



CHAPEL HILL TRANSIT
Town of Chapel Hill
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CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

NOTICE OF COMMITTEE MEETING AND AGENDA

AUGUST 25, 2015 – 11:00 A.M. to 1:00 P.M.

CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

	PAGE #
1. Approval of June 16, 2015 Meeting Summary	1
2. Employee Recognition	
3. Consent Items	
A. July Financial Report	3
B. 2015-2016 Holiday Schedule	5
4. Discussion Items	
A. HS Route Service Options	7
B. Long Range Financial Sustainability Study Update	20
5. Information Items	
A. North South Corridor Study Update	25
B. Bus Procurement Update	26
C. Estes Park and University Place Update	27
D. FY15 Summary Performance Report	30
6. Departmental Monthly Reports	
A. Operations	32
B. Director	34
7. Future Meeting Items	35
8. Partner Items	36
9. Next Meeting – September 22, 2015 (11:00 a.m. – 1:00 p.m.)	
10. Adjourn	

**MEETING SUMMARY OF A REGULAR MEETING OF THE PUBLIC TRANSIT COMMITTEE
1ST FLOOR TRAINING ROOM, CHAPEL HILL TRANSIT**

Tuesday, June 16, 2015 at 11:00 AM

Present: Jim Ward, Chapel Hill Town Council
Damon Seils, Carrboro Alderman
Ed Harrison, Chapel Hill Town Council
Brad Ives, UNC Vice Chancellor for Campus Enterprises
Cheryl Stout, UNC Transportation & Parking
Than Austin, UNC Transportation & Parking
Julie Eckenrode, Assistant to Carrboro Town Manager
Bethany Chaney, Carrboro Alderman

Absent:

Staff present: Brian Litchfield, Transit Director, Rick Shreve, Budget Manager, Mila Vega, Transportation Planner, Flo Miller, Chapel Hill Deputy Town Manager, Bergen Watterson, Carrboro Transportation Planner

Guests: Lee Storrow – Chapel Hill Town Council, Eric Hyman, Transportation and Connectivity Advisory Board, Eric Hyman, Transportation and Connectivity Advisory Board, Thomas Wittmann, Nelson Nygaard

1. The Meeting Summary of May 19, 2015 was received and approved as amended.
2. **Employee Recognition** – Brian announced that EZ Rider had again won a state safety award given by the NCPTA. This was the 4th year EZ Rider has won this award.
3. **Consent Items**
 - A. May Financial Report – Rick reviewed this report and provided a budget update and information on the upcoming audits.
4. **Public Forum on FY 2015-16 Program of Projects** – Councilman Lee Storrow asked if ending the PX route will have a big impact on State and Federal funding. Brian said the impact should be minor. Bethany Chaney asked about whether funds would need to be reallocated since the Town will no longer be providing the PX route service. Brian said that it is a matter of accounting and how funds are drawn down. No further questions or comments.
5. **Discussion Items**
 - A. FY 2015 Budget Development – Brian provided the update. The budget does not include PX funding as Chatham Transit is taking over that service as of July 1. The budget presentation included information about various revenue sources, capital investments and the

advertising program. The Partners discussion included ways to maximize the advertising revenue and asked for a peer review to learn how other agencies improve their advertising program. Jim Ward also requested monthly updates on the fleet status.

- B. Long Range Financial Sustainability Study Update - Tim Wittmann from Nelson Nygaard provided the capital funding update. Fleet replacement was one of the key discussion points.

6. Information Items

- A. North South Corridor Study Update – Mila reviewed the item for the Partners. She provided a summary of the latest public meeting with the South Columbia residents and businesses.
- B. CMAQ Update – This was provided for the Partners.
- C. Procurement Updates – This was provided for the Partners.
- D. Tar Heel Express Update – This was provided for the Partners.
- E. May Performance Report – This was provided for the Partners.

7. Departmental Monthly Report

- A. Operations – This was provided for the Partners.
- B. Director – Provided for the Partners.

8. Future Meeting Items

9. Partner Items

10. **Next Meeting** – August 25, 2015

11. Adjourn

The Partners set a next meeting date for August 25, 2015
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3A. July Financial Report

Staff Resource: Rick Shreve, Budget Manager

July 2015

- Expenses for the month of July were \$1,302,245. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 11.22% of our budget has been expended or reserved for designated purchase (e.g. purchase orders created for vehicle maintenance inventory supplies encumber those funds, and show them as unavailable for other uses).
- One significant caveat to note is that these data are subject to some changes, pending the Town of Chapel Hill's audit process for FY14-15. This process allows for identifying invoices that have been charged to the previous year that more accurately fall in the current fiscal year, as well as current year charges that will revert to the previous year.
- We will provide an update on the FY14-15 audited figures once we have final numbers; this will likely be available for the November Partners' meeting.

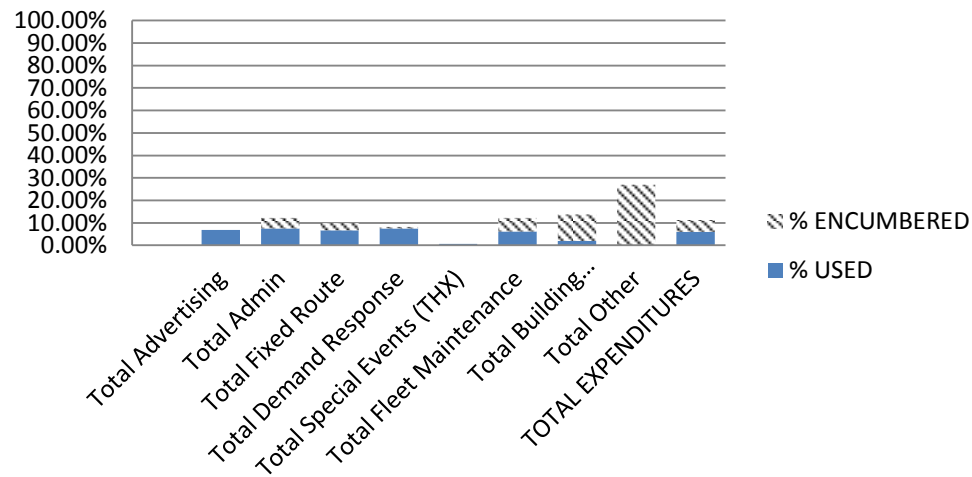
Highlights

- The fiscal year has just gotten underway, and with this July data, it is far too early to ascertain any trend data. This aggregation of expenses and encumbrances is consistent with years past, and is perfectly in line with what we would expect at this point in the year.
- The attached data exhibits the financial information by division within CHT, and should be a useful tool in monitoring our patterns as the year progresses, and is a high-level representation of the data used by our division heads.
 - It is worth noting that the "Special Events" line is mostly comprised of Tar Heel Express expenses, and the line labeled "Other" is comprised primarily of special grant-funded expense lines that are not permanent fixtures in the division budgets.

Transit 640 Fund Budget to Actual at end of July 2015

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED July = 8.33%
Total Advertising	\$ 93,222	\$ 93,222	\$ 6,427	\$ 6,427	\$ -	\$ 86,795	6.89%
Total Admin	1,472,385	1,503,848	112,547	112,547	69,807	1,321,493	12.13%
Total Fixed Route	11,181,804	11,439,048	753,383	753,383	370,078	10,315,587	9.82%
Total Demand Response	1,926,450	1,929,950	145,617	145,617	13,500	1,770,833	8.24%
Total Special Events (THX)	317,207	317,207	1,998	1,998	-	315,209	0.63%
Total Fleet Maintenance	4,193,542	4,246,083	263,749	263,749	255,915	3,726,419	12.24%
Total Building Maintenance	750,765	784,808	15,821	15,821	91,471	677,516	13.67%
Total Other	839,640	1,144,756	2,703	2,703	305,116	836,937	26.89%
TOTAL EXPENDITURES	\$ 20,775,015	\$ 21,458,921	\$ 1,302,245	\$ 1,302,245	\$ 1,105,886	\$ 19,050,789	11.22%

CHT July 2015 YTD Expenses as % of Budget



3B. Chapel Hill Transit Holiday Schedule 2015-2016

Staff Resource: Brian Litchfield, Director

Background

Each year Chapel Hill Transit staff works closely with our Partners to develop a holiday schedule that provides for adequate levels of service to our customers, is consistent with the Town's holiday policies and allows our employees the opportunity to observe the holidays with their families. Chapel Hill Transit staff will coordinate the distribution of information on our holiday schedules with our partners. The following holidays and schedules will be observed by Chapel Hill Transit for 2015-16 (through January):

2015 Holiday Schedule:

- Thanksgiving Day – Thursday, November 26, 2015 – No Service
- Day after Thanksgiving – Friday, November 27, 2015 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Saturday, November 28, 2015 – Saturday Routes (No U or NU) – EZ Rider: 8:15 a.m. – 6:52 p.m.

Winter Break December 12, 2015 – January 9, 2015: Weekday NU will not operate, Safe Rides and the Saturday/Sunday U and NU routes will not operate

- Sunday, December 13, 2015 – Winter Break – No Service
- Sunday, December 20, 2015 – Winter Break – No Service
- Wednesday, December 23, 2015 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m. 420 will operate for Triangle Transit.
- Christmas Eve – Thursday, December 24, 2015 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Christmas Day – Friday, December 25, 2015 – No Service
- Saturday, December 26, 2015 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.

- Sunday, December 27, 2015 – Winter Break – No Service

2016 Holiday Schedule:

- New Year's Day – Friday, January 1, 2016 – No Service
- Martin Luther King, Jr. Day – Monday, January 18, 2016 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.

4A. HS Route Service Options**Action: 1. Receive information and provide staff with feedback.**Staff Resource: Brian Litchfield, Director

Overview of Service Request

- The Town of Carrboro received a request (Attachment 1) to consider adjusting the routing of the HS Route to increase the frequency and span of service on the route until 10:30 p.m.
- The Partners Committee received the request during their April 28, 2015 meeting. The Partners asked staff to hold a community input session and return to the August Partners meeting with some service options for consideration.
 - Staff held a community input session with Orange County Justice United at the Rogers Road Community Center on Saturday, June 20, 2015.

