



CHAPEL HILL TRANSIT
Town of Chapel Hill
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www.townofchapelhill.org/transit

CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

NOTICE OF COMMITTEE MEETING AND AGENDA

FEBRUARY 3, 2016 – 11:00 A.M. to 1:00 P.M.

CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

	PAGE #
1. Approval of November 17, 2015 Meeting Summary	1
2. Introduction of New Public Transit Committee Members	
3. Employee Recognition	
4. Consent Items	
A. December Financial Report	3
5. Discussion Items	
A. Committee Chair	5
B. FY16-17 Budget Update	6
6. Information Items	
A. North South Corridor Study Update	12
B. Project and Grant Funding Update	24
C. Transportation Bill Update	25
D. Regional Bus Procurement Update	27
E. November/December Performance Report	33
7. Departmental Monthly Reports	
A. Operations	37
B. Director	41
8. Future Meeting Items	42
9. Partner Items	
10. Next Meeting – February 23, 2016 (11:00 a.m. – 1:00 p.m.)	
11. Adjourn	

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

Tuesday, November 17, 2015 at 11:00 AM

Present: Jim Ward, Chapel Hill Town Council
Bethany Chaney, Carrboro Alderman
Ed Harrison, Chapel Hill Town Council
Cheryl Stout, UNC Transportation & Parking
Julie Eckenrode, Assistant to Carrboro Town Manager
Damon Seils, Carrboro Alderman

Absent: Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises, Than Austin, UNC Transportation & Parking

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

Guests: Lee Storrow-Chapel Hill Town Council, Michael Parker-Chapel Hill Planning Commission, Devan Ross – Justice United, Rachel Rosenae-Habitat for Humanity

1. The Meeting Summary of October 27, 2015 was received and approved.
2. **Employee Recognition** – None. Brian did recognize Jim Ward and Lee Storrow from the Chapel Hill Town Council who were attending their last meeting. He thanked them for their service as members of the Partners. Others expressed their appreciation and thanks. Jim Ward encouraged the partners to nurture the partnership and said it was an honor to work with everyone.
3. **Consent Items**
 - A. October Financial Report – Rick reviewed the report for the Partners.
4. **Discussion Items**
 - A. HS Route Improvements – Brian reviewed this item and presented the new route schedule effective January 11, 2016. Further improvements will be looked at for August 2016. A request was made to ask TTA to cover the added expenses with funds from the Orange County Bus and Rail Improvement Plan. Staff will follow through with this request. Brian also reviewed the public notification plans for the new schedule. Devan Ross of Justice United expressed his thanks to the Partners for making the new schedule possible.

- B. October Performance Report – Brian reviewed the ridership report. Ridership is down 11% for October. He noted changes in the FCX and J route and other routes along highway 54 which might account for the decreased ridership. He said the declines may be a result of improvements in regional service. The question was raised as to whether the private transit services, such as those that are a part of the new housing communities are impacting CHT ridership and by how much. Brian will check with David Bonk on the Transportation Demand Management Plan to see if he has any numbers on the ridership carried by these private services. It was also suggested that maybe the SUP process could be used to talk about transit for new developments. Staff will continue to research reasons for the decreased ridership.

5. Information Items

- A. North South Corridor Study Update – Brian reviewed the item. The timeline may be adjusted due to Council member changes and the mayoral change in Chapel Hill as the incoming elected officials will need to be brought up to date on the study.
- B. Long Range Financial Sustainability Study Update – Rick reviewed this and provided the additional information the Partners had requested.
- C. UNC Five Year Plan Update – Cheryl Stout provided an update on the progress of the UNC Transportation and Parking Five Year Plan. Regular updates can be found at move.unc.edu/policy.
- D. FY17 Budget Update – Brian reviewed this for the Partners.
- E. Bus Procurement Update – Brian reviewed this item.

6. Departmental Monthly Reports

- A. Operations – This item was reviewed for the Partners.
- B. Director – This item was reviewed for the Partners.

7. Future Meeting Items

8. Partner Items

9. Next Meeting – January 26, 2016

10. Adjourn

The Partners set a next meeting date for January 26, 2016

4A. December Financial Report

Staff Resource: Rick Shreve, Budget Manager

December 2015

- Expenses for the month of December were \$1,647,565. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 52% 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 total budget that has been expended 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.

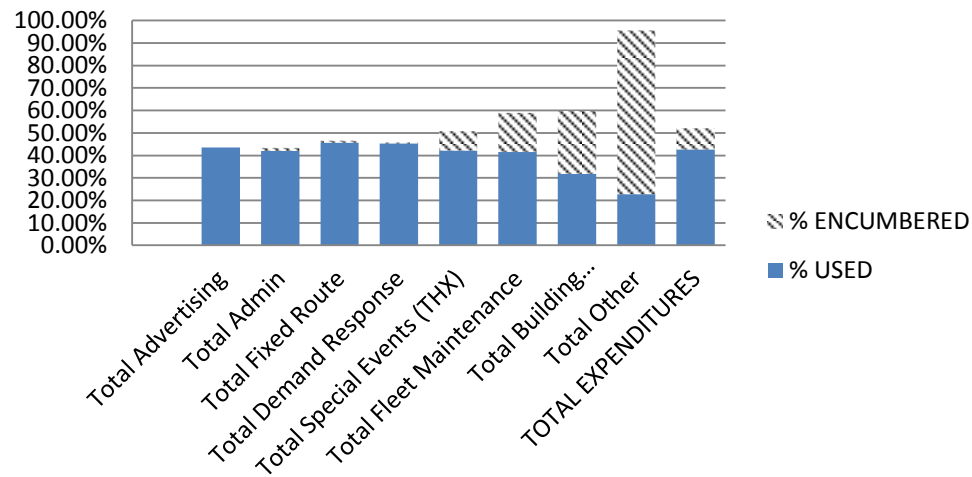
Highlights

- This 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 December 2015

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED December = 50.00%
Total Advertising	\$ 93,222	\$ 93,222	\$ 6,291	\$ 40,569	\$ -	\$ 52,653	43.52%
Total Admin	1,472,385	1,505,248	124,450	632,671	20,159	852,418	43.37%
Total Fixed Route	11,181,804	11,391,648	824,562	5,200,819	95,325	6,095,504	46.49%
Total Demand Response	1,926,450	1,929,450	155,096	873,673	7,040	1,048,737	45.65%
Total Special Events (THX)	317,207	317,207	31,997	133,622	26,973	156,612	50.63%
Total Fleet Maintenance	4,193,542	4,255,922	368,120	1,765,389	743,657	1,746,876	58.95%
Total Building Maintenance	750,765	807,530	70,489	256,246	226,507	324,777	59.78%
Total Other	839,640	1,227,111	66,559	278,103	895,816	53,192	95.67%
TOTAL EXPENDITURES	\$ 20,775,015	\$ 21,527,338	\$ 1,647,565	\$ 9,181,093	\$ 2,015,476	\$ 10,330,768	52.01%

CHT December 2015 YTD Expenses as % of Budget



5A. Committee Chair

Action: 1. Partners Committee discuss and select a Chair

Staff Resource: Brian Litchfield, Director

Background

- Due to a change in representation on the Committee for the Town of Chapel Hill the Committee has a need to select a Chair from within its membership. The Chair convenes each meeting and helps facilitate Committee discussions.

5B. FY16-17 Chapel Hill Transit Budget Development

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

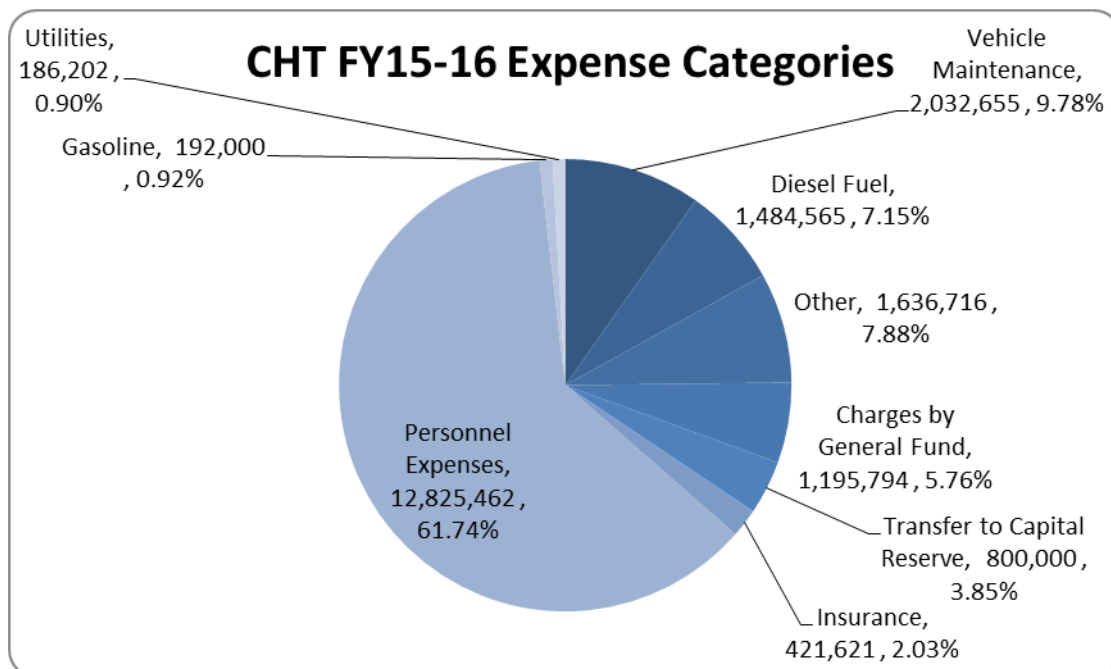
Staff Resource: Rick Shreve, Budget Manager
Brian Litchfield, Director

Chapel Hill Transit (CHT) staff have begun work internally and with the Town’s Business Management Department (BMD) towards developing our FY16-17 budget proposal. We are preparing preliminary expenditure numbers, and beginning to hone in on revenue expectations for next year. CHT is awaiting direction from BMD as to the exact schedule for the Town’s budget process this year.

At this point in the typical budgeting process, major areas of identifiable increases or decreases are assessed (e.g. a large swing in the markets for fuel, a spike in employee medical insurance costs, a change in a major source of revenue), and we are beginning to file down to the details in our key areas. We currently see only modest changes in key areas of operating expenditures – separate from any capital expenditures towards vehicle replacements. The most material changes in the budget might arise from any additional capital funding the Partners elect to include in the budget, as well as the remaining shift of service hours from a direct UNC-CH route to a route shared amongst all three CHT Partners.

Current Year Budget as an Approximation

Without major identifiable changes in our key expense areas, the current year budget serves as a reasonable approximation for our expenses for next year, *at current service levels*. The original CHT budget for the current year was \$20,775,015. The following charts highlight the breakdown and relative percentages of our various expense categories:



Expense Category	FY15-16 Original Budget
Vehicle Maintenance	2,032,655
Diesel Fuel	1,484,565
Other	1,636,716
Charges by General Fund	1,195,794
Transfer to Capital Reserve	800,000
Insurance	421,621
Personnel Expenses	12,825,462
Gasoline	192,000
Utilities	186,202
TOTAL EXPENDITURES	\$ 20,775,015

Using these expenses as a model will assume no changes in service or staffing levels from the current fiscal year.

