



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

### NOTICE OF COMMITTEE MEETING AND AGENDA

OCTOBER 25, 2016 – 11:00 A.M. to 1:00 P.M.

### CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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9. Adjourn	

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

**Tuesday, August 23, 2016 at 11:00 AM**

Present: Ed Harrison, Chapel Hill Town Council  
Julie Eckenrode, Assistant to Town Manager, Carrboro  
George Cianciolo, Chapel Hill Town Council  
Cheryl Stout, UNC Transportation and Parking  
Than Austin, UNC Transportation & Parking  
Bethany Chaney, Carrboro Alderman

Absent: Michael Parker, Chapel Hill Town Council, Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises, Damon Seils, Carrboro Alderman

Staff present: Brian Litchfield, Transit Director, Flo Miller, Deputy Town Manager, Rick Shreve, Budget Manager, Nick Pittman, Transit Planner, Tim Schwarzauer, Grants Coordinator, Maribeth Lewis-Baker, Fixed Route Manager, Don Willis, Demand Response Manager, Bergen Watterson, Transportation Planner, Carrboro

Guests: Jeff Charles, Transportation and Connectivity Board

1. The Meeting Summary of June 28, 2016 was received and approved.
2. **Employee Recognition** – Brian introduced Don Willis who was recently hired as the new CHT Demand Response Manager.
3. **Consent Items**
  - A. FY 2016-17 Budget Update and July Financial Report – Rick reviewed this report for the Partners.
  - B. Holiday Schedule for 2016-17 – This item was pulled from the agenda until the September meeting for further review of the Winter Holidays.
4. **Public Forum on FY 2016-17 Program of Projects** - Brian introduced and reviewed the Program of Projects. Tim Schwarzauer opened the Public Forum at 11:15AM. Than Austin questioned the whether the completion of the 10 year strategic plan would involve additional funds. Tim replied that this was just the continuation of the study and no new funds were required. Ed Harrison noted it was good to see the HS, NS, G routes and Senior Shuttle listed on the projects. The Public Forum closed at 11:17AM.
5. **Discussion Items**
  - A. Transfer of Light Duty Transit Vehicles to Orange County – Tim reviewed this item for the Partners and asked for their approved to make the transfer. It was approved.

- B. Alternatively Powered Bus Petition Update – Brian reviewed this item. There are funds in this year’s budget for further analysis. He asked for input from the Partners. CHT will pursue research of alternative fuels. UNC has offered to assist. The Partners would like to have the Financial Study completed before Nelson Nygaard takes on this study. The Partner felt that CHT’s aim should be to increase ridership which would help to decrease emissions. Ed Harrison will forward the information that staff has provided to NC State for their assistance. Brian suggested that the Town Sustainability Staff might be helpful with this as well. He also noted that Duke Energy is required to invest funds in these kinds of projects and we have requested money from them. One of the requirements of using those funds would be that CHT would have to purchase an alternatively fueled bus to use those funds.

**6. Information Items**

- A. North South Corridor Study – Brian reviewed this in Mila’s absence.
- B. August Service Adjustment Update – Brian reviewed this. Staff will continue to evaluate the changes.
- C. Tar Heel Express Update – Brian reviewed.
- D. Bus Build and Grants Update – The Debt Financing Agreement will be prepared and routed as some of the new buses will be debt financed. Brian noted that STPDA money will be decreasing. The Partners suggested that Brian talk with Congressman’s Price’s office regarding the STPDA.
- E. Legislative Update – This item was provided for the Partners information.
- F. FY 201615-16 Summary Performance Report – This item was provided for the Partners information.

**7. Departmental Monthly Reports**

- A. Operations – Brian reviewed this item for the Partners.
- B. Director – This item was provided for the Partners information.

**8. Future Meeting Items**

**9. Partner Items**

10. **Next Meeting** – September 20, 2016

11. Adjourn

The Partners set a next meeting date for September 20, 2016
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## 3A. September Financial Report

Prepared by: Rick Shreve, Budget Manager

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**September 2016**

- Expenses for the month of September were \$1,902,216. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 32.38% 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).
  - This is somewhat skewed by the encumbrance of \$967,000 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.
- One significant caveat to note is that these data are subject to some changes, pending the Town of Chapel Hill's audit process for FY15-16. 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 FY15-16 audited figures once we have final numbers.

***Highlights***

- This data reflects the first quarter of this fiscal year, but it is too early to ascertain any trends. 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.

***National Transit Database (NTD) report***

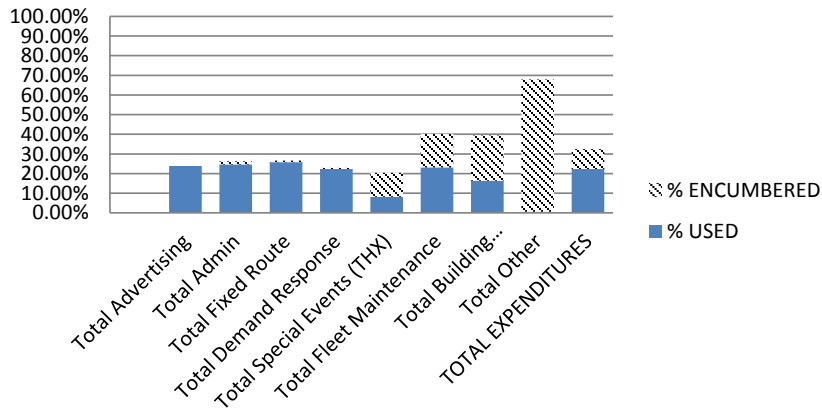
- CHT staff are currently working on our annual FTA – required NTD report, consisting of data analyzed in the following areas: Financial, Asset, Service, Resource, and Federal Funding

Allocation. Data generated through this report is ultimately used towards calculations of our Federal funding formulas, and is tied to our State funding allocations as well.

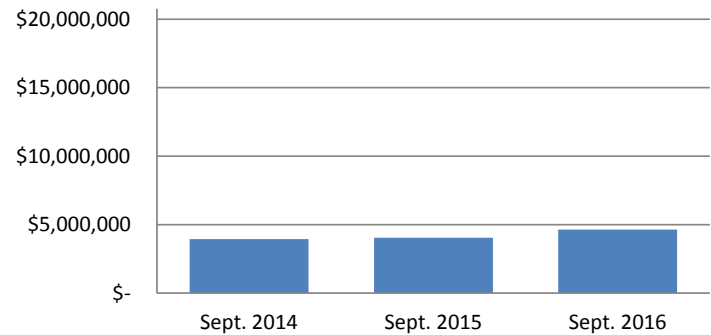
**Transit 640 Fund Budget to Actual at end of Sept. 2016**

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Sept. = 25.00%
Total Advertising	\$ 95,337	\$ 95,337	\$ 9,495	\$ 22,738	\$ -	\$ 72,599	23.85%
Total Admin	1,607,297	1,607,297	156,318	396,913	24,791	1,185,593	26.24%
Total Fixed Route	10,143,298	10,030,685	1,136,381	2,588,680	83,020	7,358,985	26.64%
Total Demand Response	2,091,043	2,091,043	185,379	467,333	11,308	1,612,402	22.89%
Total Special Events (THX)	327,601	327,601	26,909	26,926	40,000	260,675	20.43%
Total Fleet Maintenance	4,149,481	4,225,481	347,359	976,395	720,629	2,528,457	40.16%
Total Building Maintenance	800,533	895,568	37,611	146,721	205,419	543,427	39.32%
Total Other	1,160,640	1,492,012	2,763	8,170	1,005,346	478,497	67.93%
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,375,230</b>	<b>\$ 20,765,024</b>	<b>\$ 1,902,216</b>	<b>\$ 4,633,876</b>	<b>\$ 2,090,513</b>	<b>\$ 14,040,635</b>	<b>32.38%</b>

**CHT Sept. 2016 YTD Expenses as % of Budget**



**CHT Total YTD Expenses - Previous Years Comparison**



## 3B. Chapel Hill Transit Holiday Schedule 2016-2017

Staff Resource: Brian Litchfield, Director

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### **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 2016-17 (through January):

#### ***2016 Holiday Schedule:***

- Thanksgiving Day – Thursday, November 24, 2016 – No Service
- Day after Thanksgiving – Friday, November 25, 2016 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m. and Tar Heel Express for the North Carolina versus North Carolina State Football Game.
- Saturday, November 26, 2016 – Saturday Routes (No U or NU) – EZ Rider: 8:15 a.m. – 6:52 p.m.

#### **Winter Break December 17, 2016 – January 9, 2017: Weekday NU and A-Limited will not operate, Safe Rides and the Saturday/Sunday U and NU routes will not operate**

- Sunday, December 18, 2016 – Winter Break – No Fixed Route Service, EZ Rider Premium Service will operate from 10:00 a.m. – 4:00 p.m.
- Christmas Eve – Saturday, December 24, 2016 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Christmas Day – Sunday, December 25, 2016 – No Service
- Monday, December 26, 2016 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Tuesday, December 27, 2016 – Local Service Only<sup>1</sup>, no Express service<sup>2</sup>
- Wednesday, December 28, 2016 – Local Service Only<sup>1</sup>, no Express service<sup>2</sup>
- Thursday, December 29, 2016 – Local Service Only<sup>1</sup>, no Express service<sup>2</sup>
- Friday, December 30, 2016 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Saturday, December 31, 2016 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.

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<sup>1</sup> Routes that will operate: A, CL, CM, CW, D, F, G, HS, J, N, NS, RU, S, T, U and V

<sup>2</sup> Routes that will not operate: A Limited, CCX, CPX, DX, FCX, HU, JFX, and NU

***2017 Holiday Schedule:***

- New Year's Day – Sunday, January 1, 2017 – No Service
- Monday, January 2, 2017 – No Service
- Martin Luther King, Jr. Day – Monday, January 17, 2017 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.



## 4A. EZ Rider Customer Application

Action: 1. Approve updated EZ Rider Application package.

Prepared by: Don Willis, Demand Response Manager

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**Background**

Chapel Hill Transit provides origin-to-destination paratransit service (EZ Rider) to eligible individuals who are unable to use the accessible fixed route system due to their disability, in accordance with the Americans with Disabilities Act (ADA) of 1992.