Overview of Existing Service

- Days of Operation: Monday-Friday from 6:45 a.m. to 9:40 a.m., 11:10 a.m. to 12:00 p.m. and 2:45 p.m. to 5:40 p.m. (Attachment 2). No weekend service is provided on this route.
- Service Frequency: 60-minute service on weekdays; requires 1 bus during peak-hours. No weekend service is currently provided on this route.
- Major Destinations: Chapel Hill High School, Morris Grove Elementary, Rogers Road Community Center and Downtown Chapel Hill.

Service Options

- Staff will present some potential service options, based on the community proposal and feedback from the June community input session, at the Partners Meeting.

Fiscal Note

- As a partnership between the Town of Chapel Hill, Town of Carrboro and the University, a request for new service and/or an expansion of services is typically discussed by the Transit Partners Committee, which provides a recommendation to the jurisdiction(s) from which the request was generated.
- If approved, the jurisdiction(s) in which the service originates is responsible for paying the full cost of the new service for at least one year. If the service meets performance standards, the Partners Committee then discusses sharing the cost of the new service through the current Transit funding formula.
- The adopted FY2015-2016 Chapel Hill budget does not include funding for service expansions.

Attachments

- 1: HS Route Realignment Proposal from Orange County Justice United and Rogers Road Residents.
- 2: Existing Route and Schedule

HS Route Realignment Proposal

Overview

Residents of the Rogers Road neighborhood request an increase in frequency and service span on Chapel Hill Transit's HS bus route.

With support from Orange County Justice United and its newly formed Orange County Transit Advocates group, Rogers Road residents have conducted significant outreach into their community to identify the transit needs of their neighbors. They have crafted a realignment proposal for the HS route to meet these needs at minimal increased cost.

The proposed changes detailed in this document were developed and ratified by the community through two canvassing actions that reached over 100 households each, one community meeting, and outreach at the Unity in the Community celebration. 134 Rogers Road residents and 26 UNC students who volunteer at the Rogers Road Community Center have signed a petition in support of these changes.

This proposal is to both extend the service span of the HS from 6:45 am to 5:40 pm to 6:00 a.m. to 10:30 p.m. and increase the frequency of service from every 60 minutes to every 30 minutes.

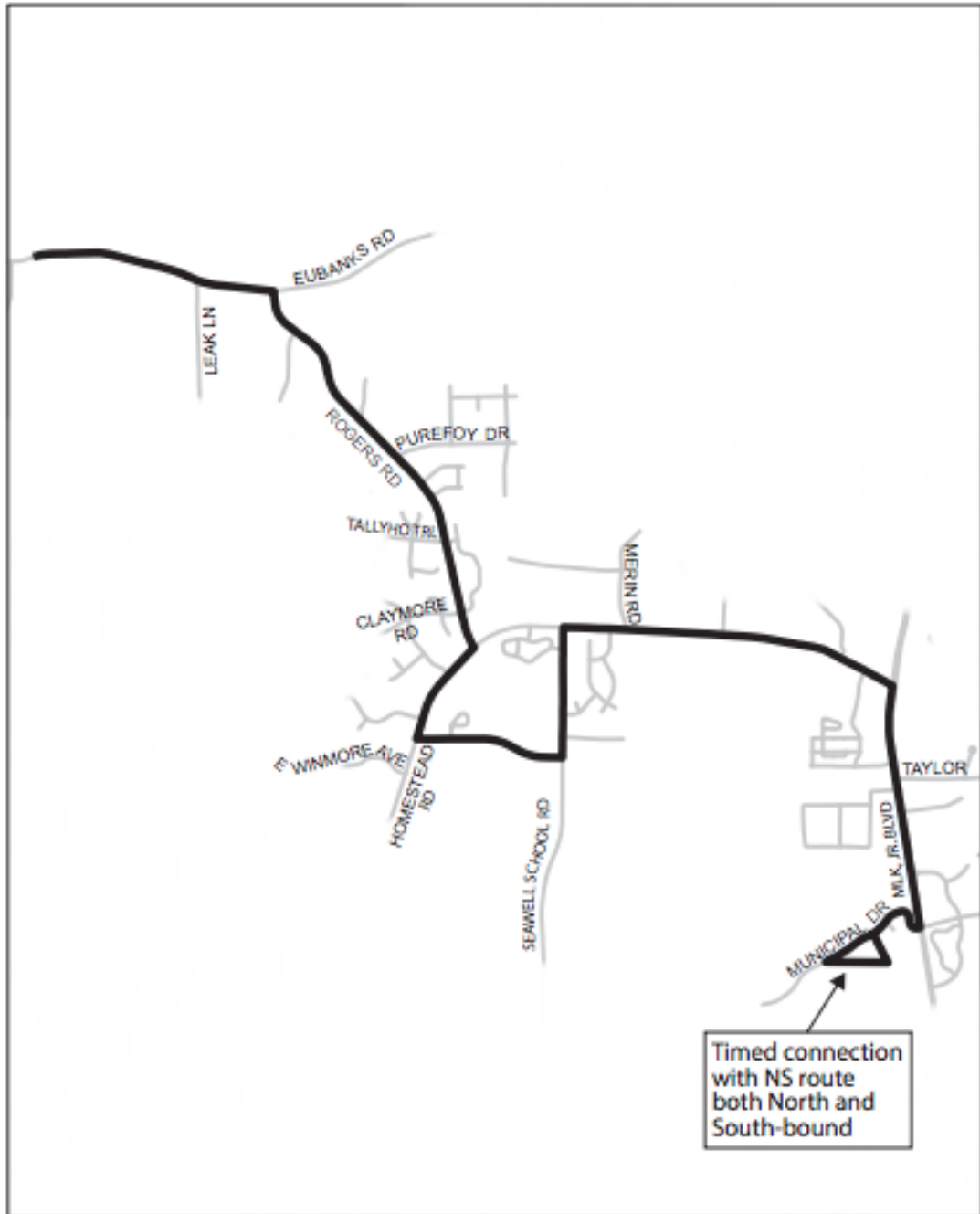
The main cost of this proposal is related to the extension of service span. The cost of the increase in frequency can be offset through the proposed rerouting and shortening of the HS route combined with timed transfers to the NS bus route to allow access to downtown Chapel Hill and UNC.

Proposed Route Alterations (see map below)

- Coming from the north at Morris Grove Elementary School, the HS bus would follow the same route it does now until it reaches Chapel Hill High School.
- Instead of turning right at Seawell School Road, the route would continue back up to Homestead Road via Seawell School Road.
- From there the route would continue out to Martin Luther King Jr. Blvd. and turn right.
- The route could then turn at either Municipal Drive and turn around or make the Airport Drive-Estes Extension loop and continue back north on Martin Luther King Jr. Blvd.
- Create timed transfers with the NS bus route.
- Existing bus stops will be used.

The proposed route changes maintain access to Chapel Hill High School for Chapel Hill High School students, parents, workers, and Morris Grove Elementary School for UNC student interns with a necessary NS to HS transfer at Martin Luther King Jr. Blvd. Smith Middle School and Seawell Elementary would remain accessible through sidewalk access from Chapel Hill High School.

Proposed HS Route Changes



Community Benefit

These proposed changes will meet important needs identified by Rogers Road residents.

Safety: Several residents have experienced having to walk home from the Eubanks Park and Ride in the dark in all types of weather conditions, including extreme cold and heavy rain, because the HS stopped running before they were able to get home from work.

Access to Work: Many residents of the Rogers Road neighborhood, including those living in the Phoenix Place Habitat for Humanity development, are low-income workers at UNC and UNC Hospitals. Many of these residents work the first shift starting at 7:00 am and are unable to ride to and from work on the current schedule. Furthermore, residents who work the second shift are unable to take the HS home after work.

Several residents told stories of driving to work to get there on time and getting parking tickets or getting towed because of limited parking at UNC. Some residents only have one car per household and must have a family member drop them off at work before rushing off to their own job, leaving older children to help younger kids get ready for school.

Access to Community Resources: These route changes would provide access to Southern Human Services Center on Homestead Road, where residents take ESL classes, take their children for educational activities, and access public health and social services. The HS route changes will also increase access to the new Rogers Road Community Center for children, UNC volunteers, and others in the community.

Ultimately, these changes will be invaluable in connecting low and moderate income residents of the Rogers Road community to greater Chapel Hill / Carrboro.

Target Demographics

Rogers Road boasts a racially and economically diverse population. The communities served by this transit improvement include residents who are Karen, Burmese, Chinese, Latino, African American, and White. Many households are low-income. In fact, the communities served include several Habitat for Humanity neighborhoods in the area: Phoenix Place, Rusch Hollow, and New Homestead, as well as a historically African American community with many low-income residents. The HS bus route changes will be especially beneficial to the many residents who are employed at UNC Chapel Hill

and UNC Hospitals, as well as UNC students traveling to volunteer and support important programs at the Rogers Road Community Center.

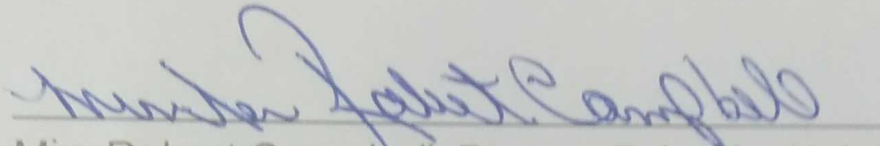
Attachments:

Attachment One: Institutional Supporters of Proposal

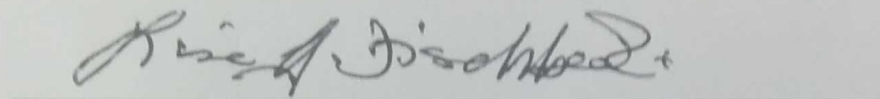
Attachment Two: HS Route Stakeholders in Support of Proposal

For more information regarding this proposal please contact Justice United at (919) 358 5828.