Anticipated Expense Changes for Next Year’s Budget Proposal

This is a revaluation year in Orange County, and property values are predicted to drop from their previous assessments. This will affect ad valorem (property tax) revenues in each of the Towns next year and going forward, although we do not yet have those estimates from the tax assessor’s office.

We are likely to experience a modest increase in the areas of Salaries and Benefits. The magnitude of such is not yet known, as medical insurance costs and other items are still under consideration.

One significant area for which it is difficult to budget is in the maintenance of our vehicles. All of our remaining fleet is going to be one year older, and in varied states of needing more maintenance and repairs, simply by virtue of having been on the roads for one more year. A number of our buses aged beyond their warranty periods in the past year, which will lead to more expenses as non-warranty repairs arise. We have faced some extraordinary repairs of buses this year, and expect that trend to increase, which would likely offset temporary savings in fuel costs.

For the reasons above, all adjustments to these line items are likely to approximate the original budget for FY15-16.

All of this discussion on next year’s budget assumes current service levels. Any increases in service levels will obviously lead to increased expenses: The additional mileage and other efforts to accommodate any increases will exact inputs incrementally from nearly every line throughout our budget – from increased salaries and benefits for operators and mechanics, to increased fuel consumption, to increased maintenance and repair needs.

Next Bus upgrades: We understand that our 3G equipment for the Next Bus system is out of date, and will soon be unsupported. We will need to upgrade to 4G equipment, at a cost of about \$200,000. We have obtained a grant for this, but it will require a local match.

We hope this information serves as impetus to discuss the merits of increased funding options, of the Partners' goal of maintaining and possibly increasing the CHT fund balance, and of considerations for building capital reserves.

NU Route Sharing

As a reminder, last year the Partners agreed to a shift in the hours dedicated to the NU route, which had previously been funded as a UNC-CH direct service route. A portion of the service was split out last year to the shared local service, and affected the contributions of the Partners accordingly. The Partners agreed to shift the hours remaining on the UNC-CH direct service to the shared service in the next budget development. Holding all other variables equal, that equates to about \$330,000 that will be shared proportionally in the next year. That will represent about a 4.5 to 5% increase for each of the towns, and a slight decrease for UNC-CH. Again, this assumes no other changes in the budget, while some changes are likely.

Capital Funding

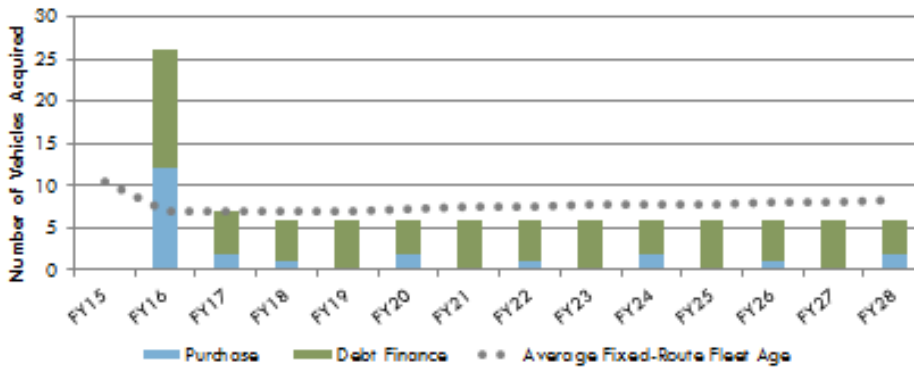
In all of the talk over the next year budget, it would be prudent to keep an eye on the longer term picture as well, and with a particular concern over capital needs. The financial study consultants have addressed this at length, and their presentations should be referenced for a fuller treatment of this issue.

Key points:

- Fleet age should be maintained at 7 years. With an older fleet dependability declines as maintenance costs increase.
- 42 buses need to be replaced.
- 13 EZ Rider vehicles need to be replaced.
- We are in the process of procuring the approximately 25 buses funded through a variety of methods, including a new Partner financing and debt sharing agreement.
- Following the plan laid out in the following chart (previously presented as a part of our financial sustainability study), financing an additional six buses in the next fiscal year would require roughly a \$360,000 increase in the budget for the life of the financing (approximately \$60,000 per annual payment on a bus).

Debt Finance and Purchase Plan

- Funded Vehicle Acquisition
 - Purchase approximately 12 vehicles outright in FY16
 - Debt finance approximately 14 additional vehicles in FY16
- Debt finance and purchase approximately six additional vehicles annually



NelsonNygaard Consulting Associates, Inc.

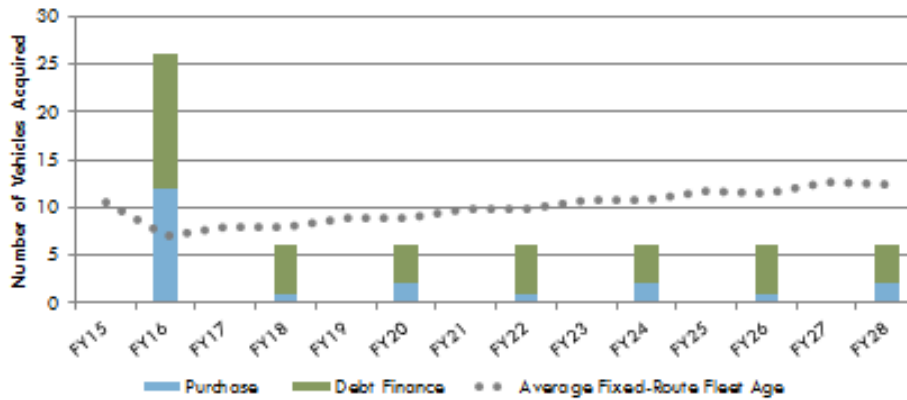
Should the Partners decide to further fund capital replacements, that would obviously factor into any increases in contributions.

Delaying capital replacements could allow for some budget flexibility. While the longer-term impacts might be more difficult to ascertain, the fleet age would again inflate beyond desirable levels, without some mitigating factors (e.g. an influx of Federal or State funding, reduction in overall fleet size, etc.).

Impacts of Reduced Vehicle Purchases

Sample Scenario:

- Debt finance and purchase approximately six additional vehicles every other year only
- Fleet age increases to 12.4 years by FY28



Nelson\Nygaard Consulting Associates, Inc.

Upcoming Town of Chapel Hill Budget Process Dates

- February 22: Public Hearing (Citizen Comments).
- March 21: Public Forum.
- May 9: Presentation of Chapel Hill Town Manager's Recommended Budget.
- May 11: Budget Work Session.
- May 16: Public Hearing on Recommended Budget and budget work session.
- June 1: Budget work session (if needed).
- June 6: Budget work session (if needed).
- June 13: Adoption of FY16-17 budget.

Next Steps

- The Town of Chapel Hill's Transportation and Connectivity Board has expressed interest in holding a public transit information meeting. At the meeting Transit staff will provide the Board and public an overview of the current status of Chapel Hill Transit, describe the process used to develop the annual transit budget and provide other related information. Staff would also provide the Board and public with an update on related transit initiatives such as the North South Corridor Study (www.nscstudy.com) and Light Rail implementation. At the meeting the public will be invited to comment and ask questions. From the information and comments received the Board will prepare recommendations to both the Partners Committee and the Town Council. The meeting is scheduled for Wednesday, February 10th. UNC held transportation forums in the Fall of 2015. A similar meeting can be held in Carrboro, if the town is interested.

- CHT staff will provide more updates on our projections and process – internal and for the Town of Chapel Hill – for the FY2016-17 budget at the February Partners meeting.

Recommendation

- Partners discuss the information provided and provide staff with feedback and direction.

6A. North-South Corridor Study Update

Staff Resource: Mila Vega, Transit Service Planner

Background

The study team held a series of public open houses:

- Jan. 20, 11-1 PM at UNC Children's Hospital
- Jan. 20, 4-6 PM at Lobby next to Rasa Malaysia Restaurant, in Southern Village, 410 Market Street, Chapel Hill
- Jan. 21, 11-1 PM UNC Carolina Union, West Lounge

The purpose of the open houses was to share six different Bus Rapid Transit (BRT) runningway alternatives and collect feedback. Staff is working on developing a summary of public outreach results. Staff received a request to hold two additional meetings: one in the northern section of the corridor and one in the downtown area. A meeting in the northern portion of the corridor has been scheduled for February 23rd, 4-6pm at the Chapel Hill Public Library. Staff is working on scheduling a meeting for the downtown area.

Project staff also met with the Downtown Partnership staff to discuss how proposed alternatives would impact the downtown area. All six runningway alternatives propose converting existing travel lanes (one in each direction) into dedicated bus lanes.

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 CHT Partners before making recommendations on the LPA(s).

Next Steps

Additional public meetings – February 2016

Technical and Policy Committee develop LPA recommendation – February 2016

Partners select and recommend LPA to the Town Council – March 2016

Town Council receives LPA recommendation – April 2016

Attachments

Public meeting materials

Tell Us What You Think! North-South Corridor BRT Alternatives

Please select your preferred alternative from the list below using a “✓”



Alternative 1



Alternative 4



Alternative 2



Alternative 5



Alternative 3



Alternative 6



**No BRT Investment;
Maintain Existing Service**

Priorities within the Corridor

A goal of the North-South Corridor Study is to balance cars, buses, bikes and pedestrians within the study corridor, but there may be locations where all of the users cannot be equally accommodated.

Please take a look at the list below, and rank how these users should be prioritized (where necessary) along the corridor.

1 is most important; 4 is least important.



Cars



Buses



Bikes



Pedestrians

Leave Your Comments Here

Name (Optional):

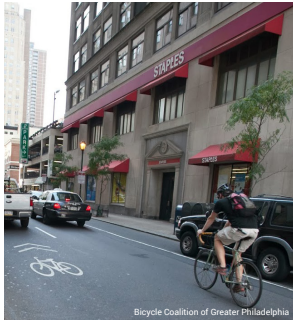
Email (Optional):

Phone (Optional):

Return this card to Chapel Hill Staff or mail to Chapel Hill Transit, Attention: Mila Vega, 6900 Millhouse Road, Chapel Hill, NC 27516 by February 21, 2016.

Possible Bike Improvements in the Corridor

A goal of the North-South Corridor Study is to balance cars, buses, bikes and pedestrians within the study corridor. As the study moves forward into future project phases, Chapel Hill Transit will work with the biking community to integrate bike facility improvements within the study corridor. The design details will be decided during future engineering phases, but could include a combination of the bike facility types listed below.



A **BIKE "SHARROW"** is a shared use arrow (a combination of the words share and arrow). This is not a bike lane, but just a reminder to drivers to watch for bicyclists. Both cars and drivers can and should use all travel lanes.

- + Reinforces the legitimacy of bicycle traffic on the street.
- + Encourages bicyclists to position themselves safely in lanes.
- + Advertises the presence of bikeway routes to all users.
- + Provides visual cues of bike routes.
- + Requires no additional street space.



A **BIKE LANE** is a portion of the roadway that has been designated by striping, signage, and pavement markings for the preferential or exclusive use of bicyclists. Bike lanes enable bicyclists to ride at their preferred speed, are located adjacent to car travel lanes, move in the same direction as cars, and are typically located on the right side of the street.

- + Creates separation between bicyclists and cars.
- + Increases bicyclist comfort and confidence on busy streets.
- + Increases predictability of interactions between bicyclists and cars.
- + Visually reminds motorists of bicyclists' right to the street.



A **BUFFERED BIKE LANE** is a conventional bicycle lane paired with a designated buffer space separating the bicycle lane from the adjacent car travel lane and/or parking lane. The two solid lines are often used to indicate a buffered bike lane.

