



CHAPEL HILL TRANSIT
Town of Chapel Hill
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CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
NOTICE OF COMMITTEE MEETING AND AGENDA
NOVEMBER 17, 2015 – 11:00 A.M. to 1:00 P.M.
CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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

Tuesday, October 27, 2015 at 11:00 AM

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

Absent: Damon Seils, Carrboro Alderman

Staff present: Brian Litchfield, Transit Director, Roger Chapin, Assistant Transit Director – Operations, Rick Shreve, Budget Manager, Bergen Watterson, Carrboro Transportation Planner

Guests: Dan Myers and Julia Suprock – URS Corporation, Molly DeMarco, Laura Winslow and Admoa Adsare in support of the HS Route improvements.

1. The Meeting Summary of September 22, 2015 was received and approved.
2. **Employee Recognition** - None
3. **Consent Items**
 - A. September Financial Report – Rick reviewed the report for the Partners.
4. **Discussion Items**
 - A. North South Corridor Study Update – Brian introduced the consultants who reviewed the North South Corridor Study to date and the transit needs in the corridor. Mr. Myers reviewed the goals of the project and explained the detailed evaluation of alternatives as well as describing the Service Plans. Ms. Suprock reviewed the analysis of the plans and the recommendations for each of the six alternatives. The potential outcomes of BRT service were reviewed, costs and potential timelines for implementation were discussed. Partners will make comments/recommendations at the next meeting.
 - B. Long Range Financial Sustainability Update – Rick reviewed the historic contributions made by the Partners and projected contributions for the next 10 years and presented next steps. The Partners asked for a further breakdown of the figures for the future year projections.

5. Information Items

A. HS Route/Estes Park Updates – Brian reviewed the HS route update. Laura Winslow advocated for a one hour increase early in the AM and a one hour increase in the PM. Ms. Adsare noted that the increased hours would benefit the Habitat for Humanity residents who need to get back and forth to work especially at UNC hospitals. The Partners agreed that it made sense to make this change. Brian said that it could be done as early as January 1st if the route itself remains unchanged and just the extra hours added. If the Partners wish to make changes to the route that would be effective in August 2016. There was a unanimous decision to move forward with increasing the hours for January. Formal support will be provided at the November meeting after the information on increased costs is provided to the Partners. Actual route changes will be discussed for an August implementation.

Brian reviewed the update on Estes Park and provided information on the repair of a pot hole at Southern Village.

B. Bus Procurement Update – This was provided for information.

6. Departmental Monthly Reports

A. Operations – This was provided for the Partners.

B. Director – This was provided for the Partners.

7. Future Meeting Items

8. Partner Items

9. **Next Meeting** – November 17, 2015

10. Adjourn

The Partners set a next meeting date for November 17, 2015
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3A. October Financial Report

Prepared by: Rick Shreve

October 2015

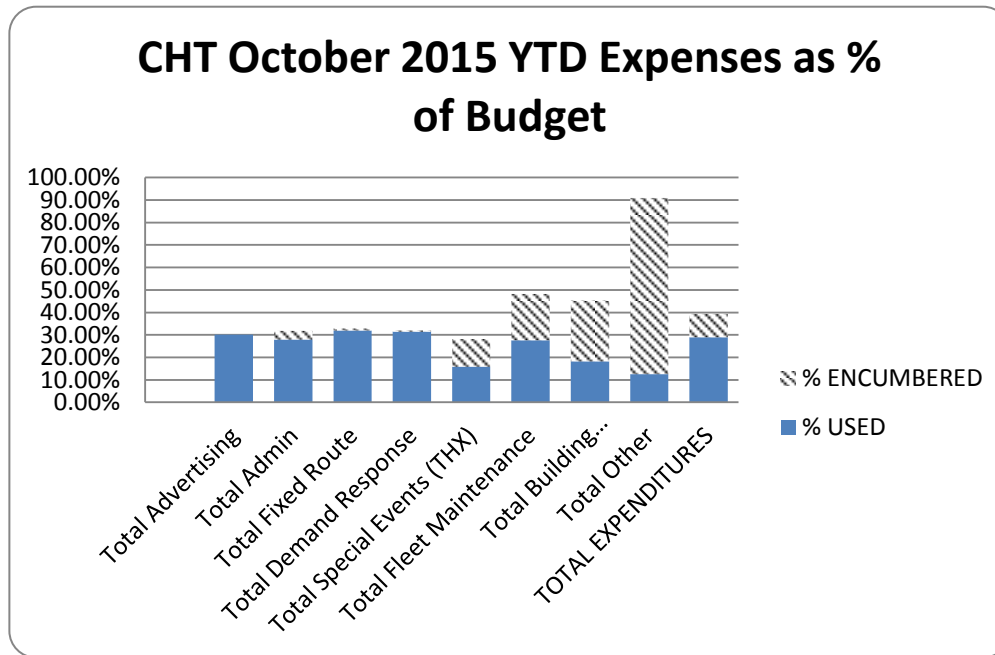
- Expenses for the month of October were \$2,198,964. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 39.39% of our budget has been expended or reserved for designated purchase (e.g. purchase orders created for vehicle maintenance inventory supplies encumber those funds, and show them as unavailable for other uses).
 - The expenses for October included three biweekly payrolls, as well as the expense of funds encumbered in the past fiscal year for the replacement of small service vehicles that were well beyond their useful life.
 - The total budget that has been expensed or encumbered is somewhat skewed by the encumbrance of \$760,000 for the financing of buses. That money appears in these numbers as budgeted funds that are encumbered, which affects the totality of the available budget. Looking at individual divisions, one can see that we are in line with monthly expenditures for operating purposes.