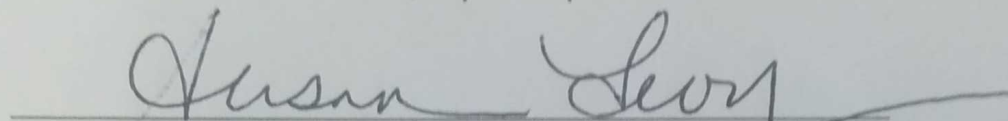
In Support



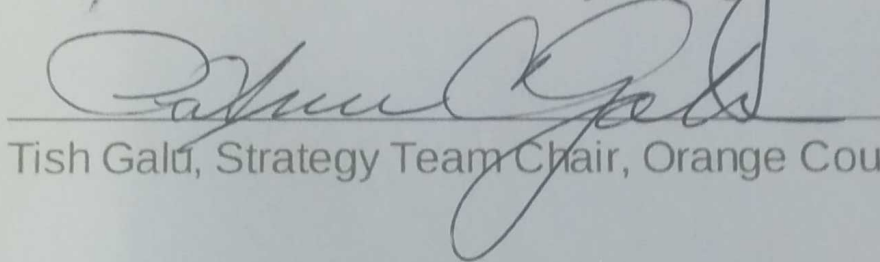
Min. Robert Campbell, Rogers Eubanks Neighborhood Association



Rev. Lisa Fischbeck, Episcopal Church of the Advocate



Executive Director Susan Lewy, Orange County Habitat for Humanity



Tish Galu, Strategy Team Chair, Orange County Justice United

Attachment: Petition from HS Route stakeholders

Attachment: HS Bus Route Stakeholders Petition in Favor of Proposal		
160 Signatures Total		
<i>*Original petition documents are available upon request</i>		
First Name	Last Name	Address
Rogers Road Residents		
Manju	Rajendran	1903 Billabong Lane
Cindy	Wang	103 Camille Ct
Paul	Thiemau	100 Cattail Ln
Angela	Thiemau	100 Cattail Ln
Yoe	Moo	102 Edgar St
Paw	Ku	102 Edgar St
Evy	Nunez	106 Edgar St
Sirr Ku	Thant	108 Edgar St
Sarah	Marshburn	102 Gracie Circle
Caleb	Hearne	102 Gracie Circle
Grace	Marshburn	102 Gracie Circle
J.	Pomero	102 Gracie Circle
Zarree		104 Gracie Circle
Tan Moo		105 Gracie Circle
Moo	Soy	105 Gracie Cir
Hla Win	Tway	106 Gracie Cir
Pah	Pyor	106 Gracie Cir
Saw	Lucky	106 Gracie Cir
Yaza	Kyaw	108 Gracie Circle
Krit	Htoo	109 Gracie Cir
Suzanne	Allen	8217 Huntsman Ct
Patricia	Sawin	8222 Huntsman Ct
Carolyn	Buckner	8100 N Hound Ct
Rogelia	Galvan	101 Jubilee Dr
Kimberly	Alston	102 Jubilee Dr
Deborah	Harris	104 Jubilee Dr

Samuel	Reyes	201 Jubilee Dr
Benjamin	Williams	203 Jubilee Dr
Sa	Mu	200 Lizzie Ln
Lu	Pu	200 Lizzie Ln
Orlando	Cordova	201 Lizzie Ln
Yin	Thein	201 Lizzie Ln
Markale	Cordova	201 Lizzie Ln
Anthony	Cordova	201 Lizzie Ln
Tammy	Wave	201 Lizzie Ln
Briana	Breeze	202 Lizzie Ln
Theresa	Stroud	202 Lizzie Ln
Roderick	Breeze	202 Lizzie Ln
Pyison		203 Lizzie Ln
M	Peppers	204 Lizzie Ln
The	Buay	205 Lizzie Ln
Calch		206 Lizzie Ln
Star		207 Lizzie
Eh La	Bwe	208 Lizzie Ln
Zaw	Aye	209 Lizzie Ln
Danita	Thomas	211 Lizzie
Abraham	Say	213 Lizzie Ln
Dan	Waugh	6005 Meadow Run Ct
Mohamed	Bakou	100 Phoenix Dr
Zohra	Horiz	100 Phoenix Dr
Chaw	Chaw	101 Phoenix Dr
Htoo	Baw	101 Phoenix Dr
Kaw	Khu	102 Phoenix Dr
Sam	San Luin	103 Phoenix Dr
San San	Lwin	103 Phoenix Dr
Angela	Montoya	105 Phoenix Dr
Lah La	Win	106 Phoenix Dr
Teresa	Thompson	107 Phoenix Dr

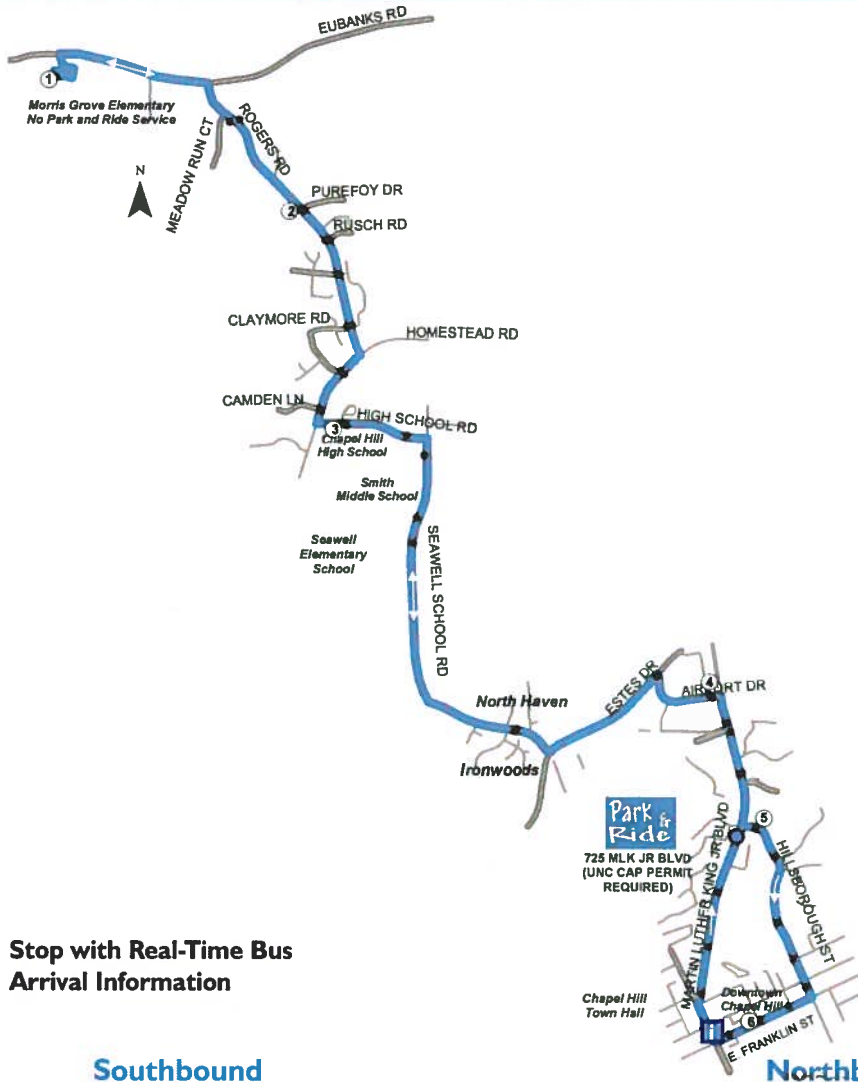
Naw	Thein	108 Phoenix Dr
Kelly	Serrano	110 Phoenix Dr
Justin	Leon	110 Phoenix Dr
Moeh		112 Phoenix Dr
Kbaw	Lue	112 Phoenix Dr
Kam'ron	O'Connor	113 Phoenix Dr
Bailara	Rodel	113 Phoenix Dr
Win	Naing	115 Phoenix Dr
Victoria		115 Phoenix Dr
Ednetta	Robinson	116 Phoenix Dr
Desmond	Debnam	116 Phoenix Dr
Mercedez	Smith	116 Phoenix Dr
Derrick	Judd	116 Phoenix Dr
Tun	Oo	117 Phoenix Dr
Ester	Klay	117 Phoenix Dr
Diana	Oo	117 Phoenix Dr
Law Eh	Sae	117 Phoenix Dr
Nino	Oo	117 Phoenix Dr
Emma	Council	118 Phoenix
Tha	Lene	119 Phoenix Dr
Thu	You	119 Phoenix Dr
Patricia	Madson	No address listed (Phoneix Place)
Hen	Moo	No address listed (Phoneix Place)
Kyaw	Thwai	No address listed (Phoneix Place)
Dacy	Poe	No address listed (Phoneix Place)
Rosy	Moo	No address listed (Phoneix Place)
Tamula	Thwai	No address listed (Phoneix Place)
Mu	Tin	No address listed (Phoneix Place)
Pamela		1703 Purefoy Dr
Dinea	Farrington	1703 Purefoy Dr
Anissa	McCall	1707 Purefoy Dr
Jasmine	McCall	1707 Purefoy

Barbara	Hopkins	1715 Purefoy Dr
Efrem	Brittian	1715 Purefoy Dr
Shenequa	Brittian	1715 Purefoy Dr
Ashley	Horne	1720 Purefoy Dr
Jada	Lattie	1730 Purefoy Dr
Gloria	Williams	1802 Purefoy Dr
Carl	Purefoy, Jr.	1803 Purefoy Dr
Carlissa	Giles	1803 Purefoy Dr
Deborah	Hirsch	8111 Reynard Rd
William	Woods	1714 Rusch Rd
Ivan	Martinez	1705 Rusch Rd
Melinda	Alston	7712 Rogers Rd
Kendall	Alston	7712 Rogers Rd
Trudy	Webb	8100 Rogers Rd
Haichen	Wang	322 Sylvan Way
Enrique	Dunn	306 Sylvan Way
Delphine	Sieredski	320 Sylvan Way
Donald	Anthony	316 Sylvan Way
Kirstian	Buffe	312 Sylvan Way
William	Sieredski	320 Sylvan Way
D.	George	324 Sylvan Way
Huali	Wu	321 Sylvan Way
Rartik	Patel	317 Sylvan Way
Ying	Zhou	309 Sylvan Way
Jian	Dong	309 Sylvan Way
Yue	Dong	309 Sylvan Way
Yi	Dong	309 Sylvan Way
Beilei	Lei	322 Sylvan Way
Xilei	Wang	322 Sylvan Way
Jiayue	Wang	322 Sylvan Way
Anna	Li	314 Sylvan Way
Yazhong	Tao	301 Sylvan Way

