all fall between the average and twice the average; these classifications are divided into thirds.

Figure 2-3 displays the TDI rankings for the study area. This analysis shows that the City of Emporia contains block groups with very high transit need relative to the study area.

The Transit Dependence Index Percent (TDIP) provides a complementary analysis to the TDI measure. It is similar to the TDI measure with the exception that it excludes the population density factor. The TDIP for each block group in the study area was calculated based on autoless households, elderly populations, youth populations, and below poverty populations.

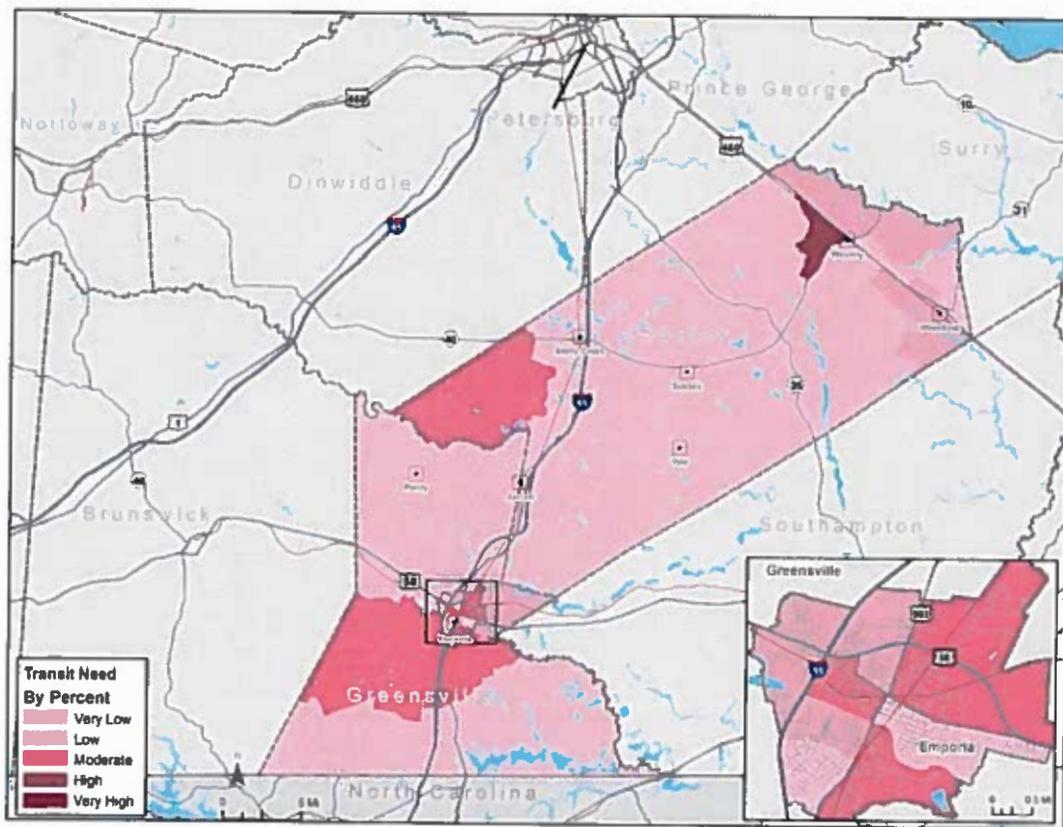
By removing population density, the TDIP measures the degree rather than the amount of vulnerability. The TDIP represents the percentage of the population within the block groups that display the above socioeconomic characteristics; it also follows the TDI’s five-tiered categorization of very low to very high. However, it differs in that it does not highlight the block groups that are likely to have higher concentrations of vulnerable populations only because of their population density. As shown in Figure 2-4, the block group in the Waverly area of Sussex County has a high transit need according to the TDIP measure.

Figure 2-3: Counties of Greenville, Sussex, and the City of Emporia - Transit Dependence Index



Source: 2010 Census

Figure 2-4: Counties of Greenville, Sussex, and the City of Emporia - Transit Dependence Index Percentage

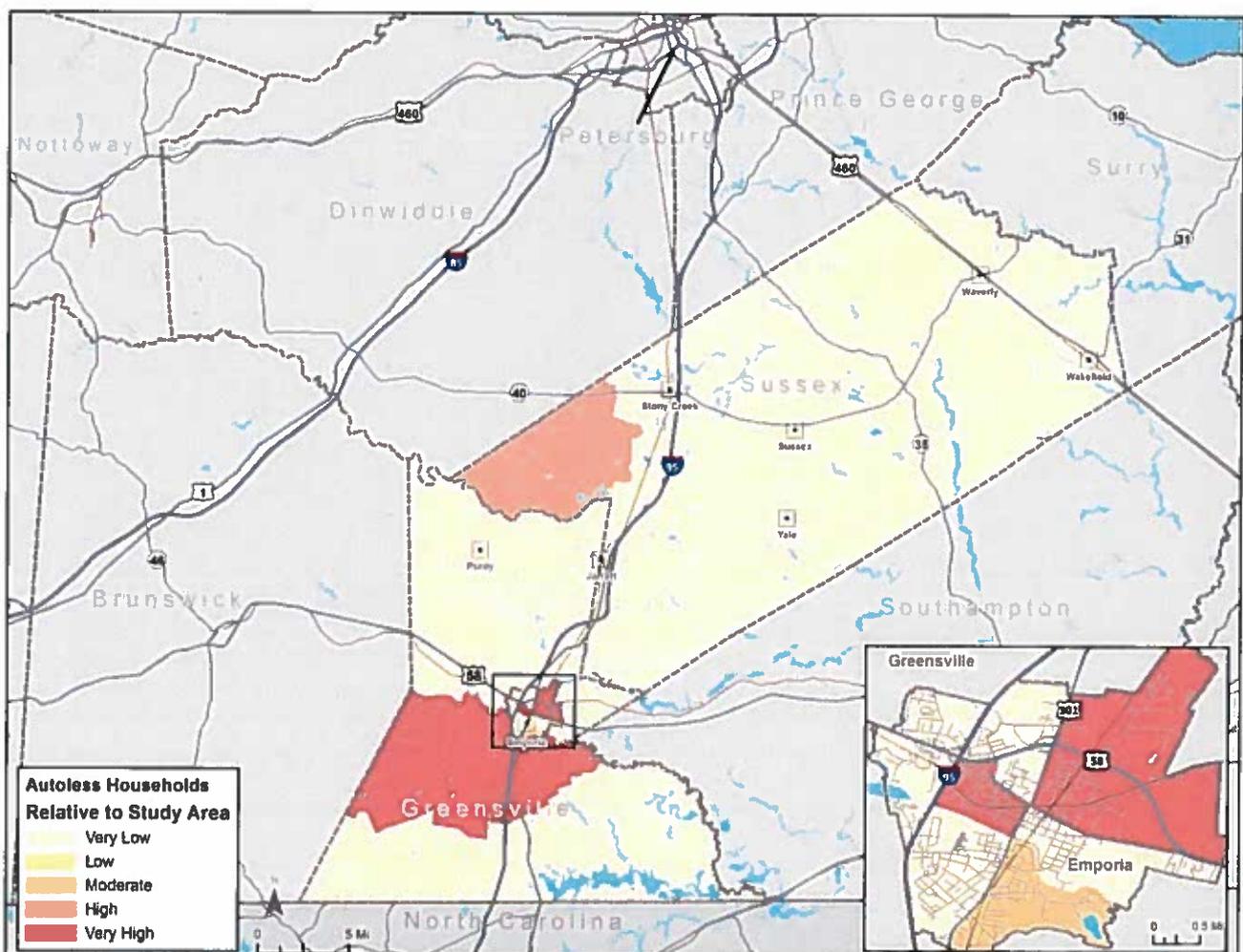


Source: 2010 Census

Autoless Households

Households without access to a personal vehicle are more likely to depend on the mobility offered by public transportation than households that have at least one personal vehicle. Although autoless households are reflected in both the TDI and TDIP measures, displaying this segment of the population separately is important since most land uses in the study area are located too far from one another for non-motorized travel. Figure 2-5 displays the relative number of autoless households in the region. The greatest numbers of autoless households occur in the City of Emporia and the portion of Greenville County that is to the south of the City of Emporia.

Figure 2-5: Counties of Greenville, Sussex, and the City of Emporia – Classification of Autoless Households

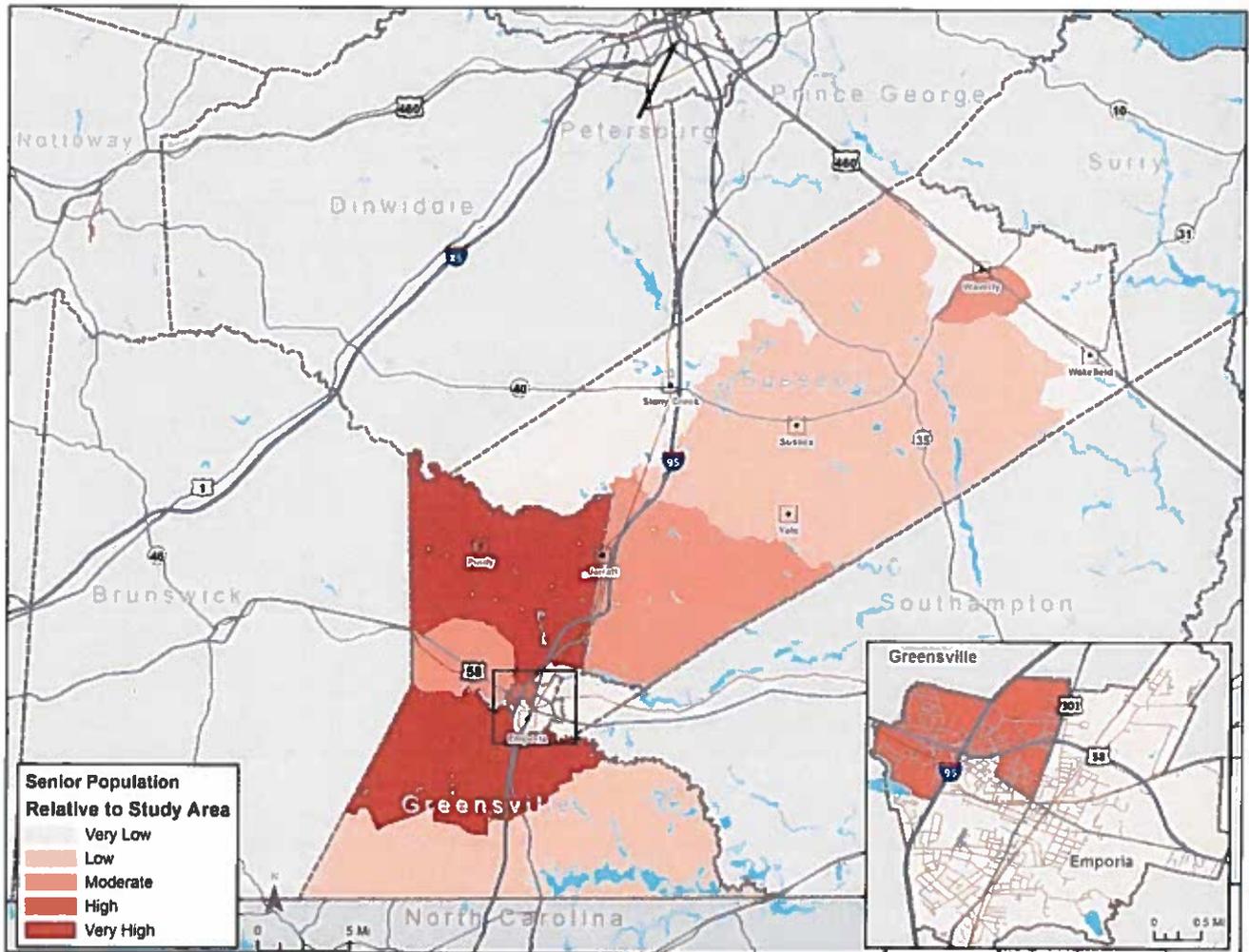


Source: 2010 Census

Senior Adult Population

A second group analyzed by the TDI and TDIP indices is the senior population. Individuals 65 years and older may begin to decrease their use of personal vehicles as they age, leading to greater reliance on public transportation compared to those in other age groups. Figure 2-6 displays the relative concentration of seniors in the counties of Greenville and Sussex, and the City of Emporia. The highest concentrations of the senior population within the study area are in northern Greenville County, west of I-95, and in central Greenville County, south of Emporia.

Figure 2-6: Counties of Greenville, Sussex, and the City of Emporia - Classification of Senior Adults

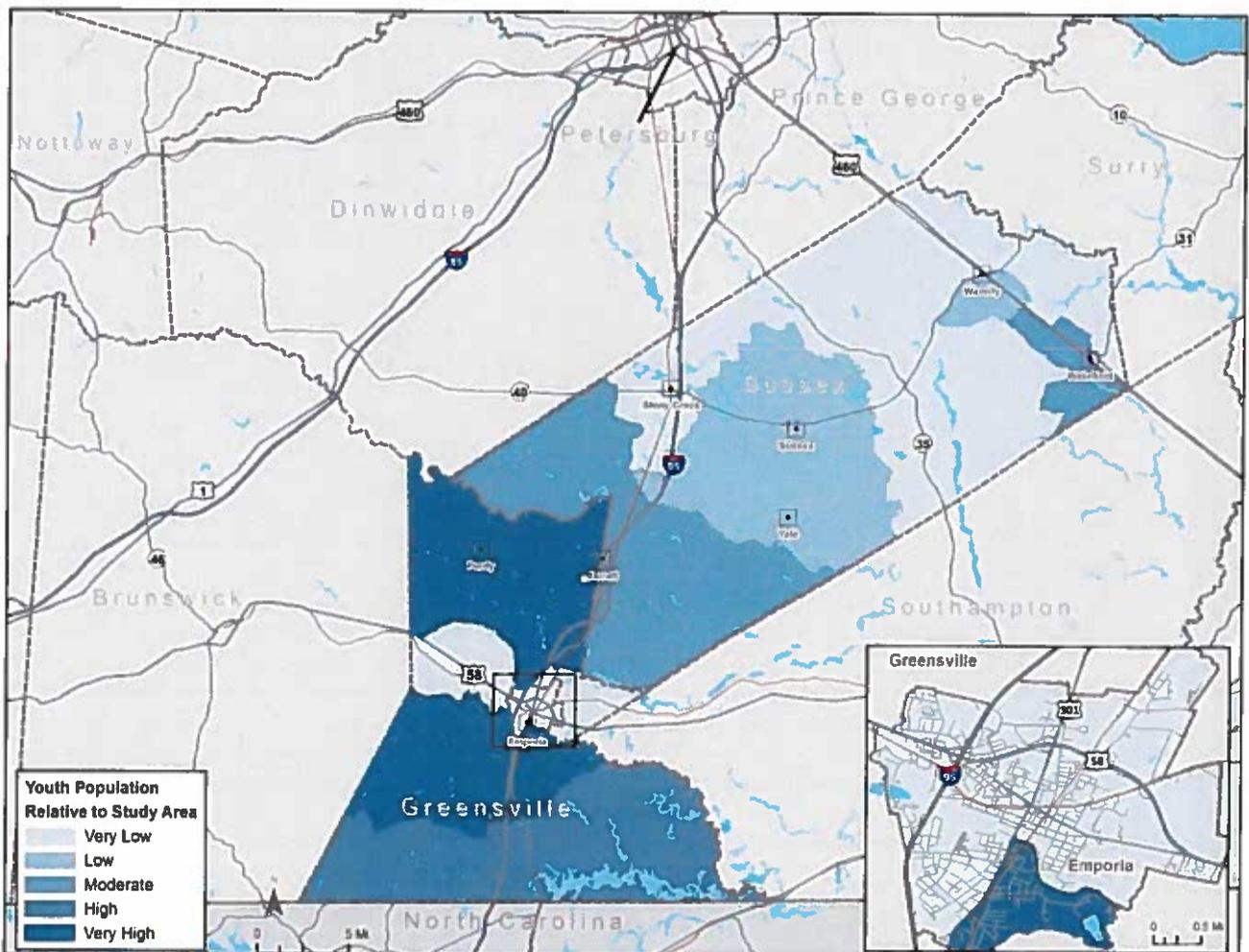


Source: 2010 Census

Youth Population

Youths and teenagers, ages 10 to 17 years, who cannot drive or are just beginning to drive but may not have an automobile available, appreciate the mobility offered through public transportation. According to the 2013 American Community Survey, approximately 8% of the population of Greenville and Sussex Counties are 10 to 17 years old and approximately 9% of the population of Emporia is 10 to 17 years old. Areas with a “very high” classification of youth include the southeastern section of Emporia, and the immediate block groups to the north and south of Emporia in Greenville County. Figure 2-7 illustrates the areas with high concentrations of youth populations.

