

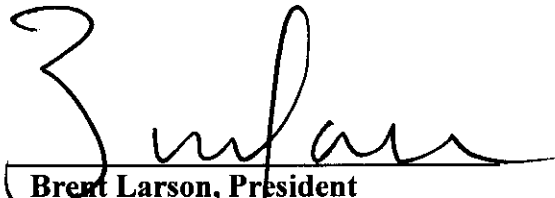
**ORDER: APPROVE AND AUTHORIZE BOARD PRESIDENT BRENT LARSON TO
EXECUTE NOTICE OF INTENT TO APPLY FOR FEDERAL ASSISTANCE
SUBMITTED BY OXFORD UNIVERSITY TRANSIT**

Motion was made by John Morgan, duly seconded by Tim Gordon, to approve and authorize Board President Brent Larson to execute Notice of Intent to apply for Federal Assistance submitted by Oxford University Transit.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor John Morgan, voted yes
Supervisor Tim Gordon, voted yes
Supervisor Scott Allen, voted yes
Supervisor Greg Bynum, absent

After the vote, President Larson, declared the motion carried, this the 6th day of January, 2025.


Brent Larson, President
Board of Supervisors


Mike Roberts, Chancery Clerk



THE CITY OF
OXFORD

Oxford University Transit
409 McElroy Drive
Oxford, MS 38655
662-234-3540

December 18, 2024

ELECTED OFFICIAL

The City of Oxford is preparing the 5311 Grant Application for 2025-2026 to provide transportation services to the public in the non-urbanized area of Lafayette County, City of Oxford and the University of Mississippi.

For the city to apply for federal assistance the "Notification of Intent to Apply" (attached) must be signed by all city and county elected officials.

Please complete the attached form and return it to either of the following:

- Email – dzampella@outransit.com
- Fax – 662-234-2064
- Mail – 409 McElroy Drive Oxford, MS 38655

The form must be received by January 13th or before.

Feel free to contact me if you should have any questions concerning the attached.

Thank you,

Donna Zampella
General Manager
662-234-3540 ext. 117
dzampella@outransit.com

Attachments:

- Notice of Intent to Apply
- Project Description

**NOTIFICATION OF INTENT TO APPLY FOR FEDERAL
ASSISTANCE AVAILABLE FOR PUBLIC OR PRIVATE NON-PROFIT
ORGANIZATIONS TO PROVIDE TRANSPORTATION SERVICES TO
THE GENERAL PUBLIC IN NON-URBANIZED AREA**

Applicant Organization: City of Oxford - Oxford University Transit

<u>409 McElroy Drive</u>	<u>Oxford, MS</u>	<u>38655</u>
Street Address or P. O. Box	City, State	Zip Code

<u>Donna Zampella – General Manager</u>	<u>662-234-3540 ext. 117</u>
Name of Contact Person:	Telephone Number

Please complete the section below and return via email: dzampella@outransit.com, Fax: 662-234-2064 or mail to address above.

I have been afforded the opportunity to review the transportation service proposal of the above-named organization. Based on the review: (check one)

- ☐ I do believe this type of service is needed currently.
- ☐ I do **not** believe this type of service is needed currently.

Comments: _____

Reviewer: _____

Signature	Title	Date
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Name of Organization

Address	City	State	Zip Code
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Telephone Number _____

NOTE: Notification of Intent to Apply for Federal Assistance must be submitted to the city and county elected officials of all counties served. A copy of the responses must be included with the application package. The applicant must include a list of all cities, and county elected officials sent Notice of Intent to Apply.

III. PROJECT DESCRIPTION

1. Sponsoring Agency Information

Sponsoring Agency: City of Oxford

Year of Inception: 20085

Contact Person (Give name and title): Robyn Tannehill, Mayor

Address: 107 Courthouse Square Oxford, MS 38655

Phone: 662-236-1310

E-mail: robyn@oxfordms.net

Type of Agency: (check one)

☐ a. Public Non-profit

X b. Governmental

☐ c. Private Non-profit

☐ d. Other (specify): _____

Primary Agency Function(s):

☐ a. Health Care

X b. Transportation

☐ c. Training

☐ d. Human Services

☐ e. Counseling

☐ f. Other (specify): _____

Service area: City of Oxford, Lafayette County and the University of Mississippi

2. Transportation Provider Information

Transportation Provider: Oxford University Transit

Year Transportation Service began: 2008

Contact Person (Give name and title): Donna Zampella, General Manager

Address: 409 McElroy Drive Oxford, MS 38655

Phone: 662-234-3540 ext. 117

E-mail: dzampella@outransit.com

3. New Applicants Information: N/A

4. Projection Justification: Include performance data and discuss the following factors (insert page or pages). Items a, (1-4) and b below are only applicable to fund existing transit systems.

A. Need for Services – The following must be included in your narrative description:

Oxford University Transit continues to increase ridership to pre-pandemic numbers. Over the years we have made huge strides to be an efficient, reliable, and safe transit company. In 2022-2023 we were able to procure 16 new buses on the Oklahoma State Contract, although this helped us tremendously, the issue is buses are not large enough to carry the load required on the university routes, which continues to be a problem. In November/December of 2024 we were able to transfer 5 (five) 40' Gillig buses from the Nashville Transit Agency, with the possibility of receiving a few more in the future. We will see huge relief by adding these buses to our fleet.

The University of Mississippi had its highest number of freshman enrollment applicants for the fall of 2024 and anticipate an even higher attendance for the fall of 2025. The university does not have enough housing on campus for all the freshman in attendance and was forced to put over 10,000 additional students in housing off campus. With the increase in ridership for these freshmen it increased our ridership by 30-40% from what we have been carrying post pandemic.