A key focus of ADA was to increase the accessibility of fixed route systems. For individuals with disabilities who are unable to ride fixed routes, the ADA requires that paratransit (EZ Rider) services be provided at a level of service comparable to the fixed route system. Not all persons with disabilities are eligible for ADA complementary paratransit services. This complementary service is only provided for those who are unable to access a fixed route system.

As a requirement of ADA, providers must have an eligibility process that does not place unreasonable administrative burdens on the applicant. This process should be based on evaluation of functional criteria and can include an application, interviews and testing. This process is not based on medical or diagnostic criteria – in other words, it doesn't matter what your diagnosis is, it matters what your functional ability is. This process must also include an application, which must be provided in an accessible format.

A determination of eligibility must be made within 21 calendar days of receipt of a completed application. A Registered Health Care Professional is required to document information on the application regarding the applicant's disability. Eligibility time periods range anywhere from 30 days up to 4 years depending on the applicant's abilities. Paratransit providers are required to recertify customers at reasonable intervals, EZ Rider currently requires recertification at no more than four (4) years.

Over the last three months staff has worked with the EZRAC committee to finalize and approve the application package which had been in draft form since the former manager resigned. The attached application was unanimously supported by the EZRAC committee, and is recommended for approval by the Partners.

**Recommendation**

- Approve updated EZ Rider Application package.

**Attachment**

- EZ Rider Application – to be provided at meeting

**4B. Long Range Financial Sustainability Plan – FY16-28 Capital Plan****Action: 1. Recommend that the Chapel Hill Town Council adopt the FY16-28 Capital Plan.**

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

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**Overview**

Over the course of the past year, the consultant team from Nelson Nygaard (NN) presented several views of future necessary capital expenses and associated Partner contributions. This is a fundamental piece of the overall Strategic and Financial Sustainability Plan, and has been through many iterations as new data and Partner preferences have provided guidance, most recently at the March 22, 2016 meeting. The accompanying Capital Plan is the result of those efforts.

In order to turn our collective attention towards the next steps of the Sustainability Plan, it would be useful and prudent to recognize and receive approval on an established direction for the capital piece. Staff will be prepared to discuss the attached plan: the goals of the plan, the inputs necessary to attain those goals, and potential variations from the plan in future years. This document is intended to be a guide, which allows for some flexibility, while establishing safe parameters.

**Next Step**

- Refer to Chapel Hill Town Council for review and adoption.

**Recommendation**

- Partners recommend that the Chapel Hill Town Council adopt the FY16-28 Capital Plan.

**Attachment**

- Draft FY16-28 Capital Plan



# Chapel Hill Transit: Strategic and Financial Plan

## Capital Plan

October 2016



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# PREFERRED CAPITAL FUNDING PLAN

## INTRODUCTION

CHT is a very successful system carrying more riders than any other transit agency in North Carolina, excluding the Charlotte Area Transit System. Much of the CHT's growth has occurred over the past decade, after deciding to operate as a fare-free system in 2002. Transit has been—and continues to be—a cornerstone of the community by providing efficient travel for the University of North Carolina-Chapel Hill (UNC-Chapel Hill) and accommodating growth at both the UNC-Chapel Hill campus and in the communities of Carrboro and Chapel Hill. The success at CHT also reflects a commitment to both transit and a multimodal transportation system by the Town of Chapel Hill as well as CHT's Partners, the Town of Carrboro and UNC-Chapel Hill.

Success, however, has come with struggles. Consistent with experience nationally, traditional funding sources for transit agencies are stagnating while the cost to operate service increases. At the same time, the demand and need for transit is growing as transit services are increasingly viewed as important tools to stimulate economic development, protect the environment, offer viable travel options, and, specific to the situation in Chapel Hill, are an integral part of the parking plan for the UNC-Chapel Hill campus.

Beyond these national trends, CHT is at a turning point as an agency and service. What began as a shuttle service to and from the UNC-Chapel Hill campus has grown into a much bigger system, reflecting growth not only at UNC-Chapel Hill but also the broader region. However, as the system has grown, investment in the agency's infrastructure has not kept pace—staffing and capital investment have lagged relative to ridership and relative to the useful life-cycle of the transit fleet. Limited capital and operating funds, as well as uncertainty surrounding future sources, will have significant negative impacts on the system if appropriate measures are not taken.

This Preferred Capital Funding Plan provides a roadmap for the future financial sustainability of the CHT's services given these unknowns<sup>1</sup>. Financial sustainability underpins the plan, which includes three primary goals:

1. Updating the fleet and continually replacing old vehicles.
2. Investing in operators, mechanics, and supervisors.
3. Developing a transparent, predictable, and manageable funding formula for CHT partners.

The remainder of this section outlines the Preferred Capital Funding Plan, including general assumptions and projected expenses. Further, it outlines the implications of this plan for future contributions from UNC-Chapel Hill, Carrboro, and Chapel Hill.

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<sup>1</sup> The Town of Chapel Hill and CHT Partners will continue to have flexibility to update this plan as circumstances dictate

## ASSUMPTIONS

The nine assumptions below form the basis of the rest of the Preferred Capital Funding Plan.

1. **Cost-Efficient Fixed-Route Vehicles.** CHT will purchase the most economic vehicles possible: initially this will be 40-foot clean diesel very low emissions buses, at a base cost of roughly \$440,000 each and with a useful life of 15 years. CHT will conduct ongoing review and evaluation of evolving bus and alternative fuel technologies to guide future vehicle purchases.
2. **Vehicle Procurement.** Vehicle procurement will occur in concert with GoTriangle and GoDurham in accordance with federal guidelines and regulations.
3. **No Change in Service Levels.** Vehicle replacement needs reflect no changes in transit service levels. If service levels change (up or down), operating and capital shares would be impacted.
4. **Debt Finance.** Debt financing vehicles will carry 10-year terms at an estimated 1.8% interest, with yearly payments of roughly \$50,000-\$60,000 per vehicle<sup>2</sup>.
5. **Inflation.** The Preferred Plan assumes a 2% annual inflation and operating cost increase; associated costs are anticipated to increase from approximately \$450,000 in FY 2018 to \$4.7 million in FY 2027.
6. **Fixed-Route Vehicle Acquisition.** In FY 2016, CHT will purchase approximately two transit vehicles and debt finance an additional 12. In FY 2017, CHT will purchase approximately six transit vehicles and debt finance an additional eight. Thereafter, CHT will acquire approximately six to seven vehicles annually, through a combination of debt financing and cash purchase. An early goal of vehicle acquisition will be to replace the oldest vehicles currently in the CHT fleet.
7. **Demand Response Vehicle Acquisition.** CHT will acquire approximately four demand response vans and light transit vehicles (LTVs) per year, at a total annual cost of approximately \$350,000. The base cost is \$44,000 for each van and \$67,200 for each LTV.
8. **Passenger Amenities and Facilities Maintenance.** The financial model assumes approximately \$300,000 per year for bus stop amenities and print information. Approximately \$800,000 per year is assumed for ongoing passenger amenity maintenance, park-and-ride maintenance, and building/facility maintenance.
9. **Partner Contribution Split.** The Preferred Plan assumes the current Partner contribution split—that is to say, the proportion of the total Partner contribution paid by UNC-Chapel Hill, Chapel Hill, and Carrboro in any given year—remains constant. A determination of the future split will occur as a result of conversations among the Partners.

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<sup>2</sup> Depending on final interest rate and year of acquisition

## VEHICLE ACQUISITION

In FY 2016, the Preferred Plan calls for the purchase of two transit vehicles and debt financing of an additional 14. In FY 2017, CHT will purchase approximately six transit vehicles and debt finance an additional eight. Thereafter, CHT will acquire approximately six to seven vehicles, primarily through debt financing; the plan also recommends certain vehicles be purchased with cash<sup>3</sup>. An early goal of vehicle acquisition will be to replace the oldest vehicles currently in the CHT fleet. Figure 1 presents the number of vehicles acquired through purchase and debt finance, as well as the average fleet age for CHT.