- + Reinforces the legitimacy of bicycle traffic on the street.
- + Improves the perception of safety by providing extra separation space for bicyclists and helps all roadway users share the road.
- + Reduces the risk of a bicyclist being hit by a passing car.
- + Reduces the risk of a stopped or injured bicyclist being hit by a passing car.



A **PROTECTED BIKE LANE**, or cycle track, is a separated bicycle facility that runs alongside a roadway separated from car traffic by a physical barrier, such as raised medians, a landscaped buffer, or a curb.

- + Improves the perceived comfort and safety through a dedicated bicycle lane.
- + Prevents parking in the bike lane.
- + Encourages bicyclists of all ages and abilities to ride.
- + Eliminates the risk of a bicyclist crashing into an open car door or being hit by a passing car.



NORTH-SOUTH CORRIDOR STUDY PUBLIC OUTREACH JANUARY 2016

Since 2014, Chapel Hill Transit (CHT) has conducted a detailed study of the Martin Luther King Jr. Boulevard and 15-501 South Corridor, named the North-South Corridor Study. As the study progressed, Bus Rapid Transit (BRT) was selected as the mode that meets the growing service demand in the corridor. Feedback provided by the public, policy, and technical committees helped to shape that decision.

In January 2016, CHT seeks public feedback on six configurations, proposed station locations, and the project overall to help CHT make final recommendations to its partners including the towns of Chapel Hill and Carrboro, University of North Carolina at Chapel Hill, and UNC Hospitals.

At these public outreach meetings, be sure to:

- 1** View the video showing computer-generated concepts of BRT vehicles, converted and constructed dedicated or shared bus lanes, and station amenities.
- 2** Ask project staff about benefits of BRT.
- 3** Examine the various bicycle safety considerations of this proposed project.
- 4** Leave your comments about the project including your preferred alternative (see the Preference Card).

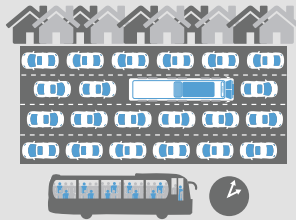
After the meeting, please submit new or additional comments online at the project website: www.NSCStudy.org.

COMMENT TODAY
OR ONLINE AT
WWW.NSCSTUDY.ORG
BY FEBRUARY 21st!

There are many benefits to Bus Rapid Transit (BRT).

Please read through the following to better understand how BRT can benefit the North-South Corridor.

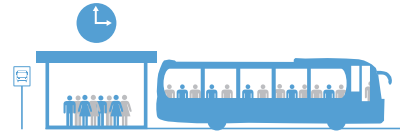
Without BRT Investment in the North-South Corridor



- + Transit trips will take up to 9 minutes longer – and will likely get worse as traffic congestion increases.
- + Traffic congestion will get worse; driving through the corridor will take longer.
- + Buses will become more crowded and less reliable as they're stuck in traffic.
- + Additional parking spaces will be necessary throughout the corridor.
- + Growth is more likely to sprawl.

Benefits of BRT in the North-South Corridor

Benefits to Transit Riders



Faster and more reliable travel

+ Dedicated bus lanes and traffic signal technology make buses faster and more reliable.

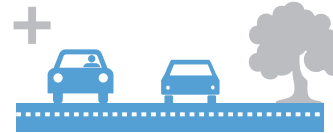
Existing buses may also use BRT lanes

More comfortable travel

+ Upgraded stations will include enclosed shelters, seating, lighting, and real-time passenger travel information.

+ A dedicated fleet of fuel-efficient, 60-foot, accordion-style BRT buses.

Benefits to Drivers



Helps avoid gridlock by more efficiently using the roadway

+ By 2040, there will be 41 percent more people (+26,800) living in the corridor.

+ Congestion will be reduced by making better use of the existing roadway.

Makes driving safer by reducing the number of cars on the road

+ Reducing car traffic reduces the number of car crashes.

Benefits to Bicyclists + Pedestrians



Makes biking and walking safer through improved bike facilities and pedestrian crossings

+ Bike lanes will be included along the whole corridor.

+ Pedestrian crossings at station locations will be enhanced.

Benefits to Businesses



Increases foot traffic along the corridor

Reduces the need for parking

Expands pool of potential employees

Improves on-time performance of employees

Benefits to Residents



Economic benefits

+ According to the American Public Transportation Association, for every \$1 invested in public transit projects like BRT, \$4 in economic returns are generated.

Better connect residents with jobs

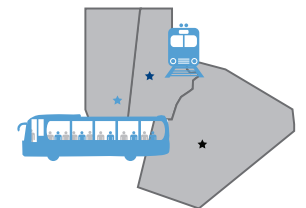
+ By 2040, there will be 54 percent more jobs (+18,000) in the corridor.

Helps achieve community vision for managed growth by directing it towards transit

+ Enable residents to live without cars if they choose.

+ Less sprawl, better air quality.

Benefits to Region



Expanded regional connections

+ Connection to the planned Durham-Orange LRT.

+ Driver access at park and ride lots.

+ Transit connections to major destinations in Chapel Hill, Carrboro, and beyond.

POSSIBLE BIKE IMPROVEMENTS IN THE CORRIDOR

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- + Prevents parking in the bike lane.
- + Encourages bicyclists of all ages and abilities to ride.
- + Eliminates the risk of a bicyclist crashing into an open car door or being hit by a passing car.



Visit: www.NSCstudy.org for more information

BRT RUNNINGWAY TYPES



Dedicated Curb Lane - Convert Lane from Existing Use



Dedicated Curb Lane - Construct a New Lane



Dedicated Center Lane - Convert Lane from Existing Use



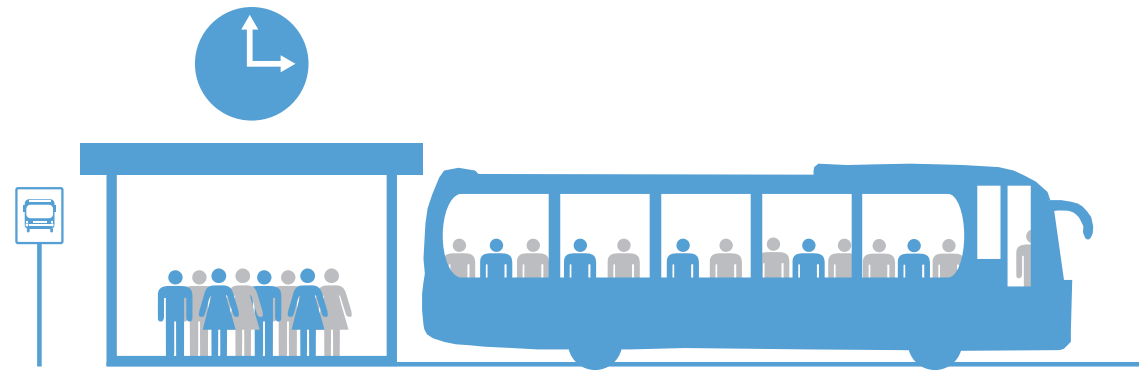
Dedicated Center Lane - Construct a New Lane



Visit: www.NSCstudy.org for more information

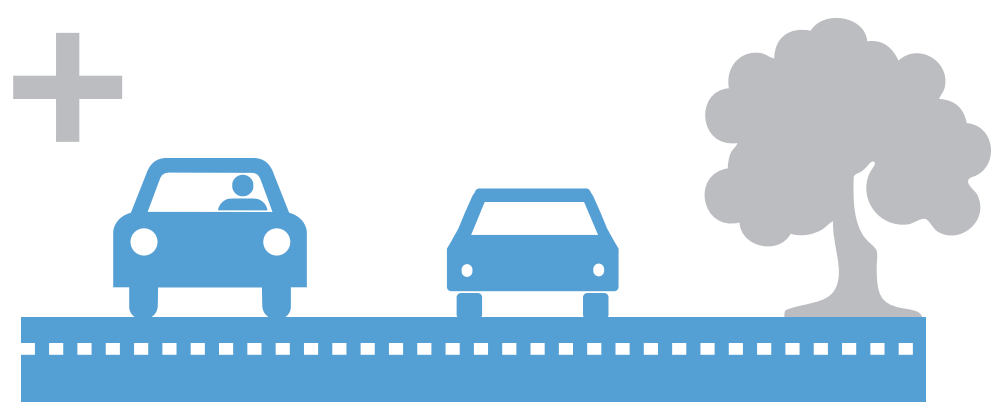


BENEFITS OF BRT IN THE NORTH-SOUTH CORRIDOR



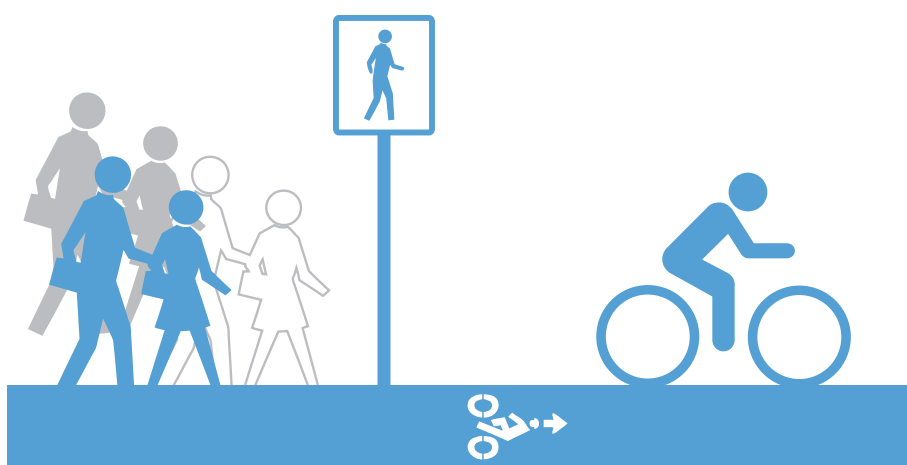
Benefits to Transit Riders

- + Faster and more reliable travel
- + Existing buses may also use BRT lanes
- + More comfortable travel



Benefits to Drivers

- + Helps avoid gridlock by more efficiently using the roadway
- + Makes driving safer by reducing the number of cars on the road



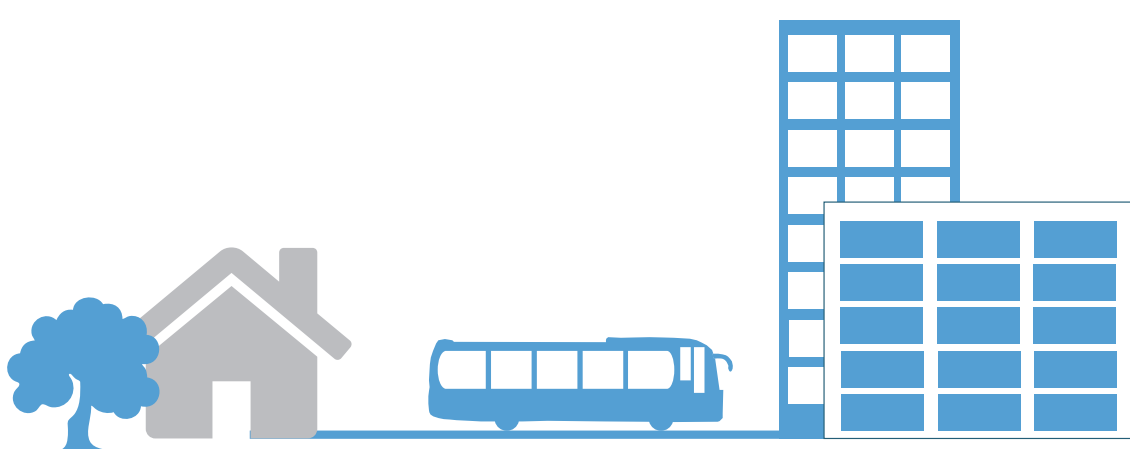
Benefits to Bicyclists + Pedestrians

- + Makes biking and walking safer through improved bike facilities and pedestrian crossings