Mary	Mullin	1515 Tallyho Trl
Jasper	Cobb	1015 Tallyho Trl
Mitzie	Feltch	1016 Tallyho Trl
Laura	Wenzel	Tallyho Trl
Linda	Parson	109 Zieger Ln
Charles	Rogers	110 Zieger Ln
Emma	Herrera	112 Zieger Ln
Juan	Nunez	200 Zieger Ln
Enriqueta	Nunez	200 Zieger Ln
Cruz	Nunez	200 Zieger Ln
Susana	Nunez	200 Zieger Ln
Guadalupe	Jimenez	202 Zieger Ln
UNC Tutors at Rogers Road Community Center		
Alex	Griffin	600 MLK Jr Blvd
Chiafon	Hsi	515 Hinton James Dr
Vishal	Reddy	602 MLK Jr Blvd
Jessica	Stickel	105 Stadium Dr
Janet	Zamora	495 Paul Hardin Dr
Marrisa	Rose	
Lindsey	Hooker	881 MLK Jr Blvd
Victoria	Viverette	208 Church St
Sam	Wilkins	602 MLK Jr Blvd
Donte	Harris	281 raleigh St
Martha	Carter	201 Raleigh St
Tracy	Edwards	480 Ehringhaus Dr
Claire	Boyd	480 Ehringhaus Dr
Jessie	Winfree	1702 Granville Tower W
Katie	Starr	
Sol	Weiner	100 Rarn Ln
Benjamin	Boyd	450 Ehringhaus Dr
Deanelle	Thompson	515 Hinton James
Dylan	Wallan	

Jacob	Sellinger	
Devin	Simpson	
Lucas	Selvidge	
Haley	Carstens	
Rachel	Rhodes	
Olin	Linn	
Dean	Murphy	

HS Route - High School / Airport Dr. at MLK Jr. Blvd / Downtown



i = Stop with Real-Time Bus Arrival Information

Southbound

Northbound

Morris Grove Elementary	Rogers Rd. at Purefoy Dr.	Chapel Hill High School	Airport Dr at MLK Jr Blvd	Hillsborough St. at MLK Jr Blvd.	East Franklin St. at Varsity Theatre	East Franklin St. at Varsity Theatre	Airport Dr at MLK Jr Blvd	Chapel Hill High School	Morris Grove Elementary
①	②	③	④	⑤	⑥	⑥	④	③	①
6:45a	6:49	6:55	7:00	7:05	7:10	7:20	7:26	7:35	7:45
7:50	7:54	8:00	8:05	8:10	8:15	8:15	8:21	8:30	8:40
8:45	8:49	8:55	9:00	9:05	9:10	9:15	9:21	9:30	9:40
11:35	11:39	11:45	11:50	11:55	12:00p*	11:10	11:16	11:25	11:35
2:45	2:49	2:55	3:00	3:05	3:10	3:15	3:21	3:30	3:40
3:50	3:54	4:00	4:05	4:10	4:15	4:15	4:21	4:30	4:40
4:45	4:49	4:55	5:00	5:05	5:10	5:15	5:21	5:30	5:40*

* TO GARAGE

4B. Long Range Financial Sustainability Plan Update

Action: 1. Receive information and provide staff with feedback.

Staff Resource: Rick Shreve, Budget Manager
Brian Litchfield, Director

Overview

Early in the study process, the Partners engaged in a visioning exercise, which included a survey of the Partners' priorities among different goals for Chapel Hill Transit. The results of that process are included in the attachment to this item.

As the study has progressed and the Partners have received more information and analysis from the consultants and staff, some of the Partners have made comments indicating that their priorities might differ from the results of the earlier survey process.

We, therefore, ask if the Partners might want to revisit the visioning process, to, in effect, update your conclusions based on the additional information you have received in the last year.

One way to effect a revisiting would be to retake the same survey. An alternative approach might be to revise the survey, refining some of the questions to include priorities that might more closely align with the information the Partners have received and that would reflect some of the decisions that have already been made.

If the Partners would like to proceed with another round of prioritization, staff and consultants are prepared to provide you with another survey.

Next Steps

If the Partners would like to amend the priorities, the suggested refinements for an updated prioritization exercise are as follows:

- Bring average fleet age to industry standard: How important is reducing average fleet age? According to industry standards, the average age of a transit agency's entire bus fleet should be between seven and eight years old. An older fleet is less reliable in daily service and is also more expensive to maintain. The typical "life" of a bus is considered to be 12 to 15 years. CHT's average fleet age is currently 9.5 years. Out of the 99 buses that make up the current fleet, there are 43 buses that exceed 12 years old, with 15 of those more than 15 years old.
- Maintain primary service levels but consider minor peak hour modifications: How important is maintaining service exactly as it is today? Service reductions are an often-used solution to relieve financial pressures. While ridership and demand on the existing CHT system remains strong, there may be opportunities to implement some peak hour

service modifications to improve efficiency and reduce the total number of buses required for service, which then reduces the need to replace those buses.

- Improve operating and maintenance staff to industry standard: Should CHT focus on increasing staffing levels? CHT currently operates with fewer operating and maintenance staff than recommended by industry standards, a fact that has led to reliability issues. Over the past year CHT has taken steps to improve in this area, but considerable work remains to be accomplished.
- Expand local service: How important is it for CHT to expand local service? At peak hours, current ridership on CHT buses rivals big city transit ridership.
- Add BRT capital and service and redesign the transit network to improve efficiency: How important is BRT implementation? While BRT implementation will allow access to additional funds, the funds likely to be available will also need local matching funds—which in turn means there are fewer funds to address other priority issues. As presently outlined in the BRT Alternatives Analysis process, it is assumed the transit network be significantly redesigned to optimize the ridership on the BRT. Is this a desirable outcome?
- Ensure minor expansion of customer amenities: Where does expansion and improvements to customer amenities, information, and branding rank in CHT's priorities? There is considerable room within this category to right-size expenditures based on where other priorities lie.
- Maintain partner revenue shares within current formula: It is important that the current funding proportions provided by each of the partners remain the same?
- Hold increase in partner revenues to reasonable and predictable annual increases: How important is it important to retain reasonable and predictable annual increases in contributions made to CHT?

Recommendation

- Partners discuss the information provided and provide staff with feedback as to (1) whether or not to conduct a new survey, and (2) if so, whether to use the same survey previously conducted, or the refined version offered above.
- We suggest that, if you are interested in another survey, that it could be completed by September 9, 2015. The results would then be analyzed and presented at the September Partners meeting.

Attachment

- Summary of 2014 Partner Priority Survey

SUMMARY OF CHAPEL HILL PARTNER PRIORITIES SURVEY

In October 2014, Chapel Hill Transit (CHT) conducted a survey in which it asked the University of North Carolina-Chapel Hill (UNC-Chapel Hill), Carrboro, and Chapel Hill (collectively, “the Partners”) to rank their financial priorities. The survey was administered online and was structured so as to force respondents to choose one option from a set of paired options. By ensuring that every possible combination of priorities was presented to survey respondents, the study team was able to gather detailed information about the Partner’s preferences for CHT’s fiscal future.

OVERVIEW

As discussed during the September 2014 Partners meeting, the future of CHT will need to consider financial trade-offs of a number of priorities expressed since the start of the Financial & Strategic Plan effort. The project team has constructed a financial model to display those trade-offs in vivid detail. However, the financial modeling process will be most effective if the Partners have identified the priorities that are most important to them.

The purpose of this survey effort was to allow the study team to assemble the financial model in ways that most accurately describe priorities and trade-offs. The beauty of this approach is that it allows for exploration of the financial consequences of many different options without having to immediately decide which direction is most suitable. The choices presented to the Partners as part of this prioritization exercise are as follows:

- **Bring average fleet age to industry standard:** How important is reducing average fleet age? According to industry standards, the average age of a transit agency's entire bus fleet should be between seven and eight years old. An older fleet is less reliable in daily service and is also more expensive to maintain. The typical “life” of a bus is considered to be 12 to 15 years. CHT's average fleet age is currently 9.5 years. Out of the 99 buses that make up the current fleet, there are 43 buses that exceed 12 years old, with 15 of those more than 15 years old.
- **Maintain current service level:** How important is maintaining current service? Service reductions are an often-used solution to relieving budgetary pressure. However, ridership and demand on the existing CHT system remains strong.
- **Improve operating and maintenance staff to industry standard:** Should CHT focus on increasing staffing levels? CHT currently operates with fewer operating and maintenance staff than recommended by industry best practices, a fact that has led to reliability issues.
- **Expand local service:** How important is it for CHT to expand local service? At peak hours, current ridership on CHT buses rivals big city transit ridership.
- **Add BRT capital and service:** How important is BRT implementation? While BRT implementation will allow access to additional funds, the funds likely to be available will also need local matching funds—which in turn means there are fewer funds to address other priority issues.

- **Ensure minor expansion of customer amenities:** Where does expansion and improvements to customer amenities, information, and branding rank in CHT's priorities? This could also include expenditures to cover the regional re-branding effort that was discussed at the Partners meeting in September. There is considerable room within this category to right-size expenditures based on where other priorities lie. More discussion can follow on that topic.
- **Maintain partner revenue shares within current formula:** It is important that the current funding proportions provided by each of the partners remain the same?
- **Hold increase in partner revenues to small annual increase:** Is it important to retain a small annual increase in contributions made to CHT? What is the appetite for larger increases in annual contributions?

TOTAL PARTNER PREFERENCES

Figure 1 presents the aggregation of the survey results. The study team tallied all of the instances a particular priority was chosen and then divided it by the number of times it could have been chosen to attain a preference percentage for each option. Using this methodology, it became clear that the Partners care strongly about keeping the increase in partner revenues to a small annual increase, maintaining current service levels, and bringing the average fleet age to industry standard, but are not as concerned with adding BRT service or new customer amenities.