**Figure 1 Vehicles Acquired and Average Fleet Age (Preferred Plan)**

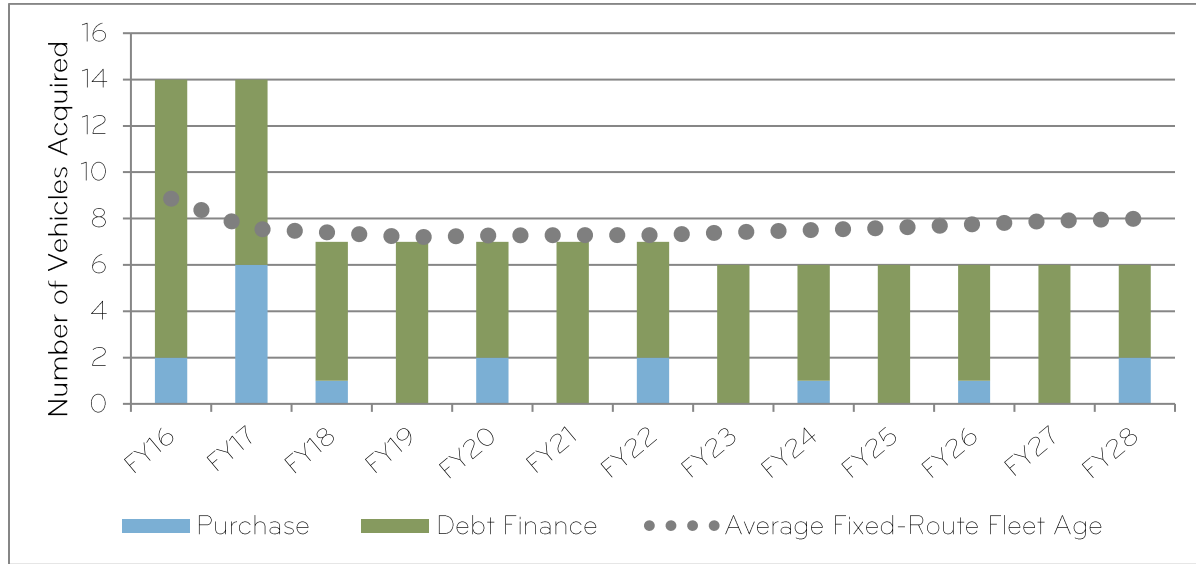
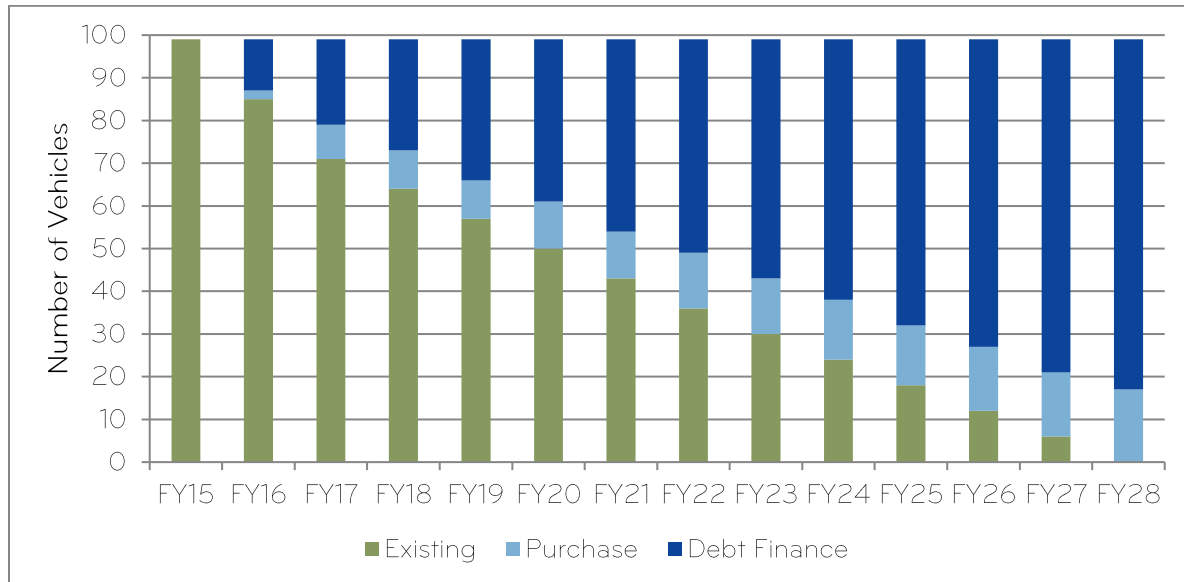


Figure 2 shows the cumulative fleet composition between the years in question. It illustrates how, under the Preferred Plan, the fleet becomes increasingly debt-financed between FY 2016 and FY 2028.

**Figure 2 Fleet Composition Over Time (Preferred Plan)**



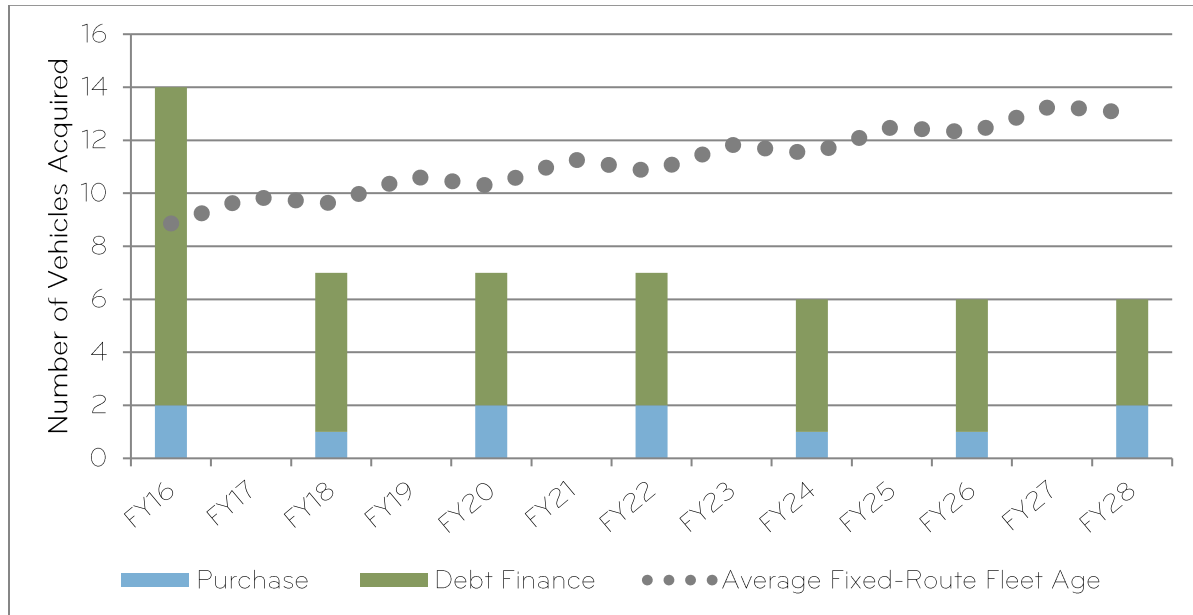
<sup>3</sup> CHT will continue to pursue cash options whenever they are available

### Illustrative Example: Impacts of Reduced Vehicle Purchases

This section illustrates the impact of a reduction in vehicle purchases. Instead of accounting for six to seven vehicle purchases yearly, it calls for this number of vehicle purchases every two years following FY 2016. The purpose of doing so is to show the impact in terms of fixed-route fleet age of purchasing approximately half of the vehicles required to maintain a consistent vehicle replacement plan.

In this case, CHT fleet age increases to 13.0 years by FY 2028 (instead of 8.0 years under the Preferred Plan) and is nearly two years older per average bus than today's fleet. Figure 3 shows the average fleet age and number of vehicles purchased each year assuming six-vehicle acquisition every two years (rather than yearly).

**Figure 3 Average Fleet Age, Vehicles Purchase with Cash, and Vehicles Debt Financed (for Illustration Only)**



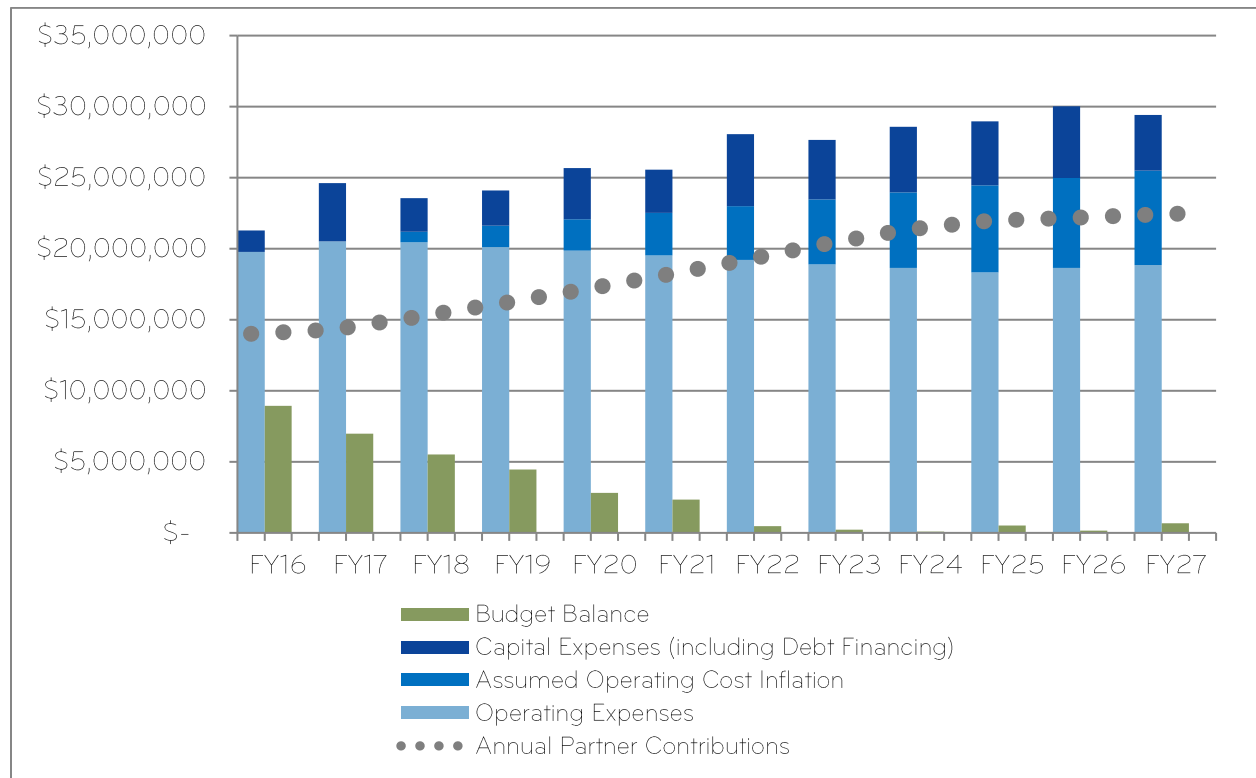


## PROJECTED EXPENSES

Under the Preferred Plan, capital expenses will be roughly \$1.5 million in FY 2016 and increase to \$4.1 million in FY 2017<sup>4</sup>. Thereafter, capital expenses are anticipated to range from \$2.5 million in FY 2018 to \$5.1 million in FY 2024, before decreasing again to \$3.9 million in FY 2027. By contrast, operating expenses are expected to increase gradually between FY 2016 and FY 2027, due in large part to inflation<sup>5</sup>.

Figure 4 presents operating expenses (including the predicted effect of inflation), capital expenses, and budget balance between FY 2016 and FY 2027. Annual operating inflation costs are anticipated to increase from approximately \$450,000 in FY 2018 to \$4.7 million in FY 2027. Total annual Partner contributions range from approximately \$14 million in FY 2016 to \$22.4 million in FY 2027.

**Figure 4 Operating Expenses, Capital Expenses, and Budget Balance (Preferred Plan)**



<sup>4</sup> CHT budgeted \$967,000 in FY 2017 for debt finance payments. This amount is assumed to carry through the rest of the model; Partner contribution increases account for debt financing payments above \$967,000.