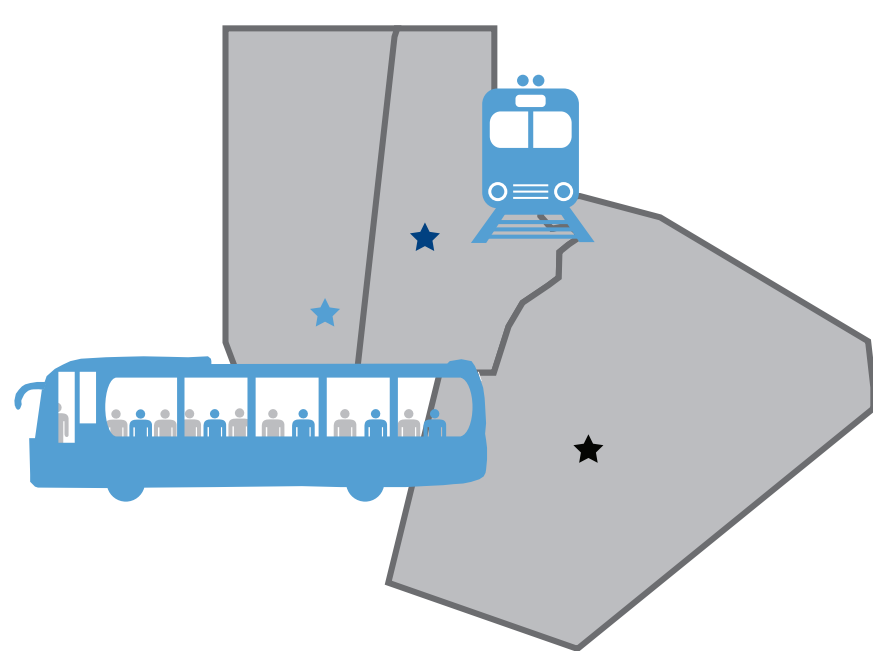
Benefits to Businesses

- + Increases foot traffic along the corridor
- + Reduces need for parking
- + Expands pool of potential employees
- + Improves employee timeliness



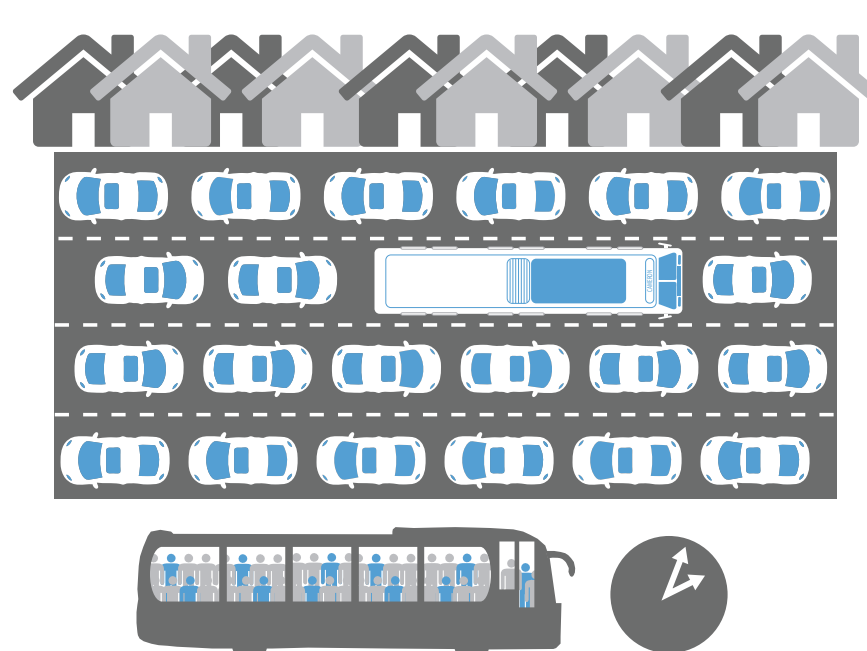
Benefits to Residents

- + Better connect residents with jobs
- + Helps achieve community vision for managed growth by directing it towards transit



Benefits to Region

- + Expanded regional connections



Without BRT Investment in the North-South Corridor

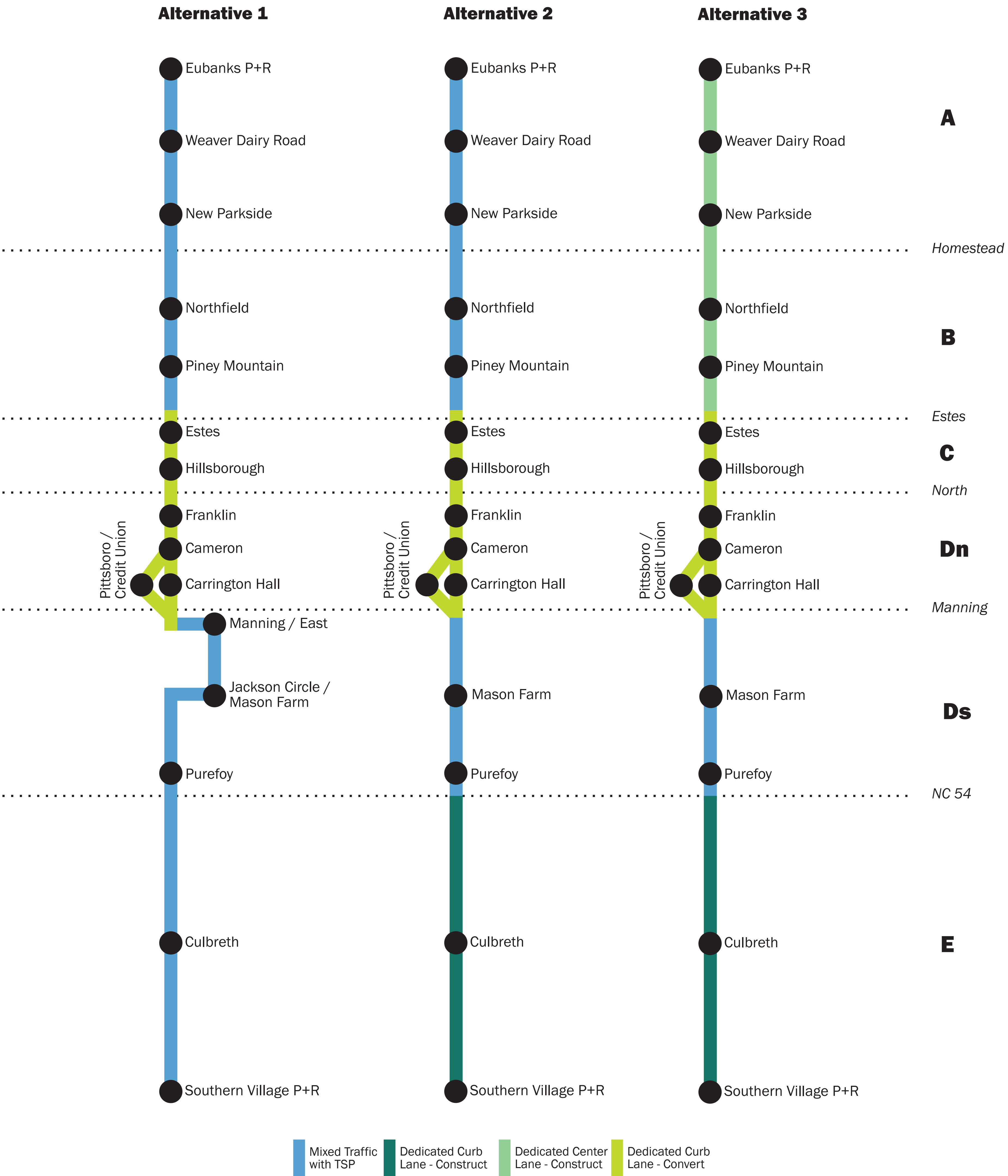
- + Transit trips will take longer
- + Roadway congestion will get worse
- + Buses will become crowded
- + Additional parking will be necessary
- + Growth is more likely to sprawl



Visit: www.NSCstudy.org for more information



PROPOSED BRT ALTERNATIVES



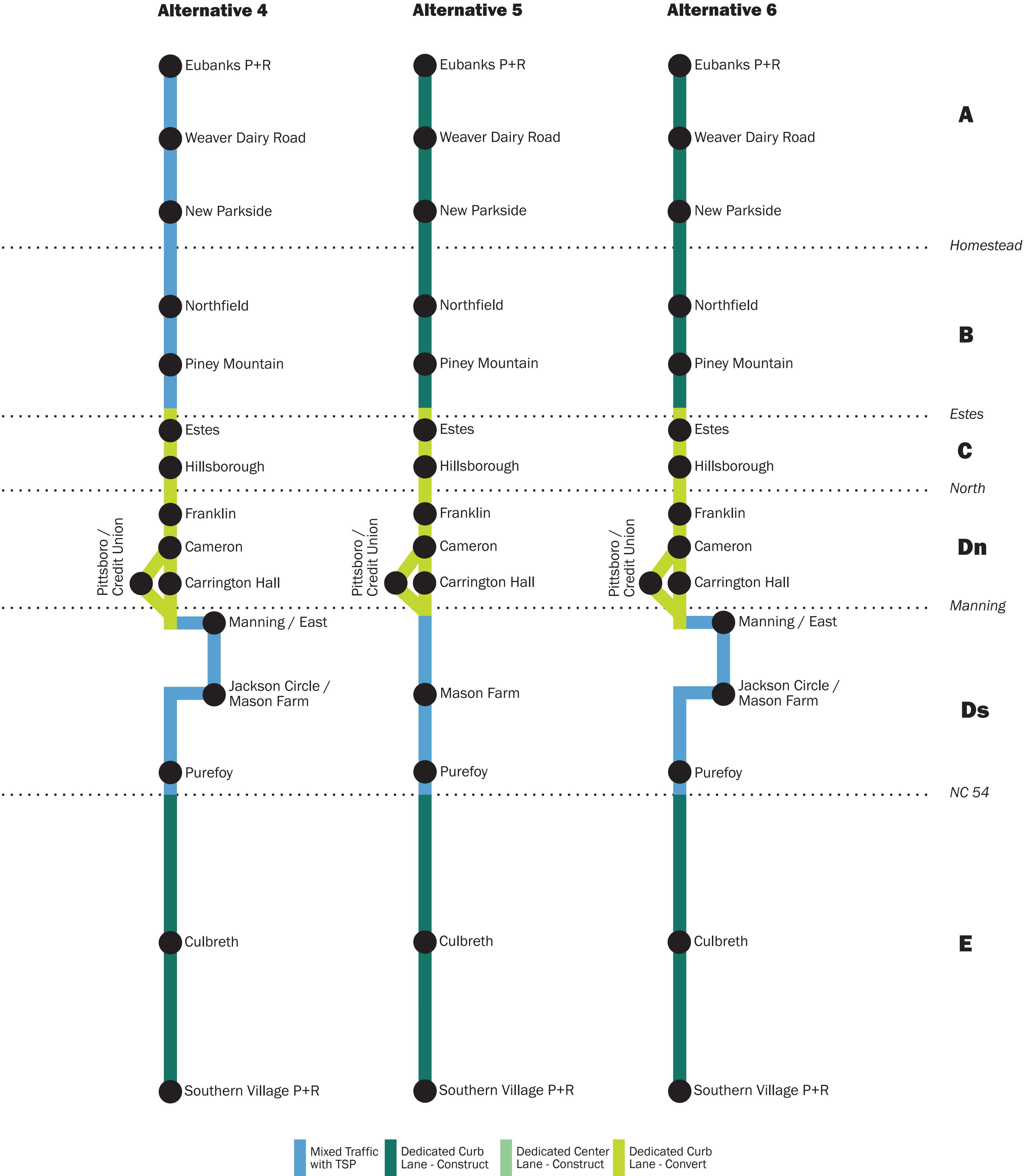
	Alternative 1	Alternative 2	Alternative 3
Daily Ridership	8,575	9,000	9,000
Capital Cost	\$62.4 M	\$69.4 M	\$92.6 M
Operating/Maintenance Cost	\$3.4 M	\$3.2 M	\$3.0 M
Transit Travel Time Savings	3:34	8:15	8:33
Delays to Cars in Corridor	2:31	2:30	0:53