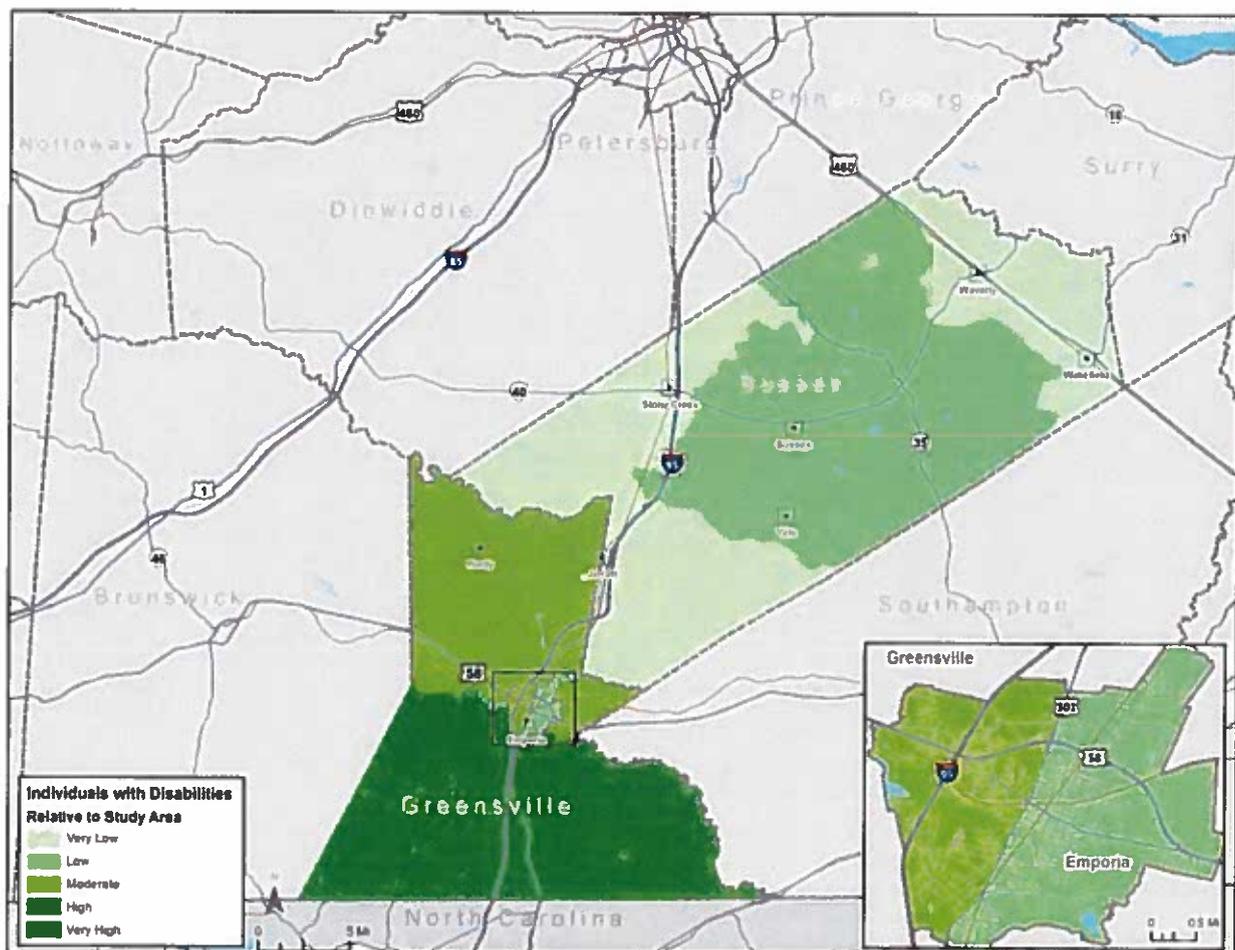
Figure 2-7: Counties of Greenville, Sussex, and the City of Emporia - Classification of Youths



Individuals with Disabilities

Due to changes in Census and American Community Survey reporting, the 2008-2012 ACS provides the most recent data available to analyze the prevalence and geographic distribution of individuals with disabilities. Unlike the factors above, the data are only available at the tract level, not the block group. Though it cannot show finer trends, this information is still important to consider. Those with disabilities may be unable to operate a personal vehicle and consequently are more likely to rely on public transportation. Shown in Figure 2-8, the southern portion of Greenville County has the highest number of individuals with disabilities.

Figure 2-8: Counties of Greenville, Sussex, and the City of Emporia - Classification of Individuals with Disabilities



Source: American Community Survey (ACS), 2008-2012

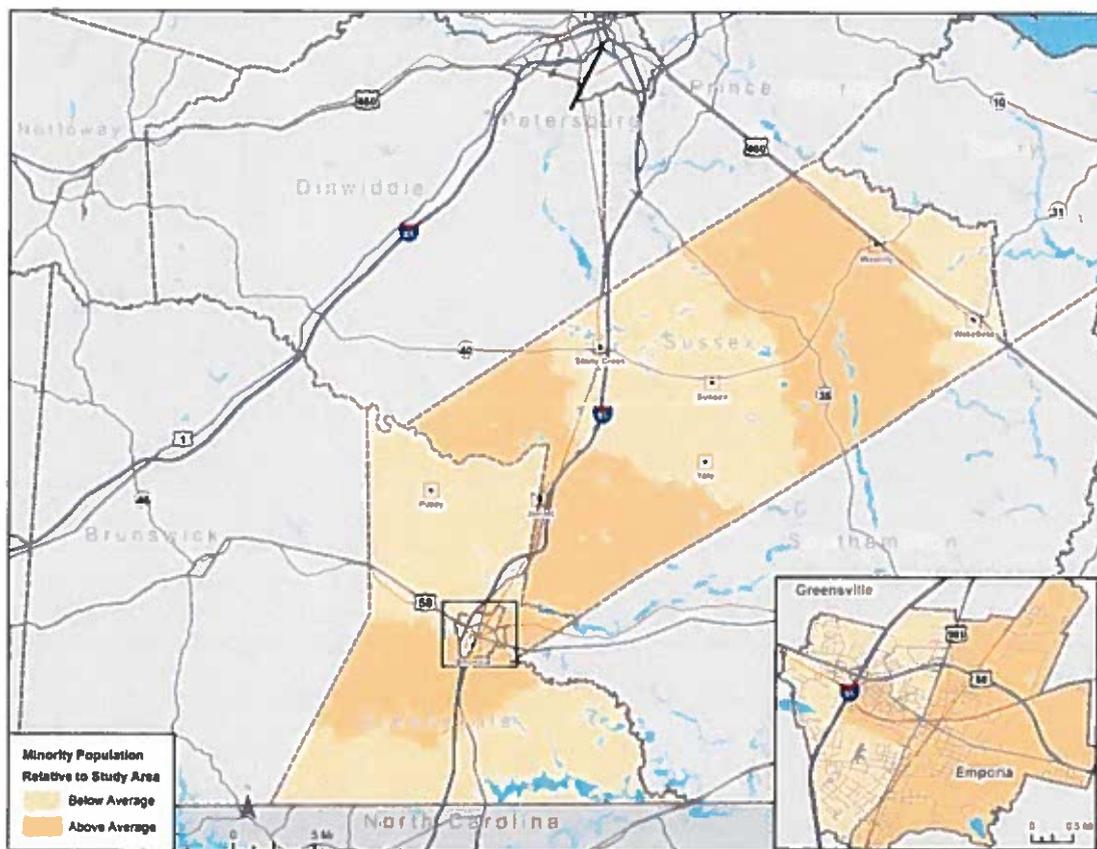
Title VI Demographic Analysis

As part of the Civil Rights Act of 1964, Title VI prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal subsidies. This includes agencies providing federally funded public transportation. The following section examines the minority and below poverty populations of the study area. It then summarizes the prevalence of residents with Limited-English Proficiency (LEP).

Minority Population

It is important to ensure that areas with an above average percentage of racial and/or ethnic minorities are not negatively impacted by any proposed alterations to existing public transportation services. The study area average for the service area is 59.9%. Figure 2-9 depicts the block groups in the Counties of Greenville and Sussex and the City of Emporia and is shaded according to their minority populations above and below this average.

Figure 2-9: Minority Populations in the Study Area - Above and Below the Study Area Average Percentage

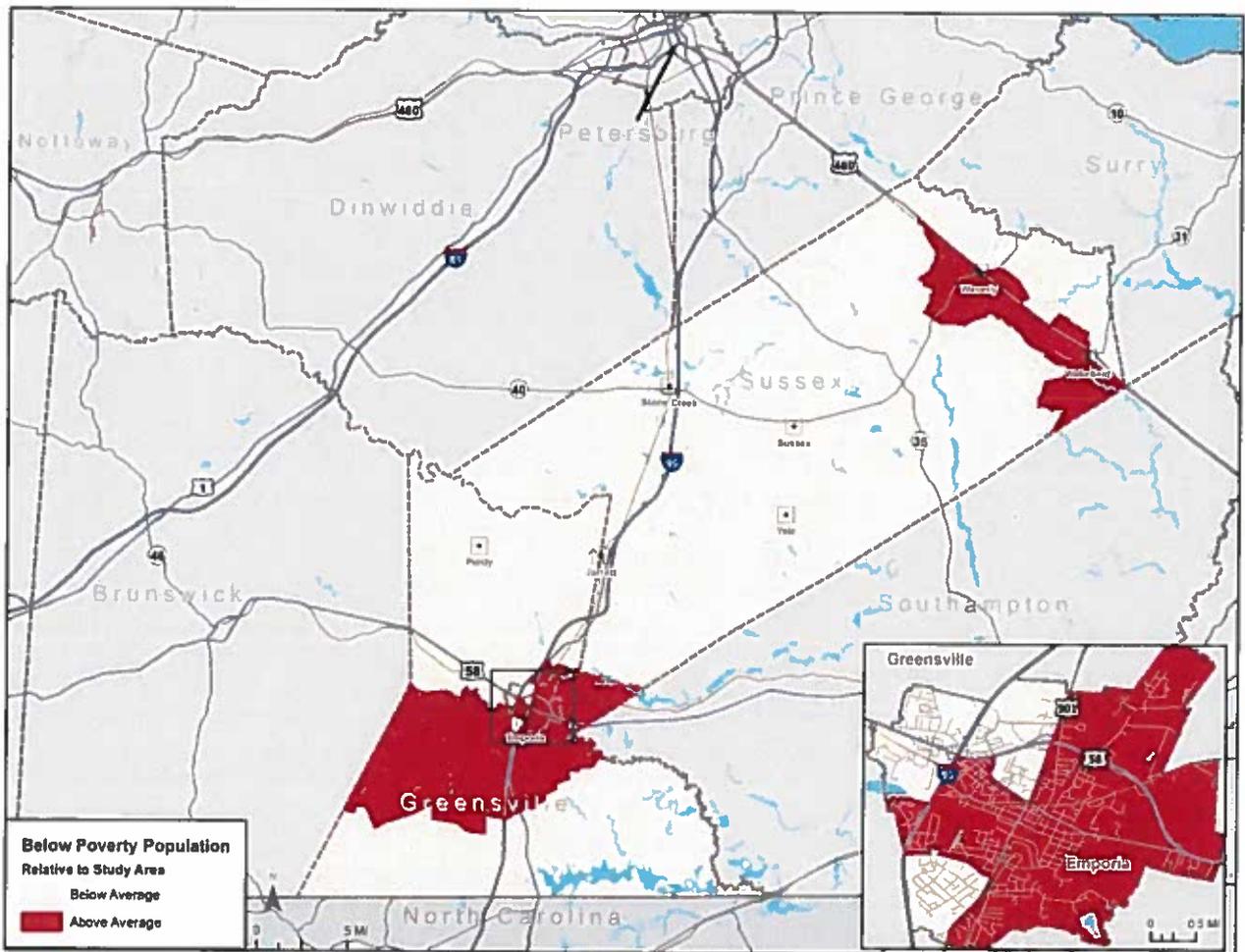


Source: 2010 Census

Low-Income Population

The second socioeconomic group included in the Title VI analysis represents those individuals who live in households that earn less than the federal poverty level. These individuals face financial hardships that may make the ownership and maintenance of a personal vehicle difficult. In such cases, they may be more likely to depend on public transportation. The study area average for people living in households below the federal poverty level is 18.5%. Figure 2-10 depicts the Census block groups in the region shaded according to whether the block group's poverty rate is above or below this average.

Figure 2-10: Individuals Experiencing Poverty in the Study Area - Above and Below the Study Area Average Percentage



Source: 2010 Census

Limited-English Proficiency

In addition to providing public transportation for a diversity of socioeconomic groups, it is also important to serve and disseminate information to those of different linguistic backgrounds. As shown in Table 2-3, residents in the study area predominately speak English. Spanish is the next most prevalent language. Of those households in the study area where a non-English language is spoken, most are also able to speak English “very well” or “well.”

Table 2-3: Limited English Proficiency for the Counties of Greenville, Sussex, and the City of Emporia

Place of Residence	Greenville		Sussex		Emporia	
Population Five Years and Older	11,522		11,487		5,355	
Language Spoken at Home	#	%	#	%	#	%
English	11,166	97%	11,202	98%	5,166	96.5%
Non-English	356	3%	285	2.5%	189	3.5%
Spanish	194	1.7%	186	1.6%	98	1.8%
Other Indo-European Languages	92	.8%	68	.6%	7	.1%
Asian/Pacific Island Languages	50	.4%	10	.09%	61	1.1%
Other languages	20	.2%	21	.2%	23	.4%
Ability to Speak English	#	%	#	%		
"Very Well" or "Well"	304	85.4%	223	78.2%	146	77.2%
"Not Well" or "Not at All"	52	14.6%	62	21.8%	43	22.8%

Source: American Community Survey, Five-Year Estimates (2009-2013), Table B16004.

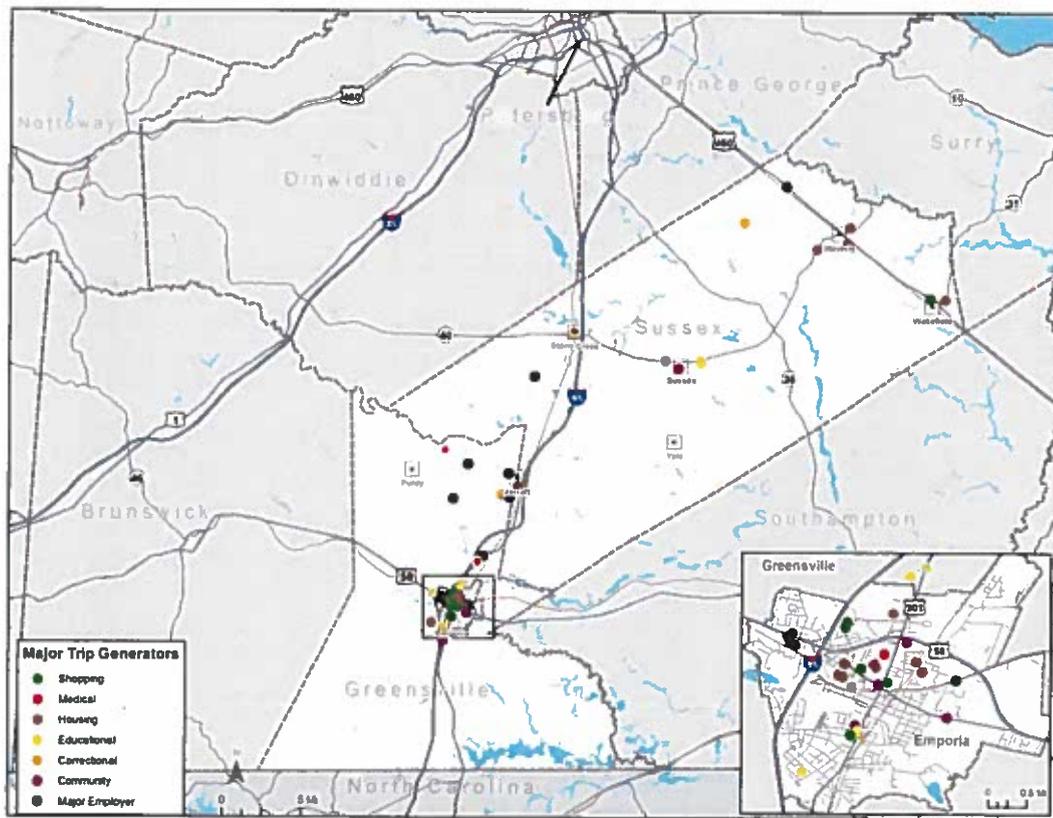
LAND USE PROFILE

Major Trip Generators

Identifying land uses and major trip generators in Greenville and Sussex Counties and the City of Emporia complements the above demographic analysis by indicating where transit services may be most needed. Trip generators that attract transit demand include common origins and destinations, like multi-unit housing, major employers, medical facilities, educational facilities, human service and governmental offices, and shopping centers. A list of the locations identified to date is provided in Appendix A.