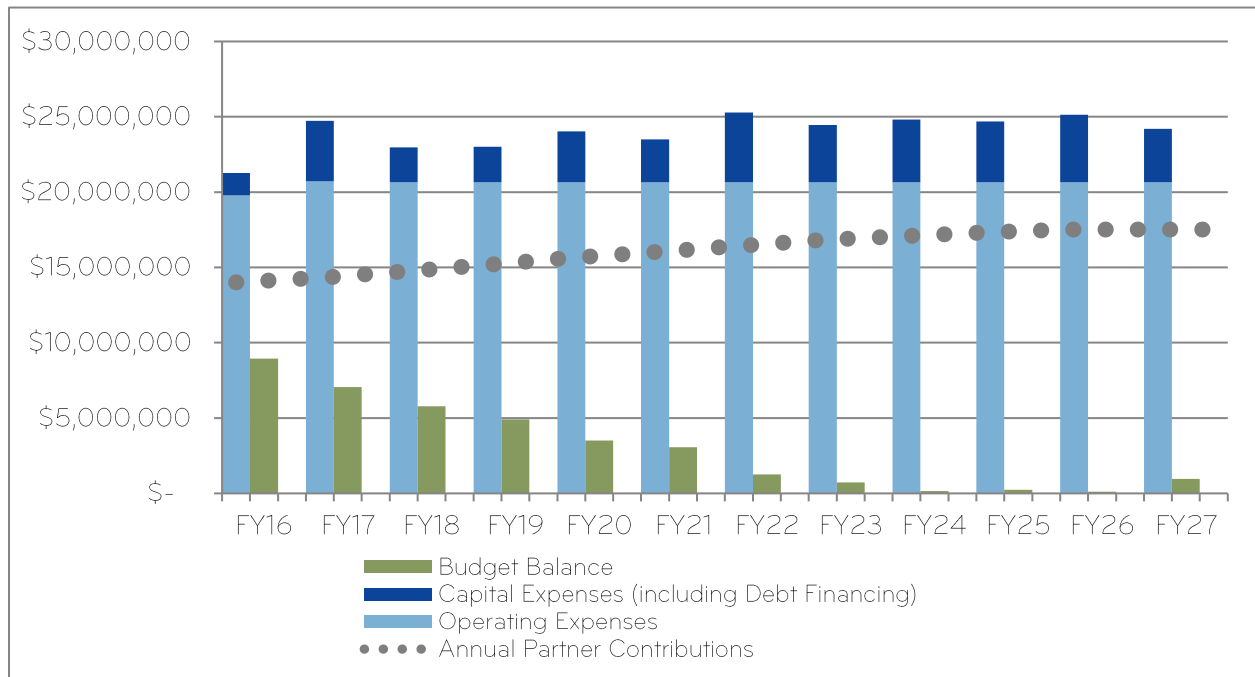
<sup>5</sup> Inflation is assumed to be 2% per year

### Illustrative Example: Impacts of 0% Inflationary Factor

In this illustrative example, annual inflationary expenses and operating cost increases are estimated at 0%<sup>6</sup>. Without inflation, annual capital expenses range from approximately \$1.5 million in FY 2016 to \$3.5 million in FY 2027. In this illustrative example, operating expenses increase to approximately \$20.6 million in FY 2018 and remain at that level until FY 2027.

Figure 5 presents operating expenses (without the predicted effect of inflation), capital expenses, and budget balance between FY 2016 and FY 2027. To keep CHT's budget balance above \$0, total annual Partner contributions would increase by a range of 0.0% and 3.0% from FY 2018 through FY 2027. Total annual Partner contributions in this illustrative example start at approximately \$14 million in FY 2016 and increase to \$17.5 million in FY 2027.

**Figure 5 Operating Expenses, Capital Expenses, and Budget Balance (for Illustration Only)**



<sup>6</sup> Rather than 2% assumed in the Preferred Plan

## PREFERRED PLAN PARTNER CONTRIBUTIONS

The Preferred Plan requires continued contributions from UNC–Chapel Hill, Chapel Hill, and Carrboro. It assumes that contributions will increase between 1.0% and 6.0% between FY 2018 and FY 2027. However, the current Partner contribution split—that is to say, the proportion of the total Partner contribution paid by the three organizations in any given year—will remain approximately constant. A determination of the future split will occur as a result of conversations among the Partners. Figure 6 presents the change in Partner contributions between FY 2016 and FY 2027.

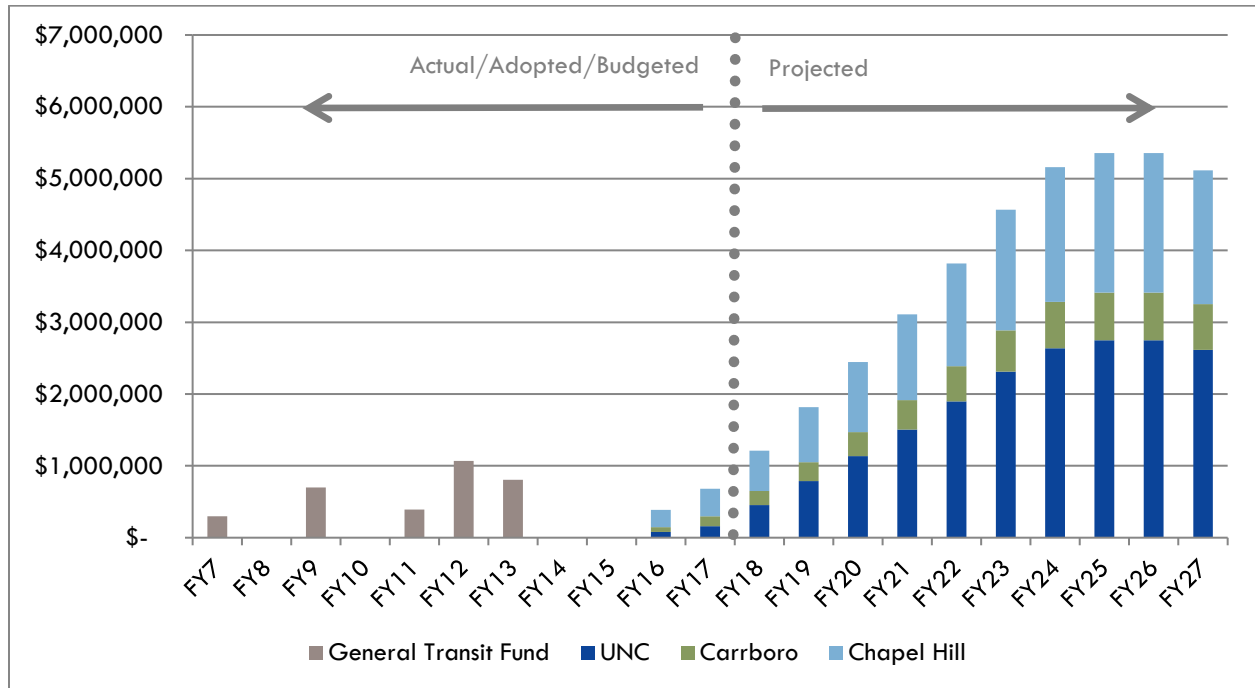
**Figure 6 Preferred Plan Total Partner Contributions (FY 2016–FY 2027)**

	Contribution from UNC-Chapel Hill	Contribution from Carrboro	Contribution from Chapel Hill	Percent Increase
FY 16 (Adopted)	\$7,844,040	\$1,540,288	\$4,626,184	-
FY 17 (Budgeted)	\$7,923,860	\$1,611,003	\$4,770,592	2.1%
FY 18	\$8,400,000	\$1,708,000	\$5,057,000	6.0%
FY 19	\$8,904,000	\$1,811,000	\$5,361,000	6.0%
FY 20	\$9,438,000	\$1,919,000	\$5,682,000	6.0%
FY 21	\$10,004,000	\$2,034,000	\$6,023,000	6.0%
FY 22	\$10,604,000	\$2,156,000	\$6,385,000	6.0%
FY 23	\$11,241,000	\$2,286,000	\$6,768,000	6.0%
FY 24	\$11,803,000	\$2,400,000	\$7,106,000	5.0%
FY 25	\$12,157,000	\$2,472,000	\$7,319,000	3.0%
FY 26	\$12,278,000	\$2,497,000	\$7,392,000	1.0%
FY 27	\$12,401,000	\$2,522,000	\$7,466,000	1.0%

Note: These numbers are projected estimates based on model assumptions and assume no change to the relative proportion of the split in place in FY 17

Figure 7 highlights the recommended annual Partner contributions for capital purchases. This figure reveals the importance of an increase in Partner funding for CHT's financial sustainability and continued acquisition of vehicles.

**Figure 7** Historic and Projected Total Partner Contributions for Capital (Preferred Plan)



## PREFERRED CAPITAL FUNDING PLAN SUMMARY

The Preferred Capital Funding Plan allows CHT to remain financially sustainable while maintaining the current level of transit service and reflecting Partner preferences. Figure 8 presents a summary of the Preferred Plan elements.