1. Provide a description of accomplishment of goals and objectives for the 2023-2024 program year, including total number of public riders, total number of other riders, total driven miles, and total cost of operation.

Ridership – 758,480
Mileage – 826,861
Total Cost of Operation - \$ 5,144,209.90

2. Report on the progress on the accomplishment of goals and objectives for the 2024 – 2025 program year, including total number of public riders, total number of other riders, types of contracts, total miles driven, and total cost of operation.

As of December 31, 2024
Ridership –
Mileage –

3. List measurable goals and objectives for the proposed project year, (i.e. 2025 – 2026) including specific actions proposed to achieve them. These goals must be performance based and be supported by vehicle/project performance data!!

Goal 1: Route Performance and Design

Objective: Improve existing transit system route and design

- * Increase number of buses in higher ridership routes
- * Utilize more non-CDL vehicles in the lower ridership routes
- * Use Remix to show performance data for each route

Goal 2: Improve the connection of multiple modes of transportation

Objective: Create a structure transit connection between the City Fixed Routes to outside city limits of Demand Response

- * Secure transit bus stops throughout the county for demand response
- * Implement community transfer points within Lafayette County
- * Implement community transfer points connecting other counties that border Lafayette County

B. Justify the need for specific resources requested in the application (i.e. capital equipment, staff). Justification must be based on the service level being proposed in the project description and correspond with your projected budget.

- Communication Equipment - Adding Replacing radios, rental fees, bus/facility communication \$42,000.00
- Major Components - Replace/Repair - Engines, Transmission. \$141,000
- Office Equipment, Smart Bus Technology, Shop Tools, Hardware - Replace/Add Office equipment, add/replace bus technology, purchase shop tools as needed \$300,000.00
- Shelter/Bus Stop - Add/Replace Shelters, Add/Replace Bus Stop Signs, add new shelter at new transfer point on University Ave when work is completed \$60,000.00
- Mobility Manager - Northeast Region Mobility Manager located at our facility \$51,000.00
- Shop Secure Heavy Duty Lift – Purchase a Koni Lift secured to the floor for additional safety in lifting buses off the ground. \$225,000.00

5. **SERVICE DESCRIPTION** (Check all that apply)

A. Type of Service:

X Fixed Route/Paratransit ☐ Flexible Route X Demand Response ☐ Commuter

Service area: City of Oxford, Lafayette County and the University of Mississippi

B. Are Specific Passenger Groups Targeted? Yes: ☐ No: X If Yes, Explain:

C. Provide a description on the provision of services to the elderly and disabled population. Explain current service level and what level of service is being offered. Vehicle accessible should be discussed as it pertains to service being provided to the elderly and disabled population.

Oxford University Transit provides demand response and paratransit services for eligible individuals within the city limits of Oxford, MS, University of Mississippi and Lafayette County. All transit vehicles are ADA compliant.

~~D. Are fares discounted for elderly and disabled? Zero Fare for ALL Riders.~~

E. Briefly describe how your project will provide or support transit service in low-income areas, access to employment and related activities and reverse commute services.

Our services cover all low-income areas with the city limits of Oxford, as well as residence outside the city limits in Lafayette County. The general manager is on the city board for establishing affordable housing and the President of the LOU Board in assisting residents in need of household additional funds for living expenses. All the areas are covered by our transit system and post PSAs on each bus outlining areas of assistance to contact if the need arises for rent, food, homelessness etc.

F. Passenger Trip Information (**2023-2024**)

Passenger Trips	Average Monthly Trips Provided	Percentage of Passengers by Category
General Public	9,000	15%
Elderly	1,959	2%
Disabled	1,746	2%
Employment	502	1%
Other Education	50,000	80%
TOTALS	63,207	100%

G. Daily Passenger Trips (**2024-2025**) As of December 31, 2024.

Passenger Trips	Average Monthly Trips Provided	Percentage of Passengers by Category
General Public		
Elderly		
Disabled		
Employment		
Other		
TOTALS		

H. Projected Daily Passenger Trips (**2025-2026**)

Passenger Trips	Average Monthly Trips Provided	Percentage of Passengers by Category
General Public	9,500	15%
Elderly	2,000	2%
Disabled	1,900	2%
Employment	1,000	1%
Other	60,000	80%
TOTALS	74,400	100%

I. Days and Hours of Proposed Transportation Service and Counties Served:

Days	Hours of Operation	County(s) Served
Monday	6:00 AM – 10:00 PM	Lafayette
Tuesday	6:00 AM – 10:00 PM	Lafayette
Wednesday	6:00 AM – 10:00 PM	Lafayette
Thursday	6:00 AM – 10:00 PM	Lafayette
Friday	6:00 AM – 10:00 PM	Lafayette
Saturday	6:00 AM – 10:00 PM	Lafayette
Sunday	8:00 AM – 8:00 PM	Lafayette

J. Describe any important seasonal differences in services operated:

- Services are reduced during the University of Mississippi winter and summer sessions.
- Game day shuttles are used during college home football games running shuttles in and around Lafayette County beginning at 6:00 a.m. until 2 hours post-game.
- Limited Sunday service is run for Freshman students housed off campus to get back to campus to eat. 8:00 AM – 8:00 PM

K. Vehicle Usage by County (Use "Tab" or arrow keys to move from box to box)

County	No. of Vehicle	Total Capacity	No. of Lifts	Fixed Route	Flexible Route	Demand Response	Commuter
Lafayette County	39	929	18	21		4	
TOTALS	39	929	18	21		4	