As shown in Figure 2-11, many trip generators in the study area are located in or near Emporia. The county seat of Sussex County, with its associated governmental services, is in Sussex,

Figure 2-11: Major Trip Generators in the Study Area



Source: KFH Group research

which requires travel from the Waverly and Wakefield areas that have been identified as having relatively higher rates of poverty than other areas of the County.

Employment Travel Patterns

In addition to considering the locations of the region's major employers, it is also important to take into account the commuting patterns of residents working inside and outside of the region. According to ACS five-year estimates, the majority of area workers drive alone to work, followed by carpooling. Data from all three jurisdictions indicates that 50% or more of area residents work outside their home county. This includes cross-commuting within the study area. These patterns are shown in Table 2-4.

Table 2-4: Journey to Work Patterns for Greenville and Sussex Counties and the City of Emporia

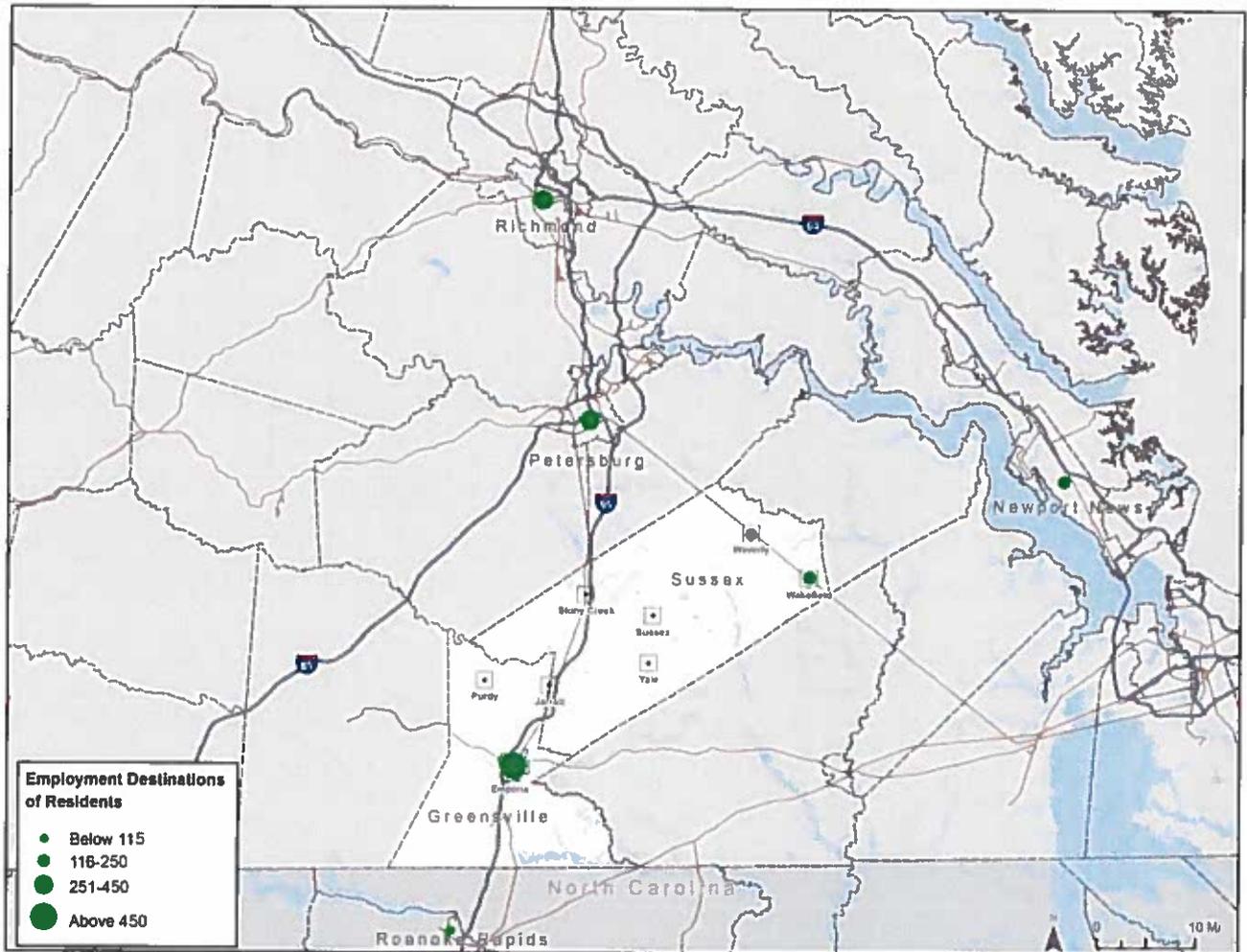
Place of Residence	Greenville		Sussex		Emporia	
Workers 16 Years and Older	3,458		3,538		2,149	
Location of Employment	#	%	#	%	#	%
In State of Residence	3,196	92%	3,475	98%	2,068	96%
In County of Residence	1,452	42%	1,662	47%	879	41%
Outside County of Residence	1,744	50%	1,813	51%	1,189	55%
Outside State of Residence	262	7.5%	63	1.8%	81	3.7%
Means of Transportation to Work	#	%	#	%	#	%
Car, Truck, or Van – drove alone	2879	83%	2840	80%	1541	72%
Car, Truck, or Van - carpoled	395	11%	447	12.6%	317	14.7%
Public Transportation	0	0%	37	1%	0	0%
Walked	13	.4%	2	.05%	152	7%
Taxicab, motorcycle, bicycle, other	74	2.1%	19	.5%	66	3%
Worked at Home	97	2.8%	171	4.8%	73	3.4%

Source: ACS, Five-Year Estimates (2008-2012), Table B08130

Another source of data that provides an understanding of employee travel patterns is the Census Bureau's Longitudinal Employer-Household Dynamics (LEHD) dataset. Figures 2-12 and 2-13 illustrate the commuting patterns for workers and residents in the study area. As of 2013, the top five employment destinations for residents within the study area are Emporia, Petersburg, Richmond, Waverly and Newport News. The top places where people reside that

are employed within the study area are Emporia, Petersburg, Waverly, Roanoke Rapids (NC) and Wakefield.¹

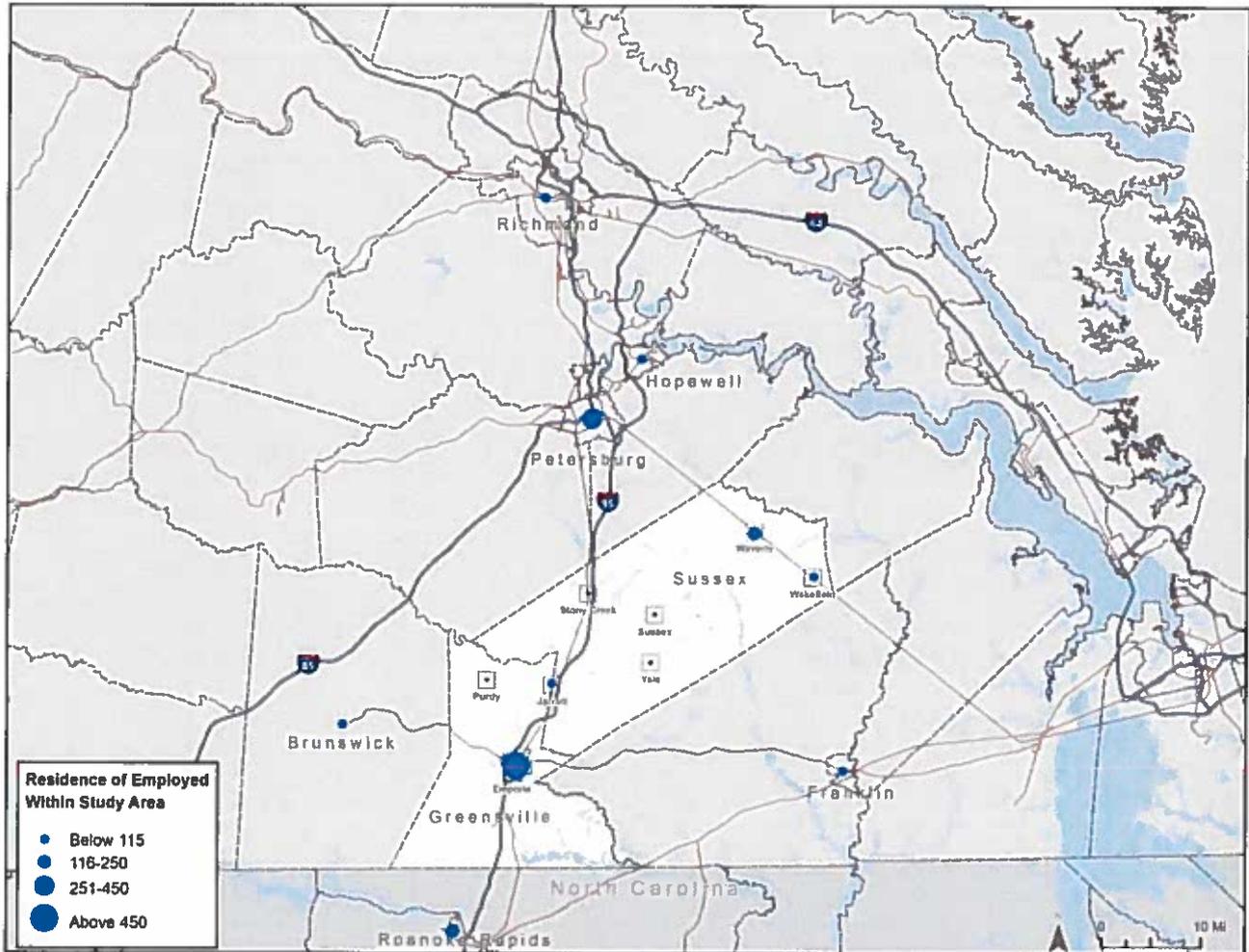
Figure 2-12: Employment Destinations of Study Area Residents



Source: U.S. Census Bureau, Longitudinal Employer-Household Dynamics (LEHD) dataset

¹ Census Bureau, on the Map Application and LEHD Origin-Destination Employment Statistics, 2002-2011.

Figure 2-13: Residence of Workers Employed Within Study Area



Source: U.S. Census Bureau, Longitudinal Employer-Household Dynamics (LEHD) dataset

Summary of Demographic Needs

When combining the demographic, land-use and commuter trends contained within this section the following needs and themes emerge:

- Greenville County has seen the highest population increase from 1990-2010 within the study area. As a whole, the population within the study area is projected to increase slightly over the next 30 years. Emporia is expected to see much of the projected population increase. The senior population (age 65 and older) is expected to grow consistently in the Counties of Greenville and Sussex. Emporia will see a fluctuation in senior population; an increase by 2020 followed by a slight decrease in senior population and then a slight increase.

- According to the TDI, Emporia and parts of Greensville County were identified in the demographic analysis as areas with potential for future transit service based on high need according to density. These areas are consistent with relatively high numbers of autoless households, individuals living below the poverty level and other characteristics of transit dependent populations.
- The Limited-English Proficiency analysis for the study area revealed that English is the most spoken language in the study area. Spanish is the second most prevalent language spoken, however it does not meet the Safe Harbor LEP threshold of 5% or 1,000 individuals (whichever is less).
- The journey to work data collected by the Census Bureau postulates that the majority of residents in the study area work outside their county of residence. Greensville County has the highest percentage of residents that work out of state at 7.5%.

REVIEW OF RELEVANT PLANS AND STUDIES

Emporia Comprehensive Plan, 2015-2035

Emporia's Comprehensive Plan includes goals, objectives and implementation strategies for the following broad planning areas: land use; community facilities; transportation; housing and neighborhoods; and economic development. The overall transportation goal highlighted in the plan is:

"Provide for a system of streets, sidewalks, parking areas, traffic controls, and other related facilities which will provide for safe, convenient, and reliable movement of people and goods."

While many of the specific projects that are listed in the transportation section of the plan are those related to the road and highway network, one of the three specific transportation objectives listed is "promote the creation of a city-wide or regional public transportation system, if adequate demand exists and is deemed economically feasible."

The plan indicates that future development will most likely occur along the US 58 Bypass Corridor, including areas identified for industrial and regional commercial uses. Preservation of the city's natural resources, specifically the land surrounding the Meherrin River, is discussed as a priority. Preserving the historic character of the city and working to improve the city's housing stock are also important priorities.

Greensville County Comprehensive Plan, 2013-2018

The Greensville County Comprehensive Plan does not include a specific goal with regard to public transportation, but does include an "Issues" section that specifically notes that there is a

lack of public transportation to meet the needs of low-to-moderate income families. A strategy listed concerning the issue is “Establish a transportation plan to address how transportation can be provided to low-to-moderate income families.”

In terms of directing growth in the county, stated goals in the plan emphasize the encouragement of infill development for both residential and commercial/industrial development. The Transportation Plan section includes a vision of “a multi-modal transportation system as a means to encourage environmental sustainability, economic development and equity in transportation access.” There is language throughout the plan that supports the development of pedestrian and bicycling facilities in the designated growth areas of the county (near Emporia), as well as in rural subdivisions, across bridges, and in the Town of Jarratt.

Sussex County Comprehensive Plan

The Sussex County Comprehensive Plan was adopted in October 2005, and is currently being updated. The plan that is currently in place includes a small section on public transportation. This section mentions that the special transportation needs of elderly and disabled citizens are met through the Crater District Agency on Aging. Intercity bus service is mentioned, with references to Petersburg and Emporia.

The vision statement for the county illustrates that it seeks to maintain its rural character and natural beauty by protecting its forest resources, agricultural lands, and natural environmental systems. To accomplish this vision, the county plans to concentrate commercial and industrial development along U.S. 460 and the I-95/U.S. 301 corridor and in other areas where adequate infrastructure exists to support such development.

Crater Planning District Commission (PDC19) Coordinated Human Service Mobility Plan

The Coordinated Human Service Mobility Plan (CHSM) for the region was developed in 2008 and updated in 2013. The purposes of the 2013 planning process were to:

- Provide a forum to gain consensus on the transportation priorities in the region and facilitate input from seniors, individuals with disabilities, public, private, and non-profit transportation and human services providers.
- Take into account previous transportation planning efforts.
- Foster local partnerships and provide an opportunity for the development of new ones.

- Identify examples of projects and programs initiated since issuance of the 2008 plans that demonstrate human service transportation enhancements and coordination efforts, i.e., mobility management efforts and new services.
- Continue an ongoing structure to support coordination efforts or help establish new coordination structures.
- Serve as a tool for educating local decision makers, elected officials and other stakeholders on unmet transportation needs in the region.

The planning process drove the development of an updated CHSM Plan to meet the federal coordinated transportation planning requirements and facilitate access to critical FTA monies.

The following ten strategies were considered priorities within the 2013 CHSM Plan:

1. Continue to support and maintain the capital needs of coordinated human service/public transportation providers.
2. Expand availability of demand response and specialized transportation services to provide additional trips for older adults, people with disabilities, veterans, and people with lower incomes.
3. Build coordination and connectivity among existing public transportation and human service transportation providers.
4. Expand outreach and information on available transportation options in the region, including the establishment of a centralized point of access.
5. Implement new public transportation services or operate existing public transit services on more frequent basis.
6. Establish or expand programs that train customers, human service agency staff and medical facility personnel in the use and availability of transportation services.
7. Provide flexible transportation options and more specialized or one-to one services through expanded use of volunteers.
8. Provide targeted shuttle services to access employment opportunities.
9. Expand access to taxi services and other private transportation operators.
10. Bring new funding partners to public transit/human service transportation.

STAKEHOLDER INPUT

A number of community stakeholders have provided input concerning transit needs in the region through their participation on the Public Transportation Management Team. The study team has reached out to additional community stakeholders to further define the qualitative needs for public transportation in the region. The input gathered to date is summarized in this section.