**Figure 8 Preferred Capital Funding Plan Summary**

Topic	Summary
Assumptions	<ol style="list-style-type: none"> <li>1. In the near-term, CHT will purchase the most economic vehicles possible.</li> <li>2. Vehicle procurement will occur in concert with GoTriangle and GoDurham.</li> <li>3. Vehicle replacement needs reflect no changes in transit service levels.</li> <li>4. Debt financing vehicles will carry 10-year terms at approximately 1.8% interest, with yearly payments of roughly \$50,000-\$60,000 per vehicle.</li> <li>5. The Preferred Plan assumes a 2% annual inflation and operating cost increase; associated costs are anticipated to increase from approximately \$450,000 in FY 2018 to \$4.7 million in FY 2027.</li> <li>6. In FY 2016, CHT will purchase approximately two transit vehicles and debt finance an additional 14. In FY 2017, CHT will purchase approximately six transit vehicles and debt finance an additional eight. Thereafter, CHT will acquire approximately six to seven vehicles annually through a combination of cash purchase and debt financing. An early goal of vehicle acquisition will be to replace the oldest vehicles currently in the CHT fleet.</li> <li>7. CHT will acquire approximately four demand response vans and LTVs per year, at an annual cost of approximately \$350,000.</li> <li>8. The financial model assumes approximately \$300,000 per year for bus stop amenities and print information, as well as approximately \$800,000 per year for ongoing passenger amenity maintenance, park-and-ride maintenance, and building/facility maintenance.</li> <li>9. The current Partner contribution split is assumed to remain constant.</li> </ol>
Projected Expenses	<ul style="list-style-type: none"> <li>▪ Under the Preferred Plan, capital expenses will be roughly \$1.5 million in FY 2016 and increase to \$4.1 million in FY 2017. Thereafter, capital expenses are anticipated to range from \$2.5 million in FY 2018 to \$5.1 million in FY 2024, before decreasing again to \$3.9 million in FY 2027.</li> <li>▪ Operating expenses are expected to increase gradually between FY 2016 and FY 2027, due in large part to inflation.</li> </ul>
Partner Contributions	<ul style="list-style-type: none"> <li>▪ Contributions will increase between 1.0% and 6.0% annually between FY 2017 and FY 2027.</li> </ul>

## 5A. North-South BRT Update

Staff Resource: Mila Vega, Transit Service Planner

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**Project Development Application Update:**

Chapel Hill Transit staff has submitted an application to the Federal Transit Administration (FTA) requesting to enter into Project Development. We received a notice that FTA has accepted our Project Development application as of October 12, 2016 and they have 45 days (November 25, 2016) to complete their review and respond regarding our request to enter Project Development.

**DCHC MTP 2040 Amendment Update:**

On November 19, 2016 the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) Board approved Amendment #2 to the 2040 Metropolitan Transportation Plan (MTP), which extends the North-South Bus Rapid Transit service to Southern Village as detailed in the Locally Preference Alternative (LPA) adopted by the Chapel Hill Town Council. Please see attached resolution. A copy of the resolution was forwarded to FTA staff.

**Attachments:**

- Project Development Application
- MTP2040 Amendment Resolution

**RESOLUTION APPROVING  
AMENDMENT #2 TO  
THE 2040 METROPOLITAN TRANSPORTATION PLAN (2040 MTP)  
FOR THE DURHAM-CHAPEL HILL-CARRBORO  
METROPOLITAN PLANNING ORGANIZATION**

A motion was made by MPO Board member BARRY JACOBS and seconded by MPO Board member ELLEN RECKHOW for the adoption of the following resolution; and upon being put to a vote, was duly adopted.

**WHEREAS**, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) Board is the duly recognized transportation decision-making body for the 3-C transportation planning process (i.e., continuous, cooperative and comprehensive) of the DCHC MPO; and

**WHEREAS**, the Amended 2040 Metropolitan Transportation Plan (2040 MTP) meets the planning requirements of 23 CFR Part 450 and the MPO's Public Involvement Policy as adopted on November 12, 2012; and

**WHEREAS**, Amendment #2 has been proposed (see Exhibit "A" attached hereto).

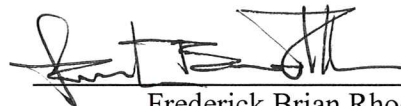
**BE IT THEREFORE RESOLVED** that the Amended 2040 Metropolitan Transportation Plan for the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization be approved and adopted.

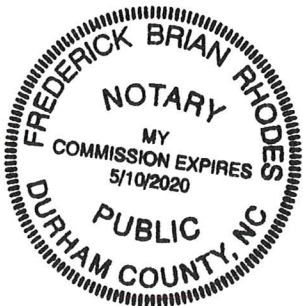
  
\_\_\_\_\_  
Stephen M. Schewel, DCHC MPO Board Chair

Durham County, North Carolina

I certify that Stephen M. Schewel personally appeared before me this day acknowledging to me that he signed the forgoing document.

Date: October 19, 2016

  
\_\_\_\_\_  
Frederick Brian Rhodes, Notary Public  
My commission expires: May 10, 2020



# Exhibit A

Figure 7.2.1. Major Highway Projects by MPO and Time Period

Durham Chapel Hill-Carrboro MPO		
2011-20	2021-30	2031-40
Triangle Expressway extension of the Durham Freeway (I-40 to NC 540)	Managed lanes added to I-40 from Wade Avenue (Wake County) to NC 147 (Durham Freeway)	Managed lanes added to I-40 from NC 147 (Durham Freeway) to US 15-501 (Durham County)
East End Connector completed linking US 70 to NC 147 (Durham Freeway)	I-85 widening (I-40 to Lawrence Rd)	I-85 widening (Lawrence Rd to Durham County)
I-40 widening (US 15-501 to I-85)	I-85 widening (US 70 to Red Mill Road)	US 15-501 freeway conversion (I-40 to US 15-501 bypass)
	US 70 freeway conversion (Lynn Road to Wake County line)	Northern Durham Parkway (Aviation Pkwy to US 501)
Capital Area MPO		
2011-20	2021-30	2031-40
I-40 widened from Wade Ave. to Lake Wheeler Road	I-40 widened from I-440 to NC 42 in Johnston County	NC 50 widened from I-540 to Dove Road
I-40 widening through Cary	US 1 upgrade to freeway from I-540 to NC 98	Managed lanes added to I-540 (Northern Wake Expressway) from I-40 to US 64 bypass
US 401 widened from I-540 to Louisburg with a Rolesville bypass	NC 540 completed as a toll road from Holly Springs to US 64 bypass	US 401 widened from Garner to Fuquay-Varina
NC 540 completed as a toll road from Apex to Holly Springs	I-440 widened from Wade Avenue to Crossroads	Managed lanes added to I-40 from MPO boundary in Johnston County to Cornwallis Road
Brier Creek & TW Alexander Drive Interchanges on US 70	NC 54 widened through Cary and Morrisville	US 1 widening south from US 64 to NC 540
NC 42 widening from US 70 to Rocky Branch Road	I-40 Managed lanes added from Durham County line to Cornwallis Rd.	

## 7.3 Transit Services

Building on the prior work of a blue-ribbon Special Transit Advisory Committee (STAC) that completed its work in 2008, a complete transit system for the region focuses on three critical elements, Bus, Rail, and Circulators:

- **BUS:** A significant expansion of bus service throughout the Triangle, adding new routes to communities presently without service, and improvements to headways at existing transit agencies
- **RAIL:** Rail transit connecting the region's principal activity centers in Chapel Hill, Durham, Research Triangle Park, Cary and Raleigh
- **CIRCULATORS:** High-frequency, short-distance services linking nearby neighborhoods to major activity centers and the region's high capacity bus and rail corridors





While the STAC established the framework for the region’s transit vision, the recommendations on how to achieve this vision are being developed through the Triangle Regional Transit Programs composed of three county-level transit investment plans and three analyses of alternative investments in the region’s most promising transit corridors. These ~~six~~ inter-related efforts – and their current status – are:

**seven**

1. Durham County Transit Plan (adopted)
2. Orange County Transit Plan (adopted)
3. Wake County Transit Plan (under consideration)
4. Wake-Durham Commuter Rail Service (recommended by Alternatives Analysis)
5. Durham-Orange Light Rail Service (adopted)
6. Wake County Light Rail Service (recommended by Alternatives Analysis)

**7. Locally Preferred Alternative -- BRT (adopted by Chapel Hill Town Council)**

For details on the current status of each of these ~~six~~ efforts, visit: [www.ourtransitfuture.com](http://www.ourtransitfuture.com) and [www.NSCStudy.org](http://www.NSCStudy.org)

These intensive planning efforts have led to Durham and Orange County voters approving ½ cent sales taxes for expanded transit service; and the submittal by Triangle Transit of a “New Starts” application to the Federal Transit Administration (FTA) for federal funding for a light rail line linking Chapel Hill and Durham.

**four**

Based on the three county-level transit investment plans and the ~~three~~ transit corridor alternatives analyses, new light rail transit, commuter rail transit, and bus rapid transit investments are included in the 2040 Capital Area MPO and Durham-Chapel Hill-Carrboro MPO Metropolitan Transportation Plans. Details on rail and BRT technology and services are contained in Appendix 2.

Light rail transit provides the opportunity for frequent, all-day passenger rail service to serve transit oriented development along growth corridors. With electric propulsion, light rail can save energy costs and operate without dependence on foreign oil.

Commuter rail service operates in existing mainline rail corridors, serves stations that are further apart than light rail transit, and emphasizes service during peak commuter hours, with the possibly of occasional mid-day and evening service.

Bus Rapid Transit can offer service characteristics similar to light rail, depending on the design of the system.

Proposed rail and bus rapid transit investments are summarized in Figure 7.3.1. Figure 1.2 in the Executive Summary displays a map of all the rail and bus transit services. The county-level transit plans and Alternatives Analysis documents for the Durham-Orange County Corridor, Wake County Corridor, and Durham-Wake County Corridor, which are available through the MPOs and Triangle Transit, provide additional detail on the investments anticipated by 2040. [and Chapel Hill North-South Transit Corridor Study](#)

Figure 7.3.1 – Rail and BRT Projects by MTP Period (technical information in Appendix 2)

Rail or BRT Segment	Type of Service	MTP Period
West Durham - Garner	Commuter Rail	by 2030
UNC Hospital - Durham Alston Avenue	Light Rail	by 2030
Durham Alston Avenue - Briggs Avenue	Light Rail	by 2040
N. Raleigh (Millbrook) - Cary CBD via Raleigh CBD & NCSU	Light Rail	by 2030
Chapel Hill MLK Corridor	Chapel Hill Eubanks Road to Southern Village via UNC Hospitals	Bus Rapid Transit
		by 2030

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## Appendices 2 and 3. Transit Services

The transit plans for the Triangle region are heavily informed by the Alternatives Analysis conducted by Triangle Transit for three transit corridors (Wake, Durham-Orange and Durham-Wake) and the Durham, Orange and Wake County transit financial plans that have been adopted by the Durham-Chapel Hill-Carrboro MPO and the NC Capital Area MPO. Transit investments are envisioned to create a seamless system composed of three critical elements: Bus, Rail, and Circulators:

- **BUS:** A significant expansion of bus service throughout the Triangle, adding new routes to communities presently without service, and improvements to existing routes, including the development of Bus Rapid Transit service along MLK Boulevard in Chapel Hill.
- **RAIL:** light rail transit connecting Chapel Hill with Durham and Cary with North Raleigh through central Raleigh and the NC State campus; and commuter rail linking Durham with Garner, Raleigh, Cary, Morrisville and the Research Triangle Park.
- **CIRCULATORS:** High-frequency, short-distance services linking major activity centers to regional and intercity rail services.