Numbers shown in the table are estimates and will be refined during future phases of the project



Visit: www.NSCstudy.org for more information

PROPOSED BRT ALTERNATIVES



	Alternative 4	Alternative 5	Alternative 6
Daily Ridership	8,575	9,000	8,575
Capital Cost	\$74.4 M	\$93.0 M	\$96.6 M
Operating/Maintenance Cost	\$3.4 M	\$3.0 M	\$3.4 M
Transit Travel Time Savings	3:32	8:33	3:50
Delays to Cars in Corridor	2:31	2:54	0:54

Numbers shown in the table are estimates and will be refined during future phases of the project



Visit: www.NSCstudy.org for more information

Bus Rapid Transit (BRT) Runningway Types

Visualizations below are for Conceptual Purposes Only



Dedicated Curb Lane - Convert Lane from Existing Use



Dedicated Curb Lane - Construct a New Lane



Dedicated Center Lane - Convert Lane from Existing Use



Dedicated Center Lane - Construct a New Lane

WE NEED YOUR FEEDBACK!

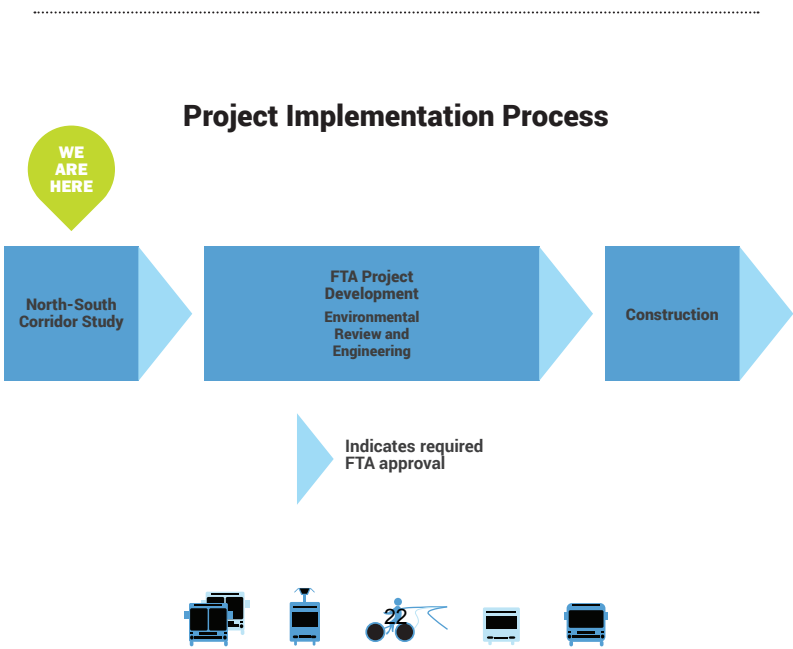
Which of the six alternatives do you prefer and why?

Do you have any other comments or questions?

Please share your feedback at:

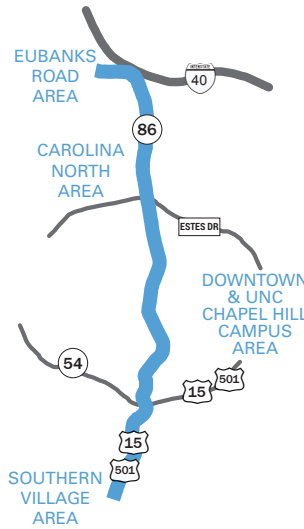
Outreach Tables | January 2016
 January 20th | 11-1pm | UNC Children's Hospital Lobby
 January 20th | 4-6pm | Lobby, 410 Market Street, Southern Village
 January 21st | 11-1pm | UNC Campus, Carolina Union, West Lounge

Project Website | www.nscstudy.org
Mindmixer | NSCStudy.Mindmixer.com
Email | Mila Vega: mvega@townofchapelhill.org



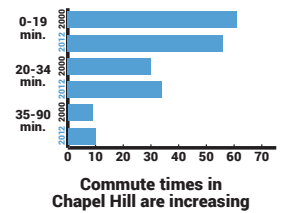
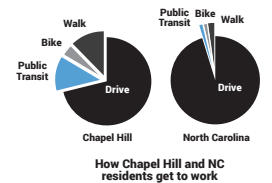
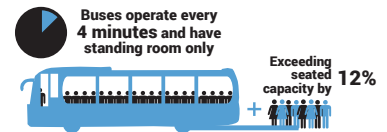
THE NORTH-SOUTH CORRIDOR STUDY UPDATE

The North-South Corridor study is developing and evaluating transit investment alternatives along the Martin Luther King Jr. Boulevard/ Columbia Street/US 15-501 South corridor from the Eubanks Road park and ride lot to the Southern Village park and ride lot.



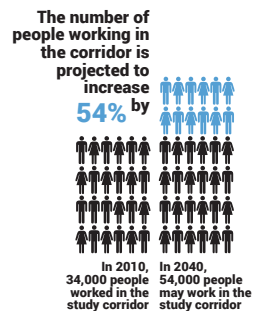
Why Invest in this Corridor?

- Transit ridership is increasing
- New development will change travel patterns
- Demographics are changing
- Travel demand is increasing
- The region is committed to sustainable growth



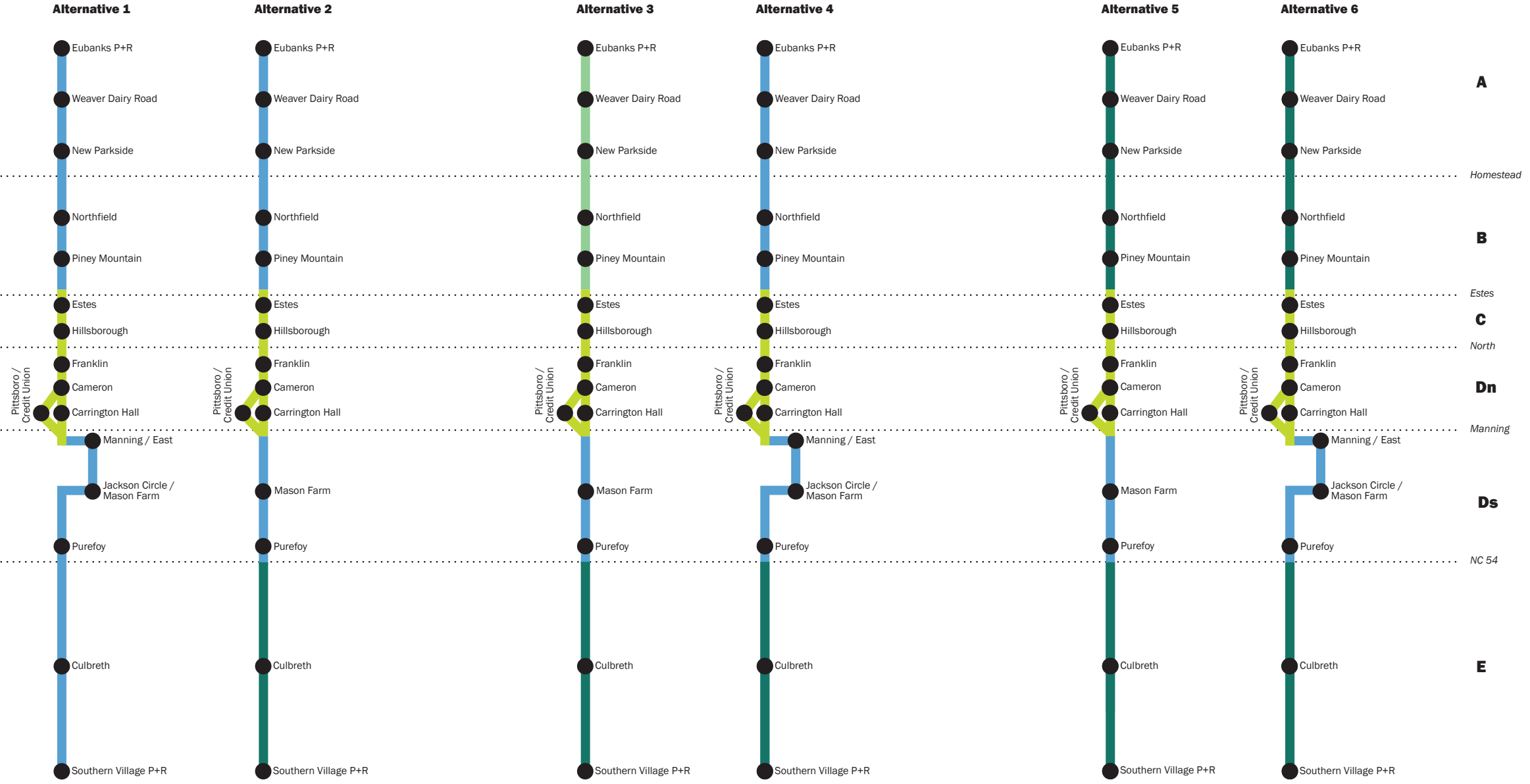
Project Goals

- Make transit more efficient and attractive
- Improve connectivity along the corridor
- Improve connectivity of the corridor to the region
- Support planned land uses
- Contribute to regional equity, sustainability, and quality of life
- Develop a community-supported project





North-South Corridor Study Proposed Alternatives | Draft January 2016



	Alternative 1	Alternative 2	Alternative 3	Alternative 4	Alternative 5	Alternative 6
Daily Ridership	8,575	9,000	9,000	8,575	9,000	8,575
Capital Cost	\$62.4 M	\$69.4 M	\$92.6 M	\$74.4 M	\$93.0 M	\$96.6 M
Operating/Maintenance Cost	\$3.4 M	\$3.2 M	\$3.0 M	\$3.4 M	\$3.0 M	\$3.4 M
Transit Travel Time Savings	3:34	8:15	8:33	3:32	8:33	3:50
Delays to Cars in Corridor	2:31	2:30	0:53	2:31	2:54	0:54

Numbers shown in the table are estimates and will be refined during future phases of the project

6B. Project and Grant Funding Update

Staff Resource: Brian Litchfield

- The Project and Grant Funding Update will be provided at the meeting on February 3, 2016.