General Mobility Challenges in the Study Area

- The study area has a relatively high poverty rate.
- Area residents who are seeking employment have many challenges, including limited job skills, limited access to transportation and limited access to childcare. Public transportation options are needed to improve access to education, job training, childcare and employment locations.
- There is generally a lack of infrastructure for pedestrians (missing sidewalks, difficult roadway crossings, lack of crosswalks). Committee members indicated that they see many people walking, often without adequate pedestrian infrastructure.
- There are areas within the region with job availability, but people without personal transportation cannot access these locations. Some examples included the Boars Head facility (Jarratt area) and Greenville County Industrial Park.
- There are at least two taxicab companies in the region, but the taxi fares are not affordable for people with low incomes. A typical fare from the housing areas in Emporia to Walmart and back is \$12.

Transit Needs in the Emporia Area

- The following areas were mentioned as having relatively large numbers of residents who may not have reliable personal transportation:
 - East Atlantic Avenue
 - Washington Park
 - Brookridge Apartments
 - Halifax St./Baker St. area
 - Trinity Woods Apartments

- Common important destinations in the Emporia area include:
 - The retail areas along both US58 and Business US58, including Walmart.
 - The Southside Virginia Regional Medical Center (Emporia)(on US301) and the associated medical offices that are accessed from West Atlantic Avenue.
 - The Emporia Shopping Center (Main Street/US301).
 - The Greensville County complex that includes the county administrative offices, the Southside Virginia Education Center (Figure 2-14), the Virginia Employment Commission, the Southside Regional Jail, the Community Services Board, and Community Corrections.

Figure 2-14: Southside Virginia Education Center



Transit Needs in Sussex County

- High need housing locations in Sussex County include Waverly Village Apartments and Birch Island Apartments. There are also high need areas in Wakefield and Jarratt (Jarratt Village Apartments).
- The county seat, which is the location of the offices for several important governmental services, is located in Sussex and there are concentrations of potentially transportation-dependent people in Waverly and Wakefield. It is difficult and expensive for some people to get between Waverly and Sussex (about 14 miles) and between Wakefield and Sussex (about 20 miles).
 - There are no grocery stores in Waverly
 - There is a community health center in Waverly
- There is an observed need for senior citizens and people with disabilities to travel from Jarratt to Petersburg for medical appointments.
- Pedestrian infrastructure needs to be improved in several communities.
- There is no formal transportation program for the Senior Citizens program that operates in Jarratt and in the eastern part of Sussex County.
- The school system is centralized, which makes it difficult for parents without personal transportation to access the central schools from their local communities.
- There is a perceived need for public transportation in Sussex County to connect residents with services and jobs, but the county is rural with dispersed population centers, which causes concern for the expenses that would be associated with initiating public transportation services.

PUBLIC MEETING

On January 7, 2016, from 4:00 p.m. to 7:00 p.m., a public outreach meeting was conducted at the Emporia City Council Chambers and facilitated by KFH Group, Inc. There were 27 participants at the meeting. The purpose of the meeting was to obtain feedback on the proposed route, service hours, and proposed fare. Participants were also free to express additional comments or concerns about the study or the service.

Many participants expressed confusion about the Emporia-Greenville-Sussex Public Transportation Feasibility Study and a separate planning effort being conducted by Petersburg Area Transit that involves the implementation of a route between Emporia/Greenville County and the City of Petersburg. It was explained that the two planning efforts were separate and should not be confused. Below are the major topics discussed during the meeting.

The Proposed Route

Participants were asked to comment on the proposed route. Some participants indicated that the route should extend further into Greenville County and into the more rural areas.

The Hours of Service

Some participants pointed out that there are individuals who need to be at work before the proposed 7:00 a.m. start time.

The Proposed Fare

Participants were asked to share their thoughts on the \$1.00 fare. Some of the participants wanted to make sure that the system would remain affordable to not only those who live in poverty but seniors and individuals with medical needs. One participant wanted to know what entity decided the proposed bus fare.

Additional Comments

Participants voiced their support and concerns regarding the possibility of a public transportation system in the region.

Positive Comments

- One participant indicated that this service would greatly benefit senior citizens.
- One participant indicated that this service would greatly benefit young mothers and children who cannot afford the fares charged by local cab companies. She indicated that there are many local area residents who rely on friends and neighbors for rides, as they cannot afford cab fare.

Impact on the local businesses and community

- Participants were concerned about how a bus system would impact local businesses, in particular the local taxi companies. Some participants feared that introducing a bus system in the area would cause the local taxi companies to lose business or shut down. A majority of the taxi companies in the area are minority-owned businesses and it would not be beneficial to the community if they were adversely impacted by a new bus system.

- Some participants were concerned that the bus system would cause the city to lose revenue by taking residents to Petersburg and Richmond to shop. It was explained that the current proposed system is local in nature.
- Some participants felt that the City of Emporia needs to focus on other amenities for the city instead of transportation. Some participants felt that jobs should be more of a priority.
- One participant wanted to know if the proposed bus system would bring jobs into the community.

Taxes

- Some residents expressed that they already pay enough in taxes and having to pay for a bus system would be more of a burden.

Below are the individual questions asked by meeting participants. Some of the questions were discussed at length. Those discussions were summarized earlier in this section. Other questions were documented and answered (preliminarily), even if not major topics of discussion.

Questions

1. How will the scheduling work? Specifically how will passenger wait times be impacted by the bus deviating $\frac{3}{4}$ mile? Ans. – Schedules will have to be loose enough to allow for some deviations.
2. What would the passenger count be for the bus? Ans. – The proposed vehicle is a wheelchair-accessible 14-passenger vehicle.
3. Will the stops have bus shelters? Ans. – Yes, in the future, once the route is established.
4. How much will the system cost taxpayers? Ans. – The budget is still under development.
5. Where will the bus garage be located? Ans. – The vehicles will likely be parked at the Greenville County Center.
6. Will the county have to keep reapplying for the grant? Ans.- Yes
7. What entity determines the bus fare? Ans. – The county, in consultation with stakeholders.



8. How will the system impact Medicaid? Ans. – Riders may use the system to travel to Medicaid appointments if it meets their needs.
9. Will the bus be able to transport babies? Ans. – Yes.
10. Will the bus be wheelchair accessible? Ans. – Yes.
11. How long will the process take? Ans.- The grant application is due in February 2016 for FY17. Sometime during FY17 is the earliest time that service could begin.
12. Will the system bring jobs to the community? Ans.- The system will include some part-time driving positions and will offer some business for local garage and fuel merchants. The RFP process will determine whether the actual operations are privately-operated or publicly-operated.
13. Will drivers come from the community? Ans. -Yes.

Chapter 3: Transportation Services in the Region

INTRODUCTION

While public transportation is not currently provided in the City of Emporia, or the Counties of Greenville and Sussex, there are programs that operate in adjacent areas, as well as human service transportation programs, and private transportation providers. This chapter provides an overview of these programs. The purpose of this review is to identify potential community transportation partners, provide some examples as to how a public transportation may be set up and what the local per-unit costs are likely to be, and to ensure that any new services planned for implementation are fully coordinated with existing transportation options.

PUBLIC TRANSPORTATION PROGRAMS

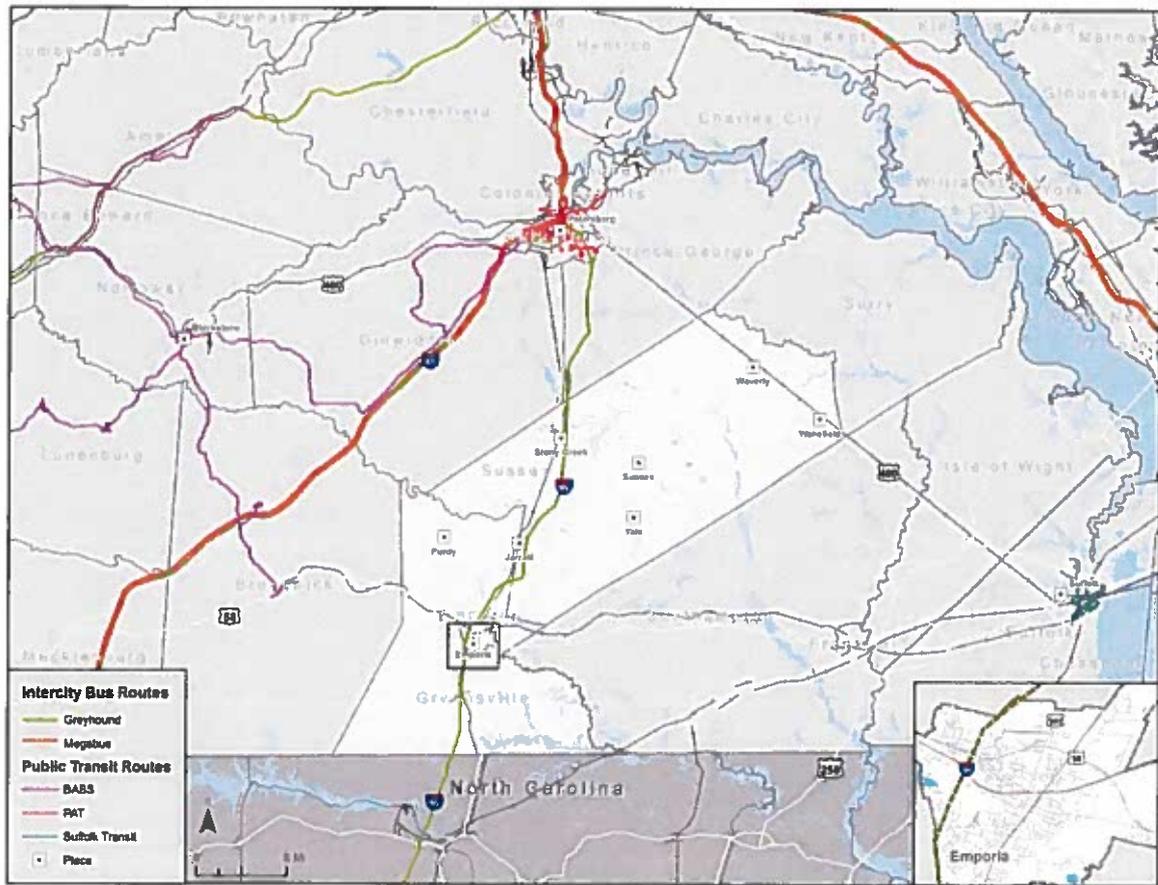
The closest Virginia-based public transportation providers to the Emporia-Greenville-Sussex region are:

- Blackstone Area Bus
- Petersburg Area Transit
- Suffolk Transit

Senior Services of Southeastern Virginia also operates a transportation program (I-Ride) in adjacent Southampton County, focusing primarily on the needs of senior citizens. Limited general public transportation is offered from several communities in Southampton County to Franklin.

The current service areas for each of the public transportation providers are shown in Figure 3-1 and described below.

Figure 3-1: Public Transportation Services in the Broader Region



Blackstone Area Bus (BABS)

Based in and operated by the Town of Blackstone in Nottoway County, BABS provides transit service for a large rural region of Southside Virginia. BABS started service in 2003, beginning with the BABS Line, which provides public transit services on a deviated fixed route in the Town of Blackstone. BABS has expanded in subsequent years to re-instate service that had previously been provided by Central Virginia Transit and to provide service oriented to the needs of Southside Virginia Community College.

The following deviated fixed routes are currently provided:

- BABS Line – providing service to the Town of Blackstone
- Brunswick Express- connecting key locations in Brunswick County
- Crewe-Burkeville Express – connecting areas of Nottoway County
- Dinwiddie Express – connecting McKenney, Dewitt, Dinwiddie, Sutherland and Edgehill to Petersburg (with connections to Petersburg Area Transit)
- Piedmont Area Transit – providing service in Amelia, Buckingham, Cumberland, and Prince Edward Counties, with connections to the Farmville Area Bus
- Town and County Transit- providing connections in Lunenburg County, including service to Southside Virginia Community College

The counties served by either BABS or Piedmont Area Transit (operated by BABS) include Amelia, Brunswick, Buckingham, Cumberland, Dinwiddie, Lunenburg, Nottoway and Prince Edward. The total population of these eight counties was estimated to be 135,071 in 2014, with a land area of 3,398 square miles.¹ As these data show, the area is rural with a mean population density of 39.8 people per square mile. The percentage of the population living in poverty is higher than the statewide mean (17.9% versus 11.3%), as is the percentage of the population aged 65 or higher (17% versus 13.4%).

These demographic data indicate the service area is quite similar to the Greenville- Sussex – Emporia area, in terms of low population densities and a rate of poverty that is higher than the statewide mean.

Organizational Characteristics

BABS is managed by the town's Community Development and Transportation Director, who reports to the Town Manager. BABS staff includes an Operations Assistant, three Town mechanics who spend about 20% of their time on transit, and several part-time drivers.

¹ 2010 Census

Service Characteristics

BABS operates on a deviated fixed route basis, meaning that there are set routes from which the vehicle will deviate up to $\frac{3}{4}$ mile for someone who has requested a trip at least 24 hours in advance. BABS will pick up passengers at any point along the routes where it is safe to do so using the flag stop method. The fare is \$0.50 per trip.

BABS operates on a centralized basis, whereby the drivers report to work at the BABS facility in Blackstone. There are 14 vehicles in the fleet. Service is generally provided Monday – Friday, with the BABS Line in Blackstone also operating on Saturdays.

Operating and Financial Statistics

The FY13 operating statistics, as reported to the National Transit database, are provided in Table 3-1. A telephone interview with the system manager indicated that the current operating statistics are similar to those in FY13, though the budget has increased.

Table 3-1: BABS FY13 NTD Selected Data

Blackstone Area Bus- FY13 Data ²	
Annual Operating Costs	\$ 393,430
Annual Vehicle Revenue Hours	13,604
Annual Vehicle Revenue Miles	395,932
Passenger Trips	41,327

The FY16 operating budget for BABS is \$499,200.³ The funding sources for FY16 are shown in Table 3-2. The local funding for BABS comes from the jurisdictions served and \$10,000 from the Southside Virginia Community College. The approved 2016 budget for the Town of Blackstone includes \$14,000 in local financial support for the program.

Table 3-2: BABS FY16 Approved Budget

Source	Amount
Fare Revenue	\$ 28,555
Federal S.5311	\$ 235,323
DRPT State funds	\$ 70,088
Local Funds	\$ 165,234
Total	\$ 499,200

² Federal Transit Administration, National Transit Database

³ Virginia Department of Rail and Public Transportation, FY16 SYIP

These data indicate that the cost to operate BABS is approximately \$37 per operating hour and the cost per trip is about \$12.08. System productivity is about three passenger trips per revenue hour.

Interest in Expansion

BABS staff indicated that the system is not currently interested in expanding to serve additional counties or cities but will continue to focus on improving service within its current service area.

Petersburg Area Transit (PAT)

Petersburg Area Transit (PAT) provides fixed route and ADA paratransit services in the Petersburg area. The fixed route network is comprised of 11 fixed routes, a downtown trolley route and an express bus route to and from Richmond. PAT is operated by the City of Petersburg, though the service area also includes portions of the City of Hopewell, Colonial Heights, Dinwiddie County and Prince George County. Petersburg is located in the Richmond Urbanized area and is considered to be an urban transit provider. The population of Petersburg (2010 Census) is 32,420 and the land area is 22.2 square miles. The population density is 1,460 people per square mile. This compares to a population density of 858 people per square mile in Emporia.

Organizational Characteristics

PAT is a city department with two dedicated facilities; the relatively new downtown Petersburg Station and an operations and maintenance facility. A General Manager oversees operation of the system. Additional key staff members include an Operations Manager, maintenance staff, Program Administrator, Customer Service Representative, and drivers.

Service Characteristics

PAT operates a total of 20 vehicles (14 buses and 6 paratransit vehicles). Service is generally provided Monday through Saturday. The fixed route fare is \$1.75 per one-way trip and a one-day pass is \$3.50. Transfers are free.

PAT operates out of a relatively new transit center, the Petersburg Transit Station, which serves as a multi-modal center in downtown Petersburg. PAT uses the facility as a timed transfer location for its hub and spoke-based system and the facility is also served by Greyhound and the Greater Richmond Transit Company (GRTC).

Operating and Financial Statistics

The FY13 operating statistics for PAT, as reported to the National Transit database, are provided in Table 3-3. A telephone interview with the system manager indicated that the operating hours have increased in the past two years to approximately 64,000 annual operating hours and the ridership has increased to approximately 684,000 annual passenger trips.