Highlights

- This data reflects the first four months of this fiscal year, but there are no discernable trends away from previous patterns. 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 October 2015

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED October = 33.33%
Total Advertising	\$ 93,222	\$ 93,222	\$ 9,004	\$ 27,990	\$ -	\$ 65,232	30.02%
Total Admin	1,472,385	1,504,748	124,441	421,044	56,429	1,027,275	31.73%
Total Fixed Route	11,181,804	11,404,048	1,203,881	3,639,163	106,361	7,658,524	32.84%
Total Demand Response	1,926,450	1,929,950	193,775	607,524	9,441	1,312,986	31.97%
Total Special Events (THX)	317,207	317,207	39,953	50,170	38,805	228,233	28.05%
Total Fleet Maintenance	4,193,542	4,243,522	410,954	1,172,513	869,468	2,201,541	48.12%
Total Building Maintenance	750,765	807,530	71,510	147,744	217,543	442,242	45.24%
Total Other	839,640	1,227,111	145,444	153,554	962,375	111,182	90.94%
TOTAL EXPENDITURES	\$ 20,775,015	\$ 21,527,338	\$ 2,198,964	\$ 6,219,701	\$ 2,260,421	\$ 13,047,216	39.39%



4A. HS Route Improvements

Staff Resource: Brian Litchfield, Transit Director

- Staff will provide an update at the meeting on November 17, 2015.

4B. Aug-Sep-Oct Performance Report

Staff Resource: Mila Vega

August and September 2015 reports show ridership consistent with the numbers recorded last year. However, October ridership showed a significant decline compared to the same month last year. Some of the decrease in October (about 25,000-30,000 riders) can be attributed to the number of service days (22 in the current fiscal year vs 23 in prior year) and the transfer of PX service to Chatham Transit Network (about 3,000-4,000 rides).

Staff began reviewing individual routes to see where that decline is occurring. We've looked at J and FCX. We started with FCX and J because those are some of the highest performing routes: FCX decreased by 9% from FY14 to FY15; J – 4%.

Over the last 5 years, FCX experienced both gains and losses in ridership. J has been declining steadily.

Route	FY10	FY11	FY12	FY13	FY14	FY15
FCX	354,666	395,470	443,086	437,449	497,633	452,357
J	1,142,292	968,627	944,396	917,784	901,485	865,433

Looking at FCX and J data per trip, the following observations are made:

- FCX - The average load factor on AM inbound trips (Friday Center – Campus) is 22; PM outbound 23. We have requested NC54 Corridor park and ride utilization data from the University for further analysis. The next steps will also include data analysis by stop in the NC 54 corridor as well as ridership analysis on HU, S and V routes.
- J – While ridership is consistently lower throughout the entire day, the average AM peak inbound and outbound load factor is 34 passengers (for reference, CHT fleet averages 35-38 seats per bus). The data shows the greatest decrease between 6:00 pm and midnight.