The table below summarizes major investments involving dedicated transit guideways; these projects plus bus routes are included in the tables in this appendix.

*Major Transit Investments by MTP Period (see map in 2040 MTP document)*

Investment	Type of Service	MTP Period
Downtown Cary to Raleigh Millbrook	Light Rail	2021-2030
UNC Hospital to Durham Alston Avenue	Light Rail	2021-2030
Durham Alston Avenue to Briggs Avenue (extension)	Light Rail	2031-2040
Durham (Duke Hospital) to Garner	Commuter Rail	2021-2030
MLK Boulevard in Chapel Hill Eubanks Rd to Southern Village via UNC Hospitals	Bus Rapid Transit	2021-2030

The CTP transit projects are the same as the MTP projects except for the following additions:

- Light Rail Transit extension from UNC-CH through Carrboro to Eubanks Road;
- Regional Rail extension from west Durham through Hillsborough to Mebane; and,
- Additional Bus Rapid Transit (BRT) in Chapel Hill.

A full listing of all transit projects including the implementation year is in the table that follows. Each row in the table is a separate transit route or service, by direction. The attribute information for each project is presented in columns. Key attributes include:

Route Name – This name provides information to help identify the transit system, local route identification information, and the destination points of the route. Each transit route typically has 2 directions (Eastbound/Northbound and Westbound/Southbound).

Mode – The type of service (e.g. light rail, commuter (regional) rail, local bus, express bus, shuttle service).

Headway – the time between each bus or train on the route, both during peak commute periods and “off-peak” periods during the mid-day and evening.

Start and Stop Years – Indicates the years in which the service will begin and end. In some cases, a service may have a stop year that is before 2040 because it is replaced by a different type of service

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(e.g., a bus route that stops when a rail service opens) or because it is upgraded to a different service. Services expected to continue beyond the 2040 horizon year of the plan have a default stop year of 2060. Services in place for the base year of the Plan have a start year of 2010.

No.	Route Name	Mode	Peak Headway	Off-Peak Headway	Start Year	End Year
<b>DCHC MPO</b>						
1	Rail LRT D-O 1 EB	Light Rail	10	20	2030	2060
2	Rail LRT D-O 1 WB	Light Rail	10	20	2030	2060
3	Rail LRT Wake 1 EB	Light Rail	10	20	2030	2060
4	Rail LRT Wake 1 WB	Light Rail	10	20	2030	2060
5	Rail CR CP EB	Regional Rail	30	60	2024	2060
6	Rail CR CP WB	Regional Rail	30	60	2024	2060
7	CAT B NB	Local	30	60	2010	2060
8	CAT B SB	Local	30	60	2010	2060
9	CAT D RTP	Local	30	60	2010	2060
10	CHT 54 Local EB	Local	10	20	2010	2029
11	CHT 54 Local WB	Local	10	20	2010	2029
12	CHT A NB:Weiner-MLKBlvd	Local	33	43	2010	2060
13	CHT A SB:MLKBlvd-Weiner	Local	32	43	2010	2060
14	CHT A2 SB:MLKBlvd-Rosemary	Local	38.8	0	2010	2060
15	CHT BRT NB	Express/Shuttle	<del>5</del> 7.5	10-20	2049 21	2060
16	CHT BRT SB	Express/Shuttle	<del>5</del> 7.5	10-20	2049 21	2060
17	CHT CCX IB:Chatham-ChapelHill	Local	20	40	2010	2028
18	CHT CCX OB:ChapelHill-Chatham	Local	20	40	2010	2028
19	CHT Circ Gateway Shuttle NB	Local	15	30	2030	2060
20	CHT Circ Gateway Shuttle SB	Local	15	30	2030	2060
21	CHT Circ Jones Ferry EB	Local	15	30	2030	2060
22	CHT Circ Jones Ferry WB	Local	15	30	2030	2060
23	CHT Circ University Mall EB	Local	15	30	2030	2060
24	CHT Circ University Mall WB	Local	15	30	2030	2060
25	CHT Circ Witfield-Mt Moriah EB	Local	15	30	2030	2060
26	CHT Circ Witfield-Mt Moriah WB	Local	15	30	2030	2060
27	CHT CL IB: WaldenGrnflds-UNCHosp	Local	20	60	2010	2060
28	CHT CL OB: UNCHosp-WaldenGrnflds	Local	20	60	2010	2060
29	CHT CM IB:FamPrac-JonesFerry	Local	47	49	2010	2060
30	CHT CM OB:JonesFerry-FamPrac	Local	46	49	2010	2060
31	CHT CPX IB:UNC-CarborroP&R	Express/Shuttle	19	0	2010	2060
32	CHT CPX OB:CarrboroP&R-UNC	Express/Shuttle	18	0	2010	2060
33	CHT CW IB:Pittsboro-JonesFerry	Local	36	55	2010	2060



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](http://www.townofchapelhill.org/transit)

September 2, 2016

Ms. Lucy Garliauskas  
Associate Administrator for Planning & Environment  
U.S. Department of Transportation – Federal Transit Administration  
East Building  
1200 New Jersey Avenue, SE  
Washington, DC 20590

RE: Request to Enter Project Development from Chapel Hill Transit/Town of Chapel Hill  
(Recipient ID: 1110)

Dear Ms. Garliauskas:

Chapel Hill Transit/Town of Chapel Hill is requesting entry into Project Development in pursuit of a Federal Transit Administration (FTA) Section 5309 Small Starts Grant for a bus rapid transit (BRT) project to accommodate anticipated growth in travel demand within the North-South Corridor, support mobility options that match emerging demographic trends and preferences, leverage the existing transportation infrastructure to improve connectivity, and encourage sustainable development patterns that reduce reliance on single-occupant vehicles. The proposed North-South BRT Project is 8.2 miles, more than 85% of which is intended to operate in dedicated bus lanes, is served by 16 stations, and connecting to existing park-and-rides.

The Chapel Hill Town Council approved the Locally Preferred Alternative (LPA) on April 27, 2016 before recommending its inclusion in the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization 2040 Metropolitan Transportation Plan. About \$6 million in local funds were approved to fund the North-South Corridor BRT as part of the larger [\*The Bus and Rail Investment Plan in Orange County\*](#), approved October 2, 2012.

### **Study Sponsor and Partners**

The North-South Corridor Study is being sponsored by Chapel Hill Transit/Town of Chapel Hill, in partnership with our local funding partners including the Town of Carrboro and the University of North Carolina at Chapel Hill. In addition, Chapel Hill Transit has retained a consultant team lead by AECOM to evaluate transit alternatives in the corridor in order to assist us and our partners in

fulfilling the requirements of the pre-Project Development process. Each of the study partners will have the following roles and responsibilities:

- Chapel Hill Transit: As the project sponsor, Chapel Hill Transit is responsible for the overall management of the project and the coordination of the various partners involved in the project. This includes final responsibility for the technical analyses, public involvement, project design, preliminary engineering, and documentation currently occurring and that will occur under Project Development—including the completion of the environmental review process and providing FTA with sufficient information to develop a project rating.
- Town of Chapel Hill: The majority of the study corridor is within the Town of Chapel Hill. The Town is responsible for the management of Chapel Hill Transit and is responsible for approving the Locally Preferred Alternative and submitting it to the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization for inclusion in the 2040 Metropolitan Transportation Plan.
- Town of Carrboro: Although the proposed alignment is not within Carrboro, residents and businesses in the Town would expect to benefit from the increased mobility provided by the BRT. In addition, the Town of Carrboro is a funding partner for the Chapel Hill Transit system as a whole.
- University of North Carolina – Chapel Hill: One of the most prominent activity centers, including the UNC Hospitals, in the study corridor and responsible for generating many of the existing and anticipated transit trips. The study corridor population densities are highest on the campus and the planned Carolina North expansion in the northern portion of the corridor, the University is included as a project partner and a funding partner for Chapel Hill Transit. The University's role is to provide input on the alternatives, particularly on the portions of the alignment along the campus and Carolina North.
- AECOM Team: Chapel Hill Transit has retained AECOM to complete the alternatives analysis study and provide technical expertise in preparing for the Project Development phase.

### **Project Manager and Key Staff**

Chapel Hill Transit project manager for this effort is Mila Vega, Transit Service Planner, who has led the development of the Alternatives Analysis for the project. Other key staff include:

- Brian Litchfield, Director, Chapel Hill Transit
- Nick Pittman, Transit Planning Coordinator, Chapel Hill Transit

Additionally, this will be supported by key technical staff from the Town of Chapel Hill, the Town of Carrboro, and the University. We will also work closely with staff from our regional transit partner, GoTriangle, who has significant experience with the NEPA process.

## **Study Corridor and Existing Transit Service**

The study corridor is located in the Chapel Hill Transit service area which includes the towns of Chapel Hill and Carrboro (see attached map). It runs along the Martin Luther King, Jr. Boulevard (Historic Airport Road/NC Hwy 86), South Columbia Street, and US 15-501 South. This corridor, which is approximately 8.2 miles long, has its northern terminus at Eubanks Road and Martin Luther King, Jr. Boulevard and its southern terminus at US 15-501 near the Southern Village mixed-use development.

Key activity centers in the study corridor include: Ackland Art Museum, Chapel Hill North Shopping Center, Chapel Hill-Carrboro YMCA, Kenan Stadium, Memorial Hall, Morehead Planetarium and Science Center, Southern Village, University of North Carolina at Chapel Hill, and UNC Hospitals. In addition, there are two proposed mixed-use developments in the corridor: The EDGE (Carroway Village) and Obey Creek.