Table 3-3: PAT FY13 NTD Selected Data

Petersburg Area Transit - FY13 Data	
Annual Operating Costs	\$ 2,514,066
Annual Vehicle Revenue Hours	57,090
Annual Vehicle Revenue Miles	513,234
Passenger Trips	585,831

The FY16 operating budget for PAT is just over \$3 million. PAT's FY16 budgeted revenues and funding sources are provided in Table 3- 4.⁴

Table 3-4: PAT FY16 Approved Budget

Source	Amount
Fare Revenue	\$ 485,000
Advertising	\$ 25,000
FTA S.5307	\$ 700,000
DRPT State funds	\$ 939,000
FTA Preventive Maintenance	\$ 625,000
Local Funds- City's General Fund	\$ 246,592
Total	\$ 3,020,592

The FY16 cost per hour is estimated to be about \$47 per operating hour and the cost per trip is estimated to be about \$4.41 per passenger trip.

Interest in Expansion

PAT has indicated an interest in expanding service to provide regional intercity bus service, to include service between Emporia and Petersburg via the I-95 corridor, providing connections to GRTC and Greyhound at the Petersburg Transit Station. The City is planning to apply for grant funding from DRPT under the S.5311(f) intercity bus program during the next grant cycle. The preliminary proposal includes three northbound trips from Emporia to Petersburg (two in

⁴ Virginia Department of Rail and Public Transportation, FY16 SYIP

the morning and one in the early evening) and three southbound trips from Petersburg to Emporia (two in the morning and one in the early evening). The route would also make stops in Jarratt (Exit 20); Sussex (Exit 31); Stony Creek (Exit 33); and Courtland (Exit 41). PAT will likely be soliciting local matching funds from the areas served to help offset the operating costs of the service.

PAT is also interested in providing service in the US460 corridor between Wakefield, Waverly and Petersburg.

PAT staff indicated that they are interested in connecting to any new services provided in the Emporia-Greensville-Sussex region via the potential intercity bus services, but would not be interested in operating local Emporia-Greensville-Sussex service.

Suffolk Transit

Suffolk, Virginia, about 55 miles east of Emporia, is located in the Virginia Beach Urbanized Area. It is a large city, geographically speaking, covering 400 square miles (land area). The city's total population (2010 Census) is 84,585 and the population density is 211 people per square mile.

While north Suffolk is developing into a high-tech hub, vast stretches elsewhere in the city are still largely rural. Prior to 2012, the city was a member of Hampton Roads Transit (HRT). Discussion surrounding the city's and HRT's budgets, coupled with an HRT performance-based reduction in service, led the city to withdraw from HRT and contract with a private vendor to operate bus services. After conducting a procurement process, Virginia Regional Transit (VRT) was selected and took over operation of the city's public transportation program in January 2012.

Organizational Characteristics

The city's Assistant Director of Public Works provides oversight of the transit program, devoting approximately 30% of his time to duties associated with contract management. Day-to-day operation of the system is managed by the VRT site manager. Staff and drivers are employees of VRT. VRT has a sub-contract with Senior Services of Southeastern Virginia to provide ADA complementary paratransit for Suffolk Transit.

Service Characteristics

Suffolk Transit currently offers six fixed routes, which generally operate on hourly headways, meeting for transfer opportunities at the Suffolk Bus Plaza. Transit services are provided Monday through Friday, from 6:30 a.m. to 6:30 p.m., though not all of the routes operate during the full span of service. The one-way fare is \$1.50 and an all-day pass is \$3.00. ADA

paratransit trips are \$3.00 each way. Suffolk Transit owns eight 21-passenger body-on-chassis vehicles that are operated by VRT to provide the fixed route service. The vehicles used for ADA paratransit are owned by Senior Services of Southeastern Virginia.

Operating and Financial Statistics

Suffolk Transit has grown significantly over the four-year period, from annual vehicle revenue hours of 7,221 (FY13) to 13,004 vehicle revenue hours (FY15). Ridership has increased significantly, with Suffolk Transit staff reporting that they provided 77,631 passenger trips in FY15. Table 3-5 provides the historic data for Suffolk Transit's first full year of operation and Table 3-6 provides the approved FY16 budget.

Table 3-5: Suffolk Transit – FY13 Data⁵

Suffolk Transit - FY13 Data	
Annual Operating Costs	\$ 505,470
Annual Vehicle Revenue Hours	7,221
Annual Vehicle Revenue Miles	108,466
Passenger Trips	57,814

Table 3-6: Suffolk Transit – FY16 Approved Budget

Source	Amount
Fare Revenue	\$ 50,000
Advertising	\$ 6,000
DRPT operating	\$ 137,309
DRPT capital	\$ 48,750
Local Funds- City's General Fund	\$ 795,395
Total	\$ 1,037,454

The FY16 cost per hour is just under \$70 per operating hour.

Interest in Expansion

The City of Suffolk is focused on serving city residents. A major area of focus for the program is to work on receiving federal transit funds, as they are in the same urbanized area as HRT, which is the designated recipient of federal transit funds. Once the city is able to tap into

⁵ City of Suffolk, Transit Development Plan, 2013

federal transit funding, they would like to hire a full-time transit manager to focus on the program.

HUMAN SERVICE TRANSPORTATION PROGRAMS

Crater District Agency on Aging

The Crater District Agency on Aging (CDAA) provides a number of services for senior adults in the Cities of Colonial Heights, Emporia, Hopewell and Petersburg; and the Counties of Dinwiddie, Greensville, Prince George, Surry and Sussex. Services include transportation, congregate meals, home-delivered meals, homemaker services, weatherization, foster grandparent, RSVP and senior employment opportunities.

Transportation is provided for seniors to access medical, nutrition and recreation opportunities in Petersburg, Colonial Heights and Hopewell, including service to the congregate meal sites in the three cities. Limited transportation service is provided in the Counties of Dinwiddie, Greensville, Prince George, Surry and Sussex.

CDAA has expressed interest in applying for a S.5310 grant to expand services, but the study team was unable to directly contact staff from the Crater District Agency on Aging to document additional features of the transportation program.

District 19 Community Services Board (CSB)

District 19 CSB is “a multi-jurisdictional, community-based organization whose mission is to improve the quality and productivity of the lives of individuals who experience, or are at risk of experiencing, mental disabilities and/or substance abuse.”⁶ The CSB is licensed by the Virginia Department of Behavioral Health and Developmental Services to provide mental health, intellectual disability, substance abuse and prevention services to the citizens of Colonial Heights, Emporia, Hopewell and Petersburg, and the counties of Dinwiddie, Greensville, Prince George, Surry and Sussex.

The CSB operates a clinic that is located in the Greensville County complex. Clients attend the clinic at specific times for substance abuse programs (M-W-F, at 10 a.m. or 5:00 p.m.). Clients participating in other agency programs also attend the clinic at various days and times, generally Monday through Friday during business hours. CSB clients typically need transportation to get to medical appointments that are often located at 6 Doctor’s Drive, behind the hospital. Clients also need access to supported employment opportunities, which is

⁶ District 19 website

where the development of a public transportation program would be very helpful, as the clients are expected to arrange their own transportation once they have acclimated to the job setting.

If a client is eligible for Medicaid and the trip is medically necessary, the CSB arranges transportation with Logisticare. To accommodate clients who are not Medicaid-eligible and do not have access to another source of transportation, the CSB will provide transportation using a CSB vehicle. The CSB has two vans that are driven by program staff to provide transportation when necessary.

For CSB clients, important transit origins and destinations are the CSB Clinic at the Greenville County complex; 6 Doctors Drive; the major retail employment centers (Walmart, Food Lion); Brook Ridge Apartments and Washington Park.

Greenville- Emporia Department of Social Services (DSS)

The DSS office in Emporia, located on East Atlantic Drive, provides a wide range of services for adults, children and/or families who are experiencing poverty, abuse or neglect. The DSS is the initial point of contact for enrollment in the Medical Assistance program (Medicaid).

A major focus of the DSS is to help clients become career-ready through skill enhancement, with the support of child care and transportation. To implement this approach, the DSS sponsors a skill enhancement certificate class that is taught at the Southside Virginia Community College. The DSS is working to develop a childcare program at the site. They provide cab fares and gas cards to assist clients who either do **not** have vehicles available or **do** not have gas money to operate their vehicles. The DSS also provides similar assistance for clients who are searching for jobs.

In FY14, the Greenville-Emporia DSS spent a total of \$51,000 for cab fares and gas reimbursements to help clients attend training or look for jobs. In FY15, the agency spent \$44,000 for these expenditures.⁷ The DSS Director has been actively involved in the planning process to pursue the development of a public transit program for the region and has estimated that the DSS would be able to direct between \$25,000 and \$35,000 annually to the program, through the purchase of an allotted number of monthly rides for clients and through contracts with Southside Virginia Community College.

For local DSS clients, some important transit service coverage areas would likely be the DSS on East Atlantic Street, the Southside Virginia Community College (Greenville County Complex), medical offices located behind the hospital (Doctors Lane), local shopping areas (Walmart, Food Lion) and the neighborhoods around Washington Park and Baker/Halifax Streets.

⁷ Conversation with DSS Director, John Holtkamp, December, 2015

Non-Emergency Medicaid Transportation

While specific data is difficult to extract from the non-emergency Medicaid transportation program, it is likely the largest current human service transportation program in the region. This program is operated through a statewide broker. The broker, Logisticare, takes the calls from Medicaid-eligible clients who need to travel to a covered service, and schedules the trip on a local provider. The study team has not been able to confirm details with Logisticare, but a local agency indicated that in the Emporia-Greenville area the primary provider used is Halifax Cab. Virginia Premiere, a Medicaid HMO, was also reportedly a Medicaid transportation provider.

PRIVATE TRANSPORTATION PROVIDERS

Taxicabs

There are four cabs listed in local guides as providing service in the region:

1. Community Cab - Emporia
2. Halifax Cab - Emporia
3. Robinson's Cab - Emporia
4. Worrell Transportation - Waverly

Halifax Cab currently has the Medicaid contract with Logisticare. Attempts were made to solicit additional information concerning the level of service provided but were not successful.

Intercity Bus Service

Currently there is not an intercity bus stop in the service area, although Emporia has been included on prior intercity bus schedules. The current Greyhound service in the I-95 corridor shows that there are five southbound buses on Greyhound's Jacksonville-Savannah-Fayetteville-Richmond Route (Schedule 400). These buses leave Richmond at: 04:00; 06:50; 16:15; 20:00 and 23:50. None of these trips is shown to serve Petersburg.

For the northbound trip, the schedule indicates that trips arrive in Richmond from Fayetteville at 03:00; 05:15; 10:00; 15:50 and 23:00. Only one of these trips is shown to serve Petersburg (the 15:50 arrival, serving Petersburg at 15:10).

If a public transit service is implemented in the Greenville-Sussex-Emporia region, it may be feasible to arrange a local connection (perhaps at the Simmons Travel Center at Exit 8). It would be necessary to contact Greyhound to see if they would be willing to add this stop, as well as negotiating with the Travel Center to see if they would be amenable to having

Greyhound stop there. This location is directly adjacent to I-95, which would minimize the time needed to add the stop. The prior stop was along Main Street at the Emporia Grocery.

SUMMARY

The synopsis of nearby local public and human service transportation programs provides examples of both in-house and contractual operating models. The regional data indicates that the operating expenses to provide public transportation in the general region range from a low of \$37.00 per operating hour (rural, deviated fixed route, in-house operations) to \$70.00 per operating hour (urban, fixed route and ADA paratransit, contracted). Discussions with the nearby providers indicate that expansion of an existing service to include Emporia -Greensville-Sussex is not likely, and a new program will need to be initiated for the local region.

Chapter 4: Service and Organizational Alternatives

INTRODUCTION

The first three chapters prepared for the feasibility study documented the need for public transportation, provided an inventory and analysis of the public transportation programs that operate in adjacent jurisdictions, and provided an inventory of the human service and private transportation services that are currently operating in the Emporia- Greenville-Sussex region.

The data, opinions, and related information contained in the first three chapters provided the base information needed to develop potential service and organizational alternatives that were further refined for Chapter 5, based on feedback from stakeholders and the public. These concepts are outlined below.

ALTERNATIVE #1 - EMPORIA-GREENSVILLE CIRCULATOR

Given the relative density of multi-family housing, as well as employment, education, medical, shopping, and social service trip destinations in the City of Emporia and nearby Greenville County, the development of a deviated fixed route circulator for this area is proposed.

Proposed Route

The preliminary route includes service to or near the following housing locations:

- Belford Commons
- Brook Ridge Apartments
- Carriage Run Apartments
- Marvin Gardens Apartments
- Northwoods Village
- Reese Village
- Trinity Woods
- Washington Square
- Weaver Manor

The route connects to or near several major trip destinations in the Emporia region, including the following:

Educational, Governmental and Social Service Destinations

- City of Emporia Offices
- Greenville County Complex
 - District 19 Community Service Board
 - Greenville County Government
 - Greenville- Emporia Health Department
 - Southside Virginia Education Center
 - Southside Regional Jail
- Greenville County High School
- Greenville-Emporia Department of Social Services
- YMCA

Medical

- Medical offices along Doctors Lane
- Southern Virginia Regional Medical Center

Shopping Destinations

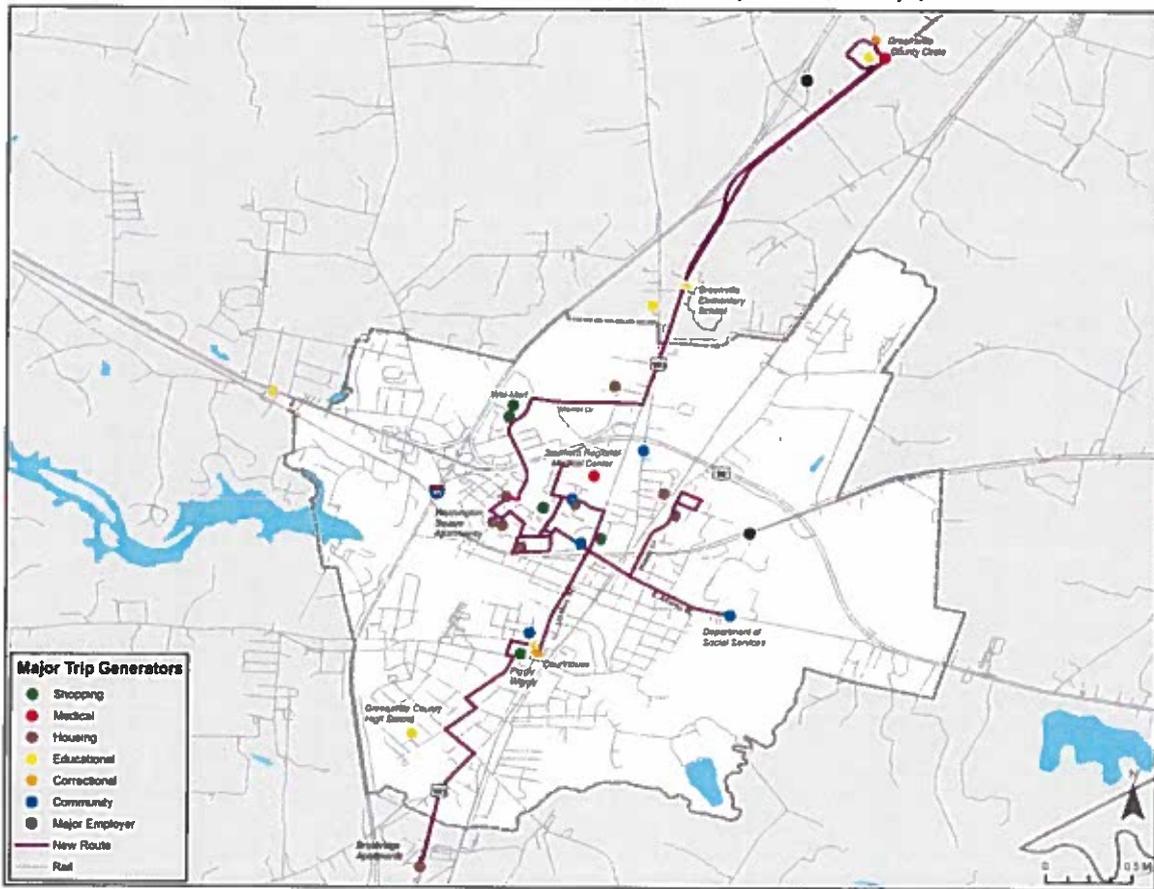
- Dollar General
- Downtown Emporia
- Emporia Shopping Center
- Belfield Marketplace - Food Lion
- Piggly Wiggly
- Southside Square Shopping Center - CVS
- Walmart Supercenter and associated shopping

A preliminary route map is provided in Figure 4-1. Note that this preliminary route was revised based on stakeholder input, with the revised route highlighted in Chapter 5. The major revisions included adding the Washington Park neighborhood in Greenville County and keeping the route on primary corridors, rather than traveling directly to individual multi-family areas.