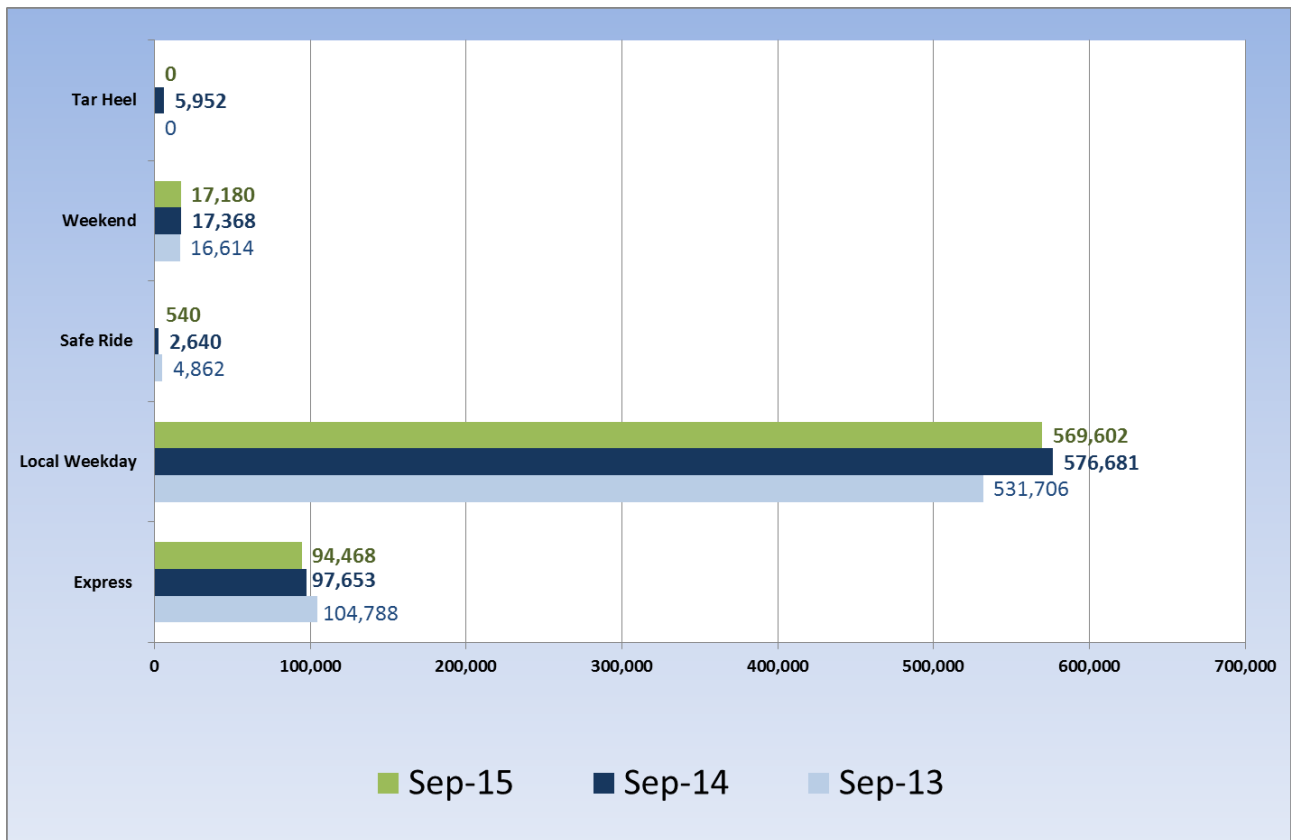
In addition to the route analysis, staff has addressed technical issues associated with the ridership hardware and software:

- Reset Automatic Passenger Counter server
- Repaired hardware on buses that were collecting data but not uploading to the server
- Developed a new monitoring system for maintenance staff to prevent these failures from accumulating and ensure timely repairs.
- Created new schedule files that were uploaded into the ridership report generating program.

August 2015 Ridership and Service Days

	Aug-13	Aug-14	Aug-15
Weekday Service Days	22	21	21
Safe Ride Service Days	6	6	6
Saturday Service Days	5	5	5
Sunday Service Days	1	3	3
Tarheel Express Service Days	0	1	0

	Aug-13	Aug-14	Aug-15
Express	100,472	87,698	77,992
Local Weekday	456,432	414,192	430,552
Safe Ride	2,461	2,034	312
Weekend	10,854	15,360	17,706
Tar Heel	0	5,952	0