Figure 1 Total Partner Preferences

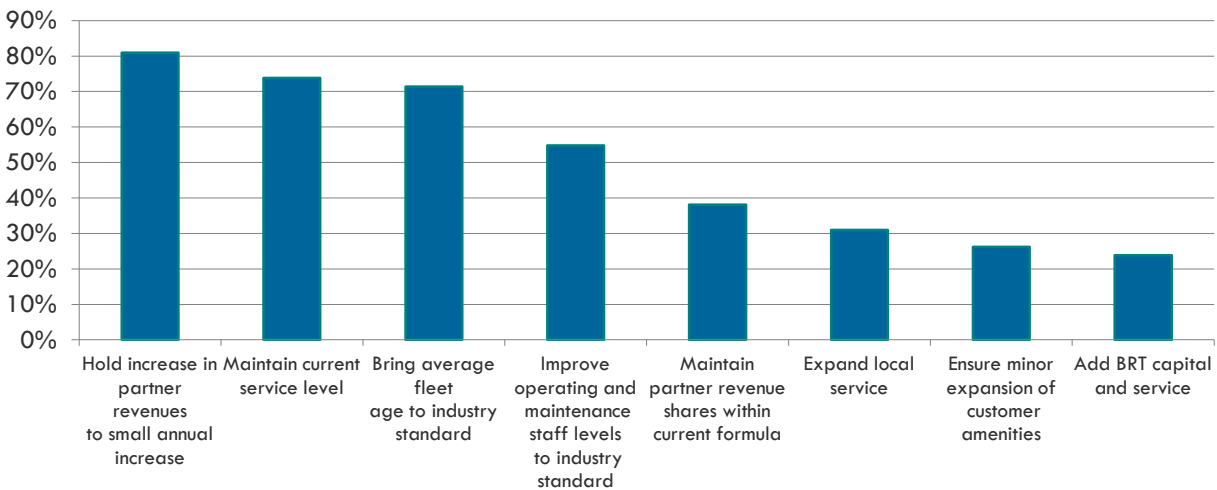
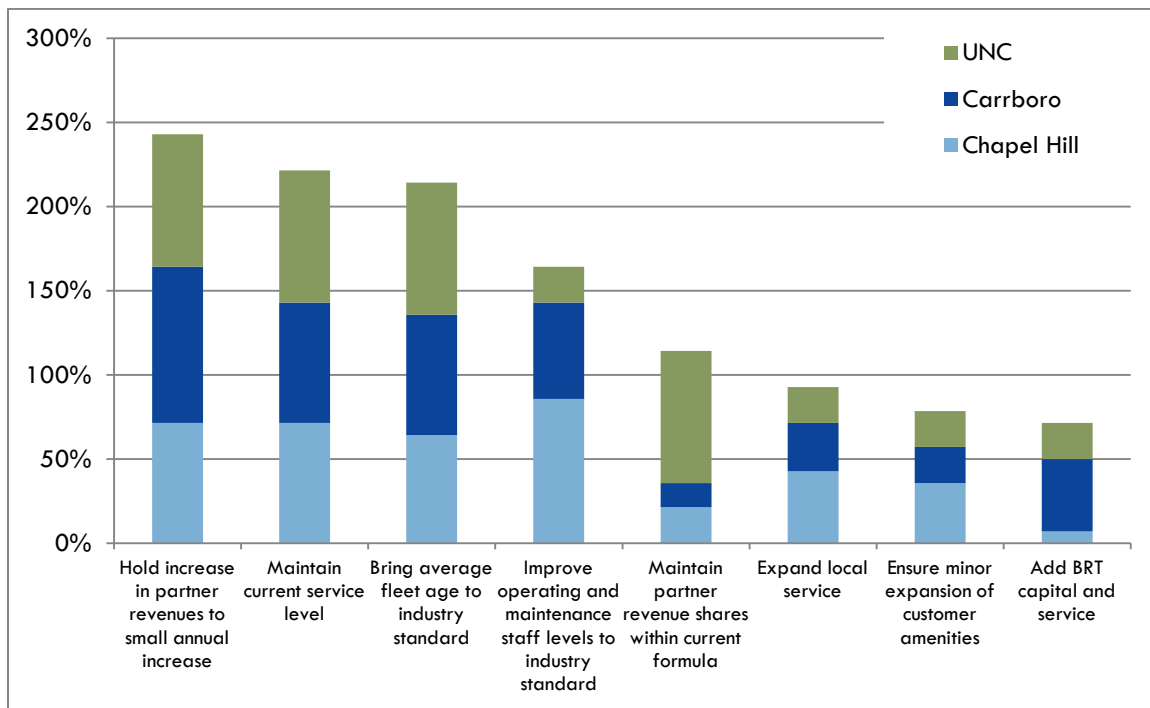


Figure 2 shows each Partner's preference for each priority. The chart is displayed on a 300% scale because each of the three partners' choices was initially graphed on a 100% chart.

The Partners all agree that holding the increase in partner revenue to a small annual amount, maintaining current service levels, and bringing the average fleet age to industry standard are the top fiscal priorities for CHT. However, there is a marked difference in opinion regarding the importance of improving operating and maintenance staff levels and maintaining partner revenue shares with the current formula. Carrboro and Chapel Hill would prefer that the operating and maintenance staff levels were improved while UNC-Chapel Hill would prefer that revenue shares continue unchanged.

Also notable is the fact that Carrboro expressed a much stronger preference for BRT service than did UNC-Chapel Hill or Chapel Hill. For both UNC-Chapel Hill and Chapel Hill, BRT was the least important priority. In contrast, Carrboro ranked it fifth of the eight possible priorities.

Figure 2 Individual Partner Priorities



5A. North-South Corridor Study Update

Staff Resource: Mila Vega, Service Planner

Background

The Chapel Hill North-South Corridor Study project team is in the process of developing ridership, capital cost, operations and maintenance costs and traffic impact information for each of the BRT transit alternatives that are being considered for implementation. Additional socio-economic, cultural/historical, environmental, safety, parking and cost-effectiveness data is also being generated.

During the previous (Tier 1) phase of the project, the corridor was broken into geographic segments to facilitate the development and evaluation of alternatives. The results of the detailed evaluation will be reported by segment to help identify key differentiators between the alternatives, and begin the process of "mixing and matching" the different alternatives to create a transit project that stretches from the Eubanks Road area down to Southern Village. This phase of the project is scheduled to be completed during Fall 2015.

A presentation on the purpose and status of the study was provided to the Downtown Partnership Board at the August 13, 2015 meeting. Overall, the presentation was well received followed by a good discussion. The Board was interested in how this project can help bring more customers to the downtown area. Another point of interest was parking and transportation options for the downtown workforce.

The consultant team is also working on a visualization video that will help illustrate how different runningway options could be integrated within the corridor and interact with vehicular, bicycle and pedestrian traffic. The video draft version will be available to view at the August Partners meeting.

Next Steps

- Receive and review travel time information, estimated costs and ridership projections.
- Upcoming meetings:
 - Technical Committee 8/26, 3-5pm, Chapel Hill Library
 - Policy Committee 9/8, 3-4:30 pm, Chapel Hill Library
 - Technical and Policy Committee comments to the Partners 9/22 (regular meeting)
 - Chapel Hill Town Council – project introduction and status 10/14

5B. Procurement Updates

Staff Resource: Buck Marks, Procurement Specialist

Regional Bus Procurement

- Chapel Hill Transit continues to take the lead role in development of the regional Bus Procurement Invitation for Bids (IFB) with GoTriangle and the City of Durham. The next-to-final draft has been sent for review and approval by each party's legal staff. As lead agency, the City of Durham's procurement department should be able make final preparations to advertise in next month.
- The most recent estimated schedule is:
 - Advertise the IFB, September 15, 2015
 - Receive bids, October 21, 2015
 - Bid award, December 15, 2015
- The Regional partners are still working out final specifications for the delivery schedule. The objective is to balance obtaining buses as soon as possible while ensuring that the major bus manufacturers will compete for the contract.
- Staff will provide an update during the September Partners Meeting.

5C. Estes Park and University Place Update

Staff Resource: Brian Litchfield, Director

Estes Park

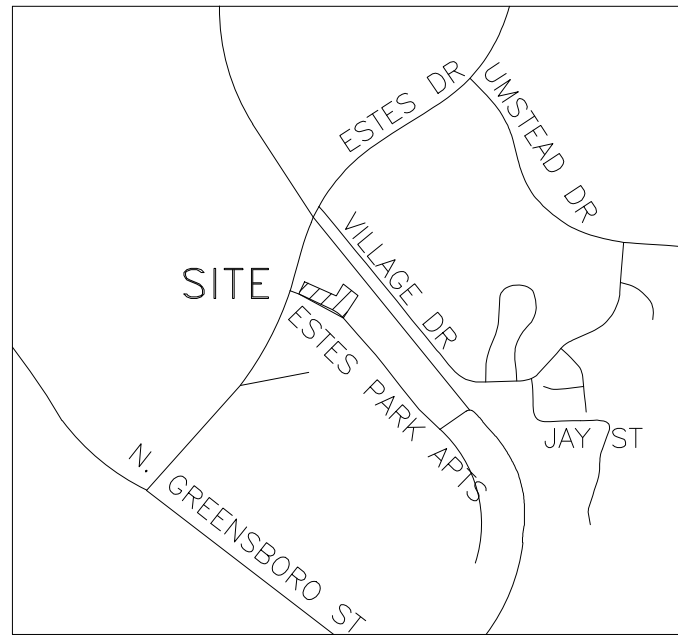
- We have finalized a 10-year lease, access and limited maintenance agreement with the owner of Estes Park for a bus turnaround within the complex. The agreement is being routed for signatures.
- We have been working with Town of Carrboro Engineering and Planning staff to finalize the construction plans for the bus turnaround (Attachment 1). We believe we have met the necessary requirements and are in the process of submitting a Land Use Permit Application for the project.
- We will move forward with receiving bids and establishing a construction plan upon receiving permit approval.
- Staff will provide an update at the September Partners Meeting.