Chapel Hill Transit is the second largest transit system in North Carolina, providing nearly seven million rides per year with 31 weekday and weekend routes. Each of the 31 routes travels either within or across the study corridor. Six of the routes N, G, T, A, NU, and NS are considered “corridor routes” because they provide service through a substantial portion of the corridor. Average weekday transit ridership on corridor routes (Routes A, G, N, NS, NU, and T) grew by 6.9 percent between FY 2009 and FY 2013. Ridership on the NS route, the only route that travels the entire length of the corridor, grew by 12.5 percent during this period. During the peak hours, CHT operates these six corridor routes with a combined average frequency of four minutes in order to meet the demand. GoTriangle operates six bus routes along some portion of the corridor in addition to Chapel Hill Transit. GoTriangle is currently in New Starts Project Development for the Durham-Orange Light Rail Transit Project, of which the proposed terminal station at UNC Hospitals is located in the study corridor.

## **Statement of Purpose and Need**

The purpose of the North-South Corridor Study is to identify and implement a transit investment strategy that will accommodate anticipated growth in travel demand within the corridor, support mobility options that match emerging demographic trends and preferences within the corridor, leverage the existing transportation infrastructure to improve connectivity within the corridor, and encourage sustainable development patterns that reduce reliance on single-occupant vehicles. Project needs are summarized below from the [Purpose and Need](#):

1. Chapel Hill Transit ridership has increased by more than 20 percent between 2005 and 2012, and buses often operate at capacity during weekday peak hours on multiple routes.
2. Chapel Hill is comparatively young, but its fastest-growing demographic is over age 65.
3. Major development opportunities at the northern and southern ends of the corridor will fundamentally reshape mobility patterns and needs within the corridor.

4. Multi-modal transportation investments are necessary to accommodate anticipated increases in travel demand resulting from planned development within the corridor.
5. Chapel Hill – and the surrounding region – has demonstrated a commitment to sustainable growth strategies in their adopted plans and policies.

### **Proposed Project and Cost Estimate**

Chapel Hill Transit and its partners are pursuing the development of a BRT service to address these project needs. The Chapel Hill Town Council adopted the LPA on April 27, 2016. The LPA is a combination of mixed traffic/dedicated lane BRT route that will start at the Eubanks Road park-and-ride and terminate at the Southern Village park-and-ride. The proposed North-South BRT Project is 8.2 miles, more than 85% of which is intended to operate in dedicated bus lanes, is served by 16 stations, and connects to existing park-and-rides. The North-South BRT is expected to provide 8,575 rides per day. It will connect the key activity centers in the corridor, including direct connections to UNC, UNC Hospitals, and the planned Durham-Orange Light Rail Transit Project. The LPA includes three versions of the same alternative with variations related to dedicated lane configuration. These versions will be further studied in the engineering and environmental clearance process. The estimated capital cost for the LPA is between \$96.8M and \$105.9M, depending on the version selected.

### **Anticipated Cost to Complete Project Development and Commitment of Local Funds**

The estimated cost to complete Project Development ranges between \$6.4M and \$7.1M, depending on the variation of the LPA selected.

In Oct. 2012 the Orange County Board of Commissioners approved *The Bus and Rail Investment Plan in Orange County*. The primary purpose of this plan was to inform the voters of Orange County of the steps which would be taken by local governments to improve transit service in Orange County, if the voters passed a sales tax and registration fee dedicated to transit. The sales tax and registration fee dedicated to transit passed in Nov. 2012. Chapel Hill Transit began expanding its transit service with additional revenue generated from the referendum in 2014. Funds to support the development of the North-South Corridor BRT (referred to as Martin Luther King Boulevard Bus Lanes and Corridor Improvements) are included in *The Bus and Rail Investment Plan in Orange County*. *The Bus and Rail Investment Plan in Orange County* identified \$22 million in 2011 for the project, assuming funding would be provided from the federal government (50%), the state (25%) and the local match (25%). The local share is coming from the revenues generated by the sales tax and registration fee dedicated to transit.

### **Anticipated Timeline to Complete Project Development**

The LPA was adopted by the Town of Chapel Hill Council on April 27, 2016 ([project website link](#)). Chapel Hill Transit and its partners anticipate completing the following activities by the noted dates:

- Adoption of the locally-preferred alternative in the fiscally-constrained long-range transportation plan: October 12, 2016
- Development of sufficient information and documentation required to obtain project rating from the Federal Transit Administration: August 2017
- Completion of NEPA clearance: Fall 2017 (CE) or Spring 2018 (EA)
- Anticipated receipt of a Small Starts Grant Agreement from the Federal Transit Administration: Winter 2018/2019
- Anticipated start of revenue service: Year 2020

Thank you for your consideration. Please do not hesitate to contact me should you have any questions regarding this request. If the project is approved to enter Project Development, we look forward to working with FTA staff as we proceed.

Sincerely,



Brian M Litchfield

Director, Chapel Hill Transit

Attachment(s): Corridor Map, Executive Summary, Purpose and Need Statement.

cc: Yvette G. Taylor, Ph.D., FTA Regional Administrator Region IV  
 Tajsha LaShore, Community Planner, FTA Region IV  
 Tyrhonda Edwards, Community Planner, FTA Region II  
 Roger Stancil, Town Manager, Town of Chapel Hill  
 David Andrews, Town Manager, Town of Carrboro  
 Matthew Fajack, Vice Chancellor for Finance and Administration, University of North Carolina at Chapel Hill  
 Felix Nwoko, Ph.D., Executive Director, Durham-Chapel Hill-Carrboro MPO  
 Jeff Mann, GoTriangle General Manager  
 William V. Bell, Chair, GoTriangle Board of Trustees  
 Mike Mills, PE, Division Engineer, NCDOT Division 7



**5B. Strategic and Financial Sustainability Study – Next Steps**

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

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**Overview**

The next steps of the Strategic and Financial Sustainability Study will build on the Partners' inputs on the future of the system, and further engage the Partners and the public in planning for this future. This discussion will recognize that the past work on the capital plan as the baseline - the requirements to increase funding per the capital plan assume we continue with the present level of service, both in terms of number of routes, frequency of service, and degree of connectivity with other systems.

This upcoming process should provide the conduit for the Partners to provide recommendations to policy makers about the kind of system Chapel Hill Transit will be in 10+ years, including the kind of system, the size of system, and future goals of the system. Estimated costs will be developed, along with possible strategies to fund them.

We have enlisted the consultant team from Nelson Nygaard (NN) to provide the framework for the Partners' discussion. They will provide background information, perform related analyses, and work with staff to make recommendations to the Partners. They will make presentations on the issues, help guide the discussions and provide needed information and reports.

We have asked NN to provide a pretty comprehensive inventory of the ongoing and known likely upcoming variables in a possible Chapel Hill Transit -- meaning rail initiatives, BRT, Orange County plans, Go Triangle's various plans, State and Federal funding horizons and probabilities, etc. The analysis needs to take into account related transportation system planning, including pedestrian, bicycle planning, and other, related mobility plans for the Towns and University, so that a Chapel Hill Transit system will be compatible with locally adopted plans.

NN needs to assist in illustrating how all of the moving parts fit together or might fit together.

We have asked the NN team for a draft scope and timeline, which we hope to present at the Partners' November meeting.

**Budget Note:** As shared during the development process for the FY2016-17 Budget, any work on this effort would require the Partners to identify a funding source(s).

**5C. Bus Build Update**

Staff Resource: Tim Schwarzauer, Grants Coordinator  
Peter Aube, Maintenance Manager

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**Bus Build Update**

- We are still on track to receive (2) bus in January 2017 and 14 buses in June 2017. Staff will be on site at Gillig, in California, January 13-26th for the build of the first two (2) buses. We will continue to provide updates as the bus build progresses.

## 5D. FTA Triennial Review Update

Staff Resource: Brian Litchfield, Director  
Rick Shreve, Budget Manager  
Timothy Schwarzauer, Grants Coordinator

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**Background**

- The Federal Transit Administration (FTA) will be conducting a Triennial Review of Chapel Hill Transit July 13-14th, 2017, subject to change of dates. The review determines whether an FTA grantee is administering its FTA funded programs in accordance with federal transit law provisions (49 U.S.C. Chapter 53), regulations (49 CFR 601 to 665) and relevant guidance Circulars.
- The review is being conducted by the Calyptus Consulting Group, in coordination with the FTA, and will focus on 17 areas, including: technical capacity, procurement, Title VI, Disadvantaged Business Enterprise program, Drug-Free Workplace, Drug and Alcohol Program, Equal Employment Opportunity, and Americans with Disabilities Act, etc.
- Rick Shreve and Timothy Schwarzauer are the lead staff on the Triennial Review and are being supported by Transit and Town staff. Preparation for the review requires countless hours and a significant amount of coordination.

**Next Steps**

- Staff will provide the Partners with an update on the Triennial Review at a future Partners Meeting.

**INFORMATION ITEM**

October 25, 2016

5E. September Performance Report

Staff Resource: Mila Vega

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This report will be provided at the Partners Meeting on October 25, 2016.

## 6A. Operations

Staff Resource: Maribeth Lewis-Baker, Fixed Route Operations Manager  
Peter Aube, Maintenance Manager  
Katy Luecken, Training Coordinator

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**Fixed Route Operations Manager – Maribeth Lewis-Baker**

- Perfect Attendance – August 2016 – 28% or 30 Fixed Route Operators had perfect attendance for the month
- On time Performance (OTP) – August 2016 – 80%
- Routes performing **82%** and above – on time: CM (88%), FCX (83%), J (83%), JFX (84%), N (88%), NU (86%), S (84%), and V (83%)
- There have been some significant impacts from the construction at MLK and Weaver Dairy Road for the NS and T routes impacting performance. Road construction at Ephesus Church Road has impacted the F Route. The Ridge Road detours significantly impacted routes during the project. Once classes resumed, traffic congestion has increased.
- August Operations/Safety Meetings – Officer Taylor of CHPD did a training on pedestrian & bicycle safety, Training Coordinator Katy Luecken did a training on the proper observation of stopping for school buses
- Operator Tammy Price attended the Hargraves Information Fair on 8/6/16 and the Rogers Road Information Fair on 8/17/16 to share information on CHT services.
- Operator Wallace Alston retired from the Fixed Route Division following 24 years of service with the Town of Chapel Hill and Chapel Hill Transit.