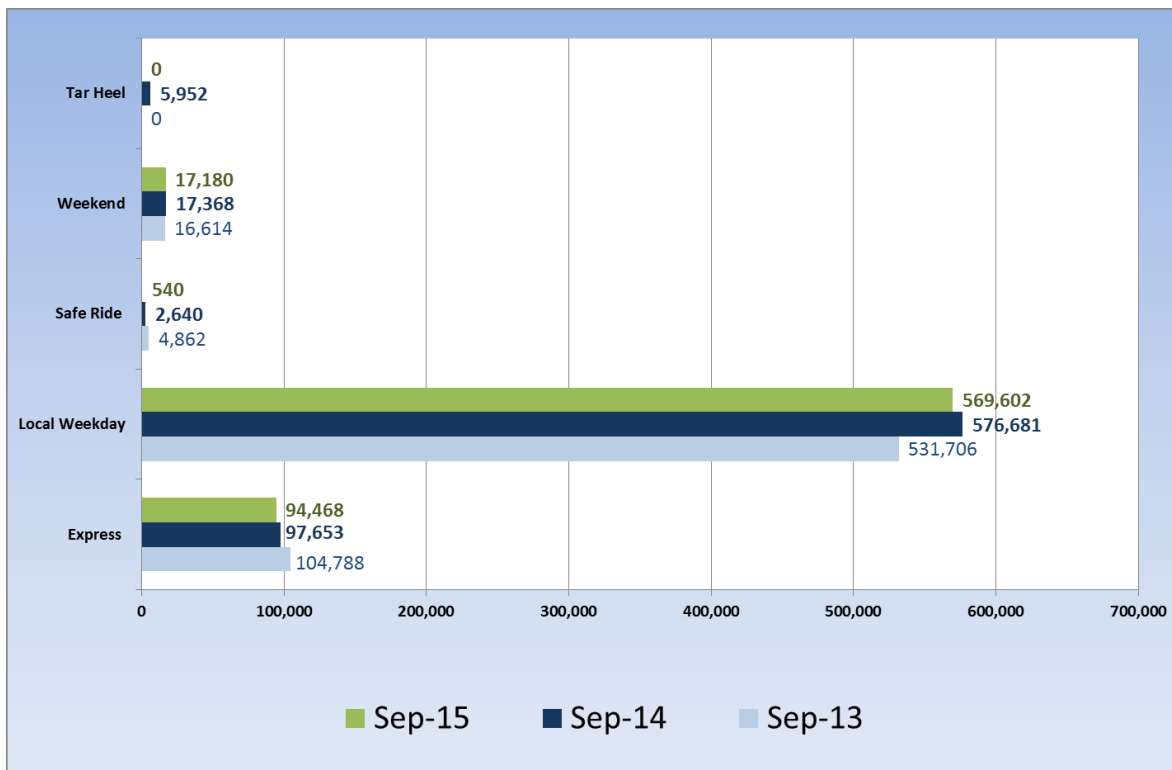


	Aug-13	Aug-14	Aug-15	FY13-14	FY14-15	FY15-16
Weekday Service Days	22	21	21	44	43	43
Safe Ride Service Days	6	6	6	6	6	6
Saturday Service Days	5	5	5	9	9	9
Sunday Service Days	1	3	3	1	3	3
Tarheel Express Service Days	0	1	0	0	1	0
FCX	45,998	40,176	37,843	86,720	74,782	70,893
HU	13,486	10,960	6,755	24,200	18,990	14,103
JFX	12,163	10,595	11,407	23,361	20,473	20,537
CPX	11,918	10,668	10,417	21,400	20,216	19,283
CCX	9,918	10,028	9,839	18,256	18,960	18,287
DX	2,801	2,373	1,731	5,067	4,265	3,535
PX	4,188	2,898		8,418	5,778	0
A	22,515	21,353	23,346	38,883	38,293	40,550
CL	4,168	3,834	3,058	7,094	6,672	5,500
CM	12,822	11,687	10,687	23,954	21,499	19,267
CW	19,670	16,594	17,185	38,238	29,926	31,177
D	53,802	37,664	37,364	110,430	70,642	68,661
F	19,999	19,855	18,819	37,005	38,225	36,507
G	18,429	18,053	16,833	31,673	32,771	30,891
HS	2,543	2,264	2,109	4,501	4,046	3,913
J	77,840	71,825	75,148	144,434	130,939	133,756
N	12,140	11,543	10,305	22,194	21,795	18,489
NS	73,228	64,620	70,684	140,768	122,678	128,218
NU	21,979	21,626	22,610	33,001	31,504	32,972
RU	23,399	22,719	27,121	32,001	32,707	36,141
S	32,576	30,090	29,256	59,790	54,642	51,630
T	19,289	19,350	16,978	34,557	35,894	30,332
U	29,508	30,048	38,624	45,810	47,956	52,726
V	12,526	11,067	10,425	24,164	19,779	17,993
SAFE G	435	378	42	435	378	42
SAFE J	582	396	120	582	396	120
SAFE T	1,443	1,260	150	1,443	1,260	150
Weekday Fixed Route Total	559,364	503,924	508,856	1,018,378	905,466	885,673
Change from previous year (%) weekday		-10%	1%		-11%	-2%
CM	393	580	651	581	1,036	1,111
CW	1,166	1,373	1,758	1,878	2,441	2,950
D	1,706	1,875	1,607	2,814	3,055	2,767
NU (sat)	924	1,386	1,686	924	1,386	1,686
T	1,601	1,611	1,294	2,917	2,579	2,254
U (sat)	1,637	2,457	3,792	1,637	2,457	3,792
FG	903	654	1,111	1,443	1,306	1,839
JN	1,084	1,104	1,070	1,828	1,892	1,914
NU (sun)	667	2,001	1,878	667	2,001	1,878
U (sun)	773	2,319	2,859	773	2,319	2,859
Weekend Fixed Route Total	10,854	15,360	17,706	15,462	20,472	23,050
Change from previous year (%) weekend		42%	15%		32%	13%
Total Fixed Route Passenger Trips	570,218	519,284	526,562	1,033,840	925,938	908,723
Change from previous year (%)		-9%	1%		-10%	-2%
Senior Shuttle	0	702	795	0	1,344	1,588
Tar Heel Express/Special Service	0	5,952	0	0	5,952	0
Demand Response	5,910	4,692	5,088	11,415	9,218	9,824
All Service Categories Ridership	576,128	530,630	532,445	1,045,255	942,452	920,135
Change from previous year (%)		-8%	0%		-10%	-2%