University Place

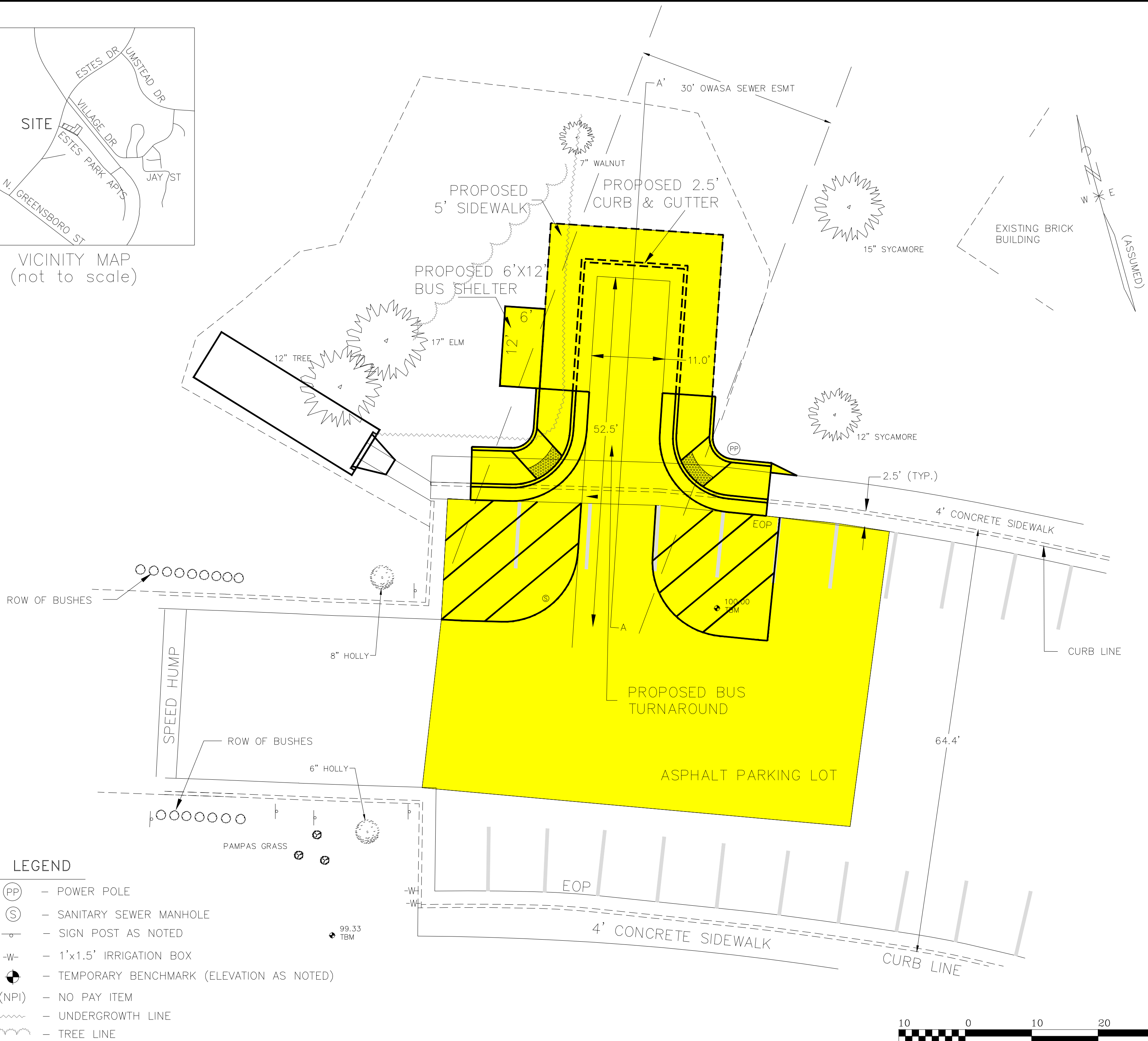
- Due to development activity at University Place (formerly University Mall) we have been working with Mall staff to identify a new location for a bus stop and shelter that will be convenient for transit customers and the Mall.
- We are currently exploring an option for placing the stop and shelter at the Willow Drive entrance near the new theater (former Dillard's location). This site would remove the bus stop/dwelling from an area that is being developed as retail/restaurant space and would not impact current bus routing through the Mall. The site will require some construction and we are in the process of working with Engineering to develop a cost estimate.
- Staff will provide an update at the September Partners Meeting.

Attachment

- 1: Estes Park Bus Turnaround
- 2: Draft University Place Bus Stop Plan

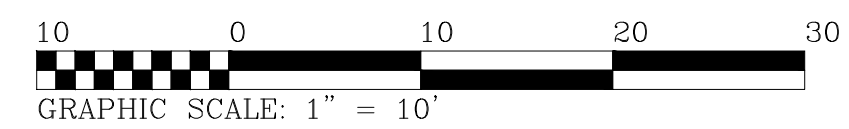


VICINITY MAP
(not to scale)



LEGEND

- (PP) - POWER POLE
- (S) - SANITARY SEWER MANHOLE
- - - - - SIGN POST AS NOTED
- W- - 1'x1.5' IRRIGATION BOX
- ⊕ - TEMPORARY BENCHMARK (ELEVATION AS NOTED)
- (NPI) - NO PAY ITEM
- ~~~~~ - UNDERGROWTH LINE
- ~~~~~ - TREE LINE



Town of
Chapel Hill
ENGINEERING AND DESIGN SERVICES

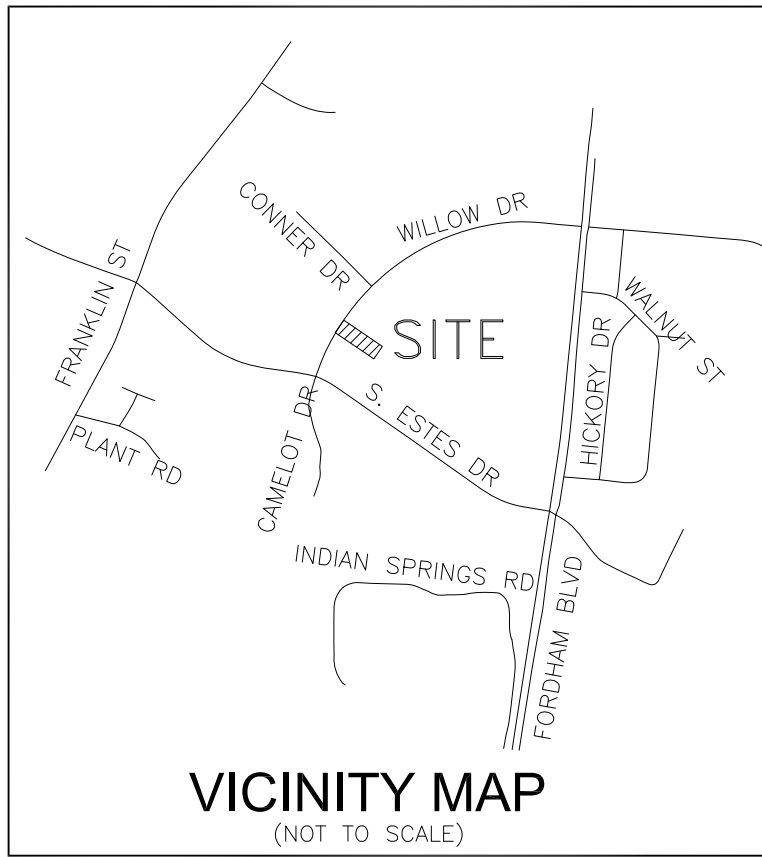


No.	Revision/Issue	Date

TOWN OF CHAPEL HILL
PUBLIC WORKS DEPARTMENT
ENGINEERING AND DESIGN SERVICES DIVISION
6850 MILLHOUSE ROAD
CHAPEL HILL, NC 27516

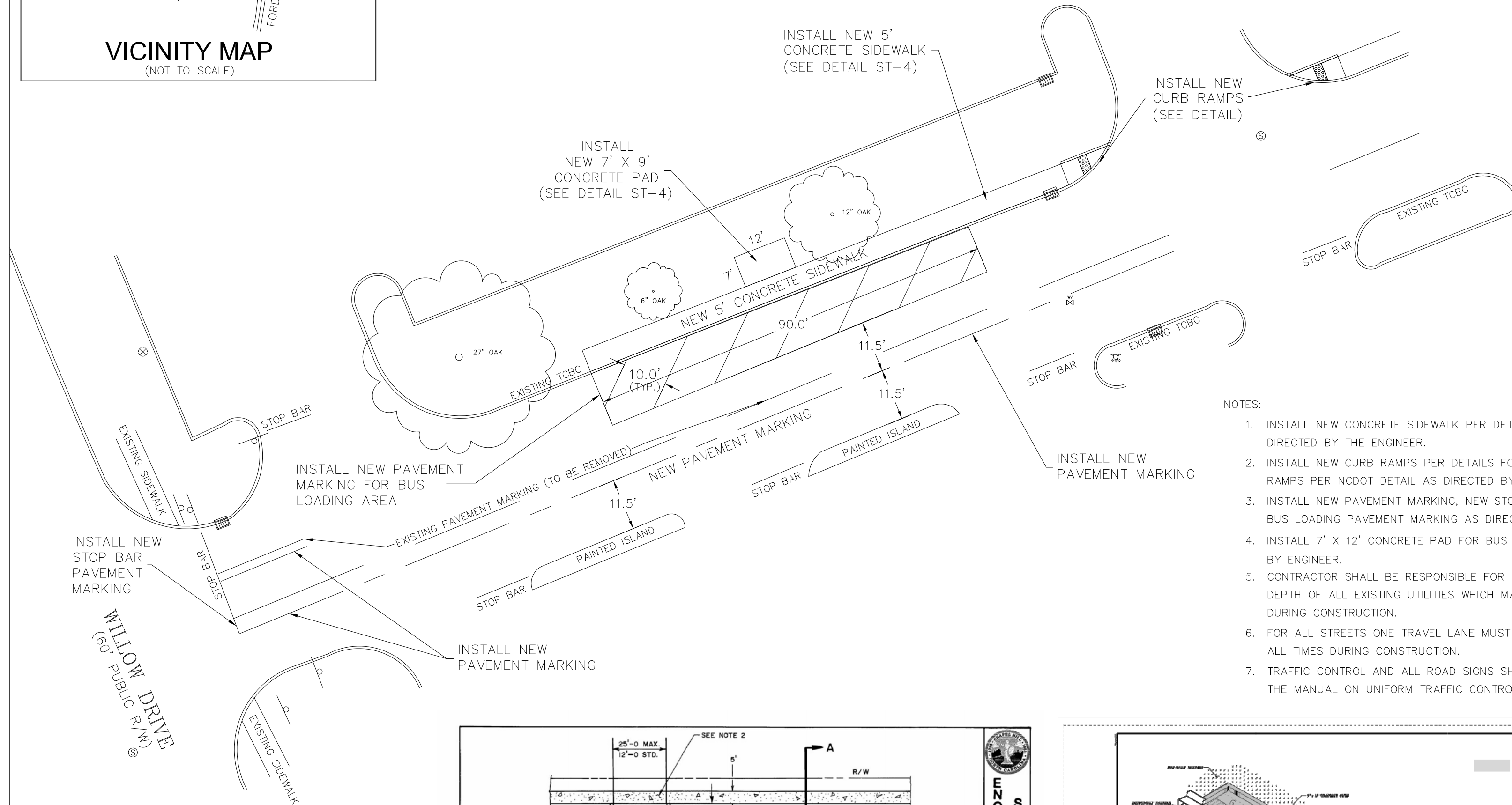
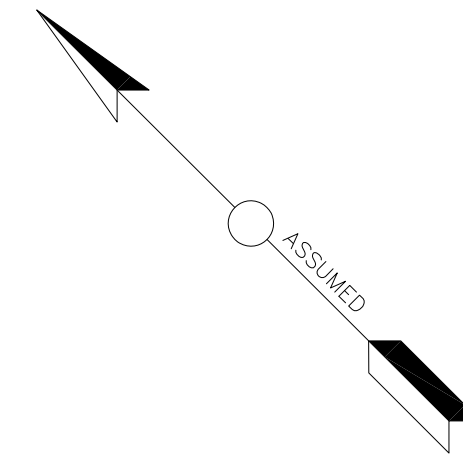
Project Name and Address
Estes Park Apartments
Maintenance Map
306 Estes Dr Ext
Chapel Hill, NC 27510