6C. Transportation Bill Update - Fixing America's Surface Transportation (FAST) Act

Staff Resource: Mila Vega, Transit Service Planner

Background

Fixing America's Surface Transportation (FAST) Act is a 5-year transportation spending bill. The bill allocates \$305 billion in funding for the nation's highways, railroads and transit. Over the past several years it has been challenging to develop long-term transportation plans due to the lack of certainty related to funding availability. The total authorized funding for Federal Transit Administration (FTA) programs increases to \$11.789 billion in Fiscal Year (FY) 2016 and rises to \$12.592 billion by FY 2020, or \$61.113 billion over the life of the bill. This represents a 10.23% increase in year one, and 17.74% by FY 2020. The General Fund portion of the authorization increases by 16.28% in FY16 and remains flat for the remainder of the Authorization bill.

According to the estimates developed by the American Public Transportation Association (APTA), the State of North Carolina is expected to receive the following levels of funding:

- FY16 - \$116.8M
- FY17 - \$119.1M
- FY18 - \$121.7M
- FY19 - \$124M
- FY20 - \$126.7M

At this point, the estimates are available on state-level only. Staff will provide an update as soon as the region-based estimates are developed by NCDOT.

Nationwide estimates by program:**Bus and Bus Facilities (Sec. 5339)**

- The Bus and Bus Facilities Program is authorized at a total funding level of \$696 million in FY2016, and \$809 million by FY 2020. This is a 62.5% increase over the current funding in the first year and 89% over the life of the bill.
- The bus and bus facilities competitive grant program, would grow from \$268 million in 2016 to \$344 million by 2020 and includes a \$55 million per year set-aside for low and no emission buses. Low and no emission buses also remain eligible for funds under the Sec. 5312 research program.

Urbanized Area Formula (Sec. 5307)

The Urbanized Area Formula program provides \$4.539 billion in FY 2016 and increases to \$4.929 in FY 2020.

Fixed Guideway Capital Investment Grants (Sec. 5309, New Starts/Small Starts/Core Capacity)

Appropriations from the General Fund for Capital Investment Grants are authorized at approximately \$2.3 billion, in FY 2016 and each year thereafter. This is a 20.7% increase over the MAP-21 authorized level, however, the level remains flat over the five years of the bill. All General Fund authorizations are subject to the annual appropriations process.

Next Steps

Staff will continue to monitor and work with the North Carolina Public Transportation Association (NCPTA) to provide updates to the Partners as more information becomes available.

6D. Procurement Updates

Staff Resource: Buck Marks, Procurement Specialist
Rick Shreve, Budget Manager

Regional Bus Procurement

- The City of Durham, Chapel Hill Transit, and GoTriangle received one Bid from in response to the solicitation by the December 18, 2015 deadline. The Bid has been reviewed separately and jointly by the three partners.
- The group is performing several evaluation procedures to determine whether the Bid should be recommended for award by the City of Durham Council. The procedures include: determination of Bid responsiveness to the IFB requirements and technical specifications; determination of Bidder responsibility, such as financial capacity, to perform on any contract resulting from an award; price analysis, and; single bid analysis.
- The group is completing this work so that it can be on the Durham City Council agenda for the March 7, 2016 meeting. If awarded, the Durham Purchasing Department will advertise a Notice of Intent to Award for approximately 10 days. If the City of Durham has not received any formal protests over the evaluation and award process, Chapel Hill Transit will be able to begin moving the procurement forward.
- Once the Bid has been awarded, CHT, working with the Town Attorney and the Business Management Department, will commence to develop and execute a five-year contract with the successful Bidder; this will request Chapel Hill Town Council approval.
- CHT has coordinated with relevant staff and attorneys with each of the Partners to develop a debt sharing agreement to align with the new bus financing. At this point, the attorneys and staff have reached general concurrence on the draft, which we are attaching to this item.

Attachment: Draft Agreement for Acquisition of New Buses for Public Transportation Services Among the Town of Chapel Hill and the Town of Carrboro and the University of North Carolina at Chapel Hill

AGREEMENT FOR ACQUISITION OF NEW BUSES FOR PUBLIC TRANSPORTATION SERVICES AMONG
THE TOWN OF CHAPEL HILL AND THE TOWN OF CARRBORO AND
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

WITNESSETH:

WHEREAS, the Town of Chapel Hill, the Town of Carrboro and The University of North Carolina at Chapel Hill have worked together to provide public transportation services since the 1970s and desire to continue to work together to provide these services; and

WHEREAS, the Town of Chapel Hill has operated the public transit system, Chapel Hill Transit, serving the Town of Carrboro, the Town of Chapel Hill and The University of North Carolina at Chapel Hill the since 1974 and has shared the costs with the Town of Carrboro and The University of North Carolina at Chapel Hill; and

WHEREAS, the Town of Chapel Hill, the Town of Carrboro and The University of North Carolina at Chapel Hill acknowledge that funding for public transportation systems from federal and state sources has continued to decline and that there is a growing need to use local revenue sources to update the existing fleet of buses; and

WHEREAS, the Town of Chapel Hill has asked The University of North Carolina at Chapel Hill and the Town of Carrboro to provide some assurances of long term financial support prior to making future capital expenditures needed to update the existing fleet of buses operated by Chapel Hill Transit; and

WHEREAS, the Town of Chapel Hill, the Town of Carrboro and The University of North Carolina at Chapel Hill desire to establish this agreement ("Agreement") to provide such assurances concerning the acquisition of new buses for public transportation services;

NOW THEREFORE, the following Agreement is hereby entered into by the Town of Chapel Hill, the Town of Carrboro, and The University of North Carolina at Chapel Hill concerning the acquisition of new buses.

Section I. It is hereby agreed that the Town of Chapel Hill, hereinafter referred to as "Chapel Hill", and the Town of Carrboro, hereinafter referred to as "Carrboro", and The University of North Carolina at Chapel Hill, hereinafter referred to as the "University", will participate in the following funding agreement for the acquisition of new buses. Collectively all parties to this Agreement will be referred to as the "Local Partners". The Local Partners acknowledge that Chapel Hill has the fiduciary responsibility for operation of the public transit system, including, but not limited to, issuing any debt necessary to finance the purchase of the new buses as well as repayment of that debt.

Section II. During the fiscal year ending June 30, 2016, Chapel Hill will acquire new buses by the following methods;

- a. Approximately 5 buses will be purchased outright using Orange County Bus and Rail funds, contingent on approval by Go Triangle;
- b. Approximately 4 buses will be purchased outright using around \$2.0 million of Chapel Hill unallocated fund balance;
- c. Approximately 3 buses will be purchased outright using STP-DA funding; and
- d. Approximately 10-15 buses (the “Debt-Financed Buses”) will be purchased using Chapel Hill debt financing requiring a maximum of \$760,000 in annual debt service over no more than 10 years (note: final term set by lender).

Section III. In addition to the University’s annual support of its share of the operating costs of the transit system, the University agrees to assist with acquiring the Debt-Financed Buses by making the following payments to Chapel Hill: \$440,800 (58% of debt service payment) annually on July 1 beginning July 1, 2016 until the expiration of the financing contracts for the Debt-Financed Buses but in any event no later than June 30, 20XX. This amount will not increase without prior written consent of the University which shall be obtained at least 180 days before the effective date of any proposed increase.

Section IV. In addition to Carrboro’s annual support of its share of the operating costs of the transit system, Carrboro agrees to assist with acquiring the Debt-Financed Buses by making the following payments to Chapel Hill: \$83,600 (11% of debt service payment), annually on July 1 beginning July 1, 2016 until the expiration of the financing contracts for the buses described in Section II d. but in any event no later than June 30, 20XX. This amount will not increase without prior written consent of Carrboro which shall be obtained at least 180 days before the effective date of any proposed increase.

Section V. The buses acquired pursuant to this Agreement shall be used solely in the operation of the Chapel Hill Transit system. Chapel Hill agrees to keep the buses in good running order and to comply with any requirements of the financing contracts. In addition to Chapel Hill’s annual support of its share of the operating costs of the transit system, Chapel Hill agrees to assist with acquiring the Debt-Financed Buses by making the following payments: \$235,600 (31% of debt service payment), annually on July 1 beginning July 1, 2016 until the expiration of the financing contracts for the buses described in Section II d.

Section VI. [Needs Discussion] The University may terminate its participation in this Agreement upon the occurrence of any of the following events:

- a. Failure of Chapel Hill to remain current on debt service payments for the Debt-Financed Buses;
- b. Chapel Hill’s violation of any terms of the financing contracts for the Debt-Financed Buses;
- c. By giving 180 days written notice to Chapel Hill;

Section VII. [Needs Discussion] In the event of termination of its participation in this Agreement pursuant to Section VI.a. or VI.b., the University, at its option and subject to obtaining any necessary

approvals, may elect to assume or pay off the debt on the number of the Debt-Financed Buses equal to [INSERT THE WHOLE NUMBER THAT IS LESS THAN OR EQUAL TO OUR CURRENT YEAR'S PERCENTAGE CONTRIBUTION TO THE BUDGET FOR CHT OF THE DEBT-FINANCED BUSES](the "University Buses"). If the financing contracts for the University Buses do not permit assumption by the University, the University and Chapel Hill agree to negotiate in good faith to enter into an arrangement pursuant to which: (i) the University pays an amount equal to the debt service for the University Buses into an account managed by a third-party custodian that, in turn, will apply those funds to the related debt; (ii) the University gains the sole right to operate the University Buses during the remainder of the term of the related debt; and (iii) title for the University Buses transfers to the University upon repayment of the related debt.

The Parties acknowledge that commitments by the University to continue to make the payments called for by this agreement are necessary in order for Chapel Hill to meet its obligation to the lender and/or vendor from whom these Debt-Financed Buses have been acquired. Accordingly, the University accepts and agrees that, notwithstanding the provisions of the annual Agreement for Public Transportation Services between the University and Chapel Hill, in the event of termination of this Agreement pursuant to Section VI. c. or Section X (due to the University's non-payment), Chapel Hill may at its option reduce or eliminate those routes solely or primarily serving the University in order to reduce the demands on its rolling stock and compensate for loss of revenue to support said equipment.

Section VIII. Carrboro may terminate its participation in this Agreement upon the occurrence of any of the following events:

- a. Failure of Chapel Hill to remain current on debt service payments for the Debt-Financed Buses;
- b. Chapel Hill's violation of any terms of the financing contracts for the Debt-Financed Buses;
- c. By giving 180 days written notice to Chapel Hill;

Section IX. [Needs Discussion] In the event of termination of its participation in this Agreement pursuant to Section VIII.a. or VIII.b., Carrboro, at its option and subject to obtaining any necessary approvals, may elect to assume or pay off the debt on the number of the Debt-Financed Buses equal to [INSERT THE WHOLE NUMBER THAT IS LESS THAN OR EQUAL TO THEIR CURRENT YEAR'S PERCENTAGE CONTRIBUTION TO THE BUDGET FOR CHT OF THE DEBT-FINANCED BUSES](the "Carrboro Buses"). If the financing contracts for the Carrboro Buses do not permit assumption by Carrboro, Carrboro and Chapel Hill agree to negotiate in good faith to enter into an arrangement pursuant to which: (i) Carrboro pays an amount equal to the debt service for the Carrboro Buses into an account managed by a third-party custodian that, in turn, will apply those funds to the related debt; (ii) Carrboro gains the sole right to operate the Carrboro Buses during the remainder of the term of the related debt; and (iii) title for the Carrboro Buses transfers to Carrboro upon repayment of the related debt.