September 2015 Ridership and Service Days

	Sep-13	Sep-14	Sep-15
Weekday Service Days	20	21	22
Safe Ride Service Days	13	12	12
Saturday Service Days	4	4	4
Sunday Service Days	5	4	4
Tarheel Express Service Days	2	1	3

	Sep-13	Sep-14	Sep-15
Express	104,788	97,653	94,468
Local Weekday	531,706	576,681	569,602
Safe Ride	4,862	2,640	540
Weekend	16,614	17,368	17,180
Tar Heel	0	5,952	0

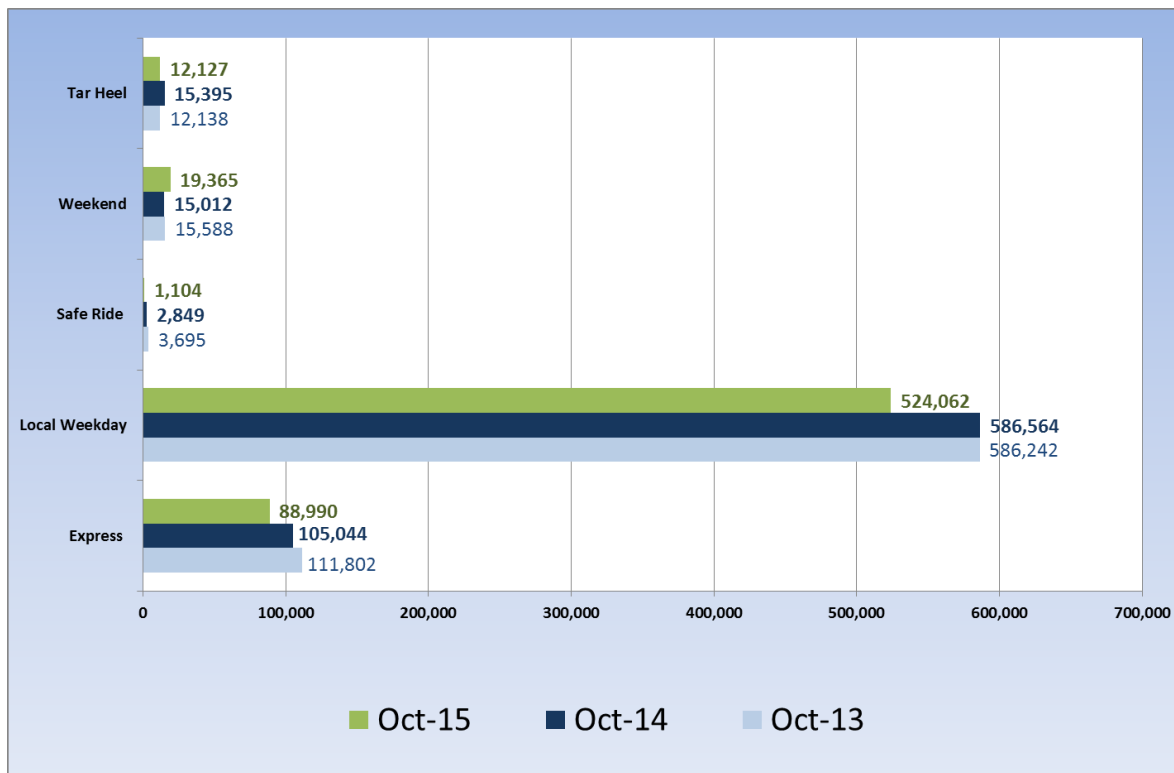


	Sep-13	Sep-14	Sep-15	FY13-14	FY14-15	FY15-16
Weekday Service Days	20	21	22	64	64	65
Safe Ride Service Days	13	12	12	19	18	18
Saturday Service Days	4	4	4	13	13	13
Sunday Service Days	5	4	4	6	7	7
Tarheel Express Service Days	2	1	3	2	2	3
FCX	48,160	47,502	46,178	134,880	122,284	117,071
HU	11,452	8,988	7,964	35,652	27,978	22,067
JFX	13,080	12,411	12,958	36,441	32,884	33,495
CPX	13,719	13,062	13,420	35,119	33,278	32,703
CCX	11,240	10,584	12,012	29,496	29,544	30,299
DX	3,000	2,037	1,936	8,067	6,302	5,471
PX	4,137	3,069		12,555	8,847	0
A	30,645	34,881	33,066	69,528	73,174	73,616
CL	4,800	3,213	3,740	11,894	9,885	9,240
CM	14,180	15,645	13,332	38,134	37,144	32,599
CW	19,260	20,769	20,152	57,498	50,695	51,329
D	37,577	43,386	41,338	148,007	114,028	109,999
F	21,720	21,357	22,748	58,725	59,582	59,255
G	22,135	20,937	21,450	53,808	53,708	52,341
HS	4,020	3,717	3,806	8,521	7,763	7,719
J	86,756	92,085	93,434	231,190	223,024	227,190
N	14,980	15,393	14,036	37,174	37,188	32,525
NS	79,265	87,150	88,704	220,033	209,828	216,922
NU	31,240	36,687	35,134	64,241	68,191	68,106
RU	38,797	46,431	43,890	70,798	79,138	80,031
S	39,420	38,136	38,346	99,210	92,778	89,976
T	25,600	22,995	22,220	60,157	58,889	52,552
U	47,751	60,585	61,578	93,561	108,541	114,304