This route is about 18 miles round trip, depending upon the path of travel. This distance is at the top limit of what is possible within an hour, and may need to be trimmed. It should be noted that there is about a three-mile round trip stretch (the segment between Emporia and Greenville County Circle) that will have relatively fast operating speeds.

Using the Greenville County complex as a trip end will allow for driver rest breaks, and may provide a relatively safe location to store the vehicles.

Figure 4-1: Proposed Emporia-Greenville Circulator (Preliminary Route Concept)



Service Parameters

For preliminary cost estimation purposes, the planned service parameters are Monday through Friday from 7:00 a.m. to 6:00 p.m., with evening service offered Monday-Thursday to accommodate classes at the Southside Virginia Education Center. This schedule would equate to approximately 67 operating hours per week or 3,300 per year (assuming 36 weeks of evening service). Two accessible vehicles would be required for this schedule – one could be used for the first shift and the second vehicle used for the second shift. If one vehicle was being serviced, the other vehicle could operate the entire service day. Bike racks are also suggested, to effectively extend the service area of the system.

A deviated fixed route is likely the most appropriate service mode for this area, similar to the BABS model. Under this scenario, the vehicle will deviate up to $\frac{3}{4}$ mile from the route to pick someone up if they call the day ahead to make a request. ADA complementary paratransit is not required to be offered when deviated fixed routes are provided.

A \$1.00 fare is initially proposed. At \$1.00, the system should be able to recover the costs of collecting, counting, and depositing the fares, while also making some contribution toward the system's operating expenses.

Estimated Ridership

It is likely that public transportation in the Emporia-Greenville area, operated on a deviated fixed route basis, would generate between 4 and 5 passenger trips per revenue hour. This figure is higher than BABS and lower than Suffolk and PAT, reflecting the relative population densities. If 3,300 annual operating hours were to be provided, the annual ridership is estimated to be about 14,850 annual passenger trips.

Estimated Expenses and Funding Possibilities

Given the transit operating expenses currently experienced in the region, the range of fully-allocated operating expenses is between \$37 per hour and \$70 per hour. Given this range, the total annual operating expenses for a circulator operating 3,300 annual service hours would be between \$122,100 and \$231,000. A more specific estimate is provided in Chapter 5, a result of additional research concerning the chosen alternative.

The capital expenses will include two body-on-chassis, lift-equipped, 14-passenger vehicles, estimated to be about \$70,000 each (\$140,000 total). Bus stop signs may be needed, at an estimated cost of \$100 each, as well as a communications system.

If the service were to be operated by a contractor, using contractor-supplied vehicles, the operating cost would likely be an additional \$5.00 to \$8.00 per operating hour to account for the contractor's cost of owning vehicles.

Funding possibilities for this route could include: the Federal S.5311 program (up to 50% of the net deficit); DRPT assistance (typically about 16%); and local funds. For vehicles, the matching ratio is up to 80% federal and about 16% state, and four percent local.

ALTERNATIVE #2 - DEMAND RESPONSE SERVICE – RURAL GREENSVILLE AND SUSSEX COUNTIES

For the more rural areas of Greenville and Sussex Counties, a targeted demand response transportation service would likely be more feasible than a deviated fixed route program. A targeted demand response program would set some parameters for pick-up times in various areas, with some common destinations. For example, the program could offer a pick-up window in the early morning in the Wakefield –Waverly area to travel to Sussex, Stony Point, Jarratt, and Emporia. There could then be a trip between Emporia and Jarratt and back, and then the return trip back from Emporia to Sussex County locations. This service could have specific time points that are served, with a certain number of demand-response requests taken (depending upon the time constraints).

Service Parameters

This service is proposed to operated Monday through Friday from 7:00 a.m. to 6:00 p.m. Given this span of service, assuming one vehicle is in operation, the total annual vehicle revenue hours would be 2,800 hours. The proposed fare for this service is \$2.00 per trip. One vehicle would be needed for service, and a back-up vehicle would also be required.

Estimated Ridership

Given the low densities and long distances between population centers, the productivity on this type of service is likely to be lower than what would be achieved by the proposed Emporia-Greenville Circulator. For this type of service, it is estimated that between 1.5 and 2.0 trips per revenue hour could be achieved. This level of productivity would result in about 4,900 passenger trips per year, assuming 2,800 annual service hours.

Estimated Expenses and Funding Possibilities

Given the range of transit operating expenses currently experienced in the region, this service is likely to cost between \$103,600 and \$196,000 annually. In addition to the operating expenses, the capital expenses will include two body-on-chassis, lift-equipped, 14-passenger vehicles, estimated to be about \$70,000 each (\$140,000 total).

If the service were to be operated by a contractor, using contractor-supplied vehicles, the operating cost would likely be an additional \$5.00 to \$8.00 per operating hour to account for the contractor's cost of owning vehicles.

Funding possibilities for this route could include: the Federal S.5311 program (up to 50% of the net deficit); DRPT assistance (typically about 16%); and local funds. Local match could potentially be provided by a combination of the jurisdictions served as well as local human service agency programs that may be able to use the service for client transportation.

For vehicles, the matching ratio is up to 80% federal and about 16% state, and four percent local.

ALTERNATIVE #3: CONNECTOR SERVICE

The third type of service proposed is a demand response connector service that would connect different portions of the service area to Petersburg, Colonial Heights, or Suffolk on a regular basis. The primary trip purposes for this service would be medical and shopping. For example, the service could operate in the following manner:

Monday – Wednesday – Friday: Emporia/Greensville/Jarratt/Stony Creek to Petersburg/Colonial Heights

Tuesday: Wakefield/Waverly to Petersburg/Colonial Heights

Thursday: Sussex/Stony Creek to Petersburg/Colonial Heights

This alternative addresses the need to access medical and shopping opportunities in the Petersburg/Colonial Heights area and may not be necessary if Petersburg Area Transit (PAT) is successful in implementing a regional intercity bus route, as has been proposed. If PAT initiates the regional service, the focus of this alternative would shift to provide feeder service from various locations in the Emporia/Greensville/Sussex region to the closest PAT Express stop.

Service Parameters

One vehicle is proposed for this service. The service day for a connector route would likely be somewhat shorter than the other proposed service alternatives, assuming two round trips per

day would be offered. For this alternative, the proposed days and hours of service are Monday through Friday, from 9:00 a.m. to 5:00 p.m. This level of service equates to 2,080 annual revenue service hours.

Estimated Ridership

Given the low densities and long distances between population centers, the productivity on this type of service is likely to be between 1.5 and 2.0 trips per revenue hour. This level of productivity would result in about 3,600 passenger trips per year, assuming 2,080 annual service hours.

Estimated Expenses and Funding Possibilities

Given the transit operating expenses currently experienced in the region, the total annual operating expenses are expected to range between \$76,960 and \$145,600. The capital expenses will include one body-on-chassis, lift-equipped, 14-passenger vehicle, estimated to be about \$70,000.

If the service were to be operated by a contractor, using contractor-supplied vehicles, the operating cost would likely be an additional \$5.00 to \$8.00 per operating hour to account for the contractor's cost to own vehicles.

Funding possibilities for this route could include: the Federal S.5311 program (up to 50% of the net deficit); DRPT assistance (typically about 16%); and local funds. For vehicles, the matching ratio is up to 80% federal and about 16% state, and four percent local.

POTENTIAL ORGANIZATIONAL ALTERNATIVES

Organizational alternatives refer to ways in which public transportation could be administered and managed. There are three basic models available for consideration. These are:

- Grant administration conducted by Greensville County, Sussex County or the City of Emporia, with the operation for service contracted to a private for-profit or private non-profit entity. Funding agreements among local participating jurisdictions will need to be developed for the required local match, assuming federal and state funds are available.
- Grant administration *and direct operation* of service conducted by Greensville County, Sussex County, or the City of Emporia. Funding agreements among local participating jurisdictions will need to be developed for the required local match, assuming federal and state funds are available.

- The formation of a new entity that is comprised of one or more jurisdictions and is focused on public transportation:

Transportation District - “Any two or more counties or cities, or combinations thereof, may, in conformance with the procedure set forth herein, or as otherwise may be provided by law, constitute a transportation district... A transportation district may be created by ordinance adopted by the governing body of each participating county and city...Such ordinances shall be filed with the Secretary of the Commonwealth.”

A transportation district would not require state enabling legislation and would not have taxing ability. An example of transportation district is the Potomac and Rappahannock Transportation Commission (PRTC).

Regional Transportation Authority – A regional transportation authority could be formed but would require legislation to be enacted by the Virginia General Assembly. Examples in Virginia include the Williamsburg Area Transit Authority (WATA) and Hampton Roads Transit (HRT).

Given the relatively small scale of the proposed service alternatives, it is likely that initially either in-house or contracted services are most appropriate, while maintaining input from local stakeholders via an advisory committee.

SUMMARY OF SERVICE ALTERNATIVES

The three service alternatives presented provide approaches to providing basic mobility in the service area. Each is discussed separately, and each could stand alone. These alternatives could be implemented together, or in phases, meeting several regional mobility needs. If all three were to be implemented, the need for back-up vehicles would be reduced (i.e., the combined fleet would likely need one back-up vehicle, rather than a back-up vehicle for each service). The estimated operating hours, ridership, expenses, and potential revenue sources for the three alternatives are summarized in Table 4-1.

Table 4-1: Summary of Service Alternatives

Project	Annual Operating Hours	Est. Annual Ridership	Est. Total Annual Operating Cost Low End (1)	Est. Total Annual Operating Cost High End (2)	Federal - Low End (3)	Federal - High End (3)	State - Low End	State - High End	Local - Low End	Local - High End
Emporia-Greenville Circulator	3,300	14,850	\$122,100	\$231,000	\$61,050	\$115,500	\$19,536	\$36,960	\$41,514	\$78,540
Demand-Response - Rural Focus	2,800	4,900	\$103,600	\$196,000	\$51,800	\$98,000	\$16,576	\$31,360	\$35,224	\$66,640
Connector Service	2,080	3,640	\$76,960	\$145,600	\$38,480	\$72,800	\$12,314	\$23,296	\$26,166	\$49,504
Total	8,180	23,390	\$ 302,660	\$572,600	\$ 151,330	\$286,300	\$48,426	\$91,616	\$102,904	\$194,684

(1) Based on \$37 per operating hour (2) Based on \$70 per operating hour

(3) Potential funding sources and splits are based on current DRPT funding policies.

This table does not include potential fare revenue, which will likely reduce the net deficit by between 5% and 10%.

Project	Est. Total Capital Cost	Est. Federal Share	Est. State Share	Est. Local Share
Emporia-Greenville Circulator	\$140,000	\$112,000	\$22,400	\$5,600
Demand-Response - Rural Focus	\$140,000	\$112,000	\$22,400	\$5,600
Connector Service	\$70,000	\$56,000	\$11,200	\$2,800
Total	\$ 350,000	\$ 280,000	\$ 56,000	\$ 14,000

Chapter 5: Recommended Transit Service Plan

INTRODUCTION

After review and discussion of the service alternatives presented in Chapter 4, study committee members have chosen to begin the process to implement a public transportation service in the region. The transit needs analysis showed that there is relatively high need for transit services in the City of Emporia and nearby Greensville County, both quantitatively (i.e., demographic analysis), and qualitatively (i.e., stakeholder input). The comprehensive plans for both Greensville County and the City of Emporia mention the need to pursue the development of a public transportation system, if deemed feasible.

The recommended plan is detailed in this chapter, including both near-term and longer term recommendations. Both organizational and service details are outlined.

ORGANIZATIONAL PLAN

Near Term

Greensville County, in partnership with the City of Emporia, will apply for grant funding from the Virginia Department of Rail and Public Transportation (DRPT) in order to implement public transportation service in the City of Emporia and nearby Greensville County.

If awarded funding from DRPT, Greensville County will conduct an RFP process to solicit proposals from private and/or public entities to operate the public transit service. The proposals will be evaluated by the county, the city, and local stakeholders, with costs and proposed service parameters compared to an in-house estimate developed for this planning process. If there is a responsive private contractor that can operate the service at a lower cost, while assuring quality of service, a private contractor may be chosen to operate the service. If the county's proposed costs are lower than the costs outlined in the proposals received, then the county will operate the service directly, using in-house staff.

Under either scenario, Greensville County, in consultation with the City of Emporia and local stakeholders, will oversee the grant. It is also proposed that Greensville County own the vehicles.

Advisory Committee

It is proposed that the current Public Transportation Management Team, which provided guidance for this public transportation feasibility study, remain in place and transition to an advisory committee for the transit program. A transit advisory committee is typically comprised of system stakeholders and serves to provide input to the transit program. Meeting schedules range from monthly to quarterly, depending upon the needs of the system.

Staffing

For the near-term, the small scale of the program does not require full-time management or support staff. Greenville County has identified existing staff members who can oversee the implementation of the initial service. Under either the contracted or in-house model, it is proposed that a program manager in the Department of Public Works provide general oversight of the program.

In-house Option

If in-house operation of service is chosen, a portion of several staff members time will be directed to the new transit program, and the program will utilize the central services that are available to county departments, such as human resources, finance, and procurement. Day- to-day oversight of the drivers will be provided by a daily operations manager. An administrative assistant will handle customer service tasks for the program, including taking requests for route deviations. It is proposed that the vehicles be maintained through the private sector, using local garages. The daily operations manager will be in charge of ensuring that the vehicles are serviced in a timely manner, according to the specifications of the manufacturer. Fueling will also occur through the private sector.

Longer Term

The initial service plan is modest in nature, and addresses the most pressing community transit needs, providing limited service for the most densely populated areas of the region. The transit needs analysis indicated that there are additional transit needs in the region, including rural Greenville County, and Sussex County. There may also be a need for more frequent service for the initial service area. If the system grows, there may be a need for dedicated program management staff, particularly if the in-house option is chosen.

While initially it is proposed that Greenville County, the City of Emporia, and other financial stakeholders work together via local agreements, there may be a need in the future to further examine a more formal transit structure for the region, such as a transit authority or district.

SERVICE PLAN

Near Term

Emporia-Greenville Circulator

Given the relative density of multi-family housing, as well as employment, education, medical, shopping, and social service trip destinations in the City of Emporia and nearby Greensville County, the development of a deviated fixed route circulator for this area is proposed. The preliminary route proposal serves the major travel corridors in the city and nearby Greensville County.

As proposed, the route would:

- Originate at the County complex on Route 301
- Travel south along US 301 to serve the 301 Corridor
- Turn into the Brook Ridge apartments, south of the City of Emporia
- Leave the Brook Ridge apartments (right turn only) and turn around at the Simmons Travel Center to travel north along US 301, serving downtown Emporia
- Make a left onto Brunswick Avenue/Church St./Dry Bread Road to serve Piggly Wiggly and travel to the Washington Park neighborhood
- Make a left onto Easter Street and either go around one of the small blocks, or travel to the old elementary school to turn around
- Exit Washington Park via Easter Street, and make right onto Dry Bread Road, returning to Emporia
- Cross US 301 onto Hicksford Avenue
- Turn right onto Southampton Street
- Turn right onto E. Atlantic to Street serve the DSS
- Exit the DSS, turning left onto E. Atlantic Street
- Cross US 301 onto W. Atlantic Street
- Cross US 58 to serve the Food Lion, Peebles, and Wal-Mart shopping areas
- From Wal-Mart, turn right onto US 58 to serve the hotels on the west side of I-95
- Travel back via US 58 and make a right onto W. Atlantic
- Make a left onto US 301 North to serve the US 301 corridor and the Greensville County complex.

The county may want to consider deviating into the Greensville Industrial Park upon request. The industrial park is not likely to need hourly service, but there may be some riders who wish to access jobs in the park. This route is somewhat different from the route proposed in Chapter 4, after receiving feedback from the stakeholder team and the public.

This route, as described above, is approximately 20 miles round trip. This distance is at the top limit of what is possible within an hour, and may need to be trimmed. It should be noted that there is about a three-mile round trip stretch (the segment between the City of Emporia border and Greenville County Circle) that will have relatively fast operating speeds. A preliminary route map is provided in Figure 5-1.

Once the grant has been received and staff is assigned to work directly on the project, there may be some adjustments to reflect timing, safety, or vehicle maneuverability concerns.

Americans with Disabilities Act (ADA) Service

In order to comply with the requirements of the ADA, people with disabilities who cannot travel to a bus stop must be accommodated. This service must be offered within $\frac{3}{4}$ mile of a fixed route. Transit programs can provide this service either by deviation from their fixed routes (deviated fixed route service) or by providing a separate demand response vehicle.