Project EstesParkApartments.dwg	Sheet 1
Date 08/13/15	
Scale 1" = 10'	



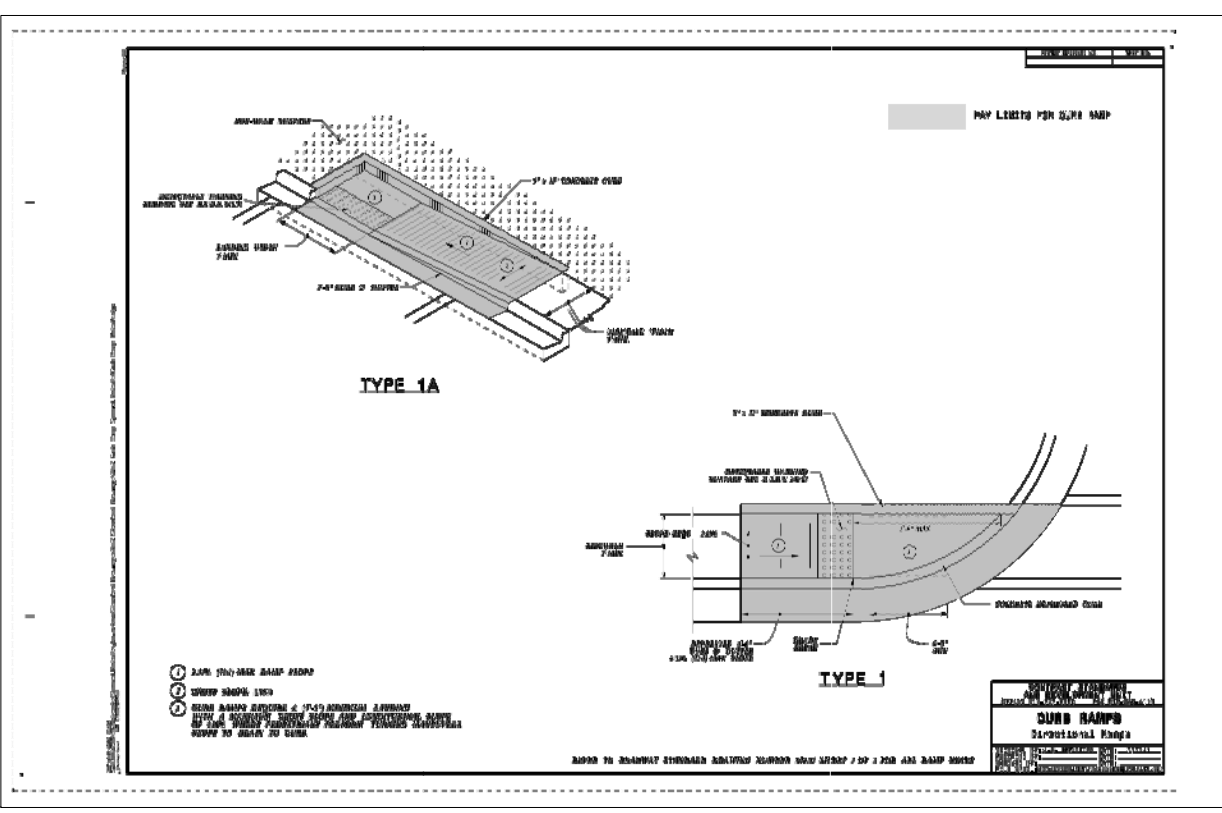
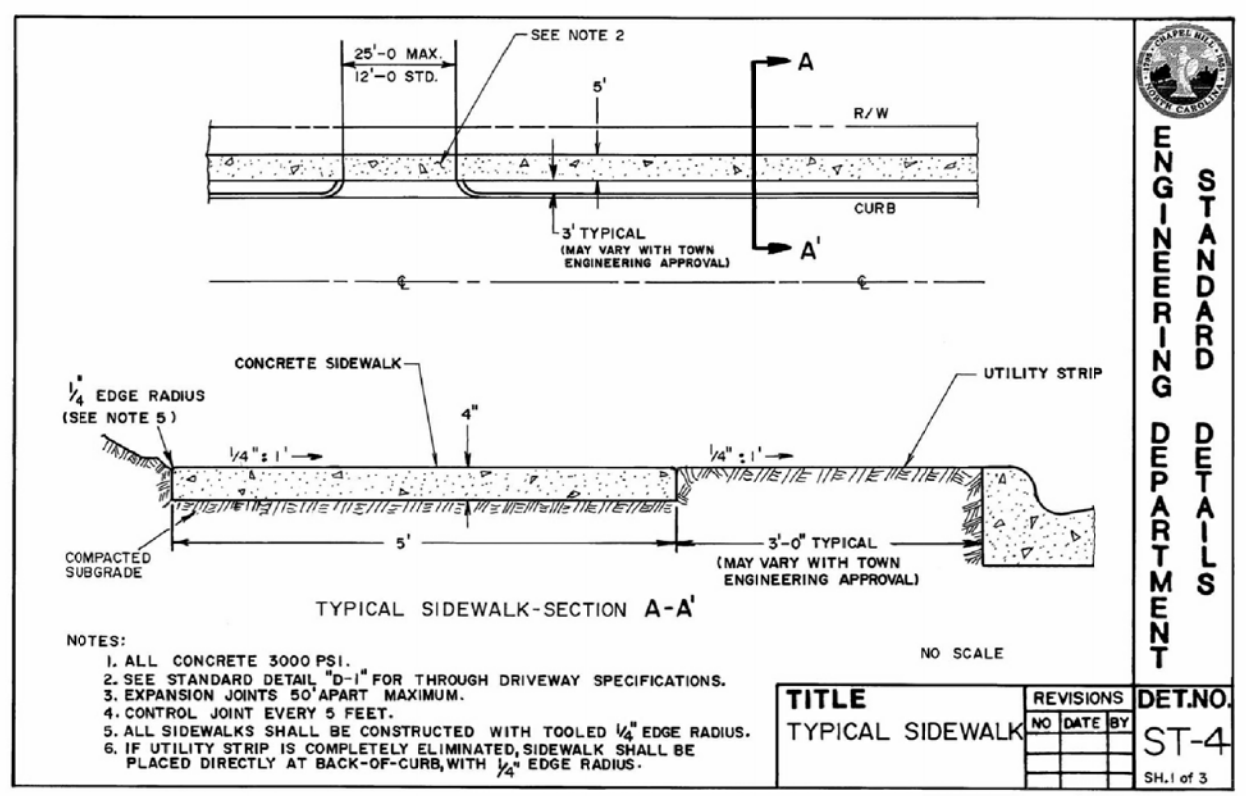
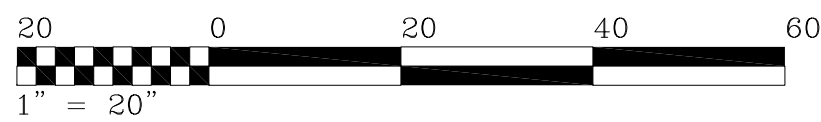
VICINITY MAP
(NOT TO SCALE)

PRELIMINARY PLAT
NOT FOR RECORDING, SALES
OR CONVEYANCE.
THIS DOCUMENT WAS PREPARED FOR
ILLUSTRATION PURPOSES ONLY.



- NOTES:
1. INSTALL NEW CONCRETE SIDEWALK PER DETAIL ST-4 AS DIRECTED BY THE ENGINEER.
 2. INSTALL NEW CURB RAMPS PER DETAILS FOR DIRECTIONAL RAMPS PER NCDOT DETAIL AS DIRECTED BY ENGINEER.
 3. INSTALL NEW PAVEMENT MARKING, NEW STOP BAR AND NEW BUS LOADING PAVEMENT MARKING AS DIRECTED BY ENGINEER.
 4. INSTALL 7' X 12' CONCRETE PAD FOR BUS STOP AS DIRECTED BY ENGINEER.
 5. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE DEPTH OF ALL EXISTING UTILITIES WHICH MAY BE ENCOUNTERED DURING CONSTRUCTION.
 6. FOR ALL STREETS ONE TRAVEL LANE MUST REMAIN OPEN AT ALL TIMES DURING CONSTRUCTION.
 7. TRAFFIC CONTROL AND ALL ROAD SIGNS SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

- LEGEND
- ⊗ - ELECTRIC MANHOLE
 - ⊙ - SANITARY SEWER MANHOLE
 - ⊙ - SIGN POST
 - ⊗ - EXISTING WATER VALVE
 - ⊗ - EXISTING FIRE HYDRANT
 - (NPI) - NO PAY ITEM
 - - EXISTING CURB LINE
 - ▨ - EXISTING CATCH BASIN



Town of
Chapel Hill

ENGINEERING AND DESIGN SERVICES

6850 Millhouse Rd, Chapel Hill, NC 27516

Revision/Issue		Date
Project Name and Address: University Mall Bus Stop 201 Estes Drive Chapel Hill, NC		
Filename: WillowDr_BusStop.dwg	Sheet	
Date: 07/02/15	1/2	
Scale 1" = 20'		

5D. FY15 Summary Performance Report

Staff Resource: Mila Vega

Between FY13 and FY 14 there was some reallocation of ridership between the routes and it was most likely associated with Park and Ride fees. At the same time PX experienced a significant growth and it was the only Park and Ride route that didn't require a fee. There was also an increase on FCX.