V	13,560	13,314	12,628	37,724	33,093	30,621
SAFE G	956	312	60	1,391	690	102
SAFE J	1,385	792	252	1,967	1,188	372
SAFE T	2,522	1,536	228	3,965	2,796	378
Weekday Fixed Route Total	641,356	676,974	664,610	1,659,734	1,582,440	1,550,283
Change from previous year (%) weekday		6%	-2%		-5%	-2%
CM	692	532	596	1,273	1,568	1,707
CW	1,104	1,424	1,152	2,982	3,865	4,102
D	1,444	1,524	1,256	4,258	4,579	4,023
NU (sat)	1,616	2,508	2,536	2,540	3,894	4,222
T	1,764	1,548	1,304	4,681	4,127	3,558
U (sat)	3,112	3,268	4,144	4,749	5,725	7,936
FG	804	1,016	1,036	2,247	2,322	2,875
JN	1,008	900	1,000	2,836	2,792	2,914
NU (sun)	2,110	2,064	1,872	2,777	4,065	3,750
U (sun)	2,960	2,584	2,284	3,733	4,903	5,143
Weekend Fixed Route Total	16,614	17,368	17,180	32,076	37,840	40,230
Change from previous year (%) weekend		5%	-1%		18%	6%
Total Fixed Route Passenger Trips	657,970	694,342	681,790	1,691,810	1,620,280	1,590,513
Change from previous year (%)		6%	-2%		-4%	-2%
Senior Shuttle	0	769	762	0	2,113	2,350
Tar Heel Express/Special Service	12,611	6,165	12,014	12,611	12,117	12,014
Demand Response	5,553	4,763	5,176	16,968	13,981	15,000
All Service Categories Ridership	676,134	706,039	699,742	1,721,389	1,648,491	1,619,877
Change from previous year (%)		4%	-1%		-4%	-2%

October 2015 Ridership and Service Days

	Oct-13	Oct-14	Oct-15
Weekday Service Days	23	23	22
Safe Ride Service Days	10	11	12
Saturday Service Days	4	4	5
Sunday Service Days	4	4	4
Tarheel Express Service Days	3	4	4

	Oct-13	Oct-14	Oct-15
Express	111,802	105,044	88,990
Local Weekday	586,242	586,564	524,062
Safe Ride	3,695	2,849	1,104
Weekend	15,588	15,012	19,365
Tar Heel	12,138	15,395	12,127