The current service proposal calls for ADA service to be offered through route deviations. If demand is such that the proposed route cannot function properly with the deviations, then Greenville County and local partners will need to decide whether to shorten the route or add ADA complementary paratransit services. The $\frac{3}{4}$ mile buffer within which deviations will be offered for people who are unable to get to a bus stops due to their disabilities is shown in Figure 5-1.

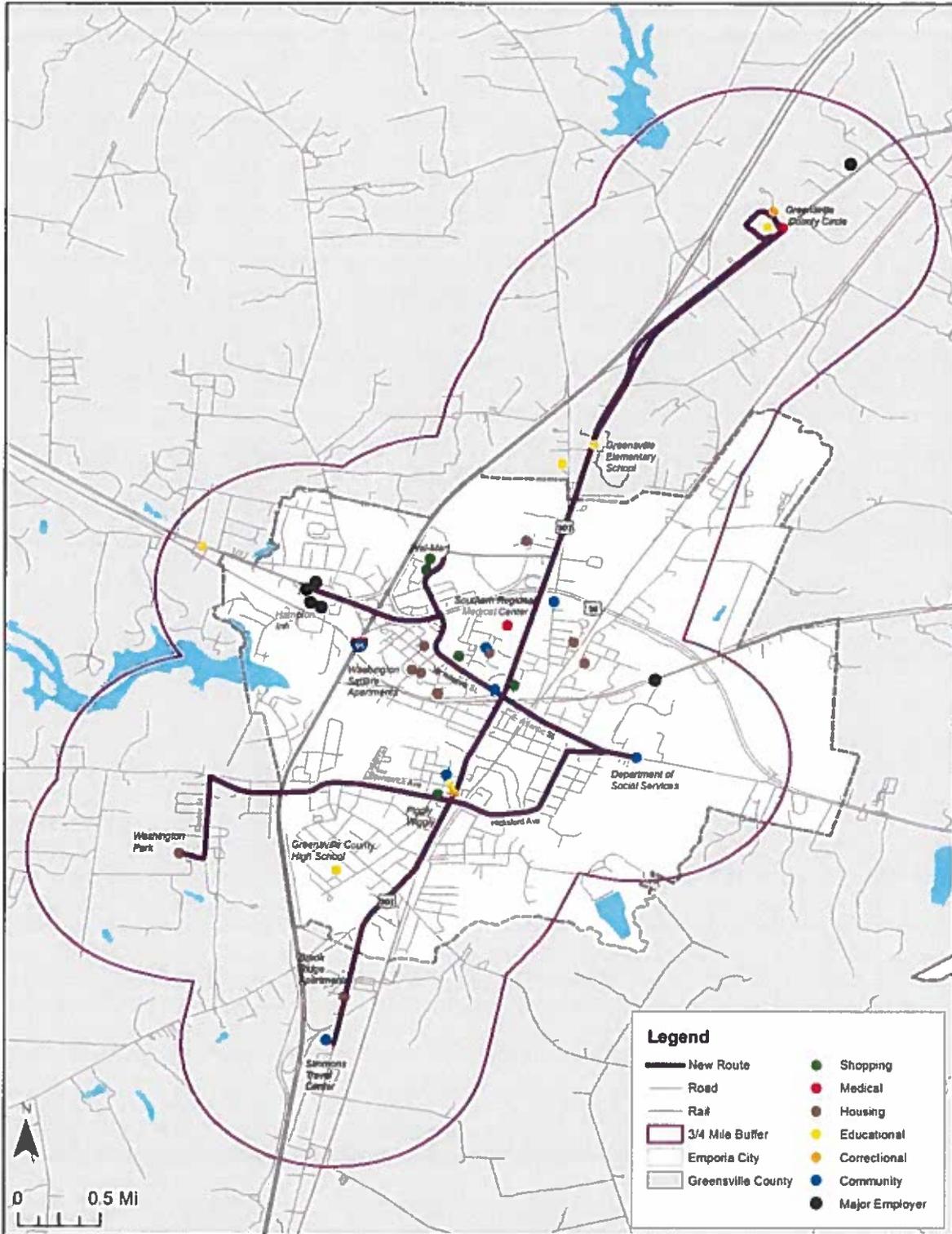
Days and Hours of Service

Service is planned to operate Monday through Friday from 7:00 a.m. to 6:00 p.m. Additional evening service is planned Monday through Thursday from 6:00 p.m. to 9:00 p.m. to accommodate the needs of riders who attend classes at the Southern Virginia Education Center. Once the service has been implemented, these hours may be adjusted to reflect the actual demand for service.

Frequency

The goal for the circulator is to provide hourly service. An hourly schedule is user-friendly, as riders need only remember a few time points (for example, 0:15 after the hour at Walmart). This may be a challenge with the length of the route. Final timing by the implementation staff will dictate if a longer headway will be required.

Figure 5-1: Proposed Greenville-Emporia Transit (GET) Circulator



Fares

The recommended fare is \$1.00 per trip. The county and local partners should also consider a higher fare for route deviations. Up to \$2.00 would be permitted under the ADA, but that may be too high for passengers with disabilities to pay.

Targeted Riders

The Greensville Emporia Transit Circulator (GET) will be open to the public, including all segments of the local community. The chosen route is within a few blocks of several housing areas that are home to people likely to need transit services (several multi-family complexes), and includes the major likely transit destinations (shopping, medical, education, employment, and government service). The chosen route is expected to be convenient for CSB and DSS clients who need transportation to work, training, and program activities.

Estimated Ridership

Using data compiled from other deviated fixed route transit circulator programs in Virginia, ridership is estimated to be about 14,850 per year. This estimate is based on average route productivity of between four and five passenger trips per revenue hour (at 3,300 revenue hours). This figure is higher than BABS and lower than Suffolk and PAT, reflecting the relative population densities.

Estimated Performance Data

It is estimated that the service will provide 4.5 passenger trips per revenue hour. If this productivity is achieved, the resulting fully-allocated cost per trip will be \$ 8.75. The fully allocated operating costs include all administrative and direct operating expenses. The fully allocated operating cost per hour is estimated to be \$ 39.39 per hour. These preliminary cost figures are based on the estimated operating budget, estimated ridership, and planned number of service hours.

Longer Term

In the longer term, it is estimated that demand for transit in the community will grow once service is established. If the experience in the Emporia-Greensville region is similar to other Virginia transit programs, it is probable that a second vehicle will be needed in the future for ADA paratransit and that there may be a need to expand to offer rural services. Saturday services may also be needed. During the public meeting held to discuss the potential service, there was particular concern expressed regarding the need to provide service for the more rural

areas. Service to Jarratt, other areas of Greenville County and potentially Sussex County may be considered for future service expansions.

In addition, there are other transit planning initiatives occurring in the broader region, including a potential intercity bus route to connect to Petersburg, and a Southern Virginia Higher Education transit feasibility study that is about to be initiated. If these efforts result in service implementation, it will be important for the GET service to connect to any new regional services.

CAPITAL PLAN

Near Term

Vehicles

Greenville County will apply for funding from DRPT to purchase two 14-passenger, lift-equipped, body-on-chassis vehicles. Two vehicles are recommended so that a spare vehicle is available, and to preserve the life span of the fleet. An example of the recommended vehicle type is shown in Figure 5-2. There are many options, such as fare boxes, security cameras, and bike racks available for these vehicles. These options can be chosen during the vehicle ordering process, based on need and available funding. Some of the most important options are discussed below.

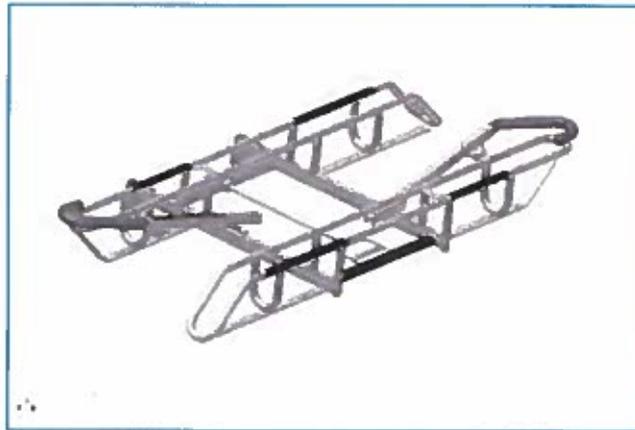
Figure 5-2: Accessible Small Transit Vehicle with Bike Rack



Bike Racks

It is recommended that the vehicles be equipped with bicycle racks. The use of bike racks can greatly expand the service area of the transit program by allowing people to use a bicycle to access the route. The type of bicycle rack commonly used in the transit industry is shown in Figure 5-3. These types of racks are front-mounted and can be used on a variety of transit vehicles.

Figure 5-3: Two-Position Bicycle Rack for Transit Vehicles



Fareboxes

For the initial service, simple mechanical “drop” box fareboxes are recommended. An example is shown in Figure 5-4.

Figure 5-4: Mechanical Farebox



Child Safety Seats

The current state contract for ordering vehicles has an option for child restraint systems that are integrated into the seats. A few of these seat options will be needed for the Greenville-Emporia vehicles. These options add about \$1,000 for each seat and have been considered within the vehicle price estimate.

Surveillance Cameras

Security cameras are an option for these vehicles. Depending upon how many cameras are chosen per vehicle, the cost for this option is likely to range from \$2,400 to \$3,400 per vehicle. Security cameras are used in transit vehicles to help deter crime, as well as to investigate passenger and traffic incidents.

Communication System

Greenville County has a two-way radio system in place. If the county operates the service, it is recommended that the transit program use a two-way radio system for communications. If the system is contractor-operated, some arrangement may be possible to use the county system.

Shelters and Seating

It is recommended that passenger waiting shelters with seating be provided at key locations along the route where other shelter is not available. The county and its partners should plan for between five and ten shelters to be implemented over the course of a few years, once the route and the associated ridership habits are established. Shelters are not included in the first year capital budget but should be part of the second year budget.

Bus Stop Signs

During the implementation of the route, the program staff should determine the specific bus stop locations, taking into account passenger convenience and safety. With a 20 mile route, it is estimated that there will be between 25 and 40 bus stops (one every ¼ mile in the more dense commercial areas and at logical locations near origins/destinations elsewhere). For the purpose of estimating capital costs, we will assume that 30 bus stop signs will be needed.

Longer Term

Longer term capital needs will likely include additional signs, shelters and seating. Vehicle replacement will need to be programmed, and if demand warrants, additional expansion

vehicles. Small transit vehicles have a life span of between five and seven years, depending upon the annual mileage, the maintenance provided, and the specific vehicle make.

FINANCIAL PLAN

Near Term

In order to develop an operating cost estimate, a budget was developed for the program using Greenville County staff expenses as a baseline. This preliminary budget will provide a basis to help determine if it will be more cost effective for the county to operate the program, or if a contractor can operate the program for less money, while still providing safe, high quality transit service.

The estimated annual operating cost for the Greenville-Emporia Circulator (GET) is \$ 129,997. This cost estimate is inclusive, taking into account all of the costs associated with operations, including staff, fuel, maintenance, insurance, and marketing. This budget assumes that the program would operate out of the Greenville County complex. The proposed first year operating budget is provided in Table 5-1.

The county, in partnership with the City of Emporia, plans to apply to DRPT to secure grant funding to help implement the GET program. Local funding for the service is proposed to come from fares, the Greenville-Emporia Department of Social Services, the Community Services Board, Southside Virginia Community College, Greenville County, and the City of Emporia. Additional partners will be solicited once the program is operational. Some potential local grant-making organizations include Dominion Power, the Greenville Memorial Foundation, and the Improvement Association.

Table 5-1: Proposed Operating Budget

Expense Category	Amount
Salaries and Wages	
Program Manager	\$ 6,000
Administrative Assistant	\$ 2,576
Daily Operations Manager	\$ 15,000
Drivers	\$ 41,250
Subtotal	\$ 64,826
Fringe Benefits	\$19,448
Total Salaries, Wages, Fringe	\$84,274
Other Operating Expenses	
Education & Training	\$1,200
Dues & Association Memberships (1)	\$125
Motor Fuels and Lubricants	\$14,000
Vehicle Maintenance and Repairs	\$8,580
Cleaning Supplies	\$350
Office Supplies	\$200
Other Operating Supplies and Materials	\$200
Travel	\$800
Communication Services	\$1,500
Printing and Reproduction	\$2,000
Advertising and Promotion Media	\$1,000
Drug Testing	\$450
Vehicle Insurance	\$3,500
Subtotal, Other Operating Expenses	\$33,905
Indirect Costs (10%) (2)	\$11,818
Total Operating Budget	\$129,997

(1) Dues for the Community Transportation Association of Virginia

(2) For county services such as human resources, finance, and procurement

This budget is for planning purposes to determine a baseline cost. An RFP process will determine if the county or another entity will operate the service.

The proposed funding sources to offset these operating expenses are provided in Table 5-2. If additional funding partners participate in the program, the county and city portions could decrease.

Table 5-2: Proposed Operating Funding Sources

Proposed Revenue and Funding Sources	Amount
Fares	\$ 9,700
Net Deficit	\$ 120,297
Federal S.5311	\$ 60,148
DRPT	\$ 19,247
Subtotal	\$ 79,396
Local:	
Greensville-Emporia Social Services	\$ 25,000
Community Services Board	\$ 10,000
Southside Virginia Community College	\$ 10,000
Greensville County	\$ 2,801
City of Emporia	\$ 2,800
Subtotal	\$ 50,601
Total	\$ 129,997

The start-up capital expenses are estimated to be \$ 145,500.

The capital budget is provided in Table 5-3.

Table 5-3: Start-up Capital Budget

Expenses	Amount
Vehicles	
2 - 14 passenger lift-equipped body-on-chassis	\$ 140,000
2 Fareboxes - included in vehicle price as options	\$ -
2 Bike Racks - included in vehicle price as options	\$ -
Communications System	\$ 2,500
Bus Stop Signs (30)	\$ 3,000
Total	\$ 145,500
Estimated Capital Funding Sources	
Federal S.5311 (80%)	\$ 116,400
DRPT (16%) (1)	\$ 23,280
Local, Greenville County	\$ 5,820
Total	\$ 145,500

(1) Beginning in FY19, DRPT will not be participating in non-vehicle capital expenditures. DRPT anticipates continued 16% involvement in vehicle purchases.

Longer Term

After the initial implementation period, it is likely that transit demand within the community will grow as people learn about the service. As demand grows, the financial requirements of the system will increase as well.

EFFECT ON LOCAL TAXICAB OPERATORS/ RELATIONSHIP BETWEEN SYSTEMS

A major concern that was discussed at length during the public meeting held to discuss this plan was the effect that a new public transit program may have on existing private taxicab operators in the City of Emporia. The taxicab owners who attended the meeting voiced concerns that their business will be reduced if public transportation service is implemented.

While the implementation of the Greenville-Emporia Circulator will have some impact on local taxicab companies, there are a number of possible scenarios to consider. There are numerous examples of cities and towns in Southern Virginia that support both public transportation and taxicab operations.

Potential Contract Opportunities

There may be opportunities for local taxicab operators to access federal and state transit subsidies through the development of public transportation in the region, either through contracts for service or user-side subsidies. For example, if Greenville County and its partners are successful in accessing grant funding to implement service, an RFP process is going to be conducted to choose an operator. A local taxi operator could prepare a proposal to operate the service. If a taxi operator's proposal is responsive and cost-effective, a taxicab operator could be chosen as the operator of the circulator. There are resources through the Taxicab, Limousine, and Paratransit Association (TLPA)(<https://tlpa.org>) that may assist taxi companies compete for public transit contracts. There is also a Virginia Taxicab Association that may be assistance.

User-Side Subsidies

Another way in which taxicab operators could benefit from federal transit subsidies in the region would be through the implementation of a user-side subsidy program. These programs are often used to provide subsidized transportation for specific groups (i.e., seniors, and people with disabilities). For these programs, eligible passengers buy trip vouchers at a reduced rate from the transit agency. Passengers may then call a participating taxicab provider to reserve a ride and pay for it with the voucher. A passenger could buy a \$12.00 voucher for \$6.00, with federal and state subsidies providing the other \$6.00. The taxicab company then redeems the full value of the voucher from the transit agency. These programs are often in place for weekends, evenings, or for rural trips that cannot be easily grouped by the transit agency. The federal Section 5310 program (for seniors and people with disabilities) can be used for these types of programs. This type of program could be considered for future implementation, perhaps as a way to provide cost-effective service for high need populations who live in the more rural parts of the region.