The Parties acknowledge that commitments by Carrboro to continue to make the payments called for by this agreement are necessary in order for Chapel Hill to meet its obligation to the lender

and/or vendor from whom these Debt-Financed Buses have been acquired. Accordingly, Carrboro accepts and agrees that, notwithstanding the provisions of the annual Agreement for Public Transportation Services between Carrboro and Chapel Hill, in the event of termination of this Agreement pursuant to Section VIII. c. or Section X (due to Carrboro's non-payment), Chapel Hill may at its option reduce or eliminate those routes through Carrboro in order to reduce the demands on its rolling stock and compensate for loss of revenue to support said equipment.

Section X. Chapel Hill may terminate this Agreement with respect to the University in the event the University fails to make the payments required by Section III. Chapel Hill may terminate this Agreement with respect to Carrboro in the event Carrboro fails to make the payments required by Section IV.

The termination of this Agreement as between Chapel Hill and either the University or Carrboro shall not impact the status of this Agreement with respect to the remaining parties; the benefits to and obligations of the University and Carrboro shall not be affected by such partial termination of the Agreement.

Section XII. Any future federal, state or other non-local assistance received by the Local Partners for the transit system which may be used for repayment of the debt incurred to purchase the Debt-Financed Buses described in Section II d shall be provided to Chapel Hill and shall be used to first offset the cost of acquiring these Debt-Financed Buses, subject to the necessary approvals.

Section XIII. The Parties further agree to negotiate in good faith to have a Memorandum of Understanding (MOU) concerning the general operation of Chapel Hill Transit by _____ (insert date).

Section XIV. Payments specified in this Agreement beyond the current fiscal year, and any continuation or renewal of this Agreement, are dependent upon and subject to the availability of funds to each of the Local Partners for the purpose set forth in this Agreement.

Section XV. This Agreement may not be amended orally or by performance. Any amendment, in order to be effective, must be made in written form and signed by duly authorized representatives of the Local Partners.

Section XVI. The North Carolina State Auditor and the University's internal auditor shall have access to persons and records as a result of all contracts or grants entered into by the University in accordance with N.C. Gen. Stat. §147-64.7 and Session Law 2010-194, Section 21.

Section XVII. This Agreement is made under and shall be governed and construed in accordance with the laws of the State of North Carolina. In the event the parties are unable to resolve any dispute relating to this Agreement, the exclusive venue for any judicial action or proceeding arising out of or relating to this Agreement shall be the state or federal courts located in the State of North Carolina.

Section XVIII. This Agreement and any amendments may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute one and the same document, and binding on all parties notwithstanding that each of the parties may have signed different

counterparts. Facsimiles or scanned copies of signatures or electronic images of signatures shall be considered original signatures unless prohibited by applicable law.

Section XIX. This Agreement constitutes the entire agreement of the parties on the specific subject matter hereof and supersedes all prior representations, understandings and agreements between the parties with respect to such subject matter. Any invalidity, in whole or in part, of any provision of this Agreement shall not affect the validity of any other of its provisions. No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented.

IN WITNESS WHEREOF, the parties to this Agreement have been authorized to sign the same, Chapel Hill and Carrboro by their Town Managers, and The University of North Carolina at Chapel Hill by its Vice Chancellor for Finance and Administration.

This the _____ day of _____, 2015.

TOWN OF
CHAPEL HILL

TOWN OF
CARRBORO

UNIVERSITY OF NORTH CAROLINA AT
CHAPEL HILL

CHAPEL HILL
Town Manager

CARRBORO
Town Manager

Vice Chancellor for
Finance and Administration

[Add necessary approvals for Towns]

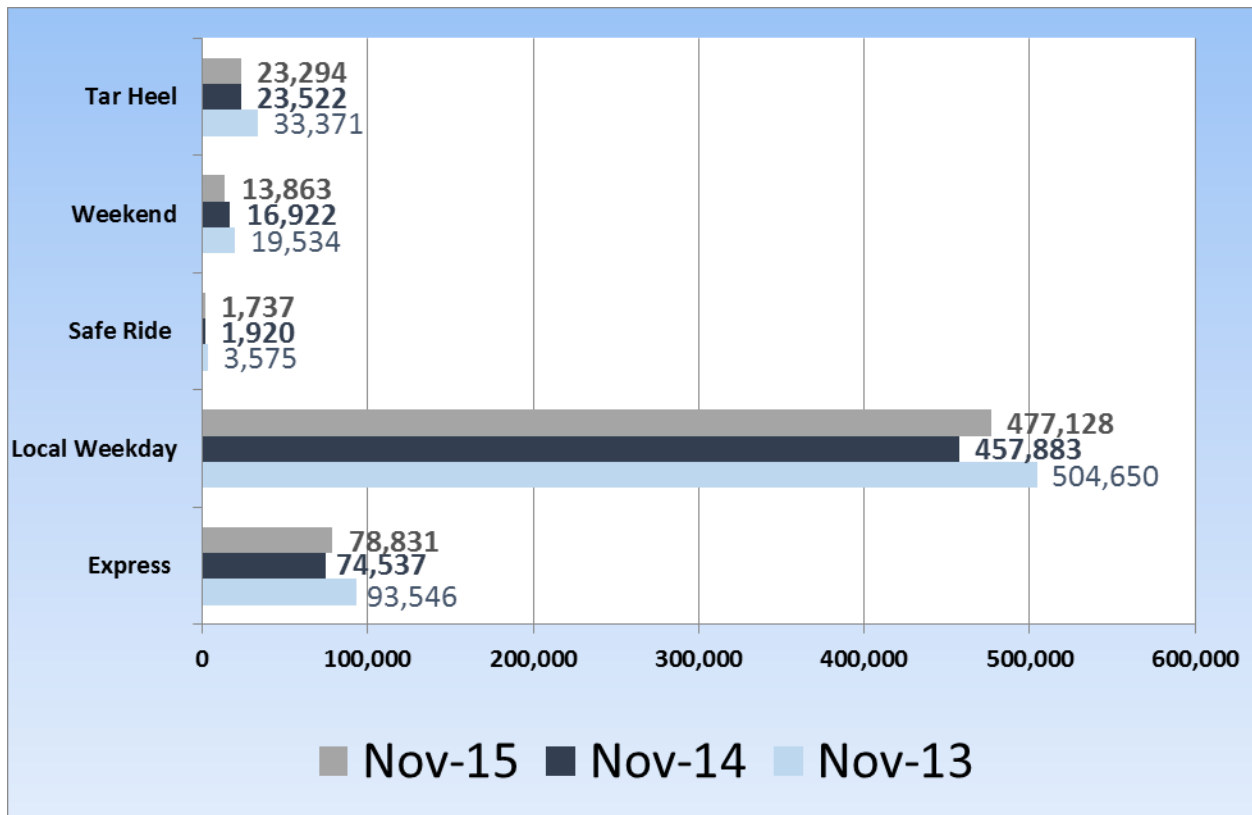
6E. November and December Performance Reports

Staff Resource: Mila Vega

November 2015 Ridership and Service Days

	Nov-13	Nov-14	Nov-15
Weekday Service Days	20	18	19
Safe Ride Service Days	11	10	9
Saturday Service Days	5	6	5
Sunday Service Days	4	5	5
Tarheel Express Service Days	7	5	5

	Nov-13	Nov-14	Nov-15
Express	93,546	74,537	78,831
Local Weekday	504,650	457,883	477,128
Safe Ride	3,575	1,920	1,737
Weekend	19,534	16,922	13,863
Tar Heel	33,371	23,522	23,294

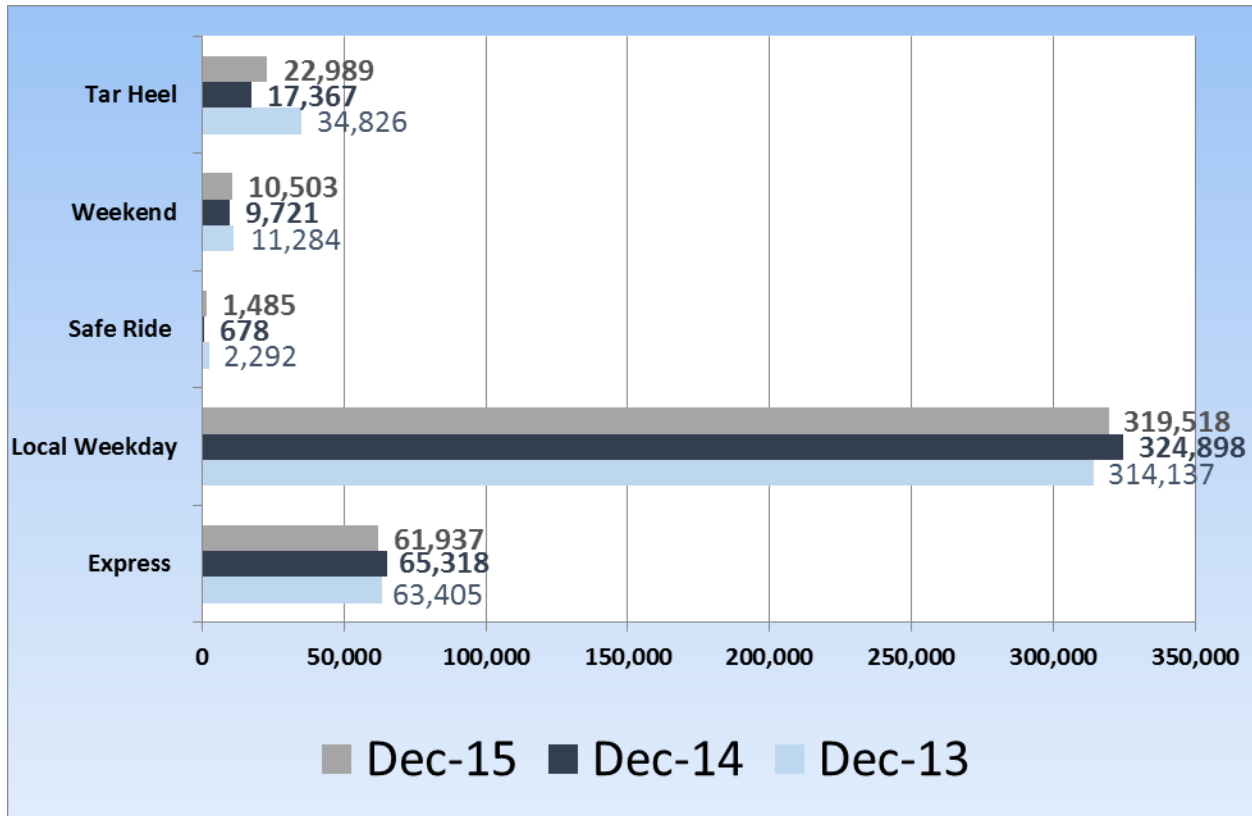


	Nov-13	Nov-14	Nov-15
Weekday Service Days	20	18	19
Safe Ride Service Days	11	10	9
Saturday Service Days	5	6	5
Sunday Service Days	4	5	5
Tarheel Express Service Days	7	5	5
FCX	44,700	35,280	37,753
HU	10,220	6,372	8,037
JFX	11,140	9,342	10,488
CPX	12,680	9,594	10,963
CCX	9,620	9,108	9,823
DX	1,960	1,710	1,767
PX	3,226	3,131	0
A	30,754	26,484	26,030
CL	4,500	2,394	2,584
CM	14,740	12,474	12,939
CW	19,500	17,676	16,321
D	36,842	32,986	35,910
F	19,500	15,984	17,974
G	20,700	16,516	19,095
HS	4,140	2,934	2,527
J	77,259	73,674	77,140
N	14,360	12,780	12,901
NS	73,398	73,467	78,489
NU	29,260	28,044	26,505
RU	38,789	36,162	39,159
S	35,080	31,680	29,906
T	24,760	17,766	19,266
U	48,128	45,648	49,647
V	12,940	11,214	10,735
SAFE G	600	150	288
SAFE J	941	410	621
SAFE T	2,035	1,360	828
Weekday Fixed Route Total	601,771	534,340	557,696
Change from previous year (%) weekday		-11%	4%
CM	930	540	618
CW	1,290	1,084	0
D	1,470	1,128	1,017
NU (sat)	2,790	2,192	1,764
T	1,740	1,100	0
U (sat)	4,000	4,052	2,880
FG	915	720	645
JN	1,115	936	759
NU (sun)	2,240	3,130	2,570
U (sun)	3,044	2,040	3,610
Weekend Fixed Route Total	19,534	16,922	13,863
Change from previous year (%) weekend		-13%	-18%
Total Fixed Route Passenger Trips	621,305	551,262	571,559
Change from previous year (%)		-11%	4%
Senior Shuttle	0	716	667
Tar Heel Express/Special Service	33,371	23,522	23,294
Demand Response	5,374	4,083	4,988
All Service Categories Ridership	660,050	579,583	600,508
Change from previous year (%)		-12%	4%