	Oct-13	Oct-14	Oct-15	FY13-14	FY14-15	FY15-16
Weekday Service Days	23	23	22	87	87	87
Safe Ride Service Days	10	11	12	29	29	30
Saturday Service Days	4	4	5	17	17	18
Sunday Service Days	4	4	4	10	11	11
Tarheel Express Service Days	3	4	4	5	6	7
FCX	51,911	49,250	42,306	186,791	171,534	159,377
HU	13,064	9,729	7,876	48,716	37,707	29,943
JFX	14,582	13,018	11,748	51,023	45,902	45,243
CPX	13,708	14,567	13,662	48,827	47,845	46,365
CCX	11,891	11,454	11,418	41,387	40,998	41,717
DX	2,438	2,116	1,980	10,505	8,418	7,451
PX	4,208	4,910		16,763	13,757	0
A	36,546	31,372	28,996	106,074	104,546	102,612
CL	5,037	3,174	3,058	16,931	13,059	12,298
CM	15,341	15,663	12,584	53,475	52,807	45,183
CW	22,333	21,804	18,018	79,831	72,499	69,347
D	43,784	45,103	39,974	191,791	159,131	149,973
F	22,011	21,390	18,920	80,736	80,972	78,175
G	25,502	22,356	19,866	79,310	76,064	72,207
HS	4,600	4,140	3,388	13,121	11,903	11,107
J	94,970	96,274	90,024	326,160	319,298	317,214
N	16,445	16,537	13,640	53,619	53,725	46,165
NS	84,602	93,724	85,272	304,635	303,552	302,194
NU	34,776	38,203	28,842	99,017	106,394	96,948
RU	41,103	42,987	41,382	111,901	122,125	121,413
S	39,698	41,377	35,992	138,908	134,155	125,968
T	28,543	23,414	21,472	88,700	82,303	74,024
U	56,691	55,154	50,578	150,252	163,695	164,882
V	14,260	13,892	12,056	51,984	46,985	42,677
SAFE G	540	121	204	1,931	811	306
SAFE J	860	528	264	2,827	1,716	636
SAFE T	2,295	2,200	636	6,260	4,996	1,014
Weekday Fixed Route Total	701,739	694,457	614,156	2,361,473	2,276,897	2,164,439
Change from previous year (%) weekday		-1%	-12%		-4%	-5%
CM	676	0	670	1,949	1,568	2,377
CW	1,000	1,176	1,275	3,982	5,041	5,377
D	1,312	0	1,625	5,570	4,579	5,648
NU (sat)	1,500	1,724	2,535	4,040	5,618	6,757
T	1,408	1,536	1,405	6,089	5,663	4,963
U (sat)	2,860	2,824	5,340	7,609	8,549	13,276
FG	952	860	1,105	3,199	3,182	3,980
JN	956	928	890	3,792	3,720	3,804
NU (sun)	2,852	2,988	2,028	5,629	7,053	5,778
U (sun)	2,072	2,976	2,492	5,805	7,879	7,635
Weekend Fixed Route Total	15,588	15,012	19,365	47,664	52,852	59,595
Change from previous year (%) weekend		-4%	29%		11%	13%
Total Fixed Route Passenger Trips	717,327	709,469	633,521	2,409,137	2,329,749	2,224,034
Change from previous year (%)		-1%	-11%		-3%	-5%
Senior Shuttle	0	832	741	0	2,945	3,091
Tar Heel Express/Special Service	12,138	15,395	12,127	24,749	27,512	24,141
Demand Response	6,111	5,062	5,545	23,079	19,043	20,062
All Service Categories Ridership	735,576	730,758	651,934	2,456,965	2,379,249	2,271,328
Change from previous year (%)		-1%	-11%		-3%	-5%

5A. North-South Corridor Study Update

Staff Resource: Mila Vega, Service Planner

Background

Study information was presented to the Town of Chapel Hill Council on November 9th and to the Town of Carrboro Board of Alderman on November 10th. The staff is currently working with the University on identifying an opportunity to provide an update on the study.

The study team is planning a series of public open houses in early December. The purpose of the open houses is to share six different Bus Rapid Transit (BRT) runningway alternatives and collect feedback.

Comments received from the Council, the Board of Alderman and the public will be used to refine these alternatives and recommend a Locally Preferred Alternative(s) (LPA(s)). The project team will provide additional updates to the Council, the Board of Alderman and Transit Partners before making recommendations on the LPA(s).