FY13 and FY14 total ridership stayed pretty much unchanged. There was a small increase recorded for FY14 most likely attributed to an extra service weekday. Subsequently, less Saturdays and Sundays resulted in a slightly lower weekend ridership.

In FY15 total ridership decreased by 349,297 rides. There is a two-day difference in service weekdays between FY14 and FY15. Also, it is important to note that due to inclement weather in February, there were several closures, significant interruptions and delays in service.

Ridership has decreased on all express routes, likely as a result of improved regional services and pay for park and ride.

Park and Ride routes had varying performance records. Park and Ride lot utilization survey showed that Jones Ferry use was declining, Carrboro Plaza and Eubanks stabilized after the initial drop, following the implementation of pay for park and ride, and Southern Village has started to regain its utilization rate.

RU was the strongest performer in FY15 as far as gaining ridership, even despite reduction in service days and days lost service due to inclement weather.

Demand Response shows a decrease in ridership but it is attributed to the change in reporting. In prior years Senior Shuttle ridership was reported as Demand Response because the service was operate by EZ Rider. However, after evaluating service characteristics, staff decided it was more appropriate to report it as part of our fixed route services.

Staff will continue to monitor ridership and provide a mid-year update. Staff will utilize ridership trends as we work with our Partners to plan our future service levels.

	FY13	FY14	FY13-FY14 %	FY15	FY14-FY15 %
Weekday Service Days	249	250		248	
Safe Ride Service Days	88	91		88	
Saturday Service Days	57	56		57	
Sunday Service Days	35	33		34	
Tar Heel Express Service Days	26	28		26	
FCX	437,449	497,633	14%	452,357	-9%
HU	135,209	114,495	-15%	93,723	-18%
JFX	197,166	131,349	-33%	122,033	-7%
CPX	151,476	135,749	-10%	127,814	-6%
CCX	132,192	120,343	-9%	115,347	-4%
DX	31,165	25,246	-19%	23,053	-9%
PX	26,998	41,343	53%	40,758	-1%
Total Express	1,111,656	1,066,158	-4%	975,084	-9%
A	288,181	313,369	9%	291,117	-7%
CL	43,566	45,052	3%	34,615	-23%
CM	151,319	155,736	3%	142,554	-8%
CW	196,248	217,947	11%	207,338	-5%
D	458,130	457,903	0%	426,166	-7%
F	229,773	227,765	-1%	213,617	-6%
G	192,308	228,498	19%	207,889	-9%
HS	33,652	41,951	25%	34,852	-17%
J	907,784	901,485	-1%	865,433	-4%
N	134,352	149,088	11%	147,521	-1%
NS	833,427	819,699	-2%	831,861	1%
NU	300,880	314,325	4%	304,354	-3%
RU	323,804	343,326	6%	365,701	7%
S	473,202	386,002	-18%	370,842	-4%
T	266,130	256,927	-3%	213,830	-17%
U	441,346	478,441	8%	464,825	-3%
V	143,372	137,770	-4%	125,591	-9%
SAFE G	3,055	4,366	43%	1,901	-56%
SAFE J	7,793	8,378	8%	4,235	-49%
SAFE T	12,377	17,134	38%	9,729	-43%
Total Local	5,440,698	5,505,163	1%	5,263,970	-4%
Total Weekday	6,552,354	6,571,322		6,239,054	-5%
CM (sat)	4,215	6,890	63%	5,900	-14%
CW (sat)	10,464	13,507	29%	15,581	15%
D (sat)	18,144	17,001	-6%	16,118	-5%
NU (sat)	20,760	15,262	-26%	15,728	3%
T (sat)	17,209	18,385	7%	16,162	-12%
U (sat)	27,023	27,920	3%	25,552	-8%
FG (sat)	10,122	9,356	-8%	10,611	13%
JN (sat)	11,558	11,595	0%	11,313	-2%
NU (sun)	20,978	16,488	-21%	19,800	20%
U (sun)	21,628	15,867	-27%	20,743	31%
Total Weekend	162,103	152,270	-6%	157,507	3%
Tar Heel	149,016	150,569	1%	130,843	-13%
Demand Response	59,621	64,496	8%	53,438	-17%
Senior Shuttle				8,518	
Total All Services	6,923,094	6,938,657	0%	6,589,360	-5%

6A. Operations

Staff Resource: Tyffany Neal, Operations Manager - Demand Response

Pittsboro Express

- Chatham Transit Network (CTN) began providing service on this route effective July 1, 2015.

Labor Day Holiday

- Chapel Hill Transit services will not operate on Monday, September 7th, 2015, in observance of the Labor Day holiday. Chapel Hill Transit services will resume on Tuesday, September 8th, 2015.
- Notices will be posted on vehicles, along with a press release and social media messages.

Demand Response – Tyffany Neal

- Demand Response's On-Time Performance (OTP):
 - June 2015 – 92.51% July 2015 – 94.85%
 - June 2014 – 94.24% July 2014 – 93.51%
 - June 2013 – 93.35% July 2013 – 91.91%
- Demand Response's Cancellations:
 - June 2015 – 22.90% July 2015 – 24.12%
 - June 2014 – 22.55% July 2014 – 23.71%
 - June 2013 – 23.86% July 2013 – 22.86%
- Demand Response's Missed Trips:
 - June 2015 – 6 (0%) July 2015 – 4 (0%)
 - June 2014 – 0 (0%) July 2014 – 1 (0%)
 - June 2013 – 2 (0%) July 2013 – 1 (0%)
- Demand Response had one (1) preventable accident (Fixed Object) in June 2015 and one (1) preventable accident (Fixed Object) in July 2015. Currently, Demand Response has been preventable accident-free for 30+ days.
- Perfect Attendance:
 - June 2015 – 40% of all employees obtained Perfect Attendance
 - July 2015 - 64% of all employees obtained Perfect Attendance
- In June 2015, two (2) Demand Response Operators celebrated 5+ years of longevity (in 5-year increments).
- Demand Response added one (1) full-time Operator position effective July 1st, 2015.

Fixed Route – Tyffany Neal

- Fixed Route's On-Time Performance (OTP):
 - June 2015 – 83% July 2015 – 83%
 - June 2014 – 88% July 2014 – 88%
 - June 2013 – 83% July 2013 – 83%
- Fixed Route had two (2) preventable accidents (Vehicular and Fixed Object) in June 2015 and six (6) preventable accidents (Vehicular and Fixed Object) in July 2015.
- Perfect Attendance:
 - June 2015 – 31% of all employees obtained Perfect Attendance
 - July 2015 - 34% of all employees obtained Perfect Attendance
- In June 2015, ten (10) Fixed Route Operators celebrated 5+ years of longevity (in 5-year increments).
- Fixed Route added five (5) full-time Operator positions on July 1st, 2015.
- Fixed Route promoted one (1) trainee to a full-time position in June 2015 and six (6) trainees were promoted in July 2015. They celebrated their promotions with a graduation celebration prior to beginning revenue service.
- Operations/Safety Meetings were held in July 2015. During these meetings, HRD conducted Customer Service training – The Art of Customer Service - for all CHT employees.
- Interim Fire Chief Matt Sullivan commended our Transit staff regarding the Hazardous Substance response at Pinegate Apartments July 8th, 2015. Melissa Tillman, Supervisor, was the dispatcher on duty. Supervisors Joseph McMiller, Cheonna Boyd and Deborah Davis were close by when we received the request to assist with a potential evacuation.

6B. Director

Staff Resource: Brian Litchfield

- The August Director's Report will be provided at the meeting on August 25, 2015.



CHAPEL HILL TRANSIT
 Town of Chapel Hill
 6900 Millhouse Road
 Chapel Hill, NC 27514-2401

phone (919) 969-4900 fax (919) 968-2840
www.townofchapelhill.org/transit

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS**

August 25, 2015

September 22, 2015 No Meeting	
Action Items	Informational Items
	AA Study Update Financial Sustainability Study Update Procurement Update
October 27, 2015 11:00 a.m.	
Action Items	Informational Items
	AA Study Update Financial Sustainability Study Update
November 17, 2015 11:00 a.m.	
Actions Items	Informational Items
	AA Study Update Financial Sustainability Study Update

<u>Key Meetings/Dates</u>
MPO Board – September 9, 2015, 9-11AM, Committee Room, Durham City Hall
TCC Meeting – September 23, 2015, 9-11AM, Committee Room, Durham City Hall
APTA Annual Meeting – October 4-7, Hilton San Francisco Union Square, San Francisco, CA
APTA 13 th National Light Rail & Streetcar Conference – November 15-17, The Hyatt Regency Hotel, Minneapolis, MN

1401 Oak Tree Dr
Chapel Hill, NC 27517
August 15, 2015

Mr. Brian M. Litchfield
Director
Chapel Hill Transit Services
6900 Millhouse Road
Chapel Hill, NC 27516

Dear Mr. Litchfield,

This letter is to compliment one of your drivers with whom I have become acquainted on Saturdays on the FG route.

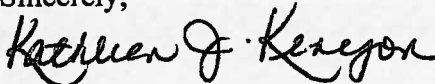
Reginald Mebane is by far one of the kindest, gregarious, compassionate drivers I have ever encountered in taking the bus in Chapel Hill for the past 21 years!! From the moment the bus door opens and he greets you with his enthusiastic salutation, if you were having a bad day until then, it evaporates not daring to return!

And this morning I was able to witness his kindness to a woman in a motorized wheelchair waiting at University Place. She needed to get to the hospital but the FG does not go there on Saturdays. He got off the bus, conferred with her, got on his phone and made arrangements to take her to Franklin Street by the Coffee Shop where she could take the D bus to UNC. She had transportation from there.

He truly is the epitome of kindness and an employee of whom you can be proud.. His behavior and customer service is exemplary and he is a role model for all us in loving kindness. He demonstrates just how little it takes to show consideration and to do so with a genuine smile! He enables you to feel good, and in turn, it reminds you to pass it forward.

I truly look forward to my Saturday rides and I hope this letter brings him the recognition he so rightfully deserves. (He doesn't do it for recognition...it comes from his heart.)

Sincerely;



Kathleen J. Kenyon