**Catch us at our Best:**

As summer starts to come to a close, it is important to note the accomplishment of our Fleet Maintenance staff with the internal service we received this summer for our air conditioning.

The Fixed Route Division did not receive a single customer complaint this air conditioning season related to a hot or uncomfortable bus. The service we received from our partners in Maintenance for A/C was incredible and we wanted to publicly thank them for taking such good care of us and our customers! It is also important to note that we not only received better service, but that Maintenance was able to achieve a budgetary cost savings by bringing the work back inside the organization as an internal service.

Operator Lana Simons was complimented on her stopping to transfer passengers from a disabled bus – the customer appreciated having as little delay as possible in their trip. Great Teamwork, Lana!

- Perfect Attendance – September 2016 – 37% or 40 Fixed Route Operators had perfect attendance for the month
- On time Performance (OTP) – September 2016 – 79%
- Routes performing **80%** and above – on time: CCX (85%), CM (87%), CPX (80%), FCX (81%), J (82%), JFX (86%), N (87%), NU (86%), S (81%), U (80%), and V (84%) Weekends: JN (89%), T (82%)
- The Fixed Route Division donned their Pink uniform shirts on September 16<sup>th</sup> to support the Pink Heels Tour and had a lot of fun in the process!
- September Operations/Safety Meetings – Safety Officer Mark Lowry did a training on suspicious items and protecting ourselves in a new kind of world
- Operators Patricia White and Doug Clark operated a special shuttle service on 9/25/16 for the Carrboro Music Festival

Catch us at our Best:

On 9/7, Operator Dianna Thigpen was driving the J Route. According to the call center, a customer reported that Ms. Thigpen assisted an elderly passenger with her groceries so that she could safely cross Hamilton Road. “Please pass along to Dianna that a passenger noticed her great customer service. What a great thing to do for an elderly lady.”

On 9/16, Customer Deborah Harris offered some positive observations to share about CHT Operator Lawrence Vincent. “I rode the V Route for the first time. I was in a good mood and joked with the driver about the bus being a bit too chilly. He replied in kind about how your maintenance department did a fine job with the air conditioning this year. He turned the air down for me and proceeded to get the bus on its way. I noticed the drive to be smooth and quite relaxing. No sudden stops, no sloppy turns on corners. Anyway, what impressed me was the care and patience the driver displayed while assisting a passenger in a wheelchair. Witnessing that process first of all was interesting on such an old bus. The driver still persevered and got the passenger safely secured. Soon we were on our way. Funny thing, the passenger got off at the very next stop. Patience is a virtue.”

On 9/20, Fill-in Supervisor Robert Earhart went above and beyond assisting an elderly passenger who had experienced an unpleasant encounter with some passengers on another bus. Mr. Earhart located the woman waiting for her transfer to the J Route and showed a lot of compassion and empathy as he checked on her well-being following the incident.

**Training Coordinator – Katy Luecken**

Training Classes:

- a. Fixed Route
  - i. 9/6/2016: One trainee graduated

- ii. 10/3/2016: Trainee still in skills training
- iii. 10/31/2016: Three trainees expected
- b. Demand Response
  - i. No recent classes
- c. Maintenance
  - i. Two new hires working towards getting their CDL permit

Coordinated several trainings:

- d. Dementia Friendly Business Training with the Town of Chapel Hill in July and August
- e. Tar Heel Express Training for Demand Response and Maintenance employees
- f. Senior Shuttle Training for our newest route

Attended Smith System training to become a certified instructor

### **Maintenance Manager – Peter Aube**

September

Maintenance – Peter Aube

- Fixed route ran 191,122 miles in September
- Demand response ran 33,520 miles in September
- Non-revenue vehicles ran 26,235 miles in September
- Provided the following training for Mechanics:
- Allison Hybrid three (3) day training for 5 techs
- In house Lock Haz-com training
- Maintenance performed 48 Preventive Maintenance Inspections in September (100% on-time).
- Collaborating with HR to fill open Mechanic position
- Continue campaign to shampoo seats and strip and wax bus floors (finished first round)
- Ten (10) Maintenance Employees completed the Month of September with Perfect attendance
- Maintenance performed twenty (20) road calls in September (9,556 miles per road call) for fixed route
- Maintenance performed 1 road call in September (33,520 miles per road call) for demand response
- Set up and attended Train the trainer training for Recaro Operator seat to include- Features, adjustments and ergonomics

## August

- Fixed route ran 201,335 miles in August
- Demand response ran 36,178 miles in August
- Non-revenue vehicles ran 28,587 miles in August
- Provided the following training for Mechanics:
- Cummins Insite training for 3 techs
- Cummins advanced training for two techs
- Use of Gulf Southeast EGR cleaning tool and process
- In house Lock out tag out training
- Bus lift Training
- Maintenance performed 41 Preventive Maintenance Inspections in August (100% on-time).
- Collaborating with HR to fill open Mechanic position.
- Completing new year Contracts
- Completing bus lift upgrade project- Install complete waiting on electrician to finish
- Continue campaign to shampoo seats and strip and wax bus floors
- Completed tire survey of fleet performed by Michelin Engineer –Report from Michelin in progress
- Completed testing of 2 different diesel fuel additives in buses- Continue with gulf and emissions readings
- Eight (8) Maintenance Employees completed the Month of August with Perfect attendance
- Maintenance performed Nineteen (19) road calls in August (10,597 miles per road call) for fixed route
- No Buses were towed in the Month of August
- Maintenance performed 1 road call in August (36,178 miles per road call) for demand response



6B. Director

Staff Resource: Brian Litchfield

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### Hurricane Matthew

- We were fortunate that the impacts of Hurricane Matthew on our service area and services were minimal. The weather event did impact the attendance of the football game and we had one of our lowest ridership events for Tar Heel Express in recent history. We also assisted Public Safety staff with some evacuation efforts during the event.
- Our Team has joined with several other agencies to donate supplies to assist those most impacted by the event in North Carolina.

### Halloween 2016

- During the evening of Monday, October 31, 2016, Chapel Hill Transit will adjust some routes and schedules to accommodate the Halloween celebration on Franklin Street. The following schedule modifications will be in effect:
  - CM route will end at 8:00 p.m. at Pittsboro Street Credit Union
  - CW route will end at 7:39 p.m. at Jones Ferry Park and Ride
  - D Route will end at 8:43 p.m. at the Sagebrook Apartments
  - F Route will end at 8:45 p.m. at Colony Woods
  - J Route will end at 8:32 p.m. at Jones Ferry Road and Collins Crossing
  - NS Route will end at 8:20 p.m. at the Eubanks Park and Ride
  - NU Route will end at 8:29 p.m. at RR Lot
  - EZ Rider service will end at 8:30 p.m.
- All other routes will operate on regular routes and published schedules, although delays may occur due to increased traffic.
- Safe Ride buses will operate from 11 p.m. to 2:30 a.m., as Franklin Street reopens. Safe Ride is a service funded by the UNC-Chapel Hill Student Government for the safety of students.
- We have been working with Town communications staff and our Partners to share this information with the public. We have issued press releases, along with posting information on our website and social media sites.

### Thanksgiving Holiday Schedule

- Chapel Hill Transit services will operate the following schedule in observance of the Thanksgiving holiday:
  - **Thursday, November 24<sup>th</sup>** – No Service

- **Friday, November 25<sup>th</sup>** – Saturday Routes: CM, CW, D, FG, JN and T (No 420, U or NU routes and EZ Rider will operate from 8:15 a.m. – 6:52 p.m.). Tar Heel Express will operate for the North Carolina versus North Carolina State Football Game.
- **Saturday, November 26<sup>th</sup>** – Saturday Routes: CM, CW, D, FG, JN and T (No U or NU routes and EZ Rider will operate from 8:15 a.m. – 6:52 p.m.)
- **Sunday, November 27<sup>th</sup>** – NU and U on regular weekend schedules
- Safe Rides will not operate the week of Thanksgiving and will resume on Thursday, December 1<sup>st</sup>. Chapel Hill Transit’s administrative offices will be closed on Thursday, November 24<sup>th</sup> and Friday, November 25<sup>th</sup>.
- A press release will be issued in early November and information will also be posted on our website and social media sites.

### **Thanksgiving Dinner**

- The annual Chapel Hill Transit staff Thanksgiving Dinner will be held on November 18<sup>th</sup> from 10:00 a.m. - 3:00 p.m.

### **Out of Town**

- I will be out of town Friday, October 28<sup>th</sup> through Monday, October 31<sup>st</sup> for the Marine Corps Marathon in Washington, D.C. While I will be available during this time via email and cell phone, Henry DePietro, Administrative Services Manager, will be acting on my behalf until I return to the office on Tuesday, November 1<sup>st</sup>.

### **Events**

- University of North Carolina at Chapel Hill Employee Appreciation Event on October 21, 2016 – information table.
- Town of Chapel Hill Trunk or Treat and Dive-In Movie on October 22, 2016 – providing 1 bus and information table.
- TMP Coordinator’s Conference – 10/25/16 – we will have an information table
- United Way Combined Campaign:
  - I am proud of the Transit Team (Behind the Curve) for placing 2<sup>nd</sup> in the Town’s Kickball Tournament.



- We will also be hosting a Chili Cook Off on October 28, 2016 to help raise funds for United Way.



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

**October 25, 2016**

<b>November 15, 2016</b>	
Action Items	Informational Items
Advertising Program	Electric Bus Petition
EZ Rider Application	Financial Sustainability Study Update
<b>December, 2016 No Meeting</b>	
Action Items	Informational Items
Bus/Rail Joint Planning w/Go Triangle Staff	Electric Bus Petition
	Financial Sustainability Study Update
<b>January 24, 2017</b>	
Actions Items	Informational Items
	Electric Bus Petition
	Financial Sustainability Study Update

<b><u>Key Meetings/Dates</u></b>
TCC Meeting – October 26, 2016, 9-11AM Committee Room, Durham City Hall
MPO Board – November 9, 2016, 9-11AM, Committee Room, Durham City Hall
TCC Meeting – November 16, 2016, 9-11AM Committee Room, Durham City Hall