Next Steps

- Public meetings – early December 2015
- Technical and Policy Committee develop LPA recommendation – late December 2015
- Partners select and recommend LPA to the Town Council – February 2016 (anticipated)
- Town Council receives LPA recommendation – February/March 2016 (anticipated)

5B. Long Range Financial Sustainability Plan Update

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

Overview

At the September Partners' meeting, the consultant team from Nelson Nygaard presented a view of future necessary capital expenses and associated Partner contributions. The Partners requested that we share those numbers along with an historical view of the past several years of contributions, to put the future contributions and overall capital planning of CHT in perspective.

Staff provided that information at the October Partners' meeting. In the ensuing discussion on the future projections, the Partners requested delineated details on projected capital costs and operating costs, to better assess the capital portion, and how inflationary factors affected operating cost projections.

Staff will provide the additional requested details at the November meeting.

Next Steps

- Nelson \ Nygaard team will continue refining capital plan for dissemination to the Partners, and will return for the January or February 2016 Partners' meeting to present and discuss.
- Nelson \ Nygaard team will continue work on efficiency studies, and "big picture" long-term recommendations for dissemination to the Partners.

5C. University of North Carolina at Chapel Hill Transportation and Parking Five-Year Plan Update

Staff Resource: Brian Litchfield, Director

- Cheryl Stout, Director of Transportation and Parking for the University of North Carolina at Chapel Hill will provide an update on the Five-Year Plan at the November 17, 2015 Partners Meeting.

5D. FY16-17 Chapel Hill Transit Budget Development

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

Chapel Hill Transit (CHT) staff will begin work internally and with the Town's Business Management Department (BMD) towards developing our FY16-17 budget proposal in January. At the January Partners' meeting we plan to provide some background on the major areas of identifiable increases or decreases (e.g. swings in the markets for fuel, spikes in employee medical insurance costs, changes in major sources of revenue), and begin to hone in on the details in our key areas.

At that time we should have the BMD schedule for the budget process for the remainder of this year, and we will present that with discussion as to dates by which the Partners will have information they need to collaborate on a final budget for the next fiscal year.

For context, here is the schedule BMD, the Town Manager, and Town Council followed last year:

PREVIOUS YEAR Town of Chapel Hill Budget Process Dates

- March 16 – 27: CHT staff meet with BMD and Chapel Hill Town Manager on budget for next fiscal year.
- March 23: Public Forum and Council work session on development of budget.
- May 11: Presentation of Chapel Hill Town Manager's Recommended Budget.
- May 13: Budget Work Session.
- May 18: Public Hearing on Recommended Budget and budget work session.
- June 1: Budget work session (if needed).
- June 3: Budget work session (if needed).
- June 8: Adoption of FY15-16 budget.

5E. Regional Bus Procurement Update

Staff Resource: Buck Marks, Procurement Specialist

Regional Bus Procurement

- The City of Durham, Chapel Hill Transit, and GoTriangle received Request for Clarifications and Approved Equals from two of the major bus manufacturers by the November 2, 2015 deadline. Maintenance and Procurement staff from each party are reviewing the requests and preparing an addendum that is scheduled to be sent on November 23, 2015.
- Key milestones ahead are listed below.
 - November 23, 2015 – Addendum to Requests for Approved Equals and Clarifications
 - December 11, 2015 – Public bid opening at City of Durham Purchasing
 - February 8, 2016 – Approval by City of Durham Council
 - February 9, 2016 – Notice of Intent to Award
 - February 19, 2016 – Bid Award
- Once the Bid has been awarded, Transit, working with the Town Attorney and the Purchasing and Procurement Manager, will commence to develop and execute a five-year contract with the successful Bidder.

6A. Operations

Staff Resource: Roger Chapin, Assistant Director - Operations

- The Operations Report will be provided at the meeting on November 17, 2015.

6B. Director

Staff Resource: Brian Litchfield

- The Director's Report will be provided at the meeting on November 17, 2015.



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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 November 17, 2015**

December, 2015 No Meeting	
Action Items	Informational Items
January 26, 2016 11:00 a.m.	
Action Items	Informational Items
	AA Study Update Financial Sustainability Study Update Procurement Update
February 23, 2016 11:00 a.m.	
Actions Items	Informational Items
	AA Study Update Financial Sustainability Study Update Procurement Update

<u>Key Meetings/Dates</u>
MPO Board – December 9, 2015, 9-11AM, Committee Room, Durham City Hall
TCC Meeting – November 18, 2015, 9-11AM, Committee Room, Durham City Hall
TCC Meeting – December 16, 2015, 9-11AM, Committee Room, Durham City Hall