Additional Trip Making

There are several community stakeholders who work with families living in poverty in Emporia and Greenville County that indicated that their clients cannot currently afford taxi fares and they rely on friends and family for rides. The trips made by this set of riders on public transit would be new trips, rather than trips diverted from taxicabs.

Existing Contract Services

One of the local taxicab companies, Halifax Cab, has a contract with Logisticare to provide Medicaid transportation. A majority of the high value trips would likely continue to be provided by Halifax Cab through this contract, as the trips include dialysis transportation that

is better suited for one-on-one service, as well as long distance trips, trips to the rural areas, and trips that originate prior to the proposed 7:00 a.m. start time.

Complementary Services

Public transportation services and taxicab services provide a number of complementary services, including:

- Trip- making where one leg of the trip is taken by public transportation and the other leg is provided by a taxicab. This situation may occur in the context of riders traveling to grocery stores, where they want a direct trip home when they have packages. This situation also occurs when riders take public transit to appointments and do not want to wait on the bus for the trip back. Riders may increase their trip-making if one leg of the trip is less expensive.
- Trips that use both public transit and taxis to reduce the rider's total out-of- pocket cost. For example, a rider may use transit to get to the Greenville County Complex, and then call a cab to get the rest of the way home if he lives in rural Greenville County. A rider may also use public transportation to get to a location at 5 p.m., and then need a ride home after the bus has stopped running for the day. As with the previous example, stretching a rider's trip-making budget may allow for additional trips to be made.

Regional Experience

Currently in Southern Virginia, there are a number of cities and towns that support both public transportation and taxicab services. Some examples are provided below:

- Colonial Heights
- Danville
- Farmville
- Fort Lee
- Hopewell
- Petersburg
- South Hill
- South Boston
- Suffolk

IMPLEMENTATION PLAN

Grant Application

The first step toward implementation is for the county to apply to DRPT for grant assistance under the S.5311 program. The FY2017 grant application is due to DRPT in early February 2016, with funds available July 1, 2016. When DRPT notifies the county as to the level of funding available, the county can then determine whether or not it can proceed with implementation in FY2017, based on local financial constraints.

Proposed funding amounts from the primary local funding sources are included in the preliminary operating budget. Commitments for these funding amounts will need to be sought.

RFP Preparation and Proposal Evaluation

Once the county is notified concerning the availability of grant funding, a request for proposals (RFP) will be prepared. The purpose of the RFP process is two-fold: 1) to provide the private sector and existing agency transportation programs the opportunity to provide the circulator services under contract to the county; 2) to ensure that public transportation services are provided in the most cost effective manner possible.

Once the proposals have been evaluated by the county, in consultation with the city and local stakeholders, the program can move forward with either a contract operator or in-house operation by the county.

Vehicle Selection and Order

Once the grant has been approved, Greensville County can proceed with vehicle selection. Given the myriad of federal procurement regulations, it is recommended that Greensville County purchase vehicles via the DRPT contract. DRPT's vehicle procurement process meets federal and state procurement regulations.

Final Route and Schedule Development

It is recommended that the county staff, in consultation with the City of Emporia, work to finalize the route and schedule, based on safety and operational constraints. Once the route and schedule are finalized, the service can be formally announced and marketed. Discussions with private land owners concerning bus stops and amenities will also be needed, along with specific sighting of bus stops.

Deviated Fixed Route Policies – Compliance with the Americans with Disabilities Act (ADA)

During the final development of the route and schedule, Greenville County should set the policies for route deviations and make sure the call-taker is trained properly. The deviation policies will need to address the following:

- The ¾ mile area within which deviations are permitted.
- The process the county will use to decide whether or not a person is eligible for a deviation, based on their ability to access a stop that is along the route.
- The fare – will there be an additional charge for deviations? (It can be up to twice the fixed route fare.)
- Policies with regard to when the rider will need to be ready and what level of assistance the driver will provide.

These policies will need to follow the Americans with Disabilities Act. There are several community transportation programs in Virginia that use deviated fixed routes and the county may want to consult with the policies used by peer systems.

Naming and Marketing

A preliminary name for the service is the Greenville Emporia Transit Circulator (GET). If this name is not desired by stakeholders, the county may wish to hold a contest to name the route. Naming contests are frequently used for small circulator routes, as they often lend themselves to creative names of local interest. A naming contest is a good way to start getting the word out about the service. A logo and color scheme will need to be developed. Once the route is named, a start-up route and schedule can be printed for distribution and web posting. The printed schedules should be distributed to all major origins and destinations along the route and press releases should be prepared detailing the start of service. A ribbon-cutting should be held to celebrate the start of service and generate additional press about the service.

Driver Hiring and Training

Under either the contractor or in-house model, driver hiring and training will need to be conducted prior to the start of service. Given the estimate of 3,300 annual revenue service hours, the service provider should plan for approximately 4,125 pay hours. Assuming part-time drivers, it is estimated that three to four drivers will be needed, depending upon the schedules of the selected drivers. A CDL is recommended (and required if the vehicles chosen seat 16 passengers or more). A drug and alcohol testing and training program will also be required. A sample job description for a vehicle operator is provided in Appendix B.

Staff Development

If the county operates the service, rather than a contractor, the staff members involved with the program will need to become familiar with the recommended plan, as well as learning more about the specific requirements that accompany the use of federal and state transit funding. Membership in the Community Transportation Association of Virginia (CTAV) has been included in the budget, so that Greenville County staff can reach out to peer transit providers in Virginia for technical assistance.

Data Collection - Ridership and Revenue Reporting Methodology

Public transportation programs that are supported through DRPT are required to document agency policies for collecting, processing, verifying, storing and reporting ridership and revenue service data. DRPT has endorsed the development of electronic mechanisms to collect, record, and store these data, but recognizes that for small transit programs manual methods of collection, with data entry into a spreadsheet program, may be more feasible for the foreseeable future. Current methods of electronic data collection, via registering fareboxes and/or automatic passenger counters, are likely too expensive and staff-intensive for many small transit programs. This section describes a basic manual method that the new program could use for these tasks.

Driver's Log

To collect the basic revenue service information (revenue miles, revenue hours, and passenger trips), it is suggested that the program develop a log that includes the following basic information:

- Driver name, date, vehicle number, shift, route
- Beginning Mileage
- Ending Mileage
- Start Time
- End Time
- Passenger count – drivers can record ridership directly on the log, or use a simple click-counter to record the number of boardings to generate the passenger count. The driver can transfer the information from the click-counter to the log at the end of the shift. Data regarding the number of different types of passengers are also typically collected (i.e., wheelchair, bicycle, child, senior citizen, or other discounted category).

This log can also be used as a driver's manifest for route deviations that are scheduled for the shift. Some programs also include the pre-trip inspection sheet on the log, while others have a separate pre-trip inspection form.

At the end of each shift, the driver will turn in their log and bring in the farebox for secure storage. It is recommended that the information from the log be entered into an electronic data collection spreadsheet/database each day, so that any anomalies can be corrected right away. The fares should also be counted (with two people present) and recorded. The county or the contractor will need to develop a procedure for counting, storing, and depositing the fare revenue.

Data Compilation and Review

Once the data has been entered into a spreadsheet, it can be compiled for reporting purposes. It is important that the county and/or the contractor review these data for accuracy. Given the initial relatively simple service design, mileage or time errors should be readily apparent. It is important that the data be reviewed locally, prior to entry into OLGA, which is DRPT's data reporting system.

Financial Data

It is assumed that the county currently has financial software in place. Costs attributed to the operation of the program should be allocated using the appropriate accounting codes. Fare revenue should also be recorded within the financial software. The county's annual audit process should ensure that the financial data are correct.

Grant Compliance and Monitoring Activities

Once the program has been implemented, Greensville County will be responsible for ensuring that the program complies with the grant requirements in a number of areas. These areas include:

- Organizational Management
- Project Management and Grant Administration
- Financial Management
- Asset Management
- Procurement
- Personnel
- Operations and Service
- Planning and Coordination
- Title VI Compliance

Appendix A: Likely Transit Origins and Destinations

Name	Address	City	Zip
Educational			
Belfield Elementary School	515 Belfield Road	Emporia	23847
Edward W. Wyatt Middle School	206 Slages Lake Road	Emporia	23847
Greensville County High School	403 Harding Street	Emporia	23847
Richardson Memorial Library	100 Spring St	Emporia	23847
Southside Virginia Education Center	1300 Greensville County Cir.	Emporia	23847
Sussex Central High School	21302 Sussex Drive	Sussex	23884
Sussex Central Middle School	21356 Sussex Drive	Sussex	23884
Medical			
Greensville/ Emporia Health Department	140 Uriah Branch Way	Emporia	23847
Jackson-Feild Homes	546 Walnut Grove Dr.	Jarratt	23867
Southern Regional Medical Center	727 North Main St.	Emporia	23847
Sussex County Health Department	20103 Princeton Rd	Sussex	23884
Waverly Medical Center	344 W. Main Street	Waverly	23890
Community			
Boys and Girls Club of Emporia	105 School Street	Emporia	23847
District 19 Community Service Board	1101 Greensville County Cir.	Emporia	23847
Emporia-Greensville Senior Citizens Center	106 W. Atlantic St	Emporia	23847
Greensville/Emporia Department of Social Services	1748 E. Atlantic St	Emporia	23847
Jarratt Senior Citizens Center	114 N. Halifax St.	Jarratt	23867
Sussex County Social Services	20103 Princeton Rd	Stony Creek	23882
Virginia Employment Commission	Greensville County Circle	Emporia	23847
YMCA	212 Weaver Avenue	Emporia	23847

Correctional			
Greenville Correctional Center	901 Correction Way	Jarratt	23807
Greenville County Courthouse	337 South Main St.	Emporia	23847
Sussex County Court	15088 Courthouse Road	Sussex	23884
Southside Regional Jail	244 Uriah Branch Way	Emporia	23847
Sussex State Prison	24414 Musselwhite Rd	Waverly	23891
Housing			
Belford Commons	425 Washington St.	Emporia	23847
Birch Island Apartments	10322 Penny Ln	Wakefield	23888
Brookridge Apartments	1325 Skippers Rd	Emporia	23847
Carriage Run Apartments	240 Carriage Run Ct	Emporia	23847
Covington Court Apartments	900 Covington Ct	Waverly	23890
Jarratt Village Apartments	23166 Bellwood Ct	Jarratt	23867
Marvin Gardens Apartments	600 Maryland Ave.	Emporia	23847
Northwoods Village	300 Bethune Square	Emporia	23847
Nottoway River Commons	23166 Bellwood Ct	Jarratt	23867
Reese Village	311 Bond Court	Emporia	23847
Trinity Woods	200 Second Street	Emporia	23847
Washington Square Apartments	501 Washington St	Emporia	23847
Waverly Villiage	600 Amherst Ln	Waverly	23890
Weaver Manor	216 Meherrin Ln	Emporia	23847
Major Shopping			
Belfield Marketplace Shopping Center (Food Lion)	216 Market Dr	Emporia	23847
Emporia Shopping Center	622 Main Street	Emporia	23847
Great Valu	608 S. County Drive	Wakefield	23888
Piggly Wiggly	338 School Street	Emporia	23847
Southside Square Shopping Center		Emporia	23847
Wal-Mart	303 Market Dr.	Emporia	23847
Major Employers			
Armor Correctional Health	901 Correction Way	Jarratt	23807
Beach Mold and Tool of Virginia	300 Industrial Park Way	Emporia	23847
Boar's Head Provisions Company	2230 Wyatts Mill Rd	Jarratt	23867
Davis Oil	11042 Blue Star Highway	Stony Creek	
Georgia Pacific	634 Davis St	Emporia	23847

Greenville Correctional Center	901 Correction Way	Jarratt	23807
Greenville County	1781 Greenville County Circle	Emporia	23847
Iluka Resources	16474 Walkers Mill Rd.	Stony Creek	23882
Iluka Resources	12472 Saint John Church Rd	Stony Creek	23882
Jackson Feild Homes	546 Walnut Grove Dr.	Jarratt	23867
Murphy Brown	27404 Cabin Point Rd	Waverly	23890
Oran Safety Glass	48 Industrial Parkway	Emporia	23847
Southside Regional Jail	244 Uriah Branch Way	Emporia	23847
Steelfab	1510 Reese Street	Emporia	23847
Sussex County	15080 Courthouse Road	Sussex	23884
Virginia Diner	408 County Diner N	Wakefield	23888
Western Express	2296 Sussex Drive	Emporia	23847

Appendix B: Vehicle Operator Job Description

Transit Vehicle Operator – Sample Job Description

Nature of Work

Performs responsible work in the operation of a transit vehicle on an assigned route.

Essential Job Functions

- Provides passengers with safe and efficient transit service; drives a passenger or paratransit bus; collects fares and passes; operates transit equipment and technology; assists elderly and handicapped passengers and operates wheelchair lift as needed.
- Provides information to passengers including bus schedules and routes, and general county and city information; assists passengers in determining how to get to desired destination.
- Ensures passenger safety by enforcing rules of conduct and operation; checks vehicle for and reports lost items.
- Performs visual inspection and operational safety check of assigned vehicle daily; keeps alert for mechanical or other equipment problems requiring attention; reports repair needs; reports traffic hazards, accidents, and other conditions requiring attention.
- Completes daily report forms including mileage, passengers, mechanical defects, and necessary supplies; delivers fare box to Operations Office for revenue accountability as required.
- Makes provision for routine daily maintenance and cleanliness of vehicles, bus shelters, and other county property as required.
- Performs other duties as assigned.

Job Preparation Needed

- Any combination of education and experience equivalent to a high school diploma, and some of experience operating a passenger bus.
- Must possess, or obtain within 90 days of hire, a valid Virginia Class B Commercial Driver's License with passenger endorsement and have an acceptable driving record based on Greenville County's criteria.
- Considerable knowledge of the operation and maintenance requirements of passenger buses or similar automotive equipment; traffic laws and regulations applicable to equipment operation; hazards of equipment operation and of appropriate safety precautions; some knowledge of the geography of the county and the city; knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in the operation of assigned equipment.

- Ability to operate assigned equipment in a safe manner and to adhere to time schedules; deal with the public in a courteous and tactful manner; follow oral and written instructions; establish and maintain effective working relationships with others.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the county's values and further the county's mission.

Post Offer Requirements

- CDL previous drug testing check
- Driving record check
- Drug test
- Physical exam
- State and or national criminal/sex offender record check

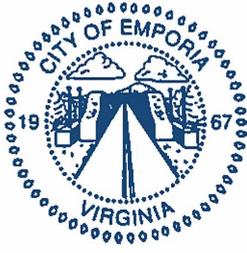
Introductory Period 6 months

Post Hire Requirements

- Must maintain a valid Virginia Class B Commercial Driver's License with passenger endorsement and have an acceptable driving record.

Job Locations and Conditions

- Must be able to work a flexible schedule, including some nights and weekends; requires reliable and consistent attendance and punctuality.
- Performs work safely in accordance with department safety procedures; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



CITY OF EMPORIA

Memorandum

October 28, 2016

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Log Trucks – Request by Council Member Harris
ITEM #: 16-72

Council Member Harris has requested this item be placed on tonight's agenda.

Attachments

City Code Section 74-13

Sec. 74-13. - Commercial vehicle routes; certain streets closed to commercial vehicles except receiving loads or making deliveries.

- (a) *Purpose and intent.* To restrict commercial vehicles from traveling or passing through the city on certain streets as designated by ordinance of the council in order to reduce or prevent congestion, hazardous traffic conditions, and protect both public and private property within the boundaries of the city. Operators of commercial vehicles shall be restricted to the exclusive use of street adopted by ordinance of council in traveling or passing through the city, except for the purpose of receiving loads or making deliveries.
- (b) *Commercial vehicle defined.* Any motor vehicle used to transport property which either: (i) is designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the load and weight of the vehicle attached thereto (such commercial vehicle is commonly referred to as a "tractor truck"); or (ii) is of any size and is used in the transportation of hazardous materials. Every such motor vehicle shall be considered a commercial motor vehicle whether or not it is used in a commercial or profit-making activity.
- (c) *Restricted streets.* Interstate Highway 95 and U.S. Highway 58 bypass are hereby designated as the streets or roads upon which such vehicles may travel.
- (d) Exempted from this ordinance are loaded log or chip trucks traveling on Main Street in the City through December 31, 2016.

(Code 1972, § 20-15; Ord. No. 05-05, § 1, 4-6-05; Ord. No. 14-05, § 1, 4-1-14; Ord. No. 15-39, § 1, 12-15-15)