December 2015 Ridership and Service Days

	Dec-13	Dec-14	Dec-15
Weekday Service Days	19	20	20
Safe Ride Service Days	6	6	9
Saturday Service Days	6	6	6
Sunday Service Days	2	1	1
Tarheel Express Service Days	6	5	6

	Dec-13	Dec-14	Dec-15
Express	63,405	65,318	61,937
Local Weekday	314,137	324,898	319,518
Safe Ride	2,292	678	1,485
Weekend	11,284	9,721	10,503
Tar Heel	34,826	17,367	22,989



	Dec-13	Dec-14	Dec-15
Weekday Service Days	19	20	20
Safe Ride Service Days	6	6	9
Saturday Service Days	6	6	6
Sunday Service Days	2	1	1
Tarheel Express Service Days	6	5	6
FCX	29,212	30,280	29,746
HU	6,874	6,500	6,687
JFX	7,983	8,200	8,092
CPX	7,731	8,980	8,356
CCX	7,435	7,780	7,608
DX	1,798	1,100	1,449
PX	2,372	2,478	
A	17,735	17,238	17,487
CL	3,099	2,240	2,670
CM	9,423	8,580	9,002
CW	13,212	14,460	13,836
D	25,859	27,620	26,740
F	16,093	15,260	15,677
G	13,527	15,100	14,314
HS	3,411	2,580	2,996
J	55,435	54,640	55,038
N	7,909	10,020	8,965
NS	47,254	55,280	51,267
NU	17,899	18,860	18,380
RU	12,851	16,820	14,836
S	21,728	21,500	21,614
T	15,602	12,080	13,841
U	25,415	25,240	25,328
V	7,685	7,380	7,533
SAFE G	339	90	215
SAFE J	1,071	168	620
SAFE T	882	420	651
Weekday Fixed Route Total	379,834	390,894	382,939
Change from previous year (%) weekday		3%	-2%
CM	732	552	642
CW	1,251	1,482	1,367
D	1,380	1,458	1,419
NU (sat)	603	548	576
T	1,734	1,326	1,530
U (sat)	1,083	1,013	1,048
FG	780	1,038	909
JN	1,123	996	1,060
NU (sun)	856	560	708
U (sun)	1,742	748	1,245
Weekend Fixed Route Total	11,284	9,721	10,503
Change from previous year (%) weekend		-14%	8%
Total Fixed Route Passenger Trips	391,118	400,615	393,442
Change from previous year (%)		2%	-2%
Senior Shuttle	0	707	736
Tar Heel Express/Special Service	34,826	17,367	22,989
Demand Response	4,712	3,997	4,398
All Service Categories Ridership	430,656	422,686	421,565
Change from previous year (%)		-2%	0%

7A. Operations

Staff Resource: Roger Chapin, Assistant Director – Operations

Distinguished Driver and Employee of the Year

1. Demand Response Division/EZ Rider
 - a. **2015 Demand Response Employee of the Year:**
 - i. Samuel Jackson
 - b. **2015 Demand Response Distinguished Driver:**
 - i. Derek Adams
 - ii. Charles Bettilyon
 - iii. Tony Combs
 - iv. Tasha Harrington
 - v. Samuel Jackson
 - vi. Gerhard Konig
 - vii. Marvin McGee
2. Fixed Route Division
 - a. **2015 Fixed Route Employee of the Year:**
 - i. Stephen Deberry
 - b. **2015 Fixed Route Distinguished Driver:**
 - i. Stephen Deberry
3. Maintenance Division
 - a. **2015 Maintenance Employee of the Year:**
 - i. Stanley Hammond

Demand Response – OPEN

1. Operations/Safety Meetings were held jointly with fixed route:
 - a. November – covered Holiday Safety and Winter Driving.
 - b. December – covered Town’s New Zero Tolerance Drug and Alcohol Policy.
2. We are advertising anew for the Demand Response Operations Manager.
3. The EZ Rider Advisory Committee met on January 13th at the Chapel Hill Library. The EZ Rider Application was discussed and approved for implementation.
4. The Demand Response EZ Rider Staff continues to perform exceptionally well in the absence of an Operations Manager.
5. Marcus Parker, Apprentice Operator promoted to full-time

Fixed Route – Maribeth Lewis-Baker

1. Perfect Attendance:
 - a. November – 44%
 - b. December – 33%
2. The Fixed Route Division was pleased to have (13) employees with exceptional Attendance Records in 2015. We would like to recognize the following operators:
 - a. **Perfect Attendance 2015 (12 months)** – Bawi Thang

- b. **11 Months Perfect Attendance** – Mike Chandler and Stephen Deberry
 - c. **10 Months Perfect Attendance** – Quentin Craven, Stan Norwood and Jermaine Ray
 - d. **9 Months Perfect Attendance** – William Alston and Robert Earhart
 - e. **8 Months Perfect Attendance** – Thomas Austin, Antwuan Riggsbee, William Rogers, Mike Schuster and David Vanderhoof
3. **Safe Driving Awards** – 73 (62%) FR Operators received Safety Awards for 2015. The Fixed Route Division is very fortunate to have such a high percentage of safe drivers, as well as a number of very seasoned veterans who have substantially long safety records.

The Division's Top Four:

- 26 Years – Stan Norwood and Amy Edwards
 - 24 Years – Scott Blacknell
 - 20 Years – Chris Blue
- 4. Supervisor Joe McMiller attended the Transportation Leadership Development Program (TLDP) sponsored by NCDOT. His project is **“Developing a New Hire Training Program.”**
 - 5. 2 Trainees graduated in December – Hal Jordan and Robert Averette
 - 6. Operations/Safety Meetings were held jointly with fixed route.
 - a. November – covered Holiday Safety and Winter Driving.
 - b. December – covered Town's New Zero Tolerance Drug and Alcohol Policy.
 - 7. Fixed Route's On-Time Performance (OTP):
 - a. November – 78%
 - b. December – 81%
 - 8. **Catch us at Our Best** (A new program to recognize Bus Operators that have received a compliment for exceptional customer service.)
 - a. Operator Larry Gray received a telephone compliment regarding his operation of the J & D Routes on 12/10/15. “(He) is very respectful and helpful. It's a pleasure to ride the bus when he is operating it.”
 - b. Operators Robert Earhart and Stan Norwood received a joint compliment regarding their operation of the CCX Route. “These drivers greet us with a warm welcome, see to our safety and get us where we need to be on time. They are always pleasant and helpful, often going the extra mile to accommodate us and provide a personal touch by wishing us well when we depart the bus. Please pass on my gratitude and thanks for a job well done.”

Maintenance Division – Peter Aube

- 1. Provided the following training:
 - a. Twinvision destination sign familiarization, troubleshooting and repair for all mechanics.
 - b. E.M.P. cooling system troubleshooting and repair for all mechanics
 - c. Asset works training for maintenance administrative staff.

2. Safety Meetings were held jointly with fixed route.
 - a. November – covered Ladder Safety.
 - b. December – covered Town’s New Zero Tolerance Drug and Alcohol Policy.
3. Received, prepared and placed in service 15 new Support Vehicles.
4. Removed 14 Support Vehicles from service and readied for disposition.
5. Performed 25 road calls in December for 6,850 miles between road calls.
6. Completed sixty-six (66) Preventative Maintenance Inspections (PMI) in December.
7. Maintenance completed exterior clean and waxing of ten vehicles in December. A total of 78 vehicles have been completed through December.

Planning Coordinator – OPEN

We are advertising anew for the Planning Coordinator. This position is proving very difficult to find the proper candidate.

Safety – Mark Lowry

1. Vehicle Accidents

TOTAL ACCIDENTS	Nov 2015	Nov 2014	Dec 2015	Dec 2014
Fixed Route				
Preventable	6	7	5	5
Non-Preventable	4	2	2	3
Demand Response				
Preventable	2	3	2	1
Non-Preventable	0	2	0	1
Maintenance				
Preventable	0	0	0	0
Non-Preventable	0	0	1	0

2. Workplace Injuries

WORKERS COMPENSATION SUMMARY	Nov 2015	Dec 2015
Workplace Injuries	2	3
Active Claims		3

3. Received training from the North Carolina League of Municipalities on workers compensation administration and reporting procedures.
4. Became a certified trainer in the Smith System Driver Training Course (Five Keys to Space Cushion Driving).
5. Worked with Public Works, HRD and vendor to enhance facility security.
6. Coordinated Department’s Annual Safety Awards and Employee Recognition Program.

Training – Katy Luecken

1. Participated in Operator Training Program to observe the current training system and learn the policies and routes.

2. Started creating Supervisor Training Program. This consisted of revising Operating Bulletins and adapting procedures from other transit organizations to create a new Supervisor Training Manual.

Planned implementation of a Trainer Training Program. With trainers selected from our Bus Operators. We will implement an Operator Training Program that is thorough and well taught, providing consistency and a much better prepare.

7B. Director

Staff Resource: Brian Litchfield

- The Director's Report will be provided at the meeting on February 3, 2016.



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

February 3, 2016

February 23, 2016	
Action Items	Informational Items
FY 16-17 Budget	AA Study Update Regional Bus Procurement
March 22, 2016 11:00 a.m.	
Action Items	Informational Items
FY 16-17 Budget	AA Study Update Regional Bus Procurement Financial Sustainability Study Update
April 26, 2016 11:00 a.m.	
Actions Items	Informational Items
FY 16-17 Budget	AA Study Update Regional Bus Procurement Financial Sustainability Study Update

<u>Key Meetings/Dates</u>
MPO Board – February 10, 2016, 9-11AM, Committee Room, Durham City Hall
TCC Meeting – February 24, 2016, 9-11AM, Committee Room, Durham City Hall
MPO Board – March 9, 2016, 9-11AM, Committee Room, Durham City Hall